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UNIVERSITI  
PENDIDIKAN  
SULTAN IDRIS  
لونیوریستی قندیلیقن سلطان ادریس

SULTAN IDRIS EDUCATION UNIVERSITY

# GUIDEBOOK **INDUSTRIAL TRAINING**



**Guidance**

**Procedure**

**Rules**

TEACHING PRACTICE & INDUSTRIAL TRAINING CENTRE



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## **FOREWORD BY VICE CHANCELLOR**

### **Bismillahirrahmanirrahim.**

Assalamualaikum w.b.t. and greetings,

I thank Allah s.w.t. for being able to record a few words in this Guideline for Industrial Trainings UPSI. I am proud of Centre for Teaching Practice and Industry (PuLaMI) for successfully producing this Guideline for Industrial Training.

Industrial training is one of the aspects stressed in the Policy of Industrial Training of Institutions of Higher Learning. It is hoped that through the experience of Undergoing the industrial training that students are able to become competent graduates with high competitive spirit.

Hopefully, this book will give clear guidance to supervising lecturers, industrial supervisors and students in carrying out their respective roles during the industrial training. In reality, it is during industrial training that the bond between the institution of higher learning and industry is strengthened. Indirectly, the industry can take advantage of the potential of students of UPSI to contribute ideas to drive the industry forward. The industry can save the cost of human resource management by making use of the talents and skills that UPSI students have to offer. This win-win concept is what UPSI and the industry share to jointly build this country towards achieving the status of a developed country in the present and in the future.

Therefore, it is expected that an understanding can be fostered between all party in helping university students undergo their training in accordance with the desire of the university and the organisation.

Finally, I wish to congratulate all those who are involved in producing this guideline. May it become a valuable intellectual property to UPSI in managing industrial training at the selected organisations.

Thank you.

**Vice Chancellor**

## **FOREWORD BY DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL)**

Bismillahirrahmanirrahim.

Assalamualaikum and greetings,

At this opportunity, I would like to congratulate the Centre for Teaching Practice & Industry (PuLaMI) for giving me the opportunity to say a few words in this foreword.

Each university or educational institution is providing their policy on regulation and implementation of industrial training. Some may have similarities while others are different in terms of its policy statement. In my opinion, Guideline for Industrial Training (amendment 2014) is a very important guidance to be produced as it highlights the issues in line with the latest developments. Guideline for Industrial Training was first enacted in 2010 by the Academic Division of UPSI. At that time, industrial training courses are lacking in UPSI. Today, however, almost every faculty have industrial training courses in their studies and surely, more established guidelines should be put forward to solve the new problems arising in the context of managing the implementation of industrial training in organisations that have been identified.

Measures taken by the Centre for Teaching Practice & Industry in improving management systems and the rules are very timely. Changes must be made to enable programs that offer industrial training to follow a standard system which is also unique based on each program of study. In addition, it facilitates the management of the university in referring to complete guidelines before making a decision or solving a problem.

Thus, the Guideline for Industrial Training (amendment 2014) should take into account all aspects to strengthen the implementation of industrial training in a real workplace situation. All parties concerned must understand and appreciate this new guideline in order to ensure the orderly and systematisation of the industrial training process. Hopefully, these guidelines will benefit all.

Thank you.

**Deputy Vice-Chancellor  
(Academic & International Affairs)**

## **FOREWORD BY DIRECTOR OF CENTRE FOR TEACHING PRACTICE AND INDUSTRY (PuLaMI)**

Bismillahirrahmanirrahim

Assalamualaikum w.b.t. and greetings.

All praises and thanks are to Allah Almighty for this Guideline for Industrial Training UPSI (amendment 2014) have been successfully produced. This guideline is very useful to students, industrial supervisors, supervising lecturers, practicum coordinators and employees to the organisation. This guideline is based on the Industrial Training Guidebook 2010. Changes covered are the rules in industrial training, implementation of industrial training and eligibility criteria of supervising lecturers and industrial supervisors.

In realising the university's and the government's aspiration to generate individuals who are knowledgeable, competent in their field, innovative, creative and possess high-order thinking skills, industrial training aspects must be an important agenda in training students. The relationship between supervising lecturers, industrial supervisors and employers should be based on helping one another toward achieving the objectives of industrial training. It is generally known that industrial training is a program which places students at an organisation to undergo practical training under the supervision of the chosen industry within or outside the country in the time duration allotted before they are awarded their diploma or degree. It is, therefore, wise to improve the Guideline of Industrial Training in order to implement the philosophy of industrial training.

I wish to thank all involved parties especially the Deans, Deputy Deans (Academic and Student Development Affairs), Industrial Training Coordinator, the Secretariat at the Centre of Teaching Practice and Industry for their contributions and commitment. Hopefully, this effort will contribute to the academic development quality at UPSI and be blessed by Allah.

Thank you.

**Director**  
**Centre for Teaching Practice and Industry**

## Glossary

Final Report of Industrial Training	The report which must be prepared to record all activities and contents during the industrial training.
Industrial Training (IT)	Practical related to the field of studies conducted at the industry or the organisation in the allotted duration set by the Senate.
Employers	The organisation which provides posting for industrial training to UPSI students.
Organization	The training place agreed by UPSI for UPSI students to engage in industrial training.
Students	Registered local or international students who are following the courses offered by the university for a Diploma or a Bachelor's Degree and is listed in the university student register.
Evaluation	The assessment of student's performance based on the criteria set.
Supervising Lecturer	Lecturers appointed by the university to guide, supervise and evaluate student's performance during the industrial training.
Supervision	The process of guidance, supervision and assessment of the student by the supervising lecturer or the industrial supervisor.
Cross-examiner	The lecturer appointed by the faculty to conduct a cross evaluation to determine the legitimacy of students with the tendency of failing.
Industrial Supervisor	The officer appointed by the organisation to guide the student throughout his/her IT and is also involved in the student's evaluation.
Faculty/Department Industrial Training Coordinator	The lecturer suggested by the faculty and is appointed by PuLaMI to plan, coordinate and supervise the industrial training program at the faculty level/any related programs.
Senate	The university's authority which is established under the provisions of Section 22 of the Constitution of Sultan Idris Education University 2010
Special Assignment	A specific task given by the faculty to the student to accomplish during IT.
University	Sultan Idris Education University (Universiti Pendidikan Sultan Idris - UPSI)

## ACRONYMS

IT	Industrial Training
PuLaMI	Centre for Teaching Practice and Industry ( <i>Pusat Latihan Mengajar dan Industri</i> )
IMS ( <i>MySIS</i> )	<i>Integrated Management System-Student Information System</i>



## **1.0. INTRODUCTION**

Guideline for Industrial Training aims to provide information pertaining to Industrial Training (IT) that is undertaken by students of Sultan Idris Education University (UPSI). The Policy of Industrial Training of Institutions of Higher Education has placed IT as one of the requirements for every diploma or bachelor's degree program which has IT in its study structure. IT is a mandatory requirement to qualify for the award of Diploma and Bachelor Degrees, UPSI. Only students who meet the academic requirements established by the respective faculty will be eligible to undergo IT.

IT give students the opportunity to practice the theory that they have learned in real situations in the workplace. In addition, they can receive practical experience in order to enhance the employability of graduates. These guidelines are aimed at facilitating the student, the supervisor and the organisation to understand their respective roles in implementing IT.

## **2.0. OBJECTIVE**

Industry practice is to give students the opportunity to:

- 2.1. Practice academic knowledge in real working environment.
- 2.2. Communicate effectively with various levels.
- 2.3. To assess the knowledge, skills and self-confidence of students.
- 2.4. Applying professional ethics in their respective fields.
- 2.5. To enhance the marketability of students to be more competitive.

## **3.0. REGULATION OF INDUSTRIAL TRAINING**

While undergoing IT students are subjected to the rules and regulations of the organisation.

### **3.1. Eligibility to Undergo Industrial Training**

- 3.1.1. Students are eligible to undergo IT subject to their respective programs.
- 3.1.2. Students who have obtained the approval of the Dean of the Faculty.

### **3.2. Training Duration**

- 3.2.1. IT duration depends on the study structure of the students' respective programs. IT extension period is subject to the approval of the university.
- 3.2.2. If the student exceeded a period of time determined by UPSI and in the case of any accidents and injuries, it is the student's responsibility entirely without infringing parties. Students need to complete the Confirmation Letter of Undergoing Industrial Training Program Exceeding the Time Determined by UPSI (if necessary) before starting IT.

### **3.3. Course Registration**

Students must register for Industrial Training Course during registration at the previous semester.

### **3.4. Passing Requirements**

3.4.1. Students must obtain a grade of C+ and above.

3.4.2. Students with a grade of C or lower in IT are REQUIRED to repeat the IT one (1) time only.

### **3.5. INDUSTRIAL TRAINING PLACEMENT**

3.5.1. Placement selection for IT is based on the approval by the faculty according to the following FOUR (4) main criteria:

3.5.1.1. Need of the field of study

3.5.1.2. Placement in groups (clusters)

3.5.1.3. The placement location distance from UPSI.

3.5.1.4. Number of students per program

3.5.2. Change of placement is not allowed after Self Report Form is received by the IT Coordinator.

3.5.3. Change of placement will only be considered on reasonable grounds and with written permission from the faculty.

3.5.4. Students who change their placement WITHOUT Dean's permission is considered ineligible to undergo IT.

### **3.6. SELF-REPORTING TO THE ORGANIZATION**

Students are required to report to the organisation on the fixed date and time. If the student is inevitably unable to do so, the student must inform the IT Coordinator either in writing or by telephone immediately.

### **3.7. Training Duration**

Students are required to comply with the working hours set by the organisation.

### **3.8. Industrial Training Report**

3.8.1. Students are required to prepare a Log Book to record daily activities.

3.8.2. For the Final Report of Industrial Training, students are required to prepare and submit the Final Report of the Industrial Training (along with the Log Book) to the supervising lecturer A WEEK BEFORE IT period expires.

### **3.9. Guidance and Supervision**

Students can get counselling and must comply with the industrial supervisors and supervise lecturers during the IT.

### **3.10. Discipline and Code of Conduct**

- 3.10.1. Throughout IT, students are still subjected to the University and University Colleges Act (Act 30) and Rules of the Sultan Idris Education University (Student's Discipline)1999.
- 3.10.2. Students shall comply with regulations or instructions at all times during the IT where the training was conducted.
- 3.10.3. In the event of any inconsistency or conflict between the University and University Colleges Act (Act 30) and Rules of the Sultan Idris Education University (Discipline of Students)1999 with the regulations or instructions where the training is carried out, the University and University Colleges Act (Act 30) and Rules of the Sultan Idris Education University (Discipline of Students) 1999 shall be applied.
- 3.10.4. Students must at all times show a high level of discipline, good behaviour and be fully responsible for the organisation in which the students are placed. Students are prohibited from divulging the confidential information or any information related to the organisation party during or after undergoing IT.
- 3.10.5. Students should always dress neatly and cleanly subject to the dress code of the organisation.

### **3.11. Attendance**

- 3.11.1. Students are required to attend and comply the working hours as established by the organisation.
- 3.11.2. Students are required to contact the organisation by phone or text message (SMS) if he/she is going to be late for some inevitable reason.
- 3.11.3. Students must attend IT fully.
- 3.11.4. Students who cannot attend LI within a period which do not exceed FOUR (4) working days on the grounds of health and medical or other reasons deemed reasonable by the faculty, the students are deemed to have met the requirements of IT.
- 3.11.5. Students who do not attend IT for more than FOUR (4) working days even with medical and health reasons or any other reasons are deemed ineligible and will need to repeat the full IT again.
- 3.11.6. For matter **3.11.4** and **3.11.5**, it is subject to the university's decision.

### **3.12. FAILURE CASES**

- 3.12.1. Students fail if:
  - 3.12.1.1. He/she do not attend IT more than FOUR (4) working days.
  - 3.12.1.2. Students who obtain Grade C or lower during IT.

**Refer to Article 3.4 and 3.11.5 \***

- 3.12.2. If a student's failure is confirmed by the Senate, the student is required to repeat the entire IT.
- 3.12.3. Students are given the opportunity to repeat IT ONE (1) time only during his/her study.

### **3.13. Postponement**

- 3.13.1. Students who wish to postpone their IT must submit an application to the Deputy Vice-Chancellor (Academic and International) through the Dean no later than three weeks after starting IT except for health reasons.
- 3.13.2. IT should be postponed in the event of overlapping with regular semester except for special cases received by the University. In the event, the student is subject to the rules pertaining postponement which is stated in the Rules of Sultan Idris Education University (Academic Matters) 2008.
- 3.13.3. Students who represent the country in sporting events or any activities as directed by the government or the university may be given special approval to postpone IT. IT postponement is not taken into account in the amount of semesters allowed in the graduation semester.

### **3.14. LEAVE**

- 3.14.1. Students are not allowed to take leave while undergoing IT.
- 3.14.2. If a student is unable to attend because of an emergency or sick leave, students are required to:
  - 3.14.2.1. Contact the organisation and supervising lecturer immediately.
  - 3.14.2.2. Submit a medical certificate obtained from hospital / clinic / clinic panel to the organisation.
  - 3.14.2.3. Provide a copy of the medical certificate to the supervising lecturer and attach it in the Industrial Training Log Book.
- 3.14.3. If a student needs to take leave on urgent business, students must obtain a written permission first from the industrial supervisor and the industrial supervisor notify this to the lecturer.
- 3.14.4. Students who have health problems such as accidents or childbirth and cannot undergo IT are advised to postpone their IT.
- 3.14.5. In certain cases, the faculty may act to suspend a student's IT program.

### **3.15. Insurance**

UPSI students are covered by insurance that is managed by the Student Welfare Unit, Department of Student Affairs and Alumni, UPSI.

**Subject to the terms and conditions\***

## **4.0. Implementation of Industrial Training**

### **4.1. Introduction**

- 4.1.1. Students' IT placements will be determined and approved by the faculty in fields related to their studies.
- 4.1.2. IT placement may involve either the private sector or the public sector based on the suitability of the program.

### **4.2. Preparation Before the Industrial Training**

Prior to undergoing IT, students are required to:

- 4.2.1. Attend the IT Introduction Briefing. The briefing is organised by the Faculty which aims to guide students about:
  - 4.2.1.1. Industrial Training Course.
  - 4.2.1.2. Methods of selecting and applying an IT placement
  - 4.2.1.3. Methods of IT assessment
  - 4.2.1.4. Methods and techniques of communication.
  - 4.2.1.5. Skills and ethics.
  - 4.2.1.6. Preparation of reports and assignments
  - 4.2.1.7. Filling in the personal information and IT placement recommendations.
- 4.2.2. Register for Industrial Training Course during the course registration week in the previous semester.
- 4.2.3. Search and make application to the appropriate organisation according to the suitability of the field of study to undergo IT. Attach:
  - 4.2.3.1. Identification letter.
  - 4.2.3.2. Feedback Form of the Placements Offered for Industrial Training Programs.
  - 4.2.3.3. The Confirmation Letter of Undergoing Industrial Training Program Exceeding the Time Determined by UPSI. (If applicable)
  - 4.2.3.4. Resume
- 4.2.4. Read and understand the UPSI Guidelines of Industrial Training.
- 4.2.5. Meet and talk with the IT Faculty/Program Coordinator on the suitability of each organisation.
- 4.2.6. Fill in and complete the Confirmation Letter of Undergoing Industrial Training Program Exceeding the Time Determined by UPSI if the student is undergoing IT longer than the duration set by the university.

