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| **Supported Employee Name:** |  |  | **Date:** |  |

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| **Trainer Sign 1:** |  | **Supervisor Sign 1** |  | **Skill Level:** |  |

*The following table gives of underpinning work skills and associated criteria for performance that apply Skills Level A-E*

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| **Skill Level** | **Competency** | **Criteria for Performance** | **Meets Criteria****Yes/No** | **Comments** |
| Training & Support | Attitude to work | Attends work each day or notifies reason for absence |  |  |
| Comes to work area on time |  |  |
| Readily undertakes work tasks |  |  |
| Recognises work environment and responds accordingly |  |  |
| Demonstrates the ability to work with others |  |  |
| Does not significantly distract others when working |  |  |
| Willing to learn | Demonstrates a positive response to training programs and work duties assigned |  |  |
| Follows instructions | Accepts supervisor/trainer as authority on the job |  |  |
| Acknowledges having understood instructions |  |  |
| Able to follow instructions |  |  |
| Dress & OH&S | Wears appropriate attire for the work environment paying regard to OH&S requirements |  |  |
| Expressive Communication | Expresses own needs clearly to relevant staff |  |  |
| Independent Work Practice | *Completes 1 task to 100% performance criteria* |  |  |
| *Demonstrates the ability to work in variable work environments* |  |  |

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| A | *100% of Training & Support**Skill Level plus 80% A:* | *Completes 4 tasks to 100% criteria to move to Skill Level A* |  |  |
|  | Independent Work Practice (A) | Works with close ongoing supervision |  |  |
| Works without supervisor present for limited periods |  |  |
| Makes basic decisions regarding own work |  |  |
| Continues to work when distractions are present for limited periods |  |  |
| Remembers instructions minutes after they are given |  |  |
| Working Consistently (A) | Stays on task for during key production periods |  |  |
| Flexibility (A) | Moves to new task with clear directions |  |  |
| Quality Control (A) | Can check work and recognise errors |  |  |
| OH&S (A) | Follows basic safety procedures |  |  |
| Workstation (A) | Maintains a clean and tidy workstation |  |  |
| Teamwork (A) | Demonstrates positive interaction with co-workers |  |  |

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| B | *100% of Training & Support**Skill Level A plus 80% B:* | *Completes 4 tasks to 100% criteria to move to Skill Level B* |  |  |
|  | Independent Work Practice (B) | Makes basic decisions regarding own work and acts on them |  |  |
| Remembers instructions from day to day |  |  |
| Working Consistently (B) | Produces predictable output levels |  |  |
| Requests more work as supplies are depleted |  |  |
| Work consistently with moderate supervision |  |  |
| Flexibility (B) | Adapts to change e.g. moves to new task promptly |  |  |
| Quality Control (B) | Notifies relevant staff of identified errors |  |  |
| OH&S (B) | Recognises and obeys safety signs |  |  |
| Wears appropriate protective equipment |  |  |
| Workstation (B) | Performs limited housekeeping functions in work area |  |  |
| Teamwork (B) | Demonstrates maintenance of work pace with co-workers/team |  |  |

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| C | *100% of Training & Support**Skill Level A, B plus 80% C:* | *Completes 4 tasks to 100% criteria to move to Skill Level C* |  |  |
|  | Independent Work Practice (C) | Accepts responsibility for own work performance |  |  |
| Makes basic decisions for work team |  |  |
| Requests explanation and clarification of instructions when necessary |  |  |
| Working Consistently (C) | Works consistently with intermittent supervision |  |  |
| Procedures consistent output levels |  |  |
| Flexibility (C) | Responds promptly to urgent requirements of work section |  |  |
| Quality Control (C) | Checks components and/or machinery are in good working order |  |  |
| OH&S (C) | Advises co-workers of safety requirements of task being undertaken |  |  |
| Workstation (C) | Sets up own workstation with intermittent supervision |  |  |
| Locates jigs, tools and work supplies for work section |  |  |
| Teamwork (C) | Communicates in an equitable manner across all co-workers |  |  |
| Demonstrates the ability to solve basic problems or notifies relevant staff as necessary |  |  |

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| D | *100% of Training & Support**and Skill Level A,B,C plus 80% D:* | *Completes 4 tasks to 100% criteria to move to Skill Level D* |  |  |
|  | Independent Work Practice (D) | Makes basic decision for work team |  |  |
| Requests explanation and clarification of instructions where necessary |  |  |
| Working Consistently (D) | Encourages co-workers to maintain on task behaviour |  |  |
| Flexibility (D) | Recognises urgent requirements of work section |  |  |
| Quality Control (D) | Checks work completed by co-workers and notifies relevant staff where quality does not meet specifications |  |  |
| OH&S (D) | Demonstrates awareness of potential safety hazards within work section |  |  |
| Workstation (D) | Recognises need for replenishing work supplies as necessary for work section |  |  |
| Teamwork (D) | Demonstrates basic knowledge of production sequence for the work section and the associated responsibilities of each team member  |  |  |
| Demonstrates a positive approach access all employees and staff |  |  |

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| E | *100% of Training & Support and Wage Level A,B,C,D plus 80% E:* | *Completes 4 tasks to 100% criteria to move to Skill Level E* |  |  |
|  | Independent Work Practice (E) | Makes basic decision for work section |  |  |
| Requests explanation and clarification of instructions where necessary |  |  |
| Working Consistently (E) | Encourages co-workers to maintain on task behaviour |  |  |
| Flexibility (E) | Takes independent action to meet urgent requirements of work section |  |  |
| Able to work in different work sections as required |  |  |
| Quality Control (E) | Checks work completed by co-workers and corrects where necessary |  |  |
| OH&S (E) | Identifies potential safety hazards with machinery/tools and notifies relevant staff |  |  |
| Has sound knowledge of general OH&S issues and rules |  |  |
| Workstation (E) | Completes basic documentation for work section |  |  |
| Helps set up work stations for team members and organise work materials |  |  |
| Teamwork (E) | Is aware of workplace schedules and encourages co-workers to meet production demands  |  |  |