

1.0 FINAL REPORT

The industrial training final report is the key elements that will be accounted to evaluate students' performance that had undergo the industrial training. Through this report, students will be evaluated based on the contents, presentation (objective, language used, sentence structure) and also writing format.

2.0 REPORT CONTENT

The necessary report content are as follows:

Acknowledgement

Executive Summary

Table of Content

1.0 Introduction

2.0 Company Profile

3.0 Project Details

4.0 Other Project/Task

5.0 Recommendation

6.0 Conclusion

Bibliography

Daily Task Report

Appendices

3.0 BRIEF EXPLANATION ON THE REPORT CONTENTS

- **Acknowledgement**
Vote of thanks to individuals or parties that help throughout the industrial training session including the academic and industrial supervisors that does not exceed one (1) page.
- **Executive Summary**
An overall explanation on final report and brief conclusion that can be made from the industrial training program. Student also should briefly explain the important contents of the final report.
- **Table of Content**
List of contents together with page numbers according to the student report.
- **1.0 Introduction**
Student should define the term of industrial training and describe the objectives of undergoing industrial training. Student also should briefly explain the purpose and needs of the report.
- **2.0 Company Profile**
Introduction to the organization. Student should describe the company background and staff, vision and mission, organization structure, products and services offered by the organization, environment and also organization function. Students should also include the details of Industrial Supervisor such as name, position, contact number and his/her other details.
- **3.0 Project Details**
Main Project/task is the most important content to included in the report. In this part, student have to explain in details the tasks/projects that has been carried out during the industrial training session. Student should also explain clearly the work flow of the project work.
Details of projects completed, supervisory roles taken up, estimation, costing, and design works completed and the experience gained thereon should be described in a concise manner. The problems encountered and the approach adopted for solving problems may also be described in this section.
The professional and ethical issues, health and environmental issues, that are encountered during the training and how was it tackled should be clearly explained in the report. The attitude and commitment portrayed should also be indicated wherever possible.
The report should be concise, according to the format suggested in this guideline. The report will be evaluated by the examiner based on the regulations laid down in the

evaluation form. Students are required to go through the evaluation form before writing the report and address all the items that are evaluated in the report.

▪ **4.0 Other Project/Task**

Student may include other tasks/projects assigned by the industrial supervisor during the industrial training program.

▪ **5.0 Recommendation**

Student should identify the problems occur in the project and gives appropriate recommendation or contribution of thoughts to solve problems.

▪ **6.0 Conclusion**

Summary of the whole industrial training experience. This section should have an overall illustration and discussion on the industrial training along with conclusion on the training. This section shall emphasize on the major tasks carried out, major contribution for the company, comments on the tasks performed, recommendations and etc.

▪ **Bibliography**

Relevant references used in the report such as books, websites, journals, articles and so on. **(Please refer Appendix E)**

▪ **Daily Task Report**

The log sheet report provided by the Industrial Training Unit (ITU) is used to record daily activities done by the students throughout the industrial training period. It is necessary for students to record all activities that were being conducted every day completely and tidy so that assessment can be done by supervisor together with the final report.

Things that should be recorded are as below:

- i. Daily tasks/activities conducted during the industrial training program.
- ii. Copies of medical certificate should be pasted in the log book if the student is on leave due to health problem.
- iii. A brief comment together with formal stamp by supervisor should be carried out every week.

NOTE: Bind the Daily Task Report together with the final documentation report. Attach the Daily Task Report in BETWEEN the Bibliography and Appendices.

▪ **Appendices**

Student can attach forms, user manual, coding or anything that related to the tasks/project and report. Sort different appendices with different names.

4.0 REPORT WRITING FORMAT

- i. Report must be typed by using **Arial type** of font with **11 in size** and **1.5 spacing**.
- ii. The size of margin are as follows:-
 - **Top : 1.25"**
 - **Left: 1.5"**
 - **Right : 1.5"**
 - **Bottom : 1.25"**
- iii. The report must be included with Header . **(Please refer Appendix C)**
- iv. The page number must be located on the right side at the bottom of the page.
- v. Page number for *Acknowledgement* is (i).
- vi. Page number for *Executive Summary* is (ii).
- vii. Page number for *Table of Content* is (iii) and so on.
- viii. The texts in the report must be divided into chapters beginning with 1.0 Introduction on page 1 until the last chapter 6.0 Conclusion. If the title of the chapter use distinctive page, it is counted as a page but no need to write the page number. In short, each paper used, even if it is empty, must be counted in page number. Use different chapters for different tasks/projects.
- ix. Each appendices should be given appropriate titles.

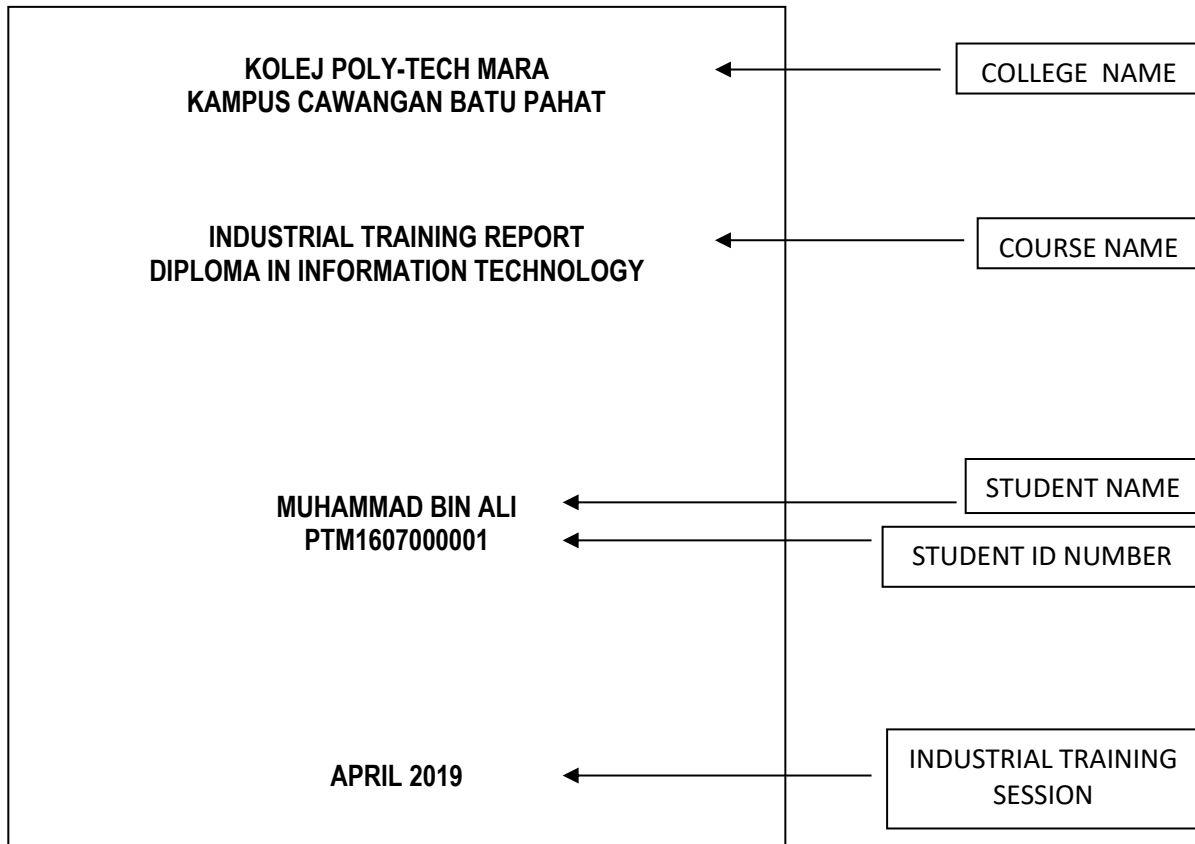
5.0 PREPARING THE REPORT

- i. Use A4 size paper.
- ii. Use hard cover binding with **BLACK** in colour. Coil binding is **NOT** accepted.
- iii. The college name, report title, course name, student name, student ID number and industrial training session must be placed in front of the report cover. Use Arial type of font with the size of 18. **(Please refer to Appendix A)**
- iv. The abbreviation of course name, student name and industrial session must be placed at the side of the report cover. Use Arial type of font with the size of 18. **(Please refer to Appendix B)**
- v. Each student from the organization must prepare a different report.
- vi. Report must be written in English with minimum 40 pages **EXCLUDED** appendices.
- vii. A copy of the binded report need to be submit directly to Industrial Training Unit. Please make sure that your report submission has been confirmed by the academic supervisor.

6.0 LIST OF APPENDICES

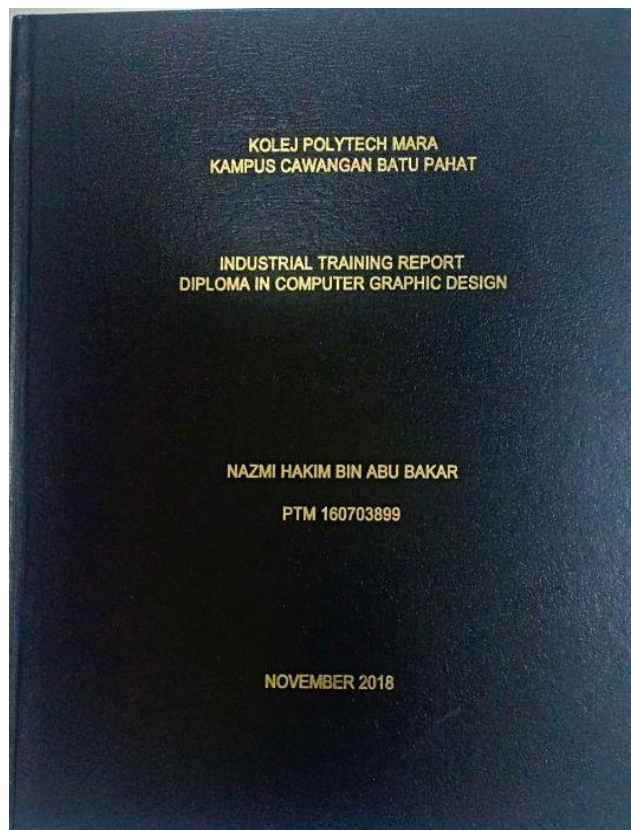
- Appendix A – Example of Report Cover (Front)
- Appendix B – Example of Report Cover (Side)
- Appendix C – Example of Header and page number
- Appendix D – Example of Table Of Content
- Appendix E – Standard Bibliography Format

Appendix A – Example of Report Cover (Front)

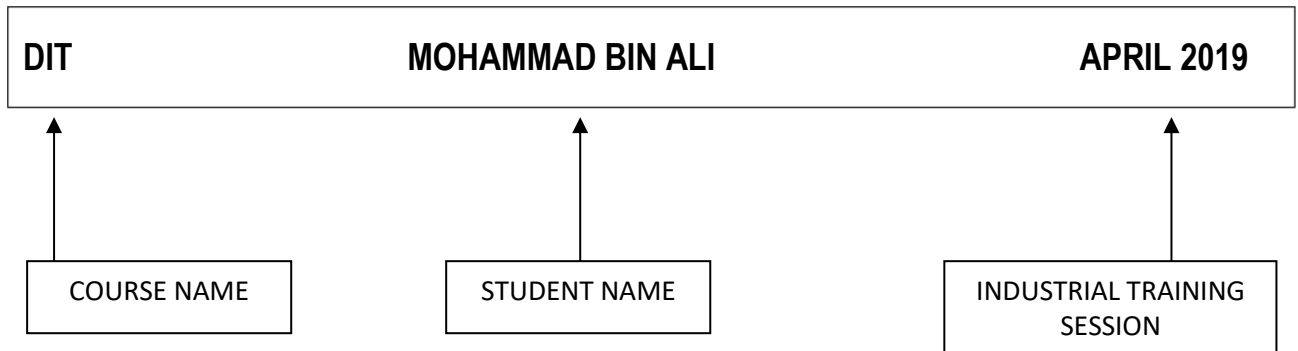


- COVER : HARD COVER (BLACK)**
- FONT : ARIAL NARROW**
- SIZE : 18**
- FORMAT : BOLD**
- COLOUR : GOLD**

EXAMPLE



Appendix B – Example of Report Cover (Side)



COVER : HARD COVER (BLACK)

FONT : ARIAL NARROW

SIZE : 16-18

FORMAT : BOLD

COLOUR : GOLD

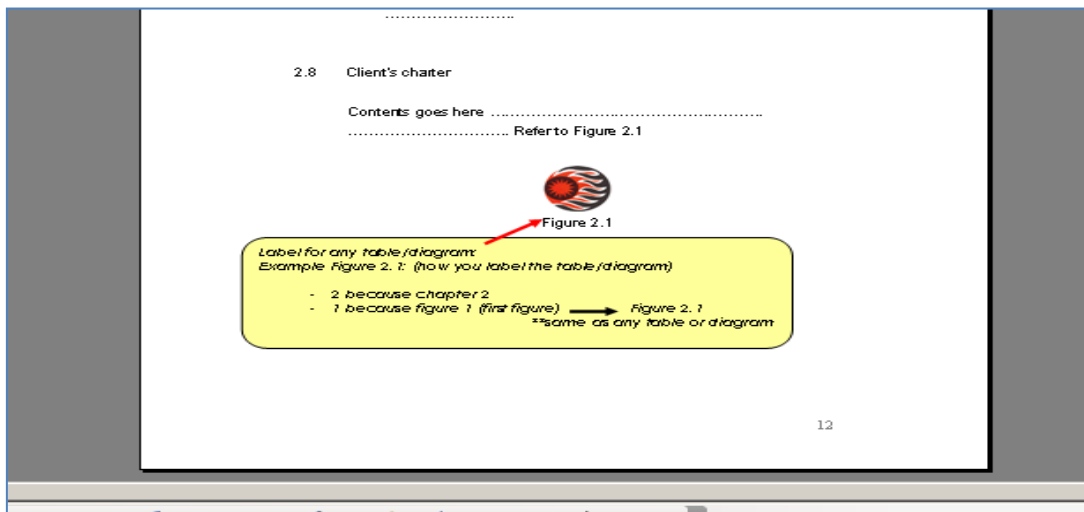
EXAMPLE



Appendix C – Example of Header and page number



- ❖ KPTMBP's new logo must be placed on the left side of the header.
- ❖ Title of chapter should be placed on the right side of the header.



- ❖ Page number must be located on the right side at the bottom of the page.

Appendix D – Example of Table Of Content

FORMAT EXAMPLE OF TABLE OF CONTENT (HUMAN RESOURCE)

ACKNOWLEDGEMENT	i
EXECUTIVE SUMMARY	ii
TABLE OF CONTENT	iii
1.0 INTRODUCTION	
1.1 Definition of Industrial Training	1
1.2 Objectives of Industrial Training	2
1.3 Objectives of the report	3
2.0 COMPANY PROFILE	
2.1 ABC Technology Sdn Bhd Background	4
2.2 History of ABC Technology Sdn. Bhd.	5
2.3 Location	6
2.4 Vision and Mission	6
2.5 ABC Technology Sdn Bhd Organization Chart	8
2.6 ABC Technology Products and Services	9
2.7 Industrial Supervisor background detail	10
3.0 PROJECT DETAILS	
3.1 Introduction of the Project	11
3.2 Scope of the Project	13
3.3 Objective of the Project	14
3.4 Project Details	
3.5 Project Opportunities	32
3.6 Conclusion of the Project	33
4.0 OTHER PROJECT/TASKS	
4.1 Introduction of the Second Project	34
4.2 Scope of the Project	35
4.3 Objective of the Project	35
4.4 Project Details	36
4.4.1 Project Background	36
4.4.2 Project Planning	37
4.5 Conclusion of the Project	39
5.0 RECOMMENDATION	
5.1 Problems and Difficulties Faced During Project	40
5.2 Suggestions for Problem Solutions	41

6.0 CONCLUSION

6.1 Achieving the Aims of the Programs

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6.2 Suggestion

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BIBLIOGRAPHY

DAILY TASK REPORT

APPENDICES

Appendix E – Standard Bibliography Format

There are several standards of well-established systems for writing a bibliography such as

- the Harvard System;
- the American Psychological Association System;
- the McGraw – Hill system;
- the Modern Languages Association system; and
- the footnote system.

Below are standard formats and examples for basic bibliographic information recommended by the Modern Language Association (MLA).

Format Example

i. Books

Format:

Author's last name, first name. *Book title*. Additional information. City of publication: Publishing company, publication date.

Examples:

Allen, Thomas B. *Vanishing Wildlife of North America*. Washington, D.C.: National Geographic Society, 1974.

Boorstin, Daniel J. *The Creators: A History of the Heroes of the Imagination*. New York: Random, 1992.

ii. Encyclopedia and Dictionary

Format:

Author's last name, first name. "Title of Article." *Title of Encyclopedia*. Date.

*Note: If the dictionary or encyclopedia arranges articles alphabetically, you may omit volume and page numbers.

Examples:

"Azimuthal Equidistant Projection." *Merriam-Webster's Collegiate Dictionary*. 10th ed. 1993.

Pettingill, Olin Sewall, Jr. "Falcon and Falconry." *World Book Encyclopedia*. 1980.

iii. Magazine and Newspaper Articles

Format:

Author's last name, first name. "Article title." *Periodical title* Volume # Date: inclusive pages.

*Note: If an edition is named on the masthead, add a comma after the date and specify the edition.

Examples:

Hall, Trish. "IQ Scores Are Up, and Psychologists Wonder Why." *New York Times* 24 Feb. 1998, late ed.: F1+.

Kalette, Denise. "California Town Counts Down to Big Quake." *USA Today* 9 21 July 1986: sec. A: 1.

iv. Website or Webpage

Format:

Author's last name, first name (if available). "Title of work within a project or database." *Title of site, project, or database*. Editor (if available). Electronic publication information (Date of publication or of the latest update, and name of any sponsoring institution or organization). Date of access and <full URL>.

*Note: If you cannot find some of this information, cite what is available.

Examples:

Devitt, Terry. "Lightning injures four at music festival." *The Why? Files*. 2 Aug. 2001. 23 Jan. 2002 <<http://whyfiles.org/137lightning/index.html>>.

Dove, Rita. "Lady Freedom among Us." *The Electronic Text Center*. Ed. David Seaman. 1998. Alderman Lib., U of Virginia. 19 June 1998 <<http://etext.lib.virginia.edu/subjects/afam.html>>.