



UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY
STUDIES
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

PRACTICAL TRAINING REPORT
SARAWAK FOUNDATION

PREPARED BY:

SITI NORAHIMMAH BT MOHD BAKRI IMAN

2010122095

PREPARED FOR:

MISS SHARON PEARL HENRY SERUB

(SEPTEMBER 2013 – JANUARY 2014)

ACKNOWLEDGEMENT

First and foremost, I would like to express my gratitude to Allah s.w.t. For the blessed those have given to me in accomplishing this practical report.

I would also like to express my acknowledgement to my Practical Training (ADS 666) supervisor, Miss Sharon Pearl Henry Serub for her encouragement, knowledge, guidance, advises and inspired me in completing the practical report especially guiding me in writing this report.

Besides that, I would also like to thank my parents for all the advice, supporting me physically and mentally in finishing this report.

I would also like to thank the Sarawak Foundation staffs especially the Lower Education and Community Section for providing me with a good environment and make me comfortable during my practical training there with them. With their cooperation and willingness, I can complete the proposal without much difficulty.

And not to be forgotten, I would like to express my gratitude to everyone that have contributed directly or indirectly in completing this practical report. As to my friends, thank you so much for helping me directly or indirectly during the process of finishing this practical report.

TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION OF THE ORGANIZATION

1.0	INTRODUCTION	1
1.1	BACKGROUND OF THE SARAWAK FOUNDATION	1
1.2	BACKGROUND OF THE LOWER EDUCATION AND COMMUNITY SECTION	3
1.3	ORGANIZATIONAL STRUCTURE OF THE SARAWAK FOUNDATION	4
1.4	ORGANIZATIONAL CHART OF LOWER EDUCATION AND COMMUNITY SECTION	5
1.5	OBJECTIVES OF THE SARAWAK FOUNDATION	6
1.6	THE LOGO AND COLOURS OF THE SARAWAK FOUNDATION	7
1.7	VISION AND MISSION OF THE SARAWAK FOUNDATION	8
1.8	CLIENT CHARTER OF THE SARAWAK FOUNDATION	9
1.9	LOCATION	11

CHAPTER 2: SCHEDULE OF PRACTICAL TRAINING

2.0	INTRODUCTION	13
2.1	LOG BOOK SUMMARIZATION	13
2.1.1	First Week (22 nd July – 26 th July 2013)	13
2.1.2	Second Week (29 th July – 2 nd August 2013)	17
2.1.3	Third Week (5 th August – 9 th August 2013)	19
2.1.4	Fourth Week (12 th August – 16 th August 2013)	20
2.1.5	Fifth Week (19 th August – 23 rd August 2013)	22
2.1.6	Sixth Week (26 th August – 30 th August 2013)	25



CHAPTER 1: INTRODUCTION OF THE ORGANIZATION

1.0 INTRODUCTION

This chapter includes the background of the organization, the organizational chart, organization objectives, logo, vision, mission and the organization client charter.

1.1 BACKGROUND OF THE SARAWAK FOUNDATION

The Sarawak Foundation was established under the Sarawak Foundation Ordinance as a Statutory Body on 27 May 1971 by the State Government under the leadership of the Honorable Datuk Patinggi Haji Abdul Rahman Ya'kub, the Chief Minister at the time.

Sarawak Foundation has helped students in Sarawak particularly and Malaysia generally education. Among the programs that were introduced in the early establishment of the Sarawak Foundation is Local Scholarship Scheme which is designed to provide assistance to the children in Sarawak in particular scholarships for needy students to enable them to continue their schooling.

The student exchange program was introduced to create national integration among students in Sarawak, Peninsular Malaysia and Sabah to share their views and opinions about their states as well as build confidence and be independent without relying on their parents. A Scholarship Skills Course was introduced to help students to pursue their skills.

Sarawak Foundation at that time was very concerned with the efforts to develop and produce a responsible and competent leader to implement Civic or Community Service Program among the sponsored students. In line with the desire to make education as the main agenda for the development of human capital, Sarawak Foundation continues to step forward.

The programs that are being implemented will be updated to meet the requirements of the time. The Education Loan Scheme to study in the country that has been introduced at the beginning of the establishment of the Sarawak Foundation has been expanded so that more students in the state who have been offered to the Local Education



CHAPTER 2:

SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

This chapter will describe the summary and report of daily and weekly tasks assigned by the host supervisor to me and the summary of tasks were extracted from the Log Book.

2.1 LOG BOOK SUMMARIZATION

2.1.1 First Week (22nd July – 26th July 2013)

On the first day of my practical training, I was introduced to the assistant of the Head of Human Resource Section, Madam Azizah, since the Head of Section, Madam Hajjah was not available in the morning when I arrived. Therefore, Madam Azizah briefly explained to me about the dress code and working hours at Sarawak Foundation. Since it is Ramadhan (Fasting Month), we are allowed to clock out earlier than usual, but in order to clock out early we need to clock in early. For instance, I come to the office before 7.30 a.m., then I can go back home at 4.30 p.m. I also been informed the section I will be placed for my the practical training. I was sent to *Perancangan Pembangunan Teknikal* Section at level 3. When I arrived at level 3, I saw many practical students. While waiting for the person-in-charge, I went to meet the other practical students and asked them what they have done so far and learn the filing system with them. The filing system is where the printed data and information regarding the students' study loan will be put in one file that represent their personal data to make it easier to identify the student loan status in the future. Then, Madam Asleena Bt. Haji Helmi, Head Division for the *Perancangan Pembangunan Teknikal* Section asked me to meet her and we talked for about half an hour in her office. She asked me many things from my university life until my future planning. It is a great opportunity to talk with an experienced person and this gave me some motivation to strive for my future.