



**Social Sciences &
Languages**
Sabaragamuwa University of Sri Lanka

Industrial Training Handbook

2024

**Faculty of Social Sciences and Language of
Sabaragamuwa University of Sri Lanka**

2024

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1. Introduction

The industrial training section of the Honors degree programs of the Faculty of Social Sciences and Languages at Sabaragamuwa University in Sri Lanka satisfies the demand for experience learning that a social Sciences and Languages graduate must acquire before entering the workforce. Students in their fourth year of study at the Faculty of Social Sciences and Languages are on the threshold of moving from academic understanding to practical application. This stage's practical training units are critical in bridging the gap between academic learning and real-world circumstances. This training allows students to see genuine firm operations and become acquainted with its standard physical and human systems. Practical training is becoming increasingly crucial in the dynamic landscape of social sciences and languages for students to sharpen their skills, gain a better understanding of societal complexities, and prepare for the challenges they will face on their professional paths. As a result, it creates conditions for them to improve their soft skills and join valuable professional and social networks, which are not encouraged in a conventional classroom setting.

The Practical Training Unit (PTU) of the faculty will attempt to find a suitable institute for each student to get practical training for four months. Students also have the option to arrange an accepted institute to obtain their training (The institute that the PTU should accept the student himself/herself selected). The students should undergo the training under the supervision of a senior officer (Training Supervisor) of the institute where the student is undergoing training. Further, an Academic Supervisor will also be appointed by the faculty to review the progress. Students should fulfil two requirements: a. The completion of the Training Record Book provided by PTU and b. Preparation of the Independent Training Research Report according to the guidelines provided by the PTU to complete the practical training component. The student should do the dissertation if a suitable training place will not be found.

1.1 Procedure

Head of the Department, subject coordinators together with academic staff of each degree program are required to arrange places for each student to get practical training for a period of **Four Months** [Need to find organizations which have the capacity to fulfill at least 40% of the components in the experience/skills categories of **Training Profile** developed for each degree program by the relevant department. **If the Department is unable to find places for training, students are advised to select Dissertation in advance before ending the fourth year first semester.**

1.2 Period of Practical Training and Supervision

Four Months training programme commencing after the end of the final examination of the first semester of the fourth year. The schedule of the program and the time frame are decided by the Dean of the Faculty of Social Sciences and Languages.

Two supervisors (Training Supervisor and Academic Supervisor) observe the progress of the students' training.

- 1) **Training Supervisor:** The students undergo the training under the supervision of a senior officer of the organization in which the student is undergoing training.
- 2) **Academic Supervisor:** In addition, an academic supervisor is also appointed by the University to review their progress and guide the training research report.

2. Aim of the Practical Training

The primary goal of the final year practical training is to provide students with experience that will allow them to apply academic knowledge in real-world settings. This knowledge will help you increase your critical thinking skills, problem-solving talents, and professional adaptability.

Students who participate in practical training not only gain valuable insights into their chosen fields, but they also develop the practical skills and professional image that are

essential for a smooth transition into the workplace. The objective is to build trust as well as ability in students as they tackle the challenges of their various occupations.

3. Intended Learning Outcomes (ILOs)

The intended learning outcomes for students participating in practical training units include a multifaceted development approach including; cognitive learning, practical and applied skills, personal and professional development, attitudinal and affective learning outcomes.

Cognitive learning outcomes

- Apply theoretical knowledge to evaluate and understand real-world situations related to the training topic of choice
- Perform autonomous research while demonstrating the capacity to formulate research inquiries and theories.
- Employ suitable research methodologies and instruments to gather and assess information.
- Assess the validity and reliability of the information while exhibiting a critical thinking style in selected research

Practical and applied skills

- Apply theoretical knowledge in Social Sciences and Languages to handle real-world difficulties.
- Demonstrate outstanding interpersonal and cooperation abilities in collaborative projects by the academic supervisor and the training supervisor regarding the fieldwork
-

Personal and professional development

- Develop critical thinking skills to assess complex issues and suggest effective solutions
- Show adaptability and flexibility in the face of practical training obstacles
- Reflect on personal and professional progress, recognizing opportunities for continual improvement

