BEHAVIOURS EVALUATION – FOUNDATION PHASE

Level 3 Advanced Science Manufacturing Technician



**Learner Name**:

**ULN**:

**Start Date**:

**Planned Completion Date**:

**Employer Name**:

**Review Number**: 1/3

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| **Personal Responsibility: demonstrate personal responsibility towards safety systems (including risk management and environment)**  **Please circle one of the three expectations.** | **Does not meet Expectation**  Fails to demonstrate an acceptable level of behaviour. Improvement is required. | **Meets Expectation**  Demonstrates an acceptable level of behaviour and meets the minimum level of behaviour expected. | **Exceeds Expectation**  Demonstrates consistent and positive behaviours that reflect those expected of outstanding apprentices. |
| Little evidence of personal responsibility to safety systems. | Good personal responsibility towards safety systems. | Exhibits high standards of personal responsibility toward safety systems. Seeks to influence the behaviour of others. |
| Tries to play down incidents in which they are involved. | Responds positively to suggestions for own improvements in personal responsibility for safety issues. | Actively monitors the safety of self and others, challenging and making suggestions where appropriate. |
| **Justification/evidence provided:** | | | |
| **Areas for development:** | | | |
| **Assessor/Employer comment(s):** | | | |

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| **Communication: communicate effectively using a full range of skills - speaking; listening; writing; body language; presentation**  **Please circle one of the three expectations.** | **Does not meet Expectation** | **Meets Expectation** | **Exceeds Expectation** |
| Misinterprets or is slow to comprehend oral and/or written instructions. | Readily comprehends oral and/or written instructions when first presented. | Superior comprehension of oral and/or written instructions. Checks back to avoid any misunderstanding. |
| Communications are vague or poorly written or spoken.  Difficulty conveying meaning to others. | Passes on information both verbal and written, in a way that is easily understood | Is able to adapt both verbal and written communication to be understood by different audiences (e.g. peer, supervisor, senior manager, and visitor). |
| Will not ask questions and demonstrates little willingness to listen. | Listens and will question and challenge appropriately to enhance own understanding. | Listens and questions to enhance own and others understanding.  Supports and acknowledges contributions from others. |
| Unable to effectively present personal viewpoint. | Able to effectively present personal viewpoint. | Able to influence others to see personal viewpoint. |
| Unwilling to see other people’s point of view. | Receptive to other people's point of view. | Ability to reason from different points of view. |
| **Justification/evidence provided:** | | | |
| **Areas for development:** | | | |
| **Assessor/Employer comment(s):** | | | |
| **Team Work: work and interact effectively within a team**  **Please circle one of the three expectations.** | **Does not meet Expectation** | **Meets Expectation** | **Exceeds Expectation** |
| Unwilling to contribute during team discussions/problem solving. | Makes a useful contribution during team discussions/problem solving. | Contributes and willing to lead team based discussions/problem solving. |
| Can reduce morale and enthusiasm within the team. | A good team member gets on well with colleagues. | Builds working relationships between team and other groups.  Seeks to diffuse conflict situations where they arise. |
| Exhibits negative behaviour concerning team/organisational mission. | Demonstrates knowledge and understanding of team/organisation mission. | A strong team player helps bind the team together to achieve team/organisation mission. |
| Does not accept responsibility for own impact on team performance. | Works cooperatively with others to achieve overall team goals. | Puts team goals ahead of personal achievement and recognition. |
| **Justification/evidence provided:** | | | |
| **Areas for development:** | | | |
| **Assessor/Employer comment(s):** | | | |

