SECOND BRIEFING - INDUSTRIAL TRAINING COURSE

SEMESTER: MAY 2016

ACADEMIC SESSION: 3/16/34

Date: 10 Mac 2016
Time: 12noon-2pm
Venue: PCH, Unisel

Presented by:
HJ MOHD AZRIN BIN ABD RAHIM
Industrial Training & Project Paper Coordinator
Faculty of Business
INDUSTRIAL TRAINING COORDINATOR

HJ MOHD AZRIN BIN ABD RAHIM
COORDINATOR
INDUSTRIAL TRAINING & PROJECT PAPER
Faculty of Business
Universiti Selangor

O: +603-55223493
F: +603-55139145
M: (office hours only)
E: azrinrahim@unisel.edu.my
W: management.unisel.edu.my/home/latihan_industri
Semester: MAY 2016
Academic Session: 3/16/34
FACULTY OF BUSINESS
UNIVERSITI SELANGOR

INDUSTRIAL TRAINING COURSE

PART II

Industrial Training Regulation
FOB’s Students are required to read and be familiar with all of the following procedure, rules and regulations.
# Industrial Training Phases

<table>
<thead>
<tr>
<th>Phase</th>
<th>Particular</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td><strong>Application of placement</strong>&lt;br&gt;a) Looking for internship placement.&lt;br&gt;b) Interview &amp; acceptance of internship placement</td>
<td>✓</td>
</tr>
<tr>
<td>Phase 2</td>
<td><strong>Confirmation of placement</strong>&lt;br&gt;a) Received the company’s offer letter&lt;br&gt;b) Perform Pre course registration&lt;br&gt;c) Fill up and submit blue form with necessary documents&lt;br&gt;d) Get log book, report duty form and industrial supervisor letter</td>
<td></td>
</tr>
<tr>
<td>Phase 3</td>
<td><strong>During Industrial Training</strong>&lt;br&gt;a) Perform your <em>daftar diri</em> (Before you go out to industrial training)&lt;br&gt;b) Fax/email report duty form to BRIC (First day of industrial training)&lt;br&gt;c) Prepare Final report and complete your log book&lt;br&gt;d) Academic Supervisor Visitation</td>
<td></td>
</tr>
<tr>
<td>Phase 4</td>
<td><strong>End Industrial Training</strong>&lt;br&gt;a) Submit your final report, log book, presentation slide and evaluation form (if any) to your respective academic supervisor</td>
<td></td>
</tr>
</tbody>
</table>
### PART A: Course Introduction

#### 1.1 Course code, duration and date

<table>
<thead>
<tr>
<th>Course code</th>
<th>Duration</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTD3214 - DSIM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTD3217 - DAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTS3218 - BOA</td>
<td>6 months</td>
<td>16/5/2016 – 18/11/2016</td>
</tr>
</tbody>
</table>

*Refer to the Industrial Training Briefing*
PART B: Industrial Training Regulation

2.1 General regulation

- Students are subject to the Akta Universiti dan Kolej Universiti 1971 (Pindaan 2009); Akta IPTS 1996 (Akta 555); dan Akta Pendidikan 1996 (Akta 550).
- Adhere to rules and regulations of the company, Unisel, BRIC and FOB.
  - *Unisel*: Universiti Selangor
  - *BRIC*: Business, Research, Industrial Linkage and Consultancy Centre
  - *FOB*: Faculty of Business
- Uplift the image and name of the university and faculty.
- Be punctual to work.
- Be professional.
PART B: Industrial Training Regulation

2.2 Student responsibilities (Before industrial training)

- Prepare resume, cover letter and any related documents.
- Attend interview (if any).
- Get placement from relevant organization.
- Register semester/course to activate student status.
- Attend Industrial Training second briefings.
- Arrange any matters associated to the industrial training such as application of Unisel’s formal letter and submission of confirmation form (blue form) to the Industrial Training Coordinator.
2.3 Student responsibilities (During industrial Training)

- Perform *daftar* and submit your report duty form.
- Perform all task/responsibilities given by the company.
- Undergo industrial training with passion, honest and hard.
- Inform LI Coordinator/AS/IS/BRIC if you face any problem during the industrial training.
- Report all daily activities in your log book.
- Prepare your final report before Academic Supervisor visit.
- Prepare for visitation and present to the Academic Supervisor (for degree students only).
PART B: Industrial Training Regulation (Cont’)

• 2.4 Student responsibilities (After industrial training)

• Ensure the IS completed all the given assessment form and signed the log book.

