

# Non-Destructive Testing (NDT) Apprenticeships

## – Employer's Assessment of Behaviours



Document: AA211 • Issue 1 • Rev 3 • August 2019

Apprentice's name: \_\_\_\_\_

Unique Learner Number (ULN): \_\_\_\_\_

Apprentice's company name: \_\_\_\_\_

Period of assessment (ie one month, six months, two years, etc): \_\_\_\_\_

Date assessment carried out: \_\_\_\_\_

5	Outstanding performance
4	High performance
3	Good performance
2	Not meeting full performance
1	Unacceptable performance

Assessment criteria – behavioural competency	Apprentice self-assessment	Employer assessment
<b>Communication</b> – to communicate effectively with senior NDT staff, such as NDT engineering technicians, in order to facilitate timely and accurate completion of the inspection programmes.		
<b>Teamwork</b> – to work effectively in a team and to support others where appropriate.		
<b>Delivery</b> – to consistently see things through to timely completion.		
<b>Common sense</b> – to consistently apply knowledge and experience with balance.		
<b>Influence</b> – have a positive impact without relying on others.		
<b>Ethics</b> – to act with maturity, honesty, integrity and responsibility.		
<b>Average scores</b>		
Apprentice's comments:		
Employer's comments:		

Apprentice's signature: \_\_\_\_\_ Employer's signature: \_\_\_\_\_

## Rating Descriptions

### *Outstanding Performance (5)*

- Outstanding performance evident at a level that is a clear and significant stretch from normal requirements.
- Highly commendable in a difficult role or a particularly challenging year for the role.
- Performance shows exceptional proactivity, energy, initiative and 'common sense' to anticipate/resolve problems within own group and beyond.
- Individual takes appropriate independent action, requiring minimal guidance to produce exceptional work results.
- Often sought out by others.
- A clear role model, who freely shares knowledge, shapes thinking and is a catalyst for learning.
- Receives unsolicited positive testimonials from customers/colleagues.
- Makes complex judgements that balance business needs and rational risks.

### *High Performance (4)*

- Consistently meets requirements, regularly exceeds them and shows strong initiative.
- Successfully completes all responsibilities and is clearly stretching themselves and others.
- Makes a consistently strong and collaborative team contribution, actively supporting the development of others.
- Regularly volunteers for additional stretching tasks and responsibilities and is a positive influence for change.
- Receives frequent positive customer and peer feedback.
- Actively seeks out knowledge and information, applying this to the job.
- Makes sound judgements, with a willingness to consider and take appropriate risk.

### *Good Performance (3)*

- Fully achieves the requirements agreed; makes a consistent positive contribution to the team and/or the wider business.
- Makes balanced decisions within the scope of the role and will take some appropriate risks, whether an experienced employee or an inexperienced 'learner'.
- A valued core member of the team who sets a positive example to others, keeping skills up to date, applying newly found skills to the job and developing to be able to maintain their positive contribution.
- Shows proactivity and initiative in day-to-day tasks.
- Contributes to the formulation of future direction and embraces change/improvement activity.
- Is receptive to feedback and responds positively to areas where improvement is indicated.
- Seeks out opportunities to grow their contribution to the business.
- Readily shares knowledge and ideas with colleagues to help move the business on.

### *Not Fully Meeting Performance Expectations (2)*

- Delivering marginally and inconsistently. Is not meeting all requirements.
- Judgements are generally sound, although some are poorer than expected.
- Some technical/behavioural needs evident, which show a need for focused attention on updating and continuous learning.
- Needs to show general improvement or improvement in a particularly significant area to better support colleagues and customers and deliver more to the business.
- Is not helping the team to improve its contribution and does not actively seek out opportunities to increase personal contribution or show sufficient initiative.

- Some resistance to improvement evident or does not enthusiastically embrace change.
- Pace of work is lagging against that required for the job.

### *Unacceptable Performance (1)*

- Delivery does not meet requirements; urgently needs to turn this around.
- Significantly lower behaviour or technical standards than required, despite training and support where necessary; not a team player.
- Almost always takes longer than the allocated time for tasks.
- Requires unacceptably high level of supervision or assistance to accomplish work results.
- Risk averse and makes significant errors of judgement adversely affecting customers and peers.
- A blocker to required change and improvement.