ITU/F005/01

KOLEJ POLY-TECH MARA KUANTAN

KM 8, JALAN GAMBANG
25150 KUANTAN PAHANG DARUL MAKMUR

Tel: 09-536 6701 Fax: 09-536 6515.

INDUSTRIAL TRAINING

SITE VISIT REPORT

Site Visit Supervisor's Name: _____

Visit Date : _____

Organization Name : _____

Organization Address : _____

_____

Academic Supervisor : _____

Please mark (✓) if appropriate:

Meet student	( )	Name of Student :
Meet supervisor	( )	Name of Industrial Supervisor :
Meet other staff at the organisation	( )	Name of staff : Designation :
Organisation official stamp	( )	

Presentation/Demonstration/Conversation with student based on the task given.

Please evaluate according to the given scale shown below: (Circle)

1	2	3	4	5
Need Improvement (Fail to meet minimum requirement)	**Below Average (Requires significant development to improve performance)**	**Average (Requires some development to fulfill expectations)**	**Good (Balanced and consistent performance)**	**Excellent (Notable achievement beyond normal expectations)**

A	**Discipline**	**Scale**				
1	Attendance	1	2	3	4	5
2	Punctuality	1	2	3	4	5
3	Performed work in specified time	1	2	3	4	5
4	Compliance to orders	1	2	3	4	5
5	Compliance to office rules	1	2	3	4	5
6	Willingness to accept responsibility	1	2	3	4	5
7	Quality of work	1	2	3	4	5
8	Self appearance	1	2	3	4	5

B	**Abilities**	**Scale**				
1	Initiative	1	2	3	4	5
2	Ability to work in team	1	2	3	4	5
3	Ability to work with minimal supervision	1	2	3	4	5
4	Independence	1	2	3	4	5
5	Ability to give ideas/opinions/suggestions	1	2	3	4	5
6	Ability to cope with pressure	1	2	3	4	5

C	**Skills**	**Scale**				
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Knowledge of related tasks	1	2	3	4	5
4	Ability to use related software/tools	1	2	3	4	5
5	Adaptability	1	2	3	4	5
6	Social relation	1	2	3	4	5

Total marks : _____ / 100

Site Visit Supervisor Comments:

_____

_____

_____

_____

_____

_____

_____

(Name and Signature of Site Visit Supervisor)

Date: _____

Please submit the completed form to the address below immediately after the site visit:

INDUSTRIAL TRAINING UNIT (ET101)
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KM 8, JALAN GAMBANG
25150 KUANTAN
PAHANG DARUL MAKMUR

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