

ISO 21001:2018



PTSS – PK – PPP – 07

**PERANCANGAN DAN PELAKSANAAN
LATIHAN INDUSTRI**

**PEMILIK PROSES : PEGAWAI PERHUBUNGAN
DAN LATIHAN INDUSTRI**
DILULUSKAN OLEH : PENGARAH
TARIKH KELULUSAN : 1 OKTOBER 2024
NO. SALINAN :

**DOKUMEN
TERKAWAL**

 <p>POLITEKNIK MALAYSIA TUANKU SYED SIRAJUDDIN</p>	<p>PTSS-PK-PPP-07 Perancangan dan Pelaksanaan Latihan Industri</p>	Keluaran	01
		Pindaan	01
		Tarikh Berkuatkuasa	01 OKTOBER 2024

1.0 OBJEKTIF

Prosedur ini dibangunkan untuk memastikan perancangan dan pelaksanaan latihan industri berjalan dengan lancar dan berkesan untuk mendedahkan pelajar kepada alam pekerjaan.

2.0 SKOP

Prosedur ini meliputi proses merancang, memohon, menempat, menyelia dan menilai latihan industri pelajar bagi program sijil dan program diploma. Prosedur ini digunapakai oleh Pegawai Perhubungan dan Latihan Industri, Penyelaras Latihan Industri Jabatan dan pensyarah-pensyarah berkaitan.


3.0 RUJUKAN

- 3.1 Profil Politeknik Tuanku Syed Sirajuddin
- 3.2 Garis Panduan Pengurusan dan Kaedah Penilaian Latihan Industri Politeknik
- 3.3 Garis Panduan Latihan Industri (Pelajar) Jabatan Pendidikan Politeknik
- 3.4 Garis Panduan Menjalani Latihan Industri Luar Negara Politeknik Kementerian Pendidikan Malaysia
- 3.5 Garis Panduan Penerbitan Kreatif Laporan Akhir Latihan Industri Jabatan Pendidikan Politeknik
- 3.6 *PTSS Industrial Training Guideline*
- 3.7 *Industrial Training Guideline Industry Partner*
- 3.8 Arahan-arahan Peperiksaan dan Kaedah Penilaian
- 3.9 Dasar Latihan Industri Institut Pengajian Malaysia

	PTSS-PK-PPP-07 Perancangan dan Pelaksanaan Latihan Industri	Keluaran	01
		Pindaan	01
		Tarikh Berkuatkuasa	01 OKTOBER 2024

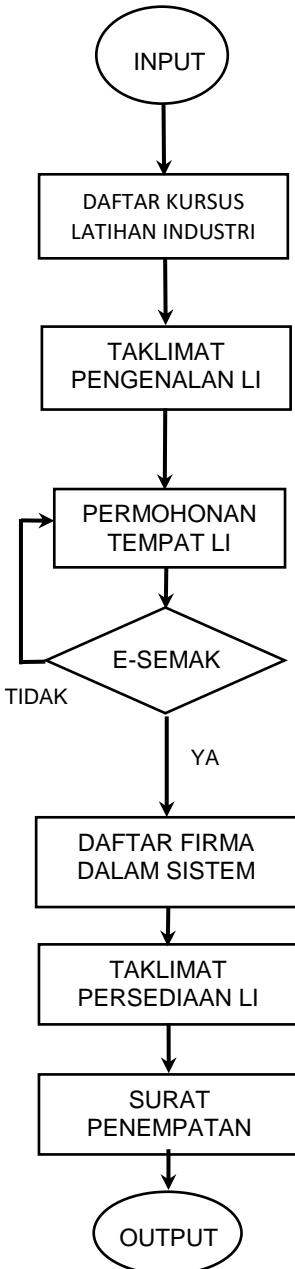
4.0 DEFINISI

LI	<u>Latihan Industri</u> adalah kursus yang wajib diikuti oleh setiap pelajar dan merupakan sebahagian daripada kurikulum politeknik. Setiap pelajar wajib lulus latihan industri sebelum dianugerahkan sijil atau diploma politeknik.
KUPLI	<u>Ketua Unit Perhubungan dan Latihan Industri</u> ialah pegawai yang dilantik untuk mengetuai UPLI.
PPLI (P)	<u>Pegawai Perhubungan dan Latihan Industri (Perhubungan)</u> adalah pegawai yang dilantik untuk menguruskan perhubungan industri.
PPLI (L)	<u>Pegawai Perhubungan dan Latihan Industri (Latihan)</u> adalah pegawai yang dilantik untuk menguruskan latihan industri.
PLIJ	<u>Penyelaras Latihan Industri Jabatan</u> ialah pensyarah yang dilantik oleh Ketua Jabatan sebagai mewakili jabatan masing-masing dalam urusan kursus latihan industri pelajar, yang diketuai oleh KPLIJ (Ketua Penyelaras Latihan Industri Jabatan).
UPLI	<u>Unit Perhubungan dan Latihan Industri</u> ialah unit yang bertanggung jawab untuk merancang, melaksana dan menilai kursus Latihan Industri.
Pensyarah Pemantau	Pensyarah yang telah dilantik untuk mengadakan lawatan pemantauan pelajar yang sedang menjalani LI di firma.
Pensyarah Penilai	Pensyarah yang dilantik untuk menjalankan sesi penilaian pelajar tamat LI.

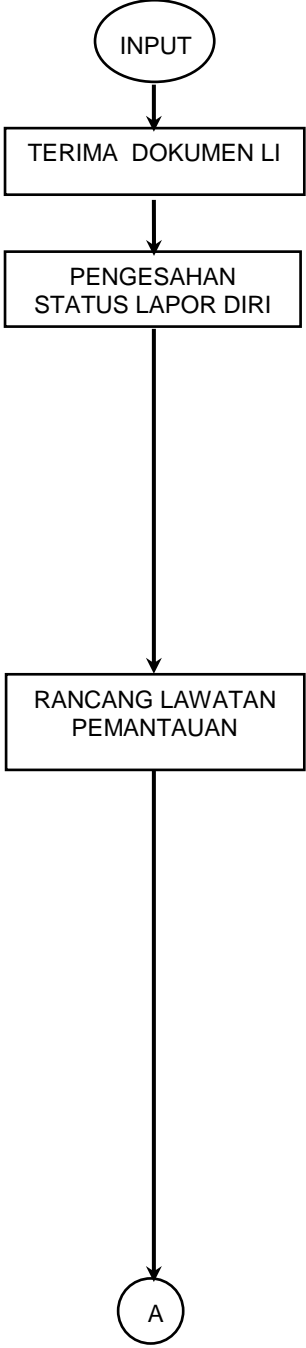
	PTSS-PK-PPP-07 Perancangan dan Pelaksanaan Latihan Industri	Keluaran	01
		Pindaan	01
		Tarikh Berkuatkuasa	01 OKTOBER 2024

