

PANDUAN PENGHANTARAN DOKUMEN PENILAIAN PELAJAR LATIHAN INDUSTRI

SESI DISEMBER 2020 (FASA 1) 01 MAC HINGGA 16 JULAI 2021

Unit Perhubungan & Latihan Industri (UPLI) Politeknik Kuching Sarawak telah membuat ketetapan berkaitan dengan proses daftar balik pelajar yang menjalani Latihan Industri bagi Sesi Disember 2020 (**FASA 1**) adalah seperti berikut :-

- 1) Semua pelajar LI Sesi Sesi Disember 2020 (**FASA 1**) **TIDAK PERLU** mendaftar balik ke Politeknik Kuching Sarawak.
- 2) Semua kaedah penilaian akan dilaksanakan secara **DALAM TALIAN / ONLINE**.
- 3) Pelajar dikehendaki memuatnaik dokumen-dokumen penilaian yang berikut:
 - a) Laporan Akhir Latihan Industri (***Final Report***) mengikut format yang ditetapkan.
 - b) Slaid Pembentangan **tidak melebihi 10 slaid** (rujuk format dan contoh yang disertakan).
 - c) Video Pembentangan Latihan Industri Pelajar (rujuk lampiran yang disertakan).
 - d) Jurnal Refleksi (***Reflective Journal***) yang **diimbias (scan)** wajib berpandukan ketetapan tempoh-tempoh yang berikut:-
 - (i) **Laporan Harian Permulaan** (***Beginning Daily Report***)
 - Sepanjang Tempoh : (01 – 12 Mac 2021)
 - (ii) **Laporan Harian Akhir** (***Ending Daily Report***)
 - Sepanjang Tempoh : (28 Jun – 09 Julai 2021)
 - (iii) **Laporan Mingguan** (***Weekly Report***)
 - Sepanjang Tempoh : (15 Mac – 18 Jun 2021)

Pelajar **DIWAJIBKAN** untuk menghantar semua dokumen yang dinyatakan tersebut secara "**ONLINE**" sebelum atau pada **16 Julai 2021 (Jumaat)** untuk tujuan semakan dan penilaian oleh pensyarah penilai. Kegagalan pelajar menghantar pada tarikh yang ditetapkan tersebut boleh menjejaskan keputusan Latihan Industri pelajar bagi Sesi Disember 2020 (**FASA 1**).

TATACARA PENGHANTARAN ONLINE

- i) Pelajar perlu menggunakan akaun **gmail** untuk tujuan penghantaran dokumen-dokumen tersebut.
- ii) Pelajar wajib melengkapkan semua item-item yang disediakan melalui link di bawah tersebut:

Sila Klik : <https://goo.gl/aRaigz>



- iii) Senarai item yang **WAJIB** dilengkapkan oleh pelajar adalah seperti berikut :-



PENGHANTARAN LAPORAN LENGKAP LATIHAN INDUSTRI SESI DISEMBER 2020 (FASA 1) 01 MAC – 16 JULAI 2021, POLITEKNIK KUCHING SARAWAK

BORANG INI DIWUJUDKAN UNTUK MEMUDAHKAN PROSES PENGHANTARAN DAN PENGUMPULAN LAPORAN LENGKAP LATIHAN INDUSTRI PELAJAR (SOFTCOPY) DAN SETERUSNYA MENINGKATKAN KECEKAPAN PENGURUSAN MAKLUMAT UNIT PERHUBUNGAN DAN LATIHAN INDUSTRI, POLITEKNIK KUCHING SARAWAK.

ARAHAN PENTING: PENGGUNA BORANG INI PERLU MEMILIKI DAN MENGGUNAKAN AKAUN GMAIL.

The name and photo associated with your Google account will be recorded when you upload files and submit this form

Not upli.pks.data@gmail.com? [Switch account](#)

* Required

link contoh dan format Laporan Lengkap LI
<https://goo.gl/e65K5M>

jika size fail terlalu besar... perlu resize dahulu....

===RUANG DIISI PELAJAR===

NAMA PELAJAR *

Your answer

NOMBOR KAD MATRIKS PELAJAR *

Your answer

EMAIL PELAJAR *

Your answer

NOMBOR TELEFON BIMBIT *

Nombor telefon mesti mengikut format ???-???????, contoh: 012-34567890

Your answer

PROGRAM *

Choose

SEKSYEN *

Choose

SEKSYEN *

Choose

LAPORAN LENGKAP LATIHAN INDUSTRI (format PDF, 10MB sahaja) *

FAIL PDF TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU 05DKM16F1030)

[Add file](#)

LAMPIRAN TAMBAHAN (JIKA ADA)

FAIL PDF TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU 05DKM16F1030)

[Add file](#)

SLAID PEMBENTANGAN (format PDF, 10MB sahaja) *

FAIL PDF TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU 05DKM16F1030)

[Add file](#)

JURNAL REFLEKSI (format PDF, 10MB sahaja)

FAIL PDF TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU 05DKM16F1030)

[Add file](#)

VIDEO PEMBENTANGAN (48Op, 10minit, 100MB sahaja) *

FAIL VIDEO TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU 05DKM16F1030)

[Add file](#)

BAGAIMANA PENGALAMAN ANDA MENGGUNAKAN SISTEM BARU INI?

1 2 3 4 5

SISTEM KURANG EFFISEN 0 0 0 0 0 SISTEM SANGAT EFFISEN

KOMEN MEMBINA UNTUK PENAMBAHBAIKAN SISTEM INI (JIKA ADA)

Your answer

- iv) Sila simpan rekod penghantaran sebagai bukti penghantaran dokumen :-

ARAHAN PENTING: PENGGUNA BORANG INI PERLU MEMILIKI AKAUN GMAIL.

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not upli.pks.data@gmail.com? [Switch account](#)

* Required

link contoh dan format Laporan Lengkap LI
<https://goo.gl/e66K5M>

jika size fail terlalu besar... perlu resize dahulu....

Rekod Penghantaran Laporan Lengkap LI (Sila semak link bawah selepas 5 minit penghantaran untuk STATUS PENGHANTARAN)
<https://goo.gl/hiuJ35>

===RUANG DIISI PELAJAR===

NAMA PELAJAR



**KLIK PADA LINK
DI KOTAK MERAH
TERSEBUT**

BANK LAPORAN LI : Sheet4		
9:25	AISYAH A	DDT
9:43	AISYAH A	DDT
1:28	AMANINA	DDT
2:37	BONG BUI	DDT
7:42	Muhammad	DDT
8:28	NUR AFIQ	DDT
6:52	LEO VIVA	DDT
9:30	KELVIN T	DDT
5:02	MUHAMAD	DDT
8:22	Nur Hazi	DDT
8:28	Johnatha	DDT
4:29	JONG WEE	DDT
5:14	ANTHONIA	DDT
1:33	BENNY J	DDT
1:47	IZZA SYA	DDT
2:11	MOHAMAD	DDT
4:39	JAMIE RY	DDT
6:29	LAI KHIN	DDT
6:37	NUR AISY	DDT
2:51	NUR AISY	DDT
9:28	NAZIELA	DAT
3:12	ANGELYCA	DAT
5:56	Nuurul A	DAT
5:58	HON PEI	DAT



**SIMPAN REKOD
TERSEBUT
SEBAGAI BUKTI
PENGHANTARAN**

RUJUKAN FORMAT LAPORAN LENGKAP LI



PENGHANTARAN LAPORAN LENGKAP LATIHAN INDUSTRI SESI DISEMBER 2020 (FASA 1) 01 MAC - 16 JULAI 2021, POLITEKNIK KUCHING SARAWAK

BORANG INI DIWUJUDKAN UNTUK MEMUDAHKAN PROSES PENGHANTARAN DAN PENGUMPULAN LAPORAN LENGKAP LATIHAN INDUSTRI PELAJAR (SOFTCOPY) DAN SETERUSNYA MENINGKATKAN KECEKAPAN PENGURUSAN MAKLUMAT UNIT PERHUBUNGAN DAN LATIHAN INDUSTRI, POLITEKNIK KUCHING SARAWAK.

ARAHAN PENTING: PENGGUNA BORANG INI PERLU MEMILIKI DAN MENGGUNAKAN AKAUN GMAIL.

The name and photo associated with your Google account will be recorded when you upload files and submit this form

Not upli.pks.data@gmail.com? [Switch account](#)

* Required

link contoh dan format Laporan Lengkap LI

<https://goo.gl/e66K5M>



jika size fail terlalu besar... perlu resize dahulu....

**KLIK PADA LINK
DI KOTAK MERAH
TERSEBUT UNTUK
RUJUKAN FORMAT
LAPORAN
LENGKAP LI**

VIDEO PEMBENTANGAN & FORMAT SLAID

PRESENTATION TASK

- 1) Will be conducted individually.
- 2) Duration of video presentation session **(10 mins)**.
- 3) Students need to conduct the presentation based on their slides using **English** language.

