

GUIDELINE FOR REGISTRATION OF TRAINING PROVIDER

Please attach the documents as below :

Official Application Letter from Training Provider

Training Provider Profile

1 set of training course guidelines/ programmes and trainer's biodata. Please refer to Appendix A.

1 set of Comprehensive Training Manuals. Refer Appendix B.

Consent letter or registration from Ministry of Education / MQA / Higher Education Institution / HRDF / JPK and Certified Centers related to program or training.

Bank Account No & 3 Months Company's Bank Statement

Company Registration Certificates (Form 9, SSM)

Company's Signboard/ Training Centre and photos of the training area / office premise

Please refer to Appendix A and B for reference to prepare relevant documents.

Career Interest Inventory or abbreviation IMKS was constructed by Sidek Mohd Noah (1996) based on the Holland Career Selective Theory and Occupational Classification Dictionary published by the Labour Department. This measuring tool consists of three parts: Part A, Part B and Part C and contain 192 items. This measuring instrument can be used to determine the vocational interests of individual careers on job and vocational activities in the following areas: 1) Realistic (R): Agriculture and Forestry, Protection Services, Engineering; 2) Investigative (I): Mathematics and Science, Relation to Medicine; 3) Artistic (A): Arts and Entertainment, Writings and Legislation; 4) Social (S): Sports, Private Services, Social Services; 5) Enterprising (E): Business Administration, Business Analysis, Transactions, and 6) Conventional (C): Clerical Jobs.

Type of Skills

BII	Type Of Skills	SIDEK CODE
1.	1) Engineering 2) Machine operator 3) Mechanical 4) Electronic Technicians. 5) Electrical Technician 6) Quality / Productivity 7) Operational Management 8) Automotive	<u>REALISTIC (R)</u> Realistic personality types are individuals who have athletic or mechanical skills. Love to work with objects, machines, appliances, plants and animals. Prefer to work outdoors rather than within the building.
2.	1) Medical course 2) Biology, Physics & Chemistry Course. 3) Science researcher's course. 4) Physiologists and Anthropologists. 5) Safety & Health	<u>INVESTIGATIVE (I)</u> The type of investigative personality is the type of individual who likes to make observations, learn something, research, analyze, evaluate and solve problems through research. Individual Investigative types also have scientific skills and some technical skills.
3.	1) Architects 2) Journalism 3) Painting 4) Sing 5) Song Composition 6) Home Decorations (ID)	<u>ARTISTIC (A)</u> Artistic personality types are individuals who have artistic and innovative abilities. They have intuitive and willingness to work in situations that are not or less structured. They are also uncomfortable with high structured, routine or repetitive work. In most cases, they often use imagination

	7) Arts	and creativity.
4.	<ul style="list-style-type: none"> 1) Sociologist 2) Teaching 3) Public Relations 4) Welfare Course 5) Counseling. 6) Job relations 7) Hotel & Catering 8) Sales & Marketing 	<p><u>SOCIAL (S)</u></p> <p>The type of Social personality is the type of individual who likes to work and interact with humans. They are interested in informing, helping, training, developing, curing and making others good. They have the skills to use words and to communicate well with others. Their main goal is to make virtue.</p>
5.	<ul style="list-style-type: none"> 1) Business 2) Publicity 3) Attorney 4) Banking 5) Insurance 6) Administration. 	<p><u>ENTERPRISING (E)</u></p> <p>Enterprising personality type is the type of individual who likes to work and interact with people. They have an interest in influencing, directing, leading and managing other individuals. They are also clever and skillful of manipulating others. Their ultimate aim is to achieve organizational gains and economic gains.</p>
6.	<ul style="list-style-type: none"> 1) Actuarial 2) Risk Management 3) Accountants 4) Clerical 5) Taxation 6) Computer Operator 7) Assessment of Property 8) Insurance Clerk 9) Stroke. 	<p><u>CONVENTIONAL (C)</u></p> <p>Conventional personality types are types of individuals who like to work with data and numbers. They have the capabilities and skills in both clerical field and numbers. They usually do things in detail, are acquainted and follow the instructions.</p>

EXAMPLES ITEMS / COURSE ACTIVITIES

1. COURSE TITLE / PROGRAM

Air Conditioning Maintenance Course

2. DURATIONS

3 Months

3. TARGET GROUP

For retrenched workers to learn new skills and enable them to work again.

4. TARGET INDUSTRY

Administration, Banking, Engineering, Computing, Construction, Management, Education, Finance, Government, Human Resource, Information Technology, Insurance, Logistics, Manufacturing and Others.

5. CERTIFICATION

Certification after completion of the course or after the test.

6. COURSE OBJECTIVES

Learn and master new skills to create job opportunities to be accepted in the open market.

7. METHODS / METHODOLOGY COURSE

Briefing / lecture
Classroom discussion
Group discussion
Case studies Practical
training

8. COURSE CONTENT

- 1 Introduction & management role in Project Management.
- 2 Process in Project Management.
- 3 Integration in Project Management.
- 4 Scope of Project Management.
- 5 Time Management.
- 6 Cost Management.

9. COURSE FEE (including all fees such as SST, food, Lecture, Registration, Examination, Materials etc) Please specify the detailed breakdown of the course fee. RM 4,000 / person.

DETAILS (RM) (EXAMPLES)

Lecture Fee	3000.00
Registration fee	500.00
Examination fee	300.00
Material Fee	200.00
TOTAL	4000.00

** The following details are based on actual course expenses*

10. Training fee will be paid in monthly to all appointed training providers and depend on the supplier to make a claim. Whereas for training centers providing placement activities, the Fees will be paid in 2 stages, the first stage is 70% of the total fees and the remaining 30% is paid after successful job placement with evidence.