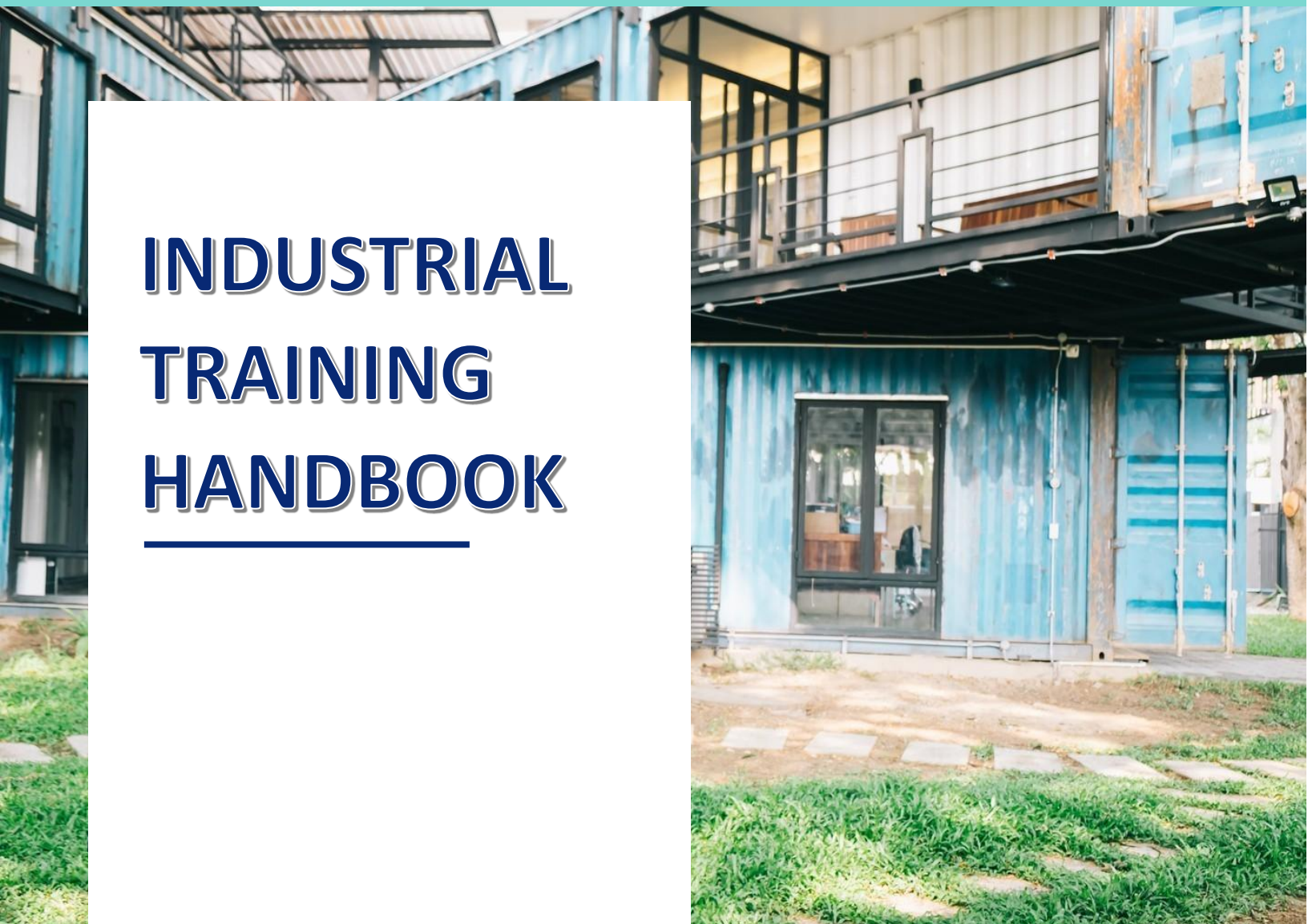




INDUSTRIAL TRAINING HANDBOOK

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Term of Reference

Training	Industrial training/internship with an industry/training company for work-based learning
Placement	Process/activity of locating a student in a training company.
Advisor	Staff who is a representative from each department in the Industrial and External Relationship Committee
Supervisor	Personnel who mentor the trainee in a training company
Registration	The act of submitting the Registration Form (Appendix D) to the Advisor for approval
Faculty	Faculty of Engineering and Science, Curtin University Malaysia
Company	A workplace that provides training opportunities to trainees
Department/Discipline	Either the Civil & Construction, Environment, Electrical and Computer, Chemical & Energy, Mechanical & Mechatronic Engineering, or Applied Geology Department within the Faculty
University	Curtin University Malaysia
IEEC	Industrial and External Engagement Committee
ITD	Industrial Training Database

