

PANDUAN PENGHANTARAN DOKUMEN PENILAIAN PELAJAR LATIHAN INDUSTRI

SESI DISEMBER 2020 (FASA 3) 26 APRIL HINGGA 10 SEPTEMBER 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 3) adalah seperti berikut :-

- 1) Semua pelajar LI Sesi Sesi Disember 2020 (FASA 3) **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 : (26 April – 07 Mei 2021)

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

- Sepanjang Tempoh : (23 Ogos – 03 September 2021)

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

- Sepanjang Tempoh : (10 Mei – 13 Ogos 2021)

Pelajar **DIWAJIBKAN** untuk menghantar semua dokumen yang dinyatakan tersebut secara "**ONLINE**" sebelum atau pada **10 September 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 3).

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

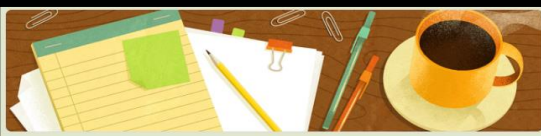
TATACARA PENGHANTARAN ONLINE

- 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 3) 26 APRIL - 10 SEPTEMBER 2021, POLITEKNIK KUCHING SARAWAK

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

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

upli.pks.data@gmail.com [Switch account](#)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

* Required

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

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 3) 26 APRIL - 10 SEPTEMBER 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.

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upli.pks.data@gmail.com [Switch account](#)



The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

* Required

link contoh dan format Laporan Lengkap LI

<https://goo.gl/e56K5M>

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/hwJ35>



**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.



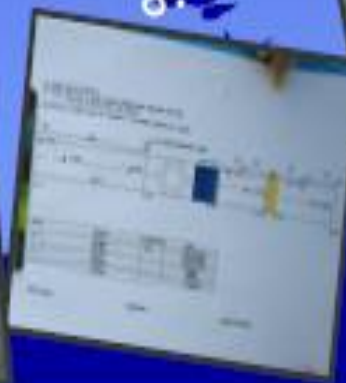
10.



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

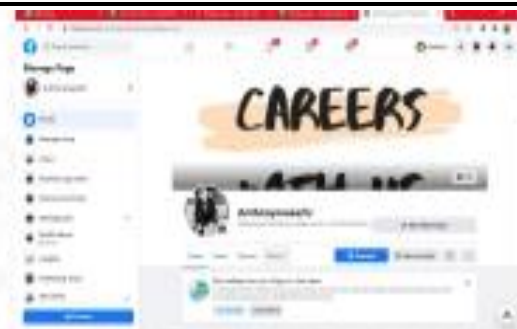
Year Established : 2006

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

1

Interview task

5



Interview Summary

2

Job Application Form

 A job application form for a position at the University of the Philippines. It includes sections for Personal Information, Education, Work Experience, and References. It is marked with a large red "SAMPLE ONLY" watermark.

3

Career Aptitude

 A career aptitude test form with a grid for recording responses and a section for the test results. It is marked with a large red "SAMPLE ONLY" watermark.

4

Interview evaluation Form

 An interview evaluation form with a grid for recording responses and a section for the interviewer's evaluation. It is marked with a large red "SAMPLE ONLY" watermark.

