



**SENARAI SEMAK DOKUMEN KURSUS LATIHAN INDUSTRI
(INDUSTRIAL TRAINING COURSE DOCUMENT CHECKLIST)**

Berikut merupakan senarai dokumen yang diperlukan oleh pelajar sebelum, semasa dan selepas tamat menjalani Latihan Industri. Ada di antara dokumen-dokumen ini mestilah disediakan/dilengkapkan oleh pelajar dan juga penyelia industri dan/atau pensyarah penilai untuk tujuan pemarkahan akhir Kursus Latihan Industri.

(The following is a list of documents required by students before, during and after completing Industrial Training. Some of these documents must be prepared/completed by the student as well as the industrial supervisor and/or the evaluator/lecturer for the purpose of the final marking of the Industrial Training Course).

SEBELUM MEMULAKAN LATIHAN INDUSTRI (BEFORE STARTING INDUSTRIAL TRAINING)		
No.	Dokumen (Document)	√
1.	Garis Panduan Latihan Industri – rujuk di laman web SPE <i>(Industrial Training Guidelines – refer to SPE website)</i>	
2.	Borang Permohonan Penempatan Latihan Industri <i>(Industrial Training Placement Application Form)</i>	
3.	Dokumen yang diperlukan semasa mengemukakan permohonan kepada agensi latihan industri (melalui emel) <i>(Documents required when submitting an application to an industrial training agency (via email))</i>	
	i. Resume/CV pelajar (tiada format khusus) <i>(Student resume/CV (no specific format))</i>	
	ii. Surat Sokongan Permohonan Penempatan Latihan Industri kepada Agensi (disediakan oleh Unit Latihan Industri SPE) <i>(Letter of Application for Industrial Training Placement to the Agency (prepared by the SPE Industrial Training Unit))</i>	
	iii. Borang Penerimaan Penempatan Latihan Industri (agensi perlu memulangkan semula borang ini kepada pelajar/pihak fakulti) <i>(Acceptance Form of Student Industrial Training (the agency needs to return this form to the student/faculty))</i>	

SEMASA MENJALANI LATIHAN INDUSTRI (DURING INDUSTRIAL TRAINING)		
No.	Dokumen (Document)	√
1.	Borang Pengesahan Laporan Diri (Industrial Training Report Duty Confirmation Form)	
2.	Buku Log Latihan Industri (Industrial Training Logbook)	

SELEPAS TAMAT LATIHAN INDUSTRI (AFTER INDUSTRIAL TRAINING)		
No.	Dokumen (Document)	√
1.	Laporan Akhir Latihan Industri (templat disediakan) (Industrial Training Final Report (template provided))	
2.	Laporan Video Latihan Industri (bagi pelajar BBA sahaja) (Industrial Trainig Video Report) (BBA students only)	
3.	Borang Lengkap Latihan Industri (Industrial Training Completion Form)	
4.	Borang Penilaian oleh Penyelia Syarikat/ Agensi (Evaluation Form For Industrial/ Agensi Supervisor)	