



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
KOPERASI KAKITANGAN KADA KELANTAN BERHAD
(KELANTAN), DI ALAMAT PETI SURAT 127, 15710, KOTA
BHARU, KELANTAN**

SPECIAL PROJECT: PENGURUSAN SISTEM KOPERASI KADA

**BY
AMALINA BINTI HASSAN
2015180251**

**IM245 - BACHELOR OF SCIENCE (HONS.)
INFORMATION SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2018 - 31 JUNE 2018

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AMALINA BINTI HASSAN

FACULTY SUPERVISOR

PROF. MADYA DR. HJ. GHAZALI BIN OSMAN

**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2018 - 31 JUNE 2018

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declared that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

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AMALINA BINTI HASSAN

2015180251

Date of submission: 11 July 2018

ABSTRACT

The trainee has undergone the industrial training to Koperasi Kakitangan KADA Kelantan Berhad (KAKK) to gained knowledge and fulfill the faculty requirement. This report is an evidence for completing the training session since undergo the organization. In this report, there are 4 chapters which Chapter 1 is Introduction of Background of the Organization and Organization Structure, Chapter 2 is Organization Information, Chapter 3 contain of training activities and Chapter 4 is a conclusion. The Chapter 1 is discussing about the company background, history of the company and their activities. Next for Chapter 2, it is discussing about information of the organization that been training. Then, Chapter 3 consist of the training activities during training period and special project. The special project been discussed is Pengurusan Sistem Koperasi, Lastly, Chapter 4 consist of the application knowledge, skill, lesson learnt and thought and opinion.

Keywords: Koperasi Kakitangan KADA Kelantan Berhad (KAKK), Pengurusan Sistem Koperasi

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CHAPTER 1

CHAPTER 1

INTRODUCTION

Industrial training is a one of the step to adapt a working environment. It is a chance for students to learn and understand the working situation. It gives an opportunity to gain communication skills, making decisions, handling a problem and students will be able to think out of the box. Degree student for Faculty of Information Management need to attend an industrial training at the last semester to complete the requirement of the study. The period of industrial training is 5 months which starting from 1 February 2018 until 30 June 2018. The company that has been choose for industrial training is Koperasi Kakitangan KADA Kelantan Berhad (KKKK) in Kelantan. The reason for choosing KKKK which want to learn about their management. For 5 months practical at KKKK, it gives lot of skills and knowledge that can be apply for work in future. Besides, being able to practice what has been learn during previous semester at the office such as designing, managing the document and handling the program.

1.1 BACKGROUND OF THE ORGANIZATION

KADA (Kemubu Agricultural Development Authority). It was fully established on 30 March 1972 via Act 69, Kemubu Agricultural Development Authority Act, 1972 and was officially launched by Y.A.B. Tun Hj. Abdul Razak bin Hussein, the Prime Minister of Malaysia on 2 March 1973.

After the inception of KADA, the Kelantan State Government then followed through by approving the Enakmen Pihak Berkuasa Kemajuan Pertanian Kemubu, 1972 (Enakmen no.2 Tahun 1972 Kelantan) allowing the Minister of Agriculture and Fisheries to execute the Kemubu Agriculture Development Authority Act 1972, that commenced on 1st August 1972.

The name Kampung Kemubu, which is situated by the bank of Sungai Kelantan, 30km away from Kota Bharu, has been immortalized in the historical development of KADA. It was there that a pump house was built to supply water to the RPK (Rancangan Pengairan Kemubu), or the Kemubu Irrigation Plan, the largest among the cluster of irrigation plans unified under the management of KADA.

⇒ **Chairman's History**

Established as a statutory body, KADA is one of the earliest development authorities in Kelantan. A Board set up to administer KADA consists of a Chairman, a Deputy Chairman cum General Manager, the Director-General the Department of Irrigation and Drainage or his designee, a representative of the Federal Agricultural Marketing Authority (FAMA), a representative from the Agricultural Bank of Malaysia (ABM), 3 state representatives, and no more than 3 other representatives.

The Chairman of the Board is appointed by His Majesty the Yang Di-Pertuan Agong, whereas the other members of the Board are appointed by the Minister. The Chairman is

the Chief Managing Officer of the Board. All officers and officials are placed under his control and responsibility in preparing programmes, schemes or projects for consideration of the Board and in the implementation of decisions pertaining to them.

⇒ **General Manager History**

KADA controls all its functions and activities through the office of the General Manager. Daily administrative duties are executed by the Deputy Chairman, Board General Manager and are responsible for all programs, schemes and projects in line with the decisions of the Board and implement the instructions of the Minister or Chairman as and when received.

Subject to the orders of the Chairman, the Deputy Chairman has administrative control over all officers and Board appointees. The first ever KADA General Manager was Ybhg. Dato' Abdul Hadi b. Hj. Sidek, appointed to the post by the federal government. He was succeeded by a former director of the Kelantan State Agriculture Department., who was loaned out to the post initially. As of 1985 the post of General Manager has been held by internal promotion of KADA officers.

⇒ **Mission & Vision**

✓ **Mission**

To provide quality, efficient and effective service in areas of water supply resources, irrigation and drainage management systems, and agricultural applications technology through an integrated development approach towards the increase in padi crops

productivity and other food products and increase the socio-economic standards of farmers and their families within the areas under the KADA jurisdiction.

✓ **Vision**

To be an agency of excellence in increasing socio-economic standards of farmers and improved standards of national consumption.

⇒ **Task, Function & Objective**

✓ **Roles**

Based on Section 4 (1), Act 69, Kemubu Agricultural Development Authority Act 1972, KADA's main role is to:

- Promote, stimulate, facilitate and undertake economic and social development in the Kemubu Area
- Plan and undertake within the Kemubu Area such agricultural development as may be assigned to it by the State.

✓ **Function**

- To fulfil the roles stated, KADA executes the following functions based on the agriculture vision of YAB Prime Minister and the Third National Agricultural

✓ **Policy**

- To produce paddy to sustain the needs of the State
- To produce food-related products to fulfill local demands and sustain the consumption needs of the State.
- To Increase per capita income of farmers and their families on par with the per capita income of the state.
- To promote and cultivate downstream agro-based industries
- To develop and strengthen the institutional state of farmers so they are able to support their families.

✓ **Objectives**

- To be an agency of excellence towards the increase of socio-economic standards of farmers and standards of food production of the State.
- To produce paddy crops and rice to sustain the needs of the State
- To produce other food products to meet local demands and sustain the consumption needs of the State.
- To develop downstream agro-based industries that rely on local ingredients.
- To develop and strengthen the institutional state of farmers so they are able to support their families.
- To increase per capita income of farmers and their families on par with the per capita income of the State.

✓ **Division Function**

- General Manager Office
- Unit Integrity
- Internal Audit
- Management
- Planning & Information Technology
- Agriculture
- Agro-based Industry
- Mechanical & Electrical
- Civil Engineering
- Farmer Institutional
- farmers Extension

✓ **Program**

- Paddy
- Non-Paddy
- Farm Base Industry

CHAPTER 2

CHAPTER 2

ORGANIZATION INFORMATION

Chapter 2 will be described the organization information such as departmental structure and department function. KKKK is one of the association and club of KADA. They are credit base company and they give a benefit for their member using loan, road tax and insurance. Cooperative is an enterprise or organization owned by and operate for the benefit of those using its service. Basically, every organization will have their own cooperative for example, Universiti Teknologi Mara (UiTM) has their own cooperative for their member, name as Koperasi Kakitangan UiTM. Below are the explanation of the department structure and department function of KKKK.

