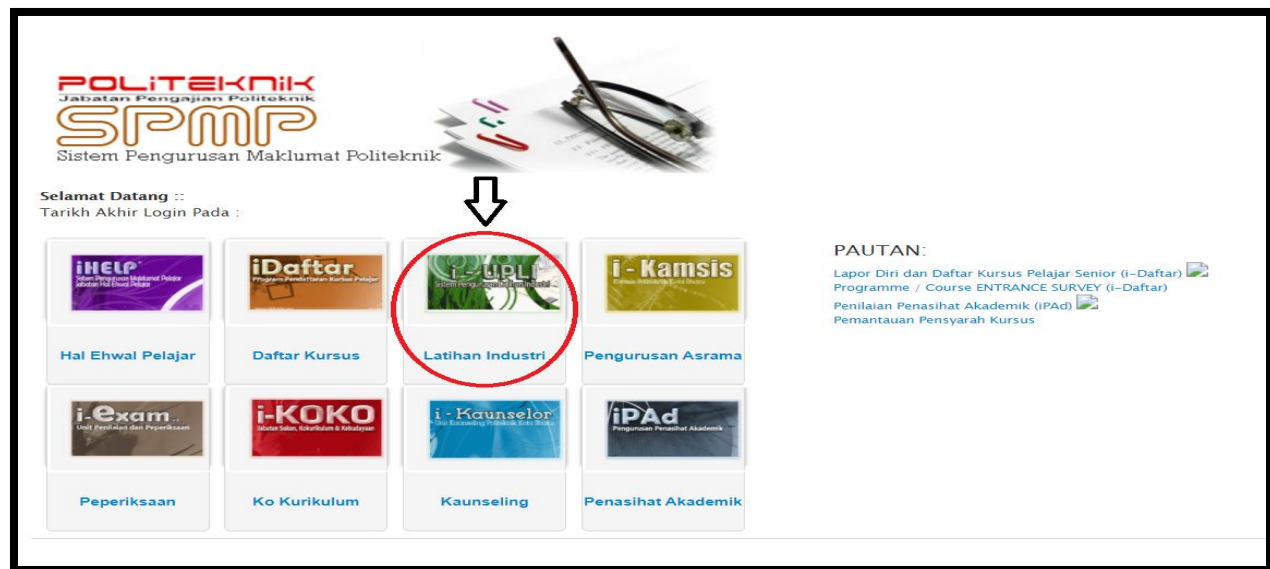


**PANDUAN MENCETAK SURAT PERMOHONAN PENEMPATAN &
KEPERLUAN DOKUMEN PERMOHONAN PENEMPATAN LATIHAN INDUSTRI**

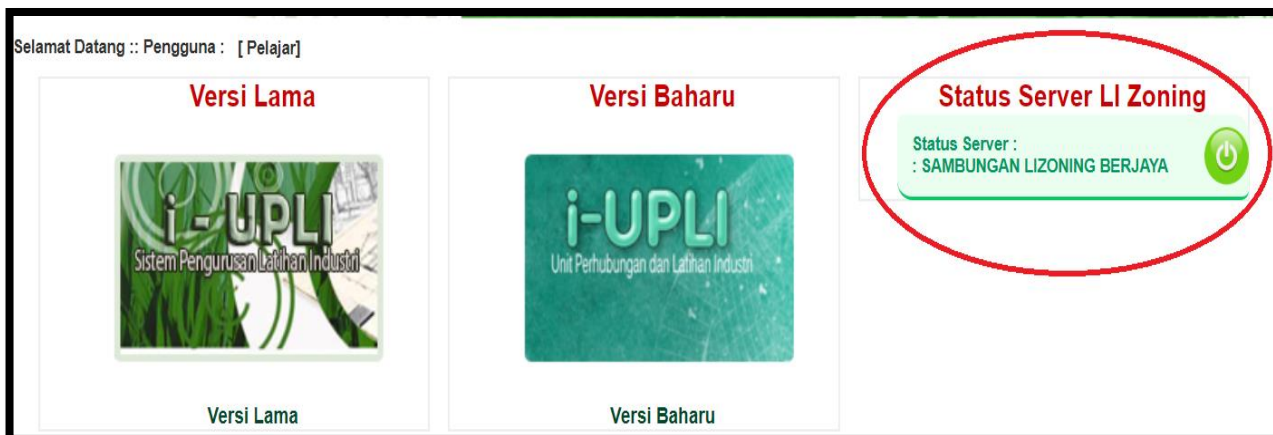
- 1) LOG MASUK KE SISTEM SPMP
- 2) PILIH MENU “i-UPLI” (LATIHAN INDUSTRI)



