



UNIVERSITI TEKNOLOGI MARA

INDUSTRIAL TRAINING REPORT

**BAHAGIAN BIROKRAT DAN KORPORAT
BIRO TATANEGARA, JABATAN PERDANA MENTERI
ARAS 1, BLOK B3, KOMPLEKS B
PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN
62502 WP PUTRAJAYA**

**BY
MOHD FAIZ BIN ABU BAKAR
2011499354**

**BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION
SYSTEM MANAGEMENT**

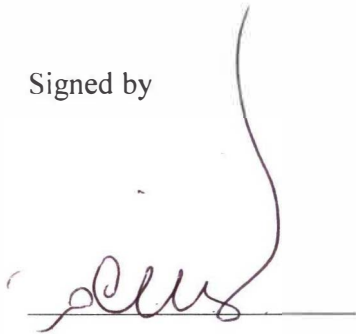
**FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA
SHAH ALAM**

01 FEBRUARY 2016 – 1 JULY 2016

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

A handwritten signature in black ink, appearing to read 'Mohd Faiz bin Abu Bakar', is written over a horizontal line. A long, thin vertical line extends upwards from the top of the signature.

Mohd Faiz bin Abu Bakar

2011499354

Date of submission: 16 July 2016

ABSTRACT

Based on the industrial training period from 02 February 2016 to 1 July 2016 at Bahagian Birokrat dan Korporat, Biro Tatanegara, Jabatan Perdana Meteri. **Biro Tatanegara (National Civics Bureau, or simply BTN)** is an agency of the Malaysian government in the Prime Minister's Department. It was established in 1974 as the Youth Research Unit (Unit Penyelidikan Belia) under the Youth Ministry, but was renamed and transferred in 1981. BTN's stated objective is to nurture the spirit of patriotism and commitment to excellence among Malaysians, and train leaders and future leaders to support the nation's development efforts.

Keywords: BTN, Biro Tatanegara, Patriotism, Malaysia, Prime Minister Department.

ACKNOWLEDGEMENT

Bismillahirrahmanirrahim.

Assalamualaikum w.b.t.

Alhamdulillah, Thank you to Allah for giving me the strength and health to do this report until it was done. All people would have taken efforts in this project we would like to extend my sincere thanks to all of them. We highly indebted to Madam Masitah Ahmad for her guidance and constant supervision as well as for providing necessary information regarding to the project & also for her support in completing the report. I would like to express my gratitude towards my parents for their kind co-operation and encouragement which help in completion of this task.

I also would like to express my special gratitude and thanks-to industry persons for giving attention and time. Many thanks and appreciations also go to my colleague in developing the project and people who have willingly helped out with their abilities.

I would also thank to the entire respondent that involved in this research in order to gathering the information, without of them, i can't finished this tasking completely. Lastly, thanks a lot to my friends and elsewhere for their support and encouragement throughout, some of whom have already been named. For any errors or inadequacies that may remain in this work, of course, the responsibility is entirely is mine.

This paper provided to the University Teknologi Mara (UiTM) for the purpose of evaluation and education.

Table of Contents

List of Figures	3
List of Tables.....	3
CHAPTER 1.....	4
INTRODUCTION	4
1.1 Background of the Organization.....	4
1.1.1 Training Camp (Kem Bina Negara)	9
1.2 Vision	10
1.3 Mission	10
1.4 Main Function	10
1.5 Objectives.....	10
1.6 Location.....	11
1.7 Organizational Structure.....	12
1.8 Past Director General of Biro Tatanegara, Jabatan Perdana Menteri	15
CHAPTER 2.....	16
ORGANIZATION INFORMATION.....	16
2.1 Division of Bureaucrat and corporate.....	16
2.2 Departmental Structure.....	16
2.3 Department Function	17
2.4 Division's Key Performance Index (KPI) Target.....	18
2.5 Target Group for the Division	19
2.5.1 Bureaucrat Section.....	19
2.5.2 Corporate Section	20
CHAPTER 3.....	21
INDUSTRIAL TRAINING ACTIVITIES	21
3.1 Programs conducted in the Bureaucrat and Corporate Division.	21
3.1.1 Program Bina Negara	21
3.1.2 Kursus Bina Negara Perdana.....	22
3.1.3 Kursus Bina Negara.....	23
3.1.4 Kursus Bina Sahsiah Remaja (KBSR).....	24
3.1.5 Kursus Kenegaraan Mahasiswa/Pegawai Ke Luar Negara.....	25
3.2 Special Project	26