



COOPERATIVE TRAINING REQUIREMENTS (Training Outline)

Date : as per download
To: **The Training Manager**
Subject: **NDE 290: COOPERATIVE TRAINING**

Dear Sir,

On behalf of the MET/NDE Unit I would like to express our appreciation for your help in assisting us with Cooperative Training for our students.

The intent of our Cooperative Training Program is to provide NDE students with **actual work experience** in the areas of **Non-Destructive Evaluation Technology**. In order to maintain high standards in our methods we wish to draw your attention to the following:

1. Every student should undergo active training for a full **15 weeks** commencing **5th July 2008** (2 students) and **12th July 2008** (3 students).
2. The student's work exposure should be related to NDE; for example, **non-destructive testing** particularly in **industrial inspection** methods.
3. Each Coop student should be **treated the same as any other regular employee**. In addition, if he does not **perform according to expectations** for whatever reason, we should be notified immediately so that a corrective action can be taken.
4. Each Coop student will be expected to submit a short **description of his activities** for each day of the week. Please ask his team leader to sign and stamp these (open) "weekly reports" before allowing the student to fax them to us at the beginning of the following week.
5. Please arrange for the student's performance to be **evaluated** on a **monthly** basis and/or upon completion of duties in a particular department. Please fax these confidential "monthly evaluation" forms to the College when due or send them in a sealed envelope by hand.

We would be glad to receive any comments or suggestions that will contribute to the improvement of the coop program.

Thank you,

Fahad Al Swait
Coordinator, Cooperative Training,
Tel. ext: 2200; email: Fahd@hbcc.edu.sa

Please note:
forms can be downloaded by following links at <http://www.hbcc.edu.sa/MET/Index.html>