



**FACULTY OF BUSINESS
UNIVERSITI SELANGOR**

**INDUSTRIAL TRAINING
COURSE**

PART II

Industrial Training Regulation

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Industrial Training Phases

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FOB's 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 of 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 code, duration and date

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

PART B: Industrial Training Regulation

2.1 General regulation

- Students are subject to *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 FBA.
UNISEL: Universiti Selangor
BRIC : Business, Research, Industrial Linkage and Consultancy Centre
FBA : Faculty of Business & Accountancy
- Uplift the image and the name of university and faculty.
- Be punctual to work.
- Be professional.

2.2 Student responsibilities (Before industrial training)

- Prepare resume, cover letter and any related documents.
- To get placement of industrial training from relevant organization.
- Attend interview (if requested).
- Attend industrial training briefings.
- Arrange any matters related to industrial training such as application of official letter from UNISEL and submission of completed Blue Form to the Industrial Training Coordinator.

PART B: Industrial Training Regulation (Cont')

2.3 Student responsibilities (During industrial Training)

- Perform *idaftar*.
- Submit your report duty form on the first day of internship.
- Perform and complete all task/responsibilities given by the company.
- Report all daily activities in your log book.
- Prepare and present your final report (presentation only for degree students)
- Prepare for visitation of academic supervisor.
- Inform Industrial Training Coordinator/AS/IS/BRIC if there is any problem facing during the industrial training.

2.4 Student responsibilities (After industrial training)

- Ensure the IS has filled-up the assessment form and signed the log book.
- Submit log book, final report and assessment form according to the student's planner.

2.5 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 unauthorized leave should be replaced later.
- Please paste the leave form in your log book.

2.5.1 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.

2.5.2 Leave During Semester Break

- No leave during semester break.

2.6 Student appearance and discipline

- Refer to *Buku Peraturan Pelajar*.
- Dress professionally to work.
- Student is also need to adhere to company regulation.



2.7 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 to your:-
 - Industrial Supervisor
 - Academic Supervisor
 - Industrial Training Coordinator
 - BRIC

PART C: Evaluation and Assessment

3.1 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	-

Degree (70% - Company, 30% University)

Diploma (50% - Company, 50% University)

3.1.1 Students Performance (50%)

1. Diploma and degree carry the same evaluation in terms of student performance.
2. Assessment based on:
 - Interpersonal skills
 - Soft skills
 - Knowledge & technical skills
3. Assessed by Industrial Supervisor (50%)

FOB/II-01

C. KNOWLEDGE AND TECHNICAL SKILLS

15. Ability to identify and formulate the job problems	1	2	3	4	5
16. Efficiency in completing job/task	1	2	3	4	5
17. Learning capabilities in the job/task given	1	2	3	4	5
18. Knowledge application and creative thinking abilities	1	2	3	4	5

TOTAL SCORE: / 80

19. Please comment on the strength that the student has displayed during his/her training in your company.

Please provide appropriate Bonus score based on student's strength:

BONUS SCORE: / 10

20. Areas for improvement:

TOTAL TRAINING SCORE: / 100

SECTION B - Employment Opportunities

If the student is hired by your organization after his/her industrial training, please tick the following:

<input type="checkbox"/> The student is hired as a full time staff <input type="checkbox"/> The student is hired as a part time staff	<input checked="" type="checkbox"/> The student is hired as a contract staff <input type="checkbox"/> Not applicable
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She/he is placed in _____ department

His/her commencement date is _____

Signed: _____ Position: _____ Date: _____

Industrial Supervisor's Signature and Company's Seal/Stamp:

Please send (hard copy) to:
 Industrial Training Coordinator, Faculty of Business, Unswagati, Malagar (Lusaka)
 Upper Office, A.T.O, Station 7, 00000 Blantyre, Malagar Road, Blantyre
 Tel: 00-00000000 Fax: 00-00000000

3.1.2 Final report

Diploma (30%), Degree(20%)

PART A (BOTH DEGREE AND DIPLOMA)

1.0 INTRODUCTION

- Placement Department
- Training objective
- Issues to be handled
- Types of assignment to be submitted

2.0 ORGANIZATION BACKGROUND

- History of establishment
- Vision, mission and objective of organization
- Core activities of company

3.0 ORGANIZATION STRUCTURE

- Organization Chart
- Task and responsibility of department

4.0 GENERAL OPERATION

- Organization's general activities

5.0 ACTIVITY DURING TRAINING

- 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))

6.0 COMMENT OR RECOMMENDATION

- Is the training place relevant in relation to your current or future course requirement?
- Recommendation of how organization can improve its operations and effectiveness

7.0 CONCLUSION

- Outcome or result of training towards yourself and knowledge
- Does the training achieve its objective?

PART B (DEGREE ONLY)

You may provide either:

Business Research / Marketing research; OR
Business plan / Marketing plan/ Business Process
Improvement Plan / Media plan / Case study
(Applied research)

- This 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.

