# PROPOSE MARKING SCHEME FOR ITR REPORT

| NO | ASPECTS | DESCRIPTION | MARKS DISTRIBU- TIONS |
|---|---|---|---|
| i | STUDENT'S DETAIL | • Refer to **FORMAT LATIHAN INDUSTRI** booklet. | 1 |
| ii iii iv | ACKNOWLEDGEMENT DECLARATION ABSTRACT | • The dedication for the person/ institution that involved in the industrial training -Include a declaration in report -Write a short summary about your industrial training | 1 |
| v | TABLE OF CONTENT | • Should be organized in sequence, with page number, title and index (if any) | 1 |
| 1.0 | INTRODUCTION | 1.1 Industrial training program ✓ Refer to the guideline given ✓ You may also state: - The duration? - Criteria of assessment? 1.2 Objectives of industrial training ✓ Refer to the guideline given | 2 |
| 2.0 | COMPANY DETAILS | 2.1 Company name, company registration number, address, phone, fax 2.2 Company type of business 2.3 Company status (Sole Proprietor/ Partnership/ Sdn. Bhd.) 2.4 Company owner/ Company Board of directors 2.5 Company Organizational chart 2.6 Company Vision & mission | Maximum of 4 marks |
| 3.0 | OBSERVATION ON POLICIES/ PROCEDURES/ SYSTEM USED | 3.1 Management • Brief information of the company (overall departments/units). Eg: ✓ Number of employees ✓ Organization Chart • Business Input ✓ Capital ✓ Manpower ✓ Technology ✓ Materials • Detail information about your department/unit. Eg: ✓ Number of employees ✓ Their titles and responsibilities (job specification) ✓ Organization Chart ✓ Basic duties of the department ✓ Brief information about the current projects ✓ Interrelations with other departments  3.2 Operation • Process flowchart of work done in the company/institution. • Productivity Index - *If possible*  3.3 Marketing • Product ✓ Type of product ✓ Target market ✓ Branding, packaging, labeling • Price ✓ General price list ✓ Method used for pricing strategy | Maximum of **4 marks** for each categories of major observations  If the organization is not a profit making company, the allocation of marks will be given more on management, operation and new knowledge gained.  Total marks= 20 |

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| | | - Cost based pricing<br>- Competition based pricing<br>- Cost plus pricing<br>• Place<br>  ✓ Location to sell product<br>  ✓ Distribution strategy (Eg: manufacturer – wholesaler – retailer – customer or any other method)<br>• Promotion<br>  ✓ Promotion tool (Eg: advertising (TV, Radio, newspaper)/ sales promotion (Banner, Pahmplet, Flyers, Discount)/ public relation/ personal selling/ etc)<br><br>3.4 Finance<br>• Source of finance<br>  ✓ Equity Contribution (Personal Savings, Private Investors, Financing Companies)<br>  ✓ Loan (Term Loan, Hire Purchase or Government Grant such as Mara etc.)<br>  ✓ Other Sources (Friends or Family)<br>• Company Financial Statements (Asset, Liabilities and Owner's Equity)- *If possible*<br>• Company Expenses (Raw material expenses, electricity and utilities, salary& wages expenses, miscellaneous expenses) and Worker's EPF and SOCSO - *If registered*<br>• Company's Financial Condition (cost of production, profit and loss, sales and revenues)<br><br>3.5 Technologies gained/ new knowledge<br>• Any knowledge on technologies or concepts that you did not learn from your courses, but would have been useful to you during the industrial training | Maximum of **4 marks** for each categories of major observations<br><br>If the organization is not a profit making company, the allocation of marks will be given more on management, operation and new knowledge gained.<br><br>Total marks= 20 |
| 4.0 | WORK EXPERIENCE/ DESCRIPTION OF TASKS | • Describe what did you learn/ projects you worked in during your industrial training<br>  ✓ What your duties and responsibilities were<br>  ✓ Other person/ parties involved<br>  ✓ Duration<br>  ✓ How you managed them etc.<br>• Minimum of **five** relevant task<br>• Properly numbered all the tasks listed. (Refer to the guideline given)<br>• Eg:<br>**4.0 WORK EXPERIENCE/ DESCRIPTION OF TASKS**<br>  **4.1 Construction of Concrete Planter Box**<br>    Blablabla ………………………………..<br><br>  **4.2 Preparation of Sales Report for the Annual Meeting**<br>    Blablabla ……………………………….. | Maximum of 4 marks for each task given (minimum of 5 task)<br><br>Total marks =20 |
| 5.0 | RELEVANCE OF COURSES TAKEN AT KPM | • Relate your working experience with the courses taken at KPM<br>  ✓ What principles, ideas or elements of the courses were helpful in the internship experience<br>• Minimum of 5 courses with brief explanation. | Minimum of 5 courses x 4 marks= 20 marks |

