

**REPORT ON INDUSTRIAL TRAINING
AT
IBU PEJABAT PERTANIAN
KOTA KINABALU**

I hereby declare that the contents of this report are my own work, for practical, research, summary and information, which have been duly acknowledged.

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ACKNOWLEDGEMENT

EXECUTIVE SUMMARY

Thanks God for giving me the strength and ability through out the process in completing my industrial training from the day I conducting my 14 weeks of industrial training at *Seksyen Pembangunan Tanaman Singkat Masa(SPTSM)*, Department of Agriculture (DOA) Kota Kinabalu, Sabah to the day I finally submitted my final report on industrial training.

Firstly, I would like to thank my supervisor, Madam Zarinah Hj.Ali (*Penolong Pengarah Pertanian Bahagian SPTSM*) and all the officer that involved in any possible way to help and assist me until I can finish my industrial training succesfully. Next, I would also like to give my appreciation to Madam Suraya Hj. Jubahar as the officer of human resource at DOA Kota Kinabalu, Sabah for giving me the opportunity to undergo my industrial training there.

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Finally, thanks to all the people around me that has been so supportive to me, my parents, friends, and others who been there for me until I can finish everything, only God can repay all of their kindness towards me.

EXECUTIVE SUMMARY

This report written to fulfill an industrial training requirement. Industrial training refers to a program which aims to provide supervised practical training within a specified timeframe. This training can be carried out either in government organization or in the private sector at the end of third year. Industrial training enhances the academic material studied at university by allowing students to practice what they have learned and to develop key professional attributes. This industrial training starts at 02 December 2015 and officially ends on 18 March 2016, in which the trainers have to endure three months (14weeks) of industrial training at DOA Kota Kinabalu, Sabah. Trainers have been placed under the *Seksyen Pembangunan Tanaman Singkat Masa* (SPTSM) Department of Agriculture (DOA) Kota Kinabalu, Sabah and there are schedule prepared by the organization as guideline of trainers programme. The students are assigned with different types of task every day. During the attachment period, trainers should be able to understand the function of each activity they were attached and present their findings to be evaluated by the head of department and UiTM lecturers.

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