

BMM & BMA INDUSTRIAL TRAINING BRIEFING 2023

Siri 1: Preparation before Industrial Training

DATE: 29/03/2023

TIME: 2130-2230

LOCATION: MICROSOFT TEAM

BY:

DR. HADI ABDUL SALAAM (BMM LI COORDINATOR)

DR. NOR ATIQA ZOLPAKAR (BMA LI COORDINATOR)

Document to be referred to as a source of power: Engineering Program Accreditation Standard 2020

For **industrial training**, the following guideline shall be followed:

- **Industrial training** shall be for a minimum of eight (8) weeks of continuous training. It can be fulfilled in two (2) approaches: the conventional and/or Work Based Learning (WBL).

For the conventional **Industrial Training**, one (1) credit is allocated for every two (2) weeks of training subjected to a maximum of six (6) credits. The training shall be adequately structured, supervised and recorded in log books/report.

The credit allocated for WBL components shall be in accordance with the relevant guidelines given below.

The **industrial training** must be conducted before the final semester.

BMM3995/3996 Industrial Training Teaching Plan

4.	Semester/Year offered	Semester	6/7					Year Offered	3				
5.	Credit Value	5											
6.	Prerequisite (if any)	Taken and passed a minimum of 70 credit hours											
7.	Course Learning Outcomes (CO)												
	CO 01	Student able to response and comply with the importance of society, environment and sustainability in engineering practices, decisions, and solutions.											
	CO 02	Student able to practice the professionalism and work etiquette that comply to be a good and responsible engineer.											
	CO 03	Student able to communicate effectively on complex engineering activities such as being able to comprehend and write effective reports and design documentation and make effective presentations											
	CO 04	Student able to practice and contribute taught theories to solve real time problem through involvement in various scopes of works such as planning concept, design, construction & project administration											
8.	Mapping of the Course Learning Outcomes to the Programme Learning Outcomes, Teaching Methods and Assessment												
	Course Learning Outcomes (CO)	Programme Learning Outcomes (PO)											
		PO01	PO02	PO03	PO04	PO05	PO06	PO07	PO08	PO09	PO10	PO11	PO12
	CO 01							A5					
	CO 02								A5				
	CO 03										A5		
	CO 04												A5
	<i>Indicate the highest bloom level that can be assessed.</i>												
9.	Assessment methods distribution for each Course Learning Outcomes												
	Assessment	CO1	CO2	CO3	CO4	CO5	Distribution (%)	F2F	NF2F	SLT			
	University SV evaluation (Form A)	√					20	5	5	10			
	Industrial training report (Form B)				√		15	5	10	15			
	Presentation (Form C)			√			15	5	5	10			
	Industrial SV evaluation (Form D)		√				30	5		5			
	Logbook (Form E)	√					20	5	5	10			
							Total	100		Total	50		

Starting & Ending Industrial Training Date

10 weeks: 24/07/2023 – 29/09/2023

12 weeks: 24/07/2023 – 13/10/2023**

****will be confirm after senate endorse new academic calendar 2023/2024 within this week.**

- **If students have extra curricular activity in UMP / represent UMP in any competition during this period, kindly refer to LI Coordinator.**
- **You also need to discuss with your this matter with your industrial supervisor and industrial training officer at the company.**
- **Final decision is from them** because UMP already handover you to them during industrial training period. You have to replace the training period to get minimum 8 weeks of continuous training.
- **Again, for detail explanation; kindly approach your LI Coordinator.**

Real Case: Palapes / Askar Wataniah / UMP Athlete

- Student Fake Name: Ali
- Training period: 10 weeks: 24/07/2022 – 29/09/2022
- In April 2022 already secured place and completed all documents.
- In May 2022, Ali received a letter ask him to undergo training for 2 weeks during LI training period. (First 2 weeks of training)
- *Ali instructor/coach help to change the training date with cpdc without acknowledge faculty LI Coordinator.*
- Ali relief his instructor/coach help him. He assume he will report duty on the new date given by his instructor/coach.
- **3 days after the agreed report duty date (27/07/2022), company HR call LI Coordinator ask why Ali did not show up? And decide to terminate him.**

Who **MUST** Go Industrial Training?

