



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
NETHERLANDS MARITIME INSTITUTE OF TECHNOLOGY
(JOHOR BAHRU)
Level 11- 14,
Kotaraya Office Tower,
Plaza Kotaraya Jalan Trus,
80000 Johor Bahru**

**SPECIAL PROJECT : NMIT INDUSTRIAL TRAINING
CHECKLIST & INDUSTRIAL TRAINING WEBSITE**

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**IM245 - BACHELOR OF SCIENCE (HONS.) INFORMATION
SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2016 – 30 JUNE 2016

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CHECKLIST & INDUSTRIAL TRAINING WEBSITE**

**BY
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**FACULTY SUPERVISOR
PN. NURULANNISA BINTI ABDULLAH**

**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2016 – 30 JUNE 2016

Declaration

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication expect where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by,

(Norshafiza binti Shahllan)

2012942715

Date of Submission: 21th July 2016

Abstract

This report is divided into 4 sections which is Chapter 1 (Organization Introduction), Chapter 2 (Industrial Training Department), Chapter 3 (Task & Special Project) and Chapter 4 (Knowledge, Opinion, Lesson learnt, Recommendation and Conclusion). In Chapter 1, the trainee will describe about the industrial training objective, included the Information and location of the company. In Chapter 2, it will explain about the Industrial training and related department. The main chapter is Chapter3, which will brief about task and activities of the student at the company. Besides that, this chapter also will describe the process and procedure of special project which is Industrial Training Checklist and Industrial Training Website. Finally, Chapter 4 will give the conclusion and share opinion about the industrial training and some recommendation for the company to be implemented. Although the duration of internship is 22 weeks, the student has gained valuable working experience at the company and managed to complete the industrial training report with succeed.

Acknowledgement

It is and it will always be a pleasure to thank the many people who made this report possible.

I would like to gratefully acknowledge the guidance of my supervisors, Miss Liyana 'Adilla Binti Burhanuddin, who has been abundantly helpful and has assisted me in numerous ways. I specially thank her for her infinite patience. The discussion I had with her were invaluable.

I would like to say a big thanks to Tuan Haji Tomingan bin Kamaron, who always advice and support for my research and task in my industrial training duration.

This work would not, as well have been possible without Madam Nurulannisa Binti Abdullah, my institution supervisors who are always support, encourage and guide me in finalized my Industrial Training Report.

I am grateful to all the interns I have known during my internship for being the surrogate family during my 5 months in Netherland Maritime Institute of Technology (NMIT) and for their precious company and support there.

My final words go equally to my family It is and it will always be a pleasure to thank the many people who made this report possible.

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Chapter 1: Introduction

1.1 Introduction

Industrial Training is a program provides pre-professional work experience with specific assignments and responsibilities to a trainee. The relevant field of studies and the industrial training is important to ensure all knowledge is applied. Productive Industrial Trainings help trainee make informed decisions and improve their marketability after graduation.

The main objective of the industrial training is to gain experience and understand real life situation in industrial organization and their related environment and accelerating the learning process of how trainee's knowledge could be used in a realistic way.

Moreover, trainee can gain hand-on experience that is related to trainee majoring so that the student can relate to and widen the skill that have been learnt while being in university. Industrial training also exposes the trainee to the real career world and accustoms them to an organizational structure, business operation and administrative functions.

Furthermore, industrial training indirectly will expose student with the latest technology and methods that had been use by the company and also improve student marketability in develop trainee career in industry after graduation.

1.1.1 Organization Background



Figure 1: Netherlands Maritime Institute of Technology

NMIT was established, in earnest 2011 and represents as the apex maritime education and training institute of higher learning in Malaysia. Currently, NMIT is operative on two campuses, the main campus in EduCity @ Iskandar and the city campus in Kotaraya Johor Bahru. Through their efforts in providing a world-class maritime education and technological solution, they shall develop maritime professional towards rewarding opportunities, and in so doing will eventually enhance the quality of life of their target communities.

1.1.2 History

Maritime Intelligence Sdn Bhd operates NMIT with the full backing of world renowned Dutch Maritime Education Institution, namely Maritiem Institute Willem Barentsz (MIWB).

NMIT will initially offer courses covering maritime transportation, port and shipping management, logistics, maritime law, maritime HSSE, amongst others. These will be

externally audited by its Dutch partners and accredited by the Dutch education authority. This course will be recognized in Europe and other parts of the world.

Graduates of NMIT will be trained and ready to serve employers in various sectors of the maritime industry. They will be equipped to pursue careers in maritime transportation, ports, shipping, maritime logistics, vessel traffic management, education, leisure, offshore oil & gas, and maritime law in both private and government sectors



Figure 2: View of main entrance at NMIT Educicity@Nusajaya

1.1.3 Organization Particular

Company name	Netherlands Maritime Institute of Technology Wholly owned and operated by Maritime Intelligence Sdn. Bhd.(867557-P)	
Date established	May 2011	
Company address	NMIT Main Campus: Level 11- 14, Kotaraya Office Tower, Plaza Kotaraya Jalan Trus, 80000 Johor Bahru	NMIT@Educicity Campus: No 1, Persiaran Canselor 1 Kota Ilmu, Educicity@Iskandar, 79200 Nusajaya, Johor Darul Takzim, Malaysia.
Phone Number	+607-218 2020	
Fax number	+607-227 1818	
Director of operations	Captain Razali bin Yaacob	
Email/Enquiry	enquiry@nmit.edu.my	
Activities	Maritime Logistic & Port Teaching Institution	

1.1.4 Services

NMIT has developed, and is continuously designing, programmes ranges from Certificate, Diploma, Degree and Master level. The diverse maritime-focused programmes are to be accredited by the Malaysian Qualification Agency (MQA) as well as the appropriate certification bodies in the Netherlands.

The Bachelor's degree programmes that will be introduced in collaboration with our Dutch partners are Port & Shipping Management as well as Maritime Transportation Management. As for the Master's degree programme, NMIT is considering to introduce a course in Maritime Management. NMIT is currently running the following diploma courses:

- Diploma in Maritime Transportation Management.
- Diploma in Port Management.
- Diploma in Shipping Management.

New program that will be introduce at NMIT:

- Diploma in Maritime Law
- Diploma in Offshore Maritime Operations
- Diploma in Maritime Health, Safety, Security & Environmental Management
- Diploma in Naval Architecture
- Diploma in Maritime Entrepreneurship
- Diploma Maritime Officer (Deck)
- Diploma Maritime Officer (Engineering)

All NMIT programs are approved by the Ministry of Higher Education (MoHE) Malaysia and each programmes comprises of 7 semesters over a 2.5-year period.

1.1.5 Scope of Study:

NMIT students will be exposed to the broad field of knowledge and practice in the following subject areas

- Port Studies
- Shipping Studies
- Maritime Law
- Human Resource
- Logistics
- Financial Management
- Marketing
- Port/Shipping Operations
- Maritime Environment
- Risk Management and Insurance
- International Conventions
- Laws of Carriage
- Entrepreneurship
- Maritime Offshore Operations.

1.1.6 Mission

- To provide high quality education, training, research, expertise and leadership which benefit the maritime domain.
- To offer students and other stakeholders appropriate quality maritime education and training solution.
- To contribute to the advancement of maritime knowledge.

1.1.7 Vision

To be a world class Maritime Institution by year 2017.

1.1.8 Location

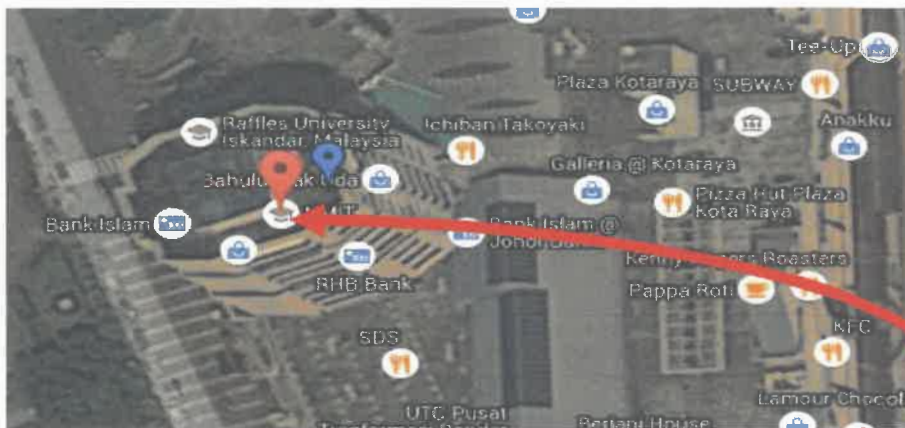


Figure 3: Netherland Maritime Institute of Technology (NMIT) Location.

Netherlands Maritime Institute of Technology (NMIT) wholly owned & operated by Maritime Intelligence Sdn. Bhd.

Kotaraya Office Tower, Plaza Kotaraya,
Jalan Abdullah Ibragim, Johor Bahru,
80000 Johor Bahru, Johor, Malaysia
+60 7-227 2020
www.nmit.edu.my

(Sources <https://www.google.com/maps>)

1.2 Organizational Structure

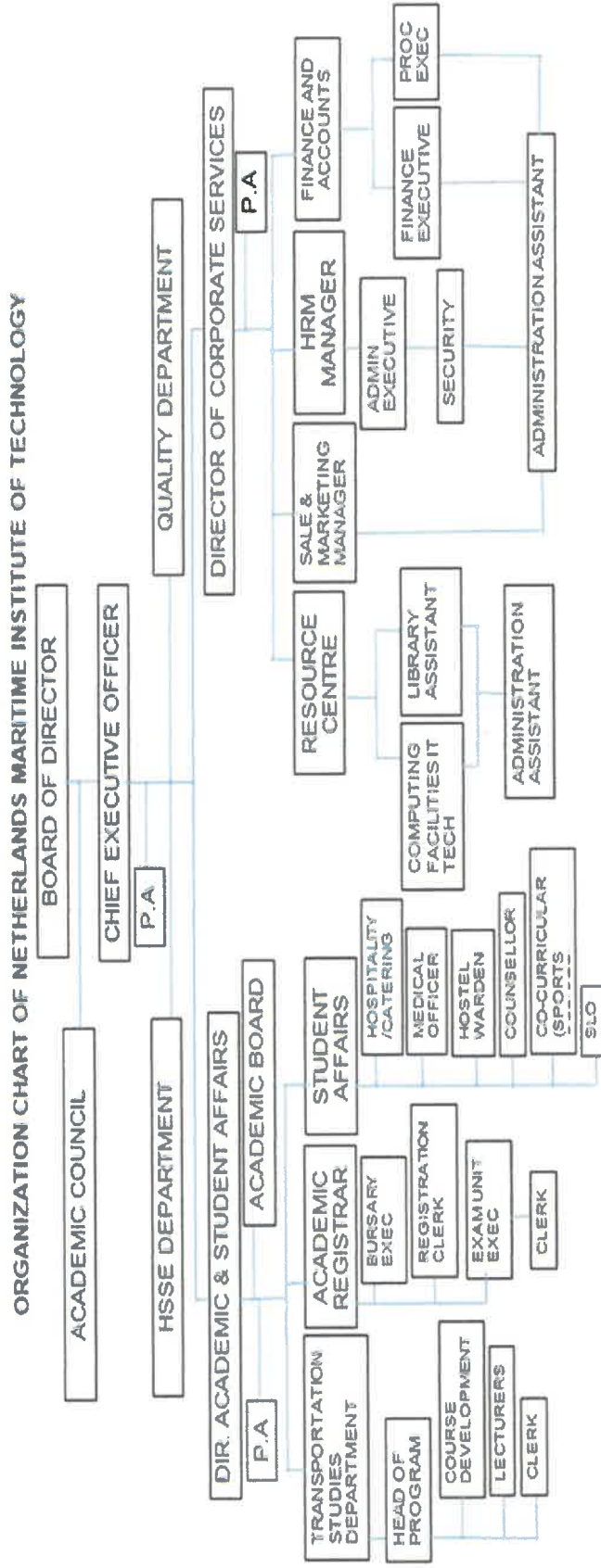


Figure 4: Organization Chart of Netherland Maritime Institute of Technology

On the organizational chart, the Board of Director is the top employee in the chain of command. His or her directly reporting staff occupy the second line of the chart. Their directly reporting staff are shown on the third line and so forth down through the reporting relationships in an organization. At each level of the organization, the power to make meaningful decisions is diminished.

This hierarchical method for organizing information flow, decision making, power and authority, assumes that each level of the organization is subordinate to the level to which it reports.

Chapter 2: Organization Information

2.1 Departmental Structure

Netherlands Maritime Institute of Technology is now speeding up the offer of high demand courses in maritime industry as to achieve their main purpose, to provide quality educational and expertize leader of graduated students to fill up the maritime domain locally and globally as well. The academic unit is the most responsible force which upon them the mission and vision of this institute be carried on the most. The team whom are led by Tuan Haji Tomingan bin Kamaron, Head of department (HOD) who are expertise in port operation and management accounted about 20 years of experienced, provide the students on teaching, learning consultations, and training especially in logistic, statistic and operation at port.

2.1.1 NMIT Academic Board

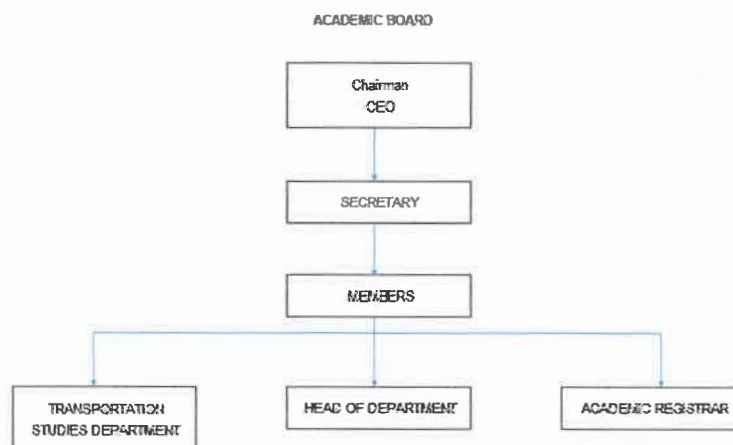


Figure 5: Academic Board Chart

2.1.2 Industrial Training Department

The ever expanding maritime industry in this region is offering unprecedented opportunities that will require specialized human capital development. It is indeed that the owner of this institute, Maritime Intelligence has a huge expectation into this department as the profit and income for this institution has come from the number of students who entered this premise and becoming industry required skilled labour.

Academic unit has to generate a bunch of trustworthy graduate who could manage and apply the knowledge that has being taught into the real industry situation where it will attract more candidates to join NMIT as well as the demand from maritime industry.

The intern has been attached to the academic department and compliment to do a task and work regarding to Industrial training situation. More of the duration at the industrial place, the trainee has given a lot of his time preparing the documentation of the Industrial Training form and procedure and involved directly with the academic lecturer and administration. Besides, the trainee has been given opportunity by the company supervisor to participate in a teaching lesson and do sort of academic task involving student assessment and task. The trainee has to act as professional staff and must adhere to follow the rules and regulations stated in staff policy during the internship period.

Netherlands Maritime Institute of Technology Industrial Training Department
Chart

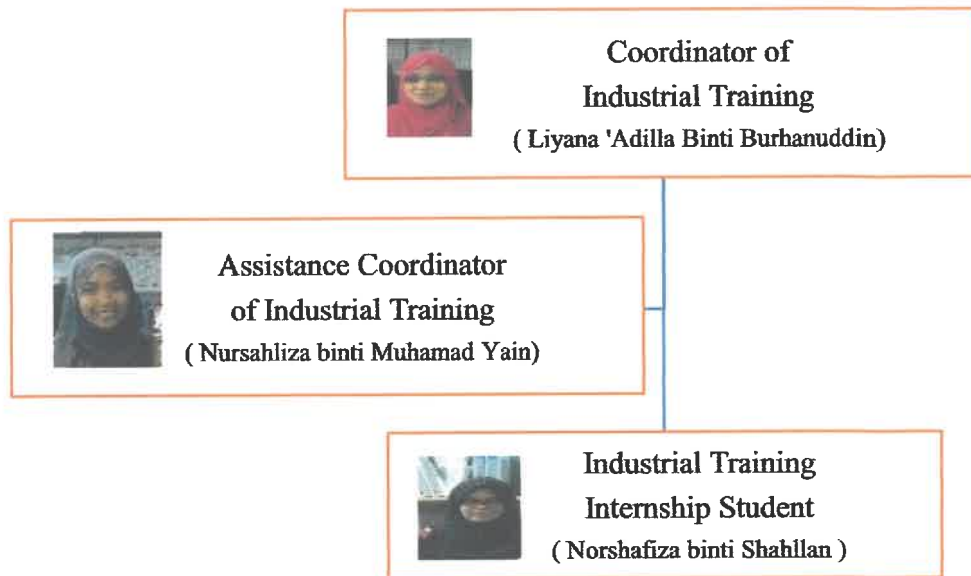


Figure 6: Industrial Training department

On the 1st day at the company, trainee has been reporting for duty to the Deputy of Registrar, Madam Haliza Binti Haron and had a short meeting on rules and agreement that should be sign by the internship student. The student has been assign to the supervisor Miss Liyana ‘Adilla binti Burhanuddin for next instruction. Miss Liyana ‘Adilla binti Burhanuddin is a trainee’s company supervisor and industrial training coordinator for the NMIT’s student. The role of the trainee in the company is as a trainee of Industrial Training academician and work in accordance with the Employee Handbook for academic staff.

As for the second element, the trainee is occasionally assisting the head of academic department to validate the required student's data for the sake of official documentation of academic advisory and expose herself into the negotiating skills involving between the officer and the student. Finally, the trainee is expected to assist the academic administration to compile related document concerning student registration, observe the common filing operation in sorting out Industrial placement and program structure and finally other administrative – related tasks.

In order to make in further clarified by the trainee as well as the assessor themselves, the following depicts the required task as agreed to be worked on during the vicinity of the trainee at NMIT:

- i. Acknowledge the master list required prior to Industrial Training Procedure.
- ii. Ensure the completion of Industrial Training documentation by cross check, checklist, and meet the requirement.
- iii. Seeking new and active ideas to generate the genuine system that produce report of industrial training and easy to refer by other lecturers or staff about Current Student of Industrial Training.(Special Project)
- iv. Provide material, attend and participate of Pre-Industrial Training Workshop for student.
- v. Assist in lecture and provided project assessment for Microsoft Access subject.
- vi. Understand the academic subject structure and assists the completion of necessary evaluation documentation (quiz, test, assignments, and examination) towards students.
- vii. Assist in monitoring the way students answering the questions during examination and understand marking scheme being evaluated towards the students.

- viii. Assist in seeking and identifying the suitable procedure and responsibility in improving industrial training procedure in SOP of Industrial Training.
- ix. Assist in providing Letter of Acknowledgement or application to industrial Training to student.
- x. Assist in providing industrial training planner for May until August 2016 and October until December 2016.
- xi. Understand and ensure that correct manual filing system in relation with the current student in industrial training program.
- xii. Assist in updating, managing and key in Industrial Training information and academic admission in Barracuda system such as industrial training company, industrial training supervisor and student Final mark.
- xiii. Create and design website for industrial Training program to insist and produce better relationship between student and industrial committee.

Chapter 3: Industrial Training

3.1 Training Activities

This topic consists of all the information regarding the task and jobs that have been done during the internship session at Netherlands Maritime Institute of Technology. It also included the activities that have been conducted and participated by the trainee within the 22 weeks of industrial training. The scope of work described in this topic could be divided into two main groups. The first one is about the Industrial Training department, which is the main task given to the trainee during the completion of the internship session here. The second one is the tasks and desk jobs related to academic management and administration.

Under Industrial Training period, trainee supposed to involved with all task or job required in industrial training. Trainee need to monitor, provide material and assist in filling industrial training form and student application and letter document into their folder, and make an arrangement according to list of student given. Trainee also need to help Miss Liyana'Adilla in creating Letter for industrial Training acknowledgment for student using Nitro Software (PDF Editing software) and sent to the student through email. Trainee need to design Pre-Industrial Training workshop poster using Microsoft Publisher. Besides that, trainee need to create and renew industrial training procedure.

3.1.1 Recordkeeping

Recordkeeping for Industrial Training programme carried out by NMIT is a best-practice guide for NMIT offices and local authorities for creating and maintaining the records of activities carried out by NMIT. This is in recognition of the trend towards increased the productivity and demand toward NMIT student until they graduate from NMIT. Recordkeeping can provide evidence and proved for any decision that have done according to the document and promote the accountability and transparency.

Under Industrial Training, there are few form or task that student need to complete before the student eligible to go for industrial. All the document and task will be keep by the industrial training (IT) committee and academic department, until the mark of industrial training submitted to the academic authority through barracuda system.

As an Industrial training committee, a lot of document need to be prepare for student and supervisor or lecturer (lecturer also involve in industrial training to assess student progress). After student confirm their industrial training company, they need to submit Pre-Registration Form with Company Acknowledgement Letter or Company Feedback form.

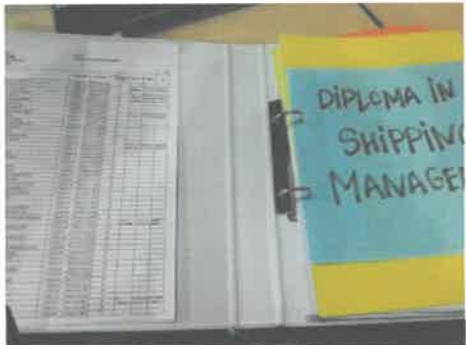

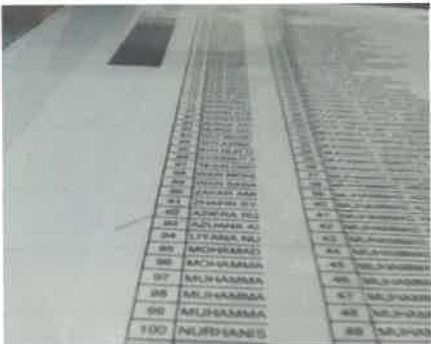
The trainee need to compile and create a suitable arrangement for Industrial training student information. Trainee started to create a divider for student information by using their alphabetic name of Industrial training company.

3.1.1.1 Manual and Paper Filing activities

Manual Paper Filing

1. Semester Jan- March 2016
2. Semester May –August 2016

Table 3.1: Manual paper filing procedure

Picture	Step
<p>Example : Filing for Industrial Training for Diploma in Shipping Management file</p> 	<p>Step 1-</p> <p>Collect all student information for Industrial Training from 3 course such as Diploma in Shipping Management, Diploma in Port Management and Diploma in Maritime Transportation Management. Every course have their own file.</p>
	<p>Step 2-</p> <p>Create an alphabetic area from A to Z for each group for each course. Basically each courses have two group of student between group 'A' and 'B'. As you can see, there are two color paper for the alphabetic area for each group, group A used an orange color paper and group B used Pink color paper.</p>
	<p>Step 3-</p> <p>Compile and arrange student information according to the list of student name for each group of course.</p>



The arrangement as follow:

A-G	H-N	O-U	V-Z
A	H	O	V
B	I	P	W
C	J	Q	X
D	K	R	Y
E	L	S	Z
F	M	T	
G	N	U	

Step 4-

Each course of DSM, MTM and DPM will divide into group 'A' and 'B' and follow the arrangement as below. Yellow paper will divide between group 'A' and 'B'.

Each course will be arrange and follow the list of student name according to their alphabetic arrangement in following table.

Notes :

DSM : Diploma In Shipping Management

MTM : Diploma in Maritime Transportation Management

DPM : Diploma in Port Management

There are few documentation in industrial training that need to be compile according to student courses and status. There are group of student who are undergo student industrial training, and student who are eligible to apply for industrial training for next semester form and document that need to be compile for our references.

3.1.2 Electronic Publishing and Design

3.1.2.1 Poster Design for Pre-Industrial Training Program



Figure 7: Pre-Industrial Training Poster

In industrial training period, there are 2 poster Pre-Industrial Training Program for industrial Training program that trainee need to design. These two program is compulsory for all the student who eligible for industrial training. If student failed to attend both workshops, student are not allowed to applying letter of Application (LOA) a requisition form from college. Both student from semester 5 and student who still not attend workshop needed to attend to both the pre-industrial training workshops. This poster being advertise at every level of department from level 11- level 13. Besides that, this poster will be attached with reminder in Campus Management system for student information.

Besides that, trainee learned from Miss Liyana'Adilla binti Burhanuddin procedure to booking classes or equipment procedure with NMIT Facilities Department for Pre-Industrial Training Workshop on 22th April 2016 at Kotaraya Campus. Trainee need to

fill the form and verified the booking from Head of Academic Department, Tuan Haji Tomingan bin Kamaron.



Figure 8: Pre-Industrial Training Workshop at Kotaraya

3.1.3. Industrial Training Activities

3.1.3.1 Invigilator and assist Lecture class.

The trainee also involved in invigilator student for their quiz, test and final exam. The trainee had given opportunity to feel and experience to guard student with discipline, rules and student ethic. Besides that, trainee also help and assist Mr. Halil bin Ali, as a Senior Lecturer in NMIT in lecture class that using Microsoft access. The trainee also help to made security access function to Microsoft access project for Mr.Halil bin Ali and discussed and share knowledge about Programming language such as HTML and PHP function. Besides that, trainee also provide an assessment for assignment in Microsoft access grouping project.

