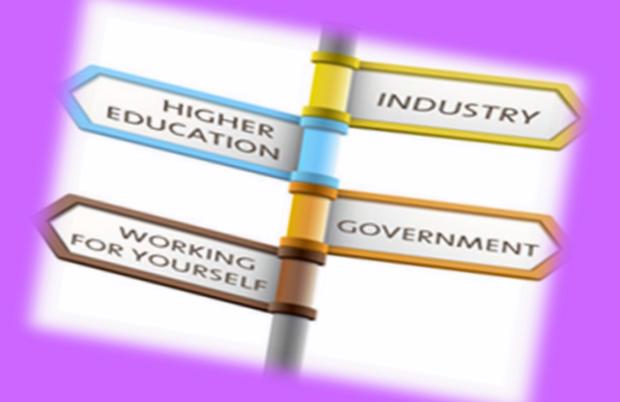


CAREER PATHWAY FOR STUDENTS & GRADUATES



UNIT KERJAYA, CISEC, PMK

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PREFACE:



DIRECTOR OF POLITEKNIK MELAKA

Assalamualaikum WBH and Salam Sejahtera.

Here I take the opportunity to say well done and congratulations to everyone involved in the production of Career Pathway for Melaka Polytechnic students.

As we know, to produce a good piece of work requires time, energy, commitment and the contribution of ideas until this Career Pathway results shows.

It is hoped that this Career Pathway can be used as a guide by students and graduates of Melaka Polytechnic to work or continue their studies after completing their studies at Melaka Polytechnic.

Hopefully this noble effort can be continued in producing writings and publications as a guide for students in the future.

Thank you

Sr. HAJI RAZALI BIN JOHARI



HEAD OF CORPORATE INDUSTRY SERVICES & EMPLOYABILITY (CISEC)

Bismillahirrahmanirrahim

Assalammualaikum WBT & Salam Sejahtera

First and foremost, I would like to congratulate all coordinators that are directly or indirectly involved in this writing of Career Pathway for Politeknik Melaka (PMK) students and graduates. Hopefully this guideline can provide sufficient guidance for students and graduates of PMK and help them in making adequate educational and occupational choices and in taking career decisions based on the demand and requirements of their future career.

Lastly, I hope this guideline can help students and graduates aware of their strengths and weaknesses and also their skills and knowledge that are required to achieve their goals in future.

Well done & Thank you

MRS. ZAIHAN BINTI HARON



CAREER OFFICER

Assalamualaikum WBH

Alhamdulillah, first of all I would like to congratulate and thank all the authors who have been involved in preparing the Career Pathway for students and graduates as their guide and reference.

This career pathway is published to make it easier for PMK students to see their direction after completing their studies. With this guide, it will provide useful guidance during and after they finish studying later.

With the idea that was sparked by the Head of CISEC, Career Pathway was born with the touch of ideas from all the academic departments at Melaka Polytechnic.

Finally, I would like to thank all the Career Guidance Coordinators of the Department and all CISEC members for the production of this Career Pathway.

Thank you.

MRS. RENI SURIANI BINTI HASHIM

CONTENTS

01	PREFACE BY DIRECTOR OF POLITEKNIK MELAKA
02	PREFACE BY HEAD OF CORPORATE INDUSTRY SERVICES & EMPLOYABILITY (CISEC)
03	PREFACE BY CAREER OFFICER
04	TOP COMMITTEES, WRITERS & EDITORS
05	DIPLOMA IN CIVIL ENGINEERING
17	DIPLOMA IN ELECTRICAL ENGINEERING (CONTROL)
33	DIPLOMA IN MECHANICAL ENGINEERING
41	DIPLOMA IN INTERNATIONAL BUSINESS
52	DIPLOMA IN ACCOUNTANCY
74	GRADUATE EMPLOYABILITY TREND (2006-2021)
75	CONCLUSIONS
76	REFERENCES

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ENGINEERING (CONTROL)

(DJK)

3. MR. MOHD AMBRI BIN ASIS DIPLOMA IN

MECHANICAL ENGINEERING

(DKM)

4. MRS. ROSFASHIHAH BINTI ROSLAN DIPLOMA IN ACCOUNTANCY

(DAT)

5. MRS. NAZIRA BINTI MD LATIB DIPLOMA IN INTERNATIONAL

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6 MR. SAHZALI BIN MOHD RAMLI INDUSTRIAL RELATIONS &

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3. FORMAT EDITOR

MRS. ZAIHAN BINTI HARON

DIPLOMA IN CIVIL ENGINEERING



Writer:



MRS. MUNIRAH BINTI ABDUL RAHIM

DIPLOMA IN CIVIL ENGINEERING



1. PROGRAMME SYNOPSIS:

Diploma in Civil Engineering provides knowledge, skills and attitude to adapt to new technology in civil engineering with the ability to demonstrate professionalism and work ethics in fulfilling responsibilities towards the creator, client and society.

This programme provides theory as well as carries out practical work. This programme also offers courses in Civil Engineering area such as Engineering Graphics, Water & Water Resources Engineering, Environment, Strength & Structural Design, Road & Transportation, Engineering Management and Geotechnics.

This programme is specially designed with hands-on training in addition to the theoretical learning in civil engineering. They are required to complete the industrial training to prepare graduates for employment in different sectors of the industry because the skills and knowledge acquired are used throughout modern industry.

They will be able to use appropriate communication and interpersonal skills to perform tasks in various situations. Graduates will demonstrate desired behavioral traits like integrity, team work, problem solving and passion in performing the tasks related to their area of specialization. They will possess entrepreneurial skills to contribute to the economic growth for the nation's development in the

construction industries. With these additional skills, they will be more competitive in the present job market

This programme aims to provide knowledge and this programme believes that all individuals have potential to be proactive and responsible senior technicians to support the national agenda in transforming the construction industry to be highly productive, environmentally sustainable with globally competitive players while focused on safety and quality standards.



2. COURSE HIGHLIGHTS:

- · Occupational, Safety and Health
- · Engineering Drawing and Computer Aided Drafting (CAD)
- · Brickworks and Concrete Laboratory
- · Civil Engineering Materials
- · Plumbing and Carpentry Workshop
- · Mechanics of Civil Engineering Structure
- · Engineering Survey

- · Contract and Estimating
- · Entrepreneurship
- · Industrialized Building System (IBS) In Sustainable Construction
- · Geotechnical Engineering
- · Highway and Traffic Engineering
- · Fluids Mechanics
- · Project Management and Practices
- · Steel Structure Design
- · Water Supply and Waste Water Engineering
- · Theory of Structures Structure
- · Hydraulics and Water Quality Laboratory
- · Civil Engineering Project 1 And 2
- · Building Information Modelling (BIM)
- · Reinforced Concrete Design
- · Hydrology
- · Hydraulics
- · Engineering in Society
- · Building Services
- · Environmental Pollution and Control
- · Engineering Industrial Training



3. UNIVERSITY TO FURTHER STUDIES

- Universiti Teknologi Malaysia
- Universiti Putra Malaysia
- Manipal International Universiti
- Universiti Tenaga Nasional (UNITEN)
- Universiti Tun Hussein Onn
- Universiti Teknologi Mara
- Universiti Kebangsaan Malaysia
- Universiti Pertahanan Nasional Malaysia
- Universiti Pertahanan Malaysia
- Universiti Sains Malaysia

Source:

https://www.bachelorstudies.com.my/Ijazah-Sarjana-Muda/Kejuruteraan-Awam/Malaysia/









4. JOB / CAREER PROSPECT:

Graduates in the Diploma Civil Engineering programme are able to work as Executives/ Officers / Supervisors / Assistants in the following area:

- ❖ Technical Assistant
- ❖ Site Supervisor
- Inspector of Work
- ❖ Assistant Engineer
- Contractor
- Health and Safety Officer
- ❖ Research Assistant
- Quality Control Assistant Engineer
- Material Coordinator
- Entrepreneur





5. RELATED INDUSTRIES FOR INTERN / CAREER

- Jabatan Kerja Raya (JKR)
- Petronas
- TNB
- Gamuda
- CTRM
- DOSH

- NIOSH
- CIDB
- SAMB
- MBMB
- KLIA

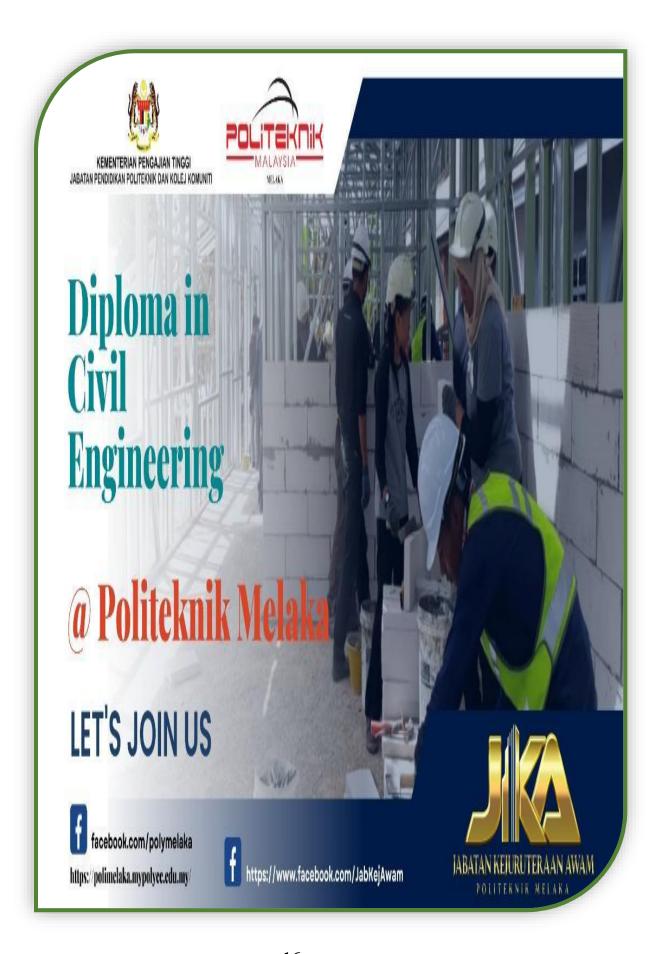
ACHIEVEMENT











DIPLOMA IN ELECTRICAL ENGINEERING (CONTROL)





DIPLOMA IN ELECTRONIC ENGINEERING (CONTROL)







1. PROGRAMME SYNOPSIS:

The Diploma in Electronic Engineering (Control) programme is designed to cover the current wide discipline of electronic engineering, with the added specialization of electronics used in the field of control system and industrial automation. The broad-based electronic foundation of which includes electrical and electronic principles, computer aided design, fundamental programming and simulation. The green elements are also incorporated in the curriculum to provide awareness toward the importance of sustainable energy.

This programme aims to provide all individuals to be a resourceful and adaptable technician to support the nation's aspiration in providing engineering talent.

2. COURSE HIGHLIGHTS:

- Electrical Technology
- Electrical Wiring
- Measurement Devices
- Electrical Circuits
- Semiconductor Devices
- Digital Electronics
- Programming Fundamental
- Electronic Computer Aided Design
- Basic Control System

- Instrumentation
- Embedded System Application
- ❖ Programmable Logic Controller (PLC) and Automation
- Control Systems
- Power Electronics
- Process Measurement
- Project
- Entrepreneurship





3. UNIVERSITY TO FURTHER STUDIES:

Universiti Malaysia Pahang (UMP) Lebuhraya Tun Razak 26300 Gambang, Kuantan Pahang. Tel: (6)09-431 5000 Fax: (6)09-431 5555 www.ump.edu.my	Sarjana Sains Kejuruteraan (Instrumentasi)
Universiti Malaysia Terengganu (UMT) 21030 Kuala Terengganu Terennganu. Tel: (6)09-668 4219 Fax: (6)09-668 4143 www.umt.edu.my	Sarjana Muda Sains Gunaan (Elektronik dan Instrumentasi) dengan Kepujian
Universiti Teknikal Malaysia Melaka (UTeM) Hang Tuah Jaya 76100 Durian Tunggal Melaka. Tel: (6)06-270 1000 Fax: (6)06-270 1022 www.utem.edu.my	Ijazah Sarjana Muda Kejuruteraan Elektrik (Kawalan, Instrumentasi & Automasi) Dengan Kepujian
Univaersiti Teknologi Malaysia (UTM) 81310 Johor Bahru Johor. Tel: (6)07-553 3333 Fax: (6)07-556 1722 www.utm.my	Sarjana Muda Kejuruteraan (Elektrik-Kawalan Dan Instrumentasi)

UniKL Malaysian Institute of Industrial Technology (UniKL MITEC)

Level 3, 1016, Jalan Sultan Ismail,

Tel: (6)03-2175 4000 Fax: (6)03-2175 4001 www.unikl.edu.my

50250 Kuala Lumpur

Bachelor of Engineering Technology (Hons) in Instrumentation and Control Engineering

4. JOB / CAREER PROSPECT:

Graduates from Diploma of Electronic Engineering (Control) can access a broad range of careers in the industry. The knowledge, skills and abilities that the students acquire from the programme will enable them to participate in the job market as:

- Process Control Technical Assistant
- ❖ Industrial Automation Technical Assistant
- Technical Site Support
- Electrical/ Electronic Technician
- ❖ Assistant Engineer
- Self-employed

5. ALUMNI ACHIEVEMENT



ATHIRAH NABIHAH BINTI ISHAK
MANUFACTURING TECHNICIAN
@ INTEL TECHNOLOGY



ABDUL AZIZ BIN ROSLI

ROV SUBMERSIBLE ENGINEER/ROV SENIOR PILOT TECHNICIAN



AIMAN SYAHMI BIN ADNAN

MANAGER DIRECTOR TRIPLE

C LIGHTNING ENTERPRISE

6. RELATED INDUSTRIES

- Infineon Technologies
- ❖ PPK Technology Sdn. Bhd
- ❖ Likom CMS Sdn. Bhd.
- ❖ Top Glove Sdn Bhd
- ❖ FGV Palm Industries Sdn. Bhd
- Tenaga Nasional Berhad





7. ACTIVITIES







PROGRAMME OF STUDENT PROJECT INNOVATION DAY





INTERNATIONAL PROGRAMME





PROGRAMMES TO ENHANCE TALENT AND HANDS-ON SKILLS FOR INDUSTRIAL NEEDS



GROUP DISCUSSION







VARIOUS TOURNAMENTS HAD BEEN ORGANIZED FOR STUDENTS TO IMPROVE THE RELATIONSHIP









PROGRAMMES OF SERVICES WITH COMMUNITY







INDUSTRIAL VISIT

DIPLOMA IN MECHANICAL ENGINEERING



Writer:



MR. MOHD AMBRI BIN ASIS

1. PROGRAMME SYNOPSIS:

Diploma in Mechanical Engineering program aims to prepare students with necessary knowledge, skills, soft skills and abilities to adapt themselves in the mechanical engineering field. It was developed to give a balanced emphasis on theoretical and practical aspects. This programme aims to provide knowledge about the relevant industries.

2. COURSE HIGHLIGHTS:

- Occupational Safety and Health
- Mechanical Workshop
- Strength of Materials Engineering Lab
- Dynamics
- Project
- Computer Aided Design
- Thermodynamics
- Fluids Mechanics
- Engineering Design



3. UNIVERSITY TO FURTHER STUDIES:

- Universiti Teknologi Malaysia (UTM)
- ❖ Universiti Teknikal Malaysia (UTeM)
- Universiti Malaysia Pahang (UMP)
- Universiti Malaysia Perlis (UNIMAP)
- Universiti Teknologi Mara (UiTM)





4. JOB/CAREER PROSPECT:

Graduates in the Mechanical Engineering programme are able to work as Executives/ Officers / Supervisors / Assistants in the following area:

- Safety and Health Officer
- ❖ Sales and Marketing / Commercial
- Government Liaison / Public Sector Office
- Technician
- Draughtsman
- Foremen
- **❖** Welder
- **❖** Machinist



5. RELATED INDUSTRIES

- Perodua
- Proton
- Infineon Technologies
- Samsung
- Petronas
- ❖ CTRM
- ❖ Konica Minolta

6. ACTIVITIES











DIPLOMA IN INTERNATIONAL BUSINESS





MRS. NAZIRA BINTI MD. LATIB





DIPLOMA IN INTERNATIONAL BUSINESS

1. PROGRAMME SYNOPSIS:

Diploma in International Business is one of the marketable qualifications for industries and higher education. It is developed to assist management to plan, implement, and apply acquired skills in various global business industries. The course content is designed in such a way that it is able to educate students with comprehensive knowledge and skills in related fields. Diploma in International Business covers the fundamentals and theories related to international business that assist students to carry out research for business globally.

This programme aims to provide knowledge about the importance of trade between countries, the value of good relations between the government, the information of the country's legal system, risk and insurance, the efficiency of financial management and foreign requirements, supply chain management in managing supply and demand and logistics activities.





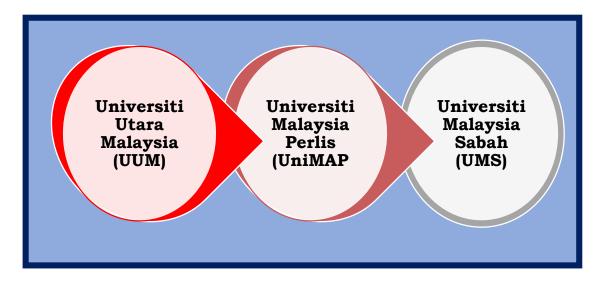
2. COURSE HIGHLIGHTS:

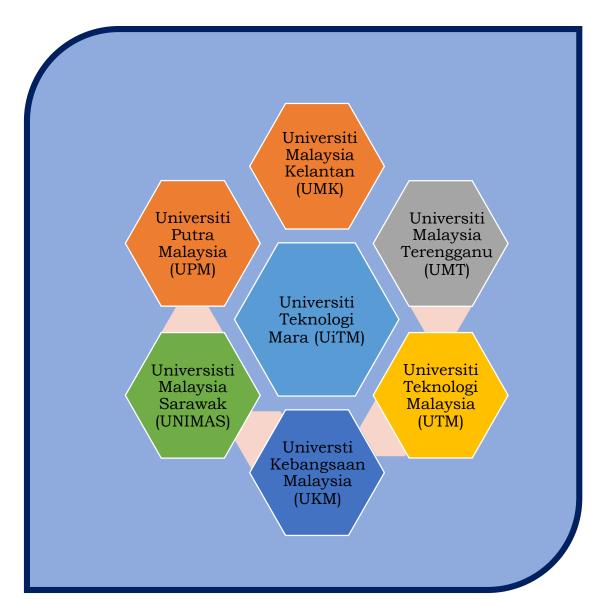
- Introduction to International Business
- Introduction to Supply Chain Management
- Export & Import Practices
- * Regional Economic Development
- Introduction to Logistics Management
- International Trade
- International Marketing
- Principles of Risk Management and Insurance
- International Financial Management
- International Management





3. UNIVERSITY TO FURTHER STUDIES:



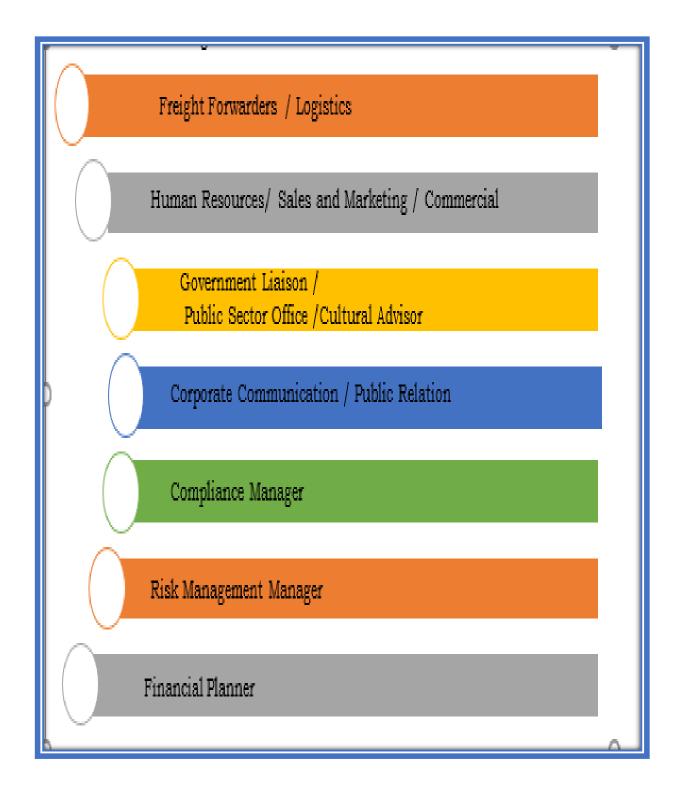






4. JOB / CAREER PROSPECT:

Graduates in the Diploma International Business programme are able to work as Executives/ Officers / Supervisors / Assistants in the following area:



5. RELATED INDUSTRIES FOR INTERN / CAREER

COMPANY
WESTERN DIGITAL (M) SDN.BHD
ZARAQASEH ENTERPRISE
AIZAT AGENCY
AKADEMI IMIGRESEN MALAYSIA
SYARIKAT AIR MELAKA BERHAD
APG MARKETING & MANAGEMENT SDN. BHD
JABATAN KHIDMAT PENGURUSAN MBMB
ONITEK GLOBAL SDN BHD
ZABA SAMURA (M) SDN.BHD.
APG MARKETING & MANAGEMENT SDN. BHD
TAMAN SARI LEGACY HOLDINGS SDN. BHD.
KERTAS PUTIH TRADE
INKUBATOR KEUSAHAWANAN POLITEKNIK MELAKA
MAYBANK

RIZQYI ADN ENTERPRISE

MINISTRY OF INTERNATIONAL TRADE INDUSTRY

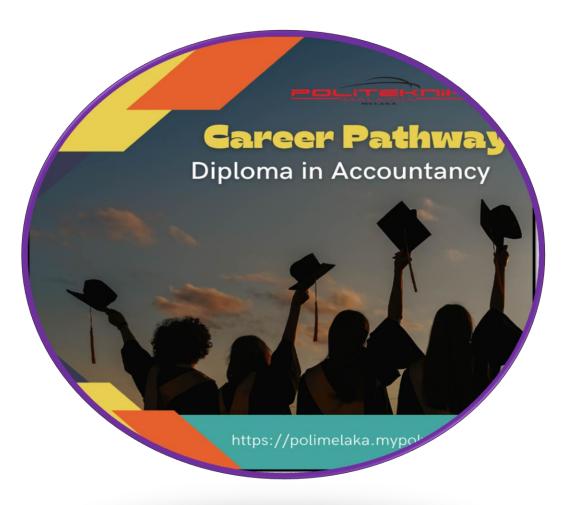
BANDAR UTAMA CITY CENTRE SDN. BHD.

6. STUDENT'S ACTIVITIES AND ACHIEVEMENT





DIPLOMA IN ACCOUNTANCY



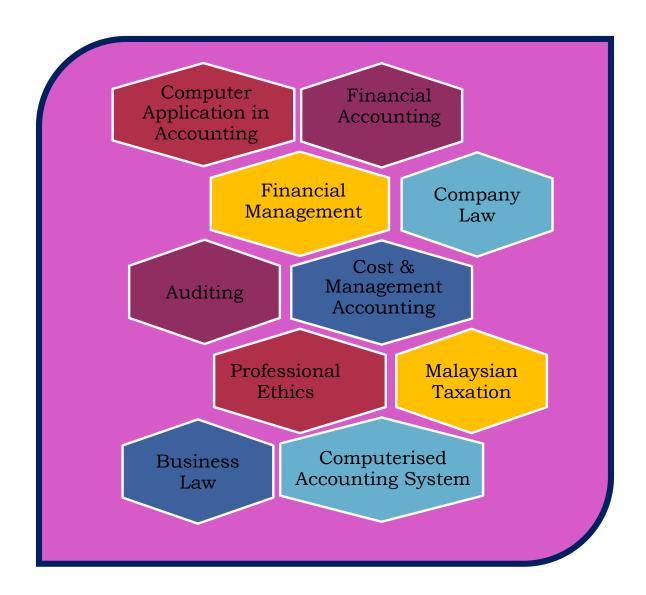




A career in the accounting profession offers an excellent job prospect and great opportunity for career advancement. This profession is highly in demand as they are required in all sectors. The body of knowledge in accounting is to develop and communicate the financial information to stakeholders and other related parties for the purpose of decision making. Therefore, the need for graduates with adequate knowledge, skills and values in accounting is essential to fulfill the task. In addition, to meet the demand of producing 60,000 accountants by the year 2030, as part of the nation's talent-building agenda, the government will continue to strengthen the education system to ensure graduates are equipped with the right qualities and skills in line with the era Of Industrial Revolution 4.0 (ASC, 2018). Department of Polytechnic and Community College Education (DPCCE), Ministry of Higher Education takes initiative to meet this demand by offering the **Diploma in Accountancy** programme. The department hopes this programme will be a platform in providing continuous career advancement in the accounting field.

The **Diploma in Accountancy** programme is designed to equip graduates with knowledge and skill sets through integrated educational experience in accounting disciplines including areas and sub-areas of Financial and Management Accounting, Auditing, Taxation, Finance, Professional Ethics as well as Management Knowledge, Digital Information, Entrepreneurship, Interpersonal Development. The objective of this programme is to provide accounting education at SME professional level to meet the demands of both the public and private sectors. This programme is governed by both local and international accounting standards in accordance with requirements of accounting professional and other regulatory bodies in Malaysia to comply with the Programme Standards of Accounting issued by Malaysian Oualification Agency (MOA).

1. COURSE HIGHLIGHT



2. UNIVERSITY TO FUTURE STUDIES

Graduates of Polytechnics in general are able to advance their studies through these three academic career pathways;

Institution of Higher Learning (Public/Private)

This pathway allows polytechnic students to advance their studies in other public universities, as well as other private learning institutions. Apart from this, students are also able to pursue other non-technical paths, should they desire.

LIST OF UNIVERSITY	PROGRAMME	INFORMATION
TAR	Bachelor of Accounting (Honours)	Universiti Utara Malaysia 06010 Sintok, Kedah Darul Aman, Malaysia. Tel: (6)04-928 4000 Fax: (6)04-928 3053 www.uum.edu.my
UNIVERSITI TEKNOLOGI MARA	Bachelor of Accounting (Honours)	Universiti Teknologi MARA (UiTM) 40450 Shah Alam, Selangor Darul Ehsan, Malaysia Tel: (6)03-55442000 www.uitm.edu.my
UPM UNIVERSITI PUTRA MALAYSIA BERTUMU BERBARTI	Bachelor of Accounting (Honours)	Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia Tel: (6)03.8946.6000 Fax: (6)03.8948.7273 www.upm.edu.my
msu management & science university	Bachelor of Accounting (Honours)	Management and Science University, University Drive, Off Persiaran Olahraga, Section 13, 40100 Shah Alam, Selangor, Malaysia Tel: (603) 5521 6868 www.msu.edu.my

UNIVERSITI KEBANGSAAN MALAYSIA National University of Malaysia	Bachelor of Accounting (Honours)	Universiti Kebangsaan Malaysia, 43600 UKM, Bangi Selangor, Malaysia Tel: (6)03 8921 5555 1 Fax: (6)03 8921 5555 www.ukm.my
UNIVERSITI SAINS MALAYSIA	Bachelor of Accounting (Honours)	Universiti Sains Malaysia, 11800 USM Pulau Pinang Malaysia Tel: (6)04-653 3888 Fax: (6)04-658 9666 www.usm.my
الجامعة السالمية العالمية ماليريا OVERNATIONAL ISLAMIC ENVERTIT MALATULA ويُنْ أَرْسِيْنَيْ الْخِيْرُ الْبَارِانِ فِيْنَا مِلْمِيْنِيْنَا	Bachelor of Accounting (Honours)	International Islamic University Malaysia, P.O. Box 10, 50728 Kuala Lumpur Tel: (6) 036196 4000 Fax: (6) 036196 4053 www.iium.edu.my
The National Energy University	Bachelor of Accounting (Honours)	Universiti Tenaga Nasional, Putrajaya Campus, Jalan IKRAM- UNITEN, 43000 Kajang, Selangor, Malaysia. Tel: (6) 03-8921 2020 www.uniten.edu.my
MULTIMEDIA UNIVERSITY	Bachelor of Accounting (Honours)	Universiti Multimedia, Persiaran Multimedia, 63100 Cyberjaya, Selangor, Malaysia. Tel: (6) 03-8312 5803 Fax: (6) 03-8312 5080 www.mmu.edu.my



Bachelor of Accounting (Honours)

University of Malaya,

50603 Kuala Lumpur, MALAYSIA Tel: (6) 03-7967 7022/3273

Fax: (6)03-7956 0027

www.um.edu.my

3. JOB / CAREER PROSPECT

Graduates from Diploma of Accountancy will be able to land various job opportunities either in public or private sector. The knowledge, skills and abilities that the students acquire from the programme will enable them to become:

- 1 ACCOUNT ASSISTANT
 2 ACCOUNT OFFICER
 3 ACCOUNTING TECHNICIAN
 4 AUDIT ASSISTANT
- 5 TAX ASSISTANT
- 6 TAX TECHNICIAN
- 7 FINANCE ASSISTANT
- 8 ENTREPRENEUR
- 9 CUSTOM OFFICER

4. RELATED INDUSTRIES

Students from Diploma of Accountancy will be able to seek a place for doing internship programmes with these established firms in Malaysia. The following are suggested firms which offer accounting job scope in their business.



AA ASSOCIATES

LT ACCOUNTING & ADVISORY SDN BHD

RADZI & CO

K RICH EMPIRE SDN BHD

FZ BUMIPRO GROUP SDN.

BHD

JABATAN KASTAM DIRAJA MALAYSIA

INSTITUT PENYELIDIKAN DAN KEMAJUAN PERTANIAN MALAYSIA (MARDI)

FAUZEE MUSTAFFA & ASSOCIATES SDN BHD

ACCOUNTING FIRM @ POLIMELAKA

MAYBANK

JABATAN KHIDMAT PENGURUSAN MBMB

ECJ DYNAMIC SDN BHD

SLG CONSTRUCTION

ZR BINA RESOURCES

PUMAR SOLAR POWER SDN

BHD

ZAD GROUP SDN BHD

SHELL RETAIL PETROL

STATION

AIRAZ LEGACY

CSQ ANALYTICS SDN BHD

KUZAIMI & CO.





MQA BENCHMARKING VISIT FOR PROGRAMME DAT & DPI TO UITM SHAH ALAM



TALK SHOW WITH ALIFF TEEGA & AISYAH HIJANAH



INTERNATIONAL MIA VIRTUAL CAREER TALK @ CODES



e-SPORT PUBG CHAMPION

PROGRAMME ACTIVITIES & ACHIEVEMENT



INTERNATIONAL VIRTUAL INTERNSHIP REVIEW & SHARING EXPERIENCE WITH POLITEKNIK NEGERI SRIWIJAYA



JURY SPECIAL AWARD FOR SERVICES
CATEGORY IN NVPC2021



LIFE-LONG LEARNING PROGRAMME WITH FINAL YEAR DAT'S STUDENTS



PPI PROGRAMME WITH THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC



LIFE-LONG LEARNING PROGRAMME
MICROSOFT EXCEL WITH ASKAR WATANIAH
KEM BUKIT BERUANG ACCOUNTANT
(MICPA)BERUANG



ALUMNI SHARING @ COMMERCE DEPARTMENT 2021

ACTIVITIES & ACHIEVEMENT



PROGRAMME TAUTAN RAMADHAN WITH RUMAH KASIH HARMONI



RESUME WRITING, INTERVIEW & PROFESSIONAL IMAGE WORKSHOP- 'ONE STEP TOWARDS SUCCESS'



MOTIVATION & LEADERSHIP PROGRAMME FOR FINAL YEAR STUDENTS WITH UITM COMMUNITY LENDU

SHARING IS SIGN OF LOVE BY ALUMNI COMMERCE DEPARTMENT 2-2021/2022

"TO BE INSPIRED IS GREAT, TO INSPIRE IS AN HONOR."

MUHAMMAD ALIF BIN HAMDAN ACCOUNT ASSISTANT DEGREE ACCOUNTING TARIKH: 22 MEI 2022 (AHAD)

MASA : 9.00 PAGI - 11.00 PAGI

KAEDAH: ONLINE

PENYERTAAN: 53 PELAJAR (DATIB, DAT3

EXPERIENCE SHARING WITH ALUMNI'S DAT

GRADUATE EMPLOYABILITY TREND (2006 -2021)



Source: Politeknik Melaka, Tracer Study Report 2021

CONCLUSION

Students are often associated with their group who will be the future hope of the family, country and religion. Students are also human capital that will be the pillar of the country's future in the future. Preparation to provide good human capital starts from now. The planning of students' direction is when they are still studying and not after they finish studying later.

The production of this Career Pathway is timely to guide and support the development of human capital under CISEC Politeknik Melaka.

This Career Pathway provides guidance for students in forming an excellent career one day.

Hopefully, with the birth of this Career Pathway, it can benefit Politeknik Melaka students whether they want to continue their studies or work after finishing their studies later.

Indeed, the good comes from Allah swt and the bad comes from us.

Thank you

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- 2. Programme Information Diploma in Civil Engineering. Version: 230419_3_Effective: June2020. Department of Polytechnic & Community College Education, Ministry of Higher Education, retrieved from spmp.polimelaka.edu.my on 11 Ogos 2022
- 3. Politeknik Melaka, Tracer Study Report 2021
- 4. https://educationmalaysia.gov.my/ on 10 Ogos 2022
- 5. https://educationmalaysia.gov.my/ on 13 Ogos 2022
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