



TERMS OF REFERENCE (TOR) – VOLUNTARY INDUSTRIAL TRAINING (VIT) PROGRAM

Universiti Teknologi Malaysia (UTM)



INTRODUCTION

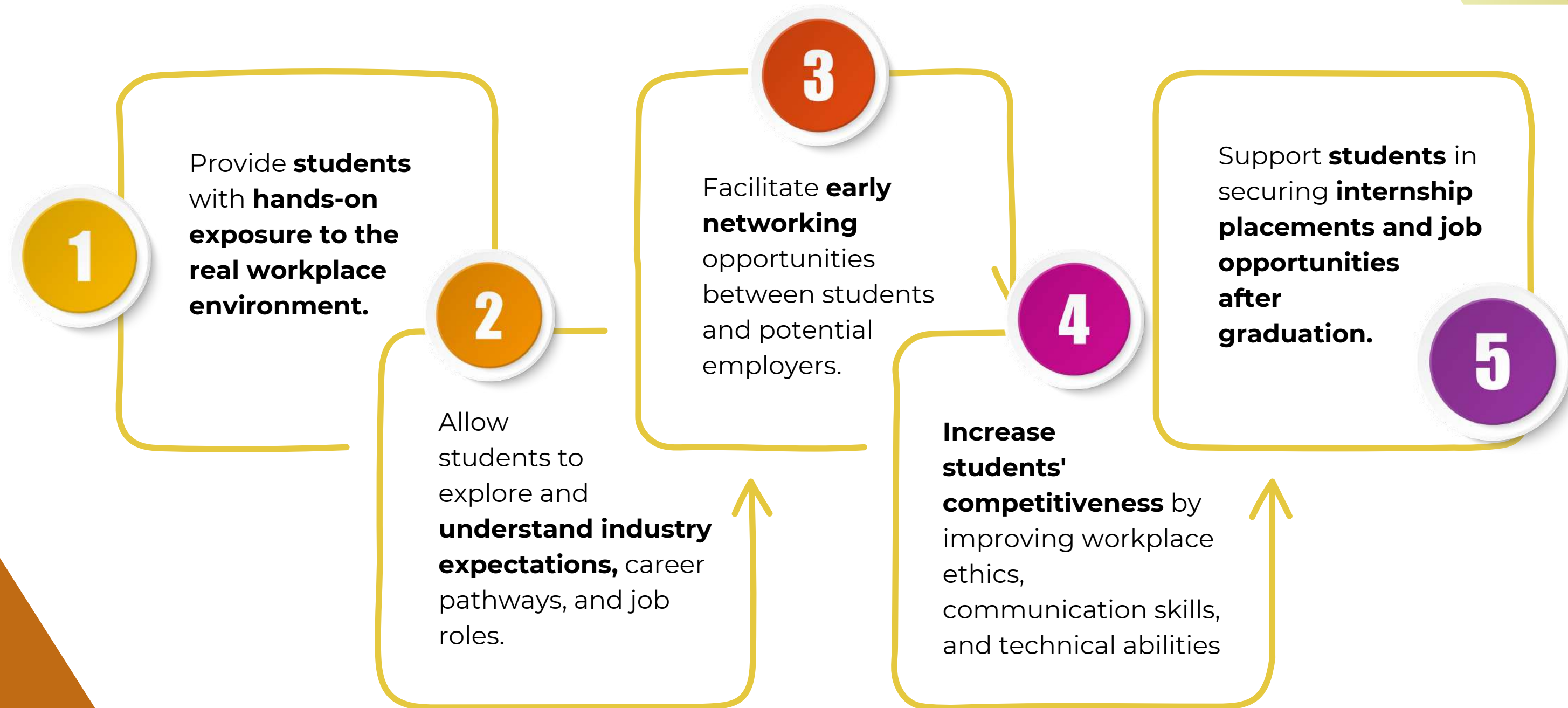
The **Voluntary Industrial Training (VIT) Program** is an initiative under **Universiti Teknologi Malaysia (UTM)**, organized by **School of Undergraduate Studies (UGS)** to provide students with **early exposure to industry** before undertaking their mandatory Industrial Training (LI) in the third year.