2.1 DEPARTMENTAL STRUCTURE

KKKK consist of three staff which Pengurus Besar Koperasi, Ahmad Rohailan bin Hani@Rahim, Pegawai Kerja, Noor Zafran binti Ahmad Kamal and Kerani, Wan Shafini binti Wan Kamarudin Besides, they consist of 16 Cooperative Board Members.

DEPARTMENT FUNCTION

The function of the organization is to give benefit for their members. They prepare loans for their members such as 'Pembiayaan Anggota', Insurances and Road Tax and Tabung Al-Abrar

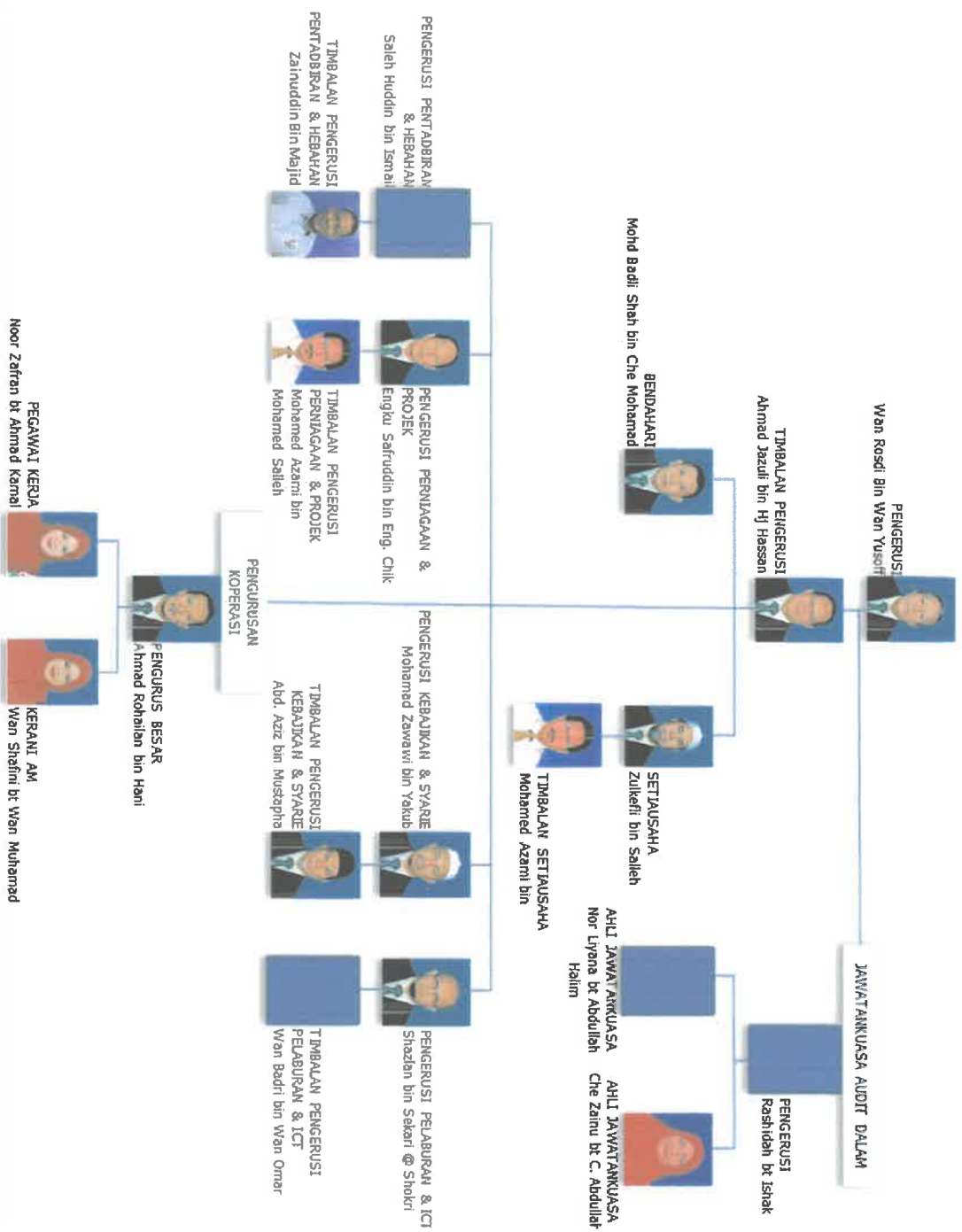


Figure 2: Cooperative Board Members chart

2.2 DEPARTMENT FUNCTION



Figure 3: KKKK's front office

KKKK is separated office from KADA's building. It is located near to KADA's building. KADA has been established four clubs and association for their staff. There are KADA Employees' Union, KADA Staff Cooperative, Kelantan's KADA Club and Puspanita. Koperasi Kakitangan KADA Kelantan Berhad (KKKK) is one of the association in KADA. KKKK has been establish since 1981. It is a non-government sector and their income is based on their activities. Their activities are to give loan for their members, join tender that has being offer according to their head license and they open mini mart for their side income.



Figure 4: KKKK's counter

They placed the product at the counter as it is easy to be seen when members enter the office. Some of their product be place by their members and other is from outsider. They are looking for any person that interested in placing their product through consignment. It is mean that the profit money of the product will be given when there is a profit for their product. Besides, the business person does not have to pay for their rental place as it is free. They are selling many products such as foods, beverage drinks, healthy product, car perfume and scarf.



Figure 5: Product being placed at the counter

The trainee prepares the price tag for the product is using Microsoft Office Word as it is not complicated, and it save the time to edit the price tag. The trainee will snap the product and price tag to promote the on the Facebook.

CHAPTER 3

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

Chapter 3 describe training activities and the special project in detail during industrial training. There are the routine activities at the office, program that had been held during industrial training period and the event that had been attend. There are many routine activities such as answering the phone call and checking the letter at the pigeon hole. Besides, there are few program and event that had been attend. The company is not an IT background which they are an account background as they are the cooperative. They provide the benefit to their member whom staff working at KADA. Besides, they apply a good management of the record as they arrange the record according to a right numbering.

3.1 TRAINING ACTIVITIES

In describing the training activities, it will be divided into the routine activities, electronic publishing, and brochure design. The activities and task being guide by the staff and supervisor to ensure the trainee able to complete the task without any difficulties.

3.1.1 ROUTINE

Routine activities in the KKKK are marketing product, answering phone calls, preparing a voucher form for loan request, utilities payment and road tax payment, preparing receipt as an evidence for loan payment, and preparing the claim for road tax. The staff will guide the trainee to handle the task until they will not be depended to the staff. Below is the explanation of the routine activities during industrial training.

3.1.1.1 MARKETING PRODUCT

Marketing are the activities that are involved in making people aware of the company's products, making sure that the products are available to be bought, etc. KKKK is using Facebook as a platform to market their product to buyers because majority of their members are using this social media in daily life.

