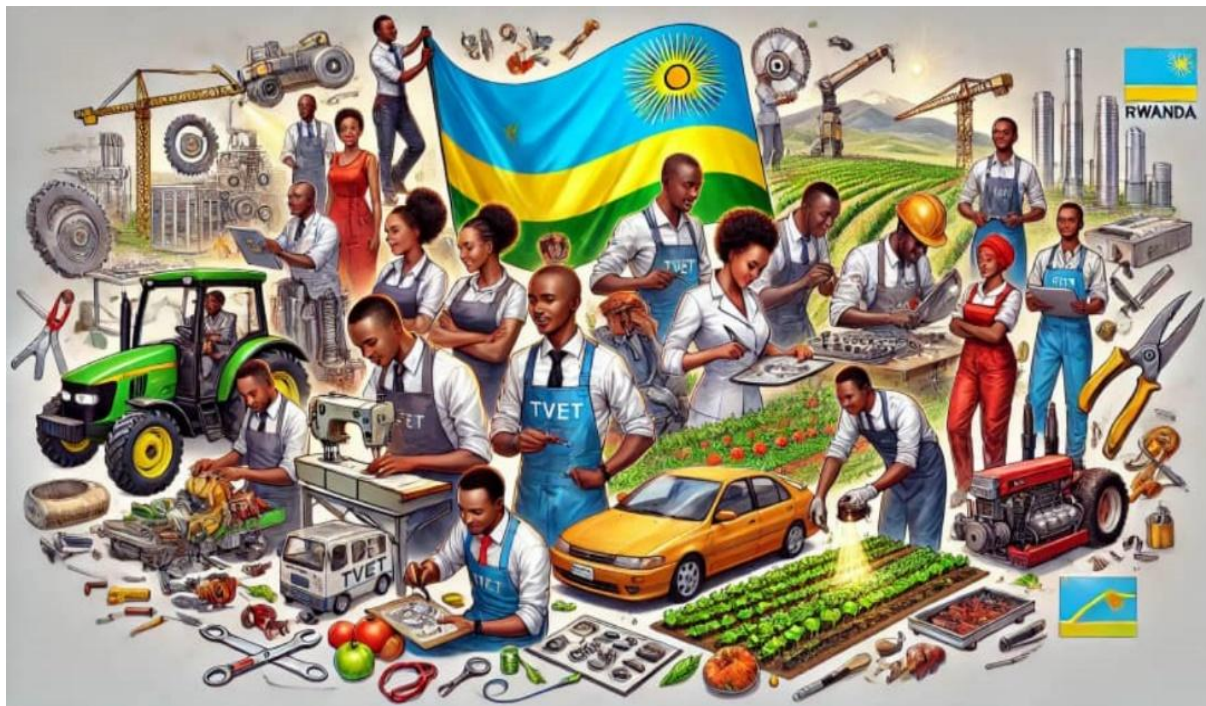


Ikayi y'imenyerezamwuga mu mashuri ya Tekiniki, Imyuga n'Ubumenyingiro (TVET)



Umwirondoro w'umunyeshuri

Amazina :
 Ishami :
 Icyiciro :
 Umwaka w'amashuri :
 Telefoni:.....

Ishuri/Ikigo

Izina :
 Telefoni :
 Imeyili :
 Akarere :
 Umwarimu ushinze imenyerezamwuga :

Umwirondoro w'ikigo cy'imenyerezamwuga

Izina:
 Telefoni :
 Imeyili :
 Akarere :
 Umurenge:.....
 Akagari:.....
 Umudugudu.....
 Amazina y'ukurikirana imenyerezamwuga :
 Telefoni :

I. Iriburiro

Ikayi ya gahunda y’imenyerezamwuga ni ingenzi ku ishuri n’ikigo cy’imenyerezamwuga mugihe umunyeshuri yagiye ahakorerwa umurimo. Igomba kuzuzwa buri gihe kandi neza n’umunyeshuri, umukozi ushinze imenyerezamwuga n’umwarimu ushinze imenyerezamwuga.

