



# **INDUSTRIAL PRACTICAL TRAINING HANDBOOK**

# FACULTY OF BUSINESS & FINANCE

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## 1.0 OVERVIEW OF **INDUSTRIAL** PRACTICAL TRAINING

### 1.1 Introduction

**Industrial** Practical Training program provides pre-professional work experience with specific assignments and responsibilities. **This industrial practical training is one of the requirements for all TWINTECH students of degree and diploma student.** A Practical Training should be relevant to a student's personal career interests and academic courses of study, serving as a bridge between university and the world of work. Productive Practical Trainings help students make informed decisions and improve their marketability after graduation.

### 1.2 Objectives of the Practical Training

The objectives of the Practical Training are:

- To provide pre-professional work experience with specific assignments and responsibilities.
- To encourage/stimulates a personal career interests, serving as a bridge between university and the world of work.
- To help students make informed decisions and improve their marketability after graduation.
- To encourage students to apply the skills and knowledge gained at the university to benefit the organizations.

### 1.3 Registration

Before a student is allowed to undergo the Practical training, they should **PASS ALL PRE-REQUISITE courses except course undergone in the final semester prior to practical training.**

Once eligible, the students need to follow the proper procedures for the Practical training. The students have to plan at least TWO (2) months prior to the one in which the training will take place. The procedures are attached in APPENDIX A.

Students who are engaged in thesis/dissertation work and have finished their coursework are still eligible for practical training, one term at a time.

### 1.4 Attachment Arrangement

To fulfill the practical training requirement, the students **MUST** undergo at least **SIXTEEN (16)** weeks training at the organization approved by the faculty **except for those program under specific required by the professional body/boards.**

#### 1.4.1 Placement

To fulfill the faculty's requirement, students **are encourages to be involve in business related work placement during their training.** This might include areas such as the international business, technology management, accounting, banking, finance or marketing.

## 1.5 Attachment Confirmation

Students need to confirm the place of their training not less than ONE (1) month before the training begins.

The confirmation of the practical training attachment is done once the student submits the registration form, and the offer letter from the relevant organization to the Faculty. Every student will be assigned a faculty supervisor at the Faculty known as 'Academic Supervisory'.

## 1.6 Report Duty at the Training Placement

Students are required to report at the relevant organization as directed in the offer letters. The officer in-charge in the organization or known as 'Industrial Supervisor' will be responsible to the training coaching and guidance training in the organization. Usually the training starts in the first week of a new normal semester begin. For the short semester, students may start ONE (1) month before the semester begins to allow them to complete the training by 16 weeks (as short semester will only has SEVEN (7) academic weeks).

In the case of short semester, student may start first but still required to continue the training for 16 weeks and will continue the training in the following semester and ended the training accordingly. All result for the short semester will be given as 'incomplete' (IC) status and will be taken full results in the following semester. End results for Senate or Exam Board endorsement respectively.

When reporting, students are required to bring along the following:

- a. Attachment letter from Faculty of Business & Finance to undergo the training.
- b. TIUCT Student's ID Card

Students are compelled to:

- a. Settle all payments with respects to their studies.
- b. Immediately inform the Faculty regarding the changes in the training placement.

## 1.7 Change of Training Placement

Students are NOT ALLOWED to change their training placement once confirmation has been made with the Faculty. To ensure problems are solved amiably, students should discuss any arising matters with regards to their attachment with the relevant organization.

Any students found to have changed their training placement without proper written authorization from the Faculty will be considered as disobeying the regulation/practical training ethics and will be barred from undergoing the training and consequently be ordered to repeat the Practical training in the following semester. Faculty will only consider a change of the training placement with the presence of a medical certificate for medical reasons.

## 1.8 Ethical Conduct during the Training

Students must adhere to the following rules and regulations during the training.

### 1.8.1 Discipline and Regulations

- It is the duty of the student to show constant high self-discipline and conduct that truly represents the disposition of a TIUCT student while undergoing training or when he/she is outside the training placement.
- Every student must perform his/her training with full dedication and concentration.
- Every student must obey and respect his/her training supervisor throughout the training. He/She must abide by the rules and regulations set forth by the Employer and the Department to which he/she is assigned.
- Every student must avoid causing damage or misappropriate any property belonging to the company.
- Every student must behave and wear proper attire during the Practical training period, in line with the requirement of the rules and regulations of the organization the students are attached to.
- TIUCT regulations are enforced upon students throughout the duration of the training.
- If the Employer terminates the Practical Training for "just cause", for example, for example, absenteeism or failure to follow safety, security and other policies and procedures, the student will receive a failing grade of "F." If the termination is not for "just cause", for example, downsizing or liquidation, the student is required to find another Company and continue the Practical Training in the same semester or the student can continue the is require in the following semester and will receive a grade of "IP" (In Progress).

### 1.8.2 Attendance/Absence

Every student must make him/her available throughout the working hours as specified by their training placement **set by the organization respectively.**

### 1.8.3 Daily Log Report

Students have to fill in their daily log report to prove their work/activities that have been completed for the day. Writing must be in English, neat, and legible. This log report is useful as a guide to write the Practical training report. Students must also bring along the log report to the training everyday and obtain monthly employer/supervisor signature. The daily log report template can be found in APPENDIX C.

**Submission all daily Log Report:**

**Students are required to submit all report to Academic Supervisor two (2) weeks after the training ended for final evaluation of training performance.**

### 1.8.4 Confidentiality of Company's Information (Training placement)

Every student is prohibited from revealing any classified information pertaining to the organization that he/she is attached to. Students are also prohibited from copying, printing or taking pictures of any document or equipment deemed secret by the organization.

TIUCT will presume that students who disclose trade secrets of the organization as disobeying the ethical conduct/rules of Practical training.

## 1.9 Insurance

During the training students will be covered by insurance on the arrangement of TIUCT (if they are currently covered by insurance in the name of TIUCT student). Should there occur any incidences resulting in a permanent handicap, students should:

- a. Lodge a police report within 24 hours period.
- b. Request a written report from the training placement.
- c. Inform and send all related documents to TIUCT for further actions for insurance claims.

### 1.10 Assessment

To determine whether the student passes or fails the Practical Training, the following contribute to the assessment:

Industrial Supervisor– Form A	20%
Academic Supervisor – Form B	20%
Log Book Evaluation	10%
Final Report Evaluation	50%
<b>TOTAL</b>	<b>100%</b>

\*Note: Passing mark is 50%

The organization/company should give a feedback by using Form Confirmation of Duty (Appendix E).

Every student must submit the Practical training report to the faculty supervisor TWO (2) weeks after the training completes. This report is considered as final draft until the quality of the content is approved by the faculty supervisor.

In order to pass the practical training, a student has to obtain at least 50% of the total marks. A student who fails the practical training is required to repeat the training. Training policies

- Less than 50% overall performance assessment is considered fail
- If industrial training report marks is less than 50%, report has to be re-written. Grades will only be either PASS or FAIL

Failure to submit the deliverables (Practical training report, daily log report, supervisor report **(Appendix F)**) within the **stipulated period** will cause the student to fail.

For those who are doing practical training in overseas, there is no component mark from academic advisor (respective supervisor) from TIUCT (if applicable).

### 1.11 Practical Training Academic Supervisor

- Among academic staff
- At least one visit, one month after the training starts.
- To hold good relationship between University and organization/firm

Practical Training Academic Supervisor Responsibilities

- Conduct visits and produce a written report guideline.
- Coordinate, guide and facilitate students
- Solve problems concerning student’s practical training
- Check students log book
- Discuss preparation of report with students.
- Check students report after training

## 2.0 REPORT WRITING GUIDELINES

### 2.1 Order of Contents

The structure of the report is based on a standard format which contains the following sections:

- a. Preface
- b. Text
- c. Supplement

An example of the overall content can be referred to APPENDIX D.

#### 2.1.1 Preface

- a. Student profile
- b. Declaration Page

This page contains the declaration of the student on the originality of his/her work. This page must be endorsed and signed by the student.

- c. Acknowledgement Page

This sub-section is not compulsory but most reports convey appreciation to those who have been involved in the study.

- d. Table of Contents

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers. Sub-topics and topics should be labeled according to the chapter, for example, the first topic in Chapter 1 should be marked 1.1 and the first sub-topic, 1.1.1. The use of letters in parenthesis (for example, 1.3.7 (a)) is appropriate as a means of differentiating sub-topics of the same topic from each other. This numbering system provides a clear picture of the relationship between chapters and topics and shows how they are connected.

- e. List of Figures

This list contains the titles of figures, together with their page numbers, which are listed in the text or in the appendix. The numbering system is the same as that used for topics, for example; Figure 1.3, Figure 1.3.7 and Figure 1.3.7 (a).

- f. List of Tables

This list contains the titles of tables, together with their page numbers, which are listed in the text or in the appendix. The numbering system is the same as that used for topics, for example; Table 1.3, Table 1.3.7 and Table 1.3.7 (a).

- g. List of Appendices

This list contains the appendix number, and title of the appendix.

## 2.1.2 Text

*The text would consist of the following chapters:*

*Chapter 1: Introduction*

*1.1 Introduction*

*1.2 Background of the Company*

*1.3 Organizational Structure*

*1.4 Nature of the Business*

*1.5 Conclusion*

*Chapter 2: Training project/task assignment*

*Chapter 3: Conclusion*

*Chapter 4: Recommendation*

## 2.1.3 Supplement

Specific items which were not included in the main body of the text should be put in this Additional/Supplementary Section. Typically this section includes the following:

- a. Appendices consist of additional illustration of the text. The appendix supports the written text of the report.
- b. References/Bibliography

All works or studies referred to in the report in the form of quotations or citations must be included in the bibliography. The References / Bibliography should be written in the specific format approved by the Faculty. Each reference should be written in single spacing format and a double space should be left between references. The reference writing should follow the APA style. The detailed information about the APA style could be found in <http://apastyle.apa.org/>

Example:

Referencing a book with only one author:

Muhammad. (2007). *Systems Analysis and Design*. London: Batsford.

Referencing a book by two authors:

John & Micheal. (2006). *Mathematics for Business*. New York: Macmillan.

Internet site with author:

Bobby. (2006). *Electronic War*. Retrieved November 25, 2006 from <http://www.independent.com/national/ewar.htm>

Internet document without author:

*E-Commerce User Survey*. (n.d.). Retrieved August 2006, from <http://www.mldh.com/mmh/survey.htm>

Computer Program:

*Macromedia Director version 5.0* [Computer Software] (2000 – 2004). Seattle, Washington: Director Corporation

## 2.2 Format

### 2.2.1 Binding

The TWO (2) copies of the report should be SOFT BOUND (ring-bind or comb-bind). The letters of the cover page (front cover) should be printed in black ink. Refer to the illustration of the cover page in APPENDIX D. The size of the cover page is A4. A standard white paper is recommended.

### 2.2.2 Length

The length of the report is not specific but the ideal length is 30 – 40 pages (body of the report).

### 2.2.3 Printing

Sections should be typed using a font such as Times New Roman, 12 pitches. A high quality laser or ink-jet printer should be used for the printing.

Any amendments or corrections should be carefully inserted in the text. The use of cellophane tape is not allowed.

The body text should be typed with double spacing. Single-spacing is only permitted in tables, long quotations, short footnotes, notes and citation and the bibliography/references.

### 2.2.4 Margins

The text should have the following margins:

Top: 2.0 cm  
Right: 2.0 cm  
Left: 4.0 cm  
Bottom: 2.0 cm

Additional guidelines need to be followed:

- All tables and figures must be placed within the specified margins.
- The last paragraph of the page should contain at least two sentences. If it does not, the paragraph should begin on the next page.

### 2.2.5 Page Numbering

All page numbers should be printed 1.0 cm from the bottom margin and placed at the right hand side without punctuation.

8 pitches are recommended for numbers.

Roman numerals (i, ii, iii, etc) should be used in the preface section. Although the Title Page is the first page of the Preface, no number is printed on it. Numbering begins on the second page with (ii).

#### 2.2.6 Sub-topics

No specific arrangement is required for the numbering of sub-topics but, whatever arrangement is adopted, it must be consistent.

#### 2.2.7 Tables

Tables are printed within the body of the text at the centre of the frame and labeled accordingly to the chapter in which they appear. Thus, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2 etc.

The table label is placed above the table itself and has a format of the type:

Table 3.1 <Short Title>
TABLE

If the table contains a citation, the source of the reference should be placed below the table.

#### 2.2.8 Figures

Figures, like tables are printed within the body of the text at the centre of the frame and labeled accordingly to the chapter in which they appear. Thus, for example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2 etc.

Figures, unlike text or tables, contain graphs, illustrations or photographs and, the labels are placed at the bottom of the figure rather than at the top.

FIGURE
--------

Figure 3.1  
<Short Title>

If the figure contains a citation, the source of the reference should be placed at the bottom, after the label.

### 3.0 CONCLUSION

Through the Practical Training, students will not only gain the exposure and the experience from the industry, but will also be able to prepare a good report. It is hoped that students will be benefited by these general guidelines and to meet the minimal format requirements set by the Faculty to complete the Practical Training and the report.

