

# St. Joseph's Secondary School

Newfoundwell , Drogheda, Co. Louth

## Student Work Experience and Community Service policy



**Review Dates:** This policy will be reviewed annually.

Staff		Consultation 2021
Parents' Council		Consultation 2021
Student Council		Consultation 2021
Board Of Management		Ratified 2021

**School Details:** St. Joseph's Secondary School is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of St. Joseph's Secondary School is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

## **Mission Statement**

*St. Joseph's Secondary school recognises that each pupil who enrolls in our school is unique and has different gifts as well as different needs. It is our wish that our pupils will leave us with enhanced self-confidence and with life skills and attitudes which will enable them to lead lives satisfying to themselves and which may contribute to the betterment of society.*

*We recognise that a pupil's development is closely linked to a good self-image and so we strive to present the school's total curriculum in such a manner as to allow all to realise their full potential.*

*We see ourselves as working in partnership with parents to develop the gifts and to meet the needs of all. We regard our school as an educational establishment with a Christian community characterised by care and justice.*

Through the implementation of this policy we strive to enact the stated mission and vision of St. Joseph's Secondary School. We value all in the school community and endeavour to develop each member of the school community.

## **Rationale for this policy:**

### **Philosophy, Ethos and Context:**

St. Joseph's Secondary School recognises the value of work experience as part of a programme of study designed to develop the skills and knowledge which will enable students to participate fully and succeed in the workplace and in society. Work experience/community service should:

- Provide experiential learning opportunities which are not possible in the classroom.
- Provide an understanding and appreciation of the workplace environment.
- Allow students to discover and develop their own personal strengths in a different environment.
- Increase students' self-confidence in relation to applying for employment.
- Allow students to showcase their abilities to an employer.
- Increase the student's chances of securing employment.

As an Edmund Rice School, St. Joseph's Secondary School seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Work experience & Community service in the curriculum:

Students are required to undertake work experience or community service as part of their studies in the following:

- Transition Year Programme
- Leaving Certificate Applied
- Leaving Certificate Vocational Programme

Throughout placements student's engage in a process of self-evaluation and employers complete an assessment which is reported to the school and subsequently parents as required by the Education Act (98).

Relevant Legislation:

- Education Act (98)
- Child Safeguarding Statement
- Safety, Health and Welfare at Work Act 2005;
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007
- Protection of Young Persons Employment Act (96)

Relevant policies:

- Health and Safety Statement
- Wellbeing policy
- Code of Behaviour
- Pastoral Care policy
- Additional Educational Needs policy
- Assessment policy
- GDPR policy

Other relevant documentation:

- Health and safety matters for students embarking on work experience : A Short Guide For Teachers ( Health and Safety Authority).

Aims of this policy

- To help protect the physical and emotional wellbeing of students undertaking work experience/community service by providing risk assessment procedures .
- To detail the role of the Programme coordinator with responsibility for work experience/community service .
- To inform students and parents of their responsibilities when undertaking work experience/community service placement.
- To inform sponsors/other relevant parties of their responsibilities and the procedures involved.

### **Work Experience and community service procedures**

#### **Recognised types of work experience and community service:**

Appropriate work experience may take a number of forms:

- Work placement.
- Work shadowing.
- Work simulation.
- Work based learning.
- Voluntary work with a recognised community organisation

#### **Placement procedures:**

The hosting business/organisation will herein be referred to as the sponsor whilst the duration of the learning experience will be referred to as the placement.