Iyi kayi ifatwa nk’inyandiko y’ingirakamaro umunyeshuri agomba kuba afite kugirango yandikemo ibikorwa bya buri muni, igihe ari aho yimenyereza umwuga. Igomba gushyikirizwa umukozi ushinze imenyerezamwuga n’umwarimu ushinze imenyerezamwuga mu gihe cy’isura kugirango hasuzumwe ko yuzuzwa neza .

Ikayi y’imenyerezamwuga

Iyi kayi igizwe n’ibice umunani (8):

- Amakuru ajyanye n’amasomo umunyeshuri yimenyerezamo umwuga,
- Ifishi y’ubwitabire bw’umunyeshuri ,
- Raporo y’ibikorwa byakozwe buri cyumweru n’ibikoresho byifashishijwe,
- Ifishi y’umwarimu ushinze imenyerezamwuga,
- Ifishi itangirwaho amanota n’umukozi w’ikigo ukurikirana imenyerezamwuga,
- Ifishi y’ibibazo ngenderwaho mu isuzumabushobozi rishingiye ku kiganiro n’umunyeshuri nyuma y’imenyerezamwuga,
- Ifishi y’isuzuma bwite ifasha umunyeshuri kureba ko yageze ku byo yifuzaga mu gihe cy’imenyerezamwuga,
- icyemezo cy’uwakoze imenyerezamwuga.

Ukeneye ibindi bisobanuro ku ikoreshwa ry’iyi kayi, cyangwa umunyeshuri uhuye n’ikibazo mu gihe cy’imenyerezamwuga, umwarimu ushinze imenyerezamwuga; n’umuyobozi w’ishuri bamufasha.

II. Amakuru ku masomo n'ibikorwa by'imenyerezwamwuga

Ibikorwa byo mugihe cy'imenyerezwamwuga bitegurwa bigendeye ku nteganyanyigisho ya buri shami.

Itariki yo gutangira _____ Itariki yo gusoza _____

No	Amasomo yize ajyanye n'umwuga	Ibikorwa biteganyijwe gukorwa n'umunyeshuri
1.		
2.		
3.		
4.		
n.		

Umukono na kashe by'Umuyobozi w'ishuri

III. Ifishi y'ubwitabire mu gihe cy'imenyerezamwuga

Iyi fishi yuzuzwa buri munsu n'umunyeshuri, ikemezwa n'umukurikirana mu kigo cy'imenyerezamwuga.

Amatariki: Guhera ku wa _____ kugeza ku wa _____

Icyumwe ru cya 1	Igihe ahagereye	Igihe atahiye	Umukono w'umunyeshuri	Umukono w'umukurikirana	Gukererwa		Gusiba		Icyumweru cya 2	Igihe ahagereye Gukererwa	Igihe atahiye Gusiba	Umukono w'umunyeshuri	Umukono w'umukurikirana	Gukererwa		Gusiba	
					Afite uruhushya	Nta ruhushya	Afite uruhushya	Nta ruhushya						Afite uruhushya	Nta ruhushya	Afite uruhushya	Nta ruhushya
Kuwa 1									Kuwa 1								
Kuwa 2									Kuwa 2								
Kuwa 3									Kuwa 3								
Kuwa 4									Kuwa 4								
Kuwa 5									Kuwa 5								
Kuwa 6									Kuwa 6								
Icyumwe ru cya 3	Igihe ahagereye Gukererwa	Igihe atahiye Gusiba	Umukono w'umunyeshuri	Umukono w'umukurikirana	Gukererwa		Gusiba		Icyumweru cya 4	Igihe ahagereye Gukererwa	Igihe atahiye Gusiba	Umukono w'umunyeshuri	Umukono w'umukurikirana	Gukererwa		Gusiba	
					Nta ruhushya	Afite uruhushya	Nta ruhushya	Nta ruhushya						Afite uruhushya	Nta ruhushya	Afite uruhushya	Nta ruhushya
Kuwa 1									Kuwa 1								
Kuwa 2									Kuwa 2								
Kuwa 3									Kuwa 3								
Kuwa 4									Kuwa 4								
Kuwa 5									Kuwa 5								
Kuwa 6									Kuwa 6								

