

Department of Skills Development
Ministry of Human Resources
Level 7&8, Block D4, Complex D
Federal Government Administrative Centre
62530 Putrajaya, Malaysia

Tel.: 603-8886 5000
Faks: 603-8889 2423/2430
Email: jpk@mohr.gov.my
Website: <http://www.dsd.gov.my>

ISBN 978-967-5236-42-6



9 789675 236426

OCCUPATIONAL STRUCTURE *Education And Training Services Industry*

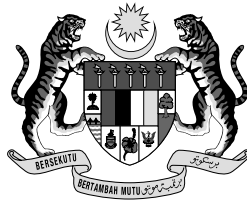


Menjana Pembangunan K-Pekerja



Menjana Pembangunan K-Pekerja





**OCCUPATIONAL STRUCTURE
EDUCATION AND TRAINING SERVICES INDUSTRY**



**Department of Skills Development
Ministry of Human Resources, Malaysia**

First Printing, 2008
Copyright © Department of Skills Development
Ministry of Human Resources, Malaysia 2008

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical including photocopy, recording or any information storage and retrieval system, without permission in writing from
Department of Skills Development
Ministry of Human Resources Malaysia

Published in Malaysia by
Department of Skills Development
Ministry of Human Resources Malaysia
Aras 7-8, Blok D4, Kompleks D,
Pusat Pentadbiran Kerajaan Persekutuan
62530 Putrajaya, Malaysia
<http://www.dsd.gov.my>

Printed by
PERCETAKAN NASIONAL MALAYSIA BERHAD
KUALA LUMPUR, 2009
www.printnasiona.com.my
[email: cservice@printnasiona.com.my](mailto:cservice@printnasiona.com.my)
Tel.: 03-92366895 Fax: 03-92224773

Perpustakaan Negara Malaysia

Cataloguing-in-Publication Data

Occupational structure for education and training services industry

ISBN 978-967-5236-42-6

1. Education and training service Industry--Employees--Malaysia.
2. Occupational training--Employees--Malaysia. 3. Labor supply--Malaysia. 4. occupations--Malaysia--Classification I Malaysia. Kementerian Sumber Manusia. Jabatan Pembangunan Kemahiran. 370.9595

TABLE OF CONTENT

NO.	TITLE	PAGE
1	CONCEPT AND STRUCTURE OF MALAYSIAN SKILL CERTIFICATION SYSTEM	1
2	DEVELOPMENT OF OCCUPATIONAL ANALYSIS IN EDUCATION AND TRAINING SERVICES SECTOR	2
3	METHODOLOGY	17
4	REFERENCES	18
5	EXECUTIVE SUMMARY OF EDUCATION AND TRAINING SERVICES SECTOR	19
6	LIST OF COMMITTEE MEMBERS FOR OCCUPATIONAL ANALYSIS FOR EDUCATION AND TRAINING SERVICES SECTOR	23
	ANNEXURES	6 – 552

LIST OF ANNEXURES

	TITLE	PAGE
Annex 1	Executive summary title of employment of critical and non-critical	20
Annex 3	Job Titles and Hierarchy in Education and Training Services Industry Sector	26
Annex 4	Industrial Chart for Education and Training Services Industry Sector	43
Annex 5	Occupational Definitions in Education and Training Services Industry Sector	
	1.0 Pre-School Education and Training	51
	2.0 Primary and Secondary School	68
	2.1 Primary School	
	2.1.1 Administration	
	2.1.2 Teaching	
	2.1.3 Counseling	
	2.2 Private Primary School	81
	2.2.1 Administration	
	2.2.2 Coordinating	
	2.2.3 Teaching	
	2.2.4 Counseling	
	2.3 Secondary School	94
	2.3.1 Administration	
	2.3.2 Teaching	
	2.3.3 Laboratory Administration	
	2.3.4 Counseling	

2.4 Private Secondary School	112
2.3.5 Administration	
2.3.6 Coordinating	
2.3.7 Teaching	
2.3.8 Laboratory Administration	
2.3.9 Counseling	
3.0 Pre-University, University, Polytechnic and Higher Education	138
3.1 Polytechnic & Community College	
3.1.1 Administrative	
3.1.2 Academic	
3.2 Matriculation	147
3.2.1 Administrative	
3.2.2 Academic	
3.3 University	157
3.3.1 Administration	
3.3.2 Academic	
3.3.3 Student Welfare	
3.3.4 Resource Centre	
3.3.5 Accommodation	
3.3.6 Bursary	
3.3.7 Co curriculum	
4.0 Special Education	188
4.1 Rehabilitation Centre	
4.1.1 Administration	
4.1.2 Rehabilitation	
4.1.3 Skills	
4.1.4 Counseling	
4.2 Deaf and Mute Special Education	206
4.2.1 Administration	
4.2.2 Teaching	
4.2.3 Skills	
4.2.4 Counseling	
4.3 Visually Impaired Special Education	224
4.3.1 Visually Impaired Special Education	
4.3.2 Teaching	
4.3.3 Skills	
4.3.4 Counseling	
4.4 Learning Disabilities Special Education	243
4.4.1 Administration	
4.4.2 Teaching	
4.4.3 Skills	
4.4.4 Counseling	
4.4.5 Tahfiz Teaching	

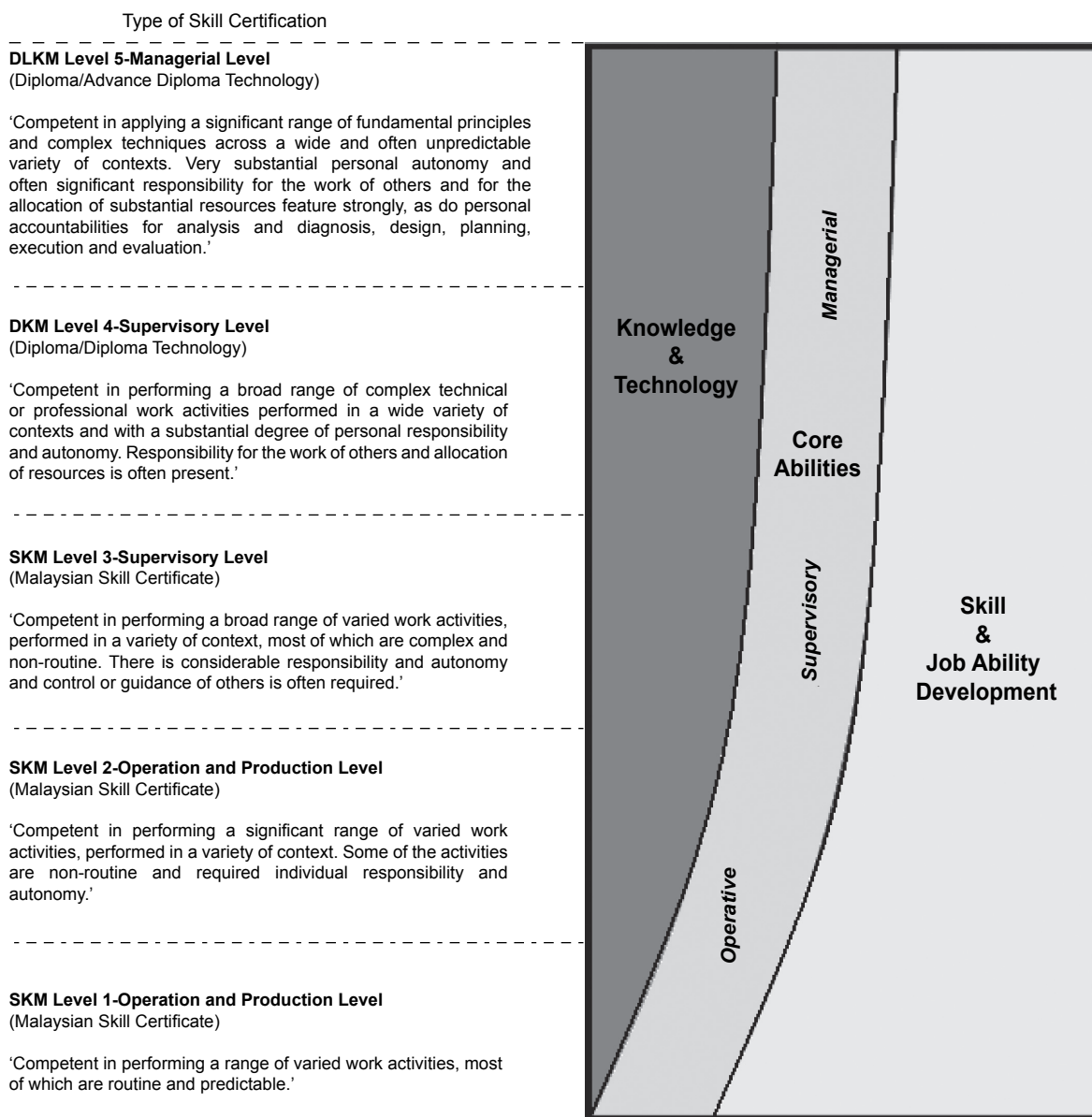
5.0 Alternative Education	261
5.1 Long Distance Education Programme (Online)	
5.1.1 Teaching and Assessment	
5.1.2 Programme Development and Coordination	
5.1.3 Media and System Programme (Online)	
5.2 In-Home Education Programme	305
5.2.1 Registration	
5.2.2 Teaching and Assessment	
5.2.3 Programme assessment and Coordination	
5.3 Tahfiz Secondary School	318
5.3.1 Management and Coordination	
5.3.2 Academic	
5.3.3 Counseling	
5.3.4 Tahfiz Teaching	
6.0 Research Education and Training	336
6.1 Work Safety Training	
6.2 Laboratory Technology Training	
6.3 Halal Product Research Training	
6.4 Entrepreneurs Training	
6.5 Herbs Development Training	
6.6 Bio-Technology Training	
6.7 Seed Development Training	
7.0 Skill, Career and Upgrading Education and Training	
7.1 Vocational/Technic	375
7.1.1 Manufacturing Training	
7.1.2 Wood Based Product Training	
7.2 ICT Training	387
7.2.1 Software Engineering	
7.2.2 CAD/CAM	
7.2.3 Product Design	
7.2.4 Network System	
7.3 Enhancement Training	405
7.3.1 In Service Training	
7.3.2 Alternative Treatment Training	
7.3.3 Health Care Services	
7.3.4 Consultation Training	
7.3.5 Mosque and Community Management Training	
7.3.6 Zakat and Waqaf Management Training	
7.3.7 Da'wah Management Training	
7.3.8 Counselor Training	
7.3.9 Sport Training	
7.3.10 Martial Art Training	
7.3.11 Rebranding Training	
7.3.12 Event Management Training	

	7.4 Agriculture Based Industrial Training	464
	7.4.1 Agriculture Training	
	7.4.2 Breeding Training	
	7.4.3 Fishery Training	
	7.4.4 Palm Oil Product Training	
	7.4.5 Rubber Based Product Training	
	7.4.6 Food Process Training	
	7.5 Skill Training	494
	7.5.1 Pharmaceutical Training	
	7.5.2 Textile Industrial Training	
	7.5.3 Petrochemical Training	
	7.5.4 Geology Training	
	7.5.5 Construction Training	
	7.5.6 Mining Training	
	7.5.7 Vehicle Driving Training	
	7.5.8 Logistic Transportation Training	
	7.5.9 Medical Tourism Training	
	7.5.10 Ecology Tourism Training	
	7.5.11 Agro Tourism Training	
	7.5.12 Education Tourism Training	

National Occupational Skill Standard (NOSS)

Definition:- A NOSS is defined as a specification of the competencies expected of a skill worker who is gainfully employed in Malaysia for an occupational area and level.

Concept and Structure of Malaysia Skill Certification System



DEVELOPMENT OF OCCUPATIONAL ANALYSIS EDUCATION AND TRAINING SERVICES SECTOR

1. INTRODUCTION

The Occupational Analysis in education and training services industry is prepared to obtain Job title in the industry on behalf of the Department of Skill Development, Ministry of Human Resources to develop Occupational standards for employment and implementation of the Malaysian Skills Certification System.

2. SCOPE OF IMPLEMENTATION

This analysis covers the following scopes:

- 2.1 study and lists the information about this sector
- 2.2 study and lists of the sub-sector
- 2.3 study and lists the job title and job hierarchy
- 2.4 examine the critical job title and list by priority
- 2.5 review and compare existing NOSS with the OA developed.
- 2.6 produce job description for each job title that has been studied.

