



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INDUSTRY AND TRADE
COLLEGE OF BUSINESS EDUCATION (CBE)
(INCORPORATED BY ACT OF PARLIAMENT No. 31 of 1965)



STUDENT'S DAILY LOGBOOK

Student's Name:..... Student's Reg. No.:.....
 Programme of Study:.....,.... NTA Level:.....

Host Organisation's Name and Address:

.....
,.....

Field Supervisor's Name:..... Field Supervisor's Phone Number:.....
 Field Practical Training from..... To

Daily Detailed Description of Work

Weekly Report for the Week Starting from..... to

Day	Brief Description of Work Performed	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Total Hours per Week		
.....		
Signature of Field Supervisor	Date	Date



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STUDENT'S ASSESSMENT FORM TO BE FILLED IN BY FIELD SUPERVISOR

Dear Supervisor,

Kindly fill in this assessment form as per the student's conduct and performance during the field practical training in your organisation.

PART A: PRELIMINARY INFORMATION

Student's Name Registration Number
Programme of Study Campus
NTA Level Year of Study
Host Organisation's Name
Host Organisation's Postal Address
Host Organisation's e-mail Address
Department(s)/Unit(s)/Section(s) of an Organisation the Student Worked with

Immediate Supervisor's Name
Immediate Supervisor's Designation
Immediate Supervisor's Phone Number
Period of Field Practical Training: From to
The duties assigned to the trainee were:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

PART B: STUDENT'S ASSESSMENT AND GRADING

- 1) You are provided with five (05) criteria in the table below upon which to base your assessment of the student and award him/her a grade. Details of the recommended technical competences for specific programmes of study are provided in Appendix IV.

Assessment Criteria	Maximum Score	Score Awarded (S.A)
(i) Technical Competencies: Ability to carry out a task associated with technical roles relevant to his/her occupation or discipline of study	10	
(ii) Interpersonal and Communication Skills: Ability to interact, communicate and get along with different groups of people diligently and respectfully	5	

(iii) Mastery and Proficiency in Using Technology: Ability to make effective and proper use of technology to accomplish the various tasks	5	
(iv) Professionalism and Ethics: Demonstrating trustworthiness, positive attitude, respect for moral principles, sense of commitment and doing high quality work	5	
(v) Learning Behaviour and Creativity: Ability, readiness and desire to learn new concepts and skills as well as demonstrating innovativeness in work	5	
TOTAL SCORE AWARDED =		$\sum S.A$

2) Other remarks on the student's conduct and performance:-

.....

3) Any suggestion for improving field practical training programme:

.....

.....

Field Supervisor's Signature **Date**

.....

Official Rubber Stamp

Thank you very much for providing this valuable practical training to our student. We look forward to having stronger relationship with you in this noble effort.



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**STUDENT'S ASSESSMENT FORM TO BE FILLED BY ACADEMIC SUPERVISOR FROM
CBE**

Instructions to the Academic Supervisor/Assessor from CBE:

- 1) *Kindly fill in this assessment form by assessing the student's conduct and performance during the field practical training based on your discussion and interaction with the student and field supervisor.*
- 2) *You are also requested to acquaint yourself with the activities performed by the student to so as to obtain evidence-based proof about the student's performance.*
- 3) *Fill in duplicate. After assessment, please provide the original copy to the student and retain the other copy for submission to the respective head of academic department on return from field supervision.*

PART A: PRELIMINARY INFORMATION

Student's Name **Registration Number**
Programme of Study **Campus**
NTA Level **Year of Study**
Host Organisation's Name
Host Organisation's Postal Address
Host Organisation's e-mail Address
Department(s)/Unit(s)/Section(s) of an Organisation the Student Worked with
.....
Immediate Supervisor's Name
Immediate Supervisor's Designation
Immediate Supervisor's Phone Number
Period of Field Practical Training: From **to**

PART B: STUDENT'S ASSESSMENT AND GRADING

- 1) You are provided with five (05) criteria in the table below upon which to base your assessment of the student and award him/her a grade. Details of the recommended technical competences for specific programmes of study are provided in Appendix IV.

Assessment Criteria	Maximum Score	Score Awarded
(i) Technical Competencies: Proof of ability to carry out a task associated with technical roles relevant to his/her occupation or discipline of study	4	
(ii) Understanding of the Organisation: Understanding of the mission, administrative structure, core functions, and products/services of the organisation	4	

(iii) Mastery and Proficiency in Using Technology: Proof of ability to make effective and proper use of technology to accomplish the various tasks	4	
(iv) Professionalism and Ethics: Proof of trustworthiness, positive attitude, respect for moral principles, sense of commitment and doing high quality work during attachment	4	
(v) Learning Behaviour and Creativity: Proof of ability, readiness and desire to learn new concepts and skills as well as demonstrating innovativeness in work	4	
TOTAL SCORE AWARDED =		Σ S.A

2) Other remarks on the student's conduct and performance:-

.....

3) Any suggestion for improving field practical training programme:

.....

.....

Academic Supervisor's Name **Date**
and Signature

.....

