

**INDUSTRIAL TRAINING REPORT:
MALAYSIAN COMMUNICATIONS AND MULTIMEDIA
COMMISSION (SELANGOR)**

SPECIAL PROJECT: MCMC CAREER FAIR SYSTEM

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ABSTRACT

Trainee are undergoing the industrial training as the requirement from the university. Training starts in 1st august until 31st December 2016 and trainee are being place at the Talent Management Department under the Human Capital Management and Competency Division. During the five month at Malaysian Communications and Multimedia Commission there are many input that trainee get from the training that give trainee more exposure in the communication and multimedia in this country. Meanwhile trainee also learn a new knowledge such as human resources management, communication skill, and many more. The contribution trainee towards the organization is trainee was develop a system for assist the recruitment team. Trainee develop the Career Fair System. a new system that can assist the recruitment team in order to making the decision for the recruitment and selection process.

Keywords: MCMC, Career Fair System. Human Resources Management.

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 declare 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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Next is I would to thanks to all staff In the Talent Management Department. MCMC for their guidance and knowledge that they deliver to me during my internship in order for me to finish all the task that they assign me such as the system development.

Last but not least. I would to thanks to my family for their support in term of moral, advice, financial and many more that I can't afford to pay back all those thing that they prepared for me.

CHAPTER 1

1.0 Introduction

Internships is just starting point in every student to enter the new environment, some people said Internships just like footprint in the sand and each of step will signifies the journey taken. And the purpose of this report produce is to illustrate the experience having 5 month of industrial training in Malaysian Communication and Multimedia Commission also known as MCMC. With this training there are lot of knowledge and skill can be develop and it also help the students to know what is the potential that need to be more improve and develop. Beside that with these industrial training students can implement all the knowledge and skill that they gather in the class into the real working experience, gain new friend, create the network among the colleague and personnel in the organization. Improve the leadership skill and many more that can be derive from this training.

The experience in Malaysian Communication and Multimedia Commission give a big life changing to the Muhammad Danial Bin Mohd Khalil. He starts the internship on 1st August until 31st December 2016. There are lot of experience, knowledge and skill from this training will become change him to the better person. He being placed on the Talent Management Department, is one of the department under provision of Human competencies.

1.1 Background of the organization



Figure.1.1.1

Malaysian Communication and Multimedia Commission Logo

The importance to remain the communication sustainability in this country that can ensure our country can be one of competitive country in developing and managing the communication and multimedia industry in Malaysia and it's also can increase the productivity of this country in various aspect such as economic and social in this country (MCMC Annual Reports 2015). Malaysian Communication and Multimedia Commission is one of the agencies under government of Malaysia that governed by the ministry of Communication and Multimedia Malaysia. This organization are being establish to cope with the emergence of communication and multimedia industry in Malaysia in 1990's. MCMC also one of the responsible organization to control and monitoring the communication and multimedia activity in Malaysia from the industry and user of this field. Part of that MCMC was establish to promoting the development of Communication and multimedia in the Malaysia in context of Telecommunication, broadcasting, Radio, Postal and courier services and digital signature. Begin the operation in November 1998 with the establishment of Communication and Multimedia Act (1998) that set MCMC as one of the regulatory and the act are enacted in 1999, while with that the Telecommunication Act (1950) and the Broadcasting Act (1988) was repealed and with this CMA (1998) the commission was set the forth 10th national policies that stress on the development of communication and multimedia in Malaysia.

- 10th National Policies

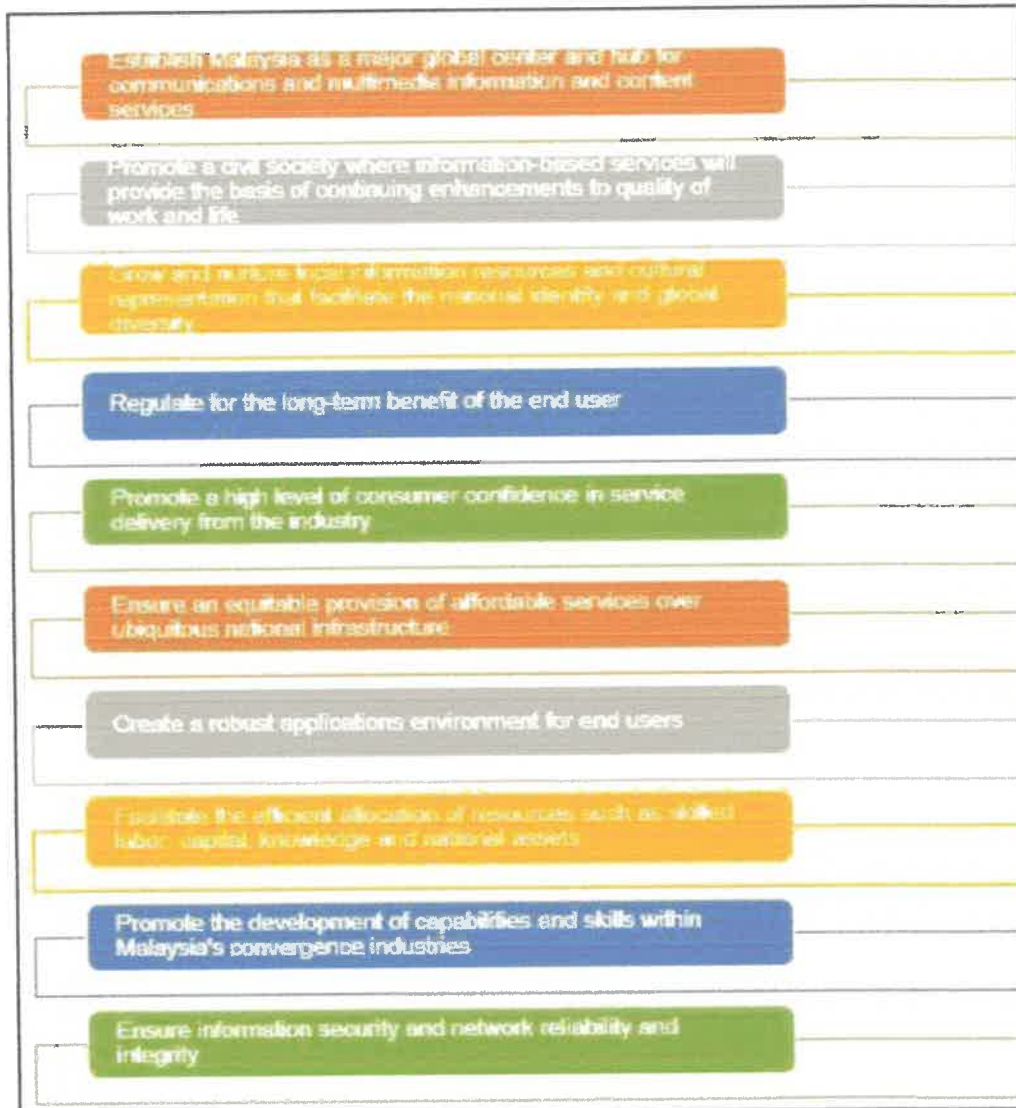


Figure 1.1.2
10th National Policies

1.1.1 Vision

A globally competitive, efficient and increasingly self-regulating communications and multimedia industry generating growth to meet the economic and social needs of Malaysia.

1.1.2 Mission

MCMC are committed to:

- i. Promoting access to communication and multimedia services.
- ii. Ensuring consumer enjoy choice and a satisfactory level of services at affordable prices.
- iii. Providing transparent regulatory processes to facilitate fair competition and efficiency in the industry.
- iv. Ensuring best use of spectrum and number resources.
- v. Consulting regularly with consumers and service providers and facilitating industry collaboration.

1.2 MCMC Client Charter

MCMC are committed to provide a good service to their client, in order to achieve the goal, MCMC are set three main Client Charter, and the Client Charter of MCMC are as below.

i. General Consumer

To recording/logging all complain that receive. Acknowledge complaint within 3 day working hours. Forwards complain to related services provider or responsibility department. Follow up complaint status from services provider after 15 days.

ii. License Applicant

For individual license applications, NFP, NSP and CASP, the Commission shall within sixty (60) days, For class license registrations, (NFP and NSP), the Commission shall within forty-five (45) days from receipt, and the last for class license registration, (ASP), the Commission shall within thirty (30) days from receipt.

iii. Licensees

Promote fair competition and market development through transparent regulatory processes as outlined in the CMA. Provide resolutions to disputes when necessary.

1.2.1 Act and Regulation

Malaysian communication and multimedia commission are being establish to enforce the MCMC Act (1998) as a new regulator and developer for communication and multimedia in Malaysia. As a regulator, Malaysian communication and multimedia commission need to set a rules and regulation for the communication and multimedia industry in Malaysia. There are five Act that become the MCMC legislation and regulation:

- i. **Communications and Multimedia Act 1998 [Act 588]**
An Act to provide for and to regulate the converging communications and multimedia industries, and for incidental matters.
- ii. **Digital Signature Act 1997 [Act 562]**
An Act to make provision for, and to regulate the use of, digital signatures and to provide for matters connected therewith.
- iii. **Malaysian Communications and Multimedia Commission Act 1998 [Act 589]**
An Act to provide for the establishment of the Malaysian Communications and Multimedia Commission with powers to supervise and regulate the communications and multimedia activities in Malaysia, and to enforce the communications and multimedia laws of Malaysia, and for related matters.
- iv. **Postal Services Act 2012 [Act 741]**
An Act to provide for the licensing of postal services and the regulation of the postal services industry, and for incidental or connected matters.
- v. **Strategic Trade Act 2010 (STA) [Act 708]**
An Act to provide for control over the export, transshipment, transit and brokering of strategic items, including arms and related material, and other activities that will or may facilitate the design, development and production of weapons of mass destruction and their delivery systems and to provide for other matters connected therewith, consistent with Malaysia's national security and international obligations.

1.2.2 MCMC Strategic Plan 2016-2020

In order to improve the growing communication and multimedia industry in this country, MCMC took a part as one of responsible organization to make sure the management of communication and multimedia is well manage in various aspect. The strategic plan 2016-2020 which is 5 years plan that stress 7 main core that can drive to the development and monitoring of communication and multimedia industry. The 7 main core of strategic plan 2016-2020 such as infrastructure and network, Human capital development, Communities and Customer, Network security, Content and Application, Asean Harmonization and the last but not least is Enabling Platform. And from 7 main core that stated above will be divided into 17 initiatives and 127 program will be conducted by MCMC and other agencies that related. (MCMC Annual Reports 2015).

i. Infrastructure and network

MCMC stressed on the development of infrastructure and network in Malaysia in order to enhance to give the equality in term of accessibility of internet and communication in Malaysia especially rural area and with this development under 7 main core of strategic plan 2016-2020 can give lots of benefits to the nation, organization and community in this country.

ii. Human Capital Development

MCMC always committed on lookout the qualified and experience talent that can drives this organization towards success. Human Capital management and competency division took a serious part in fulfilling the development of human capital in this organization that can support the core strategy of commission.

iii. Communities and Customer

MCMC are committed to provide the services for Malaysian Communities Under Universal Services Provider (USP) Programme especially on the rural area that low coverage on that particular area or region, next is to improve the ICT usage among the Malaysian society to build knowledgeable community in this country. And with this programme also can contribute to the development of Socioeconomic of society for example online business, branding and other.

iv. Cyber Security

MCMC also responsible in order to control and monitor the cyber security in Malaysia, as reported in 2015 there 2,164 report that being record by MCMC, the most crucial part is on the new media and social media. MCMC take a serious part in solve the issue that faced by the internet user in term of network security, cyber threat and other radical issue. There are several action that MCMC stress on to improve the cyber security in this country by doing a collaboration with CyberSecurity Malaysia, implementation of MADUNET, domain management, information security infrastructure management, CNII organization identification, information security standard development and many more.

1.2.3 MCMC Sector



Figure 1.2.3
Malaysian Communications and Multimedia Commission

1.2.4 MCMC Initiative and programmer



Figure 1.2.4
MCMC Initiative and programme

1.3 Organizational Structure

The structure in are divided into a few structure such as Chairman of MCMC, Commission member, Chairman office, Sector, Division and the last is department. For the first structure is Chairman of MCMC that held by Dato' Sri Dr Halim Safee. Next is for commission member, there are two type of structure of commission member that represent the government and non-government. And there are 21 divisions and 79 departments that included in MCMC.

1.3.1 MCMC Organizational Structure

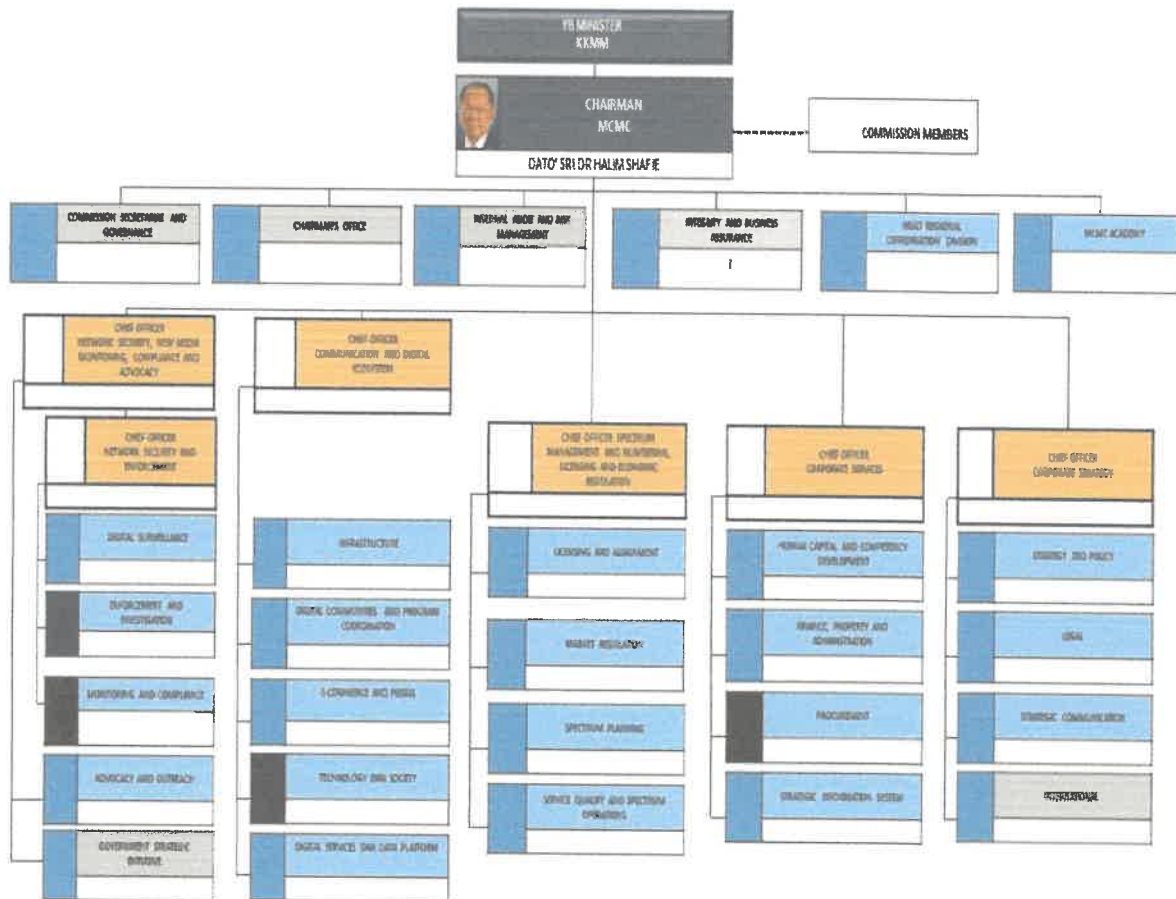


Figure 1.3.1
Malaysian Communications and Multimedia Commission Organizational chart

CHAPTER 2

2.0 Organization Information

Corporate Services Sector is one of the important sector in Malaysian communication and multimedia commission. This sector is being headed by one Senior Director Chief Officer which are YM Tengku Zaib Raja Ahmad. There are four divisions under provision of Corporate Services Sector, first is Human Capital Management and Competencies Development Division, second is Financial, Property and Administration Division, Next Division under Corporate Services Sector is Procurement and the last but not least is Strategic Information System Division. This sector also includes 13 departments in this Corporate Services sector.

2.1 Sector Structure

As mention this sector are governs by A Senior Director, Chief Officer. This sector divides by four divisions.

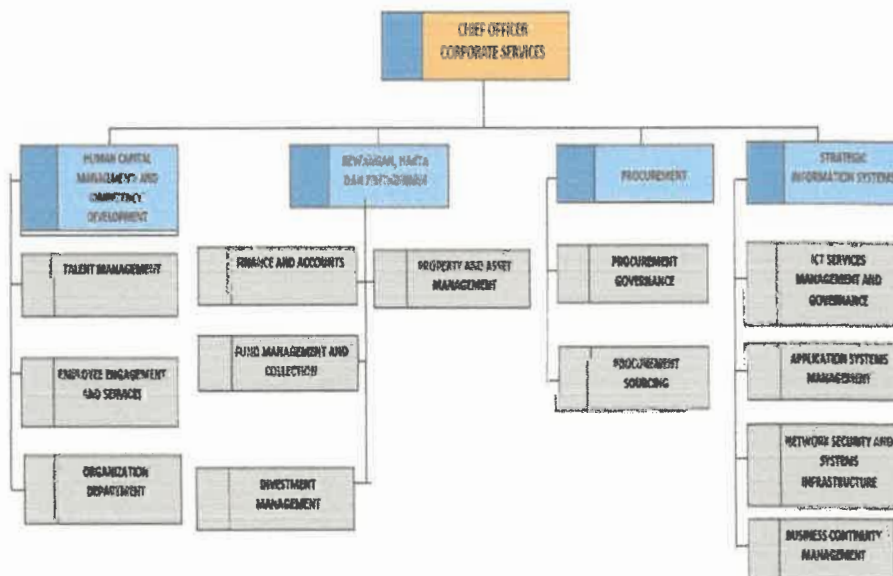


Figure 2.1
Corporate Services Sector Organizational chart

2.1.1 Sector Function

The function of Corporate services sector is to monitor all the internal and external process that managing the Malaysian Communication and Multimedia Commission(MCMC) resources such as human capital management, Financial asset and administration, procurement and the last is strategic information system with effectively to reach organization goals, mission and the vision. And all this function is transform into the division in this organization. The details of function as below:

2.1.1.1 Human Capital Management and Competencies Development

- I. Talent Management
- II. Employee Engagement and Services
- III. Organization Development

2.1.1.1.1 Financial, Property and Administration

- I. Fund Management and Collection
- II. Finance and Account
- III. Property and Asset Management
- IV. Investment Management

2.1.1.1.2 Procurement

- I. Procurement and Governance
- II. Procurement Sourcing
- III. CSR @ Event Management

2.1.1.1.3 Strategic Information System

- I. ICT Services Management and Governance
- II. Application System Management
- III. Network Security and System Infrastructure
- IV. Business Continuity Management

2.2 Division Information

Human Capital Management and Competency Development is a division under the Corporate Services Sector, this division are headed by Senior Director which is Madam Khaneeza Khalid that appointed as Head of Human Capital Management and Competency Development Division (HCMCD). This division are divide into three main departments such as Talent Management Department, Employee Engagement and Services and the last is Organization Development department. HCMCD is responsible to manage all process regarding human resources management in MCMC, start from recruiting until end of employment services in this organization.

