



## INDUSTRIAL TRAINING REPORT

MINISTRY OF EDUCATION MALAYSIA  
HUMAN RESOURCE MANAGEMENT DEPARTMENT  
HIGHER EDUCATION MANAGEMENT  
LEVEL 15, NO.2, TOWER 2,  
JALAN P5/6, PRESINT 5,  
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## ABSTRACT

**Abstract:** *Students of IM 246, Bachelor of Information Science (Hons.) Records Management need to undergo the Training Industrial program at the chosen organization for 5 months time of period as to fulfill their last subject for IMC 690. This Industrial Training intended to give an early exposure to the student for the future career after their graduation. During the 5 months Industrial Training, students were encouraged to collect as many as possible experiences, skills and knowledge from the organization. Other than that, students also need to come up with their own idea of special project in the organization. This special project was intended to let the students use all of their lesson during at University and to applied in the real work situation. At the end of the Industrial Training program, student should be able to write their report on the 5 months of their Industrial Training program. This reports contain information about the Ministry of Education Malaysia, High Education Sector, Human Resource Management Department. This report also contain about all of the training activities that have been undergo by the students and also the special project, the Administrative Policies and Procedure for Recordkeeping Practice and also the conclusion that have been made at the end of the report writing.*

**Keywords:** *Human Resource Management Department, Ministry of Education Malaysia, Policies and Procedure, Training Industrial*

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<b>Declaration of Work</b>	<b>i</b>
<b>Abstract</b>	<b>ii</b>
<b>Acknowledgment</b>	<b>iii</b>
<b>Table of Content</b>	<b>iv-v</b>
<b>Chapter 1: Introduction</b>	
<b>1.1 Introduction of the Organization</b>	<b>1</b>
1.1.1 Vision	2
1.1.2 Mission	2
1.1.3 Objective	2-3
1.1.4 Corporate Values	3-4
<b>1.2 Organizational Structure of Ministry of Education Malaysia</b>	<b>5</b>
<b>Chapter 2: Organization Information</b>	
<b>2.1 Department Structure</b>	<b>6</b>
<b>2.2 Human Resource Management Department Function</b>	<b>7-8</b>
2.2.1 Objective of Human Resource Management Department	8-9
2.2.2 Vision	9
2.2.3 Mission	9
<b>Chapter 3: Industrial Training Activities</b>	
<b>3.1 Training Activities</b>	<b>10</b>
3.1.1 Open Personnel/Administration Files	10
3.1.2 Arranging Files	11-12
3.1.3 Matching Old Files to New Files Classification for Digital Document Management System (DDMS)	13-14
3.1.4 DDMS Reminder for HR Management Department Staff	15
3.1.5 DDMS Files Opening and Closure Day	16-17
3.1.6 File Room's "Gotong-royong"	18
3.1.7 Temporary Personal Assistant for Secretary Department	19
3.1.8 "Fail Meja" Workshop	17- 21
<b>3.2 Special Project</b>	<b>22</b>
3.2.1 Major Problem in Personnel Files Retrieving Process	22- 23
<b>3.3 Description of Special Project</b>	<b>24- 37</b>
<b>Chapter 4: Conclusion</b>	
<b>4.1 Application of Knowledge,Skills and Experienced in Undertaking the Task (Knowledge Gained)</b>	<b>38- 39</b>
<b>4.2 Lesson Learned</b>	<b>39- 41</b>
<b>4.3 Content</b>	<b>41- 42</b>
<b>4.4 Suitability of Organization</b>	<b>42</b>
<b>4.5 Limitations and Recommendations</b>	
4.5.1 Limitations	
4.5.1.1 Limitation of Space	43
4.5.1.2 Limitation of Staff to Perform Daily Activities	43
4.5.1.3 Staff Culture	44

4.5.2	Recommendations	
4.5.2.1	Enlarge the Storage Room	44
4.5.2.2	Hire More Staff to Perform Daily Task	45
4.5.2.3	Provide Training for Staff Member	45

## References 46- 47

### Appendices

Appendices 1.1:	Observation from Advisor, Mrs.Amirah binti Hj. Abu Hassan	48
Appendices 1.2:	Crew Member of “ <i>Fail Meja</i> ” Workshop	48
Appendices 1.3:	Human Resource Management Department Staff	49
Appendices 1.4-1.8:	5 Months Biometric Report	50 -54

### List of Figures

Figure 1.1:	Ministry of Education Malaysia	1
Figure 1.2:	Organization Chart of Ministry of Education Malaysia	5
Figure 2.1:	Organizational Chart of HRMIS and Administration Unit	6
Figure 2.2:	Human Resource Management Department	7
Figure 3.1.2 (a) & (b):	Process of Arranging Personnel Files	12
Figure 3.1.3:	Example of Matching the Old Files to New Files Classification	14
Figure 3.1.4 (a) & (b):	Example of E-Mail Draft Sent to HR Management Department Staff Member	15
Figure 3.1.5 (a):	New Folded Files	16
Figure 3.1.5 (b) & (c):	Punching Process	17
Figure 3.1.5 (d):	Example of File Opened	17
Figure 3.1.6 (a) & (b):	“ <i>Gotong-royong</i> ” at the Administration File Room	18
Figure 3.1.8 (a):	Talk from the Guest Speaker, Mrs. Aisyah	20
Figure 3.1.8 (b):	The Process of Updating “ <i>Fail Meja</i> ” with the Help from Mrs. Aisyah	21
Figure 3.2.1 (a) & (b):	Example of the File Room that were not Well Managed	23