**FKE Industrial Training Procedure**

**Before Training**

* **Do Pregistration in ITS.**
* **Choose company from the list in ITS.**
* **Contact the company for availability.**
* **Get signed Application Letter from Program Coordinator.**
* **Send Application Letter with Company Reply Form.**
* **If the application is accepted, prepare any materials, if asked by the company.**
* **Register in AIMS**
* **Prepare LP2, LP3 & LP4 and Indemnity Letter.**

**During Training**

* **Wear proper attire, self-discipline, and follow all rules and regulations of the company.**
* **You are now a representative of UTM, behave well.**
* **Fill the LP2 form, keep a copy for your own reference, send by mail to FKE, and email a pdf copy to *latihanindustri@fke.utm.my*. Name your file LP2 <Your name> <*Company name in italics*> <State> for example: LP2 Muhammad Hamdan bin Yusof *Syarikat Elektrik Bersatu* Sabah.pdf. Do this in week 1.**
* **Discuss with the industrial supervisor to fill in the LP3 form.**
* **Record your daily technical activities in the eLog Book in ITS. If you keep a notebook, you can upload the daily activities or any documentation onto the eLog Book. The industrial supervisor need to endorse your eLog Book online.**
* **The faculty supervisor will visit after week 7. Arrange for appointment and necessary documentation. Prepare LP3, LP4, LP5, LP6 and LP7 forms. However, the faculty supervisor need only to collect LP3 form. The rest can be completed and handed to the faculty supervisor after you finished your training.**

**After Training**

* **Complete the Industrial Training Report.**
* **You are advised to prepare 3 copies of the report. One for FKE, one for the industry, and one for you. This document is valuable for job application.**
* **Submit the completed LP4, LP5, LP6, and LP7 forms together with the report to the faculty supervisor who visited you at the end of week 13.**