

I. Introduction



Name of TVET Provider:
 Phone:
 Email Address:
 Location/District:
 Supervisor:
 Phone:

Name:
 Phone:
 Email Address:
 Location/District:
 Sector:
 Cell:
 Village.....
 Company supervisor name:
 Company supervisor contact:

The TVET industrial attachment program liaison book is an essential tool for liaise both school and industry during workplace learning. It must be regularly and carefully completed by the TVET learner, company supervisor and TVET teacher as required.

This interactive book serves as an essential document that the learner must always have in his/her possession to record his/her daily performance and progress during industrial attachment program. It should be handed over to the company supervisor for regular checking and to the school supervisor upon visit.

This liaison book contains the following

In this liaison book, you will find 8 different documents:

- The information on trade's competences;
- The learner's attendance sheet that should be signed every day;
- The weekly report sheets filled on daily basis to report the activities performed, the tools and equipment used;
- The Industrial attachment program school supervisor visit form, which will be completed by TVET teacher upon visit;
- The Industrial attachment program (IAP) company supervisor's evaluation form;
- The interview guiding questions which could be taken as reference at the end of the industrial attachment program (IAP) by the panel made of at least 2 teachers and the company supervisor, to assess the performed activities and the industrial attachment program (IAP) gained experience;
- The learner self-assessment sheet, which assesses his/her satisfaction with the industrial attachment program period;
- The industrial attachment program (IAP) participation interview form to guide the learner in preparing the interview.

If you need clarifications on how to use these documents, if a learner is facing any problems during the IAP, headteacher and supervisor are available to provide support. They are both responsible for preparing and following up the IAP implementation.

II. Information on competences

The following table is completed by the TVET school teacher to define the IAP program and specific practices to be performed by the learner as per curriculum.

Starting date _____ ending date _____

No	Specific competences	Activities to carry out
1.	Select and use tools and equipment.	1. Tools and equipment are properly identified as per the recipe
2.	Identify and select food commodities.	1. Food commodities are appropriately identified referring to the recipe.
3.	Prepare ingredients	1. Ingredients are appropriately selected as per recipe.
4.	Store food, tools and equipment	1. Food commodities are properly stored as per safety standards
5	Prepare tools ,equipment and ingredients for Meat dishes and Sauces	1. Ingredients are appropriately selected according to the recipe
6	Cook meat and sauces.	1. Meat are efficiently cooked as per cooking methods
		2. Sauces are efficiently applied as per cooking methods
7	Present meat dishes	1. Meat dishes are efficiently held as per holding techniques
8	Prepare coffee.	1. Tools, equipment and ingredients are properly prepared in accordance safety procedures
		2. Coffee is properly brewed for coffee as per brewing techniques
		3. Coffee is properly presented according to the presentation techniques
		4. Tools and equipment for tea are properly prepared in accordance with safety procedures.
		5. Tea is properly brewed in accordance brewing techniques.

9	Prepare for service of beverages	1. Bar ambience is properly maintained as per organization operating procedures
		2. Drinks are appropriately identified in accordance with their categories
		3. Bar stock and arrangement are appropriately maintained in accordance with the type of bar.
10	Apply beverage service sequence	1. Guests are warmly welcomed as per service standards
		2. Beverage orders are accurately taken as per Standard Operating procedures
		3. Service techniques for beverages are correctly applied as per types of beverage
		4. Billing and payment are accurately maintained as per organisation operating procedure
		5. Guest feedback is correctly collected according to the feedback collection procedures
11	Carry out closing duties	1. Bar Inventory is accurately carried out according to the inventory procedures
		2. Storage of carryovers is appropriately performed as per types of beverages
		3. Report is appropriately submitted as per organization reporting system
12	Make espresso derivative coffee	1. Coffee beans are well grinded according to the type of the coffee and grinding size
		2. Espresso coffee brewing and extraction is adequately performed as per coffee types
		3. Milk is appropriately steamed based on milk foaming techniques, foam types and steaming factors
		4. Coffee presentation is appropriately performed as per coffee layers and coffee arts
13	Prepare Pasta dishes	1. Tools and equipment are appropriately prepared according to safety procedures
		2. Ingredients are appropriately prepared according to the preparation techniques
		3. Pastas are efficiently cooked as per cooking methods

