

**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.

# Table of Contents

Declaration.....	i
Acknowledgements.....	ii
Abstract.....	iii
Table of Contents.....	iv
Chapter 1: Introduction.....	1
Format of Report.....	1
Content of Chapter.....	1
Figures and Tables.....	2
Chapter 2 to N: Relevant Topics.....	4
Chapter N + 1: Conclusions & Recommendations.....	5
References.....	6
Endorsement by the company's supervisor.....	7
Appendices.....	8

# 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:
  - Diploma: 2,000 to 3,000 words
  - 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

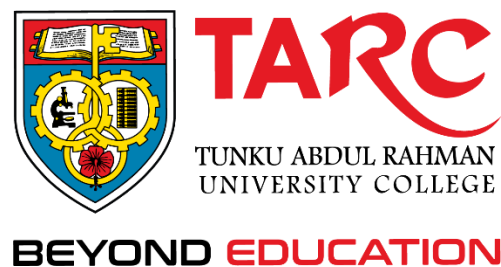
Explain the structure and activities of training department which you were placed in.

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).

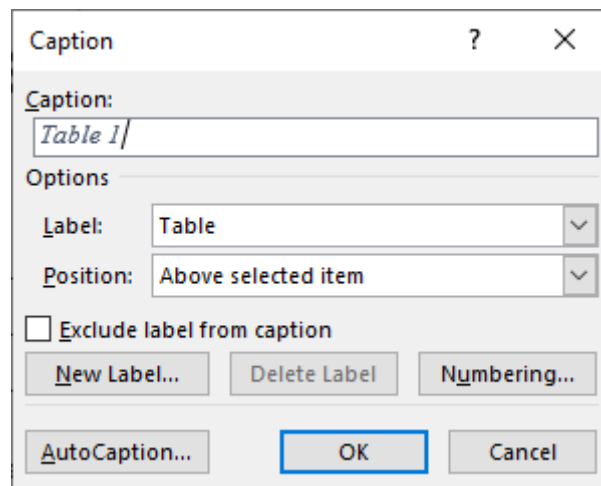


*Figure 1 TAR UC logo with tagline.*

*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**

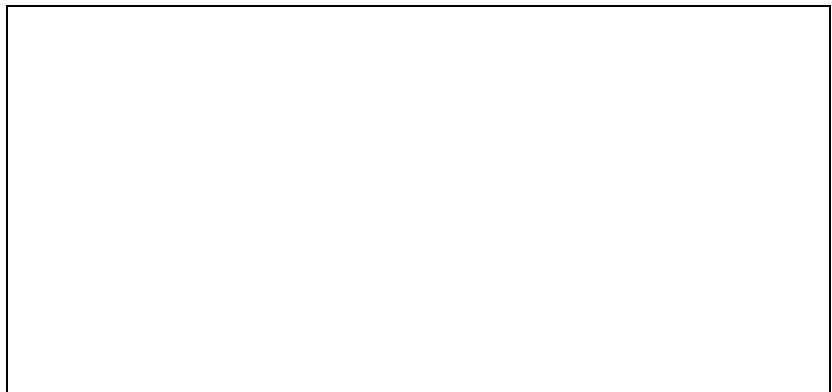
The above is a true record of activities taken by the trainee during industrial training.

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.