

PENILAIAN KESELURUHAN NCS-CORE ABILITY
(Borang ini perlu diisi oleh PP pada hujung semester)

CORE ABILITY – TAHAP 1

Nama Calon		No. K/Pengenalan	
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Nota: PP perlu menanda (✓) pada ruang yang disediakan bagi setiap Abiliti

ITEM	ABILITIES	1	2	3	4	5	CATATAN
01	LOCATE AND PROCESS INFORMATION						
01.01	Identify and gather information						
01.02	Document information, procedures or processes						
01.03	Utilize basic IT applications						
02	EXCHANGE/COMMUNICATE INFORMATION						
02.01	Interpret and follow manuals, instructions and SOP's						
02.02	Follow telephone/ telecommunication procedures						
02.03	Communicate clearly						
02.04	Prepare brief reports and checklists using standard forms						
02.05	Read/interpret flowcharts and pictorial information						
03	WORK AND INTERACT WITH PEOPLE						
03.01	Apply cultural requirements to the workplace						
03.02	Demonstrate integrity and apply ethical practices						
03.03	Accept responsibility for own work and work area						
03.04	Seek and act constructively upon feedback about performance						
03.05	Demonstrate safety skills						
03.06	Respond appropriately to people and situations						
03.07	Resolve interpersonal conflicts						
06	WORK WITHIN AND WITH SYSTEM						
06.01	Understand systems						
06.02	Comply with and follow chain of command						
06.03	Identify and highlight problems						
06.04	Adapt competencies to new situations / systems						

Skala – Tahap Pencapaian

1	2	3	4	5
Sangat Lemah Langsung tidak mencapai kriteria (e.g. shows much anger)	Lemah Tidak mencapai kriteria yg ditetapkan (e.g. shows some anger)	Sederhana Mencapai kriteria yang minima (e.g. remains fairly calm)	Baik Mencapai kriteria dalam banyak keadaan (e.g. remains rather calm)	Sangat Baik Mencapai kriteria dengan cemerlang (e.g. remains very calm)

Tarikh Penilaian :		Nama PP:		T/tangan PP:	
Keputusan dan Ulasan PP (jika ada)	Terampil / Tidak Terampil				

*Nota : Pelatih hanya terampil jika mendapat minima 'skala 3' bagi setiap Abiliti