





# LOG BOOK CONTENTS

## Date: 04/03/2024 Day: Monday Training Week: 1

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

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| **DESCRIPTIONS / REMARKS** |
| * Meet with HR and listen to company onboarding procedure. * Submitted HR record for internship information. * Briefing on how to handle company asset and fill up an asset allocation form. * Meet with company IT department to get company laptop. * Doing Deloitte mandatory e-learning for new independent contractor:   + Independent Contractor onboarding   + 2022 Global Anti-Corruption and Financial Crime Compliance |

## Date: 05/03/2024 Day: Tuesday Training Week: 1

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

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| **DESCRIPTIONS / REMARKS** |
| * Continue to learn and doing quiz for Deloitte mandatory e-learning for new independent contractor:   + Business Continuity Management   + Global Annual Privacy Refresher Training   + FY2024 Ethics Biennial refresher   + Protect Our Data: A guide to confidentiality and privacy fundamentals in today’s workplace   + Interactive Phishing Training |

## Date: 06/03/2024 Day: Wednesday Training Week: 1

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

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| **DESCRIPTIONS / REMARKS** |
| * Filled up A1 Form and getting signature from supervisor, Mr. Goh. * Started to learn Deloitte ICDC Learning Curriculum:   + Learned Google Cloud Digital Leader Certification Training on Udemy (Section 1 and 2). * Created Google Cloud Account and exploring about Google Cloud. * Exploring Google Cloud Compute Engine on how to create an instance. * Exploring basic networking in Google Cloud such as VPC network and load balancing.   Building Google Cloud Platform Solutions | Packt |

## Date: 07/03/2024 Day: Thursday Training Week: 1

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

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| **DESCRIPTIONS / REMARKS** |
| * Requesting for temporary admin password to install e-learning application such as Git. * Continue to learn Deloitte ICDC Learning Curriculum:   + Learned Google Cloud Digital Leader Certification Training on Udemy (Section 3).   + Learned Basic of Git in Udemy training video. * Register GitHub and Gitlab account to explore with Git. * Learned Git command such as git init, git push, git status, git log, git commit -m, git pull, git merge, git rebase. * Learned different between git rebase vs merge: merge preserves history as it happened, while rebase rewrites it to make the history cleaner. |

## Date: 08/03/2024 Day: Friday Training Week: 1

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

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| **DESCRIPTIONS / REMARKS** |
| * Setup development environment by installing and configuring Visual Studio Code and NodeJS. * Continue to learn Deloitte ICDC Learning Curriculum:   + Learning React on Udemy (Master React and Redux. Apply modern design patterns to build apps with React Router, TailwindCSS, Context, and Hooks!) (Section 1-4).   + Learned to create first react project using “npx create-react-app project”.   + Doing React Hand-On Projects about:     - Creating Content with JSX.     - Building with Reusable Components.     - State and Event in React.     - Using API with React. |

## Weekly Summary for Week 1 (Date: 08/03/2024 )

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| **Work experience details** | **What did I learn?** | **How does this relate to what I already know?** |
| Meeting with supervisor, HR, office admin, IT helpdesk.  Learned some basic about cloud computing.  Learned Git command as version control.  Learned some React framework. | I learned ways to communicate professionally by email or face-to-face. Beside that, the mandatory e-learning teach me about the company culture and raise my awareness about cybersecurity by teaching about how to detect any phishing attempts.  I learned about fundamental of cloud computing for Google Cloud such as Compute Engine and VPC network.  I learned to use command such as git init, git pull, git commit, and git push to commit my changes to version control system such as GitHub or GitLab.  I learned about JSX, how to create reusable components, state and event in React and using API in React. | I got to experience different cloud platform, there’s some similarity between AWS and Google Cloud so I can use the same theory from what I learn on AWS and apply it on Google Cloud. For example, AWS EC2 is equivalent to Google Compute Engine.  I use application such as GitHub desktop to perform version control previously. By learning the command, I know what the theory behind each of the function such as merge or rebase.  I never worked with React project before, but I can apply my knowledge in HTML, CSS styling, JavaScript when doing some hand on React project. |

**WEEKLY ASSESSMENT**

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| 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 1  **5**  (To be completed on the last day of each training week) |

## Date: 11/03/2024 Day: Monday Training Week: 2

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

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| **DESCRIPTIONS / REMARKS** |
| * Continue to learn Deloitte ICDC Learning Curriculum:   + Learning React on Udemy (Master React and Redux. Apply modern design patterns to build apps with React Router, TailwindCSS, Context, and Hooks!) (Section 5-6).   + Doing React Hand-On Project about:     - Using an API with React     - How to handle Form * Created Unsplash Account to experiment with using API in React (using axios). * Async ensures that the function returns a promise and wraps non-promises in it. Await on the other hand work together with async and must be placed inside an async function. |

