



KOLEJ POLY-TECH MARA

# INDUSTRIAL TRAINING HANDBOOK

FOR DIPLOMA HOMEGROWN PROGRAMMES  
(EXCEPT DN101, BE102 & BE103)

ACADEMIC DIVISION

2020 EDITION

# **INDUSTRIAL TRAINING HANDBOOK FOR DIPLOMA HOMEGROWN PROGRAMMES (EXCEPT DN101, BE102 & BE103)**

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## **PREAMBLE**

The Industrial Training Handbook for Diploma Homegrown Programmes (exceptional to Diploma Kejururawatan and Diploma in Early Childhood Education) is prepared for all KPTM students who are obligated to undergo the training in order to fulfill their graduation requirement. This handbook will be the guide of reference to students, lecturers as well as the supervisors at the industries. The handbook shall also aid its users to execute the prescribed tasks, activities and processes required accordingly. This Handbook must be read together with *Buku Peraturan Akademik (BHEA) KPTM*, *Buku Panduan dan Peraturan Pelajar (BHEP) KPTM*, *Dasar Latihan Industri, Kementerian Pendidikan Tinggi* and other related professional bodies according to the respective programmes.

Upon completion of the Industrial Training course, students will gain the exposure to real work environment with the first hand knowledge through observations and job executions. The students will also be exposed to current technology that will get them updated with market demands and competencies required to become employable.

My deepest appreciation to those who have worked efficiently towards ensuring the production of the Industrial Training Handbook comes to realization.

All the best to everyone and thank you.

**CHIEF EXECUTIVE OFFICER  
KOLEJ POLY-TECH MARA**

KPTM reserves the right to make changes on this handbook from time to time without prior notice to the students.

## **A. GUIDELINES TO INDUSTRIAL TRAINING**



## **1.0 INTRODUCTION**

The Industrial Training is compulsory for all diploma and degree students at KPTM during their course of study for a specified period. Students will be placed at an organisation or industry related to their field. This industrial training will expose students to the real working environment.

The effectiveness of Industrial Training relies on the support and cooperation of the selected organisations. KPTM will use feedback from both organisations and students as guidelines to continually advance and upgrade the industrial training as capstone course and the overall curriculum for our programmes. The respective faculties are responsible to ensure the students graduate with the intended industrial training learning outcomes.

## **2.0 DEFINITION**

Industrial training refers to student placement at an organisation to perform a supervised training in the related industry at a specified time in order to earn the programme completion.

## **3.0 AIM**

The aim of the Industrial Training course is to enhance students' knowledge and skills in the respective field as well as to produce capable, creative and marketable graduates.

## **4.0 OBJECTIVES**

### **4.1 General**

The objectives of Industrial Training are to:

- a) expose students to real working environment.
- b) expose students to the latest technology and new knowledge in industry.
- c) expose students to the specific practice in their respective field of study.
- d) enhance knowledge and soft skills as well as students experience with organisation.
- e) produce competent graduates.
- f) increase career opportunities.
- g) establish good network between industries and KPTM.

### **4.2 Specific**

Refer to the specific syllabus of the respective programmes.



## **5.0 LEARNING OUTCOMES**

### **5.1 General**

By the end of the Industrial Training, students will be able to:

- a) demonstrate competency and competitiveness in their respective field of studies.
- b) relate the working experience with the acquired knowledge during the study.
- c) apply theories and academic knowledge that are acquired during the study at working place under supervision.
- d) apply interaction skills and communicate effectively.
- e) obtain knowledge and experience that are beneficial to choose the right career after completing the study.

### **5.2 Specific**

Refer to the specific syllabus of the respective programmes.

## **6.0 SCOPE**

The scopes of the Industrial Training are to:

- a) complete the specific tasks relevant to Industrial Training.
- b) give opportunities for students to apply knowledge and learnt skills.
- c) obtain a useful working experience in respective field.

## **7.0 DURATION**

The minimum duration of Industrial Training is sixteen (16) weeks or as stated in the respective programme handbook.

## **8.0 CREDIT HOURS**

The credit hours of Industrial Training is subject to MQA Programme Standard for the respective programmes.

## **9.0 INDUSTRIAL TRAINING REQUIREMENTS**

Refer to *Buku Peraturan Akademik KPTM*.

## 10.0 INDUSTRIAL TRAINING PLACEMENT

- a) Students are responsible to identify suitable organisation for the placement according to their program requirements.
- b) The organisation chosen must follow all stated rules and regulations:
  - i. The selected organisation must be a government or private or GLC and registered under SSM.
  - ii. Students must not have any mutual relation/personal/family connection with the organisation.
  - iii. The organisation must ONLY be based in Malaysia.
- c) The college has the right to refuse or turn down any application if the college finds the organisation does NOT abide to any of the stated rules and regulations.
- d) Students must observe the following statements related to Change of Industrial Training Placement:
  - i. Change of Industrial Training Placement is not allowed after the confirmation letter has been released or after the fourth week (4<sup>th</sup>) of the training session.
  - ii. Change of Placement, however, can be considered due to circumstances that might cause poor results of training performance. Refer to Procedure for Change of Placement.
  - iii. Change of Placement must be approved by the Deputy Director of Academic or Director.
  - iv. Students must inform the Industrial Training Coordinator if change of department within the organisation occurs.

## 11.0 INDUSTRIAL TRAINING IMPLEMENTATION AND MANAGEMENT

### 11.1 Roles and Responsibilities

#### 11.1.1 Industrial Training Coordinator (ITC)

- a) Report to Deputy Director of Academic/Head of Industrial Training unit.
- b) Organise the selection of Industrial Training providers and student placement according to their academic requirements.
- c) Publish the confirmed name list of eligible students for Industrial Training at any suitable medium of communication.
- d) Organise the supervision process and Industrial Training appraisal.
- e) Coordinate the activities and visitation schedules for Academic Supervisors.

### **11.1.2 Academic Supervisor (AS)**

- a) Monitor the students' progress at all time.
- b) Provide support and assistance to students whenever necessary.
- c) Maintain good relationship with industrial providers
- d) Evaluate the presentation (if any) and the final reports.
- e) Complete Site Visit Report either through site visit or through any other suitable mode of communication.
- f) Report any problem and irregularity to the Industrial Training Coordinator.

### **11.1.3 Industrial Supervisor (IS)**

- a) Provide assistance and guidance to student(s) throughout the Industrial Training period.
- b) Inspect and verify the records prepared by student(s) in the Logbook on regular basis.
- c) Provide feedback to respective coordinator or Academic Supervisor when required.
- d) Evaluate students' performance as well as submit students' marks to Academic Supervisor.
- e) Report any problem and irregularity involving the student(s) that deemed unworthy and/or affect the reputation of the stakeholders to Academic Supervisor.

### **11.1.4 Student**

#### **Before Industrial Training**

- a) Prepare resume.
- b) Prepare copies of relevant academic transcripts and certificates (if necessary).
- c) Attend all briefings organised by ITC or faculty.
- d) Collect the official placement application letter from ITC.
- e) Apply for the placement, respond to the reply letter from the organisation and placement confirmation.
- f) Register for the Industrial Training course in the required system.

#### **During the Industrial Training**

- a) Report for duty at the respective organisation according to the stipulated date.
- b) Return the Report Duty Notification to ITC by Week 2.

- c) Record daily activities and learning concerns in the Log Sheet, get IS to check the Log Sheet, communicate with the AS and prepare the Final Report and presentation slides.
- d) Be present on every training day.
- e) Comply with all KPTM rules and procedures.
- f) Comply with the prescribed organisation rules (dress code, work discipline, ethics and etc.).
- g) Maintain good enthusiasm during training, and uphold KPTM image by refraining from any misconduct that shall tarnish its reputations.
- h) Prepare the presentation slides for final presentation (15-20 minutes individually).
- i) Manage own expenses, including cost of living, travelling and accommodation during the training efficiently.
- j) Report to AS of any problem or irregularity experienced during the training.
- k) Discuss with ITC if issues at the work place occur.
- l) Each student shall devote his/her time and attention in performing his/her duties and shall not engage or indulge in any other business or undertake any part time work for any other organisation.

#### **Post Industrial Training**

- a) Ensure that the Log Sheet has been verified by the Industrial Supervisor.
- b) Finalize the Final Report.
- c) Compile both Log Sheet and Final Report for submission to the Academic Supervisor.

### **11.2 Activities and Supervisions**

Students are expected to carry out a range of activities. The organisation is required to appoint a staff as the IS to ensure that the training is properly engaged. The AS must constantly be in contact with the IS in monitoring students' progress.

### **12.0 ALLOWANCE**

Availability of allowance is subject to the policies and procedures of Industrial Training providers. Students can enquire about the availability and approval procedures of allowance before making a confirmed placement with the chosen organisation.

### 13.0 INSURANCE

- a) All Industrial Training students are covered under the KPTM group Personal Accident insurance policy.
- b) Should there be any inauspicious incidences that may lead to more serious injuries or permanent disabilities, a student must:
  - i. lodge a police report within 24 hours period
  - ii. request a written report from the training placement
  - iii. inform and send all related documents to ITC for further actions.

### 14.0 DISCIPLINE AND ETHICS

- a) Students shall uphold the image of all stakeholders as well as the Industrial Training organisation.
- b) Students must be committed to all tasks given during the Industrial Training.
- c) Students must adhere to the rules and regulations of the organization at all times.
- d) Students shall always be well groomed with clean and smart appearance.
- e) Students must obey the working hours of the organisation during the Industrial Training period. However, in case of emergency, students must apply for leave in written form to the organisation and ensure that the leave is approved.
- f) Students should not reveal any confidential information relating to the organisation or its customers during or after the period of Industrial Training without the organisation's approval.
- g) Students should be fully responsible for any damage(s) done to the organisation during the training period.
- h) Disciplinary action will be taken against students who do not comply to the rules and regulations of the Industrial Training.
- i) The rules and regulations will take effect upon reporting for training sessions.
- j) If any student discontinues the training prematurely for any reasons or being terminated by the organisation due to misconducts (e.g. poor attendance or violation of organisation's regulations), the student shall not be allowed to continue the training at other organisations except with the permission from *Jawatankuasa Tata tertib Akademik Pelajar (JKTAP)*. The student can be subject to disciplinary action(s). Proceeding action following to this is described in the *Buku Peraturan Akademik KPTM*.
- k) If a student commits any breach of the Academic Rules and Regulations or neglects the duties, or guilty of any misconduct in the course of the training (e.g plagiarism, fake MC), then the student shall be liable for such action and be brought before the *Jawatankuasa Tata tertib Akademik Pelajar (JKTAP)* for disciplinary action(s).
- l) KPTM reserves the rights to terminate any student who fails to comply with the rules and regulations stated by KPTM and the organisation involved.

- m) Students **ARE NOT ALLOWED** to sign any agreement proposed by the organisation without the approval from KPTM.

### 15.0 ATTENDANCE, TRAINING HOURS AND LEAVE

- a) Students must be present on time for Industrial Training during the organisation working hours. In the case of incapacity through illness, accident or other unavoidable circumstances students must notify the Industrial Supervisor and Academic Supervisor on the first day that they are absent.
- b) Daily activities and tasks must be recorded in the Industrial Training Log Sheet. The Log Sheet must be submitted to the Industrial Supervisor for verification on regular basis.
- c) Any student who fails to attend the Industrial Training within 48 hours without any notice to the appointed Industrial Supervisor, the organisation has the right to terminate the student without notice.
- d) This item (16.0) is to be read together with *Buku Peraturan Akademik KPTM*.
- e) Students are also obliged to *Dasar Latihan Industri Institusi Pengajian Tinggi, Kementerian Pengajian Tinggi (2010)* and other related professional bodies to the respective programmes.

