

# INDUSTRIAL TRAINING BRIEFING

BY:

CAREER PLACEMENT & DEVELOPMENT CENTRE (CPDC)



5-STAR WORLD CLASS TECHNOLOGICAL UNIVERSITY

# What is Industrial Training ?

- **Placement** of students in a selected industries
- Opportunity of learning in the **working environment**
- Empower students' competencies and job **skills**
- Enhance the graduate employment **marketability** of students.

## INTERNSHIP DURATION



### MAC 2022

Duration :  
24 weeks

(non engineering Bachelor Degree &  
diploma program)

7th Mac 2022 – 19th August 2022

### MAC 2022\*

Duration :  
10 weeks

(engineering program  
year 2021 cohort)\*

7th Mac 2022 – 13th May 2022

### Engineering (8 Courses)

Civil, Chemical, Electrical, Electronic, Mechanical, Automotive, Manufacturing, Mechatronic, \*Dual Degree Program (Automotive, Mechatronic) (\*6 month LI)

### Technical, Business, Science, Applied Science (24 Courses)

Computer Science (Software Engineering, Computer System & Networking, Graphics & Multimedia Technology), \* Engineering Technology (Computer System, Electrical, Manufacturing, Infrastructure Management, Energy & Environment Power & Machine, Petroleum, Pharmaceutical, Occupational Safety & Health, \*Industrial Science (Chemistry, Biotechnology, Material), \*Industrial Management (Project Management, Industrial Technology Management, Business Engineering), Data Analytic

# INDUSTRIAL TRAINING COORDINATORS (COLLEGE OF ENGINEERING)



Chemical Eng.  
TS. DR. LIANG YONG YEOW  
(BKC PROGRAM)



Head of  
Training Coordinator  
DR. HADI BIN ABDUL SALAAM



Electrical Eng.  
PROFESOR IR.  
DR MOHD FAIZAL BIN JAMLOS  
(BEP, BEE PROGRAM)



Mechanical Eng.  
TS. DR. JULIAWATI BINTI ALIAS  
(BMM, BMA PROGRAM)



Civil Eng.  
IR. DR. AZHANI BINTI ZUKRI  
(BAA PROGRAM)

# INDUSTRIAL TRAINING COORDINATORS (COLLEGE OF ENGINEERING TECHNOLOGY) – DEGREE PROGRAM



FTKA  
TS MOHAMED AFFENDY  
OMARDIN  
(BTC PROGRAM)



FTKA  
TS. DR. MOHD NASRULLAH  
BIN ZULKIFLI  
(BTV PROGRAM)



FTKKP  
TS. DR. MOHD AZMIR  
BIN ARIFIN  
(BTP, BTO PROGRAM)



FTKKP  
DR. MOHD SHAFIQ BIN  
MOHD SUEB  
(BTK PROGRAM)

# INDUSTRIAL TRAINING COORDINATORS (COLLEGE OF ENGINEERING TECHNOLOGY) – DEGREE PROGRAM



**FTKPM**  
**DR. MOHD ZAIDI BIN  
SIDEK**  
**(BFF, BFM PROGRAM)**



**FTKPM**  
**PROFESOR MADYA TS. DR.  
MUHAMAD ARIFPIN BIN  
MANSOR**  
**(BTM & GMI PROGRAM)**



**FTKPM**  
**MR. ISMAIL BIN MOHD  
KHAIRUDDIN**  
**(BHM PROGRAM)**



**FTKMA**  
**MR. WAN MUHAMMAD  
NOOR SARBANI BIN MAT  
DAUD**  
**(BHA PROGRAM)**



**FTKEE**  
**DR. MOHD SYAKIRIN BIN RAMLI**  
**(BTE, BTS, BTW PROGRAM)**

# INDUSTRIAL TRAINING COORDINATORS (COLLEGE OF COMPUTING & APPLIED SCIENCE) – DEGREE PROGRAM



FK

DR. SURAYA BINTI ABU BAKAR  
(BCS, BCN, BCG PROGRAM)



FSTI

DR. AHMAD SALIHIN  
BIN SAMSUDIN  
(ALL FSTI PROGRAM)



PSM

DR. SAHIMEL AZWAL BIN  
SULAIMAN  
(BSD PROGRAM)

# INDUSTRIAL TRAINING COORDINATORS (COLLEGE OF MANAGEMENT & HUMANITIES) – DEGREE PROGRAM



**FIM**  
**DR. AHMAD HUZAIMI BIN ABD JAMIL**  
**(ALL FIM PROGRAM)**

# INDUSTRIAL TRAINING COORDINATORS (COLLEGE OF ENGINEERING TECHNOLOGY) – DIPLOMA PROGRAM



FK

DR. SURAYA BINTI ABU BAKAR  
(DCS PROGRAM)



FTKMA

MR. MOHAMED REZA ZALANI  
BIN MOHAMED SUFFIAN  
(DMM PROGRAM)



FTKEE

MADAM  
NORHAFIDZAH BINTI  
MOHD SAAD  
(DEE PROGRAM)



FTKA

DR. SHARIFAH MASZURA  
BINTI SYED MOHSIN  
(DAA PROGRAM)



FTKKP

DR. NOR KHONISAH  
BINTI DAUD  
(DKC PROGRAM)

## Checklist For Industrial Training

1. Attend industrial training briefing (Faculty/CPDC)

2. Download "Student Application Letter" (SAL) thru e-Comm-LI Online-Status

3. Student need to submit application to industry together with below documents:-

- 1) SAL Letter
- 2) Download [industrial feedback form/reply form](#) (Portal: ) at <http://cpdc.ump.edu.my> Documents section
- 3) CV/Resume
- 4) Course Checklist (Get Academic Advisor verification, if necessary)

Note: Student need to follow up.

