

# Industrial Training Briefing

Presenter

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Date

**22<sup>nd</sup> March 2020**



**Curtin University**

Malaysia



# Courses

- ✓ Chemical Engineering
- ✓ Petroleum Engineering
- ✓ Mechanical Engineering
- ✓ Civil and Construction Engineering
- ✓ Environmental Engineering
- ✓ Electrical and Electronics Engineering
- ✓ Computer Systems and Networking
- ✓ Cyber Security
- ✓ Construction Management



Curtin University

Malaysia



# Industrial Training Advisors

- ▶ Dr. Law Kah Haw - ECE
- ▶ Mr. Veeramani Shanmugam - BTech
- ▶ Dr. Thomas Anung Basuki - BSc
- ▶ Dr. Sharon Yee Jia Huey - BAppSc
- ▶ Dr. Jayakumar Muthuramalingam - Civil
- ▶ Dr. Tay Ai Chen - Environment
- ▶ Dr. Moola Mohan Reddy - Mechanical
- ▶ Dr. Ir. Christine Yeo - Chemical
- ▶ Dr. Mehdi Safari – Petroleum

Faculty Admin - Ms. Jacqueline Martin



# Why Internship?

- ▶ To integrate exposure to professional engineering practice (EPEP) into the curriculum.
- ▶ Accreditation requirement so that your degree is recognised by Board of Engineer Malaysia (BEM) and Engineers Australia (EA)/ Board of Quantity Surveyors Malaysia (BQSM)/ Malaysian Qualifications Agency (MQA)

**It's a mandatory requirement.**



# Why Internship?

- ▶ To **apply engineering knowledge** acquired in classroom in the real industrial fields
- ▶ Expose to professional **engineering practices** in the industries
- ▶ To understand the **role and responsibilities** as well as code of **ethics** that engineers should uphold
- ▶ To develop awareness about general **workspace behavior** and build **interpersonal skills**
- ▶ To **build rapport and network** with potential future employers to increase employability



# When to do the internship?

## ► Requirement

- Engineering and BTech students **MUST** complete an internship in the relevant discipline or company with a minimum continuous duration of 12 weeks **AND** 480 working hours.
- BAppSc (Construction Management) student:  
12 weeks **AND** 480 working hours (Year 2) + 12 weeks **AND** 480 working hours(Year 3)

## ► Eligibility

- After 3rd year 1<sup>st</sup> or 2<sup>nd</sup> Semester, before final semester  
(Normally during the year-end break [Dec - Feb])
- Achieved minimum 500 credit hours (BEng)
- Achieved minimum 300 credit hours (BTech)
- **MUST** have attended Industrial Training Briefing  
(attendance is mandatory)



# Internship Processes

- ▶ Internship Briefing
- ▶ Job Application
- ▶ Offer Letter & Approval
- ▶ Undergo your Internship
- ▶ Internship Visitation
- ▶ Completion of Internship Training
- ▶ Internship Reporting (poster presentation, logbook & report)



## Step 1: Briefing

- ▶ Students **MUST** attend internship briefing
- ▶ Students **MUST** sign the attendance after the briefing. **NO SIGNATURE = ABSENCE**
- ▶ You will be registered to Engineering Industrial Training 301 (EIT301) on Moodle after briefing
- ▶ Students who fail to fulfil the above criteria = **INVALID INTERNSHIP**





## Step 2: Job Application

- ▶ Please prepare your CV **AND** cover letter.  
*(indicate your preferred training period in your cover letter).*
- ▶ You may request for a Letter of Undertaking from Admin Administrator (Faculty Office) through this link <https://forms.gle/wdUX8xonYrcesKxBA>. You may collect the letter at the Faculty Office after 3 working days.
- ▶ Send your **updated CV, cover letter, latest transcript and Letter of Undertaking** to the companies of your choice.
- ▶ You are recommended to send your CV to as many companies as possible. Get ready for phone interview anytime, anywhere.



## Step 3: Offer Letter and Approval

- ▶ After you secure a position, you **MUST** do the online registration via a link provided in Moodle and for advisor approval.
- ▶ Online registration will open from 1<sup>st</sup> Aug - 31<sup>st</sup> Oct 2021.
- ▶ Please make sure that the offer letter has the following information:
  - ▶ Keyword: “Acceptance”
  - ▶ Student’s name
  - ▶ Industrial Training period (for example: 1<sup>st</sup> Dec 2021 to 28<sup>th</sup> Feb 2022)
- ▶ Advisors will only approve the registration if all relevant criteria is fulfilled.

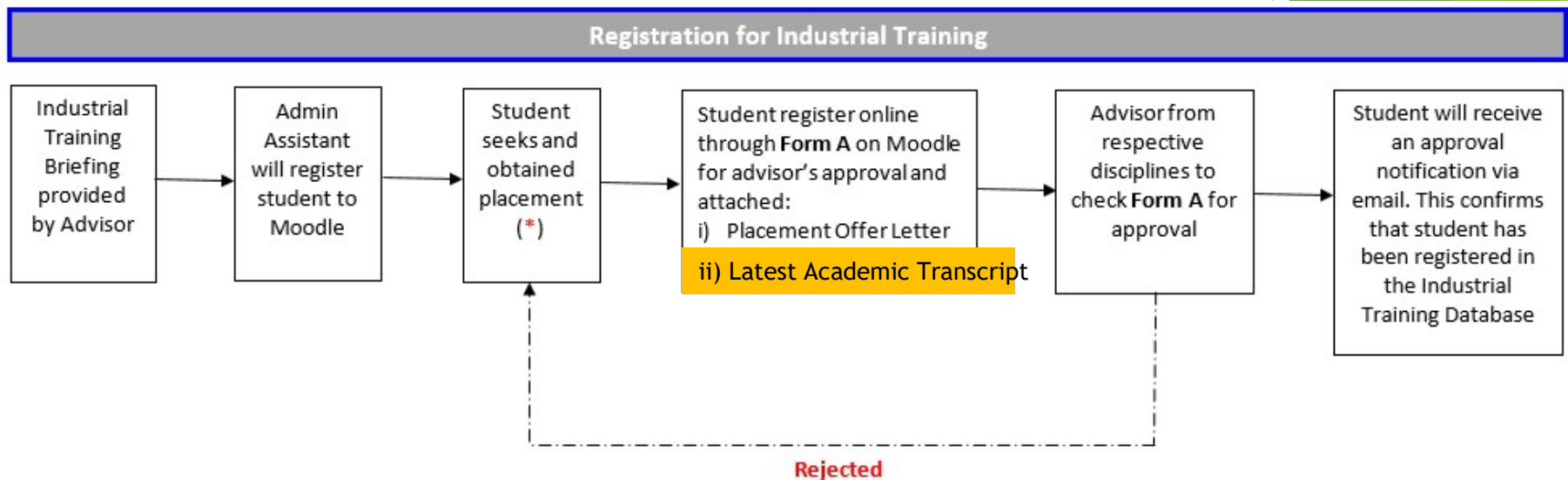


## Step 3: Offer Letter

- ▶ Once you accepted the offer and registered the company in the faculty's database, you are **NOT** allowed to change to other company, and re-register with faculty office.
- ▶ Industrial training that is not registered is not recognized.



# How to apply Internship?



(\*) Student can obtain a copy of **Letter of Undertaking** from Ms. Jacqueline (Admin Assistant) to support the placement request

(\*\*) Student must fill in online registration form A (**link via Moodle**) for advisor's approval once receiving offer letter from company

## ► Important components for Industrial Training Registration

- Letter of Undertaking
- Curriculum Vitae (CV) / Resume
- Latest Academic Transcript
- Offer letter
- Online Registration Form A (**Approved by advisor**)



# Working Hours Calculation

- ▶ You need an industrial placement for a minimal period of **12 continuous working weeks AND 480 working hours** (12 + 12 weeks AND 960 working hours for BAppSc Construction Management students).
- ▶ 12- week training means the 1<sup>st</sup> day to last day of your training covers a span of 12 consecutive weeks.
- ▶ During this 12 weeks, student needs to observe the off-day and public holiday policy of the company.
- ▶ Medical leaves and other leaves taken must be approved by the industry supervisor with proper record in the logbook.



