JPK/I031-4/5/C

**LAPORAN PRESTASI INTERN**

Borang ini perlu diisi oleh **PENYELIA INTERN** sebelum lawatan pertama **DAN** kedua PP-PLV/ PPL-PLV

**Markah lulus ialah75% bagi keseluruhan sesi lawatan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **1. NAMA INTERN** :  **2. NAMA PB I-031-4/5** :  **3. NAMA PB INTERNSHIP** :  **4. TARIKH LATIHAN DI PB I-031-4/5**: **hingga**  **5. TARIKH LATIHAN INTERNSHIP**: **hingga** | | | | | | | | | | | | |
| Sila nilaikan prestasi intern menggunakan skala berikut :   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 5 – Cemerlang | 4 –Baik | 3 –Sederhana | 2 –Lemah | 1 – Sangat Lemah | | | | | | | | | | | | | |
| **NO** | **ELEMEN-ELEMEN PENILAIAN** | | **LAWATAN 1** | | | | | **LAWATAN 2** | | | | |
| **5** | **4** | **3** | **2** | **1** | **5** | **4** | **3** | **2** | **1** |
| 1 | Design Training Course | Merancang & menyelia kursus/modular baru |  |  |  |  |  |  |  |  |  |  |
| Membangun & menganalisa kehendak latihan oleh industri (Training Needs Analysis) |  |  |  |  |  |  |  |  |  |  |
| Pelaporan kursus/modul latihan |  |  |  |  |  |  |  |  |  |  |
| 2 | Develop Teaching & Learning Resources | Menganalisis pencapaian keberkesanan latihan |  |  |  |  |  |  |  |  |  |  |
| Meningkatkan (upgrade) diri mengikut kehendak teknologi persekitaran |  |  |  |  |  |  |  |  |  |  |
| 3 | Conduct Training | Mengurus & menyelia On-Job-Training (OJT) |  |  |  |  |  |  |  |  |  |  |
| Merancang kerjasama bersama pihak industri |  |  |  |  |  |  |  |  |  |  |
| 4 | Perform Supervision, Mentoring, Coaching & Counselling in Training | Mengurus aktiviti-aktiviti pembangunan profesional pengajar-pengajar |  |  |  |  |  |  |  |  |  |  |
| Penglibatan dalam aktiviti PB & komuniti |  |  |  |  |  |  |  |  |  |  |
| Menilai & mengukur prestasi pengajar |  |  |  |  |  |  |  |  |  |  |
| Mempengerusi mesyuarat rutin antara pengajar-pengajar |  |  |  |  |  |  |  |  |  |  |
| 5 | Implement CBT | Mengawal selia disiplin pelajar |  |  |  |  |  |  |  |  |  |  |
| Mengurus portfolio pelajar |  |  |  |  |  |  |  |  |  |  |
| 6 | Design Assessment System | Mengurus & mengawal selia sistem persijilan kemahiran |  |  |  |  |  |  |  |  |  |  |
| 7 | Manage Training Facilities | Mengurus perolehan bahan & peralatan latihan |  |  |  |  |  |  |  |  |  |  |
| Mengawal selia bajet latihan |  |  |  |  |  |  |  |  |  |  |
| 8 | Implement Co-Curriculum Activities | Mengurus & menyelia bajet & latihan Ko-kurikulum |  |  |  |  |  |  |  |  |  |  |
| 9 | Carry Out Administrative Functions | Mengurus & menyelia rekod-rekod pengajar & pelajar |  |  |  |  |  |  |  |  |  |  |
| Menyelia penyelenggaraan peralatan latihan |  |  |  |  |  |  |  |  |  |  |
| Merancang & Menyelia penyelenggaraan premis latihan |  |  |  |  |  |  |  |  |  |  |
| 10 | Administer Professional Development Programme | Mengurus & menyelia peraturan keselamatan bilik kuliah & bengkel |  |  |  |  |  |  |  |  |  |  |
| Mengurus penggunaan bilik kuliah & bengkel (Penjadualan) |  |  |  |  |  |  |  |  |  |  |
| **JUMLAH** | | | / 100 | | | | | / 100 | | | | |

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| **PENYELIA INTERN** | Tandatangan |  |  |
| Nama & Cop Rasmi |  |  |
| Tarikh |  |  |
| Ulasan |  |  |
| **PP - PLV** | Tandatangan |  |  |
| Nama & Cop Rasmi |  |  |
| Tarikh |  |  |