



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
MALAYSIAN COMMUNICATION AND MULTIMEDIA
COMMISSION (MCMC)**

**SURUHANJAYA KOMUNIKASI DAN MULTIMEDIA
MALAYSIA
OFF PERSIARAN MULTIMEDIA,
6300 CYBERJAYA
SELANGOR DARUL EHSAN**

**SPECIAL PROJECT:
RECORD MANAGEMENT – RECORD KEEPING**

**BY
ALIFF DANIAL B. AMRAN SUHAIMI
2014504679**

**IM245 - BACHELOR OF SCIENCE (HONS.)
INFORMATION SYSTEM MANAGEMENT**

**FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2017 – 30 JUNE 2017

**INDUSTRIAL TRAINING REPORT:
MALAYSIAN COMMUNICATION AND MULTIMEDIA
COMMISSION (MCMC)**

**SPECIAL PROJECT:
RECORD MANAGEMENT**

**BY
ALIFF DANIAL B. AMRAN SUHAIMI**

**FACULTY SUPERVISOR
SIR FAIZAL HAINI B. FADZIL**

**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2017 – 30 JUNE 2017

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

Aliff Danial B. Amran Suhaimi

2014504679

Date of submission: 30 June 2017

ABSTRACT

Malaysian Communication and Multimedia Commission (MCMC) or Known as Suruhanjaya Komunikasi dan Multimedia Malaysia (SKMM) is one of the commission that give a lot of experience to the trainee which is experience in the organizational itself and outside the organisation in the way to give and expose trainee best experience during internship. The experience involving of Management of User training, Record Keeping, Engaging with crowd that shown in this special project was helping trainee in the industry for future even will give a lot of knowledge as well as new experience.

Keywords : *Malaysian Communication and Multimedia Commission, Record Keeping, Induction Programme, Websites Development*

ACKNOWLEDGEMENT

In the first place, thank you Allah for all the blessings throughout the industrial training program. Besides that, I would like to record my gratitude to Training Centre, Malaysian Communication and Multimedia Commission (MCMC) and the industrial supervisor, Mr. Tukefli Khazali and Mrs Ayesha ahmed for the supervision as well as giving the extraordinary experiences through the work from the start until the end of the industrial training program. Thank you to all staff in Training Centre for the opportunity and knowledge that had been shared. It was such a priceless memory as a student.

In addition, thank you to Pn. Nurulannisa bt Abdullah, the person who struggle very hard from the very first thing related to industrial training program. Thank you to the faculty supervisor, Mr. Faizal Haini bin Fadzil for his supervision through the special project. Where would I be without my family so, many thanks go in to my parents and family who has always been there whenever I need them, the encouragement they give to keep us going and their love to empower me that never fails all the time. They deserve special mention for their inseparable support and prayers. And last but not least, I would like to thank my friends who are always there when I need some help and inspiration.

Table of Contents

CHAPTER 1 : INTRODUCTION.....	1
1.1Background of the Organization	2
1.2Organizational Structure	4
CHAPTER 2 : ORGANIZATION	
INFORMATION.....	8
2.2 Departmental Structure.....	10
2.3 Staff Information.....	11
2.4 Division and Department Function.....	12
2.4.1 Vision.....	12
2.4.2 Mission	12
CHAPTER 3 : INDUSTRIAL TRAINING	
ACTIVITIES.....	13
3.1 Training Activities	14
3.1.1 SOP flowchart of Training Application Guidelines.....	15
3.1.2 Management of User Training : Nigerian Communications Commissions	
Study Visit.....	19
3.1.2.1 Overview of the programme	19
3.1.3 Induction Programme.	24
3.1.3.1 Overview of the Activity.....	24
3.1.3.2 Objectives of the Activity.....	25
3.1.3.3 Task done by Trainee.	27
3.2 Special Projects	30
3.2.1. Record Management – Filing And Record Keeping.....	30
3.2.1.1 Project Overview.	30
3.2.1.2 Problem Statement	30

3.2.1.3 Project Objectives and Scopes.....	31
3.2.1.4 User Targets	31
3.2.1.5 Implementation of Filing Documentation.	31
3.2.1.4 Advantaged by Filing Documentation.....	38
3.3 Class Room Layout (Subs Project)	39
3.3.1 Project Overview	39
3.3.2 Problem Statement	40
3.3.3 Project Objective	40
3.3.4 User Target	41
3.3.5 Tools Used for Development	41
3.3.6Implementation.....	42
3.4 Interactive Guideline / User manual	50
3.4.1 Project Overview.	50
3.4.2Problem Statement.	50
3.4.3 Project Objective and Scope.	50
3.4.4 Target User.	51
3.4.5 Tools to use for development	51
3.4.6 Methodology.....	52
3.4.7 Advantage of Project.	58
3.5 Websites / Portal Development.	59
3.5.1 Project Overview.	59
3.5.2 Problem statements	59
3.5.3 Project Objective and Scopes.....	60
3.5.4 User Targets.	60
3.5.5 Tools to used for Development.....	60
3.5.6 Methodology.....	61
 CHAPTER 4	
 CONCLUSION.....	66

4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)	67
4.1.1 Filing Documentation	67
4.1.2 Interactive Guidelines and User Manual	68
4.1.3 Physical Plan Layout.....	68
4.1.4 Websites or Portal Development	68
4.2 Personal Thoughts and Opinion.	69
4.2.1 Real Working Lifestyle.	69
4.2.2 Gain New Information And Experience	69
4.2.3 Improve correspondence and social connection abilities	70
4.2.4 Skills able to assess on Track	70
4.3 Lesson learnt.....	72
4.3.1 Build quality and collaboration soul	72
4.3.2 Improve learner imagination abilities and sharing thoughts.....	73
4.3.3 Increase awareness of other's expectations and great work propensities	73
4.4 Limitation and Recommendations.	74
4.4.1 Limitation	74
4.4.2 Lack of Staff who literate in ICT.....	74
4.4.3 Limited Access to Trainee.....	75
4.4.4 Task are not systematic.	75
4.4.5 Lack communication on liaising with ICT department.	76
4.5 Recommendation.	76
4.5.1 Hiring staff from ICT background study.	76
4.5.2 Consideration for Trainee access.	77
4.5.3 Improving Management Skills.....	77
5.0 References	78

List of Figures

Figure 1 : Logo Malaysian Communication And Multimedia Commission	2
Figure 2 : Organizational Chart Malaysian Communication and Multimedia Commission	4
Figure 3 : Organizational Chart Malaysian Communication and Multimedia Commission	5
Figure 4 : Organizational Charts for Malaysian Communication and Multimedia Commission	6
Figure 5 : Organizational Charts for Malaysian Communication and Multimedia Commission	7
Figure 6 : Divisional Structure of MCMC Academy.....	9
Figure 7: Training Centre Organizational Structure	10
Figure 8 : Staff Information	11
Figure 9 : External Training Application Flow.....	17
Figure 10 : In-House Proposal Request Flow	18
Figure 11 : In-House Training Application Flow	18
Figure 12: Waiting List Flow	19
Figure 13 : Checklist for NCC	21
Figure 14: Checklist for NCC	21
Figure 15 : Checklist for NCC	22
Figure 16 : Backdrop for welcoming NCC delegates.....	23
Figure 17: Agenda Induction	26
Figure 18: Agenda Induction	26
Figure 19: Kahoot	28
Figure 20: Boxes file were stored	32
Figure 21: Files at locker	33
Figure 22: File transfer.....	34
Figure 23: Labelling Spine	35

Figure 24: Labelling Complete.....	36
Figure 25 : Locker Labelling	37
Figure 26- Training Class session	38
Figure 27: Classroom U-Shape	43
Figure 28: Classroom layout 2 VS 2.....	44
Figure 29: Classroom Layout Room by Room	45
Figure 30: Classroom Layout V-Shape	46
Figure 31: Classroom Layout Meeting Room.....	47
Figure 32: Classroom Layout Circle Shape	48
Figure 33: Guideline for External Training Application Forms	53
Figure 34 : Guidelines for Training Evaluation	55
Figure 35 :Guidelines for Training View	56
Figure 36:SKMM Intranet.....	57
Figure 37: Interactive guidelines published at the Intranet SKMM	57
Figure 38:Home Interface	63
Figure 39: Smart Community About.....	63
Figure 40: Coding Language for Index.html.....	64
Figure 41: Coding for Index.html	64

LIST OF APPENDICES

APPENDICES A:	INDUSTRIAL TRAINING STUDENT'S CHECKLIST.....	74
APPENDICES B:	ATTENDANCE RECORDS	75
APPENDICES C:	REPORT DUTY DECLARATION FORM	76
APPENDICES D:	OTHER DOCUMENTS	77
APPENDICES E:	LOG BOOK	78

CHAPTER 1 : INTRODUCTION

1.1 Background of the Organization



Figure 1 : Logo Malaysian Communication And Multimedia Commission

The Malaysian Communications and Multimedia Commission (MCMC) or known as Suruhanjaya Komunikasi dan Multimedia Malaysia (SKMM) is an administrative body and its key part is the control of the correspondences and media industry in view of the forces accommodated in the Malaysian Communications and Multimedia Commission Act (1998), the Communications and Multimedia Act (1998) and the Strategic Trade Act (2010). Pursuant to these Acts, its part is likewise to actualize and advance the Government's national arrangement goals for the interchanges and mixed media area. MCMC is likewise accused of managing the new administrative system for the uniting media communications and broadcasting ventures and online exercises. In 2001, MCMC's part was extended to incorporate administering the postal administration segment as per the Postal Services Act 1991 and authorizing of the Certification Authorities under the Digital Signature Act 1997.

The Primary functions of the MCMC are as follows:

- i. Advise the Minister on all matters concerning the national policy objectives for communications and multimedia activities.
- ii. Implement and enforce the provisions of the communications and multimedia law.
- iii. Regulate all matters relating to communications and multimedia activities not provided for in the communications and multimedia law.
- iv. Consider and recommend reforms to the communications and multimedia law.

- v. Supervise and monitor communications and multimedia activities.
- vi. Encourage and promote the development of the communications and multimedia industry.
- vii. Encourage and promote self-regulation in the communications and multimedia industry.
- viii. Promote and maintain the integrity of all persons licensed or otherwise authorised under the communications and multimedia industry.
- ix. Render assistance in any form to, and to promote co-operation and co-ordination amongst, persons engaged in communications and multimedia activities.
- x. Carry out any function under any written law as may be prescribed by the Minister by notification published in the Gazette.

1.2 Organizational Structure

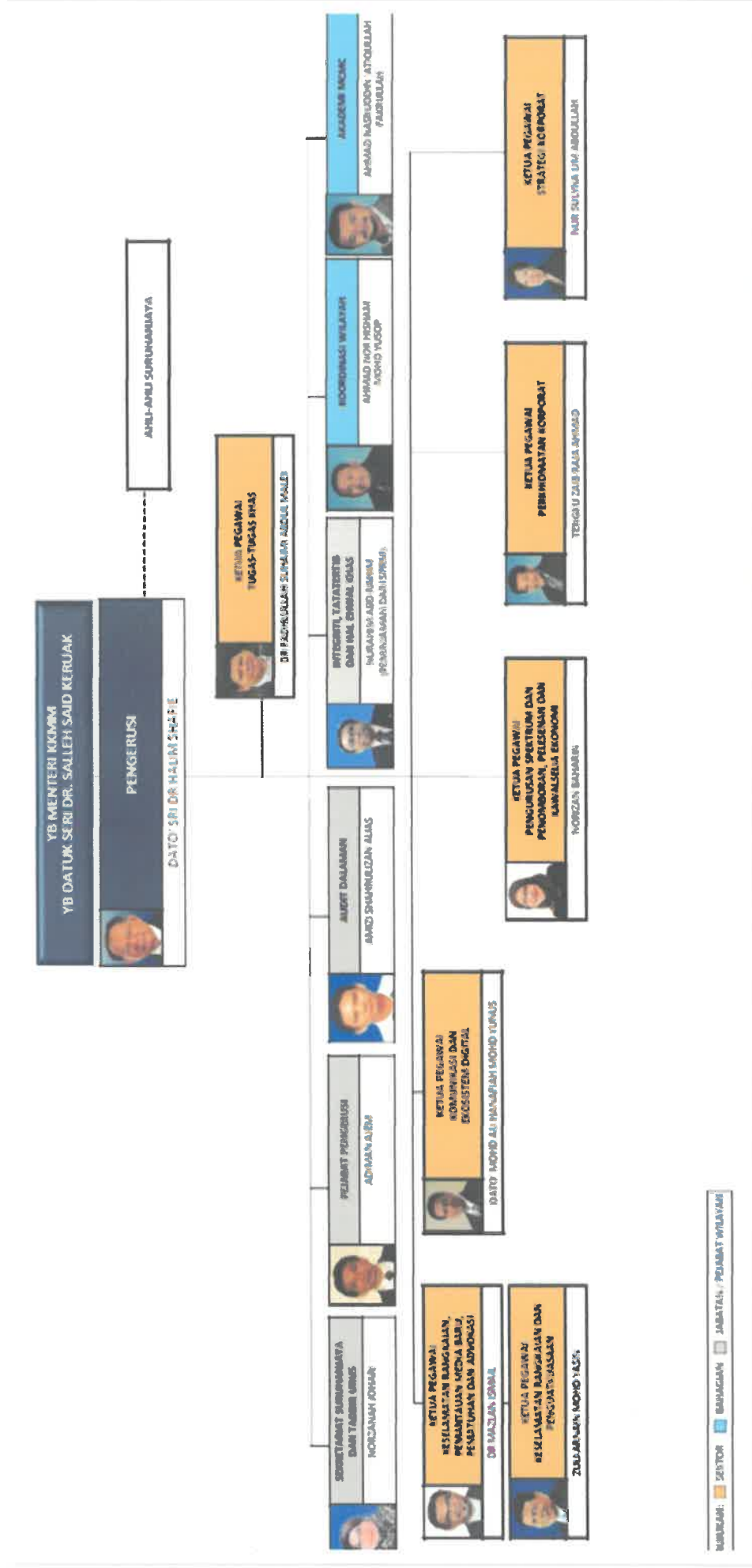


Figure 2 : Organizational Chart Malaysian Communication and Multimedia Commission

**Struktur Organisasi MCMC
Berkuatkuasa 15 Mac 2017**

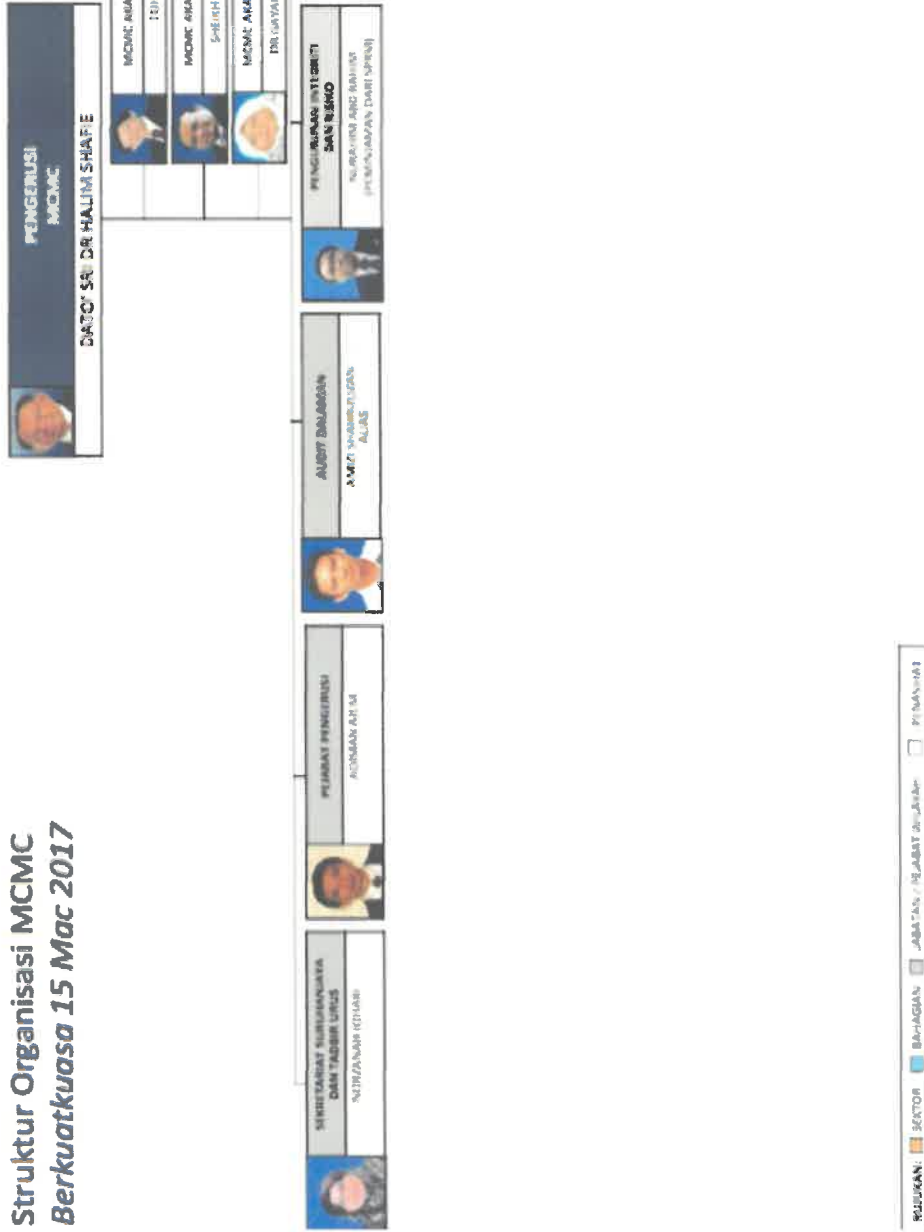


Figure 3 : Organizational Chart Malaysian Communication and Multimedia Commission

Struktur Organisasi Sektor Perkhidmatan Korporat Berkuatkuasa 15 Mac 2017

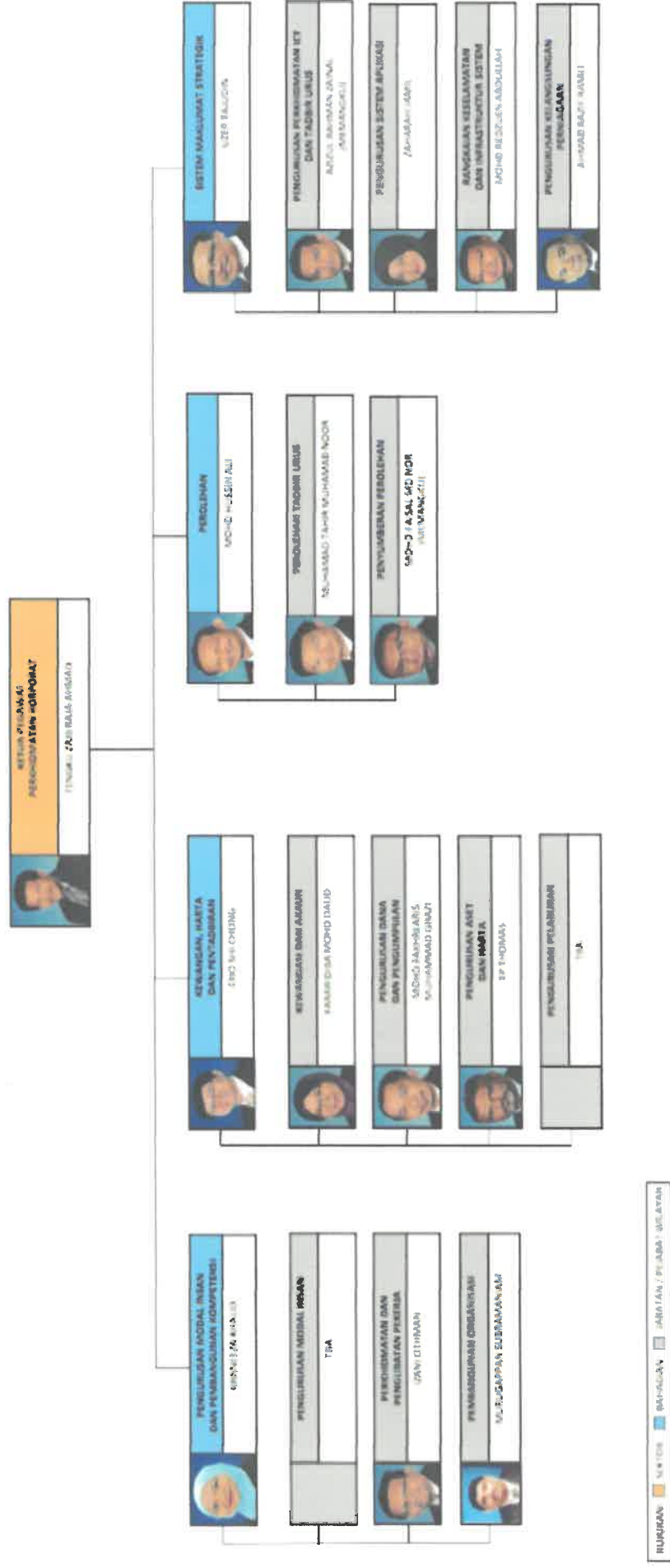
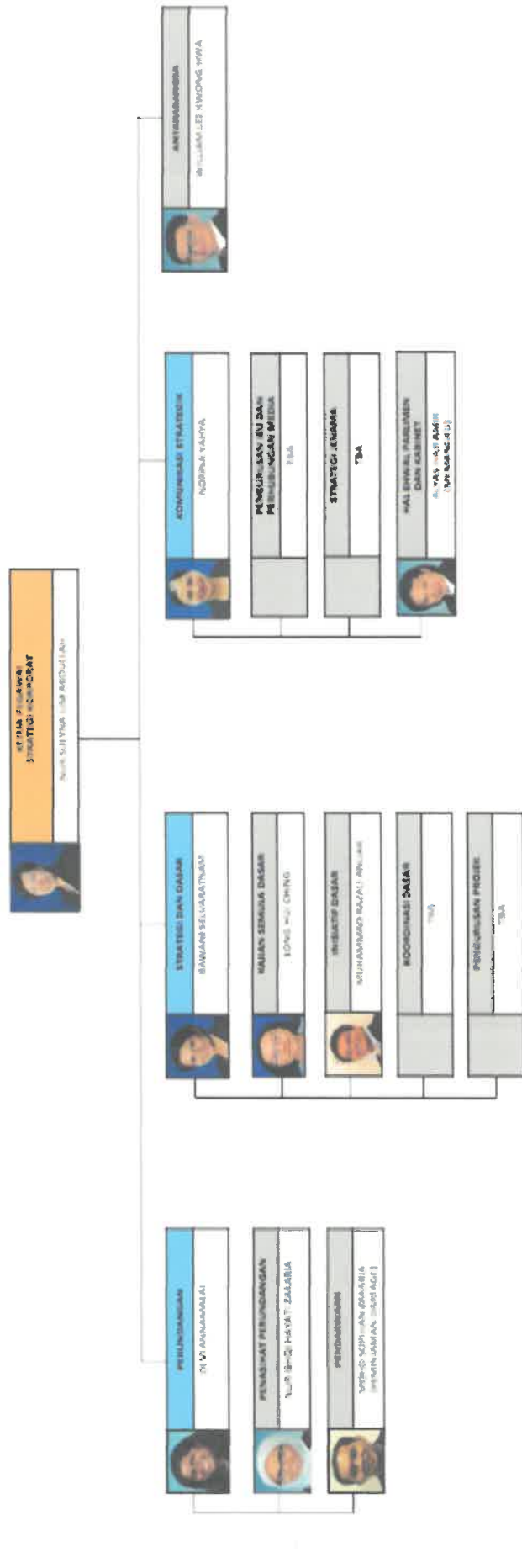


Figure 4 : Organizational Charts for Malaysian Communication and Multimedia Commission

Struktur Organisasi Sektor Strategi Korporat Berkuatkuasa 15 Mac 2017



PERUNDANGAN: ■
 STRATEGI: ■
 KADUKUSA: ■
 ANTARABERSEKATA: ■
 STRATEGI / JAWAB: ■
 KALENDAR / PELAKSANA: ■

Figure 5 : Organizational Charts for Malaysian Communication and Multimedia Commission

CHAPTER 2 : ORGANIZATION INFORMATION

2.1 Divisional Sturcture



Figure 6 : Divisional Structure of MCMC Academy

2.2 Departmental Structure

Training Centre - Org. Structure

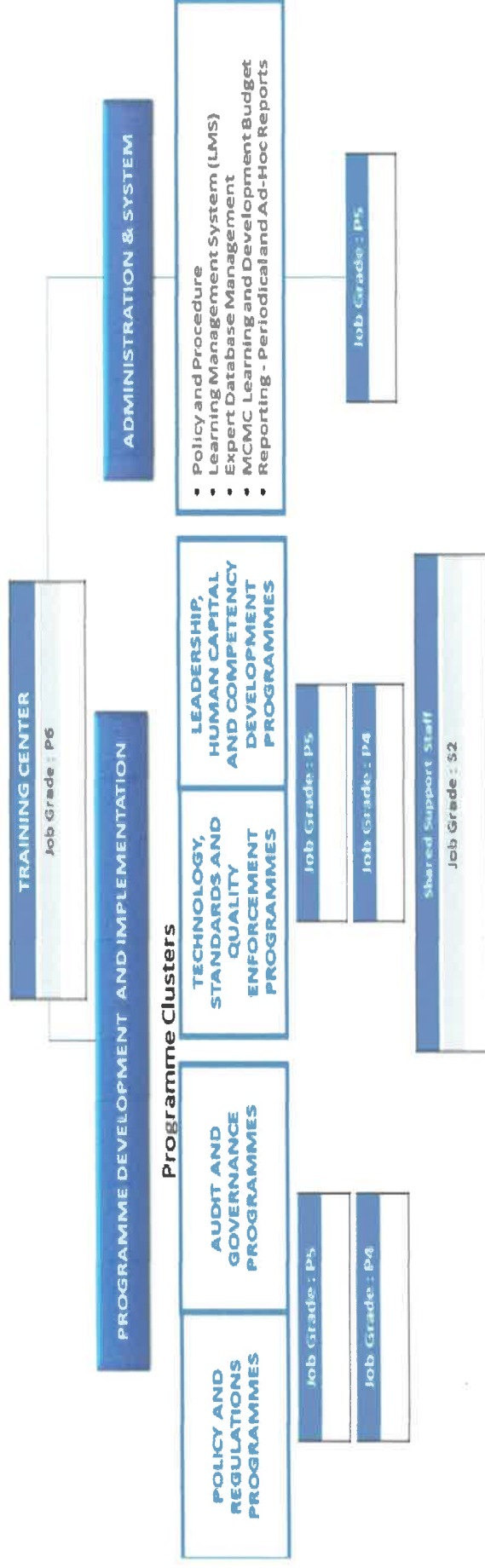


Figure 7: Training Centre Organizational Structure

2.3 Staff Information

Training Centre Structure



Figure 8 : Staff Information

2.4 Division and Department Function

Academy MCMC should implement sustainable development initiatives in line with the strategic thrusts to meet the increasing role of MCMC and the rapid development of the communications and multimedia industry. The purpose and role of training are to ensure that all SKMM employees are given the necessary opportunities to develop their knowledge, skills and competencies to deliver their responsibilities efficiently.

2.4.1 Vision

To be recognized as a Centre of Excellence & Reference to support the Communications & Multimedia Industry.

2.4.2 Mission

To develop competent human capital for SKMM and industry

2.4.3 Objective

- Ensure that training initiatives can be implemented to meet the needs of the development of human capital by MCMC and the industry.
- Promote and implement joint programs and research.
- Conduct knowledge management initiative that seeks to improve knowledge on MCMC and telecommunications and multimedia industry .

CHAPTER 3 : INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

During internship, trainee has been placed under department of Training Centre. This department is headed by Mr Tukefli Khazali and assisted by seven staff.

In the way to make daily task are well recorded, trainee has been provided logbook in the way to list down all the activity that have been done at the organization. In the same time, trainee also needed to record their daily attendance by scanning the card in the morning before works and in the evening after works. Please refer Appendix to view the punch card.

The tasks that have been given to the trainee are open and are limited to any specific task. The tasks that have been given are based on the time and activity, and also due to private and confidential.

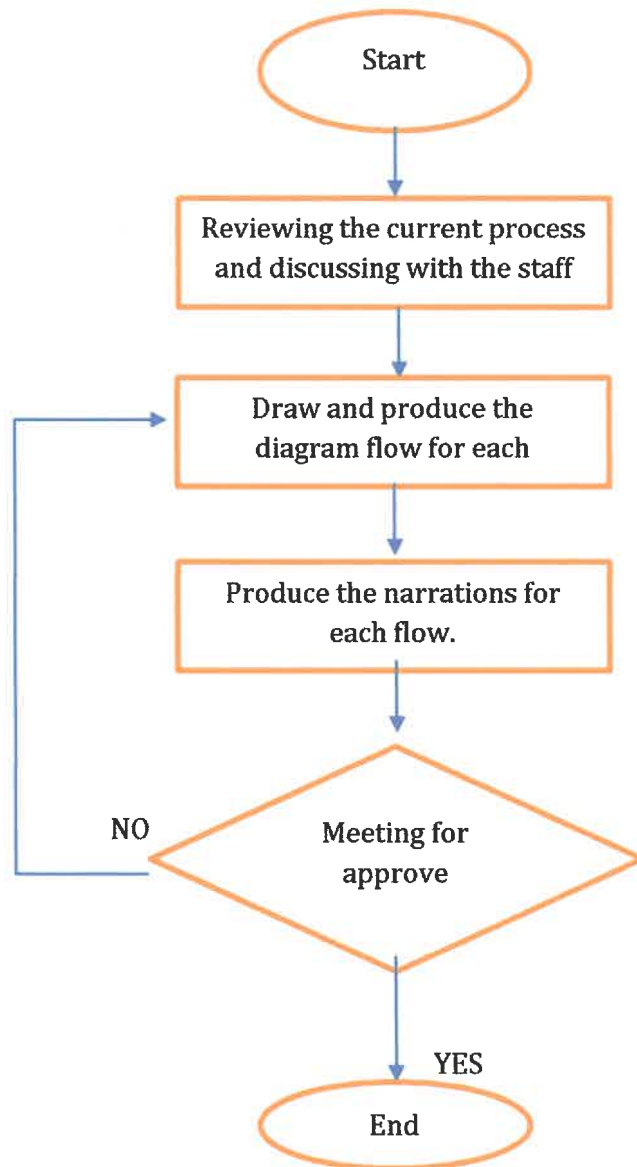
3.1.1 SOP flowchart of Training Application Guidelines.

3.1.1.1 Overview of the Programme

A standard working technique, or SOP, is an arrangement of well ordered guidelines accumulated by an association to help specialists do routine operations. SOPs plan to accomplish productivity, quality yield and consistency of execution, while lessening miscommunication and inability to agree to industry controls.

One of the training activities that have done by trainee at MCMC is by Sketching and drawing the flowchart diagram of External Training Application, In-House proposal, In-House flow form, Overseas external Training Application, Withdrawal Porcess, and Waiting list Process. Each of the flow has the owner. As First Trainee Mrs. Stefani A/P Tannyell to draw the flowchart of External Training Application forms. Next, is proceed to In-house program flow with Ayesha Ahmad, and for the overseas external training application flow with Gayathrie woon. Meanwhile, as for the waiting list and withdrawal process, trainee to produce and give the idea by drawing the flow diagram. In order to complete this diagram, the total time taken by the trainee and staff is 5 month. The reason why it took long time to finish these drawing as there are lot of changes occur in order to reach and balance same as the current practice by the department. Not even just drawing the flowchart, the trainee also need to come out with the narration of each flow to be more detailed and explainable.

The process of drawing workflow as shown



This flowchart process are the way of trainee to discuss with the supervisor on completing the task for flowchart.

Hereby this is the end result after completing the task for ISO documentation .

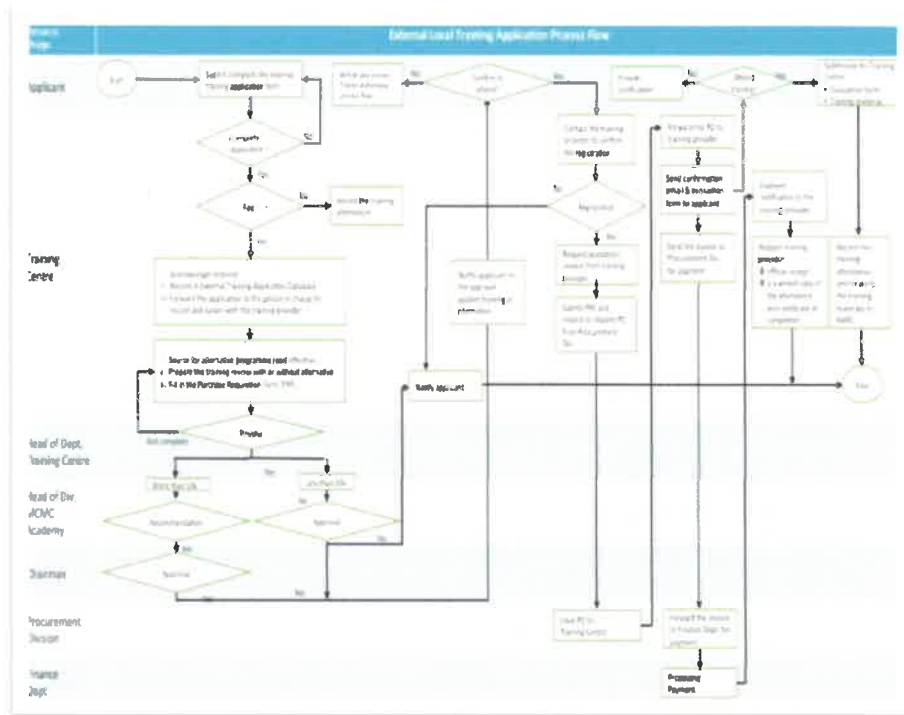


Figure 9 : External Training Application Flow

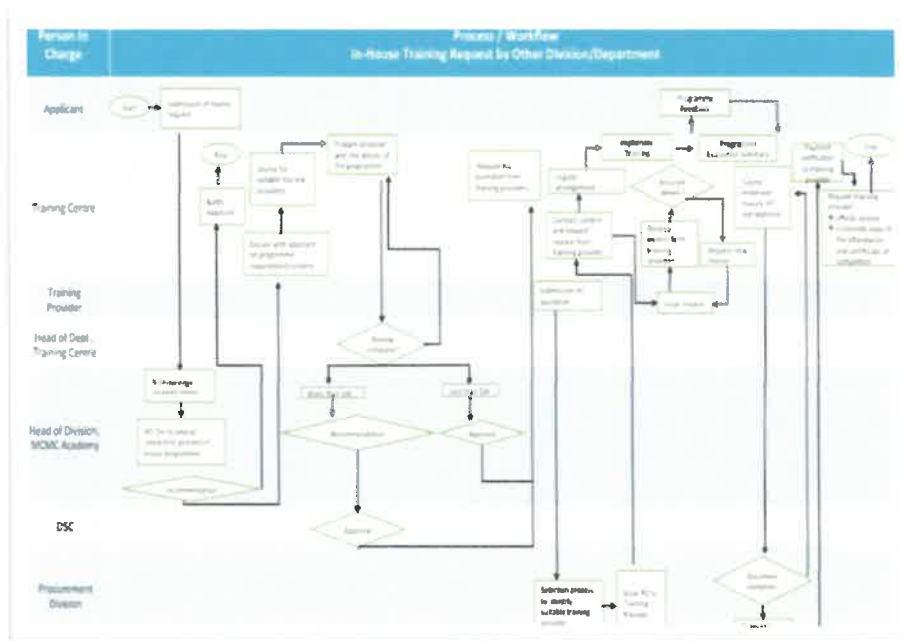


Figure 10 : In-House Proposal Request Flow

3.1.2 Management of User Training : Nigerian Communications Commissions Study Visit.

3.1.2.1 Overview of the programme

The Nigerian Communications Commission (NCC) is the free administrative expert for the media communications industry in Nigeria. The NCC was made under Decree number 75 by the Federal Military Government of Nigeria on 24 November 1992. The NCC was accused of the obligation of managing the supply of media communications administrations and offices, advancing rivalry, and setting execution models for telephone utilities in Nigeria. The Decree has been annulled and supplanted with the Nigerian Communications Act (NCA) 2003.

For this activities, Trainee had been given chance to help the project manager in handling the programme along with her. The Project manager for this programme is Pn Nurul Izza Saaman. This programme is actually handle by International Affairs Department. As the main goals of the visit is to gain the knowledge from MCMC, Training Centre department need to help International Affairs Department to handle this programme. The team was created between this two departments which is two staff from each department have to take part. So that, the Head of Department of Training Centre was nominated Mrs Nurul Izza and trainee to take part for this task,

These programme has being going on for 5 days which is started from 3rd April 2017 to 7th April 2017. And the venue is on M206 at MCMC tower1. Therefore, as before the programmed started, trainee has been given the

task as one month before the date in order trainee had enough time to prepare all the task in order to ensure the programme is handle well.

First of all, the task had been given to the trainee are to prepared the checklist and remarks the important thing that will be used by during the programme. Therefore, the checklist prepared as shown in the figure.

**Study Visit from Nigerian Communications Commission (NCC)
3 – 7 April 2017
Checklist for Administrative Matters**

No.	Item	Responsibilities	PTC	Remarks														
1	Programme Approval	International Department (IAD)		<ul style="list-style-type: none"> TC send proposed programme costing to IAD: 13 March DSC approved but no Honorarium to the speakers: 14 March 														
2	Programme Agenda	Training Centre (TC)	Tukefi Khazali Nurul Izza	<ul style="list-style-type: none"> Send proposed programme agenda to IAD: 13 March Send updated programme agenda to IAD: 22 March 														
		IAD	Norman	<ul style="list-style-type: none"> Send updated programme agenda to NCC: 22 March To forward NCC's reply email to TC 														
3	Programme Venue	TC	Nurul Izza	<ul style="list-style-type: none"> Email confirmation on room booking for M206: 7 March <table border="1" style="width: 100%;"> <thead> <tr> <th>Date</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>3 April</td> <td></td> </tr> <tr> <td>4 April</td> <td>M206, Level 2, MCMC Tower 1</td> </tr> <tr> <td>5 April</td> <td></td> </tr> <tr> <td>6 April</td> <td>MCMC Tower 1 i. Level 2, M206 ii. KWRC, Level 3</td> </tr> <tr> <td>7 April</td> <td>MCMC Former HQ i. Forensic Lab (Level 1) ^a ii. MyMakers Lab (Ground Floor) ^a</td> </tr> <tr> <td></td> <td>MCMC Tower 1 iii. Closing Ceremony (M206)</td> </tr> </tbody> </table> <p><small>^a Proposed Visit/ Activities</small></p>	Date	Venue	3 April		4 April	M206, Level 2, MCMC Tower 1	5 April		6 April	MCMC Tower 1 i. Level 2, M206 ii. KWRC, Level 3	7 April	MCMC Former HQ i. Forensic Lab (Level 1) ^a ii. MyMakers Lab (Ground Floor) ^a		MCMC Tower 1 iii. Closing Ceremony (M206)
Date	Venue																	
3 April																		
4 April	M206, Level 2, MCMC Tower 1																	
5 April																		
6 April	MCMC Tower 1 i. Level 2, M206 ii. KWRC, Level 3																	
7 April	MCMC Former HQ i. Forensic Lab (Level 1) ^a ii. MyMakers Lab (Ground Floor) ^a																	
	MCMC Tower 1 iii. Closing Ceremony (M206)																	

Figure 13 : Checklist for NCC

**Study Visit from Nigerian Communications Commission (NCC)
3 – 7 April 2017
Checklist for Administrative Matters**

4	NCC Delegation	IAD	Norman Razali	<ul style="list-style-type: none"> List of the NCC delegates as at 16 March <table border="1"> <thead> <tr> <th>No.</th> <th>Name</th> <th>Title</th> <th>Qualification / Department</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Mrs. Vecunde Akinloye</td> <td>Deputy Director</td> <td>Legal and Regulatory</td> </tr> <tr> <td>2</td> <td>Mr. Efesa Idahen</td> <td>Deputy Director</td> <td>Compliance Monitoring and Enforcement</td> </tr> <tr> <td>3</td> <td>Durojaiye Okodu</td> <td>Deputy Director</td> <td>Consumer Affairs</td> </tr> <tr> <td>4</td> <td>Mrs. Frede Bruce-Sarrot</td> <td>Principal Manager</td> <td>Licensing and Authorization</td> </tr> <tr> <td>5</td> <td>Engr. Yanimu Basa</td> <td>Principal Manager</td> <td>Engineering</td> </tr> <tr> <td>6</td> <td>Mr. Ibrahim Galadima</td> <td>Principal Manager</td> <td>International Affairs</td> </tr> <tr> <td>7</td> <td>Mr. Isa Umar</td> <td>Principal Manager</td> <td>Finance Services</td> </tr> <tr> <td>8</td> <td>Mrs. Hafsa Usman-Rugga</td> <td>SMHC</td> <td>Human Capital Development</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Arrangement for visitor access card at MCMC Tower 1 throughout the programme period Arrangement for visitor access to the MCMC Former HQ 	No.	Name	Title	Qualification / Department	1	Mrs. Vecunde Akinloye	Deputy Director	Legal and Regulatory	2	Mr. Efesa Idahen	Deputy Director	Compliance Monitoring and Enforcement	3	Durojaiye Okodu	Deputy Director	Consumer Affairs	4	Mrs. Frede Bruce-Sarrot	Principal Manager	Licensing and Authorization	5	Engr. Yanimu Basa	Principal Manager	Engineering	6	Mr. Ibrahim Galadima	Principal Manager	International Affairs	7	Mr. Isa Umar	Principal Manager	Finance Services	8	Mrs. Hafsa Usman-Rugga	SMHC	Human Capital Development
No.	Name	Title	Qualification / Department																																					
1	Mrs. Vecunde Akinloye	Deputy Director	Legal and Regulatory																																					
2	Mr. Efesa Idahen	Deputy Director	Compliance Monitoring and Enforcement																																					
3	Durojaiye Okodu	Deputy Director	Consumer Affairs																																					
4	Mrs. Frede Bruce-Sarrot	Principal Manager	Licensing and Authorization																																					
5	Engr. Yanimu Basa	Principal Manager	Engineering																																					
6	Mr. Ibrahim Galadima	Principal Manager	International Affairs																																					
7	Mr. Isa Umar	Principal Manager	Finance Services																																					
8	Mrs. Hafsa Usman-Rugga	SMHC	Human Capital Development																																					
5	Programme Team	IAD TC		<p>Training Centre (TC)</p> <p>Tukeffi Khazali Nurul Izza Saaman Ruhazila Abidin Aliff Danial Amran Suhaimi Mohammad Azhar Mat Zin Suziyana Ahmad</p>																																				

Figure 14: Checklist for NCC

**Study Visit from Nigerian Communications Commission (NCC)
3 – 7 April 2017
Checklist for Administrative Matters**

				International Department (IAD) William Lee Kwong Hwa Norman Razali
6	Venue Arrangement	TC	Aliff Danial Suziyana	<ul style="list-style-type: none"> Directional Signage Backdrop Seating Arrangement Room Facilities IT/ Technical Support
7	Logistic Arrangement	TC	Aliff Danial	<ul style="list-style-type: none"> For 7 April at noon; from MCMC Former HQ to MCMC Tower 1
		IAD	Norman Razali	<ul style="list-style-type: none"> Others, if required
8	Emails Invitation	TC	Nurul Izza Ruhazila	<ul style="list-style-type: none"> Invitation to speakers: 23 March
9	Presentation Material	TC	Nurul Izza Aliff Danial	
10	Opening Remarks	IAD	William Norman Razali	<ul style="list-style-type: none"> Delivery of opening keynote Arrangement of photo session To propose a short meet up arrangement between NCC delegates with Dato' Sri Dr. Halim Shahe
		TC	Nurul Izza	<ul style="list-style-type: none"> Invitation to MCMC Academy Head of Division & Advisors
11	Closing Remarks	IAD	William Norman Razali	<ul style="list-style-type: none"> Master of ceremonies (MC) Delivery of closing keynote Arrangement of photo session Arrangement on the corporate souvenirs

Figure 15 : Checklist for NCC

As the checklist is created, all the task have been divided into between this two departments. So that, the staff is aware about their task in order to ensure the programme is well.

Next, as the task given trainee need help the team in order to designing the backdrop for opening and closing remarks, preparing the signage , preparing the room layout , photos and video during the session is on, preparing the montage for closing and etc.

As for preparing the backdrop, a few ideas coming and a few design was implemented. All the design have been showed during team meeting and a few amendments need to be done based on decision between the Head of Department and the Project manager. After a few days have amendments have done then the design for Opening and Closing have been done and it is accepted as shown in the figure below.



Figure 16 : Backdrop for welcoming NCC delegates

As the programmed is on. For the first day, trainee is doing the task on arranging the seats for the Nigerian delegates besides arranging Converge books, slides, refreshments and etc. on the desk. This is to make the delegates is comfortable.

3.1.3 Induction Programme.

3.1.3.1 Overview of the Activity.

An Induction programme is the process used within many businesses to welcome new employees to the company and prepare them for their new role. MCMC induction was divided into two sections which are On-boarding and the CTPR Programme which is about the converged telecommunication policy and regulations. The Onboarding is designed to provide new employees with general processes and practices in MCMC which will be covered by Human Capital Management Division (HCMCD), Organizational Development Department (ODD), Finance & Accounts Department (FAD), Property & Asset Management Department (PAMD), Integrity, Disciplinary and Special Affairs Department (IDSA), Procurement Division and MCMC Academy Division.


The Teambuilding promotes interaction and includes teaming activities with the aim to bring the participants together as one team, whilst the Study Visit will act as an exposure to MCMC's initiatives such as Pusat Internet 1Malaysia (PI1M). Meanwhile, as for the CTPR session that provides the basic understanding on the Communications & Multimedia Act, other relevant acts, MCMC roles, the industry, basic network & technologies and the future regulatory challenges.

3.1.3.2 Objectives of the Activity.

The objectives of the induction programme are to

- I. Provide overall understanding of MCMC and its key roles and functions.

- II. Enhance understanding of how MCMC reflect and provide the link of the new joiner's role to others in the organization.
- III. Foster strong team-work and camaraderie amongst fellow MCMC colleagues.
- IV. Understand and adapt to organizational culture and environment.

 **AGENDA INDUCTION PART 1: ONBOARDING & TEAMBUILDING**
(6-day course)

Day	0800 0900	0900 1030	1030 1100	1100 1230	1230 1400	1400 1530	1530 1600	1600 1700	1700 1730	1900 2200
Day 1 10/4/2017		Session with Human Capital Management and Competency Development Division (HCMCD)	Planning Tea Break	Introduction to ACHIEVE and BCM by Organisational Development Department (ODD)	Lunch Break	Session with Finance and Accounts Department (FAD)	Afternoon Tea Break	Session with Properties and Asset Management Department (PAMD)		
Day 2 11/4/2017		MCMC Core Value by Integrity, Disciplinary and Special Affairs Department (IDSA)		Introduction to Fraud and Corruption, Offences and Its Consequences (IDSA)		Measures to Prevent Fraud and Corruption (IDSA)		Session with Procurement Division		
Day 3 12/4/2017		Keselamatan Perlindungan Dokumen by Chief Government Security Office (CGSO)		Keselamatan Perlindungan Dokumen (CGSO)		1400 1500	1500 1600	1600 2000	2130 2230	Team Building Activities
Day 4 13/4/2017	Team Building Activities									
Day 5 14/4/2017	Team Building Activities									
Day 6 15/4/2017	Team Building Activities					Study Visit to P11M		Departure to Cyberjaya		

Figure 17: Agenda Induction



AGENDA INDUCTION PART 2: CONVERGED TELECOMMUNICATIONS POLICY & REGULATIONS (CTPR) FOUNDATION (5-day course)

Day	0900 - 1010	1030 - 1045	1045 - 1230	1230 - 1330	1330 - 1530	1530 - 1545	1545 - 1700
Day 7 17/4/2017	The Big Picture: Introductions to Converged Telecommunications Regulation (+ Individual Assessment)	Morning Tea Break	Introduction to Communication & Multimedia Act 1998 (CMA 1998) (+ Individual Assessment)	Lunch Break	Networking of Networks – Basics of Telecommunications Topic: History of Telecommunication & Concepts	Afternoon Tea Break	Networking of Networks – Basics of Telecommunications Topic: Public Cellular Systems
Day 8 18/4/2017	Networking of Networks – Basics of Telecommunications Topic: The Internet and Broadband		Networking of Networks – Basics of Telecommunications Topic: Satellite Communications		Networking of Networks – Basics of Telecommunications Topics: Optical Fibre Communications		Networking of Networks – Basics of Telecommunications Topic: Open Systems Interconnection Model (OSI) 7 Layer Model
Day 9 19/4/2017	Networking of Networks – Basics of Telecommunications Topic: Local Area Network		Networking of Networks – Basics of Telecommunications Topic: Internet of Things Communications		Networking of Networks – Basics of Telecommunications Topic: Quality of Service (+ Individual Assessment)		Empowering People – Digital Literacy and E-Inclusion (+ Individual Assessment)
Day 10 20/4/2017	Consumer Empowerment: Consumer Protection (+ Individual Assessment)		Communications and Multimedia Consumer Forum Malaysia (CFM) (+ Individual Assessment)		A Digital Future: Regulatory Challenges		A Digital Future: Regulatory Challenges (+ Individual Assessment)
Day 11 21/4/2017	Assessment: Group Assignment		Assessment: Group Assignment		Group Presentation		Group Presentation

3

Figure 18: Agenda Induction

3.1.3.3 Task done by Trainee.

During the induction programme trainee has been given the task to facilitate the participant that already registered on joining this programme. And this programme duration was occur within 2 weeks. This induction programme was held at Internal and External place which is at MCMC Former HQ and IKWAS at Kluang Johor. As for longboarding and CTPR session was held at MCMC Former HQ. Meanwhile as for Teambuilding Session it was held at external venue which is at IKWAS, Kluang Johor. As for the first day of the programme, the trainee has done the task at Board Room, MCMC Former HQ. Trainee task was to check all the computer and Network at the board room in well connected. If there is issue occur. Trainee contact the maintenance to settle the issue. As mostly happen was the network connection was hardly configured. The

network connection is really important as because at the end of each session the participant need answer the assessment question in order to test and measure their understanding related to that session. The programme that used by the Training Centre and trainee is by using the Open source which is “Kahoot”.

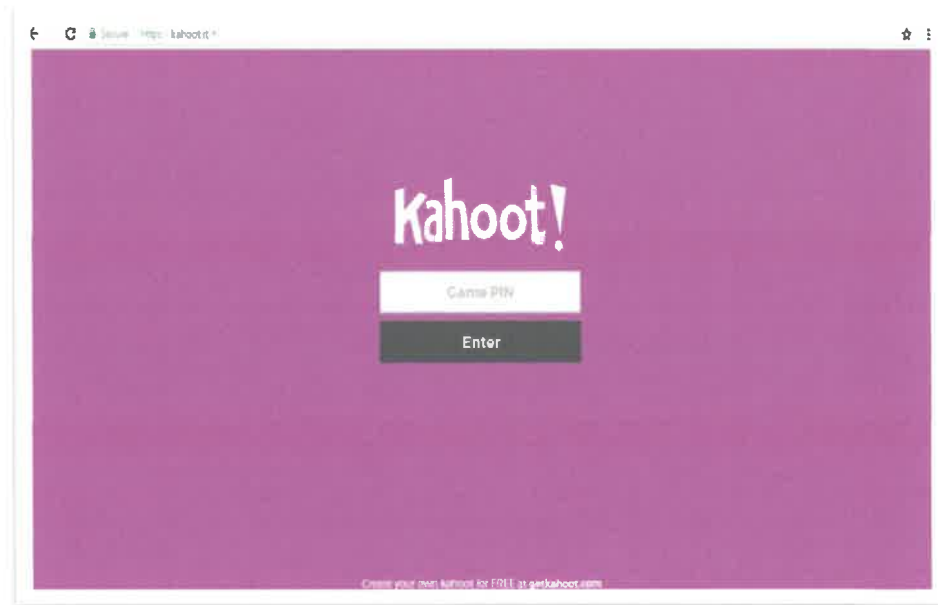


Figure 19: Kahoot

Next task that trainee has done is to ensure the invited speakers able to come with the latest slides for them to use during their session. It is a great practice for trainee in order to liaising with the external person from the department and build the network with other organization. This session will be repeated along the programme and each session.

Other than that, Food and beverage is important for every programme in order the participant able to refresh their mind and able to accept what has delivered by the speakers for them. So that trainee liaise with the caterer and ensure at the F&B arrive at the break time.

As to keep the moment to be immortal and be able used in future, the Head of Department assign the trainee to record every each session. By

using the camcorder Sony and Nikon D7000 trainee has done recording and capturing the moment during the programme was held.

All the task mention was repeated during the Onboarding session and CTPR session. As for the teambuilding session is a bit different as it is a bit challenging as because the programmed held at external venue which is at IKWAS, Kluang johor.

Teambuilding session was in the middle of the programme which is was occur for four days started from Wednesday to Saturday. As the participant, Trainee, and one staff depart from the Office at the evening and arrived at the Kluang Johor on night. The first activity was started upon arrival. All the activity was conducted by the IKWAS team. What are the Trainee and staff task is to ensure all the participant able to commit and safety during the programme held at IKWAS. The result, participant is in the pink of health as everyday they are.

3.2 Special Projects

3.2.1. Record Management – Filing And Record Keeping.

3.2.1.1 Project Overview.

As for this Special Project, Trainee has discuss with the Head Of Department on handling the filing documentation at the department to be change as what has been analyses by trainee, the department is not following the good storage of filing documentation. The Documentation was messy and non-standardize. Trainee has proposed to change the filing documentation before the Internal Audit Department investigate and check all the files. However, waiting for the approval of my proposal on changing the style of their filing documentation is taking a lot of time due to lot of programmes need to handle by the department team untill the internal Audit department gave a words to change and improved their filing documentation system. In-order for that, Head of Department Training Centre are giving the responsibility as the person in charge on handling the filing documentation. This filling documentation taking almost 4 weeks and more due to a full concentraion to the programmes and the ability of staff in order to gather all the files. The dateline of the project proposed on 22nd of February 2017. However due to delayed, the approval started on 30th May 2017 and completed on nearly end of June.

3.2.1.2 Problem Statement

As the problem statement for this special project is , the Filing documentation at the department is not well manage, all the files was scatterd around , the appraisal process is not beign process, the labelling is not standardize and etc. so that , with the knowledge of the trainee had during study, trainee implemented at the department.

3.2.1.3 Project Objectives and Scopes

The project objectives of the special project is to seek for the standardization, tidyness and to see that all the file is organized well as their record will be easy to manage in future. This project Scope are related to the knowledge that already receive by the trainee since study to the subject classification and filing documentation (IMR) .

3.2.1.4 User Targets

This project was aimed for the staff of MCMC which under divisional of MCMC Academy in department of Training Centre.

3.2.1.5 Implementation of Filing Documentation.

As doing the filing documentation, Trainee started it with kick off meeting on the date 30th May 2017. The kick off meeting agendas is related to the Filing documentation, the safety is concern by trainee as being advise to the staff to wear mask and gloves while doing the filing documentation. This kick off meeting ended with all the staff aware and understand on what they are going to do during the implementation filing documentation. First and Foremost, filing documentation started with gathering all the files that are related to the training center which is this process is to measure the values of record that they kept nearby them. The files location was scattered around which they kept it inside the box, desk, cubicle, locker and etc. Once, the trainee had the experience on seeking the files as it is not be founded due to the staff was on leave and that files was under her supervision. This problem are giving the department to the problem as the files was needed to be audited by the internal audit. In this case, trainee and staff are collecting and gathering all the files into one places. This session is taking a time due to staff was busy with the programmed that

they have to handle. In order to gather all the files, Trainee have to wait for them to collect the files.



Figure 20: Boxes file were stored

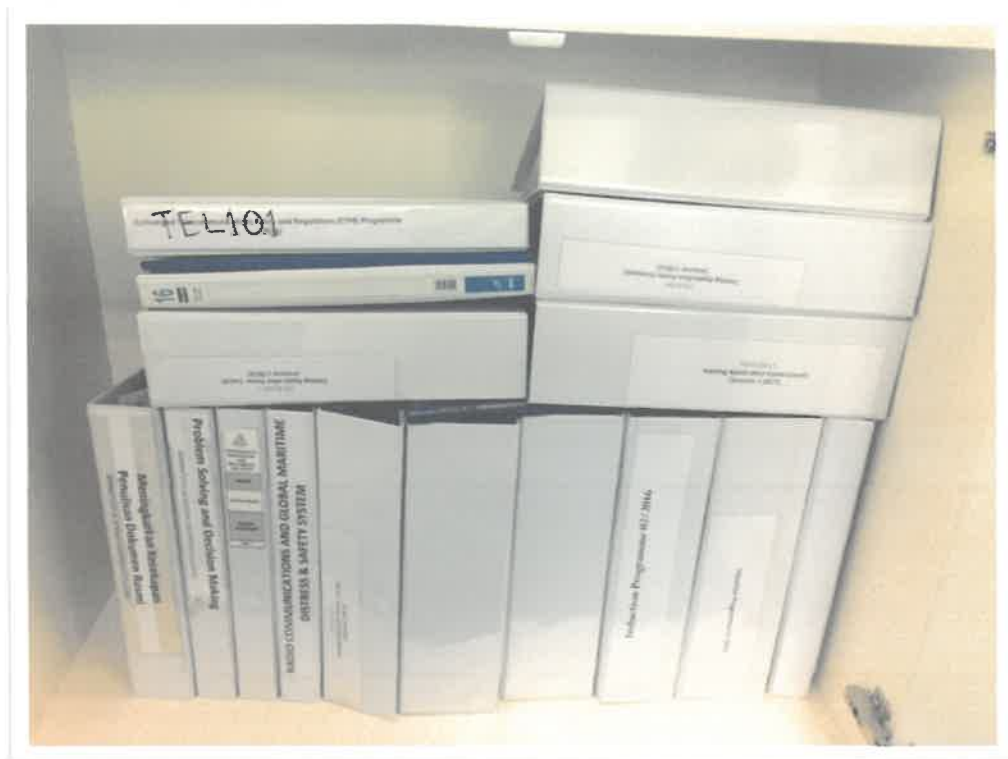


Figure 21: Files at locker

Second steps taken by Trainee and staff is doing the appraisal of files. Files founded started form year of 2007 until current year. So, trainee has advise

them with the three value of records, which is under Active Records, Semi-Active Records and Non-Active Records. Based on MCMC policies of record, they have to kept the current records for current 2 years, meanwhile they will kept the semi-active records at the Record Center which is they have rented it with Regalia Record Center. On-doing the appraisal process, the value of record it self also was approved by the Head of Department to transfer the Files and Record to the Record Center. On transferring all this files, trainee has completed filling the form provided by regalia for future retrieval. And the files that need to transfer already pack inside the box provided by Regalia.



Figure 22: File transfer

Return to active records, as concern by trainee and advises from internal audit, the department have to change the older files to the new files and

make a standardization of file classification and labelling. Trainee took this opportunity by transferring the records to the new files as the older files are some of it was break and turn to yellowish. As for labelling, trainee created the standardization of spine and approve by the Head Of Department. As for the Classification Number, trainee choose the Alphanumerical coding as what have told alphanumerical can be expand larger due to the record and files at this department was expanding due time to time. The example for the classification Coding is Academy-TCD/2017/LHCD001/001 which is represented Division-Department/year of files/code of files/volume of files. As code of files, trainee have standardize it with the Learning Management System (LMS) due to same Programme Code. So as retrieval of file the data dictionary will be auto generated trough system and kept under system database.

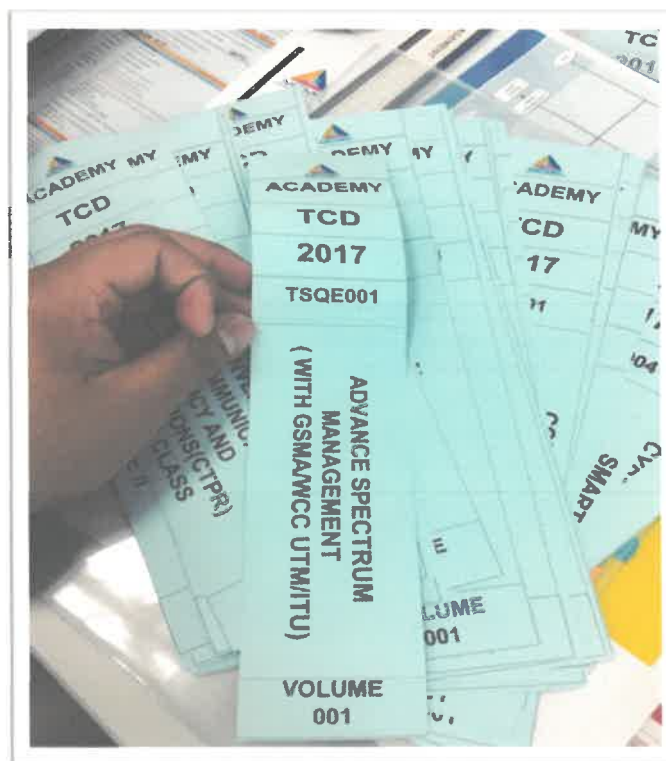


Figure 23: Labelling Spine

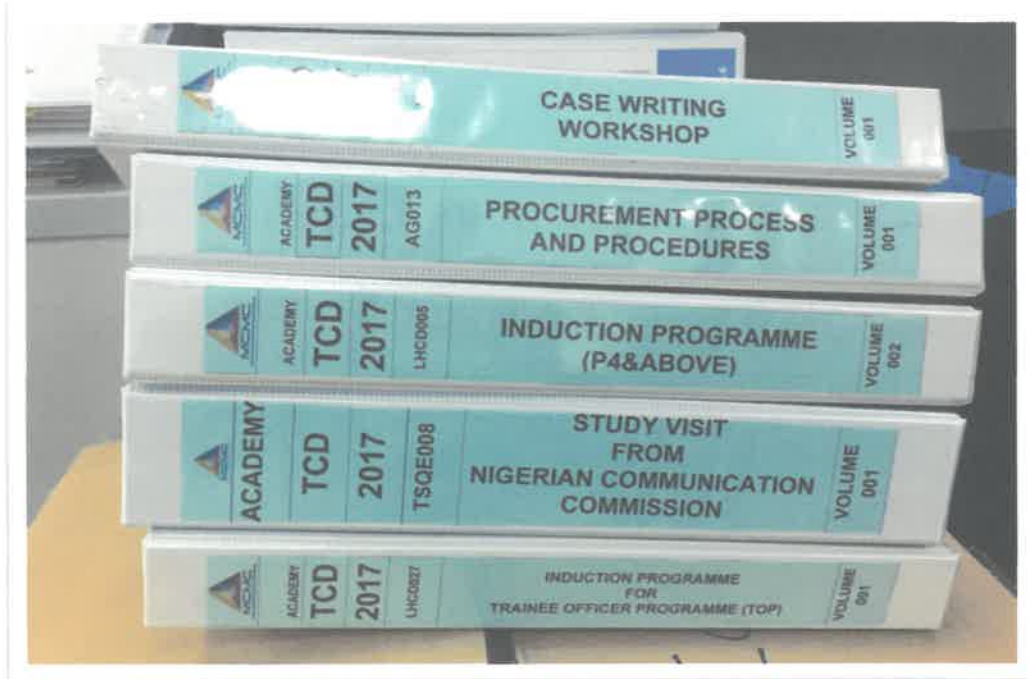


Figure 24: Labelling Complete

Next, after completing the labelling process, trainee seek for the storage for the current files. The problem that they faced is they do not have the registry, so they will kept the files inside the locker. As requested by Head of Department, the locker need to be labelled. Trainee took the opportunities with labelled the locked according the programme subject which just understand by the department staff in order to protect the information.



Figure 25 : Locker Labelling

Lastly, Trainee was conducting a class for them which is trainee explained more in details what is related to the Record management. Based on trainee view, the department team was zero knowledge to the record management.

As saying by the Head of Department, “ This is a new legacy brought by the trainee, which will give a huge impact for housekeeping records and it is a good establishment with a good effort brought by trainee”(Tukefli Khazali, 2017). At this class also, Trainee enforce and teach the staff to open a new files must followed the guideline provided by trainee that already gave to the two special staff to in charge of filing documentation in future.

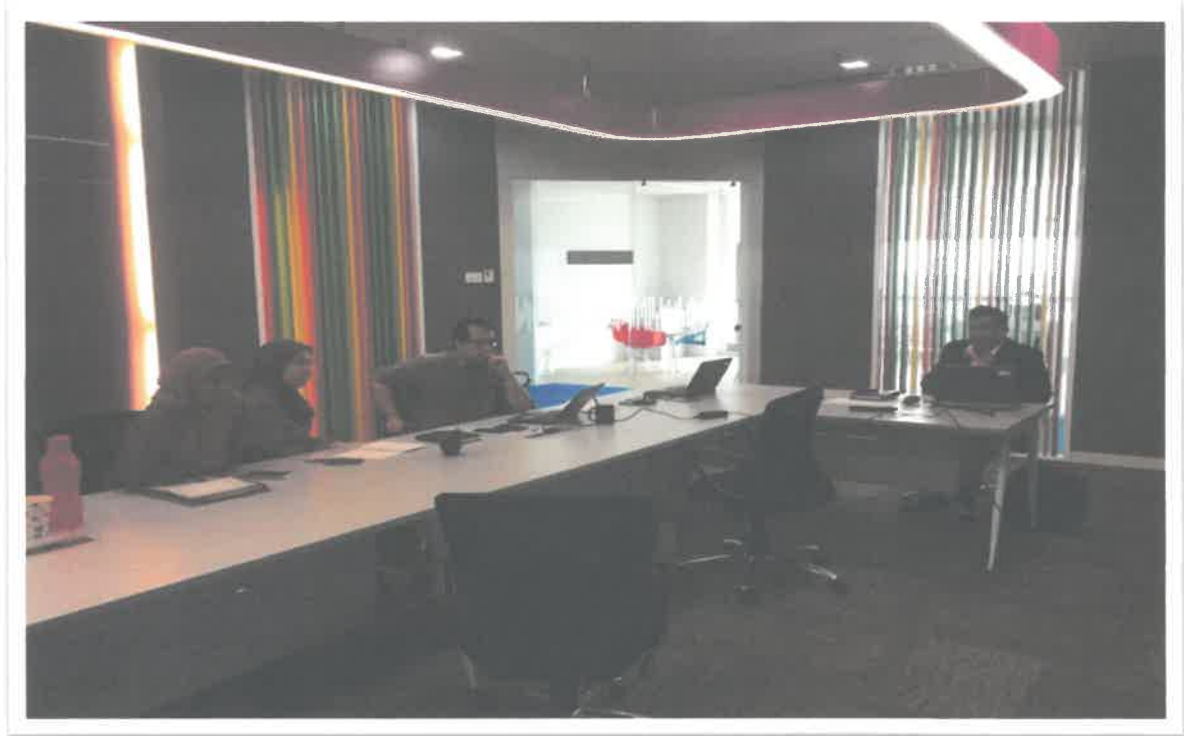


Figure 26- Training Class session

3.2.1.4 Advantaged by Filing Documentation

Day by day, after the filing documentation was done, the files was organized systematically. Staff able to kept the files on the locker provided according the programme subject. Even one of staff saying. “ Good Aliff, Now I able to find and locate file easily with faster” (Nurul Izza, 2017). All the problem occur during before the implementation of filing documentation able to resolve and it is being implemented by the department.

3.3 Class Room Layout (Subs Project)

3.3.1 Project Overview

On 27th February 2017, trainee had been given task to create or produce the Class Room Layout as for the department used in the future when they are conducting training at Head Quarters of MCMC old building. In this proposal, trainee is planning to have a site visit at old building to have a view of the room, then trainee will be come out with a specific design that suits with the physical room area.

Before proceed with the site visit, trainee had been given task by Mrs Ayesha bt Ahmed to prepare some idea to be used by the Training Centre department when they are conducting the training session. Trainee then decides to make a moved by planning a steps to ensure he able to give a good idea on solving the task given. By planning all of the steps, he decided to make a first move by doing a site visit. Once the trainee visit that specific location the trainee notify there are three classroom that can be merged to be a huge one classroom. Next, trainee also notice the arrangement of the desk, chair, screen projector and etc. The ability by viewing the situation and site give the trainee sort of view to draw the classroom layout. Once, done visiting the site. Trainee started discussing with the staff on which format is easily for them to used. A few opinions given. However, as for easier step trainee had to use the Microsoft Words due to limited access and installation of software make the trainee difficult to use the Diagram or drawing application software.

3.3.2 Problem Statement

The Classroom Layout that will be used all the standardize format of arrangement. As before this the training centre does not have the

standard arrangement or set up of classroom when they are organising training at their Headquarters. In order to make a standardization of classroom arrangement. The staff ask the trainee to come out with a few design of class room setup.

3.3.3 Project Objective

At times it might be outlandish and unfeasible to move the furniture around at all for some reasons incorporating the way that in some the tables are dashed to the floor. However, regardless of the possibility that the furniture is stable, recollect that the gathering of people is not, so it can consider how it need to gathering understudies and how it can utilize the space to have further bolstering for advantage. This may include utilizing spaces at the front, or down the side of the classrooms, giving understudies a chance to stand up or to sit on the tables to do certain exercises. A few contemplations, in a perfect world the classroom furniture would be light and versatile so it could come in and rapidly rework it. Tragically, in this present reality it is regularly substantial and the rooms themselves are too little to roll out excessively numerous improvements. Having said that it does believe it merits contemplating the classroom design and doing what it can to make it as suitable as conceivable to the lesson. Scope of Project of this Class room layout is created as to make sure that for the next training, Training Centre department able to arrange physical the class room with the Layout that created by trainee. This will simplify the task organizer to arrange the classroom material as they already had a guidance to follow and arrange.

3.3.4 User Target

For the user target, trainee is mainly target to the training centre department as they are conducting the training for the staff of MCMC. The

staff from training centre department will use this standard of arrangement in class as their guidelines to setup the classroom once they need to conduct the training. For sure they will conduct the training at least one (1) times per month. Other than that, this class room layout also will be used by any event organizer that will be using the same classroom at the HQ building. As saying by the staff "sometimes, the organizer of certain event will come to our department on asking the classroom layout on how they setup the classroom arrangement. Unfortunately, Training Centre department do not manage to help them as they also do not have the standards layout."(Staff,2017). So by setting up this layout it will help the staff from training centre department and also the event organizer on setting up the classroom for future training.

3.3.5 Tools Used for Development

Due to circumstance, as the trainee have limited access towards application software, trainee discovered a few open source application software through online. But it does not meet up the criteria. So, the trainee has decided to use the Microsoft Office Words 2016 as already installed by the administrator for the trainee use it. MCMC has already bought the license from Microsoft Office as that the trainee able to use it freely. The combination of shapes inside this application will define the physical furniture to setup the arrangement of the classroom.

3.3.6 Implementation

Hereby, is the output for class room layout. There were seven (7) plan layout drew by trainee.

First of all, U-shape model backings both understudy to-understudy communication and educator to-understudy cooperation. The class interfaces in a substantial gathering design, however educators have abundant chance to work with understudies one on one. Courses that accentuate dialogs and introductions ordinarily work well with this design.

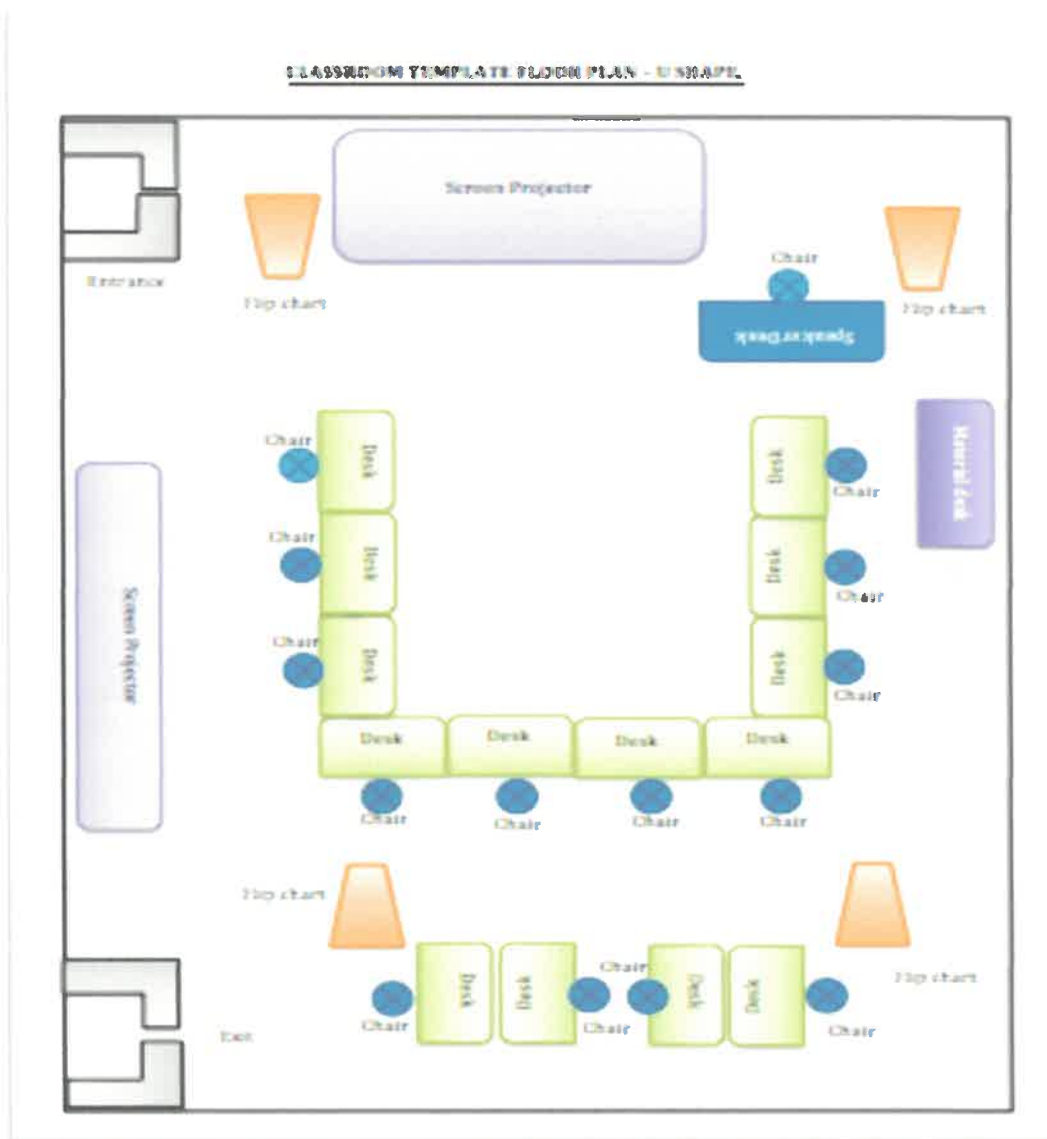


Figure 27: Classroom U-Shape

This plan is more to class or training room where applicant or understudy were seated together in two (2) This style is to coordinate concentrate on the instructor and disengage understudies so they can concentrate on what is being educated. The attention is not on having understudies collaborate, but rather if cooperation does happen and it's not endorsed by the instructor, it can without much of a stretch be seen and impeded. In any case, when understudy to understudy collaboration is justified, the decisions are to have one understudy pivot to another in a similar line- which is not happy for the understudy pivoting or have the understudies turn their work area confronting the column alongside them. The connection with 2 versus 2 is ordinarily between the instructor and understudy as the understudy tuning in and raising his hand to answer the teacher's inquiry.

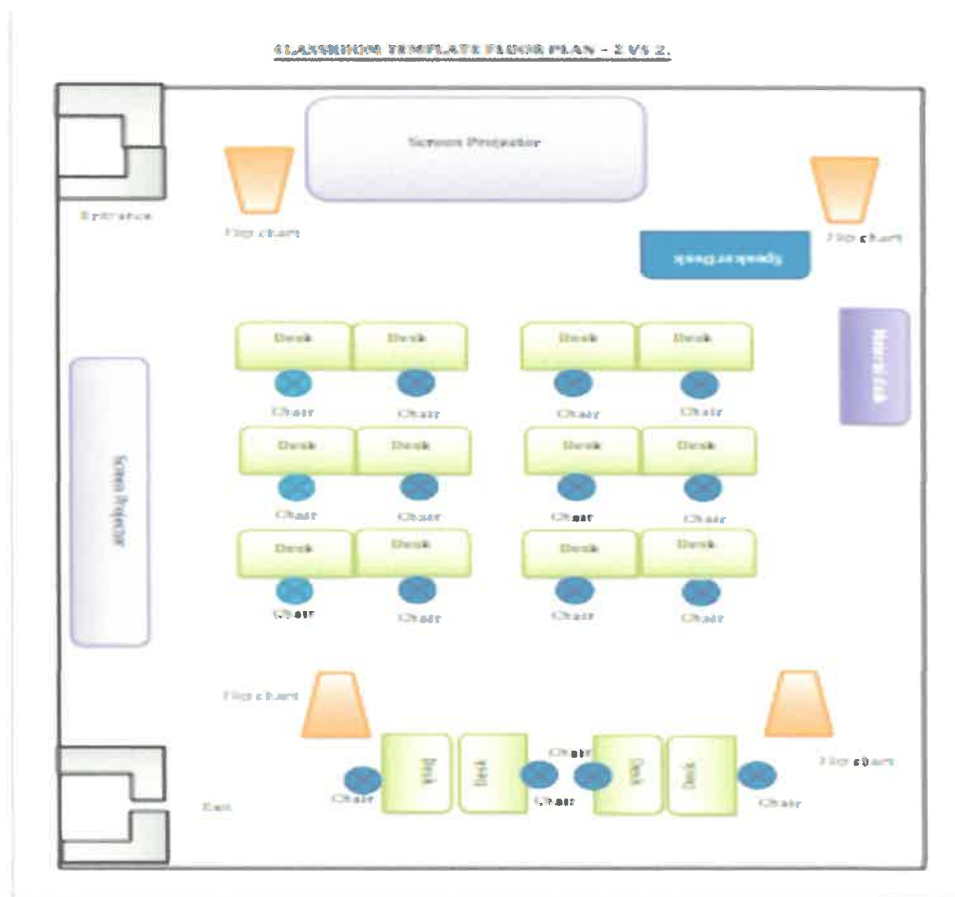


Figure 28: Classroom layout 2 VS 2

the physical course of action of work areas in a classroom can significantly affect understudy conduct. In the customary course of action, work areas are in straight lines confronting the front of the classroom where the instructor normally stands or sits, making the best utilization of classroom space. Here, understudies can't all observe the characteristics of their colleagues nor can the instructor see the greater part of their countenances.

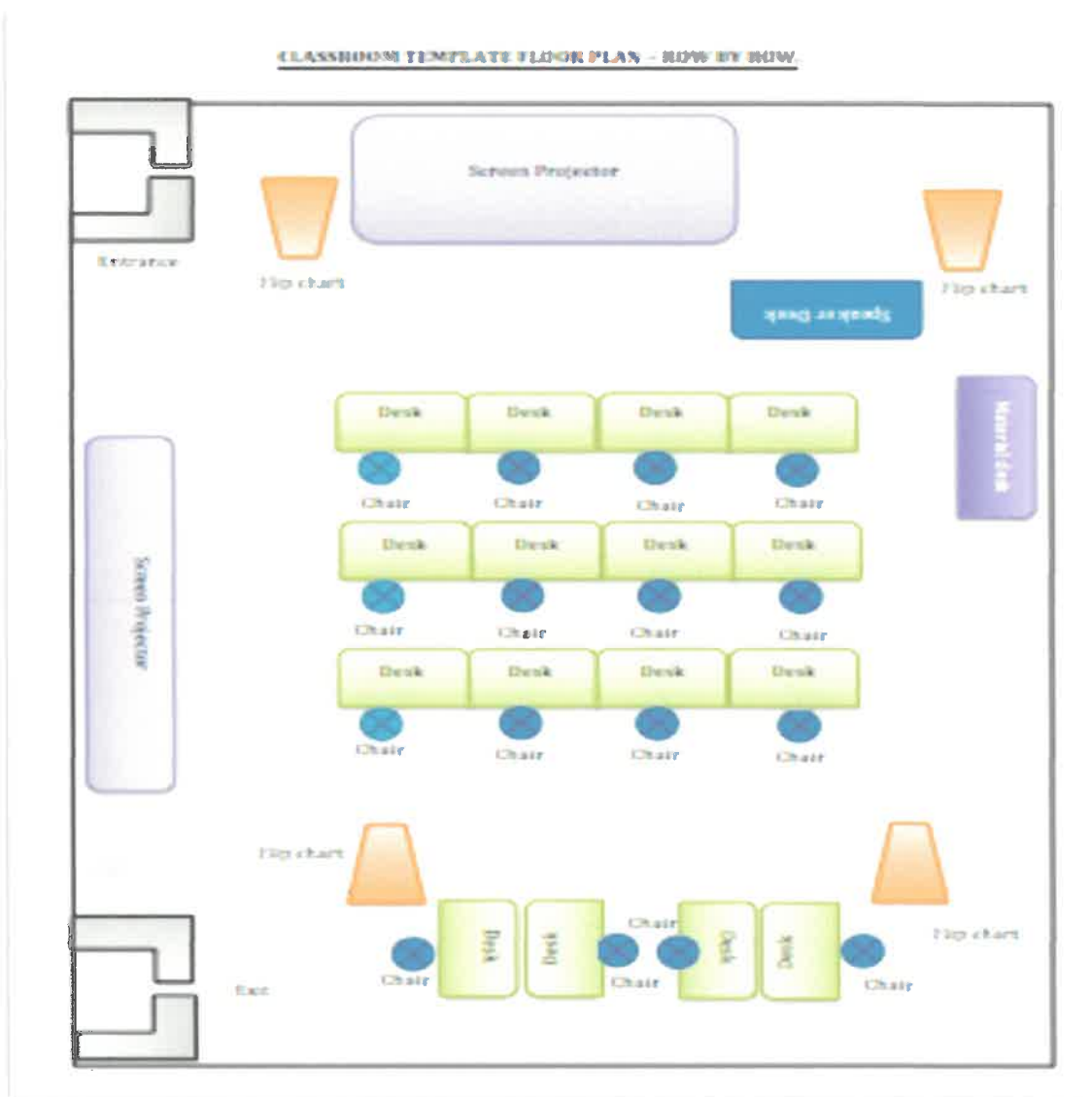


Figure 29: Classroom Layout Room by Room

This style of plan is just conceivable in bigger rooms and lobbies. Seats are orchestrated in straight columns to confront the front of the room, generally with walkways in the middle. The whole room space is ideally used to present to a substantial number of agents in the meantime. The executive or chiefs can sit in front to address them.

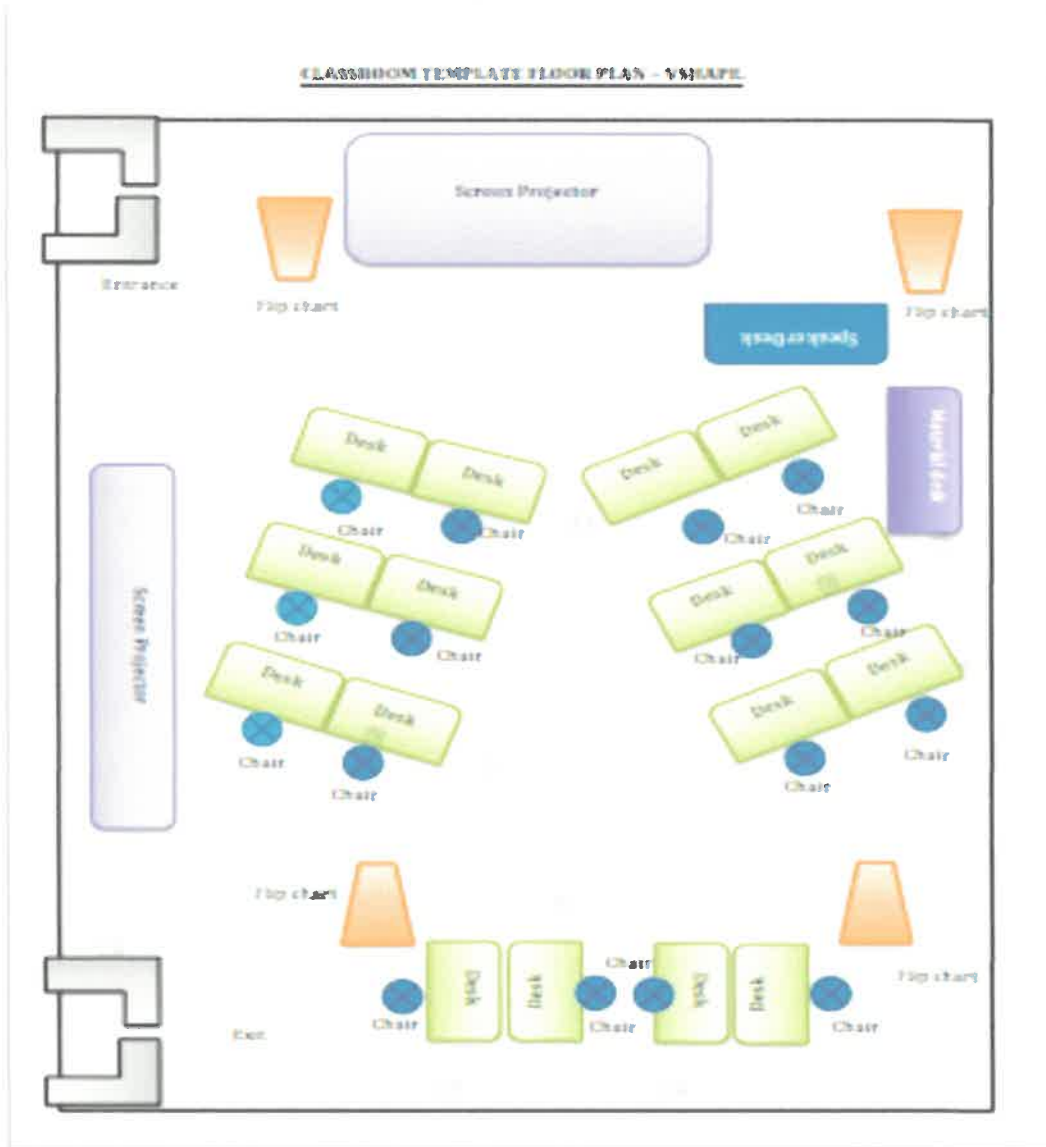


Figure 30: Classroom Layout V-Shape

This classroom layout is suitable for the training who involving discussion as the particpat will facing each other and expressing their opining with supervising from trainer. This kind of plan layout to be used whenever there are conference or meeting betwween top level management.

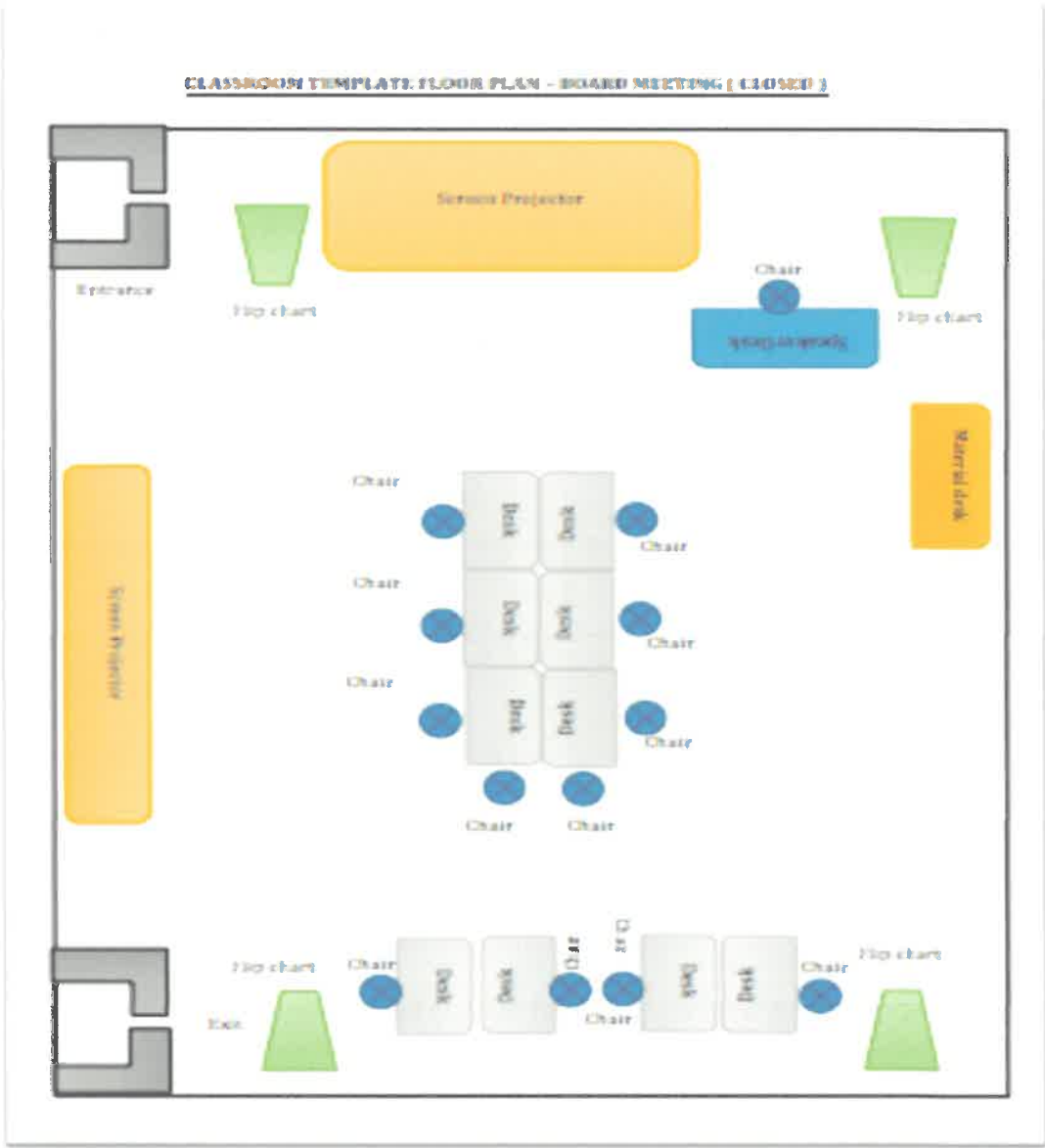


Figure 31: Classroom Layout Meeting Room

Lastly, as for a round course of action can be adept to encourage the stream of thoughts, considerations and articulations. Understudies have an unmistakable perspective of the individual communicating their suppositions, teachers think that its simple to control the talk and can likewise persuade inactive understudies to pitch in. Teachers can organize the seating of understudies in such a way, to the point that the dynamic individuals are situated beside them and more uninvolved understudies inverse to them. This can empower the educator to motion to more dynamic members while giving chances to the others, and licenses foundation of eye to eye connection with understudies who may require urge to take an interest.

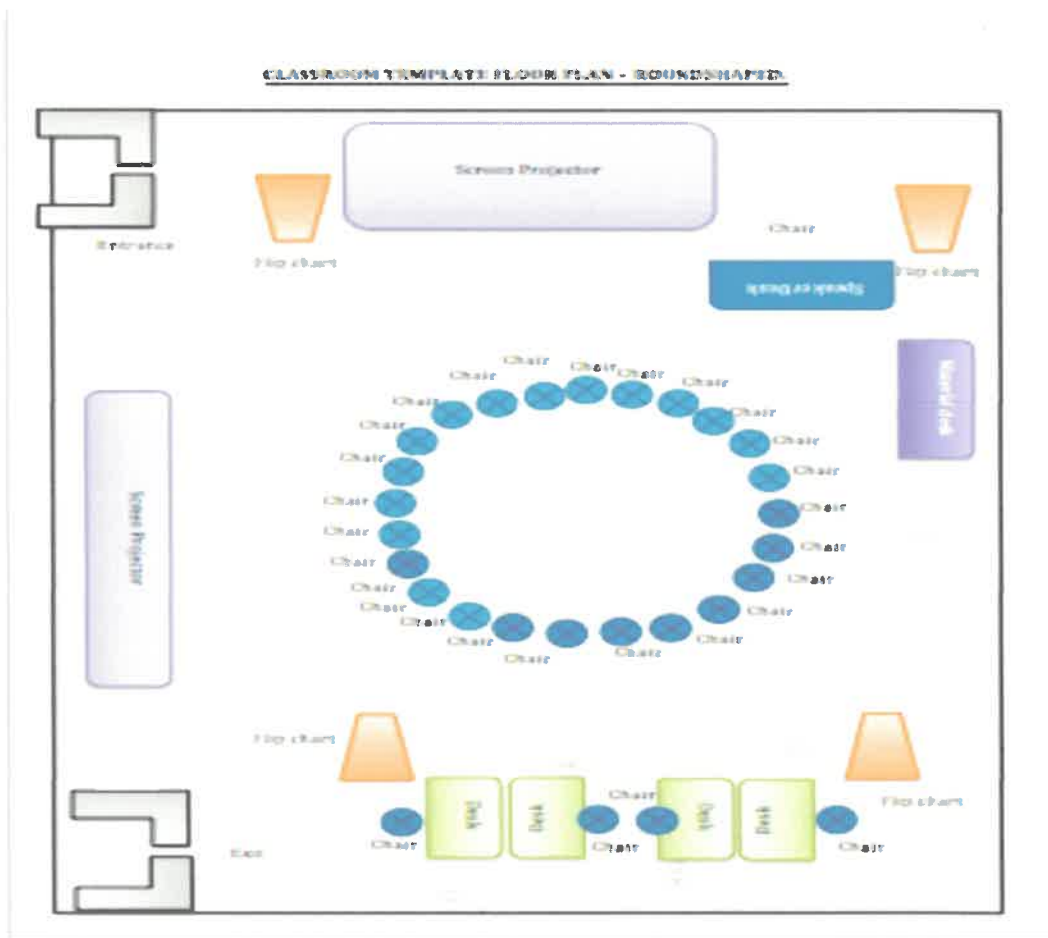


Figure 32: Classroom Layout Circle Shape

3.3.7 Advantage of Classroom Layout

Each instructor likes to orchestrate their classroom design for the biggest understudy advantage. Understudies need to centre and see what is happening in the classroom at any given time. Their seating game plan can help or frustrate an understudies learning. Albeit no immaculate course of action exists for all circumstances, a classrooms format may need to change in view of what an understudy needs are and how the class material is being introduced. It is essential for an educator to build up a classroom structure from the principal session and adjust appropriately to encourage addresses, advance talks, empower bunch exercises, or take care of any behavioural issues. Keeping a classroom spurred and all together is more than attempting diverse showing styles and strategies. By just revising how the work areas in the room are setup, you can gain better power of your class as well as make an open and agreeable classroom condition.

3.4 Interactive Guideline / User manual .

3.4.1 Project Overview.

This project was purposed by trainee as because the user manual does not exist for the training application for external and in-house. Therefore, trainee purposed this project to the supervisors as this project will simplify the task for guiding the end-user to apply the training application. Therefore, this project was the beginning project that trainee started during the internship programme at the organization. Duration taken by trainee on completing the interactive guideline is nearly 1 months. This project was started on 8th March 2017 and this project was finished on 30th March 2017. This project gave challenge to the trainee as trainee need to understand the flow and understand what need to be filled in the guidelines. If the guidelines is wrong then the end result will also turn to worse result. In order to complete this , trainee was helped by a few staff who is expert on this. In the end, there are four (4) interactive guidelines created by trainee and being published by the department inside their intranet.

3.4.2 Problem Statement.

The staff at the training centre was complained that they received lot of calls and emails regarding on how to apply the the training application. Even some of the training application is not standardize with wrong information needed.

3.4.3 Project Objective and Scope.

This project was developed to enhance the productivity of department task. By developing this the task will be delivered easily guide the end-user to apply the application for external training and in-house training.

This project also tend to interact the user by using creativity to let the end-user. This project scope is to delivering the right information with the right medium and related to the subject of electronic publishing.

3.4.4 Target User.

As for this project, trainee aimyl to target the end-user which is the staff of MCMC who are interested and needed to apply training. Therefore, this project also a started point for the department to evolving the interactive guideline for future.

3.4.5 Tools to use for development

As normally the tools to use the electronic publishing, trainee are using the MAC book Laptop by using the Prezis software. Prezi is a web-based tool for creating presentations. It's similar to other presentation software like Microsoft PowerPoint, but it offers some unique features that make it a good alternative. In recent years, it has become popular in schools and businesses. If to create a presentation that's a bit more eye-catching and engaging. Most sorts of presentation medium is utilize a slide-based approach, where move forward and backward between singular slides, sort of like pages in a book. Prezi, nonetheless, utilizes a canvas-based approach. Rather than utilizing slides, Prezi has one extensive canvas that your introduction moves around on, zooming in and out to see different frames. This idea is considerably less demanding to portray with a visual guide. Essentially select Start Prezi, at that point utilize the bolts at the base to explore through the introduction. Another reason why the trainee used the prezi was, trainee was advise by supervisor to make it interactive with the simplest software.

3.4.6 Methodology

As mention before there are four (4) guidelines need to developed by the trainee. Therefore, the first method has done by trainee is by studying the External Application Form. By studying the form trainee, will have the the flow of doing the guidelines, despite this study also helped trainee to draw the flowchart. Once study, trainee planning to cut the form into the section. By section it is easily to be updated and retrieve. Therefore, the training application forms that are on softcopy form being spitted into the sections. This method also was repeated for another three guidelines but the differences was for the In-House training application was using Learning Management System (LMS). Therefore, below are the interactive guidelines develop by trainee.

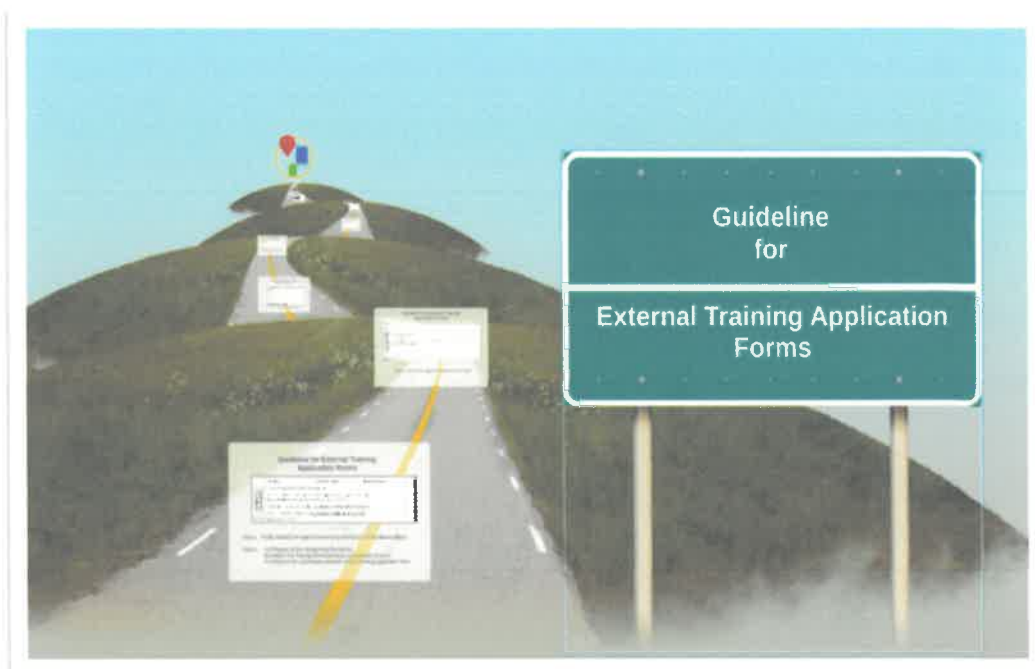


Figure 33: Guideline for External Training Application Forms

As for next Training guidelines developed by trainee is related to the view training history on the Learning Management System (LMS). This guideline will help the end-user to view their last status of training, which they are compulsory to have at least three (3) training per year which is completed by 7 days. So in view their training, they will use this guidelines to view how they will seek the information related to their training history. Below are the main interface for this guidelines.



Figure 34 : Guidelines for How To View My Training History

Next are the guidelines for the staff to give the feedback related to the training attended. All training attended by staff must be evaluate in order to performs better in future. Therefore, the department was using the Learning Management System (LMS) on receiving the feedback from the staff. This evaluation is mostly needed as know for training needs analysis. All their performance will be improves as their clients are MCMC staff. So, in doing this evaluation by using system, Trainee was come out this interactive guidelines. Below was the main interface for the guidelines.

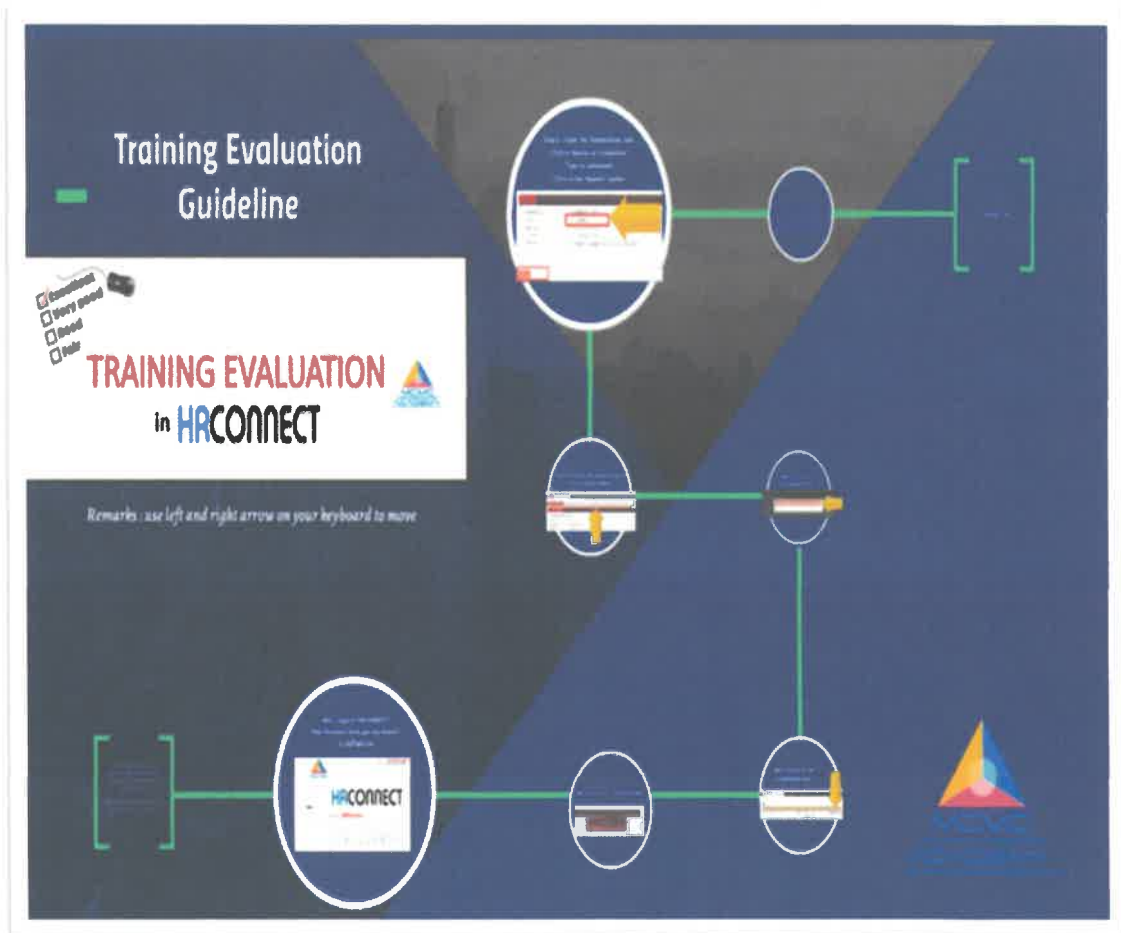


Figure 34 : Guidelines for Training Evaluation

Lastly, the guidelines developed by the trainee was about to guide the end-user to view the training updates. As new upcoming training provided by training centre, the staff from training center will update the training through their system. The system will acknowledge the MCMC staff towards the new training available. In order to view this training, the MCMC staff will used this guidelines to view the available training.

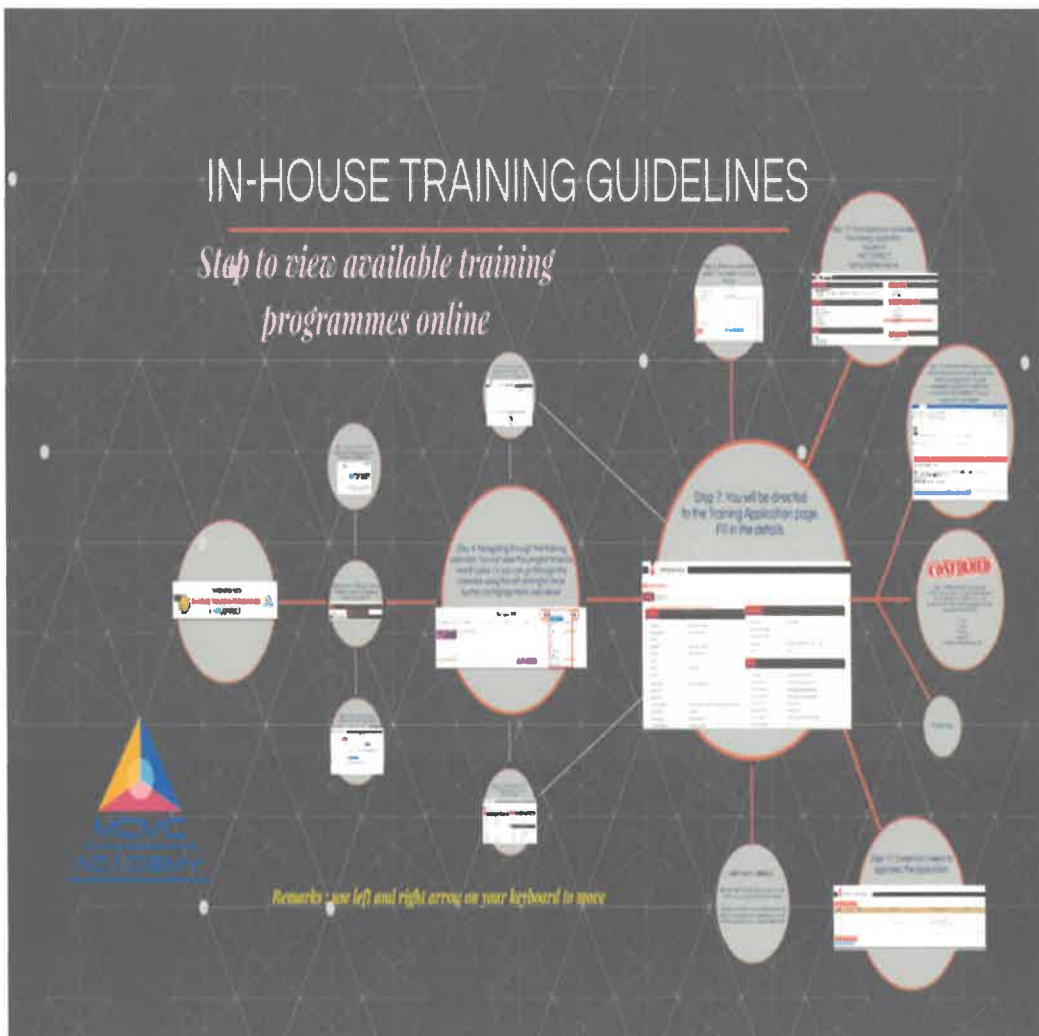


Figure 35 :Guidelines for Training View

As for the full version of all interactive guidelines, it will be slotted at the appendices to be viewed as what has been produced by the trainee. Luckily, before internship programme by trainee finished, the department has using his work done and published it inside the intranet.

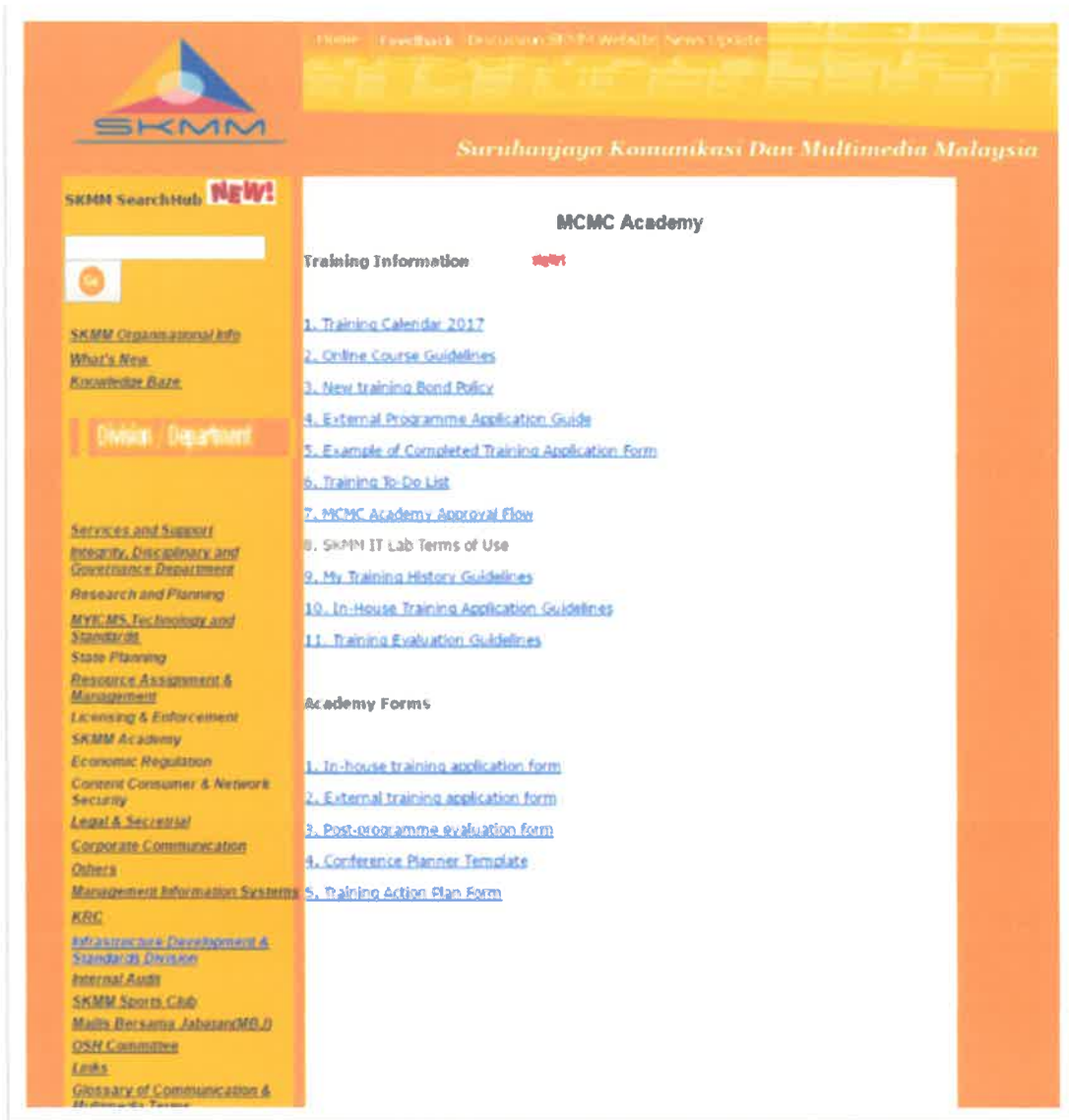


Figure 36:SKMM Intranet

[9. My Training History Guidelines](#)

[10. In-House Training Application Guidelines](#)

[11. Training Evaluation Guidelines](#)

Figure 37: Interactive guidelines published at the Intranet SKMM

3.4.7 Advantage of Project.

Based on view from this interactive guidelines it was solve the problems occur at Training Centre department which is all staff today was using this guidelines as for them to apply the training application. Despites on this, incoming calls and email receives related to this was declined. By this also, Staff at Training Centre was guided very well and uncommon mistakes able to improve. As stated by Head Of Department, " The more interactive the guidelines would be good, less wordy but more interaction." (Tukefli Khazali, 2017).

3.5 Websites / Portal Development.

3.5.1 Project Overview.

As an intern at MCMC organisation, it is a compulsory for trainee to developed one project that will be used by MCMC as known as KIK project. KIK is mean "Kerja Inovasi Kreatif" or mostly knows as creative innovation project. Trainee was given the guidelines and choices to choose whether to developed Websites, or Video montage. As the trainee who have the knowledge on developing the websites, trainee was choosing to develop the websites. The timeline was given to trainee is until two (2) weeks before the end of the internship programme as the trainee have to present their project to the Head of Human Resources. The date for presentation was on 20th June 2017. As saying by staff from Human Resources department, " Your idea was brilliant, it is something different rather that others candidates. We will doing some amendments on your project that will be published soon."(Ima,2017). This websites project as known as Smart Community of MCMC portal suits with one of the programme organised by the MCMC which all the information of this portal is related to the that programmed. The idea was inspired after a few discussion by MCMC staff as they are lacking of medium to promote the "Smart Community".

3.5.2 Problem statements

This project was developed as the staff has difficulty on promoting the programmed of smart community among Malaysian users. The users is mainly for the non-rural area which are promoting them related to the world on Internet of Thing (IOT).

3.5.3 Project Objective and Scopes

The objectives of this websites is to promote the smart community through internet portal as Malaysian user able to use it everywhere. This also will acknowledge what is MCMC function towards the community. The usage of Websites is under scope of subject that learnt by trainee during studies.

3.5.4 User Targets.

Target for the Smart communities was the Malaysian community who lived at Rural and Non-rural area. So was this websites was mainly to promote the the smart communities project, it was targeted Malaysian community. However, this websites will be filtered and improved by the professionals at MCMC. As trainee target was MCMC professional websites and Malaysian Community.

3.5.5 Tools to used for Development.

When we talked about tools, the are lot of tool used on developing this websites. The websites is containing the set of multimedia medium, it contain images, videos, text, sound, and animation. Therefore, the hardware used by the trainee was a Dell computer which completed with the graphic cards for the best viewed. Other than that it also was helped by MAC book belongs to trainee in order to created an interactive media.

Meanwhile, as for the software used by trainee was Adobe complete set which contain Photoshop, Illustrator and etc.a As for the programming language used by trainee was Hypertext Markup Language, HTML and support by bootstrap function to make the website to be more interactive. The bootstrap function is something new learnt by trainee.

3.5.6 Methodology.

As learnt from passed year, trainee used the WDLC methodology, which known as Websites Development Life Cycle. This WDLC method will simplyfy task for trainee in order to completing the websites. This Method was contain Planning, Analysis, Design, Implementation and Maintaince phases. This phases will guide trainee in order to complete the websites. Therefore, in this section trainee will elaborate the point based of WDLC method.

Started with planning phases, what have done by trainee was selecting the medium. Which given by Human Resources on KIK project whether to pick websites or video. Trainee was selecting websites due to his knowledge. Trainee was planning to used the smart community concept as the medium on promoting the smart community project. In certain days, trainee also make a few discussion with the MCMC staff in order to used this topic as the medium for trainee project. As deals with the staff trainee was confident to create a websites. By this planning phases, trainee has a guide to developed this websites which is the content must be related to the MCMC and Smart Community.

Second phases that trainee faced is Analysis phases. These phases required trainee to do an analysis regarding the content of the phases.

These content must be analyzed due to avoid the misleading information of smart community. The information was gathered through a few talks with the staff and MCMC websites. These phases were to guide trainees what to be put and what are going to be delivered to the community. These phases also required trainees to analyze what are good programming languages to be used by trainees as they will be easily updated in the future. These phases also eliminate the unnecessary information provided by the smart community team in order to interact with the community to get to know about MCMC and Smart Community. These actions were taken almost a week as to gather all the information from various sources was a lot of time.

Next phases were Design Phases. These design phases are based on trainee views. As trainees emphasize their position as community members, they interacted with and viewed these websites. As the design phases are using Hypertext Markup Language (HTML), there are a lot of free templates downloaded through open sources. By helping from bootstrap functions, these websites are more interactive. Trainees started sketching the storyboard by drawing on a piece of paper and based on the information gathered from previous phases. These phases also required trainees to complete all the media that will be used inside the websites. Therefore, the interface for the websites was selected.

Once the designing phases were completed, it was time for the Implementation phases. The implementation phases were the hardest phases as these phases required trainees to decode all the functions and information to be put inside the websites. By combining all the media prepared inside on websites, these implementation phases were completed as shown below.

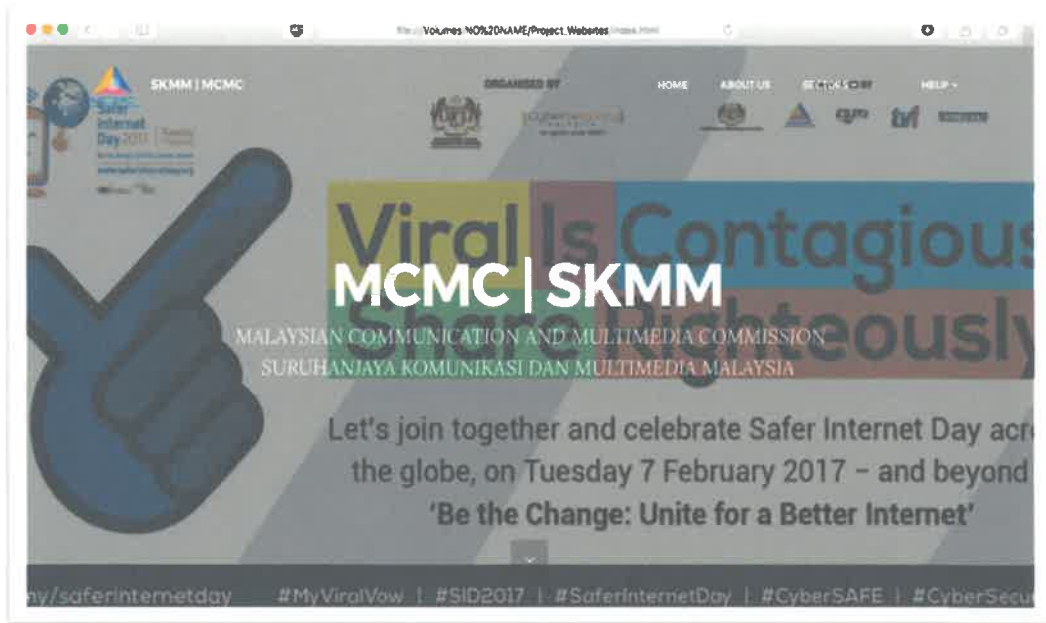


Figure 38: Home Interface

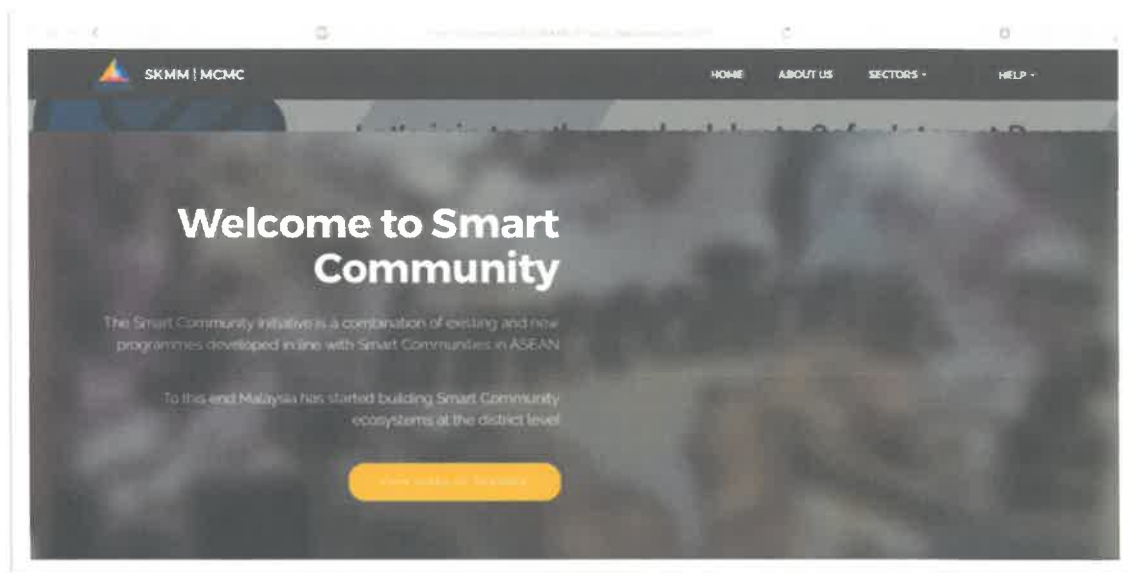


Figure 39: Smart Community About

```

1 <html>
2 <head>
3
4 <meta charset="UTF-8">
5 <meta http-equiv="X-UA-Compatible" content="IE=edge">
6 <meta name="generator" content="Mobirise v3.12.1, mobirise.com">
7 <meta name="viewport" content="width=device-width, initial-scale=1">
8 <link rel="shortcut icon" href="assets/images/mcnc-logo-1-182x128.png" type="image/x-icon">
9 <meta name="description" content="">
10 <title>MCNC | SION</title>
11 <link rel="stylesheet" href="https://fonts.googleapis.com/css?family=Lora:400,700,400italic,700italic&amp;subset=latin">
12 <link rel="stylesheet" href="https://fonts.googleapis.com/css?family=Montserrat:400,700">
13 <link rel="stylesheet" href="https://fonts.googleapis.com/css?family=Raleway:100,100i,200,200i,300,300i,400,400i,500,500i,600,600i,700,700i,800,800i">
14 <link rel="stylesheet" href="assets/web/assets/mobirise-icons/mobirise-icons.css">
15 <link rel="stylesheet" href="assets/et-line-font-plugin/style.css">
16 <link rel="stylesheet" href="assets/tether/tether.min.css">
17 <link rel="stylesheet" href="assets/bootstrap/css/bootstrap.min.css">
18 <link rel="stylesheet" href="assets/dropdown/css/style.css">
19 <link rel="stylesheet" href="assets/animate.css/animate.min.css">
20 <link rel="stylesheet" href="assets/socicon/css/styles.css">
21 <link rel="stylesheet" href="assets/theme/css/style.css">
22 <link rel="stylesheet" href="assets/theme/css/style-rtl.css">
23 <link rel="stylesheet" href="assets/mobirise/css/mbr-additional.css" type="text/css">
24 <style>
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000

```

Figure 40: Coding Language for Index.html

```

144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000

```

Figure 41: Coding for Index.html

```

110 </div>
111 </section>
112
113 <section class="mbr-section mbr-section-md-padding" id="social-buttons2-21" style="background-color: rgb(65, 168, 95); padding-top: 90px; paddin
114
115 <div class="container">
116 <div class="row">
117 <div class="col-md-8 col-md-offset-2 text-xs-center">
118 <h3 class="mbr-section-title display-2">FOLLOW US</h3>
119 <div class="btn btn-social" title="Twitter" target="_blank" href="https://twitter.com/SHOW_MCMC"><i class="socicon socicon-tw
120 </div>
121 </div>
122 </div>
123 </section>
124
125 <footer class="mbr-small-footer mbr-section mbr-section-nopadding" id="footer1-2" style="background-color: rgb(50, 50, 50); padding-top: 1.75rem
126
127 <div class="container">
128 <div class="text-as-center">Copyright (c) 2017 for MCMC.</div>
129 </div>
130 </footer>
131
132
133 <script src="assets/web/assets/jquery/jquery.min.js"></script>
134 <script src="assets/tether/tether.min.js"></script>
135 <script src="assets/bootstrap/js/bootstrap.min.js"></script>
136 <script src="assets/smooth-scroll/smooth-scroll.js"></script>
137 <script src="assets/dropdown/js/script.min.js"></script>
138 <script src="assets/touch-swipe/jquery.touch-swipe.min.js"></script>
139 <script src="assets/viewport-checker/jquery.viewportchecker.js"></script>
140 <script src="assets/jarallax/jarallax.js"></script>
141 <script src="assets/theme/js/script.js"></script>
142 <script src="assets/formoid/formoid.min.js"></script>
143
144
145 <input name="animation" type="hidden">
146 <div id="scrollToTop" class="scrollToTop mbr-arrow-up"><a style="text-align: center;"><i class="mbr-arrow-up-icon"></i></a></div>
147 </body>
148 </html>

```

Figure 44: coding for Index.html

Once the websites was completed, trainee was presented it to the Human Resources Department as his KIK project. It was an honoured when this project will be used by MCMC and will be maintained under professional supervision from MCMC staff.

Lastly, the maintenance phases will be maintained by the professional staff at the MCMC. All the metadata files has to submitted to the Human Resources as this files be transferred to the Professional staff at MCMC.

4 3.5.8 Advantages of this project.

As for the advantage of this project is to help the community to have a view and information related to the Smart Community. All the information for the smart community will be kept and update through this medium. It is also gave the smart community team a medium for them to share their activities related to the smart community.

CHAPTER 4 :CONCLUSION

4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained).

Trainee had been trained at the Malaysian Communication and Multimedia Commission, Cyberjaya starting from 15th February until 30th June 2017 which is about 5 months. Trainee had been placed under Training Centre department as to learn and gained more experience in the working lifestyle, computer, system, records, related subject. Amid temporary job, there are a great deal of information, aptitudes and experience that have picked up via learner. Work involvement and working environment aptitudes that have picked up via student will ready to approach work encounter deliberately as to pick up the greatest favourable position and advantage particularly with regards to apply for employments. Regardless of whether it is a formal position either easygoing occupation, the way to get the best out of any work encounter are by separate the most extreme taking in an incentive from what learner had done at the industrial organization.

4.1.1 Filing Documentation

Apart from that, during internship at MCMC, trainee had gained knowledge, skills and experience in the record management which is filing. Trainee able to strength the experience in the record management and in the subject Classification and Filing System (IMR 504). Trainee also able to refresh all the knowledge that trainee have learnt during Diploma in information management including trainee minor subject. The trainee able to create a classification number for filing based on guidelines given by National Archive Malaysia.

4.1.2 Interactive Guidelines and User Manual

During internship at MCMC, trainee had enhance the abilities in the multimedia where trainee had make an interactive guidelines for Training applications. This interactive guidelines has been made as one of the material that can be utilized by MCMC staff as to know all the more with respect to preparing application. The interactive guidelines will ready to interface user with stimulation. The Program is identified with the subject Information System Interaction and Consultation (IMS 556) where trainee need to guarantee the user was in the best approach to more comprehend on the training that have been issued.

4.1.3 Physical Plan Layout

As for Physical Plan Layout, Trainee able to applied knowledge learn related to subject Data Centre operational and Services (IMS605) where trainee need to draw every single spaces including to re-arrange the furniture and material inside the class. This gained trainee the technical skill in arranging the furniture according to suitable needs.

4.1.4 Websites or Portal Development.

Another sub project done by trainee was developing websites and Portal. This knowledge was applied through learning on subject Advance Web design and Content Management.(IMS 607). This websites was using the Hypertext Markup Language, HTML and supported by bootstrap for specific function. This websites build as for delivering the information widely. The technical skill was important on completing this websites development.

4. 2 Personal Thoughts and Opinion.

4.2.1 Real Working Lifestyle.

Once on internship position at MCMC, trainee had picked up encounter which is can feel the real life working condition. At this is the place, trainee had been offered opportunity to give thought and utilize imagination to take care of issue. For instance, trainee were given a shot on building up the interactive guidelines for application form and distributed to the staff. Because of this situation, trainee will picked up encounter the real life style working condition. In a similar time, trainee likewise need to punch card as per a foreordained time which is as per the working hours. In a similar time, learner needs to wear office clothing and additionally it will make trainee more train and involvement in the workplace. At the MCMC, trainee will have the capacity to learn information through commonsense and all the more genuine thought about when in the college where learner learn learning through perusing.

4.2.2 Gain New Information And Experience

Other than that, amid internship at MCMC. Trainee had picked up knew information and experience that have never picked up. trainee had increased new information and experience, for example, trainee goes to 5G advancement Centre at UTHM, Kuala Lumpur. At there, trainee had been picked up involvement to know the circumstance of building up the 5G association, all things considered. In a similar time, trainee additionally includes to taking care of international worldwide event, whereby, trainee need to deal with delegates from Nigeria amid their study visit at MCMC.

4.2.3 Improve correspondence and social connection abilities

Internship position at MCMC had given a considerable measure of favourable position to the student itself. One of the points of interest is student ready to enhance correspondence and social collaboration abilities. This is on account of. During internship, trainee had understanding to have a superior talking and correspondence with outsiders. For instance, trainee were put at Training Centre where the department errand for preparing Centre was to deal with the staff. Because of this situation, Trainee will be capable have a superior talking and relational abilities with untouchables. Aside from that, trainee had been offered opportunity to take after staff, to joining the instructional courses at MCMC, Instance of this, trainee will be uncover and will ready to have a superior aptitude. Other than that, trainee needs to communicate in English with the remote parties. In a similar time, student will have the capacity to enhance relational abilities particularly in English.

4.2.4 Skills able to assess on Track

First of all the knowledge, skills and experience that have gained by trainee is, trainee's skill will be able to assess In this statement, it is means as when trainee is doing work or task, supervisor industrial training which is Mrs. Ayesha Ahmed will assess trainee performance on an on-going basis. This is where, trainee need ask for feedback from supervisor industrial training on how the trainee works are doing. By this scenario, trainee will able to know what is trainee superiority and deficit. For example, trainee will able to know on how to make user manual for Learning Management System (LMIS). From this case, industrial supervisor will check and ask trainee to make correction if there are any mistake take occur. For trainee, they will able to expose their skills to

make user manual which is had been learn in the subject Information System Interaction & Consultation (IMS 556) and System Analysis in Information Management 2 (IMS 655).

4.3 Lesson learnt

During at MCMC, there are a great deal of lesson learnt that have picked up by the trainee. The lesson learnt that have picked up by trainee are manufacture quality and collaboration, enhance trainee innovativeness abilities and sharing thoughts, and increase awareness of other's expectations and great work propensities.

4.3.1 Build quality and collaboration soul

Trainee had picked up lesson which is manufacture quality and cooperation . This lesson learnt can be picked up particularly when trainee help the staff on masterminding the development of candidate on workshop . Through this movement, the works turn out to be quicker, proficient and viable thought about do alone. Other than that, cooperation soul likewise had been picked up by trainee during team building session at Intan Kampus Wilayah Selatan for Induction Program where trainee needed to do parcel of exercises with the staff from other division. Because of this situation, it make learner picked up quality and cooperation amongst trainee and staff MCMC.

4.3.2 Improve learner imagination abilities and sharing thoughts

Innovativeness can be distinguishing as the demonstration of turning new and creative energy thoughts move toward becoming reality. Imagination additionally can be recognising as the capacity to see the world into new ways. During Internship, Trainee can enhance their imagination aptitudes and sharing thoughts. For instance, trainee chooses to make sites on helping the Smart Community Project in order to delivering the information.

4.3.3 Increase awareness of other's expectations and great work propensities

Obligation can be characterized as specialist on somebody and to have obligation to make specific things are finished. Duty and great work propensities has been imparted in the learner mind all through temporary job. For instance, trainee has been offered undertaking to deal with policies and strategies of department which is on building up the ISO documentation. Other than that, trainee likewise ready to build awareness of other's expectations and great work propensities as trainee need to perform work at a foreordained time.

4.4 Limitation and Recommendations.

Industrial training at MCMC gives less shortcoming and confinements contrasted with the favourable circumstances that have learnt by trainee. In the best approach to keep the confinements turn out to be more terrible, there are proposals that ought to be recommended

4.4.1 Limitation

The limitations occur during industrial training at MCMC are Lack of staff who literate in ICT, Limited Access to trainee, Lack of systematic, and Lack of communication with ICT department.

4.4.2 Lack of Staff who literate in ICT.

At training centre, the staff study background was not on ICT. Most of them are from Finance, Languages and Management. Every task at training centre were delivered by ICT especially through e-mail. So, whenever there are problems occur regarding ICT. They will facing with difficulty on solving the problems. As example, they do not have system specialist until they are outsourcing their system worth 3.5 million ringgit malaysia turns to ashes as the system is not fully function and corrupted. Other than that, when it comes to hardware failure, they are required to contact with ICT department on solving their problem. However, while waiting for the technician it is taking lot of times. Their workload will increases due to time.

4.4.3 Limited Access to Trainee.

Access to certain things regarding completing the task was needed by every human. In this cases, trainee access were limited. As example, Trainee laptop were locked. However, the trainee need to mobilize the

laptop to external places due to training were not organized at the office. When ever it comes to training sessions, meeting department, trainee having difficulty on mobilizing the laptop. Other than that, MCMC organization tower have plenty of parking spaces. However, trainee are not allowed to park their transport at tower. Therefore, trainee need to park their transport far from tower. It gave trainee difficulty even though parking spaces were not occupied.

4.4.4 Task are not systematic.

Time management and organizing department has to be systematic. However, what can be supervise here training centre task were given randomly without considerate staff workload. As mostly, there are lot of ad-hoc programmed need to handle in limited of times. Other than that, all the files and document at the department were not organized systematically and scattered around. This limitation will induced the growth of department.

4.4.5 Lack communication on liaising with ICT department.

ICT department were organizing all the IT hardware and software at MCMC. All problems occur will solve by them. However, on solving the problems it is a bit delayed due to communication between department were not good due to ICT department was situated on level two (2) meanwhile Training Centre at level ten (10). Even they were on the same building, the communication between them were hardly to reachable as ICT department always busy encountering problems from others department mostly involving third parties company. The skills and knowledge regarding ICT were limited and hardly to reachable.

4.5 Recommendation.

In the way to make Training Centre become more effective and efficient, there are a few recommendations that can be suggested. The recommendation by trainee are Hiring Staff from ICT background study, Consideration for trainee access, improving management skills.

4.5.1 Hiring staff from ICT background study.

In the best approach to tackle the issue which is lack of staff of Information and Communication Technology (ICT), the recommendation is by employ more staff who educated in ICT. It is expected to procure more staff particularly who is master in Information and Communication Technology (ICT). By employ more staff, it will ready to lessen the time taken to settle if something is harm. By this situation, the time taken to settle if there is any harm that happen might be diminish. In a similar time, the rate of the ICT material, for example, PC, printer and scanner will be low as though there is many staff that is employed in the Information and Communication Technology (ICT) Unit. This is on the grounds that, the staff will have the capacity to do intermittent support.

4.5.2 Consideration for Trainee access.

As trainee access is important for trainee on completing task, it is a recommended for the management to be considered for the trainee access. This is due to trainee is solving and completing the task for the organization. Other than that, they can implement an agreement for trainee in order to secure their property. Easy to access for the property will be beneficial in order for the trainee completing the task within the time frames.

4.5.3 Improving Management Skills.

Skill on managing the management is very important in order to be systematic and organized. Therefore, trainee are recommending the for the department on improving the management skills. Things and tasks able to organized well, even they can practice to have accurate time management and delivering task according the time given. The workload for staff can be decreased and if there are ad-hoc task they able to complete faster.

5.0 Refferences

- 1) *Tukefli, K. (2017) Personal Interview.*
- 2) *Ayesha, A. (2017) Personal Inteerview.*
- 3) *Nurul, I.S. (2017), Personal Interview*
- 4) *Getting Started with Prezi Classic | Prezi Classic Support. (n.d.). Retrieved June 12, 2017, from <https://prezi.com/support/article/steps/get-started-with-prezi/>.*

APPENDICES A: INDUSTRIAL TRAINING STUDENT'S CHECKLIST

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : ALIFF DANIAL B. AMRAN SUHAIMI
Student's Id : 2014504679
Unit / Department :
Organization :
Semester : Mac - July 2017

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (√)	DATE
1.	Receive, read and understand the documents;			28/12/16
	1. Industrial Training Handbook			
	2. IMC690 Assessment			10-14/7/2017
	3. Definition of Special Project (IM225/245 Only)			
	4. Insurance Letter (UiTM)			
	5. Industrial Training Report Overall Contents			
	6. Cover & Title Page Guideline			
	7. Declaration Guideline			
2.	Receive, read and understand the rubrics;			
	1. Rubric – Industrial Evaluation			
	2. Rubric - Individual Presentation			
	3. Rubric - Industrial Training Report (Overall)			
4.	4. Rubric - Industrial Training Report (Reflection Assessment)			
	3. Receive, read and understand all the forms			
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship Email : nurul1217@kelantan.uitm.edu.my OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah")			1-10/2/2017
5.	Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**			YES (MC / Letter)
6.	Understand that NO semester break during internship.			
7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship /			

	may only be done by the Organizational Supervisor & Faculty Supervisor.			
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship			BEFORE / ON 30/6/2017
21.	Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.			10-14/7/2017
22.	Submit the Industrial Training Report (hard cover bind, dark blue)			10-14/7/2017
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES		
24.	Attach this checklist in Appendices section.	YES		
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES		

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).

APPENDICES B: ATTENDANCE RECORDS

MCMC

TMS Module

Daily Attendance Report

Printed : 20/06/2017 2:15:36 PM

Viewing ALIFF DANIAL AMRAN (2299090041) from 01/02/2017 till 28/02/2017

Date	IN	MLO	MLI	OUT	OTI	OTO	OT(Hr)	Work (hr)	L.In (min)	E Out (min)	Inc
INTERNSHIP TRINEE ALIFF DANIAL AMRAN (2299090041)											
01/02/2017	[Absent]						0:00	0:00	0:00	0:00	
02/02/2017	[Absent]						0:00	0:00	0:00	0:00	
03/02/2017	[Absent]						0:00	0:00	0:00	0:00	
04/02/2017	[Rest Day]						0:00	0:00	0:00	0:00	
05/02/2017	[Rest Day]						0:00	0:00	0:00	0:00	
06/02/2017	[Absent]						0:00	0:00	0:00	0:00	
07/02/2017	[Absent]						0:00	0:00	0:00	0:00	
08/02/2017	[Absent]						0:00	0:00	0:00	0:00	
09/02/2017	[Absent]						0:00	0:00	0:00	0:00	
10/02/2017	[Absent]						0:00	0:00	0:00	0:00	
11/02/2017	[Rest Day]						0:00	0:00	0:00	0:00	
12/02/2017	[Rest Day]						0:00	0:00	0:00	0:00	
13/02/2017	[Absent]						0:00	0:00	0:00	0:00	
14/02/2017	[Absent]						0:00	0:00	0:00	0:00	
15/02/2017	11:31	12:30	13:23	17:48			0:00	5:17	3:31	0:00	
16/02/2017	08:12	12:58	13:11	17:57			0:00	8:45	0:12	0:00	
17/02/2017	[Absent]						0:00	0:00	0:00	0:00	Replacement Work on Weekend
18/02/2017	[Rest Day]						0:00	0:00	0:00	0:00	
19/02/2017	[Rest Day]						0:00	0:00	0:00	0:00	
20/02/2017	[Absent]						0:00	0:00	0:00	0:00	Replacement Work on Weekend
21/02/2017	[Absent]						0:00	0:00	0:00	0:00	Replacement work on weekend
22/02/2017	[Absent]						0:00	0:00	0:00	0:00	Replacement work on weekend
23/02/2017	08:03	12:41		18:00			0:00	8:57	0:03	0:00	
24/02/2017	08:06	12:30		17:41			0:00	8:35	0:06	0:00	
25/02/2017	[Rest Day]						0:00	0:00	0:00	0:00	
26/02/2017	[Rest Day]						0:00	0:00	0:00	0:00	
27/02/2017	08:30	12:37	13:24	22:05			0:00	12:35	0:30	0:00	
28/02/2017	08:13		13:22	18:17			0:00	9:04	0:13	0:00	

SUMMARY

Overtime (Hr)

Absent	Work	INC	Late In	Early Out	ANL	MDL	NPL	OtherL	Late In (Hr)	Early Out (Hr)	Normal	Rest	Holiday	Work (Hr)
28	12	0	12	0	0.0	0.0	0.0	0.0	9:10	0:00	0.00	0.00	0.00	106.43

INC=Incomplete ANL=Annual Leave MDL=Medical Leave NPL=No Pay Leave OtherL=Other Paid Leaves * = Manually Edited By User

Prepared by: _____

Checked by: _____

Approved by: _____

AYESHA AHMED
Deputy Director
Training Centre
MCMC Academy

MCMC

Daily Attendance Report

Printed : 20/06/2017 2:16:11 PM

TMS Module

Viewing ALIFF DANIAL AMRAN (2299090041) from 01/03/2017 till 31/03/2017

Date	IN	MLO	MLI	OUT	OTI	OTO	OT (Hr)	Work (hr)	L. In (min)	E Out (min)	Inc
INTERNSHIP TRINEE ALIFF DANIAL AMRAN (2299090041)											
01/03/2017	08:23	12:30	13:33	17:47			0:00	8:24	0:23	0:00	
02/03/2017	08:20		13:46	17:43			0:00	8:23	0:20	0:00	
03/03/2017	08:14	12:32		18:27			0:00	9:13	0:14	0:00	
04/03/2017	[Rest Day]						0:00	0:00	0:00	0:00	
05/03/2017	[Rest Day]						0:00	0:00	0:00	0:00	
06/03/2017	08:25	12:32	13:24	17:49			0:00	8:24	0:25	0:00	
07/03/2017	09:35	12:34		17:44			0:00	7:09	1:35	0:00	
08/03/2017	08:30	12:10		17:34			0:00	8:04	0:30	0:00	
09/03/2017	08:29	12:32		17:43			0:00	8:14	0:29	0:00	
10/03/2017	08:31	12:32		17:38			0:00	8:07	0:31	0:00	
11/03/2017	[Rest Day]						0:00	0:00	0:00	0:00	
12/03/2017	[Rest Day]						0:00	0:00	0:00	0:00	
13/03/2017	08:12			18:15			0:00	9:03	0:12	0:00	
14/03/2017	08:22	12:36		17:30			0:00	8:08	0:22	0:00	
15/03/2017	08:18		13:43	17:41			0:00	8:23	0:18	0:00	
16/03/2017	08:23			17:56			0:00	8:33	0:23	0:00	
17/03/2017	08:24	12:14		18:03			0:00	8:39	0:24	0:00	
18/03/2017	[Rest Day]						0:00	0:00	0:00	0:00	
19/03/2017	[Rest Day]						0:00	0:00	0:00	0:00	
20/03/2017	08:27		13:43	17:45			0:00	8:18	0:27	0:00	
21/03/2017	08:23	12:29	13:20	17:39			0:00	8:16	0:23	0:00	
22/03/2017	08:23	12:30		17:11			0:00	7:48	0:23	0:00	
23/03/2017	08:20	12:30	13:43	17:43			0:00	8:23	0:20	0:00	
24/03/2017	08:27	12:31		17:33			0:00	8:06	0:27	0:00	
25/03/2017	[Rest Day]						0:00	0:00	0:00	0:00	
26/03/2017	[Rest Day]						0:00	0:00	0:00	0:00	
27/03/2017	08:17	12:37	13:31	17:35			0:00	8:18	0:17	0:00	
28/03/2017	08:20	12:05		17:54			0:00	8:34	0:20	0:00	
29/03/2017	[Absent] Medical Leave						0:00	0:00	0:00	0:00	
30/03/2017	08:22		13:39	16:48			0:00	7:26	0:22	0:12	
31/03/2017	08:29			10:23			0:00	0:54	0:29	6:37	

SUMMARY

Overtime (Hr)

Absent	Work	INC	Late In	Early Out	ANL	MDL	NPL	OtherL	Late In (Hr)	Early Out (Hr)	Normal	Rest	Holiday	Work (Hr)
2	44	0	44	4	0.0	0.0	0.0	0.0	19:08	13:38	0.00	0.00	0.00	349.57

INC=Incomplete ANL=Annual Leave MDL=Medical Leave NPL=No Pay Leave OtherL=Other Paid Leaves * = Manually Edited By User

Prepared by: _____

Checked by: _____

Approved by: _____

AYESHA AHMED
Deputy Director
Training Centre
MCMC Academy

MCMC

TMS Module

Daily Attendance Report

Printed : 20/06/2017 2:18:07 PM

Viewing ALIFF DANIAL AMRAN (2299090041) from 01/04/2017 till 30/04/2017

Date	IN	MLO	MLI	OUT	OTI	OTO	OT(Hr)	Work (hr)	L.In (min)	E Out (min)	Inc	
INTERNSHIP TRINEE ALIFF DANIAL AMRAN (2299090041)												
01/04/2017	[Rest Day]						0:00	0:00	0:00	0:00		
02/04/2017	21:57 [Rest Day]						0:00	0:00	0:00	0:00	Y	
03/04/2017	[Absent] Medical Leave						0:00	0:00	0:00	0:00		
04/04/2017	[Absent] //						0:00	0:00	0:00	0:00		
05/04/2017	07:54		13:15	17:23			0:00	8:29	0:00	0:00		
06/04/2017	08:24			17:29			0:00	8:05	0:24	0:00		
07/04/2017	07:48	12:28		12:28			0:00	3:40	0:00	4:32		
08/04/2017	[Rest Day]						0:00	0:00	0:00	0:00		
09/04/2017	[Rest Day]						0:00	0:00	0:00	0:00		
10/04/2017	08:24	12:35	13:25	17:44			0:00	8:20	0:24	0:00		
11/04/2017	08:25	12:55	13:17	17:55			0:00	8:30	0:25	0:00		
12/04/2017	08:23	12:37		16:46			0:00	7:23	0:23	0:14		
13/04/2017	[Absent] outstation						0:00	0:00	0:00	0:00		
14/04/2017	[Absent] Out station						0:00	0:00	0:00	0:00		
15/04/2017	[Rest Day] Out station						0:00	0:00	0:00	0:00		
16/04/2017	[Rest Day] Out station						0:00	0:00	0:00	0:00		
17/04/2017	08:18	12:31		17:53			0:00	8:35	0:18	0:00		
18/04/2017	08:12			17:46			0:00	8:34	0:12	0:00		
19/04/2017	08:20	12:57		17:30			0:00	8:10	0:20	0:00		
20/04/2017	08:19	12:44		17:59			0:00	8:40	0:19	0:00		
21/04/2017	08:20			17:58			0:00	8:38	0:20	0:00		
22/04/2017	[Rest Day]						0:00	0:00	0:00	0:00		
23/04/2017	[Rest Day]						0:00	0:00	0:00	0:00		
24/04/2017	[Absent] Agong coronation - Public Holiday						0:00	0:00	0:00	0:00		
25/04/2017	08:25		13:54	17:35			0:00	8:10	0:25	0:00		
26/04/2017	08:22	12:18		17:31			0:00	8:09	0:22	0:00		
27/04/2017	08:25	12:27	13:23	17:34			0:00	8:09	0:25	0:00		
28/04/2017	08:24	12:32		17:34			0:00	8:10	0:24	0:00		
29/04/2017	[Rest Day]						0:00	0:00	0:00	0:00		
30/04/2017	[Rest Day]						0:00	0:00	0:00	0:00		

SUMMARY

Overtime (Hr)

Absent	Work	INC	Late In	Early Out	ANL	MDL	NPL	OtherL	Late In (Hr)	Early Out (Hr)	Normal	Rest	Holiday	Work (Hr)
10	32	2	26	4	0.0	0.0	0.0	0.0	9:22	9:32	0.00	0.00	0.00	239.40

INC=Incomplete ANL=Annual Leave MDL=Medical Leave NPL=No Pay Leave OtherL=Other Paid Leaves * = Manually Edited By User

Prepared by: _____

Checked by: _____

Approved by: _____

AYESHA AHMED
Deputy Director
Training Centre
MCMC Academy

MCMC

TMS Module

Daily Attendance Report

Printed : 20/06/2017 2:18:22 PM

Viewing ALIFF DANIAL AMRAN (2299090041) from 01/05/2017 till 31/05/2017

Date	IN	MLO	MLI	OUT	OTI	OTO	OT (Hr)	Work (hr)	L. In (min)	E Out (min)	Inc
INTERNSHIP TRINEE ALIFF DANIAL AMRAN (2299090041)											
01/05/2017	[Absent] - Labour Day						0:00	0:00	0:00	0:00	
02/05/2017	08:15	12:42	13:19	17:33			0:00	8:18	0:15	0:00	
03/05/2017	08:28	12:36	13:09	17:49			0:00	8:21	0:28	0:00	
04/05/2017	08:28	12:27		17:35			0:00	8:07	0:28	0:00	
05/05/2017	08:25	12:38		17:44			0:00	8:19	0:25	0:00	
06/05/2017	[Rest Day]						0:00	0:00	0:00	0:00	
07/05/2017	[Rest Day]						0:00	0:00	0:00	0:00	
08/05/2017	08:30	12:30	13:17	17:32			0:00	8:02	0:30	0:00	
09/05/2017	08:27	12:28	13:10	17:50			0:00	8:23	0:27	0:00	
10/05/2017	[Absent] - Wesak Day						0:00	0:00	0:00	0:00	
11/05/2017	08:29	12:24		17:40			0:00	8:11	0:29	0:00	
12/05/2017	08:30	12:36	13:34	17:40			0:00	8:10	0:30	0:00	
13/05/2017	[Rest Day]						0:00	0:00	0:00	0:00	
14/05/2017	[Rest Day]						0:00	0:00	0:00	0:00	
15/05/2017	08:20		13:22	18:14			0:00	8:54	0:20	0:00	
16/05/2017	08:23	12:01	13:15	17:37			0:00	8:14	0:23	0:00	
17/05/2017	08:23			17:43			0:00	8:20	0:23	0:00	
18/05/2017	08:29			17:40			0:00	8:11	0:29	0:00	
19/05/2017	08:27			18:08			0:00	8:41	0:27	0:00	
20/05/2017	[Rest Day]						0:00	0:00	0:00	0:00	
21/05/2017	[Rest Day]						0:00	0:00	0:00	0:00	
22/05/2017	08:25		13:52	17:38			0:00	8:13	0:25	0:00	
23/05/2017	08:23	12:54		17:44			0:00	8:21	0:23	0:00	
24/05/2017	08:34	12:41		17:49			0:00	8:15	0:34	0:00	
25/05/2017	08:30	12:01		17:41			0:00	8:11	0:30	0:00	
26/05/2017	08:32	12:44		17:43			0:00	8:11	0:32	0:00	
27/05/2017	[Rest Day]						0:00	0:00	0:00	0:00	
28/05/2017	[Rest Day]						0:00	0:00	0:00	0:00	
29/05/2017	08:30	12:36		12:36			0:00	3:06	0:30	4:24	
30/05/2017	08:23		13:15	17:41			0:00	8:18	0:23	0:00	
31/05/2017	08:24	12:48		17:50			0:00	8:26	0:24	0:00	

SUMMARY

Overtime (Hr)

Absent	Work	INC	Late In	Early Out	ANL	MDL	NPL	OtherL	Late In (Hr)	Early Out (Hr)	Normal	Rest	Holiday	Work (Hr)
4	42	0	42	2	0.0	0.0	0.0	0.0	18:30	8:48	0.00	0.00	0.00	338.40

INC=Incomplete ANL=Annual Leave MDL=Medical Leave NPL=No Pay Leave OtherL=Other Paid Leaves * = Manually Edited/By User

Prepared by: _____

Checked by: _____

Approved by: _____

AYESHA AHMED
Deputy Director
Training Centre
MCMC Academy

MCMC

Daily Attendance Report

Printed : 20/06/2017 2:18:40 PM

TMS Module

Viewing ALIFF DANIAL AMRAN (2299090041) from 01/06/2017 till 30/06/2017

Date	IN	MLO	MLI	OUT	OTI	OTO	OT (Hr)	Work (hr)	L. In (min)	E Out (min)	Inc
INTERNSHIP TRINEE ALIFF DANIAL AMRAN (2299090041)											
01/06/2017	08:22	12:54	13:31	17:44			0:00	8:22	0:22	0:00	
02/06/2017	08:20	12:56		17:37			0:00	8:17	0:20	0:00	
03/06/2017	[Rest Day]						0:00	0:00	0:00	0:00	
04/06/2017	[Rest Day]						0:00	0:00	0:00	0:00	
05/06/2017	10:27	12:28	13:16	17:53	Time off		0:00	6:26	2:27	0:00	
06/06/2017	08:30		13:05	17:44			0:00	8:14	0:30	0:00	
07/06/2017	08:21	12:17	13:07	17:40			0:00	8:19	0:21	0:00	
08/06/2017	12:53	12:55	13:41	17:35			0:00	3:42	4:53	0:00	
09/06/2017	08:28			17:35			0:00	8:07	0:28	0:00	
10/06/2017	[Rest Day]						0:00	0:00	0:00	0:00	
11/06/2017	[Rest Day]						0:00	0:00	0:00	0:00	
12/06/2017	[Absent] Nuzul - Qyian						0:00	0:00	0:00	0:00	
13/06/2017	08:24			17:41			0:00	8:17	0:24	0:00	
14/06/2017	08:30	12:30	13:12	17:38			0:00	8:08	0:30	0:00	
15/06/2017	08:24		13:42	20:39			0:00	11:15	0:24	0:00	
16/06/2017	08:26			17:47			0:00	8:21	0:26	0:00	
17/06/2017	[Rest Day]						0:00	0:00	0:00	0:00	
18/06/2017	[Rest Day]						0:00	0:00	0:00	0:00	
19/06/2017	08:26	12:29	13:43	17:39			0:00	8:13	0:26	0:00	
20/06/2017	08:24	12:13	13:58	14:01			0:00	4:37	0:24	2:59	

SUMMARY

Overtime (Hr)

Absent	Work	INC	Late In	Early Out	ANL	MDL	NPL	OtherL	Late In (Hr)	Early Out (Hr)	Normal	Rest	Holiday	Work (Hr)
2	26	0	26	2	0.0	0.0	0.0	0.0	23:50	5:58	0.00	0.00	0.00	200.60

INC=Incomplete ANL=Annual Leave MDL=Medical Leave NPL=No Pay Leave OtherL=Other Paid Leaves * = Manually Edited By User

Prepared by: _____

Checked by: _____

Approved by: _____


AYESHA AHMED
Deputy Director
Training Centre
MCMC Academy



K L I N I K K I T A (P O L I K L I N I K & S U R G E R I)

KLINIK KITA SDN BHD

MEDICAL CERTIFICATE

Date : 03/04/2017

MC No. : 0909

I hereby certify that I have examine Mr./Mrs./Miss : ALIFF DANIA BIN AMIRAN SUHAIMI

IC/BCN/PP No. 931118036267 from

and find that he/she will be unfit for the proper performances of his/her duties for

1 (One) day/days from 03/04/2017 until 03/04/2017

Diagnosis/Medical Problems : ABDOMINAL PAIN, HEADACHE

DR. MELINDA ABD LATIF
MD (UKM)
MMC NO. : 42789

KLINIK KITA S/B (496512-U)
CAMPUS DESA PANDAN
No. 9, Jalan 17/76, Desa Pandan,
55000 Kuala Lumpur
Tel: 03-9283 9739

DR. MELINDA BINTI ABD LATIF

APPENDICES C:

REPORT DUTY

DECLARATION

FORM



FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA (UiTM)
KELANTAN BRANCH

REPORT DUTY DECLARATION FORM
(Semester March – July 2017)

To : Puan Nurulannisa Binti Abdullah
Industrial Training Coordinator IM245 – UiTM Kelantan

Name : ALIFF DANIAL BIN AMRAN SUHAIMI

UiTM ID : 2014504679

Program Code : IM 245

H/P No : 010-5752111

I hereby, confirmed and report my duty to MALAYSIAN COMMUNICATION and Multimedia Commission (organization).

Date: 15 February 2017

Student Signature

Verified by,

Signature

Name

TUKEFLI KHAZALI

Designation

Director

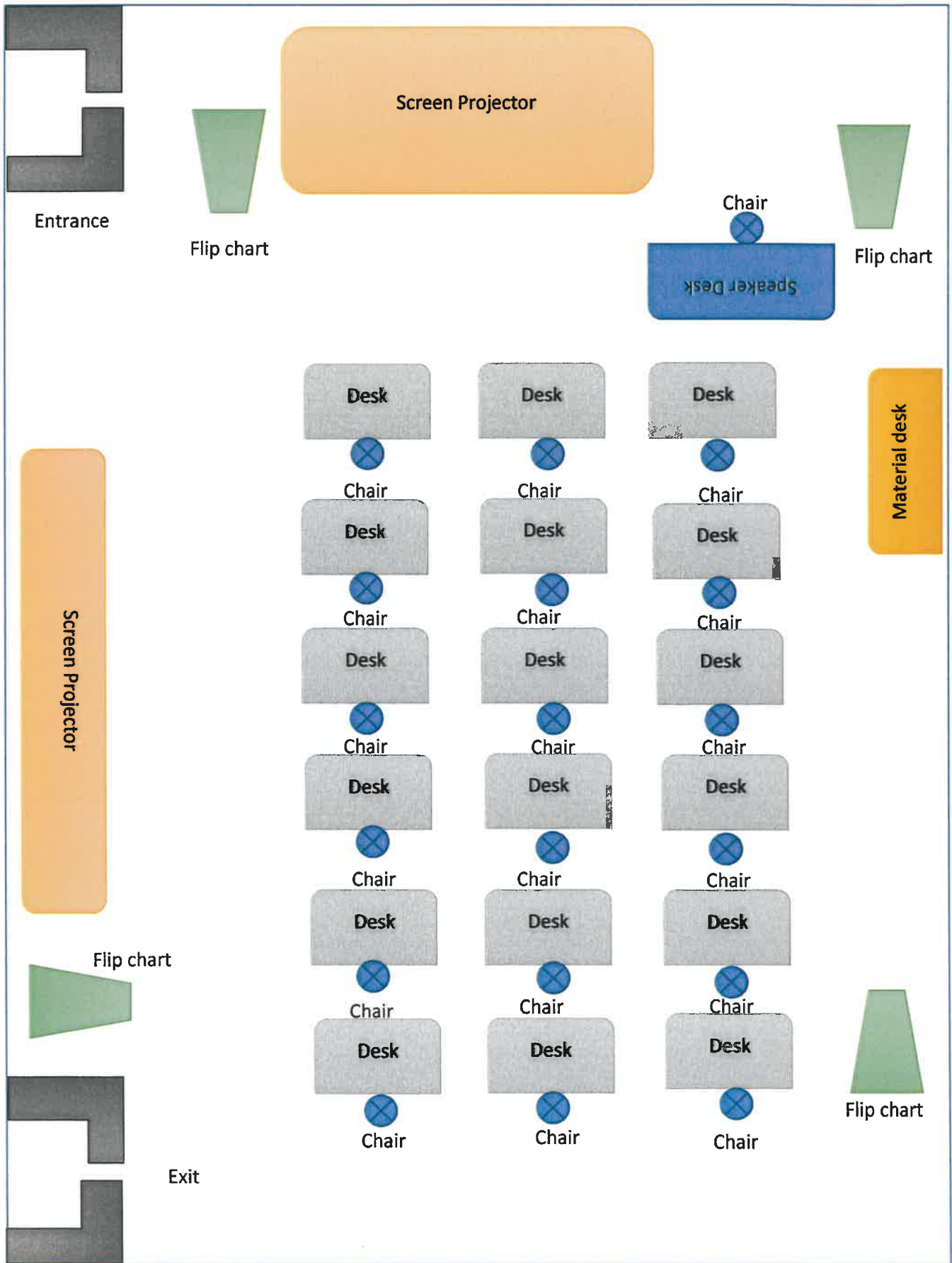
Official Stamp

Training Centre

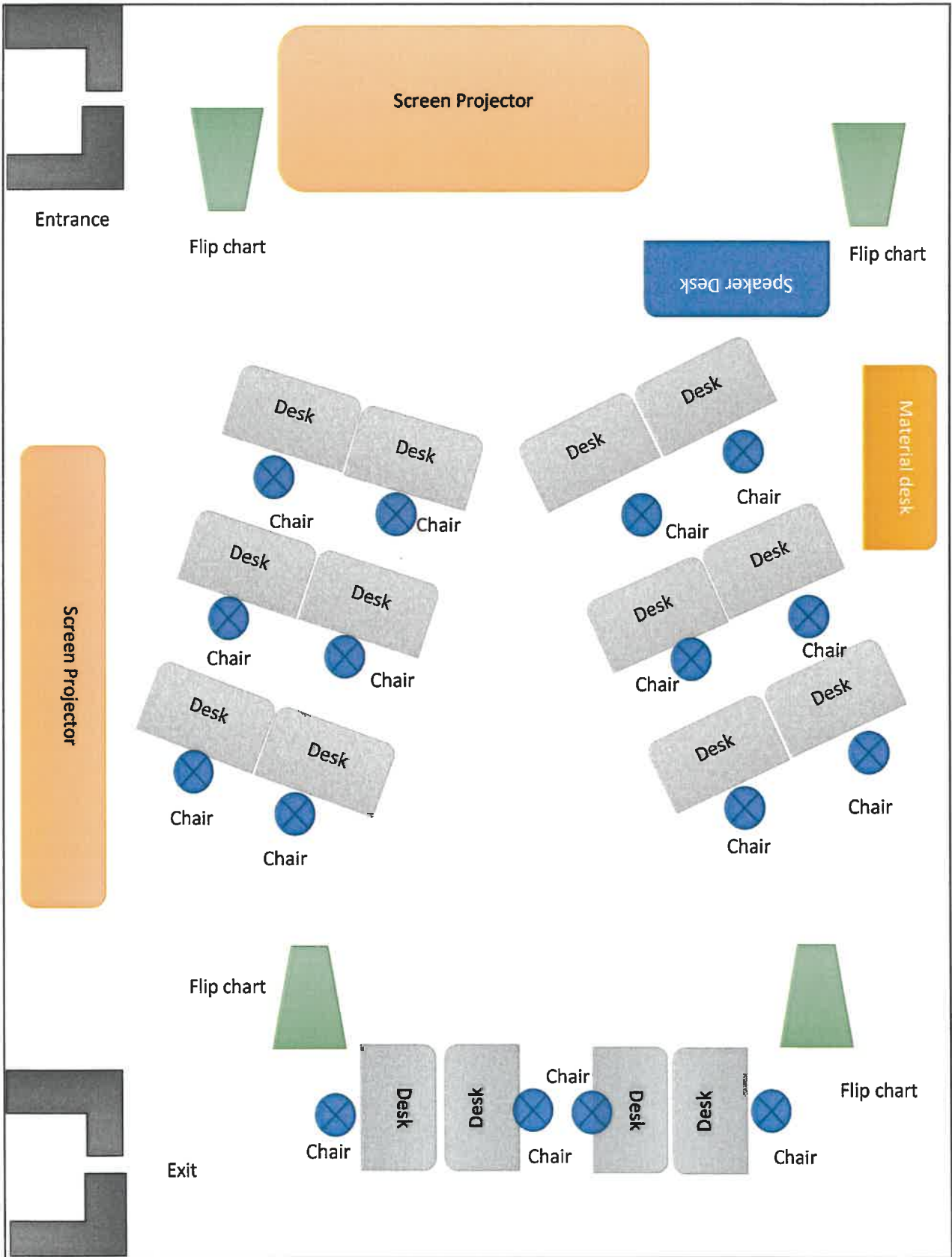


**APPENDICES D:
OTHER
DOCUMENTS**

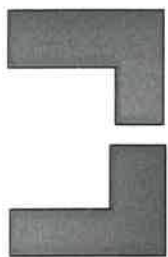
CLASSROOM TEMPLATE FLOOR PLAN



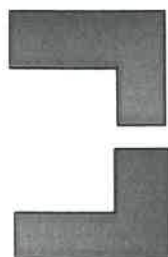
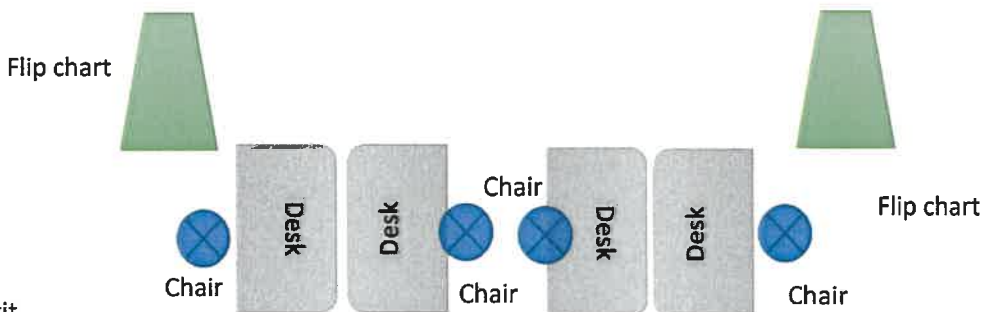
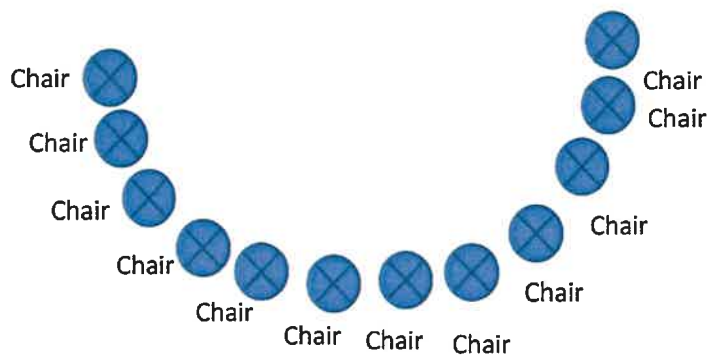
CLASSROOM TEMPLATE FLOOR PLAN – VSHAPE.



CLASSROOM TEMPLATE FLOOR PLAN – ROUNDSHAPED.

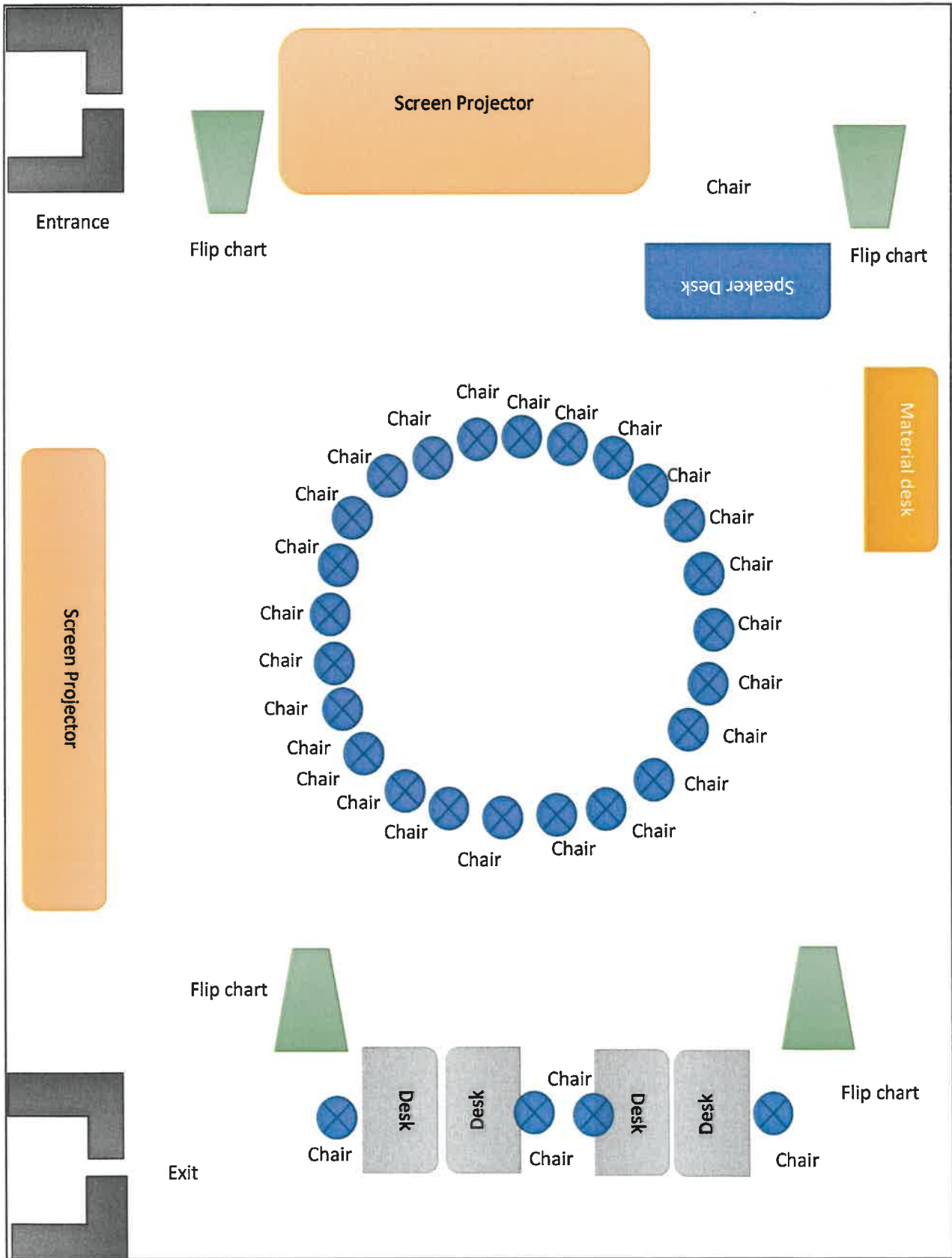


Entrance

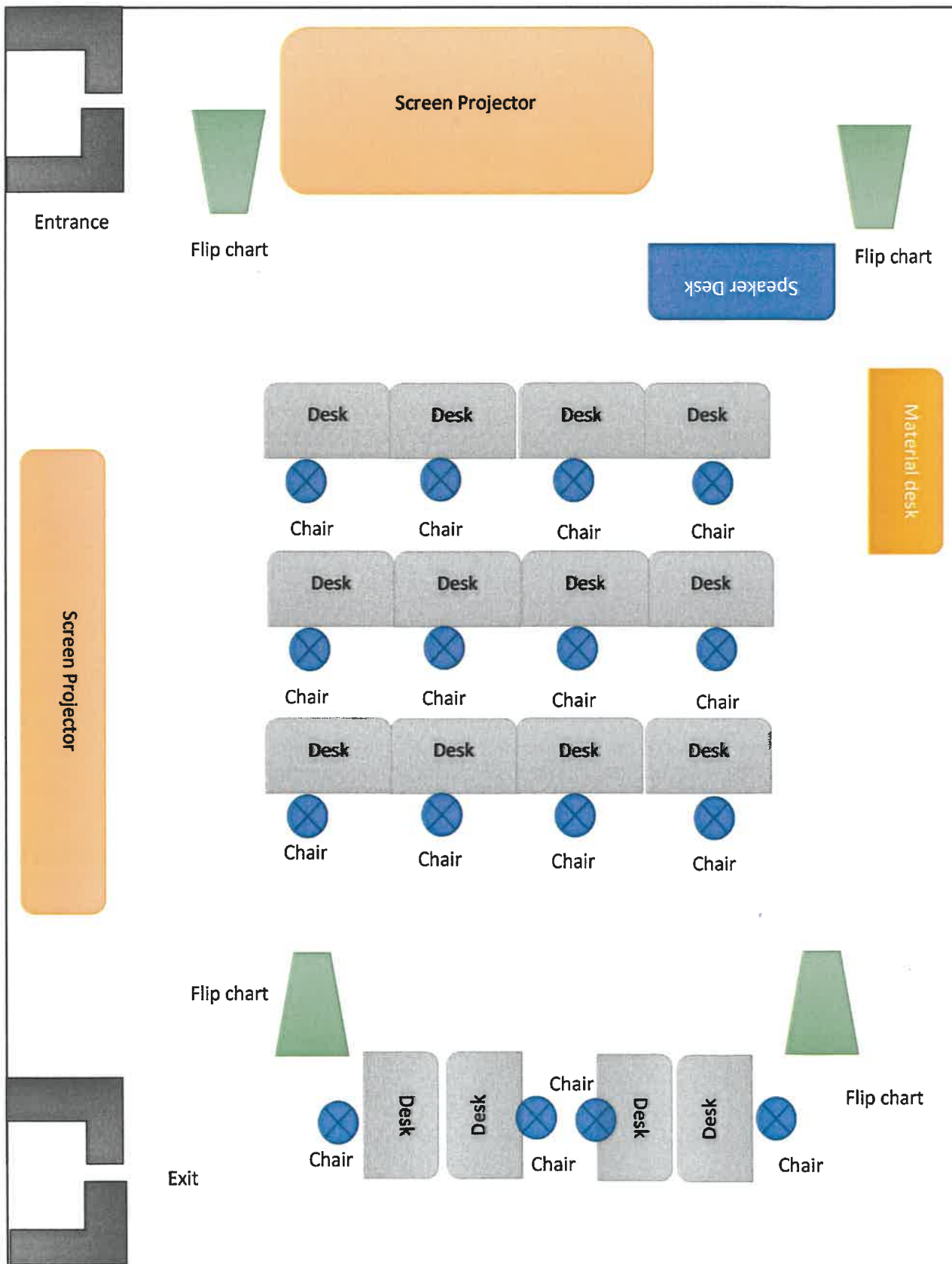


Exit

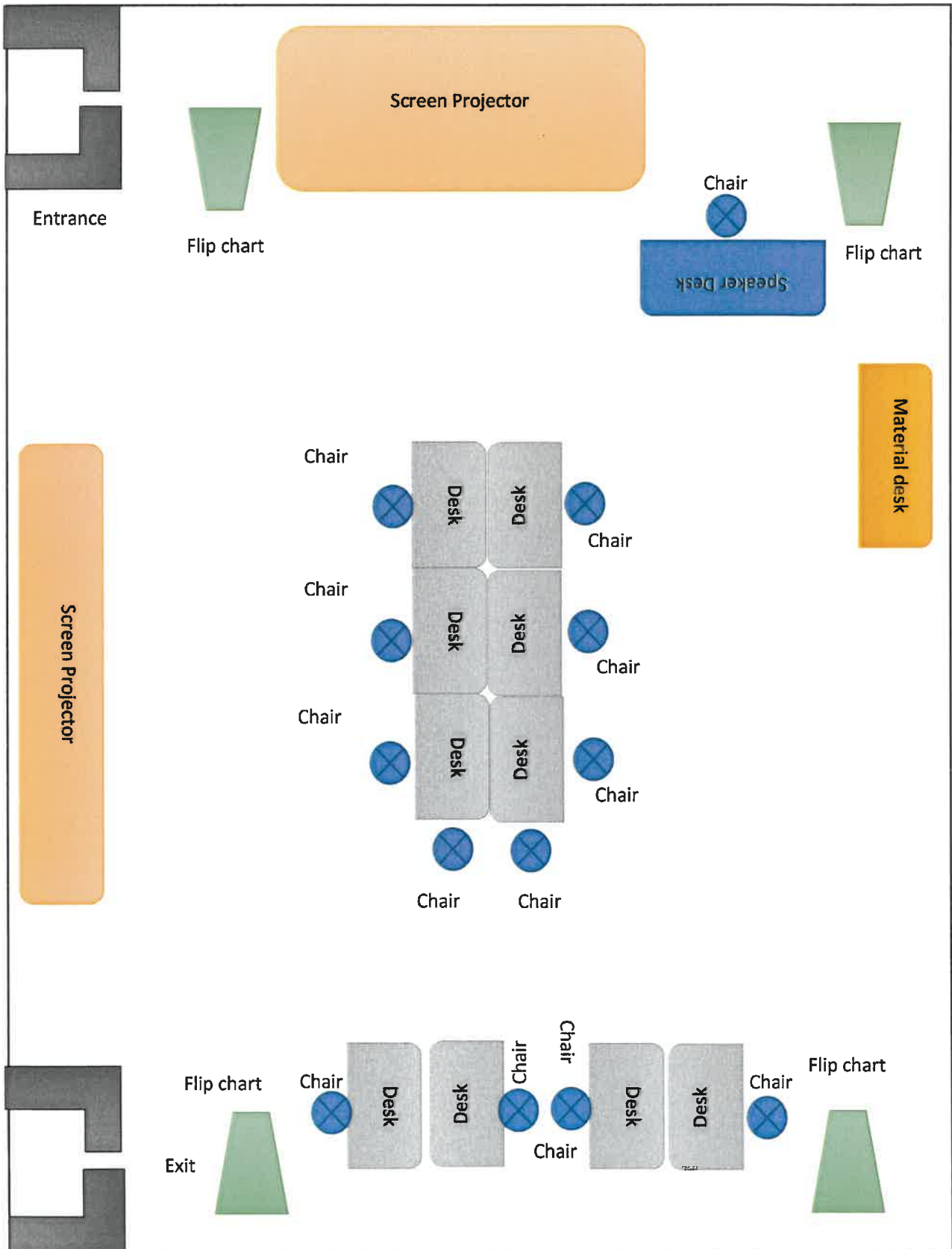
CLASSROOM TEMPLATE FLOOR PLAN – ROUND SHAPED.



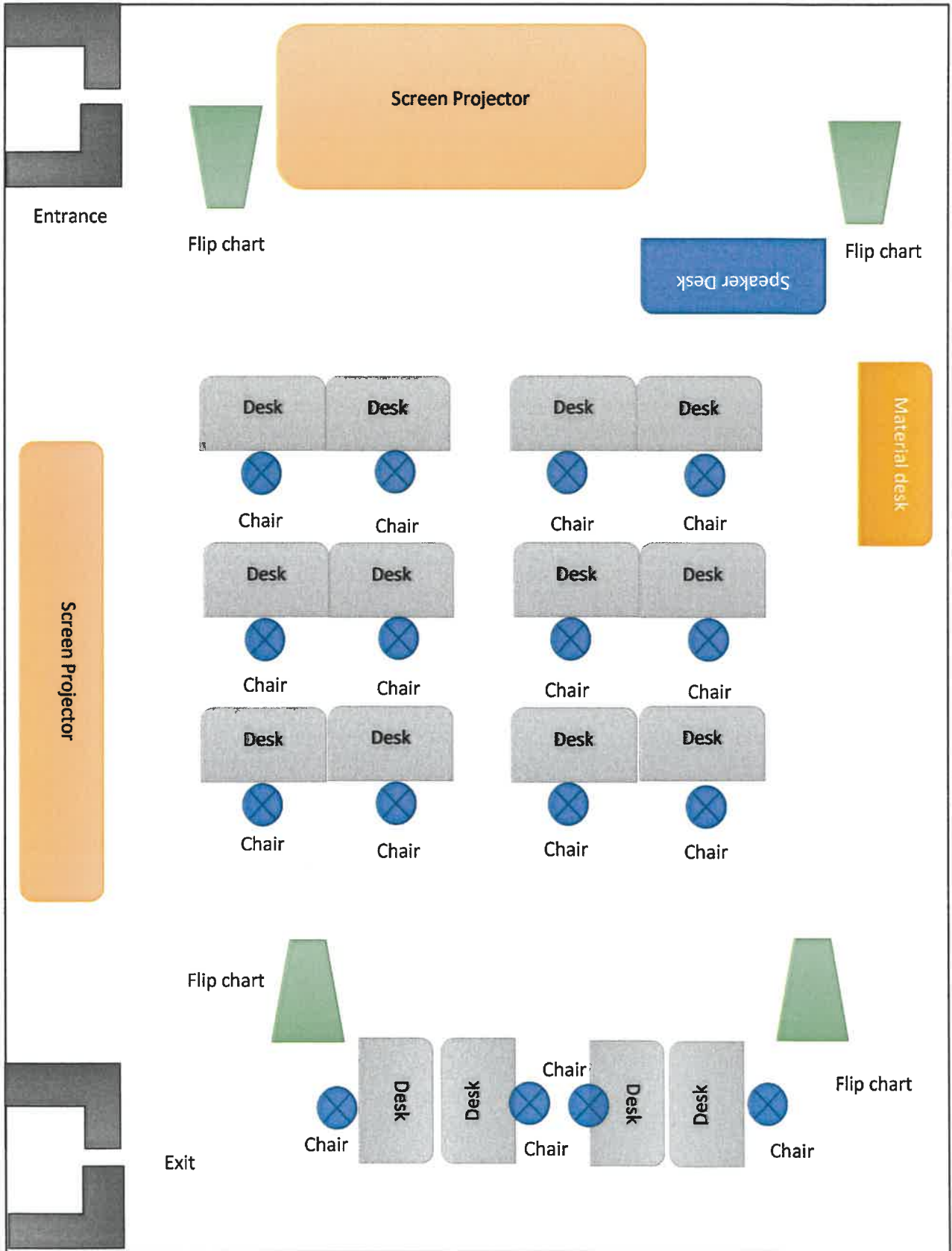
CLASSROOM TEMPLATE FLOOR PLAN – ROW BY ROW.



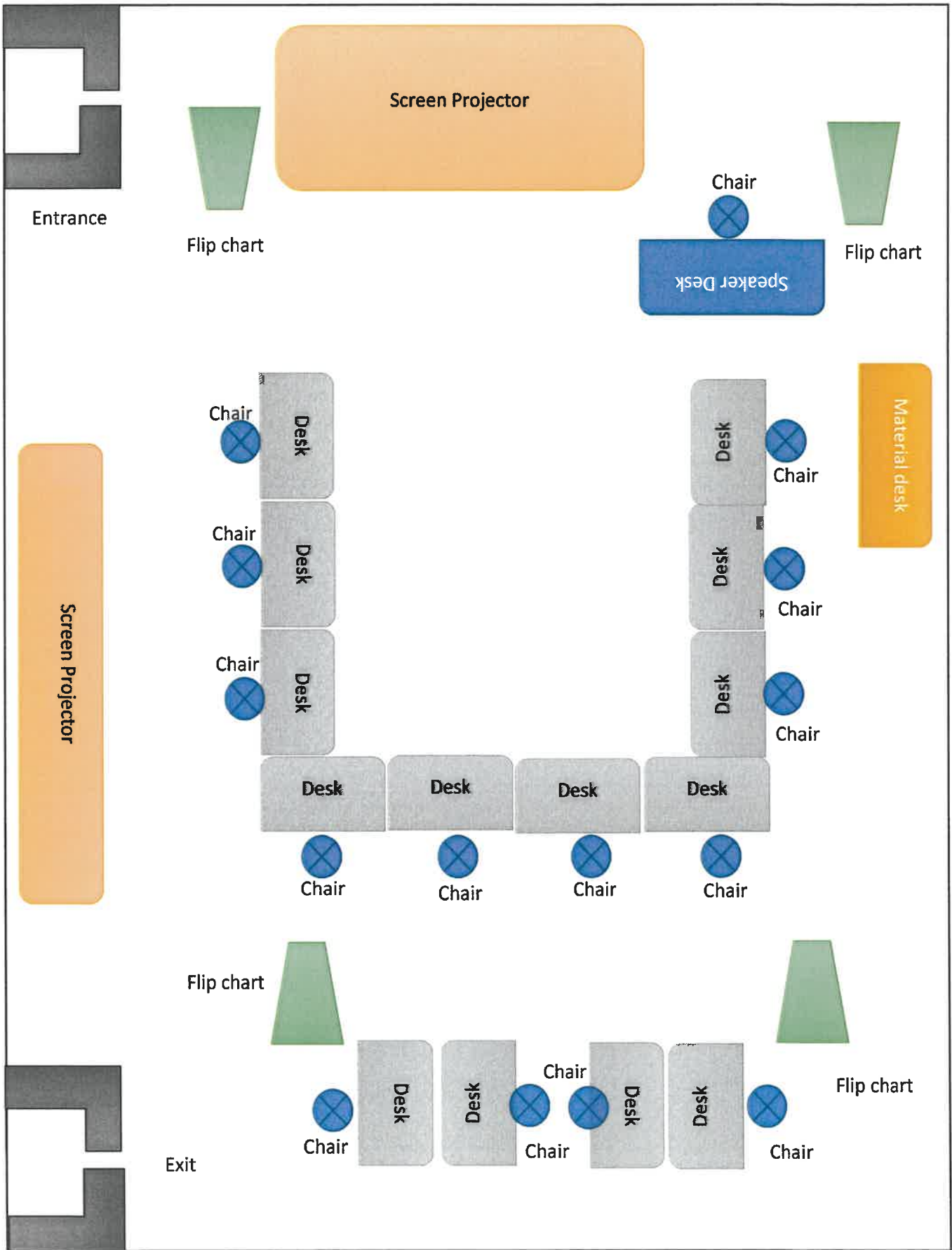
CLASSROOM TEMPLATE FLOOR PLAN – BOARD MEETING (CLOSED)



CLASSROOM TEMPLATE FLOOR PLAN – 2 VS 2.



CLASSROOM TEMPLATE FLOOR PLAN – U SHAPE.



IN-HOUSE TRAINING GUIDELINES
Step to view available training programmes online

Prezi

IN-HOUSE TRAINING GUIDELINES
Step to view available training programmes online

Prezi

AVAILABLE NOW
IN-HOUSE TRAINING PROGRAMMES
 in **HRCONNECT**

Prezi

Step 1: Login to HRCONNECT
http://hrconnect.mcmc.gov.my/memchr/p_stafflogin.jsp

Prezi

Step 2: Go to "Training". Click on "Internal & External/Overseas Training Calendar".

Prezi

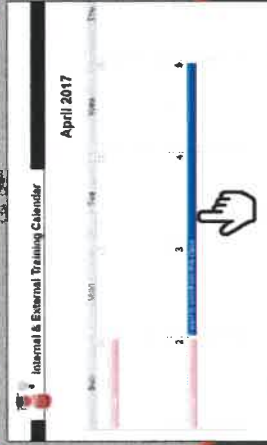
Step 3: View available training programmes in training calendar

Prezi

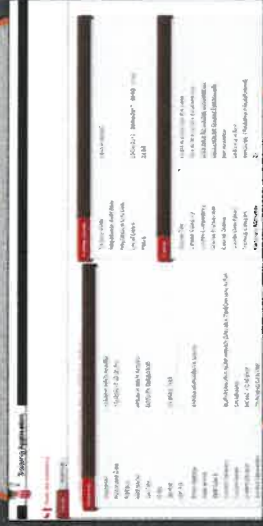
Step 4: Navigating through the training calendar. You can view the programmes by month/year. Or you can go through the calendar using the left and right arrow button (as highlighted in red below)



Step 5: Go to your training programme of interest in the calendar. Click the programme.



Step 6: You will be directed to the Training Application page. Fill in the details.



Step 7: You will be directed to the Training Application page. Fill in the details.



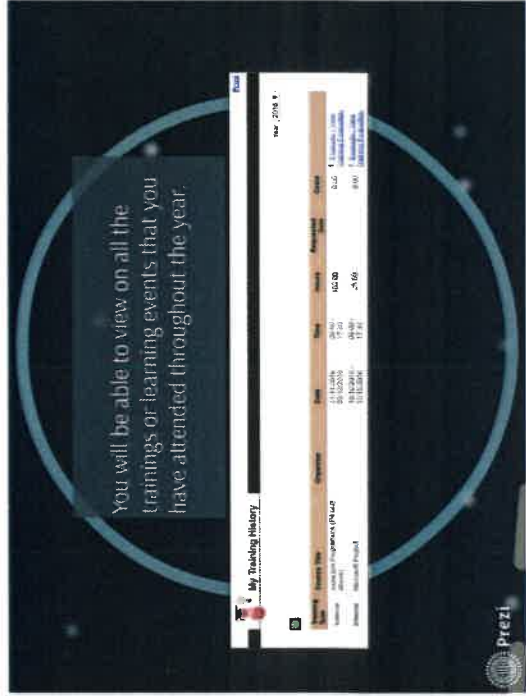
Step 8: When you are done, select 'Completed' and click 'Apply'



Supervisor's Approval

Step 9: Your Training Application is now sent to your Supervisor for approval.

Please note that it is your responsibility to alert and update your supervisor on your training application's request/approval.



Step 4: You can also export and view your training history in Microsoft Excel file.

Training ID	Training Title	Program	Start	End	Duration	Status
241119218	Introduction Program	PH and S	10/10/2018	10/10/2018	10:00	Completed
241119218	Introduction Program	PH and S	10/10/2018	10/10/2018	10:00	Completed

Prezi

Step 4: You can also export and view your training history in Microsoft Excel file.

Training ID	Training Title	Program	Start	End	Duration	Status
241119218	Introduction Program	PH and S	10/10/2018	10/10/2018	10:00	Completed
241119218	Introduction Program	PH and S	10/10/2018	10/10/2018	10:00	Completed

Prezi

How To View My Training History

1 MY TRAINING HISTORY by HRCONNECT

Thank You!

Prezi

Step 4: Click on the item
as highlighted below



Step 5: Go through the highlighted tabs and
fill in the details/feedback.



Step 6: Under the 'Submission' tab:
Click on Status as 'Completed'
Type in comments
Click on the 'Submit' button

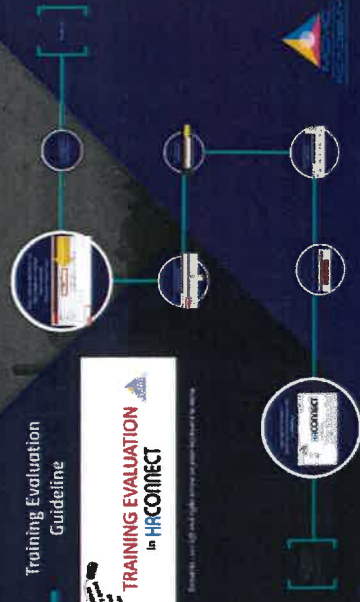


Please Note:

Training Evaluation submission is **MANDATORY** for each
attended training programme.
Failing to do so will impact your future training programme
applications.
You will be unable to apply/register for any programmes if there
is any pending Training Evaluation from your side.

Thank You

Training Evaluation
Guideline



To whom it may concern.

Dear Reviewer,

I'm writing to express my wholehearted support for Aliff application to the position as applied. As Aliff supervisor during his student internship with Malaysian Communications and Multimedia Commissions (MCMC). I was impressed with Aliff skills, initiative, and ability to meet deadlines. Aliff became a valued member of the Training Centre team, and I'm confident that he has a successful career in ahead of him.

Beyond his skills, Aliff left a mark with his open, thoughtful personality. He is well-spoken and intellectual, and he lights up when talking about ideas and literary trends. Aliff charming personality and language skills will be another boon to his successful career. Furthermore, during his internship session, he been exposed to the world of Converge Telecommunication, Policy and Regulation Foundation organized by the MCMC Academy including a session for international delegates from Nigeria.

In closing, I'd like to reiterate my strong support for Aliff application. He is a talented young man driven by a passion for personal career development. Please don't hesitate to contact me for any further information. Thank you for your time.

Sincerely,



Tukefli Khazali,
Head Training Centre, MCMC Academy.
Malaysian Communication and Multimedia Commission (MCMC),
MCMC Tower 1,
Jalan Impact, Cyber 6,
63000 Cyberjaya,
Selangor Darul Ehsan , Malaysia.
E-mel : tukefli.khazali@cmc.gov.my
Phone call : +603-86888394

APPENDICES E:

LOG BOOK

INSTRUCTIONS

- 1) This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.
- 2) Student's responsibilities for keeping log book up-to-date.
- 3) Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the next page.
- 4) It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialised by your Supervisor. You must ensure that:
 - It is available at your place of work during your training.
 - All entries, except sketches, are made in ink.
 - Entries are made within a week of the work to which they refer.
 - The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the Head of Programme for grading.

RECORDING

The log book should contain the following information:

- 1) A neat concise description of each of your training locations and the work on which you are engaged.
- 2) Relevant sketches, data and circuit diagrams
- 3) References to textbooks, standards and other technical information related to the work being undertaken. Constructive comment on the work being undertaken and your considered opinions as to its value as training

1. Student's Name : ALIFF DANIAL B AMRAN SAHAMI
2. UiTM Matrics : 2014504679
3. Programme : IM 24S
4. Semester : 07
5. Home Address : C-2 JALAN TANAH MERAH,
18500, MACHANG,
KELANTAN
6. Tel No (H) : 010-575 211
7. Place of Training : MCMC
8. Name of Supervisor : ENUK TUKEFLI BIN KHAZALI
In-Charge
9. Duration of Training From : 15/2/2017 To: 31/7/2017

FOR OFFICE ONLY
Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/3/17	Preparing for the Event request form assign by Mrs Ayesha on completing and ease the deployment on handling the event request.	
	Analyzes the event checklist activity from the example by internet surfing on completing the event training checklist.	
	Updating the abbreviations for organizational chart as requested by Mrs Ayesha. The purpose is to ease the staff during the review session.	
	<p>AYESHA AHMED Deputy Director Training Centre MCMC Academy</p> <p>PLEASE SIGN HERE</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/3/17	TASK BEING ASSIGN BY MR TUKHAT FOR COMPIRING all the In-House training materials to be send to kmrc.	
	Visiting the kmrc to check the material that already submitted.	
	check the material and listing the materials that will be submitted to kmrc	
	beginning the backhop for NCC programed assigned by MRS NAWAL 1322.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/4/17	<p>Last day of MCC study visit</p> <p>The day started at former MCMC old building. The delegates started the session by visiting the Digital Forensic Laboratory to learn more about the digital security. Next, visit my maker laboratory at ground floor of MCMC old building. The session ended by closing ceremony by afternoon. Therefore, after class, receive the MCI study visit programme as digital forensics to prepare certificate and the transfer photos and videos.</p>	
	<p>AYESHA AHMED Deputy Director Training Centre MCMC Academy</p>	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/4/17	<p>Preparation / Re-do the flowchart of in-house training appointment programme for weekly meeting updates.</p> <p>→ On evening, the trainee involved with the induction programme held by at old building. The induction covered by two methods</p> <ul style="list-style-type: none"> ① Onboarding ② Team building <p>① Onboarding duration is two days at board room HQ old building of MCMC</p>	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/4/17	This is the last day for the team building as early in the morning the game is still on as the game is the to test their spirit, teamwork and how the work together on solving the task.	
	The closing of the event is on the afternoon. The trainee need to arrange for the closing as it was attended by Hob from MCMC and with it was. Trainee was given the task to be photographer and assist the programme.	
	On the way return home the next agenda is visiting the "pusat internet 7 multimedia" it gained lot of knowledge when we here.	
	AYESHA AHMED Deputy Director Training Centre MCMC Academy	
	PLEASE SIGN HERE	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/4/17	As for this week, trainee been assign to facilitate for CTRP foundation class. This class occur at HQ old building of MCMC.	
	Trainee need to help and organize the meeting room board room, check the internet connection able to work, check the computer to work.	
	Ensure all the food & beverage is available on time.	
	These task will be repeated for 5 day as it's started from 17/4/2017 until 21/4/2017	

