



PRACTICAL TRAINING REPORT

KUCHING DISTRICT EDUCATION OFFICE

(PPD Kuching)

DURATION OF TRAINING : 24 JULY 2018 - 14 SEPTEMBER 2018

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(2016341069)

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Firstly, I would like to thank Sir Chen Fei Ming (Timbalan Pegawai PPD Kuching) who accepted and allowed me to carry out my practical training for 8 weeks. It was a great opportunity as I can gain working experience in their organization during 8 weeks of practical training. Special thanks to Cikgu Yazit Bin Belon (Host supervisor) who had directly teach me on how to do given tasks and his kindness in helping me during my practical training, Madam Khairunnisa (Pegawai Eksekutif) who had introduce me to all the staffs in their organization, and all the staffs involved who helped me throughout my practical training in their organization.

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**CLEARANCE FOR SUBMISSION OF PRACTICAL TRAINING REPORT
BY THE SUPERVISOR**

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PRACTICAL TRAINING PLACE: KUCHING DISTRICT EDUCATION OFFICE

NAME OF STUDENT: JOCLYN JOAN ANAK JONIA

I have reviewed and complete practical training report and approve the submission of this report for evaluation.

.....
(MADAM SAREHAN BINTI SADIKIN)

DATE:

DECLARATION

I hereby declare that this practical training report is my own except those which have been duly identified and acknowledge. If I am later found to have plagiarized other forms of academic dishonesty, action can be taken against us under the Academic Regulations of UiTM's.

Signed:

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 Background of the organization

Kuching District Education Office is located at Jalan Diplomatik, Petra Jaya Kuching, Sarawak. It governs 87 schools comprising 61 primary schools and 26 secondary schools. It also headed by the Kuching District Education officer DG52 and assisted by the assistant Kuching District Officer DG48, officers, supervisors and support staff members from grade N19 to DG 44.

Lists of unit operating in Kuching District Education Office are academic management unit (UPA), school management unit (UPS), development unit supplies (UPO&ICU), staffing and financial service unit, HEM unit, sports and co-curriculum activities unit, psychology and counseling unit (UPSK). Each unit is headed by a Head of Unit Grade above DG 41.

Kuching District Education Office has provided ample room, facilities and infrastructure for Education officer, Assistant Education officer and other staffs. Among facilities to meet the Kuching District Education Office staffs' comfort are such as, parking space for the staffs and teachers as well who come for certain affairs, comfortable waiting areas for visitors, pantry room where preparing foods and drinks and meeting rooms which provide comfort work in running errands.

1.1 Objectives of organization

The objective of Kuching District Education Office to increase the enrollment of children in school up to 100 percent of of age cohort and to ensure every students receive quality formal and informal education. Kuching District Education Office will make sure all students will be provided with quality formal and informal education by enhancing the effectiveness of the school leadership and management and enhancing staff professionalism. Therefore, they will be able to produce active, productive and discipline students as students at school have opportunities to participate in various planned activities in developing their interests, skills and talents.

Kuching district Education Office also aim on balancing students' intellectual development in the aspect of social, physical and spiritual development. Students' leisure time with benefits, giving fun and building health well being.

1.2 Policy of organization

GeMs is one of Kuching District Education Office which known as Gerakan Menjulangi Sarawak. It is a strategic management to improve schools' performance especially students' achievement in the aspect of quantity and quality. GeMs also to increase excellence of institute education of Sarawak. In addition, 1 student 1 sport (1 Murid 1 Sukan) is also one of Kuching District Education office which to create balanced individuals for country. The 1 Murid 1 Sukan policy is introduced by the Ministry of Government (MOE) where it is compulsory for all students to choose at least one sports for them to participate. The policy is line with the National Sports Policy to cultivate sports in the community. Therefore, it must be started in schools through two strategies which are Sports For All and Sports For Excellence.

1.3 Mission and vision

Mission of Kuching District Education Office is 'Melestarikan Sistem Pendidikan Yang Berkualiti Untuk Membangunkan Potensi Individu Bagi Memenuhi Aspirasi Negara'. Kuching District Education Office is to preserve the quality education system to developed individual potential to meet the national aspiration. It is important to ensure the students are able to perform in school to get excellent achievements in order for them to further their studies. When there is good and maintained education system, students can developed their potential talent base in higher education. Our nation aspire to produce more engineers, researchers and scientists who can succeed in an increasingly competitive global market.

Vision of Kuching District Education Office is 'Pendidikan Berkualiti Insan Terdidik Negara Sejahterah'. Kuching District Education Office has to ensure that quality education educated human welfare state.

