

INDUSTRIAL TRAINING FINAL REPORT GUIDELINES

INTRODUCTION

This Guideline for Final Report of Industrial Training has been prepared by the Industrial Training Coordinator of Faculty of Business, Universiti Selangor (Unisel) to help students to prepare their industrial training report. **Degree students are required to prepare PART A (General report) and PART B (Study report)** while **Diploma students are only required to do PART A (General report)**. Students are required to discuss and get approval from his/her Industrial Supervisor on the topic chosen.

FORMATING

Type and size of font	: Times New Roman, 12, Justify, double spacing; OR Arial, 12, Justify, double spacing
Language	: English
Size of paper	: A4
Cover page	: Please refer Attachment 1
Content of report	: Please refer Attachment 2
Total number of pages	: Part A – (20 pages-30 pages) Part A and Part B (40 pages- 50 pages)
Submission	: Ring Binding (Black) and plastic cover on the front and last page, front page must be in white color.

PART A - GENERAL REPORT

<p>1.0 INTRODUCTION</p> <ul style="list-style-type: none"> • Placement Department • Training objective • Issues to be handled • Types of assignment to be submitted <p>2.0 ORGANIZATION BACKGROUND</p> <ul style="list-style-type: none"> • History of establishment • Vision, mission and objective of organization • Core activities of company <p>3.0 ORGANIZATION STRUCTURE</p> <ul style="list-style-type: none"> • Organization Chart • Task and responsibility of department <p>4.0 GENERAL OPERATION</p> <ul style="list-style-type: none"> • Organization’s general activities 	<p>5.0 ACTIVITY DURING TRAINING</p> <ul style="list-style-type: none"> • List of tasks/responsibilities • Experience, knowledge or skill acquired (things that student has not learnt in Unisel, both soft skills (Eg: Team Work) and technical skills (Eg: Audit Software)) <p>6.0 COMMENT OR RECOMMENDATION</p> <ul style="list-style-type: none"> • Is the training place relevant in relation to your current or future course requirement? • Recommendation of how organization can improve its operations and effectiveness <p>7.0 CONCLUSION</p> <ul style="list-style-type: none"> • Outcome or result of training towards yourself and knowledge • Does the training achieve its objective?
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PART B – STUDY REPORT

Acknowledgement

A brief statement of appreciation in recognition of any special assistance rendered to the candidate during the period of research should be included. It should be typed in single spacing and should not exceed one page in length

Table of Contents

Titles of chapters, headings, and subheadings must be listed in the Table of Contents and must be worded exactly as they appear in the body of the report.

List of Tables and Figures

The numbers and the captions must be listed in the order they appear in the text.

List of Abbreviations/ Nomenclature

Abbreviations or Nomenclature must appear after the lists of tables and figures arranged in alphabetical order.

1.0 PROJECT OVERVIEW

This chapter describes the introduction of the project where students are required to improve processes or come out with new ways in order to help the organization perform better. The topic for the study report needs to be approved by the Industrial Supervisor of the company you are in. This chapter also touches on the current situation/problem statement and also objective of the project.

2.0 LITERATURE REVIEW

Students are required to support the study report with at least **FIVE (5)** literature reviews from books, magazines, journals and internet sources.

3.0 METHODOLOGY

This chapter describes the relevant steps that will be undertaken to address the research questions. It provides a description and discussion of the project process and the method used to obtain information. Students can choose interview, observation or using questionnaires to gather information.

4.0 FINDINGS

This chapter will analyze on the primary/secondary data that have been collected from the resources. It is called data analysis and interpretation. As the result, it shows the achievement of the findings.

5.0 RECOMMENDATION AND CONCLUSION

This chapter describes the recommendations or suggestions that will help the company improve the problem or current situation.

BIBLIOGRAPHY

APPENDICES

NOTE: For degree student, this study report is just a simple report where you are supposed to suggest or recommend new processes or ideas to help the company in any way. Make sure you get the cooperation from your Industrial Supervisor and start the report early. Combine Part A & Part B together.



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INDUSTRIAL TRAINING FINAL REPORT

AUGUST 2015 SEMESTER, 4/15/34 ACADEMIC SESSION

[PROJECT TITLE]

BY

[STUDENT'S NAME]

[STUDENT'S MATRIX NO]

FOR

[ACADEMIC SUPERVISOR'S NAME]

[PROGRAM]

**FACULTY OF BUSINESS
UNIVERSITI SELANGOR**

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1 SEPTEMBER 2015 – 11 DECEMBER 2015

Attachment 2

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