

PANDUAN PENGHANTARAN DOKUMEN PENILAIAN PELAJAR LATIHAN INDUSTRI

SESI DISEMBER 2020 (FASA 2) 29 MAC HINGGA 13 OGOS 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 2**) adalah seperti berikut :-

- 1) Semua pelajar LI Sesi Sesi Disember 2020 (**FASA 2**) **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 : (29 Mac – 08 April 2021)

(ii) **Laporan Harian Akhir** (*Ending Daily Report*)

- Sepanjang Tempoh : (26 Julai – 06 Ogos 2021)

(iii) **Laporan Mingguan** (*Weekly Report*)

- Sepanjang Tempoh : (12 April – 16 Julai 2021)

Pelajar **DIWAJIBKAN** untuk menghantar semua dokumen yang dinyatakan tersebut secara "**ONLINE**" sebelum atau pada **13 Ogos 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 2**).

*Sebarang pertanyaan, sila berhubung dengan pihak kami melalui emel **uplipks@gmail.com**

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 2) 29 MAC - 13 OGOS 2021, POLITEKNIK KUCHING SARAWAK

BORANG INI DIWUJUDKAN UNTUK MEMUDAHKAN PROSES PENGHANTARAN DAN PENGUMPULAN LAPORAN LENGKAP LATIHAN INDUSTRI PELAJAR (SOFTCOPY) DAN SETERUSNYA MENINGKATKAN KEEKAPAN 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/et6K5M>

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 (480p, 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 2) 29 MAC - 13 OGOS 2021, POLITEKNIK KUCHING SARAWAK

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* Required

link contoh dan format Laporan Lengkap LI

<https://qoo.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.



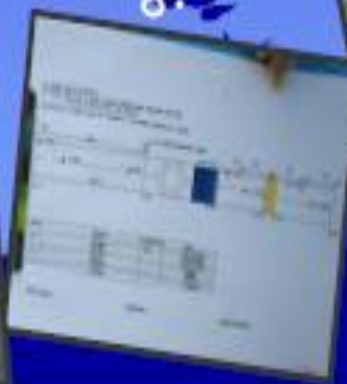
10.



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

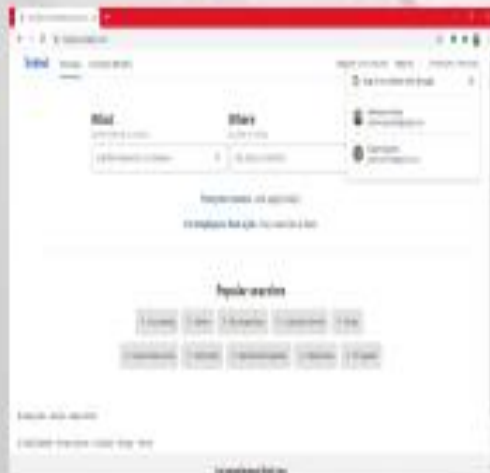


Facebook Page

Media Social Platform

JOB PORTAL

Indeed



Jobstreet



myfuturejob





Resume Candidate



Job Application Form



Career Aptitude



Interview Summary



Interview evaluation Form

Interview task

Value Yourself



Analytical Thinking

Self esteem



Leadership Skill



Communication Skill



Create an account ILMS

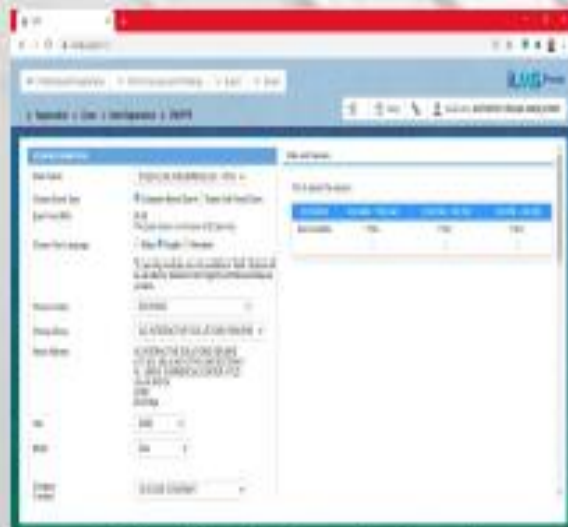
1

2

Verified full information



Enroll Exam



Select the date and place to take exam

3

4

Certification of Education



ID	Name	Address	Other Details
1	John Doe	123 Main St	...
2	Jane Smith	456 Oak Ave	...
3	Bob Johnson	789 Pine Rd	...
4	Alice Brown	101 Elm St	...
5	Charlie Davis	202 Maple Dr	...
6	Diana Evans	303 Birch Ln	...
7	Frank Green	404 Cedar St	...
8	Grace Hall	505 Spruce Ave	...
9	Henry King	606 Willow Rd	...
10	Ivy Lee	707 Ash Dr	...
11	Jack Miller	808 Hickory St	...
12	Karen Wilson	909 Walnut Ave	...
13	Liam Young	1010 Cherry Ln	...
14	Mia Zane	1111 Peach St	...
15	Noah Bell	1212 Plum Rd	...
16	Olivia Clark	1313 Apple Dr	...
17	Peter Hall	1414 Orange Ave	...
18	Quinn King	1515 Grape St	...
19	Rachel Lee	1616 Lemon Rd	...
20	Samuel Miller	1717 Lime Dr	...
21	Tina Scott	1818 Coffee St	...
22	Victor Adams	1919 Tea Ave	...
23	Wendy Baker	2020 Herb Ln	...
24	Xavier Carter	2121 Mint St	...
25	Yara Evans	2222 Basil Rd	...
26	Zoe Foster	2323 Sage Dr	...
27	Adam Green	2424 Rose Ave	...
28	Bella Hall	2525 Iris St	...
29	Chris King	2626 Tulip Rd	...
30	Diana Lee	2727 Daffodil Dr	...
31	Ethan Miller	2828 Poppy St	...
32	Fiona Scott	2929 Pansy Ave	...
33	George Adams	3030 Carnation Ln	...
34	Hannah Baker	3131 Zinnia St	...
35	Ian Carter	3232 Marigold Rd	...
36	Jessica Evans	3333 Sunflower Dr	...
37	Kyle Foster	3434 Lavender St	...
38	Laura Green	3535 Cosmos Ave	...
39	Mark Hall	3636 Petunia St	...
40	Nancy King	3737 Impatiens Rd	...
41	Oscar Lee	3838 Verbena Dr	...
42	Pamela Miller	3939 Echinacea St	...
43	Quinn Scott	4040 Delphinium Ave	...