1.0 A Brief Overview of Industrial Training

1.1 Background

Industrial Training refers to the practical work experience undertaken by engineering students in a professional engineering environment, and by Applied Geology students in a geology-related practising environment, prior to graduation. This requirement is strongly endorsed by the Board of Engineers Malaysia (BEM), Engineers Australia, and Malaysian Qualifications Agency (MQA), the accrediting bodies for engineering programs in Malaysia and Australia. These organizations emphasize the inclusion of industrial training as a core component of all undergraduate engineering programs to ensure graduates acquire relevant industry exposure and practical competencies.

At Curtin University Malaysia, all Faculty of Engineering and Science students must complete a minimum of 12 consecutive weeks of industrial training, amounting to at least 480 working hours, as a prerequisite for the award of a Bachelor of Engineering. This requirement serves as a mechanism to integrate engineering or geology-related practice into the curriculum, thereby supporting the achievement of Programme Outcomes and Curtin Graduate Attributes. Students are required to undertake industrial training during the semester break after completing Year 3 or attaining a minimum of 500 credit points.

For students enrolled in the Bachelor of Technology (Computer Systems and Networking), Bachelor of Computing (Cyber Security, Software Engineering), and Bachelor of Science (Applied Geology) programs, industrial training must be completed during the semester break following Year 2 or upon achieving at least 200 credit points.

Industrial Training is an essential component of the curriculum as it provides students with exposure to real-world engineering or professional environment processes, fosters the development of professional skills, and enhances employability prospects. Many employers view this period as an opportunity to evaluate potential candidates for future employment.

1.2 Alignment with Engineers Australia Recommendations

- i) Stronger integration of professional practice and application within the curriculum.
- ii) Promotion of reflective practice and self-assessment of skills and knowledge.

Facilitation of a smooth transition for students from Curtin Malaysia to Curtin Perth.

1.3 Proposed Engagement with Professional Practice (EPP) Model

Upon completion of their degree, and through proactive engagement with professional practice, students will be able to:

1. Critically evaluate the contribution of various categories of experience to the development of Engineers Australia Stage 1 Competencies.
2. Assess decision-making in diverse professional environments with reference to the Engineers Australia Code of Ethics and Guidelines on Professional Conduct.
3. Reflect on the development of professional engineering or geology work methods and practices through participation in real or simulated engineering projects.
4. Articulate their emerging professional identity through engagement with career development, learning, and other experiential opportunities.

All FOES students are encouraged to make a concerted effort to secure training that offers the most effective learning experience. While challenging, it is highly desirable to obtain exposure to a range of activities, including design, laboratory work, and on-site field operations. Suggested training areas for each engineering and science discipline are provided in [Appendix D](#).

1.4 Objectives

Through Industrial Training, students will be able to: -

- a) Apply engineering knowledge or geology-related knowledge learned in the classroom to real-life situations;
- b) Exposed to professional engineering or geology-related practices in the industries;
- c) Understand the role and responsibilities, as well as the code of ethics that engineers should uphold;
- d) Develop awareness about general workplace behaviours and build interpersonal skills;
- e) Prepare professional work records and reports;
- f) Build rapport and network with future employers to increase employability;

1.5 Expected Outcome

- a) Able to apply theoretical knowledge in industrial applications
- b) Able to acquire skills in communications, management, and teamwork
- c) Able to practice an ethical and professional work culture
- d) Able to comply with Health, Safety, and Environmental (HSE) practices at work

2.0 Obtaining Industrial Placement

Students who expect to undergo Industrial Training at the end of the year need to apply and obtain an industrial placement on their own initiative. It is part of the learning process that students experience the process of job application and placement in the industry.

