



BRIEFING FOR APPLICATION OF INDUSTRIAL TRAINING EXEMPTION 2023 2024 (I)- FKA UTM Space
Taklimat Pengecualian Latihan Industri 2023 2024 (I)



Pusat Kuala Lumpur & Kuching



05 August 2023, 0900 – 1000



Associate Professor Ir. Dr. Sitti Asmah Hassan (sasmah@utm.my),
Coordinator for Industrial Training, FKA UTM Space

1.0 STRUCTURE OF THE REPORT

1. STRUCTURE OF REPORT: FORMAT & CONTENT OF REPORT

NO.	ITEM	FORMAT & REQUIREMENT
1.	FRONT PAGE	Font size: 16-22 Font type: Times New Roman
		For all other content: Font size: 12 Font type: Times New Roman Spacing: 1.5
2.	Preface /Prakata	
	Table of Content / Isi Kandungan	
	Curriculum Vitae	1 page
	Summary of Working Experience / Ringkasan Pengalaman Kerja	
	Confirmation letter from company / Surat pengesahan daripada majikan	It must be the recent letter from company <ul style="list-style-type: none">• to verify the employment status• Must be addressed to SPACE FKA (U/P: Penyelaras LI SPACE FKA)

NO.	CHAPTER / BAB	FORMAT & REQUIREMENT	
		PAGE NUMBER	CONTENT
1.	CHAPTER 1 / BAB 1 INTRODUCTION / PENGENALAN	1-2 pages	1.1 Introduction – about yourself 1.2 Introduction for applying exemption of Practical Training (pengenalan kepada permohonan pengecualian Latihan Industri)
2.	CHAPTER 2 / BAB 2 Company background / Latar belakang Syarikat	3-5 pages	2.1 Company Profile – about company, vision, mission, objectives, roles & responsibilities 2.2 Organisational chart – show overall hierarchy of the company and your specific division (if too many). It must clearly show your position & your name.
3.	CHAPTER 3 / BAB 3 Task and Responsibility / Bidang Tugas dan tanggungjawab.	2-3 pages	3.1 Tasks / Tugas 3.2 Responsibility / Tanggungjawab

NO.	CHAPTER / BAB	FORMAT & REQUIREMENT	
		PAGE NUMBER	CONTENT
4.	CHAPTER 4 / BAB 4 Project Detail / Perincian Projek	15-20 pages	4.1 Project Information / Maklumat projek 4.2 Detail of each project: must have sub-section for <ul style="list-style-type: none"> ➤ design ➤ site ➤ management ➤ Planning ➤ other experience 4.3 Summary and verification of experience / Rumusan dan pengesahan pengalaman projek
5.	CHAPTER 5 / BAB 5 Conclusion / Kesimpulan	1-2 pages	5.1 Conclusion / Kesimpulan - Based on the experience reported, explain why you can get the exemption from undergoing Industrial training

2. DETAIL OF FORMAT & CONTENT

2. DETAIL OF FORMAT & CONTENT

NO.	ITEM	FORMAT & REQUIREMENT
1.	FRONT PAGE	Font size: 16-22 Font type: Times New Roman

The session of the application for Industrial Training exemption.

2023 2024 (I) ✓

FAKULTI KEJURUTERAAN AWAM ✓
SEKOLAH KEJURUTERAAN AWAM ✗

LAPORAN PENGECEUALIAN LATIHAN INDUSTRI

NAMA:

NO. K/P:

NO. MATRIK: |

SESI (2021/2022 - 1)

SEKOLAH KEJURUTERAAN AWAM
UNIVERSITI TEKNOLOGI MALAYSI

Page 1 / 35

PRAKATA

Segala puji dan syukur kehadiran Allah s.w.t. atas segala rahmat dan limpah kurnia-Nya, dapat saya menyiapkan Laporan Pengecualian Latihan Industri ini dengan jayanya.

SEBAGAI CONTOH SAHAJA

memahami realiti sebenar dunia Kejuruteraan Awam yang luas ini. Besar harapan saya agar penulisan laporan dapat menepati kehendak UTMSpace selain dapat menyumbang kepada sumber rujukan di masa akan datang. Menyedari bahawa penulisan laporan ini masih jauh dari kata sempurna, oleh itu kritikan dan saranan yang membangun amatlah saya perlukan demi kesempurnaan laporan ini.

PREFACE

Practical knowledge is necessary for engineering student to them have an idea about the

SEBAGAI CONTOH SAHAJA

civil engineering. I hope the content of this report can fully show my working experience in the field of civil engineering and will be enough for the School of Civil Engineering, UTM to exempt me from conducting Industrial Training.

2.

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2.	
	Curriculum Vitae
	1 page

Curriculum Vitae

NAMA	:	
NO. KAD PENGENALAN	:	
NO. MATRIKS	:	
ALAMAT SURAT MENYURAT :		
47810 PETALING JAYA SELANGOR DARUL EHSAN		
NOMBOR TELEFON : H/P :	PEJABAT : N/A	RUMAH : N/A
NAMA DAN ALAMAT MAJIKAN SEKARANG:		
1 TRC BUSINESS CENTRE, JALAN ANDAMAN UTAMA, 68000 AMPANG SELANGOR		
NAMA PEGAWAI ATASAN	: 1) 1	rojek, 8MD3)
YANG BERTANGGUNGJAWAB	: 2) 1	
NOMBOR TELEFON	: 03 - - - - -	
PENDIDIKAN UMUM :		
Sekolah Menengah :	Peperiksaan yang lulus, Gred :	Tarikh Sijil :
SMK MENJANG BUNYIN	SPM 5A	2007
PENDIDIKAN KEJURUTERAAN :		
Universiti/Institusi Pengajian :	Sijil Kejuruteraan, Bidang :	Tarikh Sijil :
UTM GI	DIPLOMA KEJURUTERAAN AWAM	2011
KELAYAKAN LAIN, TERMASUK PENGHORMATAN, GELARAN DAN ANUGERAH YANG DITERIMA:		
-TIADA-		

2. Summary of Working Experience / Ringkasan Pengalaman Kerja

Ringkasan Pengalaman Iktisas

Tarikh :	KENYATAAN LATIHAN DAN PENGALAMAN	Nama Dan Alamat Pegawai Yang Menyelia Kerja	Bidang pengalaman (bulan)					
			Jumlah	Rekabentuk	Tapak	Pengurusan	Perancangan	Lain-lain, Nyatakan
Disember 2016 – Disember 2021	<p>Bahagian Pengurusan Projek 3, Cawangan Kerja Keselamatan</p> <p><u>Jawatan</u> : Penolong Jurutera Awam</p> <p><u>Tanggungjawab</u>: Membantu menjalankan tugas-tugas berkaitan pengurusan projek serta memastikan keperluan Kementerian Pelanggan dipatuhi dan diselarasakan.</p> <p><u>Skop kerja</u> :</p> <ul style="list-style-type: none"> Membantu melaksana penetapan dasar dan kaedah pelaksanaan projek sama ada pelaksanaan oleh Jabatan, melalui khidmat perunding dan sebagainya. Membantu melaksana pengurusan penyediaan keperluan terperinci projek dengan pihak pelanggan. Membantu melaksana penyelarasan rekabentuk konsep. Membantu melaksana penyelarasan pelantikan iuruukur/ derundine bazi 	<p>Ir. Norazrina binti Abdul Karim (Jurutera Awam J44)</p> <p>&</p> <p>Latifah binti Hamid (Jurutera Awam J44)</p>	121	-	1	60	60	-

<p>Jun 2013 - November 2013</p> <p>Jabatan Kerja Raya Perlis</p> <p><u>Jawatan</u> : Pelajar Praktikal</p> <p><u>Tanggungjawab</u>: Mempelajari tatacara pengurusan projek di tapak bina.</p> <p><u>Skop kerja</u> :</p> <ul style="list-style-type: none"> Membantu pemantauan kerja-kerja di tapak bina. Membantu menyelia pekerja am, kemajuan kerja dan tugas berkaitan. Membantu menyiapkan laporan harian seperti 	<p>En. Hamdan bin Noh (Ketua Penolong Pengarah Jalan)</p> <p>&</p> <p>En. Mohd Safirul bin Mohd Noor (Pensyarah Politeknik)</p>	6	-	6	-	-	-	2	
<p>• Pembinaan Lapang Sasar Menembak di Sungai Batu Pahat, Perlis</p>									
JUMLAH			127	-	7	60	60	-	3

- Align the duration of **EACH** industrial experience to the employment duration
- Organize the industrial experience in descending order, **starting from the most recent employment** years to the older years.
- Ensure the total experience **aligns** with the combined experience for all categories and corresponds to the total employment duration.

Confirmation letter from company /
Surat pengesahan daripada majikan

It must be the recent letter from company
• to verify the employment status
• Must be addressed to SPACE FKA (U/P:
Penyelaras LI SPACE FKA)



JABATAN KERJA RAYA MALAYSIA
CAWANGAN KERJA KESELAMATAN
IBU PEJABAT JKR MALAYSIA
TINGKAT 16 – 20, MAJU TOWER
PETI SURAT 10-03, 1001 JALAN SULTAN ISMAIL
50250 KUALA LUMPUR

Telefon : 03-2610 8888
Faksimili : 03-2694 1241 (Pej Pengarah)
Telefon : 03-2616 9562 (Pej Pentadbiran)
Faksimili : 03-2693 6960 (Pej Pentadbiran)
Laman Web : <http://www.jkr.gov.my>

Ruj. Kami : JK
Tarikh : 25 Februari 2022



Fakulti Kejuruteraan Awam
Jabatan Program Luar
Universiti Teknologi Malaysia
81310 Skudai
Johor
(u.p.: Penyelaras Latihan Industri Space SKA)

Tuan,

SURAT PENGESAHAN DAN BUTIR-BUTIR PERKHIDMATAN

SEBAGAI CONTOH SAHAJA

Cawangan Kerja Keselamatan
Ibu Pejabat JKR Malaysia



Date: February 21, 2022
SPACE – SKA
Aras 1, Blok M46
Sekolah Kejuruteraan Awam
Fakulti Kejuruteraan
Universiti Teknologi Malaysia
81310 Johor Bharu
Johor Darul Takzim
(u.p.: Penyelaras LI Space SKA)

Dear Mr., Mrs.,

EMPLOYMENT VERIFICATION

Ph
SE

If
mi

Yo

—

SG
PR

Setia Ecohill 2 Sdn Bhd 199821010000 (446218-P)
Setia Ecohill Welcome Centre
Club 360, No. 1, Pesisiran Ecohill Barat, Setia Ecohill, 43500 Semenyih, Selangor Darul Ehsan, Malaysia.
T +603 294 8255 F +603 8723 9552 E ecohill2@setia.com www.setiaecohill.com.my
live12nworkplay Malaysia | Vietnam | Australia | Singapore | China | United Kingdom | Japan

Setia



**The date in the example corresponds to
the application for exemption of
industrial training for
Semester II, Session 2021/2022**

SEBAGAI CONTOH SAHAJA

CHAPTER 1 / BAB 1

1-2 pages

1.1 Introduction

- Introduce yourself
- Write about
 - education information
 - Working experience

1.2 Introduction for applying exemption of Practical Training (pengenalan kepada permohonan pengecualian Latihan Industri)

BAB 1

PENDAHULUAN

1.1 Pengenalan

Saya, Siti Nur Hafizah binti Yusoff merupakan salah seorang penuntut di UTMSpace Kuala Lumpur dalam jurusan Ijazah Sarjana Muda Kejuruteraan Awam memanjatkan rasa kesyukuran kepada Allah s.w.t dan berbanyak terima kasih kepada semua yang terlibat secara langsung mahupun tidak penulisan Laporan Pengecualian Latihan Industri ini.

Peranan saya di Projek Pembangunan Jalan adalah sebagai Penolong

SEBAGAI CONTOH SAHAJA

Di sinilah saya menimba pengalaman bekerja pertama saya di dalam bidang

Saya terlibat secara langsung dalam kerja-kerja pengurusan projek, membantu menyelesaikan masalah dan isu yang berbangkit di tapak bina, menghadiri mesyuarat tapak dan membantu membuat bayaran tuntutan pelaksanaan kerja bagi projek yang terlibat serta menghadiri pemeriksaan di tapak bina. Sepanjang berkhidmat di sini,

1.2 Introduction for applying exemption of Practical Training

Practical Training or Industrial Training is a student placement in industry or outside organization (locally or abroad) for a period. The word 'industry' here includes the whole of engineering activities such as consultancy, research and development, manufacturing, et cetera. The training serves as exposure to the real work environment so that the student can relate theories learned in class and apply them in the workplace to prepare them for their future career as a professional engineer.

The Industrial Training exemption report is one of the measures for part-time students at Universiti Teknologi Malaysia (UTM) like me who are already working and

SEBAGAI CONTOH SAHAJA

coordinators and engineers in reviewing preliminary drawings, preparation of documents such as on-site inspections up to the monitoring of works on construction sites.

In addition, I need to attend and report on any site meetings or coordination meetings. I am also responsible for checking the contractor's progress claims and ensuring that the claims are in accordance with the actual progress and planning at the construction site. Lastly, I also need to manage and inspect any defective before Certificate of Practical Completion (CPC) is being issued to the contractor for each project.

CHAPTER 2 / BAB 2

3-5 pages

2.1 Company Profile

- about company, vision, mission, objectives, roles & responsibilities

2.2 Organisational chart

– show overall hierarchy of the company and your specific division (if too many). It must clearly show your position & your name.

BAB 2

LATAR BELAKANG JABATAN

2.1 Pengenalan Kepada JKR

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SEBAGAI CONTOH SAHAJA

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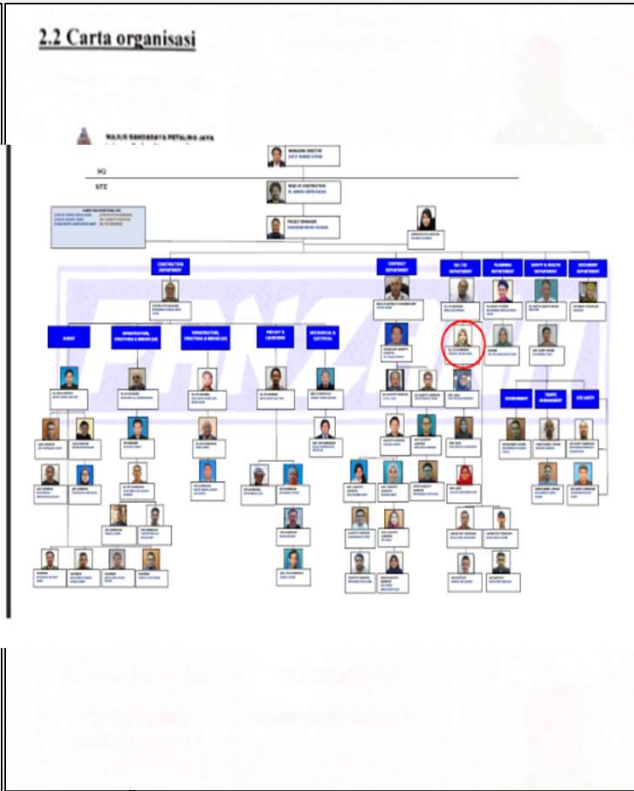
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Organisational chart can be multiple pages

CHAPTER 3 / BAB 3

2-3 pages

3.1 Tasks / Tugas
3.2 Responsibility /
Tanggungjawab

BAB 3

BIDANG TUGAS DAN TANGGUNGJAWAB

3.1 Bidang Tugas

Dalam
diperoleh
keadaan
kami untu
melakuka
yang dip
dan jurut
bambung

Sete
pelaksana
laporan u
pihak pe
penyedia
dokumen

Sela
jalankan
tenaga ke
projek ya
dalam me
sistem ya
ditugaska
keselama
garis pane
pelanggar

3.1 Peranan dan Tanggungjawab



Rajah 1: Gambaran Keseluruhan Peranan & Tanggungjawab Utama di dalam Kitar Hayat Projek

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3.2 Tanggungjawab

- Mer
pela

an di tapak bina.

