

**REPORT ON INDUSTRIAL TRAINING AT
TAWAU AREA FARMER'S
ORGANIZATION**

NURLIANA BT MOHD BANTILAN

**DIPLOMA IN PLANTING INDUSTRY MANAGEMENT
FACULTY OF PLANTATION AND AGROTECHNOLOGY
UNIVERSITI TEKNOLOGI MARA**

APRIL 2016

ACKNOWLEDGEMENT

Thank God, gratitude to Allah S.W.T for giving strength and knowledge in the process of completing the industrial training report. Without the ideas and knowledge that given by Him, impossible this industry report can be completed.

First, I would like to say a big thank you to those involved assisting in the success of my industrial training. My thanks precedence to the General Manager of Tawau Area Farmer's Organization (TAFO), Mr. Jailani Asis because with the permission from him, I can undergo industrial training in this Organization.

In addition, special thanks also to my supervisor, Mdm. Nadira Patuwai, for monitoring all the tasks that I've done along the current industry practice and guidance during my industrial training in this organization. Do not forget also to all the advice and encouragement she has always supported and gave advice in carrying out assigned tasks. Appreciation is also extended to all the other staff in the organization that indirectly helped me in the training industry.

The gratitude also goes to the university lecturers especially that involved particularly in the visit to my industrial training in Tawau Area Farmer's Organization (TAFO), Mr. Hazmi Bin Awang Damit. I am deeply grateful to Mdm. Rozlianah Fitri Binti Said for her valuable advice and guidance as a supervisor in completing this report.

TABLE OF CONTENTS

	PAGE
DECLARATION	i
ACKNOWLEDGEMENT	ii – iii
LIST OF CONTENTS	iv – v
LIST OF TABLES	vi
LIST OF FIGURES	vii
 CHAPTER 1 INTRODUCTION	
1.1 Basic Information About the Agencies	1
1.2 Logo	2
1.3 Insight, Mission, Vision, Goals, Slogan	3
1.4 Scope of the Organization	4
1.5 TAFO Business Activities	5 – 14
1.5.1 Input Agriculture	
1.5.2 Palm Marketing	
1.5.3 Understanding Al Wadiah Yad Dhamanah	
1.5.4 Financing Bai Al –Inah	
1.5.5 Agricultural Input Supply Project	
1.5.6 Farmers Development Unit (FDU) Project	
1.5.7 Support Activities	
1.5.8 Machinery Activity	
1.5.9 Marketing	
1.6 Establishment History	15 – 17
1.7 Organization Chart	18 – 21
1.8 Objective of Industrial Training	22

CHAPTER 2	ACTIVITIES	
2.1	Weekly Tasks	23 – 34
2.2	Types of Task	35 – 38
	2.2.1 SPPP	
	2.2.2 Fax	
	2.2.3 Registration of a New Member	
	2.2.4 Reading Yaasin	
	2.2.5 Meeting with the GM	
	2.2.6 Incoming and Outgoing Letter	
CHAPTER 3	CONCLUSION	
3.1	Summary of Industrial Training	39 – 40
3.2	Observation	41
3.3	Recommendation	42 – 43
REFERENCES		44
APPENDICES		45 – 54

1.3 INSIGHT, MISSION, VISSION, GOAL AND SLOGAN

Insight;

Tawau Area Farmer's Organization (TAFO) become a strong organization, viable and business-oriented governance practices.

Mission;

Developing farmers' organizations (PP) as an effective service provider to produce progressive farmers.

Vision;

leading the transformation of farmers' organizations and progressive farmers in the agricultural sector.

Goal;

1. Makes Tawau Area Farmer's Organization (TAFO) a strong business entity and viable
2. Promote socio-economic status and created a farming community that is united and become a powerful movement
3. Creating an entrepreneurs and a commercial farmers

Slogan;

"FARMERS ALWAYS IN HEART"