



INDIVIDUAL REPORT: INDUSTRIAL TRAINING REPORT

**SECRETARY GENERAL II OFFICE IN MINISTRY OF EDUCATION
MALAYSIA
LEVEL 17, NO. 2, TOWER 2, JALAN P5 / 6, PRECINT 5**

PREPARED BY:
MUHAMMAD AKIF BIN AIRULANUAR
2012721821
FEB – JUNE 2015

Faculty of Information Management
MARA University of Technology
Segamat, Johor.

ABSTRACT

In this paper, I have been training for long period at the secretary general II office in Ministry of education Malaysia and all the activities and project I have compile on this report. This report basically is about how students apply the knowledge of records management courses on the particular organization. I also have gain many experience on working environment and how to communicate with other people especially on perform a task and solve a problem. All the activities, experience, knowledge, and application are been compiled and this reports.

ACKNOWLEDGEMENT

First of all Alhamdulillah, praise to Allah SWT with guidance and blessing from god, finally I can finish my Industrial Training and final report. I hereby would like to thanks to all whom directly and indirectly especially to my family, lecturers, friend and all people that involves in this industrial training that give me a lot of valuable information within this 20 weeks of industrial training.

I would like to thanks to En. Suharmi B. Ismail, the special officer of the Secreatery General II for giving me opportunity to enhance my skills and develops my knowledge in filing system and records management field at the Ministry of Education. The internship opportunity I had with this ministry of education was a great chance for learning and professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me though this internship period.

Bearing in mind previous I am using this opportunity to express my deepest gratitude and special thanks to the Puan Amirah Bt. Hassan who in spite of being extraordinarily busy with her duties, took time out to hear, guide and keep me on the correct path and allowing me to done some of the project. All of the cooperation is much indeed appreciated. Besides, this internship program makes me realized the value of working together as a team and a new experience in working environment, which challenges us every minute. I also would like to express my gratitude to my lovely family for the supportive along this training period. Overall, this industrial training would be one of the most memorable and unforgettable memory in my life.

TABLE OF CONTENT

1.0 INTRODUCTION	
- BACKGROUND OF THE ORGANIZATION	4 - 9
- ORGANIZATION STRUCTURE	
- LOCATION	
2.0 ORGANIZATION INFORMATION	10 - 14
- DEPARTMENTAL STRUCTURE	
- DEPARTMENTAL FUNCTION	
3.0 INDUSTRIAL TRAINING ACTIVITES	
- TRAINING ACTIVITIES	15 - 49
- SPECIAL PROJECT	
- DESCRIPTION OF PROJECT	
4.0 CONCLUSION	
- APPLICATION OF KNOWLEDGE, SKILLS, AND EXPERIENCE IN UNDERTAKING THE TASK	50 - 56
- LESSON LEARNT	
- CONTENT	
- SUITABILITY OF ORGANIZATION	
- LIMITATIONS AND RECOMMENDATION	
5.0 REFERENCES	57
6.0 APPENDICES	58 - 62

CHAPTER 1: INTRODUCTION

1.1 BACKGROUND OF THE ORGANIZATION



MINISTRY OF EDUCATION

This ministry also known as the Kementerian Pelajaran Malaysia in Malay term, The National Education System was established in 1957 through the Education Ordinance 1957. The system at school level consists of pre-school education, primary education, secondary education and post-secondary education. The official site features online application services, school and examination calendar, tender notice, education service procedures and guidelines for students and educators or teachers.

The **Ministry of Education (MOE)** (Malay: *Kementerian Pendidikan Malaysia*) is a Government ministry responsible for Malaysian educational matters. The current minister is Tan Sri Muhyiddin Yassin who is also Deputy Prime Minister of Malaysia and Idris bin Jusoh who served as Minister II. In Bahasa Malaysia it was called *Kementerian Pendidikan Malaysia*, which was in charge in all education-related affairs. But in 2004, it has changed its name into *Kementerian Pelajaran Malaysia*, which is only in charge from pre-school up to secondary level of education. The tertiary education is taken over by a new ministry, Ministry of Higher Education until May 2013, where Prime Minister Najib Razak announced the two ministries will be merged to form a single Ministry of Education.