4.

- Student need to do placement verification inside LI Online System
- (not allowed to change placement after done verification inside the system)
- If need to change placement due to unforeseen circumstances, please refer to your faculty's advisor

5.

- **Original Confirmation letter** will be sent by CPDC to industry by post once student **complete verification** in **LI Online System (SLI)** in E-Comm. Students can download a copy of the placement letter for personal & employer reference purposes via CPDC portal/UMP LI Facebook
- **Forgot to complete SLI** – student will not be visited. Faculty will give a fail mark & need to **repeat LI**.

6.

Student **MUST reject other offer if received more than one (1) offer**. Sample of rejection letter can be downloaded from (Portal: [cpdc.ump.edu.my](http://cpdc.ump.edu.my)).

Student also need to **give a feedback/reply (written via email)** to company if they **agreed to accept the offer** from respective company

7.

Student send **Report Duty Form (A1)** to CPDC thru Fax, email or courier that made available inside Log Book (Page 1) on first day in industry

8.

Student will be **visited by Faculty's supervisor** during industrial training and required to complete forms of visit/assessment whichever related

9.

Student send **Final Year Report/Thesis** together with verified industrial training completion letter to faculty

- ▶ **Student** should submit the Rejection letter to **ALL** the companies which applied if received more than 1 offer
  - ▶ have offered industrial training places
- ▶ Template available for download at CPDC portal (no need for UMP Letterhead)
- ▶ TO BE signed by the student.
- ▶ Call other companies which didn't response & make sure that reject the companies if you want to complete the SLI.
- ▶ Any **NEGATIVE** comments from industry will effect LI marks (**1 report** will **minus 10 marks**)



# TUTORIAL LI ONLINE (MENU LI)

The screenshot displays the LI ONLINE website interface. On the left is a vertical menu with various options. The main content area is titled "Announcement Board" and features three tabs: "OFFICIAL", "UNOFFICIAL", and "IKLAN @ MohBeli.com". The "UNOFFICIAL" tab is selected, showing three announcements with "NEW" tags. On the right side, there is a sidebar with several utility boxes: "eCommunity Usage", "Event", "Calendar", "User & Group Directory", "Status" (showing 0 users), and "Notepad" (with Save and Clear buttons).

**Menu**

- My Profile
  - Student Photo
  - Student Info 1
  - Student Info 2
  - Relative
  - Hobby
  - Qualification
  - CoCurriculum
  - Guarantor
  - Advisor
  - Visa & Passport
  - Health
  - Hostel
- Social Media
- User Manual Open
- Registration
- Course Structure
- My Course Results
- Course Registration
- My Timetable
- Credit Exemption (Full Time)
- Credit Exemption (Part Time)
- ISIS
- Subject Withdrawal
- Exam Schedule
- Apply Degree
- Industrial Training (LI ONLINE)
- English Proficiency Test (EPT)
- Student Learning Style (SLS)
- First Year Seminar (FYS)
- Financial Information

**Announcement Board**

OFFICIAL UNOFFICIAL IKLAN @ MohBeli.com

- >> [TAXI STUDENT](#) **NEW**
- >> [SUMBANGAN WAKAF BAGI PEMBINAAN KOLEJ KEDIAMAN MAWADDAH](#) **NEW**
- >> [30 LAGI KEKOSONGAN! PROMOSI LESEN MEMANDU PAKEJ STUDENT!](#) **NEW**

**Status**

Memos Users: 0

**Notepad**

Save Clear

1. CLICK HERE



OUR REF : UMP.34/12.20/3 (HA17017-0)

DATE : 13/09/2021

TO WHOM IT MAY CONCERN

REVISED APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT FOR YEAR 2021

NAME : NOOR ASIMAH BINTI MAMAT

STUDENT ID : HA17017

FACULTY : FAKULTI TEKNOLOGI KEJURUTERAAN PEMBUATAN DAN MEKATRONIK

PROGRAMME : B.ENG (HONS.) MECHATRONICS ENGINEERING

I hereby declare that the student/s stated as above is our year 4 student of Universiti Malaysia Pahang, Kuantan, Malaysia.

2. This is to inform to that he/she will undergo an Industrial Training starting 27/07/2021 TO 19/10/2021. For your information, our student are require to complete the industrial training as a compulsory requirement.

3. Please find a set of **REPLY FORM** and the **Resume** for your perusal. Kindly reply within 2 weeks upon receiving this letter.

4. Should your company offer a placement to our student(s), a confirmation of acceptance letter would be sent to you by our student(s). The University will only send a **Confirmation for Placement** letter to the student's selected company.

Any inquiries, please don't hesitate to contact counter helpdesk at 09-549 2750 or email to [li@ump.edu.my](mailto:li@ump.edu.my).

"BERKHIDMAT UNTUK NEGARA"

Regards,



Associate Profesor Dr. Irene Ting Wei Kiong  
Director  
Career Placement & Development Centre (CPDC)  
Universiti Malaysia Pahang

# SAMPLE OF STUDENT APPLICATION LETTER (SAL/SVL)

# TUTORIAL LI ONLINE (COMPLETE SLI AFTER GET OFFER)

The screenshot shows a web browser window with the URL <https://std-comm.ump.edu.my/ecomstudent/home.jsp>. The page features a navigation menu on the left, an announcement board in the center, and a sidebar on the right. A blue arrow points to the 'Industrial Training (LI ONLINE)' menu item.

