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INDUSTRIAL TRAINING REPORT

FACULTY OF BUSINESS AND MANAGEMENT
MGT 666




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UNIVERSITI
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INDUSTRIAL TRAINING REPORT

AT

UNIVERSITI TEKNOLOGI MARA CAWANGAN PERLIS

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1.0 EXECUTIVE SUMMARY

An executive summary may start with 1 impactful sentence that welcome and entice reader to read your next sentence, for example “My memorable and enlightening 5-month industrial training began here at Universiti Teknologi Mara Cawangan Perlis.” Executive summary is for you to present the contents of your multi-pages report in one page of one-paragraph. Include all important points that you want readers to pick up even though they did not get the opportunity to read the whole report. In the case of this Industrial Training Report, you might want to summarize your profile, company’s profile, your training experience, the SWOT analysis, discussion, recommendations, and the conclusion.

This report outlines my experience during the industrial training at RICAEN, the Research, Industry, Community, Alumni, Entrepreneurship, and Network unit at Universiti Teknologi MARA, Perlis Branch. The internship spanned 5 months, encompassing 19 weeks, starting from October 16th, 2023, and concluding on February 23rd, 2024. During this period, I was assigned to the ICANS unit, representing the Malaysian Academy of SME & Entrepreneurship Development, with Dr Non Daina Masdar as my supervisor, who serves as the ICANS coordinator. Assisting me in my tasks was Mrs Farah Farhana, also a member of the ICANS team. RICAEN plays a crucial role at UiTM, managing industrial collaborations between UiTM Perlis and other local or international universities. Moreover, it actively engages with the community, students, and alumni, conducts research and publications, and fosters a spirit of entrepreneurship among students. This experience provided me with invaluable skills, knowledge, and insights that will undoubtedly prove beneficial in my future endeavours.

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4.0 INSTITUTION'S PROFILE

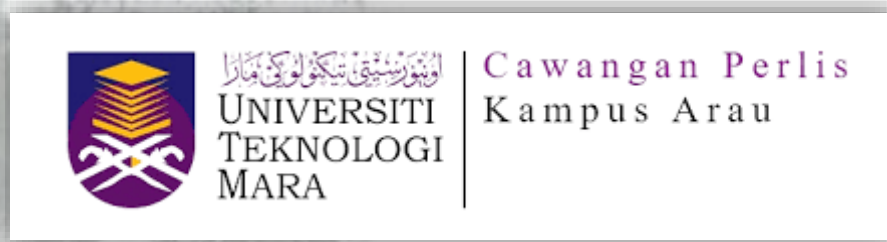


Figure 1: Logo of Institutions

4.1 Background of establishment

One of the most well-known public universities in Perlis is UiTM Perlis Branch. It was formally built up on 5 July 1974, with the enrolment of 258 student experiencing 1 preparatory course and 5 diploma programmes. It started operations at a temporary location of the Scout House at Jalan Padang Katong, Kangar, with 15 academic staff and 31 authoritative and back staff. In 1980, the campus moved to its permanent location on a of 335-acre plot in Arau. UiTM Perlis Branch's physical structure, Staff relationships, and understudy enrolment have all contributed to its growth as a top public higher education school. The institution has seven colleges and 34 courses available, including 17-degree and 16 diploma programmes. In addition, various infrastructure and facilities are also provided. There are 67 science research facilities, 22 computer research facilities, 3 dialect research facilities, 15 residential colleges with gender segregation, a large lobby, a mosque, a smaller-than-expected stadium, and a gymnasium. Some facilities such as hotels, halls and gyms offered to public for rental.

4.2 Vision, Mission, Objective

Vision of Institutions

- To establish UiTM as a Globally Renowned University of Science, Technology, Humanities and Entrepreneurship

Mission of Institutions

- To lead the development of agile, professional bumiputeras through state-of-the-art curricula and impactful research.

Objective of Institutions

1. To expedite accessibility to higher education
2. To provide world-class education.

3. To offer competitive academic programmes that fulfil market needs, spearhead national development, and promote global prosperity.
4. To produce well-balanced, entrepreneurial graduates who are globally competent.
5. To strengthen the internationalisation of values via enhancement programmes.
6. To sustain organisational excellence through effective and efficient governance.
7. To champion impactful research through stronger research ecosystem.
8. To strengthen strategic alliance with alumni and industries.
9. To provide cutting edge ecosystem conducive for academic advancements.
10. To regulate cost-effective financial practices towards organisational sustainability.



Figure 2: RICAEN Building

The Research, Industry, Community, Alumni, Entrepreneurship, and Networking (RICAEN) is situated at UiTM Arau, 02600 Arau, Perlis, just in front of the Star Complex. RICAEN oversees six units: the Research Management Unit, Innovation and Expertise Unit, Publication and Excellence Unit, Industry, Community, Alumni, and Network Unit (ICAN), Entrepreneurship Unit (MASMED), and the UiTM Press Publications Unit. RICAEN is responsible for serving and assisting all faculty members in research grant applications, publications, intellectual property, consulting services, as well as commercialization. It plays a vital role in developing new relationships and strengthening existing partnerships with industry, community, alumni, and other universities.

Vision of RICAEN

- To gotten to be a world-class analyst, advancement, counselling, and distribution administration centre and to set up a relationship between UiTM Perlis and industry, government, private division, and society for shared advantage.

Mission of RICAEN

- Strengthen UiTM's scholarship and innovation capabilities through quality services.
- Establish a good, harmonious, and effective relationship between UiTM Perlis and industry, government, private sector, and community.
- Distribute and provide research training, consultation and writing to UiTM Perlis residents.
- Focus on strategic relationships with stakeholders that will bring positive results to UiTM Perlis and the stakeholders.
- To ensure the relationship between industry, government, private sector, and community will bring a positive impact on UiTM Perlis's image.

Objective of RICAEN

- Manage, coordinate, and provide services related to research, consulting, and publishing.
- Helping the development of new fields in line with campus program priorities.
- Disseminate and provide research, consultation and writing training to UiTM Perlis residents.
- Ensuring that the culture of innovation, research, consultation, and publication is always fertile among UiTM Perlis citizens.
- Help strengthen the quality of teaching and learning of UiTM Perlis academic staff.
- Strengthen the marketability of prospective UiTM Perlis graduates.

4.3 Organizational structure

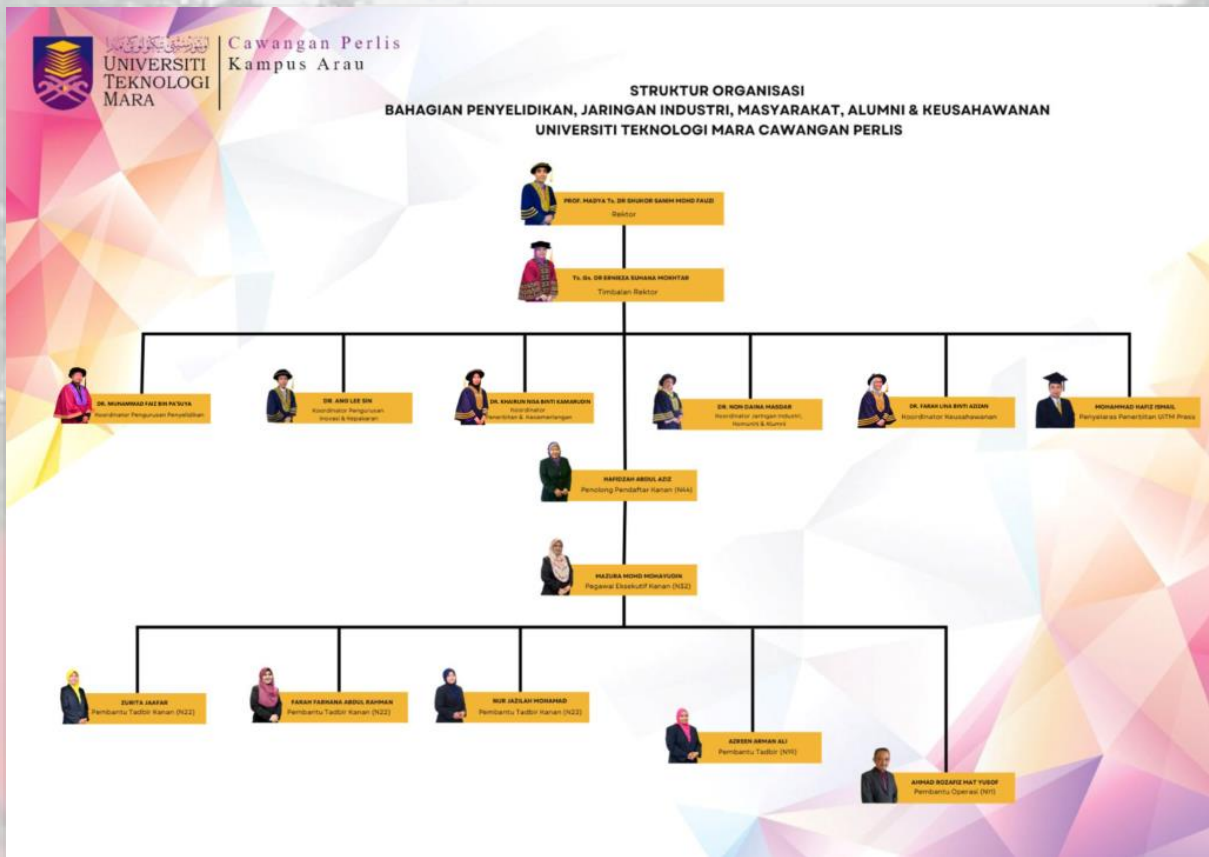


Figure 3: Organizational Chart of RICAEN

5.0 TRAINING’S REFLECTION

My industrial training at UiTM Perlis Campus, under the Research, Industry, Community, Alumni, Entrepreneurship, and Network (RICAEN) division, commenced on October 16, 2023, and will conclude on February 23, 2024, spanning a total of 19 weeks. I work from Monday to Friday, adhering to government institute hours, with my working hours set from 8:00 a.m to 5:00 p.m. Throughout my internship in RICAEN, I have been assigned to the Industry, Community, Alumni, and Networking Unit (ICAN), managed by Dr. Non Daina Masdar, who serves as both my coordinator and supervisor. Mrs. Farah Farhana, a Senior Administrative Assistant staff, provides additional assistance during my internship.

The ICAN unit at UiTM Perlis Campus is tasked with coordinating community projects and industrial relations activities. Additionally, it plays a pivotal role in Promoting student mobility activities both within and outside the country by providing relevant information about institutions and related companies. This facilitates the establishment of strategic collaborations and industry network through Memoranda of Understanding (MoUs) or Memoranda of Agreements (MoAs) between government and private institutions. The unit collaborates with the Higher Education Academy (HEA) and Higher Education Partnerships (HEP) to implement program aimed at enhancing the marketability of graduates. Serving as a data collection and management center for UiTM Perlis alumni, the ICAN Unit fosters strong relations with alumni, simplifying the planning and execution of program in coordination with HEA and HEP. Additionally, the unit is responsible for overseeing the performance of the Knowledge Transfer Program (KTP) grant.

My responsibilities within that unit are participate in any programs under ICAN and RICAEN, such as Fun Run 2023, i-CSR 2023, Do-Good Challenge, “*Pengurusan Harta Pusaka Islam*”, Entrepreneur Carnival Digita by MDEC and Career Workshop Program. I will act as a committee member in every program by helping staff manage the programs such as help in make preparation and others. If the program was under ICAN, I will be assigned to write report about the program. Other than that, I will do some failing and key in data when there are no programs.

During my industrial training at RICAEN, although there were no allowances, I received numerous benefits such as access to medical facilities and accommodation in the residential college. For instance, visits to the Health Unit at UiTM Perlis incurred no charges when I was Unwell. The residential college provided by UiTM Perlis Campus alleviated the burden of finding rental housing, allowing me to save on accommodation costs and facilitating timely arrival at work. At RICAEN, I gained valuable skills, including organizing files, proper report writing, and fulfilling responsibilities as a meeting minute taker. The experience enhanced my program management skills, and I acquired insights into staff responsibilities and procedural adherence. The positive work environment a RICAEN, characterized by friendly, kind, and helpful staff, contributed to a fulfilling training experience. This makes me not feel burdened with every task given and makes it easier for me to interact with them.

6.0 SWOT ANALYSIS

SWOT analysis is a technique used to determine a company or organization's strengths, weaknesses, opportunities, and threats. It can be used to overcome challenges and determine which new leads that a company need to pursue.

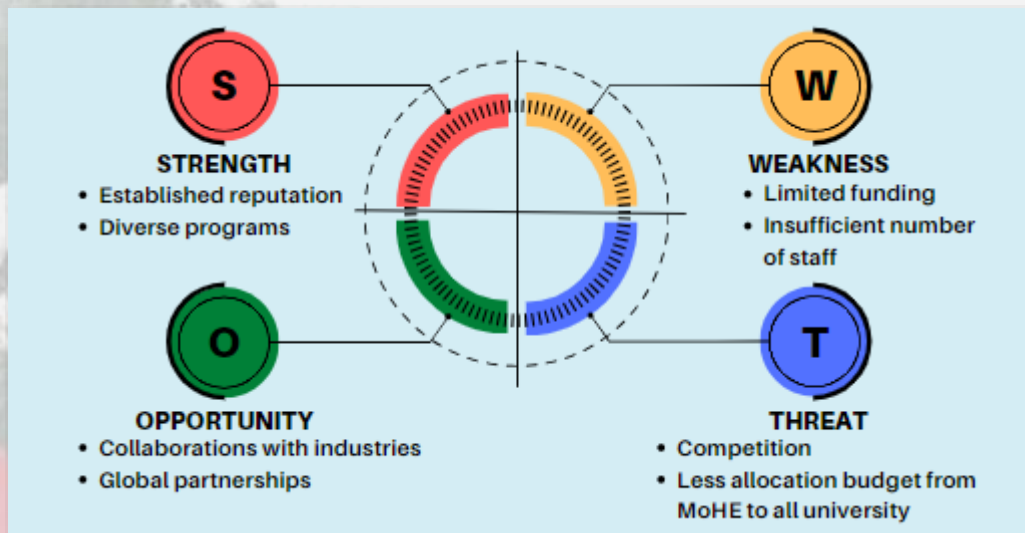


Figure 4: UiTM SWOT Analysis

SWOT analysis helps UiTM Perlis understand what it's good at (strengths), what needs improvement (weaknesses), what opportunities it can grab, and what might cause problems (threats). It's like taking a close look at itself and its surroundings to figure out the best ways to move forward. By doing this, UiTM Perlis can make smart decisions that help it grow and succeed.