16	Present Pasta dishes	1. Tools and equipment are appropriately prepared according to the safety procedures.
		2. Pasta dishes are properly presented applied as per presentation procedures.
		3. Pasta dishes are efficiently held in accordance with holding techniques.
17	Prepare Starch dishes	1. Preparation Tools and equipment are appropriately prepared according to the safety procedures.
		2. Ingredients are appropriately prepared according to the preparation techniques
		3. Starches are efficiently cooked in accordance with cooking methods.
18	Present Starch dishes	1. Presentation Tools and equipment are appropriately prepared according to the safety procedures.
		2. Starch are properly presented as per presentation procedures.
		3. Starch dishes are efficiently held according to the holding techniques.
19	Prepare for service	1. Personal grooming is properly maintained as per standard operating procedures.
		2. Information is accurately gathered according to the organization communication channels.
		3. Workplace is properly arranged according to organization arranging techniques
20	Deliver quality service	1. Customer's needs, preferences and expectations are appropriately identified according to their types.
		2. Planned promotional is appropriately implemented according to promotion technique
		3. Personalized service is accurately provided according to the type of customers.
		4. Special requests are adequately handled as per establishment standards.

21	Handle guest feedback	1. Customer feedback is regularly collected according to customer feedback collection methods
		2. Customer feedback is effectively evaluated according to the types of feedback.
		3. Corrective and improvement measures are regularly implemented as per organization service improvement strategies
		4. Customer feedback are effectively handled as per types of feedbacks.
22	Prepare Canapés	1. Tools and equipment are appropriately prepared according to safety procedures
		2. Canapés ingredients are appropriately prepared according to the preparation techniques
		3. Canapés are efficiently cooked/prepared according to the recipe
		4. Canapés are efficiently presented as per presentation techniques.
		5. Holding techniques for Canapés are efficiently applied according to holding techniques
23	Prepare Farinaceous	1. Tools and equipment for Farinaceous are appropriately prepared according to safety procedures.
		2. Ingredients for Farinaceous are appropriately prepared according to preparation techniques.
		3. Farinaceous are efficiently cooked as per cooking methods
24	Prepare Sandwiches	1. Tools and equipment for sandwiches are appropriately prepared according to safety procedures.
		2. Tools and equipment for sandwiches are appropriately prepared according to safety procedures.
		Sandwiches are properly presented as per presentation techniques.

		Sandwiches are correctly held according to holding techniques
25	Prepare Bakery products	1. Tools, equipment and ingredients are appropriately prepared according to the preparation technique.
		2. Bread dough is appropriately prepared according to dough preparation procedures.
		3. Bread dough is efficiently baked as per baking procedures
		4. Bakery products are properly stored according to the storage techniques
		5. Bakery products properly presented as per presentation technique.
26	Prepare Pastry products	1. Tools, equipment are appropriately prepared according to the preparation technique.
		2. Ingredients of Pastry products are appropriately according to the preparation technique.
		3. Pastry products are efficiently cooked as per cooking techniques.
27	Present Pastry products	1. Tools and equipment are appropriately prepared according to the preparation technique.
		2. Decorations for Pastry products are appropriately prepared according to the decoration techniques.
		3. Pastry products are efficiently presented according to the presentation techniques.

TVET provider Signature and Stamp

III. Learner's attendance sheet



This attendance sheet is filled in every day by the learner and justified by company supervisor.

Starting date _____ ending date _____

Week 1	Time in	Time out	Learner Signature	Company Signature	DELAY		ABSENCE		Week 2	Time in	Time out	Learner Signature	Company Signature	DELAY		ABSENCE	
					Justified	Not justified	Justified	Not justified						Justified	Not justified	Justified	Not justified
Mo.									Mo.								
Tu.									Tu.								
Wed.									Wed.								
Th.									Th.								
Fr.									Fr.								
Sat.									Sat.								
Week 3	Time in	Time out	Learner Signature	Company Signature	DELAY		ABSENCE		Week 4	Time in	Time out	Learner Signature	Company Signature	DELAY		ABSENCE	
					Justified	Not justified	Justified	Not justified						Justified	Not justified	Justified	Not justified
Mo.									Mo.								
Tu.									Tu.								
Wed.									Wed.								

Th.									Th.								
Fr.									Fr.								
Sat.									Sat.								

IV. i. Weekly report sheet – Week 1



This weekly report sheet is to be filled every day by the learner, based on the IAP plan of activities and tasks assigned by his/her company supervisor. It is a tool for the learner to keep track on the work performed and the used resources.

It is a supporting tool for the teacher during the IAP final interview, to check the work performed and the tools used during IAP.

