



Work-Based Learning Manual

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PROGRAM BRIEF

Work-Based Learning (WBL) Program is a supervised training experience that serves as the University's primary tool for the integration of academic knowledge with on-site experiences in preparation for future professional practice. Since the incorporation of WBL into the curriculum in 2006, the program continues to develop actual work-related competencies of students through immersion in work settings relevant to their academic preparation.

The WBL is an important aspect of the educational experiences of all students which is an integral part of the school-to-career phase. It is part of the curriculum of all the Undergraduate programmes in the University - Bachelor of Science in Business Informatics (BSBI), Bachelor of Science in International Studies (BSIS), Bachelor of Science in Computer Science (BSCS), Bachelor of Science in Mechatronics Engineering (BSME) and Bachelor of Science in Informatics Engineering (BSIE). It adds relevance to the curriculum by showing how classroom activities and learning are applied to real work situations thus, providing the students with diversified career options.

The WBL experiences prepare the students for a successful practice of their profession. Specifically, the WBL aims to further develop the learning and retention of academic and technical skills of the student-trainee through participation in real-world, intensive, and supervised hands-on experiences; and to conform to industry skills in terms of efficiency and effectiveness in actual work-related activities for student-trainee to become ready for work and career.

The College, in coordination with the Alumni and Career Development Center (ACDC), oversees the conduct of the Work-Based Learning Program. To ensure a successful implementation of the WBL program, collaboration and partnership with different training institutions, which include banks and financial institutions, manufacturing companies, and service sectors, should be established. Existing linkages should then be deepened and new partnerships should be built to provide students with diversified on-site work settings and to showcase the University's outcome-based endeavor to future employers as well.

DEFINITION OF TERMS

Assessment is the evaluation of a student's performance or achievement of the WBL objectives in the realization of the WBL's CILOs.

Certificate of Completion (COC) is a document which serves as a proof that the student-trainee has successfully completed and passed the criteria set forth in TPO

Deployment is the entire process of having the Practicum student immersed in the WBL-partner company, under the supervision of the Practicum Supervisor.

Memorandum of Understanding (MOU) is a legally binding document between WBL employer-partner representative and UTB Administrator/COO stating that the concerned WBL employer-partner is in agreement to mutually participate and engage in supervising, monitoring and evaluating student-trainees in the conduct of WBL on-site related activities for a particular period of time.

Practicum Adviser is a full-time faculty of the identified college in the university who will directly implement the program by carrying out the duties and responsibilities specified herein.

Practicum Student is a student enrolled in the Practicum course who receives hands-on experience and develops skills relevant to WBL employer-partners' needs through WBL opportunities.

Practicum Supervisor is a designated representative of WBL employer-partner who is assigned to manage and oversee the on-site implementation of WBL activities where the Practicum Student is on WBL immersion.

Summary of Attendance and Work Accomplishment Report is a consolidated daily accomplishment report by the student-trainee reflecting the total hours rendered which is verified by WBL supervisor and acknowledge by WBL adviser.

Training Agreement Form (TAF) is an agreement between WBL employer-partner, the ACDC Head as UTB representative and Practicum student stating that WBL employer-partner is in agreement to mutually participate and engage in supervising, monitoring and evaluating student-trainees in the conduct of on-site WBL related activities for a particular period of time.

Training Plan Outline (TPO) is a summary of the expected competencies and the details of on-site WBL activities.

Training Record Book (TRB) or Daily Work Accomplishment Report is a record of the daily activity reports of the competencies demonstrated by the student-trainee in the work place which is signed and authenticated by WBL supervisor.

Work-Based Learning (WBL) is a work place-based, assessed, and credited learning activities of the University programme reflective of the appropriate intended learning outcomes.

WBL Employer-Partner is any private or government business, medical, engineering, or computing company, industry, institution, or organization which provides WBL opportunities to UTB WBL students.

RESPONSIBILITIES

The WBL is tied to the Alumni and Career Development Center (ACDC). The Head of the ACDC in coordination with Practicum advisers and Practicum Advisers has the following responsibilities in the conduct of the WBL:

1. Assists students in identifying and allocating WBL placements in case they have not chosen one;
2. Endorses students to their identified WBL employer-partners;
3. Collects and processes the results of Employer Survey that allow WBL employer- partners to assess and give feedback to UTB students' performance in their workplace, including the survey for the student's attainment of the Student Outcomes (SOs)/ Programme Intended Learning Outcomes (PILOs);
4. Conducts career seminar, career fairs, and related activities to assist students' career development and fulfillment of their professional success;
5. Keeps and updates records/data of information of WBL employer-partners such as company profile; and name, contact number, and email address of WBL supervisor who will be responsible for supervising/supporting/monitoring the WBL experiences; and strengthens partnerships with WBL employer-partners.

The College coordinates with the Head of the ACDC in the conduct of a successful WBL. The roles and responsibilities of all those involved in the implementation of WBL are presented below:

Dean

1. Ensures that the WBL intended the learning outcomes contribute to the overall aims of the respective students' programmes
2. Approves WBL forms and mechanisms used to monitor students' progress

Programme Head

1. Designates students' Practicum adviser and Practicum Advisers.
2. Supervises Practicum advisers and Practicum Advisers in the submission of the students' WBL performance evaluation
3. Approves the schedule and conduct of company visits.

Practicum Adviser

1. Orients the students on WBL policies and procedure, forms and other WBL related matters in coordination with the ACDC Head
2. Facilitates the conduct of the WBL Orientation Seminar with practicum supervisors;
3. Monitors the activities of Practicum students through actual visits;
4. Coordinates with the Practicum Supervisor to ensure that the Practicum Students are given actual work relevant to their academic preparation
5. Keeps track of the students' progress and makes sure that the Practicum students assigned to him submit requirements for the marking periods on time.
6. Responds to student queries/concerns related to WBL experience and assessment procedures.
7. Responsible for the assessment and evaluation of student performance, including the submission of the grade reports.

Practicum Supervisor

1. Defines the types and nature of WBL opportunities available in the company/industry/institution/organization
2. Assesses the WBL students' progress and performance during the WBL period
3. Provides company/industry/institution/organization information to Practicum students
4. Enables the Practicum Students to gain fair, safe, decent, and conducive WBL experiences and opportunities
5. Assists Practicum Students in the development and completion of their Accomplishment Report by providing appropriate assessment and other pertinent information.

Practicum Student

1. Attends the WBL orientation/consultation sessions with Practicum adviser on WBL policies, procedure, and WBL related activities at least once a week
2. Performs assigned task(s) promptly and satisfactorily by engaging fully in WBL processes to achieve the intended learning outcomes
3. Informs the Practicum Supervisor, Practicum adviser and Practicum Adviser, of any concerns which will affect, in one way or the other, the satisfactory achievement of the WBL learning outcomes
4. Utilizes the WBL forms to document and to keep a record of the reporting day's activities, problems encountered, solutions offered and/or implemented, among others
5. Abides with the WBL employer-partners' regulations and policies
6. Maintains confidentiality of any sensitive information concerning the transactions in the WBL environment
7. Informs in advance the Practicum Supervisor of any absences or tardiness from the scheduled work hours and consults him/her for any concerns related to WBL
8. Adapts with the WBL employer-partner's culture, methods, leadership and programmes
9. Submits requirements to Practicum adviser and Practicum Adviser

PROCEDURES AND GUIDELINES

The WBL consists of 3-phases, 1) Orientation; 2) Deployment 3) Monitoring, Assessment, and Evaluation.

