School of Housing Building and Planning

Student Internship Program
(Practical Training)

Guidelines for Companies Supporting Student Internship Program

<table>
<thead>
<tr>
<th>Architecture</th>
<th>Interior Design</th>
<th>Building Technology</th>
<th>Quantity Surveying</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Management</td>
<td>Landscape Architecture</td>
<td>Planning</td>
<td>Building Surveying</td>
</tr>
</tbody>
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1. INTRODUCTION

Established in 1972, the School of Housing, Building and Planning (HBP) is one of the few built-environment based educational centers in Malaysia that is multidisciplinary in nature. Even though over the years it has evolved to cater to a more widely accepted precept that clearly demarcates professional boundaries, the inter-disciplinary tradition is still maintained in all its undergraduate courses and also postgraduate programs in six disciplines namely Town Planning, Architecture, Interior Design, Building Technology, Construction Management and Quantity Surveying.

In contrast to most undergraduate courses related to the built environment offered by other universities, the school’s curriculum combines professional specialism with broad-based education that transcends disciplinary boundaries. Faculty members are from various professional based training and educations such as Architecture, Planning, Engineering, Building and Construction, Quantity Surveying, Landscape Architecture, Interior design and Law. This approach has now been recognized by many internationally renowned universities in the same field as mitigating the compartmentalization which plagues the construction industry.

Despite the streaming, the philosophy of the School is to provide integrative knowledge and skills. This is maintained through real-life studio projects and enriched by courses taught by lecturers from various disciplines.

These specializations are recognized by the respective professional bodies and institutions such as the Malaysian Institute of Planners (MIP), Malaysian Institute of Architects (PAM), Malaysian Board of Architects (LAM), the Board of QS Malaysia, the Institution of Surveyors Malaysia (ISM) and the Royal Institute of Chartered Surveyors UK (RICS).

Students have the opportunity to major in one of the following 6 specializations:

- Urban and Regional Planning
- Architecture
- Building Technology
- Construction Management
- Interior Design
- Quantity Surveying

Landscape Architecture is an additional specialization at masters’ degree level.
1.1 Purpose of this Manual

This manual sets out to address the purpose and content of the practical training periods. This is intended to provide training supervisors background information about our student’s academic exposure and the required industrial experience they will undertake within the training companies.

1.2 Aims and Objectives

The compulsory practical training period for undergraduates is 12 weeks. The training period has been planned with the following broad aims in mind:

- To gain an insight and understanding of the companies or organizations involved in land development and the construction industry.
- To gain practical experience.
- To develop practical skills in relation to:
  - Professional competencies
  - Interpersonal and problem solving skills
  - Research and reporting skills
- To establish critical links between academic theory and practice
- To apply academic learning to an industrial situation and bring relevant experience back to university.
- To promote independent learning.
- To allow the university and sponsoring company to assess students adaptability to and suitability for, real industrial situation.

1.3 Professional Recognition and Requirements

Most programs within the school are recognized and accredited by the relevant professional bodies. The industrial training is part of the requirements by the accrediting bodies such as PAM, ISM and MIP. Degree programs within HBP are recognized and accredited by relevant bodies as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Body</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc (HBP) Architecture</td>
<td>PAM/LAM</td>
<td>Part 1</td>
</tr>
<tr>
<td>B. Architecture</td>
<td>PAM/LAM</td>
<td>Part 2</td>
</tr>
<tr>
<td>BSc (HBP) Quantity Surveying</td>
<td>BQSM/ISM</td>
<td>Graduate QS</td>
</tr>
</tbody>
</table>
1. **INDUSTRIAL TRAINING PROGRAM**

2.1 **Timing**

The practical training periods for undergraduate students normally commence at the end of their second year in the university. Total training period of 12 weeks are scheduled during the long semester break before they return for the third year. This falls between April and July every year. For master’s level students, the training is usually at the end of their studies. Details of the timing and period of training for the various programs are as follows:

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Training Time</th>
<th>Training Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BSc HBP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Architecture</td>
<td>12 weeks</td>
<td>After 2\textsuperscript{nd} year</td>
</tr>
<tr>
<td>• Urban and Regional Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Building Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Interior Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Quantity Surveying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Construction Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MSc Planning</strong></td>
<td>10 weeks</td>
<td>End of academic studies</td>
</tr>
<tr>
<td><strong>MSc Landscape Architecture</strong></td>
<td>10 weeks</td>
<td>After 2\textsuperscript{nd} semester</td>
</tr>
<tr>
<td><strong>BSc Architecture</strong></td>
<td>10 weeks</td>
<td>In between academic sessions</td>
</tr>
</tbody>
</table>
2.2 Placement Specification

These specifications are intended to act as guidelines to companies when accepting placements for Practical Training Program.

It is recognized that individual company situations and market conditions may make some of the training specifications difficult to achieve. Therefore, the university has decided that any flexibility both in terms of specification and sequence of delivery is acceptable provided that generally a good training program is carried out and documented based on the current company and market conditions. We understand that real-life limitations and constraints will arise which students will have to appreciate and hopefully develop practical skills enabling them to enhance and hone their respective areas of studies.

Details specification for the various programs can be found in Appendix A to H.

2.3 General Placement Specifications

The general specification set below and the detail specification in the appendices are intended to be broad based and flexible.

*Office Based Training*
This should be at head or branch office. Students are expected to work in their respective office environment i.e. design, planning, estimating, scheduling.

*Site Based Training*
This should be site based with the aim of experiencing and observing the construction process and supervision.

*Management Training*
In general students are expected to accept increasing responsibility after being exposed to the previous office and site based training e.g. preparing schedules, designer within a project team, supervising construction, attending meetings and presenting proposals.

The availability of companies for placement and the diversity of the industry would probably dictate some alternative sequence and scope of training. The students are expected to come up with Practical Training Plan (PTP) in the first two (2) weeks of training period after having discussions with the appointed supervisor. This will ensure that students will have realistically attainable objectives. This Practical Training Plan (PTP) will then be endorsed by their respective supervisor for record and will be part of practical training
documentation to be submitted when they return to the university. Sample Training Plan is shown in Appendix I.

2.4 Supervision and Guidance

The training company will appoint a supervisor to ensure that the student performs satisfactorily and that the company is providing appropriate training to match the student’s ability and the educational/degree requirements. The supervisor is expected to be a senior member of the staff. Level of responsibility given to the student could be increased once the supervisor has recognized the student’s ability and performance. The initial placement of the student could be as an assistant to the supervisor or a more experienced staff member.

The university will liaise with the supervisor for assessing student performance and in cases of difficulties in meeting the training requirements.

2.5 Payments

Payment in the form of salary or allowance or other forms of payment such as overtime to student is at the discretion of the training company. The university may request information about payment to students for record purposes.

2.6 Visits

During the training period, relevant academic staff from the university will visit the student at their training site. The visit is to establish that the student is performing satisfactorily and that the training is appropriate with the educational needs of the university. The academic visitor will also discuss the student’s Training Plan that was established earlier with the supervisor. At the same time the university visitor will also find out ways of improving the university academic practice by taking notes of the supervisor’s comment and opinion.

2. PRACTICAL TRAINING PLACEMENT PROCEDURE

3.1 Placement Application

Students are instructed to look for suitable companies on their own. As the training period will usually commence in April, the students will go on “placement hunting” beginning early January each year. They will carry the university introduction letter and sample reply form from the industry to the
respective potential placement companies. To avoid duplicate or multiple offers from prospective placement companies, the students are advised to get early confirmation of placement and to inform their choice as soon as possible. Companies with opening for industrial training are also advised to contact the university for training candidates.

3.2 Notice of Placement

The placement company will endorse the training placement form within 3 weeks after the students commence training and to be returned to the university by post or fax. The student will usually be responsible to fill up the form and have it endorsed by the company and return to the university.

3.3 University Visit

Relevant academic staff from the university will normally contact the company and the student by telephone and fax approximately 2 weeks before the visit. This is to confirm availability and other arrangements. The visits will usually take place in June.

3.4 Company Feedback

The placement company or the training supervisor is expected to fill up a feedback form during the visit and also an assessment form for student performance. 70% of student’s grade will be based on performance report received from placement companies.

3. GENERAL INFORMATION

4.1 Accommodation

The responsibility for accommodation lies with the student. However, help and assistance in finding suitable places for accommodation from placement companies is very much appreciated.

4.2 Insurance

The university will provide insurance coverage for all students undergoing practical training.
4.3 University Contact

The placement company can contact the university for circumstances related to the training. The university address is:

School of Housing, Building and Planning
Universiti Sains Malaysia
11800 Penang
MALAYSIA

Tel: +604 6533160, +604 6532823
Fax: +604 6576523

Contact Person:

1) Pn Fatimah Abu Bakar
2) En Ashahril Idrus
3) Associate Professor Dr Noraini Yusoff (email: ynoraini@usm.my)
PLACEMENT SPECIFICATIONS FOR HBP STUDENTS WHO ARE GOING ON STUDENT INTERNSHIP PROGRAM
BSc (HBP) Urban and Regional Planning

(a) Memahami proses perancangan, ciri-ciri dan bentuk projek perancangan di kawasan baru dan kawasan sudah dibangunkan.