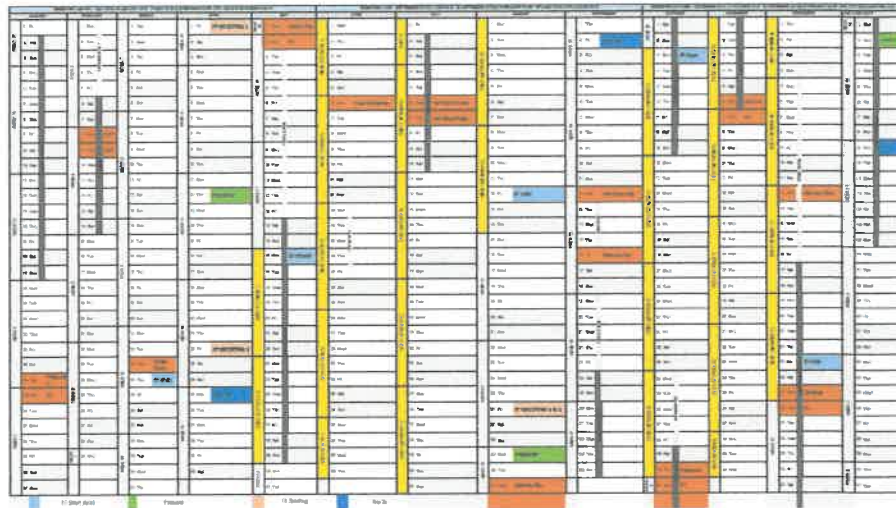


Figure 11: Industrial Training Planner

- Schedule Workshop for Industrial Training (IT) Preparation: 16-31st April - August 2016
- Contact: 1874-0311 (PEADAT)
- Classroom: 12-62-01 (Kensari)
- Announced to all semester 1 students

No	Activity	Date	Participant
1	Workshop 1: Introduction to IT, DSI& DSI& DSI&	1 st April 2016	346 Aditia Students
2	Workshop 2: Resume and Cover Letter Writing	1 st April 2016	346 Fitria Students
3	Workshop 3: Resume Review, Interview Skill & Coaching DSI&	1 st April 2016	346 Zara Students
4	Workshop 4: Communication Skills & Negotiation Skills in Working Environment	2 nd April 2016	Di Mawati Students
5	Workshop 5: Work Ethics in Organization	2 nd April 2016	Ts H Tam Student
6	Receipt of LOA	2 nd April - 15 th May 2016	IT Committee Students
7	Selection of company	1 st January - 15 th May 2016	IT Committee Students
8	IT Training confirmation company	1 st April - 15 th April 2016	IT Committee Students
9	Pre registration Day	13 th May 2016	IT Committee Students
10	Reporting to the company	1 st May - 12 th August	Students
11	Submission of assignment form	2 nd May 2016	Students
12	Assigning internal supervisor	30 th May - 18 June 2016	IT Committee
13	Pre-travel information	17 th May - 5 August 2016	Internal Supervisor

Schedule Industrial Training Cohort 11 - Sept 2016 - Jan 2017

No	Activity	Date	Participant
1	IT Training 1: Reporting to IT, Letter Writing, Resume Writing, Interview Skills	20 th August 2016	346 Aditia Mh Zukarna Students
2	Receipt and receipt of LOA	20 th August - 30 th September 2016	
3	Selection of company	1 January - 30 th September 2016	IT Committee/Students
4	IT Training confirmation company	20 th August 2016	IT Committee / Students
5	Pre registration Day	30 th September 2016	IT Committee / Students
6	Receipt of LOA	20 th August - 30 th September 2016	IT Committee
7	WORKSHOP 3 COMMUNICATION SKILLS	20 th August 2016	DR BRANSOR
8	WORKSHOP 4 NEGOTIATION SKILLS	20 th August 2016	DR BRANSOR
9	Letter date for submission of letter of confirmation from company after IT	30 th September - 30 th September 2016	Students
10	Submission of assignment form	19 th October 2016	Students
11	Assigning internal supervisor	17 th - 20 th October 2016	IT Committee
12	Pre-travel information	5 th - 23 rd December 2016	Internal Supervisor
13	Industrial Training	2 nd October - 24 th December 2016	Students

Figure 12: Industrial Training Schedule

3.1.3.3 Propose and help in creating Student letter of institute Acknowledgement (LOA).

The trainee proposed to Industrial training Coordinator, Miss Liyana'Adilla binti Burhanuddin improve industrial training procedure or method to submit the application letter using online using email or "schooly" social medium.

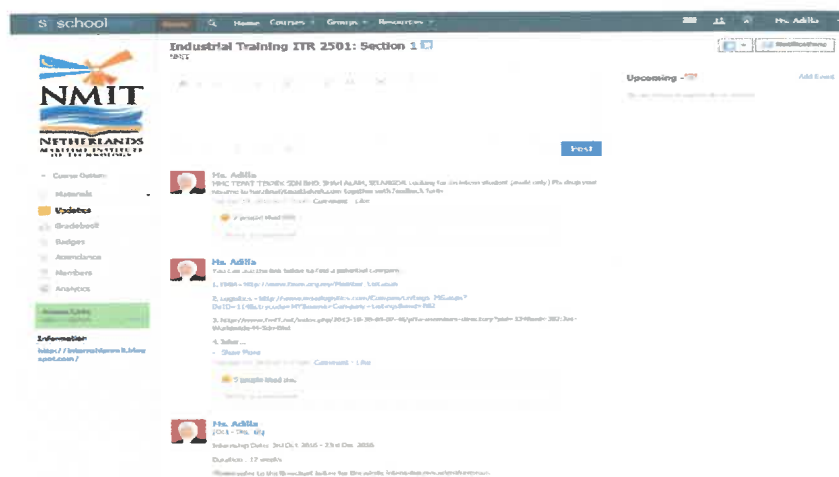


Figure 13: Schoology Interface for Industrial Training social Medium

Before this student need to submit the requisition form to Miss Liyana 'Adilla by hand and hard copy. All eligible industrial training student need to submit LOA form and need to wait for a few days before Miss Liyana 'Adilla evaluate that the student are eligible and proceed to create letter of industrial training acknowledgement (LOA). After that, student need to take in person the letter from Miss Liyana 'Adilla. Besides that, Miss Liyana'Adilla stayed at kotaraya campus at Tuesday and Thursday. Miss Liyana'Adilla have a classes at educity@nusajaya campus on Monday, Wednesday and Friday. By that, trainee proposed that student may applied the letter through email. Student need to submit requisition form through email and Miss Liyana'Adilla will provide letter and sent back the letter through email using application email.

3.2 Special project

3.2.1 Introduction

NMIT has their own college Management system called barracuda. Under industrial training program, trainee need to keep updated, added and managed all the information regarding industrial training included key in all the final mark of industrial training semester into the system.

This is one of main tasks for the trainee. Trainee need to access through CM@barracuda system to updated the reminder regarding Pre-Industrial Training Workshop 1 and 2 to the student. Besides that, trainee need to added new company information into the system as for further transaction. After that, trainee need to allocate every student to their internal supervisor and their industrial.



Figure 14: Home page for College Management System@Barracuda

Campus Management system helps Managers and organization to plan and control the NMIT organizational operations and to respond to changing market conditions. It provides a regular flow of information for managerial decision-making and control.

NMIT have use Barracuda Campus Management system from 2010 until now and still developing and improving their operation and maintenances with their system vendor. Barracuda is a system that provide system service such as student management system, hostel management system and campus management system from company called Techsense Web Sdn Bhd.

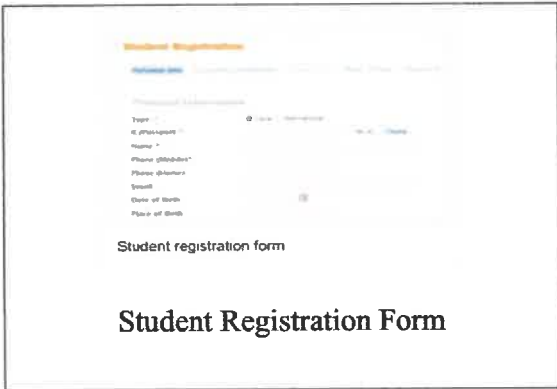
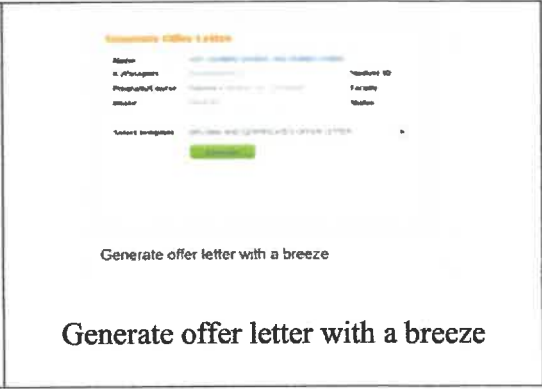
Features of Campus Management System







Every person in your institution can use our campus management system. Right from the admission and hostel registration to dedicated finance and library management system, barracuda offers different login access to administrators, lecturers and students, which make it the perfect tool ever developed for the whole ecosystem. There are few features and module that being provide by Barracuda such as :

- Admission

Barracuda of College Management system takes care of the students profiling. The data entered through the admission form are stored for future retrieval.

Table 3.2: Admission








 <p>Student registration form</p> <p>Student Registration Form</p>	 <p>Generate offer letter with a breeze</p> <p>Generate offer letter with a breeze</p>
--	---

 <p>Student activation module</p> <p>Student activation Module</p>	 <p>Student search module</p> <p>Student Search module</p>
 <p>Detailed particulars on student profile</p> <p>Detailed particular on student profile</p>	 <p>Student update module</p> <p>Student update module</p>
 <p>Allows student to change courses</p> <p>Allows student to changes courses.</p>	 <p>Intake management with comprehensive reports</p> <p>Intake management with comprehensive reports.</p>

- Academic Overview

barracuda employs powerful courses management with unlimited option.

Table 3.3 : Academic Overview

 <p>Manage Subject Offered For New Semester</p> <p>Manage student offered for new semester</p>	 <p>Manage Semester Module</p> <p>Manage semester module</p>
 <p>Manage Faculty Module</p> <p>Manage faculty Module</p>	 <p>Manage Section / Class</p> <p>Manage Section o class</p>
 <p>Register / View Student Marks</p> <p>Register/ View student Marks</p>	 <p>Register / View Student Attendance</p> <p>Register / View student attendance</p>
 <p>Student Academic Reports</p> <p>Student Academic Reports</p>	

3.2.2 Limitation of existing system

This system is being provide for whole organization campus department such as financial department, student affair and academic affair but there are limitation system under Industrial Training operation that use a lot of time, paper and space to store all the industrial training information.

Besides that, the scope of industrial training to organize and evaluate student eligible for industrial training are limited and need to do manually and need a lot of time to check each of document and department and to verified and check using list name of student being printed and it use a lot of time and space to handle all the task.

- Efficiency and effectiveness – Under industrial training there are only 2 responsibility staff or person or lecturer that need cover all the industrial training progress in NMIT institution while they have lecture and need cover for their assignment progress.
- Delay or Time Consuming – As a human being there are mistake and emergency that can be happen.
- Complexity – The existing system have a complexity because they use a centralized system that relate to each department but under industrial training they are few simple procedure that need to monitor and by producing a report and update their progress industrial training committee easy to evaluate and search for their progress.

Benefit of Industrial Training Checklist

- Save space – Industrial Training committee can save space for filing storage.
- Reduce paper – Industrial Training committee can reduce the use of paper and cost to buy the paper.