Orientation

The Practicum Students during the first day of classes meet with their Practicum adviser for orientation about the Practicum. The Practicum adviser discusses to Practicum students the policies and procedures governing the conduct of the WBL. During this phase, the Practicum Students are given various instructions to prepare them for the Deployment phase. They are also provided with the guidelines in choosing the WBL-partner company and the various forms they need to prepare and accomplish during the entire course of the WBL.

Prior to deployment, Practicum Students are also assigned to specific Practicum Adviser. They receive guidance and assistance from the Practicum Adviser in the finalization of the documents needed for the Deployment.

Deployment

This phase covers the acceptance of Practicum Students for the WBL in a certain company and the endorsement to the Practicum Supervisor. Initially, the Practicum Student submits the request for endorsement (Appendix A) together with the related attachments to the ACDC Head through the Practicum adviser, and the ACDC Head prepares the endorsement to the WBL employer-linkage partner. These documents are submitted to the WBL employer-partner.

Upon acceptance by WBL employer-partner, the Practicum Student accomplishes the required forms, which include the Training Agreement Form (Appendix B); attends the briefing/ orientation given by the Practicum Supervisor; and starts the WBL activities.

Monitoring, Assessment and Evaluation

The Practicum adviser is mainly tasked to monitor the progress of the Practicum Student. He coordinates with the Practicum Supervisor regarding the performance of the Practicum Student and conducts company visits. During the company visits, Instructor asks from the Practicum Supervisor how well the Practicum student responds to the tasks assigned to him and how he deals with the day-to-day WBL activities. Moreover, the Practicum Student prepares a Daily Time Record and Work Accomplishment Report (Appendix C), noted by the Practicum Supervisor, who at the same time provides his feedback on the performance of the Practicum student, if any. The said form is used as part of the monitoring of the Practicum Adviser in addition to the Company visits. These reports are compiled and submitted to the Practicum adviser at the end of the WBL course and serves as basis for the preparation of the Summary of Attendance and Work Accomplishment Report (Appendix D).

The performance of the Practicum student is assessed by the Practicum Supervisor and the Practicum adviser. The Practicum Supervisor accomplishes the Competencies Evaluation Form (Appendix E); and the Performance Evaluation Form (Appendix F). The Competencies Evaluation Form is composed of various components, which include Basic Competencies, Academic Skills and Business-related Skills. However the elements of the mentioned components vary based on the competency required in the programme. The Performance Evaluation Form on the other hand includes items along Work Performance and Personality Traits.

The Practicum adviser evaluates the over-all performance of the Practicum Student by considering the assessment results of the Practicum Supervisor, and the rating of the Practicum Accomplishment Report, including the classroom participation during the Practicum course. He follows the grading system of the University in computing the final grade of the student, with the following breakdown:

- Supervisor's Assessment
 - Performance Evaluation 50%
 - Competency Evaluation 20%
- Adviser's Assessment
 - Accomplishment Report Evaluation 30%
 - 100%

The Practicum Accomplishment Report, which is submitted to the Practicum adviser as one of the elements of the Student Performance Evaluation has the following contents:

1. Chapter 1 – Company Background
 - a. History
 - b. Vision
 - c. Mission
 - d. Company Goals and Objectives
 - e. Services Offered
 - f. Organizational Structure
 - g. Location Map
2. Chapter 2 - Narration and Evaluation of Related Experience
 - a. Practicum Orientation (Before deployment and at the workplace)
 - b. Practicum Objectives
 - c. Training Benefits
 - d. Scope of Work
 - e. Insights from all Phases of Training
 - f. Work Issues and Concerns
 - g. Recommendation
 - h. Conclusion
3. Chapter 3 - Narrative Report
4. Chapter 4 – WBL Practical Assessment
 - a. Student's Practical Questionnaire
 - b. Employer's Practical Questionnaire
 - c. Adviser's Practical Questionnaire
(See Appendix G, H and I)
5. Appendices
 - Endorsement letter addressed to WBL Employer-Partner signed by the ACDC Head
 - Application letter and C.V. (with attached photo) of the student
 - Letter of acceptance by WBL employer-partner representative
 - Business Card of WBL employer-partner representative and/or general manager
 - Duly accomplished Training Agreement Form (TAF)
 - Duly prepared draft of Training Plan Outline by Practicum adviser, WBL Supervisor and the Practicum student showing the following:

- ✓ The competencies that form the structured training program;
 - ✓ Who will deliver the training and how the training will be conducted;
 - ✓ Where the training will take place;
 - ✓ When the training will be completed;
 - ✓ The release arrangement for the student-trainee; and
 - ✓ Who will conduct the assessment, how and where the assessment will be conducted.
- Training Record Book/Daily Performed Tasks/Daily Attendance and Work Accomplishment Report duly signed by Practicum Supervisor and to be presented to Practicum adviser/ Adviser during the weekly consultation
 - Summary of Work Accomplishment Report verified by Practicum supervisor and acknowledged by Practicum adviser
 - Evaluation of competencies acquired signed by Practicum Supervisor
 - Evaluation of Performance signed by Practicum Supervisor
 - Certificate of Completion signed by the WBL employer-partner representative
6. Others: Picture and vicinity map of WBL employer-partner; Pictures of WBL activities
 7. Plagiarism report (20% or lower)

IMPLEMENTING GUIDELINES

Qualifications and Requirements

1. WBL Employer-Partner

The WBL employer-partner should be duly licensed private or government business, medical, engineering or computing companies/industries/institutions/organizations to provide WBL opportunities to UTB Practicum students, and should have the required physical staff and resources to ensure that Practicum Students can practice and develop the expected competencies in the work place.

2. Practicum Supervisor

The Practicum Supervisor should be permanent, full-time key personnel of WBL employer-partner who has sufficient knowledge and skills in the company's operations and is competent of providing the necessary on-site training to Practicum Students.

3. Practicum Adviser

The Program Head with the approval of the College Dean shall assign faculty members as Practicum adviser with the following qualifications:

- Should be full-time with at least 1 year teaching experience; and
- Preferably should have at least 3 years in actual industry practice (not all faculty members have industry practice)

4. Practicum Student

The Practicum Student must be currently enrolled in the Practicum course; must have passed pre-WBL requirements; and must have the right work attitude towards work based learning on-site training.

Operations of Work-Based Learning Program

1. Arrangement with WBL Employer-Partner

The College, in coordination with the Head of Alumni and Career Development Center (ACDC) makes prior arrangements on the implementation of WBL Program in the identified WBL employer-partner(s). The purpose of engagement, objectives, expected outcomes of WBL program and the duties

and responsibilities of the concerned parties will be presented. The Practicum advisers and Advisers should also ensure that the Practicum Students' academic preparation will match the actual on-site training.

It is recommended that there are no Practicum Students who shall be deployed to a company not related to their course of study/field. Further, they shall not be assigned to work in departments where vital company equipment and records are located.

2. Issuance of Endorsement/Acceptance Letters, and Agreement Forms

After identification of WBL employer-partner by the ACDC Head, the Practicum Student submits application letter and CV (with photo) to the ACDC Head. The ACDC Head prepares and submits the endorsement letter to the WBL employer-partner. Upon issuance of the acceptance letter, a Training Agreement Form (TAF) or a Memorandum of Agreement (MOA) including the Training Plan Outline (TPO) will be drafted and signed prior to Practicum students' on-site WBL activities.

3. Orientation of WBL Students

The Practicum adviser(s) and Adviser(s) will conduct pre-deployment orientation to discuss WBL guidelines and procedure and to present the requirements of the program. The students will be oriented on the nature and environment of the various industries and the opportunities provided. Topics like work ethics, proper corporate behavior and attitudes may also be included and discussed. The Practicum adviser also orients the practicum students during the first week of the trimester to properly guide them on the details of the requirements of the course.