General Format of Slide Presentation:

- a) 1-3 slides : Student's Profile & Company's Profiles (Company's Name, Address & simple explanation on natures of work/business of company)
- b) Summary of Task **(Technical)** :
Simple and more to technical explanation on task done during intern **(maximum 5 slides)**
- c) Comments & Suggestions
- d) Total of slide : 10 slides **(English language)**

SAMPLE PRESENTATION SLIDE 1 (ENGINEERING)



KEMENTERIAN PENGAJIAN TINGGI

INDUSTRIAL TRAINING PRESENTATION

JUNE 2020 SESSION

(13 JUNE - 27 NOVEMBER 2020)



JABATAN KERJA RAYA (JK) SIBU, TINGKAT 14-16, WISMA SANYAN,
NO.1 JALAN SANYAN, 96000, SIBU, SARAWAK.

NAME :

COURSE :

REG-NO :

SUPERVISOR :

COMPANY'S BACKGROUND



THE PUBLIC WORKS DEPARTMENT

LOCATION :

*LEVEL 14-16 OF WISMA SANYAN,
NO1 JALAN SANYAN, 96000 SIBU, SARAWAK.*



Vision of JKR Sibu :

"To be the premier one-stop engineering agency for the planning, development and maintenance of all public infrastructure & building facilities in Sarawak".

Mission of JKR Sibu :

"To believe and maintain quality infrastructure and building facilities in the most cost effective and timely manner through a highly competent and motivated workforce".

1. CORING TEST

1.



2.



3.



4.



5.



6.



11.



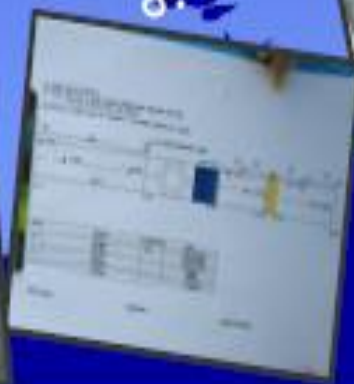
10.



9.



8.



7.



2. HEALTH, SAFETY, AND ENVIRONMENTAL (HSE) AUDIT AT NG MACHAN, KANOWIT



HSE Audit Checklist Form



Construction Site

3. BRIDGE AND ROAD UPGRADE PROJECT



(i. Sketch Map)



(ii. Culvert)



(iii. Areas for Construction project)



Old Wooden Bridge



Measuring Tape



(Width)



(Length)



Concrete Bridge

4. CULVERT CONSTRUCTION PROJECT



Complaint Form



6.



5.



4.



3.



2.



1.



(Report for Solution)



(Map by Drone)



(Autocad Drawing)

5. SOIL NAILING WORK AND PULL OUT TEST



Soil Nailing Work



Soil Nail
Drilling Machine



Pull Out Test for
Soil Nail



Pull Out Test Result
Form and Graph



COMMENTS AND SUGGESTIONS

❖ Industrial Training
period is too short.

❖ Recommended extend
to at least 6 months.

❖ The intern do not
have enough experience
during the internship.

❖ Recommended to give more
attention to intern so that they
can learn many new things, have
more experience, and not wasting
their time during the internship.



THANK
YOU



SAMPLE PRESENTATION SLIDE 2 (NON-ENGINEERING) (COMMERCE)



INDUSTRIAL TRAINING PRESENTATION JUNE 2020 SESSION (03 August- 18 December 2020)

PRUDENTIAL ASSURANCE MALAYSIA BERHAD, GMG AGENCY, LEVEL 2, WISMA PRUDENTIAL, JALAN
ABELL, 93100 KUCHING SARAWAK, MALAYSIA

Name :

Course :

Registration No :

Supervisor :

Company Background

Organization Name : GMG Agency

Year Established : 2006

Location : GMG AGENCY, LEVEL 2,
WISMA PRUDENTIAL, JALAN ABELL,
93100 KUCHING SARAWAK, MALAYSIA





Instagram



Facebook Page

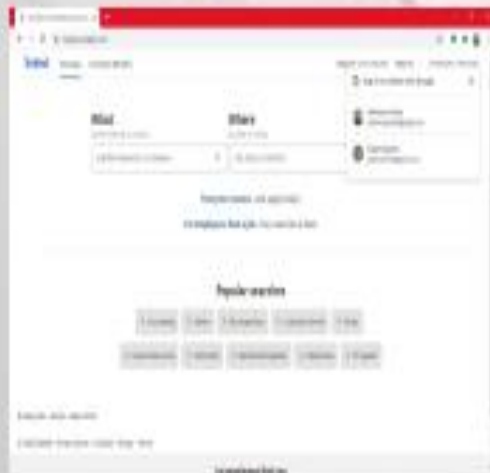
Media Social Platform

JOB PORTAL

Indeed

myfuturejob

Jobstreet





Alivia Anthony
Human Resources

Summary
A dedicated and motivated professional with a strong background in human resources and customer service. Seeking a challenging role where I can utilize my skills and contribute to the success of the organization.