IV. i. Raporo y'icyumweru – cya 1

Iyi raporo y'icyumweru ikorwa umunsi ku wundi n'umunyeshuri wimenyereza umwuga yifashishije gahunda y'ibikorwa by'imenyerezamwuga yateguwe n'umwarimu ukurikirana umunyeshuri mu gikorwa cy'imenyerezamwuga. Imufasha kugaragaza ibyo yakoze ndetse n'ibikoresho yakoresheje.

Iyi raporo ifasha umwarimu mu gihe cy'isuzumabushobozi rishingiye ku kiganiro n'umunyeshuri nyuma y'imenyerezamwuga.

Guhera ku wa _____ kugeza ku wa _____

Umunsi	Incamake y'akazi kakozwe	Ibikoresho byakoreshejwe	Umubare w'amasaha ku munsi
Ku wa mbere	1. 2. 3.		
Ku wa Kabiri	1. 2.		
Ku wa gatatu	1. 2. 3.		
Ku wa kane	1. 2. 3.		
Ku wa gatanu	1. 2. 3.		

Ku wa Gatandatu	1.		
	2.		
	3.		

Amazina n’Umukono by’ukurikirana umunyeshuri :

IV. ii. Raporo y'icyumweru – cya 2

Guhera ku wa _____ kugeza ku wa _____

Umunsi	Incamake y’akazi kakoze	Ibikoresho byakoreshejwe	Umubare w’amasaha ku munsi
Ku wa mbere	1. 2. 3.		
Ku wa Kabiri	1. 2.		
Ku wa gatatu	1. 2. 3.		
Ku wa kane	1. 2. 3.		
Ku wa gatanu	1. 2. 3.		
Ku wa Gatandatu	1. 2. 3.		

Amazina n’Umukono by’ukurikirana umunyeshuri :

IV. iii. Raporo y'icyumweru – cya 3

Guhera ku wa _____ kugeza ku wa _____

Umunsi	Incamake y'akazi kakozwe	Ibikoresho byakoreshejwe	Umubare w'amasaha ku munsi
Ku wa mbere	1. 2. 3.		
Ku wa Kabiri	1. 2. 3.		
Ku wa gatatu	1. 2. 3.		
Ku wa kane	1. 2. 3.		
Ku wa gatanu	1. 2. 3.		
Ku wa Gatandatu	1. 2. 3.		

Amazina n'Umukono by'ukurikirana umunyeshuri :

IV.iv. Raporo y'icyumweru – cya 4

Guhera ku wa _____ kugeza ku wa _____

Umunsi	Incamake y'akazi kakozwe	Ibikoresho byakoreshejwe	Umubare w'amasaha ku munsi
Ku wa mbere	1. 2. 3.		
Ku wa kabiri	1. 2. 3.		
Ku wa gatatu	1. 2. 3.		
Ku wa kane	1. 2. 3.		
Ku wa gatanu	1. 2. 3.		
Ku wa Gatandatu	1. 2. 3.		

Amazina n'Umukono by'ukurikirana umunyeshuri :

V. Ifishi y'umwarimu ukurikirana imenyerezamwuga

1. 1. Ibyitabwaho mu gihe cyo gusura umunyeshuri wimenyereza umwuga.

Garagaza uko usanze imikorere n'imikoranire ahimenyerezwa umwuga, ubikore ushyira ikimenyetso ku mubare ukwiye gusobanura ibi bikurikira:

5 Birahebuje

4 Byiza cyane

3 Byiza

2 Byakozwe

1 Byakozwe gake

NO	Ibyitabwaho mu gihe cy'isura	Urwego					Ubusobanuro
		1	2	3	4	5	
A. Ibireba ikigo cy'imenyerezamwuga							
a.	Gahunda yibikorwa byo mu imenyerezamwuga yakozwe kandi yamenyeshejwe uwimenyereza umwuga						
b.	Uwimenyereza umwuga abona uburyo bwo kuvugana n'umushinzwe mu kigo cy'imenyerezamwuga						
c.	Ibikorwa menyerezamwuga byakozwe, byandikwa mu ikayi ku gihe.						
B. Ibireba uwimenyereza umwuga							
d.	Ifishi y'ubwitabire ayuzuzwa uko bikwiye						
e.	Umunyeshuri uri mu imenyerezamwuga agira uruhare mu bikorwa by'ikigo cyamwakiriye, kandi ahabwa ibikoresho nkenerwa.						
f.	Ibyitezwe mu imenyerezamwuga bigerwaho.						
g.	Ibikorwa bikorwa bihuye na gahunda y'amasomo ateganyijwe y'umwuga.						
h.	Umunyeshuri agira uruhare mu bikorwa rusange nzamuramusaruro by'ikigo yimenyerezamo umwuga.						
C. Ahakorera imenyerezamwuga							
k.	Amabwiriza arebana n'imenyerezamwuga aramenyekanishwa						
l.	Impanuka n'ibiza byo mu kazi birakumirwa.						
m.	Impanuka n'ibiza byo mukazi bikemurwa mu buryo buboneye.						

2. Inama n’ibindi bitekerezo kubyanozwa kugirango imenyerezamwuga rikorwe neza.

.....

.....

.....

.....

3. Imyirondoro y’uwasuye umunyeshuri uri mu imenyerezamwuga:

No	Amazina	Icyo ashinzwe	Itariki asuriyeho	Umukono

VI. Ifishi y'isuzumabushobozi yuzuzwa n'umukozi w'ikigo ukurikirana umunyeshuri

Soma neza interuro zikurikira uzihuze n'ibyo wabonye ubwo wakurikiranaga umunyeshuri, umuhe amanota kuva kuri zero(o) kugera kuri atanu(5). Mu kubikora wifashishe ubusobanuro bukurikira:

5 Birahebuje 4 Byiza cyane 3 Byiza 2 Byakozwe 1 Byakozwe gake 0 Nta byakozwe

A. Ubumenyi bwa tekini (Amanota 30)

Uburyo akazi gakorwa	Amanota					
	0	1	2	3	4	5
Asukura aho yakoreye akanabika ibikoresho yakoresheje nyuma y'akazi						
Azi kandi akoresha uburyo nyabwo busabwa n'akazi						
Azi kandi yubahiriza uburyo bukwiye mu gukora umurimo yahawe						
Igiteranyo cya 1	/ 15					

Gukoresha ibikoresho	Amanota					
	0	1	2	3	4	5
Umunyeshuri azi guhitamo ibikoresho akamenya no kubikoresha neza						
Akoresha ibikoresho adashidikanya						
Akoresha neza ibikoresho yirinda impanuka						
Igiteranyo cya 2	/ 15					

B. Imyitwarire ikwiye mu kazi (Amanota 60)

Imyifatire bwite y'umunyeshuri	Amanota					
	0	1	2	3	4	5
Umunyeshuri agera ku kazi ku gihe						
Ni umunyamurava kandi akora cyane						
Abasha kwibwiriza mu kazi						
Afite ubushake bwo kunoza akazi						
Igiteranyo cya 3	/ 20					

Imyitwarire mu mibanire n'abandi	Amanota					
	0	1	2	3	4	5
Umunyeshuri abasha gukorera hamwe n'abandi						
Azi gushyikirana neza na bagenzi be mu kazi						
Yigirira icyizere						
Igiteranyo cya 4	/ 15					

Ubushobozi bwo kwitegurira gahunda	Amanota					
	0	1	2	3	4	5
Umunyeshuri ashobora gukurikiza gahunda nk'uko iteguye						
Abasha kwitegurira ibikorwa mu kazi						
Akoresha ibikoresho adasesagura						
Igiteranyo cya 5	/ 15					