**Menu**

- My Profile
  - Student Photo
  - Student Info 1
  - Student Info 2
  - Relative
  - Hobby
  - Qualification
  - CoCurriculum
  - Guarantor
  - Advisor
  - Visa & Passport
  - Health
  - Hostel
- Social Media
- User Manual Open
- Registration
- Course Structure
- My Course Results
- Course Registration
- My Timetable
- Credit Exemption (Full Time)
- Credit Exemption (Part Time)
- ISIS
- Subject Withdrawal
- Exam Schedule
- Apply Degree
- Industrial Training (LI ONLINE)**
- English Proficiency Test (EPT)
- Student Learning Style (SLS)
- First Year Seminar (FYS)
- Financial Information

**Announcement Board**

OFFICIAL UNOFFICIAL IKLAN @ MohBeli.com

- » [TAXI STUDENT](#) **🔴🔴**
- » [SUMBANGAN WAKAF BAGI PEMBINAAN KOLEJ KEDIAMAN MAWADDAH](#) **🔴🔴**
- » [30 LAGI KEKOSONGAN! PROMOSI LESEN MEMANDU PAKEJ STUDENT!](#) **🔴🔴**

**Right Sidebar:**

- eCommunity Usage
- Event
- Calendar
- User & Group Directory
- Status
  - Memos
  - Users: 0
- Notepad
  - Save
  - Clear

1. Click Industrial Training Menu

# TUTORIAL LI ONLINE (COMPLETE SLI AFTER GET OFFER)

← → ↻ Not secure | std-comm.ump.edu.my/ecommsstudent/cms/li/li.jsp?action=SLIapply

Application

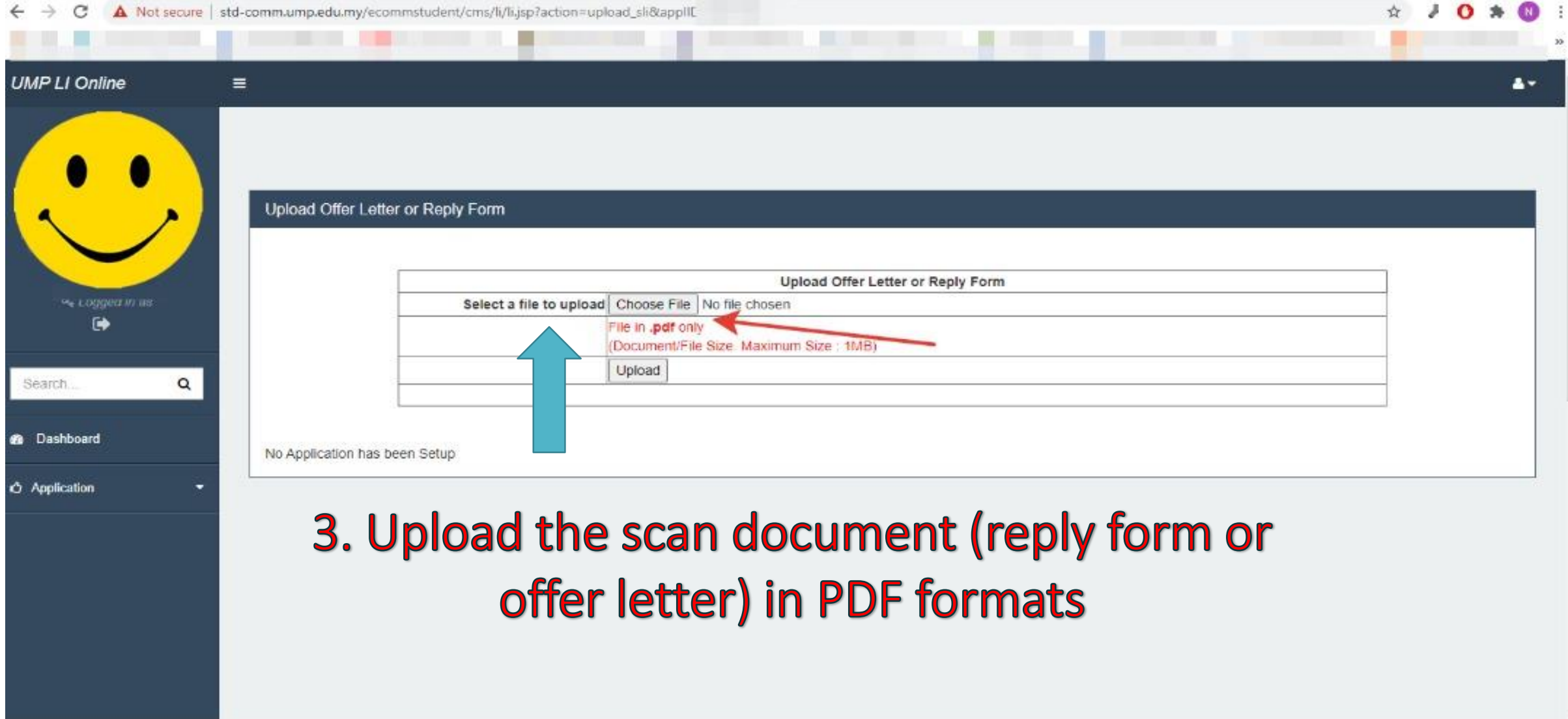
- » Course Structure
- » List Company
- » Apply SLI**
- » Add Reject Company
- » Upload Document
- » Status
- » e-Coverage

Training Address	Address line 1: *Please fill properly, do not include company name <input type="text"/> eg. No 66, Jln Perindustrian 10 Address line 2: *Please fill properly and refer eg. <input type="text"/> eg. Taman Perindustrian Timur
City (training address)	<input type="text"/> * eg. Kuantan Select
Postcode (training address)	<input type="text"/>
Training period offered	<input type="radio"/> 02-Aug-2021 to 14-Jan-2022 <input type="radio"/> Others
Scope of work	<input type="text"/>
<b>Industry supervisor information</b>	
Supervisor name	<input type="text"/>
Supervisor contact no.	<input type="text"/> eg. 0122454932 @ 095492521 * no space or dash
Supervisor email	<input type="text"/> eg. supervisor@gmail.com
Document Upload	<div style="border: 1px solid red; padding: 5px; text-align: center;">Please Upload Document Before Submit Application.</div>

https://std-comm.ump.edu.my/ecommsstudent/cms/li/li.jsp?action=SLIapply

2. Select Apply SLI menu & upload the document

# TUTORIAL LI ONLINE (COMPLETE SLI AFTER GET OFFER)



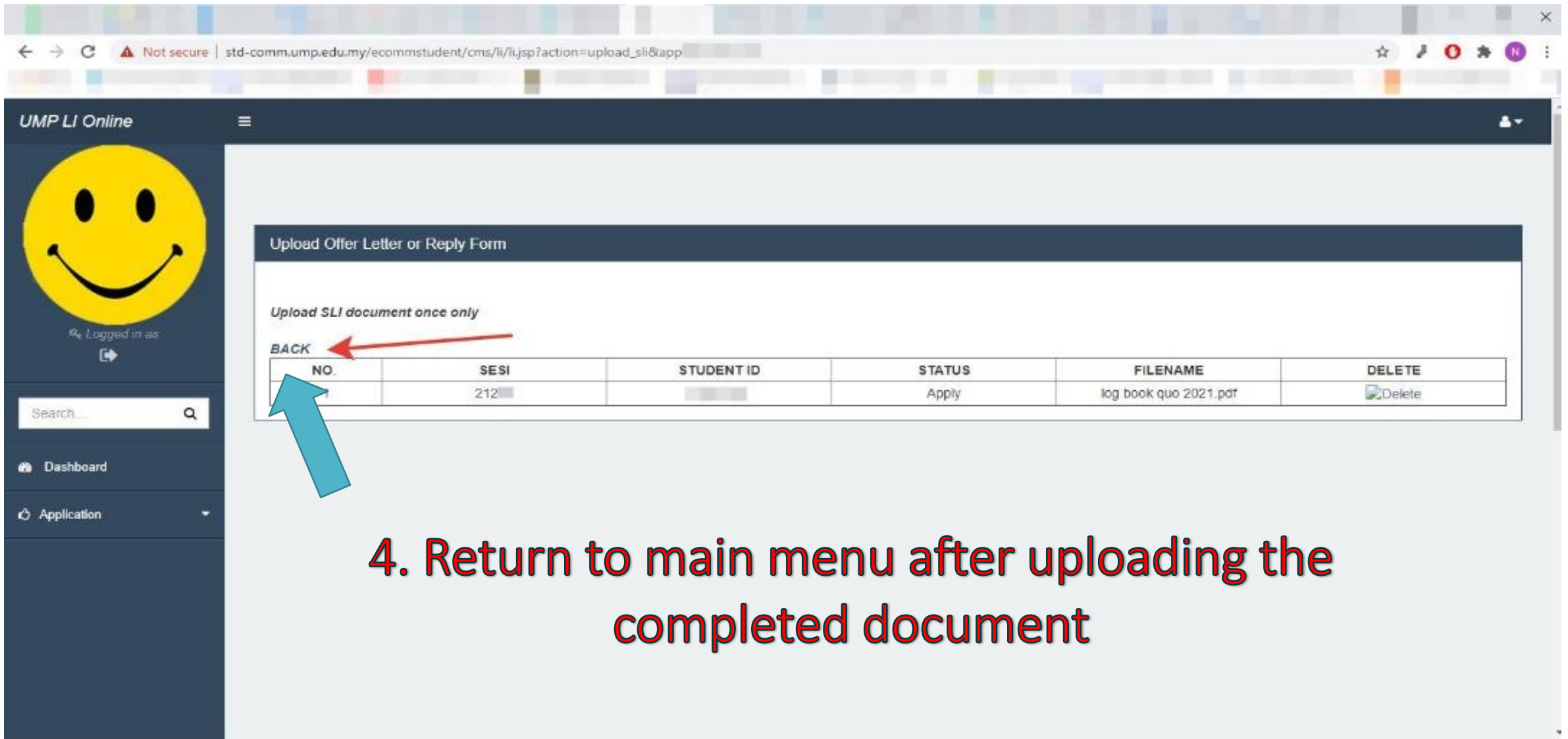
The screenshot shows a web browser window with the URL `std-comm.ump.edu.my/ecommsstudent/cms/li/li.jsp?action=upload_sli&applID`. The page title is "UMP LI Online". On the left sidebar, there is a yellow smiley face logo, a search bar, and navigation links for "Dashboard" and "Application". The main content area is titled "Upload Offer Letter or Reply Form". It contains a file upload form with the following elements:

- A "Select a file to upload" label with a blue arrow pointing to it.
- A "Choose File" button.
- A "No file chosen" status.
- Red text indicating file requirements: "File in .pdf only (Document/File Size: Maximum Size : 1MB)". A red arrow points to this text.
- An "Upload" button.

Below the form, a message states "No Application has been Setup".

### 3. Upload the scan document (reply form or offer letter) in PDF formats

# TUTORIAL LI ONLINE (COMPLETE SLI AFTER GET OFFER)



UMP LI Online

Upload Offer Letter or Reply Form

Upload SLI document once only

BACK

NO.	SESI	STUDENT ID	STATUS	FILENAME	DELETE
	212		Apply	log book quo 2021.pdf	Delete

4. Return to main menu after uploading the completed document

# TUTORIAL LI ONLINE (COMPLETE SLI AFTER GET OFFER)



Not secure | std-comm.ump.edu.my/ecomstudent/cms/li/lijsp?action=SLIapply&appli...

Dashboard

Application

Accommodation	<input type="radio"/> Yes <input type="radio"/> No
Training Address	Address line 1: *Please fill properly, do not include company name <input type="text"/> eg. No 66, Jln Perindustrian 10 Address line 2: *Please fill properly and refer eg. <input type="text"/> eg. Taman Perindustrian Timur
City (training address)	<input type="text"/> * eg. Kuantan
Country (training address)	Select <input type="button" value="v"/>
Postcode (training address)	<input type="text"/> -
Training period offered	<input type="radio"/> 02-Aug-2021 to 14-Jan-2022 <input type="radio"/> Others
Scope of work	<input type="text"/>
<b>Industry supervisor information</b>	
Supervisor name	<input type="text"/>
Supervisor contact no.	<input type="text"/> eg. 0122454932 @ 095492521 * no space or dash
Supervisor email	<input type="text"/> eg. supervisor@gmail.com
Document Upload	log book quo 2021.pdf
<b>BACK TO UPLOAD FILE</b> <input type="button" value="Submit"/>	

**5. Fill up all information & submit the application**



UMP.34/13.16/06 (CA15083) (66)

06/09/2019

MECACOM TECHNOLOGIES SDN. BHD  
1931-G TAMAN DARULAMAN,  
JALAN STADIUM KOTA SETAR  
05100 ALOR SETAR  
KEDAH

ATTN : NOR SHAFIZAH SUHAIMI

Dear Sir/ Madam,

**CONFIRMATION FOR PLACEMENT OF INDUSTRIAL TRAINEE**

On behalf of University Malaysia Pahang I would like to express our greatest appreciation for your kind support and cooperation in ensuring the success of our Industrial Training program.

2. We appreciate your cooperation in accepting our students to be trained in your organization starting from 09/09/2019 until 21/02/2020. The student that will be assigned to your organization is/are listed as below:

I AMALIA WITRA BINTI JAILANI (CA15083)

3. We hope our student will gain a lot of benefit and work exposure while training in your organization and keep continue our cooperation in the future.

Thank you.

**"BERKHIDMAT UNTUK NEGARA"**

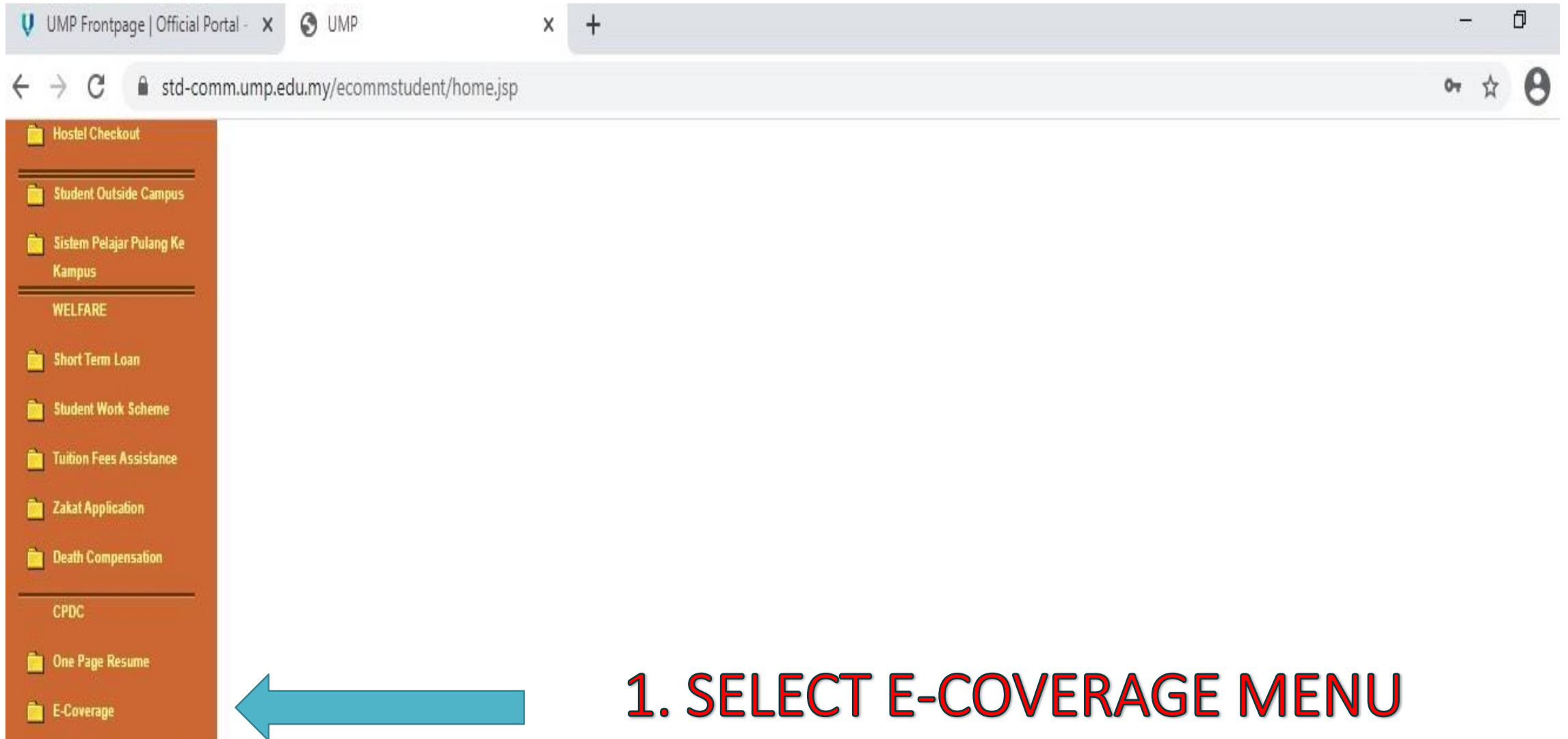
Regards,



Y.M. RAJA ALLEN JORDAN IZZUDDIN SHAH BIN RAJA BAHARUDIN  
Executive  
Career Placement & Development Centre (CPDC)  
Universiti Malaysia Pahang  
Tel. : 09-549 2750  
Fax : 09-549 2525

