

**GARIS PANDUAN PENYEDIAAN  
LAPORAN LATIHAN INDUSTRI**

***INDUSTRIAL TRAINING REPORT  
GUIDELINES***

***[version 2021]***



**FAKULTI TEKNOLOGI MAKLUMAT DAN  
KOMUNIKASI**

**UNIVERSITI TEKNIKAL MALAYSIA  
MELAKA**

**JKLI2021**

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## 1. PENGENALAN

### INTRODUCTION

Salah satu objektif latihan industri adalah untuk melatih pelajar supaya dapat menyediakan satu laporan teknikal setelah menjalani latihan industri. Panduan ini bertujuan membantu pelajar-pelajar yang mengambil kursus **BITU 3946** (*Laporan latihan Industri*) dalam penyediaan Laporan Latihan Industri mereka. Laporan Latihan Industri ini adalah satu laporan yang dibuat oleh pelajar berdasarkan tugas/projek mereka semasa menjalani latihan industri. Laporan ini mestilah meliputi semua aspek yang berkaitan dengan tugas/projek yang dijalankan semasa latihan tersebut berasaskan format yang telah ditetapkan. Laporan ini kelak akan dinilai oleh Penyelia Latihan Industri FTMK.

*One of the objectives of industrial training is to train students to prepare a technical report after completing their industrial training session. This guideline aims to assist students taking the **BITU 3946** (Industrial Training Report) course in preparing their Industrial Training Report. This Industrial Training Report is a report made by students based on their tasks/projects while undergoing industrial training. This report must cover all aspects related to the task/project carried out during the training based on the prescribed format. This report will be evaluated by the FTMK Industrial Training Supervisor.*

## 2. PERATURAN PENULISAN

### WRITING RULES

Semua laporan hendaklah ditaip dalam **Bahasa Inggeris**. Laporan mestilah di antara 50 dan 100 mukasurat bercetak (tidak termasuk lampiran). Penaipan hendaklah bersih, jelas dan seragam bagi seluruh laporan.

*All reports must be typed in **English**. The report must be between 50 to 100 printed pages (excluding attachments). Typing should be clean, clear and uniform for the entire report.*

#### i. Jenis Font

Gunakan Times New Roman.

##### **Font type**

*Use Times New Roman*

#### ii. Spesifikasi

(a) Gunakan saiz font **12** termasuk tajuk. Tajuk mesti ditulis dalam huruf besar dan dihitamkan (*bold*).

(b) Penggunaan *header* dan *footer* tidak dibenarkan.

##### **Specification**

(a) *Use a font size of **12** including the title. The title must be written in capital letters and in bold.*

(b) *The use of headers and footers is not permitted*

### iii. Kawasan Penulisan

#### ***Margin***

Margin kiri (*left margin*) : 2.5 cm

Margin kanan (*right margin*) : 2.5 cm

Margin atas (*top margin*) : 3.0 cm

Margin bawah (*bottom margin*) : 2.5 cm

### iv. Indentasi Topik dan Subtopik

Bagi format penomboran, penggunaannya mestilah konsisten. Misalnya pada peringkat pertama nombor biasa digunakan,

#### ***Contoh:***

1  
.  
1.1  
1.1.1

\*Nota : Setiap satu peringkat indentasi mesti dimulakan pada lajur keenam. Bagi penomboran penyenaraian nombor roman boleh digunakan.

#### ***Topic and Subtopic Indentations***

*For the numbering format, its use must be consistent. For example in the first stage common numbers are used,*

#### ***Example:***

1  
.  
1.1  
1.1.1

*\*Note: Each of the indentation stages must begin on the sixth column. For listing, roman numbering can be used.*

### v. Jarak

Laporan hendaklah ditaip selang satu setengah (*1 ½ spacing*).

Perkara-perkara berikut hendaklah ditaip selang sebaris (*single-spaced*) dalam teks laporan.

(a) Nota kaki

(b) Sedutan (*quotation*) yang melebihi 3 baris

- (c) Bibliografi
- (d) Jadual/Gambarajah
- (e) Lampiran seperti soal selidik, surat dan lain-lain

**Bahagian utama (bab) hendaklah bermula pada halaman baru. Bagi perenggan baru, mulakan pada lajur keenam.**

***Spacing***

*Reports should be typed one and a half (1 ½ spacing).*

*The following items should be typed single-spaced in the report text.*

- (a) Footnote
- (b) Quotations that has more than 3 lines
- (c) Bibliography
- (d) Table/Figure
- (e) Attachments such as questionnaires, letters and others

***The main section (chapter) should start on a new page. For a new paragraph, start in the sixth column.***

**vi. Penghalaman**

- (a) Halaman hendaklah dikira terus menerus dalam laporan. Nombor halaman wujud tersendiri tanpa kurungan, sengkang atau apa-apa simbol lain.
- (b) Halaman-halaman sebelum pengenalan hendaklah dinomborkan dengan menggunakan nombor kecil Roman. Halaman tajuk tidak perlu dinomborkan.
- (c) Penomboran halaman bermula pada halaman pertama pengenalan.

