



Student Name: _____, Student ID: _____

Form B: Field Training Report Marking Scheme

The report should cover at least the following:

1. Introduction (10 points)

- What is the company you worked for? Company history, company hierarchy structure, products/services, and branches

2. Job Description (15 point)

- What was your job? Details about what you were doing daily

3. Job Skills (50 point)

- a. What were the required skills to do the job? 20 point
- b. What are the existing skills you used? 10 points
- c. What are the new skills you learned during the training? 10 points
- d. What other skills do you need to learn to do a better job in the future? 10 points

4. Future Directions (10 points)

- What are your plans for the company in the future? Recommendations or Conclusion

5. Report Format/ Quality (15 point)

- The report should be written in English
- Cover page, appendices, attached samples, etc.
- Font: Times New Roman; Size: 12; Margins: Top: 1", Bottom: 1", Left: 1", Right: 1"

6. Bonus for extraordinary work