



**UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**

**PRACTICAL TRAINING REPORT
SARAWAK TIMBER INDUSTRY DEVELOPMENT CORPORATION
(STIDC)**

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2016422088**

MARCH – JULY 2018

CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING REPORT BY
SUPERVISOR

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TITLE OF RESEARCH : AN OVERVIEW OF SURVEY AT SARAWAK
TIMBER
INDUSTRY DEVELOPMENT COOPERATION
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I have received the complete final and complete practical training report and approve the submission of this report and approve the submission of this report for evaluation.

.....

(MADAM NOORFADHLEEN BINTI MAHMUD)

Date:

DECLARATION

I hereby declare that the work contained in this practical training report is our own except those which have been duly identified and acknowledged. If I was later found to have committed plagiarism or other form of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM's.

Signed

.....

Name: NURSAKINAH BINTI BUJANG

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION



Figure 1.1 STIDC Building

1.1 STIDC'S BACKGROUND

SARAWAK TIMBER INDUSTRY DEVELOPMENT CORPORATION (STIDC) also known as *PUSAKA* was established in June 1973 under the *Perbadanan Perusahaan Kemajuan Kayu Sarawak Ordinance 1973*.

Its incorporation was initiated following the recommendation of the Food and Agriculture Organization (FAO) of the United Nations, which conducted a comprehensive forest inventory in the state from 1968 to 1972.

The function would be to stimulate by all possible means the planned expansion of wood-based industries throughout Sarawak at a role consistent with the overall interest of the economy, the availability of capital and the technical expertise and effective management of the forest

1.2 THE OBJECTIVES

- To formulate new policies and strategies to promote and develop the timber industry.
- To develop efficient and economical utilization of the forest resources.
- To create new concepts and strategies in the timber industry so as to ensure that benefits from the harvesting of the state's forest resources will be shared holistically.
- To enable the State Government to coordinate and implement the overall timber industry development strategies through private sector involvement to encourage new industry.

1.3 VISION AND MISSION

VISION

- Spearheading the Advancement of Timber Industry.

MISSION

- We strive to regulate and facilitate the advancement of an innovative timber industry.

1.4 THE FUNCTIONS

1. Control and co-ordinate the manufacturing standards and trade practices of timber industries.
2. Make recommendations to the Government as to the methods and policies to be adopted to facilitate the advancement of existing timber industry.
3. Encourage effective utilisation of timber with emphasis on product diversification and quality control.
4. Promote and facilitate the development of the timber industry and to assist any person engaged in the production and marketing of timber products.

5. Provide technical advisory services for the purpose of assisting in the development of existing timber industry and in the establishment of new industries.
6. Provide training in various aspects of timber industry operations.

1.5 CORPORATE LOGO



Figure 1.2 STIDC's Logo

This logo was officially launched on 7 May 1993 during the Corporation's 20th Anniversary.

This logo was designed to reflect the aspirations, functions and objectives of *PUSAKA* as well as its corporate vision. Its circular shape signifies *PUSAKA* as the leader and catalyst for the timber industry.

The green letter "P" depicts the abbreviated name of the Corporation in *Bahasa Melayu PUSAKA* that bears the meaning of the forest as a heritage and invaluable resource of the people of Sarawak.

The brown colour symbolises wood as a raw material for the timber industry. The letter "S" is an abbreviation of the name of the Corporation - STIDC in English.

The golden colour depicts the leadership role played by *PUSAKA* in the development of the timber industry.

The combination of colours reflects the efforts of *PUSAKA* in stimulating the growth of the timber industry towards a more dynamic and progressive era as far as the downstream processing sector is concerned.

1.6 Company's Song : *PUSAKA Kita*

Bersama kita tingkatkan kejayaan

Dengan semangat bekerjasama

Bersatu tenaga dan warisan budaya

Menjadi amalan kerja kita

Budaya kerja berteras kualiti

Kami anak watan yang berdikari

Penuh kasih sayang sesama kita

PUSAKA Berjaya nan gemilang

1.7 ORDINANCE AND REGULATIONS

1.7.1 SARAWAK TIMBER INDUSTRY DEVELOPMENT CORPORATION ORDINANCE, 1973

Sarawak Timber Industry Development Corporation Ordinance, 1973 was introduced to provide for the establishment of Sarawak Timber Industry Development Corporation and matters connected therewith and incidental thereto. The functions of the Corporation were laid down in Section 5(1) of the said Ordinance. Amongst others, the function are” to regulate and control the manufacture of timber and timber products, and the sale, distribution and marketing thereof, and to set or determine the manufacturing standards and quality, and trade practises of the timber industry in Sarawak”.

The Ordinance was revised and amended twice, ie in 1999 and 2006. In 1999, amendments were made to strengthen the role of STIDC in monitoring and regulating the timber industry. In 2006 the law was again revisited and amended and this time

STIDC was to take over the registration of mills except sawmill from Forests Department. The amendment to the law also saw an increase in penalty for non registration from RM2,000 to RM300,000.00.

- Sarawak Timber Industry Development Corporation Ordinance, 1973

1.7.2 SARAWAK TIMBER INDUSTRY (REGISTRATION) REGULATIONS, 2008

Sarawak Timber Industry (Registration) Regulations, 2008 is made pursuant to Section 24 of Sarawak Timber Industry Development Corporation Ordinance,1973. It provides provisions for registration of timber industry with STIDC.

The said Regulation was recently amended in 2008. The amendments were made in view of the new responsibility assumed by STIDC to register mills except for sawmill. Previously, mill licenses was issued by Forest Department. With these new amendments, STIDC plays a bigger and wider role in regulating the development of timber industry in Sarawak.

- The Sarawak Timber (Registration) Regulation

1.7.3 TIMBER GRADING REGULATIONS, 2008

The Timber Grading Regulations was made under Section 24 of Sarawak Timber Industry Development Corporation Ordinance,1973. It provides provisions for STIDC as Grading Authority in Sarawak. As Grading Authority, STIDC role is to protect the interests of sawn timber trade by supervising the grading works of Timber Graders. STIDC will issue grading certificate after completing check grading works on any sawn timber that requires to be graded.

The said Regulation which was introduced in 1975 was subsequently amended in 1983 and 2008.

- Timber Grading Circular, No. 1/2009
- New Timber Grading Regulations, 2008

1.8 BOARD OF MANAGEMENT




	<p>CHAIRMAN</p> <p>YB Datuk Amar Haji Awang Tengah Ali Hasan</p> <ul style="list-style-type: none">• Deputy Chief Minister• Minister Of Industrial And Entrepreneur Development• Second Minister Of Urban Development & Natural Resources
	<p>MEMBERS</p> <p>YB Tan Sri Datuk Amar Haji Mohamad Morshidi Bin Abdul Ghani</p> <ul style="list-style-type: none">• Sarawak State Secretary
	<p>YB Datu Haji Len Talif Salleh</p> <ul style="list-style-type: none">• Assistant Minister of Workforce Development and Training• Assistant Minister for Environment
	<p>YBhg Tan Sri Datuk Amar (Dr.) Haji Abdul Aziz Bin Dato Haji Husain</p> <ul style="list-style-type: none">• Board of Management
	<p>YBhg Dato Sri Ahmad Tarmizi Bin Haji Sulaiman</p> <ul style="list-style-type: none">• Sarawak State Financial Secretary

Figure 1.3 STIDC's Board of Management



YBhg. Datu Haji Sarudu Haji Hoklai *D.J.B.S, J.B.K.*
K.M.N, P.B.K, P.P.B MBA, Ohio Univ., BBA (Hons), UKM
General Manager



Tuan Haji Hashim Haji Bojet
P.P.B, P.P.S
MBA, Ohio Univ., BBA (Hons), UKM
Deputy General Manager



Madam Dayang Nena Abang Bruce
A.M.N, A.B.K, P.P.S
Master (Business Administration), Heriot-Watt
Univ., UK
Dip., Marketing, The Institute of Marketing, UK
B.Econ.(Hons)., Univ. of Malaya **Senior Assistant**
General Manager (Trade & Industry)



Madam Sadiyah Tu
P.P.B, P.B.K
Dip In Accountancy, UITM
BBA (Hons), Western Michigan University, USA
MBA, Ohio University, USA
Senior Assistant General Manager (Project
Development)



Cik Hajah Haluyah Awi
P.P.B
Bachelor of Law(LL.B.) (Hons), Univ. Teknologi
Mara,
Dip. in Law, Univ. Teknologi Mara
Assistant General Manager (Administration)



Madam Suraya Mohd Ali
P.P.B
Bachelor of Bussiness Administration (Hons)
, UIA
Masters (Corporate Business
Administration), Ohio University, USA
Assistant General Manager (Registration
and Licensing)



Encik Paul Lau Ngie Hung
P.P.B
BSc. Forestry (UPM)
Senior Assistant General Manager
(Resource Development)



YBhg Datin Catherine Sng Bee Seio
P.P.B, P.P.S
B.Com. (Acct), Univ. of Otago, Dunedin, New
Zealand
Registered Accountant-Malaysian Institute of
Accountant
Senior Assistant General Manager
(Finance & Investment)



Encik Hamzah Haji Morshidi
P.P.B
Dip in Forestry, UPM
Bachelor of Science Forestry, UPM
Master of Environmental Science, Murdoch
Uni. Western Australia
Acting Assistant General Manager
(Northern Region)



Encik Johari Zainuddin
Dip in Forestry, UPM
Bachelor of Science Forestry, UPM
Acting Assistant General Manager (Central
Region)

Figure 1.4 STIDC's Management Structure

1.10 QUALITY POLICY

STIDC is committed to rendering quality services for customers' satisfaction through:-

- Continuous improvement on Quality Management System;
- Provides services beyond quality standards in a given time frame; and
- Ensures competent, knowledgeable & innovative human resource.

1.11 CLIENT'S CHARTER

1. To Process All Types Of Registration Applications Within Five (5) Working Days.
2. To Process And Issue The Grading Certificate Within Seven (7) Working Days.
3. To Process And Issue Import & Export Licenses For Timber And Timber Products Within One (1) Working Day.
4. To Process Feedback On Applications for Non-Resident Workers and Expatriates Within Seven (7) Working Days.
5. To Process Applications for Physical Inspection of Wood – Based Mills Layout Plans Within Twenty-One (21) Working Days.
6. To Process Payments Within Twelve (12) Working Days.
7. To Respond to Enquiries and Information Request Within Three (3) Working Days.
8. To Respond to Customer Complaints Within Three (3) Working Days.

1.12 SERVICES

1.12.1 Registration and Licensing

Section 5A of “The Sarawak Timber Industry Development Corporation Ordinance, 1973”, is the provision requiring those involved in timber industry to be registered with STIDC.

This led to the formation of Registration and Licensing Division which functions are as follows:

1. To register any person involved in establishment, manage or operate any mills, manufacturing, sale, distribution or marketing of timber and timber products.
2. To keep records on registration of timber and timber based industries.
3. To monitor the development of timber and timber based industries in Sarawak.
4. To disseminate information relating to Ordinance and Regulation to timber industry.
5. To keep records on ICC/ICA applications by ICC/ICA committee.
6. To process and support ICC/ICA applications secretariat and to be tabled in the ICC/ICA committee meeting.

1.12.2 Resources & Development

(1) Forest Resources

The Resource Development Division continued its roles in ensuring the supply of raw materials, and human capital is sustainably available and well managed for the industry. In the effort to ensure the supply of our raw materials are sustainable and readily available, STIDC continued to monitor the execution of various policies under this aspect. This includes stringently monitoring the implementation of the Log Quota Policy, Ramin Export Quota, Log Import Quota, the status of STIDC timber concession licenses, the progress of STIDC’s planted forests, the issuance of “Sustainable Forest Management & Legality Statement”, the monitoring of Safety and Health Activity in Timber and Logging Industry; and even involved in environmental issues as well. In addition to this, the division is also responsible to establish and carry out matrix for manpower in the timber industry primarily in terms of managing the number of foreign workers in the State. These significant roles are necessary as routine contributes to the State Technical Committee of Foreign Workers regarding the suitable numbers of foreign workers or expatriate should be allows to be given working permit.

(2) Forest Plantation

The Forest Plantation Resource Section was established in 16 May 2007 to carry out activities regarding the establishment, development, and monitoring of forest plantation in Sarawak.

The Section functions are;

- To assist STIDC in the promotion of forest plantation establishment as an alternative for raw material supply for the wood processing industries.
- To monitor as well as to provide relevant inputs into the development progress of STIDC related forest plantation.
- To prepare detailed Policy Working Paper on various affecting factors which include incentives, labour, guidance and technical advices toward the forest plantation industry.
- To carry out data collect on forest plantation planted species selection, suitability of plantable areas, forest planted areas etc.
- To conduct Forest Plantation Establishment Awareness Campaign in areas involve with forest plantation projects as to expedite its implementation.

1.12.3 Quality Control

In compliance with the Timber Grading Regulations, 2008 all sawn timber to be exported from Sarawak must be graded by registered competent Timber Graders. Sarawak Timber Industry Development Corporation (STIDC) is the Grading Authority for Sarawak to issue grading certificates for all sawn timber graded under the Malaysian Grading Rules for Sawn Hardwood Timber. In May 2008, STIDC proudly launched eGrading system in order to make transformation in the organization align to support the government's call for innovation, creativity, efficiency and integrity. This system enables the Timber Industry to submit the application for grading certificate online.

1.12.4 Domestic Trade

Issuance of Export & Import License Through ePermit System

STIDC's Export & Import License Procedure were certified under ISO 9001:2015, since January 2009. Issuance of export/ import license through ePermit System provides services to the timber industry in particular and business communities in general. In pursuing its vision STIDC is committed to provide quality and friendly services by meeting its client charter:

1.12.5 Project Development

Project Development Division was established to carry out activities regarding the establishment, development, and monitoring projects especially in Tanjung Manis. And their objectives as follows:

1. Effective Project Planning And Implementation In Support Of PUSAKA's Strategic Direction.
2. Resourceful Facilitation Of Projects Financing & Projects Financial Management.
3. Effective Implementation & Supervision Of Projects To Ensure Completion Within Schedule Without Cost Over Run.
4. To Establish Good & Comprehensive Projects Information System.
5. Establish Continuous Rapport/Networking With "Approving Agencies" To Facilitate Approval Of Submissions And Solutions To Related Issues.
6. To Attract Investors in Tanjung Manis (POIC, Shipbuilding, Fishery Related etc.) Through Effective Promotion Programs.
7. Active Contribution to STIDC's Quality Management Initiatives, CSR Programs and Recreation Activities.

1.12.6 Industrial Training

One of STIDC's aspiration is to produce skilled and knowledgeable human resource in the wood-based sector in the aspects of processing related activities, timber trade and factory management. In line with its aspirations the corporation has designed various training and programmes to serve the public, particularly the timber-based industry. In line with the corporate's vision & mission, and the national Vision 2020, STIDC is responsible for the development of disciplined, skilled and capable human resources. STIDC is committed to the timber industry and human resources development, which aims to provide and conduct training to upgrade their knowledge and skills for the benefit of this sector. This is to ensure that the industry stays competitive in producing quality products in the global market.

