FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA

GUIDELINES FOR PRACTICAL TRAINING REPORT (ADS 666) (50%)

Here are some of the important guidelines with regard to your practical training report

Your practical training report should have among others:-

a) Declaration Form

b) Content

c) Acknowledgement

d) Chapter 1
Introduction of the organization

Include among others the background of the organization, objectives, and company policy or organisation policy, mission and vision of the organization, organization structure, core business of the organization and other relevant information pertaining to the organization.

e) Chapter 2
Schedule of practical training

Report and summarize the daily training extracted from the Log Book. Description of jobs and tasks executed throughout training.

f) Chapter 3
Analysis

Analysis of training specifically focuses on one area of task as covered in the Practical Training Handbook (refer to the Appendix). This chapter also should reflect definition of concept. Demonstration of practical and theoretical aspects as how student relates all concepts learned in classroom at work place; and how student transforms knowledge gained at workplace to reinforce understanding on the concepts learned in classroom. The chapter also should be able to demonstrate a reflection of student's personal experience during the training.

g) Chapter 4
Recommendations

Highlight with examples the strength and weaknesses of job or tasks assigned during training (as discussed in chapter 3). Provide solution for improvement.

h) Conclusion

Summary of discussion of each chapter in the report by highlighting the main points.

i) Appendixes

*Attention

The formats of the report are the same as been practiced by the ADS554 Research Report
Follow exactly whichever is relevant.

APPENDIX

SCOPE OF TASK

To ensure that the training is of benefit, student is advised to make effective use of his/her time in the organisation. This is especially important as student may be allocated to only one department or shuffled to different departments for multi-tasking experience. The list below provided an outline of the areas in which University and Faculty expects practical training to be provided and achieved.

No	Section/Task	Types of Jab (BAS)	Types of Job (BCA)
1	Services	• Leave application process • Retirement process • Legal procedures relating to employment matters • Disciplinary action process • Promotion process • Documentation	• Leave application process • Retirement process • Legal procedures relating to employment matters • Disciplinary action process • Promotion process • Documentation
2	Administration	• Office administration • File management • Process flow	• Office administration • File management • Process flow
3	Financial	• Recording of financial flow • Budgetary process • Audit • Preparation of financial reports	• Recording of financial flow • Budgetary process • Audit • Preparation of financial reports
4	Personnel	• Personnel recruitment and appointment/selection process • Personnel interview • Personnel training and development	• Personnel recruitment and appointment/selection process • Personnel interview • Personnel training and development
5	Meetings	• Preparation before and during meeting • Preparation minutes of meetings • Correspondence to convene meetings • Conduct of meetings	• Meetings-preparation for meetings, duties during and after meetings • Companies Commission of Malaysia (CCM) – lodgement of documents, searches • Preparation of documents • Stamping • Commission for Oaths • Share registration • Regiters
6	Counter services	• Ethics of counter services • Counter administration	• Ethics of counter services • Counter administration
7	Data processing	• Information technology unit administration • Software application	• Information technology unit administration • Software application
8	Marketing	• Client management • Marketing management • Advertisement	• Client management • Marketing management • Advertisement

9	Outdoor task	• Visit to the operational location • Visit to the project site • Research • Organisational program management	• Visit to the operational location • Visit to the project site • Research • Organisational program management
10	Public relation	• Organisational PR Events • Matters relating to protocol • Matters relating to public needs	• Organisational PR Events • Matters relating to protocol • Matters relating to public needs

*Notes: The list is only a guide. The students may receive a different task during their practical training. Should this happen they are allow to modify their scope of task whichever are necessary and suitable