



*INSTITUTE OF FINANCE MANAGEMENT*

*CHUO CHA USIMAMIZI WA FEDHA*

**FPT/FORM NO. 2: REPORT BY EMPLOYER ON STUDENTS PERFORMANCE, PROGRESS AND BEHAVIOR.**

**Introduction**

We express our sincere appreciation for accepting our student to undertake field work training in your organization. We offer you our hand of cooperation for future engagements.

All undergraduate students of the Institute of the Finance Management are required to attend at least two months practical training and to provide a field project report. Field practical training provides an opportunity for all students to enhance their academic programs with field experience, related to their career interest, in a variety of settings.

**Responsibilities of Employers**

There is no financial obligation on your part though we will appreciate for any support you may offer to the students.

We kindly request you to assist us in;

- ✚ Making sure that the students attend field practical training for at least two months.
- ✚ Completing and submitting a "Student Performance and behavior Evaluation report" at the end of the field practical training.
- ✚ Signing students log book on weekly basis.

**Student Details:**

Name of IFM Student:.....

Program (e.g. BACC) -----

Registration No. -----

Field Attachment Employer: .....

Name of Supervisor: .....

Organization's Address: .....

Phone and Fax Numbers: .....

Date reported for training: .....

Date finished training: .....

Number of days attended training:.....

Date & Reasons of absence from training

.....  
.....  
.....

**2. Student Attendance (Tick in the box attendance trend)**

Days	1	2	3	4	5	6	Total
Week1							
Week2							
Week 3							
Week4							
Week5							
Week6							
Week7							
Week8							
Total							

**3. ASSESSMENT ON GENERAL COMPETENCE AND PRACTICAL SKILLS**

Please select the appropriate / best option in each case, using the following scale:

- 1 = none;
- 2 = weak;
- 3 = considerable;
- 4 = strong.

General competences	Ranking
1. Basic knowledge of the field of study or profession	
2. Ability to apply knowledge in practice	
3. Ability to learn	

4.Ability to understand and apply technical guidance	
5. Ability to work in an interdisciplinary team	
6. Ability to perform elementary practical tasks.	
7. Ability to cope with the overall work environment	

**4. Remarks on general performance and behavior.**

.....  
.....  
.....

Signature: .....

Designation & Stamp: .....

Date: .....

Please mail to: Field Coordinator,  
Institute of Finance Management  
P.O. Box 3918  
**DAR ES SALAAM.**

**NB:** This report is confidential and will be treated so.