Besides, Facebook is the best platform to promote the product as it has lot of function such as share a short video for story, upload status with unique background and make a live video. KKKK is opening mini mart inside the office in front of the counter. They are selling various food, beverage drink and various product such fertilizer, face mask and scarf. Besides, KKKK also selling the home-made food such as 'Nasi Dagang', Vietnam Spring Roll and 'Mee Kari'.

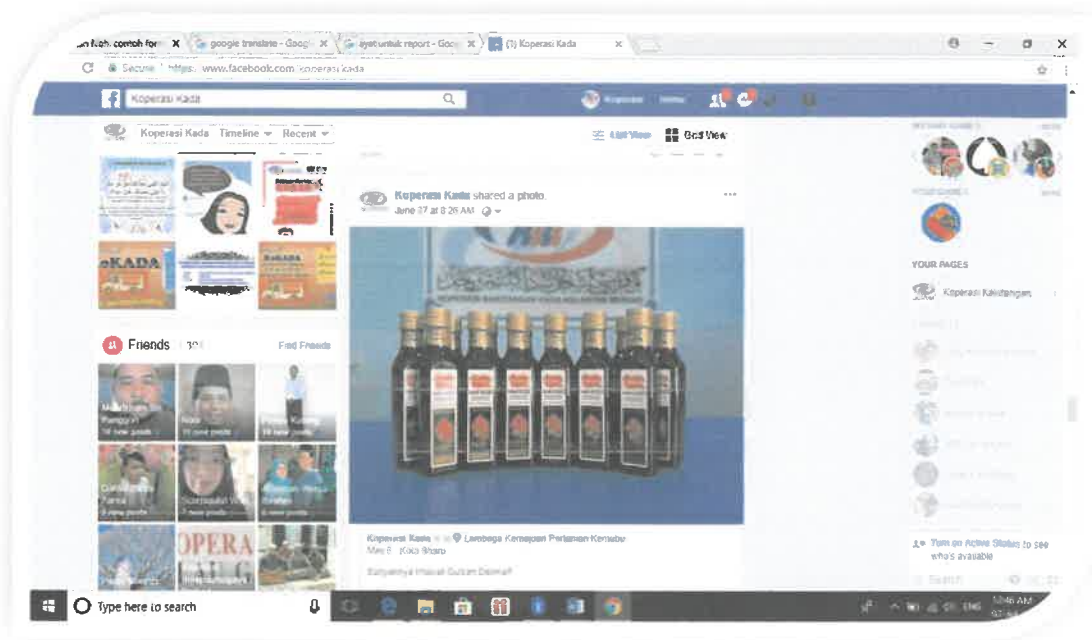


Figure 6: Promoting the sale product on KKKK's official Facebook

Marketing the product will be daily to attract the buyers. The process of marketing is snapping the picture of the product, editing the picture to be more attractive and post it on the Facebook. The picture will be snap using mobile phone as it can be edit on the go. Then, the picture be edited using the editing application in the mobile phone. Next, the description to promote the product will be conduct by the staff to ensure that the information could not be misunderstood.

The used of Facebook not only for marketing the product. However, it is also being used to update the information to inform the program or event to aware the member about the program date. Some program will be used a poster to describe the event.

3.1.1.2 SNAP A PICTURE FOR MARKETING THE PRODUCT

Before promoting the product to the Facebook, the trainee will capture the product and edit to make it attractive. The picture will be snap using the phone camera and being edit on the go.



Figure 7: Capturing the product to be post on Facebook

3.1.1.3 FILL THE VOUCHER FORM

Voucher form used to be fill in when the members send the loan form. The voucher form will be sent to the Corporation Board Member whom related to sign the voucher. It is one of the step to approve the loan application from member. Next, the money will be processed after the voucher has been approved by the Corporative Board Member. The organization will prepare the cheque to process the money. This activity is a daily routine because the company is always receiving the loan application from members.

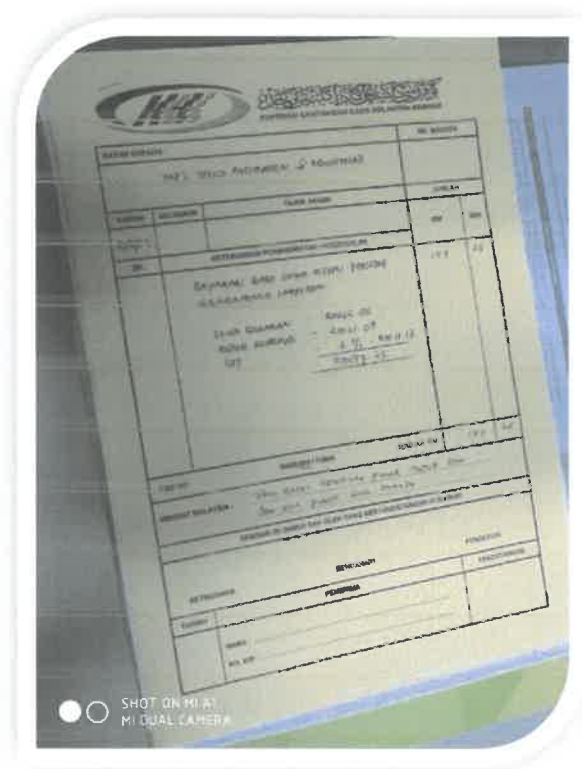


Figure 8: Voucher form

The voucher form should be filled in detail and it will be easy for the company to refer the document in future. The loan borrower will sign the voucher form as an evidence that they had received the money.

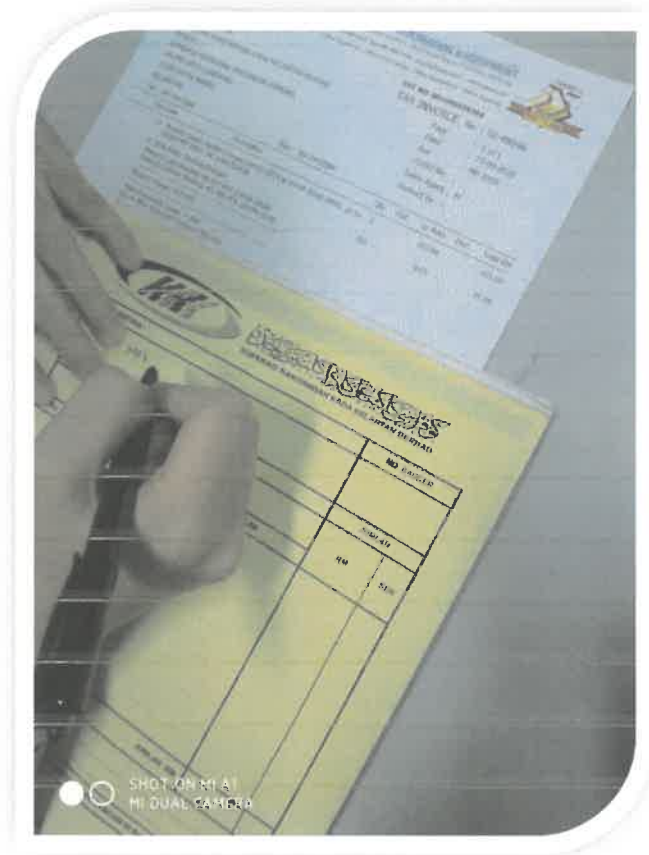


Figure 9: Fill the voucher form

Besides, the voucher form also will be fill up when there is a payment to be made. The payment of the utility, KWSP, SOCSO and the claim of the road tax.