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Students may refer to the university's industrial partners list to identify potential companies that could offer a placement or look for any other relevant companies that they are interested in working with. An undertaking letter from the Faculty could be obtained from the Industrial Training Secretary to support the application for industrial placement. Once a placement offer is obtained, students **MUST** register online via Moodle by 31st October of the year and get approval from the respective department's Industrial Training Advisor on the placement, before attending the training. Industrial Training Advisors are academic staff appointed by the respective department in the Industrial and External Engagement Committee. Information about the list of industries and Advisors can be found on the [Industrial and External Engagement website](#).

2.1 Student's Responsibility

- a) Students **MUST** attend the industrial training briefing provided by the Faculty Advisor.
- b) Students **MUST** attend any additional training or workshop in preparation for the Industrial Training, provided by the Faculty or the University.
- c) The industrial training must be completed before the final year as a requirement to graduate.
- d) It is strictly required for BEng, BTech, BComp., and BScience students to obtain an industrial placement for a minimal period of 12 working weeks (consecutively) and 480 working hours.

In a situation without any public holidays and leave taken by the student during the internship period, the requirement above should normally be fulfilled according to the following calculation:

Working hours	:	8am to 5pm = 9hrs – 1hr lunch = 8hrs
Working days	:	Monday to Friday
Total working hours	:	12 weeks x 5 days x 8 hours = 480 hours

However, if there are any public holidays and leave taken by the student during the internship period, these should not be counted as working hours.

Therefore, in this case, the student must compensate for any shortage of working hours to fulfil the minimum requirement of 480 working hours; thus, the total training period could be more than 12 weeks. For example, suppose there are in total five (5) days off (equivalent to one (1) working week), including public holidays and leave taken during the internship period. The student chooses to compensate for the five days off after the 12th week.

Then, the calculation will be as follows:

Working hours	:	8am to 5pm = 9hrs – 1hr lunch = 8hrs
Working days	:	Monday to Friday
Total No. of days	:	<u>13 weeks</u> x 5 days = 65 days
Total No. of days off	:	5 days
Total No. of actual working days	:	60 days (65 – 5 = 60 days)
Total working hours	:	60 days x 8 hours = <u>480 hours</u>

"Please check with the Human Resources of the respective company about the working hours. It should be clearly stated in the offer letter."

For example: -

Internship period	:	1 Dec 2026 (Tuesday) – 26 Feb 2027 (Friday)
Working hours	:	8am to 5pm = 9hrs – 1hr lunch = 8hrs
Working days	:	Monday to Friday
Total weeks	:	12 weeks and 4 days < 12 weeks
Total hours	:	60 days x 8 hours = 480 hours
Public holidays	:	25 Dec 2026; 1 Jan 2027; 08 Feb 2027 (Monday, in lieu)
Total working hours	:	480 – 24 = 456 hours < 480 hours;

OR

Internship period	:	1 Dec 2026 (Tuesday) – 27 Feb 2027 (Saturday)
Working hours	:	8am to 5pm = 9hrs – 1hr lunch = 8hrs
Working days	:	Monday to Saturday
Total weeks	:	14 weeks and 3 days
Total hours	:	73 days x 8 hours = 584 hours
Public holidays	:	25 Dec 2026; 1 Jan 2027; 06 & 08 Feb 2027 (Monday, in lieu)
Total working hours	:	584 – 32 = 552 hours > 552 hours

Although the initial period from 1 December 2026 to 26 February 2027 satisfies the minimum requirement of 12 weeks, the total accumulated working hours fall short of the required 480 hours. Based on the calculation, the Monday – Friday schedule yields only 456 working hours after deducting public holidays. As a result, the student does not meet the minimum hour requirement, even though the duration criteria are fulfilled.

To ensure compliance with the required 480 hours, the internship period must be extended. Extending the placement until 5 March 2027 will enable the student to accrue sufficient working hours after taking weekends and public holidays into account.

- e) Having obtained the placement, students **MUST** register for the internship and get approval from the advisor to be officially recorded in the Industrial Training Database before undergoing the industrial training through online registration on Moodle

IMPORTANT NOTE:

The student must inform the Industrial Training Advisor or the Administrative Office immediately if the company relocates them to a location different from the address on the registration form.

2.2 Advisor's Responsibility

- a) Industrial Advisors of all disciplines should brief students about the industrial training procedures at least once every semester.
- b) Advisors should also advise on any doubts or inquiries from the students about their placement. This includes, but is not limited to, the proposed employer. Students may also consult other Advisors (under the Industrial and External Engagement Committee) on the availability of Industrial Training.

