

A photograph of a modern industrial building with a glass facade, set against a blue sky with white clouds. The image is partially obscured by a blue gradient bar that serves as a background for the title.

# Industrial Training Briefing

SEMESTER I 2021/2022

FSKTM, UTHM

Monday, 5<sup>th</sup> April 2021

Industrial Training Overview

Industrial Training Committee and PKKA

Industrial Training Application Process

Application Procedures


How to Choose a company?

Internship Preparation

Pre-Industrial Training Activities

Industrial Training Guidelines

*Industrial Training Online Registration Manual.*



# When are you eligible to go for Industrial Training?

Course registration  
BIT40112/BIC 41812  
Industrial Training

Completed at least  
70 % of the course  
subjects.

# BIT 40112/BIC 41812 Industrial Training

- Students have to undergo **24** weeks of practical training at any government or private agencies. During the training, they will be given assignments or projects, which are approved earlier by the faculty and the agencies based on their majors.

# Why go for Industrial Training?





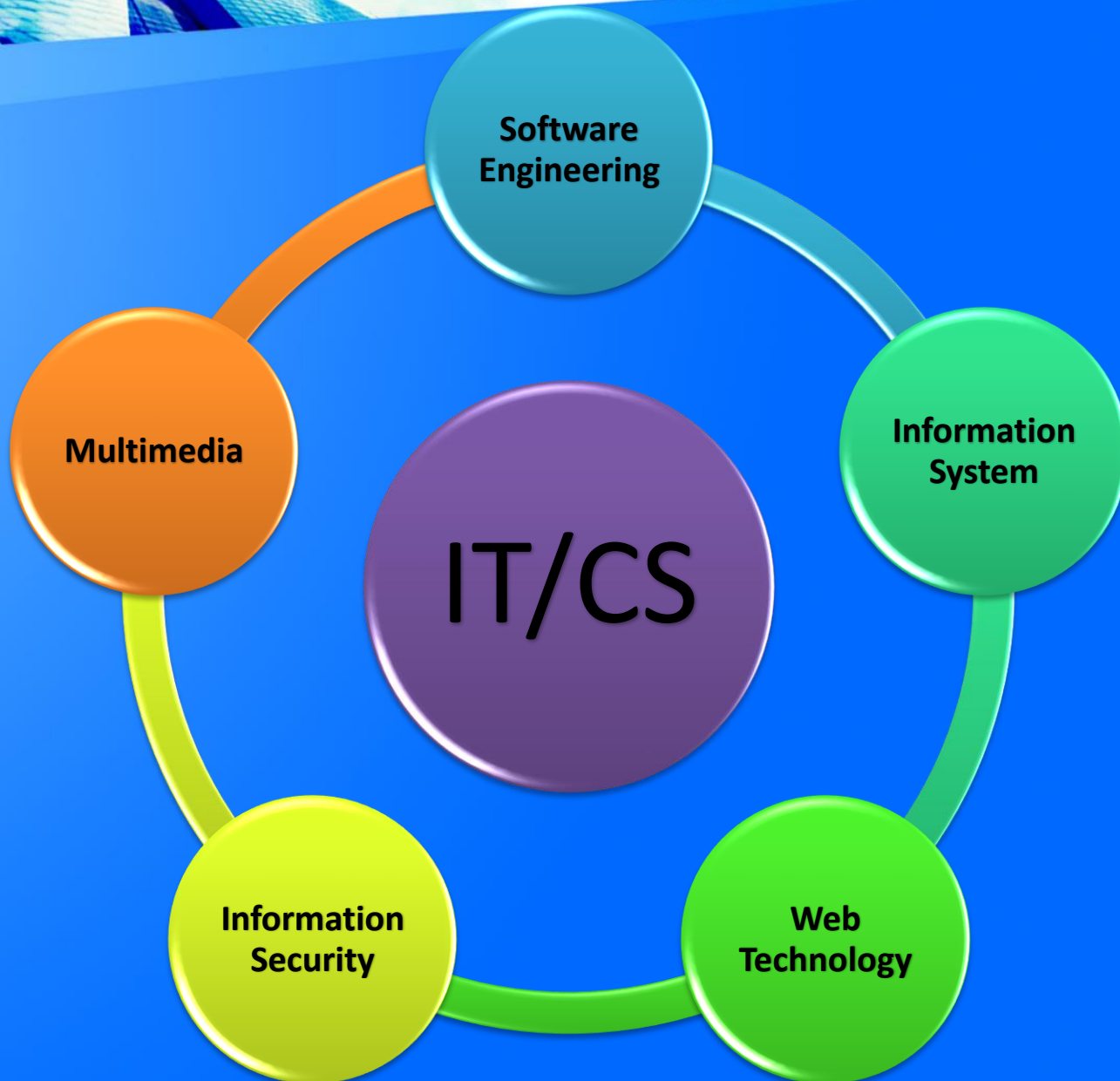
# Learning Outcome

By the end of the course, students should be able to:

- develop value, moral and professional ethics in working environment. (C5, EM)
- adapt skills and knowledge gained from university to industry. (P6, Practical Skills)
- report industrial training outcome verbally and written. (A3, CS)



# Scope of Training





# Expectation to industry

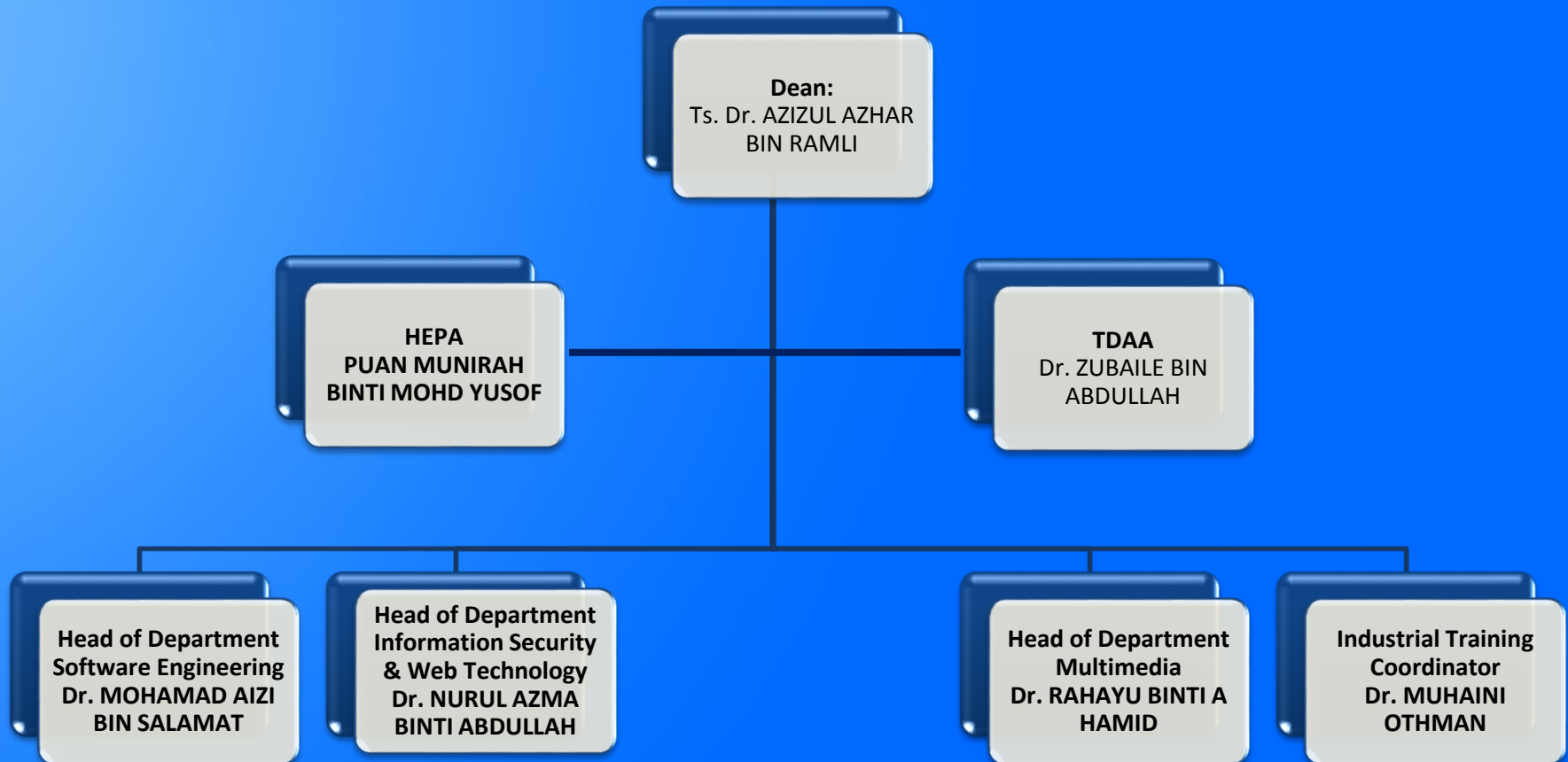
**Students are expected to be involved in the following areas:**