## Information for Students and Parents

- Students undertaking either the Leaving Cert Applied programme, Leaving Cert Vocational programme or Transition Year programme are required to participate in work experience/community service as outlined by the relevant curriculum. Students will only be excused from participation in exceptional circumstances pertaining to health issues or incapability; parents/guardians are required to inform the Programme Coordinator and explain the particular difficulties which prohibit participation.
- All students must return a consent form to the Programme Coordinator and signed by their parent/guardian.(Appendix 1 ).
- Students and parents/guardians will be informed by the Programme Coordinator of the placement schedule for each programme at the start of the school year (Appendix ).
- Students will normally be encouraged to find their own placement. In cases where the student cannot find an appropriate placement, the Programme co-ordinator will assist if they can.It is expected that where possible students organise a range of placements for each of the weeks in question in and to find placements which are independent of family/guardians so that learning experiences are optimised.
- All proposed placements must be approved by the Programme Coordinator who will conduct an evaluation of the proposed placement .
- Prior to taking up placements all students (L.C.A./L.C.V.P/T.Y.) will undertake a recognised preparatory work experience course such as the Health and Safety Authority programme for secondary school students 'Choose Safety'. Students who do not complete such a programme will not be permitted to take up their placement.
- As a member of the ERST community Allianz Indemnity Insurance is in place and covers most placements. However parents/guardians are advised that Personal Accident Insurance should also be taken out and this can be arranged through the school.
- Students who receive approval are required to complete a *Placement Agreement Form* along with a *Work Placement Summary Form* . (Appendix 1 ). Students are expected to represent our School to the best of their ability. Students on work experience remain subject to our School Code of Behaviour and, in addition, should comply with any guidelines laid down by the employer.
- Students are not permitted to use part time jobs for work experience purposes and cannot receive payment during a placement.
- Some students may find that they will be offered work placements outside of dates above. Each of these extra placement opportunities will be considered on a case by case basis at the time by the Programme Co-Ordinator.
- Placements may be active or shadowing. In an 'active' placement the student will carry out suitable tasks as per instruction; whilst a 'shadowing' placement allows the student to follow a professional for the week and see what their job entails.
- Students are required to take ownership of their learning by keeping a reflective diary.

- Certain specific work placements have specific requirements, for example, certification in manual handling, first aid or 'Safe Pass'. Garda vetting will be necessary for students seeking placement in situations where, for example, students will have substantial, unsupervised access to children or vulnerable adults.

### **The Role of the Programme Coordinator**

The Programme Coordinator will be responsible for planning, organising and monitoring all placements in conjunction with senior management and will:

- Ensure that he/she is familiar with relevant legislation and HSA publications.
- Ensure parents/guardians are fully informed of placement dates and arrangements.
- Ensure parents/guardians complete and return a placement consent form. (Appendix 1).
- Conduct a risk assessment for each proposed placement prior to granting official approval (Appendix 1).
- Ensure students undertake a recognised preparatory programme such as 'Choose Safety' which is a resource pack for post-Junior Certificate students provided by the HSA. It is primarily aimed at Transition Year, Leaving Certificate Applied and Leaving Certificate Vocational programmes and students who are likely to engage in work experience.(Appendix 2)
- Ensure students are made aware of the expected learning outcomes along with assessment procedures.
- Provide students with a placement pack (Appendix 1) which will provide details of their responsibilities
- Liaise with sponsors throughout the placement to provide support and guidance. This involves ensuring sponsors receive a placement pack which will provide details on the nature of the placement, the sponsor's role and responsibilities, insurance arrangements and school contact details.
- Ensure the evaluation of placements by way of visits or phone calls to the sponsor during the placement period. This can be achieved by liaising with subject teachers who are willing to participate in this process
- Ensure the retention of all relevant forms used in the work experience placement in line with GDPR.

### **Information for sponsors/participating organisations**

The relationship between the school and the sponsor is critical to the success of placements. The Programme Coordinator within the school is responsible for managing this relationship and will be contactable available via the school office (041-9837232) or the following email address: Bmccole@droghedacbs.ie.

- All participating sponsors/organisations will be provided with a *Placement pack* containing details of arrangements and procedures for the placement.(Appendix 1).

- Prior to a placement each sponsor must complete and return a *Work Placement Summary Form* to the Programme Coordinator .The placement cannot proceed unless this document has been received by the Programme Coordinator.
- The Programme Coordinator will liaise with sponsors before the placement and will only approve placements when satisfied with the placement and the arrangements for hosting the student(s).
- The placement dates and times are set and approved by the school. Any additional arrangements to engage students outside of these are not covered by this policy.
- In the event of difficulties arising during the placement the sponsor is expected to contact the Programme Coordinator immediately.Details of any accidents or abnormal incidents should be documented by the sponsor and made available to the Programme Coordinator upon request.
- During the placement a representative from the school will contact the sponsor to complete an evaluation of the student's performance. (Appendix 1).
- All sponsors are required to be uphold relevant legislation including the Protection of Young Persons Employment Act (96) and the Safety, Health and Welfare at Work Act 2005.
- Sponsors are prohibited from making payments to students during placements.
- Whilst students are covered by school insurance policy during placements, these are subject to certain conditions and exceptions and sponsors are advised to have their own appropriate insurance in place.

### **Date of Policy Adoption**

This Policy was adopted by the Board of Management on 00/00/0000

### **Monitoring, Reviewing and Evaluating**

The Board of Management and senior school management will ensure that this policy is under regular review and evaluation.

