SECOND BRIEFING - INDUSTRIAL TRAINING COURSE

SEMESTER: NOVEMBER 2019
ACADEMIC SESSION: 3/19/34

Date: 11 October 2019
Time: 10.30 a.m. – 12.00 p.m.
Venue: LT2, Satellite Building, Unisel

Presented by:
PN. SITI ASMAHAN MOHD ALI
Industrial Training Coordinator
Faculty of Business and Accountancy
INDUSTRIAL TRAINING COORDINATOR

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Semester: NOVEMBER 2019

Academic Session: 3/19/34
FACULTY OF BUSINESS AND ACCOUNTANCY
UNIVERSITI SELANGOR

INDUSTRIAL TRAINING COURSE

PART II

*Industrial Training Regulation*
FBA’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></td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td>a) Looking for internship placement.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Interview &amp; acceptance of internship placement</td>
<td></td>
</tr>
<tr>
<td>Phase 2</td>
<td><strong>Confirmation of placement</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Received the company’s offer letter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Get log book from FBA Admin Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Fill up and submit Student Pledge with necessary documents</td>
<td></td>
</tr>
<tr>
<td>Phase 3</td>
<td><strong>During Industrial Training</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Perform your i-daftar (<em>daftar diri</em>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Email report duty form to <a href="mailto:latihanindustri@unisel.edu.my">latihanindustri@unisel.edu.my</a> (first day of industrial training)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Prepare Final Report and complete your log book</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Academic Supervisor Visitation</td>
<td></td>
</tr>
<tr>
<td>Phase 4</td>
<td><strong>End Industrial Training</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Submit your final report, log book, presentation slide and evaluation forms 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>PTS3216 – Degrees</td>
<td>15 weeks</td>
<td>11/11/2019 – 21/2/2020</td>
</tr>
<tr>
<td>PTS3228 – BOF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTD3217 – DAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTD3214 – DSIM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTD3227 – DSIM (start from 4/15/34 intake)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTS3214 &amp; PTS3224 – BOA</td>
<td>6 months</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Notes:**
*Students are not allowed to start beyond this date.*
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, and FBA.
  Unisel : Universiti Selangor
  FBA : Faculty of Business and Accountancy
  AS : Academic Supervisor
  IS : Industrial Supervisor
• 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.
• Attend Industrial Training second briefings.
• Arrange any matters associated to the industrial training such as application of Industrial Training Official Letter and submission of Student Pledge to the Industrial Training Coordinator.
• Register semester/course to activate student status.
PART B: Industrial Training Regulation

2.3 Student responsibilities (during industrial training)

• Perform i-_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 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

2.4 Student responsibilities (after industrial training)

- Ensure the IS completed all the given assessment form and signed the log book.
  - FBA_18A13_LI (Degree & Diploma students)
  - FBA_18A14_LI (Degree students)
  - FBA_18A15_LI (Degree students)
  - FBA_18A16_LI (Degree students)
  - FBA_18A17_LI (Degree students)
  - FBA_18A18_LI (Diploma students)
  - FBA_18A19_LI (Diploma students)

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

- No annual leave **EXCEPT** with the permission of your organization.
  (under MOE directives, only sick / emergency leave: **6 days only**)
- Pelajar yang tidak dapat menghadiri latihan industri bagi tempoh lebih daripada enam (6) hari, jika alasan yang diberikan tidak munasabah, pelajar disifatkan sebagai tidak memenuhi syarat dan perlu mengulang kursus 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.
- 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 subject to the 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 with:

- Your Industrial Supervisor
- Your Academic Supervisor
- Industrial Training Coordinator
### 3.1 Courses Evaluation

<table>
<thead>
<tr>
<th>Course Codes</th>
<th>Evaluation</th>
<th>Form Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTS3228 – BOF</td>
<td>50% Student Performance</td>
<td>Student Performance Form (FBA_18A13_LI)</td>
</tr>
<tr>
<td>PTS3216 – Other Degrees:</td>
<td>20% Presentation (10% AS + 10% IS)</td>
<td>• Presentation Evaluation Form AS (FBA_18A14_LI)</td>
</tr>
<tr>
<td>BIM, BBM, BHRM &amp; BOM</td>
<td></td>
<td>• Presentation Evaluation Form IS (FBA_18A15_LI)</td>
</tr>
<tr>
<td></td>
<td>10% Log Book</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td>20% Final Report</td>
<td>Final Report Evaluation Form (FBA_18A16_LI)</td>
</tr>
<tr>
<td>PTD3217 – DAM</td>
<td>60% Student Performance</td>
<td>Student Performance Form (FBA_18A13_LI)</td>
</tr>
<tr>
<td>PTD3214/3227 – DSIM</td>
<td>10% Log Book</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td>30% Final Report</td>
<td>Final Report Evaluation Form (FBA_18A18_LI)</td>
</tr>
</tbody>
</table>

