

PANDUAN PENGHANTARAN DOKUMEN PENILAIAN PELAJAR LATIHAN INDUSTRI

SESLI : 2021/2022 (FASA 1) 27 SEPTEMBER 2021 HINGGA 11 FEBRUARI 2022

Unit Perhubungan & Latihan Industri (UPLI) Politeknik Kuching Sarawak telah membuat ketetapan berkaitan dengan proses daftar balik pelajar yang menjalani Latihan Industri bagi Sesi I : 2021/2022 (**FASA 1**) adalah seperti berikut :-

- 1) Semua pelajar LI Sesi I : 2021/2022 (**FASA 1**) **TIDAK PERLU** mendaftar balik secara fizikal 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 **diimbis (scan)** wajib berpandukan ketetapan tempoh-tempoh yang berikut :-
 - (i) **Helaian maklumat pelajar (Personal Details)**
 - (ii) **Laporan Harian Permulaan (Beginning Daily Report)**
 - Sepanjang Tempoh : (27 September 2021 – 08 Oktober 2021)
 - (iii) **Laporan Harian Akhir (Ending Daily Report)**
 - Sepanjang Tempoh : (24 Januari 2022 – 04 Februari 2022)
 - (iv) **Laporan Mingguan (Weekly Report)**
 - Sepanjang Tempoh : (11 Oktober 2021 – 14 Januari 2022)

Pelajar **DIWAJIBKAN** untuk menghantar semua dokumen yang dinyatakan tersebut secara "**ONLINE**" sebelum atau pada **11 Februari 2022 (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 I : 2021/2022 (**FASA 1**).

*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 I : 2021/2022 (FASA 1) 27 SEPTEMBER 2021 - 11 FEBRUARI 2022, 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.

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/w66i05u>

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

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

FAIL PDF TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU OSDKM16F1030)

[Add file](#)

LAMPIRAN TAMBAHAN (JIKA ADA)

FAIL PDF TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU OSDKM16F1030)

[Add file](#)

SLAID PEMBENTANGAN (format PDF, 10MB sahaja) *

FAIL PDF TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU OSDKM16F1030)

[Add file](#)

JURNAL REFLEKSI (format PDF, 10MB sahaja) *

FAIL PDF TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU OSDKM16F1030)

[Add file](#)

VIDEO PEMBENTANGAN (480p, 10minit, 100MB sahaja) *

FAIL VIDEO TERSEBUT PERLU DINAMAKAN IKUT NAMA PELAJAR DIKUTI NO PENDAFTARAN (CONTOH: KAMAL BIN ABU OSDKM16F1030)

[Add file](#)

SURAT TAWARAN DITERIMA BEKERJA (OFFER LETTER) (SEKIRANYA ADA)

[Add file](#)

BAGAIMANA PENGALAMAN ANDA MENGGUNAKAN SISTEM BARU INI?

1 2 3 4 5

SISTEM KURANG EFFISEN ☐ ☐ ☐ ☐ ☐ 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 I : 2021/2022 (FASA 1) 27 SEPTEMBER 2021 - 11 FEBRUARI 2022, POLITEKNIK KUCHING SARAWAK

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* Required

link contoh dan format Laporan Lengkap LI

<https://qoo.q/e66K5M>



**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 (1 slides)
- 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.



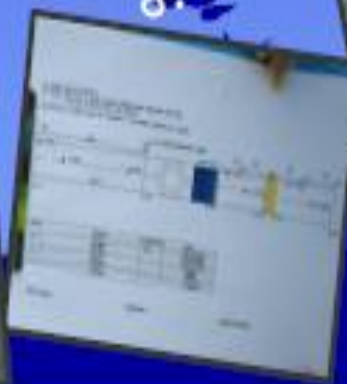
10.



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

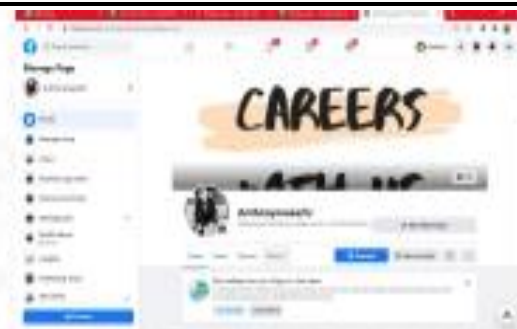
Year Established : 2006

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





Instagram

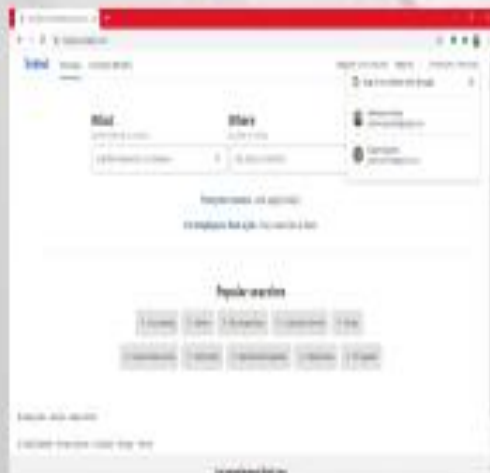


Facebook Page

Media Social Platform

JOB PORTAL

Indeed



Jobstreet



myfuturejob





Alvin Anthony
Human Resources

Summary
A highly motivated and results-driven professional with over 10 years of experience in human resources, talent acquisition, and employee relations. Proven ability to lead teams, develop strategic HR initiatives, and improve organizational performance.

Education
Bachelor of Science in Human Resources Management
University of the Philippines - Diliman
2010 - 2014

Work Experience
Senior HR Manager | ABC Corporation | 2015 - Present
Talent Acquisition Specialist | XYZ Company | 2012 - 2015
HR Generalist | DEF Industries | 2008 - 2012

Formal & Informal Training
Certified Professional in HR Management (CPHRM)
Advanced Diploma in Leadership & Management Development

Resume Candidate

Job Application Form



FOR CONFIDENTIAL
EMPLOYMENT APPLICATION FORM

JOB APPLICATION FORM

PERSONAL INFORMATION

1. NAME (Last, First, Middle Initial)
Last: _____ First: _____ MI: _____

2. DATE OF BIRTH (MM/DD/YYYY)
MM: _____ DD: _____ YYYY: _____

3. SEX (Male / Female)
Male ☐ Female ☐

4. ADDRESS (House No., Street, City, State, Zip Code)
House No.: _____ Street: _____ City: _____ State: _____ Zip Code: _____

5. CONTACT INFORMATION
Phone No.: _____ Email Address: _____

1

2

Interview task

3

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 people.										
7. I am a person who likes to work with numbers.										
8. I am a person who likes to work with things.										
9. I am a person who likes to work with ideas.										
10. I am a person who likes to work with data.										

5



Interview Summary

Interviewer: _____ Interviewee: _____

Date: _____

Position: _____

Summary of Interview:

Strengths: _____

Weaknesses: _____

Recommendation: _____

Interview Summary

4

Interview evaluation Form



Interview Evaluation Form

Interviewer: _____ Interviewee: _____

Date: _____

Position: _____

Summary of Interview:

Strengths: _____

Weaknesses: _____

Recommendation: _____

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



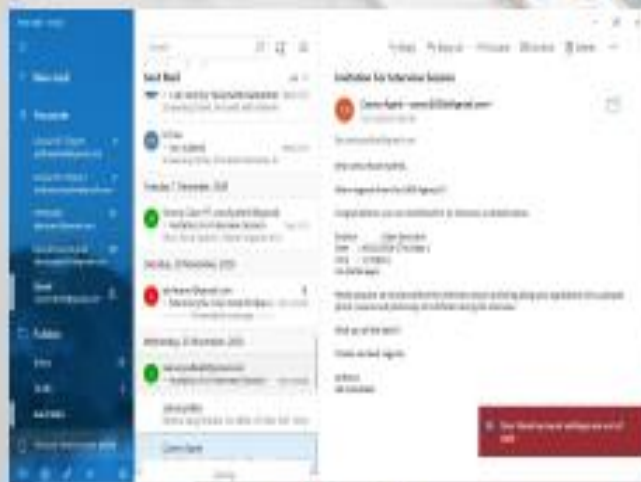
ID	Name	Address	City	State	Zip	Phone	Age	Gender	Marital	Occupation	Education	Religion	Political	Other
1	John Doe	123 Main St	New York	NY	10001	212-555-1234	35	M	Married	Software Engineer	Bachelor's	Christian	Democrat	
2	Jane Smith	456 Oak Ave	Los Angeles	CA	90001	310-555-5678	28	F	Single	Marketing Manager	Master's	Buddhist	Republican	
3	Bob Johnson	789 Pine Rd	Chicago	IL	60601	312-555-9012	42	M	Married	Teacher	High School	Muslim	Democrat	
4	Alice Brown	101 Elm St	San Francisco	CA	94101	415-555-3456	30	F	Single	Graphic Designer	Bachelor's	Jewish	Democrat	
5	Charlie Davis	202 Maple Dr	Phoenix	AZ	85001	602-555-7890	38	M	Married	Sales Representative	Associate's	Protestant	Republican	

Database

Name	Address	City	State	Zip	Phone	Age	Gender	Marital	Occupation	Education	Religion	Political	Other
John Doe	123 Main St	New York	NY	10001	212-555-1234	35	M	Married	Software Engineer	Bachelor's	Christian	Democrat	
Jane Smith	456 Oak Ave	Los Angeles	CA	90001	310-555-5678	28	F	Single	Marketing Manager	Master's	Buddhist	Republican	
Bob Johnson	789 Pine Rd	Chicago	IL	60601	312-555-9012	42	M	Married	Teacher	High School	Muslim	Democrat	
Alice Brown	101 Elm St	San Francisco	CA	94101	415-555-3456	30	F	Single	Graphic Designer	Bachelor's	Jewish	Democrat	
Charlie Davis	202 Maple Dr	Phoenix	AZ	85001	602-555-7890	38	M	Married	Sales Representative	Associate's	Protestant	Republican	

Interview Listing

Documentation



Formal Email

Name	Time	Date	Other
John Doe	10:00 AM	2023-10-27	
Jane Smith	10:00 AM	2023-10-27	
Bob Johnson	10:00 AM	2023-10-27	
Alice Brown	10:00 AM	2023-10-27	
Charlie Davis	10:00 AM	2023-10-27	

