

Sixth Schedule
At Risk Internship Program
Weekly Reporting Form

Intern Coordinator	Mary Brown
Location	Street, Town, Parish.
Report Period	February 7 - 11, 2022

Attendance Record

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
# Attended	10	8	10	8	9
# Absent	2	4	2	4	3

Details of Absences

Interns Still Enrolled in School	Monday 7/2/22	Tuesday 8/2/22	Wed 9/2/22	Thursday 10/2/22	Friday 11/2/22	# Days Absent	Reason/Status for/of Absence
Intern #1		Absent	Absent	Absent		3	Authorised
Intern #2							
Other Absences							
Intern #3	Absent				Absent	2	Unauthorised
Intern #4		Absent				1	Authorised
Intern #5					Absent	1	Unauthorised
Intern #6		Absent		Absent		2	Unauthorised
Intern #7	Absent	Absent	Absent	Absent		4	3 Authorised
Intern #8				Absent	Absent	2	Authorised

Remarks/Observations:

CSEC English A classes continue as scheduled this week. Intern #5 continues to attend some of these classes although he won't be sitting the exam this year. Intern #1 is being encouraged to attend these classes whenever she comes to training and has promised to comply.

The details of interns' attendance to these classes are attached with this report.

CSEC coaching for interns.

Subject	Intern #1	Intern #4	Intern #2
English A	<ul style="list-style-type: none"> • Summary Writing • Paper 1 - Multiple Choice 	<ul style="list-style-type: none"> • Summary Writing • Paper 1 - Multiple Choice 	
Information Technology			Paper 1 Multiple Choice
Human & Social Biology			
Office Administration			

The ICs have now finalized the selection of CSEC English A and Information Technology (IT) questions with which interns will be assisted. Intern #4 and Intern #1 were introduced to the English A topic “Summary Writing” and will be assisted with this topic until mastery is achieved. All three interns were given Paper 1 past paper questions for practicing. Intern #2 - Information Technology (IT), while intern #1 and Intern #4, received English A, Intern #1 will be assisted with her first Human & Social Biology (HSB) question during the coming week and followed by Office Administration (OA). Additionally, this will be followed by the first selected IT paper 2 question for Intern #4.

On-site practical activities continued this week with the focus on digging and preparing the foundation. The steel work was combined with preparing the foundation. The Matten prepared by interns were positioned in the foundation with the placement of wall bars and tying steels in place. Some interns reported that they have been getting along with each other even better since working on the site and they are enjoying the activities.

This week the top performing interns on the site identified by the sub-contractor (SB) are Intern #2, Intern #3, and Intern #5. All three interns have demonstrated good work attitude and catches on very well. Those who have shown improvement are Intern #10 and Intern #12.

Issues and Challenges:

On Tuesday February 8, Person 4 visited the training centre and conducted an extensive and thorough interview with the Intern Coordinators (ICs). The session started at approximately 10:30 a.m., continued after lunch, and ended about 2:40 pm. Many areas were covered starting from the beginning of the programme to the phase we are now. Person 4 mentioned that ideally it would have been best to conduct the interview at the conclusion of the programme but nonetheless, we have covered enough to be evaluated. Her initial plan was to interview the Junior Security Manager (JSM) after lunch, but the session with the ICs lasted longer than anticipated. Person 4 suggested another award and incentive to be added to the monthly award programme. That is, “Team Player of the Month” This would be given to the intern who shows the most cooperativeness and humane behaviour toward other interns. A copy of the Code of Conduct was requested among other documents such as “Interns’ Possible Career Paths”, and selected reflections written by interns from the Orientation Block to the Specialty Block of the programme. Among the items requested were the reflections of interns based on one of the Educational Tours. All requested items have been submitted. The reflection topics requested were:

- Coping Skills
- Conflict Resolution in the Workplace
- Introduction to Project Management
- Garden Design and Maintenance

Person 4 has rescheduled her interview with the JSM and Mr. Naraysingh for Friday February 18, 2022, at 10.00 am. She will be accompanied by an assistant on the same day who will speak with the interns while she conducts her sessions with Mr. Naraysingh and the JSM.

On Wednesday Person 1, Person 2 and Person 3 visited the training centre and met with interns. the GDL sub-contractor who supervises the interns on the site, was also present. Person 2 desired to get feedback from the interns regarding the “Live Build” in their community. She enquired of the interns the reasons for their reluctance to participate in the selected project. While the interns hesitated, the GDL sub-contractor, mentioned that some interns have voiced their concerns to him about the project in the community and he understood that they were fearful. At this point, some interns expressed concern for their safety at the designated location as they feel they would be too exposed. Person 2, supported by Person 3, assured the interns that their safety was being taken into consideration and that adequate security will be provided for them, plus it will be publicized as a community project. In addition, the media will be present and the members of the church, which is located where the wall will be built, will assist and promote the activity as a community project. Moreover, the project has already been approved. Nine of the ten interns who were present agreed to do the Project. Intern #8 said her mother would not allow her to go to that location so she could not participate. Person 2 said she was satisfied that most of the interns were willing to participate and will move forward with the project to which Person 3 agreed. The project is expected to be completed within a week, at a date to be decided on.

While at the training centre on Wednesday, Person 1 met with interns Intern #10 and Intern #4 concerning their introduction videos and their possible career paths. These interns are scheduled to meet Person 1 on Monday February 14, 2022, to do a professional video shoot. The GFF team had put together possible or selected career paths for each intern with interns' qualifications, qualification needed, training necessary, and available scholarships. Person 1 also met briefly with ICs concerning other interns' possible career paths and how they will be assisted in accomplishing these goals. Person 1 enquired about the progress that was being made concerning the outstanding safety/hard boots and offered to assist if necessary. Since then, Intern #10 has received her hard boots but Intern #4 and Intern #11 should be in receipt of theirs on Monday February 14. With Ms. Robertson's assistance, the GDL warehouse manager was able to source the sizes needed for these two interns. On Friday both ICs and the JSM also received safety/hard boots.

Three interns are being closely observed for awards for this month. They are Intern #3, Intern #5 and Intern #2. These interns have been performing at a high standard in relation to their on-site activities. According to the GDL sub-contractor, they have demonstrated excellent attitude toward their responsibilities on the site and are very willing to learn and follow instructions. Of the three, Intern #2 is presently the most outstanding, Intern #3 is always present and punctual, and Intern #5 cooperates well. Interestingly, these are the three interns who previously attended the CSEC mathematics classes. Should these interns continue along this path they will be eligible for awards and incentives in early March. Additionally, Intern #5 and Intern # 10 have both showed improvement in their attitude toward cleaning up activities. There has been a slight adjustment to the cleaning up process. Two interns from the assigned group are selected each day – a male and a female. They are excused from the site half an hour before dismissal to clean up while the others remain on the site. This approach has been working quite well thus far and interns tend to work better in pairs than in larger groups when doing this activity.