

LISMORE HIGH SCHOOL

DALLEY STREET (PO BOX 566) LISMORE NSW 2480 PHONE 0266215185 FAX 0266222940

RECOGNITION OF COMPETENCIES FROM PAID EMPLOYMENT

Students have always learnt a great deal about the workplace through part time and casual employment. To date, schools have only recognized work place learning if it took place in a structured program like Work Experience. We'd like that to change.

Lismore High School would now like to recognize the importance of learning in non-school settings in its courses and have that experience acknowledged in the student's educational programme.

Students might like the recognition for the skills and abilities they have acquired through paid work to be included in their School To Work Logbook or to be counted towards Workplace Learning requirements for courses such as Work Education or Work Studies.

This is, of course, a voluntary program for both you and the school student and if you do not want to complete the attached Pro Forma there is no compulsion to do so.

If you would like to be involved, you can have the student return the completed form in person or you can mail or fax it to the School.

If you want to discuss this initiative, please feel free to contact me at the High School on 66215185 during school hours.

Yours sincerely,

Bill Goldie

W. Goldie
Careers Adviser

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STUDENT NAME ACADEMIC YEAR

JOB TITLE

COMPANY NAME

ADDRESSTOWN

While in paid work with this company, the student named above gained a number of competencies and skills associated with his or her employment. Some of these competencies are generic i.e. are transferable to all occupations e.g. diligence, cooperation and punctuality while others are specific to the job title named above e.g. can use a cash register.

A) GENERIC

Was punctual	yes/no	Was cooperative	yes/no
Dressed appropriately	yes/no	Well mannered	yes/no
Observed OH&S rules	yes/no	Was diligent	yes/no
Showed initiative	yes/no	Can follow instructions	yes/no
Showed persistence	yes/no	Had positive attitude	yes/no

Other

Other

B) SPECIFIC

What specific skills (if any) did the above student acquire while in your employment?

- 1
- 2.....
- 3.....
- 4
- 5

The student worked here for approx..... hours from .../.../.... to .../.../....

C) ADDITIONAL COMMENTS

Are there any further comments you would like to make about this student ?

.....
.....
.....

NAME SIGNATURE

POSITION Date/...../