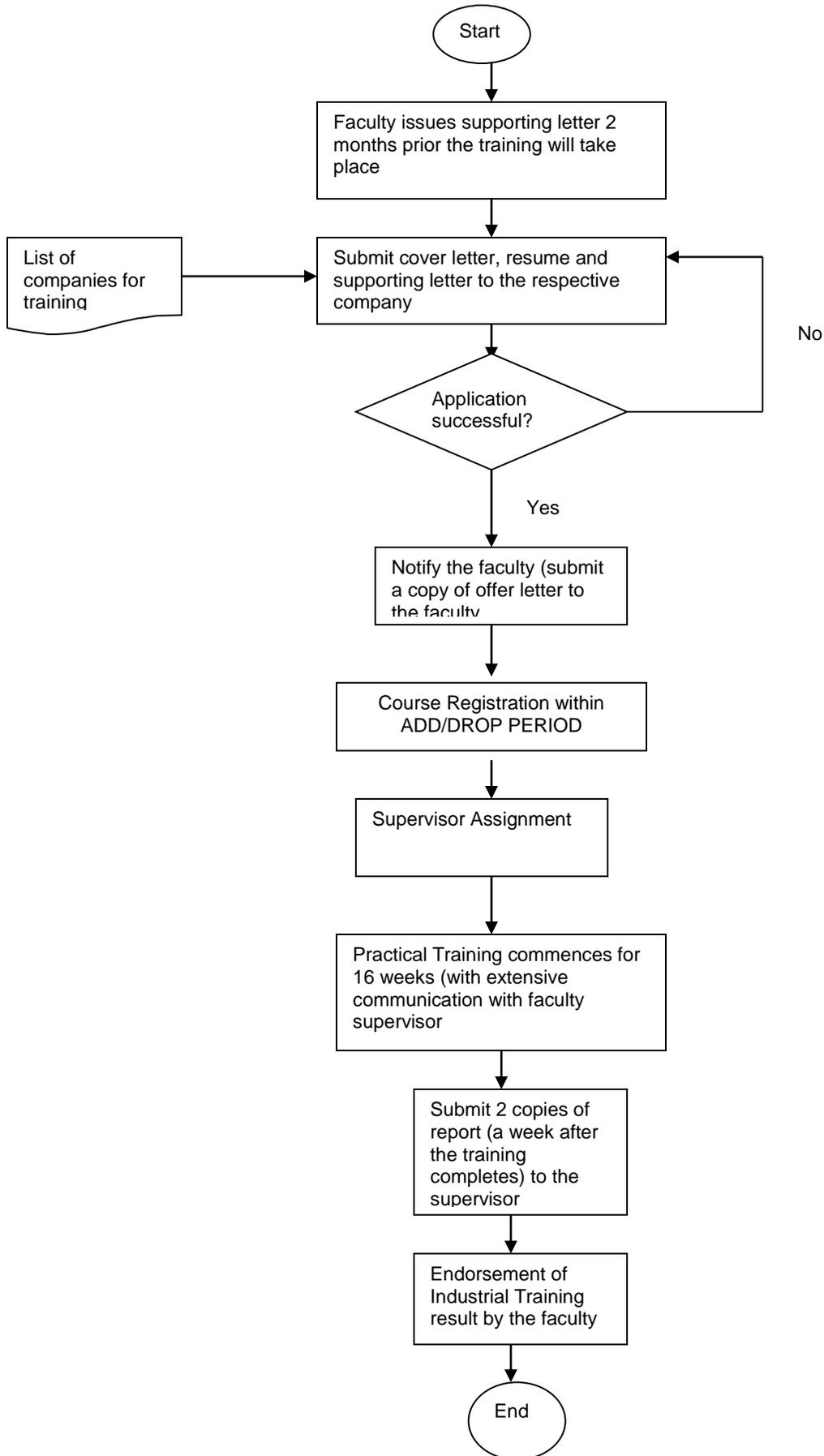
## LIST OF REFERENCES

Roger T.Bell & Jariah Mohd Jan (Eds.). (2003). *Guide to the Preparation of Research Reports, Dissertations & Theses 2003*. Malaysia: Institute of Postgraduate Studies University of Malaya.

Universiti Tun Abdul Razak. (2007). *Practical Training Handbook*. Kelana Jaya: Faculty of Business Administration.