- In relationships with coworkers and community members, show professionalism, ethics, and cultural awareness

Attitudinal and affective learning outcomes

- Examine own biases and attempt to create an inclusive and inviting environment
- Recognize the significance of lifelong learning and professional development
- Develop a plan for continued skill growth and specialization based on career objectives

4. Roles and Duties of Involved Parties

4.1 Role of a Student Trainee

A student who has obtained a suitable industrial training opportunity with a company and is enrolled in the industrial training program at each department of the faculty of Social Sciences. His or her main duties are:

- Applying for industrial training opportunities and obtaining an industrial training position with a suitable firm that is relevant to their major field of study (The organization that the student himself/herself has selected should be accepted by the relevant Head/coordinator)
- Show commitment to the training schedule and professional behavior throughout the program
- Follow to the rules and regulation under the training programme
- Cooperate with colleagues, superiors, and clients to enhance the future career path
- Working on a given time frame by the faculty (generally four months) at the selected organization

Students (fourth year second semester) are needed to be placed at public or private sector organizations where they can be accommodated by a senior officer to supervise the student. The students should undergo the training under the

supervision of a senior officer (**Training Supervisor**) of the organization in which the student is undergoing training. Further, an **Academic Supervisor** is also appointed by the Department to *review their progress* (record Book) and *guide the research report*.

Students should fulfill two requirements in order to complete the practical training.

I. Training Record Book (Annex I)

II. Training Research Report (Annex II)

4.2 Duties of an Academic Supervisor

During the industrial training term, the academic supervisor acts as an advisor to the student trainee. As a result, the academic supervisor's responsibilities will include the following:

i. Supervising the progress of the training and coordinating with the Department on the progress of student trainees

The academic supervisor needs to supervise students' progress during the training period and evaluate it. Students' progress should be reviewed supervising the students' performance in training places. The academic supervisor should visit the place (at least one time) where the student undergoes training, observe the performance of the student, review the training record book, and discuss with the training supervisors during the training period.

ii. Assisting the assigned student trainees in preserving the necessary documentation during training and evaluating the training progress of students.

Academic supervisor should evaluate the student performances observing his/her punctuality, commitment to work, quality of work and ability of improving skills by visiting the place where the student undergo training during the training period. You can discuss with training supervisors and others in the training place to evaluate the

performance of the students. **Evaluating the Training Record Book:** Academic Supervisor needs to evaluate students' training Record Book reviewing the neatness of it, writing, relevance of activities, problem identifications and relevant measures etc. (see the guideline to evaluate Practical Training Progress)

iii. Schedule time for advising as needed by the student trainees

The academic supervisor should be present to answer students' questions, concerns, and academic progress while undertaking practical training. The academic supervisor requires to promote an effective learning environment by proactively setting up advising appointments, ensuring that each student receives specialized guidance adapted to their specific needs. This duty demonstrates the dedication to encouraging students' academic and professional development throughout their practical training experience.

iv. Assisting student trainees in the completion of the industrial training report

While the student is being trained, he/she is obliged to do a research study, which should be relevant and significant for the organization. In this regard, the student is supposed to receive guidance and advices from the academic supervisor. Academic supervisor should provide students with his/her guidance to complete their training research report successfully under the instruction provided by the faculty guideline for the training research report. Please note that students can get two days leave per month with the consent of the training supervisor for the above purpose.

v. Evaluating the training research report

Academic supervisor should provide students with his/her guidance to complete their training research report successfully under the instruction provided by the faculty guideline for the training research report.

4.3 Role of the Training Supervisor

The Training Supervisor is the Student Trainee's immediate superior at work. As a result, the Training Supervisor's responsibilities generally include the following.

i. Supervise the progress of the training

The training supervisor will supervise and evaluate students' progress during the training period. The training supervisor will observe the performance of students, reviewing the training record book. Assist to the the documentation requirements of the academic department in relation to industrial training programme.

ii. Evaluate the training progress

The training supervisor will evaluate the student's performance, observing his/her punctuality, commitment to work, quality of work, and ability to improve skills. Please use the guidelines attached herewith to evaluate the student's training progress. **iii. Support to select a research problem:**

While the student is being trained, he/she is obliged to do a research study, which should be relevant and significant for their organization. Training supervisor need to be supported of selecting a research problem that should be relevant and significant for the organization. In this regard, if the student is supposed to receive guidance and advice from the academic supervisor, please be kind enough to grant two days of leave per month.