1.13 CHAPTER SUMMARY

Chapter 1 discuss mainly about the background of the organization. This comprises of the following which is the background of the organization, vision and mission, the objective of the company. It also discusses about the functions that the company withhold also their policy, organizational chart, board of management, corporate logo and the corporate song.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 CHAPTER REVIEW

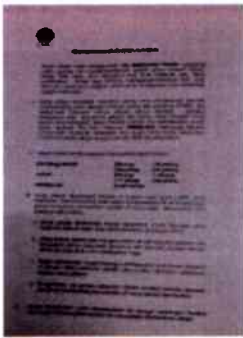
This chapter is focused on the schedule of practical training which has been recorded on the logbook by trainee during the practical training. It begins with Section 2.2 which focuses on the introduction. Then, Section 2.3 explains the logbook, scope of works and the daily activities while undergo the practical training in the organization. Lastly, in Section 2.4 explains the chapter summary.

2.2 INTRODUCTION

During the industrial training attachment, as the trainee Nursakinah Bt Bujang was given a practical training log book which is for the trainee to report and summarize the daily task that has been done while undergo for the two months of industrial training which is from 29 January 2018 until 23 March 2018. Thus, this chapter will be focused more on the tasks executed throughout the industrial training which have been undergoing at the Sarawak Timber Industry Development Corporation. In addition, during the practical training, I was allocated at the Koperasi Pusaka Berhad under the Administrative Department. Following is the practical training schedule of the daily tasks that has been carried out by trainee during their practical training which are in weekly order.

2.3 PRACTICAL TRAINING SCHEDULE

I am provided with practical training log book by UiTM Samarahan. All task has been done by the trainee was recorded in the log book and all the recorded activities had being signed and approved by the supervisor, Encik Khalifah Bin Anthony.

Weeks	Job Description
Week 1 (29/1/2018 02/02/2018)	<p>29th January 2018 (Monday)</p>  <p style="text-align: center;">Figures 2.1 Rules and Regulations</p> <ol style="list-style-type: none"> i. Report duty at Human Resource Department Quality on 8.00am at Blok Podium, Level 2. ii. Trainee has been briefing by Pn. Rosemini as the tutor for my practical training regarding at Sarawak Timber Industry Development Cooperation. List of things were handout: <ul style="list-style-type: none"> - Rules and Regulations - Passport photo - Individual Information form - Details about Kursus Praktikal on 29th January 2018 until 23rd March 2018 <p>A welcome wagon by staff members</p> <p>Pn. Rosemini also guide a trainee which section will trainee done their internship. Trainee will be assigned at section Koperasi Pusaka Berhad at Wisma Sumber Alam, Level 10.</p> <p>A demonstration by Pn. Nurul Akma on how to use a photocopy machine and fax machine throughout practical training.</p> <p>30th January 2018 (Tuesday)</p> <p>Job assignment was given by Cik Aziee Famizza regarding to receive an upcoming or outcoming mails, then Key In the data in the computer.</p> <p>Key in data in Upcoming and Outgoing Mail. Steps are as follow:</p> <ol style="list-style-type: none"> 1. Any upcoming mail have been received should be stamp by using 'RECEIVED' 2. Open Upcoming and Outgoing Mail document in server by using computer. 3. Key in the data inside and print out 4. Get a sign from Pn. Fatimah to ensure the data has been key in <p>31 January 2018 (Wednesday)</p>

	<p>Retype a draft of Development Agreement between Koperasi Pusaka and Land Survey Department Kuching. This agreement should deliver to Land Survey after getting a sign from En. Awang Mentali from Section Quality Control</p> <p>1 February 2018 (Thursday)</p> <p>Received and Record Upcoming Mail</p> <ul style="list-style-type: none"> i) Stamp the received upcoming mail ii) Open the 'Outgoing and Incoming Mail' in computer and key in the data. Mention the date received, title of incoming mail and which person that mail should be given iii) Print out and get a sign from Pn. Fatimah then give a mail to person that have been mention <p>2 February 2018 (Friday)</p> <p>Filling the inventory stationery forms in computer and updated the stocks. Staff who takes a stationery such as pen, sticky notes must inform the trainee. The trainee updated the stocks in computer.</p> <ul style="list-style-type: none"> i) Updated the stationery stocks in computer ii) The trainee will mention their name and quantity that have been taken by staff <p>Stationery stocks will be updated every month and Audit also will come to Koperasi Department to check the stock</p>
<p>Week 2 (05/02/2018-09/02/2018)</p>	<p>5 February 2018 (Monday)</p> <p>Trainee had updating details file of Koperasi Pusaka's staff include files for cleaner and salesman at Galeri Perabot Pusaka that located at Bangunan Ibu Pejabat PBB, Jalan Satok, 93400 Kuching, Sarawak. Replaced an old file with a new one and also replace staff file who already resign and passed away.</p> <p>6 February 2018 (Tuesday)</p>

Welcoming a new staff of Koperasi Pusaka which is En. Farid Ismeth as a Executive Assistant of Administration. En. Farid replaced Cik Azie Famizza as she already resign at 30th January 2018. En. Farid also helps the trainee during practical.

7 February 2018 (Wednesday)



Figure 2.2 STIDC Monthly Assembly

Trainee went for STIDC'S Monthly Assembly. A speech from YB Tuan Hj Hashim Bin Hj Bojet regarding on promotion and hiring among staffs.

Every month, STIDC will conduct an assembly which all staff will attend at Dewan Seminar

8 February 2018 (Thursday)

Trainee did some file arrangement of Koperasi Pusaka's staff. Whereby trainee updating the information of the staff in the files. Arrange the information in the files such a resume, seminar that had been attended by staff, medical leave, leave application from. This is to ensure that staff know when take their leave.

9 February 2018 (Friday)

Trainee continues her duties which is receiving upcoming and outgoing mail. Then, key in the data into computer. Fill in the title of the mail, date

received and from where mails have been delivered. Then, trainee will print out then get a sign from Pn. Fatimah. She will mention the name of the staff as attention by mails.

Week 3
(12/02/2018-
15/02/2018)

12 February 2018 (Monday)

ANGGOTA LEMBAGA



Figures 2.3 Organizational Chart of Koperasi PUSAKA

Trainee been asked by Pn. Fatimah to a get sign from Ahli Lembaga Koperasi. In order to conduct a prorammes or activities, they have to get sign from ALK's members for approval atleast six of them. On that day, the trainee manage to a get six sign from ALK's member which are from En. Awang Mentali, En. Senu, En. Dahrawai, En. Rapiz, En. Abg Luqman and Pn. Sadiyah.

13 February 2018 (Tuesday)

The trainee updating stock of stationery of Koperasi Pusaka. The trainee have to update when ever staff take a stationery such as pen, memo, sticky notes and others because this stocks will be bring to Management Meeting next week.

14 February 2018 (Wednesday)



Figures 2.4 I-share sessions regarding on Pensions Talk

Trainee went for i-share sessions regarding on Pensions Talk that was presented by Mr David from the Human Resource Management Department. He is the expert and a senior officer in the Human Resource Management Department. Thus, he is the one who can give this presentation.

15 February 2018 (Thursday)

The trainee been asked by Pn. Fatimah to make a portfolio for every file in Koperasi Pusaka in term of administration, financial and others. Trainee will mark on every top of letter in administration files by using red pen. The reason why Pn. Fatimah to do like that it is because it will easier for every staffs who take out the letter from every file.

Week 4
(19/02/2018-
23/02/2018)

19 February 2018 (Monday)

Trainee prepared a minutes meeting that held on 22nd February 2018 at Manager of Koperasi Pusaka's room. Pn. Nurul Akma also guide the trainee on how to prepared a minutes meeting since it was first time and have to be careful. The trainee also go through from the previous minute meeting and followed up what have been mention and what should been update. The trainne also call a catering for the food during meeting.

20 February 2018 (Tuesday)

Trainee update the member of Koperasi Pusaka in Sytem Kiosk. Pn. Humairah guide the trainee on how to using system Kiosk. Trainee have to updated a name of heirs every member of Koperasi Pusaka. For example, every member of Koperasi Pusaka will be given 100% of their heirs. So, it depend on the member how they will divide the percentage according to their heirs.

21 February 2018 (Wednesday)

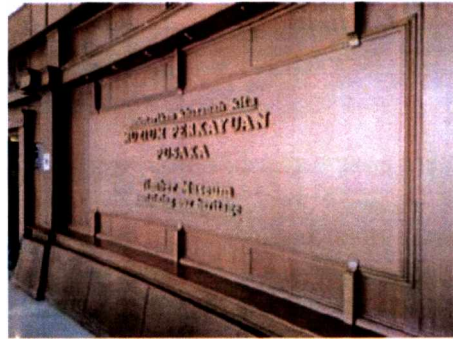
Trainee continues her duties which is receiving upcoming and outgoing mail. Then, key in the data into computer. Fill in the title of the mail, date received and from where mails have been delivered. Then, trainee will print out then get a sign from Pn. Fatimah. She will mention the name of the staff as attention by mails.

22 February 2018 (Thursday)

Trainee attend a Management Meeting at Manager of Koperasi Pusaka' room. Meeting was start at 9.00 am and all staff have attend a meeting on that morning. Topic discussion that have been carried out during meeting is

- i) Recruitment of Cleaner and Open Interview for hire a new staff
- ii) Tanjung Manis Development

23 February 2018 (Friday)



Figures 2.5 STIDC'S MUSEUM



Figures 2.5 The insight of the Museum

Trainee went to Museum for report purposes

Week 5
(26/02/2018-
02/03/2018)

26 February 2018 (Monday)



Figures 2.6 I-Share regarding on Ways to a Healthy Diet

Trainee went for i-share sessions regarding on ways to a Healthy Diet that was presented by coach from Fitness Gym. She is the expert about to get a

healthy life. Thus, she is the one who can give this talk during I-share session.

27 February 2018 (Tuesday)

Trainee has updating the information of Koperasi's member in System Kiosk. Trainee had been guide by Pn. Humairah on how to use system kiosk of Koperasi Pusaka. Trainee also updated for division transfer of staff of STIDC which are from Kuching, Miri, and Limbang.

28 February 2018 (Wednesday)

Trainee continues her duties which is receiving upcoming and outgoing mail. Then, key in the data into computer. Fill in the title of the mail, date received and from where mails have been delivered. Then, trainee will print out then get a sign from Pn. Fatimah. She will mention the name of the staff as attention by mails.

1 March 2018 (Thursday)

Trainee updated a Member of Koperasi Pusaka in System Kiosk. She had updated the heirs of member of Koperasi Pusaka. Trainee also updating stationery stock because Koperasi Pusaka will conduct a program on 6 March 2018. So, pen, A4 paper and others stationery will be using throughout the programmes.

2 March 2018 (Friday)



Figures 2.7 Make up Class by Hana Bakri at Multipurpose Hall

Trainee participates in Make-up Class by Hana Bakri at Multipurpose Hall. During this time, Manager and Assistant Manager went for Seminar at Bintulu. I have been asked Pn. Akma to attend this class for knowledge sharing.

Week 6
(05/03/2018-
09/03/2018)

5 March 2018 (Monday)

Trainee make a tagging for salary of Koperasi Pusaka's staff in files. Trainee did a tagging by following a year from 2016, following by 2017 and the latest one is 2018. Purpose for tagging the files so it will make Pn. Akma duties is more easier and it will make she easy to found a files. Trainee also updating the stationary stocks because new stocks arrived on that afternoon such as pen, A4 papers and others. Every montyh, En. Khalifah will order a stationery stocks.

6 March 2018 (Tuesday)

Trainess was given an opportunity to be 'Urus Setia' for 'Effective Administrative Skills and Duties' Programme. Trainee was accompanied by En. Farid as he handled this Seminar. Trainer for this Seminar was from Kuala Lumpur which is Mdm. Nancy Liu. Participant for this programmes also from administrative section which are clerk, admin assitant and others.

	<p>7 March 2018 (Wednesday)</p> <p>Trainee continues to be a 'Urus Setia' for 'Effective Administrative Skills and Duties's Programme as this program was run for two days. It was big opportunity for the trainee because she also can join this programme. Afterwards, trainee continue her duties on evening which are received an upcoming and outgoing mails.</p> <p>8 March 2018 (Thursday)</p> <p>Trainee updating the attendance record of the Koperasi Pusaka's staff from January until March. The attendance record had been created by Pn. Akma in Microsoft Excel. Trainee update the staff's attendance which are staff who coming late, came at office ontime, back earlier from the office hours. Attendance system in Koperasi Pusaka using a manual system whereby they have to sign whenever arrived at office or back from office.</p> <p>9 March 2018 (Friday)</p> <p>Trainee make a filing of staff who attend seminar in 'Latihan Umum'. This attendance for Ahli Lembaga Koperasi who attend a seminar. Trainee also continues her duties in updating the attendance record of the Koperasi Pusaka's staff from January until March. Trainee also received an upcoming and outgoing mails.</p>
<p>Week 7 (12/03/2018- 16/03/2018)</p>	<p>12 March 2018 (Monday)</p>



Figures 2.8 Trainees and new staffs went for registration for Induction Courses for new employees and practical students

Trainees and new staffs went for registration for Induction Courses for new employees and practical students. Mostly the induction courses for the first four days covered mostly regarding on talks by the Head of Section. On the first day, the talk were covered by Corporate Affairs Section, Human Resource Management Section, Building Maintenance Section, and Security Section. Then, trainees went for a lunch then continue to listen to talk from Information, Communication & Technology (ICT) Section.

13 March 2018 (Tuesday)



Figures 2.9 A talk from the Project Department

The Induction courses continue. A talk from designated sections alongside with the presentations from the Head of Sections. On the second day, the

talk were covered by Project Development Section, Technical Engineering Section, Accountant Section and Manpower Section.

14 March 2018 (Wednesday)



Figures 2.10 A talk from Madam Estee Dinimashita, the Head Department of Internal Audit

The Induction courses continue. A talk from designated sections alongside with the presentations from the Head of Sections. On the third day, the talk were covered by Internal Audit Section, Quality Control Section, Enforcement Section, Legal and Secretarial Section and Koperasi Pusaka Section.

15 March 2018 (Thursday)



Figures 2.11 Site Visit to Kompleks Industri Perabot

A trip to *Kompleks Industri Perabot PUSAKA Kota Samarhan*. All the trainees and new staff went there by bus. We gather at Head Quarter *PUSAKA* to Samarahan. We leave at 8 in the morning and reached out destination by 09:30 am. Afterwards, we were welcomed by the staff of *Kompleks Industri Perabot PUSAKA Kota Samarahan*.



Figure 2.12 The Insight of Galeri in Kota Samarahan

16 March 2018 (Friday)



Figure 2.13 Top Management seated for Monthly Assembly

STIDC Monthly Assembly where all staff are gathered in Dewan Seminar.

