1. Front Cover of Industrial Training Final Report



1. Declaration

“The report submitted herewith is a result of my own work. All information that has been obtained from other sources had been fully acknowledged. I understand that plagiarism constitutes a breach of University College rules and regulations and would be subjected to disciplinary actions.”

Signature

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<Name of Student>

Date:

(iii) Acknowledgements

<Expression of appreciation to the company, faculty, individuals, etc.>

(iv) Abstract

<Summary of report with 200 to 300 words>

(v) Table of Contents

Chapter 1: Introduction

* 1. Industrial training scheme

<A brief description on the course objectives, duration, etc.>

* 1. Industrial training scopes

<A summary of trainee’s job functions, roles, and responsibilities, etc. in the company/organisation>

* 1. Background and details of company, organisation and industry
  2. Functions, business objectives and missions of company/organisation
  3. Structures of organisation/project
  4. Training department

<Explain the structure and activities of training department which you were placed in>

* 1. Training personnel

<Describe the names, job positions and working relationships among the personnel of training organisation and department>

Chapter 2 to N: Relevant Topics

<Describe the project background, job responsibilities, experiences, details of work undertaken, whether you have become aware of business opportunities and gained entrepreneurial skills as well as describe how you plan practise entrepreneurship in the future, to etc.>

Chapter N + 1: Conclusions & Recommendations

<State your opinion regarding experiences in the industry and future expectation, etc.>

<Recommendations, if any, regarding the scheme of Industrial Training or on the training, etc.>

(vi) References

List of references (books, manuals, etc.) according to Harvard referencing system:

Author’s family name, Initial(s). Year, *Title of book*, Edition (if any), Publisher, Place of publication.

(vii) Endorsement by the company’s supervisor

**The above is a true record of activities taken by the trainee during industrial training.**

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| --- | --- | --- | --- |
| Signature of Supervisor: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Name of Supervisor: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Stamp / Chop: |  |  |  |

(viii) Appendices

<May include photographs, tabulations, drawings, graphs, flowcharts, computer programmes, etc.which must be clearly annotated>

MUST include the first 5 months progress reports here.

Formatting: Times New Roman font, font size 12 point, 1.5 line spacing, start every section and chapter on a new page.