

# INDUSTRIAL TRAINING

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# GUIDELINE

*INDUSTRY PARTNER*



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*INDUSTRY PARTNER*

**POLITEKNIK**  
**Jabatan Pengajian Politeknik**  
KEMENTERIAN PENGAJIAN TINGGI MALAYSIA

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Ministry of Higher Education

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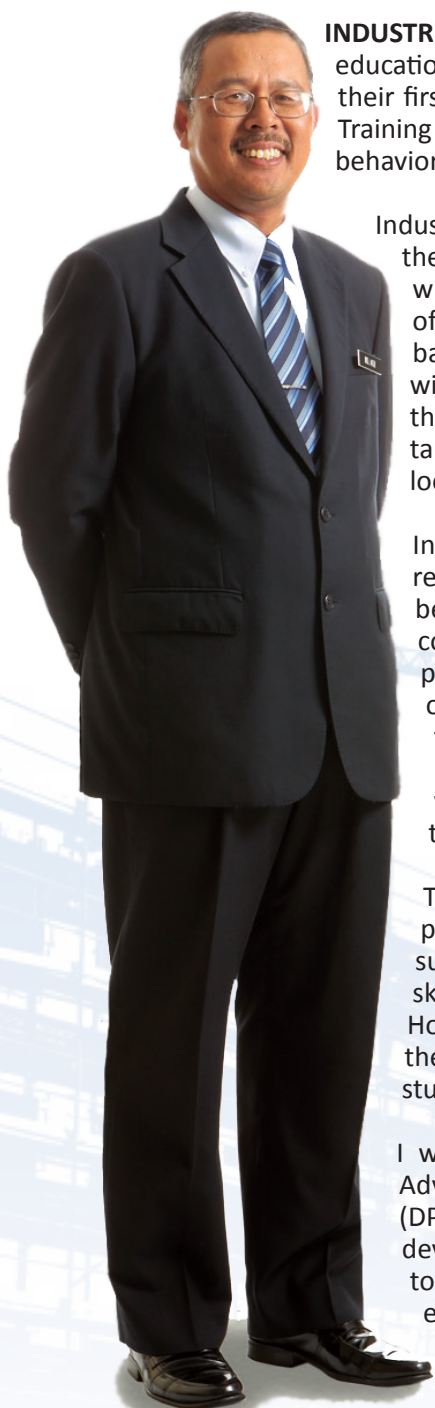
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## FOREWORD

*Director General  
Department of Polytechnic Education  
Ministry of Higher Education*



**INDUSTRIAL TRAINING** constitutes an essential part of the polytechnic education. It is the window to the industries and provides students with their first opportunity to real-life work situations. Through Industrial Training students could develop their awareness on workplace behavior and build up their interpersonal skills.

Industrial Training is also the training ground for students to learn the secret traits of their future occupations. When presented with problem solving tasks, students will summon their nexus of information and experiences in trying to overcome the work-based problems. This is what learning is all about. The process will enrich their experiences and bring their understanding of the matter to a better level. This kind of exposure cannot be taught in the classroom. Yet, it is the kind that employers are looking for when hiring new workers.

In the Polytechnic Education, we want the industries to regard our students as novice workers. As such, changes have been made to the way that the Industrial Training session is conducted. The new way requires the industries to play the main part in the assessment component of the industrial training. In order to do that, industries will have to plan for an effective training schedule. Hence, the guideline is designed with the aim of helping you, our industry partner to understand how you could best help the polytechnic students in their industrial training exercise.

This guideline covers general information about the polytechnics as well as the courses offered. It also contains suggestions on how students can acquire course-related skills and knowledge during their industrial training session. Hopefully, the information given in this guideline could assist the industries in planning an effective training schedule for the students.

I would like to extend my utmost gratitude to the Industry Advisory Committee, Department of Polytechnic Education (DPE) for their earnest commitment in guiding us towards the development of this guideline. Our sincere gratitude also goes to our industry partners for their willingness to share their expertise and resources in training our students during their industrial placement. This synergized collaboration between polytechnics and industries is definitely a positive step towards a developed nation by 2020.

**MEJAR (K) HAJI MD. NOR BIN YUSOF, AMK**



## ACKNOWLEDGEMENT

*Director  
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Ministry of Higher Education*

The Polytechnic Management Division, Ministry of Higher Education Malaysia, wish to extend their utmost appreciation to all organisations for the support and cooperation in making the industrial training programme a success.

Your invaluable contributions have enabled the polytechnics to achieve the goal of producing quality graduates to meet the skilled manpower requirements of the nation.

It is hoped that this collaboration would continue to grow in the years to come.

We welcome further inputs or comments with regards to this guideline.

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DOWNLOAD



**SITI JARIAN BINTI IBRAHIM**

## INTRODUCTION

The industrial training course has played an important role in providing polytechnic students with opportunities for hands-on experience. It has also provided insights into real-life work experience in the industry to ensure the students are adequately prepared when entering the job market.

The duration of each training session is one semester, that is, approximately 22 weeks. Students are required to undergo industrial training in their field of studies with participating organisations. During the industrial training, the students are guided by personnel appointed by the organisations.

The Industrial Liaison & Training Unit (UPLI) is responsible for managing students' industrial training affairs. Students will be attached to a particular organisation during their training period based on their respective fields of study.

The placement process is finalized before commencement of training. Students are constantly advised to maintain a high level of discipline. They should abide by the rules and regulations of both the polytechnics and organisations concerned. Organisations are advised to consult the polytechnic immediately if there are any disciplinary problems.

Students should be given the chance to try various tasks and develop skills that will make them more attractive to prospective employers, but they should not be relied upon to take on roles meant for full-time staff.

At the end of their placement, it is hoped that both parties could benefit from the programme.



## SYNOPSIS AND LEARNING OUTCOME FOR INDUSTRIAL TRAINING COURSE

### SYNOPSIS

**INDUSTRIAL TRAINING** exposes students to related workplace competencies demanded by industries. This course provides exposure to students in term of technology literacy, effective communication, practice social skills and teamwork, policies, procedures and regulations, professional ethics and reporting. It also equips students with real work experience, thus helping students to perform as novice workers.

Upon completion of this course, students should be able to:

- apply related knowledge and skills at the workplace
- communicate effectively with others
- practice teamwork
- professionally and ethically comply with policies, procedures and rules of the organisation
- the tasks assigned (during the industrial training) according to the prescribed format

### COURSE LEARNING OUTCOME (CLO)

## RESPONSIBILITIES CHECKLIST

A checklist is intended to provide guideline to the role played by organizations, polytechnics and even students in the process of Industrial Training. The process contained in this check list is expected to be provided by the parties concerned to ensure the smooth implementation of Industrial Training.

RESPONSIBILITIES	ORGANISATION	POLYTECHNIC	STUDENT
Safety & Health exposure	√	√	√
Insurance coverage		√	
Trainee manual	√	√	
Appropriate and various tasks in related field	√		
Assessment	√	√	
Observation	√	√	
Disciplinary Action	√	√	
Leave	√	√ (notification)	√
Rules & Regulation	√	√	√
Emergencies	√	√	√



## ROLES AND RESPONSIBILITIES

### RESPONSIBILITIES OF THE POLYTECHNIC TOWARDS THE ORGANISATION

- To provide relevant information about the polytechnics, industrial training guidelines and students' scope of work
- To network wise the respective organisations and to observe/ monitor/coach the students
- To advise on matters pertaining to the industrial training programme
- To establish and maintain good rapport with the organisations
- To discuss and deal amicably with problems involving students
- To prepare students to meet the needs of the organisations

### RESPONSIBILITIES OF THE STUDENTS TOWARDS THE ORGANISATION

- To report for training as instructed
- To follow all rules and regulations of organisations. Students must adhere to, among others, the dress code, working hours and working practices of the company
- To interact productively with the supervisors, subordinates and others in the organisations
- To obtain the organisation's approval before taking leave
- To notify the supervisor and polytechnic in the event of any accident
- To complete assignments or projects promptly
- To submit journal containing their reflections to the supervisor for verification
- To deal with any issues or problems that arise, with the co-operation of supervisor
- Students are prohibited from destroying or misusing any property belonging to the organisation.
- Students are prohibited from exposing confidential information, or providing any information related to the business of the organisation or its clients or any other information acquired during or after the training period, to outside parties



## ROLES OF THE ORGANISATION TOWARDS THE POLYTECHNIC

- To inform the polytechnic if students fail to turn up for training
- To discuss with the polytechnic representatives regarding students' performance and/or any other matters that may arise
- To provide constructive feedback to the polytechnic on ways to improve the industrial training programme
- To notify the polytechnic immediately on accidents involving the students
- To consult the polytechnic for any breach of code of conduct by students
- To provide a safe environment for the students to work in
- To complete an evaluation form at the end of the placement. This assessment form contributes to the percentage of the students' overall internship grade; the other component of the placement grade is based upon academic work
- To notify the polytechnic of any terminations

## ROLES OF THE ORGANISATION TOWARDS THE STUDENTS

- To provide a training schedule that facilitates students' achievement of Industrial Training outcomes
- To provide students with industry experience that is relevant to the students' programme of study
- To assign industry mentor as supervisor to coach and develop the students' technical competency and communication skills
- To provide appropriate and various tasks in related field
- To clarify confidential aspects of the organisation
- To verify contents of journal containing students' reflections
- To assess students' performance at the end of training period
- To provide a safe environment for students to work in and brief the students on health and safety precautions. The company should provide safety tools and equipment
- To ensure that the working hours do not exceed 48 (forty-eight) hours per week. Students are not required to work overtime; nevertheless if this is unavoidable students should be paid accordingly
- The organisation has the right to approve leave requested by students, the leave has to be recorded for cross-referencing by polytechnics

## BENEFITS TO THE ORGANISATION

- Organisation gains valuable skills, knowledge and fresh ideas injected by the students
- Cost-effective interns are available for extended periods
- Enthusiastic and motivated employees are given on the job training early in their careers
- Students' judgement, creativity and analytical skills are valuable contributions to participating organisations
- Industry staff gain opportunities to develop supervisory skills and aid young people in their life choices
- Continuous feedback to the polytechnics ensures academic programmes meet the future needs of the industry
- Recruitment and training costs are reduced when organisations employ placement students after they graduate

## GOOD SUPERVISOR CRITERIA

A supervisor should fulfil the following criteria to facilitate students in achieving the desired learning outcomes:

- A good working experience
- Willing to take on a supervisory role
- Able to advise and encourage students
- Able to provide a fair assessment of students
- Able to provide students with real life work experience
- Able to build rapport with students




The selection of students' supervisor is subject to the approval of the management.








# LIST OF POLYTECHNICS IN MALAYSIA & PROGRAMME OFFERED

Note : All the programmes below provide Industrial Training courses. Kindly log on to the website for details.

Legend       : Telephone       : Facsimile       : Website       : E-mail

<p><b>POLITEKNIK UNGKU OMAR</b>                  JALAN RAJA MUSA MAHADI, 31400 IPOH, PERAK</p>		 <p><b>POLITEKNIK</b>                  Ungku Omar Perak                  Jabatan Pengajian Politeknik</p> 	
<p><b>General contact</b></p> <p> 05 – 545 7622/7656/7260</p> <p> 05 – 547 1162</p> <p> www.puo.edu.my</p>		<p><b>Industrial Liaison &amp; Training Unit</b></p> <p> 05 – 542 5509</p> <p> upli@puo.edu.my</p>	
<p><b>CIVIL ENGINEERING</b>                  Diploma in Civil Engineering                  Diploma in Architecture                  Diploma in Land Surveying</p>		<p><b>ELECTRICAL ENGINEERING</b>                  Diploma in Electronic Engineering (Computer)                  Diploma in Electronic Engineering (Communication)</p>	
<p><b>MECHANICAL ENGINEERING</b>                  Diploma in Mechanical Engineering                  Diploma in Mechanical Engineering (Automotive)                  Diploma in Mechanical Engineering (Air Conditioning and Refrigeration)                  Diploma in Mechatronic Engineering</p>		<p><b>INFORMATION TECHNOLOGY</b>                  Diploma in Information Technology (Programming)                  Diploma in Information Technology (Networking)</p>	
<p><b>MARINE ENGINEERING</b>                  Diploma in Marine Engineering</p>		<p><b>COMMERCE</b>                  Diploma in Accountancy                  Diploma in Banking &amp; Finance                  Diploma in Business Studies                  Diploma in Retail Management                  Diploma in Islamic Banking and Finance</p>	

<p><b>POLITEKNIK SULTAN HAJI AHMAD SHAH</b>                  SEMAMBU, 25350 KUANTAN, PAHANG</p>		 <p><b>POLITEKNIK</b>                  Sultan Haji Ahmad Shah                  Jabatan Pengajian Politeknik</p> 	
<p><b>General contact</b></p> <p> 09 – 565 5300</p> <p> 09 – 566 3104</p> <p> www.polisas.edu.my</p>		<p><b>Industrial Liaison &amp; Training Unit</b></p> <p> 09 – 565 5470</p> <p> upli@polisas.edu.my</p>	
<p><b>CIVIL ENGINEERING</b>                  Diploma in Civil Engineering                  Diploma in Architecture                  Diploma in Land Surveying</p>		<p><b>ELECTRICAL ENGINEERING</b>                  Diploma in Electronic Engineering (Communication)                  Diploma in Electronic Engineering (Computer)</p>	
<p><b>MECHANICAL ENGINEERING</b>                  Diploma in Mechanical Engineering                  Diploma in Mechanical Engineering (Automotive)</p>		<p><b>COMMERCE</b>                  Diploma in Accountancy                  Diploma in Secretarial Science                  Diploma in Business Studies (e-Commerce)                  Diploma in Logistic and Supply Chain Management</p>	
<p><b>FOOD TECHNOLOGY</b>                  Diploma in Food Technology</p>			

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☎ 04 – 914 6100  
☎ 04 – 917 4232  
🌐 www.polimas.edu.my

### Industrial Liaison & Training Unit

☎ 04 – 914 6132

### CIVIL ENGINEERING

Diploma in Civil Engineering  
Diploma in Architecture  
Diploma in Quantity Surveying  
Diploma in Building Services Engineering  
Diploma in Town and Regional Planning

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Plant)  
Diploma in Mechanical Engineering (Manufacturing)  
Diploma in Mechanical Engineering (Plastic)  
Diploma in Mechatronic Engineering

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Programming)

### ELECTRICAL ENGINEERING

Diploma in Electrical Engineering  
Diploma in Electronic Engineering (Communication)

### COMMERCE

Diploma in Accountancy  
Diploma in Marketing

## POLITEKNIK KOTA BHARU

KM. 24, KOK LANAS, 16450 KETEREH, KELANTAN



### General contact

☎ 09 – 788 9641  
☎ 09 – 788 8739  
🌐 www.pkb.edu.my

### Industrial Liaison & Training Unit

☎ 09-7889126/344/641  
☎ 09 – 788 4617  
✉ uplipkb@pkb.edu.my

### CIVIL ENGINEERING

Diploma in Civil Engineering  
Diploma in Quantity Surveying

### ELECTRICAL ENGINEERING

Diploma in Electrical Engineering  
Diploma in Electronic Engineering (Communication)  
Diploma in Electrical and Electronics Engineering

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Automotive)  
Diploma in Mechanical Engineering (Agriculture)  
Diploma in Mechatronic Engineering

### COMMERCE

Diploma in Accountancy  
Diploma in Marketing  
Diploma in Business Studies

## POLITEKNIK KUCHING SARAWAK

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☎ 082 – 845 023  
🌐 www.poliku.edu.my

### Industrial Liaison & Training Unit

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☎ 082 – 845 587  
✉ upli@poliku.edu.my

### CIVIL ENGINEERING

Diploma in Civil Engineering  
Diploma in Land Surveying  
Diploma in Building Services Engineering

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Communication)

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Automotive)  
Diploma in Mechanical Engineering (Manufacturing)  
Diploma in Mechanical Engineering (Air Conditioning and Refrigeration)

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Networking)  
Diploma in Information Technology (Programming)

### COMMERCE

Diploma in Accountancy  
Diploma in Business Studies

### PETROCHEMICAL ENGINEERING

Diploma in Process Engineering (Petrochemical)

## POLITEKNIK PORT DICKSON

KM. 14, JALAN PANTAI, 71050 SI RUSA, NEGERI SEMBILAN



**POLITEKNIK**  
Port Dickson  
Jabatan Pengajian Politeknik



### General contact

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☎ 06 – 662 2026/2027  
🌐 www.polipd.edu.my

### Industrial Liaison & Training Unit

✉ upli@polipd.edu.my

### CIVIL ENGINEERING

Diploma in Civil Engineering  
Diploma in Architecture

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Automotive)  
Diploma in Mechanical Engineering (Manufacturing)  
Diploma in Mechatronic Engineering

### ELECTRICAL ENGINEERING

Diploma in Electrical Engineering  
Diploma in Electronic Engineering (Computer)  
Diploma in Electronic Engineering (Communication)

### COMMERCE

Diploma in Accountancy  
Diploma in Marketing  
Diploma in Secretarial Science

## POLITEKNIK KOTA KINABALU

JALAN POLITEKNIK, MENGGATAL, 88450 KOTA KINABALU, SABAH



**POLITEKNIK**  
Kota Kinabalu  
Jabatan Pengajian Politeknik



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### Industrial Liaison & Training Unit

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### CIVIL ENGINEERING

Diploma in Civil Engineering  
Diploma in Quantity Surveying  
Diploma in Wood-based Technology

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Manufacturing)  
Diploma in Mechatronic Engineering

### ELECTRICAL ENGINEERING

Diploma in Electrical Engineering  
Diploma in Electronic Engineering (Computer)  
Diploma in Electronic Engineering (Communication)

### COMMERCE

Diploma in Accountancy  
Diploma in Marketing  
Diploma in Business Studies

### HOSPITALITY

Diploma in Hotel and Catering Management

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### CIVIL ENGINEERING

Diploma in Civil Engineering  
Diploma in Building Services Engineering  
Diploma in Wood-based Technology

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Control)  
Diploma in Electronic Engineering (Medical)  
Diploma in Electronic Engineering (Communication)

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Packaging)

### COMMERCE

Diploma in Insurance  
Diploma in Marketing  
Diploma in Business Studies  
Diploma in International Business

### AIRCRAFT MAINTENANCE

Diploma in Aircraft Maintenance

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### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Manufacturing)  
Diploma in Mechanical Engineering (Materials)  
Diploma in Mechatronic Engineering

### VISUAL COMMUNICATION DESIGN

Diploma in Fashion and Clothing Design  
Diploma in Graphic Design  
Diploma in Industrial Design

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Control)  
Diploma in Electronic Engineering (Communication)

### HOSPITALITY

Diploma in Hotel and Catering Management  
Diploma in Tourism Management

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### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Plant)

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Computer)  
Diploma in Electronic Engineering (Communication)

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Networking)  
Diploma in Information Technology (Programming)

### COMMERCE

Diploma in Accountancy  
Diploma in Business Studies  
Diploma in Logistics and Supply Chain Management  
Diploma in Islamic Banking and Finance

