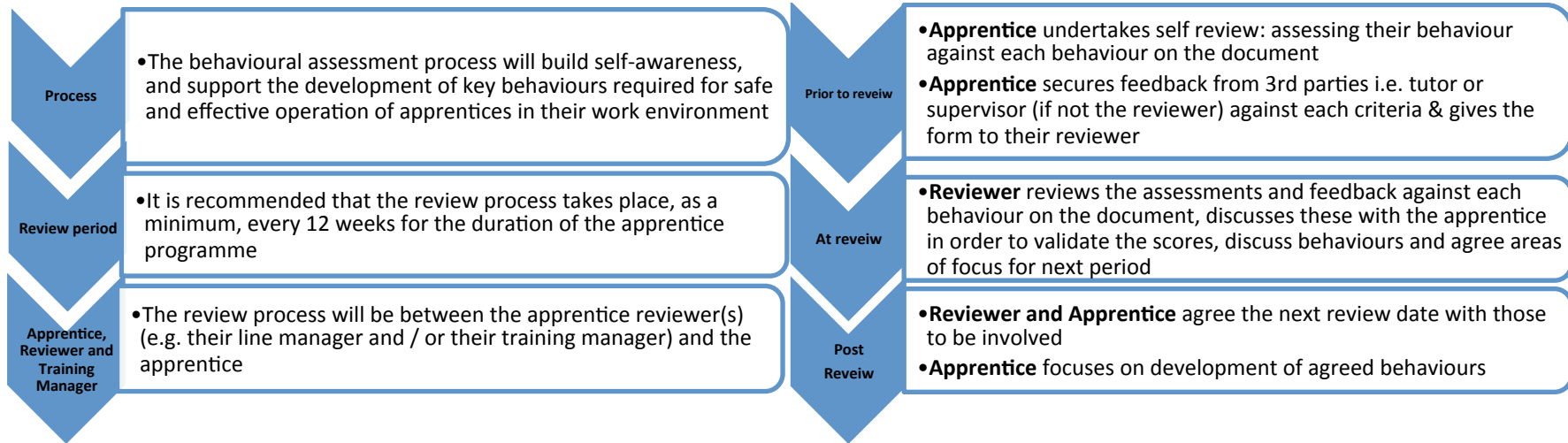


## Behavioural Assessment Document: Level 3 – Rail Engineering Technician

Apprentice name:	Apprentice signature:	Review Period Start: / /
Reviewer name:	Reviewer signature:	Review Period End: / /
Training Manager name:	Training Manager signature:	Work Area / Dept. / Class



Rating	Behavioural assessment criteria: rating scale
5	<b>Outstanding</b> – apprentice demonstrates positive behaviours that reflect those of outstanding individuals, where performance is exceptional and sustained.
4	<b>Exceeded</b> – apprentice demonstrates consistent and positive behaviours, and role models behaviours exceeding that expected for their stage of development.
3	<b>Good</b> – apprentice demonstrates an acceptable level of behaviour and meets the minimum level of behaviour expected, with consistently good performance.
2	<b>Improvement required</b> – apprentice is unable to consistently demonstrate an acceptable level of behaviour. Improvement is required for behaviours rated at 2 or below.
1	<b>Unacceptable</b> – apprentice clearly demonstrates negative behaviours. Significantly below the criteria necessary for effective development.
	<b>Note: Immediate action, supported by the business, needs to be taken where individuals score 1 in any behavioural criteria.</b>

Each behavioural criterion has 5 descriptors, known as behavioural anchored rating scales (BARS). Working from left to right, read through each description and choose the description that best describes how you (or the apprentice you are rating) has performed during the period under review.

This is an auditable document to be filed in the apprentice portfolio, as it will be required as the evidence for demonstrating apprentice behaviours in order to complete the apprentice framework requirement.

Please note this evidence will support future application for Eng. Tech registration.