3.0 Approvals on Industrial Training

For Industrial Training to be recognised and valid, the proposed placement must be registered and approved by the Faculty (through the respective Advisor) **BEFORE** the training starts. Approval is judged based on the industry's relevance, the duration of the training, and the training content/programme.

IMPORTANT NOTE:

Approval will NOT be automatically granted. A student may be required to submit additional supporting information/documents for the intended training to be approved.

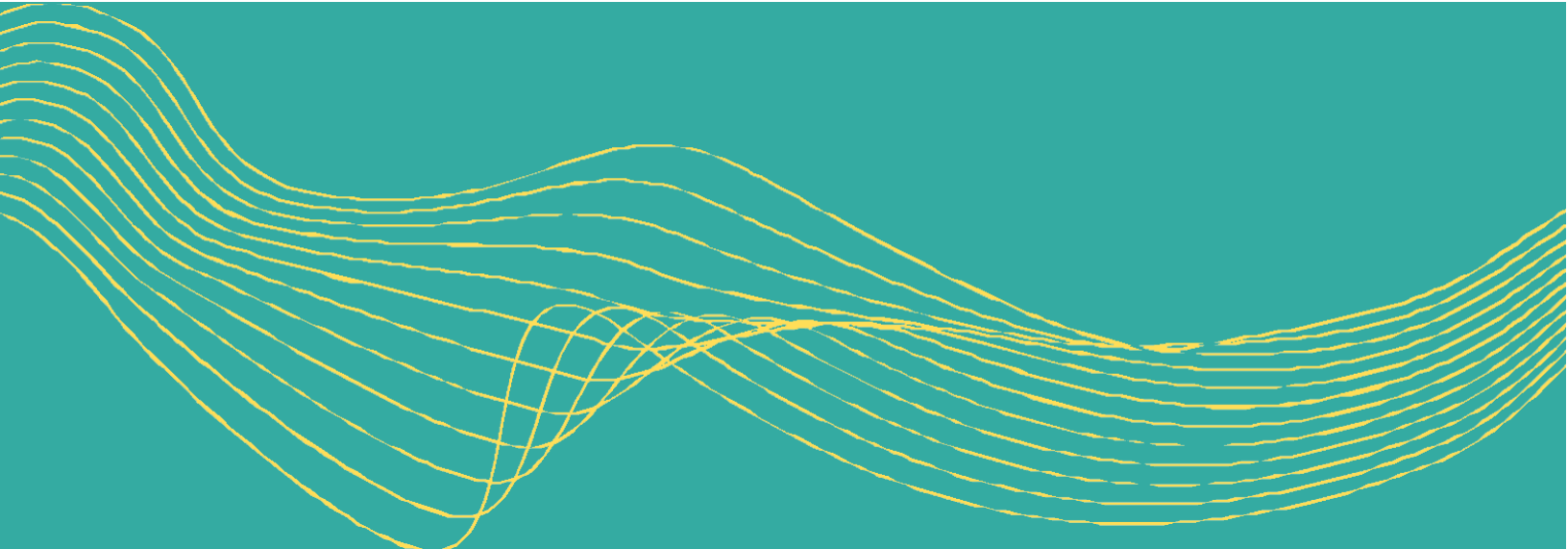
Note that the following are required for completing the registration process in Moodle.

- a. Fill in online registration Form A,
- b. Attach placement offer letter,
- c. Attend at least one site visit AND one career talk,
- d. Write a 200-word reflective report on the site visit and career talk, respectively.

The student's training particulars will be registered in the Faculty's Industrial Training Database once the registration is completed.

