

**JABATAN PEMBANGUNAN KEMAHIRAN**

**KEMENTERIAN SUMBER MANUSIA, MALAYSIA**

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| **BORANG PERMOHONAN LAWATAN VERIFIKASI AKHIR**  **SISTEM PERSIJILAN KEMAHIRAN MALAYSIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Bahagian A : Maklumat Pusat Bertauliah** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nama PB | | |  | | | | | | | | | | | | | | | | | Kod PB | | | |  | | | | | | | | |
| Alamat PB : | | | | | | | | | | | Alamat Verifikasi : | | | | | | | | | | | | | | | | | | | | | |
| No Telefon PB | | |  | | | | | | | | | | | | | | No Faks PB | | | | |  | | | | | | | | | | |
| Email PB | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nama PPB | | |  | | | | | | | | | | | | | | No. K/P | | | | |  | | | | | | | | | | |
| **Bahagian B : Maklumat Pegawai Bertanggungjawab** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nama | | |  | | | | | | | | | | | | | | Jawatan | | | | |  | | | | | | | | | | |
| No. Telefon | | |  | | | | | | | | | | | | | | Email | | | | |  | | | | | | | | | | |
| **Bahagian C : Maklumat Permohonan Verifikasi Akhir** (*\*Sila isi borang yang berasingan bagi tarikh cadangan yang berbeza)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tarikh Cadangan | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jenis Program | | |  | |  | | |  | | | | |  | |  | | | | | | | | | | | | | | |  | |  |
|  | |  | | | Mengikut Tahap | | | |  | | | Persijilan Tahap Tunggal: | | | | | | | | | | | | |  | | |  | |
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|  | |  | | |  | | | | |  | | 1. Persijilan Tahap Tunggal – Mengikut Tahap | | | | | | | | | | | | | |  | | |  |
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|  | | | |  | |  |  |  | | | 1. Persijilan Tahap Tunggal – Tidak Mengikut Tahap | | | | | | | | | | | | | | |  | | |  |
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| Jenis Penilaian | | |  | |  | | |  | | | |  | | |  | | | | | |  | | | |  | | | | | | | |
|  | |  | | | Program Biasa | | | |  | | | Kendiri | | | | | |  | | | |  | | | | | | | |
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| **Bahagian D : Maklumat Pentauliahan Program Terlibat** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Sila isi maklumat program yang terlibat sahaja dalam jadual ini :** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Bil** | **Kod Program** | | **Nama Program** | | | | | | | | | | | | | | | **Tempoh Pentauliahan** | | | | | | | | **Jumlah Kapasiti** | | | | |
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| **Nota : *Sila tambah kotak sekiranya ruangan tidak mencukupi.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Bahagian E : Ringkasan Maklumat Pendaftaran Kumpulan Pelatih Terlibat** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Sila isi nombor kumpulan yang terlibat dalam jadual ini :** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Bil.** | **No. Kumpulan** | | | | **Nama Program** | | | | | | | | | | **Tarikh Mula Latihan** | | **Tarikh Tamat Latihan** | | | | | **Bil Pelatih** | | | | | | | | |  |
| **Berdaftar** | | | **Verifikasi** | | | | | |
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|  | **JUMLAH PELATIH** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  |
|  | **Nota : *Sila tambah kotak sekiranya ruangan tidak mencukupi.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |

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| **Bahagian F : Maklumat Kumpulan Pelatih** (*\*Sila isi maklumat calon secara berasingan mengikut kumpulan)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | No. Kumpulan | |  | | | | | | | | | | Bilangan Calon | | | | | |  | | | | | | | |  |
|  | Nama Program | |  | | | | | | | | | | No. Resit | | | | | |  | | | | | | | |
|  | Nama PP | |  | | | | | | | | | | No. K/P PP | | | | | |  | | | | | | | |
|  | Nama PPD | |  | | | | | | | | | | No. K/P PPD | | | | | |  | | | | | | | |
|  | Jenis Verifikasi | |  | | |  | | |  |  | |  | | |  | | | | | | |  |  | | | |
|  |  |  | Kerja Kursus | | | |  | Peperiksaan Akhir | |  | | | Projek Akhir | | | | |  | | | Lain-lain | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |  | VTO 360 | | | |  | VTO 720 | |  | | | Latihan Industri | | | | | Nyatakan: \_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  |
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|  | Jenis Penilaian | |  |  | Pertama kali | | | |  | Ulang nilai | | | |  | | | | | | | | | | | | |
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|  | **Bil** | **Nama Calon** | | | | | | | | | | | | | | | | | **No. K/P** | | | | | | | |  |
|  | 1. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 2. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 3. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 4. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
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|  | 7. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
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|  | 9. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 10. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 11. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 12. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 13. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 14. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 15. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 16. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 17. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 18. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 19. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 20. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 21. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 22. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 23. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 24. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | 25. |  | | | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | **Nota : *Sila tambah kotak sekiranya ruangan tidak mencukupi.*** | | | | | | | | | | | | | | | | | | | | | | | | | |  |

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| **Bahagian G : Perakuan Pemohon** | | | | | | | | | | | |
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|  | | | **SENARAI SEMAK PERMOHONAN LAWATAN VERIFIKASI AKHIR**  **SISTEM PERSIJILAN KEMAHIRAN MALAYSIA** | | | | | |  | | |
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|  | **BIL.** | **PERKARA** | | | | | | **SEMAKAN PB** | | **SEMAKAN JPK** |  |
|  | **1.** | **Surat permohonan verifikasi akhir** | | | | | |  | |  |  |
|  | **2.** | **Borang permohonan yang lengkap** | | | | | |  | |  |  |
|  | **3.** | **Verifikasi Akhir - Pertama Kali** | | | | | |  | | |  |
|  | 1. Salinan Senarai Pengesahan Pendaftaran Calon **(T1002)** | | | | | |  | |  |  |
|  | 1. Salinan Resit Bayaran | | | | | |  | |  |  |
|  | **4.** | **Verifikasi Akhir – Ulang Nilai** | | | | | |  | |  |  |
|  | 1. Borang Permohonan Pengeluaran Sijil – **JPK/P6/T1003** (salinanborang yang telah disahkan oleh PPL bagi membuktikan pelatih yang memohon ulang nilai masih **belum terampil**). | | | | | |  | |  |  |
|  | 1. Borang Permohonan Pengeluaran Sijil – **JPK/P6/T1003** (Borang baru yang perlu diisi nama pelatih yang memohon ulangnilai sahaja). | | | | | |  | |  |  |
|  | 1. Salinan Resit Bayaran Ulang Nilai | | | | | |  | |  |  |
|  | **5.** | **Salinan Surat Kebenaran Penilaian Kendiri** – *Bagi CIAST, ILJTM & KBS sahaja.* | | | | | |  | |  |  |
|  | **6.** | **Salinan Lesen Institut Latihan Pelancongan**  – *Bagi program MOTAC sahaja.* | | | | | |  | |  |  |
|  |  | | | | | | | | | |  |
| **PERAKUAN PPB**  *(\*Disi oleh Pengurus Pusat Bertauliah)*  Saya ……………………………………………………..........................................................  No. Kad Pengenalan:…………………..........…………........ bagi pihak Pusat Bertauliah …………………………………………………………………………………...........………...... dengan sesungguhnya mengaku bahawa :-   1. pernyataan-pernyataan yang terkandung dalam borang permohonan ini dan dokumen-dokumen yang dilampirkan adalah benar sepanjang pengetahuan dan kepercayaan saya; 2. semua maklumat pelatih adalah **BENAR** dan **TEPAT**; 3. saya faham borang permohonan ini perlu sampai ke JPK dalam tempoh **30 hari** dari tarikh cadangan; 4. saya faham sekiranya saya tidak memenuhi mana-mana keperluan yang dinyatakan di atas, maka permohonan ini akan ditolak. | | | | | | | **MAKLUMAT TAMBAHAN:**   1. Bagi **penilaian kendiri**, PB perlu:    1. Lengkapkan bahagian A, B, C, D, E dan G sahaja.    2. Bahagian F diganti dengan **LAMPIRAN (F1), (F2), (F3) & (F4).** | | | | |
| **UNTUK KEGUNAAN JPK:** | | | | |
| Tandatangan | | | | : |  |  |
| Nama | | | | : |  |  |
| No. Kad pengenalan | | | | : |  |  |
| Jawatan | | | | : |  |  |
| Tarikh | | | | : |  |  |
| Cop Pusat Bertauliah | | | | : |  |  |

**LAMPIRAN (F1)**

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| **MAKLUMAT PENDAFTARAN KUMPULAN PELATIH TERLIBAT SESI VERIFIKASI FEBRUARI 2017** | | | | | | | | | | | | | | | | | | | |
|  |  | | |  |  |  | |  | | | |  | |  | | | | |  | | |
| **NAMA PUSAT BERTAULIAH** | | | **:** | | | | | | | | | | | | | |  | | |
| **KOD PUSAT BERTAULIAH** | | | **:** | | | |  | |  |  |  | | | | |  | |  | | |
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| **Bil** | | **No. Kumpulan** | **Nama Program** | | | | **Tarikh Mula** | | **Tarikh Tamat** | **Bil. Pelatih** | | | | | **Nama PP** | | **No. K/P PP** | | |
| **Berdaftar** | | | **Verifikasi** | |
| 1 | |  |  | | | |  | |  |  | | |  | |  | |  | | |
| 2 | |  |  | | | |  | |  |  | | |  | |  | |  | | |
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| **JUMLAH PELATIH** | | | | | | | | | | | | |  | | | | | | |

**LAMPIRAN (F2)**

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| **MAKLUMAT VERIFIKASI BAGI PEGAWAI PENGESAH LUARAN (PPL) PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BAGI PELAKSANAAN SISTEM PENILAIAN KENDIRI FEBRUARI 2017** | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| **BIL** | **NAMA PEGAWAI PPL** | **ALAMAT EMAIL /  NO K.P** | **NO.TELEFON** | **NO.BATCH** | **PROGRAM** | **JENIS VERIFIKASI** | **TARIKH LAWATAN** | **TEMPOH LAWATAN** | **BIL CALON** | **TEMPAT LAWATAN** |
|
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
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**LAMPIRAN (F3)**

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| **SENARAI NAMA PELATIH DAN JADUAL LAWATAN VERIFIKASI AKHIR PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BAGI PELAKSANAAN SISTEM PENILAIAN KENDIRI FEBRUARI 2017** | | | | |
| **NAMA PUSAT BERTAULIAH** | | **:** | | |
| **KOD PUSAT BERTAULIAH** | | **:** | | |
| **BIL** | **SESI** | **NAMA CALON** | **NO KP** | **TARIKH / LOKASI** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**LAMPIRAN (F4)**

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| **SENARAI NAMA PELATIH ULANGNILAI VERIFIKASI AKHIR PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BAGI PELAKSANAAN SISTEM PENILAIAN KENDIRI FEBRUARI 2017** | | | | | |
| **NAMA PUSAT BERTAULIAH** | | | **:** | | |
| **KOD PUSAT BERTAULIAH** | | | **:** | | |
| **Bil** | **No. Kumpulan** | **Nama Program** | | **Nama Calon** | **No. Resit** |
| 1 |  |  | |  |  |
| 2 |  |  | |  |  |
| 3 |  |  | |  |  |
| 4 |  |  | |  |  |
| 5 |  |  | |  |  |