



اونيورسيتي مليسيا فڤهڠ
UNIVERSITI MALAYSIA PAHANG

LOG BOOK INDUSTRIAL TRAINING





اونيورسيتي مليسيا قهغ
UNIVERSITI MALAYSIA PAHANG

LOG BOOK CONTENTS

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

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WEEKLY SUMMARY

Weekly Summary for Week 1 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
Comments: _____ _____ _____	
Marks for Week 1 (To be completed on the last day of each training week)	
<div style="border: 1px solid black; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;"><div style="border-bottom: 1px solid black; width: 70px; height: 25px;"></div><div style="width: 10px; height: 25px; display: flex; align-items: center; justify-content: center;">5</div></div>	

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WEEKLY SUMMARY

Weekly Summary for Week 2 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR

Instruction to Supervisor:

Please refer to the relevant daily student report for assessments and comments.

Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent

Supervisor's Signature :

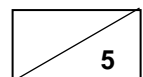
Supervisor's Name & Official Stamp:

Date: _____

Comments:

Marks for Week 2

(To be completed on the last day of each training week)



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WEEKLY SUMMARY

Weekly Summary for Week 3 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

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WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
Comments: _____ _____ _____	
Marks for Week 3 (To be completed on the last day of each training week)	
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WEEKLY SUMMARY

Weekly Summary for Week 4 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
Comments: _____ _____ _____	
Marks for Week 4 (To be completed on the last day of each training week)	
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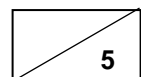
WEEKLY SUMMARY

Weekly Summary for Week 5 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
Comments: _____ _____ _____	
Marks for Week 5 (To be completed on the last day of each training week)	



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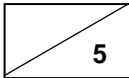
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WEEKLY SUMMARY

Weekly Summary for Week 6 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
<div> <div>Supervisor's Signature :</div> <div>Supervisor's Name & Official Stamp:</div> </div> <div>Date: _____</div> <div>Comments:</div> <div> <div></div> <div></div> <div></div> </div>	
Marks for Week 6 (To be completed on the last day of each training week)	

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WEEKLY SUMMARY

Weekly Summary for Week 7 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

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WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
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Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
Comments: _____ _____ _____	
Marks for Week 7 (To be completed on the last day of each training week)	
<div style="border: 1px solid black; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;"><div style="border-bottom: 1px solid black; width: 70px; height: 25px;"></div><div style="width: 10px; height: 25px; display: flex; align-items: center; justify-content: center;">5</div></div>	

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WEEKLY SUMMARY

Weekly Summary for Week 8 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

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WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
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WEEKLY SUMMARY

Weekly Summary for Week 9 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

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WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
Comments: _____ _____ _____	
Marks for Week 9 (To be completed on the last day of each training week)	
<div style="border: 1px solid black; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;"><div style="border-bottom: 1px solid black; width: 70px; height: 20px;"></div><div style="width: 10px; height: 10px; display: flex; align-items: center; justify-content: center;">5</div></div>	

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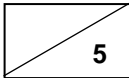
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 10 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<p><i>Instruction to Supervisor:</i></p> <p>Please refer to the relevant daily student report for assessments and comments.</p> <p>Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent</p>	
<div> <div> Supervisor's Signature : Date: _____ </div> <div> Supervisor's Name & Official Stamp: </div> </div> <div> Comments: </div>	
Marks for Week 10 (To be completed on the last day of each training week)	

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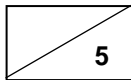
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 11 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<p><i>Instruction to Supervisor:</i></p> <p>Please refer to the relevant daily student report for assessments and comments.</p> <p>Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent</p>	
<p>Supervisor's Signature :</p> <p>Date: _____</p> <p>Supervisor's Name & Official Stamp:</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Marks for Week 11</p> <p>(To be completed on the last day of each training week)</p>	

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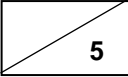
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WEEKLY SUMMARY