### 16.0 ASSESSMENT

- a) The assessment components of industrial training are as follows:
  - i. Evaluation by Industrial Supervisor
    - Industrial Supervisor Report
  - ii. Evaluation by Academic Supervisor
    - Academic Supervisor Evaluation Form
    - Final Report and Log Book
    - Final Presentation
- b) The weightage of each assessment is subject to the syllabus of the respective programmes.
- c) Failure to submit the required assessments according to the stipulated deadline shall cause the students to fail the course.
- d) All students must pass this Industrial Training course in order to earn the required credits to graduate.

**17.0 COMMON DOs AND DON'Ts DURING INDUSTRIAL TRAINING**

Students MUST be aware of the following aspects during their industrial training:

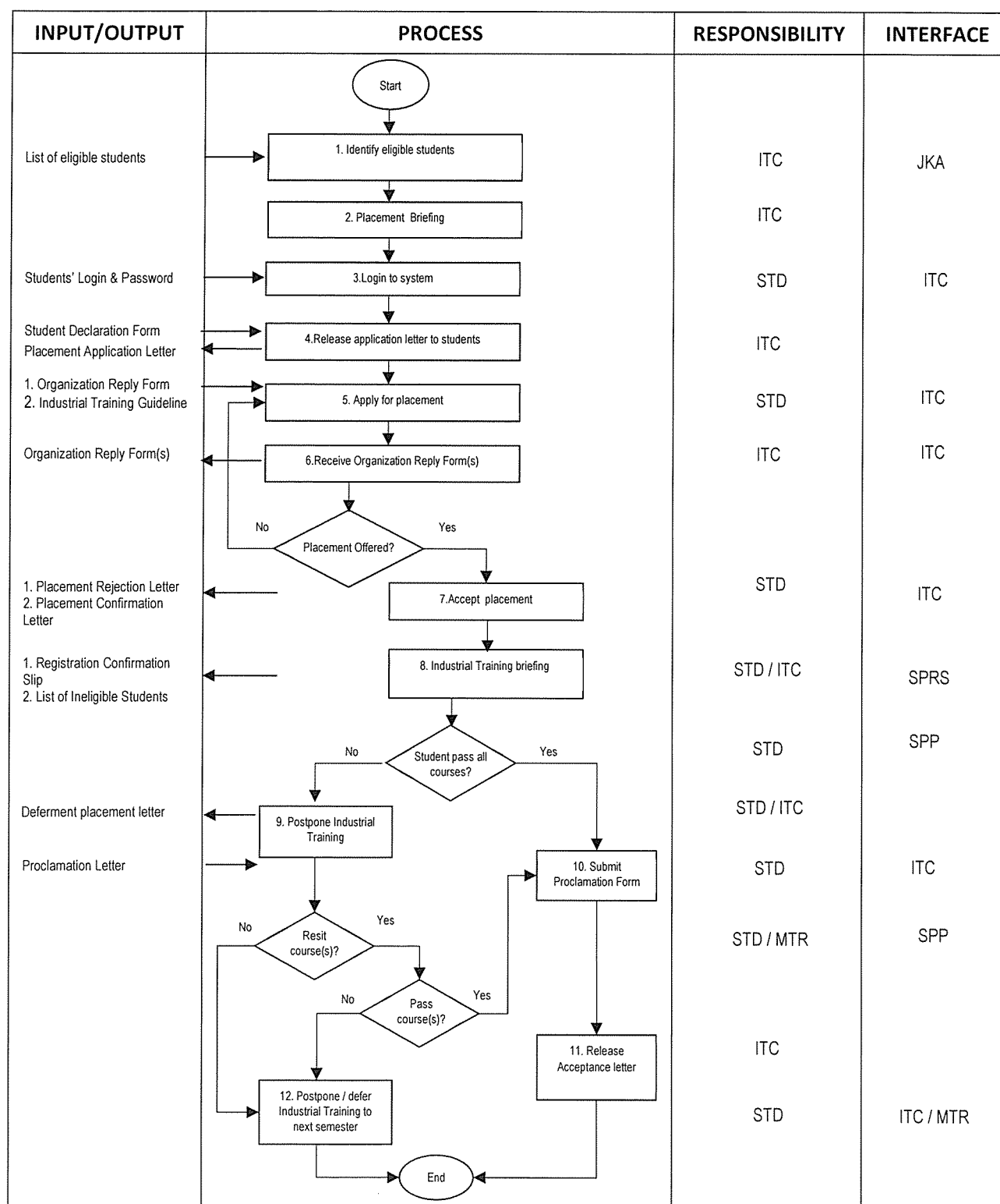
DOs	DON'Ts
<ul style="list-style-type: none"> <li>i. Uphold the image of all stakeholders as well as industrial training organisation</li> <li>ii. Adhere to the rules and regulation of the organisation &amp; KPTM at all time</li> <li>iii. Abide by the working hours of the organisation</li> <li>iv. Always be well groomed (clean and smart appearance)</li> <li>v. Record daily activities and tasks in the log sheet.</li> <li>vi. The report (log sheet) must be verified by Industrial Supervisor upon completion.</li> <li>vii. Involve in frequent meetings with industrial supervisor</li> <li>viii. Be punctual all the time</li> </ul>	<ul style="list-style-type: none"> <li>i. Do not get involved in indiscipline or political party activities.</li> <li>ii. Do not use mobile phone too frequently during working hours and do not take personal calls during office hours.</li> <li>iii. Do not get involved in informal conversations or rumour-mongering in the office environment</li> <li>iv. Do not commit with any agreement proposed by the organisation without the approval from KPTM</li> <li>v. Do not take leave unless with strong reason or incapacity through illness, accident, and other unavoidable circumstances</li> <li>vi. Do not get involved in sexual harassment</li> <li>vii. Do not smoke at the working place</li> <li>viii. Do not change your training placement without reasonable justification</li> <li>ix. Do not engage in affairs with staff of the organization</li> </ul>



## **B. PROCEDURES OF INDUSTRIAL TRAINING**

## 1.0 Pre- Industrial Training

### a) Industrial Training Placement Application Process



#### DEFINITION

IS : Industrial Supervisor

SPP : Seksyen Penjadualan &amp; Peperiksaan

MTR : Mentor

ITC : Industrial Training Coordinator

SPRS : Seksyen Pendaftaran Rekod &amp; Statistik

JKA : Jawatankuasa Akademik

STD : Student

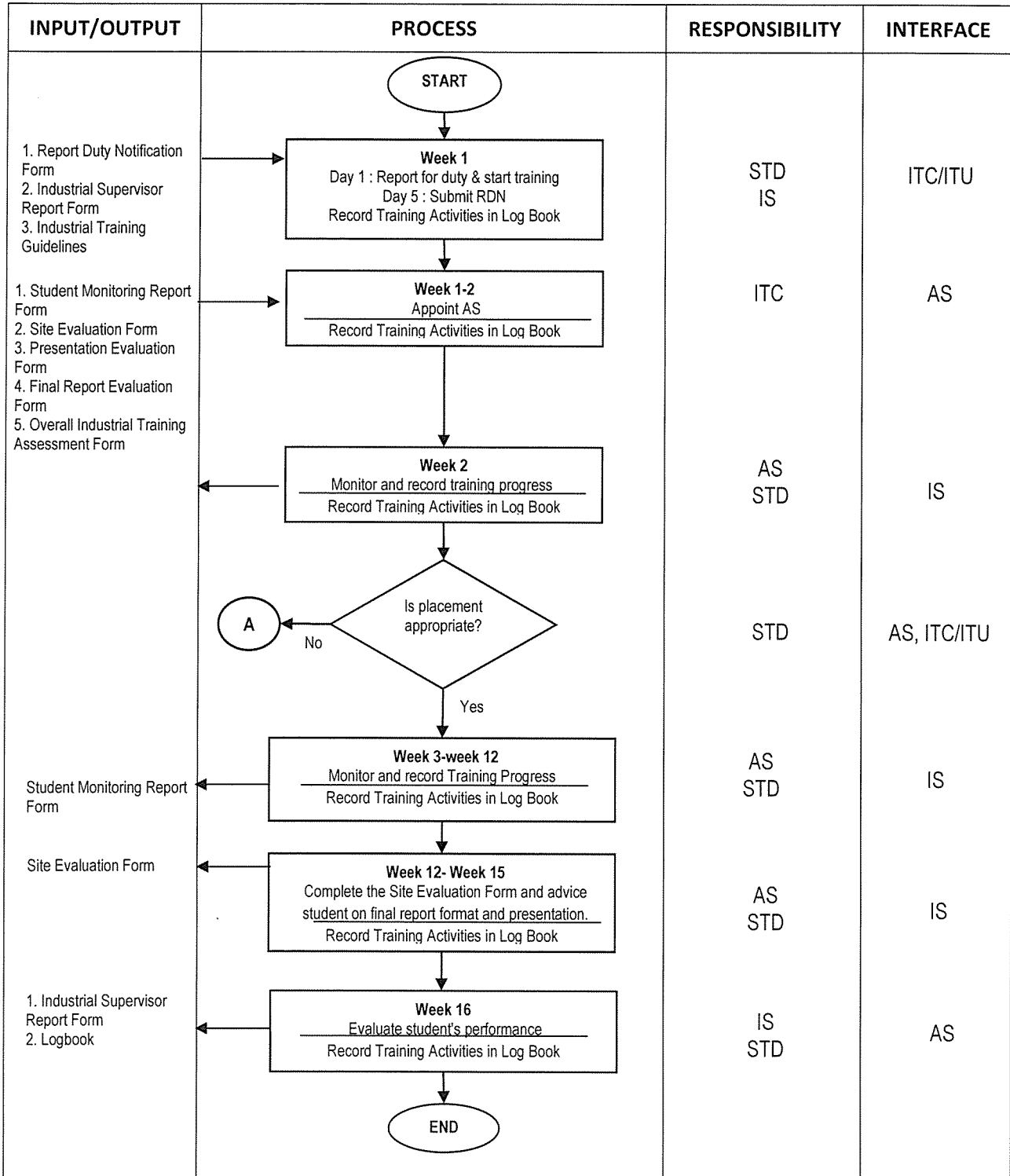
## b) Procedure of Industrial Training Placement Application