3. BACKGROUND OF THE EDUCATION AND TRAINING SERVICES SECTOR

- 3.1 Referring American Heritage dictionary, education means knowledge and skills obtained or developed through the process of teaching and learning. Education is a continuous process since born until the end of life is synonymous with formal teaching for specific approval.
- 3.2 Training refers to how to obtain the knowledge, skills and competencies acquired through the guidance of theoretical and practical. Training synonymous with obtaining the instant skills through short-term training and is the backbone for the school and vocational-technical schools.

- 3.3 Education and Training Services Sector in Malaysia have evolved from time to time also relates closely with the universities and teaching either in theory and practical.
- 3.4 Formal academic education for Kindergarten, Primary Schools, Secondary Schools and pre-university is under the supervision of the Ministry of Education Malaysia, while a high level such as University, University College, Community Colleges, Polytechnics under the supervision of the Ministry of Higher Education. In order to improve the quality of education, Primary School Integrated Curriculum (KBSR) and the Integrated Curriculum for Secondary Schools (KBSM) were reviewed to strengthen the use of student-centered learning approach.
- 3.5 A total of 37 industrial training institutes have been established to provide training before work. To improve the quality of training, National Occupational Skills Standard (NOSS) has been developed and re-development skills training program for officers and instructors of vocational training and other fields has been carried out. Programs for retraining and skills upgrading of Human Resources Corporation Berhad (PSMB) has been to intensify efforts to encourage more employers to train workers and improve the skills of workers.
- 3.6 Ninth Malaysia Plan (RMKe-9), urged immediate attention and full attention should be given in the field of education and training to develop human capital to face the challenges of national development. Human capital development will be done holistically and covers the acquisition of knowledge and skills including entrepreneurial ability, knowledge of science and technology and have attitudes, values and ethics through positive and progressive education, training and lifelong learning. Education and training delivery system will be expanded and upgraded, particularly in the field of technical and vocational schools.
- 3.7 In Ninth Malaysia Plan (RMKe-9), measures will be intensified to promote Malaysia as a regional center of excellence for tertiary level education. In addition, sub-services such as maintenance, repair and overhaul aircraft, shared services and outsourcing, transportation and logistics, business and professional services will also be intensified, expanded and improved. Consistent with

this, training and retraining for workers and employers need to be intensified to enhance the adaptability of labor mobility towards the knowledge-intensive activities and higher value added.

- 3.8 Third Industrial Master Plan (IMP3), in Chapter 20 Section VI, the 20.65 stated that education and training services sector is the main provider of qualified and trained workforce to industry and services. It includes private higher education (college and university education, based on commercial and other technical education), adult education and other vocational education (tertiary education non-graduate secondary, tertiary and skills training).
- 3.9 Provision for education services traditionally have been organized by the government. Since there is transparency in this sector in the mid-1990s, the existence of institutions of higher education and private training is increasing. Institutions for public service education and training consist of universities, teacher training colleges, polytechnics and colleges, and vocational institutions. While the private sector involved in education colleges and universities, commercial and other technical education.
- 3.10 A survey conducted in early 2005 by the Ministry of Higher Education, find short courses is necessary to increase knowledge and enhance skills in new technologies, methods, processes, standard and technical policies and new government regulations.

4. LATEST ANALYSIS OF SUB SECTOR/SECTOR FRACTION

Education and Training Sector is a key sector for the implementation of human capital development. In Ninth Malaysia Plan (RMKe-9), the Ministry of Education (MOE) is responsible for providing more opportunities for pre-school education, primary and secondary. Ministry of Higher Education is (KPT) is responsible for improving the quality of tertiary education opportunities. Training programs to improve skill of workforce is implemented by the Ministry of Entrepreneur and Cooperative Development (MECD), Ministry of Human Resources (KSM) and the Ministry of Youth and Sports (KBS). Generally, panel members were classifying the education and training services sector contains the following sub-sectors:-

4.1 Early Childhood Education

Guidance Programme for children by KEMAS or known by the name Taman Asuhan Kanak-Kanak (TASKA) is inline with the New Philosophy of Rural Development. This program provides services to rural communities, urban and suburban areas for low-income earners and the poor. Programs targeted to children aged 2 to 4 years. KEMAS train two (2) person for each TASKA consists of local community in KEMAS training institutions.

However many private TASKA established in towns and registered with the Social Welfare Department. The establishment of TASKA is according to Act 308 Kindergarten Act 1984 and targeted for children dibawah 4 years. Positions in private Taska are a businessman or manager, supervisor, child carers and children, cook and laundress and gardener. Given the progress achieved to this day functions, TASKA not only the extent of child-care education and training provide even manage them as early as possible. Several learning methods are introduced to children in the early stage can help them to master the language skills, writing, reading and arithmetic as well as by cultural upbringing. Therefore, many learning methods occurs such as Montessori, Mental Arithmetic, learn while playing, Iqra' and so forth. Therefore, teachers must be trained in order to ensure the effectiveness of this method of delivery.

4.2 Child Pre-school Education and Training

Taman Bimbingan Kanak-Kanak (TABIKA) or Taman Didikan Kanak-Kanak (TADIKKA) is for children aged between 5 to 6 years. The aim is to encourage the development of social, emotional, intellectual and physical as well as provide a solid foundation for children before formal education in primary schools.

4.3 Primary School Education and Training

Primary education takes six years. Children begin their primary education at the age of seven years. Primary education is a continuation of pre-school education. Aside from reading, writing and arithmetic, they will be exposed to other subjects such as science, physical education, Islamic education and moral.

At the end of their studies in Year 6, they will face the Primary School Assessment Test (UPSR). Pupils will be tested on their mastery of: -

- Reading, writing and comprehension of Bahasa Malaysia and English.
- Mathematical Skill
- Scientific concepts.

In order to produce a healthy and progressive society in the field of sports, and has a high competitiveness, sports teacher post need to be set up. Incumbent positions shall consist of those who received formal education in sports science or experience in sports.

4.4 Secondary School Education and Training

After UPSR, students have the opportunity to pursue education to secondary school level. Secondary education is divided into two stages

- Lower Secondary (Form 1 to Form 3)
- Upper Secondary (Form 4 to Form 5)

In form 3, they will be assessed through examinations Penilaian Menengah Rendah (PMR).

There are three main streams in upper secondary education:

- Academic (Arts/Science)

- Technical and Vocational
- Religious

At the end of form 5, students from this stream will be assessed through examination Sijil Pelajaran Malaysia (SPM).

4.5 Pre-Universiti Education and Training

Students who have graduated and have seat SPM examination can continue to study the level of higher education. There are two ways to public institutions of higher learning (IPTA):

- Form 6
- Matriculation Program

At the end of form 6, students will be assessed through examination Malaysian Higher School Certificate (STPM). Start session 2000/2001, all programs except IIUM Matriculation and Foundation Studies in Science Center University of Malaya controlled by the Ministry of Education Matriculation.

Pre-university program is a preparatory program for Bumiputera students graduate Certificate of Education to qualify their degree course in Science, Technology and Professional Literature in public and private universities. This period of pre-university studies take two (2) semesters. All students follow the program syllabus and assessment methods of the same. Selection of students to the university made only after passing Matriculation Program.

4.6 Community Colleges, Polytechnics, Training Institute University College and Universities Education and Training.

- Tertiary education is education after secondary education up to higher levels. It includes programs in community colleges, polytechnics, training institutes run by the government and private agencies, public universities and private higher education institutions.
- Examples of training institutions run by the government agency Manpower Department Training Institute (ILJTM), the Industrial Training Institute (ILP) and Advanced Technology Training Center (ADTEC) and Training Center Instructor and Advanced Skills (CIAST). National Youth Skills Institute under the Ministry of Youth and Sports to offer integrated training with the implementation of the training includes theoretical and practical

skills, entrepreneurship, state structure, leadership, religious, sports and community service.

- Education in polytechnics, community colleges and training institutions run by government agencies and private led to the award of certificates or diplomas as well as creating alternative routes into higher education and lifelong learning or study.
- Education and training in community colleges is geared towards training and skills retraining and lifelong learning. Education in Polytechnics more stressed semi-professional training. Higher education such as the University College and University is the education that led to the award of Diploma and Degree level or equivalent.

4.7 Special Education and Training

Special education is for children with disabilities and operated by two the Ministries, Ministry of Education and Ministry of Women, Family and Community Development.

- a. Ministry of Women, Family and Community Development provides educational services to children who are having problems:

- severe physical handicap,
- medium and severe mind retardation,
- various defects and
- Defect that does not enable that children learn in schools provided by Malaysia Education Ministry.

- b. Ministry of Education provides educational services for students with special needs who have vision problems, hearing and learning, and special remedial students.

Category of children with learning disabilities (BP) under the responsibility of the Ministry of Education Malaysia is as follows:

- Down syndrome
- Mild Autism
- Attention Deficit Hyperactivity Disorder
- Minimum Mental Retardation
- Specific Learning Disability (eg Dyslexia).

Education given stress to physical development, emotion, spiritual and intellect so that these pupils can obtain education to highest level to enable them get jobs and independent life.

4.8 Alternative Education and Training

Alternative Education and Training also known as non-traditional education and use method other than teaching and learning in mainstream education. This method is due to differences resulting philosophy of learning by those who are more likely to informal learning. Alternatives Education and Training available in several forms such as distance learning, Open University, but everything is always concerned the value of a close relationship between students and instructors.

4.9 Research Education and Training

Research and Development is the pillar that distinguishes excellence Institutions of Higher Learning (IPT) whether that IPT is a world-class or not from another. Research leads students to enrich knowledge of new discoveries. Composition of international postgraduate students compared to local postgraduate students is relatively low in developed countries which is only 5.9% compared with 27.3% Japan 13.1% and South Korea. Therefore efforts should be emphasized to encourage more students to conduct research in strategic areas such as:

- communication
- energy
- agriculture
- banking
- management development policies.

4.10 Education and Skills Training, Career Enhancement

Training programs to improve labor force skills implemented by the Ministry of Entrepreneur and Cooperative Development (MECD) Ministry of Human Resources (KSM) and the Ministry of Youth and Sports (KBS). Associated with the growing manufacturing industry products have more value added. Certain companies have been hiring foreign experts to accommodate the lack of skilled workers. In 2005 about 35.480 people of foreign experts working in Malaysia where a total of 14.406 (40.0%) in the manufacturing sector.

**DEVELOPMENT EXPENDITURE AND ALLOCATION FOR EDUCATION AND
TRAINING 2001 - 2010 (RM Million)**

		RMKe8 Expenditure	RMKe9 Allocation
1	Pre School	215.7	807.30
2	Primary School	5,369.30	4,837.30
3	Secondary School	8,748.10	6,792.80
4	Government's Schools and Government's Aided Schools (Academic)	7,931.20	5,549.10
5	MARA Junior Science College	433.10	614.50
6	Government's Schools and Government's Aided Schools (Technic and Vocational)	383.80	629.20
7	Higher Education	13,403.9	16,069.0
8	Teacher Education	1,368.10	577.70
9	Other Education Supporting Programme	8,816.90	11,272.40
	Total (Education)	37,922	40,356.50
10	Industrial Training	3,930.60	4,103.60
11	Business Training	158.60	179.50
12	Teacher Training	361.70	509.5
	Total (Training)	4,450.90	4,792.60

Source : Economic Planning Unit

5. CURRENT STATUS OF THIS SECTOR

- 5.1 Education and Training Sector are key elements that need to be emphasized because from this sector will develop employee skills and career community. By the 9th Malaysia Plan, Malaysia needs more than 1.2 million new workers to ensure that all sectors can be driven smoothly. Consequently, the education and training sector should provide appropriate services to produce workers who could fill this vacancy.
- 5.2 According to RMK-9, within 2006-2010 boosts competition in global and economic level will continue to be fortified by improving competitiveness and explore source of new growth. Increased competitiveness requires high knowledgeable, skilled, versatile, creative, own positive work and spiritual value ethic of human capital.
- 5.3 During the 9th Malaysia Plan, capacity building will be given a high priority. For this purpose, improvements in the delivery of a comprehensive system of education, training and lifelong learning will be implemented. Emphasis will also be given to the development of entrepreneurial skills for all levels of education and training to create entrepreneurs community. Lifelong learning programs will be expanded to provide more opportunities for individuals to enhance and improve the quality of life through the acquisition of knowledge and skills continuously.
- 5.4 Referring IMP3, Chapter 20 Section VI, para 20.69, at this time, there are two of 16 private universities, 11 of which are wholly owned by Malaysians and five branch campuses is for universities abroad. In addition, there are 11 university colleges operating in the country. These institutions offer bachelor degrees and higher qualifications, particularly in the disciplines of business, applied science, information technology, engineering and medicine.
- 5.5 The existence of branch campus universities abroad from Australia and the United Kingdom (UK) provide more choices in education and training for people of Malaysia. The existence of this has contributed to the development of private educational services in a way to attract international students, who wish to obtain qualifications from prestigious universities from developed countries to study in Malaysia.