Amategeko n'amabwiriza ngenderwaho	Amanota					
	0	1	2	3	4	5
Umunyeshuri yambara imyenda imurinda impanuka. Iyo nta mategeko abisaba, yambara uko bikwiye						
Yubahiriza amabwiriza n' amategeko ajyanye n'isuku kandi yirinda impanuka yita k'umutekano w'aho akorera						
Igiteranyo cya 6	/10					

C. Ireme ry'akazi (10 points)

Ubuziranenge bw'icyakozwe	Amanota					
	0	1	2	3	4	5
Umunyeshuri akurikiza ibyo yasabwe gukora biturutse ku bakiriya akubahiriza n'andi mabwiriza atangwa n'umukozi umukurikirana						
Umunyeshuri yita cyane kurangiza akazi ke uko biteganyijwe no mu gihe cyagenywe						
Igiteranyo cya 6	/10					
IGITERANYO RUSANGE	/100					

Ibitekerezo by'umukozi w'ikigo ushinze gukurikirana imenyerezamwuga (ibitekerezo by'uburyo bwo kunoza imenyerezamwuga)

Bikorewe _____, kuwa _____

Umukozi w'uruganda wakurikiranye umunyeshuri: _____

Umukono na Kashi

VII. Ifishi y'isuzumabwite y'umunyeshuri wimenyereza umwuga

Subiza ibi bibazo uvugisha ukuri. Iri bazwa ntirishingirwaho mu isuzumabushozi risoza imenyerezwamwuga, ahubwo rigamije kunoza gahunda y'imenyerezwamwuga ubwaryo hamwe n'imyigishirize muri rusange.

Waba warabonye ibyo wari witeze kuri iri menyerezwamwuga ? Hitamo kimwe muri ibi:

- ☐ Byose ☐ Bimwe ☐ Bike cyane ☐ nta na kimwe

Imenyerezwamwuga ryaba ryarakongereye mu buhe buryo ubumenyi, ubushobozi n'imitwarire nk'umunyeshuri? Hitamo muri ibi:

- ☐ Ryanyongereye ubushobozi bitewe n'ibikorwa nakoze..
☐ Ryamfashije guhuza ubumenyi bwo mw'ishuri n'ibikorwa ku isoko ry'umurimo.
☐ Abantu n'ahantu nakoreraga byamfashije kubahiriza amategeko y'akazi mu mirimo ya buri muni
☐ Ibindi: _____

Wigeze uhura na bimwe mu bibazo bikurikira aho wakoreraga? Hitamo..

- ☐ Kudashyirirwaho ingamba zo kurindirwa umutekano mu kazi.
☐ Kudashyikirana cyangwa kutabana neza n'abandi bakozi.
☐ Kubura ibikoresho bikwiye kandi bihagije.
☐ Kubura abakuyobora n'abandi wakwiyambaza.
☐ Inshingano z'akazi zidafututse;
☐ Inshingano wahawe zidahuye n'ibyo wize.
☐ Kutabona amahirwe yo kubona akazi mu gihe kizaza.
☐ kutagira ubunyangamugayo mu kazi (kuzimura, kumena amabanga, gukoresha nabi ibyo ugenerwa, wemerewe n'amategeko,...).
☐ Kutiyubaha kwa bamwe muri bagenzi bawe mukorana
☐ Kudahabwa agaciro n'icyubahiro ku kazi
☐ Ibindi bibazo: _____

Ese mwarimu wawe, umuyobozi w'ikigo cyangwa ushinze imenyerezwamwuga bigeze bagukurikirana, bakanasubiza ibibazo wahuye nabyo?

- ☐ Rimwe na rimwe ☐ Nta na rimwe

Ibintu wakunze kuruta ibindi muri iri menyerezwamwuga ni ibihe?

- ☐ Gushyira mu bikorwa ubumenyi bwanjye bwo mu ishuri,
☐ Gukora akazi gasa n'akabandi bakozi basanzwe,
☐ Kugirana ubucuti, gusabana nabo dukorana no kugira ibyo mbigiraho,
☐ Ibindi: _____

Muri rusange ha agaciro ibyo wungukiye muri iri menyerezwamwuga kandi utange n' igisobanuro kigufi cy'urwego uhisemo.