Phase/Date	Activity/Task	Action
Phase One (Preparation of Placement)	<b>1. Identify eligible students.</b> - ITC Identifies eligible students to undergo for Industrial Training	ITC
	<b>2. Placement Briefing</b> - ITC briefs students on the followings: <ul style="list-style-type: none"> <li>• Industrial Training Requirements</li> <li>• Assessment Information</li> <li>• Preparation of cover letter and resume by students. Students are to collect placement application letter from ITC.</li> <li>• Student registration on industrial training system</li> <li>• insurance policy (Check with HEP and update on each student's insurance policy status)</li> </ul> <b>Note:</b> ITC conduct placement briefing one (1) semester before students are due to go for industrial training.	ITC
	<b>3. Login to system</b> - Student login to the system to view and choose list of organisation.	ITC STD
	<b>4. Release the application letter to students</b> - Before ITC release the application letter to students, students need to submit the Students' Declaration Form and GRR Form to ensure they pass all courses.	ITC STD
Phase Two	<b>5. Apply for Placement</b> - Students apply for placement and submit the following documents: <ul style="list-style-type: none"> <li>• Application letter from College</li> <li>• Organization Reply Form</li> <li>• Cover letter prepared by students</li> <li>• Resume/CV</li> </ul>	STD
	<b>6. Receive the Organisation Reply</b> - ITC receives the Organisation Reply Form from the organisations - ITC records the placement received for filing. <b>Note:</b> Students reapply for placement if there is no response received from an earlier application.	ITC STD
Phase Three (Confirmation of Placement)	<b>7. Accept placement</b> - Student must accept only one placement offer. - ITC sends the Acceptance Letter to the organisation.	ITC

	<b>Note:</b> If students decline any placement offer, Declination Letter must be sent to the organization by the ITC.	
Phase Four (Register)	<b>8. Industrial Training briefing</b> <ul style="list-style-type: none"> <li>- Once students have registered for the course students will attend the Industrial Training briefing.</li> <li>- Students show the registration confirmation slip as proof.</li> <li>- Students will be briefed about: <ul style="list-style-type: none"> <li>● Industrial Training Requirements</li> <li>● Work Ethics</li> <li>● DOs and DON'Ts</li> <li>● Related Rules and Regulations</li> </ul> </li> <li>- Distribution of Industrial Training package Handbook (online), Logsheet, Forms (online)</li> </ul>	ITC STD
	<b>9. Postpone Industrial Training</b> <ul style="list-style-type: none"> <li>- Students who are not qualified due to course(s) fail (after Senate endorsement), can either apply for resit or request for final examination paper recheck.</li> <li>- Student will proceed for Industrial Training if approved by JKA.</li> </ul> <b>Note:</b> ITC will send a notification to the respective organisation if students fail to meet the requirement.	ITC JKA STD
	<b>10. Submit Proclamation Form</b> <ul style="list-style-type: none"> <li>- Students who are qualified must submit proclamation letter.</li> </ul>	STD
	<b>11. Release Acceptance Letter</b> <ul style="list-style-type: none"> <li>- ITC release the Acceptance letter.</li> </ul>	ITC
	<b>12. Postpone / Defer Industrial Training to next semester</b> <ul style="list-style-type: none"> <li>- Students must pass the failed paper(s) as they are not allowed to repeat the course(s) concurrently with industrial training.</li> </ul> <b>Note:</b> ITC will send a notification to the respective organisation if students fail to meet the requirement.	ITC STD

## 2.0 During Industrial Training

### a) Process during Industrial Training



#### DEFINITION

AS : Academic Supervisor  
 IS : Industrial Supervisor  
 ITC : Industrial Training Coordinator

ITU : Industrial Training Unit  
 STD : Student

## b) Procedure during Industrial Training

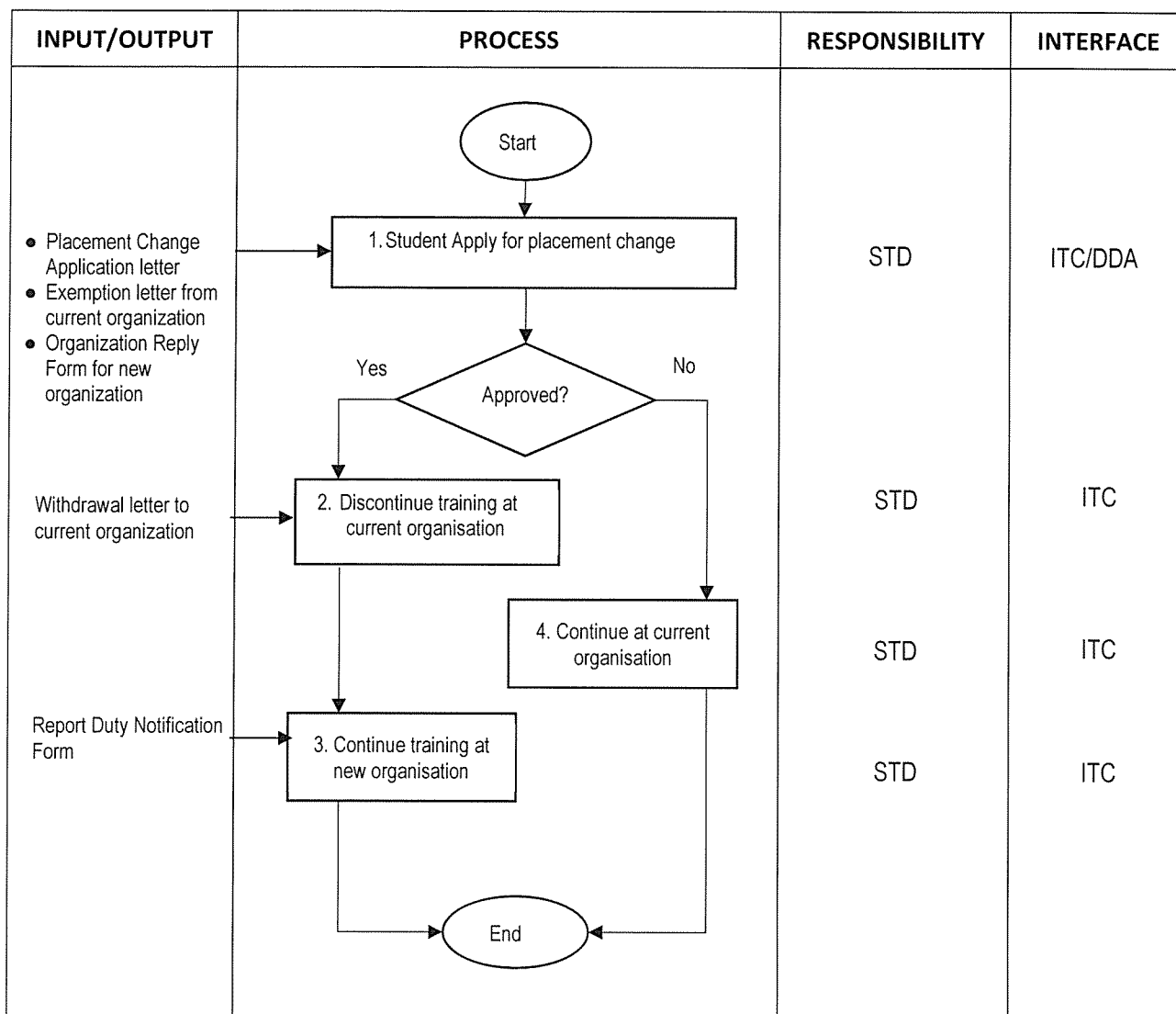
Week	Activity	Action
Week 1	<ul style="list-style-type: none"> <li>- Students report for duty at organization on time.</li> <li>- Students hand over the following documents to IS:               <ul style="list-style-type: none"> <li>• Report Duty Notification Form</li> <li>• Industrial Supervisor Report Form</li> <li>• Industrial Training Guideline</li> </ul> </li> <li>- Students will submit the completed "Report Duty Notification" to the Industrial Training Unit within week 2.</li> </ul>	<ul style="list-style-type: none"> <li>- IS</li> <li>- ITC/ITU</li> <li>- STD</li> <li>- Refer Report of Duty Notification</li> <li>- Refer Industrial Supervisor Report Form</li> </ul>
Week 1 – 2	<ul style="list-style-type: none"> <li>- ITC assign the students to Academic Supervisor (AS).</li> <li>- Identify AS based on respective field, workload, and placement region.</li> <li>- Distribute students to AS according to ratio of workload as prescribed in the lecturers' workload guideline.</li> <li>- Release appointment of AS.</li> <li>- Release to AS in softcopy the following documents:               <ul style="list-style-type: none"> <li>• Student Monitoring Report form</li> <li>• Site Evaluation form</li> <li>• Presentation Evaluation form</li> <li>• Final Report Evaluation form</li> <li>• Overall Industrial Training Assessment form</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- ITC</li> <li>- AS</li> <li>- Refer Student Monitoring Form</li> <li>- Refer Site Evaluation Form</li> <li>- Refer Presentation Evaluation Form</li> <li>- Refer Final Report Evaluation Form</li> <li>- Refer Final Industrial Training Assessment</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>- AS update information on Student Monitoring Report form.</li> <li>- Check on appropriateness of student placement. If the placement is not appropriate, students need to find new organization within Week 2 and Week 3.</li> <li>- Change of placement once this is approved, will allow student to continue their training with no penalty. Report</li> </ul>	<ul style="list-style-type: none"> <li>- AS</li> <li>- IS</li> <li>- STD</li> </ul>

	<p>Duty Notification form must be re-submitted as soon as student has reported for duty at the new organization.</p> <ul style="list-style-type: none"> <li>- Students whose change of placement are not approved, must continue the training at the current organization. If students do otherwise, they may fail the course or be subjected to disciplinary action.</li> </ul>	
Week 3 – 12	<ul style="list-style-type: none"> <li>- When placements are appropriate, students perform their duty and contact Academic Supervisor if there are any problem arises.</li> <li>- During the training, students are required to : <ul style="list-style-type: none"> <li>• Update their Log book/sheet</li> <li>• Prepare in stages the Final Report.</li> <li>• Perform their tasks under the supervision of IS.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- AS</li> <li>- ITC/ITU</li> <li>- STD</li> </ul>
Week 12 – 15	<ul style="list-style-type: none"> <li>- AS conduct site evaluation and complete the Site Evaluation Form.</li> <li>- AS advice students on final report format and preparation for presentation.</li> </ul>	<ul style="list-style-type: none"> <li>- AS</li> <li>- IS</li> <li>- STD</li> <li>- Refer Site Evaluation Form</li> </ul>
Week 16	<ul style="list-style-type: none"> <li>- IS evaluate student performance using “Industrial Supervisor Report Form”.</li> </ul>	<ul style="list-style-type: none"> <li>- AS</li> <li>- IS</li> <li>- STD</li> <li>- Refer Industrial Supervisor Report Form</li> </ul>