***Page numbering***

- (a) *Pages shall be counted continuously in the report. Page numbers exist on their own without parentheses, dashes or any other symbols.*
- (b) *The pages before the introduction shall be numbered using small Roman number. Title pages do not need to be numbered.*
- (c) *Page numbering starts on the first page of the introduction.*

### 3. **FORMAT LAPORAN** **REPORT FORMAT**

- i. Susunan bahagian laporan dibuat seperti berikut:  
*Report section arrangement be made are as follows:*

<b><i>Page/ Halaman</i></b>	<b><i>Numbering / Muka surat</i></b>
<i>Title Page / Halaman Tajuk</i>	i (di mukasurat sebenar tiada nombor/ <i>no printed number in the page</i> )
<i>Non Confidential Declaration By Industry</i>	ii
<i>Industrial Training Completion Declaration Form</i>	iii
<i>Executive Summary / Ringkasan Eksekutif</i>	iv
<i>Acknowledgement / Halaman Penghargaan</i>	v
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<i>List of Figures / Daftar Rajah</i>	viii
<i>List of Abbreviations / Daftar Singkatan</i>	ix
<i>Report Content / Kandungan Laporan</i>	Decimal Numbers (1,2 ..)
<i>References / Rujukan</i>	
<i>Appendices / Lampiran</i>	

- ii. **Halaman Tajuk** (Rujuk Lampiran 2)  
*Title Page (Refer to Attachment 2)*

- iii. **Halaman Penghargaan**

Bahagian ini boleh mengandungi semua atau sebahagian dari maklumat berikut:-

- (a) Sebab menjalankan kajian.
- (b) Penghargaan kepada semua pihak (individu atau institusi) yang membantu melaksanakan tugas/projek ini. Penghargaan hendaklah dinyatakan secara ringkas dan cermat.

#### ***Acknowledgement Page***

*This section may contain all or part of the following information:-*

- (a) *Reasons for conducting the study.*
- (b) *Appreciation to all parties (individuals or institutions) who helped implement this task/project. Appreciation should be expressed concisely and carefully.*

#### iv. **Ringkasan Eksekutif**

**Ringkasan eksekutif** adalah ringkasan kepada laporan keseluruhannya dan sama penting seperti juga kandungan laporan utama. Rujukan kepada artikel tulisan tidak dibuat dalam **ringkasan eksekutif**, tetapi **jika rujukan itu dirasakan perlu**, gunakan nota kaki. Elakkan daripada menggunakan singkatan atau akronim. Hadkan ringkasan kepada **300 perkataan**. Ia haruslah mengandungi kenyataan khusus tentang masalah; penerangan ringkas mengenai projek atau tugas yang dilaksanakan, termasuk kenyataan sama ada signifikan atau tidak dan kesimpulan. Ringkasan ini hendaklah ditaip selang sebaris (single spacing ) dalam satu muka surat sahaja.

##### ***Executive Summary***

*The **executive summary** is the essence of the report as a whole and should be given special attention as well as the main text. References to written works are not made in the executive summary, but **if the reference is deemed necessary**, use footnotes. Avoid using abbreviations or acronyms. Limit executive summary to **300 words**. It should contain a specific statement of the problem; a brief description of the project or task performed, including a statement of whether it is significant or not and a conclusion. This summary should be typed in single spacing on one page only.*

#### v. **Senarai Kandungan**

Senarai kandungan hendaklah menyenaraikan mengikut urutan, dengan nombor halaman, semua cerai laporan, termasuk tajuk bab, bahagian dan sub-bahagian secara yang sesuai; senarai rujukan, senarai singkatan (*acroyms*) dan lain-lain bahagian fungsi bagi seluruh laporan; sebarang lampiran; dan indeks (jika ada).

##### ***Table of Content***

*The table of content shall list in order, by page number, all subdivisions of the report, including chapter titles, sections and sub-sections as appropriate; reference lists, abbreviated lists (*acroyms*) and other functional sections for the entire report; any attachments; and index (if any).*

#### vi. **Daftar Jadual**

Daftar ini mengandungi setiap tajuk jadual secara tepat seperti terdapat dalam teks pada halaman pertama bagi tiap-tiap jadual. Maklumat yang perlu disertakan adalah seperti nombor jadual, tajuk dan mukasurat.

