



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



PANDUAN PENULISAN **LAPORAN LATIHAN INDUSTRI** *(INDUSTRIAL TRAINING REPORT)*

EDISI 2023
VERSI 2.0

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PANDUAN PENULISAN
LAPORAN
LATIHAN INDUSTRI
(INDUSTRIAL TRAINING REPORT)

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HAKCIPTA 2023

Hak cipta terpelihara. Mana-mana bahagian penerbitan ini tidak boleh dihasilkan semula, disimpan dalam simpanan kekal atau dipindahkan dalam sebarang bentuk atau sebarang cara elektronik, mekanik, fotokopi, penggambaran semula dan sebagainya tanpa terlebih dahulu mendapat izin secara bertulis daripada pihak Unit Perhubungan dan Latihan Industri (UPLI) PSMZA.

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PRAKATA

Assalamualaikum dan Salam Sejahtera,

Syukur ke hadrat Allah S.W.T kerana dengan rahmatNya, Buku Panduan Penulisan Laporan Latihan Industri (Industrial Training Report) berjaya disempurnakan. Buku panduan ini diterbitkan bagi kegunaan pelajar-pelajar politeknik khususnya pelajar-pelajar Politeknik Sultan Mizan Zainal Abidin (PSMZA) bagi menggantikan edisi terdahulu iaitu edisi 2022.

Buku Panduan Penulisan Laporan ini adalah sebagai panduan serta rujukan bagi semua pelajar politeknik yang bakal atau sedang menjalani Latihan Industri (LI). Bagi memastikan keselarasan dalam penyediaan Laporan Latihan Industri di kalangan pelajar, pihak UPLI PSMZA mengambil inisiatif menerbitkan buku panduan ini. Selain itu, diharapkan dengan penghasilan buku panduan ini juga membolehkan para pelajar menghasilkan satu Laporan Latihan Industri yang berkualiti, bermutu serta bersistematik.

Setinggi-tinggi penghargaan dan ucapan terima kasih kepada semua editor, individu yang menyumbang maklumat serta informasi yang berkaitan serta semua pihak yang sama-sama terlibat dalam penerbitan buku ini. Semoga ianya dapat dimanfaatkan sebaiknya dalam penghasilan Laporan Latihan Industri para pelajar.

Sekian, terima kasih.

Nik Muhd Tasnim bin Nik Ibrahim

Pegawai Perhubungan dan Latihan Industri (PPLI)

PSMZA

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LAPORAN LATIHAN INDUSTRI (*INDUSTRIAL TRAINING REPORT*)

1.0 PENGENALAN

Pelajar Institut Pengajian Tinggi (IPT) khususnya pelajar Politeknik Sultan Mizan Zainal Abidin (PSMZA) wajib menyiapkan dan menghantar Laporan Latihan Industri yang telah lengkap ke institusi setelah selesai menjalani Latihan Industri (LI) di industri / organisasi latihan.

Penyediaan buku Panduan Penulisan Laporan Latihan Industri (*Industrial Training Report*) ini adalah bertujuan memberikan panduan lengkap serta tersusun berkaitan aspek penulisan dan penyediaan laporan Latihan Industri (LI) para pelajar Politeknik Sultan Mizan Zainal Abidin (PSMZA).

Penghasilan buku panduan ini juga bertujuan membantu para pelajar menyediakan Laporan Latihan Industri (LI) mengikut format yang telah ditetapkan serta dapat mengurangkan kesilapan dalam penyediaan Laporan tersebut.

Diharapkan dengan penghasilan buku panduan ini, para pelajar akan dapat menghasilkan satu Laporan Latihan Industri yang bermutu, bersistematik dan berkualiti.

2.0 FORMAT UMUM PENULISAN LAPORAN INDUSTRI

2.1 Panduan Umum

Secara umumnya, penulisan laporan latihan industri (*Industrial Training Report*) hendaklah disediakan oleh pelajar yang menjalani Latihan Industri (LI) secara bertaip menggunakan aplikasi seperti *Microsoft Word* dan mengikut ketetapan seperti berikut :

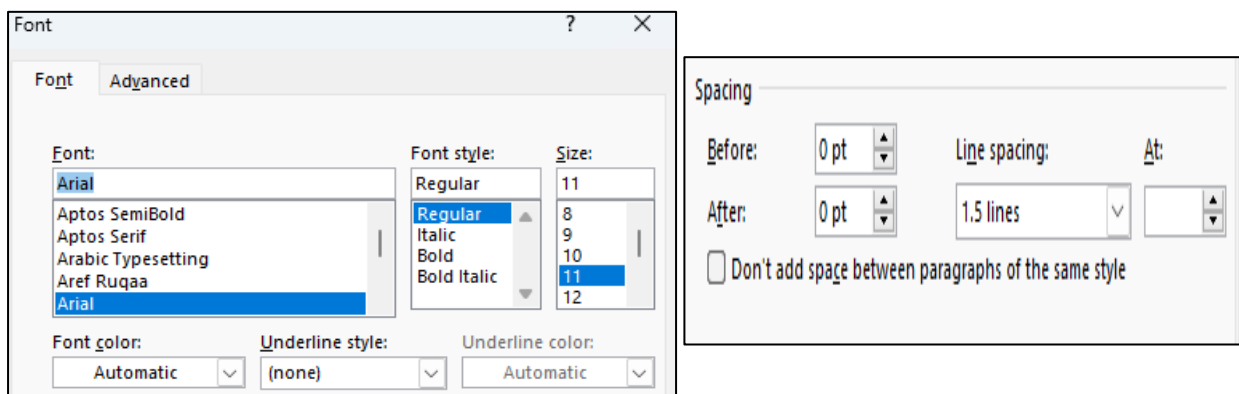
- i. Hendaklah disediakan samada dalam Bahasa Melayu (BM) atau Bahasa Inggeris (BI) secara keseluruhannya.
- ii. Menggunakan kertas bersaiz A4 (210 x 297mm) yang berwarna putih, berkualiti tinggi dan berat minimum kertas ialah 80gsm serta jumlah muka surat di antara 30 hingga 80 bercetak serta tidak termasuk bahagian lampiran.



Rajah 2.1 : Contoh penggunaan kertas A4 dengan berat minimum 80gsm

- iii. Laporan yang disediakan menggunakan Bahasa Melayu hendaklah menggunakan sistem ejaan seperti yang terdapat di dalam daftar Ejaan Rumi Bahasa Melayu edisi terkini keluaran Dewan Bahasa dan Pustaka (DBP).

- iv. Penggunaan Huruf Besar hendaklah digunakan di setiap permulaan ayat, nama khas serta nama tempat.
- v. Selepas tanda koma (,) dan tanda noktah (.), pelajar perlu meninggalkan satu ruang kosong (1 aksara) sebelum dimulakan dengan perkataan seterusnya.
- vi. Penggunaan istilah dalam Bahasa Inggeris (BI) hendaklah ditandakan *italic* atau dengan '.....' atau diletakkan dalam kurungan (....) bagi membantu pemahaman istilah Bahasa Melayu.
- vii. *Font* yang digunakan adalah jenis *Arial* bersaiz 11, menggunakan perenggan *1.5 spacing* (*one and half spacing*) dan *justify*.



