



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

| NAME  |   |          | RATING    |      |         |               |                |
|---|---|----------|-----------|------|---------|---------------|----------------|
|   |   |          | Excellent | Good | Average | Below average | Unsatisfactory |
| REG. NO                                       |   |          | 5         | 4    | 3       | 2             | 1              |
| PROGRAMME                                     |   |          | 5         | 4    | 3       | 2             | 1              |
| No  | Item  | CLO      | 5         | 4    | 3       | 2             | 1              |
| <b>A EFFECTIVE COMMUNICATION</b>              |   | <b>2</b> |           |      |         |               |                |
| 1   | Access information in the form of verbal and written communication                |          |           |      |         |               |                |
| 2   | Show appropriate non-verbal communication   |          |           |      |         |               |                |
| <b>B POLICIES, PROCEDURES AND REGULATIONS</b> |   | <b>4</b> |           |      |         |               |                |
| 1   | Comply with the rules of the organization   |          |           |      |         |               |                |
| 2   | Understand the job procedures   |          |           |      |         |               |                |
| 3   | Health and safety awareness   |          |           |      |         |               |                |
| <b>C PROFESSIONAL ETHICS</b>                  |   | <b>4</b> |           |      |         |               |                |
| 1   | Report handed-in on time and Verified by the supervisor                           |          |           |      |         |               |                |
| 2   | Perform task in various situations  |          |           |      |         |               |                |
| 3   | Responsible behavior  |          |           |      |         |               |                |
| 4   | Accountability and integrity  |          |           |      |         |               |                |
| 5   | Ethics and protocols  |          |           |      |         |               |                |
| 6   | Time management   |          |           |      |         |               |                |
| 7   | Awareness of current issues   |          |           |      |         |               |                |
| <b>D REPORTING</b>                            |   | <b>5</b> |           |      |         |               |                |
| 1   | The reflective journal report is written accordingly to the undertaken activities |          |           |      |         |               |                |
| 2   | The reflective journal is updated daily   |          |           |      |         |               |                |
| 3   | The Reflective journal is written clearly and neatly                              |          |           |      |         |               |                |
| Total Score                                   |   |          |           |      |         |               |                |

Grand total:

**75**

Lecturer's comment:

LECTURER'S NAME :  
POSITION :  
DATE OF OBSERVATION :  
STAMP :

Company/organization stamp: