

## PRACTICAL TRAINING

### ARE YOU READY FOR ON-THE-JOB TRAINING?

- Congratulations! you are at the LAST semester of your course (Sixth Semester)
- Do you have a college payment PENDING?
- Do you have REPEATS subjects from the past semester?
- Are you MENTALLY ready?

### What to expect?

- You are going into the **real test** of the working environment.
- You are going to be **separated** from your friends
- You are expected to **know** the basic knowledge of your course
- The working world today is very **competitive** and **demanding**

### You will be evaluated on the following points

1. Interpersonal Skills
2. Communication Skills
3. Technical Skills
4. Working Skills (Characteristics the Trainee's Demonstrate While Performing Jobs)
5. Productivity (Trainee's Success In Producing The Required Amount Of Work)
6. Quality of Work (Manner In Which The Trainee Complete Job Assignment)

## POINTS TO REMEMBER

- a. You are allowed to choose the venue of your industrial training attachment.
- b. Outstation students are allowed to do their practical's at or near to their home town. (Self-Apply)
- c. In the event that your chosen venue rejected your application, the College will assist you in finding an organization that is most likely to accept internship students. **In this case, you have no choice but to accept the offer.**
- d. Due to Covid 19 situations, some organizations may shorten your practical durations. The College will accept any duration given to you.
- e. **NO ALLOWANCE** will be given
- f. **NO TRANSPORTATION** provided
- g. **NO ACCOMMODATION** provided
- h. **NO REQUEST TO CHANGE** your practical venue
- i. Is it up to the practical establishment to provide some or all of the above.
- j. **All other expenses will be borne by the students**
- k. **Students are required to update practical status 2 weeks after the official result is released.**

## HOW TO APPLY FOR PRACTICAL TRAINING

### Through College

#### Follow these steps

1. Industrial Training Application Form – fill up by the student.
2. Parent Consent Form – **to be filled up by a parent**
3. Your next step is to email your application form, parent consent form and your resume to [ip@ati.edu.my](mailto:ip@ati.edu.my) . All practical forms must be in their original pdf format. Please do not print or scan. Use this pdf editor <https://www.sejda.com/pdf-editor> to key in your info and sign on the pdf forms, otherwise you can also use Adobe reader or Foxit PDF.
4. Your PDF files must follow the following format. **Student Name-Intake-File** Name. e.g., Zhang He DCA 05/19 Application Form, Zhang He DCA 05/19 Parent Consent Form, Zhang He DCA 05/19 Resume.
5. Once we received all the 3 forms then you are eligible to go for practical training.
6. Please indicate your chosen practical venue in your email. Other wise the College will send you to any establishment that have MOU with the College.
7. The College will issue Official Practical letter to the students.
8. All your documents will be kept by the college.
9. In the event that your chosen venue rejected your application, the College will assist you in finding an organization that is most likely to accept internship students. In this case, you have no choice but to accept the offer.
10. **Practical Training Acceptance Form – to be filled up by HR department stamp and sign** and email to [ip@ati.edu.my](mailto:ip@ati.edu.my) before the commencement of your practical training. Use the following format for your PDF file. **Student Name-Intake-File**. e.g... Suraya Adam DHM 05/19 Acceptance form.
11. **Industrial Training Evaluation Form - to be filled up by the HR department/stamp and sign** at the end of your training and email to [ip@ati.edu.my](mailto:ip@ati.edu.my) together with your **report and logbook**. Use the following format for your PDF file. **Student Name-Intake-File**. e.g... Ravindra Pillai DPA 05/19 Evaluation form.
12. **Practical Completion Form – to be fill by student and email it together with your practical report and log book**. Email it to [ip@ati.edu.my](mailto:ip@ati.edu.my)

#### Self-Apply - Who can self-apply

1. Outstation students (those who are not residing in Kota Kinabalu)
2. International students
3. Repeat students
4. KK residents who have found their own venue for industrial attachment.
5. The application procedures are the same as applying through College, except the College will issue an official letter which you can use to apply for your internship.
6. Bring the letter together with your own cover letter, resume and necessary certificates (if any) and apply on your own.
7. Your application form, Parent consent form and resume will be kept in your personal file for recording purposes.

## POINT TO REMEMBER WHEN APPLYING PRACTICAL TRAINING

The College will not recognize your Industrial Attachment Training if...

1. **Your application form has no signature or missing 1 signature.**
2. **You forge your parent/Guardian signature on your parent consent form**
3. **You start practical without filling up the Industrial Attachment Application Form.**
4. **You fail to email your Acceptance form to the College on time.** (The College must have the acceptance form before you can start practical training).