6.1 Strengths

S1- Established reputation

Firstly, UiTM Perlis exhibits notable strengths, such as an established reputation in education and research, signifying credibility and excellence by its presence in academic literature and the positive perception of its graduates by employers. For instance, a study on the digital presence of academic scholars in Malaysia highlights University Technology Mara Perlis Branch, indicating its recognition in the academic community. Additionally, research on the marketability of UiTM products, specifically employability skills among UiTM Perlis sports graduates, found that the reputation of employers increased by hiring UiTM Perlis graduates, demonstrating the institution's positive standing among employers (Mohamad Firdaus Ahmad, Norlena Salamuddin, Shahlan Surat, 2021). These examples illustrate UiTM Perlis' established reputation in education and research, reflecting its commitment to academic

excellence and quality of its graduates. (Abdullah, Azrul; Yahaya, Mohamad Fadhili; Noor, Mazlee Mohd, 2018)

S2- Diverse program

The diverse programs offered by UiTM Perlis, such as in the fields of sports, agriculture, and postgraduate research, can be considered a strength, as they attract students with varying interests and career goals. For instance, a study on the marketability of UiTM products specifically mentions the employability skills of UiTM Perlis sports graduates, indicating the diverse academic programs offered by the institution (Mohamad Firdaus Ahmad, Norlena Salamuddin, Shahlan Surat, 2021). Additionally, UiTM Perlis is known for promoting educational agrotourism on its campus, which reflects the variety of academic programs and research activities available, further highlighting this strength (UiTM Digital Library, 2024). Furthermore, the availability of up to 30 research programs at the postgraduate level also exemplifies the diverse academic offerings at UiTM Perlis. This diversity in programs enhances the institution's appeal to a wide range of students and contributes to its overall strength in the field of education.

6.2 Weakness

W1- Limited funding

The look comes about give cases related to the money related assets of UiTM Perlis. UiTM Perlis has secured inquire about award totalling RM2,346,738 (approximately USD 570.000) from national, industrial, and worldwide sources, indicating that the institution has been successful in securing subsidizing for research (UiTM Digital Library, 2024). Be that as it may, a think about on the boundaries to start-up businesses among students at tertiary level in northern states of Peninsular Malaysia found that monetary impediments were one of the main constraints faced by students (Azyyati Anuar¹, Ida Normaya Mohd Nasir², Firdaus Abdul Rahman³ & Daing Maruak Sadek⁴, 2013). Another think about on the key drives, challenges, and procedures towards effective low-carbon campus at UiTM Shah Alam campus found that monetary impediments were one of the essential imperatives to useful energy-saving methods (N.K. Mustafa, S.A. Kudus, M.F.H.A. Aziz, 2021). These cases recommend that monetary imperatives can prevent the institution's capacity to contribute in framework and inquire about. In any case, UiTM Perlis has been effective in securing investigate gifts and has pulled in worldwide accomplices, demonstrating that the institution has been able to overcome a few of the financial limitations it faces (UiTM Digital Library, 2024).

W2- Insufficient number of staff

Next, the staffing situation at RICAEN presents a few challenges due to the insufficient number of staff. Some staff members are compelled to assume multiple roles to compensate for the shortage, impacting their ability to focus on specific responsibilities effectively. This issue is further compounded by the high volume of programs and events that RICAEN consistently manages necessitating a larger workforce to ensure smooth operations and the successful execution of these activities. Additionally, certain staff members find themselves overpowered by extensive documentation requirements, highlighting the need for additional support to manage these tasks effectively. The impact of this staffing challenge extends to the interactions between lecturers, students, and the staff, as the limited workforce may lead to delays and difficulties in addressing various needs and demands. These examples emphasize the significance of addressing the staffing limitations at RICAEN to maintain operational productivity and the quality of support provided to the institution's stakeholders (Brian Aaron. Jacob, 2007).

6.3 Opportunities

O1- Collaborations with industries

UiTM Perlis has the opportunity to collaborate with industries, which can lead to real-world applications of academic research. For example, UiTM Perlis Branch has partnered with the Forest Research Institute Malaysia (FRIM) to organize a webinar on biodiversity in Perlis, highlighting the potential for collaboration between academic institutions and industry (Mrs. Nurfarhana Hizan Binti Hijas & Mr. Tan Kok Kiat, 15). Additionally, UiTM Perlis has attracted international partners, including Cangzhou Normal University China, National Central University Taiwan, French Lebanese University Lebanon, Xinyang Normal University China, and University of Finance and Economics, Mongolia, indicating the potential for collaboration on global scale (UiTM Digital Library, 2024). These examples demonstrate the potential for UiTM Perlis to collaborate with industries, which can lead to the development of innovative solutions and the application of academic research in practical settings.

O2- Global partnerships

Furthermore, UiTM Perlis can build international partnerships, which can enhance the institution's global presence and facilitate the exchange of knowledge. The Office of International Affairs (OIA) at UiTM Perlis oversees and manages relationships with global

partners while keeping records of partner institutions. Through various collaborative activities, UiTM Perlis provides international students with diverse and enriching global education, which provides opportunities for them to gain valuable cross-cultural experiences. The development of long-term partnerships with institutions abroad is a fundamental part of UiTM2025, and the OIA supports UiTM's global network of partners to promote the institution. Building international partnerships can lead to the development of innovative solutions and the exchange of knowledge, which can enhance the quality of education and research at UiTM Perlis (Mohd Ismail Hj. Abdul Rahim, 2024)

6.4 Threats

T1- Competitions

The presence of other educational institution in the region may pose a threat to RICAEN and UiTM Perlis, especially if they offer similar programs. For instances, if competing institutions have a more extensive range of programs or better resources, it could impact the ability of RICAEN and UiTM Perlis to attract students and faculty. This competition can also lead to challenges in securing research funding and industry partnership, as institutions vie for the same resources and opportunities. Additionally, in the context of RICAEN, the limited number of staff and resources may further exacerbate the impact of competition, as the institution may struggle to keep up with larger or more established educational entities in the region. Therefore, the presence of competing educational institutions offering similar programs and resources poses a significant threat to the growth and development of RICAEN and UiTM Perlis (Mohamad Firdaus Ahmad, Norlena Salamuddin, Shahlan Surat, 2021).

T2- Less allocation budget from MoHE to all university

The threat of receiving less allocation budget from the Ministry of Higher Education (MoHE) affects both RICAEN and UiTM Perlis. A reduction in budget allocation can lead to various challenges, including limitations in funding for research, infrastructure development, and academic program. This can impact the institutions' ability to maintain and enhance the quality of education and research initiatives. For example, a study on the digital presence of academic scholars in Malaysia highlights the importance of financial resources in supporting research and academic activities (Mat Isa, Che Maznah and Mohd Saman, Hamidah and Christopher, Nigel Preece, 2024). Additionally, the impact of reduced funding is evident in the context of victim services, where insufficient public funding hinders the ability to care for the number of victims identified. Therefore, the threat of receiving less allocation budget from the

MoHE poses significant challenges to RICAEN and UiTM Perlis, potentially affecting their academic and research capabilities, as well as the overall quality of education and support services.