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### CIVIL ENGINEERING

Diploma in Civil Engineering

### COMMERCE

Diploma in Accountancy  
Diploma in International Business

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Control)  
Diploma in Electronic Engineering (Communication)

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering



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### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Communication)

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Programming)

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### CIVIL ENGINEERING

Diploma in Civil Engineering

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering

Diploma in Mechanical Engineering (Automotive)

Diploma in Mechanical Engineering (Manufacturing)

Diploma in Mechanical Engineering (Plastic)

Diploma in Mechatronic Engineering

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Computer)

Diploma in Electronic Engineering (Communication)

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Programming)

## POLITEKNIK MERLIMAU MELAKA

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### CIVIL ENGINEERING

Diploma in Civil Engineering

Diploma in Architecture

Diploma in Land Surveying

### ELECTRICAL ENGINEERING

Diploma in Electrical Engineering

Diploma in Electronic Engineering (Computer)

Diploma in Electronic Engineering (Communication)

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering

Diploma in Mechanical Engineering (Manufacturing)

Diploma in Mechatronic Engineering

### HOSPITALITY

Diploma in Hotel and Catering Management

Diploma in Tourism Management

Diploma in Event Management

Diploma in Food Management (Halal Practices)

### COMMERCE

Diploma in Accountancy

Diploma in Marketing

Diploma in Business Studies



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### CIVIL ENGINEERING

Diploma in Civil Engineering  
Diploma in Quantity Surveying  
Diploma in Building Services Engineering

### ELECTRICAL ENGINEERING

Diploma in Electrical Engineering  
Diploma in Electronic Engineering (Computer)  
Diploma in Electronic Engineering (Communication)

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Automotive)  
Diploma in Mechanical Engineering (Manufacturing)  
Diploma in Mechatronic Engineering

### COMMERCE

Diploma in Accountancy  
Diploma in Marketing  
Diploma in Business Studies  
Diploma in Retail Management

## POLITEKNIK TUANKU SULTANAH BAHYIAH

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### CIVIL ENGINEERING

Diploma in Civil Engineering  
Diploma in Land Surveying

### ELECTRICAL ENGINEERING

Diploma in Electrical Engineering  
Diploma in Electronic Engineering (Computer)  
Diploma in Electronic Engineering (Communication)

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering  
Diploma in Mechanical Engineering (Manufacturing)  
Diploma in Mechatronic Engineering

### COMMERCE

Diploma in Accountancy  
Diploma in Marketing  
Diploma in Business Studies

## POLITEKNIK SULTAN IDRIS SHAH

SUNGAI LANG, BAGAN NAKHODA OMAR, 45100 SG AIR TAWAR, SELANGOR



### General contact

☎ 03 – 3280 6200  
☎ 03 – 3280 6400  
💻 www.psis.edu.my

### Industrial Liaison & Training Unit

☎ 03 – 3280 6234  
☎ 03 – 3280 6401  
✉ upli@psis.edu.my

### CIVIL ENGINEERING

Diploma in Civil Engineering  
Diploma in Architecture  
Diploma in Environmental Engineering

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Networking)  
Diploma in Information Technology (Programming)

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Computer)  
Diploma in Electronic Engineering (Communication)

### COMMERCE

Diploma in Secretarial Science  
Diploma in Islamic Finance and Banking

### HOSPITALITY

Diploma in Hotel and Catering Management  
Diploma in Tourism Management



## POLITEKNIK TUANKU SYED SIRAJUDDIN

PAUH PUTRA, 02600 ARAU, PERLIS



### General contact

☎ 04 – 988 6200  
☎ 04 – 988 6300  
💻 www.ptss.edu.my

### Industrial Liaison & Training Unit

☎ 04 – 988 6243  
☎ 04 – 988 6245  
💻 upli@ptss.edu.my

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Computer)  
Diploma in Electronic Engineering (Optoelectronic)  
Diploma in Electronic Engineering (Communication)

### DESIGN & VISUAL COMMUNICATION

Diploma in Digital Art  
Diploma in Video and Film Studies

### COMMERCE

Diploma in Accountancy  
Diploma in Business Studies  
Diploma in Secretarial Science

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Networking)  
Diploma in Information Technology (Programming)  
Diploma in Information Technology (Games Technology)

### HOSPITALITY

Diploma in Hotel and Catering Management  
Diploma in Tourism Management

## POLITEKNIK MUADZAM SHAH

LEBUHRAYA TUN ABDUL RAZAK, 26700 MUADZAM SHAH  
PAHANG



### General contact

☎ 09 – 450 2005  
☎ 09 – 450 2009  
💻 www.polimuadzam.edu.my

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering (Auto Manufacturing Design)  
Diploma in Mechanical Engineering (Product Design)  
Diploma in Mechanical Engineering (Automation)

### HOSPITALITY

Diploma in Tourism Management

### COMMERCE

Diploma in Business Studies  
Diploma in Accountancy

### INFORMATION TECHNOLOGY

Diploma in Information Technology (Programming)  
Diploma in Information Technology (Networking)

### DESIGN & VISUAL COMMUNICATION

Diploma in Graphic Design

## POLITEKNIK MUKAH SARAWAK

KM. 7.5, JALAN OYA MUKAH, 96400 MUKAH, SARAWAK



### General contact

☎ 084 – 874 001  
☎ 084 – 874 005  
💻 www.pmu.edu.my

### Industrial Liaison & Training Unit

☎ 084 – 874 003  
💻 uplipmu@pmu.edu.my

### CIVIL ENGINEERING

Diploma in Civil Engineering

### MECHANICAL ENGINEERING

Diploma in Mechanical Engineering

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Communication)

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Networking)  
Diploma in Information Technology (Programming)

### COMMERCE

Diploma in Accountancy  
Diploma in Business Studies  
Diploma in Secretarial Science

## POLITEKNIK BALIK PULAU

1-3-61, BANGUNAN IDEAL AVENUE, MEDAN KAMPUNG RELAU  
11900 BAYAN LEPAS, PULAU PINANG



### General contact

☎ 04 – 638 1926  
📠 04 – 641 0219

### Industrial Liaison & Training Unit

☎ 04 – 638 1931  
✉ politeknikbalikpulau@gmail

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Programming)

## POLITEKNIK JELI KELANTAN

LOT 4922, TAMAN KOTA HARMONI, JALAN CEMPAKA MERAH,  
17500, TANAH MERAH, KELANTAN



### General contact

☎ 09 – 955 0501/0502  
📠 09 – 955 0503  
💻 www.pjk.edu.my

### ELECTRICAL ENGINEERING

Diploma in Electronic Engineering (Communication)

## POLITEKNIK NILAI NEGERI SEMBILAN

KOMPLEKS PENDIDIKAN BANDAR ENSTEK,  
71760, BANDAR ENSTEK, NEGERI SEMBILAN



### General contact

☎ 06 – 791 1280  
📠 06 – 791 1269  
💻 www.polinilai.edu.my

### Industrial Liaison & Training Unit

✉ latihan\_industri@polinilai.edu.my

### COMMERCE

Diploma in Business Studies (e-Commerce)  
Diploma in Islamic Finance and Banking  
Diploma in Logistic and Supply Chain Management

## POLITEKNIK BANTING SELANGOR

LOT 1-5A, JALAN EMAS 2, BANDAR SUNGAI EMAS, 42700  
BANTING, SELANGOR



### General contact

☎ 03 – 3187 5600  
📠 03 – 3187 2100

### ELECTRICAL ENGINEERING

Diploma in Electrical Engineering

## POLITEKNIK MERSING JOHOR

LOT 94-98, JLN DATO' MOHD ALI, BANDAR TEPIAN SG.  
MERSING, 86800 MERSING, JOHOR



### General contact

☎ 07 – 799 5523  
📠 07 – 799 1042

### Industrial Liaison & Training Unit

☎ 07 – 799 1021  
📠 04 – 988 6245  
✉ uplipmj@yahoo.com

### INFORMATION TECHNOLOGY & COMMUNICATION

Diploma in Information Technology (Networking)

### COMMERCE

Diploma in Secretarial Science

## POLITEKNIK HULU TERENGGANU

BANGUNAN KEDAI 3 TINGKAT, MAJLIS DAERAH HULU  
TERENGGANU, 21700 KUALA BERANG, TERENGGANU



### General contact

☎ 09 – 682 5555

📠 09 – 682 5556

### COMMERCE

Diploma in Accountancy  
Diploma in Tourism Management

### HOSPITALITY

Diploma in Tourism Management

## POLITEKNIK SANDAKAN SABAH

TINGKAT 1 & 2, LOT 1-8, BLOK B5, BATU 7, BANDAR LABUK  
JAYA, 90000 SANDAKAN, SABAH



### General contact

☎ 089 – 219 800

📠 089 – 220 801

🌐 www.pss.edu.my

### Industrial Liaison & Training Unit

✉ uplipss@yahoo.com

### ELECTRICAL ENGINEERING

Diploma in Electrical Engineering  
Diploma in Tourism Management

### HOSPITALITY

Diploma in Tourism Management

## POLITEKNIK METRO KUALA LUMPUR

NO 2-12, JALAN SETIAWANGSA 10, TAMAN SETIAWANGSA  
54200 KUALA LUMPUR



### General contact

☎ 03 – 4251 8000

📠 03 – 4251 7979

### COMMERCE

Diploma in Retail Management  
Diploma in Hotel and Catering Management

### HOSPITALITY

Diploma in Hotel and Catering Management

## POLITEKNIK METRO Kuantan

A-5, JALAN TUN ISMAIL 2, SRI DAGANGAN 11,  
25000 KUANTAN, PAHANG



### General contact

☎ 09 – 565 9000

📠 09 – 517 3259

🌐 www.polimetrokuantan.net

### Industrial Liaison & Training Unit

✉ upli@polimetrokuantan.net

### HOSPITALITY

Diploma in Food Services (Halal Practices)  
Diploma in Tourism Management

## POLITEKNIK METRO JOHOR BAHRU

d/a POLITEKNIK JOHOR BAHRU, KM 10, JALAN KONG KONG,  
81700 PASIR GUDANG, JOHOR



### General contact

☎ 07 – 261 1755

📠 07 – 261 2963

### COMMERCE

Diploma in Islamic Finance and Banking

## JOB SCOPE

### FUNDAMENTAL SKILLS FOR ALL COURSES

- Communication Skills
- Technical Report Writing
- Office/Workshop Management
- Team Work
- Industrial Safety and Environmental Awareness
- Entrepreneurship

# ELECTRICAL ENGINEERING

## DIPLOMA IN ELECTRICAL ENGINEERING

Industrial Safety and Environmental Awareness  
Entrepreneurship

Circuitry and equipment for electrical transmission system and machine control

High power apparatus and systems

Electrical power equipment protection

Skills related on AC motor control

Skills related on DC motor control

Power electronic devices

Industrial power electronic installation and maintenance

Automation system based on the applications of PLC

Microcontroller system based on Peripheral Interface Controller (PIC)

Power system (power generation, power transmission, power distribution, power protection)

Electrical circuit simulation using software simulation

Electrical wiring installation and testing  
Electronic circuits and electronic devices  
Troubleshooting and repairs of electronic appliances  
Electrical power and control  
Programming and computer systems  
Wireless communication system  
Data transmission and computer networks  
Power system and electrical machine  
Automation system based on the applications of PLC  
Microcontroller system based on Peripheral Interface Controller (PIC)  
Manufacturing process for CMOS integrated circuit  
Electrical and Electronic circuit simulation using software simulation  
Programming microprocessor-based systems  
Integrated circuit (IC) fabrication processes, testing and packaging technology

**DIPLOMA IN ELECTRICAL AND ELECTRONIC ENGINEERING**

Electronic circuits and electronic devices  
Automation system based on the applications of PLC  
Microcontroller system based on Peripheral Interface Controller (PIC)  
Instrumentation drawing  
Instrumentation equipment used in the processing industries  
General equipment in process system  
Instrument calibration in processing industry  
Troubleshooting for process measurement equipment  
Troubleshooting for electrical and electronic equipment in industrial control  
Industrial robot system  
Automation and production systems used in industry  
Industrial control networks  
Combination of mobile robots and embedded systems

**DIPLOMA IN ELECTRONIC ENGINEERING (CONTROL)**

**ELECTRICAL ENGINEERING**



# ELECTRICAL ENGINEERING

## DIPLOMA IN ELECTRONIC ENGINEERING (OPTOELECTRONIC)

Electronic circuits and electronic devices  
Automation system based on the applications of PLC  
Microcontroller system based on Peripheral Interface Controller (PIC)  
Optical instruments  
Testing instruments on optoelectronic devices  
Semiconductor testing in industry  
Fiber optic communications system  
Splicing techniques and multiplexing techniques  
Fiber optic measurement and testing  
Integrated circuit (IC) fabrication processes, testing and packaging technology  
Manufacturing process for CMOS integrated circuit  
Electronic circuit simulation using software simulation  
Troubleshoot, repair and do maintenance work for electronics equipment with specialization in optoelectronic

## DIPLOMA IN ELECTRONIC ENGINEERING (MEDICAL)

Use, repair and maintenance electronic medical equipment  
Biomedical amplifier, physiological measuring equipment  
Clinical and laboratory support equipment  
Use supporting equipment in the Intensive Care Unit and Operating Theatre  
Physiology and anatomy  
Imaging and radiation  
Life support and patient care  
Diagnostic and therapeutic  
Maintenance of biomedical equipment  
Manufacturing medicine or medical device  
Programming and computer systems  
Communication, signal processing and control system  
Troubleshoot, repair and do maintenance work for biomedical equipment according to IEC 62353 standards



Telecommunication systems (modulation, transmission, radar, telephony, fiber optic and communication)

Programming and computer systems

Wireless communication system

Cellular communication system

Data transmission and computer networks

Troubleshoot, repair and do maintenance work for electronics equipment with specialization in communications

Satellite

Electronic circuit simulation using software simulation

Programming microprocessor-based systems

Signal processing

## DIPLOMA IN ELECTRONIC ENGINEERING (COMMUNICATION)

Application of computer aided design (AutoCAD, Protel, Microcap, Spice, Eagle, Advanced Schematic and MicroLogic)

Integrated circuit (IC) fabrication processes, testing and packaging technology

Manufacturing process for CMOS integrated circuit

Computer troubleshoot, repair and maintenance

Electronic circuit simulation using software simulation

Programming on microprocessor-based systems

Error checking and debugging

Computer networking installation and maintenance

Operating system installation and maintenance (Windows, Linux, Mac and etc)

Graphic processing, video, audio and animation to produce a multimedia interactive presentation

Microcontroller system based on Peripheral Interface Controller (PIC)

Embedded systems

## DIPLOMA IN ELECTRONIC ENGINEERING (COMPUTER)

# ELECTRICAL ENGINEERING



# MECHANICAL ENGINEERING

## DIPLOMA IN MECHANICAL ENGINEERING

Engineering drawing (orthographic, auxiliary and isometric projection)

Electrical and electronic circuit diagram (machines & products)

Computer Aided Design and Manufacture (CAD/CAM), CATIA, Solid Works etc.

Electrical maintenance ( including motor winding)

Machine maintenance

Workshop maintenance

Lathe, shaping, milling, grinding and fitting machine operation and maintenance

Mechanical testing methods

Pneumatics, hydraulics, robotics, sensors/ transducers, microprocessors and PLCs

Industrial welding skills (arc, MIG, TIG)

Project Management (function, roles and responsibilities of team member, planning techniques, preparation of proposal and technical report)

Foundry works

Hand tool skills

Green technology in latest technology

## DIPLOMA IN MECHANICAL ENGINEERING (MANUFACTURING)

Equipment maintenance schedule planning

Workers' supervisory schedule planning

Production and inventory control

Quality control and corrective procedures, TQM, QCC, Zero Defect, Kanban, Six sigma, Kaizen, lean)

Troubleshooting of machines and maintenance

Manufacturing technique/processes, injection moulding, simulation

Product design, EDM

Robotics and automation systems

Computer Aided Design and Manufacture (CAD/CAM)

Foundry works, die and mould

Industrial welding skills (arc, MIG, TIG and gas, submerged, plastic welding, oxy-cutting automatic / manual)

Project Management, production report writing

Simulation application such as lean, MRP etc.

CNC (Lathe process, milling process, programming and simulation)

Industrial safety related to the factory and manufacturing machines



Automation and robotic system in the industry  
Design and installation of low-cost single or multi-tasking automation systems  
Designing printed circuit boards and positioning of components on the PCBs  
Electro-mechanical or mechatronic system maintenance  
Industrial hydraulic and pneumatic systems  
Control and instrumentation in mechatronic products or systems  
Real time programming for real time systems  
Microprocessor, micro Controller, sensors and transducer utilization  
Computer Aided Design and Manufacture (CAD/CAM)  
Project Management  
Product design and marketing  
Inventory management  
Vision system in robotics and QA systems  
Signal processing (digital or analog)

## DIPLOMA IN MECHATRONICS ENGINEERING

Boiler operation, troubleshooting and maintenance  
Boiler control and instrumentation  
Boiler feed water treatment  
Boiler pumps and valves  
Gas turbine operations  
Air compressor operation and maintenance  
Compressed air piping and valves – layout, installation and maintenance  
Air conditioning and refrigeration operation and maintenance  
Heating Ventilation Air Conditioning Repair and Maintenance  
Electrical wiring  
Power generation plants and generators  
Lathe, shaping, milling, grinding and fitting machine operation and maintenance  
Foundry works  
Industrial welding skills (arc, MIG, TIG and gas)  
Safely precaution and Regulation  
Steam Turbine Operation

## DIPLOMA IN MECHANICAL ENGINEERING (PLANT)

# MECHANICAL ENGINEERING

# MECHANICAL ENGINEERING

## DIPLOMA IN MECHANICAL ENGINEERING (TEXTILE)

Textile machine operation and maintenance  
Textile production process  
Stock and inventory management  
Textile materials  
Dyeing and Finishing  
Fabric design / Structure design  
Material Handling  
Control System and instrumentation in textile industry  
Quality control and assurance  
Textile testing  
Lathe, shaping, milling, grinding and fitting machine operation and maintenance  
Green technology in textile latest technology

## DIPLOMA IN MECHANICAL ENGINEERING (AUTOMOTIVE)

Petrol and diesel engine maintenance, repairs and overhauling  
Transmission system service and testing  
Suspension and braking system servicing  
Auto-electrical wiring, service and testing  
Wheel alignment servicing, tyre balancing/ changing tyre  
Diesel and petrol fuel system servicing (including injection system)  
Engine tuning  
Body panel beating and spray painting  
Lathe, milling, grinding, drilling machine operation  
Welding skills ( gas, TIG, MIG, arc )  
Workshop and inventory management  
Engineering drawing, CAD, CATIA, Inventor, Solid Works  
Exposure on the latest automotive technology and design such as hybrid, CVT, DVVT etc.  
Air Conditioning system servicing, repairing, testing and maintenance  
Steering system and electrical steering, power steering  
Diagnosis engine, EFI, ECU  
QA, QC  
Material Technology , Automotive Design and testing  
Service Advisory  
Warranty terms and condition  
Accessories for cars, 4WD, MPV etc.



Operation and maintenance of agricultural machinery  
 Management of agricultural machinery  
 Agricultural processing engineering and engineering mechanics  
 Workshop practices – welding, machining etc.  
 Workshop and inventory management  
 Drainage and irrigation systems  
 Exposure on farm structure  
 Robotic and Automation in Agriculture  
 Biosystems Engineering  
 Green Technology practice in agriculture

**DIPLOMA IN MECHANICAL  
 ENGINEERING (AGRICULTURE)**

Engineering drawing  
 Machining – lathe, shaping, grinding and fitting  
 Welding skills ( gas, TIG, MIG, arc )  
 Metal fabrication – shearing, bending, rolling, soldering and riveting  
 Fitting – drilling, sawing, chiseling, marking and assembling  
 Workshop management  
 AutoCAD and CAD/CAM  
 Conversion process of materials into packaging  
 Design of packaging materials  
 Printing processes – labeling, sealing, coding and bar coding  
 Preparation of specification  
 Purchasing  
 Quality control  
 Green Technology in packaging technology

**DIPLOMA IN MECHANICAL ENGINEERING  
 (PACKAGING)**

Plastic materials, types of mould and production of plastic materials  
 Plastic mould repairs and modification  
 Operation and maintenance of plastic production machines  
 Machines, mould and plastic material problems and troubleshooting  
 Injection molding machines and processes (special emphasis on extrusion, blow, pipe and film processes)  
 Project Management  
 CAD/ CAM  
 Product design  
 Green Technology in plastic latest technology

**DIPLOMA IN MECHANICAL  
 ENGINEERING (PLASTIC)**

**MECHANICAL ENGINEERING**





# MECHANICAL ENGINEERING

## DIPLOMA IN MECHANICAL ENGINEERING (MATERIAL)

- Material manufacturing technology
- Metallurgy
- Industrial Management
- Quality control
- Ceramic technology
- Composite glass and polymer technology
- Material testing
- R & D in metal, plastic and ceramic based technology
- Non-destructive Testing Inspection
- Biomaterials and nanotechnology
- Smart material technology
- Green Technology practice in material latest technology

## DIPLOMA IN MECHANICAL ENGINEERING (AIR CONDITIONING AND REFRIGERATION)

- Engineering drawing
- Electrical and electronic circuit diagram (machines n products)
- Computer Aided Design and Manufacture (CAD/CAM)
- Electrical maintenance and troubleshooting
- Machine maintenance
- Workshop maintenance
- Inventory management
- Latest Air conditioning and refrigeration technology
- Workshop practice in air conditioning and refrigeration
- Control and design system
- Servicing and Maintenance
- Air Conditioning Installation
- Industrial Refrigeration Service and Maintenance
- Building Automation System
- HVAC codes and ordinances



Engineering drawing

Electrical and electronic circuit diagram (machines or products)

Computer Aided Design and Manufacture (CAD/CAM), CATIA, Solid Works

Electrical maintenance ( including motor winding)

Machine maintenance

Workshop maintenance

Lathe, shaping, milling, grinding and fitting machine operation and maintenance

Mechanical testing methods

Pneumatics, hydraulics, robotics, sensors/ transducers, microprocessors and PLCs

Industrial welding skills (arc, MIG, TIG and gas)

Project Management

Hand tool skills

Computer Intergrated Manufacturing (CIM) Process

Robots Automation Applications

Design example of automation and robotics

Power electronic

Visual Programming

## DIPLOMA IN MECHANICAL ENGINEERING (AUTOMATION)

Engineering drawing (Geometric Dimensional and Tolerance)

Sheet Metal Process (Bending, Punching, Stamping)

Electrical and electronic circuit diagram (machines or products)

Computer Aided Design and Manufacture (CAD/CAM)

Electrical maintenance ( including motor winding)

Machine maintenance

Workshop maintenance

Lathe, shaping, milling, grinding and fitting machine operation and maintenance  
(Conventional lathe and CNC)

Mechanical testing methods

Pneumatics, hydraulics, robotics, sensors/ transducers, microprocessors and PLCs

Industrial welding skills (arc, MIG, TIG and gas)

Project Management (function, roles and responsibilities of team member, planning techniques, preparation of proposal and technical report)

Supply chain management

EDM die sinking and wire cut

Ethics applied in product design

Ergonomics in design

Model making

Design presentation

Rapid prototyping (process)

## DIPLOMA IN MECHANICAL ENGINEERING (PRODUCT DESIGN)

# MECHANICAL ENGINEERING

# MECHANICAL ENGINEERING

## DIPLOMA IN MECHANICAL ENGINEERING (AUTOMOTIVE MANUFACTURING DESIGN)

Engineering drawing  
Electrical and electronic circuit diagram (machines or products)  
Computer Aided Design and Manufacture (CAD/CAM), CATIA, Solid Works  
Electrical maintenance ( including motor winding)  
Machine maintenance  
Workshop maintenance  
Lathe, shaping, milling, grinding and fitting machine operation and maintenance  
Mechanical testing methods  
Pneumatics, hydraulics, robotics, sensors/ transducers, microprocessors and PLCs  
Industrial welding skills (arc, MIG, TIG and gas)  
Project Management  
Foundry works  
Exposure on the entrepreneurship skills)  
Rapid prototyping (process)  
Project Management (function, roles and responsibilities of team member, planning techniques, preparation of proposal and technical report)  
Design presentation  
Engine Management (engine component, cooling system, lubricating, ignition, suspension, tyre and wheel)  
Transmission, clutch, steering and brake system  
Latest Automotive Technology



IT & Computer Application  
 Maintenance and Practices in Live Aircraft  
 ( disassembly, inspection, repair and assembly techniques, maintenance procedures)  
 Aircraft Maintenance Workshop  
 Aircraft Support workshop  
 Aviation Legislation  
 Gas Turbine Engine  
 Propeller  
 Supervision and Administration  
 Communication  
 Industrial Safety  
 Human Factor  
 Fundamental Electrical  
 Electronic Systems  
 Pneumatic & Hydraulics  
 Aircraft Handling and Storage  
 Aircraft Structure and System

**DIPLOMA IN AIRCRAFT MAINTENANCE**



**AIRCRAFT ENGINEERING**

Mass and Energy Balance  
 Mechanical Plant Equipment  
 Separation Process  
 Process Instrumentation and control  
 Piping and instrumentation diagram  
 Process Plant  
 Process Simulation  
 Plant Utility  
 Green technology in process engineering  
 Industrial safety and pollution control  
 Project management  
 Chemical industry based  
 Centrifugal and static equipment

**DIPLOMA IN PROCESS ENGINEERING  
 (PETROCHEMICAL)**



**PROCESS ENGINEERING  
 (PETROCHEMICAL)**





# CIVIL ENGINEERING

## DIPLOMA IN CIVIL ENGINEERING

- Engineering survey
- Site supervision and management
- Structural design
- Calculation of material quantities
- Costing
- Taking-off
- Tests and reports on concrete, soil, water and aggregates
- Inspection of concrete reinforcement according to drawings and standards
- Contract procedures
- Drainage and sewerage systems
- Soil mechanics
- Water treatment
- Safety and health measures at construction sites
- Highway construction management and supervision
- Site meeting
- Technical drawing (manual or computer aided) in drafting, convention and interpretation
- Managing clients and material suppliers
- Contract administration – tender pricing, cost estimation, analyzing tenders, work progress evaluation, preparing work progress claims and VO evaluation

## DIPLOMA IN BUILDING SERVICES ENGINEERING

- Electrical installation and maintenance
- Elevator and escalator installation and maintenance
- Air conditioning installation and maintenance
- Lighting system design and maintenance
- Hot and cold water systems and maintenance
- Sewerage system maintenance.
- Fire fighting systems and maintenance
- Acoustics
- Site meeting
- Green technology equipment installation
- Managing clients and material suppliers
- Contract administration – tender pricing, cost estimation, analyzing tenders, work progress evaluation, preparing work progress claims and VO evaluation

Concept of wood-based technology industry  
Process cycle from raw material to finished product (e.g. furniture, paper, panel product etc.)  
Computer applications in the wood industry (e.g. use of CNC)  
Product design  
Basic management and marketing skills in wood-based industry  
Cost estimation in the manufacturing process  
Management of waste disposal  
Industrial safety  
Managing clients and material suppliers

DIPLOMA IN WOOD-BASED TECHNOLOGY

Standard procedures for plan submission and approval by related authorities  
Drafting and colouring of working drawings  
CAD with emphasis on architecture  
Illustration techniques  
Building design processes  
Site/field visits  
Local government legislation and procedures with regards to building design  
Managing clients and material suppliers  
Contract administration – tender pricing, cost estimation, analyzing tenders, work progress evaluation, preparing work progress claims and VO evaluation  
Construction planning and feasibility studies  
Quantitative measurement of sub-structure, superstructure, finishes, services and external works  
Site supervision  
Preparing building procedures  
Building technology and materials  
Managing clients and material suppliers  
Contract administration – tender pricing, cost estimation, analyzing tenders, work progress evaluation, preparing work progress claims and VO evaluation

DIPLOMA IN ARCHITECTURE

CIVIL ENGINEERING



# CIVIL ENGINEERING

## DIPLOMA IN QUANTITY SURVEYING

Construction planning and feasibility studies  
Quantitative measurement of sub-structure, superstructure, finishes, services and external works  
Site supervision  
Preparing building procedures  
Building technology and materials  
Managing clients and material suppliers  
Contract administration – tender pricing, cost estimation, analyzing tenders, work progress evaluation, preparing work progress claims and VO evaluation

