Guidelines to Prepare Industrial Training Report

> Get the report certified by an authorized officer of the training organization

Introduction

Writing training reports is not that easy. Followed properly, the guidelines given in this handout help you writing a report at least to a minimum acceptable level (hopefully a good one)

Cover Page

Top

National Apprentice & Industrial Training Authority

(As the training provider NAITA-24pts)

Centre

Report on Industrial Training (20pts)

At (16pts)

Mobitel (Pvt) Ltd (20pts)

Colombo 08

Bottom

Name of the Academic Institute

Advanced Technological Institute

Naiwala (16pts)

This should be 9 cm above the bottom of the page

Bottom Left

Student details (14pts)

Name   :

Student Number :

Course   :

Field   :

Training Period :

Note: Please refer the figure No.1

Guidelines for Inner Pages

Include the following before wrting chapters
- Acknowledgment
- Preface
- Contents
- List of figures with page numbers

NAITA

List of tables with page numbers

National Apprentice & Industrial Training Authority

Report on Industrial Training

at

ABC Engineering Ltd Ratmalana

(Institution Logo)

Advanced Technological Institute Kurunegala

9cm

Name   :
Student Number :
Course   :
Field   :
Period   :

Figure No1: Example for cover page design

Chapter 1

Introduction about Training Institute

- Organizational chart, Nature of business (products / services), Vision, Mission, Goals, Objectives, Number of employees.
- Management styles / Administrative practices Leave, EPF, ETF, Recruitment procedures, Compensation, Welfare Activities, Safety measures, Training and development strategies.
- Safety practices.

Chapter 2

Your Training Experience at the Institute

- Your creations. (formats, templates, produces, procedures etc,) Innovative Ideas,
- How you analyze problems in terms of causes, symptoms and feelings, and the problems faced and how encountered them.
- List of activities perfomed during the training

SIT Division

- You may include theoretical component but you have to make comparisons with applications.
- You may include standard operation procedures followed by the organization with comparisons of what you learn during academic programme.
- Try to include the things that you learnt in addition to the training syllabus.
- Be aware not to copy or download notes from the Internet or other sources. However, in such a case, you must include a list of reference or data sources.
- Include List of figures and list of tables with page numbers

Example 1

    Figure 01   Organization chart of "X"   17

Example 2

    Table 13   Bar Chart - phase 1   23

- When you write the report you may provide the titles for figures and tables as in the examples.

Example 1 Figure 01: Organization chart of "X"

Example 2 Figure 03: Activity plan for phase 1

Chapter 3: Conclusion to the report

- Suggestions for your own development, training development and organizational development etc.
- Your gains, weaknesses identified
- List of activities, tasks that could not perform / cover (as a trainee engineer or technician) during the training.

Do's

- Use the font style Times New Roman.
- Normal font size 12 for the chapters
- Headings must be bit higher than font size 12
- Recommended Line Space 1.5
- Page number in center of the page
- Justify the content
- Use chapter outline (See APA standards)
- Use Conversational language (Not you but I and we)
- Write the report with more than 2000 words / more than 30 pages.
- Include relevant Photos as evidences
- Include Logo of Institute in the cover page

Dont's

- No borders for cover page
- No headers or footers
- No over emphasizing the topics and subtopics

(Example *VISION*

The word Vision is overemphasized by making the bold, italicized, underlined, capitalized (uppercase) with 16 points font size. Instead a simple emphasizing is encouraged.

Ex: Vision

Conclusion

Daily diary is the key to complete the training report. The weekly entries provide you pages that can be included the report. For example if your training is for 3 months there you can have 12 pages. In case it's a 6 months you can have 24 pages. Remeber the entries shoulg reflect your real training experiences. Also if you search internet try search words "Reflective journals" "term/cocept papers", and "APA standards".

1.0 Introduction

    1.11 About Training Organizations

        1.1.1 Nature of business

        1.1.2 Organization chart

    1:2 Co-operate plan

        1.2.1 Vision

        1.2.2 Mission

        1.2.3 Objectives

        1.2.4 Strategic planning

    1.3 Management practices

        1.3.1 Recruitment procedures

        1.3.2 Training and development strategies

2.0 Training experience

    2.1 ....

Example for chapter outline (for inner pages)