

## Catch Up Questionnaire for School Based Apprentices and Trainees

This questionnaire should be completed initially during the first four weeks of the school based apprenticeship or traineeship and subsequently once each term to ensure the safety and wellbeing of the student.

<b>Student Name</b>		<b>Year</b>	
<b>Qualification</b>			
<b>Employer</b>			
<b>Date of catch up</b>		<b>Term</b>	
<b>Questionnaire conducted by</b>			

Have a copy of the student's training plan at hand when conducting this questionnaire.

<b>1</b>	Is this your first catch up questionnaire?	Yes, go to next question		No, go to Question 5
<b>2</b>	Has the employer provided you with an induction to the workplace that included safety matters?	Yes		No
<b>3</b>	Has your employer provided you with a workplace supervisor or support person?	Yes		No
<b>4</b>	Do you require any particular needs in the workplace?	Yes. What has been provided to you to support your needs?		No
<b>5</b>	Have you received a copy of the training plan, training contract and your TCID letter?	Yes		No
<b>6</b>	Do you use plant or vehicles?	Yes. Have you been provided with sufficient training to feel confident when using the plant or vehicles?		No
<b>7</b>	Do you handle or are you exposed to high risk substances?	Yes. Have you been provided with training in the use/handling of the substance before contact?		No
<b>8</b>	Are you being supervised at work?	Yes	Most of the time	No
<b>9</b>	Do you feel safe in the workplace all the time?	Yes	No	
<b>10</b>	Have you experienced any physical, verbal or psychological harassment or bullying in the workplace, or sexual misconduct directed at or involving you?	Yes Seek support from Careers Advisor or DP. Complete Incident Report form if necessary.		No
<b>11</b>	Have you suffered any injuries at work? If yes, what was the injury and how did it occur? Have you reported the injury? What has been done to help you? Are you OK now?	Yes		No
<b>12</b>	How are you going balancing your employment and formal training with school commitments?			
<b>13</b>	How many days at work have you completed? Have you missed any days of work?	Refer to Work Record Book		
<b>14</b>	Have you missed any days of training? Do you want to sit the HSC exam?	Yes		No
<b>15</b>	Have you received any N Warning letters or Determinations at school or from your trainer?	Yes. Follow up with support		No
<b>16</b>	Review the Training Plan with student. If there are any changes eg. address or email, notify the Apprenticeship Centre & RTO			

## Optional Questions to Increase the Communication between Student and School

### Check Prior to Interview

Attendance levels at school and at external RTO training	
Negatives at school (or levels) including N Warnings	
Recent contact from employer - comments	
Recent contact from trainer - comments	
Review subjects at school and number of units	
Chat about work in the holidays – recent or coming up	

### Workplace Visit

Sight work record booklets	
Employer Comments	
Promotional photo - at work, ideally with supervisor present in photo (check privacy)	

### Notes

List assessments currently due, progress with major works

Is the student entered for HSC exam on Schools Online?

Chat about trial HSC exam procedure.

Student signature: