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FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES BACHELOR OF
ADMINISTRATIVE SCIENCE (HONS)

ADS 666 PRACTICAL TRAINING
DEPARTMENT OF SOCIAL WELFARE OF SARAWAK

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CHAPTER ONE

INTRODUCTION OF ORGANIZATION

1.0 INTRODUCTION

Students of Bachelor in Administrative Science (Hons) or AM228 of UiTM Samarahan, Sarawak are required to attend a practical training with any organization that chooses by the student themselves. In order to complete this subject, I decided to do my practical training at Department of Social Welfare of Sarawak within 6 weeks, starting from 22 January 2014 until 28 February 2014. All of student are provided with log book to be fill in with their tasks during practical training every day from Monday until Friday. This chapter will summarize about the background of the organization, mission, vision, motto, client charter, organization structure, and also list of their policy especially in Department of Social Welfare of Sarawak.

1.1 HISTORY OF ORGANIZATION

In March 1993, Social Welfare Department has been upgraded from the Welfare Division of the Ministry of Social Development Sarawak. The function of this department has been developed and placed as important agencies under the Ministry of Social Development and Urbanization Sarawak. In the beginning, the Welfare Division was established to address the welfare by taking over the function from Sarawak Welfare Council in General Assistance by assisting victims of disasters, as well as expand its charitable activities by providing the necessary services in accordance with the

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

In this chapter it will summarize the daily of activities and tasks done in Department of Social Welfare of Sarawak (JKMNS), which was being recorded in the log book given. Then, the description of job and task execute throughout training will be explained in this chapter.

2.1 First Week (22nd Jan-24th Jan 2014)

On 22 January 2014 (Wednesday), I was attend my first day of practical training at Department of Social Welfare of Sarawak (JKMNS). I arrived on 8.00 a.m and then met with Madam Julia Othman(Assistant Administration Officer), the person who in charges the trainee under Human Resources Department. Then, she asked me to choose the section that I would be working on during my practical training. I had choose under Section of Community Development. I was introduced to the staffs under Section of Community Development and was given a short brief about that section by Mr. Haji Rahmatullah (Under Contract Staff) who staff under contract. After met all the staff, I was instructed to do filing by Mr. Haji Rahmatullah. Then, the document that I had been filing was put in close file which all the document in previous year will be keep in filing room. For my first task, I have learnt how organization manage their documents.