

**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK**

GUIDELINES FOR PRACTICAL TRAINING

1. INTRODUCTION

Practical training is offered to students undergoing the Bachelor of Business Administration degrees in Islamic Banking and Finance, Islamic Financial Planning and Insurance, Bachelor of Accounting and Bachelor of Taxation at Bank Rakyat School of Business and Entrepreneurship (BRSBE). The role of practical training is to prepare students before they enter into a profession of their choice. The aim is to expose students to the operational activities and real life situations at the workplace.

Practical training allows students to apply theories and concepts learnt at the university to the workplace. Through this experience, students can expand and raise the level of their basic skills to meet the needs of the industry and the university.

This guideline serves as a reference for the practical training committee, organizations, organization supervisors, faculty supervisors and students. This guideline explains the definition, aim, objectives, scope of the training, method of assessment, and the roles and responsibilities of all parties involved.

2. DEFINITION

Practical training is an on-the-job training for students to gain experience and improve their skills at the workplace.

3. AIM

Practical training provides the opportunity for students to gain experience in organizations in accordance with the BRSBE's intent to produce graduates with relevant skills and expertise to fulfill country's needs. Also, it provides an avenue for BRSBE to foster good relationships with relevant stakeholders and organizations.

4. LEARNING OUTCOMES

At the end of the training, student will be able to:

- a. apply concepts and theories learnt to the workplace;
- b. relate the systems, techniques and innovations learnt at the workplace to their field of study;
- c. express basic interpersonal skills and knowledge as required by industry; and
- d. adjust to the organization's work culture and act upon the challenges at the workplace accordingly.

5. SCOPE

Organizations that offer practical training to students must be able to provide practical training in the students' field of study.

The proposed tasks should cover management or administrative level as follows:

- a. involvement in meetings and proposals to resolve issues identified.
- b. project development so as to allow student to apply the concepts and theories learnt to the workplace.
- c. other appropriate professional tasks to raise the level of knowledge and skills of student in the related field or discipline of study.

Organizations must also provide opportunities for students to gain wide experience, produce excellent staff who are able to communicate and instill high personal qualities such as being courteous, self reliant and innovative.

6. TERM OF PRACTICAL TRAINING

Students are eligible to undergo practical training when they meet the set programme's requirements and as advised by the Programme Director and the School.

7. ELIGIBILITY OF STUDENTS

Students are eligible to undergo practical training once he/she has:

- a. fulfilled the minimum requirements for practical training (as per programme structure and requirements); and
- b. sought advice, approval and instructions satisfactorily from the School or the Programme Director as well as obtaining placement for the training.

8. TYPES OF ORGANIZATION

To ensure the organizations that offer practical training are capable of providing appropriate training in the related field of study and programme, BRSBE has set the following criteria:

- a. private business organizations and institutions, public sector organizations and agencies, GLCs or NGOs with operations in the fields of Islamic banking and finance, Islamic financial planning, accounting, insurance and taxation;
- b. Any registered organizations approved by BRSBE.

9. PROCEDURES AND PROCESSES OF PRACTICAL TRAINING

As per Appendix A.

10. ROLE AND RESPONSIBILITY

10.1 BRSBE

- a. Advertise, promote and encourage students to attend the advising or briefing activities organized by BRSBE;
- b. Identify organizations for practical training;
- c. Identify students who will undergo practical training and ensure they register formally from the 1st to 2nd week of the relevant semester of their study, or once they have fulfilled the minimum requirements for practical training, using form LI-1 together with their resume, examination results and other supporting documents;
- d. Arrange placement of students for practical training on a continuous basis or no less than four months prior to the training;
- e. Brief students who will undergo practical training; and
- f. Appoint BRSBE Supervisors based on the proposal from the Practical Training Committee.

10.2 Practical Training Committee

The Practical Training Committee which will be chaired by the Deputy Dean of BRSBE; plans, implements, facilitates, supervises and evaluates the progress of the practical training. This committee comprises of the Programme Directors and a faculty executive in charge of the programmes or student affairs.

The tasks of the Practical Training Committee are:

- a. To plan, implement, coordinate and evaluate the practical training programme;
- b. To prepare guidelines and post related information;
- c. To identify the suitability of the students' field of study to the needs of the organization for placement of practical training;
- e. To determine the scope of training or duties under the practical training as a guidance for trainees, employers and supervisors.
- f. To ensure compliance with the terms of practical training as stated in the curriculum;
- g. To identify/endorse appropriate organizations for trainees' placement;
- h. To propose BRSBE Supervisors for each trainee who undergoes practical training to evaluate students' progress on their training, Log Books and Practical Training Reports;
- i. To review method of assessment;
- j. To attend to appeal cases on marks and replacement of BRSBE supervisors; and
- k. To visit and identify organizations suitable for placement, monitor and evaluate the progress of Practical training.

10.3 Coordinator of Practical Training Program

Among the tasks of the Coordinator are:

- a. To identify students who are due and qualify to undergo practical training;
- b. To channel information concerning practical training involving placement and preparatory programmes to qualified students;
- c. To coordinate the management of placement and facilities for practical training;
- d. To provide advisory and counseling service to students;
- e. To brief students regarding the placement for practical training; and to organize advising or briefing sessions in practical training for students.
- f. To assist in making visits to organizations, promote student placement, and identify university-industry research programme; and
- g. To assist BRSBE to resolve any problems that arises.

