


## INDUSTRIAL TRAINING EVALUATION

 <b>UNIVERSITI MALAYA</b>	<b>DEPARTMENT OF QUANTITY SURVEYING FACULTY OF BUILT ENVIRONMENT</b> Level 8, Mercur Alam Bina, University of Malaya, 50603 Kuala Lumpur Tel. No.: 03-7967 5375 Fax No.: 03-7967 5713
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**Note: This form should be treated as confidential.**


**SECTION A: STUDENT INFORMATION**

Name:	
Course : <b>BQES 4102 INDUSTRIAL TRAINING</b>	
Session :	Matric. No: <b>BEQ</b>

**SECTION B: ORGANISATION INFORMATION**

Name :		
Address :		
Tel /Fax No:		
Name of Industry Supervisor:		
Date & Time of Visit:		
Program Duration :	<b>weeks</b>	From                      to

INDUSTRIAL TRAINING EVALUATION

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**TO BE FILLED UP BY:**

**INDUSTRY SUPERVISOR**

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SECTION C | SECTION D | SECTION E | SECTION F | SECTION G

INDUSTRIAL TRAINING EVALUATION

SECTION C: INDUSTRY SUPERVISOR’S EVALUATION

For Industry Supervisor’s use. Please tick (/) where applicable.

10% carried to final

Factors	KI*	Very Poor (1)	Poor (2)	Satisfactory (3)	Good (4)	Excellent (5)
<b>COMMUNICATION SKILLS</b>						
1. Ability to present ideas clearly, effectively, and confidently in both oral and written forms	CS1					
2. Ability to practice active listening skills and provide feedback	CS2					
3. Ability to present clearly with confidence appropriate to the level of the listener	CS3					
4. The ability to use technology in presentations	CS4					
<b>CRITICAL THINKING AND PROBLEM SOLVING SKILLS</b>						
5. The ability to identify and analyse problems in complex and vague situations, as well as to make justified evaluations	CT1					
6. The ability to develop and improve thinking skills such as to explain, analyse and evaluate discussions	CT2					
7. The ability to find ideas and alternative solutions	CT3					
8. The ability to think out of the box	CT4					
9. The ability to make decisions based on concrete evidence	CT5					
10. The ability to persevere as well as to fully concentrate on a given task	CT6					
11. The ability to understand and to fit in with the culture of the community and new work environment	CT7					
<b>TEAMWORK SKILLS</b>						
12. Ability to build good relations, interact with others and work effectively with them to achieve the same objectives	TS1					
13. Ability to understand and interchange roles between that of a team leader and a team member	TS2					
<b>LIFE LONG LEARNING AND INFORMATION MANAGEMENT</b>						
14. The ability to search and manage relevant Information from different sources	LL1					
15. The ability to accept new ideas and the capability for autonomous learning	LL2					
<b>ENTREPRENEURIAL SKILLS (IF ANY)</b>						
16. The ability to identify business opportunities	KK1					
<b>PROFESSIONAL ETHICS AND MORAL (IF ANY)</b>						
17. Ability to recognize the effects on the economy, environment and socio culture in professional practice	EM 1					
18. The ability to analyse and make decisions in solving problems related to ethics	EM 2					
<b>LEADERSHIP SKILLS (IF ANY)</b>						
19. Knowledge of basic leadership theory	LS1					
20. The ability to lead a project	LS2					

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\*KI is for Faculty Reference. (UM-PT01-PK03-BR008-S01 Pemetaan Kemahiran Insaniah)

ASSESSMENT GUIDELINE

1 = UNABLE TO ; 2 = BARELY ABLE TO ; 3 = FAIRLY ABLE TO ; 4 = SUFFICIENTLY ABLE TO ; 5 = CLEARLY ABLE TO

INDUSTRIAL TRAINING EVALUATION

**SECTION D : STUDENT’S INVOLVEMENT DURING THE PROGRAM**

(For Industry Supervisor’s use. Briefly describe the task/ scope/ project given to the student undergoing the training)

Note: Must comply with the ‘*Areas of Industrial Training Coverage*’.