Prior to the commencement of the actual on-site activities, the designated Practicum Supervisor in coordination with the Practicum adviser shall also conduct orientation on the general operations of WBL employer-partner and, the nature of work to be done by the Practicum Student and the expectations from them.

4. Schedule of WBL Activities and Consultation

A Practicum Student is expected to complete 240 hours (based on the curriculum plan) of on-site WBL hands-on experiences in their respective programme of study. A regular reporting schedule of the student will have to be agreed upon by the Practicum Student and WBL employer-partner. Consultation hours will have to be scheduled by the Practicum adviser(s) based on the availability of students. The Practicum Students and Practicum adviser meet weekly for one hour consultation on WBL related matters. Practicum Students' attendance during consultation meetings shall be monitored and treated as outside of the required number of WBL hours.

The Practicum adviser also conducts at least one hour per week class for consultations, receipt of documents for verification, evaluation of accomplishment reports, confirmation of attendance in the workplace and other activities that they deem fit.

The Practicum adviser shall coordinate regularly with the ACDC Head regarding the conduct of WBL activities.

PRACTICUM ACCOMPLISHMENT REPORT

**ON - THE - JOB TRAINING PROGRAM
XXX Trimester, SY XXX**

PRACTICUM ACCOMPLISHMENT REPORT

Presented to:

**DR. XXX
Practicum Adviser**

**In Partial Fulfillment of the Requirements for the Degree in
Bachelor of Science in XXX
College of XXX**

Submitted By:

**Name of Student XXX
Student Number XXX**

**XXX Trimester
SY XXX**

APPROVAL SHEET

Approved by the Practicum Committee with a grade of _____%

DR. XXX
Practicum Adviser
College of XXX

MR. XXX
Practicum Trainer

FINAL APPROVAL

Accepted and Approved
in Partial Fulfillment of the Requirements for the Degree in XXX
Bachelor of Science in XXX

DR. XXX
Dean, College of XXX

STUDENT'S ACTION FORM

Student Trainee : XXX
Student Number : XXX
Course : XXX
Section : XXX
Training Institution : XXX
Address : XXX
Date Finished : XXX

PRACTICUM COMMITTEE

ACTION TAKEN

MR. XXX
Practicum Trainer

PASSED

DR. XXX
Practicum Adviser

PASSED

DR. XXX
CAFS, Dean

PASSED

RECOMMENDATION FOR ON - THE - JOB TRAINING

This On – The - Job Training (OJT) prepared and submitted by **Name of Student XXX** in partial fulfillment of the requirements for the **Bachelor of Science in XXX** is hereby submitted to the Practicum Committee for consideration.

DR. XXX

Practicum Adviser

ACKNOWLEDGMENT

I would like to express my sincere gratitude and appreciation to everyone who helped me with this project. Special thanks to DR. XXX, who is truly a great mentor and an excellent source of guidance throughout the course. Nothing would have been possible if it wasn't for his continuous support and wisdom. I would also like to convey thanks to the administration and management of the company for facilitating the training and accepting me as an OJT student.

Student Name XXX
Student Number XXX

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Approval Sheet
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- 1.3 Mission
- 1.4 Company Goals and Objectives
- 1.5 Services Offered
- 1.6 Organization Structure
- 1.7 Location Map

CHAPTER 2: NARRATION AND EVALUATION OF EXPERIENCE

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- 2.2 Practicum Objectives
- 2.3 Training Benefits
- 2.4 Scope of Work
- 2.5 Learning Experience
- 2.6 Work Issues and Concerns
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- 2.8 Conclusion

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Chapter 4 : PRACTICAL EVALUATIVE REPORTS

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- 4.2 Student’s Questionnaire
- 4.3 Adviser’s Questionnaire
- 4.4 Performance Evaluation (Form A)
- 4.5 Competency Evaluation (Form B)
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- 4.7 Endorsement Certificate (ACDC)
- 4.8 Training Agreement Form
- 4.9 Training Acceptance Certificate
- 4.10 Training Completion Certificate

APPENDICES

- 1. Application Letter
- 2. Request for Endorsement Letter
- 3. Training Plan Outline

4. Business Card/Company Logo
5. Company Profile
6. Summary of Attendance
7. CV
8. Plagiarism Report

CHAPTER 1
COMPANY BACKGROUND

1.1 HISTORY

(Gather the data about the history of the company)

1.2 VISION

(Take from the company)

1.3 MISSION

(Take from the company)

1.4 COMPANY GOALS

(Take from the company)

1.5 SERVICES OFFERED

(Take from the company)

1.6 ORGANIZATIONAL STRUCTURE

(Take from the company/attach here)

1.7 LOCATION MAP

(Take from the company/online/attach here)

CHAPTER 2

NARRATION AND EVALUATION OF EXPERIENCE

2.1 INTERNSHIP PROGRAM ORIENTATION

A. Course Level Orientation

(Here, the student needs to narrate the proceedings of the orientation conducted by the practicum adviser)

B. Employer's Orientation

(Here, the student needs to narrate the proceedings of the orientation conducted by the Training Supervisor in his/her company)

2.2 WBL Objectives

(Here, the student needs to write the objectives of WBL)

2.3 Training Benefits

(Here, the student needs to write what can he benefit from WBL)

2.4 Scope of Work

(Here, the student needs to write the detailed description of his/her work in the company)

2.5 Learning Experience

(Here, the student needs to write what did he/she learn from the training)

2.6 Work Issues and Concerns

(Here, the student needs to write what are the problems he/she encountered in the training)

2.7 Recommendation

(Here, the student needs to write what he/she can recommend in order to improve the practicum and training based on his/her problem encountered)

2.8 Conclusion

(Here, the student needs to write what he/she can conclude from all the experiences that he/she has gained from the entire training)

CHAPTER 3

CHECKED DETAILED DAILY REPORTS

3.1 Narrative Report

Day 1 - Date (Narrative per day should be 5 Or more lines)

The manager has assigned me to be with the Human Resource Officer for filing functions. I was tasked to do sorting of papers and photocopying of documents for organization in the 201 files of employees.

The HR Officer also asked me to help the administrative secretary in typing documents needed by the Office of the Director.

I was also assigned to be in the Information Desk as customer attendant.

Day 2 - Date

Day 3

Day 4

Day 5... and so on

3.2 Pictorials

(Here, the student should attach at least 3 pictures related to his/her work)

CHAPTER 4

PRACTICAL EVALUATIVE REPORTS

Employer’s Practical Questionnaire on Student’s Work-Based Learning (WBL)/Practicum/On-the-Job Training (OJT) – FORM A

Dear WBL Employer,

Your feedback on your participation in the conduct of work-based learning/practicum/on-the-job training is important to us to ensure effective implementation of Work-Based Learning (WBL)/Practicum/On-the-Job Training (OJT) following processes and procedures, meaningful placements, and employment. Please fill in this questionnaire. The information derived herein shall form part of UTB’s future plans and continuous quality improvement effort. Thank you.

=====

Part I. WBL Employer’s Information

Name of Company: _____

Industry Sector (Please underline) Government Private

Name of Trainer : _____

Position : Training Officer

Part II. Pre-Internship

Direction:

Based on your experience(s) in the conduct of pre-internship orientation/activities by the practicum adviser, please assign an appropriate rating from 1 to 5 by checking (✓) one of the numbers below each box for a given indicator.