• Submit log book, final report and assessment form according to the student’s planner.
2.3 Leave

- No annual leave (under MOE directives, only emergency leave) except with the permission of your organisation.
- *Pelajar yang tidak dapat menghadiri latihan industri bagi tempoh lebih daripada enam (6) hari kerana kecemasan atau cuti sakit disifatkan sebagai tidak memenuhi syarat dan perlu mengulang program latihan industri sepenuhnya* (Dasar Latihan Industri IPT, 2010)
- Emergency leave should be informed and approved by the Industrial Supervisor.
- Any unauthorised leave should be replaced.
- Please paste the leave form in your log book.

2.3.1 Medical Leave

- Medical leave should be informed and approved by the Industrial Supervisor.
- Replacement of medical leave is subject to the company rules.
- Please paste the medical certificate in your log book.
- Inform your Coordinator/Academic supervisor for leave more than 3 days.

2.3.2 Leave During Semester Break

- No leave during semester break.
2.4 Student appearance and discipline

- Refer to *Buku Peraturan Pelajar*.
- Dress professionally to work.
- Student is subject to the company regulation.
2.5 Safety Issues

a) Don't drive if you are NOT good at driving. Politely refuse the request of the company if you don't know how to drive well.
b) Students are required to observe "SAFETY FIRST" in all compliance of the assignments at the request of the Industrial Training company.
c) The issue of safety should be politely addressed to the IS and inform the AS.
d) Female students are highly encouraged to take extra precaution and extra reasonable care for themselves to make sure for safer environment.
e) Seek assistance if you encounter any problem related to your training (e.g. sexual harassment, conduct of staff in the company, sickness or accident occurs during the industrial training period that requires intensive medical care) communicate directly as soon as possible with

- Your Industrial Supervisor.
- Your Academic Supervisor.
- Industrial Training Coordinator
- BRIC
## PART C: Evaluation and Assessment

### 3.1 Courses Evaluation

<table>
<thead>
<tr>
<th>Course codes</th>
<th>Evaluation</th>
<th>Form required</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTS3218 – BOA*</td>
<td>50% Student Performance</td>
<td>Student Performance Form (FOB/LI-01)</td>
</tr>
<tr>
<td>PTS3216 - Other degrees**</td>
<td>10% Presentation</td>
<td>Presentation Evaluation Form AS (FOB/LI-02)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Presentation Evaluation Form IS (FOB/LI-03)</td>
</tr>
<tr>
<td></td>
<td>15% Log Book</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>25% Final Report</td>
<td>-</td>
</tr>
<tr>
<td>PTD3217 – DAM***</td>
<td>50% Student Performance</td>
<td>Student Performance Form (FOB/LI-01)</td>
</tr>
<tr>
<td>PTD3214 – DSIM****</td>
<td>20% Log Book</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>30% Final Report</td>
<td>-</td>
</tr>
</tbody>
</table>

*Degree (55% - Company, 45% University)*
*Diploma (50% - Company, 50% University)*

- BOA – Bachelor of Accountancy
- Other degrees – Bachelor of Finance/Business Management/Industrial Management/Human Resources Management/Marketing
- DAM – Diploma in Administrative Management
- DSIM – Diploma in Sports Industry Management
3.1.1 Students Performance (50%)

