



EMPLOYABILITY SKILLS TEMPLATE: WORK EXPERIENCE 15

Student: _____

Credits: _____

Employer: _____

Teacher: _____

Employability Skills	Learner Outcomes The student should be able to:	Assessment Standards and Tools	Rating				
			4	3	2	1	N/A
Personal Management	<ul style="list-style-type: none"> manage own learning demonstrate willingness to learn identify and use reference materials recognize opportunities for personal growth make notes and keep records dress appropriately for the job 	Develops a Portfolio <u>Assessment Tools</u> <ul style="list-style-type: none"> portfolio assessment tool 					
Resource Management	<ul style="list-style-type: none"> use time effectively select and use appropriate resources use appropriate tools for the job return tools and materials to their proper places practise conservation 	Follows Company Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Ethics	<ul style="list-style-type: none"> show respect for others recognize diversity and promote respect demonstrate trustworthy behaviour maintain confidentiality 	Follows the Company's Ethics Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace 					
Interpersonal Relations	<ul style="list-style-type: none"> communicate effectively: <ul style="list-style-type: none"> when speaking in writing nonverbally relate well to others 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Teamwork and Leadership	<ul style="list-style-type: none"> accept membership in a team accept praise and criticism contribute to team efforts propose solutions to problems lead by example 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Responsibility	<ul style="list-style-type: none"> attend regularly demonstrate punctuality follow safe procedures accept responsibility for own actions 	85% Attendance Record 85% Punctuality Record <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace attendance and punctuality records 					

PERFORMANCE RATING GUIDE

	Description	Performance
4	Excellent	Exceeds standards and expected outcomes in a self-directed manner.
3	Very Good	Meets standards and expected outcomes with minimal assistance.
2	Good	Meets standards and expected outcomes with assistance.
1	Not Acceptable	Does not meet standards and expected outcomes, even with assistance.
N/A	Not Applicable	Does not relate to this work station or work site.