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வாழ்க்கைத்தொழில், தொழில்நுட்பப் பயிற்சி அமைச்சு Ministry of Vocational and Technical Training

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வாழ்க்கைத்தொழில்சார் தொழில்நுட்பவியல் பல்கலைக்கழகம்
University of Vocational Technology

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නො. 100, කඳවල, රත්මලාන. இல.100, கந்தவல, இரத்தமலாணை. No.100, Kandawala, Ratmalana, Sri Lanka.



FACULTY OF INDUSTRIAL TECHNOLOGY

BACHELOR OF TECHNOLOGY IN QUANTITY SURVEYING

2017/2018 B2 – Semester 5

Work-Based/Industrial Training (CT51890)

Assignment 03 Brief

Topic

PP Presentation and Viva (Wok-Based/Industrial Training)
(40% weighting of the total mark of the module)

Objectives

1. Demonstrating professional rectitude in the discharge of both pre and post contract quantity surveying functions
2. Demonstrating the ability to record and report work progress and site/office eventualities in a structured manner
3. Demonstrating the ability to effectively address the issues encountered during the training period
4. Demonstrating the ability to professionally communicate in writing and verbally in a forum

Assignment Task

During your 20 weeks long work-based/industrial training period which falls between 19th October 2020 and 5th March 2021, you were expected to gain an effective industrial exposure by applying knowledge, skills and competencies acquired through the academic programme to workplace and gaining further necessary knowledge, skills and competencies from the workplace. The work-based/industrial training period allows us to evaluate your adoptability to industrial environment.

As part of this exercise, upon the completion of your work-based training, you are required to deliver a PP Presentation in-front of a panel of experts on the work carried out and observed by you within your workplace during the 20 weeks of work-based/industrial training in 06 minutes. The following shall be clearly addressed in the PP Presentation:

- a) Overview of the training organization
- b) Experience and knowledge gained
- c) Problems encountered and solutions derived/offered
- d) SWOT analysis on the training organization
- e) Way-forward strategy for the training organization
- f) Suggestions to improve performance at training organization
- g) Suggestions to improve the industrial training programme at UoVT

Your Daily Diary and the **Work-Based/Industrial Training Report** are good bases for your PP Presentation.

Methodology

- This is an individual task where the trainee undergoing the Work-based/Industrial Training needs to deliver a PowerPoint Presentation and face a viva in front of a panel of experts from the industry and academia.
- Each student will be given 6 minutes to deliver the PP Presentation which will be followed by a 9 minutes Q&A session.
- Trainees should communicate with your Semester Coordinator, Ms. Muditha Seneviratne in case you need further clarifications.

Submission

- Electronic copy of the PP Presentation must be submitted to the relevant module folder on UoVT LMS by **11.55 pm of Saturday, 17th of April 2021**.
- No late submissions are allowed.
- PP Presentation and Viva will be held on Sunday, 18th of April 2021 physically at the UoVT or via Zoom depending upon the Covid-19 pandemic situation in the country (the exact mode of delivery will be notified in due course).

Assessment Criteria

Presentation and Viva Voce (40%)		Max. Marks
1. Presentation skills (clarity of communication, clarity of voice projection and appropriate volume, eye contact, confidence, attitude, and time management)		15
2. Clarity of slides (Structure of the presentation, clarity of contents, coherency of contents, formatting, use of images, grammatical and spelling, use of facts/ statistics/details, professionalism)		10
3. Contents covered in the slides and depth of knowledge demonstrated (Experience and knowledge gained, problems encountered, solutions derived and offered, deviations from what the candidate has learnt during lectures)		40
4. Suggestions to improve performance at training organization (SWOT analysis, way-forward strategy)		15
5. Suggestions to improve the industrial training programme at UoVT		05
6. Depth of knowledge, accuracy, clarity and self-confidence demonstrated in the Q&A		15
Total		100

Plagiarism, Cheating and Collusion

Plagiarism, cheating or collusion is regarded as a serious breach of the academic standards.