



UNIVERSITI TEKNOLOGI MARA

FTA351: PROFESSIONAL TRAINING

Course Name (English)	PROFESSIONAL TRAINING APPROVED
Course Code	FTA351
MQF Credit	10
Course Description	The training exposes students to a real life working experience 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 students' performance in order to gauge students' understanding of their area of study as well as measuring students' abilities in other areas.
Transferable Skills	At the end of the course, students should be able to: <ol style="list-style-type: none">1. Perform task with increasing efficiency confidence and proficiency (P4)2. Cooperate and communicate effectively with other people (A2)3. Analyse and conceptualise ideas or solutions at the work place (C4)4. Display good quality of work and professionalism in the task given (A4)
Teaching Methodologies	Industrial Training, Supervision, Project-based Learning
CLO	CLO1 Perform task with increasing efficiency confidence and proficiency CLO2 Cooperate and communicate effectively with other people CLO3 Analyse and conceptualise ideas or solutions at the work place CLO4 Display good quality of work and professionalism in the task given
Pre-Requisite Courses	No course recommendations
Topics	
1. Industry-based Learning / Work-based Learning 1.1) N/A	
2. Introduction to the creative industries and the workplace 2.1) N/A	
3. Introduction to the company firm / organization 3.1) N/A	
4. Introduction to communication 4.1) N/A	
5. Introduction to teamwork and leadership 5.1) N/A	
6. Role and responsibilities 6.1) N/A	
7. Understanding the workplace (working hours, rest breaks, holidays, etc.) 7.1) N/A	
8. Health and safety requirements 8.1) N/A	
9. Understanding work contracts 9.1) N/A	
10. Understanding work ethics 10.1) N/A	
11. Understanding work professionalism 11.1) N/A	

12. Developing knowledge and skills 12.1) N/A
13. Developing soft skills and personality 13.1) N/A
14. Developing curriculum vitae and portfolios 14.1) N/A

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Practical	Task-based / Mentor observation and feedback	20%	CLO1
	Practical	Task-based / Mentor observation and feedback	20%	CLO2
	Practical	Task-based / Mentor observation and feedback	20%	CLO3
	Presentation	Final project/portfolio presentation	40%	CLO4

Reading List	Recommended Text	<ul style="list-style-type: none"> Snejanka Mihaylova 2013, <i>Practical Training In Thinking</i>, Snejanka Mihaylova [ISBN: 9549294315] Halelly Azulay 2012, <i>Employee Development on a Shoestring</i>, Association for Talent Development Massachusetts [ISBN: 1562868004]
	Reference Book Resources	<ul style="list-style-type: none"> Elaine Biech 2015, <i>Training and Development for Dummies</i>, 1 Ed., John Wiley & Sons New Jersey [ISBN: 1119076331] Ross Perlin 2012, <i>Intern Nation: How to Earn Nothing and Learn Little in the Brave New Economy</i>, 1 Ed., Verso Books Brooklyn [ISBN: 1844678830] Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler 2011, <i>Crucial Conversations Tools for Talking When Stakes Are High, Second Edition</i>, 2 Ed., McGraw Hill Education USA [ISBN: 0071771328] Harold D. Stolovitch, Erica J. Keeps 2011, <i>Telling Ain't Training</i>, 2 Ed., American Society for Training & Development Massachusetts [ISBN: 1562867016] Tricia Emerson, Mary Stewart 2011, <i>The Learning & Development Book</i>, American Society for Training and Development [ISBN: 156286808X]

Article/Paper List	This Course does not have any article/paper resources
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Other References	<ul style="list-style-type: none"> Kindle/e-Book Ian Tuhovsky 2016, <i>Confidence: Your Practical Training: How to Develop Healthy Self Esteem and Deep Self Confidence to Be Successful and Become True Friends with Yourself (Positive Psychology Coaching Series Book 10)</i> , Ian Tuhovsky https://bizreport.tradepub.com/free-offer/confidence--your-practical-training/w_iant02?sr=hm&t=hm Powerpoint RMIT Counselling Service 2009, <i>Developing Self Confidence, Self Esteem and Resilience</i> , RMIT University, Melbourne http://mams.rmit.edu.au/elh5d4nc7sfd.pdf
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