INSTRUCTION: Please rate each item below to reflect student’s performance.

<table>
<thead>
<tr>
<th>NAME</th>
<th>REG.NO</th>
<th>PROGRAMME</th>
<th>RATING</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below average</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>CLO*</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>
| A   | TECHNOLOGY LITERACY  
(Perform hands-on tasks, usage of tools and equipment, adopt a variety of technologies, apply the knowledge gained to perform task, show development in knowledge and skills and/or think creatively and critically) | | 1 | | | | |
| B   | EFFECTIVE COMMUNICATION  
(Ability to acquire and understand information, carry out instructions, analyze linear and non-linear information, show appropriate non-verbal communication, communicate with employees at all levels and/or have basic negotiation skills) | | 2 | | | | |
| C   | TEAMWORK  
(Show positive personality traits, participate actively as a member of the team, carry out tasks in appropriate situations and/or build and maintain good relationships within the team) | | 3 | | | | |
| D   | POLICIES, PROCEDURES AND REGULATIONS  
(Comply with the policies and rules of the organization, job procedures and/or safety and health regulations) | | 4 | | | | |
| E   | PROFESSIONAL ETHICS  
(Report handed-in on time and verified by the supervisor, work independently with minimum supervision, attendance, punctuality and/or solve problems by taking the right action) | | 5 | | | | |
| F   | REPORTING  
(Present ideas and views and/or task reporting (Reflective Journal)) | | 5 | | | | |
|     | TOTAL |      | | | | | |

*CLO = Course Learning Outcome. Kindly refer to Industrial Training Guideline (Industry Partner) for details.

Comments/recommendations

By 20th week of training, student must return the form (APPENDIX 1 & 2) to:

UNIT PERHUBUNGAN & LATIHAN INDUSTRI
Politeknik Tuanku Sultanah Bahiyah
Kulim Hi-Tech Park
09000 Kulim
Kedah Darul Aman

fax
04-403 2919
04- 403 3033

e-mail
upli@ptsb.edu.my

To be completed by Student’s Supervisor
Name :
Position :
Date :
Signature :
Company/organization stamp: