

INDUSTRIAL TRAINING

Assessment

The module will be assessed as shown below:

| Requirements | Contribution |
|----------------------------------|---------------------|
| FIELD / ONSITE SUPERVISOR | 60% |
| ACADEMIC SUPERVISOR | 25% |
| REPORT | 15% |
| TOTAL SCORE | 100% |

INDUSTRIAL TRAINING ASSESSMENT FORM FOR FIELD / ONSITE SUPERVISOR

| NAME OF INSTITUTION..... Programme & Year of Study..... | | | GRADES | | | | Score | AREA OF IMPROVEMENT |
|--|--|-------|-----------|----------|----------|------|-------|---------------------|
| NAME OF STUDENT.....REG. NO:..... | | | Very Good | Good | Fair | Weak | | |
| | AREA OF ASSESSMENT | MARKS | >80% | (70-79)% | (50-69)% | <49% | | |
| A | Attendance (% age of days and times within the days present) | 7 | | | | | | |
| | Work Performance | 12 | | | | | | |
| | 1. Co-operation with other staff | 3 | | | | | | |
| | 2. General ability to use various equipment, machines or plant in the industry | 3 | | | | | | |
| | 3. Flexibility-Willingness to learn from various sections in industry | 3 | | | | | | |
| | 4. Job Planning | 3 | | | | | | |
| C | Initiative / Innovations | 8 | | | | | | |
| | 1. Problem Solving | 4 | | | | | | |
| | 2. New Ideas on improvement for efficiency of performance / operations | 4 | | | | | | |
| D | Time Management | 6 | | | | | | |
| | 1. Reporting on time | 2 | | | | | | |

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|----------|---|-----------|--|--|--|--|--|--|
| | 2. Leaving at specified break off / stoppage time | 2 | | | | | | |
| | 3. Meeting deadlines on assignments given by supervisors / instructors. | 2 | | | | | | |
| E | Discipline and Safety | 10 | | | | | | |
| | 1. Use of right equipment for right job | 2 | | | | | | |
| | 2. Obeying instructions given and carrying them out | 2 | | | | | | |
| | 3. Proper handling of equipment and / materials | 2 | | | | | | |
| | 4. Ability to practice safety measures in the work place | 2 | | | | | | |
| | 5. Knowledge of first aid procedures in case of accident | 2 | | | | | | |
| F | Practical; Skills | 15 | | | | | | |
| | 1. Ability to put into practice training instruction from instructors/ supervisor | 3 | | | | | | |
| | 2. Ability to relate theoretical knowledge with practical applications | 3 | | | | | | |
| | 3. Proper use of manuals and interpretation of drawing | 3 | | | | | | |
| | 4. Ability to carry out trouble shooting on equipment, (Put right mistake in work/ finishing) | 3 | | | | | | |
| | 5. Ability to service and repair equipment (clean & maintain tools & workplace) | 3 | | | | | | |
| G | General Remarks (Other Assessment at discretion of Examiner) | 2 | | | | | | |
| | TOTAL SCORE | 60 | | | | | | |

INDUSTRIAL TRAINING ASSESSMENT FORM FOR ACADEMIC SUPERVISOR

| NAME OF INSTITUTION..... NAME(S) OF STUDENT..... YEAR OF STUDY & COURSE..... | | | GRADES | | | | Score | AREA OF IMPROVEMENT |
|--|--|--------------|----------------|-----------------|-----------------|----------------|-------|---------------------|
| | | | Very Good | Good | Fair | Weak | | |
| | AREA OF ASSESSMENT | MARKS | >80% | (70-79)% | (50-69)% | <49% | | |
| A | Attendance (Was the learner at his work place) | 2 | | | | | | |
| B | Understanding of Tasks | 21 | | | | | | |
| | 1. Did the learner provide weekly summary of work performed | 2 | | | | | | |
| | 2. How did the learner describe the tasks performed | 3 | | | | | | |
| | 3. How was the learner able to explain why tasks were being done in a particular way | 3 | | | | | | |
| | 4. How did the learner explain problems experienced when carrying out the work and how they were solved? | 3 | | | | | | |
| | 5. How did the learner describe the new knowledge and skills gained? | 3 | | | | | | |
| | 6. How did the learner explain the knowledge and skills acquired at college that enabled him to | 3 | | | | | | |

