

INDUSTRIAL TRAINING

REFLECTIVE JOURNAL / LOGBOOK

ONLINE EDITION

INDUSTRIAL TRAINING & LIAISON UNIT (UPLI)

PERSONAL DETAILS

Name	<u>.</u>			
Program	:Class			
Address	:			
Postcode	:No. Tel / HP			
Student Registration No :				
Industrial Training Coordinator (PLIJ) :				

COMPANY'S PROFILES

Company's Na	ame :			
Section/Unit	:			
Address	:			
Postcode	:			
Telephone No		Fax's No:		
Officer In-Cha	rge :			
Training Duration Start Date: End date:				
IN THE EVENT OF EMERGENCY, PLEASE CONTACT:				
Name	:			
Address	:			
Relationship	:	No. Tel / H.P		

1.1 OVERVIEW OF INDUSTRIAL TRAINING

Industry training constitutes an essential part of the Polytechnic education and also a training ground for students to learn the secret traits of their future occupation. It's exposes students to related workplace competencies demanded by industries.

Industry Training Course is introduced to empower the competencies required in order to enhance the graduates' ability to work. It provides students with opportunities to learn and to gain practical experience at the real working place in order to improve graduate's employability.

Industrial training exposes students to related workplace competencies demanded by industries. This course provides exposure to students in term of technology literacy, effective communication, practice social skills and teamwork, policies, procedures and regulations, professional ethics and reporting. It also equips students with real working experience, thus helping students to build up enthusiasm and proactive attitude among them and increase their confidence to be an excellent co-player in the industry after they graduate in the near future.

1.2 RESPONSIBILITIES OF STUDENTS TOWARDS THE ORGANISATION

- a. To report for training as instructed (as stated in the placement letter that can be downloaded from SPMP)
- b. To follow all rules and regulations of organizations. Student must adhere to, among others, the dress code, working hours and working practices of the company.
- c. To interact productively with supervisors, subordinates and others in the organizations
- d. To obtain the organization's approval before taking leave
- e. To notify the manager/supervisor and polytechnic in the event of any accident
- f. To complete assignments or projects promptly
- g. To submit Reflective Journal containing their weekly reflection to the supervisor for verification
- h. To deal with any issues or problems that arises, with the co-operation of supervisor
- i. Students are prohibited from exposing confidential information, or providing any information related to the business of the organization or its clients or any other information acquired during or after the training period, to outside parties.

1.3 ROLES OF THE ORGANISATIONS TOWARDS THE STUDENTS

- a. To provide a training schedule that facilitates student's achievement of Industrial Training Outcomes
- b. To provide students with industry experience that is relevant to the students' program of study
- c. To assign industry mentor as supervisor to coach and develop the students' technical competency and communication skills
- d. To provide appropriate and various task in related field
- e. To clarify confidential aspects of the organizations
- f. To verify contents of journal containing students' reflections
- g. To access students' performance at the end of training period
- h. To provide a safe environment for students to work in and brief the students on health and safety precautions. The company should provide safety tools and equipment
- i. The organization has the right to approve leave requested by students, the leave has to be recorded for cross-referencing by Polytechnics.

1.4 LIST OF PROGRAM OFFERED IN POLITEKNIK KUCHING SARAWAK

There are 14th programs that are currently offered in Kuching Polytechnics. One new program i.e. Electrical & Electronics (DEE) commences in Jun 2014 intake.

1.4.1 CIVIL ENGINEERING

Diploma in Civil Engineering – (DKA) Diploma in Land Surveying– (DUT) (Rename to DIPLOMA IN GEOMATIC – (DGU) effective December 2013 intake) Diploma in Building Services Engineering – (DPB)

1.4.2 MECHANICAL ENGINEERING

Diploma in Mechanical Engineering (DKM)

Diploma in Mechanical Engineering (Automotive) – (DAD) Diploma in (Manufacturing) – (DTP)

Diploma in Mechanical Engineering (Air Conditioning and Refrigeration) – (DPU)

1.4.3 ELECTRIC ENGINEERING

Diploma in Electronic Engineering (Communication) – (DEP)

Diploma in Electrical and Electronics Engineering - (DEE)

1.4.4 PETROCHEMICAL ENGINEERING

Diploma in Process Engineering (Petrochemical) – (DPE)

1.4.5 COMMERCE

Diploma in Accountancy – (DAT)

Diploma in Business Studies - (DPM)

1.4.6 INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Digital Technology (DDT)

1.5 SYNOPSIS AND JOB PROSPECT

Synopsis and Job prospect contains the summary of theoretical and practical works learned in Polytechnic. It should serve as a useful guideline for the industry supervisor to delegate jobs / tasks that are relevant to the student's program.

i) CIVIL ENGINEERING DEPARTMENT (JKA)

• Diploma in Civil Engineering - DKA

This program is designed to equip students with sound knowledge and skills, and understanding of the environment, construction industries, construction designs and infrastructural development of civil engineering. The knowledge and skills acquired will be useful for current and future employment. Additionally, Students are equipped with knowledge on occupational safety and health. The soft skills, communication skills and teamwork gained by the students will enable them to communicate, interact and contribute effectively as team members. After graduating with a Diploma in Civil Engineering, graduates are exposed to vast job opportunities in the private, such as construction field, and government sectors. Some of the jobs are:

- Technical Assistant
- Site Supervisor
- Inspector of Work (IOW)

- Assistant Engineer
- Contractor
- Health and Safety Officer
- Research Assistant
- Quality Control Assistant Engineer
- Material Coordinator
- Entrepreneur

• DIPLOMA IN BUILDING SERVICES ENGINEERING - DPB

The Diploma in Building Services Engineering program is designed to incorporate a wide discipline of production and maintenance of a stable internal environment that has the correct temperature, air quality and lighting levels. It requires the presence of all the necessary backup support systems such as power, hot and cold water, and lifts. The installation of life protection systems such as fire alarms, escape routes and sprinkler systems are an important responsibility as well. These functions must be linked to sophisticated building management systems to ensure effective control and to minimize energy consumption. Upon finishing the program, graduates are expected to bring buildings to life by designing mechanical and electrical systems that allow people to function within an enclosed structure. Students enrolling in this program will go through a core curriculum consisting of courses in mathematics, science, entrepreneurial skills, soft skills, health & safety, Islamic studies, and moral education. This program provides students with the knowledge and skills in the principles and practice of building services and building construction and maintenance. This program will naturally help to cater the demand of building services semi-professionals in Malaysia. Various learning methods that include theory, practical, case studies, field trips and other innovative methods will be used to achieve the educational objectives.

Topics covered in this program include:

- 1) energy supply electricity and renewable sources
- 2) air conditioning
- 3) water, drainage and plumbing
- 4) natural and artificial lighting
- 5) escalators and lifts
- 6) ventilation and refrigeration
- 7) communication lines and telephones

- 8) fire detection and protection
- 9) environmental science

The knowledge and skills acquired by the students from the program will enable them to apply for skilled based occupations such as:

- Building Services Technical Assistant
- Assistant Building Manager
- Maintenance Supervisor
- Assistant Engineer
- Inspector of Work (IOW)
- Draughtsman / Draughter
- Assistant Laboratory/workshop
- Entrepreneur

• Diploma in Land Surveying (DUT) / Diploma In Geomatics (DGU)

This program provides students with knowledge and generates skill in the field of land survey especially on measurement and positioning technique, geospatial data capture, data processing, data analysis and map presentation. Among the courses offered in this program are Cadastral Surveying, Survey Computation, Engineering Surveying Hydrographic Surveying, Utility Mapping, Geodesy, Astronomy, Survey Adjustment, CADD, Geographical Information System (GIS), Photogrammetry, Remote Sensing, Cartography, Land Law & Regulations, Land Management and Development, Town and Regional Planning and Visual Basic Programming. In addition to technical courses, students are also taught Communicative English, Mathematics, Pendidikan Islam or Pendidikan Moral, Tamadun Islam, Asas Pendidikan Moral, Sains Teknologi Dan Kejuruteraan Dalam Islam, Co-Curriculum, Soft Skills, Occupational Safety and Health and Entrepreneurship to enhance their competencies in soft skills. Graduates of this program will have potential to work in both private and government sector locally and abroad. In addition, they also have the opportunities to further their studies in other higher learning institutions locally and abroad. This program provides the knowledge and skills in Land Surveying and geospatial industry. The program can also be applied to a broad range of careers available. The knowledge and skills that the students acquired from the program will enable them to participate in the job market such as:

Geomatician

- Assistant Surveyor
- Assistant Land Officer
- Land Survey Site Supervisor
- Land Survey Draughtsman
- Assistant Hydrographic Surveyor
- Assistant Information System Officer (GIS)
- Assistant Information System Officer (Remote Sensing)
- Entrepreneur

ii) MECHANICAL ENGINEERING DEPARTMENT (JKM)

• Diploma in Mechanical Engineering - DKM

Diploma in Mechanical Engineering at Polytechnic's Ministry of Education Malaysia is designed to cover the current wide discipline of mechanical engineering with added specialization subjects in the field of mechanical engineering. Core courses offered include Engineering Mechanics, Electrical Technology, Engineering Drawing, Mechanical Workshop Practice, Workshop Technology, Computer Aided Design, Thermodynamics, Engineering Laboratory, Fluid Mechanics, Strength of Materials, Pneumatic & Hydraulics, Project, Maintenance Management, Material Technology, Mechanic of Machines, Engineering Design and Mechanical Components & Maintenance. The elective courses are Industrial Automation, CADCAM, Quality Control, Industrial Management and Instrumentation & Control. Common core courses included in the program are Engineering Mathematics, Computer Application, Engineering Science, Occupational Health & Safety and Entrepreneurship. Compulsory courses offered include English for Professional Communication, Islamic or Moral Studies (TITAS), Co-Curriculum and Soft Skill would provide students with interpersonal ability, attitude and professionalism towards their career. This program provides the knowledge and skills in mechanical engineering field that can be applied to a broad range of careers in mechanical engineering. The knowledge and skills that the students acquire from the program 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

Diploma in Mechanical Engineering(Air Conditioning and Refrigeration) - DPU

Diploma in Mechanical Engineering (Air Conditioning and Refrigeration) at Polytechnic's Ministry of Higher Education Malaysia is designed to cover the current wide discipline of Mechanical engineering with added specialization subjects in the field of mechanical engineering. Core courses offered include Engineering Mechanics, Electrical Technology, Engineering Drawing, Mechanical Workshop Practice, Workshop Technology, Computer Aided Design, Thermodynamics, Engineering Laboratory, Fluid Mechanics, Strength of Materials, Pneumatic & Hydraulics, Project, Air Conditioning and Refrigeration Technology, Air Conditioning and Refrigeration Workshop Practices, Air Conditioning and Refrigeration Control System and Air Conditioning System Design & Drawing. The elective courses are Maintenance Management, Mechanical Components & Maintenance, Industrial Management and Instrumentation and Control. Common core courses included in the program are Engineering Mathematics, Computer Application, Engineering Science, Occupational Health & Safety and Entrepreneurship. Compulsory courses offered include English for Professional Communication, Islamic or Moral Studies (TITAS), Co-Curriculum and Soft Skill would provide students with interpersonal ability, attitude and professionalism towards their career. This program provides the knowledge and skills in mechanical engineering field that can be applied to a broad range of careers in mechanical engineering. The knowledge and skills that the students acquire from the program will enable them to participate in the job market as:

- Mechanical Technician
- Air-Conditioning & Refrigeration Technical Assistant
- Air-Conditioning & Refrigeration Technician
- Air-Conditioning & Refrigeration Designer
- Air-Conditioning & Refrigeration Site Supervisor

- Air-Conditioning & Refrigeration Mechanic Maintenance
- Air-Conditioning & Refrigeration Assistant Engineer
- Air-Conditioning & Refrigeration Entrepreneur
- Technical Sales Executive
- Mechanical Technician
- Laboratory Technician
- Draughtsman
- Project Coordinator

• Diploma in Mechanical Engineering (Manufacturing) - DTP

Diploma in Mechanical Engineering (Manufacturing) is designed to cover the current wide discipline of mechanical engineering with added specialization in the area of manufacturing. The mechanical engineering foundation courses which include Computer Application, Engineering Drawing, Computer Aided Design, Occupational Safety and Health and Mechanical Workshop provide versatility to the graduate, and emphasize the area of specialization in manufacturing. Some of the specialized courses include Workshop Technology, Manufacturing System, Materials Technology, Computer Aided Manufacturing Design, Industrial Robotics, Manufacturing Control, Quality Control, Jigs, Fixtures& Tooling Design, Engineering Design, Manufacturing Economy, Instrumentation& Control and Industrial Maintenance. This program provides knowledge and skills in mechanical and manufacturing engineering field that can be applied to a broad range of careers in mechanical and manufacturing engineering. The knowledge and skills that the students acquire from the program will enable them to participate in the job market as:

- Technical Specialist
- Assistant Engineer
- Production/Process Supervisor
- Technical Assistant
- Technician
- Product Designer
- Quality Officer
- CNC Programmer Technical Assistant
- Precision Machinist
- Production/Process Executive
- Procurement Executive

