ITC3221G/SFT338E Professional Attachment

Training Record Application

*Instructions:*

*1. BA Year 3 students of subject ITC3221G/SFT338E Professional Attachment are required to attend pre-departure training for a minimum of 10 hours.*

*2. Other BA students who plan to this subject are encouraged to join the training workshops in advance. Your attended hours will be recorded and accumulated for the fulfillment of Professional Attachment.*

*3. Workshops organised by SAO and related to WIE are also counted.*

*4. Before attending the workshop, please fill in this form and invite the facilitator to confirm your training*

*hours with his/her signature.*

*5. The training records would be verified and saved annually. Please complete this form and submit to General Office (Room QT715) no later than 4 June. Late submission will not be entertained.*

*6. After verifying your inputs, your training hours will be recorded in SFT system. This form will be returned to you for retention and future submission.*

Part A. Personal Information (IN BLOCK LETTERS)

|  |  |
| --- | --- |
| Student ID |  |
| Student Name |  |
| Specialism |  |
| Year of Study |  |
| Email Address | *@connect.polyu.hk* |
| Contact No. |  |

Part B. Training Record (IN BLOCK LETTERS)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  DD/MMM/YYYY | Workshop | Name of Facilitator | Signature of Facilitator | Training Hours |
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*Remarks on student’s punctuality (to be filled by Facilitator):*

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☐ I declare that the information provided is true and correct.

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|  |  |  |
| Signature of Student |  | Date |