*Overall Evaluation: 70% - Company, 30% - University*
### 3.1 Courses Evaluation for BOA

<table>
<thead>
<tr>
<th>Course Codes</th>
<th>Evaluation</th>
<th>Form Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Training 1</td>
<td>90% Student Performance</td>
<td>Student Performance Form (FBA_19A24_LI_BOA)</td>
</tr>
<tr>
<td>(PTS3214) (Grade: Pass / Fail)</td>
<td>10% Log Book</td>
<td>–</td>
</tr>
<tr>
<td>Industrial Training 2</td>
<td>50% Student Performance</td>
<td>Student Performance Form (FBA_18A13_LI)</td>
</tr>
<tr>
<td>(PTS3224) (Grade: Similar to</td>
<td>20% Presentation (10% AS + 10% IS)</td>
<td>• Presentation Evaluation Form AS (FBA_18A14_LI)</td>
</tr>
<tr>
<td>other courses, by grade point)</td>
<td></td>
<td>• Presentation Evaluation Form IS (FBA_18A15_LI)</td>
</tr>
<tr>
<td></td>
<td>10% Log Book</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td>20% Final Report</td>
<td>Final Report Evaluation Form (FBA_18A16_LI)</td>
</tr>
</tbody>
</table>

*Overall Evaluation:*

**PTS3214:** 100% - Company  
**PTS3224:** 70% - Company, 30% - University
3.1.1 Students Performance

1. Diploma programs carry 60% evaluation in term of student performance.
2. Degree programs carry 50% evaluation in term of student performance.
3. Assessment based on:
   • Interpersonal skills
   • Soft skills
   • Knowledge & technical skills
4. Assessed by Industrial Supervisor.

Assessment based on a form filled by the industrial supervisor.
1.0 INTRODUCTION
- Placement Department
- Training Objective
- Types of Assignment to be Submitted

2.0 ORGANIZATION BACKGROUND
- History of Establishment
- Vision, Mission and Objective of Organization
- Nature of Business / Service of Organization

3.0 ORGANIZATION STRUCTURE
- Organization Chart
- Task and Responsibility of Department

4.0 GENERAL OPERATION
- Organization’s General Operation / Core 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:

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.
### PART B: CONTENT OF REPORT

#### Business Research / Marketing Research

1. Introduction
2. Literature Review
3. Methodology
4. Findings & Discussions
5. Recommendation & Conclusion
6. Bibliography
7. Appendices

#### Business Plan / Marketing Plan / Business Process Improvement Plan / Media Plan / Case Study (Applied Research)

1. Introduction (Objective / Purpose of the Study)
2. Problem Statement / Issue
3. Present Situation / Current Procedure
4. Findings / Results
5. Recommendation / Improvement Plan
6. Conclusion
7. References & Appendices
1. The Impact of Employee Satisfaction on Employee Turnover in Hotel Seri Malaysia
2. Effectiveness of Queuebee Application and ‘Drive Thru’ Counter Payment at Pejabat Daerah dan Tanah, Seberang Perai Utara
3. Antecedents of Employees’ Participation in Development Activity for Myseminars Sdn. Bhd.
5. The Use of Cloud Accounting System in Ramu & Co.
<table>
<thead>
<tr>
<th>Formatting of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type and size of font: Times New Roman, size 12; OR</td>
</tr>
<tr>
<td>Arial, size 12</td>
</tr>
<tr>
<td>Text alignment: Justify</td>
</tr>
<tr>
<td>Spacing: Double spacing</td>
</tr>
<tr>
<td>Language: English</td>
</tr>
<tr>
<td>Size of paper: A4</td>
</tr>
<tr>
<td>Cover page: Please refer to Final Report Guidelines</td>
</tr>
<tr>
<td>Total number of pages: Part A: 15 – 20 pages</td>
</tr>
<tr>
<td>Part A and Part B: 30 – 40 pages</td>
</tr>
<tr>
<td>Submission: Ring binding (black)</td>
</tr>
<tr>
<td>with plastic cover (first and last page)</td>
</tr>
<tr>
<td>and front page must be in white color</td>
</tr>
</tbody>
</table>
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 15-20 Power Point Slides to present.
- Provide the power point slides handout 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.
**FBA_18A14_LI (AS)**

**FACULTY OF BUSINESS AND ACCOUNTANCY**

**STUDENT ORAL PRESENTATION EVALUATION FORM**

**BY ACADEMIC SUPERVISOR**

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Academic Session:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
</tr>
<tr>
<td>Matrix No:</td>
<td>Program:</td>
</tr>
<tr>
<td>Name of Academic Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

For each category please give mark 1 to 5.