5.0 PROSEDUR KERJA

A. PROSES PERMOHONAN TEMPAT LATIHAN INDUSTRI

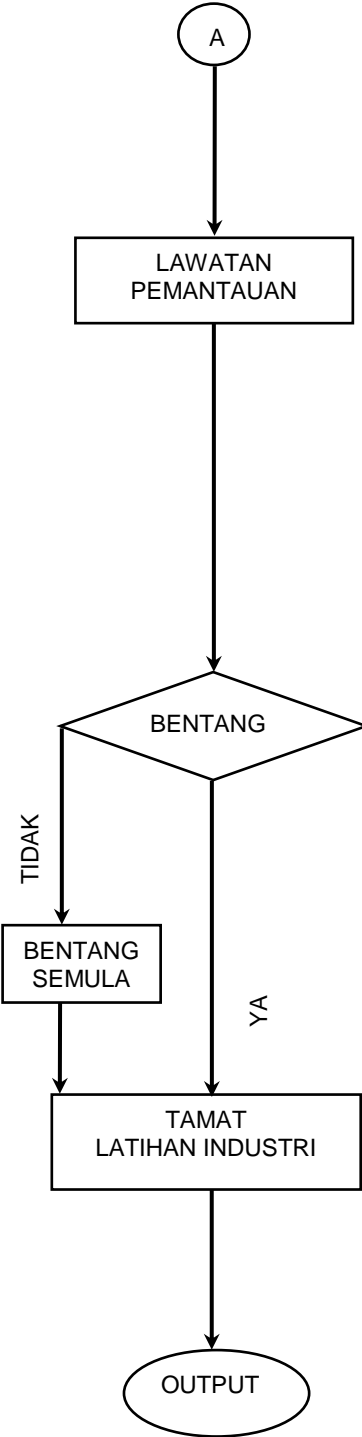
CARTA ALIR	PERINCIAN	T/JAWAB	REKOD
	Sumber Input : 1. Pelajar yang akan menjalani LI 2. Memastikan pelajar yang layak menjalani LI sahaja	PA/PLIJ/Unit Peperiksaan	SPMP
	3. Menerima pendaftaran pelajar yang akan menjalani LI. 4. Mendaftar pelajar yang akan menjalani LI dalam sistem pangkalan data.	PPLI(P) PLIJ	Google drive e-semak SPMP/Google drive e semak
	5. Memberi taklimat kepada pelajar berkenaan tatacara memohon tempat LI.	KUPLI/ PPLI(L)	
	6. Menyediakan Surat Permohonan penempatan LI. 7. Menerima jawapan dari firma dan merekod maklumat tempat LI ke dalam sistem pangkalan data.	PPLI(L)/ PT PPLI(L)/ PT	1. Surat Permohonan 2. Borang Jawapan/ Google drive e-semak
	8. Mengemaskini status jawapan dari firma. 9. Jika permohonan ditolak, ulang langkah 6.	KUPLI/ PPLI(L)/ PPLI(P)/ PT	Google Drive e-semak
	10. Jika permohonan diterima, mengesahkan pendaftaran firma oleh pelajar dalam sistem pangkalan data.	PLIJ	SPMP
	11. Memberi taklimat Persediaan LI	KUPLI/ PPLI(L)/ PPLI(P)	
	12. Menghantar surat penempatan dan senarai nama pelajar kepada firma berkenaan.	PPLI(P)/ PT	Surat Penempatan
	Pengguna Output: 1. Firma 2. Pelajar		

B. PROSES MENJALANI LATIHAN INDUSTRI

CARTA ALIR	PERINCIAN	T/JAWAB	REKOD
 <pre> graph TD INPUT((INPUT)) --> TERIMA[TERIMA DOKUMEN LI] TERIMA --> PENGESAHAN[PENGESAHAN STATUS LAPOR DIRI] PENGESAHAN --> RANCANG[RANCANG LAWATAN PEMANTAUAN] RANCANG --> A((A)) </pre>	<p>Sumber Input: 1. Pelajar</p>		
	<p>1. Menerima Kad Pengesahan Lapor Diri dan Kad Maklumat Pelajar Semasa Latihan daripada pelajar.</p>	PPLI(L)/ PPLI(P)/ PT	Google Drive
	<p>2. Mengesahkan status lapor diri dalam sistem pangkalan data.</p>	PPLI(L)/ PPLI(P)	SPMP
	<p>3. Merancang aktiviti pemantauan LI dengan melakukan perkara berikut: a. Mengenalpasti bilangan organisasi dan bilangan pelajar yang akan dipantau. b. Menyediakan anggaran belanjawan lawatan pemantauan. c. Memohon nama pensyarah pemantau daripada Ketua Jabatan Akademik. d. Menyediakan surat perlantikan pensyarah pemantau LI. e. Mengadakan taklimat pemantauan kepada pensyarah pemantau.</p>	PPLI(P) PPLI(P) KUPLI PPLI(L) KUPLI	Surat Perlantikan Pensyarah Pemantau Surat Makluman Lawatan
	<p>4. Menyediakan maklumat lawatan berdasarkan nama dan alamat organisasi yang diterima: a. Nama dan alamat firma b. Nama Pelajar c. Nombor telefon organisasi d. Pensyarah pemantau yang bertanggungjawab e. Bilangan firma yang perlu dilawati</p>	PPLI(P)	
	<p>5. Menyediakan jadual lawatan pemantauan</p>	Pensyarah Pemantau	
<p>6. Menyediakan dan menghantar surat makluman lawatan pemantauan LI kepada firma.</p>	PT		

	PTSS-PK-PPP-07 Perancangan dan Pelaksanaan Latihan Industri	Keluaran	01
		Pindaan	01
		Tarikh Berkuatkuasa	01 OKTOBER 2024

C. PROSES PENILAIAN LATIHAN INDUSTRI

CARTA ALIR	PERINCIAN	T/JAWAB	REKOD
 <pre> graph TD A((A)) --> B[LAWATAN PEMANTAUAN] B --> C{BENTANG} C -- TIDAK --> D[BENTANG SEMULA] C -- YA --> E[TAMAT LATIHAN INDUSTRI] D --> E E --> F((OUTPUT)) </pre>	<ol style="list-style-type: none"> Membuat lawatan pemantauan ke firma dengan melakukan perkara berikut : <ol style="list-style-type: none"> Memohon firma mengisi borang (Appendix 2- DUT40110 & SUL40110), (Appendix 1- DUT60019), dan (Appendix E1 – DUT600610) Borang Penilaian oleh Pensyarah Pemantau (Appendix 3- DUT40110 DAN SUL40110) (Appendix 2- DUT60019) dan (Appendix E2 - DUT600610) Menyemak dan menandatangani Jurnal Refleksi Pelajar. Menyediakan laporan lawatan pemantauan dan menyerahkan kepada PPLI. Mengambil tindakan susulan pemantauan ke atas mana-mana perkara yang tidak memenuhi keperluan berdasarkan daripada laporan yang diterima. 	<p>PELAJAR/ FIRMA/ PLIJ/PPLI</p> <p>PENSYARAH PEMANTAU</p> <p>KUPLI/ PPLI (P)</p>	<ol style="list-style-type: none"> Observation Form (Appendix 3) Evaluation by Institution (Appendix 2) Engineering LI/Visiting Lecturer Evaluation (Appendix E2)
	<ol style="list-style-type: none"> Pembentangan akhir dan penilaian laporan akhir bagi pelajar-pelajar DUT600610, DUT40110 dan SUL40110 sahaja Menghebahkan pendaftaran tamat LI Menerima surat pengesahan tamat LI, borang penilaian prestasi daripada firma. (Rujuk Garis Panduan Pengurusan dan Kaedah Penilaian Latihan Industri Politeknik) <p>Pengguna OUTPUT :</p> <ol style="list-style-type: none"> Pelajar Firma 	<p>PLIJ/ PENSYARAH PENILAI</p> <p>KUPLI/ PPLI(P)</p> <p>KUPLI/ PLIJ/ PPLI(L)/ PPLI(P)/ PT</p>	<p>Appendix E3- DUT600610, Appendix 4- DUT40110 dan Appendix 5- DUT40110 dan SUL40110</p> <p>Google site</p> <p>(Appendix 1 & Appendix 2 - DUT40110 dan SUL40110) (Appendix 1 - DUT60019) (Appendix E1- DUT600610)</p>

	PTSS-PK-PPP-07 Perancangan dan Pelaksanaan Latihan Industri	Keluaran	01
		Pindaan	01
		Tarikh Berkuatkuasa	01 OKTOBER 2024

6.0 REKOD KUALITI

Bil.	Jenis Rekod	Tempoh Simpanan	Lokasi	Lampiran
1	Surat Permohonan Tempat LI	1 semester	Pejabat LI	
2	Borang Jawapan Tempat LI	1 semester	Pejabat LI	
3	Kad Pengesahan Lapor Diri & Kad Maklumat Pelajar	1 semester	Pejabat LI	
4	Surat Perlantikan Pensyarah Pemantau	1 semester	Pejabat LI	
5	Surat Makluman Lawatan	1 semester	Pejabat LI	
6	Jadual Analisis Pencapaian Objektif LI / Laporan	1 semester	Pejabat LI	1
7	DUT40110 SUL40110 a) Practical Task Form	1 semester	Pejabat LI	Appendix 1
	b) Reflective Journal Form	1 semester	Pejabat LI	Appendix 2
	c) Observation Form	1 semester	Pejabat LI	Appendix 3
	d) Industrial Training Final Report Form	1 semester	Pejabat LI	Appendix 4
	e) Presentation Form	1 semester	Pejabat LI	Appendix 5

	PTSS-PK-PPP-07 Perancangan dan Pelaksanaan Latihan Industri	Keluaran	01
		Pindaan	01
		Tarikh Berkuatkuasa	01 OKTOBER 2024

REKOD KUALITI

Bil.	Jenis Rekod	Tempoh Simpanan	Lokasi	Lampiran
8	DUT60019 a) Performance Appraisal Form	1 semester	Pejabat LI	Appendix 1
	b) Reflective Journal Form	1 semester	Pejabat LI	Appendix 1
	c) Industrial Training Final Report Form	1 semester	Pejabat LI	Appendix 1
	d) Presentation Form	1 semester	Pejabat LI	Appendix 2
	e) Student ProgressForm	1 semester	Pejabat LI	Appendix 2
9	DUT600610 a) Industrial Evaluation Form	1 semester	Pejabat LI	Appendix E1
	b) Visiting Lecturer Evaluation Form	1 semester	Pejabat LI	Appendix E2
	c) Institution Evaluation Form	1 semester	Pejabat LI	Appendix E3

JADUAL ANALISIS PENCAPAIAN OBJEKTIF LATIHAN INDUSTRI

SESI: _____

A. KEPUTUSAN PELAJAR YANG MENJALANI LATIHAN INDUSTRI

BIL	JABATAN	JUMLAH PELAJAR	STATUS PELAJAR				GRED KEPUTUSAN LULUS					
			KESELURUHAN PELAJAR LULUS		KESELURUHAN PELAJAR GAGAL		LULUS BIASA		KEPUJIAN		CEMERLANG	
			BIL	%	BIL	%	BIL	%	BIL	%	BIL	%
1	KEJURUTERAAN ELEKTRIK											
2	KEJURUTERAAN MEKANIKAL											
3	PERDAGANGAN											
4	PELANCONGAN & HOSPITALITI											
5	REKABENTUK DAN KOMUNIKASI VISUAL											
6	TEKNOLOGI MAKLUMAT & KOMUNIKASI											
JUMLAH												

Ulasan tentang pencapaian objektif LI (mencapai / tidak mencapai) dan cadangan-cadangan penambahbaikan:

B. PEMANTAUAN LI (PELAJAR PTSS)

Bil.		Jumlah	Keputusan Pemantauan	
			Jumlah dipantau	Peratus Pemantauan
1	Keseluruhan Pelajar			
2	Keseluruhan Organisasi			
JUMLAH				

C. PEMANTAUAN LI (ZONING)

Bil.		Jumlah	Keputusan Pemantauan	
			Jumlah dipantau	Peratus Pemantauan
1	Keseluruhan Pelajar			
2	Keseluruhan Organisasi			
JUMLAH				

Ulasan tentang pencapaian objektif penyeliaan (mencapai / tidak mencapai) dan cadangan-cadangan penambahbaikan:

(Tandatangan KUPLI)
Cop dan Tarikh

(Gunakan lampiran jika ruangan tidak mencukupi)



INSTRUCTION: Please rate each item below to reflect student's performance.

NAME	REG.NO	PROGRAMME	RATING				
			Excellent	Good	Average	Below average	Un satisfactory
No	Item	CLO*	5	4	3	2	1
A	TECHNOLOGY LITERACY <i>(Perform hands-on tasks, usage of tools and equipment, adopt a variety of technologies, apply the knowledge gained to perform task, show development in knowledge and skills and/or think creatively and critically)</i>	1					
B	EFFECTIVE COMMUNICATION <i>(Ability to acquire and understand information, carry out instructions, analyze linear and non-linear information, show appropriate non-verbal communication, communicate with employees at all levels and/or have basic negotiation skills)</i>	2					
C	TEAMWORK <i>(Show positive personality traits, participate actively as a member of the team, carry out tasks in appropriate situations and/or build and maintain good relationships within the team)</i>	3					
D	POLICIES, PROCEDURES AND REGULATIONS <i>(Comply with the policies and rules of the organization, job procedures and/or safety and health regulations)</i>	4					
E	PROFESSIONAL ETHICS <i>(Report handed-in on time and verified by the supervisor, work independently with minimum supervision, attendance, punctuality and/or solve problems by taking the right action)</i>	4					
F	REPORTING <i>(Present ideas and views and/or task reporting (Reflective Journal))</i>	5					
TOTAL							

*CLO = Course Learning Outcome. Kindly refer to Industrial Training Guideline (Industry Partner) for details.

