



DIPLOMA IN ENFORCEMENT MANAGEMENT PRACTICAL POST REPORT GUIDELINES (30%)

General Guidelines

The assignment must be done **INDIVIDUALLY** at the end of the practical training program.

Student must follow all the date lines given and late submission of report regardless of excuses will not be entertained.

All assignment must be typewritten.

Separate chapters with yellow color separator

Please **COMB BIND** together **WITH TRANSPARENT PLASTIC** (front and back) for assignment submission. **DO NOT** use Black Tape OR Stapler for your assignment.

Cover page format (USE LIGHT PURPLE COVER PAPER)

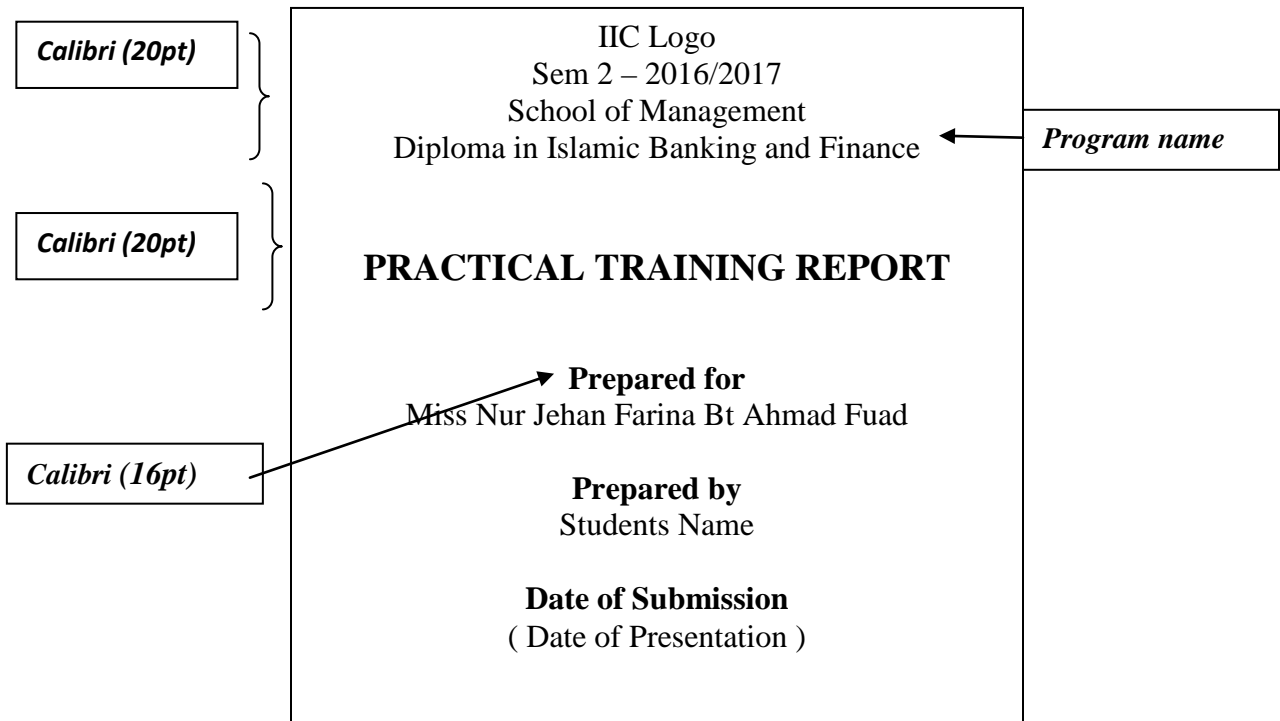


TABLE OF CONTENTS (EXAMPLE FOR REFERENCE)

ITEMS	PAGES
DECLARATION OF SUBMISSION (REFER SAMPLE AT THE LAST PAGE)	i
ACKNOWLEDGEMENTS	ii
TABLE OF CONTENTS.	iii
1.0 INTRODUCTION	1 - 2
2.0) COMPANY BACKGROUND	3 - 6
3.0) TASK AND RESPONSIBILITY	7 - 12
4.0) STANDARD OPERATING PROCEDURES	13-15
5.0) APPLICATION - CONNECTION BETWEEN THEORY AND PRACTICE	16 - 22
6.0) CONCLUSION	28
7.0) RECOMMENDATION	29
REFERENCES (IF ANY)	30
APPENDIXES IN REPORT (TO BE BIND TOGETHER)	31-35
<ul style="list-style-type: none"> i. Copy of acceptance letter ii. Copy of report duty iii. Log Book iv. Photo (Permission must be obtained from company) v. Confirmation from organization to conduct interview vi. Business card of immediate supervisors i. Photos of Activity done by students 	
** Student should not include irrelevant document that is not related to attachment listed above	

