

**Demonstrate English Proficiency Level 1**

Skill Number CO-OP10GN119

Full Name: Pradipta A

No ID: \_\_\_\_\_

Validation Date: 12/12

School: SMTN (singgar)

**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 / H  |
|--|-----------|----|-----|--|
|  | Yes       | No | N/A |  |
| <b>Perform etiquette/manner when starting the job</b>  |           |    |     |  |
| Meet the customer / assessor                           | ✓         |    |     |  |
| Perform etiquette/manner when opening the interaction. | ✓         |    |     | <ul style="list-style-type: none"> <li>• Perform smile &amp; greet</li> <li>• Introduce Student's</li> </ul> |
| 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 E  |
| Writing  | ✓         |    |     | Explain specified technical conten |
| Explain  | ✓         |    |     |                                    |
| Speak  | ✓         |    |     |                                    |

**Documentation:**

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)                | ✓        |    |     | <ul style="list-style-type: none"> <li>• Comply with safety regulation applied on the workplace</li> </ul> |
| 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                                      | ✓        |    |     |  |



General Comments

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

RESULT: COMPETENT  NOT YET COMPETENT  (please

Student: Name Atiqi putra A Date 12/12/2015 Signature 

Assessor: Name f. j. Katenf. Date 12/12/2015 Signature 

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

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



**Demonstrate English Proficiency Level 1**

Skill Number CO-OP103N119

Full Name: Rishi Parva A

No ID: \_\_\_\_\_

Validation Date: 12/12/2025

School: SVLN 1 Singaper

**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 | ✓         |    |     |                     |

| 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 |                     |
| <b>Demonstrate English Proficiency Level 1</b> |           |    |     |                     |
| Introduction                                   | ✓         |    |     |                     |
| Writing  | ✓         |    |     |                     |
| Explain  | ✓         |    |     |                     |
| 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)                       | ✓        |    |     |                     |
| State and follow safety precautions  | ✓        |    |     |                     |
| Service technician 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. | ✓         |    |     |                     |

General Comments

RESULT:  COMPETENT  NOT YET COMPETENT  (please

Student: Rafiq Nur A Name 12/12 Date 12/2015 Signature 

Assessor: I. J. Kalant Name 12/12 Date 12/2015 Signature 

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

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

