

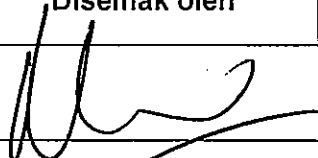
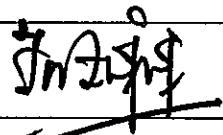



FAKULTI SAINS GUNAAN 	PROSEDUR KUALITI OPERASI	NO. RUJUKAN : PK.UITM.FSG.(O).02
		NO. KELUARAN : 01
	PROSEDUR PENGENDALIAN DAN PENILAIAN LATIHAN INDUSTRI	NO. PINDAAN : 00
		TARIKH KUATKUASA : 02/09/2019
		MUKA SURAT : 1/10

PROSEDUR PENGENDALIAN DAN PENILAIAN LATIHAN INDUSTRI.

PK.UiTM.FSG.(O).02

	Disediakan oleh	Disemak oleh	Diluluskan oleh
T/Tangan			
Nama	Dr Mohd Azizi Nawawi	Prof Madya Ts Dr Mohd Rozi Ahmad	Prof Dr Hajah Farida Zuraina Mohd Yusof
Jawatan	Koordinator Latihan Industri	Wakil Pengurusan/ Timbalan Dekan (Akademik)	Dekan
Tarikh	01/03/2019	30/08/2019	02/09/2019

FAKULTI SAINS GUNAAN 	PROSEDUR KUALITI OPERASI	NO. RUJUKAN : PK.UITM.FSG.(O).02
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		MUKA SURAT : 2/10


REKOD PINDAAN

Adalah menjadi tanggungjawab pemegang dokumen ini untuk memastikan salinan dokumen ini sentiasa dikemaskini dengan memasukkan semua pindaan yang dinyatakan di dalamnya.


HALAMAN DIPINDA

Tarikh	No. Para	Muka Surat	Bentuk Pindaan	Tarikh Diluluskan
07/05/2014	5	6	Penambahan Jawatan: KPP – Ketua Pusat Pengajian KP – Koordinator Program	
07/02/2014	8	12	<u>Penambahan Proses Kerja:</u> Dapatkan surat perlindungan pelajar <u>Penambahan Rekod:</u> Borang atau surat jawapan penempatan pelajar dari organisasi/industri <u>Penambahan Proses Kerja:</u> Terima dan nilai dari borang penilaian P(O) dan P(P) <u>Pegawai Bertanggungjawab:</u> Pensyarah ditukarkan kepada KLI <u>Penambahan Proses Kerja:</u> <u>Rekod:</u> Markah LI berdasarkan laporan bertulis, pembentangan buku log pelajar dan laporan penilaian P(O) dan P(P)	
15/11/2019	9	7	<u>Penambahan Proses Kerja:</u> PLI perlu menandatangani borang akujanji sebelum menjalankan latihan industri	

DOKUMEN TIDAK TERKAWAL

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		MUKA SURAT : 3/10

BIL.	ISI KANDUNGAN	MUKA SURAT
1.	Tujuan	4
2.	Skop	4
3.	Dokumen Rujukan	4
4.	Definisi	5
5.	Singkatan	6
6.	Tanggungjawab dan Tindakan	7
7.	Rekod Kualiti	9
8.	Carta alir	9
9.	Lampiran	10

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		TARIKH KUATKUASA : 02/09/2019
		MUKA SURAT : 4/10

1.0 TUJUAN


Prosedur ini disediakan untuk memastikan urusan pengendalian, pemantauan dan penilaian latihan industri dapat dilaksanakan dengan teratur dan lancar mengikut prosedur yang ditetapkan untuk memenuhi sistem kualiti FSG.

2.0 SKOP

Prosedur ini digunapakai oleh Jawatankuasa Pentadbiran Fakulti dan Staf Akademik untuk memastikan pengendalian, pemantauan dan penilaian Latihan Industri dapat dilaksanakan oleh Staf Akademik FSG.


3.0 DOKUMEN RUJUKAN

BIL.	NO. RUJUKAN	JENIS
1.	MK-UiTM-FSG-03	MANUAL KUALITI
	a. Seksyen 7.5.3	Kawalan Rekod
	b. Seksyen 8.3.3	Input bagi aktiviti mereka bentuk dan pembangunan program/ cadangan penyelidikan/ cadangan aktiviti

FAKULTI SAINS GUNAAN 	PROSEDUR KUALITI OPERASI	NO. RUJUKAN : PK.UITM.FSG.(O).02
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		MUKA SURAT : 5/10

4.0 DEFINISI


<input type="radio"/>	Buku Log	Buku rekod harian yang perlu dikemaskini oleh pelajar setiap hari dan disemak oleh Penyelia (Organisasi) dan Pensyarah (Pemantau).
<input type="radio"/>	Koordinator Latihan Industri	Pensyarah FSG yang dilantik sebagai Koordinator yang bertanggungjawab ke atas pelaksanaan latihan industri sesuatu program yang dilantik oleh Ketua Pusat Pengajian.
	Laporan Latihan Industri	Satu dokumen yang menerangkan aktiviti yang telah dijalankan semasa latihan industri.
	Pemantauan	Pemantauan prestasi pelajar latihan industri oleh Pensyarah (Pemantau) yang dilantik.
	Pelajar	Pelajar yang menjalankan latihan industri.
<input type="radio"/>	Penyelia (Organisasi)	Pegawai Penyelia di industri / organisasi tempat menjalankan latihan industri.
<input type="radio"/>	Pensyarah (Pemantau)	Pensyarah FSG yang ditugaskan untuk memantau pelajar yang menjalani latihan industri.
	Koordinator Program	Pensyarah FSG yang dilantik untuk penyelarasan kursus di peringkat Program FSG
	Timbalan Dekan (Hal Ehwal Pelajar)	Pensyarah FSG yang dilantik membantu Dekan di dalam pengurusan Hal Ehwal Pelajar di FSG.
	Temubual Telefon	Pemantauan latihan industri yang dilakukan melalui panggilan telefon sekiranya lawatan pemantauan pelajar tidak dapat dijalankan oleh Pensyarah (Pemantau).

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		MUKA SURAT : 6/10

5.0 SINGKATAN


FSG	: Fakulti Sains Gunaan
LI	: Latihan Industri
TD(A)	: Timbalan Dekan (Akademik)
TD (HEP)	: Timbalan Dekan Hal Ehwal Pelajar
KPP	: Ketua Pusat Pengajian
KP	: Koordinator Program
KLI	: Koordinator Latihan Industri
P(P)	: Pensyarah (Pemantau)
P(O)	: Penyelia (Organisasi)
PE(A)	: Pegawai Eksekutif (Akademik)

DOKUMEN TIDAK TERKAWAL


FAKULTI SAINS GUNAAN 	PROSEDUR KUALITI OPERASI	NO. RUJUKAN : PK.UiTM.FSG.(O).02
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	PROSEDUR PENGENDALIAN DAN PENILAIAN LATIHAN INDUSTRI	NO. PINDAAN : 00
		TARIKH KUATKUASA : 02/09/2019
		MUKA SURAT : 7/10

6.0 TANGGUNGJAWAB DAN TINDAKAN

TANGGUNG JAWAB	TINDAKAN
A. PENYEDIAAN URUSAN TEMPAT LATIHAN INDUSTRI	
KPP	1. Melantik pensyarah FSG sebagai KLI.
KLI	1. Mendapatkan senarai pelajar yang akan menjalankan LI daripada KP. 2. Memberi taklimat mengenai proses permohonan LI dan pemilihan tempat LI. 3. Menyediakan surat iringan beserta borang jawapan permohonan LI kepada industri/organisasi. 4. Menerima maklumbalas/keputusan permohonan penempatan dari industri/organisasi.
B. PERANCANGAN LATIHAN INDUSTRI	
KLI	1. Memastikan pelajar ditempatkan di industri/ organisasi yang bersesuaian. 2. Memberi taklimat dan khidmat nasihat kepada pelajar serta mengedarkan buku log LI dan borang A, B, C, D dan E. 3. Memastikan pelajar mendapatkan dokumen polisi kesihatan pelajar UiTM daripada pejabat HEP UiTM 4. Memastikan pelajar manandatangani borang akujanji menghadiri latihan industry (Borang G) 5. Mengagihkan P(P) ke tempat latihan industri pelajar untuk tujuan pemantauan. 6. Memohon peruntukan dan kelulusan dari Dekan untuk pemantauan. 7. Mengedarkan salinan surat lantikan dan kelulusan peruntukan kepada P(P). 8. Memastikan pelajar melapor diri ke tempat latihan industri pada tarikh yang ditetapkan dengan mengembalikan borang A.