(b) Penyiasatan Kawasan Tapak dan Kajian Kes

Apresiasi dan analisa kawasan tapak untuk dimajukan sebagai kawasan perumahan, industri, perniagaan dan sebagainya. Penyediaan Laporan Kajian Khas.

(c) Penyediaan Pelan Tatatur

Merumuskan konsep perancangan kepada batasan-batasan sebenar dan menyediakan pelan tatatur untuk pelbagai gunatanah.

(d) Pentadbiran Perancangan

Prosedur permohonan perancangan, pentadbiran dan urusan pejabat perancang, urusan pejabat tanah dan pihak-pihak berkuasa lain yang berkaitan dengan perancangan.
PLACEMENT SPECIFICATIONS FOR HBP STUDENTS WHO ARE GOING ON STUDENT INTERNSHIP PROGRAM
BSc (HBP) Architecture

Pelajar yang mengikut latihan di pejabat-pejabat kerja sepertimana disenaraikan dalam HELAIAN LOG: PT3 dari PERTUBUHAN ARKITEK MALAYSIA seperti berikut:

(a) ‘Brief’ (Peringkat A & B)
- Kajiselidik dan siasatan tapak
- Penyediaan dan analisa ‘brief’
- Klien

(b) Proses Rekabentuk (Peringkat C, D & E)
- Garis kasar cadangan dan skim merekabentuk
- Persembahan
- Rekabentuk terperinci
- Kos
- Juru Perunding

(c) Pihak Berkuasa Awam
- Kelulusan Perancangan
- Kelulusan Bangunan

(d) Penerangan Penghasilan (Peringkat F dan G)
- Lukisan
- Jadual-Jadual
- Kontraktor Kecil dan Pembekal-Pembekal
- Juru Perunding

Pelajar-pelajar diingatkan bahawa adalah mustahil untuk menjalani latihan amali wajib dengan memuatkkan semua tajuk yang disenaraikan ini dalam masa yang singkat. Namun begitu, amatlah perlu bagi pelajar-pelajar memahami secara menyeluruh aspek-aspek dan peringkat-peringkat yang lazimnya terdapat di pejabat arkitek.
PLACEMENT SPECIFICATIONS FOR HBP STUDENTS WHO ARE GOING ON STUDENT INTERNSHIP PROGRAM
BSc (HBP) Interior Design

1. To be able to read construction drawings proficiently and interpret them into design
2. To understand different type of projects and their design requirements
3. To be able to apply computer knowledge in producing and enhancing design presentation (AutoCad, 3D Max, Sketchup, etc.)
4. To be able to communicate professionally, verbally and visually with the office colleagues and superiors, clients, suppliers and other professionals
5. To be able to handle clients, other professionals involved in undertaking projects
6. To understand colours, materials and finishes of design
7. To understand services that involved with design projects
8. To understand 3-dimensional requirements as well as volumetric studies of projects undertaken
9. To improve design knowledge with its language (style)
10. To create an awareness of users’ space requirements (specifically – environmentally friendly, handicapped friendly and green design)
## PLACEMENT SPECIFICATIONS FOR HBP STUDENTS WHO ARE GOING ON STUDENT INTERNSHIP PROGRAM

BSc (HBP) Quantity Surveying

(a) Skop Kerja Ukur Bahan

<table>
<thead>
<tr>
<th>Keterangan</th>
<th>Deskripsi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kajian Kemungkinan</td>
<td>Penyediaan dan penggunaan analisis kos dan rancangan kos; anggaran.</td>
</tr>
<tr>
<td>Sebelum Kontrak</td>
<td>Penyediaan dan dokumentasi senarai bahan.</td>
</tr>
<tr>
<td>Selepas Kontrak</td>
<td>• Penyediaan penilaian ansuran</td>
</tr>
<tr>
<td></td>
<td>• Mesyuarat Tapak</td>
</tr>
<tr>
<td>Umum</td>
<td>Amalan iktisas firma ukur bahan, pengurusan pejabat.</td>
</tr>
</tbody>
</table>
PLACEMENT SPECIFICATIONS FOR HBP STUDENTS WHO ARE GOING ON STUDENT INTERNSHIP PROGRAM
BSc (HBP) Construction Management

Pengurusan firma, persediaan tender, pemasaran, aspek pembiayaan, pengurusan kontrak.