##### ***List of Table***

*This list contains each table title exactly as it appears in the text on the first page of each table. The information that needs to be included is such as table number, title and page.*

vii. **Daftar Rajah/Illustrasi**

Ini termasuklah graf, rajah, peta dan lain-lain jenis ilustrasi. Di sini juga, tajuk dalam Daftar mestilah menepati tajuk dalam teks. Maklumat yang perlu disertakan adalah seperti nombor rajah, tajuk dan mukasurat.

***List of Figures/Illustrations***

*This includes graphs, diagrams, maps and other types of illustrations. The title in the list must match the title in the text. The information that needs to be included is such as figure numbers, titles and pages.*

viii. **Daftar Singkatan**

Daftar ini mengandungi setiap singkatan atau akronim yang digunakan dalam teks laporan. Format Daftar Singkatan adalah seperti berikut:

***List of Abbreviations***

*This list contains each abbreviation or acronym used in the report text. The format of the Abbreviation List is as follows:*

<b>ABBREVIATION</b>	<b>WORD/DESCRIPTION</b>
UTeM	Universiti Teknikal Malaysia Melaka

ix. **Warna Muka Surat Kulit Depan (*Front Cover Page Color*)**

Sekiranya ada keperluan untuk mencetak laporan secara salinan keras, gunakan warna kulit berwarna kuning yang mengikut warna rasmi FTMK.

*If there is a need to print the report in hard copy, use the yellow cover color that follows the official color of FTMK.*



Kulit depan perlu mengandungi logo UTeM, tajuk, nama syarikat/organisasi latihan industri, nama pelajar dll. seperti dalam Lampiran 1.

*Front cover must include UTeM logo, title, name of industrial training company/organisation, student's name etc. Please refer to Attachment 1.*

Kulit luar diikuti oleh muka surat pertama dengan format seperti dalam Lampiran 2.

*The first page after the front cover is according to the format in Attachment 2.*

x. **Teks Laporan**  
**Report Text**

- (a) Bahagian ini biasanya dimulakan dengan pengenalan. Pengenalan yang ringkas, jelas dan mengandungi maklumat mengenai objektif, skop latihan, faedah yang didapati dan garis masa sepanjang latihan. Seterusnya, terdapat beberapa bab untuk laporan yang mengandungi latar belakang syarikat/organisasi, carta organisasi, maklumat terperinci latihan dan kerja yang dijalankan termasuk jadual kerja, projek laporan-laporan yang disediakan dengan mengikut turutan dan sebagainya. Rujuk Lampiran 3 untuk senarai kandungan.

*This section usually begins with an introduction. The introduction is concise, clear and contains information on the objectives, scope of the training, the benefits gained and the timeline throughout the training.*

*Next, there are several chapters for the report that contain the background of the company/organization, organization chart, detailed information of training and work carried out including work schedules, project reports prepared in sequence and so on.*

*Refer Attachment 3 for the List of Contents.*

(b) **Jadual dan Gambarajah**

Jadual dan Gambarajah hendaklah **di nomborkan** berterusan mengikut bab sepanjang laporan dan diberi tajuk yang menggunakan huruf besar dan huruf kecil.

Contoh 1 merujuk kepada jadual pertama di dalam Bab 5.

Contoh 1:

**Jadual 5.1:** Kamus Data untuk Sistem Pengurusan Maklumat Tumbuhan

Contoh 2 merujuk kepada Rajah ke 12 di dalam Bab 4.

Contoh 2:

**Rajah 4.12:** Model Konseptual untuk Latihan IT

**Nota: Tajuk** (*caption*) hendaklah ditaip di sebelah atas jadual (*table*), tetapi bagi rajah (*figure*), di sebelah bawah.

**Table and Figure**

*Tables and Figures should be numbered continuously throughout the report and given titles using uppercase and lowercase letters.*

*Example 1 refers to the first table in Chapter 5.*



*Example 1:*

**Table 5.1:** Data Dictionary for Plant Information Management System

*Example 2 refers to Figure 12 in Chapter 4.*

*Example 2:*

**Figure 4.12:** Conceptual Model for IT Training

*Note: The **caption** should be typed at the top of the table, but for figures, at the bottom.*

xi. **Rujukan/Bibliografi**

- (a) Rujukan/Bibliografi perlu diletak **selepas teks utama**. Ianya menyenaraikan rujukan yang dibuat dalam tugas/projek dan disebut dalam teks.
- (b) Item-item dalam bibliografi hendaklah disenaraikan mengikut abjad nama pengarang mengikut kaedah **American Psychology Association (APA)** (<http://www.apa.org>) Rujukan kepada item-item yang disenaraikan itu dibuat dengan menyebut pengarang dan tahun.

Contoh:

**Artikel dari Jurnal, seorang pengarang**

Bekerian, D. A. (1993). In search of the typical eyewitness. American Psychologist, 48, 574-576.