- Students who achieve minimum 70 credit *taken (credit counted until Sem II 2022/2023)*
- Direct entry 2nd year students (entry qualification to ump using diploma)
- 3rd year students
- Extend students who did not go yet.

Documents need to be send to company for LI application

1. Student Application Letter (SAL) - from LI online system in student ecom
2. Resume and cover letter (DIY)
3. Course Checklist - from student ecom; student can generate softcopy.
4. Reply Form can get from here:
<https://cpdc.ump.edu.my/index.php/en/li/documents/word/33-industrial-training-reply-form/file>

Resume

Create a Strong Resume

A resume is a brief, informative summary of your abilities, education, and experience. It should highlight your strongest assets and skills relevant to the job for which you are applying, and differentiate you from other candidates seeking similar positions. Although it alone will not get you a job or internship, a good resume is an important element toward obtaining an interview.

Tailor your resume to the type of position you are seeking. This does not mean that all of your experience must relate directly, but your resume should reflect the kind of skills the employer would value.

NEED HELP?

- **CARC/OCS Resume and Cover Letter Webinar.** Learn the nuts and bolts of getting started. See the CARC or OCS websites for dates.
- **HES Call-ins.** First Monday of the month or second Monday, if the first is a holiday, Sep-May, 1:00-3:45pm (10 minutes). **Phone** (617-496-8946) or **Skype** (amandacpeters.at.ocs) during call-in hours only. Available to currently registered Extension School students and alumni only.
- **Career Advising Appointments.** Matriculated degree students and alumni only. Please set up a 30-minute appointment via Crimson Careers; offered year-round.

RESUME TIPS

RESUME LANGUAGE SHOULD BE:

- Specific rather than general
- Active rather than passive
- Written to express not impress
- Articulate rather than "flowery"
- Fact-based (quantify and qualify)
- Written for people who scan quickly

DON'T:

- Use personal pronouns (such as I)
- Abbreviate
- Use a narrative style
- Number or letter categories
- Use slang or colloquialisms
- Include a picture
- Include age or sex
- List references
- Start each line with a date

TOP 5 RESUME MISTAKES:

1. Spelling and grammar errors
2. Missing email and phone information
3. Using passive language instead of "action" words
4. Not well organized, concise, or easy to skim
5. Not tailored to the position or industry

DO:

- Be consistent in format and content
- Make it easy to read and follow, balancing white space
- Use consistent spacing, bold, and capitalization for emphasis
- List headings (such as Experience) in order of importance
- Within headings, list information in reverse chronological order (most recent first)
- Avoid information gaps such as a missing summer
- Be sure that your formatting translated properly if converted to a .pdf

PLAN TO WORK INTERNATIONALLY?

Resume guidelines can vary from country to country.

Jin Wang
email@gmail.com • (555) 555-5555

Sample Resume

- Use a proper email address. Example hadisalaam@gmail.com not kintankintun@gmail.com
- Include summary/objective before education for industrial training purpose (optional).
- Technical skills can use level such as beginner, intermediate and expert.
- Professional experience can be replace with part time job

Summary

- Accomplished Certified Project Management Professional with extensive experience managing project teams in all phases of the Software Development Life Cycle, as well as in infrastructure implementations.
- Proven track record of initiating and delivering successful projects to improve systems and performance in large complex development and production environments.

Education

Harvard University, Extension School Master of Liberal Arts, Information Management Systems GPA 4.0	May 2018
<ul style="list-style-type: none"> • Class Marshall Award • Dean's List Academic Achievement Award • Data Science Project: Financial Market Analysis Using Machine Learning • Capstone Project: Enterprise Data Lake 	
University of Malaya Bachelor of Computer Science	June 2009

Technical Skills

• Machine Learning	• Python/Scikit-learn	• Spark	• Data Visualization
• Quantitative Analysis	• Cloud Computing	• Hadoop	• Java/C#
• Unix Scripting	• Oracle/SQL Server	• PLSQL/T-SQL	• Data Warehouse/ETL
• RDBMS Tuning	• Network Protocols	• Agile & DevOps	• Web Development

Professional Experience

Rande Corporate & Investment Banking Associate – Information Technology	Detroit, MI September 2013 – Present
<ul style="list-style-type: none"> • Lead a team of 6 people to manage, operate, and support low latency post-trade brokerage platform • Improved the performance of straight-through processing by tuning database applications • Reduced number of major incidents by 23% through problem management • Automate manual back-office processing through scripting and automation engine • Actively participate and contribute to the internal data science project initiatives 	
Olson Financial Associate – Information Technology	Singapore February 2011-September 2013
<ul style="list-style-type: none"> • Built a new application support team of 5 people focusing on post-trading straight-through processing and data warehouse extract-transform-load processing • Designed and implemented global application monitoring platform. • Eliminated 80% of manual checks for trading support, and decreased SLA breaches for client reporting by 15% 	

SAMPLE RESUME (page 2)

PS Engineering Information Ltd. Singapore
Software Developer – Technology Office July 2010 – January 2011

- Built Command & Control System for Singapore Civil Defence Force using C# .NET WCF Services
- Integrated proprietary software components with commercial off-the-shell software product

Well Beijing, China
Software Developer June 2009 – June 2010

- Built supply chain management system using Java Spring/Hibernate Framework and Service Oriented Architecture
- Improved the performance of real-time business activity monitoring report and reduce the report response time by more than 50%

Silver Technologies Ltd. Singapore
Software Developer May 2008 – May 2009

- Developed web-based Point of Sale (POS) application using C# .NET for a multinational fashion retailer
- Researched and implemented RFID authentication software module

Certifications

-
- | | |
|---|--------------|
| • 4-course graduate-level certificate in Data Science, Harvard University | January 2018 |
| • ITIL Foundation V3 | January 2015 |
| • Project Management Professional (PMP)® | March 2013 |
| • Certified Salesforce Developer | October 2012 |

- Kindly include your curricular activities and position you hold from matriculation/STPM/Diploma until current. For example :

**Student Re-presentative Council
(2021-2022)**

Position: President / Member

Cover Letter

RESUMES AND COVER LETTERS

Write an Effective Cover Letter

Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances of being interviewed. A good way to create a response-producing cover letter is to highlight your skills or experiences that are most applicable to the job or industry and to tailor the letter to the specific organization you are applying to.

Some general rules about letters:

- Address your letters to a specific person if you can.
- Tailor your letters to specific situations or organizations by doing research before writing your letters.
- Keep letters concise and factual, **no more than a single page**. Avoid flowery language.
- Give examples that support your skills and qualifications.
- Put yourself in the reader's shoes. What can you write that will convince the reader that you are ready and able to do the job?
- Don't overuse the pronoun "I".
- Remember that this is a marketing tool. Use lots of action words.
- Have an OCS adviser provide feedback, when possible.
- If converting to a .pdf, check that your formatting translated correctly.
- Reference skills or experiences from the job description and draw connections to your credentials.
- Make sure your resume and cover letter are prepared with the same font type and size.

Date of Letter

Contact Name

Contact Title

Company Name

Street Address

City, State, Zip Code

Use complete title and address.

Dear _____:

Address to a particular person if possible and remember to use a colon.

Opening paragraph: Clearly state why you are writing, name the position or type of work you're exploring and, where applicable, how you heard about the person or organization. Mention the key skills or expertise that qualify you for this role.

Middle paragraph(s): Provide supporting examples to demonstrate that you have the key skills and expertise needed in the role, which you have mentioned in the first paragraph; but do not reiterate your entire resume. Explain why you are interested in this employer and your reasons for desiring this type of work. Be sure to do this in a confident manner and remember that the reader will view your letter as an example of your writing skills.

Closing paragraph: Reiterate your interest in the position, and your enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for their consideration of your application, and end by providing your email and phone number for any questions or to arrange an interview.

Make the addressee want to read your resume. Be brief, but specific.

Ask for a meeting and remember to follow up.

Sincerely,

Your name typed

Sample Cover Letter

- Professional way to apply Industrial Training/Job **MUST** include cover letter.
- Cover letter function as introduction why you send an email/letter to someone.
- If you send applications through email, the best is copy paste your cover letter into your email. Besides that attach also all related documents.
- **Do not leave it empty and send. Your applications usually will be send to trash.**
- Receiver do not know the purpose you send the document unless you explain it in a polite way.
- **Prefer to have title. Example: Application of Industrial Training Trainee at yyyy.**

October 10, 2021

Susan Carey
Senior Manager
Wholesale Wine USA
23 Green St.
Boston, MA 02116

Dear Susan Carey:

I am writing to apply for your position in wine wholesale as advertised on Crimson Careers. This exciting opportunity appears to be a wonderful fit with my professional experience, personal interests, and career goals.

I am returning to Boston to complete my final year at Harvard University Extension School, where I am majoring in French and economics. Having spent the year working and traveling, I am eager to incorporate myself once again into the local wine community, to which I can bring experience in a number of sectors of the industry.

Through eight years in the restaurant field, I have acquired a deep love of and appreciation for wine and cuisine. I have been known to wax rhapsodic over specials; nothing made me happier than discussing a bottle with a table. This enthusiasm allowed me to introduce a list of reserve selections to Shay's Pub and Wine Bar. The result was an appreciable increase in sales for the restaurant and repeat attendance by customers. My position at Aspen's award-winning Montagna allowed me to expand upon my knowledge of wine, locally inspired cuisine, and the highest standards of service. Our weekly blind-tastings fueled my desire to further myself in this field, and I am in the process of acquiring certification through both the Court of Master Sommeliers and the Wine Spirit and Education Trust.

Most recently, I have returned from France where I was lucky enough to work on an organic vineyard in Beaujolais. I adored working with the young, dynamic, vigneron who ran the estate, the largest of its kind in the region. A position at your wholesale wine company would allow me to draw upon this experience and to facilitate the success of such producers. Additionally, it would enable me to replicate the most enjoyable components of my experience overall: working with my colleagues in the local restaurant industry, as well as with distinctive, iconoclastic wine-makers.

I am readily available via email or phone in order to arrange an interview, and have attached my resume below per your request. Please do not hesitate to contact me if you have any questions. I appreciate your consideration and look forward to hearing from you.

Sincerely,

Georgina Santiago

Reply Form



Reply to:
INDUSTRIAL TRAINING UNIT,
CAREER PLACEMENT & DEVELOPMENT CENTRE,
UNIVERSITI MALAYSIA PAHANG (UMP),
LEBUHRAYA TUN RAZAK, 26300 GAMBANG,
KUANTAN, PAHANG, MALAYSIA.
TEL: +609 - 549 2750 FAX: +609 - 549 2525
Email: ii@ump.edu.my <http://cpdc.ump.edu.my>

Industrial Training Period : _____ to _____ (please state dates and duration if different from application letter)

1. Please specify whether your organization is willing to offer industrial training place for:

YES (Offer is valid until _____)

NO

Name : _____ <please fill in>
Student ID : _____
Identity Card No. : _____
Program : _____
Faculty : _____

2. List of benefits (if any):

a. Allowance	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
b. Accommodation	YES	<input type="checkbox"/>		NO	<input type="checkbox"/>
c. Overtime	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

d. Others (please specify): _____

3. Please briefly specify scope of work for Interns:

a. Working days: _____

b. Working hours: _____

(Please specify if the students required working in shift)

4. Please specify Company Information:

- a. Company name: _____
- b. Company Registration No: _____
- c. CEO/HR Manager or someone in upper management: _____
- d. Designation: _____
- e. Mailing address: _____
- f. Contact person name: _____
- g. Contact person position: _____
- h. Contact person email: _____
- i. Telephone no.: _____
- j. Fax no.: _____

5. Please specify Industrial Supervisor/person in charge information:

- a. Supervisor's name: _____
- b. Contact no: _____
- c. Email: _____
- d. Training address: _____

Signature : _____

Name : _____

Position : _____

Date : _____

Official stamp :

Friendly Reminder

- Students **MUST reply ASAP** industry offers. Accept or not. Don't ever let the industry keep on waiting for a long time. It will ruin your and UMP reputation.
- Before accept or reject, please remember... every industry have their own training module. The training module is not the same from one company to another company.
- Student also need to **be prepared if they ask you to work in shifts...** you have to follow. **You don't have right to disobey** since in the real life there are people working night shift.
- Student need to **be prepared if they need to travel** during the training (own transportation)
- If you **have any problems during industrial training**, use your negotiation skills to negotiate (**speak politely and used logical reasons**). **Don't be stubborn. If you don't know how to negotiate, call/message LI coordinator first and seek for help. LI coordinator will guide you but not intervene on behalf of the student.** Remember, you are in training process.

Thank You. Any Question?