

# BRIEFING 2

## INDUSTRIAL TRAINING

### Semester 2 Session 2017/18



# Industrial Training Committee

## SHAC Coordinator

- Dr. Norhalimah Idris  
(norhalimah@utm.my)



## SHAF Coordinator

- Dr. Grace Thoo  
(acthoo@utm.my)



## SHAC/SHAF Administrative Assistant

- Pn. Isni Edayu Mohd Borhan



# Industrial Training Committee

## SHAD Coordinator

- Dr. Ruzita Selamat  
([ruzita@utm.my](mailto:ruzita@utm.my))



## SHAY Coordinator

- Dr. Nurul Farhana Mohd Noordin  
([nrfarhana@utm.my](mailto:nrfarhana@utm.my))
- Dr. Wan Mohd Azam Wan Mohd Yunus  
([wmohdazam@utm.my](mailto:wmohdazam@utm.my))



## SHAD/SHAY Administrative Assistant

- Pn Rohayah Abu



# Industrial Training Committee

## SHAR Coordinator

- Dr. Azra Ayue Abd. Rahman  
(azraayue@utm.my)



## Faculty Coordinator

Dr. Tan Owee Kowang  
(oktan@utm.my)



## SHAR Administrative Assistant

- Pn. Aishah Noor Hamzah



# Industrial Training/Latihan Industri

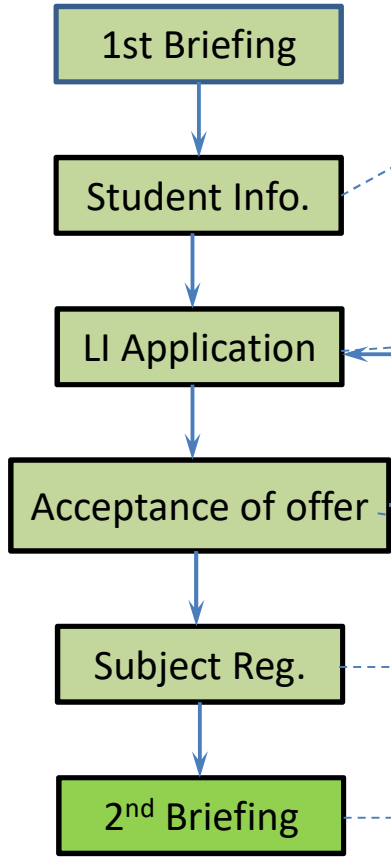
## Duration

- (a) SHAC : 21<sup>st</sup> January 2018 to 7<sup>th</sup> July 2018 **(24 weeks)**
- (b) Others : 21<sup>st</sup> January 2018 to 9<sup>th</sup> June 2018 **(20 weeks)**

## CODE (Please verify!)

- a) SHAC programme : SHAC 4048
- b) SHAD programme: SHAD 4058 (Practical) & SHAD 4064 (Report)
- c) SHAF programme: SHAF 4058 (Practical) & SHAF 4044 (Report)
- b) SHAR programme: SHAR 4028 (Practical) & SHAR 4034 (Report)
- e) SHAY programme: SHAY 4058 (Practical) & SHAY 4064 (Report)

# Recap 1<sup>st</sup> Briefing



FACULTY OF MANAGEMENT  
UNIVERSITI TEKNOLOGI MALAYSIA  
INDUSTRIAL TRAINING: STUDENT'S DETAIL FORM

|                        |                                   |
|------------------------|-----------------------------------|
| Name of Student        |                                   |
| Matric Number          |                                   |
| IC Number              |                                   |
| Programme              | SEAC / SEAD / SEAP / SEAR / SELAY |
| Intership on           | Semester 1 / 2 Semester 20_ / _   |
| Permanent Address      |                                   |
| Correspondence Address |                                   |
| Email address          |                                   |
| Mobile phone number    |                                   |
| Signature              | Date                              |

INDUSTRIAL TRAINING MAILING LIST REGISTRATION

SESSION 2014/2015

Please submit the information requested below to ensure timely that provide notification that concerns about industrial training.

Full name: \_\_\_\_\_

Email address: \_\_\_\_\_

Programme:  SEAC  SEAD  SEAP  SEAR  SELAY

Intership on:  Semester 1  Semester 2

Submit



- By 30/09/2017

Submit applications  
(Application letter + CV)

- By Week 5

FACULTY OF MANAGEMENT  
UNIVERSITI TEKNOLOGI MALAYSIA  
INDUSTRIAL TRAINING: CONFIRMATION OF ACCEPTANCE

A. DETAIL OF STUDENT

|                     |                                   |
|---------------------|-----------------------------------|
| Name of Student     |                                   |
| IC Number           |                                   |
| Programme           | SEAC / SEAD / SEAP / SEAR / SELAY |
| Intership on        | Semester 1 / 2 Semester 20_ / _   |
| Email address       |                                   |
| Mobile phone number |                                   |

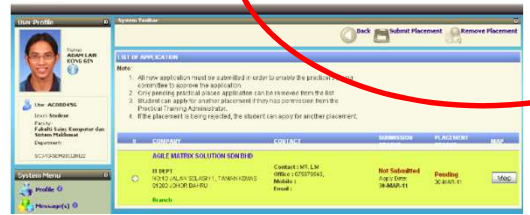
B. DETAIL OF COMPANY

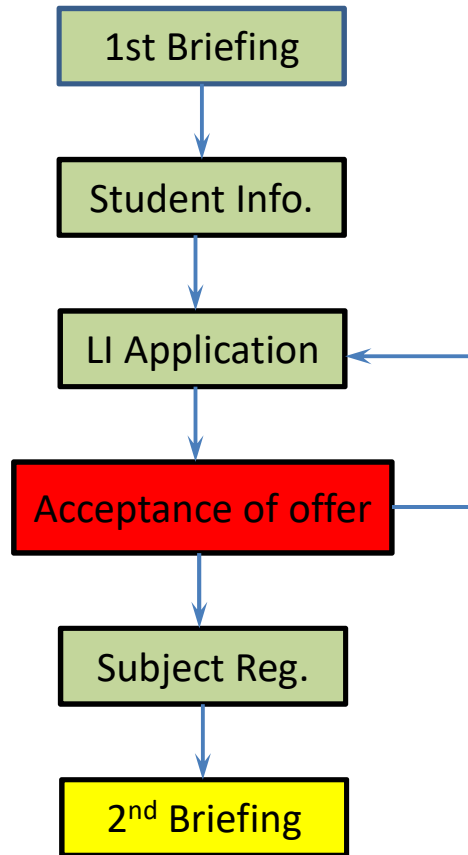
|                 |  |
|-----------------|--|
| Name of company |  |
| Address         |  |
| Contact person  |  |
| Phone number    |  |
| Email address   |  |