## Date: 12/03/2024 Day: Tuesday Training Week: 2

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

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| **DESCRIPTIONS / REMARKS** |
| * Setup a JSON server using npm install json-server. * Continue to learn Deloitte ICDC Learning Curriculum:   + Learning React on Udemy (Master React and Redux. Apply modern design patterns to build apps with React Router, TailwindCSS, Context, and Hooks!) (Section 7-9).   + Doing React Hand-On Project about:     - Data Persistence with API Requests     - Communication using the Context System     - Deeper Dive into Hooks * React Context Api · Joe Cortopassi * Context in React is a way to share data between components without explicitly drilling through components props. It's a **global state management system** within React application. * Learned to use useState hook to track state in a function component. * For example:   import { useState } from "react";  function FavoriteColor() { const [color, setColor] = useState("");} |

## Date: 13/03/2024 Day: Wednesday Training Week: 2

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

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| **DESCRIPTIONS / REMARKS** |
| * Continue to learn Deloitte ICDC Learning Curriculum:   + Learning React on Udemy (Master React and Redux. Apply modern design patterns to build apps with React Router, TailwindCSS, Context, and Hooks!) (Section 10-12).   + Doing React Hand-On Project about:     - Custom Navigation and Routing Systems     - Mastering the State Design Process     - Practicing Props and State Design * **State** refers to data that is managed within the component. It’s mutable and can change over time, usually in response to user actions or events. State is private to the component and can be initialized in the constructor or using state hooks in functional components. * **Props** (properties) are read-only and immutable. They are passed to a component by its parent and are used to pass data down the component tree. * Utilized TailwindCSS and React Icon in React Application. * 73 Basic & Advanced React Interview Questions (with Explanations) - JayDevs |

## Date: 14/03/2024 Day: Thursday Training Week: 2

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

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| **DESCRIPTIONS / REMARKS** |
| * Configuring Java Development Kit (JDK), Postman HTTP Client, Spring Tool Suite and VSCode for Spring Boot development. * Continue to learn Deloitte ICDC Learning Curriculum:   + Learning Spring Boot on Udemy: Spring Cloud Config Server, API Gateway, Eureka, Feign, Resilience4J, Load Balancing, Spring Security, ELK, Docker, AWS (Section 1-3). * Learned about HTTP methods: GET, POST, DELETE and PUT. * Created a new Spring Project using Spring Boot Initializr with Maven and Java 21. * Learned about some @RequestMapping annotation to perform CRUD operation in RESTful API:   + @GetMapping: Used to retrieve data from the server. For example, fetching a list of users or a single user’s details.   + @PostMapping: Used to create new resources on the server, like adding a new user.   + @PutMapping: Used for updating existing resources, such as modifying a user’s details.   + @DeleteMapping: Used to delete resources from the server, like removing a user. * Learned about how to make a parameter optional or required.   + For @PathVariable, set the required attribute to false, for example:     - public String exampleMethod(@PathVariable(name = "variable", required = false)   + For @RequestParam, set the required to false, can also provide a defaultValue, for example:     - public String exampleMethod(@RequestParam(name = "param", required = false, defaultValue = "default") * Created a simple Spring Boot project that consist of basic CRUD and temporary stored a user information in Map<String, UserRest> users; where UserRest is a model class. |

## Date: 15/03/2024 Day: Friday Training Week: 2

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

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| **DESCRIPTIONS / REMARKS** |
| * Continue to learn about Spring Boot by studying Udemy course: Learn & Develop Microservices with Java, Spring Boot, Spring Cloud, Docker, Kubernetes, Helm, Microservices Security (Section 1-2).   + Learned about Microservices Architecture.   + Learned about Building microservices using Spring Boot. * Monolithic Architecture:   + Built as a single, indivisible unit.   + All components of the application (database interactions, client-side logic, server-side logic) are tightly coupled and run as a single process.   + Difficult to maintain, scale and update as changes in one part affect other. * Microservices Architecture:   + Breaks down an application into smaller, independent services.   + Each service is focused on a single function or domain and can be developed, deployed, and scaled independently.   + Compatible with modern cloud-based environments and support continuous delivery and DevOps practices. * Learned about writing spring data JPA entities and repositories to interact with DB tables.   + Entities in Spring Boot are classes that are mapped to the database tables annotated with @Entity, need to define the table’s columns as fields in the class. For example:   @Entity  public class Account {  @Id  private Long id;  }   * Learned about DTO (Data Transfer Object) and created DTOs inside accounts microservice. * Perform input data validation inside account microservice, for example:   @NotNull(message = "Account ID cannot be null")  private Long accountId;  @Size(min = 2, max = 14, message = "Username must be between 2 and 14 characters")  private String username; |

