



**FACULTY OF ADMINISTRATIVE SCIENCE  
& POLICY STUDIES  
UNIVERSITI TEKNOLOGI MARA**

**PEJABAT KEBAJIKAN MASYARAKAT DAERAH HULU  
LANGAT**

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# CHAPTER 1

## INTRODUCTION OF THE ORGANIZATION

### 1.0 Introduction

Every students of Bachelor of Administrative Science (Hons) must undergo their practical training as a partial requirement to the fulfilment to complete the degree programme. Therefore, I have decided to do my practical training at Pejabat Kebajikan Masyarakat Daerah Hulu Langat for 8 weeks starting from 20<sup>th</sup> January 2016 until 16 March 2016. This chapter will summarize on the background of the organization, mission, vision, motto, objectives, strategy, client's charter, services provided, organization structure and other relevant information pertaining to the organization.

### 1.1 History of the Organization

The Social Welfare Department Malaysia (JKMM) was established in 1946 and has been through several structural changes. The department started with its involvement in managing problems that resulted from World War II. Within a period of 59 years, JKMM has evolved in fulfilling its roles in national development. Consequently, its roles and functions have expanded to provide preventive and rehabilitative services in social issues and the development of the community. It is one of the agencies under the administration of the Ministry of Women, Family and Community Development. The department had, in the past, been placed under several ministries as follows:

1946 - 1951	Social Welfare Department Malaya
1952 - 1955	Ministry of Industry and Social Relation
1956 - 1957	Ministry of Health and Social Welfare
1958 - 1959	Ministry of Labour and Social Welfare

**CHAPTER 2**  
**SCHEDULE OF PRACTICAL TRAINING**

**2.0 Introduction**

This chapter will details out the task that was been assigned to me for the duration of 8 weeks of the practical training session. I will elaborate all the tasks in the tabular format and according to weekly time basis to prevent any redundancies of explaining the task.

**2.1 Summary of the Task**

Date	Summary of the Task
<p>20<sup>th</sup> January 2016 – 22<sup>nd</sup> January 2016</p>	<ul style="list-style-type: none"> <li>• Arrived at Pejabat Kebajikan Masyarakat Daerah Hulu Langat (PKMDHL) and been introduced to Puan Siti Noraishah binti Mad Amin (S41).</li> <li>• She explained on the job scope of the social workers and what need to be expected when working at Social Welfare Department.</li> <li>• The officer also briefed on the rules, policies and procedures as an employee.</li> <li>• Starting from this week, I was been put under Productive Welfare Department (PW).</li> <li>• Was introduced to the officer in charge under PW Department which was Puan Aznaini and she gave me the book on 'Panduan Pengurusan Bantuan Kewangan Persekutuan' to read on.</li> <li>• Been assigned to work at customer service and getting exposed with all the forms to apply for the welfare aids or financial assistance.</li> <li>• Sorting the files in the files room with different colour sticker coordinated with different types of welfare aids and organized into months. For example:</li> </ul>

## **CHAPTER 3**

### **ANALYSIS SCHEDULE**

#### **3.0 Introduction**

This chapter will analyse on the report of practical training and concentrate on every area of task being done as covered in the practical training log book. Furthermore, this chapter also will discuss on the application of theoretical aspect that has been covered in the classroom into the workplace, within the period of practical training being held. Students also will know on how to transform the knowledge gained at workplace to reinforce understanding on the concept learned in classroom.

Moreover, from this chapter, I am able to demonstrate a reflection on my experience during the training. This is on how I tackle and be responsible on the task given based on what I have learnt before. During my 8 weeks period of practical training at Pejabat Kebajikan Masyarakat Daerah Hulu Langat, I have been attached under Productive Welfare Department and Administration Department.