



UNIVERSITI
TEKNOLOGI
MARA

Kolej
Pengajian Pengkomputeran,
Informatik dan Matematik

**SCHOOL OF INFORMATION SCIENCE,
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
UNIVERSITI TEKNOLOGI MARA (UiTM)
NEGERI SEMBILAN REMBAU CAMPUS**

**INDUSTRIAL TRAINING REPORT
(IMD 310)**

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ABSTRACT

During industrial training at Kementerian Pendidikan Malaysia (KPM) Putrajaya, student gained comprehensive experience across various areas of IT support, hardware maintenance, networking, and digital document management. worked extensively with modern systems such as google sites to make a website and explore EKCMS which is KPM library website for system repository. Practical tasks included disassembling PCs, testing components, setting up routers, configuring printers and scanner machine, setup meeting room, and troubleshooting device issues. I also learned to reset PCs, solve windows screen problem, editing using photoshop, and repair PC's by replacing parts such as thermal paste, hard drives, and batteries.

In addition, student had the opportunity to explore Perpustakaan Kementerian Pendidikan Malaysia, server management, Auditorium, Putrajaya International Convention Centre (PICC) and others department. Student also attending workshops for system repository, SQL databases, VPNs, and VMware virtualization to enriched my technical knowledge. Furthermore, student frequently handled meeting equipment setups and participated in document management tasks, enhancing my organizational and technical skills.

This training provided valuable hands-on experience in both IT infrastructure and administrative functions, fostering my problem-solving abilities and workplace professionalism. Recommendations for future growth include deeper learning in networking, virtualization, and cybersecurity, along with pursuing relevant certifications to stay updated with industry trends. Overall, the training equipped the student with a strong foundation for a career in IT.

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1.0 INTRODUCTION

Industrial training programs that are being conducted by Universiti Teknologi MARA (UiTM) are integral components of the university's curriculum, designed to bridge the gap between academic learning and practical industrial experience. These programs aim to provide students with hands-on experience, enhance student employability, and prepare them for professional work.

These would be several objectives and benefits of industrial training:

- **Practical Experience**

Industrial training allows students to apply the theories and concepts learned in the classroom to real-world scenarios. This practical application deepens student understanding and reinforces student academic learning.

- **Skill Development**

Students develop both technical skills related to their field of study and soft skills such as communication, teamwork, problem-solving, and time management. These skills are crucial for professional success.

- **Industry Exposure**

Through industrial training, students gain firsthand experience of the industry's working environment, culture, and expectations. This exposure helps students understand the operational aspects and standards of the industry.

- **Networking**

Students have the chance to build professional networks with industry experts, mentors, and peers. These connections can be valuable for future job opportunities, references, and career guidance.

- **Improve Academic Performance**

Practical experience often enhances students' understanding of their academic subjects, leading to improved performance in their coursework. Students can relate their industrial training experiences to their studies, making learning more relevant and engaging.

- **Confidence Building**

Successfully completing industrial training boosts students' confidence in their abilities. They gain a sense of accomplishment and assurance in handling professional tasks and responsibilities.

2.0 ORGANIZATIONAL INFORMATION

Student industrial training take place at Kementerian Pendidikan Malaysia, (KPM) which is located at Blok E8, Parcel E, Pusat Pentadbiran Kerajaan Persekutuan, 62604, Putrajaya. Kementerian Pendidikan Malaysia (KPM) is a government agency under the Ministry of Education, tasked with developing and managing the national education system in Malaysia, from primary to secondary levels. Kementerian Pendidikan Malaysia now focuses on promoting national unity, ensuring equitable access to quality education, and integrating technology and innovation into schools to prepare students for the challenges of the modern world.

The organizational structure of the ministry is a reflection of its wide range of duties. A Minister serves as its head, with assistance from a Deputy Minister, the Secretary-General, and other senior officials in charge of several ministries. Policy planning, curriculum creation, teacher preparation, special education, educational technology, and student evaluation are some of the departments that fall under this category.

In terms of operations, the Ministry is in charge of all of the country's schools, educational facilities, and different educational initiatives. It places a strong emphasis on the caliber of instruction and learning, teacher proficiency, and universal access to education. In line with the objective of inclusive development, the Ministry creates and administers programs for disadvantaged and marginalized groups to guarantee equal education. Additionally, it encourages students to integrate principles, multicultural knowledge, and digital literacy through partnerships with other ministries and agencies.

Student have chosen Kementerian Pendidikan Malaysia to continue industrial training program for total of 8 weeks duration. The department that student was assigned by the organization is Bahagian Perancangan Dan Penyelidikan Dasar Pendidikan (BPPDP) and Unit Pentadbiran dan Aset (UPA). These would be the organizational and departmental structure of the department that student was assigned in.