DIT5018/5028/5038 (for intake March 2012 and below)
DIT5618/5628/5638 (for intake June 2013 and above)

INDUSTRIAL TRAINING BRIEFING

ITP for Trimester: 3 - 2016/2017
Date: xx December 2016
Time : xxx – xxx p.m.
Venue: xxxxx

BRIEFING OUTLINE

- Objectives
- Learning outcomes
- Industrial Training Program
- Pre-requisite
- Industrial Training Registration
- Resume
- Placement Location
- Other items in ITP Portal
- Procedures
- Grading
- Precautions
- Deductions of Marks
- Leave of Absence
- Letter of indemnity, Disclaimer
- Starting Internship (weekly log, Report, supervisor evaluation)
- Presentation
- Etiquette
- Visitation
- Cheating case
- Q & A Session

Objectives

- To expose students to the 'real' working environment and get acquainted with the organization structure, business operations and administrative functions.

- To have hands-on experience in the students' related field so that they can relate and reinforce what has been taught at the university.

- To foster cooperation and to develop synergetic collaboration between industry and the university in promoting a knowledgeable society.

- To set the stage for future recruitment by potential employers.

Learning outcomes

- Apply knowledge and skills relevant to the area of study through co-workers interaction, group work and task assigned.

- Explain industrial training experiences using oral and written presentation skills.

- Demonstrate a professional attitude towards work and responsibility.

- Follow instruction to accomplish task by using proper tools and techniques.

Industrial Training Program

- Industrial training for **minimum 12 weeks.**
  - Training duration: **13th March – 04th June 2017**
  - Latest date application (to click "Apply") for placement in CaMSys: **19th February 2017 (Sunday)**
  - Latest attachment date: **05th March 2017**
  - Nature of jobs: Must be related to the areas of specialization.
- Once placed:
  - Change of company is **NOT ALLOWED**
  - Subject to the respective Company's Rules and Regulation

Pre-requisite

- To register in ITP portal

Not financially barred and must passed at least **40** credit hours excluding MPU subjects. (result calculated up to Trimester 1 2016/17)

- For subject registration

Not financially barred and must passed at least **50** credit hours excluding MPU subjects. (result calculated up to Trimester 2 2016/17)

Industrial Training Registration

Step 1: Login to CaMSys. (DO INFORM YOUR ASSIGNED ITP COMMITTEE PRIOR TO REGISTRATION. ITP committee need to assign student in CaMSys before student can apply ITP)

Industrial Training Registration

Step 2: Main menu → Self service → Industrial Training Program

Industrial Training Registration

Step 3: → Industrial Training Program → Apply for ITP Placement

Industrial Training Registration

Step 3: → Industrial Training Program → Apply for ITP Placement

MULTIMEDIA UNIVERSITY

Home | Worklist | Add to Favorites | Sig

Favorites | Main Menu > Self Service > Industrial Training Program > Apply for ITP Placement

New W

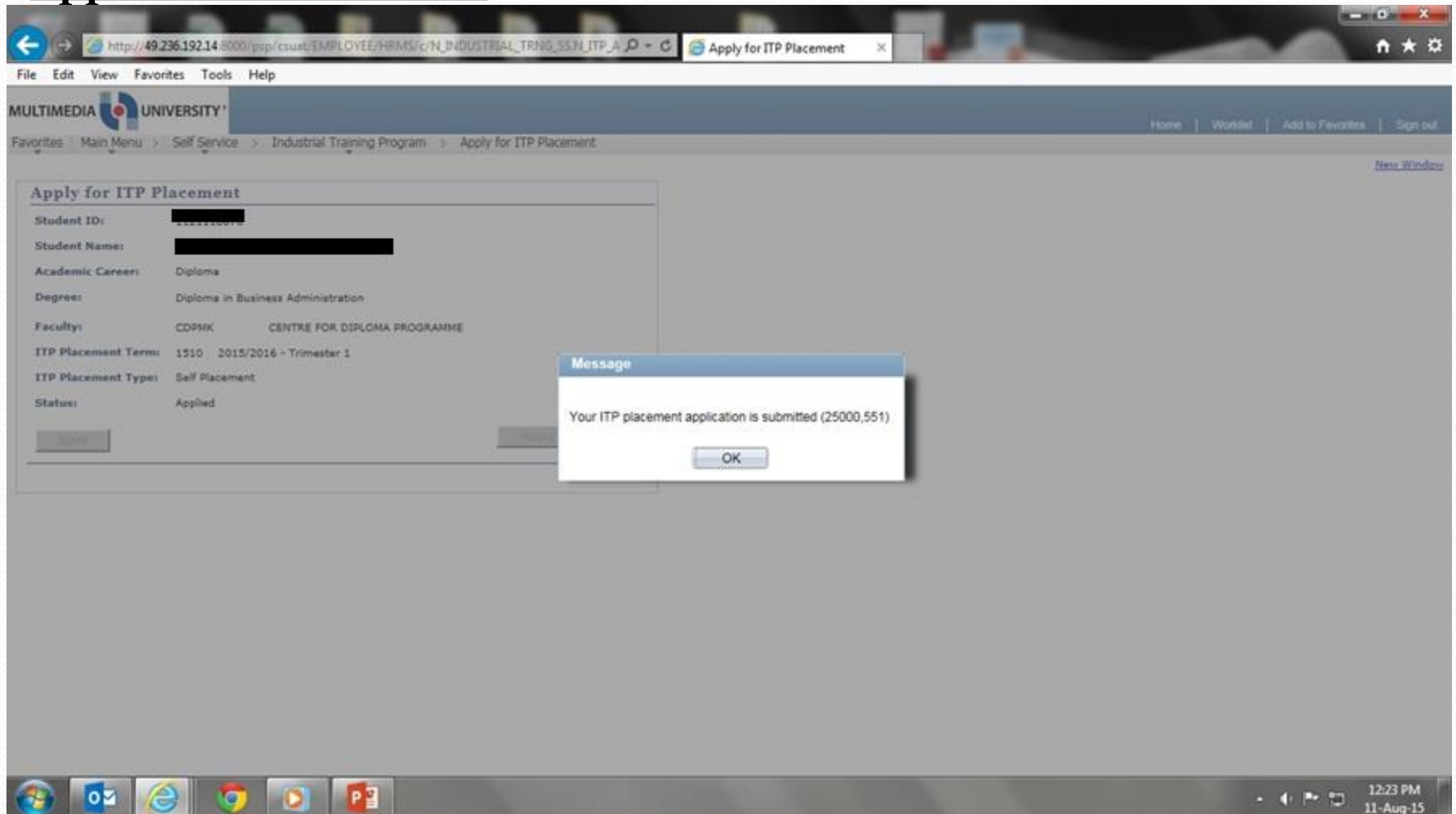ⓘ You are not eligible to apply for ITP Placement at this time

If you received message "**You are not eligible to apply for ITP Placement at this time**", possibly due to:
1) Financially barred by Finance Dept.
2) Did not achieve minimum requirement.
3) Failed to inform ITP committee/ ITP coordinator before apply in camsys.
4) Current status is "suspended"

Industrial Training Registration

Application submitted

Industrial Training Registration

Once applied, please check your status in "view/update ITP placement". Please keep this page as a proof that you have applied in CaMSys. Those who failed to apply for pre-placement are not allowed to go for internship

Industrial Training Program

Before you continue, check and update your personal information in camsys. Main menu→ Self Service → Campus Personal Information

Industrial Training Registration

Step 4 : Key in resume data (main menu→ self service → resume→ my resume

Industrial Training Registration

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Industrial Training Registration

Step 5: Search Company list (Industrial Training Program → Master Company List)

Industrial Training Registration

Step 5 (a): Search Company list (Industrial Training Program →
   Master Company List)

Industrial Training Registration

<u>Step 5 (b): Alternative for students to search for the company:-</u>

❑ Click website Ready4Work (<u>www.ready4work.my</u>)
> #<u>http://www.ready4work.my/for-students/sip</u>

❑ It is an online portal for the student to search for placement and follow the **Structured Internship Programme (SIP)**

❑ The benefit for you :
  - ❑ **Companies listed in** Ready4Work (<u>www.ready4work.my)</u> is endorsed by **TalentCorp**
  - ❑ Internship experience where you can develop skill sets required by the industry *<u>through a structured internship</u>*.
  - ❑ Monthly allowance of RM500 or more.

Industrial Training Registration

Step 6: For the chosen company, submit all the relevant documents for application to the company.

Documents needed :

1.**Application letter** (cover letter)

2.**Resume or CV**

3.**Reply Form** (this is an empty form which the company will need to return back as a prove of acceptance)

4.**Support letter** (a letter that will prove you are MMU students which can be signed by CDP Director)

5.**Online result transcript** (ERU will block online transcript during exam week)

Industrial Training Registration

- Where to access those documents and other related ITP documents?
  - Intranet (within mmu campus) → http://cdp.mmu.edu.my , click at the correct Trimester link (*Trimester 1630, planning stage*).

  OR

  - Public network/internet (outside mmu campus) → Google Classroom is utilized. Please see next slide on how you may access to it.

Google Classroom

- Students need to **check their mmu email** (eg: *<studid>@student.mmu.edu.my*), for an email similar to below and click on the link to join.

Sent Mail

Drafts

More ▾

Search people...

MS JULIE YEW ...

Google Classroom

Hi Tan,

MS JULIE YEW MEI YEE invited you to the class DIT5618 / DIT5628 / DIT5638 Tri 1620.

MS JULIE YEW MEI YEE

DIT5618 / DIT5628 / DIT5638 Tri 1620

JOIN

Once clicked **"join",** students may access the **Google classroom** for ITP such as below. Refer to the *topics* on the left side and middle part is the *announcements* posted by ITP coordinators. You can find the ITP related documents from the topics or announcements.
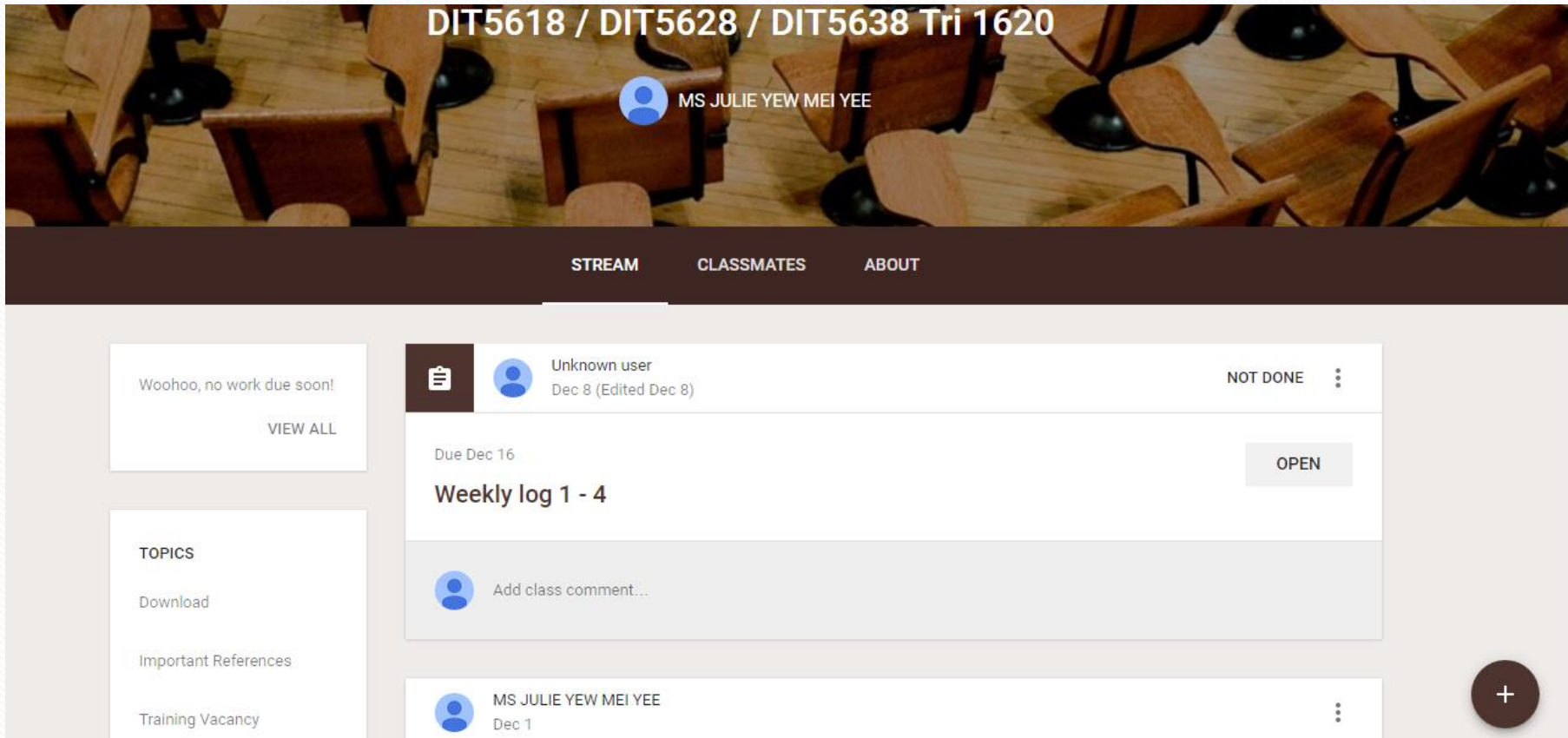
Industrial Training Registration

Step 7: If you already decided which company to go, with approval from your ITP committee:

(i) **Update information on the company in ITP portal.**

Go to "View/Update ITP Placement" page to update information about the company

(i) **Submit "Acceptance letter" to the company**

Acceptance letter : to inform the company that you have accepted the offer.

Complete the Acceptance letter" (attached with reply form), get signature from ITP committee and submit to company.

Industrial Training Registration

Step 7: If you already decided which company to go, with approval from your ITP committee, go to "View/Update ITP Placement" page to update information about the company

Industrial Training Registration

Step 7: If the company you want to apply is not in the list.

Please provide completed reply form to your ITP Committee for checking the suitability. Once satisfied, the ITP coordinator will add the new company.

Industrial Training Registration

Step 7: Select the company, and key-in the company supervisor details

Select the attached location

Industrial Training Registration

Step 7: If the address of the company did not appear

If the address of the company did not appear, try to change to 0064 but do not click save.
Then change back to original ID (eg:2891). Address will appear for the company and you may click save.

Industrial Training Registration

Step 8: Upload the offer letter (if any) or reply form, letter of undertaking ITP and Proof of insurance (compulsory)

1. Offer letter or reply form only can be uploaded once. If the document is more than one, please use .zip file.
2. Letter of undertaking ITP – filled up and signed by student, typing name as signature is not valid.
3. Prove of insurance – must show the expiry date and has coverage for accident.

Industrial Training Registration

Step 9: Once you have uploaded all the documents, inform your ITP committee for checking. If all satisfied, your ITP committee will approve your placement and your status will change from "Applied" to "Approved".

Now, you are ready to start your internship...

Industrial Training Registration

Reminder:

1) Subject registration (for industrial training) will be done by CDP. If you are final semester student, do not apply for graduation first. You can only apply after CDP registered your ITP subject.

2) CDP will register Industrial Training subject for student with "Approved" status only. Please check your placement status (refer previous slide) before you start your industrial training.

3) Make sure that student are not financially barred or terminated during the internship period. CDP will not register the subject for financially barred and terminated students.

Industrial Training Program

Other item in ITP portal

Industrial Training Program

Other item in ITP portal

View all ITP committe involved

Industrial Training Program

<u>Other item in ITP portal</u>

Industrial Training Program

Other item in ITP portal

Industrial Training Program

Other item in ITP portal

Industrial Training Program

Other item in ITP portal

Industrial Training Program

Other item in ITP portal

Procedures

- <u>Call up the company first </u>before sending out the application letters.

- Find out whether there is a vacancy for industrial trainees.

- If the company has vacancies, you have to ask for the person in charge.

- The person in charge may be from the HR department, training department, or any other departments of the company.

Procedures

- Try to get the name of the person so that you can address the letter to the person in charge correctly in your application letter.

- Letter without complete information (either information about you yourself or the company) may result in not getting any reply from the company.

- If you plan to send application via email and you're not sure how to compose a proper/formal email, please get advise from your ITP committee about email etiquette.

Procedures

- Choose/Identify <u>at least **15** suitable companies</u> that you may apply to.
- Next, send the **five (5) documents** to every company directly (refer to next slide). You may download all documents at CDP website (under Industrial training) or google classroom page.
- Wait for the company's response.
- If you don't get a response from the company within 2 weeks, give them a call and enquire on your application status.
  - Don't wait until the last minute!
  - It is your responsibility to contact and follow-up with the company of your choice.

Procedures Documents

- Applications to companies
  <u>Documents</u>:
  - (1) Application Letter
  - (2) Reply form
  - (3) Support letter
  - (4) Resume
  - (5) Academic Transcript (The Online Version is sufficient, must be verified by ITP Committee)

  Reply letter from Company: **Latest by 03 March 2017 (before 5 p.m.)**

Placement Locations

Criteria for Company:

- *Not family business.*
- *Have a physical office with minimum 5 permanent staffs. Students are not allowed to work from home.*
- *Should be able to assign tasks related to what you have studied*
- *Student's own choice but with approval from the assigned ITP committee*
- Any company located in **Malaysia (including Sabah and Sarawak)**
- **For international students:**
  - **Allowed to apply for company in your home country.**
  - **Verification on the company will be made by CDP**

Placement Locations

- Rules for placement

1) The job placement must be for FULL TIME work.

2) The company's supervisor cannot be student's close relative.

3) NO changing nor swapping of jobs upon CONFIRMED placement without obtaining approval from CDP.

4) If a student wants to leave his/her current placement, he/she must provide justification to CDP and the company. Student must get approval from CDP BEFORE he/she can leave his/her current placement.

5) Payment by the company as an allowance for industrial trainees is encouraged, but not a requirement.

Placement Locations

- You are advised to choose the company **which is relevant to your field**.
- Example:
  - **DIA: Accounting/ Taxation/ Audit firm**
  - **DBA: Admin/ HR/ Marketing (not involve sales)**
  - **DEE/ DTE: Electronics, Electrical or Engineering related company**
  - **DIT/DBIS: IT related company**

*Note: Jobs such as **promoter, operator, customer service** are **highly unacceptable.***

- **DIT/ DBIS:**
  - **Preferably choose IT company**
  - **If non-IT company, there should be MIS or IT department staff to supervise**
  - **Students are not allowed to do internship at FIST.**
  - **DIT students– focus purely on IT services or tasks such as developing website, programming, graphic design, multimedia networking**
  - **DBIS students – same as DIT but can be involved in business aspects such as planning, marketing IT solutions**
  - **Must have MINIMUM ONE project**
    - **Example: Develop website or system, design network, design logo or multimedia, develop CD for training, etc.**
  - **DO NOT choose small PC shops or MLM shops**

GRADING: PASS or FAIL (mandatory pass for each component)

The training is graded based on :

- Presentation (minimum must get is 15 marks)   30% @ 30 marks
  - Individual. Presentation will take place the following week after you have completed your training. The presentation is evaluated by 2 panels

- Student's reports (minimum must get is 10 marks)   20% @ 20 marks
  - Individual. Report (hardcopy) must be submitted during presentation. Cannot copy/discuss from/with other students. The report evaluation is done by your ITP committee

- Student's Weekly logs (minimum must get is 7.5 marks)   15% @ 15 marks
  - Individual. Weekly logs must be submitted to ITP committee during training or when requested. The evaluation is done by ITP committee

- Employer's Evaluation (minimum must get is 18 marks)   5% @ 35 marks
  - Individual & Confidential. The company supervisor will complete the form based on your performance and the supervisor's observation.

- **Total**   **100% @ 100 marks**

<50% or Failed any of the component =>FAIL

FAIL: re-take the subject.

Warning: Unethical work by students (eg: copying the report and weekly logs from your friends), can result in failure for ITP. Please take this matter seriously.

Precautions

- **You can only accept ONE company's offer.**
- **You must call and write a letter if you decline an offer** **within two weeks after received feedback/ reply form from company** (refer to ITP website for template).
- If absent e.g. sick etc., please inform your company's supervisor immediately.
- Training period must be minimum 12 weeks (Guideline from MQA) . You have to replace if you took leave or MC.
- If you need to extend your training please inform your ITP committee formally.

Deduction of Marks

- **Marks to be deducted or automatically fail** on the following issues:
  - When the student obtains more than one company's offer and fails to inform the company whose offer he/she decides to reject;
  - Asking for a change of company after the offer is confirmed;
  - Or not adhering to the planned schedule.
  - If no submission/no presentation etc (resulting in zero marks) for any of the components (Presentation , Report, Weekly logs, Employer's Evaluation).

Leave of Absence

- If a student **quits** the program after its commencement:

    - **NOT ALLOWED** to register for any subjects offered in Tri 3, 2016/2017;
    - He/she has to apply for "Leave of Absence" for that trimester, subject to the Director's approval;
    - Appeal will be looked into on case by case basis.

Letter of Indemnity

- A promise of payment in case of any damage/loss

- MMU **DOES NOT** issue Letter of Indemnity to any company

- **DO NOT** accept any offer for a trainee post that requires a letter of indemnity from MMU.

Industrial Training Program

Other item in ITP portal

Disclaimer

- While Centre for Diploma Programme (CDP) uses reasonable efforts to provide accurate and up-to-date information, some of the information provided is gathered by third parties and has not been independently verified by Centre for Diploma Programme (CDP) You agree that all use of this information is at your own risk, and that Centre for Diploma Programme (CDP) will not be held liable for any errors or omissions contained in the content of its website or for any improper or incorrect use of the information described and/or contained herein and assumes no responsibility for anyone's use of the information.

- In no event shall Centre for Diploma Programme (CDP) be liable for any special, indirect or consequential damages or any damages whatsoever, whether direct, indirect, consequential, incidental or special, or any claim for attorney's fees resulting from loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of, or in connection with, the use or performance of information available in ITP website.

- By registering Industrial Training you hereby agree and undertake to indemnify and keep harmless the Company and MMU:
  - All liabilities, claims, losses, expenses and costs in respect of any personal injury (whether fatal or otherwise) arising to the Trainee and / or any loss or damage to the Company's and/or the Trainee's property arising out of the Trainee's negligence while undergoing training with the company; and
  - All claims, demands, actions, proceedings, losses, damages, costs and expenses in respect of any personal injury to the Trainee and / or   loss or damage to the Trainee's property which the Trainee's may suffer in consequence to or as a result of the facilities afforded to the Trainee.

Start Internship

- Update company supervisor data in ITP portal @ CaMSys.
- Discuss with your company supervisor about any project or assignment/tasks.
- Discuss with your company supervisor about <u>attendance record</u>. Student need to has an attendance report (verified by company) as a proof of their attendance.
- Try to understand the systems in your work place
  - Organization, administrative or practical
- Record all the work done or knowledge gained
  - **Maintain logbook**

Weekly Log
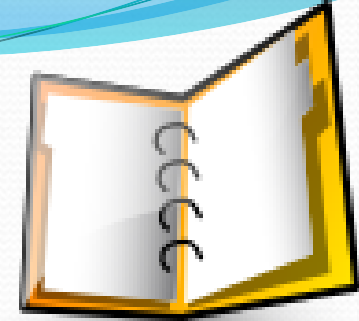
- Refer to the website for a template. Is attached in the training report.
- Weekly log is a brief description (like a diary) summarizing everything you have done in that particular week.
- **Email to your ITP committee weekly log's softcopy every week or at least every 4 weeks (4 weekly logs sent monthly).**
- Print out the hardcopy of each weekly log to be signed and stamped by the company supervisor and attach to the final training report.
- Failure to submit when requested will effect 'FAIL' in result.

Training report
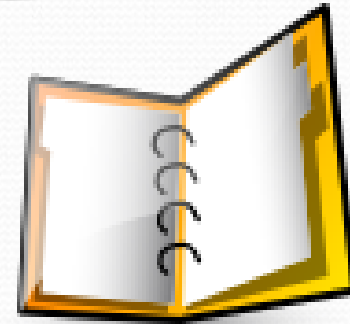
- Refer to the website for a template.
- Make sure your report cover all the requirements/items as per template. (refer Table of content of the report)
- Include the details of all tasks given during internship.
- The report must be binding and submit during presentation day.
- Failure to submit will effect 'FAIL' in result.

Company Supervisor Evaluation Form

- The company supervisor will complete the form based on your performance and the supervisor's observation.

- Must be submitted latest by 11th June 2017

- How the form may reach us?
  - Bring the form together (sealed in envelope) with your report when you come for your presentation at MMU
  - *Or* Scan and email to cdpitp@mmu.edu.my
  - *Or* post to us: Center for Diploma Programme, Multimedia University, Jln Ayer Keroh Lama , 75450 Melaka
  - Fax to 06 – 231 3004

Presentation

- Will be held once the training finished.
- Refer ITP website for the guidelines.
- Dress properly.
- Be on time.
- Failure to present will effect 'FAIL' in result.

Etiquette

- Dress properly
- Behave well
- Portray good image as a university student
- Be punctual
- Observe work ethics
- Concern for safety
- Be professional

Visitation

- Lecturer may visit at your work place
  - Around the last 4 weeks of your training.
- Visitation is done by **random** selection. Please inform your ITP committee if the company requested to have a visitation.
- Students and the company will be contacted a week before visitation. Please prepare the road direction and updated contact information.

Cheating during Internship

- Any suspected cheating case will be forwarded to Legal Unit for Disciplinary Offence.
- If found guilty, the effects will be:
  - Fined
  - Automatic failure in industrial training subject
  - Suspension of study (up to one year)

Important dates:

Important Items	DATES
• Training period	13th March – 04th June 2017
• Last date register in ITP portal	19th February 2017 (Sunday)
• Registration subject in CaMSys (for approved placement)	Will be done by ERU/CDP
• Last date to receive reply from company	03th March 2017 (Friday)
• Last date to upload documents for ITP placement	08th March 2017 (Wed)
• Last date for company's supervisor evaluation form	11th June 2017 (Sunday)
• Presentation	13th – 16th June 2017*

*subject to change

Q & A SESSION

For further information, kindly contact:

Coordinators	Course	Office Number	Email
Mdm. Julie Yew Mei Yee	DIT/DBIS (Mlk)	06-2523990	myyew@mmu.edu.my
Mdm. Nurasma	DIT (Cyber)	03-83125923	nurasma.shamsuddin@mmu.edu.my
Mdm. Fathiah	DIA	06-2523538	fathiah.hashim@mmu.edu.my
Mdm. Ummu Umairah	DBA	06-2523135	umairah.yunus@mmu.edu.my
Mdm. Nur Hasanah	DEE/DTE	06-2523909	hasanah.ali@mmu.edu.my
Mdm Norainy Abdul Razak	DIA/DBA	06-2523931	norainy.razak@mmu.edu.my

Center for Diploma Programmes