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 Way	...
8	Grace Hall	505 Spruce Ct	...
9	Henry King	606 Willow St	...
10	Ivy Lee	707 Ash Ave	...
11	Jack Miller	808 Hickory Rd	...
12	Karen Wilson	909 Sycamore Dr	...
13	Liam White	1010 Walnut St	...
14	Mia Young	1111 Cherry Ln	...
15	Noah Adams	1212 Peach Way	...
16	Olivia Baker	1313 Plum Ct	...
17	Peter Clark	1414 Apple St	...
18	Quinn Hall	1515 Orange Ave	...
19	Rachel King	1616 Grape Rd	...
20	Samuel Lee	1717 Lemon Dr	...
21	Tina Miller	1818 Lime St	...
22	Victor Wilson	1919 Lemonade Ln	...
23	Wendy Adams	2020 Citrus Way	...
24	Xavier Baker	2121 Berry Ct	...
25	Yara Clark	2222 Strawberry St	...
26	Zoe Hall	2323 Raspberry Ave	...
27	Adam King	2424 Blueberry Rd	...
28	Bella Lee	2525 Elderberry Dr	...
29	Chris Miller	2626 Blackberry St	...
30	Diana Wilson	2727 Mulberry Ln	...
31	Ethan Adams	2828 Fig Way	...
32	Fiona Baker	2929 Date Ct	...
33	George Clark	3030 Peach St	...
34	Hannah Hall	3131 Apple Ave	...
35	Ian King	3232 Orange Rd	...
36	Jessica Lee	3333 Grape Dr	...
37	Kyle Miller	3434 Lemon St	...
38	Laura Wilson	3535 Lime Ln	...
39	Michael Adams	3636 Citrus Way	...
40	Natalie Baker	3737 Berry Ct	...
41	Oscar Clark	3838 Strawberry St	...
42	Pamela Hall	3939 Raspberry Ave	...
43	Quinn King	4040 Blueberry Rd	...
44	Rachel Lee	4141 Elderberry Dr	...
45	Samuel Miller	4242 Blackberry St	...
46	Tina Wilson	4343 Mulberry Ln	...
47	Umar Adams	4444 Fig Way	...
48	Vanessa Baker	4545 Date Ct	...
49	Walter Clark	4646 Peach St	...
50	Xavier Hall	4747 Apple Ave	...
51	Yara King	4848 Orange Rd	...
52	Zoe Lee	4949 Grape Dr	...
53	Adam Miller	5050 Lemon St	...
54	Bella Wilson	5151 Lime Ln	...
55	Chris Adams	5252 Citrus Way	...
56	Diana Baker	5353 Berry Ct	...
57	Ethan Clark	5454 Strawberry St	...
58	Fiona Hall	5555 Raspberry Ave	...
59	George King	5656 Blueberry Rd	...
60	Hannah Lee	5757 Elderberry Dr	...
61	Ian Miller	5858 Blackberry St	...
62	Jessica Wilson	5959 Mulberry Ln	...
63	Kyle Adams	6060 Fig Way	...
64	Laura Baker	6161 Date Ct	...
65	Michael Clark	6262 Peach St	...
66	Natalie Hall	6363 Apple Ave	...
67	Oscar King	6464 Orange Rd	...
68	Pamela Lee	6565 Grape Dr	...
69	Quinn Miller	6666 Lemon St	...
70	Rachel Wilson	6767 Lime Ln	...
71	Samuel Adams	6868 Citrus Way	...
72	Tina Baker	6969 Berry Ct	...
73	Umar Clark	7070 Strawberry St	...
74	Vanessa Hall	7171 Raspberry Ave	...
75	Walter King	7272 Blueberry Rd	...
76	Xavier Lee	7373 Elderberry Dr	...
77	Yara Miller	7474 Blackberry St	...
78	Zoe Wilson	7575 Mulberry Ln	...
79	Adam Adams	7676 Fig Way	...
80	Bella Baker	7777 Date Ct	...
81	Chris Clark	7878 Peach St	...
82	Diana Hall	7979 Apple Ave	...
83	Ethan King	8080 Orange Rd	...
84	Fiona Lee	8181 Grape Dr	...
85	George Miller	8282 Lemon St	...
86	Hannah Wilson	8383 Lime Ln	...
87	Ian Adams	8484 Citrus Way	...
88	Jessica Baker	8585 Berry Ct	...
89	Kyle Clark	8686 Strawberry St	...
90	Laura Hall	8787 Raspberry Ave	...
91	Michael King	8888 Blueberry Rd	...
92	Natalie Lee	8989 Elderberry Dr	...
93	Oscar Miller	9090 Blackberry St	...
94	Pamela Wilson	9191 Mulberry Ln	...
95	Quinn Adams	9292 Fig Way	...
96	Rachel Baker	9393 Date Ct	...
97	Samuel Clark	9494 Peach St	...
98	Tina Hall	9595 Apple Ave	...
99	Umar King	9696 Orange Rd	...
100	Vanessa Lee	9797 Grape Dr	...

Database

Interviews Listing									
All Interviews									
ID	Name	Status	Category	Topic	Age	Working experience	Education / Degree / School	Starting Date	Location
1	John Doe	Completed	Software	Machine Learning	35	5 years	Stanford University, MS	2018-05-01	Remote
2	Jane Smith	In Progress	Marketing	Digital Marketing	28	3 years	University of California, BA	2020-03-15	Onsite
3	Michael Chen	Pending	Finance	Blockchain Technology	42	10 years	MIT, PhD	2015-01-01	Onsite
4	Sarah Johnson	Completed	HR	Recruitment Strategy	30	7 years	Harvard Business School, MBA	2019-09-01	Onsite
5	David Wilson	In Progress	Operations	Supply Chain Management	45	12 years	University of Texas, MS	2017-06-01	Onsite
6	Emily Brown	Pending	Product	Product Development	25	2 years	Georgia Institute of Technology, BS	2021-02-01	Onsite
7	Robert Taylor	Completed	IT	IT Infrastructure	50	20 years	University of Michigan, MS	2010-01-01	Onsite
8	Alice Green	In Progress	Business	Business Development	38	8 years	University of Wisconsin, BA	2016-07-01	Onsite
9	James White	Pending	Engineering	Software Engineering	32	4 years	University of Illinois, MS	2019-11-01	Onsite
10	Olivia Black	Completed	Marketing	Brand Management	29	6 years	University of Pennsylvania, BA	2018-08-01	Onsite
11	Daniel King	In Progress	Finance	Financial Analysis	40	9 years	University of California, MS	2017-04-01	Onsite
12	Mia Lee	Pending	Operations	Logistics	33	5 years	University of Michigan, BA	2020-01-01	Onsite
13	Christopher Hall	Completed	Software	Full Stack Development	37	7 years	University of Washington, MS	2018-03-01	Onsite
14	Isabella Scott	In Progress	Marketing	Content Marketing	26	3 years	University of Texas, BA	2021-04-01	Onsite
15	Matthew Adams	Pending	Finance	Investment Banking	41	11 years	University of Chicago, MBA	2016-09-01	Onsite
16	Natalie Baker	Completed	HR	Employee Relations	31	6 years	University of Wisconsin, MS	2019-05-01	Onsite
17	Christopher King	In Progress	IT	IT Security	48	15 years	University of California, MS	2014-02-01	Onsite
18	Ava Miller	Pending	Marketing	Public Relations	27	4 years	University of Michigan, BA	2020-06-01	Onsite
19	Benjamin Wilson	Completed	Finance	Financial Planning	39	8 years	University of Pennsylvania, MS	2017-10-01	Onsite
20	Charlotte Hall	In Progress	Operations	Supply Chain	34	6 years	University of Illinois, BA	2019-07-01	Onsite
21	Henry Adams	Pending	Software	Mobile App Development	29	3 years	University of Wisconsin, MS	2021-01-01	Onsite
22	Ivy Baker	Completed	Marketing	Brand Strategy	36	7 years	University of California, BA	2018-11-01	Onsite
23	Jack Clark	In Progress	Finance	Investment	43	10 years	University of Michigan, MS	2016-04-01	Onsite
24	Jessica King	Pending	HR	Recruitment	28	4 years	University of Texas, BA	2020-09-01	Onsite
25	Kevin Lee	Completed	Software	Backend Development	38	9 years	University of Washington, MS	2017-02-01	Onsite
26	Laura Miller	In Progress	Marketing	Digital Advertising	30	5 years	University of California, BA	2019-08-01	Onsite
27	Michael Wilson	Pending	Finance	Financial Reporting	44	13 years	University of Michigan, MS	2015-03-01	Onsite
28	Natalie Adams	Completed	HR	Employee Training	32	6 years	University of Wisconsin, BA	2019-12-01	Onsite
29	Olivia Baker	In Progress	Software	Frontend Development	26	3 years	University of Illinois, MS	2021-03-01	Onsite
30	Robert Clark	Pending	Marketing	Brand Management	35	7 years	University of California, BA	2018-06-01	Onsite

The Outcome

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

Comment & Suggestions

1. No fixed Working Schedule

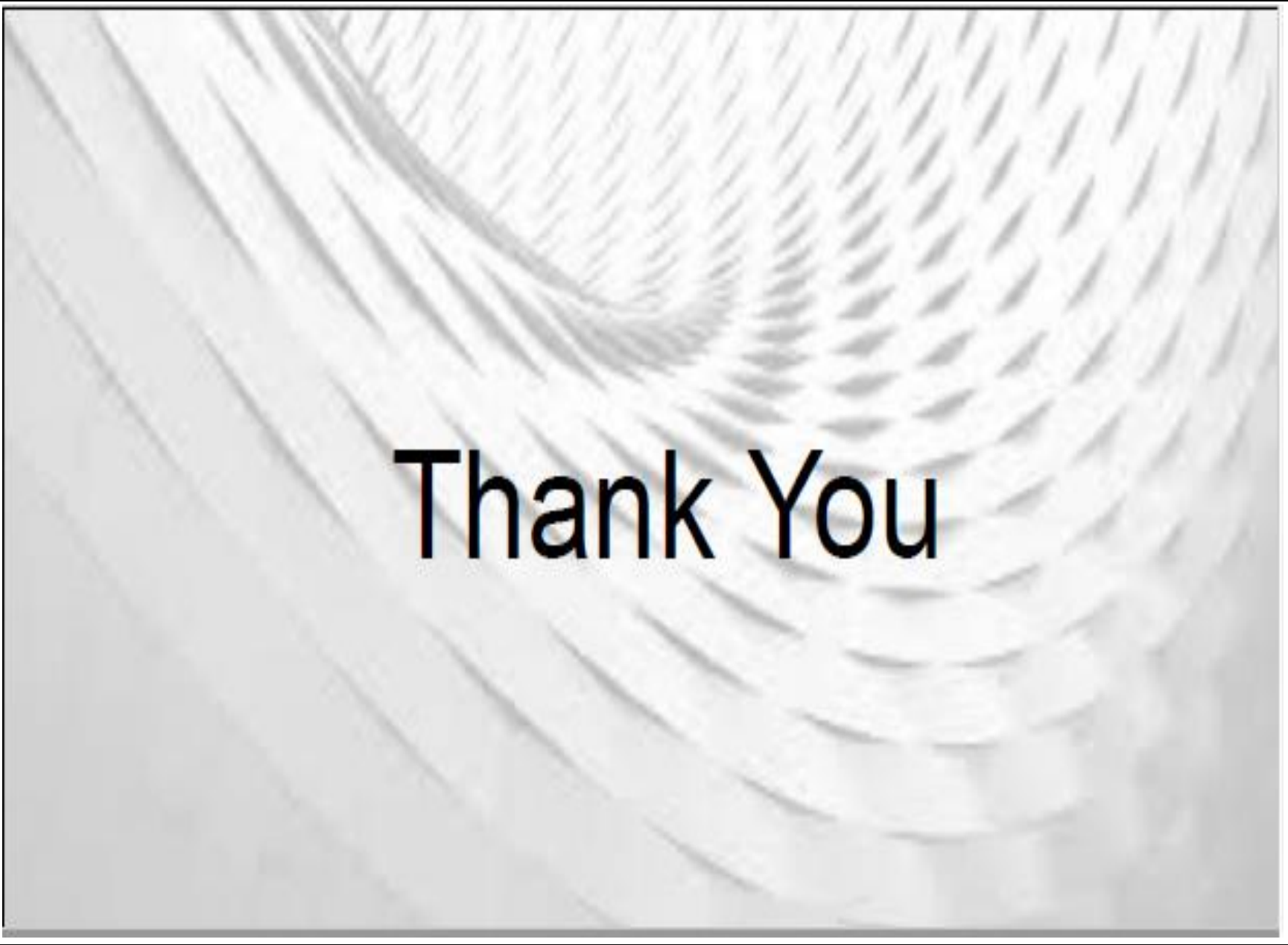
- Remmended to have working schedule so that intern can learn various skill and knowledge

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.



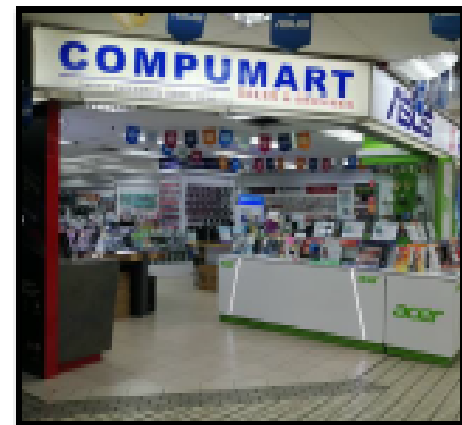
**Compumart
Sales & Services**

Vision

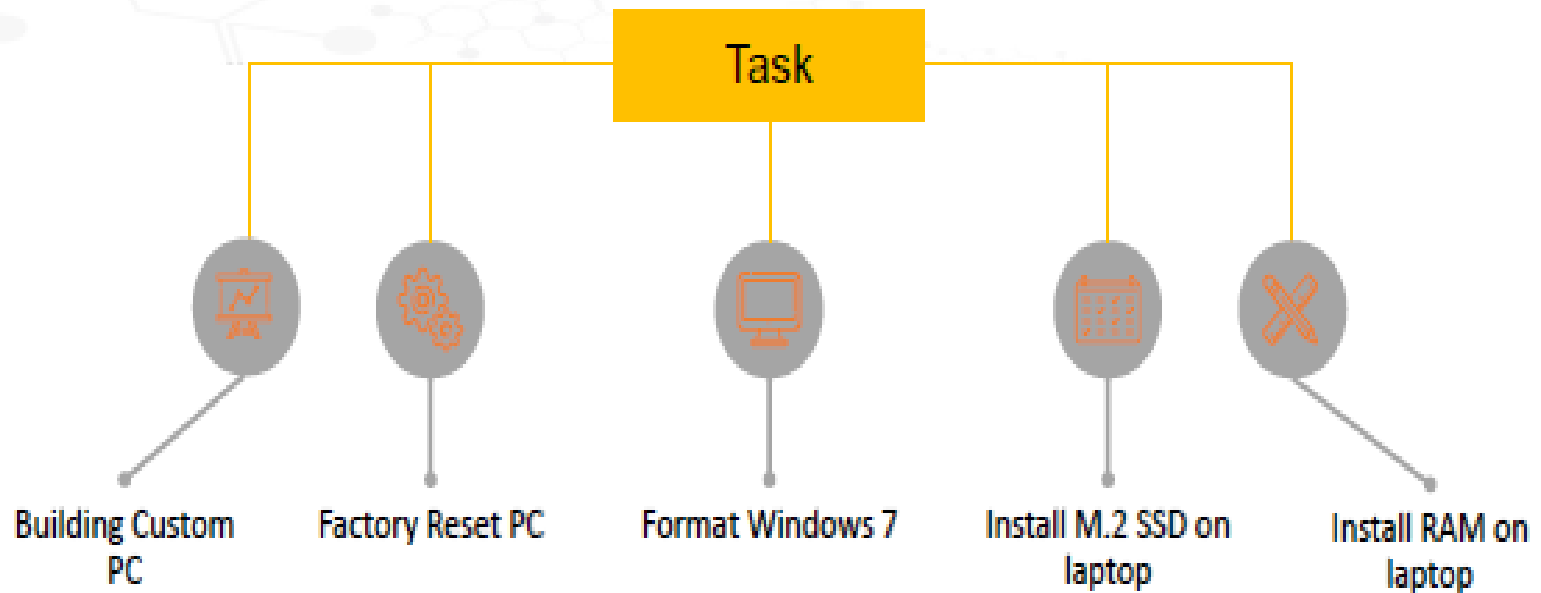
Provide excellent ICT services to customers, private company or state government.

Mission

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



SUMMARY OF TASK (TECHNICAL)



TASK: BUILDING CUSTOM PC

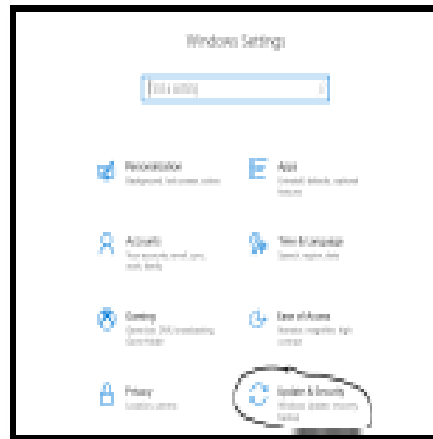
Step on how to build custom PC.