Weekly Summary for Week 12 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
<div>Supervisor's Signature : Date: _____</div> <div>Supervisor's Name & Official Stamp:</div> <div>Comments: _____ _____ _____</div>	
<div>Marks for Week 12 (To be completed on the last day of each training week)</div> <div></div>	

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Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

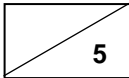
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 13 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
<div> <div>Supervisor's Signature :</div> <div>Supervisor's Name & Official Stamp:</div> </div> <div>Date: _____</div> <div>Comments:</div> <div> <div></div> <div></div> <div></div> </div>	
Marks for Week 13 (To be completed on the last day of each training week)	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

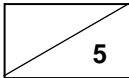
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 14 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
<div> <div>Supervisor's Signature :</div> <div>Supervisor's Name & Official Stamp:</div> </div> <div>Date: _____</div> <div>Comments:</div> <div> <div></div> <div></div> <div></div> </div>	
Marks for Week 14 (To be completed on the last day of each training week)	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

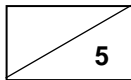
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 15 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<p><i>Instruction to Supervisor:</i></p> <p>Please refer to the relevant daily student report for assessments and comments.</p> <p>Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent</p>	
<p>Supervisor's Signature :</p> <p>Date: _____</p> <p>Supervisor's Name & Official Stamp:</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Marks for Week 15</p> <p>(To be completed on the last day of each training week)</p>	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

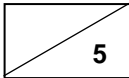
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 16 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
<div> <div>Supervisor's Signature :</div> <div>Supervisor's Name & Official Stamp:</div> </div> <div>Date: _____</div> <div>Comments:</div> <div> <div></div> <div></div> <div></div> </div>	
Marks for Week 16 (To be completed on the last day of each training week)	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

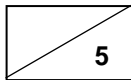
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 17 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<p><i>Instruction to Supervisor:</i></p> <p>Please refer to the relevant daily student report for assessments and comments.</p> <p>Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent</p>	
<p>Supervisor's Signature :</p> <p>Date: _____</p> <p>Supervisor's Name & Official Stamp:</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Marks for Week 17</p> <p>(To be completed on the last day of each training week)</p>	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

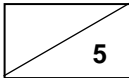
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 18 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<p><i>Instruction to Supervisor:</i></p> <p>Please refer to the relevant daily student report for assessments and comments.</p> <p>Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent</p>	
<p>Supervisor's Signature :</p> <p>Date: _____</p> <p>Supervisor's Name & Official Stamp:</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Marks for Week 18</p> <p>(To be completed on the last day of each training week)</p>	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

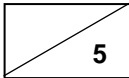
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 19 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<p><i>Instruction to Supervisor:</i></p> <p>Please refer to the relevant daily student report for assessments and comments.</p> <p>Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent</p>	
<div> <div> Supervisor's Signature : Date: _____ </div> <div> Supervisor's Name & Official Stamp: </div> </div> <div> Comments: </div>	
Marks for Week 19 (To be completed on the last day of each training week)	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

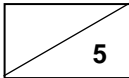
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 20 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<p><i>Instruction to Supervisor:</i></p> <p>Please refer to the relevant daily student report for assessments and comments.</p> <p>Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent</p>	
<p>Supervisor's Signature :</p> <p>Date: _____</p> <p>Supervisor's Name & Official Stamp:</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Marks for Week 20</p> <p>(To be completed on the last day of each training week)</p>	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 21 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
Comments: _____ _____ _____	
Marks for Week 21 (To be completed on the last day of each training week)	
<div style="border: 1px solid black; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;"><div style="border-bottom: 1px solid black; width: 70px; height: 20px;"></div><div style="width: 10px; height: 10px; display: flex; align-items: center; justify-content: center;">5</div></div>	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** _____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

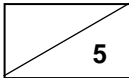
Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 22 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
<div> <div>Supervisor's Signature :</div> <div>Supervisor's Name & Official Stamp:</div> </div> <div>Date: _____</div> <div>Comments:</div> <div> <div></div> <div></div> <div></div> </div>	
Marks for Week 22 (To be completed on the last day of each training week)	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 23 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
Comments: _____ _____ _____	
Marks for Week 23 (To be completed on the last day of each training week)	
<div style="border: 1px solid black; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;"><div style="border-bottom: 1px solid black; width: 70px; height: 25px;"></div><div style="width: 10px; height: 10px; display: flex; align-items: center; justify-content: center;">5</div></div>	

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

DAILY TRAINING LOG

Date: _____ **Day:** _____ **Training Week:** ____

(Please specify training information through descriptive statement, tables, sketches, figures, etc.)