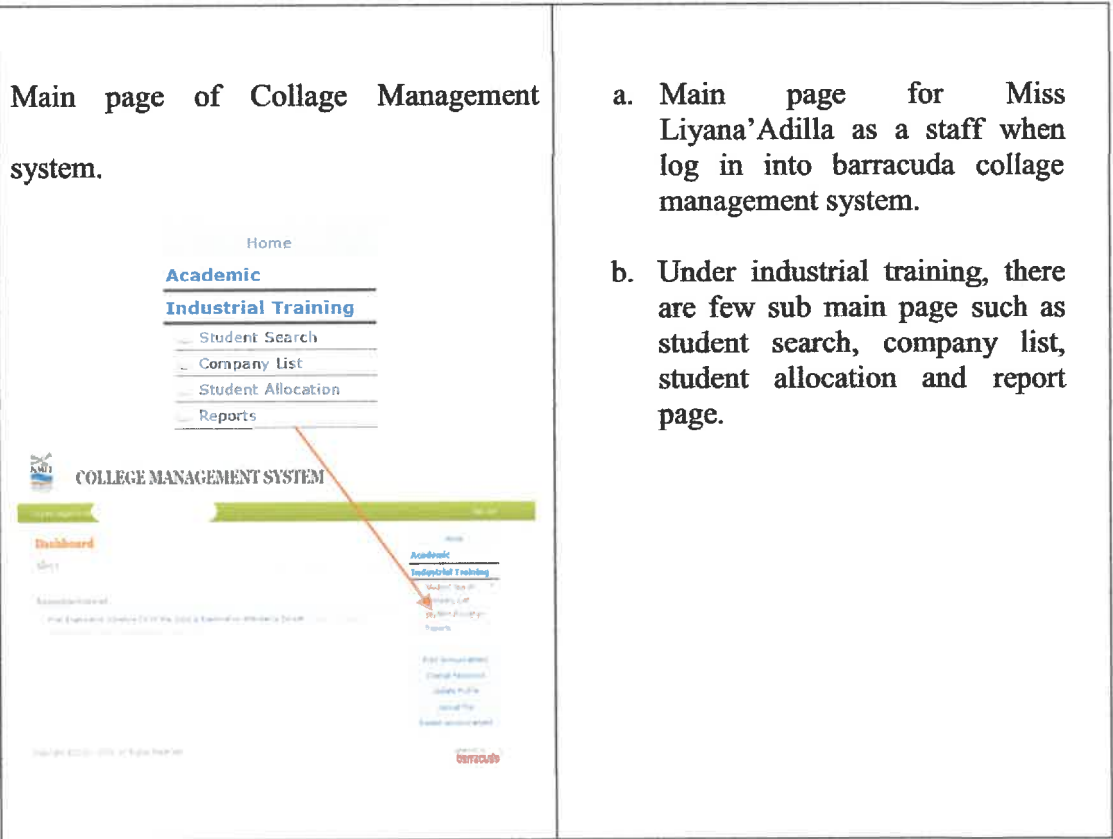
- Easy to monitor – Industrial Training Committee can easily to monitor Industrial Training student current progress.
- Reduce Time – Industrial Training Committee can easily identify and remark student who incomplete to submit their Industrial Training form.

As Academic Administration Department

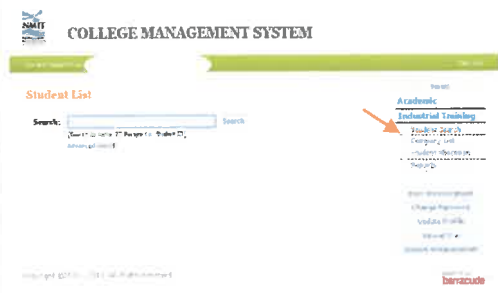
Barracuda operation system will be manage by the academic admin, thus the system admin will cover for whole system operation. As below is an industrial training area interface under Miss Liyana’Adilla binti Burhanuddin. Trainee must update the data or information for every semester of Industrial Training.

Table 3.4 : Work flow for Barracuda System

<p>Main page of Collage Management system.</p>	<p>a. Main page for Miss Liyana’Adilla as a staff when log in into barracuda collage management system.</p> <p>b. Under industrial training, there are few sub main page such as student search, company list, student allocation and report page.</p>
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Student List page-



a. Under student list page, user can search student list name using IC/Passport or student ID.

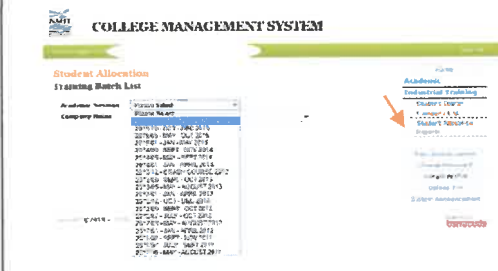
Company List page -



a. Under Company list page, user/Industrial Training Committees can search for the company existing and add company if company are not listed in the list of company.

b. Add Company if Company are not listed in the listed for current Industrial Training Student

Student Allocation page –



a. Student allocation page according to training batch list such as academic sessions and company name. Student are allowed to intern in the same company as a company required.

b. Allocate student under their internal supervisor for the current industrial training semester with their industrial training company.

3.2.3.3 Industrial Training Checklist Gant Chart

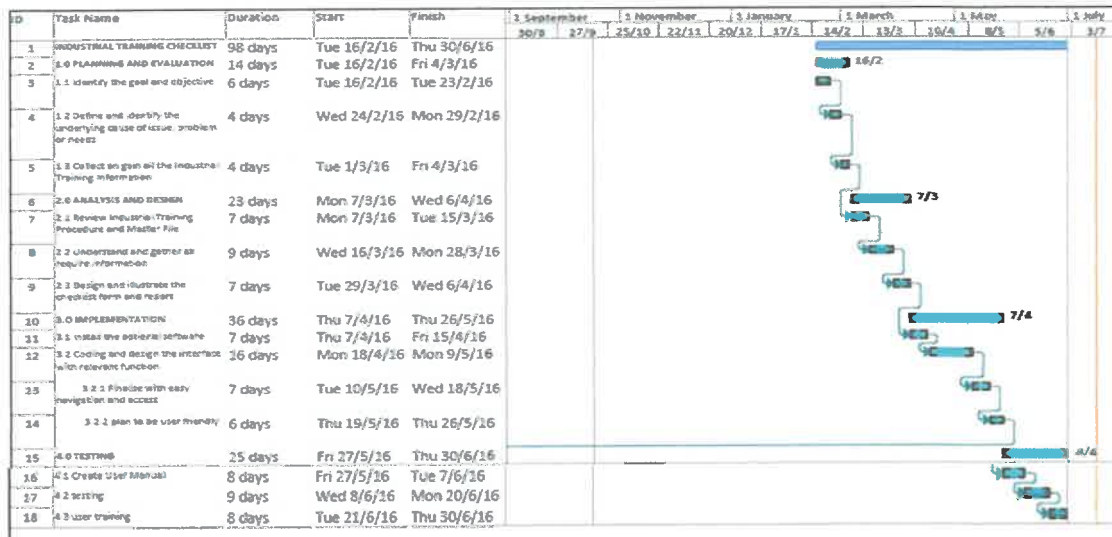


Figure 15: Industrial Training Checklist Gant Chart

3.2.3.3.1 Stage 1 - Planning and evaluation

The trainee need to evaluate the information require in the Industrial training checklist report. There are discussion between the trainee and Supervisor, Miss Liyana'Adilla to understand system purpose and need. Trainee need to identify underlying cause of issue, problem or needs. Besides that, trainee need identify the industrial training community, relationship with academic committee and the procedure occurs in industrial training management. Under planning phase, trainee needs to identify the goal of the special project to committee. Trainee need to clarity of objectives of the project. Miss Liyana'Adilla will provide trainee all information regarding industrial training and make trainee involve in all the activities. These tasks take almost 14 days.

3.2.3.3.2 Stage 2 –Analysis and Design

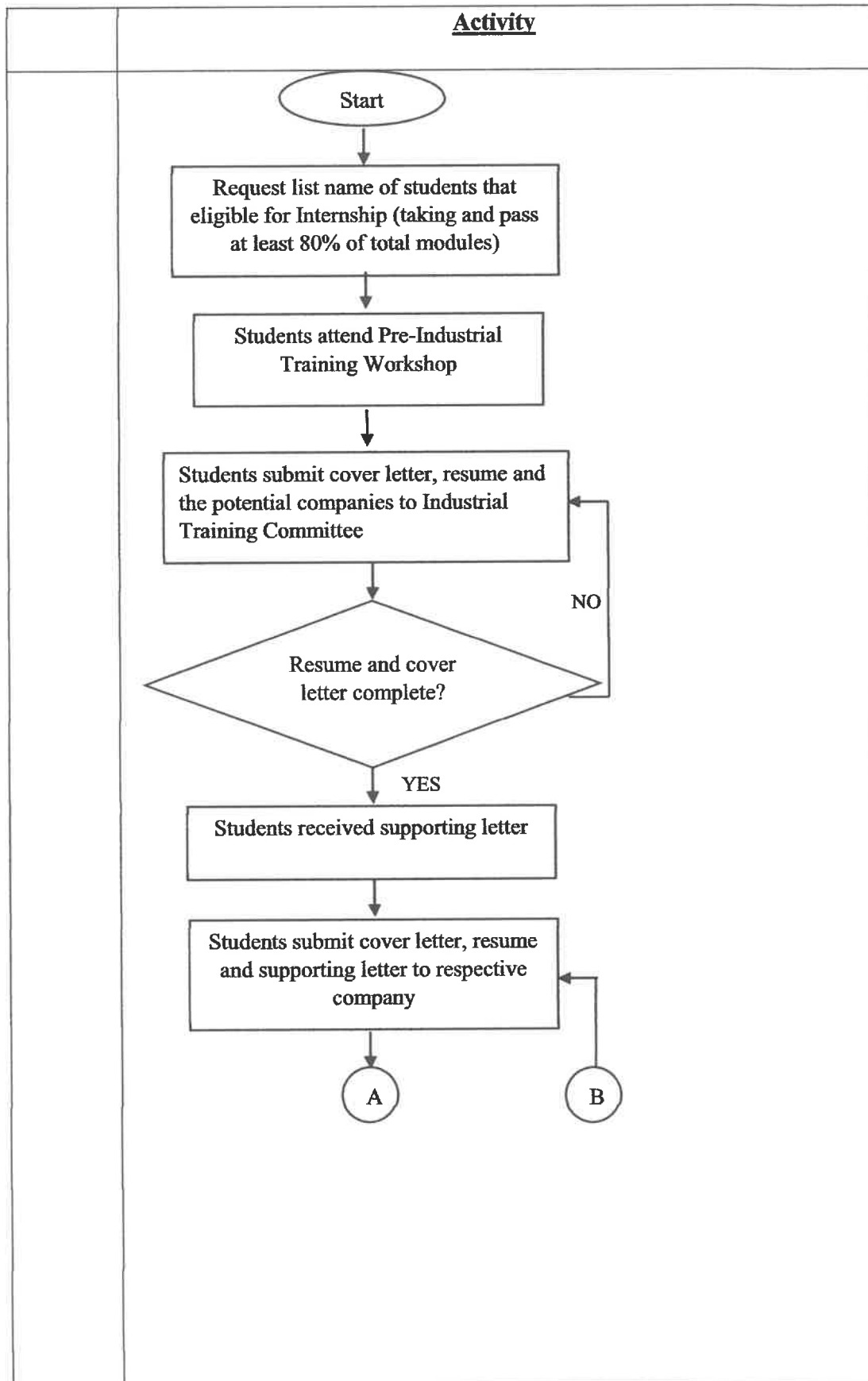
Trainee analysis and design the simple layout of the project. Besides that, trainees also review and made comparison with the need and requirement need in industrial training. Each phase, trainee will make discussion and update to Miss Liyana'Adilla binti Burhanuddin.

According to Netherland Maritime Institute of Technology (NMIT) Procedure of **Industrial Training**, there are industrial training procedure under industrial training committee responsibility:

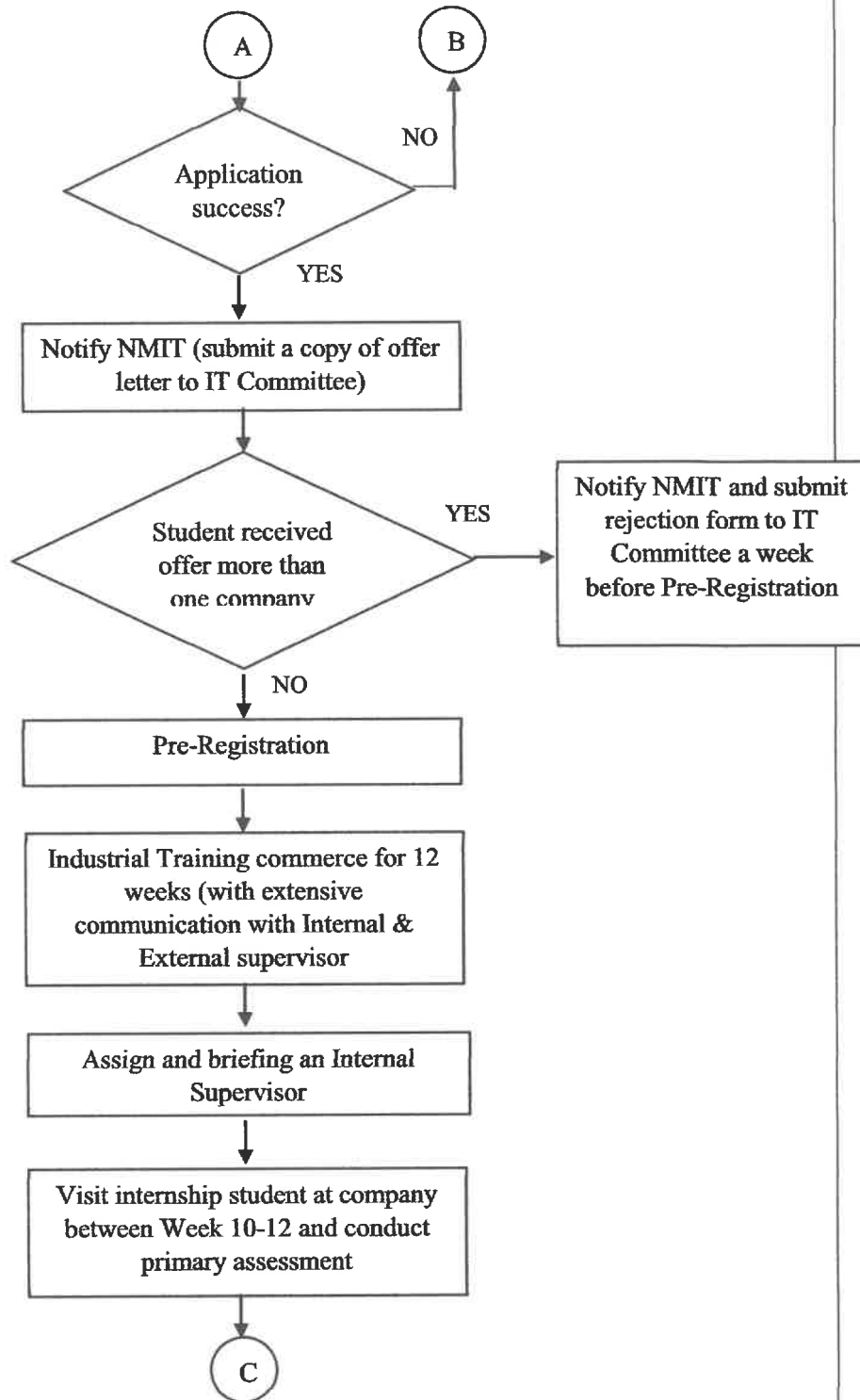
Table 3.5 : Industrial Training Procedure

