

**Areas to be developed during the practical training period**

**Framework of practical experience,**

- **Application of Technical Knowledge**
- **Develop Professional Skills**
- **Application of Professional Values, Ethics and Attitudes; and**
  - **Gaining Responsibility progressively with the completion of each stages of training period**
  - **Improve Business Awareness as an integral part of the process in acquiring Learning outcomes of other competence areas**

**SKILL ASSESSMENT REPORT**

**Details of Trainee**

|  |  |                           |                              |                                      |               |
|--|--|---------------------------|------------------------------|--------------------------------------|---------------|
| <b>Name of the Student</b>   |  |                           |                              | <b>CA Reg. No</b>                    |               |
| <b>Organisation</b>  |  |                           |                              | <b>Agreement No</b>                  |               |
| <b>Level of training</b>   | <b>Executive</b>                       | <b>Period of Training</b> | <b>From :</b>                | <b>Review Period</b>                 | <b>From :</b> |
|  |  |                           | <b>To:</b>                   |                                      | <b>To:</b>    |
| <b>Name of the line Manager/Immediate Supervisor (if applicable)</b> |  |                           |                              | <b>Membership No (if applicable)</b> |               |
| <b>Name of the Supervising Member</b>                                |  |                           |                              | <b>Membership No</b>                 |               |
| <b>Date of Submission by the Student for Evaluation</b>              |  |                           |                              |                                      |               |
| <b>Evaluation Date &amp; Signature</b>                               | <b>By Line Manager (if applicable)</b> |                           | <b>By Supervising Member</b> |                                      |               |
|  | <b>Date</b>                            | <b>Signature</b>          | <b>Date</b>                  | <b>Signature</b>                     |               |
|  |  |                           |                              |                                      |               |
| <b>Date submitted to CA Sri Lanka</b>                                | <b>Date Seal</b>                       |                           |                              |                                      |               |

**GUIDELINES FOR TRAINEES**

- You have to complete the Skill Assessment Report for every six months period of training demonstrating the achievement of Learning Outcomes (LOs).
- Detail Learning outcomes and overall objectives to be achieved under each competence areas are given in relevant competence documents.
- Provide examples of practical work experience in achieving each learning outcomes under relevant competence areas. You can use more space within the given format depend on the learning outcomes achieved during the review period.
- You have to provide detailed and a wide range of content to show how you have progressed within the period.
- Record the important facts you have learnt through practical experience.
- Your records on achievement of LOs should be independent summary of experience gathered and you are strictly advised that you should not copy and paste one record in to other record.
- There are compulsory learning outcomes required to complete in order to become a professional accountant, so we recommend that you should achieve all of them before applying for certificates or membership.
- Given Learning outcomes are not a comprehensive list of work. You may add any other work which you have performed under each competence area as applicable.
- Your achievement report should be submitted to the line manager/immediate supervisor at the end of six months period for his/her comments on achievements and recommendations for required developments and to forward to the supervising member.
- Supervising member will interview you to review the achievements and advice on required developments before signing off the skill assessment report.
- Skill Assessment Report need to be submitted to CA Sri Lanka within one month and two weeks period from the six months ended date. Non-compliances will be liable for penalty extension to the training period.
- This report is in addition to the submission of quarterly training records based on number of days. Therefore, you can submit relevant 2<sup>nd</sup> quarterly summary and this report to the line manager for his/her review
- If you have covered 6 out of 10 leaning outcomes of Financial accounting within the first six months period, you will get marks based on 60% out of 100 % and you have to achieve the balance compulsory learning outcomes within the next 6 months

An illustrative Example is given below for your reference.