- Documentation and testing new software applications
- Web design and development
- Hardware architecture and construction
- Network design and engineering
- Develop system/applications (coding, programming)
- Multimedia
- Security tool implementation, integration, and performance evaluation
- IT Project management related task

Upon completion of this industrial training, the students are expected to possess certain level of technical competency, particularly related to their respective field of studies.



# Industrial Training Committee





## Industrial Training Coordinator

- DR. MUHAINI OTHMAN
  - Tel No (O) : 074533712
  - H/P : 0197462388
  - Fax : 074533652
  - Email : [muhaini@uthm.edu.my](mailto:muhaini@uthm.edu.my)

**Please Send Me a Message via Email, Whatapps, FB. Will get back to you when available. Only call when it is urgent.**

# Coordinator responsibilities

Giving Industrial Training Briefings

Setting suitable dates for Industrial Training

Monitor student registrations and application by checking whether the companies are suitable.

Assign faculty supervisors and schedule industrial visits

Collect marks from faculty supervisors and industrial supervisors

Collect all materials regarding industrial training.

# Who are responsible to manage your applications to companies?

## PUSAT KERJAYA DAN ALUMNI(PKKA) & HEP

- PKKA - Handle all matter related to industrial training and eLI system
  - Puan Zailiya binti Suradi (Off: 07-453 7457, email : [li@uthm.edu.my](mailto:li@uthm.edu.my) , [zailiya@uthm.edu.my](mailto:zailiya@uthm.edu.my))
- HEP handle indemnity letter
  - Pn Suhailah binti Muhammad Philip (Off: 07-4564008, [suhailah@uthm.edu.my](mailto:suhailah@uthm.edu.my))



# **Industrial Training Online Registration**

## **via e-LI**

**New e-LI functions student can-**

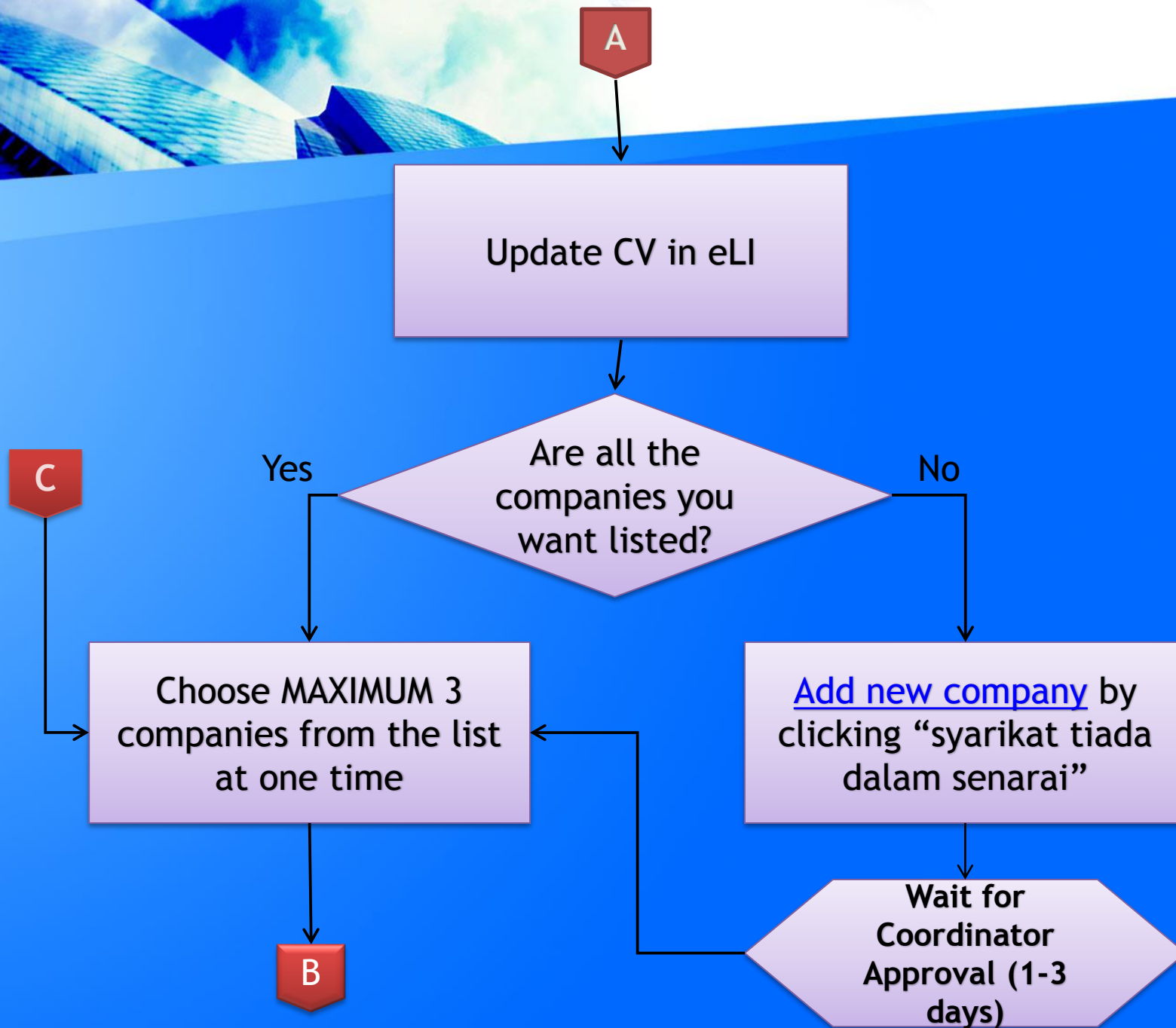
- 1. print their of cover letter**
- 2. Print LI confirmation letter**
- 3. Print rejection letter**
- 4. Application to register new companies**
- 5. E-logbook**