6. THE NEED FOR SKILLED WORKER IN NATIONAL INDUSTRY SECTOR

- 6.1 By RMK-9, employment is expected to grow at an average rate of 1.9 percent per year and contribute to the creation of 1.1 million jobs in the Plan period, especially work that requires qualifications at the tertiary level. Economy expected to continue to maintain the level of full employment with unemployment rates of 3.5 percent in 2010.
- 6.2 In the 9th Malaysia Plan, the services sector is expected to create employment opportunities about 693.400 while 462.600 opportunities for manufacturing sector. In the services sector, small sector, wholesale and retail trade, hotels and restaurants are expected to become the largest contributor to employment, which is 18% with an average growth rate of 2.4% a year.
- 6.3 In the manufacturing sector, the expected increase in demand in the global market, especially electrical and electronic products and wood products will contribute to the growth of employment in the sector. Labor demand in the agriculture sector is expected to be contracted at a rate of 1.2 % per year from the effects of the use of modern technology increasingly widespread, the system accurately and use of agricultural machinery.
- 6.4 Demand for k-workers category that includes senior officials and managers, professionals and technicians and associate professionals are expected to increase at an average rate of 2.5 % a year. Demand for the category of professional workers is expected to total 97.500 people.

7. INTERNATIONAL COMPETITIVENESS FOR THIS INDUSTRY

- 7.1 By RMK-9, in the education sector, measures will be intensified to promote Malaysia as a regional center of excellence for tertiary level education. In 2006 the total enrollment of foreign students at public institutions of higher learning (IPTA) and private (private) amounted to 44.390 with a large number of enrollments in private universities totaled 36.449 persons (82%). This amount represents an increase of 59.26% compared to the total enrollment in 2002 about 27.872 people. Total enrollment of students from abroad in 2006 exceeded that of 1000 to a country described below.

Table 1: Number of Overseas Students Enrollment in the Year 2006 (More Than 1000 People)

No.	Country	IPTA	IPTS	Total	Percentage (%)
1.	Indonesia	1,850	5,691	7,541	16.98
2.	China	373	6,937	7,310	16.46
3.	Bangladesh	230	6,287	6,517	14.68
4.	Pakistan	137	1,819	1,956	4.40
5.	Nigeria	117	1,696	1,813	4.08
6.	Iran	736	1,048	1,784	4.01
7.	Yemen	457	1,095	1,552	3.49

Source: www.mohe.edu.my

- 7.2 A total of 56.70% of foreign students studying in literature field followed by 22.70% in science field and the rest in technical fields.

Table 2: Enrollment of Foreign Student in IPTA According To Field in Year 2006

No.	Field	Total	Percentage (%)
1.	Sastera	4,502	56.70
2.	Sains	1,803	22.70
3.	Teknikal	1,636	20.60
	Jumlah	7,941	100

Source: www.mohe.edu.my

- 7.3 The number of Malaysian students studying in foreign countries for the year 2006 amounted to 53.924 persons as follows:

Table 3: The Number Of Malaysian Students Studying In Foreign Countries

No.	Country	Number of Students	Percentage (%)
1	Australia	14,918	27.67
2	UK & Ireland	12,569	23.31
3	Amerika Syarikat	6,142	11.40
4	Mesir	5,780	10.71
5	Indonesia	3,630	6.74
6	New Zealand	1,297	2.40
7	Jordan	490	0.90
8	Canada	238	0.45
9	Arab Saudi	138	0.25
10	Lain-lain Negara	8,722	16.17
	Total	53,924	100

Source: www.mohe.edu.my

8. OTHER RESEARCH/RELATED INFORMATION

- 8.1 Because some educational services and training career are required to have formal education phased university, industry panel concluded that we should create further skill level such as level 6, 7 and 8. The description of suggested level as follows:

SKM Level 6 – Management Level

(Degree – Honours)

‘Critically review, consolidate and extend a systematic and coherent body of knowledge, utilizing specialized skills across an area of study; critically evaluate new concepts and evidence from a range of sources, apply diagnostic and creative skills and exercise judgement in a range of situations; and accept accountability for determining and achieving personal and group outcomes. Exercise autonomy and initiative in professional/ equivalent activities. Take significant responsibility for the work of others and for a range of resources. Practise ways which show a clear awareness of own and other’ roles and responsibilities. Work effectively under guidance in a peer relationship with qualified practitioners. Work with others to bring about change, development and a new thinking. Deal with complex ethical and professional issues in accordance with current professional and/or ethical codes or practices. Recognise the limits of these codes and seek guidance where appropriate.’

SKM Level 7 - Management Level

(Post-Graduate Diploma, Masters MA, M sc)

‘Display mastery of a complex area of knowledge and skills, employing advanced skills to conduct research and accepting accountability for related decision making including use of supervision. Competent in applying a significant range of fundamental principles and complex techniques or skills across a wide and often unpredictable variety of contexts. Exercise substantial autonomy and initiative in professional and equivalent activities. Take responsibility for own work and /or significant responsibility for the work of others. Take responsibility for a significant range of resources. Demonstrate leadership and/ or initiative and make an identifiable contribution to change and development. Deal with complex ethical and professional issue

and make informed judgement on issues not addressed by current professional and/or ethical codes or practice.'

SKM Level 8 - Management Level

(Ph.D - Doctorate)

'Make an original contribution to a specialized field of inquiry demonstrating a command of methodological issues and engaging in critical dialogue with peers; accepting full accountability for outcomes. Exercise high level of autonomy and initiative in professional and equivalent activities. Take full responsibility for own work and /or significant responsibility for the work of others. Demonstrate leadership and /or originality in tackling and solving problems and issues. Work in ways which are reflective, self-critical and based on research / evidence. Deal with complex ethical and professional issues and make informed judgement on new and emerging issues not addressed by current professional and/or ethical codes or practices.'

References

1. The Scottish Credit and Qualification Framework (SCQF), The Level Descriptors.
2. The Credit and Qualification Framework for Wales, UK.

9. METHODOLOGY

Methodology that was used to collect information for the development of this occupational analysis is through:

1. Literature Research
2. Workshop - Consensus comitee process (DACUM Method)
3. Workshop - brainstorming

Details of the methodology are as follows:

		Date	Venue	Remarks
1.	Literature Research	24/7/2007- 26/7/2007	-	refer IMP3, RMK9,DOC, MASCO, www.mohe.edu.my www.emoe.edu.my www.jobtitles.com www.jobguide.thegoodguide.com.au
2.	<i>Workshop (Brainstorming)</i>	27/7/2007- 30/7/2007	Bidara Putri Beach Resort, Melaka	<i>OA Job Titles</i>
3.	<i>Workshop (Consensus Comittee process)</i>	17/8/2007- 21/8/2007	Bidara Putri Beach Resort, Melaka	<i>Job Definition Aanalysis</i>
4.	<i>Workshop (Consensus Comittee process)</i>	17/9/2007 – 21/9/2007	Bidara Putri Beach Resort, Melaka	Grammar Validation and proof reading
5.	<i>Workshop (Consensus Comittee process)</i>	24/9/2007- 26/9/2007	Bidara Putri Beach Resort, Melaka	Grammar Validation and proof reading

10. SUMMARY

- 10.1 By IMP3 Chapter 20, Section VI of 20.67, a study conducted in early 2005, revealed that types of training and services most in demand is enhancement short-course for specific knowledge and skills in new technologies, methods, processes and technical standards, government policies and latest local regulations.
- 10.2 Education and training service provider must have deep knowledge regarding the field and have a scientific or technical expertise and ability to provide quality services to Skills Certification in the Teaching Field they involve.
- 10.3 Local education and training service provider must expand their services to international market to ensure competitiveness of this industry.

REFERENCES

Industrial Master Plan 3 (IMP3)

Rancangan Malaysia ke-9

Malaysia Standard Classification Of Occupations 1998, Manpower Department, Ministry of Human Resources Malaysia.

Dictionary of Occupational Titles, Fourth Edition, Revised 1991, U.S. Department of Labor

The Scottish Credit and Qualification Framework (SCQF), The Level Descriptors.

The Credit and Qualification Framework for Wales, UK.

Website Kementerian Pendidikan Tinggi Malaysia- www.mohe.edu.my

Website Kementerian Pelajaran Malaysia – www.emoe.edu.my

www.jobguide.thegoodguides.com.au

www.jobtitles.com

SUMMARY OF EDUCATION AND TRAINING SERVICES SECTOR

	SUB SECTOR/LEVEL			Level								Jumlah (Total)
			NL	T1	T2	T3	T4	T5	T6	T7	T8	
1	Pre-School	Non-Critical		0	0	0	2	2	0	0	0	4
		Critical		2	2	2	0	0	0	0	0	6
2	Primary and Secondary School	Non-Critical		0	0	2	2	2	3	0	0	9
		Critical		0	0	1	3	0	0	0	0	4
3	Pre-University, University, Polytechnic/ Community College and Higher Education	Non-Critical		1	1	2	4	4	4	5	1	22
		Critical		0	0	0	1	3	1	0	0	5
4	Special Education	Non-Critical		0	1	1	1	1	1	0	0	5
		Critical		0	0	1	5	0	0	0	0	6
5	Alternative Education	Non-Critical		0	0	2	2	2	3	2	1	12
		Critical		0	0	0	4	7	1	0	0	12
6	Research Education and Training	Non-Critical		0	0	0	0	0	0	3	0	3
		Critical		0	1	2	4	4	2	0	0	13
7	Skill, Career and Upgrading Education and Training	Non-Critical		0	0	1	0	0	1	3	0	5
		Critical		0	0	0	4	3	1	0	0	8
			Non-Critical									60
			Critical									54
Total				3	4	13	33	29	20	13	2	114

EXECUTIVE SUMMARY OF EDUCATION AND TRAINING SERVICES INDUSTRY

1. Based on the brainstorming sessions conducted, all the panel agree that the Education and Training Service Industry Sector is divided into 7 major sub-sectors.
2. A total of 114 job titles were identified and 54 of title work is classified as critical and should be given priority for NOSS development while the rest of 60 job titles are not critical. It should be emphasized here that the majority of jobtitles that have been identified primarily involving teaching and training skills directly require certification although mostly capable to teach and train.
3. Polytechnic/Community College, University College and Universities are major sub-sectors that have the most job titles.