My Achievements: *(this example have been given for a trainee in audit sector)*

#### Technical Competence

| Competence/<br>Development area | Reference<br>No to LO | My Achievements within the Six Months Period ended on.....   |
|---------------------------------|-----------------------|--|
| FINANCIAL ACCOUNTING            | 1.1                   | <ul style="list-style-type: none"> <li>Studied and documented the process of Accounting Starting from the Source document to preparation of Financial Statements.</li> </ul>   |
|                                 | 1.1                   | <ul style="list-style-type: none"> <li>Studied and documented the Financial Statements Preparation process identifying the responsible persons and their roles.</li> </ul>   |
|                                 | 1.1                   | <ul style="list-style-type: none"> <li>Performed a walkthrough test covering all relevant source documents such as Invoices, Receipts, GRN, Delivery/Dispatched notes used by the clients.</li> </ul>  |
|                                 | 1.1                   | <ul style="list-style-type: none"> <li>Crosschecked the accounting records against a sample of source documents.</li> </ul>  |
|                                 | 1.1                   | <ul style="list-style-type: none"> <li>Identified the relationship between the source documents and the prime entry records.</li> </ul>  |
|                                 | 1.2                   | <ul style="list-style-type: none"> <li>Crosschecked the accuracy of recorded transactions with selected sample of sales invoices and the sales journal.</li> </ul>   |
|                                 | 1.2                   | <ul style="list-style-type: none"> <li>Crosschecked the selected credit purchases by comparing the transaction recorded in the invoice and the purchase journal.</li> </ul>  |
|                                 | 1.2                   | <ul style="list-style-type: none"> <li>Checked selected payment vouchers and relevant ledger postings and ensured the completeness and the accuracy of financial records.</li> </ul>   |
|                                 | 1.2                   | <ul style="list-style-type: none"> <li>Crosschecked the total values in journals and the relevant posting the ledger Accounts.</li> </ul>  |
|                                 | 1.3                   | <ul style="list-style-type: none"> <li>Reviewed the appropriateness of the chart of accounts in the Accounting system.</li> </ul>  |
|                                 | 1.3                   | <ul style="list-style-type: none"> <li>Prepared a set of accounts independently to review against the client's accounts.</li> </ul>  |
|                                 | 1.3                   | <ul style="list-style-type: none"> <li>Prepared a trail balance for the entity based on the information obtained from the accounting records and compared it with the trail balance prepared by the client and check the reasons for the changes.</li> </ul> |
|                                 | 1.3                   | <ul style="list-style-type: none"> <li>Checked the disclosures to the financial statement with the requirement given in LKAS 01 – Presentation of financial statements.</li> </ul>   |
|                                 | 1.3                   | <ul style="list-style-type: none"> <li>Checked the requirement in the Companies Act No 07 of 2007 and ensured that entity has complied with these.</li> </ul>  |
|                                 | 1.5                   | <ul style="list-style-type: none"> <li>Studied the bank reconciliations process and verified the prepared bank reconciliations.</li> </ul>   |
|                                 | 1.5                   | <ul style="list-style-type: none"> <li>Inquired the reasons for the identified gaps from the person who prepares bank reconciliations.</li> </ul>  |
|                                 | 1.5                   | <ul style="list-style-type: none"> <li>Reviewed the appropriateness of the rectification of identified gaps.</li> </ul>  |

**Skill Assessment Report**

|  |     |  |
|--|-----|--|
| <b>FINANCIAL MANAGEMENT</b><br><br><b>(Not Compulsory for Executive Level)</b> | 5.3 | <ul style="list-style-type: none"> <li>Assessed the working capital requirement for the client for the next three months and prepared a gap analysis of fund shortages.</li> </ul>   |
|  | 5.3 | <ul style="list-style-type: none"> <li>Prepared a cash flow forecast for the next six months and identified the alternative sources to finance the gap.</li> </ul>   |
|  | 5.3 | <ul style="list-style-type: none"> <li>A report was prepared to the management highlighting the pros and cons of each source.</li> </ul>   |
|  | 5.3 | <ul style="list-style-type: none"> <li>This exercise was repeated every month taking the latest information into consideration.</li> </ul>   |
| <b>MANAGEMENT ACCOUNTING</b>   | 5.1 | <ul style="list-style-type: none"> <li>Reviewed the financial evaluation reports for two machines acquired by the company during last six months.</li> </ul>   |
|  | 5.1 | <ul style="list-style-type: none"> <li>Collected the details of the machines that were considered, the intended use of those machines including the anticipated volume of activity/production and other relevant financial and qualitative information.</li> </ul> |
|  | 5.1 | <ul style="list-style-type: none"> <li>Calculated the pay back and the incremental benefits of acquiring these machines by the company.</li> </ul>   |
| <b>STATUTORY AUDITS</b>  | 2.1 | <ul style="list-style-type: none"> <li>Understood the client business with the help of superiors, by reviewing permanent audit file, discussion and inquire from the management</li> </ul>   |
|  | 2.1 | <ul style="list-style-type: none"> <li>Also checked details pertaining of client in the internet, paper articles, CSE reports etc.</li> </ul>  |
|  | 2.2 | <ul style="list-style-type: none"> <li>Understood and documented the client's business processes and identified the high risk areas due to nature of business and other factors.</li> </ul>  |
|  | 2.2 | <ul style="list-style-type: none"> <li>Perform analytical procedures to identify the risky areas.</li> </ul>   |
|  | 2.5 | <ul style="list-style-type: none"> <li>Collected evidence via source documents, interviews with the management and the staff of the client as well as various computer generated reports.</li> </ul>   |
|  | 2.7 | <ul style="list-style-type: none"> <li>Completed the IT General Controls checklist and communicated to the IT Audit team of the findings and their next steps.</li> </ul>  |
|  | 2.9 | <ul style="list-style-type: none"> <li>Obtained the independence declaration from everyone in the audit team.</li> </ul>   |