4.4 Role of the PTU Unit

The "Practical Training Unit" is responsible for coordinating and managing the practical training programs within the faculty of social sciences and languages. Its duty is to ensure that students have a smooth and effective practical training experience.

i. Coordination of programs:

The Practical Training Unit, in close collaboration with faculty members and industry partners, strategically designs and plans the practical training program.

This involves developing a complete program that mixes academic learning with real-world experiences.

ii. Orientation and guidelines

Conduct orientation seminars for students participating in practical training, offering information about expectations, guidelines, and program details. Aware the students of outworld firms conducting workshops in the first semester of the fourth year.

iii. Keeping of record

Maintain accurate records of student placements, evaluations, and feedback with the assistance of each faculty department. Analyze data to determine the practical training program's effectiveness and improvement opportunities.

5. Documentation Requirements

5.1 Practical Training Record Book (Annex I)

Each student will get a Training Record Book, which must be properly kept in order to ensure an organized and comprehensive documentation of the practical training experience. It is essential that students record a full summary of their daily activities in ink at the end of each weekday. These records must be accurate and full because they will be certified by the Training Supervisor of the particular training organization. The Training Supervisor's signature should be requested regularly to confirm the records. The space offered in the Training Record Book is meant for students to articulate any difficulties encountered during practical training, as well as proposed solutions. It is strongly advised that students aim for an attendance rate of at least 80% during the practical training session. Students are instructed to complete the training summary and submit the Training Record Book to the Practical Training Unit Coordinator once they have completed the appropriate training length. This detailed documentation procedure is a great resource for both students and supervisory staff, allowing for a thorough evaluation on the practical training process.

5.2 Training Research Report (Annex II)

During the training period, each student is required to conduct a research project on a topic that is significant to the particular organization where the student is undergoing training (Students are advised to discuss with the Training Supervisor and find a suitable research problem in the organization. Then study it scientifically using the guideline provided by PTU).

The training research report is totally an independent study which should be completed by the student during the training period under the instructions given in the course unit 426 of research method in the 4th year 2nd semester. Academic supervisor will provide guidance. It is needed to submit the Training Research Report containing maximum 15,000 words following the guidelines provided by the PTU.

Please note that students who are offering degrees in different languages should write the Training Research Report in their respective languages while others should use the medium of their degree programs.

5.3 Monthly Progress Reports (Annex III)

Monthly Progress Reports are used to gain a self-assessment from student trainees regarding their learning areas on a monthly basis. Thus, student trainees are required to rate their individual success of general competencies, knowledge, soft skills, and personality development on a scale ranging from 'Extremely well achieved' to 'Not happy with achievement'. At the end of each month. Once a month, the training supervisor and academic supervisor must review and sign this paper.

5.4 Training Progress Evaluation Report (Annex IV)

The “Training Progress Evaluation Report” is a confidential report that is completed by the academic training supervisor and submitted to the corresponding department along with the completed practical training book. This report is intended to evaluate the student trainee’s overall performance, growth, and development over the practical training time. It usually includes a complete appraisal of the trainee’s performance and behavior in the workplace.

6. Evaluation Criteria

6.1 General evaluation procedure

The practical training component is evaluated by 100 marks. A maximum grade of a ‘C’ should be obtained by the candidate to pass this course unit. The Practical Training will contribute 60 marks to the final marks, while the rest 40 marks will be contributed by the Training Research Report. If a student fails to achieve 40% for one aspect (40% for Practical Training (24 marks) as well as 40% for Training Research Report (16 marks), a maximum of C- grade should be provided. Moreover, if a candidate fails to fulfill the required 80 % attendance, although the other aspects have been fulfilled, the final grade for this course unit will be restricted to a maximum of a “C” grade.

The evaluation criteria in the relevant Handbook will be applied for the calculation of GPA and the award of the degree. (Note: The student who has failed the practical training requirement and has not obtained the required final GPA to complete the degree such student should complete either the whole practical training component or the dissertation in the relevant semester of the forthcoming year).