Education
Bachelor's Degree in Human Resources Management
University of California, Los Angeles (UCLA)
Graduated: May 2020

Work Experience
HR Assistant, Tech Solutions Inc. (2018 - Present)
Recruiting Coordinator, Global Dynamics (2016 - 2018)
Customer Service Representative, Retail World (2014 - 2016)

Skills & Competencies
Recruitment, Employee Relations, HRIS, Communication, Problem Solving, Team Management

Resume Candidate

Job Application Form



PERSONAL INFORMATION

Full Name: _____
Date of Birth: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

EDUCATION

Level of Education: _____
Institution: _____
Graduation Date: _____

EMPLOYMENT HISTORY

Company Name	Position	Start Date	End Date

1

2

Interview task

Career Aptitude



Career Aptitude Test

Instructions: Circle the number that best describes you for each item.

Item	1	2	3	4	5	6	7	8	9	10
1. I am a person who likes to work with people.										
2. I am a person who likes to work with numbers.										
3. I am a person who likes to work with things.										
4. I am a person who likes to work with ideas.										
5. I am a person who likes to work with data.										
6. I am a person who likes to work with systems.										
7. I am a person who likes to work with people.										
8. I am a person who likes to work with numbers.										
9. I am a person who likes to work with things.										
10. I am a person who likes to work with ideas.										

3

5

4



Interview Summary

Interviewee Name: _____
Interview Date: _____
Interviewer Name: _____

Interview Questions and Answers

Question	Answer

Interview Summary

Interview evaluation Form



Interview Evaluation Form

Interviewee Name: _____
Interview Date: _____
Interviewer Name: _____

Interview Questions and Answers

Question	Answer

Value Yourself



Analytical Thinking

Self esteem



Leadership Skill



Communication Skill



Create an account ILMS

1

2

Verified full information



3

4



Select the date and place to take exam

Enroll Exam

Certification of Education



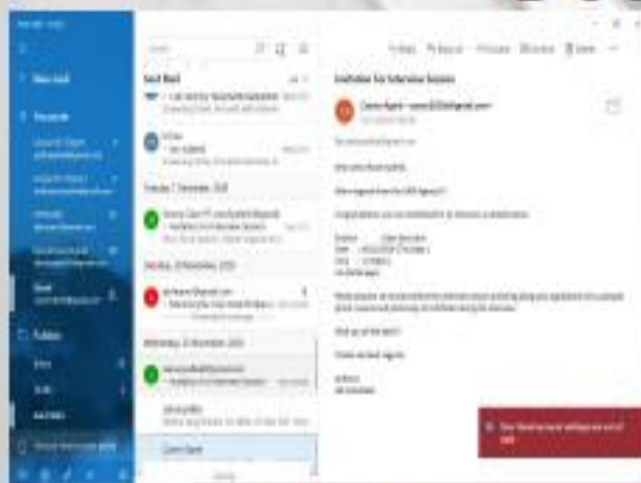
ID	Name	Email	Phone	Address
1	John Doe	john.doe@example.com	123-456-7890	123 Main St, New York, NY 10001
2	Jane Smith	jane.smith@example.com	987-654-3210	456 Elm St, Los Angeles, CA 90001
3	Bob Johnson	bob.johnson@example.com	555-123-4567	789 Oak St, Chicago, IL 60601
4	Alice Brown	alice.brown@example.com	222-333-4444	101 Pine St, San Francisco, CA 94101
5	Charlie Davis	charlie.davis@example.com	888-777-6666	202 Cedar St, Houston, TX 77001
6	Diana Evans	diana.evans@example.com	444-333-2222	303 Birch St, Phoenix, AZ 85001
7	Frank Green	frank.green@example.com	666-555-4444	404 Maple St, Philadelphia, PA 19101
8	Grace Hill	grace.hill@example.com	999-888-7777	505 Walnut St, San Diego, CA 92101
9	Henry King	henry.king@example.com	111-222-3333	606 Spruce St, Dallas, TX 75201
10	Ivy Lee	ivy.lee@example.com	333-444-5555	707 Ash St, San Jose, CA 95101