The top management team comprises of :-

1. YBhg Datu Haji Sarudu Bin Haji Loklai and other top management being Heads of Departments

Issues stressed during assembly:-

1. A talk on Rabies by Dr Humawali
2. New staff appointment

Week 8

(21/03/2018-
23/03/018)

21 March 2018 (Wednesday)

Trainee prepared a minutes meeting that held on 22nd March 2018 at Manager of Koperasi Pusaka's room. The trainee also go through from the previous minute meeting and followed up what have been mention and what should

been update. The trainee also call a catering for the food during meeting. And trainee also guide new staff which is En. Farid as he was not yet familiar with his job duties. Trainee also photocopy all the matters that should be bring during management meeting.

22 March 2018 (Thursday)

Trainee attend a Management Meeting at Manager of Koperasi Pusaka' room. Meeting was start at 9.00 am and all staff have attend a meeting on that morning. Topic discussion that have been carried out during meeting is cleaning service, updating the stationery stocks and others.

23 March 2018 (Friday)

It was the last day of the trainee internship so in that trainee taking picture together with the staff of STIDC. Alongside that, as her final day has come, the trainee has been assigned to transfer her duties to En. Farid. Trainee also teach En. Farid on how to receive an upcoming and outgoing mails and updated the stationery stocks. On the last day of the trainee internship, the staff in Koperasi Pusaka section made a farewell party for trainee.

2.4 CHAPTER SUMMARY

As a conclusion, trainee underwent a memorable and bountiful of knowledge and experience when they undergo their practical training at Sarawak Timber Industry Development and Corporation or also known as the common acronym in '*Bahasa Malaysia*' which is *PUSAKA* that stands for *Perbadanan Kemajuan Perusahaan Kayu Sarawak*. Furthermore, trainee has made many networking with the staff and also the practical students from various departments and universities.

CHAPTER 3

ANALYSIS

3.1 CHAPTER REVIEW

The third chapter for this practical training will embark on the analysis of the content of practical training of the trainee. In this matter, student will explain the analysis of training specifically focuses on one area of task as covered in the Practical Training Handbook. Moreover, it will explain further on the definition of the concept which is the theoretical part of the task and therein, the demonstration which is what the trainee experienced hands-on on the concept and lastly how student transforms knowledge gained at workplace to reinforce understanding on the concepts learned in classroom.

3.2 INTRODUCTION

For that, the trainee will explain the concept of data processing which will encompass the definition and also the functions. Then, it will be explained from the trainee's personal experience during practical training when they were assigned on the data processing. Alas, this chapter will be closed with the provided conclusion on Chapter 3, analysis.

3.3 TASK ANALYSIS

During the trainee practical training, the trainee have experienced lots of task and also been exposed to various departments and sections. The trainee was assigned to receive an upcoming and outgoing mail which is under Koperasi Pusaka Berhad Section and being controlled by the Administrative Department at Sarawak Timber Industry Corporation and Development or the well-known acronyms; STIDC. Although the trainee had experienced many tasks but the most task that has been done by trainee is received an upcoming and outgoing mail which data

processing task which encompasses information technology unit administration and software application.

Data processing covers information technology unit administration and software application. For this, the trainee emphasized on software application. Thus, all of the department and even sections have been exposed to data processing because they are venturing into a technology savvy company or paperless environment. With this, all department and section must work together for the efficiency and the effectiveness of the data processing. Therefore, the processing that is frequently used by STIDC is System Kiosk.

System Kiosk was frequently used by staff of Koperasi Pusaka. It is an integrated computer-based system which uses to manage the member of Koperasi Pusaka information. Any updated about member of Koperasi Pusaka will be updated on this system. In System Kiosk, there have information of staff such as division transfer, heirs of staff, position and other basic information.

D) Information of Member of Koperasi PUSAKA

In order to be a member of Koperasi PUSAKA. The staff must a permanent level with PUSAKA and for the contract's staff at least more than one year. Information were includes amount of salary, heirs of the staff and basic information such as address, position and others.

Since the trainee is assigned under the Administrative Unit at Koperasi PUSAKA, the trainee has to go through the process flow on key in the data. After the data key in, the trainee must printed out the copies that emails, the copies and being sent to manager for sign and put in files for their record keeping. Any mails that have been received will update on system and will be photocopy.

Apart from that, there are many task required the software application which is the data key in using Microsoft Excel which the trainee also exposed into. To explain more regarding on this matter, the trainee was emphasized on the Attendance Record of Koperasi PUSAKA's staff. All the details requirements are keyed in this form using the Microsoft Excel.

3.4 DEFINITION OF CONCEPT

3.4.1 SOFTWARE APPLICATION

According to (Lemly, 2005), software application consists of programs designed to perform specific tasks for users. Application software can be used as a productivity or also business tool; to assist with graphics and multimedia projects; to support home, personal, and educational activities; and to facilitate communications. Furthermore, (Lemly, 2005) also explained on how to start a software application. Both the Microsoft Windows and the Apple Macintosh operating systems use the concept of a desktop. The desktop is an on-screen work area with common graphical elements such as icons, buttons, menus, links, windows, and dialog boxes. A software application can be started by clicking its program name on a menu, or list of commands. Clicking the program name instructs the operating system to transfer the program's instructions from a storage medium into memory. Once started, the application displays in a window on the desktop. A window is a rectangular area of the screen that is used to show the program, data, and/or information. At the top of the window is a title bar that contains the window's name.

3.5 SOFTWARE ALLPICATION FUNCTIONS

3.5.1 SPREADSHEET SOFTWARE

Spreadsheets are among the most widely used programming systems in the world. Individuals and businesses use spreadsheets for a wide variety of applications, ranging from performing simple calculations to building complex financial models (Abraham et al, 2008). With spreadsheet software, data is organized in rows and columns, which collectively are called a

worksheet. The intersection of a row and column, called a cell, can contain a label (text), a value (number), or a formula or the function that performs calculations on the data and displays the result (Lemly, 2005). In this matter, the trainee also experienced spreadsheet software which is the using of Microsoft Excel 2010 during management information system class. The trainee accumulates all necessary details of the data manually then key in all of the data in the spreadsheet. Accordance to the cell and the label, with that everything is labelled and will not be mistaken. The system will automatically give the value which has been set by the trainee.

3.5.2 DATABASE SOFTWARE

As mentioned by (Kim et al, 2003), a database is an organized collection of information. Generally, when we refer to a database we mean one that indexes articles in journals. Each article in each journal is analyzed by the editors and a record is created that includes the title of the article, author of the article, journal title, volume, issue and page number of the article. Each record also lists the topics covered by the article. (Lemly, 2005) also mentioned that database software allows you to create and manage a database. A database is a collection of data organized to allow access, retrieval, and use of that data. A query is used to retrieve data according to specified criteria, which are restrictions the data must meet. The trainee also exposed to database software during her class which is an SPSS Software which originally stood for Statistical Package for the Social Sciences. As what (Coakes, 2005) mentioned, this software is used by social scientist and related professionals for their statistical analysis. Trainee been exposed to data management and statistic enhancement.

Also, the trainee also undergo a three day course of Big Data Lab courses which emphasizes on the usage of Anaconda Program and the use of Jupyter Notebook. It is a program that indicates for large-scale data processing, predictive analytics and scientific computing that aims to simplify package management and deployment (Wikipedia, the free Encyclopedia, 2017)

3.6 REFLECTION OF STUDENT'S PERSONAL EXPERIENCE

Based on my experience as a trainee in Sarawak Timber Industry Development Corporation, I have gained many lessons and experience from the staffs. Not just that, when the trainee undergo her practical training, she able to practically understood what she had been studying in campus all the way from her Diploma years and also Degree level. Trainee had been assigned to Administrative Unit under Koperasi PUSAKA section which thereof been supervised by Madam Fatimah Hj Satim which also is the Head of Koperasi PUSAKA. During the trainee practical training period, the task that she was frequently assigned is the using of the System Kiosk Database and the Microsoft Excel software application. The entire task has been monitored by Madam Fatimah herself and the other Koperasi PUSAKA staff which Madam Humaira and Madam Nurul Akma. The process of Spreadsheet software and database software will be explained thoroughly. With that, this particular sub-topic will explain how the trainee had used the knowledge that she had gained during her studies and the practical side of it and channel it in to the practical training environment.