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		MUKA SURAT : 8/10

TANGGUNG JAWAB	TINDAKAN
C. PEMANTAUAN LATIHAN INDUSTRI	
P(P)	<ol style="list-style-type: none"> 1. Menghubungi pelajar dan industri/organisasi mengenai tarikh pemantauan. 2. Melaksanakan lawatan ke tempat latihan pelajar atau melalui temubual telefon. 3. Semasa sesi lawatan P(P) hendaklah melakukan perkara-perkara berikut: <ol style="list-style-type: none"> i. Menyemak buku log LI pelajar ii. Memastikan pelajar LI memberikan maklumbalas mengenai kesesuaian tempat LI dengan mengisi Borang B iii. Menemubual pelajar LI serta P(O) dan seterusnya menilai prestasi pelajar LI menggunakan Borang C. 4. P(P) menghantar laporan lawatan pemantauan kepada PLI dengan mengembalikan Borang B dan Borang C yang telah lengkap diisi kepada KLI.
KLI	<ol style="list-style-type: none"> 1. Memastikan P(O) menilai prestasi pelajar LI dengan mengisi dan mengembalikan Borang D telah lengkap diisi.
D. PENILAIAN	
P(P)	<ol style="list-style-type: none"> 1. Menilai laporan, buku log dan perbentangan LI yang dihantar oleh pelajar berdasarkan borang dan rubrik penilaian yang telah disediakan: <ol style="list-style-type: none"> i. Rubrik untuk penilaian laporan bertulis ii. Rubrik untuk penilaian perbentangan lisan
KLI	<ol style="list-style-type: none"> 1. Memastikan pelajar LI menyiapkan dan menghantar laporan LI dan buku log kepada P(P). 2. Terima dan analisa keputusan laporan latihan industri pelajar (LI) dan laporan prestasi daripada P(O) dan P(P). 3. Membentangkan rumusan maklumbalas dan prestasi dalam mesyuarat Lembaga Akademik Fakulti Sains Gunaan. 4. Sediakan keputusan Latihan Industri. Serahkan keputusan LI

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	kepada Pegawai Eksekutif Akademik (Borang LE15). 5. Memperbaiki keberkesanan latihan industri di masa akan datang berdasarkan rumusan analisis semua kajiselidik dan maklumbalas daripada latihan industri sebelumnya sebagai garis panduan.
PE(A)	1. Merekodkan keputusan LI pelajar.

7.0 REKOD KUALITI

BIL.	JENIS REKOD	LOKASI	TEMPOH PENYIMPANAN
1.	Buku log Latihan Industri	Bilik KLI	12 bulan
2.	Laporan Latihan Indsutri	Di tempat yang disediakan oleh Program	12 bulan
3.	Laporan Penilaian Prestasi Pelajar dari Industri	Di tempat yang disediakan oleh program	12 bulan

8.0 CARTA ALIR

Rujuk lampiran bilangan 1.

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		TARIKH KUATKUASA : 02/09/2019
		MUKA SURAT : 10/10

9.0 LAMPIRAN

BIL	LAMPIRAN	TAJUK
1.	C.PK.UiTM.FSG.(O).0 8-(02/10)/02	Carta Alir Prosedur Pengendalian dan Penilaian Latihan Industri.
2.	L.PK.UiTM.FSG(P)07- 1(02/12)04	Surat Penempatan & Borang Jawapan
3.	B.PK.UiTM.FSG(O).0 8-(04/07)/01A	Borang Laporan Diri Pelajar (Borang A)
4.	B.PK.UiTM.FSG(O).0 8-(04/07)/01B	Borang Penilaian Penempatan Latihan Industri. (Borang B)
5.	B.PK.UiTM.FSG(O).0 8-(04/07)/01C	Borang Penilaian Pensyarah Pemantau (Borang C)
6.	B.PK.UiTM.FSG(O).0 8-(04/07)/01D	Borang Penilaian Penyelia Industri (Borang D)
7.	B.PK.UiTM.FSG(O).0 8-(04/07)/01E	Borang Bancian Kebolehpasaran Graduan (Borang E)
8.	B.PK.UiTM.FSG(O).0 8-(04/07)/01G	Borang Akujanji Pelajar Latihan Industri (Borang G)
9.	L.PK.UiTM.FSG(P)07- 2(02-12)04	Borang dan Rubrik Penilaian Pembentangan Lisan Latihan Industri Pelajar.
10.	L.PK.UiTM.FSG(P)07- 3(02-12)04	Borang dan Rubrik Penilaian Laporan Bertulis Latihan Industri Pelajar.
11.	L.PK.UiTM.FSG(P)07- 4(02-12)04	Manual Pensyarah Pelawat

CARTA ALIR PROSEDUR PENGENDALIAN DAN PENILAIAN LATIHAN INDUSTRI

Tugasan	Aliran Kerja	Proses Kerja	Rekod	Masa (minggu)	
	<pre> graph TD Start([MULA]) --> P1[] P1 --> D1{ } D1 -- Tidak --> P1 D1 -- Ya --> P2[] P2 --> P3[] P3 --> P4[] P4 --> P5[] P5 --> P6[] P6 --> P7[] P7 --> D2{ } D2 -- Tidak --> P1 D2 -- Ya --> End[/BERAKHIR/] </pre>	MULA			
KP/KLI			Dapatkan senarai nama & beri taklimat kepada pelajar LI Sedia surat iringan penempatan LI	Senarai nama pelajar Surat iringan	1 – 2
KLI			Terima jawapan/tawaran penempatan dari organisasi	Nama dan alamat organisasi	2 – 19
KLI			Sahkan penempatan pelajar. Beri taklimat kepada pelajar, agihkan buku log, dan borang-borang penilaian	Surat pengesahan penempatan Buku log Borang A,B,C,D,E dan G	2 – 14
PELAJAR			Dapatkan surat pengesahan perlindungan pelajar di HEP	Skim kesihatan pelajar UiTM	12 – 19
PELAJAR P(O)			Pelajar menandatangani borang akujanji Pelajar lapor diri dan mula menjalani LI Sahkan pendaftaran pelajar di organisasi	Borang G Borang A	20 – 21
KLI			Agihkan pensyarah pemantau untuk tujuan pemantauan	Senarai pensyarah pemantau	21 – 22
KLI/KPP			Keluarkan surat lantikan pensyarah pemantau	Surat lantikan	22 – 23
P(P)/KLI/ P(O)			Pemantauan Nilai kesesuaian penempatan organisasi Sediakan laporan pemantauan Sediakan laporan Penyelia organisasi	Panduan pemantauan Borang B Borang C Borang D	23 – 27

