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**PRACTICAL TRAINING**

***TITLE OF THE REPORT***

**SIBU RURAL DISTRICT COUNCIL**

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## **CHAPTER 1**

### **INTRODUCTION OF THE ORGANIZATION**

#### **1.1 AREA OF JURISDICTION**

The whole area of Sibul Rural District Council (SRDC) lies within the Sibul Administrative Division. It measures approximately 5,869.35 square kilometres with the recent inclusion of Selangau District into SRDC jurisdiction in 2002. In the early days, ever since it's experimental formation, the area of SRDC was divided into wards system, which originally consisted of twenty-two wards. Somehow later, due to the specific review on the demarcation of boundary, Ward 6, (the adjacent area which lies next to the border outskirts of the then Sibul Municipal Council) was then vested into Sibul Municipal Council (SMC) administrative jurisdiction in 1981. Similarly, Ward 1, which was commonly known as Igan area was then handed over officially to the administrative authority of Matu-Daro District Council in October, 1991. Thus, SRDC was then reduced to only twenty wards and in comparison, the area size was approximately about 25 times larger than the present area of SMC.

## **CHAPTER 2**

### **2.1 WEEKLY REPORT**

#### **2.1.1 Week 1 (22.01.2014-24.01.2014)**

On the very first day which is 22.01.2014. It was Wednesday. I reported myself to the Sibul Rural District Council for my practical training. There I met Mr. Justani bin Haji Joni, the Secretary at SRDC's organizations at SRDC's office. After our brief introduction to each other, he expressed his pleasant feeling as I chose to have my practical training at Sibul Rural District Council. After that, he explained about the organization and also briefed me about the organization mission, vision, objective, motto, and shared values. Besides, he also explained the functions of the Sibul Rural District Council. He also gave me an overview about the task that would be given to me while assuring that a lot of task would be given. He also hoped that I would gain as much experience as possible during my practical training at Sibul Rural District Council.

After that, I was introduced to the staff at Sibul Rural District Council. At Sibul Rural District Council, there are eight sections, which are General Administration and Public Affairs Section, Human Resource and Organizational Development Section, Treasury Section, Rating and Valuation Section, Public Works and Planning Section, Enforcement and Licensing Section, Public Library and Rural Education Section and the last section is Public Health and Environment Section. As usual, the first week, especially the first day would be deemed as challenging as I need to adapt with the environment at the office. I was really lucky as the staff at Sibul Rural District Council were really supportive and also friendly. They are more than willing to lend a helping hand

### **3.2 TASK ANALYSIS**

Throughout six weeks of practical training, I had learned a lot of things such as filing, meeting preparation, completed minute meeting, handling public complaints, doing clerical works and so on. In this chapter, I will highlight the area of filing as I found that filing is the most frequent work I did in Sibul Rural District Council. I choose filing as the area to be analyse because without a proper filing system, Sibul Rural District Council will not be able to keep the records of the letters, files and other documents. As a student of Administrative Science, I found that filing system is the most important aspect in recording the letters, files and other types of documents. I have learned filing management in the scope of Office Management. Thus, by performing the task, I would be able to apply and relate what I had learned in as an Administrative Student into the real workplace. I believe that theory and practical complement each other as by only being good or excellent in theory will not make oneself a good employee. Therefore, filing system should be apply and practice in every office according to the suitability.