### **4.3. Requirements During Industrial Training**

While undergoing LI, students must:

- 4.3.1. Report to the IT organisation on the date and time specified.
- 4.3.2. Meet and talk with the industrial supervisor appointed by the organisation.
- 4.3.3. Complete and return the completed Self Report Form to PuLaMI and to the faculty within SEVEN (7) days from the date of reporting.
- 4.3.4. Fill in and complete the Daily Report along with the Final Report of Industrial Training a week before the end of IT.
- 4.3.5. Final Report of Industrial Training shall be in accordance with the format specified by the faculty and must be certified by the Industrial Supervisor. Failure to send the Daily Report can affect students' final result.

#### 4.4. Submission of Industrial Training Report

Students must:

- 4.4.1. Remind the industrial supervisor to complete the evaluation form and to send it to the supervising lecturer **a week before** the end of IT.
- 4.4.2. Prepare and send the Daily Report, Final Report of Industrial Training and Special Assignment within **ONE (1)** week prior to the expiration of the IT to the supervising lecturer's office. Daily Reports must be certified by the industrial supervisor before being sent to the faculty's supervising lecturer.
- 4.4.3. Students are required to write the following information on the cover of the envelope:
  - 4.4.3.1. The name of the student
  - 4.4.3.2. Matric No.
  - 4.4.3.3. Program

#### 4.5. 4.5 Supervision

- 4.5.1. Supervising lecturers should conduct supervisory visits no more than **TWO (2)** times during the IT period except for special cases that require more than two (2) times the supervision and must obtain the permission of the faculty.
- 4.5.2. Industrial supervisors can conduct supervision throughout the IT where there is no limit to the number assigned supervision.

<b>5.0. Eligibility Criteria</b>
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#### 5.1. Supervising Lecturer

- 5.1.1. Supervising lecturer appointed must have experience in the industry of at least TWO (2) years of teaching experience, OR have teaching experience of at least TWO (2) years.
- 5.1.2. The supervising lecturer must be nominated by the faculty.

## **5.2. Industrial Supervisor**

Industrial Supervisor will be identified and appointed by employers who have industrial experience in the relevant field.

## **5.3. Industrial Training Coordinator**

Industrial Training Coordinator is proposed by the faculty and is appointed by PuLaMI for his/her experience in the industry OR in a related field for at least **TWO (2)** years.

## **5.4. Cross Supervisor**

Cross supervisor is appointed by the faculty to monitor IT students in certain cases if there is a problem that requires a third party view.

# **6.0. Roles and Responsibilities**

## **6.1. Supervising Lecturer**

6.1.1. Provide advice to students.

6.1.2. Assess the performance of students by filling:

6.1.2.1. Evaluation Form for Supervising Lecturer

6.1.2.2. Evaluation Form for Final Report of Industrial Training and Special Assignment

6.1.2.3. Overall Rating of the Industrial Training.

6.1.3. Collecting Evaluation Form of Industrial Supervisors from the industrial supervisors, Final Report of Industrial Training and the Daily Report. Supervising lecturers are required to submit IT marks to the industrial training coordinator for further action.

6.1.4. Discuss with the industrial supervisor about the performance of students.

## **6.2. Industrial Supervisor**

6.2.1. Supervising tasks of students during IT.

6.2.2. Assess the performance of students at the end of the IT by completing the Evaluation Form for Industrial Supervisors.

6.2.3. To verify student's Daily Report every week.

6.2.4. To report and discuss with the supervising lecturer regarding student's performance during IT.

## **6.3. Industrial Training Coordinator**

6.3.1. Provide information and briefing to the students before they undergo IT.

6.3.2. Manage the selection and placement of IT students.

6.3.3. Name the supervising lecturers for every IT student.

- 6.3.4. Provide information and briefing to the supervising lecturers about their duties and the supervision process.
- 6.3.5. Coordinate the marks and grades of IT students at the faculty level.
- 6.3.6. Report on the meeting of the Committee of Industrial Training Program of the university to the faculty.

#### **6.4. Centre for Teaching Practice and Industry (PuLaMI)**

- 6.4.1. Provide the necessary official documents along with the progress of IT. All official documents attached in the annexe.
- 6.4.2. Approve the placement registration of students in *MySis*.
- 6.4.3. Send the official application letter for placement request to the organisation.
- 6.4.4. Displays the response from the organisation to the IT students through Mysis and Facebook.
- 6.4.5. Remind the IT Coordinator of the Faculty to name the supervising lecturers on *MySis*.
- 6.4.6. Remind the IT Coordinator to key in marks of students in *MySis*.
- 6.4.7. To conduct a meeting to confirm the IT marks.
- 6.4.8. Provide and coordinate the IT student marks and grades to be presented at the University Examination Committee Meeting.

<b>7.0. Industrial Training Assessment</b>
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#### **7.1. 7.1 Performance**

- 7.1.1. Measuring the performance of work / training and the quality of student work IT.
- 7.1.2. Assessing the progress of the personality of students and guide students IT.

#### **7.2. 7.2 Assessment Methods**

The assessment is conducted in **THREE (3)** stages:

##### **7.2.1. Industry (30%)**

- 7.2.1.1. 7.2.1.1 Student's performance will be evaluated by the organisation using the Evaluation Form for Industrial Supervisor.
- 7.2.1.2. 7.2.1.2 Matters taken into account in this assessment is in terms of discipline, work skills, perseverance and enthusiasm, creativity and innovative work attitude, personality and communication skills.

