



PANDUAN PENGURUSAN: PELAKSANAAN LATIHAN INDUSTRI PELAJAR

NIK SYAHRUL FAIZAL BIN NIK MAT
MUHAMMAD SHAHRYL BIN GHAZALI
MOHD FAIZUL BIN ABU BAKAR

UNIT PERHUBUNGAN DAN LATIHAN INDUSTRI
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PANDUAN PENGURUSAN : PELAKSANAAN LATIHAN INDUSTRI PELAJAR /
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PRAKATA



Segala puji dan kesyukuran hanya untuk Tuhan kerana dengan izinNya kami dapat menyiapkan hasil kerja ini. Kami ingin merakamkan setinggi-tinggi penghargaan dan terima kasih kepada semua pihak yang telah memberikan sumbangan serta dorongan dalam menyiapkan modul panduan ini.

Penyediaan modul panduan ini juga selari dengan kehendak dan keperluan pelajar dalam melaksanakan proses dari peringkat pendaftaran kursus latihan industri sehingga proses tamatnya sesi latihan industri di samping meningkatkan tahap pemahaman pelajar dalam menggunakan sistem SPMP i-UPLI.

Diharapkan dengan terbitnya modul panduan ini dapat dijadikan rujukan dan dapat memudahkan serta melancarkan urusan pelaksanaan latihan industri untuk pelajar Politeknik Kuching Sarawak.

ABSTRAK

Fokus utama penghasilan Modul Panduan ini bertujuan menyediakan rujukan dan panduan kepada pelajar untuk mendaftar kursus Latihan Industri yang secara keseluruhannya melibatkan proses sebelum, semasa dan selepas berlangsungnya pelaksanaan Latihan Industri. Modul Panduan ini juga turut melibatkan pengenalan kursus latihan industri 1, carta alir proses sebelum, semasa dan selepas pelaksanaan latihan industri, panduan pendaftaran kursus latihan industri, panduan mencetak surat permohonan penempatan latihan industri, panduan bagi pelajar mencari senarai syarikat di sistem SPMP i-UPLI, panduan lapor diri di firma dan panduan lengkap pengenalan kursus latihan industri 2 dan format penulisan laporan akhir latihan industri pelajar. Penyediaan modul panduan ini juga selari dengan kehendak dan keperluan pelajar dalam melaksanakan proses dari peringkat pendaftaran kursus latihan industri sehingga proses tamatnya sesi latihan industri di samping meningkatkan tahap pemahaman pelajar dalam menggunakan sistem SPMP i-UPLI yang telah dibangunkan oleh Politeknik Kota Bharu (PKB) ini serta. Tambahan pula, dengan kewujudan modul panduan ini, ternyata pihak Unit Perhubungan dan Latihan Industri, Politeknik Kuching Sarawak (UPLI PKS) terus berusaha untuk mengatur langkah dan inisiatif bagi memudahkan urusan pelajar serta melancarkan pelaksanaan latihan industri bagi satu-satu semester. Modul panduan ini juga dihasilkan dalam dwi bahasa iaitu Bahasa Malaysia dan Bahasa Inggeris bertujuan meningkatkan lagi tahap pemahaman mengikut kesesuaian bahasa yang mudah difahami oleh pelajar di samping menggalakkan penggunaan kemudahan teknologi maklumat yang semakin pesat membangun dan berkembang dalam aspek pembelajaran dan pengajaran serta gerbang pendidikan.

PENGENALAN

Modul panduan ini telah dihasilkan sebagai dokumen rujukan bagi persediaan pelajar yang mendaftar kursus latihan industri yang merangkumi proses sebelum, semasa dan selepas menjalani latihan industri. Modul ini mengandungi tatacara yang dipadatkan dengan maklumat yang akan dirujuk oleh pelajar bagi memudahkan mereka sewaktu menggunakan sistem SPMP i-UPLI. Selain itu, turut disertakan juga info grafik tatacara panduan berdasarkan laman portal sistem SPMP i-UPLI yang telah disusun dan diatur supaya lebih mudah difahami dengan jelas oleh pelajar. Maklumat yang terkandung dalam modul panduan ini antaranya ialah pengenalan kursus latihan industri 1, carta alir sebelum, semasa dan selepas pelaksanaan latihan industri, panduan pendaftaran kursus latihan industri, panduan mencetak surat permohonan penempatan latihan industri, panduan bagi pelajar mencari senarai syarikat di sistem SPMP i-UPLI, panduan lapor diri di firma dan panduan lengkap pengenalan kursus latihan industri 2, dan format penulisan laporan akhir latihan industri pelajar.

Diharapkan modul panduan ini dapat dijadikan rujukan yang mampu memberikan impak positif dan berguna kepada pelajar dalam merancang dan mempersiapkan diri sebelum mengharungi fasa pelaksanaan latihan industri yang ternyata berbeza dengan situasi sewaktu sesi perkuliahan di Politeknik. Semoga pelajar dapat memanfaatkan ilmu dan kemahiran yang dipelajari semasa proses pembelajaran dan pengajaran di Politeknik agar dapat diaplikasikan sebaik mungkin sewaktu menjalani sesi latihan industri di firma dan organisasi yang berkaitan dengan bidang pelajar tersebut.

ISI KANDUNGAN

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INDUSTRIAL TRAINING 1st BRIEFING

**INTRODUCTION OF SPMP i-UPLI &
REGISTRATION OF INDUSTRIAL
TRAINING COURSE**

POLITEKNIK KUCHING SARAWAK

**EXPECTED INDUSTRIAL
TRAINING DATE:**

(SET BY SEMESTER)

INDUSTRIAL TRAINING & LIAISON UNIT (UPLI)

UPLI OFFICE
Ext 583/587/586/144

***INDUSTRIAL TRAINING &
LIAISON OFFICER***

- 1. EN NIK SYAHRUL FAIZAL BIN NIK MAT**
- 2. EN. MUHAMMAD SHAHRYIL BIN GHAZALI**
- 3. MOHD FAIZUL BIN ABU BAKAR**

ASSISTED BY
3. PN. RAJIMAH BINTI MAT UMAR (CLERK)



KEMENTERIAN PENGAJIAN TINGGI

CARTA ORGANISASI / ORGANISATION CHART

UNIT PERHUBUNGAN & LATIHAN INDUSTRI (UPLI)

INDUSTRIAL TRAINING & LIAISON UNIT (ITLU)



PENYELARAS LATIHAN INDUSTRI JABATAN (PLIJ)

<u>Electrical Engineering Department (JKE)</u> (ext : 410/411)	<u>Civil Engineering Department (JKA)</u> (ext. 400, 401)
<ol style="list-style-type: none"> 1. Mdm. Deffany Kong Suk Lan(Head) 2. Mr. Hasri Bin Hamdan 3. Mdm Dyg Khayrunsalihat Bariyyah Binti Abg Othman 4. Mdm Wan Siti Aishah Binti Wan Ibrahim 5. Mr. Mohd Nor Fadli Bin Abu Kassim 	<ol style="list-style-type: none"> 1. Mr. Lee Kong Fah (Head) 2. Mr. Victor Teng Kok Leong 3. Mr. Azhan Nor Bin Ahmad 4. Mdm. Flora Anak Albert Daud 5. Mr. Tang Hing Kwong 6. Mr. Reminjus Anak Anding
<u>Mechanical Engineering Department (JKM)</u> <u>(ext. 408, 409)</u>	<u>Commerce Department (JP)</u> <u>(ext. 418, 419)</u>
<ol style="list-style-type: none"> 1. Ms Jane Daniela Mugan (Head) 2. Mr. Chew Yueh Seng 3. Mr Polycarp Jeffery Jok 4. Mr. Yap Ai Tie 5. Mr. Ahmad Airfan Bin Khalid 	<ol style="list-style-type: none"> 1. Mdm. Suhana Binti Matlin (Head) 2. Mdm Baizura Binti Tiai 3. Mdm Emy Marina Hassan 4. Mdm. Shanty Anak Emerson Gerijih 5. Mdm. Magdelyne Egan 6. Mdm. Nur Azreen Binti Zaidel 7. Ms. Noor Dasreena Shukria Binti Abdul Shukur
<u>Information Technology & Communication</u> <u>Department (JTMK) (ext . 536, 540)</u>	
<ol style="list-style-type: none"> 1. Mdm. Siti Fatia Binti Mohamad Ali (Head) 2. Mdm. Anita Ajang 3. Ms. Wahidah Binti Anuar 4. Mdm. Farrah Waheda Binti Abdullah 	
<u>Petrochemical Engineering Department</u> <u>(JKPK)(ext. 314.522.529)</u>	
<ol style="list-style-type: none"> 1. Mdm Daisy Anak Augustine Pedang (Head) 2. Mr. Hatta Azuwar Bin Dahlan 3. Mr. Muhammad Azri Izani Bin Mohamad Halim 	5

OBJECTIVE INDUSTRIAL TRAINING (LI) EXCEPT JKE STUDENTS

The objectives of Industrial Training (LI) exposes students to related workplace competencies demanded by industries. Upon completion of this course, students should be able to:

- apply related knowledge and skills at the workplace (CLO1)
- communicate effectively with others (CLO2)
- practice teamwork (CLO3)
- professionally and ethically comply with policies, procedures and rules of the organisation (CLO4)
- explain the tasks assigned (during the industrial training) according to the prescribed format (CLO5)

OBJECTIVE INDUSTRIAL TRAINING (LI) FOR JKE STUDENTS

- ENGINEERING INDUSTRIAL TRAINING course will provide student with first-hand experience in an engineering-practice environment outside the polytechnic. Student will practice their knowledge and skill based on knowledge learned in polytechnic through industry supervision to acquire the craft skill and essential. Student also need to demonstrate their responsibilities and professional ethic, communication, teamwork and inter-personal and life-long learning skills at the workplace. Students should be able to:
 - perform the assigned task accordingly based on job scopace (CLO1)
 - demonstrate responsibilities as an engineering technician while dealing with people of various background(CLO2)
 - practice good working ethics while undergoing industrial training(CLO3)
 - display ability to work in a team or independently base on the given task(CLO4)
 - demonstrate oral communication skill in performing job requirement(CLO5)
 - write a report based on given task accordingly to technical practice(CLO6)
 - display life long learning skill in completing the given task (CLO7)

DURATION OF TRAINING (20 WEEKS)

WHO IS ELIGIBLE???

A) REGISTRATION FOR LI COURSE:

- ALL FINAL SEMESTER & HAVE REGISTERED ALL COURSES (SUBJECTS) – **MUST BE** register this semester thru SPMP

B) UNDERGO LI NEXT SEMESTER

- MUST PASS ALL COURSES
- MUST ACHIEVED MINIMUM CGPA : 2.00
- IF PENILAIAN KHAS (PK), MUST COMPLETE ASSESSMENT FOR PK-RESULT- PASS - ELIGIBLE

INDUSTRIAL TRAINING PLACEMENT

- A. UPLI APPLIES FOR TRAINING PLACEMENT FROM INDUSTRY**
- B. UPLI RECEIVES DIRECT OFFERS FROM THE INDUSTRY**
- C. STUDENTS APPLY PERSONALLY TO THE INDUSTRY**

STUDENTS APPLY PERSONALLY

1. Find/Googles company (thru SPMP/Internet/seniors/lecturers or UPLI etc). Check the company background.
2. If **nearby** (Kuching/Samarahan/Bau/Serian), go personally or **Call** to enquire (make sure note down the officer/staff name)
3. Bring/send all the necessary documents :-
 - a) Application For Industrial Training
 - b) Reply Form
 - c) Resume
 - d) Job prospect (poliku.edu.my website)
 - e) Letter of Indemnity (if asked by company)
4. If no reply after 2 weeks, follow-up (BY CALL)

REPLY FORM ??

- 1. Company send directly to UPLI thru FAX or EMAIL or POSTAGE*

- 2. If Company reply directly to student
(Student must send a copy to UPLI for record & updating)*

REMINDER!!!

- 1. Only 1 APPLICATION at a time.**
- 2. If more than 1 placement ,**
 - a. student must write official letter to company for cancellation.**
 - b. Must get approval by the company for cancellation (verified by company stamp or sign by any company officer).**
 - c. Submit cancellation letter with approval from company to UPLI.**
 - d. UPLI will update industrial placement in SPMP.**

THE FLOW CHART OF PROCEDURE BEFORE UNDERGO INDUSTRIAL TRAINING

Briefing on the usage of SPMP i-UPLI System & Industrial Training First Briefing

❖ 1st Industrial Training Briefing :

Guideline / Procedure to apply an internship placement

Course Registration

DUT40110 (INDUSTRIAL TRAINING) or DUT7019 (INTERNSHIP)

- ❖ Students register online by using SPMP i-UPLI (New Version) and fill up the student's pledge form
- ❖ Academic Advisor verified the student's registration
- ❖ Industrial Training Officer of Department (PLIJ) check for verified

Application Form for Internship Placement:

Send to Firm / Organization by E-mail / Post / Facsimile

1) Application Form

2) Resume Form

3) Reply Form

4) Job Prospect Form

5) Indemnity Letter

6) Last Semester Result

IF The Application Approved by Firm / Organization:

Industrial Training & Liaison Officer (PPLI) key-in the detail of reply form from firm / organization in SPMP i-UPLI system

Student can print the 'Placement Letter' and bring together during reporting to firm / organization

FLOW CHART OF PROCEDURE AFTER UNDERGO INDUSTRIAL TRAINING

DURING END OF INDUSTRIAL TRAINING REGISTRATION

- ❖ Students gain information from SPMP i-UPLI System in regards to the end of industrial training registration date

LIST OF DOCUMENT FOR REGISTRATION

- Completed Industrial Training Form
- Reflective Journal Logbook
- Final Report
- Appendix 1 (Practical Task Form)
- Appendix 2 (Reflective Journal Form)

EVALUATION FROM LECTURER

- Appendix 4 (Industrial Training Final Report)
- Appendix 5 (Presentation)

INDUSTRIAL TRAINING OFFICIAL RESULT

Students can check their official result by login to **SPMP i-UPLI** once the result is released

FLOW CHART OF PROCEDURE DURING UNDERGO INDUSTRIAL TRAINING

STUDENTS REPORTING TO THE FIRM / ORGANIZATION

- ❖ Students print the ‘Placement Letter’ and bring together during reporting to the firm / organization
- ❖ Students must complete the form of CONFIRMATION REPORTING TO THE INDUSTRY (Pink Color Form) & STUDENT PERSONAL INFORMATIONS’ form (Yellow Color Form) & send to UPLI office by post / email

DURING UNDERGO INDUSTRIAL TRAINING ACTIVITIES

- ❖ Students are required to complete the technical notes in a Reflective Journal Logbook & complete the Industrial Training Final Report by 20 weeks

OBSERVATION VISIT

- ❖ Observing Lecturer will inform the firm / organization at least 1 week before the observation using a formal letter.

REGISTRATION FOR COMPLETING INDUSTRIAL TRAINING

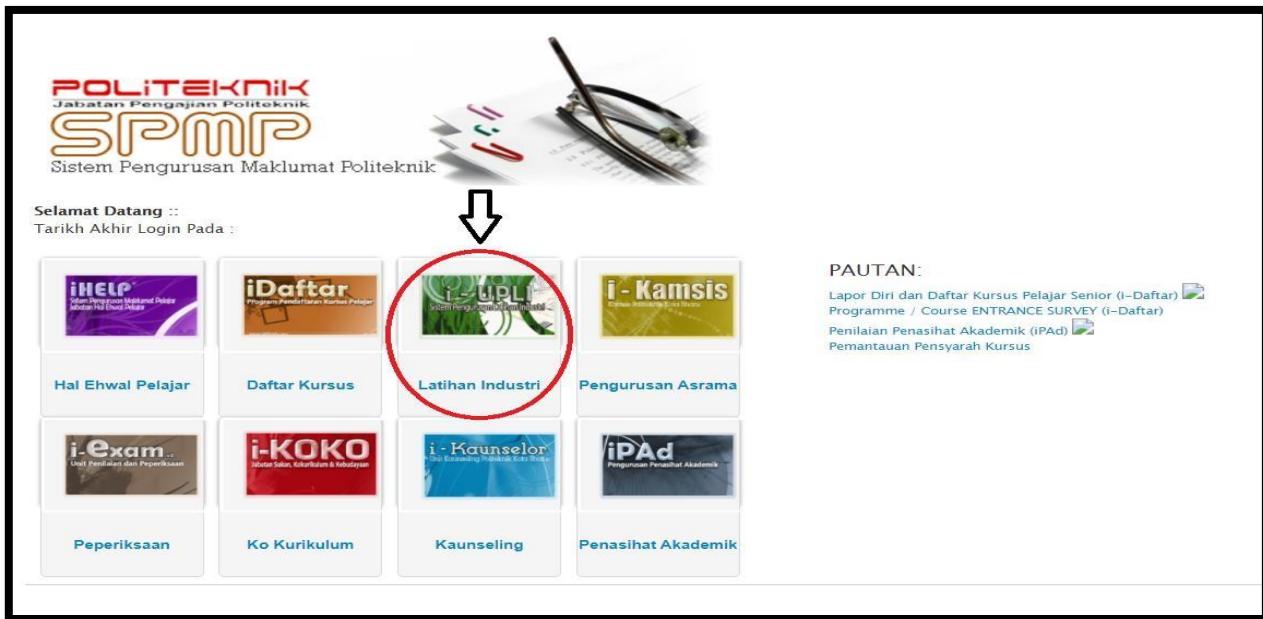
i) Appendix 1

ii) Appendix 2

iii) Completed Industrial Training Form

PANDUAN PENDAFTARAN KURSUS LATIHAN INDUSTRI

- 1) LOG MASUK KE SISTEM SPMP
- 2) PILIH MENU “i-UPLI” (LATIHAN INDUSTRI)



- 3) PILIH “i-UPLI VERSI BAHARU”



4) MENU “i-UPLI VERSI BAHARU” HANYA DAPAT DILOG MASUK SEKIRANYA STATUS SERVER BERWARNA HIJAU



5) KLIK “DAFTAR UNTUK MENJALANI LI”

6) STATUS PELAJAR “BELUM MEMOHON”

7) KLIK “DAFTAR / STATUS UNTUK MENJALANI LATIHAN INDUSTRI”

Pendaftaran dan Status

- Daftar / Status Untuk Menjalani Latihan Industri **STEP 1**

Sesi Lat.Industri : Belum Memohon | Status Memohon : BELUM MEMOHON | Status PA : BELUM MEMOHON | Status KUPLI/PLIJ/PPLI : BELUM MEMOHON

8) PILIH “SESI LATIHAN INDUSTRI & KLIK BUTANG DAFTAR LATIHAN INDUSTRI”

Pendaftaran Pelajar Menjalani Latihan Industri

Maklumat : Anda diminta melengkapi perkara berikut untuk tujuan permohonan untuk menjalani latihan industri. Permohonan yang telah dibuat, hendaklah dimaklumkan kepada Penasihat Akademik untuk tujuan pengesahan samada anda layak atau tidak untuk menjalani latihan industri. Sebarang pertanyaan, sila majukan kepada Pegawai di Unit Latihan Industri.

Kembali Ke Menu Sebelum Li

Pilih Sesi Menjalani Latihan Industri

Sila Pilih Sesi Anda Akan Menjalani Latihan Industri : **Daftar Latihan Industri**

Pilih Kategori : **DISEMBER 2020**

Peringatan : Pastikan sesi permohonan untuk menjalani latihan industri ada betul dan tepat, sila berbinang dengan Penasihat Akademik untuk memastikan bahawa pilihan sesi adalah betul. Pastikan anda benar-benar layak untuk menjalani latihan industri. Harap maklum

** KUPLI – Ketua Unit Perhubungan dan Latihan Industri
PLIJ – Pegawai Latihan Industri/Jabatan
PPLI – Pegawai Perhubungan dan Latihan Industri

9) SESI PERMOHONAN MENJALANI LATIHAN INDUSTRI “SESI HADAPAN”

Pendaftaran Pelajar Menjalani Latihan Industri

Maklumat : Anda diminta melengkapi perkara berikut untuk tujuan permohonan untuk menjalani latihan industri. Permohonan yang telah dibuat, hendaklah dimaklumkan kepada Penasihat Akademik untuk tujuan pengesahan samada anda layak atau tidak untuk menjalani latihan industri. Sebarang pertanyaan, sila majukan kepada Pegawai di Unit Latihan Industri.

Kembali Ke Menu Sebelum Li

BIL	SESI PERMOHONAN UNTUK MENJALANI LI	STATUS PENASIHAT AKADEMIK	STATUS KUPLI	BATAL
1	DISEMBER 2020	BELUM DISAHKAN	BELUM DISAHKAN	Permohonan Baharu

* Sekiranya anda ingin membuat pertukaran sesi menjalani latihan industri, sila lakukan sebelum Ketua Unit Latihan Industri mengesahkan permohonan anda. Maklumkan kepada Penasihat Akademik anda untuk mengesahkan permohonan anda sebelum tarikh permohonan ditutup. Harap maklum.

- 10) SETELAH STATUS PELAJAR BERTUKAR KEPADA “TELAH MEMOHON”, PELAJAR PERLU MEMAKLUMKAN KEPADA PENASIHAT AKADEMIK (PA) UNTUK DISAHKAN OLEH PA PELAJAR DAN SETERUSNYA AKAN DISAHKAN OLEH PENYELARAS LATIHAN INDUSTRI JABATAN (PLIJ)

The screenshot shows the i-UPLI system interface. At the top left is a navigation menu with links like BERITA/MAKLUMAN, MENU UPLI, PENDAHULUAN / PENGENALAN / MISI / VISI, CARTA ORGANISASI, SISTEM PENILAIAN, Literasi Aktif, MANUAL PENGGUNA, and FAQ. The main header features the i-UPLI logo and "Politeknik Kuching Sarawak Unit Perhubungan dan Latihan Industri". Below the header, there's a green banner with the text "Unit Perhubungan dan Latihan Industri". The user is logged in as "Pelajar". The system displays the current session as "SESI SEMASA : JUN2020 | JUN 2020 | Utama SPMP | Menu UPLI | Logout | Versi: 9.8.0". A large arrow points down to the "Pendaftaran dan Status" section. This section includes a list item "Daftar / Status Untuk Menjalani Latihan Industri STEP 1" with a yellow background. It shows "Sesi Lat.Industri DISEMBER 2020:" followed by three status boxes: "Status Memohon TELAH MEMOHON" (highlighted with a red oval and an arrow), "Status PA BELUM DILULUSKAN", and "Status KUPLI/PLIJ/PPLI BELUM DILULUSKAN".

- 11) STATUS DI BAHAGIAN PA & PLIJ YANG TELAH DISAHKAN AKAN BERUBAH WARNA KEPADA HIJAU SERTA STATUS JUGA “TELAH DILULUSKAN”

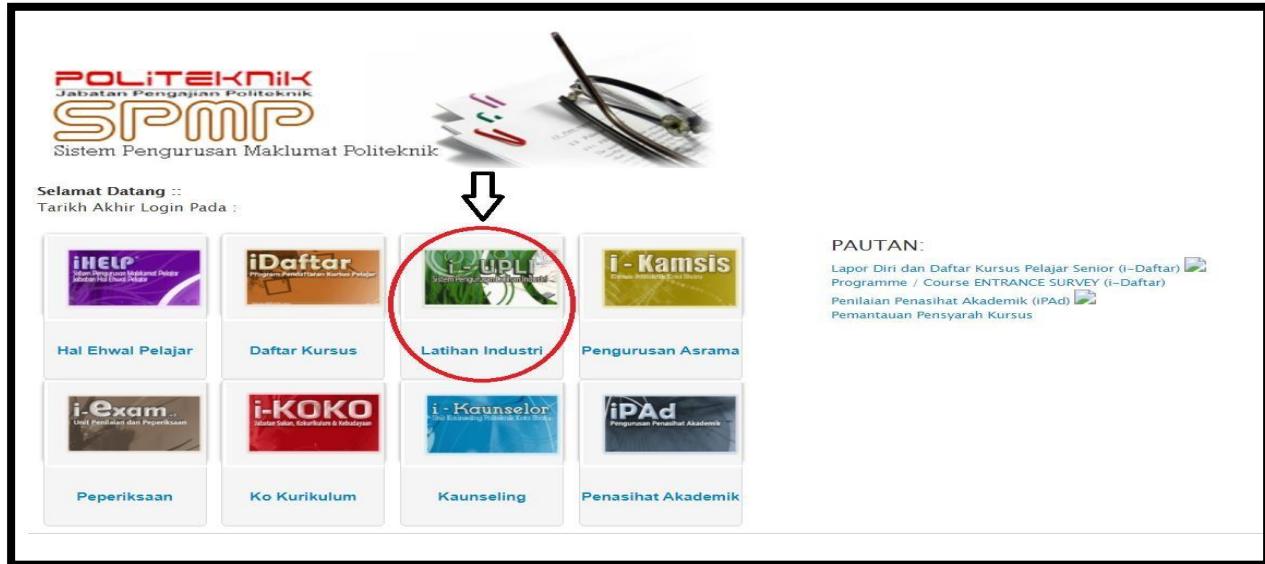
This screenshot shows the same i-UPLI system interface as the previous one, but with different status colors. The "Status Memohon" box is now green with the text "TELAH DILULUSKAN". To its right are two other green boxes: "Status PA TELAH DILULUSKAN" and "Status KUPLI/PLIJ/PPLI TELAH DILULUSKAN", both highlighted with red ovals and connected by two arrows pointing downwards.

~TAMAT~

***SEBARANG PERTANYAAN BOLEH BERHUBUNG DENGAN PENYELARAS LATIHAN INDUSTRI JABATAN (PLIJ) / UNIT PERHUBUNGAN & LATIHAN INDUSTRI (UPLI)**

PANDUAN BAGI PELAJAR MENCARI SENARAI PENEMPATAN LATIHAN INDUSTRI MENGGUNAKAN SISTEM SPMP i-UPLI

- 1) LOG MASUK KE SISTEM SPMP
- 2) PILIH MENU “i-UPLI” (LATIHAN INDUSTRI)



- 3) PILIH “i-UPLI VERSI BAHARU”



- 4) MENU “i-UPLI VERSI BAHARU” HANYA DAPAT DILOG MASUK SEKIRANYA STATUS SERVER BERWARNA HIJAU



- 5) KLIK “DAFTAR UNTUK MENJALANI LI”

BERITA/MAKLUMAN

MENU UPLI

PENDAHULUAN / PENGENALAN / MISI / VISI

CARTA ORGANISASI

SISTEM PENILAIAN

Literasi Aktif

MANUAL PENGGUNA

FAQ

i-UPLI
Politeknik Kuching Sarawak
Unit Perhubungan dan Latihan Industri

Hi... [Pelajar]

SESI SEMASA : JUN2020 | JUN 2020 | Utama SPMP | Menu UPLI | Logout | Versi: 9.8:

BAGI TUJUAN PENILAIAN PEMARKAHAN ▶ JUMLAH PELAJAR YANG BELUM MENGHANTAR KAD LAPOR DIRI BAGI SETIAP JABATAN UNTUK SESI LATIHAN INDUSTRY

Utama

- Utama SPMP
- Makluman Pelajar

Sila Pilih Sesi Menjalani LI

~ Anda Masih Belum Memohon

Carta Perlaksanaan

- Carta Alir Sebelum LI
- Carta Alir Semasa LI
- Carta Alir Selepas LI

Perlaksanaan Sebelum LI

- Daftar Untuk Menjalani LI

Perlaksanaan Semasa LI

- Kemaskini Alamat Kediaman Semasa Menjalani LI
- Kemaskini Alamat/Lokasi Firma/Syarikat Semasa Menjalani LI

Dokumen Rujukan Pelajar

- Doc 1 : CONFIRMATION LETTER OF COMPLETED INDUSTRIAL TRAINING.pdf
- Doc 2 : CONFIRMATION OF REPORTING TO THE INDUSTRY (Pink Paper Print).pdf
- Doc 3 : STUDENT PERSONAL INFORMATION (Yellow Paper Print).pdf
- Doc 4 : Appendix 1 Practical Task.pdf 2019.pdf

Tawaran Menjalani LI

Makluman Dari LI ZONING:
Senarai Firma yang menawarkan tempat menjalani latihan industri.

EZ DIET SDN BHD
NO.C1-MJLN.SELAMAN 1, DATARAN PALMA,
68000,AMPANG,
SELANGOR DARUL EHSAN

Email : CAREERS@EZDIET.COM.MY
Tel : 0342651985 / 016-2558841
Nofaks : 0342651985

Pegawai : BIBI MASLINA MAKHBOL SHAH
Makluman :
JAWATAN/ PENEMPATAN PELAJAR LI (JABATAN) : F&B SECTOR / KULINARY / FOOD MANAGEMENT / ADMIN / SALES & MARKETING / BUSINESS ?ANY RELATED FIELDS. ELAUN/INSENTIF (JIKA ADA) RM500 MONTHLY NAMA PEGAWAI : BIBI MASLINA MAKHBOL SHAH

6) KLIK ‘DAFTAR BAHARU/TUKAR/KEMASKINI PENEMPATAN FIRMA’

Pendaftaran dan Status

- Daftar / Status Untuk Menjalani Latihan Industri **STEP 1**
Sesi Lat.Industri DISEMBER 2020:
- Status Memohon **TELAH MEMOHON**
- Status PA **TELAH DILULUSKAN**
- Status KUPLI/PLIJ/PPLI **TELAH DILULUSKAN**

Borang Latihan Industri

- Surat Memohon Tempat Bagi Program Latihan Industri **STEP 2 : DISEMBER 2020**
- Doc 1 : COVERPAGE HADAPAN & BELAKANG JURNAL REFLEksi.pdf
- Doc 2 : Introducitory Letter (Surat Lepas Tanggung) -.pdf
- Doc 3 : JOB PROSPECT FOR JKA.pdf
- Doc 4 : JOB PROSPECT FOR JKM.pdf
- Doc 5 : JOB PROSPECT FOR JKPK.pdf
- Doc 6 : JOB PROSPECT FOR JP.pdf
- Doc 7 : JOB PROSPECT FOR JTMK.pdf
- Doc 8 : JOB PROSPPECT FOR JKE.pdf
- Doc 9 : Resume Form LI.pdf
- Doc 10 : STUDENT PLEDGES (AKU JANJI).pdf

Pendaftaran Firma Untuk Menjalani LI

- Daftar Baharu / Tukar/ Kemaskini Penempatan Firma/Syarikat **STEP 3 : DISEMBER 2020**

7) KLIK ‘SILA PILIH NEGERI BERDASARKAN LOKASI PILIHAN PELAJAR’

Selamat Datang

i-UPLI Politeknik Kuching Sarawak
Unit Perhubungan dan Latihan Industri

Daftar Firma Untuk Menjalani Latihan Industri.
Sesi Menjalani Latihan Industri : DISEMBER 2020
No Pendaftaran :

Kembali Ke Menu Sebelum LI

-- Reset Tempat LI --

Butiran Pelajar

Nama Calon : **RAFIS**
No.Pend : **05DKN**
Sesi LI Pelajar : **DISEM**

Status Tempat LI :
Belum Mendaftarkan Pegawai Belum Didap

PENCARIAN MELALUI NAMA FIRMA

Sila Pilih Negeri: **SARAWAK**

DAN Jurusan/ Bidang : **Sila Pilih Jurusan**

PENCARIAN MELALUI KAEDAH KEDUA :

Carian Ikat Perkataan : contoh : sony , poli , elektrik

Butiran Carian Firma/Syarikat

8) KLIK ‘JURUSAN/BIDANG BERDASARKAN PROGRAM KURSUS PELAJAR’

The screenshot shows the 'Selamat Datang' (Welcome) page of the i-UPLI website. On the left, there's a sidebar with links like 'BERITA/MAKLUMAN', 'MENU UPLI', 'PENDAHULUAN / PENGENALAN / MISI / VISI', 'CARTA ORGANISASI', 'SISTEM PENILAIAN', 'Literasi Aktif', 'MANUAL PENGGUNA', and 'FAQ'. The main content area has a green header with the text 'i-UPLI Politek Kuching Sarawak Unit Perhubungan dan Latihan Industri'. Below the header, there's a search form. A dropdown menu is open over the 'Jurusan/ Bidang' field, showing categories such as KEJURUTERAAN, BUILDING SERVICES, AIR-CONDITIONING, MANUFACTURING, UMUM, PERKHIDMATAN, CIVIL ENGINEERING, UKUR BAHAN, and MECHANICAL ENGINEERING. The 'MECHANICAL ENGINEERING' option is highlighted. To the right of the dropdown, there are buttons for 'Kembali Ke Menu Sebelum Li' (Return to Previous Menu), '-- Reset Tempat Li --', and 'TEKAN BUTANG CARI' (Press the Search Button). The search form includes fields for 'Sila Pilih Negeri: SARAWAK', 'DAN Jurusan/ Bidang: MECHANICAL ENGINEERING', and 'Cari'.

9) PELAJAR BOLEH MENDAPATKAN NO. TELEFON PIHAK SYARIKAT UNTUK PERTANYAAN BERKAITAN KEKOSONGAN PENEMPATAN LI DI SYARIKAT

The screenshot shows a search results page for companies. At the top, it says 'PENCARIAN MELALUI KAEADAH PERTAMA:' and 'PENCARIAN MELALUI KAEADAH KEDUA:'. Below that is a search bar with 'Carian ikut Perkataan: Cari contoh : sony , poli , elektrik'. The main table lists companies with their details and a list of employees:

Bil.	Kod Li	Nama & Alamat Syarikat/Kategori/Jurusan	Nama Pegawai Serta Jawatan/Jabatan	Sila Pilih
1	QA1997	BERAWAN TREATMENT PLANT, LOT 152, JALAN 8/2 DANAU/NANG, MEDANIT, 98700 LIMBANG,SARAWAK. Tel: 085-211601/215633 Fax: 085-215655	1. ENCIK CHANG YONG KUEN Jawatan : PRODUCTION OFFICER Jabatan :-	<input type="radio"/>
2	QA1696	C & L DYNAMIC ENGINEERING SDN BHD GROUND FLOOR BL12, LOTS 125 & 130, MTLD,SAMA JAYA COMM. CENTRE, JLN TANAH RAYA, KUCHING,SARAWAK. Tel: 016-8640343 Fax: 082-368922	1. ENCIK EN ZAMRI KIP Jawatan : PENYELIA Jabatan :PENGURUSAN	<input type="radio"/>
3	QA0146	CHUKEE ENGINEERING SERVICES SDN.BHD LOT 152, JALAN 8/2 DANAU UTARA H.95000,MIRI,SARAWAK. Tel: 085-659843 Fax: 085-651922	1. PUAN SALOME TONG Jawatan : - Jabatan :- 2. ENCIK C.K TONG Jawatan : MANAGER Jabatan :MANAGEMENT	<input type="radio"/> <input type="radio"/>
4	QA2006	CMS PREMIX SDN BHD (SARIKEI PLANT) 8/4 MILES,REKK JAKAR ROAD,98100,SARIKEI,SARAWAK. Tel: 084-671061 Fax: 084-671171	1. ENCIK GARVIN RAY LUCAS Jawatan : SUPERVISOR Jabatan :LABORATORY	<input type="radio"/>
5	QA0500	DORMANI HOTEL KUCHING (SATT TRAINING & CONSULTANCY SERVICES SDN.BHD),LOT 68, JALAN DATUK ABDUL ABDEL 95400,KUCHING,SARAWAK.- Tel: 082-243211 Fax: 082-243233	1. PUAN KUSHaida SAMAT Jawatan : PEGAWAI SUMBER MANUSIA Jabatan :SUMBER MANUSIA	<input type="radio"/>
6	QA0408	E.E.M. ENGINEERING COMPANY LOT 1552, BLOCK 12, TRAVILLION MURIA TABUAN LIGHT INDUSTRIAL PARK,LIGHT INDUSTRIAL PARK,JALAN SETIA PAJA,93350,KUCHING,SARAWAK. Tel: 082-334400 Fax: 082-348326	1. ENCIK LEE SOON LONG Jawatan : PENGURUS Jabatan :	<input type="radio"/>

- 10) PELAJAR JUGA BOLEH MENGGUNAKAN ‘CARIAN KAEDEAH KEDUA’ DENGAN MEMASUKKAN NAMA SYARIKAT MELALUI ‘CARIAN IKUT PERKATAAN’
- 11) PELAJAR JUGA DIINGATKAN UNTUK **TIDAK MENEKAN** SEBARANG BUTANG DI BAHAGIAN ‘SILA PILIH’ & ‘DAFTAR SYARIKAT’ SEPERTI GAMBAR DI BAWAH
- 12) PELAJAR BOLEH MENGHUBUNGI PIHAK SYARIKAT BERPANDUKAN NOMBOR TELEFON SEPERTI DALAM SENARAI DI BAWAH.

PENCARIAN MELALUI KAEDEAH PERTAMA :

Sila Pilih Negeri: Sila Pilih Negeri DAN Jurusan/ Bidang : Sila Pilih Jurusan Cari

PENCARIAN MELALUI KAEDEAH KEDUA :

Carian ikut Perkataan SHIN YANG Cari contoh : sony , poli , elektrik

MASUKKAN NAMA SYARIKAT & KLIK BUTANG CARI

← Butiran Carian Firma/Syarikat

Perhatian : Pelajar hanya dibenarkan mencalonkan hanya **SATU** sahaja syarikat/firma yang telah dipersetujui oleh pelajar dan pihak syarikat/firma. Sekiranya pelajar menerima tawaran melebih dari pada satu, sila pilih syarikat/firma yang benar-benar pelajar ingin mengikuti Latihan Industri DAN pelajar diminta membuat pembatalan dengan maklumkan semula kepada pihak syarikat/firma yang tidak dipilih. Pemakluman pembatalan kepada pihak syarikat adalah dibawah **tanggungjawab pelajar** itu sendiri.

Sekiranya semakan yang dibuat mendapati tiada penyenaraian syarikat atau nama syarikat yang dipilih masih tiada di dalam senarai, Pelajar diminta berjumpa terus dengan Pegawai di Unit Latihan untuk merekodkan nama dan alamat syarikat/firma tersebut.

Selain dari itu, pastikan nama pegawai di syarikat berkenaan turut disenaraikan. Rekod syarikat tidak boleh dipilih disebabkan nama dan jawatan pegawai tidak direkodkan. Sila berhubung terus pegawai di Unit Perhubungan dan Latihan Industri dengan kadar segera. Harap Maklum

Bil.	Kod LI	Nama & Alamat Syarikat Kategori/Jurusan	Nama Pegawai Serta Jawatan/Jabatan	Sila Pilih
1	QA0239	SHIN YANG CONSTRUCTION SDN.BHD LOT 616,JLN DATUK EDWARD ELIPIASAU INDUSTRIAL ESTATE,98008,MIRI,SARAWAK. Tel: 085-656699 Fax: 085-653999 Kategori: SWASTA Bidang : CIVIL ENGINEERING	1. ENCIK JONG FOH KIONG Jawatan : PROJECT MANAGER Jabatan :BUILDING PROPERTY	<input type="radio"/>
2	QA0359	SHIN YANG PLYWOOD MIRI SDN. BHD. LOT 483 BLOCK 1,KUALA BARAM LAND DISTRICT,98000,MIRI,SARAWAK.- Tel: 085-604599 Fax: 085-605531 Kategori: SWASTA Bidang : UMUM		PELAJAR DIINGATKAN SUPAYA TIDAK MENEKAN SEBARANG BUTANG BULAT DI BAHAGIAN ‘SILA PILIH’ TERSEBUT
3	QA1029	SHIN YANG PLYWOOD SDN. BHD. (BINTULU) LOT 618, BLOCK 58, KEMENA INDUSTRIAL ESTATE,P.O. BOX 1899,97010,BINTULU,SARAWAK. Tel: 086-313399 Fax: 086-312299 Kategori: SWASTA Bidang : UMUM		HANYA PIHAK UPLI SAHAJA YANG AKAN MENDAFTARKAN SYARIKAT UNTUK PELAJAR
4	QA2009	SHIN YANG R&D SDN BHD LOT 320 (LOT 2097),KUALA BARAM LAND DISTRICT,98000,MIRI,SARAWAK. Tel: 019-8488397 Fax: 085-604573 Kategori: SWASTA Bidang : MECHANICAL ENGINEERING	1. PUAN SIM SIEW MEI Jawatan : ADMIN Jabatan :ADMINISTRATION	<input type="radio"/>
5	QA0009	SHIN YANG SHIPYARD SDN BHD SURVEY LOT 2125, ASEAN BRIDGE,KUALA BARAM, SUNGAI TUJUH,98000,MIRI,SARAWAK. Tel: 085-406566 Fax: 085-406566 Kategori: SWASTA Bidang : UMUM	1. ENCIK FREDERICK LIMAN Jawatan : HUMAN RESOURCES Jabatan :SHIN YANG SHIPYARD SDN BHD	<input type="radio"/>

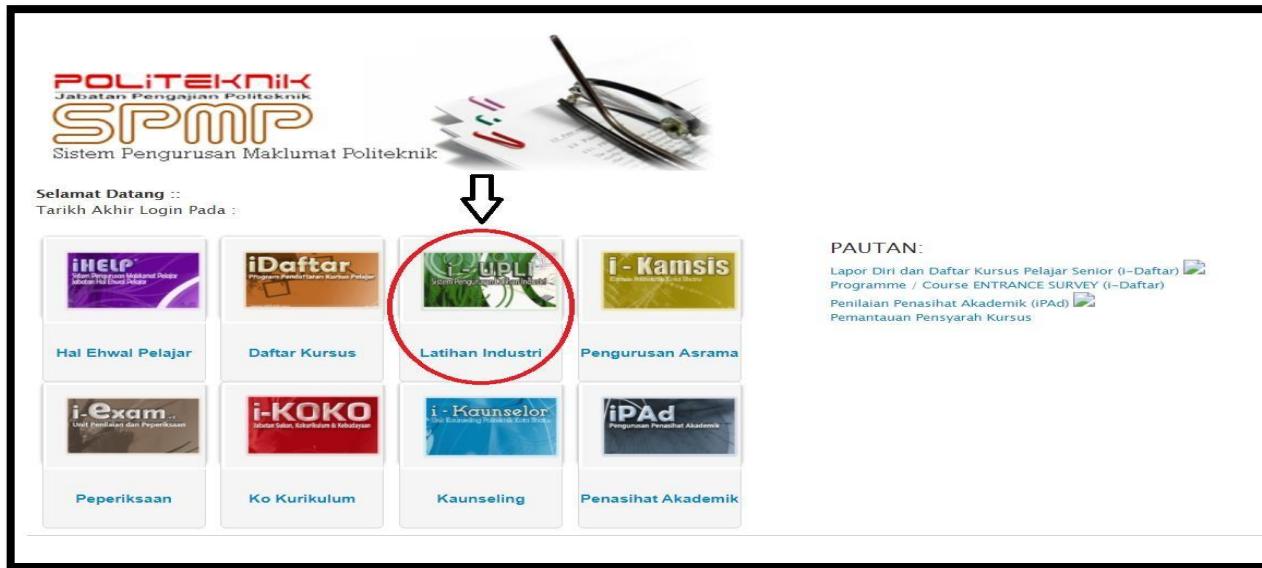
Daftar Syarikat

~TAMAT~

***SEBARANG PERTANYAAN BOLEH BERHUBUNG DENGAN PENYELARAS LATIHAN INDUSTRI JABATAN (PLIJ) / UNIT PERHUBUNGAN & LATIHAN INDUSTRI (UPLI)**

**PANDUAN MENCETAK SURAT PERMOHONAN PENEMPATAN &
KEPERLUAN DOKUMEN PERMOHONAN PENEMPATAN LATIHAN INDUSTRI**

- 1) LOG MASUK KE SISTEM SPMP
- 2) PILIH MENU “i-UPLI” (LATIHAN INDUSTRI)



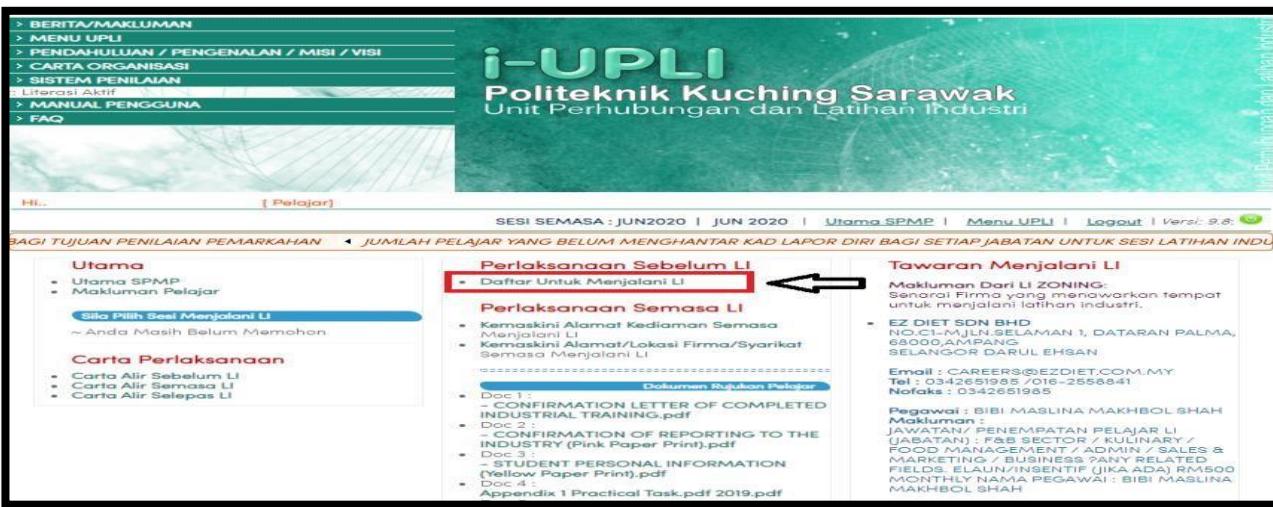
- 3) PILIH “i-UPLI VERSI BAHARU”



4) MENU “i-UPLI VERSI BAHARU” HANYA DAPAT DILOG MASUK SEKIRANYA
STATUS SERVER BERWARNA HIJAU



5) KLIK “DAFTAR UNTUK MENJALANI LI”



6) KLIK PADA ‘SURAT MEMOHON TEMPAT BAGI PROGRAM LATIHAN INDUSTRI’



a) Surat Permohonan Penempatan Latihan Industri

(Cover Letter)



b) Borang Maklumbalas Penerimaan Penempatan Latihan Industri

(Reply Form)



 POLITEKNIK KUCHING SARAWAK KEMENTERIAN PENGAJIAN TINGGI KM 22, Jalan Matang 93050 Kuching Sarawak	 POLITEKNIK KUCHING SARAWAK Tel.: 082-845596/7/8 Faks: 082-845593 Laman web: www.polku.edu.my GPS: 1630823, 110.195364
Our Ref. : PKS.700-6/2/5 (DECEMBER 2020) () Date : 24/09/2020	
TO WHOM IT MAY CONCERN Dear Sir,	
APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT Training Durations : 25 JANUARY 2021 - 11 JUNE 2021.	
Referring to the above, we are pleased to inform that the bearer of this letter:- Name : _____ Registration No. : _____ IC No. : _____ Program : DIPLOMA KEJURUTERAAN MEKANIKAL is a student of Politeknik Kuching Sarawak. 2. The student is required to undergo industrial training for 20 weeks in order to fulfill the requirement set by the Ministry of Higher Education in awarding of Diploma. For your information, our student is in the final semester and will be graduated after they completed their training. Our student is also covered with Group Personal Accident Insurance throughout the training duration. 3. We would appreciate if your management could give due consideration to this application. Enclosed herewith is the student's resume for your perusal. 4. Kindly assist us by completing the attached REPLY FORM and return to us by fax at 082- 845587 or email to uplips@gmail.com . Should you agree to accept the student, an official letter from Politeknik Kuching Sarawak will be sent to you before the student commencing their training. 5. Please do not hesitate to contact our Industrial Liaison & Training Officer (Pegawai Perhubungan & Latihan Industri) at 082-845596 ext. 587/588/583 or email us if your management has any enquiries or intend to have more trainees. 6. Your kind consideration and cooperation is very much appreciated.	
Thank You. "BERKHIDMAT UNTUK NEGARA" Saya yang menjalankan amanah,  (NIK SYAHRUL FAIZAL BIN NIK MAT) Industrial Training & Liaison Officer Politeknik Kuching Sarawak	
	

INDUSTRIAL TRAINING REPLY FORM <small>(to be sent to Politeknik Kuching Sarawak/direct to Student in 2 weeks time)</small>																													
(Company's Name & Address) <hr/> <hr/> <hr/> <hr/>																													
Email : Tel. No. : Fax No. : Date :																													
THE DIRECTOR Politeknik Kuching Sarawak Beg Berkunci 3094, Km 22, Jalan Matang 93050, Kuching, Sarawak <small>(Att. : Industrial Training & Liaison Officer)</small>																													
Dear Sir, INDUSTRIAL TRAINING PLACEMENT Referring to the above matter, our management <input type="checkbox"/> Agree <input type="checkbox"/> Do not Agree to offer placement for the following student to do his/her industrial training from 25 JANUARY 2021 - 11 JUNE 2021** Student will report to section/unit under the supervision of (Supervisor's Name) _____																													
Students Name : Registration No. : Program : Contact No (H/p) : Email : IC No. : House No : Kelas : DKM(A)																													
Yours faithfully, _____																													
Name : Designation : Tel. No. : Date : <div style="float: right;"> UNTUK KEGUNAAN UPLI KOD LI _____ </div>																													
Name of Person in Charge Designation & Company's official stamp: _____																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">DKA</td> <td style="width: 25%;">Diploma in Civil Engineering</td> <td style="width: 25%;">DEP</td> <td style="width: 25%;">Diploma in Electronic Engineering (Communication)</td> </tr> <tr> <td>DPB</td> <td>Diploma in Building Services</td> <td>DEE</td> <td>Diploma in Electrical & Electronic Engineering</td> </tr> <tr> <td>DGU</td> <td>Diploma in Geomatic</td> <td>DPE</td> <td>Diploma in Process Engineering (Petroleum)</td> </tr> <tr> <td>DKM</td> <td>Diploma in Mechanical Engineering</td> <td>DDT</td> <td>Diploma in Digital Technology</td> </tr> <tr> <td>DTP</td> <td>Diploma in Mechanical (Manufacturing)</td> <td>DNS</td> <td>Diploma in Information Technology (Networking)</td> </tr> <tr> <td>DPU</td> <td>Diploma in Mechanical (Air Conditioning & Refrigeration)</td> <td>DAT</td> <td>Diploma in Accountancy</td> </tr> <tr> <td>DAD</td> <td>Diploma in Mechanical (Automotive)</td> <td>DPM</td> <td>Diploma in Business Study</td> </tr> </table>		DKA	Diploma in Civil Engineering	DEP	Diploma in Electronic Engineering (Communication)	DPB	Diploma in Building Services	DEE	Diploma in Electrical & Electronic Engineering	DGU	Diploma in Geomatic	DPE	Diploma in Process Engineering (Petroleum)	DKM	Diploma in Mechanical Engineering	DDT	Diploma in Digital Technology	DTP	Diploma in Mechanical (Manufacturing)	DNS	Diploma in Information Technology (Networking)	DPU	Diploma in Mechanical (Air Conditioning & Refrigeration)	DAT	Diploma in Accountancy	DAD	Diploma in Mechanical (Automotive)	DPM	Diploma in Business Study
DKA	Diploma in Civil Engineering	DEP	Diploma in Electronic Engineering (Communication)																										
DPB	Diploma in Building Services	DEE	Diploma in Electrical & Electronic Engineering																										
DGU	Diploma in Geomatic	DPE	Diploma in Process Engineering (Petroleum)																										
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DTP	Diploma in Mechanical (Manufacturing)	DNS	Diploma in Information Technology (Networking)																										
DPU	Diploma in Mechanical (Air Conditioning & Refrigeration)	DAT	Diploma in Accountancy																										
DAD	Diploma in Mechanical (Automotive)	DPM	Diploma in Business Study																										

7) KLIK PADA ‘INDEMNITY LETTER (SURAT LEPAS TANGGUNG)’

Pendaftaran dan Status

- Daftar / Status Untuk Menjalani Latihan Industri **STEP 1**
Sesi Lat.Industri
DISEMBER 2020:

Status Memohon TELAH MEMOHON	Status PA TELAH DILULUSKAN	Status KUPLI/PLIJ/PPLI TELAH DILULUSKAN
--	--------------------------------------	---

Borang Latihan Industri

- Surat Memohon Tempat Bagi Program Latihan Industri **STEP 2 : DISEMBER 2020**
- Doc 1 : **COVERPAGE HADAPAN & BELAKANG JURNAL REFLEksi.pdf**
- Doc 2 : **Indemnity Letter (Surat Lepas Tanggung).pdf**
- Doc 3 : **JOB PROSPECT FOR JKA.pdf**
- Doc 4 : **JOB PROSPECT FOR JKM.pdf**
- Doc 5 : **JOB PROSPECT FOR JKPK.pdf**
- Doc 6 : **JOB PROSPECT FOR JP.pdf**
- Doc 7 : **JOB PROSPECT FOR JTMK.pdf**
- Doc 8 : **JOB PROSPECT FOR JKE.pdf**
- Doc 9 : **Resume Form LI.pdf**

KLIK PADA INDEMNITY LETTER UNTUK MENCETAK

**c) Surat
Lepas
Tanggung**

(Indemnity Letter)



Student Registration No : _____

UNIT PERHUBUNGAN DAN LATIHAN INDUSTRI
(INDUSTRIAL TRAINING & LIAISON UNIT)
POLITEKNIK KUCHING SARAWAK

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING
INDUSTRIAL TRAINING SESSION:

It is hereby declare that I (Name):

IC No. :

The student of Politek Kuching Sarawak has been offered to undergo the industrial training at your organization starting from to

In consideration of your Company affording the above industrial training, if in the meantime of having industrial training or doing any activities related to it, there are any injuries or disabilities or death or damage to property caused by my own negligence or not, I shall discharge the responsibility of Politek Kuching Sarawak, the Polytechnic Education Department and the Community College as well as the Ministry of Higher Education Malaysia from all legal proceedings, hearings, claims and all such acts arising in connection with the implementation of such industrial training. I further undertake not to breach the terms and conditions of the Company's contract for industrial training.

Signed by the person as mentioned above)
Name of student:) (Student's signature)
on (Date:))
(Student's IC Number)

In front of :) (Witness's FullName)) (Witness's Signature)
.....)
.....)
.....)
(INSTITUTION OFFICIAL STAMP)) (Witness's IC Number)

*Student must print 2 copies & fill complete all detail (1 copy for company & 1 copy for UPLI)

8) KLIK PADA 'JOB PROSPECT MENGIKUT JABATAN PELAJAR MASING-MASING'

Pendaftaran dan Status

- Daftar / Status Untuk Menjalani Latihan Industri **STEP 1**
Sesi Lat.Industri
DISEMBER 2020:

Status Memohon TELAH MEMOHON	Status PA TELAH DILULUSKAN	Status KUPLI/PLIJ/PPLI TELAH DILULUSKAN
---------------------------------	-------------------------------	--

Borang Latihan Industri

- Surat Memohon Tempat Bagi Program Latihan Industri **STEP 2 : DISEMBER 2020**
- Doc 1 : COVERPAGE HADAPAN & BELAKANG JURNAL REFLEksi.pdf
- Doc 2 : Indemnity Letter (Surat Lepas Tanggung).pdf
- Doc 3 : JOB PROSPECT FOR JKKA.pdf
- Doc 4 : JOB PROSPECT FOR JKMK.pdf
- Doc 5 : JOB PROSPECT FOR JKPK.pdf
- Doc 6 : JOB PROSPECT FOR JP.pdf
- Doc 7 : JOB PROSPECT FOR JTMK.pdf
- Doc 8 : JOB PROSPECT FOR JKE.pdf
- Doc 9 : Resume Form LI.pdf

KLIK PADA 'JOB PROSPECT' MENGIKUT JABATAN/BIDANG PELAJAR MASING-MASING

d) Surat Prospek Tugas

(Job Prospect Letter)



UNIT PERHUBUNGAN & LATIHAN INDUSTRI
POLITEKNIK KUCHING SARAWAK

DIPLOMA IN MECHANICAL ENGINEERING (AUTOMOTIVE) - DAD

SYNOPSIS

The Diploma in Mechanical Engineering (Automotive) programme is designed to produce holistic graduates that have knowledge and competent skills in the field of mechanical engineering with added specialization subjects in the automotive engineering to fulfil the demand of workers in engineering sector. The programme structure focusses on the area of Solid Mechanics, Statics & Dynamics, Thermodynamics & Heat Transfer, Fluid Mechanics, Materials, Mechanical Design, Workshop Practices, Manufacturing, Instrumentation & Control, Mechanical Maintenance, Electrical & Electronic technology, Vehicle System, Vehicle Technology and Workshop Practice & Management.

JOB PROSPECT

This programme provides the knowledge and skills in Mechanical Engineering (Automotive) field that can be applied to a broad range of careers in mechanical engineering. And Automotive Engineering. The knowledge and skills that the students acquire from the programme will enable them to participate in the job market as:

- Assistant Engineer
- Service Advisor
- Technical Assistant
- Quality Officer
- After Sales Service Officer
- Sales Executive
- Technical Instructor or Lecturer
- Technical Specialist
- Workshop Supervisor
- Factory Supervisor
- Team Leader Service Advisor
- Service assistant Manager
- Service Manager
- Entrepreneur

9) KLIK PADA 'RESUME FORM LI'.

The screenshot shows the i-UPLI website interface. At the top left is a navigation menu with links like 'BERITA/MAKLUMAN', 'MENU UPLI', 'PENDAHULUAN / PENGENALAN / MISI / VISI', 'CARTA ORGANISASI', 'SISTEM PENILAIAN', 'Literasi Aktif', 'MANUAL PENGGUNA', and 'FAQ'. The main header features the 'i-UPLI Politeknik Kuching Sarawak' logo with the tagline 'Unit Perhubungan dan Latihan Industri'. Below the header, a user profile shows 'RAFISYAH BINTI ROSMAN [Pelajar]'. The page title is 'Pendaftaran dan Status'. A list of documents for 'Surat Memohon Tempat Bagi Program Latihan Industri' is shown, including 'DOC 1: COVERPAGE HADAPAN & BELAKANG JURNAL REFLEKSI.pdf', 'DOC 2: Indemnity Letter (Surat Lepas Tanggung).pdf', and others. A red box highlights 'DOC 9: Resume Form LI.pdf'. To the right, three status buttons are displayed: 'Status Memohon TELAH MEMOHON', 'Status PA TELAH DILULUSKAN', and 'Status KUPLI/PLIJ/PPLI TELAH DILULUSKAN'. A button labeled 'KLIK PADA 'RESUME FORM' UNTUK DICETAK' is also present.

e) Borang
Resume

(Resume Form)



INDUSTRIAL TRAINING & LIAISON UNIT
(UNIT PERHUBUNGAN DAN LATIHAN INDUSTRI-UPLI)
POLITEKNIK KUCHING SARAWAK
KM 22, Jalan Matang, 93050 Kuching, Sarawak.
Tel: 082-845596/7/8 No. Faks : 082-845587
www.uplips@gmail.com

RESUME	
PERSONAL INFORMATION	
NAME	
I.C NO	
REGISTRATION NO	
PROGRAM	
E-MAIL	
RACE	RELIGION
GENDER	CONTACT NO (HP)
POSTAL ADDRESS	
MOTHER/FATHER/ GUARDIAN'S NAME	
MOTHER/FATHER/ GUARDIAN'S POSTAL ADDRESS	
TEL. NO (HOME)	TEL. NO (HP)
RELATIONSHIP	
PRIOR KNOWLEDGE :	
REQUIRED KNOWLEDGE/EXPERIENCE DURING INTERNSHIP:	
I acknowledge that the above information's is true and correct.	
Signature : Date :	

*Reminder: Student need to attach the examination's result or other relevant certificates (if required by the organisation)

- 10) LOG MASUK KE ‘i-EXAM’**
 - 11) KLIK ‘KEPUTUSAN PEPERIKSAAN’**
 - 12) CETAK ‘SLIP KEPUTUSAN SEMESTER LEPAS’**

KEPUTUSAN PEPERIKSAAN						
TARIKH DAFTAR : 10/08/2020						
KELAS : DKM5A						
KOD KURSUS	NAMA KURSUS	GRED	NILAI MATA	MASA KREDIT	STATUS	
DJJ6143	PROJECT 2	-	-	-	-	
DJJ6153	MECHANICAL COMPONENTS & MAINTENANCE	-	-	-	-	
DJJ6162	MAINTENANCE ENGINEERING & MANAGEMENT	-	-	-	-	
DJJ6192	INDUSTRIAL MANAGEMENT	-	-	-	-	
DPB2012	ENTREPRENEURSHIP	-	-	-	-	
DUA6022	KOMUNIKASI DAN PENYIARAN ISLAM	-	-	-	-	
STATUS : DITUTUP/ BELUM DI PROSES						

KEPUTUSAN PEPERIKSAAN						
TARIKH DAFTAR : 03/12/2019						
KELAS : DKM4A						
KOD KURSUS	NAMA KURSUS	GRED	NILAI MATA	MASA KREDIT	STATUS	
DJJ3103	STRENGTH OF MATERIALS	C	2.00	3.0	Iulus	
DJJ5032	MECHANICAL WORKSHOP PRACTICE 4	A	4.00	2.0	Iulus	
DJJ5062	COMPUTER AIDED DESIGN 2	A-	3.67	2.0	Iulus	
DJJ5113	MECHANICS OF MACHINE	B	3.00	3.0	Iulus	
DJJ5123	PNEUMATIC AND HYDRAULIC	A-	3.67	3.0	Iulus	
DJJ5133	ENGINEERING DESIGN	B	3.00	3.0	Iulus	
DJJ5141	PROJECT 1	A	4.00	1.0	Iulus	
DUE5012	COMMUNICATIVE ENGLISH 3	B+	3.33	2.0	Iulus	
MASA KREDIT SEMASA : 19.0		MASA KREDIT TERKUMPUL : 70.0 / 70.0		MASA KREDIT KESELURUHAN : 70.0 / 94.0		
PNM : 3.21		HPNM : 2.78		KPTN : KB		STATUS : KB

f) Slip Keputusan Peperiksaan

(Examination Result Slip)



	<p>POLITEKNIK KUCHING SARAWAK JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI KEMENTERIAN PENGAJIAN TINGGI BEG BESAR, JALAN 10/10, KAMPUNG BATANG 93050, KUCHING, SARAWAK TEL.: 082-846 596, FAX: 082-846 023</p>					
<p>KEPUTUSAN PENILAIAN AKHIR SEMESTER SESI DISEMBER 2019 PROGRAM DIPLOMA KEJURUTERAAN MEKANIKAL</p>						
NAMA : NO.KP : NO.PEND :	SEMESTER : EMPAT KELAS SEMASA : DKMMA TARIKH : 16/05/2020					
KOD	NAMA KURSUS	JAM KREDIT	GRED	NILAI MATA	MATA KREDIT	STATUS
DJJ3103	STRENGTH OF MATERIALS	3.0	C	2.00	6.00	
DJJ5032	MECHANICAL WORKSHOP PRACTICE 4	2.0	A	4.00	8.00	
DJJ5062	COMPUTER AIDED DESIGN 2	2.0	A-	3.67	7.34	
DJJ5113	MECHANICS OF MACHINE	3.0	B	3.00	9.00	
DJJ5123	PNEUMATIC AND HYDRAULIC	3.0	A-	3.67	11.01	
DJJ5133	ENGINEERING DESIGN	3.0	B	3.00	9.00	
DJJ5141	PROJECT 1	1.0	A	4.00	4.00	
DU5012	COMMUNICATIVE ENGLISH 3	2.0	B+	3.33	6.66	
KEPUTUSAN : KEDUDUKAN BAIK		P NM : 3.21	HP NM : 2.78			
Jam Kredit Dambil : 19.0 Jam Kredit Dambil Kira : 19.0 Jumlah Jam Kredit Terkumpul : 70.0 / 94.0						
KENYATAAN : PERLU MENERUSKAN PENGAJIAN KE SEMESTER BERIKUTNYA.						
Nota : Slip keputusan ini adalah janaan komputer dan tidak perlu ditandatangani.						

**PANDUAN SELEPAS PENGHANTARAN DOKUMEN PERMOHONAN
KEPIHAK SYARIKAT / ORGANISASI**

- ❖ **HANYA (SATU) PERMOHONAN SYARIKAT / ORGANISASI SAHAJA DILAKUKAN DALAM SATU-SATU MASA PERMOHONAN.**
- ❖ **PELAJAR DIKEHENDAKI UNTUK MELAKUKAN '*FOLLOW-UP*' PIHAK SYARIKAT / ORGANISASI DALAM TEMPOH **2 MINGGU** SELEPAS MENGHANTAR DOKUMEN PERMOHONAN.**
- ❖ **SEKIRANYA PELAJAR DITAWARKAN PENEMPATAN LI LEBIH DARI (SATU) TEMPAT MAKA PELAJAR PERLU :-**
 - MEMBUAT SURAT RASMI BERTULIS BAGI MEMBATALKAN PERMOHONAN SYARIKAT YANG DITOLAK TERSEBUT.
 - SURAT RASMI TERSEBUT PERLU DISAHKAN / DICOP OLEH PIHAK SYARIKAT YANG DITOLAK TERSEBUT SEBAGAI BUKTI PIHAK SYARIKAT TERSEBUT TELAH AMBIL MAKLUM & SALINAN SURAT RASMI TERSEBUT **WAJIB** DIMAJUKAN KEPADA PIHAK UPLI.
 - PIHAK UPLI AKAN MENGEMASKINIKAN PENEMPATAN YANG BAHRU SETELAH SURAT PEMBATALAN SYARIKAT TELAH SELESAI DISERAHKAN KEPADA PIHAK UPLI.

~TAMAT~

***SEBARANG PERTANYAAN BOLEH BERHUBUNG DENGAN PENYELARAS LATIHAN INDUSTRI JABATAN (PLIJ) / UNIT PERHUBUNGAN & LATIHAN INDUSTRI (UPLI)**

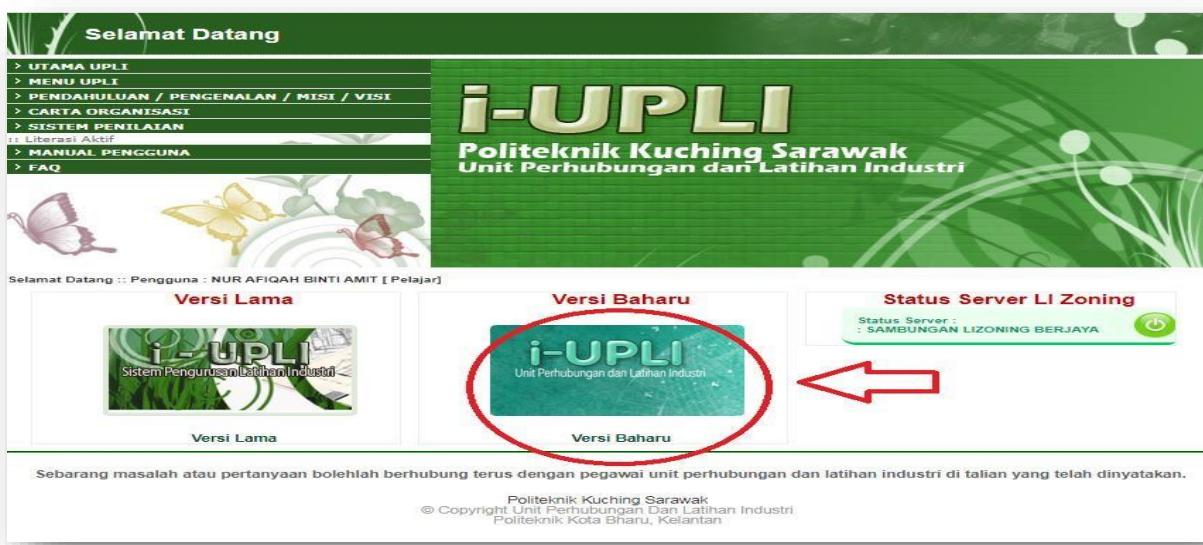
PANDUAN LAPOR DIRI DI FIRMA / INDUSTRI BAGI PELAJAR YANG MENJALANI LATIHAN INDUSTRI

1) Login SPMP i-UPLI

- (Panduan mencetak surat lapor diri pelajar di firma / industri)



- ❖ Klik pada bulatan merah tersebut yang bertulis ‘Latihan Industri’ untuk daftar masuk ke dalam sistem i-UPLI.



- ❖ Klik pada bulatan merah tersebut dan pilih (i-UPLI Versi Baharu)

SESI SEMASA : JUN2020 | JUN 2020 | Utama SPMP | Menu UPLI | Logout | Versi: 9.8.0

Berita/Makluman Latihan : ▶ MAKLUMAN PELAKSANAAN LI SESI JUN 2020 DISEBABKAN OLEH

Utama

- Utama SPMP
- Makluman Pelajar

Sila Pilih Sesi Menjalani LI

- JUN 2020 (**6 DISETKAN**)

Carta Perlaksanaan

- Carta Alir Sebelum LI
- Carta Alir Semasa LI
- Carta Alir Selepas LI

Perlaksanaan Sebelum LI

- Daftar Untuk Menjalani LI

Perlaksanaan Semasa LI

- Kemaskini Alamat Kediaman Semasa Menjalani LI
- Kemaskini Alamat/Lokasi Firma/Syarikat Semasa Menjalani LI

Dokumen Cetakan Pelajar

- Cetak Kad Pengesahan Lapor Diri
- Cetak Barang Pengesahan Tamat LI

Dokumen Rujukan Pelajar

- Doc 1: - CONFIRMATION LETTER OF COMPLETED INDUSTRIAL TRAINING.pdf
- Doc 2: - CONFIRMATION OF REPORTING TO THE INDUSTRY (Pink Paper Print).pdf
- Doc 3: - STUDENT PERSONAL INFORMATION (Yellow Paper Print).pdf
- Doc 4: Appendix 1 Practical Task.pdf 2019.pdf
- Doc 5: Appendix 2 (Reflective Journal Form).pdf

Tawaran Menjalani LI

Makluman Dari LI ZONING:
Senarai Firma yang menawarkan tempat untuk menjalani latihan industri.

- EZ DIET SDN BHD
NO.C1-MJLN.SELAMAN 1, DATARAN PALMA, 68000,AMPANG SELANGOR DARUL EHSAN

Email : CAREERS@EZDIET.COM.MY
Tel : 0342651985 /016-2558841
Nofaks : 0342651985

Pegawai : BIBI MASLINA MAKHBOL SHAH
Makluman :
JAWATAN/ PENEMPATAN PELAJAR LI (JABATAN) : F&B SECTOR / KULINARY / FOOD MANAGEMENT / ADMIN / SALES & MARKETING / BUSINESS PANY RELATED FIELDS. ELAUN/INSENTIF (JIKA ADA) RM500 MONTHLY NAMA PEGAWAI : BIBI MASLINA MAKHBOL SHAH

- ❖ Klik bulatan merah tersebut ‘Daftar Untuk Menjalani LI’ di bawah tajuk Pelaksanaan Sebelum LI

▪ Doktor / status untuk menjalani Latihan Industri STEP 1 : Sesi Lat.Industri JUN 2020: Status Memohon TELAH MEMOHON Status PA TELAH DIULUSKAN Status KUPLI/PLIJ/PPUJ TELAH DIULUSKAN

Borang Latihan Industri

▪  Surat Memohon Tempat Bagi Program Latihan Industri STEP 2 : JUN 2020

▪ Doc 1: COVERPAGE HADAPAN & BELAKANG JURNAL REFLEKSI.pdf

▪ Doc 2: Indemnity letter (Surat lepas tanggung).pdf

▪ Doc 3: JOB PROSPECT FOR JKKA.pdf

▪ Doc 4: JOB PROSPECT FOR JKM.pdf

▪ Doc 5: JOB PROSPECT FOR JKPK.pdf

▪ Doc 6: JOB PROSPECT FOR JR.pdf

▪ Doc 7: JOB PROSPECT FOR JTMK.pdf

▪ Doc 8: JOB PROSPECT FOR JKE.pdf

▪ Doc 9: Release for LI.pdf

▪ Doc 10: STUDENT PLEDGES (AKU JANJI).pdf

Pendaftaran Firma Untuk Menjalani LI

▪ Daftar Baharu | Tukar/Edit Firma/Syarikat : STEP 3 : JUN 2020 TELAH DIMINTAKADAKAN

Pegawai LI Yang Mengesahkan

Alamat Syarikat Yang Didafatkan:
PENGARAH
JABATAN LAUT MALAYSIA (KUCHING)
JALAN 1000, BLOK LAUT WILAYAH SARAWAK LOT 882, SEKSYEN 6B, JALAN UTAMA, TANAH PUTIH 93100 KUCHING SARAWAK.
Tel: 082-484188
Faks :
Nama Pegawai :
PUAN SHARIFAH NORAINI BINTI WAN MOHAMAD
PEGAWAI TADBIR
PENTADBIRAN

Kemaskini Rekod HEP ke Rekod Latihan Industri

▪ Kemaskini Rekod Terkini Dari Hal Ehwal Pelajar STEP 4 : Jika Ada Perubahan
Pastikan rekod telah dikemasukan melalui sistem iHELP sebelum diajukan permohonan anda oleh pegawai UPLI.