## DIPLOMA IN LAND SURVEY

Conventional and computerized data processing and analysis  
Topographical information system  
Cadastral survey  
Photogrammetric, geodesy, geographical information system (GIS)  
Remote sensing  
Land law  
Engineering surveying  
Calibration survey  
Utility mapping  
Managing clients and material suppliers  
Contract administration – tender pricing, cost estimation, analyzing tenders, work progress evaluation, preparing work progress claims and VO evaluation

## DIPLOMA IN TOWN AND REGIONAL PLANNING

Town centre planning  
Housing & commercial planning  
Industrial planning  
Landscape & recreational planning  
Transport planning  
Rural planning  
Growth regional planning  
Environmental study



Waste water management  
 Water supply management  
 Air pollution management  
 Solid & scheduled waste management  
 Safety and health management  
 Environmental engineering and management  
 Water resources and hydrology  
 Environmental impact assessment (EIA)  
 Sewerage treatment plant operation  
 Standard ISO 14001, OHSAS 18001, MS ISO 9001  
 Managing clients and material suppliers

**DIPLOMA IN CIVIL ENGINEERING  
(ENVIRONMENTAL)**

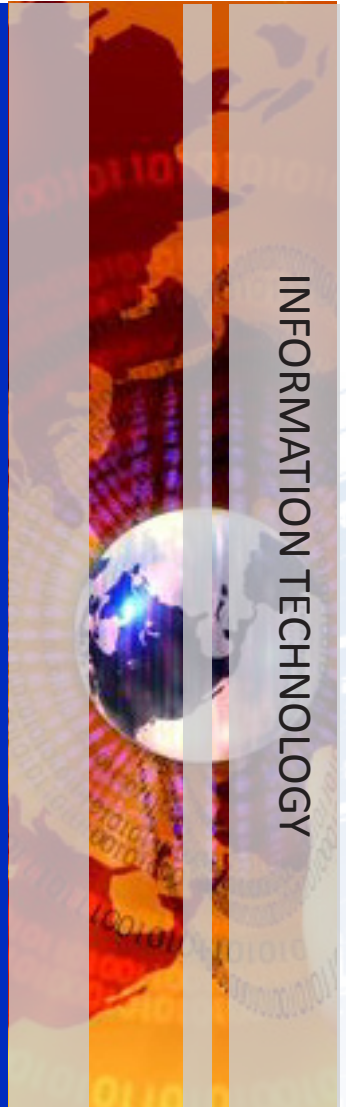
**CIVIL ENGINEERING**



Systems development  
 Software application (windows operating system, word processing, electronic spreadsheet presentation and internet)  
 Computer programming (Visual Basic, C++, MS Access etc.)  
 Database development and management  
 Operating system (structure, memory management and I/O management)  
 Algorithm and data structure  
 Digital systems  
 Microcomputer systems  
 Management (human resource, quality and digital economic)  
 Computer repairs (equipment, trouble-shooting and repair)  
 Software management  
 Management Information System (MIS)  
 Smart system/applications.  
 Multimedia (Authorware, Animation, video conferencing etc.)  
 Bugs and viruses clean up  
 Computer networking installation and maintenance (LAN and WAN)  
 Internet (Web page, e-mail etc)  
 Hypermedia techniques  
 Human-computer interface

**INFORMATION TECHNOLOGY (PROGRAMMING)**

**INFORMATION TECHNOLOGY**



# INFORMATION TECHNOLOGY

## DIPLOMA IN INFORMATION TECHNOLOGY (NETWORKING)

Installation, configuration and maintenance of server or network  
Network security  
Cloud computing areas.  
Server/Network monitoring  
Network Technician/Support  
IT/Network Support  
Design & Set up Network  
Computer Technician

## DIPLOMA IN INFORMATION TECHNOLOGY (GAME TECHNOLOGY)

Computer game programmer  
Mobile game development.  
Software/System/Web Development  
Web Master/Designer  
2D/3D Programming  
3D Animation  
Graphic Designer  
IT Technical Support  
Computer Technician  
Java Developer  
Mobile Application Development/Support

# DESIGN & VISUAL COMMUNICATION

## DIPLOMA IN INDUSTRIAL DESIGN

Art history  
Digital Imaging  
Computer system  
Engineering drawing  
Industrial design  
Workshop technology  
Design engineering  
Material and processes  
AutoCAD  
3D CAD (Rhino, Solid Work)  
Design production  
Industrial design management  
Event management  
Web design



Element & principle of design  
 Storyboard  
 2D & 3D Animation  
 Photography  
 Graphic design  
 Typography  
 Digital Image  
 Printing Image  
 Interactive CD development  
 Interactive web page development  
 Computer graphic and software  
 Audio/Video editing

DIPLOMA IN DIGITAL ARTS

Art History  
 Drawing  
 Script writing  
 Audio video technology  
 Event management  
 Video production  
 Film editing & production  
 Media production management  
 Story board development  
 Acting  
 Directing  
 Broadcast  
 Sound design  
 Cinematography  
 Creative thinking

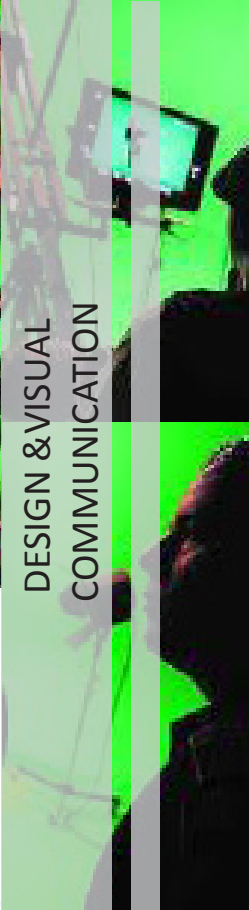
DIPLOMA  
 VIDEO AND FILM STUDIES

Art history  
 Computer systems  
 Drawing and material  
 Typography  
 Illustration  
 Multimedia  
 Photography  
 Corporate communications  
 Advertising  
 Publishing  
 Graphic design  
 Printing  
 Environmental graphic  
 Interactive media  
 Corporate identity design  
 Event Management

DIPLOMA IN GRAPHIC DESIGN

DESIGN & VISUAL COMMUNICATION





**DESIGN & VISUAL  
COMMUNICATION**

**DIPLOMA IN FASHION AND CLOTHING DESIGN**


Sewing room equipment & tools  
Fashion designing  
Fashion illustration  
Flat drawing/working drawing  
Pattern construction  
Sample making  
History of clothing  
Body measurement  
Garment manufacturing technology  
Fabrics  
Draping  
Men's wear  
Women's wear  
Embroidery  
Beadwork  
Visual merchandising  
Fashion merchandising  
Textile art and design  
Clothing factory  
Basic accounting  
Clothing factory



**MARINE  
ENGINEERING**

**DIPLOMA IN MARINE  
ENGINEERING**

Basic accounting  
Marine Engine operation and maintenance  
Auxiliary machinery  
Electrical Equipments  
Workshop practice (machining, welding, fitting)  
Marine boiler operation and maintenance  
On-board material handling and transportation  
Control systems (pneumatic Hydraulics)  
Naval Architecture



**FOOD  
TECHNOLOGY**

**DIPLOMA IN FOOD  
TECHNOLOGY**

Food processing technology  
Quality control  
Food & material grading  
Process equipment  
Food processing plant  
Food packaging and marketing  
Machine maintenance  
Laboratory work (analyzing and sampling)  
R & D

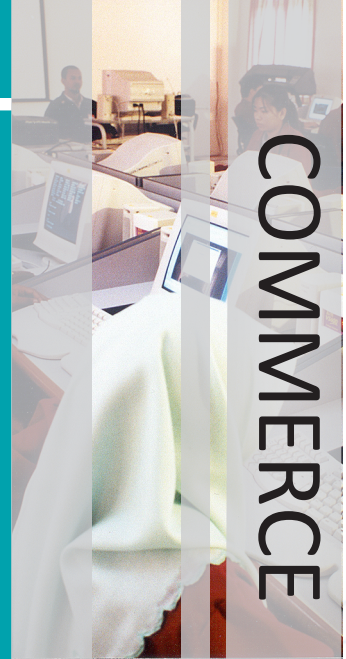
Auditing  
Accounting  
Taxation  
Interaction and communication  
Accounting software utilization  
Financial reports  
Budgeting  
Multi-media and Internet (e-commerce)  
Data interpretation and management

DIPLOMA IN ACCOUNTANCY



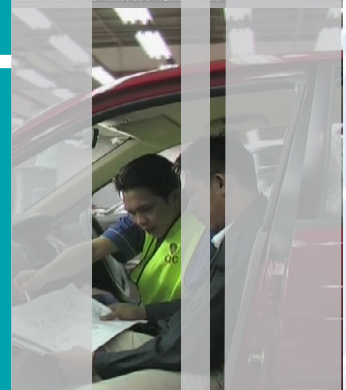
Insurance practice  
Legal aspects of insurance  
Personal insurance  
General and commercial insurance  
Insurance marketing  
Motor insurance  
Islamic interpretation of insurance  
Life insurance  
Property insurance  
Risk management  
Marine and aviation insurance  
Liability insurance  
Reinsurance

DIPLOMA IN INSURANCE



Financial affairs  
Counter management  
Credit handling  
Currency market  
Islamic banking  
Insurance  
Banking procedures

DIPLOMA IN BANKING  
AND FINANCE





# COMMERCE



## DIPLOMA IN MARKETING

Marketing environment and marketing strategies  
Marketing skills—planning, supervising, control and decision-making.  
Sales management and techniques  
Consumer behaviour studies  
Accounting  
Stock broking and share price analysis  
Confidence building  
Communication, interaction, and negotiation skills  
Handling meeting, conferences and seminars in marketing and management  
Marketing research  
International trading and marketing  
Computer application in marketing and business management  
Multimedia and Internet (e-commerce)

## DIPLOMA IN INTERNATIONAL BUSINESS

International business procedures  
International trade and finance  
International marketing research  
Handling of import and export documentation  
Analysis of commercial expansion and implications  
Delivery and distribution of products  
International monetary system  
Computer application in business management  
Information technology

## DIPLOMA IN BUSINESS STUDIES

Office administration and report writing  
Taxation & accounting  
Handling and updating business accounts  
Computer application in business management  
Entrepreneurship  
Company law  
Human resource management  
Communication, interaction and presentation  
Management skills – supervising, planning and decision making  
Marketing strategies  
Multimedia and Internet (e-commerce)

## DIPLOMA IN SECRETARIAL SCIENCE

Office administration and report writing  
English translation  
Computer applications  
Taking minutes of meeting  
Customer service  
Communication, interaction and presentation  
Public relations



Produce Store Design And Layout  
Display Product On Sale  
Manage Cashiering  
Monitor Sales Forecast And Performance

Handle Customer Inquiries  
Conduct After Sales Service  
Process Form, Application, Request  
Conduct Sales Presentation  
Close Product Sales

Identify trends in on-site and off-site fashion retailing  
Interior store's design and fixtures  
Organize visual merchandisin

Conduct Press Conference  
Produce Press Release  
Produce Speeches  
Produce By Lined Articles  
Develop Corporate Social & Responsibility Program

Conduct Recruitment And Selection Process  
Monitor Staff Orientation And Development  
Manage Employee Compensation  
Evaluate Employee Performance  
Manage Industrial Relation

Develop Purchasing Plan  
Evaluate Supplier  
Prepare Documentation And Report  
Design Pricing

Implement Safety And Health Procedures  
Manage Security Elements  
Identify Procedures Of Halal Certification  
Associates Legal Issue In Making Decision

Manage goods distribution  
Implement Distribution Operation  
Organize Transportation for Distribution

Perform Inventory  
Handle Receive And Return Product  
Handle Checking And Marking  
Conduct Tagging

Organizing Mall Event And Functions  
Manage Rental Process  
Review And Enhancing Mall Layout Of Various  
Functions Area  
Maintain Mall Facilities And Conditions

DIPLOMA IN RETAIL MANAGEMENT

COMMERCE





# COMMERCE

## DIPLOMA IN BUSINESS STUDIES (E-COMMERCE)

types of websites, stages of developing web and web server relating to the latest web technologies.  
design web pages using suitable hypertext markup language (HTML) , codes and the latest web creation software.  
concepts of Hypertext Preprocessor (PHP) as a preparation in developing a dynamic website  
manipulate data creatively using Structure Query Language (SQL) to produce information required by end user  
concept of catalogue, marketing campaign, customer profile and order accordingly to e-commerce site.  
catalogue, marketing campaign, customer profile and order using e-commerce solution software as a preparation to produce an e-commerce site.  
design appropriately a conceptual database model using entity-relationship diagram (ERD).  
normalized logical database design by applying normalization technique.  
database application system resourcefully for database manipulation using a database management system (DBMS)  
classification of e-commerce relating to the latest online business transactions  
current risk and security issues associated with electronic trade and commerce to ensure secured online business transactions.  
process of e-commerce transactions and electronic payment systems implemented by online business organizations in the actual markets.

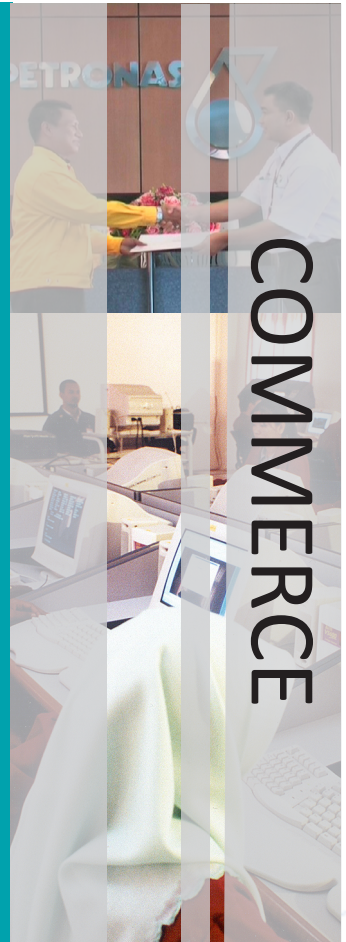
## DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Conduct Supplier Evaluation  
Conduct Strategic Sourcing  
Apply SCM Performance Measurement  
Manage The Related Form For Import Activities  
Manage The Related Form Of Export Activities  
Verify Compliance With INCOTERMS  
Calculate the import and export tariff  
Conduct Warehouse Safety and Security  
Manage Warehouse Equipment  
Organise Human Resource Planning  
Manage Receiving and Storage Goods  
Handle Material Equipment (MHE) System  
Conduct Order Picking, Marshalling And Dispatch Shipment  
Conducting Value-Added Activities  
Procedures for different types of cargo  
Handle Container And Cargo Loading  
Handle Container And Cargo Unloading  
Manage Storage Area  
Manage Goods Distribution  
Manage Material Distribution  
Organize Transportation For Distribution  
Conduct Procurement Negotiation Activity  
Conduct Pricing Activity  
Manage Quality In Procurement Activity  
Organise Types Of Inventory  
Conduct Inventory Planning  
Manage Reverse Logistics

Identify Takaful Plan  
Monitor Underwriting Procedure  
Process Customer Claim  
Process Deposit Application  
Manage Credit Application  
Organize Banking Services  
Check Customer Background - Quantitative And Qualitative Aspects Of Credit Assessment  
Process Customer Document  
Monitor Financing Account  
Islamic risk management - process of Islamic risk management  
Analyze Risk in Management - credit risk, market risk, liquidity risk and operational risk in Islamic banking  
Evaluate Risk in Islamic Finance - risk analysis and representing data  
Apply Banking Ethic - ethics in a global context from conventional and Islamic point of view.  
Implementary Regulatory Framework - Shariah Governance Frameworks and Regulatory and Supervisory Framework in Islamic Finance  
Apply Audit And Compliance - Malaysian Code of Corporate and Audit and Compliance for Islamic Financial Institutions  
Develop To Marketing Plan and design a marketing plan

DIPLOMA IN ISLAMIC BANKING & FINANCE

COMMERCE





# HOSPITALITY

## DIPLOMA HOTEL AND CATERING MANAGEMENT

- Front office operations (manual)
- Housekeeping
- Kitchen management
- Nutrition
- Food preparation
- Food and beverage service
- Basic Accounting
- Sanitation
- Computer usage
- Front office operations (Hotel XL system)
- Laundry
- Commercial cookery
- Hospitality marketing
- Hospitality Management Accounting
- Hospitality Law
- Hospitality Strategic Marketing
- Maintenance Management
- Human Resource Management
- Small Business Management
- Hospitality Management
- Recreational tourism
- Conference and event management
- Malaysian tourism industry
- Interpersonal skills
- Eco-tourism
- Hospitality management