10.4 Budgetary for Practical Training

For the purpose of implementing the practical training activities, BRSBE shall have the following budgetary allocations;

- a) Transport, meal, accommodation and subsistence allowances - for supervisory visits (at least twice per organization visited)
- b) Preparatory Program – trainers' fee, refreshment, materials etc. (if necessary)
- c) Printed materials (log book, practical training guideline booklet, forms etc.)
- d) Miscellaneous

These shall be included in BRSBE'S Annual Budget.

10.5 BRSBE Supervisor cum Examiner

BRSBE supervisors cum examiners will be assigned according to geographical zones with the following tasks:

- a. To ensure that students undergo practical training in line with the objectives and guidelines specified;
- b. To schedule visits as early as Week 4 until Week 6 according to the respective semester and communicate with Organization Supervisor and student prior to the visit;
- c. To guide, supervise and assess students as well as to meet the Organization Supervisor during the visit;
- d. To forward Form LI-4 and LI-5 to the Organization Supervisor;
- e. To discuss performance of students with the Organization Supervisor;

- f. To examine student's log book during the visit and appraise the outcome of the visit using Form LI-3;
- g. To check and ensure that the Practical training Report of student under his/her supervision is prepared based on the School's requirement; and
- h. To assess student's Log Book and Practical training Report using Form LI-5 and submit to the School within the specified time; and
- i. To ensure the assessment on the student's Log Book and Practical Training Report is done diligently

10.6 Organization

- a. Identify the number of trainees and field of specialization required, and job specification;
- b. Appoint an Organization Supervisor for student during the duration of the Practical training;
- c. Ensure tasks assigned to trainees fulfill the scope of training as proposed by the Faculty;
- d. Assign trainees to normal working hours and formal working environment. Night shifts, tele-working, virtual office and similar working conditions are not allowed;
- e. Provide the opportunity for students to maximize knowledge, skills and experience;
- f. Provide relevant facilities according to the tasks assigned;
- g. Provide a reasonable allowance for trainees;
- h. Provide feedback to Faculty on appropriateness and effectiveness of training provided;

10.7 Organization Supervisor

- a. Supervise trainees throughout the duration of the practical training;
- b. Discuss with the BRSBE Supervisor and assess trainee's performance in Form LI-4 and LI-5 at the end of the training and forward the Forms to BRSBE; and
- c. Ensure full attendance of trainees and endorse the Log Book fortnightly.

10.8 Students

10.8.1 Before Placement

- a. Attend briefing/advising on practical training organized by BRSBE;
- b. Identify an organization for practical training placement;
- c. Apply for practical training placement, subject to BRSBE's approval;
- d. Inform BRSBE if student fails to obtain placement and be willing to accept a placement made by the School;
- e. Register formally at BRSBE between Week 1 and Week 2 of the relevant semester using Form LI-1 along with

- resume, examination results and other supporting documents;
- f. Students are encouraged to apply insurance for the required duration of the practical training and obtain Form LI-2 from Faculty; and
 - g. Obtain Log Book from BRSBE Supervisor before commencing the practical training.

10.8.2 During Placement

- a. Carry out tasks and responsibilities, which have been determined by the organization, under the supervision of the Organization Supervisor;
- b. Comply with required scope of training;
- c. Complete and return Form LI-2 to the Faculty within two weeks upon commencement of training;
- d. Conform to all organization rules, as long as they are not contrary to the rules of the University;
- e. Uphold image of the University, be positive and give the best to show that you are an asset to the organization;
- f. Contact BRSBE Supervisor immediately should there be any problem;
- g. Report daily activities in Log Book, prepare Practical Training Report and carry out other tasks as directed;
- h. Present Log Book to BRSBE Supervisor during the visit;
- i. Withdrawal from the practical training without any valid reason is not allowed. Any withdrawal must be made by applying to the management of the organization and BRSBE; and
- j. Leave is not allowed while undergoing practical training except in cases of emergency. In such cases, it is the responsibility of the student to inform both Organization Supervisor and BRSBE immediately. Emergency leave without notification will be taken as invalid and student will be deemed to have failed practical training.
- k. Students must abide to the University's rules and regulations in term of discipline.

10.8.3 After Completion of Practical training

Submit Log Book as well as Practical training Report to BRSBE within the specified time.

11. ASSESSMENT

11.1 Purpose of Assessment

- a. Evaluate performance at work/training; and
- b. Assess development of student's personality.

11.2 Criteria of Assessment

- a. Assessment of students attendance encompasses the following:

- h. Punctuality; and
 - ii. Abide by working hours.
- b. Assessment of performance includes the following:
 - i. Knowledge of work;
 - ii. Quality of work;
 - iii. Commitment; and
 - iv. Diligent, creative and innovative.
 - c. Assessment of student's character includes the following:
 - i. Cooperativeness;
 - ii. Discipline and responsibility;
 - iii. Communication skills;
 - iv. Integrity;
 - v. Honesty and sincerity; and
 - vi. Personality.
 - d. Assessment of Student's appearance includes the following:
 - i. Appropriate Attire (office attire and shoes, well-kept hair)
 - ii. Cleanliness.
 - iii. Smartness/Grooming.