1.5 Client's charter

This are the Kuching District Education Office client's charter:

1. Kanak-kanak wargenegara Malaysia didaftarkan persekolahan mengikut kohort umur tahun semasa.
2. Semua permohonan perpindahan murid diuruskan dalam tempoh 14 hari bekerja jika memenuhi syarat.
3. Semua guru ditempatkan di sekolah dalam tempoh 14 hari bekerja setelah menerima senarai nama dari Jabatan Pendidikan Negeri.
4. Semua permohonan pertukaran guru sekolah secara atas talian (e-gtutar) diproses dalam tempoh hari berkerja dan tarikh tutup permohonan.
5. Semua hal ehwal perjawatan dan perhidmatan kakitangan diurus dalam tempoh 14 hari bekerja tarikh penerimaan dokumen lengkap.
6. Semua tuntutan kewangan dan pembayaran diproses dalam tempoh 14 hari bekerja dan penerimaan dokumen lengkap.
7. Keputusan peperiksaan awam diedarkan kepada sekolah pada hari keputusan diumumkan.
8. Laporan kerosakan di sekolah diambil tindakan dalam tempoh 14 hari berkerja dan tarikh terima laporan.
9. Perkhidmatan psikologi dan kaunseling diberi kepada warga pendidikan mengikut janji temu yang dipersetujui.
10. Setiap program hal ehwal murid diurus berdasarkan pekeliling dan garis panduan yang berkuatkuasakan bagi menjamin kebajikan, keselamatan dan pembedakan sahsiah murid.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 Introduction

The 8 weeks provided by UiTM for my practical training was started on 23rd July 2018 until 14th September 2018. 8 weeks spent in Kuching District Education Office has been a unique experience to me as I was exposed with the working environment. I was assigned under supervision of Cikgu Yazit Bin Belon by Sir Chen Fei Ming (Timbalan Pegawai PPD Kuching). Cikgu Yazit Bin Belon has taught me a lot of things in the organization, such as putting commitment in work, working in one team need full cooperation and concentration. I was able to perform all the tasks given by my supervisors smoothly. Without the helps from Kuching District Education Office staffs, I would not be able to complete the given tasks.

Date	Exact Nature of Work Done
24/07/2018	<ul style="list-style-type: none"> ● Ice Breaking session - Warm welcome from Pejabat Pendidikan Daerah Kuching (PPD) and having ice breaking session with all the staffs. Madam Khairunnisa has briefly explained on the rules and regulations. ● Software application - I was assigned by Cikgu Akhi to perform a task regarding Murid Cemerlang SPM and STPM from different schools by using CScanner.
25/07/2018	<ul style="list-style-type: none"> ● Storing files - Cikgu Suadi has assigned me to keep and organized files according to the date and reference. I have arranged the files according to the sections given. For example, Pelbagai Perkara and Pelbagai Pertandingan.
26/07/2018	<ul style="list-style-type: none"> ● Create form in excel - I was assigned to create a form regarding 'senarai pengurusan pencegahan dadah di sekolah' by using excel. Besides, I also have prepared materials to cut and paste for schools envelopes.
27/07/2018	<ul style="list-style-type: none"> ● Key in data - I was given a task to key in data of 'Pengurusan Pencegahan Dadah di Sekolah by inserting and calculating the total number of students from primary schools.
30/07/2018	<ul style="list-style-type: none"> ● Organizational program mangement - I have prepared materials for closing of the program at Mydin by arranging the certificate according to the name of the students from different schools.
31/07/2018	<ul style="list-style-type: none"> ● Handling files - I was assigned by Madam Khairunnisa to jot down receive and sent letter on minute letter in a file. I have arranged the receive and sent letter according to the latest date.
01/08/2018	<ul style="list-style-type: none"> ● Preparation before and during meeting - I have prepared an attendance book and assists the group came from different district of PPD such as Selangor, Sibuan and Samarahan for 'Lawatan Kunjungan Bantu' and welcoming the group to have brunch together. Besides, I