##### **7.2.2. Faculty (30%)**

- 7.2.2.1. Student performance will be evaluated by the supervising lecturers using the Supervising Lecturer Evaluation Form.



- 7.2.2.2. Matters taken into account in this assessment is in terms of discipline, work skills, perseverance and enthusiasm, creativity and innovative work attitude, personality and communication skills.

### **7.2.3. Report (40%)**

- 7.2.3.1. Student performance will be evaluated by the supervising lecturer using the Evaluation Form for Final Report of Industrial Training. Areas taken into account in this assessment include Daily Report, Final Report of Industrial Training and Special Assignment.
- 7.2.3.2. Daily Report is a record of work/activities of students daily. Students must write a report and bring the Daily Report book every day to the IT place.
- 7.2.3.3. Final Report of Industrial Training is a report that clearly explains the practical work and theory conducted by students during their industrial training. Summary of work done and the related attachments should also be included in this report. Final Report of Industrial Training must be written in accordance with the general format of report writing provided. Please note that the Final Report of Industrial Training is based on a predetermined and recorded format but it is not just a compilation of forms, diagrams or notes.
- 7.2.3.4. Special assignment refers to a specific task given by the faculty to the students.

**Subject to the requirements and program\***

## **8.0. Appendix List**

Format for Daily Notes Report

General Format and Guidelines of Industrial Training Final Report

Sample Resume Format

Self-Report Form

Identification Letter

Confirmation Letter of Undergoing Industrial Training Program Exceeding the Time Determined by UPSI

Feedback Form for Industrial Training Program Placement Offers

Evaluation Form for Industrial Supervisor

Evaluation Form for Supervising Lecturer

Evaluation Form for Final Report and Special Assignment

Overall Assessment of Industrial Training

Acknowledgement

# APPENDICES

**WEEKLY REPORT  
INDUSTRIAL TRAINING**



**UNIVERSITI  
PENDIDIKAN  
SULTAN IDRIS**  
اونيورسيتي فنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

**FACULTY OF \_\_\_\_\_**  
**SULTAN IDRIS EDUCATION UNIVERSITY**  
**35900 TANJONG MALIM**  
**PERAK DARUL RIDZUAN**

**STUDENT'S NAME** : \_\_\_\_\_

**MATRICS NUMBER** : \_\_\_\_\_

**NAME AND ADDRESS OF ORGANISATION** : \_\_\_\_\_

**NAME OF SUPERVISORS**

**1) FACULTY** : \_\_\_\_\_

**2) INDUSTRY** : \_\_\_\_\_

<b>Week</b>	<b>Activities</b>	<b>Signature of Industrial Supervisor and Comment</b>
1		
2		
3		
4		
5		
6		
7		

<b>8</b>		
<b>9</b>		
<b>10</b>		
<b>11</b>		
<b>12</b>		

**Reviewed by Industrial Supervisor/Representative**

.....

**Signature and Department Stamp**

Instructions:

1. Students are required to record all activities in the Weekly Report.
2. This report must be handed over to the industrial supervisor every week for review and confirmation.
3. This report must be sent along with the Final Report and Special Assignment.
4. All documents relating to MC, work leave and others must be included in the report.



**SULTAN IDRIS EDUCATION UNIVERSITY  
FACULTY OF MANAGEMENT AND ECONOMY**  
(Tahoma 14 bold)

**FINAL REPORT  
ULI 4014**  
(Tahoma 14 bold)

**TITLE**  
(Tahoma 14 bold)

**STUDENT NAME  
MATRICS NUMBER  
PROGRAM**  
(Tahoma 14 bold)

**2014**  
(Tahoma 14 bold)

## Guideline and General Format of Final Report of Industrial Training

Students are required to send ONE (1) Final Report (minimum 200 words) and ONE (1) Special Assignment to the faculty for evaluation. Special Assignment refers to a specific task given by the department of the faculty to the student to complete throughout the IT. This Special Assignment is different in terms of specification and format based on the department and faculty and according to the suitability and needs of the faculty. An orderly and readable Final Report is recommended. Report grading is based on the completeness of information presented with a writing style full of the objective. The following is a few guidelines to produce a good report:

- Plan your writing from the beginning and during the IT so that all the latest information can be recorded.
- Use a writing style that is good and reports all facts, working experience and relevant observations.

The final report must be prepared in the following order:

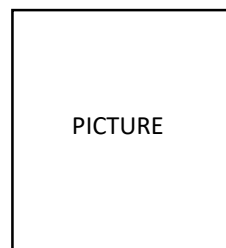
- Front page of report with title and name
- Acknowledgment
- Content List
- Main Text
- Introduction (a summary of the organisation and its activities)
- Schedule of your training program or assignment/project
- Specific tasks (list them down and explain briefly)
- Types of activities/project according to timeline
- Desired objectives
- Materials/technique/effort/knowledge involved
- New knowledge obtained (not necessarily technical)
- Problems faced and relevant corrective action suggestions for improvisation
- Activities that you like but did not get to follow
- Conclusion
- Critical observation on the overall industry performance
- Observation
- Industrial training experience (according to the suitability of the placement and tasks)
- Suggestions
- References (if any)
- Related attachments

Font Size	Times New Roman 12, line spacing 1.5
Margin	Top (30mm), bottom (25mm), left (38mm), right (25mm)
Page Numbering	Rightmost top section
Paper and Printing	A4 and clear printing/photocopy
Word Count	2000 words excluding pictures, attachments and etc.



