



## UNIVERSITI TEKNOLOGI MARA

### CTF616: PRACTICAL TRAINING

<b>Course Name (English)</b>	PRACTICAL TRAINING <b>APPROVED</b>
<b>Course Code</b>	CTF616
<b>MQF Credit</b>	6
<b>Course Description</b>	Applied creative training also known as the Industrial training is a course designed to give the opportunity for students to practice, apply and exercise the practical skills as well as the knowledge that they acquired throughout their study. The training also helps to expand students' interest in a particular career or area that could enhance the opportunity for them to create networking with potential careers. The training exposes student to a complete creative arts productions in the real life working experiences in which students are attached to a company/organization of their interest. Students or interns are going to be supervised by a lecturer at the faculty and the supervisor/employer of the company. The functions of both supervisors are to assess student's performance in order to gauge students' understanding of their area of study as well as measuring students' abilities in other areas. Whilst undergoing the training, students are either going to be paid or unpaid depending on the faculty's and employer's discretions. Students are expected to contribute to the activities of the organization/company that they are attached to. Students must also adhere to the rules and regulations of the company in order to attain a certain standards that are set by the company. The aim of this training is to produce students that are compatible, multi-skilled, competent and competitive with the industrial linkage either locally or internationally.
<b>Transferable Skills</b>	<ol style="list-style-type: none"><li>1. Apply and exercise the practical skills as well as the knowledge acquired throughout their study.</li><li>2. Retain the working environment as a precursor to address future working demands.</li><li>3. Decide the career prospects based on the skills developed.</li></ol>
<b>Teaching Methodologies</b>	Industrial Training, Supervision
<b>CLO</b>	CLO1 Expose students to the actual working experience CLO2 Demonstrate the qualities and traits that a student possessed in order to aid students to create career opportunities to potential employers CLO3 Apply knowledge on the newest theory and ideas into practice within their common areas of interest
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	<b>1. Course Briefing</b> 1.1) Objective, Requirements of organizations, Process of application, Procedures and discipline, Preparation of accommodation, transport, financial, Report format, Log book, Marks allocation, Delegation of respective Supervisors to students, Supervisor's observation, Responsibility & accountability and Discussion <b>2. Students Practical Training for Eight (8) weeks</b> 2.1) n/a

<b>Assessment Breakdown</b>	<b>%</b>
Continuous Assessment	100.00%

<b>Details of Continuous Assessment</b>	<b>Assessment Type</b>	<b>Assessment Description</b>	<b>% of Total Mark</b>	<b>CLO</b>
	Practical	Attendance and time punctuality	10%	CLO1 , CLO2 , CLO3
	Practical	Log Book	30%	CLO1 , CLO2 , CLO3
	Practical	Evaluation report by the industry supervisor	60%	CLO1 , CLO2 , CLO3

<b>Reading List</b>	This Course does not have any book resources
<b>Article/Paper List</b>	This Course does not have any article/paper resources
<b>Other References</b>	This Course does not have any other resources