



**FACULTY OF BUSINESS
UNIVERSITI SELANGOR**

**INDUSTRIAL TRAINING
COURSE**

PART I

Application and Placement Procedure

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FBA Students are required to read and be familiar with all of the following procedure, rules and regulations.

Industrial Training Phases

Phase	Particular	Remark
Phase 1	Application of placement a) Looking for internship placement. b) Interview & acceptance of internship placement	
Phase 2	Confirmation of placement a) Received the company's offer letter b) Perform pre course registration c) Fill up and submit Blue Form with necessary documents d) Get log book, report duty form and industrial supervisor letter	
Phase 3	During Industrial Training a) Perform your <i>idaftar</i> (Before you go out to industrial training) b) Scan and email report duty form to BRIC on your first day of industrial training a) Prepare Final report and complete your log book b) Academic Supervisor Visitation	
Phase 4	End Industrial Training a) Submit your final report, log book, presentation slide and evaluation form (if any) to your respective academic supervisor	

PART A: Course Introduction

1.1 Course name
Industrial Training

1.2 Course codes

Degree:

PTS3218 - BOA

PTS3216 - BOF, BOM, BIM, BBM, & BHRM

Diploma:

PTD3217 - DAM

PTD3214 - DSIM

1.3 Classification : Non core course

PART A: Course Introduction (Cont')

1.4 Pre requisite

To qualify for industrial training, students must be in the final year and fulfill the followings:

- has completed at least 80 credit hours (degree) / 70 credit hours (diploma);
- passed all the courses taken;
- *BOA – After completing Advance Financial Accounting course.**

Special case students:

For example: A student intends to go for industrial training in next semester. However he/she still have one course left to be taken. Hence, he/she is required to write a letter of approval from the faculty (Deputy Dean of Academic).

PART A: Course Introduction (Cont')

1.5 Course objectives

1. To provide opportunity for students to gain access to information on the current needs and requirements of industry.
- 2.To expose students to the latest technology and management utilized by industry.
- 3.To enable students to gain experience and exposure to the reality of working environment in organizations.
- 4.To provide opportunity for students to be involved as workers' in organizations.
- 5.To develop students with the necessary technical and professional skills including communication, management and entrepreneurship.
- 6.To expose students to work related problems and issues and in a way develop their thinking capabilities in decision-making.
- 7.To enable students to apply the theories and concepts to real workplace situation.

PART A: Course Introduction (Cont')

1.6 Courses duration

Course code	Duration	Date*
PTS3216 - Degrees PTD3214 - DSIM PTD3217 - DAM	15 weeks	To be informed
PTS3218 - BOA	6 months	To be informed

* *Date will be informed during the Industrial Training Briefing.*

* *Students are not allowed to start later than the proposed date.*

PART A: Course Introduction (Cont')

1.7 Courses Evaluation

Course codes	Evaluation	Form required
PTS3218 – BOA* PTS3216 - Other degrees**	50% Student Performance	Student Performance Form (FOB/LI-01)
	20% Presentation	Presentation Evaluation Form AS (FOB/LI-02) Presentation Evaluation Form IS (FOB/LI-03)
	10% Log book	-
	20% Final Report	-
PTD3217 – DAM*** PTD3214 – DSIM****	50% Student Performance	Student Performance Form (FOB/LI-01)
	20% Log Book	-
	30% Final Report	-

PART B: Internship Application

2.1 Suggested companies

Program	Type of company
BOA	Audit Firm/ Accounting Firm/ Tax Firm/Jabatan Akauntan Negara Malaysia/Jabatan Audit Negara Malaysia
BOF	Bank, Financial Institution, Financial Agency, Government Financial Institution, Commercial or any suitable company
BIM / BBM	Commercial or any suitable company
BOM	Commercial or any suitable company (Marketing, Sales, Retail Department)
BHRM	Commercial or any suitable company (HR Department)
DAM	Commercial or any suitable company (HR Department , Administrative and Management site)
DSIM	Government Sports Department (Kementerian/Jabatan Sukan/Majlis Sukan) or Private Sports Department, Hotel, Gym or any suitable company

2.2 Internship placement

- There are three ways to look for internship placement:-
 - Self placement (Job street, newspaper, magazine, Google)
 - BRIC website
 - Faculty Industrial Training website / Board
- You are highly encourage to learn on how to look for job placement.
- Send email or give a call to potential employer.
Indicate clearly your industrial training period (start & end date) to your company when you apply for the placement.
Attach your cover letter and resume.
- Attending Interview (if required):
 - a) Be professional during the interview.
 - b) Please accept the offer that you have promised to the company.
DON'T promise one company and go to another company.
This is a **serious** ethical issue.
 - c) Advisable to accept the first job offer. If you have more than one internship offer at the same time, please accept one and inform other companies politely about your declination.


2.2 Internship placement (cont.)

- Upon interview/discussion, students encourage to ask the following questions:
 - a) Allowance (if any)
 - b) Working hours (demand for normal office hours)
 - c) Scope / task / responsibilities
 - d) Overtime / other works
- Students also encourage to check the distance from your home. Go and visit the company to understand the surrounding.
- **This is your OWN deal, Once you accept the offer from the first company, you are not allowed to change for other companies.**
- Some companies may require you to prove that you are a registered UNISEL student (before or after interview). Kindly request “UNISEL official letter” from BRIC. BRIC will takes 3-5 working days to prepare this letter. Submit this letter to the companies who request it.

UNISEL Official Letter

- a) Each student is entitled to only **THREE** official letters from university.
- b) Steps to apply the official letter:
- Get the form from:
 - Faculty website
 - Student portal
 - BRIC
 - Fill-up all particular stated in the form.
 - Submit complete form to BRIC.
- c) BRIC will take 3-5 working days to prepare this letter. You may collect the letter from BRIC later.

Unise/InTra/08/02


UNIVERSITI SELATAN

INDUSTRIAL TRAINING PROGRAMME
ORGANISATION / COMPANY INFORMATION FORM

Student's Detail

Name :	
Matric No. :	Phone No. :
Faculty :	Programme :
Sessi / Sem :	Industrial Training Date :

Organisation / Company's Information

No	Name / Address	Contact Person	Phone No./ Fax No.
1			P: F:
2			P: F:
3			P: F:

Revised: 161211

Cover Letter

SAMPLE COVER LETTERS FOR STUDENT REFERENCE (TO SEEK INDUSTRIAL TRAINING PLACEMENT)

<Date>

<Name of Contact Person>

<Designation>

<Name of Company>

<Address of Company>

Dear Sir/Madam,

APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT

With regards to the above matter, I am writing in seeking industrial training placement in your organization.

I am a final year student pursuing the (Name of Course) at Universiti Selangor, planning to undergo industrial training commencing (Date start-Date end) for duration of about 15weeks/6months. The industrial training is a partial requirement for the award of the degree.

I am keen to join your esteemed organization as I believe that your company provides great opportunity for me to learn and acquire the practicality aspects of my study area.

Attached is my resume for your review. I would like the opportunity to further discuss with you on my application. Please let me know if I can call your office to see if we might arrange a convenient time to meet.

A formal letter of application issued by the university will be sent to you once you indicate your acceptance to offer industrial training placement.

Thank you for your consideration.

Yours faithfully,

Student's name

Phone number/email

Resume

RESUME



ALI BIN BAKAR

OBJECTIVE

To secure an internship in the field of Industrial Management.

