

**TARC**  
TUNKU ABDUL RAHMAN  
UNIVERSITY COLLEGE

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# INDUSTRIAL TRAINING

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## Guidelines for Students

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Faculty of Computing and  
Information Technology

Tunku Abdul Rahman  
University College

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## 1 Introduction

Industrial Training course is compulsory as part of the requirements for graduation for selected Diploma and Bachelor Degree programmes offered by the Faculty of Computing and Information Technology. Students who do not complete and do not pass the industrial training will not be able to graduate from the Diploma or Degree programme. The aim of the industrial training is to expose students into the real-world working experience in related industries.

### 1.1 Course Objectives

The objectives of the course are to enable students to:

1. Apply technical and non-technical skills in a real-world working environment.
2. Appraise real-life tasks and projects through industrial experiences gained.
3. Gain exposure to real-life industrial problems which may be both challenging and rewarding.
4. Evaluate ethical issues related to the respective profession.
5. Demonstrate a professional attitude towards work and responsibilities.
6. Use the experience gained during the industrial training to discuss and evaluate issues related to the areas of study in the real world.
7. Evaluate the need and importance of observing company rules and regulations.

### 1.2 Course Learning Outcomes

Upon completion of the course, students should be able to:

1. Apply knowledge and skills in the related field.
2. Apply technical skills in a real-world business environment.
3. Able to function effectively as a member or leader of a team in the working environment.
4. Demonstrate commitment in work assigned.
5. Demonstrate awareness of business opportunities and entrepreneurship in the real-world business environment.
6. Demonstrates good ethics and professionalism in the working environment.

### 1.3 Roles of TAR UC Supervisor

TAR UC assigns one supervisor for each of the students who are undergoing internship. The main roles of the TAR UC Supervisor include the following:

- To continuously receive and review student's work and duties through periodical submission of Progress Reports.
- To help students resolve UC-related problems that may occur while away on internship.
- To liaise with the Company Supervisor for any complaints or issues that require their attention.
- To carry out end-of-training assessment of the students and submission of **FOCS\_SupF01: TAR UC Industrial Training Supervisor's Evaluation on Student** to the University College.

## 1.4 Roles of Company Supervisor

The company should assign at least one supervisor for each of the students who are undergoing internship. The main roles of the Company Supervisor include the following:

- To continuously assign, direct, supervise and monitor the student's work and duties.
- To arrange or provide training for the students where needed before they are assigned to the work.
- To help students resolve work-related problems.
- To liaise with the University College Supervisor for any complaints or issues that require their attention.
- To review, sign and stamp the student's Progress Report.
- To carry out end-of-training assessment of the students and submission of **FOCS\_EMPF03: Company Supervisor's Evaluation on Student Trainee** to the University College.

## 1.5 Teaching Learning and Assessment Strategy

At the end of the industrial training period, students are required to write reports about their training experience in the company.

## 1.6 Industrial Training Programme Committee

To ensure the industrial training programme is organised in a systematic manner to benefit the students, the Faculty of Computing and Information Technology has set up a team of lecturing staff called the Industrial Training Programme (ITP) Committee. The ITP Committee's main responsibilities include:

- To formulate and update the policies and procedures of the Industrial Training Programme.
- To refine procedures to ensure the process of students' application for placements, offer and acceptance of placements and the completion of the programme are carried out in a smooth and successful manner.
- To liaise and collaborate with the industries so that the industries' needs for interns and the students' needs for placements are appropriately matched.
- To design useful guidelines for the industries and students in order to facilitate the whole process of industrial training programme.
- To monitor the performance and progress of students during the entire duration of the industrial training.
- To design the assessment criteria used by both the TAR UC Supervisors and Company Supervisors for evaluating the performance of the students.

## **2 Duration of Industrial Training**

Diploma students must complete an **8- or 10-week** industrial training whereas the Bachelor Degree students, depending on their programme of study, must complete either a **10-week** or a **24-week** industrial training before the end of their studies. The commencement date of the industrial training varies from one cohort of students to another depending on the batches of intakes and also depending on which Diploma or Degree programmes the students are enrolled in. The ITP Committee will keep the students informed on the actual dates whenever appropriate. Such information may also be made available on relevant websites and/or other channels.

## **3 Warning Status and Final Warning Status**

A student who is in **Warning status (SW)** or **Final Warning status (SF)** is not allowed to register for industrial training.

## **4 Application for Industrial Training Placements**

Students are required to apply for industrial training placements to companies of their choice independently.

### **Students Apply to Companies Directly**

It is advisable for students to apply to companies in areas that they are keen to work in with regards to their future career development. The steps involved are as follows:

1. Students contact companies based on the company list provided by the ITP Committee. Students are NOT allowed to undergo industrial training at companies which are wholly/directly owned by their parents or relatives.

#### For cases where the industrial training is outside Malaysia

Students are allowed to undergo industrial training at companies in Malaysia. At this point of time, students may also apply for training outside Malaysia with the prior approval from the Dean of FOCS. For industrial training undertaken outside Malaysia, students are required to fulfil the immigration requirements of the chosen country; find their own sponsor for the application of training/working permit; keep the permit valid throughout the course of industrial training and to return home upon expiry of the training/working permit. Unless otherwise sponsored by the company to undergo industrial training outside Malaysia, students are required to bear all the costs and expenses including but not limited to visa fees, medical check-up fees and all other medical expenses, travelling expenses, personal maintenance and lodging expenses, repatriation expenses and any miscellaneous expenses as stipulated by the relevant authorities or the company.

#### Allowances for industrial training

- The ITP Committee will not be involved in the negotiations with the company of any subsistence, such as allowance for students.
  - Students are advised to be grateful to the company that provides guidance and advice which will complement their personal growth.
  - The provision of allowance, accommodation and transportation is within the discretion of the company.
  - If the company has decided to give students a fixed allowance or none, no further negotiation on allowance with the company is allowed.
  - If a student is found to have demanded extra allowance after he/she has been placed at the company, he/she may be subjected to disciplinary action by the University College.
2. Students must present their resume together with a job application letter during the industrial training application via post, email or handed in personally to the company. The discretion of whether or not to accept the student as an industrial trainee lies entirely with the company and not with the Faculty. Students should prepare themselves conversantly for the job interview, e.g. the company may test students on their technical knowledge and skills of the relevant subject areas.
  3. Students are to follow up with the company to check on their application status.
  4. Students must present the Standard Letter for Industrial Training Application from the Faculty and Company Acceptance Letter (**FOCS\_EmpF02**) to the company that they are offered for industrial training.
  5. Students request the company to complete the Company Acceptance Letter (**FOCS\_EmpF02**) with company stamp, then either send the completed Letter through the student, or directly post/fax to the Faculty within the period stipulated in the Letter.
  6. Students who have secured a placement are strictly prohibited to change the training company without valid reasons.
  7. Students are responsible to secure their own placement. Failing which, students must inform the ITP Committee they were unsuccessful in their attempts and therefore, must accept any company assigned to the students by the ITP Committee. The ITP Committee cannot guarantee to place the students into a company or location of their preferred choice.

## **5 Briefing to Students by Programme Leader / Course Coordinator / ITP Committee**

Students are required to attend **compulsory briefing(s)** before going out for industrial training.

The Programme Leader / Course Coordinator / ITP Committee will conduct briefing(s) to guide students on the application processes, their codes of conduct, and also on report writing before the commencement of industrial training.

Students are required to complete and submit the following documents to the ITP Committee:

- ☐ Instructions / Advice to Students Undergoing Industrial Training and Letter of Indemnity (**FOCS\_StudF01**)
- ☐ Parent's Acknowledgement Form (**FOCS\_StudF02**)
- ☐ Company Acceptance Letter (**FOCS\_EmpF02**)

## **6 Confirmation of Industrial Training Placement**

A Confirmation Letter of Industrial Training Placement for Student will be prepared and sent to the companies prior to the commencement of industrial training.

Once the ITP Committee successfully places a student in a company, and the placement is confirmed by the company, then the process is considered final and a success. Students are not allowed to swap or exchange industrial training placements between students without the permission from the company and Faculty.

## **7 Student's Code of Conduct during Industrial Training**

### **Observance of Rules & Regulations**

- Students are required to observe and follow the prevailing corporate practice of the industry and company. Students should present themselves at all times as a respectable industrial trainee of the company and practitioner of their chosen discipline.
- The rules and regulations of the University College govern student's conduct during the industrial training period. Student's industrial training contract with the company governs their time and effort that they will spend with the company.
- Students are reminded to uphold the good name of the University College, abide by the code of conduct of the University College, the Company, the Industry, the terms of employment, and any other relevant rules and regulations at all times during the course of their industrial training.
- Students should also keep abreast with the developments in the Faculty via the TAR UC Student Intranet.
- Students should seek assistance if they encounter any problems relating to their industrial training. Students are required to contact the Company Supervisor or the ITP Committee or their assigned TAR UC Supervisor.

## **Attendance & Leave Application**

- All students are reminded that attendance and punctuality must be observed at all times during the industrial training.
- Students should inform the company and the Faculty as soon as possible should any sickness or accident occur during the industrial training period that requires medical care. Students should endeavour to take care of their health and well-being at all times. Most companies would not provide medical care to industrial trainees.
- Students must not miss any day of the industrial training. In case of emergency, the students must inform both their Company Supervisor and the TAR UC Supervisor. Any absenteeism or late attendance without valid reasons may result in failing the industrial training course.
- Students are not allowed to apply leave during the industrial training unless with the approval of the company.
- Students who are unable to attend the industrial training for more than **SIX (6)** days which may include sick or emergency leave (in accordance to the MOHE Dasar Latihan Industri document) will be considered as not fulfilling the requirements and thus be required to repeat the industrial training completely.
- Any student who stops his industrial training prematurely without prior approval from the Faculty will also fail the industrial training course.

## **Disciplinary Action by the University College**

- Any breach of discipline on the student part and/or unfavourable report from the training company will be viewed very seriously by the University College.
- Students will be served a written warning and/or subject to disciplinary action if they are proven to have breached any terms and conditions of the industrial training or any rules and regulations of the company and University College.
- Any student who fails to complete the industrial training satisfactorily will face disciplinary actions which may include deferment of the Diploma or Degree award until the student has made good the deficiency in industrial training satisfactorily.

## **8 Insurance Coverage & Claim Procedures**

- A 'Student Personal Accident Insurance Scheme' insures all students of the University College. The policy will cover the students for accidents round the clock, anywhere in the world.
- Copies of the Insurance Policy terms and conditions are available at the Department of Student Affairs (DSA) for reference.

### Insurance Claim Procedures for Non-Fatal Accident

The definition of non-fatal here is, but not limited to, student sustaining injuries while playing games, bitten by an insect or an animal, e.g. dengue fever, dog bite and etc.

- Student to see doctor.
- Student to pay the bills and keep the receipts.
- Student to refer to DSA enquiry counter for details.
- Student to fill up insurance claim form.
- Student to attach receipts.
- DSA will contact student when the cheque is ready.



#### Insurance Claim Procedures for Fatal Accident

- Parents of the deceased student to inform DSA.
- Parents to submit the completed insurance claim form to DSA.
- Parents to attach certified true copy of the death certificate, burial permit, deceased student's NRIC and birth certificate, police report, post mortem report and parent's NRIC (both sides on one page).
- Parents to attach photocopy of bills for all funeral expenses.
- DSA will contact parents when the cheque is ready.

### **9 Industrial Training Visit**

The TAR UC Supervisor:

- may visit students who are undergoing industrial training.
- will contact the Company Supervisor if the industrial training visit is not feasible.
- will review student's progress reports that the student has submitted prior to the visit.
- is required to discuss with the student on any problems encountered and to discuss with the Company Supervisor regarding the overall performance of the trainees.

### **10 Reports by Students for Industrial Training**

Students must document their industrial training experience and log their activities daily. On completion of the industrial training, students must submit written reports to the Faculty.

#### **The Industrial Training Progress Report**

All students undergoing industrial training are required to keep a progress report on their training activities. The main purpose is to provide an authenticated record of the industrial training which is useful when applying for membership to professional institutions in the future. The progress reports are to be submitted to the TAR UC Supervisor in softcopy (PDF only) punctually on a monthly basis. The reports must be written using only the prescribed format from the Faculty (FOCS\_StudF03).

Given next are the Guidelines on Writing Industrial Training Progress Reports. All students must understand and observe them.

#### **Guidelines on Writing Industrial Training Progress Reports**

All students must observe the following guidelines to ensure that uniformity is maintained. Students who wish to deviate from these guidelines must obtain prior approval from the Faculty.

- The Progress Report should consist of descriptions on training activities related to work / project / company and must include approval documents for leave of absence from the training organisations and/or medical certificate, if applicable.
- No duplication of report will be accepted.

- The Progress Report must be endorsed by the Company Supervisor.
- The Progress Report should be written in accordance to the format as provided in (FOCS\_StudF03).
- Students may make additional copies for their own personal safekeeping. All Progress Reports will become the property of the TAR UC upon submission. The copyright of all Progress Reports belongs to TAR UC.

### **The Industrial Training Final Report**

The **Industrial Training Final Report** should provide a much fuller account of the industrial training than the Progress Reports and is submitted closer to the end date of the industrial training. Other than the subject matter focusing on the training experience, the Final Report must also include the following:

- To what extent students have benefited from the industrial training, and
- Whether the industrial training received is satisfactory.

In the Final Report, the students are NOT to:

- Reveal any commercial or technical confidentiality of the company, and
- Make uncalled for (irrelevant) criticisms, and
- Comment on the management structure of the company, and
- Pry into management / staff / union relationships.

The Industrial Training Final Report must be submitted to the TAR UC Supervisor in softcopy (PDF only) by the stipulated deadline.

Given next are the Guidelines on Writing Industrial Training Final Report. All students must understand and observe them.

### **Guidelines on Writing Industrial Training Final Report**

All students must observe the following guidelines to ensure that uniformity is maintained. Students who wish to deviate from these guidelines must obtain prior approval from the Faculty.

- The Final Report (FOCS\_StudF04) should comprise at least 3000 words and may include photographs, tabulations, drawings, graphs, flowcharts, etc., which must be clearly annotated.
- No duplication of report will be accepted.
- All students must submit the Final Report to the TAR UC Supervisor for vetting and comments before the end of the industrial training period.

- The Final Report should be type-written with 1.5 spacing, font size 12 and Times New Roman. Margin spacing should be observed for each page:
  - Top edge margin: 3 cm
  - Left hand margin: 3 cm
  - Right hand margin: 2.5 cm
  - Bottom edge margin: 2.5 cm
- Students may make additional copies for their own personal safekeeping. All Final Reports will become the property of the TAR UC upon submission. The copyright of all Final Reports belongs to the TAR UC.

The TAR UC Supervisor will also submit a report on trainee's performance to the Faculty at the end of the industrial training.

## **11 Assessment of the Industrial Training**

Assessment of this course is based on:

- Part A: Confidential Report on Trainee (60%) – Assessment by Company Supervisor
- Part B: Industrial Training Progress Reports & Final Report (40%) – Assessment by TAR UC Supervisor

### **Part A: Confidential Report on Trainee (60%) – Assessment by Company Supervisor**

Students are assessed on their continuous performance during the industrial training in accordance to the following criteria on a 6-point scale:

1. Technical knowledge
2. Dependability
3. Initiative
4. Commitment
5. Quality of Work
6. Working Relationship with staff
7. Discipline
8. Communication Skills
9. Punctuality
10. Attendance

Company Supervisors are given the Company Supervisor's Evaluation on Student Trainee (**FOCS\_EmpF03**) form before the end of the industrial training period. The Company Supervisor is required to return the completed form through email to the respective University College Supervisor within the stipulated deadline.

## **Part B: Industrial Training Progress Reports & Final Report (40%) – Assessment by TAR UC Supervisor**

Students are assessed on the contents of the Industrial Training Progress Reports and Final Report which are stated in the TAR UC Industrial Training Supervisor's Evaluation on Student (FOCS\_SupF01).

A minimum 50% of final marks must be attained in order to pass the industrial training. Students who fail to achieve the minimum final marks may be required to make-good the reports within a certain time frame for resubmission based on extenuating reasons. However, the award of marks will only be given up to a maximum of 50% for any satisfactory make-good students.

No duplication of report will be accepted.

### **12 Problems and Enquiry during Industrial Training**

Should students have any problems relating to their industrial training, they should consult or contact their respective TAR UC Supervisor.

### **13 Appendices**

The following appendices are made available together with this guideline for student's further actions:

- FOCS\_StudF01: Instructions/Advice to Students Undergoing Industrial Training and Letter of Indemnity
- FOCS\_StudF02: Parent's Acknowledgement Form
- FOCS\_StudF03: Student's Progress Report
- FOCS\_StudF04: Students' Final Report (Guideline)
- FOCS\_EmpF02: Company Acceptance Letter
- FOCS\_EmpF03: Company Supervisor's Evaluation on Student Trainee
- FOCS\_SupF01 : TAR UC Industrial Training Supervisor's Evaluation on Student
- FOCS\_SupF02 : Company Visit
- FOCS\_SupF03 : Contact Company Supervisor

## **FOCS StudF01: Instructions / Advice to Students Undergoing Industrial Training and Letter of Indemnity**

### **Instructions / Advice to Students undergoing Industrial Training** **Faculty of Computing and Information Technology**

Practical training is an integral part of your Diploma and Degree Programmes in the University College. It will provide you with an opportunity to establish contact with the profession of your choice and may lead to employment after your graduation.

For your own good and to uphold the University College image you are required to follow the rules set out below:

1. As a trainee member of staff, you are naturally under orders of the company that you are attached to. You must at all times observe strict discipline on matters in connection with your job and your behaviour must be above criticism.
2. Your services should be used as much as possible by the company so that you will not be left idle. Even if your training supervisor is too busy to give you exact instructions and tasks, you should take the initiative to try and make yourself useful, and try to learn as much as possible.
3. Since you are new to your work, every care should be exercised to safeguard against accidents. Do not operate any equipment unless you are sure of or have been taught how to operate it. Permission to operate any equipment must be obtained from the supervisory personnel.
4. Should any accident occur during the training, inform the Department of Students Affairs and your TAR UC supervisor within 14 days. We will help to make claims from University College group personal accident insurance.
5. You are not allowed to take out from the company premises any software, hardware, stationery or any information pertaining to company's work, unless permission has been given by the authorised personnel of the company.
6. You are prohibited from leaking secrets, or providing any information related to the business of the company or its clients or any other information acquired during or after the training period, to outside parties.
7. You are prohibited from destroying or misusing any property belonging to the company.
8. You are not allowed to use any company's facilities e.g. photocopying machine, fax, or printers for personal use. You are required to keep all information pertaining to the company in strict confidence, which you are entrusted with.
9. If a student is found to have violated these regulations, or to have neglected his or her duties, or to have breached discipline, appropriate action can be taken against him or her by the University College.
10. Should you have any problems relating to your training, you should contact the Faculty of Computing and Information Technology Office, your Programme Leader or your TAR UC Supervisor.
11. You are not allowed to terminate your training early. You must consult the Associate Dean, Programme Leader or your TAR UC Supervisor before applying for leave from the company for essential matters.
12. All trainees are advised to be punctual and to wear proper attire at all times in the place of work.
13. The Faculty will request for a confidential report on your training from the company concerned after you have completed the training. Your training will be graded according to the report submitted by your training supervisor and your progress reports submitted to your TAR UC Supervisor.

## **Letter of Indemnity**

Date: \_\_\_\_\_  
(dd/mm/yyyy)

Dean  
Faculty of Computing and Information Technology  
Tunku Abdul Rahman University College  
Jalan Genting Kelang  
53300 Kuala Lumpur

Re: **Industrial Training**

I hereby undertake at all times to comply with the rules and regulations given to me during my Industrial Training at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(start date) (end date)

If in the course of such training, I shall have the misfortune to suffer any accidental injury whether or not due solely to personal negligence, I hereby declare that the University College and the company concerned shall not be responsible for the same.

Should any other person suffer such accidental injury during the course of and arising out of such practical training as a direct or indirect result of any act or omission on my part, I hereby undertake full responsibility for the same and keep the University College and company indemnified from any claims made against it by reason of such accidental injury having been suffered.

I also confirm that I will at all times during the course of such training uphold the good name of the University College and **I will not attempt to terminate the training earlier.**

I understand that I will **fail the industrial training programme and hence the** <course code and title> if I were to withdraw from or be absent during the training without any valid reasons.

I hereby consent that Tunku Abdul Rahman University College (TAR UC) discloses any or all my personal data to prospective companies for the sole purpose of industrial training placement. I hereby release TAR UC from all liabilities on account of such disclosure above.

Yours faithfully,

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

MyKad No : \_\_\_\_\_ Student Reg No: \_\_\_\_\_

Programme : \_\_\_\_\_

**FOCS StudF02: Parent's Acknowledgement Form**

DD MMMM YYYY

Parent / Guardian of Student Concerned:

**Industrial Training (DD-MM-YYYY to DD-MM-YYYY)**

I wish to inform you that your son/daughter/ward in the Faculty of Computing and Information Technology, Tunku Abdul Rahman University College will be undergoing Industrial Training scheduled for the period as stated above. This Industrial Training course is a requirement in order for students to graduate from their tertiary studies; it is an essential and integral part of the educational programme conducted by the Faculty of Computing and Information Technology.

I shall be grateful if you could return the Parent's Acknowledgement Form below before **DD-MM-YYYY**.

Thank you.

Industrial Training Programme Coordinator  
Tunku Abdul Rahman University College  
Kuala Lumpur

*(Please tear along this line)*

---

Industrial Training Programme Coordinator  
Tunku Abdul Rahman University College  
Kuala Lumpur

Dear Sir / Madam,

**Industrial Training (DD-MM-YYYY to DD-MM-YYYY)**

**Parent's Acknowledgement Form**

I hereby acknowledge that my son/daughter/ward will be undergoing Industrial Training scheduled for the period as stated above.

Particulars of my son/daughter/ward are given as:

Name	:	_____
Student Reg. No.	:	_____
Programme	:	_____

---

Signature of Parent / Guardian

---

Name (in BLOCK LETTERS)

MyKad No.	:	_____
Date (dd/mm/yyyy)	:	_____

## **FOCS StudF03: Student's Progress Report**

**Tunku Abdul Rahman University College  
Faculty of Computing and Information Technology  
Industrial Training Progress Report**

Activity Log

Attached a  
photo here

(Use digital  
photo)

Name of Trainee: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Month/Year \_\_\_\_\_

(E.g. JAN/2022)

Week	Projects / Activities
1	
2	
3	
4	

**Suggestions / Comments / Additional information (if any):**

**Leave Application / Leave Taken**

1. From (dd/mm/yyyy): \_\_\_\_\_ to (dd/mm/yyyy) \_\_\_\_\_ (    day(s))

2. Reasons for taking leave: \_\_\_\_\_

3. Total number of days taken: \_\_\_\_\_

**I hereby declare that the information given above is correct.**

**Signature:** \_\_\_\_\_ **Date (dd/mm/yyyy):** \_\_\_\_\_



**Endorsement by the Company Supervisor:**

**The above is a true record of activities taken by the trainee in the captioned week.**

Signature of Supervisor:

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Name of Supervisor:

---

Date (*dd/mm/yyyy*):

---

Email:

---

Mobile / Office Contact No.:

---

Company Stamp:

**FOCS StudF04: Students' Final Report (Guideline)**

**Industrial Training Final Report**

**At**

**<Name of Company>**

**<Address>**

**From <Start Date (dd/mm/yyyy)> To <End Date (dd/mm/yyyy)>**

**Prepared By**

**<Name of Student>**

**<Programme>**

**<Name of University College Supervisor>**

**Faculty of Computing and Information Technology**

**Tunku Abdul Rahman University College**

**<Branch>**

**2022/2023**

**Declaration**

The report submitted herewith is a result of my own work. 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 (dd/mm/yyyy):

## **Acknowledgements**

Expression of appreciation to the company, faculty, individuals, etc.

## **Abstract**

Summary of report with 200 to 300 words. It should be brief, written in one paragraph. It is to be written in the past tense. The abstract description should include the organisation and department with which the student was attached to, the assigned tasks, the achievements and results, and the learning experience gained during the training period.

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## **Chapter 1: Introduction**

### **Format of Report**

This report has to follow the format determined by the faculty based on the guidelines below:

- a. Font: Times New Roman font, font size 12-point, 1.5 line spacing, start every section and chapter on a new page (On the **Insert** tab, click the **Page Break** button).
- b. Heading:
  - Chapter heading (Heading 1), Times New Roman, BOLD, 1.5 line spacing, 16-point.
  - Sub-heading (Heading 2), Times New Roman, BOLD, 1.5 line spacing, 14-point.
  - Sub-heading (Heading 3), Times New Roman, BOLD, 1.5 line spacing, 12-point.
- c. Length of report:
  - a. Diploma: 2,000 to 3,000 words
  - b. Degree: 3,000 to 6,000 words

Notes: The word count is applicable only for the body texts. It includes abstract page, title, content of chapter and appendices.

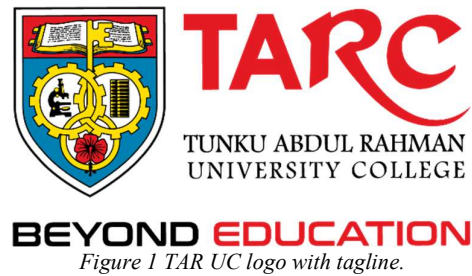
### **Content of Chapter**

This section should include the following items:

- 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, and missions of company/organisation.
- d. Business Operation  
Describe the business model, products/services, business objectives, target market/users, and business activities 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.