Evaluation

1.	For Practical Training Component	60 Marks
2.	For Training Research Report	40 Marks

	Total	100 Marks
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6.2 Evaluation for Practical Training Component

a)	Practical Training performance evaluated by <u>Academic Supervisor</u>	10 Marks
b)	Practical Training performance evaluated by <u>Training Supervisor</u>	10 Marks
c)	<p>Evaluating the training experiences and skills acquired by the undergraduates through practical training. This aspect is evaluated under two criteria :</p> <p>a) Application of subject knowledge in the training (30 Marks)</p> <p>b) Other Skills gained through the training (10 Marks) (Note: This component is evaluated by the academic staff based on the students' presentation that will be conducted within the first week of the second semester study leave period .A template for the presentation will be provided by the respective departments.</p>	40 Marks
	Total	60 Marks

6.3 Criteria for the Evaluation of the Training Experiences and skills

The candidate should exhibit the quality and relevance of the training under the aforementioned two criteria: Application of the subject knowledge in the training and other skills gained through the Training with the use of a 15 minutes presentation in accordance with the template provided by the respective Departments.

	Experiences /Skills Categories	Items for Evaluation
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a)	Application of the subject knowledge in the training	At least 6 criteria should be developed referring to Graduate Profile /Subject Bench Mark. <i>(05 marks for each Criteria= 30 marks)</i>
b)	Other skills gained through the Training	Communication Team Work and Leadership Creativity Problem Solving Social Skills <i>(02 marks for each criterion =10 marks)</i>

a) Practical Training performance evaluated by Academic Supervisor

Practical training will be evaluated by the academic supervisor in terms of a demonstration of actual evidence that reflects the quality and the relevance of the training related to the specific subject at the training institution. (10 marks)

b) Practical Training Performance Evaluation Report (Training Supervisor's Confidential Report)

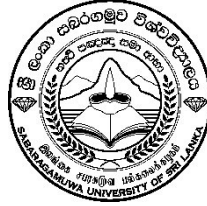
The candidate should be evaluated based on the following 10 criteria. Marks should be allocated out of 10. This component will be evaluated from 100 marks and will be divided by 10 to present 10 marks.

Note: It is highly unlikely to have students with extremely poor marks or extremely high marks. Please pay your attention to this aspect in evaluating the trainees.

	Criteria	Marks (10)
1	<p>Punctuality and Appearance</p> <p>The student should report to work on time and dress up appropriately.</p>	
2	<p>Commitment to work</p> <p>The extent to which the student is involved in the work activities and takes personal responsibility when performing duties.</p>	
3	<p>Ability to use the knowledge</p> <p>The extent to which the student demonstrates and applies the theoretical knowledge in the work environment.</p>	
4	<p>Analytical thinking</p> <p>Ability of student to understand problems and measures to breakdown such problems</p>	
5	<p>Creative thinking</p> <p>The extent to which the student incorporates new ways of thinking in carrying out given work activities</p>	
6	<p>Independence</p> <p>The extent of work performed with little or no supervision</p>	
7	<p>Quality of work</p> <p>The student completes assignments in a thorough, accurate and timely manner that achieve expected outcomes</p>	
8	<p>Teamwork and cooperation</p> <p>The extent to which the student maintains harmonious and effective work relationships with others and share information and resources with others to promote positive and collaborative work relationship</p>	
9	<p>Communication skills</p> <p>The ability to use English/other languages and convey information and ideas (both verbal and written)</p>	

10	Computer skills The extent to which the student is able to work with computers	
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Annex I: Practical Training Record book



Practical Training Record Book

Academic Year 2018/2019

ECO 421(6)

BA(Hons.) in Economics Degree Programme

Name of Student:

Reg No.:.....

