

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

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

Grand total:

Lecturer's comment:

LECTURER'S NAME :

POSITION :

DATE OF OBSERVATION :

STAMP :

**Company/organization stamp:**