Date: From _____ to _____

Days	Tasks performed	Tools, materials, equipment and consumables	No. of hours per day
Monday	1. 2. 3.		
Tuesday	1. 2. 3.		

Wednesday	1. 2. 3.		
Thursday	1. 2. 3.		
Friday	1. 2. 3.		
Saturday	1. 2. 3.		

Signature of company supervisor

IV. ii. Weekly report sheet – Week 2

Date: From _____ to _____

Days	Tasks performed	Tools, materials, equipment and consumables	No. of hours per day
Monday	1. 2. 3.		
Tuesday	1. 2. 3.		
Wednesday	1. 2. 3.		

Thursday	1. 2. 3.		
Friday	1. 2. 3.		
Saturday	1. 2. 3.		

Signature of company supervisor

IV. iii. Weekly report sheet – Week 3

Date: From _____ to _____

Days	Tasks performed	Tools, materials, equipment and consumables	No. of hours per day
Monday	1. 2. 3.		
Tuesday	1. 2. 3.		
Wednesday	1. 2. 3.		

Thursday	1. 2. 3.		
Friday	1. 2. 3.		
Saturday	1. 2. 3.		

Signature of company supervisor

IV.iv. Weekly report sheet – Week 4

Date: From _____ to _____

Days	Tasks performed	Tools, materials, equipment and consumables	No. of hours per day
Monday	1. 2. 3.		
Tuesday	1. 2. 3.		
Wednesday	1. 2. 3.		

Thursday	1. 2. 3.		
Friday	1. 2. 3.		
Saturday	1. 2. 3.		

Signature of company supervisor

V. IAP school supervisor's visit form

1. General observation

Rank these elements related to the IAP implementation with a brief explanation by ticking to the number corresponding to the statement describing your observation as follows:

5 Excellent 4 Very Good 3 Good 2 Sufficient 1 Fair

NO	Observation during visit	Ranks					Comments
		1	2	3	4	5	
A. Company engagement							
a.	The schedule of IAP activities is established and communicated						
b.	The learner communicates with the company supervisor						
c.	IAP activities are recorded timely in liaison book.						
B. Learner engagement							
d.	Attendance is regularly recorded						
e.	Learner is engaged and have access to company's equipment and tools						
f.	Achievement of expected outcome						
g.	All performed activities are relevant to the IAP expected outcomes						
h.	Learner contributes to the overall outcomes of company production						
C. Working environment							
k.	Companies' rules and Regulations related to IAP are communicated						
l.	Emergencies/Special cases are handled effectively						
m.	Hazards are controlled						

2. Any other observation/recommendation during IAP visit

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3. Authorized person for follow-up/monitoring:

No	Name	Function	Date of Visit	Signature

VI. IAP company supervisor evaluation form

Read carefully the statements below relate to your experience with the learner, and make a decision by ranking his/her performance from “0 to 5”. This is how the number should support your rating:

5 Excellent 4 Very Good 3 Good 2 Sufficient 1 Fair 0 Poor

A. Technical competencies (30 points)

Job routines The learner operates job routines in accordance with the occupational norms (with supervision)	Points					
	0	1	2	3	4	5
The learner cleans the work station and stores tools/equipment after use						
He/she knows and applies the relevant procedures and techniques						
He/she knows and respects the different stages/steps of a working process						
Sub-Total 1out of 15					

Use of tools and equipment The learner adequately uses the materials, tools and equipment (with supervision)	Points					
	0	1	2	3	4	5
The learner adequately selects materials, tools and equipment						
He/she uses materials, tools and equipment without hesitation						
He/she maintains, tools and equipment						
Sub-Total 1out of 15					

B. Appropriate attitude at the workplace (60 points)

Individual attitudes The learner has developed the expected individual attitudes at the workplace	Points					
	0	1	2	3	4	5
The Learner is punctual						
He/she has a sense of responsibility and hard working						
He/she has shown some initiative						
He/she has shown the willingness to improve						
Sub-Total 1out of 20					

Interactive attitudes The learner has developed the required interactive attitudes at the workplace	Points					
	0	1	2	3	4	5
The learner is a team-worker						
He/she has good interpersonal communication skills						
He/she has acquired some self-confidence						
Sub-Total 1out of 15					

Organizational skills The learner has developed the required organizational attitudes	Points					
	0	1	2	3	4	5
The learner can work according to a schedule						
He/she can plan some tasks						
He/she uses resources efficiently (without waste)						
Sub-Total 1out of 15					

