PRIMARY MINISTRY PLACEMENT REVIEW FORM TERM: 1 / 2 / 3

Please circle the correct term. RQ- Requires Work, D-Developing; C- Consistent

IMPORTANT: Students must achieve consistent in all the points below by their Term 3 Review to achieve competency. At the end of each term, please discuss how students can improve to be marked consistent.

PERFORMANCE CRITERIA	RQ	D	C
1. Student identifies and determines activities which meet the group purpose with members of the group			
2. Student has discussed and agreed to the rules for group behaviour with all group members as a participant			
3. Student identifies, acknowledges and respects individual differences of workers and group members			
4. Student seeks, identifies and accommodates the goals, needs and expectations of participants according to available resources and scope of own role			
5. Student keeps records of group interactions according to organisation documentation requirements			
6. Student is able to confirm role played by self and other group members			
7. Students encourages participation of other group members			
8. Student models clear communication and encourages group members to use clear and appropriate communication			
9. Student ensures that communication and interactions with the group are appropriate to the aim and purpose of group			
10. Student implements appropriate processes to address breaches of behaviour according to organisation protocols			
11. Student encourages participants to abide by agreed behaviours			
12. Student promotes group achievements in a way which motivates and recognises participants' efforts			
13. Student Identifies support and resources to achieve the objectives of the group			
14. Student provides information to group about resources available and guidelines for their use			
15. Student encourages a cooperative approach to the use of resources			
16. Student can complete reports on use of resources according to organisation procedures			
17. Student collaborates with relevant stakeholders and share ideas on different types of questions, styles of questioning and applicable problem-solving techniques			
18. Student identifies challenges in the types of questions, styles of questioning and basic problem-solving techniques			
19. Student selects a basic workplace issue within job role to be resolved			
20. Student identifies ways to structure questions on identified issue in consultation with relevant stakeholders			
21. Student develops questions to consolidate knowledge of selected issue			
22. Student asks prepared questions to relevant personnel			
23. Student documents responses to questions asked according to organisational requirements			
24. Student clarifies responses given with further questions and comments			
25. Student applies basic problem-solving techniques and document responses to workplace issue			
26. Student consults with relevant stakeholders and identify improvements for problem solving process			
27. Student seeks feedback on questions, questioning style and problem-solving technique from relevant personnel			

Further comments, suggestions, encouragement, or recommendations:

STUDENTS NAME:

NAME OF MINISTRY SUPERVISOR:

SIGNED OF MINISTRY SUPERVISOR: **DATE:**

Serve the Lord with gladness