



اَوْبُنُو سَيِّدِي تَيَكُونُو لَوِي كِي مَبَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA



**BACHELOR OF BUSINESS ADMINISTRATION (HONS.)**  
**HUMAN RESOURCES MANAGEMENT**  
**(BA243)**

**HRM666**  
**HR INTERNSHIP**

**ASSIGNMENT TITLE**  
HULU SELANGOR DISTRICT EDUCATION OFFICE  
(PEJABAT PENDIDIKAN DAERAH HULU SELANGOR)

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## **EXECUTIVE SUMMARY**

This internship report is based on my incredibly successful six-month industrial training at Pejabat Pendidikan Daerah Hulu Selangor (PPDHS). I was assigned as a human resource assistant in Human Resources Management sector. As a student at Universiti Teknologi MARA (UiTM) studying human resources, this is a great chance for me to put what I've learnt into practise. Each student was exposed to the system in use, work procedures, and, most essential, the culture and environment of the workplace.

This report also shows what is included on the student's resume, as well as the background of the company, its vision, mission, objectives, goals, and organizational structure. Followed by my training's reflection such as the tasks and responsibilities I was assigned and how they helped me develop my skills. This part also outlines the benefits I gained from my internship, which had a significant impact on how I would handle future difficulties.

The next part of the report was the SWOT analysis. It has been decided about what Pejabat Pendidikan Daerah Hulu Selangor's strengths, weaknesses, opportunities, and threats are in terms of PESTEL, which stands for political, economic, social, technological, legal, and environmental. In four areas of the SWOT analysis, suggestions have been made on how to improve and keep someone influence.

There was also a recommendation or suggestion for weaknesses. Thus, the student learns how to overcome these difficulties. Communication, problem-solving, and management skills are systematic basis on the internship student's experience. After finishing the internship, the student developed a better sense of how to work in a company, as well as a better understanding of management approaches.

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## **PART 3: COMPANY'S PROFILE**

### **2.0 Name, Location, And Background**

#### **2.1 Company's Name**



Figure 1.0 PPDHS's Logo

Hulu Selangor District Education Office also known as Pejabat Pendidikan Daerah Hulu Selangor (PPDHS).

#### **2.2 Location**



Figure 1.1 PPDHS's Building

Address: Wisma TNB, Lot 18, Seksyen 8, Jalan Rasathurai, 44000 Kuala Kubu Bharu, Selangor.

## **2.3 Background**

Hulu Selangor District Education Office (PPDHS) was established under the Education Ordinance 1950. It represents Jabatan Pendidikan Negeri Selangor (JPNS) to harmonize all matters relating to the management and administration of secondary and primary schools in the Hulu Selangor region.

Other than that, Hulu Selangor District Education Office was established on 1 June 1982 at SMK Dato' Haji Kamaruddin, Kuala Kubu Bharu. On 1 Julai 1982, the office moved to Sekolah Kebangsaan Kuala Kubu Bharu and on 17 Disember 1984 started operating in the new building of Pejabat Daerah Hulu Selangor until 31 Disember 2009. From January 01, 2010, Hulu Selangor District Education Office moved to its new location at Wisma TNB, Lot 18, Seksyen 8, Jalan Rasathurai, 44000 Kuala Kubu Bharu, Selangor and fully operational on March 01, 2010.

In 2006, Hulu Selangor District Education Office has received MAMPU certification by obtaining the quality system certificate MS ISO 9001:2000. Furthermore, PPD Hulu Selangor has gone a step further by obtaining its own quality management system certification MS ISO 9001: 2000 on August 11, 2006, from SIRIM QAS Sdn. Bhd. From 01 June 2009, the Quality Management System in all State Education Officers using the same quality document and controlled by the Quality Assurance Sector, Jabatan Pendidikan Negeri Selangor.

Today, Hulu Selangor District Education Office has 54 employees and 22 support staff who are committed, active and responsible. As a government institution, the office is responsible for being an intermediary and driving force in the implementation of education policies and activities to 68 schools in the Hulu Selangor area. The new restructuring of PPDHS implemented in 2011 involved the expansion of the management and functions of the organization. There are eight main sectors in the new structure of PPDHS. Each sector consists of several PPD helpers and supervisors who are responsible for aligning programs and activities within their respective sectors.