Rules and regulations The learner complies with the rules and regulations	Points					
	0	1	2	3	4	5
The learner complies with personal protective rules and regulation						
He/she respects hygiene, safety and security regulations at the workplace						
Sub-Total 1out of 10					

C. Quality of work (10 points)

Work relevancy	Points					
	0	1	2	3	4	5
The learner complies with orders from the clients or instructions from the supervisor						
The learner completes tasks with respect to the time allocated						
Sub-Totalout of 10					
Learner Overall Performanceout of 100					

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Company supervisor's comments (Observations and ideas on how to improve the TVET IAP)

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Done at _____, on _____
Name and stamp

VII. Learner self-assessment sheet

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Please answer the following questions honestly. This questionnaire is not part of the IAP module assessment. It will help improving the TVET IAP and training system.

Were your expectations met during the Industrial Attachment Program? ☐ All ☐ Some ☐ Very Few ☐ None at all

How did IAP help increase your knowledge, skills and attitudes as a learner? Please tick one or more statements.

- ☐ It sharpened my skills through consistent hands-on activities.
- ☐ It oriented me on the transition from school to work setting.
- ☐ The working environment inspired me to practice work ethics in my daily tasks.
- ☐ Others: _____

Did you encounter any of the following conditions at your workplace? Please tick the applicable items.

- ☐ Lack of safety measures.
- ☐ Poor communication and social relationship with work mates.
- ☐ Inadequate tools and equipment supply.
- ☐ Lack of supervision and support from others.
- ☐ Unclear job description;
- ☐ Tasks given were not related to my area of training.
- ☐ Lack of opportunities for professional growth.
- ☐ Failure to see dignity and value of work.
- ☐ Lack of work ethics (i.e. gossip, indiscretion, abuse of benefits, privileges, etc.)
- ☐ Lack of sense of morality among work mates
- ☐ Other conditions: _____

Did your teacher or headteacher monitor and address your Industrial Attachment Program-related concerns?

- ☐ Always ☐ Very rarely ☐ Sometimes ☐ Never

What are the situations you liked the most during your Industrial Attachment Program? Please tick one or more

- ☐ Applying my theoretical knowledge in practice
- ☐ Conducting similar tasks like a regular worker
- ☐ Forming camaraderie with my workmates and gaining learning experiences from them
- ☐ Others (please name them) _____

In general, rate your IAP experience and support your rating with a brief explanation.

5 Excellent 4 Very Good 3 Good 2 Sufficient 1 Fair 0 Poor

VII. Interview Guiding Questions

At the end of the Industrial Attachment Program, you will make a short presentation along the questions mentioned here below. You have to hand in the supporting document (the liaison book) to your teacher at least one day before the interview.

The interview takes place at the TVET Centre. The jury is composed of at least 2 teachers and the company supervisor.

Criterion 1: Technical competencies	Score					
	0	1	2	3	4	5
• Can you summarize the main activities of your Industrial Attachment Program?						
• What equipment did you use during this Industrial Attachment Program?						
• What activities planned in your Industrial Attachment Program you did not do? Why?						

Criterion 2: Attitudes	Score					
	0	1	2	3	4	5
• What difficulties/challenges did you face during your Industrial Attachment Program? How did you resolve them?						
• What attitudes do you think you improved during the Industrial Attachment Program?						
• What activities did you do well? What did you not do well? What do you still need to improve?						

Criterion 2: Quality of work	Score					
	0	1	2	3	4	5
• Among the tasks you realized, describe in detail one of them and how you completed it.						
• What was your clients/colleagues/supervisor feedback regarding your work?						
• During your Industrial Attachment Program, did you complete all the tasks you were given? If not, why?						

Criterion 1: Optional questions	Score					
	0	1	2	3	4	5
• What new activities did you do?						
• What did you find interesting during your IAP? And what is your career plan?						

Overall marks for the Industrial attachment program module

IAP Module		
Industrial attachment theory	Performance at workplace	Industrial attachment Report presentation
20% of overall marks for the IAP module	50% of overall marks for the IAP module	30% of overall marks for the IAP module
...../20/50/30
Total Score.....		

TVET industrial attachment Participation Certificate



TO WHOM IT MAY CONCERN

This is to certify that Mr./Ms. _____

a trainee from _____ has successfully completed

Industrial attachment program in (Trade) _____ RQF Level _____ at

From _____ to _____.

Name, Signature and Stamp

Company Authority

Name, Signature and Stamp

TVET Provider