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| --- | --- |
| **Name:** |  |
| **Date:** |  |
| **TASK:** | **Workplace Behaviour** | **Stage 1 of 1 stages in task** |
| TA: |  |
| **Name of Assessor:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A Skill level of**...A...B...C...D...E...**Indicate level using underpinning work skill guide**Steps requiring skill level : List by step number**

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**Office use only** |

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|  | **Assistance coding:**0=no assistance/fully independent1=indirect verbal prompts/instructions2=gestural prompts3=direct verbal prompts/instructions4=model style prompting5=physical prompting MINIMAL6=physical prompting FULL assistance7=not complaint/failed taskN/A=not applicable  | OBSERVATION DATES  | OHS requirements* Safety Glasses
* Gloves - tech/riggers
* Ear muffs
* Steel capped boots
* Work clothing
* Sun protection
 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Staff initials**: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | STEPS  | ASSISTANCE REQURED |
| **1** | Ability to maintain a high standard and quality of work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | Works well in team environment |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | Understanding of OHS requirements |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | Attendance of work related meetings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | Attention to personal hygiene |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Attendance, punctuality and personal leave notification |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | Understanding of the Kyeema Code of Conduct |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Comments:**

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