



UNIVERSITI POLY-TECH MALAYSIA

INDUSTRIAL TRAINING HANDBOOK

UPTM.PHEA.ITP.01 – 1ST EDITION

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Abbreviations

UPTM	:	Universiti Poly-Tech Malaysia
KUPTM	:	Kolej Universiti Poly-Tech MARA (KUPTM)
JKA	:	Academic Committee
SADC	:	Student Academic Disciplinary Committee
ORF	:	Organisation Reply Form
NDA	:	Non-Disclosure Agreement
IS	:	Industrial Supervisor
AS	:	Academic Supervisor
SADAC	:	Student Academic Disciplinary Appeal Committee
ITC	:	Industrial Training Coordinator
AES	:	Academic Excellence Sector
MTR	:	Mentor
RRU	:	Registration & Record
SNT	:	Senate
HoP	:	Head of Program
STD	:	Student

Background

Universiti Poly-Tech Malaysia (UPTM) formerly known as Kolej Universiti Poly-Tech MARA is an institution of higher learning has built itself upon years of continuous improvements and change leading to a wealth of experience and wisdom.

At UPTM, the focus is on providing a comprehensive education that goes beyond theoretical knowledge to include the development of essential human attributes, attitude and aptitude. The university's committed educators work tirelessly to ensure that every student receives personalised attention and support that enables them to realise their full potential.

UPTM's curriculum is anchored in contemporary technologies and business education, offering students a wide range of innovative courses that challenge and stimulate their skills and expertise essential for them to thrive in the fast-paced world of business. It is important to note that Poly-Tech, in this context, refers to the incorporation of cutting-edge technologies into business education, and should not be confused with technical or vocational education.

Vision

To become a university of choice in nurturing professionals impacting the nation.

Mission

- Develop ethical, holistic and balanced professional
- To utilize knowledge and innovative contemporary technologies to contribute towards the development of the nation.

Core Values

Trustworthy, Caring, Resilient & Respected



A. GUIDELINES TO INDUSTRIAL TRAINING

1.0 INTRODUCTION

Industrial Training is a mandatory course for diploma and degree programmes at Universiti Poly-Tech Malaysia (UPTM). Industrial Training forms an essential requirement prior to students graduating from UPTM. It aims to provide students the opportunity to gain professional exposure and relevant skills that would be a value added towards lifelong learning.

Students will be assigned to private or public organisations that are related to their field of studies, thus enabling them to reap specialised experience and training in a real working environment. Industrial Training hones an individual's potential and character to fulfil the needs of industry. Students may find themselves contributing ideas and efforts for the development and improvement of relevant aspects within the organisation training providers.

Each faculty at UPTM is responsible to plan, coordinate and manage its student placement in industries. The effectiveness of Industrial Training placement relies on the support and cooperation of the selected organisations. UPTM will use feedback from both organisations and students as guidelines to continually advance and upgrade Industrial Training as a capstone course and overall curriculum for our programmes. The respective faculties help in ensuring the quality of UPTM graduates to acquire the intended learning outcomes.

2.0 DEFINITION

Industrial Training is a student placement in any related organisation/ institution for a certain period stipulated by the faculty. It is designed for students to practice knowledge gained at the workplace as part of the fulfilment of the graduation.

3.0 AIM

The aim of the Industrial Training course is to enhance students' knowledge and skills in the respective field as well as to produce capable, creative and marketable graduates.

4.0 OBJECTIVES

4.1 General

In undertaking Industrial Training, students should be able to:

- 4.1.1 apply theories learned at the workplace;
- 4.1.2 gain experience and fundamental professional skills related to their studies;
- 4.1.3 form and preserve ties with professional individuals or groups in their respective fields;
- 4.1.4 comprehend the values of professional ethics in their respective fields; and
- 4.1.5 demonstrate their professional skills to improve their chances of securing work upon graduation.

4.2 Specific

- 4.2.1 Refer to the specific syllabus of the respective programmes.

5.0 LEARNING OUTCOMES

5.1 General

At the end of the Industrial Training, students should be able to:

- 5.1.1 apply the theories learnt to the real-life working environment;
- 5.1.2 identify real life problem-solving situations;
- 5.1.3 adopt and adapt good work etiquettes and values; and
- 5.1.4 gain additional and hands-on knowledge regarding current use of technologies.

5.2 Specific

Refer to the specific syllabus of the respective programmes.

6.0 PRE-REQUISITE FOR REGISTERING INDUSTRIAL TRAINING

- 6.1 Prior to undergoing Industrial Training, students must register for the course at the beginning of the semester at which he/ she will undergo Industrial Training. Students must refer to the respective Programme Handbook for the correct course code for their Industrial Training.
- 6.2 Students must satisfy all requirements stipulated by their programme structure.
- 6.3 Eligible students (names released by HoP) must undergo Industrial Training during the approved dates and period.
- 6.4 Students are not allowed to postpone registering for Industrial Training once they have met all the requirements except with the JKA approval.