## 2.1 Change of Placement

### a) Industrial Training Change of Placement Process



#### DEFINITION

ITC : Industrial Training Coordinator

STD : Student

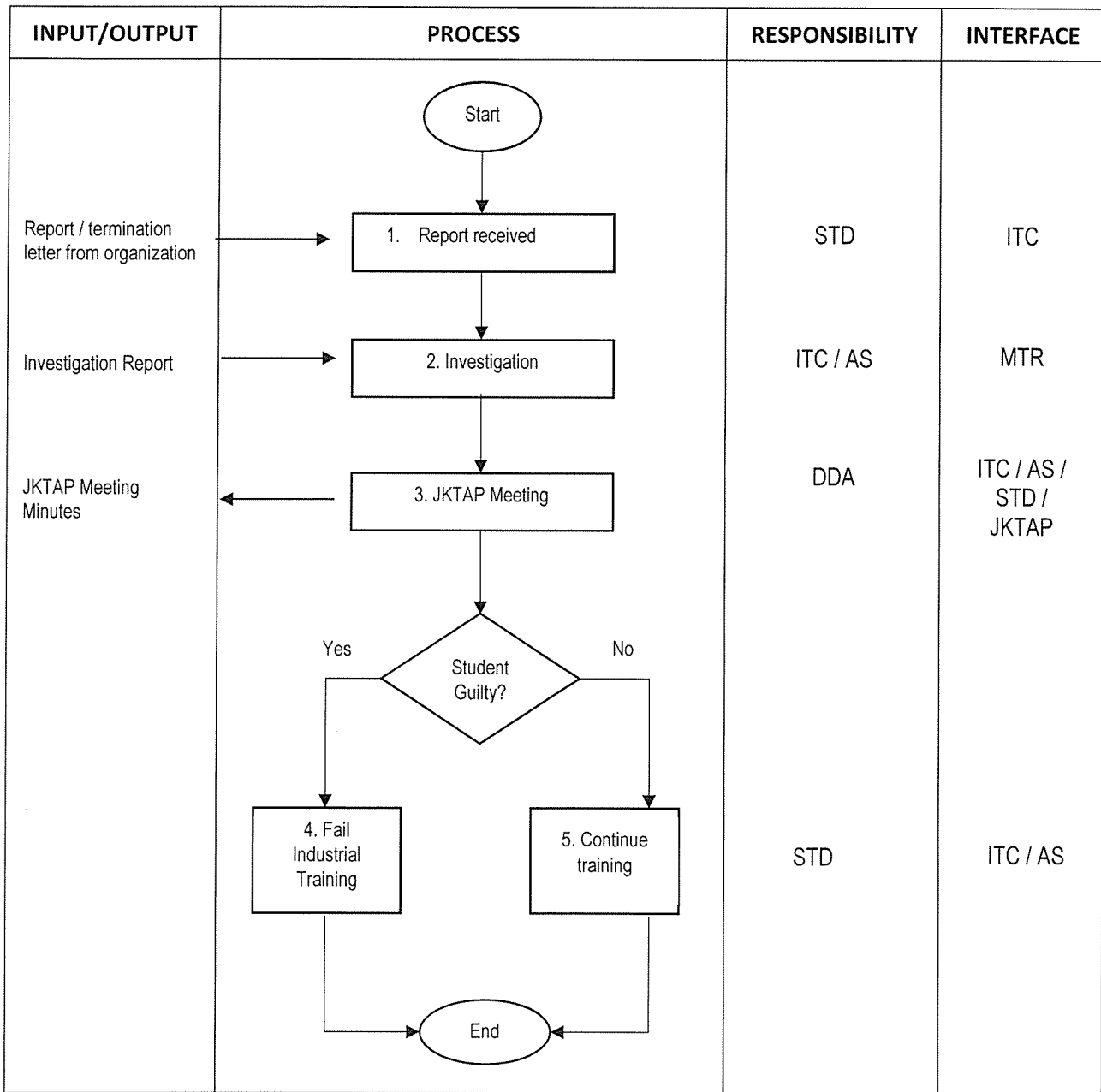
DDA : Deputy Director of Academic

## b) Procedure of Industrial Training Change of Placement

PHASE /DATE	ACTIVITY	ACTION
Phase 1 (Application for organization change)	<b>1. Student apply for placement change</b> <ul style="list-style-type: none"> <li>- Student applies for placement change within 2<sup>nd</sup> week.</li> <li>- Student provides exemption letter from current organization and Organization Reply Form for the new one.</li> <li>- Up to week 2 of the training, student can apply for placement change and get the necessary approval from DDA.</li> <li>- If placement change is made after week 3, approval from JKA meeting will be required. Change of placement after week 4 is not allowed.</li> <li>- Change of placement can be considered due to reasons such: <ul style="list-style-type: none"> <li>i. Poor Organisation Management</li> <li>ii. Health Issues</li> <li>iii. Abusive Work Environment</li> <li>iv. Sexual Harassment</li> <li>v. Violation Law by the Organisation</li> <li>vi. Ethical Issue(s)</li> <li>vii. Family Matter(s)</li> </ul> </li> </ul>	ITC DDA STD
Phase 2 (Application approval)	<b>2. Discontinue training at current organisation</b> <ul style="list-style-type: none"> <li>- If an application is approved by DDA: <ul style="list-style-type: none"> <li>• Student must resign from current organization.</li> </ul> </li> </ul> <b>3. Continue training at new organisation</b> <ul style="list-style-type: none"> <li>- Student continue training at new organisation</li> </ul> <b>4. Continue at current organization</b> <ul style="list-style-type: none"> <li>- If application is declined by DDA: <ul style="list-style-type: none"> <li>• Student must remain at current organisation.</li> </ul> </li> </ul>	DDA ITC STD

## 2.2 Handling Issues during Industrial Training

### a) Handling Issues during Industrial Training Process



#### DEFINITION:

DDA : Deputy Director of Academic

ITC : Industrial Training Coordinator

MTR : Mentor

STD : Student

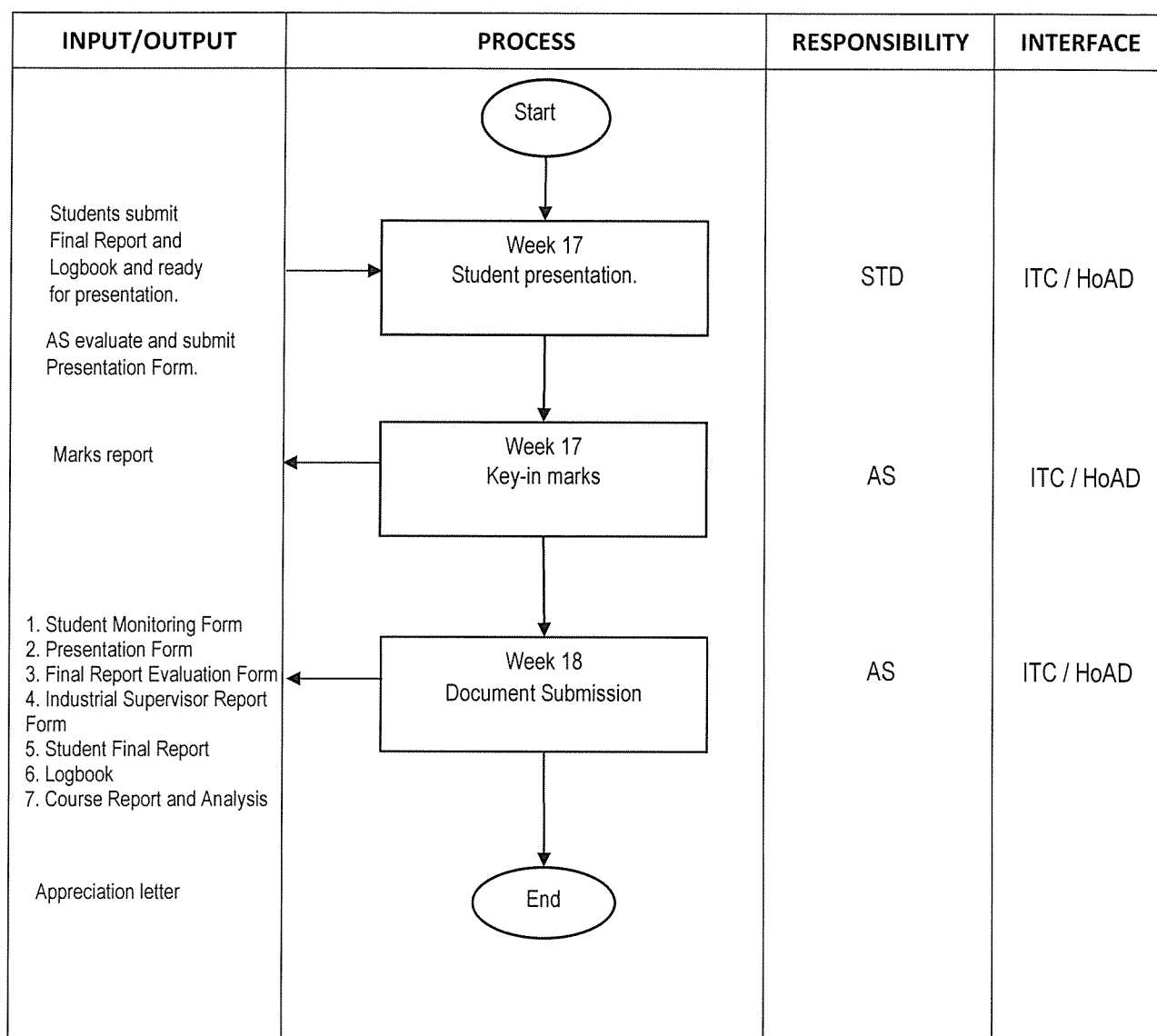
JKTAP : Jawatankuasa Tatatertib Akademik Pelajar

## b) Procedure of Handling Issues During Industrial Training

PHASE /DATE	ACTIVITY	ACTION
Phase 1	<b>1. Report received</b> Receive reports from student or organisation.	ITC
Phase 2	<b>2. Investigation</b> <ul style="list-style-type: none"> <li>- Contacts both the organization as well as student to investigate issues raised.</li> <li>- Prepare report(s)</li> <li>- Send all reports together with supporting documents to DDA.</li> </ul>	ITC DDA
Phase 3	<b>3. JKTAP meeting</b> DDA call for JKTAP meeting. All decisions are made based on JKTAP procedure as prescribed in the <i>Buku Peraturan Akademik KPTM</i> .  <b>4. Fail Industrial Training</b> If the student is found guilty, JKTAP/ITC will inform student the decision and execute the decision. He/she may fail the course.  <b>5. Continue Training</b> Student may be allowed to proceed with the training at a new organization or continue at the current organisation.	DDA JKTAP ITC STD