Pengurusan tapak bina, penjadualan kerja, pengurusan sumber, kawalan kos, kawalan kualiti, produktiviti, keselamatan, Mesyuarat Tapak, Penyediaan Laporan Kemajuan/Teknikal dan sebagainya.
Bidang Teknologi Bangunan akan menitikberatkan pelbagai disiplin khususnya Kejuruteraan Awam, Perkhidmatan Bangunan dan Sains Bangunan. Pelajar juga diberi penekanan dalam aspek Pengurusan Binaan. Oleh kerana para pelajar yang mengikuti bidang ini telah pun mempelajari teori dan prinsip-prinsip asas yang berkaitan di Tahun 2, maka diharapkan agar segala pendedahan dan pengalaman latihan kelak dapat dimanfaatkan dengan sepenuhnya demi untuk menambahkan kefahaman dan kejelasan di dalam bidang yang diceburi. Di antara skop kerja di dalam pengkhususan ini adalah seperti berikut:

(a) Kerja-Kerja Kejuruteraan Awam
Merangkumi bahan binaan (konkrit, kayu, keluli dan sebagainya), rekabentuk campuran konkrit, kawalan kualiti, ujian ke atas tanah, asas, kiub, struktur dan sebagainya.

Penyeliaan tapak binaan yang merangkumi penyelidikan tapak, kerja tanah, mencerucuk, pembetungan, bekalan air dan infrastruktur jalan.

(b) Perkhidmatan Bangunan
Perkhidmatan Bangunan yang mencakupi kerja-kerja Kejuruteraan termasuklah elektrik dan jentera yang juga merangkumi perkhidmatan lif, kebakaran, pendawaian, pendingin udara, sistem keselamatan di tempat kerja dan sebagainya.


(c) Sains Bangunan
Merangkumi aspek yang berkaitan dengan keselamatan binaan, kawalan, akustik/kebisingan, factor manusia, alam sekitar, kesihatan awam dan sebagainya.

(d) Pengurusan Binaan
Aspek-aspek berkaitan pengurusan tapak binaan.

Para pelajar dikehendaki menyediakan laporan kerja, diari, segala pendedahan yang telah diterima, pengalaman dan komen terhadap pencapaian di sepanjang tempoh latihan.
PLACEMENT SPECIFICATIONS FOR HBP STUDENTS WHO ARE GOING ON STUDENT INTERNSHIP PROGRAM
B. Architecture (4th yr)

Latihan ini merupakan lanjutan kepada latihan amali wajib di peringkat Tahun 3. Walaupun skop pendedahan adalah sama seperti latihan amali Tahun 3 tetapi butiran tertentu diberi penekanan yang lebih besar.

Pelajar yang mengikuti latihan di pejabat-pejabat arkitek perlu memahami aliran dan peringkat kerja sepertimana disenaraikan dalam HELAIAN LGO: PT3 dari PERTUBUHAN ARKITEK MALAYSIA seperti berikut:

(i) ‘BRIEF’ (Peringkat A & B)
   - Kajiselidik dan siasatan tapak
   - Penyediaan dan analisa ‘brief’
   - Klien

(ii) Proses Rekabentuk (Peringkat C, D & E)
   - Garis kasar cadangan dan skima rekabentuk
   - Persembahan
   - Rekabentuk terperinci
   - Kos
   - Juru Perunding

(iii) Pihak Berkuasa Awam
   - Kelulusan Perancangan
   - Kelulusan Bangunan
   - JKR
   - Jabatan Bomba
   - Kesihatan
   - Lain-Lain

(iv) Penerangan Penghasilan (Peringkat F & G)
   - Lukisan
   - Jadual-Jadual
   - Kontraktor Kecil dan Pembekal-Pembekal
   - Juru Perunding
   - Spesifikasi dan penerangan jadual-jadual kualiti
(v) Kontrak (Peringkat-Peringkat H.J.K dan L)

- Pengurusan Kontrak
- Arahan-Arahan dan Sijil-Sijil
- Lawatan-Lawatan dan Pengurusan Tapak

(vi) Pengurusan Projek dan Kerja-Kerja Lain

- Perancangan dan bayaran-bayaran
- Surat-menyurat dan laporan-laporan
- Maklumat Teknikal
PLACEMENT SPECIFICATIONS FOR HBP STUDENTS WHO ARE GOING ON STUDENT INTERNSHIP PROGRAM
MSc. Planning


Latihan ini adalah bertujuan untuk mendedahkan calon-calon tentang pengalaman sebenar berhubung dengan profesi perancangan agar dapat memantapkan lagi program latihan. Berikut adalah garis panduan skop-skop kerja yang perlu diikuti:

(a) Proses dan Metodologi Perancangan

Memahami proses perancangan. Ciri-ciri dan bentuk projek perancangan di kawasan baru dan kawasan sudah dibangunkan.