7.0 CREDIT VALUE, LEARNING TIME AND DURATION

- 7.1 The specific credit hours and duration are provided in the respective Programme Handbook according to the discipline of studies.

8.0 INDUSTRIAL TRAINING REQUIREMENTS

- 8.1 Refer to *Buku Peraturan Akademik UPTM*.

9.0 INDUSTRIAL TRAINING PLACEMENT

- 9.1 Students must undergo Industrial Training at relevant organisations/ institutions approved by UPTM.
- 9.2 Students are responsible to find their placement for Industrial Training.
- 9.3 Students must select an organisation/ institution that has been approved by the ITC.
- 9.4 ITC at each Faculty will assist students in the process of selecting the organisations/ institutions and coordinate all the placement matters.
- 9.5 Placement can be made either in the private or government sector depending on the requirements

of the programme and Industrial Training course registered.

- 9.6 Students who fail to find their placement within the approved time shall defer the Industrial Training to the next academic session.
- 9.7 Students are not allowed to change their placement once confirmation letter has been released. Students shall discuss any arising placement matters with the coordinator.
- 9.8 Industrial Training dates and periods cannot be changed unless with permission from the Dean of Faculty. Students who wish to postpone his/ her industrial training must write a formal request letter to the Dean for approval. The decision will be informed within the appropriate time frame, which is subject to approval by the faculty.
- 9.9 Students are prohibited from performing internship duties at any business that is owned or operated by a family member, or at any business where a family member holds a supervisory or ownership position.
 - 9.9.1 This provision is in place to avoid conflicts of interest. It also helps to ensure that all students have an equal opportunity to gain valuable work experience.
 - 9.9.2 For the purposes of this policy:
 - 9.9.2.1 A "family member" is defined as any person related to the student by blood, marriage, or adoption, including parents, siblings, children, grandparents, aunts, uncles, cousins, nieces, nephews, and in-laws.
 - 9.9.2.2 A "supervisory position" is defined as any position in which the family member has the authority to direct, control, or evaluate the student's work.
 - 9.9.2.3 An "ownership position" is defined as any ownership interest in the business, including ownership of shares, stock, or other equity interests.
 - 9.9.3 Violation of this policy may result in disciplinary action, up to and including termination of the internship.

10.0 IMPLEMENTATION OF INDUSTRIAL TRAINING

10.1 Responsibilities of an Industrial Training Coordinator (ITC)

- 10.1.1 Ensure the list of students who are eligible to undergo Industrial Training is received from the HoP.
- 10.1.2 Conduct briefing to students before they undergo Industrial Training.
- 10.1.3 Appoint an Academic Supervisor and organise the supervision process.
- 10.1.4 Issue the following letters:
 - i. Placement Request Letter.
 - ii. Confirmation Letter.
 - iii. Decline Letter (if necessary).
- 10.1.5 Compile the **Organisation Reply Form (ORF)** from the students.
- 10.1.6 Provide advice and coordinate any issue related to Industrial Training.
- 10.1.7 Prepare all Industrial Training assessment documents for the faculty.

10.2 Responsibilities of an Academic Supervisor

- 10.2.1 Receive list of students under supervision from ITC.
- 10.2.2 Monitor and supervise assigned students.
- 10.2.3 Communicate and collaborate with the Industrial Supervisor regarding student progress and concerns.
- 10.2.4 Provide the Employer Industrial Survey and Industrial Supervisor Evaluation Form to Industrial Supervisor.
- 10.2.5 Report any problem and irregularity raised to the ITC.
- 10.2.6 Collect the following documents from the concerned students:
 - i. Industrial Supervisor Evaluation
 - ii. Final Report
 - iii. Logbook
- 10.2.7 Submit all the assessment results to the ITC.

10.3 Responsibilities of an Industrial Supervisor

- 10.3.1 Assign job descriptions to students.
- 10.3.2 Provide assistance and guidance to student(s) throughout the Industrial Training period.
- 10.3.3 Inspect and verify the Industrial Training Logbook on a weekly basis.
- 10.3.4 Communicate with the Academic Supervisor and provide feedback related to the students and industrial training.
- 10.3.5 Ensure a student's welfare, health and safety at the organisation during the industrial training.
- 10.3.6 Evaluate students' performance by completing the evaluation form before the end of the industrial training period.
- 10.3.7 Submit the Industrial Evaluation Form and Employer Survey to the Academic Supervisor.