Me. M.Cronje, Me. N. Murdoch, Me.R. Smit (Ed). (2003). *Reference Technique: Harvard method and APA style*. South Africa: University of Johannesburg

### APPENDIX A Practical Training Flowchart





## **APPENDIX C**

### Overall Content of the Report

Declaration  
Student profile  
Acknowledgement  
Table of Content  
List of Tables  
List of Figures  
List of Appendices

Chapter 1: Introduction

1.6 Introduction

1.7 Background of the Company

1.8 Organizational Structure

1.9 Nature of the Business

1.10 Conclusion

Chapter 2: Training project/task assignment

Chapter 3: Conclusion

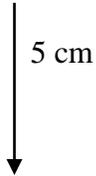
Chapter 4: Recommendation

REFERENCES

APPENDICES

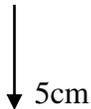
**APPENDIX D**

Sample of the Cover Page for the Report



**TWINTech INTERNATIONAL UNIVERSITY  
COLLEGE OF TECHNOLOGY**

18pt, bold, uppercase, single space



**PRACTICAL TRAINING REPORT**

18pt, bold, uppercase, single space

**SIM CHIN**

18pt, bold, uppercase

**NAME OF COMPANY &  
ADDRESS**

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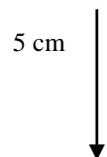
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**OKTOBER – DISEMBER 2011**

18 pt, bold, uppercase



**APPENDIX E**  
Confirmation of Report Duty



**FACULTY OF BUSINESS AND FINANCE**

**Confirmation of Report Duty**

Name of Student : \_\_\_\_\_  
Course : \_\_\_\_\_  
Date Report : \_\_\_\_\_

**Verified by**

Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Position : \_\_\_\_\_  
Company Address &  
Official Stamp : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
Coordinator (Practical Training)  
Faculty Business & Finance  
Twintech International University College of Technology  
Block E, Sri Damansara Business Park, Persiaran Industri,  
Bandar Sri Damansara, 52200 Kuala Lumpur.  
Fax No : 03-62742462

**APPENDIX F**  
Supervisor's report



**FACULTY OF BUSINESS & FINANCE**

**SUPERVISOR'S REPORT**

<b>Student's Name</b>	
<b>Course</b>	
<b>Company's Name</b>	
<b>Duration of Training</b>	

To,  
Coordinator (Practical Training)  
Faculty Business & Finance  
Twintech International University College of Technology  
Block E, Sri Damansara Business Park, Persiaran Industri,  
Bandar Sri Damansara, 52200 Kuala Lumpur.  
Fax No : 03-62742462

## FORM A

**Evaluation of student's performance during the practical training**

Instruction: Please tick (/) for any boxes provided

- 1 : Unsatisfied                      4 : Good  
 2 : Less satisfied                  5 : Very good  
 3 : Satisfied

**Part A : (Performance and work outcome)**

		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
A1	Knowledge of work					
A2	Work outcome					
A3	Quality of work					
A4	Completion of task during the duration					
A5	Initiative ( in solving problems)					

**Part B : (Students Personality)**

		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
B1	Dedicated					
B2	Teamwork spirit					
B3	Discipline					
B4	Responsibility					
B5	Interacting with others					
B6	Communication skill					
B7	Ability to make decision					

**Part C : Supervisor's Comments**


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**Signature (Supervisor)**

**Name** : \_\_\_\_\_ **Position & Official Stamp** : \_\_\_\_\_

**Company** : \_\_\_\_\_ **Date** : \_\_\_\_\_

**APPENDIX G**

**FACULTY OF BUSINESS AND FINANCE  
Student's Declaration Form for Practical Training Exemption**

Date:

I am \_\_\_\_\_ (*student's name*),  
\_\_\_\_\_ (*student's identity or passport number*), student of final  
year in Bachelor of Business Administration (BBA) majoring in Finance\*/Banking\*/  
International Business\*/ Marketing\*, do solemnly and sincerely certify and declare that I  
have been working for \_\_\_\_\_ (in words) years and \_\_\_\_\_ (in words)  
month(s) with  
\_\_\_\_\_ (  
*company's*  
*name*), \_\_\_\_\_  
\_\_\_\_\_ at

\_\_\_\_\_ (company's address), before I  
enrolled in this program. I would like to use my previous working experience as per  
above mention to be exempted for practical training in Malaysia under subject code  
\_\_\_\_\_. If I am found dishonest in providing this information, then **I agree and  
authorize the University to take any legal action under the Malaysian Law and  
revoke the qualifying degree upon me without prior notice and any form of damages  
to me.**

\*Please cut whichever is not applicable.

Student's Signatory: \_\_\_\_\_

**Witnessing by:**

Practical Training Coordinator: \_\_\_\_\_ (*Signature with  
stamping*)

Faculty's Dean: \_\_\_\_\_ (*Signature with  
stamping*)