# Working Hours Calculation

- ▶ At the end of the training, student must meet **480 working hours**
- ▶ Example: the calculation for the normal working situation:
  - ▶ Working hour : 9 am - 5 pm
  - ▶ Working day : Monday to Friday
  - ▶ Total hour : 12 weeks x 5 days x 8 hours = 480 hours
- ▶ Public holiday and sick/annual leaves is **NOT** counted as working hours.
- ▶ Going outstation under the company's instruction for official duty, attending company's family/ teambuilding activities are considered as working hour.
- ▶ Working on Saturday and Sunday is counted as working hour, and it must be **well-recorded in the logbook with the company supervisor's signature.**



## Step 5: Undergo Your Internship

- ▶ Pre-arrange your internship's accommodation and transportation on your own.
- ▶ Report yourself to the company on the date as stated in the offer letter.
- ▶ Work until the last date stated in the offer letter.



## Step 6: During Internship Period

- One of our faculty's lecturer (Industrial Advisor) will visit you at your working company within the 3 months period (normally end of Jan / early Feb).
- Please assist the visiting advisor to get all necessary documentation (if any) required for the visit.
- All students will be visited by visiting advisors (either physical visit or skype meeting). Please **check your student's email regularly** during the internship period.
- Record all activities and learning materials in the **Daily Training Logbook**. Supervisor's **signature** is compulsory to verify the logbook's content.
- Students will be asked to provide supervisor's email via Moodle for contacting supervisor (Regarding form C)





## Some Comments from Industrial Partners

- *“Students need to adapt as quickly as possible to the industry working culture”*
- *“Internship is a must before graduation where student learns the real life working experience and gain skills of teamwork in a company.”*
- *“Student should **walk in with objectives**, goals and walk out with knowledge they acquired.”*
- *“His **working attitude** is very bad.”*



## Some Comments from Industrial Partners

- *“Student applied various aspects of his learning and knowledge whilst on placement. Student learns more efficiently by merging learning and experience.”*
- *“Trainee’s report writing skill is good, good working attitude.”*
- *“Student did not want to learn and not able to exposed to site, and only want to sit in the office.”*
- *“Student **needs to be proactive** in solving engineering problems through own initiative without 100% supervision.”*



# Some Problems Faced by Students

- ✓ *“Lack of technical knowledge.”*
- ✓ *“Challenging task was assigned which student felt difficult to perform the task.”*
- ✓ *“Not familiar with terms used in the industries / operations at the beginning.”*
- ✓ *“Very tight deadline to complete the assigned work; A lot of engineering concepts has to be remembered.”*



# Some Problems Faced by Students

- ✓ *“Social problems faced where some senior mechanics were not willing to teach.”*
- ✓ *“Miscommunication particularly with foreign operators who do not understand English or Malay language.”*
- ✓ *“Supervisor is busy sometimes when trainee has questions.”*
- ✓ *“Gain trust of employee and mingle with them. Without good relationship established, the staffs are not willing to share their valuable knowledge.”*



# Some Problems Faced by Students

*For serious issue:*

- ▶ *“Someone touched me in the lift. I was molested!”*

*What do you do?*

- *\*avoid sexy wear and follow proper dress code*
- *Make a report*
- *contact your advisor!*