The program aims to **enhance students' industry awareness, professional networking, and employability prospects.**



OBJECTIVES

This program aims to:





SCOPE AND IMPLEMENTATION

01.

PLACEMENT

Students will be attached to **industries/companies** relevant to their field of study (GLC/MNC)

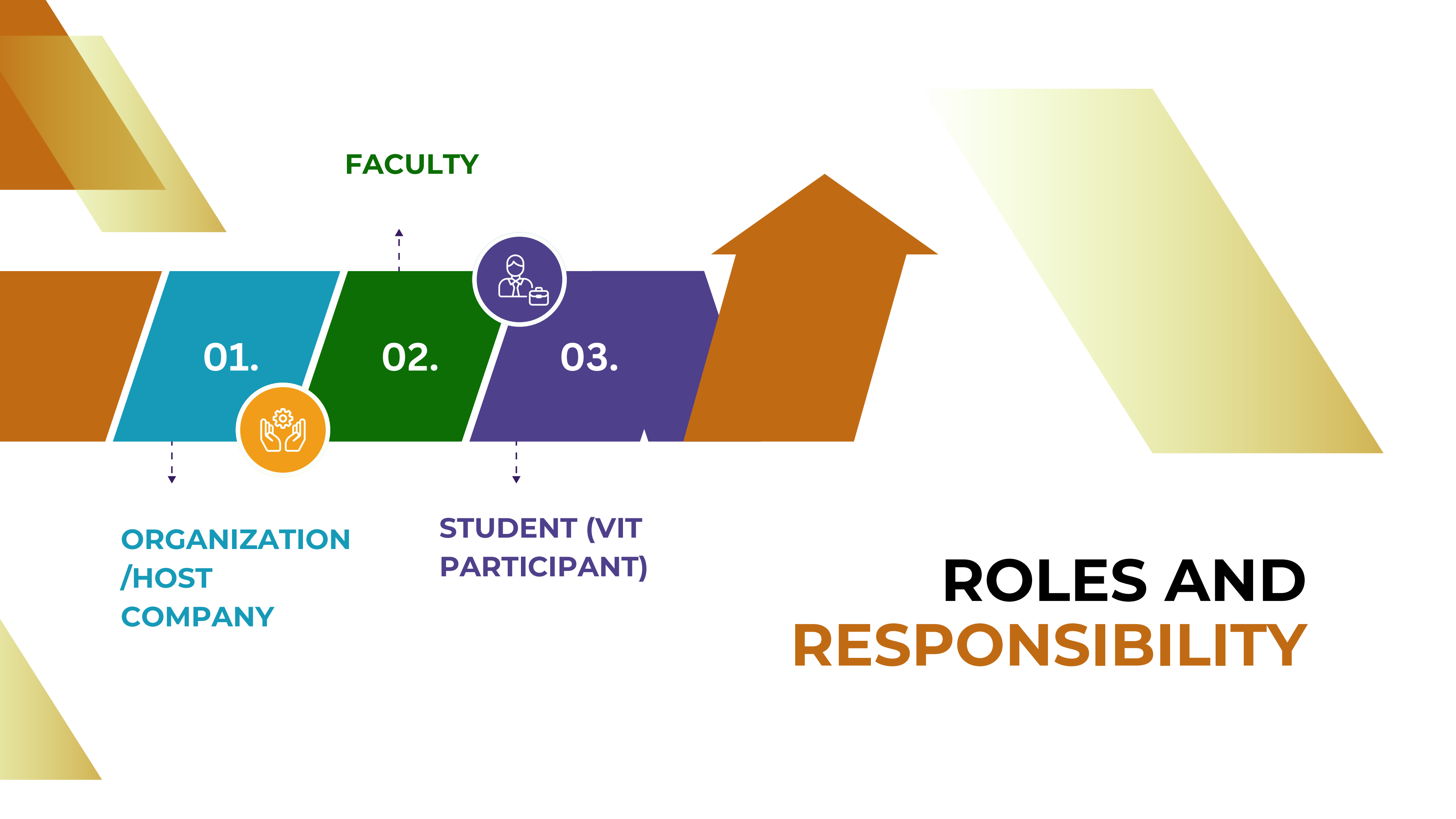
The selection of companies is based on **student preference and industry availability.**

02. DURATION

The training lasts for
Two (2) month.

