



INDUSTRIAL TRAINING

PREPARATION BEFORE
UNDERGO INDUSTRIAL
TRAINING & REPORT
WRITING BRIEFING 2

1:2021/2022 SESSION

INDUSTRIAL TRAINING & LIAISON UNIT (UPLI)
POLITEKNIK KUCHING SARAWAK

**1:2021/2022 SESSION
TRAINING DURATION**

27 SEPTEMBER 2021 – 11 FEBRUARY 2022

**1:2021/2022 (PK-LI) SESSION
TRAINING DURATION**

22 NOVEMBER 2021 – 08 APRIL 2022

IMPORTANT REMINDER

- *EXTEND STUDENTS*

**PLEASE CHECK YOUR
INSURANCE COVERAGE
WITH STUDENT AFFAIR
DEPARTMENT (HEP) TO
ENSURE THAT YOU ARE
COVERED BY INSURANCE
DURING YOUR
INDUSTRIAL TRAINING
SESSION**





DRESS CODE DURING REPORTING FOR INDUSTRIAL TRAINING





INTERNSHIP ASSESSMENT FOR ALL DEPARTMENT EXCEPT JKE



**APPENDIX 1 FORM
(40 % MARKS)
&
APPENDIX 2 FORM
(20 % MARKS)**

60 % MARKS



**APPENDIX 3 FORM (10 % MARKS)
APPENDIX 4 FORM (20 % MARKS)
APPENDIX 5 FORM (10 % MARKS)**

40 % MARKS



100

**FILL BY
INDUSTRY/
ORGANISATIONS**

**FILL BY
POLYTECHNIC'S
LECTURER**



INTERNSHIP ASSESSMENT

ELECTRIC ENGINEERING DEPARTMENT (JKE)



**APPENDIX 1 FORM
(50 % MARKS)
&
APPENDIX 2 FORM
(20 % MARKS)**

70 % MARKS



**APPENDIX 3 FORM (10 % MARKS)
APPENDIX 4 FORM (10 % MARKS)
APPENDIX 5 FORM (10 % MARKS)**

30 % MARKS



100

**FILL BY
INDUSTRY/
ORGANISATIONS**

**FILL BY
POLYTECHNIC'S
LECTURER**

APPENDIX FORM

APPENDIX 3
REFLECTIVE
JOURNAL FORM

APPENDIX 4
INDUSTRIAL
TRAINING FINAL
REPORT FORM

APPENDIX 5
PRESENTATION
FORM

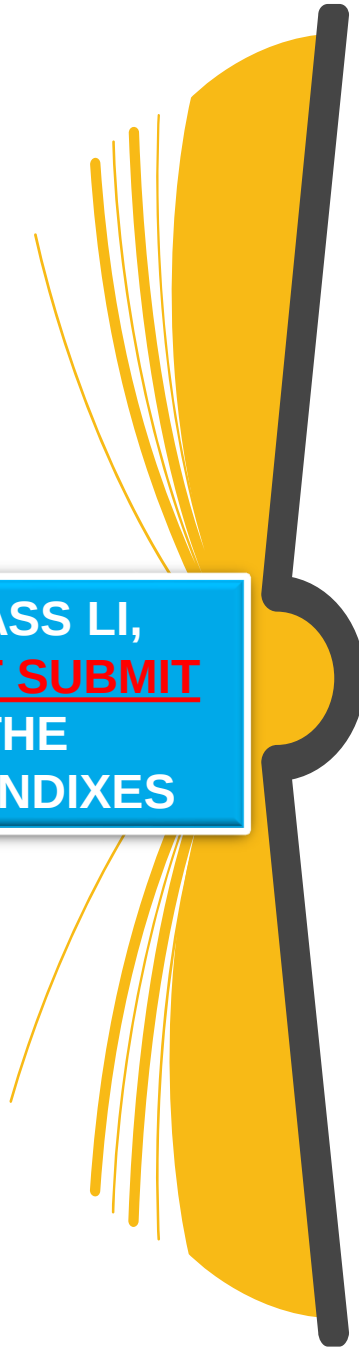
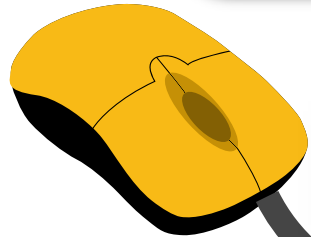
TO PASS LI,
MUST SUBMIT
ALL THE
APPENDIXES