11.3 Assessment of Training

Assessment of training is based on:

- a. Evaluation by BRSBE Supervisor:
 - Log Book
 - Written Report: Student must prepare a report of **6,000 – 7,000** words (25-35 text pages only). Any non-compliance will be graded as "FAIL".
- b. Evaluation by Organization Supervisor

11.4 Method of Assessment

Assessment is done by BRSBE Supervisors and Examiners, and Organization Supervisor using related forms. Allocation of marks for the entire practical training is:

- a. 50% - Assessment by BRSBE Supervisor
- b. 50% - Assessment by Organization Supervisor

11.5 Determination of Results

- a. Student will be graded based on the existing marking scheme.
- b. The grade obtained will be counted in the CGPA and a pass is compulsory with a minimum of a grade C (Grade point of 2.0)
- c. Student is considered to have FAILED if he/she:
 - i. Changes placement after confirmation without prior approval of the School;
 - ii. Does not undergo practical training within the specified time;

- iii. Is absent during the visit by BRSBE Supervisor.
 - iv. Does not submit the Log Book and Practical Training Report as scheduled, and
 - v. Has disciplinary problem(s) in the organization.
- d. Chief Coordinator/Committee of Practical Training will propose an examiner if student appeals officially for re-evaluation. The Examiner will reexamine on the 50% component initially allotted to BRSBE Supervisor.

In this situation the average marks from BRSBE Supervisor and examiner will be considered as final mark (of the 50% component) after re-evaluation.

12. LOG BOOK

- a. Student must collect Log Book and guideline from BRSBE Supervisor prior to commencing the practical training.
- b. Student must record daily activities during training and records must be validated by Organization Supervisor at least fortnightly and by BRSBE Supervisor during the visit.
- c. The Log Book must be neat and well organized.
- d. Student must comment on the following:
 - i. Problems encountered during training and remedies taken.
 - ii. Application of concept and theories learnt in class to work.
 - iii. Relate system, techniques and innovations learnt at the workplace with concepts and theories related to field of specialization.

13. WRITTEN REPORT

The Practical Training Report must be prepared according to the format specified in Appendix B, and submit to BRSBE within two weeks after completion of training (subject to current instruction from BRSBE).

**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK**

APPLICATION FOR PRACTICAL TRAINING

This form must be completed for placement of practical training.

Name of Student: _____

Matric No: _____ Telephone Number: _____

Email: _____ Year of Study: _____

Placement of Practical Training:

Choice 1: _____ Choice 2: _____
(town, state) (town, state)

I acknowledge that I have:

- Fulfilled the minimum requirements for practical training.
- Sought advice, approval and instructions from the School and Programme Director.

Date: _____ Signature: _____

ORGANIZATIONAL PARTICULARS

Note:

- Student is advised to search information (through internet, brochures, advertisement, etc.) on organizations that are suitable for training.
- If placement has been confirmed verbally, please provide the details of only ONE organization. Official correspondence will be made by the Faculty.

Please state the following:

Name of Organization _____

Address: _____

Tel No: _____ Fax No: _____

Contact person: _____

Designation: _____

**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK**

CONFIRMATION OF PRACTICAL TRAINING PLACEMENT: SEMESTER _____

Name of Student: _____

Matric No: _____

E-mail: _____ Telephone No: _____

Name of Organization: _____

Address: _____

Organization Supervisor: _____

Designation: _____ Telephone No: _____

Date: _____ Signature of Supervisor: _____

- Student is required to return this form to the address below within **two weeks** upon commencement of training. Failure to do so may jeopardize the student's placement. In such case, student is deemed absent from training.
- Please return the form to:

**THE DEAN
BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK
CAPITAL SQUARE, BLOCK C&D
NO. 8 JALAN MUNSHI ABDULLAH
50100 KUALA LUMPUR**

Completed form should be submitted to the School (BRSBE) together with 3 copies of the following: resume, examination results (every semester) and other relevant documents.

**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK**

ASSESSMENT BY BRSBE SUPERVISOR: SEMESTER _____

Name of Student: _____ Matric No: _____

Name of Supervisor: _____

Organization Visited: _____

Name of Organization Supervisor: _____

Designation: _____

Date of Visit: _____ Time: _____

Please assign marks to each of the statements below.

ASSESSMENT DURING VISIT (15%)

1. Interview with Organization Supervisor

- (a) Organization Supervisor's opinion about trainee's understanding of work culture and challenges at workplace (10 marks)
- (b) Trainee's attitude – willingness to learn, commitment and interest to carry out tasks assigned to them. (10 marks)

Marks

/10
/10

2. Interview with Colleagues

- (a) Cooperation
Willingness to cooperate with other staff in carrying out tasks. (10 marks)
- (b) Communication Skills
Ability to give and accept views and able to interact professionally. (10 marks)
- (c) Integrity
Honest, sincere, trustworthy, considerate and fair in carrying out duties. (10 marks)

/10
/10
/10

3. Interview with Student

Student's ability on achieving the following learning outcomes:

- (a) Application of concepts and theories learnt when performing in workplace. (10 marks)
- (b) Relate systems, techniques and innovation learnt at workplace to field of study. (10 marks)
- (c) Express basic interpersonal skills and knowledge as required by industry. (10 marks)

/10
/10
/10

4. Preliminary Checking of Log Book

(a) Daily activities are well recorded. (10 marks)

(b) Lessons learnt from training experience. (10 marks)

/10
/10
/100

TOTAL

5. Overall Comments by BRSBE Supervisor

(a) Suitability of placement, tasks assigned and working environment.

(b) Problems encountered by student during training and ways of overcoming them.

(c) Suggestions

(d) Would you recommend this organization for future placement?

Yes No

TOTAL: _____ X 15% = _____
100

Date: _____ Signature of BRSBE Supervisor: _____

**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK**

ASSESSMENT BY ORGANIZATION SUPERVISOR: SEMESTER _____

Name of Student/Trainee: _____ Matric No: _____

Organization Name: _____

Name of Organization Supervisor: _____

Designation: _____

Please assign marks to each of the statement below.

PART A: LOG BOOK

MARKS

(a) Daily activities are recorded neatly (10 marks)	/10
(b) Lessons learnt from industrial training experience (10 marks)	/10
(c) Comments in log book are well recorded fortnightly (10 marks)	/10
TOTAL FOR PART A	/30

PART B: ABOUT TRAINEE

1. Attendance

(a) Punctuality (5 marks)	/5
(b) Abide by working hours (5 marks)	/5

2. Work Performance

(a) Initiative To Deepen Knowledge Of Work Depth of knowledge about the tasks given (10 marks)	/10
(b) Quality of Work Meticulous, accurate and competent in meeting the required standards (10 marks)	/10
(c) Commitment Ability to meet deadlines (10 marks)	/10
(d) Diligent, Creative and Innovative Independent, able to carry out tasks with accuracy at a given time, generate new ideas and introduce changes (10 marks)	/10

3. Character

(a) Cooperation Willing to cooperate with other staff in carrying out tasks (10 marks)	/10
(b) Discipline and Responsibility Be prepared to obey procedures and undertake responsibilities (10 marks)	/10
(c) Communication Skills	/10

Prepare to give and accept views and able to interact professionally (10 marks)	
(d) Integrity Honest, sincere, trustworthy, considerate and fair in carrying out duties (10 marks)	/10
(e) Image Adhere to proper dress code (10 marks)	/10
TOTAL FOR PART B	/100

4. Overall comments by Organization Supervisor

TOTAL:	
PART A (5%):	$\frac{\quad}{30} \times 5\% = \underline{\quad}$
PART B (30%):	$\frac{\quad}{100} \times 30\% = \underline{\quad}$
GRAND TOTAL (PART A + PART B) = _____	
Date: _____	Signature: _____
Organization Stamp:	

**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK**

**ASSESSMENT OF LOG BOOK AND REPORT BY BRSBE
SUPERVISOR/EXAMINER
SEMESTER: _____**

Name of Student: _____ Matric No: _____

Name of Examiner: _____

Please assign marks to each of the statement below.

PART A: LOG BOOK

(a) Daily activities are well recorded (10 marks)

MARKS

	/10
--	-----

TOTAL FOR PART A

	/10
--	-----

PART B: REPORT

1. Presentation (Total: 40 marks)

(a) Abstract (10 marks)

	/10
--	-----

(b) Format, diagrams and tables (10 marks)

	/10
--	-----

(c) Quality of report (comprehensive and neat) (10 marks)

	/10
--	-----

(d) Language proficiency (10 marks)

	/10
--	-----

2. Content (Total: 100 marks)

(a) Introduction to practical training (10 marks)

	/10
--	-----

(b) Introduction to organization (10 marks)

	/10
--	-----

(c) Related theory comment:

i) Apply concepts and theories learnt to workplace (10 marks)

	/10
--	-----

ii) Relate systems, techniques and innovation learnt at workplace to field of study (10 marks)

	/10
--	-----

iii) Express basic interpersonal skills and knowledge as required by industry (10 marks)

	/10
--	-----

iv) Adjust to the organization's work culture and act upon the challenges at the workplace accordingly (10 marks)

	/10
--	-----

(d) Role and tasks assigned in organization (10 marks)

	/10
--	-----

(e) Problems encountered and overcoming actions (10 marks)

	/10
--	-----

(f) Benefits of practical training (10 marks)

/10

(g) Conclusion and recommendations (10 marks)

/10

TOTAL FOR PART B

/140

TOTAL:

PART A (5%): $\frac{\quad}{10} \times 5\% = \underline{\hspace{2cm}}$

PART B (30%): $\frac{\quad}{140} \times 30\% = \underline{\hspace{2cm}}$

GRAND TOTAL (PART A + PART B) = $\underline{\hspace{2cm}}$

Date: $\underline{\hspace{2cm}}$

Signature: BRSBE Supervisor/ Examiner: $\underline{\hspace{2cm}}$

**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK**

**SOFT SKILLS ASSESSMENT IN PRACTICAL TRAINING
(ORGANIZATION SUPERVISOR)
SEMESTER _____**

Name of Student: _____ Matric No: _____

Name of Organization: _____

Name of Organization Supervisor: _____

Designation: _____

Please assign marks to each of the statement below.

1. Communication Skills (CS) (Total: 20 marks)

MARKS

Communication skills relate to the ability to communicate effectively in English and/or Bahasa Melayu in different context and audience.

- (a) Ability to express ideas clearly, effectively and confidently both oral and written (10 marks)
- (b) Ability to exercise active listening skills and respond to others (10 marks)

/10
/10

2. Critical Thinking and Problem Solving Skills (CTPS) (Total: 30 marks)

Critical thinking and problem solving skills refer to the ability to be critical, creative, innovative and analytical as well as the ability to comprehend and apply knowledge to new and different scenarios.

- (a) Ability to identify and analyze problems in complex, overlapping, ill-defined domains and make well-supported judgments (10 marks)
- (b) Ability to develop and improve fundamental thinking skills such as clarifying, analyzing and evaluating arguments (10 marks)
- (c) Ability to look for alternative ideas and solutions (10 marks)

/10
/10
/10

3. Team Building Skills (TS) (Total: 20 marks)

Team Building Skills involve the ability to work with people from different backgrounds to achieve a common goal.

- (a) Ability to establish good rapport, interact with others and work effectively to meet common goals (10 marks)
- (b) Ability to recognize and respect the attitudes, actions and beliefs of others (10 marks)

/10
/10

4. Lifelong Learning and Information Management (LL)
(Total: 20 marks)

Lifelong learning involves the ability to continue learning independently in the acquisition of new knowledge and skills.

- (a) Ability to be open to new ideas and have the capacity for self-directed learning (10 marks)
- (b) Ability to develop a passion for lifelong learning (10 marks)

	/10
	/10
TOTAL	/90

Date: _____

Supervisor's Signature: _____

Company Stamp:

This section is for the use of BRSBE's Office only.

TOTAL MARKS: (15%)

$$\frac{\quad}{90} \times 15\% = \quad$$

**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK**

**PRACTICAL TRAINING
SUBMISSION OF LOG BOOK AND REPORT**

Date:

Dean
Bank Rakyat School of Business and Entrepreneurship

Through:

Supervisor's Name:

Date:

Dear Sir/Madam,

Submission of Practical Training Log Book and Report

I hereby submit the Practical training Log Book and Report entitled:

.....
.....

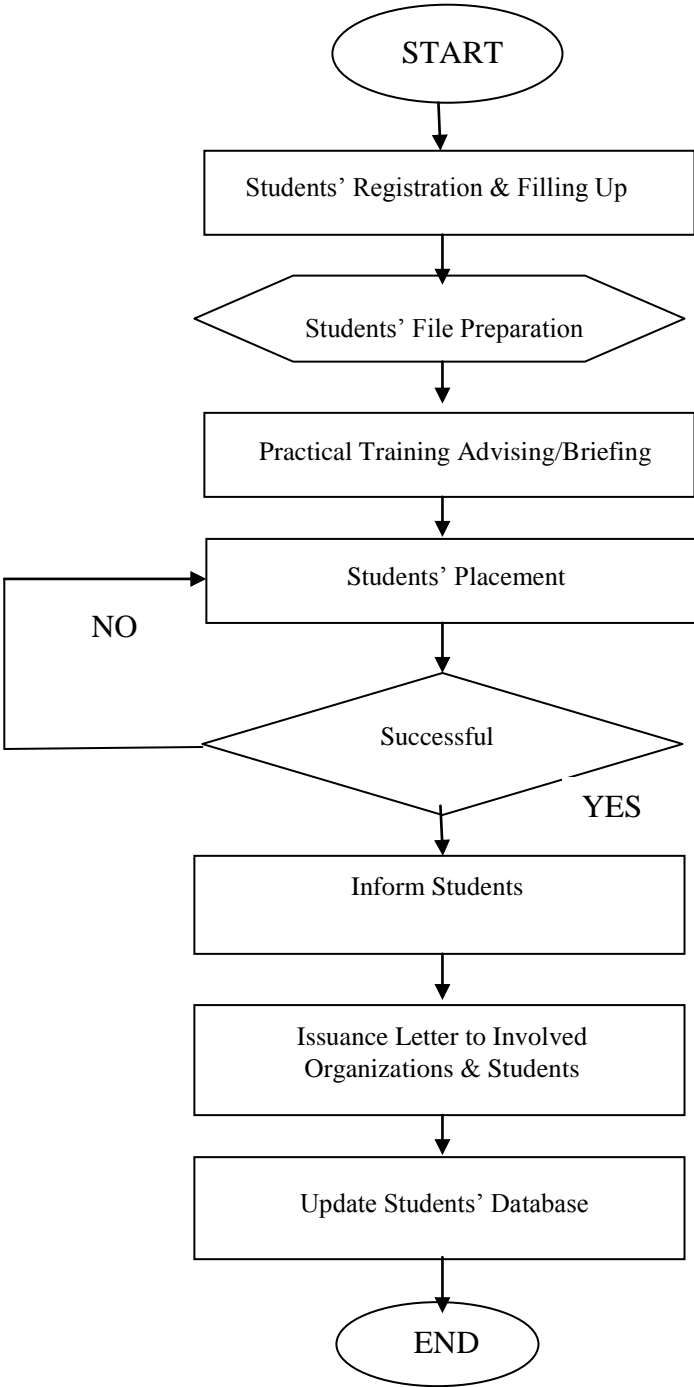
(in capital letters)

Thank you.

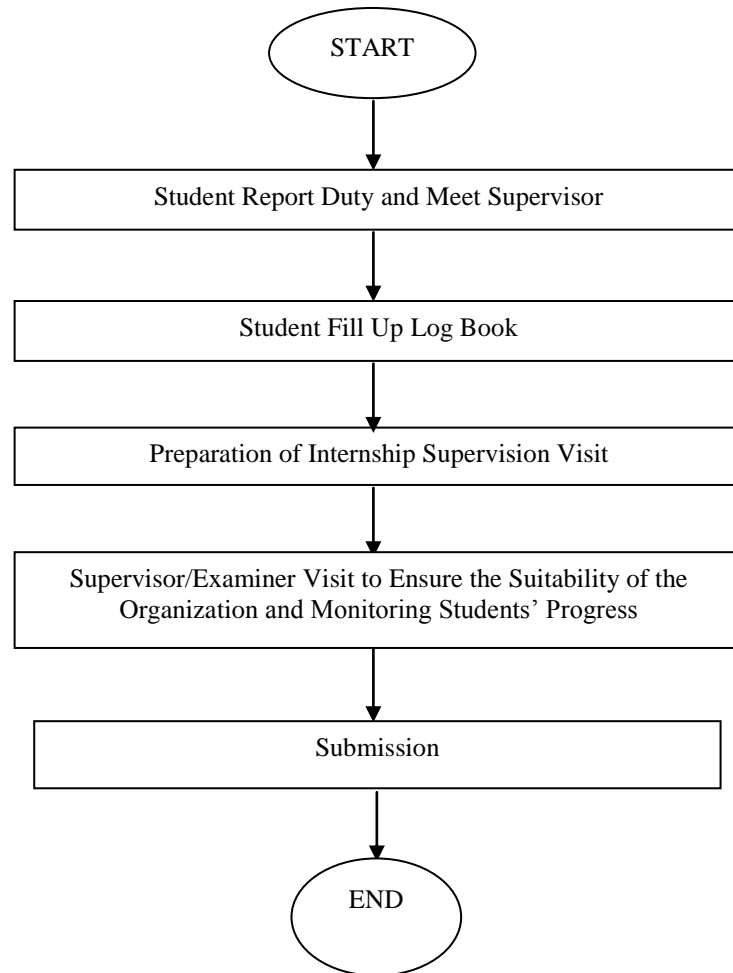
Yours Sincerely,

.....
Name of Candidate:
Matric No:

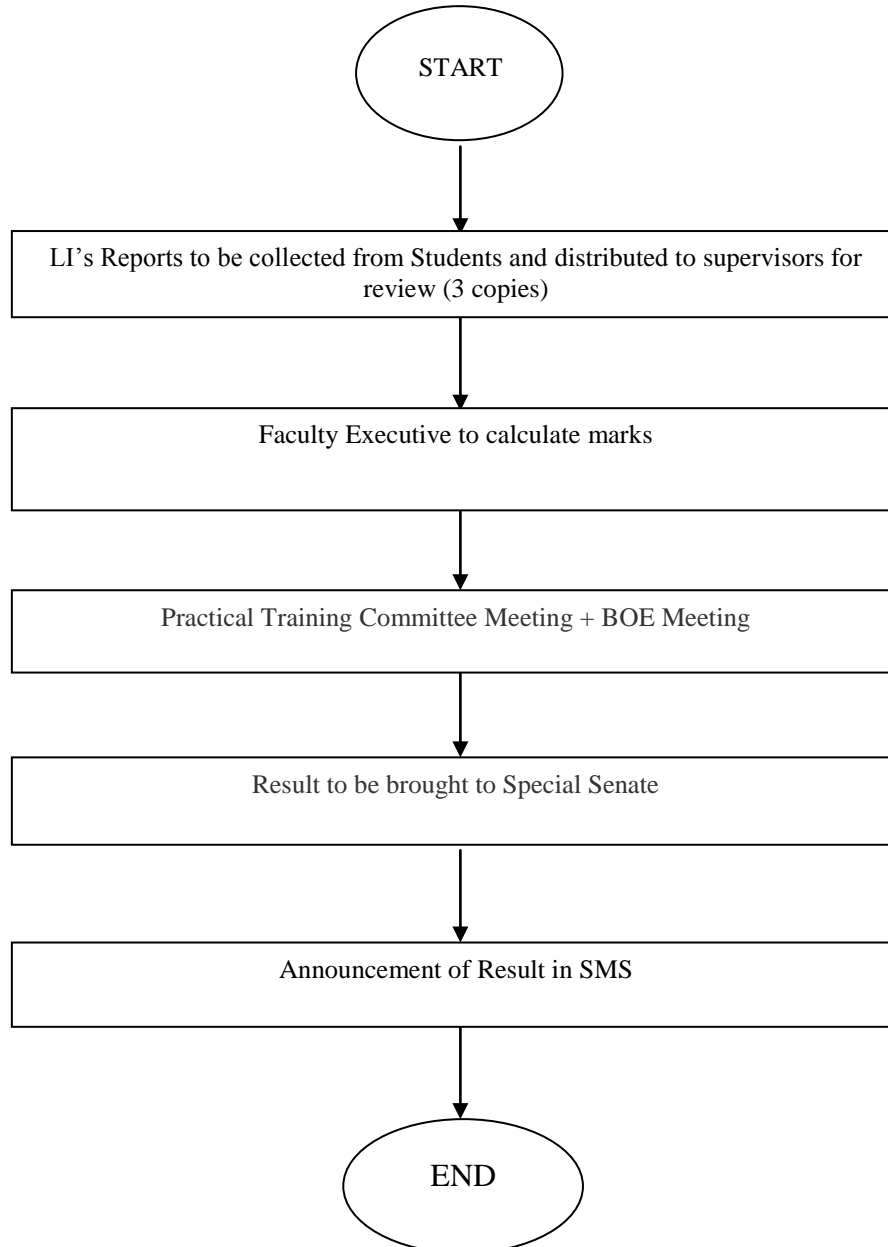
FLOW CHART BEFORE PRACTICAL TRAINING



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**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
UNIVERSITI TUN ABDUL RAZAK**

GUIDE TO PREPARE PRACTICAL TRAINING REPORT

1. INTRODUCTION

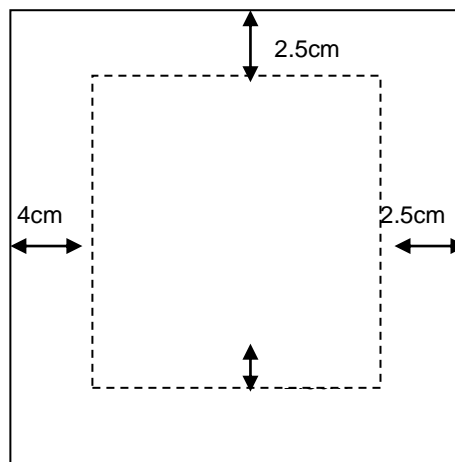
This guideline is to assist students who are undergoing practical training to prepare for Practical Training Report.

2. FORMAT OF THE REPORT

2.1 The report is to be written in English and typed on single-sided A4 paper, using 1.5 line spacing.

2.2 Use Arial 12 font size. Font size for charts, graphs and tables may vary according to format and space.

2.3 Page layout for each page of the report is as shown below (1 inch = 2.54 cm).



2.4 Page number must be centered at the bottom of the page.

2.5 The length of the report must be between 6,000 - 7,000 words only, except with permission of BRSBE Supervisor.

2.6 Illustrated materials should be of the original size. However if the material is bigger than A4, a reduced size is acceptable. Black, white and colour photographs and photostatted copies are also accepted.

2.7 Diagrams, charts and photographs must have titles/captions. Acknowledge the source of materials.

2.8 Each report must contain:

- a. Title (ensure that the title is short and interesting)

- b. Acknowledgement abstract of not more than 200 words
- c. Table of content
- d. List of tables
- e. List of figures
- f. List of abbreviations

The preface section (b - g) must be numbered in roman numerals and small caps (ii, iii, and so on).

h. Outline of the report is as follows:

No	Chapter / Section	Explanation
1.	Introduction to Practical Training	Detailed description on the needs for practical training by Universiti Tun Abdul Razak (include benefits to student); objectives to achieve and methodology used in the Report (note: 0 marks will be awarded for plagiarized work)
2.	Background of Practical Training Organization	Description of the organization and its structure, activities, number of employees and other relevant information (4-6 pages).
3.	Main body	Divided into the following sections: a. Plan of training programme (include objective of having Practical training in the organization). b. Roles and tasks performed. c. Elaborate the achievement of learning outcomes: i. Apply concepts and theories learnt to workplace. ii. Relate systems, techniques and innovation learnt at workplace to field of study. iii. Express basic interpersonal skills and knowledge as required by industry. iv. Adjust to the organization's work culture and act upon the challenges at the workplace accordingly. d. Problems encountered and remedies taken. e. Benefit of practical training.
4	Conclusion and Recommendation	Summarize experiences, lessons learnt and provide recommendations for future improvement.
	References	All materials referred to in the text must be listed in alphabetical order of name of author.
	Appendices	Attachments must be placed at the end of the report.

2.9 Use comb-binding for the report.

3. SUBMISSION

3.1 Student must submit the Log Book and Practical Training Report to BRSBE within 2 weeks after the end of Practical training.

- 3.2 Faculty will not accept the report without student's signature on *declaration of originality of work*.
- 3.3 Delay in submission of the report is not allowed except under unforeseen circumstances where permission from the Dean is required.
- 3.4 Student is deemed to have failed practical training if the report is not submitted on time.

4. **REFERENCING**

Use the Harvard Style author-date system for referencing or to quote within your written text and to list the **REFERENCES** used. Other systems can also be used consistently throughout with the permission of your supervisor.

4.1 **Referencing within the text**

All references and quotes used in the text must be shown in the same place where it is done.

Example 1: Reference with One (1) Author

According to Shaw (2011, p. 318) not all instances of nepotism raise serious moral concerns, as in a firm of family operation which has its purpose of providing work for family members.

or

Not all instances of nepotism raise serious moral concerns, as in a firm of family operation which has its purpose of providing work for family members (Shaw 2011, p. 318).