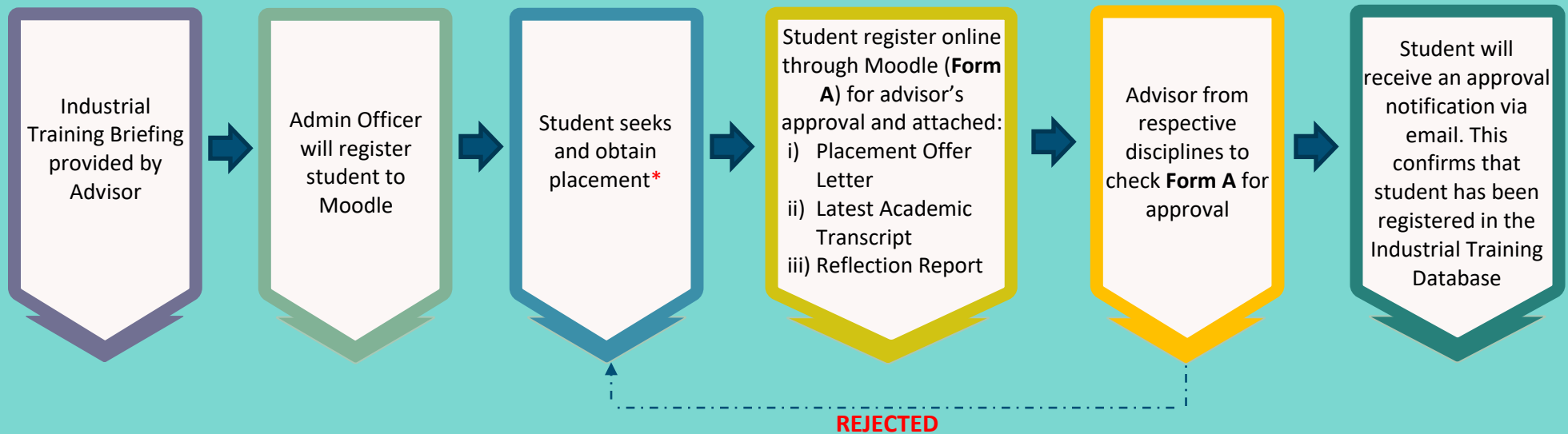
IMPORTANT NOTE:

The student is reminded that UNREGISTERED placement will be NULLIFIED.



INDUSTRIAL TRAINING FLOWCHART

REGISTRATION FOR INDUSTRIAL TRAINING



(*) Students may request a Letter of Undertaking via a link in Moodle to support the placement request.

(**) Student must fill in the online registration Form A (link in Moodle) for the advisor's approval once receiving the Offer Letter from the company