Minute Of Meeting

The Outcome

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

Comment & Suggestions

1. No fixed Working Schedule

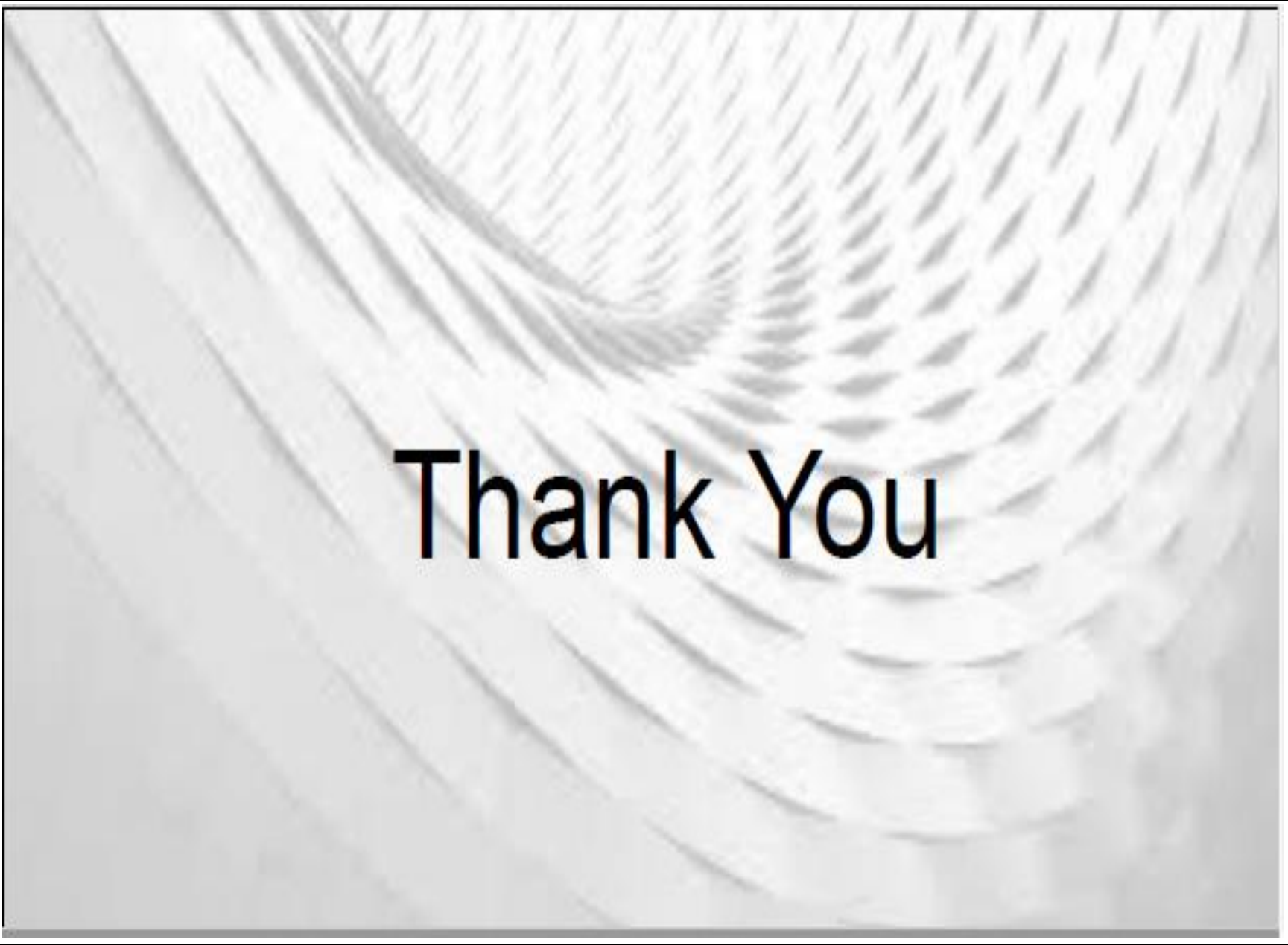
- Remmended to have working schedule so that intern can learn various skill and knowledge

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.



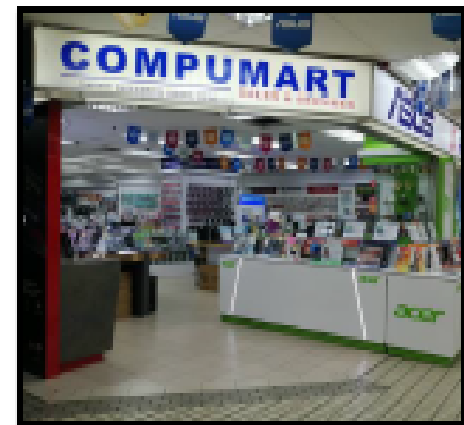
**Compumart
Sales & Services**

Vision

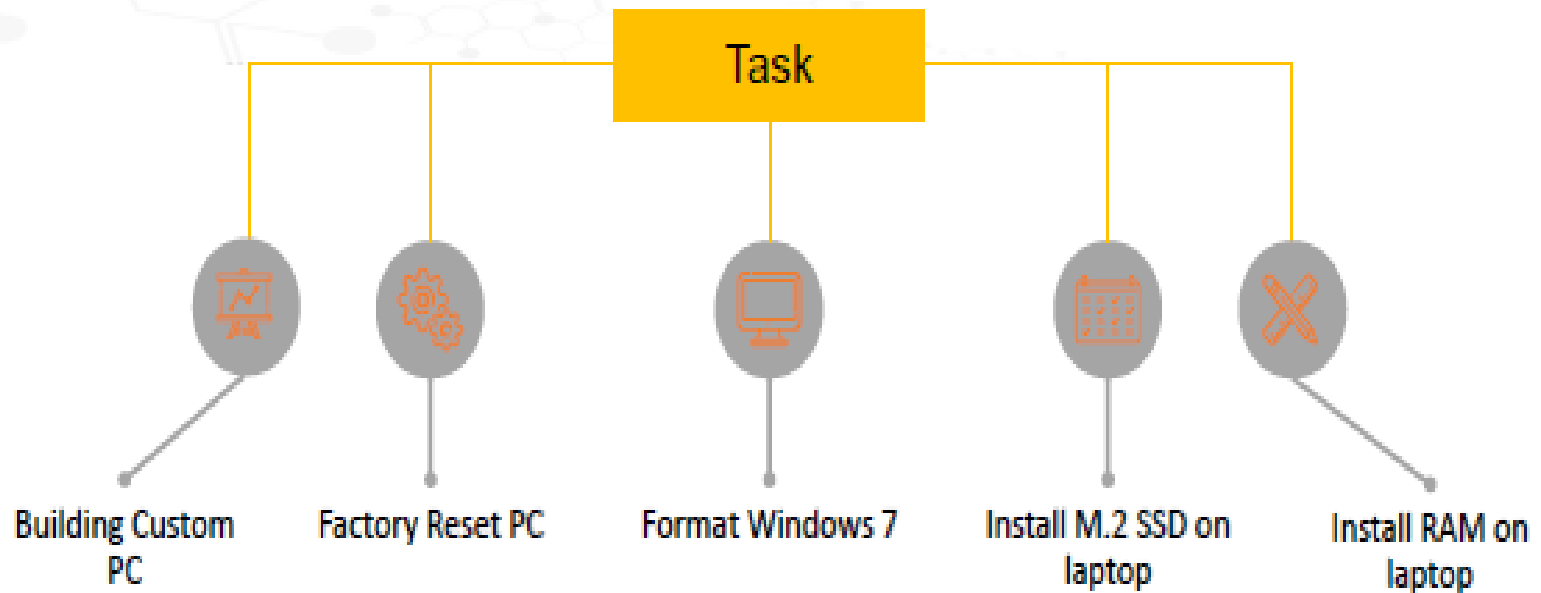
Provide excellent ICT services to customers, private company or state government.

Mission

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



SUMMARY OF TASK (TECHNICAL)



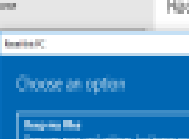
TASK: BUILDING CUSTOM PC

Step on how to build custom PC.



TASK: FACTORY RESET PC

A screenshot of the Windows Settings application. The title bar at the top says "Windows Settings". Below it is a search bar containing the text "index settings". The main area displays eight settings categories in a grid: "Recovery" (Backup and restore control), "App" (Control which apps run on your PC), "Account" (See how you use your PC, and how it works), "Time & Language" (Control region data), "Gaming" (Control Xbox connectivity, Game DVR), "Ease of Access" (Control how you interact with Windows), "Privacy" (Control what Windows collects), and "Update & Security" (Control how Windows updates, troubleshoot). The "Update & Security" link is circled with a black hand-drawn line.



