



My Rock and My Fortress

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MASADA COLLEGE

Early Learning Centre
Kindergarten to Year 12

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WORK EXPERIENCE PROGRAM 2017 HOST EMPLOYER STUDENT APPRAISAL [ATTACHMENT D]

Student's Name: _____

Host Organisation: _____

Supervisor's Name: _____

Dates Attended: _____

Masada College sincerely appreciates the time, mentoring and guidance you have invested in our student over their time with you on work experience.

Work Experience at Masada College is considered to be part of our total education program. It is intended to help students develop:

- **Self Knowledge and Understanding:** an awareness of their abilities, interests, values and constraints and apply this understanding to make appropriate, realistic career decisions.
- **Self-Management skills:** For students to take responsibility for themselves, have a personal vision and career goals. It is also about following through on their commitments and managing the activities in their life, both at school and extracurricular activities.
- **Career Management skills:** Learning how to proactively manage their own career and education. To be aware of what career opportunities exist and how to pursue them. To conduct themselves in a professional and appropriate way for the work context and to gain exposure to the culture of a workplace.

From your observation and supervision of this student during their work experience placement, please use this Student Appraisal to comment on the level of development of the above mentioned skills.

Should you have any questions, concerns or issues please contact the Careers Adviser on 9449 3744.

**My Rock and My Fortress****1. Attendance & Punctuality****Was the student:**Always on time Mostly on time Rarely on time **Did the student:**Have explained absences Unexplained absences Both Neither

Comments:

2. Interest & Enthusiasm**Did the student demonstrate a willingness to learn?**Always Mostly Occasionally Never **Did the student ask questions?**Always Mostly Occasionally Never

Comments:

3. Approach to work**Did the student (where possible) complete all work and tasks set?**Always Mostly Occasionally Never **Did the student show initiative by offering solutions to problems or showing good judgement?**Always Mostly Occasionally Never **When given, did the student accept and follow instructions?**Always Mostly Occasionally Never

Comments:



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4. Interaction

Where appropriate, did the student try to engage with clients/customers?

Always Mostly Occasionally Never N/A

Did the student (where appropriate) try to engage and establish relations with colleagues?

Always Mostly Occasionally Never N/A

Comments:

5. Employability skills

How would you rate the student's current level of competency on the following employability skills?

Communication	Exemplary <input type="checkbox"/>	Exceeds <input type="checkbox"/> Expectations	Satisfactory <input type="checkbox"/>	In Development or <input type="checkbox"/> Needs Improvement	Unsatisfactory <input type="checkbox"/>
Working with others	Exemplary <input type="checkbox"/>	Exceeds <input type="checkbox"/> Expectations	Satisfactory <input type="checkbox"/>	In Development or <input type="checkbox"/> Needs Improvement	Unsatisfactory <input type="checkbox"/>
Initiative & enterprise	Exemplary <input type="checkbox"/>	Exceeds <input type="checkbox"/> Expectations	Satisfactory <input type="checkbox"/>	In Development or <input type="checkbox"/> Needs Improvement	Unsatisfactory <input type="checkbox"/>
Planning & organising	Exemplary <input type="checkbox"/>	Exceeds <input type="checkbox"/> Expectations	Satisfactory <input type="checkbox"/>	In Development or <input type="checkbox"/> Needs Improvement	Unsatisfactory <input type="checkbox"/>
Self-management	Exemplary <input type="checkbox"/>	Exceeds <input type="checkbox"/> Expectations	Satisfactory <input type="checkbox"/>	In Development or <input type="checkbox"/> Needs Improvement	Unsatisfactory <input type="checkbox"/>
Willingness to learn	Exemplary <input type="checkbox"/>	Exceeds <input type="checkbox"/> Expectations	Satisfactory <input type="checkbox"/>	In Development or <input type="checkbox"/> Needs Improvement	Unsatisfactory <input type="checkbox"/>
Use of technology	Exemplary <input type="checkbox"/>	Exceeds <input type="checkbox"/> Expectations	Satisfactory <input type="checkbox"/>	In Development or <input type="checkbox"/> Needs Improvement	Unsatisfactory <input type="checkbox"/>

Comments:



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6. Overall Assessment

Did the student appear to benefit from this placement? Yes No

Did any administrative or disciplinary problems arise? Yes No

Comments:

Name of person completing form: _____

Position: _____

Signature: _____

Date: ____/ ____/ 2017

Career Adviser contact details

Phone: 02 9449 3744



Please return completed appraisal to the Careers Adviser via the college office, by email cwatson-brown@staff.masada.nsw.edu.au or fax to 02 9144 3722.