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UNIVERSITY TECHNOLOGY MARA (UiTM) KAMPUS BANDARAYA MELAKA

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INDUSTRIAL TRAINING REPORT

KOTA TINGGI DISTRICT EDUCATION OFFICE (PPD)



KEMENTERIAN PENDIDIKAN
PEJABAT PENDIDIKAN DAERAH KOTA TINGGI



PREPARED BY:

NAME	STUDENT ID	GROUP
NUR ELINAWATY BINTI ALIAS	2023135925	M1BA2326A

PREPARED FOR:

MADAM ROSLINA BINTI ALI

SUPERVISOR:

NURASHIKIN BINTI MUNAIM

SURAT KEBENARAN

Tarikh : 23/1/2026

Kepada :

Maklumbalas (/)

Penyelaras Latihan Praktikal

Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196

Email : praktikalfppmelaka@uitm.edu.my

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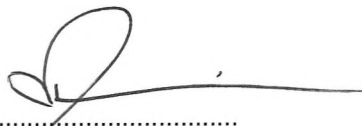
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Nama Pelajar	NUR ELINAWATY BINTI ALIAS		
No. Matriks	2023135925	Nama Program	BA232
Tajuk Laporan	STRATEGIC ANALYSIS OF PPD KOTA TINGGI USING THE SWOT FRAMEWORK	Nama Syarikat	PPD KOTA TINGGI

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Nama Pegawai :

Jawatan : NURASHIKIN BINTI MAWATI
Penolong Pegawai Pendidikan Daerah

No.Tel. : Perancangan

No. Faks : Pejabat Pendidikan Daerah

Kota Tinggi

Cop jabatan/organisasi:



EXECUTIVE SUMMARY

This report is prepared to summarize the overall industrial training experience of students and an analysis of the training organization, namely the Kota Tinggi District Education Office (PPD). This report aims to provide a comprehensive overview of the organizational background, industrial training experience, and an assessment of the strengths and challenges faced by PPD Kota Tinggi. This report begins with a student profile and organizational profile that includes the background of the establishment, vision, mission, services offered, and the organizational structure of PPD Kota Tinggi. This information helps to understand the role of PPD Kota Tinggi as an institution responsible for coordinating, monitoring, and supporting education management at the district level.

Next, this report discusses the reflection on industrial training that includes the experiences, roles, and responsibilities of students throughout the training period. Through this industrial training, students gain real exposure to the world of work, especially in aspects of administration, document management, communication, and professional work ethics. This experience helps improve practical and soft skills that are important in preparation for the world of work after graduation.

A SWOT analysis was also conducted to identify the strengths, weaknesses, opportunities, and threats faced by PPD Kota Tinggi. The results of the analysis show that PPD Kota Tinggi has strengths in terms of officer expertise, active involvement in educational programs, and a well-organized data management system. However, weaknesses such as unsatisfactory infrastructure facilities, unsystematic file management and lack of human resources need to be addressed. Opportunities such as collaboration with external parties and the use of technology can be exploited, while threats such as changes in education policies and natural disasters require careful planning. Overall, this report summarizes the learning and experiences of students throughout the industrial training and presents suggestions for improvement to increase the effectiveness of PPD Kota Tinggi. It is hoped that this report can be a useful reference and contribute to continuous improvement efforts for the sake of excellence in the education system at the district level.

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Finally, I hope that this internship report fits into the criteria that are assigned. I also grateful for everyone who has been involved in and contributed to my intern report, either directly or indirectly, for their efforts and initiative in ensuring that I complete my intern report successfully.

TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
ACKNOWLEDGEMENTS	4
1.0 STUDENT’S PROFILE	5
2.0 COMPANY’S PROFILE.....	6
2.1 BACKGROUND OF ESTABLISHMENT.....	6
2.2 VISION	6
2.3 MISSION.....	6
2.4 SERVICE OFFER	7
2.5 ORGANIZATIONAL CHART	7-8
3.0 TRAINING REFLECTION.....	9
3.1 EXPERIENCE	9
3.2 ROLES AND RESPONSIBILITIES	9
3.3 BENEFITS	10
3.3.1 SKILLS.....	10
3.3.2 SALARY	10
4.0 SWOT ANALYSIS	11
4.1 STRENGTH	12-13
4.2 WEAKNESSES	14-15
4.3 OPPORTUNITIES	16-17
4.4 THREATS	18
5.0 DISCUSSION AND RECOMMENDATIONS.....	19-20
6.0 CONCLUSION	21
REFERENCES	22
APPENDICES.....	23-24