CONTENT OF REPORT

**Business Research/
Marketing research**

- 1. Introduction**
- 2. Methodology**
- 3. Finding/ Result**
- 4. Recommendation**

**Business plan/ Marketing
plan/ Business Process
Improvement Plan/ Media
Plan/Case study (Applied
research)**

- 1. Introduction**
- 2. Objective of study**
- 3. Present situation/
problem/ issue**
- 4. Finding/ Result**
- 5. Recommendation**

FORMATING 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 – (10 pages - 15 pages)
Part A and Part B (20 pages- 30 pages)
- Submission : Ring Binding (Black)
With plastic cover (first and last page)
And Front page must be in white color

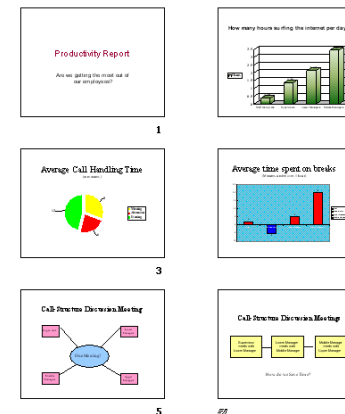
SAMPLES

1. Implementation of 5s in Procurement Department of Yayasan Selangor.
2. Antecedents of employees' participation in development activity for Myseminars Sdn Bhd.
3. The use of Cloud Accounting System in Ramu & Co.

3.1.3 Presentation AS (10%), IS (10%)


Degree only

- Degree students are required to present the Part A and Part B.
- Presentation should be in English language.
- Please prepare about 10-15 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)

FOB/LI-02



**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

INTRODUCTION	/ 5
CONTENTS	/ 5
CONCLUSIONS	/ 5
PRESENTATION TOOLS/AIDS	/ 5
PRESENTATION SKILLS	/ 5
Q & A SESSION	/ 5
TOTAL MARKS	/30

SIGNATURE OF ACADEMIC SUPERVISOR: _____
 DATE: _____

FOB/LI-03 (IS)

FOB/LI-03



**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

INTRODUCTION	/ 5
CONTENTS	/ 5
CONCLUSIONS	/ 5
PRESENTATION TOOLS/AIDS	/ 5
PRESENTATION SKILLS	/ 5
Q & A SESSION	/ 5
TOTAL MARKS	/30

SIGNATURE OF INDUSTRIAL SUPERVISOR: _____
 DATE: _____

3.1.4 Log Book

Diploma (20%), Degree (10%)

- 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

LOG BOOK
INDUSTRIAL TRAINING PROGRAMME

DAILY ACTIVITY
Date : Week : Month :

DAILY ACTIVITY
Date : Week : Month :

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3.2 Grading

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

Markah	Gred	Nilai Gred	Status
90 – 100	A+	4.00	Amat Cemerlang
80 – 89	A	4.00	Cemerlang
75 – 79	A-	3.75	Cemerlang
70 – 74	B+	3.50	Sangat Baik
65 – 69	B	3.00	Baik
60 – 64	B-	2.75	Baik
55 – 59	C+	2.50	Memuaskan
50 – 54	C	2.00	Memuaskan
47 - 49	C-	1.75	Lemah
44 - 46	D+	1.50	Lemah
40 - 43	D	1.00	Lemah
30 – 39	E	0.75	Gagal
0 – 29	F	0.00	Gagal

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 visits.
- 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 to only **ONE** academic supervisor (AS).
- AS is appointed by the faculty through allocation by Industrial Training Coordinator.
- Students are not allowed to choose or change his/her AS.
- List of AS will be made available after week 7 of your industrial training period.
- Please check the list of AS from student portal or faculty website.
- Once you identify your academic supervisor,
 - a) Please inform your industrial supervisor about the date and time of the academic supervisor visit. 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 the date of visit.
 - 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) Updated log book
 - b) Draft of final report:
 - Part A (General report)
 - Part B (Study report)
 - a) Presentation slide
 - b) FOB LI-01 Student Performance Form-fill up and signed by the IS and stamped.
 - c) FOB LI-02 Presentation Form (AS) Degree
 - d) FOB LI-03 Presentation Form (IS) Degree

PART E: Change of Company

5.1 Change company

- Change of company is **ONLY ALLOWED** with the permission from Industrial Training Coordinator.
- The following reasons to change are strictly **NOT ACCEPTED**:
 - ❖ **No allowance (monthly or mileage)**
 - ❖ **Far from homes**
 - ❖ **Urge to do overtime**
 - ❖ **Heavy tasks given**
 - ❖ **Other reason such as politics, racist.**
- Change of company is only allowed during the **first two weeks of industrial training.**
- The Industrial Training Coordinator has the right to reject any request to change company. Decision made is final.

5.2 Procedure to change company

- Students need to prepare the following documents:
 - a) Resignation letter
 - b) Approval letter (from the current company)*
 - c) Offer letter (from the new company)
 - d) New blue form
- Student need to prepare the above documents and submit directly to the faculty Industrial Training Coordinator as soon as possible.
- Student is required to notify the AS for his/her visit date and submit the necessary document accordingly.
- **FBA and UNISEL will not be responsible on the following outcome upon the change of company:**
 - a) **Delay of the result.**
 - b) **Insurance claim (if the date exceed the stipulated date by faculty and BRIC).**

** At least the current company state their consent on your resignation letter in case there is no approval letter provided by the company.*

PART F: Submission of Final Report

- a) Please refer to the students planner for submission date.
- b) Arrange with your academic supervisor on how to submit the log book, final report and evaluation form (if any).
- c) Late submission will not be entertained.
- d) If possible, you are strongly advised to submit by hand to your AS in order to avoid lost of parcel.
- e) For students who would like to submit by post, please use the address below:

[Name of Academic Supervisor]
Faculty of Business & Accountancy
Universiti Selangor
Jalan Zirkon A 7/A, Section 7
40000 Shah Alam,
Selangor Darul Ehsan