Rajah 2.2 Tetapan penggunaan bentuk aksara (*font*) dan saiz serta *spacing*.

- viii. Penulisan nombor bagi setiap helaian muka surat (*page number*) adalah ditengah-tengah (*Bottom of Pages*) menggunakan format 1, 2, 3, Manakala bahagian-bahagian lain seperti judul, pengesahan pelajar, penghargaan, isi kandungan dan lain-lain hendaklah menggunakan penomboran i, ii, iii..... .

- ix. Penggunaan ayat juga perlulah tepat, padat, mudah difahami dan menggunakan ayat pasif.

Contoh ayat pasif (Gaya penulisan yang **BETUL**)

Bahan yang dihantar ke SEM diperiksa dan kegagalan bahagian dimaklumkan kepada vendor.

Contoh ayat aktif (Gaya penulisan yang **SALAH**)

Saya memeriksa bahan yang dihantar ke SEM dan memaklumkan kegagalan bahagian kepada vendor.

Peringatan!

- i. Penggunaan kata ganti nama seperti 'kami', 'saya', 'kita', 'kamu', 'dia' dan lain-lain adalah tidak dibenarkan dalam penulisan Laporan Latihan Industri.
- ii. Penggunaan kata ganti nama yang dibenarkan adalah seperti 'pelajar', 'pelatih'.

2.2 Panduan *Margin*

Format *margin* setiap muka surat adalah seperti ketetapan yang ditunjukkan di bawah :

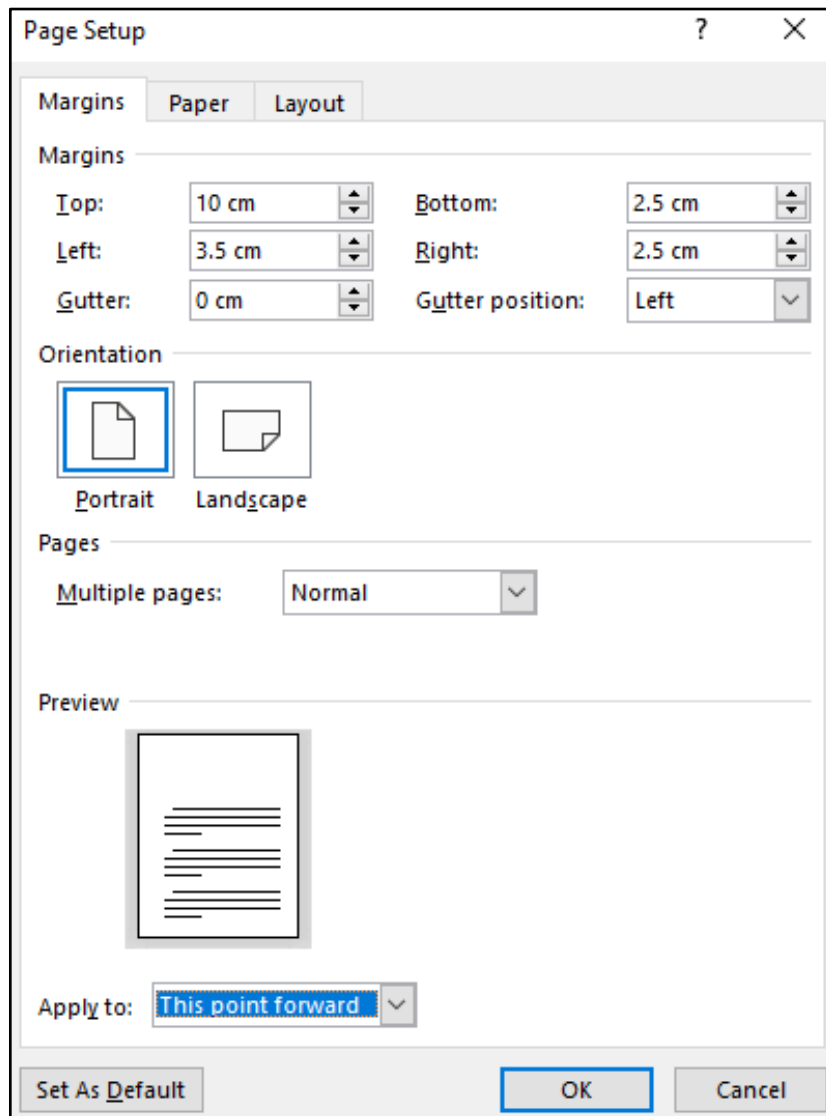
a) Margin muka surat permulaan bagi setiap bab.

10cm dari tepi atas kertas kertas (*Top*)

2.5cm dari tepi bawah kertas kertas (*Bottom*)

3.5cm dari tepi kiri kertas (*Left*)

2.5cm dari tepi kanan kertas (*Right*)



Rajah 2.3 : Format margin muka surat permulaan setiap bab.

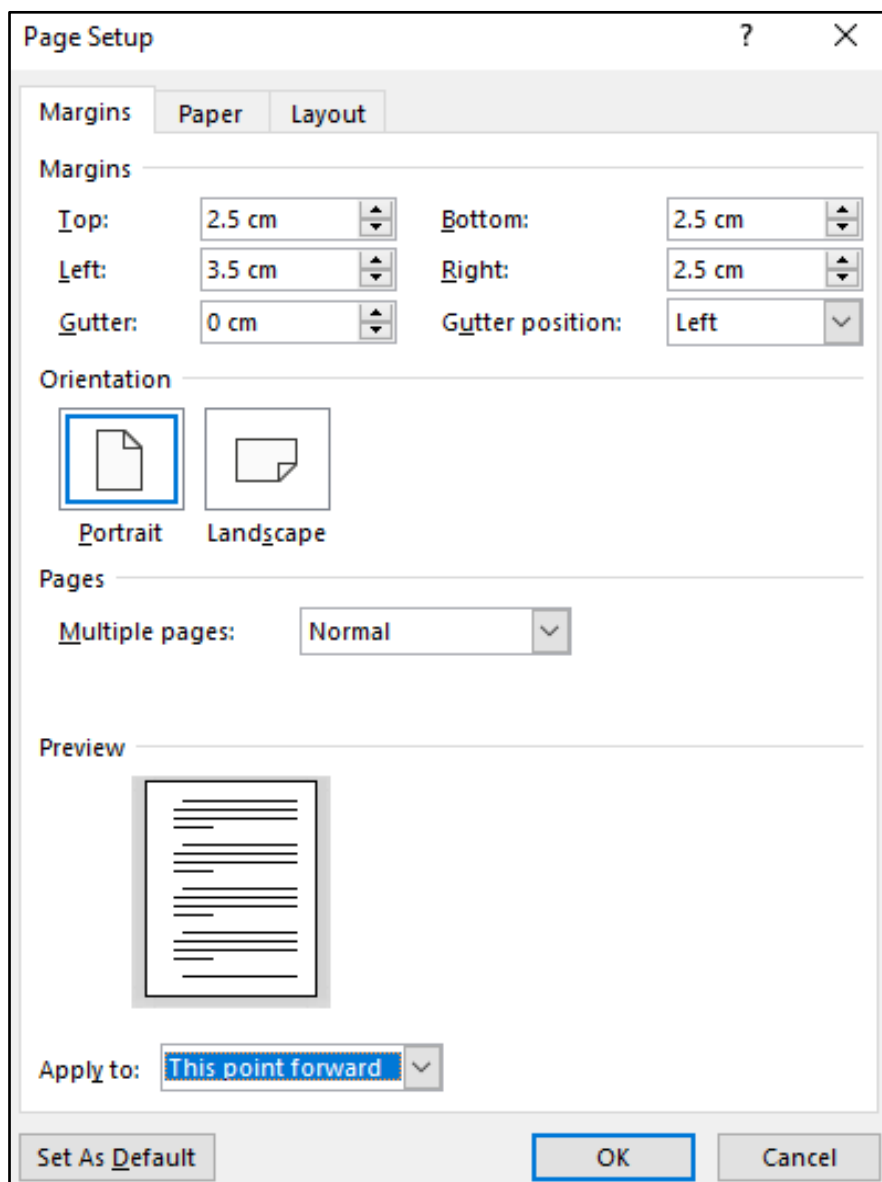
b) Margin selain daripada permulaan setiap bab.

2.5cm dari tepi atas kertas kertas (*Top*)

2.5cm dari tepi bawah kertas kertas (*Bottom*)

3.5cm dari tepi kiri kertas (*Left*)

2.5cm dari tepi kanan kertas (*Right*)



Rajah 2.4 : Format *margin* muka surat selain permulaan setiap bab.

3.0 FORMAT KANDUNGAN LAPORAN LATIHAN INDUSTRI

Format kandungan Laporan Latihan Industri (*Industrial Training Report*) adalah seperti berikut :

3.1 Kandungan Hadapan

- i. Halaman Judul (rujuk Lampiran A)
- ii. Pengesahan Pelajar (rujuk Lampiran B)
- iii. Penghargaan (rujuk Lampiran C)
- iv. Isi Kandungan (rujuk Lampiran D)
- v. Senarai Jadual (rujuk Lampiran E)
- vi. Senarai Rajah (rujuk Lampiran F)
- vii. Senarai Lampiran (rujuk Lampiran G)

ISI KANDUNGAN	
KANDUNGAN	MUKA SURAT
Judul	i - ii
Pengesahan Pelajar	iii
Penghargaan	iv
Isi Kandungan	v - vi
Senarai Jadual	vii
Senarai Rajah	viii
Senarai Lampiran	ix

Rajah 3.1 : Contoh kandungan hadapan Laporan LI pelajar

3.2 Kandungan Bab

- i) Ringkasan Eksekutif
- ii) Bab 1 : Pengenalan dan Latar Belakang Organisasi / Industri Latihan
- iii) Bab 2 : Ringkasan Aktiviti Latihan Industri
- iv) Bab 3 : Laporan Teknikal / Tugas
- v) Bab 4 : Kesimpulan dan Cadangan

RINGKASAN EKSEKUTIF		
BAB 1 PENGENALAN DAN LATAR BELAKANG ORGANISASI / INDUSTRI LATIHAN		
1.1	Pengenalan Latihan Industri	1
1.1.2	Objektif Latihan Industri	2
1.1.3	Objektif Laporan Latihan Industri	2 - 3
1.1.4	Kepentingan Latihan Industri	3 - 4
1.2	Maklumat Organisasi Latihan	5
1.2.1	Latar Belakang Penubuhan Organisasi	5
1.2.2	Sejarah Syarikat	6
1.2.3	Logo Syarikat	6
1.2.4	Visi	6
1.2.5	Misi	7
1.2.6	Objektif	7
1.2.7	Halatuju Organisasi	8
1.3	Aktiviti Organisasi (Core Business)	8
1.3.1	Servis	9
1.3.2	Produk	9 - 12
1.3.3	Kemudahan Syarikat	13
1.4	Carta Organisasi	13

Rajah 3.2 : Contoh (1) kandungan bab laporan LI pelajar

BAB 2	RINGKASAN AKTIVITI LATIHAN INDUSTRI	
2.1	Pengenalan	14 - 15
2.1.1	Jadual Masa Bekerja	15
2.2	Ringkasan Aktiviti Latihan Industri	16 - 19
BAB 3	LAPORAN TEKNIKAL TUGASAN	
3.1	Pengenalan	20
3.2	Skop Aktiviti	21
3.3	Memasukkan <i>Basic Software</i>	21
3.4	<i>Install Wi-Fi Driver</i>	22 - 23
3.5	Menambah <i>RAM</i> pada laptop	24
3.6	<i>Install Windows 10</i>	25
3.7	Memeriksa Dakwat <i>Printer</i> (Epson L3110)	26
3.8	Jual Kepada Pelanggan	27
3.9	Sesi Cabutan Bertuah	28
BAB 4	KESIMPULAN DAN CADANGAN	
4.1	Pengenalan	29
4.2	Pendapat	30
4.3	Penemuan	30
4.4	Cadangan Untuk Syarikat	31
4.5	Cadangan Untuk Pelajar	31
4.6	Kesimpulan	32
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Rajah 3.3 : Contoh (2) kandungan bab laporan LI pelajar

3.3 Ringkasan Kandungan Bab

Kandungan bab laporan wajib disertakan bagi melengkapkan penulisan laporan latihan industri. Penerangan secara ringkas berkenaan kandungan bab adalah seperti berikut.

i) RINGKASAN EKSEKUTIF

- i. Ringkasan Maklumat Latihan
- ii. Skop Tugas Yang Diberikan
- iii. Tugas Yang Telah Dijalankan
- iv. Kesimpulan

Penyediaan kandungan Ringkasan Eksekutif ini adalah terhad kepada **SATU (1)** muka surat di dalam satu perenggan dengan tidak melebihi **300 Patah Perkataan sahaja**.