	Activity
6.1	Industrial Training committee make a request list name of students that eligible for Internship from academic admin.
6.2	Students attend 5 Sessions of Pre-Industrial Training Workshop.
6.3	Students apply and received Letter of Application (LOA) companies from Industrial Training Committee.
6.4	Student informed and notify NMIT Industrial committee about the company feedback letter. (submit a copy of offer letter to IT Committee)
6.5	Pre-Registration and briefing of industrial Training Procedure.
6.6	Industrial Training commerce for 12-16 weeks (with extensive communication with Internal & External supervisor). Submit Attendant for each month of industrial training.
6.7	Industrial training committee assign an Internal Supervisor and briefing to Internal Supervisor for student
6.8	Arrange Internal supervisor to visit internship student at company between Week 6-10 and conduct primary assessment. Prepared Pre-Visit Form and Post-Visit form by Industrial Training Committee.
6.9	Student complete their internship for 12-16 weeks, submission of IT Reports and complete their Industrial Training presentation.
6.10	Endorsement of Industrial Training result

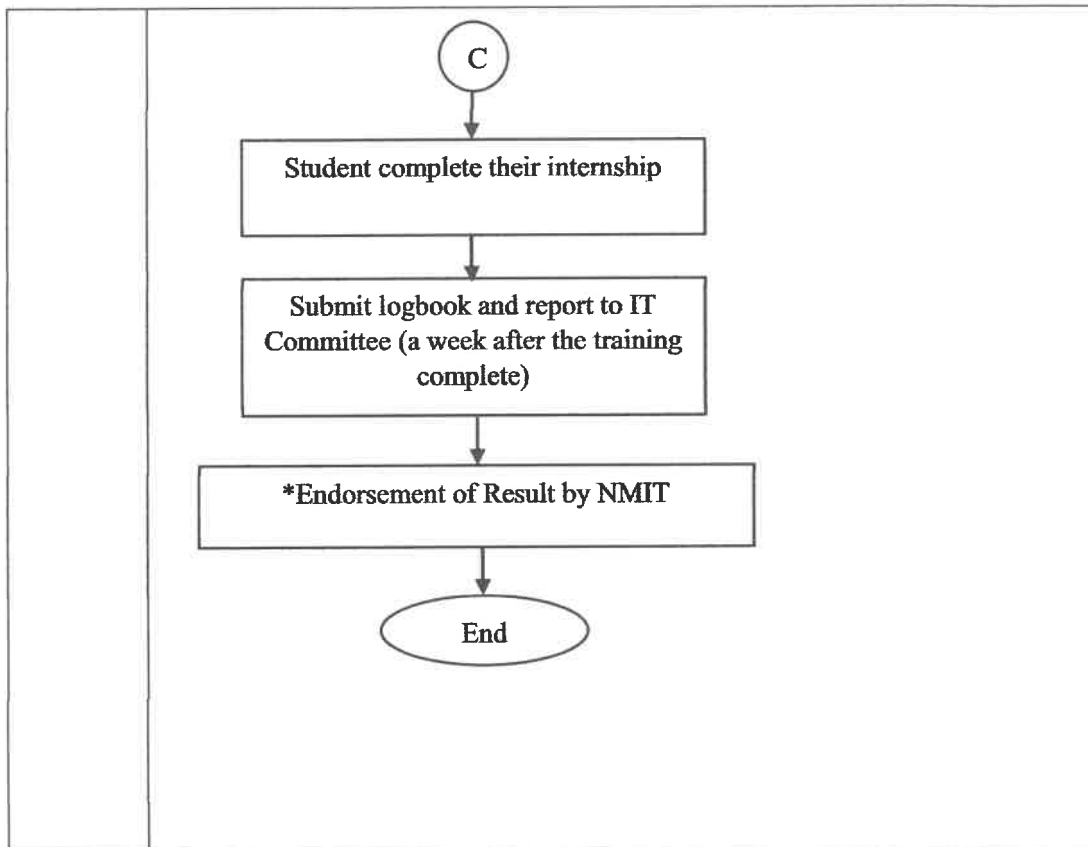
INDUSTRIAL TRAINING FLOWCHART



Activity



Activity



* For every short semester, result will be appearing during supplementary result.




The trainee need to design and illustrate the form of the checklist and report that will produce into the system. Using the all the information, trainee need to modified and sort list the need of every information in the report that need to clarify and refer.

3.2.3.3.3 Stage 3- Implementation

Trainee need to identify and discuss with Miss Liyana'Adilla for the suitable software that compatible with department personal Computer. The trainee decide to use Xampp server and notepad++ Software to implement and design all the html page. Trainee also uses all the knowledge and understanding of programming language to create all the function such as importing student data using PHP function and understand the best of the way to import Microsoft excel data by using CSV type of document. The goal of this project is to produce a report of industrial training checklist that can easily being

access and refer by other lecturer to monitor their industrial training student progress and verified that student already submit all their industrial training document such as their Pre-Registration Form, Eligibility form, Feedback form or Letter of Company Acknowledgement and submit each month of industrial training attendance.

Table 3.6 : Interface of special project

<p>Interface</p>	
<p>Homepage – Industrial Training Checklist</p> 	<p>Homepage-</p> <p>Provide Netherland Maritime Institute of Technology (NMIT) Information</p>
<p>Industrial Training form page</p> 	<p>Industrial Training form page-</p> <p>Provide all form require in industrial training</p>
<p>Import Data page -</p> 	<p>Import Data page –</p> <p>Import student data (Student name, ID, IC and Course) using excel with csv format</p>

Search and Add page -



Search and Add page –

Provide searching and add student data such as student name, student ID, Student IC, and course.

Edit Student Data page -



Edit Student Data page –

Provide student list name and information. User also can edit student data, delete and update student Industrial Training Checklist.

Edit data page-



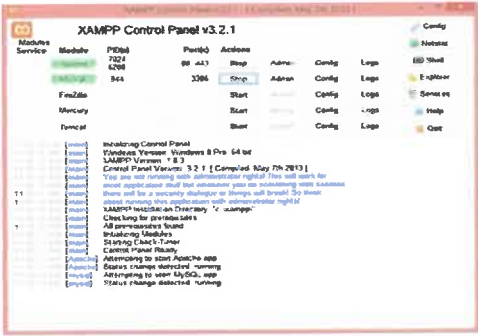


Update Industrial Training checklist page-

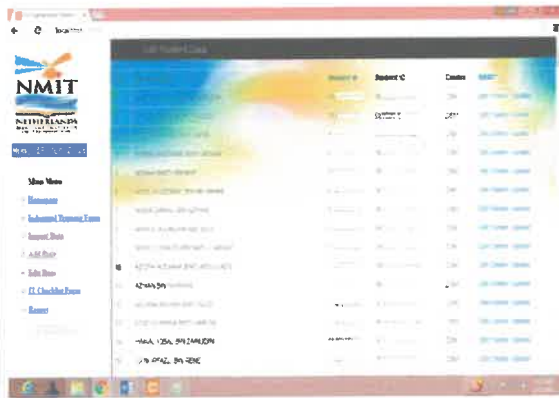
Update Industrial Training checklist page



Provide industrial training checklist with student information of student

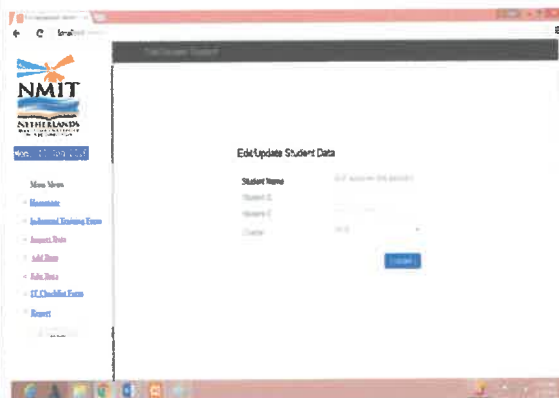
Table 3.7 : Testing Industrial Training Checklist System

	Picture	Procedure
		<p>1st Step - :</p> <p>Starting Xampp Control panel (Xampp server) for Apache Modules and MySQL Module.</p>
		<p>2nd Step -:</p> <p>Upload Student Information from CSV or Excel file to Intern system included student name, student ID, Student IC, and Course.</p>
		<p>3rd Step -:</p> <p>Add new student Information and Data.</p>



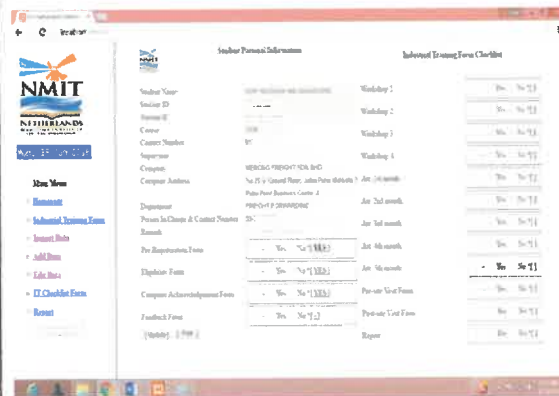
4th Step :-

Edit student Data by editing student or update their Industrial Training Checklist form or delete/ remove student from Industrial Training List.



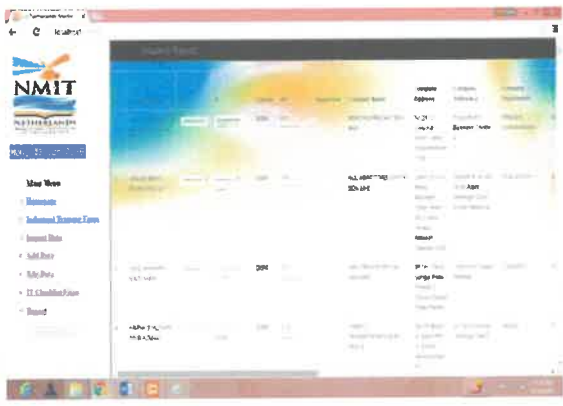
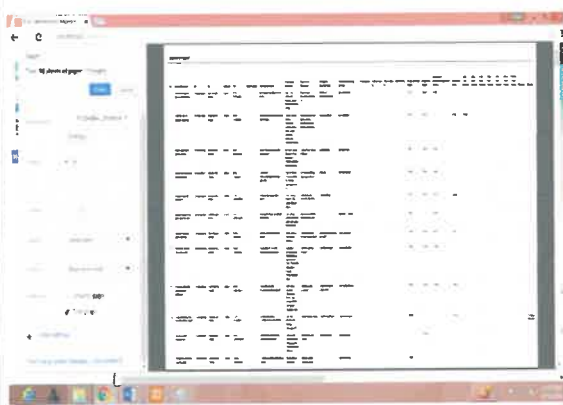
5th Step :-

Editing student name, ID, IC or Course.



6th Step :-

Update Student Industrial Training form Checklist.

	<p>7th Step :-</p> <p>Generate report of Industrial Training form Checklist.</p>
	<p>8th Step :-</p> <p>Print out Report of Industrial Training Form Checklist.</p>

3.2.4 NMIT Industrial Training Website

Besides that, trainee also create and design for new Industrial Training Website using Wix.com. Wix.com is online software application that help user to create and design website without using coding. Trainee will create NMIT email using google account to register and use. The trainee need to create email for industrial training to create wix.com account. After that, trainee need to choose the suitable design and template that can be applied in Industrial training Website.

