



**FACULTY OF ADMINISTRATIVE SCIENCE  
& POLICY STUDIES  
UNIVERSITI TEKNOLOGI MARA**

**Title**

**PRACICAL TRAINING REPORT AT YAYASAN ISLAM  
TERENGGANU**

**Name of Student**

**NOR ASYIKIN BINTI AB.RASHID**

**2013648758**

**JUNE 2016**

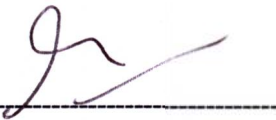
**CLEARANCE FOR SUBMISSION OF THE PRACTICAL REPORT BY THE SUPERVISOR**

Name of Supervisor : MISS NONI HARIANTI BT HJ JUNAIDI

Practical Training Place : YAYASAN ISLAM TERENGGANU

Name of Student : NOR ASYIKIN BINTI AB.RASHID

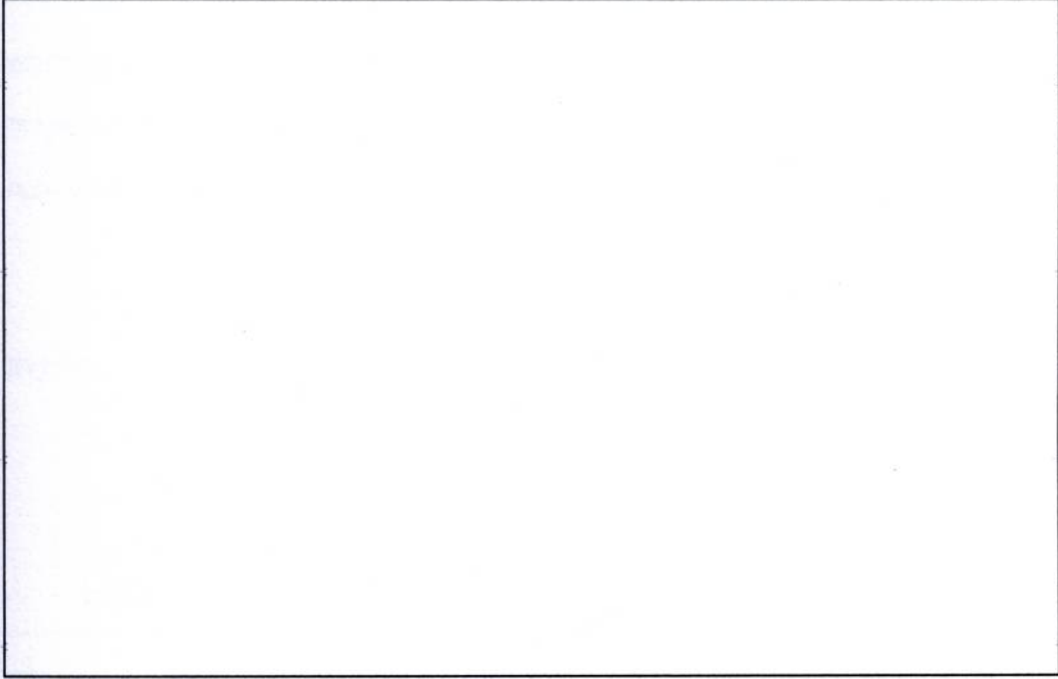
I have reviewed the final and complete practical report and approve the submission of this report for evaluation.



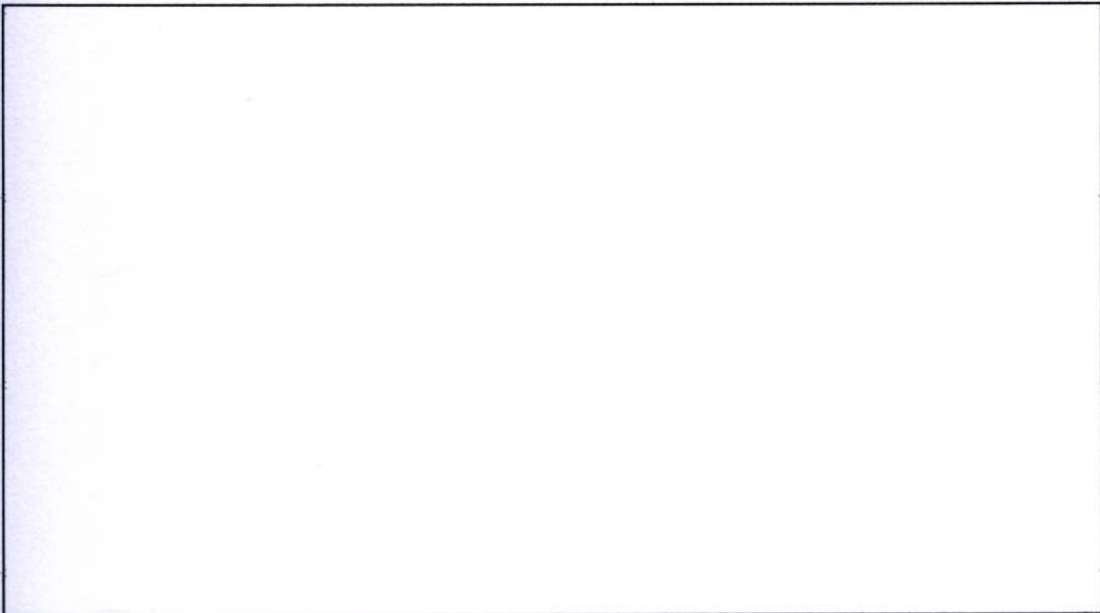
(NONI HARIANTI BT HJ JUNAIDI)

Date: 30/6/16.

**Supervisor's Comments**

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**Moderator's Comments**

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## Declaration

I am hereby declared that the work contained in this practical report is my own except those which have been duly identified and acknowledged. If I am later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against us under the Academic Regulations of UiTM's.

Signed



(NOR ASYIKIN BINTI AB.RASHID)

## ACKNOWLEDGEMENT

Assalamualaikum W.B.T, Alhamdulillah and all praises to Allah S.W.T for His blessing. Getting the opportunity for having my practical training at Yayasan Islam Terengganu under Establishment and Services Division was really incredible and amazing experience I ever had. The experience had taken my thought far beyond the expectation I made. The tasks had been assigned to me also related with my course which is Bachelor in Administrative Science (Hons).

I would like to grant my gratitude to Yayasan Islam Terengganu especially Establishment and Services Division for the guidance, opportunity and the freedom of expression from the formal training in UiTM to the actual and the reality of practical training experience. Apart from that, I would like to express my appreciation to my supervisor Encik Mohammad Rani bin Muda and also all the Yaysan Islam Terengganu staffs for the advice, support, and guidance that has been given to me throughout my practical training period and also for accepting me in that organization.

In addition, all my thanks to Encik Fairuz, my lecturer for manage to settle down all things regarding this practical training from the early beginning until the very end and also Miss Noni Harianti for guiding me in constructing this report. Their support and encouragement had indirectly cultivated perseverance and dedication to me for giving the best on my practical training as well as the report. To my colleagues, I really appreciate their presence, and their cooperation as well as their knowledge sharing really helps me a lot. Moreover, all these really teach me on actual working experience and how to have a team in the workplace and also how to be a better person in the future which may lead to become a successful person to an organization.

Finally, a million thanks to my family members and my fellow course-mates for their time, unlimited support and guidance in making the report and also getting my practical training a successful.

## CHAPTER 1

### INTRODUCTION

#### 1.1 Background of the organization

History of Yayasan Islam Terengganu (YIT) started from a resolution on State Scholars Seminar which took place on August 3, 1973. One of the important conclusions adopted at the end of the seminar, which read: "The state shall as soon establish Islamic foundations that will duties of preaching, research in and outside. The foundation shall work closely with the Terengganu Religious Affairs Department (JHEAT)

Meanwhile, the Legislative Assembly passed a law to "statutory body" Yayasan Islam Terengganu Enactment Number 1, 1974 April 2, 1974. The official launch of the establishment of Yayasan Islam Terengganu is on 9 August 1976 by Tuanku Al-Sultan Ismail Nasiruddin Shah, son of the late Sultan Zainal Abidin at Istana Maziah, Kuala Terengganu. On 1 April 1978, Yayasan Islam Terengganu starts taking officials and staffs at level 2, Building District Office.

On October 2 1996, the organization moved to Menara Yayasan Islam Terengganu, level 10 & 11, Jalan Sultan Omar, 20300 Kuala Terengganu. The opening of Menara Yayasan Islam Terengganu was implemented by Almarhum HRH Al-Sultan Mahmud Al-Muktafi Billah Shah on February 27, 1997.

The new building is the landmark for the glory of Islam played by Yayasan Islam Terengganu. It is also an impetus to all officers and employees to further enhance their efforts and dedication in carrying out the responsibilities as enshrined in the constitution Yayasan Islam Terengganu.

## **1.2 Objectives of the organization**

- Helping Majlis Agama Islam in the state to spread and develop Islam
- Cooperation with agencies and developers Islam
- Advancing Wakaf-Wakaf Am
- Give help or aid organization and developers Islam that aims for charitable purposes, welfare of orphans, converts
- Perform tasks and duties which it considers important by Yayasan Islam Terengganu

## **1.3 Client Charters**

- We pledge to carry out the duties and responsibilities with dedication, honesty, efficiency and courtesy.
- We pledge to continue to strive to improve service quality and productivity for the benefit of society.
- Giving perfection of religious education and teaching of the Korean in order to create a competitive generation, progressive and creative.
- Producing a quality group of preachers to guide society for good in the world and the hereafter.
- Willing to complete course activities and talks to produce a knowledgeable society, virtuous and pious visionaries.
- Establish the kindergarten and perfect the establishment of the Centre of education and give guidance to achieve success.
- Each application for the establishment for classes considered fairly and impartially.
- Ready to receive criticism in order to improve service quality and productivity.

#### **1.4 Vision**

The vision of Yayasan Islam Terengganu is to become the World's Best Agency Promotion and Development of Islam in Terengganu

#### **1.5 Mission**

The mission of Yayasan Islam Terengganu committed to:

- Rising and maintaining Science and Education of Islam to the people in this state
- Towards establishing the Nobble Ummah, progressive and competitive.

#### **1.6 Staff Directory**

There are three main departments there are many small units under these departments. The first department is Management Services. The units under this department are Administration Unit, General Administration Unit, Establishment and Services Unit, Information Technology, Finance Department and also Training Unit.

Secondly is Education and Human Development. There are five units altogether under this department. There are Pre-school Unit, KAFA Unit, Community Service Unit, of Missionary Unit and lastly is Publications and Research Unit.

The last unit is Development and Investment. There is only one unit under this department which is Development and Investment.



## 1.7 Organizational Chart

Figure 1.1: Organizational Chart

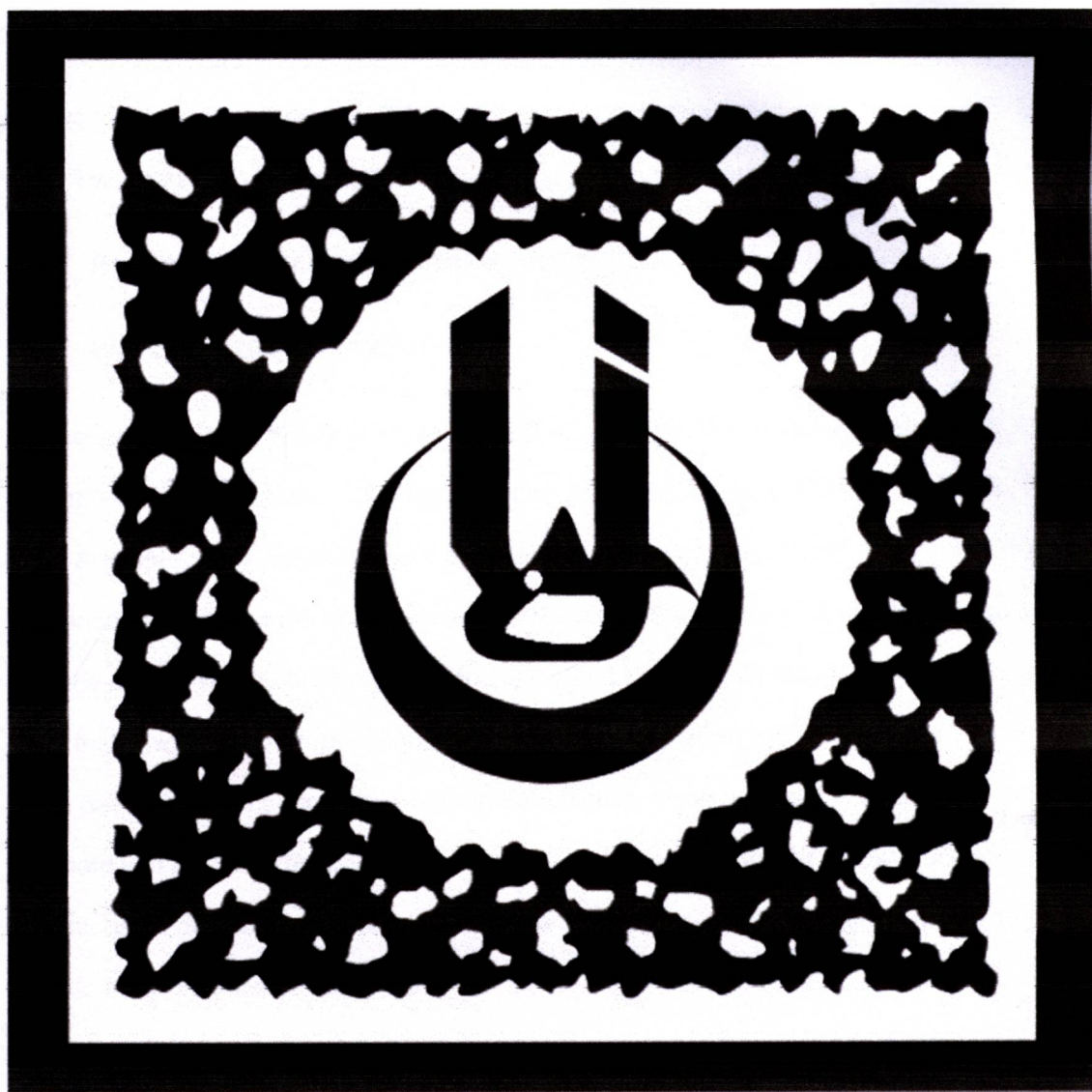
### CARTA ORGANISASI YAYASAN ISLAM TERENGGANU



Source: Yayasan Islam Terengganu

## 1.8 Logo of the Organization

Figure 1.2: Organization Logo



Source: Yayasan Islam Terengganu

## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### 2.1 Introduction

My practical training period is for eight weeks starting from 20<sup>th</sup> January until 16<sup>th</sup> March 2016. I was attached to Yayasan Islam Terengganu under Establishment and Service Unit.

#### 2.2 Reports and summarization of weekly training

##### 2.2.1 Week one (20/01/16 – 28/01/16)

On the first day as a practical student, I report myself to the Assistant Director of Training Unit at 8.00 am and having a briefing regarding the company and their nature of work. I have been assigned under Establishment and Service Unit. Then, the Chief Assistant of this unit explained to me about the unit. He also told me about the nature of work. This is because to give me a clear vision about what are the tasks that I have to do during my practical training. After that, I was being introduced to all Yayasan Islam Terengganu staffs one by one. The staffs have been placed in three levels in the building which are level 9,10 and 11. The chief assistant told me that I have to stay at level 10 because there is one empty place for me. On the first day, I did not do anything because the staffs in the same unit with me want me to get used to the workplace environment.

As for the second day, the staffs show me the Service Book for the government servant. Then, I have been explained how to update the record of annual leaves for every permanent staffs. Annual leaves can be defined as the paid time off work granted by employers to employees to be used for whatever the employees wish.

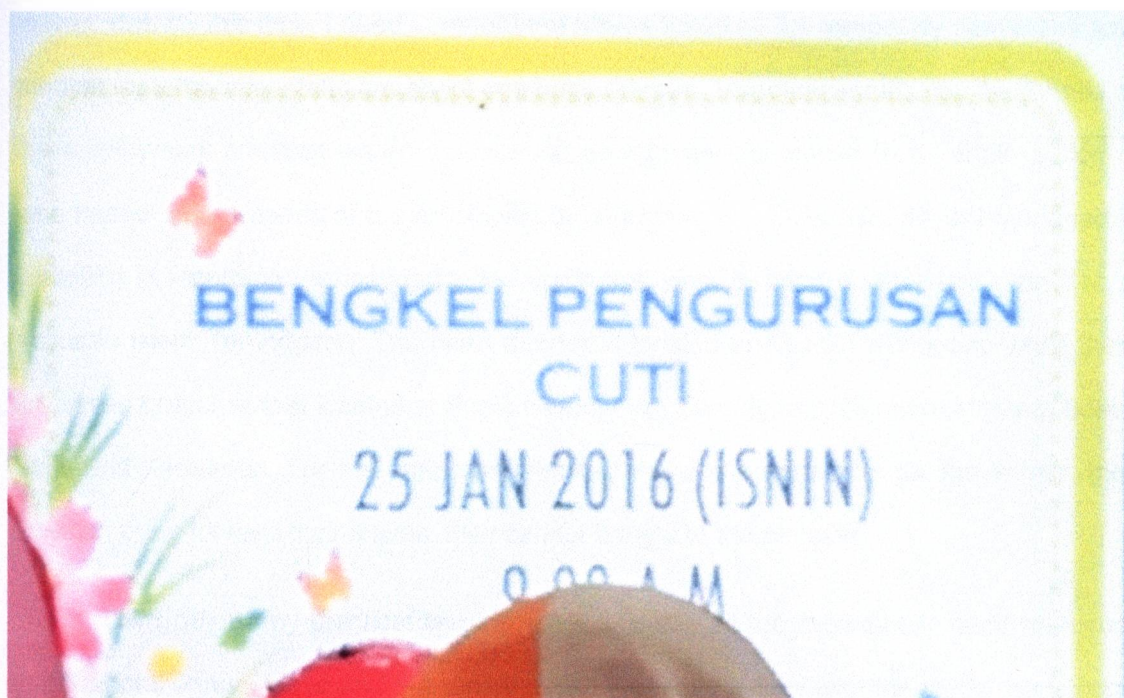
The next day which is my third day, the staffs helped me in explaining the total annual leaves can be taken by the other staffs. As for the new staffs which worked less than

10 years, they are eligible to take only 20 days of annual leaves. However, for those who are worked more than 10 years, they can have 25 days of leaving.

On the fourth day of my practical training, the staffs continue in explaining about the leaves. But for this day, they explain about the sick leave. Sick leave can be defined as the time off from work that employees can use to stay home to address their health and safety needs without losing pay. The staffs can get the Medical Certificate (MC) either from government hospital or the private one. The staffs qualify to take sick leave from the government hospital maximum are 90 days while for the private only 15 days can be approved.

For the fifth day on the first week, there is a seminar talking about annual leave. In this seminar, the Senior Assistant Director called out the entire assistant for every branch including the assistant at the head quarter. In this seminar, the Senior Assistant Director explained in details about the annual leaves for those staffs which did not fully understand. For the beginning of the seminar, the staffs have been told about the application for the leaves, what need to be done before they can leave the work. There are a few steps that need to be highlighted for the staffs. They need to ensure that the total amount of leave for the staffs is correct before submitting to the assistant at the head quarter. Then, the staffs also need to update to the head quarter the leave taken for all staffs at the branches. This is to avoid mistake in recording the leave in the Service Book later. Then, at the end of the year, if there is a remainder for the leaves, the staffs need to make a choice whether to carry the leaves to the next year or to bring it to the pension. There is some Circular about the pension. For example, for the year 2002, the accumulated leaves for the pension must not exceed 90 days, second Circular, in the year 2008, the accumulated days must not more than 120 days and the latest one is the maximum days can be accumulate is 150 days.

Figure 2.1: Seminar of Annual Leave



Source: Picture taken during attending the seminar of annual leave

### **2.2.2 Week two (31/1/16 - 04/02/16)**

On the first day for the second week, I finally started doing my task. During this day, I have been asked to record the annual leaves and sick leaves taken by the permanent staffs. There are about two hundreds something total of the permanent staffs in Yayasan Islam Terengganu. I have to update the annual leaves taken for the year 2015. In this book, there is a complete record about the leaves taken starting from the very beginning when the staffs started working in that organization. So, I have to record the taken leaves in that Service Book. I record the leaves based on the annual leave card. Meaning, there is a card for every staffs that need to be filled in before applying the leaves. I also need to ensure that if there is a remainder for the leaves, it has been recorded correctly either to carry forward to next year or to bring it to the pension.

For the second day, I am still continuing on recording the annual leaves and sick leaves. But, for this time, I need to record the leaves taken by the temporary staffs. The total amount for temporary staffs are about one hundred plus. Temporary staffs can be defined as the employment situation where the working arrangement is limited to a certain period of time based on the needs of the employing organization. For these two days, I managed to complete in recording the leaves for the staffs that work in head quarter and branches of Yayasan Islam Terengganu. The head quarter is located at Kuala Terengganu while there are seven branches that located at Kuala Nerus, Hulu Terengganu, Dungun, Marang, Besut, Setiu and Kemaman. For the temporary staffs, if there is a remainder for the leaves, they only can bring forward their leaves, they cannot bring it to the pension.

Third day of my practical training, after finishing all the recording, I need to ensure that the total annual leave and the remainder of the leave is tally with the staffs' leave card. This is because, if the recordings go wrong, then the mistake might be drag until the next upcoming years. I need to check for every book that I have updated. I also need to look at the leaves recorded for the year 2014 because to ensure that the 2015 leaves being record correctly.

Fourth day of the week, I have to check all the record books to make sure that all of them have been recorded and updated for the year 2015. In this task, I have to go on thoroughly checking in every book. If there are some books which is I left behind, then I have to find the leave card to record the books. I need to check them correctly because these books later will be submitted to the Senior Assistant Director to sign. If I make a mistake, the book will not be signed. However, before submitting them to the Senior Assistant Director, the Chief Assistant will double check the record whether they are correct or not.

Last day in second week, I was assigned to arrange the record book according to the numbers stated on every book. Meaning, every owner of the books has their own numbers stated. For example, there are two closets which used to put all these books. The first closet

used to put the permanent staffs' record books. In that closet, there are four levels and every level holds a different basket number and owned a different numbers for every book in the basket. For instance, the record book for the Chief Assistant located in the closet number 1, level 2, in the basket number 10 and number 71 for the books. In order to put the record books correctly, there is a guide how to find and put the record books in a correct place. The Service Books are as follow.

Figure 2.2: Service Book of the employees



Source: Picture taken during practical training under Establishment and Service



Figure 2.3: Arrangement for the Service Books

TANGGA PERGERAKAN GAJI JULAI KAKITANGAN TETAP			
ARAS	NO. BAKUL	NO. BUKU	NAMA
5	17	1	Nur Afzan bin Mohd Zulkifli
		2	Hjh. Noraemimah binti Mohamad
		3	Hjh. Sabariah binti Ahmad
		4	Norli binti Laili
		5	Nur Aziah binti Mohd Rani
	18	6	Norli binti Hassan
		7	Nor Fazliah binti Zaid
		8	Olivia binti Yusof
		9	Zalina binti Muda
		10	Norlida binti Mamat
	19	11	Mohd Zaki bin Ismail
		12	Azlina binti Abd Wahab
		13	Norliah binti Ismail
		14	Mohd Nasir bin Madih
		15	Halim bin Mamat
	20	16	Yusanita binti Dotah
		17	Muhammad Abdul bin Abdullah
		18	Nur Fadhiah Endi Fadzani @ Rusni
		19	Ruslina binti Md Jalil
		20	Abdul Karim bin Abdul Wah
		21	Zulkifli bin Isa
		22	Sanusi bin Mohamad
		23	Mohd Farid bin Awang
		24	Kamarudin bin Ibrahim
		25	Marzuki bin Said

TANGGA PERGERAKAN GAJI OKTOBER KAKITANGAN TETAP			
ARAS	NO. BAKUL	NO. BUKU	NAMA
5	21	1	Hj. Alias bin Jaafar
		2	Ahmad Fadluddin bin Mohamad
		3	Firdaus Khair bin Abdul Kadir
		4	Hjh. Nor Asikin binti Mohamad
		5	Hj. Habibee bin Hamzah
		6	Mohd Ezri @ Asri bin Abd. Rahman
		7	Wan Aidi Rahmat bin Wan Ab. Rahman
		8	Mohd Shafiq bin Mohd Yusof
	22	9	Hjh. Azizeh binti Mohamad
		10	Kamariah binti Sudin
		11	Nor Jalal bin Musa
		12	Asadi bin Awang
		13	Mohamad Azmi bin Muni
		14	Mohd Ashrul bin Abdul Malek
		15	Rosmayuzi bin Awaluddin
	23	16	Junainah binti Jalaluddin
		17	Mohd Maznan bin Mohamad
		18	Saibi bin Yahya
		19	Sapehay bin Ahmad
		20	Mohd Noor bin Mat
		21	Ruslan bin Musa

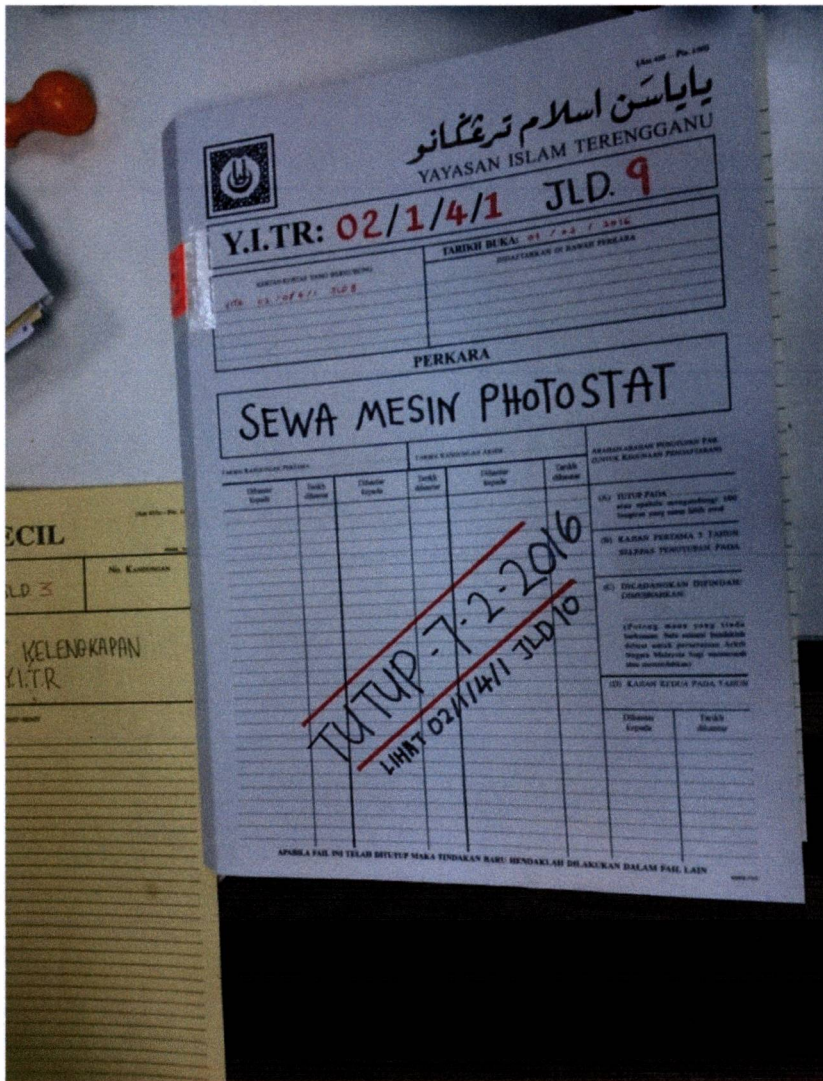
Source: Picture taken during searching for the Service Books

**2.2.3 Week three (07/02/16 – 11/02/16)**

First day of the week, I was called by one of the staff from General Administration Unit. The staff in this unit taught me how to close an old file. What the steps need to be taken if we want to close the old file. Closing the file means that all the documents in the file already completed also can be said that the documents have been settled down. For example, during that time, I had been taught how to close a file for Photostat machine rental. Before closing that file, I need to ensure that all documents in the file have been completed. Then, I have to outline two lines on the file with the red marker pen. After that, between the two lines, I have to write "closed" and also write down the date when I closed the file. Under the

bottom line, need to write the next volume of the file. For example I have write like this “refer to 02/1/4/1 Volume 10”. Meaning, there is a new file will be opened.

Figure 2.3: Closing the Old File

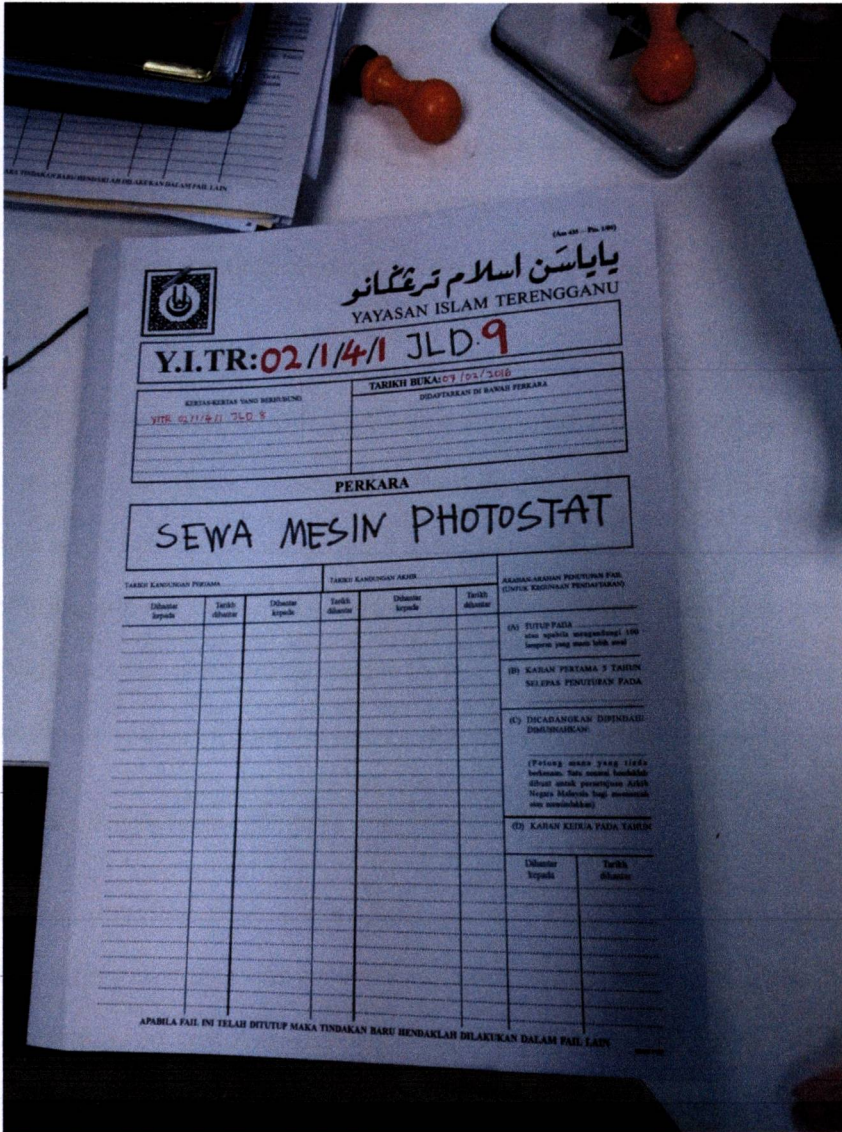


Source: Picture taken during closing the old file

As for the second day, after learned how to close a file, then the staff taught me to open a new file. When opening a new file, I need to ensure that the serial number of the new file is same as the old one but, there might be a slightly different from the previous one. For instance, if the old one has serial number 02/1/4/1 Volume 8, then the latest one will be like

02/1/4/1 Volume 9. The difference is only at the volume number. The old one is in the Volume 8 while the latest is Volume 9.

Figure 2.4: Opening a New File



Source: Picture taken during opening a new file task

Third day in third week, the staff in my unit told me about the kindergarten of Yayasan Islam Terengganu. Meaning that, Yayasan Islam Terengganu owned its own kindergarten. There are seventeen kindergartens altogether. The kindergartens that available under Yayasan Islam Terengganu kindergarten in Besut, Renek, Permaisuri,

Putera Jaya, Kuala Terengganu, Permint Jaya, Hiliran, Kubang Parit, Tok Jembal, Wakaf Tembesu, Seberang Takir, Bukit Payung, Marang, Kuala Berang, AMBS, Dungun, Kemaman.

My fourth day in the third week, I start recording the annual leave for the staffs that work at the kindergarten of Yayasan Islam Terengganu. Out of seventeen kindergartens, I managed to complete nine of them in that day. I managed to completely record the leaves for the staffs that work at kindergartens in Kemaman, Dungun, AMBS, Kuala Berang, Marang, Bukit Payung, Seberang Takir, Wakaf Tembesu, and Tok jembal.

Last day of this week, I completed recording the leaves for the remaining staffs in other kindergartens. The staffs are from the kindergarten of Besut, Renek, Permaisuri, Putera Jaya, Kuala Terengganu, Permint Jaya, Hiliran, and also Kubang Parit. Eventhough the staffs are not so many, but it really takes time for me to complete the task. This is due to the incomplete data in the staffs' leave card. If this is happen, then the assistant from the head quarter which responsible to this task will call the staffs from the kindergarten. The assistant will ask about the leaves that have been taken. Then the problem is fixed.

#### **2.2.4 Week four (14/02/16 – 18/02/16)**

During my first day, I got great news that Yayasan Islam Terengganu not only has kindergarten, it also has an institute and a school for the students who are willing to continue their study in religious studied. I have been told that Yayasan Islam Terengganu has a school name Pondok Darul Iman. In this school, there is an enrolment for the students starting from Form 1 until Form 5 and there is also a class for those who want to take "Sijil Tinggi Agama Malaysia" or known as STAM. For the institute, it known as "Institut Pengajian Islam" or in a short form is INSPI. In INSPI, the system is more like a diploma and certificate. Meaning that, after graduating from the INSPI, the students can pursue their study for degree.

My second day for this week, once again I have to record the leaves taken by the staffs. However, this time, I need to record leaves for the teachers at Pondok Darul Iman. The teachers are not the same as the common staffs. For the leaves can be taken, the teachers only can leave for seven days per year while the common staff can take 20 to 25 days. So, there is least problem that comes from the teachers in recording their annual leaves.

Third day of the fourth week, I continue recording the leaves for the lectures at "Institut Pengajian Islam" or INSPI. The lectures eligible to take annual leaves 25 days per year. During the task, there are a lot of problems that I noticed. For example, the total of leaves can be taken by the lectures not tally with the card. So, in order to solve this problem, I have to recheck the leaves record for the year 2014. So, from this I could notice where the mistakes took place. This happen because, sometimes, the assistant careless in the task.

On the fourth day, I record the housing allowance for the staffs. This allowance is for year 2015 and it is differs for certain grade. Meaning that the amount that will be received is differs. Those who are in the Grade lower than 41 will receive RM180.00. For example are N17, S17, F17, N22, S22, F22, and N32. These are the example that will receive RM 180.0 for the housing allowance. However, for those who are in the Grade 41 and above will receive RM250.00.

On my fifth day of the fourth week, I started recording the bonus received by the all staffs work at Yayasan Islam Terengganu. This record process must be done in the record book. This bonus received is for year 2015. I have to record the bonus for all of the staffs including those from head quarter, branches and also kindergarten. The bonus is worth RM500.00. After completing the task, I need to arrange the books that I have recorded and put them into a special basket. This is because, after completing all the record, all the record books need to be signed by Senior Assistant Director. In order to ease her work, I need to put a small "sign here" sticker for every book that need to be signed.

Figure 2.5: Service Books of the staff



Source: Picture taken after completing in recording the bonus

### 2.2.5 Week five (21/01/16 – 25/02/16)

First day of the fifth week, I have gained a new knowledge. The staff in my unit explained to me about the things that must be done for those who will be retiring soon. One of the things is about the annual leaves of the staff. I have been taught how to read the old record for the leaves. Meaning that, the old leaves record is differs from the latest one. So, in order to ease my task, the staff taught me the correct way to read the writing on the record books. Every summary of the leaves that stamped on the book must be written correctly.

On my second day, after learning a new thing in the previous day, I started recording the leaves. First of all, the staff tells me that the staff will be retiring in this year is five people. So, the staff printed out a list name of these people. Then, I have to find their record books in

the closet. For the first step, I need to check when the staff started working in the Yayasan Islam Terengganu, and then I need to stamp on the empty paper the special stamp. After that, I can start the recording. For instance, if the staff started in the year 1984, so, i have to write down all the leaves have been taken from the year 1984 until 2016. In order to do this task, there is a special stamp will be provided to do the record. For the first day, I managed to complete the entire recording task for all five people.

Third day of this week, I continue the recording task. This time, I have been asked to record for those who will be retiring in the year 2017 and 2018. There is about six people altogether. For this time, I do the task more efficient and effective. I managed to do the task smoothly without any problems. If there is a problem, I will refer to the assistant in my unit. Then I will know where the mistake is.

On my fourth day, I have been challenged to continue the recording task. In this day, I need to complete the recording of annual leaves for staff that will be retiring in the year 2018, 2019 and 2020. There is a problem during completing the task. As I mentioned in Week 1 of my practical training, the Circular about leaves must be followed. The Circular is like this: There is some Circular about the pension. For example, for the year 2002, the accumulated leaves for the pension must not exceed 90 days, second Circular, in the year 2008, the accumulated days must not more than 120 days and the latest one is the maximum days can be accumulate is 150 days. In this day, I found that a lot of the recorded leaves for the pension did not follow the rule. For instance, there are some staffs that their accumulated leaves for the pension exceed the maximum value. In the year 2008, there are some accumulated days exceeding 120. So, I have to adjust the record starting from the mistake takes place. I have to make the leaves balance without any mistake.

Last day of this week, need to put the recorded paper into a file. I need to arrange the paper according to the year that the staffs will be retiring starting from 2016, 2017, 2018, 2019 and lastly is 2020.

Figure 2.6: Annual Leave Record for the Upcoming Retire Staff

The image shows six identical forms for Annual Leave Record for upcoming retire staff, arranged in a 3x2 grid. Each form contains the following fields and values:

Kelayakan Cuti Tahun	20..... : .....Hari
Baki Cuti Tahun Lepas	20..... : .....Hari
Cuti Luput Tahun	20..... : .....Hari
Jumlah Cuti Tahun	20..... : .....Hari
Jumlah Cuti Diambil Tahun	20..... : .....Hari
Baki Cuti Tahun	20..... : .....Hari
Cuti Dibawa ke Tahun Hadapan	..... : .....Hari
Cuti Bagi Faedah GCR	..... : .....Hari
Jumlah Cuti Bagi Faedah GCR	..... : .....Hari

Source: Picture taken during completing the task



### **2.2.6 Week six (28/02/16 – 03/03/16)**

First day of the week, I learned about the leave application process. Meaning, what need to be done to apply for leaving. First of all, the staffs need to fill in the leave card. If the staffs are from head quarter then they have to go to one of the assistant under Establishment and Service Unit. She is the only one who is responsible to take care of the leave card. So, any matters relate to leave application, she is the one who handle it. During the practical training, I can see that there are a lot of files on her desk. The first file is containing leave card for staffs in the head quarter, the second one is for the staffs from branches of Yayasan Islam Terengganu while the third one is for the staffs from the kindergartens. If the staffs from other branches or kindergartens want to apply for leave, they have to fill in the form that Head Quarter gave them. After that, they have to inform the assistant in Head Quarter about the leave. So, this assistant will update the leave card for them. Every leave that they apply must through the Head Quarter. She managed to handle the application by herself.

On the second day, I learned about the system known as Human Resource Management Information System (HRMIS). If the previous day I only learned the first step to apply for leaving, then the second day I learned the second step. They have to key in the data of the application. They have to update that because to ensure that it is tally with the leave card. Sometimes, they forgot to update in the system. This creates trouble because when the assistant who is in charge in leave application check the system, the total of leave application is not the same as I the leave card. Then, she has right to push them to key in the data. And then the problem is fixed.

Third day in the sixth week, I learned the final step of the leaving application. The last is the staffs need to update their application in the system named e-Jari. The system is widely used in Yayasan Islam Terengganu. Apart from applying the leave, Yayasan Islam Terengganu also used this system to replace the punch card. Meaning that, instead of using the punch card, Yayasan Islam Terengganu set up a system to be used for the attendance

of the staffs. Staffs in Yayasan Islam Terengganu used thumb print for the attendance. Every movement in and out from the office must be thumb printed. Talking about the leave application, the staffs have to update their application into the system. These two systems are very important because to ensure that the leave is standardized and if anything happens, like misplaced the leave card, the assistant can check through the systems.

Fourth day for this week, I learned how to extract the contents of the letter. For instance, when Establishment and Service Unit receive a letter, then the contents of the letter must be recorded into a file or it called as a minute. This must be done for every letter. This is important because to be alert for every transaction occurred in the office. This is because, sometimes the staffs might be forgotten some part of the transaction. So, to avoid this mistake, the recording task is important.

Last day of the sixth week, I just learned how to photocopy. I learned it quite late this is because in Yayasan Islam Terengganu, there are a few staffs that responsible to do that job. So, before this, if I want to photocopy, they are always in that room. However, for today, I just helped the other staffs from different units to photocopy for them.

### **2.2.7 Week seven (06/03/16 – 10/03/16)**

First day of the week, I have been told by the staff in my unit that every staffs in Yayasan Islam Terengganu need to attend a seminar. There are many seminars that been organized by Yayasan Islam Terengganu. The staff also told me that in Yayasan Islam Terengganu, the unit that responsible to take care about the seminar is Training Unit. Meaning that, every seminar being organized is under Training Unit. The staffs in this unit need to propose a seminar to be attending by other staffs. Training unit will have a small discussion with their members to talk about the seminar. The participants of the seminar include the staffs from other branches of Yayasan Islam Terengganu and also those who are working at the kindergarten.

On the second day, the assistant in my unit told me to record the seminars that have been attended by the staffs. Meaning that, Training Unit has listed out who are the participants of the seminar. So, I have to take out all the record books of the participants. During this day, I only record the seminar attended for the temporary staffs. There are many seminars such as programme for "Maulidur Rasul", seminars about the leave application and so on. It can be said that for one staff I need to record almost three seminars.

Third day of the seven week, I continue recording the seminars attended by the staffs but this time is for the permanent staffs. I have been told that every staffs must attend the seminars for eight times in a year. This is the maximum amount they can attend. There are a few staffs that I have to record four seminars at the same time. There are a lot of seminars that I have to record. After completing the recording task, I have to put the record books into the basket. This is because, the record books need to be signed by the Senior Assistant Director. She has to double check the Service Book whether all of them are correct or not.

As for my fourth day of the week, the staff from General Administration called me to teach me a new thing. I learned about the procurement. Procurement can be defined as the act of acquiring, buying goods, services or works from an external source, often via a tendering or bid process. I learned how to deal with the suppliers to supply things to the Yayasan Islam Terengganu. After dealing with the external people, I learned how to deal with the internal people or the staffs. I learned the procedures need to be done before the staffs can get the things from the store. They need to fill in the form and state the things that they want.

Fifth day of the week, I learned about the procurement management. I learned how to arrange the stocks in the stores. All the stocks must be placed correctly according their label. There are eight cabinets in the store. So, I need to arrange them carefully. After completing the task, I learned how to find things based on the table provided in order to ease the process of finding. For example, there is a table that stated where the things are located.

If I want a ruler, then, I have to refer to the table. For instance, the rulers are located at the cabinet A, level 2. Then, I know where the rulers are.

### 2.2.8 Week eight (13/03/16 – 16/03/16)

This is the final week for my practical training. On the first day, the staff in Establishment and Service Unit noticed that there are some seminars that I forgot to record. So, I have to continue in recording the seminars attended. Actually, it is really take time to record all the seminars. However, I enjoy the task as it gives me a new knowledge.

On my second day of the final week, I learned how to record the leave application in the leave card. Before this, I can only observe the staff that in charge in this part record the application. For today, I myself take place from her job. I need to record the applications that come from the staffs who are working at the Head Quarter, branches and also from the staffs who are working at the kindergarten.

Figure 2.7: Leave Card

YAYASAN ISLAM TERENGGANU													
KAD REKOD CUTI TAHUN 2015													
Nama Pegawai: MOHD NORDIN BIN OMAR Jawatan: PEMBANTU OPERASI (N11) No. Fail Peribadi: YITR (S) 167 Mula Berkhidmat: 1.1.1995 Kelayakan Cuti Rehat Tahunan: 25 Hari Baki Cuti Rehat Dibawa Ke Tahun Hadapan: 5 Hari Jumlah Kelayakan Cuti Rehat: 30 Hari Baki Cuti Tahun Lalu dibenarkan hampoi untuk Fardah Gantian Cuti Rehat: 0 Hari Jumlah Cuti Fardah Gantian Terkumpul: 135 Hari													
No	TARIKH		CUTI					TANDALANGAN			SERAB ATAU CATATAN	Ker. Reh.	
	Dari	Hingga	Rehat Bil.	Sakit Bil.	Tempo Bil.	Gantian Bil.	Rehat Bil.	Sakit Bil.	Tempo Bil.				
			30										
1	1/1		1										
2	25/1	26/1											
3	1/3												
4	2/3												
5	14/4												
6	19/4												
7	17/5	18/5											
8	20/5	22/5											
9	20/5	23/5											
10	9/8												
11	5/10												
12	15/10												
13	18/11												
14	24/11	24/11											
15	1/12												

Source: Picture taken during filled in leave application for the staff

Third day of the eight week, I learned how to record the application for the paternity leave in the Service Book. Paternity can be defined as a period of absence from work granted to a father after or shortly before the birth of his child. Paternity leave can be applied only for seven days. The male staffs need to fill in the form to apply for paternity leave. After the baby was born, the staffs need to bring the letter from the hospital to inform that the baby was born. The letter must be given to the staff that is in charge in this part. This matter then needs to be record in the file as a minute.

