

(i) Front Cover of Industrial Training Final Report

<p style="text-align: center;"><u>Industrial Training Final Report</u></p> <p style="text-align: center;">At</p> <p style="text-align: center;"><Name of Company></p> <p style="text-align: center;"><Address></p> <p style="text-align: center;">From <Start Date> To <End Date></p> <p style="text-align: center;">Prepared By</p> <p style="text-align: center;"><Name of Student></p> <p style="text-align: center;"><Programme of Study></p> <p style="text-align: center;"><Name of University College Supervisor></p> <p style="text-align: center;">Faculty of Computing and Information Technology</p> <p style="text-align: center;">Tunku Abdul Rahman University College</p> <p style="text-align: center;">Kuala Lumpur</p> <p style="text-align: center;"><Academic Year></p>

(ii) Declaration

“The report submitted herewith is a result of my own works. 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

<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

a. Industrial training scheme

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

b. Industrial training scopes

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

c. Background and details of company, organisation and industry

d. Functions, business objectives and missions of company/organisation

e. Structures of organisation/project

f. Training department

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

g. 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 and details of work undertaken, 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 in during industrial training.

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 2 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.