EXECUTIVE SUMMARY TITLE OF EMPLOYMENT OF CRITICAL AND NON-CRITICAL

1. Research Education and Training is a major sub-sectors that have the job title of the most critical because the government is promoting research in various fields especially the field of bio-technology and rapidly growing interest at this time. Therefore, development of skills is required as follows:
 - Skills to do research more efficiently and cost effectively.
 - Skills to train new researchers so as to meet the standards of research that has been set.
 - Skills to use new technology used to conduct research in each field.
 - Skills to identify areas that need to be given priority to do research.
2. For the purpose of the NOSS development, panel members proposed that the priority should be given to the following jobtitles:
 - ♠ Level 5 : Consultant
 - ♠ Level 5 : Training Coordinator Executive
 - ♠ Level 5 : Assistant Research Consultant
 - ♠ Level 4 : Health and Safety Officer

- ♠ Level 4 : Training Officer
 - ♠ Level 4 : Agricultural Technician
 - ♠ Level 3 : Junior Agricultural Technician
 - ♠ Level 3 : Health and Safety Supervisor
 - ♠ Level 3 : Lab Technologist
 - ♠ Level 2 : Assistant Technician
3. Other jobtitles those must be priority for NOSS development are follows:
- ♠ Level 6: Lecturer
 - ♠ Level 6: Information Technology, Communication and Multimedia Coordinator
 - ♠ Level 6: Senior Consultant
 - ♠ Level 5: Language Teacher
 - ♠ Level 5: Chief Trainer
 - ♠ Level 5: Animation and Multimedia Designer
 - ♠ Level 5: Multimedia Programmer
 - ♠ Level 5: Web Designer
 - ♠ Level 5: Graphic Designer
 - ♠ Level 5: ICT Security System and Application Technician
 - ♠ Level 5: Information System Administrator
 - ♠ Level 5: Programme (Subject) Head
 - ♠ Level 5: Alternative Medicine Consultant
 - ♠ Level 5: Trainer
 - ♠ Level 4: Teacher
 - ♠ Level 4: Counselling Teacher
 - ♠ Level 4: Senior Lab Assistant
 - ♠ Level 4: Tutor
 - ♠ Level 4: Probation Officer
 - ♠ Level 4: Skill Trainer
 - ♠ Level 4: Counsellor
 - ♠ Level 4: Living Skill Trainer
 - ♠ Level 4: Religious Teacher
 - ♠ Level 4: Tahfiz Teacher
 - ♠ Level 4: Assistant Consultant of Alternative Medicine

- ♠ Level 4: Assistant Consultant
- ♠ Level 4: Assistant Trainer
- ♠ Level 3: Kindergarten Supervisor
- ♠ Level 3: Daycare Supervisor
- ♠ Level 3: Lab Assistant
- ♠ Level 3: Workshop Assistant
- ♠ Level 2: Kindergarten Teacher
- ♠ Level 2: Daycare Teacher
- ♠ Level 1: Kindergarten Assistant
- ♠ Level 1: Child Carer

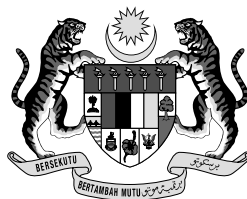
Comparison Between Existing NOSS and This Occupational Analysis

Until now there is one (1) NOSS related to this industry, namely NOSS Instructor. The following positions are available in the Instructor and still can be used

- I-031- 5 Vocational Training Manager
- I-031- 4 Vocational Training Executive
- I-031- 3 Vocational Training Officer

Source : NOSS Registry 1October 2006

New NOSS also must be developed for the purpose of certification for teachers in other fields. With the aim to ensure that instructors in the field has reached a certain standard of skills in the field taught.



**LIST OF COMMITTEE MEMBERS FOR OCCUPATIONAL
ANALYSIS FOR
EDUCATION AND TRAINING SERVICES SECTOR**

PROF. TUAN HAJI SYED OMAR ALSAGGOF
KOLEJ ISLAM TEKNOLOGI ANTARABANGSA (KITAB)

PROF. MADYA TUAN HAJI MOHD MUHIDDIN BIN AHMAD
UNIVERSITI TEKNOLOGI MARA

TUAN HAJI ISHAK BIN NAIM
I-IRA SDN. BHD.

EN. SHAIRAZI BIN HJ. MOHAMMAD
KEMENTERIAN PENDIDIKAN MALAYSIA

EN. SUYUTI BIN HJ. MOHAMMAD
KEMENTERIAN PENDIDIKAN MALAYSIA

CIK NOR SAFINAS BINTI ABU BAKAR
NU SIGMA MANAGEMENT

PUAN HANIM BINTI HASHIM
TASKA MAHLIGAI KASIH

EN. MUHAMMAD HANIF BIN MOHAMED SHAHRIN
AMSTLE CONSULTANT

EN. MUHAMMAD BIN MD NOR
MYNICE AUDITING CONSULTANCY & NETWORKING

EN. MOHD YUSOF BIN YAACOB
STARLON SDN. BHD.

MOHD IRWAN BIN MOHD PILUS
IDAMAN JAUHARI SDN. BHD.

EN. FAEIZ BIN FAKARRUDDIN
STARLON SDN. BHD.

EN. AMIRIN BIN MD HUSSIN
AMH CONSULTANCY & SERVICES

EN. MOHD ZAMRI BIN SALLEH
UBTC INTELLIGENCE CONSULTANTS SDN. BHD.

EN. NORDIN BIN IBRAHIM
NICE MANAGEMENT & NETWORKING

PUAN MARIAM BINTI ABU
KOLEJ KOMUNITI BUKIT BERUANG

EN. YAHYA BIN MOHD RAZI
KOLEJ UNIVERSITI ISLAM SELANGOR (KUIS)

MOHD KHAIRULLAH BIN AB. MANAF
INTERNATIONAL ISLAMIC RESERCH ACADEMY
(I-IRA) SDN. BHD.

EN. CHE HASSAN BIN CHE IBRAHIM
EN. NORULLDIN BIN ISMAIL
IDAMAN JAUHARI SDN. BHD.
(URUSETIA)

EN. NABLAN BIN YUSOFF
IDAMAN JAUHARI SDN. BHD.
(FASILITATOR)

JOB TITLES AND HIERARCHY IN EDUCATION AND TRAINING SERVICES SECTOR

1.0 PRE-SCHOOL EDUCATION AND TRAINING

	1.1. Daycare Centre	
	1.1.1 Child Care	1.1.2 Teaching
L8	No Level 8	
L7	No Level 7	
L6	No Level 6	
L5	Daycare Manager	
L4	Daycare Assistant Manager	
L3	** Daycare Supervisor **	
L2	** Daycare Teacher **	
L1	**Child Carer **	No Level 1

	1.2. Kindergarten	
	1.2.1 Teaching	
L8	No Level 8	
L7	No Level 7	
L6	No Level 6	
L5	Kindergarten Manager	
L4	Kindergarten Principles	
L3	** Kindergarten Supervisor **	
L2	** Kindergarten Teacher **	
L1	** Kindergarten Assistant **	

2.0 PRIMARY AND SECONDARY SCHOOL

	2.1. Primary School		
	2.1.1 Administration	2.1.2 Teaching	2.1.3 Counseling
L8	No Level 8		
L7	No Level 7		
L6	Head Master		
L5	Senior Assistant Teacher		
L4	Clerk	**Teacher **	**School Counsellor**
L3	Office Assistant	No Level 3	
L2	No Level 2		
L1	No Level 1		

	2.2. Private Primary School			
	2.2.1 Administration	2.2.2 Coordinating	2.2.3 Teaching	2.2.4 Counselling
L8	No Level 8			
L7	No Level 7			
L6	Manager			
L5	Prinsiple			
L4	Clerk	**Teacher **		** School Counsellor **
L3	Office Assistant	No Level 3		
L2	No Level 2			
L1	No Level 1			

	2.3 Secondary School			
	2.3.1 Administration	2.3.2 Teaching	2.3.3 Laboratory Administration	2.3.4 Counselling
L8	No Level 8			
L7	No Level 7			
L6	Headmaster			
L5	Senior Assistant Teacher			
L4	Clerk	**Teacher **	**Senior Lab Assistant**	** School Counsellor **
L3	Office Assistant	No Level 3	** Lab Assistant **	No Level 3
L2	No Level 2			
L1	No Level 1			

	2.4 Private Secondary School				
	2.4.1 Administration	2.4.2 Coordinating	2.4.3 Teaching	2.4.4 Laboratory Administration	2.4.5 Counselling
L8	No Level 8				
L7	No Level 7				
L6	Manager				
L5	Principles				
L4	Assistant Officer		**Teacher* *	**Senior Lab Assistant**	** School Counsellor **
L3	Clerk	No Level 3	No Level 3	** Lab Assistant **	No Level 3
L2	No Level 2				
L1	No Level 1				

3.0 PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC, AND HIGHER EDUCATION

	3.1 Polytechnic & Community College	
	3.1.1. Administration	3.1.2 Academic
L8	No Level 8	
L7	Director	
L6	Deputy Director	
L5	Chief Clerk	** Lecturer **
L4	Clerk	No Level 4
L3	No Level 3	
L2	No Level 2	
L1	No Level 1	

	3.2 Matriculation	
	3.2.1 Administration	3.2.2 Academic
L8	No Level 8	
L7	Director	
L6	Deputy Director	
L5	Chief Clerk	** Lecturer **
L4	Clerk	** Tutor **
L3	No Level 3	
L2	No Level 2	
L1	No Level 1	

	3.3 University			
	3..3.1 Administration	3.3.2 Academic	3.3.3 Student Welfare	3.3.4 Resource Centre
L8	No Level 8	<i>Professor</i>	No Level 8	
L7	Registrar	Associate Professor	Dean	Chief Librarian
L6	Assistant Registrar	** Lecturer **	Deputy Dean	Librarian
L5	Chief Clerk	** Language Teacher **	Counsellor	No Level 5
L4	Clerk Registrar	** Tutor **	No Level 4	
L3	No Level 3			
L2	No Level 2			
L1	No Level 1			

	3.3.5 Accomodation	3.3.6 Bursary	3.3.7 Co curriculum
L8	No Level 8		
L7	No Level 7		
L6	No Level 6	Bursary	No Level 6
L5	Manager	Deputy Bursary	** Chief Trainer **
L4	Warden	Assistant Bursary	** Trainer **
L3	Dormitory Supervisor	Finance Assistant	No Level 3
L2	Assistant Supervisor	No Level 2	
L1	No Level 1		

4.0 SPECIAL EDUCATION

	4.1. Rehabilitation Centre			
	4.1.1 Administration	4.1.2 Rehabilitation	4.1.3 Skills	4.1.4 Counseling
L8	No Level 8			
L7	No Level 7			
L6	Principle			
L5	Assistant Principle			
L4	Chief Clerk	** Probation Officer **	**Skill Trainer**	** Counselor **
L3	Clerk	No Level 3	** Workshop Assistant **	No Level 3
L2	No Level 2			
L1	No Level 1			

	4.2. Deaf and Mute Special Education			
	4.2.1 Administration	4.2.2 Teaching	4.2.3 Skills	4.2.4 Counselling
L8	No Level 8			
L7	No Level 7			
L6	Principle			
L5	Assistant Principle			
L4	Chief Clerk	** Teacher **	** Living Skill Teacher **	**Counsellor **
L3	Clerk	No Level 3	** Workshop Assistant **	No Level 3
L2	No Level 2			
L1	No Level 1			

	4.3 Visually Impaired Special Education			
	4.3.1 Administration	4.3.2 Teaching	4.3.3 Skills	4.3.4 Counselling
L8	No Level 8			
L7	No Level 7			
L6	Principle			
L5	Assistant Principle			
L4	Chief Clerk	** Teacher **	** Living Skill Teacher **	**Counsellor **
L3	Clerk	No Level 3	** Workshop Assistant **	No Level 3
L2	No Level 2		Guide	No Level 2
L1	No Level 1			

	1.4. Learning Disabilities Special Education			
	4.4.1 Administration	4.4.2 Teaching	4.4.3 Skills	4.4.4 Counselling
L8	No Level 8			
L7	No Level 7			
L6	Principle			
L5	Assistant Principle			
L4	Chief Clerk	** Teacher **	** Living Skill Teacher **	**Counsellor **
L3	Clerk	No Level 3	** Workshop Assistant **	No Level 3
L2	No Level 2			
L1	No Level 1			

5.0 ALTERNATIVE EDUCATION

	5.1 Long Distance Education Programme (Online)	
	5.1.1 Teaching and Assessment	5.1.2 Programme Development and Coordination
L8	Programme Director	
L7	Programme Coordinator	
L6	Lecturer	
L5	No Level 5	
L4	No Level 4	
L3	No Level 3	
L2	No Level 2	
L1	No Level 1	

	5.1 Long Distance Education Programme (Online)					
	5.1.3 Media and System Development					
L8	Programme Director					
L7	Programme Coordinator					
L6	** Information Technology, Communication and Multimedia Coordinator **					
L5	**Animation and Multimedia Designer **	** Multimedia Programmer**	**Web Designer**	**Graphic Designer**	**ICT Security System and Application Technician**	**Information System Administrator**
L4	Information System Assistant Administrator					
L3	No Level 3					
L2	No Level 2					
L1	No Level 1					

	5.2 In-Home Education Programme		
	5.2.1 Registration	5.2.2 Teaching and Assessment	5.2.3 Programme Assessment and Coordination
L8	No Level 8 (No level 8)		
L7	Institution/ Academy Manager		
L6	Programme Coordinator		
L5	Registration Officer	** Programme (Subject) Head **	
L4	No Level 4	** Tutor **	No Level 4
L3	No Level 3		
L2	No Level 2		
L1	No Level 1		

	1.3 Tahfiz Secondary School			
	5.3.1 Management and Coordination	5.3.2 Academic	5.3.3 Counselling	5.3.4 Tahfiz Teaching
L8	No Level 8			
L7	No Level 7			
L6	Principle			
L5	Senior Assistant Teacher			
L4	Chief Clerk	** Religious Teacher **	** Counselling Teacher **	** Tahfiz Teacher **
L3	Clerk	Lab Assistant	No Level 3	
L2	No Level 2			
L1	No Level 1			

6.0 RESEARCH EDUCATION AND TRAINING

	6.1 Work Safety Training	6.2 Laboratory Technology Training	6.3 Halal Product Research Training
L8	No Level 8		
L7	No Level 7		
L6	Manager	Research Consultant	
L5	** Consultant **	** Executive Training Coordinator **	
L4	** Health and Safety Officer **	** Training Officer **	
L3	** Health and Safety Supervisor **	** Lab Technologist **	
L2	No Level 2		
L1	No Level 1		

	6..4 Entrepreneurs Training
L8	No Level 8
L7	Head Consultant
L6	** Senior Consultant **
L5	** Consultant **
L4	** Assistant Consultant **
L3	No Level 3
L2	No Level 2
L1	No Level 1

	6.5 Herbs Development Training	6.6 Bio-Technology Training	6.7 Seeds Development Training
L8	No Level 8		
L7	No Level 7		
L6	Research Consultant		
L5	** Research Consultant Technician **		
L4	** Agricultural Technician **		
L3	** Junior Agricultural Technician **		
L2	** Assistant Technician **		
L1	No Level 1		

7.0 SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

7.1 Vocational/ Technic		
	7.1.1 Manufacturing Training	7.1.2 Wood based Product Training
L8	No Level 8	
L7	Head Consultant	
L6	Senior Consultant	
L5	** Consultant **	
L4	** Assistant Consultant **	
L3	No Level 3	
L2	No Level 2	
L1	No Level 1	

7.2 ICT Training				
	7.2.1 Software Engineering	7.2.2 CAD/CAM	7.2.3 Product Design	7.2.4 Network System
L8	No Level 8			
L7	Head Consultant			
L6	Senior Consultant			
L5	** Consultant **			
L4	** Assistant Consultant **			
L3	No Level 3			
L2	No Level 2			
L1	No Level 1			

	7.3 Enhancement Training
	7.3.1 In Service Training
L8	No Level 8
L7	Head Consultant
L6	Senior Consultant
L5	** Consultant **
L4	** Assistant Consultant **
L3	No Level 3
L2	No Level 2
L1	No Level 1

	7.3 Enhancement Training
	7.3.2 Alternative Treatment Training
L8	No Level 8
L7	No Level 7
L6	No Level 6
L5	** Alternative Medicine Consultant **
L4	** Assistant Alternative Medicine Consultant **
L3	General Worker
L2	No Level 2
L1	No Level 1

7.3 Enhancement Training						
	7.3.3 Health Care Services	7.3.4 Consultation Training	7.3.5 Mosque and Community Management Training	7.3.6 Zakat and Waqaf Management Training	7.3.7 Da'wah Management Training	7.3.8 Counsellor Training
L8	No Level 8					
L7	Head Consultant					
L6	Senior Consultant					
L5	** Consultant **					
L4	** Assistant Consultant **					
L3	No Level 3					
L2	No Level 2					
L1	No Level 1					

7.3 Enhancement Training		
	7.3.9 Sport Training	7.3.10 Martial Art Training
L8	No Level 8	
L7	Manager	Expert Trainer
L6	Chief Trainer	
L5	** Trainer **	
L4	** Assistant Trainer **	
L3	No Level 3	
L2	No Level 2	
L1	No Level 1	

7.3 Enhancement Training		
	7.3.11 Rebranding Training	7.3.12 Event Management Training
L8	No Level 8	
L7	Head Consultant	
L6	Senior Consultant	
L5	** Consultant **	
L4	** Assistant Consultant **	
L3	No Level 3	
L2	No Level 2	
L1	No Level 1	

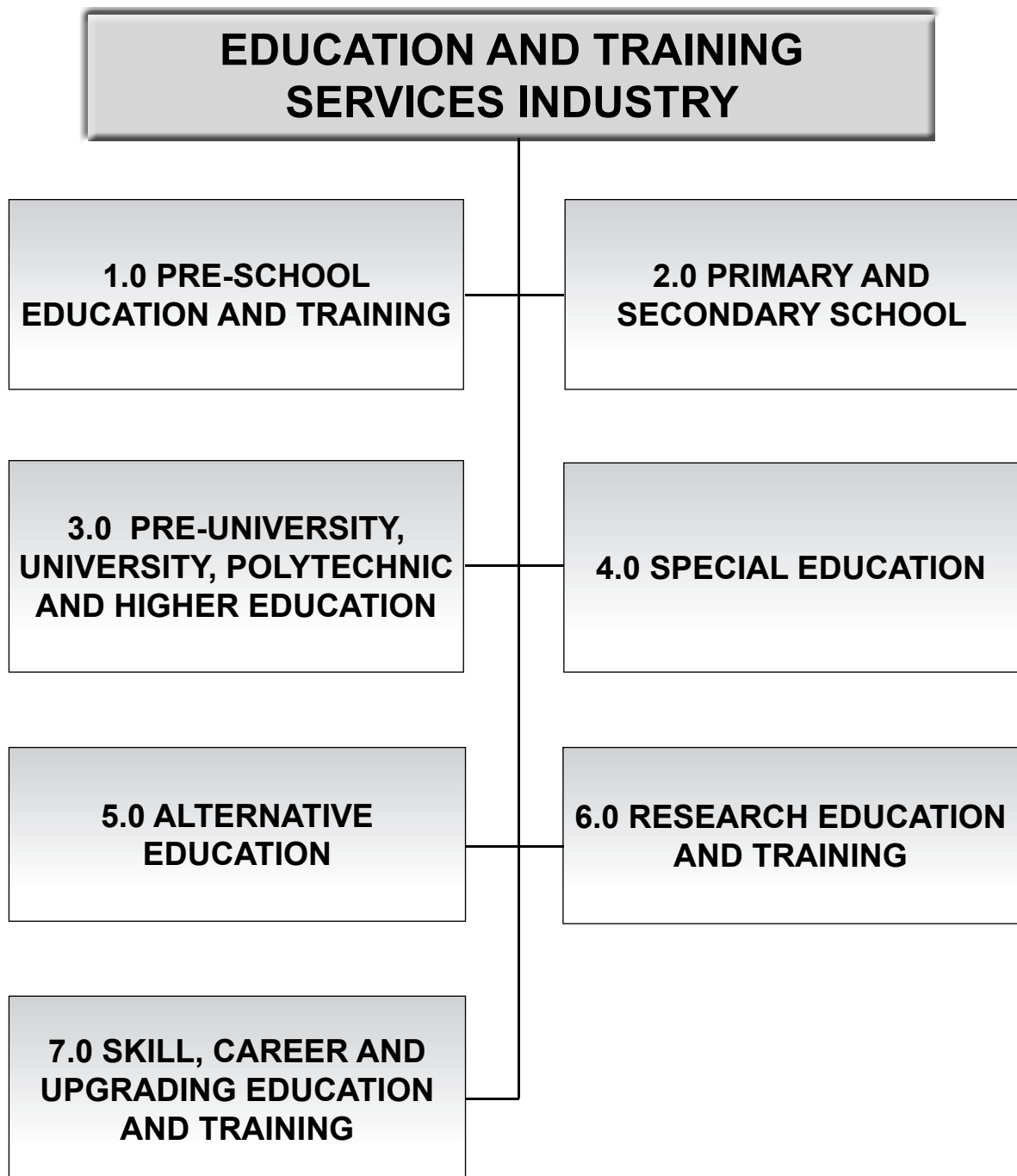
7.4 Agricultural Based Industrial Training						
	7.4.1 Agriculture Training	7.4.2 Breeding Training	7.4.3 Fishery Training	7.4.4 Palm Oil Based Product Training	7.4.5 Rubber Based Product Training	7.4.6 Food Processing Training
L8	No Level 8					
L7	Head Consultant					
L6	Senior Consultant					
L5	** Consultant **					
L4	** Assistant Consultant **					
L3	No Level 3					
L2	No Level 2					
L1	No Level 1					

7.5 Skill Training					
	7.5.1 Pharmaceutical Training	7.5.2 Textile Industrial Training	7.5.3 Petrochemical Training	7.5.4 Geology Training	7.5.5 Construction Training
L8	No Level 8				
L7	Head Consultant				
L6	Senior Consultant				
L5	** Consultant **				
L4	** Assistant Consultant **				
L3	No Level 3				
L2	No Level 2				
L1	No Level 1				

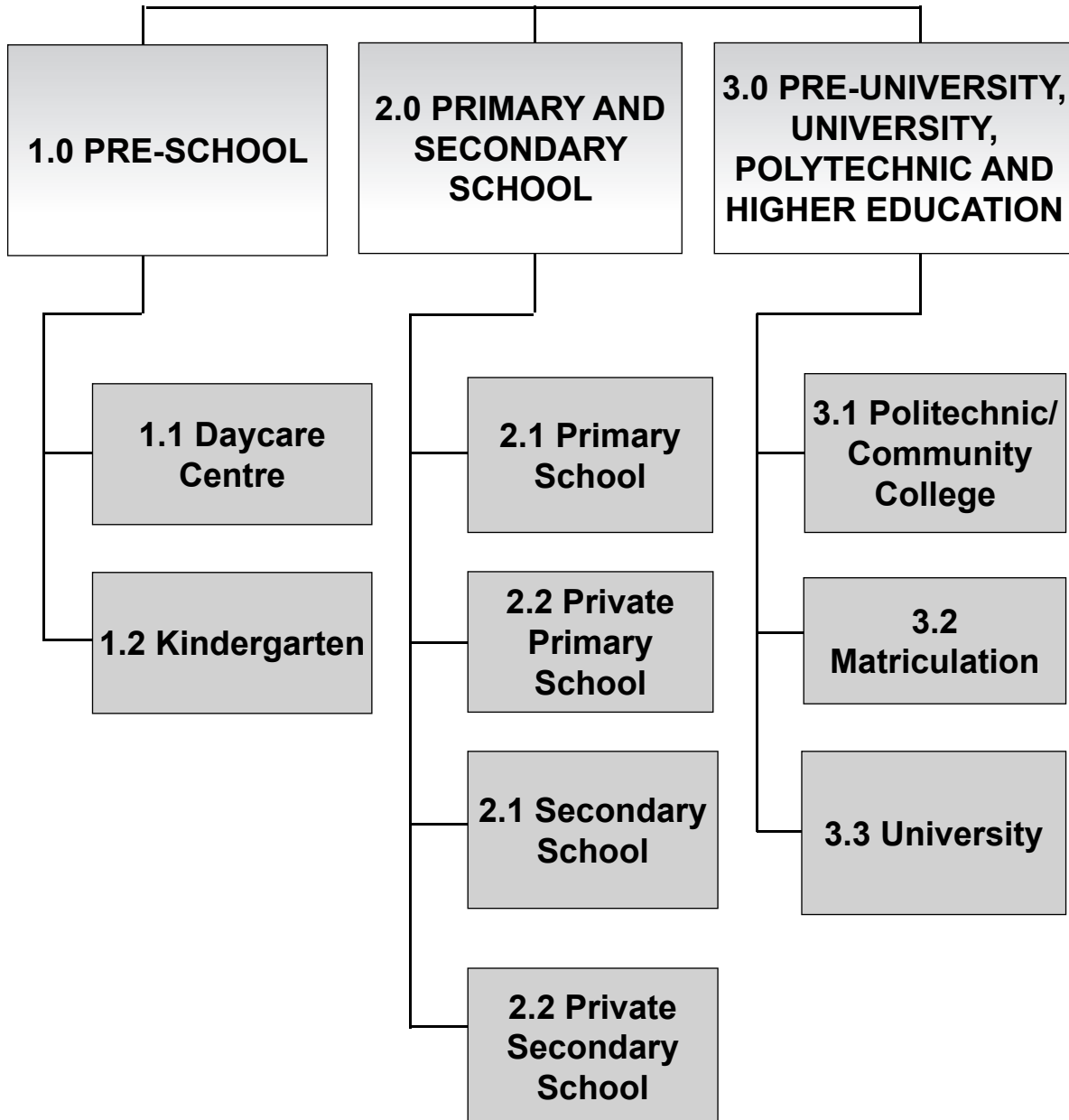
7.5 Skill Training					
	7.5.6 Mining Training	7.5.7 Vehicle Driving Training	7.5.8 Logistics Transportation Training	7.5.9 Medical Tourism Training	7.5.10 Ecology Tourism Training
L8	No Level 8				
L7	Head Consultant				
L6	Senior Consultant				
L5	** Consultant **				
L4	** Assistant Consultant **				
L3	No Level 3				
L2	No Level 2				
L1	No Level 1				

