Final Report by IVE Mentor

*(A copy of this report with the original signature of the IVE Mentor shall be provided to the student after the industrial attachment.)*

1. **Basic Information**

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| Mentor’s Name: |  | Position: |  |
| Contact tel. no: |  | Campus/Department : |  |
| E-mail Address: |  | Fax no: |  |
| Name of student: | | Course Code/Year or Level :      / | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Attachment period: | (Start Date )       (Finish Date) | | |

1. **Comments about student**

(i) Please rate the Key Skills of the student during the attachment period:

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| **Key Skills** | **Performance** | | | | | | | | | |
| 1  *(Not Effective)* | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10  *(Very*  *Effective)* |
| 1. Communication Skills  * Chinese (verbal and written) |  |  |  |  |  |  |  |  |  |  |
| * English (verbal and written) |  |  |  |  |  |  |  |  |  |  |
| 1. IT Skills  * Hardware installation |  |  |  |  |  |  |  |  |  |  |
| * Software Installation |  |  |  |  |  |  |  |  |  |  |
| * Use of software |  |  |  |  |  |  |  |  |  |  |
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| 1. Trade Skills |  |  |  |  |  |  |  |  |  |  |
| 1. Problem Solving Skill  * Utilization of appropriate resources |  |  |  |  |  |  |  |  |  |  |
| 1. Personal Management Skills  * Work prioritization |  |  |  |  |  |  |  |  |  |  |
| * Work organization |  |  |  |  |  |  |  |  |  |  |
| * Ability to work independently |  |  |  |  |  |  |  |  |  |  |
| 1. Teamwork Skills  * Appropriate use of teamwork (division of responsibilities and cooperation) |  |  |  |  |  |  |  |  |  |  |
| * Maintaining a harmonious team spirit |  |  |  |  |  |  |  |  |  |  |
| 1. Other Skills |  |  |  |  |  |  |  |  |  |  |
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(ii) In what ways did the student contribute to the Organization during the attachment period?

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(iii) Please comment on the student's strengths and weaknesses.

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(iv) Please comment on the overall performance of the student.

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(v) What grade will you award the student in the Industrial Attachment?

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| Pass, because … | Fail, because … |

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| July 11, 2014 | |  |  | |
|  | Date | |  | Signature of IVE Mentor | |