## Figures and Tables

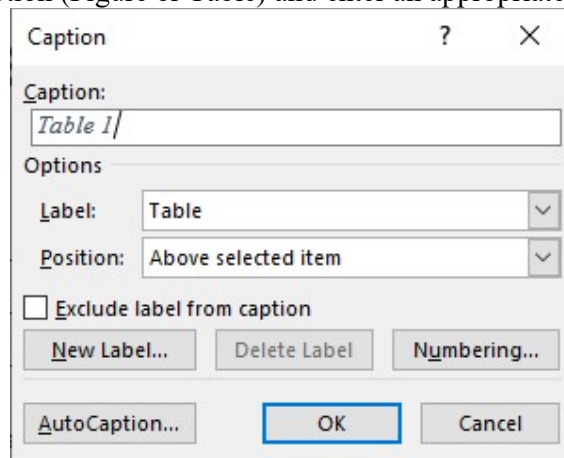
Each figure and table must have a caption that begins with the word “Figure” or “Table”, and the figure or table number, followed by a brief description. Figure captions go below figures (Refer to Figure 1); table captions go above tables (refer to Table 1).



*Table 1 An example of table.*

Heading 1	Heading 2	Heading 3
Item 1	Item 2	Item 3

To insert a figure or table caption, right-click on a picture/table and click “Insert Caption” menu. Next, select the Label option (Figure or Table) and enter an appropriate caption (see Figure 2).



*Figure 2 Caption dialog.*



## **Chapter 2 to N: Relevant Topics**

Describe the project background, job responsibilities, experiences, details of work undertaken, whether you have become aware of business opportunities and gained entrepreneurial skills as well as describe how you plan practise entrepreneurship in the future, to 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.

## References

References are detailed descriptions of resources from which information or ideas were obtained in preparing this report. 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.

**Endorsement by the company’s supervisor**

The above is a true record of activities taken by the trainee during industrial training.

Signature of Supervisor: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

Company Stamp:

## **Appendices**

You may include photographs, tabulations, drawings, graphs, flowcharts, computer programmes, etc., which must be clearly annotated.

MUST include the first 2 months (for a 10-week or 12-week ITP) /5 months (for a 24-week ITP) progress reports here.

**FOCS EmpF02: Company Acceptance Letter**

*(Please send reply through the student within 5 working days after the interview)*

\_\_\_\_\_  
(Company Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

Industrial Training Programme Coordinator  
Tunku Abdul Rahman University College  
Kuala Lumpur

To Whom It May Concern:

**Industrial Training Programme**

With reference to the above, we wish to inform you that:

1. We are able to accept \_\_\_\_\_,  
NRIC \_\_\_\_\_, Student ID \_\_\_\_\_ for practical training in our  
organisation from <START DATE> to <END DATE>.

2. The student will report to \_\_\_\_\_ of \_\_\_\_\_  
(company supervisor name) (department name)

3. Nature of work(s) (Please tick (✓) whichever apply):

☐ Computer Science & Mathematics based: (Computer Science/Management Mathematics, etc)

\_\_\_\_\_  
\_\_\_\_\_

☐ ICT based: (Programming/Networking/ Technical/System Support/ Internet Security/Games  
Technology, etc)

\_\_\_\_\_  
\_\_\_\_\_

*[Please indicate the programming languages/databases used, if relevant]*

\_\_\_\_\_  
\_\_\_\_\_

☐ Other related tasks (not applicable for sales and marketing)

\_\_\_\_\_  
\_\_\_\_\_

4. Allowance per month : \_\_\_\_\_

5. Working Days (eg. Monday-Friday): \_\_\_\_\_

6. Working Hours (eg. 9am – 5pm) : \_\_\_\_\_

7. Travelling required? : ☐ No ☐ Yes, Location: \_\_\_\_\_

8. Travelling allowance (if any) : \_\_\_\_\_

**9. Accommodation provided?** : [ ] No [ ] Yes, Address: \_\_\_\_\_

**10. Location of training** : \_\_\_\_\_

\_\_\_\_\_

*(if different from the company address)*

**11. Other job requirements / conditions:** \_\_\_\_\_

\_\_\_\_\_

*We fully understand that we are not allowed to request, use or borrow any form of resources (e.g. Laptop, PC, Software, etc) which belong to the students, to be used for performing any organisational related tasks, whether at the office, customer's place or home.*

Yours sincerely

\_\_\_\_\_  
**Signature** (Person-in-charge of industrial training)

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Email** : \_\_\_\_\_

**Tel No.** : \_\_\_\_\_

**Fax No** : \_\_\_\_\_

**Website** : \_\_\_\_\_

Company stamp

I hereby agree to accept the above offer,

\_\_\_\_\_  
Student's Signature

Name :

Date (dd/mm/yyyy):

## COMPANY SUPERVISOR'S EVALUATION ON STUDENT TRAINEE

CONFIDENTIAL

**Instructions:**

- (a) Please evaluate the student trainee using the rating scale provided.  
 (b) For each criteria, use the pull-down menu to select a rating. Score is automatically calculated (grey shade).  
 (c) This evaluation is confidential and should NOT be disclosed to the student trainee.  
 (d) Once completed, save in PDF format and email to TAR UC Supervisor.

