



**UNIVERSITI TEKNOLOGI MARA**

**FTA352: PROFESSIONAL TRAINING REPORT**

<b>Course Name (English)</b>	PROFESSIONAL TRAINING REPORT <b>APPROVED</b>
<b>Course Code</b>	FTA352
<b>MQF Credit</b>	4
<b>Course Description</b>	This course requires students (practical trainees) to prepare an industrial internship report; a report that consists of several pertinent elements; documenting real life experiences and problems faced by students (interns) while undergoing industrial practical training. The report must adhere to certain specifications as required by the faculty in order to obtain a report that is presentable and professionally prepared. Upon completion of writing up of the report, students are to submit the report to the supervisors that they are assigned to for assessment. The students will also have to share their experience and knowledge through final presentation.
<b>Transferable Skills</b>	At the end of the course, students should be able to: <ol style="list-style-type: none"> <li>1. Evaluate and justify concepts and knowledge in the work field (C6)</li> <li>2. Demonstrate and apply appropriate strategies in practicing necessary skills to accomplish/complete task (A4)</li> <li>3. Display accurate and elaborated breadth and depth of understanding of concepts in the work field (A5).</li> </ol>
<b>Teaching Methodologies</b>	Industrial Training, Supervision, Project-based Learning
<b>CLO</b>	CLO1 Evaluate and justify concepts and knowledge in the work field CLO2 Demonstrate and apply appropriate strategies in practicing necessary skills to accomplish/complete task CLO3 Display accurate and elaborated breadth and depth of understanding of concepts in the work field
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Industry-based Learning / Work-based Learning</b> 1.1) N/A	
<b>2. Introduction to the creative industries and the workplace</b> 2.1) N/A	
<b>3. Introduction to the company firm / organization</b> 3.1) N/A	
<b>4. Introduction to communication</b> 4.1) N/A	
<b>5. Introduction to teamwork and leadership</b> 5.1) N/A	
<b>6. Role and responsibilities</b> 6.1) N/A	
<b>7. Understanding the workplace (working hours, rest breaks, holidays, etc.)</b> 7.1) N/A	
<b>8. Health and safety requirements</b> 8.1) N/A	
<b>9. Understanding work contracts</b> 9.1) N/A	

<b>10. Understanding work ethics</b> 10.1) N/A
<b>11. Understanding work professionalism</b> 11.1) N/A
<b>12. Developing knowledge and skills</b> 12.1) N/A
<b>13. Developing soft skills and personality</b> 13.1) N/A
<b>14. Developing curriculum vitae and portfolios</b> 14.1) N/A

Assessment Breakdown		%	
Continuous Assessment		100.00%	

  

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Presentation	Task / project presentation	40%	CLO3
	Written Report	Task-based / Mentor observation and feedback	30%	CLO1
	Written Report	Task-based / Mentor observation and feedback	30%	CLO2

  

Reading List	Recommended Text	<ul style="list-style-type: none"> <li>Snejanka Mihaylova 2013, <i>Practical Training In Thinking</i>, Snejanka Mihaylova [ISBN: 9549294315]</li> <li>Halelly Azulay 2012, <i>Employee Development on a Shoestring</i>, American Society for Training and Development US [ISBN: 1562868004]</li> </ul>
	Reference Book Resources	<ul style="list-style-type: none"> <li>Elaine Biech 2015, <i>Training and Development For Dummies</i>, 1 Ed., John Wiley &amp; Sons Canada [ISBN: 1119076331]</li> <li>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]</li> <li>Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler 2011, <i>Crucial Conversations Tools for Talking When Stakes Are High</i>, 2 Ed., McGraw Hill Professional US [ISBN: 0071771328]</li> <li>Harold D. Stolovitch, Erica J. Keeps 2011, <i>Telling Ain't Training</i>, 2 Ed., American Society for Training and Development US [ISBN: 1562867016]</li> <li>Tricia Emerson, Mary Stewart 2011, <i>The Learning &amp; Development Book</i>, American Society for Training and Development US [ISBN: 156286808X]</li> </ul>
Article/Paper List	This Course does not have any article/paper resources	
Other References	<ul style="list-style-type: none"> <li>Kindle 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  <a href="https://bizreport.tradepub.com/free-offer/confidence--your-practical-training/w_iant02?sr=hm&amp;t=hm">https://bizreport.tradepub.com/free-offer/confidence--your-practical-training/w_iant02?sr=hm&amp;t=hm</a></li> <li>eBook RMIT Counselling Service 2009, <i>Developing Self Confidence, Self Esteem and Resilience</i> , RMIT University, Melbourne  <a href="http://mams.rmit.edu.au/elh5d4nc7sfd.pdf">http://mams.rmit.edu.au/elh5d4nc7sfd.pdf</a></li> </ul>	