

<b>Universiti Tunku Abdul Rahman</b>			
Form Title : <b>Industrial Training Plan</b>			
Form Number : <b>FM-FES-ITC-004</b>	Rev No: 4	Effective Date: <b>28/08/2019</b>	Page No: <b>1 of 2</b>



**Universiti Tunku Abdul Rahman**  
**Lee Kong Chian Faculty of Engineering and Science**

**Industrial Training Plan**

*(Fill up by student)*

Student Name : Teh Siang Lee Student ID: 12345678

Programme : Bachelor of Science (Hons) Actuarial Science

Training Period : 1<sup>st</sup> Oct 2019 – 31<sup>st</sup> Dec 2019

Company Name : BIB Insurance Berhad

Industrial supervisor Name : Charles Xavier Position: Head of Department

Supervisor Email : Charles\_X@xyz.com Contact no.: 012-3456789

Allowance (if any) : RM1200

**Instructions:**

1. Within first week of industrial training, student fills up the column “Job Scope/Activity” after discussing with industrial supervisor. The scanned copy of this form (with signatures and company stamp) needs to be uploaded to the system via <https://forms.gle/yBWtU5jNJT6WELQL8>.
2. The IT plan shall be checked and returned to Faculty via visiting lecturer during the IT visitation.

Please list the Job Scope/Activity of your internship to fulfil the Course Outcomes (COs) below: (refer the IT Plan examples in <http://fes.utar.edu.my/current-students/itp/student/during/>)

<b>Job Scope/Activity</b>
<b>CO1. Apply knowledge of QS/mathematic/science/engineering fundamentals</b> Topics of knowledge/ title of project/work: <ul style="list-style-type: none"> <li>- To apply fundamental knowledge in mathematics and statistic in any kind of analysis work</li> <li>- Perform pricing/valuation for insurance policy</li> <li>- Prepare market statistics and provide insightful analysis</li> <li>- Provide statistical and analytical support</li> </ul>
<b>CO2. Apply technical skills and modern tools in work place/engineering practice</b> Type of technical skills/ Name of modern tools/software: <ul style="list-style-type: none"> <li>- To apply technical skill in calculation work (such as pricing, modelling, risk-managing and etc.)</li> <li>- To apply software or modern tools such as Microsoft Excel, Numbers, R programming, Python, C++, Microsoft Visual Basic, Java, Microsoft SQL, Prophet, Adobe Dreamweaver CC and etc.</li> </ul>
<b>CO3. Comply with the rules and guidelines relevant to professional/professional engineering practice</b> References/rules/guidelines: <ul style="list-style-type: none"> <li>- Able to comply with company rules, guidelines and safety regulations</li> </ul>

<p><b>CO4. Follow code of ethics and standards of professional conduct</b></p> <p>References/code/standard: eg: IEEE code of ethics, engineering code of ethics</p> <ul style="list-style-type: none"> <li>- To comply with Code of Conduct for Malaysia Wholesale Financial Markets</li> <li>- To comply with Code of Conduct issued by Bank Negara, Securities Commission</li> <li>- To comply with the Personal Data Protection (PDP) Act 2010</li> </ul>
<p><b>CO5. Demonstrate written and oral communication skills</b></p> <p>List out activity related to written or oral skills: eg: prepare report/documentation, do presentation to...</p> <ul style="list-style-type: none"> <li>- To report to supervisor on any project related information</li> <li>- To assist company with paper works and document submissions</li> <li>- Display ability to communicate among colleagues and work as a team</li> <li>- Involve in meetings</li> </ul>
<p><b>CO6. Demonstrate the ability to work independently and as part of a team</b></p> <p>List out the project/work/activity that required to act as a member or leader:</p> <ul style="list-style-type: none"> <li>- Able to work well with minimum supervision</li> <li>- Able to work well with all the team members in the department</li> <li>- Able to complete the assignment within the deadline</li> </ul>
<p><b>CO7. Demonstrate life-long learning and self-improvement</b></p> <p>List out training that will be attended/skills will be learned/activity for improvement:</p> <ul style="list-style-type: none"> <li>- Initiative to understand project's background</li> <li>- To offer help to colleagues</li> <li>- Demonstrate initiative to improve work quality</li> <li>- Willingness to attend training/workshop/related seminar.</li> </ul>



Prepared by:  
 \_\_\_\_\_  
 TSL

Teh Siang Lee  
 Student's Name & Signature

Date: 4<sup>th</sup> Oct 2019

Check and verify by:  
 \_\_\_\_\_  
 X

Charles Xavier  
 Industrial Supervisor's Name,  
 Signature & Company Stamp

Date: 5<sup>th</sup> Oct 2019

*(Fill up by visitation lecturer during the IT visitation)*

**Check and sign by:      *Optional: Suggestions on unfulfilled course outcomes in IT Plan.***

<p>_____</p> <p>Visiting Lecturer's Name &amp; Signature</p> <p>Date: _____</p>	<p><i>(Ignore this section if all are fulfilled)</i></p>
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**\*Remark: Visiting lecture shall collect the IT Plan during the visit and pass it to IT coordinator after the visit.**