RINGKASAN EKSEKUTIF
Syarikat Ponterosso Technics Sdn. Bhd ialah sebuah syarikat yang terkenal dengan perkhidmatan membekal dan menyediakan perkhidmatan penyelenggaraan untuk injap. Walau bagaimanapun, syarikat ini telah mengembangkan lagi perkhidmatannya kepada liputan yang lebih besar ke dalam kerja – kerja instrumentasi, sivil & pembinaan, pengendap kebocoran dalam talian paip serta kerja statistik mekanikal. Ibu pejabat syarikat ini terletak di Kemaman Supply Base (KSB), Teluk Kalong Industrial Estate, 24607 Kemaman, Terengganu. Sepanjang menjalani latihan industri di syarikat ini selama 20 minggu bermula 22 ogos Januari 2023 sehingga 06 januari 2024, pelajar diselia oleh Encik Mohd Izzuddin Bin Mohd Dzarif selaku <i>site supervisor</i> di syarikat Ponterosso Technics Sdn. Bhd. Selain itu, skop tugas yang digalas oleh pelajar sepanjang latihan industri ialah sebagai <i>site supervisor</i> (penyelia tapak). Terdapat banyak kerja yang pelajar dapat pelajari semasa menjalani latihan, antaranya ialah menulis <i>site daily report</i>, menjaga jadual servis jentera seperti <i>excavator</i> dan <i>dumper truck</i>, memberi arahan kepada pekerja untuk melakukan sesuatu kerja dan sebagainya. Di samping itu, tugas yang dijalankan oleh pelajar sepanjang menjalani latihan di syarikat ini ialah seperti kerja – kerja menyelia atau memantau sesuatu kerja yang dilakukan oleh pekerja. Antaranya ialah memantau pemasangan cerucuk kepingan (<i>sheetpile</i>), memantau kerja pemasangan kain <i>geotekstil</i> serta pemasangan batu dalam kawasan <i>cofferdam</i>. Kesimpulannya, sepanjang menjalani latihan industri di syarikat Ponterosso Technics Sdb. Bhd, banyak ilmu pengetahuan yang boleh pelajar perolehi dan menambahkan ilmu pelajar yang sedia ada. Selain itu, pelajar juga dapat mengaplikasikan ilmu pengetahuan dan kemahiran pelajar semasa pelajar menjalani sesi pembelajaran di politeknik. Pelajar juga dapat mempelajari dan melihat secara jelas tentang kerja – kerja yang dilakukan di tapak bina. Hal ini demikian kerana, pelajar dapat memahami dengan mudah tentang skop kerja yang dilakukan oleh pelajar. Dengan adanya latihan industri ini, ianya dapat memberikan pengalaman yang sebenar kepada pelajar sebelum menempuh alam pekerjaan kelak.

Rajah 3.4 : Contoh penulisan Ringkasan Eksekutif

ii) BAB 1 : PENGENALAN DAN LATAR BELAKANG ORGANISASI / INDUSTRI LATIHAN

- i. Pengenalan Latihan Industri
- ii. Maklumat Organisasi Latihan
- iii. Jenis Aktiviti Organisasi (*Core Business*)
- iv. Carta Organisasi Tempat Latihan

Maklumat latar belakang organisasi / industri yang merangkumi pengenalan terhadap organisasi, carta organisasi, dan aktiviti organisasi secara ringkas.

(Pelajar dinasihatkan berbincang dengan pengurusan organisasi / industri sebelum menulis maklumat organisasi / industri supaya ia tidak bertentangan dengan dasar organisasi / industri berkenaan)

iii) BAB 2 : RINGKASAN AKTIVITI LATIHAN INDUSTRI

Ringkasan aktiviti Latihan Industri adalah berdasarkan kepada ringkasan atau rumusan latihan serta tugas yang dilaksanakan setiap minggu dari minggu pertama hingga minggu terakhir. Ianya perlu dinyatakan dalam bentuk jadual. Contoh jadual ringkasan aktiviti Latihan Industri adalah seperti di bawah :

MINGGU / TARIKH	TUGASAN
MINGGU 1 2 Julai 2023–7 Julai 2023	- Melapor diri di syarikat North Plan Resources Sdn Bhd dan diperkenalkan kepada semua staf syarikat. - Diberi taklimat pengenalan, keselamatan serta <i>Standard Operating Procedures (SOP)</i> apabila berada di kawasan syarikat. - Membincangkan dengan penyelia iaitu En Abu Bakar bin Osman berkaitan skop kerja yang akan dilaksanakan sepanjang berada di syarikat ini. - Melakukan tinjauan bersama penyelia di lokasi pembinaan. - Merekod aktiviti secara harian di tapak pembinaan ke dalam buku <i>Site Diary Report</i> dan kadar kesiapan kerja dihantar ke Unit Pembinaan syarikat.
MINGGU 2 9 Julai 2023–14 Julai 2023	- Membuat penandaan peg di phase 2B bersama pekerja kontrak syarikat dengan alatan yang telah disediakan. - Menjalankan kerja-kerja <i>levelling</i> untuk (<i>Cut and Fill</i>) bersama Encik Iqbal (QAQC Supervisor) dengan menggunakan alat <i>Dumpy Level</i>. - Mempelajari cara untuk membaca pelan <i>Structural and Architecture</i> untuk pelan Phase 2.
MINGGU 3 16 Julai 2023–21 Julai 2023	- Bersama Encik Iqbal (QAQC Supervisor) membuat <i>Structural Inspection</i> sebelum konkrit dimasukkan. - Merekod aktiviti harian di dalam buku <i>Site Diary Report</i>. - Merekod bilangan pekerja di tapak bina Phase 2. - Mengenal pasti masalah yang dihadapi oleh para pekerja asing (pekerja kontrak)

Jadual 3.1 Contoh penyediaan Ringkasan Aktiviti Latihan Industri

iv) **BAB 3 : LAPORAN TEKNIKAL/TUGASAN**

Bab ini adalah berkaitan dengan penerangan mengenai tugas atau kerja yang telah dipertanggungjawab atau dilaksanakan oleh pelajar semasa Latihan. Pelajar boleh memilih satu tugas utama atau beberapa tugas yang berkaitan. Pelajar hendaklah menerangkan secara terperinci tugas-tugas tersebut dan setiap maklumat yang dilaporkan perlulah disokong dengan teori, jadual, rajah/gambar/ilustrasi yang bersesuaian.

v) **BAB 4 : KESIMPULAN DAN CADANGAN**

Rumusan secara keseluruhan termasuk aspek pembangunan diri dan pengalaman menjalani Latihan Industri di industri / organisasi berkenaan. Selain itu, perlu disertakan dengan cadangan penambahbaikan pelaksanaan tugas di industri.

JADUAL/RAJAH

- i. Semua ilustrasi hendaklah diterangkan secara terperinci. Sebarang ilustrasi selain jadual seperti carta, graf, gambar atau lukisan hendaklah dinyatakan sebagai Rajah. Penomboran bagi jadual/rajah mestilah mengikut turutan seperti berikut:
 - a) Rajah 1, Rajah 2, Rajah 3, dan seterusnya
 - b) Jadual 1, Jadual 2, Jadual 3, dan seterusnya
- ii. Semasa penulisan, pastikan rujukan dibuat kepada setiap jadual/rajah yang dimasukkan dengan menyebut atau memberi penekanan kepada perkara-perkara penting tentang jadual/rajah tersebut. Lihat contoh di sebelah;

“Sepertimana yang ditunjukkan dalam Rajah 1, pergerakan tanah adalah....”
atau “Jadual 2 menunjukkan jumlah.....”

- iii. Sebarang jadual / rajah yang diambil dari sumber lain, nota hendaklah ditunjukkan pada bahagian bawah jadual / rajah tersebut dengan menyatakan punca jadual / rajah tersebut diambil, atau dipetik atau diubahsuai.