	Terima dan nilai laporan dari Penyelia Organisasi	Borang D	23 – 27
	Penilaian laporan pelajar	Laporan bertulis, pembentangan dan buku log	28 - 30
	Rekodkan markah berdasarkan laporan dari pensyarah pemantau dan penyelia organisasi	Markah laporan pelajar, pembentangan pelajar, buku log, Borang C dan Borang D	28 - 47
	Masukkan markah ke dalam sistem RES dan cetak dan serah LE15 kepada PE(A)	LE15 Cetakan markah	47- 48
	Sedia laporan analisa latihan industri	Laporan analisa latihan industri	49 - 50
	TAMAT		

Legen:

KPP: Ketua Pusat Pengajian, KP: Koordinator Program, KLI: Koordinator Latihan Industri, P(P): Pensyarah Pemantau, P(O): Penyelia Organisasi, LI: Latihan Industri

BORANG JAWAPAN

PERMOHONAN MENJALANKAN LATIHAN PRAKTIKAL SARJANA MUDA SAINS (KEPUJIAN) KIMIA
GUNAAN

Sila kemukakan borang jawapan melalui saluran berikut :

Fax : 03-5543 4562
 Email : azizi_nawawi@uitm.edu.my
 Poskan kepada : Dr Mohd Azizi Nawawi
 Koordinator Latihan Industri,
 Program Sarjana Muda Sains (Kepujian) Kimia Gunaan,
 Fakulti Sains Gunaan,
 Universiti Teknologi MARA,
 40450 Shah Alam, Selangor, Malaysia

Daripada

○ _____

○ _____

(Alamat Syarikat)

Menerima pelajar untuk latihan praktikal

Ya Tidak

Elaun latihan diberi

Ya Tidak

Amount elaun (Jika Ya) (RM)

Bilangan pelajar yang diterima

Nama pelajar yang diterima

1) _____

2) _____

3) _____

Maklumat tambahan

i.e. Tempat penginapan dll

Tandatangan

Nama _____

Tarikh _____

Jawatan _____

Tel: _____

Fax : _____



**FSG604
INDUSTRIAL TRAINING**



STUDENT'S REPORT FORM

IMPORTANT: Complete this form and email or mail or fax to the Coordinator within 3 days of reporting for training

Name and student ID:

Address (where you will be staying during the training duration)

Tel

Mobile

Email

Training venue :

Address :

Supervisor :

Position:

Tel :

Fax:

Email:

- 1. I understand the objectives of the industrial training (Tick 'I' or 'X').
- 2. I am aware of the evaluation procedures
- 3. I have given to my supervisor the Industrial Training Pack
- 4. I have informed my supervisor about the Evaluation Form.....
- 5. I have started a log book to record my daily routines.....

Any other issues (If you are facing a problem and need help, please indicate in the space below)

DOKUMEN TIDAK TERKAWAL

Student's signature and Date

Supervisor's signature, Date & Official Stamp



**FSG 604
INDUSTRIAL TRAINING**



STUDENT'S PLACEMENT EVALUATION

Student Name:

Student Number:

Company's Name:

Company's Address:

Town:..... **State:**

Name of Supervisor:

Supervisor's Position:

Date of training:

Whom did you consult for training at this location? (Tick (✓) one)

- Lecturers Other FSG staff Website
- Employer Printed materials Other students
- Others (please specify)

What is your expectation from this training program? (Tick (✓) all that apply)

- To get a job in a field related to my studies To satisfy my degree requirements
- To earn money to support myself To work for a particular company
- Others (please specify)

Please respond to these questions as they relate to your Industrial Training/Industrial Placement:

	Indicate one			
	4	3	2	1
The work setting was a pleasant one in which to work				
I gained new information to clarify my career goals				
The learning experience was challenging and meaningful				
The placement allowed me to apply skills and knowledge gained through university studies				
My work contributed to the company's goals				
My placement imparted and promoted a sense of professionalism				
I was motivated by my experience				
I found the work with the company is stimulating				
The training duration is adequate				
I sometimes feel lonely and bored				