Indicator	1 (Very Dissatisfied)	2 (Dissatisfied)	3 (Moderately Satisfied)	4 (Satisfied)	5 (Very Satisfied)
(1) The conduct of orientation by the practicum adviser on internship/on-the job training (OJT)/work-based learning (WBL).					
(2) The process of practicum is well-explained and understood by the WBL employer.					
(3) The requirements to be submitted are well-explained					
(4) The information on the schedule of company visit is on time.					
(5) The conduct of company visit(s) as required.					
(6) Overall, the feedback provided by the practicum adviser is effective in achieving the aims and objectives of UTB Practicum/ On-the –Job Training (OJT)/Work-Based Learning (WBL).					

Part III. WBL Employer's Experiences on Practicum Student

Name of Practicum Student : _____
 Programme: (Please underline) BSBI BSIB
 Trimester Started : _____

Direction:

Based on your assessment of the performance of the practicum student, please assign an appropriate rating from 1 to 5 by checking (✓) one of the numbers below each box for a given indicator.

Indicator	1 (Very Dissatisfied)	2 (Dissatisfied)	3 (Moderately Satisfied)	4 (Satisfied)	5 (Very Satisfied)
(1) The orientation to the placement setting including the role and responsibilities of the practicum student has been achieved.					
(1) Practicum student's responsiveness to your company's training relating to various skills (interpersonal, professional communication, problem-solving, networking, practical skills among others).					
(2) Practicum student's involvement in the regular work plans as required by the company.					
(3) Involvement in regular work plans as a practicum student related to his programme had been achieved.					
(4) The extent to which the practicum student was able to apply theoretical/practical concepts related to his programme for professional development.					
(5) Overall, the practicum student learned the necessary skills to successfully complete his/her work-based learning/practicum/on-the-job training.					

Part IV. Additional Information on Employability Skills

Based on your assessment of the performance of the practicum student, please assign an appropriate rating from 1 to 5 by checking (✓) one of the numbers below each box for a given indicator.

Indicator	1 (Strongly Disagree)	2 (Disagree)	3 (Moderately Agree)	4 (Agree)	5 (Strongly Agree)
A. Communication					
(1) Writing report(s)					
(2) Writing emails and/or memos					
(3) Confident in speaking to people (face-to-face or over the phone)					
B. Teamwork					
(1) Good at working with people					
(a) At work					
(b) Other people who come in contact with the company/organization					
C. Problem Solving					

(1) Being able to find solutions when faced with work-related difficulties or setbacks					
(2) Has a logical process for figuring out a possible solution(s)					
D. Initiative and Enterprise					
(1) Has creative thinking to make improvements					
(2) Has a multi-dimensional perspective in considering company-related challenges					
E. Planning and Organizing					
Being able to:					
(1) work out to finish assigned task(s);					
(2) work out when and how to finish assigned task(s);					
(3) develop project timelines; and					
(4) cope up with deadlines/due date(s).					
F. Self-management					
Being able to:					
(1) get on his/her work with someone to check up on;					
(2) prioritize his/her own deadlines/due dates; and					
(3) delegate task(s) to other people to ensure timeliness in getting task(s) done.					
G. Learning					
Being able to:					
(1) understand new things quickly;					
(2) accept new task(s); and					
(3) adapt on the changes in the workplace on how task(s) are done.					
H. Technology					
(1) Being able to use a computer for word processing and sending email					
(2) Use specific technology skills relating to:					
(a) using social media;					
(b) working with design or video editing software; and					
(c) knowledge on programming languages.					
(3) Other technology skills relating to hardware, like how to use (Electronic Funds Transfer at Point of Sale (EFTPOS), a cash register, a photocopier or scanner, a camera or a recording studio among others.					

Note: This form should be STAMPED by the training provider

Name and Signature of Trainer/Supervisor : _____

Training Officer

**Student’s Practical Questionnaire on Work-Based Learning (WBL)/
Practicum/On-the-Job Training (OJT) Experiences – FORM B**

Dear Practicum Student,

Your feedback on your work-based learning/practicum/on-the-job training experiences is important to us to ensure effective conduct and implementation of Work-Based Learning (WBL)/Practicum/On-the-Job Training (OJT) following processes and procedures and meaningful placements. Please fill in this questionnaire. The information derived herein shall form part of UTB’s future plans and continuous quality improvement effort. Thank you.

=====

Part I. Pre-Internship Experiences

Direction: Please assign an appropriate rating from 1 to 5 by checking (✓) one of the numbers below each box for a given indicator.

Indicator	1 (Very Dissatisfied)	2 (Dissatisfied)	3 (Moderately Satisfied)	4 (Satisfied)	5 (Very Satisfied)
The practicum adviser					
1. Conducts orientation on internship/on-the job training (OJT)/work-based learning (WBL);					
2. Ensures that the process of practicum is well-explained and understood;					
3. Explain the requirements to be submitted;					
4. Monitors the submission of the requirements;					
5. Follow-up the submission of the requirements required in the marking period;					
6. Always available for consultation;					
7. Inform practicum students on the schedule of company visit;					
8. Conducts company visit(s) as required					
9. Overall, the pre-internship conducted by the practicum teacher is effective in achieving the aims and objectives of Practicum/ On-the –Job Training (OJT)/Work-Based Learning (WBL).					

Part II. Work-Based Learning/Practicum/On-the-Job Training Experiences

Write on the space provided the name of the organization/institution/company where you completed your WBL: _____

Direction: Please assign an appropriate rating from 1 to 5 by checking (✓) one of the numbers below each box for a given indicator.

Indicator	1 Very Dissatisfied	2 Dissatisfied	3 Moderately Satisfied	4 Satisfied	5 Very Satisfied
1. The orientation to the placement setting including your role and responsibilities.					
2. The extent to which the field placement met your learning needs of the new and improved skills on communication, collaboration, time management, adaptability, critical thinking, research and analysis and collaboration and how to apply them.					
3. Organization/Company/Institution's responsiveness to your education and training relating to various skills (interpersonal, professional communication, problem-solving, networking, practical skills among others).					
4. I have been involved in the regular work plans of my work-based learning/practicum/on-the-job training.					
5. I have been given specific project to work on related to my programme.					
6. The workload expectations for yourself as a practicum student.					
7. The extent to which you had the opportunity to learn new concepts and synthesize learning from the classroom, integrating theory and practice for professional development.					
8. I had the opportunity to apply theoretical concepts which I have learned at UTB.					
9. My education at UTB/College has provided me the necessary theoretical/practical knowledge to successfully complete my work-based learning/practicum/on-the-job training.					
10. My education at UTB/College has provided me the necessary skills to complete my work-based learning/practicum/on-the-job training.					

Additional Information:

- a. In the box below, please write which course(s) or what courses you found to be helpful during your work-based learning/practicum/on-the-job training.

- b. What were your main strengths/weaknesses as *practicumer*?

Strengths:

Weaknesses:

Would you like to work in the organization/company/institution where you conducted your work-based learning/practicum/on-the-job training? Why or why not?

- c. Have you received a job offer to work in the organization/company/institution where you conducted your work-based learning/ practicum/on-the-job training? (Please underline)

Yes No

- d. Would you like to work in the same field in which the company where you conducted your work-based learning/ practicum/on-the-job training? Why or why not?

Part III. Your Learning Program during Work-Based Learning/Practicum/On-the-Job Training

Please assign an appropriate rating from 1 to 5 by checking (✓) one of the numbers below each box for a given indicator.

