



# NATURAL RESOURCES DEVELOPMENT COLLEGE

*www.nrdc.biz*

## VACATION PRACTICAL CONFIDENTIAL REPORT

### PART ONE: STUDENT'S PARTICULARS

Name of Student:.....

Course of Study:.....

Previous Experience:.....

Duration: From..... To.....

### PART TWO: TASKS UNDERTAKEN AND KNOWLEDGE GAINED

1. What were the student's main tasks?

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

2. What aspects of the student's education were useful during the practical period?

.....  
.....  
.....  
.....  
.....

3. What further knowledge was acquired by the student?

.....  
.....  
.....  
.....  
.....

**PART THREE: ASSESSMENT**

(Tick whichever ranking scale is applicable for each performance aspect or attribute)

**3.1 JOB PERFORMANCE**

PERFORMANCE ASPECTS	Very Good	Good	Fair	Poor
Quality of work produced				
Rate of working				
Planning and organizing workload				
Application of his/her theoretical knowledge				
Ability to follow instructions				

**3.2 COMPETENCIES/ATTRIBUTES**

ATTRIBUTE	Very Good	Good	Fair	Poor
General conduct				
Leadership ability				
Initiative				
Punctuality and attendance				
Reliability when minimally supervised				
Willingness and interest in the work				
Cooperation with other workers				

**PART FOUR: EMPLOYABILITY OF STUDENT/SUGGESTIONS**

4.1 Student’s Strong points:.....  
 .....  
 .....

4.2 Student’s weak points:.....  
 .....  
 .....

4.3 Would you employ the student? YES/NO (cross out what is not applicable)

4.4 Please give your suggestions on how we can improve this practical training programme:  
 .....  
 .....  
 .....  
 .....  
 .....

.....  
 Name of reporting officer

.....  
 Signature

Date Stamp:

**IMPORTANT NOTE**

Upon completing this confidential report, kindly seal it and hand it to the student or students' representative as the attachment period winds up for delivery to the respective Head of Department at NRDC