I wish I could have another placement instead of this one				
This training exposed my academic handicaps and weaknesses				

4: Strongly agree, 3: Agree, 2 Disagree and 1: Strongly disagree

How much did you enjoy the following aspects of your Industrial Training/Industrial Placement?	Indicate one		
	3	2	1
The work itself			
Contact with people in the company			
Contact with company's client			
Learning experience on the business/industry/company/office			

3: Really enjoyed, 2: Enjoyed and 1: Did not enjoyed

What views do you now hold about business, industry or institution?	Indicate one		
	3	2	1
I am looking forward to work in this industry.			
I now have a better understanding of industry's requirements			
I see the need for teamwork and good communication skills			
I believe that this company provided me with a very good training experience.			

3: Agree, 2: Unsure and 1 Disagree

Please respond to these questions as they relate to your employer/ supervisor:	Indicate one		
	3	2	1
Approachable/available to answer questions			
Served as a professional role model			
Discussed your performance with you			
Supported you in your efforts to achieve your goals			
Reasonable and fair			

3: Agree, 2: Unsure and 1 Disagree

Did you feel accepted as part of the team?

Yes		Why not?	
No			
Somewhat			

How much contact did you have with:	Indicate one					
	Position	Frequencies?			Was this adequate?	
		3	2	1	Yes	No
Senior managers						
Professional/Technical staff						
Company's Client/Customers						
Your supervisor						

3: Great deal, 2: Some and 1: None

Please rate the following as they relate to your Industrial Training/Industrial Placement:

	Indicate one			
	4	3	2	1
Employer				
Employer supervisor				
Task and Duties Assigned				
Training/Industrial Placement experience				

4: Excellent, 3: Good, 2: Fair and 1 Poor

Suggestions for improvement on Future Practical Training:

.....

.....

.....

.....

.....

Complaints or comments here:

.....

.....

.....

.....

.....

Trainee's signature:

Date:

.....

.....

()

Trainee's hand phone number:



FSG604

INDUSTRIAL TRAINING



VISITING LECTURER'S ASSESSMENT

(To be filled after the Interview Session)

STUDENT'S NAME:					
PROGRAM:					
TRAINING CENTRE:					
DATE OF VISIT:					
Criteria: Articulate theoretical and scientific idea, knowledge and understanding	Very weak (1)	Weak (2)	Moderate (3)	Good (4)	Very good (5)
1. Possess adequate theoretical and scientific knowledge.					
2. Show the ability to relate the theory learned to task given.					
3. Express scientific ideas innovatively and creatively.					
4. Response on scientific questions effectively.					
5. Realized the importance of knowledge in career development.					
Comment:					

Kindly assess the trainees under your supervision using the form provided and return the completed form to the industrial training coordinator.

Name of Visiting Lecturer : _____

Signature : _____

Date : _____



**FSG604
INDUSTRIAL TRAINING**



SUPERVISOR'S EVALUATION FORM (40%)

Please place the completed form into a **sealed envelope** and return to the student.

Or e-mail/fax the completed form to:

Coordinator's Name (for each program)
 Coordinator's Email
 Industrial Training Coordinator
 Faculty of Applied Sciences
 Universiti Teknologi MARA
 40450 Shah Alam
 Fax: 03 5544 4562

This section contributes 40% of the student's total marks for the Industrial Training module.

Student's name:

Training Centre:

Training duration:

to

Year:

1. Please grade this student according to the following criteria

(Tick '✓' in the correct box)

A. Value, ethics, moral and professionalism

	Weak	1	2	3	4	5	Excellent
1. Moral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Proactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Volunteerism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Work responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Work relation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Work ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Total Marks: /45

B. Teamwork

	Weak	1	2	3	4	5	Excellent
1. Foster good relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Alternate roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Respect and accept opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Total Marks: /15

C. Information management and lifelong learning skills

	Weak	1	2	3	4	5	Excellent
1. Engagement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Self-learning		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Interest		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Effort.....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Total Marks: /25

2. Please indicate the trainee's general aptitude

- Weak; requires constant supervision
- Not receptive to suggestions and occasionally needs to be given firm orders
- Co-operative, perform duties as directed
- Requires little attention, readily accepts suggestions
- Self-initiated, enthusiastic and reliable

3. Please specify the weaknesses of this trainee throughout their practical training (if any):

4. Upon accepting our student(s) for practical training, would you consider employing graduates from this program in the future?

- Yes
- No Please specify why?

5. Overall comments

Supervisor's name and Official Stamp

Supervisor's Signature and Date



FSG604 INDUSTRIAL TRAINING



GRADUATE EMPLOYABILITY SURVEY FORM

This form to be completed by the supervisor and return to the student. Or e-mail/fax the completed form to:

Coordinator's Name (for each program)
 Coordinator's Email
 Industrial Training Coordinator
 Faculty of Applied Sciences
 Universiti Teknologi MARA
 40450 Shah Alam
 Fax: 03 5544 4562

The information obtained from this survey is important to the university for continuous improvement on the program and employability of the graduating students.