Indicator	1 (Very Dissatisfied)	2 (Dissatisfied)	3 (Moderately Satisfied)	4 (Satisfied)	5 (Very Satisfied)
(1) My work-based learning/practicum/on-the-job training supervisor was/had:					
(a) easy to approach;					
(b) supportive to the suitability of workload and learning experience;					
(c) always willing to answer questions;					
(d) regularly monitored my work progress and development;					
(e) conducted regular meeting, where I had the chance to present my progress to other practicum/on-the-job training students and to discuss questions with them;					
(2) My supervisor showed appreciation when I performed my task well.					
(3) I have regular update on my work progress and performance.					
(4) The expectation of the field supervisor on the compliance on assignment and materials for submission.					

Over-all, please rate your satisfaction with your work-based learning/practicum/on-the-job training supervisor (1 being very dissatisfied and 10 being optimally satisfied). Put a check mark (✓) below the numbered box corresponding to your rating.

1	2	3	4	5	6	7	8	9	10

Name of Student and Signature :

Signature of Practicum Adviser : DR.

Adviser

Practicum Adviser's Practical Questionnaire on Student's Work-Based Learning (WBL)/Practicum/On-the-Job Training (OJT) – FORM C

=====

Directions:

The following questions were based from the practical training and work - related experience. You are instructed to answer according to how you are asked to respond. This should be HAND WRITTEN OR ENCODED.

- 1. How many people do work in your assigned department? Summarize the involved offices and their functions.**

- 2. What skills or qualifications did they require you in your assigned department?**

- 3. What were your assigned functions and duties in the department?**

- 4. What were the challenges you have encountered in your assigned department?**

5. How did you overcome these challenges you encountered in your assigned department?


6. What would you suggest to improve the practicum program of the college?

7. Write a message about your entire practicum experience.

Name of Student Trainee and Signature :

Signature of Practicum Adviser : DR.
Adviser

Performance Evaluation Form A

	Doc. No.	QR-PLO-010
	Issue No.	01
	Revision No.	00
College/Department:		
PERFORMANCE EVALUATION FORM A (for Practicum Students)		

PART I (to be filled up by the student)			
Student Name			
Student ID		Program	
Company Name			
Company Address			
No. of Hours Training Required		No. of Hours of Training Completed	
<hr style="width: 30%; margin: 0 auto;"/> Student's Signature			

PART II (to be filled up by the representative where the student is deployed)		
Job Factors	Maximum Rating to be Given	Rating
WORK PERFORMANCE		
1. Knowledge of work (able to grasp as instructed)	10	
2. Quality of work (can cope with the demand of additional unexpected work load in a limited time)	10	
3. Quality of work (performs an assigned job efficiently as much as possible)	10	
4. Attendance (follows assigned work schedule)	10	
5. Punctuality (reports to work assignment on time)	10	
PERSONALITY TRAITS		
1. Physical appearance (personally well-groomed and always wears appropriate dress)	5	
2. Attitude towards work (always shows enthusiasm and interest)	5	
3. Courtesy (shows respect for authority at all times)	5	
4. Conduct (observes rules and regulations of establishment)	5	


5. Perseverance and industrious (shows initiative and interest in work over and above what is assigned)	5	
6. Drive and leadership (inquisitive and aggressive)	5	
7. Mental maturity (effective and calm under pressure)	5	
8. Sociability (can work harmoniously with the other employees)	5	
9. Reliability (trusted to be left alone to use or operate office equipment)	5	
10. Possession of traits necessary for employment in this kind of work.	5	
Total Rating	100%	

Recommendation(s) for the trainee's further growth:

Department/Unit where Practicum was Assigned		
Field of Training Given		
Inclusive Date of Training		
	FROM	TO
Total number of Hours Rendered by the Trainee		
<p>Certified True and Correct</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Practicum Supervisor's Signature over Printed Name</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Designation</p>		

- Please return this to Trainee in a sealed envelope. Trainee submits this to Practicum Adviser. Practicum Adviser records rating and reproduce 2 copies of this:
 - Original – Attachment of the Practicum Accomplishment Report
 - 1 Copy - Practicum Adviser's Copy
 - 1 Copy - Student's Copy
- Please attach Certificate of Completion (hours specified and signed by the training institution representative).

Competency Evaluation Form B


 University of Technology Bahrain	Doc. No.	QR-PLO-005	
	Issue No.	01	
	Revision No.	00	
College/Department:			
COMPETENCIES EVALUATION FORM B (BSBI)			Page 30 of 56
PART I (to be filled up by the student)			
Student Name			
Student ID		Program	
Company Name			
Company Address			
No. of Hours Training Required		No. of Hours of Training Completed	
<hr style="width: 30%; margin: 0 auto;"/> Student's Signature			

PART II (to be filled up by the practicum supervisor)						
Please rate competencies of student-trainee (basic competencies, academic skills and business-related skills), based on the following scale. Encircle your answer.						
5	Excellent					
4	Very Good					
3	Good					
2	Fair					
1	Poor					
NA	if competency cannot be assessed in the task/field where trainee is assigned					
1. Basic Competencies						
Literacy / Aptitude	5	4	3	2	1	NA
Problem-Solving	5	4	3	2	1	NA
Time Management	5	4	3	2	1	NA
Basic Computer	5	4	3	2	1	NA
Interpersonal Skills	5	4	3	2	1	NA
Leadership Skills	5	4	3	2	1	NA
Oral Business Communication	5	4	3	2	1	NA
Written Business Communication	5	4	3	2	1	NA
Teamwork	5	4	3	2	1	NA
2. Academic Skills						
Technological advancement	5	4	3	2	1	NA

Problem-Solving	5	4	3	2	1	NA
Project Management	5	4	3	2	1	NA
Logical and orderly thinking	5	4	3	2	1	NA
Creativity and resourcefulness	5	4	3	2	1	NA
Capacity for independent and critical thinking	5	4	3	2	1	NA
3. Business Related Skills						
Accounting and Finance	5	4	3	2	1	NA
Management	5	4	3	2	1	NA
Marketing	5	4	3	2	1	NA
Sales	5	4	3	2	1	NA
Entrepreneurship and Economics	5	4	3	2	1	NA
Certified True and Correct						
<hr/> Practicum Supervisor's Signature over Printed Name						
<hr/> Designation						

PLEASE RETURN THIS TO TRAINEE IN A SEALED ENVELOPE (TOGETHER WITH THE PERFORMANCE EVALUATION FORM)


PART III (to be filled up by the practicum adviser)	
1. Get the total mark of student by adding the encircled ratings above. The highest possible mark will be the number of items encircled. 2. Get the equivalent of the rating on competencies using the following formula:	
$\text{Rating on Competencies} = \frac{\text{Total Mark}}{\text{Highest Possible Mark}} \times 20\%$	
Practicum Rating on Competencies	
Certified True and Correct	
<hr/> Practicum adviser's Signature over Printed Name	

 University of Technology Bahrain	Doc. No.	QR-PLO-006				
	Issue No.	01				
	Revision No.	00				
College/Department:						
COMPETENCIES EVALUATION FORM B (for BSIB Students)						Page 32 of 56
PART I (to be filled up by the student)						
Student Name						
Student ID		Program				
Company Name						
Company Address						
No. of Hours Training Required		No. of Hours of Training Completed				
<hr style="width: 30%; margin: auto;"/> Student's Signature						
PART II (to be filled up by the practicum supervisor)						
Please rate competencies of student-trainee (basic competencies, academic skills and business-related skills), based on the following scale. Encircle your answer.						
5 Excellent 4 Very Good 3 Good 2 Fair 1 Poor NA if competency cannot be assessed in the task/field where trainee is assigned						
1. Basic Competencies						
Literacy / Aptitude	5	4	3	2	1	NA
Problem-Solving	5	4	3	2	1	NA
Time Management	5	4	3	2	1	NA
Basic Computer	5	4	3	2	1	NA
Interpersonal Skills	5	4	3	2	1	NA
Leadership Skills	5	4	3	2	1	NA
Oral Business Communication	5	4	3	2	1	NA
Written Business Communication	5	4	3	2	1	NA
Teamwork	5	4	3	2	1	NA
2. Academic Skills						
Technological advancement	5	4	3	2	1	NA
Problem-Solving	5	4	3	2	1	NA
Project Management	5	4	3	2	1	NA
Logical and orderly thinking	5	4	3	2	1	NA

