

2018 CONCRETE INDUSTRY APPRENTICE OF THE YEAR

ASSESSOR ENTRY FORM

NAME OF APPRENTICE:

EMPLOYER NAME:

BUSINESS NAME:

QUALIFICATION:

PROMISING ATTRIBUTES

(1 = Not Achieving, 10 = High Achieving)

1 2 3 4 5 6 7 8 9 10

Attendance, Punctuality & Attitude

Team Player

Personal Presentation

SKILLS AND PROBLEM SOLVING

(1 = Not Achieving, 10 = High Achieving)

1 2 3 4 5 6 7 8 9 10

Practical Skills

Problem Solving & Critical Thinking

Theory Knowledge/Information Gathering

HOW DOES YOUR APPRENTICE DISPLAY EXCELLENCE IN THE CONCRETE INDUSTRY

Please provide information (about 200 words) to support this. Include examples like, projects your apprentice is working on, demonstration of leadership skills, team-work and going above & beyond. This is a great opportunity to present your apprentice as a leading-light. (Photos of the apprentices work can be attached to support this).

PLEASE USE THIS SPACE TO RESPOND OR ATTACH YOUR OWN DOCUMENT

ASSESSORS' REFERENCE GUIDE FOR SCORING

The following criteria are commonly demonstrated by industry leaders. Many of these attributes should have emerged and some developing. Some apprentices may already be high achieving. Please circle the appropriate score on the attached Entry Form indicating the stage you believe the apprentice is at.

PROMISING ATTRIBUTES

	Not Achieving		Emerging		Developing		Exceeding		High Achieving	
	1	2	3	4	5	6	7	8	9	10
Attendance, Punctuality & Attitude	Apprentice had unexplained absences. Often not prepared, engaged or involved. Lacked energy.		Apprentice has unexplained absences. Apprentice was sometimes prepared, engaged and involved.		Apprentice has good attendance. Apprentice was mostly energetic prepared, engaged and involved.		Apprentice has good attendance and often early. Apprentice was usually energetic prepared, engaged and involved.		Apprentice has good attendance, often early or works late. Apprentice fully prepared, energetically engaged and actively involved.	
Team Player	No useful suggestions to address team's needs. Does not perform assigned tasks and has nothing constructive to say. Often argues or doesn't let others speak or uses put downs. Doesn't listen.		Tries to offer useful ideas but not well developed. Requires reminders to perform tasks. Expects others to do the work. Can be patronising.		Occasionally offers useful ideas to meet the team's needs. Performs assigned tasks and participates, is generally reliable. Generally listens to others point of view, uses appropriate language and is respectful.		Offers well developed and clearly expressed ideas. Participates enthusiastically and is very reliable. Listens to others and their ideas. Always uses appropriate language respectfully.		Demonstrates leadership qualities. Supports the team with a great deal of relevant information. Offers well-developed & clearly expressed ideas directly related to the groups purpose. Participates enthusiastically; very reliable. Always listens to others & their ideas and helps them to develop ideas without taking the credit.	
Personal Presentation	Inappropriate dress and language. Inarticulate with limited eye contact. Speaks in a monotone and demonstrates little interest in engaging in conversation.		On many occasions language obscures meaning.		Casual dress and demeanour. Developing articulation. Speaks in an interesting manner most of the time. Makes eye contact though not used consistently.		Semi-professional dress and demeanour. Generally articulate. Appropriate eye contact most of the time. Speaks in an engaging manner most of the time.		Professional attire and demeanour. Has advanced articulation and uses professional language. Enthusiastically engages in conversation with consistent eye contact.	

SKILLS & PROBLEM SOLVING

	Not Achieving		Emerging		Developing		Exceeding		High Achieving	
	1	2	3	4	5	6	7	8	9	10
Problem Solving & Critical Thinking	Demonstrates no understanding of how to solve a problem or find solutions. Has no reasonable explanation for choices made. Most requirements of the task are missing.		Demonstrates little understanding of how to solve a problem and find solutions. Can occasionally explain the choices made. Some requirements of the task are missing.		Demonstrates partial understanding of how to solve a problem through finding solutions. Can sometimes explain the choices made. Most requirements of the task are included and performed.		Demonstrates considerable understanding of how to solve a problem through finding solutions. Can mostly explain the choices made. All requirements of the task are included and performed in a logical approach.		Demonstrates complete understanding of how to solve a problem and finds solutions. Can fully explain the choices made. All requirements were included and quickly performed in a logical approach.	
Theory Knowledge / Information Gathering	Has considerable difficulty learning theoretical trade knowledge. Does not gather sufficient or relevant information.		Has some difficulty learning theoretical trade knowledge. Gathers some relevant information.		Demonstrates an ability to learn theoretical trade knowledge. Gathers sufficient and relevant information.		Demonstrates a strong ability to learn theoretical trade knowledge. Gathers more than sufficient and relevant information.		Demonstrates an excellent ability to learn theoretical trade knowledge and apply it. Gathers detailed comprehensive and relevant information.	
Practical Skills	Apprentice was unable to prepare materials and equipment for tasks which were not able to be completed without full assistance. Frequently did not follow safety rules even with reminders. Tasks not completed		Required more time and guidance to become prepared with materials and equipment. Required considerable assistance and required reminders to follow safety rules. Tasks were completed but needed several major modifications.		Required a little more time and guidance to become prepared with materials and equipment. Required moderate assistance and mostly followed safety rules. Tasks were complete but required minor modifications.		Mostly prepared with equipment and materials ready for the task which was completed with little assistance and followed safety rules. Tasks were complete but needed minor modifications.		Fully prepared with all equipment and materials ready for the task which was effectively and independently completed always following safety rules. Tasks were complete according to the criteria.	