APPENDIX 1
PRACTICAL TASK
FORM

APPENDIX 2
REFLECTIVE
JOURNAL FORM

SUPERVISOR

LECTURER



ACCIDENTS & INSURANCE CLAIM

UPLI is not handling insurance claim but will be available to assist students



**ACCIDENT AT
INTERNSHIP
PLACEMENT**

IF ANY ACCIDENT HAPPEN, PLEASE DO CONTACT : 082-845596

❖ **MS. JENNIECIA IRDRINNIE ANAK ALLAY**

JHEP

EXT. 232

➤ **NIK SYAHRUL FAIZAL BIN NIK MAT**

➤ **MUHAMMAD SHAHRIL BIN GHAZALI**

➤ **MOHD FAIZUL BIN ABU BAKAR**

UPLI

EXT. 583

EXT. 587

EXT. 586

○ **PLIJ**

**(DEPEND ON
STUDENT'S
DEPARTMENT)**

• **ACADEMIC ADVISOR (PA)**

**(DEPEND ON
STUDENT'S
DEPARTMENT)**

LOGBOOK / REFLECTIVE JOURNAL



**WEEKLY
REFLECTION
MUST BE
VERIFIED BY
SUPERVISOR**

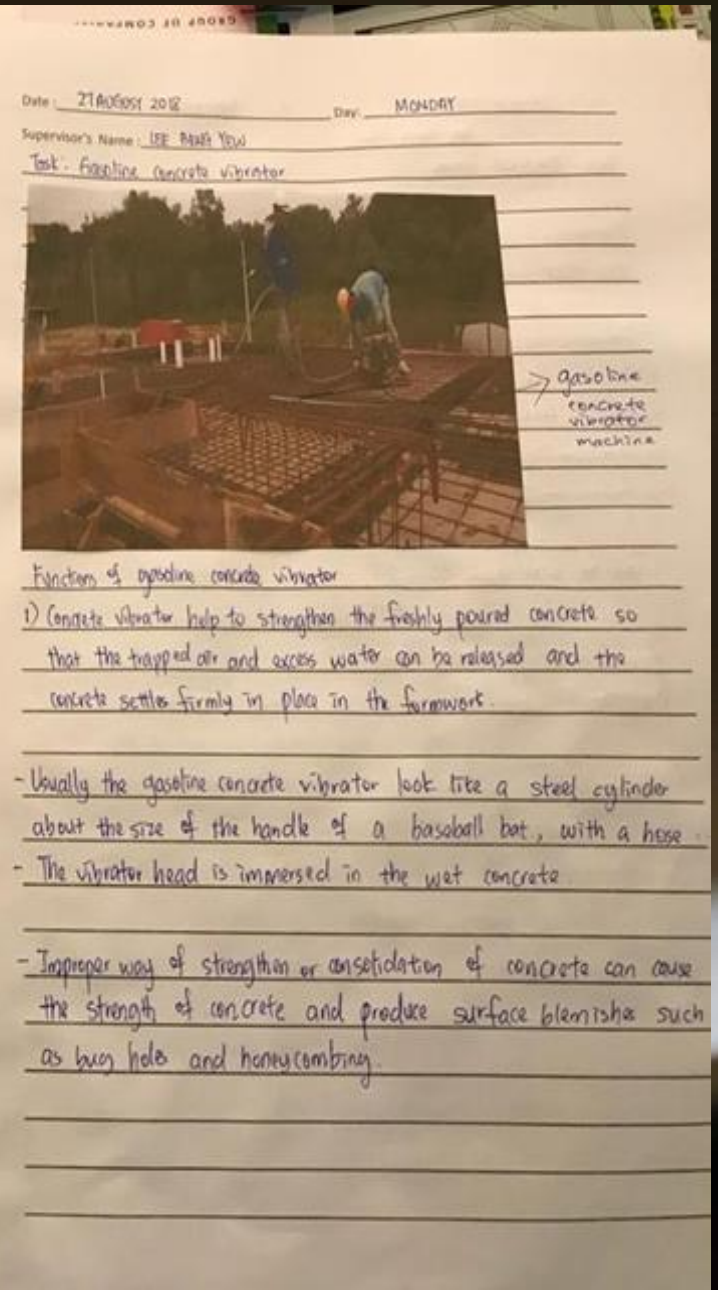
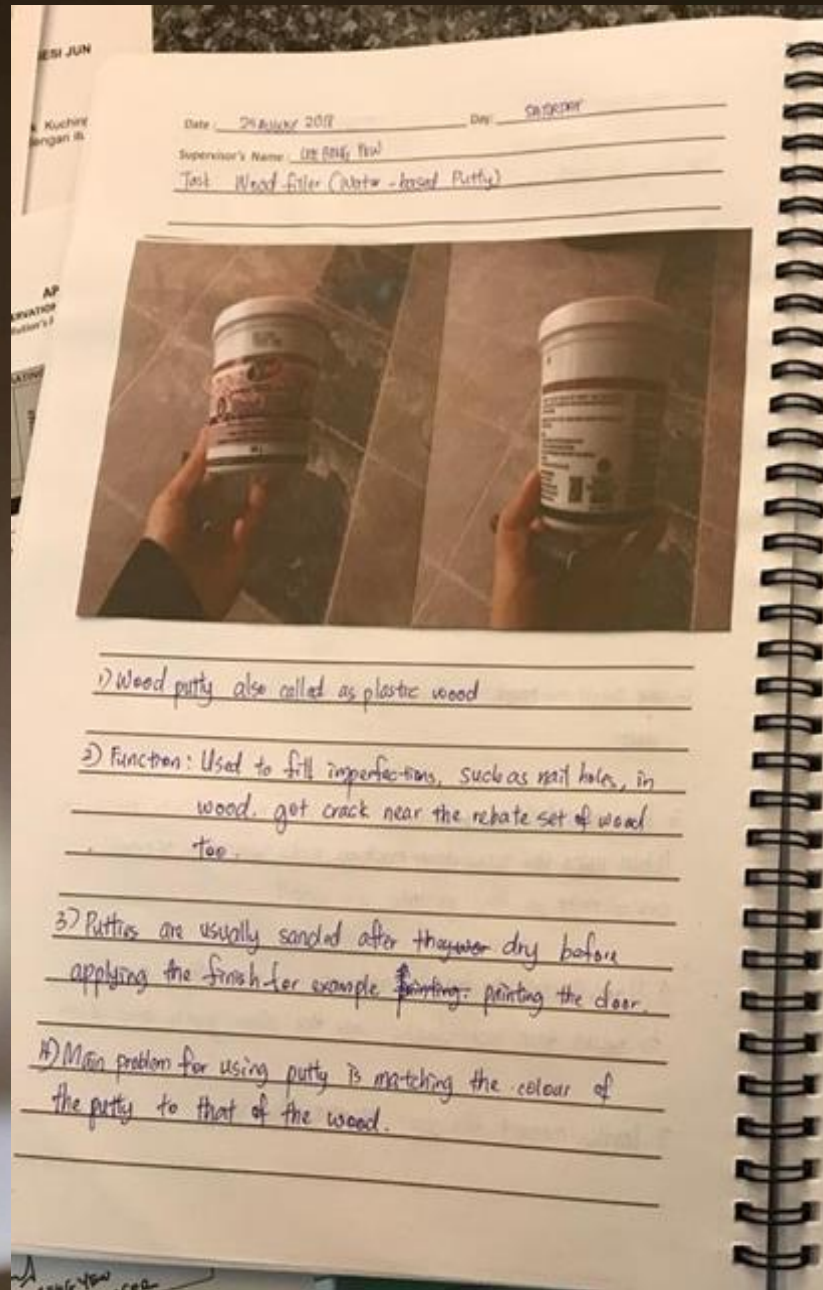
**MUST BE
WRITTEN
IN ENGLISH**

**REFLECTIVE
JOURNAL**

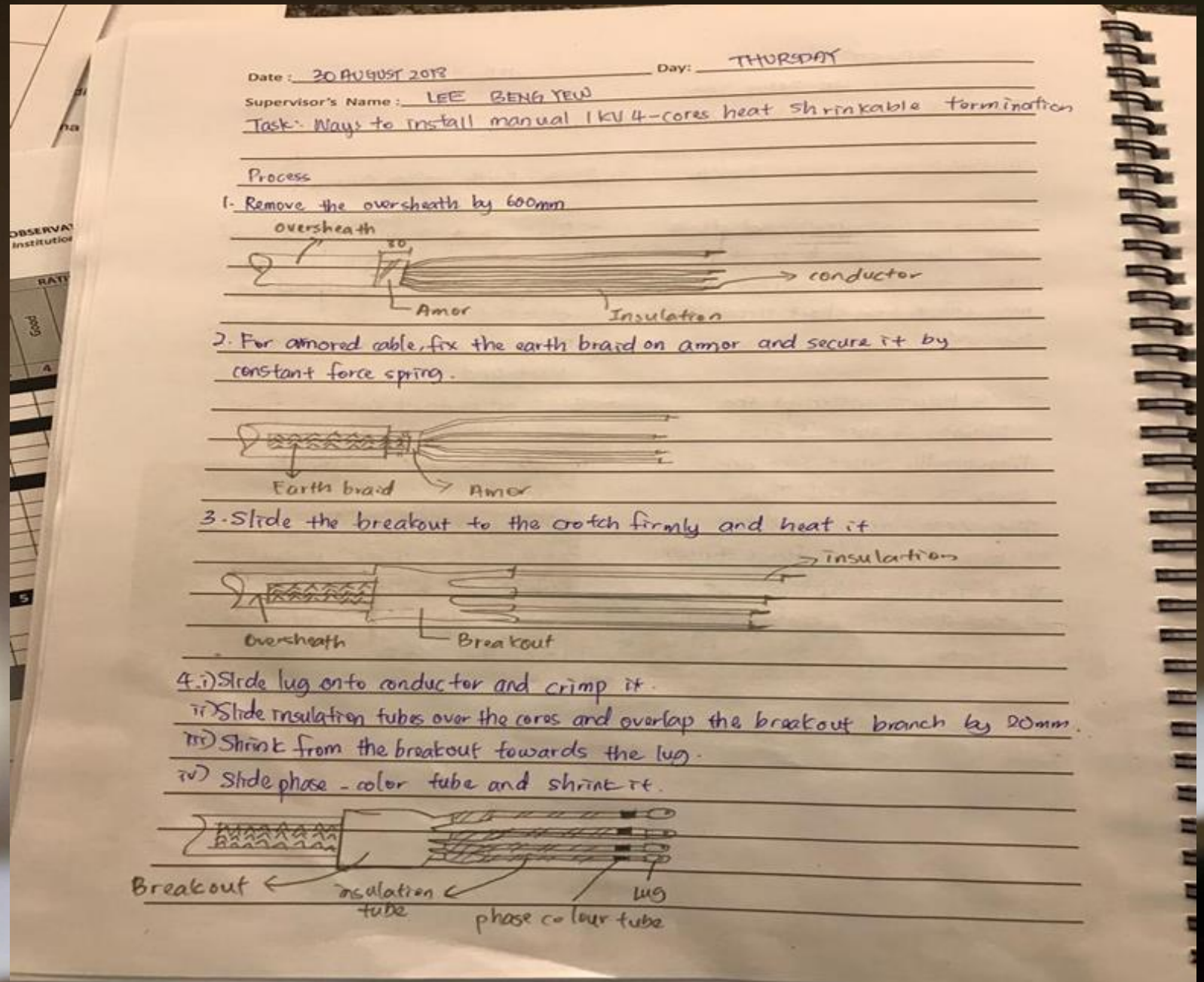
**20 % OF
TOTAL
MARKS**

**DAILY & WEEKLY
REFLECTION**

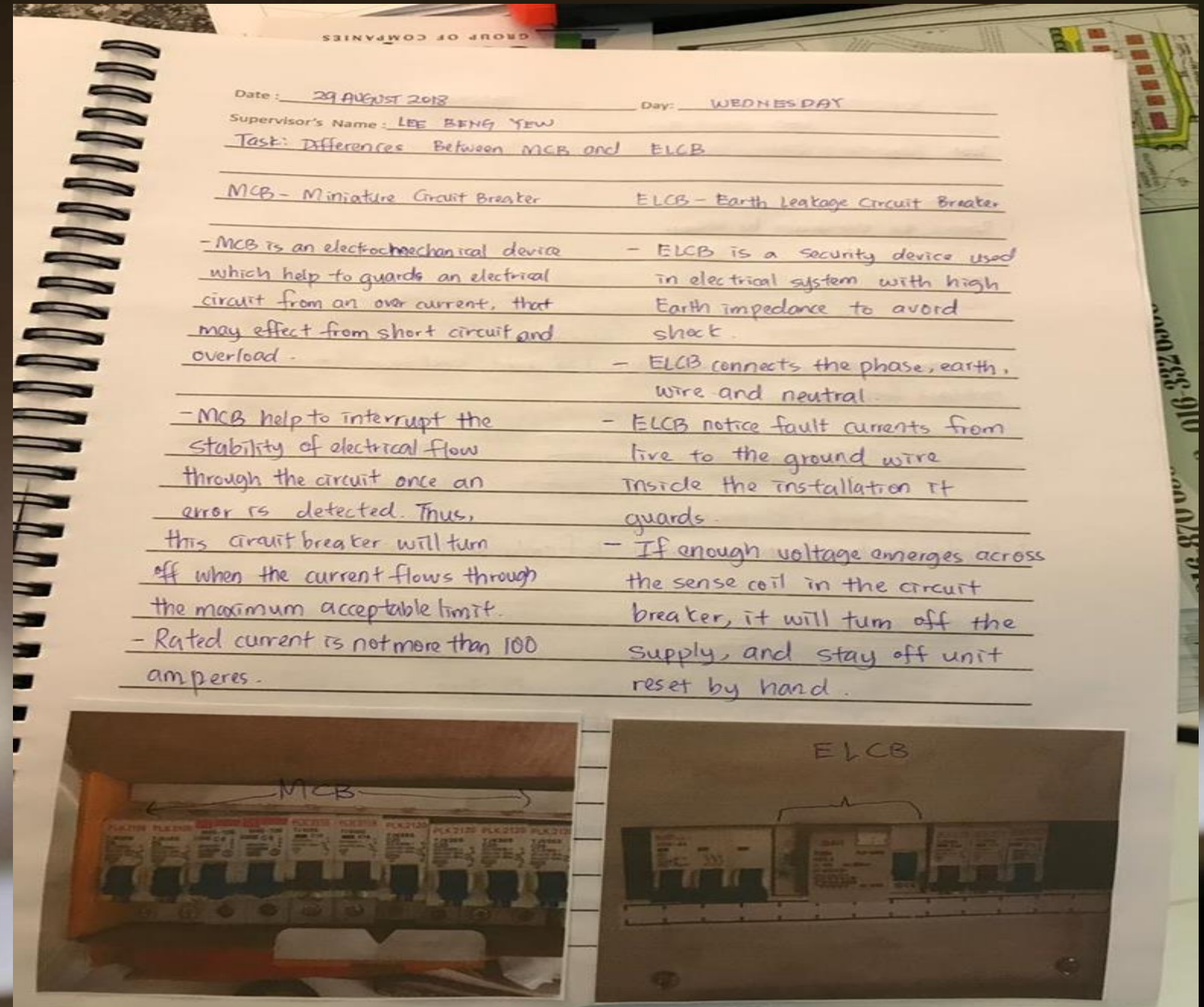
SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)

Date: 18 SEPTEMBER 2018 Day: TUESDAY

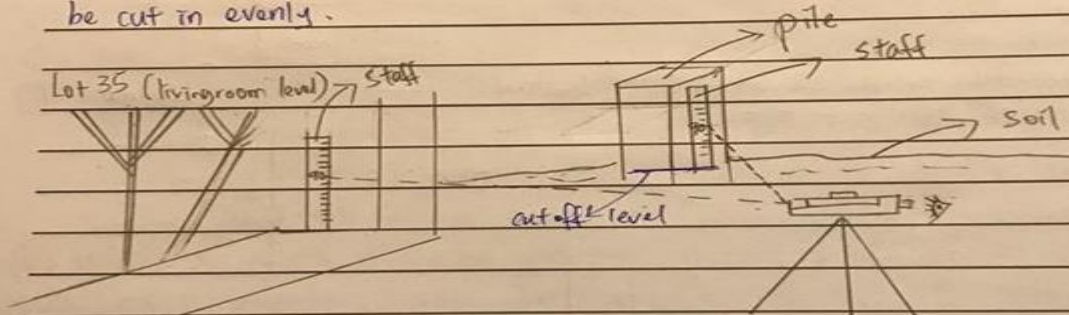
Supervisor's Name: LEE BENG YEW

Task: Mark the cut off level on the pile for lot 29-34.

Process

1. Firstly, use the auto level to measure one of the house from of the level. Thus, another person need to use the staff level and stand at the house ^{of living room} (lot 35) so that they can take the reading.

2. Next, after the reading that they had took (90mm), they need to use the reading at all of the pile. This means, the worker need to shoot 90mm of reading at each pile so that the pile can be cut in evenly.

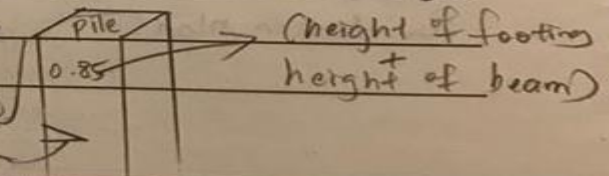


3. Then, mark the cut off level below the staff so that the worker will know which part they need to cut.

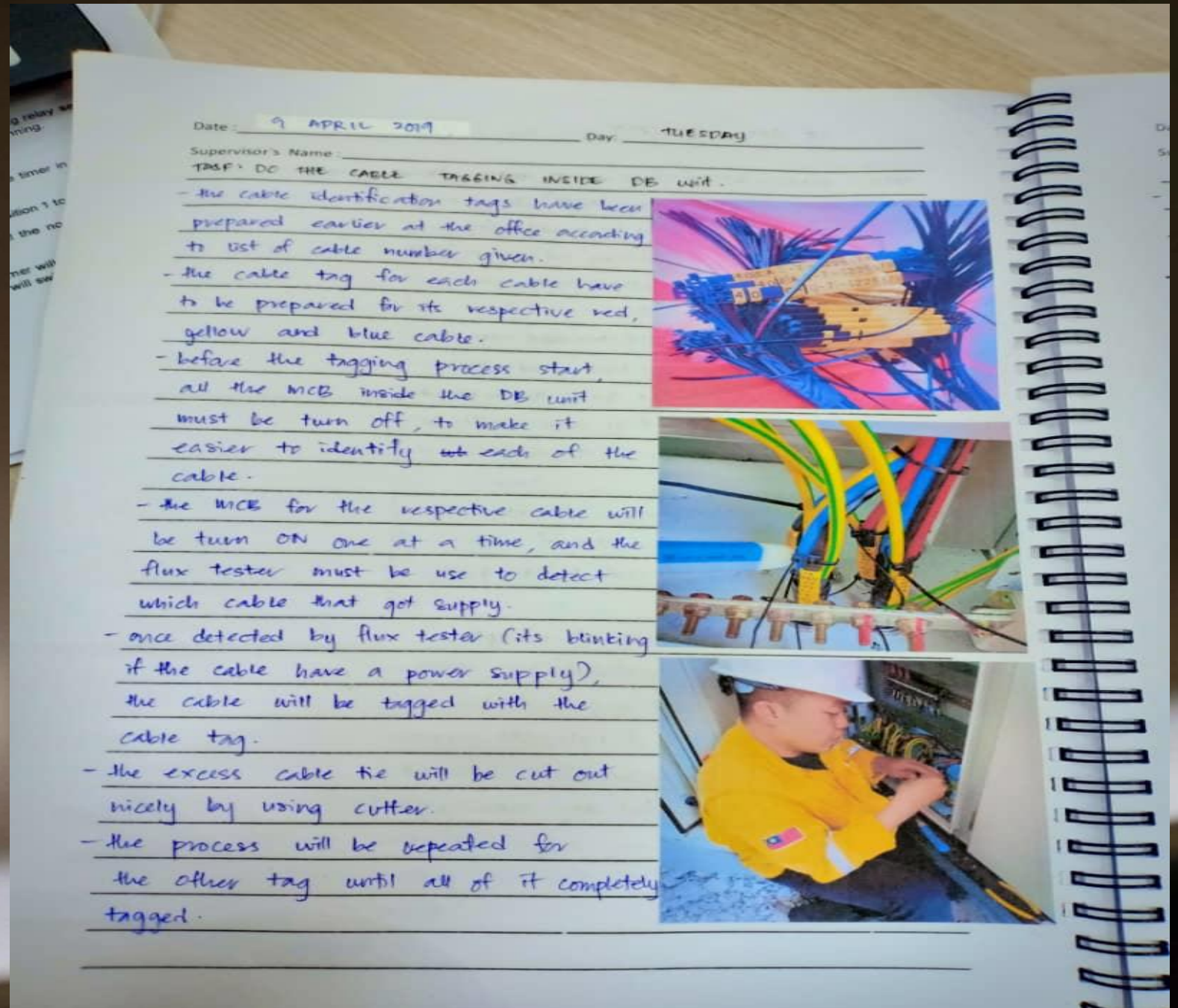
4. Lastly, they also write the cut off level that they have calculated before which (height of footing add on the height of beam) on the pile. That means, cut 2 times.

cut 90mm evenly on each pile
then cut again for height of footing & beam

marking need to cut



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Engineering)

Date: 12 APRIL 2019

Day: FRIDAY

Supervisor's Name:

TASK: MEASURE THE VOLTAGE OF A 3-PHASE POWER SUPPLY.

- 3-phase current is reserved for use in factories and similar settings, where it powers large motors, electric furnaces and other heavy machinery.
- all precautions must be taken seriously and be careful while performing the voltage check and be aware of our movements at all times.
- testing 3-phase voltage means exposing ourself to potentially life-threatening electric currents.
- before testing 3-phase voltage, it is critically important that we must be careful and take appropriate safety precautions. Wearing a grounding strap is advised.
- to measure the voltage, the clamp-meter is set to detect an AC voltage.
- the probe leads connected to the "common" and "volts" connections, and select a voltage range somewhat higher than the voltage we intend to check.



SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non-Engineering)

Date: 13 / 7 / 2020

Day: 1

Task: Filing and briefing

Supervisor's Name: MISS PORA Y zihra

① Briefing with Supervisor, she ask me what to do in the time of practical and the account executive will guide the me within in practical time. Then the account executive will tell me the first thing I do is Filing.



Filing is the must think in sys account life because when the document missing, it hard to find again. So long the system keep it.