	also did some corrections on certificates regarding the previous program at Mydin and put in pigeon hole.
02/08/2018	<ul style="list-style-type: none"> ● Key in data - I was given a task to key in data regarding total number of students from high school on 'Pengurusan Pencegahan Dadah di Sekolah'. Besides, I also have discussion with Cikgu Yazit on coming program and decide which software application we are going to use.
03/08/2018	<ul style="list-style-type: none"> ● File management - I was assigned by Madam Khairunnisa for managing file for the latest receive and sent letter. Other than that, I also have completed the records for 'harta benda sekolah' by compiling, sorting and checking the latest letter.
06/08/2018	<ul style="list-style-type: none"> ● Distribute form - I was assigned to help Madam Nurul Azreen, Madam Ros and Madam Idah to distribute 'borang semakan buku perkhidmatan kerajaan' and assists teachers that came from different schools.
07/08/2018	<ul style="list-style-type: none"> ● Filing - I was given tasks by Madam Jakiah to do filling for surat pergerakan gaji, persaraan wajib, urusan pemangkuan anggota kumpulan sokongan (AKS) and pelantikan Jawatankuasa Aset.
08/08/2018	<ul style="list-style-type: none"> ● Operate office machine - Cikgu Yazit has assigned me to do photocopy for surat pendidikan perkhemahan alam semula jadi murid sekolah rendah peringkat negeri Sarawak tahun 2018 by using photostat machine. ● Handling file - I was also given tasks by Madam Jakiah to sort file records for Laporan Nilai Prestasi tahunan urusan kenaikan pangkat PPPLD Gred DG32 ke DG34 and penempatan guru besar dan penolong kanan.
09/08/2018	<ul style="list-style-type: none"> ● Storing file - I have completed to do filling for markah pengesahan LNPT, kelulusan permohonan lawatan ke luar negara, permohonan lawatan ke luar negara / lawatan ke negeri lain dalam Malaysia.
10/08/2018	<ul style="list-style-type: none"> ● Maintain and update filing - I was given a task by Madam Arny to arrange file for Insittut Aminuddin Baki according to the

	responsibility centre system.
13/08/2018	<ul style="list-style-type: none"> ● Filing - Madam Jakiah has assigned me to do filing for pekeling JPN and KPM, pekerja sambilan harian, anugerah pekerja cemerlang, memohon pembiayaan ubat dan urusan kenaikan pangkat semasa (time-based) DG41-DG44 / DG44-DG48.
14/08/2018	<ul style="list-style-type: none"> ● Organizing file - I was given a task by Madam Army to organize file according to the responsibility centre system. ● Software application - Cikgu Yazit and I had discussion on how to create form for sending it to schoolsby using google form, and excel.
15/08/2018	<ul style="list-style-type: none"> ● Create form in excel - I was assigned by Cikgu Yazit for checking primary and secondary schools report by using excel.
16/08/2018	<ul style="list-style-type: none"> ● Preparation during meeting - I was taught by Cikgu Yazit to take attendance by scanning QR codes and how to create it by using google form. ● Filing - I was helping Madam Khairunnisa completing inventor filing data.
17/08/2018	<ul style="list-style-type: none"> ● Create form in excel - I was given a task by Cikgu Yazit to create form and count total number of students for SSDM (Sistem Sahsia Diri Murid) by using excel.
20/08/2018	<ul style="list-style-type: none"> ● Comparison between previous and latest - I was given a task by Cikgu Yazit to do comparison after I have done creating the previous form.
21/08/2018	<ul style="list-style-type: none"> ● Do correction with doing comparison of the previous and latest form - Improve the form of editing the creation of the form by using excel.
23/08/2018	<ul style="list-style-type: none"> ● Continue with previous task - create and count total number of students for SSDM (Sistem Sahsia Diri Murid) by using excel and do comparison between latest borang pelaporan sekolah rendah - Kumpulan A,B, and C.
24/08/2018	<ul style="list-style-type: none"> ● Sorting file - I was assigned by Cikgu Yazit to help Cikgu Rashid

	with sorting the file with different types of sport files.
27/08/2018	● Meeting with lecturer supervisor - Discussed regarding research questionnaire and practical log book.
28/08/2018	<ul style="list-style-type: none"> ● File management - I have arranged and organized school report letters into files ● Preparation during meeting - Cikgu Rashid has assigned me to prepare booklet before meeting start.
29/08/2018	● File management - I was helping Cikgu Rashid and Cik Puan Rose Hazira with files regarding perlantikan perjawatan aset.
30/08/2018	● Handling files - I was assigned by Cik Puan Rose Hazira to continue with previous task which is to do filing for perlantikan perjawatan aset.
03/09/2018	} Sick leave
04/09/2018	
05/09/2018	
06/09/2018	● File record - I was assigned by Cik Puan Rose Hazira to do total amount of stocks used by the employees through 'borang permohonan stor'.
07/09/2018	● File record - I have continued with previous task assigned by Cik Puan Rose Hazira.
12/09/2018	● Sorting file - I was assigned by Madam Army to sort and complete file for unit gaji.
13/09/2018	● Handling file - I have completed helping Cik Puan Rose Hazirah with files such as regarding kakitangan sokongan, perlantikan perbendaharaan, tatacara pengurusan aset, elaun tuntutan, pindah rumah dan perkelilingan perbendaharaan.
14/09/2018	● Recalculate the number of students - I was assigned by Cikgu Yazit to calculate total number of students from different schools based on SSDM system.

