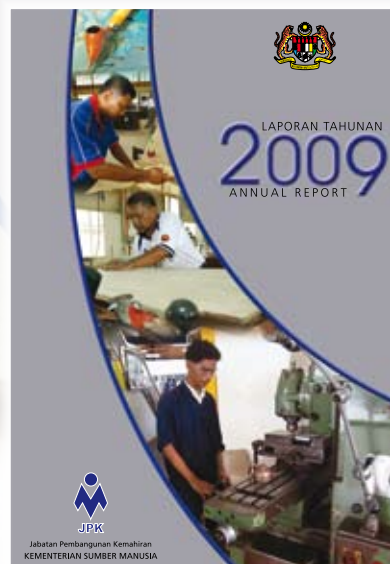


LAPORAN TAHUNAN 2009 ANNUAL REPORT



Jabatan Pembangunan Kemahiran
KEMENTERIAN SUMBER MANUSIA



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Prakata

Foreword

Ketua Setiausaha
Kementerian Sumber Manusia

Secretary General
Ministry of Human Resources



Dalam usaha mencapai status negara maju menjelang 2020, ekonomi negara perlu ditingkatkan dalam rantai tinggi dan justeru itu, ia perlu diubah dan digerakkan daripada model pendapatan sederhana kepada pendapatan tinggi. Untuk mencapai ekonomi berasaskan pendapatan tinggi, kompetensi dan kepakaran pekerja perlu ditingkatkan supaya pengetahuan dan inovasi dapat dipupuk agar lebih berdaya saing dan dapat memacu ekonomi negara ke arah suatu persekitaran yang lebih kondusif. Kepentingan membangunkan modal insan dan memberi fokus terhadap pembangunan dan latihan kemahiran perlu diberi tumpuan kepada bidang-bidang pertumbuhan baharu yang kritikal.

Bagi merealisasikan aspirasi kerajaan mencapai status negara maju juga, maka perancangan dan pelaksanaan keperluan tenaga kerja mahir negara juga perlu diberi perhatian sewajarnya. Berdasarkan kepada Misi Nasional yang digariskan dalam Rancangan Malaysia Ke Sepuluh (RMKe-10), Jabatan Pembangunan Kemahiran (JPK) memainkan peranan penting dalam meningkatkan keupayaan pengetahuan dan inovasi negara serta memupuk minda kelas pertama. Selaras dengan itu, JPK perlu mempertingkatkan dan mempergiatkan usaha dalam memenuhi agenda nasional untuk meningkatkan mutu latihan vokasional dan kemahiran bagi memacu negara ke arah ekonomi berpendapatan tinggi.

In an effort to attain the status of a developed nation by the year 2020, the economy of our nation needs to move up the value chain and thus, it must be geared and transformed from a model that is based on a moderate income to a high income. To achieve a high income based economy, the workers competency and skills need to improve so that the knowledge and innovation can be fostered to be more competitive and able to drive the economy of the nation to a more conducive environment. The importance of developing the human capital and the focus towards skills development and training need to be paid attention on new critical developed areas.

To realise the aspiration of the government to achieve the status of a developed nation, the planning and implementation on the need of nations skilled manpower too need to be given special attention. Based on the National Mission that is underlined under the Tenth Malaysian Plan, the Department of Skills Development (DSD) plays a major role to increase the level of knowledge and innovation besides promoting first class mentality. In line with this, DSD needs to improve and intensify efforts to fulfil the national agenda to enhance the quality of skills and vocational training to drive the nation towards achieving high income economy.



Menyedari hakikat ini, JPK perlu merancang dan melaksanakan satu transformasi yang dinamik dan responsif dalam pembangunan dan latihan kemahiran bagi mengeluarkan tenaga kerja yang terlatih, berpengetahuan dan berkemahiran tinggi ke arah mencapai status negara maju.

Saya ingin mengambil kesempatan ini untuk mengucapkan setinggi-tinggi tahniah kepada JPK di atas semua pencapaian sepanjang tahun 2009. Adalah diharapkan agar semua pihak tidak berpuashati terhadap pencapaian ini, sebaliknya berusaha dengan lebih gigih lagi agar hasrat Kerajaan untuk mengarusperdanakan latihan kemahiran dan vokasional ke suatu tahap yang lebih tinggi.

Dato' R. Segarajah

Realizing this fact, DSD needs to plan and implement a dynamic and responsive transformation in skills development and training so as to produce a work force that is trained, knowledgeable and highly skilled that would drive towards achieving the status of a developed nation.

I would like to take this opportunity to express my heartfelt gratitude to DSD for their achievement throughout the year 2009. It is hoped that the efforts from all the concerned parties will not stop here, on the other hand, all of us will strive to work more diligently so that the Government's aspiration to boost the vocational and skills training will reach a higher level.

Dato' R. Segarajah



Prakata

Foreword

Ketua Pengarah
Jabatan Pembangunan Kemahiran

Director General
Department of Skills Development (DSD)



Secara umumnya, aktiviti sepanjang tahun 2009 mencapai sasaran yang telah ditetapkan di mana semua aktiviti tersebut adalah fokus kepada pembangunan tenaga mahir negara. Dengan wujudnya Akta Pembangunan Kemahiran Kebangsaan [Akta 652], Jabatan Pembangunan Kemahiran (JPK) merasakan kualiti keseluruhan pelaksanaan Sistem Persijilan Kemahiran Malaysia akan dapat ditingkatkan ke tahap yang lebih baik seterusnya kepada penghasilan tenaga kerja mahir yang lebih kompeten.

Sistem Latihan Dual Nasional (SLDN) merupakan agenda nasional dalam usaha memastikan kualiti pelatih yang dikeluarkan dapat memenuhi kehendak dan keperluan industri. Sistem ini juga diharapkan dapat mengurangkan masalah *mismatch* di industri. Pelbagai usaha yang telah dan akan terus dijalankan bagi memastikan program ini disertai oleh pelbagai industri. Sepanjang tahun 2009, sebanyak 79 syarikat dan seramai 12,748 perantis telah menyertai SLDN menjadikan jumlah keseluruhan adalah sebanyak 996 syarikat dan seramai 20,463 perantis. Jumlah ini dijangka akan terus meningkat pada tahun 2010 dan tahun berikutnya.

Berdasarkan kepada pencapaian aktiviti JPK sehingga tahun 2009, jumlah keseluruhan NOSS yang telah dibangunkan adalah sebanyak 1,098 NOSS. Sebanyak 993 buah Pusat Bertauliah yang aktif serta 4,785 program telah ditauliahkan sepanjang 2009.

In general, the activities during the year 2009 have accomplished its goals that were set in which all these activities were geared towards the development of nation's skilled manpower. With the existence of the National Skills Development Act [Act 652], the Department of Skills Development (DSD) feels that the overall quality on the implementation of the Malaysian Skills Certification System will be enhanced to a better stage and eventually lead to producing a more competent skilled manpower.

The National Dual Training System (NDTS) is a national agenda in an effort to produce quality trainees that fulfill the needs and requirements of industries. This system is also hoped to reduce the problem of mismatch in industries. Various efforts will be undertaken to ensure that this programme will be participated from diverse industries. Throughout the year 2009, a total of 79 companies and 12,748 apprentice have participated in NDTS making the total number of companies to be 996 and apprentice to be 20,463 people. These figures are expected to rise in the year 2010 and the following years.

Based on the achievement of DSD activities until the year 2009, a total number of 1,098 NOSS were developed. As many as 993 were active Accredited Centres and 4,785 programmes were accredited throughout 2009. DSD has also awarded



JPK juga telah menganugerahkan sebanyak 92,834 Sijil Kemahiran Malaysia (SKM). Daripada jumlah tersebut, sejumlah 86,765 SKM dianugerahkan melalui Pusat Bertauliah, 4,696 SKM melalui Pentauliah Pencapaian Terdahulu (PPT) dan 1,373 SKM melalui Sistem Latihan Dual Nasional (SLDN) kepada mereka yang disahkan kompeten dalam bidang dan tahap masing-masing.

Disamping itu, tidak kurang juga kejayaan-kejayaan yang dikecapi sepanjang tahun 2009. Antaranya kejayaan mendapat pengiktirafan SKM bagi menjawat jawatan di sektor awam, mendapat johan dalam Pertandingan Kumpulan Meningkatkan Kualiti Kerja (KMK) serta pencapaian kedudukan kesepuluh (10) laman web terbaik daripada 1,192 laman web agensi kerajaan.

JPK juga menggalakkan Pusat Bertauliah untuk bekerjasama dengan pihak industri dalam menghasilkan pekerja mahir dengan keperluan kemahiran tertentu untuk semua sektor industri. Pekerja sedia ada juga perlu mengubah minda dan menerima budaya pembelajaran sepanjang hayat bagi memastikan kesesuaian suasana kerja yang dinamik.

Pang Chau Leong

a total of 92,834 Malaysian Skills Certificate (MSC). From this total, 86,765 were awarded through the Accredited Centres, 4,696 MSC through the Prior Achievement Accreditation and 1,373 MSC through the National Dual Training System (NDTS) to those who have been confirmed as competent in their respective level and field.

Besides that, many achievements were accomplished throughout the year 2009. Among them are the achievement on the recognition of MSC to attain employment in the public sector, became champions in the Quality Work Group (QCC) Competition and achieving the top ten (10) placing among the 1,192 websites of the government agencies.

DSD also encourages the Accredited Centres to work closely with the industries to generate skilled workers with specific skills for all industrial sectors. The current workers should also change their mindset and accept life-long learning in order to assure a conducive and dynamic working environment

Pang Chau Leong



Pengenalan

Introduction

Jabatan Pembangunan Kemahiran (JPK) dahulunya dikenali sebagai Majlis Latihan Vokasional Kebangsaan (MLVK) merupakan jabatan di bawah Kementerian Sumber Manusia yang telah ditubuhkan pada 2 Mei 1989 melalui penyusunan semula Lembaga Latihan Perindustrian dan Persijilan Ketukangan Kebangsaan (LLPPKK). Tujuan utama penubuhan MLVK adalah bagi merumus, menggalak dan menyelaraskan strategi dan program latihan kemahiran sejajar dengan keperluan serta perkembangan teknologi dan ekonomi negara. Nama MLVK telah ditukarkan kepada JPK setelah Akta Pembangunan Kemahiran Kebangsaan 2006 [Akta 652] berkuatkuasa bermula 1 September 2006. Di bawah Akta 652 ini, Majlis Pembangunan Kemahiran Kebangsaan (MPKK) ditubuhkan bertujuan meluluskan Standard Kemahiran Pekerjaan Kebangsaan (SKPK) dan memberi khidmat nasihat kepada Menteri Sumber Manusia tentang pembangunan latihan kemahiran.

Bagi merealisasikan hasrat kerajaan sebagai peneraju pembangunan sumber manusia mahir negara, JPK telah memperluas dan memperkukuhkan fungsinya dengan pewartaan Pusat Latihan Pengajar dan Kemahiran Lanjutan (CIAST) di bawah pengurusan Jabatan Pembangunan Kemahiran (JPK) berkuatkuasa 16 Jun 2007.

The Department of Skills Development (DSD), formerly known as the National Vocational Training Council (NVTC), is one of the agencies under the Ministry of Human Resources Malaysia that was formed on 2 May 1989 under the restructuring of the National Industrial Training and Trade Certification Board (NITTCB). The main reason for the establishment of NVTC is to formulate, promote and coordinate strategies and training skill programmes in line with the nation's technology and economic development needs. After the implementation of the National Skills Development Act 2006 [Act 652] effective 1 September 2006, NVTC was relaunched as the Department of Skills Development (DSD). Under the Act 652, the National Skills Development Council (NSDC) was established with the aim of certifying the National Occupational Skills Standards (NOSS) and to provide advice to the Ministry of Human Resources in terms of skills development.

To realize the vision of the government as the pioneer of developing skilled manpower resources, DSD has enhanced and further improved its function through the gazetting of the Center for Instructor and Advanced Skill Training (CIAST) under the management of the Department of Skills Development (DSD) effective 16 June 2007.

Program dan Aktiviti Utama

Programme and Core Activities

Berikut adalah aktiviti utama JPK sebagai penyelaras dalam pembangunan kemahiran negara:

- i. Pembangunan Standard Pekerjaan Kemahiran Kebangsaan (SKPK);
- ii. Pelaksanaan Persijilan Kemahiran Malaysia (Pentauliahan Pusat / Pentauliahan Pencapaian Terdahulu / Ujian);
- iii. Pelaksanaan Sistem Latihan Dual Nasional (SLDN);
- iv. Pembangunan pakar industri;
- v. Pembangunan tenaga pengajar latihan kemahiran;
- vi. Promosi latihan dan pembangunan kemahiran;
- vii. Kajian latihan dan pembangunan kemahiran;
- viii. Penilaian dan pengiktirafan terhadap program latihan; dan
- ix. Perakuan kemahiran pekerja asing.

The core activities of DSD as the coordinator of national development skills are as follows:

- i. Development of National Occupational Skill Standard (NOSS);*
- ii. Implementation of Malaysian Skill Certification (Accredited Centre / Prior Achievement Accreditation / Test);*
- iii. Implementation of National Dual Training System (NDTS);*
- iv. Development of industrial expertise;*
- v. Development of skilled training instructors;*
- vi. Promotion of training and skills development;*
- vii. Research on training and skills development;*
- viii. Evaluation and establishment of training programme; and*
- ix. Acknowledge skills of foreign workers.*

Sekalung Budi Secangkir Kasih

Sekalung Budi Secangkir Kasih

Tanggal 7 Disember 2009 merupakan tarikh yang amat meninggalkan kenangan besar terhadap mantan Ketua Pengarah Jabatan Pembangunan Kemahiran (JPK) setelah hampir enam tahun menerajui JPK hingga ke tahap sekarang. Sumbangan beliau amatlah besar terutamanya dalam memartabatkan latihan kemahiran bagi melahirkan tenaga kerja mahir negara agar ianya diterima masyarakat dan beliau juga turut memperjuangkan agar bidang kemahiran disamatarafkan dengan bidang akademik. Dengan wujudnya Akta Pembangunan Kemahiran Kebangsaan [Akta 652], tahap kualiti latihan kemahiran dapat dimantapkan. Dalam masa yang sama, beliau turut memandang serius tahap kekompetenan tenaga pengajar serta penglibatan pakar industri dalam membantu membangunkan tenaga mahir negara. Bagi menghargai dan mengenang jasa yang telah disumbangkan, Majlis Sekalung Budi Secangkir Kasih telah diadakan pada 4 Disember 2009 bertempat di Hotel Pan Pacific, KLIA dan seterusnya meraikan hari persaraan beliau.

The date 7 December 2009 will leave a long-lasting memory to the former Director General of the Department of Skills Development (DSD) after almost six years of leading DSD up to this stage. His contribution is immense especially to dignify skills training in producing skilled manpower so that it will be acknowledged by the people and he also fought for equality between skills and academic fields. With the establishment of the National Skills Development Act [ACT 652], the quality level of skills training was further established. At the same time, he also seriously looked at the competency of the trainers and the involvement of industrial experts in assisting the development of skilled manpower. To appreciate and to recognize his contribution, the Sekalung Budi Secangkir Kasih function was held on 4 Decemebr 2009 at Pan Pacific, KLIA Hotel and also in conjunction with his day of retirement.



Penyampaian cenderahati kepada Y. Bhg. Dato' Ir Wan Seman Bin Wan Ahmad, mantan KP JPK di Malam Sekalung Budi Secangkir Kasih
Director General of DSD during the Sekalung Budi Secangkir Kasih Night

Kejayaan-Kejayaan JPK Sepanjang Tahun 2009

DSD's Achievements Throughout 2009

I. Pengiktirafan Sijil Kemahiran Malaysia (SKM)

Tahun 2009 merupakan tahun yang memberi makna yang amat besar kepada semua pemegang Sijil Kemahiran Malaysia (SKM) apabila Kerajaan mula mengiktiraf graduan latihan kemahiran melalui ucapan Y.A.B Perdana Menteri Malaysia di pembentangan Bajet 2010 seperti mana pernyataan berikut:

"..... mengiktiraf Sijil Kemahiran Malaysia (SKM) tahap 4 dan ke atas supaya setaraf dengan aliran akademik. Dengan pengiktirafan ini pemegang SKM tahap 4 layak memohon untuk berkhidmat di sektor awam, manakala bagi mereka yang berkhidmat di sektor swasta dapat menikmati gaji setaraf dengan pemegang sijil diploma." ucapan Y.A.B Dato' Seri Mohd Najib bin Tun Abdul Razak dalam pembentangan Bajet 2010 di Dewan Rakyat pada 23 Oktober 2009.

Justeru, semua pemegang SKM boleh menarik nafas lega apabila SKM telah disamatarafkan dengan diploma dalam aliran akademik sekaligus membuka peluang pekerjaan yang lebih luas.

I. Recognition of Malaysian Skills Certificate (MSC)

The year 2009 gave immense meaning to all holders of the Malaysian Skills Certificate (MSC) when the Government started to recognize the graduates of skills training in the speech by Y.A.B. The Prime Minister of Malaysia while delivering the 2010 Budget with the following statement:

"..... recognize that the Malaysian Skills Certificate (MSC) level 4 and above to be on par with the academic qualification. With this recognition holders of MSC level 4 are entitled to apply to work in the public sector, whereas those who are working in the private sector are entitled to salary on par with the diploma holders." Speech by Y.A.B Dato' Sri Mohd. Najib bin Tun Abdul Razak during the delivery of 2010 Budget at the Dewan Rakyat on 23 October 2009.

Thus, all holders of MSC can sigh a huge relief when MSC has been established to be on par with the diploma holders of the academic field and as a result it opens wider employment opportunities.



▲ Johan Bidang Mekatronik
Champion of Mechatronic



▲ Naib Johan Bidang Mekatronik
Runners-up of Mechatronic



II. Pencapaian Pertandingan Kemahiran

Sepanjang 2009, jabatan telah menyertai beberapa pertandingan kemahiran, inovasi dan kreativiti di peringkat kebangsaan dan antarabangsa. Jadual 1 menunjukkan penyertaan dan pencapaian dalam pertandingan yang disertai.

II. Achievement in Skills Competition

During 2009, the Department has participated in various skills, innovation and creativity competitions at the national and international levels. Table 1 displays the participation and achievement in the various competitions.

Jadual 1 Penyertaan dan pencapaian dalam pertandingan yang disertai
Table 1 Participation and achievement in the various competitions

Jenis Pertandingan <i>Type of Competition</i>	Bidang <i>Field</i>	Penyertaan <i>Participation</i>	Pencapaian <i>Achievement</i>
Peringkat Akhir Pertandingan Kemahiran Malaysia (PKM) Ke-18 <i>Final Round of 18th Malaysian Skills Competition (MSC)</i>	Mekatronik <i>Mechatronics</i>	4 4	Johan & Naib Johan <i>Champion and Runners-up</i>
	Kimpalan <i>Welding</i>	2 2	– –
	IT Software <i>IT Software</i>	1 1	– –
	PC Maintenance <i>PC Maintenance</i>	1 1	– –
World Skills Competition 2009, Calgary Canada <i>World Skills Competition 2009, Calgary Canada</i>	Mekatronik <i>Mechatronics</i>	2 2	– –
Pertandingan JTM Robot Challenge 2009 <i>JTM Robot Challenge 2009</i>	– –	1 1	Ketiga <i>Third</i>
Pertandingan Akhir Kemahiran Industri Inovasi Dan Kreativiti <i>Finals of Industrial Innovation and Creativity Skills</i>	Elektrikal & Elektronik <i>Electrical & Electronic</i>	1 1	Ketiga <i>Third</i>

III. Pertandingan Kumpulan Meningkatkan Kualiti Kerja (KMK)

Tiga (3) kumpulan KMK Jabatan telah menerima undian tertinggi di kalangan warga Kementerian Sumber Manusia daripada 21 projek yang dipertandingkan. Piala pusingan dan sijil penghargaan telah disampaikan oleh Y. Bhg. Dato' Ketua Setiausaha, KSM pada 23 Disember 2009 di Dewan Serbaguna KSM. Keputusan pertandingan adalah seperti berikut:

Johan

Kumpulan : INFOTECT
 Tajuk : Kesukaran Mendapat Pakar Industri Bagi Pembangunan Manual Latihan

III. Improving Quality Work Group (QCC) Competition

Three (3) QCC groups obtained the highest number of votes among the staff of the Ministry of Human Resources from the 21 projects that were contested. The Challenge Trophy and certificate of appreciation were given away by Y. Bhg. Dato' Secretary General, MOHR on 23 December 2009 at the Multipurpose Hall MOHR. The result of the competition is as follows:

Champion

Group : INFOTECT
 Title : Difficulties Obtaining Industrial Experts for the Development of Manual Training



Naib Johan

Kumpulan : DUAL
Tajuk : Kelewatan Kelulusan Pendaftaran
Syarikat Sistem Latihan Dual Nasional

Ketiga

Kumpulan : Q8
Tajuk : Jadual Latihan Program Pembangunan
Pengajar Kebangsaan Kerap
Terganggu

Runners-up

Group : DUAL
Title : Delayed Approval for Company
Registration under the National Dual
Training System

Third

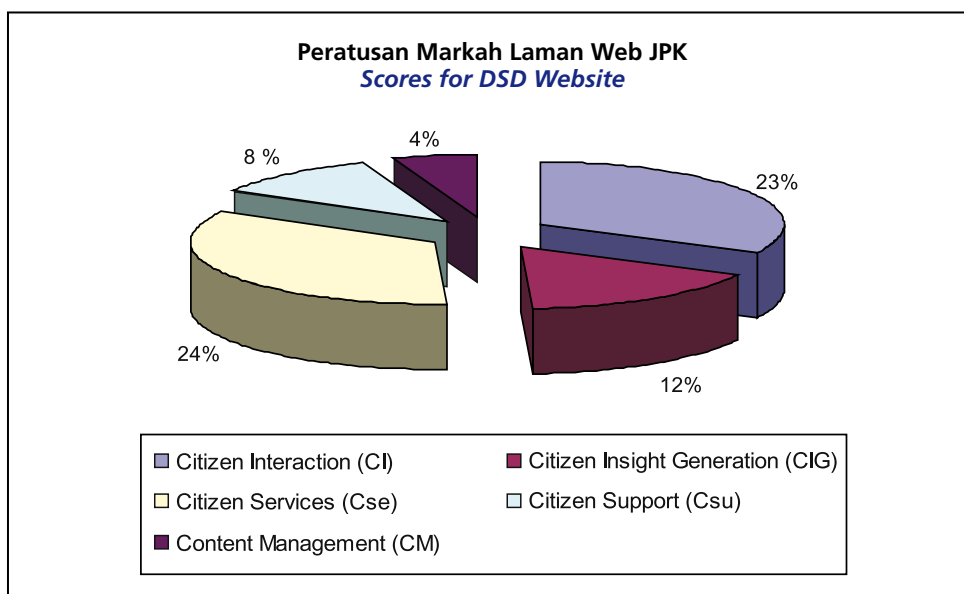
Kumpulan : Q8
Tajuk : Schedule is Frequently Disrupted for
National Development Trainers'
Training Programme

IV. Website Jabatan

Penyampaian maklumat terkini dan berinovasi melalui <http://www.dsd.gov.my> kepada pengguna telah menyumbang kepada pencapaian **kedudukan sepuluh (10) terbaik** daripada 1,192 laman web agensi kerajaan yang dinilai oleh Unit Pemodenan Tadbiran Dan Perancangan Pengurusan Malaysia (MAMPU) dan Multimedia Development Corporation (MDeC). Penilaian adalah berdasarkan kepada Citizen Interaction-CI (25%), Citizen Insight Generation-CIG (20%), Citizen Services-CSe (40%), Citizen Support-CSu (10%) dan Content Management-CM (5%). Carta 1 menunjukkan skor markah yang diperolehi oleh Laman Web JPK.

IV. Department's Website

The dissemination of the latest and innovative information through <http://www.dsd.gov.my> to the customers has contributed to the achievement of attaining the **top ten (10)** placing among the 1,192 websites of the government agencies that was evaluated by the Malaysian Administrative Modernisation and Management Planning Unit (MAMPU) and the Multimedia Development Corporation (MDeC). The evaluation was based on Citizen Interaction-CI (25%), Citizen Insight Generation-CIG (20%), Citizen Services-CSe (40%), Citizen Support-CSu (10%) and Content Management-CM (5%). Chart 1 shows the scores obtained by the DSD Website.



Carta 1 Skor Peratusan Markah Laman Web JPK
Chart 1 Scores for DSD Website



Program Pembangunan Modal Insan

Human Capital Development Program

I. Program Peningkatan Kelayakan Akademik Melalui Program SLDN

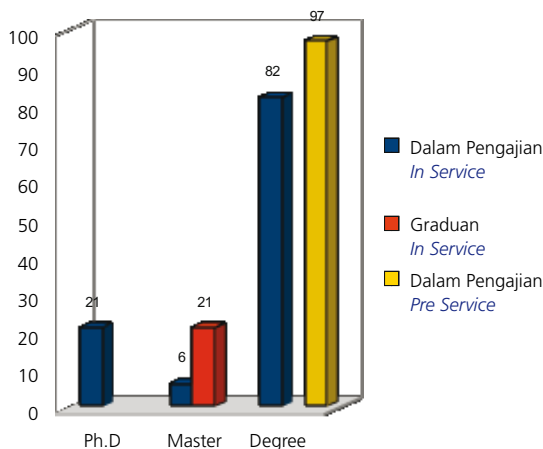
Bagi memperkasa latihan kemahiran, Jabatan Pembangunan Kemahiran (JPK) di bawah peruntukkan Rancangan Malaysia Ke Sembilan (RMKe9) telah memperuntukkan sebanyak RM 16.49 juta bagi projek Pembangunan Modal Insan. Program ini fokus kepada peningkatan kelayakan akademik di kalangan tenaga pengajar institut latihan kemahiran awam. Program ini dilaksanakan di Universiti Tun Hussein Onn Malaysia (UTHM) dengan kerjasama *University of Bremen, Germany*.

Sepanjang tempoh RMKe9, seramai **129** Pegawai Latihan Vokasional (PLV) / tenaga pengajar (In Service) dan 97 pelajar (Pre Service) telah melanjutkan pelajaran ke peringkat Ijazah Sarjana Muda, Ijazah Sarjana dan Doktor Falsafah (PhD). Sehingga 2009, seramai **21** PLV/ tenaga pengajar telah dianugerahkan Ijazah Sarjana Pendidikan Teknikal dalam bidang Elektronik Industri dan Teknologi Pengeluaran. Majlis Konvokesyen telah diadakan pada **8 Ogos 2009 di UTHM**. Carta 2 menunjukkan statistik PLV/tenaga pengajar yang mengikuti program pembangunan modal insan.

I. Academic Qualification Improvement Programme Through NDTs Program

To strengthen on skills training, the Department of Skills Development (DSD) through the allocation of the Ninth Malaysia Plan has allocated RM 16.49 million for the Human Capital Development project. The focus of this program is to enhance the academic qualification of instructors from public skills training institutions. This program is implemented at Universiti Tun Hussein Onn Malaysia (UTHM) with the collaboration of University of Bremen, Germany.

*During the Ninth Malaysia Plan, a total of **129** Vocational Training Officers (VTO) / instructors (In Service) and 97 students (Pre Service) have furthered their studies to the level of Bachelor's Degree, Masters and Doctor of Philosophy (PhD). Till 2009, a total of **21** VTO/instructors have been awarded with the Technical Education Masters Degree in Electronic Industry and Production Technology. The Convocation Ceremony was held on **8 Ogos 2009 at UTHM**. Chart 2 shows the statistics of VTO/instructors that pursued the human capital development program.*



Carta 2 Statistik Program Pembangunan Modal Insan
Chart 2 Statistics for Human Capital Development Program



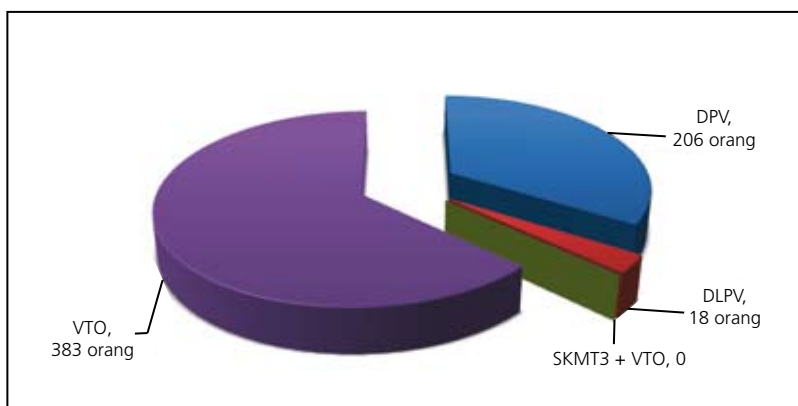
Majlis Konvokesyen Di UTHM
Convocation Ceremony at UTHM

II. Program Latihan Kemahiran Jangka Panjang (Pra Perkhidmatan)

Selain melaksanakan program pembangunan kemahiran untuk tenaga pengajar yang sedang berkhidmat di institusi latihan kemahiran, CIAST juga turut melaksanakan program latihan untuk pelajar lepasan sekolah serta pemegang SKM sekurang-kurangnya SKM Tahap 2 yang berminat untuk meningkatkan tahap kemahiran dalam latihan kemahiran serta teknik mengajar. Pada tahun 2009, seramai **607** pelajar telah menamatkan pengajian pelbagai bidang. Carta 3 menunjukkan bilangan pelajar yang menamatkan latihan pada tahun 2009.

II. Long Term Skills Training Program (Pre Service)

Besides implementing skills development programme for instructors who are currently attached with skills training institutions, CIAST also implements training programmes for school leavers and DSD holders who are interested to further enhance on their level of skills in training and teaching techniques. In 2009, a total of **607** students have completed their studies in various fields. Chart 3 shows the number of students that have completed their training in 2009.



Carta 3 Bilangan Pelatih yang Menamatkan Latihan pada Tahun 2009
Chart 3 Number of Trainees That have Completed Their Training in 2009

III. Program Latihan Kemahiran Jangka Pendek (Modular & Customised)

CIAST turut menjalankan kursus jangka pendek yang dikendalikan secara modular dan *customised*. Kursus modular merupakan kursus yang dijalankan mengikut perancangan CIAST melalui persediaan yang mantap dan bersesuaian dengan piawaian dan kemampuan yang ada. Kursus *customised* pula ialah kursus yang dilaksanakan hasil perbincangan di antara pelanggan dengan pihak CIAST di mana kursus ini telah diubahsuai mengikut kehendak pelanggan sama ada awam atau swasta.

III. Short Term Skills Training Programme (Modular & Customised)

CIAST also carries out short term courses that are conducted ala modular and *customised*. The modular courses are courses that are conducted via planning of CIAST through adequate preparation and in accordance with the standards and its capabilities. The *customised* courses, on the other hand, are courses that are implemented as a result of discussion between clients and CIAST in which these courses will be adapted in accordance with the needs of the customers, whether public or private.



Pada tahun 2009, CIAST telah menjalankan **482** kursus jangka pendek melibatkan seramai **10,245** peserta berbanding 301 kursus yang melibatkan 7,281 peserta pada tahun 2008. Jadual 2 menunjukkan statistik bilangan peserta kursus tahun 2009.

*In 2009, CIAST has implemented **482** short term courses involving **10,245** participants compared to 301 courses involving 7,281 participants in 2008. Table 2 portrays the statistics on the number of participants in 2009 based on programmes.*

Jadual 2 Statistik Bilangan Peserta Kursus Tahun 2009
Table 2 Statistics on Number of Course Participants in 2009

Bil. No.	Nama Program Name of Programme	Jumlah Kursus Total Courses	Jumlah Peserta Total Participants
1	Program Pembangunan Profesional Kemahiran (SPD) <i>Skills Professional Development (SPD) Programme</i>	222	7,838
2	Program Pembangunan Pengajar Kemahiran (PPK) <i>Skills Instructor Development (SID) Programme</i>	222	1,625
3	Program Perancangan dan Pembangunan Latihan (PPL) <i>Training Development and Planning (TDP) Programme</i>	28	527
4	Program Pembelajaran Elektronik dan Multimedia (PEM) <i>Electronic and Multimedia Learning (EML) Programme</i>	10	255
	Jumlah / Total	482	10,245

Penyelarasan Dasar Latihan & Pembangunan Kemahiran Antara Agensi

Coordination of Skills Development & Training Policy Between Agencies

I. Majlis Pembangunan Kemahiran Kebangsaan (MPKK)

Majlis Pembangunan Kemahiran Kebangsaan (MPKK) merupakan suatu badan yang ditubuhkan di bawah Akta Pembangunan Kemahiran Kebangsaan 2006 (Akta 652). Antara fungsi MPKK ialah meluluskan Standard Kemahiran Pekerjaan Kebangsaan (NOSS), menasihati Menteri tentang perkara-perkara yang berhubungan dengan Akta 652, menasihati Menteri tentang apa-apa perkara yang dirujuk kepada Menteri oleh Menteri, dan untuk melaksanakan apa-apa fungsi lain sebagaimana yang boleh ditetapkan dalam Akta 652. Keanggotaan ahli Majlis adalah seramai 22 orang yang terdiri daripada wakil-wakil agensi kerajaan dan swasta yang dilantik oleh Menteri Sumber Manusia. Mesyuarat dipengerusikan oleh Ketua Setiausaha, Kementerian Sumber Manusia dan sepanjang tahun 2009 sebanyak **tiga (3)** mesyuarat telah pun dijalankan di mana sebanyak **227 NOSS** telah diluluskan. Selain itu, beberapa kertas kerja yang berkaitan dengan fungsi dan operasi JPK telah dibentangkan untuk mendapat persetujuan Ahli Majlis.

II. Mesyuarat Jawatankuasa Penasihat Pembangunan Kemahiran (JPPK)

Ahli JPPK terdiri daripada Pakar Industri yang berkecualan dalam bidang berkaitan. JPPK berperanan sebagai penghubung dan membantu JPK dalam memberi informasi terkini berkaitan dengan keperluan sumber tenaga kerja mahir dan memastikan NOSS sentiasa relevan dengan industri. Selaras dengan perkembangan ekonomi dan industri negara yang semakin berkembang pesat, ia telah membawa perubahan kepada implikasi terhadap pembangunan tenaga kerja mahir khususnya dalam mengenalpasti keperluan teknologi baru dan peningkatan sistem kemahiran yang sedia ada.

I. National Skills Development Council (NSDC)

*The National Skills Development Council (NSDC) is a body that was established under the National Skills Development Act 2006 (Act 652). Among the functions of NSDC are to certify the National Occupational Skill Standard (NOSS), to advise the Minister on whatever that has been referred to it by the Minister, and to implement whatever other functions that have been stated in the Act 652. The total members of this Council is 22 people consisting of representatives from the government and private agencies as appointed by the Minister of Human Resources. The meeting is chaired by the Secretary General, Human Resources Ministry and during 2009 a total of **three (3)** meetings were held in which a total of **227 NOSS** were approved. Besides that, several working papers regarding the function and operation of DSD were presented to obtain the agreement of Council Members.*

II. Skills Development Advisory Committee (SDAC) Meeting

The members of SDAC are industrial experts who are competent in their respective fields. SDAC plays the role of a link and assists the DSD in giving the latest information regarding the needs of skilled manpower resources and to ensure that NOSS is at all times relevant to the industry. In line with the economic development and nation's industrialisation that is developing rapidly, it has brought changes to the implication towards the development of skilled manpower resources especially in identifying the need for new technology and to further improve the current skills system.



Sepanjang tahun 2009, sebanyak **43** mesyuarat JPPK telah diadakan bagi mendapatkan maklumat terkini untuk memantapkan latihan dan pembangunan kemahiran negara. Sebanyak **12** lawatan pula telah dilaksanakan bagi mendapatkan maklumat dan melihat situasi sebenar suasana kerja dan teknologi terkini serta mendapatkan pakar dalam bidang kemahiran tertentu. Sehingga 31 Disember 2009, keahlian JPPK adalah seramai **415** orang. Bagi memberi pemahaman serta maklumat terkini kepada ahli JPPK terutama lantikan baru, **satu (1)** seminar pembangunan NOSS, bahan pembelajaran dan kurikulum SLDN telah diadakan pada 20 Mei 2009 di Auditorium JAKIM, Putrajaya.

*Throughout 2009, a total of **43** meetings were held to gain the latest information that would strengthen the nation's skills development and training. A total of 12 visits were implemented to gain information and to witness the real working environment situation and the latest technology along with obtaining the experts in specific skills. Till 31 December 2009, the membership of SDAC at **415** peoples. To provide understanding and the latest information to the members of SDAC especially the new members, **a seminar** on NOSS development, NDTs curriculum and learning materials was held on 20 May 2009 at JAKIM Auditorium, Putrajaya.*



▲ Lawatan JPPK Automotive yang diadakan di The Otomotif College (TOC), Petaling Jaya
Visit by SDAC Automotive at The Otomotif College (TOC), Petaling Jaya



▲ Mesyuarat bersama JPPK ICT di MDeC
Meeting with ICT SDAC at MDEC

III. Mesyuarat Jawatankuasa Tetap Penyelarasan Antara Agensi Latihan (JTPAAL)

Jawatankuasa ini dianggotai oleh wakil-wakil institut latihan kemahiran awam yang dilantik oleh Ketua Pengarah Pembangunan Kemahiran dan berperanan menyelaraskan aktiviti latihan kemahiran termasuklah penyelarasan dasar, garis panduan yang berkaitan latihan kemahiran di institut latihan kemahiran. Sebanyak **dua (2)** mesyuarat telah diadakan sepanjang 2009.

III. Meeting of the Permanent Committee for Coordination Between Training Agencies (PCCBTA)

*This Committee is represented by the representatives from the public skills training institutions that are appointed by the Director General of Skills Development and plays the role of coordinating skills training activities including coordination of policy and guidelines related to skills training at skills training institutions. A total of **two (2)** meetings were held throughout the year 2009.*

IV. Mesyuarat Jawatankuasa Pemandu Pelan Induk Latihan & Pembangunan Kemahiran Pekerjaan Malaysia 2008-2020

Jawatankuasa ini berperanan merancang dan menyelaras strategi pelaksanaan aktiviti latihan dan pembangunan kemahiran yang digariskan dalam Pelan Operasi Pelan Induk Latihan Dan Pembangunan Kemahiran Pekerjaan Malaysia 2008-2020. Jawatankuasa ini dianggotai oleh wakil-wakil agensi kerajaan dan swasta yang dilantik oleh Ketua Pengarah Pembangunan Kemahiran. Sebanyak **dua (2)** mesyuarat telah diadakan pada tahun 2009.

V. Mesyuarat Jawatankuasa Penyelarasan Program Pembangunan Kemahiran (PPK)

Jawatankuasa ini berperanan menyelaras semua perancangan dan pelaksanaan aktiviti pembangunan kemahiran tenaga pengajar institut latihan kemahiran awam dengan menggunakan peruntukan yang disalurkan oleh Jabatan perkhidmatan Awam (JPA) melalui JPK. Sebanyak 14 Kementerian/Jabatan/agensi terlibat dalam Jawatankuasa ini dan mesyuarat ini adalah dipengerusikan oleh Ketua Pengarah Pembangunan Kemahiran, JPK.

Sepanjang 2009, sebanyak **empat (4)** mesyuarat telah diadakan dan JPK juga menerima peruntukan sebanyak **RM 8.4 juta** untuk diagih-agihkan kepada 13 agensi yang berkenaan. Dengan peruntukan tersebut, sebanyak **139** program melibatkan **1728** tenaga pegajar telah dilatih dalam pelbagai bidang kemahiran di dalam negeri dan luar negeri.

IV. Meeting of the Steering Committee of the Master Plan Skills Development & Training Job Malaysia 2008-2020

This Committee plays the role of planning and coordinating implementation strategies regarding skills development and training as been outlined in the Operational Plan of the Master Plan Skills Development & Training Job Malaysia 2008-2020. This committee is represented by the representatives from the private and public sectors that are appointed by the Director General of Skills Development. A total of two (2) meetings were held during the year 2009.

V. Meeting of the Coordination Committee for Skills Development Programme (SDP)

This Committee plays the role to coordinate all planning and implementation activities related to skills development of training instructors in public skills training institutions by using the allocation provided by the Public Services Department (PSD) through DSD. A total of 14 Ministries/Departments/agencies are in this Committee and meetings are chaired by the Director General Skills Development, DSD.

*During 2009, a total of **four (4)** meetings were held and DSD also received aid amounting to **RM 8.4** million to be distributed among the 13 related agencies. With this allocation, a total of 139 programmes involving **1728** training instructors were trained in various skills, locally and overseas.*



Kajian Latihan & Pembangunan Kemahiran

Research on Skills Development & Training

Sepanjang tahun 2009, **empat (4)** kajian telah dibangunkan yang mana kajian ini menjurus kepada penambahbaikan serta penyelesaian terbaik terhadap kualiti latihan dan pembangunan kemahiran sedia ada.

*During the year 2009, **four (4)** researches were developed in which these researches were directed at improving along with seeking the best solution towards improving the quality of training and skills development.*

i. Kajian Penglibatan Syarikat dalam Pelaksanaan Sistem Latihan Dual Nasional (SLDN)

Kajian ini telah dibangunkan bersama Universiti Malaysia Pahang (UMP) bertujuan untuk meninjau penyertaan pihak industri dalam Program SLDN yang dikendalikan oleh Jabatan Pembangunan Kemahiran (JPK), Kementerian Sumber Manusia. Sejumlah 5,000 syarikat telah dipilih secara rawak daripada senarai 14,389 syarikat yang diambil dari MIDA dan SMIDEC. Ia terdiri dari kalangan syarikat besar serta industri kecil dan sederhana. Sebanyak 509 syarikat telah mengembalikan borang soalselidik menjadikan kadar respon sebanyak 10.18 peratus. Di samping itu, sejumlah 125 sesi temubual telah dilakukan di kalangan syarikat yang dipilih daripada senarai di atas. Dapatan kajian menunjukkan bahawa pada amnya syarikat di negara ini mempunyai budaya latihan yang baik. Walau bagaimanapun tumpuan mereka hanyalah kepada latihan sambil bekerja. Majoriti responden tidak menyertai SLDN kerana mereka tidak mendapat maklumat/bahan publisiti berkaitan SLDN.

i. *Research on Involvement of Companies in National Dual Training System (NDTS)*

This research was collaboratively developed with Universiti Malaysia Pahang (UMP) with the aim of looking at the participation of industries in NDTS Programmes that were conducted by the Department of Skills Development (DSD), Malaysian Ministry of Human Resources. A total of 5,000 companies were randomly selected from a list of 14,389 companies obtained from MIDA and SMIDEC. Among these companies are large companies together with small and medium industries. A total of 509 companies have returned the questionnaires signifying the response rate to be at 10.18 percent. Besides that, a total of 125 interview sessions were carried out among the companies from the above list. The results of the research showed that in general companies in this country have good training culture. However their focus is only on the job training. Majority of the respondents did not participate in NDTS because they did not receive any information/publicity materials regarding NDTS.

ii. Kajian The Integration of the National Occupational Skills Standard (NOSS)-Based Training System and the National Dual Training System (NDTS) in Malaysia

Kajian ini meninjau pembangunan latihan kemahiran di Malaysia sebagai fokus utama kajian. Ia meninjau bagaimana sistem latihan berasaskan kepada Standard Kemahiran Pekerjaan Kebangsaan (SKPK) dan Sistem

ii. *Research on The Integration of the National Occupational Skills Standard (NOSS)-Based Training System and the National Dual Training System (NDTS) in Malaysia*

This research has selected the development of skills training in Malaysia as its central subject of investigation. It examines how the National Occupational Skills Standards (NOSS)-based training system and the

Latihan Dual Nasional (SLDN) telah berkembang dan membangun sejak diperkenalkan di negara kita. Matlamat asas kajian ini ialah untuk meninjau hubungan di antara dua penekanan ini dan jika didapati sesuai, sebuah kerangka yang dapat mengintegrasikan kedua-dua sistem ini akan dibangunkan.

Kajian ini telah mengesahkan bahawa sistem latihan berteraskan SKPK dan SLDN telah berkembang untuk menjadi lebih memusat terhadap peranan dan fungsi masing-masing, begitu juga dalam dimensi polisi dan penyampaian. Beberapa percanggahan yang masih wujud di antara kedua-dua sistem latihan ini didapati adalah kurang berkonflik berbanding dengan tanggapan awal, dan dengan sedemikian boleh diselaraskan. Kesimpulan kajian ini ialah kedua-dua sistem latihan ini perlu diintegrasikan kepada satu sistem latihan kemahiran nasional yang seragam. Penyatuan mereka dapat dicapai dengan membuat beberapa perubahan kepada kedua-dua sistem yang sedia ada ke arah pengukuhan sistem, dan seterusnya membuat beberapa keputusan asas yang dapat memudahkan proses penyeragaman. Hasil kajian ini adalah signifikan khasnya kerana hasrat Malaysia untuk mencapai status negara maju menjelang tahun 2020, yang telah meletakkan pembangunan sumber manusia sebagai keutamaan nasional. Kajian ini memberi penjelasan yang lebih nyata terhadap sistem penyampaian kemahiran negara. Secara khususnya, ia memberi gambaran tentang hala tuju masa depan sistem latihan berasaskan SKPK ekoran daripada kemunculan SLDN di samping membuka mata para pemimpin dan pembuat polisi untuk membuat keputusan yang lebih tepat tatkala membangunkan suatu sistem latihan kemahiran nasional yang lebih berkesan di Malaysia.

III. Kajian Kebolehpayaan Pekerjaan Graduan VTO (I-031-3) CIAST Sesi 1/2008

Kajian ini bertujuan untuk melihat kebolehpayaan pekerjaan graduan VTO CIAST dan hasil penemuan kajian akan digunakan bagi tujuan perancangan pengambilan sesi akan datang. Daripada analisis terhadap 36 responden, didapati **26** graduan (72.2%)

National Dual Training System (NDTS) have evolved and developed since their introduction into the country. The basic aim is to explore their relationship and if found feasible, to develop a framework appropriate for integrating the two training systems.

The study has affirmed that the NOSS-based training system and the NDTS have evolved to become more convergent in their roles and functions, as well as in most of their policy and delivery dimensions. Several discrepancies which still exist between the two training systems have also been found to be less conflicting than initially perceived, and therefore can be reconciled. The study concludes that the two training systems should be integrated into a unified national skills training system. Their 'merger' can be realised by making some modifications to both the existing systems towards strengthening them, and subsequently to make some fundamental decisions to facilitate their unification. The outcomes of the study are particularly significant in view of Malaysia's intention to achieve developed nation status by the year 2020, which has placed human capital development as a national priority. The study here offers greater clarity on the country's skills delivery system. In specific, it provides hints as to the future direction of the NOSS-based training system in relation to the newly introduced NDTS as well as deep and comprehensive insights for leaders and policy-makers to make informed decisions on developing a more effective national skills training system in Malaysia.

III. Research on Work Competency of VTO Graduates (I-031-3) CIAST Session 1/2008

*This research aimed at investigating the work competency of VTO CIAST graduates and the findings will be used for the purpose of planning for the following intakes. From the analysis done on 36 respondents, it was identified that **26** graduates*



telah mendapat pekerjaan dan majoriti pelajar yang telah mendapat pekerjaan adalah responden dari bidang Elektronik diikuti dengan Mekatronik, Jaminan Mutu dan Pengeluaran. Daripada bilangan tersebut, sebanyak **84.6%** telah mendapat pekerjaan dalam tempoh tiga (3) bulan. Di kalangan responden bekerja, 50% dari mereka menerima gaji di antara RM1201.00 – RM1500.00, 23.1% (RM801.00 – RM 1200.00) dan 15.4% menerima gaji melebihi RM1500.00.

Menurut kajian ini, kursus yang paling banyak mendapat sambutan dari Pusat Bertauliah swasta adalah dari bidang komputer samada Komputer Sistem atau Sistem Maklumat, Elektrik Kuasa, Hospitaliti (Penyediaan Makanan dan Penyeliaan Makanan), Plastik, Solekan dan Dandanian, Jahitan Pakaian dan Automotif.

IV. Kajian Kebolehpayaan Pekerjaan Terhadap Graduan Diploma Pengajar Vokasional (DPV) CIAST Tahun 2009

Kajian ini bertujuan melihat status pekerjaan graduan DPV. Daripada sejumlah 90 graduan yang telah menghantar maklumbalas, seramai **63 (70.0%)** graduan telah mendapat pekerjaan sebagai pengajar Pusat Bertauliah awam dan swasta. Walaubagaimanapun masih terdapat graduan belum memperolehi pekerjaan dan sedang berusaha menempatkan diri mereka di dalam bidang pekerjaan yang sesuai dengan bidang yang dipelajari iaitu **24 (26.7%)** dan selebihnya iaitu sebanyak **3 (3.3%)** graduan memilih untuk melanjutkan pelajaran ke pusat-pusat pengajian tempatan.

*(72.2%) have gained employment and majority of the students who obtained jobs were respondents from the fields of Electronic, followed by Mechatronic, Quality Control and Production. From that number, a total of **84.6%** have obtained employment within three (3) months. Among the working respondents, 50% of them are gaining salaries between RM1201.00 – RM1500.00, 23.1% (RM801.00 – RM1200.00) and 15.4% are receiving salaries more than RM1500.00.*

According to this study, the courses that received huge support from the Private Accredited Centres are from the computer field either Computer Systems or Information System, Power Electric, Hospitality (Food Preparation and Food Supervision), Plastic, Beauty and Fashion, Tailoring and Automotive.

IV. Research on Work Competency Among Graduates of Diploma Vocational Trainers (DVT) CIAST Year 2009

*This research aimed at investigating the work status of DVT graduates. From a total figure of 90 graduates that have responded, **63 (70.0%)** graduates have gained employment as trainers at public and private accredited centres. However there are still graduates that did not obtain any employment and are trying to place themselves in appropriate employment field, that is **24 (26.7%)** of them and the rest, that is **3 (3.3%)** graduates chose to further their studies in the local tertiary institutions.*

Promosi Latihan & Pembangunan Kemahiran

Promotion on Training & Skills Development

Bagi menyebarkan maklumat terkini berkenaan latihan dan pembangunan kemahiran, JPK telah melaksanakan pelbagai pendekatan aktiviti promosi. Objektif utama aktiviti ini adalah untuk menarik minat orang awam untuk melibatkan diri dalam latihan kemahiran selain menyampaikan maklumat terkini berkenaan latihan kemahiran. Antara pendekatan yang dilaksanakan adalah melalui iklan di media massa, media cetak, sesi dialog bersama syarikat, taklimat, seminar, pameran kemahiran serta risalah latihan kemahiran. Jadual 3 menunjukkan pendekatan aktiviti promosi yang telah dilaksanakan oleh JPK sepanjang 2009.

To disseminate the latest information regarding skills development and training, DSD has implemented many promotional activities. The main objective of these activities is to attract the public to participate in skills training besides publicizing the latest information regarding skills training. Among the approaches taken were advertisements in the mass media, print media, dialogue sessions with companies, briefing, seminar, skills exhibition and pamphlets on skills training. Table 3 shows the promotional activity approaches that were implemented by DSD throughout 2009.

Jadual 3 Aktiviti Promosi Tahun 2009
Table 3 DSD Promotional Activities During 2009

Aktiviti / Activity	Bilangan / No.
Kenyataan Pemimpin <i>Address by Leaders</i>	2 Kenyataan (Hari Pekerja & Perasmian MySkills) <i>2 Address (Workers Day & Opening of MySkills)</i>
Ceramah/Kempen/Pameran/Taklimat Kemahiran <i>Lecture/Campaign/Exhibition/Skills Briefing</i>	200 sesi taklimat <i>200 briefing sessions</i>
Dialog bersama industri/persatuan industri <i>Dialogue with industries/industry associations</i>	10 sesi dialog <i>10 dialogue sessions</i>
Sisipan akhbar <i>Newspaper insert</i>	1 sisipan (SME Paper) <i>1 insert (SME Paper)</i>
Risalah Latihan Kemahiran <i>Skills Training Pamphlets</i>	4 Risalah (BM, BI, Mandarin & Tamil) <i>4 Pamphlets (Malay, English, Mandarin & Tamil)</i>



Program Sistem Latihan Dual Nasional (SLDN)

National Dual Training System (NDTS) Program

I. Penglibatan Industri & Perantis

Sehingga Disember 2009, Sistem Latihan Dual Nasional (SLDN) telah berjaya menarik minat pihak industri untuk melaksanakan program latihan di tempat kerja. Jadual 4 menunjukkan statistik penglibatan industri dalam program SLDN.

I. Involvement of Industrial & Apprentice

Till December 2009, the National Dual Training System (NDTS) has managed to draw the interests of industries to implement training programmes at their work place. Table 4 signifies the statistics on the involvement of industries in the NDTS programmes.

Jadual 4 Bilangan Keseluruhan Perantis dan Syarikat Dalam Program SLDN
Table 4 Overall Number of Apprentice and Companies Involved in NDTS Programmes

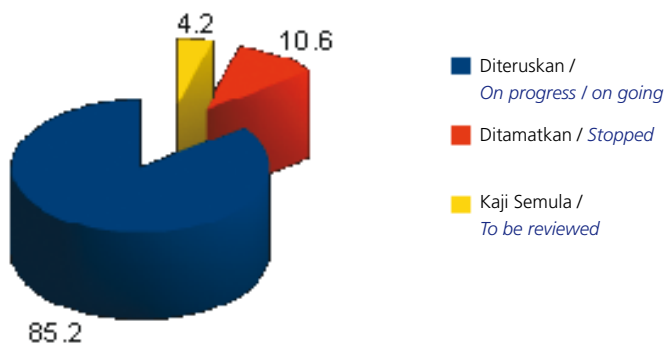
Tahun / Year	Perantis / Apprentice	Syarikat / Company
2005	71	45
2006	132	155
2007	2089	325
2008	5423	392
2009	12,748	79
Jumlah / Total	20,463	996

II. Audit Ketaakuran Syarikat dan Pusat Bertauliah SLDN 2009

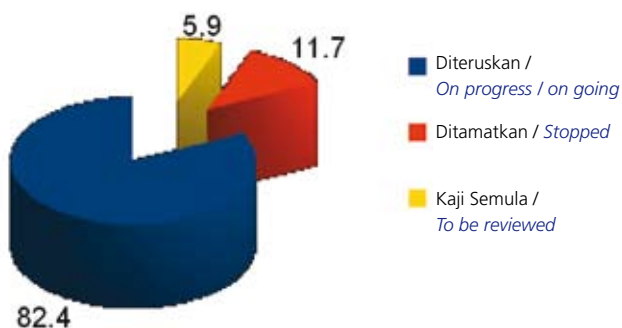
Bagi memantapkan lagi pelaksanaan SLDN, lawatan audit ketaakuran oleh pegawai JPK telah dilaksanakan di 357 syarikat dan 307 pusat latihan yang melaksanakan program SLDN. Lawatan ini bertujuan untuk mengkaji dan menilai kualiti pematuhan pelaksanaan SLDN di syarikat dan pusat latihan dari segi kekompetenan coach dan pengajar, kemudahan latihan teori dan amali serta keberkesanan pelaksanaan serta pengurusan syarikat dan pusat latihan dalam melaksanakan program SLDN. Hasil daripada lawatan audit tersebut, didapati hanya **304** syarikat dan **253** pusat latihan disokong untuk meneruskan program latihan. Carta **3** dan **4** menunjukkan peratusan status syarikat dan pusat latihan dalam pelaksanaan SLDN.

II. Audit Company Compliance and NDTS Accredited Centres 2009

To further strengthen the implementation of NDTS, audit compliance visits were carried out by DSD officers at 357 companies and 307 training centres that conducted NDTS programmes. The visits are aimed at investigating and evaluating the compliance quality on the implementation of NDTS programmes in companies and training centres in terms of coach and trainers competency, theoretical and practical training aspects along with implementation on the effectiveness and management of companies and training centres in implementing NDTS programmes. From these audit visits, only **304** companies and **253** training centres were supported to continue with the training programme. Chart **3** and **4** show percentage of company status and training centres in implementing NDTS.

Peratusan Syarikat / Company Percentage

Carta 4 Pecahan Peratusan Syarikat
Chart 4 Company Percentage Chart

Peratusan Pusat Latihan / Training Centre Percentage

Carta 5 Pecahan Peratusan Pusat Latihan
Chart 5 Training Centre Percentage

Program Penandarasan

Benchmarking Program

I. Lawatan Penandarasan Kekompetenan Tenaga Pengajar Di Australia

Bagi memantapkan pelaksanaan pelesenan tenaga pengajar pusat bertauliah, satu lawatan penandarasan di Australia telah diadakan pada 14 – 21 Februari 2009 melibatkan **dua (2)** pegawai JPK dan seorang pegawai JTM. Tujuan utama lawatan ini adalah untuk melihat dan mendapatkan maklumat terhadap perancangan dan pelaksanaan sistem VET (Vocational Education Training) di Australia yang diperlukan dalam usaha jabatan merancang dan membangunkan mekanisme yang kukuh bagi mewujudkan satu standard penilaian dan pengukuran kelayakan kekompetenan tenaga pengajar kemahiran Malaysia. Antara tempat yang dilawat sepanjang tempoh tersebut adalah *Vocational Education and Training Advisory Board (VETB) Sydney, Riverina Community College (RCC) & Charles Sturt University (CSU) di Wagga Wagga, Central Campus Technical and Further Education (TAFE) NSW dan National Centre for Vocational Education Research Headquarters (NCVER), Adelaide.*

II. Vocational Management Skill Training di Hong Kong

Bagi perancangan dan pelaksanaan program latihan kemahiran yang lebih efektif dan berkesan, kursus *Vocational Management Skill Training* di *Vocational Training Council (VTC) Hong Kong* telah diadakan pada 1/11/2009 – 12/11/2009 melibatkan **12** pegawai. Objektif utama kursus ini adalah untuk meningkatkan pengetahuan dan kemahiran berkaitan pelaksanaan program latihan kemahiran berdasarkan pendekatan, pelaksanaan dan pengalaman VTC yang merupakan badan induk bagi pendidikan vokasional, latihan dan pembangunan kepakaran di Hong Kong.



I. Visit of Benchmarking Instructors Competency in Australia

*In enhancing the implementation of accredited centres instructors' license, a Benchmarking Visit to Australia has been organised on 14 – 21 February 2009 involving **two (2)** DSD officials and one (1) official from Manpower Department. The main objective of this visit is to view and obtain information on planning and implementation of VET (Vocational Education Training) in Australia that is required by the department in the process of planning and developing a strong mechanism that would create a standardize qualification of assessment and measurement competency of Malaysian skills trainers. Among the places visited during the period were the Vocational Education and Training Advisory Board (VETB) Sydney, Riverina Community College (RCC) & Charles Sturt University (CSU) in Wagga Wagga, Central Campus Technical and Further Education (TAFE) NSW and National Centre for Vocational Education Research Headquarters (NCVER), Adelaide.*

II. Vocational Management Skill Training in Hong Kong

*For an effective and efficiency planning and executing of the skills training programme, the Vocational Management Skill Training Course has been organised on 1/11/2009 – 12/11/2009 in Vocational Training Council (VTC) Hong Kong which involved **12** officials. The main objective of this course is to improve the knowledge and skills related to the implementation of skills training program on the basis of approach, implementation and experiences of VTC which is the main body for vocational, training and development expertise education in Hong Kong.*

◀ Peserta Kursus Vocational Management Skill Training bersama konsulat general Malaysia di Hong Kong.
Participants of Vocational Management Skill Training Course with Malaysia General Consulate in Hong Kong.

Pembangunan Analisis Bidang Pekerjaan (OA)

Development of Occupational Analysis (OA)

Sepanjang tahun 2009, tumpuan diberikan kepada **sepuluh (10)** sektor industri iaitu *Agriculture & Agro Based Industry, Health and Pharmaceutical Manufacturing / Support Services Sector, Material Manufacturing – Non Metal Sector, Building Construction Industry, Mining Industry, Tourism And Hospitality Sector, Production Industry, Welding Industry, Electrical & Electronic Industry dan Mechatronic industry*. Tujuan OA ini adalah bagi menganalisa keperluan kekompetenan sumber manusia mahir untuk tenaga kerja industri berkaitan. Daripada sepuluh **(10) bidang** tersebut, didapati sejumlah **1051** tajuk pekerjaan dikenalpasti yang mana sebanyak **350** tajuk pekerjaan dikategorikan sebagai tajuk pekerjaan kritikal dan perlu diberi keutamaan dalam pembangunan Standard Kemahiran Pekerjaan Kebangsaan (NOSS) bagi memenuhi keperluan industri. Jadual 5 menunjukkan bilangan tajuk pekerjaan yang dikenalpasti pada tahun 2009.

*During the year 2009, attention was given to ten (10) industrial sectors which are Agriculture & Agro Based Industry, Health and Pharmaceutical Manufacturing / Support Services Sector, Material Manufacturing – Non Metal Sector, Building Construction Industry, Mining Industry, Tourism And Hospitality Sector, Production Industry, Welding Industry, Electrical And Electronic Industry and Mechatronic Industry. The objective of occupational analysis is to examine the skilled human resource competency that is prerequisite for labor-related industries. Table 5 shows the number of identified job titles for the development of skilled manpower in related fields. From **ten (10)** fields, a total of **1051** job titles were identified in which **350** job titles were categorized as critical job titles and should be given priority in National Occupational Skills Standards (NOSS) development to meet the needs of the industry. Table 5 shows the number of job titles identified in 2009.*

Jadual 5 Tajuk Pekerjaan Dikenalpasti Pada Tahun 2009

Table 5 Identified Job Titles in 2009

Bil. Bil.	Bidang Field	Jumlah Tajuk Pekerjaan Number of Job Titles	Bilangan Tajuk Pekerjaan Kritikal Number of critical Job Titles
1	Agriculture & Agro Based Industry <i>Agriculture & Agro Based Industry</i>	192	75
2	Health and Pharmaceutical Manufacturing / Support Services Sector <i>Health and Pharmaceutical Manufacturing / Support Services Sector</i>	71	29
3	Material Manufacturing – Non Metal Sector <i>Material Manufacturing – Non Metal Sector</i>	140	38
4	Building Construction Industry / <i>Building Construction Industry</i>	225	54
5	Mining Industry / <i>Mining Industry</i>	38	19
6	Tourism And Hospitality Sector / <i>Tourism And Hospitality Sector</i>	112	33
7	Production Industry / <i>Production Industry</i>	98	6
8	Welding Industry / <i>Welding Industry</i>	30	3
9	Electrical And Electronic Industry / <i>Electrical And Electronic Industry</i>	84	64
10	Mechatronic Industry / <i>Mechatronic Industry</i>	61	29
	Jumlah / Total	1051	350



Pembangunan Standard Kemahiran Pekerjaan Kebangsaan (SKPK)

Development of The National Occupational Skills Standard (NOSS)

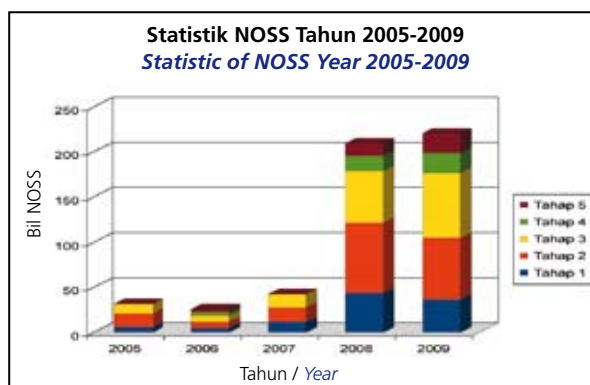
JPK sebagai peneraju pembangunan latihan kemahiran bertanggungjawab dalam menyelaraskan dan membangun dokumen NOSS yang merangkumi 22 sektor pekerjaan di Malaysia. NOSS dibangunkan melalui dua (2) kaedah iaitu secara dalaman dan juga secara luaran. Personel yang terlibat di dalam pembangunan NOSS adalah seorang (1) fasilitator dan lapan (8) hingga lima belas (15) orang panel pakar daripada industri yang berkaitan. Pada tahun 2009, sebanyak **147 NOSS baru, 78 NOSS kaji semula dan 2 NCS telah** dibangunkan menjadikan jumlah keseluruhan NOSS yang dibangunkan adalah sejumlah **1,098** termasuk tujuh (7) daripadanya adalah NCS. Jadual 6 dan Carta 6 di bawah menunjukkan statistik NOSS yang diluluskan sepanjang 2009 dan pembangunan NOSS daripada tahun 2005 hingga 2009.

*DSD as a leader in the development of training skills is responsible for coordinating and developing the NOSS document covering the 22 employment sectors in Malaysia. NOSS is developed through two (2) methods, that is, internally and externally. Personnel involved in the development of NOSS is one (1) facilitator and eight (8) to fifteen (15) panel of experts from related industries. In 2009, a total of **147 new NOSS, 78 reviewed NOSS and 2 NCS** have been developed making the total number of developed NOSS to be **1,098** including seven(7) are from NCS. Table 6 and Chart 6 below show the statistics on the approved NOSS during 2009 and the development of NOSS from 2005 to 2009.*

**Jadual 6 Statistik NOSS yang Diluluskan
Pada Tahun 2009**

Table 6 NOSS Statistics Approved During 2009

Tahap / Level	Bilangan / Number
7	1
6	2
5	22
4	22
3	73
2	69
1	36
NCS	2
Jumlah / Total	227



Carta 6 Statistik Pembangunan NOSS Tahun 2005-2009
Chart 6 Statistic of NOSS Year 2005-2009

Pembangunan Kurikulum Latihan

Training Curriculum Development

I. Pembangunan Bahan Pembelajaran

Bahan Pembelajaran ataupun Manual Latihan adalah dokumen-dokumen yang dibangunkan berasaskan dokumen NOSS bidang berkaitan. Ia digunakan bagi membantu pelaksanaan latihan secara teratur dan saksama di kalangan Pusat Bertauliah (PB) JPK, selain memastikan kualiti latihan adalah terjamin. Manual Latihan adalah terdiri daripada *Course of Study* (CoS), *Written Instructional Material* (WIM), *Learning Guide* (LG), *Manual Internship* dan Manual Latihan Industri. Selain itu, *Task Outline Profile* (TOP). TOP mula dibangunkan pada tahun 2007 bagi sesetengah program bertujuan menambah pemahaman terhadap tugas di dalam NOSS, seterusnya dijadikan panduan semasa membangunkan CoS. Sebanyak **153** program telah dibangunkan Panduan Latihan yang mengandungi *NOSS Matrix* dan *Training Pathway* bagi membantu PB membangunkan sendiri dokumen CoS, LG dan WIM dengan lebih mudah. Jadual 7 menunjukkan statistik pembangunan Manual Latihan dari tahun 2006 hingga 2009.

I. Training Materials Development

*Training Materials or Training Manual is a document that was developed based on NOSS document on related fields. It is used to assist the implementation of fair and regular exercise among Accredited Centres (AC) DSD, besides guaranteeing the quality of training. The Manual Training consists of Course of Study (CoS), Written Instructional Material (WIM), Learning Guide (LG), Manual Internship and Manual Industrial Training. In addition to these, is the Task Outline Profile (TOP). TOP was first developed in 2007 for some programmes that were planned to increase the understanding of the task in NOSS. It was later used as a guide to develop the CoS. A total of **153** programmes have been developed in the Manual Training consisting of NOSS Matrix and Training Pathway to assist AC to develop easily its own CoS, LG, and WIM document. Table 7 shows the statistical development of the training manual from 2006 to 2009.*

Jadual 7 Statistik pembangunan Bahan Pembelajaran 2006 – 2009

Table 7 Statistic of Training Materials Development 2006 – 2009

Perkara Item	Tahap Level					Jumlah Total
	1	2	3	4	5	
CoS / <i>CoS</i>	4	6	17	4	16	47
WIM / <i>WIM</i>	4	5	5	1	11	26
LG / <i>LG</i>	–	–	–	–	–	–
TOP / <i>TOP</i>	20	26	15	4	2	67
Panduan Latihan / <i>Manual Training</i>	37	57	55	2	2	153
Manual Internship (I-031-3) <i>Manual Internship (I-031-3)</i>	–	–	1	–	–	1
Manual Latihan Industri (DKM/ DLKM) <i>Manual Industrial Training (DKM/ DLKM)</i>	–	–	–	1	1	2
Core Abilities / <i>Core Abilities</i>	1	1	1	1	–	4



II. Pembangunan Kurikulum Sistem Latihan Dual Nasional (SLDN)

Kurikulum SLDN dibangunkan sebagai menyokong pelaksanaan latihan secara Sistem Latihan Dual Nasional (SLDN) yang dijalankan secara dual di pusat latihan dan juga syarikat (industri) berkaitan. Komponen utama dalam Kurikulum SLDN adalah *Learn and Work Assignment* (LWA) yang dibangunkan berasaskan proses kerja utama (core work process) yang diamalkan di industri tempatan. Tugasan-tugasan di dalam LWA dibangunkan bagi proses latihan secara sendiri (self-reliant learning) yang melibatkan kitaran tindakan menyeluruh (complete action cycle). Selaras dengan keperluan Akta 652, Mesyuarat Majlis Pembangunan Kemahiran Kebangsaan (MPKK) Bil. 2/2009 pada 23 Jun 2009 telah bersetuju bahawa Kurikulum SLDN yang telah dibangunkan sebelum ini dianggap sebagai sebahagian daripada NOSS. Justeru, Kurikulum SLDN yang dibangunkan bermula tahun 2009 juga adalah berasaskan NOSS seperti yang ditetapkan dalam Mesyuarat Jawatankuasa Teknikal Khas pada 14 April 2009 bagi bidang-bidang berkaitan. Jadual 8 menunjukkan bilangan kurikulum SLDN yang telah dibangunkan sepanjang 2006 – 2009.

II. Development of National Dual Training System (NDTS) Curriculum

NDTS Curriculum was developed to support the implementation of training of National Dual Training System (NDTS) that was conducted in the form of dual at the Training Centres and also at the related companies (industry). The main component in the SLDN Curriculum is the Learn and Work Assignment (LWA) that was developed on the basis of core work process practiced in the local industry. LWA assignments are develop for self-reliant learning process involving complete action cycle. In line with the requirement of Acts 652, the National Skill Development Council Meeting MPKK Billing. 2/2009 on 23rd June 2009 has agreed that the NDTS Curriculum that was developed prior to this is considered as part of NOSS. Hence, NDTS Curriculum that was developed starting on 2009 is also based on NOSS as stipulated in Special Technical Committee Meeting on 14 April 2009 for related disciplines. Table 8 shows the number of NDTS that was developed during 2006 – 2009

Jadual 8 Bilangan Kurikulum SLDN yang Telah Dibangunkan Sepanjang 2006 – 2009

Table 8 The Number of NDTS That was Developed During 2006 – 2009

Tahun / Year	2006	2007	2008	2009
Tahap 1 / Level 1	–	–	–	–
Tahap 2 / Level 2	–	–	2	1
Tahap 3 / Level 3	4	13	13	9
Tahap 4 / Level 4	–	–	3	–
Tahap 5 / Level 5	–	–	–	–
Jumlah / Total	4	13	17	10

III. Pembangunan Bank Soalan

Bagi menjamin kualiti dan penyelarasan dalam latihan kemahiran di Malaysia, Jabatan Pembangunan Kemahiran (JPK) juga bertanggungjawab dalam mengumpul, menyelaraskan dan menyeragamkan kurikulum latihan kemahiran dan membangunkan soalan-soalan peperiksaan akhir bagi Sistem Peperiksaan Akhir, Sistem Persijilan Kemahiran Malaysia (SPKM), Sistem Latihan Dual Nasional (SLDN) dan Program Kelayakan Kekompetenan (KK). Penyelarasan soalan peperiksaan akhir ini secara langsung dapat membentuk latihan dan penilaian kemahiran yang seragam oleh Pusat-pusat Bertauliah (PB) dan seterusnya dapat melahirkan kualiti pelajar yang setara di antara PB yang menjalankan program latihan kemahiran yang sama. Sepanjang 2009, sebanyak **5,218** soalan telah dibangunkan yang merangkumi 20 program bagi pelbagai bidang kemahiran. Jadual 9 menunjukkan statistik pembangunan bank soalan mengikut bidang dan program.