# Some Problems Faced by Students

*For serious issue:*

- ▶ *“Supervisor forced to do forgery on a document”*

*What do you do?*

- *Reject doing it*

- ▶ *“Work from home”*

*What do you do?*

- *Avoid doing it, not encourage at all*
- *Exception during the pandemic*



# Step 7: Completion of Industrial Training

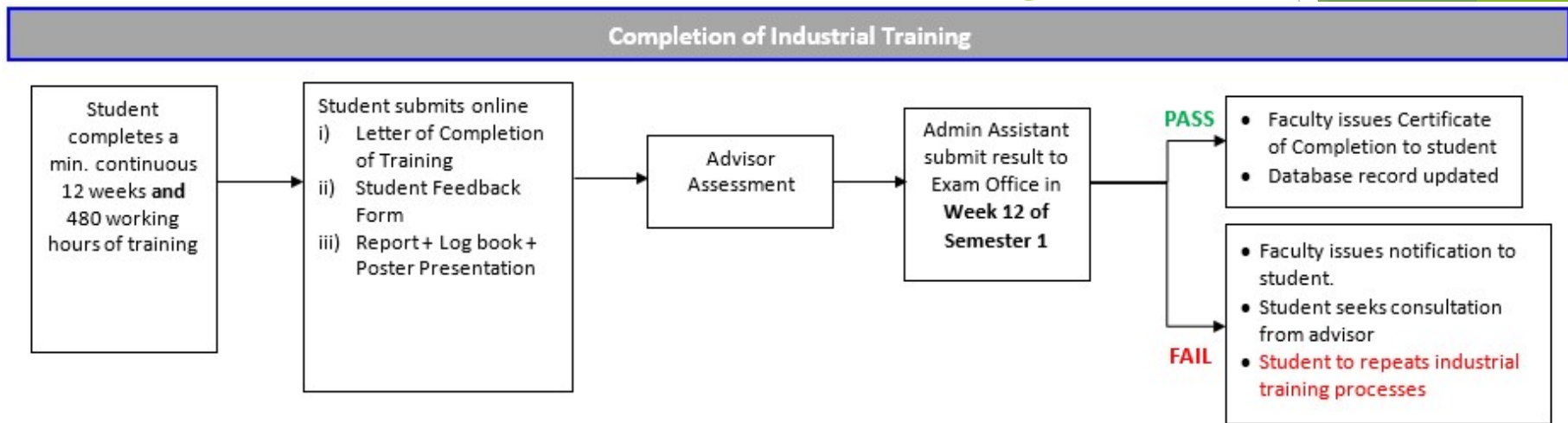


Figure 1: Procedure for Registration and Completion of Industrial Training

- ▶ At the end of industrial training completion, students have to **submit online**
  - ▶ a. **Letter of Completion of training**
  - ▶ b. **Appendix J: Student Feedback (Form D)**
  - ▶ c. **Industrial Training Report**
  - ▶ d. **Daily Training Logbook**
  - ▶ e. **Poster presentation**
- ▶ **Hardcopy** is not needed anymore
- ▶ Submission due date: **12pm, Friday, Week 4 in Semester 1**



## Step 7: Completion of Industrial Training

- ▶ Passing requirement: **PASS** or **FAIL**
  - ▶ a. Training Supervisor Report 20 %
  - ▶ b. Training Advisor Report 10 %
  - ▶ c. Industrial Training Report 55 %
  - ▶ d. Poster presentation 15%
- ▶ You **MUST** submit **ALL** the above to pass.
- ▶ Submission due date: **12pm, Friday, Week 4 in Semester 1**





# Summary

1. Students **MUST** attend industrial training briefing provided by industrial training advisor.
2. Students could apply for a **Letter of Undertaking** via Admin Assistance to support the placement application of Industrial training. It takes 3 working days to process the letter application. *(Optional)*
3. Students send out updated **CV, Latest Transcript** and **Letter of Undertaking** to the companies.
4. Please get ready anytime anywhere for phone interview or presentation in order to secure the internship opportunities.
5. Once you get the job offer, **register your placement online via Moodle** and attached **Placement Offer Letter**
6. Prior approval is required from the **Industrial Advisor / Faculty** before you proceed to carry out the internship.
7. During Internship, advisor will visit you at your company or request for a skype meeting.
8. **Logbook with supervisor's signature** is compulsory to record your daily working scope.
9. At the end of internship, submit your **Report, Logbook, Poster, Supervisor's Feedback form, Student's Feedback form**, and **Letter of Completion** online via Moodle by **12pm, Week 4, Friday in Semester 1**.