Content Format (Please organize your report by order as listed below)

General Format

- Font for Content: Arial 12 for Content AND Arial 14 for all Title
- Spacing: Double Spacing
- Justified
- Page No :Go to Page Number / Select : Bottom of Page / Use Plain Number 2 Style
- Minimum Pages : 25 (Not Including Attachments)
- All items in report must be numbered according to the instructions.

i) Declaration of Submission (1 Page)

- See Appendix for Sample of Declaration of Submission

ii) Acknowledgement (Half Page or Less)

- Find proper wording of sentences in the internet for acknowledgement
- Should not be like a speech of grammy or MTV award!
- Be specific ex: a thank you note to Allah swt, Lecturers, Team Members, Family

iii) Table of Contents

- Centralized your title
- Centralized page number
- Must be typewritten
- All title and subtitle must be included and pages must be aligned with paging at Table of Contents

1.0) Introduction (Maximum 2 Pages)

- introduction on objective or expectation from the practical training

2.0) Background of company (Maximum 3 Pages)

- Introduction of the company such as the history and nature of business
- Staff organization structure and number of employees engaged in various works
- General comments on the company such as facilities and amenities for staff

3.0) Task and Responsibility (Maximum 6 Pages)

- Explain all the task and responsibility performed.
- You may divide this section to 2 parts which are routine sections and special task together with problems encountered and problems solved
- Any special event involved
- Skills obtained throughout practical training day

**4.0) Standard operating procedure (SOP) (not limited to your department but overall)
(Maximum 2 pages with chart and explanation)**

- SOP stands for standard operation procedure specific to operation that describe the activities necessary to complete tasks in accordance with industry regulations, or even just company own standards for running of business. Any document that is a "how to" falls into the category of procedures.
- For this section, students are required to obtain information from your Supervisor - any 1-2 common SOP that involves Practical Training student
- For example, student may ask the SOP of hiring employee / SOP of Customer services/ SOP of budget release/ SOP of coordination of event or any other relevant information in relation to SOP

5.0) Application (Most Important Part) (Minimum 8 Pages Onwards) - Solid content will lend students good marks

- Making connections between theoretical principles learned at College and your own experience and observations of the real and practical application of the law in action.
- In which you may reflect on how the practical training has influenced your view and/or understanding of the law in action.
- For example, you may wish to make an assessment of the operation of formal rules of law, or of the legal system, or of the roles and behaviour of the legal profession, or on ethical issues. You should include your observations on the connections/gaps between the law in theory and the law in practice.
- The process is to sharpen your powers of observation and awareness of the ways in which the legal system operates, clarifies aspects of theoretical knowledge, and encourages critical thinking. This process also enables you to reflect on and review your own responses to situations where you have to make value choices in professional situations. .

6.0) Conclusion (Maximum 1-2 pages)

- Summarize in short the benefit of going for practical training and your overall experience

7.0) Recommendation (Maximum 1-2 pages)

- Provides your recommendations and suggestions towards the organization or practical training process or conduct as a whole
- Please make sure that your recommendation is related to what you have learn and experience in the organization
- Be critical and provide suggestion from the view of Diploma in Islamic Banking and Finance expert.

8.0) References (if any)

- Use APA formatting for any citation
-

Book Basic form, single author	Baxter, C. (1997). <i>Race equality in health care and education</i> . Philadelphia: Ballière Tindall.
Publication, private organization: Basic form	Swift, A. C. (1985). <i>Determining our children's future</i> (Report no. 12). Milwaukee: Child Care of Wisconsin.
Web site	[According to APA, an entire Web site may be cited in the text but is not included in the reference list. See http://www.apastyle.org/faqs.html]

9.0) Appendixes in Report (To be bind together)

- ii. Copy of acceptance letter
- iii. Copy of report duty
- iv. Log Book
- v. Photo (Permission must be obtained from company)
- vi. Business card of immediate supervisors
- vii. Photos of Activity done by students

Sample of Submission Declaration

(Kindly Retype this section and put it according to the page guideline)

CANDIDATE'S DECLARATION

I declare that the work in this report was carried out in accordance with the regulations of International Islamic College. It is original and is the result of my own work, unless otherwise or acknowledged as referenced work. This topic has not been submitted to any other academic institution or non-academic institution for any other degree of qualification.

In the event that my report is found to violate the conditions mentioned above, I voluntarily waive the right of conferment of my final marks and agree to be subjected to the disciplinary rules and regulation of International Islamic College.

Name of Candidate	(Your Name)
Candidate ID No	(Matric No)
Programme	(Diploma in _____)
School	School of Management
Title	Practical Training Report
Signature of Candidate
Date	