3.6.1 SPREADSHEET SOFTWARE

The trainee task is basically to key in designated information from the Service Orders or the Purchase Order by key in the Requisition Number and the invoice number. Everything is being mentioned in the form. Trainee was exposed on the data key in using the Microsoft Excel 2017.

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Surat Keluar Masuk Januari 2018

Invoice No	Title	Date received	From	Attention	Remark
FM0987	Tax Invoice	1 Mar-18	Wah Tung Travel Sdn Bhd	Acib	DONE
	ACCOUNT STATEMENT	1 Mar-18	BANK ISLAM	MAR ANA	DONE
AH5876	Tax Invoice	1 Mar-18	Tanjung Manis Development	Acib	DONE

Disiapkan oleh:
Nursakinah Bt Bujang

Disemak Oleh:
Pn. Hjh Fatimah Bt Satim

Figure 3.1 Upcoming and Outgoing Mail

After the data key in, the form must be printed out and gives to Madam Fatimah for her sign. Then, after get a sign, the original letter must be given to whom it may concern.

3.6.2 DATABASE SOFTWARE

During the practical training, trainee been exposed to the use of database software mainly named System Kiosk. I will explain are the process flow for the usage of System Kiosk software. Any update of information for member of PUSAKA should been updated on System Kiosk, because every computer of staff have this system. So easy for them to update any information on system. During a practical training, trainee have been exposed on how to using System Kiosk by Madam Humaira. At first, the trainee has been update the heirs of each member of PUSAKA. Every member has been given 100% amount of their heirs. There have limit for their heirs which only limited to 5 persons. So, it depends on the staff on how they will divide that. Each of the member of PUSAKA will be given a form to fill in and duties of the trainee is updated on System Kiosk. If any changes or missing items, trainee will call them and asked for latest updated .

3.7 CHAPTER SUMMARY

In this chapter, trainee has explained thoroughly the task that she has frequent undergone during her practical training at Sarawak Timber Industry Development Corporation. She explained the concepts theoretically and demonstrate the concept from what she had learnt from school and transform the knowledge into the workplace so that the trainee have better understanding on the task she is doing. For that, her task is specifically focused on Data Processing which the types of job is software application which is the spreadsheet software which is the used of Microsoft Excel 2013 to key in data for the Upcoming and Outgoing Mail. It clearly shows that STIDC practice towards a paperless documentation and the Microsoft Excel as their documentation, it can be said that the company is very technologically advanced. As what (Baker & Sugden, 2003) mentioned, there is no longer a need to question the potential for spreadsheets to enhance the quality and experience of learning that is offered to students. Traditional barriers need to be removed, either by ensuring that access to computers is improved or by changing assessment methods.

CHAPTER 4

RECOMMENDATIONS

4.1 CHAPTER REVIEW

This particular chapter will describe about the strengths and weaknesses of job or task assigned during training as discussed in Chapter 3 of this practical report. Not just that, this chapter will encompass on the recommendations and also improvements for the organization, Sarawak Timber Industry Development Corporation.

4.2 STRENGTH AND WEAKNESSES ANALYSIS

Being the trainee of Sarawak Timber Industry Development Corporation has given her the opportunity to learn and improve her skill overall in various aspects. Below are the strength and weaknesses that has been discovered by the trainee during her practical training at STIDC.

4.2.1 STRENGTH

Sarawak Timber Industry Development Corporation has give an opportunity when the trainee go through her practical training at her unit, which is Koperasi Pusaka. Hence, there are several strengths that trainee has found during her practical training.

4.2.1.1 GOOD COMMUNICATION BETWEEN DEPARTMENTS

During the trainee practical training, she found that the staffs back at STIDC have great bonding with each other. Although they face several crisis along the way but they know how to avert the problems and settle in a very professional way. For instance, there have an issue on invoice. Even though there misunderstanding because seems both parties also have their fault. But that take this issue as lesson which every single thing we made always comes with the problem. They ways how we handled is by take a lesson learned and always careful during next time.

4.2.1.2 GIVING ALLOWANCE TO PRACTICAL STUDENTS

Being a statutory body itself, STIDC provide allowances to their practical students. The amount of allowance depends on the level of education of the practical students. For instance, Bachelor Level students' allowances are differing from Diploma students. Not just that, if the practical students undergo an offsite visit, the students will also receive claim from the company. This is very fortunate for the practical students because they are in good hands.

4.1.1.3 TRAINEE BEING GIVEN EXPLANATIONS ON THE TASK

As the trainee is assigned under the Koperasi Pusaka, the trainee has a hands-on experience using the System Kiosk software. Before using the System Kiosk software, the trainee was explained by the staff on how to use the database. Mistakes done by the trainee are forgiven because she is in her learning phase

4.2.2 WEAKNESSES

Below are the weaknesses that the trainee embarked when she undergo her practical training at Sarawak Timber Industry Development Corporation.

4.2.2.1 DELAYED IN COMPLETED THE TASK

During the practical training, the trainee found out that some of the staff was not serious in doing their job. And sometimes it was take several weeks to completed even though the task is quite easy. For instance, noticed of went to Seminar in Strategic Planning should be given to all Member Koperasi by giving a cover letter, and the cover letter should be send within one week to confirm their absenteeism. But, it takes several weeks to send with Ahli Lembaga Koperasi and the worst part is the document that should be send was missing.

4.2.2.2 TIME MANAGEMENT

The time management among the staff are quite alarming because as a trainee, I need to discipline myself by coming early. But, different from what the staffs are because most of them arrived late which an hour after the beginning of the office hours. To explain more regarding on this matter, the starting hour of the working time at STIDC is at 8 am. Some staffs arrived late, which is at 9 am. This is very alarming because it will affect the productivity of their working performance. Not just that, the working end shift usually ends at 5pm. Unfortunately, some staffs does not take the working shift seriously and they go back early to their home at 04:30pm. Sometime, during the lunch hour, the staff went for their lunch as early as 12:30pm and come back to their office at 02:30pm. In fact, the usual working hours for lunch break only provide at 01:00 pm until 02:00pm.

4.3 RECOMMENDATIONS

Below are the recommendations to strengthen the strength of STIDC and to overcome the weaknesses.

4.3.1 PROVIDE MORE SAFETY FACILITIES AND EQUIPMENT

Several department was not provided a CCTV and it was dangerous for staff especially for women and sometimes for office itself because any people can come to office and take office's money. Based on the trainee experience, because there were several times back at office at late hour such at 6.00 pm and of course the trainee was alone at office, it was bit dangerous to stay alone at office without CCTV. And if happened such as theft, the office cannot blame anyone without proof if there was no CCTV. In addition, this department should upgrade their equipment such as their cabinet because it was already broken, especially for stationery stuffs because it already old and should been replace with a new one. At the same time, they should add more cabinet to put files because as the trainee see was the files were put everywhere sometimes at the floor, this is due to lack of space and the office was quite small also.