1. Diploma and degree carry the same evaluation in term of student performance.

2. Assessment based on:
   • Interpersonal skills
   • Soft skills
   • Knowledge & technical skills

2. Assessed by Industrial Supervisor (50%)
## 3.1.2 Final report

*Diploma (30%), Degree (25%)*

### PART A (BOTH DEGREE AND DIPLOMA)

<table>
<thead>
<tr>
<th>1.0 INTRODUCTION</th>
<th>5.0 ACTIVITY DURING TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Department</td>
<td>List of tasks/responsibilities</td>
</tr>
<tr>
<td>Training objective</td>
<td>Experience, knowledge or skill acquired (things that student has</td>
</tr>
<tr>
<td>Issues to be handled</td>
<td>not learnt in Unisel, both soft skills (Eg: Team Work) and</td>
</tr>
<tr>
<td>Types of assignment to be submitted</td>
<td>technical skills (Eg: Audit Software)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.0 ORGANIZATION BACKGROUND</th>
<th>6.0 COMMENT OR RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of establishment</td>
<td>Is the training place relevant in relation to your current or</td>
</tr>
<tr>
<td>Vision, mission and objective of organization</td>
<td>future course requirement?</td>
</tr>
<tr>
<td>Core activities of company</td>
<td>Recommendation of how organization can improve its operations</td>
</tr>
<tr>
<td></td>
<td>and effectiveness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.0 ORGANIZATION STRUCTURE</th>
<th>7.0 CONCLUSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Chart</td>
<td>Outcome or result of training towards yourself and knowledge</td>
</tr>
<tr>
<td>Task and responsibility of department</td>
<td>Does the training achieve its objective?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.0 GENERAL OPERATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization’s general activities</td>
<td></td>
</tr>
</tbody>
</table>
PART B (DEGREE ONLY)

You may provide either:
1. Business Research/ Marketing research; OR
2. Business plan/ Marketing plan/ Business Process Improvement Plan/ Media plan/ Case study (Applied research)

• This Study Report is a mini project/ mini business research whereby student is expected to contribute constructive ideas, or suggest any value added improvement on company’s operations, that might benefit the company.

• Students are required to discuss and get approval from his/her Industrial Supervisor on the topic chosen.
<table>
<thead>
<tr>
<th>BUSINESS RESEARCH/ MARKETING RESEARCH</th>
<th>BUSINESS PLAN/ MARKETING PLAN/ BUSINESS PROCESS IMPROVEMENT PLAN/ MEDIA PLAN/CASE STUDY (APPLIED RESEARCH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>1. Introduction</td>
</tr>
<tr>
<td>2. Literature review</td>
<td>2. Objective/ purpose of the study</td>
</tr>
<tr>
<td>5. Recommendation</td>
<td>5. Recommendation</td>
</tr>
<tr>
<td>7. Appendices</td>
<td>7. Appendices</td>
</tr>
</tbody>
</table>
FORMATTING OF REPORT

- Type and size of font: Times New Roman, 12 or; Arial, 12
- Text alignment: Justify
- Spacing: Double spacing
- Language: English
- Size of paper: A4
- Cover page: Please refer Attachment 1
- Total number of pages: Part A – (20 pages-30 pages)
  Part A and Part B (40 pages- 50 pages)
- Submission: Ring Binding (Black)
  With plastic cover (first and last page)
  And Front page must be in white color
1. Implementation of 5s in Procurement Department of Yayasan Selangor.

2. Antecedents of employees’ participation in development activity for Myseminars Sdn Bhd.

3.1.3 Presentation AS (5%), IS (5%)  
*Degree only*

- Degree students are required to present the Part A and Part B.
- Presentation should be in English language.
- Please prepare about 15-20 Power Point Slides to present.
- Provide the power point slides during visitation day.
- Student needs to arrange facilities (LCD, laptop and etc).
- AS and IS will assess and evaluate on student’s oral presentation.
- Brief discussion with your AS and IS.
FOB/LI-02 (AS)

UNIVERSITY SELANGOR
FACULTY OF BUSINESS
STUDENT ORAL PRESENTATION EVALUATION FORM
BY ACADEMIC SUPERVISOR

Semester: ____________________ Academic Year: ____________________
Student Name: ____________________
Matrix No.: ____________________ Program: ____________________
Name of Academic Supervisor: ____________________

For each category please give mark 1 to 5.

5 = Excellent, 4 = Good, 3 = Satisfactory, 2 = Below Average, 1 = Weak

<table>
<thead>
<tr>
<th>Category</th>
<th>/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>/5</td>
</tr>
<tr>
<td>CONTENTS</td>
<td>/5</td>
</tr>
<tr>
<td>CONCLUSIONS</td>
<td>/5</td>
</tr>
<tr>
<td>PRESENTATION TOOLS/AIDS</td>
<td>/5</td>
</tr>
<tr>
<td>PRESENTATION SKILLS</td>
<td>/5</td>
</tr>
<tr>
<td>Q &amp; A SESSION</td>
<td>/5</td>
</tr>
<tr>
<td>TOTAL MARKS</td>
<td>/30</td>
</tr>
</tbody>
</table>

SIGNATURE OF ACADEMIC SUPERVISOR: ____________________
DATE: ____________________

FOB/LI-03 (IS)

UNIVERSITY SELANGOR
FACULTY OF BUSINESS
STUDENT ORAL PRESENTATION EVALUATION FORM
BY INDUSTRIAL SUPERVISOR

Semester: ____________________ Academic Year: ____________________
Student Name: ____________________
Matrix No.: ____________________ Program: ____________________
Name of Industrial Supervisor: ____________________

For each category please give mark 1 to 5.