- Technical Specialist
- Technical Instructor or Lecturer
- Entrepreneur

• Diploma in Mechanical Engineering (Automotive) - DAD

Diploma in Mechanical Engineering (Automotive) at Polytechnic's Ministry of Higher Education Malaysia is designed to cover the current wide discipline of mechanical engineering with added specialization subjects in the field of mechanical engineering and automotive. Core courses offered include Engineering Mechanics, Engineering Drawing, Workshop Technology, Computer Aided Design, Thermodynamics, Engineering Laboratory, Fluid Mechanics, Pneumatic & Hydraulics, Project, Material Technology and Engineering Design. Some of the specialized courses include Automotive Electrical and Electronic, Vehicle Dynamic, Workshop Service Management, Autotronic Laboratory, Automotive Workshop Practice and Automotive Technology. Common core courses included in the program are Engineering Mathematics, Computer Application, Engineering Science, Occupational Health & Safety and Entrepreneurship. Compulsory courses offered include English for Professional Communication, Islamic or Moral Studies, Co-Curriculum and Soft Skill would provide students with interpersonal ability, attitude and professionalism towards their career. This program provides the knowledge and skills in mechanical engineering and Automotive engineering field that can be applied to a broad range of careers in Mechanical automotive industries. The knowledge and skills that the students acquire from the program 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

iii) ELECTRICAL ENGINEERING DEPARTMENT (JKE)

• Diploma in Electronic Engineering (Communication) - DEP

The Diploma in Electronic Engineering (Communication) covers broad discipline of electronics engineering, with specialization in communication technology. The program is designed with a broad-based electrical and electronic engineering foundation which includes mathematics, electrical and electronic fundamentals, computer fundamentals and programming, communication svstem fundamentals. semiconductor devices, electrical wiring and computer aided design which provides versatility to the graduates, while emphasizing the area of specialization towards the end of the program. The specialization courses include telephony, fibre optic communication, data communication, wireless communication and microwave devices. Apart from the technical knowledge and skills, the program also emphasizes on the development of the individual potential of students in an integrated and holistic manner through courses such as Islamic studies, moral studies, co- curriculum, soft skill and entrepreneurship. This program provides the knowledge and skills in communication engineering that can be applied to abroad range of careers in most electronic communication field. The knowledge and skills that the students acquire from the program will enable them to participate in the job market as :-

- Assistant Engineer
- Assistant Radio Frequency Engineer
- Technical Executive
- Marketing Executive
- Technical Supervisor
- Assistant Technical Designer
- Assistant Network Engineer
- Assistant Network Administrator
- Assistant Drive Test Engineer
- Assistant Drive Test Analyzer Engineer
- Network Planner
- Electrical/Electronic Technician

• Diploma in Electrical and Electronic Engineering – DEE

The Diploma in Electrical and Electronic Engineering program is designed to cover the broad discipline of electrical and electronic engineering. The broad-based electrical and electronics foundation of which includes electrical and electronic principles, computer fundamental and programming, computer aided design, semiconductor devices, communication systems, wiring installation, power system, electrical machine and programmable logic controller. The knowledge and skills coverage of both fields would provide graduates with a wider range of employment opportunities. Apart from technical knowledge and skills, the program also emphasizes on the development of the individual potential of students in an integrated and holistic manner through courses such as Islamic studies, Moral Studies, Co-Curriculum, soft skills and entrepreneurship. This program provides the knowledge and skills in electrical engineering that can be applied to a broad range of careers in most power generation provider and manufacturing industries. The knowledge and skills that the students acquire from the program will enable them to participate in the job market as:-

- Electrical/Electronic Technician
- Electrical Engineering Service Advisor
- Technical Assistant
- Electrical/Electronic Engineering Supervisor
- Assistant Engineer

iv) PETROCHEMICAL ENGINEERING DEPARTMENT (JKPK)

• Diploma in Process Engineering (Petrochemical) - DPE

The Diploma in Process Engineering (Petrochemical) program is designed to produce holistic graduates that have knowledge and competent skills in the field of process engineering to fulfil the demand of workers in engineering sector. The program structure focusses on the area of Mass and Energy Balance, Chemistry, Thermodynamics, mechanical Plant Equipment, Heat and Mass Transfer, Fluid Mechanics, Separation PROCESS, Process Control, Instrumentation and Electrical, Process Design and Reactor Technology. This program provides the knowledge and skills in process and petrochemical engineering field that can be applied to a broad range of careers in process and petrochemical engineering. The

knowledge and skills that the students acquire from the program will enable them to participate in the job market as:

- Assistant Engineer
- Technical Assistant
- Assistant Service Manager
- Service Advisor
- Supervisor
- Technician
- Technical Instructor or Lecturer
- Technical Sales Executive/Engineer
- Draughter / Designer
- Entrepreneur

v) COMMERCE DEPARTMENT - (JP)

• Diploma in Accountancy (DAT)

The Diploma in Accountancy program is designed to equip graduates with knowledge and skillsets through integrated educational experience in accounting disciplines, including areas and sub-areas of financial and management accounting, auditing, taxation, finance, professional ethics as well as management knowledge, digital information, entrepreneurship and interpersonal development. The objective of this program is to provide the accounting education at SME professional level to meet the demands of both the public and private sectors. This program is governed by both local and international accounting standards in accordance to requirements of accounting professional and other regulatory bodies in Malaysia to comply with the Program Standards of Accounting issued by Malaysian Qualification Agency (MQA)

The knowledge, skills and abilities that the students acquire from the program will enable them to become:

- Account Assistant
- Account officer/executive
- Accounting Technician
- Audit Assistant
- Tax Assistant
- Tax Technician

- Finance Assistant
- Entrepreneur
- Custom Officer

• Diploma in Business Studies – DPM

The Diploma in Business Studies aims to increase and enrich students' knowledge across a broad range of business disciplines and help preparing students for the challenges of a career in contemporary business. This program, dynamically enables students to develop their skills in a wide range of area such as management, sales, operations, marketing, human resource management, accounting, finance, marketing, insurance, banking and also entrepreneurship. Due to the flexible nature of frameworks the courses enable to select pathways appropriates to their interest, either to enter job market or to pursue their studies in various business programs. Therefore, graduates of this three years program can have a wide choice of careers. The examples below are just some of them:

- Administration / Management
- Sales / Marketing
- Entrepreneur
- Banking and Finance
- Human Resource and Operation

vi) INFORMATION TECHNOLOGY & COMMUNICATION (JTMK)

• Diploma in Digital Technology (TRACK NETWORKING) - DDT

This program is designed to introduce students to the networking concepts and theories, the designs, implementation and maintenance of computer networks. This program provides knowledge and skills in Computer Hardware, Computer Organization, Network Fundamentals, Internet Services, Switching and Routing, Network Design, Server Management and Network Security. Students are also given the opportunity to learn and use the open source software in the following courses: Open Source Operating System and Database System. Other applications and programming courses included in the program are Computing Essentials, Programming Principles, Programming Fundamentals and Network Programming. Cyberpreneurship and Project Analysis and Design are also incorporated. This program also provides the students with transferable skills and multi-skilling which enables them to adapt and adopt new technologies. In

addition to technical courses, students are also taught Communicative English, Mathematics, Islamic Education, Islamic Civilisation, Co-Curriculum, Soft Skills and Occupational Safety and Health to enhance their competencies in soft skills. As the program emphasizes self-initiated learning and hands-on competencies, graduates of this program will be ready to take the challenges in the world of computer technologies. This program provides the knowledge and skills in computer network technology, network management and information security, supporting server and interactive multimedia that can be applied to a broad range of careers in the ICT industrial world and businesses.

The knowledge and skills that the students acquire from the program will enable them to participate in the job market such as:

- Maintenance Personnel,
- Network Support Personnel
- Network Administrator
- IT / Information Support Executive
- Computer Technical Support, IT Supporting Engineer
- Assistant Network Engineer
- IT Developer and Technical Helpdesk.

• Diploma in Digital Technology (TRACK SOFTWARE) – DDT

This program provides education and training in Computing field with a specific emphasis on Information Technology area. The courses offered is grouped into modules such as Platform Technologies, Computing Foundation, Programming Essentials, Industry-Led modules and Industry Domain Cluster, which are referred to specific task. The courses offered provide opportunities for students to get into a broad range of careers in a variety of ICT sectors. This program also provides the students with transferable skills and multiskilling which enable them to adapt to new technologies. In addition to the technical courses, students are also taught English for Digital Technology, Pengajian Islam or Pendidikan Moral, Co-Curriculum, and Inventive Problem Solving to enhance their competencies in soft skills. As the program emphasizes self-initiated learning and hands- on competencies, graduates of this program will be ready to take the challenges in the world of computing technologies.