\*(AT EACH WITH COMPANY OFFER LETTER)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- By 15/11/2017



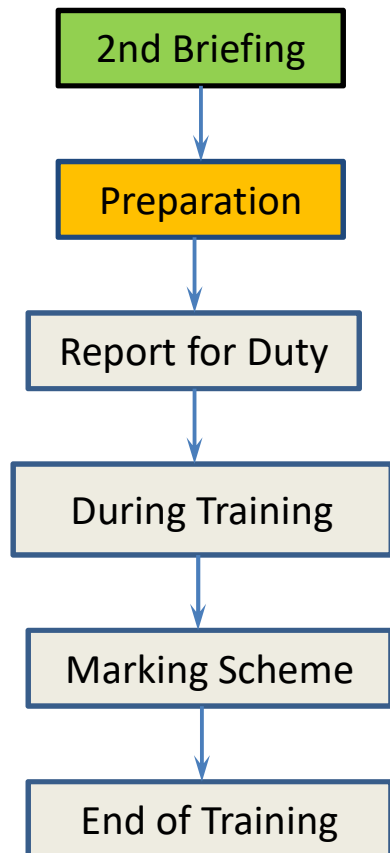


## LI SEM 2 2017/28: Status of LI Placement (ITS)

Date: 12th December 2017

|              | Number of Registered Students (in ITS) | Number of Students Scured A Placement (ITS) | % of Placement |
|--------------|--|---|----------------|
| SHAC         | 38                                     | 33  | 87%            |
| SHAD         | 41                                     | 11  | 27%            |
| SHAF         | 28                                     | 18  | 64%            |
| SHAR         | 40                                     | 28  | 70%            |
| SHAY         | 42                                     | 24  | 57%            |
| <b>TOTAL</b> | <b>189</b>                             | <b>109</b>                                  | <b>61%</b>     |

# 1.0 PREPARATION



## 1.1 Download Documents

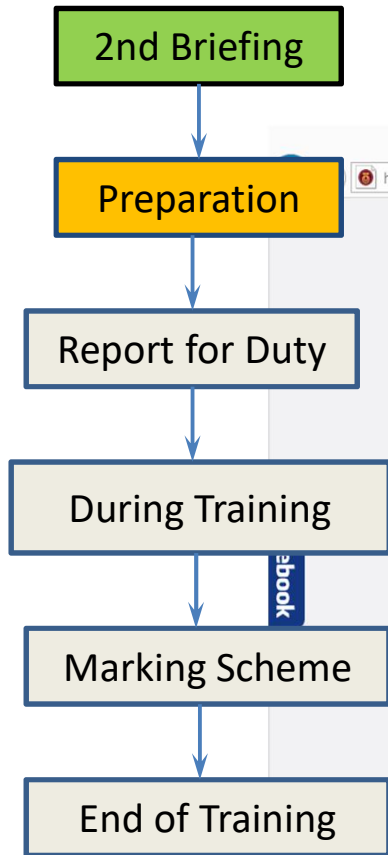
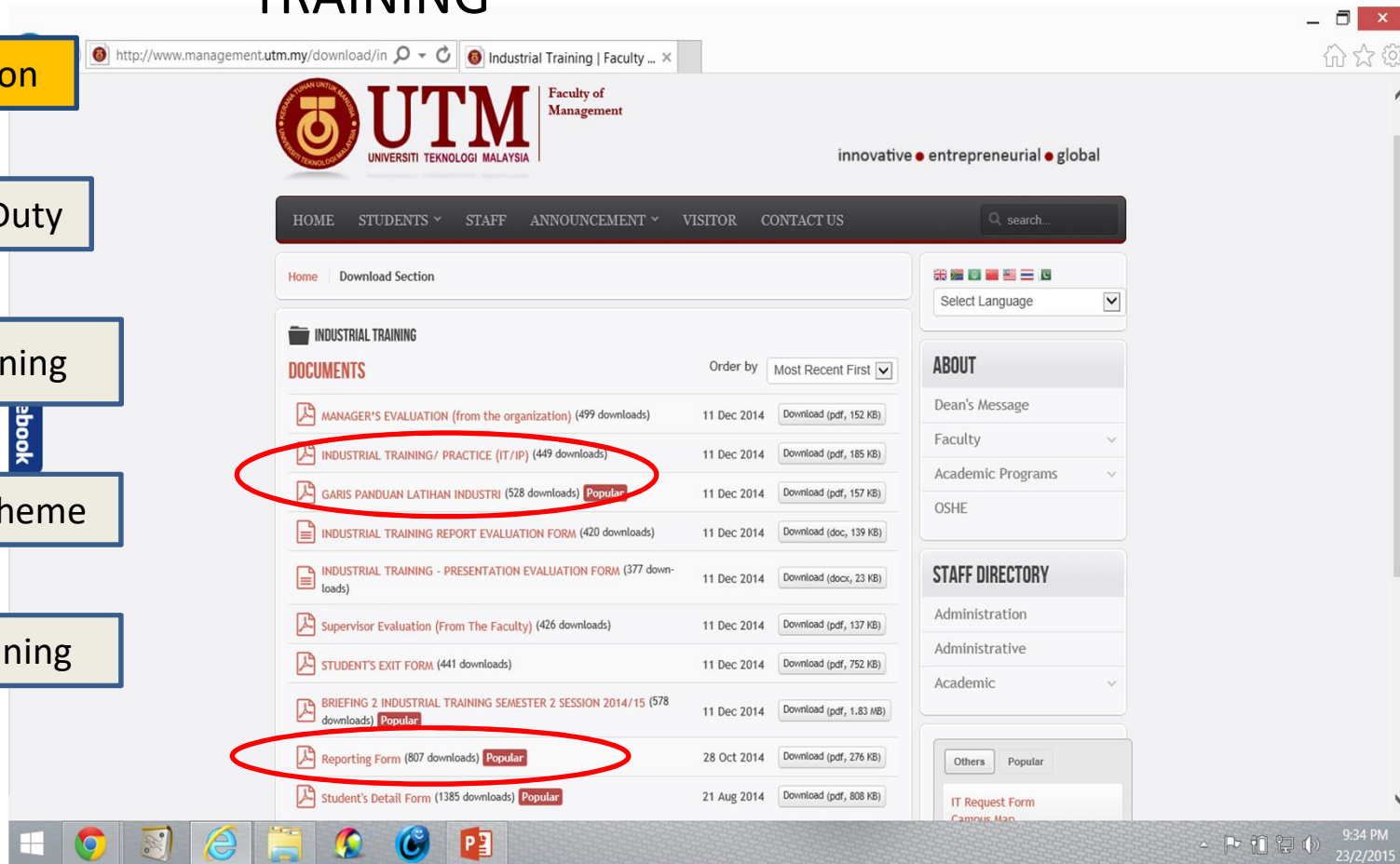
Download the following documents from Faculty website:

- *“Garis Panduan Latihan Industri”*
- *“Reporting Form”*



# 1.0 PREPARATION

FP website → DOWNLOAD section → INDUSTRIAL TRAINING

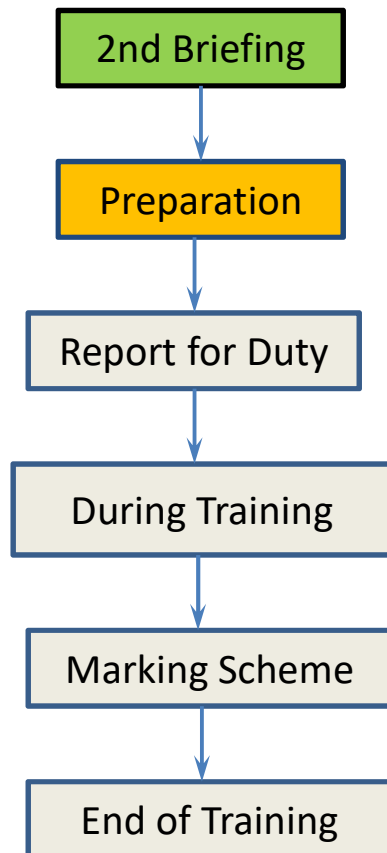



The screenshot shows the 'Download Section' of the UTM Faculty of Management website. The page title is 'INDUSTRIAL TRAINING' and the documents are ordered by 'Most Recent First'. Several documents are highlighted with red circles:

- INDUSTRIAL TRAINING/ PRACTICE (IT/IP) (449 downloads)
- GARIS PANDUAN LATIHAN INDUSTRI (528 downloads) Popular
- Reporting Form (807 downloads) Popular

Other visible documents include: MANAGER'S EVALUATION (from the organization) (499 downloads), INDUSTRIAL TRAINING REPORT EVALUATION FORM (420 downloads), INDUSTRIAL TRAINING - PRESENTATION EVALUATION FORM (377 downloads), Supervisor Evaluation (From The Faculty) (426 downloads), STUDENT'S EXIT FORM (441 downloads), BRIEFING 2 INDUSTRIAL TRAINING SEMESTER 2 SESSION 2014/15 (578 downloads), and Student's Detail Form (1385 downloads) Popular.

# 1.0 PREPARATION



- *Reporting Form*
- *Garis Panduan LI*

UTM-FM-LI-RF-REV00

FACULTY OF MANAGEMENT  
UNIVERSITI TEKNOLOGI MALAYSIA

**INDUSTRIAL TRAINING: REPORTING FORM**

**A. DETAIL OF STUDENT**

|                      |  |
|----------------------|--|
| Name of Student :    |  |
| Metric Number :      |  |
| IC Number :          |  |
| Programme :          | SHAC / SHAD / SHAF / SHAR / SHAY         |
| Intership on:        | Semester : 1 / 2      Session: 20__ / __ |
| E-mail address:      |  |
| Mobile phone number: |  |

**B. DETAIL OF COMPANY**

|                   |  |
|-------------------|--|
| Name of company : |  |
| Address:          |  |
| Contact person:   |  |
| Position:         |  |
| Contact number:   |  |
| Email address:    |  |

**C. DETAIL OF COMPANY SUPERVISOR**

|  |  |
|--|--|
| Name of supervisor:  |  |
| Position:  |  |
| Contact number:  |  |
| E-mail address:  |  |
| Reporting date:  |  |
| <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/>           (Signature)         </div> <div style="width: 45%; text-align: center;">           Company Stamp         </div> </div> |  |

**GARIS PANDUAN  
LATIHAN INDUSTRI**

**1.0 Pengenalan**

1.1 Semua pelajar peringkat sarjana muda di UTM diwajibkan menjalankan Latihan Industri bagi satu tempoh yang ditetapkan. Latihan ini merupakan satu kursus yang memberi pendedahan kepada dunia kerjaya agar pelajar dapat menghubungkan kaitan apa yang dipelajari secara teori dengan realiti sebenar dan lebih bersedia dengan suasana kerja yang bakal mereka ceburi.

1.2 Walau bagaimanapun, pengecualian diberikan kepada pelajar peringkat sarjana muda yang mengikuti program pengajian yang tidak mensyaratkan Latihan Industri dalam kurikulumnya.

**2.0 Definisi Latihan Industri (LI)**

LI adalah penempatan pelajar sekurang-kurangnya DUA BELAS (12) minggu di industri/organisasi luar di dalam atau di luar negara agar pelajar dapat mempraktikkan pengetahuan secara teori kepada amalan dalam bidang kerjaya mereka sebelum mereka dianugerahkan ijazah sarjana muda. Mereka juga akan didedahkan kepada aspek sosial, interaksi, budaya dan proses kerja di alam kerjaya.

**3.0 Matlamat**

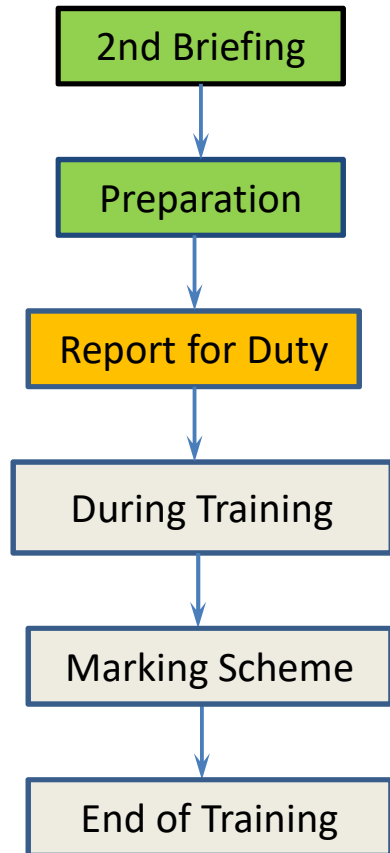
Matlamat LI adalah untuk memperingkatkan pengetahuan dan kemahiran pelajar dalam bidang profesyen masing-masing di samping satu usaha ke arah melahirkan graduan yang berketrampilan, kreatif dan berwibawa.