Sample of After

Filing. The make sure document which use number need turning their numbers.

The document will put properly on made file and nice seen by supervisor.



Before filing the document make sure setup the document properly.

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non- Engineering)

Date: 24/7/2020

Day: 10

Task: Expenses

Supervisor's Name: z.h.g.

An expenses in accounting is the money spent or costs incurred by a business in their effort to generate revenues. Essentially, account expenses represent the costs of doing business, they are the sum of all the activities that hopefully generate a profit.



This is kind of expenses which have paid fully by cash and also use online transfer.



creditor statement send by creditor because which date have not paid.

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non- Engineering)

Date: 21/10/2020 Day: 89
Task: identifying supplier Supervisor's Name: MISS NGIDI

① A creditor or lender is a party that has a claim on the services of second party. It is a person or institution to whom money is owed. This first party, in general, has provided some property or service to the second party under the assumption that the second party will return an equivalent property and service.

①



select of niogawan website
then login, after that
select purchase order click
new then choose ~~the~~ supplier
ex: Hua ping, then description
microfibre eyelet 10kg - 14-50

~~select~~ After that, print out the purchase order and send it to the customer supplier.

INVOICE		INVOICE	
NO.	DATE	NO.	DATE
1	2020/10/21	1	2020/10/21
2	2020/10/21	2	2020/10/21
3	2020/10/21	3	2020/10/21
4	2020/10/21	4	2020/10/21
5	2020/10/21	5	2020/10/21
6	2020/10/21	6	2020/10/21
7	2020/10/21	7	2020/10/21
8	2020/10/21	8	2020/10/21
9	2020/10/21	9	2020/10/21
10	2020/10/21	10	2020/10/21

The supplier will send this invoice, then we forward it to manager and manager make a payment. After payment more forward back to supplier.

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non- Engineering)

Date: 22/10/2020 Day: 90
Task: Making leave staff to Pictodan Supervisor's Name: Miss Noia

① staff leave for company it use form. so when the staff need to fill the form 1 week before holiday. Then we want the verification from head department and then we will send it to human resources.



Staff leave table make for staff which can count how many times staff took leave in a month.

⑤ A quotation is a document that a supplier submits to a potential client with a proposed price for the supplier's goods or service based on certain condition - sometime we get the quotation from client through online or walk in client.



This is walkin customer client some time we get from email and whatapps or E peridham.

SAMPLE JOURNAL REFLECTIVE DAILY WRITING (for Non-Engineering)

Date: 26.10.2020

Day: Monday

Task: Learn to do Asset workflow Supervisor's Name: Pa. Harnidjah.

- Asset workflow is required to verify and approve assets.

Asset Approver is usually held by Guru Besar / Pengetua

Meanwhile Asset Verifier is held by Penolong Kanan 1 or

Penolong Kanan HEM.

Allura Harta workflow: Creating PROOS group (Asset Holder)

① Login into HEMIS account.

② Click → Pentadbiran Sistem → Allura Kerja → Selenggara Perkhidmatan.
→ Selenggara kumpulan → Hantar Maklumat kumpulan.

③ Search for required school name.

④ Click 'Tambah' button to add new PROOS group (Personal Record specifically for Asset holder team: PK1 / PEHEM)

⑤ Fill the information as follows:

1. Code: PROOS

2. Nama kumpulan: (Full name of required school with code)
+ PENGESAH HARTA.

3. Tarikh: 01/01/2020 (must be uniform)

4. Submit.

⑥ Add members into the newly created group. Based on information in MS Excel of the required school.

⑦ After that, go to account inbox, click on new messages to approve the newly created group.

⑧

Assigning Assets Holder:

① Click Pentadbiran Sistem → Allura Kerja → Selenggara Perkhidmatan → Penerimaan

② There are 2 parts that needed to do to complete 1 school's asset holder: PROOS and PROOS.

③ PROOS (Asset verifier) has 3 parts / section to be filled:

1. Penghantar - Search for required school name.

2. Kumpulan Penghantar - JPNSARAWAK - PPD (school's name)

Penerima
3. Search for PROOS group.

④ Submit.

⑤ Same goes on with PROOS, but Penerima: Guru Besar / Pengetua.

SAMPLE JOURNAL REFLECTIVE WEEKLY WRITING

WEEKLY REFLECTIONS	
DATE: 9/3/20 - 14/3/20	WEEK: 14
TO BE FILLED BY STUDENT	
Weekly Tasks/Activities done by student (write in short)	
1. lift the vios engine out 2. Change the vios engine oil 3. Oil and Oil filter 4. Checking steering rack 5. alignment 6. Installing myvi force and sensor	
Knowledge/ Skill gained (for the whole week)	
- to know how to change vios engine - to know how to check alignment - to know how force work	
Effects or impacts to student	
- gaining more new information - more confident	
TO BE FILLED BY THE INDUSTRY (SUPERVISOR)	
Comment/Suggestion from Supervisor	
 Signature and Stamp Date: TOP WHEEL COMPANY Gr Fl, PL 16810, SL 45, Jalan Canna, Tabuan Tranquility PH 1, 93250 Kuching, Sarawak.	

