

# **INDUSTRIAL TRAINING GUIDELINES (PTD3231)**

**SCHOOL OF MANAGEMENT**

**INTERNATIONAL ISLAMIC COLLEGE**

## **1.0 OVERVIEW OF INDUSTRIAL TRAINING**

### **1.1 Introduction**

Industrial Training program provides pre-professional work experience with specific assignments and responsibilities. An Industrial 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 Industrial Trainings help students make informed decisions and improve their marketability after graduation.

### **1.2 Objectives of the Industrial Training**

The objectives of the Industrial 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 college 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 college to benefit the organizations.
- To train and prepare students with knowledge and skills requirements of current and future office environment

### **1.3 Attachment Arrangement**

To fulfill the industrial training requirement, the students MUST undergo EIGHT (8) weeks training at the organization.

To fulfill the course requirement, students should involve in office related work during their training. This might include areas such as

- A) Administrative Department, Human Resource, Management And The Like (DMS )
- B) Marketing, Event (DMM )
- C) Banking, Finance, Takaful, Zakat (DBF)

### **1.4 Attachment Confirmation**

Students need to confirm the place of their training not less than TWO (2) weeks before the training begins.

The confirmation of the industrial training attachment is done once the student submits the acceptance letter and the offer letter from the relevant organization to the School.

### **1.5 Report Duty at the Training Placement**

Students are required to report at the relevant organization as directed in the attachment/offer letters. Usually the training starts in the first week of a new normal semester begin.

## **1.6 Change of Training Placement**

Students are NOT ALLOWED to change their training placement once confirmation has been made. 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 School will be considered as disobeying the regulation/industrial training ethics and will be barred from undergoing the training and consequently be ordered to repeat the industrial training in the following semester.

## **1.7 Ethical Conduct during the Training**

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

### **1.7.1 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 IIC 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 industrial training period, in line with the requirement of the rules and regulations of the organization the students are attached to.
- IIC regulations are enforced upon students throughout the duration of the training.

### **1.7.2 Attendance/Absence**

Every student must make him/her available throughout the working hours as specified by their training placement. Students must also follow the rules and regulation pertaining attendance ordered by the company.

### **1.7.3 Weekly Log Report**

Students have to fill in their weekly 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 industrial training report. Students must also bring along the log report to the training everyday and obtain weekly employer/supervisor signature.

### **1.7.4 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.

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

## 1.8 Assessment

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

No	Item	Percentages
1	Company Supervisor Evaluation	40%
2	Course Assessments i) Practical Training Report ( 30% ) ii) Presentation ( 25% ) iii) Log Book ( 5 %)	60%
<b>TOTAL</b>		<b>100%</b>

The organization/company should give a feedback by using Form IIC/SOM/PT-14.

Every student must submit the industrial training report together with the log book to the academic supervisor on the day of presentation.

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

Failure to submit the deliverables (industrial training report, weekly log report, presentation, assessment forms) within the semester registered will cause the student to fail the subject.