CHAPTER 3

ANALYSIS

3.0 Introduction

This chapter describe the analysis of the practical training which focuses on several area of tasks as covered in practical training. It should also reflect the definition of concept, demonstration of practical and theoretical aspects as how to relate it with concepts learn in classroom at the workplace and how to transform knowledge gained at workplace to reinforce understanding on the concepts learned in classroom. I have described all my practical training in Chapter 2 based on days and weeks as it shows I was more focused in doing data processing and file management in Kuching District Education Office.

3.1 File management

File storage is one of the documents containing the official government information. Managing and storing the documents systematically and orderly manner in accordance with regulations is important in an organization. It is to ensure that the government information are protected and does not leaked where it can also easily accessed when required by the designated officer. If an organization fail to manage and store the documents properly, it can affects everyday tasks and affect and give negative impacts on organization.

Filing of documents is to ensure all the can be obtained quickly when necessary needed. It can also be used as a reference by the officer in future and secure the documents in good condition. Filing documents for Kuching District Education Office includes the personal documents of the staffs, teachers and schools from Kuching District. For example, I have assigned to do file management for documents regarding the students and teachers from different schools..

I have learnt about file management procedures, by referring and filing guidelines. The procedures are important to follow as the staff has to manage and keep the outflow and inflow of the activities in Kuching District Education Office. The procedures of storing the files is the letters have to be arranged accordingly to the date and the references number at a specific places in which it would be easier for the staff to look for the files when needed.

Furthermore, the files also need to be attached together with the minute papers to record the in and out of the papers. There are also some methods that used such as opening of files and activities undertaken. For example, prepare cover for opening files, the contents of an attachment of activities undertaken and controls the movement of files. Besides, there also methods for closing files and activities undertaken such as methods for the disposal of the files.

Files that have been fully used should be closed when it has reached 100 attachments and when there is no further action need to be taken on the document. The file also should be closed when it is no longer requires for daily administration or not referenced within 5 years. Therefore, new measures should be undertaken for new cover file. It is ti ensure the organization can manage the records effectively and efficiently with this action.

3.2 Data processing

According to Kumar (n.d), data processing is defined as any computer process that converts data into information. As stated by French, data processing also can be defined as a collection and combination of data to produce meaningful information. The process of data processing can be automated and can be run by any computer as well. Data need to be converted into information before it can be use. Data is basically manipulated to produce results that lead to resolution of a problem or improvement of existing situation.

Data processing consists of 6 stages which includes collection, preparation, input, processing, output and interpretation and storage. The first stage of the data processing is collection where it is considered as crucial as it can affect the information when the data are being collected and converted. In order to ensure the validity of the output, data gathered need to be ensure and it need to be well defined and accurate.

The second stage of the data processing is preparation. In this stage, the manipulation of data into a formation is required for the purpose of analyze and process. Raw data need to be checked when it failed to be processed for accuracy. Preparation is about resembling data set from one or more data that will be used for exploration and processing.

Thirdly is input, it is the task of verified data is coded or converted into machine readable form to ensure it can be processed in a computer. Data entry is done through the use of scanner, keyboard or any of its existing sources. This stage is a time consuming as it requires accuracy and speed.

Fourth stage in process processing is output and interpretation where it involved the transmission of processed information to the users. There various forms of output such as reports, audio, and video. The output need to be well delivered so that it can provide meaningful information as to make decisions of an organization.

Final stage for data processing is storage. The storage of data and information is involved in the stage for future use. When the data and information is stored it allowed quick access and retrieve the information, by allowing it to be passed on the next stage directly when it is required.

I was exposed to software application during my 8 weeks of practical training in Kuching District Education Office.

CHAPTER 4

RECOMMENDATION

4.0 Introduction

Firstly, there are some recommendations of actions taken to overcome problems for future to improve their services. An organization can improved their weaknesses in order to reduce difficulty while working. Overall, the operation and management system at Kuching District Education Office have good system, but some can still be improved. As for practical student, this training has proved it is important to undergo practical training as students can gain more knowledge outside university ad experience real working environment.