CHAPTER 4 / BAB 4

15-20 pages

4.1 Project Information /
Maklumat projek
4.2 Detail of each
project: must have sub-
section for

- design
- site
- management
- Planning
- other experience

4.3 Summary and
verification of
experience / Rumusan
dan pengesahan
pengalaman projek

BAB 4
PERINCIAN PROJEK DAN PENGALAMAN

4.1 Perincian Projek

Untuk laporan pengecualian latihan industri, saya telah memilih projek di mana saya telah berkhidmat melebihi dua belas (12) bulan yang terakhir. Projek tersebut adalah pembinaan sebuah depot perkhidmatan yang akan digunakan oleh Mass Rapid Transit Laluan 2 (Sungai Buloh - Serdang - Putrajaya).

asas projek adalah seperti berikut:

Projek Mass Rapid Transit Laluan DPT201 Depot Penyelenggaraan Serdang

Harga Kontrak
Tempoh Kontrak
Tarikh Mula Kerja
Tarikh Siap Kerja
Klien
Tempoh Tanggungan Kecacatan
Denda Kelewatan Dan Gantirugi
Tempoh Penglibatan

CHAPTER 4
PROJECT DETAILS AND PROJECT EXPERIENCE

4.1 Project Information

For the purposes of the Industrial Training Exemption Report, I have selected two projects. The selected projects are as follows:

4.1.1 Project 1 **PROJECT 1**

CADANGAN MEMBINA 81 UNIT RUMAH TERES 2 TINGKAT (20' X 65') YANG

Contract Sum : RM13,999,628.28
Project Duration : 15 Bulan
Date of Site Possession : 26th November 2018
Completion Date : 25th February 2020
Defect Liability Period : 24 months from the date of issuance of CPC
LAD Imposed per Day (Overall) : RM17,000.00 per Calendar Day
LAD Imposed per Day (Mockup): RM1,000.00 per Unit per Calendar Day
LAD Imposed per Day (TNB) : RM1,000.00 per Unit per Calendar Day
Client : SETIA ECOHILL 2 SDN BHD
Main-Contractor : MTL CONSTRUCTION SDN BHD
Architect : SK TOH ARCHITECT
C & S Engineer : HACENT CONSULTANT SDN BHD
M & E Engineer : DYNAMICS ENGINEERING CONSULTANT SDN BHD

4.1 Project Information /Maklumat Projek

- List the project(s) for exemption of industrial training
- Can list more than 1 project
- Minimum requirement: > 12 months involvement
- Write the project details, duration of project & duration of involvement in the project.

4.1.2 Project 2 **PROJECT 2**

CADANGAN MEMBINA 86 UNIT RUMAH TERES 2 TINGKAT YANG

Contract Sum : RM14,932,565.00
Project Duration : 17 Bulan
Date of Site Possession : 25th November 2019
Completion Date : 21st May 2021
Defect Liability Period : Thirty-Six (36) months from the date of issuance of CPC
Extension Granted : 10th October 2021
LAD Imposed per Day (Overall) : RM13,000.00 per Calendar Day
LAD Imposed per Day (Mockup): RM1,000.00 per Unit per Calendar Day
LAD Imposed per Day (TNB) : RM1,000.00 per Unit per Calendar Day
Client : SI
Main-Contractor : LI
Architect : RI
C & S Engineer : PI
M & E Engineer : PI

4.2 Detail of each project / Perincian Projek

- Must have sub-section for categories of experiences: design, site, management, planning & other experience depending on the involvement in project(s).
- Align to the summary of experience (see page 11).

