

INDUSTRIAL TRAINING GUIDELINE SCHOOL OF BUSINESS AND ECONOMICS (SPE), UPM

A. OBJECTIVE

General Objective:

The purpose of Industrial Training (LI) is to expose students to firms and jobs related to the Bachelor of Business Administration (BBA), Bachelor of Accounting (BACC) and Bachelor of Economics (BE) programs.

Specific Objectives:

Students who undergo LI will be able to:

- ❖ Apply the knowledge learned in the student's field of study during the industrial training
- ❖ demonstrate technical skills during industrial training
- ❖ think critically in solving problems
- ❖ lead, interact and cooperate effectively in carrying out tasks and projects.
- ❖ demonstrate commitment, professionalism, ethics, and work culture.

B. PLACEMENT

- i. Identify students who are required and meet the conditions to undergo LI to meet the study program requirements.
- ii. Each student needs to name three (3) options for training places in the LI placement application form to avoid problems.
- iii. Every placement application through the Industrial Training Unit (Unit LI) of SPE must be accompanied by the student's curriculum vitae (CV) and a letter of support from the Program Industrial Training Coordinator.
- iv. The selection of placement must be approved by the Program Industrial Training Coordinator to ensure that the placement is suitable for the field of study.
- v. Every Industrial Training application must be made through the Industrial Training Unit, not through the student.
- vi. Students are responsible for managing their own subsistence, accommodation, and transportation throughout the LI duration. Students can apply for financial aid provided by the Student Affairs Division and Zakat (Approval depends on Zakat center).

- vii. Students are NOT encouraged to choose placements that are entirely carried out by working from home (WFH) so that the specific objectives of LI are effectively achieved.

C. APPROVAL OF INDUSTRIAL TRAINING PLACEMENT

- i. Student acceptance by the firm must be confirmed with a formal letter of offer or rejection from the firm.
- i. The priority of placement choice should follow the order of preference given by the student. For example, if all three selected firms agree to accept the student, the firm that is the student's first choice should be given priority.
- ii. Exchange and rejection of LI place is NOT allowed within two (2) weeks before LI starts.
- iii. The SPE reserves the right to reject placements chosen by students for reasonable reasons such as security, inappropriateness of the placement, difficulty in monitoring, and the firm's unsatisfactory past record.
- iv. Students are not allowed to start industrial training earlier than the date set by the University if they get an earlier offer, it is necessary to get approval from the Industrial Training Unit
- v. Students need to submit the Industrial training placement application form to their respective LI Coordinators for placement approval. SPE reserves the right to refuse placement of students if they do not get the approval of the LI Coordinator.
- vi. Students are responsible for informing the Unit LI about acceptance or rejection of placement by sending the acceptance form

D. STUDENT RESPONSIBILITY

❖ Report Duty at the Firm

- Students need to report at the firm on the specified LI start date.
- Students need to bring the following documents when registering:
 - 1. Letter of Indemnity & Undertaking (issued by BHEP)
 - 2. Industrial Training Self-Report Verification Form (T13a)
- These forms must be completed and kept by the student. Copies of these forms must also be sent to the LI Unit.

❖ Discipline

- Students must comply with rules and procedures throughout their LI at the firm.
- Students must adhere to the working hours set by the firm.
- Students must adhere to the dress code set by the firm.

❖ **Technical Learning Training**

- Students need to be proactive, creative and innovative in order to gain optimal experience during their Industrial training.
- Students need to show interest and commitment to learning new skills.
- Students can apply the knowledge gained from formal learning at the university

❖ **Adaptation**

Students must adapt to the needs of the firm, the atmosphere of the workplace and socialize with all the staff in the firm.

❖ **Personal Development**

Students should consider LI as an opportunity to form personal and positive attitude towards work.

❖ **Daily Report (Logbook)**

Students need to complete a daily/weekly report, then get them reviewed, signed and verified by the Industrial Supervisor to verify the activities and work done by the student. Students need to bring the report during the meeting with the Supervising Lecturer from SPE.

