**IT001-4-3 – Internship or**

**Industrial Training**

Student Name :

Student ID No :

Intake :

Company Name :

Company Address :

Mentor :

Start Date :

End Date :

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Items | √ for yes and X for no | Student’s Signature |
| Marking Scheme |  |  |
| Industrial Placement Report |  |  |
| Report Clearance Form – signed and stamped by the company |  |  |
| At least 8 weekly log book – signed and stamped by the company |  |  |
| Attendance record (at least 16 weeks) – signed and stamped by the company |  |  |
| Company Supervisor Assessment Form – signed and stamped by the company |  |  |
| Mentor Feedback Form – completed by mentor |  |  |

**APU Internship or Industrial Training**

**Internship Assessment Form Part 2 (IT001-4-3)**

|  |
| --- |
| Student Name:  Student Number:  Intake: |

|  |
| --- |
| Mentor: |

**Notes**

1. This Internship Assessment Form is intended to give a quantitative means of judging a student’s performance for the duration of the last 8 weeks of internship through a written logbook and report. Besides, 10% will be assessed by company supervisor.
2. The mentor is required to mark on the scale for each category the assessment of the student’s performance under each category, with additional comments to qualify their judgement. At the end the marks should be totalled up.
3. The mentor should include comments to justify the assessment given.
4. If a mentor is unable to assess any category, this should be noted in the “Comment” area.
5. The main objective of the logbook and report is to evaluate the depth of knowledge and skills of the student in relation to industrial experience and subject matter related to their area of studies.

**1 Knowledge and skills**

**Understanding in technical knowledge:** To what extent did the student develop their technical knowledge which is required in the work place?

Poor Good

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No understanding of subject matter shown in the internship | 1. **2**   Only minimal understanding shown of subject matter. Little to suggest the student has studied the topic as an internship experience | **3 4**  A basic knowledge of subject matter is shown but in many areas, this is superficial with many flaws visible | 1. **6**   Adequate knowledge of subject matter is shown. In the main the student’s work is fair but lacks giving required detail and depth in areas | **7 8**  Good level of knowledge shown related to the subject matter in some areas though misses minor details | **9 10**  Very high level of subject matter shown with all or near all aspects covered well |

Comment:

**Understanding in non-technical knowledge:** To what extent did the student develop their non-technical knowledge which is required in the work place?

Poor Good

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No understanding of subject matter shown in the internship | 1. **2**   Only minimal understanding shown of subject matter. Little to suggest the student has studied the topic as an internship experience | **3 4**  A basic knowledge of subject matter is shown but in many areas this is superficial with many flaws visible | 1. **6**   Adequate knowledge of subject matter is shown. In the main the student’s work is fair but lacks giving required detail and depth in areas | **7 8**  Good level of knowledge shown related to the subject matter in some areas though misses minor details | **9 10**  Very high level of subject matter shown with all or near all aspects covered well |

Comment:

**Understanding in skills:** To what extent did the student develop the skills which are required in the work place?

Poor Good

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No understanding of subject matter shown in the internship | 1. **2**   Only minimal understanding shown of subject matter. Little to suggest the student has experience as an internship exercise | **3 4**  A basic knowledge of subject matter is shown but in many areas this is superficial with many flaws visible | 1. **6**   Adequate knowledge of subject matter is shown. In the main the student’s work is fair but lacks giving required detail and depth in areas | **7 8**  Good level of knowledge shown related to the subject matter in some areas though misses minor details | **9 10**  Very high level of subject matter shown with all or near all aspects covered well |

Comment:

**2 Learning experience**

**Development of experience:** To what extent did the student develop the learning experience or acquire new knowledge in the areas of internship and the specific subject area?