4.2 Penerangan Pengalaman Dalam Projek

4.2.1 Tapak

4.2.2 Pengurusan

**SEBAGAI CONTOH
(FOR 1 PROJECT
DESCRIPTION)**

4.2 Penerangan Pengalaman Dalam Projek

4.2.1 Project 1

- Design
- Site
- Management
- Planning

4.2.2 Project 2

- Design
- Site
- Management
- Planning

**SEBAGAI CONTOH
(FOR MULTIPLE PROJECT
DESCRIPTION)**

4.3 Summary & Verification of experience / Rumusan & pengesahan pengalaman projek

- Summarise period involvement based on category of experiences (design, site, management, planning, etc.)
- Must be verified by the head division of the project/boss.

4.4 Summary and Verification of Experience

4.4.1 Project 1

CADANGAN MEMBINA 81 UNIT RUMAH TERES 2 TINGKAT (20' X 65') YANG MENGANDUNGI JENIS RT1-C1 (46 UNIT) DAN JENIS RT1C2 (35 UNIT) DI ATAS SEBAHAGIAN LOT 39, MUKIM BERANANG, DAERAH HULU LANGAT, SELANGOR DARUL EHSAN UNTUK TETUAN SETIA ECOHILL 2 SDN BHD.

<u>Summary of Experience</u>	<u>Total of Months</u>
Design	1
Site	21
Management	1
Planning	1
Others	0

Total 24 months 

PASS MINIMUM 12 MONTHS

The information stated above is verified to be true.



 Mc
 SX.....




 Mr.
 Project Manager
 SI
 (E.....)

4.1.4 Ringkasan Dan Pengesahan Pengalaman

PROJEK 1:

PEMBINAAN JALAN DARI KUALA TEMOYONG KE TELUK BARU DAN PANTAI TENGAH, LANGKAWI, KEDAH

<u>Ringkasan Pengalaman</u>	<u>Jumlah Bulan</u>
Rekabentuk	0
Tapak	0
Pengurusan	2
Perancangan	0
Lain-lain	0
<u>Jumlah</u>	2 

Maklumat yang dinyatakan di atas adalah disahkan benar.

PROJECT 1 = 2 MONTHS
PROJECT 2 = 5 MONTHS
PROJECT 3 = 6 MONTHS
TOTAL EXPERIENCE = 13 MONTHS 

CHAPTER 5 / BAB 5

1-2 pages

5.1 Conclusion / Kesimpulan

- Provide an explanation based on the reported experience that justifies your eligibility for exemption from undergoing industrial training

5.2 Recommendation / Cadangan

BAB 5

KESIMPULAN DAN CADANGAN

5.1 Kesimpulan

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5.2 Cadangan

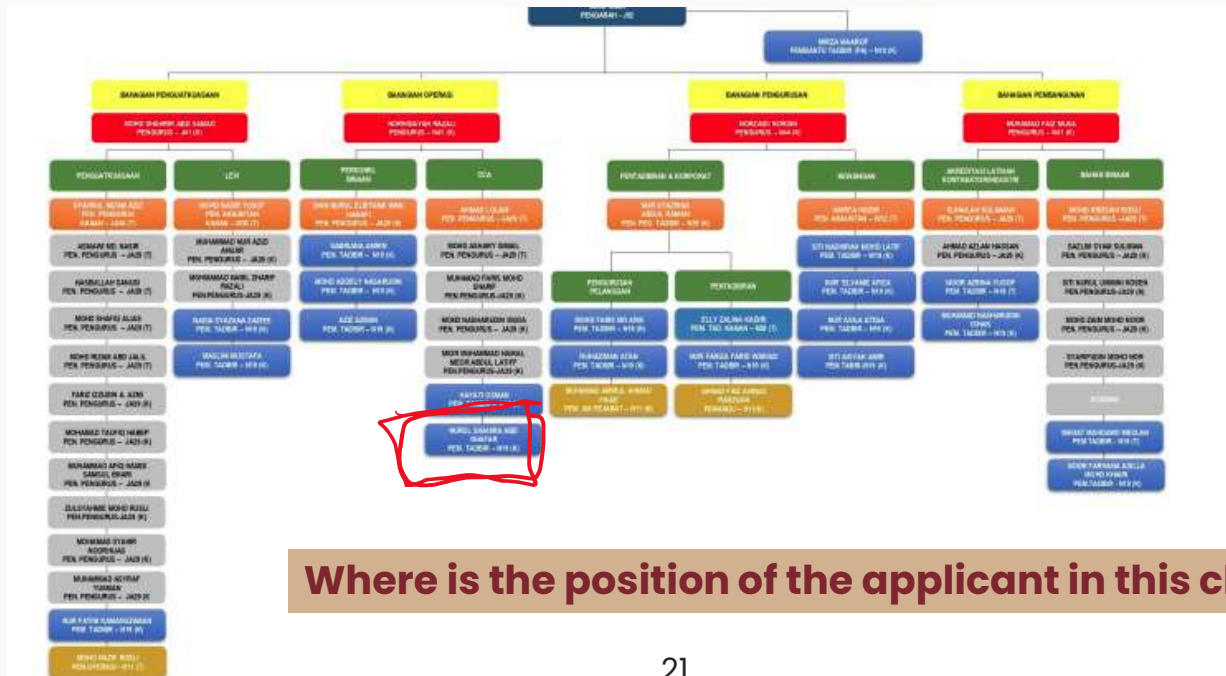
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3. COMMON MISTAKES

