First V	Week Dat	e. From	to
Daily Entries: For each work day, record in written form the tasks carried out. Any public holidays, medical leaves should be recorded as such.			
Date	Task/Assignment	t	
Mon.			
Tues.			
Wed.			
Thur.			
Fri.			
Sat.			
■ To be completed by a supervisor in the Company			
Assessment of student's work and work report			
Grading	g Scheme :		
A : Excel			
B : Good	-	ary to produce good	quality work.
C : Avera		1	1 , 1 1
D : Pass E : Fail	-	_	
-	<u> </u>	u are illiurances to	operations.
Department: Name of Supervisor/Title:			
Signature/Date:			
Signatur	re/Date-		

First Week	Date:	From	_to
Weekly Work Report: For each week, write a detailed account of one job or one aspect of the work done that you found particularly interesting or challenging. You can describe your personal observations and reflections on the job. \$\times\$Your report should be clear and succinct, and illustrated with diagrams or sketches where appropriate.			
Description	of One Task/Assignm	nent	

Second Week		ek Date: Fromto	
	eh work	day, record in written form the tasks carried out. Any public holidays, medical leaves rded as such.	
Date		Task/Assignment	
Mon.			
Tues.			
Wed.			
Thur.			
Fri.			
Sat.			
■To be	e comple	eted by a supervisor in the Company	
Assessi	ment of	student's work and work report	
Gradin	g Scher	ne:	
A : Exc	cellent	- Exhibits qualities beyond expectation and norms (an exemplary quality).	
B : Goo	od	-Exhibit qualities which are considered necessary to produce good quality work.	
C : Ave	erage	-Exhibits acceptable qualities which are norm.	
D : Pas		-Exhibits qualities which varies between the norm and unacceptable standard.	
E : Fai		- Exhibits qualities which are not acceptable and are hindrances to operations.	
Depart	ment:		
Name of Supervisor/Title:			
Signati	ure/Date	э :	

Second Week	Date From	to		
Weekly Work Report:				
For each week, write a detailed account of one job or or				
particularly interesting or challenging. You can describ	oe your personal observations	s and reflections on		
the job.				
◇Your report should be clear and succinct, and illustr	ated with diagrams or sketch	es where		
appropriate.				
Description of One Ta	ask/Assignment			

Third V	Veek	Date:	From	to
Daily Entries: For each work day, record in written form the tasks carried out. Any public holidays, medical leaves should be recorded as such.				
Date	Task/Assign	nment		
Mon.				
Tues.				
Wed.				
Thur.				
Fri.				
Sat.				
■To be c	mpleted by a supervisor in the Company			
Assessme	nt of student's work and work report			
Grading	cheme :			
A : Excel B : Good	ent —Exhibits qualities beyond expectation and —Exhibit qualities which are considered no		_	
C : Avera				
D : Pass	Exhibits qualities which varies between t		_	
E : Fail	-Exhibits qualities which are not acceptable.	ole and a	are hindrance	s to operations.
Departmo				
	upervisor/Title:			
Signature	Date:			

Third Week	Date: From	to	
Weekly Work Report: For each week, write a detailed account of one job or one aspect of the work done that you found particularly interesting or challenging. You can describe your personal observations and reflections on the job. \$\rightarrow\$Your report should be clear and succinct, and illustrated with diagrams or sketches where			
appropriate.	Ç		
Description of One Task/Assignment			