## SAMPLE RESUME

Name of Applicant : \_\_\_\_\_  
Full Address of Applicant : \_\_\_\_\_  
IC Number : \_\_\_\_\_  
Birthdate and Age : \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
Email : \_\_\_\_\_



### CAREER OBJECTIVE

Please state the objective of the career.

### ELIGIBILITY SUMMARY

Please state what you are able to contribute in the context of the applied job.

### WORK EXPERIENCE

-Any working experience (state the name of the position or the work experience and the duration).

-Elaborate on any work experience that may help you getting the job applied.

### RELATED SKILLS

State any relevant skills such as computer skills, typing, selling products and providing service.

### EDUCATIONAL BACKGROUND

List your educational background.

### REFERENCE

Provide the name and address of the people who can be referred to regarding yourself.



**SELF-REPORT FORM**

Note : Students are required to complete and return this form to the Office of Centre for Teaching Practice and Industry to the address stated below within seven (7) days from the date of reporting.

**Filled in by Students**

Name of Supervising Lecturer: \_\_\_\_\_  
 Name of Student: \_\_\_\_\_  
 Matric No: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Student h/p No: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student's signature: \_\_\_\_\_

**Organisation Information**

Name of Organisation: \_\_\_\_\_  
 Address of Organisation: \_\_\_\_\_  
 Organization's Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Filled in by Industrial Supervisor**

With this, I certify that this student \_\_\_\_\_ have already reported himself/herself to undergo industrial training beginning \_\_\_\_\_

Yours Sincerely,

.....  
 (Signature/Department Stamp)  
 Name : .....  
 Date : .....

**\*Please complete two copies of this form and return to:**

1) Director  
 Centre for Teaching Practice and Industry,  
 Sultan Idris Education University,  
 35900 Tanjong Malim, Perak Darul Ridzuan.

2) Industrial Training Coordinator  
 Faculty: .....  
 Sultan Idris Education University,  
 35900 Tanjong Malim, Perak Darul Ridzuan



**CENTRE FOR TEACHING PRACTICE AND INDUSTRY  
SULTAN IDRIS EDUCATION UNIVERSITY**

Ground Floor, Block 9, Sultan Azlan Shah Campus, Proton City, 35900 Tanjong Malim,  
Perak Darul Ridzuan.

Tel : 015-4811 7210 / 7216

Web : <http://praktikum.upsi.edu.my>

Fax : 015-4811 7290

Email : [plmi@upsi.edu.my](mailto:plmi@upsi.edu.my)

Reference No.: UPSI/PLMI/107 ( )

Date :

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Sir/Madam,

**IDENTIFICATION LETTER FOR INDUSTRIAL TRAINING**

I am pleased to inform you that the following nominee is a student of Sultan Idris Education University applying to undergo the industrial training program at your organisation:

Student's Name : \_\_\_\_\_  
IC No. : \_\_\_\_\_ Matric No.: \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Faculty : \_\_\_\_\_  
Level of Study : \_\_\_\_\_  
Program : \_\_\_\_\_  
Semester : \_\_\_\_\_  
Estimated Duration : Starting from \_\_\_\_\_ Until : \_\_\_\_\_  
Of Industrial Training  
Duration : \_\_\_\_\_ weeks

2. Accordingly, the university hopes that your organisation can receive these students to undergo industrial training in your organisation. Should you require more information, please contact PuLaMI at 015 - 4879 7216.

Your cooperation is highly appreciated.

Thank you.

Yours sincerely,

.....  
**(ASSISTANT REGISTRAR)**

**Note: \*Please fill in the blank.**



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Email : [plmi@upsi.edu.my](mailto:plmi@upsi.edu.my)

**CONFIRMATION LETTER OF UNDERGOING INDUSTRIAL TRAINING PROGRAM EXCEEDING THE TIME DETERMINED BY UPSI**

I \_\_\_\_\_ (student's name), Student Matric No.: \_\_\_\_\_  
\_\_\_\_\_ Program \_\_\_\_\_ Faculty \_\_\_\_\_  
\_\_\_\_\_, Semester \_\_\_\_\_ have been  
readily informed by PuLaMI that the industrial training will begin from \_\_\_\_\_ until  
\_\_\_\_\_ for \_\_\_\_\_ weeks. However, I will undergo industrial training more than the  
allocated time by the university beginning from \_\_\_\_\_  
until \_\_\_\_\_ for \_\_\_\_\_ weeks at my own expenses and will.

I admit and agree that:

1. Matter 3.11.1. in the UPSI Industrial Training Guidelines stated that students are required to attend the industry every working day at the set time.
2. I admit and understand that if there are any accidents that happen to me when undergoing industrial training program over the period of time determined by UPSI, it is entirely my responsibility and I will not blame any other parties who are involved in handling this industrial training program.
3. I have received advice from UPSI and I will bear all the risks.
4. I will not obtain any benefits from the university before and after the time duration set by the university.
5. UPSI have the rights to take actions against me if I disobey this oath that I have made.

Yours sincerely,

\_\_\_\_\_

(Signature)

Name \_\_\_\_\_ Date: \_\_\_\_\_

**VALIDATION FROM THE DEAN/VICE DEAN/FACULTY OR PROGRAM INDUSTRIAL TRAINING COORDINATOR**

I hereby certify that the statement given by the mentioned student is true.