	Act professionally					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Dependable, determined, honest, and has integrity	<b>Holds back information</b> , even when specifically asked	<b>Does not share information</b> openly in discussions	<b>When asked</b> or when in discussions, <b>is dependable, open and honest</b>	<b>Readily shares information</b> honestly, and with determination and integrity	<b>Proactively shares information</b> , which can be trusted at all times		
Positive and respectful behaviour	Appearance or attitude <b>frequently has negative impact</b> on others	Appearance or attitude <b>sometimes has negative impact</b> on others	Attitude is <b>usually respectful &amp; positive</b> , rarely has negative impact on others	Attitude is <b>almost always respectful &amp; positive</b> and never has a negative impact on other people	....and frequently goes out of their way to <b>represent the business</b>		
Acts ethically – respecting, life, law and the public good and acting in accordance with ethical policies	Demonstrates a <b>lack of concern for ethics through behaviour or conversation</b>	Shows <b>limited regard for ethical policies leading to potential negative consequences</b>	<b>Is respectful</b> of relevant rules or policies, and <b>acts ethically</b>	Maintains a <b>positive approach to ethical requirements</b> at all times	.....and frequently <b>promotes value of behaving ethically</b>		
Contributes to sustainable development – minimising adverse impact to people or environment	<b>Resists opportunity</b> to contribute to sustainable development	Tries to <b>do things too quickly leading to potential negative impact</b>	<b>Willing to try</b> new ways of doing things and <b>offers up ideas</b>	<b>Works hard to implement</b> successful sustainable development	Openly <b>supports change</b> and <b>recommends areas for improvement</b>		
Reviewers overall rating (an average of the reviewers' individual scores rounded to whole number, i.e. 0.5 or below round down, 0.6 or more round up)						=	
Apprentice comments:			Reviewer comments:				

	Be risk aware					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Follows a logical approach to problem solving	<b>Fails to demonstrate a logical approach</b> to a problem / situation	<b>Demonstrates a poor understanding of logic</b> when identifying and solving problems	<b>Uses a logical approach</b> but may need prompting occasionally to demonstrate quality of thinking / logic	<b>Frequently applies the most appropriate technique for problem solving</b>	<b>...and reflects upon what lessons have been learnt</b> after problem solving		
Disciplined and responsible approach to risk	Disregards / <b>lacks awareness</b> of importance of assessing risk	<b>Follows standardised procedures</b> for assessing risk	<b>Dynamically</b> assesses / controls risk in <b>current</b> environment	<b>Dynamically</b> assesses / controls risk in <b>all</b> environments	<b>...and always does this proactively</b> (without prompting)		
Reviewers overall rating (an average of the reviewers' individual scores rounded to whole number, i.e. 0.5 or below round down, 0.6 or more round up)						=	
Apprentice comments:			Reviewer comments:				

	Display a self-disciplined, self-motivated, proactive approach to work					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Able to make independent decisions	<b>Fails to choose appropriate course of action</b> for situation	<b>Does not foresee consequences of actions</b> when dealing with a situation or task	<b>Recognises and chooses best course of action</b> appropriate to situation or task	<b>Recognises potentially serious situations</b> and takes appropriate action	<b>...and able to demonstrate logical thinking in a variety of situations</b>		
Considers implications of actions and one's limitations	<b>Rarely</b> considers impact of own actions on others	<b>Usually</b> considers impact of own actions on other people or activities	<b>Always</b> considers impact of own actions on other people or activities	<b>...and knows own limitations, and when to ask for help or escalate</b>	<b>...and shares learning points</b>		
Reviewers overall rating (an average of the reviewers' individual scores rounded to whole number, i.e. 0.5 or below round down, 0.6 or more round up)						=	
Apprentice comments:			Reviewer comments:				

