



اَللّٰهُمَّ صَلِّ وَسَلِّمْ عَلٰى نَبِيِّنَا مُحَمَّدٍ  
UNIVERSITI  
TEKNOLOGI  
MARA



KEMENTERIAN PENDIDIKAN MALAYSIA  
Jabatan Pendidikan Negeri Perak

**FACULTY OF BUSINESS AND MANAGEMENT**

BACHELOR OF BUSINESS ADMINISTRATION (Hons.)  
HUMAN RESOURCE MANAGEMENT

**HRM 666 : INDUSTRIAL TRAINING REPORT**

**INDUSTRIAL TRAINING REPORT  
AT  
PERAK STATE EDUCATION DEPARTMENT**



**ROHANIZA BINTI RAMLI  
2020995105  
BA243**

**DURATION**

29 August 2022 - 10 February 2023

**ADVISOR**

Madam Nurul Farihin Binti Mhd Nasir

**EXAMINER**

Dr. Shamshul Anaz Kassim

**SUBMISSION DATE**

31 January 2023

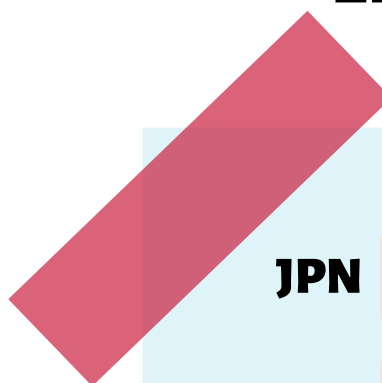


## **EXECUTIVE SUMMARY**

A very valuable experience throughout 6-month of industrial training began here at Perak State Education Department. This report summarizes my internship program from 29 August 2022 until 10 February 2023. This report describes and reflects my personal experiences, observations, and opinions on my industrial training journey in Perak State Education Department. This report comprises a SWOT analysis that is done by using the PESTEL analytical framework, which stands for political, economic, social, technological, environmental, and legal. This report's main objectives are to evaluate the students' industry knowledge and provide a summary of the 24 week internship's accomplishments. A thorough study of the organization has been done in this report given that the primary goal of the internship is to learn by working in real situations and exposing myself in a professional context.



# LIST OF ABBREVIATION



<b>JPN</b>	Jabatan Pendidikan Negeri
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<b>AKP</b>	Anggota Kumpulan Pelaksana
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<b>MSSD</b>	Majlis Sukan Sekolah Daerah
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<b>MSSM</b>	Majlis Sukan Sekolah-sekolah Malaysia
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<b>NGO</b>	Non- Governmental Organization
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<b>CR</b>	Cuti Rehat
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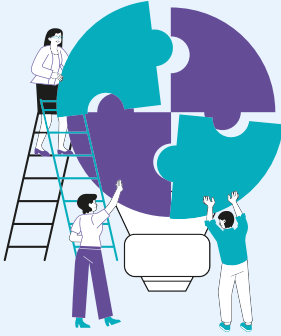
<b>CTR</b>	Cuti Tanpa Rekod
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<b>CTG</b>	Cuti Tanpa Gaji(Unpaid Leave)
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<b>EKSA</b>	Ekosistem Kondusif Sektor Awam
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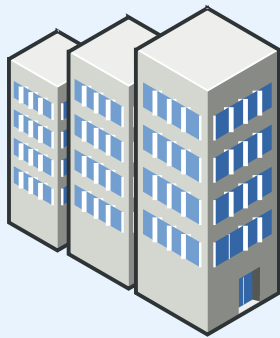
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## COMPANY'S PROFILE

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Values, Vision, Mission	4
Motto, Core Value, Strategic Planning	5
Organizational Structure	6
Products or Services	7



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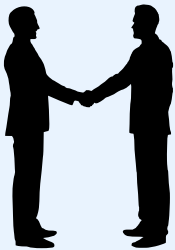
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