**30% carried to final**

TASK/ SCOPE	PROJECT/ TASK GIVEN	COMMENT	MARKS
1. FEASIBILITY STAGE:			/ 20
2. PRE-CONTRACT STAGE:			/ 20
3. POST CONTRACT STAGE:			/ 20
4. CONSTRUCTION MANAGEMENT AND RESOURCE PROCUREMENT:			/ 20
5. MISCELLANEOUS:			/ 20

**/100**



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**TO BE FILLED UP BY:**  
**ACADEMIC SUPERVISOR**

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SECTION H | SECTION I | SECTION J | SECTION K

INDUSTRIAL TRAINING EVALUATION

**SECTION H: INTERVIEW ASSESSMENT ON THE STUDENT’S INVOLVEMENT DURING THE PROGRAM**

(Academic Supervisor to ask questions related to the areas/tasks described in the work diary)

Note: Must comply with the ‘Areas of Industrial Training Coverage’.

30% carried to final

Areas of Industrial Training Coverage	Very Poor (1)	Poor (2)	Satisfactory (3)	Good (4)	Excellent (5)
1. Feasibility Study (minimum 2 sub-areas)					
2. Pre-Contract Stage (minimum 4 sub-areas)					
3. Post-Contract Stage (minimum 4 sub-areas)					
4. Construction Management & Resource Procurement (minimum 2 sub-area)					
5. Miscellaneous (minimum 3 sub-areas)					

**ASSESSMENT GUIDELINE**

1 = UNABLE TO ; 2 = BARELY ABLE TO ; 3 = FAIRLY ABLE TO ; 4 = SUFFICIENTLY ABLE TO ; 5 = CLEARLY ABLE TO

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**\*\* The above assessment must be based and complied with the Course Outcome (CO) as follows:**

COURSE OUTCOME (CO) DOMAIN	PROGRAMME OUTCOME (PO)*
CO1 Demonstrate soft and technical skills together with management aspects of quantity surveying	PO2, PO5, PO6, PO8
CO2 Practice work ethics and professional values in the actual working environment	PO2, PO3, PO4
CO3 Practice professional quantity surveying tasks	PO2, PO7
CO4 Apply classroom learning to the work environment of the construction industry	PO1, PO8

\*CO and PO are for Faculty’s Reference.

INDUSTRIAL TRAINING EVALUATION

**SECTION I: EVALUATION BY ACADEMIC SUPERVISOR**

Please tick (/) where applicable.

FACTORS	Very Satisfactory	Satisfactory	Unsatisfactory	Very unsatisfactory
Suitability of Workplace				
Suitability of Work scope/task given				
Suitability of Working environment/colleagues				

**SECTION J: GENERAL COMMENTS OR SUGGESTIONS BY ACADEMIC SUPERVISOR**

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**SECTION K: DECLARATION**

I hereby certify that the above information is true and the student performance has been evaluated fairly.


Signature : .....

Name : .....

Date : .....

Stamp here



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**TO BE FILLED UP BY:**

**INDUSTRIAL TRAINING CANDIDATE**

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SECTION L | SECTION M | SECTION N | SECTION O

INDUSTRIAL TRAINING EVALUATION

**SECTION L: STUDENT’S EVALUATION & FEEDBACK**

For Student’s use. Please tick (/) where applicable on the agreement scale of 1 to 5, 1 being the lowest level of agreement and 5 the highest level of agreement

FACTORS ON FEEDBACK	Very Poor (1)	Poor (2)	Satisfactory (3)	Good (4)	Excellent (5)
<b>FACTOR : Task</b>					
1. The tasks given are related to the subjects that I have learned in the University.					
2. The tasks given are related to Quantity Surveying scope of works.					
3. The overall industrial training meets the Course Pro-Forma requirements.					
<b>FACTOR : Workplace</b>					
4. The working environment is suitable for the training of industrial trainees					
5. The colleagues provide good support and receptive of industrial trainees					
6. I get along well with colleagues					
<b>FACTOR : Industrial Training Preparation</b>					
7. The Quantity Surveying programme I attended has prepared me well to work in the industry in terms of knowledge.					
8. The Quantity Surveying programme I attended have prepared me well to work in the industry in terms of techniques and skills.					
9. The overall academic training in the University had helped me to go through industrial training with confidence.					

**SECTION M: ADDITIONAL COMMENTS OR SUGGESTIONS REGARDING INDUSTRIAL TRAINING**

Please provide your specific feedback on the industrial training such as the timing of the training, study level (final semester), training duration and any other related aspect.

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INDUSTRIAL TRAINING EVALUATION

**SECTION N: GENERAL COMMENTS OR SUGGESTIONS FOR CURRICULUM IMPROVEMENT**

Please provide comments and suggestions on how we can improve our curriculum by specifying specific knowledge, practice and skills desired by the industry.


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**SECTION O: STUDENT'S DECLARATION**

I hereby certify that the above information is true. I \*have undergone / am undergoing the Industrial Training at the said organization.