COMPLETION OF INDUSTRIAL TRAINING

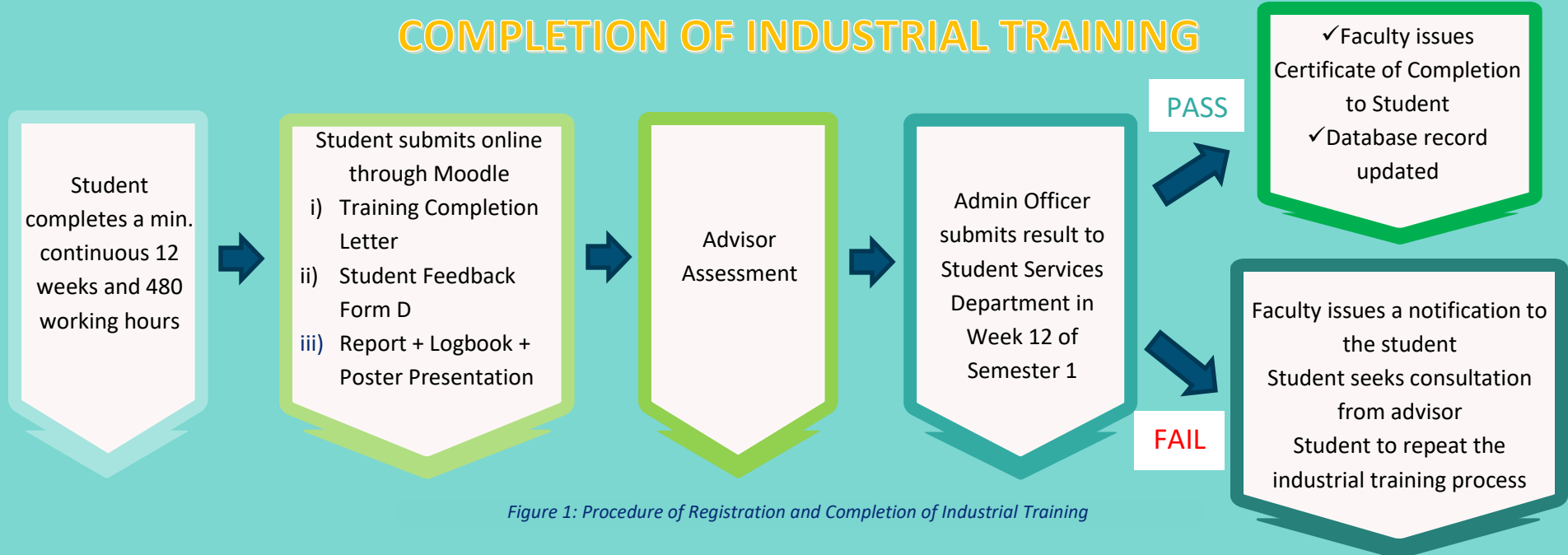


Figure 1: Procedure of Registration and Completion of Industrial Training

4.0 Industrial Training Visit by the Industrial Training Advisor(s)

At the discretion of IEEC, visits by Advisors will be conducted throughout the industrial training period. The students will be informed of the date and time of the visit and should coordinate the meeting between the Advisor and the training supervisor(s). Discussions will be held with the training supervisor(s) as well as the student during the visit.

The purposes of the Advisor's visit to the training place are as follows:

- To ensure that the company is suitable and is providing students with the training that they need.
- To obtain feedback on the training programme, student performance, and training progress through discussion with the training supervisor(s).
- To make courtesy visits and establish industrial relations between the University and the industries.
- To discuss the possibility of students' job placement with the company.
- To survey for new industries as potential training placements in the future.

IMPORTANT NOTE:

Students are **NOT ALLOWED** to change placement during the training; however, for a relevant reason (after discussion with the department advisor), if agreed, the student is required to obtain a written permission form the company.

After getting written permission from the company, a new approval should be applied for the new placement. Attached the written permission (email, etc.) to the new Registration Form A.

5.0 Daily Training Logbook

Students could download the Daily Logbook from [Moodle](#) or the [IEEC website](#). All the training content/activities need to be recorded daily. The logbook is kept as:

- A reflection of the student's learning and experience during the industrial training;
- Training records and evidence for the supervisor and advisor's reference.
- Part of professional practice in the engineering and geology professions, where incidence and evidence are recorded in proper documentation.
- Source of reference to prepare the Industrial Training Report. The logbook must be submitted together with the Industrial Training Report.

IMPORTANT NOTE:

The logbook should be signed by the supervisor weekly.

Students should **ONLY** use the logbook template provided on Moodle/Website

Any amendments made to the logbook, especially the date and time, must be acknowledged by the industry supervisor with an initial.

6.0 Industrial Training Report

An industrial training report must be prepared upon completion of the training. This report serves as a comprehensive record of the student's learning and development in technical knowledge, professional practices, and practical skills. For engineering students, the report should demonstrate understanding of design, processes, evaluation, and decision-making within engineering contexts. Similarly, Applied Geology students should reflect on geological fieldwork, data collection, sampling techniques, laboratory analysis, and interpretation of geological structures. The report must clearly and concisely communicate these experiences through a well-structured technical document, showcasing the student's ability to apply theoretical knowledge to real-world professional practice.

Students should seek advice from their employers to ensure that no confidential materials are included in the report. The student should be able to present the report to prospective employers as a complement to their degree. Any references made in preparation for the report should be recognised using standard referencing formats.

Students should refer to the Industrial Training Report Template as given in [Appendix A](#) and the guidelines in [Section 6.1](#) in preparing the report. The Daily Training Logbook should be submitted together with the report.

IMPORTANT NOTE:

The Industrial Training report should be submitted in PDF format via Moodle by 1200 PM, Friday, Week 4 of semester one. Students should also retain a personal copy of the report.

6.1 Guideline for Preparation of Industrial Training Report

Students are required to document their experiences and learning from the industrial training in a comprehensive report. This report serves as a means to share the insights gained with peers and advisors. A well-prepared report can effectively showcase practical experiences in a structured, clear, and engaging manner.

6.1.1 Content and Format of the Report

The report must comply with the formatting standards set by the IEEC as outlined in the guidelines below.

a) General Report Format

The report must be typed using a 12-point font size in Times New Roman and should have a line spacing of 1.5 throughout. Please convert your report to PDF format before submitting it via Moodle. A sample report template can be found in Appendix A and is available for download on both Moodle and the IEEC Website.

IMPORTANT NOTE:

The format for the font cover should follow the sample provided in Appendix A. No changes are allowed.

b) Abstract/Preface

This section of the report should consist of a brief description of the following.