Fourth day in the final week, if the previous day I recorded the paternity leave, so, on this day, I have to ensure the record books whether they are complete or not before submitting to the Senior Assistant Director.

My final day of the final week, I learned how to key in the data of payment for rental of Photostat machine. The data includes the payment from all the branches of Yayasan Islam Terengganu as well as for the kindergartens. The General Administration at Head Quarter needs to take care of all procurement matters from all branches. If anything problem arises at the branches, the staffs need to come to Head Quarter to settle down the matters.

### **2.3 Conclusion**

I managed to complete my practical training for eight weeks at Yayasan Islam Terengganu on time. There are a lot of things that I learned. The staffs motivate me to do the task. They have guided me during my practical training.

## CHAPTER 3

### THE ANALYSIS OF PRACTICAL TRAINING

#### 3.1 Introduction

In this chapter, it describes the analysis of my practical training. It will specifically focus on one area of task as being covered in the practical training log book. Besides that, it is also should reflect the definition and concept of the task, demonstration of practical and theoretical aspects as how does it can relate to all concepts being learned in the class at the workplace in order to reinforce understanding on the concepts learned in the class earlier. Hence, based on my schedule of practical training experience and tasks of job description give under chapter 2, it shows that during my practical training period, I had been given many tasks and I decided to focus more on office management.

#### 3.2 Task Analysis

During the course of nine weeks of my practical training, I have been exposed and completed various types of responsibilities and tasks such as manage the employees' Service Book, update the annual leaves for the year 2015, record the current salary of the employees, gain knowledge on the rate of bonus the employees should receive, update the housing allowance receive by the employees, open and close file, learn to minute the letter, operate the Photostat machine, learn how to check the stock of the office inventories and gain knowledge on procurement matters. As for this chapter, I will highlight on the area of record management as it is the most suitable topic.

#### 3.3 Definition of Record Management

According to Records Management Standard AS ISO 15489 (2001), all forms of information that are being created, received and recorded are known as the records. Records are important because they are known as the evidence for the organizations' policy, decisions, procedures, operations and also historical resource. Then, the records also as a proof of

what happened and who is involved during a specific time. Nowadays, records can be found either in terms of paper, digital, web pages and others. As the latest trend, the records commonly created electronically from e-mail, word processing files and web pages. Records are very important, so that the person in charge of record management should do it properly. Setting record management policy, assigning responsibilities, establishing and promulgating procedure and guidelines are the keys in record management.

As we know, organizations' records and details are very confidential which cannot be simply discussed outside the workplace. So, management of the records is very important. Basically, the confidential records of an organization contain information that cannot be accessed easily by unauthorized persons and being kept by the responsible person. For example, during my practical training, I did the record management of employees' leaves, salaries, bonus, housing allowance and others. This recording activity was done manually in the Government Service Book. In order to keep the books safe, the organization provides a special place to keep them. Those books are confidential because there are a lot of details about the employees' like their salaries, boons and disciplinary punishments.

### **3.4 Characteristics of a Record**

Good record management starts with a policy which reflects an organization or department's need. So that, the record manager or the authorized person who in charge in recording can perform better in record management. As for the Malaysia Government, the guideline on how to manage the Service Book already stated in the Circular Letter 2008. In this Circular Letter, the Service Book must be managed according to what it stated. For instance, the annual leave taken by the employees must be written using black pen while the sick leave using red pen. The other example is, according to the Circular Letter 2008, all details about the employees must be recorded in the Service Book.

The characteristics of the record in other opinion are as follows:

- **Reliability**

A reliability record is one whose contents can be trusted a full and accurate representation of the activities. The records also must be routinely captured all details involved. So that, the data is correct without left anything behind.

- **Integrity**

The integrity of a record refers to its being complete and unaltered. Integrity also prevents the records from being accessed by the unauthorized person.

- **Usability**

A usable record is one that can be located, retrieved, presented and interpreted. It should be capable of subsequent presentation as directly connected to the business activity that produced it.

- **Comprehensiveness**

A record should be able to manage records in any formats captured from different activities and transactions of the organization

- **Systematic**

A record should be able to capture, maintain and manage records systematically.

These characteristics of a record can be seen at Yayasan Islam Terengganu. The reliability of a record can be detected as the details in the Service Book are true and cannot simply change the data. The recording tasks also being done every time when it is necessary. This is because to prevent from losing details for the activities done by the employees. All activities join by the employees will be record in the book and will be verified by the Assistant Director of Establishment and Service Unit. Integrity of the record can be seen only when all



the updating activities in the Service Book complete. The next characteristic is usability. As the Service Books very important in this department, then they have been put in a reachable place yet safe. All transactions and activities in the organization have been recorded to avoid any missing of the important part. For example if there is an employee who applied for the loan, then the employee in charge must ensure that that activities being recorded correctly. This characteristic can be seen when the employee in charge of recording started collects the same activity in order to keep them systematically done.

### **3.5 Record Storage**

Records should be stored in a proper place so as to facilitate user access and ensure that they are protected from unauthorized access, use, disclosure, removal, loss and destruction. It is very important to store the records at the safe place. So that, the records can remain safe without having any disclosure of confidential details. An organization should prepare a guideline on the storage record. For records in paper form, organizations should note that paper is sensitive of high temperature and humidity. So, in order to prevent the situation from getting worse, the organization must prepare the suitable to place the records. Furthermore, mould growth on paper can be a health hazard to staff. Good practices for record storage is the paper records should be stored in a clean and dry environment such as do not put near the unblocked window and water drain. The unblocked window could cause the paper to fly away and if there is a leakage on the water drain, it can give negative impacts to the records. The packing and storage of archives should ensure sufficient air movement.

In line with the international record management best practices, Establishment and Services Unit at Yayasan Islam Terengganu practiced this guideline. The employee in charge of Service Books always ensure that the books been put at the correct place and arrange them according to the number. The Service Books contain many data of the employees starting from the beginning of services with the organization. So, it is a must to keep the book from losing, disclosure and unauthorized access.

### 3.4 Record Life Cycle

According to Richard (2005), record life cycle in record management is the stages of a records life span. Berner (1983) stated that responsible records use and administration leading to either authorized destruction or archival preservation and administration. It is started from its creation to its preservation or disposal. It is important to know the records life cycle. It is a way of looking at how records are created and used. The early phase is the creation. Meaning that the step that how the records is created. This is the early step of the record cycle, the existence of the information that will be recorded. Next is the classification of the records or their information in some logical system. The information must be classified into the specific group, so that, the recording process will be easier. After that is the maintenance and use of the records and disposition through destruction or transfer to an archive. Next is followed by the phase of archival. Selection of the records by an archive is the first step in this archival phase. Meaning that, every record must be placed according to their own archives. Then is the description of the records in inventories and finding aids. This is features of the records that can aid the employees in finding them. As for the next one is the preservation of the records or the information of the records. Lastly is the reference and use of the information by the researchers and scholars.

During my practical training period at Yayasan Islam Terengganu, the steps for the record life cycle can be seen clearly. As I had been assigned under Establishment and Services Unit, I was responsible to do various kinds of recording tasks. So, for the first step, I need to know what kind of tasks I need to do. After that, I have to classify all the information. For instance, there were a few types of information that I need to record like the annual leaves of the employees, the bonus received by them, employees' salaries and so on. So, I have to classify the Service Book so that my task is easier. Then, I have to arrange the Service Books back to their origin place. There also the description of the Service Books, so that it will aid me in finding the book that I want. Lastly is, all the books will be placed in a safest place. If the employees need it, it can be reached easily.

## **CHAPTER 4**

### **RECOMMENDATIONS**

#### **4.1 Introduction**

This chapter highlight the strength and weakness of Establishment and Service Unit at Yayasan Islam Terengganu as discussed in chapter 3. In addition, this chapter will also provide solution for improvement in future. Based on my practical training at that organization, there are number of improvements that can be done. This is to ensure that Establishment and Service Unit at Yayasan Islam Terengganu can perform its duties better in record management.

#### **4.2 Strength, Weakness, Opportunity and Threat (SWOT) Analysis**

In this section, I want to explain about the SWOT Analysis. It is whereby structured planning method to evaluate those mentioned earlier. It is conducted based on the direct and indirect experience that I had gained during the course of my practical training at Yayasan Islam Terengganu. There are several improvements that can be done for them in order to maintain the good reputation of the organization.

##### **4.2.1 Strengths**

The Establishment and Service Unit at Yaysan Islam Terengganu is one of the public sectors that hold its own responsibilities in delivering the tasks and jobs. In my opinion, this unit has its own strengths. The first strength in term of record management that I found is this unit practiced the good principles in managing records. For example, the Service Books have been managed wisely. The books have been kept in a safe place which cannot be accessed by the unauthorized person easily. Then, the information in the books are accurate and being recorded correctly. Next is, the Service Books have been arranged neatly on the shelves provided. This eases the person in charge to take care of the books. There is a guideline given how to find the books easily. The way of the books arranged can be easily

accessed in any emergency case. In order to support the good record management, the authorized employees will monitor the books to ensure they are safe because the books very important due to many personal details contain in the books. Another strength that I found indirectly is the employees in this unit very cooperative and always respects each other. For example, if there is problem regarding the leave application, the employees in charge of this problem will refer to the Head of Department in order to solve the issue. Then, the Head of Department will thoroughly check the problem. They will have a discussion regarding that matter.

#### **4.2.2 Weaknesses**

As other unit, Establishment and Service Unit also has its own weaknesses. The weakness that I noticed during my practical training is lacking of the employees in record management. The delegation of the task among the officers seems unfair. This can be noticed because some of the officers have a lot of tasks to be done while some of them can sit without doing anything. For example, there is a lot of recording tasks to be settled, however, because of the imbalance of task delegation, there is only one employee taking care of the record management. This situation burdened that employee. Recording task can be separated into different parts like leave application, retirement process, paternity leave, maternity leave and loans statement. Too much work to do at the same time. Another weakness is when that employee is on leave, there would be no one to take place of duties. Thus, it resulted in delayed for the tasks that need to be done immediately.

#### **4.2.3 Opportunities**

Along with their strengths, Establishment and Service Unit at Yayasan Islam Terengganu can has opportunities that it can take advantage upon in order to provide better way in record management. For example, the management should assign another employee to collaborate with the current one to be responsible on record management. The tasks will be easier and can be done faster. Since the organization not so big, then the new employee

can be choose among the current employees. Hiring a new employee will cost some amount of money plus the training will be needed. This can reduce the resources of the organization. It is important to ensure that the tasks can be performed efficiently and throughout the organization.

#### **4.2.4 Threats**

The threat that is faced in Establishment and Service Unit is the employees itself. The shortage of man power in performing the record management can cause the organization in a trouble. This is because, the record is important in every organization. All transactions need to be recorded immediately so that they notice about the activities incurred in the organization. In order to assign another employee to share the responsibility in record management, the upper management must ensure that the employee hardworking enough in performing the task. If the employee is chosen within the organization, it is better to analyse the reputation of that employee in performing the task based on the past record.

#### **4.3 Conclusion**

As a conclusion, as I had experienced in practical training at Yayasan Islam Terengganu, I can say that shortage of man power and unfair delegation of the task is one of the most serious problems afflicting the entire output of the task. As this is particularly a threat to the unit as it fail to meet the job description. Thus, I would like to recommend re-delegate the task or assign an additional employee because it is the way that use no cost instead of recruiting. Recruiting a new officer to take care of the task will cost certain amount of money. The management needs to thoroughly check about the problem. This is because, the employee will feel burden due to lot of works to be done. This can slow down the performance of the employee. This condition can lead to stress. Work overload takes place because the tasks given already exceed the capabilities of the employee. This can cause the inefficiency and ineffectiveness in performing the tasks.

## **CHAPTER 5**

### **CONCLUSION**

#### **5.1 Introduction**

Within this chapter, it concludes all the chapters in this report. Apart from that, this chapter will also discuss about the experiences in performing duties that I have never done in class before.

#### **5.2 Summary of Chapter One**

Chapter one actually represents on the history and background of the organization. The objective is very important in every organization. This is because to have a clear vision about what the organization wants achieve. In this chapter also, it is more towards gaining knowledge on organization more clearly. Study about what kind of business the organization runs. Take note about the mission, vision and objective of the organization.

#### **5.3 Summary of Chapter Two**

In this chapter, it shows on the flow of tasks that I had done throughout my eight weeks of practical training. Chapter two also includes the description of the tasks assigned to me on daily basis and also the additional tasks I received from other unit. The task given throughout my practical training period is quite related to the subject being learnt during class. Even though I have not been assigned administration unit, but the tasks given by Establishment and Service Unit has relation with the subject I learnt in class.

According to the schedule of practical training, the tasks given during my practical training can be observed. The tasks provided to me quite aligned to the subjects I learnt in class which give me a clear vision to the working environment and at the same time gaining the experience of the real world working environment. Within this chapter, it can be seen that the organization is utilizing the services that I can provide to the organization while doing my practical training by giving me the tasks that related to my course. In addition, the unit I have

been assigned taught me how to perform the tasks correctly and always make sure the tasks being performed effectively and efficiently.

#### **5.4 Summary of Chapter Three**

In chapter three, it represents the relationship between the various theories that I learnt in my course and all tasks that were given to me during my practical training. The relationship may vary from one subject to another. Throughout my practical training period, I have been assigned many kinds of tasks. The most tasks I did are related to the record management.

The systems, principles and management they practiced give me a chance to observe the real situation when working. This is good because it helps me understand the working environment and teach me how to mingle with people older than me. This situation helps me to know how to communicate with someone who have a lot experience and knowledgeable. These employees give me a chance to explore the real situation in an organization.

#### **5.5 Summary of Chapter Four**

This chapter deal with the SWOT analysis of the organization that I went for my practical training. I had come up with several suggestions and recommendations from this analysis as it had determined the strengths, weaknesses, opportunities and threats of my unit as a whole. Once the organization is aware of the problems and threats they face, it can come up with the strategies in order to maintain the good reputation of the organization. Thus, it helps the tasks be done more effective and efficient.

From this analysis, the organization can make its own strengths better for the future in order to maintain the good performance showed. The organization must have the proper method in order to get rid of the problem arises. It is important to know the strengths of the organization because it can help the organization to confident with itself. However, it is a must to seek the weakness of the organization and finds the solution to overcome it. The solution taken may be able to minimize the weakness.

From the SWOT analysis also, I had come out with the suggestions and recommendations in order to improve the performance of the organization by get rid weakness. Based on the weakness which the record management being done by only one employee, I suggest that the management assign additional employee to collaborate in completing the tasks. Thus, the record management task can be done more systematically and can be completed within the stipulated time. Then, it also can help in reducing the burden of the employees.

As a conclusion, the practical training at Yayasan Islam Terengganu under Establishment and Service Unit gave me a priceless and valuable experience to me. The employees taught me the real meaning of working and I can say that it is very different from studying. The experience taught me to think out of the box. I have to concern about others if want to keep a harmony condition. It is important to have knowledge in performing the tasks so that it can perform more effectively and efficiently.



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APPENDICES



Headquarters of Yayasan Islam Terengganu



Some of the Service Books of the employees at Yayasan Islam Terengganu

TANGGA PERGERAKAN GAJI JANUARI KAKITANGAN TETAP			
SRAS	NO. BAKUL	NO. BUKU	NAMA
2	1	1	Hj. Md. Kamaru Al-Amin bin Ismail
		2	Hj. Mat Zaid bin Ibrahim
		3	Muhamad Safwan bin Ahmad
		4	Ahmad Shamsuhami bin Othman
		5	Kamaruden bin Mohd Salleh
		6	Zukapli bin Yaakob
	2	7	Rozzuwani binti Mohamad
		8	Siti Nor binti Osman
		9	Sunarti binti Othman
		10	Hajah Roslina binti Alias
		11	Zawiyah binti Hamad
		12	Zaimah binti Md Adam
	3	13	Mohd Bukhari bin Alwee
		14	Hassan bin Yusoff
		15	Hj. Ali bin Husin
		16	Hj. Mohd Ariffin bin Mat Ali
	4	17	Jamalias bin Bakar
		18	Che Ismail bin Abd. Rahman
		19	Ali Sabri bin Hassan
		20	Mohd Ridhuan bin Abdullah @ Khalid
	5	21	Tuan Rabiah binti Tuan Mansor
		22	Mohamad Rani bin Muda
		23	Wahab bin Hamid
		24	Habsah binti Mansor
	6	25	Ismail bin Ahmad
		26	Yahya bin Mamat
		27	Zanariah binti Wahid
		28	Norzah binti Nordin

Some of the name of the employees at Yayasan Islam Terengganu



**Some of the employees at the Yayasan Islam Terengganu**



**UNIVERSITI TEKNOLOGI MARA SARAWAK**

**PRACTICAL TRAINING**

**LOG BOOK**

1. Student's name: NOR ASYIKIN BINTI AB RASHID
2. Date & Place of Birth: 24 FEBRUARY 1994, KUALA TERENGGANU
3. UiTM No.: 2013648758
4. Program: AM 228
5. Year: ..... Part: 5
6. Home address: NO. 268, KAMPUNG LOSONG HAJI AWANG,  
21000 KUALA TERENGGANU
7. Address during practical training: NO. 268, KAMPUNG LOSONG HAJI  
AWANG, 21000 KUALA TERENGGANU.
8. Place of training: YAYASAN ISLAM TERENGGANU
9. Name of Supervisor in-charge: .....
10. Duration of training : From : 20<sup>th</sup> JANUARY 2016 to 15<sup>th</sup> MARCH 2016

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)

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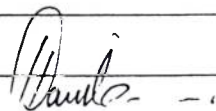
.....