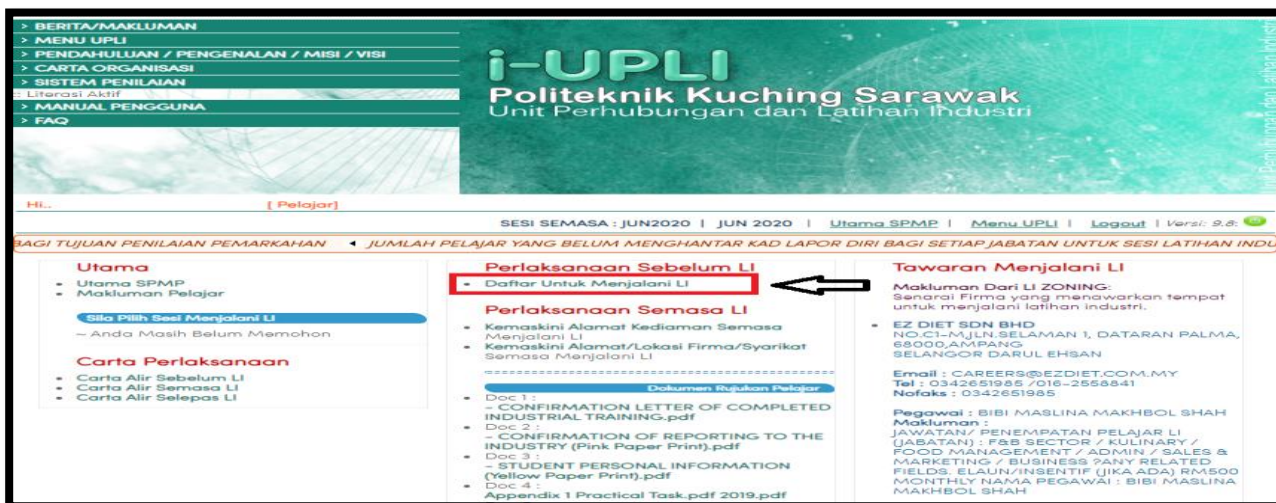
- 3) PILIH “i-UPLI VERSI BAHARU”



- 4) MENU “i-UPLI VERSI BAHARU” HANYA DAPAT DI LOG 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.: 082-845586/7/8
Faks: 082-845023
Laman web: www.poliku.edu.my
GPS: +1 630823 110 195384

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 students 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 uplps@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. 587/586/583 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

(to be sent to Politeknik Kuching Sarawak/direct to Student in 2 weeks time)

(Company's Name & Address)

Email : _____
Tel. No. : _____
Fax No. : _____
Date : _____

THE DIRECTOR

Politeknik Kuching Sarawak
Beg Berkunci 3094, Km. 22, Jalan Matang
93050, Kuching, Sarawak
(Att. : Industrial Training & Liaison Officer)

Dear Sir,

INDUSTRIAL TRAINING PLACEMENT

Referring to the above matter, our management ☐ Agree ☐ 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 (Hp) :

Email :

IC No. :

House No :0

Kelas :DKM(A)

Yours faithfully,

Name : _____
Designation : _____
Tel. No : _____
Date : _____

UNTUK KEGUNAAN UPLI

KOD LI

Name of Person in Charge
Designation & Company's official stamp:

DKA	Diploma in Civil Engineering	DEP	Diploma in Electronic Engineering (Communication)
DPB	Diploma in Building Services	DEE	Diploma in Electrical & Electronic Engineering
DGL	Diploma in Geomatic	DPE	Diploma in Process Engineering (Petrochemical)
DKM	Diploma in Mechanical Engineering	DDT	Diploma in Digital Technology
DTP	Diploma in Mechanical (Manufacturing)	DNS	Diploma in Information Technology (Networking)
DPJ	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)'



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;

Pendaftaran dan Status

- Daftar / Status Untuk Menjalani Latihan Industri **STEP 1**
 - Sesi Lat.Industri DISEMBER 2020: **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 JKP.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 Politeknik 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 Politeknik 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 Full Name))
(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'

i-UPLI
Politeknik Kuching Sarawak
Unit Perhubungan dan Latihan Industri

BERITA/MAKLUMAN
MENU UPLI
PENDAHULUAN / PENGENALAN / MISI / VISI
CARTA ORGANISASI
SISTEM PENILAIAN
Literasi Aktif
MANUAL PENGGUNA
FAQ

