**LAMPIRAN 2b**

**JPK/CA/PP-T3**

**BORANG PENILAIAN PRESTASI NCS - *CORE ABILITIES***

(Borang ini perlu diisi oleh PP pada setiap kali menjalankan Penilaian Prestasi)

***CORE ABILITIES* – TAHAP 3**

|  |  |  |
| --- | --- | --- |
| Nama Pelatih | : |  |
| No Kad Pengenalan | : |  |
| Nama & Kod Pusat Bertauliah | : |  |

**Skala Tahap Pencapaian**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0** | **1** | **2** | **3** | **4** |
| **Sangat Lemah** | **Lemah** | **Sederhana** | **Baik** | **Sangat Baik** |

Nota: PP perlu bulatkan nilai skala pada *Abilities* berkaitan di ruangan yang disediakan

berpandukan kepada Skala Tahap Pencapaian.

| **ITEM** | **ABILITIES** | | **SKALA TAHAP PENCAPAIAN** | | | | | | | | | | **NO. CU & WA YANG DINILAI** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CA01** | **EFFECTIVE COMMUNICATION** | | | | | | | | | | | | | |
| 1.1 | Demonstrate communication practice | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| 1.2 | Apply basic negotiation skills | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| **CA02** | **INFORMATION TECHNOLOGY AWARENESS** | | | | | | | | | | | | | |
| 2.1 | Demonstrate technology update awareness | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| 2.2 | Demonstrate information technology regulatory awareness | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| **CA03** | **LEADERSHIP SKILL** | | | | | | | | | | | | | |
| 3.1 | Demonstrate counselling abilities | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| 3.2 | Demonstrate responsibility and authority | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| 3.3 | Demonstrate team work ability | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| 3.4 | Demonstrate team work emotional intelligent | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| 3.5 | Apply work knowledge and identifying client needs. | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| 3.6 | Monitor work performance delivery | | 0 | | 1 | | 2 | | 3 | | 4 | |  | |
| **CA04** | | **WORK PLACE ETHICS** | | | | | | | | | | | | |
| 4.1 | | Apply cultural requirement at work place | | 0 | | 1 | | 2 | | 3 | | 4 | |  |
| 4.2 | | Handle situations that require attention | | 0 | | 1 | | 2 | | 3 | | 4 | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **ABILITIES** | | **SKALA TAHAP PENCAPAIAN** | | | | | **NO. CU & WA YANG DINILAI** | |
| **CA05** | **ADMINISTRATIVE SKILL** | | | | | | | | |
| 5.1 | Demonstrate work asset usage awareness | 0 | | 1 | 2 | 3 | 4 | |  |
| 5.2 | Negotiate acceptance and delivery of products and/or service | 0 | | 1 | 2 | 3 | 4 | |  |
| 5.3 | Implement work force resources practices | 0 | | 1 | 2 | 3 | 4 | |  |
| **CA06** | **HEALTH, SAFETY AND ENVIRONMENTAL IMPLEMENT CONSCIOUSNESS** | | | | | | | | |
| 6.1 | Execute health consciousness | 0 | | 1 | 2 | 3 | 4 | |  |
| 6.2 | Execute safety consciousness | 0 | | 1 | 2 | 3 | 4 | |  |
| 6.3 | Execute environment compliance | 0 | | 1 | 2 | 3 | 4 | |  |
| **JUMLAH** | |  | |  |  |  |  | |  |

**LAMPIRAN 2b**

**JPK/CA/PP-T3**

**PENGESAHAN PP / PPD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tarikh Penilaian: |  | Nama PP: |  | **T/tangan PP:** |  |
| Tarikh: |  | Nama PPD: |  | **T/tangan PPD:** |  |
| **KEPUTUSAN** | | **\_\_\_\_\_\_\_\_ / 72 X 70% = \_\_\_\_\_\_\_\_ %** | | | |

Pelatih hendaklah mencapai sekurang-kurangnya 60% markah minimum bagi keseluruhan *abilities* (minimum markah 60% daripada 72 markah adalah 43.2 markah).

Kemaskini Terakhir: 18 Oktober 2023.