

Kedah Industrial Skills and Management Development Centre (KISMEC)	
Capacity & Capability	<ul style="list-style-type: none"> • Provide courses in plastics technology, electrical and IT. These are 1 certificate course and 8 short courses in plastics technology; 5 certificate courses in electrical and 5 certificate courses in information technology in Sungai Petani. Additional courses in industrial automation, wafer fabrication technology, production manufacturing, electronics and instrumentation are also available in the centre located in Kulim. • Currently have 500 full-time students and 1,200 part-time students. Training methodology is 70% practical and 30% theory. • Has fully achieved its objectives and has ranked its industry contribution as very high in skilled workforce, technology transfer and industry growth.
Internal Positive Aspects	<ul style="list-style-type: none"> • Adequate and latest equipment; qualified staff
Internal Negative Aspects	<ul style="list-style-type: none"> • Cost of upgrading staff as has to generate own income for operation cost.
External Positive Aspects	<ul style="list-style-type: none"> • Support of Federal Government, receive donations from industries, EPU support and AOTS recognition
External Negative Aspects	<ul style="list-style-type: none"> • Low demand from industries for training programmes..
Issues	<ul style="list-style-type: none"> • Shortage of skilled staff as job-hopping is prevalent. • Low demand from industries for training programmes. • Insufficient income from training programmes to sustain operational cost.
Other Remarks and Observations	<ul style="list-style-type: none"> • Established in 1993 with the primary interest of providing training and development in order to enhance the skills and knowledge of employees in the industrial sector. • Original objectives have changed because of expanded programme such as NVTC, EPU and AOTS. • Has 2 centres with the HQ located in Sungai Petani and another centre located at Kulim High-Tech Park. • Currently KISMEC operational budget is self-funded. • KISMEC works very closely with EPU, MITI, MoHR, MARA, MoE and Local Universities as well as with the state government and relevant state agencies. • International collaboration is with Australia (Twin City Engineering Institute, Wodonga Institute, Box Hill Institute, AMES), United States (Mount Hood Community College, Flour Daniel International) and Japan (AOTS)

Selangor Human Resource Development Centre (SHRDC)	
Capacity & Capability	<ul style="list-style-type: none"> • Provide 62 short-term courses and 151 customised courses in plastics technology, industrial electronics, industrial automation, semiconductor design, footwear technology, advanced manufacturing technology, mechanical engineering, manufacturing management and information technology. • Since its launch, has trained 30,000 workers. • Indicate that it has fully achieved its objectives and rank their industry contribution to skilled workforce and technology transfer as very high.
Internal Positive Aspects	<ul style="list-style-type: none"> • Working environment within Institute rated very highly as evidenced by the extensive interior decoration in terms of both aesthetic and functionality aspects; • Equipment and facilities for training are kept up-to-date in terms of technology changes with inputs and support from council members; • Trainers in SHRDC have wide hand-on experience.
Internal Negative Aspects	<ul style="list-style-type: none"> • Lack of space for expansion. Current site is given rent-free by the State Government. However, the adjoining blocks are all held by different individuals, thus making expansion planning problematic in terms of availability of space for rent, renovations etc.
External Positive Aspects	<ul style="list-style-type: none"> • Good support from industries for equipment parts, replacements, accessories and expertise; full co-operation and support from the state and federal government.
External Negative Aspects	<ul style="list-style-type: none"> • Reluctance of SMIs in developing human resource skills.
Issues	<ul style="list-style-type: none"> • Insufficient space for expansion. • Poor response from SMIs for training programmes..
Other Remarks and Observations	<ul style="list-style-type: none"> • Formed in 1992. Collaborative effort between the Selangor State Government and Founder Members (7 industries and 1 government body). It is a non-profit organisation with all profits ploughed back towards curriculum development. • Leader in competency-based learning working in conjunction with Human Resource Development Board. Box Hill College of Technical and Further Education (TAFE), Australia is a quality partner. • Currently have 26 industry firms and 5 government agencies as their council members. • In terms of capital expenditure on equipment, approval from the Council Members, and then forwarded to the Federal Government. In terms of teaching materials and books the centre can make their own decision for procurement. The centre's revenues consist of 40% income from tuition and teaching fees with the remainder 60% being government grants and subsidies. There has been no change to this proportion for the last 3 years. Operational expenditure is below RM5 million per year. • In terms of equipment donated, the Plastic Technology Centre is in collaboration with MPMA whereby the Italian Plastic Manufacturers donated equipment worth RM2.5 million through the Italian government to the centre for training purposes.

Penang Skills Development Centre (PSDC)	
Capacity & Capability	<ul style="list-style-type: none"> Reported no changes in its role and responsibilities. In 2003 provided training for 9,141 workers and students in 496 courses (including short-term courses). PSDC is also conducting many twinning programs with foreign universities. Indicate that it has fully achieved its objectives. Rated its contribution high for skilled workforce (5), technology transfer (4) and industry growth (4).
Internal Positive Aspects	<ul style="list-style-type: none"> Complete and sufficient physical infrastructure. Sufficient qualified staff.
Internal Negative Aspects	<ul style="list-style-type: none"> High turnover of qualified staff.
External Positive Aspects	<ul style="list-style-type: none"> Strong industrial linkage. Government funding sufficient. Twinning programs strengthen existing staffs' knowledge and capability.
External Negative Aspects	<ul style="list-style-type: none"> Uncertainty in NVTC policy which needs changes to meet PSD/LAN criteria
Issues	<ul style="list-style-type: none"> Approval for teaching and technical staff tied to conditions from NVTC with renewal of yearly teaching permits.
Other Remarks and Observations	<ul style="list-style-type: none"> The PSDC operates as a non-profit society. The number of member companies has increased since 1989 from 24 members to 96 members currently (2004). Of these, 49% are involved in electronics, 26% in engineering and the rest in medical products, textiles, plastics, telecommunications, transport, agrochemicals, IT, consultancy and state development corporations. The members have a combined total workforce representing more than 50% of the total workforce in the Free Zones and Industrial Parks in Penang. Courses cover both the so-called hard skills (manufacturing/process, quality/productivity, computer and automation) and soft skills (supervisory/management and personnel business). Courses are of varying duration and are conducted on either a part-time or a full-time basis. Some courses are strictly designed for certain categories of workers, while others are open to those with minimum academic or technical qualifications. Trainees are often admitted who do not possess the minimum qualifications, but who have the relevant experience. Courses are conducted externally by technical experts, who are either recruited or seconded by member companies or suppliers of technical equipment to the Centre. With the exception of professional courses, for which professional bodies set the standards, the PSDC is not formally involved in standard setting. All vocational courses in PSDC are NVTC accredited courses. PSDC has no issue or problem in relation to accreditation. PSDC identify current industrial needs through regular discussions with industries, i.e., talking to the Human Resource and Training Managers of industries. PSDC keep track of industrial trends via training committees set up together with member industries. PSDC receive co-operation and inputs from electronics industries in formulating new training courses.

Perak Entrepreneur & Skills Development Centre (PESDC)	
Capacity & Capability	<ul style="list-style-type: none"> • The PESDC was established in 1993 and is a non-profit joint project between the Federal Government, State Government and the private sector. Its campus is located on a 10-acre waterfront garden and is able to accommodate 300 full time students and 1,500 participants for short courses. Currently PESDC has 36 industrial members. • Since inception till end of 2003, PESDC has organised 4,784 courses for 98,935 trainees. Currently it is training about 10,000 workers and students. • Reported no change in role and objectives. PESDC indicated that it has partly achieved its objectives. Main impediments identified for not fully achieving objectives is non-interest from SMIs to fully capitalise on the facilities and programs offered. • Rated their contribution to industry needs as high, i.e., 5 for Skilled Workforce; 4 for Technology Transfer; and 4 for Industry Growth.
Internal Positive Aspects	<ul style="list-style-type: none"> • Grants from Federal Government for purchasing training equipment. • Sufficient infrastructure provided by the State Government. • Management is by a Committee comprising Industries.
Internal Negative Aspects	<ul style="list-style-type: none"> • Lack of trainers with industrial experience.
External Positive Aspects	<ul style="list-style-type: none"> • Good rapport with Industries, especially those who are Council Members. • Good support from the Ministry of Human Resource in terms of Human Resource Development funding. • Funding from SMIDEC.
External Negative Aspects	<ul style="list-style-type: none"> • Industrial attachments for students (OJT) still need improvement. • Most industries prefer foreign workers to local workers and thus skills and technology transferred to other countries once foreign workers leave.
Issues	<ul style="list-style-type: none"> • Recruitment of teaching and technical staff whereas most of the training personnel lack industrial experience. • Poor response from SMIs for training of their workforce.
Other Remarks and Observations	<ul style="list-style-type: none"> • It has 3 types of Certificate level courses i.e., Hard Skills, Soft Skills and IT Training. Currently, PESDC offers 64 full-time courses. • All of their vocational training courses are NVTC accredited. PESDC offers vocational courses in collaboration with NVTC as well as short courses under the SMIDEC scheme, PROLUS scheme, SBL scheme and HRDB scheme. • The Welding Course is conducted under CISWP (Certificate Scheme for Welding and Inspection Personnel) under CIDB (Construction Industry Development Board, Malaysia) and United Kingdom based TWI (The Welding Institute) certificate that is recognised internationally. • PESDC have regular discussions with the Perak branch of FMM (Federation of Malaysian Manufacturers) to identify current industrial needs. FMM, CNCA (Cement & Concrete Association) and MPMA (Malaysia Plastic Manufacturing Association) provide both co-operation and inputs to the formulation of PESDCs training courses.

Johor Skills Development Centre (PUSPATRI)	
Capacity & Capability	<ul style="list-style-type: none"> Johor Corporation established PUSPATRI in 1993 and is located in Pasir Gudang Industrial Estate. PUSPATRI offer more than 120 types of courses in the areas of Industrial Automation, Electrical, Information Communication Technology, AutoCad, Industrial Safety and Health, Welding Technology, Plastic Technology, Advanced Manufacturing Technology and Maintenance Technology. PUSPATRI did not indicate whether they have achieved their objectives. However they have rated their contribution to the needs of industry as high (5) both for skilled workers and technology transfer.
Internal Positive Aspects	<ul style="list-style-type: none"> Did not indicate their internal positive aspect stating that it is confidential.
Internal Negative Aspects	<ul style="list-style-type: none"> Did not indicate their internal positive aspect stating that it is confidential.
External Positive Aspects	<ul style="list-style-type: none"> Nil
External Negative Aspects	<ul style="list-style-type: none"> Industries not keen to send their workers for training.
Issues	<ul style="list-style-type: none"> Institute face problems in keeping up due to the changing trends in industrial technologies, particularly the ICT sector.
Other Remarks and Observations	<ul style="list-style-type: none"> PUSPATRI fulfils all conditions required by NVTC, NIOSS and TWI (The Welding Institute, U.K.) for their courses. The Welding Course is in collaboration with TWI in U.K. whereas the Fabrication Course is in collaboration with India. PUSPATRI holds regular discussions with Industries in Johor as well as dialogue sessions with the Johor Branch of SMI Association, Malaysian Plastic Manufacturers Association (MPMA) and Federation of Malaysian Manufacturers (FMM). PUSPATRI receive both co-operation and inputs from the electronics industry in Johor in the formulation of new training courses.

Section B 6 Background Paper: State Skill Development Centres

Currently there are 12 state skills development centres throughout the country. Although they are generally referred to as State Skills Development, all of them are incorporated as non-profit organisations and are thus not public sector vocational training institutions. Although all the SSDC have representatives from the government, industry and academia, their operations are more akin to private sector.

As at the end of 2003, these skills development centres have trained 214,241 workers.

Out of the 12 state skills development centres, only 7 was selected for an in-depth interview as well as detailed data compilation. A brief write-up of the 7 centres is given below. However, a listing of all 12 centres is included in **Section C1.10**.

B6.1 Melaka Industrial Skills Development Centre (MISDC)

The Melaka Industrial Skills Development Centre (MISDC) was incorporated on 10th May 1994 as a non-profit organisation and registered with the Registrar of Societies. The centre was formed with the joined co-operation of the Federal Government, Melaka State Government, the industrial sector and various Melaka State Government agencies and statutory training institutions. The main objective of the centre is to provide facilities in technical and management training programmes in order to upgrade the competencies in skills and technological know how to local manpower resources.

Table B6.1: Objectives and Functions of MISDC

Objectives	<ul style="list-style-type: none"> • Fulfill the training needs of the Melaka industries; • Provide industrial training to school leavers; • Update the existing skilled manpower in parallel with the advancement in Hi-tech and IT in K-Economy; • Co-ordinate and to facilitate the sources of expertise available from the Government Training Institutions and the Industrial Sector; and • Co-ordinate, develop and to implement the utilisation of HRDF.
Functions	<ul style="list-style-type: none"> • To provide comprehensive technical and services training opportunities; • To assist the Federal and Melaka State Government in providing motivated, skilled, knowledgeable and competent manpower to face the future challenges of Mission and Vision 2020; • To overcome the shortage of skilled, knowledgeable and competent manpower to fulfil future needs in accordance to the country's national industrial policy and Industrial Master Plan; and • To train, to retrain and to upgrade the present and future manpower in order to realise the achievement of future national industrial needs.

Source: Melaka Industrial Skills Development Centre

MISDC was established with the support and assistance of the Federal Government, State Government, Melaka State Economic Development Corporation (SEDC) and the industrial sector. The Federal Government set the ball rolling with an initial grant of RM1 million in 1995 for the procurement of technical training equipments. The Federal Government also provided additional grants of RM0.5 million in 1998, RM2.5 million in 1999, RM1.5 million in 2000 and RM500,000 in 2001 for the purpose of equipment procurement.

The Melaka State Government, gave an annual a grant of RM100,000 per year for the first five years of operation to cover operational expenses. The state government also provided RM1 million in 1996 and RM2 million in 2001 for physical development. The Melaka State Economic Development Corporation granted 3 acres of industrial land at Batu Berendam Industrial Estate for the centre. MISDC members have contributed a total of RM95,000 as membership fees for the period of 1994 to 2003. Currently there are a total of 26 industry members in MISDC.

