



BATS AVIATION INDUSTRIAL TRAINING REPORT

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EXECUTIVE SUMMARY

During my internship at BATS Aviation, I was immersed in a diverse range of human resource management (HRM) tasks. This exposure allowed me to hone my skills in various areas, including machine learning, HR policies and procedures, and communication and interpersonal dynamics. I also had the privilege of working alongside experienced professionals and gleaning valuable insights from their expertise.

One of my primary responsibilities was the development of a comprehensive Code of Conduct for BATS Aviation. This project involved gathering relevant data, researching applicable laws, and crafting a detailed flowchart outlining the procedures for each aspect of the Code of Conduct. Throughout the process, I was closely guided by my supervisor, ensuring adherence to the highest standards.

Another significant contribution involved the enhancement of the Key Performance Indicator (KPI) system. I was tasked with expanding the KPI form to align with the job descriptions of each department head. Additionally, I created a uniform KPI form for all staff and developed a KPI module to provide clear guidelines for department heads.

Overall, my internship at BATS Aviation proved to be an immensely enriching experience. I gained a profound understanding of HRM principles and practices, relishing the opportunity to tackle challenging and rewarding tasks. I am truly grateful for the invaluable mentorship I received from the talented and experienced team at BATS Aviation.

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3 COMPANY'S PROFILE



BATS Aviation was established in 2019 to fulfil the growing demands for new pilots. In order to produce world class aviation professionals with high spiritual and moral values, BATS has recruited a team of instructors with a combined experience of more than 100 years in aviation and aerospace. In September 2020 the impossible became possible since they made it possible to meet the needs of airlines and aspiring pilots. Therefore, they have set up a flying school. Also, they have been audited and certified by the Civil Aviation Authority of Malaysia (CAAM) as an Approved Training Organization – Flight Training Organization (ATO-FTO).

BATS Theoretical Knowledge Centre is placed on Level 3, Wisma Octagon Ipoh, Perak. Wisma Octagon had been selected for its convenient location in the middle of Perak, following a lot of deliberation. It close to all local amenities, and just a close range from the Flight Training Centre. BATS Flight Training Centre is within the area of Sultan Azlan Shah Airport in Ipoh, Perak. It is strategically located, thereby ensuring that both our training facility and its learning environment will be conducive to the students.

In addition, to offer a very conducive environment for their future pilots BATS have attained the Student Pilots Residence above the Theoretical Knowledge Centre. The student pilot's residence is fully equipped with all the necessary equipment. To remain healthy and fit, they will also be able to take full advantage of the condo's facilities such as a running track, gym or swimming pool.

VISION

To be the preferred flight training organization in the region, providing high standard training and holistic aviator experience.

MISSION

We are committed to train aspiring pilots to meet the needs of airlines today by training them in an airline focused environment, providing the right expertise, devices and hands-on experience

OBJECTIVES

- 1.To provide a safe and healthy working environment.
2. To secure personnel safety at work.
3. To prevent hazard to the health of our own employee, customers and other third parties.