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
Week 1 - 28 <sup>th</sup> (January 2016)	- self report to the person in charge under training unit.	
	- I have been assigned to do practical training under Establishment and service unit.	
	- Attend a seminar talking about annual leaves.	
	<p>- I have been explained how to update the record of annual leaves for every permanent staffs.</p> <p>↳ Annual leaves can be defined as the paid time off work granted by employers to employees to be used for whatever the employees wish. Every staff eligible to take annual leaves 20 days per year however, for those who are have been employed more than 10 years, they are qualified to have 25 days<sup>of</sup> annual leaves per year. Besides, the staffs also can take sick leaves. Sick leave is time off from work that workers can use to stay home</p>	



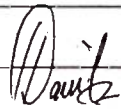


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
Week 2	- Start recording the annual leaves	
31 <sup>st</sup> January	for the temporary staffs.	
1 <sup>st</sup> February	Temporary staffs can be defined	
2016)	as the employment situation	
	where the working arrangement	
	is limited to a certain period	
	of time based on the needs	
	of the employing organization.	
	- After finishing all the recording	
	task, need to ensure that the	
	total annual leaves and the	
	leaves remainder are tally	
	with the staffs' leave card.	
	- Checking all the record book	
	to make sure that all of them	
	have been recorded and	
	updated the leaves for 2015.	
	- Arranging the record books	
	according to the numbers	
	on every books. This is because	
	to ensure that the record	
	books have been placed according	
	to their correct place.	



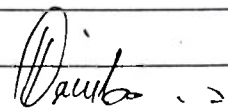
**MOHAMMAD-RANI BIN MUDA**  
Ketua Pembantu Tadbir  
Unit Perjawatan & Perkhidmatan  
YAYASAN ISLAM TERENGGANU

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
week 3	- learn how to close old file.	
7 <sup>th</sup> February-	How to close it in the right	
8 <sup>th</sup> February	way. closing the file means	
2016)	that all the documents in the	
	file already completed or in	
	other word, all problems in the	
	file has been settled.	
	→ learn how to open a new file	
	after closing the old one.	
	Opening a new file needs to	
	ensure that the serial number	
	new file is similar with the	
	old one but a slight difference	
	might take place.	
	- Record the leaves taken by the staffs	
	that work at the kindergarten.	

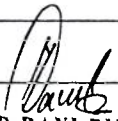


**MOHAMMAD RANI BIN MUDA**  
 Ketua Pembantu Tadbir  
 Unit Perjawatan & Perkhidmatan  
 YAYASAN ISLAM TERENGGANU

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
14	- continue recording the annual leaves	
15	for the lecturers at "Institut	
16	Pengajian Islam" or known as	
17	INSPI. All the lecturers eligible to	
18	take annual leaves 25 days	
19	per year.	
20		
21	→ Record the housing allowance	
22	for the staffs. This allowance	
23	is differs for certain grade. Those	
24	who are <sup>in the</sup> grade lower than 41	
25	receive RM 180.00 while grade	
26	41 and above receive RM 250.00.	
27	However, the new allowance will	
28	be increase at RM 300.00 for	
29	every person.	
30		
31	→ Record the bonus receive by the	
32	staffs worth RM 500.	
33		
34		
35		
36		
37		
38		
39		
40		



**MOHAMMAD RANI BIN MUDA**  
 Ketua Pembantu Tadbir  
 Unit Perjawatan & Perkhidmatan  
 YAYASAN ISLAM TERENGGANU

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
week 5 1st - 25th February 2016)	- learn how to record the annual leave for those staffs that will be retire soon.	
	→ this record needs to include the annual leaves from the beginning of working of the staffs.	
	→ Need to ensure that the eligible annual leaves are correct.	
	The remaining annual leaves needs to separate into two which are bring forward to the next year while the other one bring to pension.	 <b>MOHAMMAD RANI BIN MUDA</b> Ketua Pembantu Tadbir, Unit Perjawatan & Perkhidmatan YAYASAN ISLAM TERENGGANU
	- put the recorded paper into a file	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
week 6	- learn about leave application process.	
28 <sup>th</sup> February	- Firstly, how to fill in the leave card.	
9 <sup>th</sup> March	Then, the staffs who are applied for	
2016)	leaving need to fill in the application	
	on the system known as the Human	
	Resource Management Information System	
	(HRMIS) Next, need to update the	
	application on the system known as	
	e-Jari. This system is widely used	
	in Yayasan Islam Terengganu. These	
	2 systems are important because	
	to ensure that the leave is	
	standardized and if anything happens,	
	like misplaced the leave card, the	
	clerk can check on the system	
	- learn to record the contents	
	from the letter into a file. This	
	is important to alert every	
	transactions occurred in the	
	office. This is because the person	
	might be forgotten the crucial	
	part of the transaction. By	
	recording it, the errors can	
	be avoided.	

*Ramb*

**MOHAMMAD RANI BIN MUDA**  
 Ketua Pembantu Tadbir  
 Unit Perjawatan & Perkhidmatan  
 YAYASAN ISLAM TERENGGANU

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REM
Week 7 (6 <sup>th</sup> - 10 <sup>th</sup> March 2016)	- Record the seminar attended by the temporary staffs. Every seminar attended need to be record	
	into the record books of each staffs.	
	- Continue recording the seminar but this time is the seminar attended by the permanent staffs Maximum <del>semi</del> number of seminars they need to attend is 8 seminars per year.	
	- Learn about the procurement in the office.	
	- Learn how to fill in the form if each staff need a thing from the store.	
	- Learn how to arrange the stocks in the stores	
	- Learn how to find the things from the table provided in order to easier the process of	



DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REM
Week 8 (13 <sup>th</sup> - 16 <sup>th</sup> March 2016)	- Continue recording the seminar attended by the permanent staffs in the record book.	
	- learn how to record the application for the paternity leave. Paternity leave can be defined as a period of absence from work granted to a father after or shortly before the birth of his child. Paternity leave can be applied only for 7 days.	
	- record the leave application from staffs who are applied. The applications come from the staffs who are staying at the Head Quarter, branches and also from the staffs who are working at the kindergarten. This kindergarten is under Yayasan Islam Terengganu.	







Originality

GradeMark

PeerMark

00  
BY BB RR



6%  
SIMILAR

For the beginning of the seminar  
leaves, what need to be done be  
need to be highlighted for the sta  
the staffs is correct before submit

### Match Overview

### Submission Info

SUBMISSION ID	684272106
SUBMISSION DATE	16-Jun-2016 01:09
SUBMISSION COUNT	1
FILE NAME	CHAPTER_1.docx
FILE SIZE	3.9M
CHARACTER COUNT	41977
WORD COUNT	8717
PAGE COUNT	35
<b>ORIGINALITY</b>	
OVERALL	6%
INTERNET	5%
PUBLICATIONS	1%
STUDENT PAPERS	4%
<b>GRADEMARK</b>	
LAST GRADED	N/A
COMMENTS	0
QUICKMARKS	0

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Figure 2.1: Seminar of Annual Lea





يَا أَيُّهَا الْمُسْلِمُونَ  
YAYASAN ISLAM TERENGGANU

TINGKAT 9, 10 & 11,  
MENARA YAYASAN ISLAM TERENGGANU,  
JALAN SULTAN OMAR,  
20300 KUALA TERENGGANU

Telefon : 09 6300 300 / 301 / 302 / 303

Faks : 09 622 6511

Laman Web : [www.yit.gov.my](http://www.yit.gov.my)

E-mel : [admin@yit.gov.my](mailto:admin@yit.gov.my)

Rujukan Kami : YITR 02/15/5 Jld.1 ( 3 )

Tarikh : 8 Disember 2015

Bersamaan : 26 Safar 1437 H

Penyelaras Latihan Praktik (Amali)  
Sarjana Muda Sains Pentadbiran  
Universiti Teknologi MARA (UiTM)  
Jalan Meranek,  
**94300 KOTA SAMARAHAN, SARAWAK**

Puan,

### PERMOHONAN UNTUK MENJALANI LATIHAN INDUSTRI

Dengan hormatnya pohon keizinan merujuk surat 100-UITMKS (FSPPP/14/1) bertarikh 4 November 2015 mengenai perkara di atas, sukacita dimaklumkan bahawa Pengurusan Yayasan Islam Terengganu bersetuju untuk menempatkan pelajar Nor Asyikin binti Ab. Rashid No. K/P : 940224-11-5350 No. Matrik : 2013648758 bagi menjalani program latihan praktikal bermula 20 Januari 2016 hingga 16 Mac 2016 dan akan ditempatkan di Yayasan Islam Terengganu, Unit Pra sekolah dengan syarat tidak terikat dengan bayaran elaun tetap.

2. Sila lapor diri di bahagian Pentadbiran Yayasan Islam Terengganu **Ustaz Mohd Bukhari Bin Alwee – Penolong Pengarah ( Latihan )** pada 20 Januari 2016 sebelum menjalani latihan praktikum.

Sekian, terima kasih.

**“ TRANSFORMASI TERENGGANU BAHARU ”**  
**“ BERKHIDMAT UNTUK NEGARA ”**

Saya yang menurut perintah,

( **MOHD BUKHARI BIN ALWEE** )  
Penolong Pengarah ( Latihan )  
b.p. Pengarah  
Yayasan Islam Terengganu

- s.k
- PPK ( Pra sekolah )
  - Yuzawani binti Yusoff
  - Fail Timbul

“ Memperkasakan Khaira Ummah ”