3.1.1.4 PREPARING THE CHEQUE

The cheque will be prepared for the loan application, made a payment for utility and for contra the money. The cheque will be signed by the Corporation Board Members before processing of the cheque.



Figure 10: Processing the cheque for loan application

3.1.1.5 PIGEON HOLE

Pigeon hole is a place to distribute the letter for each department. It is in KADA's building. Trainee will check the pigeon hole twice per week to ensure that the letter will not miss the date. Besides, KKKK used pigeon hole to distribute the poster of the program for each department in KADA.



Figure 11: Pigeon hole inside the KADA building

3.1.1.6 MEET THE COOPERATIVE BOARD MEMBER

There are some cooperative board members used to approve the loan application, sign the voucher form and cheque. Meet up the cooperative board member when there is the voucher form need to be signed.

3.1.1.7 RECORDKEEPING

Record is an evidence for organization that can be refer in future. It need to be manage carefully so that the record will not be miss place. KKKK contain confidential record because they handle the loan. They open a new file for in every month because their file will be full of the loan application form. Besides, the numbering of the document will be at the end of the month. When the process of numbering is done, the numbering will be key-in in the account book using Microsoft Office Excel.



Figure 12: File section

3.1.1.8 UPDATING ACCOUNT

KKKK is using Microsoft Office Excel for storing their account data as it is easy and can be used formula to calculate the amount of the money.

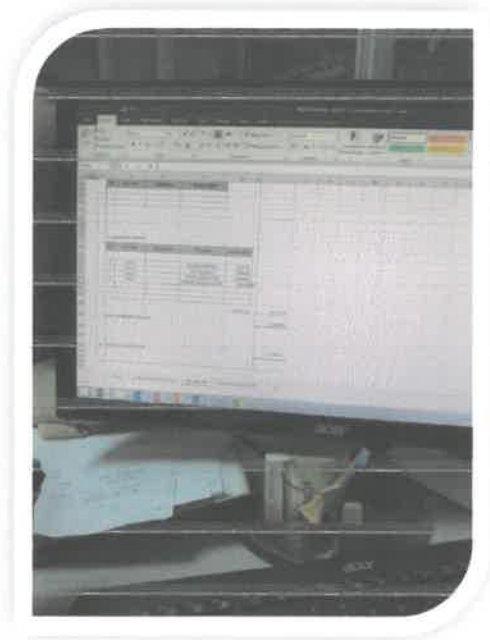


Figure 13: Updating account

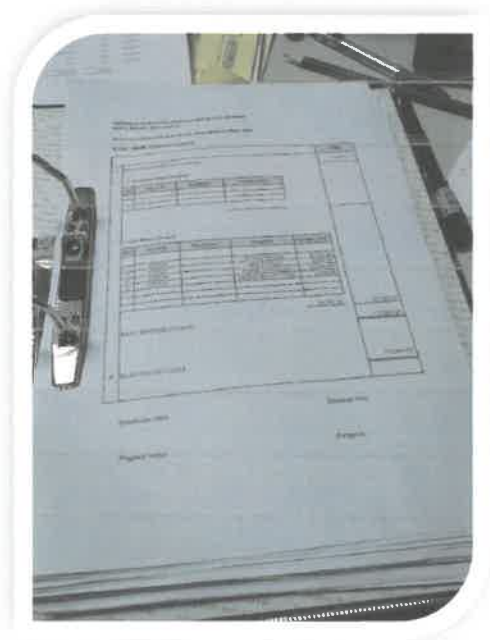


Figure 14: Preparing the document to be file

3.1.2 HANDLING PROGRAM

During industrial training, there are many programs that being handle by the company. Some of the program being held on the office.

3.1.2.1 “MINI BAZAAR”

The program has been made every Thursday. The program is started from 10 a.m. and will closed when there is no food left. The purpose of mini bazaar as a side income for the company. The foods are being cooked by one of the staff and the preparation for packing up the foods will be made at the office. There are many menus such as ‘Nasi Dagang’, ‘Mee Kari’, Vietnam Spring Roll. The program being held on every Thursday. The menus are different for every week and the menus are the result after being voted from buyers. The target buyers are the KADA’s staff because it is easy for them to buy the food as it is near. Basically, the staff will collect the quantity of the food to prevent wastage.



Figure 15: Foods for Mini Bazaar

Mini bazaar is held on the office in front of the counter so when the members will see the food. 20 percent of the sales money will be given to the KKKK's as a profit money.



Figure 16: Food section for Mini Bazaar

3.1.2.2 BLOOD DONATION

The program has been joined venture with Hospital University Science Malaysia (HUSM). The program is start on 9 a.m. until 2 p.m. This program is being held on twice per year. HUSM will prepare their thing for blood donation while KKKK just preparing a place for them to collect the blood.



Figure 17: Preparing for blood donation program

The preparation will be a day before the program because KKKK will clear up meeting room so HUSM will place their portable bed in there.

3.1.2.3 LAND SALE DEPOSIT

This program is held on the office. There is some food being preparing for them so that they can enjoy the food after got their money. There are two ways on give back their cash deposit which using cash for below than RM 2000 and preparing cheque for higher than RM 2000. On 2014, KKKK is preparing the land to be bought so when the land has been bought, they will return the cash deposit to buyers.

The money and cash has been prepared the day before. Trainee will sort buyers name and the amount of the deposit to identify if the depositors will receive money or cheque. The cash is counted and sorted in to small plastic bag along with their name while the cheque will be prepared for the depositors whom has money more than RM 2000.



Figure 18: Give a deposit cash for land buyers

Figure 18 show a situation for land sales deposit program that being held in the office.

3.1.3 ATTEND PROGRAM

During industrial training, there are two program that have been attend as they told the trainee to do so. Those programs are inside the KADA and the other is outside of KADA. Below is the explanation of the program.

3.1.3.1 PROGRAM KOPONAS

This program is name as “Bengkel Portal Perniagaan Online” organized by Koperasi Pos Laju Malaysia (KOPONAS). The program has been held for 3 days. It is located at Grand Riverview Hotel. The participants will stay at the Hotel for 3 days and 2 nights. The participants are from corporation at Kelantan. KOPONAS has been developed the system name as HELLO MALL and the target user are the corporation in Malaysia. The method of using HELLO MALL is just like SHOPEE MALL and LAZADA however, HELLO MALL being develop for corporation. Corporation will not make any payment to sell the product in HELLO MALL. The purpose of the program is to teach the participants on how to use HELLO MALL as a platform to sell products. Besides, they share on how to snap and edit the picture for being attractive for product marketing.



Figure 19: Attending a program from Koperasi Pos Laju (KOPONAS)

3.1.4 CUSTOMER SERVICE

The trainee will answer the phone call, answering the question been ask by the member when they enter the office.



Figure 21: KKKK's counter

3.1.5 ELECTRONIC PUBLISHING

The poster will be design when there is the program will be held or to share the information. The staff are suggesting to design using Microsoft Office Publisher as it is easy and will not take a long time to design it. The staff will guide the trainee about the design and the information to be put in the poster and pamphlet. The poster will be approved by the Cooperative Board Members before distributed it to other KADA's branches and departments. Besides, the staff also ask the trainee to post the poster on Facebook and fax the poster to other branches.