LAMPIRAN

Semua lampiran yang disertakan mestilah bersaiz A4 atau A3 sahaja. Bagi saiz A3, ianya hendaklah dilipat dengan betul dan mudah dibuka untuk tujuan penilaian dan ianya hendaklah disusun mengikut turutan. Semua lampiran adalah tidak perlu ditunjukkan nombor mukasurat.

BIBLIOGRAFI / RUJUKAN

Penulisan bibliografi atau rujukan boleh merujuk kepada pernyataan bahan-bahan rujukan yang digunakan semasa penyediaan laporan latihan industri. Format penulisan bibliografi atau rujukan boleh merujuk kepada *American Psychological Association (APA)* atau *Modern Language Association (MLA)*.

Bagi mendapatkan panduan dalam format penulisan bahan-bahan rujukan, pelajar boleh melayari laman sesawang berikut:

- i. <http://www.apastyle.org>
- ii. <http://www.mla.org>

Format penulisan bibliografi / rujukan adalah dengan merujuk bahagian **Lampiran G**.

4.0 FORMAT PENYEDIAAN, PENILAIAN DAN PENGHANTARAN LAPORAN

4.1 PENYEDIAAN LAPORAN

Penyediaan Laporan Latihan Industri (*Industrial Training Report*) adalah dengan penggunaan aplikasi (*Software*) *Microsoft Word* dan wajib mengikut semua format umum serta format kandungan yang telah diberikan.

Setelah laporan ini lengkap, fail laporan ini wajib diubah (*convert*) ke dalam bentuk **SATU (1) Fail PDF** (*Portable Document Format*) sebelum dihantar kepada Pensyarah penilai serta juga dihantar kepada Unit Perhubungan dan Latihan Industri (UPLI) PSMZA.

4.2 PENILAIAN LAPORAN

Untuk makluman, penulisan Laporan Latihan Industri (*Industrial Training Report*) adalah salah satu elemen penilaian yang wajib dilaksanakan dan menyumbang markah yang besar kepada pelajar mengikut kod kursus pelajar. Bagi kod kursus *DUT600610 Engineering Industrial Training* ia menyumbang sebanyak 10% manakala 20% bagi kod kursus *DUT60019 Industrial Training* daripada keseluruhan pemarkahan Latihan Industri (LI).

Aspek penilaian penuh Laporan Latihan Industri yang mengikut kod kursus pelajar diterangkan dengan lebih terperinci seperti dinyatakan di bawah :

i. DUT 600610 Engineering Industrial Training (JKA, JKE & JKM)

- Penilaian Laporan Latihan Industri (*Industrial Training Report*) adalah daripada Pensyarah Penilai di PSMZA ketika sesi penilaian / pembentangan (*presentation*) dilaksanakan. Pelajar wajib menghantar Laporan Latihan Industri kepada Pensyarah Penilai mengikut Jadual Penilaian yang diberikan.

- Borang rubrik penilaian adalah dengan merujuk borang **Appendix E3 (Engineering LI / Institution Evaluation) Section A : Final Report**. Rujuk Lampiran H.

ii. DUT 60019 – *Industrial Training (JTMK)*

- Penilaian Laporan Latihan Industri (*Industrial Training Report*) adalah daripada pihak industri / penyelia industri pelajar. Pelajar wajib menghantar satu salinan kepada pihak industri samada dalam bentuk *hardcopy* ataupun *softcopy* untuk dinilai serta diberi pemarkahan.
- Borang penilaian adalah dengan merujuk borang **Appendix 1 (Evaluation by Industry) Section C : Industrial Training Report**. Rujuk Lampiran I.

4.3 PENGHANTARAN LAPORAN LENGKAP

Semua pelajar hendaklah menghantar Laporan Latihan Industri (*Industrial Training Report*) yang lengkap ke Unit Perhubungan dan Latihan Industri (UPLI) PSMZA dalam bentuk *softcopy* selewatnya pada minggu ke-21 (**ATAU** tarikh yang dimaklumkan oleh UPLI) bagi tujuan semakan, pengesahan tamat dan simpanan.

Pelajar juga diminta untuk menghantar SATU (1) salinan laporan ini kepada pihak Industri / organisasi latihan samada dalam bentuk *hardcopy* atau *softcopy* bergantung kepada keperluan pihak organisasi / industri bagi tujuan simpanan dan semakan.

5.0 PENUTUP

Diharapkan dengan penghasilan Buku Panduan Penulisan Laporan Latihan Industri (*Industrial Training Report*) ini akan dapat membantu serta membimbing para pelajar Latihan Industri (LI) menyediakan satu Laporan Latihan Industri yang kemas, lengkap, berkualiti dan mematuhi format yang telah ditetapkan.

RUJUKAN

- i. Jabatan Pengajian Politeknik. (2013). Garis Panduan Pengurusan dan Kaedah Penilaian Latihan Industri Politeknik Edisi 2013, Kementerian Pengajian Tinggi (KPT), Putrajaya.
- ii. Jabatan Pengajian Politeknik. (2013). Garis Panduan Latihan Industri (Pelajar) Edisi 2013, Kementerian Pengajian Tinggi (KPT), Putrajaya.
- iii. Politeknik Sultan Mizan Zainal Abidin. (2014). Panduan Penulisan Jurnal Refleksi dan Laporan Akhir Latihan Industri, Unit Perhubungan dan Latihan Industri (UPLI), PSMZA.

FORMAT MUKA DEPAN



JABATAN KEJURUTERAAN MEKANIKAL

LAPORAN LATIHAN INDUSTRI

AHMAD SUFIAN BIN SUHAIMI

13DKM16F2034

TELEKOM MALAYSIA BERHAD

JALAN PAK SABAH

23000 DUNGUN

TERENGGANU

SESI 2:2021/2022

HALAMAN JUDUL

LAPORAN AKHIR LATIHAN INDUSTRI

OLEH

AHMAD SUFIAN BIN SUHAIMI

(13DKM16F2034)

DI

TELEKOM MALAYSIA BERHAD

JALAN PAK SABAH

23000 DUNGUN, TERENGGANU

Laporan Akhir Latihan Industri ini dikemukakan kepada

Jabatan Kejuruteraan Mekanikal (JKM)

bagi memenuhi sebahagian syarat penilaian Latihan industri dan penganugerahan

Diploma Kejuruteraan Mekanikal (Mekanikal Am)

POLITEKNIK SULTAN MIZAN ZAINAL ABIDIN (PSMZA)

15 OGOS SEHINGGA 30 DISEMBER 2022

PENGESAHAN PELAJAR**PENGESAHAN PELAJAR**

Laporan Latihan Industri ini adalah hasil usaha dan hasil kerja saya sendiri kecuali pada bahagian-bahagian yang dilampirkan dari sumber-sumber yang dinyatakan.

