



KEMENTERIAN PENDIDIKAN MALAYSIA


PTSS – PK – PPP – 07

**PERANCANGAN DAN PELAKSANAAN
LATIHAN INDUSTRI**

	PEMILIK PROSES	DILULUSKAN OLEH
JAWATAN	PEGAWAI PERHUBUNGAN DAN LATIHAN INDUSTRI	PENGARAH
TARIKH	12 JUN 2019	12 JUN 2019

SALINAN TERKAWAL



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		Pindaan	00
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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*

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3.8 Arah-an-arah-an Peperiksaan dan Kaedah Penilaian

3.9 Dasar Latihan Industri Institut Pengajian Malaysia

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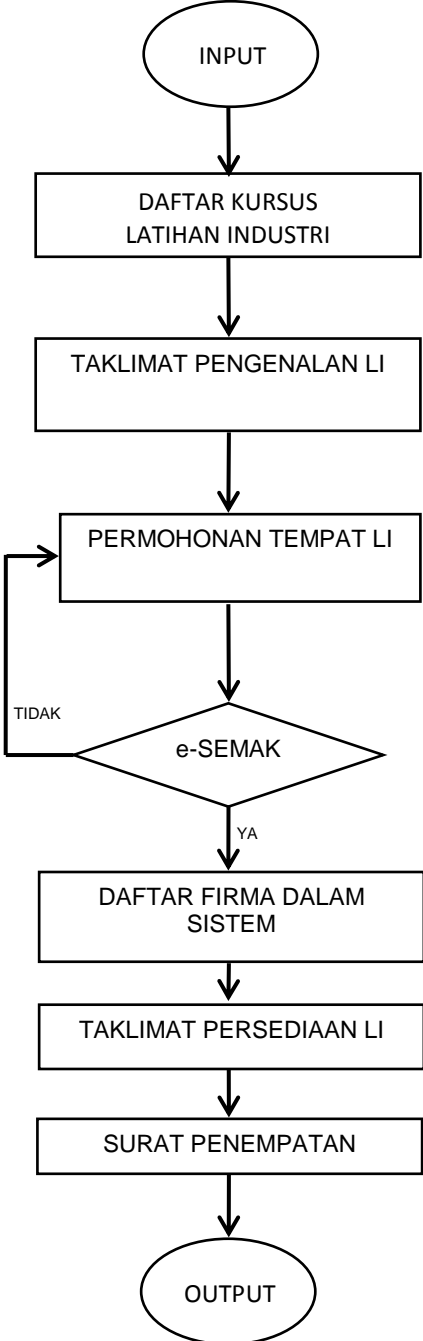
4.0 DEFINISI

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 di 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 bertanggungjawab 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.

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5.0 PROSEDUR KERJA

A. PROSES PERMOHONAN TEMPAT LATIHAN INDUSTRI

CARTA ALIR	PERINCIAN	TANGGUNGJAWAB	REKOD
 <pre> graph TD INPUT([INPUT]) --> DAFTAR_KURSUS[DAFTAR KURSUS LATIHAN INDUSTRI] DAFTAR_KURSUS --> TAKLIMAT_PENGENALAN[TAKLIMAT PENGENALAN LI] TAKLIMAT_PENGENALAN --> PERMOHONAN_TEMPAT[PERMOHONAN TEMPAT LI] PERMOHONAN_TEMPAT --> SEMAK{e-SEMAK} SEMAK -- TIDAK --> PERMOHONAN_TEMPAT SEMAK -- YA --> DAFTAR_FIRMA[DAFTAR FIRMA DALAM SISTEM] DAFTAR_FIRMA --> TAKLIMAT_PERSEDIAAN[TAKLIMAT PERSEDIAAN LI] TAKLIMAT_PERSEDIAAN --> SURAT_PENEMPATAN[SURAT PENEMPATAN] SURAT_PENEMPATAN --> OUTPUT([OUTPUT]) </pre>	Sumber Input : 1. Pelajar yang akan menjalani LI		
	1. Menerima pendaftaran pelajar yang akan menjalani LI secara atas talian. 2. Mendaftar pelajar yang akan menjalani LI dalam sistem pangkalan data.	PPLI(P) PLIJ	Sistem <i>google drive</i> Sistem SPMP
	3. Memberi taklimat kepada pelajar berkenaan tatacara memohon tempat LI.	KUPLI/ PPLI(L)	
	4. Menyediakan Surat Permohonan yang disediakan UPLI. 5. 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
	6. Mengemaskini status jawapan dari firma melalui sistem e-Semak. 7. Jika permohonan ditolak, ulang langkah 4.	KUPLI/ PPLI(L)/ PPLI(P)/ PT	Sistem e-semak
	8. Jika permohonan diterima, mengesahkan pendaftaran firma oleh pelajar dalam sistem pangkalan data.	PLIJ	Sistem SPMP
	9. Memberi taklimat Persediaan LI	KUPLI/ PPLI(L)/ PPLI(P)	
	10. Menghantar surat penempatan dan senarai nama pelajar kepada firma berkenaan.	PPLI(P)/ PT	Surat Penempatan
	Pengguna OUTPUT: 1. Firma 2. Pelajar		



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B. PROSES MENJALANI LATIHAN INDUSTRI

CARTA ALIR	PERINCIAN	TANGGUNGJAWAB	REKOD
<pre> graph TD INPUT([INPUT]) --> TERIMA[TERIMA DOKUMEN LI] TERIMA --> PENGESAHAN[PENGESAHAN STATUS LAPOR DIRI] PENGESAHAN --> LAWATAN[LAWATAN PEMANTAUAN] LAWATAN --> A((A)) </pre>	Sumber Input: 1. Pelajar		
	1. Menerima Kad Pengesahan Lapor Diri dan Kad Maklumat Pelajar Semasa Latihan daripada pelajar.	PPLI(L)/ PPLI(P)/ PT	Kad Pengesahan Lapor Diri & Kad Maklumat Pelajar
	2. Mengesahkan status lapor diri dalam sistem pangkalan data.	PPLI(L)/ PPLI(P)	Sistem SPMP
	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 lawatan pemantauan LI kepada pensyarah. e. Mengadakan taklimat pemantauan kepada pensyarah pemantau.	PPLI(P)	Surat Perlantikan Pensyarah Pemantau Surat Makluman Lawatan
		PPLI(P)	
		PT	
PT			
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	KUPLI		
5. Menyediakan jadual lawatan pemantauan	PPLI(P)		
6. Menyediakan dan menghantar surat makluman lawatan pemantauan LI kepada firma.	Pensyarah Pemantau PT		

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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	4 semester	Pejabat LI	1
7	<i>Practical Task Form</i>	1 semester	Pejabat LI	
8	<i>Reflective Journal Form</i>	1 semester	Pejabat LI	
9	<i>Observation Form</i>	1 semester	Pejabat LI	
10	<i>Industrial Training Final Report Form</i>	1 semester	Pejabat LI	
11	<i>Presentation Form</i>	1 semester	Pejabat LI	

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	PELANCONGAN & HOSPITALITI											
2	KEJURUTERAAN ELEKTRIK											
3	KEJURUTERAAN MEKANIKA											
4	PERDAGANGAN											
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 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: • 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]
*CLO = Course Learning Outcome. Kindly refer to Industrial Training Guideline (Industry Partner) for details.					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 filled in 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				
			Excellent	Good	Average	Below average	Unsatisfactory
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:

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 wordiness 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
6	Language and usage	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 <i>terms</i> 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]
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]

NAME								
REG NO								
PROGRAMME								
NO	CRITERIA	CLO	SCORE				MARKS	
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 :

