

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Takes initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Organized and manages time well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Results oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Ability to learn from all levels of workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Adaptability to different environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Open to different opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Ready to seek assistance when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Communicates well in all formats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Technical:	1	2	3	4	5
1	Knows fundamentals related to work assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Able to apply fundamentals to practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Able to analyse and troubleshoot problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Engages modern tools and techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Develops related hands on skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Concerned with quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Performs work in a safe manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Develops skills in planning & implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Understands costs & benefits relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Understands business operations in local & global context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Any Other Remark: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
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					