

INDUSTRIAL TRAINING 1st BRIEFING

SESSION: 1 2021/2022

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

POLITEKNIK KUCHING SARAWAK

**EXPECTED INDUSTRIAL
TRAINING DATE:**

**27 SEPTEMBER 2021
TO
11 FEBRUARY 2022**

UNIT PERHUBUNGAN & LATIHAN INDUSTRI (UPLI)

UPLI OFFICE
Ext 583/587/586/144

***PEGAWAI PERHUBUNGAN DAN LATIHAN
INDUSTRI***

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

ASSISTED BY

- 3. PN. RAJIMAH BINTI MAT UMAR (CLERK)**

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)
1. Mdm. Deffany Kong Suk Lan(Head) 2. Mr. Hasri Bin Hamdan 3. Mdm Dyg Khayrunsalihaty Bariyyah Binti Abg Othman 4. Mdm Wan Siti Aishah Binti Wan Ibrahim 5. Mr. Mohd Nor Fadli Bin Abu Kassim	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> (ext. 408, 409)	<u>Commerce Department (JP)</u> (ext. 418, 419)
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	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 Department (JTMK) (ext . 536, 540)</u>	
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 (JKPK)(ext. 314,522,529)</u>	
1. Mdm Daisy Anak Augustine Pedang (Head) 2. Mr. Hatta Azuwar Bin Dahlan 3. Mr. Muhammad Azri Izani Bin Mohamad Halim	

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 (LII) 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)

SESSION I 2021/2022

EXPECTED DATE:

27 SEPTEMBER 2021– 11 FEBRUARY 2022

**(THE OFFICIAL DATE IS GOING TO
BE ANNOUNCED LATER)**

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.

- LAST DATE FOR REGISTER INDUSTRIAL TRAINING COURSE IN SPMP i-UPLI.

**11 APRIL 2021
(SUNDAY)**



THANK YOU & ALL THE
BEST!!