参　考　資　料

EXPERTS AND FELLOWSHIPS

o.	TRAINING PROGRAMME	Name of Participants and Module No.	1983	1984	1985	1986	1987
	a) Director of CIAST	Wan Seman b.Wan Ahmad					
	b) Chief Advisor	Shohei Kasahara					
	c) Coordinator	Fukuo Sasaki					
	INSTRUCTOR AND SUPERVISORY TRAINING DEPT.						
	a) Expert Pedagogy	Rikiro Koriyama					
	b) Expert Softwear	New Expert					
	c) Expert Audio,Visual Aids	New Expert		2 to 3ms.			
	Head of Department	New Staff					
	A. TRAINING METHODOLOGY						
	TM.1-Pedogogy Training a.Trainee Instructor Training Course	Nordin b.Kamaludin (TM.1 to TM.10)	9 ms.				
	b.Trade Instructor Training Course	Idris b.Mohamad (TM.1 to TM.10)	9 ms.				
	TM.2-Basic Training Methodology for Instructor	A.Anthonysamy (TM.4 to TM.5)		7 ms.			
	TM.3-Skill Analysis	New Staff (TM.1 to 4)			9 ms.		
	TM.4-Written Instructional Material						
	TM.5-Audio-Visual Aids	New Staff (TM.3 to 5)			9 ms.		
	TM.6-Test and Testing						
	TM.7-Training Administration						
	TM.8-Instructional Techniques	New Staff (TM.8 to 10)				9 ms.	
	TM.9-Basic Instructional Techniques for Employed Supervisors						
	TM.10-Module Training Systim Design	New Staff (TM.7 to 9)				9 ms.	
	B. SUPERVISORY SKILL TRAINING						
	a) Expert Supervisory	Kiyoshi Umemoto					
	ST.1-Method and Work Study	Ibrahim Ali (ST.1 to 4) Specialise in ST.2		7 ms.			
	ST.2-Quality Control.	Latif Md. Isa (ST.5 to 7)		7 ms.			
	ST.3-Production Planning and Control	New Staff (ST.3 and 5)			9 ms.		

No.	TRAINING PROGRAMME	Name of Participants and Module No.	1983	1984	1985	1986	1987
1.	(cont.)						
	ST.4-Maintenance Management	New Staff				9 ms.	
	ST.5-Industrial Safety						
	ST.6-Leadership and Human Relation						
	ST.7-Disipline in Industry						
2.	AUTOMOTIVE DEPARTMENT						
	a) Expert Automotive	Toshio Osa					
	Head of Department			2 to 3ms.			
	A.1-Petrol/Diesel Engine Services (Maximum 8 cylinder)	Abdul Karim Dato Hj. Kamarudin (A.3 to A.6) Specialise in A.5		9 ms.			
	A.2-Trouble Analysis	Mokhtar Osman (A.1 to A.3) Specialise in A.2		9 ms.			
	A.3-Performance Test	Mohd. Razi Hj. Johari (A.1 to A.6)	9 ms.				
	A.4-Vehicle Chassis Repair	New Staff (A.1)			9 ms.		
	A.5-Vehicle Body Repair except Bus	New Staff (A.3)			9 ms.		
	A.6-Vehicle Inspection	New Staff (A.6)				9 ms.	
3.	MACHINE OPERATION AND DIE MAKING DEPT.						
	a) Expert Machine Operation	New Expert					
	Head of Department	New Staff		2 to 3ms.			
	MD.1-Die Making and Repair	Ahmad Jantan (MD.1)		7 ms.			
	MD.2-Tool Making, Jig Boring and Repair	Anwar Ibrahim (MD.1toMD.4)	9 ms.				
	MD.3-Finishing/Fitting	Iskandar	9 ms.				
	MD.4-Machining (including NC Machine)	New Staff (MD.2 & MD.3)			9 ms.		
		New Staff (MD.4)				9 ms.	

No.	TRAINING PROGRAMME	Name of Participants and Module No.	1983	1984	1985	1986	1987
4.	HEAVYSHOP DEPARTMENT						
	a) Expert Foundry, Die and Investment Casting	New Expert					
	b) Expert Forgin and Heat Treatment	New Expert					
	c) Expert Plastic Moulding	New Expert					
	d) Expert Rubber Moulding	New Expert					
	Head of Department	New Staff		2 to 3ms.			
	H.1-Forging and Heat Treatment	Karim (Specialise in H.1)	9 ms.				
	H.2-Foundry	Zadaria Mohd. Yusof (Specialise in H.2)		6 ms.			
	H.3-Die Casting Technique	Sumali Hassan (Specialise in H.4 and H.6)	9 ms.				
	H.4-Investment Casting Technique						
	H.5-Rubber Moulding Technique	New Staff		9 ms.	9 ms.		
	H.6-Plastic Moulding Technique	New Staff			9 ms.		
5.	ELECTRICAL AND ELECTRONIC DEPARTMENT						
	a) Expert Electronics	New Expert					
	Head of Department	New Staff		2 to 3ms.			
	EE.1-Relay Maintenance and Repair (mainly for high power elect.control)	Azme b.Ali (Specialise EE1		9 ms.			
	EE.2-Motor Trouble Analysis and Repair	Mohd. Noor (Specialise in EE.2 and EE.3)	9 ms.				
	EE.3-Motor Testing						
	EE.4-Advance Radio Service and Repair						
	EE.5-Advance TV Service and Repair	New Staff			9 ms.		
	EE.6-Inter-Office Communication Equipment Service and Repair	New Staff				9 ms.	
	EE.7-Electronic/Electronic Office Equipment Service and Repair						

No.	TRAINING PROGRAMME	Name of Participants and Module No.	1983	1984	1985	1986	1987
6.	INSTRUMENT AND AUTOMATIC CONTROL DEPT.						
	a) Expert Inst. and Automatic Control	New Expert					
	Head of Department	New STAFF		2 to 3ms.			
	I.1-Process Measurement	Ibrahim Ali (I.1 to I.3)	9 ms.				
	I.2-Industrial Instruments	New Staff		9 ms.			
	I.3-Electrical (Hydraulic Control)	New Staff			9 ms.		
7.	FABRICATION DEPARTMENT						
	a) Expert Welding, Metal Fabrication	New Expert					
	b) Expert Press Work	New Expert					
	Head of Department	New Staff		2 to 3ms.			
	F.1-Welding	Dahari (F.1 and F.2)	9 ms.				
	F.2-Metal Fabrication	Murni (F.3 local on the job training)					
	F.3-Presswork	New Staff (F.1)		9 ms.			
		New Staff (F.2)			9 ms.		

Ⅱ. マ側スタッフ給与表（予定）

TRAINING SERVICE

CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING

(CIAST)

ESTIMATED WAGES FOR STAFF IN 1985

Name and Post	Salary Code	1985 Allocation			Total
		Yearly Wages 1100	Yearly Allowances 1200	Yearly EPF 1300	
Director					
Wan Seman bin Wan Ahmad	A10.00	32,040	10,200	3,537	45,817
Head of Department (5 Posts)					
Syed Mohd. Noh b. Syed Ali	A18.00	14,040	1,500	1,584	17,124
Mohd. Ilham b. Hassan	A18.00	13,440	1,500	1,488	16,428
(3 Vacant Posts)	A18.00	40,320	4,500	4,464	49,284
Assistant Director (2 Vacant Posts)	801.00	40,440	1,800	4,488	46,728
Lecturer (Senior Instructor) (9 Posts)					
V.P. Nathan	B03.00	20,220	900	2,244	23,364
(8 Vacant Posts)	B03.00	144,480	7,200	16,128	167,808
Assistant Lecturer (24 Posts)					
A. Anthonysamy	808.00	14,940	900	-	15,840
Ibrahim bin Ali	808.00	13,020	900	-	13,920
Nordin bin Kamaludin	808.00	13,020	900	-	13,920
Idris bin Mohamad	808.00	13,020	900	-	13,920
Baharuddin bin Abu Bakar	808.00	13,020	900	-	13,920
Azmi bin Ali	808.00	13,020	900	-	13,920
Abd. Latif bin Hd. Isa	808.00	13,020	900	-	13,920
Ahmad bin Jantan	808.00	13,020	900	-	13,920
Mokhtar bin Othman	808.00	13,440	900	-	14,340
*Bahari bin Abu Bakar	808.00	9,420	900	-	10,320
*Sumali bin Hassan	808.00	9,420	900	-	10,320
*Abd. Karim bin Hd. Hassan	808.00	9,420	900	-	10,320
*Anwar bin Ibrahim	808.00	9,420	900	-	10,320
*Iskandar bin Mingin	808.00	9,420	900	-	11,376
*Karim b. Dato Hj. Kamarudin	808.00	9,420	900	-	10,320
*Razi bin Johari	808.00	9,420	900	-	10,320
*Quah C.S.	808.00	9,420	900	-	10,320
*Mohd. Noor b. Mohd. Rashid	808.00	9,420	900	-	10,320

Name and Post	Salary Code	1985 Allocation			Total
		Yearly Wages 1100	Yearly Allowances 1200	Yearly EPF 1300	
*Nurni bin Moner	B08.00	9,420	900	-	10,320
*Azizah bt. Ab. Hamid	B08.00	9,420	900	1,056	11,376
*Yusof bin Ahmad	B08.00	9,420	900	1,056	11,376
*Ibrahim bin Ali	B08.00	9,420	900	1,056	11,376
*Raali bin Rashidi	B08.00	9,420	900	1,056	11,376
*Hasaan bin Ahmad	B08.00	9,420	900	1,056	11,376
Note:					
(*) 15 names above are holding actual post C07.					
Differences in wages, allowances and EPF for actual posts and acting = 19,428					19,428
Chief Clerk (1 Vacant Post)	C03.00	12,480	540	1,380	14,440
General Clerk (3 Posts) Ho Sook Ching	C11.00	8,440	540	-	8,980
Yusop bin Mohd.	C11.00	7,015	540	-	8,135
Haslah bt. Sahil	C11.00	5,190	540	-	6,318
Photographer Hassan bin Omar	C11.00	10,440	540	1,152	12,132
Library Assistant (1 Vacant Post)	C11.00	4,440	540	504	5,484
Technician (3 Posts) Shuib bin Ismail	C11.00	8,550	540	959	10,049
Banius Kawit	C10.00	4,965	540	555	6,060
(1 Vacant Post)	C10.00	4,440	540	504	5,484
Storekeeper (1 Vacant Post)	C11.00	4,440	540	504	5,484
Steward Wan Laily bt. Wan Dali	C11.00	10,680	540	-	11,220
Stenographer Theresa Wong	C12.00	12,000	540	1,320	13,860
Warden (1 Vacant Post)	C16.00	4,440	540	504	5,484
Artist (1 Vacant Post)	C14.00	6,840	540	768	8,148

Name and Post	Salary Code	1985 Allocation			Total
		Yearly Wages 1100	Yearly Allowances 1200	Yearly EPF 1300	
Typist (2 Posts)					
Habsah bt. Desa	D11.00	8,040	420	900	9,360
Siti Norliza bt. Abd. Mois	D11.00	4,080	420	472	4,972
Copy Machine Operator					
Alfred Devasagayam	D26.00	4,660	420	-	5,280
Office Boy					
Tahwil Azar bin Haris	D28.00	4,005	420	454	4,879
Timescale Tradesman					
(1 Vacant Post)	C3.00	5,580	420	636	6,636
Watchman					
(4 Vacant Posts)	D46.00	12,460	1,680	1,392	15,552
Labourer					
(2 Vacant Posts)	D47.00	6,000	840	696	7,536
Driver					
(2 Vacant Posts)	D43.00	3,360	420	372	4,152
TOTAL:		719,165	61,800	53,969	834,934

Note:

Differences in total amount and EPF for actual posts (C07.00) and acting B08.00 is $19,428.

Therefore total amount for wages, allowances and EPF for 1985 = $834,934
+ $ 19,428

$854,362

Ⅲ. １９８５年度ＣＩＡＳＴスタッフ増員計画

TRAINING SERVICE

CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING

Additional Allocation for New Posts 1985

	Salary Code	1985 Allocation			Total
		Yearly Wages	Yearly Allowances	Yearly EPF	
1. Director Superscale 'F'	A09.00	26,280.00	11,250.00	2,889.00	40,419.00
2. Assistant Director (2 Posts)	A18.00	20,160.00	2,250.00	3,024.00	25,434.00
3. Lecturer (Senior Instructor) (13 Posts)	B03.00	17,608.50	1,350.00	19,656.00	38,614.50
4. General Executive Officer (1 Post)	B11.00	5,265.00	675.00	594.00	6,534.00
5. Assistant Lecturer (Senior Scale Instructor) (14 Posts)	C02.00	136,710.00	5,670.00	15,246.00	157,626.00
6. Technician (3 Posts)	C11.00	9,990.00	1,215.00	1,134.00	12,348.00
7. Storekeeper (2 Posts)	C11.00	6,660.00	810.00	756.00	8,226.00
8. Steward (2 Posts)	C11.00	6,660.00	810.00	756.00	8,226.00
9. Draughtsman (1 Post)	C11.00	3,330.00	405.00	378.00	4,113.00
10. Warden (1 Post)	C16.00	3,330.00	405.00	378.00	4,113.00
11. Junior Clerk (1 Post)	D11.00	5,400.00	630.00	594.00	6,624.00
12. Typist (3 Posts)	D11.00	8,100.00	945.00	891.00	9,936.00
13. Telephone Operator (1 Post)	D18.00	2,565.00	315.00	297.00	3,177.00
14. Office Boy (2 Posts)	D28.00	4,500.00	630.00	521.00	5,651.00
15. Tradesman (Superscale) (4 Posts)	D32.00	3,350.00	1,260.00	2,088.00	21,708.00
16. Tradesman (Timescale) (4 Posts)	D35.00	13,500.00	1,260.00	1,512.00	16,272.00
17. Watchman (1 Post)	D46.00	2,340.00	315.00	261.00	2,916.00
18. General Labourer (8 Posts)	D47.00	18,000.00	3,024.00	2,088.00	
19. Driver (2 Posts)	D43.00	5,040.00	630.00	558.00	6,228.00
JUMLAH:		313,807.50	33,849.00	53,621.00	401,277.50

Ⅳ. 調査団提出のQUESTIONNAIRE

JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)

P. O. BOX 216 MITSUI BLDG
2-1, NISHI-SHINJUKU, SHINJUKU-KU TOKYO
160 JAPAN

30th March, 1984

Mr. Alias bin Sulaiman,

Director General,

Department of Manpower,

Ministry of Labour and Manpower.

Dear Sir,

For the effective discussions between officials of Ministry of Labour and Manpower of Malaysia and the members of the Japanese Mutual Consultation Team, it would be grately appreciated if you could kindly give answers to the attached Questionnaire in the written form by 11th April, 1984.

Sincerely Yours,

T. Hashizume

(Tatsu HASHIZUME)
Head, Japanese Mutual
Consultation Team

c.c. Embassy of Japan
JICA Kuala Lumpur Office
Mr. Shouhei KASAHARA, Japanese Chief Advisor

QUESTIONNAIRE

I. INFRASTRUCTURE

I-1. Construction Schedule of Fly-over Bridge

I-2. Estimated and secured capacities of water and power supplies

I-3. Telephone facilities

I-4. Schedule of roads, storm drain and sanitary sewer systems construction works in and around CIAST compound

I-5. Other necessary facilities

II. Training Schedule

II-1. Commencement date of each of the training courses at CIAST

II-2. Course schedule in 1984 and onwards

II-3. Trainee recruitment and its method

III. Training Instructors

III-1. Instructor Recruitment/Assignment Plan

III-2. Number of CIAST staff already assigned

III-3. Age, educational background, qualification, and assigned course of, and other relevant information on training staff already assigned

IV. Training Materials

IV-1. Preparation of each course

IV-2. Plan for making training materials

V. Budget and its outlay for CIAST

VI. CIAST Organisation

VI-1. Present organisational chart, and future plan, if any.

VII. The Joint Committee

VII-1. Meeting Schedule

V. わが方QUESTIONNAIREに対するマ側回答

ANSWERS TO THE
QUESTIONNAIRE

I. INFRASTURCTURE

I-1 The construction of the Fly-over Bridge will be completed in October, 1984.

I-2 Currently 20,000 gallon per day capacity of water and 750 KVA of electricity is already supplied. The electricity supply will be increased to 2,000 KVA and water capacity will be improved only by early 1986.

I-3 Two direct lines will be installed with 15 to 20 extensions. Another 2 direct lines will be installed by May, 1985.

I-4 The construction of roads, storm drain and sanitary sewer systems around CIAST compound will be completed by July, 1984.

I-5 Fencing, turfing and internal road will also be completed by May, 1984.

II. TRAINING SCHEDULE

II-1 The Pedagogy and Automotive Departments will commence their courses on April, 30th., 1984 (as in the Annex A)

II-2 (As in the Annex A)

II-3 Trainees will recruited through public relation and passing an entrance examination.

...2/-

III. TRAINING INSTRUCTORS

III-1 A total of 44 staff had been identified for CIAST.

III-2 To date a total of 29 staff has been recruited for CIAST.

III-3 Distribution of staff is attached as Annex 'B'.

IV. TRAINING MATERIALS

IV-1 The training Software Development is designed to develop and produced curriculum and other training software and control system for programmes conducted by CIAST.

IV-2 Plan for making training materials is taking place.

V. BUDGET AND ITS OUTLAY FOR CIAST IS GIVEN AS ANNEX 'C'.

VI. THE ORGANISATION CHART IS ATTACHED AS ANNEX 'b'.

VII. THE JOINT COMMITTEE

VII-1 The first JCM was held in 4th. April, 1984 at Ministry of Labour, Wisma MPI, Kuala Lumpur and was chaired by Secretary General Ministry of Labour and other members listed in ROD.

AUTOMOTIVE DEPARTMENT

Annex 'A'

PROGRAMME	MODULE No.	CAPACITY \ STER & Wks.	FIRST SEMESTER	SECOND SEMESTER
Specialize Engine Service	A1 1.1	12 x 2	30 — 18 (4/5)	6 — 24 (8)
Fuel Injection System Service	A1 1.2	12 x 2		9 — 20 (7); 3 — 14 (3)
Electrical Equipment Service etc.	A1 1.3	12 x 2	21 — 8 (5/5)	24 — 12 (9/10)

Weeks 1–50

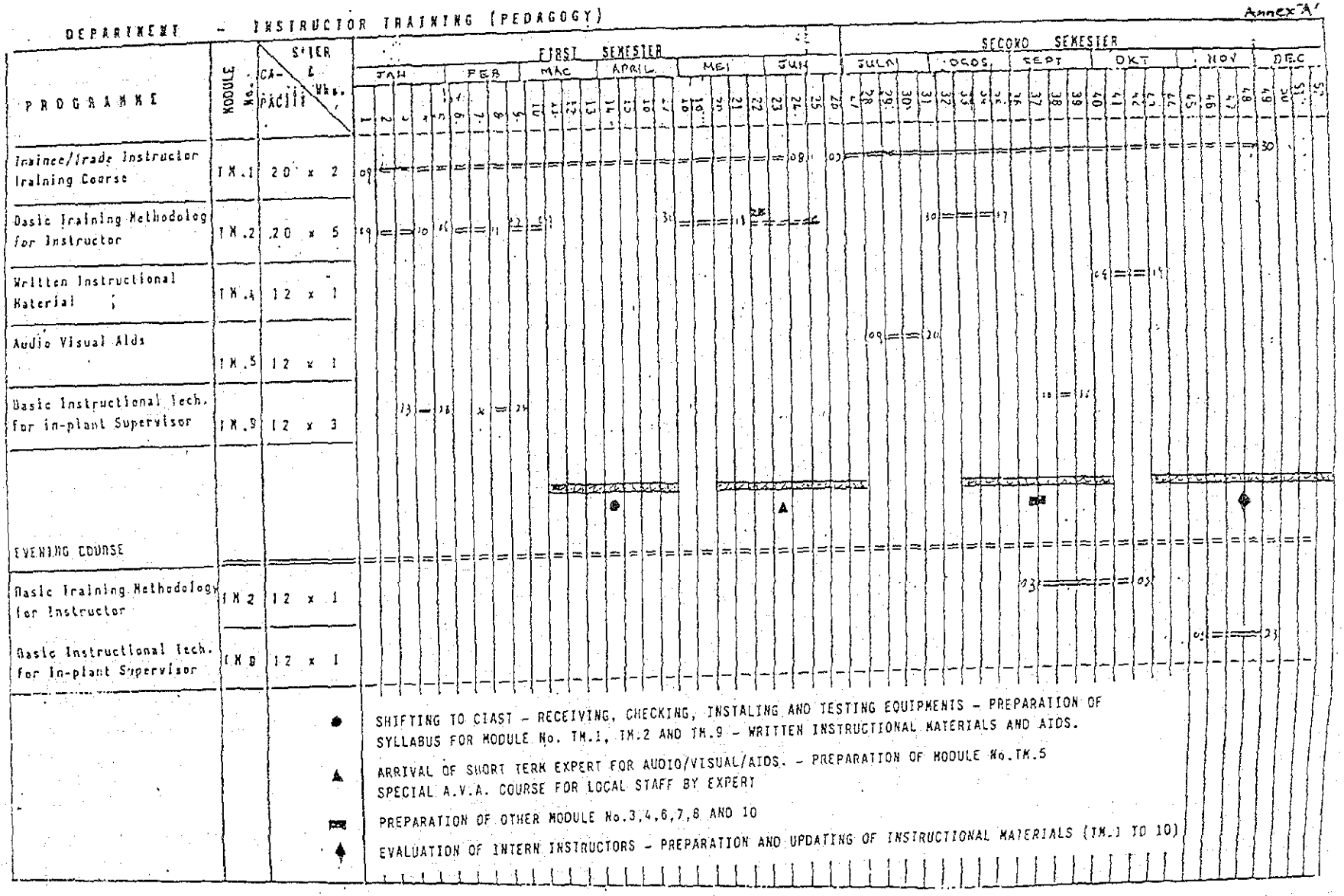
△ Reconsideration and improvement of curriculum

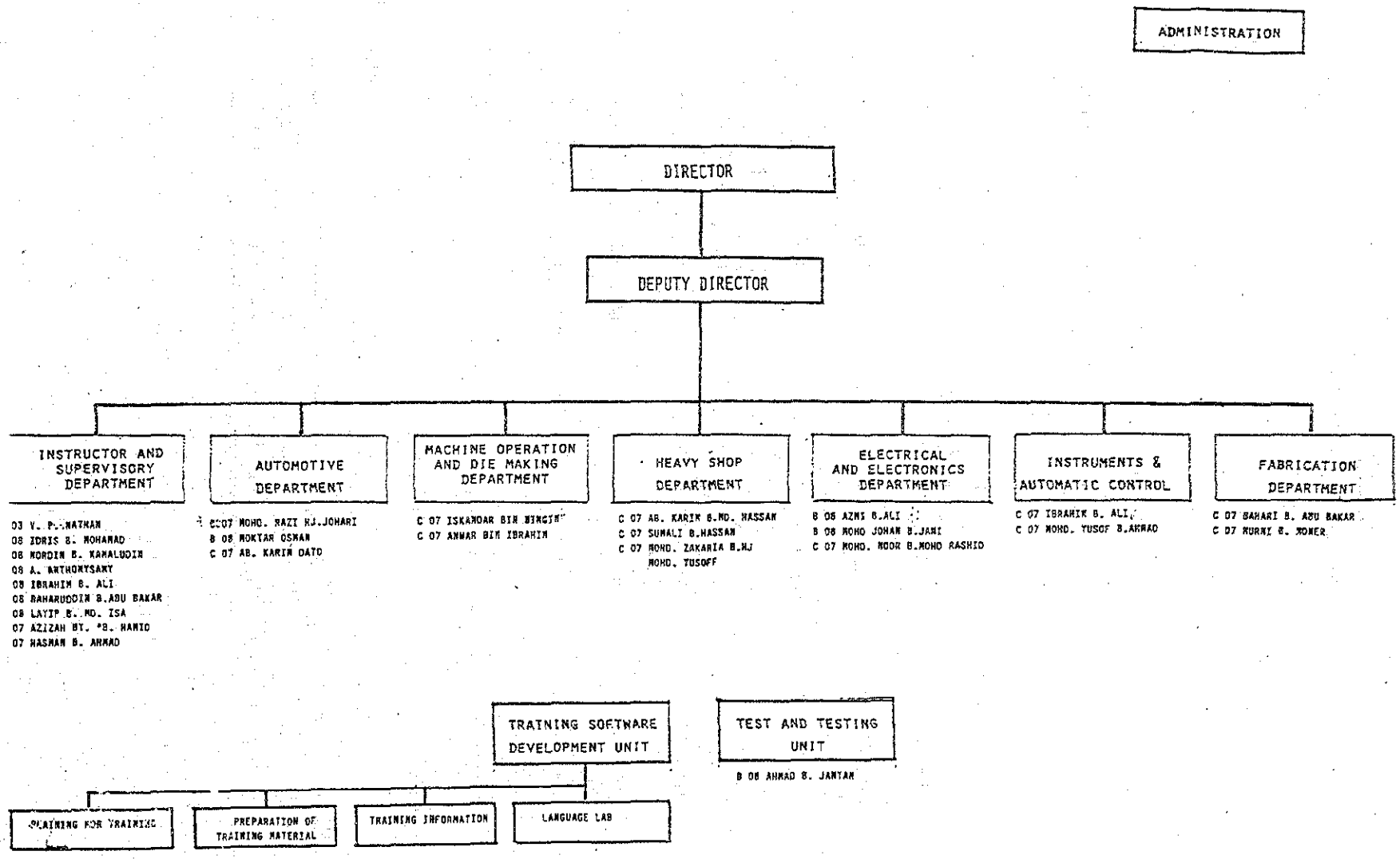
✕ Operation one Module unit which is requested the most

▨ Preparation for New Module in 1985 (A4, A5, A6)

Annex 'A'

DEPARTMENT - INSTRUCTOR TRAINING (PEDAGOGY)




ADMINISTRATION
DIRECTOR
DEPUTY DIRECTOR
INSTRUCTOR AND SUPERVISORY DEPARTMENT
03 V. P. NATHAN
08 IDRIS B. MOHAMAD
08 NORDIN B. KAMALUDIN
08 A. ANTHONYSAMY
08 IBRAHIM B. ALI
08 RAHARUDDIN B.ABU BAKAR
08 LAYIP B. MD. ISA
07 AZIZAH BT. *B. HAMID
07 HASMAN B. AHMAD
AUTOMOTIVE DEPARTMENT
C07 MOHD. NAZI HJ.JOHARI
B 08 MOKTAR OSMAN
C 07 AB. KARIM DATO
MACHINE OPERATION AND DIE MAKING DEPARTMENT
C 07 ISKANDAR BIN HINGIN
C 07 ANWAR BIN IBRAHIM
HEAVY SHOP DEPARTMENT
C 07 AB. KARIM B.MD. HASSAN
C 07 SUHAILI B.HASSAN
C 07 MOHD. ZAKARIA B.HJ MOHD. YUSOFF
ELECTRICAL AND ELECTRONICS DEPARTMENT
B 08 AZMI B.ALI
B 08 MOHD JOHAN B.JANI
C 07 MOHD. NOOR B.MOHD RASHID
INSTRUMENTS & AUTOMATIC CONTROL
C 07 IBRAHIM B. ALI
C 07 MOHD. YUSOF B.AKMAD
FABRICATION DEPARTMENT
C 07 BAHARI B. ABU BAKAR
C 07 NURNI B. MOHER
TRAINING SOFTWARE DEVELOPMENT UNIT
PLANNING FOR TRAINING
PREPARATION OF TRAINING MATERIAL
TRAINING INFORMATION
LANGUAGE LAB
TEST AND TESTING UNIT
B 08 AHMAD B. JANTAN

CIAST PROJECT

(Allocation '83 + '84)

Objek		1983	1984	1985
1200		-	109,200	109,200
1500	(Allowances	-	320	340
2100	to Japanese Experts)	30,000	13,510	19,960
2200		-	500	700
2700	(Materials)	-	21,800	14,700
2900	(Bank Charge)	130,000	9,000	1,670
3200	(Buildings)	-	400,000	30,000
3300	(Materials, Equipments, Vehicles)	-	304,200	202,300
3100	(Land)	4,230,000	-	-
4100	(LLN Contribution)	-	60,000	-
		4,390,000	918,530	378,670

MISCELLANEOUS OBJECTS ACTIVITY	1. ACTIVITY: Centre for Instructor and Advanced Skill Training
2. PURPOSE: B.49	3. AGENCY: Ministry of Labour

4. PROGRAMME: MANPOWER PROGRESS

MISCELLANEOUS OBJECTS (5)	Previous Year's Allocation (6)	Previous Year's Actual Estimate (7)	Present Year's Allocation (8)	Estimate for New Year (9)	Difference between Present Year with New Year (10)	Recommended Estimate (11)
	$	$	$	$	$	$
EMOLUMENT -						
1100 Salary and Wages	-	-	619,200	1,134,846	514,846	1,134,046
1200 Allowance and other Gifts	-	-	44,000	101,049	57,049	101,049
1300 Additional Staff Cost	-	-	24,400	108,014	73,654	108,014
1400 Overtime Allowance	-	-	3,600	16,200	12,600	16,200
1500 Other Financial Benefits	-	-	300	270	30	270
SUB-TOTAL:	-	-	701,500	1,359,579	658,079	1,359,579
SUPPLY SERVICE-						
2100 Travelling and Transportation of Persons	-	-	12,000	37,634	15,634	37,634
2200 Transportation of Things	-	-	6,800	24,600	17,800	24,600
2300 Communication	-	-	9,000	10,000	100	10,000
2400 Utility	-	-	45,000	78,000	33,000	78,000
2500 Rent	-	-	500	2,700	2,200	2,700
2600 Printing Service	-	-	6,000	10,000	5,000	10,000
2700 Supplyand Others	-	-	65,000	335,498	270,498	335,498
2800 Purchase of Stores and Materials	-	-	25,000	76,200	51,200	76,200
2900 Professional and Hospitality Services	-	-	8,000	13,720	5,720	13,720
SUB-TOTAL:	-	-	177,200	588,357	411,152	588,352
ASSETS-						
3100 Land	-	-	-	-	-	-
3200 Facilities	-	-	-	10	10	10
3300 Furniture	-	-	-	-	-	-
SUB-TOTAL:	-	-	2,000	5,010	3,010	5,010
GRAND TOTAL:	-	-	880,700	1,952,941	1,072,241	1,952,941

TRAINING SERVICE

CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING

Additional Allocation For New Posts 1985

	Salary Code	1985 Allocation			Total
		Yearly Wages	Yearly Allowances	Yearly EPF	
1. Director Superscale 'F'	A09.00	26,280.00	11,250.00	2,889.00	40,419.00
2. Assistant Director (2 Posts)	A18.00	20,160.00	2,250.00	3,024.00	25,434.00
3. Lecturer (Senior Instructor) (13 Posts)	B03.00	17,608.50	1,350.00	19,656.00	38,614.50
4. General Executive Officer (1 Post)	B11.00	5,265.00	675.00	594.00	6,534.00
5. Assistant Lecturer (Senior Scale Instructor) (14 Posts)	C02.00	136,710.00	5,670.00	15,246.00	157,626.00
6. Technician (3 Posts)	C11.00	9,990.00	1,215.00	1,134.00	12,348.00
7. Storekeeper (2 Posts)	C11.00	6,660.00	810.00	756.00	8,226.00
8. Steward (2 Posts)	C11.00	6,660.00	810.00	756.00	8,226.00
9. Draughtsman (1 Post)	C11.00	3,330.00	405.00	378.00	4,113.00
10. Warden (1 Post)	C16.00	3,330.00	405.00	378.00	4,113.00
11. Junior Clerk (1 Post)	D11.00	5,400.00	630.00	594.00	6,624.00
12. Typist (3 Posts)	D11.00	8,100.00	945.00	891.00	9,936.00
13. Telephone Operator (1 Post)	D18.00	2,565.00	315.00	297.00	3,177.00
14. Office Boy (2 Posts)	D28.00	4,500.00	630.00	521.00	5,651.00
15. Tradesman (Superscale) (4 Posts)	D32.00	3,350.00	1,260.00	2,088.00	21,708.00
16. Tradesman (Timescale) (4 Posts)	D35.00	13,500.00	1,260.00	1,512.00	16,272.00
17. Watchman (1 Post)	D46.00	2,340.00	315.00	261.00	2,916.00
18. General Labourer (8 Posts)	D47.00	18,000.00	3,024.00	2,088.00	
19. Driver (2 Posts)	D43.00	5,040.00	630.00	558.00	6,228.00
JUMLAH:		313,807.50	33,849.00	53,621.00	401,277.50

TRAINING SERVICE

CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING

(CIAST)

ESTIMATED WAGES FOR STAFF IN 1985

Name and Post	Salary Code	1985 Allocation			Total
		Yearly Wages 1100	Yearly Allowances 1200	Yearly EPF 1300	
Director					
Wan Seman bin Wan Ahmad	A10.00	32,040	10,200	3,537	45,817
Head of Department (5 Posts)					
Syed Mohd. Noh b. Syed Ali	A18.00	14,040	1,500	1,584	17,124
Mohd. Ilham b. Hassan	A18.00	13,440	1,500	1,488	16,428
(3 Vacant Posts)	A18.00	40,320	4,500	4,464	49,284
Assistant Director (2 Vacant Posts)	B01.00	40,440	1,800	4,488	46,728
Lecturer (Senior Instructor) (9 Posts)					
V.P. Nathan	B03.00	20,220	900	2,244	23,364
(8 Vacant Posts)	Bo3.00	144,480	7,200	16,128	167,808
Assistant Lecturer (24 Posts)					
A. Anthonysamy	B08.00	14,940	900	-	15,840
Ibrahim bin Ali	B08.00	13,020	900	-	13,920
Nordin bin Kamaludin	B08.00	13,020	900	-	13,920
Idris bin Mohamad	B08.00	13,020	900	-	13,920
Baharuddin bin Abu Bakar	B08.00	13,020	900	-	13,920
Azmi bin Ali	B08.00	13,020	900	-	13,920
Abd. Latif bin Md. Isa	B08.00	13,020	900	-	13,920
Ahmad bin Jantan	B08.00	13,020	900	-	13,920
Mokhtar bin Othman	B08.00	13,440	900	-	14,340
*Bahari bin Abu Bakar	B08.00	9,420	900	-	10,320
*Sumali bin Hassan	B08.00	9,420	900	-	10,320
*Abd. Karim bin Md. Hassan	B08.00	9,420	900	-	10,320
*Anwar bin Ibrahim	B08.00	9,420	900	-	10,320
*Iskandar bin Mingin	B08.00	9,420	900	-	11,376
*Karim b. Dato Hj. Kamarudin	B08.00	9,420	900	-	10,320
*Razi bin Johari	B08.00	9,420	900	-	10,320
*Quah C.S.	B08.00	9,420	900	-	10,320
*Mohd. Noor b. Mohd. Rashid	B08.00	9,420	900	-	10,320

Name and Post	Salary Code	1985 Allocation			Total
		Yearly Wages 1100	Yearly Allowances 1200	Yearly EPF 1300	
*Murni bin Moner	B08.00	9,420	900	-	10,320
*Azizah bt. Ab. Hamid	B08.00	9,420	900	1,056	11,376
*Yusof bin Ahmad	B08.00	9,420	900	1,056	11,376
*Ibrahim bin Ali	B08.00	9,420	900	1,056	11,376
*Ramli bin Rashidi	B08.00	9,420	900	1,056	11,376
*Hasman bin Ahmad	B08.00	9,420	900	1,056	11,376
Note:					
(*) 15 names above are holding actual post C37.					
Differences in wages, allowances and EPF for actual posts and acting = 19,428					19,428
Chief Clerk (1 Vacant Post)	C03.00	12,480	540	1,380	14,440
General Clerk (3 Posts)					
Ho Sook Ching	C11.00	8,440	540	-	8,980
Yusop bin Mohd.	C11.00	7,015	540	-	8,135
Haslah bt. Sahil	C11.00	5,190	540	-	6,318
Photographer					
Hassan bin Omar	C11.00	10,440	540	1,152	12,132
Library Assistant (1 Vacant Post)	C11.00	4,440	540	504	5,484
Technician (3 Posts)					
Shuib bin Ismail	C11.00	8,550	540	959	10,049
Banius Kawit	C10.00	4,965	540	555	6,060
(1 Vacant Post)	C10.00	4,440	540	504	5,484
Storekeeper (1 Vacant Post)	C11.00	4,440	540	504	5,484
Steward					
Wan Laily bt. Wan Dali	C11.00	10,680	540	-	11,220
Stenographer					
Theresa Wong	C12.00	12,000	540	1,320	13,860
Warden (1 Vacant Post)	C16.00	4,440	540	504	5,484
Artist (1 Vacant Post)	C14.00	6,840	540	768	8,148

Name and Post	Salary Code	1985 Allocation			Total
		Yearly Wages 1100	Yearly Allowances 1200	Yearly EPF 1300	
Typist (2 Posts)					
Habsah bt. Desa	D11.00	8,040	420	900	9,360
Siti Norliza bt. Abd. Mois	D11.00	4,080	420	472	4,972
Copy Machine Operator					
Alfred Devasagayam	D26.00	4,660	420	-	5,280
Office Boy					
Tahwil Azar bin Haris	D28.00	4,005	420	454	4,879
Timescale Tradesman					
(1 Vacant Post)	C3.00	5,580	420	636	6,636
Watchman					
(4 Vacant Posts)	D46.00	12,460	1,680	1,392	15,552
Labourer					
(2 Vacant Posts)	D47.00	6,000	840	696	7,536
Driver					
(2 Vacant Posts)	D43.00	3,360	420	372	4,152
TOTAL:		719,165	61,800	53,969	834,934

Note:

Differences in total amount and EPF for actual posts (C07.00) and acting B08.00 is $19,428.

Therefore total amount for wages, allowances and EPF for 1985 = $834,934
+ $ 19,428

$854,362

DIRECTOR (Principal)

+1

DEPUTY DIRECTOR

1(1)

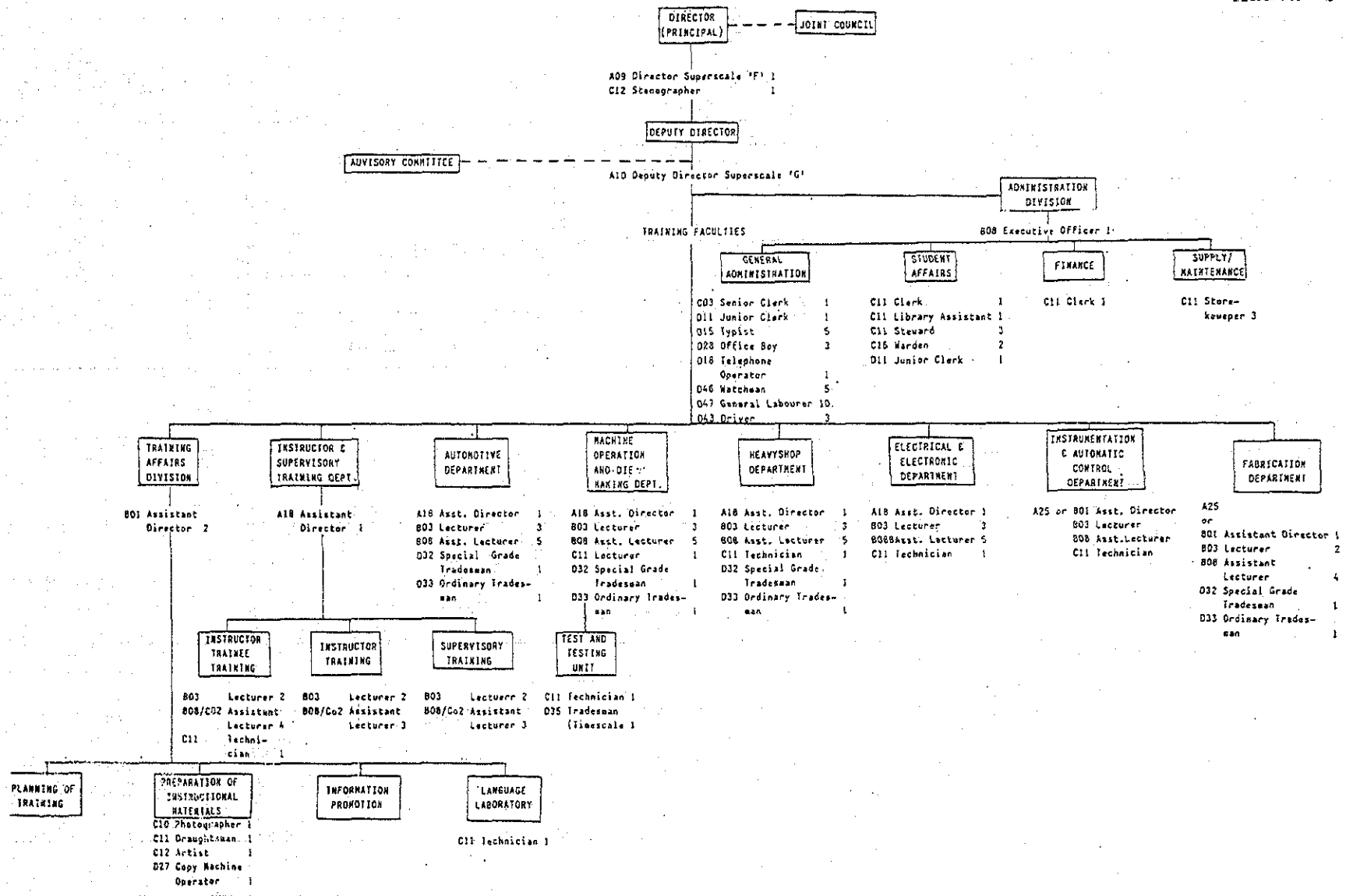
1.	A09	Superscale 'F'	1												
2.	A10	Superscale 'G'	1												
			Total needed	1984 strength	Post applied	Administration Division	Training Aids Division	Instructor & Supervisory Training Dept.	Automotive Department	Machine Operation and Die Making Dept.	Heavyshop Dept.	Electrical & Electronic Department	Instrument & Automatic Control Dept.	Fabrication Department	Test & Testing Department
3.	A13(a)	Assistant Director	7	5(5)	+2	-	-	1	1	1	1	1	+1	+1	-
4.	B01(b)	Assistant Director	2	2(2)	-	-	2	-	-	-	-	-	-	-	-
5.	B03	Lecturer (Senior Instructor)	22	9(1)	+13	-	-	6	1+2	1+2	+3	1+2	+2	+2	-
6.	B08	Assistant Lecturer (Instructor Grade I)	38	24(9x15**)	-	-	-	8	4	3	3	2	2	2	-
7.	B11	Executive Officer	1	-	+1	+1	-	-	-	-	-	-	-	-	-
8.	C02	Assistant Director (Special Grade Instructor)	-	-	+14*	-	-	+2	+1	+2	+2	+3	+2	+2	-
9.	C03	Chief Clerk	1	1(1)	-	1									
10.	C10	Photographer	1	1(1)	-		+1								
11.	C11	Clerk	3	3(3)	-	3									
12.	C11	Library Assistant	1	1(1)	-	1									
13.	C11	Technician	6	3(3)	+3	-	1	1	-	+1	-	+1	+1	-	1
14.	C11	Storekeeper	3	1(1)	+2	1+2									
15.	C11	Steward	3	1(1)	+2	1+2									
16.	C11	Draughtsman/Artist	1	-	+1		+1								
17.	C12	Stenographer	1	1(1)	-	1									
18.	C16	Warden	2	1(1)	+1	1+1									
19.	C32	Artist	1	1(0)	-	-	1								
20.	D11	Junior Clerk	2	-	+2	+2									
21.	D11	Typist	5	2(2)	+3	2+3									
22.	D18	Telephone Operator	1	-	+1	+1									
23.	D27	Copy Machine Operator	1	1(1)	-	-	1								
24.	D28	Office Boy	3	1(1)	+2	1+2									
25.	G32	Tradesman (Superscale)	4	-	+4	-	-	-	+1	+1	+1	-	-	+1	-
26.	G35	Tradesman (Timescale)	5	1(0)	+4	-	-	-	1	+1	+1	-	-	+1	+1
27.	G46	Watchman	5	4(4)	+1	4+1									
28.	G47	Labourer	10	2(2)	+8	2+8									
29.	G48	Driver	3	1(1)	+2	1+2									
		JUMLAH:	134	67	67										

\+ New posts applied
* Scheme of Service amended to C2
** Acting B08

Annex 'b'

ORGANISATION CHART

CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING



THE DEVELOPMENT OF CIAST PROJECT (Annex:)

ACTIVITIES \ REVIEW AND PLAN	PROGRESS (1983 – 1984)	PLAN (1984)
BUILDING	MAY – JANUARY: PHASE ONE JANUARY – MARCH: INSTALLATION	APRIL: CLEANING (TILL 15/4) MOVING FURNITURE (15/4–27/4) PHASE TWO
EQUIPMENT		TEST, OPERATION & GUIDANCE (2/4 – 14/4)
CIAST STAFF	TECHNICAL STAFF 29 SUPP. STAFF 15	TECHNICAL STAFF 41 SUPPORTING STAFF 26 (SEPT.) REQUIREMENT INSTRUCTOR 9
FELLOWSHIP	FIRST FELLOWSHIP 9 COUNTERPARTS (17/3/83 TO 24/11/83)	SECOND FELLOWSHIP 9 COUNTERPARTS 7 AND 9 MONTHS COURSE AS FROM 19/3/84
EXPERTS	CHIEF ADVISOR (4/7/83) SUPERVISORY (1/10/83) PEDAGOGY " AUTOMOTIVE " COORDINATOR "	AUG. 6 EXPERTS OCT. 3 EXPERTS SOFT DEVELOPMENT (2/4/84) AUDIO/VISUAL/AIDS (MAY – JULY) SHORT TERM
TRAINING COURSES OFFERED		AUTOMOTIVE (30/4/84) PEDAGOGY 1985 JAN. SUPERVISORY

Ⅵ 第1回JOINT COMMITTEE会議

CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING,
INDUSTRIAL TRAINING INSTITUTE,
JALAN KUCHAI LAMA,
KUALA LUMPUR 21-16.

Telephone: 732633
732634

○印 当日出席者

Our Reference: ILP/TT/56-(1)

Date: 26th March, 1984.

○ Dato' Hj. Abdul Latif bin Sahan,
Secretary General,
Ministry of Labour,
Wisma MPI,
Jalan Raja Chulan,
Kuala Lumpur.

Tuan Wan Zahir bin Sheikh Abd. Rahman,
Deputy Secretary General,
Ministry of Labour,
Wisma MPI,
Jalan Raja Chulan,
Kuala Lumpur.

○ Encik Ahmad Anuar Abdul Hamid,
Director (Asean Malaysia),
Economic and Asean Division,
Wisma Putra,
Kuala Lumpur.

○ Encik Akbar bin Baba, (CIK)
Social Service,
Economic Planning Unit,
Prime Minister's Department,
Jalan Dato' Onn,
Kuala Lumpur.

○ Encik Mohamed bin Omar, (Encik Abu)
External Aid Service,
Economic Planning Unit,
Prime Minister's Department,
Jalan Dato' Onn,
Kuala Lumpur.

JICA REPRESENTATIVE:

○ Mr. Makoto Nakamura,
Resident Representative,
Japan International Cooperation Agency,
25, Jalan Yap Kwan Seng,
Kuala Lumpur.

CHIEF ADVISOR:

○ Mr. Shohei Kasahara,
Chief Advisor,
Centre for Instructor and
Advanced Skill Training,
Industrial Training Institute,
Jalan Kuchai Lama,
Kuala Lumpur.

EXPERTS:

1. Mr. Akio Shimizu
2. Mr. Kiyoshi Umemoto
3. Mr. Rikiro Koriyama
4. Mr. Toshio Osa

EMBASSY OF JAPAN:

Mr. Misao Ishijima,
First Secretary,
Embassy of Japan,
11, Persiaran Stonor,
Off Jalan Tun Razak,
Kuala Lumpur.

Mr. Yasuhiro Oyamada,
First Secretary,
Embassy of Japan,
11, Persiaran Stonor,
Off Jalan Tun Razak,
Kuala Lumpur.

COORDINATOR:

Mr. Fukuo Sasaki,
Centre for Instructor and
Advanced Skill Training,
Industrial Training Institute,
Jalan Kuchai Lama,
Kuala Lumpur.

Sir,

THE CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING
JOINT COMMITTEE MEETING

The Chairman of the Joint Committee of the Centre for Instructor and Advanced Skill Training (CIAST) kindly invites the above-mentioned members to attend the first Joint Committee Meeting to be held on:

Date: 4th April, 1984

Time: 9.00 a.m.

Place: The Conference Room,
Ministry of Labour,
Wisma MPI, 8th Floor,
Jalan Raja Chulan,
Kuala Lumpur.

.... 2. A copy of the agenda of the meeting is attached as Appendix "A".

3. The papers pertaining to the meeting will be sent in due course.

Thank you.

'BERKHIDMAT UNTUK NEGARA'

Yours faithfully,

for Director General,
Manpower Department,
Ministry of Labour.

i) Tuan Hj. Alias bin Sulaiman,
Director General,
Manpower Department,
Wisma MPI,
Jalan Raja Chulan,
Kuala Lumpur.

ii) Encik Wan Seman bin Wan Ahmad,
Director,
Centre for Instructor and
Advanced Skill Training,
Industrial Training Institute,
Jalan Kuchai Lama,
Kuala Lumpur.

PROGRESS REPORT ON CIAST

The Project

The project, in accordance with the Record of Discussion signed by the Government of Malaysia and Japan (henceforth referred to as ROD) comprises the following:

(1) Construction works;

(2) Provision of equipments;

(3) Provision of Expert Services;

(4) Provision of fellowships;

(5) Staff Development.

Progress

The construction works, started a couple of weeks later was completed as scheduled by end of March, 1984, in time for the partial opening, scheduled by late April, 1984. Equipments for the 1st. phase of construction were installed and tested by end of March. The provision of infrastructures were also completed prior to installation of equipments.

The following works were completed:

(1) Administrative and Pedagogy block;

(2) Automotive Workshop;

(3) Dining cum kitchen block;

(4) 1 hostel blocks for 100 students;

(5) Heavyshop Workshop (Heat treatment and forging only);

(6) Power substation;

(7) Infrastructure.

Training equipments, external works and supply of office equipments are acheduled to be completed by April, 1984.

The following works are to be completed by March, 1985.

(1) 2 hostel blocks for 200 students;

(2) Machine Operation Workshop;

(3) Electrical and Electronic Workshop;

(4) Instrumentation and Automotive Control Workshop;

(5) Fabrication Workshop;

(6) Supply of training and office equipments;

(7) External Works.

Consultancy works for the above had been awarded, while contracts for construction and supply of equipments were scheduled to be awarded by mid April, 1984.

The Provision of Experts

In accordance with ROD, there are now 6 Japanese experts attached to CIAST are as follows:

	Name	Specialise Field	Period
1)	Mr. K. Kasahara	Chief Advisor	July, 1983 - July, 1985
2)	Mr. F. Sasaki	Coordinator	October, 1983 - September, 1985
3)	Mr. A. Shimizu	Software Devt.	April, 1984 - March, 1986
4)	Mr. K. Umemoto	Supervisory	October, 1983 - September, 1985
5)	Mr. R. Koriyama	Pedagogy	October, 1983 - September, 1985
6)	Mr. T. Osa	Automotive	October, 1983 - September, 1985

Further experts are due to arrive for the following areas:

		#	Duration
(1)	Machine Operation ~~and Dis-Making~~	1	24 months
(2)	Heavyshop ~~Department~~	4	24 months
(3)	~~Electrical and~~ Electronic	1	24 months

(4)	Instrument and Automotive Control	1	24 months
(5)	Fabrication ~~Department~~	2	24 months

The timely arrival of these experts is important if CIAST were to be fully operational by March, 1985.

Besides the above experts short terms experts would be required in the immediate future.

Please see Annex B for further detail.

Fellowships

The Records of Discussion provided for the training of Malaysian counterparts in Japan related to the project.

A total of 69 personnels related to CIAST has been identified and recommended to benefit directly from the fellowships. These are distributed as follows:

	# to be trained	completed/ # completing training
Automotive Department	9	3
Pedagogy/Supervisory Department	17	5
Machine Operation and Die Making	9	3
Heavyshop Department	9	3
Electrical and Electronic	9	2
Instrument and Automotive Control Dept.	7	1
Fabrication Department	7	1
Administration	2	-
	69	18

A total of 9 instructors had undergone for training in 1983. Another group of 9 is currently in Japan, to be followed by at least similar number in the coming years (Refer Annex B).

It is hoped that the Japanese Government would accept more trainees per year than the current 9, so that trained staff can be deployed into CIAST earlier.

Staffing

A total of 134 staff had been identified for CIAST, 69 of which belong to the teaching staff, while the balance, belong to the administration category. Whilst no difficulty is forseen in recruiting the administration staff the recruitment of teaching may pose some problems. Nevertheless, every effort is being made to get the remaining technical staff.

The time table for the recruitment of these staff is as follows:

1984 - 50% of requirement

1985 - 50%

To date a total of 44 staff has been recruited/posted to CIAST.

Course of Study

For the 1st. year of operation, the following course will be offered:

Pedagogy Department	Duration (Weeks)
1) Trainee/Trade Instructor Training Course	22
2) Basic Training Methodology of Instructor	3
3) Written Instructional Material	2
4) Audio Visual Aid	2
5) Basic Instructional Technique for In-Plant Supervisor	1

Additional evening courses will be offered as well for item 2 and

...5/-

Automotive Department

		Duration (Weeks)
(1)	Specialize Engine Service	3
(2)	Fuel Injection System Service	2
(3)	Electrical Equipment Service	3

For more details of course offered please see Annex C. It is targetted that for 1984 a total of 360 trainees would benefit from these courses.

When fully operational in 1985, a total of 3,000 trainees will benefit from the CIAST programs. The extent of courses offered by then is listed in Annex C.

Conclusion

A summary of the progress of CIAST is provided in Annex A. The progress so far is encouraging. With the continuous support of all parties concerned we are confident that we could develop CIAST into a leading Technical Training Centre in the Asean Region.

THE DEVELOPMENT OF CIAST PROJECT

ACTIVITIES \ REVIEW AND PLAN	PROGRESS (1983 – 1984 – 1984)	PLAN (1984)
BUILDING	MAY — PHASE ONE — JANUARY — MARCH	APRIL CLEANING (TILL 15/4) MOVING FURNITURE (15/4-27/4) PHASE TWO
EQUIPMENT	INSTALLATION	TEST, OPERATION & GUIDANCE (2/4 – 14/4)
CIAST STAFF	TECHNICAL STAFF 29 SUPP. STAFF 15	TECHNICAL STAFF 41 SUPPORTING STAFF 26 (SEPT.) REQUIREMENT INSTRUCTOR 9
FELLOWSHIP	FIRST FELLOWSHIP 9 COUNTERPARTS (17/3/83 TO 24/11/83)	SECOND FELLOWSHIP 9 COUNTERPARTS 7 AND 9 MONTHS COURSE AS FROM 19/3/84
EXPERTS	CHIEF ADVISOR (4/7/83) SUPERVISORY (1/10/83) PEDAGOGY " AUTOMOTIVE " COORDINATOR "	AUG. 6 EXPERTS OCT. 3 EXPERTS SOFT DEVELOPMENT (2/4/84) AUDIO/VISUAL/AIDS (MAY – JULY) SHORT TERM
TRAINING COURSES OFFERED		AUTOMOTIVE (30/4/84) PEDAGOGY 1985 JAN. SUPERVISORY

EXPERTS AND FELLOWSHIPS

No.	TRAINING PROGRAMME	Name of Participants and Module No.	1983	1984	1985	1986	1987
	a) Director of CIAST	Wan Seman b.Wan Ahmad					
	b) Chief Advisor	Shohei Kasahara					
	c) Coordinator	Fukuo Sasaki					
1.	INSTRUCTOR AND SUPERVISORY TRAINING DEPT.						
	a) Expert Pedagogy	Rikiro Koriyama					
	b) Expert Softwear	New Expert					
	c) Expert Audio,Visual Aids	New Expert					
	Head of Department	New Staff		2 to 3ms.			
	A. TRAINING METHODOLOGY						
	TM.1-Pedogogy Training a.Trainee Instructor Training Course	Nordin b.Kamaludin (TM.1 to TM.10)	9 ms.				
	b.Trade Instructor Training Course	Idris b.Mohamad (TM.1 to TM.10)	9 ms.				
	TM.2-Basic Training Methodology for Instructor	A.Anthonysamy (TM.4 to TM.5)		7 ms.			
	TM.3-Skill Analysis	New Staff (TM.1 to 4)			9 ms.		
	TM.4-Written Instructional Material						
	TM.5-Audio-Visual Aids	New Staff (TM.3 to 5)			9 ms.		
	TM.6-Test and Testing						
	TM.7-Training Administration						
	TM.8-Instructional Techniques	New Staff (TM.8 to 10)				9 ms.	
	TM.9-Basic Instructional Techniques for Employed Supervisors						
	TM.10-Module Training Systim Design	New Staff (TM.7 to 9)				9 ms.	
	B. SUPERVISORY SKILL TRAINING						
	a) Expert Supervisory	Kiyoshi Umemoto					
	ST.1-Method and Work Study	Ibrahim Ali (ST.1 to 4) Specialise in ST.2		7 ms.			
	ST.2-Quality Control.	Latif Md. Isa:(ST.5 to 7)		7 ms.			
	ST.3-Production Planning and Control	New Staff (ST.3 and 5)			9 ms.		

No.	TRAINING PROGRAMME	Name of Participants and Module No.	1983	1984	1985	1986	1987
1.	(cont.)						
	ST.4-Maintenance Management	New Staff				9 ms.	
	ST.5-Industrial Safety						
	ST.6-Leadership and Human Relation						
	ST.7-Disipline in Industry						
2.	AUTOMOTIVE DEPARTMENT						
	a) Expert Automotive	Toshio Osa					
	Head of Department			2 to 3 ms.			
	A.1-Petrol/Diesel Engine Services (Maximum 8 cylinder)	Abdul Karim Dato Hj. Kamarudin (A.3 to A.6) Specialise in A.5		9 ms.			
	A.2-Trouble Analysis	Mokhtar Osman (A.1 to A.3) Specialise in A.2		9 ms.			
	A.3-Performance Test	Mohd. Razi Hj. Johari (A.1 to A.6)	9 ms.				
	A.4-Vehicle Chassis Repair	New Staff (A.1)			9 ms.		
	A.5-Vehicle Body Repair except Bus	New Staff (A.3)			9 ms.		
	A.6-Vehicle Inspection	New Staff (A.6)				9 ms.	
3.	MACHINE OPERATION AND DIE MAKING DEPT.						
	a) Expert Machine Operation	New Expert					
	Head of Department	New Staff			2 to 3 ms.		
	MD.1-Die Making and Repair	Ahmad Jantan (MD.1)		7 ms.			
	MD.2-Tool Making, Jig Boring and Repair	Anwar Ibrahim (MD.1 to MD.4)	9 ms.	7			
	MD.3-Finishing/Fitting	Iskandar	9	7 ms.			
	MD.4-Machining (including NC Machine)	New Staff (MD.2 & MD.3)			9 ms.		
		New Staff (MD.4)		9		9 ms.	

No.	TRAINING PROGRAMME	Name of Participants and Module No.	1983	1984	1985	1986	1987
6.	INSTRUMENT AND AUTOMATIC CONTROL DEPT.						
	a) Expert Inst. and Automatic Control	New Expert					
	Head of Department	New STAFF			2 to 3 ms		
	I.1-Process Measurement	Ibrahim Ali (I.1 to I.3)	9 ms.				
	I.2-Industrial Instruments	New Staff		9 ms.			
	I.3-Electrical (Hydraulic Control)	New Staff			9 ms.		
7.	FABRICATION DEPARTMENT						
	a) Expert Welding, Metal Fabrication	New Expert					
	b) Expert Press Work	New Expert					
	Head of Department	New Staff			2 to 3 ms.		
	F.1-Welding	Bahari (F.1 and F.2)	9 ms.				
	F.2-Metal Fabrication	Murni (F.3 local on the job training)					
	F.3-Presswork	New Staff (F.1)		9 ms.			
		New Staff (F.2)			9 ms.		
			09	09 09	14	6	/47

PROGRAMME	MODULE No.	SITER CAPACITY / Wks.	FIRST SEMESTER	SECOND SEMESTER
Specialize Engine Service	A1 1.1	12 x 2	30 — 18 (1/5)	6 — 24 (8)
Fuel Injection System Service	A1 1.2	12 x 2		9 — 20 (7); 3 — 14 (9)
Electrical Equipment Service etc.	A1 1.3	12 x 2	21 — 8 (5/6)	24 — 12 (9/10)

※ Preparation for next Module Unit

△ Reconsideration and improvement of curriculum

※ Operation one Module unit which is requested the next

▨ Preparation for New Module in 1985 (A4, A5, A6)

COURSES OFFERED IN CIAST - 1985

4. MACHINE OPERATION AND DIE MAKING DEPARTMENT

MODULE NUMBER	MODULE	DURATION
MD.1	Die Making and Repair	10 weeks
MD.2	Tool Making, Jig Boring and Repair	10 "
MD.3	Finishing/Fitting	10 "
MD.4	Machining (including NC Machine)	10 "

5. HEAVYSHOP DEPARTMENT

H.1	Forging and Heat Treatment	10 weeks
H.2	Foundry	10 "
H.3	Die Casting Technique	5 "
H.4	Investment Casting Technique	10 "
H.5	Rubber Moulding Technique	5 "
H.6	Plastic Moulding Technique	4 "

6. ELECTRICAL AND ELECTRONIC DEPARTMENT

EE.1	Relay Maintenance and Repair (mainly for High Power Electrical Control)	10 weeks
EE.2	Motor Trouble Analysis and Repair	8 "
EE.3	Motor Testing	3 "
EE.4	Advanced Radio Service and Repair	5 "
EE.5	Advanced TV Service and Repair	5 "
EE.6	Inter-Office Communication Equipment Service and Repair	5 "
EE.7	Electric/Electronic Office Equipment Service and Repair	5 "

7. INSTRUMENT AND AUTOMATIC CONTROL

I.1	Process Measurement	8 weeks
I.2	Industrial Instruments	8 "
I.3	Electrical (Hydraulic) Control	8 "

8. FABRICATION DEPARTMENT

F.1	Welding	10 weeks
F.2	Metal Fabrication	20 "
F.3	Press Work	5 "

COURSES ....

1. TRAINING METHODOLOGY

MODULE NUMBER	MODULE	DURATION
TM. 1	PEDAGOGY TRAINING:	
	(a) Trainee Instructor Training Course	6 months
	(b) Trade Instructor Training Course	6 "
TM. 2	Basic Training Methodology for Instructor	2 weeks
TM. 3	Skill Analysis	1 to 4 "
TM. 4	Written Instructional Material	1 to 4 "
TM. 5	Audio-Visual Aids	1 to 4 "
TM. 6	Test and Testing Methods	1 to 4 "
TM. 7	Training Administration	1 to 4 "
TM. 8	Instructional Techniques for in-plant Trainers	1 to 4 "
TM. 9	Basic Instructional Techniques for in-plant Supervisors	1 week
TM.10	Module Training Systems Design	1 to 4 weeks

2. SUPERVISORY SKILL TRAINING

ST.1	Method and Work Study	1 to 4 weeks
ST.2	Quality Control	1 to 4 "
ST.3	Production Planning and Control	1 to 4 "
ST.4	Maintenance Management	1 to 4 "
ST.5	Industrial Safety	1 to 4 "
ST.6	Leadership and Human Relation	1 to 4 "
ST.7	Discipline in Industry	1 to 4 "

3. AUTOMOTIVE DEPARTMENT

A.1	Petrol/Diesel Engine Services (Max. 8 cylinder)	1 to 8 weeks
A.2	Trouble Analysis	6 "
A.3	Performance Test	6 "
A.4	Vehicle Chassis Repair	6 "
A.5	Vehicle Body Repair (except bus)	8 "
A.6	Vehicle Inspection	4 "

INTRODUCTION:

1. The Centre for Instructor and Advanced Skill Training operated by the technical cooperation between Malaysia and Japan is a unit of the Manpower Department under the Ministry of Labour and is situated in Shah Alam, a distance of about 30 kilometres from the city of Kuala Lumpur. The role of the unit is to provide training for trade instructors, supervisors and trade skilled workers. The CIAST will be organised under seven training departments to be supported by Training Affairs Division. Two departments will be tentatively operational by April 30, 1984 namely Instructor and Supervisory Skill Training Department and Automotive Department.

2. In order to get a total and functional operation of the CIAST closely related to industrial society as well as public training society, at least the following five activities should be considered:

i) observation of actual situation of industries and trades;

ii) training curriculum development;

iii) training equipment utilization;

iv) training evaluation and certification, and

v) public relations.

These five activities are closely netted together and common in each department. As such CIAST should have an Advisory Committee responsible for reporting and advising on these matters. The members should be represented by representatives from both public and private sectors, higher learning institutions, vocational training institutions and departments responsible directly to the Director of CIAST. Also an inner standing committee responsible for these matters would be organized, which consists of representatives from every department and supporting unit. Therefore, a secretariat would be necessary for these committees.

3. A series of factory observation were made by the Chief Advisor from August 17 to September 22, 1983 to confirm the actual situation of the training need of the industries. The main objectives of the observations were to find out the clues to consider the CIAST activities. The questions raised to search the clues are as follows:

1. What are the main trades (in each factory), and who, with what qualification and educational background and vocational experience are carrying out these trades?

2. What kinds of skill training are conducted in each factory including the training in the field of new technology?

3. What kind of training courses are required for the CIAST?

The results of the factory observations were as follows:

a) On main trades:

1. Generally most of the main trades in the industries are carried out by those who held LCE/MCE. The main trades are machinery, welding, sheetmetal and electronic assembly.

2. Some trades require MCE level workers instead of LCE, such as automobile repair, machine operation, complicated electrical wiring and instrumentation and automatic control.

3. In numerical control fields which is quite an important area in trades, diploma holders or engineers (university graduates) are conducting trades such as programme development and maintenance of equipment.

b) On skill training:

1. Traditional manual skills are indispensable in industries and demands for those are high in most factories including those utilizing advanced technology. These trades are machinery, die-making, welding, sheetmetal, electrical installing and carpentry.

2. Where manual skills are concerned, unskilled workers and school-leavers are trained in "on-the-job training" in general. Nevertheless, as another way of acquiring the manpower, factory management are eager to recruit experienced skilled workers from other factories.

3. Public service responsible for certifying the degree of skill training, such as NITTCB skill grade certificate and ITI apprenticeship are evaluated as useful in order to identify the level of training of individuals and to maintain the high level of training. On the other hand, some factories find it necessary to widen the variety of skills and/or to upgrade the level of skill in trades.

c) On new technology:

1. Most factories have been introducing new technology in numerical control system. However, some factories, in machinery or fabrication trade, find the manual skill more essential than the new technology.

2. Introduction of new technology had been generally conducted by engineers (university graduates) or diploma holders who have been sent to Japan or western countries by the company or the government. In some factories even MCE level workers were sent to advanced countries to learn new technology.

3. Contents of new technology training vary from factory to factory, even in numerical control fields. The reason for this is that each factory has its own requirements and its stage of advancement is varied.

d) Expectations for the CIAST Training:

1. The importance of manual skill training should be emphasized. Moreover, it is worthwhile to note the fact that manual skill training required is higher than intermediate skill certificate level.

2. Some factories require common basic training in numerical control field.

3. The need for supervisory training is also emphasized in most factories, and some require such courses to be held after working hours.

4. Various views were expressed in lengthy deliberation and finally a basis of the factory observations together with the study of training agencies was formulated. The inclusion of this basis was formed in four main categories in advanced skill training besides instructor and supervisory training:

i) new technology - the advancement of the existing skill i.e. NC, CNC;

ii) new field - the field that partly covered and not covered by the National Trade Standards;

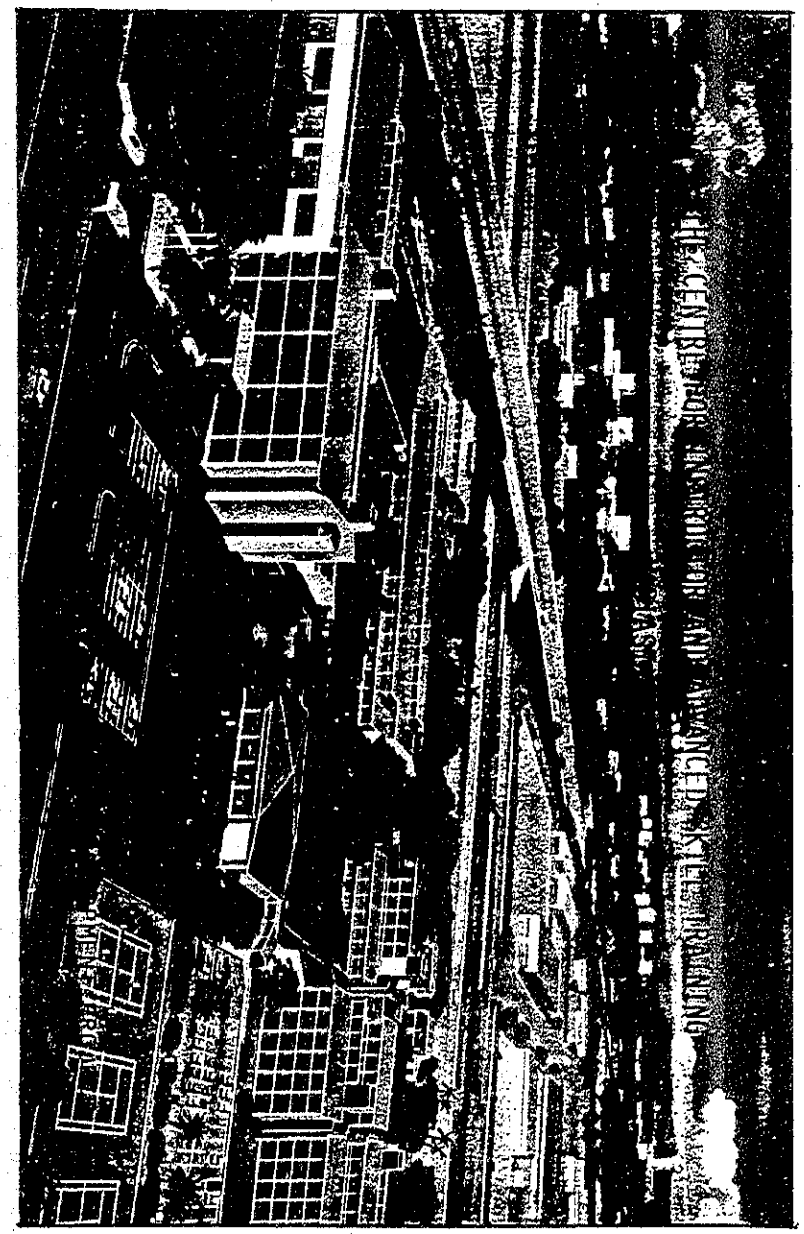
iii) Preparatory Courses - the supplementary subjects for (i) and (ii);

iv) additional or supplementary subjects - additional or supplementary subjects for supervisors.

Therefore, the design of training needs was reflected in the training curriculum of CIAST.

STEPS FOR CONDUCTING THE TRAINING COURSES IN ADVANCED SKILL TRAINING FIELD

1.	RECRUITMENT OF CANDIDATES	- The brochure of CIAST
2.	ENTRANCE EXAMINATION	- Theory test - Performance test
3.	MODULE TRAINING	- Practice and Theory unification training - Achievement test on every step
4.	FINAL TEST	- Practice) - Theory) on every Module Unit
5.	CERTIFICATION	- On every Module Unit - On completing all Module Units in each department



INTRODUCTION

In response to the ASEAN Human Resources Development Project which was first proposed by the former Japanese Prime Minister Zenkou Suzuki, the Malaysian Government presented its proposal on the Centre for Instructor and Advanced Skill Training (CIAST) June 1981.

The CIAST would be the apex of the vocational training institution in the country which is responsible to produce competent instructors, supervisors and skilled workers from both the public and private sectors. Apart from Malaysian participants, CIAST would also accept participants from ASEAN member countries.

Training staff are composed of a combination of engineers and experienced instructors, assisted by several Japanese experts. Courses would be conducted by the method of module training (skill unit system) using sophisticated equipment.

COURSES OFFERED FOR 1984

I. INSTRUCTOR AND SUPERVISORY TRAINING DEPARTMENT

MODULE NUMBER	MODULE	DURATION
TM.1	PEDAGOGY TRAINING:	
	(a) Trainee Instructor Training Course	6 months
	(b) Trade Instructor Training Course	6 months
TM.2	BASIC TRAINING METHODOLOGY FOR INSTRUCTOR	2 weeks
TM.9	BASIC INSTRUCTIONAL TECHNIQUES FOR IN-PLANT SUPERVISORS	1 week

ENTRY QUALIFICATIONS:

i. Trainee Instructors and Trade Instructors who have qualified from Vocational Training Institutions (for TM.1).

ii. Vocational Training Instructors, supervisors and experienced workers who have been given instructing responsibilities (for TM.2 and TM.9).

iii. Candidates must be sponsored by employers.

(NOTE: TM.9 will be conducted at the industrial establishment.)

RELATED EQUIPMENT:

STUDIO SYSTEM
EDITING VTR
LANGUAGE LABORATORY SYSTEM
TEACHING MATERIALS
(SLIDE FILM, VIDEO TAPE, 16mm MOVIE FILM, MOVING TRANSPARENCIES)
MICRO COMPUTER
CHRONOCYCLEGRAPH

II. AUTOMOTIVE DEPARTMENT

MODULE NUMBER	MODULE	DURATION
A.1	PETROL AND DIESEL ENGINE SERVICE (MAX. 8 CYLINDERS)	
A.1.1	Specialize engine service	3 weeks
A.1.2	Fuel injection system service	2 weeks
A.1.3	Electrical equipment service etc.	3 weeks

ENTRY QUALIFICATIONS:

i. Vocational Training Instructors, supervisors and skilled workers who possess Intermediate level NITTCB certificate plus two years' experience or its equivalent.

ii. Sponsored by employers.

ENTRANCE TEST:

Every candidate must pass the entrance test. (Refer to Annex I.)

RELATED EQUIPMENT:

ENGINE DYNAMOMETER
ENGINE TUNE-UP MASTER
DISTRIBUTOR TEST BENCH
GENERATOR STARTER TEST BENCH
CYLINDER BORING MACHINE
CYLINDER HONING MACHINE
INJECTION PUMP TESTER

COURSES OFFERED IN CIAST - 1985

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8. FABRICATION DEPARTMENT

F.1	Welding	10 weeks
F.2	Metal Fabrication	20 "
F.3	Press Work	5 "

COURSE FEES:

Nominal fees are charged to the participants during the period of training at CIAST.

CERTIFICATION:

Upon successfully completing the conditions and passing the final test, certificates will be issued.

ACCOMMODATION:

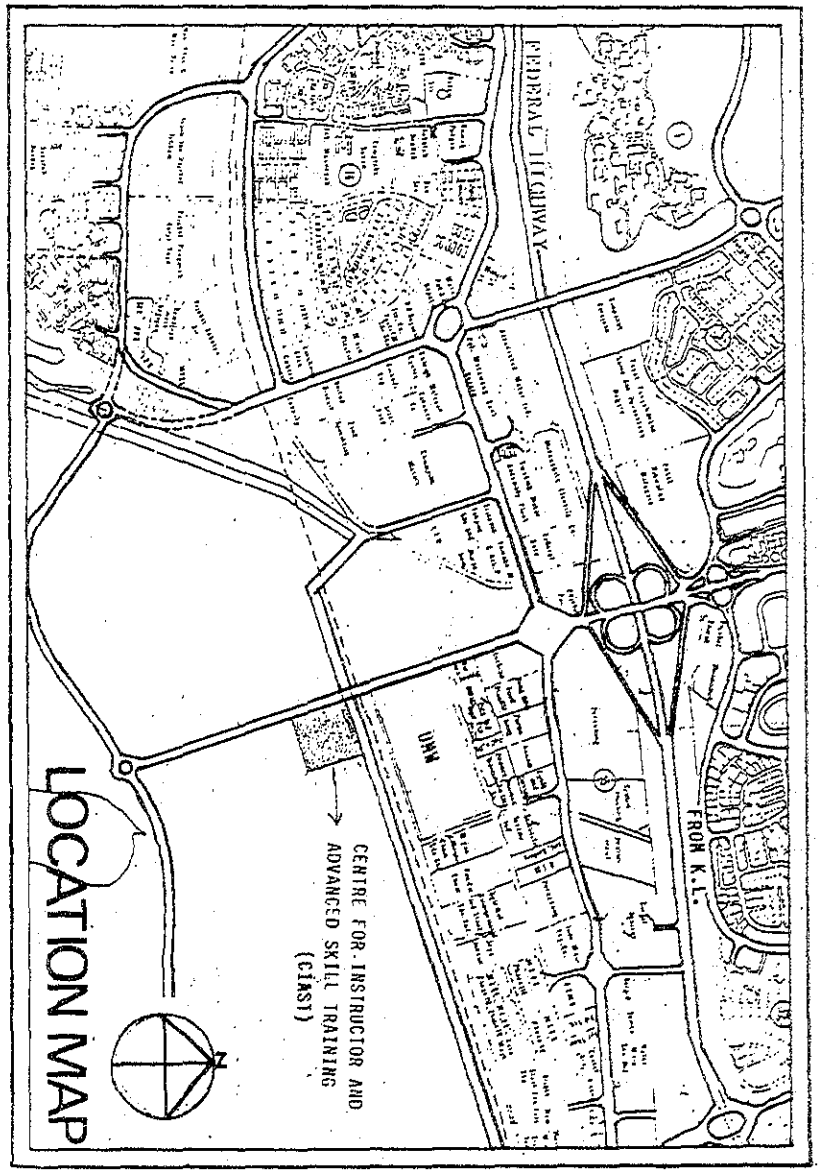
Limited accommodation is available to outstation participants. Accommodation is free but meals have to be purchased by participants at the cafeteria.

FURTHER DETAILS:

any further information required in respect to training, please refer to the Director of CIAST.

Director of CIAST,
c/o Industrial Training Institute,
Jalan Kuchai Lama,
Petaling Post,
Kuala Lumpur 21-16.

Tel: 732633
732634



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