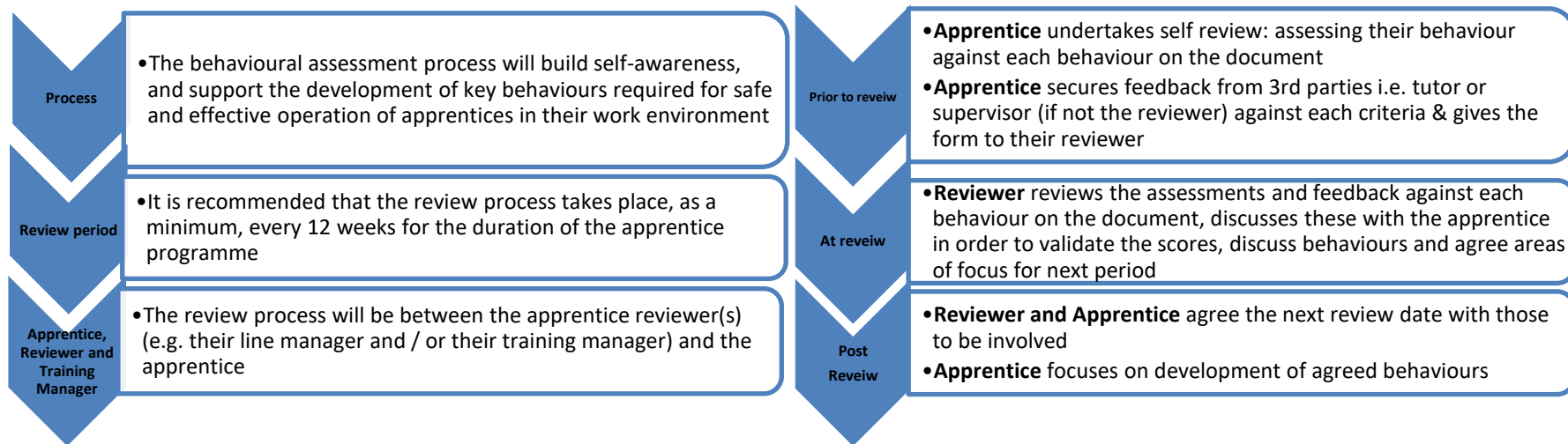


## Behavioural Assessment Document: Level 7 – Rail and Rail Systems Principal Engineer

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

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	<b>Acts unprofessionally</b>	<b>Occasionally demonstrates</b> professionalism	<b>Is consistent, dependable, determined, calm, open and honest</b>	<b>Accepts and exercises</b> personal responsibility	...and <b>acts as an ambassador / role model</b> for the industry		
Positive and respectful behaviour	<b>Appearance or attitude frequently</b> has negative impact on others	<b>Appearance or attitude sometimes</b> has negative impact on others	<b>Attitude inspires</b> a respectful & positive culture	<b>Attitude has a positive impact</b> on the rail industry	....and <b>frequently exceeds expectations</b>		
Acts ethically – respecting, life, law and the public good and acting in accordance with ethical policies	<b>Demonstrates limited regard</b> for ethical policies leading to potential negative consequences	<b>Respectful</b> of relevant rules or policies, and acts ethically	<b>Proactively takes a positive approach</b> to ethical requirements at all times	Consistent in respecting life, law and the public good	... and <b>always demonstrates</b> ethical behaviour across the business in accordance with ethical policies		
Contributes to sustainable development – minimising adverse impact to people or environment	<b>Resists opportunity</b> to contribute to sustainable development	<b>Rushes tasks</b> leading to potential negative impact	<b>Open to try</b> new ways of doing things and expresses new ideas	<b>Works hard to implement</b> successful, sustainable development	..... and <b>acts as an ambassador</b> for sustainable development across the business		
Demonstrates leadership and followership, being a role model within the rail industry	<b>Demonstrates limited</b> Leadership and followership	<b>Occasionally demonstrates</b> leadership and followership	<b>Consistent in demonstrating</b> leadership and followership	...and <b>acts as a role model</b> within the business	...and is an inspirational leader within the rail 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:			