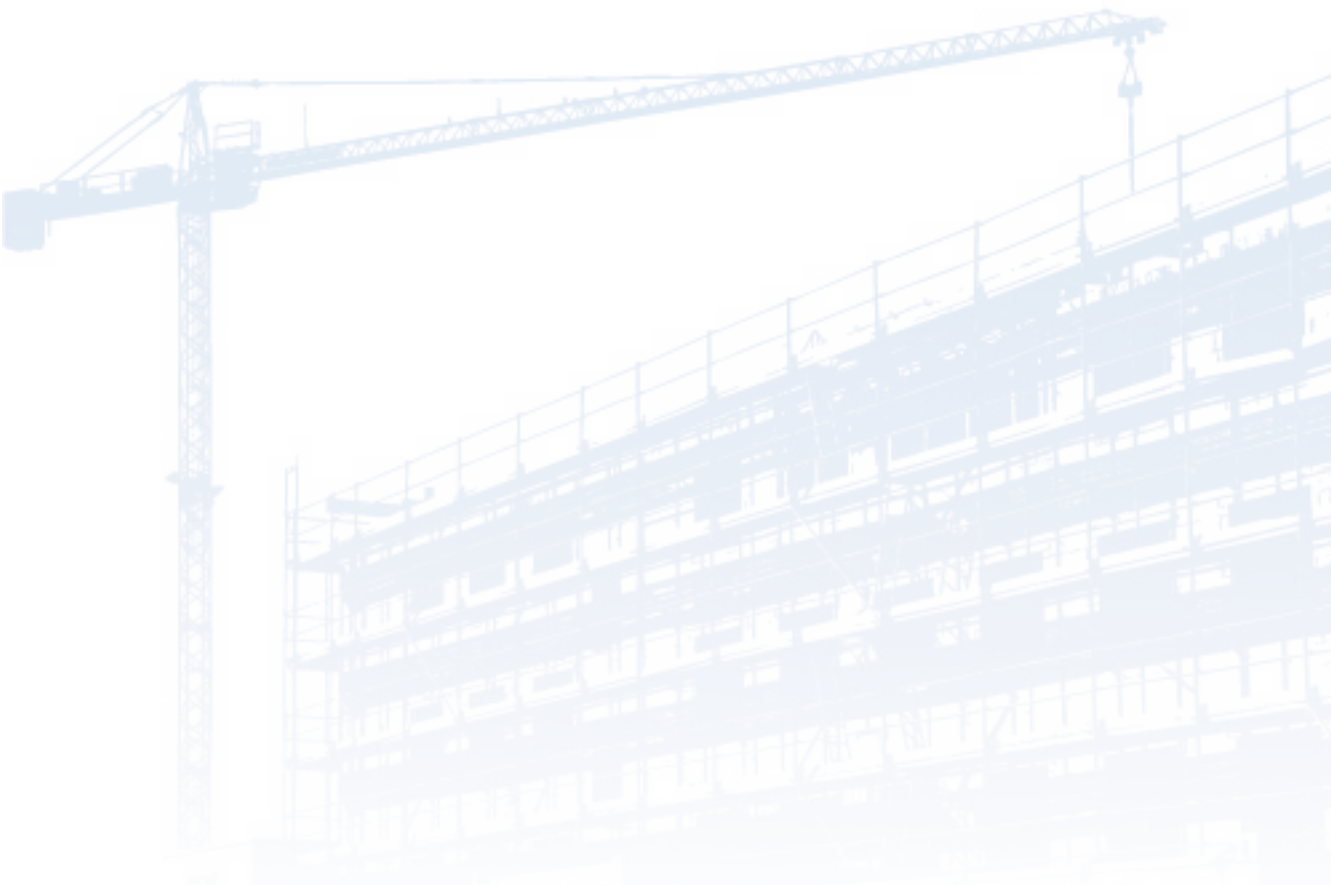
## DIPLOMA IN TOURISM MANAGEMENT

- Tour guide techniques
- Basic accounting
- Front office
- Hospitality marketing
- Tour operations
- Reservation and ticketing
- Computer reservation system
- Recreational tourism
- Conference and event management
- Malaysian tourism industry
- Interpersonal skills
- Eco-tourism
- Hospitality management



Food & Beverage (F&B) managers  
Food Retails Managers  
Restaurant Managers  
Halal Auditor  
Halal Executive  
Halal Butcher  
Entrepreneur  
Quality Controller  
Health Inspector/dietary controller  
Chef/cook  
Halal Enforcement Officer  
Executive in foodservice industry  
Foodservice personnel  
Quality assurance personnel

DIPLOMA IN FOOD SERVICES (HALAL PRACTISE)



# ASSESSMENT

Generally, the assessment process divides to

- Assessment by Industry (by Industry Supervisor), and
- Assessment by Polytechnic as shown on Chart 1 below

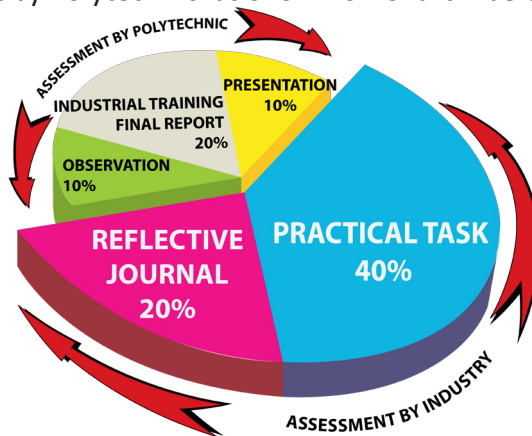


Chart 1: Assessment distribution for industrial training

## ASSESSMENT BY INDUSTRY (60%)

### Practical Task

This assessment evaluated by Industry Supervisor to assess overall student performance during Industrial Training. The main aspect to be evaluated is technology literacy, communication and teamwork skill; comply with policies and procedure, ethics and skill of reporting.

### Reflective journal

This assessment evaluated by Industry Supervisor to value all information recorded on student Reflective Journal. The main aspect to be evaluated is student reflection by all tasks given during Industrial Training and need to verify by Industry Supervisor every week.

## ASSESSMENT BY POLYTECHNIC (40%)

### Observation

This assessment evaluated by polytechnic lecturer to monitor the student progress during Industrial Training. The main aspect to be evaluated is effective communication, policies, procedures and regulations, professional ethics and reporting.

### Industrial Training Final report

This assessment evaluated by polytechnic lecturer of student Final Report on Industrial Training.

### Presentation

This assessment evaluated by polytechnic lecturer of student finding during their Industrial Training.

## WHAT TO DO?

This section contains how to evaluate the student by their Industry Supervisor. Enclose here TWO (2) assessment forms:

- Appendix 1 Practical Task form (Green colour)
- Appendix 2 Reflective Journal Form (Yellow colour)

Both these forms must be completed by the Industry Supervisor. If there is more than a supervisor, only one form must be completed by any supervisor.

## WHEN TO COMPLETE & SUBMIT?

Both of the form needs to complete and return back to the polytechnic by week 20th during student doing their Industrial Training.

## HOW TO SUBMIT?

All completed form can be send by

- Post, OR
- Fax, OR
- Email (All the form need to be scan first)

(All the information regarding address/fax number/email address of polytechnics can be obtained from the assessment forms submitted by the polytechnics or on polytechnic website)

OR can submit both the form to students in the final weeks Industrial Training to be brought to the polytechnics.

### NOTE

The attached form in this book is as a guide. For the evaluation process, Industry Supervisor asked to use the relevant form has been sent by the polytechnics. The form can also be downloaded from the web site of the polytechnics.



**INSTRUCTION:** Please rate each item below to reflect student's performance.

NAME	REG.NO	PROGRAMME	RATING				
			Excellent	Good	Average	Below average	Un satisfactory
No	Item	CLO*	5	4	3	2	1
A	<b>TECHNOLOGY LITERACY</b> <i>(Perform hands-on tasks, usage of tools and equipment, adopt a variety of technologies, apply the knowledge gained to perform task, show development in knowledge and skills and/or think creatively and critically)</i>	1					
B	<b>EFFECTIVE COMMUNICATION</b> <i>(Ability to acquire and understand information, carry out instructions, analyze linear and non-linear information, show appropriate non-verbal communication, communicate with employees at all levels and/or have basic negotiation skills)</i>	2					
C	<b>TEAMWORK</b> <i>(Show positive personality traits, participate actively as a member of the team, carry out tasks in appropriate situations and/or build and maintain good relationships within the team)</i>	3					
D	<b>POLICIES, PROCEDURES AND REGULATIONS</b> <i>(Comply with the policies and rules of the organization, job procedures and/or safety and health regulations)</i>	4					
E	<b>PROFESSIONAL ETHICS</b> <i>(Report handed-in on time and verified by the supervisor, work independently with minimum supervision, attendance, punctuality and/or solve problems by taking the right action)</i>	5					
F	<b>REPORTING</b> <i>(Present ideas and views and/or task reporting (Reflective Journal))</i>	5					
<b>TOTAL</b>							

\*CLO = Course Learning Outcome. Kindly refer to Industrial Training Guideline (Industry Partner) for details.

**Comments/recommendations**

By 20<sup>th</sup> week of training, student must return the form (APPENDIX 1 & 2) to:

**UNIT PERHUBUNGAN & LATIHAN INDUSTRI**

*Please refer to List of Polytechnic for completed address*



DOWNLOAD

**fax**

*Please refer to List of Polytechnic*

**e-mail**

*Please refer to List of Polytechnic*

**To be completed by Student's Supervisor**

Name :

Position :

Date :

Signature :

Company/organization stamp:

**APPENDIX 2**

**REFLECTIVE JOURNAL FORM (20%)**

*(Evaluation by Industry or Training Organization)*

**INSTRUCTION: Please rate each item below to reflect student's performance.**

NAME	REG. NO	PROGRAMME	CLO*	SCORE				MARKS
				4	3	2	1	
Content's structure a) Daily Activities (i) The writing format includes: • Task • Equipment • Issues /challenges • Solutions • Figures/ Flowchart	1	4	Show extremely good understanding of the task Relevant use of figure and flowchart	Show good understanding of the task Satisfactory use of figure and flowchart	Show satisfactory understanding of the task Adequate use of figure and flowchart	Lack understanding of the task irrelevant use of figure and flowchart	[ /4]	
		1	Able to identify, analyze problems and recommend effective solutions	Able to identify, analyze problems and recommend good solutions	Ability to identify, analyze problems and recommend appropriate solutions	Cannot identify, analyze problems and recommend solutions	[ /4]	
Content's structure a) Daily Activities (ii) Work, Process b) Reflection	4	4	Develop and organize work process well and creatively	Develop and organize work process well	Develop and organize work process satisfactorily	Develop and organize work process unsatisfactorily	[ /4]	
		5	Relevant response to the task	Satisfactory response to the task	Adequate response to the task	Irrelevant responses to the task	[ /4]	
Language	5	4	Meaning is very clear.	Meaning comes across clearly.	Meaning may be occasionally unclear but not incomprehensible.	Meaning is often unclear and incomprehensible.	[ /4]	
		5	Very appropriate and varied terminology.	Reasonably appropriate and varied terminology.	Modestly appropriate terminology but these are mainly simple.	Inappropriate terminology and no variety.	[ /4]	
Verification/Checking/ Monitoring	4	4	Verified by the supervisor and report always handed in on time	Verified by the supervisor and report seldom handed in on time	Verified by the supervisor and report rarely handed in on time	Verified by the supervisor and report never handed in on time	[ /4]	
		5				<b>Total Marks</b>	[ /32]	

\*CLO = Course Learning Outcome. Kindly refer to Industrial Training Guideline (Industry Partner) for details.

By 20<sup>th</sup> week of training, student must return the completed form (APPENDIX 1 & 2) to:

**UNIT PERHUBUNGAN & LATIHAN INDUSTRI**

*Please refer to List of Polytechnic for completed address*

**Fax**

*Please refer to List of Polytechnic*

**E-mail**

*Please refer to List of Polytechnic*



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To be filled in by Student's Supervisor

Name :

Position :

Date :

Signature :

Company/organization stamp:

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### DPE wishes to extend its sincere thanks to the following individuals for their support

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