## Weekly Summary for Week 2 (Date: 15/03/2024)

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| **Work experience details** | **What did I learn?** | **How does this relate to what I already know?** |
| Learned about using React to perform basic CRUD using API and how to handle form, state and hooks, designing a reusable component.  Learned about Microservices architecture and Spring Boot to perform CRUD. | I learned about how to build a reusable component, how to perform API data fetching using axios by making a HTTP request, when to use aysnc and await.  I have learned TailwindCSS to style my react application.  I have learned the difference between monolithic and microservice architecture.  I have learned how to use Spring Boot in Java to perform basic CRUD operation by using @RestController and the method to handle HTTP requests such as GET, PUT, POST, DELETE and successfully returned data in json or xml format.  I have learned to use Postman client to check my API response. | I have learned and used API during my project on mobile application. Using axios in React is a new experience for me but there’s some similarity between axios.get and http.get in Flutter. I can apply previous knowledge about how to deal with http response code in axios.  Although using TailwindCSS can result in soup of classes, but it allows us to perform more customized styling as each of the styling are separated. I have written my own CSS before, using CSS framework like this make the styling process easier.  The project that I built previously does not use reusable component, therefore it’s harder for other developer to read and maintain. Using reusable component is way better as we don’t need to redefine the same component again results in cleaner and more maintainable, loosely coupled code.  I know about HTTP requests previously and applied it in CRUD operation using Laravel framework. I can use the same knowledge to develop an API using Spring Boot. Spring Boot is using Java and OOP approach such as encapsulation, polymorphism and etc.  Previously, I tested my API response using the actual code and did not know if there’s a client to check the API response, using Postman helps me to validate if the API response is valid and correct. |

**WEEKLY ASSESSMENT**

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| 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  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 3 (Date: )

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

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| 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 3  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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## Date: Day: Training Week:

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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 4 (Date: )

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

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| 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 4  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 5 (Date: )

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

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| 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 5  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 6 (Date: )

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

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| 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 6  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 7 (Date: )

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

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| 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 7  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 8 (Date: )

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

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| 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 8  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 9 (Date: )

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

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| 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 9  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 10 (Date: )

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

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| 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 10  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 11 (Date: )

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

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| 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 11  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 12 (Date: )

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

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| 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 12  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 13 (Date: )

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

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| 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 13  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 14 (Date: )

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

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| 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 14  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 15 (Date: )

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

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| 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 15  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 16 (Date: )

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

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| 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 16  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 17 (Date: )

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

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| 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 17  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 18 (Date: )

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

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| 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 18  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 19 (Date: )

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

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| 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 19  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 20 (Date: )

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

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| 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 20  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 21 (Date: )

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

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| 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 21  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 22 (Date: )

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

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| --- |
| 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 22  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 23 (Date: )

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

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| 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 23  **5**  (To be completed on the last day of each training week) |

## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Date: Day: Training Week:

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

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| **DESCRIPTIONS / REMARKS** |
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## Weekly Summary for Week 24 (Date: )

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

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| 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 24  **5**  (To be completed on the last day of each training week) |



**ATTACHMENTS**

# FORMS



**CAREER PLACEMENT & DEVELOPMENT CENTRE LEAVE RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Request** | **Reason(s)** | **Date of Leave** | **Industrial**  **Supervisor’s Approval** | **Remark(s)** |
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| **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)** | **1** | **2 3 4 5** |
| **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. |  |  |

## Part B (Work Schedule)

* 1. **Schedule Suitability:**

The prescribed work schedule is relevant and aligns with the industrial training programme objectives.

## 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 UMPSA 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



**UNIVERSITI MALAYSIA PAHANG**

**AL-SULTAN ABDULLAH**

**INDUSTRIAL TRAINING REPORT GUIDELINES**

## Objectives

### To train students to prepare a technical report after completing their industrial training session.

* 1. 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.

## Report Format

### The report must contain both f ront and back covers and should be neatly bound.

* 1. The colour of the cover is according to the one decided by the faculty.

### The f ront cover must include; UMPSA logo, title, name of industrial training company/organisation, student's name, etc. Please refer to **Attachment 1**.

* 1. Please follow the format in **Attachment 2** for the f irst page right after the f ront cover.
  2. 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

* 1. In general, the contents must include:

## Non-confidential Declaration by Organisation

* + 1. **Abstract**

## Acknowledgement

* + 1. **List of Tables**

## List of Figures

* + 1. **Abbreviations**

## Table of contents

* + 1. **Introduction**

### A brief introduction about the objectives and scope of industrial training.

* + - * The introduction length should be around **100 - 200** words.

## 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 f aculty’s requirement.

## Conclusion

* + 1. **References**

## 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.**

## Submission Date

* 1. Students must submit their industrial training reports before the deadline prescribed by their respective faculties.



**UNIVERSITI MALAYSIA PAHANG**

**AL-SULTAN ABDULLAH**

**FACULTY OF XXX**

**INDUSTRIAL TRAINING REPORT**

**NAME :**

**STUDY PROGRAMME : YEAR :**

**TRAINING DURATION : ORGANISATION NAME :**

**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 Al-Sultan Abdullah**

**In partial fulfillment of the requirements for the degree of Bachelor of XXX / for the Diploma in XXX**

**Faculty of XXX**

**Universiti Malaysia Pahang Al-Sultan Abdullah (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

## INTRODUCTION

## Objective 1

## Scope of training 1

## 1.3 2

1. **ORGANISATIONAL BACKGROUND**

## 2.1 3

**2.2**

## TRAINING ACTIVITIES

**3.1 18**

## 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 |  |  |