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| **Independence and Responsibility: work independently and take responsibility for initiating and completing tasks**  **Please circle one of the three expectations.** | **Does not meet Expectation** | **Meets Expectation** | **Exceeds Expectation** |
| Inclined to wait for direction on work tasks.  Regularly needs to be told what to do or how to do it. | Normally does not need to be told what to do next, can be trusted to complete tasks.  Identifies obstacles to achieving work assigned and escalates. | Looks ahead and progresses work in areas of the job.  Will seek to resolve obstacles to achieving work assigned themselves before escalating. |
| Supervision required to progress work. | Can be relied on to manage their work with little supervision. | Holds themselves accountable for their own performance. |
| Over reliance on supervisor for motivation. | Self-motivated and deals with work/learning balance in a positive way. | Maintains motivation and encourages others to do the same. |
| **Justification/evidence provided:** | | | |
| **Areas for development:** | | | |
| **Assessor/Employer comment(s):** | | | |

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| **Impact of work: understand impact of work on others, especially where related to diversity and equality**  **Please circle one of the three expectations.** | **Does not meet Expectation** | **Meets Expectation** | **Exceeds Expectation** |
| Others feel the need to recheck their work or have to finish off the job after them.  Work rarely makes a contribution to team quality. | Works to the required standard of accuracy, neatness and thoroughness.  Often makes valued contributions to team quality. | Has a reputation within the work group for doing jobs right first time, every time.  Consistently makes a valued contribution to team quality. |
| Little respect for the values of others. | Respects the value of others. | Actively encourages work group to respect the values of others |
| Has difficulty being tactful, considerate and respectful in dealing with others. | Usually tactful, considerate and respectful in dealing with others. | Always tactful, considerate and respectful in dealing with others. |
| **Justification/evidence provided:** | | | |
| **Areas for development:** | | | |
| **Assessor/Employer comment(s):** | | | |
| **Time management: accepts responsibility for managing own time and workload within a given plan to complete work to schedule**  **Please circle one of the three expectations.** | **Does not meet Expectation** | **Meets Expectation** | **Exceeds Expectation** |
| Does not deliver consistently and can waste time on non-essentials. | Continually demonstrates efficient use of work time. | Continuously strives for improved productivity. |
| Unreliable timekeeping | Timekeeping complies with company protocols. | Encourages others to comply with company timekeeping protocols. |
| Not fully prepared in advance holds up group activities. | Always prepares in advance ready to participate in group activities. | Encourages others to prepare in advance for group activities |
| **Justification/evidence provided:** | | | |
| **Areas for development:** | | | |
| **Assessor/Employer comment(s):** | | | |

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| **Change Management: ability to handle change and respond to change management processes**  **Please circle one of the three expectations.** | **Does not meet Expectation** | **Meets Expectation** | **Exceeds Expectation** |
| Has difficulty adjusting to changes in workload or assignments. | Is flexible, willing and able to respond to changes in work situations and/or learn new skill. | Capable of supporting others with change in work situations and or learning new skill. |
| Resists change or innovation or takes a “wait and see” approach. | Works hard to implement successful change in areas of responsibility as directed by supervisor. | Recommends changes to improve own work and work of others and implements as agreed with supervisor. |
| Does not value own contribution. | Able to demonstrate examples of situations when they have changed practice or personal behaviour. | Evidence of influencing change of practice or personal behaviour by others. |
| **Justification/evidence provided:** | | | |
| **Areas for development:** | | | |
| **Assessor/Employer comment(s):** | | | |

Name of Reviewer: Learner Signature:

Signature: Date:

Note: Further reviews of behaviours to be carried out at 10 months and 14 months (further reviews can be carried out if required).

**Evidence**

Evidence should be provided to meet each behaviour. Examples of evidence could be:

* Work product - the learner’s PDR, or similar reviews of their progress during the programme. The learner may also provide work logs, communications eg e-mails, reports etc that they have produced, identification of breaches of safety, in-company recognition/reward.
* Observation by an assessor, in which case notes of what was observed should be included.
* Witness testimonies could be provided by people who have seen the learner carrying out work activities and demonstrating the required behaviours – these could be work colleagues or customers.

The learner’s manager/nominated coach should make a comment relating to each behaviour, giving further explanation of their decision, and identify areas for development.