Comments/recommendations

By 18th week of training, student must return the completed form (APPENDIX 1 & 2) to:

**UNIT PERHUBUNGAN & LATIHAN
INDUSTRI**

Politeknik Tuanku Syed Sirajuddin
Pauh Putra,
02600 Arau,
Perlis.

fax
04-9886245

e-mail
upli@ptss.edu.my

To be completed by Student's Supervisor

Name :

Position :

Date :

Signature :

Company/organization stamp:

INSTRUCTION: Please rate each item below to reflect student's performance.

NAME						
REG. NO						
PROGRAMME						
CRITERIA	CLO*	SCORE				MARKS
		4	3	2	1	
Content's structure a) Daily Activities (i)The writing format includes: <ul style="list-style-type: none"> • Task • Equipment • Issues /challenges • Solutions • Figures/ Flowchart 	1	Show extremely good understanding of the task	Show good understanding of the task	Show satisfactory understanding of the task	Lack understanding of the task	[/4]
		Relevant use of figure and flowchart	Satisfactory use of figure and flowchart	Adequate use of figure and flowchart	irrelevant use of figure and flowchart	[/4]
		Able to identify, analyze problems and recommend effective solutions	Able to identify, analyze problems and recommend good solutions	Able to identify, analyze problems and recommend appropriate solutions	Cannot identify, analyze problems and recommend solutions	[/4]
Content's structure a) Daily Activities (ii)Work Process	4	Develop and organize work process well and creatively	Develop and organize work process well	Develop and organize work process satisfactorily	Develop and organize work process unsatisfactorily	[/4]
Content's structure b) Reflection	5	Relevant response to the task	Satisfactory response to the task	Adequate response to the task	irrelevant responses to the task	[/4]
Language	5	Meaning is very clear.	Meaning comes across clearly.	Meaning may be occasionally unclear but not incomprehensible.	Meaning is often unclear and incomprehensible.	[/4]
		Very appropriate and varied terminology.	Reasonably appropriate and varied terminology.	Modestly appropriate terminology but these are mainly simple.	Inappropriate terminology and no variety.	[/4]
Verification/Checking/ Monitoring	4	Verified by the supervisor and report always handed in on time	Verified by the supervisor and report seldom handed in on time	Verified by the supervisor and report rarely handed in on time	Verified by the supervisor and report never handed in on time	[/4]
<i>*CLO = Course Learning Outcome. Kindly refer to Industrial Training Guideline (Industry Partner) for details.</i>						Total Marks [/32]

By 18th week of training, student must return the completed form (APPENDIX 1 & 2) to:

UNIT PERHUBUNGAN & LATIHAN INDUSTRI
Politeknik Tuanku Syed Sirajuddin
Pauh Putra,
02600 Arau,
Perlis.

Fax
04-9886245
e-mail
upli@ptss.edu.my

To be completed by Student's Supervisor

Name :
Position :
Date :
Signature :
Company/organization stamp:



INSTRUCTION: Please rate each item below to reflect student's performance.

NAME	REG. NO	PROGRAMME	RATING				
			E	G	A	B	U
No	Item	CLO	5	4	3	2	1
A EFFECTIVE COMMUNICATION			2				
1	Access information in the form of verbal and written communication						
2	Show appropriate non-verbal communication						
B POLICIES, PROCEDURES AND REGULATIONS			4				
1	Comply with the rules of the organization						
2	Understand the job procedures						
3	Health and safety awareness						
C PROFESSIONAL ETHICS			4				
1	Report handed-in on time and Verified by the supervisor						
2	Perform task in various situations						
3	Responsible behavior						
4	Accountability and integrity						
5	Ethics and protocols						
6	Time management						
7	Awareness of current issues						
D REPORTING			5				
1	The reflective journal report is written accordingly to the undertaken activities						
2	The reflective journal is updated daily						
3	The Reflective journal is written clearly and neatly						
Total Score							

Grand total: /75

Lecturer's comment:

LECTURER'S NAME :
 POSITION :
 DATE OF OBSERVATION :
 STAMP :

**Company/organization
stamp:**

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]
	▪ <i>Use tools and/or method, and adopt a variety of technologies at the workplace.</i>			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]	



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 <ul style="list-style-type: none"> Comply with the policies, rules and instruction of the organization, job procedures and/or safety and health regulations. 	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]
	<ul style="list-style-type: none"> Demonstrate professional ethics in the aspects of responsibility, accountability and integrity. 			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 <ul style="list-style-type: none"> Demonstrate leadership skills and work in teams to perform duties towards goal achievement. 	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]



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 <ul style="list-style-type: none"> Ability to use and organize relevant information/digital technologies from various sources to complete duties. 	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 <ul style="list-style-type: none"> Develop enthusiasm for independent learning and self-development. Show entrepreneurial awareness in performing tasks. 	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]



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: <ul style="list-style-type: none"> ▪ training obojectives; ▪ background of organization; <i>and</i> ▪ history, activities, product or services. 	Significance and depth coverage in: <ul style="list-style-type: none"> ▪ training obojectives; ▪ background of organization; <i>and</i> ▪ history, activities, product or services. 	Moderate information in: <ul style="list-style-type: none"> ▪ training obojectives; ▪ background of organization; <i>and</i> ▪ history, activities, product or services. 	Less significance and depth coverage in: <ul style="list-style-type: none"> ▪ training obojectives; ▪ background of organization; <i>and</i> ▪ history, activities, product or services. 	Not significance and depth coverage in: <ul style="list-style-type: none"> ▪ training obojectives; ▪ background of organization; <i>and</i> ▪ history, activities, product or services. 	[/ 5]



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 <i>(Choose one of main task/ project during industrial training.)</i>	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]

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:

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



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:					

INDUSTRIAL TRAINING EVALUATION RUBRICS FORM

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

NAME :				REG. NO. :					
PROGRAMME :									
SECTION D: PRESENTATION (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.	TASK EXPLANATION ▪ <i>Able to relate and present new information concepts, process with more organize and complete.</i>	2	3b	Student demonstrates knowledge (more than required) by answering all questions with explanations and elaboration.	Student demonstrates adequate knowledge by answering all questions with explanations and elaboration.	Student is at ease and answers most questions with explanations and some elaboration.	Student is uncomfortable with information and is able to answer only basic questions, but fails to elaborate.	Student does not have grasp of information and unable to answer questions about subject.	[/ 5]
2.	STUDENT'S ATTITUDE AND PROFESSIONALISM ▪ <i>Able to show appearance appropriate to situations and verbal response.</i>	3	5	Always show good attitude and behavior.	Sometimes show good attitude and behavior.	Occasionally show good attitude and behavior.	Seldom show good attitude and behavior.	Does not show good attitude and behavior.	[/ 5]
				Professional interaction is consistently shown throughout whole session.	Professional interaction is sometimes shown during the session.	Professional interaction is occasionally shown during the session.	Professional interaction is seldom shown during the session.	Professional interaction is not shown during the session.	[/ 5]
3.	PERSONAL SKILLS ▪ <i>Demonstrate confidence, social skills and self-control in the work place.</i>	6	4	Always display of self-confidence and able to sustain the audience's attention as well as shows very good self-control throughout the presentation.	Frequent display of self-confidence and able to get the audience's attention as well as shows good self-control during the presentation.	Occasionally display of self-confidence and able to grasp the audience's attention once a while as well as shows satisfactory self-control during the presentation.	Limited display of self-confidence in doing a task and lack of ability to gain audience's attention as well as shows lack of self-control during the presentation.	Very limited display of confident in doing a task and no ability to gain audience's attention as well as does not show self-control during the presentation.	[/ 5]
								TOTAL	[/ 20]

