



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

Industrial Training Plan

Student Name & ID No. : _____

Programme : _____

Training Period : _____

Company Name : _____

Industrial supervisor : _____ Position: _____

Email & Contact no. : _____

Allowance (if any) : _____

Instructions:

1. Within first two weeks of industrial training, student fills up the column “Job Scope” after discussing with industrial supervisor. The scanned copy of this form (with signatures) needs to be emailed to the respective industrial training coordinator by the third week of industrial training.
2. The Original Copy must be attached with log book and submitted together with industrial training report to academic supervisor.

Please tick (✓) minimum one Job Scope from each section. Please specify if your items are not listed:

Job Scope:		
1. Apply knowledge of science/engineering fundamentals		
<input type="checkbox"/> Problem solving	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Project
<input type="checkbox"/> Operations	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Production
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Design	
<input type="checkbox"/> Others (please specify) :		
2. Apply technical skills and modern tools in work place/engineering practice		
<input type="checkbox"/> Problem solving	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Project
<input type="checkbox"/> Operations	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Production
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Design	
<input type="checkbox"/> Others (please specify) :		
3. Comply with the rules and guidelines relevant to professional/professional engineering practice		
<input type="checkbox"/> OSHA	<input type="checkbox"/> Operational Guidelines/SOP	<input type="checkbox"/> Production Guidelines
<input type="checkbox"/> ISO	<input type="checkbox"/> Company Guidelines	<input type="checkbox"/> Purchasing Guidelines
<input type="checkbox"/> Design Guidelines	<input type="checkbox"/> Maintenance Guidelines	
<input type="checkbox"/> Others (please specify) :		

4. Follow code of ethics and standards of professional conduct		
<input type="checkbox"/> Design & development	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Project
<input type="checkbox"/> Operations	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Documentation
<input type="checkbox"/> Others (please specify) :		
5. Demonstrate written and oral communication skills		
<input type="checkbox"/> Communication with colleagues	<input type="checkbox"/> Oral Presentation	<input type="checkbox"/> Meeting
<input type="checkbox"/> Communication with client	<input type="checkbox"/> Report	<input type="checkbox"/> Discussion
<input type="checkbox"/> Paper work	<input type="checkbox"/> Log book	
<input type="checkbox"/> Others (please specify) :		
6. Demonstrate the ability to work independently and as part of a team		
<input type="checkbox"/> Individual work	<input type="checkbox"/> Group work	<input type="checkbox"/> Meeting/discussion
<input type="checkbox"/> Others (please specify) :		
7. Demonstrate life-long learning and self-improvement		
<input type="checkbox"/> Problem solving	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Project
<input type="checkbox"/> Operations	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Production
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Design	
<input type="checkbox"/> Others (please specify) :		

Other comments:

Student's Name & Signature

Industrial Supervisor's Name & Signature

Date: _____

Date: _____