DESCRIPTIONS / REMARKS	

Note: Please include attachment(s) when necessary

WEEKLY SUMMARY

Weekly Summary for Week 24 (Date:)

Work experience details	What did I learn?	How does this relate to what I already know?

WEEKLY ASSESSMENT

WEEKLY ASSESSMENT BY INDUSTRIAL SUPERVISOR	
<i>Instruction to Supervisor:</i> Please refer to the relevant daily student report for assessments and comments. Marking Scale: 1. Poor 2. Moderate 3. Average 4. Good 5. Excellent	
Supervisor's Signature : Date: _____	Supervisor's Name & Official Stamp:
Comments: _____ _____ _____	
Marks for Week 24 (To be completed on the last day of each training week)	
<div style="border: 1px solid black; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;"><div style="border-bottom-left: 2px solid black; width: 70px; height: 25px;"></div><div style="margin-left: 5px;">5</div></div>	



اونيورسيتي ملايسيا قهغ
UNIVERSITI MALAYSIA PAHANG

ATTACHMENTS

FORMS

CAREER PLACEMENT & DEVELOPMENT CENTRE LEAVE RECORD

Date of Request	Reason(s)	Date of Leave	Industrial Supervisor's Approval	Remark(s)
TOTAL NUMBER OF LEAVE				

Note: Students are required to record all leaves taken and they must be approved by the organization. Please make sure that the Industrial Supervisor's signature is in the right place. It is compulsory to keep a copy of the approved Leave Application Form and Medical Certificate (MC) in the Industrial Training Log Book. Actions will be taken against those who are absent without proper approval.

INDUSTRIAL TRAINING UNIT

REPORT OF INDUSTRIAL TRAINING EFFECTIVENESS

Instructions:

Towards ensuring a better industrial training experience in the future, please rate how not satisfied or extremely satisfied you are with each of the following statements by placing a check mark (/) in the appropriate box. You are advised to fill in this form during the final week of your industrial training.

1= Not Satisfied
2= Slightly Satisfied
3= Moderately Satisfied

4= Very Satisfied
5= Extremely Satisfied

Part A (Placement Suitability)

- A.1 Location:**
Your residential area is within reach and can be easily accessed from the industrial training facility.
- A.2 Its relevance to your study programme:**
The environment of your industrial training facility could improve your understanding of knowledge that you have gained back then in the university.
- A.3 Preparation:**
Your industrial training facility provides excellent and appropriate modules suitable to be used for its trainees.

1	2	3	4	5

Part B (Work Schedule)

- B.1 Schedule Suitability:**
The prescribed work schedule is relevant and aligns with the industrial training programme objectives.
- B.2 Programme Duration:**
The industrial training programme duration is sufficient and relevant to the real work environment.

Part C – Issues and problems faced during the programme:

Part D – Suggestion(s) and overall comments on the programme:

Part E – Recommendation of the industrial training placement:

Would you recommend UMP students to undergo their industrial training here?

***Yes / No**

Comments:

I hereby confirmed that all information provided is true and correct,

(Trainee Signature)

Name : _____

Matric No. : _____

Date : _____

Reminder : Please submit this form together with your Industrial Training Report



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INDUSTRIAL TRAINING REPORT GUIDELINES

1. Objectives

- 1.1 To train students to prepare a technical report after completing their industrial training session.
- 1.2 To help students produce a structured and standardised report.

