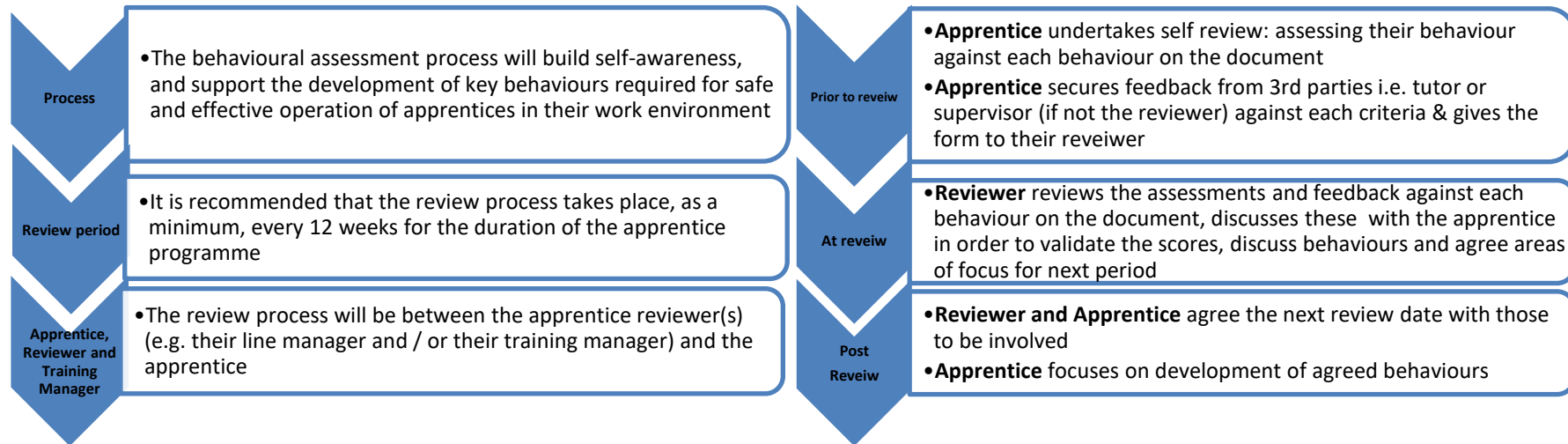


Behavioural Assessment Document: Level 2 – Rail Engineering Operative

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

Each behavioural criteria 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.

	Act professionally					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Dependable, determined, honest, and has integrity	Holds back information , even when specifically asked	Does not share information openly in discussions	When asked or when in discussions, is dependable, open and honest	Readily shares information honestly, and with determination and integrity	Proactively shares information , which can be trusted at all times		
Positive and respectful behaviour	Appearance or attitude frequently has a negative impact on others	Appearance or attitude sometimes has a negative impact on others	Attitude is often respectful & positive and rarely has a negative impact on others	Attitude is almost always respectful & positive and never has a negative impact on other peopleand frequently goes out of their way to represent the business		
Acts ethically – respecting, life, law and the public good and acting in accordance with ethical policies	Demonstrates a lack of concern for ethics through behaviour or conversation	Shows limited regard for ethics and ethical policies leading to potential negative consequences	Is respectful of relevant rules or policies, and acts ethically	Maintains a positive approach to ethical requirements at all timesand frequently promotes value of behaving ethically		
Contributes to sustainable development – minimising adverse impact to people or environment	Resists opportunity to contribute to sustainable development	Tries to do things too quickly leading to potential negative impact	Willing to try new ways of doing things and offers up ideas	Works hard to implement successful sustainable development	Openly supports change and recommends areas for improvement		
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	
Disciplined and responsible approach to risk	Disregards / lacks awareness of importance of assessing risk	Follows standardised procedures for assessing risk	Dynamically assesses / controls risk in current environment	Dynamically assesses / controls risk in all environments	...and always does this proactively (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	Fails to choose appropriate course of action for situation	Does not foresee consequences of actions when dealing with a situation or task	Recognises and chooses best course of action appropriate to situation or task	Recognises potentially serious situations and takes appropriate actionand able to demonstrate logical thinking in a variety of situations		
Considers implications of actions and one's limitations	Rarely considers impact of own actions on others	Usually considers impact of own actions on other people or activities	Always considers impact of own actions on other people or activitiesand knows own limitations, and when to ask for help or escalate	...and shares learning points		
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	Abuses trust and needs regular prompting to keep on track	Needs occasional prompting to keep on track. Easily distracted or distracts others	Can be trusted to work on own when appropriate, knowing who and where to seek help from if needed	Sets an example to others by always working hard even when on own	Challenges others on poor behaviour and provides encouragement to keep others on track		
Understands and complies with approved industry standards and safe working practices	Despite instruction pays little regard to standards and safe working practices	Usually demonstrates understanding and importance of standards and need for safe work practice	Always demonstrates understanding and importance of standards and need for safe work practice	...and challenges other people on matters of compliance	...and frequently advocates best practice 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)	Makes little effort to integrate with individuals or accept responsibility for team performance	Makes effort to integrate with team members, but exhibits negative behaviour towards some	Usually makes effort to integrate with most in their team(s), and makes positive contribution	Works cooperatively with others , and puts team goals ahead of personal achievement and recognition	Fosters commitment and team spirit to achieve overall goals		
Supports other people	Does not help when asked	Is reluctant to help when asked	Almost always helps when asked	Always supports or goes to find / suggests better person to help	Proactively and regularly supports others in team / group		
Works with others to get task done	Rarely contributes to the team	Usually contributes positively to team deliverables	Always contributes positively to team deliverables	...and provides encouragement	...and direction 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	Acts inappropriately when receiving feedback	Doesn't always listen or act upon feedback	Always listens to and acts upon feedback, carrying out and recording CPD necessary to maintain and enhance competence	...and Proactively seeks feedback and acts upon it and is willing to also ask questions and explore the feedback to continuously improve		
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	Does not accept personal responsibility	Tries to manage time and workload but needs guidance	Usually manages own time and workload to achieve required standards	Almost always manages own time and their workload well	...and reflects on how to do things more effectively		
Stays motivated and committed	Generally lacks motivation and commitment	Is usually motivated and committed when things are going well	Stays motivated and committed, when facing small challenges	Is motivated and resilient when facing significant challengeseven 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:	