

Demonstrate English Proficiency Level 1

Skill Number CO-OP10GN119

Full Name: Bahri Kurniawan No ID: _____
 Validation Date: 31 / 12 / 25 School: SMKN 4 Singosari

PERFORMANCE TASK:

The student must be able to complete the following tasks:

- Introduce him/herself in English.
- Write, explain, and speak about specified technical content.
- Perform communication & etiquette manner.

Prerequisite	Yes	No	N/A	Observation / Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score English course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job				
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			• Perform smile & greet • Introduce Student's name
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate English Proficiency Level 1				
Introduction	✓			How to introduce him/herself in English
Writing	✓			
Explain	✓			Explain specified technical content
Speak	✓			
Documentation:				
Take picture if needed				

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Safety				
Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			• Comply with safety regulation applied on the workplace
State and follow safety precautions	✓			
Service man completes job without accident due to incorrect procedure using hand tools.	✓			
Tasks completed without damage equipment and tools	✓			

Tasks	Complete		Observation / Hints
	Yes	No	
Contamination Control			
Environmental Practices & Housekeeping	✓		<ol style="list-style-type: none"> 1. Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal 2. Packaging of goods received is sorted and reused or disposed of by recycling 3. Materials that can be reused are cleaned and stored 4. Waste and scrap are removed following workplace procedures 5. All fluids are disposed of in accordance with enterprise policies and procedures

Tasks	Completed		Observation / Hints
	Yes	No	
Perform etiquette/manner after completing the job	✓		N/A
Perform etiquette/manner when closing the communication.			<ul style="list-style-type: none"> • Perform smile & greetings. • Ask permission to leave or end the interaction.



General Comments

RESULT: **COMPETENT** **NOT YET COMPETENT** (please

Student: Daniel Kormiaoro Name 21/12/25 Date

Assessor: F. J. Kalawut Name 21/12/2025 Date

Supervisor: _____ Name _____ Date _____ Signature _____

Data Recorded: _____ Name _____ Date _____ Signature _____



CO-OP

CO-OP-10GN119 – Candidate Performance Guide

Demonstrate English Proficiency Level 1

Skill Number CO-OP-10GN119

Full Name: Bonni Luorniwaa

No ID: _____

Validation Date: 21 / 12 / 25

School: SMKN 1 Simosari

PERFORMANCE TASK:

The student must be able to complete the following tasks:

- Introduce him/herself in English.
- Write, explain, and speak about specified technical content.
- Perform communication & etiquette manner.

Prerequisite	Completed			Observation / Hints
	Yes	No	N/A	
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

CO-OP

CO-OP-10GN119 – Candidate Performance Guide

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job	✓			
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate English Proficiency Level 1				
Introduction	✓			
Writing	✓			
Explain	✓			
Speak	✓			
Documentation:				
Take picture if needed				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Safety				
Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			
State and follow safety precautions	✓			
Service man completes job without accident due to incorrect procedure using hand tools.	✓			
Tasks completed without damage equipment and tools	✓			

Tasks	Complete		Observation / Hints
	Yes	No	
Environmental Practices & Housekeeping	✓		

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner after completing the job	✓			
Perform etiquette/manner when closing the communication.	✓			

General Comments

RESULT: **COMPETENT** NOT YET COMPETENT (please check (N))

Student: Rahni Kurniawan Date: 21 / 12 / 25 Signature: 

Assessor: E.S. Kalamit Date: 21 / 12 / 2025 Signature: 

Supervisor: _____ Date: _____ Signature: _____

Data Recorded: Name _____ Date _____ Signature _____