# Industrial Training Application Process

Before  
confirmation of  
placement









B

Print cover letter and CV

Send to the companies (email/post)

Student checks if there any offer letter from companies at PKKA (after 2-4 weeks)

Is there any offer?

No

Yes

C

Do you want to accept it?

No

Yes

Confirm your rejection to PKKA (formal letter), Print the rejection letter from eLI and send to the company.

Confirm your placement with PKKA

Update internship placement info after starting internship in eLI

Check subject registration for BIT40112/BIC 41812 Latihan Industri during subject registration weeks (automatic registered from eLI\*\*\*)

End

# Application Procedures

## Via PKKA:e-LI (*Industrial Training Registration Online*)

- Choose maximum 1-3 companies at a time.
  - If rejected then apply again.
  - If your quota is full, please email me to add one more quota with an evidence of rejection from company
- This method is preferable since most companies prefer to receive formal letter from the University
- **\*\*Coordinator have the right to reject student's choice of company** if it does not comply to condition set out by the committee.



# *Guide to LI*

1. Send cover letter and CV to all potential companies and called them to confirmed they received your CV.
2. Be proactive, do not wait for offers called them up to ask about their decision. If their respond are negative find other companies.
3. Find a place before the date of industrial training start.
4. If they don't have an IT department and need your help in developing software or system, please do apply.
5. If you have two or more offers, ask the companies if they wanted a replacement (among your friend) before rejecting the offers.
6. Ask lecturers about their connections with companies.

# How to choose a company?

## Choose a company:

- In MALAYSIA only. If you want to do LI outside Malaysia, please consult PKKA.
- That has an IT department and have the expertise that can guide the student during training.
- In Pandemic era – Student are allowed to find a company that provide work from home but make sure the company also have physical company.



# Not Advisable to Apply to these Companies

Schools, Polytechnics, Hospitals, City councils, Pejabat Setiausaha Kerajaan Negeri (depends on which government offices- consult Coordinator first!)

Organization without an IT department.

Organization without any IT staff to supervise you.

Telecommunications company – work related to Electrical and electronic



# Internship Preparation

Prepare your resume

- Check grammar and spelling mistake
- Picture must be presentable
- Email Address
- List your skills and experience
  - Undergraduate project (PSM)
  - Training attended
- Check for templates
  - Jobstreet.com

Choose a suitable company

- Research via website
- Ask seniors
- Go to the company
- Refer to previous internship list in Latihan Industri FB Page



# WARNING!

- Student are not advisable to apply the company themselves. **MUST** apply through **eLI** System.
- Student who are caught forging the cover letter or any forms from eLI to apply on their own will be given **HG** for LI subject.
- Student who forget to give notice of rejection the company they apply will be given **HG**.
- Student who change the company placement without TDAA and coordinator permission will be given **HG**.