Therefore, I will discuss some recommendations for Kuching District Education Office in chapter 4 after 8 week of practical training.

4.1 Strengths

First of all, there are few strengths that I have found during my practical at Kuching District Education Office. The strength that I have found is **good relationship between employers and employees**. This is because they have good communication with each other. It is very important to have good communication as it can deliver and receive information very well. When there is a good management within an organization it can lead to cooperation between each other. Eventually, the organization can achieve any objectives and even programs.

Furthermore, **data processing**. Kuching District Education Office has been handling students and teacher from different schools in Kuching. There are almost 100 schools handled by Kuching District Education Office and tons of activities was held at those schools. In this case, Kuching District Education Office need to acquire students name lists from involved schools. Other than that, in order to have a smooth data processing, the system of the organization need to be good.

Another strength that I found is **good systems**. Recently, Kuching District Education office have provided good computer system to each of their employees as they need to process their data daily. Besides, the software are also up-to-date so that the computer can run smoothly. Therefore, they can update new information as the old information can be stored for reference.

4.2 Weaknesses

There are also some weaknesses in the organization, the first weaknesses is **lack of staff**. The section that I have worked before has no enough staff to help organize the files and key in information. For example, one of the Sistem Sahsiah Diri Murid (SSDM), Pengurusan Pencegahan Dadah di Sekolah, etc. Kuching District Education Office need to hire more staff in the section as there are a lot of programs need to be done.

In addition, **lack of visitors car parking**. There should be sufficient car parking in for the teachers from other schools. Teachers from Kuching District schools will come regarding the activities that they going to have in their schools. They will also come for checking and updating their Buku Perkhidmatan Awam as government servant. Having lack of parking will cause them to park outside the gate or by roadside which is dangerous as of them are bringing their children.

Other than that, another weaknesses that I found is **safety**. We should work at conducive and safe environment to feel comfortable. Safety is the condition of being protected from harm, accident and damages. We spent most of the hours at office and we are surrounded by hazard. For example, in Kuching District Education office consists of physical, chemical, ergonomic and biological hazards. Physical hazard consists of hazards associated with electric shock, machinery and lighting in workplace, meanwhile chemical hazard consists of dusts, gases and smokes. Ergonomic hazard related with mental stress meanwhile biological hazard lead to a state of the air conditioning system.

4.3 Recommendation

The first recommendation is **recruiting more staffs**. The process of hiring employees is crucial in an organization. Kuching District Education Office should hire sufficient employees in my section that I have worked to able the organization run smoother. When there are sufficient number of workers it will be able to contribute for the organization to achieve its objectives.

In addition, **provide more car parking space for the visitors**. There should be enough space for visitors car parking space to reduce as the visitors have to park outside the gate. It is dangerous as their car is not protected especially when they spend longer time dealing at Kuching District Education office. The visitors should feel more safe when they are visiting the organization. Therefore, Kuching District Education Office should provide more car parking space.

Other than that, **provides measures of health and safety by establishing basic occupational safety and health**. It is important to help the employees to understand and to have the awareness of occupational safety and health. For example, Kuching District Education office employees can understand and know how to react when there is electric circuit especially the female employees. Besides, **enhancing the neatness (housekeeping) of the organization**. It is one of the ways to reduce physical hazard in the workplace. For example, maintenance of electric equipment and air conditioning regularly.

CHAPTER 5

CONCLUSION

5.0 Introduction

This chapter will contain my summary of chapter 1 to chapter 4. I will summarize all chapters so that it will be more clear to understand chapter 1 to chapter 4. It also will help to have easier look and reading for each chapters.

5.1 Summary of Chapter 1

Chapter 1 is the introduction for Kuching District Education Office where I had my practical training for 8 weeks. I have included all the objectives, mission and vision as all organizations are desired to achieve their own objectives. Besides, chapter 1 also consists of background of the organization, client's charter and organizational structure.

5.2 Summary of chapter 2

Chapter 2 is focus more on the schedule of training as I have carried out 8 weeks of practical training at organization that I have chose which is Kuching District Education Office. This chapter discussed more on my schedules and tasks that I was assigned to do. It has taught me a lot of knowledge and widen my scope of learning as I get to understand how to relate my studies in workplace.

5.3 Summary of chapter 3

I have discussed more on analysis on the tasks and the task analysis that I have more focused is on data processing and filing management. In this chapter 3, I have explained more on data processing and file management during my 8 weeks of practical training in Kuching District Education Office.