	Communication and influencing skills					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Communicating	<b>Does not</b> consider the audience and / or situation	<b>Rarely adapts</b> communication to suit the audience or situation and does not communicate regularly	<b>Communicates regularly</b> with colleagues, clients and the wider audience and checks for understanding	<b>...and listens</b> and builds on ideas from others to communicate outcomes	<b>...and proactively promotes</b> regular communication with key stakeholders across the industry		
Influencing	<b>Does not demonstrate influence</b>	<b>Demonstrates limited influence</b>	<b>Demonstrates effective</b> influencing skills for positive outcomes	<b>...and is aware of who, what, how, where and when</b>	<b>...and demonstrates</b> a spectrum of influence across the business and wider 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:			

	A proactive, self-disciplined, self-motivated, motivational approach to work					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Demonstrates continued resilience to setbacks and railway operational challenges	<b>Does not demonstrate resilience</b>	<b>Occasionally demonstrates resilience</b>	<b>Consistently demonstrates</b> resilience to setbacks and challenges	<b>...and motivates self and others</b> to deliver on commitments	<b>...and proactively promotes</b> a self-disciplined resilience to setbacks and railway operational challenges 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 practice					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Identifies and takes responsibility for obligations for health, safety and welfare issues	<b>Fails to identify</b> and take responsibility for obligations for health, safety and welfare issues	<b>Occasionally identifies</b> and takes responsibility for obligations for health, safety and welfare issues	<b>Always identifies</b> and takes responsibility for obligations for health, safety and welfare issues	...and promotes others to identify and take responsibility for their health, safety and welfare issues	<b>...and acts</b> as a health, safety and welfare champion for the business		
Creates a culture of safety where health, safety and welfare is everyone's responsibility at all times	<b>Fails to create</b> a culture of safety where health, safety and welfare is everyone's responsibility at all times	<b>Occasionally tries</b> to create a culture of safety where health, safety and welfare issues is everyone's responsibility	<b>Creates a culture</b> of safety where health, safety and welfare is everyone's responsibility at all times	...and <b>encourages</b> the identification of poor practice or unsafe behaviours.	...and is a champion for health, safety and welfare issues, driving cultural change across the 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:			

	Collaborative working					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Leads a culture where people are aware of their actions and the impact they may have on others	<b>Fails to lead</b> a culture where people are aware of their actions and the impact they may have on others	<b>Occasionally leads</b> a culture where people are aware of their actions and the impact they may have on others	<b>Continuously demonstrates</b> leadership and awareness of their own actions and the impact on others	...and encourages commitment from teams and individuals to be aware	<b>...and acts as a role model</b> who by example inspires a positive culture of leadership across the 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:			

	Continuous professional development					Reviewer	Self (Apprentice)
Criteria	1	2	3	4	5	Select rating 1-5	
Willing to provide constructive feedback creating an environment for lifelong learning	<b>Rarely provides</b> constructive feedback	<b>Occasionally provides</b> constructive feedback creating an environment for lifelong learning	<b>Always provides</b> constructive feedback to create an environment for lifelong learning	...and continually explores and promotes ideas for further development	...and <b>proactively takes opportunities</b> to promote a lifelong learning culture across the industry		
Willing to receive feedback creating an environment for lifelong learning	<b>Rarely seeks</b> or accepts feedback from others and responds inappropriately when it is given	<b>Occasionally seeks</b> feedback from others creating an environment for lifelong learning	<b>Always seeks</b> constructive feedback and responds positively	...and openly learns from mistakes to enhance professional development to create an environment for lifelong learning across the business	...and leads by example in promoting personal development through feedback and reflection		
Works to professional standards	<b>Rarely works to</b> professional standards	<b>Occasionally works to</b> professional standards but lacks commitment	<b>Continuously works to</b> professional standards and demonstrates commitment	...and promotes technological developments	...and champions the application of new technology in the rail 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:			

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:	Behaviour 1:

Initial: _____ Date: / /	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:	