**My Achievements:**

**Technical Competence (continue...)**

| Competence/<br>Development area | Reference<br>No | My Achievements within the Six Months Period ended on .....   |
|---------------------------------|-----------------|---|
| <b>INTERNAL AUDIT</b>           | <b>3.1</b>      | <ul style="list-style-type: none"> <li>• Participated with the Audit Supervisor and Manager in discussing the developed Internal Audit Plan with the senior management.</li> </ul>                                      |
|                                 | <b>3.1</b>      | <ul style="list-style-type: none"> <li>• Participated in the discussions/meetings/interviews had with the senior management team to identify the Core areas and supportive areas of the Business.</li> </ul>            |
|                                 | <b>3.1</b>      | <ul style="list-style-type: none"> <li>• Assisted the Supervisor in developing the Internal Audit Plan</li> </ul>   |
|                                 | <b>3.2</b>      | <ul style="list-style-type: none"> <li>• Assisted the Audit Supervisor in understanding and documenting the risks in the Business and Processes.</li> </ul>   |
|                                 | <b>3.3</b>      | <ul style="list-style-type: none"> <li>• Documented each process using flow charts or narrative description.</li> </ul>   |
|                                 | <b>3.3</b>      | <ul style="list-style-type: none"> <li>• Discussed the documented process with the Head of the Department to obtain their confirmation on the process.</li> </ul>   |
|                                 | <b>3.3</b>      | <ul style="list-style-type: none"> <li>• Carried out a walk through to confirm the process.</li> </ul>  |
|                                 | <b>3.4</b>      | <ul style="list-style-type: none"> <li>• Checked the Customer’s purchase orders and checked whether the required approvals had been obtained prior to processing the orders.</li> </ul>                                 |
|                                 | <b>3.4</b>      | <ul style="list-style-type: none"> <li>• Checked the invoices raised and the approvals obtained for a sample of identified orders.</li> </ul>   |
|                                 | <b>3.4</b>      | <ul style="list-style-type: none"> <li>• Checked whether the items had been issued to the Customers adhering to the laid down procedures within the stipulated time frame.</li> </ul>                                   |
|                                 | <b>3.5</b>      | <ul style="list-style-type: none"> <li>• Checked the completeness of the credit application forms, submitted by the Customers.</li> </ul>   |
|                                 | <b>3.5</b>      | <ul style="list-style-type: none"> <li>• Checked the Customers’ credit worthiness evaluation carried out to determine the credit limit and period including the approvals given for the same.</li> </ul>                |
|                                 | <b>3.5</b>      | <ul style="list-style-type: none"> <li>• Checked whether the customer account had been created by the Accounts Department adhering to the laid down procedures.</li> </ul>  |
|                                 | <b>3.5</b>      | <ul style="list-style-type: none"> <li>• Checked whether a receipt had been raised for the collection received and whether the same had been signed by the Cashier by taking 15 random receipt transactions.</li> </ul> |
|                                 | <b>3.5</b>      | <ul style="list-style-type: none"> <li>• Checked whether a daily reconciliation of the receipting and banking had been carried out.</li> </ul>  |
|                                 | <b>3.5</b>      | <ul style="list-style-type: none"> <li>• Checked whether all collection received had been banked on the same day or on the following working day without delay.</li> </ul>  |
|                                 | <b>3.6</b>      | <ul style="list-style-type: none"> <li>• Drafted the report highlighting the risks/observations/issues identified in each area and the controls that should be implemented against the same.</li> </ul>                 |
|                                 | <b>3.6</b>      | <ul style="list-style-type: none"> <li>• Prepared a report with the details of the observations including the recommendation and the explanations obtained from the officers.</li> </ul>                                |