**SECTION E: STUDENT'S PROGRESS (15%)**

NO.	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.	QUALITY OF PROGRESS REPORT <ul style="list-style-type: none"> Display quality of industrial report based on progress stage. 	1	3a	<ul style="list-style-type: none"> Excellent quality of report; and Evaluation should be on duties/ tasks execution. 	<ul style="list-style-type: none"> Good quality of report; and Evaluation should be on duties/ tasks execution. 	<ul style="list-style-type: none"> Moderate quality of report; and Evaluation should be on duties/ tasks execution. 	<ul style="list-style-type: none"> Poor quality of report; and Evaluation should be on duties/ tasks execution. 	<ul style="list-style-type: none"> Very poor quality of report; and Evaluation should be on duties/ tasks execution. 	[/ 5]
2.	INFORMATION MANAGEMENT <ul style="list-style-type: none"> Ability to use and organize relevant information/digital technologies from various sources to write in industrial report. 	5	3c	<ul style="list-style-type: none"> Industrial training activities are clearly constructed and reported; and Report is comprehensive and evidence of progress is attached as supporting document. 	<ul style="list-style-type: none"> Industrial training activities are constructed and reported; but some points are missing and not very clear; and Some evidence of progress is attached as supporting document. 	<ul style="list-style-type: none"> Industrial training activities are constructed and reported; but many points are missing and not clear; and Some evidence of progress is attached as supporting document. 	<ul style="list-style-type: none"> Industrial training activities are not well constructed and reported. Many points are missing and haphazard; and Limited evidence of progress is attached as supporting document. 	<ul style="list-style-type: none"> Industrial training activities are poorly constructed and reported. Major points are missing and seriously haphazard; and Very limited evidence of progress is attached as supporting document. 	[/ 5]
3.	WORK PLANNING <ul style="list-style-type: none"> Able to show work plan/ Gantt chart / scope of works to complete Industrial Training Report. 	6	4	<ul style="list-style-type: none"> Excellent, completed and organized plan; and Work plan: <ul style="list-style-type: none"> clear purpose; introduction and background; determine goal and objective; resources; constraint; accountability 	<ul style="list-style-type: none"> Good and complete plan. 	<ul style="list-style-type: none"> Moderate plan 	<ul style="list-style-type: none"> Poor plan 	<ul style="list-style-type: none"> Not provided 	[/ 5]
TOTAL									[/ 15]

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:					
<p>To be completed by Visiting Lecturer</p> <p>Name : _____</p> <p>Designation : _____</p> <p>Date : _____</p> <p>Signature : _____</p> <p>Stamp : _____</p>					

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 PENGAJIAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

Rectangular Snip

Student Name:

Registration No:

Programme/Polytechnic:

INDUSTRIAL EVALUATION

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)	PERFORMANCE APPRAISAL		Logbook Section B (Assess between Week 17 – 20)	Indicator of Programme Learning Outcome (PLO)
	Section A (i) (Assess between Week 8-10)	Section A (ii) (Assess between Week 17-20)		
Perform the assigned task accordingly based on job requirement (P4/PLO 5)	10%	20%		PLO 5: Using tool and technique to perform and organise task.
Initiate responsibilities as engineering technician while dealing with societal, health, safety, legal, cultural and other issues (A3/PLO 6)	5%	5%		PLO 6: Level of responsibility and accountability as technician in workplace.
Practice professional ethics and responsibilities as an engineering technician (A5/PLO 8)		5%		PLO 8: Understanding and level of practice in professionalism and ethics.
Display ability to work in a team and independently based on the given task (P4/PLO 9)		5%		PLO 9: Role and diversity of team.
Explain the task by using effective verbal/visual communication skill in performing job requirement (A4/PLO 10)			5%	PLO 10: Level of communication accordingly to the type of activity perform.
Display life long learning skill in completing the task given (P4/PLO 12)		5%		PLO 12: Duration and manner in learning new knowledge/skill.
Mark:	15%	40%	5%	
Total Mark:	60% (Industry)			

SECTION A (i) PERFORMANCE APPRAISAL (15%)

Assessed between 8 to 10 week of industrial training placement. Please rate students' performance based on attribute and scale below:

DUT600610- ENGINEERING INDUSTRIAL TRAINING
APPENDIX E1 (ENGINEERING LI/INDUSTRY EVALUATION)

	Beginning (1)	Need Improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Perform the assigned task accordingly based on job requirement (10%)						
Organize the task	Unable to understand and plan the task/duties.	Need full guidance to reflect the instruction given	Need further explanation and revised task to reflect the instruction given	moderate guidance to reflect the instruction given	Systematic and reflect to the instruction given	/5
Make an action plan for unforeseen issue	Missing consequences of issue, does not propose solution and unable to execute follow up actions	Describe the consequence of unrelated issue. Propose solution with full guidance of others and able to execute follow up actions only when requested	Describe the consequence of non-technical issue. Propose solution with moderate guidance by others and rarely able to execute follow up actions.	Describe the consequence of technical issue only. Propose only one solution and able to execute follow up actions.	Describe the consequence of all issues and propose more than one solutions to it and able execute follow up actions	/5
Perform task using appropriate tool/technique/procedure	Unable to use even with full guidance	Able to use the correct tool with full guidance	Able to choose and use with moderate guidance	Able to choose and use with minimum guidance	Able and know how to use accurately	/5
Display quality of Work	Consistently fail to meet expectation, making improvement or timeliness	Often difficult to meet expectation, making improvement when being requested and meet the timeliness standard	Usually meet expectation, making moderate improvement and timeliness	Frequently exceed expectation, making improvement and meet the timeliness standard	Exceed expectation, making improvement and timeliness	/5
Complete reporting	Unable to explain activities performed.	Task/job reporting/explanation is unclear with activities performed.	Task/job reporting/explanation needs improvement and moderately consistent with activities performed	Only main task/job reporting/explanation consistent with activities performed.	All task/job reporting/explanation are correct and consistent with activities performed.	/5
TOTAL						/25
Initiate responsibilities as engineering technician while dealing with societal, health, safety, legal, cultural and other issues (5%)						
Adhere organization rules and policies	Resists established work policies and safety standard	Often does not meet standards in complying with work policies and safety standard	Understand and adheres to organizational work policies and safety standard with few exceptions.	Suggests/implements improvements and exceeds work policies and safety standard	Serves as a role model with regard to work policies and safety standards	/5
Responsibilities and accountability	Always irresponsible and show no accountability	Rarely accepts responsibilities for own action or others/organization	Only accepts responsibilities for own action only	Usually accepts responsibilities for own action and others/organization	Always show responsibility and accountability for own action and others/organization	/5
TOTAL						/10

SECTION A (ii) PERFORMANCE APPRAISAL (40%)

Assessed between 17 to 20 week of industrial training placement.