Creativity and resourcefulness	5	4	3	2	1	NA
Capacity for independent and critical thinking	5	4	3	2	1	NA
3. Business Related Skills						
Accounting and Finance	5	4	3	2	1	NA
Management	5	4	3	2	1	NA
Marketing	5	4	3	2	1	NA
Sales	5	4	3	2	1	NA
Entrepreneurship and Economics	5	4	3	2	1	NA
Certified True and Correct						
<hr/> Practicum Supervisor's Signature over Printed Name						
<hr/> Designation						

PLEASE RETURN THIS TO TRAINEE IN A SEALED ENVELOPE (TOGETHER WITH THE PERFORMANCE EVALUATION FORM)

PART III (to be filled up by the practicum adviser)	
1. Get the total mark of student by adding the encircled ratings above. The highest possible mark will be the number of items encircled. 2. Get the equivalent of the rating on competencies using the following formula:	
$\text{Rating on Competencies} = \frac{\text{Total Mark}}{\text{Highest Possible Mark}} \times 20\%$	
Practicum Student Rating on Competencies	
Certified True and Correct	
<hr/> Practicum adviser's Signature over Printed Name	

 University of Technology Bahrain		Doc. No.	QR-PLO-007				
		Issue No.	01				
		Revision No.	00				
College/Department:							
COMPETENCIES EVALUATION FORM B (for BSCS Students)					Page 34 of 56		
PART I (to be filled up by the student)							
Student Name							
Student ID		Program					
Company Name							
Company Address							
No. of Hours Training Required		No. of Hours of Training Completed					
<hr style="width: 30%; margin: auto;"/> Student Signature							
PART II (to be filled up by the practicum supervisor)							
Please rate competencies of student-trainee (basic competencies, academic skills and business-related skills), based on the following scale. Encircle your answer.							
5 Excellent							
4 Very Good							
3 Good							
2 Fair							
1 Poor							
NA if competency cannot be assessed in the task/field where trainee is assigned							
1. Basic Competencies							
Literacy / Aptitude	5	4	3	2	1	NA	
Problem-Solving	5	4	3	2	1	NA	
Time Management	5	4	3	2	1	NA	
Basic Computer	5	4	3	2	1	NA	
Interpersonal Skills	5	4	3	2	1	NA	
Leadership Skills	5	4	3	2	1	NA	
Oral Business Communication	5	4	3	2	1	NA	
Written Business Communication	5	4	3	2	1	NA	
Teamwork	5	4	3	2	1	NA	
2. Academic Skills							
Technological advancement	5	4	3	2	1	NA	
Problem-Solving	5	4	3	2	1	NA	
Project Management	5	4	3	2	1	NA	
Logical and orderly thinking	5	4	3	2	1	NA	

Creativity and resourcefulness	5	4	3	2	1	NA
Capacity for independent and critical thinking	5	4	3	2	1	NA
3. Business Related Skills						
Networking	5	4	3	2	1	NA
Web Development	5	4	3	2	1	NA
Programming	5	4	3	2	1	NA
Computer Graphics	5	4	3	2	1	NA
Multimedia Development	5	4	3	2	1	NA
Database Management	5	4	3	2	1	NA
Software Development	5	4	3	2	1	NA
Certified True and Correct						
<hr/> Practicum Supervisor (Signature over Printed Name)						
<hr/> Designation						

PLEASE RETURN THIS TO TRAINEE IN A SEALED ENVELOPE (TOGETHER WITH THE PERFORMANCE EVALUATION FORM)

PART III (to be filled up by the practicum adviser)	
1. Get the total mark of student by adding the encircled ratings above. The highest possible mark will be the number of items encircled. 2. Get the equivalent of the rating on competencies using the following formula:	
$\text{Rating on Competencies} = \frac{\text{Total Mark}}{\text{Highest Possible Mark}} \times 20\%$	
Practicum Student Rating on Competencies	
Certified True and Correct	
<hr/> Practicum adviser (Signature over Printed Name)	

College/Department:

COMPETENCIES EVALUATION FORM B (for BSME Students)

Page 36 of 56

PART I (to be filled up by the student)

Student Name			
Student ID		Program	
Company Name			
Company Address			
No. of Hours Training Required		No. of Hours of Training Completed	

Student's Signature

PART II (to be filled up by the practicum supervisor)

Please rate competencies of student-trainee (basic competencies, academic skills and business-related skills), based on the following scale. Encircle your answer.

5 Excellent

4 Very Good

3 Good

2 Fair

1 Poor

NA if competency cannot be assessed in the task/field where trainee is assigned

1. Basic Competencies

Literacy / Aptitude	5	4	3	2	1	NA
Problem-Solving	5	4	3	2	1	NA
Time Management	5	4	3	2	1	NA
Basic Computer	5	4	3	2	1	NA
Interpersonal Skills	5	4	3	2	1	NA
Leadership Skills	5	4	3	2	1	NA
Oral Business Communication	5	4	3	2	1	NA
Written Business Communication	5	4	3	2	1	NA
Teamwork	5	4	3	2	1	NA


2. Academic Skills


Technological advancement	5	4	3	2	1	NA
Problem-Solving	5	4	3	2	1	NA
Project Management	5	4	3	2	1	NA
Logical and orderly thinking	5	4	3	2	1	NA

Creativity and resourcefulness	5	4	3	2	1	NA
Capacity for independent and critical thinking	5	4	3	2	1	NA
3. Business Related Skills						
System Troubleshooting	5	4	3	2	1	NA
Mechatronic System Design	5	4	3	2	1	NA
Device Maintenance	5	4	3	2	1	NA
PLC Programming	5	4	3	2	1	NA
Mechatronic System Monitoring and Control	5	4	3	2	1	NA
Instrumentation	5	4	3	2	1	NA
Certified True and Correct						
<hr/> Practicum Supervisor's Signature over Printed Name <hr/> Designation						

PLEASE RETURN THIS TO TRAINEE IN A SEALED ENVELOPE (TOGETHER WITH THE PERFORMANCE EVALUATION FORM)

PART III (to be filled up by the practicum adviser)	
<p>1. Get the total mark of student by adding the encircled ratings above. The highest possible mark will be the number of items encircled.</p> <p>2. Get the equivalent of the rating on competencies using the following formula:</p> $\text{Rating on Competencies} = \frac{\text{Total Mark}}{\text{Highest Possible Mark}} \times 20\%$	
Practicum Student Rating on Competencies	
Certified True and Correct	
<hr/> Practicum adviser's Signature over Printed Name	