| | | | | | | | | |
|----------|--|-----------|--|--|--|--|--|--|
| | perform? | | | | | | | |
| | 7. How did the learner explain his relationship with his core workers and supervisors and how he plans to improve or maintain it | 2 | | | | | | |
| | 8. How did the learner relate the Industrial training tasks to his training as a technician | 2 | | | | | | |
| C | General Remarks (Other Assessment at discretion of Examiner) | 2 | | | | | | |
| | TOTAL SCORE | 25 | | | | | | |

Daily Record of Progress

Training Week : _____

Day and Date : _____

| Activities done | Lessons learnt | Challenges Faced | Safety Incidents | Recommendations | Initiative and innovation |
|-----------------|----------------|------------------|------------------|-----------------|---------------------------|
| | | | | | |

I hereby declare that all information provided above is true

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Signed by Trainee

Date

.....

Signed by Field Supervisor

.....

Date

SAMPLE FIELD ATTACHMENT REPORT AND GUIDE

The report should be written in good English and contain the following to be assessed as shown

| I/N | CONTENTS | MAXIMUM SCORE |
|-----|--|---------------|
| 1 | Cover Page: (i) Name of College, (ii) Name of Department, (iii) Name of Learner & Year of study, (iv) Place of Industrial Training, (v) Period of Industrial Training e.g. July- September (vi) Academic and Field Supervisor's signatures | 0.5 marks |
| 2 | Acknowledgements: (i) Acknowledge all assistance during field training (ii) Acknowledge assistance during report writing | 0.5 marks |
| 3 | Executive summary / Abstract: (i) To include statement of the most practical work carried out, (ii) Challenges, (iii) Conclusions | 1 mark |
| 4 | Table of Contents: (i) To show the content of the report and page numbers where they first occur | 0.5 marks |
| 5 | List of Figures: (i) All Figures in the report must have a number and a caption (ii) Figures must be numbered according to the chapters where they occur for example; Figure 4.1, to refer to first Figure in chapter 4 (iii) The pages where the Figures occur must be shown in the List of Figures | 0.5 marks |
| 6 | List of Tables: (i) All Tables in the report must have a number and a header (ii) Tables must be numbered according to the chapters where they occur for example; Table 2.1, to refer to first Table in chapter 2 (iii) The pages where the Tables occur must be shown in the List of Tables | 0.5 marks |
| 7 | List of Acronyms / Abbreviations: (i) Acronyms used should be given in alphabetical order with their full meaning shown. | 0.5 marks |
| 8 | Introduction; (i) Location and description of place of field attachment, (ii) Objectives of fields attachment, (iii) Structure, Organization (iv) Tasks carried out by the place attached to eg if District Local government describe its role in society | 1.5 Marks |

| | | |
|----|---|-----------|
| 9 | Main Body of the Report (i) Description of Work Carried out: (ii) Duties and responsibilities assigned and how they were carried out (iii) New knowledge and skills gained, R (iv) Relationship with other staff and supervisor, (v) Problems experienced and how handled | 6.5 marks |
| 10 | Conclusions: A brief summary of Knowledge gained as outlined in the objectives | 1mark |
| 11 | Recommendations (i) For improving Industrial training, usually derived from problems experienced (ii) For improvement of work output at the place of work. (this is included if allowed by the field supervisor) | 0.5 mark |
| 12 | References (i) Design Standards and guidelines used during training (ii) Books & internet material (iii) Harvard style of referencing must be used for Example Kyalikisa R (2010), "Effect of window net on the reduction of Malaria," Journal of Health Construction , Vol 17, Pg 123-127 | 1 mark |
| 13 | Appendices (i) Drawings (ii) Photographs, etc | 0.5 mark |