 **PUSAT LATIHAN TEKNOLOGI TINGGI (ADTEC) SHAH ALAM**

**PROPOSED RELATED DUTY FOR INDUSTRIAL TRAINING**

Sir,

Attached here by is the form to identify the job / tasks of training that will be given to the students of DIPLOMA in AIRCRAFT MAINTENANCE TECHNOLOGY. Here are the proposed tasks / training that can be given to students:

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | |  | |
| ID No | |  | |
| NDP | |  | |
| Industrial Training Session | | **2 Januari 2019 – 7 Jun 2019 (22 weeks).** | |
| Department | | Mechanical Training Operation | |
| SOFT SKILLS | | | |
| **No.** | **Task/Training** | | **Tick (√ ) if related task/training given** |
| 1. | Improve Communication Skills | |  |
| 2. | Develop Teamwork | |  |
| 3. | Learn Industrial safety, Occupational Safety and Health | |  |
| TECHNICAL SKILLS | | | |
| **No.** | **Task/Training** | | **Tick (√ ) if related task/training offered** |
| 1. | Perform Aircraft Jacking And Towing | |  |
| 2. | Carry Out Pre-Departure Inspections | |  |
| 3. | Carry Out Daily Inspections | |  |
| 4. | Conduct Remove / Refit Practices | |  |
| 5. | Perform Replacement Practices | |  |
| 6. | Perform Equipment Checking And Functional Test | |  |
| 7. | Other duties appropriate (Please state): | |  |
| a. | |
| b. | |
| c. | |

Endorsed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Company Stamp)

(Please return this form to ADTEC Shah Alam with student’s ‘*Surat Setuju Terima’*)

Note to students:   
Please make 2 copies; 1 copy for the company and one copy for CESS Unit