# Consequences

- ▶ If you fail to fulfil all requirements:
  - ▶ Repeat internship
- ▶ If you fail to do internship
  - ▶ Unable to start your final year project
  - ▶ Unable to graduate on time



# Important Notes!

- ▶ Approval will **NOT** be automatically granted. It is student's responsibility to submit additional supporting information for the intended training to be approved.
- ▶ Students are **NOT ALLOWED** to change placement during the training period without obtaining written permission from respective discipline Advisor.
- ▶ A copy of the report should be submitted online through Industrial Training Moodle by **12pm, Friday, Week 4** of first semester. Students should also retain a personal copy of the report.
- ▶ Students are **NOT ALLOWED** to change the form/template format in any way.
- ▶ **DO NOT** include irrelevant materials, e.g. brochures from the organizations, order forms, organization newsletter and similar materials in the report.



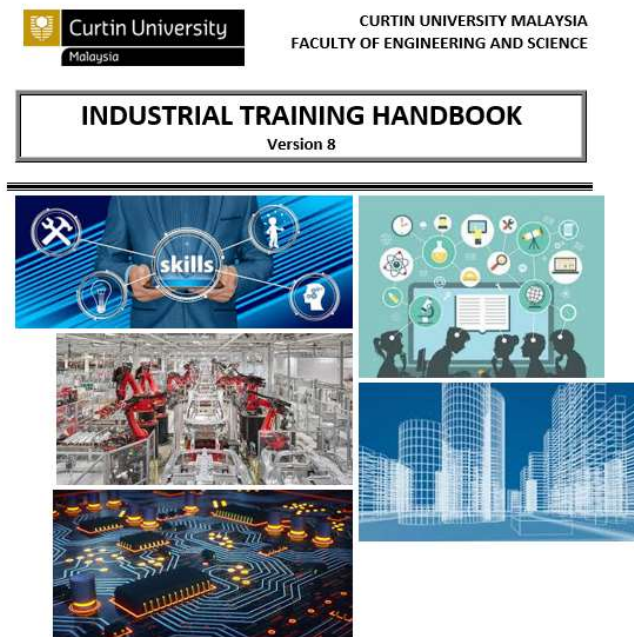
# The COVID-19 Pandemic

- ▶ How COVID-19 pandemic affect your internship plan
- ▶ For engineering students who are affected
  - ▶ WFH arrangement allowed
  - ▶ You could postpone the internship to 4<sup>th</sup> year
  - ▶ Look for placement locally!



