Place of Training	
Field of Training	☐ Business Related ☐ Engineering ☐ Information Technology/ Computer ☐ Others (please specify) _____
Program Objective	The purpose of the program is to familiarize the student-trainee with the details of working in an actual workplace and acquire the required skills.
Competencies to be developed	*(Indicate competencies to be developed through the training)*
Duration of the Training / Timetable	☐ The following shows the timetable of the training:

Week	*Dates of Training*	*Tasks to be assigned*
1		
2		
3		
4		

☐ Flexible – depending on the tasks assigned to trainee from time to time (See TAF for the inclusive rates of training)

Method of Evaluation		
	90% of the grade will come from the evaluation of the training institution and the 10% from the Adviser following the AMA grading system	
	Components of Evaluation from the Training Institution	
	Evaluation of Competencies (equivalent to Q1)	20%
	Practicum Accomplishment Report Evaluation (equivalent to Q2)	20%
	Performance Evaluation (equivalent to final exam)	50%
	Components of Evaluation from the Adviser	
	Attendance (during Consultation)	5%
	Punctuality in the submission of reports	5%