# 1.2.7 Keputusan Hadir Gagal (HG) daripada Panduan LI

- Pelajar dikira **GAGAL** sekiranya:
  - a) Tidak menjalani LI atau memalsukan kehadiran dan tiada rekod tarik diri setelah membuat pengakuan menerima tawaran LI.
  - b) Menukar penempatan LI tanpa mendapat kelulusan bertulis daripada Timbalan Dekan (Akademik dan Antarabangsa) fakulti/pusat akademik.
  - c) Menjalani LI kurang daripada tempoh minimum 80% kehadiran yang telah ditetapkan dalam program akademik fakulti.
  - d) Tidak menghantar laporan dan buku log pada tarikh yang telah ditetapkan setelah tamat menjalani LI. (Sila rujuk Perkara 29(2)(b) dalam Peraturan Akademik, UTHM).
  - e) Membuat pemalsuan dokumen atau maklumat berkaitan dengan LI, seperti memalsukan surat tawaran, buku log, buku laporan, surat pengakuan kehadiran, sijil cuti sakit dan sijil cuti kematian ahli keluarga terdekat.



# The Impact of Incorrect Company Selection !!

- Student will ask permission to change company with **101 reasons**.
- Company will feel **disappointed** at FSKTM student.
- Indirectly, it will **affect** the good name of faculty and university.
- Then, university will be **BLACK LISTED** by the company.
- Finally, **no placement** to your junior or difficult for the university to joint venture with them regarding research or other matters.



***THINK***  
**BEFORE  
YOU ACT**

# PRE- INDUSTRIAL TRAINING ACTIVITIES

	Activities	Date/ Duration	Location/ Website	Person/s Involved
1.	Attend First Briefing on Industrial Training (THURSDAY)	5 <sup>th</sup> April 2021	Online	LI Coordinator, Student.
2.	LI registration & Update resume	5 <sup>th</sup> April 2021 – 4 <sup>th</sup> May 2021	e-LI	Student
3.	Apply internship application to 1 - 3 companies in	5 <sup>th</sup> April 2021 – until offered placement	e-LI	Student, PKKA
4.	Check for any offer letters - (if no offer, resubmit application to other companies), email offer letter to PKKA ( <a href="mailto:li@uthm.edu.my">li@uthm.edu.my</a> )	Weekly after registration until offer is received	PKKA, e-LI	Student, PKKA (Pn Zailiya)
5.	Attend Second Briefing	June/July 2021	Online	LI Coordinator, Student
6.	Start Internship	16 <sup>th</sup> August 2021 – 28 <sup>th</sup> Jan 2022	Organization around Malaysia	Student
7.	Check name already registered automatically for BIT 40112/BIC 41812 Latihan Industri during Course Registration Week.	Please update with PPA (expected in September 2021)	SMAP	Student, PA, Faculty





# IMPORTANT TASK BEFORE STARTING INTERNSHIP

1. Internship Registration in eLI System will be opened only **1 months** from **5<sup>th</sup> April 2021 to 4<sup>th</sup> May 2021**
2. Student must select at least 1 company to max 3 Companies max at one time – student can add more if there is no offer/rejection from company (within 2-3 weeks). Please send email to coordinator to add more company.
3. Student Print cover letter, cv and reply form and send to the company
4. Company must send reply form to PKKA (li@uthm.edu.my) (Thru email/fax/post)
5. Student must accept the first offer (if want to change please write a letter to coordinator and ask for written support)
6. If student not doing internship send letter to coordinator
7. Student must print rejection letter to other companies and send to the companies.
8. If student fail to find companies within the specified time ask for extension. (extension of not more than 2 weeks will be given based on circumstances)

# Join FB group Latihan Industri @ FSKTM, UTHM

## Stay informed!



Please subscribe to Telegram Channel for faster information and Q&A  
[https://t.me/joinchat/I2qw2ur\\_kl4zZWRl](https://t.me/joinchat/I2qw2ur_kl4zZWRl)

Telegram group link to this channel  
<https://t.me/joinchat/eWNWv4a4ea5lOTE1>



# eLI System Demonstration

Oleh:

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THANK YOU  
AND  
GOOD LUCK