Student's name:

Training Centre:

Training duration:

to

Year:

SECTION A: COMPANY PROFILE

1. State the type of organisation/industry you currently in.

Malaysian company/organisation	
Multinational company/organisation	
Government Listed Company (GLC)	
Government Agency/Department	
Others	

2. Please indicate the number of staff working in your organisation.

1 - 25	
25 - 50	
50 - 100	
100 - 200	
200 - 500	
Other (please indicate)	

SECTION B: CAREER OPPURTUNITIES

1. In your opinion, will this programme be able to produce the right graduates for the labour market?

Yes	
No	

Please elaborate:

2. Do you think that graduates of this programme are suitable to work in your organisation?

Yes	
No	

If yes, please indicate the relevant jobs

.....

3. State the number of vacancy in your organisation that suitable to be filled by graduates of this programme.

1 - 3	
4 - 6	
7 - 9	
Other (please indicate)	

4. Upon accepting our student(s) for practical training, would you consider employing graduates from this program in the future?

Yes	
No	

Please elaborate:

5. What is the appropriate income for the graduates of this programme.

Less than RM1000.	
RM1001 – RM1500	
RM1501 – RM2000	
RM2001 – RM2500	
RM2051 – RM3000	
Other (please indicate)	

SECTION C: PROGRAMME IMPROVEMENT

1. Is the duration of Industrial Training Placement course is enough?

Yes	
No	

If no, please suggest the appropriate duration:

2. Is there any relevant subject/topic that should be covered by the programme?

Yes	
No	

Please elaborate:

4. Overall comments

<input type="radio"/> Supervisor's name and Official Stamp	<input type="radio"/> Supervisor's Signature and Date
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FSG604
INDUSTRIAL TRAINING



BORANG AKUJANJI PELAJAR LATIHAN INDUSTRI

Saya _____ NO.K/P _____
yang akan menjalani latihan industri di _____,
sesungguhnya berjanji akan mematuhi segala undang-undang, peraturan-peraturan, kaedah-kaedah dan apa-apa arahan yang terpakai kepada pelajar Universiti Teknologi MARA, yang digunapakai sepanjang saya menjalani latihan industri.

Maka dengan ini saya juga faham dan berjanji akan mematuhi segala peraturan yang dinyatakan dibawah:

- i. Melapor diri di firma latihan industri pada tarikh dan masa yang telah ditetapkan.
- ii. Menghantar borang lapor diri kepada pihak fakulti dalam tempoh tiga (3) hari bekerja daripada tempoh melapor diri.
- iii. Tidak menukar tempat latihan industri tanpa kebenaran bertulis daripada koordinator program.
- iv. Memahami dan mematuhi etika kerja dan peraturan waktu/hari bekerja firma sepanjang menjalani latihan industri.
- v. Tidak menamatkan latihan industri lebih awal dari tarikh yang ditetapkan.
- vi. Mendaftar diri di fakulti setelah tamat tempoh latihan industri untuk tujuan pengesahan tamat latihan.
- vii. Menghantar buku log serta laporan latihan industri kepada koordinator latihan industri pada hari mendaftar diri di fakulti.

Saya sesungguhnya faham bahawa sekiranya saya tidak mematuhi peraturan-peraturan yang tersebut di atas, maka tindakan yang sewajarnya (Mengikut Akta 174 dan peraturan latihan industri) boleh dikenakan ke atas saya.

Disaksikan oleh koordinator latihan industri program

Tandatangan Pelajar:

Nama:

No. pelajar:

Tarikh:

Tandatangan:

Nama:

Tarikh:

Cop jawatan:

**EVALUATION MARKS FOR INDUSTRIAL TRAINING ORAL PRESENTATION
(FSG604)**

Name of student	
Student number	
Name of evaluator	
Signature of evaluator	
Program code	
Date of submission	

Criteria	Marks allocated	Marks obtained
Background of the organization 1. Company and department background 2. Organization chart 3. Business nature or activity	5	
Task and project Explanation include: 1. Introduction 2. Objectives 3. Procedure 4. Result and discussion 5. Conclusion	5	
Impact of industrial training Explains the impact of industrial training in terms of knowledge, skills and personal development.	5	
Conclusion and recommendation Concludes the outcome of the training programme with recommendations for future actions.	5	
Question & Answer Can address all questions with relevant and correct information.	5	
Total Marks	25	
Total Marks in Percentage	20%	

Please send/email this form to the coordinator:

Mohd Azizi Nawawi (ext 4575)
 azizi_nawawi@uitm.edu.my
 pigeon hole no.81

GRADING RUBRIC FOR INDUSTRIAL TRAINING ORAL PRESENTATION (20%)