\_\_\_\_\_

(Signature and Official Stamp)

Date:

**FOR THE USE OF PULAMI**

Date receiver: \_\_\_\_\_ Date of I.T.: \_\_\_\_\_ until \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

**FEEDBACK FORM ABOUT THE PLACEMENTS OFFERED FOR INDUSTRIAL TRAINING  
PROGRAM**

Training Duration: \_\_\_\_\_ until \_\_\_\_\_ (\_\_\_\_ weeks)

**BACHELOR'S DEGREE / DIPLOMA**

Please fill the blanks in Section (1) and (2) completely\*

**1) Organisation Information**

Name of Organisation/Company : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email : \_\_\_\_\_

Accept

Decline

Name of officer in charge of handling the training:

\_\_\_\_\_

**2) Others**

Please mark (X) for the following.

1. Number of training places made available:

1 student

2 students

3 Students

Names of Students Accepted

- 1.
- 2.
- 3.

If more than 3 students, please write the number: \_\_\_\_\_ persons

Names of Students Accepted

- 1.
- 2.
- 3.

2. Choice of gender:

Male

Female

No choice

3. Payment of subsidy/allowance

Paid

Unpaid

If paid, please mention the amount: RM \_\_\_\_\_ day/month.

4. Housings during the training

Prepared

Not prepared

5. Please state other needs of your organization

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6. Duration of IT that is required by your organization

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Signature and Employer's Stamp : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Position : \_\_\_\_\_

**ATTENTION**

Please fill in this form in 2 copies, one for your office record and need to be returned to:

**Director  
Centre for Teaching Practice and Industrial Training  
Sultan Idris Education University  
35900 Tanjong Malim, Perak**

E-mel : plmi@upsi.edu.my

Tel no. : 015-4811 7216/17

Fax : 015-4811 7290

**Note:** We will choose students based on your requirements and will send the students' names to you before they begin their industrial training at your organisation.

**EVALUATION FORM  
INDUSTRIAL SUPERVISOR (30%)**

Name of Student : Supervision no.:  
 Matrix No. :  
 Organisation Name :  
 Date of I.T. : until

**SECTION A**

INSTRUCTION : PLEASE MARK (/) AT THE DESIGNATED PLACE.

Guide :

**1 Unsatisfactory 2 Fair 3 Satisfactory 4 Good 5 Excellent**

**A. EXECUTION OF TASK (60%)**

NO	ITEM	1	2	3	4	5
1	Commitment to the given task					
2	Understanding in executing tasks given					
3	Ability to carry out the implementation plan provided					
4	Ability to solve problem					
5	Ability to complete task to the set schedule					
6	Ability to work in a team					
7	Ability to associate tasks with what have been learned					
<b>TOTAL A ( _____ /35 X 60%)</b>		<b>%</b>				

**B. TASK RESULTS (30%)**

NO	ITEM	1	2	3	4	5
1	The task quality is within scope and specification of the task assigned					
2	Ability to acquire learning and skills through the assigned task					
3	Product reflects task given					
4	Ability to explain the task clearly, accurately and professionally					
5	Ability to conduct a self-reflection toward the task given					
<b>TOTAL B ( _____ /25 X 30%)</b>		<b>%</b>				

**C. WEEKLY REPORT (5%)**

NO	ITEM	1	2	3	4	5
1	The neatness of the daily report written					
2	Content list explains activities in detail					
3	Checked by the industrial supervisor according to the time set					
<b>TOTAL C ( _____ /15 X 5%)</b>		<b>%</b>				

**D. CHARACTER BUILDING (5%)**

NO	ITEM	1	2	3	4	5
1	Show professional communication in executing office affairs					
2	Have good discipline (attendance and timeliness)					
3	Ability to adapt oneself to the work environment					
4	Maintaining decency and manners as a trainee					
5	Dresses neatly					
<b>TOTAL D ( _____ /25 X 5%)</b>		<b>%</b>				

<b>TOTAL (A+B+C+D)</b>	<b>/100</b>
<b>TOTAL BASED ON 30% ( _____ 100 X 30%)</b>	<b>/30</b>



**SECTION B**  
**INDUSTRIAL SUPERVISOR'S COMMENT**

- i. In your opinion, do the students have sufficient background to enable them to benefit from this industrial training?

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- ii. Please list down the aspects of training exposed to the students throughout this industrial training.

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- iii. Please give a review or suggestion on what needs to be improved by Sultan Idris Education University on the Industrial Training conducted.

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- iv. Overall comment.

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Signature :  
Name & Industrial Supervisor's Stamp :  
Date :

**Note**

- i. This form must be filled by the industrial supervisor after the students have completed their industrial training.
- ii. Please return this completed form in an envelope to the students on the last week of I.T.
- iii. It is the student's responsibility to ensure that the completed report is handed over to the supervising lecturer.

**EVALUATION FORM  
SUPERVISING LECTURER (30%)**

Name of Student : Supervision no.:  
 Matrix No. :  
 Organization Name :  
 Date of I.T. : until

INSTRUCTION : PLEASE MARK (/) AT THE DESIGNATED PLACE.

