EMPLOYER FEEDBACK FORM

This process should be used to provide a statistical reliable sample of employer feedback regarding the current performance of students who have completed a training program through Thornlie SHS. The sample size will be determined through the Thornlie SHS Review process based upon current activities across Thornlie SHS. Eg. if a new training program has been introduced within the calendar year, Thornlie SHS will conduct Employer feedback process to identify if the design and development process met Employer requirement.
Guidance for completing the process is as follows; feedback should be gained on the basis of level of risk, number of students undertaking the training, feedback etc.

Workplace Evaluation

Date	

Supervisor		**Supervisor's Signature**	

Job Title of Student		**Location**	

Student Role Description	

The purpose of this evaluation is to:

- Ensure that the student is meeting workplace requirements once training has been completed with Thornlie SHS
- Share good practice across the system
- Identify opportunities for improvement.
- Suggests methods of improvement for future training.

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Please rate the performance of the student between 1 and 5, against your expected outcomes from the training.
A rating of 1 means that there has been no perceived improvement by the student and a rating of 5 means the improvement has been beyond expectations.

		RATING 1 ◄····· ·····► 5					COMMENTS
1	How well does the student use and understand workplace safety requirements. ie. Safety System, Safety Observations, Near Miss Reporting.						
2	Is the student proactive where safety is concerned? ie. Involves themselves in safety meetings and readily make suggestions.						
3	Does the student plan and organise their work role? ie. Does that person turn up on time, are they prepared for work, and how are their time-management skills.						
4	Has student adapted readily to their work environment and equipment operated?						
5	Does the student communicate sufficiently for the workplace? ie. Interaction with peers and supervisors.						
6	What is the students skill level and work attributes?						
7	How would you rate their overall improvement during the work experience?						

Please note: Question 6 is looking at the person's effectiveness in the workplace not their actual role

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Overall – are there any gaps you have identified in the training delivered by Thornlie SHS? Did the learner have the expected skills or knowledge to work effectively in your workplace? Was there any gaps in their skills and knowledge? **Please detail any comments below.**
8.
9.
10.
11.

Thankyou.