5.4 Summary of chapter 4

Chapter 4 is more focused on the recommendation and consists of strength and weaknesses of Kuching District Education Office. Each organization need to enhance their strengths and overcome their weaknesses as they have their own strengths and weaknesses. I believe Kuching District Education Office have taken some actions to improve any weaknesses that has occurred in order to give the best services.

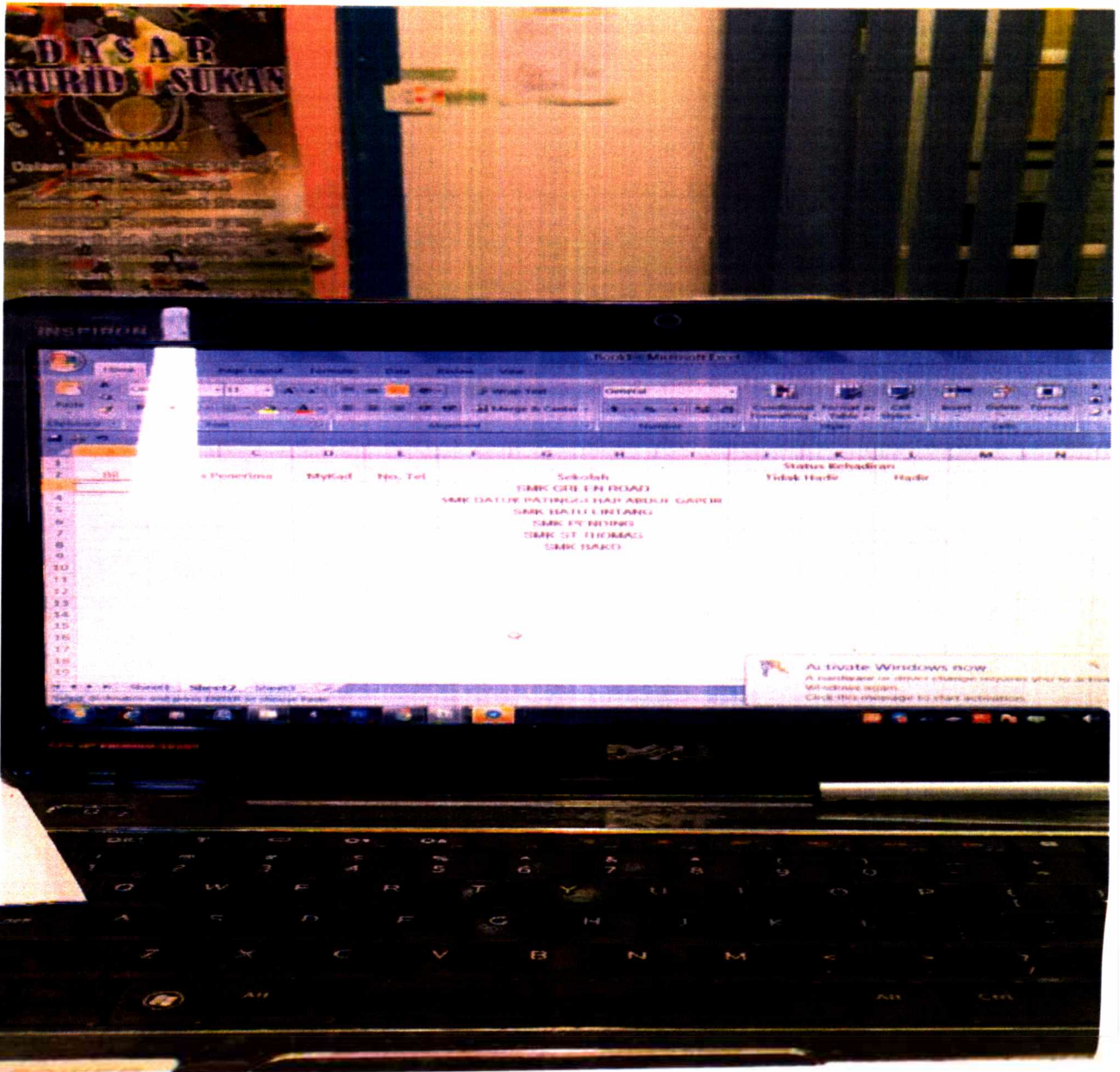
5.5 Conclusion

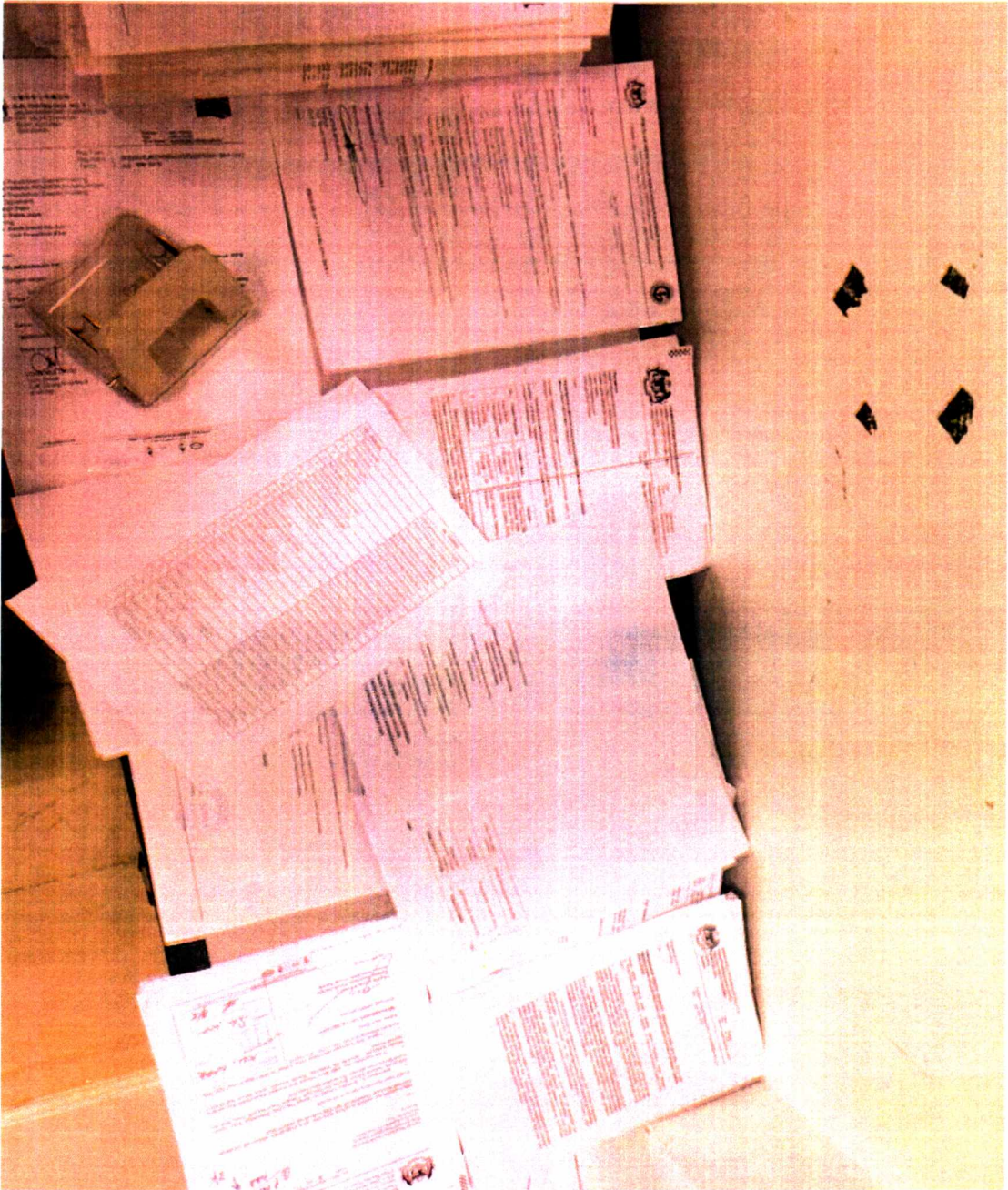
Overall, I think my practical training has proved that it is important and useful to undergo practical training before graduate as I can gain more knowledge that is hard to gain in university. For example, I have improved my public relation skills with people such as interacting with the staffs and customers after 8 weeks of having practical training. The experience is valuable as I can get experience of real working environment. Besides, it has also provide me best possible benefit for the experience that I have gained during my practical training such as self-development.

