



REPUBLIC OF RWANDA  
MINISTRY OF EDUCATION  
EAM NTEDEZI  
email: eamntendezi@yahoo.com  
TELEPHONE: 0788852898  
P.O BOX 23 CYANGUGU



Trainee's Name: NGANGA Siratwa  
Trainee's Number: 37

SCHOOL YEAR: 2018  
LEVEL: IV  
SECTOR: FINANCE  
TRADE: ACCOUNTING (A)

### TRAINING REPORT

BEHAVIOUR	27	40	12	40	40	62	120	52%	DECISION	
MODULES	FORMATIVE ASSESSMENT	SUMMATIVE ASSESSMENT			NAXIMA		REASSESSMENT		DECISION	
<b>TERM 1</b>										
OCCUPATION AND LEARNING PROCESS	13	20	14	20	77	40	NOT YET COMPETENT	32	40	COMPETENT
COMPUTER SKILLS	14	20	20	20	34	40	COMPETENT	0	40	NOT REASSESSED
PROVIDING QUALITY CUSTOMER SERVICE	14	20	17	30	31	40	COMPETENT	0	40	NOT REASSESSED
IMPLEMENTING THE POLICIES AND PROCEDURES	17	20	18	30	33	40	COMPETENT	0	40	NOT REASSESSED
INTERMEDIATE ENGLISH AT WORKPLACE	14	20	17	30	31	40	COMPETENT	0	40	NOT REASSESSED
IKINYARWANDA CYUMUNYAMWUGA	14	20	18	20	30	40	COMPETENT	0	40	NOT REASSESSED
KISWAHILI KATITA SEKTA TOFAUTI ZA KATI	20	20	13	20	33	40	COMPETENT	0	40	NOT REASSESSED
APPLICATION DES ELEMENTS DE LA LANGUE FRANCAISE AUX DOMAINES TECHNIQUES	12	20	14	20	30	40	NOT YET COMPETENT	0	40	NOT REASSESSED
FOLLOWING BANK PROCEDURES	18	20	20	20	38	40	COMPETENT	0	40	NOT REASSESSED
MAINTAINING PETTY RECORDS	18	20	10	20	28	40	NOT YET COMPETENT	15	40	NOT YET COMPETENT
SPORT	7	10	7	10	14	20	COMPETENT	0	20	NOT REASSESSED
SAW	8	10	8	10	16	20	COMPETENT	0	20	NOT REASSESSED
TOTAL (TERM 1)	167	220	172	220	339	440				
PERCENTAGE (TERM 1)					77.0%					
PLACE (TERM 1)					21	out of 47				
<b>TERM 2</b>										
BASIC ACCOUNTING PRINCIPLES	16	30	17	30	32	60	NOT YET COMPETENT	11	60	NOT YET COMPETENT
MANIPULATING COMPTONER ACCOUNTING SOFTWARE	19	20	18	20	37	40	COMPETENT	0	40	NOT REASSESSED
PROCESSING TRANSACTION INTO BOOKS OF THE COMPANY	28	30	22	30	50	60	COMPETENT	0	60	NOT REASSESSED
MAINTAINING BANK RECONCILIATION	45	50	40	50	85	100	COMPETENT	0	100	NOT REASSESSED
PROVIDING BASIC COST AND REVENUE INFORMATION	16	20	14	20	30	40	COMPETENT	0	40	NOT REASSESSED
MATHEMATICS	2	10	3	10	5	20	NOT YET COMPETENT	0	20	NOT REASSESSED
TOTAL (TERM 2)	142	180	129	180	271	360				
PERCENTAGE (TERM 2)					75.3%					
PLACE (TERM 2)					9	out of 47				
<b>TERM 3</b>										
MAINTAINING JOURNAL ACCOUNT	16	20	19	20	35	40	COMPETENT	0	40	NOT REASSESSED
MONITORING INVENTORY SYSTEM	16	20	17	20	33	40	COMPETENT	0	40	NOT REASSESSED
PROCESSING LEDGER TRANSACTION AND EXTRACTING TRIAL BALANCE	12	20	12	20	24	40	NOT YET COMPETENT	0	40	NOT REASSESSED
MAINTAINING CONTROL ACCOUNTS	18	20	20	20	38	40	COMPETENT	0	40	NOT REASSESSED
PROCESSING ACCOUNTS PAYABLE AND RECEIVABLE	17	20	14	20	31	40	COMPETENT	0	40	NOT REASSESSED
MAINTAINING RECORDS AND FINANCIAL DOCUMENTS	14	20	10	20	24	40	NOT YET COMPETENT	0	40	NOT REASSESSED
MONITORING SERVICE RECOVERY	17	20	16.5	20	36.5	40	COMPETENT	0	40	NOT REASSESSED
BUSINESS PLAN DEVELOPMENT	16	20	16	20	32	40	COMPETENT	0	40	NOT REASSESSED
INTERNSHIP	51	55	31	45	82	100	COMPETENT	0	100	NOT REASSESSED
POLITICAL EDUCATION	9	10	10	10	19	20	COMPETENT	0	20	NOT REASSESSED
SPIRITUAL ACTIVITIES	8	10	9	10	17	20	COMPETENT	0	20	NOT REASSESSED
MATHEMATICS	4	10	8	10	12	20	COMPETENT	0	20	NOT REASSESSED
SAW	6	10	6	10	12	20	COMPETENT	0	20	NOT REASSESSED
TOTAL (TERM 3)	206	255	182.5	245	388.5	500				
PERCENTAGE (TERM 3)					80%					
PLACE (TERM 3)					20	out of 47				
ANNUAL TOTAL	515	655	483.5	645	1005	1300				
PERCENTAGE					77.6%					
PLACE					20	out of 47				
Parents' Signature										
Classholder's Signature										

DECISION OF DELIBERATION:

- Promoted ☒

- Repeating a year ☐

NDASHIMYI Laurence  
Headteacher