Guide :  
**1 Unsatisfactory 2 Fair 3 Satisfactory 4 Good 5 Excellent**

**A. EXECUTION OF TASK (60%)**

NO	ITEM	1	2	3	4	5
1	Commitment to the given task					
2	Understanding in executing tasks give					
3	Ability to carry out the implementation plan provided					
4	Ability to solve problem					
5	Ability to complete task to the set schedule					
6	Ability to work in a team					
7	<b>Ability to associate tasks with what have been learned</b>					
<b>TOTAL A ( _____ /35 X 60%)</b>		<b>%</b>				

**B. TASK RESULTS (30%)**

NO	ITEM	1	2	3	4	5
1	The task quality is within scope and specification of the task assigned					
2	Ability to acquire learning and skills through the assigned task					
3	Product reflects the progress of the task given					
4	Ability to explain the task clearly, accurately and professionally					
5	Ability to conduct a self-reflection toward the task given					
<b>TOTAL B ( _____ /25 X 30%)</b>		<b>%</b>				

**C. WEEKLY REPORT (5%)**

NO	ITEM	1	2	3	4	5
1	The neatness of the daily report written					

2	Content list explains activities in detail					
3	Checked by the industrial supervisor according to the time set					
<b>TOTAL C ( _____ /15 X 5%)</b>		<b>%</b>				

**D. CHARACTER BUILDING (5%)**

NO	ITEM	1	2	3	4	5
1	Show professional communication in executing office affairs					
2	Have good discipline (attendance and timeliness)					
3	Ability to adapt oneself to the work environment					
4	Maintaining decency and manners as a trainee					
5	Dresses neatly					
<b>TOTAL D ( _____ /25 X 5%)</b>		<b>%</b>				

<b>TOTAL (A+B+C+D)</b>	<b>/100</b>
<b>TOTAL BASED ON 30% ( _____ 100 X 30%)</b>	<b>/30</b>

**EVALUATION FORM  
FINAL REPORT AND SPECIAL ASSIGNMENT (40%)**

Name of Student : Supervision no. :  
 Matrix No. :  
 Organisation Name :  
 Date of I.T. : until

**PART I**

INSTRUCTION : PLEASE MARK (/) AT THE DESIGNATED PLACE.

Guide :

**1 Unsatisfactory    2 Fair    3 Satisfactory    4 Good    5 Excellent**

**A. WRITING (20%)**

NO	RATING ITEM	1	2	3	4	5
1	Follows the format provided					
2	Usage of writing style and spellings					
3	Neatness of the report					
4	Orderliness of the writing					
<b>TOTAL A ( _____ /20 X 20%)</b>		<b>%</b>				

**B. REPORT CONTENT (80%)**

NO	RATING ITEM	1	2	3	4	5
1	States the introduction (objective/scope/report summary)					
2	Explain the organisation's background (profile/organisational chart/organisational information)					
3	States all the tasks are given during industrial training					
4	Explains the main task executed					
5	Explains the assigned task results					
6	Explain all the problems faced with plan and action					
7	Associate industrial outcome with campus learning					
8	State the conclusion of the industrial training experience					
9	State the conclusion of the report writing					
10	Attach documentations as project's task/assignment					
<b>TOTAL B ( _____ /50 X 80%)</b>		<b>%</b>				

**PART II: SPECIAL ASSIGNMENT ASSESSMENT (20%)**

Special assignment assessment is different based on the relevancy of each faculty ensuring the breakdown of the overall score is 20 percent from the overall marks of industrial training.

<b>TOTAL SECTION I (___ /100 X 20%)</b>	<b>/20</b>
<b>TOTAL SECTION II</b>	<b>/20</b>
<b>OVERAL MARKS (SECTION I &amp; SECTION II)</b>	<b>/40</b>

Signature :

Name & Supervising Lecturer's Stamp :

Date :

### OVERALL EVALUATION OF INDUSTRIAL TRAINING

MARKS		
RATING ITEM	MARKS	OVERALL
SUPERVISING LECTURER	(% SUPERVISION 1 + % SUPERVISION 2 /2	/30
INDUSTRIAL SUPERVISOR	(% SUPERVISION 1 + % SUPERVISION 2 /2	/30
FINAL REPORT AND SPECIAL TASK	FULL MARK 40%	/40
<b>OVERALL SCORE</b>		<b>/100</b>
<b>GRADE</b>		

Signature :

Name & Supervising Lecturer's Stamp :

Date :

Reference No. : UPSI/PLMI/109 ( )

Date :

Sir/Madam,

**LETTER FOR APPRECIATION: INDUSTRIAL TRAINING**

PROGRAM:

SEMESTER:

SESSION:

With all due respect, I take this opportunity to say thank you to your organisation for accepting our student (Name of Student.....) to undergo industrial training. I am very confident that the training for ..... weeks (..... until .....) has given the student a lot of benefits and experience regarding real workplace situation.

2. I would also like to thank the supervisor who has supervised and guided the student.

3. On the behalf of Centre for Teaching Practice and Industry and Sultan Idris Education University, I would like to say thank you for your ceaseless support and cooperation in making this program a success.

Thank You.

**“COMMITTED TO BRING CHANGES TO EDUCATION”**

Yours sincerely

.....  
Director  
Centre for Teaching Practice and Industry

# PUSAT LATIHAN PENGAJAR INDUSTRI

Ground Floor Block 9, Sultan Azlan Shah Campus,  
Sultan Idris Education University,  
35900 Tanjung Malim, Perak



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Facebook Page :



Latihan Mengajar UPSI



Latihan Industri UPSI



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SULTAN IDRIS EDUCATION UNIVERSITY