



**UNIVERSITI TEKNOLOGI MARA**

**BTP410: PRACTICAL TRAINING**

<b>Course Name (English)</b>	PRACTICAL TRAINING <b>APPROVED</b>
<b>Course Code</b>	BTP410
<b>MQF Credit</b>	8
<b>Course Description</b>	Students will be placed in government or private planning offices/agencies to familiarized with related professional practices
<b>Transferable Skills</b>	Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in variety of contexts Demonstrate ability to communicate clearly and confidently and listen critically Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks
<b>Teaching Methodologies</b>	Industrial Training
<b>CLO</b>	CLO1 Ability to understand planning practices and professionalism CLO2 Ability to adapt skills in computer aided technologies and digital applications CLO3 Ability to adopt the responsibilities as town planner
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Office Management and Procedure</b> 1.1) Office organization and procedures 1.2) Communication process and procedure-formal and d informal 1.3) Office system_ circular, manual and regulation 1.4) Storage and retrieval of documents	
<b>2. Master plan of Economic Region</b> 2.1) Planning approval process and procedures 2.2) Enforcement 2.3) Appeal Board	
<b>3. Plan Preparation</b> 3.1) Preparation of layout plans-residential, industrial and commercial 3.2) Others related plans-landscape plan, buildings plan, engineering plan (if available) 3.3) Development Proposal Report	
<b>4. Research, Site Survey and Analysis</b> 4.1) Research methodology 4.2) Questionnaire design 4.3) Systematic storing and data manipulation 4.4) Data analysis and projection 4.5) Report writing	
<b>5. Development Control System</b> 5.1) State Structure Plan Studies 5.2) Local Plan Studies 5.3) Special Area plan Studies	

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Internship Report	Office Management and Procedure	20%	CLO1 , CLO2 , CLO3
	Practical	Development Control	20%	CLO1 , CLO2 , CLO3
	Practical	Concept/Layout/Master Plan Preparation	20%	CLO1 , CLO2 , CLO3
	Practical	Survey and Research	20%	CLO1 , CLO2 , CLO3
	Practical	Strategic Planning	20%	CLO1 , CLO2 , CLO3

Reading List	Reference Book Resources
	<ul style="list-style-type: none"> <li>• <b>Laws of Malaysia 2004, National Land Code 1965</b>, MDC Publishers Sdn. Bhd Kuala Lumpur</li> <li>• <b>Law of Malaysia 1965, National Land Code, 1965 (Act 56).</b>, MDC Publisher Sdn Bhd Kuala Lumpur</li> <li>• <b>International Law Book Services 1996, Perlembagaan Persekutuan</b>, ILBS Kuala Lumpur</li> <li>• <b>International Law Book Services 1992, Perlembagaan Persekutuan</b>, ILBS Kuala Lumpur</li> <li>• <b>Law of Malaysia 1976, Environmental Quality Act and Regulations 197</b>, MDC Publisher Sdn Bhd Kuala Lumpur</li> <li>• <b>Law of Malaysia 1995, Town Planners Act 1995 (Act 538)</b>, MDC Publisher Kuala Lumpur</li> <li>• <b>Law of Malaysia 2011, Environmental Law in Malaysia</b>, Kluwer Law International Kuala Lumpur</li> <li>• <b>Law of Malaysia 1974, Road, Drainage and Building Act 1974 (Act 133)</b>, MDC Publisher Kuala Lumpur</li> <li>• <b>Law of Malaysia 1976, Town and Country Planning Act, 1976 (Act 172)</b>, MDC Publisher Kuala Lumpur</li> <li>• <b>International Law Book Services (1996) 1996, Akta Perancangan ) Wilayah Persekutuan 1982 (Akta 267).</b>, ILBS Kuala Lumpur</li> <li>• <b>Law of Malaysia, Town and Regional Planning Act 1976 (Act 172)</b>, MDC Publisher sdn bhd. Kuala Lumpur</li> </ul>
<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