03. CERTIFICATION

Participants will be awarded a **VIT Certificate** upon successful completion.



FACULTY

01.

02.

03.

ORGANIZATION
/HOST
COMPANY

STUDENT (VIT
PARTICIPANT)

ROLES AND
RESPONSIBILITY

01

Providing a **conductive learning environment** for student trainees.

02

Assigning a **supervisor/mentor** to oversee and guide student trainees

03

Allowing students to **observe and participate** in relevant job activities.

01. **Organization / Host Company**

The host company/industry is responsible for

Evaluating student trainees' **performance, attitude, and skills development.**

Signing off on students' **final reports** as proof of completion.

04

05

Coordinating the placement of students into industries.

Providing a **briefing and preparatory guidance** before students begin their training

Monitoring student progress through faculty representatives or appointed coordinators

Ensuring that students **submit their reports on time**

Review the student final report before submission

02. Faculty

The faculty is responsible for:



03. Student

Conduct research on the background of the company before starting.

Demonstrate **good communication skills & workplace ethics.**

Submit a **final report within one (1) week** after completion of training.

Provide **supporting photos** to document experiences during the training.

Students selected for the **VIT Program** must:

Wear professional attire that aligns with the industry's dress code.

Maintain a **positive attitude and high-performance work ethic.**

Ensure the **final report is signed** by the company supervisor and faculty LI coordinator.



REPORT SUBMISSION

01.

Students must **submit a final report** following the given template.

02.

Reports must include:

- **Daily/weekly reflections** of activities undertaken.
- **Insights gained** about industry operations.
- **Challenges and learning experiences.**
- **Photos** related to the VIT experience.

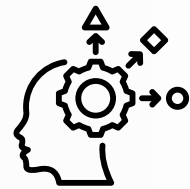
Expected Outcomes

By the end of the Voluntary Industrial Training (VIT) Program, students should:



Understanding

Gain a better understanding of their desired industry



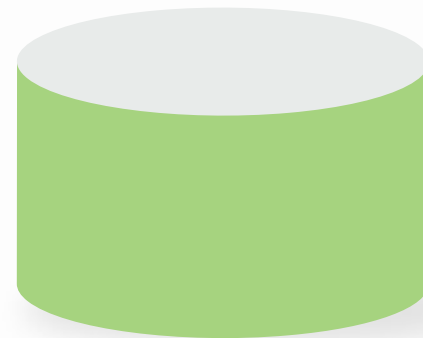
Skills

Develop practical skills and improve professional communication



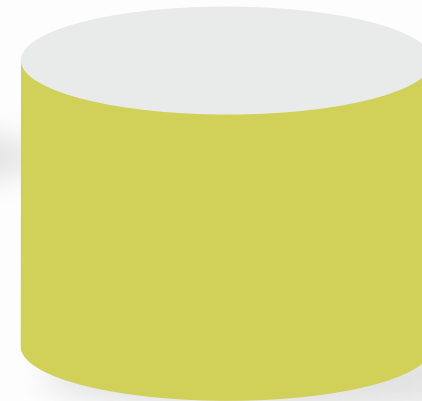
Connections

Build connections with industry professionals for future opportunities



Placement

Increase their chances of securing Internship (LI) placements and job offers



Certificates

Receive a VIT Certificate, adding value to their resumes and career portfolios.



Conclusion

The **Voluntary Industrial Training (VIT) Program** serves as an essential bridge between **academic learning and real-world industry experience**. By participating, students **enhance their industry readiness, gain early exposure to career pathways, and improve their professional skills**—ultimately preparing them for **future employment opportunities**.

For inquiries and participation, students are encouraged to contact their respective faculty or UGS.