Signature: .....

Name: .....

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**TO BE FILLED UP BY:**

**INDUSTRIAL TRAINING COORDINATOR**

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SECTION P | SECTION Q

INDUSTRIAL TRAINING EVALUATION

SECTION P: SUBMISSION OF LOG BOOK / TASK / REPORT

For Industrial Training Coordinator’s use only. Please tick (/) where applicable.

30% carried to final

FACTOR: Log Book	KI	Very Poor (1)	Poor (2)	Satisfactory (3)	Good (4)	Excellent (5)
1. Log Book preparation/ completion	CS2	< 20%	20%-49%	50%-69%	70% - 89%	>90%
		Inconsistent logging	Consistent but Incoherent logging	Consistent and Coherent logging	Coherent and Comprehensive logging	Coherent, Comprehensive with added value/ information
FACTOR: Report						
		< 20%	20%-49%	50%-69%	70% - 89%	>90%
		Very poorly stated. Very difficult to understand.	Poorly stated. Difficult to understand.	Fairly stated. Provide adequate understanding.	Clearly stated. Provide good understanding	Very clearly stated. Provide excellent understanding
a) Structure or report (Abstract, Objective, Figures & Tables, Language, Neatness, Completeness)	CS2					
b) Introduction to the organization & Duties and responsibilities executed	CS2					
c) Review on the achievement of training objectives	CS2					
d) Recognize the impact of the task assigned to the professional practices	EM1					
e) Conclusion & recommendation	CS2					

/30

SECTION Q: DECLARATION

I hereby certify that the student has submitted industrial training report and log book.  
I also hereby certify that the above information is true.

Signature : .....

Name : .....

Date : .....

Stamp here

## INDUSTRIAL TRAINING EVALUATION

**ATTACHMENT: Areas of Industrial Training Coverage**

*(Students to fulfil the requirement of a minimum coverage of 15 sub-areas)*

- 1. Feasibility Study (minimum 2 sub-area)**
  - a) Preparation and use of cost analysis
  - b) Preparation of estimate from sketch plan to detailed drawing
  - c) Preparation and use of cost plan
  - d) Value management/engineering including comparative design economics
  - e) Cost checking during the development of design
  - f) Contractual and tendering arrangements in the context of early advice
  
- 2. Pre-Contract Stage (minimum 4 sub-areas)**
  - a) Preparation of documentation of BQ and other Tender Documents for Main Contracts, Sub-Contract or Contracts of Supply
  - b) Measurement, Estimating and Pricing for Tenders
  - c) Value management/engineering including comparative design economics
  - d) Preparation of specification and/or schedule of rates
  - e) Data processing associated with the preparation of documentation
  - f) Detailed compilation and analysis of unit rates/preliminaries
  - g) Selection and evaluation of tenders and reporting on tenders
  - h) Project liaison meeting with employers and consultants
  - i) Prequalification, evaluation and registration of contractors
  
- 3. Post-Contract Stage (minimum 4 sub-areas)**
  - a) Preparation and documentation of BQ and other tender documents for main contracts, sub-contracts or contracts of supply including rationalization of contract rates
  - b) Application of cost control during the progress of works
  - c) Value management/engineering including preparation of cost /benefit reports upon alternative construction methods
  - d) Analysis of contracts pricing relative to cost recording methods
  - e) Preparation of interim valuations
  - f) Preparation of variation order and final accounts
  - g) Project liaison meeting with employers and consultants
  - h) Site surveys and measurement and attendance at site meetings
  
- 4. Construction Management & Resource Procurement (minimum 2 sub-area)**
  - a) Planning and programming of construction activities
  - b) Site planning
  - c) Management of resources and supervision works
  - d) Liaisons with employers, consultants, statutory and service authorities
  - e) Resource determination, scheduling and purchasing
  - f) Procurement of labour, plant and material
  - g) Negotiation with and ,arrangement of sub contractors and suppliers
  
- 5. Miscellaneous (minimum 3 sub-areas)**
  - a) Computer software development relating to Quantity Surveying
  - b) Production of cost/quality control/time standard and operational methods
  - c) Arbitration/litigation/mediation/alternative dispute resolution
  - d) Insurances
  - e) Management and maintenance of buildings
  - f) Training
  - g) Office management including resources, allocation and fees
  - h) Technical seminars and symposiums
  - i) Facilities management
  - j) Risk management
  - k) Environmental impact studies
  - l) Oil, gas and heavy industry
  - m) Other specialization