

***JABATAN PEMBANGUNAN KEMAHIRAN***

***KEMENTERIAN SUMBER MANUSIA***

JPK/NOSS/1008

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **BORANG PERMOHONAN CADANGAN PEMBANGUNAN KERANGKA PEKERJAAN**  ***SUGGESTION FORM FOR OCCUPATIONAL FRAMEWORK DEVELOPMENT*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Bahagian A - Maklumat Pencadang / Part A - *Proposer Information*** | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | **Bahagian B - Jenis Cadangan /**  ***Part B - Proposal Category***  Sila tandakan √ yang berkenaan  *Please tick √ where relevant* | | | | | | | | |
| Nama Pemohon:  *Name* | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | |
| No. K/P :  *NRIC No.* | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | Cadangan OF baru  //  *New OF proposal*  Cadangan OF kajisemula  *OF review proposal* | | | | | | | | |
| Warganegara :  *Nationality* | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | |
| Nama Syarikat / Agensi :  *Company Name* | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | |
| Alamat Syarikat / *Company Address* : | | | | | | | | | | | | | |  | | | | |  | | | | Alamat Surat- Menyurat / *Correspondence Address* : | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |  | | | | \* Kosongkan jika alamat surat- menyurat sama dengan alamat syarikat /  \* *clear this field if correspondence address is the same as company address* | | | | | | | | | | | | | |  | |  | | |
|  | | | | | | |  | | | |  | | |  | | | | | |  | | | | | | |  | | | | |  | |  | | | |
| No. Telefon :  *Telephone No.* | | | | | | | Pejabat :  *Office* | | | |  | | | No Faks :  *Fax No.* | | | | | |  | | | | | | | No. H/P :  *Mobile No.* | | | | |  | |  | | | |
| Laman Web :  *Website* | | | | | | |  | | | | | | | E-mel :  *E-mail* | | | | | |  | | | | |  | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | | | | | | |
|  | | | | | **Bahagian C - Maklumat OF yang Dicadangkan / *Part C - Proposed OF Information***  ***\*sila rujuk Piawaian Klasifikasi Industri Malaysia (MSIC)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  |  |  |  | | --- | --- | --- | --- | | **Seksyen** | **Bahagian** | **Kumpulan** | **Keterangan** | |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | Justifikasi / Justification (sertakan bersama *Proposal*):  Terangkan secara ringkas justifikasi permohonan cadangan pembangunan OF.  contoh: kepentingan negara, keperluan kritikal tenaga kerja, keperluan pelaburan dll.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  (Sila gunakan helaian tambahan jika ruangan tidak mencukupi / *Please use attachments if field is not sufficient*)  Sila tandakan √ bagi dokumen sokongan yang disertakan (jika berkaitan)/ *Please √ for supporting documents attached*:-  Struktur pekerjaan bagi seksyen/bahagian yang dicadangkan / *Proposed occupational structure for the Section/Division*  Bukti sokongan industri / *Evidence of industry support*  Peruntukan Pembangunan OF/ *OF development budget* (jika ada /*if available*)  Cadangan tajuk pekerjaan atau kompetensi baru untuk OF kajisemula /*Proposed new job title(s) or new competency(s) for OF review*  Dokumen berkaitan: kerangka / tugasan / standard dll. (jika terdapat perbezaan kompetensi bagi bidang berkaitan)  *Relevant documents: framework / duties / standards, etc (please enclosed if a competencies gap exits in the area)*  Lain – lain dokumen berkaitan/ *Other relevant documents*: ……………………………………………..(sila nyatakan / *please give details*) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | **Bahagian D – Maklumat Pemain Industri Utama / *Part D – Industry Information*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sila gunakan helaian tambahan jika ruangan tidak mencukupi / *Please attach additional list if the space provided is insufficient*:- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Bil  *No.* | | Nama Syarikat / Agensi Berkaitan Industri  *Related Company / Agency Name* | | | | | | | | | Nama Pakar Industri  *Industrial Expert Name* | | | | | | | | | | | Jawatan / Peranan  *Designation / Role* | | | | | | Telefon bimbit | | | Emel | |  | | |
|  | | 1 | |  | | | | | | | | |  | | | | | | | | | | |  | | | | | |  | | |  | |  | | |
|  | | 2 | |  | | | | | | | | |  | | | | | | | | | | |  | | | | | |  | | |  | |  | | |
|  | |  | |  | | | | | | | | |  | | | | | | | | | | |  | | | | | |  | | |  | |  | | |
|  | |  | |  | | | | | | | | |  | | | | | | | | | | |  | | | | | |  | | |  | |  | | |
|  | |  |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | **Bahagian E - Pengakuan / *Part E - Declaration*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | Saya mengaku bahawa:-   1. Semua maklumat serta lampiran dokumen bersama borang ini adalah benar dan saya bertanggungjawab terhadap maklumat berkenaan. Pihak Jabatan Pembangunan Kemahiran (JPK) berhak menolak cadangan ini serta merta dan tanpa notis sekiranya didapati maklumat yang diberi adalah palsu. 2. Saya bersedia memberi komitmen dalam pembangunan OF dan pelaksanaan latihan bagi bidang yang dicadangkan sekiranya diperlukan oleh JPK. 3. Segala keputusan kelulusan cadangan adalah hak muktamad pihak JPK.   *I hereby declare that :-*   1. *All information and attachment provided as the date of this registration are true and valid, and I hereby hold responsibility to all given the given information. Department of Skills Development (DSD) has all the rights to withdraw or terminate my application or recognition immediately and without notice if any of the information above is found untrue.* 2. *I am able to give commitment during OF development and training implementation for the area that I proposed if required by DSD.* 3. *All rights to approval for the proposal by DSD is final.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tandatangan Pemohon  ………………………………………………………………  Nama : Tarikh :  *Name Date* | | | | | | | | | | | | | | | | |  | | | | **Nota Penting / *Important Note*** | | | | | | | | | | | | | | | | |
|  | | | | Borang ini hendaklah dimajukan bersama ***proposal***  kepada:  Ketua Pengarah,  Jabatan Pembangunan Kemahiran, Aras 7&8, Blok D4,  Kompleks D,Pusat Pentadbiran Kerajaan Persekutuan,  62530 Putrajaya | | | | | | | | | | | | | | | | |
|  | | | | | **Bahagian F - Untuk kegunaan Pejabat / *Part F - For Office Use*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  | | | | | | |  | | | | | | | | | | |  | | |  | | | | | | |
| No. Rujukan Permohonan Cadangan OF*:* | | | | | | | | | |  | | | | | |  | Tarikh Penerimaan Permohonan Cadangan OF: | | | | | | | | | | |  | | |  | | | | |  | |
|  | | | | | | | | | |  | | | | | | |  | | | |  | | | | | | | | | | | | | | | | |
| Nama Cadangan OF :  *Proposed OF Name* | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Keputusan Jawatankuasa Mesyuarat: Diterima / Ditolak  *Board’s Decision : (Accept) (Reject)*  Ulasan/ *Justification*: ………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tandatangan Pengerusi Jawatankuasa:  *Chairman’s Signature*  ………………………………………………………………  Nama : Tarikh :  *Name Date* | | | | | | | | | | | | | | | | | |  | | | | Tandatangan Ahli Jawatankuasa:  *Board Member’s Signature*  ………………………………………………………………  Nama : Tarikh :  *Name Date* | | | | | | | | | | | | | | | |