

MODULE 1		FAMILIARIZATION WITH THE NATIONAL DUAL TRAINING SYSTEM (NDTS) AND ORGANIZATIONAL STRUCTURE AND PROCEDURES				
1.1		NDTS OVERVIEW				
Learning Areas	No	Accredited Center (Training Center)		No	Accredited Center (Company)	
		Learning Objectives	Duration		Learning Objectives	Duration
K-worker's Profile	1	Describe the K-worker's occupational profile.	8 hrs			
Training Concept	2	State the training concept.				
Roles and responsibilities of parties and personnel involved	3	Describe the roles and responsibilities of companies, Accredited Center (Training Centers) and JPK.				
Benefits of NDTS	4	Describe the roles and responsibilities of training personnel in NDTS				
Training and Learning Approaches	5	Describe the importance of strong partnership among the parties involved				
Assessment	6	Explain the benefits of NDTS to parties involved				
SKM Certification						
Career Development						

Learning Areas	No	Accredited Center (Training Center)		No	Accredited Center (Company)	
		Learning Objectives	Duration		Learning Objectives	Duration
	7	Explain the training and learning approaches to produce K-workers: <ul style="list-style-type: none"> • Work-process oriented training approach • Self-reliant learning • Complete Action Cycle • Learn and Work Assignments 				
	8	Describe the assessment structure in NDTs				
	9	State the advantages of having a SKM certificate				
	10	Describe opportunities for career development and further training				

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1.2	Apprenticeship Contract					
Learning Areas	No	Accredited Center (Training Center)		No	Accredited Center (Company)	
		Learning Objectives	Duration		Learning Objectives	Duration
Accredited Center (Training Center) and Accredited Center (company's) rules and regulations	1	Describe Accredited Center (Training Center) and company's general rules and regulations	2 hrs	1	Distinguish the different types of apprenticeship contracts	5 hrs
Training Regulations				2	Describe terms and conditions stated in the apprenticeship contract	
Roles and responsibilities of apprentice, employer/ coach and Accredited Center (Training Center)	2	State the purpose of training regulations		3	Explain the importance of adhering to the apprenticeship contract regarding mutual rights and duties to assure the quality of training	
Terms and condition	3	Describe roles and responsibilities of apprentice		4	Explain the steps to be taken when : <ul style="list-style-type: none"> • Extending the apprenticeship contract • Shortening the apprenticeship contract • Terminating the apprenticeship contract 	
	4	Describe roles and responsibilities of employer				
	5	Describe roles and responsibilities of Accredited Center (Training Center)				
	6	Justify the importance of complying to apprenticeship contract				

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1.3	Company's organizational structure and procedures					
Learning Areas	No	Accredited Center (Training Center)		No	Accredited Center (Company)	
		Learning Objectives	Duration		Learning Objectives	Duration
Organizational structure Organizational procedures				1	Describe company organizational structure -Accredited Center (company)'s profile inclusive of core business, stakeholders etc.	5 hrs
				2	Explain Accredited Center (company) policies and administrative procedures	
				3	Explain Accredited Center (company) rules and regulations	
				4	Familiarize with the workflow involved in performing a task (from start to finish)	
				5	Identify technologies, tools, equipment and materials used in the company	