Trainee need to create page for Industrial Training downloaded form. Besides that, Industrial Training supervisor advised to publish report student of industrial Training

Website. Below is the interface homepage of Industrial Training Website using <http://itr2501.wix.com/internnmit>.

NMIT Industrial Training Website.

- i. To provide website for NMIT industrial Training student only .
- ii. To provide online Industrial Training form for student and another form require in Industrial Training.
- iii. To assist industrial Training Student in their industrial training period/duration.
- iv. To announce Industrial Training event and activity.

Benefit of Industrial Training Website.

- **Accessibility** - : An online site can be visited any time of the day or night. Student can access and retrieve all updated information regarding their Industrial training program.
- **Better Relationship** - : A website can build better relationships with student. Student can review information online and can also leave feedback for committee . This is essential for building a good relationship with them.
- **Satisfaction** - : A website will be more convenient student and IT Committee. Make it easy for student to contact and make discussion. From a student's point of view, it's better for them if they don't have to ask anything. They can just find what they're looking for on the online site.



Figure 16 : Industrial Training website

In Industrial Training homepage, trainee provide sign up and log in site to make sure that member of industrial training website being register and confirm as a NMIT Student.

3.2.3.1 Industrial Training Webpage Gant Chart

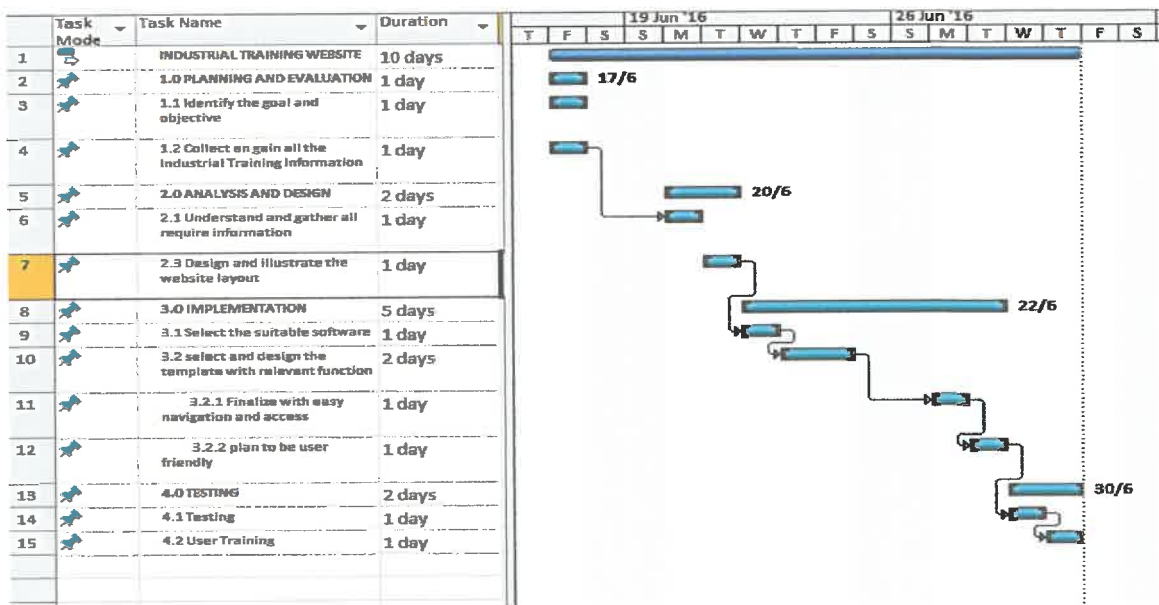


Figure 17 : Industrial Training Website Gant Chart

Task of creating industrial training webpage be suggestion when trainee had only 10 days before Industrial training period end. Trainee planned to define all the needs and goals to uses industrial training website and gain all the information in 1day starting June 17, 2016.



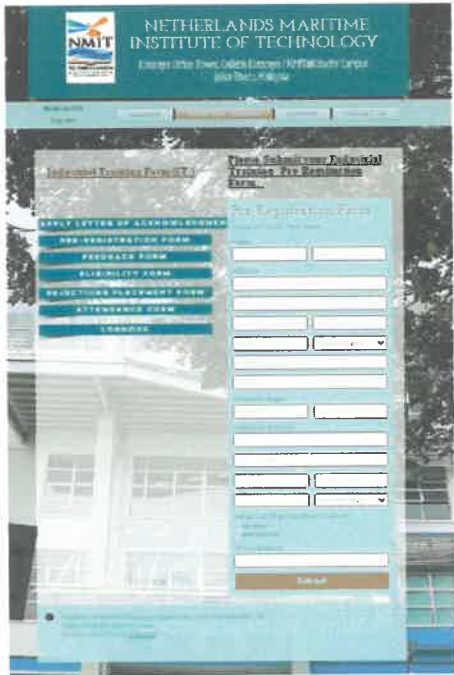
After that, trainee tries to analysis and design the suitable and information that can be use to being publish in industrial training website. This analysis and design phase made trainee to used 2 days to complete the task.

In June 22, 2016 trainee started to implement the illustration of industrial training website using a suitable online software being suggested by Miss Liyana'Adilla binti Burhanuddin such as wix.com that easy to use and can easily being publish using wix.com domain. Besides that, any form that being design can esily being submit to official email Miss Liyana'Adilla as Industrial Training Coordinator. Wix.com software easy to navigate and have many choice of template that can be use. As request from Miss Liyana' Adilla to use her official email to sign up using wix.com. This task take 5 days to create each page such as, homepage for industrial training website, Sign up and sign in popup installer, Industrial training page, Calender page, Discussion page, List of student report page, List of student supervisor page , Supervisor Directory page, Company page and Contact us page. Some of the web page need to publish information using google spreadsheet application for excel document.

In June 30, 2016 this Industrial training website being tested and publish to student to access. As for now, Industrail Training department still getting to improve and uses this website to communicate with student around all the state in Malaysia. Under this task, trainee use 2 days starting June 30, 2016 until July 1, 2016 to complete and share the knowledge regarding wix.com to Miss Liyana'Adilla Burhanuddin on editing data or publishing information in Industrial Training Website.

3.2.3.2 Industrial Training Webpage

Table 3.8 : Industrial Training webpage function.

	<p>Sign Up (Popup) –</p> <p>Industrial training student need to sign up to access Industrial training website page. Student need to fill their email and fill their password twice for verification their password and click Go to submit their registration.</p>
	<p>Log In(Popup) –</p> <p>After student sign up Industrial Training Website, student need to log in using their email and password.</p>
	<p>Industrial Training Page -</p> <p>Student may download all the form regarding or related to Industrial Training.</p> <p>This page only can be view once student or staff sign up as member.</p> <p>Besides that, student also need to fill the Pre-Registration form using online.</p> <p>As Industrial Training Supervisor all the information will submit to email Miss Liyana Adilla binti Burhanuddin to verified student already confirm their industrial training Placement and print as evidence.</p>



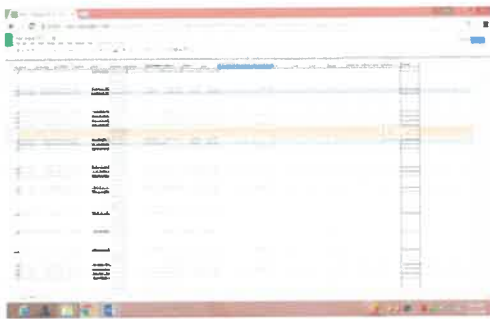
Student Report page -

Besides that, Student also can check their information regarding their industrial training into Industrial training report to check whether their company placements are correct.

In this transaction, trainee need to sign up for Google spread sheet for publish information using excel format.

Below is the interface of Google with excel spread sheet for Industrial training student reports.

All the change and update information can easily being edited through online Google excel spread sheet.



Comment and Discussion page -

NMIT Industrial Training Student also can comment or state any problem at this page and other member also can view the discussion.



Calendar & Event page –

This page provides information regarding any upcoming event that related to industrial training.



Industrial Training Internal Supervisor page –

This page provide NMIT Industrial Training student information and their internal supervisor for each student.

Student can discuss and consult with their internal supervisor regarding their special task or activity.

Below is the information using google excel spreadsheet created by trainee to publish the information.

No.	Name	Number	Number	NOVA ID	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
1	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
2	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
3	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
4	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
5	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
6	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
7	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
8	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
9	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR
10	ADRIANUS, ANDRIANUS, ANDRIANUS	081234567890	081234567890	1234567890	CLUSTER / COURSE DEPARTMENT	SUPERVISOR



Staff Directory Page –

This page provides information of internal supervisor.

NMIT Industrial Training student can contact their supervisor by using direct office number, Email or Personal mobile phone number.

Below is interface as admin to update any changes regarding supervisor information.

ID	NAME	POSITION	EMAIL	PHONE NUMBER
1	TOMMINGAN HOD	ACADEMIC AFFAIR	8092	081-788-7811
2	ELIYAN	SENIOR LECTURER	8093	081-742-9709
3	HALI BIN ALI	SENIOR LECTURER	8094	081-719-0158
4	EN RANDEEN BIN SENIOR	LECTURER	8095	081-708-0983
5	FRANZISKUS	LECTURER	8096	081-772-4812
6	MUR AGANDA B	LECTURER	8064	081-718-9834
7	HANAFI BIN ZAH	LECTURER	8082	081-303-5190
8	SUCI RANO HENRI	LECTURER	8079	081-742-2429
9	YUSUF ZAHRI	LECTURER	8067	081-711-6546
10	RAJIVAN BIN	LECTURER	8088	081-740-8725
11	YUSUF HANAN	LECTURER	8066	081-708-4973
12	SAHRI LIDYAN	LECTURER	8087	081-658-6756
13	DO KIMY BINTI	LECTURER	8089	081-708-8233
14	YUSUF HANAN	LECTURER	8066	081-708-4973
15	YUSUF HANAN	LECTURER	8066	081-708-4973
16	YUSUF HANAN	LECTURER	8066	081-708-4973
17	YUSUF HANAN	LECTURER	8066	081-708-4973
18	YUSUF HANAN	LECTURER	8066	081-708-4973
19	YUSUF HANAN	LECTURER	8066	081-708-4973
20	YUSUF HANAN	LECTURER	8066	081-708-4973
21	YUSUF HANAN	LECTURER	8066	081-708-4973
22	YUSUF HANAN	LECTURER	8066	081-708-4973

Company Page –

This page show few company that student can apply for their industrial training program.

Under the list of companys logo's is a location of user access this website.





Contact us page –

This page can be view public.

Any problem or suggestion to improving website or information can write and submit to Industrial training Committee.

Chapter 4: Conclusions

4.1 Conclusion

From this industrial training at Netherlands Maritime Institute of Technology, the conclusion that can be made are, trainee had gain new knowledge and experience about real work condition and situation on management and administration system especially in educational base. Trainee also learns about the skills performed and used by the staff in order to get achieved the professionalism during work. Trainees also get valued experience in maritime industry and communicate with other people which have more experienced in marine and maritime industry.

In addition, this internship also has increased my confident level to communicate and getting a good networking to enter this industry. Through the guide and lesson from the company supervisor, Miss Liyana'Adilla binti Burhanuddin, the trainee is able to completed all the task and assessment that have been given throughout this industrial training. The Netherlands Maritime Institute Technology has a lot of staffs who had helped to improve skill, knowledge and communication skills which are very valuable in this professional field. Through the outcome of this Industrial Training, trainee is prepared to enter the real work environment in marine industry.

4.2 Knowledge Gained (Application of Knowledge, Skills and Experience)

Table 4.1: Knowledge Gained (Application of Knowledge, Skills and Experience)

Project / Activities	Knowledge	Skill	Experience	Related Course :
Recordkeeping	Know how to keep Industrial Training Document of each student regarding their Internal Supervisor	Communication skill between trainee and external supervisor.	The trainee learn on how to keep manual filing on physically and experience to gain knowledge regarding Administration task.	Related to subject IMR451: Management Of Records in Organizations & IMR454: Management of Records Repository in semester 3.
Poster Design for Pre-Industrial Training Program	Understand and learn how to design poster using Microsoft Publisher	Communication skill and people management skill to conduct the Pre-Registration Workshop.	The trainee learn on designing poster and uses Microsoft Publisher.	Related to subject IMS457: Multimedia For Information Professionals in semester 2.
Industrial training checklist	Understand, discuss and make research on similar project using PHP function and refer older system in previous studies.	Communication skill, flexibility to manage the challenge to implement and create industrial training checklist.	The trainee learn and apply basic and simple knowledge regarding HTML and PHP.	Related to subject IMS456: Basic Web Design and Content Management, & IMS655: System Analysis in Information Management 2.
NMIT Industrial Training Website	Learn and keep up to date the function provide in wix.com and make uses all the service in wix.com.	Ability to work in harmony with another committee and problem solving.	The trainee learn and apply knowledge on creating website using online software.	Related to subject IMS607: Advanced Web Design and Content Management.