Department of Economics and Statistics

Faculty of Social Sciences and Languages

Sabaragamuwa University of Sri Lanka

P.O. Box 02

Belihuloya

INSTRUCTIONS

- Students should be trained under the supervision of a senior officer of the organization (Training Supervisor) in the place where they are being trained.
- A full report of the job done by the student must be documented in the Practical Training Record Book by themselves at the end of each day. Students will receive a Training Record Book, which should be filled regularly and maintained neatly (During the training period, Pages 1-18).
- The training supervisor of the training organization or his/her authorized representative needs to be certified in the training records (During the training period, pages 1-18).
- The training supervisor must fill in any further suggestions, comments, or feedback related to practical training (Page 19).
- A brief explanation of difficulties experienced by students during practical training, as well as any ideas made to overcome, to be filled by students (Page 20).
- The training supervisor must offer a letter of certification and that is approved by the academic supervisor in order for the entire training process to be accepted (Page 21).

Note:

- The students are advised to complete a minimum of 60% attendance from the commencement of the practical training.
- The Training Record Book should be available whenever needed for the Dean of the Faculty of Social Science and Languages, Head of the Department, Coordinator/PTU, Subject Coordinator, Academic Supervisor, or Training Supervisor.
- After the minimum training period is completed, the student should fill in the training summary and hand over the Training Record Book to the Head of the Department/Coordinator of the Practical Training Unit.

IDENTIFICATION

1. I. Name in full :-..... ii. Name with Initials :-.....
2. Registration Number :-.....
3. Year of Admission :-
4. Date of Birth :- 5. Private Address :-
6. Telephone Number :-
7. **Academic Supervisor**
 - i. Name :-
 - ii. Telephone Number :-
8. **Training Organization**
 - i. Name of the Organization:- ii. Official Address :-
 - iii. **Training Supervisor,**
 - Name :
 - Designation :
 - Telephone No :
9. Date of the Commencement of Training :
10. Date of the Completion of Training :

Signature of the
Academic Supervisor

Signature of the
Training Supervisor
(Rubber stamp)

Signature of the Student

TRAINING RECORD

Month:.....

Week starting:..... **Week**
ending:.....

Date	Details of the Work Done	Time in Hours

..... Signature of the Training Supervisor Signature of the Student
Rubber stamp	

(Continue this page 15 times to cover the entire training period)

REMARKS OF THE TRAINING SUPERVISOR

(To be filled by the Training Supervisor)

Remarks of the Training Supervisor:

Signature

PROBLEMS ENCOUNTERED AND SUGGESTIONS

Any problem/s encountered in the training: -

The method/s of overcoming them;	
..... Signature of the Student	

The method/s of overcoming them;	
..... Signature of the Student	

LETTER OF CERTIFICATION

The foregoing is a true record of training acquired by the student

Mr./Mrs./Miss.....

.....
Date

.....
Signature of the Training Supervisor

Rubber stamp:

I hereby certify that Mr./Mrs. Miss of
 Bachelor of Arts Honors in Degree programme has
 successfully completed a four month practical training.

.....
 Date

.....
 Signature of the Academic Supervisor

Number of Contacts of Student with the Academic Supervisor		
Date	Description	Signature of the Academic Supervisor

Annex II: Guideline for the Training Research Report

**Guideline for the Training Research Report This
Guideline has been given to students.**

Front Pages <i>(Front Pages should be numbered using Roman numerals)</i>	
Title page	Title, name and registration number of the candidate, degree program, relevant Department and month and year of submission. (No page number is given)

Declaration by Candidate and approval of the Academic Supervisor	A declaration to the effect that the Training Research Report contains no material that has been accepted for the award of any other degree or diploma in any university or equivalent institution and that to the best of candidate's knowledge and belief, Research Report contains no material previously published or written by another person except where due reference is made in the text of the Research Report.
Acknowledgement	Acknowledgement statement.
Abstract	Presenting the research problem, objectives, methodology, the main results, conclusion (max one page).
Contents	List of chapter titles and sections, list of tables and figures.
Abbreviations	Used abbreviations and their explanations should be provided.
Main Text: <i>Page numbering should start from Chapter one to the last page. Page number should appear on the bottom of the page, in the right corner, in Arabic numbers, without a dot.</i>	
Chapter 1 – Introduction	Background to the research problem, problem statement, research questions/general hypothesis, objectives of the research and the limitations of the study.
Chapter 2 – Literature Review	Review of theoretical, empirical and methodological literature and identify literature gap/s (Journal articles and other publications should be reviewed).
Chapter 3 – Research Methodology	Overview of the organization in the context of research problem, conceptual model, working hypothesis, methodology to test hypothesis, data collection and analysing methods. (This section can be decided by the respective department according to the subject).
Chapter 4 – Results and Discussions	Results of the analysis, interpretation and discussion of the compatibility of the results with the research objectives.

