

## STUDENT'S MANUAL GUIDELINE FOR INDUSTRIAL TRAINING

### INTRODUCTION

1. Student shall undergo industrial training at an organization of his / her choice, during the final semester.
2. Student should complete and pass all subjects in a diploma course before he / she undergoes industrial training.

### THE PROCESS

#### A. Preparation for industrial training - One semester before industrial training

##### A-1 Prepare Resume and Cover letter (week 1 – week 4)

1. Student shall identify his / her own choice of organization / company to undergo industrial training.
2. Student shall submit to the Industrial Training Coordinator the following information about the organization / company of his / her choice:
  - Name of company
  - Address
  - Office phone number and Fax number
  - Person in charge / Contact person in the company
3. Student shall attend career workshop organized by the school.
4. Student should bring copy of certificates, examination results and other related documents to this workshop.
5. During the workshop, student shall learn the proper technique in writing resume and cover letter.
6. Student shall prepare his / her own resume and cover letter for Industrial Training.

##### A-2 Submit Resume and Cover letter (week 5)

1. Student shall submit his / her resume and cover letter to Industrial Training Coordinator.

##### A-3 Send out Resume and Cover letter (week 6 – week 7)

1. Student shall receive the final approved resume and cover letter from the Industrial Training Coordinator.
2. Student shall collect recommendation letter from the Industrial Training Coordinator.
3. Student shall make copies of resume, cover letter and recommendation letter.
4. For application of practical training, student shall send out these documents in the following order to companies of his / her choice:
  - a) A Copy of Cover letter – the application for practical training
  - b) A Copy of Resume
  - c) A Copy of Recommendation letter from college

##### A-4 Follow Up with the Company (week 8 – week 13)

1. Student shall follow up with the companies that he / she has applied for practical training.
2. If a student receives any letter (either acceptance or rejection) from companies, he / she shall submit to the Industrial Coordinator.

3. Student should always communicate with the Industrial Coordinator regarding the status of the application.

#### A-5 Confirm with the Company for industrial training (week 14)

1. A student may receive more than one offer for industrial training. In this case, this student shall choose only ONE offer and confirm the industrial training with that company.
2. It is also the responsibility of student to inform the other companies on his / her rejection on the offer to industrial training.
3. Student shall inform the Industrial Training Coordinator on his / her placement at a particular company.

### B. During Industrial Training – the Final Semester

#### B-1 Registration

1. Student shall register at the college before the commencement of industrial training.
2. Student shall receive these following items:
  - A Log Book
  - A Registration Confirmatory Form
  - Industrial Training Presentation Guide
3. Student shall be responsible to read and to understand the guideline on report writing as outlined in the Log Book.
4. Student shall fax the completed 'Registration Confirmatory Form' to college during the first week of industrial training.

### C. Completion of Industrial Training

#### C-1 Presentation

1. Within 3 weeks after completing industrial training, each student is required to do a presentation about his / her industrial training.
2. During the presentation, student is expected to present information related to the job / task which he / she has undergone in industrial training. The following components shall be evaluated:
  - Content of the presentation
  - Presentation style – fluency, confidence, medium of presentation
  - Knowledge in the area – ability to answer questions

#### C-2 Submission of Report and Log Book

1. Student shall submit both report and log book to Industrial Training Coordinator at the end of presentation session.

#### C-3 Grading

1. The grading of industrial training consists of the following components:
  - a) Appraisal by Visiting Evaluator / Lecturer
  - b) Supervisor's Report
  - c) Student's Final Report
  - d) Log Book
  - e) Presentation