**4.0 Objektif**

Objektif LI adalah untuk:

i) mendedahkan pelajar kepada suasana persekitaran dan kerja dalam bidang masing-masing.

## 2.0 REPORT FOR DUTY

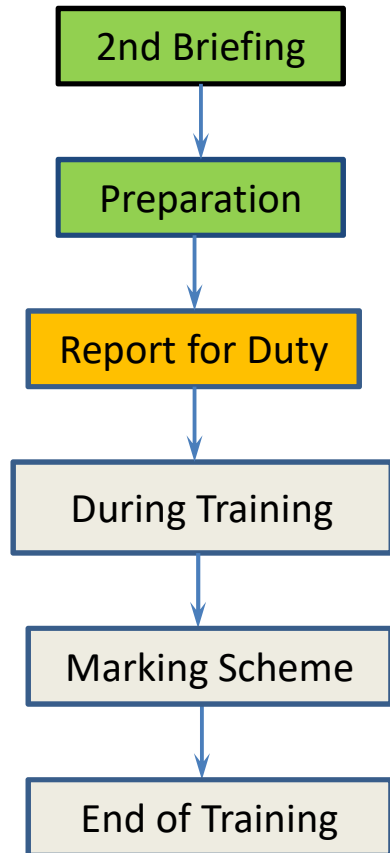


### 2.1 Reporting Documents

When you report for duty (**21/01/2018**), bring along the following documents:

- a. Offer letter.
- b. Original of exam results : SPM / STPM / Matriculation / Diploma.
- c. IC and UTM matric card.

## 2.0 REPORT FOR DUTY



### 2.2 Reporting Form & Garis Panduan LI

- Please ensure your Reporting Form must be received by your LI Coordinator (**Scan & email + Post**) one week from the date you report to the organization (**BEFORE 28/01/2018**).
- Give a copy (Hard Copy) of “**Garis Panduan LI**” to your “**Company Supervisor**”.

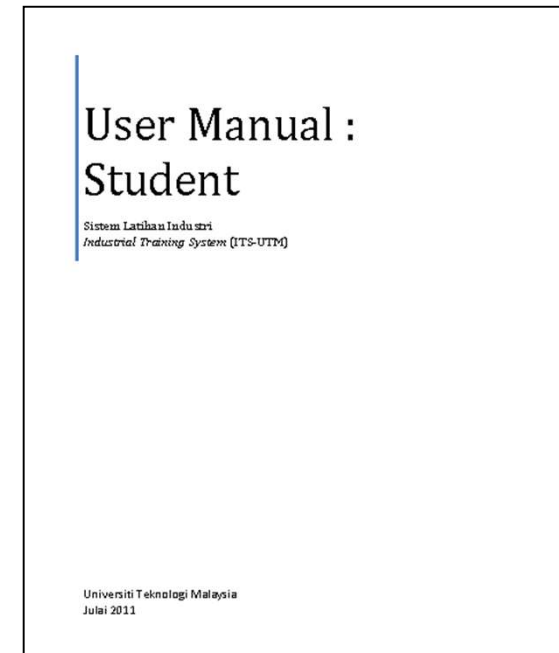
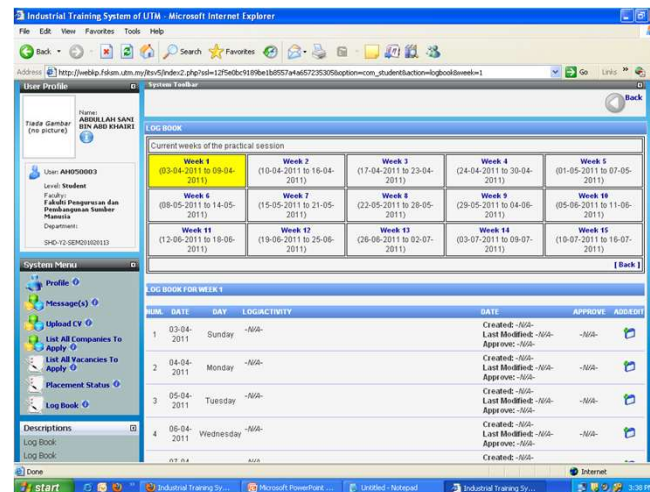
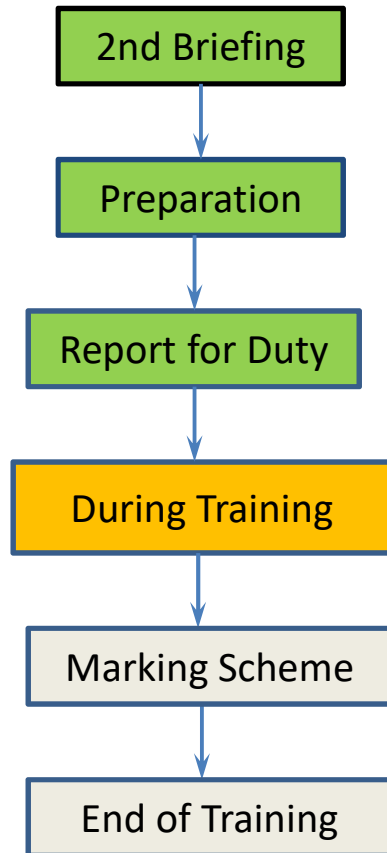
# 3.0 DURING TRAINING

## 3.1 E-Log Book in ITS:

- Students to compile LI Log Book in ITS on **daily basis**.