Chapter 5 – Conclusion	Relevance to the research objectives. Practical implication.
References	APA Reference System is recommended.
Appendixes	At the end of the training research report, attachments can be presented, if they enhance the value of the work.
<i>Note: However, both academic supervisor and students are free to deviate from the above format depending on the discipline and type of analytical approaches used in the study.</i>	

Technical Pointers for the Training Research Report

Final report must be printed on the standard A4 paper, with the following page settings:

1. Font 12
2. Line spacing 1.5
3. Margins: left-25mm, right– 20mm, top– 20mm, bottom– 20mm
4. Page numbering should start from Chapter one to the last page.
5. Page number should appear on the bottom of the page, in the right corner, in Arabic numbers, without a dot.
6. Every new Chapter should start in a new page with the heading. Paragraphs and subsections should start in the same page after one or two line spacing.
7. The subsection and paragraph headings should only start with a capital letter. All headings must be bolded.
8. The sections, subsections and paragraphs should be numbered using Arabic numbers. Numbering of subsections should start over in every section (e.g. 2.1, 2.2, 3.1, and 3.2). If the text is separated into paragraphs, they should be numbered using the same principle (e.g. 2.1.1, 2.1.2, 2.1.3).
9. Every table, picture or graph should have a capture with the source identified. If the table or a graph was created by the student, he/she must identify what sources did he/she based them on (i.e. Source: Survey Data or Source: Calculations by the Author). For example:

10. Tables, graphs and pictures must be numbered and have names. These objects must have numbers if there is more than one of each (e.g.: Table 1, graph 1 or by the sections: table 2.2, graph 2.3).

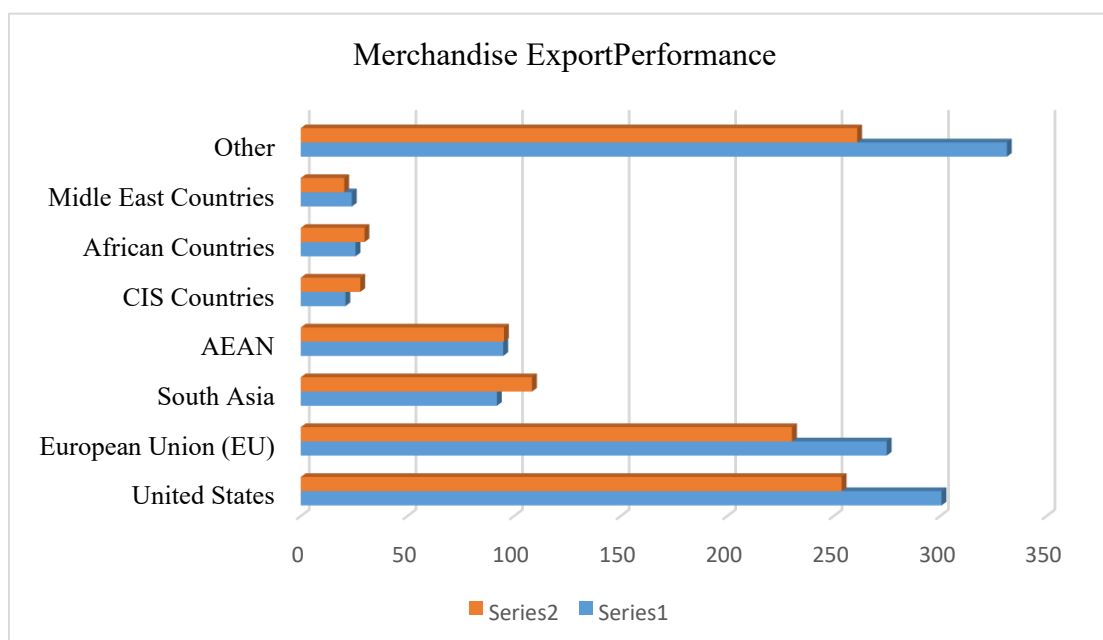
For examples;