SAMPLE JOURNAL REFLECTIVE WEEKLY WRITING

WEEKLY REFLECTIONS	
DATE: 17 February 2020	WEEK: 11 (17-22/2/2020)
TO BE FILLED BY STUDENT	
Weekly Tasks/Activities done by student (write in short) I was assigned to: - brake servicing- - filling in excavator hydraulic oil- - assembly excavator engine part after overhaul- - servicing hydraulic oil pump- - repair hydraulic oil pump - repair and making new wiring for Jeep signal light and headlamp.	
Knowledge/ Skill gained (for the whole week) Learn how to service hydraulic oil pump and repair it.	
Effects or impacts to student Able to know how to service, assemble and disassembly excavator hydraulic oil pump.	
TO BE FILLED BY THE INDUSTRY (SUPERVISOR)	
Comment/Suggestion from Supervisor	
Signature and Stamp	

SAMPLE JOURNAL REFLECTIVE WEEKLY WRITING

WEEKLY REFLECTIONS	
DATE: <u>06.10.2020</u> - <u>09.10.2020</u> WEEK: <u>13.</u>	
TO BE FILLED BY STUDENT	
Weekly Tasks/Activities done by student (write in short) my given task is : ① Making an employment report. - Print employee statement. - Numbering and sorting each schools orderly. - Calculate staff's total. - Inspect each roles to match it total. - Record data into Microsoft Excel. ② Doc for PPD Sibin, PPD Lumbuk, PPD Lumbuk, PPD Sri Aman, PPD Lumbuk, PPD Sibin, PPD Sibin, PPD Sibin.	
Knowledge/ Skill gained (for the whole week) - I was able to enhance my interaction and socialization skills through interacting with different people of varying behaviour and attitudes from another sector.	
Effects or Impacts to student - Enhance communicating skills with coworkers.	
TO BE FILLED BY THE INDUSTRY (SUPERVISOR)	
Comment/Suggestion from Supervisor	
 HAMIDAH BT. IBRAHIM PEMBONG PEGAWAI TEKNOLOGI MAKLUMAT (PTM) Signature and Stamp Date: <u>30.10.2020</u>	

**DO NOT
WRITE LIKE
THIS
(UNCOMPLETED
WRITING)**

Date: 24/7/15 Day: Tuesday
Supervisor's Name: _____

- 1) Report workers' daily activities.
- 2) Calculate how long iron used for road beam.

FINAL REPORT WRITING FORMAT

Chapter 1: Introduction	(Not more than 5 pages)
Chapter 2: Company Background & Organization Structure	(Not more than 5 pages)
Chapter 3: Weekly Job Summary	(Not more than 5 pages)
Chapter 4: Technical Content	(Must be more than 30 pages)
Chapter 5: Finding and Recommendation	(Not more than 5 pages)
Chapter 6: Conclusion	(Not more than 2 pages)

****(Refer Reflective Journal / Logbook)***
Student MUST be to adhere with the above requirements.

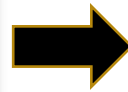
<http://www.poliku.edu.my/wp-content/uploads/2019/09/Format-Contoh-Laporan-Akhir-LI.pdf>



CONFIRMATION REPORTING CARD / STUDENT'S PERSONAL INFORMATION

PLEASE PRINT THIS FORM BY USING THIS COLOUR CODE BY STUDENT'S DEPARTMENT AS BELOW:

JKA – **YELLOW**
JKE – **RED**
JKM – **BLUE**
JP – **GREEN**
JKPK – **PINK**
JTMK – **ORANGE**



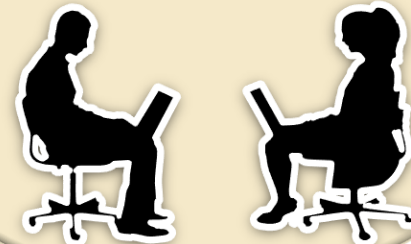
CONFIRMATION OF REPORTING TO THE INDUSTRY / STUDENT'S INFORMATION (POLYTECHNIC'S INDUSTRIAL TRAINING PROGRAM)			
STUDENT'S INFORMATION			
Student's Name			
Registration No.		Program :	Class :
I/C No.			
Handphone No.		Email :	
Date of Reporting (refer to Polytechnic Calendar)			
Actual Date of Reporting To Industry			
Home Address (During Industrial Training)			
Name of Beneficiary			
Tel. No.			
Allowance	RM :	Daily / Month :	
The above student has reported to our Company:-			
Company Name & Address (which student is currently attached to)	Poscode : State :		
Name of Person In-Charge (PIC)			
Designation / Position			
Handphone No.			
Email			
Company Tel. No.		Company Fax No.	
(PIC Signature)		(Company Official Stamp)	
PLEASE PRINT THIS DOCUMENT USING THIS COLOUR CODED BY STUDENT'S DEPARTMENT:		ATTENTION TO STUDENT	
JKA – YELLOW JKE – RED JKM – BLUE JKPK – PINK JP – GREEN JTMK – ORANGE		This DOCUMENT must be filled by student, verified by the industry and SENT THRU EMAIL to: uplipks@gmail.com within one week (1 Week) upon reporting to the organization. The original card MUST BE SEND BY POSTAGE MAIL to: Politeknik Kuching Sarawak (u.p. Industrial Training & Liaison Unit)	