Database

ID	Title	Location	Date	Status
1	Software Engineer	New York, NY	2023-10-25	Pending
2	Product Manager	Los Angeles, CA	2023-10-26	Completed
3	Marketing Specialist	Chicago, IL	2023-10-27	Pending
4	Data Analyst	San Francisco, CA	2023-10-28	Pending
5	UX Designer	Houston, TX	2023-10-29	Pending
6	Business Development	Phoenix, AZ	2023-10-30	Pending
7	Systems Administrator	Philadelphia, PA	2023-10-31	Pending
8	Quality Assurance	San Diego, CA	2023-11-01	Pending
9	Human Resources	Dallas, TX	2023-11-02	Pending
10	Operations Manager	San Jose, CA	2023-11-03	Pending

Interview Listing

Documentation



Formal Email

Minutes of Meeting			
Date	November 10, 2023		
Time	10:00 AM		
Meeting No.	1000000000		
Attendees	1. Mr. John Doe (Chairman) 2. Mr. Jane Smith (Secretary) 3. Mr. Bob Johnson (Member) 4. Mr. Alice Brown (Member) 5. Mr. Charlie Davis (Member)		
Agenda Item	1. Review of the previous meeting minutes		
Minutes of Meeting	The meeting was held on November 10, 2023, at 10:00 AM. The meeting was attended by the Chairman, Secretary, and four Members. The meeting was held in the Conference Room, 10th Floor, 123 Main St, New York, NY 10001.		
Date	November 10, 2023	Time	10:00 AM
Meeting No.	1000000000	Attendees	1. Mr. John Doe (Chairman) 2. Mr. Jane Smith (Secretary) 3. Mr. Bob Johnson (Member) 4. Mr. Alice Brown (Member) 5. Mr. Charlie Davis (Member)

Minute Of Meeting

The Outcome

- Leadership Skills
- Time Management
- Analytical Thinking Skills
- Responsibilites
- Operation Management
- Documentation

Comment & Suggestions

1. No fixed Working Schedule

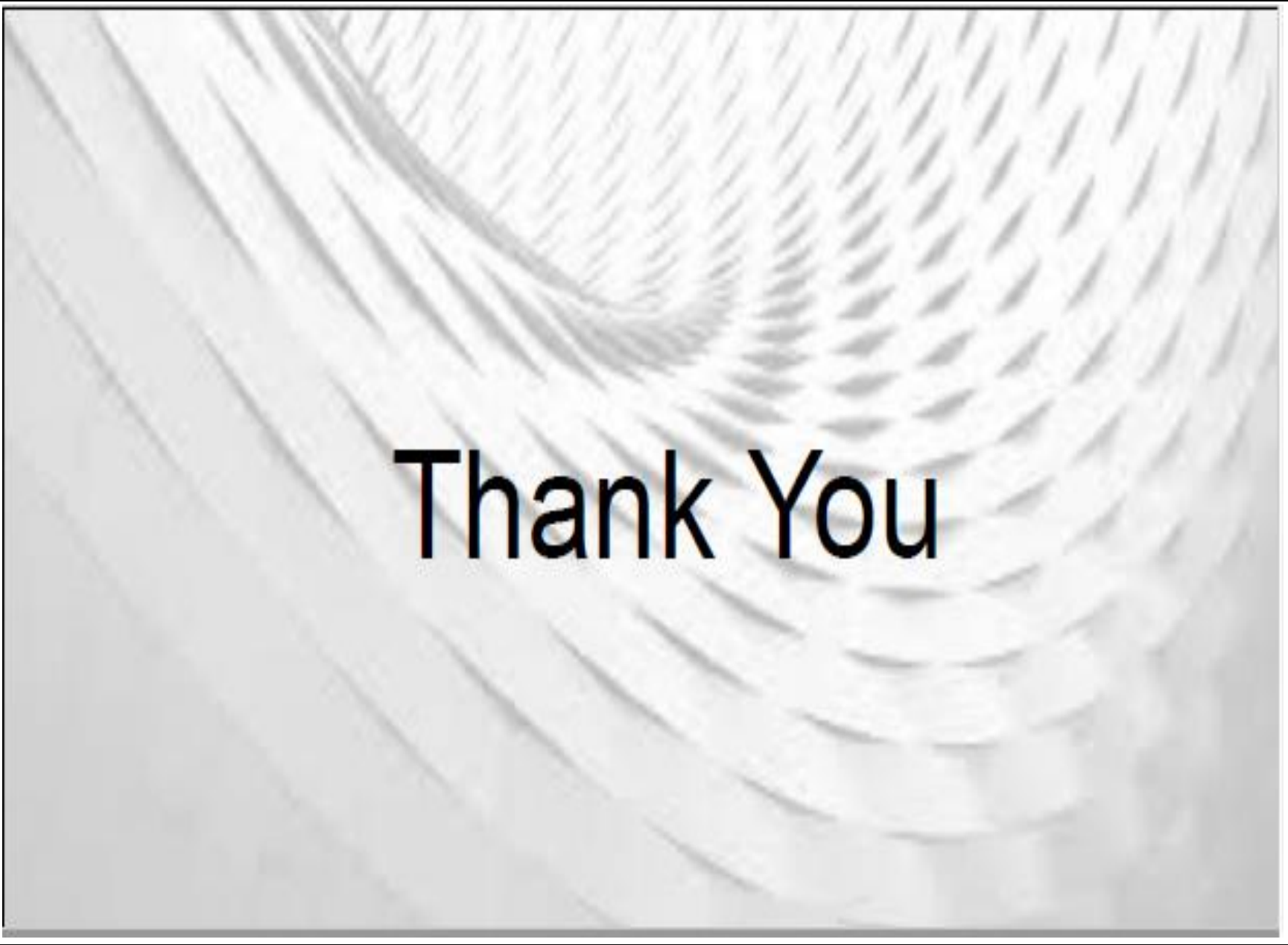
- Remmended to have working schedule so that intern can learn various skill and knowledge

