|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |   **Office use only** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Assistance coding:**  0=no assistance/fully independent  1=indirect verbal prompts/instructions  2=gestural prompts  3=direct verbal prompts/instructions  4=model style prompting  5=physical prompting MINIMAL  6=physical prompting FULL assistance  7=not complaint/failed task  N/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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