PERLIS @ Arau

7.0 SWOT MATRIX

	STRENGTHS (S) S1- Established reputation S2- Diverse program	WEAKNESSES (W) W1- Limited funding W2- Insufficient number of staff
OPPORTUNITIES (O) O1- Collaborations with industries O2-Global partnerships	<p><u>SO STRATEGIES</u></p> <ul style="list-style-type: none"> • Collaborate with industries to enhance real-world applications of academic research. (S1,O1) • Build international partnerships to enhance global presence and knowledge exchange. (S2,O2) 	<p><u>WO STRATEGIES</u></p> <ul style="list-style-type: none"> • Explore global partnerships to alleviate funding constraints. (W1,O2) • Strengthen collaborations with industries to compensate for staffing limitations. (W2,O1)
THREATS (T) T1- Competitions T2- Less allocation budget from MoHE to all university	<p><u>ST STRATEGIES</u></p> <ul style="list-style-type: none"> • Leverage established reputation to differentiate from competitors in the face of competition. (S1,T1) • Showcase diverse programs as a unique selling point to counter the impact of budget cuts on staffing. (S2,T2) 	<p><u>WT STRATEGIES</u></p> <ul style="list-style-type: none"> • Mitigate funding challenges by demonstrating the impact of limited allocation on academic and research capabilities. (W1,T2) • The insufficient number of staff aligns with competitions (W2,T1)

Figure 5: UiTM SWOT Matrix

7.1 SO Strategies

S1,O1 - Collaborate with industries to enhance real-world applications of academic research.

UITM Perlis, through its established reputation, can effectively collaborate with industries to enhance the real-world applications of academic research, thereby fostering innovation and gaining financial support. For instance, the university's involvement in research, such as the development of a career path recommendation system for students using fuzzy logic, showcases its potential to contribute to practical solutions with industrial relevance (Tajul Rosli Razak¹, Muhamad Arif Hashim², Noorfaizalfarid Mohd Noor³, Iman Hazwam Abd Halim⁴, Nur Fatin Farihin Shamsul⁵, 2014). By leveraging its reputation and research capabilities, UITM Perlis can attract industry collaborations that align with its academic strengths, leading to the development of impactful real-world applications and mutually beneficial partnerships. Additionally, the Strategic Planning and University Transformation Unit at UITM Perlis plays a vital role in coordinating the campus's strategic planning and managing official information, providing a framework for identifying and pursuing industry collaborations that can enhance the institution's academic and practical contributions (Dr. Nadia Abdul Wahab, 2024). Therefore, by capitalizing on its strengths and reputation, UITM Perlis can seize the opportunity to collaborate with industries, driving innovation and practical applications of academic research.

S2, O2 - Build international partnerships to enhance global presence and knowledge exchange.

The University Teknologi MARA (UiTM) Perlis, with its diverse program offerings, can indeed showcase its strengths through global partnerships, enhancing its global standing and facilitating the exchange of knowledge. For instance, the institution's involvement in the International Symposium on Community Social Responsibility demonstrates its commitment to global engagement and knowledge exchange, providing a platform for sharing ideas and experiences with international communities and industries (Ernieza Suhana Mokhtar, 2023). Additionally, the Strategic Planning and University Transformation Unit at UiTM Perlis plays a crucial role in coordinating the campus's strategic planning and managing official information, providing a framework for identifying and pursuing international partnerships that align with the institution's global aspirations (Dr. Nadia Abdul Wahab, 2024). By leveraging its diverse programs and the support of strategic units, UiTM Perlis can effectively build

international partnerships, thereby enhancing its global presence and fostering valuable knowledge exchange.

7.2 WO Strategies

W1,O2 - Explore global partnerships to alleviate funding constraints.

Exploring global partnerships to alleviate funding constraints offers UiTM Perlis a strategic avenue to overcome financial limitations. By seeking collaborations with international research institutions, the university can tap into a broader pool of funding opportunities, engage in mutually beneficial joint research endeavors, and leverage shared resources. This approach not only diversifies the sources of funding but also enhances the university's research capabilities and academic profile on a global scale. For instance, partnerships with renowned institutions like the University of Nottingham Malaysia exemplify UiTM Perlis's commitment to international collaboration and its ability to secure funding for impactful research projects, such as those focused on sustainable energy (Mat Isa, Che Maznah and Mohd Saman, Hamidah and Christopher, Nigel Preece, 2024). Through these collaborations, UiTM Perlis can not only access additional financial resources but also foster knowledge exchange and innovation, ultimately reinforcing its position as a leading academic institution despite budgetary constraints.

W2,O1- Strengthen collaborations with industries to compensate for staffing limitations.

Strengthening collaboration with industry to compensate for staff limitations is an important strategy for UiTM Perlis to ensure the effective implementation of its programs. For example, universities can partner with local businesses to offer internship programs for students, allowing them to gain practical experience while contributing to industry projects. By creating such partnerships, UiTM Perlis can address staff shortages by engaging industry professionals as adjunct faculty or mentors, thereby enriching students' learning experiences and preparing them for future employment opportunities. For example, UiTM Perlis has been involved in various industry collaborations, such as collaboration with the Malaysian Palm Oil Board to develop a joint research project on the use of palm oil biomass (Anuar, Siti Khadijah, 2021). In addition, by leveraging industry collaboration, UiTM Perlis is able to deal with staff limitations, enrich the learning experience of students so that they can further hone the talents of students who are latent or really interested in the field of entrepreneurship, and also prepare them for employment opportunities in the future.

7.3 ST Strategies

S1,T1- Leverage established reputation to differentiate from competitors in the face of competition.

Leveraging its established reputation to differentiate itself from competitors in the face of intense competition is pivotal for UiTM Perlis to sustain its competitive advantage. The university can strategically showcase its rich legacy of nurturing graduates who have excelled in diverse fields and highlight its significant contributions to research and academic excellence. For instance, a comprehensive study analyzing the developmental trajectory of UiTM Perlis over two decades since its inception illustrates the institution's remarkable growth and evolution (Anuar, Siti Khadijah, 2021). Furthermore, UiTM Perlis's institutional profile underscores its enduring commitment to core values of Excellence, Synergy, and Integrity, serving as a testament to its unwavering dedication to academic distinction (UiTM Perlis , 1980). By effectively communicating these strengths and achievements, UiTM Perlis can effectively set itself apart from competitors and allure top-tier talent, thereby reinforcing its stature as a preeminent educational hub within the region.

S2,T2- Showcase diverse programs as a unique selling point to counter the impact of budget cuts on staffing.

UiTM Perlis has strategically leveraged its diverse array of academic programs as a compelling selling point to navigate the challenges posed by budget cuts on staff. The university's extensive offerings spanning agriculture, engineering, humanities, and business have been meticulously showcased to not only attract prospective students but also to cushion the impact of budgetary constraints on staffing while ensuring consistent enrollment and performance outcomes. For instance, UiTM Perlis has embarked on collaborative efforts aimed at integrating the Sustainable Development Goals (SDG) agenda into various academic domains through partnerships with esteemed international universities, underscoring its dedication to fostering diverse and impactful educational initiatives. By actively promoting its program diversity and academic prowess, UiTM Perlis has effectively set itself apart from competitors, compellingly positioning itself as a preferred destination for students seeking specialized and comprehensive educational experiences. Through such strategic endeavors, UiTM Perlis has adeptly managed to sustain its competitive edge and uphold its commitment to academic excellence, notwithstanding the financial limitations imposed by budget cuts on staffing.

7.4 WT Strategies

W1,T2- Mitigate funding challenges by demonstrating the impact of limited allocation on academic and research capabilities.

The impact of limited funding on academic and research capabilities can be demonstrated by highlighting the specific challenges it poses. For example, UiTM Perlis can communicate how limited funding affects the ability to invest in state-of-the-art research equipment, support faculty development, and provide research grants. By providing concrete examples of the potential impact on research output, student learning, and the institution's reputation, UiTM Perlis can effectively advocate for increased budget allocations (Engku Muhammad Nazri Bin Engku Abu Bakar 1 Syariza Abdul Rahman 1, 2011). This approach can help stakeholders understand the real-world consequences of limited funding and support efforts to mitigate funding challenges. Unfortunately, the provided search results did not contain specific examples related to mitigating funding challenges in academic and research institutions. However, the general approach outlined above is commonly used to advocate for increased budget allocations in educational and research settings. If you need further information or specific examples, I recommend reaching out to financial officers or administrators at academic institutions who have experiences in addressing funding challenges.

W2,T1- The insufficient number of staff aligns with competition

Addressing staffing challenges by focusing on talent acquisition and development is crucial for UiTM Perlis to maintain its competitive edge in the educational landscape. The university must prioritize the recruitment and nurturing of skilled faculty and staff amidst competition from other institutions. This involves implementing targeted recruitment strategies, such as offering competitive salaries, benefits, and professional development opportunities, to attract top-tier educators and researchers. Additionally, investing in leadership development programs and cross-training can prepare employees for new roles and responsibilities, fostering growth and adaptability. Establishing a strong employer brand and maintaining transparent communication throughout the recruitment process are essential to attract and retain talent. Furthermore, in response to evolving work dynamics, UiTM Perlis should consider flexible work arrangements like remote work or flexible hours to accommodate professionals seeking a work-life balance. By addressing staffing challenges through talent acquisition and development, UiTM Perlis can cultivate a strong workforce capable of meeting competition demands and delivering excellence in education and research.

8.0 PESTEL ANALYSIS

Political

The UITM PERLIS, changes in government policies related to education can significantly impact the institution. For example, government funding decisions may affect the university's finances, its ability to invest in infrastructure, and the quality of education it provides. Laws and regulations related to the funding of educational institutes can also have a substantial impact on UITM PERLIS, influencing its operational environment and long-term planning (MOMIN, ABDUL, 2023). Additionally, government tax policies can affect the growth and development of the university, especially in terms of investment and expansion, as more favourable tax regimes may encourage the establishment of new educational facilities. It is essential for UITM PERLIS to closely monitor and adapt to these political factors to ensure its continued success and growth within the evolving educational landscape.

Economic

The funding and budget constraints due to economic factors can significantly impact the institution. For instance, if there is a reduction in the allocation budget from the Ministry of Higher Education to all universities, including UITM PERLIS, it can lead to funding challenges, affecting infrastructure development and academic programs. This can result in limitations on the university's ability to invest in new facilities, upgrade existing infrastructure, and offer a diverse range of academic programs, ultimately influencing the quality of education and the overall student experience (MOMIN, ABDUL, 2023). Additionally, economic factors such as the overall economic growth of the region where UITM PERLIS is located can also impact the university's financial resources and its capacity to attract students and faculty, thus highlighting the importance of closely monitoring economic factors in the PESTLE analysis to ensure the institution's sustainability and growth.

Social

The understanding demographic trends is crucial for tailoring academic programs to the evolving needs of the student population. For instance, as the demographic composition of potential students' changes, such as an increase in the number of working adults seeking further education, UITM PERLIS may need to consider offering more flexible or part-time study options to accommodate this shift. accordingly aware of demographic changes, such as an aging population, can help the institution anticipate the demand for specific courses or

programs, such as healthcare or eldercare-related studies, and adjust its offerings accordingly (MOMIN, ABDUL, 2023). By staying attuned to these social factors, UITM PERLIS can ensure that its academic programs remain relevant and responsive to the needs of its student body, thus maintaining its position as a leading educational institution in the region.

The secondly, engaging with the local community and demonstrating social responsibility can significantly enhance UITM Perlis's image and impact its standing. For instance, UITM Perlis has been involved in various initiatives that reflect its commitment to corporate social responsibility, such as organizing the International Symposium on Community Social Responsibility. By actively participating in such events and demonstrating a strong connection to the local community, the institution can bolster its reputation and build positive relationships with stakeholders (Ernieza Suhana Mokhtar, 2023). Additionally, research has shown that the impact of corporate social responsibility initiatives by educational institutions, such as UITM, can have a positive effect on academic and employability performance, further underlining the importance of community engagement and social responsibility in shaping the institution's outcomes and perception (Wan Zuraida Wan Mohd Zain, Nurain Johar, Aini Japaar, Mazlina Mahdzar, Muhammad Akram Rahman, Ahmad Shahril Azwan Abd Rahim, 2021). Therefore, UITM Perlis's efforts in community engagement and social responsibility not only contribute to the local area's development but also play a vital role in enhancing its own standing and influence.

Technological

Staying abreast of technological advancements is crucial for UITM Perlis to maintain up-to-date research facilities and relevant academic programs. As technology continues to evolve, UITM Perlis must ensure that its facilities and programs remain relevant and up to date to meet the needs of its students and the industry. For example, UITM Perlis has implemented various technological advancements, such as the use of online learning platforms and digital libraries, to enhance the learning experience for its students. Additionally, the institution has invested in research and development to keep up with technological advancements in various fields, such as biotechnology and engineering (MOMIN, ABDUL, 2023). By staying attuned to technological trends, UITM Perlis can ensure that its academic programs remain relevant and responsive to the needs of its students and the industry, thus maintaining its position as a leading educational institution in the region.

Environmental

Implementing environmentally friendly policies can contribute to a positive institutional image and attract environmentally conscious students at UITM Perlis. For example, the university can adopt sustainable practices such as reducing energy consumption, implementing recycling programs, and promoting environmental awareness on campus. By doing so, UITM Perlis not only enhances its reputation as a socially responsible institution but also appeals to a growing number of students who prioritize environmental sustainability. This aligns with the global trend of institutions integrating green initiatives into their operations to meet the expectations of students and stakeholders (MOMIN, ABDUL, 2023). Therefore, UITM Perlis can benefit from embracing sustainable practices as part of its PESTLE analysis, thereby fostering a positive institutional image, and attracting students who are passionate about environmental conservation.

Legal

Change in legal requirements for educational institutions may necessitate adjustment in policies and procedures are paramount in compliance with educational regulations. For example, as a public higher education institution in Malaysia, UITM Perlis is subject to the regulations and standards set by the Malaysian Qualifications Agency (MQA). Compliance with these standards is essential to ensure the quality and recognition of the programs offered by the institution (MOMIN, ABDUL, 2023). Additionally, government funding decisions and legal policies can significantly impact the institution's financial resources and operational strategies. For instance, changes in government funding for educational institutions can influence UITM Perlis's budget allocation, research initiatives, and infrastructure development, thereby necessitating adjustments in its policies and procedures to align with the evolving legal landscape. Therefore, staying abreast of and adhering to educational regulations and legal requirements is critical for UiTM Perlis to uphold its standards and effectively navigate the dynamic educational environment.

9.0 DISCUSSION AND RECOMMENDATION

9.1 SO Strategies

S1,O1 - Collaborate with industries to enhance real-world applications of academic research.

UITM Perlis can leverage its established reputation to collaborate with industries and enhance the real-world applications of academic research, leading to innovation and financial support. The university's involvement in research, such as the development of a career path recommendation system for students using fuzzy logic, showcases its potential to contribute to practical solutions with industrial relevance (Matthew Finio, 2023). By aligning industry collaborations with its academic strengths, UITM Perlis can attract mutually beneficial partnerships that lead to impactful real-world applications. The Strategic Planning and University Transformation Unit at UITM Perlis plays a vital role in coordinating the campus's strategic planning and managing official information, providing a framework for identifying and pursuing industry collaborations that can enhance the institution's academic and practical contributions (Razlina Razalia, Muhammad Aiman Ari'nb, Latisha Asmaak Sha'ea, Farah Lina Azizanb and Mohd Azlan Mohd Ishak, 2024). Therefore, by capitalizing on its strengths and reputation, UITM Perlis can seize the opportunity to collaborate with industries, driving innovation and practical applications of academic research. The provided search results did not directly address the specific example requested, but the information provided is based on common strategies and best practices in academic-industry collaborations.

UiTM Perlis can further enhance its collaboration with industries by actively promoting its research achievements and academic strengths to potential industry partners. The university should leverage its established reputation and track record of producing impactful research, such as the development of the career path recommendation system mentioned, to demonstrate its potential for contributing to practical solutions with industrial relevance. To effectively pursue industry collaborations, UiTM Perlis should establish clear channels of communication and coordination, possibly through its Strategic Planning and University Transformation Unit, to identify and prioritize opportunities that align with its academic and practical objectives. Additionally, the university can create platforms for showcasing its research outcomes and fostering dialogue between academia and industry, facilitating the exchange of ideas and the co-creation of innovative solutions. By actively engaging with industries in this manner, UiTM

Perlis can not only drive innovation and real-world applications of academic research but also attract financial support and strengthen its reputation as a hub for impactful collaborations.

S2,O2 - Build international partnerships to enhance global presence and knowledge exchange.

The paragraph provided underscores the significance of establishing international partnerships to bolster the global presence and facilitate knowledge exchange at the University Teknologi MARA (UiTM) Perlis. The university's diverse program offerings and its active participation in international events, such as the International Symposium on Community Social Responsibility, exemplify its dedication to global engagement and knowledge sharing. Moreover, the Strategic Planning and University Transformation Unit at UiTM Perlis plays a pivotal role in coordinating the campus's strategic planning and managing official information, thereby providing a framework for identifying and pursuing international partnerships that align with the institution's global aspirations. The search results further validate UiTM Perlis's commitment to international partnerships, as evidenced by its Memorandum of Understanding with Universiti Riau, Indonesia, and its involvement in discussions for potential collaborations through the Department of International Affairs (DIA) at UiTM Global. Additionally, the university's engagement in collaborative international research with other institutions, such as the meeting with SSRU to discuss collaborative international research, reflects its ongoing efforts to enhance global collaboration and knowledge exchange. These initiatives demonstrate UiTM Perlis's proactive approach to fostering valuable knowledge exchange and enhancing its global presence, in line with its aspirations for global engagement and prominence in the international higher education arena (Mohd Rizaimy Shaharudin & Noor Zahirah Mohd Sidek, 2020).

Next, the evident that establishing international partnerships is essential for UiTM Perlis to bolster its global presence and facilitate knowledge exchange effectively. To further strengthen these efforts, UiTM Perlis could consider expanding its international collaboration network by actively seeking partnerships with a diverse range of institutions across different regions. This could involve identifying potential partners in key areas of academic interest and reaching out to them through the Department of International Affairs (DIA) or other relevant channels. Additionally, the university could prioritize participation in international events and conferences, such as the International Symposium on Community Social Responsibility, to showcase its expertise and foster new connections. Moreover, UiTM Perlis could explore joint

research initiatives with international partners, leveraging its strengths in diverse program offerings to contribute meaningfully to global research efforts. By continuously enhancing its global engagement activities, UiTM Perlis can position itself as a prominent player in the international higher education landscape and enrich the academic experience for its students and faculty members.

9.2 WO Strategies

W1,O2 - Explore global partnerships to alleviate funding constraints.

Exploring global partnerships is a strategic approach for UiTM Perlis to alleviate funding constraints, enhance research capabilities, and expand its academic profile on a global scale. By seeking collaborations with international research institutions, the university can tap into a broader pool of funding opportunities, engage in mutually beneficial joint research endeavors, and leverage shared resources. For instance, partnerships with renowned institutions like the University of Nottingham Malaysia exemplify UiTM Perlis's commitment to international collaboration and its ability to secure funding for impactful research projects, such as those focused on sustainable energy (Asmahan Abd. Razak, Ts. Dr. Judith Gisip, Dr. Rozzana Mohd Said, Dr. Siti Hafsyah Idris, Muhammad Fadhli Abdul Rahman, 2020). Additionally, the increase in partnerships from 132 to 224 within a year, including collaborations with countries like the Maldives, Uzbekistan, Tanzania, and Saudi Arabia, underscores UiTM Perlis's proactive approach to global engagement and partnership development. The university's involvement in initiatives like the UK-Malaysia University Partnerships Catalyst Grant 2022 and the International Research Conference 2022 further highlights its dedication to fostering international collaborations and securing funding for research and academic initiatives. Through these partnerships, UiTM Perlis not only gains access to additional financial resources but also facilitates knowledge exchange and innovation, solidifying its position as a leading academic institution despite budgetary constraints (MASMED, 2022).

As a recommendation for UiTM Perlis would be to continue actively exploring and nurturing global partnerships as a means to address funding constraints, enhance research capabilities, and bolster its academic profile worldwide. The university should strategically identify potential collaborators among international research institutions, leveraging its existing partnerships with renowned institutions like the University of Nottingham Malaysia as a model for successful collaboration. Furthermore, UiTM Perlis should prioritize expanding

its network of partnerships by actively seeking opportunities for collaboration with institutions in various countries, as demonstrated by its recent increase in partnerships and collaborations with countries such as the Maldives, Uzbekistan, Tanzania, and Saudi Arabia. Additionally, the university should actively participate in initiatives like the UK-Malaysia University Partnerships Catalyst Grant 2022 and international research conferences to further enhance its visibility and reputation in the global academic community. By continuing to foster international collaborations, UiTM Perlis can access additional funding, promote knowledge exchange, and drive innovation, ultimately reinforcing its position as a leading academic institution despite financial constraints.

W2,O1- Strengthen collaborations with industries to compensate for staffing limitations.

Next, strengthening collaborations with industries to compensate for staffing limitations is a strategic approach for UiTM Perlis to ensure the effective implementation of its programs. By partnering with local businesses, the university can offer internship programs for students, allowing them to gain practical experience while contributing to industry projects. This not only enriches students' learning experiences but also addresses staff shortages by engaging industry professionals as adjunct faculty or mentors, preparing students for future employment opportunities (MASMED, 2022). Additionally, industry collaborations can help UiTM Perlis to further hone the talents of students interested in entrepreneurship and better prepare them for the job market. The involvement in various industry collaborations, such as the partnership with the Malaysian Palm Oil Board, exemplifies UiTM Perlis's commitment to industry collaboration and its ability to address staffing limitations while enriching the learning experience of its students (Asmahan Abd. Razak, Ts. Dr. Judith Gisip, Dr. Rozzana Mohd Said, Dr. Siti Hafsyah Idris, Muhammad Fadhli Abdul Rahman, 2020).

A recommendation for UiTM Perlis would be to further strengthen and expand its collaborations with industries to effectively address staffing limitations and enhance student learning experiences. The university should actively seek opportunities to partner with a diverse range of local businesses across various sectors, offering internship programs that provide students with valuable hands-on experience and exposure to real-world industry projects. Additionally, UiTM Perlis should consider engaging industry professionals as adjunct faculty or mentors to supplement its existing staffing resources, thereby enriching students' educational experiences and preparing them for successful careers. Furthermore, the university should prioritize initiatives that foster entrepreneurship development, leveraging industry

collaborations to provide students with opportunities to develop relevant skills and knowledge for the job market. By deepening its partnerships with industries and integrating practical learning experiences into its programs, UiTM Perlis can effectively compensate for staffing limitations while empowering students with the skills and experiences needed to thrive in their future careers.

9.3 ST Strategies

S1,T1- Leverage established reputation to differentiate from competitors in the face of competition.

UiTM Perlis's established reputation is a key factor in sustaining its competitive advantage amidst intense competition. The university can strategically showcase its rich legacy of nurturing graduates who have excelled in diverse fields and highlight its significant contributions to research and academic excellence. The Perlis Strategic Development Plan 2012-2030 highlights the potential of Perlis in tourism, agriculture, manufacturing, trade and services, education, and urban development, providing a basis for Perlis to catch up economically with the rest of the country. The Strategic Planning and University Transformation Unit at UiTM Perlis plays a crucial role in coordinating the campus's strategic planning and managing official information, providing a framework for identifying and pursuing strategic partnerships that align with the institution's global aspirations. UiTM Perlis has attracted international partners such as Cangzhou Normal University China, National Central University Taiwan, French Lebanese University Lebanon, Xinyang Normal University China, and University of Finance and Economics, Mongolia, highlighting its commitment to international collaboration (UiTM Digital Library, 2024). The UiTM2025 strategic plan aims to transform the university into a globally renowned university of science, technology, humanities, and entrepreneurship, charting the direction of the university and anchoring on three strategic thrusts. By effectively communicating these strengths and achievements, UiTM Perlis can effectively set itself apart from competitors and allure top-tier talent, thereby reinforcing its stature as a preeminent educational hub within the region.

Based on the established reputation and strategic initiatives outlined for UiTM Perlis, there are several recommendations to further enhance its competitive advantage and global standing. Firstly, the university should continue to leverage its rich legacy of producing successful graduates and its significant contributions to research and academic excellence as key selling points in its branding and recruitment efforts. Secondly, UiTM Perlis should

capitalize on the strategic partnerships it has established, both locally and internationally, to expand its global reach and facilitate knowledge exchange and collaboration. This could involve further strengthening existing partnerships and actively seeking out new opportunities for collaboration with reputable institutions worldwide. Additionally, the university should align its strategic plans, such as the Perlis Strategic Development Plan 2012-2030 and the UiTM2025 strategic plan, with its overarching goal of becoming a globally renowned university. This entails focusing on key areas of strength, such as science, technology, humanities, and entrepreneurship, and investing resources accordingly to achieve excellence in these domains. Finally, effective communication of these strengths and achievements to internal and external stakeholders is paramount. This includes showcasing success stories, research breakthroughs, and the impact of strategic initiatives to bolster the university's reputation and attract top talent. By implementing these recommendations, UiTM Perlis can further solidify its position as a leading educational institution regionally and globally.

S2,T2- Showcase diverse programs as a unique selling point to counter the impact of budget cuts on staffing.

The provided search results offer insights into UiTM Perlis's diverse program offerings and its commitment to academic excellence. The Perlis Strategic Development Plan 2012-2030 highlights the potential of Perlis in tourism, agriculture, manufacturing, trade and services, education, and urban development, providing a basis for Perlis to catch up economically with the rest of the country. Additionally, UiTM Perlis has established partnerships with esteemed international universities to integrate the Sustainable Development Goals (SDG) agenda into various academic domains (Asmahan Abd. Razak, Ts. Dr. Judith Gisip, Dr. Rozzana Mohd Said, Dr. Siti Hafsyah Idris, Muhammad Fadhli Abdul Rahman, 2020). These aspects serve as a strong foundation for UiTM Perlis to differentiate itself from competitors and attract top-tier talent.

Based on the strategic leveraging of its diverse academic programs and commitment to academic excellence, UiTM Perlis is well-positioned to capitalize on its strengths and navigate the challenges posed by budget cuts on staffing. To further enhance its competitive edge and ensure sustainability amidst financial constraints, UiTM Perlis could consider several strategic recommendations. Firstly, the university should continue to actively promote its diverse program offerings and academic prowess through targeted marketing campaigns, emphasizing the unique value proposition it offers to prospective students. Additionally, UiTM Perlis could

explore opportunities to expand its partnerships with international universities and industry stakeholders, fostering collaboration on research projects and student exchange programs to enrich the educational experience and attract top-tier talent. Moreover, investing in faculty development programs and providing opportunities for professional growth and advancement can help mitigate the impact of staffing limitations and ensure continued excellence in teaching and research. By adopting these strategic initiatives, UiTM Perlis can reinforce its position as a preferred destination for students seeking specialized educational experiences and sustain its commitment to academic excellence despite financial constraints.

9.4 WT Strategies

W1,T2- Mitigate funding challenges by demonstrating the impact of limited allocation on academic and research capabilities.

Therefore, strategy of mitigating funding challenges at UiTM Perlis by demonstrating the impact of limited allocation on academic and research capabilities. It emphasizes the importance of highlighting specific challenges posed by limited funding, such as the ability to invest in research equipment, support faculty development, and provide research grants. By providing concrete example of the potential impact on research output, student learning, and the institution's reputation, UiTM Perlis can effectively advocate for increased budget allocations. The paragraph underscores the significance of this approach in helping stakeholders understand the real-world consequences of limited funding and supporting efforts to mitigate funding challenges. While the provided search result did not directly address the specific example requested, they offered insights into the allocation of public funding to higher education institutions and the challenges and risks associated with project-based funding (Engku Muhammad Nazri Bin Engku Abu Bakar 1 Syariza Abdul Rahman 1, 2011). Additionally, the search result highlighted the importance of equity and inclusivity in research funding and the need to reduce bias in funding decisions. These insights contribute to the broader understanding of funding challenges and the strategies employed to address them in the academic and research context.

To effectively mitigate funding challenges, UiTM Perlis should employ a multi-faceted approach that includes both quantitative and qualitative demonstrations of the impact of limited allocations on academic and research capabilities. Firstly, the university should compile data showcasing how budget constraints have hindered investments in essential areas such as research equipment, faculty development, and research grants. Concrete example, such as

delayed upgrades to laboratory facilities or reduced opportunities for faculty training, can provide stakeholders with tangible evidence of the challenges faced. Additionally, UiTM Perlis should emphasize the broader repercussions of inadequate funding, such as diminished research output, compromised student learning experiences, and potential damage to the institution's reputation. By illustrating the real-world consequences of limited allocations, the university can effectively advocate for increased budget allocations from relevant authorities. Furthermore, UiTM Perlis should actively engage with shareholders, including government agencies, industry partners, alumni, and the wider community, to raise awareness about the importance of adequate funding for sustaining academic and research excellence. This proactive approach to advocacy can garner support and mobilize efforts to address funding challenges, ensuring the continued growth and success of UiTM Perlis in the academic landscape.

W2,T1- The insufficient number of staff aligns with competition

The given look comes about offer experiences into the challenges of ability acquisition and maintenance and viable strategies to address them. The shortage of ability in certain ranges and the abilities hole are among the most prominent challenges in ability acquisition (BeAmbassador Team, 2023). To overcome these challenges, organizations must receive techniques that are custom fitted to their particular needs and objectives, such as building up a strong employer brand and reputation, focused on recruitment, and worker referral programs. Furthermore, contributing to administration development programs and cross-training can offer assistance employees get ready for new roles and responsibilities.

Thus, UiTM Perlis would be to develop a comprehensive talent acquisition and development strategy tailored to the needs of the institution. This strategy should include targeted recruitment efforts aimed at attracting top-tier educators and researchers, offering competitive salaries, benefits, and professional development opportunities to incentivize talent acquisition. Additionally, investing in leadership development programs and cross-training initiatives can help nurture existing staff and prepare them for leadership roles, thereby fostering growth and adaptability within the workforce. Furthermore, establishing a strong employer brand and maintaining transparent communication throughout the recruitment process are essential for attracting and retaining talent. Lastly, considering flexible work arrangements such as remote work or flexible hours can accommodate professionals seeking a work-life balance, further enhancing the university's attractiveness as an employer. By

implementing these recommendations, UiTM Perlis can build a strong and resilient workforce capable of meeting the demands of competition and delivering excellence in education and research.