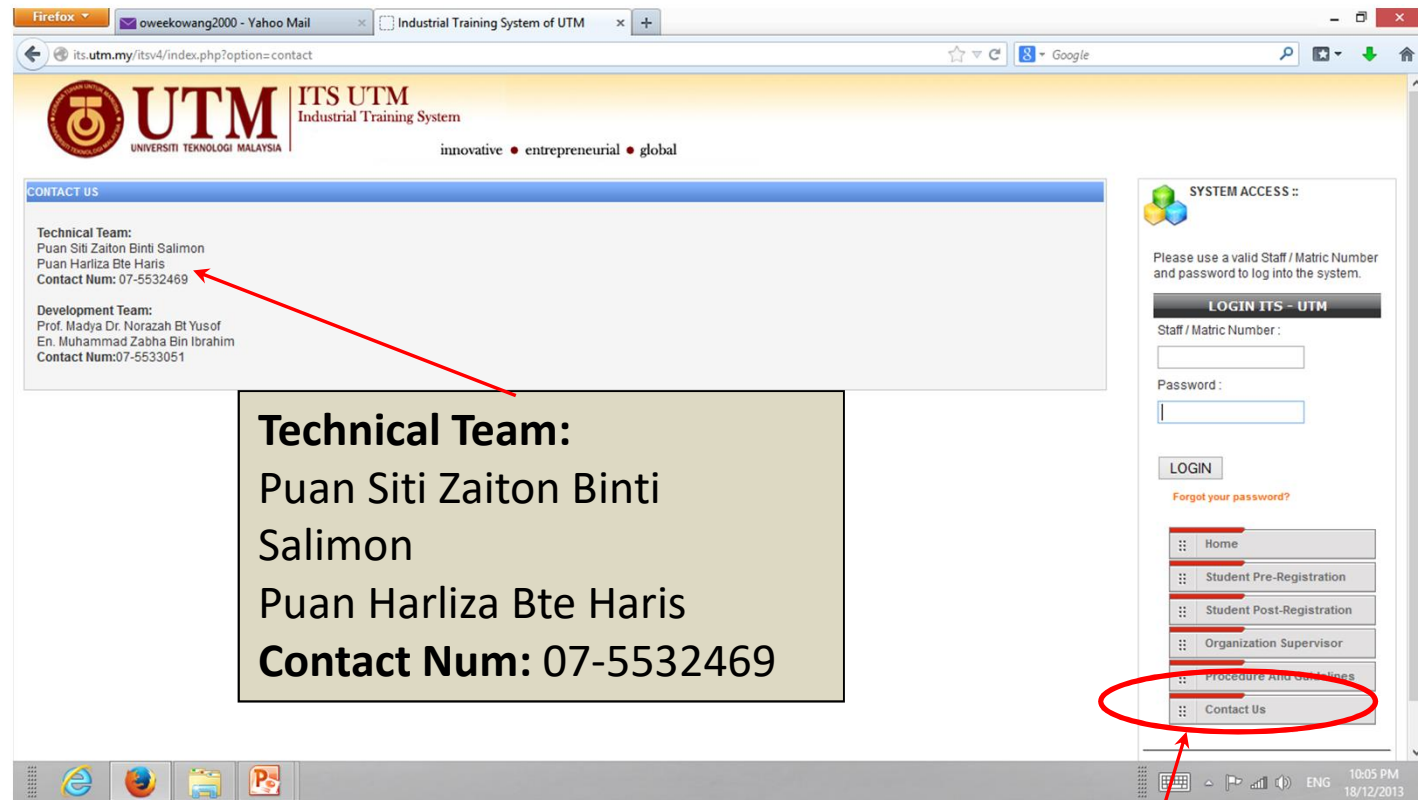
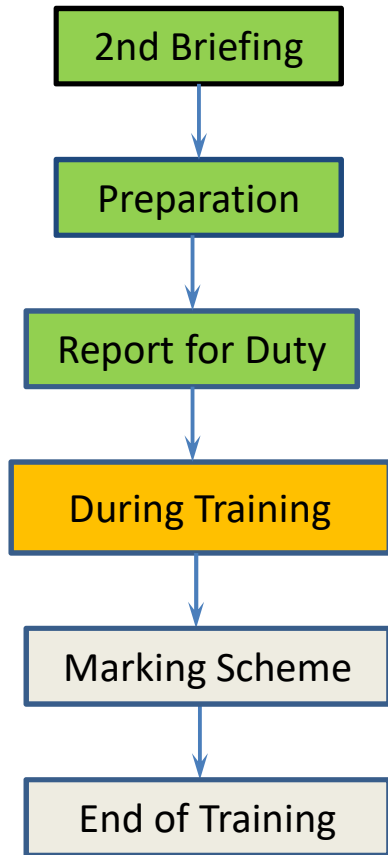
*"ITS Guideline for Students"*  
(Slides 7-13)

*"ITS Students User Manual"*  
(pages 11-16)



# 3.0 DURING TRAINING

## 3.1 E-Log Book in ITS:



The screenshot shows the ITS UTM website interface. The header includes the UTM logo and the text "ITS UTM Industrial Training System" with the tagline "innovative • entrepreneurial • global". The main content area is titled "CONTACT US" and lists two teams:

- Technical Team:**  
Puan Siti Zaiton Binti Salimon  
Puan Harliza Bte Haris  
Contact Num: 07-5532469
- Development Team:**  
Prof. Madya Dr. Norazah Bt Yusof  
En. Muhammad Zabha Bin Ibrahim  
Contact Num: 07-5533051

A red arrow points from the "Technical Team" contact information to a callout box below the screenshot. The callout box contains the following text:

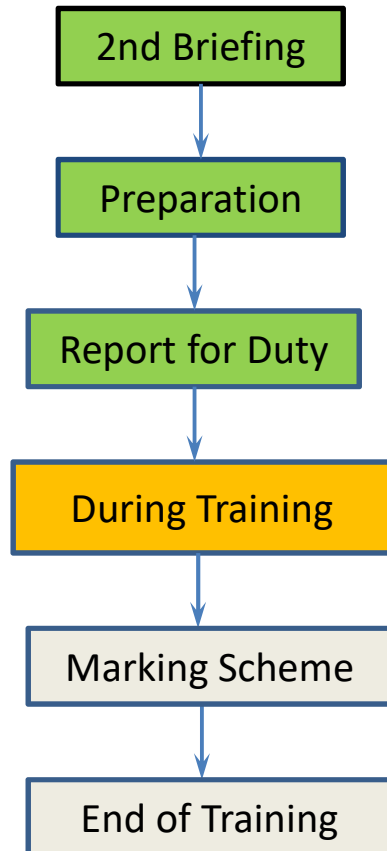
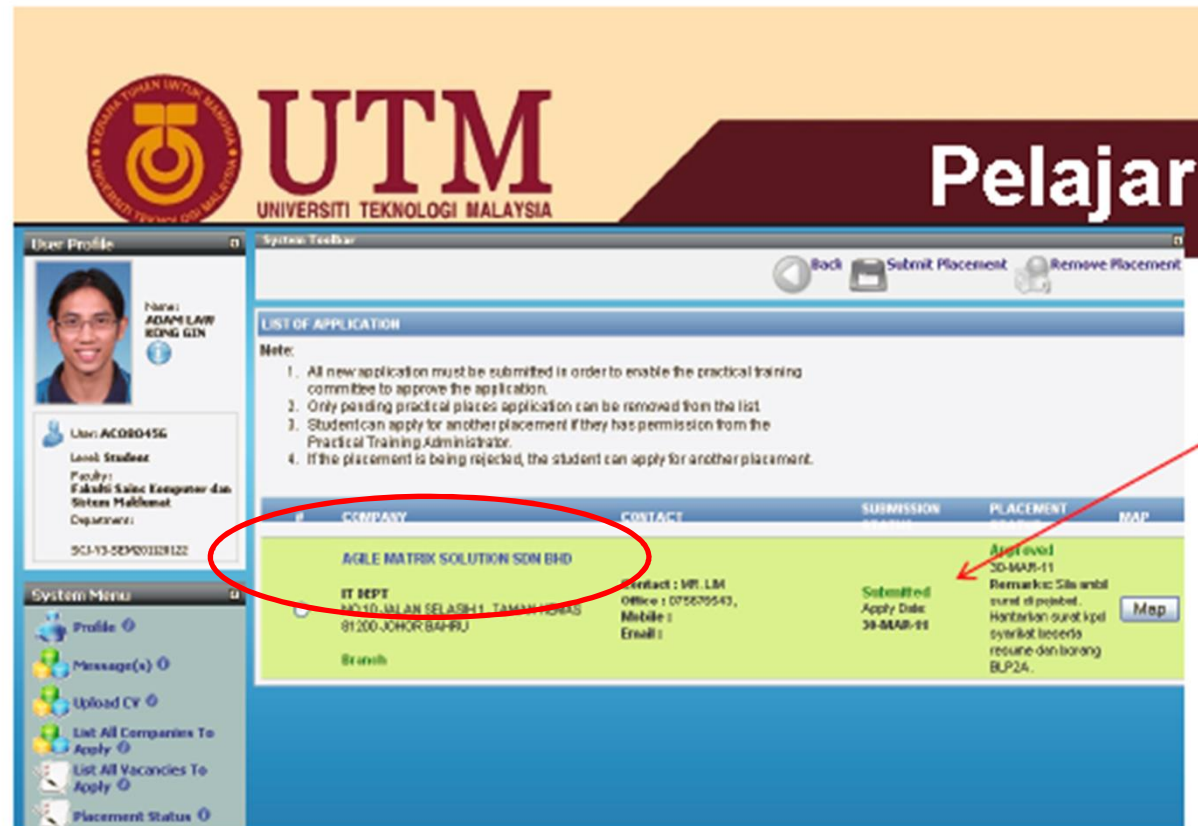
**Technical Team:**  
Puan Siti Zaiton Binti Salimon  
Puan Harliza Bte Haris  
**Contact Num: 07-5532469**

On the right side of the screenshot, there is a "SYSTEM ACCESS" section with a login form. The "Contact Us" link in the navigation menu is circled in red. A red arrow points from this circle to a callout box at the bottom right of the page.

"Contact us"

## 3.0 DURING TRAINING

**3.2** Please check and ensure that the name and information of the company is correct (**THIS WILL APPEARS IN YOUR TRANSCRIPT**).

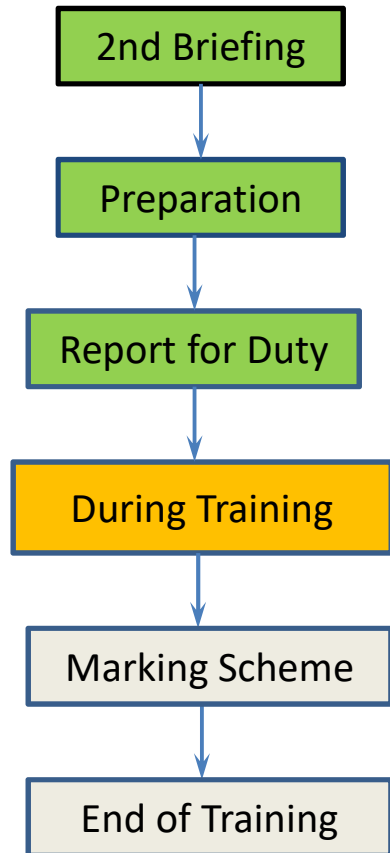
The screenshot shows the UTM Pelajar portal interface. The user profile on the left identifies the student as Adam Law Kong Gin, with user ID AC080456 and a student ID of 9CA13-SEM201128122. The main content area displays a 'LIST OF APPLICATION' table with the following details:

| # | COMPANY   | CONTACT   | SUBMISSION                           | PLACEMENT  | MAP |
|---|---|---|--------------------------------------|--|-----|
| 1 | AGILE MATRIX SOLUTION SDN BHD<br>IT DEPT<br>NO.10, JALAN SELASIH, TAMAN PERMAS<br>81200 JOHOR BAHRU<br>Branch | Contact : MR. LIM<br>Office : 075679543,<br>Mobile :<br>Email : | Submitted<br>Apply Date<br>28-MAR-11 | Approved<br>28-MAR-11<br>Remarks: Sila ambil surat di pejabat. Hantarlah surat kepd syarikat tersebut resume dan borang BLP2A. | Map |

A red circle highlights the company name and contact information, and a red arrow points to the 'Approved' status and date.

# 3.0 DURING TRAINING

## 3.3 Follows The Rules and Regulation



| GARIS PANDUAN<br>LATIHAN INDUSTRI  |  |
|--|--|
| 1.0 Pengenalan   |  |
| 1.1 Semua merajala Latihan duria K dipelajar suasana K   |  |
| 1.2 Walau ba sarjana mensyarat   |  |
| 2.0 Definisi Latihan   |  |
| LI adalah penempaan di industri/organisasi mempraktikkan pen mereka sebelum m akan didedahkan ke alam kejaya.  |  |
| 3.0 Matlamat   |  |
| Matlamat LI adalah untuk memperingkatkan pengetahuan dan kemahiran pelajar dalam bidang profesyen masing-masing di samping satu usaha ke arah melahirkan graduan yang berketrampilan, kreatif dan berwibawa. |  |
| 4.0 Objektif   |  |
| Objektif LI adalah untuk:  |  |
| i) mendedahkan pelajar kepada suasana persekitaran dan kerja dalam bidang masing-masing,   |  |

### 13.0 Breaking the Rules: Industry/Organization

Students who have broken the rules of the industry/organization where they are undergoing training by damaging or tarnishing the reputation of the university will face disciplinary actions according to the provisions in the University and College Act, 1971, Procedures of Universiti Teknologi Malaysia ( Student Conduct) 1999.

