



# NATURAL RESOURCES DEVELOPMENT COLLEGE

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## 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?

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

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

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

3. What further knowledge was acquired by the student?

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

**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: