



INSTITUTE OF FINANCE MANAGEMENT

CHUO CHA USIMAMIZI WA FEDHA

PT/FORM NO. 2: REPORT BY EMPLOYER ON STUDENTS PERFORMANCE, PROGRESS AND BEHAVIOR.

Introduction

We express our sincere appreciation for accepting our student to undertake field work training in your organization. We offer you our hand of cooperation for future engagements.

Field practical training provides an opportunity for all students to enhance their academic programs with field experience, related to their career interest, in a variety of settings. All undergraduate students of the Institute of the Finance Management are required to attend at least two months (eight weeks) practical training and to prepare a field practical training report.

Responsibilities of Employers

There is no financial obligation on your part though we will appreciate for any support you may offer to the students.

We kindly request you to assist us in;

- ✦ Making sure that the students attend field practical training for at least two months.
- ✦ Completing and submitting a "Student Performance and behavior Evaluation report" at the end of the field practical training.
- ✦ Signing students log book on weekly basis.

Student Details:

Name of IFM Student: SHABRAK N. MICHUKA

Program (e.g. BACC): BIT Registration Number: INC/BIT/2222550

Employer Details

Field Attachment Employer: IRINGA MUNICIPAL COUNCIL

Name of host Supervisor: AYUBU ZAKARIA MAMBO

Organization's Address: 162 IRINGA

Organization Phone and Fax Numbers: —

Date reported for training: Date finished training:

STUDENTS PERFORMANCE AND BEHAVIOR ASSESSMENT

1. Student Attendance (Tick in the box attendance trend)

Days	1	2	3	4	5	Total
Week 1	✓	✓	✓	✓	✓	5
Week 2	✓	✓	✓	✓	✓	5
Week 3	✓	✓	✓	✓	✓	5
Week 4	✓	✓	✓	✓	✓	5
Week 5	✓	✓	✓	✓	✓	5
Week 6	✓	✓	✓	✓	✓	5
Week 7	✓	✓	✓	✓	✓	5
Week 8	✓	✓	✓	✓	✓	5
Total Days attended (Number of days attended training)						40

Date & Reasons of absence from training (if any)

no

2. Assessment on General Competence and Practical Skills

Please select the appropriate / best option in each case, using the following scale:

(1 = none; 2 = weak; 3 = considerable; 4 = strong.)

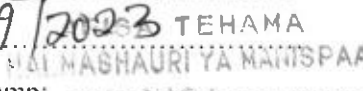
General competences	Ranking
1. Basic knowledge of the field of study or profession	4
2. Ability to apply knowledge in practice	4
3. Ability to learn	4
4. Ability to understand and apply technical guidance	3
5. Ability to work in an interdisciplinary team	4
6. Ability to perform elementary practical tasks.	4
7. Ability to cope with the overall work environment	4

4. Remarks on general performance and behavior.

Good.

Signature: 

Date: 08/09/2023

Designation & Stamp: 

Please mail to: **Field Coordinator,**
Institute of Finance Management,
P.O. Box 3918,
Dar es salaam.

OR

Scanned & sent:
field.coordinator@ifm.ac.tz

NB: This report is confidential and will be treated