### **Amended:**

This policy has been amended by the Board of Management of St. Joseph's Secondary School.

**Signed:** \_\_\_\_\_ **Date:** 01/03/21

**Chairperson, Board of Management**

## APPENDIX 1: Placement Pack documents

### Parent/guardian Consent Form and Student Placement Agreement

Please note :Part-time jobs are not accepted as work placements and no payment can be accepted during placements.

#### (A) Student Placement Agreement

1. I will familiarise myself with the placement organisation / employer(s) through web searches, company literature, personal contacts, past students etc.
2. I will produce Garda vetting correspondence to the employer if requested.
3. I will familiarise myself with the learning outcomes and assessment criteria expected during placement.
4. I will find out the procedures for contacting my sponsor in the case of illness/non-attendance for any reason during my work placement week.

In particular I will conform to all the conditions and rules that apply to my placement and will:

1. Complete my work experience to the best of my ability and follow the organisations policies and procedure in all aspects of the work.
2. Regularly liaise with my sponsor, supervisor or mentor regarding work progress and discuss any challenges, difficulties or issues arising from the work placement.
3. Take responsibility to maximise the learning potential of the placement situation. I will actively seek, identify and request learning opportunities and experiences and making suggestions as to how I could contribute constructively. At the end of each day I will record my learning experiences in my *Placement Record Book*.
4. Maintain punctual attendance for work on the agreed days & times. I will contact the school in cases of concern or where any difficulties arise or if there is a change to my placement arrangements
5. Dress appropriately and conduct myself in line with the expectations, norms and standards of the workplace.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

#### (B) Parental/guardian consent:

I have read and understand the Work experience/Community Service policy of St. Joseph's Secondary School and hereby give my consent for my son's participation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# St. Joseph's Secondary School Work Placement Programme



Dear Host Employer,

Thank you for considering to facilitate a work placement for our student. The proposed dates for this placement are : From \_\_\_\_\_ To \_\_\_\_\_.

The work placement will provide the student with valuable experience of the work environment and help him/her gain practical experience, assist their career choices and build their industry skills. The school community is deeply appreciative of the opportunities provided.

Please see a 'Work Placement Summary Form' attached which contains key details relating to the placement including:

- A. Student details;
- B. Parent/Guardian details;
- C. School contact details.

**Can you please complete sections 'D. Host Employer Details' and 'E. Placement Details' of the 'Work Placement Summary Sheet Form and return it to :**

**The Programme Coordinator ( T.Y./L.C.A/L.C.V.P),  
St. Joseph's Secondary School,  
Newfoundwell Rd,  
Drogheda,  
Co.Louth**

Please find some guidance on the work placement programme below. Please do not hesitate to contact the school if you have any queries in relation to the programme.

## **What is work experience?**

Work experience in post-primary schools is a short-term placement of students with local employers during the school year. Placements are organised by the school authorities in association with the student and are an integral part of the student's educational programme. Students do not receive payment during placements.

### **What are the benefits to host employers?**

Participating in work placement programmes provide host employers with an opportunity to:

- Participate in the education and career development of young people in the community;
- Assist young people in evaluating potential career paths and develop future recruitment channels;
- Strengthen your links with the community and raise your business profile.

### **What are the benefits to students?**

Work experience programmes provide students with an opportunity to:

- Observe a variety of tasks being completed in the workplace;
- Enhance their knowledge and understanding and prepare them for the world of work;
- Undertake supervised work appropriate to their abilities;

### **What are my roles and responsibilities as the host employer?**

- Provide a safe workplace environment and appropriate supervision for the student;
- Assign tasks and responsibilities to students to match their ability and learning objectives;
- Ensure that tasks the student is involved in are adequately risk assessed and the necessary controls implemented. This duty is no more onerous than the everyday requirement for employers to risk assess employee activities;
- Ensure that an induction is provided to the student including instruction and details on the appropriate tasks, emergency procedures, special arrangements e.g. uniform, protective clothing etc.
- Record and report any accidents involving the student to the school contact person immediately.

### **What activities should students not partake in?**

Students should not partake in the activities which:

- Are beyond their physical or psychological capacity;
- Involve the use of specialist machinery or equipment;
- Require specialised training.

