UNIVERSITI TEKNOLOGI MARA

ELS301: INDUSTRIAL TRAINING

Course Name (English)	INDUSTRIAL TRAINING `APPROVED`
Course Code	ELS301

MQF Credit	10

Course Description	This course aims to provide industrial training to the students where they are required to work in either private or public organizations for a period of 20 weeks. The course exposes real workplace experience to the students. At the same time, such training builds students' confidence level as well as creating thriving human capital.

Transferable Skills	Values and Attitudes: Moral Identity Proactive Appearance Independence Ethics and Professionalism: Work Responsibility Work Relation Work Ethics Integrity Verbal Communication: Clear delivery of ideas Confident delivery of ideas Effective and articulate delivery of ideas Understand and response to questions Adapt delivery to audience Leadership: Effective leadership Teamwork: Foster good relationships Alternate roles Respect and accept opinion Autonomous Learning: Engagement Self-learning Inquisitive Mind: Interest Initiative Effort Managerial: Time management Motivation Entrepreneurial Mind: Vision

Teaching Methodologies	Industrial Training, Supervision

CLO	CLO1 Integrate values, attitudes and professionalism at the workplace.

	CLO2	Demonstrate effective communication and taking alternate role as a leader and team member at the workplace.
	CLO3	Evaluate workplace communication issues and problems in assisting to provide scientific and practical solutions for English professional practices at the workplace.
	CLO4	Accommodate lifelong learning skills at the workplace.
	CLO5	Integrate self-management and motivation for English professional practices at the workplace.

Pre-Requisite Courses	No course recommendations

Topics
1. The industrial training content and coverage shall include provision of authentic or real tasks (added-value work, productive activities and practices) for the student/trainee to acquire job knowledge 1.1) i. Documentations (reports and business correspondence) 1.2) ii. Production planning and scheduling for event management 1.3) iii. Operations, productions, processes and services (planning, organizing, coordinating and control) 1.4) iv. Office management and administration 1.5) v. Editing and publishing 1.6) vi. Multimedia production 1.7) vii. Public relations 1.8) viii. Training

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	The reflective journal (Digital) is written weekly by the students.	5%	CLO1
	Assignment	The reflective journal (Digital) is written weekly by the students	5%	CLO2
	Assignment	The reflective journal (Digital) is written weekly by the students	5%	CLO5
	Internship Report	The On-Site Supervisor Evaluation Report is to assess the students' performance at the workplace.	10%	CLO1
	Internship Report	The On-Site Supervisor Evaluation Report is to assess the students' performance at the workplace.	10%	CLO2
	Internship Report	The On-Site Supervisor Evaluation Report is to assess the students' performance at the workplace.	10%	CLO3
	Internship Report	The On-Site Supervisor Evaluation Report is to assess the students' performance at the workplace.	10%	CLO4
	Internship Report	The On-Site Supervisor Evaluation Report is to assess the students' performance at the workplace.	10%	CLO5
	Portfolio/Log Book	The Workplace Portfolio (Digital) is a compilation of tasks and activities undertaken by the students at the workplace.	5%	CLO3
	Portfolio/Log Book	The Workplace Portfolio (Digital) is a compilation of tasks and activities undertaken by the students at the workplace.	10%	CLO4
	Written Report	Faculty Evaluation Report (Interview and Written Report) displays students' ability to evaluate, report, and provide solutions to workplace communication issues.	20%	CLO3

Reading List	This Course does not have any book resources
Article/Paper List	This Course does not have any article/paper resources
Other References	• n/a Universiti Teknologi MARA 2009, *Peraturan Akademik, Program Diploma dan Ijazah Sarjana Muda, Pindaan 2009*