

Demonstrate English Proficiency Level 1

Skill Number CO-OP10GN119

Full Name: M. Arkan Azka I-U.
 Validation Date: 6/11/2025

No ID: _____
 School: SMK N 1 Singosari

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 / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job				
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			<ul style="list-style-type: none"> • Perform smile & greetings. • Introduce Student's identity
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate English Proficiency Level 1				
Introduction	✓			How to introduce him/herself in English.
Writing	✓			Explain specified technical content.
Explain	✓			
Speak	✓			
Documentation:				
Take picture if needed	✓			

Tasks	Complete		Observation / Hints
	Yes	No	
Safety			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		<ul style="list-style-type: none"> • Comply with safety regulation that applied on the workplace
State and follow safety precautions	✓		
Serviceman 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	✓		<ol style="list-style-type: none"> 1. Waste is minimized, waste material, including sludge; solids and other wastes are sorted and stored in bins for recycling or disposal 2. Packaging of goods received is sorted and reused or disposed of by recycling 3. Materials that can be reused are cleaned and stored 4. Waste and scrap are removed following workplace procedures 5. All fluids are disposed of in accordance with enterprise policies and procedures

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"> • Perform smile & greetings. • Ask permission to leave or end the interaction.

General Comments

RESULT: **COMPETENT** **NOT YET COMPETENT** (please check (√))

Student: M. Arkan Aziz I-U. 6/11/2025 
Name Date Signature

Assessor: FEBRIANUS J. KACANIT 6/11/2025 
Name Date Signature

Supervisor: _____ _____ _____
Name Date Signature

Data Recorded: _____ _____ _____
Name Date Signature

CO-OP

Demonstrate English Proficiency Level 1

CO-OP10GN119 - Candidate Performance Guide

Skill Number CO-OP10GN119

Full Name: M. Arton Akta (U. No ID: _____
 Validation Date: 6/11/2018 School: Selena / dungasari

PERFORMANCE TASK:

The student must be able to complete the following tasks:

- Introduce himself in English.
- Write, explain, and speak about specified technical content.
- Perform communication & etiquette manner.

Prerequisites	Yes	No	N/A	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	✓			

CO-OP

CO-OP10GN119 - Candidate Performance Guide

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	
Demonstrate English Proficiency Level 1				
Introduction	✓			
Writing	✓			
Explain	✓			
Speak	✓			
Documentation:				
Take picture if needed	✓			

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Safety				
Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			
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	✓			

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 check (✓))

Student:

Melton Ataria

Date 6/11/2025

Signature

Assessor:

FEBRIANUS J. WAKUMIT

Date 6/11/2025

Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature