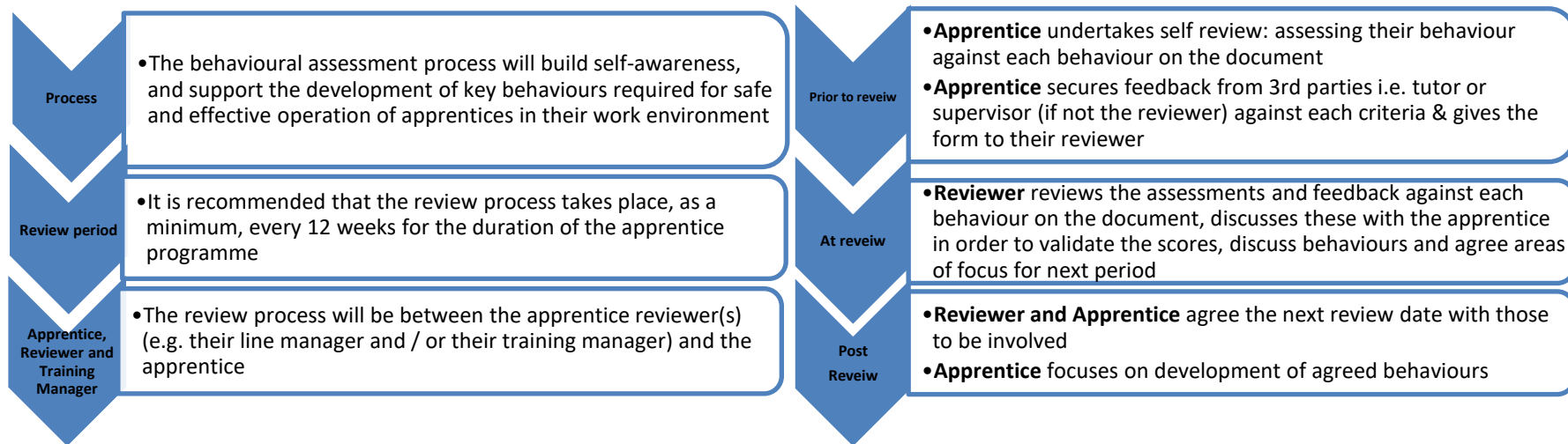


Behavioural Assessment Document: Level 5 – Rail and Rail Systems Engineer

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 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.

	Professionalism					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Dependable, determined, consistent, honest, resilient and has integrity	Acts unprofessionally	Occasionally demonstrates professionalism	Is consistent, dependable, determined, calm, open and honest	Accepts and exercises personal responsibility	Is committed to the industry and its professional standards		
Positive and respectful behaviour	Appearance or attitude frequently has negative impact on others	Appearance or attitude sometimes has negative impact on others	Attitude is respectful & positive	Attitude has a positive impact on other people and they lead by exampleand 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 ethical policies leading to potential negative consequences	Is respectful of relevant rules or policies, and acts ethically	Proactively takes 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	Rushes tasks leading to potential negative impact	Open to try new ways of doing things and expresses new ideas	Works hard to implement successful, sustainable development	Openly supports and proactively 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:			

	Communication and influencing skills					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Communicating	Does not consider the audience and / or situation	Does not adapt communication to suit the audience or situation	Knows audience and checks for understanding	Listens and builds on ideas of others	...and adapts message and style in changing situations		
Influencing	Does not demonstrate influence	Demonstrates limited influence	Demonstrates effective influencing skills	... aware of who, what, how, where and when	...and demonstrates a broad spectrum of influence		
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:			

	Self-disciplined, self-motivated, motivational approach to work					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Ensure levels of commitment are understood and delivered	Does not deliver on commitments	Is late on delivery of commitments	Always manages own time effectively to ensure efficient delivery	...and motivates self and others to deliver on commitments	...and promotes across the wider business and industry		
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:			

	Safe working practise					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Works diligently on own and / or with others without close supervision	Abuses trust and fails to collaborate with others	Easily distracted or distracts others	Can be trusted to work alone, without close supervision	Works with initiative and 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 and ensuring others do likewise	Pays little regard to standards and safe working practices	Occasionally 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 welfare issues	...and proactively challenges others 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:			

	Collaborative working					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 some effort to integrate with team members, but exhibits negative behaviour towards some	Always makes an effort to integrate with colleagues and others and makes a positive contribution to build relationships	Works collaboratively 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 proactively help or support others and is unaware of their impact	Provides some help and support to select individuals and has a limited awareness of their impact	Always provides help and support consistently. Is aware of their impact on others	... and is fair, consistent and impartial	Fosters collaboration for others to work effectively across teams and shares knowledge openly		
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:			

	A focus on quality, promoting a culture of continuous improvement					Reviewer	Self (Apprentice)	
Criteria	1	2	3	4	5	Select rating 1-5		
Promote a culture of continuous improvement	Resistant to change and ignores the importance of quality	Reluctant to support change and improvement and a lack of concern about quality	Focussed on quality and demonstrates how they lead on continuous improvement	Researches and stays abreast of developments within the industry	...and records, as part of CPD, their contribution and / or their learning			
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:				

	Continuous professional development					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Works to professional standards	Does not work to professional standards	Occasionally works to professional standards	Always works to professional standards	Committed to professional standards and maintains sound theoretical approach to the application of technology in engineering practice	...and stays abreast of the technological developments that can affect the industry		
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	Motivated and resilient when facing significant challenges	Inspires teams / individuals in challenging circumstances		
Willing to provide constructive feedback	Acts inappropriately when giving feedback	Doesn't always provide feedback to others	Readily and systematically provides constructive feedback	...and proactively seeks opportunities to provide constructive feedback	... and is willing to ask questions and explore the impact of feedback given		
Willing to receive feedback	Acts inappropriately when receiving feedback	Doesn't openly accept feedback from others	Readily receives feedback and responds positively, including being willing to learn new skills and learn from mistakes	...and proactively seeks feedback with a view to maintaining and enhancing competence and is willing to ask questions, demonstrate and record personal development		
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:	