**Skill Assessment Report**

|                               |     |  |
|-------------------------------|-----|--|
|                               | 3.7 | <ul style="list-style-type: none"> <li>Discussed the identified risks/observations/issues with the Audit Supervisor/ Manager and obtained an understanding of the controls that are required to be in place to mitigate the risk.</li> </ul>   |
|                               | 3.7 | <ul style="list-style-type: none"> <li>Discussed the recommendations made with the Audit Supervisor to finalise the same.</li> </ul>   |
|                               | 3.7 | <ul style="list-style-type: none"> <li>Followed up and obtained the management responses for the risks/observations/issues presented in the report.</li> </ul>   |
|                               | 3.9 | <ul style="list-style-type: none"> <li>Checked if the Gratuity payments made during the year were in accordance with the Gratuity Act</li> </ul>   |
| <b>TAXATION</b>               | 4.1 | <ul style="list-style-type: none"> <li>Read and understood the amendments made to Section 3, Section 25 &amp; 26 of the Inland Revenue Act, and prepared a summary to be used in client assignments.</li> </ul>  |
|                               | 4.1 | <ul style="list-style-type: none"> <li>Analysed the income and expenditure items and classified them to facilitate income tax computation identifying disallowed expenditure and exempt income.</li> </ul>   |
|                               | 4.3 | <ul style="list-style-type: none"> <li>Computed the provisional income tax liability and advised the company on the liability and due date to make the payment</li> </ul>  |
|                               | 4.5 | <ul style="list-style-type: none"> <li>Prepared the documents necessary to file a completed income tax returns of the clients.</li> </ul>  |
| <b>INFORMATION TECHNOLOGY</b> | 6.2 | <ul style="list-style-type: none"> <li>Updated the client database using MS Excel model and then transferred to MS Access.</li> </ul>  |
|                               | 6.3 | <ul style="list-style-type: none"> <li>Noted the weaknesses in the Data Entry and GL posting activities and communicated to the client for explanations and corrective measures.</li> </ul>  |
|                               | 6.3 | <ul style="list-style-type: none"> <li>Highlighted the importance of authorisation matrix and convince the client to immediately initiate the designing of such a matrix.</li> </ul>   |
|                               | 6.4 | <ul style="list-style-type: none"> <li>Noted the sharing of user names by the staff and instructed to introduce unique user names individually and noted the observation and communicated via the management letter also highlighting the risks associated with the current practice.</li> </ul> |

**My Achievements:**

**Professional Skills**

| Competence/<br>Development area | Reference<br><br>No | My Achievements within the Six Months Period ended on.....   |
|---------------------------------|---------------------|--|
| Intellectual skills             |                     | <p><b>Evaluate information from different sources</b></p> <p>When I provided the management with a report on a fraud that took place in the company I evaluated information from several internal sources such as the immediate reporting boss of the sales representative, sales administration department and finance. I also had to evaluate information received from customers. I had to evaluate the credibility and reliability of the sources and information, on which my report was based.</p> <p><b>Recommend solutions for unstructured, multifaceted problems</b></p> <p>While performing a stock count we noted several deficiencies in the infrastructure as well as the system used by the stores personnel. We noted that there were CCTV cameras only at the entrance of the stores but not inside. Further there were goods which were damaged by rats. Stores personnel from other locations have access to the system used by this location. Therefore we recommended that the infrastructure and IT changes be made with immediate effect.</p> |



|  |  |
|--|--|
| <p><b>Interpersonal and communication skills</b></p> | <p><b>Ability to have good relations with peers as well as superiors</b></p> <p>I am a member of the welfare society of my organization, in which I am an active member. This month, we organized a ‘talent show’ and I had to work with peers from other departments. I was able to work with them and improve my relationship with them. I have initiated a weekly meeting where junior members are coached on how to do their work upholding the required quality. I have trained juniors and I now delegate tasks that are assigned to me. I review their work on a weekly basis and provide them with feedback immediately.</p> <p><b>Demonstrate good report writing skills</b></p> <p>We submit reports to many stakeholders in the company, including Board of Directors. I ensure that the main points are included in an executive summary in a way it is easy to understand and is not time consuming. I am currently following a six month course at (mention place) to improve my writing skills.</p> <p><b>Communicate clearly and concisely in presenting and discussing both in writing and orally</b></p> <p>I have gained confidence by attending to face to face discussions with client and gave a short report based on the initial understanding of the client’s business environment. I made a presentation on observations and findings of my current audit to the audit team, including Partner and Manager</p> |
|--|--|

