

Student Learning Aids For the Subject on Local Government

Suzei Mat Nurudin*, Nor Suhaiza Md Khalid & Zarina Mohd Zain

Universiti Teknologi MARA,
Cawangan Negeri Sembilan, Kampus Seremban, Malaysia

*suzei509@uitm.edu.my

ABSTRACT

The local government or also known as the local authority is the third tier and most important unit in the government administrative structure in Malaysia after the federal and the state government. The local government is fully responsible for the delivery of services as well as the provision of basic facilities to the local resident within its administrative area that has been designated by the state government. The existence of local government act as a facilitator to assist the federal and the state governments because the roles and responsibilities performed by the local government covers extensive scope and essential to the nation's development. This study focused on students' learning aids needed to understand the local government subject offered to Faculty of Administrative Science and Policy Studies (FSPPP) students (Diploma in Public Administration). Local Government Administration is the core subject for final year diploma students so the study focuses on the graduating students in helping students to better understand the local government system in Malaysia. The survey found that, students opted for Glossary of important concept in local government, QR code containing essential information related with local government in Malaysia, Mind maps for each chapter and Exercise questions for each chapter. All of these suggestion should become interactive revision notes for students. It is designed to deliver essential information concerning local government governance using designated concept and attractive colorful design information to aid student's comprehension.

Key Words: local government, concept map, glossary, QR mode and exercise question

1. INTRODUCTION

The system of government in Malaysia adopts the system of Federalism and has three important administrative systems, whereby the federal government is positioned on the top of the hierarchy, followed by the state government and at the bottom is the local government. Local government govern a sub district in a state to manage and serve the local community in the area that has been identified by the state government. (Ahmad Atory Hussin. 1991).

A government administrative structure of a country regardless of its political system, can generally be classified into three levels starting with the Central Government, followed by the State Government and lastly the Local Government. This three-tier division structure is practiced by most countries in the world, especially countries that adopt a Federal system. In Malaysia, a similar scenario exists, but the model of local government in Malaysia is slightly different from in the practices of the West. This is so, especially in terms of the wider local government jurisdiction. However, some aspects such as the amount of power entrusted to the local government is still similar following the system practiced by the British Government (Mohd Razali 1992).

In Europe and other developed countries, local governments are among the bodies that play an important role in the conservation and preservation work of heritage buildings. So one of the ways to enable the Local Authorities to carry out their duties as planned, is needed a strong act. In Malaysia,

local government is subjected and supported by the Local Government Act 171 which outlines jurisdiction and become the main reference for the local government administration.

Local government administration is a core subject for final year students pursuing a Diploma in Public Administration, FSPPP, UiTM. It is a requirement that students have to pass the subject in order to graduate on time.

2. LITERATURE REVIEW

At the Local Government level, the Local Authority is essential to drive development in its administrative area. The Local Authority is a body established through the legislation of the Federal Constitution of Malaysia and this body conduct its governance based on what is being outlined by the law. The local community demands systematic, high-quality administration that can meet their current needs. Therefore, local government needs to meet these expectations of the local community by offering an effective and efficient administrative system.

“Local government in the context of Peninsular Malaysia means government in urban, rural or a combination of these two areas and under the authority of the respective state governments. The local government has a legitimate place and holds a sovereign position from the supreme government. Local government is the third level stage in the structure of the Federation of Malaysia.” Definition of Local Government by Malcolm W. Norris (1980) in Phang (1989).

Local government can be defined as a political subdivision within a country (within the federal system of government) or a state. Its jurisdiction is enshrined in the Local Government Act where its administrative, financial and functional powers as well as the limitations are listed. Under this act, the local government has its own authority over local affairs, including the power to collect tax revenue (assessment tax) and non-tax revenue (summons, parking coupons, etc.).

The governing body is an entity appointed or elected by the higher levels of government (e.g. appointed by the state government for each state or appointed by the federal government for each Federal Territory (Athi Nahappan 1968; Sady 1962, in Ahmad Atory Hussain 1991). The governing body refers to the council members where the state government will appoint 8 to 24 council members to administer the designated local government areas.

For a developing country like Malaysia, a local government is the agency closest to the local community. The local government plays an important role in the aspect of community development. It has important functions to the local community in the aspect of local administration, provision of business space and other services.

As identified by Nor Suhaiza, Suzei & Zarina, (2017), students faced difficulties to comprehend the content of local government subject. Thus the study conducted has identified some learning aids needed by the students such as Glossary of important concept in local government, QR code containing essential information related with local government in Malaysia, Mind maps for each chapter and Exercise questions for each chapter. It is hoped that by developing all of these students request can be effective learning aids to help them in studying the subject.

3. METHODOLOGY

This purpose of the study is to identify the learning aids needed by the students enrolled in the Diploma in Public Administration course at Universiti Teknologi MARA (UiTM) taking a Local Government subject. The results of the study found that students need clearer guidance to aid their learning. Hence, the researcher produced Glossary of Local Government Terms, Local Government Terms in QR Mode, Concept Mapping Informative Local Government Notes and Practices Local Government Exercise Book as the learning aids to increase students' understanding of local government content. In addition, these local government learning aids can also be used by the local community in an effort to recognize and understand the local government. With the result of the learning aids, students can know better and understand more the local government content.

4. RESULTS & DISCUSSION

The survey questionnaires were distributed to UiTM, Diploma in Public Administration students. A total of 75 respondents who are the final year Diploma in Public Administration students have given their feedback. Based on the questionnaires result analysis, the study found the following on the learning aids for local government subject.

Table 1 – Respondent

Campus	No
Seremban 3	45
Kelantan	15
Melaka	15

From the findings, 45 respondents were from Seremban 3 campus. The rest of the respondents were the students from Kelantan campus (15) and the other 15 respondents from Melaka campus students.

Table 2 – Learning content is easy to learn and understand

Yes	No
57	17
17	1

In addition, the survey also identified the respondent's opinion on local government learning content. The analysis shows 57 of the students agreed that the learning content is easy to learn and understand by the students and 17 responded that they are not sure whether the content is it easy or not. However, only 1 respondent felt that local government subject is not easy to learn and understand.

Table 3 – Learning aids needed for Local Government subject

Mind maps for each chapter	48
Compilation of past year exam questions	39
Glossary of local government terms	36
Exercise question for each chapter	46

Regarding with the learning aids needed by the students for the subject on local government, 48 responded that mind maps is the most needed learning aid. Meanwhile 46 of them also said that they need exercise questions for each chapter. 39 other respondents preferred compilation of past exam questions while 36 chose the glossary of local government terms.

Table 4 - Most effective learning aids for the subject on local government.

Compilation of past year exam questions	13
Mind maps for each chapter	35
Glossary of local government terms	17
Exercise questions for each chapter	10

The last question asked the respondent choice of the most effective learning aids for the subject, the highest number of respondents opted for mind map for each chapter as their main preferences (35). 17 chose glossary of local government terms and 13 students preferred compilation of past year exam questions as the most effective learning aids for local government subject. Exercise questions for each chapter was chosen by the remaining 10 students.

5. CONCLUSION & RECOMMENDATION

It can be concluded that the Glossary of Local Government Terms, Local Government Terms in QR Mode, Concept Mapping Informative Local Government Notes and Practices Local Government Exercise Book, is useful in helping students improve their understanding of Local Government subject. Hopefully these

learning aids will help students in reviewing and getting better results in tests as well as final exams for this subject. It is recommended for the future study to focus on the impact of these learning aids for local government subject on the student's performance in their assessment.

REFERENCES

- Ahmad Atory Hussin. 1991. *Kerajaan Tempatan: Teori dan Peranan di Malaysia*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Akta Kerajaan Tempatan 1976 (Malaysia) (Akta 171)
- Mohd Razali Agus. 1992. *Pembangunan Perumahan: Isu dan Prospek*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Nor Suhaiza Binti Md Khalid, Suzei Binti Mat Nurudin @ Nordin, Zarina Binti Mohd Zain, 2017, Konsep Pentadbiran Kerajaan Tempatan Di Malaysia: Kajian Terhadap Pemahaman Pelajar Pentadbiran Awam, *Journal Of Global Business And Social Entrepreneurship (GBSE)* ,3,7,98-107
- Nor Suhaiza Binti Md Khalid, Suzei Binti Mat Nurudin @ Nordin, Zarina Binti Mohd Zain, 2017, Kaedah Pengajaran Dan Pembelajaran Berkesan Untuk Kursus Pentadbiran Kerajaan tempatan: Dari Sudut Pandangan Pelajar, *Journal Of Humanities, Language, Culture And Business (HLCB)* ,1,6,40-46.
- Nor Suhaiza Binti Md Khalid, Suzei Binti Mat Nurudin @ Nordin, Zarina Binti Mohd Zain, 2019, Local Government Terms Word Index: In Qr Code Mode, Chapter in Book, *Leading Towards Creativity & Innovation*, 18
- Nor Suhaiza Binti Md Khalid, Suzei Binti Mat Nurudin @ Nordin, Zarina Binti Mohd Zain, 2018, Understanding The Devolution Concept Through Glossary Of Local Government Terms, Chapter in Book, *Innovation For Sustainable Growth Series 2*, 59
- Nor Suhaiza Binti Md Khalid, Suzei Binti Mat Nurudin @ Nordin, Zarina Binti Mohd Zain, 2017, Pemahaman Pelajar Terhadap Konsep Kerajaan Tempatan Di Malaysia: Pocket Dictionary In Local Government, Chapters in Book, *International Intellectual Exposition 2017*, 115
- Nor Suhaiza Md Khalid, Suzei Mat Nurudin & Zarina Mohd Zain, Local Government Administration Concept in Malaysia: Review on Public Administration Students Understanding, *Journal of Global Business and Social Entrepreneurship (GBSE)*, Vol. 3: No. 7 (September 2017) page 98–108 | gbse.com.my | eISSN 24621714|
- Phang Siew Nooi (1997), *Sistem Kerajaan Tempatan di Malaysia*, Kuala Lumpur: Dewan Bahasa dan Pustaka, Kementerian Pendidikan Malaysia.
- Soeb bin Pawi, *Model Pengurusan Cukai Harta Pihak Berkuasa Tempatan Malaysia* Fakulti Pengurusan Teknologi dan Perniagaan Universiti Tun Hussein Onn Malaysia, JUN 2013
- Yazid Saleh, Mohamad Suhaily Yusri Che Ngah, Nasir Nayan & Mohamad Isa Hashim, Peranan Kerajaan Tempatan dalam Pemuliharaan Bandar: Kajian Kes Majlis Perbandaran Taiping *Jurnal Perspektif* Jil. 3 Bil. 1 (95-104)