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

DUT600610- ENGINEERING INDUSTRIAL TRAINING
APPENDIX E1 (ENGINEERING LI/INDUSTRY EVALUATION)

	Beginning (1)	Need Improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Perform the assigned task accordingly based on job requirement (20%)						
Organize the task	Unable to understand and plan the task/duties.	Need full guidance to reflect the instruction given	Need further explanation and revised task to reflect the instruction given	moderate guidance to reflect the instruction given	Systematic and reflect to the instruction given	/5
Make an action plan for unforeseen issue	Missing consequences of issue, does not propose solution and unable to execute follow up actions	Describe the consequence of unrelated issue. Propose solution with full guidance of others and able to execute follow up actions only when requested	Describe the consequence of non-technical issue. Propose solution with moderate guidance by others and rarely able to execute follow up actions.	Describe the consequence of technical issue only. Propose only one solution and able to execute follow up actions.	Describe the consequence of all issues and propose more than one solutions to it and able execute follow up actions	/5
Perform task using appropriate tool/technique/procedure	Unable to use even with full guidance	Able to use the correct tool with full guidance	Able to choose and use with moderate guidance	Able to choose and use with minimum guidance	Able and know how to use accurately	/5
Display quality of Work	Consistently fail to meet expectation, making improvement or timeliness	Often difficult to meet expectation, making improvement when being requested and meet the timeliness standard	Usually meet expectation, making moderate improvement and timeliness	Frequently exceed expectation, making improvement and meet the timeliness standard	Exceed expectation, making improvement and timeliness	/5
Complete reporting	Unable to explain activities performed.	Task/job reporting/explanation is unclear with activities performed.	Task/job reporting/explanation needs improvement and moderately consistent with activities performed	Only main task/job reporting/explanation consistent with activities performed.	All task/job reporting/explanation are correct and consistent with activities performed.	/5
TOTAL						/25
Initiate responsibilities as engineering technician while dealing with societal, health, safety, legal, cultural and other issues (5%)						
Adhere organization rules and policies	Resists established work policies and safety standard	Often does not meet standards in complying with work policies and safety standard	Understand and adheres to organizational work policies and safety standard with few exceptions.	Suggests/implements improvements and exceeds work policies and safety standard	Serves as a role model with regard to work policies and safety standards	/5
Responsibilities and accountability	Always irresponsible and show no accountability	Rarely accepts responsibilities for own action or others/organization	Only accepts responsibilities for own action only	Usually accepts responsibilities for own action and others/organization	Always show responsibility and accountability for own action and others/organization	/5
TOTAL						/10
Display ability to work in a team and independently based on the given task (5%)						
Cooperation	Unable to work in group based tasks. Very self-oriented	Need guidance to collaborate and support others. Incline to argue and self-oriented	Collaborate and be supportive of the preferred tasks only. Respect and avoid any argument, help when being asked	collaborative and supportive. Respect and avoid any argument, help when being asked by other	Always being collaborative and supportive. Respect, avoid any argument, and voluntary help other to complete the task	/5
TOTAL						/5
Display self-education in completing the task given (5%)						
Effort	Not interested in exploring and learning any new skill even after encouragement	Need guidance to learn a new skill and need to be encouraged	Find ways to explore and learn only preferred skills. Need to be encouraged	Find ways to explore and learn that related to the work requirement, self-motivated	Always proactive and find ways to explore and learn, self-motivated	/5
TOTAL						/5

	Beginning (1)	Need Improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Practice professional ethics and responsibilities as engineering technician (5%)						
ATTENDANCE, PUNCTUALITY, AND RELIABILITY <ul style="list-style-type: none"> • Completes required working hours • Notifies any absentee at the beginning of working day • Provides adequate notice for time off • Break time according to the schedule 	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
APPEARANCE <ul style="list-style-type: none"> • Adheres to employer's dress code • Presents a neat and clean appearance • Wears clothing suitable to the job, task, and environment 	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
ATTITUDE <ul style="list-style-type: none"> • Displays a willingness to cooperate • Accepts constructive criticism • Displays and communicates empathy to customers and co-workers • Projects self-confidence and sincerity 	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
RESPECT <ul style="list-style-type: none"> • Treats supervisors and fellow employees with respect, courtesy, and tactful. • Does not engage in harassment of any kind 	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
TOTAL						/20

SECTION B: LOGBOOK (5%)

Assessed between 17 to 20 week of industrial training placement. Please rate students' performance based on attribute and scale below:

	Beginning (1)	Need Improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Explain the task by using effective verbal/visual communication skill (5%)						
Arrange and Explain	Content is not arranged and does not explain the task and using inappropriate technical terminology	Content is arranged based on unrelated or preferred activities, comprehensive handwriting, explain without supporting documentation and using un adequate technical terminology	Content is arranged only based on main activities, comprehensive handwriting, explained but lack of supporting document and using adequate technical terminology	Content is arranged accordingly to weekly/monthly activities, good handwriting, explained with supporting documentation and used of appropriate technical terminology	Content is arranged accordingly to daily activities, neat handwriting, descriptively explained with supporting documentation and used of correct technical terminology	/5
Create	Unable to create any creative visual information in the logbook	Create poor creative visual information in the logbook but irrelevant to the task elaboration	Create moderate creative visual information in the logbook which relevant to the task elaboration	Create good creative visual information in the logbook which relevant to the task elaboration	Create excellent creative visual information in the logbook which is relevant to the task elaboration	/5
TOTAL						/10

Based on the student performance in workplace, please rate their English proficiency	RATING				
	(5) Excellent	(4) Good	(3) satisfactory	(2) Unsatisfactory/Limited	(1) Weak/ Very Limited
(a) Communication					
(b) Writing					

Comments/Recommendations:

To be completed by Industry

Signature :

Name :

Designation :

Date :

Company/Organization Stamp:



KEMENTERIAN PENGAJIAN TINGGI
 JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

Student Name:			
Registration No:		Programme/Polytechnic:	