Name of Company :

Name of Company Supervisor :

Name of Student Trainee :

Criteria	Rating					Score
	Very Poor (0)	Poor (1 - 2)	Average (3)	Good (4 - 5)	Excellent (6)	
1. Technical Knowledge (CLO1)	Has no technical knowledge	Has little technical knowledge	Has sufficient technical knowledge	Has good technical knowledge	Has excellent technical knowledge	
2. Dependability (CLO3)	Not able to complete any job	Needs close supervision and always unreliable in completing job	Needs a lot of supervision and sometimes unreliable in completing job	Needs some supervision and reliable in completing job	No need supervision and always reliable in completing job	
3. Initiative (CLO4)	Not willing to learn	Occasionally willing and proactive in learning and working	Acceptable willing and proactive in learning and working	Usually willing and proactive in learning and working	Always willing and proactive in learning and working	
4. Commitment (CLO4)	Not committed in work	Not committed in work assigned	Acceptable commitment in work assigned	Committed in work assigned	Very committed in work assigned	
5. Quality of Work (CLO6)	Very poor quality of work	Performance does not meet the minimum requirement	Performance generally meets the minimum requirement	Performance consistently exceeds the minimum requirement	Performance far exceeds the minimum requirement	
6. Working Relationship with Staff (CLO3)	A very poor team member	Rarely tactful, poor teamwork and not cooperative	Occasionally tactful, fair teamwork and cooperative	Usually tactful, good teamwork and cooperative	Always tactful, excellent teamwork and cooperative	
7. Discipline (CLO6)	Did not follow company rules	Rarely follow company rules and procedures	Sometimes do not follow company rules and procedures	Usually follow company rules and procedures	Always follow company rules and procedures	
8. System Development Skills/Technical Skills (CLO2)	No programming/technical skills	Has little programming/technical skills	Able to develop programs but with errors/Able to apply technical skills but with errors	Able to develop good programs and with few errors/Able to apply technical skills with few errors	Excellent and impressive programming skills/Excellent and impressive technical skills	
9. Punctuality (CLO4)	Always late for work	Frequently late for work or meeting	Occasionally late for work or meeting	Usually come on time for work or meeting	Always come on time for work or meeting	
10. Attendance (CLO4)	Absent from work for more than 6 days	Poor attendance at work or meeting	Fair attendance at work or meeting	Good attendance at work or meeting	Excellent attendance at work or meeting	
Total Score :						0

**11. Student's Attendance**

Number of days absent with permission :

Number of days absent without permission :

12. If you were to give an overall grade for this student trainee, what grade would you give?

Rating	Excellent	Good	Average	Poor
Grade	A	B+ or B	C	F

13. Other comments about this student trainee?

14. Please include a few words about the type of training the student trainee underwent. For e.g. nature of work, department attached to, duration of attachment, etc.

Signature :

Name :

Designation :

Date : (dd/mm/yyyy)


Affix company stamp

Thank you for taking your time to complete this evaluation form. The University College (UC) wishes to record its earnest appreciation to your organisation for participating in this training programme. We hope that your organisation will continue such collaboration in our next training programme. We would like to thank you in advance.



**INDUSTRIAL TRAINING SUPERVISOR'S EVALUATION ON STUDENT****CONFIDENTIAL****Instructions:**

(a) Please evaluate the student trainee using the rating scale provided.

(b) For each criteria, use the pull-down menu to select a rating. Score is automatically calculated (grey shade).

(c) Save in PDF format and upload to GDrive folder designated by Course Coordinator.

Student Name:	
Student ID:	
Programme:	
Company Name:	

**Section A. Progress Reports**

Date of receipt of progress reports (DD/MM/YYYY)

1st.		2nd.		3rd.	
4th.		5th.			

Criteria	Rating					Score
	Very Poor (0)	Poor (1)	Average (2)	Good (3)	Excellent (4)	
Submission of progress reports (CLO6)	No submission	Always late for all submissions	Late two times or more	Late one time	Always punctual	
Criteria	Rating					Score
	Very Poor (0)	Poor (1 - 2)	Average (3)	Good (4 - 5)	Excellent (6)	
Content of progress reports (CLO1)	No submission or poorly written reports	Description of technical work done is too brief/insufficient with many grammatical and spelling mistakes	Description of technical work done is average and sufficient with some grammatical and spelling mistakes	Description of technical work done is adequate with negligible grammatical and spelling mistakes	Description of technical work done is excellent with negligible or no grammatical and spelling mistakes	

**Section B. Final Report**

Date of receipt of final report (DD/MM/YYYY) :