Figure 22 show that the design for Blood Donation Program that been design by the trainee. The staff show the previous poster of previous blood donation program for reference. The element been used in the images, brushes template and the new fonts in order to look more attractive compared to previous poster.



Figure 22: Designing poster for Blood Donation Program

Figure 23 show that the poster for insurance and road ax payment being offer for their members. The road tax and insurance are one of their activities. The staff ask to design the new poster because their poster is outdated.



Figure 23: Designing poster for Insurance and Road Tax

Figure 24 and Figure 25 show that the design of the pamphlet of KKKK activities. They told the trainee to design the pamphlet of their activities because they want to place it at their information board. So that when the members enter the office, they will read about the latest benefits being offer for them.

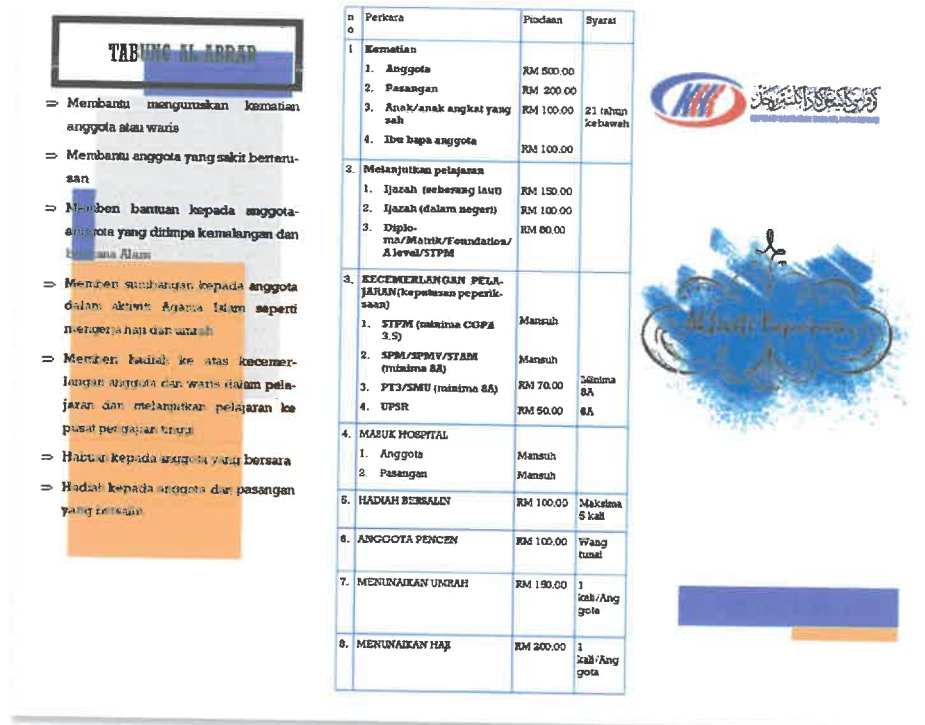


Figure 24: Front view of pamphlet of KKKK activities

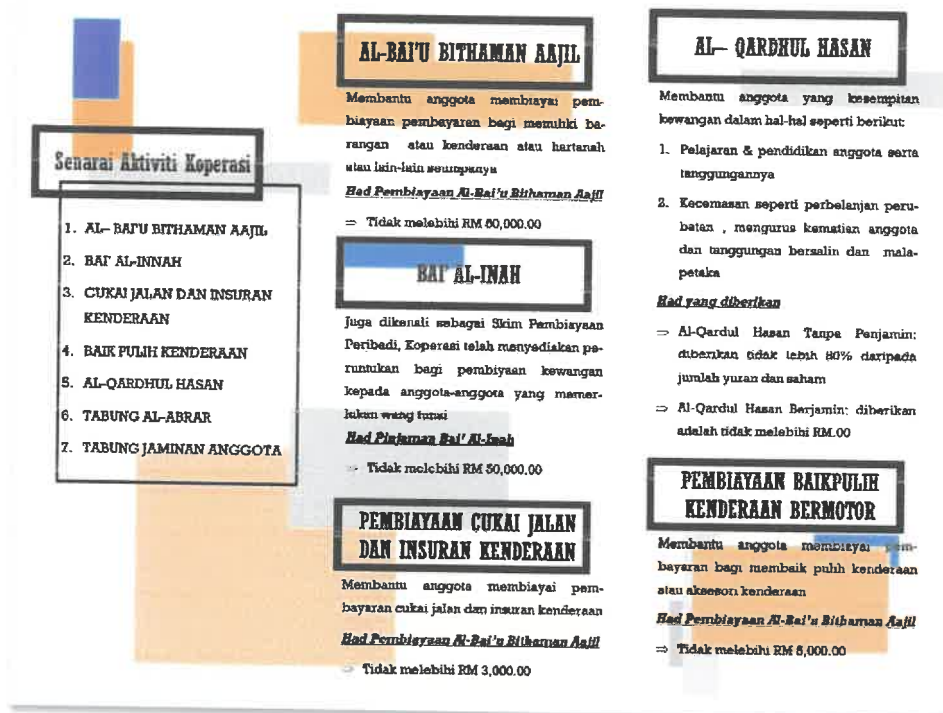


Figure 25: Back view of pamphlet for KKKK activities

Figure 26 show that poster of the work flow for Land Sale Deposit. The poster been design because some of the members do not understand the process of the program. Then, the flowchart be posted on Facebook to be shared for the members.



Figure 26: Poster of work flow for Land Sale Deposit Program

Figure 27 show the poster for Land Sales Deposit to announce the program for depositors. The poster been approved by the Cooperative Board Member before been distribute. The distribution process involved fax the poster to branches, post to the Facebook and place the poster at the information board.

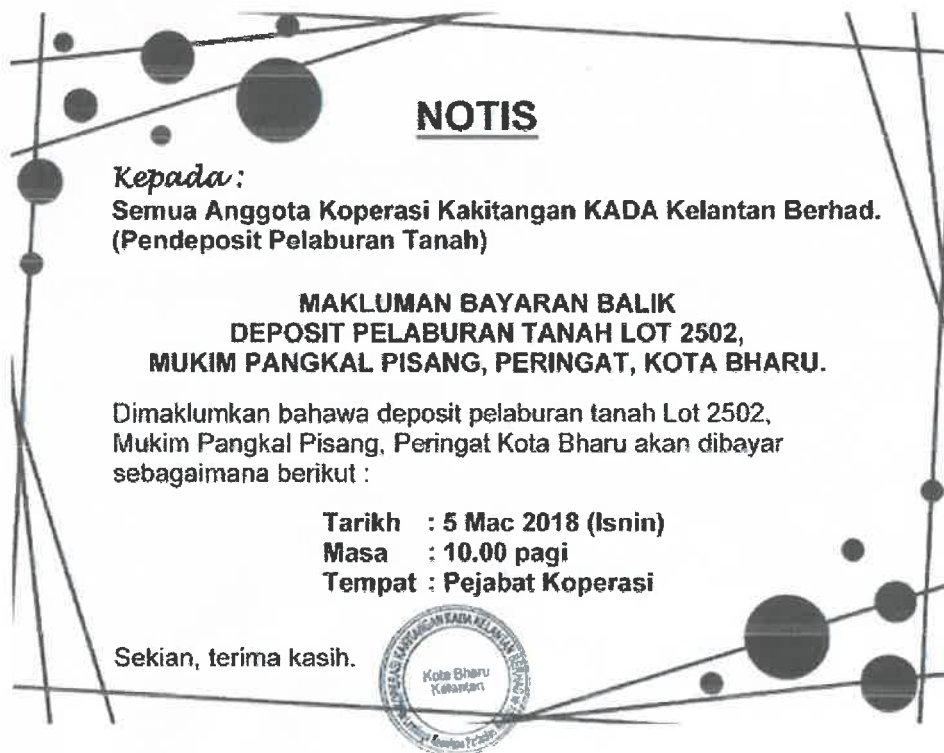


Figure 27: Poster of the Land Sale Deposit Program

3.1.6 FAX

The trainee will be trained to use the fax machine so that it can help them to smooth the work. The fax machine will be used when there the poster need to be distributed to others KADA's branch to spread the information.