Status Permohonan

Car Latihan : JUN 2020

▪ Status Permohonan : PERMOHONAN TELAH DITERIMA

▪ A Status Dari UPLI : Anda Loyak Memohon Untuk Menjalani Latihan Industri.

▪ A Status Dari Unit Perakaunan : Anda Loyak Menjalani Latihan Industri.



 Sila Klik Untuk Cetak Surat Penempatan

- ❖ Klik bulatan merah tersebut yang bertulis ‘Sila Klik Untuk Cetak Surat Penempatan’



POLITEKNIK KUCHING SARAWAK
KEMENTERIAN PENGAJIAN TINGGI
KM 22, Jalan Matang
93050 Kuching
Sarawak

POLITEKNIK
KUCHING SARAWAK
Tel: 082-8455967/8
Faks: 082-845023
Laman web: www.poliku.edu.my
GPS : 1.630823, 110.195364

Ref. : _____
Date : _____

Dear Student,

Re: INDUSTRIAL TRAINING PLACEMENT (13 JULY - 27 NOVEMBER 2020)

We are pleased to refer to the above matter

2. It is to inform that you are required to report for Industrial Training to the organization on the stated date and time as follows :-

Organization's Name : JABATAN LAUT MALAYSIA (KUCHING)
Address : IBU PEJABAT LAUT WILAYAH SARAWAK, LOT 863, SEKSYEN 66,
JALAN UTAMA, TANAH PUTEH, 93619 KUCHING, SARAWAK

Training Duration : 13 JULY - 27 NOVEMBER 2020

Date of Reporting : 13 JULY 2020

Time of Reporting : 8.00 am

Contact Person : PUAN SHARIFAH NORAINI BINTI WAN MOHAMAD

Document to bring during reporting :
a. Industrial Training Placement's Letter
b. Student's Card
c. Reflective Journal Book

3. After reporting, you are required to complete the following document i.e (a) Confirmation of Reporting to the Industry, (b) Student Personal Information. All the above document must be sent by email to uplipks@gmail.com in one week after reporting to the organization while the original document can be sent later by postage to Politeknik Kuching Sarawak. A failure to report to the organization can be subjected to disciplinary action (see article 8.7 Punitive Action). If there is a change of address (but same organization) or your home address and contact, you are required to fill up the Change of Address' Form and send it to UPLI immediately. Please be reminded that change of placement is NOT permitted.

4. While undergoing industrial training, you are still subjected to polytechnic's rules and regulations and at the same time you must adhere to regulations / directives set by the organizations.

5. Lastly, this letter will void if it is found that you do not comply to any of the conditions stated in the Industrial Training Guidelines for student or if your examination's result does not qualify you for Industrial Training. If the results stated you are not qualified for Industrial Training, you are required to report back to Politeknik Kuching Sarawak on the date specified.

6. Any enquiries concerning Industrial Training, please contact us at UPLI for clarification.

(DEFFANY KONG SUK LAN)
Pegawai Perhubungan Dan Latihan Industri
Politeknik Kuching Sarawak

This letter is computer-generated and do not need signature

- ❖ Contoh **Surat Lapor Diri Pelajar** yang perlu dicetak & dibawa bersama pada hari pertama melapor diri di firma / industri
- ❖ Pelajar juga perlu membawa bersama **Kad Matrik** serta **Buku Jurnal Refleksi** yang telah lengkap dicetak dari sistem SPMP i-UPLI.
- ❖ Pelajar juga perlu diingatkan untuk menghantar kad lapor diri yang berwarna Kuning & Pink (Sila rujuk slaid taklimat LI 2) dalam tempoh seminggu selepas melapor diri di firma / industri.
- ❖ Kaedah penghantaran dokumen tersebut boleh melalui :
 - Faks : **082-845587**
 - Emel : uplipks@gmail.com
 - Pos : Alamat PKS (Rujuk di muka belakang Buku Jurnal Refleksi Pelajar)

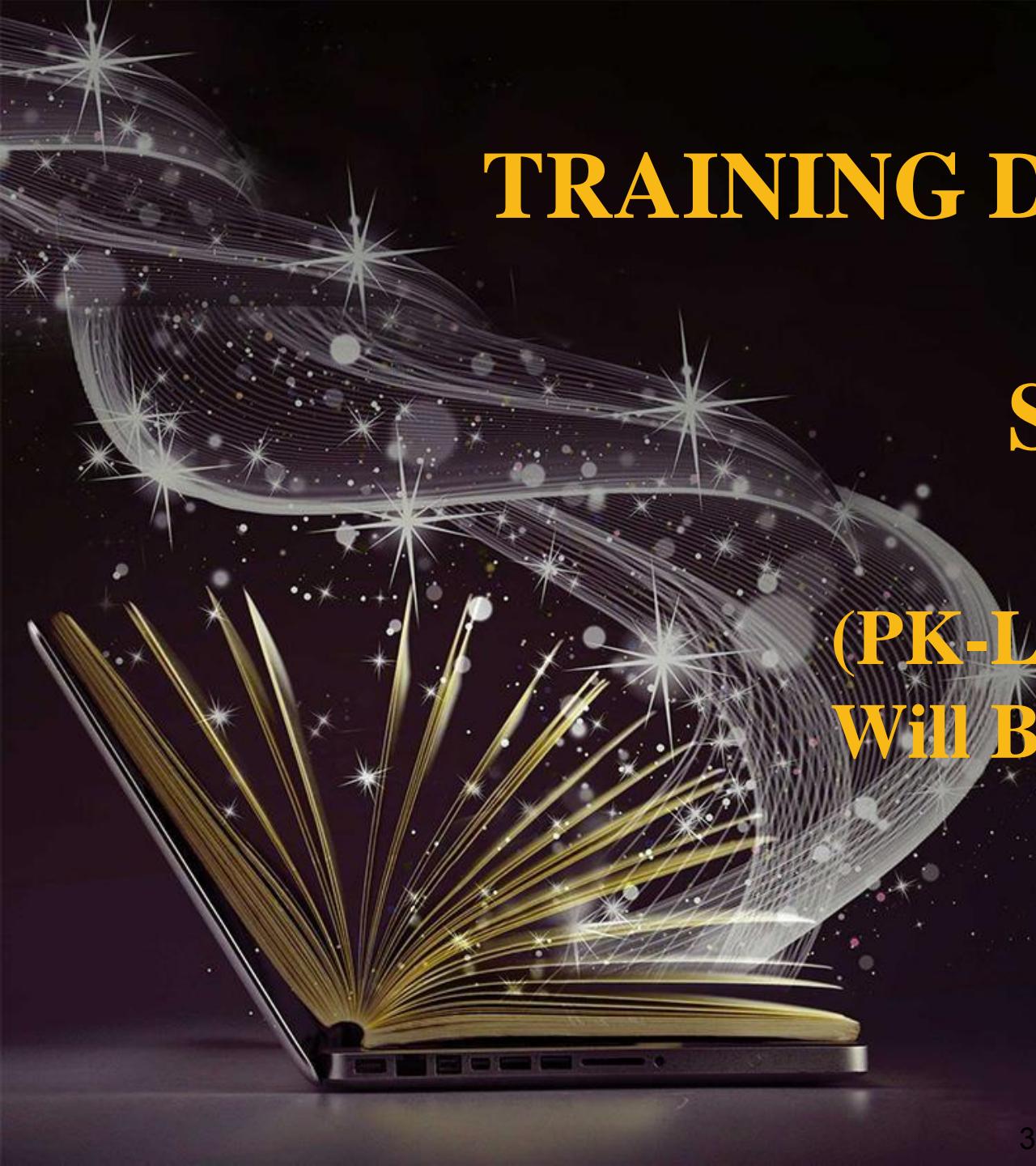
SELAMAT MENJALANI LATIHAN INDUSTRI & SELAMAT MAJU JAYA



INDUSTRIAL TRAINING

PREPARATION BEFORE
UNDERGO INDUSTRIAL
TRAINING & REPORT
WRITING BRIEFING 2

INDUSTRIAL TRAINING & LIAISON UNIT (UPLI)
POLITEKNIK KUCHING SARAWAK



TRAINING DURATION :

SET BY SEMESTER

(PK-LI) SESSION

Will Be Announced By Time To Time

IMPORTANT REMINDER

- ***EXTEND STUDENTS***
**PLEASE CHECK YOUR
INSURANCE COVERAGE
WITH STUDENT AFFAIR
DEPARTMENT (HEP) TO
ENSURE THAT YOU ARE
COVERED BY INSURANCE
DURING YOUR
INDUSTRIAL TRAINING
SESSION**



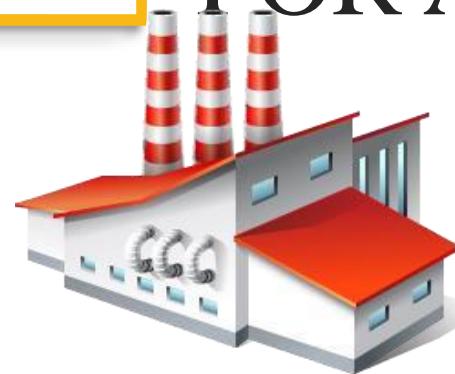


DRESS CODE DURING REPORTING FOR INDUSTRIAL TRAINING





INTERNSHIP ASSESSMENT FOR ALL DEPARTMENT EXCEPT JKE



APPENDIX 1 FORM
(40 % MARKS)

&

APPENDIX 2 FORM
(20 % MARKS)

60 % MARKS



APPENDIX 3 FORM (10 % MARKS)

APPENDIX 4 FORM (20 % MARKS)

APPENDIX 5 FORM (10 % MARKS)

40 % MARKS



100

FILL BY
INDUSTRY/
ORGANISATIONS

FILL BY
POLYTECHNIC'S
LECTURER



INTERNSHIP ASSESSMENT

ELECTRIC ENGINEERING DEPARTMENT (JKE)



APPENDIX 1 FORM
(50 % MARKS)

&

APPENDIX 2 FORM
(20 % MARKS)

70 % MARKS



APPENDIX 3 FORM (10 % MARKS)

APPENDIX 4 FORM (10 % MARKS)

APPENDIX 5 FORM (10 % MARKS)

30 % MARKS



100

FILL BY
INDUSTRY/
ORGANISATIONS

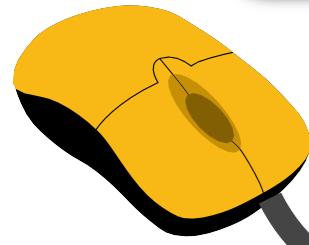
FILL BY
POLYTECHNIC'S
LECTURER

APPENDIX FORM

APPENDIX 1
PRACTICAL TASK
FORM

APPENDIX 3
REFLECTIVE
JOURNAL FORM

APPENDIX 5
PRESENTATION
FORM



**TO PASS LI,
MUST SUBMIT
ALL THE
APPENDICES**



SUPERVISOR



LECTURER

APPENDIX 2
REFLECTIVE
JOURNAL FORM

APPENDIX 4
INDUSTRIAL
TRAINING FINAL
REPORT FORM

ACCIDENTS & INSURANCE CLAIM

UPLI is not handling insurance claim but will be available to assist students



ACCIDENT AT
INTERNSHIP
PLACEMENT

IF ANY ACCIDENT HAPPEN, PLEASE DO CONTACT : 082-845596

❖ MS. JENNIECIA IRDRINNIE ANAK ALLAY

JHEP

EXT. 232

➤ NIK SYAHRUL FAIZAL BIN NIK MAT

EXT. 583

➤ MUHAMMAD SHAHRIL BIN GHAZALI

EXT. 587

➤ MOHD FAIZUL BIN ABU BAKAR

EXT. 586

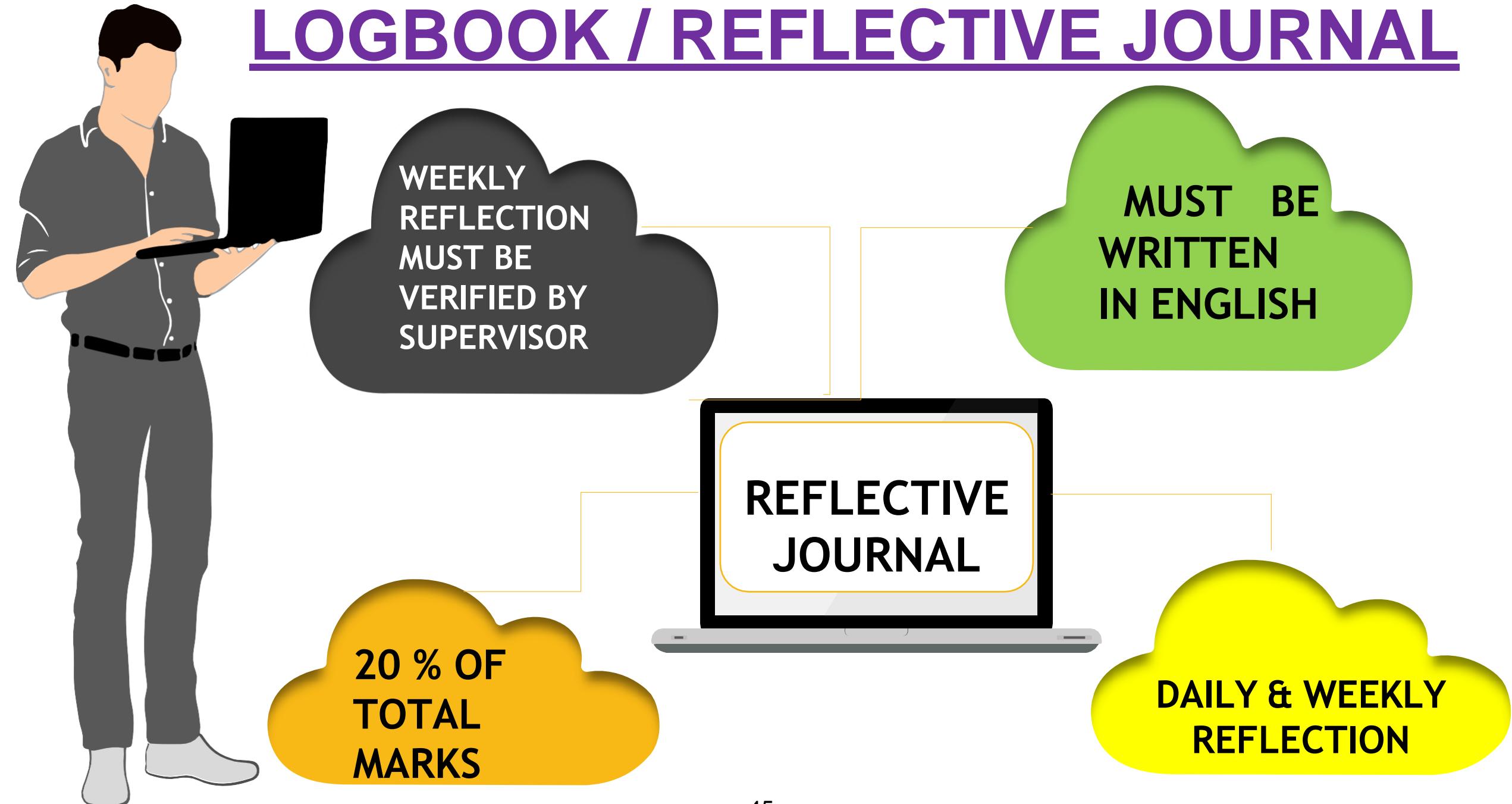
○ PLIJ

(DEPEND ON STUDENT'S DEPARTMENT)

• ACADEMIC ADVISOR (PA)

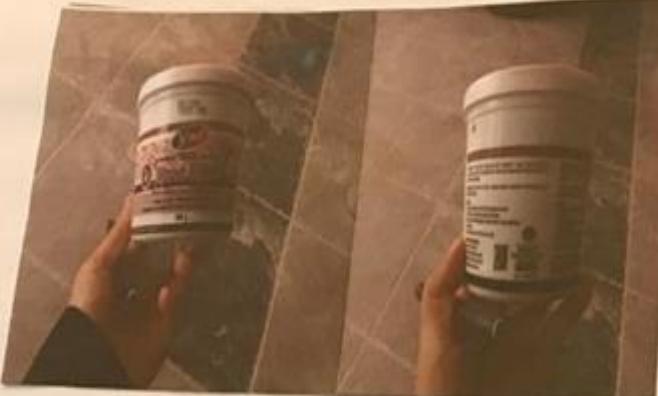
(DEPEND ON STUDENT'S DEPARTMENT)

LOGBOOK / REFLECTIVE JOURNAL



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)

24 AUGUST 2012 **SUNDAY**
Supervisor's Name: LEE PAENG YEW
Task: Wood Filler (Water-based Putty)



1) Wood putty also called as plastic wood

2) Function: Used to fill imperfections, such as nail holes, in wood. get crack near the rebate set of wood too.

3) Putties are usually sanded after they are dry before applying the finish for example painting, painting the door.

4) Main problem for using putty is matching the colour of the putty to that of the wood.

27 AUGUST 2012 **MONDAY**
Supervisor's Name: LEE PAENG YEW
Task: Vibrating concrete vibrator



Function of gasoline concrete vibrator

- 1) Concrete vibrator help to strengthen the freshly poured concrete so that the trapped air and excess water can be released and the concrete settles firmly in place in the formwork.
- Usually the gasoline concrete vibrator look like a steel cylinder about the size of the handle of a baseball bat, with a hose.
- The vibrator head is immersed in the wet concrete
- Improper way of strengthen or consolidation of concrete can cause the strength of concrete and produce surface blemishes such as honeycombing.