4.3 Personal Thought and Opinion

Throughout my industrial at Netherlands Maritime Institute Technology (NMIT), trainee gain many knowledge in managing administrative task and activities. The trainee can learn many of new knowledge regarding the work flow as a lecturer, understand basic knowledge of maritime Industry and involve activity in academic admin task.

Besides that, the trainee also gain staff support to complete the task give by authority. All the industrial training staff give moral support in completing task regarding daily task and special project. These staff give enough time and consider for every situation to finish the task. The trainee also keep insist any lecturer or staff if there are any necessity to complete the clerical work such as photocopy documents, printing documents, scanning documents, mailing document to students, and compile minute of meetings. The trainee also though that being in the real work situation is not easier . The commitment and disipline toward the work very importance. The trainee need to be punctual and follow the rules and work ethic in organization. The trainee believe that reality of work situation is completely challenging.

Besides that, trainee also need to be independence and aware for every task given. The trainee need to be fast learning and try to overcome and handle all the problem toward industrial training procedure. The trainee need to insist student who are facing problem to find the company to apply the industrial training placement.

The trainee understand and believe that there are many place that give opportunity to student complete their industrial training semester and the student should appreciate and use the opportunity to gain as much information and knowledge in real work sector.

4.4 Lesson learnt

During industrial training duration, trainee can gain many lesson that can be apply in reality world of work situation. There are few lesson that trainee gain :-

- The trainee exposed to real work situation

The trainee will exposed to the real world work place and situation. The trainee will receive her own table and personal desktop. Besides that this, industrial training provide pre-professional work experience with specific assignment, task and responsibility.

- Good environment for gain and share knowledge.

The trainee will being encourage to apply the skills and knowledge gained at the university to benefit the organization . The trainee create and design special project that can be uses to communicate with Industrial Training student around the state and easy monitor student progress.

- Increase Communication and confident level skill

The trainee can increase communication and confident level skill that an help student to improve her marketability after graduation.

- Good relationship with staff

The trainee learn the proper way to adapt with managerial and technical skills in a library and information environment. The trainee exposed to filing the information and documenting the industrial training form to be more arranged.

- Stimulates a personal career interest.

The trainee can identify the suitable field that match with her personal character. This industrial training program serve as a bridge between university and the world of work.

4.5 Recommendation

The time given for student to complete their industrial training is about 22 weeks and during that time, the trainee has a lot of observation and evaluation on the premise she was placed for the internship. This industrial training session teach the trainee to be come more responsible in conducting task and problem solving. Through this, the trainee has found a few recommendations to be implemented by the company.

- Lack of Human Resource

Under industrial Training department, there are obvious that there are lack of staff that can manage and arrange all the document efficiency and effectively. Although there are 2 staff that had been located in Industrial Training department but they still have another designation as Lecturer. Sometime, the NMIT student have problem that require personal space to be consult and understand the requirement in internship programme. As for suggestion, trainee would like propose to human resource department to take few staff under industrial training department.

- Limitation access to use facilities

During the industrial Training, trainee have problem to use and complete their task because all the equipment and facilities have staff identification number to use the equipment. The trainee need to wait and ask permission to use staff id number to use the equipment. The trainee would like suggest to organization to provide identification number for intern to use the equipment and facilities at the organization to finish and complete the task by the time given.

In overall, the trainee quite satisfied with all the opportunity and support from the organization to the trainee to overcome all the weakness of the trainee herself. The trainee also understand that the supervisor incharge for the practical student quite busy with their work and duty as a lecturer but she did well in spending time and space to communicate with internship student to arranging their task and activity.

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Madam Haliza Binti Haron, Deputy of Registrar, 2016

Miss Liyana' Adilla Binti Burhanuddin, Lecturer & Coordinator of Industrial Training, 2016

Miss Nursahliza binti Muhamad Yain, Lecturer & Assistant Coordinator of Industrial Training, 2016.

Tuan Haji Tomingan Bin Kamaron, Head of Academic Department, 2016

APPENDICES

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : NORSHAFIZA BINTI SHAHLIAN
Student's Id : 2012942715
Unit / Department : INDUSTRIAL TRAINING DEPARTMENT
Organization : NETHERLANDS MARITIME INSTITUTE OF TECHNOLOGY
 (NMI) JB.
Semester : March – July 2016

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (✓)	DATE
1.	Receive, read and understand the documents;		✓	25.1.2016
	1. Industrial Training Handbook			
	2. IMC690 Assessment			
	3. Definition of Special Project (IM225/245 Only)			
	4. Insurance Letter (UiTM)			
	5. Industrial Training Report Overall Contents			
	6. Cover & Title Page Guideline			
	7. Declaration Guideline			
2.	Receive, read and understand the rubrics;		✓	26.1.2016
	1. Rubric – Industrial Evaluation			
	2. Rubric - Individual Presentation			
	3. Rubric - Industrial Training Report (Overall)			
3.	4. Rubric - Industrial Training Report (Reflection Assessment)		✓	26.1.2016
	3. Receive, read and understand all the forms			
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship (1 – 5 February 2016). Email : izzatil.husna.arshad@gmail.com OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Izzatil Husna Arshad")		✓	22.2.2016 * By Email
5.	Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	YES (MC / Letter)	✓	
6.	Understand that NO semester break during internship.		✓	26.1.2016

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		✓	26.1.2016
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)	✓	30.6.2016
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)	✓	30.6.2016
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : izzatil.husna.arshad@gmail.com		✓	Using email / google form
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).		✓	
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES	✓	
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES, via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.		✓	7.4.2016 9.5.2016 15.6.2016
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.		✓	Email 7.6.2016
15.	PAY your fees (semester March – July 2016) before 28 March 2016 – Refer Academic Calendar for the date.		✓	
16.	REGISTER for IMC690 (Industrial Training) course (22 February – 13 March 2016) – Refer Academic Calendar for the date.		✓	
17.	VALIDATE for IMC690 (Industrial Training) course (14 – 31 March 2016). GUGUR TARAF: 1 April 2016 – Refer Academic Calendar for the date.		✓	
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		✓	already

19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.			
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship (before / on 30 June 2016).		✓	
21.	Attend the presentation (viva) at the faculty (17 – 20 July 2016) *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.			
22.	Submit the Industrial Training Report (hard cover bind, dark blue) (17 – 20 July 2016).			
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES		
24.	Attach this checklist in Appendices section.	YES		
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES		

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).



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Kotamadya Office Tower,
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80000 Johor Bahru,
Johor, MALAYSIA


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www.nmit.edu.my



STUD ID: NMIT / LI / 1019



**NETHERLANDS
MARITIME
INSTITUTE OF
TECHNOLOGY**



NORSHAFIZA

POSITION:
**PRACTICAL STUDENT,
ACADEMIC AFFAIRS**

Netherlands Maritime Institute of Technology (NMIT) is a leading maritime institute offering education, training and consultancy services to the world. NMIT is a Dutch / Malaysian private higher education institution specializing in maritime education & providing solutions to the maritime industry.

Courses

- **Diploma In Maritime Transportation Management (N/840/4/0001)**
- **Diploma In Shipping Management (N/345/4/0066)**
- **Diploma In Port Management (N/345/4/0091)**



Scope of Study:

NMIT students will be exposed to the broad field of knowledge and practice in the following subject areas:

- Port Studies
- Shipping Studies
- Maritime Law
- Human Resource
- Financial Management
- Marketing
- Port/Shipping Operations
- Maritime Environment
- Risk Management and Insurance
- International Conventions
- Laws of Carriage
- Entrepreneurship
- Maritime Offshore Operations

Study loans (interest-free and convertible to scholarship) are available to qualified bumiputera students. PRPTN and other financial aids are also available.



Scan QR code or log on to our website to pre-register online

www.nmit.edu.my
Like NMIT.EDU.MY

Programme Description

- Supervised by **Maritiem Instituut de Ruyter & Maritiem Instituut Willem Barentsz**
- Comprising faculty members of industry standing
- Foreign visiting lecturers
- Further studies / employment opportunities in the Netherlands / EU countries
- Optional subsidised study tour to the Netherlands / EU countries

Employment sectors available:

- Oil & gas industry
- Shipping companies
- Ports
- Public bodies
 - Logistic companies
 - Regulatory & enforcement bodies
 - Statutory bodies
 - GLCs
- Maritime transport
- Leisure industry
- Maritime consultancy

Future Courses

- Maritime Officer (Deck & Engineering)
- Diploma in Offshore Maritime Operations
- Diploma in Maritime Health, Safety & Security & Environment Management
- Diploma in Maritime Entrepreneurship
- Diploma in Maritime Law

Netherlands Maritime Institute of Technology (NMIT)
Telephone: +6 07 227 0000 Fax: +6 07 227 1618

Email: enquiry@nmit.edu.my

Address:

Levels 11 & 12, Gateway Office Tower,
Gallatin @ Kota Damansara, Jalan Abdullah Ibrahim,
60000 Johor Bahru, Johor Darul Ta'lim,
Malaysia.



The maritime industry relies on the principles of precision, foresightedness and creativity. These principles are crucial in ensuring the operations are efficient and safe, and that the standard operating procedures are intact. NMIT is dedicated to providing graduates who will uphold the integrity synonymous to the maritime field through various courses offered.

What is NMIT?

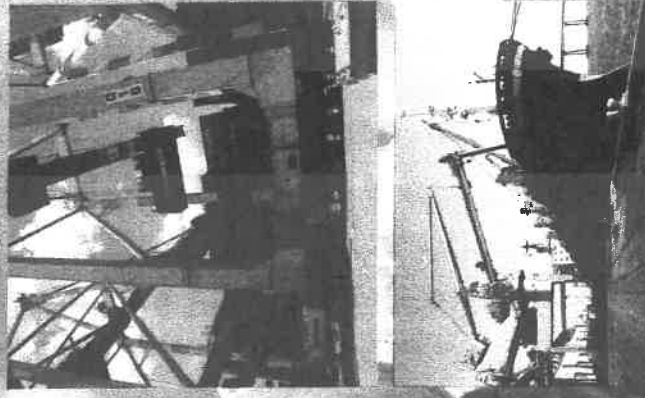
The Netherlands Maritime Institute of Technology (NMIT) is a Dutch Malaysian private higher learning institution that specializes in maritime education. Its Dutch partners, Maritiem Instituut Willem Barentsz (MIWB) and Maritiem de Ruyter (MIR), are two world-renowned and among the oldest maritime education institutes founded in 1875 and 1903 respectively. All NMIT programmes are accredited by the Malaysian Qualifications Agency (MQA) and approved by the Malaysian Ministry of Higher Education (MOHE) and are also supervised by MIWB and MIR.

What is NMIT's role in expanding the maritime field in Malaysia?

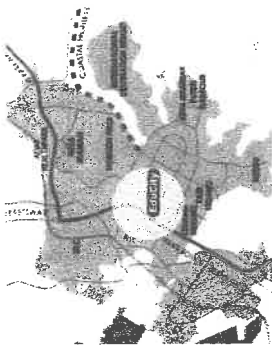
At NMIT, we are dedicated to ensuring that the graduates we produce are prepared and ready to join the maritime field with optimum knowledge of what is to be expected of them on the field. NMIT is also dedicated to producing graduates who will be exposed to the different aspects of the maritime field and will serve as valuable assets to the expansion of the maritime industry.

NMIT possess the capabilities to train and expose the young students to acquire the right skill set in preparing them for the industry. Through coaching and mentoring by experienced professionals, these graduates will be market ready in an industry that is known to be renovating itself and providing great challenges and abundant opportunities.

"The maritime industry is expanding and its needs are more demanding with new technological advancements."



lower Jonor Bahrn on the 11th to the 14th floor as the city campus. It is made up of state-of-the-art facilities that provide the students with the best learning experience.



Where will NMIT's main campus be located?

It will be located in EduCity@Iskandar, a 305-acre education hub which will house international universities and institutes of higher education, student accommodations and sports facilities. EduCity is being developed by Iskandar Investment Berhad (IIB) and this will ensure that the graduates are provided with the best tools needed to provide them with hands-on experience in the maritime field. Such learning experiences are crucial in readying NMIT's graduates in contributing to the development of the maritime industry.

NMIT graduates will be trained and ready to pursue careers in maritime management related field namely maritime transportation, port operations, oil and gas, maritime logistics, shipping, maritime law, offshore operations and other specialized sectors to serve in both private and government sectors.

What type of education structure can students expect when they enrol in NMIT?

NMIT offers two and a half year programmes (7 semesters) that are approved by MOHE and supervised by MIBW and MIR together with a subsidised optional 2-week study tour to the Netherlands. This enables the students to experience a more holistic approach towards their learning process. There are three (3) student intakes i.e. January, May and September in a year.