|                               |  |   |
|-------------------------------|--|---|
| <p><b>Personal skills</b></p> |  | <p><b>Prioritise and organize work to meet deadlines</b></p> <p>I prepare a daily plan based on the work assigned to me and arrange the tasks as urgent, not urgent, tasks that have to be done by myself or can be delegated and work accordingly. I work extra hours when needed to meet deadlines. I diarize my work and ensure that the most important tasks are completed within the day.</p> <p><b>Display openness to new ideas and opportunities</b></p> <p>I always listen to Industry Experts and senior persons in the company for new ideas and opportunities. I read articles pertaining to different sectors (e.g. retail, IT, healthcare) and try to see if practices of those industries can be related to my current audit to improve performance of that company.</p> <p><b>Demonstrate Commitment to lifelong learning</b></p> <p>I have subscribed to websites such as McKinsey Quarterly, Harvard Business Review and read articles posted on such websites on a weekly basis. I attended excel workshops organized by CA Sri Lanka/ AAT Sri Lanka. I attended workshops on entrepreneurship organized by YCAF.</p> <p><b>Have proper Dress sense &amp; Personal Hygiene</b></p> <p>I always ensure that my clothes are properly pressed and that I look presentable and professional. I always dress in professional attire when going to a client place. I carry deo/ perfume with me at all times and use when I think it is necessary.</p> |
|-------------------------------|--|---|

|                              |   |
|------------------------------|---|
| <b>Organizational skills</b> | <p><b>Review own work and that of others; determine whether it complied with the organization's quality standards</b></p> <p>I conduct awareness sessions so that the staff is aware of the organization's required quality standards. This is done every week. I review subordinates' work on a weekly basis and assess whether they have complied with the quality standards required.</p> <p><b>Show leadership and decision making skills</b></p> <p>I request my Seniors to provide me with more challenging assignments on successful completion of the work given. I am able to handle many teams and assignments at the same time successfully.</p> <p><b>Apply delegation skills to deliver assignments</b></p> <p>I train staff to do the required work and delegate responsibility whenever possible.</p> <p><b>Apply appropriate tools and technology to increase efficiency and effectiveness</b></p> <p>I use many tools in excel such as pivot tables, various functions, macros to make my work more effective and efficient. I learn about various technologies such as bar coding, using RFID tags, POS systems, distribution models and see how these technologies can improve the current business practices.</p> |
|------------------------------|---|

**Skill Assessment Report**

**Summary of Achievements (please tick the boxes against the given against reference number for learning outcomes under each category if you have achieved any of them considering the achievements recognised at previous reviews too)**

|      |   |  |     |   |  |     |   |  |      |   |  |     |   |  |     |   |  |   |  |
|------|---|--|-----|---|--|-----|---|--|------|---|--|-----|---|--|-----|---|--|---|--|
| 1.1  | X |  | 2.1 | X |  | 3.1 | X |  | 4.1  | X |  | 5.1 | X |  | 6.1 |   |  | Need to fill the balance part here..... |  |
| 1.2  | X |  | 2.2 | X |  | 3.2 | X |  | 4.2  |   |  | 5.2 |   |  | 6.2 | X |  |   |  |
| 1.3  | X |  | 2.3 |   |  | 3.3 | X |  | 4.3  | X |  | 5.3 | X |  | 6.3 | X |  |   |  |
| 1.4  |   |  | 2.4 |   |  | 3.4 | X |  | 4.4  |   |  | 5.4 |   |  | 6.4 | X |  |   |  |
| 1.5  | X |  | 2.5 | X |  | 3.5 | X |  | 4.5  | X |  | 5.5 |   |  | 6.5 |   |  |   |  |
| 1.6  |   |  | 2.6 |   |  | 3.6 | X |  | 4.6  |   |  |     |   |  | 6.6 |   |  |   |  |
| 1.7  |   |  | 2.7 | X |  | 3.7 | X |  | 4.7  |   |  |     |   |  | 6.7 |   |  |   |  |
| 1.8  |   |  | 2.8 |   |  | 3.8 |   |  | 4.8  |   |  |     |   |  |     |   |  |   |  |
| 1.9  |   |  | 2.9 | X |  | 3.9 | X |  | 4.9  |   |  |     |   |  |     |   |  |   |  |
| 1.10 |   |  |     |   |  |     |   |  | 4.10 |   |  |     |   |  |     |   |  |   |  |
|      |   |  |     |   |  |     |   |  | 4.11 |   |  |     |   |  |     |   |  |   |  |