The knowledge and skills that the students acquire from the program will enable them to participate in the job market such as:

- Computer Application Programmer
- Internet Programmer
- Web Programmer
- Database Programmer
- System Analysts Assistant
- Software Developer
- Database Administrator
- Software Tester
- System Support Personnel
- Systems Programmer
- Network Support Personnel
- Network Administrator
- IT Supporting Engineer
- Assistant Network Engineer
- Technical Helpdesk / Support

1.6 LEAVE

- i. Students are not allowed to take leave during their industrial training except with the approval of the relevant organization. However, for official purposes, students are required to obtain written approval from on-site supervisor/organization before they go on leave. Students must also inform and send a copy of the leave (verified by the company) via email/fax or mail.
- ii. In the event of an emergency (such as accident, death of close family members, sick, natural disaster) students should notify the organization immediately (by call) and obtain written permission for leave from the organization (after returning to work)
- iii. Only a medical certificate certified by a government medical officer is accepted by polytechnic. Medical Certificate leave obtained from private clinics that exceed two (2) days will not be accepted without verification from the government hospitals.
- iv. A copy of the Medical certificate or sick leave must be paste in the journal reflection and a copy shall be sent or faxed to UPLI immediately for record purposes. Students must record all their leave by filling up the Statement of Leave Forms at the back of the Reflective Journals.
- v. If a student met an accident while undergoing training, and obtain a medical certificate exceeding six (6) days, students must:
- a) Obtain a letter and certified by medical officer in the government hospital.
- b) Obtaining approval from the head of the Department (KJ) if you wish to postpone Industrial training
- c) Report and send immediately one (1) copy of the medical certificate leave to UPLI.

1.7 POLYTECHNIC'S GENERAL RULES

Student must be complying with both Polytechnic's & the Organization's rules. In the event of inconsistency or conflict between the regulations of the Institution and Organization in which the training is conducted, the regulations of the Institution shall prevail. Students must show good character and high discipline which reflects as polytechnic

student both inside and outside the training place. If the student fail to report to the organization and / or does not report back to the institution after the training, student will be given a "Fail" status and have to repeat immediately the training session in the next semester.

1.8 WORKING ATTITUDE AND BEHAVIOUR

- a. Show enthusiasm in the work assigned to you.
- b. Give top priority in time, attention, and preparation to the work assigned by the company.
- c. Be punctual for work. Adhere to the working hours and working days as stated in the offer letter (or verbally) and be willing to put in extra work hours if requested by your company.
- d. Do not be absent from work unless you are sick and you have obtained the medical certificate from the doctor. Inform your company supervisor or manager in the event of an unavoidable tardiness or absence as soon as possible and provide the medical certificate to your company when you return to work. Make sure a copy of the medical leave is sent to UPLI
- e. Become acquainted with the various learning materials and resources available for your work. Always have the initiative to explore solutions for the work assigned to you. Clarify your doubts on the assigned work with your colleagues or company supervisor after you have put in your best effort. Take note on any advice given to you in your Reflection Journal book so that you do not need to ask your colleagues or company supervisor again in the future.
- f. Carry out your assigned duties and responsibilities responsibly and professionally.

1.9 RULES FOR PLACEMENT

- a. Only one job placement per student i.e. student cannot choose more than one placement at onetime
- b. NO changing or SWAPPING of jobs upon CONFIRMED placement without obtaining written approval from Polytechnic (UPLI)

- c. No job hopping. If a student wants to leave his/her current placement, he/she must provide written justification to UPLI (Polytechnic) and his/her company, and receive the approval from the Polytechnic before he/she can leave his/her current placement.
- d. No working at close relative's company in order to avoid conflict of interest.

1.10 SAFETY PRECAUTION

- a. Students are extremely required to observe "SAFETY FIRST".
- b. Female students are highly encouraged to take extra precaution and extra reasonable care for themselves to make sure for safer environment.
- c. Seek assistance if you encounter any problem relating to your training (e.g. conduct of staff in the company, sickness or accident occurs during the industrial training period that requires intensive medical care) & communicate directly as soon as possible with company supervisor & Industrial Training and Liaison Officer.

2.1 REFLECTIVE JOURNAL'S WRITING

The main purpose of writing daily Reflective Journals is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' own thought process and reasoning abilities. The students should record in the daily training diary the day to day account of the observations, impressions and information gathered. It should contain the sketches & drawing that related to the observations or jobs done by the students.

The Reflective Journal will be evaluated on the basis of the following criteria:

- Regularity in updating of the Journal
- Adequacy & quality of information recorded.