Figure 28: Fax machine in the office

Figure 28 show the fax machine been used to fax the poster to other branches. The staff assist the trainee to use the fax machine because the trainee does not familiar with fax machine. The trainee will call the branches if they do not receive the poster. Besides, this machine been used to fax the form of attending the program. In KKKK, they will always attend the meeting of cooperative so that they need to fill the participating form and send to the organizer.

3.1.7 MAKE A PAYMENT

The trainee being involve with preparing a document for a payment. The preparation of payment is starting with fill the form on SOCSO and KWSP. After that, the document will be print and being approve by the Pengurus Besar Koperasi. Lastly, the trainee and the staff will be go to the KWSP and SOCSO building to make a manual payment.

Besides, the trainee also made a payment for road tax and insurance at Jabatan Pengangkutan Jalan (JPJ) and utility payment at Telekom Malaysia (TM).

3.1.8 PREPARE DOCUMENTS

The trainee been training to prepare the document for meeting. The staff will assist the trainee so that the trainee will not make lot of mistake. Besides, it is to ensure the trainee learnt for preparing the document for basic knowledge when they are entering the working environment.

Figure 29 show the photocopy machine being used to prepare the document. The trainee is able to use the photocopy machine because they have been thought to use it on the first day of industrial training.



Figure 29: Photocopy machine

3.1.9 DISTRIBUTE THE POSTER

The trainee will paste the poster at information board while touring the KADA building. It is to ensure the trainee know the location of each department in order to ease the trainee in future. There are three information board at KADA building. Figure 30 show the poster of Blood Donation Program been paste at the information board while figure 31 show the poster of Loan of Hari Raya been paste at the information board.



Figure 30: Distributing the poster for Hari Raya Poster



Figure 31: Distribute the poster of Blood Donation Program

3.2 SPECIAL PROJECT

During industrial training period, the trainee should have at least one a special project. Either do a documentation of existing the system, maintenance for computer or develop a system for the company. Basically, the company will decide the special project for trainee because they had prepared a project for the trainee.

3.2.1 SPECIAL PROJECT

The name of the special project is Pengurusan Sistem Koperasi Kakitangan KADA Kelantan Berhad. The special project been assign is to develop the system for helping them in record the data and reducing redundancy. They had an existing system to record the name of the loan debtors. They key-in data about the loan application using Microsoft Office Excel and then preview the data using a system. The system is connecting to the Microsoft Office Excel. The company will print the data using the existed system. However, they need to key-in manually on Microsoft Office Excel. In using Microsoft Office Excel, the data can be redundant because it cannot control the data and it cannot be customized to cannot detect the same data. Besides, the system is an outdated because the layout of the system seems so lame.

⇒ **Problem statement**

The company request to develop the system because they found difficult in reducing redundancy, mistaken key-in data and manually key-in data. In reducing redundancy, the company should to check data previous data for not be mistaken when key-in the data. It will take a long time for them while they have other commitment to be done. Besides, the data need to be key-in manually without the use of JavaScript to recall the data. They said that they could do a mistake in key-in the data because people are careless.

⇒ **Purpose**

- ✓ The main purpose of developing the system to reduce redundancy. In using Microsoft Office Excel, it cannot detect the redundancy data because it does not have the function for it. The data cannot be redundant because they record an important record which a loan application.
- ✓ Besides, in developing new system could help them in manage the data. It is not easy to manage the data when using Microsoft Office Excel because it does not have the function to customize in classifying the data.
- ✓ Next, it could help them in save the time in managing and storing the data. Previously, they need to scroll the Microsoft Office Excel in manual way.

⇒ **Objective**

- to reduce redundancy
- to prevent the careless in key-in the data

⇒ **Overview of the system**

KKKK is give a loan for their members and they have record the debtors using the existing system. However, the existing system cannot detect the redundancy data because they insert it using Microsoft Office Excel. They just can print the data using the existed system whenever the debtors request for it.

⇒ **Tools used in develop system**

There are some tools used in develop the system to ensure the system being functioning. The tools being used are:

- PHP (HYPERTEXT PREPROCESSOR)

Php is a scripting language which being used as a coding language of the system and their entire interface. Developer used the language to develop the system and connect the system to the database using PHP language.

- **LAPTOP**

Laptop is the tool to open the system, develop the system and access to the database. Besides, the laptop also being used to understand the language of system and be used for creating and managing the report of the system. Next, it is used to create a user manual, transform the context diagram, data flow diagram and entity relationship diagram into a softcopy.

- **JAVA**

Java script being used for more advance option of the system and for interactivity so that the user can be easily familiar with the system. JavaScript implemented as part of a web browser in order to enhance user interfaces and dynamic websites.