3. COMMON MISTAKES

1. Do not fulfil the minimum pages for each chapter.
2. Organisational chart does not clearly show the position/name of the applicant
3. Glaring typo errors, grammatical errors (BM/ English).
 - The report can be in Malay or English, but not in a mix of language
4. The report is prepared in a rush manner & not professional.

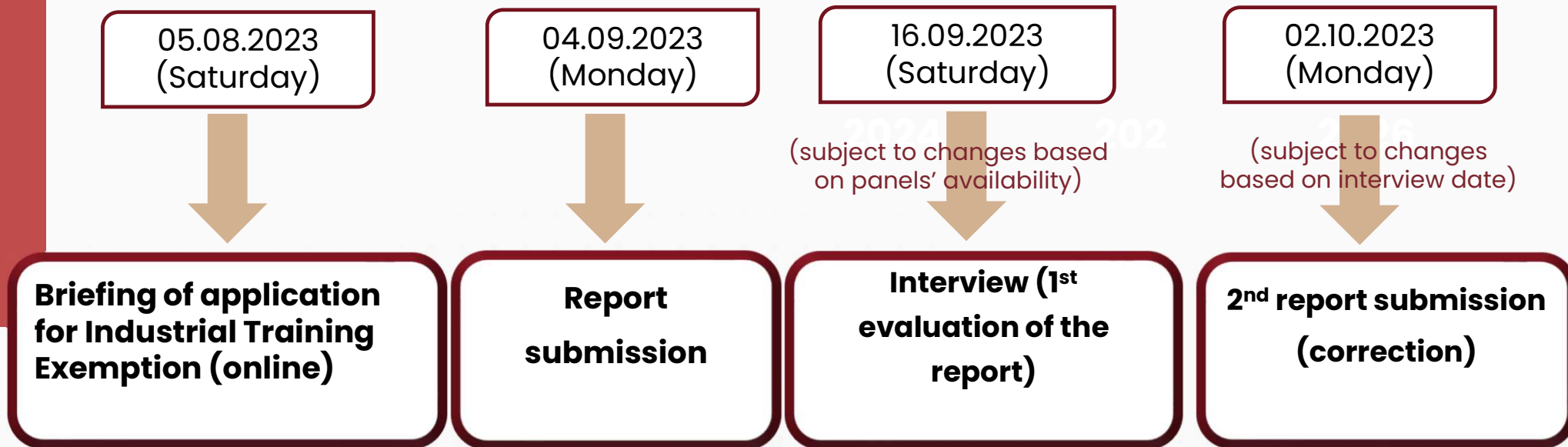


4. EVALUATION CRITERIA

**1. TECHNICAL
CONTENT**

**2. FORMAT OF
REPORT**

5. TIMELINE FOR 2023 2024 (I)



THANK YOU