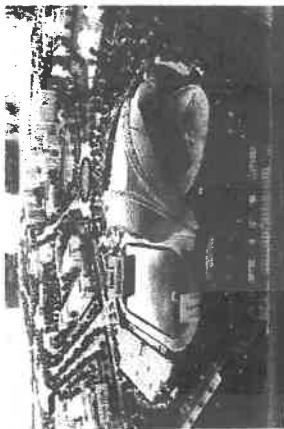
Maritiem Instituut
Willem Barentsz



NMIT has partnered with two renowned Dutch institutions

One of NMIT's Dutch partners, Maritiem Instituut Willem Barentsz, is one of the best-equipped maritime training institutes in the Netherlands since 1875. The institute was named after "Willem Barentsz", a gifted sailor, cartographer and explorer. MIWB has international linkages with maritime universities and institutes worldwide. It has a sophisticated state-of-the-art full mission simulator centre.

NMIT's second partner is Maritiem Instituut de Ruyter, an equally influential maritime institution that was founded in 1903. It is one of the leading maritime educational institutes in Western Europe. The institute's quality of education, its extensive international network, research facilities and consultancy services are top of the league. Strategically situated between the biggest ports of Europe (Rotterdam, Amsterdam, Antwerp and Ghent), the institute works together with all major carriers, port authorities and other businesses in the maritime and logistics industry.



Shared sport facilities in EduCity

What are the facilities provided by NMIT for the students?

NMIT provides state-of-the-art learning technologies and facilities for its students and the courses offered are based on practical and industry-oriented curriculum. The multi-cultural and international learning experience found in NMIT is further enhanced with practising professionals from Malaysia and our Dutch partners who serve as visiting lecturers.

What is the entry level requirement for students who are interested in joining NMIT?

NMIT is looking for students from different backgrounds to join us. Students who have achieved a minimum of 3 credits in their SPM examination are welcomed to apply to NMIT. This is because NMIT is committed to provide opportunities to students who are interested in the maritime field.

What are the courses currently offered by NMIT?

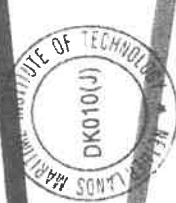
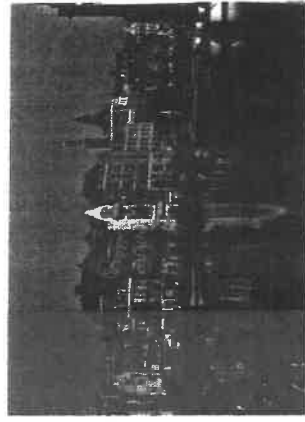
Currently, NMIT is offering Diploma in Maritime Transportation Management, Diploma in Shipping Management, and Diploma in Port Management. However, NMIT is vigilant towards expanding its wings further by offering Diploma in Maritime Law, Diploma in Offshore Maritime Operations, Diploma in Maritime Health, Safety, Security & Environment, and Diploma in Maritime Entrepreneurship in the future.

Will NMIT students be exposed to an internship or on-site visits during their studies?

Yes. They will be given the opportunity to undergo a 4-month internship either locally or in Europe. This guarantees the students a well-balanced curriculum to ensure effective coverage of the students' maritime knowledge and skills

Apart from that, study field trips are organized regularly to relevant maritime industry sectors. This gives the students an opportunity to experience first-hand the numerous possibilities that they will be able to contribute to.

NMIT graduates are also provided with opportunities to further their studies and experience employment opportunities in the Netherlands and European Union countries as well as the opportunity to spend time at NMIT's partner institutes.



Subject: Fwd: Pre-Registration Form (new entry)
From: Liyana Adilla (liyana@nmit.edu.my)
To: shafizashahllan@yahoo.com;
Date: Wednesday, June 29, 2016 9:56 AM

Please do not hesitate to email us if you need further clarification.

With Regards,

Liyana 'Adilla Binti Burhanuddin

Lecturer & Coordinator of Industrial Training
 Netherlands Maritime Institute of Technology
 Level 11-14, Kotaraya Office Tower
 Jalan Abdullah Ibrahim
 80000 Johor Bahru

607-2182020 ext 2114 (Kotaraya Campus)
 607-5608070 (direct)
 6014-3305424

Forwarded conversation

Subject: Pre-Registration Form (new entry)

From: BoomForm <no-reply@boomform.com>
 Date: Mon, Jun 27, 2016 at 8:42 AM
 To: liyana@nmit.edu.my

Pre-Registration Form

Name	<i>Nur syahirah Mohd kamaluddin</i>
Address	<i>No 12, jalan uda utama 6/3, Bandar uda utama, Johor bahru Johor 81200 Malaysia</i>
Phone	<i>017-7361466</i>
Email	<i>esyera46@gmail.com</i>
Company Name	<i>DGM support (M) sdn bhd</i>
Company Address	<i>No 12, Jalan 8, kosmopleks light industrial area, Bandar baru salak tinggi Sepang Selangor 43900 Malaysia</i>
Industrial Training Place Confirm	<i>Confirm</i>
Entry Date	<i>2016-06-27 08:42:01</i>
Submitter IP Address	<i>175.141.247.174 Locate</i>

From: BoomForm <no-reply@boomform.com>
Date: 2016-06-27 9:46 GMT+08:00
To: liyana@nmit.edu.my

Pre-Registration Form

Name *SITI ZULAIKHA BINTI SAIM*

Address *231 JALAN MANIS 12, TAMAN MANIS KELAPA SAWIT KULAI JOHOR 81030
Malaysia*

Phone *011-17719651*

Email *kaseh.zulaikha96@gmail.com*

Company Name *LIMA BINTANG LOGISTICS SDN.BHD*

Company Address *PTD 41365, JALAN INDUSTRIAL PARK SENAI JOHOR 81400 Malaysia*

**Industrial Training Place
Confirm** *Confirm*

Entry Date *2016-06-27 09:46:53*

Submitter IP Address *121.122.36.21 Locate*

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From: BoomForm <no-reply@boomform.com>
Date: Mon, Jun 27, 2016 at 12:39 PM
To: liyana@nmit.edu.my

Pre-Registration Form

Name *Mohd syawal Khayimi*

Address *No 27, blok D f.q. agrobrest(m) sdn bhd Jalan pekan nenasi Pekan Pahang
26680 Malaysia*

Phone *0148285919*

Email *Syawalkhatimi96@gmail.com*

Company Name *Schutter far east Sdn bhd*

Company Address *United States*

**Industrial Training Place
Confirm** *Not Confirm*

Entry Date *2016-06-27 12:39:05*

Submitter IP Address *175.145.89.28 Locate*

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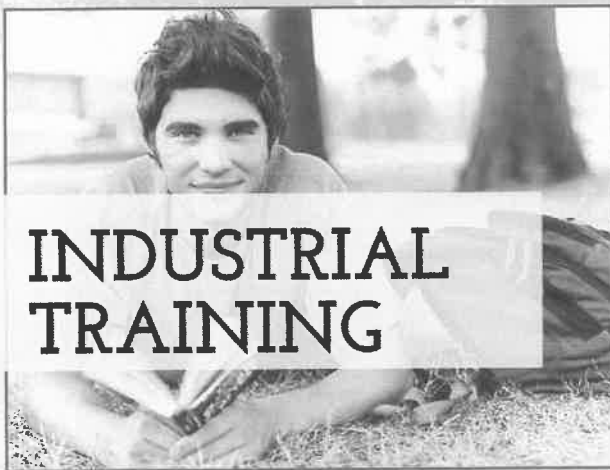
Log out

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CONTACT US



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INDUSTRIAL TRAINING OF NETHERLANDS MARITIME INSTITUTE OF TECHNOLOGY

// VISIT OUR CAMPUS



Reinvent Yourself:

Improve your knowledge, skill and compete effectively in the job market

1

To give students the opportunity to apply the knowledge and skills they have acquired in a real-life work situation.

3

To give students work experience while they are studying their chosen subject

5

To inculcate soft skills relevant to the needs of employers

2

To expose students to the work environment, common practices, employment opportunities and work ethics in the relevant field

4

To provide students with opportunities for practical, hands-on learning from practitioners in the students' field of study.

6


To provide opportunities for students to be offered jobs in the same organisations where they undergo Industrial Training




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“ King Wiliam Alexandar Nation Celebration” from Dutch Internship Student



INDUSTRIAL TRAINING
NETHERLANDS MARITIME INSTITUTE OF TECHNOLOGY (NMIT)




By: *Norhafiza binti Shahlan*
 (2012942715)



INTRODUCTION



- > **Organization & Industrial Training Department**
 - > **Industrial Training Activities**
 - > **Special Project - : 1. Industrial Training Checklist**
 - 2. Industrial Training Website
- > **Opinion & Conclusion**



COMPANY PROFILE

Netherlands Maritime Institute of Technology (NMIT)

Established	May 2002	Industrial Training Campus address	No 1, Puncak Cherai 1
Company address	Level 11-16, Kawasan Office Tower, Pusat Komplex Mda Tera, 80000 Iskandar	Sea Area, Iskandar/Padang, (200) Singapore, Iskandar 11600, Malaya	
Phone Number	+607-218 1111		
Fax number	+607-221 3888		
Website	Website: www.nmit.edu.my		
Head Office	Level 11-16, Pusat Komplex Mda Tera, 80000 Iskandar		
Activities	Education, Logistics, Ship Security, Maritime		

DEPARTMENTAL CHART

Netherlands Maritime Institute of Technology Industrial Training (ITD) Department Chart





```

    graph TD
      A[Coordinator of Industrial Training  
(Lipin, Jalin and Iskandar)] --- B[Assistant Coordinator of Industrial Training  
(Mandau, Melaka and Tera)]
      A --- C[Industrial Training Learning Center  
(Mandau Melaka 1)]
    
```



INDUSTRIAL TRAINING ACTIVITIES

Manual/Paper Filing activities

Activity	Procedure
<p>Step 1- Collect all student information for industrial training courses from their own file.</p>	
<p>Step 2- Create an alphabetic area from A to Z for each group for each course. Basically each course have two groups of student between group 'A' and 'B'. As you can see, there are two color paper for the alphabetic area for each group. Group A used orange color paper and group B used pink color paper.</p>	
<p>Step 3- Compile and arrange student information according to the list of student name for each group of course.</p>	
<p>Step 4- Each course of DSM, MDM and IPDM will divide into group 'A' and 'B' and follow the arrangement as below. Yellow paper will divide between group 'A' and 'B'. Each course will be arrange and follow the list of student name according to their alphabetic arrangement.</p>	

ALF	BN	SK	VT
A	B	C	D
E	F	G	H
I	J	K	L
M	N	O	P
Q	R	S	T
U	V	W	X
Y	Z		

INDUSTRIAL TRAINING ACTIVITIES

□ Design Poster for Pre-Industrial Training Program

INDUSTRIAL TRAINING ACTIVITIES

□ Industrial Training activities

- ✓ Assist student regarding their industrial training program schedule and document .
- ✓ Assist in providing Letter of acknowledgement for student.
- ✓ Provide and prepared all the material during workshop.
- ✓ Key in all the information regarding industrial training into NMIT Campus Management System

INDUSTRIAL TRAINING ACTIVITIES

□ Academic Admin activities

- ✓ Invigilator and assist Lecture class.
- ✓ Marking and calculate final exam mark
- ✓ Key in all the mark into NMIT campus Management System

Figure 9. NMIT Student Test

INDUSTRIAL TRAINING SPECIAL PROJECT

INDUSTRIAL TRAINING SPECIAL PROJECT

Objective of Industrial Training Checklist.

- i. To provide report of Industrial Training progress.
- ii. To make industrial Training committee easy to monitor student progress.
- iii. To update their industrial training planning and schedule.
- iv. To provide easy update for student and Industrial Training Information .

INDUSTRIAL TRAINING SPECIAL PROJECT

BENEFIT OF INDUSTRIAL TRAINING CHECKLIST

- ◆ Save space
 - ◆ Reduces paper
 - ◆ Easy to monitor
 - ◆ Reduces time

INDUSTRIAL TRAINING SPECIAL PROJECT

◆ Planning and Evaluation ◆ Analysis and Design ◆ Implementation ◆ Testing

INDUSTRIAL TRAINING SPECIAL PROJECT

WELCOME TO: INDUSTRIAL TRAINING CHECKLIST NMIT

- Home
- Overview
- Industrial Training Form
- Add Data
- Edit Data
- Check Data
- Report

INDUSTRIAL TRAINING SPECIAL PROJECT

INDUSTRIAL TRAINING FORM

INDUSTRIAL TRAINING FORM

INDUSTRIAL TRAINING FORM

INDUSTRIAL TRAINING SPECIAL PROJECT

IMPORT STUDENT DATA

IMPORT STUDENT DATA

INDUSTRIAL TRAINING SPECIAL PROJECT

ADD STUDENT DATA

ADD STUDENT DATA

INDUSTRIAL TRAINING SPECIAL PROJECT

EDIT STUDENT DATA

EDIT STUDENT DATA

