

Demonstrate English Proficiency Level 1

Skill Number CO-OP10GN119

Full Name: Data Hanif L No ID: 04  
 Validation Date: 03 Maret 2026 School: SMK N L SINGKOSAPI

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 I
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

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

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

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

General Comments

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RESULT:  COMPETENT  NOT YET COMPETENT  (please circle)

Student: Data Hanif E Name 02/03/2022 Date

Assessor: F. J. Waluya, M.Ed Name [Signature] Date [Signature]

Supervisor: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Data Recorded: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_



### Demonstrate English Proficiency Level 1

Skill Number CO-OP10GN119

Full Name: Data Harry Islam No ID: 04  
 Validation Date: 03 Maret 2026 School: SMK N 1 SANGASARI

**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%.	✓			

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.	✓			
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	Complete			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	
Contamination Control			
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.	✓			

TRAKINDO CO-OP  
General Comments

RESULT:  COMPETENT  NOT YET COMPETENT

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Student: Daja Hanif Islami Date 03/03/2026

Signature 

Assessor: F.S. Vekowu, M.Pd Date \_\_\_\_\_

Signature 

Supervisor: Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Data Recorded: Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