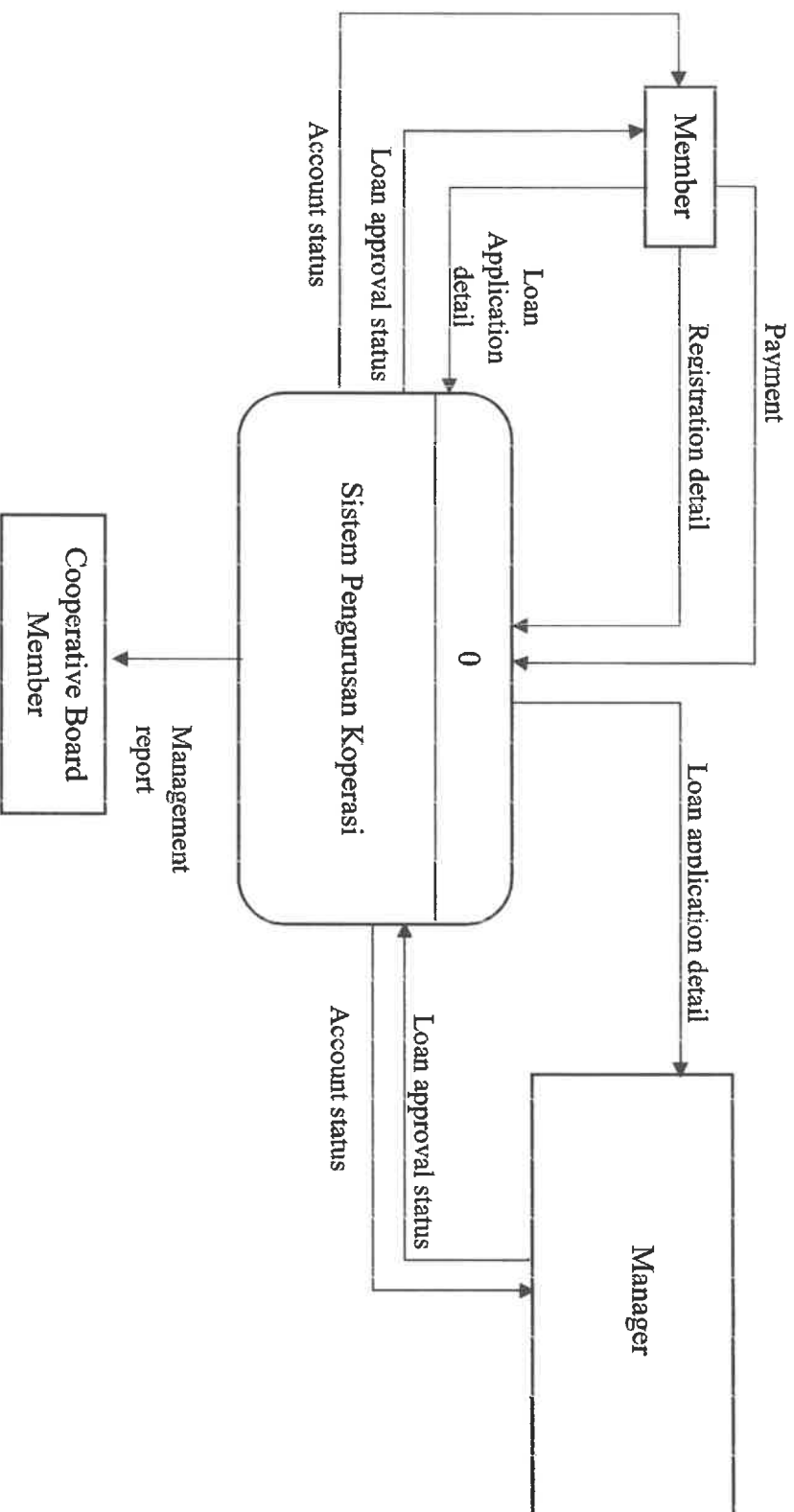
⇒ **Web browser used in develop system**

The server is a database platform used to store, retrieve, manage and dispose the data from the system. The system can be error if the database is not linked to the system because once the system cannot retrieve the data.

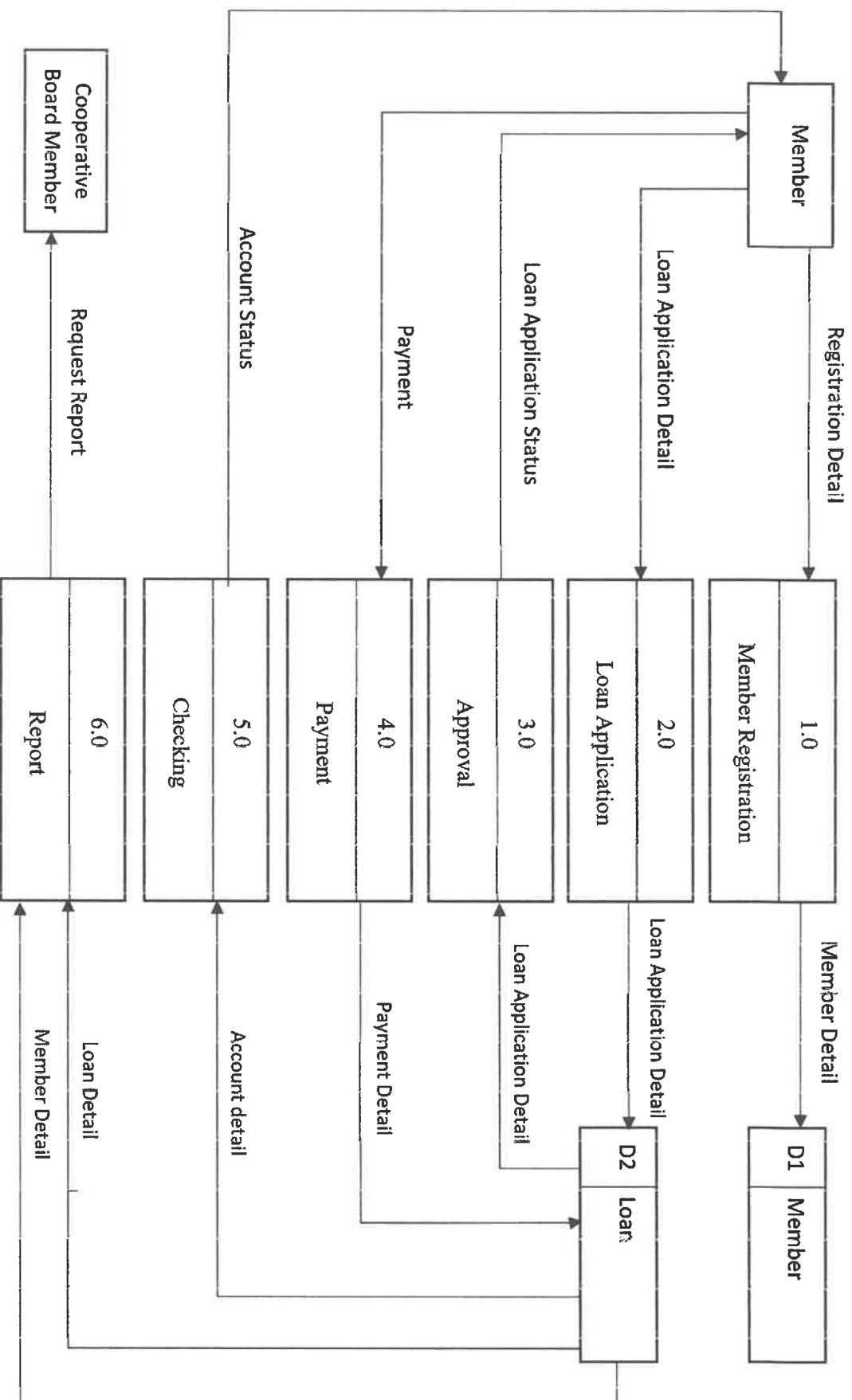
⇒ **Web server used in develop system**

Web server for develop the system is PHP My Admin. It is using the latest version of it because the SQL has been changed. The previous version of PHP My Admin does not support.

CONTEXT DIAGRAM



DATA FLOW DIAGRAM (DFD)



CHAPTER 4

CHAPTER 4

CONCLUSION

4.1 APPLICATION KNOWLEDGE, SKILLS AND EXPERIENCE IN UNDERTAKING THE TASK

The trainee had applied the knowledge and skills learnt from System Analysis and Design I and II subject in to develop the system and website for the client. The trainee as well had explored furthermore on PHP coding independently by referring the others, such as w3school website. The website has a training session so that the student can try and error for the coding. Besides, the student also has applied the knowledge from subject Electronic Publishing. Thru this subject, the student is learning on how to edit and create a poster. Besides, the subject teaches the student to be more creative when create the poster. Next, the student applied the knowledge been learn in the subject Communication Skills. The student can communicate well and excellent in use body language.

The experience gathered from handling events and programmed during studies in Faculty of Information Management, UiTM Kelantan also had benefited the trainee in to communicate with the staff and to handle an event at the organization. Besides, the student able to handle the program based on the experience been learnt during previous semester.

