

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



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

Industrial Training Plan

(Fill up by student)

Student Name : Chan Ah Bee Student ID: 1324521

Programme : QS

Training Period : 1 June 2019 – 30 Nov 2019

Company Name : XYZ Company

Industrial Supervisor Name : Julia Ong Position: CEO

Supervisor Email : juliaong@xyz.com Contact no.: 012-11111111

Allowance (if any) : RM500

Instructions:

1. Within first week of industrial training, student fills up the column “Job Scope/Activity” after discussing with industry 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/>)

Job Scope/Activity
<p>CO1. Apply knowledge of QS fundamentals</p> <p>Topics of knowledge used/ title of project/work:</p> <ul style="list-style-type: none"> i. Working up-squaring, check squaring, abstracting ii. Preparation of Bill of Quantities iii. Finalisation of quantities
<p>CO2. Apply technical skills and modern tools in work place/QS practice</p> <p>Type of technical skills used/ Name of modern tools/software used:</p> <ul style="list-style-type: none"> i. Measurement of work done ii. Valuation of Variation Orders iii. Cost Estimate based on sketch plan or detailed design iv. Use of BIM / QS software
<p>CO3. Comply with the rules and guidelines relevant to professional/professional QS practice</p> <p>References used:</p> <ul style="list-style-type: none"> i. Follow SMM2 for measurement ii. Able to comply with company rules & regulations iii. Adhere to safety measures in site as per CIDB training iv. Comply with site safety rules

CO4. Follow code of ethics and standards of professional conduct
References used: eg: IEEE code of ethics, engineering code of ethics <ul style="list-style-type: none"> i. Calling of tender or tendering evaluation process ii. Call for quotation
CO5. Demonstrate written and oral communication skills
List out activity that train or se written or oral skills: eg: attend training in oral presentation, do presentation of to who... <ul style="list-style-type: none"> i. To report to supervisor on any project related information ii. To help company with paper works and document submissions iii. Display ability to communicate among colleagues iv. Participate in meetings
CO6. Demonstrate the ability to work independently and as part of a team
List out the project/work when act as a member or leader: <ul style="list-style-type: none"> i. Able to work well with all members of a project team ii. Able to finish assigned individual task within deadline iii. To help company with the preparation of tender documents
CO7. Demonstrate life-long learning and self-improvement
List out training attended/skills learned: <ul style="list-style-type: none"> i. Initiative to understand project's background ii. To offer help to colleagues for urgent projects iii. Demonstrate initiative to improve work quality iv. Willingness to attend training/related seminars

Prepared by:
Chan Ah Bee
 Chan Ah Bee
 Student's Name & Signature

 Date: 1 Jun 2019

Check and verify by:
Julia Ong
 Julia Ong
 Industrial Supervisor's Name.
 Signature & Company Stamp

 Date: 1 Jun 2019



(Fill up by visitation lecturer during the IT visitation)
Check and sign by: **Optional: Suggestions on unfulfilled course outcomes in IT Plan.**

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