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)

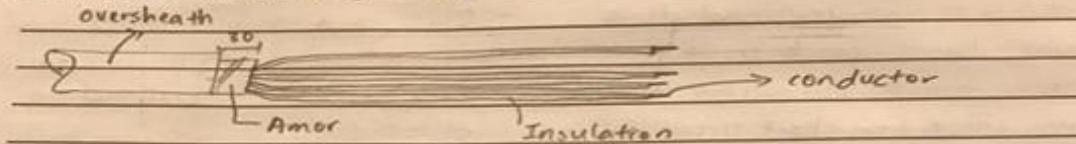
Date : 30 AUGUST 2013 Day: THURSDAY

Supervisor's Name : LEE BENG YEW

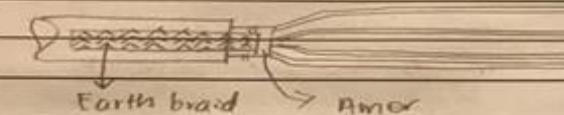
Task: Way to install manual 1kV 4-cores heat shrinkable termination

Process

1. Remove the oversheath by 60mm



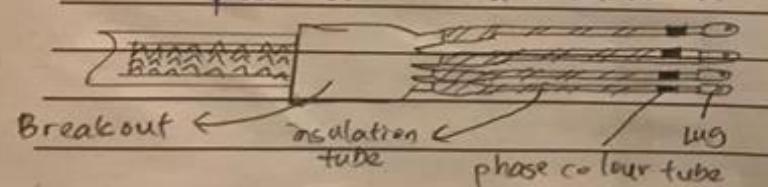
2. For armored cable, fix the earth braid on armor and secure it by constant force spring.



3. Slide the breakout to the crutch firmly and heat it



- 4.i)Slide lug onto conductor and crimp it.
ii)Slide insulation tubes over the cores and overlap the breakout branch by 20mm.
iii)Shrink from the breakout towards the lug.
iv)Slide phase - color tube and shrink it.



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)

Date: 29 AUGUST 2018 Day: WEDNESDAY

Supervisor's Name: LEE BENG YEW

Task: Differences Between MCB and ELCB

MCB - Miniature Circuit Breaker ELCB - Earth Leakage Circuit Breaker

- MCB is an electromechanical device which help to guards an electrical circuit from an over current, that may effect from short circuit and overload.

- MCB help to interrupt the stability of electrical flow through the circuit once an error is detected. Thus, this circuit breaker will turn off when the current flows through the maximum acceptable limit.

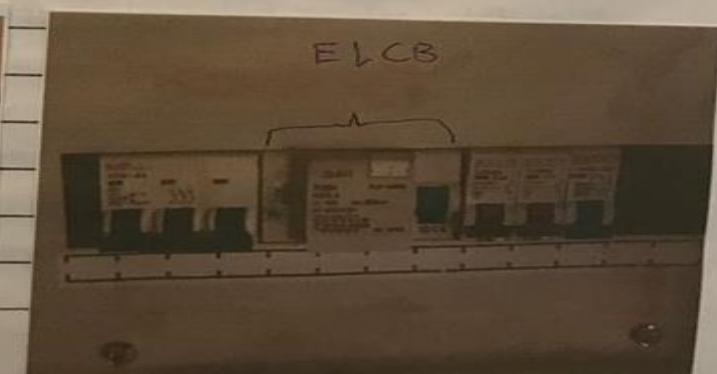
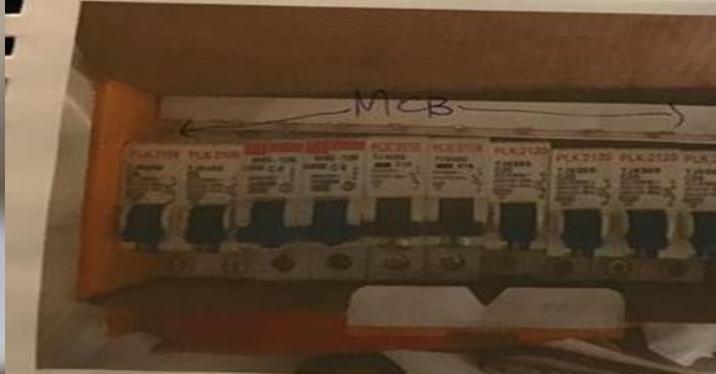
- Rated current is not more than 100 amperes.

- ELCB is a security device used in electrical system with high Earth impedance to avoid shock.

- ELCB connects the phase, earth, wire and neutral.

- ELCB notice fault currents from live to the ground wire inside the installation it guards.

- If enough voltage emerges across the sense coil in the circuit breaker, it will turn off the supply, and stay off until reset by hand.



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)

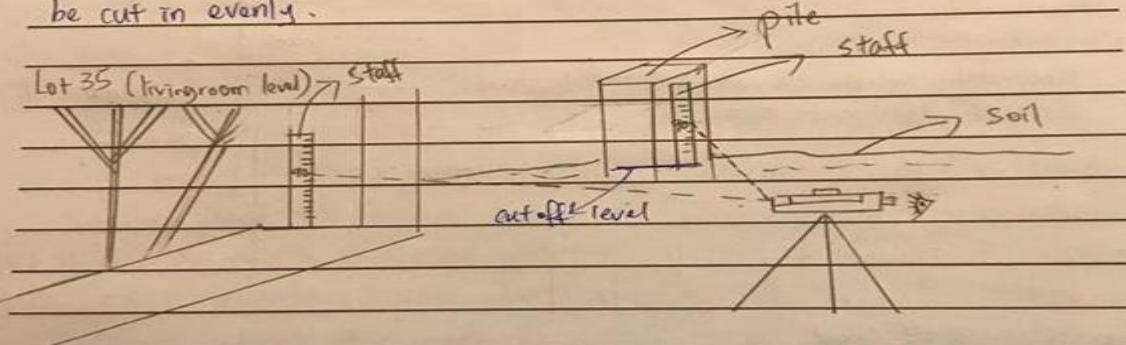
Date: 18 SEPTEMBER 2018 Day: TUESDAY

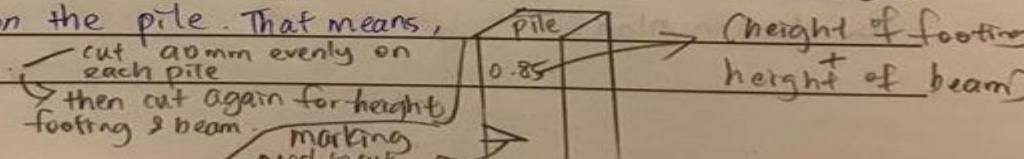
Supervisor's Name: LEE BENG YEW

Task: Mark the cut off level on the pile for Lot 29 - 34.

Process

1. Firstly, use the auto level to measure the of the house from of the level. Thus, another person need to use the staff level and stand at the house (Lot 35) so that they can take the reading.
2. Next, after the reading that they had took (90mm), they need to use the reading at all of the pile. This means, the worker need to shoot 90mm of reading at each pile so that the pile can be cut in evenly.



3. Then, mark the cut off level below the staff so that the worker will know which part they need to cut.
4. Lastly, they also write the cut off level that they have calculated before which (height of footing add on the height of beam) on the pile. That means, cut 2 times.
 - cut 90mm evenly on each pile
 - then cut again for height footing & beam marking need to cut

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)

Date: 9 APRIL 2019 Day: TUESDAY

Supervisor's Name: TRSF: DO THE CABLE TAGGING INSIDE DB UNIT.

- the cable identification tags have been prepared earlier at the office according to list of cable number given.
- the cable tag for each cable have to be prepared for its respective red, yellow and blue cable.
- before the tagging process start, all the MCB inside the DB unit must be turn off, to make it easier to identify each of the cable.
- the MCB for the respective cable will be turn ON one at a time, and the flux tester must be use to detect which cable that got supply.
- once detected by flux tester (its blinking if the cable have a power supply), the cable will be tagged with the cable tag.
- the excess cable tie will be cut out nicely by using cutter.
- the process will be repeated for the other tag until all of it completely tagged.



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)

Date: 12 APRIL 2019 Day: FRIDAY

Supervisor's Name: _____

Task: MEASURE THE VOLTAGE OF A 3-PHASE POWER SUPPLY.

- 3-phase current is reserved for use in factories and similar settings, where it powers large motors, electric furnaces and other heavy machinery.
- all precautions must be taken seriously and be careful while performing the voltage check and be aware of our movements at all times.
- testing 3-phase voltage means exposing ourselves to potentially life-threatening electric currents.
- before testing 3-phase voltage, it is critically important that we must be careful and take appropriate safety precautions. Wearing a grounding strap is advised.
- to measure the voltage, the clamp-meter is set to detect an AC voltage.
- the probe leads connected to the "common" and "volts" connections, and select a voltage range somewhat higher than the voltage we intend to check.

• Please view:



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non- Engineering)

Date: 13 /7 /2020 Day: 1
Task: Filing and briefing Supervisor's Name: MISS NORQ Y ZIHA

① Briefing with supervisor, she ask me what to do in the time of practical and the account executive will guide me within practical time. Then the account executive will tell me the first thing I do is filing.



Filing is the must think in eye account life because when the Document missing, It hard to find again so long the system keep it.

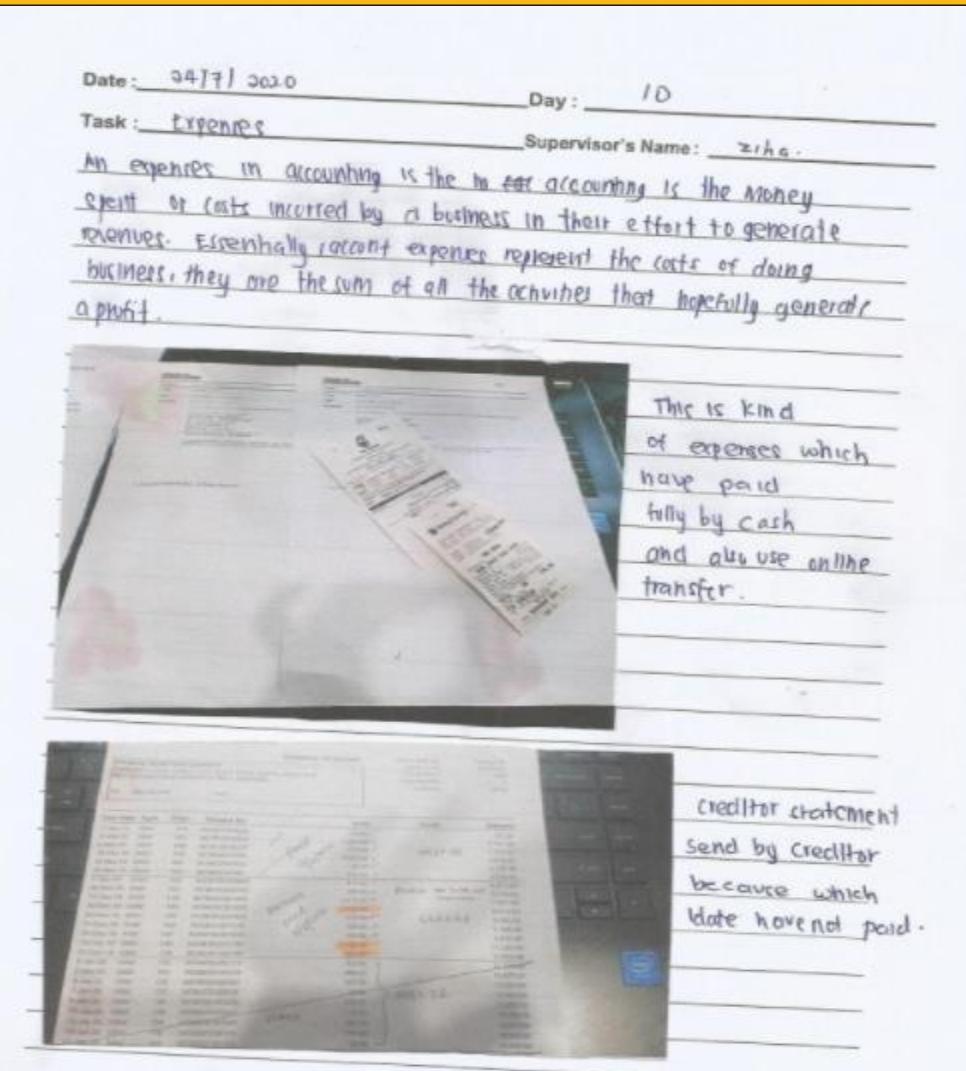
Sample of after filing - the make sure document which use number need summing them numbers.

the document will put properly on made file and nice seen by supervisor.



Before filing the document Make sure setup the document properly.

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non- Engineering)

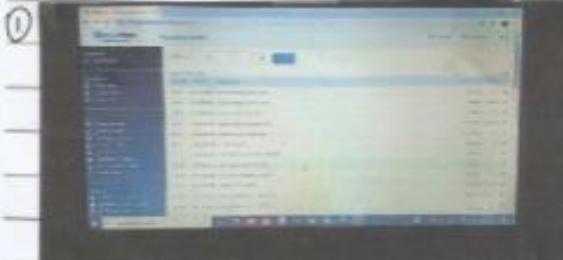


SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non- Engineering)

Date: 01/10/2020 Day: 89

Task: Cleaning Cupper Supervisor's Name: MISS NOA

① A creditor or lender is a party that has a claim on the services of second party. It is a person or institution to whom money is owed. This first party, in general, has provided some property or service to the second party under the assumption that the second party will return an equivalent property and service.

②  select of Magawan website then login, after that select purchase order click then choose by supplier ex: Hua ping, then description microfiber eyelet 10kg = 14.50

After that, print out the purchase order and send it to the customer supplier.



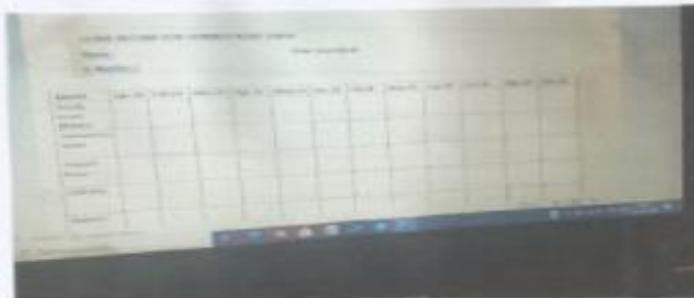
The supplier will send this invoice, then we forward it to manager and manager make a payment. After payment make forward back to supplier.

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non- Engineering)

Date : 2-10-2020 Day : 90

Task : Making leave staff to quotation Supervisor's Name : Mrs. Nora

- ① staff leave for company to use form. so when the staff need to fill the form before 1 week before holiday. Then we want the verification from head department and then we will send it to Human Resources.



Staff leave table made for staff which can count how many times staff took leave in a month.

- ② A quotation is a document that a supplier submits to a potential client with a proposed price for the supplier's goods or service based on certain condition - sometime we get the quotation from client through online or walk in client.



This is walkin customer client some time we get from email and whatapps or pendelchan.

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non- Engineering)

Date : 31 / 3 / 2020 Day : Tuesday
Task : Study Transistor based Survey Supervisor's Name : SILVANUS AP-ESQAN

Visual Studio Code

- A lightweight but powerful source code editor
- Comes with built-in support for JavaScript, TypeScript & Node.js and has a rich ecosystem of extensions for other languages

The image shows five screenshots of the Visual Studio Code interface, each demonstrating a different feature:

- Intelligent Code Completion:** Shows code completion suggestions for variables, methods, and imported modules.
- Streamlined Debugging:** Shows a debugger interface with a call stack and variable inspection.
- Fast, Powerful Editing:** Shows a code editor with syntax highlighting and code snippets.
- Code Navigation and Refactoring:** Shows a code editor with navigation tools like Go To Definition and Rename.
- In-Product Source Control:** Shows a code editor with Git integration showing staged changes.

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non- Engineering)

Date: 26 - 10 - 2020 Day: Monday

Task: Learn to do Asset workflow Supervisor's Name: Pn. Hamidah

- Asset workflow is required to Verify and approve a assets.

Asset Approver is usually held by Guru Besar / Pengeluar meanwhile Asset verifier is held by Penolong Kanan I or Penolong Kanan II.

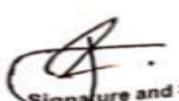
Allian Kerja workflow : Creating PROS group (Asset Holder)

- ① Login into HRMIS account.
- ② Click → Pentadbiran Sistem → Allian kerja → Selanggara Penaturan → Skrangka kumpulan → Hantar Maktumann kumpulan.
- ③ Search for required school name.
- ④ Click "Tambah" button to add new PROS group (Personal Record Specifically for Asset holder term = PGJ / PRHEM)
- ⑤ Fill the information as follows :
 1. Code : PROS
 2. Nama kumpulan : (Full name of required school with code) + PENGESAH HARTA
 3. Tarikh : 01 / 01 / 2020 (must be uniform)
 4. Submit.
- ⑥ Add members into the newly created group - Based on information in MS excel of the required school.
- ⑦ After that, go to account inbox, click on new messages to approve the proo newly created group.
- ⑧

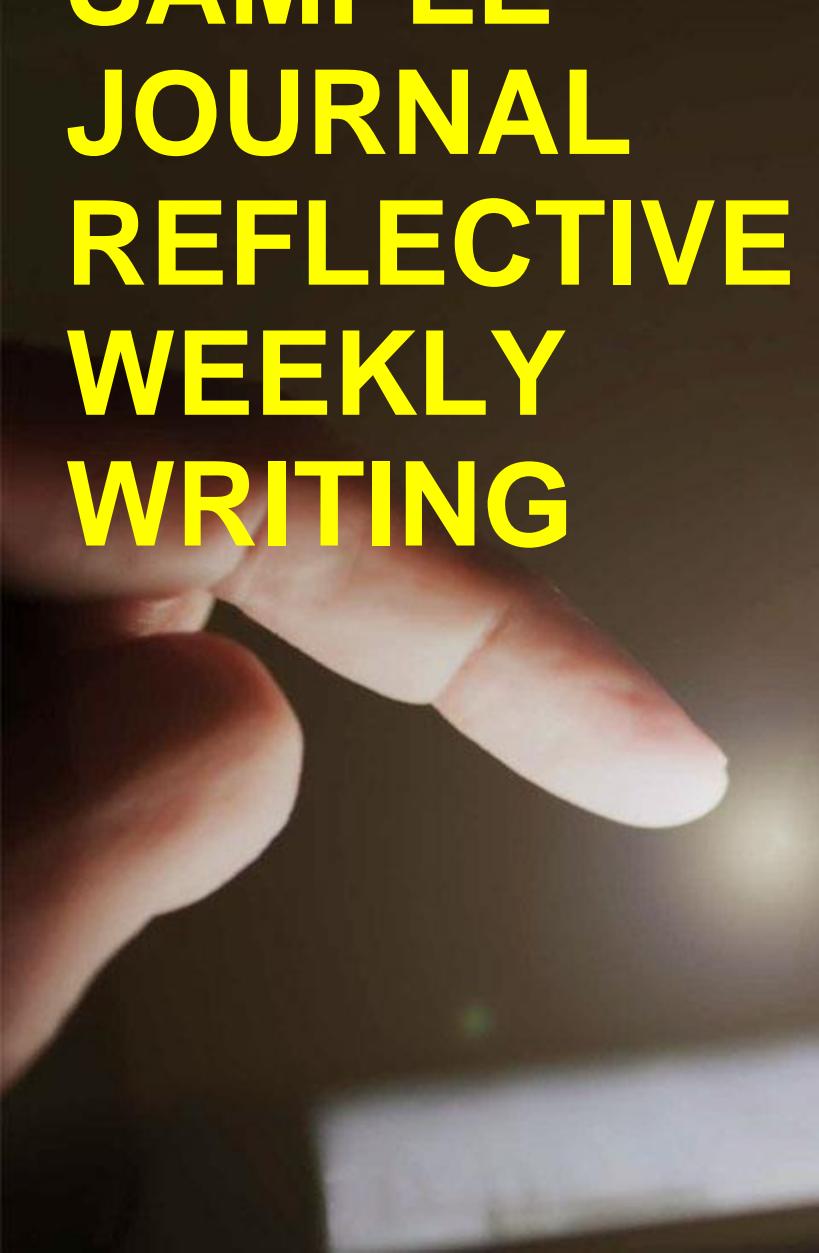
Assigning Assets Holder :

- ① Click Pentadbiran Sistem → Allian kerja → Selanggara Penaturan → Pengurusan Penerima
- ② There are 2 parts that needed to do to complete 1 school's asset holder : PROS and PROO.
- ③ PROS (Asset verifier) has 3 parts / section to be filled:
 1. Penghantar - Search for required school name.
 2. Kumpulan Penghantar - JPNSARAWAK - PPD +(school's name)
 3. Search for PROS group.
- ④ Submit.
- ⑤ same goes on with PROO, but Penerima : Guru Besar / Pengeluar.