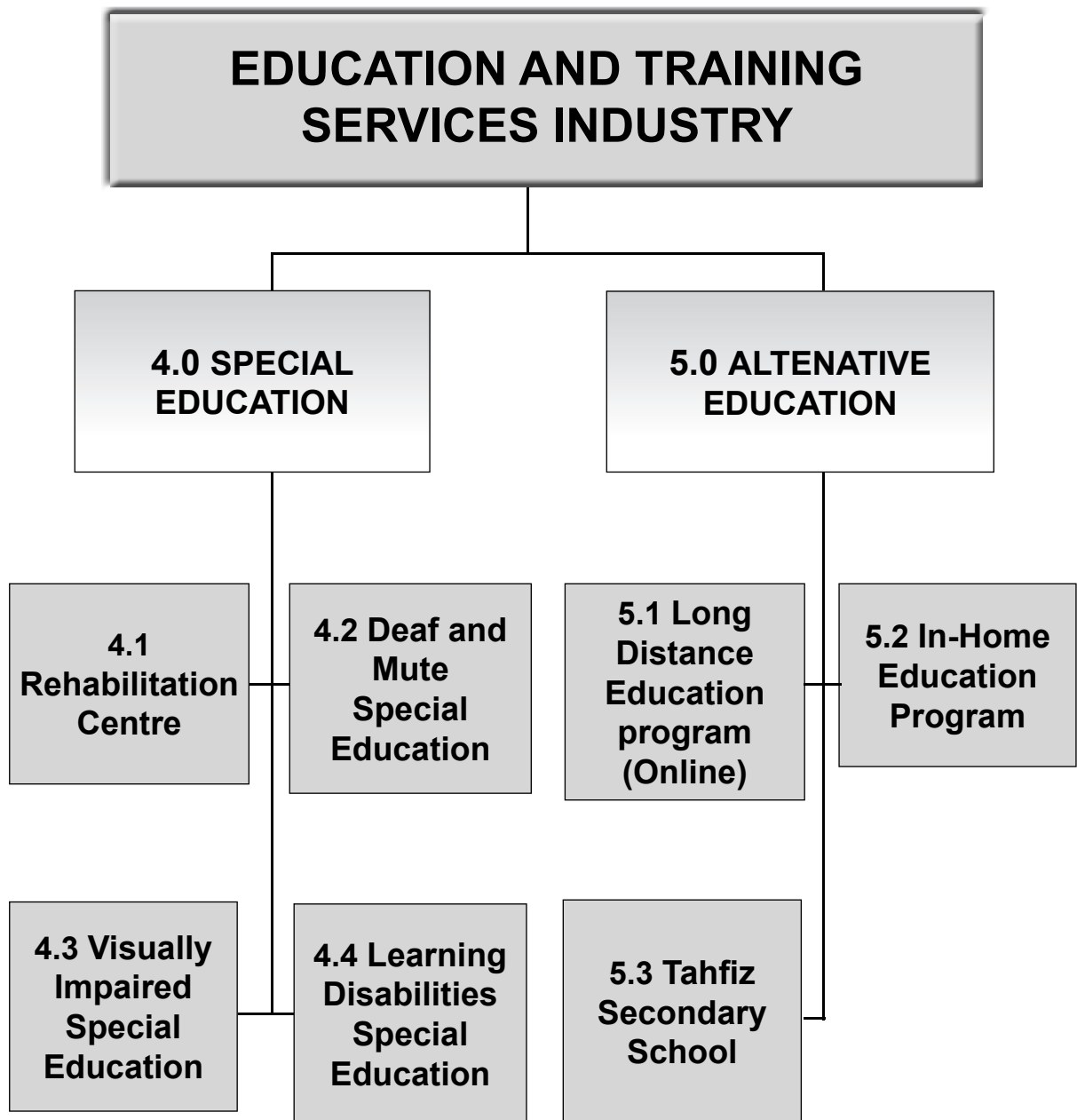
7.5 Skill Training		
	7.5.11 Agro Tourism Training	7.5.12 Educational Tourism Training
L8	No Level 8	
L7	Head Consultant	
L6	Senior Consultant	
L5	** Consultant **	
L4	** Assistant Consultant **	
L3	No Level 3	
L2	No Level 2	
L1	No Level 1	