Student's Name and Signature **Date**



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RECOMMENDED TECHNICAL COMPETENCE AREAS FOR ICT

NTA Level	Technical Competence Areas
5	<p>Students at this qualification level are expected to be able to undertake range of activities some of which are non-routine and should assume some operational responsibilities where they will be able to develop the following competences:</p> <ul style="list-style-type: none"> a) Ability to inspect associated IT equipment, materials and resources b) Ability to repair, install and troubleshoot equipment and devices (e.g., computers, switches, printers). c) Ability to document, record and come up with solutions to technical problems d) Ability to diagnose various computer-related symptoms prone to computer dysfunctions. e) Ability to install and configure appropriate software and functions according to specifications
7	<p>Students at this qualification level are expected to be able to undertake range of activities most of which are non-routine and should assume some operational responsibilities where they will be able to develop the following competences:</p> <ul style="list-style-type: none"> a) Ability to provide the best possible solution to hardware and software problems. b) Ability to plan, organize and perform preventive maintenance to improve the health of IT assets. c) Ability to maintain records/logs of repairs and fixes and maintenance schedule d) Ability to install and configure appropriate software and functions according to specifications e) Ability to guide and orient users on how to use new software and computer equipment. f) Ability to diagnose various computer-related symptoms prone to computer dysfunctions. g) Ability to study systems to optimize performance h) Ability to solve IT problems using rigorous logic and methods i) Ability to plan, manage and monitor the IT budget



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GUIDELINES FOR WRITING FINAL FIELD REPORTS

SAMPLE FIELD ATTACHMENT REPORT FORMAT AND GUIDE

The field attachment report should be well written in good English and should at least contain the following:

Cover Page: This should show the following in the given order:

Name of College with a logo; Name of Department; A statement “*Field Practical Training Report Submitted in Partial Fulfilment for the Ward of (Name of Academic Qualification e.g. Higher Diploma in Accountancy)*”; Student’s Name and Registration Number; Student’s Year of Study; Name of the Institution where Field Attachment was Undertaken, Field Attachment Period e.g. July – September 2022; and Filed Supervisor’s Name.

Acknowledgements: The student should acknowledge all those who assisted in contributing to the success of the field attachment and report writing.

Summary/Abstract: This should provide a summary of the most important practical work the student learnt as well as the major challenges, conclusions and recommendations.

Table of Contents: A table of contents should be generated which shows the contents of the report and the page numbers for easy reading and referencing.

List of Figures: All figures must be captioned at the bottom, with figure numbers shown against each caption. The pages where particular figures are found should be indicated for easy reading and referencing. Figures should be preferably numbered according to the chapter numbers.

List of Tables: All tables must be given headers and with table number shown against each table header as well. The pages where particular figures are found should be indicated for easy reading and referencing. Tables should be preferably numbered according to the chapter numbers.

Chapter One: Introduction

- Background information and description of the institution where the student was attached
- Organisational structure of the institution
- Objectives of the field attachment

Chapter Two: Field Practical Training Experiences

- Description of activities in various departments/units/sections where the student was attached (Major activities and focus of the department)
- Tasks and duties/assignments undertaken during the attachment period

- Key achievement during the attachment period
- New knowledge and skills gained in each of the duties and responsibilities assigned
- Challenges/problems experienced during the attachment and how were handled

Chapter Three: Conclusions and Recommendations

- **Conclusion:** - Remember to include the major strengths and weaknesses of the field attachment program.
- **Recommendations:** - Include recommendations for strengthening the field practical training programme.

References: All relevant citations such as textbooks, personal communications, internet material, codes of practice and guidelines which student used during the field attachment and/or report writing must be quoted using the APA referencing style.

Appendices: The following documents should be appended to the student's field report

- **Appendix I:** Duly filled and Signed Logbook
- **Appendix II:** Copy of Student's Assessment Form filled in and signed by the Institutional Field Supervisor
- **Appendix III:** Copy of the Student's Assessment Form filled in and signed by the Academic Supervisor/Assessor
- **Appendix VI:** Blank Mark-sheet for Individual Student's Final Filed Report



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MARK-SHEET FOR INDIVIDUAL STUDENTS FINAL FIELD REPORTS
(To be Attached at the end of the Field Report)

MARKING AND GRADING OF FIELD REPORTS

S/N	ITEM	Assessment Criteria	Maximum Score	Score Awarded
1)	Final Field Report	a) Background information of the host organisation: Understanding of the host institution's vision, mission, core functions, products/services and administrative structure	05	
		b) Understanding and appreciation of the objectives of the field practical training	05	
		c) Description of the actual work done	10	
		d) Description of knowledge and skills gained from the field attachment	05	
		e) Description of the challenges/problems encountered	05	
		f) Recommendations and conclusion	05	
		g) Report arrangement and neatness of work	05	
		SUB-TOTAL SCORE	40	
2)	Log-Book Assessment	Daily log sheets properly filled in and using the proposed format	04	
		Assessment of the logged tasks by Institutional supervisor and log-book signed	03	
		Neatness of the logbook, including handwriting and correctness	03	
		SUB-TOTAL SCORE	10	
3)	Assessment by Institutional Field Supervisor	As detailed in the student's assessment form	30	
4)	Assessment by Academic Supervisor	As detailed in the student's assessment form	20	
GRAND TOTAL			100	

.....
Examiner's Name and Signature

.....
Date