Criteria	Very Weak (1)	Weak (2)	Moderate (3)	Good (4)	Very Good (5)
Background of the organization	Provide incomplete basic information.	Provide partial complete basic information.	Provide complete basic information.	Provide complete information about the organization	Provide complete information about the organization with extra effort and creativity.
Task and project	Provide incomplete task and project explanation.	Provide partial complete task and project explanation.	Provide complete task and project explanation.	Provide detail information regarding activities performed during industrial training.	Provide detail information regarding activities performed during industrial training with extra effort and creativity.
Impact of industrial training	Provide very weak impact of industrial training.	Provide weak impact of industrial training.	Provide acceptable impact of industrial training.	Provide high impact of industrial training in terms of knowledge, skills and personal development.	Provide high impact of industrial training in terms of knowledge, skills and personal development with extra effort and creativity.
Conclusion and recommendation	Very weak conclusion with no recommendation.	Weak conclusion with no recommendation.	Acceptable conclusion with recommendation.	Concludes the outcome of the training programme with recommendations for future actions.	Concludes the outcome of the training programme with recommendations for future actions with extra effort and creativity.
Question & Answer	Cannot address questions with irrelevant answer.	Weak address questions with irrelevant answer.	Able to address questions with irrelevant answer.	Can address all questions with relevant and correct information.	Can address all questions with relevant and correct information with extra effort and creativity.

**Evaluation Marks for Industrial Training Written Report
(FSG604)**

Name of student	
Student number	
Name of evaluator	
Signature of evaluator	
Program code	
Date of submission	

(To be filled by evaluator)		
1. Overall Structure, Organization & Quality	Marks allocated	Marks obtained
Format and layout Clarity and neatness Table of content (list of table, figure, abbreviation) Language, spelling, grammar and syntax	5	
2. Introduction and Backgrounds		
Training objectives Summary of scope and activity Organization chart History, activities, product or services	5	
3. Contents and Findings		
Explanation on their work, task, results and discussion	5	
4. Conclusion and Recommendation		
Objective achieved Suggestions	5	
5. References and Appendices		
List of references, data/pictures/any related document	5	
Total Marks	25	
Industrial Training Report Percentage	20 %	
Industrial Training Log Book	10	
Filled in the book every working day description of daily work (for 8 weeks) endorsed by supervisor-daily or weekly	10%	

Please send/email this form to the coordinator:

Mohd Azizi Nawawi (ext 4575)
 azizi_nawawi@uitm.edu.my
 pigeon hole no.81

GRADING RUBRIC FOR INDUSTRIAL TRAINING WRITTEN REPORTS (20%)

	Very Weak (1)	Weak (2)	Moderate (3)	Good (4)	Very Good (5)
Criteria	Very Weak (1)	Weak (2)	Moderate (3)	Good (4)	Very Good (5)
1) Overall Structure, Organization and Quality	Does not show any of the following - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Show some of the following - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Show moderate of the following - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Show most of the following - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Show all of the following - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax
2) Introduction and Backgrounds	Not significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Less significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Moderate information in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Very significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services
3) Contents and Findings	Very poor explanation on following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Poor explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Moderate explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Well explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Great explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion
4) Conclusion and Recommendation	Does not show of the following - data presentation - results and explanation	Show some of the following - data presentation - results and explanation	Show moderate of the following - data presentation - results and explanation	Show most of the following - data presentation - results and explanation	Show all of the following - data presentation - results and explanation
5) References & appendices	Does not show any of the following - pictures of workplace - any related information regarding training	Show some of the following - pictures of workplace - any related information regarding training	Show moderate of the following - pictures of workplace - any related information regarding training	Clearly show the following - pictures of workplace - any related information regarding training	Creatively show the following - pictures of workplace - any related information regarding training

GRADING RUBRIC FOR INDUSTRIAL TRAINING LOG BOOK (10 %)

	Criteria	Very Weak (2)	Weak (4)	Moderate (6)	Good (8)	Very Good (10)
1)	Organization of report.	Incomplete and not in order.	Partial complete and less order.	Complete and in order.	Well complete and good order.	Well complete and good order with some initiative and inovative elements.



**Manual Panduan Untuk Pensyarah Pelawat
FSG601 Latihan Industri**

1.0 Ketibaan:

- 1.1. Perkenalkan diri kepada Ketua Jabatan, Pengurus Syarikat atau Supervisor Pelatih (mana yang perlu). Aturkan masa untuk bertemu beliau bagi mendapat input samada di awal atau di akhir lawatan.
- 1.2. Sekiranya pertemuan dengan Ketua Jabatan atau Pengurus Syarikat dibuat pada awal lawatan, pastikan ketika sesi pertemuan ini berjalan, pelatih mengisi Borang Maklumbalas Pelatih Latihan Praktik (Borang B).
- 1.3. Sekiranya pertemuan dilakukan pada penghujung lawatan, gunakan masa ketibaan untuk menyemak buku log pelatih sementara pelatih mengisi Borang Maklumbalas Pelatih Latihan Industri.
- 1.4. Mohon dari pihak berkenaan diberikan sebuah bilik atau ruang untuk menjalankan sesi temubual bersama pelatih. Elakkan daripada mengadakan sesi ini di tempat terbuka untuk memastikan kesemua maklumat adalah terkawal dan tidak disalahfaham oleh pihak lain.