44	Rachel Adams	4141 Anemone St	...
45	Samuel Baker	4242 Hyacinth Rd	...
46	Tina Carter	4343 Bellflower Dr	...
47	Umar Evans	4444 Pinks St	...
48	Victoria Foster	4545 Gladioli Ave	...
49	Walter Green	4646 Snapdragons St	...
50	Xavier Hall	4747 Petitioners Rd	...
51	Yara King	4848 Foxgloves Dr	...
52	Zoe Lee	4949 Primulas St	...
53	Adam Miller	5050 Ranunculus Ave	...
54	Bella Scott	5151 Aconites St	...
55	Chris Adams	5252 Clematis Rd	...
56	Diana Baker	5353 Anemones Dr	...
57	Ethan Carter	5454 Pinks St	...
58	Fiona Evans	5555 Foxgloves Ave	...
59	George Foster	5656 Primulas St	...
60	Hannah Green	5757 Ranunculus Rd	...
61	Ian Hall	5858 Aconites Dr	...
62	Jessica King	5959 Clematis St	...
63	Kyle Lee	6060 Anemones Ave	...
64	Laura Miller	6161 Pinks St	...
65	Mark Scott	6262 Foxgloves Rd	...
66	Nancy Adams	6363 Primulas Dr	...
67	Oscar Baker	6464 Ranunculus St	...
68	Pamela Carter	6565 Aconites Ave	...
69	Quinn Evans	6666 Clematis Rd	...
70	Rachel Foster	6767 Anemones St	...
71	Samuel Green	6868 Pinks Ave	...
72	Tina Hall	6969 Foxgloves St	...
73	Umar King	7070 Primulas Rd	...
74	Victoria Lee	7171 Ranunculus Dr	...
75	Walter Miller	7272 Aconites St	...
76	Xavier Scott	7373 Clematis Ave	...
77	Yara Adams	7474 Anemones Rd	...
78	Zoe Baker	7575 Pinks Dr	...
79	Adam Carter	7676 Foxgloves St	...
80	Bella Evans	7777 Primulas Ave	...
81	Chris Foster	7878 Ranunculus Rd	...
82	Diana Green	7979 Aconites Dr	...
83	Ethan Hall	8080 Clematis St	...
84	Fiona King	8181 Anemones Ave	...
85	George Lee	8282 Pinks Rd	...
86	Hannah Miller	8383 Foxgloves Dr	...
87	Ian Scott	8484 Primulas St	...
88	Jessica Adams	8585 Ranunculus Ave	...
89	Kyle Baker	8686 Aconites Rd	...
90	Laura Carter	8787 Clematis Dr	...
91	Mark Evans	8888 Anemones St	...
92	Nancy Foster	8989 Pinks Ave	...
93	Oscar Green	9090 Foxgloves Rd	...
94	Pamela Hall	9191 Primulas Dr	...
95	Quinn King	9292 Ranunculus St	...
96	Rachel Lee	9393 Aconites Ave	...
97	Samuel Miller	9494 Clematis Rd	...
98	Tina Scott	9595 Anemones Dr	...
99	Umar Adams	9696 Pinks St	...
100	Victoria Baker	9797 Foxgloves Ave	...

Database

Name	Address	Interview Date	Status
John Doe	123 Main St	2023-10-25	Completed
Jane Smith	456 Oak Ave	2023-10-26	Pending
Bob Johnson	789 Pine Rd	2023-10-27	Completed
Alice Brown	101 Elm St	2023-10-28	Pending
Charlie Davis	202 Maple Dr	2023-10-29	Completed
Diana Evans	303 Birch Ln	2023-10-30	Pending
Frank Green	404 Cedar St	2023-10-31	Completed
Grace Hall	505 Spruce Ave	2023-11-01	Pending
Henry King	606 Willow Rd	2023-11-02	Completed
Ivy Lee	707 Ash Dr	2023-11-03	Pending
Jack Miller	808 Hickory St	2023-11-04	Completed
Karen Wilson	909 Walnut Ave	2023-11-05	Pending
Liam Young	1010 Cherry Ln	2023-11-06	Completed
Mia Zane	1111 Peach St	2023-11-07	Pending
Noah Bell	1212 Plum Rd	2023-11-08	Completed
Olivia Clark	1313 Apple Dr	2023-11-09	Pending
Peter Hall	1414 Orange Ave	2023-11-10	Completed
Quinn King	1515 Grape St	2023-11-11	Pending
Rachel Lee	1616 Lemon Rd	2023-11-12	Completed
Samuel Miller	1717 Lime Dr	2023-11-13	Pending
Tina Scott	1818 Coffee St	2023-11-14	Completed
Victor Adams	1919 Tea Ave	2023-11-15	Pending
Wendy Baker	2020 Herb Ln	2023-11-16	Completed
Xavier Carter	2121 Mint St	2023-11-17	Pending
Yara Evans	2222 Basil Rd	2023-11-18	Completed
Zoe Foster	2323 Sage Dr	2023-11-19	Pending
Adam Green	2424 Rose Ave	2023-11-20	Completed
Bella Hall	2525 Iris St	2023-11-21	Pending
Chris King	2626 Tulip Rd	2023-11-22	Completed
Diana Lee	2727 Daffodil Dr	2023-11-23	Pending
Ethan Miller	2828 Poppy St	2023-11-24	Completed
Fiona Scott	2929 Pansy Ave	2023-11-25	Pending
George Adams	3030 Carnation Ln	2023-11-26	Completed
Hannah Baker	3131 Zinnia St	2023-11-27	Pending
Ian Carter	3232 Marigold Rd	2023-11-28	Completed
Jessica Evans	3333 Sunflower Dr	2023-11-29	Pending
Kyle Foster	3434 Lavender St	2023-11-30	Completed
Laura Green	3535 Cosmos Ave	2023-12-01	Pending
Mark Hall	3636 Petunia St	2023-12-02	Completed
Nancy King	3737 Impatiens Rd	2023-12-03	Pending
Oscar Lee	3838 Verbena Dr	2023-12-04	Completed
Pamela Miller	3939 Echinacea St	2023-12-05	Pending
Quinn Scott	4040 Delphinium Ave	2023-12-06	Completed
Rachel Adams	4141 Anemone St	2023-12-07	Pending
Samuel Baker	4242 Hyacinth Rd	2023-12-08	Completed
Tina Carter	4343 Bellflower Dr	2023-12-09	Pending
Umar Evans	4444 Pinks St	2023-12-10	Completed
Victoria Foster	4545 Gladioli Ave	2023-12-11	Pending
Walter Green	4646 Snapdragons St	2023-12-12	Completed
Xavier Hall	4747 Petitioners Rd	2023-12-13	Pending
Yara King	4848 Foxgloves Dr	2023-12-14	Completed
Zoe Lee	4949 Primulas St	2023-12-15	Pending
Adam Miller	5050 Ranunculus Ave	2023-12-16	Completed
Bella Scott	5151 Aconites St	2023-12-17	Pending
Chris Adams	5252 Clematis Rd	2023-12-18	Completed
Diana Baker	5353 Anemones Dr	2023-12-19	Pending
Ethan Carter	5454 Pinks St	2023-12-20	Completed
Fiona Evans	5555 Foxgloves Ave	2023-12-21	Pending
George Foster	5656 Primulas St	2023-12-22	Completed
Hannah Green	5757 Ranunculus Rd	2023-12-23	Pending
Ian Hall	5858 Aconites Dr	2023-12-24	Completed
Jessica King	5959 Clematis St	2023-12-25	Pending
Kyle Lee	6060 Anemones Ave	2023-12-26	Completed
Laura Miller	6161 Pinks St	2023-12-27	Pending
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Oscar Baker	6464 Ranunculus St	2023-12-30	Completed
Pamela Carter	6565 Aconites Ave	2023-12-31	Pending
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Samuel Green	6868 Pinks Ave	2024-01-03	Completed
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Adam Carter	7676 Foxgloves St	2024-01-11	Completed
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Chris Foster	7878 Ranunculus Rd	2024-01-13	Completed
Diana Green	7979 Aconites Dr	2024-01-14	Pending
Ethan Hall	8080 Clematis St	2024-01-15	Completed
Fiona King	8181 Anemones Ave	2024-01-16	Pending
George Lee	8282 Pinks Rd	2024-01-17	Completed
Hannah Miller	8383 Foxgloves Dr	2024-01-18	Pending
Ian Scott	8484 Primulas St	2024-01-19	Completed
Jessica Adams	8585 Ranunculus Ave	2024-01-20	Pending
Kyle Baker	8686 Aconites Rd	2024-01-21	Completed
Laura Carter	8787 Clematis Dr	2024-01-22	Pending
Mark Evans	8888 Anemones St	2024-01-23	Completed
Nancy Foster	8989 Pinks Ave	2024-01-24	Pending
Oscar Green	9090 Foxgloves Rd	2024-01-25	Completed
Pamela Hall	9191 Primulas Dr	2024-01-26	Pending
Quinn King	9292 Ranunculus St	2024-01-27	Completed
Rachel Lee	9393 Aconites Ave	2024-01-28	Pending
Samuel Miller	9494 Clematis Rd	2024-01-29	Completed
Tina Scott	9595 Anemones Dr	2024-01-30	Pending
Umar Adams	9696 Pinks St	2024-01-31	Completed
Victoria Baker	9797 Foxgloves Ave	2024-02-01	Pending
Walter Carter	9898 Primulas St	2024-02-02	Completed
Xavier Evans	9999 Ranunculus Rd	2024-02-03	Pending
Yara Foster	10000 Aconites Dr	2024-02-04	Completed

Interview Listing

Documentation

Formal Email

To: [Name] [Email]

From: [Name] [Email]

Subject: [Subject]

Body: [Body]

[Send]

Formal Email

Minutes of Meeting

Date: [Date]

Time: [Time]

Location: [Location]

Agenda: [Agenda]

[Add]

Minute Of Meeting

The Outcome

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

Comment & Suggestions

1. No fixed Working Schedule

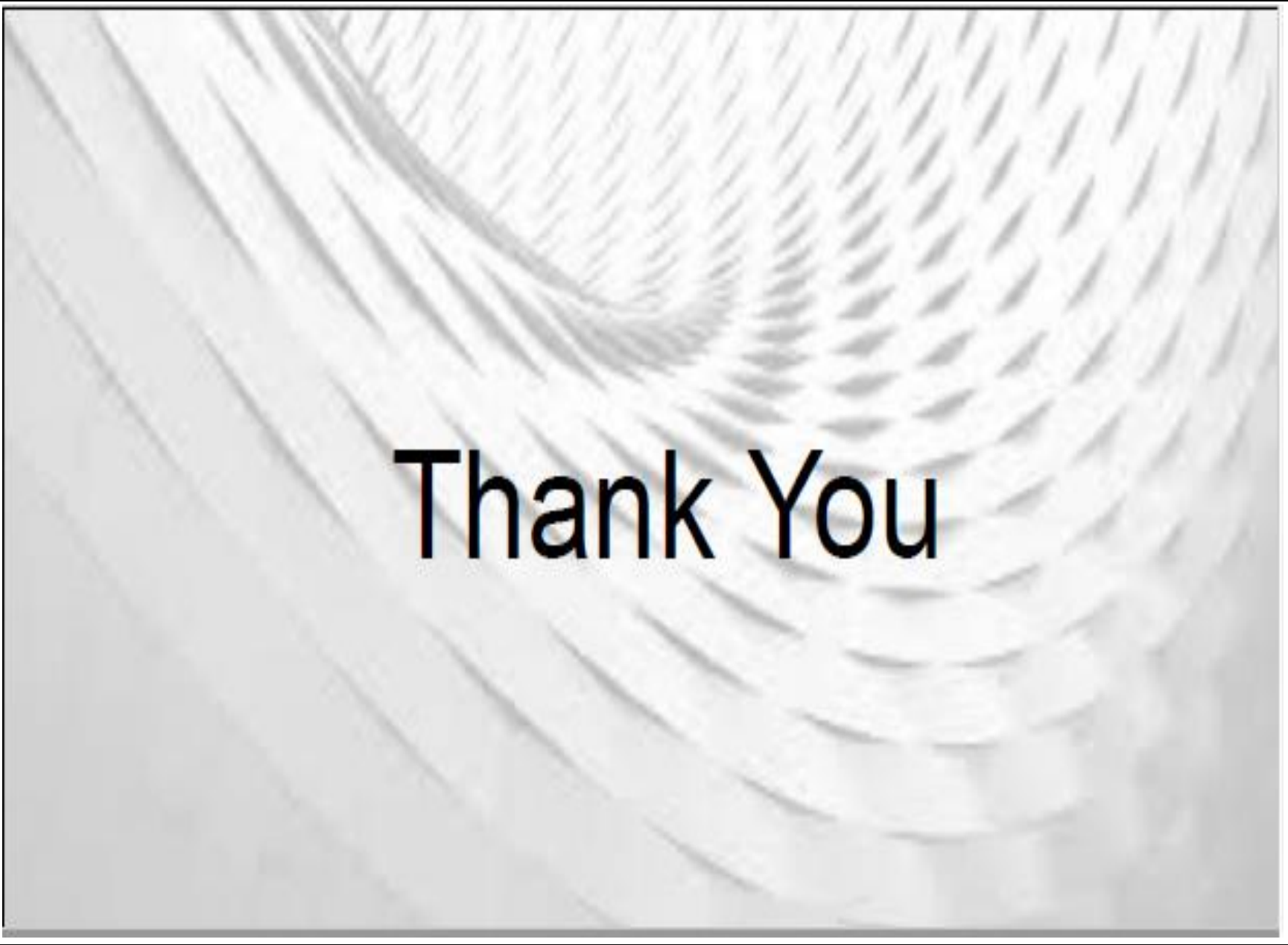
- Remmended to have working schedule so that intern can learn various skill and knowledge

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.



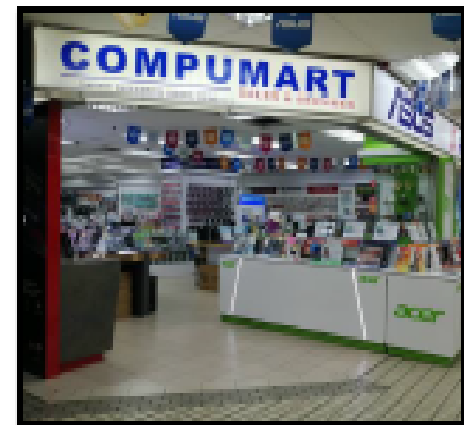
**Compumart
Sales & Services**

Vision

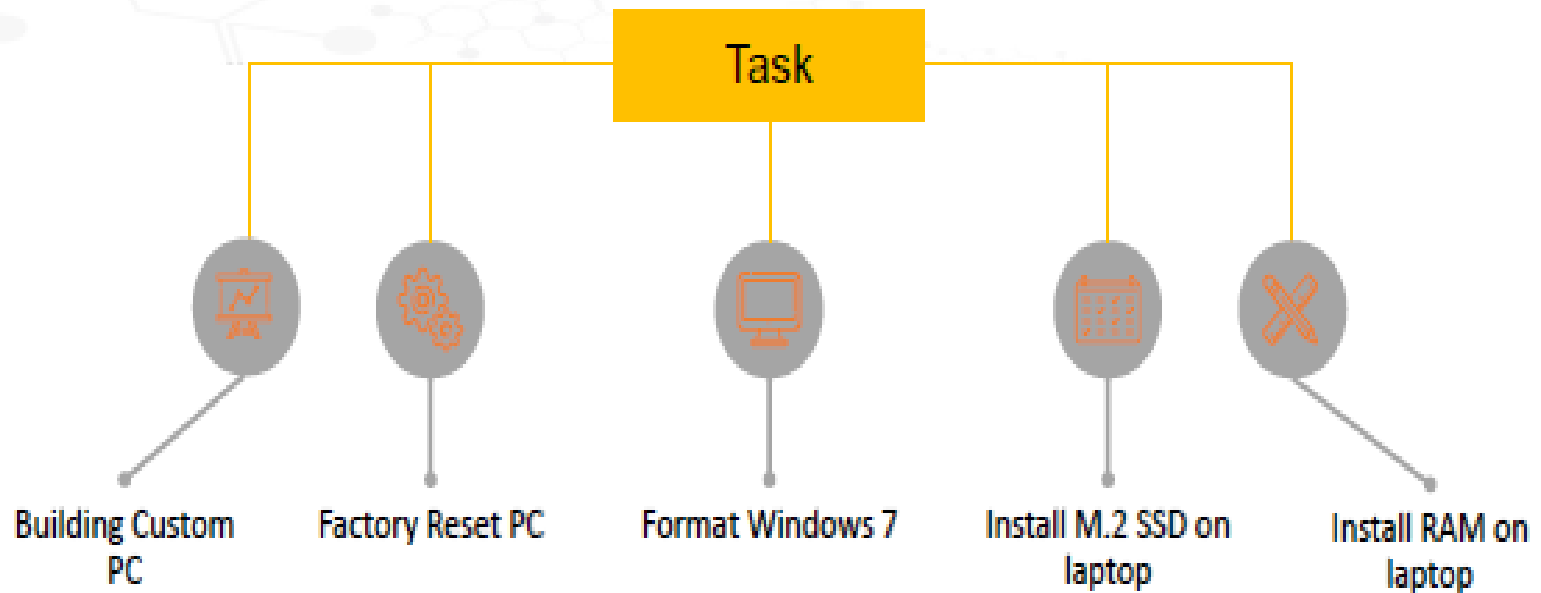
Provide excellent ICT services to customers, private company or state government.

Mission

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



SUMMARY OF TASK (TECHNICAL)



TASK: BUILDING CUSTOM PC

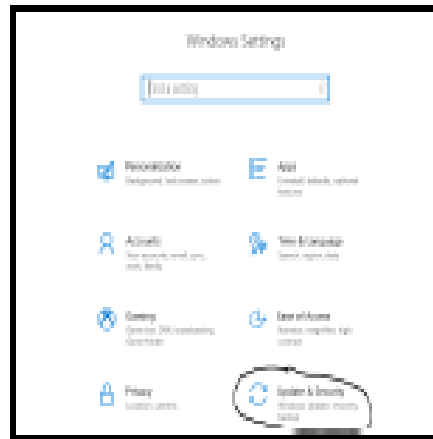
Step on how to build custom PC.



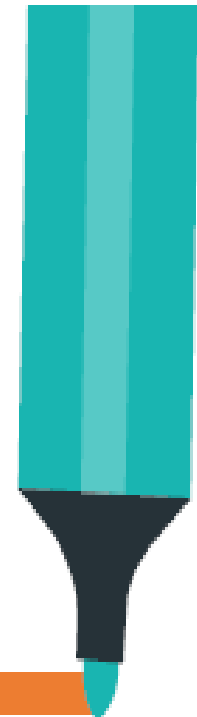
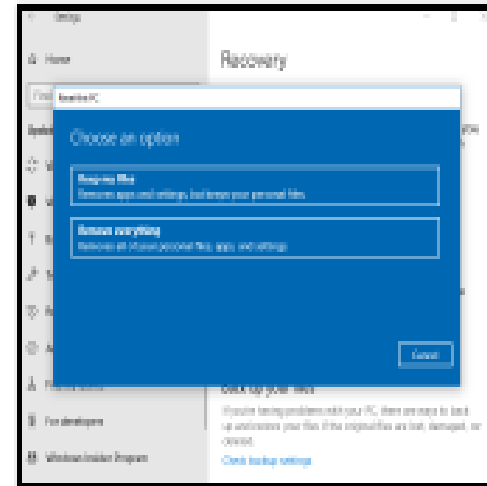
Task 2

TASK: FACTORY RESET PC

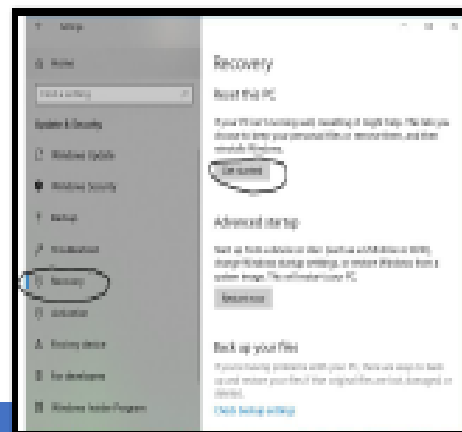
Step on how to reset PC.