Note: Should you need more clarifications, please refer to your Faculty Industrial Training Coordinator. Nevertheless, the Industrial Training Report will be reviewed and evaluated by your Faculty Supervisor.

2. Report Format

- 2.1 The report must contain both front and back covers and should be neatly bound.
- 2.2 The colour of the cover is according to the one decided by the faculty.
- 2.3 The front cover must include; UMP logo, title, name of industrial training company/organisation, student's name, etc. Please refer to **Attachment 1**.
- 2.4 Please follow the format in **Attachment 2** for the first page right after the front cover.
- 2.5 Please use double spacing except for tables where single spacing is allowed. It is recommended for students to use **Times New Roman or Arial** font type in **12-point** font size. The same type of font must be used throughout the report.

Left margin : 2.5cm

Right margin : 2.5cm

Top margin : 3.0cm

Bottom margin : 2.5cm

- 2.6 In general, the contents must include:
 - a. **Non-confidential Declaration by Organisation**
 - b. **Abstract**
 - c. **Acknowledgement**

d. List of Tables

e. List of Figures

f. Abbreviations

g. Table of contents

h. Introduction

- A brief introduction about the objectives and scope of industrial training.
- The introduction length should be around **100 - 200** words.

i. Training Report

- The Industrial Training Report should include the organisational background and chart, detailed information about the training and job scope including work schedule, project reports and other related information.
- The number of pages should be in accordance with the faculty's requirement.

j. Conclusion

k. References

l. Attachments

- All attachments must be indexed.
- The sample of contents in Attachment 3 is for general reference only. Students must follow the **DETAILED FORMAT RULED OUT BY THEIR RESPECTIVE FACULTIES.**

3. Submission Date

- 3.1 Students must submit their industrial training reports before the deadline prescribed by their respective faculties.

ATTACHMENT 1

SAMPLE OF FRONT COVER FOR INDUSTRIAL TRAINING REPORT



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UNIVERSITI MALAYSIA PAHANG

UNIVERSITI MALAYSIA PAHANG

FACULTY OF XXX

INDUSTRIAL TRAINING REPORT

NAME :
STUDY PROGRAMME :
YEAR :
TRAINING DURATION :
ORGANISATION NAME :

ATTACHMENT 2

SAMPLE OF FIRST PAGE

**INDUSTRIAL TRAINING REPORT
AT
XXX SDN. BHD.**

**Duration of Training:
dd/mm/yyyy - dd/mm/yyyy**

**Submitted By:
[Student's Name]**

**This Report is submitted to the Faculty of XXX,
Universiti Malaysia Pahang
In partial fulfillment of the requirements for the degree of Bachelor of XXX / for the
Diploma in XXX**

**Faculty of XXX
Universiti Malaysia Pahang (month/year)**

ATTACHMENT 3
SAMPLE OF CONTENTS

(Please refer to the respective faculty for specific requirements)

TABLE OF CONTENTS

	Page
NON-CONFIDENTIAL DECLARATION BY ORGANISATION	i
ABSTRACT	i
ACKNOWLEDGEMENT	iii
LIST OF TABLES	iv
LIST OF FIGURES	v
ABBREVIATIONS	vi
1. INTRODUCTION	
1.1 Objective	1
1.2 Scope of training	1
1.3	2
2. ORGANISATIONAL BACKGROUND	
2.1	3
2.2	
3. TRAINING ACTIVITIES	
3.1	18
3.2	
4. CONCLUSION	30
(Including a proposal of or suggestions for your final year project)	

ATTACHMENT A

ATTACHMENT B

IMPORTANT INFORMATION

Name of Faculty Supervisor	Supervision Period	Tel. No.	Email Address

CHECKLIST

Item	Date	Tickbox (/)
Report to the Organisation		
Industrial Training Visit by Faculty Supervisor		
Presentation of Industrial Training		
Submission of Industrial Training Log Book		
Submission of Industrial Training Report		
Feedback Form		
Industrial Training Completion Declaration		