SAMPLE JOURNAL REFLECTIVE WEEKLY WRITING

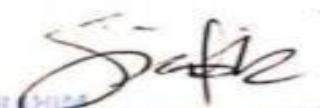
WEEKLY REFLECTIONS	
DATE: <u>4 / 3 / 20 - 14 / 3 / 20</u>	WEEK: <u>14</u>
TO BE FILLED BY STUDENT Weekly Tasks/Activities done by student (write in short) <ul style="list-style-type: none">1. lift the vios engine out2. Change the vios engine out3. Oil and Oil filter4. Checking steering rack5. alignment6. Installing myvi fuser and sensor	
Knowledge/ Skill gained (for the whole week) to know how to change vios engine to know how to check alignment to know how fuse work	
Effects or impacts to student Gaining more new information, more confident	
TO BE FILLED BY THE INDUSTRY (SUPERVISOR) Comment/Suggestion from Supervisor	
 Signature and Stamp Date: TOP WHEEL COMPANY Gr Fl, PL 16810, SL 45, Jalan Canna, Tabuan Tranquility PH 1, 93250 Kuching, Sarawak.	

SAMPLE JOURNAL REFLECTIVE WEEKLY WRITING

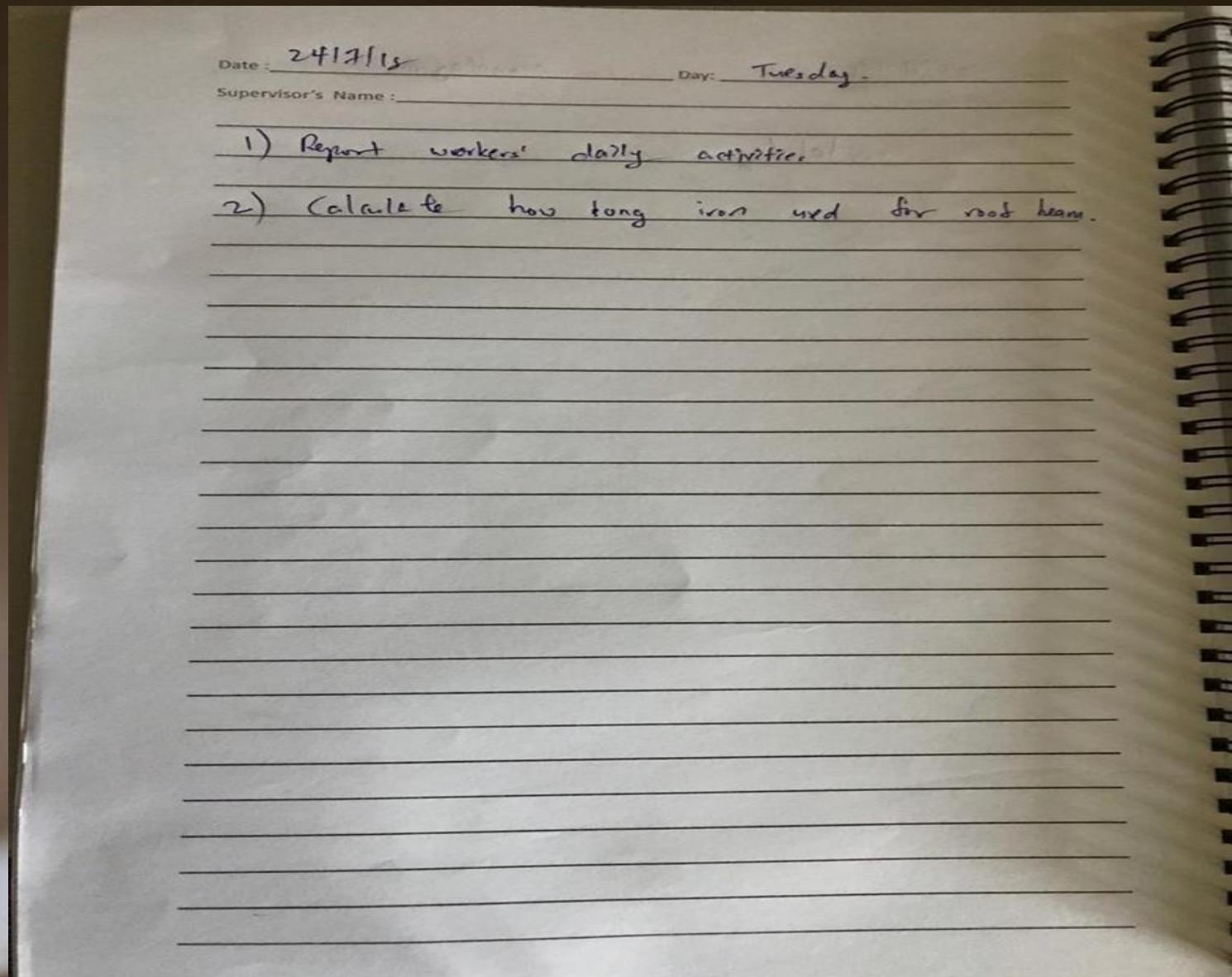


WEEKLY REFLECTIONS	
DATE: 17 February 2020	WEEK: 11 (17-22 /2/2020)
TO BE FILLED BY STUDENT	
Weekly Tasks/Activities done by student (write in short) I was assigned to: <ul style="list-style-type: none">- brake servicing.- filling in excavator hydraulic oil.- assembly excavator engine part after overhaul.- servicing hydraulic oil pump.- repair hydraulic oil pump- repair and making new wiring for Jeep signal light and and head lamp.	
Knowledge/ Skill gained (for the whole week) Learn how to service hydraulic oil pump. and repair it.	
Effects or impacts to student Able to know how to service, assemble and disassembly excavator hydraulic oil pump.	
TO BE FILLED BY THE INDUSTRY (SUPERVISOR)	
Comment/Suggestion from Supervisor	

SAMPLE JOURNAL REFLECTIVE WEEKLY WRITING

WEEKLY REFLECTIONS	
DATE: 05.10.2020 - 09.10.2020 WEEK: 13:	
TO BE FILLED BY STUDENT	
Weekly Tasks/Activities done by student (write in short)	
<p>my given task is :</p> <p>① Making an employment report -</p> <ul style="list-style-type: none">- Print employee statement.- Numbering and sorting each schools orderly.- Calculate staff's total.- Inspect each roles to match it total.- Record data into Microsoft Excel. <p>② Done for PPD Sijai, PPD Kuantan, PPD Lumut, PPD Sri Aman, PPD Lumut, PPD Simpang PPD Jelantang.</p>	
Knowledge/ Skill gained (for the whole week)	
<p>- I was able to enhance my interaction and socialization skills through interacting with different sample of working behaviour and attitudes from another sector.</p>	
Effects or impacts to student	
<p>- Enhance communicating skills with coworkers.</p>	
TO BE FILLED BY THE INDUSTRY (SUPERVISOR)	
Comment/Suggestion from Supervisor	
 HAMIDAH BT. HAJI MOHD PERODUA PEGASUS TRAINING INSTITUTE SDN BHD	
Signature and Stamp	
Date: 30.10.2020	

**DO NOT
WRITE LIKE
THIS
(UNCOMPLETED
WRITING)**



FINAL REPORT WRITING FORMAT

Chapter 1: Introduction	(Not more than 5 pages)
Chapter 2: Company Background & Organization Structure	(Not more than 5 pages)
Chapter 3: Weekly Job Summary	(Not more than 5 pages)
Chapter 4: Technical Content	(Must be more than 30 pages)
Chapter 5: Finding and Recommendation	(Not more than 5 pages)
Chapter 6: Conclusion	(Not more than 2 pages)

**(Refer Reflective Journal / Logbook)*

Student MUST be to adhere with the above requirements.

<http://www.poliku.edu.my/wp-content/uploads/2019/09/Format-Contoh-Laporan-Akhir-LI.pdf>



CONFIRMATION REPORTING CARD

CONFIRMATION OF
REPORTING TO THE
INDUSTRY



STUDENT
PERSONAL
INFORMATION

**MUST BE FILLED AND VERIFIED BY
THE INDUSTRY, POST TO
POLITEKNIK KUCHING SARAWAK
AND EMAIL TO**

uplipks@gmail.com

WITHIN ONE WEEK (1 WEEK)
UPON REPORTING TO THE
ORGANIZATION.



PLEASE PRINT THIS
FORM BY USING THIS
COLOUR CODE BY
STUDENT'S DEPARTMENT
AS BELOW:

JKA – **YELLOW**
JKE – **RED**
JKM – **BLUE**
JP – **GREEN**
JKPK – **PINK**
JTMK – **ORANGE**

PLEASE PRINT THIS
FORM BY USING THIS
COLOUR CODE BY
STUDENT'S DEPARTMENT
AS BELOW:

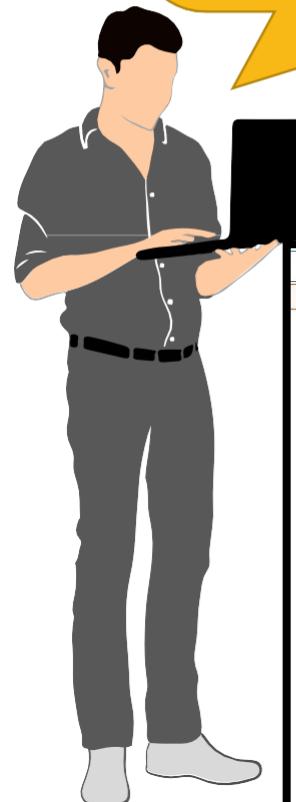
JKA – **YELLOW**
JKE – **RED**
JKM – **BLUE**
JP – **GREEN**
JKPK – **PINK**
JTMK – **ORANGE**

LOGBOOK / REFLECTIVE JOURNAL

STUDENT HAVE TO PRINT & **SPIRAL BINDING** TOGETHER ALL THE DOCUMENTS AS STATED FROM SPMP UPLI FOR THE COMPLETE CONTENT OF LOGBOOK / JOURNAL REFLECTIVE

Please click this link :

<http://spmp.poliku.edu.my/>



The screenshot shows the SPMP website interface. A red arrow points to the 'Sila Pilih Sesii Menjalani Li' section, which is highlighted in blue. Another red arrow points to the 'Doc 1: REFLECTIVE JOURNAL LOGBOOK DECEMBER 2020 SESSION (LATEST EDITION).pdf' link under the 'Dokumen Rujukan Pelajar' heading.

SESI SEMASA: JUN2020 | JUN 2020 | Utama SPMP | Menu UPLI | Logout | Versi: 9.8.

Berita/Makluman Latihan : MAKLUMAN KEPADA PELAJAR YANG BAKAL MENJALANI LATIHAN INDUSTRI SESI DISEMBER 2020

Utama

- Utama SPMP
- Makluman Pelajar

Sila Pilih Sesii Menjalani Li

- DISEMBER 2020

Carta Perlaksanaan

- Carta Alir Sebelum Li
- Carta Alir Semasa Li
- Carta Alir Selepas Li

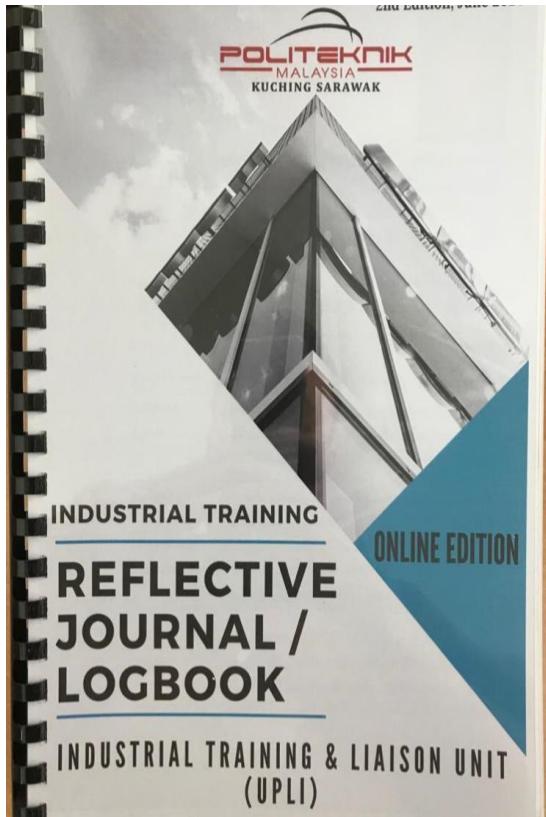
Dokumen Rujukan Pelajar

- Doc 1: REFLECTIVE JOURNAL LOGBOOK DECEMBER 2020 SESSION (LATEST EDITION).pdf
- Doc 2: GARIS PANDUAN LATIHAN INDUSTRI (PELAJAR).pdf

Perlaksanaan Selepas Li

- Pengesahan Penghorturan Dokumen
- Semakan Keputusan Latihan Industri
- Percetakan Slip Keputusan Li

Dokumen Rujukan Pelajar



PRINT BY USING
(A4 SIZE)
GLOSSY PAPER
OR PAPER WITH
THICKNESS
ABOUT
120 – 140 GSM

COVERPAGE
(FRONT &
BACK)

- **DAILY REPORT**
PRINT (60 PAGES)
DOUBLE SIDED
(A4 SIZE)

- **WEEKLY REPORT**
PRINT (12 PAGES)
DOUBLE SIDED
(A4 SIZE)

**DAILY REPORT &
WEEKLY REPORT**

MAKLUMATINI JUGA DIKONGSIKAN DALAM MEDIUM

- 1) PORTAL WEBSITE PKS
(RUANGAN MAKLUMAN
LATIHAN INDUSTRI)
- 2) SPMP i-UPLI (BERITA
/MAKLUMAN)
- 3) GROUP TELEGRAM PELAJAR
MENGIKUT SEMESTER LI

UPLI

The screenshot shows the official website of Politek Kuching Sarawak. At the top, there are links for HOME, INFO KORPORAT, ORGANISASI, DIREKTORI STAF, INTERAKTIF, INFO PENDAFTARAN, and TAKWIM. Below this, a navigation bar includes Pelajar, Staf PKS, Latihan KSS / PSH / TSP, and Panduan Pengguna. A sub-menu for 'Umum' lists several documents: Tuntutan Diploma & Transkrip Penuh Pengajian PKS Graduan Sesi Disember 2018 & Sesi Jun 2019, Kenyataan Rasmi Tarikh Pengeposan Diploma Dan Transkrip Penuh Konvokesyen Ke-28 Pelajar Politek Kuching Sarawak Sesi Disember 2018 Dan Sesi Jun 2019, Kalender Akademik, Majlis Perwakilan Pelajar Politek Kuching Sarawak, Buku Peraturan Am Dan Disiplin Pelajar Politek Kuching Sarawak, Edisi Ke- 4, Kuat Kuasa Tahun 2017, Maklumat Opsyen Biasiswa/Pinjaman/Penajaan Pendidikan Pelajar, and Brochure OBE PKS. Another section, 'Jabatan Hal Ehwal Pelajar', lists forms for application changes, program changes, study leave, and withdrawal. A specific section titled 'Maklumat Latihan Industri' is highlighted with a red border and contains links for: Covernote Insurans Untuk Pelajar Latihan Industri, Contoh Slaid Latihan Industri 1, Contoh Slaid Latihan Industri 2, Format Penyediaan Slaid Pembentangan, Format Contoh Laporan Akhir Latihan Industri, and Makluman kepada pelajar yang sedang menjalani latihan industri bagi sesi Jun 2020. To the right, a sidebar titled 'PERKHIDMATAN ATAS TALIAN' displays various online services with their respective logos: MyGovUC, SPMP, OPAC, eKehadiran, SUB PORTAL POLIKU, and others like SPA, Car Wash, eSPP, LMS, e-Berang, eOffice 365, and BIF 20. A red arrow points from the 'Maklumat Latihan Industri' section towards the 'SUB PORTAL POLIKU' section.

PKS

FINAL REPORTS FORMATS

*The Completed Industrial Training Final Report must be in ring binding and **must be submitted upon registration***

Student opted for reports in Interactive CD can refer to Garis Panduan Penulisan Kreatif (behind reflective journal)

Chapter 1:	Introductions	(not more than 5 pages)
Chapter 2:	Company Background & Structure	(not more than 5 pages)
Chapter 3:	Weekly Jobs Summary	(not more than 5 pages)
Chapter 4:	Technical Contents	(must be more than 30 pages)
Chapter 5:	Findings And recommendations	(not more than 5 pages)
Chapter 6:	Conclusion	(not more than 2 pages)

Chapter 1 : Introduction

This chapter consist a brief explanation to Industrial Training Course that includes introduction, Industrial Training Objectives, etc.