4.2 PERSONAL THOUGHTS AND OPINION

The trainee feels that the organization provide a lot of opportunities and supportive environment. The supervisor, the staff and even the cooperative board management are friendly and easy to deal with the task. The working environment feel so happy because the staff do not treat trainee like outsider. When they ask the trainee to do the task, they will explain and guide until the trainee able to handle by themselves.

4.3 LESSON LEARNT

The trainee has learnt to be more discipline, punctual and has improve in communication skills. Being in working surrounding, the trainee has learnt how to commit with time, multiple task and do not be procrastinate. In working situation, workers should not procrastinate to doing a task because there is no specific deadline for the task. The situation is not same as studying because sometime the date to submit will be earlier. As a trainee, they should to care about their reputation because the trainee will be working after that. At least, they need to show their hardworking habit.

Next, the other lesson learnt is the trainee should to be honest when there is a problem about the task. If they cannot handle the task, they should to discuss with the boss so that the problem will not be burden. When there is a problem at working, the workers will be stress and they cannot focus in completing the task.

4.4 LIMITATIONS AND RECOMMENDATION

The equipment provided by organization is quite limited. The trainee would like to suggest the new version of operating software. In KKKK, there are two computers that outdated operating system and program. The total of the computer is four which the latest version of operating system being placed at 'Pengurus Besar' and 'Pegawai Kerja' while others computer using Windows XP. Some of the program cannot be used and cannot be update, for instance, Google Chrome and Microsoft Office.

APPENDIXES



كوبري كاكيتان كادا كيلانتان برهاد
KOPERASI KAKITANGAN KADA KELANTAN BERHAD



KAMI MENYEDIAKAN KEMUDAHAN
PEMBAHARUAN INSURAN DAN ROAD TAX.

Pembayaran balik secara bulanan/ansuran
Jaminan proses dalam tempoh 24 JAM



Appendix 2: Poster for road tax and insurance



كوپراسي كائتاتان كادا كيلانتان بيرهاد
KOPERASI KAITANGAN KADA KELANTAN BERHAD



USM

UNIVERSITI SAINS MALAYSIA

Kempen Derma DARAH

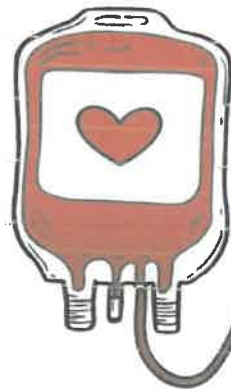


TARIKH: 08 FEBRUARY 2018 (KHAMIS)

MASA: 8.30 PAGI - 2.00 PETANG

TEMPAT: KOPERASI KAITANGAN KADA
KELANTAN BERHAD

Anjuran bersama
Hospital Universiti Sains Malaysia
(HUSM)



Blood
DONOR DAY

Every blood donor is a HERO

Appendix 3: Poster of Blood Donation Program

TABUNG AL-ABRAR

- ⇒ Membantu menguruskan kematian anggota atau waris
- ⇒ Membantu anggota yang sakit bertuisan
- ⇒ Memberi bantuan kepada anggota-anggota yang ditimpa kemalangan dan bencana Alam
- ⇒ Memberi sumbangan kepada anggota dalam aktiviti Agama Islam seperti mengerjakan haji dan umrah
- ⇒ Memberi hadiah ke atas kecemerlangan anggota dan waris dalam pelajaran dan melanjutkan pelajaran ke pusat pengajian tinggi
- ⇒ Hadiah kepada anggota yang bersara
- ⇒ Hadiah kepada anggota dan pasangan yang bersalin

n o	Perkara	Pindaan	Syarat
1	Kematian		
	1. Anggota	RM 500.00	21 tahun kebawah
	2. Pasangan	RM 200.00	
	3. Anak/anak angkat yang sah	RM 100.00	
	4. Ibu bapa anggota	RM 100.00	
2.	Melanjutkan pelajaran		
	1. Ijazah (seberang laut)	RM 150.00	
	2. Ijazah (dalam negeri)	RM 100.00	
	3. Diploma/Matrik/Foundation/A level/SIPM	RM 80.00	
3.	KECEMERLANGAN PELAJARAN (keputusan peperiksaan)		
	1. STPM (minima CGPA 3.5)	Mansuh	Minima 8A 8A.
	2. SPM/SPMV/STAM (minima 8A)	Mansuh	
	3. PTJ/SMU (minima 8A)	RM 70.00	
	4. UPSR	RM 50.00	
4.	MASUK HOSPITAL		
	1. Anggota	Mansuh	
	2. Pasangan	Mansuh	
5.	HADIAH BERSALIN	RM 100.00	Maksima 5 kali
6.	ANGGOTA PENCEN	RM 100.00	Wang tunai
7.	MENUNAIKAN UMRAH	RM 150.00	1 kali/Anggota
8.	MENUNAIKAN HAJI	RM 200.00	1 kali/Anggota



Appendix 4: Front view of pamphlet of KKKK activities

Senarai Aktiviti Koperasi

1. AL-BAI'U BITHAMAN AAJIL
2. BAI' AL-INNAH
3. CUKAI JALAN DAN INSURAN KENDERAAN
4. BAIK PULIH KENDERAAN
5. AL-QARDHUL HASAN
6. TABUNG AL-ABRAR
7. TABUNG JAMINAN ANGGOTA

AL-BAI'U BITHAMAN AAJIL

Membantu anggota membiayai pembiayaan pembayaran bagi memiliki barangan atau kenderaan atau hartanah atau lain-lain seumpunya

Had Pembiayaan Al-Bai'u Bithaman Aajil

⇒ Tidak melebihi RM 50,000.00

BAI' AL-INNAH

Juga dikenali sebagai Skim Pembiayaan Peribadi, Koperasi telah menyediakan peruntukan bagi pembiayaan kewangan kepada anggota-anggota yang memerlukan wang tunai

Had Pinjaman Bai' Al-Innah

⇒ Tidak melebihi RM 50,000.00

PEMBIAYAAN CUKAI JALAN DAN INSURAN KENDERAAN

Membantu anggota membiayai pembayaran cukai jalan dan insuran kenderaan

Had Pembiayaan Al-Bai'u Bithaman Aajil

⇒ Tidak melebihi RM 3,000.00

AL-QARDHUL HASAN

Membantu anggota yang kesempatan kewangan dalam hal-hal seperti berikut:

1. Pelajaran & pendidikan anggota serta tanggungannya
2. Kecemasan seperti perbelanjaan perubatan, mengurus kematian anggota dan tanggungan bersalin dan malapetaka

Had yang diberikan

⇒ Al-Qardul Hasan Tanpa Penjamin: diberikan tidak lebih 80% daripada jumlah yuran dan saham

⇒ Al-Qardul Hasan Berjamin: diberikan adalah tidak melebihi RM.00

PEMBIAYAAN BAIK PULIH KENDERAAN BERMOTOR

Membantu anggota membiayai pembayaran bagi membaik pulih kenderaan atau aksesori kenderaan

Had Pembiayaan Al-Bai'u Bithaman Aajil

⇒ Tidak melebihi RM 5,000.00

Appendix 5: Back view of pamphlet of KKKK activities



Appendix 6: Bengkel Portal Pergiagaan Online