MISDC is administered by a General Council which comprises 20 members, i.e., 14 members from industries and 6 members form government and institutions. The Melaka Chief Minister is the patron of the MISDC General Council with all other positions except the Honorary Secretary post, taken up by the industrial members. The MISDC chairman is the honorary secretary of the MISDC General Council. Government and Institution representation in the Council is via ex-officio members and currently there are 5 representatives, i.e., from the State Economic Development Corporation, Economic Planning Unit, Industrial Training Institute, Mara Institute and Federation of Malaysian Manufacturers (Melaka Branch).

Training and Courses in MISDC

Since inception, a total of 2,036 persons have been trained in MISDC. The table below outlines the number of persons trained by the various parameters. Overall, two-third of the persons trained by MISDC are male. 44% are trained in ICT followed by 17% in Occupational Safety and Health and 12% in Industrial Automation.

Table B6.2: Statistics on Persons Trained in MISDC

	1995	1996	1997	1998	1999	2000	2001	2002	Total
Number Trained	67	278	182	124	131	198	656	400	2,036
Male	77.6	35.3	74.7	71.0	64.1	70.7	63.0	74.5	64.3
Female	22.4	64.7	25.3	29.0	35.9	29.3	37.0	25.5	35.7
Industrial Automation			7.7	36.3	14.5	20.7	9.0	17.8	12.2
Electrical		9.0	16.5	29.0	6.1	0.5	1.4	4.5	6.2
Mechanical			11.5			8.1	2.6	12.0	5.0
Electronic					21.4			1.5	1.7
OSH	38.8	5.8	10.4	10.5	29.0	20.7	7.5	35.8	16.9
Mechanical Appliance Training						17.7		6.8	3.0
ICT	7.5	85.3	33.5	8.1	29.0	10.1	70.3	17.8	44.4
Language/Management etc	53.7		20.3	16.1		22.2	9.3	4.0	10.5
Bumiputera	38.8	46.4	41.8	58.1	52.7	54.5	64.8	60.0	56.2
Chinese	53.7	40.6	47.3	29.8	38.2	37.4	23.9	27.0	32.5
Indian & Others	7.5	12.9	11.0	12.1	9.2	8.1	11.3	13.0	11.3

Source: Melaka Industrial Skills Development Centre

There are 13 training programmed currently offered in MISDC. The table below highlights the courses and modules available at MISDC.

Table B6.3: Courses Available in MISDC

Course	Details
Industrial Automation Technology	11 courses
Electrical Technology	9 courses
Mechanical Technology	9 courses
Electronics Technology	4 courses
Occupational Safety & Health	8 courses
Production Technology 2	2 courses (NVTC)
Mechatronics Apprenticeship Scheme	1 course
Graduate Re-skilling Scheme – Furniture Mfg	In collaboration with EPU
Graduate Re-skilling Scheme – Halal Product	In collaboration with EPU
Information and Communication Technology	26 courses (3 NVTC courses and 1 course under Ministry of Women and Family Development)
Languages and Communication	4 courses (Technical English, English Communication, Japanese, German)
Training/Development	1 course

Source: Melaka Industrial Skills Development Centre

B6.2 Sabah Skills and Technology Centre (STTC)

The Sabah Skills and Technology Centre (SSTC) was registered on 27 September 2000 as a non-profit organisation and registered with the Registrar of Societies with both the Federal and State Government providing the funding and infrastructure. Industry players provided support and leadership to SSTC.

SSTC aims to provide training and educational programmes to enhance the skills level of the State's workforce and provides training in the areas of technical skills, manufacturing skills, management skills and continuing education.

A Management Council administers SSTC, which comprise 12 members. The position of Chairman, Deputy Chairman and 5 additional Council Members are all from the industries. 5 other ex-officio council members are from the Ministry of Resource Development and Information Technology, Ministry of Industrial Development, Sabah Economic Development Corporation, Ministry of Entrepreneur Development and Ministry of Finance.

There are 2 categories of membership in the SSTC, i.e., 18 industries as Founder Members and 8 industries as Ordinary Members

SSTC was established to meet the following objectives:

Short-Term Objectives

- Meet the training needs of member companies by organising customised courses;
- Continuously upgrade the skill level of workforce in line with the technological progress; and
- Establish a mechanism to co-ordinate and utilise resources from industry and institution.

Long-Term Objectives

- Promote vocational and technical courses; and
- Position the Centre as a leading training institution.

Programmes in SSTC

On February 2002, SSTC was appointed by the Small and Medium Industries Development Corporation (SMIDEC) to train SMIs at a subsidisation of 80% of training cost. Presently

SSTC has 69 courses approved under this training programme. Some of the courses under this scheme are Chargeman AO, Project Management, Total Productive Maintenance, Basic Calibration for Temperature Instruments and Occupational Health and Safety.

Another programme undertaken by SSTC is the CMHREA (Chief Minister's Human Resource Excellence Award) that was launched in March 2002. The objectives of the award are to:

- Recognise the achievement of exemplary participating companies for other companies to emulate;
- Stimulate the companies in taking proactive role in developing human resources; and
- Provide manufacturing companies operating in Sabah with the opportunity to be independently assess their human resource practice.

The award examines how an organisation enables employees to develop and utilise their full potential, aligned with the organisation's objectives.

B6.3 Kedah Industrial Skills and Management Development Centre (KISMEC)

KISMEC was established in March 1993, with the primary interest of providing training and development in order to enhance the skills and knowledge of employees in the industrial sector. KISMEC has two centres in Kedah with its Headquarters located in Sungai Petani and another centre in Kulim Hi-Tech Park, Malaysia's first hi-tech park. The vision, mission and objectives of KISMEC are detailed below.

Table B6.4: Vision, Mission and Objectives of KISMEC

Vision	To establish KISMEC as the premier technical and management development centre in meeting the needs of the industrial sector in northern Peninsular Malaysia.
Mission	To effectively utilise available resources amongst the manufacturing and service industry and institution of higher learning by providing technical, vocational training and management development programmes to industrialists in order to keep pace with the rapid change of technology globally.
Objective	<ul style="list-style-type: none"> • To organise, develop and implement training curriculum to suit the immediate requirements of industrialists. • To provide the centre with the latest and up-to-date training equipment with the assistance of the industrialists and machine vendors. • To establish a means to co-ordinate and utilise available training resources from the public, industrial sector and institutions. • To organise HRDF approved courses for the benefit of industrialists. • To provide technical, vocational and NVTC training programmes for school leavers.

Source: Kedah Industrial Skill and Management Development Centre

Overall, KISMEC provides 143 courses in various fields. Additionally, partnership programmes with 12 institutions to offer training courses is also available in KISMEC. In terms of customised courses, KISMEC has conducted 34 courses in 2001 with 387 participants, 25 courses in 2002 with 290 participants and 26 courses in 2003 with 364 participants.

Table B6.5: Courses Offered in KISMEC

Field of Training	Number of Courses
Industrial Automation	14
Wafer Fabrication Technology	18
Electrical	21
Production Manufacturing	6
Electronics and Instrumentation	11
Information Technology	40
Plastics Technology	12
Non-Technical Programmes	21
Total	143

Source: Kedah Industrial Skill and Management Development Centre

Table B6.6: Partnership Programmes Offered by KISMEC

Programme	Description
Silterra-KISMEC Microelectronics Training Centre	Provide training to Technicians, Manufacturing Specialist and Engineers for Silterra's employees, contractors and sub-contractors.
Intel-KISMEC Mechatronics Training Centre	Provide mechatronics related training programmes to Intel Products Manufacturing Specialists.
Fluor Daniel-KISMEC Training Centre	Provide High Purity Training Programme to all employees, contractors and sub-contractors involved in high technology manufacturing.
Joint effort with Ministry of Women and Family Development	Workforce Skills Enhancement Programme for women in industrial sector.
Joint effort with Youth Organisation	Technical Training Programme.
Joint effort with Government Ministries, Industries and Institutes of Higher Learning	Wafer Fabrication Technology and Semiconductor Programme for school leavers.
Collaboration with Institute Technology Medan, Indonesia	Plastic Technology, Computer Technology, Auto CAD.
Collaboration with AMES – Adult Multicultural Education Services, Australia	English Language Programme
Collaboration with Box Hill, Institute of TAFE, Australia	Diploma in Mechatronics, Diploma in Computer System and Staff Exchange Programme
Collaboration with Kangan Batman Institute of TAFE, Australia	Diploma in Polymer Processing, English Language Training for ASEAN Countries and Staff Exchange Programme
Collaboration with Wodonga Institute of TAFE, Australia	Diploma in Polymer Processing, Diploma in IT, Diploma in Building Design and Drafting, Diploma in Motorsport, Advanced Certificate in Polymer Processing and Staff Exchange Programme
Collaboration with Cisco Systems Networking Academy	CCNA – Cisco Certified Network Associates

Source: Kedah Industrial Skill and Management Development

B6.4 Selangor Human Resource Development Centre (SHRDC)

The Selangor Human Resource Development Centre (SHRDC) was formed on 14 February 1992 as a collaborative effort of the Selangor State Government and the Founder Members of the Matsushita Group of Companies, MEMC Electronics Materials Sdn Bhd, Motorola Malaysia Sdn Bhd, NEC Semiconductors Malaysia Sdn Bhd, Denso Malaysia Sdn Bhd, Texas Instruments Malaysia Sdn Bhd, Western Digital Malaysia Sdn Bhd and Yayasan Basmi Kemiskinan (Poverty Eradication Foundation). The SHRDC operates as a non-profit society. Currently there are 26 industry members and 5 government agency members as shown below. As at the end of 2003, SHRDC has trained a total of 29,410 employees.

Table B6.7: List of Members in SHRDC

LIST OF MEMBERS OF SHRDC	
Private Industries	
Casio (M) Sdn Bhd	Motorola (M) Sdn Bhd
CS Metal Industries (M) Sdn Bhd	NEC Semiconductors (M) Sdn Bhd
ChipPac (M) Sdn Bhd	Nippon Electronic Glass (M) Sdn Bhd
Clipsal Manufacturing (M) Sdn Bhd	Nitto Denko Electronics (M) Sdn Bhd
Colgate-Palmolive (M) Sdn Bhd	OYL Electronics Sdn Bhd
Denso (M) Sdn Bhd	Patco Malaysia Bhd
DMIB Bhd	Omron (M) Sdn Bhd
Furukawa Electric Cables (M) Sdn Bhd	S.E.H. Malaysia Sdn Bhd
Hitachi Group of Companies	Sony Technology Malaysia Sdn Bhd
JVC Electronics (M) Sdn Bhd	Toshiba Electronics (M) Sdn Bhd
Kayaba (M) Sdn Bhd	Texas Instruments (M) Sdn Bhd
Matsushita Group of Companies	UEDA Plating (M) Sdn Bhd
MEMC Electronic Materials Sdn Bhd	Western Digital (M) Sdn Bhd
Government Agencies	
Entrepreneur Development Ministry	Selangor State Government
M.I.D.A. Selangor	Yayasan Basmi Kemiskinan
SMIDEC	

Source: Selangor Human Resource Development Centre

Table B6.8: Objectives of SHRDC

<ul style="list-style-type: none"> • Generate a pool of competent trainers to execute training programmes efficiently and effectively; • Establish effective communication and promotion with members and government, and at the same time recruit a wider base of the manufacturing and service industries corporate members; • Establish a business strategy to ensure that SHRDC will become self-financing organisation, while maintaining its cost competitiveness; • Keeping abreast with the competencies required for the manufacturing and service industries to meet their organisational objectives by developing competency based curriculum in conformance with the current world class occupational standard; • Increase employability and career development opportunities of less privileged youths through a special training curriculum; and • Establish an effective training delivery system that will take training to the site of trainees.

Source: Selangor Human Resource Development Centre

Training System of SHRDC

SHRDC's training system has evolved to meet the industry demand for a more responsive, flexible and relevant industrial training system thus ensuring develop a highly skilled workforce as well as provide upgrading opportunities for their current workforce. The training system developed by SHRDC provides the following:

- Quality Assurance.
- Industrial Relevance.
- Short modular courses (1-5 days duration) that subscribe to a credit and accumulation transfer system whereby courses attended can credit towards certificates, diplomas and degrees.
- Portability.
- Recognition of Prior Learning.
- Competency Based Assessment.
- Flexible articulated pathways between education, training and industry.

Courses in SHRDC

Currently SHRDC offers 213 technical courses of which 62 are regular courses and 151 customised courses, which can be undertaken depending on industry demand. Besides this, SHRDC also offers 51 non-technical customised courses.

Most of the regular courses are in plastics technology as SHRDC together with MPMA has a plastics technology centre operating in their premise. The Plastics Technology Centre is a joint collaboration between MPMA and the Italian Government. The Italian Plastics Manufacturers Association donated a total of RM2.5 million worth of equipment for training purposes.

In terms of customised courses the majority are in Information Technology, Industrial Electronics and Manufacturing Technology. The table below lists out the types of courses available in SHRDC.

Table B6.9: Courses Offered in SHRDC

Type of Courses	Regular Courses	Customised Courses
Plastics Technology (General, Injection Moulding, Blow Moulding and Extrusion)	19	3
Industrial Electronics	6	19
Industrial Automation	7	-
Semiconductor Design	-	14
Footwear Technology	-	8
Advanced Manufacturing Technology	2	6
Mechanical Engineering	7	8
Manufacturing Management	9	23
Information Technology	12	70
Total Technical Courses	62	151
Non-Technical Courses		
Executive Development Programme	-	15
Language	-	3
Total Service Quality	-	9

Typical Courses	Regular Courses	Customised Courses
Instructor Development	-	1
Development Programmes	-	9
Certification Programmes	-	14
Total Non-Technical Courses	-	51

Source: Selangor Human Resource Development Centre

Programmes under SHRDC

SHRDC has a smart partnership between the Selangor State Government, SMIs and SMIDEC whereby training fees are subsidised by SMIDEC and the balance amount can be paid from the HRDF for those SMIs that are eligible.

The Global Supplier Programme (GSP) was jointly developed by the MNCs in Selangor together with Selangor State Government and SMIDEC to upgrade local SMIs to be world class suppliers of service and materials. It is a combination of training, consultation, evaluation, audit and certification. After successful completion of the programme, every SMI will have equal opportunity to be a world class supplier to MNCs. The critical competencies focused in the GSP programme are management, quality system and culture, costing, process capability, product reliability, information & business technology, communication & presentation and R&D.

The Graduate Reskilling Scheme in collaboration with the Economic Planning Unit, Prime Minister's Department is a comprehensive training programme for unemployed graduates. The programme offers them opportunities to acquire much needed industrial skills as well as qualification and experiences that can further their own career growth potentials and employability in k-economy. Courses offered in this scheme covers software engineering, Printed Circuit Board design, industrial automation, footwear technology and plastic products & mould design. On average, the cost of the course will be RM28,000 and involves 6 months full-time class attendance and 6 months industrial attachment. The course is fully funded by EPU and students also receive a monthly allowance of RM500. Employers will provide an additional RM500 during the industrial attachment training.

The Semiconductor Upskilling Scheme in collaboration with the Economic Planning Unit, Prime Minister's Department is developed for recent and new graduates from electronics engineering and other relevant disciplines. The course focuses on competencies needed by industries today. The course costs RM33,500 and involves 12 months fulltime class attendance and 6-12 months industrial attachment. The course is fully funded by EPU and students will also receive a monthly allowance of RM500. Employers will provide an additional RM500 during the industrial attachment training.

The MESTI Workers Transformation Program is a comprehensive training program series that is open to everyone. It is an integrated program with curriculum and activities designed to produce competent workers capable of supporting an advanced developed k-economy with its industrial and service bases. MESTI programs are certified by NVTC.

The Apprenticeship Scheme for SPM school leavers is undertaken in collaboration with the Human Resource Development Berhad (HRDB) under the Ministry of Human Resources. The objective of this scheme is to provide multi-skill training to prepare SPM school leavers for entry-level jobs in the industry. The training is SKM Levels 1 and 2 certified and will be sponsored by companies whereby trainees will be bonded to sponsoring companies for a period of 2-3 years upon completion. The training period is between 10 to 18 months and involves 3 months industrial attachment at the sponsoring companies for each level.

The Six Sigma green Belt Programme is held in collaboration between Motorola University and SHRDC. It is a 6 days programme designed to provide participants with an overview of Six Sigma and key concepts associated with effective project teams. The majority of the program focuses on DMAIC (Define Opportunity; Measure Performance; Analyse Opportunity; Improve Performance; and Control Performance).

The Total Service Quality Programme is held in collaboration between SQ Centre and SHRDC. SQ Centre (M) Sdn Bhd was set up in November 1999 and is a joint venture between SPRING Singapore (Standards, Productivity and Innovation Board) and Singapore Airlines. It is an international management consulting and training company. It provides 9 programmes on Total Service Quality. Each programme is a 2-day course.

SMI Learning Academy (SMILE) is another division in SHRDC. The purpose of this centre is to serve as a one-stop resource centre for SMIs customers for Training, Consultation and Testing of Product.

B6.5 Penang Skills Development Centre (PSDC)

PSDC was set up in 1989 in response to the skilled labour shortage problem to cater for industry training needs. Today, PSDC ranks among the best training centres in Malaysia. Being the country's first industry-led training centre, it is located within the Free Industrial Zones of Penang, Malaysia. Although it is a joint effort of government, academia and industry, the PSDC is unique as management expertise and administration is left to the industry.

The PSDC operates as a non-profit society. The number of member companies has increased manifold since 1989. It started with 24 members. Today (2004) it had 100 members. Of these, 49% are involved in electronics, 26% in engineering and the rest in medical products, textiles, plastics, telecommunications, transport, agrochemicals, IT, consultancy and state development corporations. The members have a combined total workforce representing more than 50% of the total workforce in the Free Zones and Industrial Parks in Penang.

Table B6.10: Role and Objective of PSDC

Role	The PSDC was established with the mission of facilitating the utilisation of resources among manufacturing and service industries by providing training and educational programmes in support of operational requirements, as well as keeping abreast of technological progress.
Objectives	<ul style="list-style-type: none"> • upgrading the skill level of the workforce in line with technological progress in factory automation and manufacturing processes; • raising the educational level of the existing workforce to prepare them for the needs of the factory of the future; • providing the necessary pre-employment training to prepare the future workforce for occupational competence; and • providing training consultancy services.

Source: Penang Skills Development Centre

The aim of PSDC is to establish a mechanism to co-ordinate and utilise the resources available from both industry and training institutions to meet the immediate training needs of its members. PSDC as the leading training institution in Penang, work closely with the Government to implement programmes of the Human Resources Development Fund. While the principal priority is to meet the training needs of its members, its courses are also open to

employees of non-member companies, as well as to interested individuals who meet the entry standards of the respective courses. A course fee is charged for all courses and registered member companies are entitled to a discount. In addition, the Centre also provides pre-employment training for school-leavers.

Membership

Membership of the PSDC is open to the Government and all other sectors of the economy. The Centre has three categories of membership:

- Founder members, which are companies registered in Malaysia that pay a one-time fee of RM15,000. These members can be elected to the Management Council and their employees enjoy special preference for courses and can use PSDC facilities. (Founder membership is now closed, and only full and ordinary members are now accepted.)
- Full members are companies which make a one-time payment of RM20,000. They are accorded the same benefits as founder members.
- Ordinary members can nominate and vote members onto the Management Council, but cannot be elected to the Council themselves. However, their employees enjoy the same privileges with regard to the PSDC's courses and facilities. In order to encourage smaller firms to join the Centre, the one-time membership fees are based on a graduated scale, depending on the headcount of the firm.

Management of the PSDC: The Roles of Industry and State

Although the PSDC was initiated by the state government, through the Penang Development Corporation (PDC), it has allowed industry, particularly the MNCs, to spearhead the establishment and management of the PSDC. The Centre is managed as a business, with management expertise provided by its members. An Executive Director, who is a full-time employee, carries out its day-to-day activities. Policy matters are decided by the 21-member Management Council: 11 elected from the founder members, 4 appointed office bearers (from the local member firms) and 7 ex-officio members (one each from the Penang State Government, PDC, Universiti Sains Malaysia, SIRIM, Penang Regional Development Authority, Ministry of Entrepreneurial and Cooperative Development and the Small and Medium Industries Development Corporation).

This current set-up of the Management Council has been reviewed to enable the Council to be strategically involved with the growth of PSDC. The 4 Executive Committees (Exco) as shown in the structure below were formed to ensure a better communication between the Management Council and the PSDC Team. This is to better position the Management Council for decision-making and to help resolve conflicts when they arise. The MC Exco meets monthly to review PSDC's performance and will report to the Management Council during the quarterly meetings.

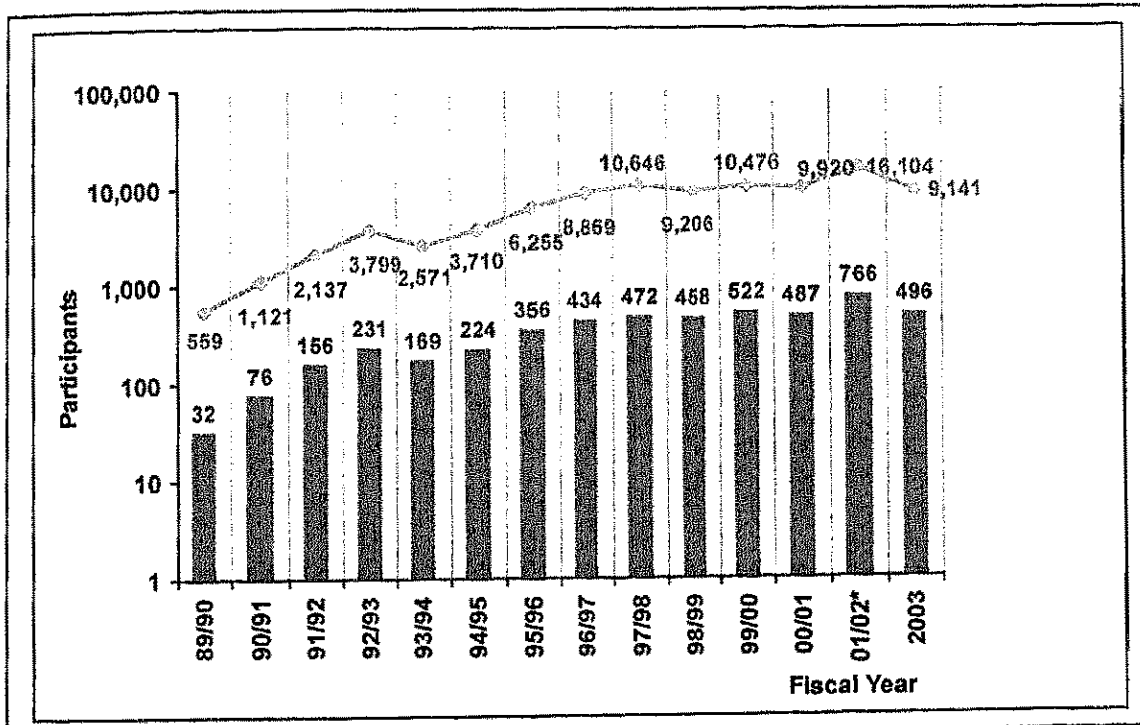
Under each of the Management Council Exco, there are various sub-committees, which carry out different responsibilities such as the Training Committee and many others. Among its many tasks, the Training Committee prepares yearly training calendars of courses to be conducted. These representatives also evaluate and obtain feedback on their effectiveness. As a result, PSDC's training reflects the needs of the industry and its courses are able to figure prominently in member companies' annual training plan.

Courses cover both the so-called hard skills (manufacturing/process, quality/productivity, computer and automation) and soft skills (supervisory/management and personnel business). The courses are of varying duration and are conducted on either a part-time or a full-time basis. Some courses are strictly designed for certain categories of workers, while others are open to those with minimum academic or technical qualifications. Trainees are

often admitted who do not possess the minimum qualifications, but who have the relevant experience.

The courses are conducted externally by technical experts, who are either recruited or seconded by member companies or suppliers of technical equipment to the Centre. With the exception of professional courses, for which professional bodies set the standards, the PSDC is not formally involved in standard setting. However, the close touch with the needs of industry ensures the success of its programmes. Since its inception till end of 2003, PSDC has organised 4,784 courses for 98,935 trainees (Figure 6.1).

Figure B6.1: Number of PSDC Courses and Trainees



Source: Penang Skills Development Centre, Annual Report 2003

To cope with the training demand, the PSDC has expanded its infrastructure and a branch campus has been set up at Bukit Minyak (in Seberang Perai) to decentralise PSDC operations to cater for SMEs on the mainland of the state and to provide infrastructure to further attract new investors. The present HQ is also being rebuilt to cater for future demand.

The PSDC is financially self-sufficient. The administrative costs of the Centre are covered by its income from training fees. It is recognised by the Penang State Government as a means of satisfying industry's HRD needs and its success has led to it being used as a model in many other states throughout Malaysia.

The objective of the PSDC for the future is to assist in establishing Penang as the centre of manufacturing excellence in Asia and the Pacific. It will continue to seek the support of industry and the State, not only to provide training courses of a high quality at very competitive prices, but also to respond quickly to the needs of industry by providing the right courses at the right time.

B6.6 Perak Entrepreneur & Skills Development Centre (PESDC)

The PESDC was established in 1993 and was a non-profit joint project between the Federal Government, State Government and the private sector. Its campus is located on a 10 acre waterfront garden and is able to accommodate 300 full time students and 1,500 participants for short courses. Currently PESDC has 36 industrial members.

PESDC is equipped with state-of-the-art technical workshops and have experienced dedicated and qualified professional trainers. Its training approach is competency-based. The mission, vision and objectives are as detailed in the table below.

Table B6.11: Mission, Vision and Objectives of PESDC

Mission	To provide training and dissemination of information that will assist the manufacturing industry in keeping abreast with changes in technologies, enhancing productivity and quality as well as encouraging entrepreneurial development within the industry.
Vision	To establish the PESDC as the reliable Skills Training Centre where the manufacturing industry can look towards meeting its needs whilst at the same time serving as a springboard for entrepreneurial development especially in joint ventures between bumiputera and non-bumiputera in the industry
Objectives	<ul style="list-style-type: none"> • Meet the training needs of manufacturers, i.e., to equip their employees with skills and knowledge needed to carry out their assigned jobs effectively. • Upgrade existing technical skills and knowledge of the manufacturing industry to enable it to anticipate constant technological changes and keep abreast with the technological advancements. • Improve the quality of work at all levels of an organisation through the provision of skills and management training. • Work closely with the Perak State Government and Federal Government on the implementation of the Human Resource Development Fund (HRDF). • Co-ordinate and utilise resources that are available from the manufacturing industry as well as other training and development centres. • Encourage entrepreneurial ventures within the industry by training and coaching them in all aspects of operating in such ventures. • Promote bumiputera and non-bumiputera joint ventures among entrepreneurs by providing them with the base for networking. • Provide a one-stop centre for corporate advisory and diagnostic services for manufacturing companies who are seeking to improve their operations. • Provide a vehicle for constant exchange of experiences and ideas in the improvement of work ethics.

Source: Perak Entrepreneur and Skills Development Centre

Since inception till end of 2003, PESDC has organised 4,784 courses for 98,935 trainees. Currently it is training about 10,000 workers and students. It has 3 types of Certificate level courses i.e., Hard Skills, Soft Skills and IT Training. All of their vocational training courses are NVTC accredited. PESDC offers vocational courses in collaboration with NVTC as well as short courses under the SMIDEC scheme, PROLUS scheme, SBL scheme and HRDB scheme. The table below details the courses provided by PESDC.