Note: Given there are references/quotes from the same author within the same year, add alphabets in small letters next to the year; for example Nafziger (1997a, p. 317), Nafziger (1997b, p. 15). Both references must be listed in the **REFERENCES**.

Example 2: Reference with Two to Three (2 to 3) Authors

Thiroux and Kraseman (2009, p.400) claim that as we have moved out of crowded cities into the countryside nearby and created suburbs, we have eliminated more and more of the natural environment and replaced it with our own.

Note: The same referencing can be done by placing the name of the authors at the end of the statement as per Example 1 above.

Example 3: Reference with Four (4) or more Authors

Akintoye et al. (2001, p. 2) defined private financing initiative (PFI) as public service delivery in the form of public-private partnership (PPP) where the responsibility to provide public service such as transportation, recreation, sewerage etc. is transferred from the public sector to the private sector for a stipulated period.

Note: The name of the authors can also be placed at the end of the statement as per Example 1 above. However, all the names must be shown in a sequence like in Section 4.3(iii).

4.2 Quotation within Text

The same format for Section 4(1) above can be used when using quotations from any authors, but the symbol “...” may be used in the quotation used, and the page number from of the original quote must be shown after the year of publication. Quotes are commonly used when a term or concepts is unique and is cumbersome to be translated into the language you are using.

Example: Quotation from One Author

Statistics indicate that women and minorities play an unequal role in the work world as they tend to be clustered in poorer-paying jobs such as librarians, nurses, school teachers, secretaries, which is consistent with the so-called “pink-collar” occupations, which lead us to good reasons to believe that job discrimination certainly exists (Shaw 2011, p.427-428).

Quotations such as the following should be indented on both sides and reduced to font size 10.

Sekaran (2000, p. 204) stressed that:

“... use of better instruments will ensure more accurate results, which in turn will enhance the scientific quality of the research. Hence in some way we need to assess the “goodness” of the measures developed. That is, we need to be reasonably sure that the instruments ... indeed measure the variables they are supposed to, and that they measure them accurately.”

4.3 Listing References/Quotations

Any reference or quote used in your report must be listed in the **REFERENCES**. The references must be listed in alphabetical order according to the name of the first author.

(i) Article in a Journal

Nelson, R (2008) 'What Enables Rapid Economic progress: What are the Needed Institutions?' *Research Policy*, vol. 37 no. 1pp.9-21

(ii) **Book**

Nafziger, W.E. 1997, *The economics of developing countries*, (3rd ed.), Prentice-Hall International Inc., New Jersey.

(iii) **Chapter in a Book**

Akintoye, A., Beck, M., Hardcastle, C., Chinyio, E. & Asenova, D. 2001, 'Risks in Private Finance Initiative Projects, in Montanheiro, L. & Spiering, M. (eds.), *Public and Private Sector Partnerships: The Enterprise Governance*, Sheffield Hallam University Press, U.K.

(iv) **Conference/Seminar Proceedings**

Narayanan, S., Lai, Y.W. & Cheah, K.G. 1993, 'Transfer of technology revisited: Evidence from the electronics and electrical sector in Penang', Paper presented at the *MIER National Outlook Conference*, Kuala Lumpur, Malaysia, 16-19 April 1993.

(v) **Proceeding**

Narayanan, S., Lai, Y.W. & Cheah, K.G. 1993, 'Transfer of technology revisited: Evidence from the electronics and electrical sector in Penang' Prosiding *MIER National Outlook Conference*, Kuala Lumpur, Malaysia, pp. 1-17.

(vi) **Project Paper/Graduation Exercise/Dissertation/Thesis**

Tsao, Y. 1982, 'Growth and productivity in Singapore: A supply side analysis', Ph.D Dissertation, Harvard University, USA.

(vii) **Internet Sources**

World Health Organization 2001, '*Occupational and community noise*', www.who.int/mediacentre/factsheets/fs258/en (Accessed 5 March 2007).

PRACTICAL TRAINING AT _____ (NAME OF ORGANIZATION)

Note:

1. This is the format for the title page cover.
2. Students are encouraged to give a short and attractive title-

NAME

Semester _____, 2013

PRACTICAL TRAINING AT _____ (NAME OF ORGANIZATION)

Note:

1. This is the format for inside title page.

**NAME
(MATRIC NUMBER)**

**PRACTICAL TRAINING
Submitted to Bank Rakyat School of Business and Entrepreneurship
_____ 2013**

DECLARATION OF ORIGINALITY OF WORK

I admit that this Practical Training Report is my own work, except the information, excerpts and references used have been acknowledged. I also admit that the contents of the Practical training Report are original and have not been submitted to Universiti Tun Abdul Razak or other institutions for any other purposes. I am solely responsible for the contents of this Report, Bank Rakyat School of Business and Entrepreneurship, and Universiti Tun Abdul Razak shall be absolved from any form of legal actions arising from this research.

Signature:

Name:

Matric No.:

Date:

ACKNOWLEDGEMENT

ABSTRACT

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Note:

The contents presented here serves as an example only. Students are expected to consult with respective supervisors on their own structure.

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