***References/Bibliography***

- (a) *References/Bibliography should be placed **after the main text**. It lists the references made in the task/project and mentioned in the text.*
- (b) *Items in the bibliography shall be listed alphabetically by author name according to the methods of the **American Psychology Association (APA)** (<http://www.apa.org>) References to the listed items are made by mentioning the author and year.*

*Example:*

***Article from the Journal, an author***

Bekerian, D. A. (1993). In search of the typical eyewitness. American Psychologist, 48, 574-576.

**LAMPIRAN 1 (ATTACHMENT 1)**  
**CONTOH KULIT DEPAN**  
**LAPORAN TEKNIKAL LATIHAN INDUSTRI**  
**EXAMPLE OF FRONT COVER FOR INDUSTRIAL TRAINING TECHNICAL REPORT**



**UNIVERSITI TEKNIKAL MALAYSIA MELAKA**

**FACULTY OF INFORMATION AND COMMUNICATION  
TECHNOLOGY**

**INDUSTRIAL TRAINING TECHNICAL REPORT**

**Name** :  
**Programme** :  
**Year** :  
**Training Period** :  
**Industry Name** :

**INDUSTRIAL TRAINING TECHNICAL REPORT**

**AT**

***XXX SDN BHD***

**Period of Training:**

**dd/mm/yyyy – dd/mm/yyyy**

**Submitted By:**  
**[Student Name]**

**This Technical Report for Industrial Training is submitted  
to Faculty of Information and Communication Technology,  
Universiti Teknikal Malaysia Melaka  
In partial fulfillment for Bachelor/Diploma of XXX**

**Faculty of Information and Communication Technology  
Universiti Teknikal Malaysia Melaka (month/year)**

**LAMPIRAN 3 (ATTACHMENT 3)**

**CONTOH ISI KANDUNGAN**

***EXAMPLE OF CONTENT***

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## DECLARATION OF NON - CONFIDENTIALITY

“I hereby declare that this Industrial Training Technical Report was written by

..... all information

regarding this company and the projects are NON-CONFIDENTIAL and is true to my best knowledge.”

Approved by:

.....

Industrial Supervisor's Name :

Designation :

Company's Name :

Department :

Date :

**BORANG PERAKUAN TAMAT LATIHAN INDUSTRI**  
**INDUSTRIAL TRAINING COMPLETION DECLARATION FORM**

Laporan ini adalah hasil usaha saya sendiri dan telah disahkan isi kandungannya oleh pihak industri sebagai satu laporan lengkap setelah tamat menjalani latihan industri dalam tempoh yang telah ditetapkan.

*This report is a product of my own and has confirmed its contents by the industry as a complete report after the conclusion of industrial training in the stipulated time frame.*

**Tandatangan (Signature) :** .....

**Nama Pelajar (Student Name) :**

**Tarikh (Date) :**

Disahkan oleh Penyelia Industri ( *Confirmed by Industrial Supervisor* ):

**Tandatangan (Signature) :** .....

**Nama Penyelia (Supervisor Name) :**

**Jawatan (Designation) :**

**Cop Syarikat (Company Stamp) :**

**Tarikh (Date) :**

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Diperiksa oleh Penyelia Fakulti ( *Checked by Faculty Supervisor* )

**Tandatangan (Signature) :** .....

**Nama Penyelia (Supervisor Name)**

**Fakulti (Faculty) :**



**Tarikh (Date) :**

## APPENDIX A: ITEM CHECKLIST VERIFICATION

### MAKLUMAT PENTING (*IMPORTANT INFORMATION*)

<b>Nama Penyelia Fakulti</b> <i>Name of Faculty Supervisor</i>	<b>Tempoh Penyeliaan</b> <i>Supervision Period</i>	<b>No. Tel</b> <i>Tel. No.</i>	<b>Alamat E-mel</b> <i>Email Address</i>

### SENARAI SEMAK (*CHECK LIST*)

<b>Perkara</b> <i>Item</i>	<b>Tarikh</b> <i>Date</i>	<b>Tandatangan &amp; Cop</b> <i>Signature &amp; Stamp</i>
Lapor Diri di Industri <i>Report to the Industry</i>		
Lawatan Latihan Industri 1 oleh Penyelia Fakulti <i>1<sup>st</sup> Industrial Training Visit by Faculty Supervisor</i>		
Lawatan Latihan Industri 2 oleh Penyelia Fakulti <i>2<sup>nd</sup> Industrial Training Visit by Faculty Supervisor</i>		
Pembentangan Latihan Industri <i>Presentation of Industrial Training</i>		
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Penyerahan Laporan Teknikal Latihan Industri <i>Submission of Industrial Training Technical Report</i>		
Borang Perakuan Tamat Latihan Industri <i>Industrial Training Completion Declaration</i>		
Maklum Balas Pelajar dan Kajiselidik (atas talian) / <i>Student's Feedback and End of Semester Survey (online)</i>		