### 14.0 Conclusion

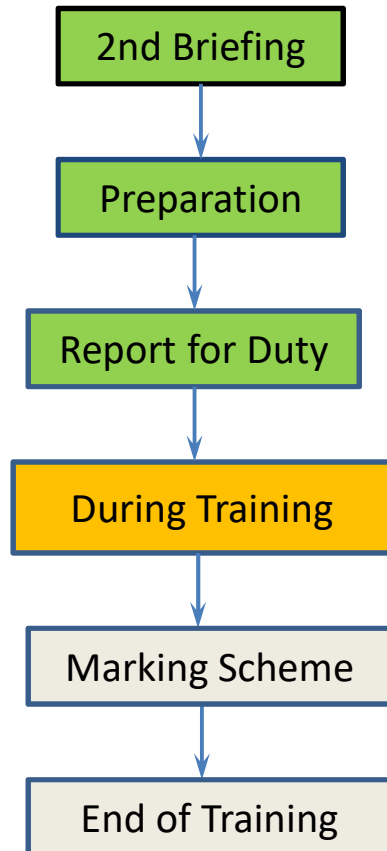
This Rules and Regulations Manual for the Industrial/Practical Training will be used to coordinate the administration of IT/IP for all faculties in UTM.

**Any problem/issues/concerns  
- "Contact us"**



## 3.0 DURING TRAINING

### 3.3 Visit of Faculty Supervisor:



- Will be conducted on **May 2018** onward.
- Students from **SHAD, SHAF, SHAR** and **SHAY** are required to prepare a **30 minutes presentation** for the Faculty Supervisor.

# 4.0 MARKING SCHEMES

## 4.1 SHAD, SHAF, SHAR, SHAY

|   | Contents   | Marks (%)  |                                     |
|---|--|------------|-------------------------------------|
| Ind. Training<br>(Report)<br><b>With Grading</b><br>(4 credits) | 1. Industrial Training Report <ul style="list-style-type: none"> <li>▪ Written Report</li> <li>▪ Oral Presentation</li> </ul>  | 60         | <a href="#">Form: UTM FM.LI-A01</a> |
|   |  | 40         | <a href="#">Form: UTM FM.LI-M01</a> |
|   | <b>TOTAL</b>   | <b>100</b> | <a href="#">Form: UTM FM.LI-G01</a> |
| Ind. Training<br>(Practical)<br><b>Pass/Fail</b><br>(8 credits) | 2. Performance Report of Student <ul style="list-style-type: none"> <li>▪ Report by Industry Supervisor</li> <li>▪ Report by Faculty Supervisor</li> <li>▪ Log Book</li> </ul> | 50         | <a href="#">Form: UTM FM.LI-D01</a> |
|   |  | 30         | <a href="#">Form: UTM FM.LI-C01</a> |
|   |  | 20         | <a href="#">Form: UTM FM.LI-B01</a> |
|   | <b>TOTAL</b>   | <b>100</b> | <a href="#">Form: UTM FM.LI-E01</a> |

*Refer to IT Guideline for detail*

# 4.0 MARKING SCHEMES

## 4.2 SHAC

|              | Contents                                     | Marks (%)  |                            |
|--------------|--|------------|----------------------------|
| 1.           | Industrial Training Report                   | 40         | <a href="#">Form: LI-A</a> |
| 2.           | Evaluation Report by the Industry Supervisor | 30         | <a href="#">Form: LI-D</a> |
| 3.           | Evaluation Report by the Faculty Supervisor  | 20         | <a href="#">Form: LI-C</a> |
| 4.           | Log Book                                     | 10         | <a href="#">Form: LI-B</a> |
| <b>TOTAL</b> |  | <b>100</b> | <a href="#">Form: LI-E</a> |

*Refer to IT Guideline for detail*

## 5.0 END OF TRAINING

### 5.1 Submission of Reports

- Ensure your
  - a) e-log book,
  - b) LI report,
  - c) Firm's supervisor assessment formmust receive by your **Faculty Supervisor** before **10/06/2018 12:00pm**



# 5.0 END OF TRAINING

## 5.2 Submission of Reports



- LI report must bind by using the following colours:

- **SHAD – Blue**
- **SHAF - Yellow**
- **SHAR - Green**
- **SHAY – Red**
- **SHAC – Orange**

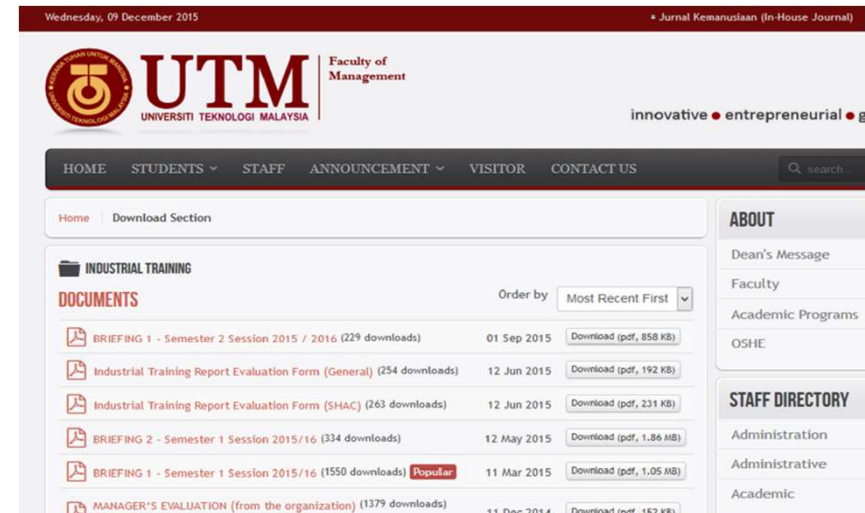
# 5.0 END OF TRAINING

## 5.3 Exit Form

- Fill up the **Exit Form**, submit (scan & email + post) to your **LI Coordinator**.