# SAMPLE OF CONFIRMATION PLACEMENT LETTER

# TUTORIAL LI ONLINE (INDEMNITY LETTER)



The image shows a web browser window with the URL [std-comm.ump.edu.my/ecomstudent/home.jsp](http://std-comm.ump.edu.my/ecomstudent/home.jsp). The browser tabs show 'UMP Frontpage | Official Portal' and 'UMP'. The left sidebar contains a menu with the following items:

- Hostel Checkout
- Student Outside Campus
- Sistem Pelajar Pulang Ke Kampus
- WELFARE
  - Short Term Loan
  - Student Work Scheme
  - Tuition Fees Assistance
  - Zakat Application
  - Death Compensation
- CPDC
  - One Page Resume
  - E-Coverage

A blue arrow points to the 'E-Coverage' menu item.

**1. SELECT E-COVERAGE MENU**

# TUTORIAL LI ONLINE (INDEMNITY LETTER)

UMP Frontpage | Official Portal - x UMP BANTUAN ZAKAT x +

std-comm.ump.edu.my/ecommstudent/E\_Std\_Application.jsp

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 2021 GO

**Menu**

- My Profile
  - Student Photo
  - Student Info 1
  - Student Info 2
  - Student Documents
  - Relative
  - Hobby
  - Qualification
  - CoCurriculum
  - Guarantor
  - Advisor
  - Visa & Passport
  - Health
  - Hostel
- MCO - Student Movement Confirmation
- User Manual Open Registration
- My Course Results

**Ecoverage**


**E-COVERAGE**

**NOTA :**

1. This document is only valid for **Industrial Training ONLY**
2. This document is an Indemnity Letter and Undertaking Letter for the use of UMP students undergoing Industrial Training and for employer referrals.
3. This document is not valid for use other than above.

Note: This document is limited for use by Industry Training related parties only.  
Any act of distributing this document in error may be subject to action under the Official Secrets Act 1972 and the Rules of Universiti Malaysia Pahang (Discipline of Students) 2009, Universities and University Colleges Act 1971.

Amount Printed : 1

**2. PRESS SUBMIT BUTTON** 

Submit

# TUTORIAL LI ONLINE (INDEMNITY LETTER)

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 2021 GO

- Menu
- My Profile
    - Student Photo
    - Student Info 1
    - Student Info 2
    - Student Documents
    - Relative
    - Hobby
    - Qualification
    - CoCurriculum
    - Guarantor
    - Advisor
    - Visa & Passport
    - Health
    - Hostel
  - MCO - Student Movement Confirmation
  - User Manual Open Registration
  - My Course Results
  - Course Structure

Ecoverage

---

**Cetak Surat GL / Print GL Letter**

**1.0 Cetak Surat Pengesahan Insuran/Print Letter Of Indemnity and Undertaking**

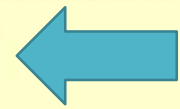
Maklumat anda telah berjaya disimpan. Sila klik butang Print Letter untuk mencetak Surat Insurans (GL) tuan/puan. *(Your application has been saved. Please click Print to print the Indemnity And Undertaking Letter).*

Peringatan Kepada Pemohon:  
*(Reminder to Applicants):*

1. Sila cetak surat ini. *(Please print this letter).*
3. Surat ini digunakan bagi tujuan rasmi sahaja. Tuan/puan tidak dibenarkan untuk menyalahgunakan surat ini bagi tujuan lain. *(This letter is for official use only. This letter must not be misused for other purpose).*

Sekian, Terima Kasih. *(Thank You)*

Print Letter



**3. SELECT PRINT LETTER**

# TUTORIAL LI ONLINE (INDEMNITY LETTER)



Universiti Malaysia Pahang  
Lebuhraya Tun Razak, 26200 Gambang  
Kuantan, Pahang Darul Makmur  
Tel: +60-9-5492545 Faks: +60-9-5492553

Jabatan Hal Ehwal Pelajar & Alumni  
Student Affairs & Alumni Department (SAFFAD)

OUR REF : UMP.06.01/23.19/1/2/1( [REDACTED] )

Date : 17-MAR-2021

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

## INSURANCE COVERAGE FOR STUDENTS UNDERGOING INDUSTRIAL TRAINING

Referring to the above matter, we hereby confirm that [REDACTED] OF FACULTY OF COMPUTING , UNIVERSITI MALAYSIA PAHANG has been covered by Group Family Takaful Plan Insurance (ETIQA TAKAFUL BERHAD).

2. The University shall claim from its insurance company againsts any liability, loss, claim or proceedings in respect of personal injury (whether fatal or otherwise) arising out of or caused by any negligent act or omission of the student at any works at which she/he may be undergoing his/her industrial training.

3. The University shall not hold in any way liable againsts any loss or damage to the company's property which the company may suffer in consequence of any negligent act or omission caused by the student while attending any of the departments/units at which he/she will be receiving his/her industrial training.

4. The University shall pay the student any medical expenses from government or private hospitals but not exceeding the sum stated in the bill during their industrial training.

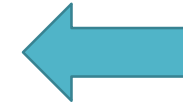
5. Therefore, please do not hesitate to contact us should you require any information or should any matter arises. Your co-operation is highly appreciated.

Thank You

'BERKHIDMAT UNTUK NEGARA'

Student Affairs & Alumni Department  
Universiti Malaysia Pahang  
Tel : 09-5492545  
Fax : 09-549 2535  
E-mail: admin\_jhopa@ump.edu.my

This is Computer Generate.No Signature Required



# INDEMNITY LETTER

# INTERNSHIP METHODOLOGY



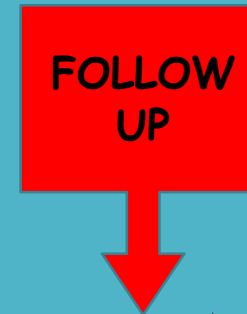
Download Student  
Application Letter (SAL)



Send application to  
industries / company

Document:

1. SAL
2. Resume & CV
3. Industrial Feedback Form:  
[cpdc.ump.edu.my](http://cpdc.ump.edu.my)
4. Course checklist



Industry accept LI  
application



Student fill SLI - Online



CPDC to issue:

1. Confirmation letter

JHEPA to issue:

1. Insurance & Indemnity letter (computer generate)



Student bring logbook  
and report duty.  
Send Form A1 to CPDC.  
(Assessment by faculty)

## CHOOSING YOUR COMPANY

Working Hours

Related to course  
taken

Approve by faculty

Transportation

Allowance

Lodging

## FREQUENTLY ASKED QUESTION



Can I change my internship company?

Depends on the condition with faculty's approval



Can I do my internship earlier than proposed date?

Yes, provide:  
1. Official exam result  
2. Faculty's approval



Does CPDC provide insurance?

JHEPA. Visits e-comm, e-coverage

Where can I get indemnity letter?

Contact JHEPA to get the letter

I involved in accident during LI. What should I do?

Contact CPDC then contact JHEPA for claim (if any)

I failed 1 subject & I am also final year Non-engineering student. Can I do LI?

No. It is compulsory to pass all subject prior internship for non-engineering student

Instead of receive reply form, I got an offer letter. Can I use this document to verify my LI?

Yes, you can use either one for verification





DOCUMENT

# OFFER LETTER



A member of UEM Group

## STRICTLY PRIVATE & CONFIDENTIAL

Ref. No. : UEMS (U)/HRA/A-NAH/(040304-OL) /2212 (15)

11 November 2015

Nur Athira Hamzah  
92 Jalan Sutera Hijau  
Taman Sutera  
81200 Johor Bahru  
Johor Darul Takzim

Dear Nur Athira,

### APPLICATION FOR PRACTICAL TRAINING

We are pleased to inform you that you have been accepted to undergo your practical training in the Undergraduate Internship Programme at Quality Assurance Safety Health & Environment (QASHE) Department, from 15 February 2016 – 29 July 2016.

For the duration of your practical training, you will be based at Nusajaya Centre.

Kindly report to the Human Resource and Administration Department on 15 February 2016 at 8.30 a.m. for a briefing on the rules and regulations of the Company.

During your training, you shall abide by all rules and regulations as stipulated by the Company as follows:-

#### 1. Working Hours

Monday to Friday	-	8.30 a.m. - 5.30 p.m.
Lunch Break	-	1.00 p.m - 2.00 p.m. (1 hour)

#### 2. Annual Leave

You shall not be entitled to paid annual leave during the duration of the training.

#### 3. Public Holidays

You shall be entitled to all paid public holidays.

#### 4. Medical Leave

You shall be entitled to two (2) days paid medical leave.

#### 5. Code of Conduct

You are to conduct yourself with propriety and decorum at all times and with due care, skill and diligence without causing any harm or damage to the Company's property, reputation or other interests howsoever.

You will be given an internship claim of RM750.00 per month pro-rated to the number of days in training each month.

If you are required to write any report about the Company, we must remind you that prior approval from the Company must be sought.

We look forward to have you with us and hope that training will be of mutual benefit to both parties.

Thank you.

Yours sincerely  
**UEM LAND BERHAD**

  
**TENGGU HAZRIZAL TUAN MOHD GHAZALI**  
Deputy General Manager,  
Human Resource & Administration

I, Nur Athira Hamzah, hereby confirm that I fully understand the terms and conditions of Undergraduate Internship Programme and accept the above offer.

Signature

Date

Human Resource Department,  
<company address>  
(Att.: Human Resource Manager)

Dear Sir/ Madam,

**CANCELLATION OF INDUSTRIAL TRAINING APPLICATION**

**Name** :  
**Student ID** :  
**Program** :  
**Faculty** :  
**University Malaysia Pahang**

Regarding to the above matter, thank you for your offer to undergo industrial training at your department starting from dd/mm/yyyy untill dd/mm/yyyy. However, just recently I received an offer from a company. For ease of accommodation and logistic I accepted the offer.

2. Therefore I would like to cancel my practical training application at your department. I really apologize for the inconvenience.
3. Thank you for your kindness and support. Should you have any inquiries, please do not hesitate to contact me.

Thank you

Yours sincerely,

.....  
Student Name:  
H/P no. :  
e-mail :

**REJECTION LETTER**  
**(RL)**



**INDUSTRIAL TRAINING UNIT & GRADUATE  
EMPLOYABILITY  
CONFIRMATION OF STUDENT REGISTRATION  
ATTACHMENT FORM**

**Notes:**

- (i) This form is to be completed by student and certified by industrial supervisor upon attachment registration.
- (ii) Kindly fax and post this form to Industrial Training Unit & Graduate Employability, Industrial Partnership & Community Relation Division, Universiti Malaysia Pahang Lebuhraya Tun Razak, 26300 Kuantan Pahang Darul Makmur. Tel : 609 – 549 2750 Fax : 609 – 549 2525
- (iii) Student is required to register Industrial Training Course(s) on-line within the stipulated duration.