- Drawings, sketches or photo and data recorded.
- Details in explaining process

Reflective Journal Writing is one of the assessment elements for Industrial Training. It contributes 20% of the overall assessment marks. Students are required to record / write down their daily activities / works done in the organizations.

Students have to fill in their Reflective Journal daily to prove their work/activities that have been completed for the particular day. Writing must be in **English**, neat, precise and legible. This Reflective Journal is useful as a guide to write the final industrial training report. It is compulsory for students to bring along the Reflective Journal to the training place daily and at the end of the week, this journal must be submitted to the officer in charge/supervisor to be verified and signed (and stamp with official chop if available).

2.2 WRITING GUIDELINES

a) Write down daily activities/tasks with a brief description

b) Working Procedures

Record all the instruction given by supervisor (in notes form). Flowcharts can be used to describe the instruction and relevant picture can be inserted to give clear picture of the nature of the tasks.

c) Equipment

List down all the equipment/machine/documents used for the task.

d) Issues and Challenges

Write down if any issue regarding the difficulties or challenges encounter in order to accomplish the tasks given. (Please refer to classroom / institution learning).

e) Solutions to the above issues/challenges

Explained briefly how the difficulties/challenges can be resolved

f) Diagram / Flow Chart (If Applicable)

Sketch equipment or important components used / calculations performed for the tasks on that day or use relevant diagrams to explain the tasks

2.3 WHAT CAN BE WRITTEN IN THE JOURNAL OF REFLECTION

a) Works/Jobs done by students themselves

Students are required to record with details the work done from beginning until the jobs is accomplished. Each description must be assisted with sketches/ calculation related

b) By Observation Only

Students can record in the journal even though they themselves are not involved directly with the tasks such as jobs done by others (employees of the organization), or tasks that is explained by the supervisor or workers.

Some jobs are risky and need highly skills workers (expertise) to handle. In this case, students usually are not allowed to perform the work. However, students may still write their in the Journal through observation and through the explanations given

SAMPLE JOURNAL WRITING 2.4

Date : 26 August 2019 Day : Monday

Supervisor Name: En .Azman Bin Jamil

Task: CONNECTING RELIANCE DATA CARD TO THE SERVER & SETUP SHARING WITH OTHER COMPUTERS MODEL TTRCDRPA

Procedures:

- 1. Connect the data card and find the systems new IP assigned by the ISP. Also change the ipv4 settings to share with the network
- 2. Copy the IP to the other systems only changing the last 8 bits.
- 3. Eachsystem will need a DNS to resolve domain names. If we use the same DNS as on the main server which is assigned by Reliance, we are going to have a problem as the reliance DNS has only assigned one IP to the data card and its DNS will only accept requests to resolve Domain names from that particular IP address.



Supervisor Name : Mekanik Ah Meng

Task : Removal Of Engine for Kancil 660cc

Procedures:

- 1. Disconnect negative battery cable.
- 2. Remove front cover.
- 3. Remove fresh air duct with 2 bolts and clamp.
- 4. Disconnect air flow sensor connecter.



5. Remove air cleaner assembly.



- 6. Remove alternator cable.
- 7. Disconnect throttle position sensor.
- 8. Disconnect the upper radiator hose.



Supervisor Name : Govindasamy

Task : Underground Cable
supervisors the source from the block filler tape.
D. Remove the release pops.
Position the tope at each and tubings and copper
so that it overlaps the rest
tope shields equally. Apply one can
Jeint at each position.
B. Squeeze the joint together and apply three tame
of the black bitumen cloth tape at position (UID 2 .
Remove the release paper from the real sealant
strip and apply with a small overlap over the
real sealant inter apply in step 9. Use all mattic
anound. Apply martic to both sides of point.
supplied the surface of the point-especially
14. Lubricote the surject of the
over the largre diameter antir extent
cable grease supplied.
13. Shrink the point sieeve beginning in the
center and working towards one end.
when Gost both is fully recovered go back
when first here second half.
to the center and smille cite
Continue to apply heat to the full length
of the sleeve with long brushing motions
at the torch until the sleeves has a smooth
Ut the content that the ends of the
and even appearaire : Lisore distinction
Sleeve have been heated sufficiently to ensure
a complete seal have been achieved.
16. Wrop halflopped layers of the tinned copper
screening mesh across the entire joint . butting

WEEKLY REFLECTIONS

DATE: 26 August 2019 WEEK: 9 (26 – 30 August 2019)