<table>
<thead>
<tr>
<th>Category</th>
<th>Marks</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: ________________**

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**FBA_18A15_LI (IS)**

**STUDENT ORAL PRESENTATION EVALUATION FORM**

**BY INDUSTRIAL SUPERVISOR**

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Academic Session:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
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</tr>
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<td>Matrix No:</td>
<td>Program:</td>
</tr>
<tr>
<td>Name of Industrial Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

For each category please give mark 1 to 5.

<table>
<thead>
<tr>
<th>Category</th>
<th>Marks</th>
</tr>
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<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: 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 2018
# 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 Student Pledge 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 8 onwards in the each industrial training calendar.
- Please check your AS from [http://fba.unisel.edu.my/internship/](http://fba.unisel.edu.my/internship/)
- Please contact your AS as soon as the list is publish.
- Seek AS assistance if you encounter any problem related to your training.
PART D: Academic Supervisor (AS) – Degree

• For Degree students:
  ➢ AS will set a visitation appointment.
  ➢ You need to inform your Industrial Supervisor (IS) about the date and time of the AS visitation. If the IS is not available, you should get another representative of the company.
  ➢ Discuss on your final report (Part B).

• Before the visitation, students need to prepare and print the following documents:
  a) Student Performance Form (FBA_18A13_LI) - Fill up and signed by the IS and stamped.
  b) Presentation Evaluation Form AS (FBA_18A14_LI)
  c) Presentation Evaluation Form IS (FBA_18A15_LI)
  d) Final Report Evaluation Form (FBA_18A16_LI) - attach this form in the second page of your final report.
  e) Overall Performance Evaluation Form (FBA_18A17_LI)
  f) Final Report (Part A and B)
  g) Presentation slides handout
  h) Log Book
• For **Diploma** students, please prepare the following documents and submit to AS at the end of industrial training period:

  a) Student Performance Form (**FBA_18A13_LI**) - Fill up and signed by the IS and stamped.
  b) Final Report Evaluation Form (**FBA_18A18_LI**) - attach this form in the second page of your final report.
  c) Overall Performance Evaluation Form (**FBA_18A19_LI**)
  d) Final Report (Part A)
  e) Log Book

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 (submit the original to the first company, make a copy for Industrial Training Coordinator)
  b) Approval letter (from the first company that you exit)*
  c) Offer letter (from the new company)
  d) New Student Pledge

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

- Students need to prepare the documents stated above and submit directly to the FBA’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.
- FBA 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 the faculty).
PART F: Submission of Final Report

a) For **Degree** students, you are advised to submit the final report during the visitation day.

b) For **Diploma** students, arrange with your Academic Supervisor on how to pass up the log book, final report and evaluation form.

c) Please refer to your Academic Supervisor 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 and Accountancy
Universiti Selangor
Jalan Zirkon A 7/A, Seksyen 7
40000 Shah Alam
Selangor Darul Ehsan
Your next step
• Get Log Book from FBA Admin Office, fill in Student Pledge (Section F, page 70 in the Log Book);
• Attach offer letter / reply letter from company;
• For BOA students, please print examination results for every semester, and get approval from Coordinator Program for the company chosen.
• Submit the completed Student Pledge to Industrial Training Coordinator for verification.
- Report Duty Form (Section E, page 69 in Log Book) is to be submitted to Industrial Training Coordinator on the **first week** of industrial training via email: [latihanindustri@unisel.edu.my](mailto:latihanindustri@unisel.edu.my)

- Industrial Supervisor Comments (Section A, page 4 in Log Book) is to be submitted to Industrial Training Coordinator on the **final week** of industrial training via email: [latihanindustri@unisel.edu.my](mailto:latihanindustri@unisel.edu.my)
Period of submission:

14 October 2019 – 1 November 2019

Last day of submission is on:

8th November 2019 (Friday)
Before 4:00 pm
Step 1:
Provide offer letter / reply letter from company (photocopied, you keep the original)

Step 2:
Get Log Book from FBA Admin Office, fill in Student Pledge

Step 3:
Submit Student Pledge with the necessary documents to the Industrial Training Coordinator

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

Step 5:
First day of industrial training, complete your Report Duty Form and email to latihanindustri@unisel.edu.my

Step 6 and onwards:
Refer to the student planner, downloaded from: [http://fba.unisel.edu.my/internship/](http://fba.unisel.edu.my/internship/)
1: Choose the organization that you want to work with after internship
2: Perform the best as you will work there after this
3: Ask a lot
4: Mingle around with top level Executive
5: “Tahan Maki”
6: Improve communication
7: Maintain the good image of UNISEL
8: 3 months is very short, spend it wisely
What to do now?
Join WhatsApp Group:

- **Degree Programs:** LI_Degree_3/19/34
  - Admin: Rezkina (0173626813)

- **Diploma Programs:** LI_Diploma_3/19/34
  - Admin: Nik Ikhram (0187784781)