5 = Excellent, 4 = Good, 3 = Satisfactory, 2 = Below Average, 1 = Weak

<table>
<thead>
<tr>
<th>Category</th>
<th>/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>/5</td>
</tr>
<tr>
<td>CONTENTS</td>
<td>/5</td>
</tr>
<tr>
<td>CONCLUSIONS</td>
<td>/5</td>
</tr>
<tr>
<td>PRESENTATION TOOLS/AIDS</td>
<td>/5</td>
</tr>
<tr>
<td>PRESENTATION SKILLS</td>
<td>/5</td>
</tr>
<tr>
<td>Q &amp; A SESSION</td>
<td>/5</td>
</tr>
<tr>
<td>TOTAL MARKS</td>
<td>/30</td>
</tr>
</tbody>
</table>

SIGNATURE OF INDUSTRIAL SUPERVISOR: ____________________
DATE: ____________________
3.1.4 Log Book
Diploma (20%), Degree (15%)

- All information in the Log Book must be completed.
- Log Book is to be completed on daily basis with a weekly summary.
- Hand/Computer written and in English.
- Using passive sentence instead of active sentence.
- Provide detail of works assigned and avoid the “story” explanation.
- To be reviewed and signed by Industrial Supervisor on weekly basis.
- To be commented by Academic Supervisor upon his/her visit.
- Eg:
  1) Administrative and filling documentation: Contract File A4544 and Salary File March 2014
# 3.2 Grading

Grade for Industrial Training Course is similar to other courses in the faculty.

<table>
<thead>
<tr>
<th>Markah</th>
<th>Gred</th>
<th>Nilai Gred</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A+</td>
<td>4.00</td>
<td>Amat Cemerlang</td>
</tr>
<tr>
<td>80 - 89</td>
<td>A</td>
<td>4.00</td>
<td>Cemerlang</td>
</tr>
<tr>
<td>75 - 79</td>
<td>A-</td>
<td>3.75</td>
<td>Cemerlang</td>
</tr>
<tr>
<td>70 - 74</td>
<td>B+</td>
<td>3.50</td>
<td>Sangat Baik</td>
</tr>
<tr>
<td>65 - 69</td>
<td>B</td>
<td>3.00</td>
<td>Baik</td>
</tr>
<tr>
<td>60 - 64</td>
<td>B-</td>
<td>2.75</td>
<td>Baik</td>
</tr>
<tr>
<td>55 - 59</td>
<td>C+</td>
<td>2.50</td>
<td>Memuaskan</td>
</tr>
<tr>
<td>50 - 54</td>
<td>C</td>
<td>2.00</td>
<td>Memuaskan</td>
</tr>
<tr>
<td>47 - 49</td>
<td>C-</td>
<td>1.75</td>
<td>Lemah</td>
</tr>
<tr>
<td>44 - 46</td>
<td>D+</td>
<td>1.50</td>
<td>Lemah</td>
</tr>
<tr>
<td>40 - 43</td>
<td>D</td>
<td>1.00</td>
<td>Lemah</td>
</tr>
<tr>
<td>30 - 39</td>
<td>E</td>
<td>0.75</td>
<td>Gagal</td>
</tr>
<tr>
<td>0 – 29</td>
<td>F</td>
<td>0.00</td>
<td>Gagal</td>
</tr>
</tbody>
</table>
3.3 Attend Fail (AF)

Students will be considered **FAIL** if:

a. Fail to submit Confirmation form (blue form) without any valid reason.
b. Moving to another company without prior approval from Industrial Training Coordinator.
c. Terminated by company due to the disciplinary problems such as attendance, behavior, misconduct, breaking company rules or any other acceptable reasons.
d. Fail to present at the training place without a valid reason when Academic Supervisor visit.
e. Fail to submit log book, final report, and/or assessment form (If any) at the given date.
PART D: Academic Supervisor (AS)

