

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.