



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Perlis
Kampus Arau



KEMENTERIAN PENDIDIKAN
BAHAGIAN PENGURUSAN SUMBER MANUSIA

HRM666 INDUSTRIAL TRAINING REPORT

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BA243

**MINISTRY OF EDUCATION
HUMAN RESOURCE DEPARTMENT**

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EXECUTIVE SUMMARY



This report is prepared to explain my industrial training that has been completed in Ministry of Education (MOE), Human Resource Department at Putrajaya. The training was conducted for six months starting 1 March 2024 until 9 August 2024.

The major goal of industrial training is to teach students how to use all of the knowledge and abilities they have learned in the classroom in a real-world working context. It is not a simple task to begin with completing industrial training in the government sector, especially at the Ministry of Education, as I have to quickly learn how to differentiate between non-confidential and confidential documentation that I have to deal with. However, the process went well with the support of my industrial advisor and the employees in the department where I was assigned.

This report includes my profile, the company's profile, a reflection on my training, the SWOT analysis, PESTEL analysis, SWOT analysis matrix, recommendations and appendices. The training reflection section had details about the length of my training, my roles and responsibilities, the tasks and assignments I was given, and the advantages I experienced while receiving my industrial training at this place. The SWOT and PESTEL analysis of the Ministry of Education's Human Resource Department's activities, as well as its discussion and recommendations, complete out this report's important component.

COMPANY'S PROFILE



BACKGROUND

Preschool education, primary and secondary education, pre-university education, technical and vocational education and training (TVET), special education, institute of teacher education, and private schools are all under the Ministry of Education's (MOE) authority. The purpose of MOE is to maintain a high-quality education system that develops people to their full potential and serves national aspirations; the vision is that quality education producing educated individuals for a developing nation.

The Private Education Division (Private BP) replaced the Registrar of Schools and Teachers Division (BPSG) in 1961. On October 1, 1995, it was elevated to the status of a Department (Private Education Department), staffed by 15 support personnel and 8 officers. The Department of Private Education was enlarged, bringing the total number of officers and support staff to 62 officers and 25 support staff, under the direction of the Deputy Director General of Education. BP Swasta was put under KPM with jurisdiction and functions restricted to private education from preschool to post-secondary level as a result of the reorganisation of KPM/KPT in March 2004. On May 1, 2008, the Department of Private Education, MOE, changed its name to the Private Education Division.

The Human Resource Department of the MOE is vital in overseeing the personnel within the education sector. Its responsibilities encompass recruiting, training, and developing teachers, administrators, and other educational professionals. The HR Department ensures that the education system is supported by a highly qualified, motivated, and efficiently managed workforce to provide quality education.

COMPANY'S PROFILE



VISION

Excellent Performing Organization in Human Resource Management Ministry of Education Malaysia.

MISSION

Manage MOE's Human Resources efficiently, effectively and with quality to support the Achievement of National Education Excellence Goals.

OBJECTIVES

- Provide a robust organizational structure with the number of personnel at the optimum level through the creation and filling of positions according to the requirements and established staffing norms
- Planning and developing human resources with integrity and meeting the organization's competency requirements
- Creating a harmonious relationship between management and employees that contributes to the achievement of organizational goals
- Manage matters of services and facilities for KPM citizens based on the regulations in force

FUNCTIONS

- Human Resource Policy Development
- Organizational Development
- Training and Competency Development
- Service Management, Facilities & Employer-Employee Relations
- Career Development & Succession Planning
- Human Resource Information Management/ HRMIS
- BPSM Administration and Finance