2.2.1 Division Structure of Human Capital Management and Competency Development

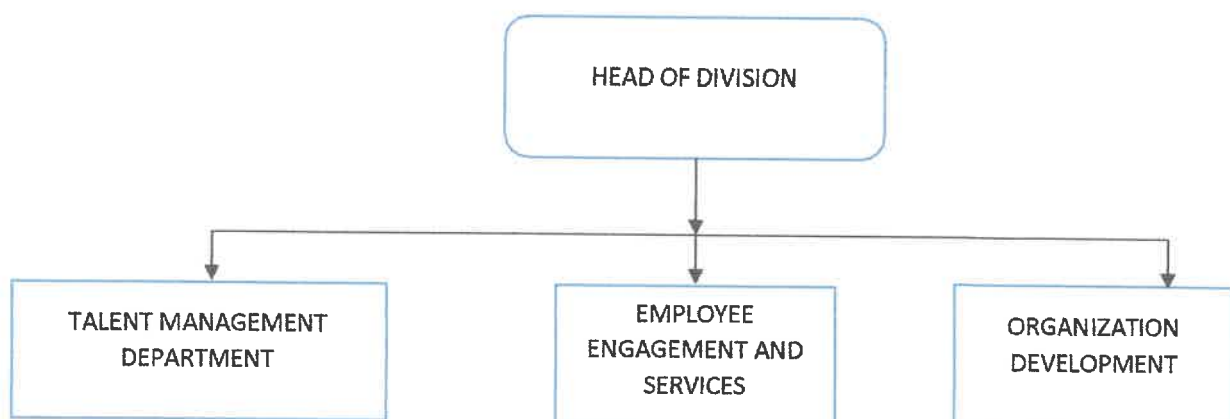


Figure 2.2.1
HCMCD Structure

2.2.2 Department Information

The Industrial Training are being held in the Talent Management department (TMD) is one of the department under Human capital management and competency development division (HCMCD). TMD plays important roles in managing the MCMC talent by ensuring the fundamental. Act as mediator between the line department or external strategic partners with the Management to facilitates talent mobility within the organization involves staff confirmation, transfer, promotion, secondment and placement as well as to cater manpower issues arising from organizational restructuring

2.2.3 Department Structure

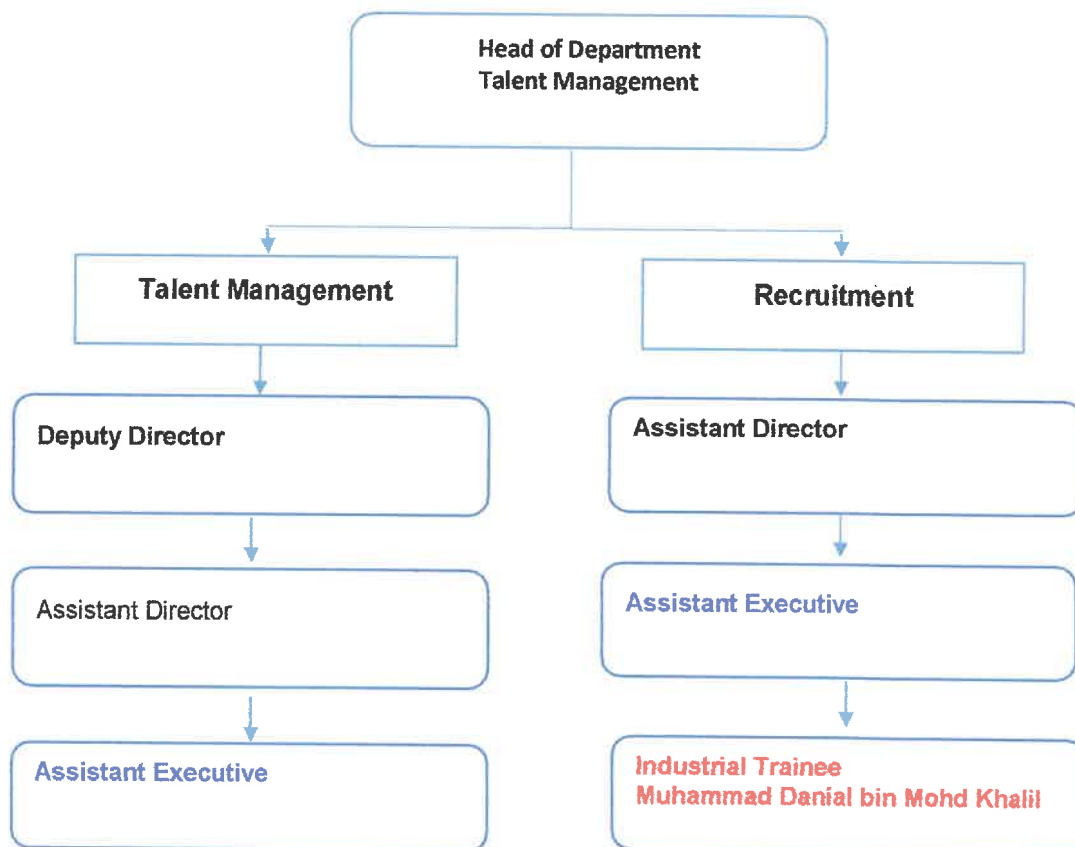


Figure 2.2.3
TMD Department Structure

2.2.4 Department function

Talent Management can be described as a part from organization that responsible to recruit, select, and retain the best talent in context of employee for the organization.

(Susan. 2016). The importance of Talent Management department is to:



Figure 2.2.4
Talent Management Department Function

2.2.5 Policy and Procedures



Figure 2.2.5
Policy and Procedure of Talent Management Department

2.3 Technology & Information System

2.3.1 HR Connect System



Figure 2.3.1
HR Connect System

2.3.2 Khaizen system



Figure 2.3.2
Kaizen System HR System

2.3.3 Records Management Practice

The records management practice in MCMC is decentralization records management, which is all department has their own repository to store and maintain the records and files, the active file will be kept on the mobile shelve and for the semi-current records are deposit to the outsourcing records center such as Regalia Sdn. Bhd. Nowadays MCMC are looking forward for the digitization in the future. Here are few characteristic records management practice in MCMC.

CHAPTER 3

3.1 Industrial Training Activities

The industrial training undergoes five months at Malaysian Communication and Multimedia Commission and being placed on Talent Management Department start on 1st August until 31st December 2016. The trainee being supervised by deputy director of Talent Management Department which are Miss Noraziah Binti Suliman.

During the Industrial Training at MCMC, Trainee are given a new experience and exposure in real working environment in Talent Management Department and trainee also given the responsibility to perform the duties that been assigned by industrial supervisor and the task that given by faculty to fulfill the requirement. There two type of duties that able to perform by trainee, first is the training activity such as draft the offer letter, communicate with the candidates, records keeping, Electronic publishing and more task that has been perform by the trainee, Second Duties is the special project, trainee has been assign two special project, first is Career Fair Registration System and the shortlisted candidates database system that use the web application system.

Trainee are directly reported to the Industrial Supervisor Miss Noraziah binti Suliman for all task that she assigns to the trainee. Trainee also assist other staff in daily activity of the Talent Management Department. Each of task that they assign the trainee usually by email or direct order that urge the trainee to kindly prepare or assist them in daily work. Beside that trainee also assisting organize a few event that being held in MCMC.

3.2 Training Activities

Trainee being expose and thought regarding the daily activity on Talent Management Department to assist the recruitment team to ensure all daily task work will effective and smooth.

3.2.1 Recruitment Activities

Since trainee being placed on Talent Management Department under the recruitment team, trainee are responsible to assist all task regarding the recruitment and selection, this team are leads by Miss Noraziah binti Suliman the deputy director of Talent Management Department.

3.2.1.1 Selection and Interview

The responsibility of trainee is to assist the staff in order to delivery of an effective service in relation to pre-interview screening, testing and assessment as required including providing an initial screening for all candidate applications ensuring that the identified essential criteria are met in accordance with MCMC requirements. The task that need to be fulfill by trainee is arrange the interview, call the candidates, sent the email invitation to the shortlisted candidates, and arrange the interview panel and others.



Figure 3.2.1.1
Selection and interview task

3.2.1.2 Employment Proposal (EP)

Trainee are given the responsibility to prepare the employment proposal after the panel of interviewer give the interview result to shortlisted the candidates that meet the MCMC requirement. Before preparing the EP, trainee should gather all relevant information such as the candidates' interview assessment such as result of writing test, aptitude test, personality test and other relevant information. Next is to complete all the information on the EP file, the information such as Job application form, Resume or CV, Interview assessment result and prepare the cover memo to MCMC Chairman for employment approval.



Figure 3.2.1.2
Employment proposal process

3.2.1.3 Notification of EP approval

The task that need to be perform by trainee is to keep update the Employment Proposal approval by Chairman of MCMC, after the EP was approved, the next process is to contact the candidates to inform the successful result of employment and consult the joined date to MCMC, next task is to send the approved EP to respective Head of Department (HOD) for the HOD perusal. Regarding the Duration of this task that need to be perform by trainee is 1 and 2 days only depending on the Chairman absence. This task required trainee to communicate with candidates and MCMC employee, the outcomes from this task can give the lots of impact towards trainee regarding the communication skill.

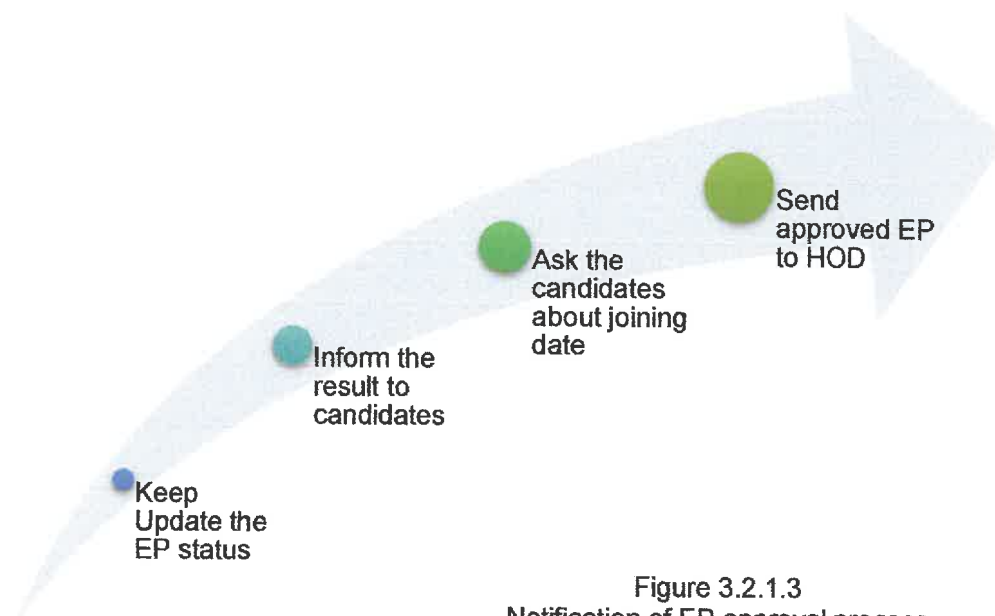


Figure 3.2.1.3
Notification of EP approval process

3.2.1.4 Preparation of offer letter

The next task that need to be perform by trainee is preparing the offer letter for the final shortlisted candidates that has been approve by Chairman of MCMC for fulfill the vacant in specific department, trainee prepare the offer letter or known as LOA according to the position that offered to the candidates. LOA should consist the details such as recipient name, national ID, position offered and respective department, salary and the joined date that agreed by candidates. After that send the printed copy of LOA to the head of division HCMCD for the signature and make a copy or scan and sent to the respective candidates through email with other attachment such as employment checklist and make a phone call to alert the candidates. This task gives the big impact to trainee in order to write a good formal correspondence or mail that will be use in the future.

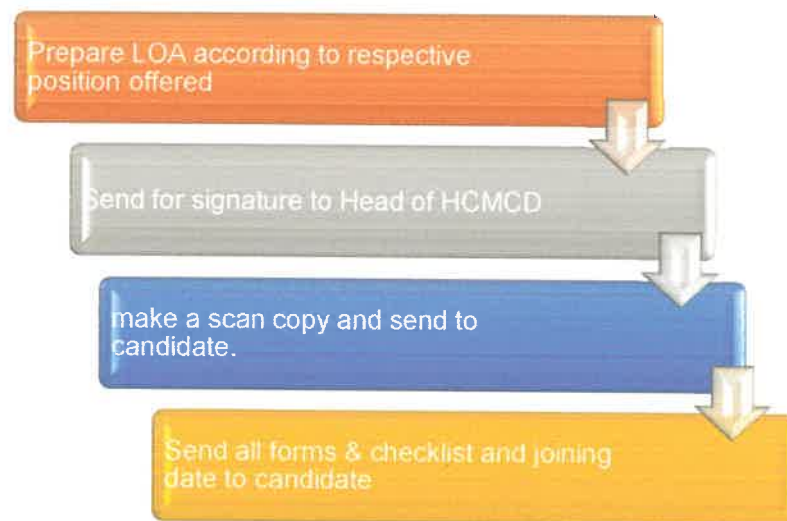


Figure 3.2.1.4.1
Process of preparation offer letter

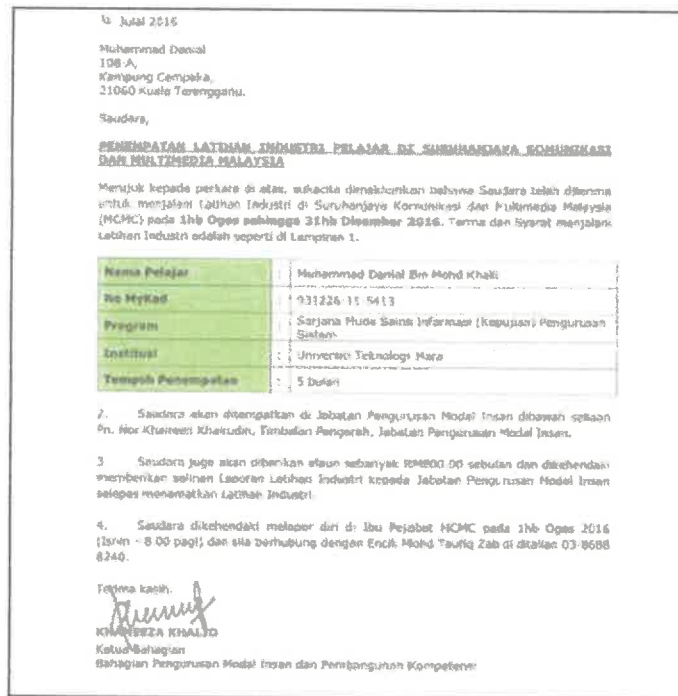


Figure 3.2.1.4.2
Process of preparation offer letter

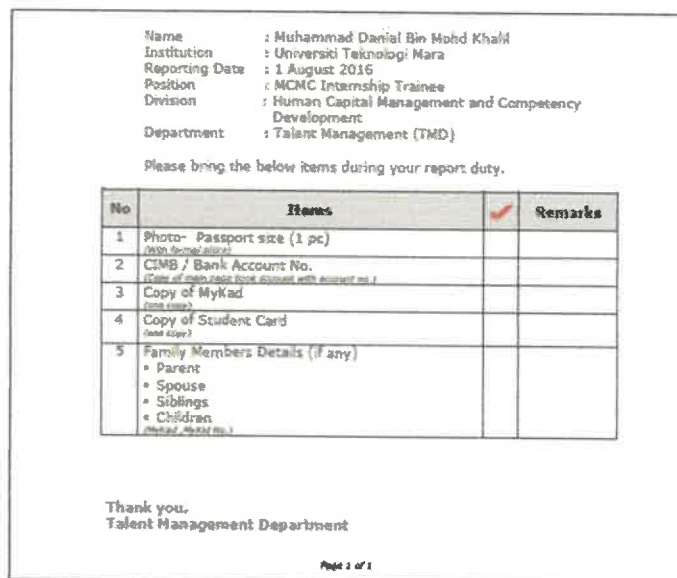


Figure 3.1.1.4.3
Check list

3.2.1.5 Staff onboarding.

The next recruitment process that the trainee take part is staff onboarding session. Onboarding session can define as the program that been set up by Talent Management Department in context of MCMC to brief the information regarding Malaysian Communication and Multimedia commission to the new staff that joined MCMC, Onboarding session usually conduct on 1st- 15th for each month.

The duties of trainee on this task is to request the room from procurement and assets management department or PAMD for the onboarding session, assist the new joiner to the second level and placed them into the onboarding room, next is to set up the laptop and slides for the presentation by the head of recruitment team, last task is to assist the new staff to bring them to the respective department and division.

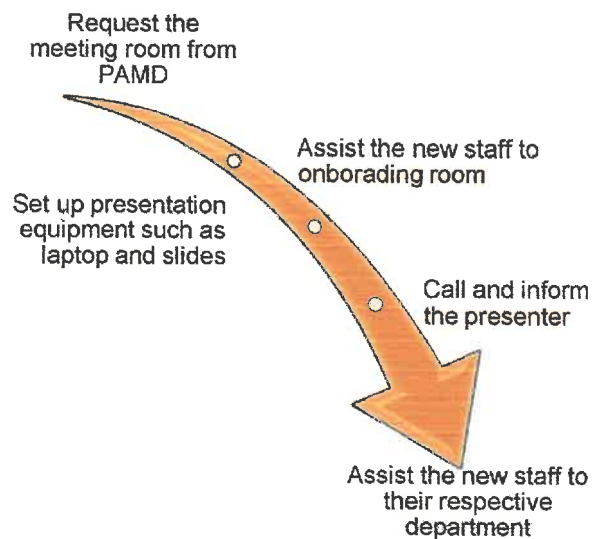


Figure 3.1.1.5
Staff onboarding process

3.2.1.5 Records Keeping

In order to implement the knowledge of records management from university courses, trainee request to the industrial supervisor to handle a records and file of the department, Talent Management Department is one of the department that holds the most important records in the MCMC which are employee personal records.

TMD are implement the alphanumeric classification code, and all employee personal records are being kept in the decentralized storage and each of the file are being arrange in the mobile shelve according to the alphabetic order.

The process records keeping start similar with the records lifecycle management when every new employee send the complete document such as employee personal records form, job application form, resume, certificate and other relevant document that need to be gather to create the file for each new employee.

Next process that trainee should do is to records all information into the HR connect system to store the records in digital form. Next is trainee responsible to create the personnel file for each new member to be kept in the filling room, usually personnel file will use the white hardbound file to kept all information. Next is to records all the file movement in the "Records movement master list" next duties of trainee are to maintain the file in order to keep update and to ensure condition of the file is good.

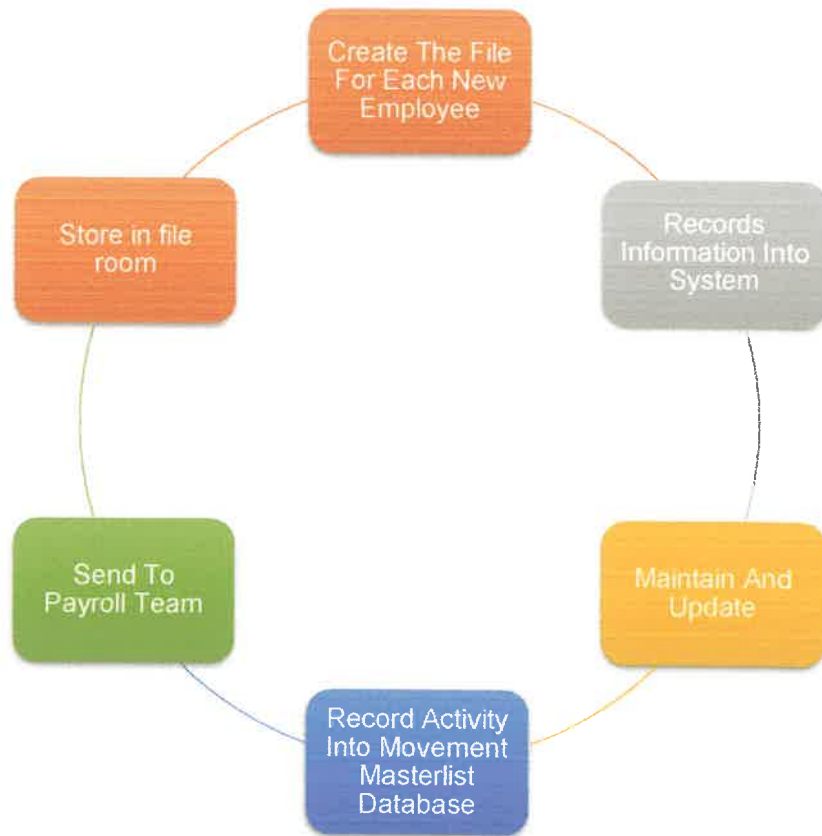


Figure 3.2.1.5
Record keeping task

3.2.2 Event Management

During the internship at MCMC, trainee also involves with the several event and program that held in MCMC and outside of MCMC as a committee of event, usually the trainee is responsible to assist the management of the event for example become the secretariat and the facilitator for each event and program.

3.2.2.1 Career Fair and Branding

Talent Management Department (TMD) is a department that responsible to manage and handle the career fair and branding. The purpose of career fair is to seeking the new talent of Malaysian Communications and Multimedia Commission. Second purpose of career fair is to brands the MCMC names, organization, function to the society. The trainee has trough one career fair during the intemship at MCMC which are Mega Career Fair and Study 2016 at KLCC. There are lot of experience that trainee gather from the event such as communication skill, quick decision making and many more. Trainee are given the responsibility to assist the relevant activities for career fair preparation such as designing the poster and pamphlet, prepare the door gift, collect data from applicant via hard copy resume and softcopy of resume, career consultation and developing the system for career fair. And the last is to gather the information and generate report in infographic form.



Figure 3.2.2.1.1
Trainee task responsibility



Figure 3.2.2.1.2
MCMC booth at Mega Career Fair and Study 2016

3.2.2.2 Commonwealth Broadband Asia Forum 2016

Commonwealth Broadband Asia Forum is one of the initiative under Commonwealth telecommunication organization that based in United Kingdom is the oldest and largest Commonwealth intergovernmental organization in the field of information and communication technologies. This event is being hosted by Malaysian communications and multimedia commission under the sector corporate strategies that been manage by international department. The trainee was being selected as one of secretariat for this event to assist the all committees in order to ensure this Broadband Asia forum to run smoothly. Trainee are given the responsibility to designing the lanyard for each delegate from various organization and country, trainee also responsible to handle the registration counter, assist the delegate to the KL tower for exclusive dinner with Minister of Communication and Multimedia Malaysia. For the next day is to usher the delegate from Zimbabwe and Africa to Pulau Carey for the site visit of Pusat Internet Satu Malaysia.