VISITING LECTURER EVALUATION

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)	VISITING LECTURER			Indicator of Programme Learning Outcome (PLO)
	Logbook (Section A)	Student Character Validation (Interview industry through online/face to face)		
		Supervisor (Section B (i))	Co-worker (Section B (ii))	
Explain the task by using effective verbal/visual communication skill in performing job requirement (A4/PLO 10)	10% (Logbook and Interview for verification)			PLO 10: Level of communication accordingly to the type of activity perform.
Practice professional ethics and responsibilities as an engineering technician (A5/PLO 8)		5%	5%	PLO 8: Understanding and level of practice in professionalism and ethics.
Mark:	10%	5%	5%	
Total Mark:	20% (Visiting Lecturer - Institution)			

SECTION A: LOGBOOK (5%) AND INTERVIEW (5%)

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

	Beginning (1)	Need Improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Logbook : Explain the task by using effective verbal/visual communication skill (5%)						
Arrange & Explain task/activity in logbook	Content is not arranged, does not explain the task and using inappropriate technical terminology	Content is arranged based on unrelated or preferred activities, comprehensive handwriting, explain without supporting documentation and using un adequate technical terminology	Content is arranged only based on main activities, comprehensive handwriting, explained but lack of supporting document and using adequate technical terminology	Content is arranged accordingly to weekly/monthly activities, good handwriting, explained with supporting documentation and used of appropriate technical terminology	Content is arranged accordingly to daily activities, neat handwriting, descriptively explained with supporting documentation and used of correct technical terminology	/5
Create creative visual information	Unable to create any creative visual information in the logbook	Create poor creative visual information in the logbook but irrelevant to the task elaboration	Create moderate creative visual information in the logbook which relevant to the task elaboration	Create good creative visual information in the logbook which relevant to the task elaboration	Create excellent creative visual information in the logbook which is relevant to the task elaboration	/5
Clarify unclear task	Does not mention an unclear task	Does not clarify unclear tasks, no discussion and follow up	Clarify unclear task without any supporting discussion evidence. follow up for improvement only when instructed	Clarify unclear task using supporting discussion evidence either with supervisor or staff. follow up for improvement when instructed	Clarify unclear tasks using supporting discussion evidence with others parties. Always follow up for improvement	/5
TOTAL						/15
Interview : Explain the task by using effective verbal/visual communication skill (5%)						
Interview preparation	Document is not well prepared and incomprehensible	Document is not well prepared and barely comprehensible	Document is prepared with gap and comprehensible	Document is well prepared and comprehensible	Document is well prepared and neat	/5
Use technical terminology to describe the task/activities	Unable to describe work process	Describe work process using inappropriate technical terminology during the interview session	Describe work process using appropriate technical terminology occasionally during the interview session.	Describe work process using appropriate technical terminology most of the time during the interview session	Describe work process using appropriate technical terminology and varied vocabulary effectively throughout the interview session	/5
Explanation of log book (Student Activities - Daily planning, Level of interaction, Content of logbook & familiarity)	Unable to relate working skills to the assigned task	Rarely able to relate working skills to the assigned task during the interview session	Able to relate working skills to the assigned task very well now and then during the interview session	Able to relate working skills to the assigned task very well most of the time during the interview session	Able to relate working skills to the assigned task very well throughout the interview session	/5
TOTAL						/15
Signature :			Designation/Stamp :			
Name of visiting lecturer :			Date :			

SECTION B (i): STUDENT CHARACTER VALIDATION (5%)

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

Student Name :							
Registration No. :		Programme & Polytechnic					
		Beginning (1)	Need Improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Practice professional ethics and responsibilities as engineering technician							
ATTENDANCE, PUNCTUALITY, AND RELIABILITY <ul style="list-style-type: none"> • Completes required working hours • Notifies any absentee at the beginning of working day • Provides adequate notice for time off • Break time according to the schedule 		Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
APPEARANCE <ul style="list-style-type: none"> • Adheres to employer's dress code • Presents a neat and clean appearance • Wears clothing suitable to the job, task, and environment 		Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
ATTITUDE <ul style="list-style-type: none"> • Displays a willingness to cooperate • Accepts constructive criticism • Displays and communicates empathy to customers and co-workers • Projects self-confidence and sincerity 		Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
RESPECT <ul style="list-style-type: none"> • Treats supervisors and fellow employees with respect, courtesy, and tactful. • Does not engage in any kind of harassment 		Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
TOTAL							/20
Name of supervisor :				Date :			
Designation / stamp :							

SECTION B (ii): STUDENT CHARACTER VALIDATION (5)

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

Student Name :						
Registration No. :		Programme & Polytechnic				
	Beginning (1)	Need Improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Practice professional ethics and responsibilities as engineering technician						
ATTENDANCE, PUNCTUALITY, AND RELIABILITY <ul style="list-style-type: none"> • Completes required working hours • Notifies any absentee at the beginning of working day • Provides adequate notice for time off • Break time according to the schedule 	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
APPEARANCE <ul style="list-style-type: none"> • Adheres to employer's dress code • Presents a neat and clean appearance • Wears clothing suitable to the job, task, and environment 	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
ATTITUDE <ul style="list-style-type: none"> • Displays a willingness to cooperate • Accepts constructive criticism • Displays and communicates empathy to customers and co-workers • Projects self-confidence and sincerity 	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
RESPECT <ul style="list-style-type: none"> • Treats supervisors and fellow employees with respect, courtesy, and tactful. • Does not engage in any kind of harassment 	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
TOTAL						/20
Name of Co-worker :			Date :			
Designation / stamp :						



KEMENTERIAN PENGAJIAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

Student Name:			
Registration No:		Programme/Polytechnic:	

INSTITUTION EVALUATION

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)		

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%)

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 :						* Return
Name :						
Designation :						
Date :						
Stamp :						

NAME								
REG NO								
PROGRAMME								
NO	CRITERIA	CLO	SCORE					MARKS
			5	4	3	2	1	
1	Contents of report <i>Introduction to the organization (Historical Background/ Organizational Chart/Organization's main activities</i>	5	Full and rich development of content (Introduction and historical background of the company & related activities) and complete explanation of the management function.	Clear and complete development of content (Introduction and historical background of the company & related activities) and complete explanation of the management function.	Adequate development of content, but lacks clearly stated positions/argument or supporting information; some explanation the management function.	Restricted development of content restricted; may be incomplete or unclear; little explanation of the management function .	Simplistic statement of content; no use of management function to support argument function.	[/5]
2	Summary of activities	5	Details are arranged in an order that reader can follow; clear transition between steps; overall presentation is coherent.	Details organized reasonably well; there may be minor lapses from logical order, but they do not seriously detract from coherence of presentation.	Details organized acceptably; there may be some lapses from logical order, but they do not seriously detract from coherence of presentation.	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]
3	Task explanation <i>Introduction</i> <i>-Objective of the technical task</i>	1	Objectives of the technical task are very clear and well-presented.	Objectives of the technical task are clear but unorganized.	Objectives of the technical task are vague.	Objectives of the technical task are very vague.	Objectives of the technical task are not related.	[/5]
4	Task explanation <i>Introduction</i> <i>-Relations between theory and technical task</i>	1	Able to fully relate between the theory and technical task	Able to relate some of the theory and technical task	Able to relate little of the theory and technical task	Lack of relations between the theory and technical task	Fail to relate between the theory and technical task	[/5]
5	Task explanation <i>Elaboration of the task</i>	1	Elaboration and detail achieved through full use of technical terms;	Flexibility in range; appropriate use of technical terms and other vocabulary in a variety of situations; mostly correct use of word forms and word choice; occasional ordiness or colloquialism	Adequate range; no precise use of subtle meanings displayed; technical terms only used occasionally;	Adequate range; no precise use of subtle meanings displayed; technical terms are seldom used	No attempt to use technical terms; wordiness and colloquialisms throughout	[/5]

