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UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka

UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN MELAKA

KAMPUS BANDARAYA MELAKA

FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR IN OFFICE SYSTEM MANAGEMENT (BA232)



INDUSTRIAL TRAINING AT

LEMBAGA PERTUBUHAN PELADANG NEGERI MELAKA

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(2020608566)

PREPARED FOR:

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EXECUTIVE SUMMARY

This report is about my industrial training journey at the Lembaga Pertubuhan Peladang Negeri Melaka (LPPNM). The main purpose of this report is to identify the SWOT Analysis of this company. This report contains information about the company and also what I was able to learn and observe throughout my training in this industry. I need to undergo the training for 6 months, which is from 1 March 2023 until 15 August 2023. So, all the things that happened, new knowledge, and also the job scope that I did are explained in this report. There are several sections in this report. First, is the student's profile, which is a resume. Next, for company profiles there is the background of the establishment, logo, vision, mission, slogan, objectives, quality policies, organizational structures, and also the product or services offered by the company. Next is training reflection. It was a summary of my findings, including the job scope that was assigned to me and the activities or programs that I joined throughout those 6 months. In addition, the SWOT analysis which is the company's strengths, weaknesses, opportunities, and threats is discussed in this section. The recommendation was also given to each element in order to help the LPP Melaka to increase their company's effectiveness and will indirectly decrease its weaknesses and threats. There is also a reference list of the articles that can support all the arguments in the SWOT Analysis section. Lastly, the appendices section contains the photo that was taken during my industrial training. This industrial training was very helpful to final year students since it can make students become more prepared to face real work life in the future after graduating from their studies.

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First and foremost, thanks and praises to Allah S.W.T for His blessing to me until I can complete this Industrial Training journey successfully.

I would like to express my deepest and sincere gratitude to my internship advisor Madam Saida Farhanah binti Sarkam from Universiti Teknologi Mara Kampus Jasin for giving me the guideline and advice on how to complete this report. With her help, I able to meet the requirements to successfully complete my degree studies.

Apart from that, I would also like to give an appreciation thanks to the Lembaga Pertubuhan Peladang Negeri Melaka (LPPNM) for the opportunity given and also for their willingness to accept me as a practical student in this company. Thank you also to Mrs. Norba'yah binti Bahar who was my supervisor in this organisation. Not to forget all the LPPNM staff for their generous assistance and cooperation during my time here. I really appreciate all the guidance that has been given.

Last but not least, this thankfulness is also addressed to my family, friends, and all parties who have been involved in the success of my report and my journey either directly or indirectly throughout this last semester.

I sincerely appreciate all the help that they have given to me because without their help and support, I may not be able to perform well. Thank you very much.

STUDENT'S PROFILE

STUDENT'S PROFILE



**ROZANA BINTI
MOHD. MAZLAN**

CONTACT INFORMATION



PROFILE

A responsible, and motivated person. I believe that I am able to perform any type of task that will assign to me. I want to contribute all the knowledge and skills I have learned to the company. Furthermore, I am willing to learn new things and cope with new environments. I am glad to use my knowledge and also gain experience for my future development.

LANGUAGES

- Malay
- English

REFERENCES

Saida Farhanah Sarkam
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EDUCATION HISTORY

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) OFFICE SYSTEM MANAGEMENT

2020 – present

UNIVERSITI TEKNOLOGI MARA KAMPUS BANDARAYA MELAKA

DIPLOMA IN SECRETARIAL SCIENCE

2017 – 2019

POLITEKNIK PORT DICKSON, NEGERI SEMBILAN

SIJIL PELAJARAN MALAYSIA

2012 – 2016

SMK DANG ANUM, MELAKA

ACHIEVEMENT AND INVOLVEMENT

- Secretariat in Keyboarding Master Tournament Event
- Participated in eDola Matches 2019 "Uncertain & Insurance"
- Bureau of Registration for Poster Making Competition (Self Love; Mental Illness Awareness)
- Participated in the "Positive Mind Positive Life" Webinar
- Participated in a Webinar on Industrial Relations in Malaysia.
- Participated in Webinar Building a Positive Personal Image Through Communication
- Participated in Webinar Ilmiah and Collaborative Teaching

WORK EXPERIENCES

Internship Position

Majlis Agama Islam Melaka

Dec 2019 –
March 2020

- Managed a vacancy application
- Vacancy application data entry
- Record documents in DDMS
- Managed staff records
- Managed incoming and outgoing mail

Internship Position

Lembaga Pertubuhan Peladang Negeri Melaka

March 2023 –
August 2023

- Organized a management file
- Handled record management of incoming and outgoing mail
- Record employee leave information
- Record medical claim information and the employee's work trip
- Record the list of courses attended by all staff into the system

SKILLS

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Data Entry
- Canva Software
- Proofreading
- Writing and Editing document
- Time Management
- Teamwork

COMPANY'S PROFILE

COMPANY'S PROFILE

BACKGROUND OF ESTABLISHMENT

The Lembaga Pertubuhan Peladang (LPP) was established on 14 February 1973 through the enactment of the LPP Act 1973 (Act 110), the Board of Farmers' Organizations Act. The establishment of LPP is to be responsible in helping to improve the economic and social aspects of the farming community under a body with a specific role. LPP is one of the agencies under the Malaysian Ministry of Agriculture and Food Security (MAFS). There are others agencies under MAFS which is MARDI, FAMA, LKIM, MADA, LPNM, and AgroBank. LPP as a leader in the development of Pertubuhan Peladang (PP) is superior and excellent in carrying out its mission to develop and advance PP as an effective service provider towards commercial farmers.

Act 109, the Farmers' Organizations Act 1973 was enacted specifically to reorganize farmers' associations and cooperatives based on agriculture. Under this Act, farmers' associations were abolished and re-registered as farmers' organizations, while agricultural-based cooperatives became member units of PP. Currently there are 1531 agricultural cooperatives and 119 farmers' associations serving rural farming communities.



(The building of Lembaga Pertubuhan Peladang Negeri Melaka)

Lembaga Pertubuhan Peladang Negeri Melaka (LPPNM) consists of 6 Departments namely Administration and Finance Department, Development Department, Registrar Affairs Department, Organization Audit Department, Information Technology Department, and Engineering Department. For the Development Department there are small units which are the Paddy and Rice unit, the Entrepreneur and Financing, Planning and Evaluation Unit, and the Production and Business Unit. For the Registrar's Affairs Department there are also several units namely the Supervision Unit, the Enforcement and Integrity Unit, and the Accounts Unit. All Departmentes and units have their own roles to ensure the company run smoothly.

This organization is located at Jalan Hang Tuah. The address is at Floor 4 & 5, Graha Peladang, No. 132, Jalan Hang Tuah, Peti Surat 182, 75740 Melaka. The LPP Melaka is the headquarters that controls all the operation of Pertubuhan Peladang (PP) throughout the Melaka State district. It is a professional farmer management agency. Furthermore, under the LPP there are Pertubuhan Peladang Negeri (PPN) and Pertubuhan Peladang Kawasan (PPK). There are 5 PPK in each area in Melaka namely Jasin, Melaka Tengah, Masjid Tanah, Alor Gajah, and Merlimau. The operation hours of LPP Melaka are Monday to Friday from 8.00 am to 5.00 pm. Meanwhile, for the month of Ramadan, the operation hours are from 8.00 am to 4.30 pm.

LOGO LPP



VISION

Leading Farmers's Organizations towards excellence and increasing effective contributions to the agro-food sector of the country.

MISION

Strengthen the involvement of Farmers' Organizations in the country's agro-food sector by producing more productive farmers.

SLOGAN

Developing Progressive Farmers.

OBJECTIVES

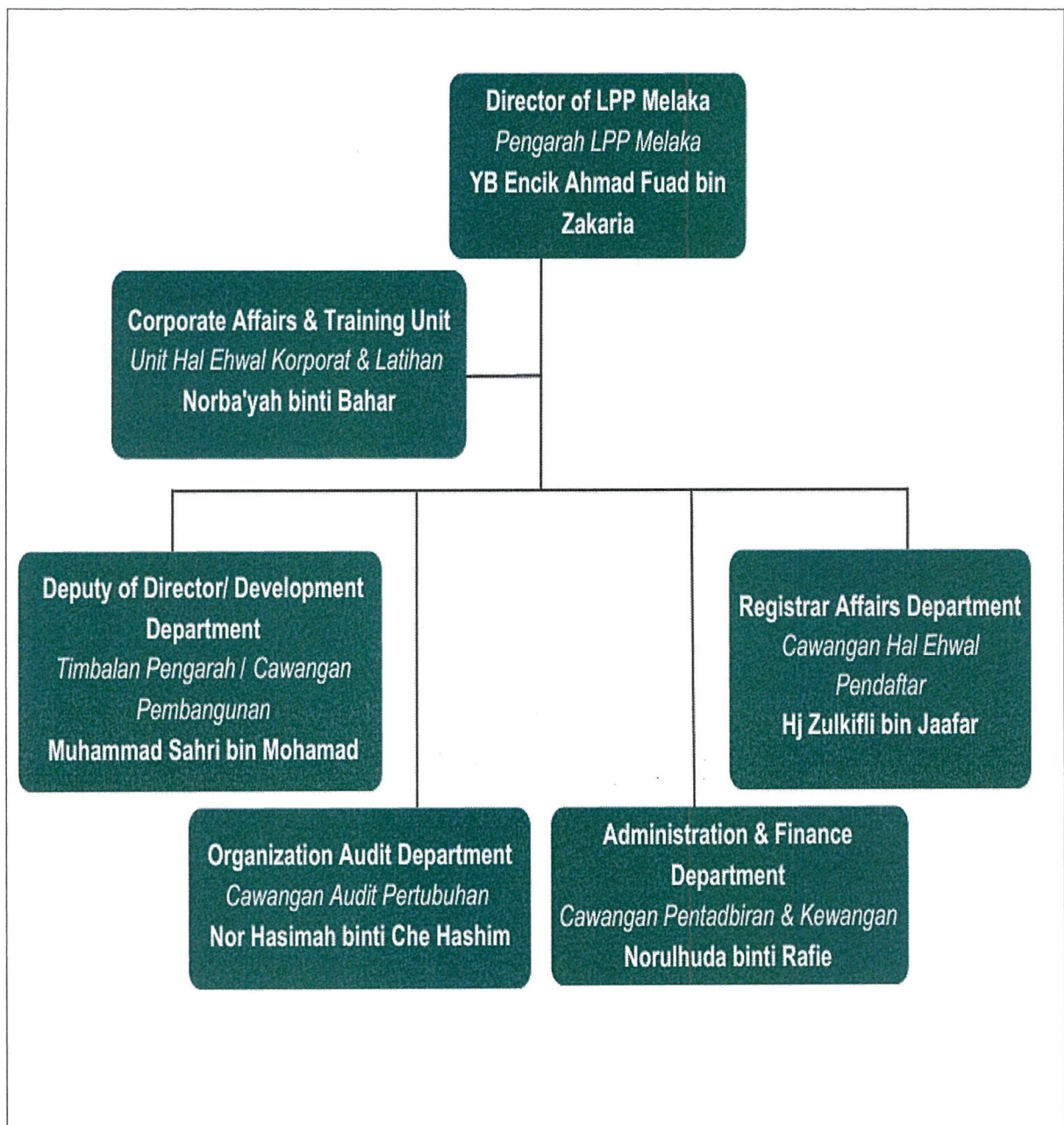
The objectives of Lembaga Pertubuhan Peladang (LPP) is to develop the Farmers' Organisation as a viable institution in agricultural support services. Next, to create progressive farmers who are competitive and contribute to the agricultural sector. Lastly, to develop and consolidate Farmers' Organisation activities.

QUALITY POLICIES

We are committed to providing professional services in managing quality Farmers' Organisation and developing progressive farmers to become key food producers of the nation.

ORGANIZATIONAL STRUCTURE

This organization is led by Mr. Ahmad Fuad bin Zakaria. He is the Director of Melaka State LPP. Assisted by the Deputy Director of Melaka State LPP is Mr. Muhammad Sahri bin Mohamad who is also the head of the Development Department. Next, there is a unit responsible for receiving and managing affairs for students who want to undergo industrial training in this organization, which is the Corporate Affairs and Training Unit. This HEK unit is headed by Mrs. Norba'yah binti Bahar. This unit is also the secretariat of the LPP Director. The picture below is the organizational chart for the departments that I was placed in during this internship.



(Organizational Structure)

PRODUCT OR SERVICES OFFERED

There are several services/programs that offered by LPP which are a program for entrepreneurs and farmer members. All of these programs are to help and attract the interest of the community to venture into the agricultural sector. Among of the program offered are:

1. Program Agriprentice

The concept of this program is to provide a business model for selected entrepreneurs where it requires cooperation between successful entrepreneurs (mentors) and entrepreneurs who have the potential to succeed (protege) in this field. This program aims to promote agricultural and chain activities in the agricultural sector such as crop production, livestock, fisheries, and agro-based industries including marketing, provision of support services, and agricultural inputs under the supervision of Mentors and Protege.

2. Program Rise Up

This program is grant funding where 50% of the grant aid value will be funded by the Government, while 50% is a commitment from entrepreneurs. It aims to increase the number of farmer entrepreneurs who implement economic projects such as agricultural production, services such as marketing, farm machinery, transportation, and agrotourism. In addition, this program also provides entrepreneur development activities under the scope of guidance, promotion, system development, and technology transfer.

3. Program Geran Agropreneur Muda (GAM)

This program is to coordinate and simplify the program/activities of Departments/Agencies under MAFI. It is to change and attract young people to become interested in agriculture and the food industry. Young Agroprenuers will also be able to generate high income from it. This program also can help to develop Young Agropreneurs by providing training, guidance, and consulting services as well as technical, financial, and marketing support in a package.

4. Tabung Pembangunan Usahaniaga Peladang (TPUP)

This fund program is a type of financing in the form of loans to existing farmer entrepreneurs to help them increase their production capacity and income through the implementation of projects that can provide additional value to the results of agricultural production. The program gives priority to potential and viable projects to be developed.

TRAINING'S REFLECTION

TRAINING'S REFLECTION

Every Bachelor's Degree student has to undergo industrial training as a condition to graduate. Students can choose any company whether it is a government company or a private company. I have completed my industrial training for 6 months which is from 1 March 2023 until 15 August 2020 (24 weeks) at Lembaga Pertubuhan Peladang Negeri Melaka. The company provides allowances to their practical students in lump sum once the students complete their industrial training. During these 6 months, I also had a rotation schedule where I was placed in a different Department for each month, starting with the Administration and Finance Department, the Development Department, the Registrar Affairs Department, the Organization Audit Department, and finally under the Corporate Affairs Department. This company practices job rotation for their practical students so that students can learn everything about the whole system. Students can know what the function of each department in the company is.

From this training, I was able to know the function and role of each Department and unit in this LPP. Throughout the training period in March, I was placed in the Administration and Finance Department where I was instructed to answer phone calls and also was taught how to transfer them to the relevant staff. I was provided with a phone code for reference. Furthermore, I was tasked with entering employee leave data into Microsoft Excel. There were various types of leaves that the organization has which are quarantine leave, death leave of family members, leave without record, and emergency leave. While in Finance Department, I was given the task to manage keys in vouchers. This is related to employee claims such as medical and travel claims. Based on the tasks I performed, it is proving that this department focuses on managing employee-related matters and ensuring their welfare and rights are taken care of.

Next, in April I was under the Development Department. I have followed the entrepreneur unit to make a work visit for the eggplant plant entrepreneur project in Kampung Gelam and Pulau Gadong, Melaka. This project is under one of the programs offered by LPP, the Geran Agropreneur Muda (GAM). The purpose of this project visit is to confirm the allocation assistance received by the entrepreneur. The estimated cost allocated for the goods is as much as RM 20,000. Next, I also made a soft copy of the acceptance declaration document. This declaration must be filled in by the entrepreneur who has received the allocation of goods. It is to prevent problems from happening in the future. From that I can conclude that this department is more about managing the projects of entrepreneurs to ensure that the project under the provided program runs well.

In May, my rotation schedule is at Registrar's Affairs Department. In this Department I manage more regarding filing. It gave me knowledge about the process. Received letters need to be recorded in the system that has been developed by the Information Technology Department, which is the i-imr system. Then, the letter should be recorded in a file related to the content of the letter. There is a difference in recording incoming mail and outgoing mail. Incoming letters must be recorded using red ink while outgoing letters are recorded in blue ink. In addition, files that are thicker than 10 cm need to be closed and a new file opened. Next, I also help to review documents for the arbitration process. This process is to manage the PPK member's old debts. LPP plays the role of a secretariat between the arbitrator and the debtor. Arbitrators who will be appointed are usually from other states to avoid 'bias' or one-sidedness. Overall, this department manages the affairs of all PPK in Melaka including general meetings. They will discuss the issues that arise with PPK and together find a solution.

Next, in June my turn is at the Organizational Audit Department. This audit Department will audit the annual financial statements from January to December for all PPK and PPN in the state of Melaka. The statement to be audited is the financial statement for the past year which is the year 2022. The statement will also be compared with the financial statements of the last 2 years to see whether their performance improved or not. For last year's audit, I was informed that 5 PPK made a profit while 1 PPK suffered a loss. The project for the PPK is a ginger plant project. It is expected that the reason for the loss is due to a lack of response from consumers or perhaps due to a lack of marketing.

Furthermore, this June LPP was participated in Melaka Agro Fest 2023. For this program, I helped the convention subcommittee to make a distribution list for the invitation letter of the Town Hall to the state directors. In addition, I also need to type the name list of confirmation of attendance that has been received from the agency/department to the Townhall program. For agencies/departments that still haven't sent the list of names, I am responsible for calling to follow up on whether they have received the invitation letter or not. If they have received a letter they are asked to send a list of names no later than two days before the program is held. In addition, I was also asked to print a brochure regarding the programs offered at LPP to put at the exhibition booth and to be given to visitors at the Agro Fest. This task given is very helpful in increasing my experience and knowledge about the procedures that need to be done to hold a program that requires cooperation from other agencies.

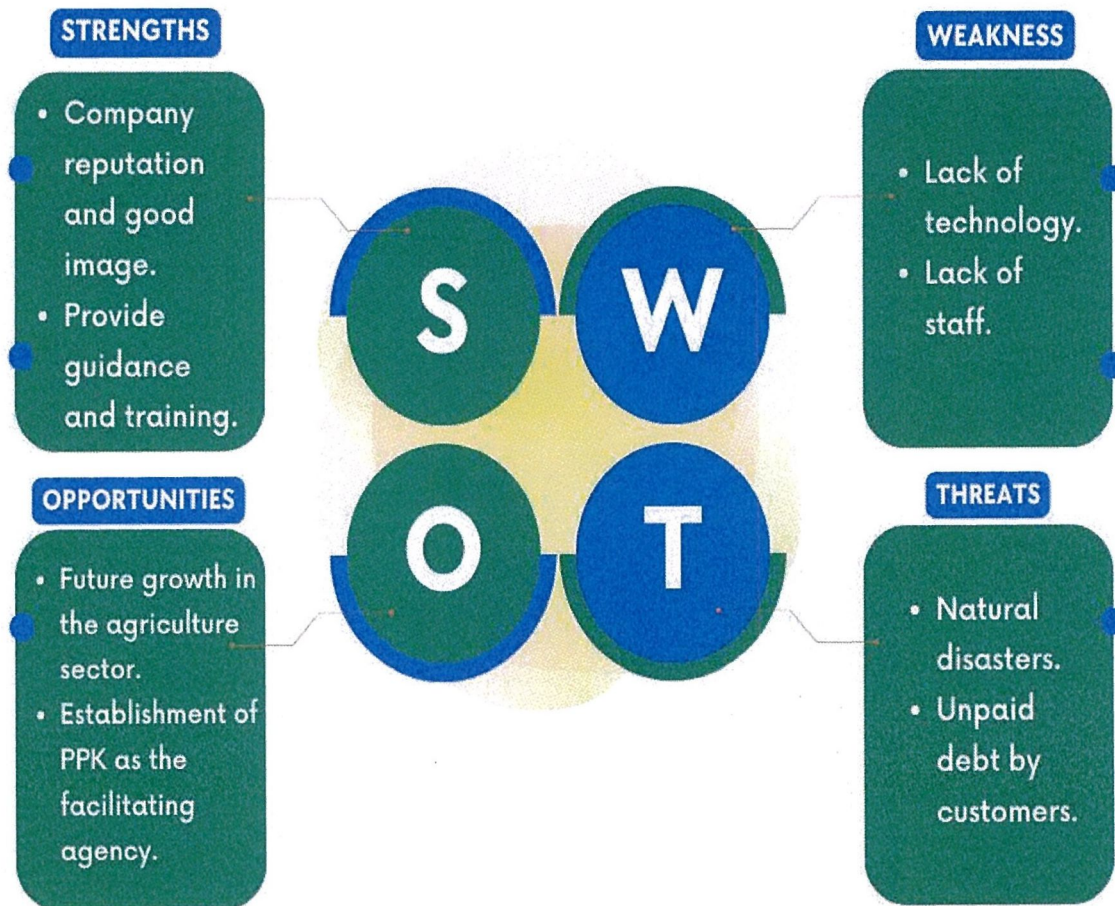
Finally, from July until August, I will complete my internship in Corporate Affairs and Training. My supervisor has asked me to fill in the course information that has been attended by the staff in the profile training system. I need to get a list of names for courses and programs to easier the key in the information process. I have also prepared a paperwork to request an allocation from the Kuala Lumpur LPP headquarters to hold an Innovation Day Award Ceremony for the state of Malacca this August. From that, I learn that every program that the company wants to hold will need to make an application for allocation before the program can be done.

In addition, I have also been asked to create a book/bulletin about the programs that have been held by LPP Melaka throughout the year 2022. It aims to see the creativity of students in producing a work. I have used Canva software to produce the book. I need to browse the LPP Negeri Melaka Facebook social media page to get pictures of the activities. I was given approximately 2 weeks to complete this task and I was able to submit my work at the time set by my supervisor. This assignment indirectly helped me to know the programs and activities of LPP Melaka throughout the year 2022.

From this industry training, I learned that we need to always communicate and also learn to adapt to the work environment and colleagues. In addition, we can also gain new knowledge from this training. Industrial training is very helpful because it can help students improve and apply the skills and knowledge that they learned during their studies at the university to the company. It also makes them more competitive and adaptable in the increasingly challenging and growing job market in the future.

SWOT ANALYSIS

SWOT ANALYSIS OF LEMBAGA PERTUBUHAN PELADANG (LPP)



DISCUSSION & RECOMMENDATION

Strength:**1. Company reputation and good name**

LPP is an agency that has been established and known since 1973. It was responsible for helping to improve the economy and society in the agricultural sector. All states in Malaysia have a headquarters to ensure that all states will become advanced in the fields of agriculture. With this good name and stability, LPP will gain more trust from the community to cooperate with. Everyone is aware of the existence of the company because it is very well known considering that it is a statutory body which is a semi-government agency so it is certain that the reputation and good name of their company is preserved. The reputation of the company can also be maintained with the help of the government.

In order to maintain the good name and reputation of the company, I would like to recommend to LPP Melaka to do more CSR programs to help any of the entrepreneurs or members of this company who are experiencing hardships such as floods disaster. So, when LPP Melaka participated together to help them clean up their residential areas or project and so on they will realize that LPP Melaka is very concerned about the welfare of their customers. Every customer will definitely be more confident to use the service if they receive the best service from an organization.

According to Marakova (2021), Corporate Social Responsibility (CSR) was linked to the operations of an organisation or company and the profile of its acts to enhance its reputation and image. A better reputation and image increase customer satisfaction as well as increase sales and profits for the company, which is the intended outcome of each activity through boosting competitiveness (Maráková et al., 2021). Customer loyalty plays a crucial role in determining how CSR programs influence consumers, as it determines their willingness to support the company and recommend it to others (Barlas et al., 2023).

2. Provide guidance and training to new entrepreneurs

There is a program provided by LPP which is called Agriprentice. This program can help young entrepreneurs to advance their projects with help and guidance from successful entrepreneurs. Every project can progress successfully with the encouragement of qualified people and when they receive adequate training. There is an article define that training is a process to shape and equip employees by adding their skills, abilities, knowledge, and behaviour, so that work can be completed more quickly, effectively and can be done rationally (Niati et al., 2021). It can be equated with the training held for entrepreneurs, which is that it can increase the knowledge and skills of entrepreneurs to ensure that their projects can grow successfully. The LPP appointed successful entrepreneurs under the program that is organized by the company itself as mentors for their new entrepreneurs. It can prove that entrepreneurs' projects under them are sure can develop successfully.

I have made an observation by joining the LPP Melaka entrepreneur unit that visited agricultural and farming projects around Melaka Tengah. There are agreements that need to be signed by both mentor and protege for the Agriprentice program. The goal of the agreement is to obtain an understanding between the protege and the mentor. At the same time to make sure both parties understand their roles and will carry out their duties well. Furthermore, the mentor will make a visit periodically, which is 7 times during the 2-year period of the agreement. LPP has created a very useful program that can ensure that every new entrepreneur can achieve success in their project.

So, I think LPP Melaka should ensure that the relationship between the staff and the entrepreneur is in good condition to raise the spirit of the entrepreneur to continue their project. Always communicate with entrepreneurs by listening if there are problems encountered and then together thinking of ways to solve them.

Weakness:**1. Lack of technology**

LPP is likely to face a loss of a completed document as there is no backup done in the system. Based on what I observed, there is a system established by the Information Technology Department of LPP Melaka which call i-imr system. However, the employees only need to record the document title, date, and reference number in the system. There's no complete information regarding the document or project. So, if an important document in the form of a hard copy is lost or damaged such as a company may face a fire or flood disaster this company may experience problems. Especially if the document involves a contract or agreement.

So, I would like to recommend to the LPP Melaka to improve the i-imr system which can allow a completed document to be stored in the system as a backup. The system will be easier for the staff where they only need to search for the title in the system and the complete document can be viewed as a soft copy, which is an electronic record. LPP Melaka can implement this kind of system with better features and security. The system should also be equipped with strict security features to prevent any system attack against the company's information. In addition, it is also to ensure that the company is in line with the times as this is the age of technology.

2. Lack of staff

LPP has a small number of employees compared to other agencies. They only have around 40 employees at the Melaka state LPP headquarters. The company has 7 departments and each of those only has less than 10 employees. The lack of staff causes an employee to need to deal with a large amount of work. They may face work overload where they need to do the work that is not in their job scope to ensure the company can run smoothly. Work overload is a condition where someone has a workload that is too much but not under their capabilities and available time (Sofia et al., 2021). The problem of lack of staff is more affected when some workers take a long leave for some reason. This will cause additional work for the existing staff. A job may also take a long time to complete. This may cause staff burnout and their job satisfaction will decrease because there are too many tasks to do.

Therefore, I would like to recommend that LPP Melaka open a vacancy advertisement to fill vacancies in their company. Besides being able to solve this problem, it also gives fresh graduates the opportunity to get a job after they graduate from their studies. Furthermore, the company also can take more internship students. Internship students can help lighten the load with the guidance of the staff to complete the task. It will indirectly help students to be better prepared to face the real world of work in the future since they will gain knowledge and experience during the training in the company.

Opportunities:

1. Future growth in the agriculture sector

Many people can venture into the farming sector. This is because, I think that these people like to cultivate, raise animals, and so on. Especially for those who live in the village. They have an area of land that allows them to carry out an agricultural project. Although it is just a hobby, this activity is also an opportunity where the community can make it a source of income or side income. The community can become a farmer member under the Melaka LPP. They also have the opportunity to market what they produce from their projects under the farmer outlets in their area.

The animal raises are used as an additional source of family income and nutrition which means that at any time it is used to meet the consumption of the family. Farmers who have less education may be more advanced in these fields. Farmers with a lengthy history of farming can compete successfully with -farmers with higher education (Rachmawatie et al., 2019). The agricultural growth will also ensure that food security for the community is well maintained in the future. The development and improvement of the agricultural sector and industry will ensure food security in the country and reduces dependency on imported food. Food security is the availability of sufficient food per capita and the capability to access sufficient food for every individual in the country (Syarliza et al., 2019).

I would like to recommend to entrepreneurs, farmers, and breeders to manage the natural resources that they have in the best way. If the resources are well maintained, the crops or livestock will be of better quality. This will indirectly can provide opportunities for future growth in the agriculture sector and ensure food security. As we know when the product produced is in good condition and quality, the demand will increase as well as supplies will also increase. That surely will help the growth in this sector. According to the article written by Obaisi et al. (2022), natural resources are those that come from the natural environment that can be used to meet the needs of humans and other living things. Air, water, land, wood, and coal are included as natural resources (Obaisi et al., 2022). Each of these natural resources can indeed be used in various ways that can provide benefits to others and also to the country if the people who own these resources use their resources wisely.

2. The establishment of PPK as the facilitating agency

PPK is a place for the community or local residents to make a reference if they have problems or questions about agriculture. Each area in a state has a Pertubuhan Peladang Kawasan (PPK). In the state of Melaka, there are 5 PPKs which are PPK Melaka Tengah, PPK Masjid Tanah, PPK Alor Gajah, PPK Merlimau, and PPK Jasin. The existence of PPK in the whole area will make the community more open to joining this agriculture sector and it will increase demand from them to carry out a project. LPP can lessen their burden to manage all the projects since there is PPK that can manage the projects in each area. However, the LPP will make site visits from time to time if necessary. It aims to ensure that projects that have been registered and already received allocations are run well.

The PPK general manager will attend a meeting with the LPP Melaka after they have collected all the issues that arise involving the PPK and their members. This will make it easier for the LPP to be prepared to settle up the issues since they get help from the PPK. With the existence of this PPK, LPP can fulfill the function of its establishment, which the function is to lead the development of a superior and excellent Pertubuhan Peladang (PP) in carrying out its mission to develop and advance PP as an effective service provider towards commercial farmers. LPP Melaka must ensure that PPK is always aware of the affairs of entrepreneurs and their members regarding the projects being carried out. LPP Melaka can also jointly monitor the projects of entrepreneurs. It is to facilitate the LPP to act if necessary.

Threat:

1. Natural disasters

Uncertain weather conditions such as floods, droughts, etc. can pose a threat to the LPP and also the farmers. LPP will be tired because this threat will cause them to face problems and need to think of ways to solve them because it also affects farmers. This is said to be so because for example, in case of drought. Farmers who own paddy fields can experience losses due to the lack of water resources for their paddy fields. Extreme drought conditions, which are increasingly common due to climate change, have a detrimental impact on crop productivity. These conditions lead to salt accumulation in soils, resulting in dry, unhealthy, saline, and ultimately infertile soil conditions (Arora, 2019). The flood disaster also it may result in damage to the entrepreneur project. As what happened in 2021, there are several projects around Melaka affected and suffering huge losses due to this flood disaster, among them the village chicken breeding project suffered a loss of around RM 70,000, the vegetable project was estimated at RM 15,000, and the duck breeding project was RM 10,000. Based on the news on the 'Melaka Hari Ini' website, states that the flood disaster that struck caused farmers, ranchers, and fishermen in Melaka to suffer losses (Ahmad, 2022).

All damage cannot be replaced but as a good company, LPP Melaka can help ease the burden of breeders and farmers to enable them to remain enthusiastic to continue their projects. So, I would like to recommend to LPP Melaka make an initial action plan in the event of a natural disaster. They can give exposure to farmers on how they can deal with this risk. LPP Melaka should help the farmers to prioritize the preparation and maintenance of effective drainage systems in project areas to minimize the risk of flooding. Additionally, to address the issue of drought, LPP Melaka can provide farmers with large tanks to store water supplies. This will enable a proper irrigation process of crop projects and prevent plants from wilting or dying due to a lack of water.

2. Unpaid debt by customer

LPP has one program which is called Tabung Pembangunan Usahaniaga Peladang (TPUP). This fund is a type of loan financing without benefit charge to the entrepreneur who is registered in this program. It also helps farmers to increase the level of production, processing, and services in the field of agriculture. This program is given priority to projects that have the potential to develop more advanced. The LPP had to deal with customer (borrowers/debtors) who did not make repayments for their loans within the promised period. This may happen due to projects that are carried out by them are not making any profit so they fail to do so. It will have an impact on the LPP where they will experience a lack of capital to continue the program to help projects that other entrepreneurs want to carry out in the future.

The arbitration process is one of the methods of settlement outside the courtroom that can reduce the time and cost to reach a settlement. This process can be conducted anywhere and at any time according to the convenience of the disputing parties with the arbitrator (Nur Khalidah et al., 2020). In this matter, LPP will acts as a secretariat where those who manage this process start with the preparation of documents until the appointment of an arbitrator, while PPK is responsible for identifying members/entrepreneurs who are in debt to facilitate matters. Even so, there are also problems that occur in this process. There are borrowers who do not attend this arbitration process. In addition, there are those who immediately make a payment but only for one time and do not continue to pay again after that. There are many problems to resolve this dispute.

I would like to suggest that LPP Melaka act firmly to ensure repayment by setting a payment rate that is also agreed upon by the borrower so that it does not burden the borrower and there is no reason for them not to pay it since they have agreed to the amount decided. Next, fines for late payments to borrowers who violate contracts and program agreements can also be imposed if necessary. Give a discount if borrowers make full payments to encourage them to complete payments as soon as possible.

CONCLUSION

CONCLUSION

In conclusion, my industrial training at Lembaga Pertubuhan Peladang Negeri Melaka (LPPNM) is indeed the best and a very good experience for me as a preparation for the real world of work after this. There are many new things that I have learned, which are how to manage files, open new files, close files, and record incoming and outgoing mail into the system. In addition, I have also learned to make photo reports like a bulletin, prepare paperwork, and also key in LPP staff information into the system. This task can indirectly polish and improve my skills in typing and also my knowledge of Microsoft Word and Microsoft PowerPoint. With my experience during my studies, I also had the opportunity to share knowledge with the staff about how to prepare a Google Form and also create a QR code for confirmation of attendance meetings.

In addition, this training can also develop my communication skills to communicate with colleagues and also superiors to do a given task. These skills are very important to ensure that we can maintain a good relationship between them and, at the same time, can provide good quality work. I was also able to learn how to make and receive phone calls involving official matters formally. In addition, SWOT analysis is very important and useful to the Lembaga Pertubuhan Peladang Negeri Melaka (LPPNM). This is because it can help the company to control and resolve its weaknesses and threats. Companies can also ensure that they can maintain their strength and take opportunities as an initiative to further develop their company by maintaining a good relationship between staff and farmers.

Overall, in my opinion, this company is actually an interesting sector to work with. The period of my internship is quite long and surely, I can gain more knowledge about this company. I am very grateful that I was accepted and was given the opportunity to do my internship with this company. The work environment was comfortable and nice since all the staff there are very helpful and friendly to me. I hope I will be able to have this kind of environment with good people in my future job.

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APPENDICES

APPENDICES



LEMBAGA PERTUBUHAN PELADANG NEGERI MELAKA
MELAKA FARMERS' ORGANIZATION AUTHORITY
KEMENTERIAN PERTANIAN DAN INDUSTRI MAKANAN
MINISTRY OF AGRICULTURE AND FOOD INDUSTRIES

Tingkat 4 & 5, Grate Pelandok,
No. 132, Jalan Hang Tuah,
P.O. Box 152,
75740 Melaka.

Tel: 06-2628939, 2624210, 2637380
Fax: 06-2624228
E-mail: lpp_melaka@lpp.gov.my
Laman Web: www.lpp.gov.my

LPPM (A) : 10/10 Jld 10 (.50)
10 Mac 2023

Senarai seperti edaran

Tuan,

PENEMPATAN DALAMAN PELAJAR MENJALANI LATIHAN INDUSTRI DI LEMBAGA PERTUBUHAN PELADANG NEGERI MELAKA

Adalah saya dengan segala hormatnya merujuk kepada perkara di atas.

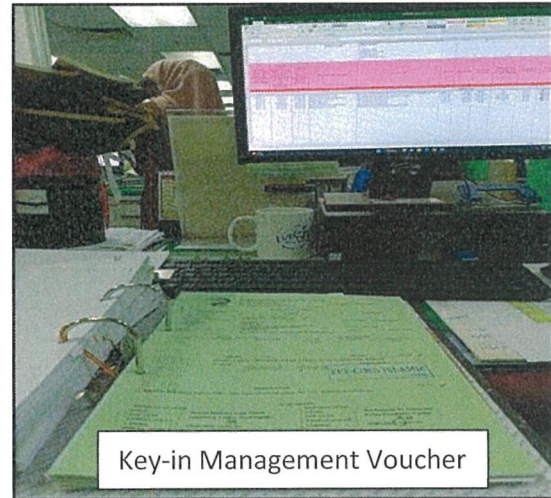
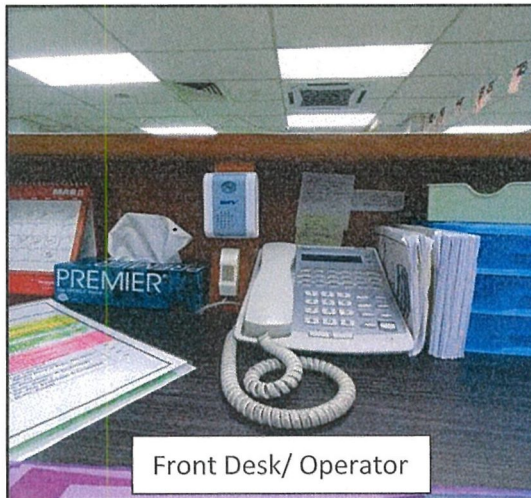
2. Sukacita dimaklumkan bahawa pelajar pratikal dari Universiti Teknologi Mara akan ditempatkan di bawah penyeliaan tuan seperti jadual berikut :

Bil	Pelajar	Penempatan	Tempoh Penempatan
1	Rozana binti Mohd Mazlan	Cawangan Pentadbiran & Kewangan Cawangan Kewangan Cawangan Pembangunan Cawangan hal Ehwal Pendatar Cawangan Audit Cawangan Pertubuhan Cawangan Hal Ehwal Korporat	01 Mac 2023 hingga 31 Mac 2023 01 April 2023 hingga 30 April 2023 01 Mei 2023 hingga 31 Mei 2023 01 Jun 2023 hingga 30 Jun 2023 01 Julai 2023 hingga 15 Ogos 2023

3. Sehubungan sewajarnya kepada Segala kerjasama, Sekian, terima ka

yang tuan.

Job Rotation Schedule



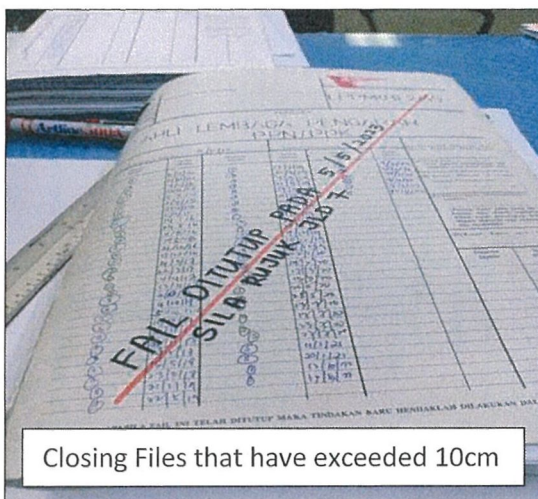


Site Visit at the
Eggplant Project



Monthly Assembly of LPP
Members in April &
Religious Talk

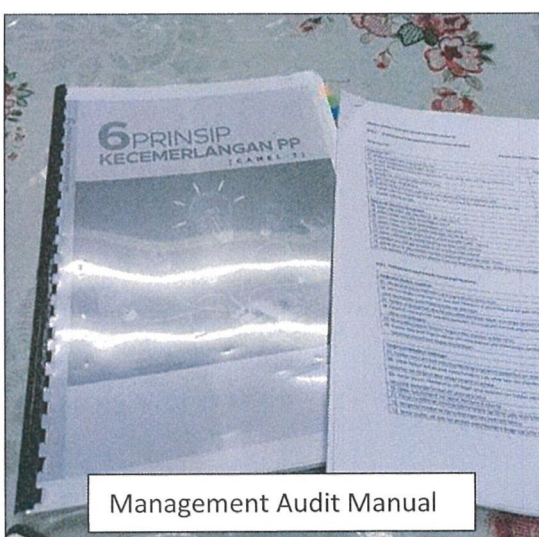




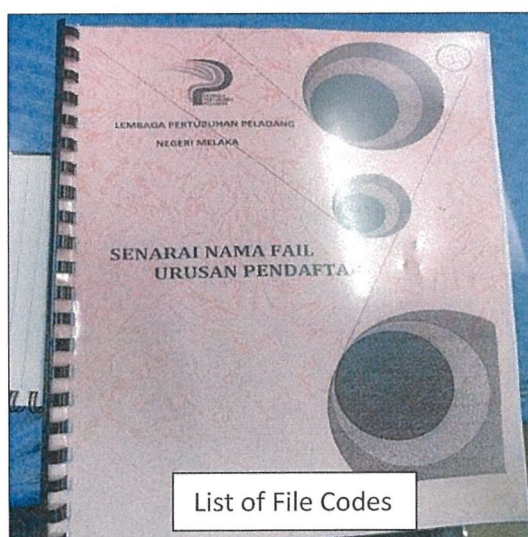
Closing Files that have exceeded 10cm



Close File Storage Box



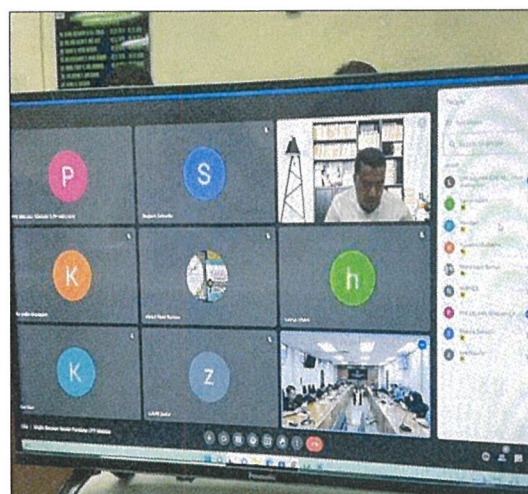
Management Audit Manual



List of File Codes



Reading Yasin Perdana

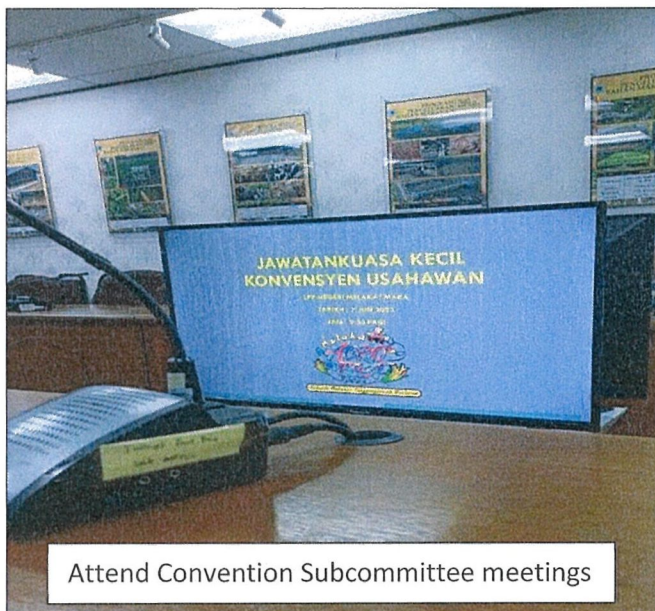




Agreement signed between mentor & protégé



Site Visit to the Hedgehog Project



Attend Convention Subcommittee meetings



Entrepreneur Townhall Program



Melaka Agro Fest 2023



Monthly Assembly of LPP Members in June & Farewell Ceremony



Photo with Deputy Director & Practical Friend

[Login](#)

SISTEM PROFIL LATIHAN

KEMENTERIAN PERTANIAN DAN KETERJAMINAN MAKANAN

LOG MASUK PENGGUNA

MyID / MyKad :
 Kata Laluan :
HANTAR

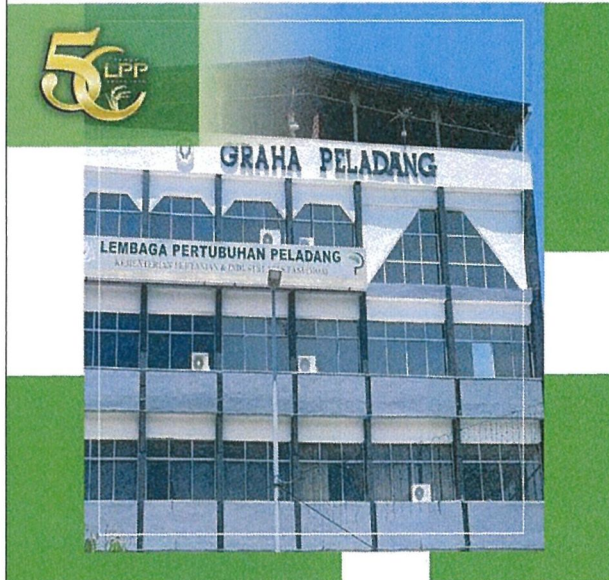
Makluman :

- * Sistem ini boleh diakses oleh pengguna yang berdaftar
- * Pengguna yang belum berdaftar hendaklah berhubung dengan Pembantu Tadbir Bahagian

Key-in staff courses in Training Profile System

SOROTAN

LEMBAGA PERTUBUHAN PELADANG



PROGRAM SEPANJANG TAHUN 2022

Created a
bulletin/magazine for the
LPP program in 2022

05 JANUARI 2022

Pejabat YB Exco di Seri Negeri,
Ayer Keroh, Melaka

YBhg Enck Ahmad Fuad bin Zakaria, Pengarah Lembaga Pertubuhan Peladang Negeri Melaka menyantuni dan tunjukkan hormat bersama YB Datuk Abdul Razak bin Abdul Rahman, Exco Pembangunan Luar Bandar, Pertanian Dan Industri Asas Tani Negeri Melaka yang baru di Pejabat YB Exco di Seri Negeri, Ayer Keroh, Melaka. Ianya bertujuan untuk memperkukuhkan hubungan dua hala antara agensi dibawah portfolio MAFI Negeri Melaka.



11 JANUARI 2022

Dewan PPK Batu Pahat Tengah

Sesi Pemeriksaan Peruntukan Pembangunan Rolling Plan Kedua (RP2) bagi Tahun 2022 Lembaga Pertubuhan Peladang bagi Negeri Melaka yang dipengerusikan oleh YBhg Puan Hajah Norliza binti Haji Muhammad Timbalan Ketua Pengarah Pembangunan bertempat di Dewan PPK Batu Pahat Tengah dan turut dihadiri YBhg Enck Ahmad Fuad bin Zakaria, Pengarah LPP Negeri Melaka, Enck Muhammad Sahri bin Mohamad, Timbalan Pengarah LPP Melaka, Ketua-ketua unit, Pengurus-Pengurus Besar PPK Negeri Melaka.



13 JANUARI 2022

PPN, Melaka

Kursus asas tanaman kontan dibawah program tanaman kontan B40 Fasa 4 anjuran Lembaga Pertubuhan Peladang Negeri Melaka. Kursus ini telah diadakan di Bilik Mesyuarat PPN Melaka. Seramai 14 orang usahawan B40 Fasa 4 menyertai kursus ini.

Penceramah oleh Puan Dayang Asstunty binti Yusof, Pegawai Pertanian Negeri Melaka. Tujuan kursus ini diadakan adalah bagi menambah pengetahuan ahli peladang dalam pengurusan tanaman dan kawalan penyakit. Dan memberikan pendedahan tentang asas tanaman kontan.

Pemilihan penutup kursus ini oleh YBhg Enck Ahmad Fuad bin Zakaria, Pengarah Lembaga Pertubuhan Peladang Negeri Melaka.



02 SEPTEMBER 2022

Bilik Mesyuarat LPP Melaka

Program Bacaan Yasin LPP Negeri Melaka dan Tazkirah oleh En Ahmad Fuad bin Zakaria, Pengarah LPP Negeri Melaka iaitu "BERSYUKUR DAN POSITIFKAN DIRI SERTA MINDA"



15 SEPTEMBER 2022

Taman Bandaraya Bukit Serindit,
Melaka

Program Kecerdasan anggota LPP Negeri Melaka yang melibatkan seramai 70 orang anggota LPP di Negeri Melaka Sempena Sambutan Hari Malaysia Tahun 2022.

Semangat kerja berpasukan amat dititik beratkan di LPP Negeri Melaka. Maka program sebegini diadakan adalah bertujuan untuk merapatkan ukhwah sesama anggota di samping mengamalkan budaya hidup yang lebih sihat.

Turut hadir dan menyertai program kursus pd hari ini adalah En Ahmad Fuad bin Zakaria, Tuan Pengarah LPP Negeri Melaka.



28 DISEMBER 2022

Outlet PPK Jasin

Majlis Pelancaran Jualan Promosi Peladang Outlet PPK Jasin dirasmikan oleh Enck Ahmad Fuad bin Zakaria, Pengarah LPP Negeri Melaka.

Jualan Promosi Peladang Outlet PPK Jasin di bawah peruntukan Touch Point Mafi Prihatin menjual pelbagai sayuran segar drpada usahawan Peladang, Sarangan Jenama Peladang seperti Ayam Segar, Telur Ayam, serta produk-produk daripada Usahawan.



29-30 DISEMBER 2022

Melaka

Lawatan Peladangnya PPN Negeri Selangor ke Negeri Melaka bagi tahun 2022.

Lawatan 2 hari 1 malam ke Negeri Melaka dengan beberapa tmpt lawatan ke projek usahawan PPK Melaka Tengah iaitu iman Rabbit Farm, Ternakan Landak dan Projek Pemprosesan Cili Giling.

Rombongan juga turut di bawa ke Projek Tapai Sarimah, Usahawan PPK Masjid Tanah

