INDUSTRIAL TRAINING COORDINATOR ROLE & RESPONSIBILITIES
RELATED TO THE INDUSTRIAL TRAINING PROGRAMME

The Industrial Training Coordinator is responsible for managing and monitoring matters related to the Industrial Training Programme. These include:

1. **In the Semester Before Industrial Training (for students doing Industrial Training the following semester)**

   (a) Contact CITra at the start of the semester for Pre-Industrial Training workshop dates.

   (b) Organize Industrial Training (IT) Briefing for students and disseminate info to students on the Pre-Industrial Training Workshop organized by CITra

   (c) Verify and approve organization details submitted by students

   (d) Create the “Industrial Training Application” letter/form on behalf of the students, and inform the students to collect the letter/form (students will post to the organisation)

   (e) Follow-up with students regarding the Industrial placement application status

   (f) Approve students’ industrial placements at UMPORTAL (e-Industrial Training)

2. **During Industrial Training**

   The Industrial Training Coordinator’s responsibilities:

   (i) To ensure students have submitted the “Confirmation Form (UM-PT01-PK01-BR074-S00).

   (ii) Communicate with students from time to time during Industrial Training Programme (recommended three (3) times during the programme).

   (iii) Prepare Industrial Training visits schedule and ensure that all students will be visited by an appointed lecturer.

   (iv) Take appropriate action on complaints and feedback received from organisations or students pertaining to problems encountered during the Industrial Training Programme.
3. Post Industrial Training

The Industrial Training Coordinator’s responsibilities:

(i) Remind students to submit their Log Book and Industrial Training Report.

(ii) Remind lecturers who have visited placements to submit the Industrial Training Evaluation forms.

(iii) Ensure that all relevant documents are completed and returned within the specified time.

(iv) Ensure that all documents related to the Industrial Training Programme are completed and kept in the Course file.

(v) Provide an Executive Summary of the Industrial Training Programme using the format/ template provided and submit a copy to the Centre for the Initiation of Talent and Industrial Training (CITra).

(vi) Send a letter of appreciation to organisations within two (2) weeks of the Industrial Training Programme ending.