10.4 Responsibilities of a Student

- 10.4.1. Before undergoing Industrial Training:
 - i. Attend a briefing organised by the ITC.
 - ii. Prepare a resume/ curriculum vitae and a cover letter. Prepare copies of relevant academic transcripts and certificates.
 - iii. Fill in and submit a **Non-Disclosure Agreement (NDA)**.
 - iv. Provide the student's information in the format specified by the ITC.
 - v. Collect the official **Placement Request Letter** from the Industrial Training.
 - vi. Apply for industrial placement in an industry relevant to the study field.

- vii. Submit the completed Organisational Reply Form to the ITC.
- viii. Submit a Confirmation Letter to the organisation.
- ix. Register for the Industrial Training course.
- x. If a student fails to register for the course at the beginning of the semester at which he/she will undergo Industrial Training, consent from the Dean must be obtained concerning eligibility to undergo Industrial Training.

10.4.2 During the Industrial Training:

- i. Report for duty at the respective organisation according to the stipulated date and time.
- ii. Submit the **Report Duty Notification** to the ITC by Week 1.
- iii. Record activities in the Logbook and get verification from the Industrial Supervisor weekly.
- iv. Be present on every training day.
- v. Maintain good time management, discipline and enthusiasm during Industrial Training, and uphold UPTM's image by refraining from any misconduct that tarnishes its good name.
- vi. Be responsible for own expenses, including cost of living, traveling and accommodation during the training.
- vii. Report to the Academic Supervisor on any problems encountered during the Industrial Training.
- viii. Comply with all UPTM regulations and procedures.
- ix. Comply with the prescribed organisation/ institution rules (dress code, work discipline, ethics, etc.).
- x. Get prior permission from the University to change placement whenever necessary only.
- xi. Each student shall devote his/her time and attention to perform his/her duties and shall not engage or indulge in any other business or undertake any part-time work for any other organization.
- xii. Complete and submit all assessments according to the stipulated schedule.

10.5 **Activities and Supervisions**

Students are expected to carry out a range of activities. The organisation/ institution is required to appoint a staff as the Industrial Supervisor to ensure that the training is properly engaged. The Academic Supervisor must constantly be in contact with the Industrial Supervisor in monitoring students' progress.

11.0 ALLOWANCE

Availability of allowance is subject to the policy and procedure of each of the organisations/ institutions providing the Industrial Training.

12.0 INSURANCE

- 12.1 During the period of Industrial Training, UPTM students will be covered by the current UPTM group insurance policy.
- 12.2 During the continuance of the Industrial Training, students shall devote their time and attention in performing and discharging their duties, and shall not engage or indulge in any other business or undertake any part-time work for any other organisation.
- 12.3 If there are any incidents that may lead to more serious injuries or permanent disabilities, a student must:
 - i. lodge a police report within a 24 hours period.
 - ii. request a written report from the training organisation/institution.
 - iii. inform and send all related documents to faculty for further actions.
- 12.4 Any matters relating to insurance shall be referred to the Student Affairs and Alumni.

13.0 DISCIPLINE AND ETHICS

- 13.1 Students shall uphold the image of UPTM and MARA as well as the organisations/ institutions at which they are undergoing Industrial Training.
- 13.2 Students shall be disciplined and courteous at all times to the staff of the organisation.
- 13.3 Students shall always be well groomed with clean and smart attire.
- 13.4 Students must sign NDA and maintain confidentiality and not disclose, directly or indirectly, any information pertaining to the organisation's/ institution's operation during and/or after the industrial training.
- 13.5 Students are not allowed to sign any documents proposed by organisations/ institutions unless permission is given by the Dean or ITC.
- 13.6 Students shall not willfully damage or wrongly deal with any property belonging to the organisation/ institution providing the Industrial Training.
- 13.7 If any student discontinues the Industrial Training prematurely for any reasons or being terminated by the organisation/ institution providing the training due to misconducts (e.g. poor attendance or violation of regulations), the student shall not be allowed to continue the Industrial Training/ at other organisations/ institutions except with permission from the Dean of the Faculty. The student shall be subjected to disciplinary action(s). Proceeding action following this is described in more details in the UPTM Academic Regulations Handbook.

- 13.8 If students commit any breach of the UPTM Academic Regulations Handbook or neglect the duties, or are guilty of any misconduct in the course of the Industrial Training, then the students shall be liable for such action and be brought before the SADC for disciplinary action(s).
- 13.9 UPTM reserves the rights to terminate any students who fail to comply with the rules and regulations stated by UPTM and the organisations/ institutions involved.