Tandatangan :
Nama Pelajar : **AHMAD SUFIAN BIN SUHAIMI**
No Pendaftaran : **13DKM16F2034**
Tarikh :

DISAHKAN OLEH :

Tandatangan :
Nama Penyelia :
Nama Organisasi :
Tarikh :
Cap Organisasi :

HALAMAN PENGHARGAAN**PENGHARGAAN**

Assalamualikum W.B.T

Setinggi-tinggi penghargaan diucapkan kepada pengurus, En. Ahmad bin Ali daripada Syarikat HSCBBNH Sdn. Bhd yang telah memberikan bimbingan dan tunjuk ajar sepanjang tempoh menjalani Latihan Industri.

Saya juga ingin merakamkan ucapan terima kasih kepada Unit Perhubungan dan Latihan Industri (UPLI) PSMZA, para pensyarah Jabatan Teknologi Maklumat dan Komunikasi (JTMK) PSMZA yang telah membantu dalam penulisan laporan ini.

Tidak lupa juga teman-teman yang banyak membantu dengan menyiapkan laporan ini.

Sekian, terima kasih

HALAMAN ISI KANDUNGAN**ISI KANDUNGAN**

KANDUNGAN	MUKA SURAT
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B	Pelan Lantai Bangunan

BIBLIOGRAFI / RUJUKAN**BIBLIOGRAFI / RUJUKAN****Cara penulisan rujukan daripada buku**

- i. Panduan Penulisan Jurnal Refleksi dan Laporan Akhir, Unit Perhubungan dan Latihan Industri (UPLI) PSMZA
- ii. Rank, O. (1932). *Psychology and The Soul* (William Turner, Trans.) Philadelphia: University of Philadelphia Press.
- iii. Esnan Ab. Ghani, et.al. (2003) *Oil Palm Fruit Grading Manual*. Selangor: Penerbit MPOB.

Cara penulisan rujukan daripada website

- iv. Hilt, P.J. (1999), February 16). In *Forecasting Their Emotions, Most People Flunk Out*. New York Times. Retrieved November 21, 2000, from <http://www.nytimes.com>.

BORANG RUBRIK PENILAIAN

DUT600610 ENGINEERING INDUSTRIAL TRAINING

APPENDIX E3 INSTITUTION EVALUATION

Lampiran H

DUT600610- ENGINEERING INDUSTRIAL TRAINING
APPENDIX E3 (ENGINEERING LI/ INSTITUTION EVALUATION)KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

Student Name:			
Registration No:		Programme/Polytechnic:	
<u>INSTITUTION EVALUATION</u>			
ENGINEERING INDUSTRIAL TRAINING course will provide students with first-hand experience in an engineering-practice environment in industry. Students will practice their knowledge and skill based on knowledge learned in polytechnic through industry supervision to acquire the craft skill and essential. Students also need to demonstrate their responsibilities and professional ethic, communication, teamwork, and life-long learning skills at the workplace. Please rate the students' performance accordingly to the evaluation form as stated in course learning outcome below:			
Course Learning Outcomes (CLO)	INSTITUTION		Indicator of Programme Learning Outcome (PLO)
	Final Report (Section A)	Presentation (Section B)	
Write a report based on given task accordingly to technical practice (C3/PLO 10)	10% (Report)		PLO 10: Level of communication accordingly to the type of activity perform.
Explain the task by using effective verbal/visual communication skill in performing job requirement (A4/PLO 10)		5% (triangulation of final report & 5% presentation)	
Mark:	10%	10%	
Total Mark:	20% (Institution)		

DUT600610- ENGINEERING INDUSTRIAL TRAINING
APPENDIX E3 (ENGINEERING LI/ INSTITUTION EVALUATION)**SECTION A: FINAL REPORT (10%)**

Please rate students' performance based on attribute and scale below:

		Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Excellence (5)	Score
Write a report based on given task according to technical practice (10%)							
Executive Summary	Summary of four (4) important aspects in final report. Industrial training information, Job scope description, Industrial training experience and conclusion	Unable to derive any aspect/key element of the final report into an abstract.	Able to derive one (1) aspect/key element of the final report.	Able to derive two (2) of important aspect/key element of the final report.	Able to derive three (3) of important aspect/key element of the final report.	Able to derive all important aspects/ key element of the final report.	/5
Introduction & company background	Relate introduction to elements; industrial training information, company background with organization charts and job scope description	Incomplete and does not relate to any element.	Introduction is complete and relate to 1(one) out of 3(three) element.	Introduction is complete and relate to 2(two) out of 3(three) element.	Introduction is complete and relate to all element.	Introduction is complete, well written and relate to all element.	/5
Training summary report	Summary of activities during industrial training consistent to the log book report	Incomplete summary of 20 weeks industrial training activities.	Complete a summary of industrial training activities insufficiently.	Complete a summary of 20 weeks industrial training activities adequately.	Complete a summary of 20 weeks industrial training activities sufficiently.	Complete a summary of 20 weeks industrial training activities extensively.	/5
Technical report	Information of technical task are consistent to the log book report	Incomplete sequence of activities.	Able to explain insufficient sequence of activities.	Able to explain a brief sequence of activities.	Able to explain a clear sequence of activities.	Able to explain a comprehensively clear and sequenced activities.	/5
	Illustration/picture; technique of graphical, illustration or other appropriate method and techniques that are suitable to the technical report explanation	Technical task explanation is without supporting by picture/illustration.	Picture/illustration unrelated to the technical task explanation. Text citation not always present and do not connect to the picture/illustration.	Picture/illustration moderate relate to the technical task explanation. Text citation usually present and identify the picture/illustration.	Picture/illustration mostly relate to the technical task explanation. Each picture/illustration cited in the text and identified.	Picture/illustration relate and complement to technical task explanation. Each picture/illustration cited in the text and identified.	/5
Conclusion and Recommendation	Relate conclusion and recommendations to elements; self-development, job prospect and industrial training experience	Uncompleted and does not relate to any element.	Conclusion is complete and relate to 1(one) out of 3(three) element.	Conclusion is complete and relate to 2(two) out of 3(three) element.	Conclusion is complete and relate to all element.	Conclusion is complete and well written and relate to all element.	/5
TOTAL							/30

SECTION B: PRESENTATION (10%)DUT600610- ENGINEERING INDUSTRIAL TRAINING
APPENDIX E3 (ENGINEERING LI/ INSTITUTION EVALUATION)

Please rate students' performance based on attribute and scale below:

	Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Excellence (5)	Score
Explain the task by using effective verbal/visual communication skill (5%)						
Triangulation of final report & presentation	Presentation are not relevant to the final report information	Presentation inconsistent to the final report information	Presentation are moderate consistent to the final report information	Presentation are consistent to the final report information	Presentation are concise, clear and consistent to the final report information	/5
TOTAL						/5
Explain the task by using effective verbal/visual communication skill (5%)						
Industrial training information (job scope, company profile, daily activities summary and main technical task)	Unable to explain information regarding industrial training.	Ability to explain only one of important information of industrial training.	Ability to explain two (2) of four (4) important information of industrial training.	Ability to explain three (3) of four (4) important information of industrial training.	Ability to explain all important information of industrial training.	/5
Creativity	Ability to prepare a very poor visual aid which is messy and not connect to the speech.	Ability to prepare a poor visual aid which is lack of creativity and not connect to the speech.	Ability to prepare an adequately neat and creative design of visual aid which is connect to the speech.	Ability to prepare mostly neat and creative design of visual aid which is connect to the speech.	Ability to prepare a neat and creative design of visual aid which complement to the presentation.	/5
Interaction	Not able to understand and respond to question.	Ability to understand and answer question but not able accurately answer the question.	Ability to understand and answer to the given question satisfactorily.	Ability to fully understand, respond and make justification to the given question.	Ability to fully understand, respond and make justification to the given question very well.	/5
TOTAL						/15
<i>To be completed by Institution</i>						
Signature :						
Name :						
Designation :						
Date :						
Stamp :						