1. Name

2. Student ID  IC/ PassportNo.

3. Industrial Training Code(s)  Semester  Sem..... Session 20.../20.....

4. Programme

5. Name & Industrial Training Attachment Address   
Tel:  Fax:

6. Student Address during Industrial Training Attachment   
Tel:  (HP)  (Hse)

7. Date of registration

8. Allowance  RM  per month

I declare that the above industrial registration information is true,

\_\_\_\_\_  
(Student Signature) (Date)

Certified by Industrial Training Supervisor,  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
(Signature & Official Stamp)  
Date: \_\_\_\_\_ Tel. : \_\_\_\_\_ Fax : \_\_\_\_\_

**FORM A1**





# Blacklist Industry:

1. RENTAS JAYA ENTERPRISE, KELANTAN
2. PASIFIC ENGINEERING SDN BHD, PETALING JAYA.
3. SCM TECHNOLOGIES SDN BHD, JOHOR.
4. ANJAKAN BINA SDN BHD

**INDUSTRIAL TRAINING PLANNER 2022**  
**Batch March 2022**



<p>Journey starts (4 Oct - 08 Oct)</p> <ul style="list-style-type: none"> <li>Download SAL letter</li> <li>Preparation of documents application (resume, course checklist, reply form)</li> </ul>	<p><b>W1:</b> (11 Oct - 15 Oct)</p> <ul style="list-style-type: none"> <li>Selection for internship placement <b>(W1 to W14).</b></li> <li>Purchase LI Log Book <b>(W1 to W20).</b></li> </ul>	<p><b>W2:</b> (18 Oct - 22 Oct)</p>	<p><b>W3:</b> (25 Oct - 29 Oct)</p>
<p><b>W4:</b> (1 Nov - 5 Nov)</p>	<p><b>W5:</b> (8 Nov - 12 Nov)</p>	<p><b>W6:</b> (15 Nov - 19 Nov)</p>	<p><b>W7:</b> (22 Nov - 26 Nov)</p>
<p><b>Semester break:</b> (27 Nov – 5 Dec)</p>	<p><b>W8:</b> (6 Dis – 10 Dis)</p>	<p><b>W9:</b> (13 Dis – 17 Dis)</p>	<p><b>W10:</b> (20 Dis – 24 Dis)</p>
<p><b>W11:</b> (27 Dis - 31 Dis)</p>	<p><b>W12:</b> (3 Jan – 7 Jan)</p>	<p><b>W13:</b> (10 Jan - 14 Jan)</p>	<p><b>W14:</b> (17 Jan - 21 Jan) Final week to find the internship placement <b>(W1 to W14).</b></p>
<p><b>W15:</b> (24 Jan – 28 Jan) Complete and submit SLI (online &amp; manual form) <b>(W15 to W16).</b></p>	<p><b>W16:</b> (31 Jan – 4 Feb) Final week to complete and submit SLI (online &amp; manual form) <b>(W15 to W16).</b></p>	<p><b>W17:</b> (7 Feb - 11 Feb) Confirmation Letter for Placement by CPDC <b>(W17 to W19).</b> <b>*Note: Letter will be issued every Friday.</b></p>	<p><b>W18:</b> (14 Feb - 18 Feb) Confirmation Letter for Placement by CPDC <b>(W17 to W19).</b> <b>*Note: Letter will be issued every Friday.</b></p>
<p><b>W19:</b> (21 Feb - 25 Feb) Final week for Confirmation Letter for Placement by CPDC <b>(W17 to W19).</b> <b>*Note: Letter will issued every Friday.</b></p>	<p><b>W20:</b> (28 Feb - 4 Mac) Final week to purchase LI Log Book <b>(W1 to W20).</b> <b>Get Ready for Internship program</b></p>	<p>(7 Mac - 19 Aug) Internship program begins for non-engineering Bachelor Degree &amp; Diploma (7 Mac – 13 May) Internship program begins for Engineering Bachelor Degree</p>	

# INDUSTRIAL TRAINING CALENDAR 2021/2022 ACADEMIC SESSION

## **SEMESTER 2 2021/2022**

<b>Programme</b>	<b>Duration</b>	<b>Industrial Training Date</b>
<b>1. All batch Non Eng program (Bachelor):</b> a) Applied Science, Management (FK, FIM, FSTI) b) Engineering Technology (FTKM, FTKEE, FTKA, FTKKP, FTKPM)  <b>1. All Diploma Course.</b>	24 weeks	7 March 2022 – 19 August 2022
<b>All Engineering program* (Direct- entry):</b> Engineering program (civil, mechanical, electrical, electronics, manufacturing, automotive etc)	10 weeks	7 March 2022 – 13 May 2022



## LATIHAN INDUSTRI

<https://www.facebook.com/UMP.LI/>

## FB CPDC

<https://www.facebook.com/Career-Placement-And-Development-Centre-UMP-100858107964023/>

## PORTAL CPDC

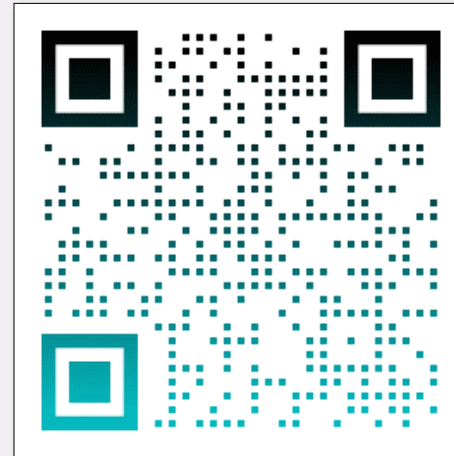
<https://cpdc.ump.edu.my/index.php/en/>

## Contact Information

Phone: 09-549 2750/2756

Fax: 09-549 2525

E-mail: [li@ump.edu.my](mailto:li@ump.edu.my)



# INDUSTRIAL BRIEFING ATTENDANCE

