

# APPENDIX 10

## INDUSTRIAL TRAINING SUPERVISOR'S EVALUATION MARKS (50%)



**BOI420**

### INDUSTRIAL TRAINING

#### INDUSTRIAL TRAINING SUPERVISOR'S EVALUATION MARKS

Please complete the evaluation form according to the rubric provided and submit it via the Google Drive link shared by the school administration.

**Student's name:**

**Training Centre:**

**Training duration:**

**to**

**Year:**

1. Please grade this student according to the following criteria (Tick '/' in the correct box)

Score	1-2	3-4	5-6	7-8	9-10
	Poor	Need improvement	Satisfactory	Good	Excellent

No.	Criteria	1-2	3-4	5-6	7-8	9-10	Weighted Marks Obtained
<b>A. Demonstrate practical skills and complete tasks (PLO2)</b>							
1.	Able to follow instructions						/10 x 5% =
2.	Ability to plan and manage work to meet deadlines						/10 x 5% =
3.	Capable of performing tasks independently with minimal supervision						/10 x 5% =
4.	Show enthusiasm for learning						/10 x 5% =
<b>B. Performing daily tasks through learning and professional collaboration (PLO6)</b>							
1.	Demonstrated adherence to the rules; act ethically and professionally						/10 x 5% =

2.	Participates in beneficial organizational activities							/10 x 5% =
3.	Ready to assist team members and take proactive action							/10 x 5% =
4.	Value and respect the opinions of others							/10 x 5% =
<b>C. Competently solve industry problems (PLO7)</b>								
1.	Capable of utilising available information in work-related decision-making							/10 x 5% =
2.	Able to recognise and analyse problems related to the given task							/10 x 5% =
<b>TOTAL MARKS:</b>								
<b>/100 =</b>								
<b>EVALUATION MARKS</b>								
<b>/100 X 50% =</b>								

2. Please specify the weaknesses of this trainee throughout their practical training (if any):

3. Upon accepting our student(s) for practical training, would you consider employing graduates from this program in the future?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No Please specify why?

4. Overall comments

Industrial Training Supervisor's name and Official Stamp
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Industrial Training Supervisor's Signature and Date
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## APPENDIX 11

### INDUSTRIAL TRAINING SUPERVISOR'S EVALUATION RUBRIC

No.	Criteria	1-2	3-4	5-6	7-8	9-10
		Poor	Need improvement	Satisfactory	Good	Excellent
<b>A. Demonstrate practical skills and complete tasks (PLO2)</b>						
1.	<b>Able to follow instructions</b>	Frequently fails to follow instructions accurately and consistently.	Sometimes requires clarification or repetition of instructions.	Fairly follows instructions accurately and independently.	Consistently follows instructions accurately with minimal guidance.	Always follows instructions with precision and attention to detail.
2.	<b>Ability to plan and manage work to meet deadlines</b>	Rarely plans work and frequently misses deadlines.	Demonstrates occasional planning but struggles to consistently meet deadlines.	Plans work effectively to meet most deadlines.	Demonstrates strong planning skills and consistently meets deadlines.	Exceptional planning skills; consistently exceeds deadlines.
3.	<b>Capable of performing tasks independently with minimal supervision</b>	Frequently relies on supervision and assistance to complete tasks.	Able to perform tasks independently with some guidance.	Fairly performs tasks independently with minimal supervision.	Consistently performs tasks independently with high quality and minimal supervision.	Demonstrates exceptional autonomy and consistently produces outstanding work without supervision.
4.	<b>Show enthusiasm for learning</b>	Displays little to no interest in learning new concepts or skills.	Shows occasional interest in learning but lacks consistent enthusiasm.	Demonstrates interest in learning and occasionally seeks out opportunities for growth.	Shows consistent enthusiasm for learning and actively seeks opportunities for growth.	Displays exceptional enthusiasm for learning, eagerly pursues new knowledge, and consistently seeks ways to expand skills and expertise.

<b>B. Performing daily tasks through learning and professional collaboration (PLO6)</b>						
<b>1.</b>	<b>Ethical and professional</b>	Does not demonstrate adherence to the rules; acted ethically and professionally bad social and work etiquette.	Occasionally demonstrate adherence to the rules; acted ethically and professionally with low social and work etiquette.	Fairly demonstrate adherence to the rules; acted ethically and professionally with moderate social and work etiquette.	Demonstrate adherence to the rules; acted ethically and professionally with a good social and work etiquette.	Demonstrate adherence to the rules; acted ethically and professionally with an excellent social and work etiquette.
<b>2.</b>	<b>Participates in beneficial organizational activities</b>	Rarely participates in organizational activities or contributes minimally.	Occasionally participates in organizational activities but does not significantly impact outcomes.	Contributes to beneficial organizational activities with some consistency.	Actively participates in and contributes to beneficial organizational activities.	Consistently initiates and leads beneficial organizational activities, driving positive change.
<b>3.</b>	<b>Ready to assist team members and take proactive action</b>	Reluctant to assist team members or take proactive action.	Occasionally assists team members and takes proactive action when necessary.	Generally ready to assist team members and takes proactive action when appropriate	Actively seeks opportunities to assist team members and consistently takes proactive action.	Always ready and willing to assist team members, going above and beyond to ensure team success.
<b>4.</b>	<b>Value and respect the opinions of others</b>	Disregards or dismisses the opinions of others.	Occasionally values and respects the opinions of others but may not always demonstrate it.	Fairly values and respects the opinions of others.	Consistently values and respects the opinions of others.	Actively seeks out and incorporates diverse perspectives, demonstrating deep respect for others' opinions.
<b>C. Competently solve industry problems (PLO7)</b>						
<b>1.</b>	<b>Capable of utilising available information in work-</b>	Struggles to utilise available information in work-related decision-	Occasionally utilises available information but may not effectively	Fairly utilises available information in work-related decision-making.	Effectively utilises available information to inform work-related	Exceptionally utilises available information, consistently making well-

	<b>related decision-making</b>	making.	integrate it into decision-making processes.		decision-making.	informed decisions.
<b>2.</b>	<b>Able to recognise and analyse problems related to the given task</b>	Frequently fails to recognise or analyse problems related to the given task.	Sometimes recognises and analyses problems but may not do so effectively or consistently.	Fairly recognises and analyses problems related to the given task.	Consistently recognises and effectively analyses problems related to the given task.	Exceptionally skilled in recognising and analysing problems, consistently demonstrating a thorough understanding and insightful analysis.