BORANG RUBRIK PENILAIAN DUT60019 INDUSTRIAL TRAINING

APPENDIX 1 EVALUATION BY INDUSTRY

Lampiran I

INDUSTRIAL TRAINING EVALUATION RUBRICS FORM

INSTRUCTION: PLEASE RATE ITEM BELOW TO REFLECT THE STUDENT'S PERFORMANCE

NAME :				REG. NO. :					
PROGRAMME :									
SECTION A: PERFORMANCE APPRAISAL (35%)									
NO	ITEM/ CRITERIA	CLO	CLS	RATING					SCORE
				(5) <i>Excellent</i>	(4) <i>Good</i>	(3) <i>Satisfactory</i>	(2) <i>Unsatisfactory / Limited</i>	(1) <i>Weak/Very Limited</i>	
1.	PERFORM DUTIES ▪ <i>Apply knowledge and skills to perform task.</i>	1	3a	Excellent knowledge and skills in performing tasks.	Good knowledge and skills in performing tasks.	Made visible with basic knowledge and skills in performing tasks.	Limited made visible with limited knowledge and skills in performing tasks.	Show no visible knowledgeable/ technical skill in performing tasks.	[/ 5]
	Able to use tools/ apply method independently.			Able to use tools/ apply method with minimum supervision.	Able to use tools/ apply method with supervision.	Limited ability to use tools/ apply method.	Very limited ability to use tools/ apply method.	[/ 5]	
2.	SOCIAL AND COMMUNICATION SKILLS ▪ <i>Possess self-confidence, self-awareness and ability to communicate in social context.</i>	2	3b	Displays self-confidence and able to communicate at work effectively, all the time.	Demonstrates self-confidence and able to communicate at work effectively, most of the time.	Demonstrates self-confidence and able to communicate at work, satisfactorily.	Limited self-confidence in doing a task and limited ability to communicate at work.	Not confident in doing a task and not able to communicate at work.	[/ 5]
	Shows excellent ability to communicate at workplace.			Shows good ability to communicate at workplace.	Shows satisfactory ability to communicate at workplace.	Shows limited ability to communicate at workplace.	Does not show ability to communicate at workplace.	[/ 5]	



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



APPENDIX 1
(Evaluation by Industry)

NAME :				REG. NO. :					
PROGRAMME :									
SECTION A: PERFORMANCE APPRAISAL (35%)									
NO	ITEM/ CRITERIA	CLO	CLS	RATING					SCORE
				(5) <i>Excellent</i>	(4) <i>Good</i>	(3) <i>Satisfactory</i>	(2) <i>Unsatisfactory / Limited</i>	(1) <i>Weak/Very Limited</i>	
3.	VALUES, ATTITUDES AND PROFESSIONALISM ▪ <i>Comply with the policies, rules and instruction of the organization, job procedures and/or safety and health regulations.</i>	3	5	Shows excellence compliance with the policies, rules, job procedures, safety and health regulations.	Shows good compliance with the policies, rules, job procedures, safety and health regulations.	Adheres to organizational work policies/ safety rules and procedures with few exceptions.	Often does not meet standards in complying with work policies/ safety rules and/or care of equipment.	Resists established work policies/safety rules and procedures.	[/ 5]
	Shows excellence responsibility, accountability and integrity.			Shows good responsibility, accountability and integrity.	Shows satisfactory responsibility, accountability and integrity.	Shows unsatisfactory / limited responsibility, accountability and integrity.	Shows no responsibility, accountability and integrity.	[/ 5]	
4.	LEADERSHIP AND TEAMWORK ▪ <i>Demonstrate leadership skills and work in teams to perform duties towards goal achievement.</i>	4	3d	Shows clear evidence to demonstrate the ability to take alternate roles as a group leader and a group member.	Shows some evidence to demonstrate the ability to take alternate roles as a group leader and a group member.	Shows minimum evidence to demonstrate the ability to take alternate roles as a group leader and group members.	Shows limited evidence to demonstrate the ability to take alternate roles as a group leader and group members.	No clear evidence of ability to take alternate roles as a group leader and group members.	[/ 5]



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



APPENDIX 1
(Evaluation by Industry)

NAME :				REG. NO. :					
PROGRAMME :									
SECTION A: PERFORMANCE APPRAISAL (35%)									
NO	ITEM/ CRITERIA	CLO	CLS	RATING					SCORE
				(5) <i>Excellent</i>	(4) <i>Good</i>	(3) <i>Satisfactory</i>	(2) <i>Unsatisfactory / Limited</i>	(1) <i>Weak/Very Limited</i>	
5.	DIGITAL SKILLS AND INFORMATION MANAGEMENT ▪ <i>Ability to use and organize relevant information/digital technologies from various sources to complete duties.</i>	5	3c	All important sources are used and organized appropriately.	All important sources are not used and organized appropriately.	Some important sources are used and organized.	Many important sources are not used and organized.	All important sources are not used and not organized.	[/ 5]
6.	CONTINUOUS LEARNING AND ENTREPRENEURIAL SKILLS ▪ <i>Develop enthusiasm for independent learning and self-development. Show entrepreneurial awareness in performing tasks.</i>	6	4	Demonstrates excellent ability and initiative to self-learn.	Demonstrates good ability and initiative to self-learn.	Demonstrates moderate ability and initiative to self-learn.	Limited ability and initiative to self-learn.	Very limited ability and initiative to self-learn.	[/ 5]
				Shows high motivation in self-development with very clear and achievable goals.	Shows good motivation in self-development with clear and achievable goals.	Shows satisfactory motivation in self-development with mediocre, achievable goals.	Shows low motivation in self-development and unclear goals.	Shows very low motivation in self-development and no goals.	[/ 5]
TOTAL									[/ 50]



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



APPENDIX 1
(Evaluation by Industry)