### **Are students covered by insurance while on work placement?**

Yes as part our school's Allianz Insurance policy

personal injury and third party property damage, arising from the negligence of the school. Please see a State indemnity Confirmation Statement attached which operates in lieu of an insurance policy. As State indemnity is enshrined in legislation, the State indemnity Confirmation Statement does not stipulate a period of cover as it is effective from the date issued. Employers who provide placements for students should confirm that it is appropriate with your insurer. Many students have personal accident insurance which provides cover for medical costs in the event of an accidental injury.

Yours sincerely,

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**Work Placement Coordinator**

## WORK PLACEMENT SUMMARY SHEET

- Sections A, B and C to be completed by the school, in consultation with the student and a signed version forwarded to the host employer.
- Sections D and E are then to be completed by the host employer signed and returned to the school contact person directly or via the student. The host employer should retain a completed version for their records.

A. Student Details	B. Parent/Guardian Details
Student name:	Parent/Guardian name:
Student address:	Parent/Guardian address:
	Parent/Guardian mobile number:
Student has personal accident cover: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Guardian work number:
Relevant student medical conditions:	

C. School Details	
School name:	School phone number:
School address:	School email:
	Contact person name:
	Contact person work phone number:
	Contact person work email:
School insurance details:	State indemnified.

D. Host Employer Details (to be completed by Host Employer)	
Host employer:	Host employer phone number:
Host employer address:	Contact person name:
	Contact person role:
	Contact person phone number:
	Contact person email:
Host employer insurance details:	The host employer has employers liability and public liability cover in place: <input type="checkbox"/> Yes <input type="checkbox"/> No The school may request copies of such insurance documentation.

E. Placement Details (to be completed by Host Employer)	
Placement programme:	
Type of work placement:	Hours of work
Description of tasks to be performed:	

Please confirm that the following documents have been provided to the host employer:

Host Employers Guidance Leaflet  State indemnity Confirmation Statement

Signed: _____ Date: _____ Student	Signed: _____ Date: _____ Parent/Guardian
Signed: _____ Date: _____ School contact person	Signed: _____ Date: _____ On behalf of the Host Employer

**St. Josephs Secondary School, Drogheda**  
**Work Experience/Community Service:**  
**Employers student evaluation Form**

**Student Name:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Employer Phone No:** \_\_\_\_\_

At the end of the placement please rate the student by placing a tick in the appropriate boxes. Many thanks for taking the time to fill out this evaluation. We would be grateful if you could return it to St. Joseph's either by post or with the student (FAO TY Coordinator) as soon as possible.

<b>Rating</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>1. Attendance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Time Keeping</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Ability to follow Instructions and learn new skills and procedures</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Level of competence in completion of tasks given</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Overall attitude towards the job</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Ability to communicate with staff, supervisors and the public</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Suitability for this type of work</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Any additional comment you would like to make**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

School Insurance Letter

**To Whom It May  
Concern Date: 07<sup>th</sup>  
January 2019**

**Edmund Rice School Trust / St. Joseph's Secondary School,  
Newfoundwell, Drogheda, Co. Louth**

As Insurance Brokers to the above mentioned, we confirm that they hold a Schools Combined Policy with Allianz Plc under Policy No: CO RES 1957648. The Policy was renewed for 12 months from 1<sup>st</sup> January 2019 and is renewable on the 1<sup>st</sup> January 2020. Details of the cover are outlined below:

**Employers & Public Liability** The limit of indemnity under the Employers Liability section is €33 Million any one accident whilst the Public Liability section has a limit of €30 Million any one accident. The policy covers the legal liability of the Board of Management and the school arising from or connected with a School Related Activity subject to the terms conditions and exclusions of the Custodian Schools Protection Policy.

The policy also extends to cover the legal liability of the Board of Management or School arising from or in any way associated with any Work Experience Schemes organised by the school or in which they participate. However if the work involves any of the undernoted then cover will only apply whilst the students are "Work Shadowing" only, i.e., observing how the work is performed from a position of safety:

Work in Motor Garages, Repair/Maintenance of electrical and Mechanical Machinery, Engineering work involving welding, Use of power-driven woodworking machinery

The following activities are specifically excluded from the policy:

Radioactive/Atomic Energy Risks, Aviation Risks, Demolition, Tunnelling and Mining Risks Seaman or shipping risks, Tree felling or lopping, Work involving the use of scaffolding Internal/external work on buildings in excess of 20ft above floor/ground level, Use of motor vehicles

If you have any further queries please do not hesitate to contact the undersigned.

Yours sincerely

**CONOR KEHOE CIP** Client Service Executive,  
Corporate Risks DD: +353 (0) 1 632 6901 E:  
[conor.kehoe@willistowerswatson.com](mailto:conor.kehoe@willistowerswatson.com)

## APPENDIX 2: Health & Safety Authority programme for Secondary Schools

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### Get Safe – Work Safe: Health and Safety in the Workplace for Students Starting Work



This course introduces students to the principles of workplace safety, health and welfare. The course is aimed at young people starting work for the first time or preparing for work experience. It is also suitable for further education students and as a refresher for individuals returning to the workplace.

**Course duration:** 45 minutes

**Learning outcomes:**

On successful completion of this course you should be able to:

- Distinguish between employer and employee duties and responsibilities with regard to safety, health and welfare at work
- Understand 'hazard' and 'risk' and why employers carry out workplace risk assessments
- Apply decision making skills in a variety of health and safety situations in the workplace
- Source appropriate and reliable information on safety, health and welfare in the workplace.

School Offsite Activity (Work Placements) – Risk Assessment Template No. 73 (List additional hazards, risks and controls particular to your school using Template no. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Insufficient knowledge and experience		General injuries due to inadequate information and instruction	H	The school contacts each employer to ensure suitable arrangements are in place before student takes up work placement, e.g. safety induction, supervision arrangements and insurance arrangements				
				<b>See publications referenced at the end of Template 73</b>				
			H	A student on work placement has access to the employer's safety statement and in particular to the risk assessments relating to his/her job				
			H	Students working on construction sites have completed the safe pass programme as per construction regulation requirements				
Inadequate personal protective equipment (PPE)		Being struck by falling objects	H	Students on work placement ensure that personal protective equipment (PPE) is used correctly and comply with any instructions and training provided				
		Cuts/ lacerations						
		Burns						
		Noise exposure						
		Exposure to dust/fumes						

School Offsite Activity (Work Placements) – Risk Assessment Template No. 73 (List additional hazards, risks and controls particular to your school using Template no. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Insufficient knowledge and experience		General injuries due to inadequate information and instruction	H	The school contacts each employer to ensure suitable arrangements are in place before student takes up work placement, e.g. safety induction, supervision arrangements and insurance arrangements				
				<b>See publications referenced at the end of Template 73</b>				
			H	A student on work placement has access to the employer's safety statement and in particular to the risk assessments relating to his/her job				
			H	Students working on construction sites have completed the safe pass programme as per construction regulation requirements				
Inadequate personal protective equipment (PPE)		Being struck by falling objects	H	Students on work placement ensure that personal protective equipment (PPE) is used correctly and comply with any instructions and training provided				
		Cuts/lacerations						
		Burns						
		Noise exposure						
		Exposure to dust/fumes						





School Offsite Activity (Work Placements) – Risk Assessment Template No. 73 (List additional hazards, risks and controls particular to your school using Template no. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Insufficient knowledge and experience		General injuries due to inadequate information and instruction	H	The school contacts each employer to ensure suitable arrangements are in place before student takes up work placement, e.g. safety induction, supervision arrangements and insurance arrangements  <b>See publications referenced at the end of Template 73</b>				
			H	A student on work placement has access to the employer's safety statement and in particular to the risk assessments relating to his/her job				
			H	Students working on construction sites have completed the safe pass programme as per construction regulation requirements				
Inadequate personal protective equipment (PPE)		Being struck by falling objects  Cuts/lacerations  Burns  Noise exposure  Exposure to dust/fumes	H	Students on work placement ensure that personal protective equipment (PPE) is used correctly and comply with any instructions and training provided				

**School Offsite Activity (Work Placements) – Risk Assessment Template No. 73** (List additional hazards, risks and controls particular to your school using Template no. 74)

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**St. Josephs Secondary School, Drogheda**

**Work Experience/Community Service Student Evaluation**

**Student Name:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Employer Phone No:** \_\_\_\_\_

At the end of the placement please rate the student by placing a tick in the appropriate boxes. Many thanks for taking the time to fill out this evaluation. We would be grateful if you could return it to St. Joseph’s either by post or with the student (FAO TY Coordinator) as soon as possible.

<b>Rating</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>9. Attendance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Time Keeping</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Ability to follow Instructions and learn new skills and procedures</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Level of competence in completion of tasks given</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Overall attitude towards the job</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. Ability to communicate with staff, supervisors and the public</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

16. *Suitability for this type of work*

*Any additional comment you would like to make*

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*Signed* \_\_\_\_\_

*Date* \_\_\_\_\_

