**Hong Kong St. John Ambulance Brigade**

**Brigade Training School (BTS)**

**Officer Training Course (OTC)**

**Guidelines of Module 5 (The Practicum): Event & Project Management**

**Practicum Log**

**Part A – Particulars of the Candidate and Assessor** *(To be filled by the Candidate)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of **Candidate**: | *(English)* | | |  | *(中文)* |
| Rank: |  | | Brigade No.: | |  |
| Email: |  | | Contact No.: | |  |
| Division/Section: |  | | | | |
| Corps/Group: |  | | Region: | |  |
| Command: |  | |  | |  |
| Date of attaining passes in OTC Modules 1 to 4: | |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of **Assessor**: | *(English)* | |  | *(中文)* |
| Rank: |  | Brigade No.: | |  |
| Email: |  | Contact No.: | |  |
| Division/Section: |  | | | |
| Corps/Group: |  | Region: | |  |
| Command: |  |  | |  |

**Part B – Proposal for the Event or Project** *(To be filled by the Candidate)*

|  |  |  |  |
| --- | --- | --- | --- |
| Period: From *(dd/mm/yyyy)* |  | To *(dd/mm/yyyy)* |  |
| Event or Project: | | | |
| Role of the candidate in the event or project and expected involvement: | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | *(Signature)* |  | *(Rank)* |  | *(Name)* |  | *(Date)* |
| Prepared by  the Candidate: |  |  |  |  |  |  |  |
| Countersigned by the Unit OIC: |  |  |  |  |  |  |  |
| Endorsed by  the Assessor: |  |  |  |  |  |  |  |
| Approved by  the AC / Com Rep: |  |  |  |  |  |  |  |

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**Part C – Record of Work** *(To be filled by the Candidate)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date *(dd/mm/yyyy)* | Time  *(from / to)* | Brief description of work engaged | Number and Nature of Hours | | |
| Duty | Meeting & Training | Not applicable |
| 01/12/2019 | 19:30 - 20:00 | (Sample) Discussed with OIC Div SAO Kiki CHAN about my plan on practicum. |  | 0.5 hr |  |
| 14/12/2019 | 20:00 - 21:00 | (Sample) Meeting with Assessor to set the practicum plan. |  | 1 hr |  |
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| Sub-total / Total: | | |  |  |  |

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**Part D – Self-Reflection** *(To be filled by the Candidate)*

**(NOT less than 200 words either in English or Chinese)**

**Part E – Assessor’s Feedback** *(To be filled by the Assessor)*

***Please mark ‘X’ in the most appropriate box***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leadership | □ Excellent | □ Good | □ Satisfactory | □ Poor |
| Communication skill | □ Excellent | □ Good | □ Satisfactory | □ Poor |
| Teamwork | □ Excellent | □ Good | □ Satisfactory | □ Poor |
| Problem solving skill | □ Excellent | □ Good | □ Satisfactory | □ Poor |
| Self-reflection | □ Excellent | □ Good | □ Satisfactory | □ Poor |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | *(Signature)* |  | *(Rank)* |  | *(Name)* |  | *(Date)* |
| Certified by the Assessor: |  |  |  |  |  |  |  |

**Part F – Completion of Practicum** *(To be filled by the AC or Com Rep)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | *(Signature)* |  | *(Rank)* |  | *(Name)* |  | *(Date)* |
| Approved by  the AC / Com Rep: |  |  |  |  |  |  |  |

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