| FAKULTI PENGURUSAN DAN PEMBANGUNAN SUMBER MANUSIA<br>UNIVERSITI TEKNOLOGI MALAYSIA<br>81310 UTM, SKUDAI, JOHOR |  | FORMMLI-1                  |                 |   |   |   |   |   |   |   |    |
|--|--|----------------------------|-----------------|---|---|---|---|---|---|---|----|
| Tel: 07 - 5531834<br>Fax: 07 - 5566911   |  | Student Name: _____        | I/C No. : _____ |   |   |   |   |   |   |   |    |
|  |  | Company's Name: _____      |                 |   |   |   |   |   |   |   |    |
| This evaluation will be strictly confidential and for academic purposes only                                   |  | <b>STUDENT'S EXIT FORM</b> |                 |   |   |   |   |   |   |   |    |
| Please tick ( / ) according to your response   |  |                            |                 |   |   |   |   |   |   |   |    |
|  |  | ← Unsatisfactory           | Excellent →     |   |   |   |   |   |   |   |    |
| <b>1. Tasks Assigned</b>   |  | 1                          | 2               | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Comments : _____   |  |                            |                 |   |   |   |   |   |   |   |    |
| <b>2. Supervisor</b>   |  | 1                          | 2               | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Comments : _____   |  |                            |                 |   |   |   |   |   |   |   |    |
| <b>3. Peers / Colleagues</b>   |  | 1                          | 2               | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Comments : _____   |  |                            |                 |   |   |   |   |   |   |   |    |
| <b>4. Facilities / Work Environment</b>  |  | 1                          | 2               | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Comments : _____   |  |                            |                 |   |   |   |   |   |   |   |    |
| <b>5. Others (Please Specify)</b>  |  | 1                          | 2               | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Comments : _____   |  |                            |                 |   |   |   |   |   |   |   |    |
| Overall Comments: _____  |  |                            |                 |   |   |   |   |   |   |   |    |
| Student's Signature: _____ Date : _____  |  |                            |                 |   |   |   |   |   |   |   |    |



Wednesday, 09 December 2015

Jurnal Kemanusiaan (In-House Journal)

**UTM** Faculty of Management  
UNIVERSITI TEKNOLOGI MALAYSIA

innovative • entrepreneurial • global

HOME STUDENTS STAFF ANNOUNCEMENT VISITOR CONTACT US

Home | Download Section

**INDUSTRIAL TRAINING**

**DOCUMENTS**

| Document Name  | Downloads      | Date        | Action                  |
|--|----------------|-------------|-------------------------|
| BRIEFING 1 - Semester 2 Session 2015 / 2016          | 229 downloads  | 01 Sep 2015 | Download (pdf, 858 KB)  |
| Industrial Training Report Evaluation Form (General) | 254 downloads  | 12 Jun 2015 | Download (pdf, 192 KB)  |
| Industrial Training Report Evaluation Form (SHAC)    | 263 downloads  | 12 Jun 2015 | Download (pdf, 231 KB)  |
| BRIEFING 2 - Semester 1 Session 2015/16              | 334 downloads  | 12 May 2015 | Download (pdf, 1.86 MB) |
| BRIEFING 1 - Semester 1 Session 2015/16              | 1550 downloads | 11 Mar 2015 | Download (pdf, 1.05 MB) |
| MANAGER'S EVALUATION (from the organization)         | 1379 downloads | 11 Dec 2014 | Download (pdf, 152 KB)  |

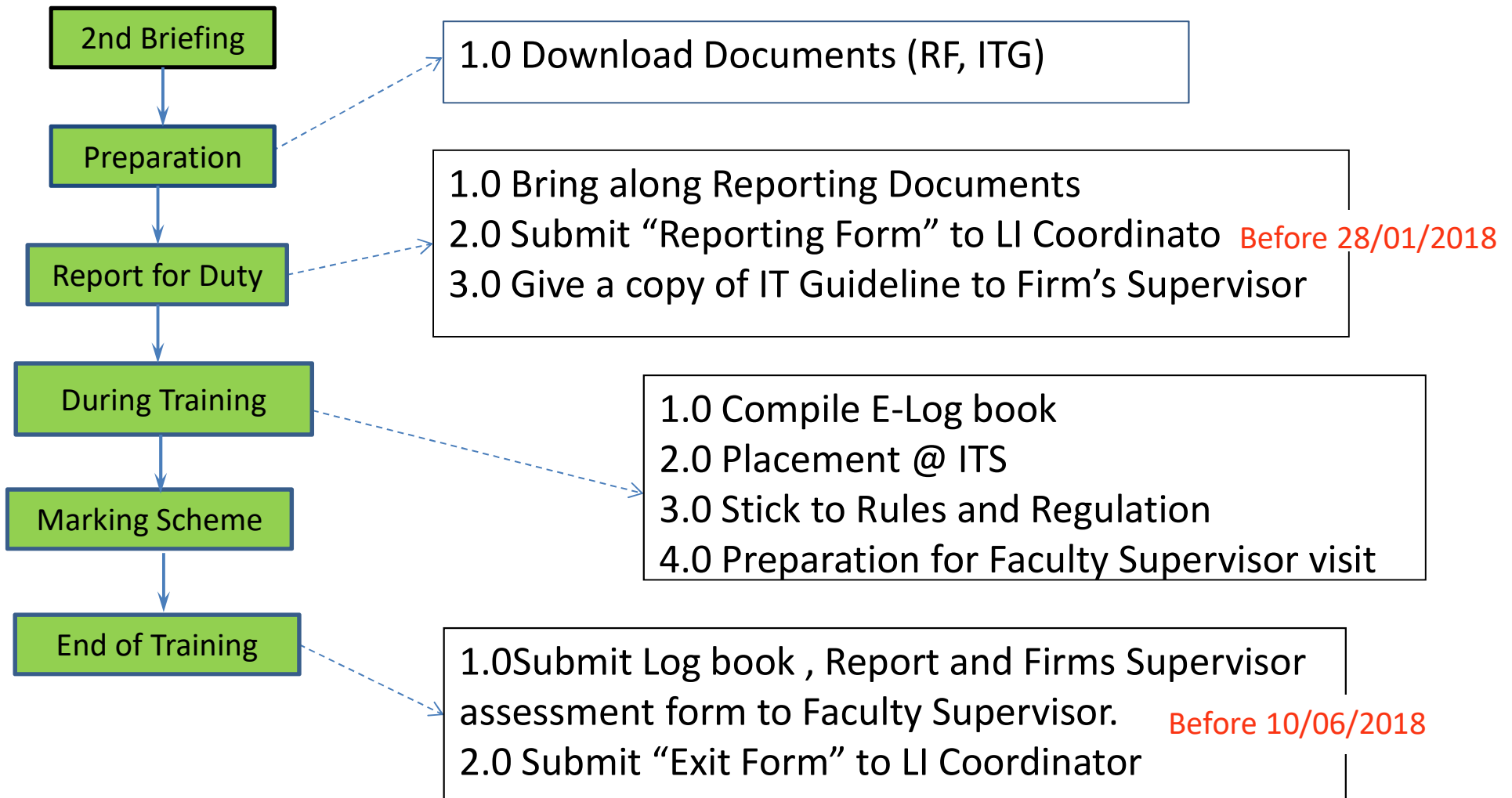
ABOUT

- Dean's Message
- Faculty
- Academic Programs
- OSHE

STAFF DIRECTORY

- Administration
- Administrative
- Academic

# Recaps 2nd Briefing



# Thank you