# More Information

► Please read through the Industrial Training Handbook on Moodle



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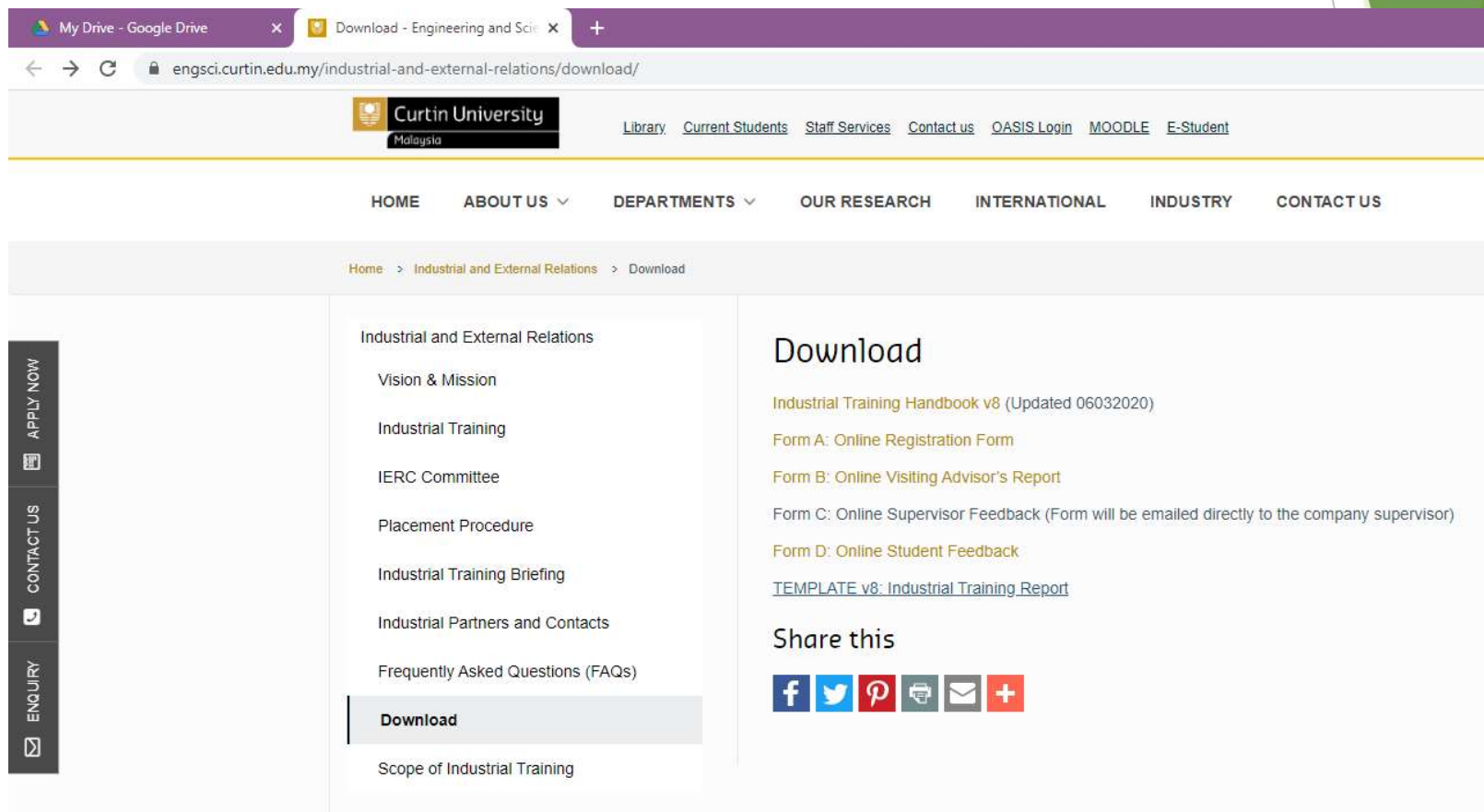
Any hard copy (Printed) version of this document is to be regarded as out of date. The current revision can only be verified by direct reference to the FOES Industrial Relations Website.



# Industrial Training Website

- Please refer to the link below for more information.

<http://engsci.curtin.edu.my/industrial-and-external-relations/download/>



The screenshot shows a web browser with two tabs: 'My Drive - Google Drive' and 'Download - Engineering and Sci'. The address bar displays the URL [engsci.curtin.edu.my/industrial-and-external-relations/download/](http://engsci.curtin.edu.my/industrial-and-external-relations/download/). The website header features the Curtin University logo and navigation links: Library, Current Students, Staff Services, Contact us, OASIS Login, MOODLE, and E-Student. A main navigation bar includes links for HOME, ABOUT US, DEPARTMENTS, OUR RESEARCH, INTERNATIONAL, INDUSTRY, and CONTACT US. A breadcrumb trail shows the path: Home > Industrial and External Relations > Download.

The page content is divided into three main sections:

- Left Sidebar:** Contains a vertical menu with links: ENQUIRY, CONTACT US, and APPLY NOW.
- Industrial and External Relations:** A list of links including Vision & Mission, Industrial Training, IERC Committee, Placement Procedure, Industrial Training Briefing, Industrial Partners and Contacts, Frequently Asked Questions (FAQs), and **Download** (highlighted).
- Download Section:**
  - Industrial Training Handbook v8 (Updated 06032020)
  - Form A: Online Registration Form
  - Form B: Online Visiting Advisor's Report
  - Form C: Online Supervisor Feedback (Form will be emailed directly to the company supervisor)
  - Form D: Online Student Feedback
  - TEMPLATE v8: Industrial Training Report
- Share this:** Social media sharing icons for Facebook, Twitter, Pinterest, Print, Email, and a generic share icon.

A speaker icon is visible in the bottom right corner of the slide.

# THANK YOU

