Technical Education and Skills Development Authority
East Service Road, South Luzon Expressway (SLEX), Taguig City
www.tesda.gov.ph

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TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

TRAINEE'S RECORD BOOK

I.D

PICTURE

Learner No.: _____

Trainee Name: _____

Trainer Name: _____

Qualification: _____

CTPR No: _____

Duration: _____

Partner Enterprise:

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Learner's Reflection of the Program

The learner's reflection of the session should be true and unbiased in expressing his/her learning experiences during industry immersion period.

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The Supervised Industry Learning (SIL) is a joint program of (JOYSIS TECH VOC INC.) and (ZACK Sourcing & Consultancy Services) that aims to enhance and upgrade the competencies of the learner by learning the competencies in the actual workplace.

The learner is expected to gain experiences in the latest techniques and practices of the industry

Unit of Competency 2: CREATE AND FINE TUNE JAVA TECHNOLOGY APPLICATIONS USING OBJECT- ORIENTED PROGRAMMING CONCEPT

Learning Outcome	Task/ Activity Required	Date Accom- plished	Learner's Signature	Trainer's Signature	Train- er's Re-
Build Database Applications with JDBC					
Monitor Operat- ing System Per- formance					
Work with Lan- guage Level Con- cerns and Gar- bage Collection					
Work with Per- formance Tuning at the Language Level					

Instruction:

The Trainee's Record Book (TRB) is intended to serve as record of all accomplishment/task/activities while undergoing training in the designated workplace. This TRB will eventually become evidence that can be submitted for portfolio assessment and for other purpose it may serve the learner.

The Trainee's Record Book contains clusters of competencies of a qualification selected and agreed by the Training Institution and the partner enterprise. The learner must fill the column "Task/Activity Required" after completing a task/activity in the workplace assigned to him/her by the trainer. The actual date of the task/activity performed must be indicated in the "Date Accomplished" column.

The enterprise trainer will likewise indicate his/her remarks on the "Trainer's Remarks" column regarding the outcome of the task accomplished by the learner. The trainer must ensure that the learner have personally accomplished the task by observing, guiding, and monitoring the performance of the learner using the performance criteria checklist as guide.

It is therefore important that all the contents are accurately and legibly entered by the learner and attested by the trainer by signing all the performed tasks/activities with supporting feedback.

It is a must that the TRB is available to the learner all the time during the SIL period. Avoid any corrections or erasures and maintain the cleanliness of this record.

Lost TRB must be immediately reported to the concerned trainer.

BASIC COMPETENCIES

Unit of Competency 1: <u>LEAD WORKPLACE COMMUNICATION</u>

Learning Outcome	Task/ Activity Required	Date Accomplished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Communicate information about workplace processes.					
Lead workplace discussions					
Identify and communicate issues arising in the workplace					

Learning Outcome	Task/ Activity Required	Date Accomplished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Examine object-oriented concepts and terminology					
Explain Modeling and the software development process					
Create Use Case Diagrams and Use Case Scenarios					
Transition Analysis to Design using Interaction Diagrams					

CORE COMPETENCY

Unit of Competency 1: PERFORM OBJECT-ORIENTED ANALYSIS

AND DESIGN IN JAVA TECHNOLOGY

Learning Outcome	Task/ Activity Required	Date Accom-plished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Apply basics of Java language					
Work with methods and encapsulation					
Work with inheritance and handling exceptions					

Unit of Competency 2: <u>LEAD SMALL TEAM</u>

Learning Outcome	Task/ Activity Required	Date Accom-plished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Provide team leadership					
Assign responsibilities					
Set performance expectation for team members					
Supervise team performance					

Unit of Competency 3: APPLY CRITICAL THINKING AND PROBLEM-SOLVING TECHNIQUES IN THE WORKPLACE

Learning Outcome	Task/ Activity Required	Date Accomplished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Examine specific workplace strategies					
Analyze the causes of specific workplace challenges					
Formulate resolutions to specific workplace challenges					
Implement action plans and communicate results					

Learning Outcome	Task/ Activity Required	Date Accomplished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Produce output/ data using computer system					
Use basic functions of a www-browser to locate information					
Maintain computer equipment and systems					

Unit of Competency 2: PERFORM COMPUTER OPERATIONS

Learning Outcome	Task/ Activity Required	Date Accomplished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Plan and prepare for task to be taken undertaken					
Input data into computer					
Access information using computer					

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Unit of Competency 4: Work in a diverse environment

Learning Outcome	Task/ Activity Required	Date Accomplished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Develop an individual's cultural awareness and sensitivity					
Work effectively in an environment that acknowledges and values cultural diversity					
Identify common issues in a multicultural and diverse environment					

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Unit of Competency 5: PROPOSE METHODS OF APPLYING LEARNING AND INNOVATION IN THE ORGANIZATION

Learning Outcome	Task/ Activity Required	Date Accom-plished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Assess work procedures, processes and systems in terms of inno-vative practic-es					
Generate prac-tical action plans for im-proving work procedures, processes					
Evaluate the effectiveness of the proposed action plans					

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COMMON COMPETENCIES

Unit of Competency 1: APPLY QUALITY STANDARDS

Learning Outcome	Task/ Activity Required	Date Accom-plished	Learn-er's Sig-nature	Train-er's Sig-nature	Train-er's Re-marks
Assess quality of received materi-als					
Assess own work					
Engage in quality improvement					

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Unit of Competency 9: FACILITATE ENTREPRENEURIAL SKILLS FOR MICRO- SMALL-MEDIUM ENTERPRISES

Learning Outcome	Task/ Activity Re- quired	Date Accom- plished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Develop and maintain micro- small- medium enterprise (MSMEs) skills in the organiza- tion					
Establish and maintain client- base/market					
Apply budgeting and financial management skills					

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Unit of Competency 6: USE INFORMATION SYSTEMATICALLY

Learning Outcome	Task/ Activity Required	Date Accom- plished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Use tech- nical infor- mation					
Apply infor- mation technology (IT)					
Edit, format and check information					

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Unit of Competency 7: EVALUATE OCCUPATIONAL SAFETY AND HEALTH WORK PRACTICES

Learning Outcome	Task/ Activity Required	Date Accomplished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Identify Occupational Safety and Health compliance requirements					
Prepare OSH requirements for compliance					
Evaluate effectiveness of Occupational Safety and Health work instructions					

Unit of Competency 8: EVALUATE ENVIRONMENTAL

Learning Outcome	Task/ Activity Required	Date Accomplished	Learner's Signature	Trainer's Signature	Trainer's Remarks
Interpret environmental practices, policies and procedures					
Establish targets to evaluate environmental practices					
Evaluate effectiveness of environmental practices					