Criteria	Rating					Score
	Very Poor (0)	Poor (1)	Average (2)	Good (3)	Excellent (4)	
Submission of final report (CLO6)	No submission	Late for 3 days or more	Late for 2 days	Late for 1 day	On time	
Criteria	Rating					Score
	Very Poor (0)	Poor (1 - 2)	Average (3)	Good (4 - 5)	Excellent (6)	
Written presentation of final report (CLO4)	No submission or poorly presented final report	Poorly structured, difficult to read and many grammatical and spelling mistakes	Averagely structured, fairly easy to read with some grammatical and spelling mistakes	Good structure, easy to read with minor grammatical and spelling mistakes	Excellent structure, easy to read, excellent grammar and correct spelling	
Criteria	Rating					Score
	Very Poor (0)	Poor (1 - 3)	Average (5)	Good (6 - 7)	Excellent (8 - 10)	
Awareness of business and entrepreneurial opportunities (CLO5)	No submission or evidence in report on this awareness	One or two statements in report on this awareness	Description is vague and awareness is not well highlighted	Description is good and awareness is well highlighted	Excellent description and awareness is strongly emphasized	
Overall content of final report (CLO4)	No submission or poorly written final report	Too brief, poorly written and lack of explanation	Averagely written with some explanations	Good contents with adequate explanations	Excellent contents with well-written explanations	

**0****Section C.**

Comments (if any) :

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University College Supervisor Name :

Signature :

Date : (DD/MM/YYYY)

## FOCS SupF02 : Company Visit



**Academic Year: 2022/23**

### **Objectives of company visit:**

- To foster closer relationship with the industrial training company
- To learn new / latest technology used in the industry
- To gather feedback from company about the student(s) (e.g. strengths and weaknesses)
- To gather feedback from student(s) about the company and their training obtained

### **Part A: Visitation Details**

<b><u>1. Company name:</u></b>	<b><u>5. Date of visit (dd/mm/yyyy):</u></b>								
<b><u>2. Company address:</u></b>	<b><u>6. Duration of visit (hours/minutes):</u></b>								
<b><u>3. Location visited:</u></b> <i>(if different from [2])</i>	<b><u>7. University College staff involved:</u></b> <u>Name</u> 1 2 3								
<b><u>4. Company staff met:</u></b> <table border="0"><tr><td><u>(a) Name</u></td><td><u>(b) Position</u></td></tr><tr><td>1.</td><td></td></tr><tr><td>2.</td><td></td></tr><tr><td>3.</td><td></td></tr></table>	<u>(a) Name</u>	<u>(b) Position</u>	1.		2.		3.		
<u>(a) Name</u>	<u>(b) Position</u>								
1.									
2.									
3.									

### **Part B: Company Details (*Questions to be asked during meeting with company officials*)**

<b>1. Brief company background:</b> e.g. software house, consultancy, manufacturing, engineering, chemical/biology industry, food industry, etc.	
<b>2. Jobs assigned to students:</b>  (a) Department students are attached to:  (b) Type of work assigned to students:  (c) Any trainees from other colleges / universities?	
<b>3. Other information:</b> e.g. issues with students, special requests, comments, etc.	

### **Part C: Feedback from company supervisor about the students**

<b>1. Attendance:</b> <i>(Overall [e.g. excellent, good, average, poor, etc.])</i>	
<b>2. Performance:</b> <i>(Overall [e.g. excellent, good, average, poor, etc.])</i>	

**Part D: Feedback from students about the company / training obtained (request a private session with the students)**

<b>1. Describe the nature of jobs assigned to you.</b>	
<b>2. (A) Problems encountered (if any) with the jobs assigned to you.</b>	
<b>2. (B) How did you solve the problem you encountered specified in 2. (A)?</b>	
<b>3. Any other issues to raise?</b>	

**Part E: Conclusion**

<b>1. Working environment observed.</b>	
<b>2. Recommendation:</b>	<input type="checkbox"/> I/we would recommend this company for future placement requests. <input type="checkbox"/> I/we would <u>NOT</u> recommend this company for future placement requests.
<b>3. Report to ITP Committee problems / issues faced by students (if any):</b>	

Signature: \_\_\_\_\_  
 Reported by: \_\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_\_

### **FOCS SupF03 : Contact Company Supervisor**

**Academic Year: 2022/23**

#### **Objectives of contacting company supervisor:**

- To foster closer relationship with the industrial training company



#### **Part A: Contact Details (to be filled by Company Supervisor)**

<b><u>1. Company Name:</u></b>	<b><u>4. Date of contact: (dd/mm/yyyy)</u></b>  Contact by phone / email? (Please circle)
<b><u>2. Company Address:</u></b>	<b><u>5. University College staff involved:</u></b> <u>Name(s)</u>
<b><u>3. Company Staff Contacted:</u></b> (a) <u>Name</u> (b) <u>Position</u>	<b><u>6. University College interns involved:</u></b> <u>Name(s)</u>

#### **Part B: Company Details (to be filled by Company Supervisor)**

<b>1. Brief company background:</b> e.g. software house, consultancy, etc.	
<b>2. Jobs assigned to students:</b> (a) Department students are attached to (b) Type of work assigned to students (c) Any trainees from other colleges / universities?	
<b>3. Any other information:</b> e.g. issues with students, special requests, comments, etc.	

.....  
PART C FOR TAR UC OFFICIAL USE ONLY

#### **Part C: Conclusion (To be filled by TAR UC Supervisor)**

<b>1. Overall comments / suggestions:</b>	
<b>2. What are the problems/issues faced by students (if any)?</b>	
<b>3. Reported by:</b> Signature: Date (dd/mm/yyyy):	