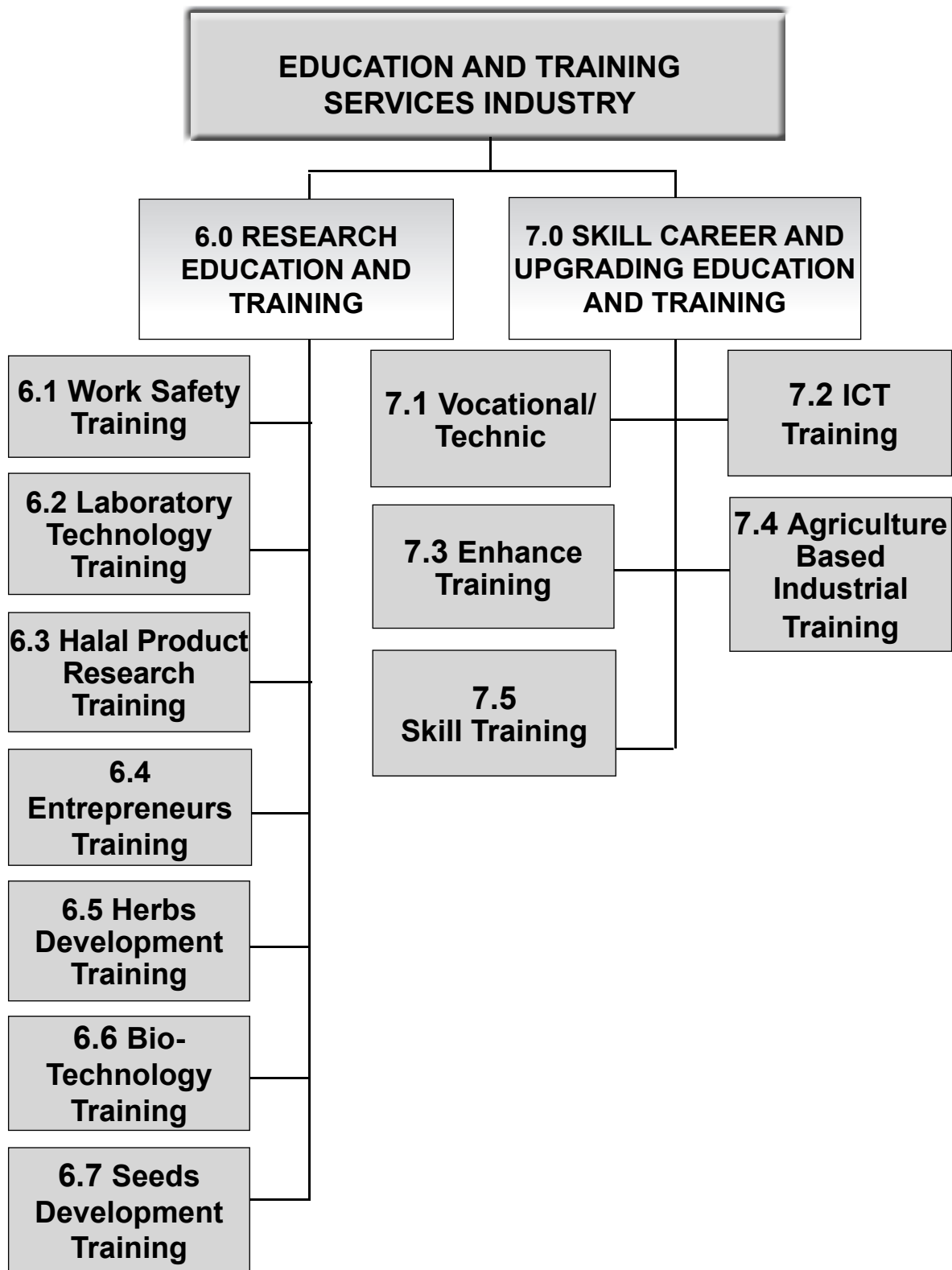
INDUSTRIAL CHART FOR EDUCATION AND TRAINING SERVICES SECTOR

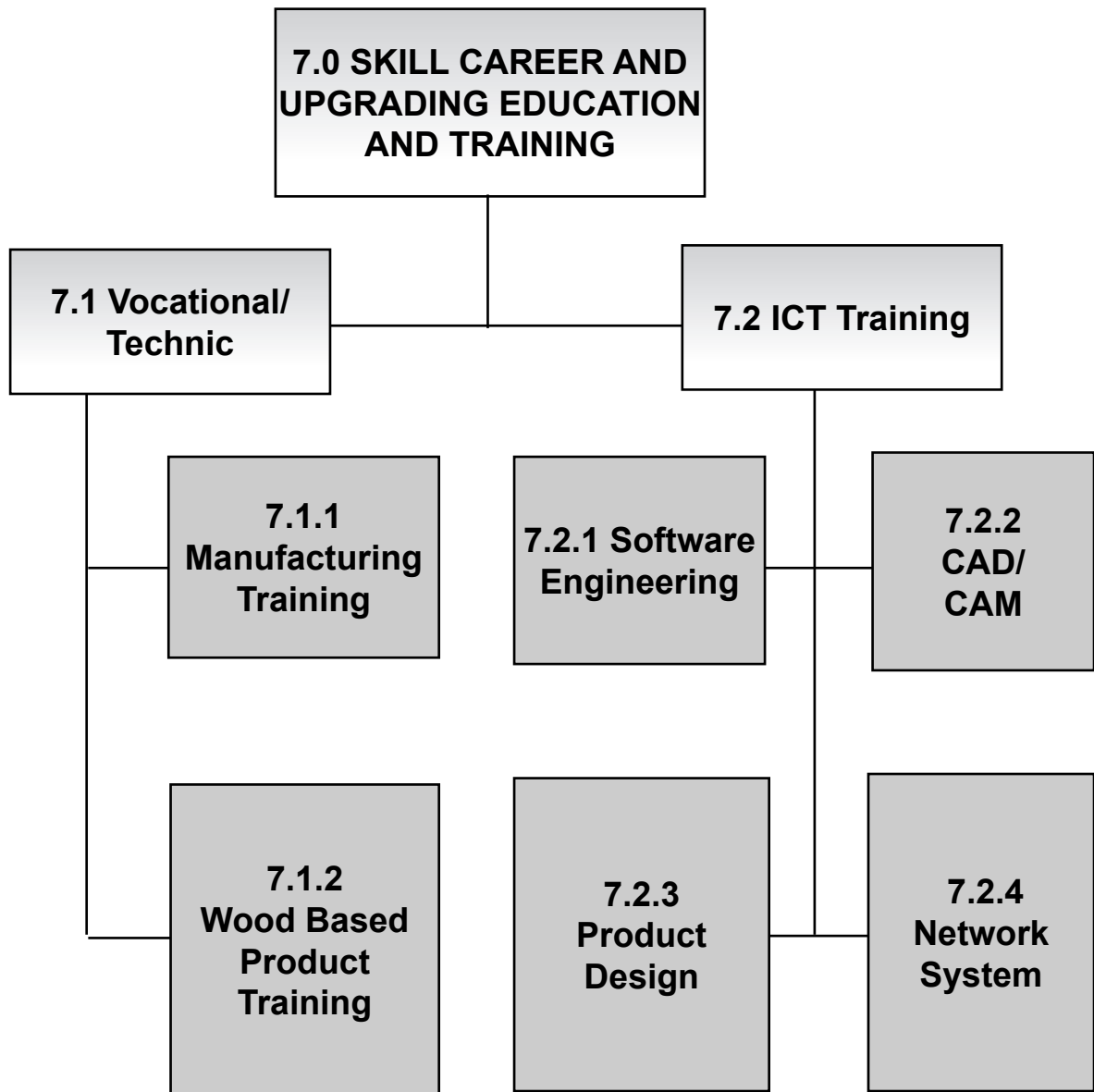


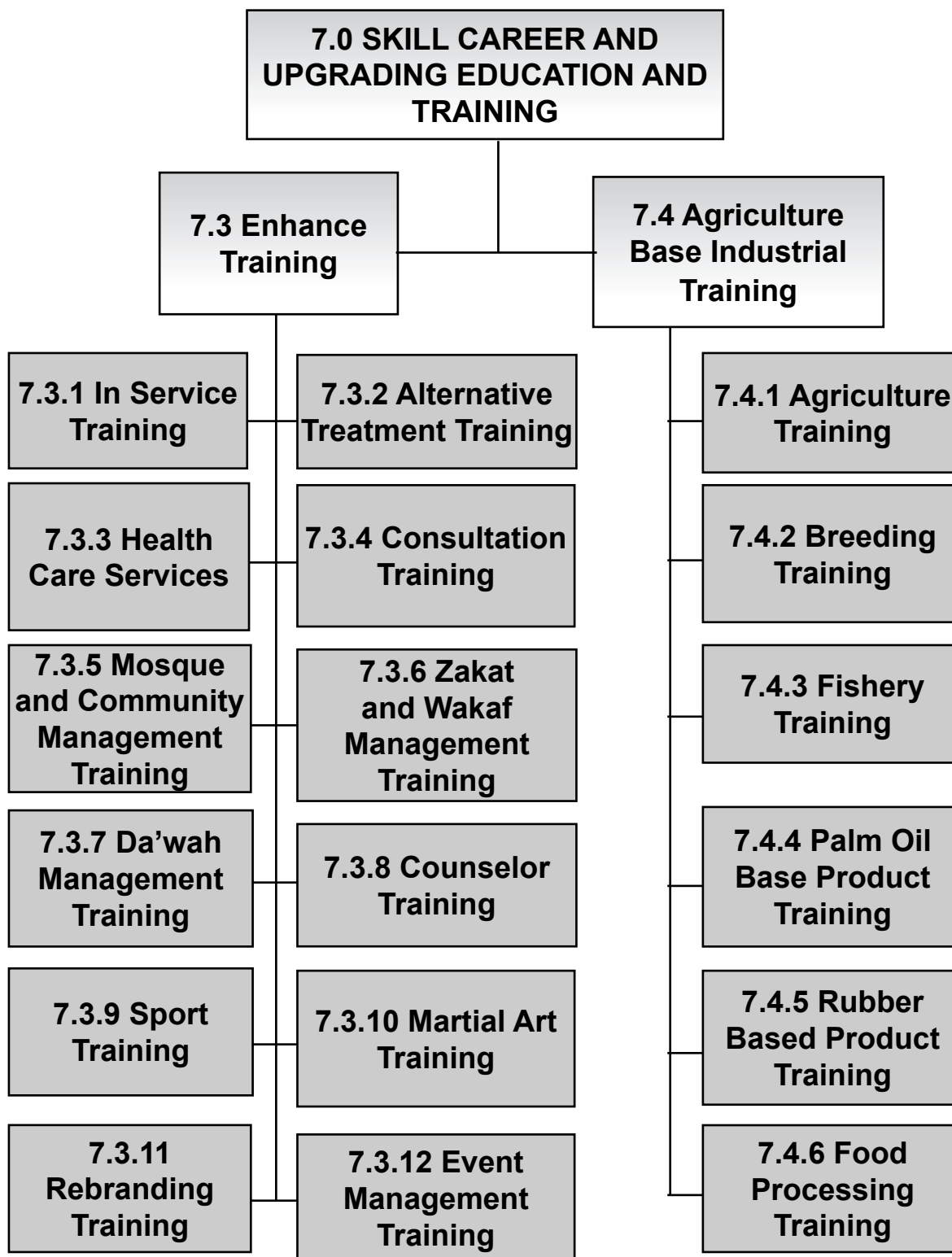
EDUCATION AND TRAINING SERVICES INDUSTRY

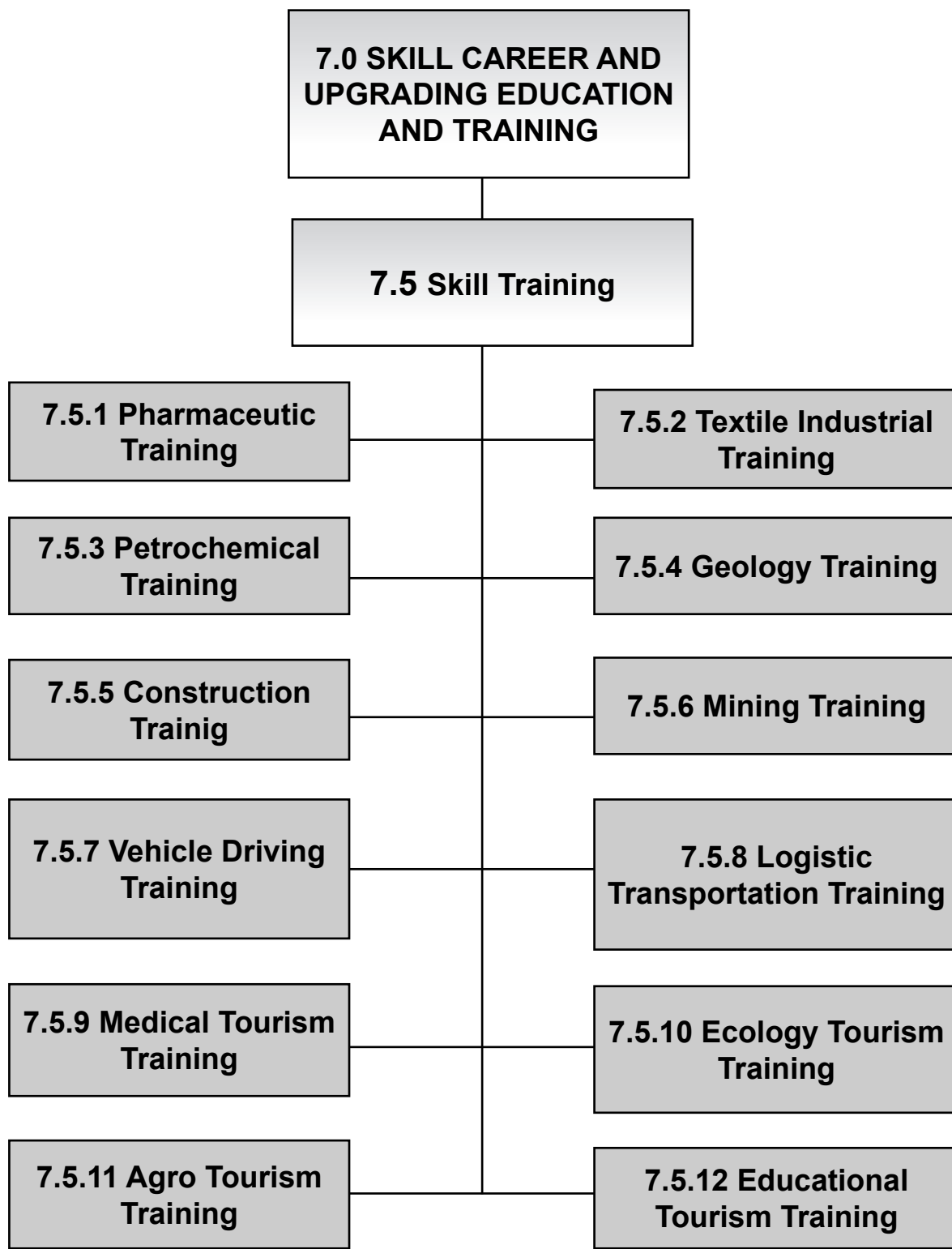












1.0 PRE-SCHOOL EDUCATION AND TRAINING

1.2 KINDERGARTEN		
	Raising	Teaching
L8	No Level 8	
L7	No Level 7	
L6	No Level 6	
L5	Kindergarten Manager	
L4	Kindergarten Principal	
L3	<i>**Kindergarten Supervisor Teacher**</i>	
L2	<i>**Kindergarten Teacher**</i>	
L1	<i>**Kindergarten Assistant**</i>	

*****CRITICAL*****

PRE-SCHOOL EDUCATION AND TRAINING

(Nursery: Raising)

LEVEL 1

BABY-SITTER

LEVEL 2

NURSERY TEACHER

LEVEL 3

NURSERY SUPERVISOR

LEVEL 4

ASSISTANT NURSERY MANAGER

LEVEL 5

NURSERY MANAGER

LEVEL 6

-

LEVEL 7

-

LEVEL 8

-

**PRE-SCHOOL EDUCATION
(NURSERY)**

Level 1

***O*ccupational definition of BABY-SITTER.**

A Baby-sitter is obligated to raise and take care of children handed by parents while they go for work.

Mainly:

- 1) Ensure the safety of babies (aged below 2 years) and children while they are at Nursery.
- 2) Ensure the physical cleanliness of babies and children such as bathing, nail clipping, hair combing, hair shampooing and teeth brushing.
- 3) Prepare and give balanced and wholesome food to babies and children based on ages.
- 4) Change diapers and clothes of children.
- 5) Make babies and children sleep.
- 6) Carry out activities stimulating the growth and development of babies and children based on ages.
- 7) Raise children in line with local culture.
- 8) Maintain good relationship with fellow baby-sitters, management, children and parents.
- 9) Collect the data of the growth and development of babies and children.
- 10) Organize discussions with parents concerning the development of children.
- 11) Maintain the cleanliness of playing tools, bottles and sleeping room for children.
- 12) Maintain the cleanliness of rooms and children playing space.
- 13) Ensure the safety of children while doing physical activities outside the building.
- 14) Other tasks directed by Supervisor, Assistant Nursery Manager or Nursery Manager.

**PRE-SCHOOL EDUCATION
(NURSERY)**

Level 2

***O*ccupational definition of NURSERY TEACHER.**

A Nursery Teacher is obligated to teach, raise babies and children and handle education-orientated game activities.

He/She in particular:

- 1) Plan and prepare learning materials and annual activities.
- 2) Teach according to the plan children who are 3 and 4 years old.
- 3) Handle education orientated game activities.
- 4) Carry out activities stimulating the growth and development of children based on ages.
- 5) Prepare and give balanced and nutritious to babies and children based on ages.
- 6) Monitor and ensure the safety of children while taking bath, eating, sleeping and playing.
- 7) Maintain good relationship with fellow baby-sitters, children, parents and neighbours.
- 8) Collect and report the data of the growth and development of children based the identified duration.
- 9) Organize discussions with parents concerning the developments of children.
- 10) Other tasks directed by Supervisor, Assistant Nursery Manager or Nursery Manager. Lain-lain tugas yang diarahkan oleh Penyelia, Penolong Pengurus Taska atau Pengurus Taska.

**PRE-SCHOOL EDUCATION
(NURSERY)**

Level 3

*O***ccupational definition of NURSERY SUPERVISOR**

A Nursery Supervisor is obligated to monitor tasks of raising, nursery teachers and maintain public relationship.

He/She in particular :

- 1) Plan timetable, activities and menu at Nursery.
- 2) Ensure that baby-sitters and Nursery teachers carry out activities that are well-planned.
- 3) Supervise and impart guidelines to those under his/ her supervision.
- 4) Maintain the welfares of workers
- 5) Ensure that Nursery operates in good condition.
- 6) Build and maintain good relationship with parents.
- 7) Collect and record fees from parents.
- 8) Take place of nursery teacher or baby-sitter who is on holiday.
- 9) Buy foodstuff for cooking and raw materials for learning.
- 10) Maintain cleanliness inside and outside Nursery.
- 11) Other tasks directed by Assistant Nursery Manager or Nursery Manager.

**PRE-SCHOOL EDUCATION
(NURSERY)**

Level 4

***O*ccupational definition of ASSISTANT NURSERY MANAGER**

Ans Assistant Nursery Manager is obligated to handle the daily running of nursery in terms of regulations and assist Nursery Manager.

He/She in particular:

- 1) Handle the daily running of Nursery
- 2) Obtain licence, enrolment and the required records.
- 3) Ensure that Nursery operates according to the guidelines.
- 4) Prepare annual budget.
- 5) Carry out marketing activities.
- 6) Build and maintain good relationship with parents and neighbours.
- 7) Prepare annual report required by the people concerned.
- 8) Maintain the safety and welfare of workers during working time at Nursery.
- 9) Other tasks directed by Nursery Manager.

**PRE-SCHOOL EDUCATION
(NURSERY)**

Level 5

*O***ccupational definition of NURSERY MANAGER**

A Nursery Manager is responsible for services and administration of Nursery.