E. ROLE OF AGENCY OR COMPANY

❖ **Training Program Plan for Students**

The firm is expected to provide a training plan that is appropriate to the firm's activities and relevant field of student's background.

❖ **Career Guidance**

- Career guidance is the most important role to cultivate a professional attitude. Therefore, it is hoped that the firm can somehow provide appropriate guidance to students.
- Firms need to prepare learning guidelines for LI students
- Firms need to inform the Unit LI SPE if:
 - i. Encountered with problematic students

- ii. Need to make any changes to the placement offer to students

❖ **Report Duty**

When students report themselves at the firm, they are required to fill out the Industrial Training Self-Report Verification form (T13a) and submit it to the responsible officer at the firm for verification. The firm must return the completed form to the Unit LI SPE within the first week of student registration.

❖ **Evaluation**

The firm needs to name an officer whose role is to coordinate, supervise and evaluate the student's performance throughout the period of LI. The assessment is based on the Industrial Supervisor Assessment form (T13c).

❖ **Facilities**

Firms are encouraged to provide remuneration that is appropriate for the scope of the job/assignment. Firms are also encouraged to provide basic facilities such as conducive workspaces, prayer room, and toilet. Accommodation, transport and food can also be provided by the firm if the student is involved with external assignment.

F. INDUSTRIAL TRAINING MONITORING VISIT GUIDE

❖ The steps of the monitoring visit are as follows:

- i. Identify students and firms that need to be monitored.
- i. The Supervising Lecturer contacts the student or firm to set the date of the visit
- iii. Get the relevant form from Unit LI, SPE before going to the firm
- iv. Carry out monitoring visit (method of visit could be physically visiting the firm, or contacting the relevant parties through phone, email or using online applications such as Zoom and Google Meet)
- v. Fill out the Supervising Lecturer Evaluation form

G. EVALUATION

❖ The performance of students undergoing LI will be evaluated based on:

- i. Industrial Supervisor Evaluation Form (T13c) by the Industrial Supervisor where the student is undergoing training.
- i. Daily/weekly report (logbook) provided by the student about the training program.
- iii. Faculty Supervisor Evaluation Form by the SPE Supervising Lecturer

iv. Final Report (and Video report in place of LI)

❖ The SPE will determine the awarding of grades (M / TM) or other types of grades (for Bachelor of Economics).

❖ The scoring method depends on the decision of the faculty based on the following:

ASSESSMENT TYPE	MARK %
Evaluation of Supervising Lecturer appointed by SPE	40%
Student involvement in Industry training programs/briefings	10%
Assessment by Industrial Supervisor	30%
Evaluation by the Supervising Lecturer on student reports (final report and daily/weekly report)	20%
TOTAL	100%

H. REPORT WRITING FORMAT

❖ **The Final Report must contain the following items:**

i. Title page

ii. Acknowledgment

iii. Table of Content

iv. Introduction

v. Background of the Organization

- Nature of organization activities
- Product/Services provided
- Organization chart

vi. Activities/Task performed during the training period

Example: summary of activities listed in weekly report such as:

- Nature of work done
- Things that have been learned from the supervisor when performing tasks
- Relate work done to knowledge / theory acquired in classroom

vii. Conclusion and Suggestion

- Summarize learning experience received
- Suggestion to improve industrial training for SPE

viii. Appendix

- Daily/Weekly report

Example of questions that can be inquired by the Supervising Lecturer during the LI monitoring visit

To firm supervisor:

1. Nature of task assigned to students
2. Student discipline (punctuality) and performance (i.e., ability to follow instruction and perform task given, communicate, work in a team)
3. Student strengths and areas for improvement
4. Suggestion for improvement of industrial training (whether the duration is sufficient).
5. Willingness to provide placement for future students and number of placements.

To students:

1. Nature of task/assignment/training given so far.
2. What the student thinks of the company in terms of suitability for future students (what student likes or dislikes about the firm).
3. Working hours, facilities provided, and allowance given.
4. Issues faced by the student.
5. What student thinks of the industrial training?