

Internship Confirmation Letter

Date: 2 Nov 2026

To the Training and Placement Officer
Sample Institute of Technology

This letter confirms that Alex Sample has started the PLC Programming Internship with Wartens Ltd, delivered through EDWartens.

Student	Alex Sample
Programme	PLC Programming Internship
Track	PLC Programming
Start date	2 Nov 2026
End date	29 Nov 2026
Format	Online, self-paced, simulated projects. Not employment. No stipend.

The work is done online. The student completes short learning cards, weekly checks, lab tasks in a browser PLC simulator, a weekly hand-in and a final quiz. Wartens records what the student actually does, and the weekly log and evaluation sheet are built from those records.

Whether this internship counts towards a degree is for your institution to decide under its own internship policy.

Authorised Signatory
Wartens Ltd, 8 Lyon Road, Milton Keynes MK1 1EX



Weekly Log

Alex Sample · PLC Programming Internship · 2 Nov 2026 to 29 Nov 2026

Built from the student's real records. A week with no activity says so; nothing is filled in for the student.

Week	Cards done	Week check	Lab tasks	Student's weekly note (first 300 characters)
1	11 cards (2 to 7 Nov)	Passed, 6 Nov	2 passed	I wrote my first ladder rung and tested it on the motor start example. AI first read: Clear first draft; the start and stop logic is correct.
2	10 cards (9 to 13 Nov)	Passed, 13 Nov	3 passed	Timers were new to me. I rebuilt the conveyor delay twice before it ran as planned. AI first read: Good use of a timer; the reset case still needs a check.
3	No activity recorded	No activity recorded	No activity recorded	No hand-in this week
4	17 cards (23 to 28 Nov)	Passed, 27 Nov	5 passed	Finished the tank level project and wrote up how I tested the alarms. AI first read: Complete project with sensible tests.

Totals: 14 active days, 38 cards, 4 week checks, 3 hand-ins.



Evaluation Sheet

Alex Sample · Sample Institute of Technology

Part 1. Automatic marks, out of 100. Given by the platform from recorded work.

Rubric part	Out of	Marks
Week checks	30	24
Final quiz	30	27
Weekly hand-ins	25	20
Lab tasks	15	12
Total	100	83

Part 2. Faculty co-evaluation, out of 100. Given by the college.

Marks: 80 out of 100

Remarks: Steady progress. Explains the timer logic clearly and tests before handing in.

Faculty: Dr R. Sample, Head of Electrical Engineering Date: 30 Nov 2026

The sheet shows both parts and who gave each. The automatic part comes from Wartens; the faculty part comes from the college.



Credit Recommendation Letter

For Alex Sample, Sample Institute of Technology. Issued after the final quiz was passed, 30 Nov 2026.

Notional learning hours, as designed: 60

This is 15 hours for each of the 4 weeks of the plan. It is the design of the work, not a timer reading.

Recorded activity: 14 active days, 38 cards, 4 checks, 3 hand-ins.

At 30 hours per credit under your policy this equals 2 credits. At 45 hours per credit it equals 1 credits.

Sample Institute of Technology decides whether and how much credit to award. This letter is a recommendation. It can be used for credit under your institution's internship policy, and credit is your decision.

Authorised Signatory
Wartens Ltd, 8 Lyon Road, Milton Keynes MK1 1EX



Internship Completion Certificate

This certifies that

Alex Sample

has completed the PLC Programming Internship, an online, self-paced internship of 4 weeks with simulated projects, from 2 Nov 2026 to 29 Nov 2026.

This is not employment and carries no stipend. It is a certificate of completion from Wartens Ltd.

Issued 30 Nov 2026

Authorised Signatory, Wartens Ltd

