



KEMENTERIAN PENDIDIKAN TINGGI  
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

**POLYCC**  
**POLITEKNIK**  
DAN  
**KOLEJ KOMUNITI**



EDISI 2023  
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# INDUSTRIAL TRAINING INDUSTRY GUIDELINES

## Purpose

This guideline aims to inform the industry regarding industrial training management.

## Overview

This guideline was developed in accordance with Buku Panduan Pelaksanaan Latihan Industri Politeknik Edisi 2022 and Buku Panduan Pelaksanaan Latihan Industri Kolej Komuniti Edisi 2022. In general, this guidance documents do not establish legally enforceable responsibilities. Instead, guidances describe the current thinking on a topic and should be viewed only as recommendations, unless specific regulatory or statutory requirements are cited. The use of the word should in these documents indicate a suggestion or a recommendation, not as a requirement.

## Introduction

The industrial training course has played an important role in providing polytechnics and community colleges' students with opportunities for hands-on experience. It also has provided insights into real-life work experience in the industry to ensure the students are adequately prepared when entering the job market.

The duration of each training session is one semester, 20 weeks for polytechnics students and 16 weeks for community colleges students. Students are required to undergo industrial training in their field of studies with participating organisations. During the industrial training, the students are guided by personnel appointed by the organisations.

The Industrial Training Unit in polytechnic or community college is responsible for managing students industrial training affairs. Students will be attached to a particular organisation during their training period based on their respective fields of study.

At the end of their placement, it is hoped that both parties could benefit from the programme.

## Definitions

1. **Students/Intern:** *Student Intern* means a person who is currently enrolled in and pursuing studies at a degree-or diploma or certificate-granting academic polytechnics and community college institution to participate in a structured and guided work-based student internship program in his/her specific academic field for academic credit.
2. Industrial training means a structured and guided work-based learning program as set forth in an individualized training/Internship placement plan that fulfills a student's academic degree, recognizes the need for work-based experience, provides on-the-job exposure to techniques, methodologies, and technology, and enhances the student intern's knowledge of work culture and society.
3. **Industry:** an organization who is legally registered and operative by respective authorities and willing to take students to enroll as an internship trainer in their organization.

## Roles and responsibilities Institution

1. State the specific goals and objectives of the student industrial training (for each phase or component, if applicable);
2. Detail the knowledge, skills, or techniques to be imparted to the student intern (for each phase or component, if applicable); and
3. Describe the methods of performance evaluation and the frequency of supervision (for each phase or component, if applicable)
4. Does not represent to the student/intern as to the nature or quality of the industrial training or the industry.

## Roles and responsibilities Students

1. To comply with the industry's reasonable instructions, policies and procedures during the Internship including but not limited to all reasonable Health and Safety requirements;
2. To maintain full attendance for the duration of the Internship and to comply with the industry's sickness and absence reporting procedures where appropriate;
3. Not do anything, which may bring the Institution and/or the industry into disrepute and treat others with dignity and respect.
4. Notify the institution and the industry in advance of any matter, which is likely to affect the Intern and the undertaking of the Internship including any special health or medical requirements/arrangements.
5. Take care of their own health and safety and that of their colleagues during the Internship.
6. Not to divulge to any third party without the industry's prior written consent any confidential information relating to the industry's business to which the Intern is party to during the industrial training and which is not already in the public domain;
7. To hand over to the industry on termination of the Internship and solely at their request all documents and other materials belonging to the industry;
8. To comply with all Immigration and visa requirements for the Internship, if applicable.

## Roles and responsibilities Industry

The responsible officer must:

1. Agrees to provide the Intern with industrial training within its organisation only.
2. Ensure that the student internship programs are full-time (20 weeks for diploma and 16 weeks for certification)

3. Take all reasonable steps to ensure that the Intern has adequate guidance and supervision during the Internship.
4. To offer reasonable guidance to the Intern on the application of local laws and immigration rules that may be applicable to the Internship.
5. Have sufficient resources, plant, equipment, and trained personnel available to provide the specified student internship program.
6. Determine if and to what extent the student has participated in academic training in order to ensure the student does not exceed the period training permitted.
7. Must evaluate the effectiveness and appropriateness of the academic training in achieving the stated goals and objectives in order to ensure the quality of the academic training program.

## Responsibilities Checklist

	Industry	PolyCC	Student
<b>Safety &amp; Health</b>	✓	✓	✓
<b>Insurance</b>		✓	
<b>Trainee manual</b>		✓	
<b>Appropriate and various tasks in realted field</b>	✓		
<b>Assessment</b>	✓	✓	
<b>Observation</b>	✓	✓	
<b>Disciplinary Action</b>	✓	✓	
<b>Leave</b>	✓	✓ (notification)	
<b>Rules &amp; Regulation</b>	✓	✓	✓
<b>Emergencies</b>	✓	✓	✓

## Do (s) and Don't (s)

### 1. Placement

Do not displace full- or part-time or temporary or permanent workers or serve to fill a labor need and ensure that the positions that student interns fill exist solely to assist student interns in achieving the objectives of their participation in student internship programs. Students shall abide by the rules and policies of the organization to educate and expose them to the working life but it does not mean that they are yet to be treated as a permanent worker.

### 2. Labor Act

Certify that student internship programs in the field of fair Labor Act (Akta Kerja 1995 Pindaan 2022)

### 3. Employment

Employment is not required for participation in the program where students are not eligible to sign or force to accept any requirement of employment by the organization.

### 4. Working Hour

Ensure that students shall not work more than 45 hours per week (Akta Kerja 1995 Pindaan 2022). If there is a need for students to work overtime or to work on weekends such as on Saturday & Sunday or Friday & Saturday (Kelantan, Terengganu, Kedah & Johor), the organization shall inform the students earlier and get the official mutual agreement with students for that matter even though the organization practice is operating on those days. Students shall not be threatened by any means by the organisation if they are not willing to do so.

## 5. Allowance

Industries are advised to provide interns with allowances, including meal and transportation allowances. Offering these allowances not only alleviates the financial strain on students but also serves as a motivating factor to ensure they fulfill their internship responsibilities effectively. Nevertheless, if an organization chooses to offer such allowances as part of their corporate contribution or social responsibility, it should not be used as leverage to pressure interns into taking on excessive tasks beyond the internship's defined scope.

## 6. Safety Training Environment

Ensure a safe working environment for students to work with and shall brief students on health and safety precautions at the workplace as well as to provide them with the required tools for health and safety during the internship period. The industry also must comply with all Malaysia Health and Safety legislation. This includes safety requirements that are in place for the intern if they are working remotely.

## 7. Supervisor

Students must be attached to at least 1 supervisor/coworker to provide them with training and guidance for all taskings, if possible. Students should not be kept alone without someone to guide them and do everything on their own.

A supervisor may fulfil the following criteria:

- Good working experience;
- Willing to take on a supervisory role;
- Able to advise and encourage students;
- Able to provide a fair assessment of students;
- Able to provide students with real life work experience;
- Able to build rapport with students.

## 8. Workstation

Students must be provided with suitable workstation for them to do the training, if necessary.

## 9. Leave

Organisation has the right to approve leave requested by students, the leave has to be recorded for cross-referencing by polytechnics or community colleges.

## 10. Data Protection

The student explicitly consents to their relevant personal information being shared with the organisation solely for the fulfilment of the industrial training. Both the institution and the organisation agree to fully comply with Akta Perlindungan Data Peribadi 2010 and in processing any personal data.

All parties shall comply with all applicable laws, statutes, regulations and codes including but not limited any other relevant legislation.



**For further info, please contact:**

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