Not much A lot

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No new or existing skills developed | **1 2**  Only trivial skills learned or developed. Learning in the main is negligible. Not much in the way of totally new learning undertaken | **3 4**  Some skills developed either existing or totally new. The skills learned are basic and restrictive with further development possible | **5 6**  The student has developed some sound existing and new skills, but has room to have applied themselves to several more skills | **7 8**  A pleasing number of existing skills have been developed at depth. A large number of new skills have also been learned | **9 10**  The student has shown a high level of development related to the development of existing and new skills. In relation to the project substantive learning of skills is shown. |

Comment:

**Development of experience for future career:** To what extent did the student develop the value of learning experience or acquire new knowledge in their future career and plan for that career?

Not much A lot

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No new or existing skills developed | **1 2**  Only trivial skills learned or developed. Learning in the main is negligible. Not much in the way of totally new learning undertaken | **3 4**  Some skills developed either existing or totally new. The skills learned are basic and restrictive with further development possible | **5 6**  The student has developed some sound existing and new skills, but has room to have applied themselves to several more skills | **7 8**  A pleasing number of existing skills have been developed at depth. A large number of new skills have also been learned | **9 10**  The student has shown a high level of development related to the development of existing and new skills. In relation to the project substantive learning of skills is shown. |

Comment:

**3 Demonstrate the personal skills**

**In organisation:** To what extent did the student demonstrate the personal skills required in working in organisation and better manage projects?

Not much A lot

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No new or existing skills developed | **1 2**  Only trivial skills learned or developed. Learning in the main is negligible. Not much in the way of totally new learning undertaken | **3 4**  Some skills developed either existing or totally new. The skills learned are basic and restrictive with further development possible | **5 6**  The student has developed some sound existing and new skills, but has room to have applied themselves to several more skills | **7 8**  A pleasing number of existing skills have been developed at depth. A large number of new skills have also been learned | **9 10**  The student has shown a high level of development related to the development of existing and new skills. In relation to the project substantive learning of skills is shown. |

Comment:

**In people:** To what extent did the student demonstrate the personal skills required in working in organisation and better manage projects?

Not much A lot

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  No new or existing skills developed | **1 2**  Only trivial skills learned or developed. Learning in the main is negligible. Not much in the way of totally new learning undertaken | **3 4**  Some skills developed either existing or totally new. The skills learned are basic and restrictive with further development possible | **5 6**  The student has developed some sound existing and new skills, but has room to have applied themselves to several more skills | **7 8**  A pleasing number of existing skills have been developed at depth. A large number of new skills have also been learned | **9 10**  The student has shown a high level of development related to the development of existing and new skills. In relation to the project substantive learning of skills is shown. |

Comment:

**4 Report**

Very weak Very good

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0**  Failed to submit a report. | **1 2 3 4 5 6 7**  Submitted a very weak report. | **8 9**  Submitted a below average report. | **10 11 12**  Submitted an average report. | **13 14**  Submitted a good report. | **15 16 17 18 19 20**  Submitted a very good report. |

Comment:

**5 Company Supervisor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 🗆  Enter a mark between  0 and 3 | 🗆  Enter 4 only | 🗆  Enter a mark between  5 and 6 | 🗆  Enter 7 only | 🗆  Enter a mark between  8 and 10 |

Comment:

**Comments and Recommendations**

(Please supply any relevant comments, particularly if a fail or distinction recommendation is made).

|  |
| --- |
| Mentor comments |
|  |

|  |  |
| --- | --- |
| **Total Mark** |  |

**Please tick ‘Yes’ / ‘No’**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| Total mark more than or equal to 50 |  |  |  |
| Component 5 (Company Supervisor signed and stamped) mark more than or equal to 5 |  |  |  |
| Report Clearance Form – signed and stamped by the company |  |  |  |
| At least 8 weekly log book – signed and stamped by the company |  |  |  |
| At least 16 weeks of attendance record – signed and stamped by the company |  |  |  |
| Submitted Mentor Feedback form |  |  |  |

Mentor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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# Industrial Placement Report

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## Chapter 2: Future plans for employment

**A plan for securing good quality internships for future students**

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