 University of Technology Bahrain	Doc. No.	QR-PLO-009				
	Issue No.	01				
	Revision No.	00				
College/Department:						
COMPETENCIES EVALUATION FORM B (for BSIE Students)						
PART I (to be filled up by the student)						
Student Name						
Student ID		Program				
Company Name						
Company Address						
No. of Hours Training Required		No. of Hours of Training Completed				
<hr style="width: 30%; margin: auto;"/> Student's Signature						
PART II (to be filled up by the Practicum Supervisor)						
Please rate competencies of student-trainee (basic competencies, academic skills and business-related skills), based on the following scale. Encircle your answer.						
5	Excellent					
4	Very Good					
3	Good					
2	Fair					
1	Poor					
NA	if competency cannot be assessed in the task/field where trainee is assigned					
1. Basic Competencies						
Literacy / Aptitude	5	4	3	2	1	NA
Problem-Solving	5	4	3	2	1	NA
Time Management	5	4	3	2	1	NA
Basic Computer	5	4	3	2	1	NA
Interpersonal Skills	5	4	3	2	1	NA
Leadership Skills	5	4	3	2	1	NA
Oral Business Communication	5	4	3	2	1	NA
Written Business Communication	5	4	3	2	1	NA
Teamwork	5	4	3	2	1	NA
2. Academic Skills						
Technological advancement	5	4	3	2	1	NA
Problem-Solving	5	4	3	2	1	NA
Project Management	5	4	3	2	1	NA
Logical and orderly thinking	5	4	3	2	1	NA

 University of Technology Bahrain	Doc. No.		QR-PLO-011			
	Issue No.		01			
	Revision No.		00			
College/Department:						
WBL ACCOMPLISHMENT REPORT FORM C (for Practicum Students)						
Creativity and resourcefulness	5	4	3	2	1	NA
Capacity for independent and critical thinking	5	4	3	2	1	NA
3. Business Related Skills						
Networking	5	4	3	2	1	NA
Programming	5	4	3	2	1	NA
Database Management	5	4	3	2	1	NA
Hardware and Software Design	5	4	3	2	1	NA
PC Troubleshooting	5	4	3	2	1	NA
Security System Management	5	4	3	2	1	NA
Building Management	5	4	3	2	1	NA
Instrumentation	5	4	3	2	1	NA
Device Maintenance	5	4	3	2	1	NA
Certified True and Correct						
_____ Practicum Supervisor's Signature over Printed Name _____ Designation						

PLEASE RETURN THIS TO TRAINEE IN A SEALED ENVELOPE (TOGETHER WITH THE PERFORMANCE EVALUATION FORM)

PART III (to be filled up by the practicum adviser)	
1. Get the total mark of student by adding the encircled ratings above. The highest possible mark will be the number of items encircled. 2. Get the equivalent of the rating on competencies using the following formula: $\text{Rating on Competencies} = \frac{\text{Total Mark}}{\text{Highest Possible Mark}} \times 20\%$	
Practicum Student Rating on Competencies	
Certified True and Correct	
_____ Practicum adviser's Signature over Printed Name	

Accomplishment Report Form C

 University of Technology Bahrain	Doc. No.	QR-PLO-009
	Issue No.	01
	Revision No.	00
College/Department:		
ACCOMPLISHMENT REPORT FORM C		

PART I (to be filled up by the student)			
Student Name			
Student ID		Programme	

PART II (to be filled up by the practicum adviser)			
CRITERIA	DESCRIPTION	MAXIMUM RATING	RATING
Completeness	All required documents are appended	30%	
Comprehensiveness	Narration and discussion are detailed	20%	
Quality of Content	Report shows evidence of quality training and learning	30%	
Presentation	Report is free of grammatical or typographical errors, well-formatted and readable	20%	
TOTAL		100%	

Remarks:

<p>Acknowledged by:</p> <div style="text-align: center; margin-top: 20px;"> <hr style="width: 20%; margin: 0 auto;"/> <p>WBL Adviser (Signature over Printed Name)</p> </div>

ENDORSEMENT CERTIFICATE FROM ACDC

Information needed when applying for the ENDORSEMENT CERTIFICATE

Student Name:

Student ID:

Programme:

Name of Company:

Working Status (Employed or Not Employed):

Email address:

SEND to:


MR. HUSAM HUBAIL

Alumni and Career Development Center

WhatsApp: **+97335600462**

Email: hhubail@utb.edu.bh

Training Agreement Form

 University of Technology Bahrain	Doc. No.	QR-PLO-002
	Issue No.	01
	Revision No.	00
College/Department:		
WBL AGREEMENT FORM Off-Campus Workplace / Internship Validation		Page 42 of 56

STUDENT INFORMATION		COMPANY INFORMATION	
Name		Name	
Address		Address	
Mobile Phone		Practicum Supervisor's Name	
Home Phone		Position	
E-mail		Phone	
		E-mail	
INTERNSHIP DETAILS			
Inclusive Dates of Training		Department/Unit where Trainee will be assigned	
Working Hours per Week			
Timings		Job Description	
Monthly Compensation (if any)			

The University's Obligations:

- Provide experienced staff to guide the student and provide support to student during the entire training.
- Establish guidelines in the determination, assignment and monitoring of student-trainee performance.
- Provide the necessary orientation on proper business processes, conduct and ethics to student-trainee.
- Conduct periodic monitoring of student-trainee performance.
- Provide information required by the Training Institution pertinent to student ranking and standing.
- Ensure that the attached Training Plan Outline (TPO) is carried out.

The Company's Obligations:

- Acknowledge the student's right to use the industry-based learning placement for the purpose of education.
- Assign a competent Practicum Supervisor responsible for all the phases of the WBL including the evaluation of trainee's performance.

- Provide a safe workplace and any necessary or relevant orientation to the student prior to their undertaking the work on the company premises.
- Facilitates the implementation of the attached Training Plan Outline.
- Issue Certificate of Completion to Practicum Student upon completion of the training.

The Practicum Student's Obligations:

- All along the internship, the Practicum Student shall comply with the internal rules of the company.
- The Practicum Student will respect confidentiality of any internal information the student shall be involved and in contact with.
- Complete the agreed duration of the training.

The Practicum Student remains covered by the University during the internship.

Please indicate acceptance of terms and conditions by signing below:

The University		The Student	The Company
Practicum Advisor Date	College Dean Date		

Training Acceptance Certificate

SAMPLE

TRAINING ACCEPTANCE

This is to acknowledge _____ as a trainee/practicum student in our respected company effective this receipt, _____.

As per advised, said trainee will complete the On – the – Job Training based on the required number of hours and he/she will be trained on the following work – related learning experiences:

- **Basic Competencies** (*Literacy/Aptitude, Time Management, Basic Computer, Interpersonal/Leadership Skills, Oral/Written Communication and Teamwork*)
- **Academic Skills** (*Technological Skills, Problem Solving, Logic, Creativity, Independent Learning and Critical Thinking Skills*)
- **Business – Related Skills** (*Administration, Accounting, Finance, Management, Marketing, Sales, Economics and Entrepreneurship*)
- **Work Performance** (*Knowledge of Work, Quality of Work, Attendance and Punctuality*)
- **Personality and Values** (*Attitudes, Ethics, Disciplines and Right Conduct*)

Upon completion of the training, the trainee will be issued a Certificate of Completion, duly signed, and stamped by the company.

Thank you very much.

Sincerely yours,

Note: This must be on the Official Paper of the Company, Signed and Stamped.

Training Completion Certificate

Sample

CERTIFICATE OF COMPLETION

This is to certify that _____ has successfully completed his/her Practicum or On – The Job Training from our company. The student has completed the required 240 hours of training from _____.

This certification is issued this _____ for Practicum Accomplishment Report as a requirement to his/her graduation to your reputed University.

Signed by

Note: This must be on the Official Paper of the Company, Signed and Stamped.