III. Development of Question Bank

*In Malaysia, to ensure the quality and coordination of skills training, the Development Skills Department (DSD) is also responsible to collect, coordinate and standardize training curriculum and develop final examination questions for the Final Examination System, Malaysian Skills Certification System (MSCS), National Dual Training System (NDTS), and Competency Qualification Program (CQ). The coordination of these examination questions would directly lead to the standardize formation of skills evaluation and training by (AC) and thus can produce a quality students among the various Accredited Centres that are conducting similar training programmes. Throughout 2009, a total of **5,218** questions have been developed covering 20 programs for various areas of expertise. Table 9 shows the statistical development of the question bank.*

Jadual 9 Statistik pembangunan Bank Soalan
Table 9 Statistic Development of Question Bank

Bil. Bil.	Bidang Discipline	2008		2009				Jumlah Total
		T 2	T 3	T 2	T 3	T 4	T 5	
1	Pembuat Pakaian Wanita / <i>Dressmaker</i>	539	367					906
2	Pembuat Pakaian Lelaki / <i>Tailor</i>	366	303					669
3	Sistem Maklumat / <i>Information System</i>	344	320					664
4	Sistem Komputer / <i>Computer System</i>	437	371					808
5	Jurukecantikan / <i>Beautician</i>	531	601					1132
6	Pendandan Rambut / <i>Hairdresser</i>	531	531					1062
7	Motosikal / <i>Motocycle</i>	262	417					679
8	Mekanik Kenderaan Motor / <i>Mechanic</i>	51	51					102
9	Pembuat Acuan Suntikan Plastik <i>Toolmaker - Plastic Injection Mould</i>	51	51					102
10	Juruelektrik / <i>Electrician</i>	57	59	205	254			575
11	Servis Tayar / <i>Tyre Services</i>			327	–			327
12	Asuhan Kanak-kanak / <i>Childcare</i>			153	183			336
13	Tool & Die / <i>Tool & Die</i>			304	306			610
14	Mekanik Industri / <i>Industrial Mechanical</i>			302	302			604
15	Penyejukbekuan & Penyamanan Udara <i>Refrigeration & Air-Conditioning</i>			102	102			204
16	Pemesinan CNC / <i>CNC Machining</i>			122	242			364
17	Telekomunikasi / <i>Telecommunication</i>			102	102			204
18	Instrumentasi / <i>Instrumentation</i>			152	152			304
19	Pastry/ Bakery / <i>Pastry/ Bakery</i>			152	152			304
20	Mekatronik / <i>Mechatronics</i>					207	119	326
JUMLAH KESELURUHAN / TOTAL								10,282



Persijilan Kemahiran Malaysia

Malaysian Skills Certification

I. Pentauliahkan Pusat Bertauliah dan Program Kemahiran

Sepanjang tahun 2009, sebanyak **993 buah** Pusat Bertauliah (PB) aktif di seluruh Malaysia. Daripada bilangan tersebut, sebanyak **374 buah** adalah **PB kerajaan** dan **619 buah** **PB swasta**. Jadual 10 menunjukkan statistik PB sediaada mengikut kategori dan negeri.

Sebanyak **4,785** program telah ditauliahkan kepada PB dan majoriti program yang ditauliahkan adalah program tahap satu (1) dan tahap dua (2). Jadual 11 menunjukkan statistik program mengikut sektor kemahiran dan tahap manakala Carta 7 menunjukkan jumlah program yang ditauliahkan dari tahun 2005 - 2009.

I. Accreditation of Accredited Centres and Skills Programs

During 2009, a total of **993** Accredited Centers (AC) are active in Malaysia. From these number, a total of **374** are government ACs and **619** are private ACs. Table 10 and Chart 6 show the AC statistics according to Categories and states.

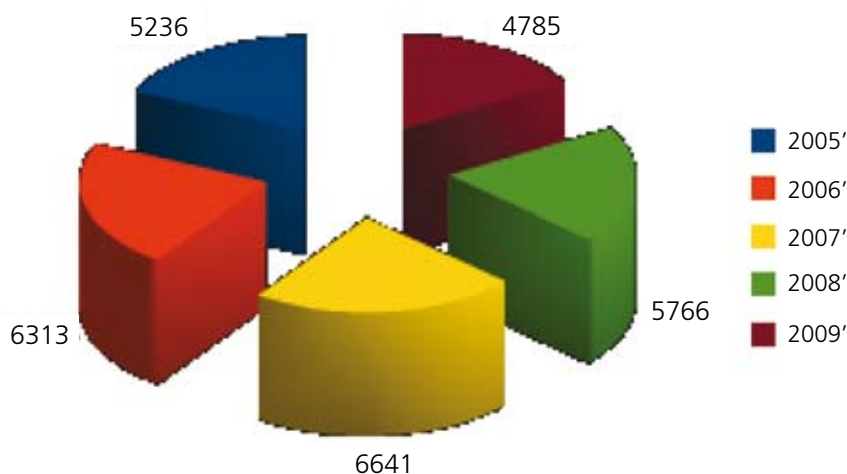
A total of **4,785** programs has been accredited to ACs and the majority of these programmes that are accredited belong to level one (1) and level two (2) programs. Table 11 shows the statistical programs according to skills sectors and its levels while Chart 7 shows the total programs that were accredited from 2005 – 2009.

Jadual 10 Statistik PB sediaada mengikut negeri dan jenis pusat bertauliah
Table 10 AC Statistics according to states and types of Accredited Centers

Nama Negeri States	Awam Government	Swasta Private	Jumlah PB Total AC
Johor / <i>Johore</i>	45	57	102
Kedah / <i>Kedah</i>	31	21	52
Kelantan / <i>Kelantan</i>	17	11	28
Melaka / <i>Malacca</i>	17	25	42
Negeri Sembilan / <i>Negeri Sembilan</i>	19	29	48
Pahang / <i>Pahang</i>	28	20	48
Penang / <i>Penang</i>	21	41	62
Perak / <i>Perak</i>	34	39	73
Perlis / <i>Perlis</i>	7	1	8
Sabah / <i>Sabah</i>	39	39	78
Sarawak / <i>Sarawak</i>	29	37	66
Selangor / <i>Selangor</i>	42	152	194
Terengganu / <i>Terengganu</i>	26	41	67
Wilayah Persekutuan KL / <i>Federal Territory KL</i>	16	105	121
Wilayah Persekutuan Labuan / <i>Federal Territory Labuan</i>	3	1	4
Jumlah PB / Total AC	374	619	993

Jadual 11 Jumlah Program Mengikut Tahap dan Sektor Industri
Table 11 Total Programs According to Levels and Industrial Sector

Sektor Industri <i>Industrial Sectors</i>	NCS NCS	Tahap Level					Jumlah Total
		1	2	3	4	5	
Pengangkutan / <i>Transportation</i>	–	375	289	128	15	3	810
Mesin & Pembuatan / <i>Machinery & Manufacturing</i>	–	259	305	174	37	14	789
Elektrikal & Elektronik, Telekomunikasi dan Industri Penyiaran <i>Electrical & Electronic, Telecommunication & Broadcasting Industry</i>	–	317	265	123	16	3	724
Hospitaliti & Pelancongan / <i>Hospitality & Tourism</i>	–	200	204	84	6	0	494
Perubatan & Farmasi / <i>Medical & Pharmaceuticals</i>	–	163	192	55	0	0	410
Perkhidmatan Penyelenggaraan Mekanikal & Elektrikal <i>Mechanical & Electrical Service and Maintenance</i>	–	135	99	43	5	0	282
Tekstil & Pakaian / <i>Textile & Apparel</i>	–	140	108	25	2	0	275
Teknologi Maklumat & Komunikasi (ICT) <i>Information Technology & Communication (ICT)</i>	6	0	109	93	38	6	252
Pengurusan & Pembinaan / <i>Building & Construction</i>	–	107	81	39	1	0	228
Pertanian & Asas Tani / <i>Agriculture & Agrobased</i>	–	45	54	33	5	0	137
Lain lain / <i>Others</i>	–	2	17	97	0	0	116
Pengurusan Perniagaan / <i>Business Management</i>	–	10	12	8	35	8	73
Industri Berasaskan Sumber / <i>Resource Based</i>	–	27	23	17	0	0	67
Percetakan / <i>Printing</i>	–	25	22	6	1	0	54
Perkhidmatan Pendidikan & Latihan / <i>Educational & Training Services</i>	–	0	0	49	0	0	49
Pembungkusan / <i>Packaging</i>	–	6	6	4	0	0	16
Cenderahati & Perusahaan Kecil / <i>Souvenir & Small Enterprise</i>	–	2	2	1	0	0	5
Kimia / <i>Chemical</i>	–	0	2	2	0	0	4
Jumlah / Total	6	1813	1790	981	161	34	4785



Carta 7 Jumlah Program yang Ditauih Dari Tahun 2005 – 2009
 Chart 7 Total of Program from 2005 – 2009



Jadual 12 Pengeluaran Sijil Mengikut Tahap dan Kaedah Persijilan
Table 12 Certificate Issuance by the Levels and Method of Certification

Kaedah Persijilan <i>Method of Certification</i>	Pentauliahan <i>Accreditation</i>	PPT <i>PAA</i>	SLDN <i>NDTS</i>	Jumlah <i>Total</i>
SKM Tahap 1 / <i>MSC Level 1</i>	40,571	1,487	204	42,262
SKM Tahap 2 / <i>MSC Level 2</i>	33,003	1,643	452	35,098
SKM Tahap 3 / <i>MSC Level 3</i>	10,519	1,486	717	12,722
DKM / <i>DKM</i>	1,325	51	–	1,376
DLKM / <i>DLKM</i>	57	11	–	68
Jumlah SKM, DKM & DLKM Total of MSC, DKM & DLKM	85,475	4678	1373	91,526
PC Tahap 1 / <i>AS Level 1</i>	84	7	–	91
PC Tahap 2 / <i>AS Level 2</i>	4	–	–	4
PC Tahap 3 / <i>AS Level 3</i>	1,202	11	–	1,213
Jumlah PC / Total AC	1,290	18	–	1,308
Jumlah Keseluruhan / Total	86,765	4,696	1,373	92,834

II. Pengeluaran Sijil Kemahiran Malaysia (SKM)

Pada tahun 2009, sebanyak **91,526** sijil SKM, DKM dan DLKM serta **1,308** Penyata Pencapaian (PC) telah dikeluarkan melalui ketiga-tiga kaedah persijilan, iaitu Sistem Pentauliahan, SLDN dan PPT. Jadual 12 menunjukkan perincian pengeluaran sijil mengikut tahap dan kaedah persijilan.

III. Kursus Induksi Pekerja Asing (CE)

Mesyuarat Jawatankuasa Kabinet Mengenai Pekerja Asing telah memutuskan mulai 1 November 2005 semua pekerja asing yang ingin bekerja di Malaysia perlu menghadiri kursus induksi di negara sumber. Pekerja asing perlu lulus ujian serta memperoleh *Certificate of Eligibility* (CE) yang dikeluarkan oleh JPK sebagai pra syarat untuk memohon Visa Dengan Rujukan (VDR) daripada Jabatan Imigresen Malaysia. Bagi melancarkan urusan permohonan dan pengeluaran sijil, kemudahan permohonan secara atas talian melalui *Central Electronic Data System* (CEDS) telah dilaksanakan bermula pada 1 Ogos 2006.

Pada tahun 2009 CE hanya dikeluarkan kepada pekerja asing dari negara Myanmar dan Vietnam sahaja kerana penguatkuasaan keperluan CE oleh Jabatan Imigresen Malaysia (JIM) hanyalah kepada pekerja asing dari negara berkenaan sahaja. Sejumlah **1,658** pekerja asing telah memperoleh CE pada tahun 2009 seperti di Jadual 13.

II. Issuance of Malaysian Skills Certificate (MSC)

In 2009, a total of **91,526** MSC, DKM and DLKM certificates and **1,308** Achievement Statements (AS) have been issued through the three methods of certification, which are accreditation, NDTS and Prior Achievement Accreditation (PAA). Table 12 shows in details the issuance of certificate according to levels and method of certification.

III. Foreign Workers Induction Course (CE)

The Meeting of Cabinet Committee for Foreign Workers had decided effective 1st November 2005 all foreign workers who intend to work in Malaysia need to attend the induction course in the their respective country. Foreign workers must pass the test and obtain the *Certificate of Eligibility* (CE) issued by DSD as a prerequisite to apply for Visa With Reference (VDR) from the Immigration Department of Malaysia. To smoothen the application process and issuance of certificates, online application facilities via *Central Electronic Data System* (CEDS) has been implemented on 1st August 2006.

In the year 2009, CE was only issued to foreign workers from Myanmar and Vietnam because the enforcement of CE requirements by the Immigration Department of Malaysia only catered for foreign workers from these countries. A total **1,658** foreign workers have obtained the CE in 2009 as in Table 13.



Jadual 13 Pengeluaran Certificate of Eligibility (CE) bagi tahun 2009

Table 13 Issuance of Certificate of Eligibility (CE) in 2009

NEGARA SUMBER COUNTRY	BILANGAN CE TOTAL CE
MYANMAR / MYANMAR	755
VIETNAM / VIETNAM	903
JUMLAH / TOTAL	1,658

IV. Perakuan Kemahiran Pekerja Asing (PKPA)

Mesyuarat Jawatankuasa Kabinet Mengenai Pekerja Asing telah memutuskan mulai 5 Julai 2005, JPK bertanggungjawab memperaku pekerja asing sebagai pekerja mahir selepas lima tahun bagi sektor perkilangan sahaja. Tempoh sahlaku sijil PKPA adalah tiga (3) tahun daripada tarikh sijil dikeluarkan. Sejumlah **6,311** pekerja asing telah diperakuan sepanjang tahun 2009 seperti di Jadual 14.

IV. Foreign Workers Skills Certification (FWSC)

The Cabinet Committee Meeting of Foreign Workers have decided that effective 5 July 2005, DSD is responsible to verify foreign workers as skilled workers after 5 years being in the manufacturing sectors. The validity of the FWSC certificate is three (3) years from the date the certificate was issued. A total of **6,311** foreign workers has been certified throughout 2009 as in Table 14.

Jadual 14 Pengeluaran Sijil PKPA Tahun 2009

Table 14 FWSC Certificate Issuance in the year 2009

BIL. BIL.	WARGANEGARA NATIONALITY	BILANGAN SIJIL DIKELUARKAN NUMBER OF CERTIFICATES ISSUED
1	BANGLADESH / BANGLADESH	609
2	FILIPINA / PHILLIPINES	15
3	INDIA / INDIA	395
4	INDONESIA / INDONESIA	1,499
5	KEMBOJA / CAMBODIA	22
6	MYANMAR / MYANMAR	1,001
7	NEPAL / NEPAL	2,362
8	PAKISTAN / PAKISTAN	5
9	SRI LANKA / SRI LANKA	6
10	THAILAND / THAILAND	28
11	VIETNAM / VIETNAM	369
	JUMLAH / TOTAL	6,311

Pertandingan Kemahiran

Skills Competition

I. Pertandingan *MySkills* 2009

Pertandingan *MySkills* merupakan salah satu aktiviti tahunan JPK yang bertujuan memastikan tahap kekompetenan tenaga pengajar pusat latihan kemahiran berada di tahap yang ditetapkan. Pertandingan ini merupakan kayu pengukur untuk mengiktiraf dan meningkatkan kekompetenan tenaga pengajar di pusat latihan kemahiran di samping membangunkan tenaga pengajar yang kompetitif setaraf di peringkat antarabangsa (world-class trainer).

Pada tahun 2009, sebanyak **501** permohonan yang telah diterima dan hanya **162** tenaga pengajar telah terpilih untuk ke peringkat akhir Pertandingan *MySkills* setelah melalui proses saringan pra-kelayakan yang dilaksanakan sepanjang Februari – Mac 2009 di sembilan (9) lokasi pertandingan. Peringkat akhir Pertandingan *MySkills* telah diadakan pada 16 – 27 April 2009 di lapan (8) lokasi melibatkan **162** peserta bagi 26 bidang kemahiran yang dipertandingkan. Jadual 15 menunjukkan penyertaan pertandingan mengikut agensi pada tahun 2009.

I. *MySkills* Competition 2009

MySkills Competition is one of the annual activity of the DSD to ensure that the level of competency within the trainers of skills training institutions are at the required level. This competition is a yardstick to recognise and enhance the competency of the trainers in the skills training centres besides developing instructors that are competitive and on par at the international level (world-class trainer).

*In 2009, a total of **501** applications were received and only **162** trainers have been selected for the final stage of Myskills competition after the heat, pre-qualification stages conducted during February – March 2009 in nine (9) locations. The Myskills final competition was held on 16 – 27 April 2009 in eight (8) locations involving a total of **162** participants, 26 different areas of expertise. Table 15 shows the participation of the competitors according to agency in 2009.*



▲ Pertandingan *MySkills* 2009 bagi bidang Joinery
MySkills Competition 2009 for Joinery field

Jadual 15 Penyertaan Mengikut Agensi Pada Tahun 2009

Table 15 Participation in Accordance with Agency in 2009

Bil Bil	Kementerian Ministry	Saringan Heat	Pra-Kelayakan Pre-Qualification	Akhir Final
1.	Kementerian Pertahanan (IJED, PERHEBAT) <i>Ministry of Defence (IJED, PERHEBAT)</i>	5	5	3
2.	Kementerian Pengajian Tinggi (Politeknik, Kolej Komuniti) <i>Ministry of Higher Education (Politeknik, Community College)</i>	81	66	24
3.	Kementerian Sumber Manusia (ILP, ADTEC, JMTI) <i>Ministry of Human Resource (ILP, ADTEC, JMTI)</i>	129	104	49
4.	Kementerian Belia dan Sukan (IKBN, IKTBN) <i>Ministry of Youth & Sports (IKBN, IKTBN)</i>	35	31	14
5.	Kementerian Pembangunan Usahawan dan Koperasi Malaysia (IKM, KKTM, Pusat Giatmara) <i>Ministry of Entrepreneur & Cooperative Development (IKM, KKTM, Pusat Giatmara)</i>	135	91	61
6.	Kementerian Pelajaran Malaysia (Sek. Men. Teknik) <i>Ministry of Education (Technical School)</i>	60	47	10
7.	Swasta & Kerajaan Negeri <i>Private & State Government</i>	56	40	22
8.	Institut Kraf Tangan <i>Hand Craft Institute</i>	–	–	–
	Jumlah Total	501	384	162

II. Pertandingan MySkills-ASEAN 2009

Pertandingan MySkill-ASEAN merupakan satu acara dwi tahunan pertandingan kemahiran yang dianjurkan oleh JPK, KSM untuk tenaga pengajar kemahiran awam dan swasta di peringkat ASEAN. Pertandingan ini merupakan julung kali diadakan dan Malaysia merupakan pelopor kepada pertandingan kemahiran di peringkat ASEAN. Objektif pertandingan ini adalah:

- sebagai platform untuk *Mutual Recognition Agreement (MRA)*;
- untuk mengeratkan hubungan kerjasama antara sepuluh (10) negara ASEAN;
- untuk meningkatkan kekompetenan dan kemahiran tenaga pengajar ke peringkat yang lebih tinggi; dan
- perkongsian kepakaran latihan kemahiran antara negara ASEAN dapat dilaksanakan.

II. MySkills Competition-ASEAN 2009

The MySkill Competition at the ASEAN level is a bi-annual skills event organised by the DSD, KSM to the skills instructors of public and private sectors at the ASEAN level. This competition is being held for the first time and Malaysia was the pioneer to this skills competition at the ASEAN level. The objectives of this competition are:

- as a platform for *Mutual Recognition Agreement (MRA)*;
- to strengthen the cooperation between ten (10) ASEAN states;
- to enhance the competency and the instructors' skills to a higher level; and
- sharing of expertise and skills training among ASEAN countries can be implemented and shared.



Jadual 16 Bidang Kemahiran Pertandingan MySkills-ASEAN 2009

Table 16 Areas of MySkills -ASEAN 2009 Competition

Bil Bil	Negara ASEAN ASEAN Countries	Bidang Kemahiran yang Dipertandingkan Areas Contested			
		Kimpalan Welding	Elektronik Industri Industrial Electronics	Pendawaian Elektrik Electrical Wiring	IT PC/ Rangkaian IT PC/ Networks
1	Combolia / <i>Cambodia</i>	√		√	√
2	Indonesia / <i>Indonesia</i>	√	√	√	√
3	Thailand / <i>Thailand</i>		√	√	√
4	Filipina / <i>Phillipines</i>	√			√
5	Myanmar / <i>Myanmar</i>	√	√	√	
6	Vietnam / <i>Vietnam</i>		√		√
7	Lao PDR / <i>Laos</i>			√	√
8	Malaysia / <i>Malaysia</i>	√	√	√	√

Bagi merealisasikan hasrat ini, lawatan promosi Pertandingan *MySkills-ASEAN* ke **sembilan (9)** buah negara ASEAN telah diadakan. Objektif lawatan ini adalah untuk menerangkan kepada setiap negara mengenai hasrat Malaysia untuk menganjurkan Pertandingan *MySkills-ASEAN* dan kaedah perlaksanaannya.

Pada tahun 2009, sebanyak **empat (4)** bidang kemahiran dipertandingkan iaitu bidang Elektronik Industri, Kimpalan, IT PC/Rangkaian dan Pemasangan Elektrik. Sebanyak **lapan (8)** buah negara telah menyertai pertandingan ini iaitu Cambodia, Indonesia, Laos, Myanmar, Filipina, Thailand, Malaysia dan Vietnam. Jadual 16 menunjukkan Bidang Kemahiran Pertandingan *MySkills-ASEAN* 2009.

III. World Skills Competition (WSC) 2009

Delegasi Malaysia seramai **19 pegawai** yang diketuai oleh Ketua Setiausaha Kementerian Sumber Manusia yang bertindak sebagai *Official Delegates, Technical Delegates, Team Leader, Official Observer dan Observer* di *World Skills Competition (WSC) 2009* telah diadakan pada 30 Ogos hingga 8 September 2009 di Calgary, Canada. Seramai **10 peserta** telah terpilih bagi mewakili negara bagi 9 bidang kemahiran iaitu *Beauty Therapy, Plumbing and Heating, Mechatronics, Wall and Floor Tilling, Electrical Installations, Automobile Technology, Fashion Technology, Bricklaying dan Cabinet Making*. Peserta negara telah meraih anugerah *Diploma of Excellence* bagi bidang *Plumbing dan Beauty Therapy*.

To achieve this mission, the promotional visits regarding *MySkills-ASEAN* competition to **nine (9)** ASEAN states were held. The objectives of this visit is to explain to each country on Malaysia aspirations to host the *MySkills-ASEAN* Competition and the implementation methods.

In the year 2009, a total of **four (4)** areas of expertise namely; *Industrial Electronics, Welding, IT PC/Network and Electrical Installation* were contested. A total of **eight (8)** countries participated in this competition and they are Cambodia, Indonesia, Laos, Myanmar, Phillipines, Thailand, Malaysia and Vietnam. Table 16 shows the skills area that was contested in the *MySkills -ASEAN 2009 Competition*.

III. World Skills Competition (WSC) 2009

The Malaysian Delegate comprising **19 officials** was lead by the Secretary General, Ministry of Human Resources, who acted as *Official Delegates, Technical Delegates, Team Leader, Official Observer and Observer* in *World Skills Competition (WSC) 2009* was held on 30 August to 8 September 2009 in Calgary, Canada. A total of **10 participants** were selected to represent Malaysia for 9 different skills which are *Beauty Therapy, Plumbing and Heating, Mechatronics, Wall and Floor Tilling, Electrical Installations, Automobile Technology, Fashion Technology, Bricklaying and Cabinet Making*. The Malaysian participants have won the Award of *Diploma of Excellence* for *Plumbing and Beauty Therapy*.



▲ Kontinjen Malaysia di World Skills Competention (WSC) 2009 di Calgary, Canada
Malaysian Contingent in World Skills Competition (WSC) 2009 in Calgary, Canada

IV. Seminar Peserta Akhir Pertandingan MySkills 2009

Seminar kepada peserta akhir Pertandingan MySkills 2009 diadakan pada bulan 13 – 15 April 2009 bertempat di Genting View Hotel, Pahang. Seramai **162** peserta terlibat semasa seminar ini. Ianya dianjurkan bertujuan untuk memberi pendedahan mengenai pelaksanaan Pertandingan MySkills peringkat akhir dan memberi motivasi kepada peserta melalui ceramah motivasi yang disampaikan oleh bekas pemenang WSC dan Pakar bidang kimpalan.

V. Mesyuarat Kerja Teknikal MySkills-ASEAN

Mesyuarat Kerja Teknikal MySkills-ASEAN telah diadakan pada 23 - 27 April 2009 bertempat di Hotel Grand Bluewave, Shah Alam yang dihadiri oleh wakil teknikal dari semua negara ASEAN kecuali Singapura. Perkara yang dibincangkan dalam mesyuarat tersebut adalah:

- i. Garis Panduan dan Kaedah pelaksanaan Pertandingan MySkills-ASEAN;
- ii. Bidang kemahiran yang dipertandingkan pada tahun 2010; dan
- iii. Penajaan dalam MySkills-ASEAN.

Mesyuarat juga telah bersetuju bahawa Malaysia akan menganjurkan pertandingan ini sehingga tahun 2014 sahaja. Bermula 2014, Pertandingan MySkills-ASEAN akan ditukar kepada ASEAN Trainer Skills Competition (ATSC) dan akan dianjurkan oleh negara ASEAN secara bergilir bagi setiap dua (2) tahun.

IV. Seminar on the Finalists of MySkills Competition 2009

*The Seminar on the Finalists of MySkills Competition 2009 was held on 13 – 15 April 2009 at the Genting View Hotel, Pahang. A total of **162** participants were involved during this seminar. The aims of this seminar to give exposure to the finalist of the MySkills Competition and to provide motivation to them that was presented by the former winner of WSC and a national expert in welding.*

V. Technical Committee Meeting of MySkills-ASEAN

The Technical Committee Meeting of MySkills-ASEAN was held on 23 - 27 April 2009 at the Grand Bluewave Hotel, Shah Alam which was attended by technical representatives from all ASEAN countries except Singapore. Matters discussed in the meeting were:

- i. Guidelines and Implementation Methods of the MySkills-ASEAN Competition;*
- ii. Fields of Expertise contested in the year 2010; and*
- iii. Sponsorship for MySkills-ASEAN.*

The Meeting also agreed that Malaysia will be organising the competition until the year 2014 only. Effective 2014, the MySkills-ASEAN Competition will be converted to ASEAN Trainer Skills Competition (ATSC) and it will be organised by ASEAN countries in rotation for every two (2) years.



◀ Penyampaian Hadiah oleh Senator Dato' Maznah binti Mazlan kepada pemenang Platinum – Suhaidi bin Mamat (Bidang Pertukangan)
Award Presentation by Senator Dato' Maznah binti Mazlan to the Platinum Winner – (Carpentry Course)

VI. Majlis Anugerah Pertandingan MySkills 2009

Majlis Anugerah Pertandingan MySkills 2009 telah diadakan pada 30 April 2009 bertempat di Sheraton Subang Hotel & Towers, Subang Jaya. Majlis ini telah dirasmikan oleh YB Datuk Dr. S. Subramaniam, Menteri Sumber Manusia. Majlis ini juga turut dihadiri YB Senator Dato' Maznah binti Mazlan, Timbalan Menteri Sumber Manusia. Majlis ini diadakan untuk menyampaikan anugerah kepada pemenang Pertandingan MySkills 2009.

VII. Bengkel Penggubalan Soalan Pertandingan MySkills 2010

Perlaksanaan bengkel penggubalan soalan Pertandingan MySkills 2010 telah diadakan pada 6 hingga 10 Julai 2009 bertempat di Everly Resort, Melaka. Seramai 60 penggubal soalan telah hadir di bengkel tersebut merangkumi 10 bidang kemahiran berikut:

- IT/PC Network Support
- Welding
- Electrical Installation
- Batik
- Mobile Robotic
- Mechatronic
- Industrial Electronic
- Graphic Design
- Automobile Technology
- Web Design

VI. 2009 MySkills Competition Awards Ceremony

The Award Ceremony for 2009 MySkills Competition was held on 30 April 2009 at the Sheraton Subang Hotel & Towers, Subang Jaya. The event was officially launched by YB Datuk Dr. S. Subramaniam, Minister of Human Resources. It was also attended by YB Senator Dato' Maznah binti Mazlan, Deputy Minister of Human Resources. The ceremony was held to present the awards for the winners of the 2009 MySkills Competition.

VI. MySkills 2010 Competition Question Drafting Workshop

MySkills 2010 Competition Question Drafting Workshop was held from 6th to 10th July 2009 located in Everly Resort, Malacca. A total of 60 question drafters attended this workshop that include 10 skills areas as follows:

- IT/PC Network Support
- Welding
- Electrical Installation
- Batik
- Mobile Robotic
- Mechatronic
- Industrial Electronic
- Graphic Design
- Automobile Technology
- Web Design

Pengiktirafan Tenaga Pengajar & Pakar Industri

Instructor and Industry Experts Recognition

I. Direktori Pakar Industri Negara (DPIN)

Bagi memantapkan lagi pelaksanaan Persijilan Kemahiran Malaysia, JPK telah menetapkan bahawa semua personal yang memohon untuk menjadi Personel Persijilan Kemahiran Malaysia (PPKM) perlu berdaftar melalui sistem e-JPK. Sehingga 31 Disember 2009, jumlah keseluruhan kategori jawatan yang telah dilantik sebagai PPKM adalah sebanyak **6337** personel. Jadual 17 menunjukkan data DPIN terkumpul dan statistik lantikan DPIN 2009.

I. National Industrial Experts Directory (NIEP)

To further smoothen the Malaysia Skills Certification, DSD has prescribed that all personal applying to become Malaysia Skills Certification Personnel (MSCP) need to register through e-JPK system. Until 31 December 2009, the total number of positions that has been designated as MSCP is **6337** personnel. Table 17 show the accumulated NIEP data and 2009 statistics on appointed NIEP.

Jadual 17 Statistik DPIN terkumpul dan lantikan 2009

Chart 17 DPIN Appointment Data until Year 2009

No. No.	Jenis Lantikan Type of Appointment	Lantikan 2009 2009 Appointment	Jumlah Lantikan Sehingga 2009 Total of Appointment until 2009
1	PPL / <i>PPL</i>	128	1047
2	PPL-SLDN / <i>PPL-SLDN</i>	220	220
3	PPL-PPT / <i>PPL-PPT</i>	12	55
4	PPL (I-031-3) / <i>PPL (I-031-3)</i>	2	61
5	PP-PPA / <i>PP-PPA</i>	15	97
6	PP-PPT / <i>PP-PPT</i>	944	1655
7	DSE / <i>DSE</i>	9	368
8	JPPK / <i>JPPK</i>	91	415
9	Panel NOSS / <i>NOSS Panels</i>	65	103
10	Coach / <i>Coach</i>	282	295
11	Hakim / <i>Judge</i>	130	168
12	KK / <i>KK</i>	2	21
13	Pakar Industri / <i>Industrial Expert</i>	461	886
14	Pakar Pengajar / <i>Expert Trainer</i>	257	887
15	Pemeriksa NDT / <i>NDT Examiner</i>	10	30
16	Pengawas NDT / <i>NDT Superintendent</i>	10	29
	Jumlah / Total	2638	6337

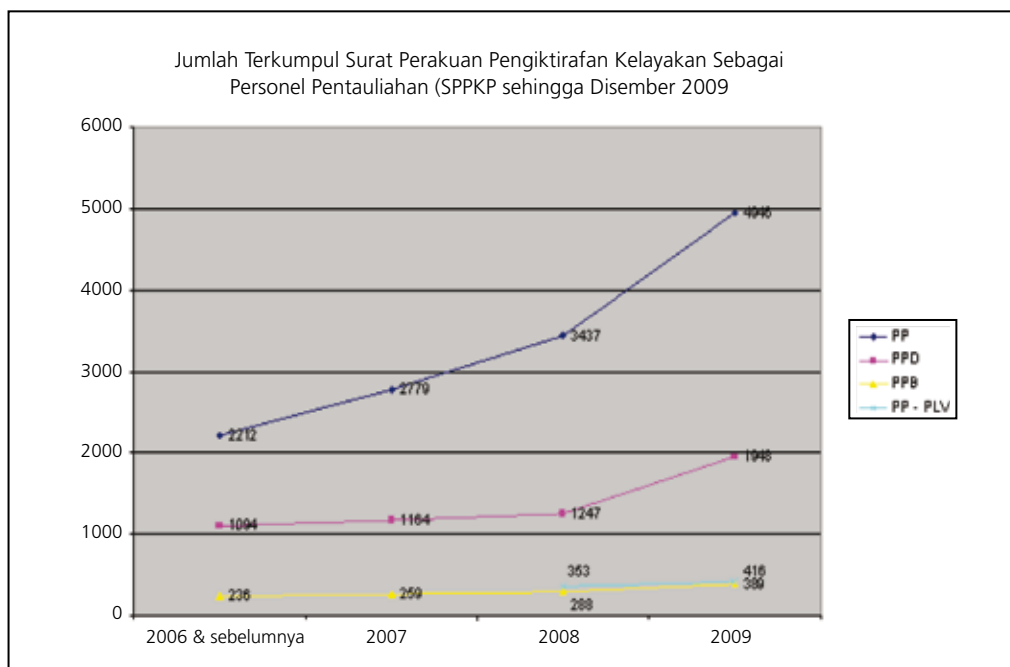


II. Perakuan Kelayakan Mengajar

Bagi memantapkan Sistem Jaminan Mutu Persijilan Kemahiran Malaysia, JPK telah menetapkan bahawa semua Personel Pusat Bertauliah hendaklah membuat permohonan Persijilan Kemahiran Malaysia melalui sistem eJPK bagi mendapatkan Surat Perakuan Pengiktirafan Kelayakan Sebagai Personel Pentauliahan (SPPKP). Sepanjang tahun 2009, sebanyak **2374** SPPKP telah dikeluarkan menjadikan jumlah keseluruhan adalah sebanyak **7699** SPPKP telah dikeluarkan kepada personel pentauliahan yang berkelayakan. Carta 8 menunjukkan jumlah terkumpul Sijil Perakuan Kelayakan Mengajar (SPKM) yang diberikan kepada personel pentauliahan yang layak.

II. Instructor Qualification Certification

To stabilize Malaysia Skills Certification Quality Assurance System, DSD has prescribed that all personnel Accredited Centres should submit their Malaysia Skills Certification application through eJPK system to obtain the Letter of Qualification Recognition As Accreditation Personnel (LQRAP). During 2009, a total of **2374** LQRAP were issued making the overall total of **7699** LQRAP issue to qualified accreditation personnel. Chart 8 shows the accumulated number of Instructor Qualification Certificate given to the eligible accreditation personnel.



Carta 8 Bilangan SPPKP Sehingga 31 Disember 2009
Chart 8 Number of SPPKP Until 31 December 2009

III. Pentauliahhan Pengajar

Bagi memastikan tenaga pengajar latihan kemahiran adalah personel yang kompeten dalam bidang masing-masing, JPK telah memperkenalkan Sistem Pelesenan Kelayakan Kekompetenan Tenaga Pengajar di bawah seliaan CIAST. Keputusan pelaksanaan ini adalah berdasarkan persetujuan Mesyuarat Majlis Penasihat Kebangsaan mengenai Pendidikan dan Latihan Bilangan 1/2008 dan kelulusan Kementerian Sumber Manusia (KSM) pada 16 April 2008.

Sehingga Disember 2009, sebanyak **910** permohonan telah diterima daripada tenaga pengajar kemahiran di Pusat Bertauliah JPK. Daripada jumlah tersebut, **429** permohonan layak dikeluarkan lesen tenaga pengajar kemahiran dalam pelbagai bidang seperti di dalam Jadual 18 manakala Jadual 19 pula menunjukkan statistik pengeluaran lesen mengikut gred dan sektor.

III. Instructor Accreditation

To ensure training skills instructors are competent in their respective field, DSD had introduced the Instructor Competency Qualification Licensing System under CIAST supervision. This implementation decision is based on the consent by the National Advisor Council Meeting on Education and Training No. 1/2008 and the approval Human Resources Ministry (HRM) on 16 April 2008.

*As at December 2009, a total of **910** applications were received from the skills instructors in DSD Accredited Centres. From that total, **429** applications were qualified for the skills instructor license in various fields as in Table 18 while Table 19 on the other hand shows the licence issuance statistics according to grade and sector.*

Jadual 18 Jumlah Permohonan dan Pengeluaran Lesen Tenaga Pengajar
Table 18 Total Number of Applications and Instructor License Issuance

Permohonan Diterima <i>Application Received</i>	Pengeluaran Lesen <i>License Issuance</i>		Jumlah <i>Total</i>
	Awam <i>Public</i>	Swasta <i>Private</i>	
910	312	117	429

Jadual 19 Statistik Pengeluaran Lesen Mengikut Sektor
Table 19 License Issuance Statistics According to Sector

Bil. No.	Sektor Sector	KK 1 KK 1	KK 2 KK 2	KK 3 KK 3	KK 4 KK 4	Jumlah Total
1	Electrical & Electronic / <i>Electrical & Electronic</i>	35	45	13	0	87
2	Information Technology / <i>Information Technology</i>	14	22	8	0	37
3	Machinery & Equipment / <i>Machinery & Equipment</i>	36	41	34	1	91
4	Mechanical & Electrical / <i>Mechanical & Electrical</i>	4	4	5	1	14
5	Transportation / <i>Transportation</i>	25	35	22	0	47
6	Packaging / <i>Packaging</i>	0	0	2	0	0
7	Medical & Pharmaceutical / <i>Medical & Pharmaceutical</i>	1	5	3	3	12
8	Hospitality & Tourism / <i>Hospitality & Tourism</i>	2	20	0	0	20
9	Building & Construction / <i>Building & Construction</i>	7	13	0	0	6
10	Textile & Apparel / <i>Textile & Apparel</i>	5	10	1	0	16
11	Agriculture & Agrobased / <i>Agriculture & Agro based</i>	0	1	0	1	2
12	Resource Based / <i>Resource Based</i>	1	9	0	0	10
	Jumlah / Total	130	205	88	6	429



Program Pembangunan Kemahiran (PPK)

Skills Development Program (SDP)

Selain menyelaras program pembangunan kemahiran tenaga pengajar melalui Jawatankuasa Penyelarasan PPK, JPK turut melaksanakan program latihan bagi peningkatan kemahiran tenaga pengajar kemahiran awam dan swasta. Sepanjang 2009, JPK telah melaksanakan sebanyak **210** program di dalam dan luar negara melibatkan **6257** tenaga pengajar kemahiran di seluruh negara. Jadual 20 menunjukkan statistik jenis program serta bilangan tenaga pengajar yang terlibat.

*Apart from coordinating skills development programme for instructor through SID Coordination Committee, DSD also implement training programmes to enhance skills of public and private skills instructors. During 2009, DSD has implemented a total of **210** programmes within the country and abroad involving **6257** skills instructors nationwide. Table 20 shows the statistics on the types of programme and the number of instructors involved in these programmes.*

Jadual 20 Statistik Jenis Program Serta Bilangan Tenaga Pengajar yang Terlibat dalam PPK

Table 20 Types of Program and Number of Instructors involved in SID

Kategori Category	Jenis Program Types of Programme	Bil. Program No. of Programmes	Bil. Peserta No. of Participant
Soft Skill <i>Soft Skill</i>	Fasilitator CoS/LG/DACUM, TMD & VTO <i>Facilitator CoS/LG/DACUM, TMD & VTO</i>	28	338
Kemahiran & Teknikal <i>Skills & Technical</i>	Train of Trainer dalam pelbagai bidang <i>Train of Trainer in various field</i>	34	597
Program SLDN <i>NDTS Programme</i>	Tenaga Pengajar & Coach SLDN, Master Trainer, Fasilitator Kursikulum SLDN dan Kursus Kemahiran Sosial dan Nilai Sosial <i>NDTS Instructor & Coach, Master Trainer, NDTS Curriculum Facilitator and Social Skill and Social Value Course</i>	42	1592
Kursus Induksi <i>Induction Course</i>	Kursus Induksi Pentauliahan, PPL, PP/PPL-PPT, DSE dan lain-lain <i>Induction Accreditation Course, PPL, PP/PPL-PPT, DSE and others</i>	106	3730
Jumlah / Total		210	6257

Penguatkuasaan Akta Pembangunan Kemahiran Kebangsaan 2006 (Akta 652)

Enforcement of National Skills Development ACT 2006 (Act 652)

Akta 652 diwujudkan secara amnya untuk mengukuhkan pelaksanaan sistem persijilan kemahiran dan seterusnya menggalakkan melalui latihan kemahiran, pembangunan dan perbaikan keupayaan seseorang yang diperlukan untuk kerjaya.

Bagi tujuan penguatkuasaan Akta 652, seramai **30** pegawai penguatkuasa telah dilantik di kalangan pegawai JPK dan juga pejabat wilayah. Beberapa siri kursus dan bengkel berkenaan penguatkuasaan juga telah turut diadakan.

Generally Act 652 is created to strengthen the implementation of skills certification system and further promote through skills training, development and person capacity improvement that needed for career.

*For the purpose of enforcement of Act 652, a total of **30** enforcement officers have been appointed among DSD officer and also federal offices. A series of courses and workshops on enforcement has also been organized.*



Majlis Konvokesyen

Convocation Ceremony

I. Majlis Konvokesyen CIAST

Majlis Konvokesyen CIAST 2009 telah diadakan pada 22 November 2009 di Auditorium Parcel E, Putrajaya yang dirasmikan oleh Y. Bhg. Dato' R. Segarajah, Ketua Setiausaha Kementerian Sumber Manusia. Seramai **333** graduan yang telah menamatkan pengajian dalam pelbagai bidang dengan jayanya. Jadual 21 menunjukkan statistik bilangan graduan mengikut jenis anugerah.

Di majlis ini juga, Anugerah Khas telah diberikan kepada Lim Kok Hong dan juga Mohd Ikrawmy bin Omar graduan Diploma Lanjutan Pengajar Vokasional (DLPV) bidang Teknologi Mekatronik atas sumbangan mereka yang telah menyertai pertandingan kemahiran sehingga ke peringkat antarabangsa dalam bidang Mekatronik di *40th World Skills Competition 2009* di Calgary, Canada yang seterusnya mengharumkan nama institut, jabatan, kementerian dan negara

II. Majlis Konvokesyen SLDN

Sempena Majlis Perasmian Sistem Latihan Dual Nasional dan Karnival Latihan Kemahiran Negeri Kedah Darul Aman, Majlis Konvokesyen SLDN telah diadakan pada 16 Mei 2009 bertempat di Villa Mall, Sungai Petani. Majlis ini diadakan untuk menganugerahkan SKM Tahap 3 kepada **13** graduan SLDN yang telah menjalankan latihan di NAZA-KIA Academy dalam bidang Teknologi Automotif.

I. CIAST Convocation Ceremony

*CIAST Convocation Ceremony 2009 was held on 22 November 2009 at Parcel E Auditorium, Putrajaya and officiated by Y Bhg. Dato' R. Segarajah, Human Resources Ministry Secretary General. A total of **333** graduates had successfully completed their studies in various fields. Table 21 shows the statistics on the number of graduates according to types of awards.*

In this ceremony also, Special Awards were given to Lim Kok Hong and Mohd Ikrawmy bin Omar, graduates of the Advanced Diploma of Vocational Trainers (ADVT) in the field of Mechatronic Technology, on their contribution for participating in skills competition at the international level in the Mechatronic field at the 40th World Skills Competition 2009 in Calgary, Canada that further enhanced the good name of the institute, department, ministry and nation.

II. NDTs Convocation Ceremony

*In conjunction with the National Dual Training System Opening Ceremony and Kedah Darul Aman Training Skills Carnival, NDTs Convocation Ceremony was held on 16 May 2009 located in Villa Mall, Sungai Petani. This ceremony was held to award MSC Level 3 to **13** of NDTs graduates that have underwent training in NAZA-KIA Academy in Automotive Technology.*

Jadual 21 Statistik Bilangan Graduan Mengikut Jenis Anugerah
Table 21 Number of Graduates According to Types of Award

Jenis Anugerah Types of Award	Bilangan Graduan Number of Graduates
Diploma Lanjutan Pengajar Vokasional (DLPV), Teknologi Automotif, Mekatronik, Kimpalan, Pengeluaran & Jaminan Mutu <i>Advanced Diploma of Vocational Instructor (ADVI), Automotive Technology, Mechatronic, Welding, Production and Quality Assurance</i>	19
Diploma Pengajar Vokasional (DPV) / <i>Diploma of Vocational Instructor (DVI)</i>	91
Sijil Pengajar Vokasional (VTO) / <i>Certificate of Vocational Instructor (CVI)</i>	223



Sebahagian daripada Graduan dan Juga Ibu Bapa yang Hadir di Auditorium Parcel E, Putrajaya
Some of the Graduate's Parents that were Present in Parcel E Auditorium, Putrajaya



Y. Bhg. Dato' R. Segarajah Menyampaikan Diploma dan Sijil kepada Pelajar DLPV, DPV & VTO
The Honourable Dato' R. Segarajah Presenting Diploma and Certificate to the Students of ADVT, DVT & CVT



Yang Berusaha Pengarah CIAS Menyampaikan Sijil Kepada Pelajar-pelajar VTO
Director of CIAS Presenting Certificates to the Students of CVI



Majlis Perasmian Sistem Latihan Dual Nasional dan Karnival Latihan Kemahiran Negeri Kedah Darul Aman
National Dual Training System Opening Ceremony and Kedah Darul Aman Training Skills Carnival



Program Pakej Rangsangan Ekonomi 2009

Economic Stimulation Package Program 2009

I. Program Train & Place

Bagi memberi peluang kepada graduan menganggur dan pekerja yang diberhentikan menyertai latihan dalam pelbagai bidang kemahiran, Kerajaan melalui Jawatankuasa Kebangsaan Pemantauan Pemberhentian Pekerja telah mewujudkan program 'Train and Place'. Dengan program ini, graduan menganggur dan pekerja yang diberhentikan akan dilatih dan dibantu untuk mendapat pekerjaan setelah tamat latihan di institut/pusat latihan yang dilantik oleh Kerajaan. Bagi merealisasikan hasrat tersebut, Jabatan Pembangunan Kemahiran (JPK) telah dilantik sebagai Pengerusi Panel Penilaian dan Pemilihan Pusat Bertauliah.

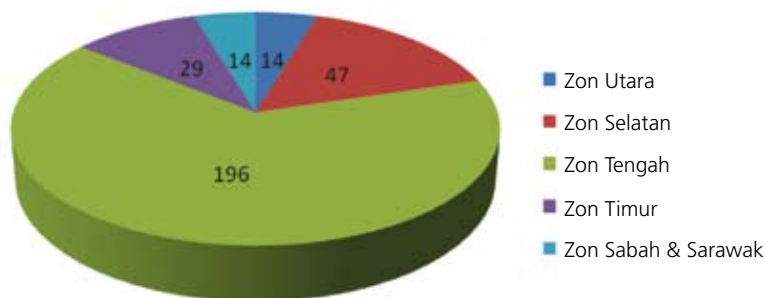
Sepanjang 2009, Jawatankuasa telah memperakukan **453** Penyedia Latihan daripada **566** syarikat yang telah mengemukakan permohonan. Setelah melalui proses di Jawatankuasa Teknikal di peringkat kementerian, sebanyak **291** penyedia latihan telah pun diluluskan untuk menjalankan program. Carta 9 menunjukkan pecahan penyedia latihan

I. Train & Place Program

To provide opportunity to unemployed graduates and employees who were laid off to join training in various fields of skills, the government through the National Committee on Monitoring of Retrenched Workers had created 'Train and Place' programme. With this programme, unemployed graduates and employees who were laid off would be trained and assisted to secure jobs after the completion of their training in institutes/training centres appointed by the government. To fulfill the needs, the Department of Skills Development (DSD) has been appointed as the Chairman of the Examination Panel and Accredited Centre Selection.

During 2009, the Committee has recommended **453** Training Providers from **566** companies that had submitted their applications. After going through the Technical Committee process at the ministry level, a total of **291** training providers have been approved to conduct programmes. Chart 9 shows distribution of training provider by zones. During the period, a total

Bilangan Syarikat Train & Place Mengikut Zon
Number of Train & Place Training Provider by Zones



Carta 9 Pecahan Penyedia Latihan Program Train & Place
Chart 9 Distribution of Train & Place Training Provider by Zones

mengikut zon. Sepanjang tempoh tersebut, sebanyak **52** siri lawatan pemantauan terhadap penyedia latihan juga turut diadakan bagi memastikan pelaksanaan program memenuhi spesifikasi dan peraturan yang ditetapkan.

II. Program Mengiktiraf Kemahiran Pekerja Industri & Pengajar

Pada tahun 2009, JPK telah menjalankan Program Mengiktiraf Pekerja Industri dan Pengajar ataupun dikenali sebagai Pengiktirafan Pencapaian Terdahulu (PPT) Khas di bawah Pakej Rangsangan Ekonomi 2009. Dua (2) objektif utama pelaksanaan program PPT Khas ini ialah:

- Pengiktirafan terhadap kekompetenan tenaga kerja mahir di industri ke arah peningkatan diri dan kerjaya; dan
- Pengiktirafan terhadap kekompetenan tenaga pengajar di Institusi Latihan Kemahiran Awam (ILKA) dan Institusi Latihan Kemahiran Swasta (ILKS) yang menjadi pemangkin kepada pembangunan latihan kemahiran kebangsaan.

Seramai **9,434** orang yang terdiri daripada **7,034** pekerja industri dan **2,400** pengajar telah mendapat pengiktirafan terhadap kemahiran yang dimiliki melalui program ini. Mereka akan memperolehi Sijil Kemahiran Malaysia (SKM) pada tahap tertinggi berdasarkan kepada kelayakan dan pengalaman yang dimiliki. Jadual 22 menunjukkan jumlah permohonan di kalangan pekerja industri mengikut bidang kemahiran. Manakala Jadual 23 menunjukkan jumlah permohonan di kalangan pengajar mengikut agensi.

III. Program Latihan Tenaga Pengajar (TOT) Sistem Latihan Dual Nasional (SLDN) Khas.

Program yang dilaksanakan adalah merangkumi Latihan Tenaga Pengajar SLDN dan Latihan Peningkatan Kemahiran. Secara keseluruhan, sebanyak **50** buah syarikat dan penyedia latihan telah terpilih untuk melaksanakan program tersebut bermula 1 Oktober 2009 dan tamat pada 31 Disember 2009. Jadual 24 menunjukkan bilangan program/peserta yang terlibat dalam program ini.

*of **52** series of monitoring visits on training providers were carried out to make sure that the programme implementation fulfills the specified rules and specification.*

II. Recognition Programme For Skilled Industrial Workers & Instructors

In 2009, DSD have conducted the Recognition Programme for Skilled Industrial Workers and Instructors or also known as Special Prior Achievement Accreditation (PAA) under the Economic Stimulation Package 2009. Two (2) main objectives of implementing this special PAA are :

- Recognition on skilled manpower competence in industry towards self and career improvement; and*
- Recognition on competence of instructors at Public Skills Training Institute (ILKA) and Private Skills Training Institute (ILKS) which are catalyst to national skills training development.*

*A total of **9,434** people which comprises of **7,034** industrial workers and **2,400** instructors have gain recognition on their skills through this programme. They will receive the Malaysia Skills Certificate (MSC) at the highest level based on their qualification and experience. Table 22 shows the total number of applications among industrial workers according to skills areas. While Table 23 shows the total number of applications among instructors by agencies.*

III. Special National Dual Training System (NDTS) Training of Trainers Programme (TOT)

The implemented programme include NDTS Training of Trainers and Skills Development Training. Overall, a total of 50 companies and training providers were selected to carry out the programmes effective 1st October 2009 until 31st December 2009. Table 25 shows the number of programmes/participants involved in this programme.



Jadual 22 Jumlah Permohonan PPT Khas di Kalangan Pekerja Industri Mengikut Bidang Kemahiran
Table 22 Total Number of Special PAA Applications Among Industrial Workers According to Skills Area

Nama Kemahiran / Sektor <i>Skills Name/Sector</i>	Bil. Calon <i>No. of Candidates</i>
Electrical & Electronic, Telecommunication Broadcasting <i>Electrical & Electronic, Telecommunication Broadcasting</i>	500
Medical & Pharmaceuticals / <i>Medical & Pharmaceuticals</i>	500
ICT / <i>ICT</i>	500
Textile & Apparel / <i>Textile & Apparel</i>	500
Machinery & Equipment / <i>Machinery & Equipment</i>	500
Mechanical & Electrical Service and Maintenance / <i>Mechanical & Electrical Service and Maintenance</i>	500
Agriculture & Agrobased / <i>Agriculture & Agrobased</i>	200
Resource Based / <i>Resource Based</i>	500
Defence & Security / <i>Defence & Security</i>	500
Masakan / Bakery / Pastry / <i>Cooking / Bakery / Pastry</i>	480
Mekanik Kenderaan Motor / Juruteknik Motosikal / <i>Motor Vehicle Mechanic / Motorcycle Technician</i>	320
Penyembur Cat Automotif / Pengetuk Panel Kenderaan / <i>Automotive Paint Spray / Vehicle Panel Knocking</i>	320
Jurubina Bangunan / Jurukerja Paip / <i>Building Architect / Pipe Technician</i>	320
Juruteknik Automotif Servis Tayar / <i>Automotive Tyre Service Technician</i>	160
Pemasang Sistem Gas Asli Kenderaan / <i>Vehicle Natural Gas System Assembler</i>	160
Commercial Vehicle Driver / <i>Commercial Vehicle Driver</i>	160
Pentadbir Elektronik / <i>Electronic Administrator</i>	160
Sekretari / <i>Secretary</i>	160
Pramusaji / <i>Waiter</i>	160
Rekaan Rambut / <i>Hair Styler</i>	160
Kaunter Hadapan / <i>Front Counter</i>	160
Vocational Training Officer / <i>Vocational Training Officer</i>	160
Penyelia Keselamatan dan Kesihatan Tapak Binaan / <i>Construction Site Security and Health Supervisor</i>	53
Jumlah / Total	7,034

Jadual 23 Jumlah Permohonan PPT Khas di Kalangan Pengajar Mengikut Agensi
Table 23 Total Number of Special PAA Applications Among Instructor by Agencies

Agensi / Jabatan <i>Agency / Department</i>	Bil. Calon <i>No. of Candidates</i>
Jabatan Tenaga Manusia, KSM / <i>Manpower Department, MOHR</i>	1,055
Bahagian Pendidikan Teknik & Vokasional, KPM / <i>Technical & Vocational Education Division, MOE</i>	690
Bahagian Vokasional & Industri, Jabatan Penjara Malaysia / <i>Vocational & Industry Division, Department of Prison Malaysia</i>	34
Majlis Latihan Pertanian Kebangsaan (NATC) / <i>National Agriculture Training Council (NATC)</i>	56
Bahagian Latihan & Kemajuan Kerjaya, KEMAS / <i>Training and Career Development Division, KEMAS</i>	322
Bahagian Pembangunan Kemahiran, KBS / <i>Skills Development Division, MOYS</i>	176
Jumlah / Total	2,400

Jadual 24 Bilangan Program dan Peserta Bagi Latihan TOT
Table 24 Number of Programmes and Participants for TOT Programme

Jenis Program <i>Types of Programme</i>	Bilangan Program <i>No. of Programmes</i>	Bilangan Peserta <i>No. of Participants</i>
Latihan Tenaga Pengajar SLDN <i>NDTS Training of Trainer</i>	39 siri <i>39 series</i>	915
Peningkatan Kemahiran Tenaga Pengajar <i>Instructor Skills Development</i>	38 siri <i>38 series</i>	1075
Jumlah / Total	77	1990



▲ Pelaksanaan Salah Satu Program Latihan Tenaga Pengajar SLDN
NDTS Training of Trainers Programme

IV. Program Latihan Teknik Mengajar (VTO I-031-3) Bagi Tenaga Pengajar Institut Latihan Kemahiran Awam

Bagi memantap dan meningkatkan teknik pengajaran tenaga pengajar kemahiran, Program VTO (I-031-3) telah dilaksanakan di bawah Pakej Rangsangan Ekonomi. Seramai **160** tenaga pengajar kemahiran awam telah terlibat di dalam program ini dan penilaian dan penganugerahan Sijil VTO adalah berdasarkan portfolio yang dibangunkan dengan menggunakan kaedah Pentauliahan Pencapaian Terdahulu (PPT). Daripada penilaian tersebut **140** (87.5%) tenaga pengajar adalah terampil manakala **20** (1.5%) tidak terampil.

IV. Teaching Technique Training Programme (VTO I-031-3) for Public Skills Training Institute Instructors

To enhance and improve skills instructors' teaching techniques, VTO (I-031-3) Programme was implemented under the Economic Stimulation Package. A total of **160** public skills instructor were involved in this programme. Assessment and VTO Certificate were awarded according to the portfolio that was developed by using the Prior Achievement Accreditation method (PAA). Of that assessment, **140** (87.5%) instructors were outstanding while the other **20** (1.5%) instructors were not.

Penerbitan Jabatan

Department Publications

Sepanjang 2009, Jabatan telah menerbitkan buku, garis panduan dan direktori seperti berikut:

During 2009, the Department had published books, guidelines and directory as follows:



▲ Antara Penerbitan Jabatan Sepanjang Tahun 2009
Some of the Department's Publication in 2009

i. Occupational Description for 8 Sectors

- a. *Occupational Structures Intergrated Logistic Services Industry;*
- b. *Occupational Structures Machinery & Equipment Industry;*
- c. *Occupational Structures Transport Equipment Industry;*
- d. *Occupational Structures Wood Based Industry;*
- e. *Occupational Structures Health Services;*
- f. *Occupational Structures Metal Based Industry;*
- g. *Occupational Structures Rubber Based Industry; dan*
- h. *Occupational Structures Biotechnology – Healthcare & Industrial.*

ii. Laporan Pertandingan MySkills 2009

i. Occupational Description for 8 Sectors

- a. *Occupational Structures Intergrated Logistic Services Industry;*
- b. *Occupational Structures Machinery & Equipment Industry;*
- c. *Occupational Structures Transport Equipment Industry;*
- d. *Occupational Structures Wood Based Industry;*
- e. *Occupational Structures Health Services;*
- f. *Occupational Structures Metal Based Industry;*
- g. *Occupational Structures Rubber Based Industry; dan*
- h. *Occupational Structures Biotechnology – Healthcare & Industrial.*

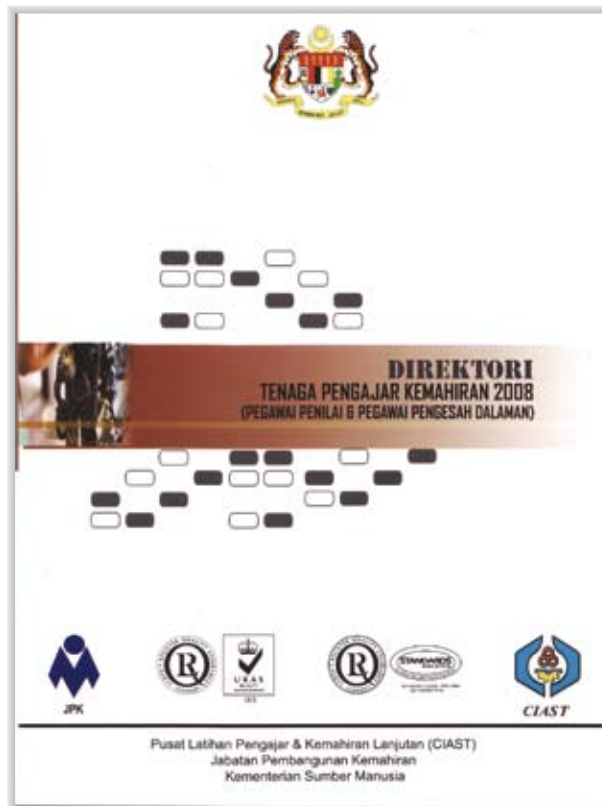
ii. MySkills 2009 Competition Report

iii. Panduan Pelaksanaan Pertandingan *MySkills* (Pindaan 3)

iv. Direktori Bagi Pegawai Penilai (PP) & Pegawai Pengesah Dalam (PPD) Pusat Bertauliah JPK Sehingga 2008

iii. *MySkills Competition Implementation Guide (Amendment 3)*

iv. *Directory for Assessor Officer (PP) & DSD Accredited Centre Internal Verifier Officer (PPD) 2008*



v. Garis Panduan yang dibangunkan sepanjang 2009

- Garis Panduan *free entry free exit*;
- Garis Panduan Sistem *Star Rating* Pusat Bertauliah JPK;
- Garis Panduan Pembangunan Analisa Pekerjaan;
- Terma Rujukan Hakim Pertandingan *MySkills*; dan
- Terma Rujukan Penggubal Soalan Pertandingan *MySkills*.

v. *Guidelines developed throughout 2009:*

- Guideline for Free Entry Free Exit;*
- Guideline for JPK Accredited Centre Star Rating System;*
- Guideline for Occupational Analysis Development*
- Terms of Reference for MySkills Competition's Judge; and*
- Terms of Reference for MySkills Competition's Question Maker.*



Pengurusan Sumber Manusia & Kewangan

Human Resource Management & Finance

I. Pengurusan Sumber Manusia

Bagi menjayakan visi dan misi JPK sebagai peneraju dalam membangunkan tenaga kerja mahir negara, JPK telah diperuntukkan sebanyak **699** perjawatan termasuklah Ibu Pejabat JPK (Putrajaya & Cyberjaya), CIAST, Shah Alam dan 6 Pejabat Wilayah. Sehingga 31 Disember 2009, sebanyak **581** (83.1%) jawatan dari pelbagai kategori telah diisi. Jadual 25 menunjukkan pengisian jawatan mengikut lokasi.

I. Human Resource Management

*To achieve DSD's vision and mission as a leader in developing nation skilled manpower, DSD has been allocated a total of **699** positions, among them at DSD Headquarters (Putrajaya & Cyberjaya), CIAST, Shah Alam and 6 Federal Offices. Until 31st December 2009, a total of **581** (83.1%) posts from various categories were filled. Table 25 shows job filling by location.*

Jadual 25 Pengisian Jawatan Mengikut Lokasi
Table 25 Job Filling by Location

Lokasi & Kategori Jawatan <i>Location & Post Category</i>	Pengurusan & Profesional <i>Management & Professional</i>			Sokongan <i>Support</i>		
	Perjawatan <i>Position</i>	Pengisian <i>Filled</i>	Kekosongan <i>Vacancy</i>	Perjawatan <i>Position</i>	Pengisian <i>Filled</i>	Kekosongan <i>Vacancy</i>
JPK (Putrajaya & Cyberjaya) <i>DSD (Putrajaya & Cyberjaya)</i>	171	122	49	143	139	4
CIAST, Shah Alam <i>CIAST, Shah Alam</i>	154	113	41	140	125	15
Pejabat Wilayah <i>Federal Office</i>	36	28	8	55	54	1
JUMLAH / TOTAL	361	263	98	338	318	20

Pelaksanaan Sistem Saraan Malaysia (SSB) mulai 1 November 2002 yang berteraskan kompetensi dan pembelajaran berterusan adalah bertujuan untuk menggalakkan pembangunan diri, penguasaan pengetahuan, kemahiran, kreativiti dan inovasi. Seajar dengan itu Dasar Latihan Sumber Manusia Sektor Awam telah menetapkan iaitu setiap anggota perkhidmatan awam perlu melengkapkan diri / dilengkapi dengan sikap (attitude), kemahiran (skill) dan pengetahuan (knowledge) yang bersesuaian, melalui program pembangunan sumber manusia yang terancang. Selaras dengan keperluan tersebut, JPK telah berusaha merancang dan telah pun berjaya menghantar pegawai dan kakitangan menghadiri kursus, sesi percambahan ilmu, wacana minda dan

The Malaysian Remuneration System (MRS) that was implemented from 1st November 2002 which is based on competency and continuous learning is aimed to encourage self development, knowledge mastery, skill, creativity and innovation. In line with that, the Public Sector Human Resource Training Policy has prescribed that each government servants must equip themselves / be equipped with suitable attitude, skill and knowledge, through organised human resource development programmes. In line with that need, DSD has tried to plan and had successfully send officers and staffs to attend courses, knowledge development session, intellectual discourse and other sessions of knowledge and training to achieve the Government's objectives and policies. Table 26

Jadual 26 Statistik Pegawai Mengikuti Latihan

Table 26 Statistics of Officers Attended Training

Bil No.	Gred / Kumpulan Grade / Group	Bilangan Pegawai Number of Officers	Bilangan Pegawai yang Hadir > 7 Hari Setahun Number of Officers Attended > 7 Days Per Year	Bilangan Pegawai yang Hadir < 7 Hari Setahun Number of Officers Attended < 7 Days Per Year	Bilangan Pegawai yang Tidak Berkursus Number of Officers that Did Not Attend Courses
1	JUSA <i>JUSA</i>	3	1	1	1
2	Pengurusan & Professional <i>Management & Professional</i>	200	123	58	19
3	Sokongan 1 <i>Support 1</i>	169	95	34	40
4	Sokongan 2 <i>Support 2</i>	170	54	95	21
	JUMLAH / TOTAL	542	273	188	81

lain-lain sesi ilmu dan latihan bagi mencapai matlamat dan dasar Kerajaan. Jadual 26 menunjukkan statistik pegawai di Jabatan yang telah mengikuti latihan dan sesi ilmu yang diadakan oleh Jabatan, Kementerian dan juga agensi luar.

shows the statistics of officers in the Department that had attended the training and knowledge sessions which were conducted by the Department, Ministry and also external agencies.

II. Pengurusan Kewangan

Pada 2009, Jabatan telah menerima peruntukan sejumlah **RM79,305,309.00** bagi belanja mengurus yang terdiri daripada Peruntukan Dasar Sedia Ada, Dasar Baru, Peruntukan One-Off (30000) dan Peruntukan One-Off (40000). Sepanjang tempoh tersebut, sebanyak **82.04%** peruntukan telah dibelanjakan bagi semua aktiviti mengurus latihan dan pembangunan kemahiran. Melalui Rancangan Malaysia ke Sembilan (RMke9), Jabatan telah membelanjakan sebanyak **90.82% (RM47,547,823.64)** bagi melaksanakan aktiviti pembangunan latihan kemahiran termasuklah projek naiktaraf CIAST.

Selain peruntukan belanja mengurus dan pembangunan, jabatan juga turut menerima peruntukan di bawah hadiah latihan daripada Jabatan Perkhidmatan Awam (JPA) sebanyak **RM 8,400,000.00** (B07 bagi tujuan pelaksanaan Program Pembangunan Kemahiran (PPK) tenaga pengajar institut latihan

II. Finance Management

*In 2009, the Department has received an allocation of **RM79,305,309.00** for operational costs which comprises of Allocation for Existing Policies, New Policies, One-Off Allocation (30000) and One-Off Allocation (40000). During that period, a total of **82.04%** of the allocation was spent for training and skills development activities. Through the Ninth Malaysian Plan (NMP 9), the Department had spent a total of **90.82% (RM47, 547,823.64)** to implement skills training development activities including upgrading CIAST.*

*Apart from the allocation for operational and development costs, the Department also received allocation under the training scholarship of Public Service Department (PSD) amounting to **RM8,400,000.00** (B07 is for implementing Skills Development Programme (SDP) for Public Skills Training Institute instructor, coordinated by SDP*



kemahiran awam yang diselaraskan melalui Jawatankuasa Penyelaras PPK. Bagi tujuan tersebut sebanyak **92.80%** peruntukan telah dibelanjakan.

Bagi merangsang pertumbuhan ekonomi negara, Jabatan telah menerima sejumlah **RM70.3 juta** bagi memberi latihan kepada pekerja yang diberhentikan kerja, memberi latihan kepada pekerja industri yang menerima kesan akibat kemelesetan ekonomi negara dan graduan menganggur dan mengiktiraf kemahiran yang dimiliki oleh pekerja melalui Pentauliahian Pencapaian Terdahulu (PPT). Jadual 27 menunjukkan prestasi Belanja Mengurus (B46) & Pembangunan (P46) Jabatan bagi tahun 2009.

*Coordinator Committee. For that purpose, a total of **92.80%** of the allocation was spent.*

*To stimulate the country's economic growth, the Department had received a sum of **RM70.3 million** to provide training to the retrenched workers, provide training to the industrial workers that are affected due to economic recession and unemployed graduates and recognise employee skills gained through the Prior Achievement Accreditation (PAA). Table 27 shows the department's performance on managing Development (P46) and Operational Costs (B46) for the year 2009.*

Jadual 27 Menunjukkan Prestasi Belanja Mengurus, Pembangunan & Pakej Ransangan Ekonomi (PRE) Jabatan
Table 27 Department Performance on Managing Operational and Development Costs and Economy Stimulation Package (PRE)

Jenis Peruntukan <i>Types of Allocation</i>	Peruntukan Sebenar (RM) <i>Actual Allocation (RM)</i>	Perbelanjaan Sebenar (RM) <i>Actual Expenditure (RM)</i>	Peratus Perbelanjaan (%) <i>Expenditure Percentage (%)</i>
Dasar Sedia Ada <i>Existing Policy</i>	38,506,247.00	30,667,957.87	79.64
Dasar Baru <i>New Policy</i>	39,440,162.00	33,249,253.92	84.3
One-Off 30000 <i>One-Off 30000</i>	445,900.00	402,001.12	90.15
One-Off 40000 <i>One-Off 40000</i>	913,000.00	743,152.12	81.40
JUMLAH B46 Total B46	79,305,309.00	65,062,364.91	82.04
B07 – JPA B07 – JPA	8,400,000.00	7,795,200.00	92.80
B11 – PRE B11 – PRE	70,390,900.00	70,374,872.95	99.98
P46 P46	52,353,778.60	47,547,823.64	90.82

Projek Naiktaraf Infrastruktur & Prasarana Jabatan

Department's Infrastructures Upgrading

I. Ibu Pejabat JPK, Putrajaya

Bagi memastikan perkhidmatan kepada pelanggan berada di tahap yang optimum, sejumlah **RM495,000.00** telah diperuntukkan bagi menaiktaraf ruang dan kemudahan pejabat selaras dengan pertambahan pengisian jawatan. Kerja-kerja naiktaraf ini bermula pada Oktober 2009 dan selesai pada akhir Disember 2009.

II. CIAST, Shah Alam

Pada tahun 2009, CIAST telah diperuntukkan sebanyak **RM28,771,198** melalui peruntukan Belanja Pembangunan (P46) bagi pelaksanaan menaiktaraf infrastruktur, peralatan dan kemudahan CIAST. Pelaksanaan projek telah dimulakan pada 27 Februari 2009 dan dijangka siap sepenuhnya pada 25 Februari 2010. Projek naiktaraf ini melibatkan Auditorium, Bangunan VTRD, Kafetaria, Dewan Besar, Bangunan NITP, Bengkel – Bengkel Kemahiran, Surau, Bangunan Asrama, Bangunan Pentadbiran dan Pondok Pengawal. Tujuan naiktaraf ini adalah selaras dengan penstrukturan jawatan serta fungsi CIAST sebagai Pusat Latihan Pengajar dan Kemahiran Pengajar dalam melahirkan tenaga pengajar yang kompeten dalam latihan kemahiran.

I. DSD Headquater, Putrajaya

*To ensure the services to clients were at the optimum level, a sum of **RM495,000.00** was allocated to upgrade office space and facility in line with the expansion of job filling. This upgrading work started on October 2009 and was completed at the end of December 2009.*

II. CIAST, Shah Alam

*In the year 2009, CIAST has been allocated a total of **RM28,771,198** through the provision of Development Expenditure (P46) to implement the upgrading of infrastructure, equipment and CIAST facilities. The project implementation started on 27 February 2009 and is expected to be fully completed by 25 February 2010. This upgrading project involved the Auditorium, VTRD Building, Cafeteria, Main Hall, NITP Building, Skills Workshop, Prayer Room, Hostel Building, Administration Building and Guardhouse. The purpose of this upgrading is in line with the restructuring of positions and CIAST function as the Instructor Training and Instructor Skills Centre in producing competent instructors in skills training.*



▲ Kerja-kerja naik taraf CIAST giat dijalankan
Upgrading work is in process



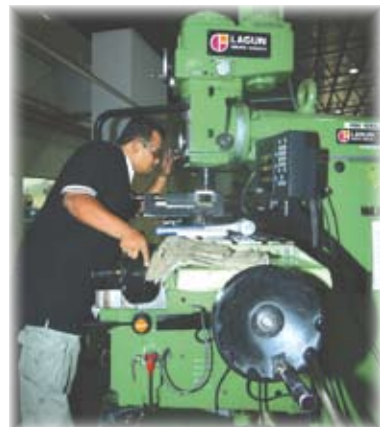
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