### 3.0 Post- Industrial Training

#### a) Post- Industrial Training Process



#### DEFINITION

HoAD : Head of Academic Department

AS : Academic Supervisor

ITC : Industrial Training Coordinator

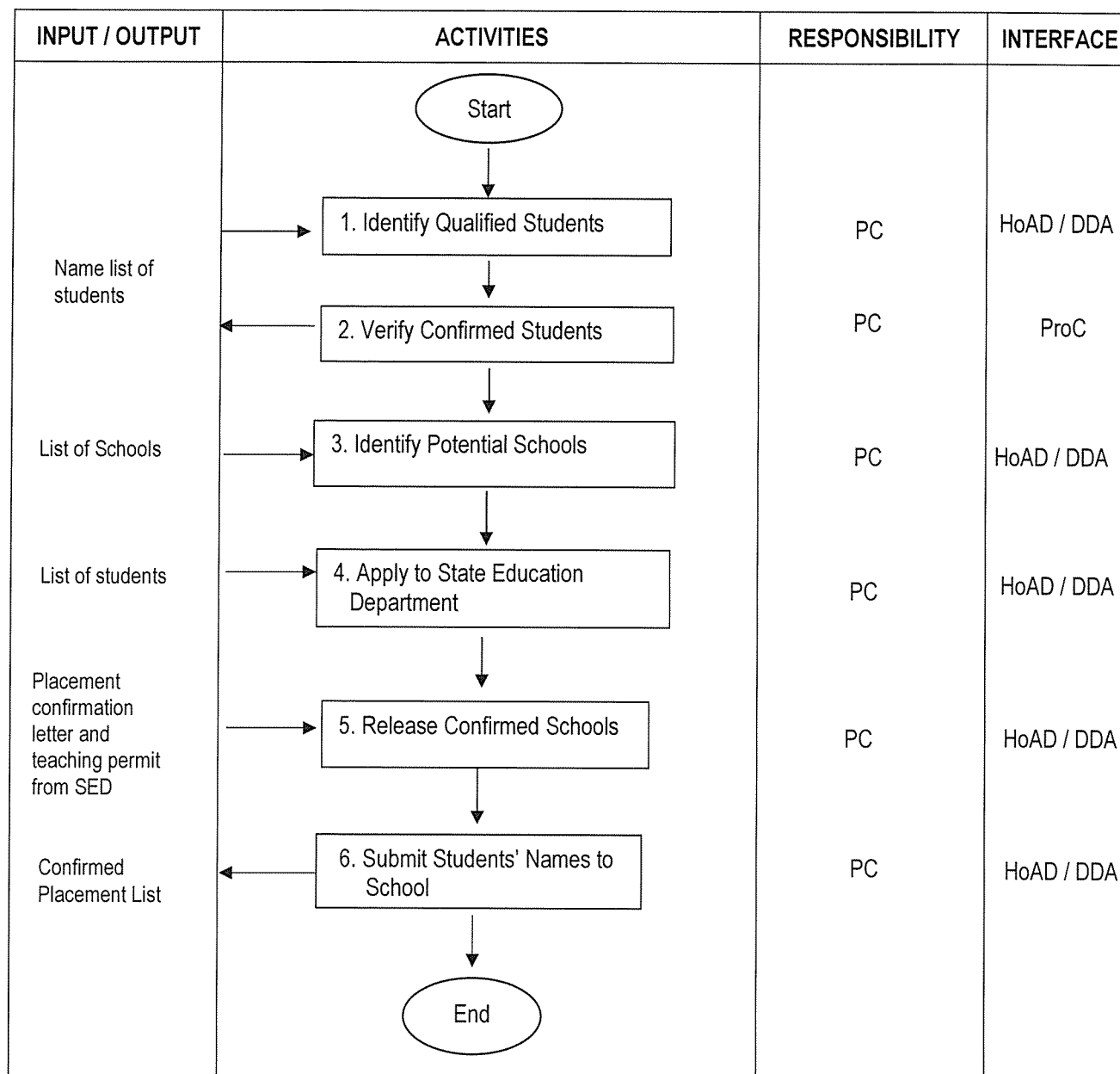
STD : Student

## b) Procedure of Post- Industrial Training

PHASE /DATE	ACTIVITY	ACTION
Week 17	<b>Student Presentation</b> <ol style="list-style-type: none"> <li>Students' Presentation</li> <li>Evaluation of presentation</li> <li>Submission of Presentation Evaluation form</li> <li>Submission of Final Report and Logbook by students.</li> </ol>	ITC STD
Week 17	<b>Key-in Marks</b> Academic Supervisor will Key-in marks into the System	AS
Week 18	<b>Document Submission</b> <ul style="list-style-type: none"> <li>- AS Submit all evaluation forms to Industrial Coordinator/Unit:               <ul style="list-style-type: none"> <li>• Student Monitoring Report Form</li> <li>• Presentation Evaluation Form</li> <li>• Final Report Form</li> <li>• Industrial Supervisor Evaluation Form</li> <li>• Student Final Report &amp; Log Book/ Sheet</li> </ul> </li> <li>- Prepare Marks Distribution Report</li> <li>- Prepare Course Report and Analysis</li> <li>- Send Appreciation Letter to organisation.</li> </ul>	AS ITC/ITU