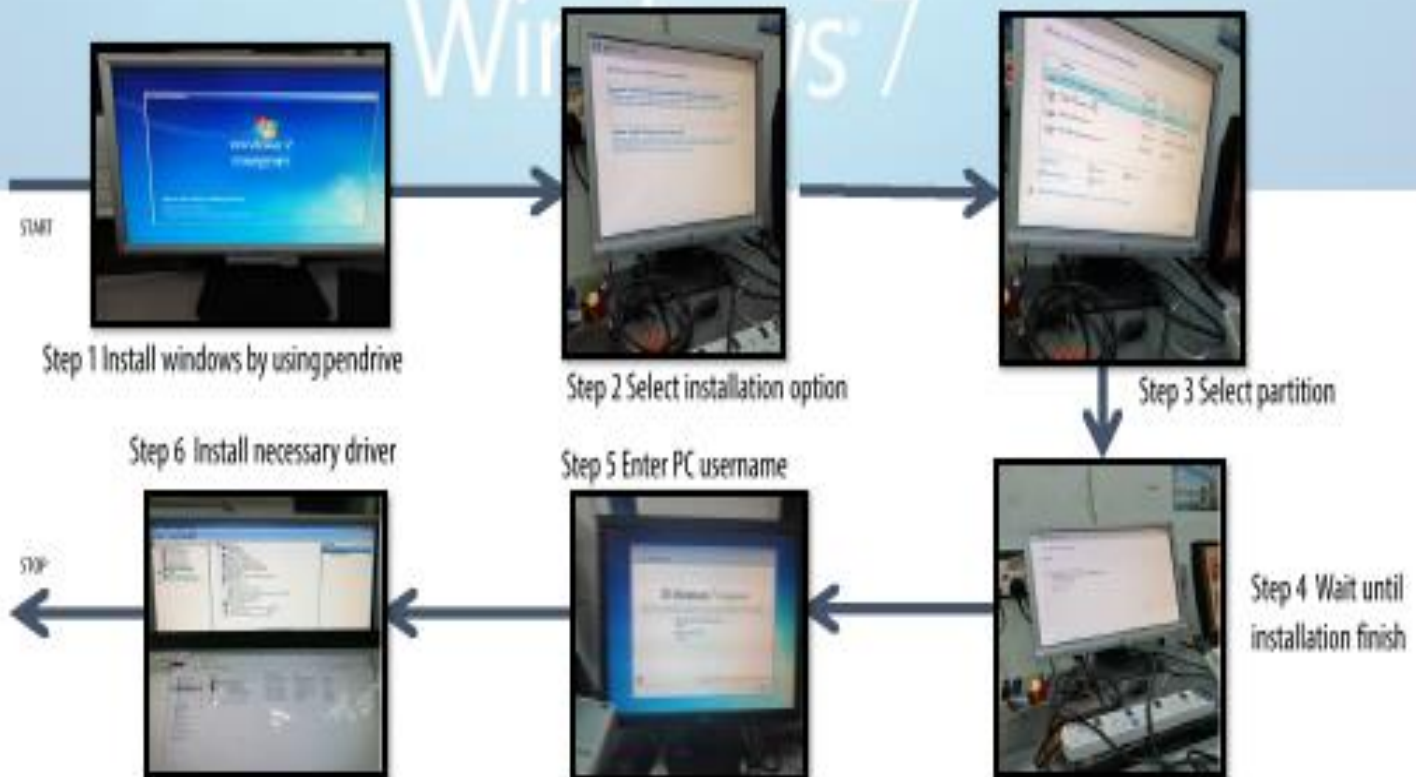
The screenshot shows the Windows Settings application. On the left, the 'System & Security' category is selected, and the 'Recovery' option is highlighted with a red circle. The main pane on the right is titled 'Recovery' and contains the following text: 'If your Windows has any problems, creating a light help file. The help file allows you to try your computer without restrictions, and then restore Windows.' Below this text, the 'Recovery' button is circled in red. Further down, there is a section titled 'Advanced startup' with the text: 'Start in more advanced state, perform additional troubleshooting, change Windows startup settings, or restore Windows from a system image. Restart Windows PC.' Below this text, the 'Recovery' button is circled in red. At the bottom, there is a section titled 'Back up your files' with the text: 'Protecting your files with your PC. There are steps to back up and restore your files if the information is damaged or deleted.' Below this text, the 'Check backup settings' link is highlighted in blue.

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.