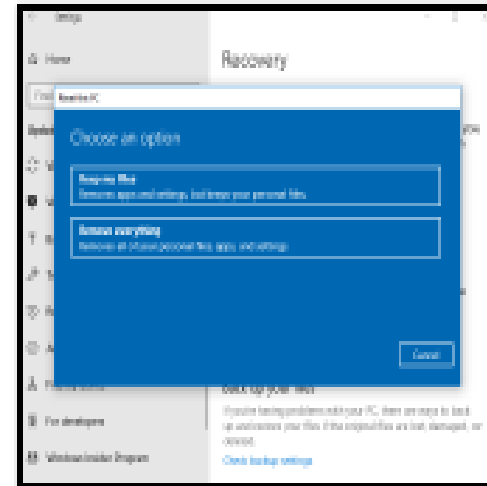
Task 2

TASK: FACTORY RESET PC

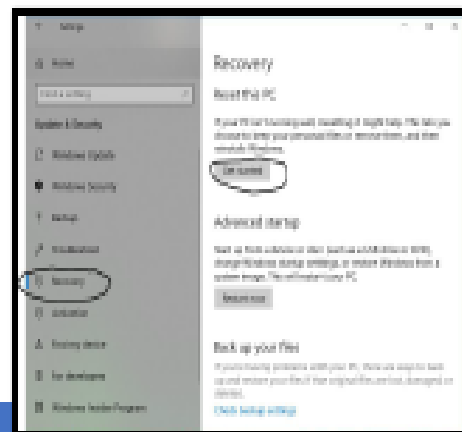
Step on how to reset PC.



Select recovery and click on
get started



Go to setting and look for
Update & Security category

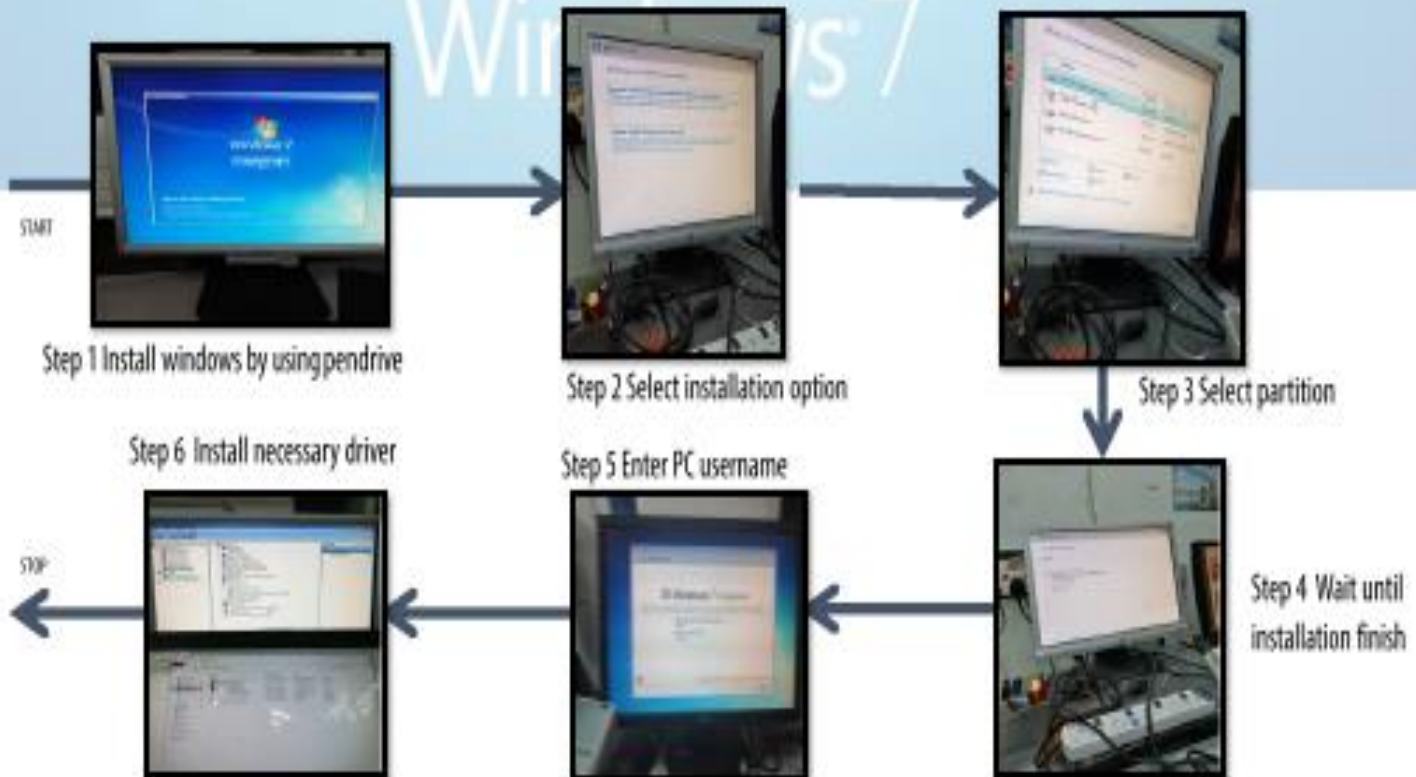


Select reset option

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.



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

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