



FACULTY OF INFORMATION SCIENCE
UNIVERSITI TEKNOLOGI MARA KAMPUS SEGAMAT
JOHOR

INDUSTRIAL TRAINING (IMD310)

INDUSTRIAL TRAINING REPORT



ADTEC JTM KAMPUS PASIR GUDANG
JALAN GANGSA, KAWASAN PERINDUSTRIAN PASIR GUDANG
81700 PASIR GUDANG, JOHOR

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ADTEC JTM KAMPUS PASIR GUDANG

28TH JULY - 19TH SEPTEMBER 2025

INDUSTRIAL TRAINING REPORT

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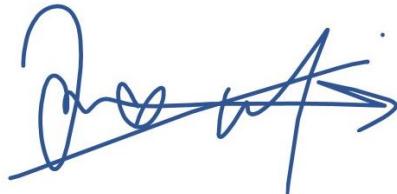
JOHOR

DECLARATION

I, Nabila Huda binti Zaulkafari, verify that the Industrial Training Report properly represents the work that I accomplished on my original project during my training period at ADTEC JTM Kampus Pasir Gudang from 28th July until 19th September 2025.

I confirm that all of the analysis, data and findings in this report are my original work, unless otherwise noted. Also, I followed my academic institution's citation style and appropriately cited all sources used in my study to meet ethical norms. Last but not least, I would like to express my gratitude to everyone who assisted me in order to complete this report.

By signing below, I certify to the authenticity and integrity of this report.

A handwritten signature in blue ink, appearing to read "NABILA HUDA BINTI ZAULKAFARI".

NABILA HUDA BINTI ZAULKAFARI

2023871304

ABSTRACT

The general experience and learning objectives I acquired throughout my industrial training at ADTEC JTM Pasir Gudang are presented in this report. I worked on a variety of projects throughout my internship, including organizing student paperwork, updating system records, creating event materials, and helping with administrative responsibilities. These duties enhanced my technical, communication, and organizational abilities while enabling me to apply theoretical information to actual working scenarios.

Additionally, this industrial training helped me improve personally by boosting my self-assurance, flexibility, and sense of accountability in finishing duties. I developed a better grasp of professional conduct and workplace standards through practical exposure to information management techniques. All things considered, this training has been a crucial first step in preparing me for my future academic and professional growth.

ACKNOWLEDGEMENT

First and foremost, praises and thanks to the God the Almighty for His showers of blessings throughout my research work to complete this industrial training report successfully. I would like express my deep and sincere gratitude to my advisor, Madam Nor Sakila binti Asnawi for her support and encouragement. Her guidance helped me in all the time of completing my report. Besides my advisor, I would like to thank my second advisor, Sir Ahmad Fuzi bin Md Ajis. Without his guide and support, I could not accomplish my report. Last but not least, I would like to express my gratitude to everyone that is involved throughout my journey in completing my industrial training report. Thank you for the help and advice. I hope all my hard work and knowledge that I earn from this subject will benefit me in the future.

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CHAPTER 1: INTRODUCTION

CHAPTER 1: INTRODUCTION

1.1 BACKGROUND OF THE INDUSTRIAL TRAINING PROGRAM

Completing industrial training is one of the requirements that students from Faculty of Information Science must fulfil in order to graduate from Universiti Teknologi MARA (UiTM). Students have been instructed to complete eight (8) weeks of industrial training at the institution that students have selected for a period of two (2) months. Through industrial training program, students are able to gain experiences that differ from what they would acquire in university. Also, students that participate industrial training may be able to develop professional and practical skills, as well as creative thinking skills.

The goal of industrial training is to provide students a chance to adapt themselves to the atmosphere of employment that associated with flow they studied at the university. Additionally, it gives them an opportunity to network with industry experts in order to obtain chances for potential job. Moreover, it enables students to explore various career paths and identify the fields that align with their individual interests and strengths.

In this report, I broke down the experiences and knowledges that I have gained while serving at ADTEC JTM Kampus Pasir Gudang for eight (8) weeks as an internship trainee under *Bahagian Pengurusan Pelajar dan Latihan (BPPL)*. I mainly focus on handling student records of new intake session. Not only that, I also involved in other job scopes that was not related on office work.

1.2 PURPOSES AND OBJECTIVES OF THE REPORT

The primary goal of this report is to provide a comprehensive evaluation of the industrial training attained at ADTEC JTM Kampus Pasir Gudang as one component of the Diploma in Information Management. Its objective is to document the tasks, commitments and learning outcomes fulfilled throughout the internship. The precise aims of the report are shown as below:

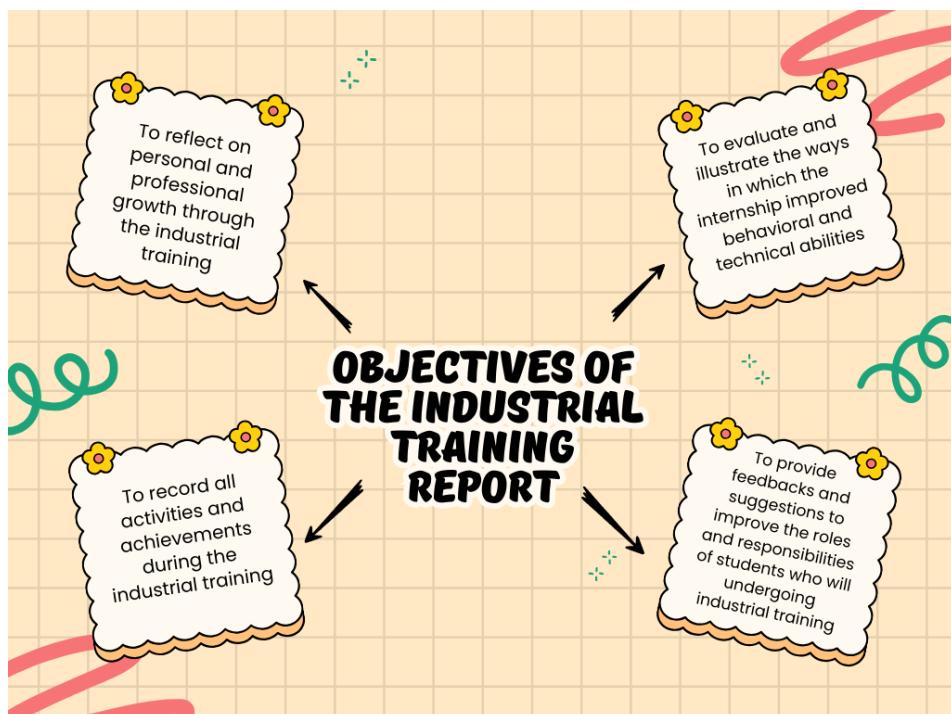


Figure 1: Objectives of the report

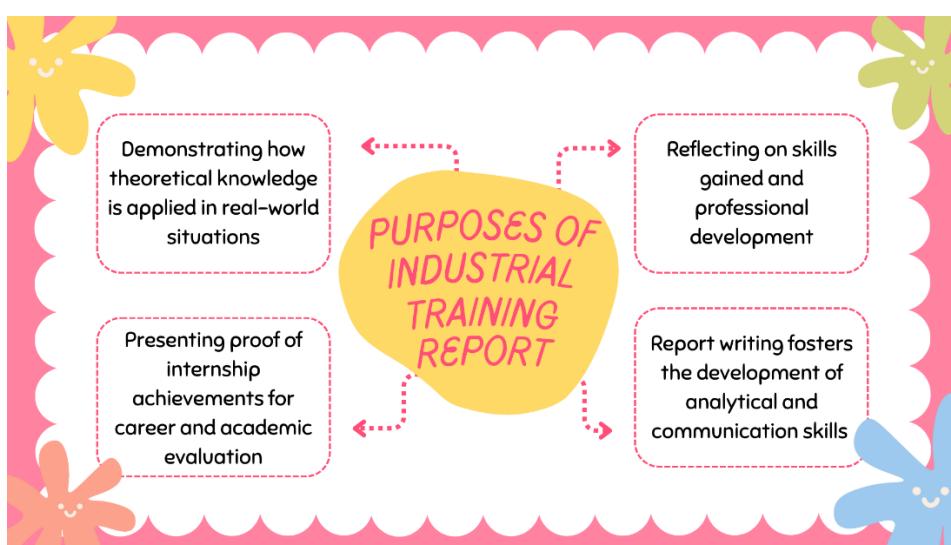


Figure 2: Purposes of the report

1.3 SIGNIFICANCE OF INDUSTRIAL TRAINING FOR STUDENTS OF DIPLOMA IN INFORMATION MANAGEMENT

Industrial training is crucial for students pursuing Diploma in Information Management because it will give them additional knowledge in a real workplace. As is well known, students today require industrial training for a number of important reasons. The importance includes:

- It gives students hands-on experience by letting them carry out basic information management and information life cycle duties in an actual workplace, with a focus on accountability and responsibility.
- By bridging the gap between academic learning and industry requirements, the industrial training promotes both professional and personal development.
- Improves both technical and social abilities, including teamwork, communication, and professional ethics by assisting students in applying the theoretical knowledge they have learned in their studies to real-world employment difficulties.
- Encourages creativity and professionalism by preparing students to suggest best practices and solutions in handling information.
- Helps to produce graduates who are competent, trustworthy and prepared to make valuable contributions in information management positions.

CHAPTER 2:

ORGANIZATIONAL

INFORMATION

CHAPTER 2: ORGANIZATIONAL INFORMATION

2.1 OVERVIEW OF THE ORGANIZATION



Figure 3: Organization logo

A technical and vocational training institution in Malaysia, ADTEC JTM Kampus Pasir Gudang has helped in production of thousands of trained individuals in the country. It was originally named as “Institut Latihan Perindustrian (ILP) Pasir Gudang”, which is the first Southern Zone Industrial Training Institutions in Malaysia and the third Industrial Training Institute under Department of Manpower (Jabatan Tenaga Manusia or simplified as JTM).

The campus covers an area of approximately 20 acres and it has been in operation since the early 1980s, offering various courses in engineering and technical fields such as Mechanical Engineering and Electronics. ADTEC JTM Kampus Pasir Gudang is moving to increase digitization and intelligibility, at the same time to be able to meet the needs of the industry by developing more competency-oriented, efficient and resilient human capital.

Moreover, this organization provides modular and highly tailored short course programs, as well as professional certification, which is highly relevant to the industry requirements. In this way, it is a critical connection between changing workforce needs and academic preparation. These programs would prepare students with useful, job ready skills and applicable technical knowledge assuring they are well on track to excel and make their contribution towards success in the technical field.

LOCATION OF THE ORGANIZATION



Figure 4: Main entrance of ADTEC JTM Kampus Pasir Gudang

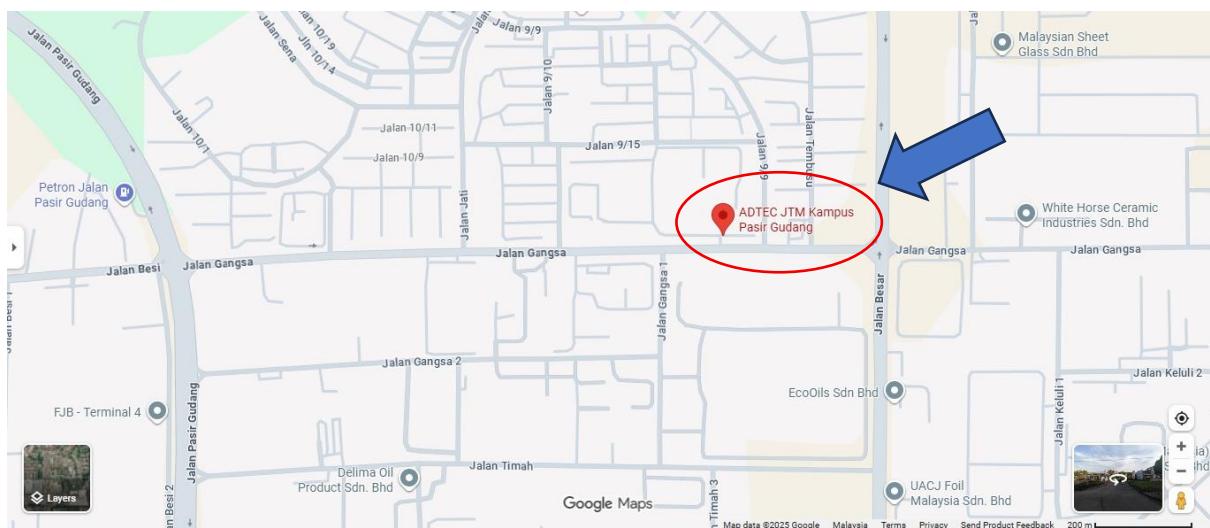


Figure 5: Location of ADTEC JTM Kampus Pasir Gudang on Google Maps

Address: Jalan Gangsa, Kawasan Perindustrian Pasir Gudang, 81700 Pasir Gudang, Johor Darul Ta'zim.

Phone: 07-2544170

Fax: 07-2511910

Email: adtecjttmpg@jtm.gov.my

VISION, MISSION AND QUALITY POLICY OF THE ORGANIZATION

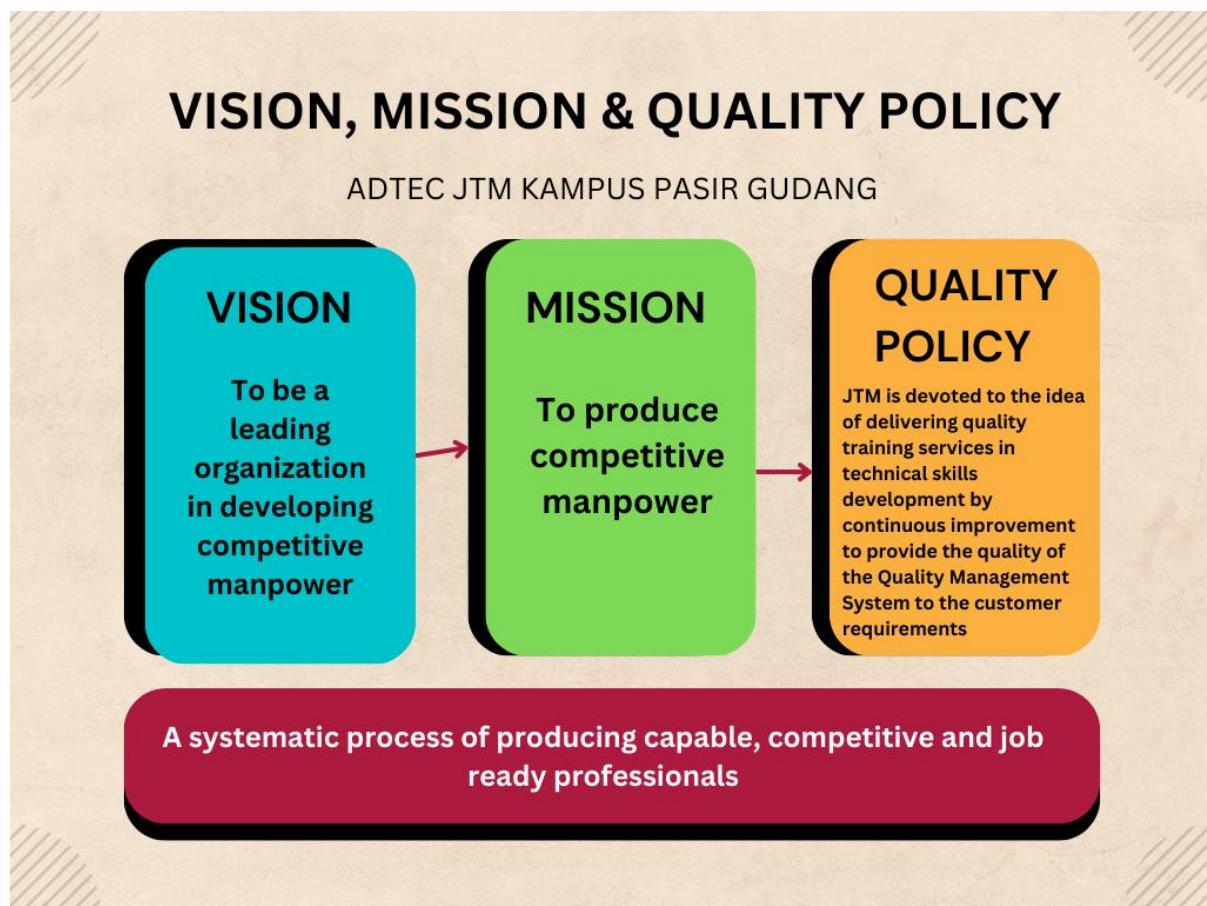


Figure 6: Vision, mission and quality policy of ADTEC JTM Kampus Pasir Gudang

OPERATION HOURS

Sunday	CLOSED
Monday	8am – 5pm
Tuesday	8am – 5pm
Wednesday	8am – 5pm
Thursday	8am – 5pm
Friday	8am – 5pm
Saturday	CLOSED

Table 1: Operation hours of ADTEC JTM Kampus Pasir Gudang

2.2 ORGANIZATIONAL STRUCTURE



Figure 7: Organizational chart of ADTEC JTM Kampus Pasir Gudang

The following is an organizational chart of ADTEC JTM Kampus Pasir Gudang with the leadership of the Director, Ts. Dr. Hj. Azli Amin bin Ahmad Raus. This organization is subdivided into various specialized units, each of which oversees various academic, administrative, and operational activities. It has been well structured to provide a seamless interrelation of the training programs, quality control, student affairs, industrial relation, resources and technical departments.

2.3 DEPARTMENTAL STRUCTURES AND FUNCTIONS RELATED TO INFORMATION MANAGEMENT

NO.	POSITIONS	FUNCTIONS
1.	Director	<ul style="list-style-type: none"> ❖ The top authority in the organization. ❖ Oversees all academic, administrative and operational activities.
2.	Office Administrative Secretary	<ul style="list-style-type: none"> ❖ Helps the director with administrative tasks. ❖ Supervises departmental coordination, scheduling, correspondence, and official paperwork.
3.	Deputy Director of Training	<ul style="list-style-type: none"> ❖ Monitors the development and execution of training initiatives. ❖ Ensuring training activities are in line with industry demands and curriculum requirements. ❖ Oversees academic and technical divisions.
4.	Deputy Director of Operations	<ul style="list-style-type: none"> ❖ Handles daily institutional activities. ❖ Manages internal procedures, facilities administration, and logistical planning. ❖ Ensures non-academic services run smoothly.
5.	Management Services Division	<ul style="list-style-type: none"> ❖ Manages support, administrative, and clerical tasks. ❖ Handles HR matters, procurement, asset management and general office issues.
6.	Quality Control & Training Division	<ul style="list-style-type: none"> ❖ Carries out compliance inspections and internal audits. ❖ Assures that training courses fulfil quality requirements. ❖ Creates and modifies curriculum in response to industry standards.

7.	Mechanical & Manufacturing Department	<ul style="list-style-type: none"> ❖ Provides instruction in industrial production, machining, and mechanical engineering. ❖ Helps students in mechanical professions to strengthen their technical skills and participate in practical workshops.
8.	Academic & Human Development Department	<ul style="list-style-type: none"> ❖ Manages staff development, student academic achievement, and teaching strategies. ❖ Monitors academic cooperation and the execution of soft skills initiatives.
9.	Electrical & Electronics Department	<ul style="list-style-type: none"> ❖ In charge of training in automation, electronics, electrical systems, and related technical fields. ❖ Ensures equipment and labs meets standards set by the industry.
10.	Student Management & Training Division	<ul style="list-style-type: none"> ❖ Coordinates all aspects of student affairs such as registration, attendance, discipline and counselling. ❖ Oversees student welfare and co-curricular activities.
11.	Industry Relations & Corporate Communication Division	<ul style="list-style-type: none"> ❖ Manages collaborations with other organizations. ❖ Keeps track of external business communication and cooperation.
12.	Development & Asset Maintenance Division	<ul style="list-style-type: none"> ❖ In charge of asset management, facility maintenance and infrastructure. ❖ Ensures all the equipment and facilities are secured and functions well.
13.	Resource Centre & Multimedia Division	<ul style="list-style-type: none"> ❖ Oversees the library or the resource centre of the institution. ❖ Looks after the ICT infrastructure, multimedia support and other digital learning materials.

Table 2: Positions and functions of each department

2.4 [EXPLANATION OF THE STUDENT'S ASSIGNED DEPARTMENT OR UNIT WITHIN THE ORGANIZATION](#)

Before starting my industrial training journey, I have explained to the Director of ADTEC JTM Kampus Pasir Gudang & Senai, Ts. Dr. Hj. Azli Amin bin Ahmad Raus together with other top-level management staffs about what I have learnt throughout my studies at Universiti Teknologi MARA (UiTM) Kampus Segamat during my first semester until 4th semester as one of the Diploma in Information Management students. After the short ice breaking session with the director, I got assigned to be on the Student Management & Training Division, by having Mdm. Edayu binti Mohd Yusof as my supervisor. Other staff members in this department consists of Mdm. Nor Azira binti Ismail, Mr. Noorazam bin Yaakob and Mr. Redha Anwar bin Mohamad. They helped me a lot during my internship period at this institution.

Mdm. Edayu binti Mohd Yusof has taught me about how the Student Management & Training Division works. This department mainly focuses on student affairs. Not only that, my activities during industrial training are not limited to records and admin only. My experience undergoing industrial training has somewhat opened my mind to the reality of the work environment I will face in the future.

CONCLUSION

In a nutshell, every department is valuable in the institution. However, Information Management is the most closely associated with Student Management and Training Division. It is because this department often deals and faces with student records and data from both Pasir Gudang and Senai campuses. This department is responsible to organize and maintain student records, whether new or old students. The efforts of this department are crucial to the information management approach since they ensure that the information and records are successfully circulated and utilized across the institution. A thorough understanding of information management practices can be reached by identifying the goals and contributions of each department.

CHAPTER 3:

INDUSTRIAL TRAINING

ACTIVITIES

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 TASKS, PROJECTS AND ACTIVITIES UNDERTAKEN DURING THE INDUSTRIAL TRAINING

3.1.1 Administrative and Documentation Management

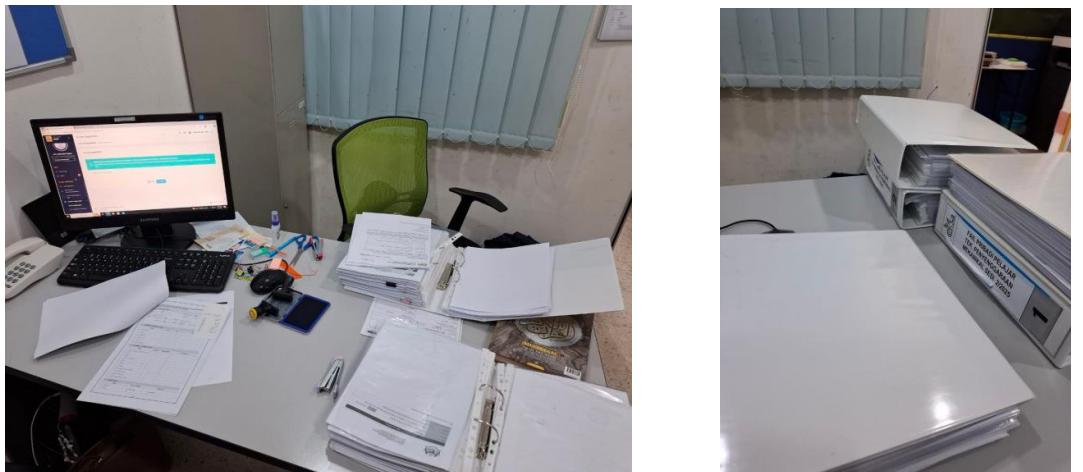


Figure 8: Student files and records

A major component of my internship involved handling student documentation in a structured and systematic manner. This included organizing physical files according to course and intake lists, reviewing incomplete records, and updating missing information such as place of birth, guardian details, and parental income. I was also responsible for scanning documents and uploading them to the system to ensure that both hardcopy and softcopy records were properly maintained. Through this process, I gained practical experience in managing confidential documents and learned the importance of consistency, accuracy, and compliance in administrative work.

3.1.2 System Updates and Digital Data Entry

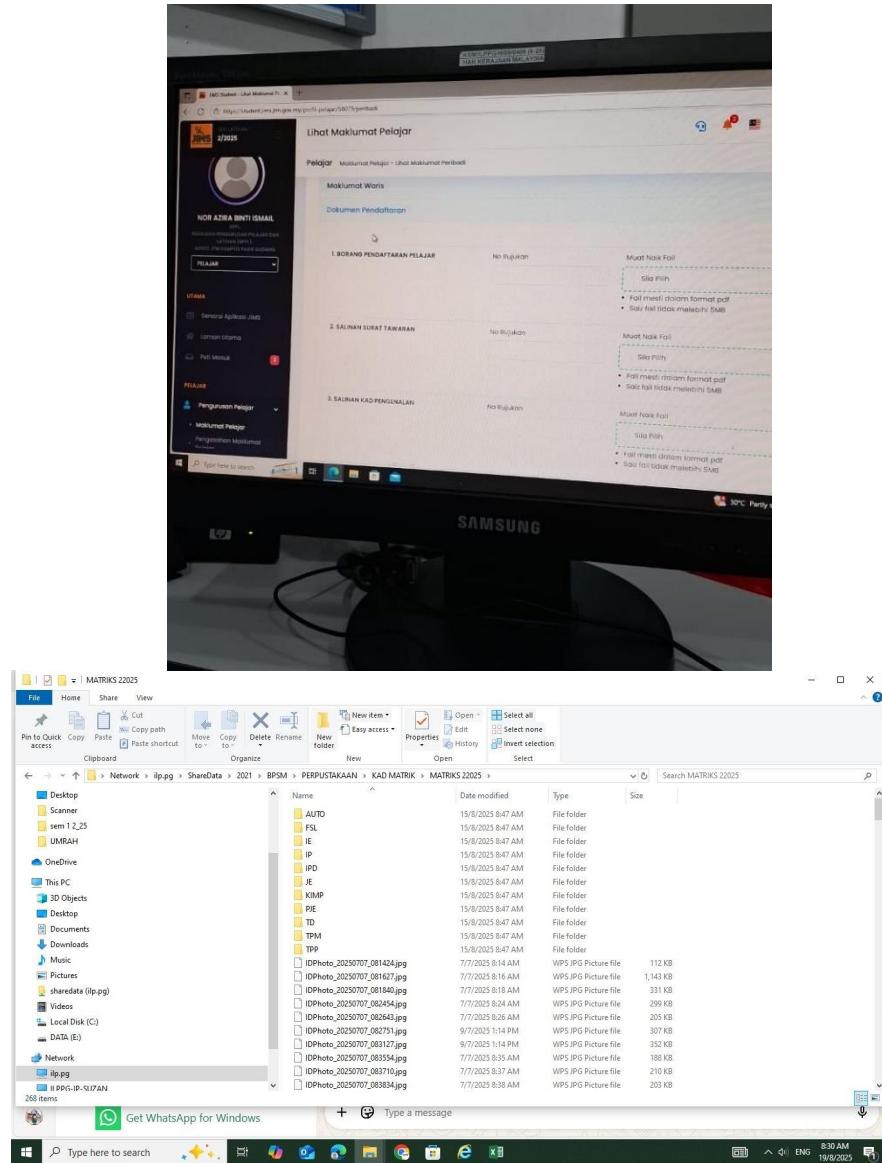


Figure 9: Digitization process of students' data

Updating the institution's digital database was another crucial aspect of my job. I helped validate student profiles, fix erroneous entries, and enter extra information in order to complete each students' record. To prevent mistakes and guarantee that the database had correct and current information, this task required careful attention to detail. My comprehension of data management procedures was enhanced by the assigned task, which also helped me develop a logical approach in handling information and enhanced my understanding of data management methods.

3.1.3 Committee Support and Event Coordination



Figure 10: Events and programs at ADTEC JTM Kampus Pasir Gudang

During my industrial training period, I had participated actively in a number of programs and events that the institution had organized. I was involved in making certificates for the winners, helping with logistics, organizing hampers into categories, and ensuring correct labels on the hampers prior to distribute to the winners. These activities helped me to see how events were run in terms of planning, preparation and execution. This participation helped me acquire organizational skills and know how to assist event committees effectively with time pressure.

3.1.4 Photography and Videography Duties



Figure 11: Documentation of event activities conducted throughout the internship

Despite being in Student Management & Training Division, I was also often engaged as photographer and videographer in official activities such as Monthly Staff Meeting with the Director, Briskwalk Merdeka, Gempak Merdeka Carnival at Kg. Sinaran Baru, and Merdeka Closing Ceremony. My job was to capture photos and videos during the events. This gave me practical exposure to media documentation and enabled me to improve my technical abilities in terms of capturing and handling visual materials. It also taught me that it is possible to work in dynamic settings where fast response and situational awareness were needed.

3.1.5 Field Duty and Offsite Works



Figure 12: Meetings that were held with other organizations

In addition to office work, I was also deployed to assist programs that took place outside the office. This involved taking part in the Hiking Merdeka activity, attending meetings with other organizations, and helping with Gempak Merdeka Carnival in Kg. Sinaran Baru. Such roles in the field provided me the chance to adjust to varied working environments and to learn how events are handled in different places, at the same time it also assisted in enhancing my teamwork skills, independence and working in new environments.

3.1.6 General Office Support and Assistance



Figure 13: Other office duties

At other times as the industrial training progressed, I assisted on general office duties such as rearranging the office layout, and organizing files in order to create systematic arrangements in the office. These tasks enabled me to play a part in daily activities alongside knowing the value of having a structured workspace. It also created an experience where I observed how collaborative workplace settings are, as employees tend to be supportive to one another in reaching a common objective.

3.1.7 Professional Exposure and Workplace Learning



Figure 14: Meetings with JTP I (up) and a picture with staffs of EPG Data Centre (down)

During the industrial training, I participated in internal briefings and meetings such as the JTP I (Student Disciplinary Committee) session and a job opportunity talk by EPG Data Centre Malaysia. The exposures provided me with insights into professional procedures, decision making processes and roles of various departments in the organization. These sessions broadened my knowledge regarding workplace control and the standards required of employees in official environments.

3.2 EXPLANATION OF THE SKILLS, KNOWLEDGE AND COMPETENCES DEVELOPED DURING THE TRAINING PERIOD

During my internship, I have managed to gain numerous skills and knowledge that not only helped me in my studies, but also in my personal development. When it came to dealing with administrative documents and student records, it enhanced my skill to handle information in a systematic and precise manner. I also learned to categorize files, check the missing data and update the digital records in an orderly manner, which made me more attentive to address details and aware of the right documentation work.

Along with some administrative work, I also got practical experience in event coordination and multimedia work. Working as a photographer and videographer in several programs enabled me to sharpen my technical skills, particularly in recording and handling visual materials in a real time situations. These tasks taught me how to be flexible, liaise with event committees and work in a fast-paced environment.

The internship also assisted me to acquire soft skills which are required in the actual working environment. Teamwork, communication and planning tasks taught me on how to professionally work with the other staffs. I was also more confident in coping with the responsibilities, and conflicting with unexpected tasks at once. Another way in which I gained knowledge about the workplace culture, ethics, and professional expectations was through exposure to meetings, briefings, and events on the ground.

Overall, the industrial training gave me significant chances to improve my technical proficiency, develop a clearer work discipline, and grow into a more competent and self-assured person. These experiences have given me a strong basis for advancing my career and have adequately equipped me for employment in the future.

CHAPTER 4:

LEARNING OUTCOMES

AND ACHIEVEMENTS

CHAPTER 4: LEARNING OUTCOMES AND ACHIEVEMENTS

4.1 REFLECTION ON THE LEARNING OUTCOMES ACHIEVED DURING THE INDUSTRIAL TRAINING

My internship has been a fulfilling and life-changing experience that has enabled me to apply what I have learned in the classroom to actual professional scenarios. I received hands-on experience with administrative duties, document management, and system updates during the training session, which enhanced my comprehension of the significance of correctness and organization in day-to-day operations. Participating in a variety of activities and programs also provided me with the opportunity to enhance my teamwork, communication, and flexibility, particularly when working under time restrictions.

In addition to technical skills, I also learnt how to confidently handle unforeseen tasks and carry out responsibilities in a professional manner. My understanding of workplace expectations has improved as a result of this internship, which has also equipped me to manage similar activities in future professional contexts. All things considered, the experience has greatly aided in my personal development and inspired me to keep advancing both academically and professionally.

4.2 DISCUSSION OF PERSONAL GROWTH, SKILLS ENHANCEMENT AND PROFESSIONAL DEVELOPMENT

AREA	DESCRIPTION
Personal growth	Increased self-assurance in handling obligations, adjusting to new situations, and finishing things on one's own. improved my ability to interact with employees and collaborate with others during events and regular business operations.
Skills enhancement	Enhanced proficiency with data input, system updates, paperwork, and office organization. improved multimedia skills through participation in several events, including photography and filming. improved decision-making and problem-solving skills when managing unforeseen activities.
Professional development	Learned about actual workplace operations, such as program coordination, meetings, and briefings. learned how crucial accuracy, discipline, and timeliness are to keeping records. gained a deeper comprehension of professional conduct, teamwork requirements, and workplace ethics.

Table 3: Outputs gained through the industrial training

4.3 EXAMPLES OF SUCCESSFUL PROJECTS, ACCOMPLISHMENTS AND CHALLENGES OVERCOME

CATEGORY	DESCRIPTION	KEY OUTCOMES
Successful Projects	<ul style="list-style-type: none"> ➤ Completion of student documentation such as scanning, uploading and updating records. ➤ Being one of assistance in big events such as Gempak Merdeka Carnival. ➤ Tagging, verifying, and organizing prizes. 	<ul style="list-style-type: none"> ➤ Better precision in data processing and increased abilities in information management. ➤ Achieved practical experience in the areas of event coordination and photography. ➤ Developed a keen eye for detail and made sure that the prize distribution went smoothly.
Accomplishments	<ul style="list-style-type: none"> ➤ Improved administrative effectiveness in labelling, file organization, and electronic records updates. ➤ Improved teamwork and communication among employees across units. ➤ Adaptable to a variety of jobs and hectic schedules. 	<ul style="list-style-type: none"> ➤ Showed a steady improvement in task independence and office workflow. ➤ Enhanced teamwork and developed professional communication skills amongst staffs. ➤ Improved adaptability and preparedness to handle several tasks.

Challenges Overcome	<ul style="list-style-type: none"> ➤ Handling incomplete or incorrect student records. ➤ Handling event preparations in various aspects. ➤ Acquiring knowledge about and using the internal management system. 	<ul style="list-style-type: none"> ➤ Issues were fixed via staff consultation, system checks, and verification. ➤ Increased ability to prioritize and handle tasks under pressure ➤ Practice and instructions led to worked out confidence and accuracy.
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Table 4: Successful Projects, Accomplishments and Challenges Overcome

CHAPTER 5:

RECOMMENDATIONS

AND CONCLUSIONS

CHAPTER 5: RECOMMENDATIONS AND CONCLUSIONS

5.1 SUGGESTIONS FOR IMPROVEMENTS IN THE INDUSTRIAL TRAINING PROGRAM

Even while the industrial training program has given trainees invaluable exposure to actual business procedures, a few enhancements could improve the internship experience as a whole. First, prior to the start of the placement, students should receive a more organized briefing. In order to help interns prepare both psychologically and technically, this involves providing clearer explanations of expected duties, learning objectives, and organizational routines. Additionally, a more methodical orientation would facilitate interns' initial week of adjustment.

Scheduled check-ins, whether weekly or biweekly would also guarantee that interns receive regular direction, feedback, and chances to ask questions. This method not only improves communication between interns and supervisors, but it also makes it easier to monitor learning progress. Another suggestion is to offer brief, introductory training sessions on pertinent platforms or systems that the company uses. Interns would be able to carry out their tasks with greater assurance and effectiveness if they were exposed to these technologies early on.

Last but not least, incorporating cooperative tasks or small-scale projects could help interns improve their critical thinking, problem-solving, and cooperation abilities. These enhancements would contribute to the development of a more organized and comprehensive training environment that meets both industry readiness and academic standards.

5.2 RECOMMENDATIONS FOR THE ORGANIZATION TO ENHANCE THE INFORMATION MANAGEMENT PRACTICES BASED ON STUDENT'S EXPERIENCES AND OBSERVATIONS

Several strategies could assist the institution in improving its information management procedures based on the observations and experiences made during the training period. Standardizing document formats is a crucial suggestion, particularly for reports, correspondence, and forms pertaining to students. In addition to increasing clarity, consistent templates would reduce inconsistencies that frequently cause processing or verification delays.

Ensuring more methodical cooperation between the units handling student data is another improvement. Errors and redundant work could be avoided by establishing clear communication channels, such as shared guidelines, updated procedures, or frequent cross-unit conversations. This can greatly increase overall workflow efficiency and streamline documentation procedures.

To make sure that records are accurate, current, and comprehensive, the institution can also think about conducting regular data audits. Frequent reviews can help keep data integrity standards high and identify errors early. Additionally, implementing digital tracking or archiving techniques for certain jobs could improve accessibility even more, lower manual mistake rates, and promote long-term information preservation.

By encouraging uniformity, accuracy, and greater internal coordination, these suggestions seek to fortify the company's information management ecosystem, ultimately guaranteeing more efficient operations and higher-quality services.

5.3 SUMMARY OF THE KEY FINDINGS AND INSIGHTS FROM THE INDUSTRIAL TRAINING EXPERIENCE

Industrial training bridges the gap between academic theory and real-world application by providing students with the priceless chance to have practical experience with the newest industry equipment and technologies. This experience improves their technical competency and gives them the critical thinking and problem-solving abilities needed to tackle issues in the real world. Additionally, industrial training develops critical soft skills that are essential for success in the job, like teamwork, communication, and time management. Students gain greater flexibility, responsibility, and readiness to satisfy employer demands by working in real-world industrial settings. By acquainting pupils with corporate norms and procedures, it also improves employability, which eventually leads to personal development and a more seamless transition from school to the workplace. All things considered, industrial training fosters the professional mentality required for long-term career development in addition to developing job-specific competencies.

CONCLUSION

To sum up, this internship has been a meaningful experience that has enabled me to apply what I have learnt in the classroom to actual work settings. I obtained practical experience in system administration, event support, and documentation work during the course, which improved my comprehension of how data is arranged and handled in a real office setting. These assignments also improved my problem-solving, cooperation, and communication abilities, particularly when it came to activities that needed precision and close attention.

Beyond the technical abilities, this experience has aided in my personal development. I gained the ability to adjust to various duties, better manage my time, and maintain responsibility even during hectic times. I am truly appreciative of the staff's advice, encouragement, and trust throughout my internship, even if it is bittersweet to stop it. This adventure has made me more self-assured and equipped for my future education and profession, and it will continue to be one of the most important parts of my educational path.

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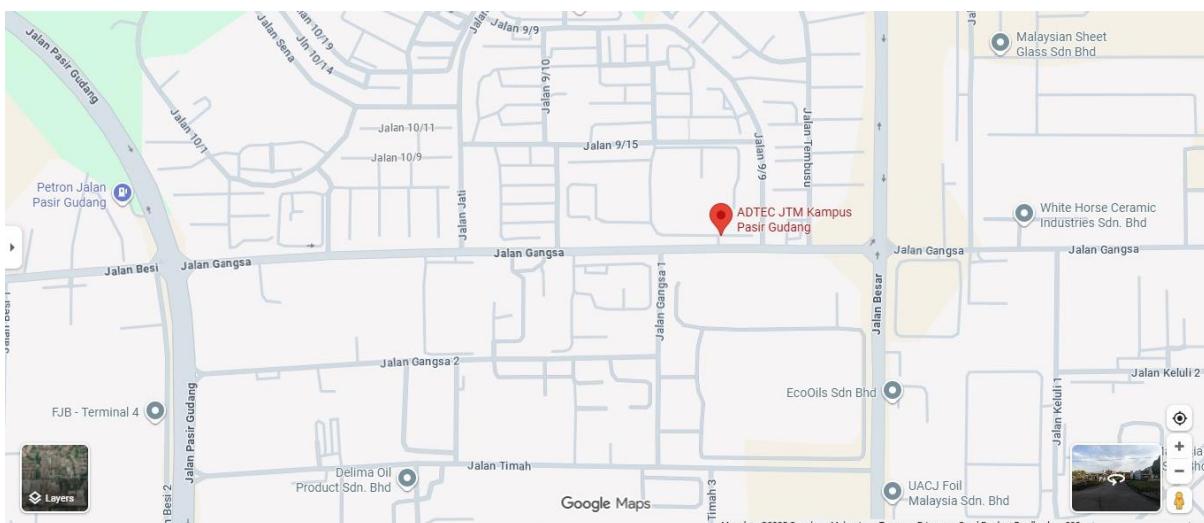
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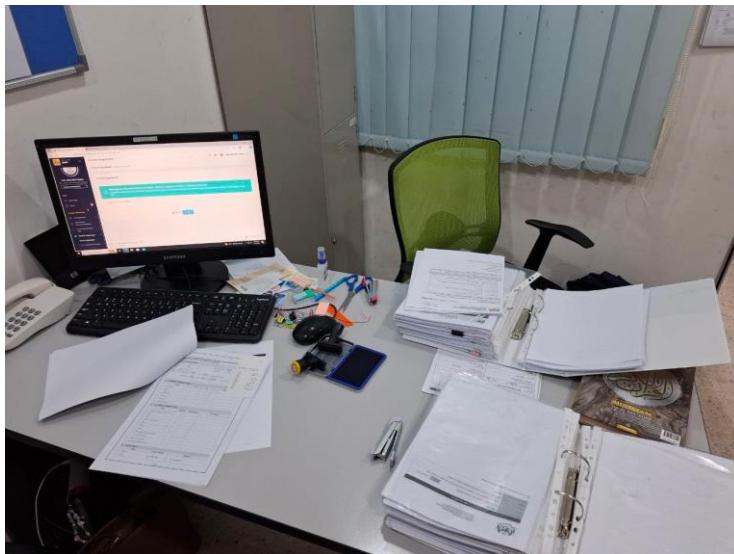
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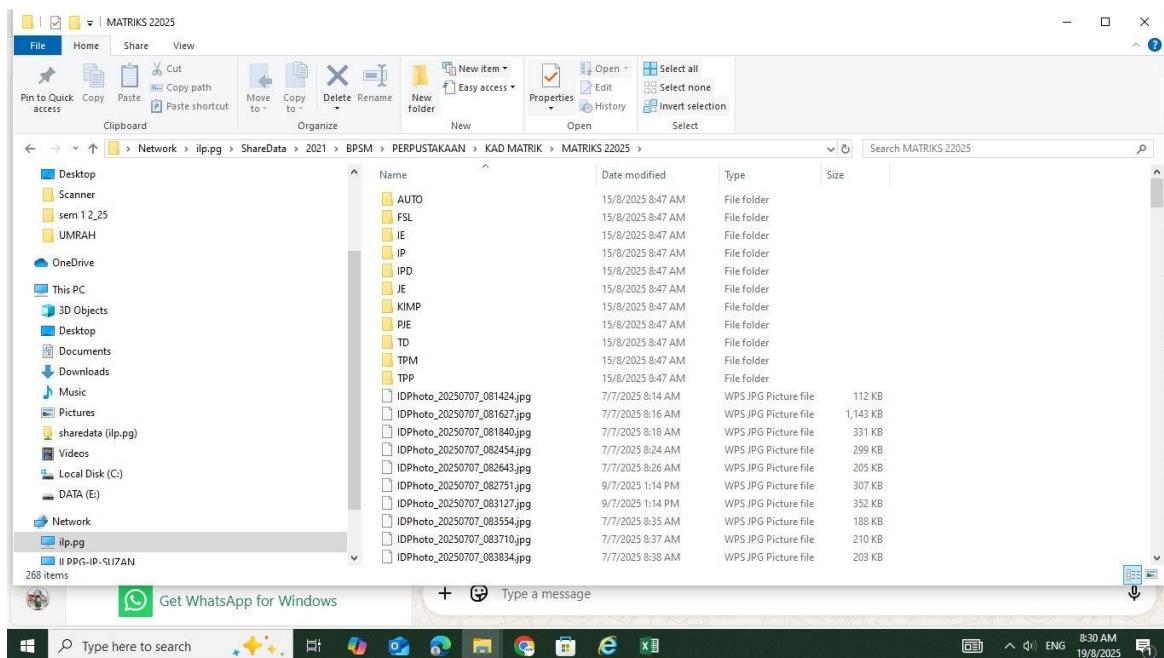
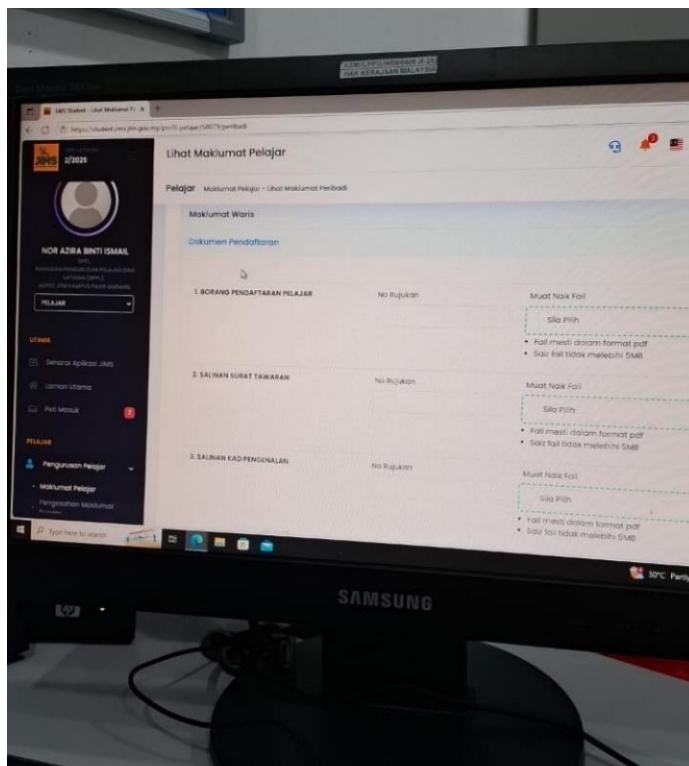
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APPENDICES

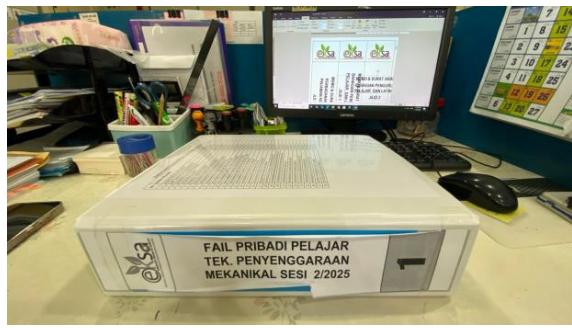
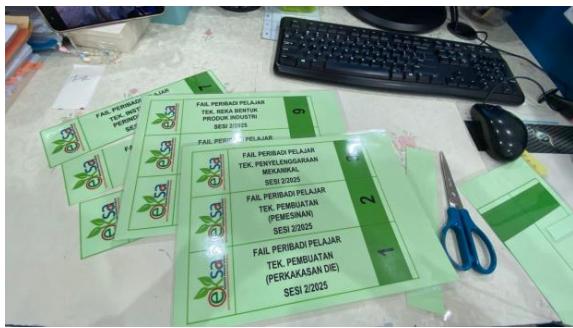














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B No.	NAMA: NABILA HUDA					
KEM./JAB.: BPPL						
BAHAGIAN/SEKSYEN:						
BULAN: JULAI						
TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17	207:31					
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28	207:52	216:53				
29	207:20	216:40				
30	207:21	217:09				
31						
JF001132 PNMB-JB						
AMARAN						
Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.						

KAD MENCATAT WAKTU						
A No.	NAMA: NABILA HUDA					
KEM./JAB.: BPPL						
BAHAGIAN/SEKSYEN:						
BULAN: OGOS						
TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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2						
3						
4	7.27	4.30				
5	207:36	216:54				
6	207:08	216:55				
7	207:34	216:53				
8	207:24	216:34				
9						
10						
11	207:45	216:54				
12	207:31	216:55				
13	207:17	211:40				KE SENAI
14	207:28	216:28				
15	207:36	216:47				
JF001132 PNMB-JB						
AMARAN						
Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.						

KAD MENCATAT WAKTU						
B No.	NAMA: NABILA HUDA					
KEM/JAB:	BPPL					
BAHAGIAN/SEKSYEN:						
BULAN OGOS						
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17	0715	1615				
18	0724	1614				
19	0715	1615				
20	0715	1615				
21	0715	1615				
22	0715	1615				
23						
24						
25	0738	1614				
26	0745	1614				
27	0719	1700				
28	0727	1614				
29	0731	1614	EDAYU BINTI MOHD YUSOF	PENOLONG PENGARAH BAHAGIAN PENGURUSAN PELAJAR & LATIHAN ADTEC JTM KAMPUS PASIR GUDANG		
30						
31						

AMARAN

Sesiapa yang didapati mengetik kad orang lain,
tindakan tatatertib akan diambil ke atasnya.

KAD MENCATAT WAKTU						
B No.	NAMA: NABILA HUDA					
KEM/JAB:	BPPL					
BAHAGIAN/SEKSYEN: BPPL						
BULAN SEPTEMBER						
TA 26	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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2	0715	1615				
3	0714	1614				
4	hiking	1610				
5						
6						
7						
8	0714	1613				
9	0731	1612				
10	0724	1613				
11	0732	1613				
12	0730	1613				
13						
14						
15						

AMARAN

Sesiapa yang didapati mengetik kad orang lain,
tindakan tatatertib akan diambil ke atasnya.

KAD MENCATAT WAKTU						
B No.	NAMA: NABILA HUDA					
KEM/JAB:	BPPL					
BAHAGIAN/SEKSYEN:						
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18	0719	1618				
19	0714	1710				
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

AMARAN

Sesiapa yang didapati mengetik kad orang lain,
tindakan tatatertib akan diambil ke atasnya.