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INDUSTRIAL TRAINING REPORT
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ABSTRACT

This report summarises the trainee's experience as Student Affairs Department intern during industrial training at the University College of Aviation Malaysia (UniCAM), located at Dengkil, Selangor, which took place over eight (8) weeks. The main objectives were to gain practical experience and enhance the trainee's skills in Information Management. This report will describe organisational information including an overview of the organisation, its structure, and the function of its departments. It will also clarify student tasks, activities and projects that the trainee was involved in. Additionally, the report will explain skills, knowledge and competencies applied or developed during the industrial training. The report also discusses the learning outcomes and achievements such as personal growth, skills enhancement, and professional development. Moreover, it includes the recommendations based on the trainee's observation and overall conclusion of the industrial training program. In short, this report provides valuable insights into the trainee's experience in UniCAM.

Keywords: industrial training, internship

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