

INDUSTRIAL TRAINING ENROLMENT PROCEDURE

1.0 INTRODUCTION

- 1.1 **LSP307/05 Industrial Training** is offered by the School of Humanities and Social Sciences (SHSS) under the Bachelor of Arts (Honours) in Psychology (BAPS) programme.
- 1.2 This course is a compulsory graduation requirement for all BAPS students.
- 1.3 Students have to complete **480 hours of supervised training in any psychology-related career field and submit a comprehensive report of their activities for evaluation at the end of the training period.**
- 1.4 The regular grading system used for undergraduate courses is not applicable to **LSP307/05 Industrial Training**. Only a satisfactory (S) or unsatisfactory (U) grade will be awarded. A final satisfactory (pass) grade 'S' will be awarded to students who complete all the training requirements by the end of the semester. Students will be graded 'U' if they fail to complete all the training requirements.

2.0 PREREQUISITE

- 2.1 Students must complete at least **11 courses or 55 credits of basic major and core major courses** as indicated in the BAPS programme structure to be eligible to enroll in LSP307/06 Industrial Training. Use Form **BAPS307/06-F00** to check for your eligibility.
- 2.2 Students who fulfilled criteria 2.1 need to identify a suitable agency/institution for placement. Students who are already working can propose to conduct a psychology field-related project at their own workplaces. Refer to **BAPS307/06-D02** for a list of career fields in psychology to guide your process of identifying suitable agencies/institutions or proposing psychology-related projects at your workplace.
- 2.3 Complete and submit form **BAPS307/06-F01** for approval from the **SHSS Industrial Training Board** to enroll in the course.
- 2.4 A student can register for LSP307/06 Industrial Training only after obtaining the approval from the SHSS Industrial Training Board.

3.0 EXEMPTION

- 3.1 Students who are already working for at least **two (2) years** in any psychology related fields **or/and have gone through a Bachelor's level Industrial Training** at any other learning institution for an equal amount of required duration may opt to apply for exemption.
- 3.2 To apply for exemption, students must first fulfill the criteria stated in 2.1:
- Students must complete at least 11 basic major and core major courses (55 credits) listed in the BAPS programme structure to be eligible to enroll in LSP307/06 Industrial Training. Use form BAPS307/06-F00 to check for your eligibility.*
- 3.3 Complete form **BAPS307/06-F02** and submit it together with a comprehensive report detailing the nature of the student's current career activities for the consideration of the SHSS Industrial Training Board (refer to **BAPS307/06-D03** for format).
- 3.3 Once the student has obtained approval from the SHSS Industrial Training Board, the student is exempted from taking the course. Students who have been exempted must enroll in **LSP305/05 Psychology at the Workplace** to fulfill the credit requirement for graduation.

4.0 PROCEDURE

Refer to the LSP307/06 Industrial Training Progression Pathway (**BAPS307/06-DOC01**) for the summary of all the steps involved in the course. Basically, students have to undergo three stages:

- a) Pre-training stage
- b) On-training stage
- c) Post-training stage

Steps involved in the pre-training stage have already been outlined in sections 1.0, 2.0 and 3.0. Activities involved in the on-training and post-training stages will be outlined in details in the Student Manual. Students can get access to the Student Manual once they register for the course.

5.0 EVALUATION

5.1 Students will be evaluated and awarded a **successful (S)** or **unsuccessful (U)** grade.

5.2 Criteria for evaluation are:

Criteria		Allocation (%)
I. Field Supervisor's Evaluation		50
II. SHSS Industrial Training Board's Evaluation		50
a.	Site Visit - The Course Coordinator or a representative from SHSS will visit the site to meet the student's on-field supervisor to assess student's progress.	25
b.	Report - Students are required to submit a report at the end of their training detailing the activities/tasks/duties that had been performed while on the field.	25

Students must obtain at least **40% from each** of the above component to pass the course.

5.3 Details of the evaluation procedure will be outlined in the Student Manual for LSP307/06 Industrial Training.