2. The duration of Industrial Training is too short

- Recommended extend to 6 month

3. No systematic observation from company and institution

- Recommended to have systematic observation and guidelines



Thank You

SAMPLE PRESENTATION SLIDE 3 (NON-ENGINEERING) (IT)



KEMENTERIAN PENDIDIKAN TINGGI



INDUSTRIAL TRAINING PRESENTATION JUNE 2020 SESSION (13 JULY – 27 NOVEMBER 2020)

Name :

Course :

Registration No :

Supervisor :

Company Background

- Company Established 28th February 2007. Initially, It Was Formally Named Compumart Sales & Services And Was Formed In March 1991.
- This company have grown consistently.
- Provide computer hardware sales and computing services in terms of computer computer maintenance.



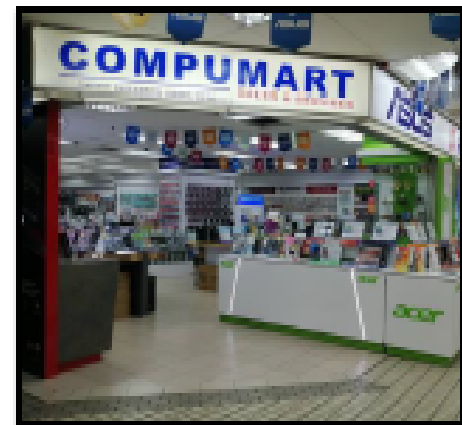
**Compumart
Sales & Services**

Vision

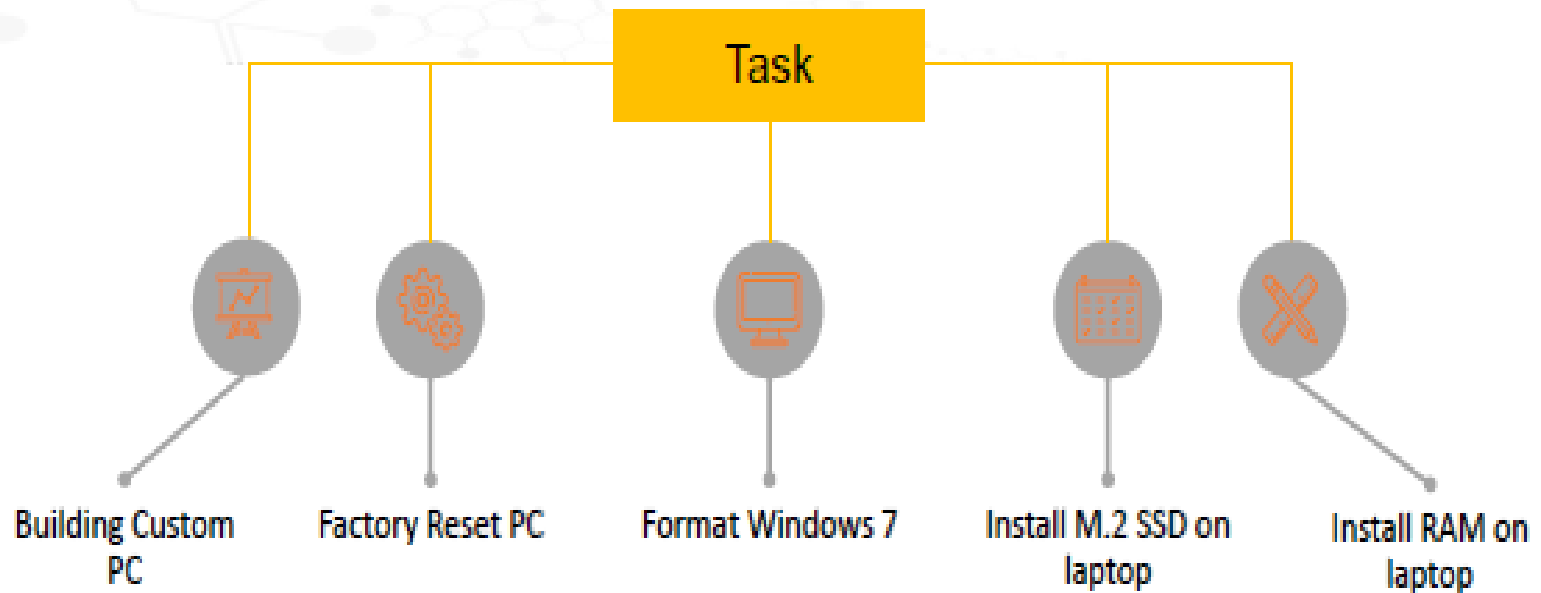
Provide excellent ICT services to customers, private company or state government.

Mission

To Add Value And To Contribute To Our Clients' Long Term Success And Competitive Strength.



SUMMARY OF TASK (TECHNICAL)



TASK: BUILDING CUSTOM PC

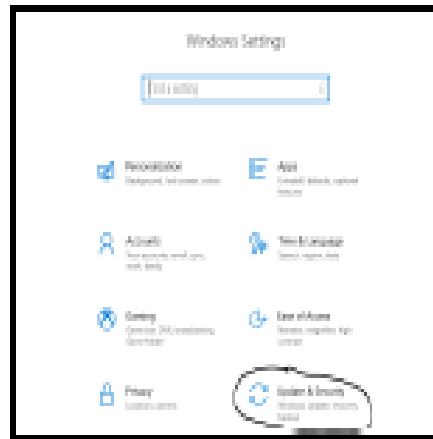
Step on how to build custom PC.



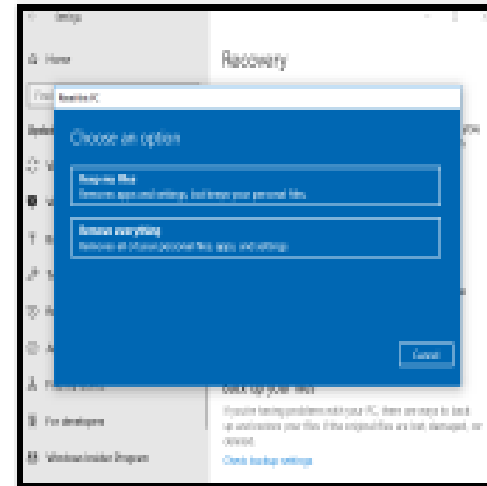
Task 2

TASK: FACTORY RESET PC

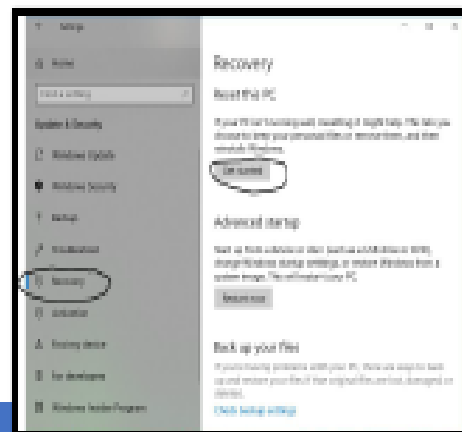
Step on how to reset PC.