## How Long Does It Take to Finalize Your Industrial Training Attachment Application?

1. Within one month from the proposed commencement date (refer to the course page).
2. Depending on how fast the industry process your application (normally 2 -3 weeks) due to that they have to go through many channels for final approval.
3. If no calls from the Establishment or college please refer back to the Industrial attachment officer for further action.
4. For self-apply students, **it is your responsibility to update the Industrial Training Officer on the status of your application. You must update the Industrial Placement Officer on a weekly basis.**

## STUDENT OBLIGATION DURING PRACTICAL TRAINING

1. Your industrial training period is six (6) months.
2. **NO REQUEST TO CHANGE INDUSTRIAL ATTACHMENT VENUE is allowed** once you have commenced your training or attended the interview.
3. You must attach to at least a minimum 2 (two) departments.
4. You are not allowed to delay or defer your practical training.
5. **YOU WILL FAIL YOUR PRACTICAL ATTACHMENT IF YOU CHANGE/REQUEST TO CHANGE THE INDUSTRIAL ATTACHMENT VENUE OR BEEN TERMINATED from the company/organization you currently attached**, due to disciplinary actions taken against you.
6. The College will not assist you in finding a new venue for your new attachment.
7. It is your responsibility to email back the acceptance form to the College.
8. You are to complete the TRAINING REPORT, LOG BOOK and get the hotel/company/organization to evaluate your performance using the EVALUATION FORM to earn your training result.
9. Submission of the **training report, log book and evaluation form are within A WEEK** after your training completion. No extension will be given.
10. **FAILING TO SUBMIT YOUR REPORT ON TIME WILL AUTOMATICALLY FALL UNDER 'FAIL' STATUS.**

## LOGBOOK FORMAT

### Logbook Front Cover Format

Write down your personal particular on the 1st page of the logbook as format below: -

Name

Student ID Number

Program/Intake

Date of commencement and completion of training

Name of establishment

Head of Department or Supervisor Name:.....

Head of Department or Supervisor Signature:.....

Company's Stamp:.....

Completed the summary of daily duties (**second page onward**) with the format as follow: -

<b>Time</b>	<b>Date</b>	<b>Duty</b>	<b>Remark</b>
Time of reporting duty	Date of reporting	List of assignments for the given day	If Any

### Example of Logbook writing

Time	Date	Duty	Remark
7:00am	15/10/21	Punch in/Report Duty	
7:15 am - 7:30am	as above	Attending briefing by supervisor Proceed to the work area	

7:45am - 12:00pm	as above	Prepare quotation for tour Make a phone call to potential tourist Arrange tour transportation Check tour itinerary Update files	
12:00pm - 1:00pm	as above	Lunch	
1:00pm - 4:00pm	as above	Meeting with the tour leader Photocopy tour document Book flight ticket for Manager. Inspect tour bus with tour guide Arrange accommodation for Next week tour Filing	
4:00pm	as above	End of Day 1	

### Important Note

- Submission of the completed logbook is a CRUCIAL requirement for certification purposes; therefore, a student is advised to submit his/her logbook within A WEEK after the last date of practical training. Failure to do so will result in getting FAIL for practical attachment result.
- Please email your logbook in PDF format to ip@ati.edu.my.
- Use the following format to name your PDF file. Student Name-Intake-File Name. e.g... John Jameson DTM 05/19 Log Book.
- The logbook **must be typed written**.
- One page per day.
- For Off Day/Holiday or work from home, just write in capital letter. e.g... OFF DAY/Kaamatan/WFH

## REPORT FORMAT

### Report Front Cover Format

ASIAN TOURISM INTERNATIONAL COLLEGE (Font 16)

SCHOOL OF CULINARY/HOSPITALITY/TOURISM/BUSINESS (Font 14)

Training Report (Font 14)

Practical Venue: **Name of Establishment** (Font 14)

Date:

By: **Student Name** (Font 14)

**A report in part-fulfilment of the requirement for the award of Certificate/Diploma (Font 12)**

## BODY OF THE REPORT

1. Font – Times New Roman
2. Main Title – 16/Bold/Capital Letter
3. Subtitle – 14 / Bold
4. Paragraph content – 12
5. In PDF format
6. 1.5 spacing

## MAIN REPORT

### Chapter 1: Introduction of Organization

- A brief history of the Organization.
- Establishment organization charts.
- Facilities. (e.g., swimming pool, parking lot, cafeteria, gym, meeting room, etc). If none, skip this part.
- Various departments. (e.g., HR, Finance, Marketing, Admin, etc.)

### Chapter 2: Introduction of Department (Your department only)

- Major sections - if any (e.g., Pastry Department, section such as Western Pastry, Malay Pastry, etc)
- Organization chart of the department. (Only your department)
- Job description. (Job descriptions of your department only)

- Equipment and layout. (e.g., printer, table, sofa, computer, air cond, photocopy machine, etc.)
- Daily operational activities. (What are the activities your department do)

### Chapter 3: SWOT Analysis

1. Analysis of the establishment. (Strength, weaknesses, opportunity, and threat)
2. Comparison against competitors. Advantages and disadvantages only. (Choose two (2) competitors to compare with)

### Chapter 4: Conclusion and Recommendation

1. Your recommendation for further improvement to the company.
2. New skills acquired.

### Important Notes

- **Industrial Placement Report Writing Evaluation** must be attached on the last page of your report.
- Name your report according to the following format - student name-intake-file name. e.g... Claire James DACC 05/19 Practical Training Report.
- Email your report in PDF format to ip@ati.edu.my.