Table B6.12: Courses offered by PESDC

Type	Area	Number of Courses
Hard Skills	Applied Engineering	3
	Automation	8
	Electrical & Electronics	2
	Quality & Productivity	5
	RF/Communication	5
Soft Skills	Business Management	8
	Language	4
IT Courses	AutoCAD	3
	Basic IT	20
	Programming	6
Total Courses Offered		64

Source: Perak Entrepreneur and Skills Development Centre

B6.7 Johor Skills Development Centre (PUSPATRI)

Johor Corporation established PUSPATRI in 1993 and is located in Pasir Gudang Industrial Estate. PUSPATRI offer more than 120 types of courses in the areas of Industrial Automation, Electrical, Information Communication Technology, AutoCad, Industrial Safety and Health, Welding Technology, Plastic Technology, Advanced Manufacturing Technology and Maintenance Technology. The objectives and mission of PUSPATRI is detailed in the table below.

Table B6.13: Objectives and Mission of PUSPATRI

Objective	To provide technical training and skill upgrading to the industrial workforce in Johor.
Mission	<ul style="list-style-type: none"> • To provide specialised training and educational programme in support of the operational requirements of the industrial sector in Johor. • To upgrade the skills of the workforce and to keep abreast with technological development and to improve their productivity and quality.

Source: Johor Skills Development Centre

Table B6.14: Courses offered by PUSPATRI

Field	Number of Courses
Industrial Automation	23 courses (2-4 days each)
Electrical	13 courses (2-3 days each)
Electrical (Certificate)	Chargeman AO (150 hours) Wireman Single Phase (100 hours) Wireman Three Phase (120 hours) Electrical Technician Level 1 (6 months) Electrical Technician Level 2 (3 months)
Information Communication Technology	21 courses (duration 2-4 days each)
Information Communication Technology (Certificate)	Programming Application 2 (6 months) Programming Application 3 (6 months)
AutoCAD	Level 1, 2 & 3D (4 days each)
Industrial Safety and Health	11 courses (1-3 days each)
Industrial Safety and Health (Certificate)	Occupational Safety & Health Officer (128 hours)
Welding Technology	15 courses (3-5 days each)
Welding Technology (Certificate)	Level 1 and Level 2 (6 month each)
Plastic Technology	2 courses (2-5 days each)
Plastic Technology (Certificate)	Plastic Injection Moulding Apprenticeship Scheme (784 hours)
Advanced Manufacturing Technology	6 courses (4 days each)
Manufacturing Technology (Certificate)	Production Technician (6 months) General Machinist (6 months)
Maintenance Technology	13 courses (2-4 days each)
Graduate Reskilling Scheme	Welding and Inspection Technology (5 months) Safety & Health Officer (5 months) Vibration Technology & Maintenance Management (6 months) Engineering Support & Services (7 months) Industrial & Technology Management (7 months)

Source: Johor Skills Development Centre



MAIL SURVEY

Kajian Institut Latihan Vokasional

Survey of Vocational Training Institutions

JICA Malaysia telah melantik PE Research Sdn Bhd untuk mengendalikan satu kajian mengenai Institut Latihan Vokasional swasta dan awam di Malaysia. Tujuan utama kajian ini adalah untuk membolehkan JICA mendapat maklumat menyeluruh bagi merancang kooperasi teknikal oleh kerajaan Jepun pada masa depan. Secara khususnya, kajian ini bertujuan untuk mengenal pasti jurusan latihan teknikal yang dikehendaki serta memperolehi garis panduan bagi "Japanese Senior Volunteer" untuk memberi sumbangan yang sesuai dalam sesuatu bidang latihan vokasional. Satu laporan ringkas kajian ini akan diberikan kepada institut yang berkenaan, apabila kajian ini sempurna pada January 2005, sekiranya diminta nanti.

Dalam kajian ini definasi **latihan vokasional** merujuk kepada latihan bukan akademik yang dapat memenuhi keperluan tenaga kerja yang mahir. Latihan vokasional menyediakan pelajar bagi memenuhi keperluan pekerjaan yang bukan akademik, iaitu berhubung terus dengan sesuatu perniagaan atau kerjaya dalam bidang industri. Latihan ini diberi oleh berbagai institusi seperti sekolah vokasional, institut kemahiran tinggi dan politeknik di Malaysia.

Sila isikan borang soalselidik ini dan kembalikannya kepada kami engan sampul surat yang berlampir sebelum **31 Oktober 2004**. Sekiranya terdapat apa-apa pertanyaan ataupun memerlukan penerangan lanjut, sila hubungi **En T Rajavijayan** melalui telefon **03-78042664**, fax **03-78042863** ataupun emel **raja@peresearch.com.my**

JICA Malaysia Office has appointed PE Research Sdn Bhd to conduct a baseline study of public and private vocational training institutions in Malaysia. The purpose of the study is to enable JICA to gather comprehensive information and data for future Japanese Technical Cooperation. In particular it will enable JICA to identify appropriate areas and terms of reference for Japanese Senior Volunteers in the area of vocational training. A summary report of the survey findings shall be provided, if so requested, at the end of the project (January 2005).

The definition of vocational training in this study refers to non-academic training that fulfils the needs of a skilled workforce and prepares students for careers which are non-academic and directly related to a trade, occupation or vocation. This training is provided by various technical schools, skills training institutions or polytechnics available throughout Malaysia.

*Please return the completed form in the self-addressed envelope by **31 October 2004**. If you have any questions or need further information, please contact Mr T Rajavijayan at: 03-78042664 or 03-78042863 (fax) or by email to **raja@peresearch.com.my***

Adakah anda ingin mendapat laporan ringkas kajian ini?
Do you wish to receive a summary report of this survey?

 YA
Yes TIDAK
No

SEKSYEN A: KURSUS LATIHAN VOKASIONAL YANG DIBERI OLEH INSTITUSI INI (SECTION A: VOCATIONAL TRAINING COURSES OFFERED BY YOUR INSTITUTION)

1. Adakah institusi ini menawarkan latihan vokasional (lihat definasi di atas)
Does your institution offer any vocational training (see definition above)?

 YA/Yes TIDAK/No

Sekiranya YA (If YES),

- sila isi Seksyen B dan C (please fill in Sections B and C)
- sila isi maklumat dalam Borang yang disediakan (guna satu borang untuk setiap kursus)
(please fill in the attached Form. Use one form for each course offered)

Sekiranya TIDAK (If NO),

- sila isi Seksyen B sahaja (please fill in Section B only)

dan hantar balik ke PE Research melalui sampul surat yang disediakan
and mail it back to PE Research in the enclosed self addressed envelope.

SEKSYEN B: MAKLUMAT AM

SECTION B: GENERAL

1. Latarbelakang responden dan institusi
Information about yourself and your institution

Nama Institusi (*Institution Name*) _____

Tahun ditubuhkan (*Year Established*) _____

Nama Responden (*Respondent's Name*) _____

Jawatan/Pangkat (*Position / Job Title*) _____

Alamat (*Address*) _____

Telefon (*Telephone*) _____

Faks (*Fax*) _____

E-mel (*E-mail*) _____

Laman Web (*Web-site*) _____

2. Sila lampirkan carta organisasi Institusi ini.

Please attach a copy of your institution's organisation chart.

3. Sila nyatakan misi dan objektif Institusi ini (lampirkan risalah dan laporan tahunan terkini institusi jika ada)

Please describe your institution's mission/objectives (please attach the institutions' brochure and the latest annual report if available)

4. Adakah institusi ini membantu pelatih untuk mendapat pekerjaan?

Does your institution help your trainees to secure employment?

YA
Yes

TIDAK
No

Sekiranya YA, sila catitkan aktiviti dan langkah yang diambil oleh institusi ini dalam membantu pelatih mendapat pekerjaan. (sila pangkah semua yang berkenaan).

If yes, please indicate the activities carried out by your institution to help your trainees to secure employment. (Please tick all that are applicable).

Temuduga terbuka di kampus. *Open Interviews for industry at campus*

Pameran Kerjaya. *Career Fair*

Mengiklankan jawatan kosong dalam industri *Advertise vacancies in industry*

Penempatan pelatih dalam industri *Trainee attachment at industry*

Lain-lain (sila nyatakan di bawah) *Others (please describe below)*

5. Adakah institusi ini mempunyai persatuan alumni?
Do you have an alumni association?

YA
Yes

TIDAK
No

Sekiranya ada Persatuan Alumni, huraikan sumbangannya kepada institusi ini (sila lampirkan risalah sekiranya ada)
If Yes, please describe their contribution to your institution (please attach pamphlets if available)

6. Adakah institusi ini berbincang dengan industri tentang keperluan kemahiran mereka?
Does your institution hold discussions with industry regarding their skill needs?

YA
Yes

TIDAK
No

Sekiranya ada, sila catitkan isu-isu yang dibangkitkan. (Sila pangkah semua yang berkenaan).
If Yes, please indicate the issues raised. (Please tick all that are applicable).

Kurikulum patut dikaji semula. *Curriculum needs to be revised*

Peralatan yang usang. *Equipment used are out of date*

Penempatan dalam industri yang lebih panjang. *Longer period of industrial attachment*

Latihan berterusan dengan industri. *Continuous training of lecturers/trainers with industry*

Lain-lain (sila nyatakan di bawah) *Others (please describe below)*

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

SEKSYEN C: STATISTIK
SECTION C: STATISTICS

1. Sila huraikan bajet Institut ini.
Please supply statistics on the Budget of your Institute.

Tahun Year	Peruntukan Bajet <i>Budget Allocation</i>	Perbelanjaan Sebenar <i>Actual Expenditure</i>	Pendapatan Pengajaran <i>Tuition Income</i>	Lain-lain Pendapatan <i>Other Income</i>
2004				
2003				

2. Sila huraikan bilangan pelajar dalam Institut ini (setakat 30 September 2004).
Please supply statistics on the trainees at your Institute (as at 30 September 2004)

Tahun Year	Pelajar Baru <i>New Intake</i>	Jumlah Graduan <i>Total Graduated</i>	Jumlah Kumulatif Graduan <i>Cumulative Total Graduated</i>
2004			
2003			

3. Sila huraikan bilangan pekerja dalam Institut ini.
Please supply statistics on the staffing at your Institute.

Tahun Year	Pensyarah/ Jurulatih <i>Lecturers/Trainers</i>	Staf Makmal/ Juruteknik <i>Laboratory staff/ technicians</i>	Pekerja Lain (Pengurusan, Perkeranian dsb) <i>Others (admin, management, clerical etc.)</i>	Jumlah Total
2004				
2003				

4. Sila nyatakan maklumat akademik dan pengalaman pensyarah dan staf teknikal semasa
Please indicate the academic qualifications and work experience of current lecturers, trainers and technical staff.

Bilangan Staf <i>No. of Staff</i>	Kelulusan Akademik <i>Academic Qualification</i>				Pengalaman Mengajar (tahun) <i>Teaching experience (years)</i>			
	Pasca Siswazah <i>Post-graduate</i>	Sarjana Muda <i>Bachelor Degree</i>	Diploma <i>Diploma</i>	Sijil Cert.	> 10	5-10	3-4	1-2
Pensyarah <i>Lecturers</i>								
Pembantu Teknik/Makmal <i>Technicians/Lab Asst.</i>								

5. Adakah atau pernahkah terdapat pensyarah/pelatih asing (termasuk JICA Senior Volunteer) dalam Institut ini?
Have there been any foreign lecturers/experts (including JICA Senior Volunteers) attached to your institute?

YA TIDAK
Yes No

Sekiranya YA, sila berikan maklumat sumbangan dan kepakaran mereka.
If Yes, please indicate provide details including their contribution / field of expertise.

Nama pensyarah/pelatih asing <i>Name of foreign lecturer/expert</i>	Negara Asal/ Negara Penderma <i>Country of Origin / Donor Country</i>	Bidang Kepakaran <i>Field of Expertise</i>	Tahun / Tempoh <i>Year / Period</i>

TERIMA KASIH.
Thank You Very Much.

Sila hantar borang kajian yang lengkap kepada: *Please send all completed forms to:*

Mr Lee Shok Mee
Socio-economic & Environmental Research Institute
10 Jalan Brown 10350 Penang, Malaysia
Tel: 604 - 228 3306 Fax: 604 - 2267042
Email: shokmee@seri.com.my
Website: www.seri.com.my

Mr T Rajavijayan
PE Research Sdn Bhd
133B Jalan SS 25/2, 47301 Petaling Jaya,
Selangor, Malaysia
Tel: 603 -7804 2664 Fax: 603 - 78042863
Email: raja@peresearch.com.my
Website: www.peresearch.com.my

BORANG MAKLUMAT KURSUS VOKASIONAL VOCATIONAL COURSE DETAIL FORM

Sila isi satu borang bagi setiap kursus vokasional yang di tawarkan dan lampirkan bersama Risalah Kursus

(Please fill one form for each vocational course offered and attach the Course Brochure)

Nama Kursus *Course Title* : _____

Tahun Kursus Dimulakan *Year Course Introduced* : _____

Bayaran Pengajaran Kursus *Tuition Fees of Course* : RM _____

Tempoh Kursus *Duration of Course* _____ Bulan *Months*

Peringkat Kursus (Pangkah satu) *Educational Level of Course: (Please tick one)*

<input type="checkbox"/> SKM1 (Malaysian Skills Certificate Level 1)	<input type="checkbox"/> Certificate
<input type="checkbox"/> SKM2 (Malaysian Skills Certificate Level 2)	<input type="checkbox"/> Diploma
<input type="checkbox"/> SKM 3 (Malaysian Skills Certificate Level 3)	<input type="checkbox"/> Higher/Advanced Diploma
<input type="checkbox"/> DKM 4 (Malaysian Skills Diploma)	<input type="checkbox"/> Others (please specify
<input type="checkbox"/> DLKM 5 (Malaysian Skills Advanced Diploma)	_____

Sila catit buku-buku teks utama bagi kursus ini? *State the main textbooks for this course?*

Bilangan pendaftaran dan graduan sehingga 30 September 2004
Number of enrolment and graduates as at 30th September 2004:

Sila isi N/A bagi perkara yang tidak berkaitan *Please write N/A if item is not applicable*

	Pelajar Malaysia <i>Malaysian Students</i>								Pelajar Asing <i>Foreign Students</i>	
	Bumiputera		Cina <i>Chinese</i>		India <i>Indian</i>		Lain-lain <i>Others</i>		L	P
	L	P	L	P	L	P	L	P		
Pendaftaran Tahun 1 <i>Year 1 Enrolment</i>										
Pendaftaran Tahun 2 <i>Year 2 Enrolment</i>										
Pendaftaran Tahun 3 <i>Final Year Enrolment</i>										
Graduan 2003 <i>Graduates 2003</i>										

L = Lelaki *Male*

P = Perempuan *Female*

Kriteria pemilihan pelajar (pangkah semua yang berkenaan)
Criteria of selection of trainees (Please tick all that are applicable)

SPM atau setaraf <i>SPM or equivalent</i>	<input type="checkbox"/>
STPM atau setaraf <i>STPM or equivalent</i>	<input type="checkbox"/>
Pengalaman Bekerja <i>Working Experience</i>	<input type="checkbox"/>
Temuduga Interview	<input type="checkbox"/>
Bumiputera sahaja <i>Bumiputera only</i>	<input type="checkbox"/>
Lain-lain (nyatakan di bawah) <i>Others (please describe below)</i>	<input type="checkbox"/>

Sila nyatakan tempat pekerjaan pelajar-pelajar yang telah habis kursus (sila pangkah satu)
Please indicate the place of employment of ex-trainees (please tick one)

Tempat Pekerjaan <i>Place of employment</i>	Sedikit <i>A few</i>	Majoriti <i>Majority</i>	Tidak Tahu <i>Don't Know</i>
Syarikat Multi Nasional (MNC) <i>Multi-National Corporation (MNC)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Syarikat Besar milik Malaysia <i>Large Malaysian-owned company</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industri Kecil & Sederhana (IKS) <i>Small and Medium Industries (SMIs)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Institut Pendidikan Awam dan Swasta <i>Public and Private Education institutions</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lain-lain Institusi Awam <i>Other Government institutions</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sila nyatakan kaedah latihan yang digunakan bagi kursus ini
Please indicate the training methods used for this course

Kaedah Latihan <i>Training Methods</i>	
Sessi Kuliah <i>Lecture sessions</i>	%
Sessi Praktikal <i>Practical sessions</i>	%
Penempatan dalam industri <i>Industrial attachment</i>	%
Lain-lain (sila nyatakan) <i>Others (please indicate)</i>	%
	100%

Nyatakan kemudahan dan peralatan khusus yang digunakan bagi pengajaran kursus ini.
 Please list out the specialised facilities and equipment available for this course.

Jenis Kemudahan / Peralatan <i>Type of Facilities / Equipment</i>	Bilangan Unit <i>No. of Units</i>	Kadar Penggunaan (sila pangkah satu) <i>Frequency of Use (please tick one)</i>				
		> 75%	51-75%	26-50%	11-25%	<10%

Sila nyatakan nama pensyarah / jurulatih untuk kursus ini
 Please list the names of lecturers / trainers for this course

Nama <i>Name</i>	Subjek / Pengkhususan <i>Subject / Specialisation</i>	Latarbelakang Akademik & Pengalaman <i>Educational Background & Experience</i>	Sila pangkah satu sahaja <i>Please tick only one</i>		
			Penuh Masa <i>Fulltime</i>	Separuh Masa <i>Part time</i>	Pakar Asing <i>Foreign Expert</i>

Nota: Sila buat salinan sebanyak mana yang perlu
 Note: Please photocopy as many forms as may be required.

BASELINE STUDY ON MALAYSIAN POLICY ON INDUSTRIAL HUMAN RESOURCE DEVELOPMENT FOCUSSING ON VOCATIONAL TRAINING INSTITUTES

IN-DEPTH INTERVIEW QUESTIONNAIRE FOR VOCATIONAL TRAINING INSTITUTES

Name of Institute : _____

Address : _____

Tel: _____ Fax: _____

Website: _____

Name of Respondent : _____

Designation : _____

E-mail address : _____

Interviewer : _____

Date (Time) : _____

1. Have the main role and objectives of this Institute changed over time, i.e., change in courses etc, compared to when first started, what were the main objectives then? (Kindly include your brochure if it includes the history, objectives and functions of your institute)

2. Has the institute achieved its objectives?

Fully Achieved Partly Achieved Not Achieved

What are the impediments faced by your institute for not fully achieving your objectives?

3. How would you rate the institute's contribution to the needs of industry?

	No comment	Low			High	
Skilled Workforce	<input type="checkbox"/>	1	2	3	4	5
Technology Transfer	<input type="checkbox"/>	1	2	3	4	5
Industry growth	<input type="checkbox"/>	1	2	3	4	5

4. What are the internal factors that affect the institute's capacity and capability?

Positive Aspects	Negative Aspects

5. What are the external factors that affect the institute's capacity and capability?

Positive Aspects	Negative Aspects

6. Does the Institute face any issues or problems regarding the following parameters?

	Yes	No	Reasons
Approval for teaching and technical staff positions?	<input type="checkbox"/>	<input type="checkbox"/>	
Recruitment of teaching and technical staff?	<input type="checkbox"/>	<input type="checkbox"/>	
Approval/budget for acquiring equipment and facility needs?	<input type="checkbox"/>	<input type="checkbox"/>	
Utilisation of equipment and facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Funding (for programs, operational and development costs)?	<input type="checkbox"/>	<input type="checkbox"/>	
Changing trends in industrial technologies?	<input type="checkbox"/>	<input type="checkbox"/>	
Co-operation from government agencies?	<input type="checkbox"/>	<input type="checkbox"/>	
Co-operation from industries?	<input type="checkbox"/>	<input type="checkbox"/>	

7. What are the criteria used to formulate and implement a training course?

8. Do the parameters indicated below influence the formulation and implementation of training course?

	Yes	No	Reasons
Textbooks and Reference Material	[]	[]	
Equipment and Facility	[]	[]	
Lecturers and Trainers	[]	[]	
Co-operation from other government agencies?	[]	[]	
Co-operation from industries?	[]	[]	
Co-operation from donor agencies?	[]	[]	
Industry trend changes?	[]	[]	
Government's policy changes?	[]	[]	

9. What are the processes and conditions that need to be fulfilled for accreditation?

10. What are the effects of accredited programs vis-à-vis non-accredited programs?

11. How many of the courses are accredited internationally?

12. Are there any issues or problems that this Institute face in relation to accreditation of conducted courses?

13. How frequently is the curriculum updated? Every year Once in _____ years

14. Does your institute have courses and facilities by e-learning?

Yes No

Please explain: _____

15. How does the institute identify current industrial needs?

	Yes	Comments
Regular discussion with industries	<input type="checkbox"/>	Who:
Government guidelines/directives	<input type="checkbox"/>	
Dialogue with Industry Associations	<input type="checkbox"/>	Whom:
Keep track of industrial trends	<input type="checkbox"/>	How:
Internal research and studies	<input type="checkbox"/>	
External research and studies	<input type="checkbox"/>	
Others (specify)	<input type="checkbox"/>	

16. Do you receive co-operation and inputs from industries in formulating new training courses?

Yes No

If YES, kindly the name of the industry and inputs or co-operation received.

17. Are there programmes to upgrade skills and knowledge of your lecturers, trainers and technical staff?

Yes No

If Yes, please elaborate

If No, why?

18. What are the factors that determine purchase of equipment for training courses?

19. Do you have any equipment that are donated by industries or donor agencies?

Donor Agencies
 Industries

20. Do you have a standard system/procedure for maintenance of equipment?

Yes No

If Yes, please elaborate

21. How would you rate the frequency of usage of the equipment in your institution?

		Comments
<input type="checkbox"/>	High	
<input type="checkbox"/>	Average	
<input type="checkbox"/>	Low	

22. How would you rate the relevance of the equipment in your institution?

		Comments
<input type="checkbox"/>	High	
<input type="checkbox"/>	Average	
<input type="checkbox"/>	Low	

23. How would you rate the breakdown/downtime of the equipment in your institution?

		Comments
<input type="checkbox"/>	High	
<input type="checkbox"/>	Average	
<input type="checkbox"/>	Low	

24. Is there a shortage of equipment to support the vocational programmes?
 Yes No

If Yes, please elaborate

PART B: INFORMATION REQUIRED (to be filled in and returned)

1. How many technical courses are being conducted in this Institute?

	Number of Courses Conducted	Number of Accredited Courses	Comments
Level 1			
Level 2			
Level 3			
Level 4			
Level 5			

2. Please indicate the operational and development expenditure for the last 3 years.

Type of Expenditure	2001 (RM)	2002 (RM)	2003 (RM)
Operational Expenditure			
Development Expenditure			

3. In the case of operational expenditure, please estimate the proportions by category for the last accounting period.

	Percentages
Lecturers/Trainers Salaries & Wages	
Administration and Management Cost	
Teaching Materials, Books & Printing	
Other Operating Expenses	
Total	100%

4. Who is the authority for approval of capital expenditure for equipment of this institute? For maintenance of equipment? For purchase of teaching materials /books? <Please indicate limits of approval if authority is given to program head or head of institute>

	Authority	Limit
Capital expenditure on equipment		
Maintenance expenditure on equipment		
Purchase of Teaching Materials / Books		

5. Percentage breakdown of Institution's revenue by type for the last 3 years?

Type of Revenue	2001 (%)	2002 (%)	2003 (%)
Tuition & teaching income			
Government grants and subsidies			
Private sector grants			
Other income			
Total	100%	100%	100%

6. What is the minimal requirement set by your institution for the following positions?

Lecturers

Academic (specify: _____)

Experience _____ years

Trainers

Academic (specify: _____)

Experience _____ years

Technical/Lab Assistants

Academic (specify: _____)

Experience _____ years

7. Equipment donated by donor agencies in support of projects or programmes?

Donor Agency	Equipment (Value RM)	Projects/Programmes

8. Equipment donated by industries

Name of Industry	Equipment (Value RM)	Purpose

9. Who are the main employers of your institute graduates?

Place of employment	Tick	Name of Firm/Agencies
Multi-National Corporation (MNC)	[]	
Large Malaysian-owned company	[]	
Small and Medium Industries (SMIs)	[]	
Public and Private Education institutions	[]	
Other Government institutions	[]	

Industry Needs for Technical and Vocational Training Institute Graduates Baseline Profile Survey of Technical and Vocational Training Institutions

JICA Malaysia Office has appointed PE Research Sdn Bhd to conduct a baseline study of public and private vocational training institutions in Malaysia. The purpose of the study is to enable JICA to gather comprehensive information and data for future Japanese Technical Cooperation. In particular it will enable JICA to identify appropriate areas and terms of reference for Japanese Senior Volunteers in the area of technical and vocational training. This survey questionnaire is concerned with the demand for trainers / graduates from Technical and Vocational Training Institutes. The purpose of this questionnaire is to determine current and future industry needs for technical vocational compliance as well as expectations on policies with regards to human resource development.

For this section of the study, PE Research is working closely with the Penang Skills Development Centre (PSDC).

Please return the completed form in the self-addressed envelope by **31 October 2004**.

If you have any questions or need further information, please contact Ms Lim Wei Chen at: 04-6437909 or 04-6437929 (fax) or by email to limwc@psdc.org.my.

A summary report of the survey findings shall be provided, if so requested, at the end of the project (January 2005).

.....

Section A: General Information

A1. Name of Firm : _____

A2. Address/Contact : _____

Tel _____ Fax _____

Website _____

A3. Respondent : _____

A4. Position : _____

- A5. Primary Business : [] Food, Beverages & Tobacco Manufacturing
(tick only one) [] Textile, Garments & Apparels (incl leather)
[] Wood & Wood Products (incl paper)
[] Industrial and Other Chemicals
[] Rubber and Plastic Products
[] Non-Metallic Mineral Products (incl glass)
[] Iron and Steel Manufacturing (incl non-ferrous metals)
[] Structural and Fabricated Metal Products
[] Machinery Manufacturing (excl Electrical Machinery)
[] Electrical and Electronic Manufacturing
[] Motor Vehicle and Transport Equipment Manufacturing
[] Other Manufacturing

- A6. Ownership : 100% local
 More than 50% local
 More than 50% foreign
 100% foreign
 Others (Specify: _____)

Section B: Human Resource

B1. Number of Employees: Local _____
Foreign _____

B2. Employees by Type :	Employees	Local	Foreign
	% Skilled Production Worker	_____	_____
	% Semi-Skilled Production Worker	_____	_____
	% Unskilled Production Worker	_____	_____
	% Technical Workers	_____	_____
	% Admin, Mgmt and Sales Workers	_____	_____
	Total	100%	100%

B3. Number of your employees having qualifications from Technical and Vocational Training Institutes

_____ of which _____% are in Production and Technical related jobs

B4. Assessment of your current employees based on the training institutes they have graduated from?

	Public Technical and Vocational Training Institutes					Private Technical and Vocational Training Institutes				
	Low		High			Low		High		
	1	2	3	4	5	1	2	3	4	5
Technical Knowledge	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
Practical Knowledge	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
Operational Skills	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
Management & Supervisory Skills	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
Upgrading/Acquiring New Skills	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
Personal Development	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

- C9. Are these future types of industrial training currently available locally?
 Currently available in private technical and vocational training institutes
 Currently available in public technical and vocational training institutes

C10. Based on your firm's experience in employing technical and vocational training institute graduates, how would you rate the training capability of local technical and vocational training institutes?

Public Technical and Vocational Training Institutes

Strengths _____

Weakness _____

Private Technical and Vocational Training Institutes

Strengths _____

Weakness _____

C11. Name your 3 most preferred Technical and Vocational Industrial Training Institutes in Malaysia



Do you wish to receive a summary report of this survey?

- Yes No

**Thank You Very Much.
Please send all replies to**

<p>Ms Lim Wei Chen Penang Skills Development Centre 1, Jalan Sultan Azlan Shah, Bandar Bayan Baru 11909 Bayan Lepas, Penang. Tel: 604-6437909 Fax: 604-6437929 Email: LIMWC@psdc.org.my Website: www.psd.org.my</p>	<p>Mr T Rajaviyan PE Research Sdn Bhd 133B Jalan SS 25/2, 47301 Petaling Jaya, Selangor, Malaysia Tel: 603 -7804 2664 Fax: 603 – 78042863 Email: raja@peresearch.com.my Website: www.peresearch.com.my</p>
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17 January 2005
JICA Malaysia Office

Baseline Survey on Malaysian Policy and System on Human Resource Development –
Focusing on Vocational Training Institutions
Questionnaire Survey Sheet

1. Outline of your company

Please fulfill the Outline of your Company in following box

Name of Company	
Address	
TEL	
Name of Answerer	
Position of Answerer	
Area	<input type="checkbox"/> Electric, Machine & Apparatus <input type="checkbox"/> Machinery <input type="checkbox"/> Metal Product <input type="checkbox"/> Non-Ferrous Metal <input type="checkbox"/> Others
Number of Employee	<input type="checkbox"/> 0~50 <input type="checkbox"/> 51~150 <input type="checkbox"/> 151~500 <input type="checkbox"/> 501~1,000 <input type="checkbox"/> 1,000~
Capital	<input type="checkbox"/> 0~2.5Milion RM, <input type="checkbox"/> 2.5Million RM~10Million RM <input type="checkbox"/> 10Million RM ~

2. Employee of your company

(1) Please note ratio of following staff in your company and check whether number of employee is sufficient or not.

	Skilled Production	Unskilled Production	Technical	Admin.& Management	Sales
Ratio	%	%	%	%	%
Sufficiency	<input type="checkbox"/> Sufficient <input type="checkbox"/> Not Sufficient	<input type="checkbox"/> Sufficient <input type="checkbox"/> Not Sufficient	<input type="checkbox"/> Sufficient <input type="checkbox"/> Not Sufficient	<input type="checkbox"/> Sufficient <input type="checkbox"/> Not Sufficient	<input type="checkbox"/> Sufficient <input type="checkbox"/> Not Sufficient

(2) Please check how your company recruits your employee by types of workers.

Skilled Production	Unskilled Production	Technical	Admin. & Management	Sales
<input type="checkbox"/> News Papers Ad	<input type="checkbox"/> News Papers Ad	<input type="checkbox"/> News Papers Ad	<input type="checkbox"/> News Papers Ad	<input type="checkbox"/> News Papers Ad
<input type="checkbox"/> Through Agent	<input type="checkbox"/> Through Agent	<input type="checkbox"/> Through Agent	<input type="checkbox"/> Through Agent	<input type="checkbox"/> Through Agent
<input type="checkbox"/> Introduction from Vocational Training Institutions	<input type="checkbox"/> Introduction from Vocational Training Institutions	<input type="checkbox"/> Introduction from Vocational Training Institutions	<input type="checkbox"/> Introduction from Vocational Training Institutions	<input type="checkbox"/> Introduction from Vocational Training Institutions
<input type="checkbox"/> Introduction from Universities or high School	<input type="checkbox"/> Introduction from Universities or high School	<input type="checkbox"/> Introduction from Universities or high School	<input type="checkbox"/> Introduction from Universities or high School	<input type="checkbox"/> Introduction from Universities or high School
<input type="checkbox"/> Others	<input type="checkbox"/> Others	<input type="checkbox"/> Others	<input type="checkbox"/> Others	<input type="checkbox"/> Others

(3) Please check the points that you consider necessary for your employee.

Points to be Improved	Type of Employee
<input type="checkbox"/> Basic Knowledge (Supposed to be learned in high school)	<input type="checkbox"/> (a) Common for all type <input type="checkbox"/> (b) Correspondent to typical type please select the type if you check (b) <input type="checkbox"/> Skilled Production <input type="checkbox"/> Unskilled Production <input type="checkbox"/> Technical <input type="checkbox"/> Admin. & Management <input type="checkbox"/> Sales
<input type="checkbox"/> Technical Knowledge	<input type="checkbox"/> (a) Common for all type <input type="checkbox"/> (b) Correspondent to typical type please select the type if you check (b) <input type="checkbox"/> Skilled Production <input type="checkbox"/> Unskilled Production <input type="checkbox"/> Technical <input type="checkbox"/> Admin. & Management <input type="checkbox"/> Sales
<input type="checkbox"/> Willingness to Work	<input type="checkbox"/> (a) Common for all type <input type="checkbox"/> (b) Correspondent to typical type please select the type if you check (b) <input type="checkbox"/> Skilled Production <input type="checkbox"/> Unskilled Production <input type="checkbox"/> Technical <input type="checkbox"/> Admin. & Management <input type="checkbox"/> Sales

<input type="checkbox"/> Concept of 5S	<input type="checkbox"/> (a) Common for all type <input type="checkbox"/> (b) Correspondent to typical type please select the type if you check (b) <input type="checkbox"/> Skilled Production <input type="checkbox"/> Unskilled Production <input type="checkbox"/> Technical <input type="checkbox"/> Admin. & Management <input type="checkbox"/> Sales
<input type="checkbox"/> Willingness to learn and learning capability	<input type="checkbox"/> (a) Common for all type <input type="checkbox"/> (b) Correspondent to typical type please select the type if you check (b) <input type="checkbox"/> Skilled Production <input type="checkbox"/> Unskilled Production <input type="checkbox"/> Technical <input type="checkbox"/> Admin. & Management <input type="checkbox"/> Sales
<input type="checkbox"/> Capability for Application	<input type="checkbox"/> (a) Common for all type <input type="checkbox"/> (b) Correspondent to typical type please select the type if you check (b) <input type="checkbox"/> Skilled Production <input type="checkbox"/> Unskilled Production <input type="checkbox"/> Technical <input type="checkbox"/> Admin. & Management <input type="checkbox"/> Sales
<input type="checkbox"/> Capability for Communication	<input type="checkbox"/> (a) Common for all type <input type="checkbox"/> (b) Correspondent to typical type please select the type if you check (b) <input type="checkbox"/> Skilled Production <input type="checkbox"/> Unskilled Production <input type="checkbox"/> Technical <input type="checkbox"/> Admin. & Management <input type="checkbox"/> Sales
<input type="checkbox"/> Others	<input type="checkbox"/> (a) Common for all type <input type="checkbox"/> (b) Correspondent to typical type please select the type if you check (b) <input type="checkbox"/> Skilled Production <input type="checkbox"/> Unskilled Production <input type="checkbox"/> Technical <input type="checkbox"/> Admin. & Management <input type="checkbox"/> Sales

Contents of "Others"

3. Training of Employee

(1) Please check the type of training programs for employee, which you have conduct in 2004.

Type of Training	Target			
	Worker (Skilled & Unskilled)		Technical Staff	
	Conducted in 2004	Necessary Training (Not Conducted)	Conducted in 2004	Necessary Training (Not Conducted)
Hard Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(2) Please select the ratio of budget for training in total expenditure

- Less than 1% 1% - 5%
 5%-10% More than 10%

(3) Do you fully use Human Resource Development Fund (HRDF)?

- Yes No _____ %

(4) How do you conduct trainings targeting your staff? Please select from followings choice.

- (a) Use outside training institutions
 (b) Conduct in your company inviting lecturers from outside
 (c) Conduct in your company using your staff as lecturer

4. Vocational Training Institutions

(1) Do you know the government vocational training institutions such as Industrial Training Institutes (ITI), MARA Skills Training Institutes and Skills Development Centers (PSDC, SHRDC)?

- Yes No

Questions in following pages are for the persons who select "yes" at the above question (1).

(2) Please check the vocational training institutions that you know

- | | | |
|--|---|---|
| <input type="checkbox"/> JMTI | <input type="checkbox"/> Polytechnics | <input type="checkbox"/> ITI
Industrial Training
Institutions |
| <input type="checkbox"/> ADTEC
Advanced Technology
Training Centers | <input type="checkbox"/> MARA Skills Training
Institutes | <input type="checkbox"/> Community College |
| <input type="checkbox"/> Skills Development Centers by States (PSDC, SHRDC, etc) | | |

(3) Please check the vocational training institutions that your company employs graduates.

- | | | |
|--|---|---|
| <input type="checkbox"/> JMTI | <input type="checkbox"/> Polytechnics | <input type="checkbox"/> ITI
Industrial Training
Institutions |
| <input type="checkbox"/> ADTEC
Advanced Technology
Training Centers | <input type="checkbox"/> MARA Skills Training
Institutes | <input type="checkbox"/> Community College |
| <input type="checkbox"/> Skills Development Centers by States (PSDC, SHRDC, etc) | | |

(4) Please check your evaluation on graduates from vocational training institutions in your company

	Low		High		
	1	2	3	4	5
(a)Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)Basic Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c)Technical Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d)Willingness to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e)Concept of 5S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f)Willingness to learn and learning capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g)Capability for Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h)Capability for Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i)Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please evaluate graduates from vocational training institutions that you know well

Name of Institutions

	Low			High	
	1	2	3	4	5
(a)Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)Basic Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c)Technical Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d)Willingness to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e)Concept of 5S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f)Willingness to learn and learning capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g)Capability for Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h)Capability for Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i)Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Institutions

	Low			High	
	1	2	3	4	5
(a)Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)Basic Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c)Technical Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d)Willingness to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e)Concept of 5S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f)Willingness to learn and learning capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g)Capability for Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h)Capability for Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i)Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for your kindly cooperation

Section B6.5 JICA Senior Volunteer Questionnaires

Attachment 1; Questionnaire Sheet for SVs on vocational training institution (1/5)

Name	
Attachment place	
Subject of instruction	

(1) The contents of the present activity

About the contents of the present activities please choose what corresponding and put the marks. Moreover, when the mark is put on "others", please describe the concrete contents of activities.

<input type="checkbox"/> Selective lecture for lecturer (theory)	<input type="checkbox"/> Selective lecture for lecturer (practical skill)
<input type="checkbox"/> Instruction for student (theory)	<input type="checkbox"/> Instruction for student (practical skill)
<input type="checkbox"/> Advice for textbook (only advice)	<input type="checkbox"/> Textbook creation (Model creation, etc)
<input type="checkbox"/> Advice to institution management	<input type="checkbox"/> Cooperation promotion support with industry
<input type="checkbox"/> others	

(the contents of others)

(2) The contents of the wished activity

Based on your activity, please choose as SV "Being desirable" or "Should carry out" the contents of activity which it considers, and put the marks. Moreover, when the mark is put on "others", please describe concrete contents.

<input type="checkbox"/> Selective lecture for lecturer (theory)	<input type="checkbox"/> Selective lecture for lecturer (practical skill)
<input type="checkbox"/> Instruction for student (theory)	<input type="checkbox"/> Instruction for student (practical skill)
<input type="checkbox"/> Advice for textbook (only advice)	<input type="checkbox"/> Textbook creation (model textbook creation, etc)
<input type="checkbox"/> Advice to institution management	<input type="checkbox"/> Cooperation promotion support with industry
<input type="checkbox"/> others	

(The contents of others)

Attachment 1: Questionnaire Sheet for SVs on vocational training institution (2/5)

(3) About an attachment place

What impression do you have to the attachment institution? About "Improvement for the activity of SV" or "Impression of all VTI" please put the marks on existence of problem and necessity of improving. Please choose what corresponding about both, "Improvement for the activity of SV" and "Impression of all VTI".

	Improving the activity of SVs			Impression of all VTIs			
	drastic improving	improving	No problem	Big problem	Little problem	No problem	Great
(1)Organization							
1)Number of the personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)Organization composition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)Number of lecturer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)Level of lecturer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)Course, Contents of lecture							
1)The kind of course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)Curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)Contents of lecture (theory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)Contents of lecture (practical skill)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)Textbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)Intern system(OJT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)Equipment							
1)Degree of sufficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)Degree of practical use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)Maintenance management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)Others							
1)Cooperation with private enterprises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Attachment 1: Questionnaire Sheet for SVs on vocational training institution (3/5)

About an item with especially an opinion and comment, please concretely describe a problem and improving point about each item. Moreover, two descriptions are prepared. When an opinion and a comment are common, please describe "it is the same" etc. "in common" in one of the description columns.

	a concrete problem and an improving point	
	Improving the activity of SVs	Impression of all VTI
(1) Organization		
1) Number of the personnel		
2) Organization composition		
3) Number of lecturer		
4) Level of lecturer		
(2) Course, Contents of lecture		
1) The kind of course		
2) Curriculum		
3) Contents of lecture (theory)		
4) Contents of lecture (practical skill)		
5) Textbook		

Attachment 1; Questionnaire Sheet for SVs on vocational training institution (4/5)

6) Intern system(OJT)		
(3) Equipment		
1) Degree of sufficiency		
2) Degree of practical use		
3) Maintenance management		
(4) Others		
1) Cooperation with private enterprises		
2) Budget		



Attachment 1; Questionnaire Sheet for SVs on vocational training institution (5/5)

(4) About the necessity for continuation dispatch

How do you think about the necessity of continuation dispatch to your attachment institution?
Please put the marks and describe why you choose.

Necessary Conditionally necessary Not necessary

Please describe the reason. If you choose "Conditionally necessary", please describe the condition for continuation dispatch.

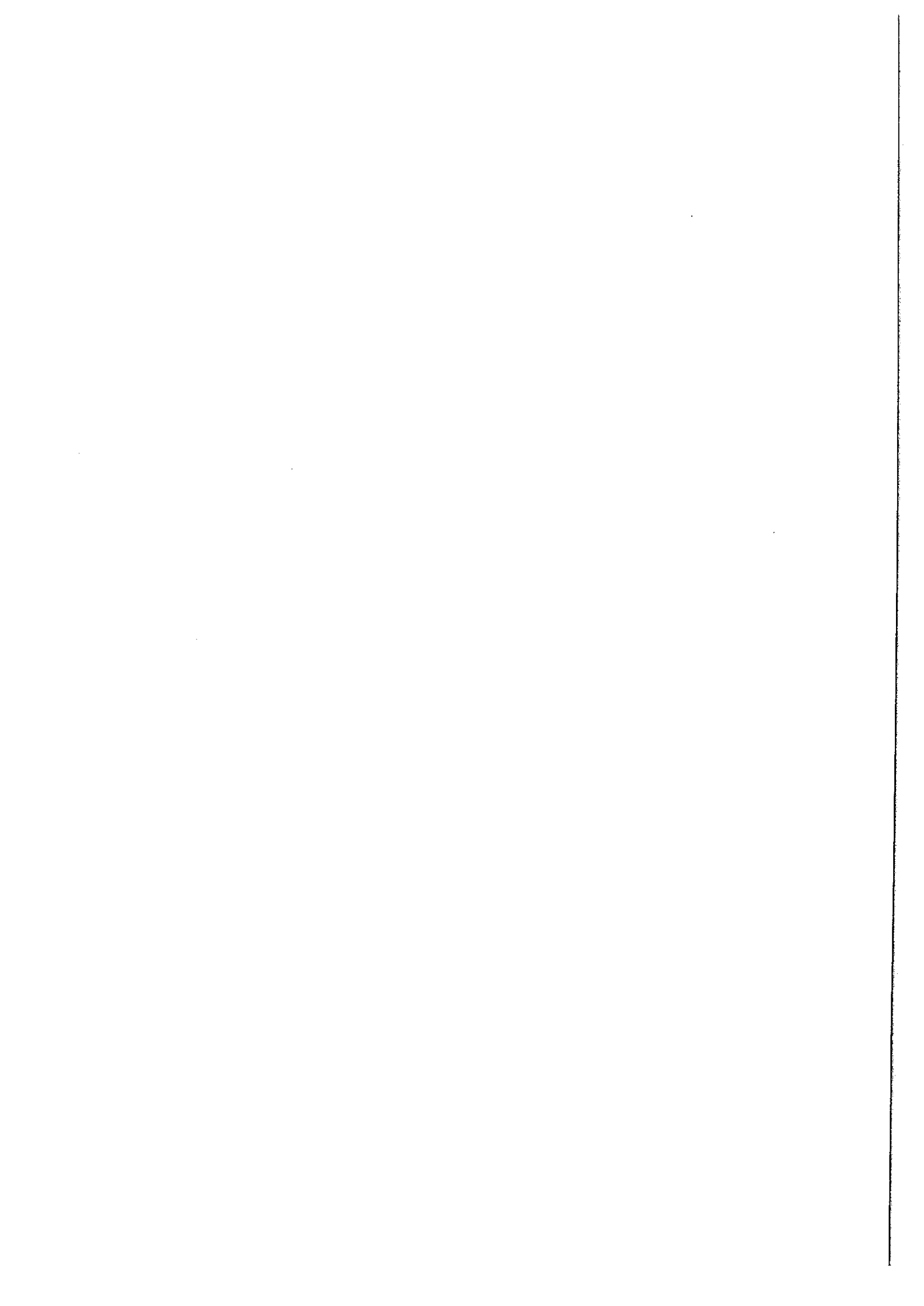
(5) Others

Please describe your comment

Thank you for your cooperation.

SECTION C

LISTING



Section C1 Profile of Institutes

Section C1.1 Industrial Training Institutes (MoHR)

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
1	ITI Kuala Lumpur	Jalan Kuchai Lama 58200 Kuala Lumpur	WPKL	03-79817495	03-79832987	Syed Mohamad Noor B. Syed Mat Ali (Director)	uip@ilpkl.gov.my	http://www.ilpkl.gov.my	1967
2	ITI Pasir Gudang	Jalan Gangsa 81700 Pasir Gudang	Johor	07-2513660	07-2511910	Jamil b. Yahya (Principal)	ilppg@lr.gov.my	http://www.ilppg.gov.my	1982
3	ITI Kuala Terengganu	Gong Badak Industrial Area 21300 Kuala Terengganu	Terengganu	09-6664811	09-6664806	Mohd Sukri Bin Ismail (Director)	sukri_ipkt@yahoo.com	http://www.ilpkl.gov.my	1982
4	ITI Labuan	Jabatan Tenaga Rakyat, Jalan Mohd Salleh, P.O. Box 80849 87018 Labuan	WPL	087-414911	087-422500	Mohamad Hisam Bin Mohd Adam (Vocational Training Officer)	hisam@ilplabuan.gov.my	http://www.ilplabuan.gov.my	1982
5	ITI Bukit Katil	Lot 1729, Mukim Bukit Katil 75450 Bukit Katil	Melaka	06-2320600	06-2329600	Mohd Zakir Bin Mahmud (Vocational Training Officer)	zakir@ilpemelaka.gov.my	http://www.ilpemelaka.gov.my	1989
6	ITI Kota Samarahan	Lot 249 Block 14, Sarawak Natural Resource Park 94300 Kota Samarahan	Sarawak	082-465100	082-465114	Ramli Bin Hj. Rashidi (Director)	info@ilpkuching.gov.my	http://www.ilpkuching.gov.my	1999
7	ITI Kota Kinabalu	2, Jalan KKIP Slatan 4, Menggatal 89450 Kota Kinabalu	Sabah	088-499825	088-499851	Azmi b. Ahmad (Principal)	info@ilpkk.gov.my	http://www.ilpkk.gov.my	1999
8	ITI Kangar	Padang Behor, Mukim Sena 01000 Kangar	Perlis	04-9794000	04-9777663	Norhayati bt Ishar (Vocational Training Officer)	info@ilpkangar.gov.my	http://www.ilpkangar.gov.my	2000
9	ITI Pedas	Lot 3298, Jalan Pedas-Linggi 71400 Pedas	NS	06-6853564	06-6853577	Normaziinda Bt Che Mahmood (Vocational Training Officer)	admin@ilpedas.gov.my	http://www.ilpedas.gov.my	1999

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
10	ITI Muar	PTD 16998 Sagil 84900 Tangkak Kawasan Perindustrian Taman Meru 30020 Ipoh	Johor	06-9773800	06-9773799	Zainudin Bin Ahmad (Director)	ibmuar@tm.net.my	http://www.ilpmuar.gov.my	2001
11	ITI Ipoh	Perindustrian Taman Meru 30020 Ipoh	Perak	05-5277777	05-5270702	Ir. Halim Azhar b. Mohd Yatim (Principal)	info@ilipoh.gov.my	http://www.ilipoh.gov.my	1990
12	ITI Jitra	Bandar Darul Aman 06000 Jitra	Kedah	04-9161926	04-9162367	Mohd Raris Bin Mohamad Yusof (Vocational Training Officer)	admin@ilijitra.gov.my	http://www.ilijitra.gov.my	1989
13	ITI Kota Bharu	Pengkalan Chepa 16100 Kota Bharu	Kelantan	09-7742315	09-7741445	Faizah Bt. Harun (Director)	penarah@ilpkb.gov.my	http://www.ilpkb.gov.my	1989
14	ITI Kuantan	Lot 10, Kawasan Perindustrian Gebeng 26080 Kuantan	Pahang	09-5834951	09-5833587	Adnan Bin Ismail (Assistant Director of Training Management)	ibkn@tm.net.my	http://www.ilpkuantan.gov.my	1989

Section C1.2 Advance Technology Training Centre (MoHR)

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
1	ADTEC Kulim	Lot 635, Mahang, Karangan 9500 Kulim	Kedah	04-4042975	04-4042972	Tuan Hj. Ghazlan Bin Ghazali (Director)	gazlan@adteckulim.gov.my	http://www.adteckulim.gov.my	2000
2	ADTEC Shah Alam	No. 5934 Batu 6, Off Jalan Bukit Kemuning, Seksyen 34 40470 Shah Alam	Selangor	03-51612622	03-51612613	Suimi Bin Abd Majid (Director)	adtec-shah- alam@adtecsa.gov.my	http://www.adtecsa.gov.my	2001
3	ADTEC Batu Pahat	KM 8, Jalan Tanjung Laboh 83000 Batu Pahat	Johor	07-4287722	07-4285290	AB. Rahman Bin Mohd Said (Deputy Director of Training Management)	mailadtecbp@adtecbp.gov.my	http://www.adtecbp.gov.my	2001
4	ADTEC Melaka	Mukim Taboh Nanig Alor Gajah	Melaka	06-5527227	06-5527231	Mohd Zabidin Bin Abd. Samad (Director)	zabidin@adtecmik.gov.my	http://www.adtecmik.gov.my	2001

Section C1.3 Centre for Instructor and Advanced Skill Training (MoHR)

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
1	Centre for Instructors and Advanced Skills Training (CIAST)	Peti Surat 7012, Jalan Petani 19/1, Seksyen 19 40900 Shah Alam	Selangor	03-55415736	03-55411508	Nidzam Bin Kamaruddin (Director)	nidzam@ciast.gov.my	http://www.ciast.gov.my	1984

Section C1.4 Japan-Malaysia Technical Institute (MoHR)

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
1	Japan-Malaysia Technical Institute (JMTI)	Plot 59, Lorong Perindustrian Bukit Minyak 15, Taman Perindustrian Bukit Minyak, Simpang Ampat 14100 SPT	Pulau Pinang	04-5087800	04-5087809	Azman Bin Ibrahim (Deputy Director I)	jmti@jmti.gov.my	http://www.jmti.gov.my	1998

Section C1.5 Polytechnics (MoHE)

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
1	Polytechnic Dungun	KM 5 Jalan Paka 23000 Dungun	Terengganu	09-8452699	09-8458781	Tn. Haji Mahassan Bin Zakaria (Director)	admin@pdt.edu.my	http://www.pdt.edu.my	2000
2	Polytechnic Johor Baharu	KM 10 Jalan Kong Kong 81700 Pasir Gudang	Johor	07-2612403	07-2612402	Sulong Bin Yahaya (Director)	-	http://www.polijb.edu.my	1998
3	Polytechnic Kota Bharu	KM 24 Pangkai Kalong 16450 Keterah	Kelantan	09-7889126	09-7888739	En. Nik Mazlan bin Nik Husain	-	http://www.pkb.edu.my	1985
4	Polytechnic Kota Kinabalu	PO Box 527 Jalan Vokasional 88856 Likas	Sabah	088-301298	088-301299	Mustafa Bin Omar (Director)	pengarah@pkksabah.edu.my	http://www.pkksabah.edu.my	1996

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
5	Polytechnic Kuching	Beg Berkunci 3094 Matang 93050 Kuching	Sarawak	082-428796	082-428023	IR Tang Soo Ha (Director)	poliku@tm.net.my	http://www.poliku.edu.my	1987
6	Polytechnic Kuala Terengganu	Jalan Sultan Ismail 20200 Kuala Terengganu	Terengganu	09-6204100	09-6204102	Mordin bin Mohammad (Director)	mordin@pkkt.edu.my	http://www.pkkt.edu.my	1999
7	Polytechnic Melaka	No 2 Jalan PPM 10 Plaza Pandan Malim 75250 Melaka	Melaka	06-3376000	06-3376007	Dr Arshad Bin Kassim (Director)	arshadk@polimelaka.edu.my	http://www.polimelaka.edu.my	1999
8	Polytechnic Port Dickson	KM 14 Jalan Pantai, Sri Nusa 71050 Port Dickson	NS	06-6625390	06-6625744	Sahul Hamed Bin Hj. Abdul Wahab (Training and Continuing Education Officer)	sahul@polipd.edu.my	http://www.polipd.edu.my	1990
9	Polytechnic Seberang Prai	Jalan Permatang Pauh 13500 Permatang Pauh	PP	04-5383322	04-5389266	Ir Ashah Bt. Ad. Rahman (Director)	psp1@psp.edu.my	http://www.psp.edu.my	1998
10	Polytechnic Sultan Abdul Halim Mu'adzam Shah (POLIMAS)	Bandar Baru Darulaman 06000 Jitra	Kedah	04-9174701	09-9174232	Ir. Gan Chee Kuan (Director)	pengarah@admin.polimas.edu.my	http://www.polimas.edu.my	1984
11	Polytechnic Sultan Haji Ahmad Shah (POLISAS)	Semambu 25350 Kuantan	Pahang	09-5661300	09-5663104	Badli Safar Wahab (Training and Continuing Education Officer)	badli@polisas.edu.my	http://www.polisas.edu.my	1976
12	Polytechnic Shah Alam /Sultan Salahuddin Abdul Aziz Shah	Persiaran Usahawan Seksyen U1 40150 Shah Alam	Selangor	03-55691901	03-5191903	Amir Bin Md. Noor (Director)	amir@jpent.psa.edu.my	http://www.psa.edu.my	1997
13	Polytechnic Ungku Omar	Jalan Raja Muda Mahadi 31400 Ipoh	Perak	05-5457260	05-5471162	Ir Hj Mohammed Zakaria B Hj Mohd Noor (Director)	mradziah@admin.puo.edu.my	http://www.puo.edu.my	1969
14	Polytechnic Merlimau	Jalan Jasir 77300 Merlimau	Melaka	06-2636687	06-2636678	Hj. Abdul Aziz Abu Bakar (Deputy Director)	polimau@tm.net.my	http://www.pmm.edu.my	2003
15	Polytechnic Tanjung Malim	Behrang Station 35950 Behrang	Perak	05-4544431	05-4544993	Azhari Noor Bin Ahmad (Deputy Director)	azharinoor03@yahoo.co.uk	-	2002

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
16	Polytechnic Kulim	Kulim High-Tech Park 09000 Kulim	Kedah	04-4033333	04-4033033	Puan Siti Jariah binti Ibrahim (Deputy Director)	-	-	2002
17	Polytechnic Sabak Bernam	Sungai Lang 45100 Sungai Air Tawar	Selangor	03-3213668	03-32136633	Hj. Mohamda Jayus Bin Hj Bunasir AMP (Director)	-	-	2004
18	Polytechnic Perlis	No 17 Bandar Baru aman Jaya 06000 Jitra	Kedah	04-9162032	04-9886300	Md. Nor Yusof (Director)	pengarah@poliperlis.edu.my	http://www.poliperlis.edu.my	2003
19	Polytechnic Muadzam Shah	SM Teknik Jalan Istana 27600 Muadzam Shah	Pahang	09-4501022	09-4524064	En. Mohd Nazari bin Ahmad	-	-	2003

Section C1.6 College Community (MoHE)

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
1	KK Segamat	No 24-34 Jalan Putra 1/1 Bandar Putra 85000 Segamat	Johor	07-9431633	07-9436075	Che Ku Amran b. Che Ku Ali (Principal)	kksgmt@im.net.my	http://www.politeknik.edu.my/	2001
2	KK Ledang	Muar Jln Sg Abong Off Jalan Salleh 84000 Muar	Johor	06-9539335	06-9561315	Tuan Haji Ir. Abdul Hamid bin Othman	-	http://www.politeknik.edu.my/	2002
3	KK Kota Tinggi	d/a SMT Kota Tinggi PO Box 65 81907 Kota Tinggi	Johor	018-2718482	-	-	-	http://www.politeknik.edu.my/	2003
4	KK Segamat 2	d/a SMK Seri Jementah d/a SMK Seri Jementah Jalan Muar 85200 Jementah	Johor	07-9473058	-	-	-	http://www.kkseg.edu.my	2003
5	KK Danjaman	No. 17 Bandar Darulaman Jaya Bandar Darul Aman 06000 Jitra	Kedah	04-9161577	04-9182506	Samsuddin Bin Abdullah (Engineering and Skill Department Head)	-	http://www.politeknik.edu.my/	2001
6	KK Sungai Petani	d/a SM Teknik Sungai Petani 2 Lot 82 Kg. Sg.	Kedah	04-4412909	04-4412924	Haji Md. Nor bin Baharom (Principle)	spcc@im.net.my	http://www.politeknik.edu.my/	2001

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
7	KK Bukit Benuang	Tukang 08000 Sungai Petani No.23 Jalan BB1 Taman Bukit Benuang Indah 75450 Bukit Benuang	Melaka	06-2332772	06-2332877	Rashidah Binti Mustapa (Principal)	rashidah@kkbbm.edu.my	http://www.kkbbm.edu.my	2001
8	KK Alor Gajah	d/a SMT Datuk Seri Mohd Zin Jalan Pengkalan 78000 Alor Gajah	Melaka	06-2332772	-	Mohd Zufri Bin Yazid (Industry Services, Continuing & Life-long Education Department Head)	-	http://www.politeknik.edu.my/	2003
9	KK Selandar	d/a SMT Nyalas 77100 Asahan	Melaka	06-5228001	-	-	-	http://www.politeknik.edu.my/	2003
10	KK Jasir	d/a SMT Jasir Telomong 77000 Jasir	Melaka	06-5291616	-	-	-	http://www.politeknik.edu.my/	2003
11	KK Jempol	Taman Industri Mahsan KM 5 Jalan Mahsan 72100 Bahau	NS	06-4540075	06-4540344	Hj. Baharudin Bin Mohd (Engineering and Skill Department Head)	kkjns@itm.net.my	http://www.politeknik.edu.my/	2002
12	KK Jelebu	d/a SMT Kuala Klawang Jalan Titi 71650 Jelebu	NS	06-4540075	06-6138745	Ani Asmah Binti Tajul Ariffin (Principal)	-	http://www.politeknik.edu.my/	2003
13	KK Kuantan	B 24 Jalan 1M 3 / 13 Bandar Indera Mahkota 25200 Kuantan	Pahang	09-5721313	09-5711088	Abu Bakar b. Ahmad (Principal)	http://www.i.com.my/kkktpng	http://www.i.com.my/kkktpng	2002
14	KK Bentong	d/a SMT Tengku Ampuan Afzan KM 6 Jalan Kuala Lumpur 28700 Bentong	Pahang	09-2225466	-	-	-	http://www.politeknik.edu.my/	2003
15	KK Mentakab	d/a SMT Temerloh Simpang Sanggang 28020 Temerloh	Pahang	09-9661745	09-2847164	Zubaidah Bt Abu Bakar (Lecturer)	kkmtbphg@itm.net.my	http://www.politeknik.edu.my/	2003
16	KK Paya Besar	d/a SMK Seri Damai Jalan Gambang 25150 Kuantan	Pahang	09-5398113	609-5392901	Norida Binti Abd Razak (Principal)	kkob@itm.net.my	http://www.politeknik.edu.my/	2003

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
17	KKRompin	d/a SMT Sultan Ahmad Shah Jalan Endau-Rompin 26800 Kuala Rompin	Pahang	018-2932607	-	-	-	http://www.politeknik.edu.my/	2003
18	KK Teluk Intan	d/a SM Teknik Seri Manjung 32040 Seri Manjung	Perak	05-6884526	-	-	-	http://www.politeknik.edu.my/	2001
19	KK Chenderoh	d/a SM Teknik Kuala Kangsar 33700 Padang Rengas	Perak	05-7585802	05-7585839	Mohd Hashim bin Buyong (Principal)	-	http://www.kkche.edu.my	2002
20	KK Griik	d/a SMT Griik 33300 Griik	Perak	05-7916288	-	-	-	http://www.politeknik.edu.my/	2003
21	KK Sungai Siput	d/a SMK Muhibbah 33100 Sungai Siput	Perak	05-5971440	05-5982157	Zarul Akmar Bin Abu baker (Engineering & Skill Department Head)	kk_sungaisiput@yahoo.com	http://www.geocities.com/kks_s_perak	2003
22	KK Pasir Salak	d/a SMT Sri Iskandar 32600 Bota	Perak	05-3711370	-	-	-	http://www.politeknik.edu.my/	2002
23	KK Arau	d/a SM Teknik Jalan Padang Nyu 02600 Arau	Perlis	04-9869800	04-9861708	Wan Muhammad Afifi Bin Wan Abdullah (Principal)	kkarau@kkarau.edu.my	http://www.kkarau.edu.my	2001
24	KK Kepala Batas	No.87 Lorong Bertam Indah 1 Taman Bertam Indah 13200 Kepala Batas	PP	04-5792300	04-5759300	Hajjah Durishah Binti Ismail (Counselling Officer)	durishah@kkkba.edu.my	http://www.kkkba.edu.my	2001
25	KK Bayan Baru	d/a SM Teknik Tuanaku Abdul Rahman Putra Jalan Ibetson 11400 Bayan Baru	PP	04-8351111	604-8351222	Idris Bin Md. Aron Yazid (Industry Services, Continuing & Life-long Education Department Head)	-	http://www.politeknik.edu.my/	2002
26	KK Sabak Bernam	Jalan Raja Chulan 45200 Sabak Bernam	Selangor	03-32163235	-	-	-	http://www.politeknik.edu.my/	2001
27	KK Kuala Langat	d/a SMK Bandar Banting Jalan Persiaran Majlis 42700 Banting	Selangor	03-55691901	03-31202080	Norita Bt. Abdul Rashid (Lecturer)	-	http://www.politeknik.edu.my/	2003

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
28	KK Hulu Selangor	d/a SMK Trm Bunga Raya 1 Jln Bunga Raya Trm Bunga Raya, Bukit Beruntung 48300 Rawang	Selangor	03-60211198	03-60216722	Jamaliah Bte Mohd Alias (Engineering and Skill Department Head)	-	http://www.politeknik.edu.my/	2002
29	KK Hulu Langat	d/a SMT Kajang Jln Semenyih 43000 Kajang	Selangor	03-87370037	-	-	-	http://www.politeknik.edu.my/	2003
30	KK Selayang	d/a SMT Gombak Jalan Sungai Pusu Gombak 53100 Kuala Lumpur	WPKL	03-61866711	05-7585839	-	-	http://www.politeknik.edu.my/	2003
31	KK Kuala Terengganu	Jalan Tengku Ampuan Maham 20200 Kuala Terengganu	Terengganu	09-6204200	-	-	-	http://www.politeknik.edu.my/	2001
32	KK Kuching	Lot 3563 Sego Centre Jalan Sultan Tengah Petra Jaya 93050 Kuching	Sarawak	082-313322	082-313318	Perry Tan Chee Kiong (Principal)	kokomku@j.com.my	http://www.kkkuc.edu.my	2001
33	KK Mas Gading	d/a SM Teknik Sejingkat P.O. Box A1062 93822 Kuching	Sarawak	082-432602	-	-	-	http://www.politeknik.edu.my/	2002
34	KK Tawau	Batu 4, Jalan Apas, Perdana Sq Commercial Centre PO Box 61607 91000 Tawau	Sabah	089-913400	-	-	-	http://www.politeknik.edu.my/	2001

Section C1.7 MARA Skills Institutes (MECD)

No	Training Institutions	Address	State	Tei	Fax	Contact Person	Email	Website	Year Est'd
1	IKM Johor	Jalan Tanuka off Jalan Datin Halimah 70720 Johor Bahru	Johor	07-2371434 (DL)	07-2364289	Wan Sabri Bin Wan ismail (Principal)	ikmjb@tm.net.my	http://www.ikm.edu.my/jb	1973
2	IKM Alor Setar	Lorong Terus, Jalan Kota Tanah 05050 Alor Setar	Kedah	04-7720901 (DL)	04-7724340	Ahmad Rakhil Bin Hassan (Principal)	ikmalorsetar@mara.gov.my	http://www.ikm.edu.my/ alorsetar	1969
3	IKM Sungai Petani	Jalan Badlishah 08000 Sungai Petani	Kedah	04-4244253 (DL)	04-4218432	Mohd Rosidi Bin Taha (Vice Principal)	tahamr@yahoo.com. iknsp@tm.net.my	http://www.ikm.edu.my/ sgpetani	1975
4	IKM Pasir Mas	Lot 3836, Mukim Apam, Daerah Gual Peruk 17000 Pasir Mas	Kelantan	09-7908538 (DL)	09-7908538	-	ikmpm@ikm.edu.my	http://www.ikm.edu.my/ pasirmas	1972
5	IKM Jasin	KM 32, Jalan Chinchin, Simpang Kerayong, Peti Surat 141 77008 Jasin	Melaka	06-5294489 (DL)	06-5292561	Mohd Razaki bin Abdullah (Vice Principal - Training)	ikmiasin@mara.gov.my	http://www.ikm.edu.my/ jasin	1968
6	IKM TSYA, Pahang	Kaw. Perindustrian, Peramu Jaya 26600 Pekan	Pahang	09-4269597 (DL)	09-4269400	Mohamad bin Samoin	ikmtsya@mara.gov.my	http://www.ikm.edu.my/ tsya	1976
7	IKM Lumut	Jalan Hj. Kamaruddin, Seri Manjung 32040 Lumut	Perak	05-6881896 (DL)	05-6883919	Mohd Fadzil Bin Ghazali (Principal)	ikmkumuf@mara.gov.my	http://www.ikm.edu.my/ lumut	1977
8	IKM Beseri	KM 14, Jalan Kaki Bukit 2400 Beseri	Perlis	04-9384024 (DL)	04-9384023	Sulaiman Bin Ab Rashid (Principal)	ikmbeseri@mara.gov.my	http://www.ikm.edu.my/bs eri	1992
9	IKM Kota Kinabalu	Lot 4, Taman Perindustrian Kota Kinabalu, KM 6, Jalan Sepangar 88991 Kota Kinabalu	Sabah	088-497512 (DL)	088-497512	Muhammed Nasir bin Hasan (Principal)	ikmkinabalu@mara.gov.my	http://www.ikm.edu.my/kin abalu	2002
10	IKM Kuching	Jalan Samaritang, Petra Jaya, P.S 3271 93764 Kuching	Sarawak	082-441124 (DL)	082-444135	Tuan Haji Abang	ikmkuching@mara.gov.my	http://www.ikm.edu.my/kuc hing	1983
11	IKM Petaling Jaya	No. 12, Jalan Templer 46000 Petaling Jaya	Selangor	03-77828776 (DL)	03-77827823	Hambali Bin Ahmad (Principal)	ikmpj@tm.net.my	http://www.ikm.edu.my/pj	1972

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year Est'd
12	IKM Besut	Jalan Batu Tumbuh, Alor Lintang 22200 Besut	Terengganu	09-6957286 (DL)	09-6957326	Tn. Hj. Mat Noor Bin Abd Razak (Principal)	ikmbesut@mara.gov.my	http://www.ikm.edu.my/besut	1992
13	IKM Kuala Lumpur	Jalan Belangkas, Kg. Pandan 55100 Kuala Lumpur	WPKL	03-92857721 (DL)	03-92848213	Ismail Bin Isma'aon (Principal)	ikmkl@tm.net.my	http://www.ikm.edu.my/kl	n.a.

Section C1.8 MARA Advanced Skills Institutes (MECD)

No	Training Institutions	Address	State	Tel	Fax	Contact Person	Email	Website	Year of Establishment
1	German Malaysian Institute (GMI)	119, Jalan 7/91, Taman Shamelin Perkasa, Batu 3 1/2, Cheras, 56100 Kuala Lumpur	WPKL	03-92822624 (DL)	03-92861707 / 92822603	Yusoff Md. Sahir (Managing Director)	enquiry@gmi.edu.my	http://www.gmi.edu.my	1992
2	British Malaysian Institute (BMI)	Batu 8 3/4, Jalan Sungai Pusu 53100 Gombak Lumpur	Selangor	03-61841000	03-6186 4040	Hajah Zaitone Bt. Haji Jaafar (Chief Executive)	ikm@bmi.edu.my	http://www.bmi.edu.my	1993
3	Malaysian France Institute (MFI)	Section 14, Jalan Teras Jemang 43650 Bandar Baru Bangi	Selangor	03-89262022	03-89258845	-	-	http://www.mfi.edu.my	1995
4	Malaysian Spanish Institute (MSI)	Lot 12, 14, 15 & 16, Kulim High Tech Park, Mukim Padang Cina dan Sg Ular 9000 Bandar Baru Kulim	Kedah	04-4035199	04-4035201	Hajah Rosminah bt. Mohd. Husin (Provost)	enquiry@msi.edu.my	http://www.msi.edu.my	2002
5	Malaysian Institute of Aviation Technology (MIAT)	Lot 2891, jalan Jenteram Hulu 43800 Dengkil	Selangor	03-87688487	03-87688485	Tuan Haji Ghazali bin Abd Manaf	ghazali@miat.com.my	http://www.miat.com.my/main.htm	1997