2.0 Sesi Temubual Dan Penilaian Pelatih

- 2.1 Kumpulkan kesemua pelatih dan pungut kesemua Borang Penilaian Penempatan Latihan Industri (Borang B) serta Buku Log dari pelatih.
- 2.2 Aturkan giliran untuk sesi temubual dengan setiap pelatih sekiranya terdapat lebih daripada seorang pelatih.
- 2.3 Setiap sesi temubual dengan pelatih hendaklah tidak melebihi 1 jam (anggaran 40min - 60min seorang pelatih)
- 2.4 Adalah dinasihatkan dalam sesi temubual ini, pensyarah menggunakan setiap maklumat yang diisi oleh pelatih di dalam Borang Penilaian Pensyarah Pemantau (Borang C).
- 2.5 Berdasarkan maklumbalas yang ditandakan oleh pelatih, pensyarah hendaklah bertanya, 5 'W' (mana yang relevan): what, why, when, who, where, kepada setiap satu jawapan tadi.
 - 2.5.1 Dengar dengan teliti penjelasan dan penerangan pelatih dan kenalpasti samada pelatih telah menjawab dengan ilmiah dan faham dengan maksud dan tujuan latihan praktik.
 - 2.5.2 Sewaktu mereka menjawab ini, pensyarah dinasihatkan membuat nota yang sepatutnya di dalam borang rekod lawatan (Borang C).
- 2.6 Setelah tamat temubual, sila buat lawatan ke meja kerja/kawasan kerja pelatih untuk mereka menunjukkan bukti hasil kerja/tempat kerja mereka.



3.0 Sesi Penutup:

3.1 Kumpulkan pelatih dan penyelia organisasi (jika mereka kelapangan) dan pensyarah pemaantau diminta

3.1.1 Membuat ulasan hasil temuduga secara keseluruhan (bukan individu) dengan menjelaskan perkara yang baik dan tidak baik

3.1.2 Memberi cadangan penambahbaikan dan menyatakan peluang yang harus mereka dapat dalam masa baki yang ada

3.1.3 Mengucapkan ucapan tahniah dan terima kasih.

4.0 Selepas sesi lawatan

4.1 Mohon menyerahkan kesemua laporan dan penilaian kepada Koordinator Latihan Industri program dalam tempoh 7 hari daripada tempoh lawatan.

4.2 Pastikan kesemua laporan dan penilaian ditandatangani.

4.3 Buat salinan peribadi untuk disimpan di dalam 'Course File'





Panduan Soalan Temuduga Penyelia Latihan Industri

FSG601 Latihan Industri

Soalan ini hanya sebagai panduan sahaja. Tuan/Puan dinasihatkan mengemukakan apa-apa soalan yang boleh membantu dalam penambahbaikan aktiviti/kurikulum Latihan Industri pelajar.

1. Bolehkah tuan berkongsi pengalaman/cerita tuan dalam mengendalikan program Latihan Praktik untuk pelajar universiti ditempat tuan. Berapakah bilangan mereka? Dari universiti mana? Berapa lama tempohnya?
2. Bagaimanakah pihak tuan mengatur program untuk pelatih kami? Adakah pihak tuan menyediakan jadual atau susun-kerja untuk tempoh latihan yang singkat ini?
3. Apakah bidang kepakaran yang diperlukan dalam organisasi tuan?
4. Apakah tahap kelulusan yang dicari untuk setiap bidang yang dinyatakan?
5. Apakah mudah untuk mendapatkan calon yang dicari dan bagaimanakah kaedah tuan mendapatkannya
6. Nyatakan bidang-bidang yang menjadi persaingan di dalam bidang syarikat atau jabatan tuan?
7. Apakah kelemahan-kelemahan yang boleh dikenalpasti dikalangan pelatih? Dari segi sikap atau kelemahan pengetahuan/akademik?
8. Nyatakan apakah bentuk tindakan yang perlu dibuat oleh pihak universiti dalam menyiapkan pelajar dalam bidang persekitaran di pasaran.
9. Pada dasarnya, bagaimanakah tuan menilai kebolehan pelatih daripada program kami ini?
10. Adakah syarikat tuan masih sudi menerima pelatih dari program kami? Adakah tuan menyampaikan kepada syarikat-syarikat lain mengenai program latihan praktik ini dengan harapan mereka juga dapat menerima pelatih dari program kami?