- ☐ Birahebuje ☐ Byiza cyane ☐ Birahagije ☐ Byakwihanganirwa ☐ Ntacyo byamariye

Ibindi byifuzo n'ibitekerezo :.....

VII. Ifishi y'umunyeshuri y'isuzumabushobozi rishingiye ku kiganiro

Nyuma y'imenyerezamwuga, umunyeshuri ategura incamake y'ibyo yakoze agendeye ku bibazo byateguwe mu mbonerahamwe ikurikira. Agomba kandi gushyikiriza umwarimu we ikayi y'imenyerezamwuga nibura umunsi umwe mbere y'isuzuma. .

Isuzuma rikorerwa mu kigo cy'ishuri umunyeshuri yigamo. Akanama nkemurampaka muri iri suzuma kagizwe nibura n'abarimu babiri barimo uwakurikiranye umunyeshuri mu gihe cy'imenyerezamwuga.

1. Ubushobozi bushingiye ku bumenyingiro	Amanota					
	0	1	2	3	4	5
• Vuga mu ncamake ibikorwa by'ingenzi wakoze mu imenyerezamwuga.						
• Ni ibihe bikoresho wakoresheje muri iri menyerezamwuga ?						
• Vuga ibikorwa byari biteganijwe muri gahunda y'imenyerezamwuga utakoze, uvuge n'impamvu utabikoze.						

2. Imyitwarire	Amanota					
	0	1	2	3	4	5
• What difficulties/challenges did you face during your internship? How did you resolve them?						
• What attitudes do you think you improved during the internship?						
• What activities did you do well? What did you not do well? What do you still need to improve?						

3.Ireme ry'umurimo	Amanota					
	0	1	2	3	4	5
Vuga kimwe mu bikorwa wakoze mu magambo arambuye maze ugaragaze n'uko wakirangije.						
Ni iki abakiriya baje bakugana cyangwa bagenzi bawe, cyangwa ugukurikirana mu imenyerezamwuga bavuze kuri icyo gikorwa?						
Waba wararangije ibikorwa byose wasabwe gukora mu gihe cy'imenyerezamwuga?Niba ari oya byaba byaratewe n'iki ?						

4.Ibindi bibazo bishobora kubazwa	Amanota					
	0	1	2	3	4	5
Ni ibihe bikorwa bishya wakoze bitari biteganijwe?						
Ni ikihe cyagushimishije? Ufite ikihe cyerekezo kijyanye n'umwuga wawe?						

*Icyitonderwa :Kubindi bibazo bishobora kubazwa hitamo kimwe kugirango igiteranyo cy'amanota kube mirongo itanu(50)

Amanota yose y'isomo ry'imenyerezamwuga		
Amanota y'ibyigiwe ku ishuri mu isomo ry'imenyerezamwuga	Amanota y'ibyakozwe mu gihe cy'imenyerezamwuga	Amanota ya raporo n'isuzuma rishingiye ku kiganiro
Bishyirwa ku ijanisha rya 20%	Bishyirwa ku ijanisha rya 50%	Bishyirwa ku ijanisha rya 30%
...../20	/50	/30
IGITERANYO CY'AMANOTA YOSE...../100		

ICYEMEZO CY'UWAKOZE IMENYEREZWAMWUGA



Twebwe Umuyobozi w'ishuri n'Umuyobozi w'ikigo cyakorewemo imenyerezwamwuga turemeza ko Bwana/Madame _____ Umunyeshuli wiga mu ishuli rya _____ mu ishami rya _____ umwaka wa _____ yarangije kandi agatsinda neza gahunda yo kwimenyereza umwuga mu kigo cya _____
_____ kuva
_____ kugeza _____ .

BikoreweKuwa

Amazina, umukono na kashe by'Umuyobozi wa Kompanyi

Amazina, umukono na kashe by'Umuyobozi w'ishuri