• Each student is entitled only **ONE** AS appointed by the Faculty.
• AS is appointed by the faculty and determined by the Industrial Training Coordinator.
• Student is not allowed to choose or change his/her AS.
• List of AS is available in week 7 onwards in the each industrial training calendar.
• Please check your AS from management.unisel.edu.my/home/latihan_industri
• Please notify your AS:
  a) Students please inform his/her industrial supervisor about the date and time of the academic supervisor visitation. If the industrial supervisor is not available, students should get another representative of the company.
  b) Academic Supervisor will contact the students through email or phone, in order to set a visitation appointment.
  c) Discuss on your final report.
  d) Seek his/her assistance if you encounter any problem related to your training.
Before the visitation, students need to prepare and print the following documents:

a) Update log book  
b) Draft of final report  
    Part A (General report)  
    Part B (Study report)  
c) Presentation slide  
d) FOB LI-01 Student Performance Form—fill up and signed by the IS and stamped.  
e) FOB LI-02 Presentation Form (AS) Degree  
f) FOB LI-03 Presentation Form (IS) Degree
PART E: Change of Company

5.1 Change company

- Change is **ONLY ALLOWED** by permission of Industrial Training Coordinator.
- Change of placement of any of the following reasons are strictly **NOT ALLOWED**:
  - No allowance (Monthly or Millage)
  - Far from homes
  - Urge to do overtime
  - Heavy duty
  - Other reason such as politics, racist.
- Change of company is only allowed during the **first two weeks of industrial training**.
- Industrial Training Coordinator has a right to reject any change of company. Any dispute is not entertained.
5.2 Procedure to change company

• Students need to prepare the following documents:
  a) Resignation letter
  b) Approval letter (from the first company that you exit)*
  c) Offer letter (from the new company)
  d) New blue form

*In case there is no approval letter provided by the company, you need to get consent from the prior company. The consent can be written on the resignation letter (A).

• Students need to prepare the following documents and submit directly to the FOB’s Industrial Training Coordinator as soon as possible.

• Students are required to notified the AS for his/her visit date and submit the necessary document accordingly.

• FOB and Unisel are not responsible on the following upon the change of company:
  a) Delay of the result.
  b) Insurance case (if the date exceed the stipulated date by faculty and BRIC).
PART F: Submission of Final Report

a) Please refer to the students planner.
b) Arrange with your academic lecturer on how to pass up the log book, final report, presentation slide and evaluation form (if any).
c) Please refer to the student’s planner for date of submission.
d) Late submission is not entertained.
e) You are advised to submit by hand.
f) For students who courier the final report back to Unisel, please follow the format below for front envelope:

[Name of Academic Supervisor]
Faculty of Business
Universiti Selangor
Jalan Zirkon A 7/A, Section 7
40000 Shah Alam,
Selangor Darul Ehsan
Your next step
SUBMISSION OF CONFIRMATION FORM (BLUE FORM)

- Completed Blue Form.
- Offer letter from company / Confirmation of placement form (BRIC).
- Approval letter from faculty (if any).

* Please use the latest passport photos.
SUBMISSION OF CONFIRMATION FORM (BLUE FORM) (Cont’)

[Image of the blue form]

[Image of a two-layer drawer with labels 'BLUE FORM (Submit)' and 'BLUE FORM (Signed)']
ONCE YOUR **BLUE FORM** SIGNED BY THE INDUSTRIAL TRAINING COORDINATOR,

Please collect:
- Industrial Supervisor Letter
- Form FOB/LI-01 (Student performance form)
- Form FOB/LI-03 (Presentation Form-IS Degree)

**SUBMIT SIGNED BLUE FORM TO THE BRIC, Then BRIC will issue** Log book and Report Duty Form. Report duty is to be submitted on the first day of industrial training)
SUBMISSION OF CONFIRMATION FORM (BLUE FORM) (Cont’)

Period of submission:

14 Mac 2016 – 15 April 2016

Last day of submission is on:

6th May 2016 (Friday)
Before 4pm
MIND YOUR STEP

Step 1:
Submit Blue Form with the necessary documents to the Industrial Training Coordinator

Step 2:
Once signed, get the Industrial Supervisor Letter & forms

Step 3:
Submit your blue form to the BRIC
BRIC will issue Log Book and Report duty form

Step 4:
PLEASE PERFORM YOUR daftar diri after result released
Your daftar diri is for course registration and student’s status

Step 5:
First day of industrial training,
Complete your Report duty form and fax/email to the BRIC

Step 6 and onwards:
Refer to the student planner & Flowchart of Industrial Training