

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. |

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| 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 | Perform buffet pre-setting activities | 1. Personal grooming is appropriately checked as per head steward safety |
| | | 2. Buffet display is well cleaned according to the dining area cleaning techniques |
| | | 3. Tools, material and equipment are well selected according to the type of buffets set |

| | | |
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| | | up, design of buffet set up services style and diet restrictions |
| 16 | Set the seven courses buffet tableware | 1. The tableware are correctly displayed according to the food categories of Amuse-bouche |
| | | 2. The tableware are properly presented according to the categories of Seafood and condiments |
| | | 3. Tableware for Main course are correctly displayed according to the types of starch and meat ,sea food vegetables and condiments |
| | | 4. The tableware are properly Set according to the categories of Dessert and condiments |
| | | 5. The tableware are properly Set according to the categories of tea-coffee and petit fours |
| 17 | Perform buffet post-setting activities | 1. Restaurant layout is accurately checked according to seven courses menu set up checklist |
| | | 2. Table set up is properly adjusted according to restaurant design and event |
| | | 3. Buffet display is continuously monitored as per buffet set up standards and buffet monitoring activities |
| 18 | Perform cold kitchen preliminaries activities | 1. Personal grooming is well maintained according to the professional standards of kitchen |
| | | 2. Kitchen is properly cleaned in accordance of hygiene and safety HACCP |
| | | 3. Tools , materials and equipment are effectively selected based on cold kitchen products |
| 19 | Prepare international salads | 1. Ingredients are properly identified according to the types of international salads |
| | | 2. salad ingredients are well prepared following international salad pre-preparation operations |
| | | 3. Salad ingredients are well plated according to the type of international salad and presentation techniques |

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| 20 | Prepare cold cuts | 1. Cold cut products are properly selected according to the types of advanced cold-cuts and selection criteria |
| | | 2. Cold cut ingredients are well prepared as per cold cuts product preparation procedures |
| | | 3. Cold cuts products are well portioned according to the portioning standard. |
| | | 4. Cold cuts product are well presented according to the cold cuts presentation design |
| 21 | Prepare advanced fruits products | 1. Ingredients are properly identified according to the types of advanced fruits product |
| | | 2. Fruits are properly washed according to the types of fruits and washing procedures |
| | | 3. Fruits are well cut according to the fruit cutting techniques and styles |
| | | 4. Fruit products are well produced according to the type of product and preparation process |
| 22 | Prepare international Canapés | 1. International canapés Ingredients are efficiently selected according to the type of canapé |
| | | 2. International canapés Ingredients are properly portioned according to the types of Canapés and portioning techniques |
| | | 3. International canapés Ingredients are well produced according to the type of product and preparation process |
| | | 4. Canapés are well presented in accordance of presentation design |
| 23 | Perform pre-preparations activities | 1. Workplace is properly cleaned based on Chinese kitchen cleaning guidelines |
| | | 2. Personal grooming is appropriately checked as per Chinese kitchen safety and hygiene practices |
| | | 3. Tools, material and equipment are well selected according to the type of the Chinese dishes |
| 24 | Mise-en place of Chinese hot dishes | 1. Dish Ingredients are well prepared according to the name of the meat and seafood Chinese dishes and preparation techniques |

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| | | 2. Dish ingredients are well prepared according to the name of Chinese Vegetable dishes and preparation techniques |
| | | 3. Dish Ingredients are well prepared according to the name of the Chinese Starch and noodles dishes and preparation methods |
| | | 4. Dish ingredients are well prepared according to the name of Chinese soup dishes and preparation techniques |
| | | 5. Dish ingredients are well prepared according to the name of Chinese sauce dishes and preparation methods |
| 25 | Cook Hot Chinese dishes | <p>1. Meat and seafood are appropriately cooked according to the Chinese meat and seafood Dishes' Cooking techniques and methods</p> <p>2. Starch and noodles Cooking techniques are appropriately applied according to the Chinese starch and pasta Dishes' Cooking procedures</p> <p>3. Vegetables cooking techniques are appropriately applied according to the Chinese vegetable Dishes' Cooking procedures</p> <p>4. Soup Cooking techniques are appropriately applied according to the Chinese soup recipe Cooking methodology</p> <p>5. Chinese sauces are appropriately cooked according to the name of the Chinese sauce Dishes' Cooking techniques</p> |
| 26 | Perform pre-preparations activities | <p>1. Workplace is properly cleaned based on Italian kitchen preparation guidelines</p> <p>2. Personal grooming is appropriately checked as per Italian kitchen safety</p> <p>3. Tools, material and equipment are well selected according to the type of the dish</p> |
| 27 | Mise-en place of Italian Hot dishes | <p>1. Dish Ingredients are well prepared according to the name of the meat and seafood Italian dishes and preparation techniques</p> <p>2. Dish Ingredients are well prepared according to the name of the Italian starch</p> |

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| | | 3. Dish ingredients are well prepared according to the name of Italian Vegetable dishes |
| | | 4. Dish ingredients are well prepared according to the name of Italian soup dishes |
| | | 5. Dish ingredients are well prepared according to the name of Italian sauce dishes |
| | | 6. Dish ingredients are well prepared according to the name of Italian pizza |
| 28 | Cook Hot Italian dishes | 1. Meat and seafood are appropriately cooked according to the Italian meat |
| | | 2. Starch and pasta Cooking techniques are appropriately applied according to the Italian starch and pasta Dishes' Cooking procedures |
| | | 3. Vegetables cooking techniques are appropriately applied according to the Italian vegetable Dishes' Cooking procedures |
| | | 4. Soup Cooking techniques are appropriately applied according to the Italian soup recipe Cooking methodology |
| | | 5. Italian sauces are appropriately Cooked according to the name of the Italian sauce Dishes' Cooking technology |
| | | 6. Italian pizza are appropriately cooked according to the name of the Italian pizza and hot snacks Dishes' and Cooking techniques |
| 26 | Presenting Italian hot dishes | 1. The dishes are appropriately presented according to the Italian meat |
| | | 2. The dishes are appropriately presented according to the Italian starch |
| | | 3. The dishes are appropriately presented according to the Italian vegetables dishes presentation design |
| | | 4. The dishes are appropriately presented according to the Italian soup dishes presentation design |

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| | | 5. The dishes are appropriately presented according to the Italian sauces dishes presentation |
| | | 6. The pizza dishes are appropriately presented according to the Italian pizza |

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 1 |out 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 1 |out 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 1 |out 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 1 |out 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 1 |out 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 1 |out 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-Total |out of 10 | | | | | |
| Learner Overall Performance |out of 100 | | | | | |

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

| |
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| |
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Done at _____, on _____
Name and stamp

VII. Learner self-assessment sheet

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| | | |
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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