



MGM4903 INDUSTRIAL TRAINING

INDUSTRIAL TRAINING REPORT

International Cultural
Communication Center
Malaysia

SAMPLE

PREPARED:

GAGAS ANGKASA PRABOWO
BACHELOR OF BUSINESS ADMINISTRATION
SCHOOL OF BUSINESS AND ECONOMIC

ACKNOWLEDGEMENT

First of all, I would like to express my sincere gratitude to Allah SWT for his blessings and guidance over the course of my education. I finally finished my project paper with his blessings and outstanding guidance.

Secondly, I want to express my gratitude to the School of Business and Economics at Universiti Putra Malaysia for giving me the chance to gain experience in internship programs or industrial training. In addition, I would like to express my deepest appreciation to my company supervisor, Mr. Benjamin Leong and Dr. Nadiah Ruza as my supervisor, Ms. Loo Hui Ann as my Managing Director, and also Puan Manisah Othman as my internship coordinator for my industrial training. Thank you very much for invaluable guidance and encouragement and suggestion throughout the period of this internship program. Without their assistance, I would not be able to finish the work on time. Their guidance is especially essential for me not only for this study but also the moral value in my life.

Next, my deepest gratitude goes to my amazing parents Lisdiawati, as well as my sibling, Gusti Prakoso for their endless support and love throughout my life and studies.

Finally, I would like to give some honorable mention to the people who I treasure so much, who make me able to live to the fullest until now, Abrori Mubarak, Ayuni, Kar Huay, Aisyah and Haesley and all those who have helped me directly or indirectly in accomplishing this Internship. Your efforts are greatly appreciated. Lastly, special thanks to HR team from ICCCM Aitee Toh as Human Resource representative for the internship opportunity that have been given to me.

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1. Introduction

In order to fulfill the requirements for my Bachelor of Business Administration degree at Universiti Putra Malaysia, I participated in a four-month industrial training program within my chosen field of interest. I opted for the International Cultural Communication Center Malaysia as the platform to achieve this. Beyond meeting academic prerequisites, the primary objective of the industrial training was to provide students with a practical glimpse into the professional world, enabling them to apply the concepts and ideas acquired during university courses in the realm of business administration. Through this training, students acquire insights into various aspects of the workplace, including formal communication, teamwork dynamics, analytical thinking, creative processes, professionalism, organizational policies, and more.

This report succinctly encapsulates comprehensive details about the industrial training experience, encompassing tasks, responsibilities, and the nature of work completed over the span of 18 weeks, commencing on April 3, 2022, and concluding on August 4, 2023. The International Cultural Communication Center Malaysia is situated at Block B-9-7, Megan Avenue II, No. 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur, Malaysia.

Furthermore, as an Industrial Trainee taking on the role of a Programme Coordinator Intern at the International Cultural Communication Center Malaysia, I acquired a wealth of knowledge and personal benefits. This experience led me to concentrate more on Business Development and Marketing, deepening my understanding of detailed business processes and documents. I also gained hands-on experience in administrative functions and, most importantly, became acquainted with navigating real-world work scenarios.

2. Background of the Company

INTERNATIONAL CULTURAL COMMUNICATION CENTER (ICCM) was established in Malaysia in 2009, with offices in China, Indonesia, Cambodia, and Uzbekistan.

Our Center is well aligned with The “Belt and Road” initiative that represents an opportunity to access China's education, economy, and culture.

Since its inception, ICCCM has committed to be an international cultural exchange center, focusing on Malaysia and facing 42 countries and regions around the world, and has made great efforts to build a global information platform, based on interconnection, mutual learning, and mutual assistance, to help the high-quality development of international education, economy, culture and other fields.

2.1 Company Profile

2.1.1 Vision

To be a leading Cultural Communication Centre in Malaysia characterized by an intellectual environment conducive to the promotion of innovative educational activities with political, economic, cultural exchange, and research growth to address the Southeast Asia challenges.

2.1.2 Mission

To create impactful collaborations by establishing solid connections among educational bodies across Southeast Asia.

2.1.3 Objectives and Goals

To become the Main point of contact in accordance with all areas of educational & cultural collaboration with our partner countries globally by 2025.

2.1.4 Organization Chart



2.2 International Department

2.2.1 International Department

The international department refers to a specialized division within an organization that is focused on managing and coordinating international activities, relationships, and initiatives. This department is responsible for handling matters such as international business operations, global

partnerships, cross-border communications, trade agreements, cultural exchanges, and various other aspects related to international engagement and expansion. Its primary goal is to facilitate effective cross-border interactions and ensure the organization's objectives are aligned with global strategies and opportunities.

2.2.2 Role and Responsibility

- Task 1: Attending sessions and events.
- Task 2: Create a newsletter, slides, flyer and meeting colleagues.
- Task 3: Conducting research and sharing information
- Task 4: Meeting with embassy, distributing gifts, and updating address.
- Task 5: Making checklists, profiles, certificates, and hosting webinars.
- Task 6: Conducting outreach activities and follow-ups.
- Task 7: Developing guidelines, processes, and handbooks.
- Task 8: Sending invitations and collaboration letters.
- Task 9: Managing, meeting with institution and participant databases.

3. While interning here, I worked on four primary tasks:

a) PIC Chang Gong Competition:

1st "ChangGong Cup" Innovation and Entrepreneurship International Competition represents a significant opportunity for everyone from around the world to showcase their innovative and entrepreneurial ideas. This global competition brings together diverse perspectives and expertise to encourage the development of new products, services, and business models that address pressing societal challenges and create value for customers and communities. By fostering collaboration and knowledge-sharing among participants from various backgrounds, the "ChangGong Cup" competition aims to inspire creativity, promote entrepreneurship, and support the growth of a vibrant global innovation ecosystem. As the first of its kind, this event has the potential to become a leading platform for aspiring innovators and entrepreneurs to connect, learn, and collaborate on projects that have the potential to make a positive impact on the world.

- Created a registration form for 1st "ChangGong Cup" competition.
- Designed 1st "ChangGong Cup" poster/flyer.
- Prepared English handbook.
- Conducted participant search for 1st "ChangGong Cup" competition.
- Attended meeting for 1st "ChangGong Cup" competition.
- Sent invitation letters to Thailand, Indonesia, and the Philippines for the competition.
- Established a WhatsApp group for the competition.
- Created response sheets for the competition.

- Provided briefing to group participants.
- Edited a flyer for a competition
- Create a new Google form for the competition
- Create Training day agenda
- Create PPT for training Day
- Contacted the participant
- Sent an announcement on the group WhatsApp
- Internal test run
- Event manager of the training day
- Add new participants to the WhatsApp group
- Create a checklist for document registration
- Create an agenda for the competition registration process
- Zoom for briefing the participant on the registration process
- Follow up with the participant for the registration process

b) Business Development:

- Attended international department meeting.
- Created institution databases for Indonesia, Thailand, Philippines, ILKBS, and Mara.
- Sent competition invitation letters to Thailand, Indonesia, and the Philippines.
- Sent collaboration letters to universities in Thai and Institutions under ILKBS and Mara.
- Conducted cold calling and follow-up with Indonesian and Thai universities.
- Visit the High Commission of Pakistan.
- Sent invitation letter for a benchmarking visit to Assumption University.
- Created Google Form for Liming Vocational University prospectus.
- Edited invitation letter for Liming Vocational University.
- Presented company profile at the IBI Kesatuan meeting.
- Attended international department meeting.
- Created institution databases for institutions under ILKBS and Mara.
- Created institution databases for Politeknik and Kolej Vokasional
- Sent out collaboration letters to Politeknik and Kolej Vokasional in Malaysia and Sent out a new invitation letter to JP Negeri Sembilan
- Sent out an official letter to propose a meeting with Directors zone Negeri Sembilan and Melaka
- Conducted cold calling and follow-up to Politeknik and Kolej Vokasional in Malaysia

- Meeting with Politeknik Nilai, KV Ampangan, KV Port Dickson, KV ERT Setapak, Politeknik Port Dickson, IKTBN Chembong and Insititu Pendidikan Guru Teknik
- Create Collaborate requesting form for KV Kuala Klawang & Politeknik Banting
- Meeting with Srinakharinwirot Universit, Kolev Vokasional Kuala Klawang, Politeknik Banting
- Meeting with Directors Zone Negeri Sembilan and Melaka, and Meeting with Directors IKTBN Chembong
- Meeting with delegates from Indonesia and Meeting with the Embassy of Laos Joint Curriculum Development Program
- Participated in ITEA Test Run and Cultural Exchange Event.
- Conducted research on SLQF and NVQF.
- Presented on NVQF Sri Lanka pathways and met with the Embassy of Zambia.
- Prepared presentation materials, modified sample NTA 4, and edited certificates.
- Developed ITEA Occupational Standards Development Process.
- Created a PowerPoint presentation for the UOC workshop and attended the workshop
- Compiled a list for Pakistan Program Catalogue for Joint Curriculum Development.
- Meeting with the Ministry of Higher Technical Education in Sierra Leone.
- Create a JCD Proposal for Pakistan
- MOU Signing Ceremony with Fomic Polytechnic
- Hand out an official visit letter to Nepal Embassy
- Create a JCD Stage for KIU and Yunan
- Cold Calling to China embassy in Pakistan
- Cold Calling and sending out an email to China Enterprises in Pakistan

c) ICCCM

- Hosted Changsa UPM webinar and created UOC Workshop Agenda.
- Participated in the MoU signing ceremony with UNIJA.
- Prepared invitation letter for Iftar and collected JSVIAT profile.
- Attended Sarawak Digital Commerce Career Development Plan and listed Eid al-Fitr holidays for African countries.
- Created UOC workshop newsletter.
- Attended MODA Raya event and fill the collaboration pool.
- Conducted visits and meetings with Chinese companies.
- Participated in MoU signing with Uni and SMK from Kebumen.
- Attended UPM Webinar
- Attended an International webinar Speaking Chinese

- Pick-up and drop-off of Kazakh professor
- Dinner meeting with Kazakh professor
- Create a slides proposed activity and present at the intern farewell party
- Check what should edit on the Profile Company PPT
- Edit MoU certificates
- Dinner with Chinese Delegates
- Meeting with Ms. Ann about scholarship ads

d) Join Curriculum Programme

- Participated in ITEA Test Run and Cultural Exchange Event.
- Conducted research on SLQF and NVQF.
- Presented on NVQF Sri Lanka pathways and met with the Embassy of Zambia.
- Prepared presentation materials, modified sample NTA 4, and edited certificates.
- Developed ITEA Occupational Standards Development Process.
- Created a PowerPoint presentation for UOC workshop and attended the workshop
- Compiled a list for Pakistan Program Catalogue for Joint Curriculum Development.
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- Create a JCD Proposal for Pakistan
- MOU Signing Ceremony with Fomic Polytechnic
- Hand out an official visit letter to Nepal Embassy
- Create a JCD Stage for KIU and Yunan
- Cold Calling to China embassy in Pakistan
- Cold Calling and sent out an email to China Enterprises in Pakistan

3.1 Activities Each Month

3.1.1 Activites on April

During my first month of internship at ICCCM, I had a diverse range of tasks and experiences. I began by presenting ICCCM's profile and ensuring accurate certificates for recipients. I assisted in hosting a webinar and crafting a workshop agenda, witnessing the institution's dedication to knowledge sharing. I improved certificate formats and contributed to creating new educational standards. Crafting an invitation letter for a special event showcased ICCCM's community engagement. Attending monthly meetings and witnessing an MoU signing demonstrated the institution's commitment to growth. I presented at an ICCCM dinner and worked on checklists for curriculum development.

I learned about collaboration efforts with other schools and helped document career plans. I engaged with global holidays and contributed to creating a handbook for a student competition. We celebrated a holiday break, and I designed a flyer for a student contest. I contributed to a newsletter and witnessed the institution's global reach by distributing gifts. After the holidays, I designed a poster, wrote about partnerships, and engaged with a student team. The internship concluded with finalizing a newsletter and preparing a presentation for a workshop. This first month at ICCCM provided insights into education and teamwork, enriching my learning experience.

3.1.2 Activites on May

During my second month of ICCCM internship, I took part in diverse tasks for various projects. I made a PowerPoint for a University of Crete workshop and created a registration form for the "ChangGong Cup" Innovation and Entrepreneurship Competition. I also worked on an English handbook and joined a competition-related meeting. I compiled potential participant lists and conducted searches as well.

I edited forms and handbooks, attended meetings, and finalized presentations. I completed tasks like finishing the UOC workshop PowerPoint, building a Thai institution database, and finalizing Thailand's university database. I helped with webinars, newsletters, invitations, and collaboration letters. I also contacted potential participants and led training sessions.

During the internship, I presented the company, joined international department meetings, and did cold calls and follow-ups. I managed meeting minutes, communication channels, and took part in global outreach.

In short, my ICCCM internship's second month was a dynamic experience where I contributed to projects, engaged in various tasks, and learned about collaboration and education initiatives.

3.1.3 Activites on June

During my third month of internship at ICCCM, I was actively engaged in a variety of tasks and activities that supported the institution's collaborative initiatives. I reached out to institutions through cold calls and WhatsApp messages, connecting with potential

participants for events. Meetings with colleagues, including Aisyah and Retno, helped ensure effective communication and coordination. I played a role in sending out invitation letters and collaborated on editing event materials such as flyers.

I streamlined information collection processes by creating databases for institutions in Malaysia and designing Google Forms. Participating in UPM webinars further enriched my learning experience. I continued to engage with institutions via WhatsApp, ensuring effective communication and follow-ups. Meetings with colleagues like Benjamin and Aisyah were crucial for project discussions and planning.

Throughout the month, I contributed to various stages of event preparation, including contacting participants, editing materials, and coordinating with teams. I played an integral part in creating and editing documents such as flyers and agendas. My involvement extended to both national and international collaborations, evident in MOU signing ceremonies and international webinars.

I had the privilege of conducting offline visits and meetings with educational institutions, fostering partnerships and gaining insights into different educational systems. The Hari Raya Haji celebration provided a brief break, after which I actively engaged in preparing the monthly report, attending sessions, and providing assistance to colleagues in file management.

In summary, my internship at ICCCM was a month of active participation, collaboration, and learning. I contributed to various aspects of projects, from communication to event organization, and gained a holistic view of the institution's operations.

3.1.4 Activities in July

During my final month of internship at ICCCM, I took on various tasks that played a role in different projects. I made follow-up calls to institutions, contacted participants, and verified competition registration details. Cold calling was a routine part of my responsibilities, connecting with different institutions and collaborating on crafting forms for collaboration requests. Additionally, I assisted in editing monthly reports and sending new invitation letters to partners.

Meetings with institutions such as Srinakharinwirot University, Kolej Vokasional Kuala Klawang, Directors Zone Negeri Sembillan and Melaka to ensured effective communication and collaboration. During my absence, I ensured tasks were well managed.

I contributed to event preparations by creating announcements, checklists, and agendas. I conducted research, assisted in certificate editing, and took part in Zoom briefings. I actively participated in presentations and maintained communication with embassy officials.

My involvement encompassed continuous outreach, participant communication, and institution coordination. The month was characterized by diverse tasks that contributed to project success. Notably, I managed to secure 9 NoUs Kolej Vokasional from meetings with Directors of KV Zone Negeri Sembilan and Melaka.

3.2 Lessons Learned

There were numerous abilities that I developed or just obtained, new experiences and insights, as well as establishing networking throughout my four months of internship at ICCCM.

This journey was beneficial for advancing my project management capabilities. Whereas I am heavily involved in a variety of activities and projects, I also actively participate in project management, creating, organizing, and directly carrying out agendas to ensure the success of the events I am involved in.

Additionally, by connecting with numerous people both inside and outside of the company, I can truly improve my communication abilities. My ability to adapt how I act with persons my own age or mostly with persons different from me is greatly aided by this.

Then, given that each organization has a different focus and area of expertise, I learned from participating in meetings with both internal and external parties from the company that cross-agency collaboration is necessary to achieve program success.

The following ability has to do with time management, which is crucial. My participation in a variety of activities has helped me become more flexible in this regard. I am able to prioritize what needs to be done first since I am also aware of how valuable time is.

The final one has to do with workplace professional ethics. I became aware of the ethics that must be integrated into the workplace, the ethics of talking with one another, and how I, as a representative of a company, may highlight the positive aspects of the company I represent, as a result of attending meetings and interacting with diverse individuals every day.

3.3 Relate Work Done to Knowledge / Theory Acquired in Classroom

Industrial training offers a valuable chance to bridge the gap between theoretical classroom knowledge and real-world application within a professional setting. Prior to this, my understanding of the workplace was largely academic. Now, I have the opportunity to not only observe, learn, and apply techniques related to Marketing, Business Development, and Administration – all pertinent to my Business Administration coursework – but also to directly engage with and comprehend the challenges that manifest within a company. This hands-on experience aligns seamlessly with my academic pursuits, particularly in the "Current Issues in Management" course, which emphasizes the study, observation, and resolution of real-world business challenges.

4. Conclusion

During my four-month internship at the International Cultural Communication Center Malaysia, I express deep gratitude for the opportunity to participate in and contribute to the team. This internship has been a tremendous learning experience, allowing me to gain firsthand insights into the functioning of the International department and business development activities. I also had the chance to directly address real-world challenges.

Through this internship, I was able to immerse myself in a genuine working environment within an established company, which was essential for fulfilling my University graduation requirements. Interacting with knowledgeable experts including Directors and Managers, I gained valuable perspectives and practical insights at the ICCCM.

Regarding potential enhancements for this industrial training program, while it is currently well-executed, there is always space for refinement. I believe that the School of Business and Economics (SPE) at Universiti Putra Malaysia maintains strong affiliations and positive connections with several significant market players.

One of the most invaluable takeaways from this experience is the opportunity to engage in a genuine professional setting, where I acquired an understanding of the strategies employed by experts to achieve their objectives. I stand apart from the average intern who merely completes tasks; I am

inherently curious and driven to comprehend every facet from start to finish. My objective is to continuously learn and develop both personally and professionally during my time here. Ultimately, I have discerned the fundamental principles of this internship – a commitment to learning, researching, and scrutinizing everything within my grasp, all of which will guide me on my career path. My heartfelt appreciation goes to the International Cultural Communication Center Malaysia, the School of Business and Management, and Universiti Putra Malaysia.

SAMPLE

APPENDIX

Internship Cover Letter



SEKOLAH PERNIAGAAN DAN EKONOMI
SCHOOL OF BUSINESS AND ECONOMICS

Our ref. : UPM/SPE/600-4/13/5
Date : 25th January 2023

To Whom It May Concern,

This is to certify that GAGAS ANGKASA PRABOWO (X1698099) is a fourth year Bachelor of Business Administration student at Universiti Putra Malaysia. He is required to undergo an industrial training for a period of 4 months from 13th March 2023 until 09th July 2023 at an organization.

The main objective of the industrial training is to provide students with exposure of the actual working environment and allow them to apply concepts and theories acquired during class and to practice in areas related to business management. We hope that you would kindly consider his application for a training placement in your organization.

Should you have any enquiries regarding industrial training placement for Business Administration students please do not hesitate to contact us at 03-9769 7694 or email manisah@upm.edu.my.

Thank you.

“WITH KNOWLEDGE WE SERVE”

Yours sincerely,

PUAN MANISAH BINTI OTHMAN
Coordinator for Industrial Training
School of Business and Economics



Sekolah Pemiagaan dan Ekonomi, Universiti Putra Malaysia, 43400 UPM Serdang, Selangor Darul Ehsan, Malaysia
603-97697600/7777

603-97697771



spe@upm.edu.my

Internship Acceptance Letter₃

	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen : PU/PS/BR01/LI INDUSTRIAL TRAINING REPORT DUTY CONFIRMATION FORM
	STUDENT DETAILS
	Student's Name: Gagas Angkasa Prabowo Matric No.: 201416 IC No.: X1698099 Programme: Bachelor of Business Administration
ORGANISATION DETAILS	
Organisation Name	International Cultural Communication Center Malaysia (ICCCM)
Organisation Address	Block B-9-7, Megan Avenue II, no 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur.
Phone No.	+60 3 4810 4580
Fax No.	
Email	admin@icccm.net
Ownership	The Organisation / This Company belongs to UPM Alumni <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Organisational Sector	Please mark (X) at the relevant choice. <input type="checkbox"/> Government Agency <input type="checkbox"/> Government Linked Company <input type="checkbox"/> Public Listed Company <input type="checkbox"/> Multinational Company <input type="checkbox"/> Small & Medium Enterprise <input checked="" type="checkbox"/> Non-Governmental Organisation
Facility Provided	Please mark (X) for the appropriate choice. <input type="checkbox"/> Monthly Allowance RM. 700 per month <input type="checkbox"/> Meal Allowance RM. per month/per day <input type="checkbox"/> Accommodation <input type="checkbox"/> Transportation <input type="checkbox"/> Others (Please State) i) RM200 Attendance Allowance ii)

NO. SEMAKAN : 03
 NO. ISU : 02
 TARIKH KUAT KUASA : 22/02/2019

1/2

CONFIRMATION BY INDUSTRY SUPERVISOR	
I hereby certify that the abovementioned name student has reported to undergo industrial training at this organisation starting from <u>04/03/2023</u>)	
Supervisor's Signature and Stamp:	 
Date: 04/07/2023	

Company Offer Letter

The Agreement of Terms & Conditions for Internship



马来西亚国际文化交流中心
INTERNATIONAL CULTURAL COMMUNICATION CENTER MALAYSIA

Annex A: Internship Agreement

PARTIES

- This Internship Agreement (hereinafter referred to as the "Agreement") is entered into on 3rd April 2023 (the "Effective Date"), by and between INTERNATIONAL CULTURAL COMMUNICATION CENTER MALAYSIA (ICCCM), (hereinafter referred to as the "Company") and MUBARAK ABRORI, (hereinafter referred to as the "Intern") (collectively referred to as the "Parties").

INTERNSHIP POSITION AND STATUS

- The Intern has been assigned to the position of **Marketing Intern/Administrative Intern** in ICCCM.
- Interns are not employees of the ICCCM and therefore cannot represent the ICCCM in any official capacity, unless authorised by his/her supervisor.

PAY AND COMPENSATION

- You will be paid an allowance of **RM 700 per month**. A performance bonus will be considered if you are able to demonstrate an outstanding performance & dedication during the internship.
- Full attendance allowance: If you do not apply any leaves and no late and early leave case, you will be entitled for **RM200.00 per month**, payable with the salary.
- As an intern you will receive "temporary employment" status. As a temporary employee, you will not receive any of the employee benefits that regular Company employees receive, including but not limited to, vacation or sick pay & paid holidays during your internship period.

PERIOD OF ENGAGEMENT

Start Date: 03/04/2023
Anticipated End Date:
04/08/2023

WORKING DAYS

- The ICCCM observes a **five (5) day-a-week** working schedule from **Monday to Friday**. Saturdays and Sundays are considered non-working days.
- However, there are instances where interns are required to work on Saturdays and/or Sundays. If an intern is required to do so, he/she is entitled to compensatory time-off; compensatory time-off shall be agreed upon in advance with the intern's assigned supervisor.

The Agreement of Terms & Conditions for Internship



马来西亚国际文化交流中心
INTERNATIONAL CULTURAL COMMUNICATION CENTER MALAYSIA

WORKING HOURS

- The working hours of the ICCCM shall be from **8.45a.m. to 6.00p.m.** (or **11.00a.m. to 8.00p.m.** for certain departments), **Malaysian time**. All interns are expected to complete **eight (8) working hours** daily. There will be a 1-hour 15-minute **lunch-break**.
- In particular, the Intern agrees that he/she will work on average **40 hours** per week.
- The internship will be performed at Block B-9-7, Megan Avenue II, No.12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur.

PUBLIC HOLIDAYS AND LEAVE

- The intern is entitled to public holidays same as the employee. The law, as provided under Section 60D (1) of the Employment Act 1955 states that every employee shall be entitled to 11 gazetted public holidays. ICCCM is providing 13 public holidays. The following is the list of holidays and the dates on which they will be observed for the calendar year 2023.
 - New Year's Day (January 1)
 - Chinese New Year (January 22 & 23)
 - Federal Territory Day (February 1)
 - Hari Raya Aidilfitri (April 22 & 23)
 - The Labour Day (May 1)
 - The Birthday of Yang-Di Pertuan Agong (June 5)
 - Hari Raya Haji (June 29)
 - The National Day (Malaysia) (August 31)
 - The Malaysia Day (September 16)
 - Deepavali (November 12)
 - Christmas Day (December 25)
- The intern is not entitled to any paid leave or sick leave during his/her internship period. However, in some situations this rule may be waived at the superior's discretion.

REMUNERATION, EXPENSES AND MEDICAL BENEFITS

- The ICCCM does not provide interns with any remuneration or medical benefit.
- As regards work-related expenses, an intern is entitled to make a claim for any reasonable out-of-pocket expenses incurred while executing his/her task(s) approved by his/her supervisor.
- The intern is responsible for his/her own medical, personal accident and travel insurance.

THIRD-PARTY CLAIM

- The ICCCM is not responsible for any claims by any parties where the loss of damage to their property, death or personal injury was caused by the actions and omission of action by any intern during his/her internship.

The Agreement of Terms & Conditions for Internship



马来西亚国际文化交流中心
INTERNATIONAL CULTURAL COMMUNICATION CENTER MALAYSIA

SEVERABILITY

- In the event that any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions will remain in force in accordance with the Parties' intention.

ENTIRE AGREEMENT

- This Agreement contains the entire agreement and understanding among the Parties to it with respect to its subject matter, and supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to its subject matter. The express terms of the Agreement control and supersede any course of performance and/or usage of the trade inconsistent with any of its terms.

SIGNATURE AND DATE

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signatures below:

INTERN

Name: Gagas Angkasa Prabowo

Signature:

Date: 3 April 2023

COMPANY

Name: LOO HUI ANN

Signature:

International Cultural Communication Center Malaysia
(1145403-U)

Date: 3rd March 2023

TERM OF AGREEMENT

- This Agreement shall be effective on the date of signing this Agreement (the "Effective Date") and will end on **04/08/2023**.

TERMINATION

- This Agreement may be terminated in the event that any of the following occurs:
 1. Immediately in the event that the Intern breaches this Agreement.
 2. At any given time by providing written notice to the other party 7 days prior to terminating the Agreement.
- Upon terminating this Agreement, the Intern will be required to return all the Company's materials, products, or any other content at his/her earliest convenience, but not beyond 3 days.

CONFIDENTIALITY

- All terms and conditions of this Agreement and any materials provided during the term of the Agreement must be kept confidential by the Intern unless the disclosure is required pursuant to process of law.
- Disclosing or using this information for any purpose beyond the scope of this Agreement, or beyond the exceptions set forth above, is expressly forbidden without the prior consent of the Company.

REPRESENTATION AND WARRANTIES

- Both Parties warrant that as of the Effective Date, they have the power and authority to enter into this Agreement and to perform their obligations under it, and to grant to each other the rights provided under this Agreement.
- Both Parties warrant that, by entering into this Agreement, they do not violate or infringe upon the rights of any third party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.

INTELLECTUAL PROPERTY

- The Intern agrees that any intellectual property provided to him/her by the Company will remain the sole property of the Company, including, but not limited to, copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential information, or trade secrets.

LIMITATION OF LIABILITY

- In no event shall the Company or the Intern be individually liable for any damages for breach of duty by third parties, unless the Company's or Intern's act or failure to act involves intentional misconduct, fraud, or a knowing violation of the law.



**SEKOLAH
PERNIAGAAN DAN
EKONOMI**

SCHOOL OF BUSINESS AND ECONOMICS

**INDUSTRIAL TRAINING
DAILY/ WEEKLY REPORT**

COMPANY/ORGANISATION:

International Cultural Communication Center Malaysia

SAMPLE


PREPARED BY

NAME : Gagasan Angkasa Prabowo
MATRIC NO : 201416
COURSE NAME : Industrial Training
COURSE CODE : MGM4903
COMPANY SUPERVISOR : Benjamin Leong Tack Khang

WEEKLY REPORT: WEEK 1

Date	Activity	Remarks
03/04	1. Onboarding Session 2. International Department Meeting 3. ITEA Test Run 4. ITEA Cultural Exchange Event	
04/04	1. Wrote a news letter about the ITEA Online Student Exchange Program 2. Meeting with Benjamin, Aisyah & Ori	
05/04	1. Finishing the newsletter 2. Make comparisons and research on SLQF and NVQF 3. Learning Mandarin	
06/04	1. Presenting NVQF Sri Lanka pathways 2. Meeting with Embassy of Zambia 3. Fill in the campus address on the sheets	
07/04	1. Meeting International Department 2. Preparing the slide presentation on upcoming Tuesday	

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 Name : BENJAMIN LEONG TACK
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 DIRECTOR
 Date : 9th August 2023



WEEKLY REPORT: WEEK 2

Date	Activity	Remarks
10/04	1. Preparing the slide for presentation on tuesday 2. Make some changes on sample NTA 4 3. Edit and fill in the name on the certificate	
11/04	1. Presenting ICCCM profile 2. Fill in the name on the certificate 3. Host UPM Webinar 4. Create a UOC Workshop Agenda	
12/04	1. Edif the format of the Certificate 2. Create ITEA Occupational Standards Development Process 3. Make an invitation letter for Iftar	
13/04	1. Edif the format of the Certificate 2. Monthly report meeting 3. MoU Signing ceremony with UNIJA	
14/04	1. Presenting at ICCCM dinner	

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WEEKLY REPORT: WEEK 3

Date	Activity	Remarks
17/04	1. Made a checklist about the join curriculum development stage	
18/04	1. Made a 2 checklist about the join curriculum development stage 2.Extract Jiangsu Vocational Institute of Architectural Technology (JSVIAT) profile and background to collaboration requesting form	
19/04	1. Attend and create documentation for Sarawak Digital Commerce Career Development Plan 2. Made list of countries that have Eid al-Fitr public holidays 3. Made the China International College Students' handbook "Internet+" Innovation and Entrepreneurship Competition 4. Host Weru Webinar	
20/04	1. Make a newsletter about the visit of guests to ICCCM on 18 April 2023 2. Visits to a few embassies with Benjamin and Silver to distribute Hari Raya gifts	
21/04	Hari Raya Idul Fitri	

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WEEKLY REPORT: WEEK 4

Date	Activity	Remarks
24/04	Hari Raya Idulfitri	
25/04	On Leave	
26/04	On Leave	
27/04	1. Making a script for the training program ITEA-Philippines 2. Made a PPT of the ITEA-Philippines training program 3. Making a checklist for the Competition "Logistics Management Technology" 4. Design a flyer of the Competition "Logistics Management Technology"	
28/04	1. Making a checklist for the Competition "Logistics Management Technology" 2. Design a flyer of the Competition "Logistics Management Technology"	

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WEEKLY REPORT: WEEK 5

Date	Activity	Remarks
01/05	1, Create a power point for WORKSHOP by University of Crete 2. Create the registration form for 1st "ChangGong Cup" Innovation and Entrepreneurship International Competition 3. Create a handbook in English 4. Meeting about 1st "ChangGong Cup" Innovation and Entrepreneurship International Competition 5. Lists and searches for new participants for 1st "ChangGong Cup" Innovation and Entrepreneur	
02/05	1. Create a slide for ITEA and JCD 2. Edit forms and handbooks	
03/05	1. Meeting with Shokhrukh 2. Finalising ppt for workshop 3. Edit the gform"	
04/05	1. Finishing the gform 2. Create list for Programme Catalogue For Joint Curriculum Development"	
05/05	ON LEAVE	

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WEEKLY REPORT: WEEK 6

Date	Activity	Remarks
08/05	1. UOC workshop ppt finalization 2. Create a database for institutions in Thailand."	
09/05	1. Complete the database university of thailand 2. Hosting UPM webinar 3. Attending UOC Workshop"	
10/05	1. Create a newsletter for UOC Workshop 2. Lists new participants for 1st "ChangGong Cup" Innovation and Entrepreneurship International Competition 3. Meeting with Benjamin and Shokhrukh"	
11/05	1. Create an invitation Letter for ChangGong Competition for Indonesia and Thailand Uni 2. Add to the list of universities 3. Edit the newsletter"	
12/05	1. Sent out the invitation letter Indonesia uni 2. Attend UPM Webinar"	

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WEEKLY REPORT: WEEK 7

Date	Activity	Remarks
15/05	1. Sent out the invitation letter for the competition Thailand 2. Sent out the collaboration letter Thailand 3. Edit the newsletter	
16/05	1. Sent out the invitation letter for the competition Philippines 2. Finished sending the collaboration letter to Thailand institution. 3. Attend UPM Webinar	
17/05	1. Add new participants for 1st "ChangGong Cup" Innovation and Entrepreneurship International Competition 2. Create a 1st "ChangGong Cup" Competition response sheets 3. Attend UPM Webinar"	
18/05	1. Edited UOC Workshop Newsletter 2. Help Ori Insert contact detail PIC during the African Trip to the collaboration pool 3. Meeting with Benjamin, Aisyah, and Ori"	
19/05	1. Looking for participants for the competition 2. Training Outline: Cold Calling and Follow-Up Techniques 3. International Dept meeting"	
20/05	Moda Raya Event	

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WEEKLY REPORT: WEEK 8

Date	Activity	Remarks
22/05	<ol style="list-style-type: none"> 1. Insert contact detail PIC from MODA Raya event 2. International Department meeting 3. Cold calling and follow up to Indonesia and Thailand University" 	
23/05	<ol style="list-style-type: none"> 1. Present the company profile during the meeting with IBI Kesatuan. 2. Meeting with Benjamin, Aisyah, and Ori 3. Create a JCD checklist 	
24/05	<ol style="list-style-type: none"> 1. Cold calling and follow up to Indonesia and Thailand University 2. Sent out email to the High Commission of Paskistan 3. Sent out Invitation Letter for Benchmarking Visit to AssumptionUniversity 4. Create a google form for Liming Vocational University Prospectus for International Students (2023) 5. Edit Invitation Letter for Liming Vocational University" 	
25/05	<ol style="list-style-type: none"> 1. Cold calling and follow up to Indonesia and Thailand University 2. Conduct visits and meetings with several Chinese companies 3. Meeting with the Ministry of Higher Technical Education Sierra Leone" 	
26/05	<ol style="list-style-type: none"> 1. Create a Meeting Minutes Sierra Leone 2. Create a WhatsApp group for the competition 3. Cold Calling to Thailand University" 	

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WEEKLY REPORT: WEEK 9

Date	Activity	Remarks
29/05	1.Create a database for Institution under Mara	
30/05	1.Create a database for institution under ILKBS	
31/05	1.Create a database for institution under IKTBN	
01/06	1. Cold Calling to Malay institution MARA and contacted them via WhatsApp 2. Helped with Benjamin monthly report	
02/06	1. Cold Calling to Malay institution MARA and contacted them via WhatsApp 2. Helped with Benjamin monthly report	

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WEEKLY REPORT: WEEK 10

Date	Activity	Remarks
05/06	YDPA's Birthday	
06/06	1. Cold Calling to Malay institution MARA and contacted them via WhatsApp 2. Meeting with Aisyah and Retno 3. Sent out Invitation Letters to Bahagian Pembangunan Kemahiran Belia 4. Edited the flyer	
07/06	1. Create a database for Polytechnic and Kolej Vokasional in Malaysia 2. Create a new google form for the competition 3. Attending UPM Webinar	
08/06	1. contacted IKBN via WhatsApp 2. Follow up Mara indtitution 3. Sent out invitation Letter to Kolej Vokational	
09/06	1. Cold Calling to Malay institution MARA and contacted them via WhatsApp 2. Sent out Invitation email to Politeknik 3. Meeting with Benjamin, Aisyah, and Intern 4. Discuss competition with Aisyah	

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WEEKLY REPORT: WEEK 11

Date	Activity	Remarks
12/06	<ol style="list-style-type: none"> 1. Sent out invitation collaboration letter to Kolej Vocational 2. Contacted the participant 3. Edited the flyer 4. Edited the Training Day Agenda 5. Create a visit uni plan for Benjamin 6. International Department Meeting 7. MOU Signing Ceremony with Fomic Polytechnic 	
13/06	<ol style="list-style-type: none"> 1. Contacted the participant 2. Contacted the institution via WA 3. Meeting With Changzhou Team 4. Meeting for Training day with Aisyah and Izat 5. Create a PPT for Training Day 	
14/06	<ol style="list-style-type: none"> 1. Help Benjamin with the Thai Institution Address 2. Send out Invitation invitation letters for the ChangGhong competition 3. Follow up with Kolej Vocational 	
15/06	<ol style="list-style-type: none"> 1. Cold Calling to the Institution 2. Sent out follow up email to the Kolej Vokasional and Politeknik around KL and Selangor 3. Propose an offline visit to Politeknik Nilai 4. International Webinar Spoken Chinese 	
16/06	<ol style="list-style-type: none"> 1. Cold Calling to the Institution 2. Sent out Propose email to the Kolej Vokasional Port Dickson 3. Propose an offline visit to Politeknik Kolej Vokasional Ampangan 4. Cold Calling Training 	

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WEEKLY REPORT: WEEK 12

Date	Activity	Remarks
19/06	<ol style="list-style-type: none"> 1, Visit and Meeting with Kolej Vokasional ERT Setapak 2. Meeting Minutes for Kolej Vokasional ERT Setapak 3. International Department Meeting 4. Cold Calling to the institution 5. Announce the group Training Day 6. Create JCD Programme for Pakistan with Ori 	
20/06	<ol style="list-style-type: none"> 1. Cold Calling to the institution 2. Announce the group about Training Day 3. Meeting with Benjamin, Aisyah, and Izzat 4. Internal Test Run for the competition 5. Create a Itinerary for Kolej Visit 	
21/06	<ol style="list-style-type: none"> 1. Cold Calling to the institution 2. Meeting with ChangGong competition team 3. Sent a broadcast and contacted the participant 4. Provide direction to the team about the jobdesk during the training day 5. Event Manager for ChangGong competition Training day 6. Evaluation after training day 7. Prepare the teapot for the instituton 8. Send out the official letter to Institut Pendidikan Guru Kampus Pendidikan Teknik 	
22/06	<ol style="list-style-type: none"> 1. Visit and meeting with Politeknik Nilai 2. Visit and meeting with Kolej Vokasional Ampangan 3. Visti and meeting with IKTN Chembong 	
23/06	<ol style="list-style-type: none"> 1. Meeting minutes with Politeknik Nilai 2. meeting with Kolej Vokasional Ampangan 3. Meeting minutes with IKTN Chembong 4. Create a invitation letters for KV Ampangan 5. Send the competation details to WA group 6. Follow up to the institution 7. Meeting with Benjamin 	

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WEEKLY REPORT: WEEK 13

Date	Activity	Remarks
26/06	1. Send the training recording and speaker material to the WA group 2. Meeting with Benjamin 3. Hand out official visit letter to Embassy of Nepal	
27/06	1. Visit and meeting with KV Port Dickson 2. Visit and meeting with Politeknik Port Dickson 3. Visit and meeting with IPGT Nilai	
28/06	1. Meeting minutes with KV Port Dickson 2. Meeting minutes with Politeknik Port Dickson 3. Meeting minutes with IPGT Nilai 4. Add new participant to the group WA	
29/06	Hari Raya Haji	
30/06	1. Prepare Monthly Report 2. Monthly Report Session 3. Help Aisyah downloaded International Dept File and moved it to Hard Disk 4. Attended Webinar	

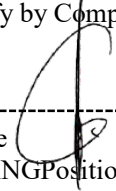
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WEEKLY REPORT: WEEK 14

Date	Activity	Remarks
03/07	1. Follow-up with Politeknik Banting 2. Cold Calling 3. Check the competition website for registration	
04/07	1. Cold Calling to the Institution 2. Sent out new invitation letter to JPPKK 3. Create Collaborate requesting form for KV Kuala Klawang & Politeknik Banting 4. Help Benjamin to edit the Monthlt report	
05/07	1. Cold Calling to the Institution 2. Sent out new invitation letter to JP Negeri Sembilan 3. Meeting with Srinakharinwirot University 4. fill in the collaboration pool 5. Follow up the meeting date with Politeknik	
06/07	1. Sent announcement to the competition group 2. Follow up with the institution 3. Meeting with Benjamin 4. Extract and upload TEP file to drive 5. Create a JCD Stage for KIU and Yunan	
07/07	1. Meeting with delegates from Kolej Vokasional Kuala Klawang	

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WEEKLY REPORT: WEEK 15

Date	Activity	Remarks
10/07	1. Meeting with delegates from Politeknik Banting 2. Meeting minutes with KV Kuala Klawang 3. Meeting minutes with Politeknik Banting	
11/07	LEAVE	
12/07	1. Meeting with Aisyah and Benjamin 2. Create a slides proposed activity 3. Create a Chinese Company list 4. Present on Inter Farewell Party 5. Check what should edit on the Profile Company PPT	
13/07	1. Check the handbook competition 2. Cold Calling to the institution 3. Create an Invitation Letter	
14/07	1. Meeting with Directors Zone Negeri Sembilan and Melaka 2. Meeting with Directors IKTBN Chembong	

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WEEKLY REPORT: WEEK 16 & 17

Date	Activity	Remarks
17/07	1. Meeting minutes with Directors KV Zone Negeri Sembilan and Melaka 2. Meeting minutes with IKTBN Chembong 3. Create an announcement for competition 4. Create a checklist for document registration 5. Create an agenda for Competition Registration Process	
18/07	1. Research on some Company 2. Zoom for briefing the participant on the registration process 3. Edit the MOU certificate 4. Contacted with the institution	
19/07	1. Meeting with delegates from Indonesia 2. Contacted with the institution 3. Cold Calling Company	
20/07	1. Meeting with Embassy of Laos 2. Cold Calling to China Embassy in Pakistan 3. Sent out the collaboration letter to Politeknik Banting 4. Create an announcement on the competition group	
21/07	1. Cold Calling to China Embassy 2. Cold Calling to the participant 3. Fill up the Collaboration form	

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WEEKLY REPORT: WEEK 16 & 17

Date	Activity	Remarks
24/07	1. Contacted the institution 2. Accompany Benjamin to Pakistan Embassy 3. Contacted the participant 4. Meeting with Ms Ann about Scholarship Ads	
25/07	1. Follow up with the participant 2. Follow up with the institution 3. Contacted Kolej Vokasional 4. Search more participant	
26/07	1. Follow up with the participant 2. Cold Calling to China Enterprises	
27/07	1. Follow up with the participant 2. Cold Calling to China Enterprises 3. Sent out an email to China Enterprises 4. Monthly report	
28/07	1. Follow up with the participant 2. Fill up photo and Intro for the Invited Namelist (The 7th International Summit & Exhibition for Applied Education and TVET) 3. Monthly Report Session 4. Regist and Submit Business proposal for the competition 5. Fill up the list for 2023 CAECW Invited Namelist 6. Dinner with delegates from Embassy of Spain	

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WEEKLY REPORT: WEEK 18

Date	Activity	Remarks
31/07	1. Follow up with the participant 2. Create Collaborate requesting form for KV Port Dickson 3. Edit student photo for the competition 4. Handover Meeting	
01/08	1. Contacted the participant 2. Handover preparation	
02/08	1. Handover documents 2. Contacted the participant	
03/08	1. Updated collaborate pool 2. Record Tiktok Content	
04/08	1. Updated collaborate pool 2. Fill up profile on namelist template	

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SAMPLE