

**INDUSTRIAL ATTACHMENT PROGRAM (IAP)**



(***To be filled by the training supervisor)***

This is to certify that Mr./Ms.………………………………………………………………… has worked as a trainee at …………………………………………………………… (Company name) under the supervision of Mr. /Ms.……………………………………………………..who is in charge of ….…………………………from………………………… …..to…………………………

***Read carefully the descriptions according to your experience with the Student and give marks, then give a decision about each final statement by checking “yes” where a student performed at 50% and above or “no” where a Student performed below 50% for each criterion.***

1. **Technical competencies (20 Marks)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organize and take responsibility** | **Max. Score** | **Score** | **Observations** | |
| The student organizes activities correctively | **3** |  |  | |
| The student takes responsibility | **3** |  |
| The student applies knowledge and skills accordingly | **3** |  |
| **Final statement: The student organizes and take responsibility in accordance with the occupational norms (with supervision)** | | |  **Yes** |  **No** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Use of resources efficiently** | **Max. Score** | **Score** | **Observations** | |
| The student adequately identifies the resources | **3** |  |  | |
| The student plans and monitor the use of resources efficiently | **3** |  |
| The student uses resources safely | **3** |  |
| Evaluate the use of resources and identify ways to improve efficiency. | **2** |  |
| **Final statement: The student uses resources efficiently (with supervision)** | | |  **Yes** |  **No** |

1. **Appropriate attitude at the workplace (10 Marks)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attitudes** | **Max. Score** | **Score** | **Observations** | |
| The student is punctual | **1** |  |  | |
| The student has shown some initiative | **1** |  |
| The student is hard working | **1** |  |
| The student is team worker | **1** |  |
| The student has good interpersonal and communication skills | **2** |  |
| The student has a sense of responsibility and accountability | **2** |  |
| The student has shown a willingness to improve | **2** |  |
| **Final statement: The student has conformed with the expected attitudes at the workplace** | | |  **Yes** |  **No** |

1. **Compliance with company’s rules and regulations (5 Marks)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compliance with rules and regulations according to company policy** | **Max. Score** | **Score** | **Observations** | |
| The student maintains good personal hygiene | 1 |  |  | |
| The student wears personal protective equipment (PPE) or any other regulation outfit. If no regulation outfit is required, student dresses appropriately | 2 |  |
| The student respects safety and security regulations in the workplace | 2 |  |
| **Final statement: The student complies with company rules and regulations** | | |  **Yes** |  **No** |

|  |  |  |
| --- | --- | --- |
| 1. **Quality of work (5 Marks)** |  | |
| **Quality** | **Max. Score** | **Score** |
| **Final statement: The student complies with orders from the clients or**  **instructions from the supervisor** | **2** |  |
| **Final statement: The student thoroughly pays attention to the completion**  **of tasks** | **2** |  |
| **Final statement: The student respects deadlines** | **1** |  |
| **Total marks** | **40** |  |

Done at , on ,

by , Company supervisor

Signature and stamp (if available)