Chapter 2 : Company's Profiles/Background

This chapter introduces the company's profiles such as introduction to the Company's Background, Organization Charts, Company's History, company's business activities, mission, vision, etc.

Students are advised to seek advice from the company's representative before writing this page in order to prevent conflicts or leaking of company's information.

Chapter 3 : Weekly Jobs Summary

Weekly Jobs Summary is based on the weekly summarize of activities/tasks/jobs/projects handled by students. It is always put in a tabulate ways.

Chapter 4 : Technical Contents/Reports

This chapter focuses on jobs/tasks or work performed during training. Only one chapter is allocated for this report. If there are many tasks or parts that need to be stated in the report, it can be broken down into sub-related topics.

All reports in the sub-topic must be explained in details and aided with related diagrams, tables and pictures.

Chapter 5 : Findings & Suggestions

In this chapter, students are encouraged to write constructive and positive suggestions for improvement in the future.

Chapter 6 : Conclusion

This chapter summarizes the whole contents of the report and matters pertain to Industrial Training.

Student will not be eligible to register for report's assessment and presentation if fail to adhere to the above requirements.

Final Report's Writing Format For Politeknik Kuching Sarawak

1. Reports must be written in English only
2. The length of the report is 50 – 80 pages and these limits are for reporting text only and it's exclude the front page, preface, references and appendices. Minimum allowable pages is 50 pages and maximum is 80 pages (pages only for chapter 1 to chapter 6).
3. Refer to Garis Panduan LI Edisi 2013 for more details (behind Reflective Journal)
4. Font used is Arial size 11 or Time New Roman size 12 and using double paragraph spacing.
5. The verses in the sentences must be accurate, concise, and easy to understand and must be in passive sentences

Examples of passive sentences (correct writing style) Equipment is sent and inspected in the workshop and any malfunctions are immediately repaired.

Examples of active verbs (wrong style of writing)
I checked the equipment delivered to the workshop and immediately repair it.

6. Report must be spiral binding . The front Cover should be printed in black ink using blue colour A4 paper and thickness more than 200 grammes.

References

1. Ahmad Zaki Abu Bakar (1999). “Pemprosesan Teks Bahasa Melayu Untuk Pemahaman Komputer” , Universiti Teknologi Malaysia:Tesis Ph.D
2. Turner, A.J. (1990), “Tendering and Estimating”, 7th ed. Prentice : Hall (m.s 66-80)
3. Chong, Ah Meng, (1991), Treating Victims of therapist, Psychotherapy, 28, 174-187.

SAMPLE OF FINAL INDUSTRIAL TRAINING REPORT

2.5 CM

INDUSTRIAL TRAINING'S FINAL REPORT

PREPARED BY

ENGINEUR AK TECH

05DAD14F1010

AT

ISMACO SDN. BHD. (WORKSHOP & PARTS CENTRE)

SUBLOT 5 & 6 OFF PARENT LOT 1843

BLOCK 217, KUCHING NORTH LAND DISTRICT

BATU KAWA LIGHT INDUSTRIAL ESTAE

93250 KUCHING SARAWAK

This report is submitted to

Mechanical Engineering Department

as partial fulfillment of the requirement for the

Award Diploma in Mechanical Engineering

(AUTOMOTIVE)

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POLITEKNIK KUCHING SARAWAK

JUN 2019

2.5 cm

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CHAPTER	TOPIC	PAGE
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	List Of Contents	iii
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	1.2 Industrial training objective	2
	1.3 The important of industrial training to student	3
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	2.1 Organization chart	5
	2.2 Company logo	8
3.	WEEKLY JOBS SUMMARY	
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4	TECHNICAL CONTENTS	
	4.1 Safety	15
	4.1.1 Step to prevent general accident	16
	4.2 Internal Combustion Engine	39
	4.2.1 Engine combustion supply and control	45
	4.2.2 Air Intake System	55
5	FINDINGS AND RECOMMENDATIONS	60
6	CONCLUSION	61

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FIGURE	ITEM	PAGE
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1.2	Ismaco and Kia entrance	5
1.3	Spare parts store	6

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TABLE	ITEM	PAGE
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1.2	Types of engines	20

CHART LIST

CHART	ITEM	PAGE
1.0	Organization chart	5

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B	Side mirror pictures	58
C	Internal Car wiring	59



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CHAPTER 1 : INTRODUCTION

1.1 Introduction

As a partial fulfillment of the requirement for the award Diploma in Automotive Diesel, this student must at least take one session of Industrial Training or practical at an organization that have been by Polytechnic for the student. Industrial Training will be progress for five month at the organization where the student taking their training. Starting from June 2001, all of the polytechnic students at Malaysia Education Ministry have executed the system which giving the entire Polytechnic student ten times credit who doing the Industrial Training.



2.5CM

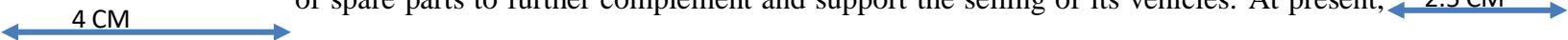


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CHAPTER 2 : COMPANY BACKGROUND & ORGANIZATION STRUCTURE

2.1 Ismaco Organization Background

The company specializes in the supply of motor vehicles. In addition, the company also provides after sales service/maintenance and repairs as well as the supply of spare parts to further complement and support the selling of its vehicles. At present, the company is authorized dealers for Inokom Lorimas, Isuzu vehicles, HICOM National Truck, Kia & Mitsubishi vehicles.



The company is registered with the Unit Pendaftaran Kontraktor (UPK) and Pembendaharaan Malaysia Sarawak (FFO) as a supplier of motor vehicles service / maintenance and repairs and supply of spare parts to all government departments, local council in Sarawak State and Federal level respectively.



2.5CM

2.5 CM

Since its inception, the company has been operating from its present location at Lot 1789-1791, Batu 3, Jalan Penrissen, 93250 Kuching, Sarawak. The workshop and spare parts office is located at Sub Lot 5 & 6, Batu Kawa Light Industrial Park, MJC Jalan Batu Kawa, 93250 Kuching, Sarawak.

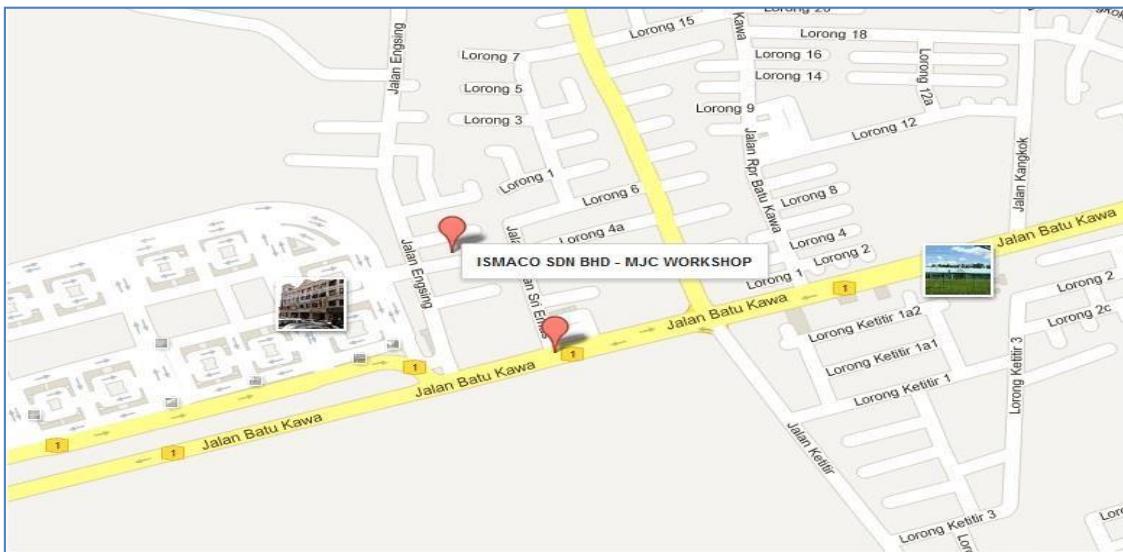


Figure 1.1 Map showing Ismaco Sdn Bhd

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Figure 1.2 Ismaco and Kia entrance

2.5CM

2.2 Organization Chart

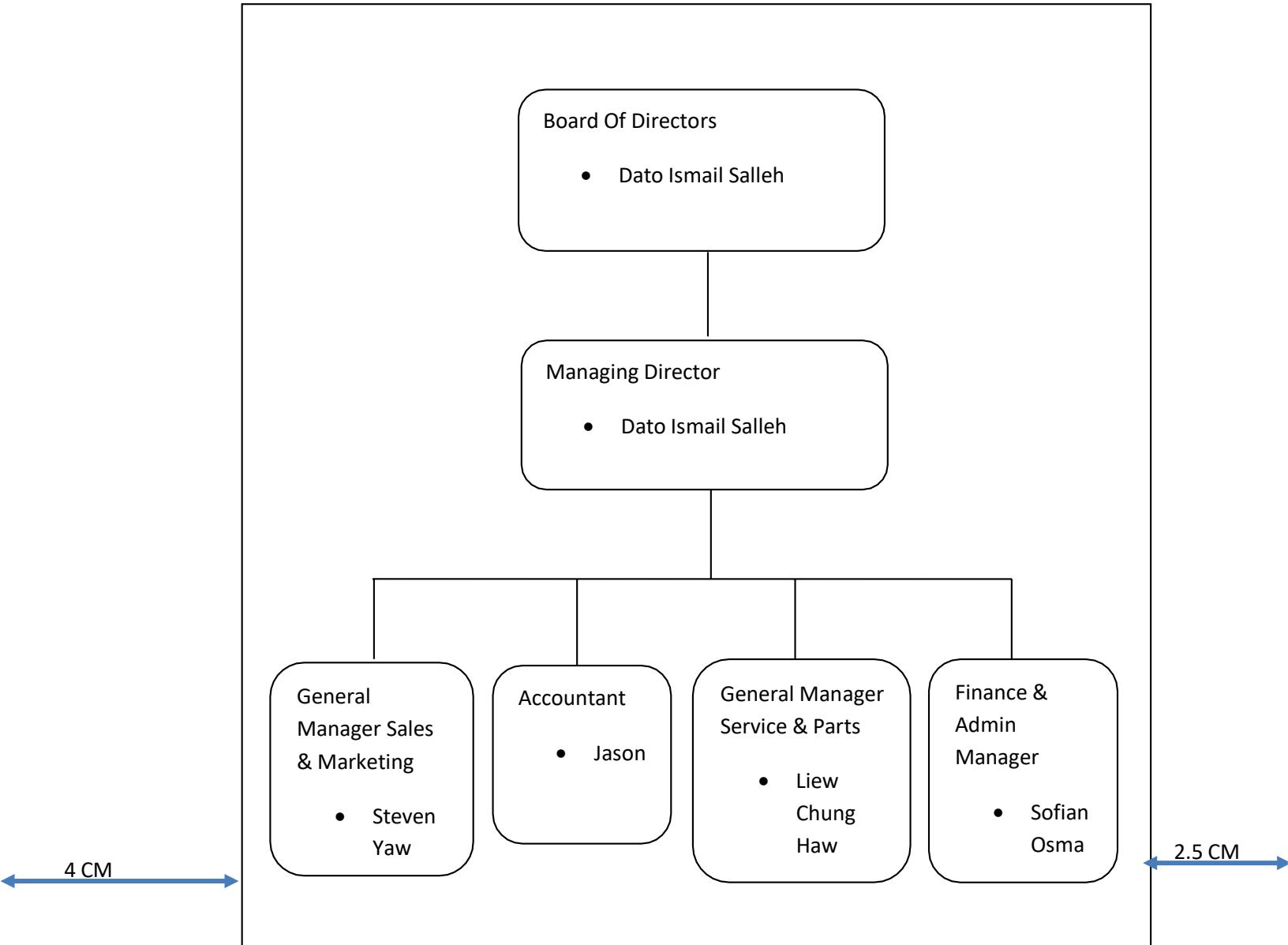


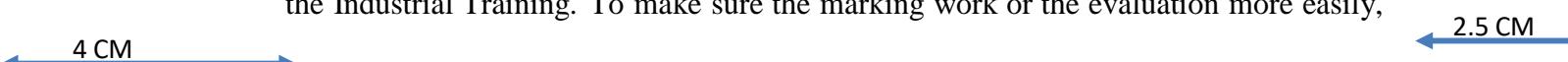
Chart 1.0 Organization Chart



10
CM

CHAPTER 3 : WEEKLY JOBS SUMMARY

As a student of Polytechnic that under His or Her Industrial Training as the requirement for award Diploma, a student must wrote down the information and data about the knowledge or work that have the students learnt, watch or even hear during the Industrial Training. To make sure the marking work or the evaluation more easily, the activity has been made weekly and in a table form.



Date	Activities
4/7/2011-9/7/2011 (week 1)	<ul style="list-style-type: none">• Report to the officer• Introduced by the officer to all of the staff• Demonstration of disconnecting the gearbox and lorry clutch• Service the brake piston• Change oil, oil filter of naza ria• Change the piston ring and piston liner of naza ria.• Clean and scrap the gasket• Install piston liner into engine block• Reassamble engine block, cylinder head and cap.



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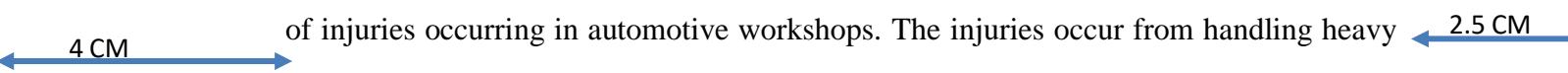


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CHAPTER 4 : TECHNICAL CONTENTS

4.1 Safety

Too many people are injured while working in automotive workshops or carrying out off-site service calls. Manual handling injuries are the most common type of injuries occurring in automotive workshops. The injuries occur from handling heavy or awkward objects, heavy lifting and prolonged or sustained work in awkward postures. This injury trend occurs across all types of vehicle repair, maintenance or installation work and on all types of vehicles. The nature of work there is always the risk of severe injury or fatality. Some risks are obvious such as vehicles falling from hoists or jacks. Other risk are less obvious, such as the long-term effects of breathing asbestos fibers or fumes. Employers have a duty to minimize the risk of injury at their workplace.



2.5CM



4.1.1 Overview of Automotive Workshop Injuries

Manual handling injuries are the most common type of injury occurring in motor vehicle workshops. The injuries occur from handling heavy or awkward objects, heavy lifting and prolonged or sustained work in awkward postures. This injury trend occurs across all types of vehicle repair, maintenance or installation work and on all types of vehicles. The next most common category of injury is slips, trips and falls, usually from floors in substandard condition. Fatal accidents are devastating and while the young and inexperienced are most at risk, experienced workers and in some cases employers have been the victim. In almost every instance a chain of event is put into place that ultimately leads to tragic consequences.

4.2 Engine Overhaul

In car service industries, engine overhaul is one type of engine service which include the procedure such as replacement of piston ring, gaskets, valve, rocker arm, hydraulic lash adjustor, oil seal and others part which needed to be replace or service.

Usually, the problem of engine which is needed to be overhaul is when the engine

4.2.1 General Overhaul

General overhaul is meant by the general cleaning of the engine, replacement of parts inside the engine, lapping of valves and all of the necessary repairs of the parts which is needed to be repaired. General overhaul usually must be done when the water mixed with the lubricant / engine oil. When the

2.5 CM

water mixed with the engine oil, this cause the engine to overheated and may cause damage to the engine and the engine power drop and produce less power. The parts which commonly needed to be replaced during overhaul are piston liner, piston ring and gasket.

4.2.2 Tools and parts needed

1. Vehicle Hoist

Vehicle is used to lift up the vehicle and etc



Figure 5.1 Vehicle hoist

2. Crane

Figure 5.2 Engine Crane





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Chapter 6 Findings And Recommendation

6.1 Findings

Throughout the 20th weeks of attachment in the industry, it has exposed the real working environment compared to the theoretical that we learned in Polytechnic.

 Student is able to try their hands on based on the theory being taught in the campus. 

Some of the student apply at the wrong organization which is not suitable for their course just because of the income that they will get or so call allowance. Therefore , student also will not get very much knowledge and the chance to expand their skill. Besides that, student also do not get a chance to learnt the effective way to communicate with their supervisor and their work is limited. The worker also look down at the student when student do not know how to do the work because they did not ask their supervisor.



2.5CM



6.2 Recommendations

Some of the works that is done in the industry is not the same as being taught theoretically. The machine in the industry is far more advanced compared to those used in Polytechnic. It is recommended that.....

It is good if student can undergo their training in the final semester....etc.....

A good preparation must be made by student their self who will undergo industrial training before they step out from campus. The preparation is not only on the equipment or stationary but mentally and physically is also very important so that student are ready to enter the working zone, the changing of enviroment around them. This is a must for student so that this situation will not affect student mentally making them easily to give up and moan during the training.

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A horizontal double-headed arrow indicating a width of 2.5 CM.



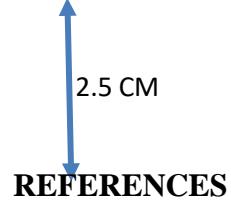
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Chapter 7 CONCLUSION

Industrial Training is program that expose student to the real working enviroment and experience. Through Industrial training , i can conclude that industrial training is very important and it can give many advantage for student who will graduate their Diploma or Certificate to gain experience before they get to the real situation in the future where the student being expose to many kinds of job or work with the time given.



Through industrial training, student also can learnt to communicate better and polite when facing the worker and staff. Student will also learn to be more dicipline when doing the work given and comitted in doing those work and job in work place.



4. Ahmad Zaki Abu Bakar (1999). "Pemprosesan Teks Bahasa Melayu Untuk Pemahaman Komputer", Universiti Teknologi Malaysia:Tesis Ph.D
5. Turner, A.J. (1990), "Tendering and Estimating", 7th ed. Prentice : Hall (m.s 66-80)
6. www.google.com/image





e ISBN 978-967-2953-11-1

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UNIT PERHUBUNGAN DAN LATIHAN INDUSTRI
POLITEKNIK KUCHING SARAWAK