10.0 CONCLUSION

In conclusion, my 5-month industrial practical training at the ICAN unit in RICAEN has been an incredibly enriching and transformative experience. I am profoundly thankful for the invaluable knowledge, skills, and hands-on experience I have acquired, all of which have significantly contributed to both my personal and professional growth. Throughout this period, I actively engaged in a diverse range of programs and tasks organized by RICAEN, ICAN, and other units, providing me with a comprehensive understanding of the industry and its management practices.

Participation in these activities has not only sharpened my soft skills, such as communication, time management, and teamwork, but has also enhanced my proficiency in utilizing various computer applications and office equipment. The learning process has been both enjoyable and fulfilling, and I deeply cherish the meaningful friendships and connections I cultivated during my internship at RICAEN.

As I progress in my career, I am confident that the knowledge and experiences gained at RICAEN will prove to be invaluable assets. I am eager to apply these newfound skills and insights to excel in my future endeavours. Overall, my time at RICAEN has been truly rewarding, and I am genuinely grateful for the significant growth, valuable experience, and extensive knowledge I have acquired.

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12.0 APPENDICES

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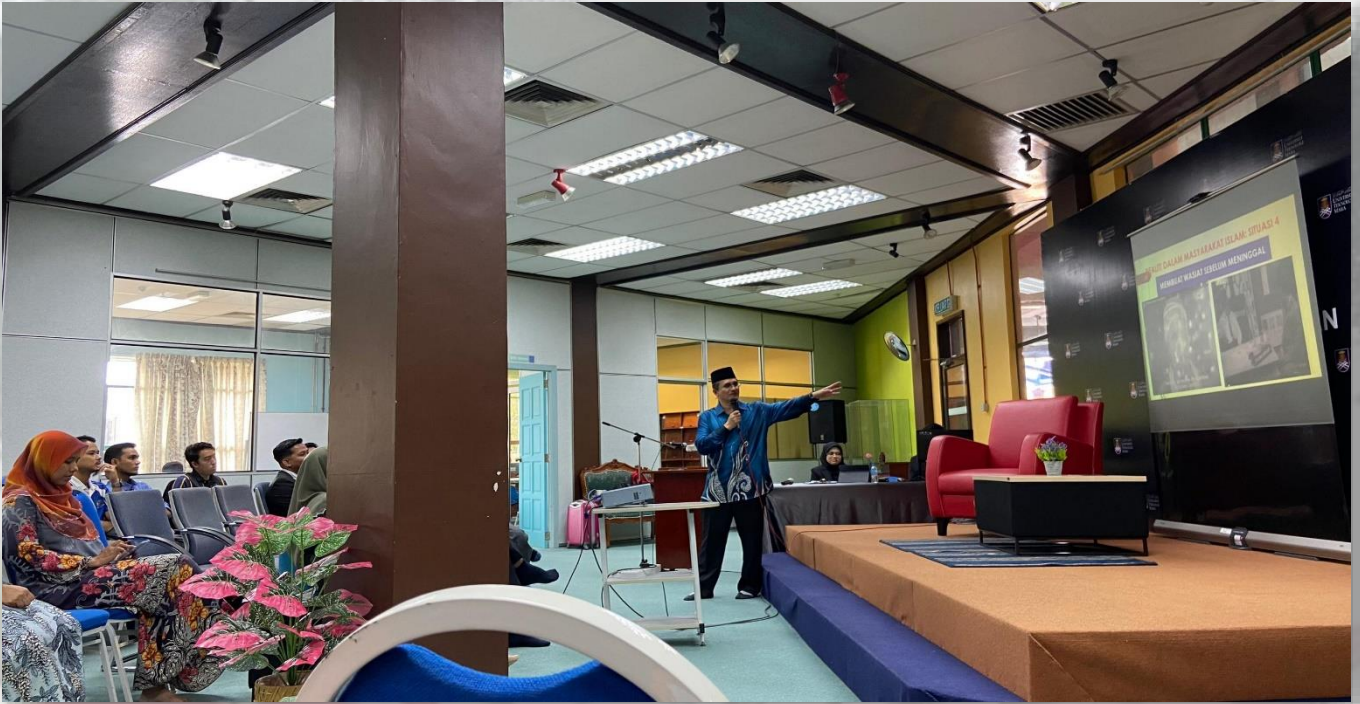
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INDUSTRIAL TRAINING REPORT AT UNIVERSITI TEKNOLOGI MARA CAWANGAN PERLIS 16 October 2023 – 23 February 2024 FACULTY OF BUSINESS AND MANAGEMENT BACHELOR OF BUSINESS ADMINISTRATION (HONS.) FINANCE PREPARED BY : NUR ANIS ILLYANI BINTI OMAR NO STUDENT : 2021477692 GROUP : RBA242 6B PREPARED TO : DR HASYEILLA BINTI ABDUL MUTALIB

Page | 1 1.0 EXECUTIVE SUMMARY An executive summary may start with 1 impactful sentence that welcome and entice reader to read your next sentence, for example "My memorable and enlightening 5-month industrial training began here at Universiti Teknologi Mara Cawangan Perlis." Executive summary is for you to present the contents of your multi-pages report in one page of one- paragraph. Include all important points that you want readers to pick up even though they did not get the opportunity to read the whole report. In the case of this Industrial Training Report, you might want to summarize your profile, company's profile, your training experience, the SWOT analysis, discussion, recommendations, and the conclusion. This report outlines my experience during the industrial training at RICAEN, the Research, Industry, Community, Alumni, Entrepreneurship, and Network unit at Universiti Teknologi MARA, Perlis Branch. The internship spanned 5 months, encompassing 19 weeks, starting from October 16 th , 2023, and concluding on February 23 rd , 2024. During this period, I was assigned to the ICANS unit, representing the Malaysian Academy of SME & Entrepreneurship Development, with Dr Non Daina Masdar as my supervisor, who serves as the ICANS coordinator. Assisting me in my tasks was Mrs Farah Farhana also a member of the ICANS team. RICAEN plays a crucial role at UiTM, managing industrial collaborations between UiTM Perlis and other local or international universities. Moreover, it actively engages with the community, students, and alumni, conducts research and publications, and fosters a spirit of entrepreneurship among students. This experience provided me with invaluable skills, knowledge, and insights that will undoubtedly prove beneficial in my future endeavours.

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Page | 3 2.0 ACKNOWLEDGEMENT First and foremost, I extend my heartfelt gratitude to Allah S.W.T. for granting me the strength and guidance to successfully complete my internship report. Without His blessings, this accomplishment would not have been possible. Throughout the process of writing this report, I faced numerous challenges and uncertainties, but with Allah's grace, I persevered. I would like to express my deep appreciation to my family, despite being physically distant, for their unwavering support and encouragement throughout this journey. Their constant motivation was instrumental in keeping me on track when I encountered moments of demotivation. A special acknowledgement goes to my supervisor, Dr Hasyeilla Abdul Mutalib, for her invaluable guidance and assistance during my internship. Her mentorship played a crucial role in shaping my experience and contributing to the preparation of this report. Additionally, I am grateful to Dr. Non Daina Masdar, my coordinator and advisor, for her support and assistance throughout my internship period. Lastly, I extend my thanks to all my friends who stood by me, offering their help and support until the completion of my internship report. Their collaboration and camaraderie made this journey more meaningful and rewarding.

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