## 4.0 PROCEDURES FOR DIPLOMA IN TEACHING ENGLISH AS A SECOND LANGUAGE (TESL)

### 4.1 Placement Application Process


**Definition:**

DDA : Deputy Director of Academic

HoAD : Head of Academic Department

PC : Practicum Coordinator

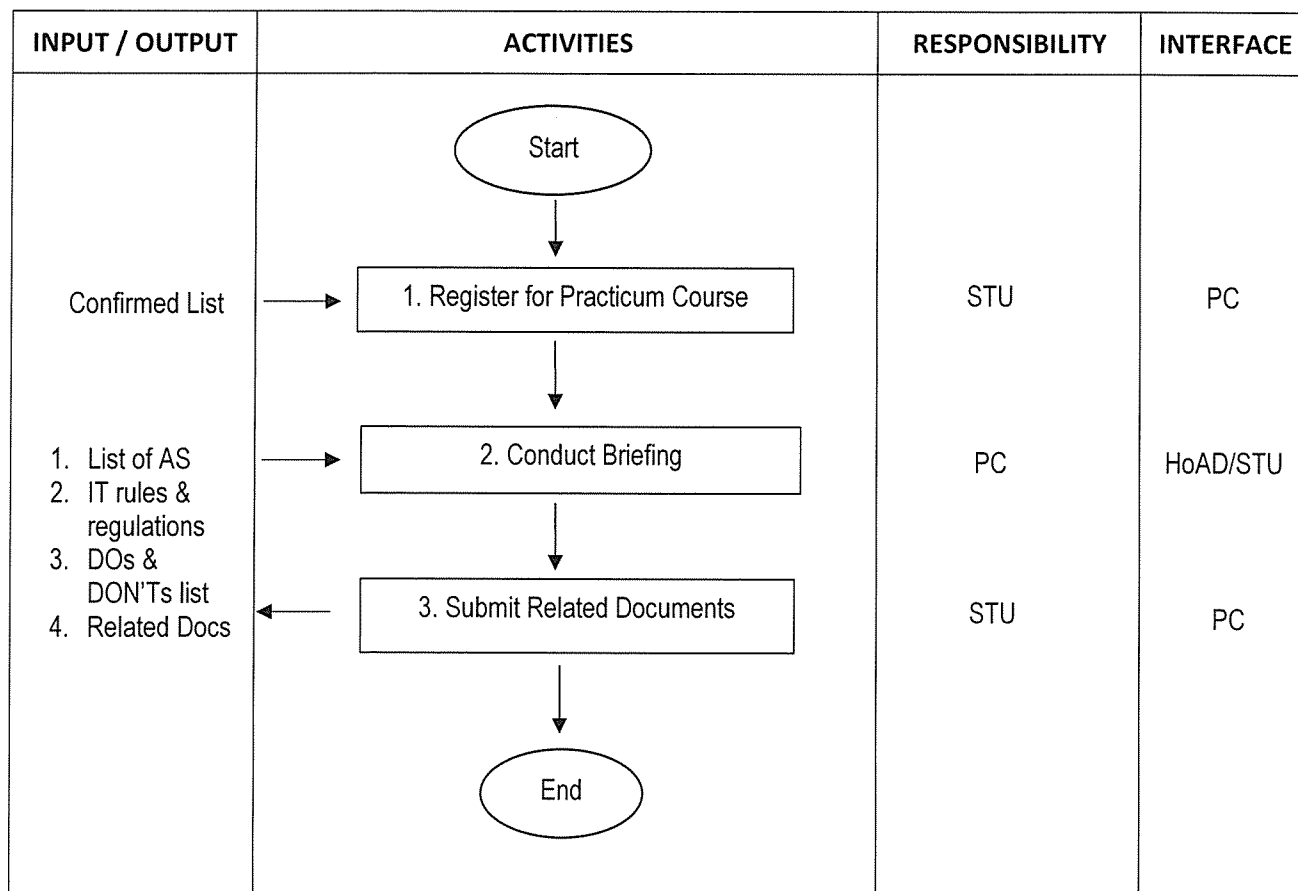
ProC : Programme Coordinator

STU : Student

SED : State Education Department



## 4.2 Placement Briefing Process


**Definition:**

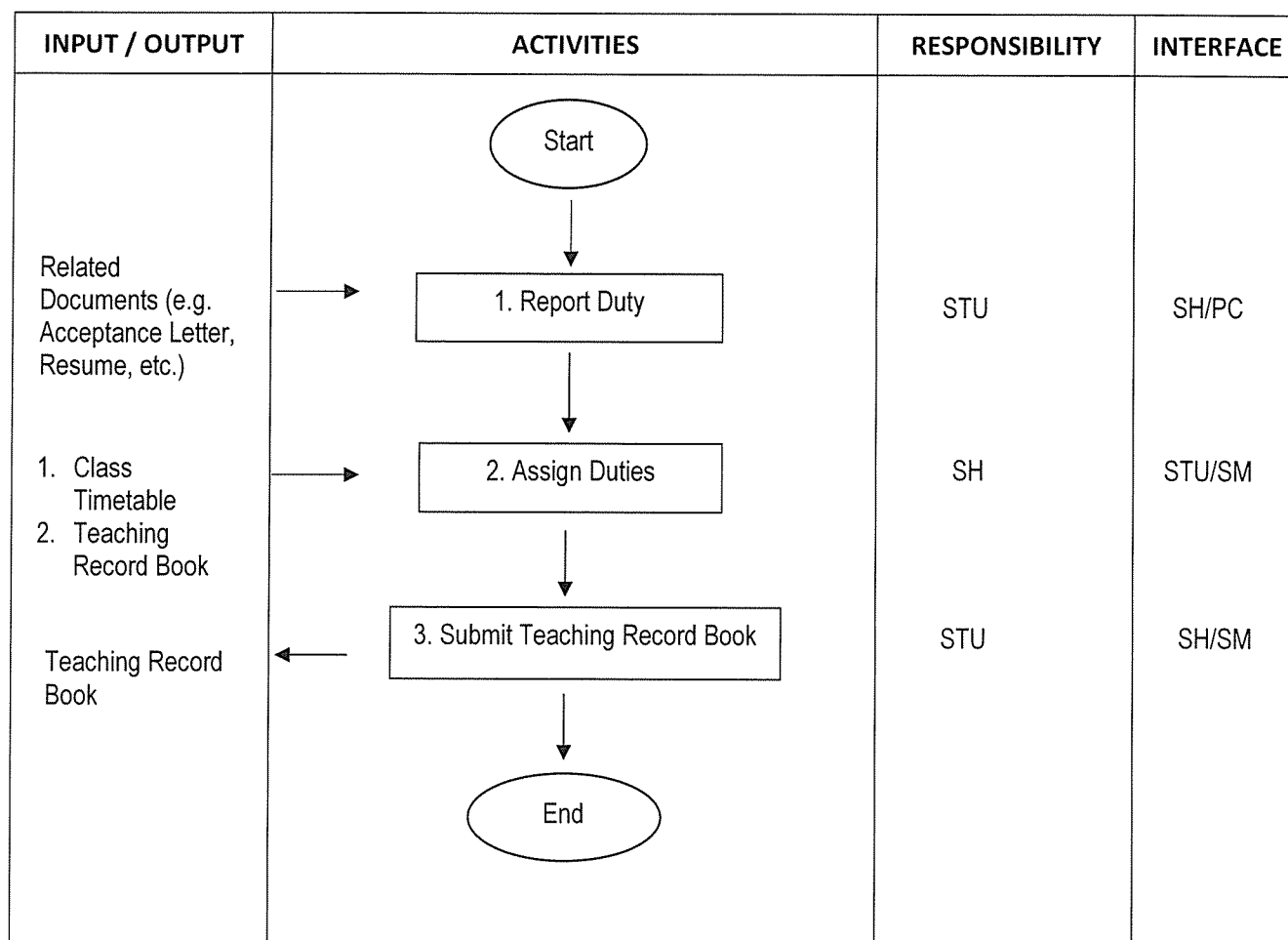
HoAD : Head of Academic Department

PC : Practicum Coordinator

AS : Academic Supervisor

STU : Student

### 4.3 Teaching Practicum Process


**Definition:**

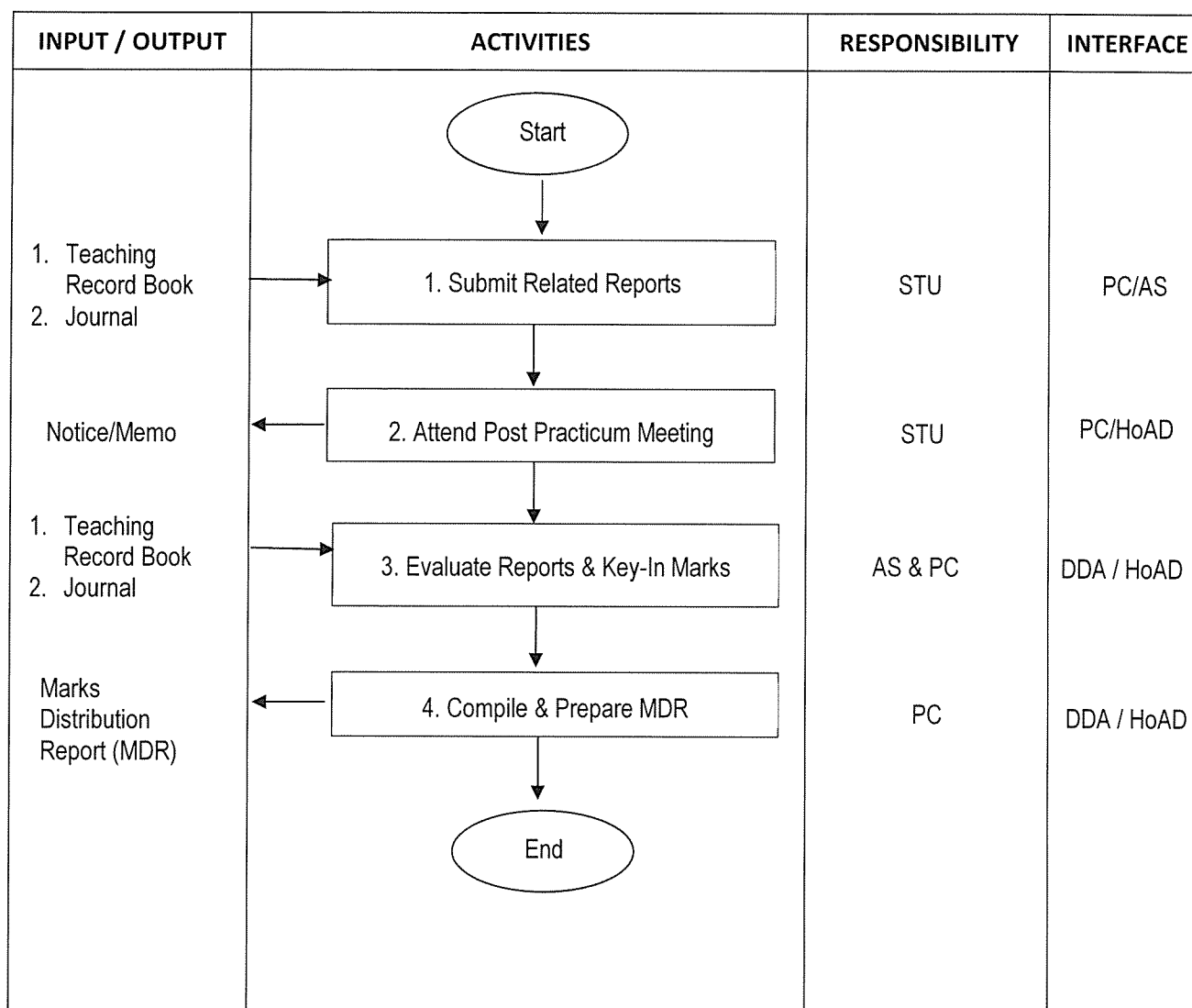
SH : School Headmaster/Headmistress

SM : School Mentor

PC : Practicum Coordinator

STU : Student

#### 4.4 Teaching Practicum Completion Process


**Definition:**

HoAD : Head of Academic Department

PC : Practicum Coordinator

AS : Academic Supervisor

AC : Academic Committee

STU : Student

MDR : Marks Distribution Report

## 4.5 Procedure for Diploma in TESL

Phase/Date	Activity/Task	Action
Phase One (8 weeks before Practicum begins)	<b>Placement Application</b> <ol style="list-style-type: none"> <li><b>1. Identify Qualified Students</b> <ul style="list-style-type: none"> <li>PC identifies qualified STU based on CGPA.</li> <li>Qualified STUs will be called for a briefing to explain about processes and actions required.</li> </ul> </li> <li><b>2. Verify Qualified Students</b> <p>PC gets confirmation of qualified STU from ProC.</p> </li> <li><b>3. Identify Potential Schools</b> <p>PC identifies potential schools.</p> </li> <li><b>4. Apply to the State Education Department</b> <p>PC applies for practicum placement to SED together with teaching permits for the STU.</p> </li> <li><b>5. Release Confirmed Schools</b> <p>Once approval received from SED, PC releases the list of schools to STU so that STU can choose the school of his/her choice.</p> </li> <li><b>6. Submit Students' Names to School</b> <p>PC submits students' names to schools for administrative purpose.</p> </li> </ol>	PC
Phase Two (On the Registration Day)	<b>Placement Briefing</b> <ol style="list-style-type: none"> <li><b>1. Register for Practicum Course</b> <p>STU register for the course on the stipulated dates.</p> </li> <li><b>2. Conduct Briefing</b> <ul style="list-style-type: none"> <li>PC conducts a briefing after STUs have registered for the course.</li> <li>PC releases the appointed Academic Supervisor (lecturer) who is assigned by the HoAD.</li> </ul> </li> <li><b>3. Submit Related Documents</b> <ul style="list-style-type: none"> <li>STU submit any necessary documents/forms to PC for record purpose</li> </ul> </li> </ol>	STU PC HoAD
Phase Three (At the Assigned School)	<b>Teaching Practicum</b> <ol style="list-style-type: none"> <li><b>1. Report Duty</b> <ul style="list-style-type: none"> <li>STU report for duty at the assigned school.</li> <li>STU meet SH for self-introductory.</li> </ul> </li> <li><b>2. Assign Duties</b></li> </ol>	STU SH SM

Phase/Date	Activity/Task	Action
	<ul style="list-style-type: none"> <li>○ SH explains related details like timetable, school's activities, the assigned SM, etc.</li> <li>○ SM will guide and facilitate STU throughout the practicum period.</li> </ul> <p><b>3. Submit Teaching Record Book</b> STU must submit the Teaching Record Book weekly to SH for monitoring and guiding purpose.</p>	
<b>Phase Four (After Completion of Practicum)</b>	<p><b>Teaching Practicum Completion</b></p> <p><b>1. Submit Related Reports</b> STU submit Teaching Record Book and Journal to AS for evaluation.</p> <p><b>2. Attend Post Practicum Meeting</b> STU attend the meeting to share the practicum experience with potential eligible STU practicum.</p> <p><b>3. Evaluate Reports</b></p> <ul style="list-style-type: none"> <li>○ AS starts to evaluate reports such as the Teaching Record Book and Journal.</li> <li>○ AS submit evaluated reports and journals to PC</li> </ul> <p><b>4. Compile &amp; Prepare MDR</b> PC compile all marks received from AS, key-in marks in the system and prepare MDR for the Academic Committee to verify</p>	<p>STU</p> <p>AS</p> <p>PC</p> <p>HoAD</p>

## **C. APPENDIX**

<b>Surat Permohonan Penempatan Latihan Industri</b>
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ITU/L001M/01
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Rujukan Kami : < no rujukan ITU >

Tarikh : < tarikh >

**Kepada Pihak Yang Berkenaan**

Tuan/Puan,

**PERMOHONAN PENEMPATAN LATIHAN INDUSTRI**

Dengan hormatnya perkara di atas adalah dirujuk.

Kolej Poly-Tech MARA <nama cawangan> merupakan sebuah institusi pengajian tinggi yang menawarkan pelbagai program peringkat diploma dan ijazah sarjana muda. Sebagai memenuhi syarat untuk bergraduasi, pelajar KPTM dikehendaki menjalani Latihan Industri.

Sehubungan dengan itu KPTM <nama cawangan> sedang mengenal pasti organisasi yang sesuai untuk menempatkan pelajar-pelajar tahun akhir yang bakal menjalani Latihan Industri selama **16 minggu** iaitu pada <tarikh mula> **sehingga** <tarikh akhir dan tahun>.

Berikut adalah maklumat pelajar yang berminat menjalani Latihan Industri di organisasi tuan/puan:

**Nama** :

**No. IC** :

**No. ID** :

**Program** :

Sebarang makluman dan pertanyaan sila berurusan dengan Koordinator Latihan Industri iaitu < nama Koordinator > (no telefon ext. no. xxx @ no. h/p) atau emel kepada <ind\_training@gapps.kptm.edu.my>

KPTM berharap pihak tuan/puan dapat menyediakan tempat untuk pelajar kami. Mohon maklumbalas sama ada menerima atau menolak permohonan ini secepat mungkin dengan mengembalikan **Borang Maklumbalas Organisasi (ITU/F002M/01)** yang disertakan. Bersama ini disertakan makluman lanjut berkaitan program latihan industri.

Segala kerjasama daripada pihak tuan/puan diucapkan ribuan terima kasih.

Yang benar,

**“BERKHIDMAT UNTUK NEGARA”**

**“LUAR BANDAR SEJAHTERA”**

Saya yang menjalankan amanah,

XXXXXX

**Pengarah**

Kolej Poly-Tech MARA <nama cawangan>



## Application Letter for Industrial Training Placement

ITU/L001E/01

Our Reference : < ITU Ref no.>  
 Date : < date >

**To Whom It May Concern**

Dear Sir/Madam,

**APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT**

The above matter is kindly referred.

Kolej Poly-Tech MARA <name of branch> is a higher institution of learning that offers Diploma and Degree Programmes in various field of studies. As part of the program's completion, students must undergo Industrial Training at any established organization.

Therefore, we are searching for a suitable organisation for the industrial placement of the following final year student. The training period is for 16 weeks that begins from < start date> to <end date and year>. We hope to have your approval accepting our student for the industrial training experience at your organisation.

The followings are the details of the interested student to undergo the training at your organisation:

**Name** :  
**IC No.** :  
**ID No.** :  
**Programme** :

For any inquiry please contact our Coordinator < *name of ITC (branch)*> (*telephone no. & ext. no. xxx*) or email to <xxxxx@gapps.kptm.edu.my>

Your participation as the industrial training provider is greatly appreciated. Kindly reply by completing the Organisation **Reply Form (ITU/F002E/01)** attached herewith as soon as possible. Also enclosed is an Information Sheet on Industrial Training for your perusal.

Thank you.