Figure 3.2.2.2
Trainee Task on Broadband Asia Forum 2016

3.2.2.3 MCMC Program Assessment Center (PAC)

PAC is one of the Recruitment activity, usually PAC will be conducted in two days on MCMC building or other placed. The purpose of PAC is to measure the candidate's performance in term of skill such as communication, teamwork, leadership, critical thinking, problem solving and other that can be medium of assessment. Next purpose is to select the best candidates for the MCMC talent. Trainee also take part in this program and be assigned as the secretariat. The roles and responsibility of trainee for this event is to prepare the candidates file for each panel of the PAC, next is to set up the assessment room, next is to become the runner for result collection and distribution for each session.

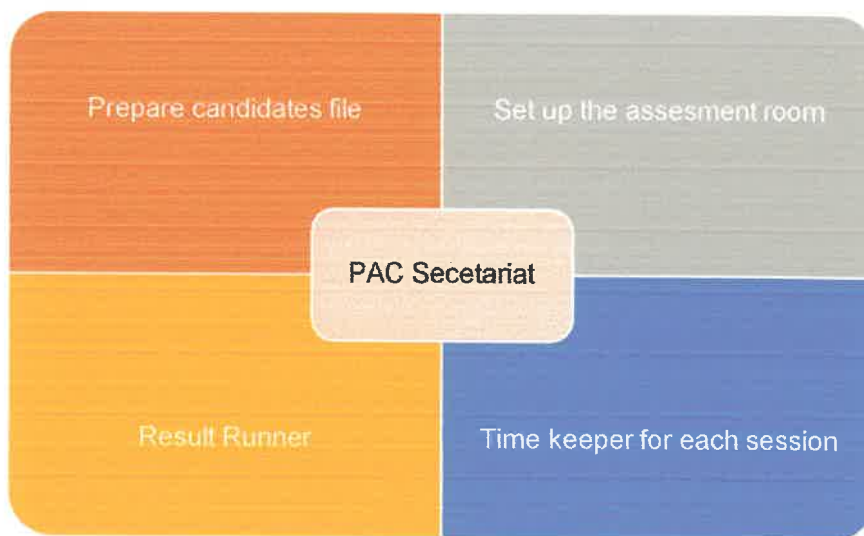


Figure 3.2.2.3
Trainee Task in Program Assessment Center (PAC)

3.2.2.4 MCMC Integrity day

MCMC integrity day is one of the event under the Integrity and governance department. This program is to give the awareness to staff of MCMC regarding the work ethic in the organization especially about the integrity in workplace. With the various speaker for other organization it will give more exposure about what is integrity and what is the important of integrity in working environment. Integrity department request the trainee to assist them for the MCMC integrity day. The roles and responsibility of trainee for this event is to handle the registration for external delegates from other organization that joins the MCMC integrity day and to prepare the door gift. Next task is to assist the staff to handle the presentation slides. Trainee gains lots of knowledge in this event such as how to become a good staff in the organization and others.



Figure 3.2.2.4
Trainee task on MCMC Integrity day

3.2.2.5 Appreciation & Award Ceremony MCMC Town hall 2016

MCMC Town Hall is a yearly event that being conducted by Human Capital Management and Competency Development division (HCMCD). This event has been organize by Employee Engagement and Services Department. The function of this event is to give the awards to outstanding performance of employee in MCMC, this event also includes the awards for the best video awards for Pusat Internet 1 Malaysia or known as P1IM and MCMC Convergence Handbook policy and regulatory. For this event, trainee is responsible to become the host for best video awards Pusat Internet Satu Malaysia and perform the gimmick for the Convergence Handbook policy and regulatory guide.

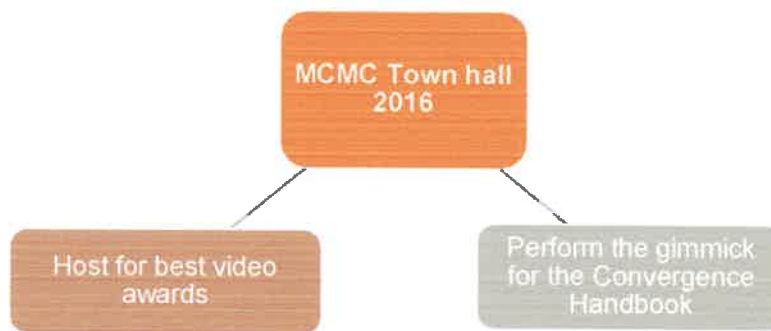


Figure 3.2.2.5.1
Trainee task on MCMC Town hall 2016



Figure 3.2.2.5.2
Trainee task on MCMC Town hall 2016



Figure 3.2.2.5.3
MCMC Town hall 2016

3.2.3 Documentation task

During the industrial training. The trainee was being assigned by industrial supervisor to develop few documentation task such as recruitment handbook and guideline and second task is talent council slide for the staff promotion on MCMC. The task help trainee in understand and learn more about the Human resources management in context of recruitment process and procedures.

3.2.3.1 Recruitment handbook and guideline

Trainee was given the responsibility to develop the recruitment handbook and guideline as being requested and purposed by Miss Noraziah binti Suliman a deputy director of Talent Management Department to develop this project. The duration of this project is consist three weeks. With the two-week trainee manage to learn all the recruitment process and procedures with the assistance of the TMD staff. This handbook consists the guideline of the proper methods of the process selecting and recruit the new staff start from the beginning until end of the process of recruitment and selection. Start with the planning phase. Trainee set up the meeting with the industrial supervisor to identify the problem and the need of the recruitment team, second is trainee study the whole process of recruitment to understand the process and procedures. Next step is analysis. Trainee are responsible to analysis the content that need to be write on the recruitment handbook and guideline and the content need the approval from the deputy director before write the content Next is the development process. After all the content approved by deputy director. Trainee took 10 days to write all the content according to the process and procedures of recruitment. Last but not least is the Handbook Submission to the deputy director of Talent Management Department.



Figure 3.2.3.1.1
Development process of Recruitment handbook and guideline

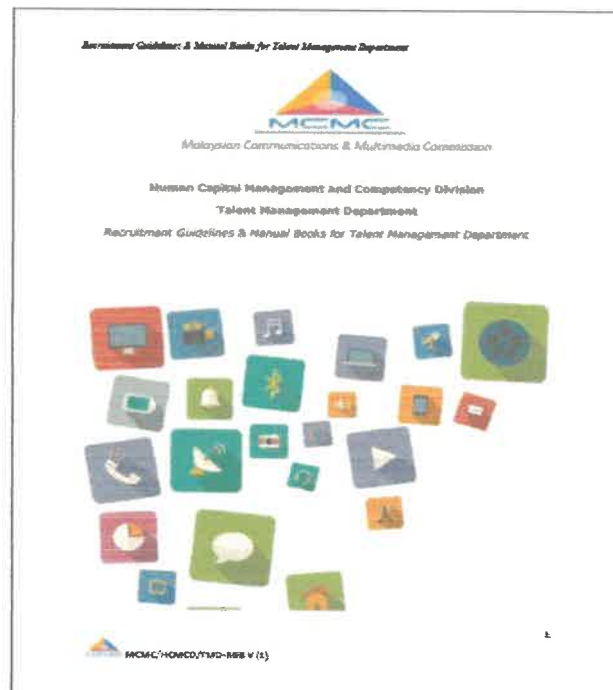


Figure 3.1.3.1.2
Recruitment handbook and guideline

3.2.3.2 Talent council promotion.

Talent council is one of the board of director meeting with the Chairman of MCMC, Trainee get the order from the deputy director Madam Khaireen Khairudin for assist her in prepare the slide of Talent council staff promotion that will used for meeting with the Chairman of MCMC. The slides consist all staff that can be consider to be promote to high position. Trainee took 5 days to finish the task because there are lots of data to be included in the slides. The first process is selecting the templates on the Microsoft power point. Second is collecting the staffs name and details. Next is gather the staffs' job description. And third is get the staffs' performance from Organization development department and the last is submit the task to deputy director of TMD.



Figure 3.2.3.2
Process of preparation the talent council promotion slides

3.2.4 Electronic publishing and design.

During the internship, Trainee also being assign the electronic publishing and design task for the department. There are few task that require trainee to fulfill the need of department such as poster, file cover design, label for filing cabinet and others task. This task can help intern to improve the design skill and idea for the future needs.

3.2.4.1 Career Fair poster.

Trainee require to design the poster for the Mega career fair and study 2016 that focus on the internship at MCMC.

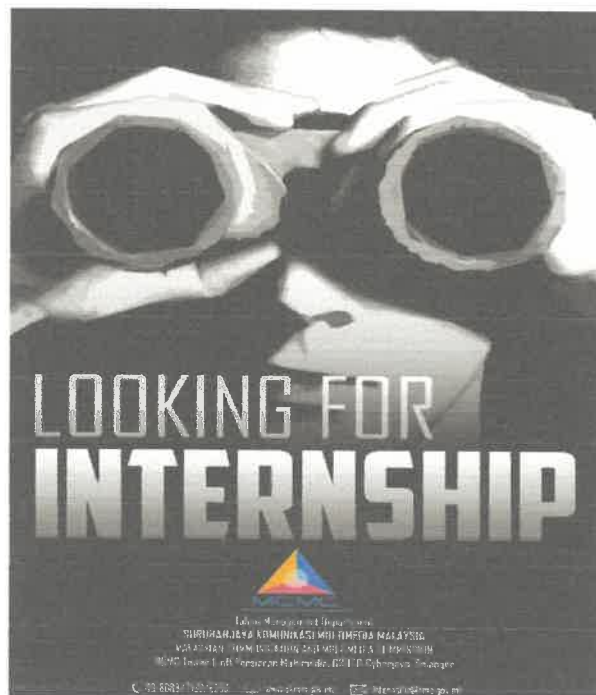


Figure 3.2.4.1
Looking for internship poster for Mega career fair and study 2016

3.2.4.2 Cover file for Talent Management Department file 2016

The staff in the department ask the assistance of trainee to design the cover file for each function in the department such as recruitment, promotion, covering, transfer and many more. The cover file should include the name of department, function or services and the reference number for each file.



Figure 3.2.4.2
Cover file for Talent Management Department 2016

3.2.4.3 Design the side label for file

Trainee also need to design the side label for each management file by using the Microsoft excel. The function of side label is to assist the staff to recognize the file on the shelve and also help to retrieve the file with easily.








						
SURUHAMAJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA	SURUHAMAJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA	SURUHAMAJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA	SURUHAMAJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA	SURUHAMAJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA	SURUHAMAJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA	SURUHAMAJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA
TALENT MANAGEMENT DEPT	TALENT MANAGEMENT DEPT	TALENT MANAGEMENT DEPT	TALENT MANAGEMENT DEPT	TALENT MANAGEMENT DEPT	TALENT MANAGEMENT DEPT	TALENT MANAGEMENT DEPT
SENIOR MANAGEMENT CONTRACT (V1)	KKMM ATTACHMENT (V1)	PROMOTION BATCH 4/2016	PROMOTION BATCH 3/2016	PROMOTION BATCH 2/2016	PROMOTION BATCH 1/2016	STAFF REQUISITION & JOB DESCRIPTION
CONTRACT FILE	SPECIAL OFFICER FILE	PROMOTION FILE	PROMOTION FILE	PROMOTION FILE	PROMOTION FILE	REQUISITION FILE

Figure 3.2.4.3
Side label of management file

3.2.4.4 Employee personal records cover file

Trainee also responsible in designing the Employee personal records cover file in order to replace the old cover file. Trainee design the cover file by using the Microsoft power point and after that trainee need to update all cover file for each employee in the MCMC.



Figure 3.2.4.4
Example of Employee personal records cover file

3.2.4.5 Buddy System poster

Buddy system can be referred to Someone who partner with the new employee during his/her first 3 months that offer advice, guidance regarding working in MCMC and the purpose of buddy system is Helps welcome employees and reaffirm their decision to join MCMC. Helps establish orientation as a process rather than a single learning event.

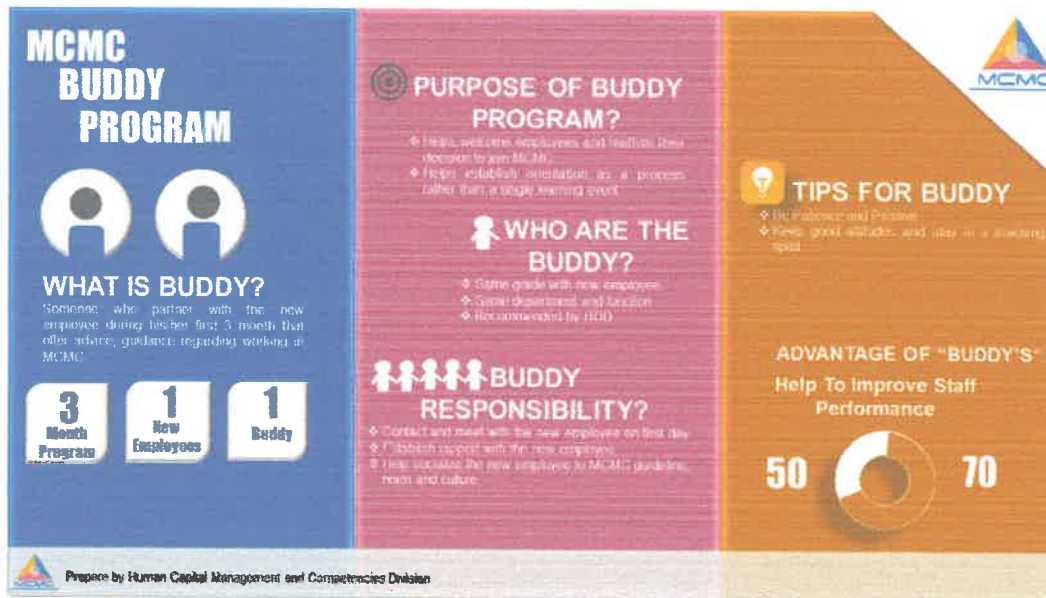


Figure 3.2.4.5 Buddy System poster

3.2.4.6 Cover file for Talent Management Department file 2017

The staff in the department ask the assistance of trainee to design the cover file for each function in the department such as recruitment, promotion, covering, transfer and many more. The cover file should include the name of department, function or services and the reference number for each file.

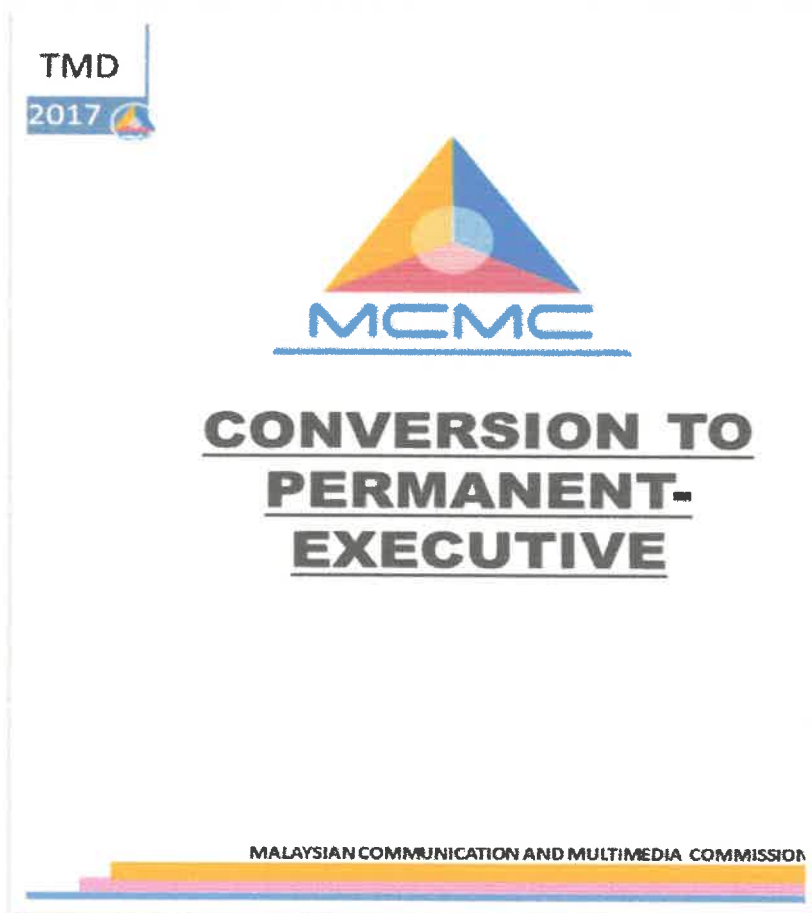


Figure 3.2.4.6
Cover file for Talent Management Department file 2017

3.2.5 System Development

In order to apply the knowledge of system development that become the major courses in the university. Trainee are given responsibility to develop and upgrade few systems for the talent management department that has been requested by industrial supervisor and faculty requirement to have a special project. Trainee manage to upgrade one system for the Mega Career Fair Event 2016. Second is to design and develop new system for career fair registration system to replace the old system. The third system is trainee are responsible to develop the shortlisted candidate's database system.

3.2.5.1 Career System upgrade

After report duty on MCMC and being place at Talent Management Department. Trainee was given a task to upgrade the career information system that develop by pervious trainee on the department that focus on the recruitment. The system will be used for the career fair event and the function of the system is to receive the job application by user can upload their information and softcopy of resume into the system. trainee took one week to finish the task before career fair event start. the process upgrade the system start with the planning such as trainee identify the user need and the problem that occur and meeting with the supervisor to get more information about what she need to improve the system. Second is analysis. Trainee analysis the requirement of the system. Trainee asked the sponsor a few question that can help the process of system improvement. Next phase is design. Trainee are designing the layout and form that requested by industrial supervisor to such as change the layout and insert more form of information into the job application form and design the function import to excel. Next is implementation. Trainee start coded the function in the php codes and test and debug the codes this phase took four days to code the system and function that asked by supervisor, and implement the system to Mega Career fair and Study 2016 that manage to collect 519 application data.

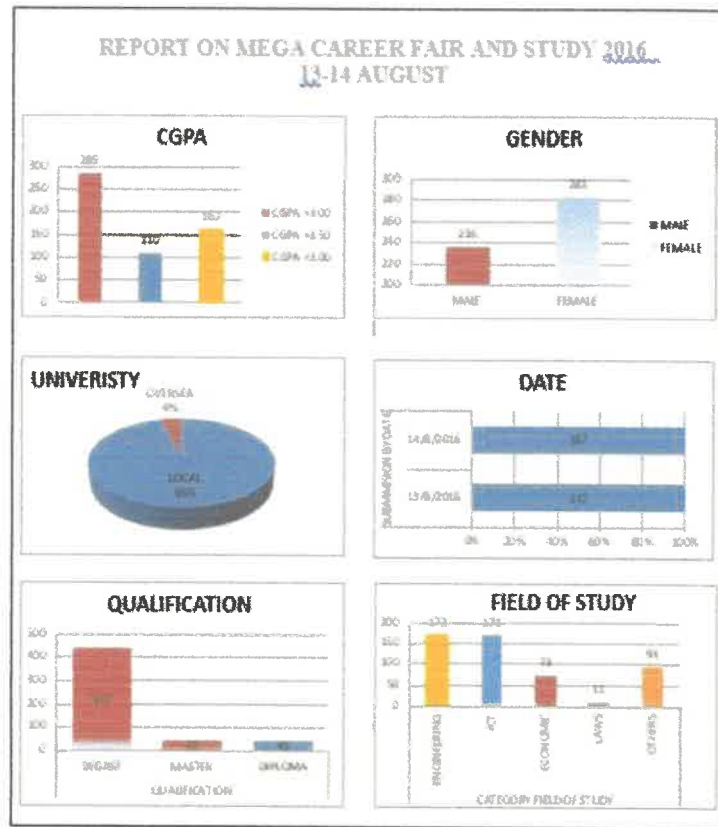


Figure 3.2.5.1
Report on Mega Career Fair and Study 2016

3.2.5.2 Shortlisted Candidates Database System

Trainee has been assigned by the supervisor to develop a new system for the recruitment team in order to store the shortlisted candidate's data after the interview. This system is a data entry system which are, the responsible staff need to insert each candidate's data to the system by following year and month. The function of this system is to store the data of the shortlisted candidates, improve data searching and the system also have a function export to excel for the data backup. This system took two months to finish and trainee start in early September and finish in early November. This project is being develop by using the same methodology with other two system development project that trainee handle is system development lifecycle (SDLC).

Task Name	Duration	Start	Finish
Planning	5 days	Mon 9/26/16	Fri 9/30/16
Meeting With Supervisor	1 day	Mon 9/26/16	Mon 9/26/16
Identify the problem	1 day	Mon 9/26/16	Mon 9/26/16
Identify the needs	1 day	Tue 9/27/16	Tue 9/27/16
Study the Process and Procedures of recruitment	3 days	Wed 9/28/16	Fri 9/30/16
Analysis	5 days	Mon 10/3/16	Fri 10/7/16
Identify the Requirement	1 day	Mon 10/3/16	Mon 10/3/16
analysis pervious methods	1 day	Tue 10/4/16	Tue 10/4/16
Create conceptual Database (ERD)	1 day	Wed 10/5/16	Wed 10/5/16
Create Data flow Diagram	2 days	Thu 10/6/16	Fri 10/7/16
Design	10 days	Sat 10/8/16	Thu 10/20/16
Design Database (Wamp server)	2 days	Sat 10/8/16	Mon 10/10/16
Design Html platform	8 days	Tue 10/11/16	Thu 10/20/16
Implementation	16 days	Fri 10/21/16	Fri 11/11/16
Coding	15 days	Fri 10/21/16	Thu 11/10/16
Testing	15 days	Fri 10/21/16	Thu 11/10/16
User Training	1 day	Fri 11/11/16	Fri 11/11/16

Table 3.2.5.2.1
Gantt Chart table for shortlisted candidate's database system

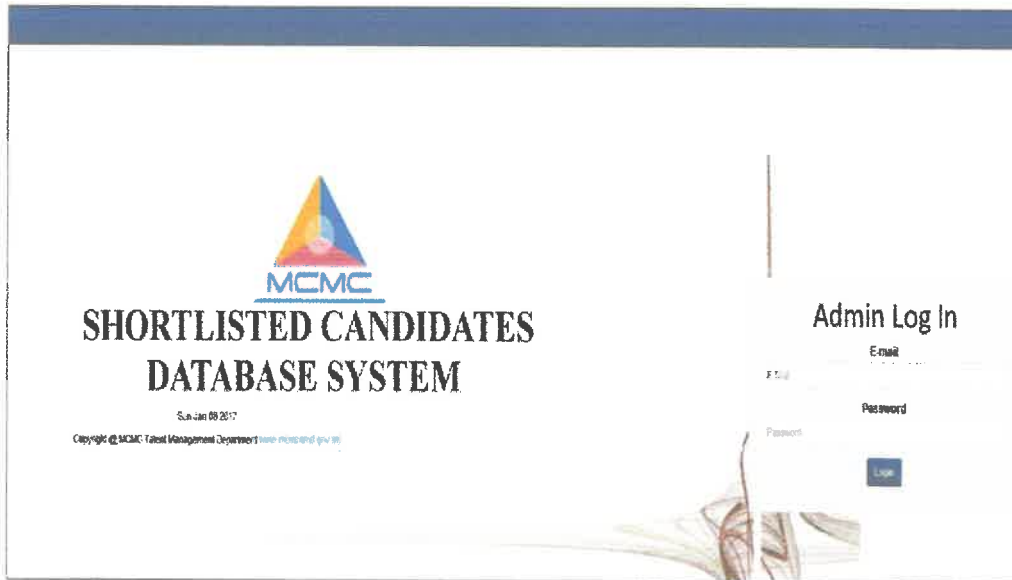


Figure 3.2.5.2.1
Login View shortlisted candidate's database system

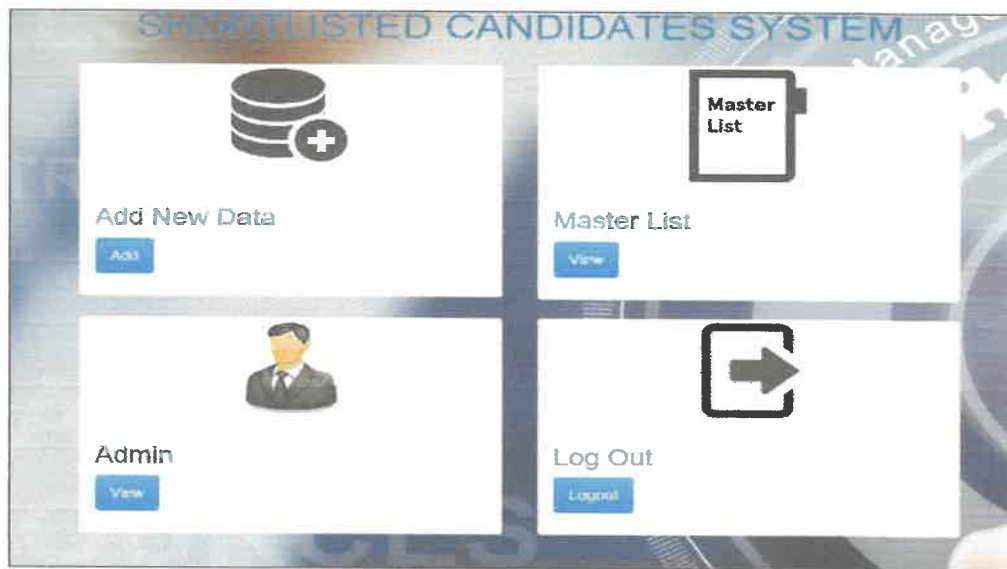


Figure 3.2.5.2.2
Dashboard View shortlisted candidate's database system

3.3 Special Project

3.3.1 Special Project (MCMC Career Fair Registration system)

This project analyzes the Talent Management Department in Malaysian Communications and Multimedia Commission regarding the current recruitment system that focus on collection of data during the career fair and this paper also discuss the recommendation to improve the current situation in order to reduce the cost, improve data searching, fast data retrieval and move forward to digitalization.

3.3.2 Project Overview

Talent Management department (TMD) is one of the department under Human capital management and competency development division (HCMCD). TMD plays important roles in managing the MCMC talent by ensuring the fundamental. Act as mediator between the line department or external strategic partners with the Management to facilitates talent mobility within the organization involves staff confirmation, transfer, promotion, secondment and the most important is recruitment.

3.3.3 Problem Statement

From the previous Career Fair that joined by MCMC through the Talent Management department. The current system that they used to collect the data is manual methods which are they need to collect the hardcopy of resume from the people that comes to the MCMC booth. There are lots of problem that will occur such as missing data, uncategorized data, uncomplete data and many problems will occur during and after the event.

3.3.4 Project Objective

The parent objective of recruitment team is improving the recruitment process by focusing on the biggest recruitment activity such as Career Fair. From the career fair Talent Management Department select the best candidates according to their qualification. The objective of this system is to improve the data collection activity during the career fair event. Second objective is to avoid the missing applicant data; previous methods of data collection has occurred the missing information because improper data management. Third objective of this project is to improve data retrieval and searching. One of the function of this system is searching and sorting the information based on the user needs. Last but not least the objective of this system is to reduce the cost and time in managing the data from career fair event. There are lots of cost can be reduce from this system implementation.



Figure 3.2.4
Career Fair Registration System objective.

3.3.5 Project duration

The duration of this system is 3 month start in first October and finish in last of December.

PROJECT CHARTER	
SPECIAL PROJECT FOR IMC690/IKK SPECIAL PROJECT	
PROJECT TITLES	CAREER FAIR REGISTER SYSTEM
PROJECT DURATION	3 MONTH
STARTING DATE	1/10/2018
FINISH DATE	30/12/2018
PROJECT SPONSOR	TMD/ CIK NORAZIAH SULIMAN
PROJECT MANAGER	MUHAMMAD DANIAL BIN MOHD KHALIL EMAIL: danialkhalil93@gmail.com / danialkhalil@cmpe.gov.my PHONE: 017-9601887 ID: 2014859284
PROJECT OBJECTIVES	To Design and implement the Career Fair Registration System for Talent Management Department in order to enhance the activity to collection data and information of applicant on career fair This new system will allow TMD Personnel to Accomplish the following <ul style="list-style-type: none"> • Gather Recruitment Record with systematic and effectively • Transform the old methods by using the Microsoft excel to new system • Generate reports in Chart form in order to present it to the top management regarding the Recruitment of activity regarding Career Fair.
APPROACH	In order to develop the new system. The methods or guidelines of this system will employ the System Development Life Cycle (SDLC). The SDLC Steps are as Follow <ul style="list-style-type: none"> • PLANNING PHASE <ul style="list-style-type: none"> > Study the department nature and the issue that relating to the system that need to be develop > Identify the problem • ANALYSIS PHASE <ul style="list-style-type: none"> > Study the procedures and activity in the recruitment team > Determine the system needs and requirement • DESIGN PHASE <ul style="list-style-type: none"> > Design the database, conceptual design > Design the layout of the system • IMPLEMENTING PHASE <ul style="list-style-type: none"> > Start coded, tested and debug the system > Train user

Figure 3.3.5
Career Fair Registration system Project Charter

3.3.6 Project Scope

Miss Noraziah Suliman, Deputy Director of Talent Management Department MCMC. Request this system in order to assist the recruitment team of Talent Management department to achieve the recruitment goal. This scope of this system is focus on the career fair event that requires recruitment team collect the data of job applicant in new methods to replace the old system. With this new system it can assist the staff to retrieve and analysis the data to make a decision.

3.3.7 User target

job applicant that apply job for MCMC. There are two users of this system, that is the job applicant.

This system will use and implement in the career fair event for the data collection of the job applicant that apply job for MCMC. There are two users of this system, first is the

3.3.7.1 Applicant

This user can only send their information by fill up the form and upload their resume into system and the result of the job applicant will be inform through email and phone if they meets the requirement of MCMC. This user doesn't need to have an account in this system because this system only focus on the data collection for shortlisting and selecting the qualified candidates only.

3.3.7.2 User department & Admin

And the second user of this system the Talent Management Department staff which are assistant executive under recruitment team. Admin view or user department can manage the data of the applicant to approve and reject the job application if they do not meet the requirement. Admin also can add the event on the calendar to make an alert and reminder about the event that will be held.

3.3.8 Tool used for development (hardware and software)

Tools	Methods
Business modeling tools	System development and workflow modeling
GDSS	Brain-storming and discussion.
CASE	Data modeling and structured analysis, system design
Adobe Photoshop	Interface design,
Notepad++ Adobe Dreamweaver Microsoft studio	Coding, testing and debugging
Wamp server	Testing the system
Desktop PC/ Workstation <ul style="list-style-type: none"> • Monitor • Hard drive • Ram • Processor 	System hardware requirement and support

Table 3.3.8
Tools used for development

3.3.8. Project methodology

Each information technology has their project methodology in order to develop the project with effectively and can deliver the project on time. For this information system project. Trainee use the system development life cycle or known as SDLC in order to develop the system for Talent Management Department to assist them in Career Fair event to collect the data. SDLC start with the planning phase. In this phase trainee start the project when the supervisor gives the task to develop the information system and trainee kick start the first meeting with the industrial supervisor to discuss the system need and requirement. In planning phase also include trainee to identify the problems on the department and how to turn the problem into the opportunity.

Next phase of SDLC is analysis. Analysis phase include the process of identify the system need and requirement and explore the current system to see the similarity of the system and to improve the system. Analysis phase also includes the process of creating a questioner to project sponsor in order to know what is the need and requirement of this system

The third process of SDLC for this project is design. Trainee are responsible to design the conceptual database in order to know what is the data and information will be store in the system, next is to create relationship between the table in conceptual database design.

Next phase of SDLC is implementation. This is the most important and crucial phase because trainee need to convert the conceptual database design into the physical design by develop the database using the DBMS software such as Wamp Server. After that trainee start coding all the function and requirement that being requested by project sponsor. Trainee use the web system by using the php command to build all the function. Once system is fully function. There is training to the responsible staff that will manage the system after the system is finish. The implementation of this system will be used on the career fair and will be host on the internet for make this system are easy to access in the career fair.

The last phase is system maintenance. After the system are being implement by the department. The process of maintenance should be done by the department itself such as to renew the domain of the system. Upgrade the system based on the new need and demands because the system was been handover to the department from the trainee.

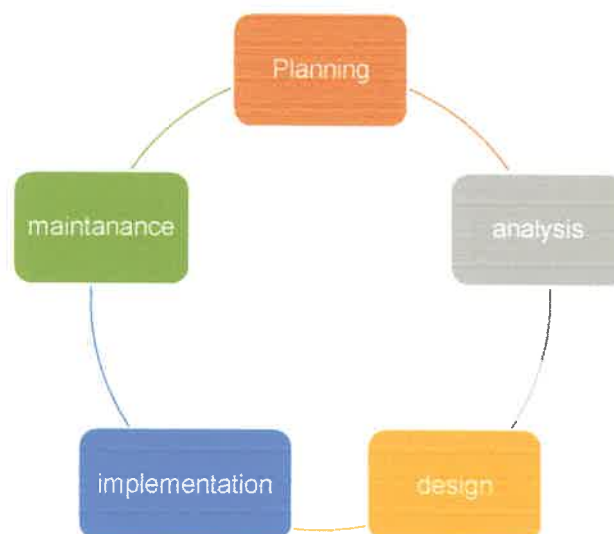


Figure 3.3.8
System Development Life Cycle

3.3.9 Project Planning

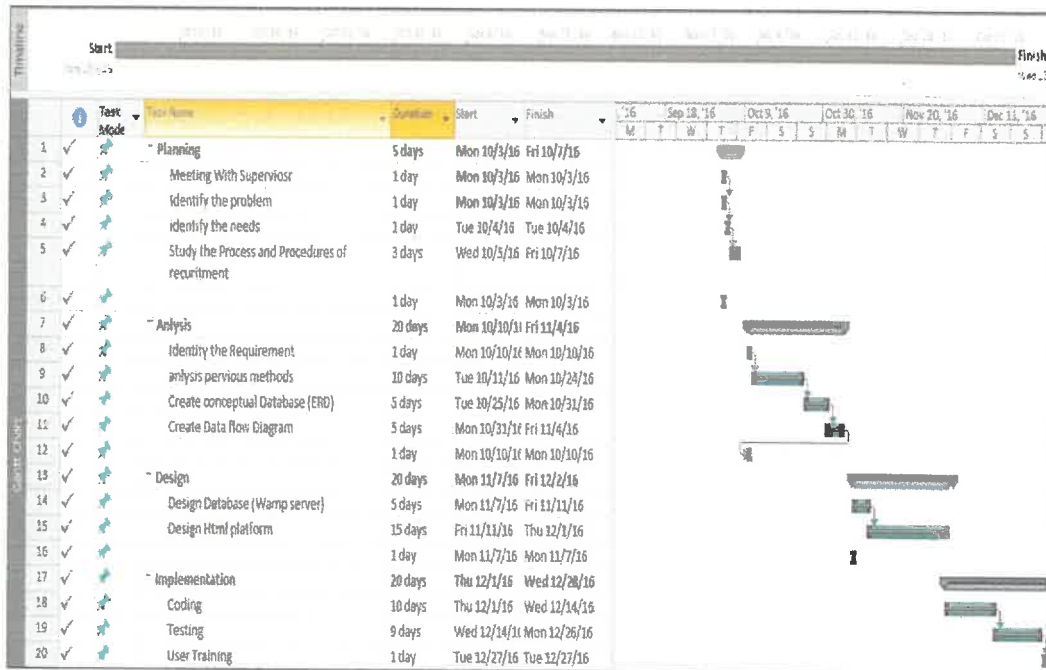


Figure 3.3.9.1
Career Fair Registration system Gantt Chart

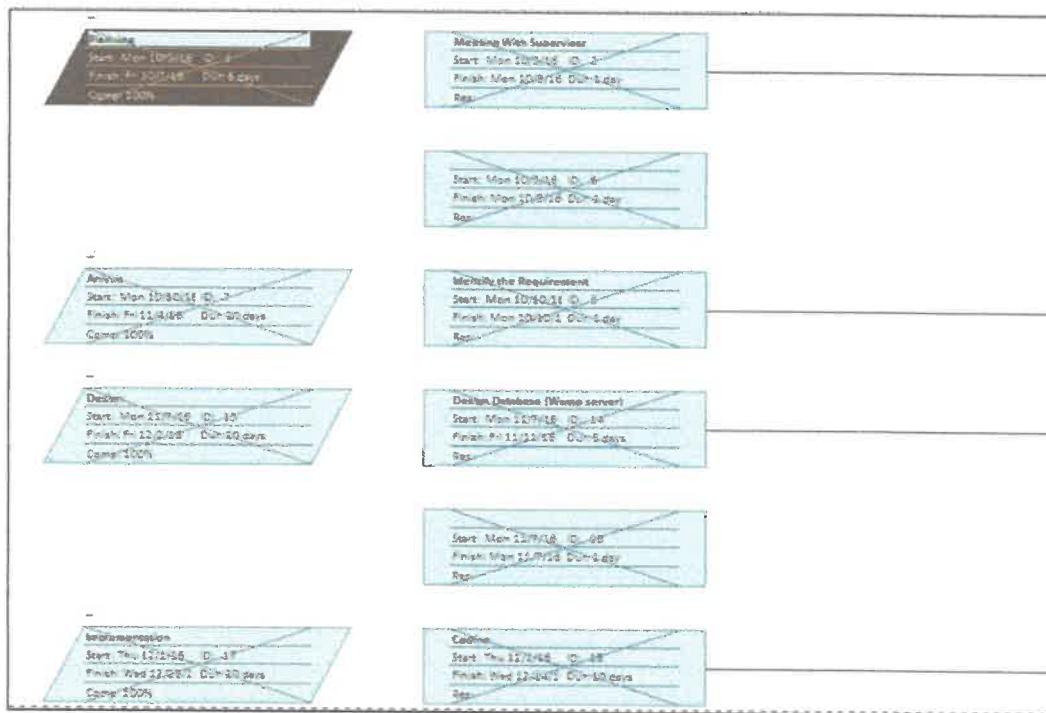


Figure 3.3.9.2
Career Fair Registration System Network Diagram

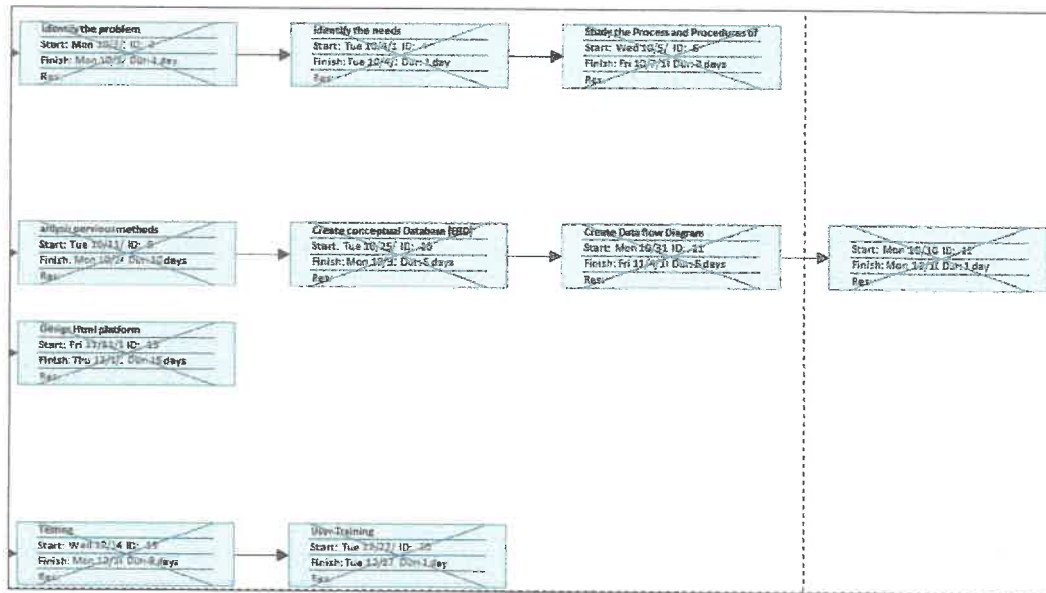


Figure 3.3.9.3
Career Fair Registration System Network Diagram

3.3.10 Analyze current system

To develop the new system, trainee do the analysis on the current system. As mention early Talent Management department use the old methods to collect the data in the career fair such as they collect the hardcopy of form and resume of each job application on the career fair event. The problem will occur when there abundance of paper about the job application and resume and problem the information cannot be manage well and there are lots data cannot be sort by their categories. Here is the process of current system for career fair event.



Figure 3.3.10
Process of data collection using the old methods

3.3.10.1 Discuss the new system

The new system that has been develop by the trainee is the integrated system that can manage the data effectively and efficient, with the several function that embedded in this system can assist the staff to manage the data well. The system interface also interactive and user can understand well with the little assistance from the staff when manage the system in the Career Fair. The advantage of this system is regarding the functionality such as fast searching and retrieval, can make a decision by only clicking the button for selection and shortlisting the candidates if the candidates are meet the requirement of MCMC. But this system also has the limitation but can be improve in the future.

3.3.11 Context Diagram

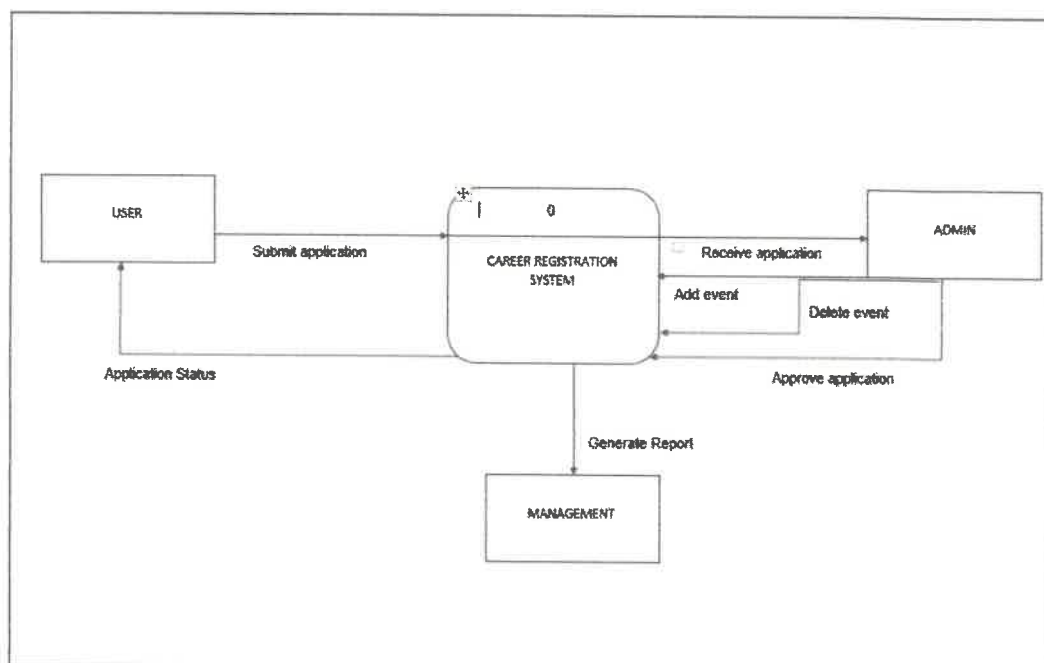


Figure 3.2.11
Career Registration System Context Diagram

3.3.12 Data Flow Diagram

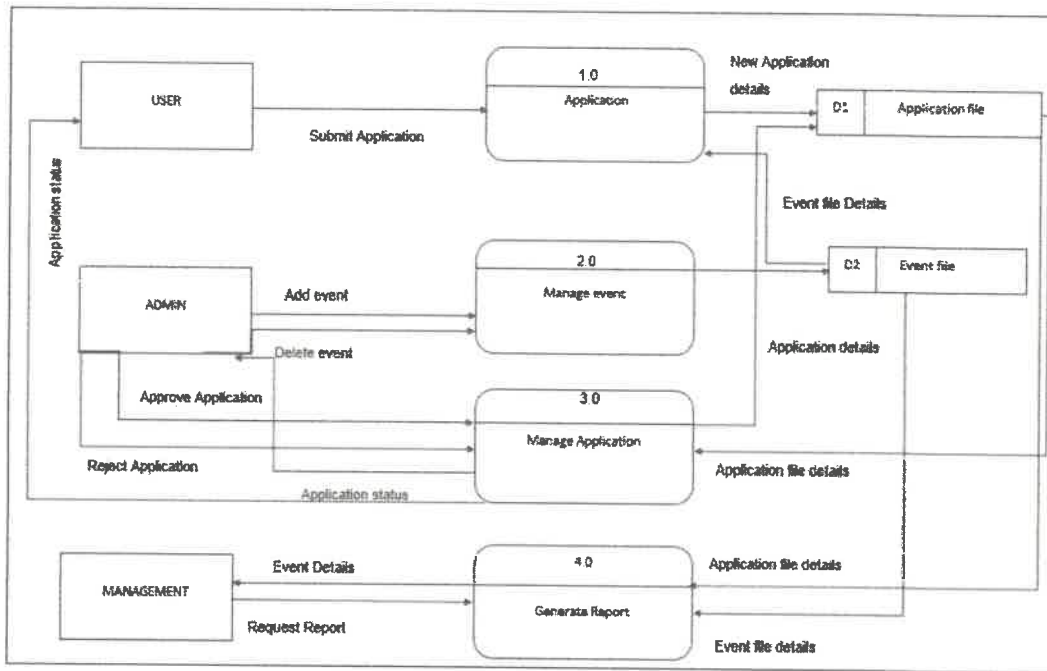


Figure 3.2.12
Career Registration System Data Flow Diagram

3.3.13 Database Design

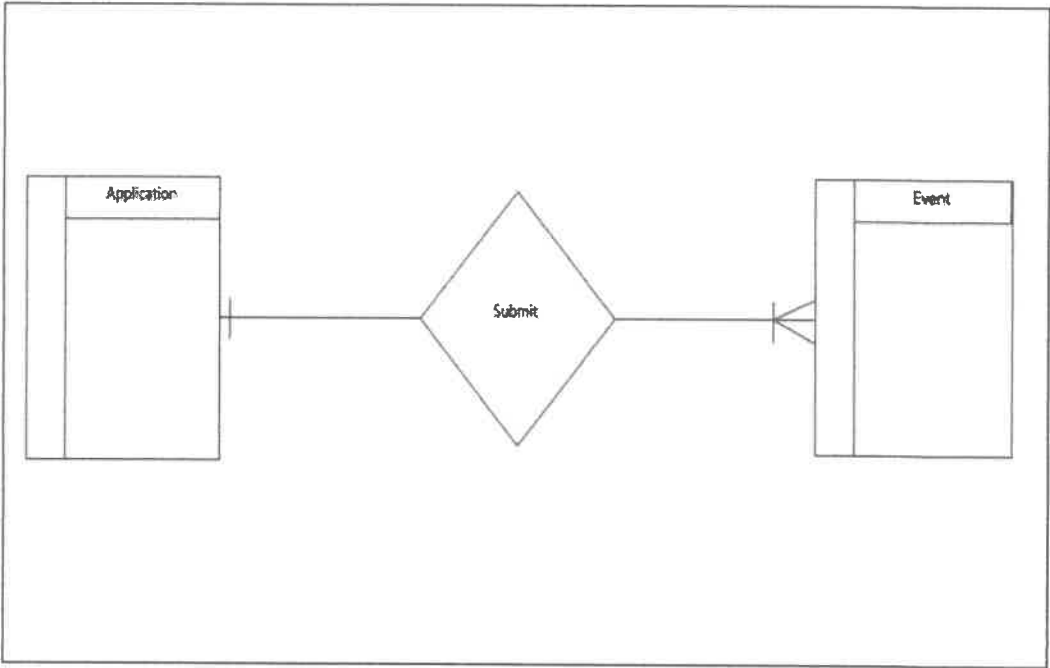


Figure 3.2.13
Career Registration System Entity Relational Diagram

3.3.14 System Interface

Trainee use the HTML5 and bootstrap to design the system interface in order to make the system more attractive. There two type of interface. User interface and admin interface

3.3.14.1 User

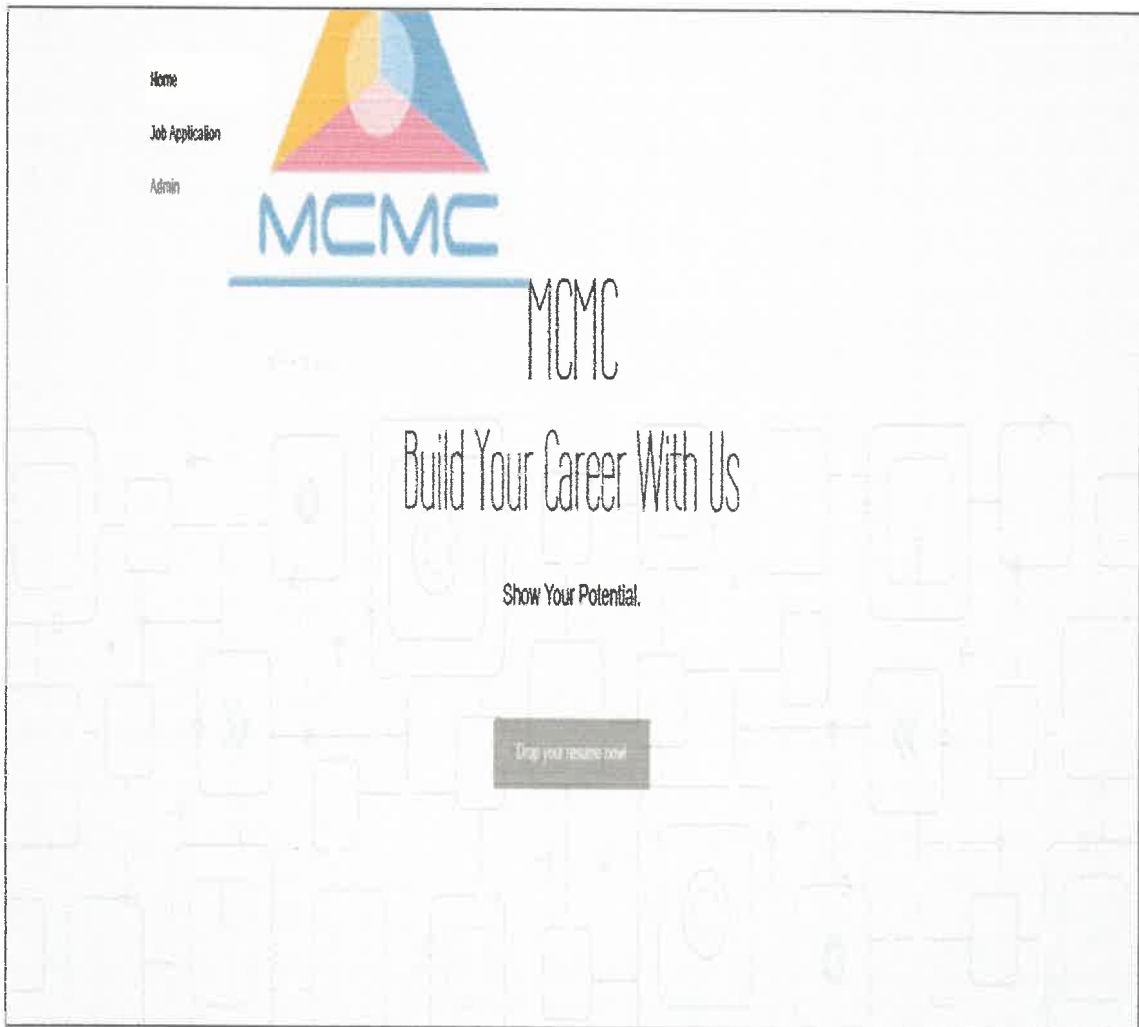


Figure 3.3.14.1.1
User web interface

Home

Job Application

Admin

MCMC

MCMC CAREER REGISTRATION FORM

Name :

IIC No :

Gender :

Phone Number :

Email :

Academic Qualification :

University/Institution :

Field of Study :

Figure 3.3.14.1.2
Career registration form interface

3.3.14.2 Admin/User department

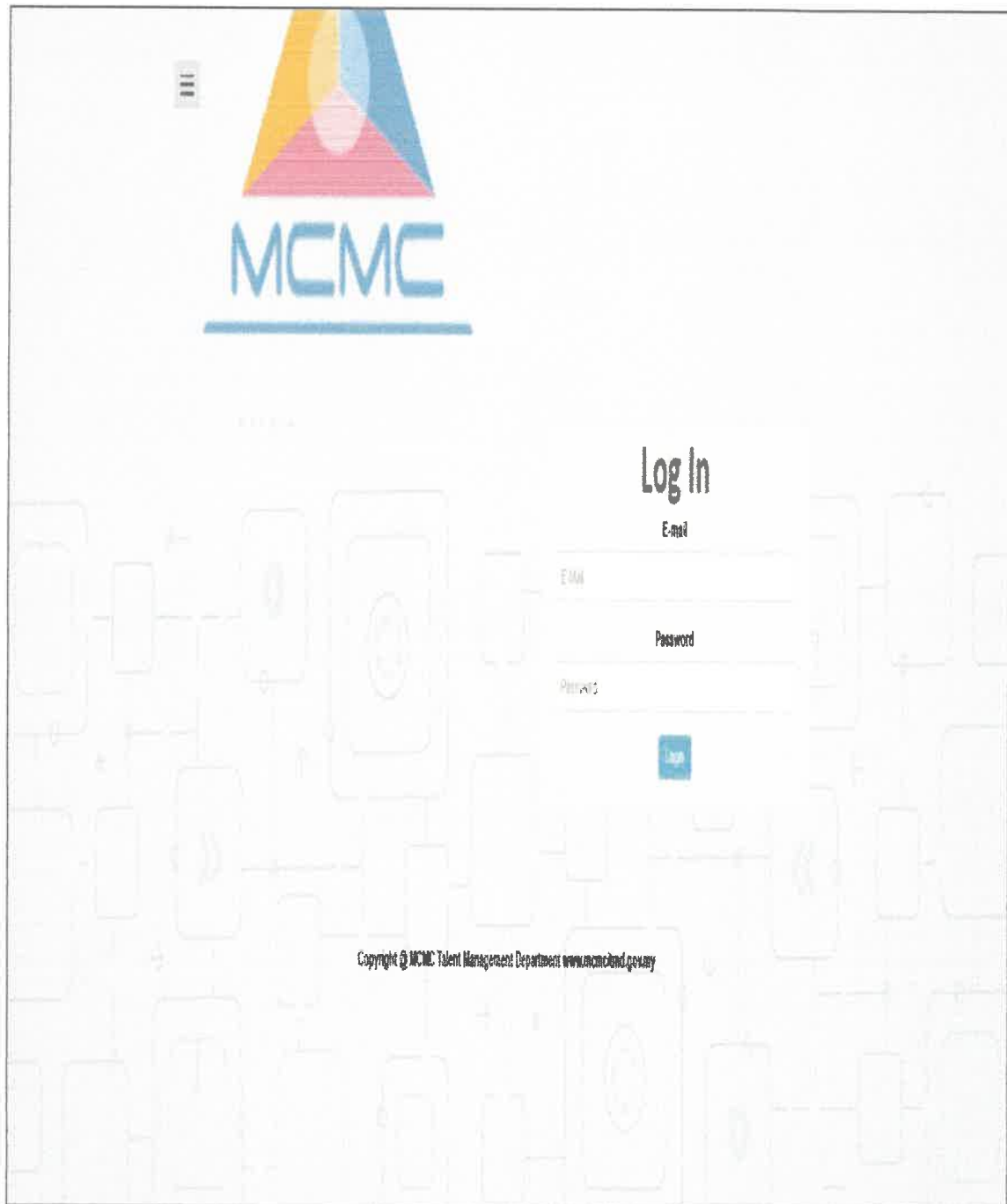


Figure 3.3.14.2.1
Career registration login interface

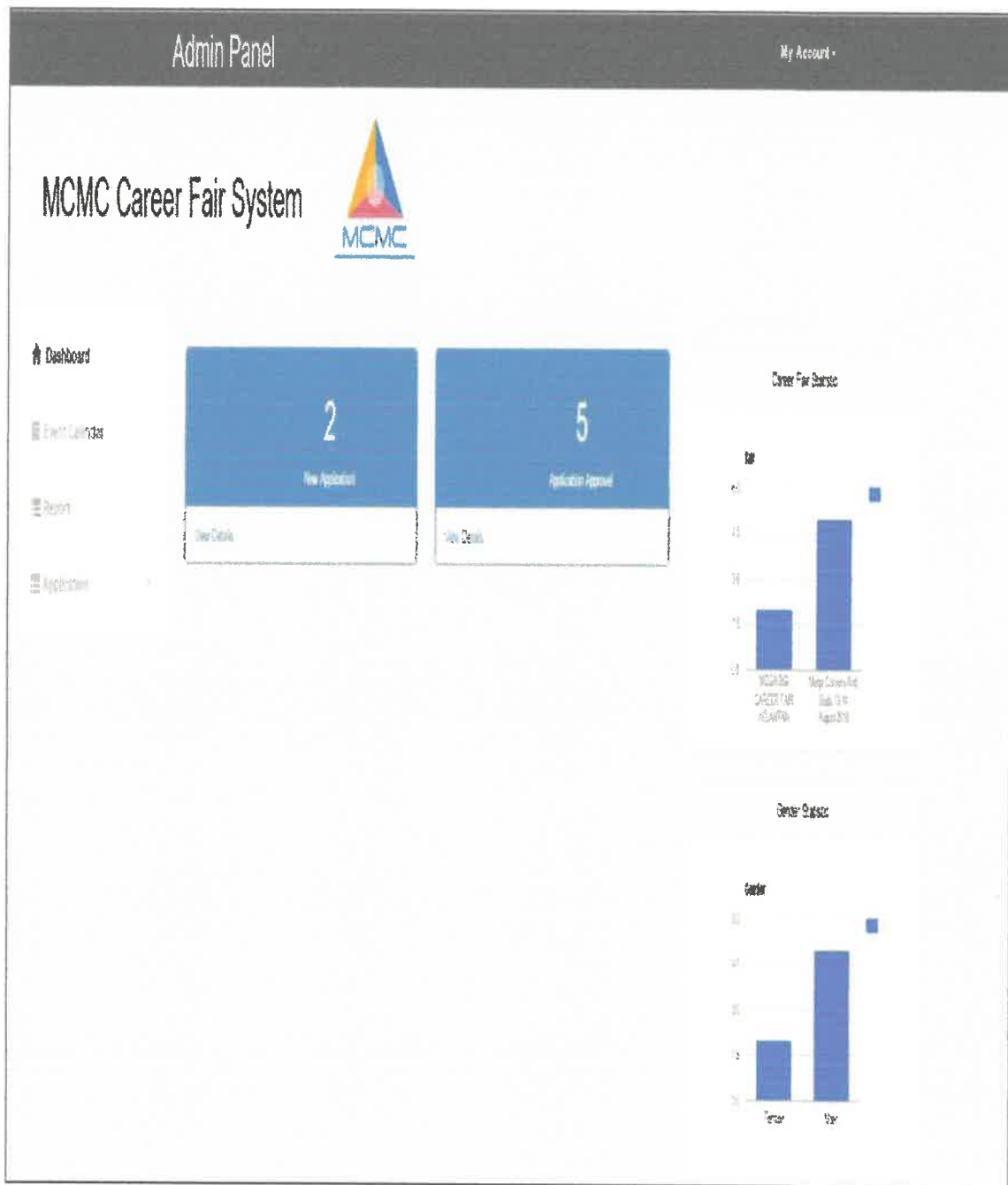


Figure 3.3.14.2.2 Career registration dashboard interface

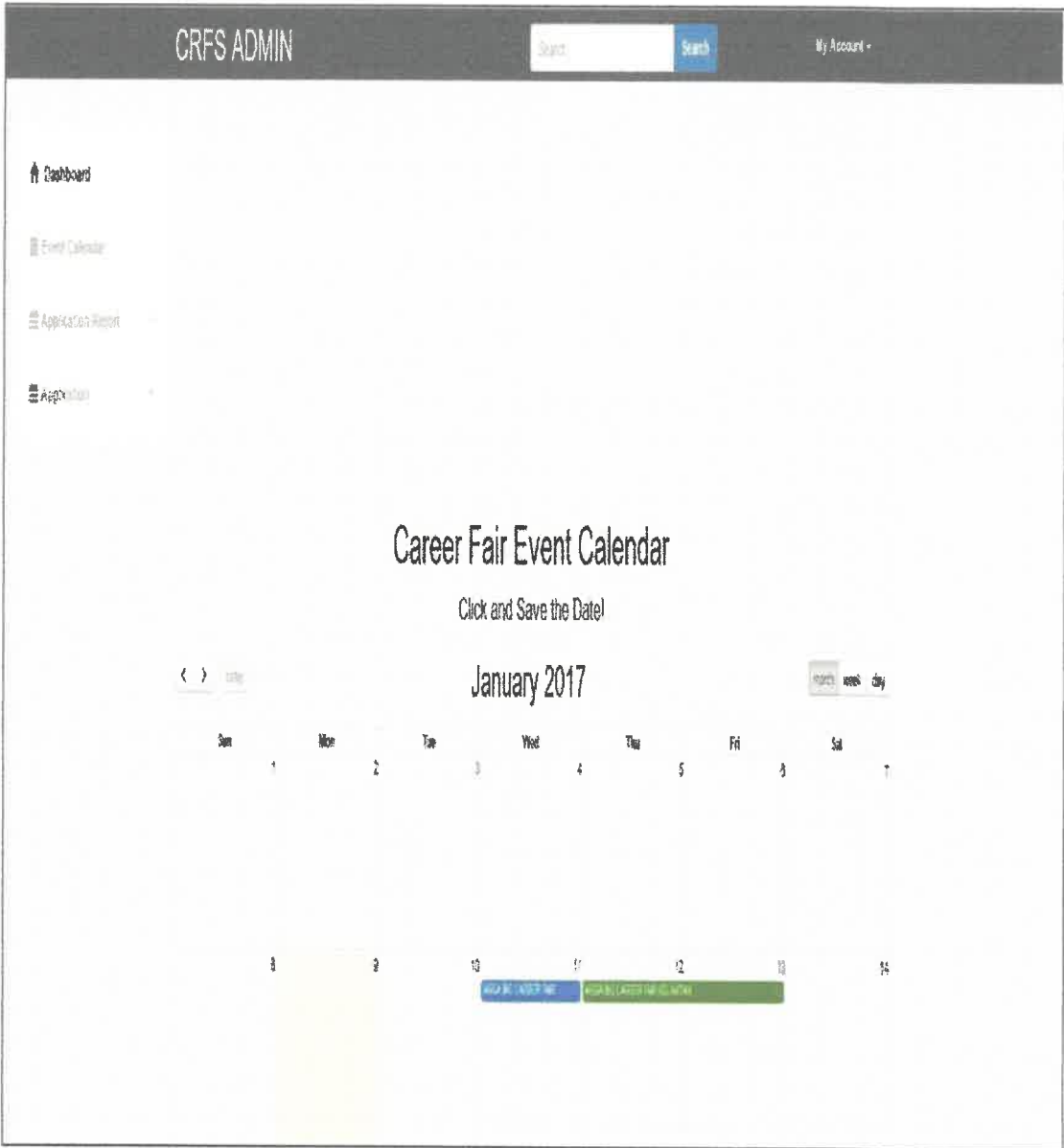


Figure 3.3.14.2.3
Career registration calendar interface

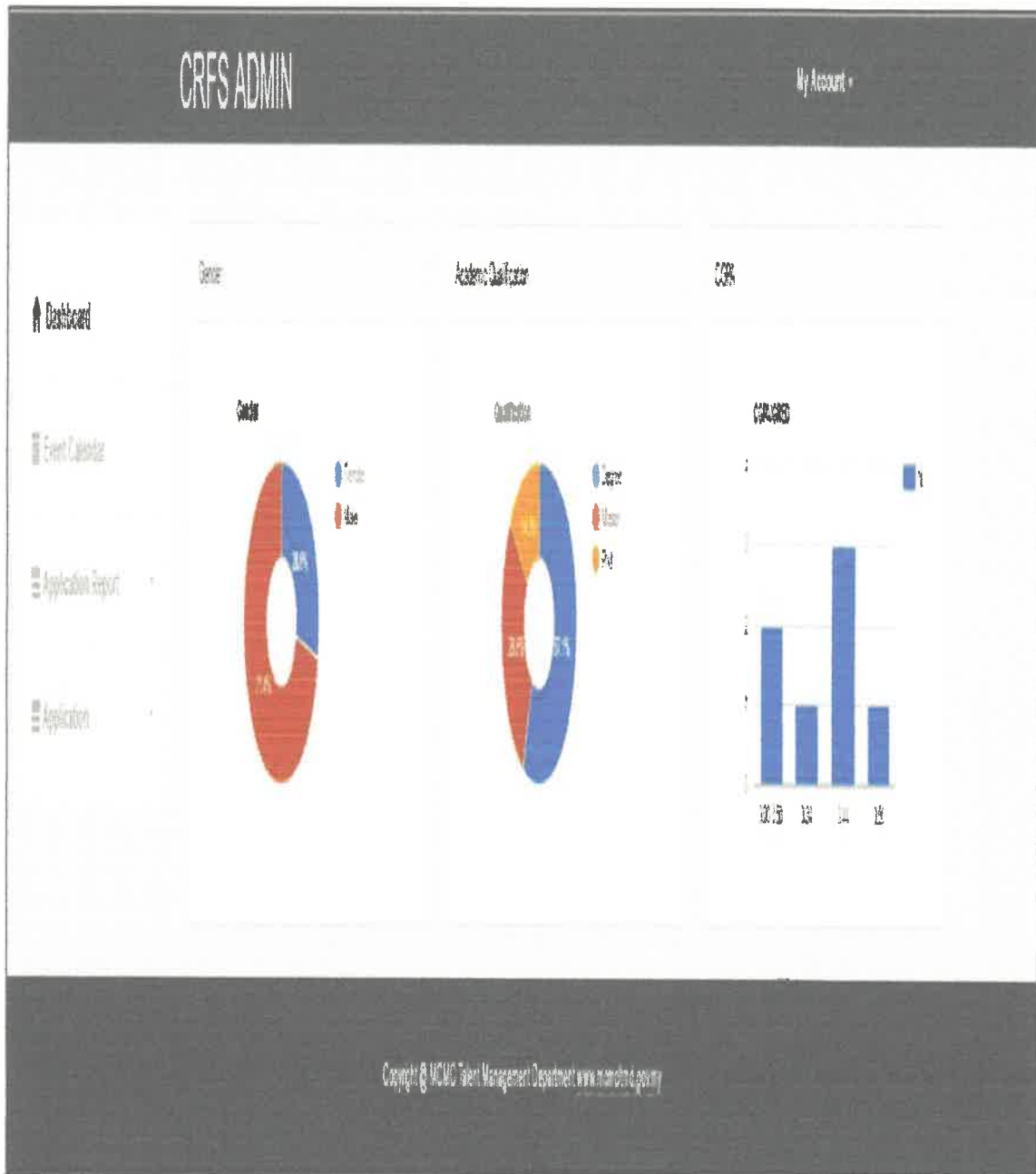


Figure 3.3.14.2.4
Career registration calendar interface

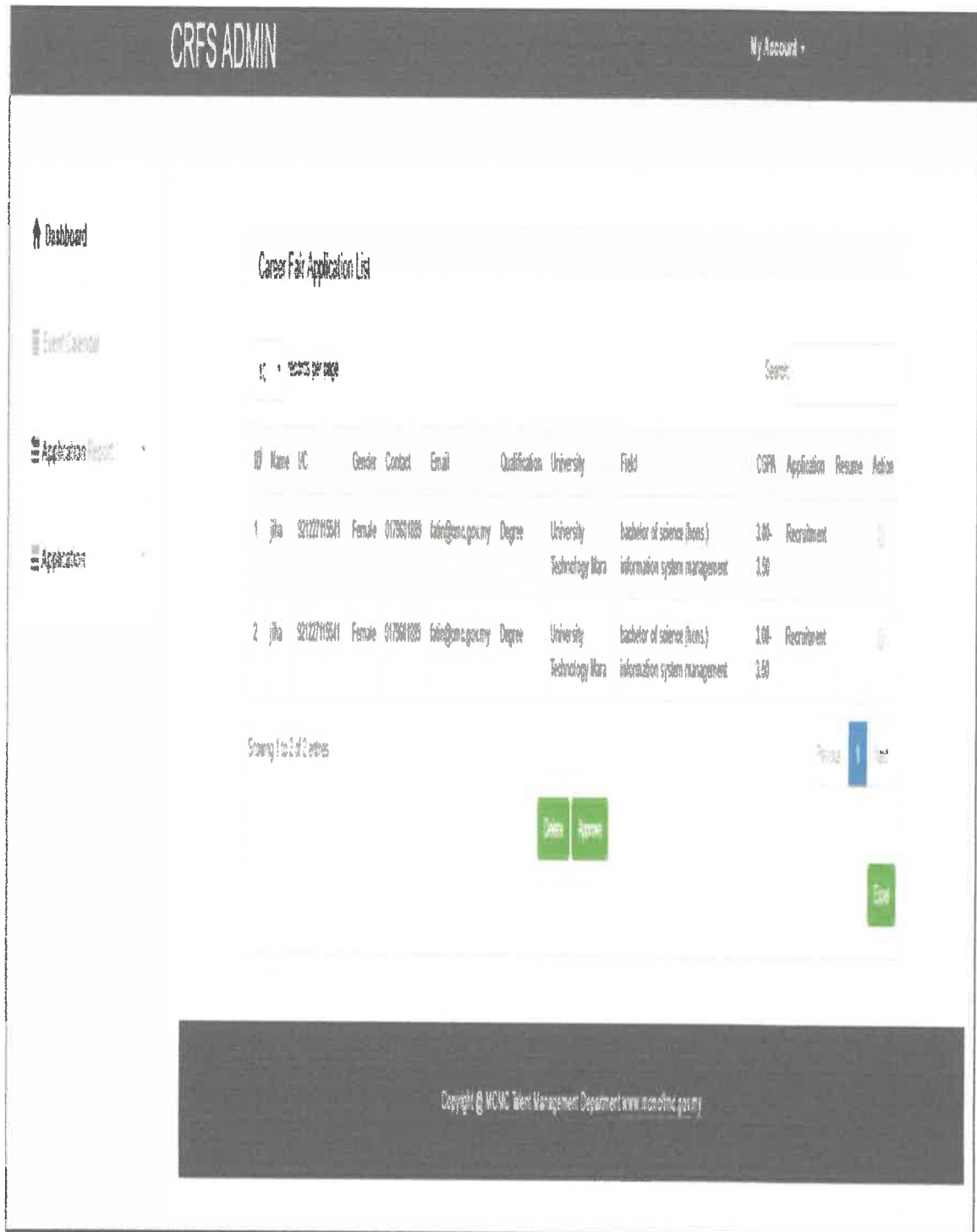


Figure 3.3.14.2.5
Career registration calendar interface

CRFS ADMIN
My Account ▾

- [Dashboard](#)
- [Event Calendar](#)
- [Application Report](#)
- [Applicants](#)

Career Fair Application List

10 records per page
Search:

ID	Name	IC	Gender	Contact	Email	Qualification	University	Field	CGPA	Application	Resume
1	mubammad	95122615413	Male	9179691897	danykhalid@gmail.com	Master	University Technology Mara	Bachelor in Information System	3.44	Recruitment	H
2	mubammad bin mohd khalid	95122615413	Male	9179691897	daniakhalid@gmail.com	Master	University Technology Mara	Bachelor In Information System management	3.44	Recruitment	1509-CTO Broadband Asia Forum 2016 Programme .pdf
3	daniak	95122615413	Male	9179691897	daniakhalid@gmail.com	Phd	University Technology Mara	Bachelor in Information System	3.44	Internship	30710-CTO Broadband Asia Forum 2016 Programme .pdf
4	as	4324324324324324	Male	322432432	daniakhalid@gmail.com	Degree	erow	nerewe	3.24	Recruitment	10030-10061034.pdf
5	mubammad daniak	95122615413	Male	9179691897	daniakhalid@gmail.com	Degree	University Technology Mara	Bachelor of science (Inens.) Information system management	3.50	Recruitment	Mubammad Daniak Bin Mohd Khalid CV.pdf

Showing 1 to 5 of 5 entries

Previous 1 Next

Figure 3.3.14.2.6
Career registration calendar interface

3.3.15 System Implementation

After designing all the interface, form, table, chart and admin panel. Trainee staff implement the codes to create the function such as to save the data from data entry form to the database that has been develop, next is to create the output of the data. Trainee use the codes to output each data that has been key in to the admin view for admin manage the data for any action such as approve or delete the application. Next function that trainee requires to create is to export the data into excel for backup purpose if any circumstance happen to the system. Next function to generate the report into the infographic form which are in chart view. The language that used for this system is PHP and MySQL.

```

1 <?php
2 session_start();
3 /* include db connection file */
4 include("dbconn.php");
5 /* capture values from HTML form */
6 $name=$_POST['name_applicant'];
7 $ic=$_POST['ic_applicant'];
8 $gender=$_POST['gender'];
9 $contact=$_POST['contact'];
10 $email=$_POST['email'];
11 $qualification=$_POST['qualification_applicant'];
12 $uni_applicant=$_POST['uni_applicant'];
13 $field=$_POST['field_study'];
14 $cgpa=$_POST['cgpa_applicant'];
15 $type=$_POST['type_applicant'];
16 $fair=$_POST['fair'];
17 $target = "uploads/";
18 $target = $target . basename($_FILES['resume_applicant']['name']);
19 $resume={$_FILES['resume_applicant']['name']};
20
21 $sql = "INSERT INTO tbl_applicant (name_applicant, ic_applicant, gender, contact, email, qualification_applicant, uni_applicant, field_study, cgpa_applicant, type_applicant, fair) VALUES ('$name', '$ic', '$gender', '$contact', '$email', '$qualification_applicant', '$uni_applicant', '$field_study', '$cgpa_applicant', '$type_applicant', '$fair')";
22 $result=mysql_query($sql);
23
24 <!DOCTYPE html>
25 <html lang="en">
26 <head>
27 <meta charset="utf-8">

```

Figure 3.3.15
Example of Career Fair System Codes

3.3.16 User Training

Trainee are conduct the training of the system for responsible staff that will handle and manage the system after the system was handover to the organization for their needs. The training includes all the process to such as the installation process by train them how to use the wamp server and how to use the sql database in order to give the staff more understanding to use this new system. next is trainee educated the staff in order to manage the system such as who is the person that authorized to use this system and how many staff can become the admin for this system. Trainee also train the staff to approve and delete the application. Next module of training is retrieval process. This system has a function to retrieve the data by searching any related data for the retrieval process. Next module is data backup. Trainee train the use how they can back up the data. This new system has a function export to excel as a method to back up the data. Last not least is to generate report. Trainee train the user of this system in how to generate the report. This system will generate the report in the infographic view which is in the form of chart to make the data can easily be analysis.

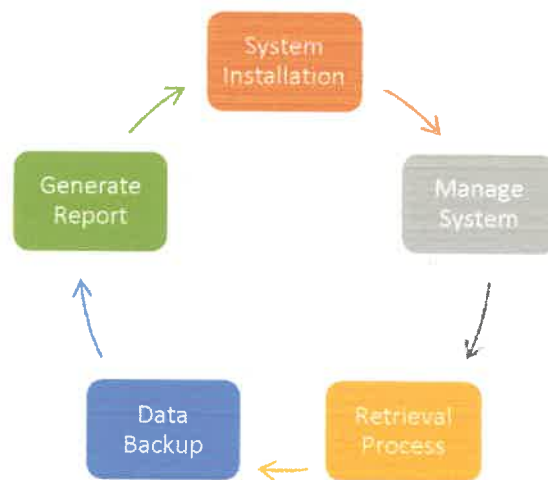


Figure 3.3.16.1
Training Modules of Career Fair System



Figure 3.3.16.2
Training Modules of Career Fair System with the Head of Division

CHAPTER 4

4.0 Conclusion

As the conclusion. Industrial training is one if platform that can help students especially Information management students to expend their knowledge in Information management or system field in the organization. With the effective training. Students will able to perform their skill in the future use when in the real industry. Trainee found that he acquire lots of knowledge when in the industrial training. Such as trainee the management skill as trainee are placed at the Talent Management Department, one of the department that manage the human resources in the organization so from there trainee able to learn the process of managing the staff. Trainee also involves with the event management and other. Trainee also able to apply the skill and knowledge that learn in the university to organization

4.1 Application of knowledge, skill and experience

4.1.1 System Analysis and Design

During industrial training, trainee had applied the knowledge and skill of System analysis and design that gain from university and System Analysis and Design is one of the major skill of the trainee. With this knowledge and skill, trainee manage to develop the two system for Talent Management Department, first is the shortlisted candidate's database system and the special project that been assign by the industrial supervisor and the faculty is Career Fair System that will assist the department on selecting and recruiting the new talent for MCMC. Trainee also gain lot of new knowledge regarding System analysis and design such as learning how to create the interactive system using the bootstrap and html5. With the additional knowledge using the AJAX, to create the effective data table for data retrieval and searching.

4.1.2 Project Management

Trainee show the good knowledge and skill when handling the project in Malaysian Communications and Multimedia Commission. There are few project that MCMC assigned the trainee to be involves and be one the committee for that event. With experience that trainee acquire in the university made trainee more confident in manage the project for example trainee are involves the biggest recruitment project which are "Trainee Officer Programme" from the first process until the final process. Trainee are manage the event in doing the task that being assign. Trainee also implement the project management skill toward the special project by follow the methodology of information technology project such as system development life cycle.

4.1.3 Event Management

For event Management, trainee show the good knowledge when handle a few event that being conducted by MCMC such as Broadband Asia Forum, Program Assessment Center, and other. Trainee show the good skill in handle the flow of the event. Trainee implement the experience become the project manager for the event at university to apply at the real event on the industrial training.

4.1.4 Records Management

During the training. Trainee are involves in the managing the records regarding Employee records of MCMC. Trainee are responsible to create the new records physically and digitally and follow the next records lifecycle process until the end. With the knowledge that derive from the university and trainee applied to the organization. Trainee able to perform the job with effective and trainee also give the recommendation to the management regarding the records management practice in that department.

4.2 Personal Taught and opinion

First of all, trainee is proud to become an intern to the Malaysian Communications and Multimedia Commission, because MCMC is one of the biggest organization that responsible to control the communication and multimedia in Malaysia either industry or public. MCMC set the lots of effective regulation that can help the society to living with the advance technology. The opinion that can be derived from trainee is, MCMC and UiTM especially the Faculty of Information Management should have a collaborative or industrial relation in order to share the knowledge because MCMC and the faculty of information management from UiTM has the same purpose regarding the information. And the hope from trainee is MCMC and UiTM could have an industrial relation in order to give the opportunity to the next generation that will enter the working environment especially from the Faculty of information management.

4.3 Lesson Learnt

The lesson that trainee acquire from industrial training is trainee can learn become more discipline in term of the time. Because the time are very important to each staff of MCMC. Each of staff should punctual and deliver the task on the date that has been set by the supervisor. Trainee also apply the same thing in the organization to follow the rules and regulation. Next is trainee also learn a new field such as Human Resources Management, its new field and knowledge that trainee get from the training. In term how to manage the staff, communication, decision making and other that learn by the trainee. Since trainee have the industrial training on MCMC, trainee also learn about the information security, it one if the favorite field of trainee. Next is the legal and act , trainee also learn about the legal and act that used by MCMC such as MCMCA(1998) CMA (1998) and other.

4.4 Limitation and Recommendation

Each organization has the limitation. The limitation that trainee found in the MCMC in context of Talent Management Department is regarding the records management practice in the department. The records on this department is a records regarding the staff records. And the limitation that trainee was found is, the department doesn't have a proper records management practice in term of classification of records, security, access control, limitation of space and other. For the classification of records, they do not implement the right classification codes that prepare by the organization. For the information they use the alphanumeric classification codes but on the storage they sort each file by using the Alphabetic order. In term of record retrieval is not an effective practice. Next in term of security and access control of the records. The security that they implement for the records is on the low level of security. The recommendation from the trainee, MCMC should urge each department to have a good records management practice and should hire a qualify records manager in order to manage all the records in the MCMC so that the information can be secure and safe. And in term of retrieval can be improve if MCMC hire the records manager to handle the records.

REFERENCE

Izzatil Husna Arshad, Personal Communication, August 1, 2016

Malaysian Communications and Multimedia Commission. (2015). *2015 MCMC annual report*. Retrieved from <http://mcmc.gov.my/publication/annual-reports/2015>.

Malaysian Communication and Multimedia Commission (2016). Retrieved 31 December from <http://www.mcmc.gov.my/>

Noraziah Suliman, Personal Communication, August 30, 2016

Noraziah Suliman (2016, December 31). Personal Interview.

APPENDICES

Appendices 1: Check List, Log Book

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : MUHAMMAD DANIAL B MUHS KHAI
Student's Id : 201465924
Unit / Department : TMB
Organization : MCMC
Semester : Sept 2016 – Jan 2017

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (✓)	DATE
1.	Receive, read and understand the documents;			
	1. Industrial Training Handbook		✓	
	2. IMC690 Assessment		✓	
	3. Definition of Special Project (IM225/245 Only)		✓	
	4. Insurance Letter (UiTM)		✓	
	5. Industrial Training Report Overall Contents		✓	
	6. Cover & Title Page Guideline		✓	
	7. Declaration Guideline		✓	
2.	Receive, read and understand the rubrics;			
	1. Rubric – Industrial Evaluation		✓	
	2. Rubric - Individual Presentation		✓	
	3. Rubric - Industrial Training Report (Overall)		✓	
4.	4. Rubric - Industrial Training Report (Reflection Assessment)		✓	
	3. Receive, read and understand all the forms		✓	
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship (1 – 5 August 2016). Email : izzatil.husna.arshad@gmail.com OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Izzatil Husna Arshad")		✓	
5.	Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	YES (MC / Letter) <i>MC and replacement leave.</i>	✓	
6.	Understand that NO semester break during internship.			

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		✓	
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)	✓	
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)	✓	
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : izzatil.husna.arshad@gmail.com		✓	
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).		✓	
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES	✓	
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES , via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.		✓	
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.		✓	
15.	PAY your fees (semester Sept 2016 – Jan 2017) before 2 Oktober 2016 – Refer Academic Calendar for the date.		✓	
16.	REGISTER for IMC690 (Industrial Training) course (29 Ogos - 18 September 2016) – Refer Academic Calendar for the date.		✓	
17.	VALIDATE for IMC690 (Industrial Training) course (19 September - 2 Oktober 2016). GUGUR TARAF: 6 Oktober 2016 – Refer Academic Calendar for the date.		✓	
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		✓	

19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.		✓	
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship (before / on 30 December 2016).		✓	
21.	Attend the presentation (viva) at the faculty (8 – 9 January 2017) *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.		✓	
22.	Submit the Industrial Training Report (hard cover bind, dark blue) (8 – 9 January 2017).		✓	
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES	✓	
24.	Attach this checklist in Appendices section.	YES	✓	
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES	✓	

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).



**FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA, MALAYSIA**

<p>Organization</p>	<p>15%</p>	<ul style="list-style-type: none"> • NO evidence of planning • NO evidence of professional presentation 	<ul style="list-style-type: none"> • Evidence of LIMITED planning • LIMITED evidence of professional presentation 	<ul style="list-style-type: none"> • SOME evidence of planning • SOME evidence of professional presentation 	<ul style="list-style-type: none"> • Evidence of EFFECTIVE planning • PROFESSIONALLY presented 	<ul style="list-style-type: none"> • Evidence of COMPLEX planning • Professionally and CREATIVELY presented
<p>Implication of the special project to the organization</p>	<p>20%</p>	<ul style="list-style-type: none"> • Not beneficial and useful to organization • No evidence (supporting documentation) of the project/activity/event/program • Not creatively presented 	<ul style="list-style-type: none"> • Less beneficial and useful to organization • Less evidence (supporting documentation) of the project/activity/event /program • Less creatively presented 	<ul style="list-style-type: none"> • Partly beneficial and useful to organization • Some evidence (supporting documentation) of the project/activity/event /program • Partly creatively presented 	<ul style="list-style-type: none"> • Beneficial and useful to organization • Complete evidence (supporting documentation) of the project/activity/event/program • Creatively presented 	<ul style="list-style-type: none"> • Highly beneficial to organization • Complete evidence (supporting documentation) of the project/activity/event/program • Very creatively presented
<p>Log Book</p>	<p>20%</p>	<p>No daily log activities</p>	<p>Incomplete daily log activities</p>	<p>Slightly complete daily log activities</p>	<p>Good write up with detail and complete daily log activities</p>	<p>Comprehensively written with detail and complete daily log activities</p>
<p>Overall Assessment</p>	<p>100%</p>					

Appendices 2: List of Attendance

MCMC

TMS Module

Daily Attendance Report

Printed : 01/09/2016 2:21:57 PM

Viewing Muhammad Danial (907382) from 01/08/2016 till 31/08/2016

Date	IN	MLO	MLI	OUT	OTI	OTO	OT(Hr)	Work (hr)	L. In (min)	E Out (min)	Inc
Q Staff Muhammad Danial (907382)											
01/08/2016	11:16			17:37			0:00	5:21	3:16	0:00	
02/08/2016	07:49			18:17			0:00	9:28	0:00	0:00	
03/08/2016	07:47			18:45			0:00	9:58	0:00	0:00	
04/08/2016	07:43			18:36			0:00	9:53	0:00	0:00	
05/08/2016	07:52			18:36			0:00	9:44	0:00	0:00	
06/08/2016	[Rest Day]						0:00	0:00	0:00	0:00	
07/08/2016	[Rest Day]						0:00	0:00	0:00	0:00	
08/08/2016	07:46			17:33			0:00	8:47	0:00	0:00	
09/08/2016	07:49			18:26			0:00	9:37	0:00	0:00	
10/08/2016	07:50			17:41			0:00	8:51	0:00	0:00	
11/08/2016	07:45			17:56			0:00	9:11	0:00	0:00	
12/08/2016	07:50			18:11			0:00	9:21	0:00	0:00	
13/08/2016	[Rest Day]						0:00	0:00	0:00	0:00	
14/08/2016				19:01		[Rest Day]	0:00	0:00	0:00	0:00	Y
15/08/2016	07:57			17:25			0:00	8:28	0:00	0:00	
16/08/2016	07:55			17:24			0:00	8:29	0:00	0:00	
17/08/2016	07:56			17:31			0:00	8:35	0:00	0:00	
18/08/2016	08:03			17:21			0:00	8:18	0:03	0:00	
19/08/2016	07:53			18:27			0:00	9:34	0:00	0:00	
20/08/2016	[Rest Day]						0:00	0:00	0:00	0:00	
21/08/2016	[Rest Day]						0:00	0:00	0:00	0:00	
22/08/2016	07:52			17:59			0:00	9:07	0:00	0:00	
23/08/2016	07:58			17:26			0:00	8:28	0:00	0:00	
24/08/2016	[Absent]	On leave.					0:00	0:00	0:00	0:00	
25/08/2016	07:58			17:26			0:00	8:28	0:00	0:00	
26/08/2016	07:50			17:36			0:00	8:46	0:00	0:00	
27/08/2016	[Rest Day]						0:00	0:00	0:00	0:00	
28/08/2016	[Rest Day]						0:00	0:00	0:00	0:00	
29/08/2016	07:50			18:23			0:00	9:33	0:00	0:00	
30/08/2016	08:00			17:29			0:00	8:29	0:00	0:00	
31/08/2016	[Absent]	Public Holiday.					0:00	0:00	0:00	0:00	

SUMMARY

Present	Work	INC	Late In	Early Out	ANL	MDL	NPL	OtherL	Late In (Hr)	Early Out (Hr)	Overtime (Hr)			Work (Hr)
											Normal	Rest	Holiday	
4	59	3	6	0	0.0	0.0	0.0	0.0	9:57	0:00	0.00	0.00	0.00	496.88

INC=Incomplete ANL=Annual Leave MDL=Medical Leave NPL=No Pay Leave OtherL=Other Paid Leaves * = Manually Edited By User

Prepared by: _____ Checked by: _____ Approved by: _____

MCMC

TMS Module

Daily Attendance Report

Printed : 30/09/2016 10:27:24 A

Viewing Muhammad Danial (907382) from 01/09/2016 till 30/09/2016

Date	IN	MLO	MLI	OUT	OTI	OTO	OT (Hr)	Work (hr)	L. In (min)	E Out (min)	Inc	
IQ Staff Muhammad Danial (907382)												
01/09/2016	08:01			17:14			0:00	8:13	0:01	0:00		
02/09/2016	07:52			22:22			0:00	13:30	0:00	0:00		
03/09/2016	07:01			19:29		[Rest Day]	0:00	11:28	0:00	0:00		
04/09/2016	07:41			19:04		[Rest Day]	0:00	10:23	0:00	0:00		
05/09/2016	07:52			17:28			0:00	8:36	0:00	0:00		
06/09/2016	07:52			17:23			0:00	8:31	0:00	0:00		
07/09/2016	07:25			17:38			0:00	9:13	0:00	0:00		
08/09/2016	07:38			18:16			0:00	9:38	0:00	0:00		
09/09/2016	07:49			17:16			0:00	8:27	0:00	0:00		
10/09/2016	[Rest Day]						0:00	0:00	0:00	0:00		
11/09/2016	[Rest Day]						0:00	0:00	0:00	0:00		
12/09/2016	[Absent]	Replacement Paye Haji						0:00	0:00	0:00	0:00	
13/09/2016	[Absent]	} Replacement leave [career fair]						0:00	0:00	0:00	0:00	
14/09/2016	[Absent]							0:00	0:00	0:00	0:00	
15/09/2016	[Absent]							0:00	0:00	0:00	0:00	
16/09/2016	[Absent]	Public Holiday.						0:00	0:00	0:00	0:00	
17/09/2016	[Rest Day]						0:00	0:00	0:00	0:00		
18/09/2016	[Rest Day]						0:00	0:00	0:00	0:00		
19/09/2016	07:44			20:16			0:00	11:32	0:00	0:00		
20/09/2016	07:47			14:26			0:00	5:39	0:00	2:34		
21/09/2016	[Absent]	} Broadband Forum.						0:00	0:00	0:00	0:00	
22/09/2016	[Absent]							0:00	0:00	0:00	0:00	
23/09/2016	[Absent]							0:00	0:00	0:00	0:00	
24/09/2016	[Rest Day]						0:00	0:00	0:00	0:00		
25/09/2016	[Rest Day]						0:00	0:00	0:00	0:00		
26/09/2016	07:35			17:44			0:00	9:09	0:00	0:00		
27/09/2016	07:53			17:11			0:00	8:18	0:00	0:00		
28/09/2016	07:23			17:06			0:00	8:43	0:00	0:00		
29/09/2016	08:02			17:06			0:00	8:04	0:02	0:00		
30/09/2016	07:59						0:00	0:00	0:00	0:00	Y	

SUMMARY

Overtime (Hr)

Absent	Work	INC	Late In	Early Out	ANL	MDL	NPL	OtherL	Late In (Hr)	Early Out (Hr)	Normal	Rest	Holiday	Work (Hr)
16	32	2	4	2	0.0	0.0	0.0	0.0	0:06	5:08	0.00	0.00	0.00	278.80

INC=Incomplete ANL=Annual Leave MDL=Medical Leave NPL=No Pay Leave OtherL=Other Paid Leaves * = Manually Edited By User

Prepared by: _____ Checked by: _____ Approved by: _____

MCMC

TMS Module

Daily Attendance Report

Printed : 31/10/2016 12:10:16 P

Viewing Muhammad Danial (907382) from 01/10/2016 till 31/10/2016

Date	IN	MLO	MLI	OUT	OTI	OTO	OT (Hr)	Work (hr)	L. In (min)	E Out (min)	Inc
Q Staff Muhammad Danial (907382)											
1/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
2/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
3/10/2016	[Absent] PH Replacment						0:00	0:00	0:00	0:00	
4/10/2016	07:59			17:10			0:00	8:11	0:00	0:00	
5/10/2016	08:00			17:09			0:00	8:09	0:00	0:00	
6/10/2016	07:58			17:18			0:00	8:20	0:00	0:00	
7/10/2016	07:55			17:21			0:00	8:26	0:00	0:00	
8/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
9/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
10/10/2016	08:02			17:19			0:00	8:17	0:02	0:00	
11/10/2016	07:52			18:37			0:00	9:45	0:00	0:00	
12/10/2016	07:57			17:22			0:00	8:25	0:00	0:00	
13/10/2016	07:54			19:14			0:00	10:20	0:00	0:00	
14/10/2016	07:57			17:36			0:00	8:39	0:00	0:00	
15/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
16/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
17/10/2016	07:40			17:07			0:00	8:27	0:00	0:00	
18/10/2016	07:48			17:20			0:00	8:32	0:00	0:00	
19/10/2016	07:50			17:12			0:00	8:22	0:00	0:00	
20/10/2016	[Absent] EL 1 day.						0:00	0:00	0:00	0:00	
21/10/2016	07:49			17:25			0:00	8:36	0:00	0:00	
22/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
23/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
24/10/2016	07:52			17:13			0:00	8:21	0:00	0:00	
25/10/2016	07:56			17:21			0:00	8:25	0:00	0:00	
26/10/2016	07:57			17:16			0:00	8:19	0:00	0:00	
27/10/2016	07:58			17:29			0:00	8:31	0:00	0:00	
28/10/2016	07:58			17:16			0:00	8:18	0:00	0:00	
29/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
30/10/2016	[Rest Day]						0:00	0:00	0:00	0:00	
31/10/2016	[Absent] AL - Replacement PAC						0:00	0:00	0:00	0:00	

SUMMARY

Overtime (Hr)

Absent	Work	INC	Late In	Early Out	ANL	MDL	NPL	OtherL	Late In (Hr)	Early Out (Hr)	Normal	Rest	Holiday	Work (Hr)
6	36	0	2	0	0.0	0.0	0.0	0.0	0:04	0:00	0.00	0.00	0.00	308.77

INC=Incomplete ANL=Annual Leave MDL=Medical Leave NPL=No Pay Leave OtherL=Other Paid Leaves * = Manually Edited By User

Prepared by: _____ Checked by: _____ Approved by: _____

MCMC

Daily Attendance Report

Printed : 30/11/2016 11:34:37 A

TMS Module

Viewing Muhammad Danial (881033) from 01/11/2016 till 30/11/2016

Date	IN	MLO	MLI	OUT	OTI	OTO	OT (Hr)	Work (hr)	L. In (min)	E Out (min)	Inc
IQ Admin Muhammad Danial (881033)											
01/11/2016	08:06	12:20	13:43	17:16			0:00	8:10	0:06	0:00	
02/11/2016	08:02	12:21	13:54	17:15			0:00	8:13	0:02	0:00	
03/11/2016	08:06	12:20	13:43	17:18			0:00	8:12	0:06	0:00	
04/11/2016	07:42	12:21		17:28			0:00	8:46	0:00	0:00	
05/11/2016	[Rest Day]						0:00	0:00	0:00	0:00	
06/11/2016	[Rest Day]						0:00	0:00	0:00	0:00	
07/11/2016	07:54	12:18		17:24			0:00	8:30	0:00	0:00	
08/11/2016	07:57	12:01		17:24			0:00	8:27	0:00	0:00	
09/11/2016	08:00	12:25	13:38	17:33			0:00	8:33	0:00	0:00	
10/11/2016	08:00	12:10	13:33	17:26			0:00	8:26	0:00	0:00	
11/11/2016	08:03	12:37		17:18			0:00	8:15	0:03	0:00	
12/11/2016	[Rest Day]						0:00	0:00	0:00	0:00	
13/11/2016	[Rest Day]						0:00	0:00	0:00	0:00	
14/11/2016	08:05	12:28		17:13			0:00	8:08	0:05	0:00	
15/11/2016	13:45		13:45	17:42	1/2 day. - interview		0:00	2:57	5:45	0:00	
16/11/2016	07:49	12:28	13:44	17:39			0:00	8:50	0:00	0:00	
17/11/2016	07:58		13:38	17:49			0:00	8:51	0:00	0:00	
18/11/2016	08:00	12:31		17:02			0:00	8:02	0:00	0:00	
19/11/2016	[Rest Day]						0:00	0:00	0:00	0:00	
20/11/2016	[Rest Day]						0:00	0:00	0:00	0:00	
21/11/2016	08:03	12:47	13:30	17:11			0:00	8:08	0:03	0:00	
22/11/2016	08:02	12:33	13:23	17:33			0:00	8:31	0:02	0:00	
23/11/2016	07:43	12:33		12:33			0:00	3:50	0:00	4:27	
24/11/2016	08:04	12:34	13:59	17:25			0:00	8:21	0:04	0:00	
25/11/2016	08:04	12:31		17:22			0:00	8:18	0:04	0:00	
26/11/2016	[Rest Day]						0:00	0:00	0:00	0:00	
27/11/2016	[Rest Day]						0:00	0:00	0:00	0:00	
28/11/2016	08:02	12:18	13:38	17:16			0:00	8:14	0:02	0:00	
29/11/2016	08:02	12:34		17:17			0:00	8:15	0:02	0:00	
30/11/2016	07:57			11:21	1/2 day.		0:00	2:24	0:00	5:39	


SUMMARY

Overtime (Hr)

Absent	Work	INC	Late In	Early Out	ANL	MDL	NPL	OtherL	Late In (Hr)	Early Out (Hr)	Normal	Rest	Holiday	Work (Hr)
0	44	0	24	4	0.0	0.0	0.0	0.0	12:48	20:12	0.00	0.00	0.00	336.70

INC=Incomplete ANL=Annual Leave MDL=Medical Leave NPL=No Pay Leave OtherL=Other Paid Leaves * = Manually Edited By User

Prepared by: _____ Checked by:  Approved by: _____

deduct 1 day ✓

 Page: 1
 2/12/16.

Appendices 4: Events Tentative



SITE VISIT TO PUSAT INTERNET 1MALAYSIA (ONE MALAYSIA INTERNET CENTRE) AT CAREY ISLAND

TIME	PROGRAM	VENUE
8:30am	Arrival of Participants and Registration	Main Lobby, Impiana KLCC Hotel
9:00am	Depart for 1Malaysia Internet Centre (PI1M)	Hotel Entrance, Impiana Hotel, KLCC
10:00am	Arrive at PI1M	PI1M Kg. Sg. Judah, Pulau Carey
10:05am	Group Photo Session	
10:10am	<ul style="list-style-type: none">Briefing on USP initiatives by Infrastructure Division, MCMCBriefing on PI1M by Centre ManagerCentre Tour by PI1M Manager	
10:50am	Self-tour of PI1M/Display of Local crafts	
11:10am	Depart for lunch at Cyberview Resort and Spa, Cyberjaya	
11:45am	Arrive at Lunch	
1:15pm	Depart for hotel	Cyberview Resort and Spa, Cyberjaya
2:00pm	Arrive at Hotel	Lobby, Impiana Hotel, KLCC

COMMONWEALTH BROADBAND ASIA FORUM 2016

21-23 SEPTEMBER 2016

Conference Hall 1, Level 3, Kuala Lumpur Convention Centre

DAY 1: 21 September 2016

Registration 0800-0900

Opening
0900 – 0945

- Introductory Remarks
- Welcome Address by Dr. Halim Shafie, Chairman, Malaysian Communications and Multimedia Commission
- Welcome Address by Shola Taylor, Secretary General, Commonwealth Telecommunications Organisation
- Group photograph

MORNING REFRESHMENTS
0945 – 1000

SESSION 1: NATIONAL BROADBAND PLANS (Part 1)
1000 - 1130

- National Broadband Plans
- Importance of national broadband strategies towards the development of a nation

Chair: Shola Taylor, Secretary General, Commonwealth Telecommunications Organisation

Speakers and Panelists

- Aurora Rubio, Head of ITU Area Office for South East Asia
- Shawkat Mostafa, Additional Secretary, Posts and Telecommunications Division
Ministry of Post, Telecommunications and Information Technology, Bangladesh
- Zourmba Aboubakar, Assistant Director General, Telecommunications Regulatory Board, Cameroon
- Aileen Chia, Director General (Telecoms & Post), Infocomm Development Authority, Singapore

SESSION 4: INCLUSION IN THE INTERNET ECONOMY**1530 – 1645**

- Smart communities and smart villages initiatives for inclusion
- Helping the unbanked: the benefits of mobile payment solutions
- Bridging the different divides – digital, gender, age – what else?

Chair: Dr. Sharifah Zarah Syed Ahmad, Secretary General, Ministry of Communications and Multimedia Malaysia

Speakers and Panelists

- Dr. Tayyab Safdar, University of Cambridge Smart Villages Initiative
- Nor Akmar Shah Minan, Senior Director, Digital Communities and Programme Coordination, MCMC
- Aurora Rubio, Head of ITU Area Office for South East Asia

Additional Panelist

- Paul Kiage, Assistant Director, Competition Markets & Tariff Analysis, Communications Authority, Kenya

SESSION 5: SPECTRUM OPPORTUNITIES THROUGH THE DIGITAL DIVIDEND**1645 - 1800**

- Incorporating social value into spectrum allocation decisions
- Utilizing the digital dividend to provide converged 5G networks across Asia
- How are regulators helping to harmonize spectrum planning across the region?