4.3.2 PROVIDE MORE INFRASTRUCTURE FOR PRACTICAL STUDENTS

In this part, the trainee would like to recommend the management of Sarawak Timber Industry Development Cooperation to provide more infrastructure to practical students. During my practical training, the training system was quite unorganized. It is advisable for the supervisors in charged to list out the training that the students will undergo. In addition, it was a pleasure if Sarawak Timber Industry Development Cooperation also can provide facilities for student practical in term of small cubicle and computer. It will make them more comfortable in doing their task given. This is because most of the time the trainee will using an staff's computer and they have to take a time to using it, the trainee will move to another computer if there is

available. Without computer, it will affect the student's productivity to work on their practical training at the company.

4.4 CHAPTER SUMMARY

At last, trainee is satisfied with the effort of Faculty of Administrative Science and Policy Studies in making this program run smoothly and successfully. There are always issues and loop holes during this practical training such as the scarcity of facilities for the trainees to undergo their practical training but there always room for improvement.

CHAPTER 5

CONCLUSIONS

This chapter will explained the summary of each chapter by highlighting its main point and section as in section 5.2

5.1 SUMMARY BY CHAPTER

Chapter 1 discuss mainly about the background of the organization. This comprises of the following which is the background of the organization, vision and mission, the objective of the company. It also discusses about the functions that the company withhold also their policy, organizational chart, board of management, corporate logo and the corporate song.

Whilst for Chapter 2 discussed about the schedule of the trainee practical training report at the company that they are working with which in this case, Sarawak Timber Industry Development Corporation. Trainee underwent a memorable and bountiful of knowledge and experience when they undergo their practical training at Sarawak Timber Industry Development and Corporation or also known as the common acronym in '*Bahasa Malaysia*' which is *PUSAKA* that stands for *Perbadanan Kemajuan Perusahaan Kayu Sarawak*. Furthermore, trainee has made many networking with the staff and also the practical students from various departments and universities. The activities are well organized and the knowledge sharing with the staff has made the trainee more understand of the scope that she is assigned.

Then Chapter 3 discusses about the tasks and also the types of job the trainee involved in and how they demonstrate the work in the working environment as to what the University and Faculty expectations. In this chapter, trainee has explained thoroughly the task that she frequent undergone during her practical training at Sarawak Timber Industry Development Corporation. She explained the concepts theoretically and demonstrate the concept from what she had learnt

from school and transform the knowledge into the workplace so that the trainee have better understanding on the task she is doing. For that, her task is specifically focused on Data Processing which the types of job is software application which is the spreadsheet software which is the used of Microsoft Excel 2013 to key in data for the upcoming and outgoing mails. It clearly shows that STIDC practice towards a paperless documentation and with e-Solusis and the Microsoft Excel as their documentation, it can be said that the company is very technologically advanced. As what (Baker & Sugden, 2003) mentioned, there is no longer a need to question the potential for spreadsheets to enhance the quality and experience of learning that is offered to students. Traditional barriers need to be removed, either by ensuring that access to computers is improved or by changing assessment methods.

Lastly for Chapter 4, this encompasses about the strength, weaknesses and recommendations that the trainee can give to the company during the trainee practical training with them. Trainee is satisfied with the effort of Faculty of Administrative Science and Policy Studies in making this program run smoothly and successfully. There are always issues and loop holes during this practical training such as the scarcity of facilities for the trainees to undergo their practical training but there always room for improvement.

5.2 OVERALL CONCLUSION

In a nutshell, this practical training has been an excellent and rewarding experience. I can conclude that there have been a lot I have learnt from my work at Sarawak Timber Industry Development Corporation (STIDC). I have learnt to have soft skills appropriate to the work environment. Also set improvised in communication skills. With experience, knowledge of skills acquired during my internship I will be better prepared to face working world.

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APPENDICES

APPENDIX 1 Organizational Structure

PERBADAYAN KEMAJUAN PERUSAHAAN KAYU SARAWAK (PUSAKA)

KEMENTERIAN PEMBANGUNAN BANDAR DAN SUMBER ASLI

PENGENJUS BEKAS
(KONTAK)
DATU MALI ZALUDU MALI BOKAL

TIMA, PENGENJUS BEKAS VOT
(JBC)¹
MALI HASIMA MALI BOKET

Sekiranya Pembangunan
Sumber Manusia & Keahlian
PENGENJUS M4
Drg Manjendra Ang'nia
Dorai

Sekiranya Latihan Teknikal
PENGENJUS ERI (JBC)
Sial Lom

PENGENJUS M4
Majlis Pembangunan
Korporat
Di-vechah Ng'ni Ang'nod
PENGENJUS M4 (SS)
Sekiranya Bidang, Bidang
Dan Serenteh
Kerjasama Syarikat Simpa
PENGENJUS M4E1
Sekiranya Audit Dalaman
Data Bersejarah Almond
Lantik

SARAWAK PERMANGKALAN
SUMBER

PENGALAMAN PENGUNJUNG BEKAS
KAWAN GIZ

PAU LAI NGI NGI NGI

PENGENJUS M4E1

Sekiranya Tenaga Kerja
Dipindah Ke Luar Negara

Pengawal (Bersejarah) GMA

Sekiranya Sumber Manusia
Amend' Ng'ni Ng'ni

SARAWAK PERMANGKALAN
DAN PERUMPAH

PENGALAMAN PENGUNJUNG
BEKAS, ERI

SIBAWA MONGI ALI

PENGENJUS GMA

Sekiranya Pendidikan Dan
Keahlian Bersejarah

PENGENJUS M4E1

Sekiranya Perancangan Projek
Ng'ni Ng'ni Ng'ni Ng'ni

SARAWAK PERMANGKALAN
PROJEK

PENGALAMAN PENGUNJUNG
BEKAS KAWAN BERSEKUTANG

SAKAWI TB

PENGENJUS JM

Sekiranya Kejuruteraan
Eri Ng'ni Ng'ni

PENGENJUS M4E1

Sekiranya Perancangan Projek
Ng'ni Ng'ni Ng'ni Ng'ni

SARAWAK PERMANGKALAN
DAN INDUSTRI

PENGALAMAN PENGUNJUNG
BEKAS KAWAN, ERI

DATANG NGI NGI NGI NGI

PENGENJUS JM

Sekiranya Perancangan
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1

Sekiranya Perancangan
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1

SARAWAK KEMAJUAN
PERMANGKALAN

Sekiranya Kemajuan
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1

Sekiranya Kemajuan
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1

Sekiranya Kemajuan
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1

SARAWAK PERMANGKALAN
PENGALAMAN

Sekiranya Perancangan &
Pembangunan
Kejuruteraan Kejuruteraan

PENGENJUS ERI

Persekolahan Kejuruteraan

SARAWAK PERMANGKALAN
PENGALAMAN BEKAS

PENGALAMAN PENGUNJUNG
BEKAS NGI NGI NGI

MAJLIS KEKUALIFIKAN AM

PENGENJUS M4E1

Sekiranya Perancangan Sumber
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS ERI

Sekiranya Perancangan Sumber
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1

SARAWAK PERMANGKALAN
DAN PERUMPAH

PENGALAMAN PENGUNJUNG
BEKAS KAWAN BERSEKUTANG
DAN CAHAYAN NGI NGI NGI

AKADAMIK, M4E1

Sekiranya Kemajuan
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1 (JBC)

Sekiranya Pendidikan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1

Sekiranya Perancangan Sumber
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1

Sekiranya Perancangan Sumber
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1 (JBC)