Yours sincerely,

**"BERKHIDMAT UNTUK NEGARA"**  
**"LUAR BANDAR SEJAHTERA"**

Saya yang menjalankan amanah,

XXXXXX

**Director**

Kolej Poly-Tech MARA <college branch>

ITU/F002M/01

**BORANG MAKLUMBALAS ORGANISASI**

TARIKH: &lt; &gt;

KOLEJ POLY-TECH MARA &lt;nama cawangan&gt;

&lt;Alamat 1&gt;

&lt;Alamat 2&gt;

&lt;Alamat 3&gt;

(Untuk Perhatian: Unit Latihan Industri)

Tel : &lt; no. tel. &gt; (sambungan &lt; no.&gt;)

Fax : &lt; no. fax &gt;

Email: &lt; alamat email &gt;

Tuan/Puan,

**KURSUS LATIHAN INDUSTRI**

Perkara diatas adalah dirujuk.

☐ Ya, organisasi kami bersedia menerima pelajar berikut:

Nama Pelajar	ID	Jabatan Ditempatkan

Atau,

☐ Harap maaf, pihak kami terpaksa menolak permohonan.Sebarang pertanyaan boleh diajukan kepada *(untuk diisi oleh Pegawai):*

Nama : \_\_\_\_\_

Jawatan : \_\_\_\_\_

Nama  
Organisasi : \_\_\_\_\_Alamat  
Organisasi : \_\_\_\_\_

No Tel. : \_\_\_\_\_

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

Emel : \_\_\_\_\_

Tandatangan : \_\_\_\_\_

ITU/F002E/01

**ORGANISATION REPLY FORM**

DATE: &lt; &gt;

KOLEJ POLY-TECH MARA &lt;branch name&gt;

&lt;Address 1&gt;

&lt;Address 2&gt;

&lt;Address 3&gt;

(Attn: Industrial Training Unit)

Tel : &lt; tel. no. &gt; (ext. &lt; no.&gt;)

Fax : &lt; fax no. &gt;

Email: &lt; email address &gt;

Dear Sir/Madam,

**INDUSTRIAL TRAINING COURSE**

The above matter is kindly referred.

☐ Yes, our organisation will be able to accept the following trainee:

Name of trainee	ID	Department Assigned

Or

☐ Sorry, we have to decline/turn down the application.
Here is the contact person at our organisation (*to be filled by an officer*):

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

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

Name of  
Organisation : \_\_\_\_\_Address of  
Organisation : \_\_\_\_\_

Tel. No : \_\_\_\_\_

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

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

Signature : \_\_\_\_\_

 **KINDLY RETURN THE COMPLETED FORM WITHIN TWO (2) WEEKS OF THIS LETTER**

## Acceptance Letter

ITU/L002/01

Our Ref. No:

Your Ref. No:

Date:

&lt;Organisation Name&gt;

&lt; Address 1 &gt;

&lt; Address 2 &gt;

&lt; Address 3 &gt;

(Attn: )

Dear Sir/ Madam

**PLACEMENT CONFIRMATION FOR INDUSTRIAL TRAINING**

The above matter is kindly referred.

We would like to express our gratitude for your willingness to accept the stated student undergoing his/her industrial training at your organisation from **<date/month/year>** until **<date/month/year>** (**xx weeks**).

Student Name :

IC Number :

ID Number :

Programme :

We hope to continue this network and collaboration for we have many prospect of students who might show interests doing their industrial trainings at your organisation in the near future. Please contact our Industrial Training Coordinator, **< name of ITU Head (branch)> (telephone no. & ext. no. xxx) or email to <xxxx@gapps.kptm.edu.my>** for any query.

Thank you.

Yours sincerely,

**"BERKHIDMAT UNTUK NEGARA"****"LUAR BANDAR SEJAHTERA"**

Saya yang menjalankan amanah,

**XXXXXX**

Director

Kolej Poly-Tech MARA *<branch name>*

ITU/L003/01

**Declination Letter**

Our Ref. No:

Your Ref. No:

Date:

&lt;Organisation Name&gt;

&lt; Address 1 &gt;

&lt; Address 2 &gt;

&lt; Address 3 &gt;

(Attn: )

Dear Sir/ Madam

**DECLINATION OF INDUSTRIAL TRAINING PLACEMENT**

The above matter is kindly referred.

We would like to express our highest appreciation for your willingness in accepting our students to undergo industrial training at your organisation.

However, we are sorry to inform you that the student listed in the Organisation Reply Form is unable to accept the offer at this time due to unavoidable circumstances. Any inconvenience caused to your organisation is deeply regretted.

Student Name :

IC Number :

ID Number :

Programme :

We look forward for other opportunities to collaborate with you in the future.

Thank you.

Yours sincerely,

**“BERKHIDMAT UNTUK NEGARA”**

**“LUAR BANDAR SEJAHTERA”**

Saya yang menjalankan amanah,

XXXXXX

Director

Kolej Poly-Tech MARA <branch name>

**PROCLAMATION FORM**

Students are abide to the following proclamation statements throughout the trainings.

1. Complete 16 weeks of industrial training at the assigned organisation.
2. Demonstrate enthusiasm to perform assigned tasks at all times.
3. Comply with the Industrial organisation's rules and regulations.
4. Keep KPTM's and/or Industrial organisation's information confidential at all times.
5. Demonstrate a well-groomed presence with a smart and appropriate appearance.
6. Leaves are allowed upon approval.
7. Establish good rapport with the supervisors and colleagues.
8. Submit the log book/ log sheet and final report according to the stipulated dates.

Failure to comply with the stated proclamation statements may affect your industrial training results and disciplinary actions may be taken against you.

I, \_\_\_\_\_ ID: \_\_\_\_\_

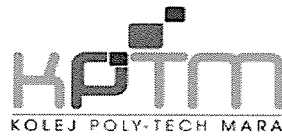
Programme \_\_\_\_\_ Programme Code \_\_\_\_\_ hereby agree to  
comply with the stated proclamation statements.

Signature

.....

Name:

Date:



ITU/F003/01

KOLEJ POLY-TECH MARA <branch name>

<Address 1>

<Address 2>

<Address 3>

Tel : < no. tel. >

Fax : < no. fax >

**REPORT OF DUTY NOTIFICATION**

This is to confirm that this student has reported for duty in our organisation

***STUDENT***

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

I.D. No : \_\_\_\_\_

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

Organization Address : \_\_\_\_\_

***INDUSTRIAL SUPERVISOR***

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

Designation : \_\_\_\_\_

Contact No. : \_\_\_\_\_

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

Signature : \_\_\_\_\_

Organization Official Stamp

The completed form must be submitted or fax to:

**Coordinator Name**

**Industrial Training Unit**

**Kolej Poly-Tech MARA <Branch Name>**

**<College Address>**

**Tel : <College Tel No>**

**Fax: <College Fax No>**

**Email : <.....>@kptm.edu.my**

If this form is not returned within the stipulated date, it will be assumed that the student is not registered and does not report for duty. Hence, no evaluation will be made on the student.



ITU/F004/01

**KOLEJ POLY-TECH MARA <branch name>**

**<Address 1>**

**<Address 2>**

**<Address 3>**

**Tel : < no. tel. >**

**Fax : < no. fax >**

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**STUDENT MONITORING REPORT**

This form needs to be completed by the Academic Supervisor

Student's Name : \_\_\_\_\_

I.D. No : \_\_\_\_\_

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

Industrial Supervisor Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Task Assigned : \_\_\_\_\_

\_\_\_\_\_

Comment : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

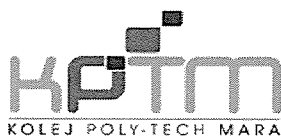
Academic Supervisor Name : \_\_\_\_\_

Signature : \_\_\_\_\_

**The completed form must be submitted to the Industrial Training Coordinator**



ITU/F005/01



KOLEJ POLY-TECH MARA &lt;branch name&gt;

&lt;Address 1&gt;

&lt;Address 2&gt;

&lt;Address 3&gt;

Tel : &lt; no. tel. &gt;

Fax : &lt; no. fax &gt;

**SITE VISIT REPORT**

Academic Supervisor's Name : \_\_\_\_\_

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

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

Organisation Address : \_\_\_\_\_

\_\_\_\_\_

Please mark ( ✓ ) where appropriate:

Method		Name of Student :
Meet student	(    )	
Meet supervisor	(    )	Name of Industrial Supervisor :
Meet other staff at the organisation	(    )	Name of staff : Designation :
Organisation official stamp	(    )	

**Presentation/Demonstration/Conversation with student based on the task given.**

Please evaluate according to the given scale shown below: (Circle)

1	2	3	4	5
Poor	Weak	Satisfactory	Good	Excellent

**A Discipline****Scale**

1	Attendance	1	2	3	4	5
2	Punctuality	1	2	3	4	5
3	Performed work in specified time	1	2	3	4	5
4	Compliance to orders	1	2	3	4	5
5	Compliance to office rules	1	2	3	4	5
6	Willingness to accept responsibility	1	2	3	4	5
7	Quality of work	1	2	3	4	5
8	Self-Appearance	1	2	3	4	5

**B Abilities****Scale**

1	Initiative	1	2	3	4	5
2	Ability to work in team	1	2	3	4	5
3	Ability to work with minimal supervision	1	2	3	4	5
4	Independence	1	2	3	4	5
5	Ability to give ideas/opinions/suggestions	1	2	3	4	5
6	Ability to cope with pressure	1	2	3	4	5

**C Skills****Scale**

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Knowledge of related tasks	1	2	3	4	5
4	Ability to use related software/tools	1	2	3	4	5
5	Adaptability	1	2	3	4	5
6	Social relation	1	2	3	4	5

Total marks : \_\_\_\_\_ / 100

Comments:

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(Name and Signature of Academic Supervisor)

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

Please submit the completed form to the address below after the presentation / demonstration / conversation.

<Coordinator Name>  
Industrial Training Unit  
Kolej Poly-Tech MARA <branch name>  
< College Address>

Tel : <college tel. no.>  
Fax : <college fax no.>  
Email : <ind\_training>@gapps.kptm.edu.my

**Note:** The criteria for the evaluation may vary according to the respective programme's need.

ITU/F006/01



KOLEJ POLY-TECH MARA &lt;branch name&gt;

&lt;Address 1&gt;

&lt;Address 2&gt;

&lt;Address 3&gt;

Tel : &lt; no. tel. &gt;

Fax : &lt; no. fax &gt;

**PHONE CALL REPORT**

Supervisor's Name : \_\_\_\_\_

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

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

Organisation Address : \_\_\_\_\_

\_\_\_\_\_

Please mark ( ✓ ) where appropriate:

Talk to student	(    )	Name of Student :
Talk to supervisor	(    )	Name of Industrial Supervisor :
Talk to other staff at the organisation	(    )	Name of staff : Designation :
Organisation official stamp	(    )	

**Note:** Kindly email or fax this form to the Industrial Supervisor for verification before returning it to the Supervisor who made the phone call.