Chair: Afzal Abdul Rahim, CEO, Time Dotcom

Speakers and Panelists

- Dr. Peter Lovelock, Director and Founder, TRPC
- Rajiv Bawa, Head of Public Affairs and Regulatory, Telenor Asia
- Henry Parker, Policy Manager, Government and Regulatory Affairs, GSMA

Additional Panelist

- Zourumba Aboubakar, Assistant Director General, Telecommunications Regulatory Board, Cameroon

1800

END OF DAY ONE

SESSION 8: DIGITAL SERVICES, E-GOVERNANCE AND THE DIGITAL ECONOMY
1130 – 1300

- Digital services – trends, financing, start-ups, mentoring, building a conducive environment
- Towards the digital economy – what else do we need to do?
- E-governance measures
- Policy and regulatory responses to develop the digital economy
- The KYC conundrum – how do we resolve this?
- Legacy regulation in a digital world – where are we headed?

~~~~~

**Part 1**

**Speaker**

- H.E. Tarana Halim, State Minister, Posts and Telecommunications Division, Ministry of Posts, Telecommunications and Information Technology, Bangladesh

**Moderator**

Dr. Halim Shafie, Chairman, Malaysian Communications and Multimedia Commission

~~~~~

Part 2

Chair: Nur Sulyna Abdullah, Chief Officer, Corporate Strategy, Malaysian Communications and Multimedia Commission

Speakers and Panelists

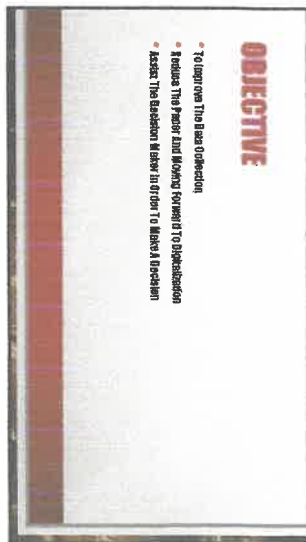
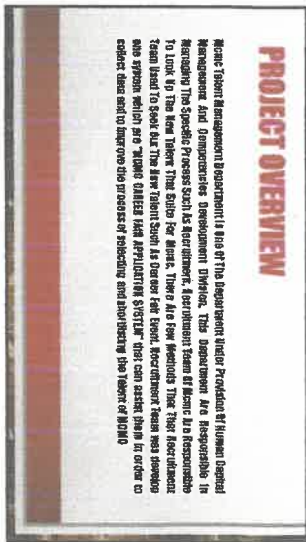
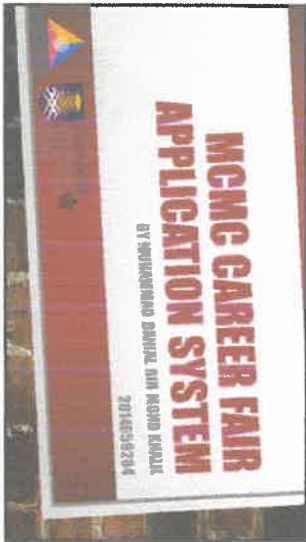
- [Google]
- Foong Chee Keong, Head of Regulatory Affairs, Axiata
- Ahmar Waryas, Senior Consultant, Digital Services, Huawei (South Pacific Region)

Additional Panelists

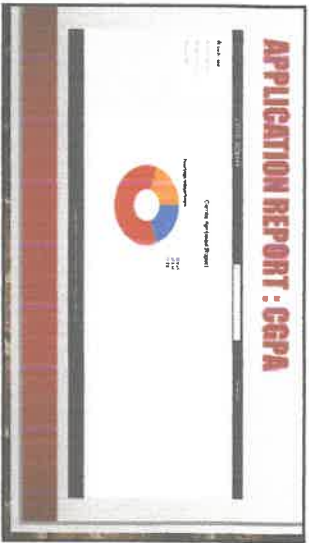
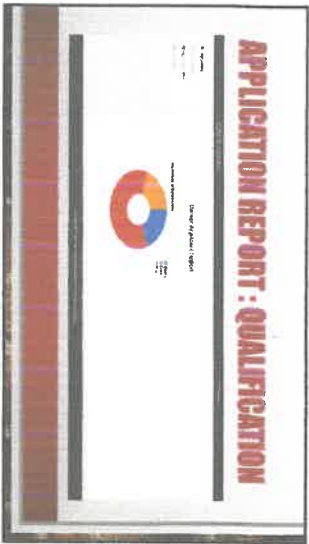
- Michael Lints, Golden Gate Ventures
- Christian Lilley, McKinsey Digital Labs

LUNCH
1300 – 1400

Appendices 5: Career Fair User Manual Slides







APPLICATIONS LIST

Center for Quality (CQA)

App No	App Name	App Type	App Status	App Date	App Time	App Location	App Category	App Sub-Category	App Description	App Action
1
2

Display and refresh info

APPROVED APPLICATIONS

Center for Quality (CQA)

App No	App Name	App Type	App Status	App Date	App Time	App Location	App Category	App Sub-Category	App Description	App Action
1
2

THAT ALL

Appendices 6: Slide Presentation


INDUSTRIAL TRAINING AT MALAYSIAN COMMUNICATIONS AND MULTIMEDIA COMMISSION

Presented by
Mohamed Azlan
21/04/2017


Industrial Training activity presentation



Content



Background of organization



Background of organization
10th National Policies

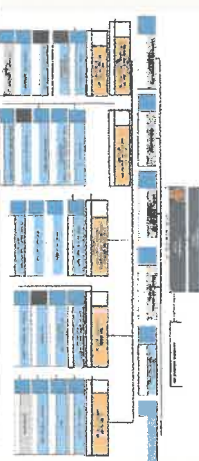


- Malaysia's Economic Transformation Programme (ETP) - 2015-2020
- 10th National Policy on Education - 2013-2025
- 10th National Policy on Science, Technology and Innovation - 2013-2025
- 10th National Policy on Information and Communications Technology - 2013-2025
- 10th National Policy on Human Resources Development - 2013-2025
- 10th National Policy on Entrepreneurship and Small Business Development - 2013-2025
- 10th National Policy on Digital Economy - 2013-2025
- 10th National Policy on Cyber Security - 2013-2025
- 10th National Policy on Intellectual Property Rights - 2013-2025
- 10th National Policy on Creative Industries - 2013-2025
- 10th National Policy on Media and Communications - 2013-2025

Background of organization
Act and Regulation



Background of organization
Organizational Chart



Industrial Training Activity Recruitment activity

- Selection and interview

Industrial Training Activity Recruitment activity

- Employment Proposal (EP)

Industrial Training Activity Recruitment activity

- Notification of EP approval

Industrial Training Activity Recruitment activity

- Preparation of offer letter

Industrial Training Activity Recruitment activity


- Preparation of offer letter

Industrial Training Activity Recruitment activity

- Self-mentoring

Industrial Training Activity Recruitment activity

- Roundtable Keeping



Industrial Training Activity Event management activity

- Career Fair and Branding



Industrial Training Activity Event management activity

- Career Fair and Branding



Industrial Training Activity Event management activity

- Commemorative Broadband Asia Forum 2016



Industrial Training Activity Event management activity

- Commemorative Broadband Asia Forum 2018



Industrial Training Activity Event management activity

- MAMC Program Assessment Center (PAC)



Industrial Training Activity Event management activity

- MCMC (Ragby) day

```
graph LR; A[Identify key stakeholders & resources] --> B[Prepare the budget]; B --> C[Monitor the financial aspects];
```

Industrial Training Activity Event management activity

- Appreciation & Award Ceremony MCMC Town hall 2016

```
graph TD; A[Event Management] --- B[Event Planning]; A --- C[Event Execution];
```

Industrial Training Activity Event management activity

- Appreciation & Award Ceremony MCMC Town hall 2016

Industrial Training Activity Event management activity

- Bring Your Child to MCMC

Category	Percentage
Category 1	33%
Category 2	33%
Category 3	33%

Industrial Training Activity Event management activity

- Bring Your Child to MCMC

Industrial Training Activity Documentation task


- Recruitment handbook and guidance

Quadrant	Color
Top-Left	Green
Top-Right	Blue
Bottom-Left	Yellow
Bottom-Right	Brown

Industrial Training Activity

Documentation task

- Talent council promotion skills



Industrial Training Activity

Electronic publishing and design

- Career Fair poster



Industrial Training Activity

Electronic publishing and design

- Cover for Talent Management Department (for 2016/2017)



Industrial Training Activity

Electronic publishing and design

- Study System poster



Industrial Training Activity

Electronic publishing and design

- Employee personal records cover file



MCMC Career Fair System

Special project

Project overview This system was develop for Talent Management Department

Duration of this system is 3 month

this system will assist the recruitment team in the Recruitment and Selection

**MCMC Career Fair System
Special project**



**MCMC Career Fair System
Special project**

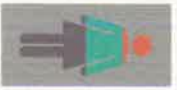
- Project Objective




**MCMC Career Fair System
Special project**

- User Roles

Applicant



Admin/ User
Department



**MCMC Career Fair System
Special project**

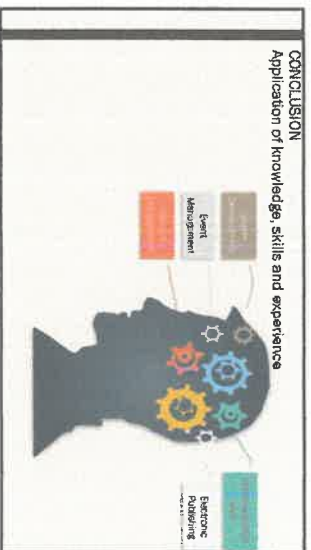
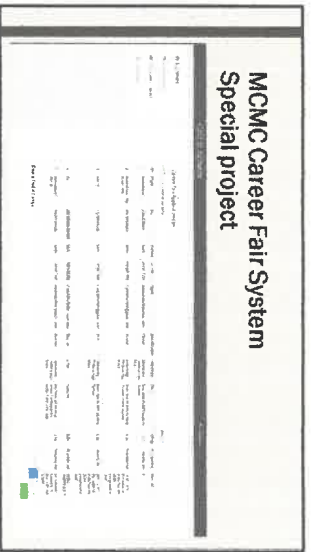
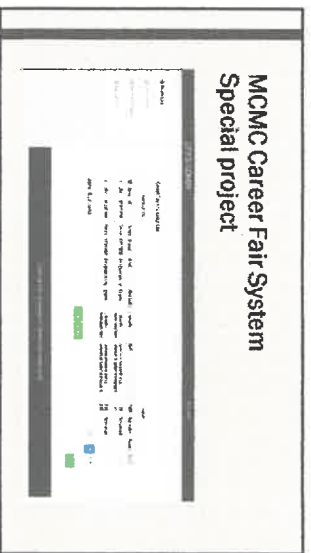


**MCMC Career Fair System
Special project**




**MCMC Career Fair System
Special project**





CONCLUSION
Personel Taught and opinion



CONCLUSION
Lesson Learnt



Appendices 7: Others

- 1 - Sanguine
- 2 - Choleric
- 3 - Melancholic
- 4 - Phlegmatic



SURUHANJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA (SKMM)

SELF EXAMINATION PERSONALITY PROFILE
MY STRENGTHS (KEUPAYAAN SAYA)

Sila tandakan satu jawapan sahaja bagi setiap soalan.

NAMA : _____

ICNO : _____

Maximum 2

<input type="checkbox"/>	Animated (Girang)	<input type="checkbox"/>	Adventurous (Suka kepada cabaran)	<input type="checkbox"/>	Analytical (Teliti)	<input type="checkbox"/>	Adaptable (Boleh Menyesuaikan diri)
<input type="checkbox"/>	Playful (Suka Bergurau)	<input type="checkbox"/>	Persuasive (Suka Menyakinkan)	<input type="checkbox"/>	Persistent (Gigih)	<input type="checkbox"/>	Peaceful (Tenang)
<input type="checkbox"/>	Sociable (Suka Bergaul)	<input type="checkbox"/>	Strong - willed (Bersemangat waja)	<input type="checkbox"/>	Self - sacrificing (Suka pada pengorbanan)	<input type="checkbox"/>	Submissive (Taat)
<input type="checkbox"/>	Convincing (Dapat menyakinkan)	<input type="checkbox"/>	Competitive (Berdaya saing)	<input type="checkbox"/>	Considerate (Bertimbang rasa)	<input type="checkbox"/>	Controlled (Boleh kawal diri)
<input type="checkbox"/>	Refreshing (Memberangsangkan)	<input type="checkbox"/>	Resourcesful (Pintar)	<input type="checkbox"/>	Respectful (Menghormati orang)	<input type="checkbox"/>	Reserved (Pendam)
<input type="checkbox"/>	Spirited (Bersemangat)	<input type="checkbox"/>	Self - reliant (Berdikari)	<input type="checkbox"/>	Sensitive (Peka / mudah terasa)	<input type="checkbox"/>	Satisfied (Puas Hati)
<input type="checkbox"/>	Promoter (Pendorong)	<input type="checkbox"/>	Positive (Positif)	<input type="checkbox"/>	Planner (Perancang)	<input type="checkbox"/>	Patient (Sabar)
<input type="checkbox"/>	Spontaneous (Spontan)	<input type="checkbox"/>	Sure (Yakin)	<input type="checkbox"/>	Scheduled (Berjadual)	<input type="checkbox"/>	Shy (Pemalu)
<input type="checkbox"/>	Optimistic (Optimistik)	<input type="checkbox"/>	Outspoken (Berterus terang)	<input type="checkbox"/>	Orderly (Teratur)	<input type="checkbox"/>	Obliging (Baik Hati)
<input type="checkbox"/>	Funny (Lucu)	<input type="checkbox"/>	Foceful (Tegas)	<input type="checkbox"/>	Faithful (Setia)	<input type="checkbox"/>	Friendly (Peramah)



SURUHANJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA (SKMM)

SELF EXAMINATION PERSONALITY PROFILE
MY WEAKNESSES (KELEMAHAN SAYA)

1	<input type="checkbox"/>	Brassy (Tak tahu malu)	<input type="checkbox"/>	Bossy (Suka Mengarah)	<input type="checkbox"/>	Bashful (Pemalu)	<input type="checkbox"/>	Blank (Suka Termenung)
2	<input type="checkbox"/>	Undisciplined (Tidak berdisiplin)	<input type="checkbox"/>	Unsympathetic (Tidak mudah bersimpati)	<input type="checkbox"/>	Unforgiving (Tidak suka memaaf)	<input type="checkbox"/>	Unenthusiastic (Tidak ghairah)
3	<input type="checkbox"/>	Repetitious (Suka mengulang)	<input type="checkbox"/>	Resistant (Suka menentang)	<input type="checkbox"/>	Resentful (Suka berdendam)	<input type="checkbox"/>	Reticent (Berat mulut)
4	<input type="checkbox"/>	Forgetful (Pelupa)	<input type="checkbox"/>	Frank (Berterus terang)	<input type="checkbox"/>	Fussy (Cerewet)	<input type="checkbox"/>	Fearful (Penakut)
5	<input type="checkbox"/>	Interrupts (Suka menyampuk)	<input type="checkbox"/>	Impatient (Tidak sabar)	<input type="checkbox"/>	Insecure (Tiada keyakinan diri)	<input type="checkbox"/>	Indecisive (Tidak tegas)
6	<input type="checkbox"/>	Unpredictable (Tidak dapat dijangka)	<input type="checkbox"/>	Unaffectionate (Tidak mudah mesra)	<input type="checkbox"/>	Unpopular (Tidak digemari ramai)	<input type="checkbox"/>	Uninvolved (Tidak melibatkan diri)
7	<input type="checkbox"/>	Haphazard (Tidak teratur)	<input type="checkbox"/>	Headstrong (Keras kepala)	<input type="checkbox"/>	Hard to please (Terlalu cerewet)	<input type="checkbox"/>	Hesitant (Teragak-agak)
8	<input type="checkbox"/>	Permissive (suka bebas)	<input type="checkbox"/>	Proud (Megah)	<input type="checkbox"/>	Pessimistic (suka menafikan)	<input type="checkbox"/>	Plain (Sederhana)
9	<input type="checkbox"/>	Angered easily (Cepat marah)	<input type="checkbox"/>	Argumentative (Suka bertegang leher)	<input type="checkbox"/>	Alienated (Suka mengasingkan diri)	<input type="checkbox"/>	Aimless (Tiada hala tujuan)
10	<input type="checkbox"/>	Naïve (Lurus)	<input type="checkbox"/>	Nervy (Gemuruh)	<input type="checkbox"/>	Negative attitude (Bersikap negative)	<input type="checkbox"/>	Nonchalant (Bersikap acuh tak acuh)

Sanguine

Soft

Sanguines are fun-loving and easy-going. They believe that people who take things too seriously need to take a chill pill, get a life, go out and have some fun.

Extroverted

Sanguines get BOOOORED when not surrounded by people. They don't feel alive unless they're with friends, strangers, anything, expressing themselves and being involved in the energy of social interaction.

Expressive

Sanguines express their extreme and ever-changing emotions very openly; you can always tell how they're thinking or feeling because they make it very apparent. This gets them attention.

Quick Reactions

Sanguines' moods are all over the place; elatedly high one minute, maudlin and melodramatic the next. They 'live fast' in terms of emotions, and are very quick to make friends. They flit about between views and interests as the world changes around them.

Short Duration

If the phlegmatic's mood is a still pool, the sanguine's might be a raging ocean. Up one minute, down the next, forever in motion and never staying in any state for very long at all. They'll be raving mad one minute, in tears the next, happy again moments later, then asking what's for dinner as if nothing ever happened at all.

Emotional

Sanguines blow the smallest things out of proportion. I can't find my keys! AGH!! I HATE THE WORLD!! EVERYTHING IS MISERY!! I'M CRYING NOW!!! Oh! Here they are! Hooray!! Doin' a little jig! This is like the best day ever!!

High Self-Esteem

Sanguines are great! They're excellent at everything they do! They love how showing off about their many varied abilities and excellent tastes make people compliment and praise them! Oh happy, oh joy! Everything's great! Look at me, everyone!

Optimistic

Things'll turn out alright, you'll see! Look on the bright side! Every cloud has a silver lining! Just sit back and enjoy the show, that's what I always say! Don't stress so much!



Choleric

Hard

Cholerics are tough, strong, and focused. They set their minds on a goal and strive to achieve it, to get things done. They do not back down when challenged.

Extroverted

Being superior to others needs others to feel superior to. You can't rise above the heads of others in a crowd of one, so cholerics seek other people to add to their tribe, to lead and command, to give them a sense of authority.

Expressive

Cholerics are not afraid to speak their minds. They want to have influence and control over the world, to make themselves known. As natural leaders, if someone's doing something that they don't like, they'll stop them. If they want something, they'll get it.

Quick Reactions

Cholerics have short fuses, and will snap if challenged before their dominance has a chance to be threatened. They are quick to jump to action when a leader is needed, quick to seize opportunities before others have the chance to.

Long Duration

Cholerics remember their enemies, their rivals, as they assert their power by making any who wrong them deeply regret doing so. They honour their friendships, keep their promises, as any good leader should.

Unemotional

Emotions are a sign of weakness. The only emotions that cholerics are likely to show are rage when defied, and joy when their enemies are humiliated. Crying is for wimps.

High Self-Esteem

Cholerics are the biggest, toughest, strongest, bestest people around. They're great, they're better than you, they're at the top of the food chain. Could an alpha be any other way?

Optimistic

I'm confident that I'll succeed. That other guy? Not so much. I'll beat him, that's right. I'm just so great, I can't see how I'll fail. Haha, those jokers in politics are always screwing up, though, lemme tell ya! If I were in charge, I'd do things right.

Melancholic

Hard

Melancholics are 'intense', serious, and 'deep'. They care strongly about things and it's important to them that things are as close to perfection as possible.

Introverted

Being around other people is fine in small doses, especially when the Melancholic can exchange thoughts, feelings and ideas, but it gets draining fast. Melancholics need time alone in order to recharge; being alone is when they feel most at ease.

Reserved

Melancholics have very specific ideas about what they like and what they don't like. The outer world is chaotic and full of things that they dislike, so they keep inside their inner worlds. They are sensitive and fear being hurt, so they keep things to themselves.

Slow Reactions

Melancholics will grit their teeth and bear the things that they dislike over a long time before finally snapping. It takes them a long, long time before they can learn to love and accept any given thing, because their perfect worlds of feelings and opinions are built up carefully, deliberately, and are difficult to change once established.

Long Duration

Once a melancholic has added a truth to their perfect, carefully-built inner universe, this truth will stay there for a very, very long time. They hold grudges, they are upset for ages by the slightest things. If something makes them happy, it will continue to do so for a long time because their love for it was built up slowly, and with much thought and planning, rather than being a whimsical, impulsive decision. They become deeply devoted to their interests.

Emotional

Melancholics are deeply sensitive, and moved strongly by emotion. They are prone to tears, either by beauty or by distress, and they feel fear readily and strongly too.

Low Self-Esteem

No matter how hard they strive for perfection, melancholics know that they can never reach it. They spend much time alone, and their analytical minds become aware of every one of their faults through deep and rigorous introspection. They can't be perfect, which makes them feel unhappy about themselves.

Pessimistic

The world is not a perfect place... The worst always seems to happen. People are nasty to each other, and it's so distressing... Why try anything? I'll probably only fail... I'll never reach perfection.

Phlegmatic

Soft

Phlegmatics are calm and submissive; they wish for peace and quiet, a simple life free of worries and conflict. Compromising to achieve peace is more important than being right.

Introverted

Phlegmatics are social - as quiet listeners, anyway - when approached, but feel that it's not their place to approach others. They do enjoy social gatherings because they like making people happy, being useful to them, but they prefer quieter, calmer interactions.

Reserved

Phlegmatics are calm and quiet; they are great listeners, but don't assert themselves because they don't want to be a bother. They'd rather let others speak or run things, keeping their own thoughts to themselves.

Slow Reactions

Phlegmatics are calm and reserved, and they seek peace and hate change. Their emotions tend to stay at a constant relaxed level. They will endure all kinds of abuse because they put others above themselves, and they are reluctant to seize new things because they are indecisive.

Short Duration

Phlegmatics are quick to forgive and forget, as they are nice and eager to assume the best of others so that everyone can just get along. Grudges bring conflict, which they avoid. Their moods are like still pools; any ripples are fleeting, and soon the calmness returns. Positive and negative moods are expressed weakly and disappear quickly. They rarely get very high or very low, and will usually be back to normal the next day.

Unemotional

Phlegmatics are calm, their minds are at peace. They rarely stray from this peace, and any emotions are fleeting. They don't want to be a bother by expressing their own feelings on others.

Low Self-Esteem

Phlegmatics defer to others, and never seek to glorify themselves. They feel they are not more important than anyone else. They'd hate to brag, because that'd be a bother, it'd assert themselves above others. If mistakes are made, they blame themselves for upsetting the calmness, being a bother. Could it be anyone else's fault but theirs? No, it'd be mean to think so.

Pessimistic

Oh, I hope I can do this right... I'm worried that I might not be able to. I'm not really very good at things, after all! Someone much better than me would be able to do this a lot better than I could.