

Annex. D**FOUR - WEEKLY CONTINUOUS ASSESSMENT REPORT**

(Please Refer Section 9, page 5 of Training Guideline Book for details)

#	Report Details									
1	Report Number	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>			
2	For the Duration	From	DD	MM	YY	To	DD	MM	YY	

#	Undergraduate's Details											
1	Name as per Register	Mr. / Ms.										
2	Index Number											
3	Discipline	BM <input type="checkbox"/>	CH <input type="checkbox"/>	CE <input type="checkbox"/>	CS <input type="checkbox"/>	EE <input type="checkbox"/>	EN <input type="checkbox"/>	ER <input type="checkbox"/>	ME <input type="checkbox"/>	MT <input type="checkbox"/>	TL <input type="checkbox"/>	TT <input type="checkbox"/>
4	Contact Phone Number											
5	Email											
6	Personal Address During											

#	Training Provider Details											
1	Training Provider's Name											
2	Address of Corporate Office											
3	Address of Worksite											
4	Nearest City to Worksite											
5	Name of Supervisor											
6	Supervisor Position											
7	Supervisor Phone No.											
8	Email											

Important Note!											
A summary of undergraduate's work experience during the considered four (04) weeks period to be attached along with this duly filled Annex. Highlight any shortcomings, problems that the undergraduate experienced, if there were any, for the purpose of improving. Finally, make sure to attach completed assessment by the Supervisor (see overleaf).											

Endorsement by the Undergraduate			
Signature of Undergraduate		Date	

Annex. D (contd.)

Supervisor's Assessment on Undergraduate						
[rate on a scale from 1 (Disagree) to 5 (Agree)]						
A	Behavioral:	1	2	3	4	5
1	Thinks independently	<input type="checkbox"/>				
2	Takes initiatives	<input type="checkbox"/>				
3	Reliable	<input type="checkbox"/>				
4	Organized and manages time well	<input type="checkbox"/>				
5	Results oriented	<input type="checkbox"/>				
6	Ability to learn from all levels of workers	<input type="checkbox"/>				
7	Adaptability to different environments	<input type="checkbox"/>				
8	Open to different opinions	<input type="checkbox"/>				
9	Ready to seek assistance when necessary	<input type="checkbox"/>				
10	Communicates well in all formats	<input type="checkbox"/>				
B	Technical:	1	2	3	4	5
1	Knows fundamentals related to work assigned	<input type="checkbox"/>				
2	Able to apply fundamentals to practice	<input type="checkbox"/>				
3	Able to analyse and troubleshoot problems	<input type="checkbox"/>				
4	Engages modern tools and techniques	<input type="checkbox"/>				
5	Develops related hands on skills	<input type="checkbox"/>				
6	Concerned with quality	<input type="checkbox"/>				
7	Performs work in a safe manner	<input type="checkbox"/>				
8	Develops skills in planning & implementation	<input type="checkbox"/>				
9	Understands costs & benefits relationships	<input type="checkbox"/>				
10	Understands business operations in local & global context	<input type="checkbox"/>				
C	Any Other Remark:					
D	No. of Days of leave during 4-week period:	Authorized		Unauthorized		
E	Endorsement by the Supervisor:					
1	Name of the Supervisor			Official Stamp		
2	Position					
3	Signature					
4	Date					