

BL-8 INDUSTRIAL TRAINING CHECKLIST

This form must be completed by the student and submitted to their **Industrial Training Coordinator** ONE (1) week after completing LI.



UMS
UNIVERSITI MALAYSIA SABAH

Name of Student : _____

Matric Number :

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Programme : ☐ Software Engineering (HC00) ☐ Network Engineering (HC05)

Name of Organisation : _____

Address : _____

city _____ postcode _____

state _____ country _____

tel. _____ fax _____

email _____

Total working hours per day : _____ hours

Total working days per week: _____ days

Allowance : _____ (daily / monthly)

Tick (✓) where applicable.

A. FACILITIES

No.	Facilities provided by the organisation	Yes	No	N/A
1.	Accommodation			
2.	Food subsidy			
3.	Transportation			
4.	Work equipment			
5.	Safety equipment			
6.	Guideline/work instructions book			

B. FIELD OF WORK

No.	Descriptions	Yes	No	N/A
1.	Briefing and guidance are provided to the trainee on how to perform the assigned tasks.			
2.	Safety rules are given to the trainee prior to the start of the industrial training.			
3.	Work responsibilities are in accordance with the trainee's field of study.			
4.	The theoretical knowledge of the trainee is adequate to the tasks implied by the industrial training.			
5.	The technical skill of the trainee is adequate to the tasks implied by the industrial training.			
6.	The soft skill (e.g. computer skills, communication, English, etc.) of the trainee is adequate to the tasks implied by the industrial training.			
7.	Trainee is assigned with overtime works.			
8.	The industrial training is beneficial to the trainee.			

C. COMMENTS

No.	Descriptions	Yes	No
1.	Is this organisation suitable for industrial training?		
2.	Would you recommend this organisation to other students in the future?		

Other comments (Please feel free to write in another sheet if necessary).

Student's Signature

Date :