NAME								
REG NO								
PROGRAMME								
NO	CRITERIA	CLO	SCORE					MARKS
			5	4	3	2	1	
NO	CRITERIA	CLO	SCORE					MARKS
6	<i>Language and usage</i>	2	Error-free sentence-level grammar; broad and fluent range of vocabulary; concise and appropriate use of vocabulary; correct use of word forms and word choice.	Mastery of sentence patterns demonstrated; may have occasional grammatical errors on the sentence level.	Sentence patterns most often successfully used; several grammatical errors on the sentence level.	Narrow range; many <i>word form</i> errors; technical terms and other vocabulary often used inappropriately.	Attempts at simple sentences often not successful; many grammatical errors; simple vocabulary, often inappropriately used.	[/5]
7	Procedure and Chart consist of: <ul style="list-style-type: none"> Procedures Table/chart/diagram/graphic/photo/etc. includes its explanation 	4	Content supported effectively by data (procedures, manual, tables/ charts/ diagram/graphic/ photos/ etc) and completed fully with explanations of all data and assertions; data are presented in appropriate format; documentation for assertions is provided	Most of the content supported by data-- (procedures, manual, tables or charts); mostly appropriate explanations of data and assertions; data mostly presented in appropriate format; documentation generally provided.	Some of the content supported by data but should include more (procedures, manual, tables or charts) ; some explanations of data and assertions; data sometimes presented in appropriate format; documentation sometimes missing.	Little support of content by data-- (procedures, manual, tables or charts); incomplete or missing explanations of data and assertions; data not presented in appropriate format; documentation incomplete or absent	No support of content by data--(procedures, manual, tables or charts); minimal explanations of data and assertions; incorrect calculations throughout; data not presented in appropriate format; no documentation provided	[/5]
8	Conclusions consist of: <i>summarizes and draws conclusions of the industrial training</i>	5	Concluding paragraph summarizes and draws a clear, effective conclusion and enhances the impact of the report	Concluding paragraph summarizes and draws a clear, effective conclusion and enhances the impact of the report	Concluding paragraph follows and summarizes report discussion, and draws a conclusion	Concluding paragraph is only remotely related to the report topic	Concluding paragraph is not apparent	[/5]
9	Conclusions consist of: <i>continuity discussion on all task (as described in item 3b)</i>	5	Develop and organize idea effectively	Develop and organize ideas well	Develop and organize ideas satisfactorily	Develop and organize ideas with effort	Limited ability to develop and organize ideas	[/5]

NAME								
REG NO								
PROGRAMME								
NO	CRITERIA	CLO	SCORE					MARKS
			5	4	3	2	1	
10	Conclusions consist of: <i>Comments and Suggestions</i>	5	Develop clear, comprehensive and creative comments and suggestions.	Develop clear, comprehensive and good comments and suggestions.	Develop clear, comprehensive and satisfactory comments and suggestions.	Develop comments and suggestions with effort	Hardly able to give comments and suggestions	[/5]
11	Use information ethically and legally	5	A thorough understanding of citations: <ul style="list-style-type: none"> • Able to quote and paraphrase sentences from the cited sources • Wide use of own sentences. • Able to indicate the best sources in a works cited page clearly and correctly. 	A substantial understanding of citations: <ul style="list-style-type: none"> • Attempt to paraphrase sentences from the cited sources. • Minimal use of own sentences. • Cited the best sources in a works cited page 	A partial understanding of citations: <ul style="list-style-type: none"> • A partial understanding of the sources used • Confusing quotations and paraphrase statements • Able to cite sources but many errors on the given format 	Little understanding of citations : <ul style="list-style-type: none"> • Wrongly cite sources in a given format • Wrongly quote and paraphrase sources used • Fail to cite the best sources in a works cited page 	Not understanding citations <ul style="list-style-type: none"> • Copy and paste directly from the sources and fail to quote and paraphrase the sources • Fail to quote and paraphrase the sources • Fail to cite the best sources in a works cited pages 	[/5]
Total Marks								[/55]

LECTURER'S NAME :

POSITION :

DATE OF ASSESSMENT :

STAMP :

NAME						
REG. NO						
PROGRAMME						
CRITERIA	CLO	4	3	2	1	Marks
Organization	2	Student presents information in logical, interesting sequence which audience can follow.	Student presents information in logical sequence which audience can follow.	Audience has difficulty following presentation because student jumps around.	Audience cannot understand presentation because there is no sequence of information..	[/4]
Subject Knowledge	1	Student demonstrates full knowledge (more than required) by answering all class questions with explanations and elaboration.	Student is at ease and answers most questions with explanations and some elaboration.	Student is uncomfortable with information and is able to answer only rudimentary questions, but fails to elaborate	Student does not have grasp of information; student cannot answer questions about subject.	[/4]
Visual Aids	2	Student's visual aids explain and reinforce the presentation.	Student's visual aids relate to the presentation.	Student occasionally uses visual aids that rarely support the presentation	Student uses superfluous visual aids or no visual aids.	[/4]
Mechanics	2	Presentation has no spelling error or grammatical errors.	Presentation has no more than two spelling errors and/or grammatical errors.	Presentation has three spelling errors and/or grammatical errors.	Student's presentation has four or more spelling errors and/or grammatical errors.	[/4]
Eye Contact	2	Student maintains eye contact with audience, seldom returning to notes.	Student maintains eye contact most of the time but frequently returns to notes.	Student occasionally uses eye contact, but still reads mostly from notes.	Student makes no eye contact and only reads from notes.	[/4]
Verbal Techniques	2	Student uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation.	Student's voice is clear. Student pronounces most words correctly. Most audience members can hear presentation.	Student's voice is low. Student incorrectly pronounces terms. Audience members have difficulty hearing presentation.	Student mumbles, incorrectly pronounces terms, and speaks too slow for audience at the back of class to hear.	[/4]
Time Management	2	Student is able to present within time given accurately	Student is able to present within time given moderately	Student is able to present with additional time given	Student is not able to present within time given satisfactorily	[/4]
Total Marks						[/28]

LECTURER'S NAME :

POSITION :

DATE OF ASSESSMENT :

STAMP :

Rectangular Snip