Select recovery and click on
get started



Go to setting and look for
Update & Security category

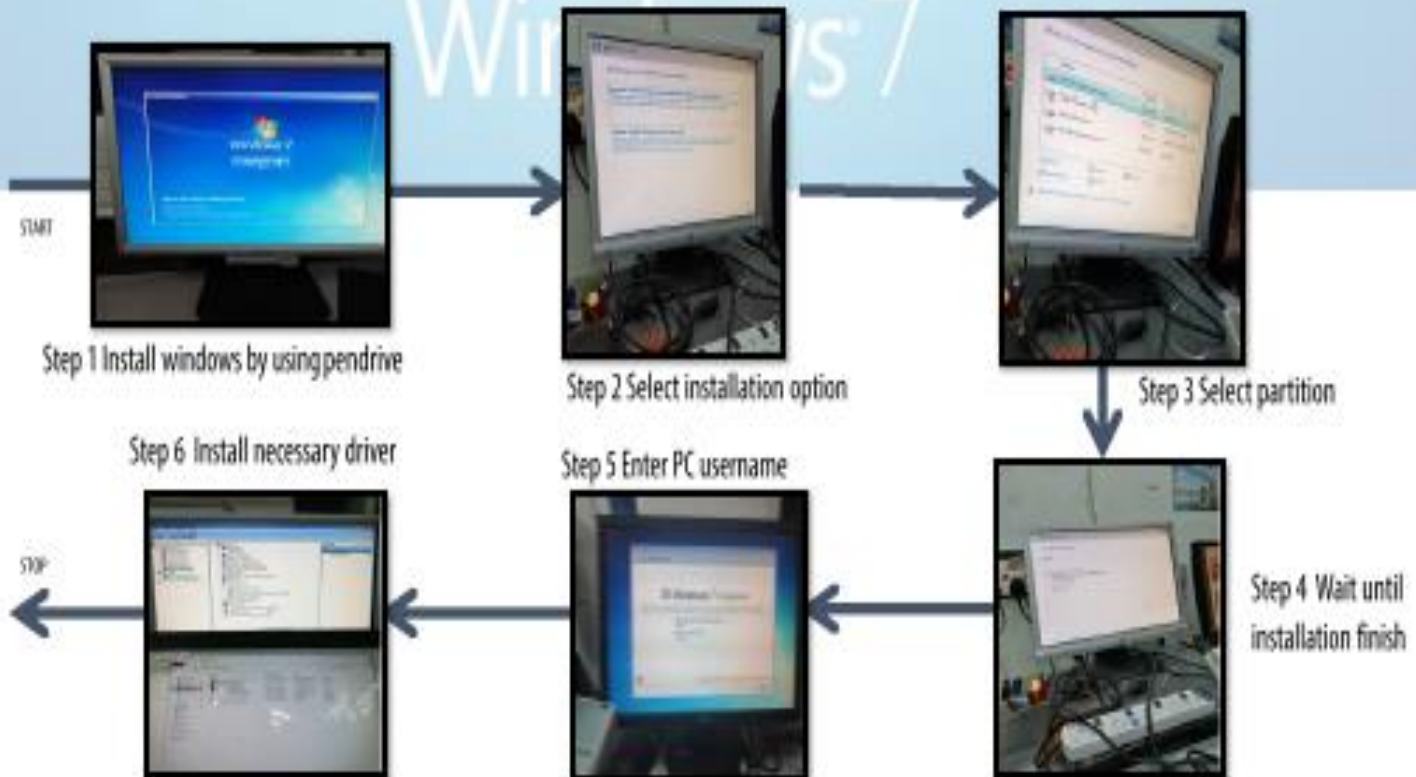


Select reset option

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.