Select recovery and click on
get started



Go to setting and look for
Update & Security category

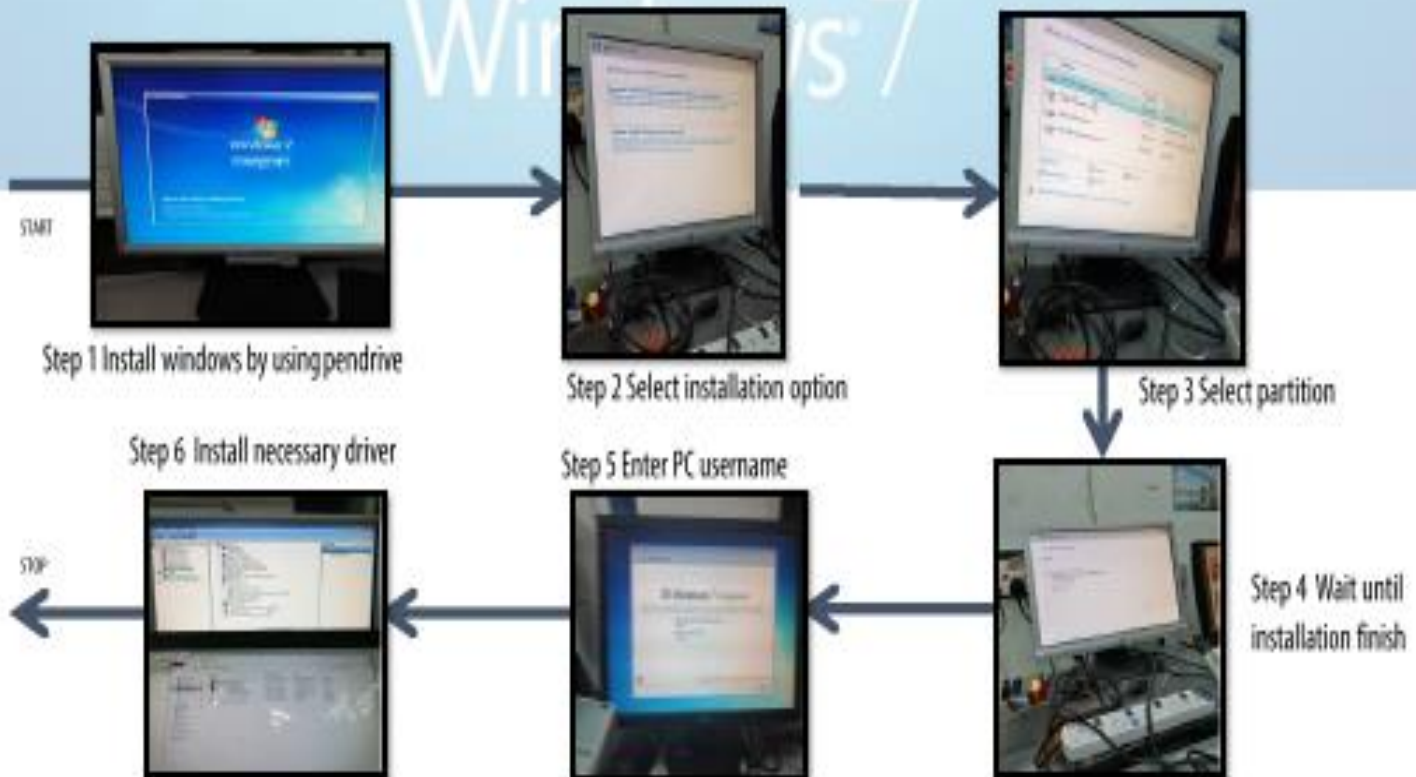


Select reset option

Task 3

TASK: FORMAT WINDOWS 7

Step on how to format windows 7.



TASK: INSTALL M.2 SSD ON LAPTOP

Step on how to install M.2 SSD(Solid State Drive).



Plug in the SSD into the m.2 slot and screw it with 3mm height screw.



Open the back panel of the laptop and find the slot to install M.2 SSD



Two type of M.2 SSD with different connection:
NVME SSD
SATA SSD



Task 5

TASK: INSTALL RAM ON LAPTOP

Step on how to install RAM on laptop.



Step 1 Check on the laptop what type of RAM it used



Step 2 Unscrew the laptop back panel and find the ram slot



Step 3 Install the ram into the RAM slot.



OTHER ACTIVITIES

Sometimes we also doing project for Chung Hua Primary School around Kuching. The task is:

- Check projector, visualizer and PC
- Setup multiple PC
- Assemble and setup projector



COMMENTS AND SUGGESTION



1. More on technical learning
Recommended that intern should learn more on technical learning then customers services
2. Should have fixed working Schedule
Intern should have schedule to work on technician side every week.