14.0 ATTENDANCE, TRAINING HOURS AND LEAVES.

- 14.1 Students must report to work on time and be present for industrial training during the usual business or working hours, except in the case of incapacity through illness, accident or other unavoidable circumstances in which case he/ she shall notify the Industrial Training Coordinator, Industrial Supervisor, Academic Supervisor and the Human Resource Department at the organisation/ institution on the first day that he/ she is absent.
- 14.2 If students do not turn up to work due to incapacity or unavoidable circumstances, students must furnish relevant evidence (e.g. medical certificates and police reports) and submit copies of the evidence to the appointed Industrial Supervisor and the Human Resource Department. The original copy of the evidences must be attached in the Logbook. The sick leave taken should not be more than TWO (2) days throughout duration of internship upon approval from Industrial Supervisor.
- 14.3 Daily activities and tasks must be recorded in the UPTM Logbook/ Journal.
- 14.3.1 The Logbook/ Journal must be submitted to Industrial Supervisor for verification on regular basis (e.g. weekly or fortnightly).
- 14.3.2 The Logbook/ Journal must be submitted to Academic Supervisor once the Industrial Training duration is completed.
- 14.4 Students who failed to attend the Industrial Training within 48 hours without any notice to the appointed Industrial Supervisor and Human Resource Department, the organisation/ institution providing the training has the right to terminate the student without given notice.
- 14.5 Students are not allowed to take leave during Industrial Training, except with official prior approval from the organisation.

15.0 ASSESSMENT

- 15.1 Students are assessed based on performance and adaptability throughout the Industrial Training period. Assessment is based on the student's performance and the ability to prepare both oral and written reports, logbook record as well as the evaluation by both the Industrial Supervisor

and the Academic Supervisor.

- 15.2 Every student must record daily activities and tasks in the UPTM Logbook/ Journal. It must be checked regularly by the Industrial Supervisor.
- 15.3 This UPTM Logbook/ Journal must be submitted to the Academic Supervisor for the assessment.
- 15.4 All relevant materials must be submitted to the Academic Supervisor within **ONE (1)** week after the Industrial Training is completed. The report is considered as a final draft until the quality of the content is approved by the Academic Supervisor.
- 15.5 The status awarded for the Industrial Training course is either **PASS** or **FAIL** only. With the details grading of MERIT (more than 80%), SATISFACTORY (between 40% to 79%) and FAIL (less than 39%). In order to **PASS**, every student must obtain **AT LEAST 40%** of the total marks. Any student who fails the course is required to repeat the Industrial Training/ in the next academic session.
- 15.6 Failure to submit the deliverable materials by the stipulated deadline shall cause the students to fail the course.
- 15.7 All students must pass this Industrial Training course in order to earn the required credits towards graduation.
- 15.8 The assessments are shown in Table 1.

Table 1: Component of Assessments (Industrial Training)

	*Component of Assessments
Industrial Training	<p>Industrial Supervisor Evaluation - the appointed Industrial Supervisor must evaluate the students based on the criteria in the Industrial Supervisor Evaluation Form. The completed form must be handed to the Academic Supervisor accordingly.</p> <p>Site Visit - the appointed Academic Supervisor must visit/call the organisation once (1) during the industrial training duration. During the visit/call, the Academic supervisor needs to ask the Industrial supervisor pertaining the student's performance based on the criteria in the Site Visit Evaluation Form.</p> <p>Logbook – students must submit the completed logbook (with organisation verification) to their Academic Supervisor. The Academic Supervisor must assess the logbook based on the Logbook Evaluation Form.</p> <p>Presentation – students are required to conduct a presentation reporting about the assigned tasks and activities involved during the industrial training. The presentation must be evaluated by the Academic Supervisor according to the criteria in the Presentation Evaluation Form.</p> <p>Final Report - students are required to complete the final report according to the format given and submit it to the Academic Supervisor to evaluate according to the Final Report Evaluation Form.</p>

* Weightage and component vary depending on the programme. Refer to the current syllabus for details.

16.0 COMMON DOs AND DON'Ts DURING INDUSTRIAL TRAINING

Students MUST be aware of the following aspects during their industrial training:

DOs	DON'Ts
<ul style="list-style-type: none"> i. Uphold the image of all stakeholders as well as industrial training organisation. ii. Adhere to the rules and regulation of the organisation and UPTM at all time. iii. Abide by the working hours of the organisation. iv. Always be well groomed (clean and smart appearance). v. Record daily activities and tasks in the Industrial Training Logbook. vi. The report (Industrial Training Logbook) must be verified by Industrial Supervisor upon completion. vii. Involve in frequent meetings with industrial supervisor. viii. Be punctual all the time. 	<ul style="list-style-type: none"> i. Do not get involved in indiscipline or political party activities. ii. Do not use mobile phone too frequently during working hours and do not take personal calls during office hours. iii. Do not get involved in informal conversations or rumour-mongering in the office environment. iv. Do not commit with any agreement proposed by the organisation without the approval from UPTM. v. Do not take leave unless with strong reason or incapacity through illness, accident, and other unavoidable circumstances. vi. Do not get involve with sexual harassment. vii. Do not smoke at the working place. viii. Do not change your training placement without reasonable justification. ix. Do not engage in affairs with staff of the Organisation. x. Do not disclose any information related to the organization to outsiders.