**Line Manager's & Supervising member's Comments & Recommendations**

**A. Achievements**

| Line Manager   | Supervising member  |
|--|---|
| <p><u>Accounting</u></p> <p>He has obtained a good understating on accounting functions of a company. Has obtained experience on preparation of Financial statements for a Private limited Company. Good exposure to Bank Reconciliations. Has worked on accounting packages</p> | <p>Agree with Line manager's comments. In addition to that I noticed that he has very good understanding on the maintenance of accounts by a company. Sufficient experience gathered in auditing.</p> |
| <p><u>Internal Auditing</u></p> <p>He has learned the methodology of carrying out internal Audit for the first time for an organisation. Also, gained experience in studying and documenting processes and thereby identifying risk in the same.</p>                             | <p>Agreed with the Line Manager's comments. Exposure obtained on the risk based internal auditing is satisfactory.</p>  |

**B. Development Requirements & Action Plan – By supervising member**

| Evaluation of development requirements identified at last review | Development Requirements for the next 6 months   |
|--|--|
| <p>N/A- this is the first review</p>                             | <p><b>Accounting</b></p> <p>Recommend to get experience on 1.3, 1.7, 1.8,1.9. further experience required on 1.4 &amp; 1.6</p> <p>1.5 - Need to get experience on other reconciliations (only he has done bank reconciliations)</p> <p>Need to improve understanding on ethical principles applicable for professional accountants. (1.10)</p> <p>Taxation aspect has been covered only at a basic level with Vouching of payments. Need to perform verifications on VAT/NBT Schedules and Returns</p> <p>Action Plan: (Refer to HR/Training &amp; development section)</p> <ol style="list-style-type: none"> <li>1. Trainee will be given opportunity to work for different clients and different assignments within next six months to cover pending LOs as identified in the Summary of Achievement Grid</li> <li>2. A minimum of two Presentation and two training sessions will be conducted to improve communication skills as well as to supplement the knowledge on theoretical aspect.</li> </ol> <p><b>Internal Auditing</b></p> <ol style="list-style-type: none"> <li>3. Recommend to obtain more experience in internal auditing of other important areas such as purchases, creditors, payments, operational areas, etc.</li> <li>4. Should plan to cover taxes and other regulatory requirements such as EPF and ETF.</li> </ol> |

**Skill Assessment Report**

**Overall rating**            Weak / Satisfactory / Good / Excellent

**Note for rating**

|                  |   |                     |   |
|------------------|---|---------------------|---|
| <b>Excellent</b> | <b>Achieved more than 50 % of LOs assigned for the training level within 1<sup>st</sup> six months and 100% within the year.</b><br><br><b>Answered for questions very confidently and show that he /she has acquired competence more than required</b> | <b>Satisfactory</b> | <b>Achieved more than 30% of LOs within 1<sup>st</sup> six months and a minimum of 60% within the year</b><br><br><b>Answered for questions at a satisfactory level and show that he /she has acquired majority of competence</b> |
| <b>Good</b>      | <b>Achieved more than 40% of LOs within 1<sup>st</sup> six months and a minimum of 80% within the year</b><br><br><b>Answered for questions confidently and show that he /she has acquired competence required</b>                                      | <b>Weak</b>         | <b>Achievement is less than 30 % within first six months and less than 60 % within the year.</b><br><br><b>Could not answer satisfactory and could not show that competencies are achieved</b>                                    |

**Weak**

Next review date            .....

Agreed on the action plan to deal with development needs?            Yes / No

Signature of the Student    .....            Date            .....

| <b>Evaluation Date &amp; Signature</b> | <b>By Line Manager (if applicable)</b> |                  | <b>By Supervising Member</b> |                  |
|--|--|------------------|------------------------------|------------------|
|  | <b>Date</b>                            | <b>Signature</b> | <b>Date</b>                  | <b>Signature</b> |
|  |  |                  |                              |                  |