

8.1 COVER PAGE

COLLEGE LOGO (TOP CENTRE)

KOLEJ PROFESIONAL MARA BERANANG

(ARIAL : 18, CENTRE)

INDUSTRIAL TRAINING

(ARIAL : 18, CENTER)

ITR 3616/ITR 3628

(ARIAL : 18, CENTRE)

SESSION 2/2021

(ARIAL : 18, CENTRE)

TITLE OF REPORT

(ARIAL : 18, CENTRE)

PREPARED FOR :

COLLEGE SUPERVISOR'S NAME

PREPARED BY :

STUDENT'S NAME

STUDENT'S ID

(ARIAL : 18, CENTRE)

8.2 STUDENT DETAILS

STUDENT'S NAME

(ARIAL : 18, CENTER)

STUDENT'S IC

(ARIAL : 18, CENTER)

STUDENT'S ID

(ARIAL : 18, CENTER)

KOLEJ PROFESIONAL MARA BERANANG

LOT 2333, JALAN KAJANG- SEREMBAN

43700 BERANANG, SELANGOR

(ARIAL : 18, CENTRE)

**AGE
& GENDER**

COMPANY'S NAME

(ARIAL : 18, CENTER)

COMPANY'S ADDRESS

(ARIAL : 18, CENTER)

DATE & DURATION OF INDUSTRIAL TRAINING

8.3 ACKNOWLEDGEMENT

- State acknowledgement to the relevant parties such as KPM, advisor, supervisor, consultant, employer, etc.

ACKNOWLEDGEMENT

(ARIAL : 18, CENTER)

{your text here}

ARIAL : 12

SPACING : 1¹/₂

ALLIGNMENT : JUSTIFY

8.4 DECLARATION

DECLARATION

I hereby declare that the work in this report is my own except for quotations and summaries which have been duly acknowledged.

(ARIAL : 18, CENTER)

STUDENT'S SIGNATURE

.....

STUDENT'S NAME

(ARIAL : 18, CENTER)

STUDENT'S ID

DATE

(ARIAL : 18, CENTER)

(last day of Industrial Training)

8.5 ABSTRACT

- Abstract is a summary of the project, it's should be simple and explaining the main function of the project.

ABSTRACT

(ARIAL : 18, CENTER)

{your text here}

ARIAL : 12

SPACING : 1¹/₂

ALLIGNMENT : JUSTIFY

8.6 TABLE OF CONTENTS

Page No.

1.0	Introduction
1.1	Industrial Training Program
1.2	Objectives of Industrial Training
2.0	Company
2.1	Company name,
2.2	Address
2.3	Company registration number
2.4	Telephone and fax number
2.5	Company type of business
2.6	Company status (Sole Proprietor / Partnership / Sdn. Bhd.)
2.7	Company owner/ Company Board of Directors
2.8	Organization chart / staff
2.9	Vision & mission of company
3.0	Observation on policies/ procedures/ system used
3.1	Management
3.2	Operation
3.3	Marketing
3.4	Finance
3.5	Technologies gained
4.0	Description of tasks / work experience
5.0	Relevance of courses taken at KPM to the present work experience (minimum of 10 courses- refer to Programme Structure)
6.0	Interaction with others
6.1	Interviews with
6.1.1	Executive level staff
6.1.2	Supporting staff
6.2	Describe one role model from the company
7.0	Problems / suggestions (minimum of 8 relevant ideas)
8.0	Conclusion - benefits / recommendations
9.0	Appendix (Each appendix should be identified in sequence separately in alphabetical order (Appendix A, Appendix B,etc. Do not provide page number for the appendices and they should be placed at the end part of report.).