1. Activities of the Organization
2. Summary of the report
3. Acknowledgement

An abstract should be limited to a maximum of two (2) pages only.

c) Table of Contents

This section of the report should consist of:

1. Headings
2. Sub-headings
3. Page numbers

Every appendix requires a title, and each page needs to be numbered accordingly.

d) Background/Profile of Company

A brief and concise description of the company in which the student is undertaking the industrial training. The main items are:

1. Background/profile of the company
2. Vision and Mission
3. Structural organization of main activity
4. Title and position of the supervisor in charge
5. Others deemed necessary (no more than three (3) pages)

e) Summary of Duties

This section should be a brief description of the time, duration, and types of duty carried out during the training. The description must follow the schedule of the training, i.e., in chronological order (for 12 weeks). The days when the student is not on duty must be properly recorded with reasons given.

f) Working Experience

In this section, the student must describe the industrial training experience gained. Some suggested areas to be discussed include, but are not limited to:

1. Projects carried out
2. Supervisory works (*e.g., if you are supervising anyone in the company*)
3. Problems encountered
4. Problem-solving process or approach
5. Reflective Writing

g) Conclusion

Students should provide an overall discussion in this section and conclude regarding the industrial training undergone. Contents may include:

1. Types of major work performed

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2. Comments on whether the training objectives are met
3. Recommendations

h) References

A complete list of the references used in the report must be included according to the standard referencing format.

i) Appendix

Appendices are additional information considered appropriate to support the main text. A copy of the letter of permission from the company must be attached to the appendix. Other suggested appendices are:

1. Investigation/project report during the industrial training
2. Technical drawing, etc.

6.1.2 Others

a) Figures/Tables

All figures, tables, and similar content must be captioned and labelled. Every figure or table must be mentioned in the main text.

b) List of Notations and Symbols

If the report contains notations and symbols, the full definition must be given when each notation or symbol first appears in the main text. The list of notations and symbols with the full definitions can be placed after the 'Tables of Contents'.

Every appendix must have a title and be mentioned in the main text where appropriate. All page numbers for the appendices must be continuous with those of the main text.

IMPORTANT NOTE:

DO NOT include irrelevant materials, e.g., brochures from the organizations, order forms, organization newsletters, and similar materials in the report.

Note on Good Practice:

Students are strongly encouraged to begin drafting their industrial training report at the start of the training period to ensure timely completion.

7.0 Industrial Training Assessment

The industrial training performance assessment will be based on

1. Training Advisor report through visit or survey (10%)
2. Training Supervisor's Report (20%)
3. Industrial Training Report (55%)
4. Poster Presentation (15%)

A detailed marking scheme for the industrial performance assessment is available in [Attachment K](#).

Based on the criteria above, the result of the Industrial Training could be:

1. Pass, or
2. Fail

A total of a minimal 50% mark must be achieved to be considered passing the industrial training.

Students are advised to give serious consideration to writing their report. The report must be of good quality and explain all industrial experience and knowledge gained.

IMPORTANT NOTE:

The report **MUST NOT** be in the form of a short note or figurative form. If the report is not satisfactory, the student may be asked to rewrite the report until it is deemed satisfactory.

8.0 Completion of Industrial Training

Upon the end of a training period, a completion letter **MUST** be obtained from the employer. The completion letter needs to be submitted via the link in Moodle together with the Student Feedback form and Industrial Training Report for grading. A poster presentation shall be arranged for all the students based on departmental arrangement.

IMPORTANT NOTE:

Industrial Training Report and all other documents mentioned above are to be submitted through Moodle by 12:00 PM, Friday of Week 4, Semester One.

Upon approval of your completion Industrial Training report by the Faculty, a completion letter will be issued as evidence of a successfully completed industrial experience.

9.0 Administration

Industrial Training is facilitated by the Dean of Faculty with the consultation from the Industrial and External Engagement Committee, and is managed by the respective Industrial Training Advisor from each department.

Administrative matters are handled by the Faculty Office (Industrial Training Secretary) to maintain records of placement, approvals given by the respective Advisor (approvals of the training program and final training report), letter of completion, and registration of all submitted reports.

All approvals and variations, as well as assessments and other academic matters, are dealt with by the respective Advisor from each department.