# INDUSTRIAL TRAINING STUDENT’S HANDBOOK

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<tbody>
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<td>ZAKIAH SULAIMAN</td>
<td>NORAZIAH ABDUL WAHAB</td>
<td>18/07/2011</td>
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<td>CONTENT</td>
<td>PAGE</td>
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<tr>
<td>---------------------------------------------</td>
<td>------</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1.0 Background</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0 Objectives</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0 Procedures in applying Industrial Training</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0 Rules and Regulations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Rules for Placement</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2 Rules during Industrial Training</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.0 Responsibilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1 Tasks Performed</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2 Submission of Report</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.0 Contents of the Industrial Training Report</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.0 Assessment</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.0 Overall Result</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Appendix**

PFC 604 – Attachment 33 Application Form for Industrial Training
PFC 604 – Attachment 48 Industrial Training Log Book
PFC 604 – Attachment 49 Reporting for Industrial Training Form
PFC 604 – Attachment 58 Record of Leave Taken Form
PFC 604 – Attachment 59 Student Evaluation Form
PFC 604 – Attachment 67 Students’ Perception Before / After Undergoing Industrial Training Form
PFC 604 – Attachment Student’s Curriculum Vitae
Sample of Industrial Training Report Front Cover Sheet
1.0 Background

Industrial Training is very important to expose students with real work life situation and to equip the students with necessary skills so that they will be job ready when they graduate. Students may realize their ambition and ascertain their career path from the experience gained during Industrial Training. The attachment provides students the opportunity to meet and network with people in the industry, and the industry has the opportunity to identify talents and potential skilled workers. The minimum duration of the training is 8 – 12 weeks, during the semester holiday.

2.0 Objectives

The objectives of the Industrial Training are as follows:

(a) To provide an opportunity for students to learn and familiarise with the industry of their discipline and acquire interpersonal skills through meeting with professionals in their field of study.
(b) To provide an opportunity for students to observe real-life practices and implementation of theoretical lessons and principles.
(c) To learn about ethics in the industry.
(d) To gain experience in organizational skills and professional responsibility.
(e) To be able to efficiently complete given tasks and also foster good relationship with seniors and subordinates.
3.0 Procedures in applying for Industrial Training

A briefing on Industrial Training will be conducted by the Centre of Learning and Competencies and it is compulsory for the students to attend. Students need to fill in Application Form for Industrial Training and Curriculum Vitae and submit to Centre of Learning and Competencies. Students should identify prospective organizations for Industrial Training. Centre of Learning and Competencies will then write a letter to respective organization and notify the student on their training placement once it is granted.
4.0 Rules and regulations

Industrial Training is opened for Diploma Semester 4 and Semester 5 students and also Degree final year students.

4.1 Rules for Placement

(a) Only one job placement per student.

(b) Students should NOT SEEK to be engaged with another organization for such reasons as higher pay, better working hours, more convenient location, and etc. upon confirmed placement.

(c) NO job hopping. If a student wants to leave his/her current placement, he/she must provide justification to the Centre of Learning and Competencies and his/her organization, and received the approval BEFORE he/she can leave his/her current placement.

(d) If the student wants to terminate his/her Industrial Training without valid reason, PENALTY of RM300 will be imposed and the student is not entitled for university placement and career guidance provided by Centre of Learning and Competencies.

4.2 Rules during Industrial Training

(a) Students MUST fill in Reporting for Industrial Form and returned it to Centre of Learning and Competencies within one (1) week of reporting for training.

(b) Students MUST abide Code of Conduct of Technology College Sarawak.

(c) Students MUST abide the terms and conditions of the organization.
(d) Students MUST dress professionally and well groomed.

(e) Students should be respectful to all colleagues.

(f) Students MUST be punctual for work and adhere to the working hours of the organization.

(g) Students are required to OBTAIN approval from organization’s supervisor before going on leave and MUST record it in Record of Leave Taken Form.

(h) Students as a representative of TCS MUST uphold the reputation of TCS and should do everything possible to maintain the good relationship between TCS and the organization.
5.0 Responsibilities

5.1 Tasks Performed

Students will be given daily log book where all the detail duties/tasks performed are recorded on daily basis. Students are advised to identify and record any tasks given and any form of contributions to the organization. Log book should be evaluated by the organization’s supervisor on weekly basis.

5.2 Submission of Report

Students are required to write a complete report and it should be submitted together with Log Book to Centre of Learning and Competencies not later than two (2) weeks after the training has been completed. The report must be in good quality and explain all the industrial experience and knowledge gained. The report MUST NOT be in notes form and figurative form. If the report is not satisfactory, the students must rewrite the report until it is deemed satisfactory. Any other important materials can be attached as Appendices.
6.0 Content of the Industrial Training Report

Industrial Training report should have the following:

1) Cover page

2) (a) Summary of report

   (b) Acknowledgement

3) Table of contents

4) Chapter 1 – Introduction

   Give brief and concise description of the organization. The main items are:

   (a) Background of the organization

   (b) Vision and mission

   (c) Structural organization of main activity

   (d) Title and position of the supervisor in charge

   (e) Other deemed necessary

5) Chapter 2 – Training Activities

   Segment and elaborate your practical material during the training:

   (a) Type of assignment/task

   (b) Knowledge that you gained during training

   (c) Problem that occur
6) Chapter 3 – Conclusions

Express your general impressions on the training, your appreciation and experience gained, benefits and suggestion for future improvements.

7) Appendices

(a) Industrial Training Log Book

(b) Student Evaluation Form

(c) Students' Perception Before / After Undergoing Industrial Training Form

(d) Any relevant materials
7.0 Assessment

The Industrial Training assessment will be based on:

(a) Organization Supervisor's assessment (40%)
(b) TCS supervisor assessment (10%)
(c) Industrial Training Report assessment (40%)
(d) Log Book assessment (10%)

| TOTAL | 100% |

8.0 Overall result

The overall result of the Industrial Training is graded as PASS or FAIL. A total of minimal 50% of marks must be achieved in order to be considered as pass. Students who has completed Industrial Training and graded as PASS will be awarded a certificate.