

## MAKLUMAN UNTUK DIHEBAHKAN DALAM LAMAN WEB JPK

### i. Versi Bahasa Malaysia

#### PROGRAM BIMBINGAN PENTAULIAHAN

Program ini adalah bertujuan memberi bimbingan dan khidmat nasihat kepada wakil Penyedia Latihan Kemahiran (PLK) yang terlibat dengan proses penyediaan dokumen permohonan untuk Pentaualiahan Program Kemahiran berdasarkan Kod Amalan Pentaualiahan Program Kemahiran (KAPPK). Program ini akan merangkumi prosedur permohonan, proses kerja, dasar, kriteria, standard dan juga khidmat nasihat sebelum PLK mengemukakan permohonan pentaualiahan program kepada Jabatan Pembangunan Kemahiran (JPK).

Program Bimbingan Pentaualiahan untuk tahun 2018 akan dijalankan seperti maklumat berikut :

| BIL | TARIKH        | MASA                          | TEMPAT                                                                                                                                                                                                                             | JUMLAH PESERTA                                                                                 | BAYARAN                                                                                                                                                                                  |
|-----|---------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | 26 Jan 2018   | 9.00 pagi<br>–<br>2.00 petang | Bilik Mesyuarat Dahlia,<br>Aras 2<br>Jabatan Pembangunan<br>Kemahiran<br>Blok 4803, Suite 0-10,<br>CBD Perdana<br>Off Persiaran Multimedia<br>63000 Cyberjaya,<br>Selangor<br>(Sebarang perubahan<br>akan dimaklumkan<br>kemudian) | Dihadkan<br>kepada <b>20<br/>orang setiap<br/>sesi dan dua<br/>peserta bagi<br/>setiap PLK</b> | Tiada Bayaran<br>Dikenakan.<br>(Semua kos<br>pengangkutan<br>dan penginapan<br>adalah<br>ditanggung oleh<br>PLK. JPK akan<br>menyediakan<br>makan dan<br>minum semasa<br>sesi berkenaan) |
| 2.  | 07 Feb 2018   |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 3.  | 06 Mac 2018   |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 4.  | 10 Apr 2018   |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 5.  | 09 Mei 2018   |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 6.  | 06 Jun 2018   |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 7.  | 04 Julai 2018 |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 8.  | 08 Ogos 2018  |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 9.  | 05 Sep 2018   |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 10. | 03 Okt 2018   |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 11. | 08 Nov 2018   |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |
| 12. | 28 Nov 2018   |                               |                                                                                                                                                                                                                                    |                                                                                                |                                                                                                                                                                                          |

Wakil PLK yang berminat hendaklah mengisi Borang Penyertaan Program Bimbingan Pentaualiahan yang disertakan. Borang penyertaan yang lengkap diisi hendaklah di email kepada pegawai penyelaras berikut:

|                                                                               |                                                                           |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>Norazuri binti Yusoff</b>                                                  | <b>Sharifah Erna Binti Sayed Yusof</b>                                    |
| <b>No. Tel : 03-8886 5501</b>                                                 | <b>No. Tel : 03-8886 5491</b>                                             |
| <b>Email : <a href="mailto:norazuri@mohr.gov.my">norazuri@mohr.gov.my</a></b> | <b>Email : <a href="mailto:sherna@mohr.gov.my">sherna@mohr.gov.my</a></b> |

\* Sekiranya terdapat pertanyaan, sila hubungi pegawai penyelaras tersebut.

## ii. English Version

### ACCREDITATION GUIDANCE PROGRAMME

This programme is to provide guidance and advice to Skills Training Provider (STP) representative who are involved in the preparation of application documents for the skills programme accreditation based on the Code of Practice Skill Programme Accreditation (COPSPA). This programme will cover applications procedures, work processes, policies, criteria, standards and advice before STP submitting an application for accreditation programs to the Department of Skill Development (DSD).

The session will be held on:

| NO  | DATE          | TIME                 | VENUE                                                                                                                                                                                                             | NUMBER OF PARTICIPANTS                                                                                    | FEE                                                                                                                                                                 |
|-----|---------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | 26 Jan 2018   | 9.00 am -<br>2.00 pm | Dahlia Meeting's Room,<br>Level 2<br>Department of Skill<br>Development<br>Block 4803, Suite 0-10,<br>CBD Perdana<br>Off Persiaran Multimedia<br>63000 Cyberjaya<br>Selangor<br>(Any changes will be<br>notified) | Limited to <b>20<br/>people per<br/>session</b> and<br><b>two<br/>participants</b> for<br><b>each STP</b> | No fees are<br>required.<br>(All<br>transportation<br>and<br>accommodation<br>cost is borne by<br>STP. DSD will<br>provide food and<br>drink during the<br>session) |
| 2.  | 07 Feb 2018   |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |
| 3.  | 06 Mac 2018   |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |
| 4.  | 10 Apr 2018   |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |
| 5.  | 09 Mei 2018   |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |
| 6.  | 06 Jun 2018   |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |
| 7.  | 04 Julai 2018 |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |
| 8.  | 08 Ogos 2018  |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |
| 9.  | 05 Sep 2018   |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |
| 10. | 03 Okt 2018   |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |
| 11. | 08 Nov 2018   |                      |                                                                                                                                                                                                                   |                                                                                                           |                                                                                                                                                                     |

For those STP representative interested, feel free to fill the Registration Form of Accreditation Guidance Programme provided. Completed entry forms should be email to the following coordinating officer:

|                                     |                                        |
|-------------------------------------|----------------------------------------|
| <b>Norazuri binti Yusoff</b>        | <b>Sharifah Erna Binti Sayed Yusof</b> |
| <b>No. Tel : 03-8886 5501</b>       | <b>No. Tel : 03-8886 5491</b>          |
| <b>Email : norazuri@mohr.gov.my</b> | <b>Email : sherna@mohr.gov.my</b>      |

\* If there are any questions, please contact the coordinator officer as said above.



JABATAN PEMBANGUNAN KEMAHIRAN  
KEMENTERIAN SUMBER MANUSIA

**BORANG PENYERTAAN PROGRAM BIMBINGAN PENTAULIAHAN**

Nama Pusat Latihan/ Nama Syarikat : \_\_\_\_\_

Nama pegawai perhubungan : \_\_\_\_\_

No. telefon : \_\_\_\_\_

Email : \_\_\_\_\_

Tarikh penyertaan : \_\_\_\_\_

\* **Penyertaan PLK adalah terhad kepada satu sesi taklimat sahaja.**

Sila nyatakan maklumat penyertaan Program Bimbingan Pentaauliahan:

| Bil. | Nama | Jawatan | No. Telefon |
|------|------|---------|-------------|
|      |      |         |             |
|      |      |         |             |

Borang penyertaan yang lengkap diisi hendaklah di email kepada pengawai penyelaras berikut:

| <u>Nama</u>                        | <u>No. Telefon</u> | <u>Email</u>                                                   |
|------------------------------------|--------------------|----------------------------------------------------------------|
| 1. Norazuri binti Yusoff           | 03-8886 5501       | <a href="mailto:norazuri@mohr.gov.my">norazuri@mohr.gov.my</a> |
| 2. Sharifah Erna Binti Sayed Yusof | 03-8886 5491       | <a href="mailto:sherna@mohr.gov.my">sherna@mohr.gov.my</a>     |