TO BE FILLED BY STUDENT			
Weekly Activities done by student (write in short)			
I was attached to the services dept. and have done the following works:-			
Fuel pump service			
Oli service Replace front absorber			
Remove side skirting of Sorrento			
• PDI			
Knowledge/ Skill gained (for the whole week)			
Effects or impacts to student Able to enhance my knowledge both theoretical and hands on. Build up my confidence in dealing with various type of vehicles			
TO BE FILL BY THE INDUSTRY (SUPERVISOR)			
Comment/Suggestion from Supervisor			
Signature and Stamp			
Date:			

DAILY REPORT

Date :	Day :
Task :	Supervisor's Name :

WEEKLY REFLECTIONS

DATE:______WEEK: _____

Weekly Tasks/Activities done by student (write in short)

Knowledge/Skill gained (for the whole week)

Effects or impacts to student

TO BE FILLED BY THE INDUSTRY (SUPERVISOR)

Comment/Suggestion from Supervisor

Signature and Stamp Date:

INDUSTRIAL TRAINING & LIASION UNIT (UPLI) POLITEKNIK KUCHING SARAWAK

This form must be filled by students and send/ fax immediately to UPLI (if there are changes in home address or company's address)

Student's Name :	Reg. No:
Program:	Class:
<u>Ch</u>	nanges of Home/Current Address
Old Address:	New Address:

Changes of Company's Address

(Please attached a copy of the company's new location/new site)

Old Address:	New Address:
	Fax No
Student's Signature:	Date:
Verified by the Company / Firm	
(For address changes only)	Company's Official Stamp
Company's Signature:	
Name:	
Designation:	



INDUSTRIAL TRAINING & LIAISON UNIT POLITEKNIK KUCHING SARAWAK

CONFIRMATION OF COMPLETION INDUSTRIAL TRAINING SESSION FORM

The Director Politeknik Kuchingn Sarawak KM 22 Jalan Matang 93050 Kuching Sarawak

(Att.: Industrial Training & Liaison Officer)

Sir,

CONFIRMATION OF COMPLETION INDUSTRIAL TRAINING SESSION

NAME OF STUDENT:REGISTRATION NO.:PROGRAM:TRAINING PERIOD:

Referring to the above mentioned matter, we are pleased to inform that the student has

successfully completed the industrial training at our organization.

Thank You.

Signature : Name of Person In-Charge : Designation / Position : Date : **Company Official Stamp**

Leave Forms

INDUSTRIAL TRAINING & LIAISON UNIT POLITEKNIK KUCHING SARAWAK

LEAVE APPLICATION

Application must be submitted and approblem before going on leave.	oved by the organization	on at least THREE (3) days			
Student's Name:					
REGISTRATION NO:					
Dear Sir,					
I would like to apply leave for	mto				
REASON FOR LEAVE :					
Student's Signature:	_Date:				
APPROVAL FROM ORGANISATION					
Your Leave application is:	our Leave application is:				
Please \sqrt{at} the given space) NOT APPROVED					
	Total leave taken:	days			
Company's Signature :		Company's Official Stamp			
Designation :					
Date :					

NOTES:

- 1. Photostat this Leave Form before applying for Leave
- 2. Students' Leave is subject to the company's rules and the Polytechnic's rules (Refer chapter 5.5 Garis panduan Latihan Industri (Pelajar))

3. A copy of the approved leave application must be pasted on the Reflective Journal and a copy is sent to the Industrial Training & Liaison Unit (UPLI) immediately.

RECORD OF LEAVE APPLICATION

Date on Leave	Total days on leave	Reasons for Leave	Company's Remarks	Company's signature

Notes: All leave application must be recorded in this table and verified by the supervisor

NOTIFICATION

- 1. This book is an official book prepared for the practical training students of Politeknik Kuching Sarawak.
- 2. If it is lost and found, kindly inform our Industrial Training & Liaison Officer, Politeknik Kuching Sarawak at the following number:

Tel : 082-845596/7/8 ext. 583/586/587 Fax : 082-845587

OR post it to:

Director Politeknik Kuching Sarawak Km 22, Jalan Matang, 93050 Kuching, Sarawak (Attn. : Industrial Training and Liaison Officer)

OR

Return to the student by using the address in this book



PHONE: 082 - 855596/7/8

ONLINE EDITION

FAX: 082 - 845587

EMAIL: uplipks@gmail.com

INDUSTRIAL TRAINING & LIAISON UNIT (UPLI)