(b) Penyiasatan Kawasan Tapak

Apresiasi dan analisis kawasan tapak untuk dimajukan sebagai kawasan perumahan, industri, perniagaan dan sebagainya.

(c) Analisis Pelan Pembangunan

Kaedah kutipan, penyusunan dan persembahan data dari kajiselidik perancangan dan kajian-kajian berkaitan.

(d) Proses Penyediaan Pelan Pembangunan

Kaedah dan peraturan perancangan yang diamalkan. Kajian-kajian ‘Sectoral’ dan kajian khusus.

(e) Pentadbiran Perancangan

Prosidur permohonan perancangan: Kawalan pembangunan, pentadbiran
dan urusan pejabat perancangan, urusan pejabat tanah dan pihak-pihak berkuasa lain yang berkaitan dengan perancangan.

Memandangkan tempoh masa menjalani Latihan Amali hanya 10 minggu dan keadaan sesebuah pejabat adalah berlainan, kemungkinan besar tidak kesemua aspek-aspek yang disenaraikan di atas dapat diikuti dengan terperinci dan mendalam. Namun begitu garis pandungan ini diharapkan dapat diikuti dengan sebanyak yang mungkin.

Pelajar perlu memainkan peranan yang utama dan berusaha dengan sebaiknya untuk mencapai dan menimba seberapa banyak pengalaman yang boleh.
# Student Internship Program (Practical Training)

## Practical Training Plan (PTP)

<table>
<thead>
<tr>
<th>Placement Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td><strong>Degree:</strong></td>
</tr>
</tbody>
</table>
| **Placement Company details:** | HBP Built Enviro Sdn Bhd  
1234 Jalan Bina  
11800 Penang  
Tel: 6531234  
Fax: 6534321 |
| **Training Supervisor/s:** | Ms. Siti Pedro Tan  
H/P: 019 1234567  
Email: spt@hbpbe.com |
| **Job Description:** | Construction site supervisor. Assisting project manager in liaising with subcontractors, ordering materials, planning and supervising constructions. |
## TRAINING PLAN

<table>
<thead>
<tr>
<th>OFFICE BASED</th>
<th>OBJECTIVES</th>
<th>TO BE ACHIEVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effective communications</td>
<td>Role as site supervisor</td>
</tr>
<tr>
<td></td>
<td>Construction planning and methods</td>
<td>Liaising with project consultants and subcontractor</td>
</tr>
<tr>
<td></td>
<td>Material purchasing, control and distribution</td>
<td>Ordering materials</td>
</tr>
<tr>
<td></td>
<td>Competent use of construction software (e.g. AutoCAD, PRIMAVERA)</td>
<td>Use software to plan and scheduled construction works.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SITE BASED</th>
<th>OBJECTIVES</th>
<th>TO BE ACHIEVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effective communication</td>
<td>Role as site supervisor</td>
</tr>
<tr>
<td></td>
<td>Supervision skills</td>
<td>Liaising with subcontractors</td>
</tr>
<tr>
<td></td>
<td>Competent instrument use (e.g. theodolite/total station)</td>
<td>Use of instruments on site for verifications and instructions of construction.</td>
</tr>
<tr>
<td></td>
<td>Plan reading and interpretations</td>
<td>Role as site supervisor</td>
</tr>
<tr>
<td></td>
<td>Practical technical construction knowledge</td>
<td>Liaise with project manager and subcontractor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MANAGEMENT</th>
<th>OBJECTIVES</th>
<th>TO BE ACHIEVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business skills</td>
<td>Observing good practice, handling correspondence, tender preparation team member</td>
</tr>
<tr>
<td></td>
<td>Professional conduct</td>
<td>Attending meetings.</td>
</tr>
<tr>
<td></td>
<td>Working with others</td>
<td>Research of company literature</td>
</tr>
<tr>
<td></td>
<td>Company structure</td>
<td>Meet accountant/QS once a week</td>
</tr>
<tr>
<td></td>
<td>Project financial control</td>
<td></td>
</tr>
</tbody>
</table>