

UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

NATIONAL ARCHIVES OF MALAYSIA PAHANG BRANCH (NAMPB)

BANDAR INDERA MAHKOTA 14 25200 KUANTAN, PAHANG

Prepared By

NURUL HANIS BINTI KAMARUDIN

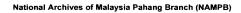
2012988819

BACHELOR OF INFORMATION SCIENCE (HONOS.) RECORDS MANAGEMENT (IM246)

Prepared For

MISS NURUL HUDA BINTI MD YATIM

FEBRUARY-JUNE 2015





DECLARATION

I declare that the work in this industrial training report was carried out in accordance with the regulations of Universiti Teknologi MARA. It is original and is the results of my own work, unless otherwise indicated or acknowledged as referenced work. This report has not been submitted to any other academic institution or non-academic institution for any degree or qualification. In the event that my report be found to violate the conditions mentioned above, I voluntarily waive the right of conferment of my degree and agree be subjected to the disciplinary rules and regulations of Universiti Teknologi MARA.

Name of Student : Nurul Hanis Binti Kamarudin

Student ID : 2012988819

Programme : Bachelor of Information Science (Honos.) Records

Management (IM246)

Faculty : Faculty of Information Management

Place of Training : National Archives of Malaysia Pahang Branch

(NAMPB)

Signature : /w//rs



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ABSTRACT

This report is about industrial training at National Archives of Malaysia Pahang Branch (NAMPB) from 02 February 2015 until 30 June 2015. This industrial training has been supervised by UiTM Lecturer, Miss Nurul Huda Binti Md Yatim and Madam Syazwani Binti Salleh at NAMPB. In this report, student had describe about background of organization, organizational structure, departmental structure, department functions and others as part of introduction and organization information. Then, student also describe about industrial training activities that has been conducted at this organization in order to gain student knowledge. There are special project for this industrial training as part of student contribution to assists organization in managing information about Department Records Officer (DRO) and Department Records Administrative Assistant (DRAA). Description of events and activities also has been included for student roles and responsibilities during the period of training. During industrial training, student also needs to describe about knowledge, skills and experience in undertaking task at this organization as a feedback for evaluation. Industrial training give many advantages rather than disadvantages for student before go to career life which student know about policy and procedures in organization, organization functions and the importance of NAMPB as a place that keep valuable information for future reference.

Keywords: Industrial Training, Training Activities, Special Project, Knowledge, Skills,