**MUST BE FILLED AND VERIFIED BY
THE INDUSTRY, POST TO POLITEKNIK
KUCHING SARAWAK AND EMAIL TO**

uplipks@gmail.com

**WITHIN ONE WEEK (1 WEEK)
UPON REPORTING TO THE
ORGANIZATION.**



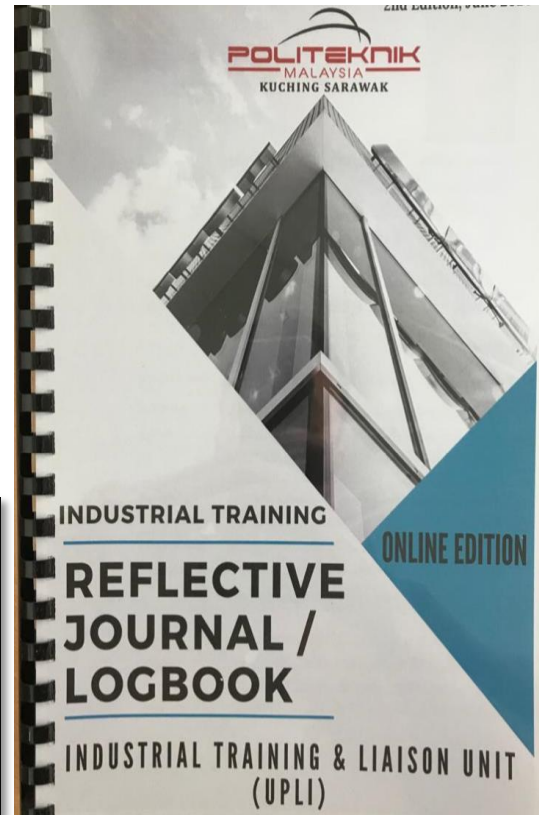
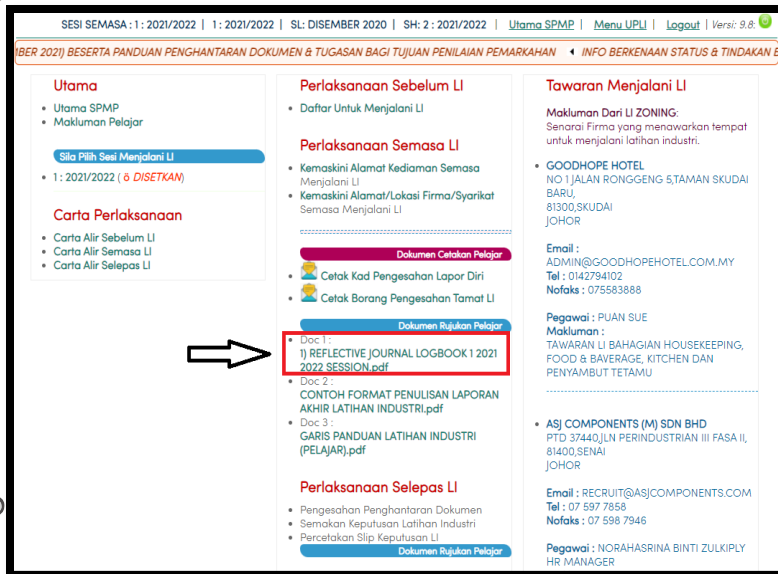
UPLI PKS

LOGBOOK / REFLECTIVE JOURNAL

STUDENT HAVE TO PRINT & **SPIRAL BINDING** TOGETHER ALL THE DOCUMENTS AS STATED FROM SPMP i-UPLI FOR THE COMPLETE CONTENT OF LOGBOOK / JOURNAL REFLECTIVE

Please click this link :

<http://spmp.poliku.edu.my/>



1

PRINT BY USING
(A4 SIZE)
GLOSSY PAPER
OR PAPER WITH
THICKNESS
ABOUT

120 – 140 GSM

COVERPAGE
(FRONT &
BACK)

2

- **DAILY REPORT**
PRINT (60 PAGES)
DOUBLE SIDED
(A4 SIZE)

- **WEEKLY REPORT**
PRINT (12 PAGES)
DOUBLE SIDED
(A4 SIZE)

DAILY REPORT &
WEEKLY REPORT

MAKLUMAT INI JUGA DIKONGSIKAN DALAM MEDIUM

- 1) PORTAL WEBSITE PKS
(RUANGAN MAKLUMAN
LATIHAN INDUSTRI)
- 2) SPMP i-UPLI (BERITA
/MAKLUMAN)
- 3) GROUP TELEGRAM INFO
PELAJAR LI SESI 1:2021/2022

The screenshot shows the website of Politeknik Kuching Sarawak. The top navigation bar includes links for HOME, INFO KORPORAT, PROGRAM, ORGANISASI, DIREKTORI STAF, INTERAKTIF, and INFO PENDAFTARAN. The main content area is divided into several sections:

- Pelajar** (Students): Includes links for Staf PKS, Latihan KSS / PSH / TSP, and Panduan Pengguna.
- Umum** (General): A list of 8 items including diploma transcripts, official statements, academic calendars, and brochures.
- Unit Peperiksaan** (Examination Unit): A list of 2 items including unit information and exam completion letters.
- Jabatan Hal Ehwal Pelajar** (Student Welfare Department): A list of 5 items including application forms for exchange, program, and senior reports.
- Maklumat Latihan Industri** (Industrial Training Information): A list of 7 items including insurance covernotes, slides, formats, and reports. This section is highlighted with a red box and a red arrow.
- Tender / Sebut Harga** (Tender / Quotation): A list of 2 items including tender statements and decisions.
- Jawatan Kosong** (Vacancies): A section for job openings.
- PERKHIDMATAN ATAS TALIAN** (Online Services): A grid of various online services like MyGovUC, ASET SPA, eSS, eTempahan, SPMP, Car Wash, eSPP, eAduan, eKehadiran, eLearning, LMS, Office365, and eSPKP.
- SUB PORTAL POLIKU** (Sub Portal Poliku): A grid of sub-portals like PKSLIBRARY, APACK, e3sa, and PKS OSHE.

UPLI

THANK YOU
GOODLUCK & ALL THE BEST

PKS