Sekiranya Perancangan Sumber
Kejuruteraan Kejuruteraan
Kejuruteraan Kejuruteraan

PENGENJUS M4E1

PERAKAI MALAYA TIMOR
PERALAMAN PENGUNJUNG
PENGALAMAN BEKAS GMA
ICHDAN ZALUDU
Jhama Dorai GMA

PERAKAI MALAYA TIMOR
PERALAMAN PENGUNJUNG
PENGALAMAN BEKAS GMA
IKHDAN ZALUDU
Jhama Dorai GMA

APPENDIX II

Photo Gallery



Figure 1 : STIDC's location map



Figure 2 : STIDC's Building

ACTIVITY 1 : KURSUS INDUKSI

VENUE : KOMPLEKS INDUSTRI PERABOT PUSAKA, KOTA SAMARAHAN



ACTIVITY II : MAKE UPCLASS BY HANA BAKRI

VENUE : MULTIPURPOSE HALL



ACTIVITY III : STIDC MONTHLY ASSEMBLY

VENUE : SEMINAR HALL



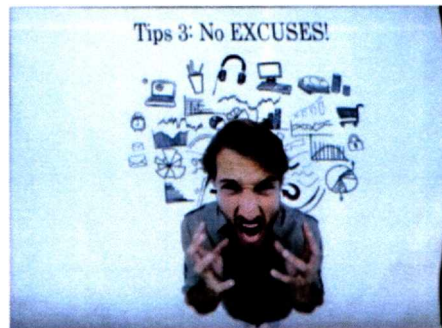
ACTIVITY IV : I SHARE ON PENTION AND DIET

VENUE : SEMINAR HALL



contoh 5 : Pencion

Tempoh perkhidmatan	-	432 bulan	36 tahun
Gaji pokok akhir	-	RM4,000.00	
Formula	-	$1/600 \times 432 \times 4,000$	
	-	RM2,880.00	sebulan *





UNIVERSITI TEKNOLOGI MARA
CAWANGAN SARAWAK

**PRACTICAL TRAINING
LOG BOOK**

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LOG BOOK

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Date	Exact Nature Of Work Done	Supervisors Remarks
29/1/18	Working on the recruitment	
30/1/18	Recruitment on received documents/forms	
31/1/18	Recruitment on received documents/forms	
1/2/18	Recruitment and received documents/forms	
2/2/18	Recruitment and received documents/forms	
3/2/18	Filing the inventory: stationery forms	
4/2/18	Working on stationery forms	
5/2/18	Recruitment and received documents/forms	
6/2/18	Recruitment and received documents/forms	
7/2/18	Recruitment and received documents/forms	
8/2/18	Recruitment and received documents/forms	
9/2/18	Recruitment and received documents/forms	
10/2/18	Recruitment and received documents/forms	
11/2/18	Recruitment and received documents/forms	
12/2/18	Recruitment and received documents/forms	
13/2/18	Recruitment and received documents/forms	
14/2/18	Recruitment and received documents/forms	
15/2/18	Recruitment and received documents/forms	
16/2/18	Recruitment and received documents/forms	
17/2/18	Recruitment and received documents/forms	
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25/2/18	Recruitment and received documents/forms	
26/2/18	Recruitment and received documents/forms	
27/2/18	Recruitment and received documents/forms	
28/2/18	Recruitment and received documents/forms	
29/2/18	Recruitment and received documents/forms	
30/2/18	Recruitment and received documents/forms	


Handwritten notes in the right margin, including a signature and some illegible text.

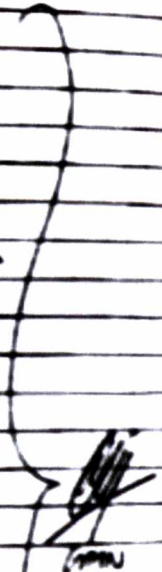
PRACTICAL TRAINING
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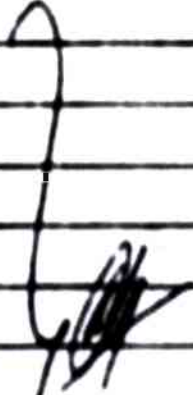
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Date	Exact Nature Of Work Done	Remarks
23/2	Received and Record incoming/outgoing Mail Updating to stationery's stock → take notes also → staff mail into a stationary	
26/2	Updated the stock information of letterhead Address number → update for them here in system.	
27/2	Updating to information of STIQC: number → updating for division's transfer.	
28/2	Received and Record incoming/outgoing Mail Updating to stationery's stock → take notes also → staff mail into a stationery.	Good!
1/3	1) updating number details in system → updating for their home and percentage of it. 2) Received and Record incoming/outgoing mail.	
9/3/18	1) Received and Record incoming/outgoing Mail. 2) Updating to stationery's stock → take notes → stationery stock for various use stationery.	
9/3/18	1) Received and Record Incoming or Outgoing Mail. 2) Updated to stationery's stock → may it to stationery's stock that already arrived photo → copying for library's staff of letterhead photo file.	
4/3/18	Received and Record Incoming or Outgoing Mail. Be a specialist for "offering a administrative skill" and carry a program and giving an opportunity to attend a program.	

PRACTICAL TRAINING
LOG BOOK

Date	Exact Nature Of Work Done	Supervisors Remarks
7/5/2018	Go a tour of the facility for effective maintenance staff and staff programming and giving an opportunity to attend a program.	
8/2/2018	Received and Record Opening and Closing Mail Updating the attendance record of staff Information Available in System Excel System Filing the file of staff who attend a Session in 'Lafayette Union'.	
9/2/2018	Updating the attendance record of staff Information Available in System Excel System. Filing the file of staff who attend a Session Received and Record Opening and Closing Mail	 GAIN EMPLOYEE FOR WORKING ENVIRONMENT.
12/2/2018	Attend a lunch and Program Informal for non staff and professional staff of Parish. Every representative of each section will briefly explain about background of the section :- Ex. Mr. John Jones from Section Information Systems Ex. Mrs. Mary Smith from Section Human Resources Management. Ex. Mr. Robert Brown from Section Information Systems Ex. Mrs. Anne White from Section Security Ex. Mr. David Green from Section Information Communication and Technology.	

Date	Exact Nature Of Work Done	Supervisors Remarks
13/3	<p>Attended a seminar and briefing programme for new staff and students practical for second day on Day 2</p> <p>En. Mohd. Muzaffar Masri from Section Trade Development</p> <p>En. Mohd. Mubarak bin Yusoff from Section Export Development</p> <p>En. Siti Hafizah from Section Technical Engineering</p> <p>En. Abg. Ismail bin Yusoff from Section Investment</p> <p>En. Dabrowi, Mohammed from Section on Migration</p> <p>En. Estee Dirimashita from Section Internal Audit</p>	
17/3	<p>Attended a seminar and briefing programme for a new staff and students practical for third day on Day 3</p> <p>En. Khairul Anwar Azid Azid from Section Quality Control</p> <p>En. Emzir Masri from Section Enforcement</p> <p>En. Muzaffar Masri from Section Legal and Administrative</p> <p>En. Arif from Section Industrial Development</p> <p>En. Hanisah Azid from Section Investment</p> <p>Azida Azid</p> <p>En. Siti Hajar from Section Industrial Training</p> <p>En. Siti Hafizah, En. Muzaffar and En. Mubarak from Section WROG</p>	<p>ENFORCEMENT</p> <p>ADMINISTRATIVE</p>
13/3	<p>Had a site visit to Kompleks Industri. Another ALARA note submission</p>	

Date	Exact Nature Of Work Done	Supervisors Remarks
16/3	Arrived and Arrived upon incoming and outgoing mail updated and Arrived part of stationery table related with staff table out to stationery	 All the staff in the parties
21/3	Arrived and Arrived incoming and outgoing mail notes a small meeting for management meeting on 22 March 2018 at 10:00 AM	
24/3	Arrived and Arrived incoming and outgoing mail. Filing the staff file of various assets	