Hi... [Pelajar]

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

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 JKP.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 produced 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:

1. Assistant Engineer
2. Service Advisor
3. Technical Assistant
4. Quality Officer
5. After Sales Service Officer
6. Sales Executive
7. Technical Instructor or Lecturer
8. Technical Specialist
9. Workshop Supervisor
10. Factory Supervisor
11. Team Leader Service Advisor
12. Service assistant Manager
13. Service Manager
14. Entrepreneur

9) KLIK PADA 'RESUME FORM 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.. RAFISYAH BINTI ROSMAN [Pelajar]

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

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
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 - Doc 4 : JOB PROSPECT FOR JKM.pdf
 - Doc 5 : JOB PROSPECT FOR JKPK.pdf
 - Doc 6 : JOB PROSPECT FOR JJP.pdf
 - Doc 7 : JOB PROSPECT FOR JTMK.pdf
 - Doc 8 : JOB PROSPECT FOR JKE.pdf
 - Doc 9 : Resume Form LI.pdf

KLIK PADA 'RESUME FORM' UNTUK DICETAK

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.uplipks@gmail.com

RESUME			
PERSONAL INFORMATION			
NAME			STICK THE LATEST PASSPORT SIZE PHOTO
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 : 1. 2. 3. 4.			
REQUIRED KNOWLEDGE/EXPERIENCE DURING INTERNSHIP: 2. 3. 4.			

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 YANG LEPAS (DISEMBER 2019)'

KEPUTUSAN PEPERIKSAAN
TARIKH DAFTAR : 10/08/2020
KELAS : DKM5A

SESI : JUN 2020

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

SESI : DISEMBER 2019

KOD KURSUS	NAMA KURSUS	GRED	NILAI MATA	MASA KREDIT	STATUS
DJJ3103	STRENGTH OF MATERIALS	C	2.00	3.0	lulus
DJJ5032	MECHANICAL WORKSHOP PRACTICE 4	A	4.00	2.0	lulus
DJJ5062	COMPUTER AIDED DESIGN 2	A-	3.67	2.0	lulus
DJJ5113	MECHANICS OF MACHINE	B	3.00	3.0	lulus
DJJ5123	PNEUMATIC AND HYDRAULIC	A-	3.67	3.0	lulus
DJJ5133	ENGINEERING DESIGN	B	3.00	3.0	lulus
DJJ5141	PROJECT 1	A	4.00	1.0	lulus
DUE5012	COMMUNICATIVE ENGLISH 3	B+	3.33	2.0	lulus

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



Cetak Slip

f) Slip
Keputusan
Peperiksaan

(Examination Result
Slip)





POLITEKNIK KUCHING SARAWAK
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI
KEMENTERIAN PENGAJIAN TINGGI
BEO BERKUNCI 2004, KM. 22, JALAN MATANG
93009, KUCHING, SARAWAK
TEL : 082-845 898, FAKS : 082-845 023



KEPUTUSAN PENILAIAN AKHIR SEMESTER
SESI DISEMBER 2019
PROGRAM DIPLOMA KEJURUTERAAN MEKANIKAL

NAMA :
NO.KP :
NO.PEND :

SEMESTER : EMPAT
KELAS SEMASA : DKM4A
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	
DUE5012	COMMUNICATIVE ENGLISH 3	2.0	B+	3.33	6.66	

KEPUTUSAN : KEDUDUKAN BAIK PNM : 3.21 HPNM : 2.78

Jam Kredit Diambil : 19.0
Jam Kredit Diambil 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.

SLIP
KEPUTUSAN PENILAIAN AKHIR
SEMESTER DISEMBER 2019

**PANDUAN SELEPAS PENGHANTARAN DOKUMEN PERMOHONAN KE
PIHAK 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 BAHARU SETELAH SURAT PEMBATALAN SYARIKAT TELAH SELESAI DISERAHKAN KEPADA PIHAK UPLI.**

**TARIKH PELAKSANAAN LATIHAN INDUSTRI
SESI DISEMBER 2020**

25 JANUARI – 11 JUN 2021

**TARIKH AKHIR PELAJAR MENDAPATKAN
PENEMPATAN LATIHAN INDUSTRI ADALAH SEBELUM**

31 DISEMBER 2020

~TAMAT~

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