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APPENDICES













LAWATAN MUHIBBAH PPD KK SABAH
@ PPD KUCHING
16 OGOS 2018

SILA IMBAS

(PPD KK, SABAH)

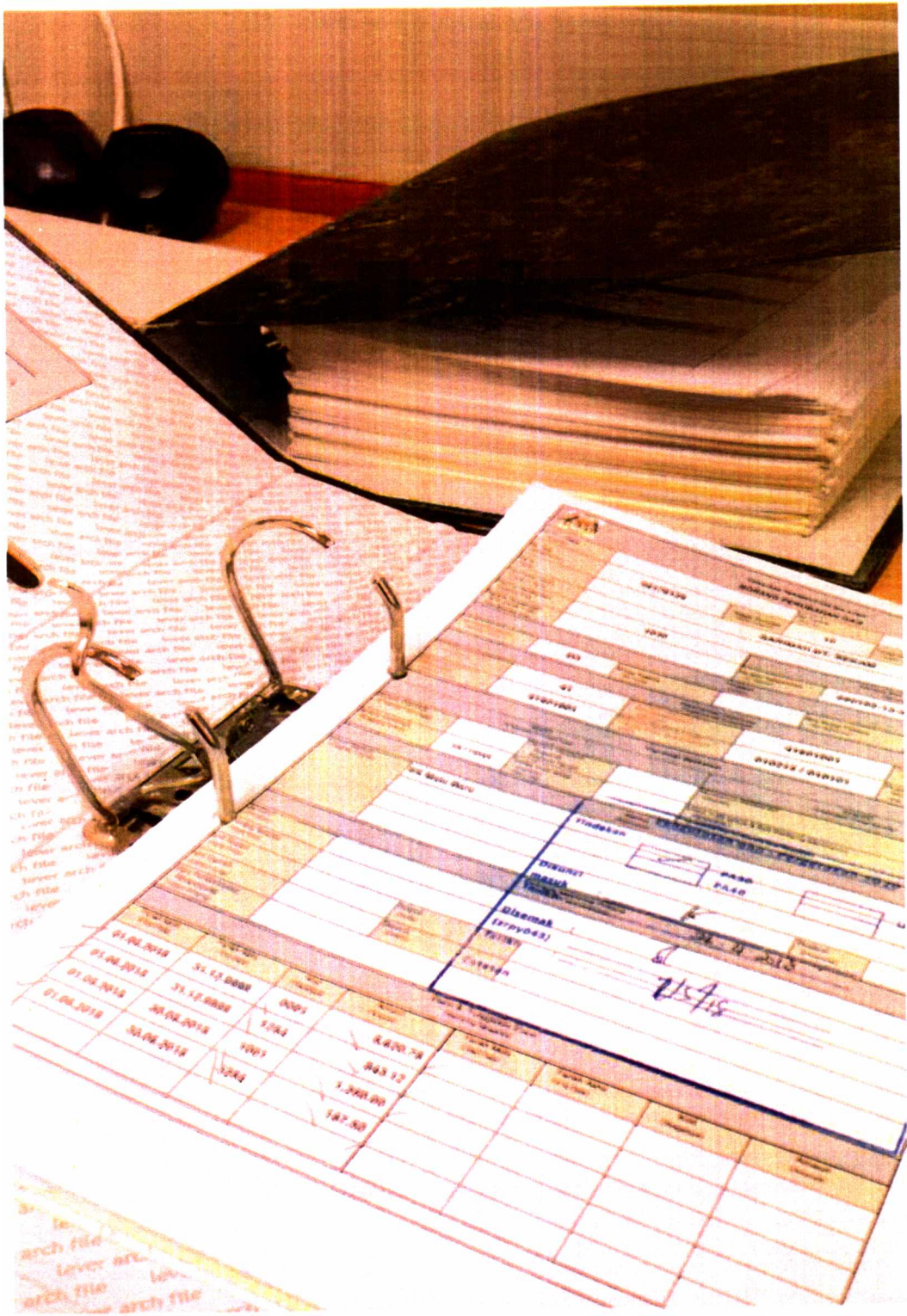


TERIMA KASIH











KLINIK IBUKOTA SEMARAK

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83050 Kuching. Tel: 082-428912

No 48662

SICK CERTIFICATE

This is to certify that Joclyn Joan anak Jonio
of Pejabat pendidikan Daerah Kuching is ill and will
not be able to perform his/her duties for two (2)
days with effect from 03/09/2018 to 04/09/2018



Medical Practitioner







Pejabat Pendidikan Daerah Kuching

Sijil Penghargaan

Dengan ini disahkan bahawa

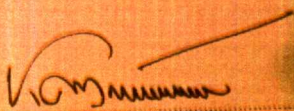
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PEJABAT PENDIDIKAN DAERAH KUCHING
pada 23 Julai hingga 14 September 2018




KAMARIAH BINTI SAID
Pegawai Pendidikan Daerah Kuching