- Properly numbered all the tasks listed according to right sequence
- Properly indent the

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| | | • Properly numbered all the tasks listed. (Refer to the guideline given)<br>• Eg:<br>**5.0 RELEVANCE OF COURSES TAKEN AT KPM**<br>　**5.1 Landscape Operation and Maintenance (LCP xxxx)**<br>　　One of the first works that I had to do during my industrial training was to maintain the plants that available in the nursery. Activities involved were watering, pruning, staking and fertilizing. Since all of the activities had been covered in the LCP xxxx which I learned in semester five, therefore I managed to do it properly and smoothly…………………...<br><br>　**5.2 Garden Design & Working Drawings (LCP xxxx)**<br>　　From week 11 until week 13, I involved with the production of a landscape master plan and some other working drawings for our client. This was the time where I managed to apply some of the knowledge that I gained from this course that I took in semester 3. The topics such as landscape design principles, planting plan and perspective drawing were very useful to me in order to create a functional and beautiful landscape design. Blablabla………………… | |
| 6.0 | INTERACTION WITH OTHERS | | |
| | 6.1 INTERVIEWS WITH STAFF | • Conducts interviews with two different person:<br>　✓ Executive level staff<br>　✓ Supporting staff<br>　✓ Points you may include:<br>　　- Personal details<br>　　- Title and responsibilities<br>　　- Motto / Principle<br>　　- Working experience<br>　　- Photo<br>• Essay format | 1/2 marks for each point x 5 points x 2 staff = 5 marks |
| | 6.2 ROLE MODEL | • Describe one role model from the company<br>　✓ Executive level staff or supporting staff<br>　✓ Points you may include:<br>　　- Personal details<br>　　- Title and responsibilities<br>　　- Motto / Principle<br>　　- Working experience<br>　　- Reasons for choosing him/her as the role model (Eg: committed, good time management, friendly)<br>　　- Advice given<br>　　- Photo<br>• Essay format | Maximum of 5 marks |
| 7.0 | PROBLEM/SUGGESTION | • Describe problem and give suggestion to overcome it (technical or managerial)<br>• Min of 8 relevant ideas<br>• Properly numbered all the tasks listed. (Refer to the guideline given)<br>• Eg:<br>**7.0 PROBLEM/SUGGESTION**<br>　**7.1 Problem:**<br>　　Poor condition of facilities (computer, printer etc) provided in the office causing some of the activities | Maximum of 10 marks |

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| | | cannot be done smoothly.<br>**Suggestion:**<br>The facilities should be replaced with the new one and also update with the latest software so that all the activities such as _____, _____ and _____ can be done smoother and faster.<br><br>**7.2 Problem:**<br>Difficulty in finishing the landscape master plan since I need to do it using the AutoCAD software.<br>**Suggestion:**<br>The landscape course should includes the topic of AutoCAD since this software in very crucial to be learned by the DLH students in order to allow them to involve deeper in the landscape field. | |
| 8.0 | CONCLUSION | • Express your general impressions on the practical training<br>• Your opinions/evaluation could be in terms of:<br>  ✓ Appropriateness of the company to your training expectations<br>  ✓ Your duties and responsibilities<br>  ✓ Working conditions<br>  ✓ The activities and the facilities<br>  ✓ Benefits accrued<br>  ✓ Suggestions for future improvements (especially for DLH program). | 7 marks |
| 9.0 | APPENDIX | • Any relevant materials that can support/related to your report<br>• Eg: picture of activities/ brochures etc)<br>• Notes are not included | Maximum of **4 marks** if the appendix contain a relevant materials that support the reports. |
| **TOTAL MARKS** | | | 100 |