	Work reliably and safely					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Works diligently, regardless of how much they are being supervised	<b>Abuses trust</b> and needs regular prompting to keep on track	Needs occasional prompting to keep on track. <b>Easily distracted</b> or distracts others	<b>Can be trusted</b> to work on own when appropriate, knowing who and where to seek help from if needed	<b>Sets an example</b> to others by always working hard even when on own	<b>Challenges others</b> on poor behaviour and provides encouragement to keep others on track		
Understands and complies with approved industry standards and safe working practices	Despite instruction <b>pays little regard to standards and safe working practices</b>	<b>Usually demonstrates understanding</b> and importance of standards and need for safe work practice	<b>Always demonstrates understanding</b> and importance of standards and need for safe work practice	...and <b>challenges other people</b> on matters of compliance	...and frequently <b>advocates best practice</b> to others		
Reviewers overall rating (an average of the reviewers' individual scores rounded to whole number, i.e. 0.5 or below round down, 0.6 or more round up)						=	
Apprentice comments:			Reviewer comments:				

	Work effectively and efficiently, individually and as part of a team					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Integrates with team(s)	<b>Makes little effort</b> to integrate with individuals or accept responsibility for team performance	<b>Makes effort to integrate with</b> team members, <b>but exhibits negative behaviour towards some</b>	<b>Usually makes effort</b> to integrate <b>with most</b> in their team(s), and makes positive contribution	<b>Works cooperatively with others</b> , and puts team goals ahead of personal achievement and recognition	<b>Fosters commitment and team spirit</b> to achieve overall goals		
Supports other people	<b>Does not help</b> when asked	Is <b>reluctant to help when asked</b>	<b>Almost always helps</b> when asked	<b>Always supports</b> or goes to find / suggests better person to help	<b>Proactively and regularly supports</b> others in team / group		
Works with others to get task done	<b>Rarely contributes</b> to the team	<b>Usually contributes</b> positively to team deliverables	<b>Always contributes</b> positively to team deliverables	<b>...and provides encouragement</b>	<b>...and direction</b> as appropriate to keep the team on track		
Reviewers overall rating (an average of the reviewers' individual scores rounded to whole number, i.e. 0.5 or below round down, 0.6 or more round up)						=	
Apprentice comments:			Reviewer comments:				

	Receptive to feedback					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Positive attitude to feedback	<b>Acts inappropriately</b> when receiving feedback	<b>Doesn't always listen</b> or act upon feedback	<b>Always listens</b> to and acts upon feedback, carrying out and recording CPD necessary to maintain and enhance competence	...and <b>Proactively seeks</b> feedback and acts upon it	.... and is <b>willing to also ask questions</b> and explore the feedback to <b>continuously improve</b>		
Reviewers overall rating (an average of the reviewers' individual scores rounded to whole number, i.e. 0.5 or below round down, 0.6 or more round up)						=	
Apprentice comments:				Reviewer comments:			

	Prepared to make a personal commitment					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Accepts responsibility for managing time and workload	<b>Does not accept personal responsibility</b>	Tries to manage time and workload but <b>needs guidance</b>	<b>Usually</b> manages own time and workload to achieve required standards	<b>Almost always</b> manages own time and their workload well	...and <b>reflects</b> on how to do things more effectively		
Stays motivated and committed	Generally <b>lacks motivation</b> and commitment	Is <b>usually motivated</b> and committed when things are going well	<b>Stays motivated and committed, when facing small challenges</b>	Is motivated and resilient when facing <b>significant challenges</b>	....even over a long period of time		
Reviewers overall rating (an average of the reviewers' individual scores rounded to whole number, i.e. 0.5 or below round down, 0.6 or more round up)						=	
Apprentice comments:				Reviewer comments:			

Closing Comments from the Behavioural Assessment	SMART (Specific, Measurable, Achievable, Relevant, Timely) Actions <i>Select 2 or 3 behaviours to focus on for the next review period and detail specific actions to help improve performance</i>
Apprentice:  Initial:            Date: / /	Behaviour 1: SMART Action(s):  Behaviour 2: SMART Action(s):  Behaviour 3: SMART Action(s):
Reviewer:  Initial:            Date: / /	
Training Manager (or rep):  Initial:            Date: / /	
Date of next review:	