



الْمَدِينَةُ تَنْبُكُوا لَو كُنَّ مَارَا
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IMD310: INDUSTRIAL TRAINING REPORT

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Abstract

This industrial training report details my internship experience at the Selangor State Education Department (JPNS), where I engaged in various tasks within the Human Resources Sector. The internship provided hands-on exposure to information management processes, including data entry, document filing, and archival practices. Key responsibilities included organizing personnel files, managing medical reimbursement applications, and assisting in the disposal of records per regulatory requirements. Through these tasks, I enhanced my skills in time management, teamwork, and technical proficiency, bridging the gap between theoretical knowledge and practical application. This report aims to highlight the significance of industrial training in preparing students for careers in information management, emphasizing skill development, professional adaptability, and understanding of organizational processes.

Keywords: Industrial training, information management, data entry, record disposal, document archiving, Selangor State Education Department, Human Resources

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1.0- Chapter 1: Introduction

1.1 Background of the industrial training program

In these days, for information management diploma students, an industrial training program consists of a structured internship that gives students hands-on experience in data management and information technology. This program aims to close the gap between theoretical understanding and practical applications by giving students access to the tools, technology, and processes used in the industry today. Students are prepared for the demands of the information management profession by learning how to efficiently manage, analyse, and interpret data through practical tasks in organisations.

Other than that, during the course of the program, students acquire both soft skills like communication and teamwork and hard skills like database administration, data analytics, and information systems designs. They can improve their problem-solving skills and gain an understanding of the workplace environment by being exposed to the professional situation. Through engaging with professionals in the field and working together on projects, students not only acquire important knowledge but also expand their professional connections, which greatly increases their employability and preparedness for information management professions.

Finally, students must complete practical training in a department related to the course they are taking as part of the 8 weeks internship required for the diploma in information management. Students will have the opportunity to put the theoretical knowledge they have learnt in the classroom into practice during this time by working directly on projects pertaining to data management, analysis of data, and information system use.

1.2 Purpose and objectives of the report

For every student, the Industrial Training Report is a crucial document. It is frequently a document that includes the tasks completed throughout the industrial training. If one outstanding piece of work cannot be described as such, it is worthless. As a result, each student needs to pay close attention when writing reports in order to follow all instructions and perhaps fulfil the requirements of the school. The ability to complete this report on time would be appreciated by each student, who could also provide a report that covers every aspect they have learnt throughout their own company's training.