

Introduction

The organisation is responsible in offering Industrial Training placements and supervision to the Mechanical Engineering / Mechanical (Automotive) Engineering students of Faculty of Mechanical & Automotive Engineering Technology (FTKMA), Universiti Malaysia Pahang

A. Before Industrial Training

1. To inform / advertise to the Career Placement and Development Center (CPDC) regarding their intention to offer Industrial Training placements. Any enquiry kindly sends an email to cpdc@ump.edu.my or li@ump.edu.my and cc to ftkma@ump.edu.my
2. ***To ensure that the list of tasks given to the students is suitable to engineering students' fields of Mechanical Engineering / Mechanical (Automotive) Engineering which include identification of problems, analysis of the problems, available solution options, the best solution taken to overcome the problem with justifications.***
3. To appoint a qualified supervisor to supervise the students during the Industrial Training Programme
4. To place the students in the department/division/unit that is suitable with their field of study

B. During Industrial Training

1. To provide proper disclosure to students whilst introducing the students to the organisational structure, scope of work and the working environment in the early period of the Industrial Training Programme
2. To provide guidance to students with the values of leadership for the development of their soft skills.
3. To carry out periodic objective assessments of the student during the Industrial Training Programme as specified by the university.
4. To ensure that supervisors receive a supervision visit notification by the Industrial Training coordinator/ lecturer appointed by the university and to provide information and feedbacks as per requirement during the visit.
5. To complete and submit the assessment form to either the Industrial Training coordinator or student (Industrial organisation can choose either one option) within the specified time.
6. To encourage to provide appropriate compensation incentives to the students during the period of Industrial Training Programme.

7. To ensure the safety and welfare of the students are taken care throughout the Industrial Training Programme period.
8. To inform and notify the Industrial Training co-ordinator in any case of disciplinary problems / accidents / emergencies which may arise.

C. After Industrial Training

1. To complete the Industrial training evaluation form and/or any other related form provided by the university and return it back to the BMM & BMA Industrial Training co-ordinator directly or via student.

Prepared by:

**BMM & BMA LI Coordinator
FTKMA UMP**