NAME :				REG. NO. :					
PROGRAMME :									
SECTION B: REFLECTIVE JOURNAL/ LOG BOOK (15%)									
NO	ITEM/ CRITERIA	CLO	CLS	RATING					SCORE
				(5) <i>Excellent</i>	(4) <i>Good</i>	(3) <i>Satisfactory</i>	(2) <i>Unsatisfactory / Limited</i>	(1) <i>Weak/Very Limited</i>	
1.	PERFORM DUTIES ▪ <i>Explanation and reflection about work process.</i>	1	3a	Excellent explanation and reflection of work process.	Good explanation and reflection of work process.	Satisfactory explanation and reflection of work process.	Poor explanation and reflection of work process.	Very poor explanation and reflection of work process.	[/ 5]
2.	PERSONAL SKILLS ▪ <i>Organize reflective journal timely and neatly.</i>	4	3d	Produces comprehensive and well-structured reflective journal on time and neat.	Produces a good and well-structured reflective journal on time and neat.	Produces a satisfactory and structured reflective journal but sometimes not on time and neat.	Produces an unsatisfactory reflective journal and rarely on time and untidy.	Produces a poorly written or never submitted any reflective journal.	[/ 5]
3.	DIGITAL SKILLS AND INFORMATION MANAGEMENT ▪ <i>Construct information such as activity/ task, tool, methods/ concept, figures/ flowchart, problems and solutions clearly in daily report.</i>	5	3c	Able to precisely describe activities/ tasks, tools, methods/ concept and figures / flowchart.	Able to describe relevant activities/tasks, tools, methods/ concept and figures / flowchart.	Able to satisfactorily describe activities/tasks, tools, methods/ concept and figures / flowchart.	Able to adequately describe of activities/ tasks, tools, methods/ concept and figures / flowchart.	Irrelevant description of activities/ tasks, tools, methods/ concept and figures / flowchart.	[/ 5]
				Able to identify problems and recommend effective solutions.	Able to identify problems and recommend good solutions.	Able to identify problems and recommend appropriate solutions.	Able to identify problems but not able to recommend solutions.	Unable to identify problems and solutions.	[/ 5]
TOTAL									[/ 20]

NAME :				REG. NO. :					
PROGRAMME :									
SECTION C: INDUSTRIAL TRAINING REPORT (20%)									
NO.	ITEM / CRITERIA	CLO	CLS	RATING					SCORE
				(5) <i>Excellent</i>	(4) <i>Good</i>	(3) <i>Satisfactory</i>	(2) <i>Unsatisfactory / Limited</i>	(1) <i>Weak/Very Limited</i>	
1.	EXECUTIVE SUMMARY	2	3b	Able to derive coherently all important aspect/ key element of the report.	Able to derive four of important aspect/key element of the report.	Able to derive three of important aspect/key element of the report.	Able to derive two aspect/key element of the report.	Unable to derive any aspect/key element of the report.	[/ 5]
2.	INTRODUCTION AND BACKGROUNDS	2	3b	Very significance and depth coverage in: ▪ training objectives; ▪ background of organization; and ▪ history, activities, product or services.	Significance and depth coverage in: ▪ training objectives; ▪ background of organization; and ▪ history, activities, product or services.	Moderate information in: ▪ training objectives; ▪ background of organization; and ▪ history, activities, product or services.	Less significance and depth coverage in: ▪ training objectives; ▪ background of organization; and ▪ history, activities, product or services.	Not significance and depth coverage in: ▪ training objectives; ▪ background of organization; and ▪ history, activities, product or services.	[/ 5]



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



APPENDIX 1
(Evaluation by Industry)

NAME :				REG. NO. :					
PROGRAMME :									
SECTION C: INDUSTRIAL TRAINING REPORT (20%)									
NO.	ITEM / CRITERIA	CLO	CLS	RATING					SCORE
				(5) <i>Excellent</i>	(4) <i>Good</i>	(3) <i>Satisfactory</i>	(2) <i>Unsatisfactory / Limited</i>	(1) <i>Weak/Very Limited</i>	
3.	TRAINING SUMMARY REPORT	5	3c	Details summary of tasks/jobs scope and activity is arranged in an order, clear transition between steps and overall illustration are coherent.	Details summary of tasks/jobs scope and activity is organized reasonably well; there may be minor lapses from logical order, but they do not seriously detract from coherence of illustration.	Details summary of tasks/jobs scope and activity are organized acceptably; there may be some lapses from logical order, but they do not seriously detract from coherence of illustration.	Some attempt to order information has been made, but the sequence is difficult to follow.	There is no apparent order. Writing rambles and/or is confusing to the reader.	[/ 5]
4.	TECHNICAL REPORT (Choose one of main task/ project during industrial training.)	5	3c	Elaboration of the tasks and the use of appropriate tools/ methods are clear with recommended improvement.	Elaboration of the tasks and the use of appropriate tools /methods are clear and well-presented.	Elaboration of the tasks and the use of appropriate tools/ methods are satisfactory.	Elaboration of the task with suitable tool/ method are vague.	Elaboration of the task with suitable tool/ method are not related.	[/ 5]



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



APPENDIX 1
(Evaluation by Industry)

NAME :				REG. NO. :					
PROGRAMME :									
SECTION C: INDUSTRIAL TRAINING REPORT (20%)									
NO.	ITEM / CRITERIA	CLO	CLS	RATING					SCORE
				(5) <i>Excellent</i>	(4) <i>Good</i>	(3) <i>Satisfactory</i>	(2) <i>Unsatisfactory / Limited</i>	(1) <i>Weak/Very Limited</i>	
5.	CONCLUSION	6	4	Able to conclude and evaluate the training outcomes and self development for future career and future education.	Able to conclude and evaluate the training outcomes and with substantial clarity and self development.	Able to conclude and evaluate the training outcomes with moderate clarity.	Able to conclude and evaluate the training outcomes with minimal clarity.	No conclusion on the achievement of training and provide no evaluations on both training outcomes.	[/ 5]
6.	OVERALL, STRUCTURE, ORGANIZATION AND QUALITY	2	3b	The report is well organized and supported with sufficient and relevant information.	The organization of the report is good and supported with substantial evidence.	The organization of the report is good and supported with satisfactory evidence.	The organization of the report is satisfactory with minimal support.	The report is poorly organized and lacked of supporting evidence.	[/ 5]
TOTAL									[/ 30]

Remark/ Noted:

1. CLO = Course Learning Outcomes
2. CLS = Clusters of Learning Outcomes (CLS):
 - (a). CLS 1 = Knowledge & Understanding (b). CLS 2 = Cognitive Skills (c). CLS 3a = Practical Skill (d). CLS 3b = Interpersonal & Communication Skills
 - (e). CLS 3c = Digital & Numeracy Skills (f). CLS 3d = Leadership, Autonomy & Responsibility (g). CLS 4 = Personal & Entrepreneurial Skills
 - (h). CLS 5 = Ethics & Professionalism



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



APPENDIX 1
(Evaluation by Industry)

If this is a quick feedback. Based on students' performance at the workplace, please rate their English proficiency	RATING				
	(5) <i>Excellent</i>	(4) <i>Good</i>	(3) <i>Satisfactory</i>	(2) <i>Unsatisfactory / Limited</i>	(1) <i>Weak/Very Limited</i>
(a) Communication					
(b) Writing					
Comments/recommendations:					
To be completed by Student's Industry Supervisor Name : Position : Date : Signature : Company/organization stamp:					



UNIT PERHUBUNGAN DAN LATIHAN INDUSTRI (UPLI)
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