PERSONAL DETAIL

Name :
Age :
Place of Birth :
Date of birth :
Gender :
Nationality :
Religion :
Race :
Marital status :
Correspondence address :

Tel (hand phone) :
Email :

ACADEMIC QUALIFICATION

No	Qualification	Year	Institution	Year of graduation	Grade
1	Bachelor of Business Management	2014	Universiti Selangor	2014 (expected)	2.90
2	Diploma in Business Management	2009	Universiti Selangor	2009	3.10
3	Sijil Pelajaran Malaysia	2003	Institut Aminudin Baki	2006	2A

SKILLS

- Computer skills
 - a) Operating Systems: Windows 7/8
 - b) Software: Excel, Word, Power Point
- Languages
 - a) Fluent in English (written and oral)
 - b) Fluent in Bahasa Malaysia (written and oral)
- Possess driving license class D and B2.
- Having capability in handling outdoor activity such as flying fox, outdoor sports, team building.

[Highlight your strengths]

WORKING EXPERIENCES

July 2008 – Present

Company Name: Mcd Seksyen 2
Position Title: Sales assistant
Industry: Food and beverage

Job Description:

- Receptionist and cashier for drive thru.
- Responsible to prepare daily and monthly report of inventories and cash.
- Help manager in preparing on duty schedule.

[Highlight your working experience]

ACTIVITIES AND TRAINING

[Highlight your activities in university(ies)]

[Example: Director, Majlis Amal Bakti bersama anak yatim, 7 May 2012]

REFERENCES

Academic/Working

Raja Aiman Raja Ali
Lecturer
Faculty of Business
Universiti Selangor
Email : Raja@unisel.edu.my
Phone number: 03-55139958

[Provide at least 2 references]

Decline Letter

{Sender Address}

{Phone}

{Email}

{Date}

{Recipient Name}

{Company}

{Address}

Dear {Mr./Mrs. Name},

DECLINE ON THE OFFER OF INDUSTRIAL TRAINING PLACEMENT

Thank you for your patience over the last **{amount of time}** and your generous offer concerning the position of **{Position}** at your company. While I consider it a fantastic opportunity, I have accepted another offer that aligns more closely with the skills I acquired during my industrial training.

I am honored to have been considered and I wish your company the best of luck in all of its future endeavors.

Sincerely,

{Sender}

PART C: Confirmation of Placement

3.1 Acceptance of the company offer

- Please read the offer letter carefully. If there is any dispute with the company, the offer letter will be treated as a "legal evidence".
- Upon your acceptance of the company offer, you are required to submit the following documents:-
 - a) A copy of offer letter from company (keep the original copy)
 - b) Blue Form (with latest passport photo)
 - c) Faculty approval letter (If any)
- Please submit the complete Blue Form to LI Coordinator.
- Upon submission of blue form, **you are not allowed to change company.**

Blue Form

unisel
UNIVERSITY OF SINGAPORE

**INDUSTRIAL TRAINING PLACEMENT
CONFIRMATION FORM**
SESSION _____ SEMESTER _____

Unsel/InTra/05/04

Full Name : (Capital Letter) _____

Matric No. : _____

Faculty : _____

Programme : _____

Majoring : _____

Identity Card No. : _____

CGPA : _____

Organization Name : _____

Address of Organization : _____

City : _____ State : _____

Organization Telephone No. : _____


Placement Department : _____

Home Address during Industrial Training : _____

Student Telephone No. : _____

Next-of-kin Permanent Address: _____

Telephone No: _____



I hereby acknowledged that all information given is true. I truly understand that I must be committed to the organization once this placement acceptance is made. I must uplift the name of the university, throughout my attachment for industrial Training at the organization.

Signature : _____
(_____)
Date: _____

Please attach letter of acceptance for placement from the organization together with this form

**PLACEMENT ACCEPTANCE
(COORDINATOR)**

As faculty's coordinator, I hereby * agree/disagree with the chosen organization * *(delete where irrelevant)*

Comment (if any) _____

Signature: _____
Faculty's Coordinator Name : _____
Date: _____

VERIFIED BY BCI:

Signature: _____
Director of BCI (Stamp) _____

Date: _____

REMINDER: You are not allowed to change the place for internship training once you submit this form.