APPENDICES

Application Letter

Sample

Date

The Manager,

Dear Sir/Ma'am,

I am a graduating student at University of Technology – Bahrain under the College of A. As part of the requirements of the course, I have to undergo Business Internship (Work – Related Learning Experience) relevant to my course within this **XXX Trimester** of this School Year.

In this regard, I would like to respectfully request from your office to accommodate me so that I can comply with the course requirements. I would be very honored if you could find me a suitable training vacancy in your respected organization. I have the pleasure of submitting my C.V. for your perusal and kind consideration.

I know that a letter and resume can only convey a limited sense of a person's motivation and qualification. I would welcome the opportunity to meet in person to explain my credentials fully.


I look forward to receiving your favorable response.

Thank you.

Sincerely,

Name of Student XXX

Request for Endorsement

 University of Technology Bahrain	Doc. No.		QR-PLO-001	
	Issue No.		01	
	Revision No.		00	
College/Department:				
REQUEST FORM FOR ENDORSEMENT LETTER				Page 47 of 56
Student Name				Mobile Number
Course	Section	Student No.	CPR No.	
COMPANY DETAILS				
Company Name				
Company Address				
	(Unit No., Building No., Road, Area, Town, City)			
Contact Person			Position of Contact Person	
	(Complete name of person to whom the letter will be addressed)			
Contact Information of Contact Person	Contact Number(s)	Fax	Email address	
EMPLOYMENT DETAILS (to be accomplished if applicant is a working student)				
Company Name				
Company Address				
	(Unit No., Building No., Road, Area, Town, City)			
Department			Position	
Job Description (provide a brief description about the nature and scope of your job)				
Status of Employment	<input type="checkbox"/> Full-Time <input type="checkbox"/> Permanent		No. of years employed in the company	
	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Probationary			
Name of Immediate Supervisor			Position	

Contact Information of Immediate Supervisor	Contact Number(s)	Fax	Email address
ACTION TO BE TAKEN (to be accomplished by the practicum adviser)			
For Non-Working Students	<input type="checkbox"/> Issue Endorsement Letter for WBL Placement		
For Working Students	<input type="checkbox"/> Request for 240 hours training in other area/department related to student's academic preparation (if present job is not related to student's academic preparation) <input type="checkbox"/> Request Employment Certificate from company (indicating that student's job is related to his/her academic preparation) <input type="checkbox"/> Request for at least 20 hours training in other area/department related to student's academic preparation (e.g. if a student is assigned in sales, he/she may also be given training in marketing)		
Attachments: <input type="checkbox"/> Copy of Application Letter <input type="checkbox"/> Copy of Curriculum Vitae (with photo) <input type="checkbox"/> Others: _____		Checked, Verified and Approved: _____ Practicum adviser Signature over Printed Name	
CLAIM STUB FOR ENDORSEMENT REQUEST (present this to claim endorsement letter)			
Student Name			
Student No.		Application Number	
Name of Practicum adviser			
Date Applied		Date of Release	
			Signature of Issuing Officer

Training Plan Outline

WORK BASED LEARNING PLAN OUTLINE QR – PLO -003																									
Place of WBL																									
Field of WBL	<input type="checkbox"/> Business Related <input type="checkbox"/> Engineering <input type="checkbox"/> Information Technology/ Computer Others (please specify) _____																								
Program Objective	The purpose of the program is to familiarize the student-trainee with the details of working in an actual workplace and acquire the required skills.																								
Competencies to be developed	All Related Training Competencies																								
Duration of the WBL / Timetable	<input type="checkbox"/> The following shows the timetable of the WBL: <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; padding: 5px;"><i>Week</i></th> <th style="width: 40%; padding: 5px;"><i>Inclusive Dates</i></th> <th style="width: 50%; padding: 5px;"><i>Tasks to be assigned</i></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td><td></td></tr> <tr><td style="text-align: center;">6</td><td></td><td></td></tr> <tr> <td style="text-align: center;">7</td> <td style="padding: 5px;">Second Week, November</td> <td style="padding: 5px;">All areas of Training Department</td> </tr> </tbody> </table>	<i>Week</i>	<i>Inclusive Dates</i>	<i>Tasks to be assigned</i>	1			2			3			4			5			6			7	Second Week, November	All areas of Training Department
<i>Week</i>	<i>Inclusive Dates</i>	<i>Tasks to be assigned</i>																							
1																									
2																									
3																									
4																									
5																									
6																									
7	Second Week, November	All areas of Training Department																							

	<input type="checkbox"/> Flexible – depending on the tasks assigned to trainee from time to time (See TAF for the inclusive rates of training)	
Method of Evaluation	70% of the grade will come from the evaluation of the training institution and the 30% from the Adviser following the UTB grading system	
	Components of Evaluation from the WBL Institution	
	Evaluation of Competencies	20%
	Performance Evaluation (equivalent to final exam)	50%
		70%
	Components of Evaluation from the WBL Adviser	
	Practicum Accomplishment Report Evaluation	30%
		100%

Business Card/Company Logo

BUSINESS CARD/COMPANY LOGO

**Scan business card of company/
or logo of company and paste it here.**

Company Profile

COMPANY PROFILE

Company Name : **XXX**
Mailing Address : **XXX**
Telephone : **XXX**
Fax : **XXX**
Email Address : **XXX**
Training Officer : **XXX**
Telephone : **XXX**
Email Address : **XXX**

Industry Classification *(please mark the category where the company should be listed):*

- | | |
|--|--|
| <input type="checkbox"/> Management Consultancy | <input type="checkbox"/> Development Agencies |
| <input type="checkbox"/> Agents/Retail/Distribution | <input type="checkbox"/> Education |
| <input type="checkbox"/> Banking/Finance/Insurance | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Business Services | <input type="checkbox"/> Media/Communications |
| <input type="checkbox"/> Computer/IT | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Construction/Engineering Services | <input type="checkbox"/> Travel/Tourism |
| <input type="checkbox"/> Consumer Goods | <input type="checkbox"/> Other (Please indicate) _____ |

Summary of Attendance

SUMMARY OF ATTENDANCE QR – PLO -004					
Inclusive Date of WBL Training					
	From	To			
Student Name					
Student ID		Programme			
Company Name					
Company Address					
Department/Unit where WBL Trainee is assigned	All Training Departments				
Date	Schedule / Time		Number of Hours Rendered	Remarks	
	IN	OUT			
Day 1				Present	
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
Day 8					
Day 9					
Day 10					
Day 11					
Day 12					
Day 13					
Day 14					
Day 15					
Total Number of Hours Rendered			240 Hours		
Accomplished by:	Noted by:		Acknowledged by:		
XXX Student Date	DR. XXX WBL Training Supervisor Date		DR. XXX Practicum Adviser Date		
SUMMARY OF ATTENDANCE QR – PLO -004					
Inclusive Date of WBL Training					
	From	To			

Student Name			
Student ID		Programme	
Company Name			
Company Address			
Department/Unit where WBL Trainee is assigned	All Training Departments		

Date	Schedule / Time		Number of Hours Rendered	Remarks
	IN	OUT		
Day 16				Present
Day 17				
Day 18				
Day 19				
Day 20				
Day 21				
Day 22				
Day 23				
Day 24				
Day 25				
Day 26				
Day 27				
Day 28				
Day 29				
Day 30				
Total Number of Hours Rendered			240 Hours	
Accomplished by: XXX Student Date	Noted by: DR. XXX WBL Training Supervisor Date	Acknowledged by: DR. XXX Practicum Adviser Date		

Curriculum Vitae

The student needs to ATTACH his or her

CURRICULUM VITAE

Plagiarism Report

The student needs to ATTACH his or her

PLAGIARISM REPORT

(not exceeding 20%)