Table 2.2: Comparison of Region-wise Merchandise Export Performances

Region	Values in US\$ Mns	
	2022	2023
United States	300.71	253.79
European Union (EU)	274.96	230.47
South Asia	91.99	108.45
AEAN	94.95	95.29
CIS Countries	20.92	27.91
African Countries	25.69	29.88
Midle East Countries	23.95	20.36
Other	331.43	261.09
Total	1164.6	1027.24

Source: CBSI, SL Customs, 2023

Figure 3.1: Comparison of Region-wise Merchandise Export Performances



Note: Values in US\$ Mns

Source: CBSI, SL Customs, 2023

11. If the table or a graph do not fit in one page, there should be an additional indication on both pages, for instance “Table 5 is continued in the next page” and “continuation of table 5”.
12. Make sure the research report is carefully checked for grammar and syntax and spelling mistakes before submission. The use of British English and spelling is recommended.
13. At first submission for evaluation, two (2) spiral bound copies together with a digital form (CD) must be submitted to the Department. The final draft of thesis should be presented in a binder) to the Department. 14. The thesis shall consist of words not exceeding **15, 000**.
15. The report signed by the candidate and approval of the supervisor/s for submission is essential.

Annex III: Monthly Progress Report

MONTHLY PROGRESS REPORT

Month:

Instruction: Please mark (√) your level of evaluation for the following five-level Likert scale, ranging from "Poor" to "Outstanding". **Poor (1):** Limited or inadequate understanding and application of theoretical knowledge, **Below Expectations (2):** Basic application of academic knowledge but with noticeable gaps, **Satisfactory (3):** Adequate performance in most tasks, **Above Expectations (4):** Strong application of academic knowledge, with clear understanding, **Outstanding (5):** Outstanding performance in all assigned tasks

Learning area	1	2	3	4	5
Academic Understanding and Application					
Task Execution and Performance					
Communication Skills					
Challenges Faced					
Learning and Skill Development					
Team Collaboration					
Professionalism and Work Ethic					
Feedback and Support					
Future Goals and Development					

Special Remarks or overall evaluation (if any):

.....
.....

Signature of Student Trainee.....Date:.....

Signature of Training Supervisor.....Date:.....

Signature of Academic SupervisorDate:.....

Annex IV: Training Progress Evaluation Report

Training Progress Evaluation Report

(Please note that this Training Supervisor's Confidential Report is highly confidential and send this report by post to the following address).

Head of

Department of

Faculty of Social Sciences and Languages,
Sabaragamuwa University of Sri Lanka, Belihuloya.

Details of the Student:

1.	Name of the Student	
2.	Reg. No.	
3.	Index No.	
4.	Training Period	From: To:

2. Evaluation of the Training Supervisor

We kindly request training supervisor to evaluate the performance of the student considering the total training period of the student. Please rate the performance of students according to the following scale.

Performance	Poor		Average			Good			Excellent		
Grade	E	D	C-	C	C+	B-	B	B+	A-	A	A+

Please provide the relevant Grade for each criteria.

	Criteria	Grade
1	Punctuality and Appearance The student should report to work on time and dress up appropriately	
2	Commitment to work	
	The extent to which the student is involved in the work activities and takes personal responsibility when performing duties	

3	Ability to use the knowledge The extent to which the student demonstrates and applies the theoretical knowledge in the work environment	
4	Analytical thinking Ability of student to understand problems and measures to breakdown such problems	
5	Creative thinking The extent to which the student incorporates new ways of thinking in carrying out given work activities	
6	Independence The extent of work performed with little or no supervision	
7	Quality of work The student completes assignments in a thorough, accurate and timely manner that achieve expected outcomes	
8	Teamwork and cooperation The extent to which the student maintains harmonious and effective work relationships with others and share information and resources with others to promote positive and collaborative work relationship	
9	Communication skills The ability to use English/mother language (...) and convey information and ideas (both verbal and written)	
10	Computer skills The extent to which the student is able to work with computers	

Any other comments which are relevant to the student's performance:

I have done the above evaluation independently and accurately, to the best of my knowledge.

Name of the supervisor:

Designation:

Institution:

.....

Signature

.....

Date