APPENDIX 3

OBSERVATION FORM (10%)

(Evaluation by Institution's Representative)

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

			RATING				
NAME			Excellent	Good	Average	Below average	Unsatisfactory
REG. NO							
PROGRAMME							
No	**Item**	**CLO**	**5**	**4**	**3**	**2**	**1**
A	**EFFECTIVE COMMUNICATION**	**2**					
1	Access information in the form of verbal and written communication						
2	Show appropriate non-verbal communication						
B	**POLICIES, PROCEDURES AND REGULATIONS**	**4**					
1	Comply with the rules of the organization						
2	Understand the job procedures						
3	Health and safety awareness						
C	**PROFESSIONAL ETHICS**	**4**					
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						
D	**REPORTING**	**5**					
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: