

## ORIENTATION MODULE 2

MODULE 2	FAMILIARIZATION WITH INDUSTRIAL STANDARDS AND STANDARD OPERATING PROCEDURES					
2.1	Statutory Acts And Regulations					
Learning Areas	No	Accredited Center (Training Center)		No	Accredited Center (Company)	
		Learning Objectives	Duration		Learning Objectives	Duration
Labour and Employment Act	1	Explain related Labour and Employment Act	6 hrs	1	Describe the main elements of an employment contract	6 hrs
Industrial Relation Act	2	Explain related Industrial Relation Act		2	Explain the main provisions of the industrial safety legislation applicable to the company	
Occupational Safety and Health Act (OSHA)	3	Explain related Occupational Safety and Health Act				
Environment, Health and Safety Act	4	Explain related environment, health and safety Act				

MODULE 2		FAMILIARIZATION WITH INDUSTRIAL STANDARDS AND STANDARD OPERATING PROCEDURES					
2.2		Environmental, Safety and Health Rules and regulations					
Learning Areas	No	Accredited Center (Training Center)		No	Accredited Center (Company)		
		Learning Objectives	Duration		Learning Objectives	Duration	
Safety Rules	1	List safety rules when working in the working area	10 hrs	1	Identify safety and health risks at the work place	10 hrs	
Work-related accidents				2	Explain actions taken to minimize safety and health risks		
Health Risks Awareness	2	Identify types of work related health risks and accidents		3	Describe occupational related work safety and accident prevention rules and regulations		
Environmental Pollution and Protection				4	State safety rules when working with various equipment in the Accredited Center (company)		
Conservation of Energy	3	Describe immediate steps to be taken for the different types of work related accidents		5	Describe immediate actions to be taken in case of accidents		
Waste management	4	Describe possible causes of environmental pollution at the Company		6	Describe companies rules and regulations to protect the environment		
	5	Describe ways to protect the environment		7	List ways to dispose hazardous waste at the work place in an environmental compatible way complying to Accredited Center (company)'s SOP		
	6	Explain ways to conserve energy		8	Apply ways to protect the environment; Conserve energy, Recycle materials & Manage waste		
	7	Describe ways to recycle materials					
	8	Explain correct disposal of materials					

MODULE 2		FAMILIARIZATION WITH INDUSTRIAL STANDARDS AND STANDARD OPERATING PROCEDURES				
2.3		Communication Skills				
Learning Areas	No	Accredited Center (Training Center)		No	Accredited Center (Company)	
		Learning Objectives	Duration		Learning Objectives	Duration
Types and methods of Communication.  Effective communication techniques.  Teamwork.	1	List types and methods of communication	4 hrs	1	Communicate effectively with internal clients and colleagues in related departments	4 hrs
	2	Describe effective communication techniques		2	Use various communication methods to obtain and disseminate information	
				3	Work effectively in a team	

<b>MODULE 2</b>	<b>FAMILIARIZATION WITH INDUSTRIAL STANDARDS AND STANDARD OPERATING PROCEDURES</b>					
<b>2.4</b>	<b>Industrial standards and company Standard Operating Procedures (SOP)</b>					
Learning Areas	No	Accredited Center (Training Center)		No	Accredited Center (Company)	
		Learning Objectives	Duration		Learning Objectives	Duration
Industrial standards				1	Describe types of information available in the Standard Operating Procedures	4 hrs
Company Standard Operating Procedures				2	Explain the importance of correct interpretation of industrial standards	
Good Practice Guideline On Massage Therapy by Traditional and Complementary Division, Ministry of Health, Malaysia.				3	Describe the function of company Standard Operating Procedures and industrial standards during planning and implementing a work process	