**Presentation/Demonstration/Conversation with student based on the task given.**

Please evaluate according to the given scale shown below: (Circle)

1	2	3	4	5
Poor	Weak	Satisfactory	Good	Excellent

**A Discipline****Scale**

1	Attendance	1	2	3	4	5
2	Punctuality	1	2	3	4	5
3	Performed work in specified time	1	2	3	4	5
4	Compliance to orders	1	2	3	4	5
5	Compliance to office rules	1	2	3	4	5
6	Willingness to accept responsibility	1	2	3	4	5
7	Quality of work	1	2	3	4	5
8	Self-Appearance	1	2	3	4	5

**B Abilities****Scale**

1	Initiative	1	2	3	4	5
2	Ability to work in team	1	2	3	4	5
3	Ability to work with minimal supervision	1	2	3	4	5
4	Independence	1	2	3	4	5
5	Ability to give ideas/opinions/suggestions	1	2	3	4	5
6	Ability to cope with pressure	1	2	3	4	5

**C Skills****Scale**

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Knowledge of related tasks	1	2	3	4	5
4	Ability to use related software/tools	1	2	3	4	5
5	Adaptability	1	2	3	4	5
6	Social relation	1	2	3	4	5

Total marks : \_\_\_\_\_ / 100

Supervisor Comments:

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(Name and Signature of Supervisor)

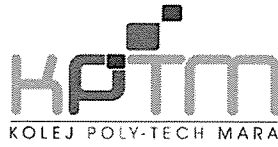
Date: \_\_\_\_\_

Please submit the completed form to the address below immediately after the phone call is made:

**<Coordinator Name>**  
**Industrial Training Unit**  
**Kolej Poly-Tech MARA <branch name>**  
**< College Address>**

**Tel : <college tel. no.>**  
**Fax : <college fax no.>**  
**Email : <ind\_training>@kptm.edu.my**

**Note:** The criteria for the evaluation may vary according to the respective programme's need.



ITU/F007/01

**KOLEJ POLY-TECH MARA <branch name>**

**<Address 1>**

**<Address 2>**

**<Address 3>**

**Tel : < no. tel. >**

**Fax : < no. fax >**

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**INDUSTRIAL SUPERVISOR REPORT**

(To be completed by Industrial Supervisor)

Student's ID. No. : \_\_\_\_\_

Student's Name : \_\_\_\_\_

Name of organisation : \_\_\_\_\_

Address of organisation: \_\_\_\_\_

Job Description

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For each of the criteria, rate the student according to the scale shown:

1	2	3	4	5
<b>Poor</b> (Fail to meet minimum requirement)	<b>Below Average</b> (Requires significant development to improve performance)	<b>Average</b> (Requires some development to fulfil expectations)	<b>Good (Balanced and consistent performance)</b>	<b>Excellent</b> (Notable achievement beyond normal expectations)

<b>(A) Knowledge and skills in the field</b>	<b>Scale</b>
i. Knowledge of subject area	1 2 3 4 5
ii. Ability in the relevant skills	1 2 3 4 5
iii. Ability in completing written reports	1 2 3 4 5
<b>(B) Planning and organization of work</b>	
i. Ability in planning and organizing assigned task	1 2 3 4 5
ii. Time management	1 2 3 4 5
iii. Problem solving skills	1 2 3 4 5
iv. Ability to apply theoretical knowledge to the practical tasks	1 2 3 4 5
<b>(C) Leadership</b>	
i. Ability to handle challenges	1 2 3 4 5
ii. Ability to adapt to different situation	1 2 3 4 5
iii. Commitment to task/work	1 2 3 4 5
iv. Ability to work effectively as an individual and as a member of a team	1 2 3 4 5
v. Proactive and innovative	1 2 3 4 5
<b>(D) Communication</b>	
i. Rapport-ability to develop good relationship with others	1 2 3 4 5
ii. Ability to communicate effectively	1 2 3 4 5



**(E) Personality**

i. Pleasant character	1	2	3	4	5
ii. Cooperative	1	2	3	4	5
iii. Self-confident	1	2	3	4	5

**(F) Discipline**

i. Possess good self-discipline	1	2	3	4	5
ii. Compliance to rules	1	2	3	4	5
iii. Punctuality and attendance	1	2	3	4	5

**Total marks: \_\_\_\_\_ / 100**

**\_\_\_\_\_ / 20%**

Comments:

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Suggestions:

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\_\_\_\_\_  
(Name and Signature of Supervisor)

Organization's Stamp:

**Note:** i) Please submit this report to the college within one (1) week after completion of the training.  
ii) The criteria for the evaluation may vary according to the respective programme's need.

ITU/F008/01



**PRESENTATION EVALUATION FORM**  
(To be completed by Academic Supervisor)

Each presentation should last 10 to 15 minutes (inclusive of Question & Answer session). The supervisor is to chair presentations. (Refer to Table A for marking criteria).

**Student Name** :

**ID Number** :  **Session:**

**Program** :

**Academic Supervisor** :

CATEGORIES	MARKS	
	GIVEN	FULL
Knowledge of the subject		40
Organization, language and delivery		20
Critical / analytical / creative skills		20
Question handling		20
<b>TOTAL</b>		<b>/ 100</b>
		<b>(20 %)</b>

**Comments or Suggestions:**

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I hereby confirm that the above student has presented the Industrial Training Presentation as required by the College and has been evaluated fairly and professionally.

Sincerely,

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

Date:

Position:

Official Stamp:

Table A: Description of Rank (Presentation Rubric)

RANK	CATEGORY							
	Knowledge		Organization / Language / Delivery		Critical/analytical/creative thinking skills		Question Handling	
	Mark	Description	Mark	Description	Mark	Description	Mark	Description
<b>Excellent</b>	36-40	<ul style="list-style-type: none"> <li>- Excellent knowledge of the subject and application of the knowledge.</li> <li>- Very clear analysis of the problem</li> <li>- Original / Outstanding project</li> </ul>	18-20	<ul style="list-style-type: none"> <li>- Very well organized</li> <li>- Very clear objectives</li> <li>- Excellent language</li> <li>- Very confident delivery</li> </ul>	18-20	<ul style="list-style-type: none"> <li>- Excellent ideas / new areas for research</li> <li>- Clearly feasible</li> </ul>	18-20	<ul style="list-style-type: none"> <li>- Answer questions very well / very competently / concisely / clearly</li> </ul>
<b>Very Good</b>	31-35	<ul style="list-style-type: none"> <li>- Very good knowledge of the subject and application of the knowledge.</li> <li>- Clear analysis of the problem</li> <li>- Very good project</li> </ul>	15-17	<ul style="list-style-type: none"> <li>- Well organized</li> <li>- Clear objectives</li> <li>- Very good language</li> <li>- Confident delivery</li> </ul>	15-17	<ul style="list-style-type: none"> <li>- Very good ideas / areas for research</li> <li>- Feasible ideas</li> </ul>	15-17	<ul style="list-style-type: none"> <li>- Answer questions quite well / competently / concisely / clearly</li> </ul>
<b>Good</b>	26-30	<ul style="list-style-type: none"> <li>- Good knowledge of the subject and application of the knowledge.</li> <li>- Fairly clear analysis of the problem</li> <li>- Good project</li> </ul>	10-14	<ul style="list-style-type: none"> <li>- Fairly organized</li> <li>- Fairly clear objectives</li> <li>- Good language</li> <li>- Fairly confident delivery</li> </ul>	10-14	<ul style="list-style-type: none"> <li>- Some fairly good ideas</li> <li>- Quite feasible</li> </ul>	10-14	<ul style="list-style-type: none"> <li>- Answer questions fairly well / quite competently / fairly concisely / clearly</li> </ul>
<b>Satisfactory</b>	16-25	<ul style="list-style-type: none"> <li>- Adequate knowledge of the subject and application of the knowledge.</li> <li>- Fairly clear analysis of some areas of the problem</li> <li>- Adequate project</li> </ul>	6-9	<ul style="list-style-type: none"> <li>- Lacks good organization</li> <li>- Some ideas are linked</li> <li>- Not very clear objectives</li> <li>- Not confident</li> </ul>	6-9	<ul style="list-style-type: none"> <li>- Some ideas for research but not original / new</li> </ul>	6-9	<ul style="list-style-type: none"> <li>- Lacks ability to answer questions effectively</li> </ul>
<b>Weak</b>	0-15	<ul style="list-style-type: none"> <li>- Little / no knowledge of the subject and application of the knowledge.</li> <li>- Vague analysis of the problem</li> <li>- Inadequate project</li> </ul>	0-5	<ul style="list-style-type: none"> <li>- No organization</li> <li>- Disjointed / confusing ideas</li> <li>- Unclear objectives</li> <li>- A nervous wreck</li> </ul>	0-5	<ul style="list-style-type: none"> <li>- No / illogical ideas</li> <li>- Unfeasible ideas</li> </ul>	0-5	<ul style="list-style-type: none"> <li>- Does not understand questions</li> <li>- No ability to handle questions</li> </ul>

**Note:** The rubric may vary according to the respective programme's need.



**FINAL REPORT EVALUATION FORM**  
**Industrial Training**

Student Name:		ID No:	
Programme:			

No	Evaluation Criteria	Score						Remarks
1	<b>Abstract</b> • Summary of the training, experience gained and acknowledgement	0	1	2	3	4	5	
2	<b>Table of Contents</b>	0	1	2	3	4	5	
3	<b>Objectives</b> • Objectives of the report • Objectives of the training	0 0	1 1	2 2	3 3	4 4	5 5	
4	<b>Company's Profile</b> • Company background • Organization chart • Details of industrial supervisor	0 0 0	1 1 1	2 2 2	3 3 3	4 4 4	5 5 5	
5	<b>Overview of the Training</b> • Describe the duties and tasks assigned to the student • The explanations must follow the schedule as recorded in log book/sheet	0 0	1 1	2 2	3 3	4 4	5 5	
6	<b>Details of Experience</b> • Describe the duties and various tasks in detail (details of project completed, estimation, costing and etc.) • The problems encountered and the approach for solving problems • The professional and ethical issues, health and environmental issues that are encountered during the training	0 0 0	1 1 1	2 2 2	3 3 3	4 4 4	5 5 5	
7	<b>Discussion and Conclusion</b> • Discussion and suggestion of the training • Conclusion of the training	0 0	1 1	2 2	3 3	4 4	5 5	
8	<b>References</b> • The list of references used in preparing the report	0	1	2	3	4	5	

9	<b>Appendix</b> <ul style="list-style-type: none"> <li>Any other relevant details to support the write up. For example, design details, copies of letters, project report, figures, tables, pictures and etc.</li> <li>Each appendix has a title and mentioned in the report</li> </ul>	0	1	2	3	4	5	
		0	1	2	3	4	5	
10	<b>Preparation of Log book/sheet</b> <ul style="list-style-type: none"> <li>Able to maintain a log book/sheet systematically</li> <li>The log book/sheet has been signed completely (at least once a week)</li> </ul>	0	1	2	3	4	5	
		0	1	2	3	4	5	
11	<b>Overall Format</b>	0	1	2	3	4	5	
	<b>TOTAL MARKS</b>	_____ / 100 _____ / 40%						

\_\_\_\_\_

(Name and Signature of Academic Supervisor)

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

## Log Book/Sheet Sample



# INDUSTRIAL TRAINING LOGBOOK

PROGRAM CODE	
PROGRAM NAME	
COMPANY NAME	

STUDENT'S INFORMATION	
NAME	
ID. NO.	
IC. NO.	
ADDRESS	
CONTACT NO.	
ACADEMIC SUPERVISOR'S INFORMATION	
ACADEMIC SUPERVISOR	
CONTACT NO.	
INDUSTRIAL SUPERVISOR'S INFORMATION	
COMPANY NAME	
ADDRESS	
INDUSTRIAL SUPERVISOR	
CONTACT NO.	
REPORTING DATE	
DURATION	

Log Book/Sheet Sample

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Week No.:

Date	Task	Remark

Approved by

Supervisor Name :  
Signature :  
Date :