He/She in particular:

- 1) Handle the daily running of Nursery.
- 2) Obtain licence, enrolment and the required records.
- 3) Ensure that Nursery operates according to the guidelines.
- 4) Prepare annual budget.
- 5) Carry out marketing activities.
- 6) Build and maintain good relationship with parents and neighbours.
- 7) Prepare annual report required by the people concerned.
- 8) Maintain the safety and welfare of family workers while working at Nursery.

PRE-SCHOOL EDUCATION AND TRAINING

(Nursery: Teaching)

LEVEL 1

-

LEVEL 2

NURSERY TEACHER

LEVEL 3

NURSERY SUPERVISOR

LEVEL 4

ASSISTANT NURSERY MANAGER

LEVEL 5

NURSERY MANAGER

LEVEL 6

-

LEVEL 7

-

LEVEL 8

-

**PRE-SCHOOL EDUCATION
(NURSERY)**

Level 2

*O***ccupational definition of NURSERY TEACHER.**

A Nursery Teacher is obligated to teach, take care and handle education-orientated game activities.

He/She in particular:

- 1) Plan and prepare learning materials and annual activities.
- 2) Teach based on the plan children who are 3 and 4 years old.
- 3) Handle game activities that are education-orientated.
- 4) Carry out activities stimulating the growth and development of children based on ages.
- 5) Prepare and give balanced and nutritious food to babies and children based on ages.
- 6) Monitor and ensure the safety of children while taking bath, eating, sleeping and playing.
- 7) Maintain good relationship with baby-sitters, children, parents and neighbours.
- 8) Collect and report the data of the growth and development of children according to the identified duration.
- 9) Organize discussions with parents concerning the development of children.
- 10) Other tasks directed by Supervisor, Assistant Nursery Manager or Nursery Manager.

**PRE-SCHOOL EDUCATION
(NURSERY)**

Level 3

*O*ccupational definition of NURSERY SUPERVISOR

A Nursery Supervisor is obligated to observe tasks of baby-sitters, nursery teachers and maintain public relationship.

He/She in particular:

- 1) Plan timetable, activities and menu at Nursery.
- 2) Ensure that baby-sitters and Nursery teachers carry out activities that are well-planned.
- 3) Supervise and impart guidelines to people under his/ her supervision.
- 4) Maintain the welfare of workers.
- 5) Ensure that Nursery operates in well condition.
- 6) Build and maintain good relationship with parents.
- 7) Collect and record fees from parents.
- 8) Take place of nursery teachers or baby-sitters who are on leave.
- 9) Buy foodstuff for cooking and raw materials for learning.
- 10) Maintain cleanliness inside and outside Nursery.
- 11) Other tasks directed by Assistant Nursery Manager or Nursery Manager.

**PRE-SCHOOL EDUCATION
(NURSERY)**

Level 4

*O*ccupational definition of **ASSISTANT NURSERY MANAGER**

An Assistant Nursery Manager is obligated to handle the daily running of nursery in terms of regulations and help Nursery Manager.

He/She in particular:

- 1) Handle the daily running of Nursery.
- 2) Obtain licence, enrolment and the required records.
- 3) Ensure that Nursery operates based on guidelines.
- 4) Prepare annual budget.
- 5) Carrying out marketing activities.
- 6) Build and maintain good relationship with parents and neighbours.
- 7) Prepare annual report required by the people concerned.
- 8) Ensure the safety and welfare of workers during working time at Nursery.
- 9) Other tasks directed by Nursery Manager.

**PRE-SCHOOL EDUCATION
(NURSERY)**

Level 5

***O*ccupational definition of NURSERY MANAGER**

A Nursery Manager is responsible for services provided by and administration of Nursery.

He/She in particular:

- 1) Handle the daily running of Nursery.
- 2) Obtain license, enrolment and the required records.
- 3) Ensure that Nursery operates based on guidelines.
- 4) Prepare annual budget.
- 5) Carry out marketing activities.
- 6) Build and maintain good relationship with parents and neighbours.
- 7) Prepare annual report required by the people concerned.
- 8) Ensure the safety and welfare of family workers during working time at Nursery.

JOB TITLE

LEVEL 1

KINDERGARTEN ASSISTANT

LEVEL 2

KINDERGARTEN TEACHER

LEVEL 3

KINDERGARTEN SUPERVISION TEACHER

LEVEL 4

KINDERGARTEN PRINCIPAL

LEVEL 5

KINDERGARTEN MANAGER

LEVEL 6

-

LEVEL 7

-

LEVEL 8

-

**PRESCHOOL EDUCATION AND TRAINING
(KINDERGARTEN)**

Level 1

***O*ccupational definition of KINDERGARTEN ASSISTANT.**

A Kindergarden Assistant is obligated to assist Kindergarden Teacher when learning process, breakfast and education-orientated games are implemented.

He/She in particular:

- 1) Assist Kindergarden Teacher when arts and science classes are implemented.
- 2) Assist Kindergarden Teacher in arranging field game tools.
- 3) Assist Principal in ordering stocks of teaching and learning materials besides children uniforms.
- 4) Assist in preparing food for morning refreshment and in tidying used utensils.
- 5) Assist in cleaning and tidying classrooms up.
- 6) Assist Kindergarden teacher in guarding children on their coming to and leaving Kindergarden.
- 7) Carry out other tasks directed by Kindergarden Teacher, Principal and Manager.

**PRE-SCHOOL EDUCATION AND TRAINING
(KINDERGARTEN)**

Level 2

***O*ccupational definition of KINDERGARTEN TEACHER.**

A Kindergarten Teacher is obligated to teach one or several subjects underlined in the settled school syllabus.

He/She in particular:

- 1) Plan and prepare learning materials and annual activities.
- 2) Teach subjects in classrooms according to school syllabus and the decided timetable.
- 3) Handle game education-orientated activities.
- 4) Revise and mark the exercise tasks of children.
- 5) Prepare reports on the developments of children.
- 6) Supervise children in classes and restrooms.
- 7) Maintain good relationship with kindergarten members and parents.
- 8) Organize discussions with parents concerning the developments of their children.
- 9) Receive and hand children on their coming and leaving and ensure their safety while at Kindergarten.
- 10) Carry out other tasks directed by Kindergarten Supervisor and Principal.

**PRE-SCHOOL EDUCATION AND TRAINING
(KINDERGARTEN)**

Level 3

***O*ccupational definition of KINDERGARTEN SUPERVISION
TEACHER.**

A Kindergarten Supervision Teacher is obligated to monitor the tasks of kindergarten teachers.

He/She in particular:

- 1) Assist Kindergarten Principal in drawing and preparing annual plan.
- 2) Supervise teachers who are teaching and conducting activities for the children.
- 3) Impart guidelines to teachers and workers in his/ her supervision.
- 4) Take place of Kindergarten teacher who is on leave.
- 5) Take care of the welfares of teachers.
- 6) Ensure cleanliness inside and outside kindergarten.
- 7) Discuss with parents on the developments and progresses of the children.
- 8) Assist Kindergarten Principal in collecting and recording fees from parents.
- 9) Assist teachers in preparing reports and records on the progresses of children.
- 10) Report any problem to Kindergarten Principal.
- 11) Carry out tasks directed by Kindergarten Principal.

**PRE-SCHOOL EDUCATION AND TRAINING
(KINDERGARTEN)**

Level 4

***O*ccupational definition of KINDERGARTEN PRINCIPAL.**

A Kindergarten Principal is obligated to plan, handle and implement things related to curriculum, teachers, staff, finances and a good rapport with others.

He/She in particular:

- 1) Supervise the annual teaching plans of teachers according to school syllabus.
- 2) Prepare the timetables of teaching for teachers.
- 3) Monitor the teaching activities of teachers in classrooms.
- 5) Organize discussions with teachers from time to time.
- 6) Organize meetings with teachers
- 7) Ensure the welfare and safety of teachers and workers.
- 8) Prepare annual reports to the managerial board.
- 9) Build good relationship with parents and guardians.
- 10) Carry out other tasks directed by Kindergarten Manager.

**PRE-SCHOOL EDUCATION AND TRAINING
(KINDERGARTEN)**

Level 5

***O*ccupational definition of KINDERGARTEN MANAGER**

A Kindergarten Manager is fully responsible for planning, managing, controlling and observing the running of Kindergarten.

He/She in particular:

- 1) Obtain enrolment and license for Kindergarten.
- 2) Plan and implement the principles of the running of Kindergarten.
- 3) Prepare annual budget
- 4) Ensure that Kindergarten operates following guidelines.
- 5) Carry out marketing activities.
- 6) Organize discussions with Kindergarten Principal from time to time.
- 7) Prepare annual report required by the people concerned.

PRIMARY AND SECONDARY SCHOOL
(Primary School: Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

OFFICE ASSISTANT

LEVEL 4

SECRETARY

LEVEL 5

TEACHER CUM-SENIOR ASSISTANT

LEVEL 6

HEADMASTER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 3

*O*ccupational definition of **OFFICE ASSISTANT**

An Office Assistant is obligated to deal with cleaning, send letters to the post office, record letters in and out and so on.

He/She in particular:

- 1) Clean up office room.
- 2) Send letters to the post office.
- 3) Record letters in and out of school.
- 4) Assist teachers in making photocopies.
- 5) Carry out other tasks that Headmaster requires.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 4

*O*ccupational definition of **SECRETARY**

A Secretary is obligated to deal with correspondence, filing system, records and finances.

He/She in particular:

- 1) Deal with correspondence concerning services and employment of teachers.
- 2) Keep and update personal files of teachers and staff.
- 3) Receive and record fees from students.
- 4) Deal with formalities of received letters and pass the letters to addressees.
- 5) Carry out other tasks that Teacher cum-Senior Assistant and Headmaster requires.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 5

*O*ccupational definition of **TEACHER CUM-SENIOR ASSISTANT**

A Teacher cum-Senior Assistant is obligated to assist headmaster in dealing with administrative and academic tasks, students' affairs and curriculum, and in building a good rapport with others.

He/She in particular:

- 1) Assist Headmaster in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of special tasks of teachers.
- 4) Plan and conduct programme to upgrade academic performance, discipline and curriculum for students.
- 5) Organize meetings with teachers.
- 6) Carry out Additional Food Plan (Rancangan Makanan Tambahan) and Milk Programme For Schools (Program Susu Sekolah), that Ministry of Education contributes.
- 7) Become first assessor for performance forms of teachers.
- 8) Represent Headmaster in attending meetings at District Department of Education.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 6

***O*ccupational definition of HEADMASTER**

Headmaster is obligated to deal with tasks concerning administration, employment scheme, finance and a good rapport with others.

He/She in particular:

- 1) Plan, control and oversee annual school programme and activities.
- 2) Deal with school's finances.
- 3) Observe teaching and learning process in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Education.
- 7) Become second assessor for performance forms of teachers.

PRIMARY AND SECONDARY SCHOOL

(Primary School: Teaching)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TEACHER

LEVEL 5

TEACHER CUM-SENIOR ASSISTANT

LEVEL 6

HEADMASTER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 4

***O*ccupational definition of TEACHER**

A Teacher is obligated to teach one or more subjects mentioned in school syllabus that Malaysian Ministry of Education introduce.

He/She in particular:

- 1) Plan and prepare daily, weekly and annual teaching plans.
- 2) Teach subjects in classrooms according to settled timetable.
- 3) Revise and correct exercise books of students.
- 4) Mark school test and examination papers of students.
- 5) Participate in co-curriculum activities.
- 6) Organize discussions with students' parents or guardians.
- 7) Organize additional classes for students weak at taught subjects.
- 8) Refer cases of problematic students to school counsellor.
- 9) Supervise, record and update report cards concerning students' progress.
- 10) Carry out other tasks that Headmaster and Teacher cum-Senior Assistant require.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 5

*O*ccupational definition of **TEACHER CUM-SENIOR ASSISTANT**

A Teacher cum-Senior Supervisor is obligated to assist Headmaster in dealing with administrative and academic tasks, students' affairs, and cocurriculum, and to build a good rapport with others.

He/She in particular:

- 1) Assist Headmaster in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of special tasks of Teachers.
- 4) Plan and conduct programme to upgrade academic performance, discipline and cocurriculum for students.
- 5) Organize meetings with teachers.
- 6) Carry out Additional Food Programme (Rancangan Makanan Tambahan) and Milk Programme For School (Program Susu Sekolah) that Ministry of Education launches.
- 7) Become first assessor for performance forms of teachers under his/her attention.
- 8) Represent Headmaster in attending meetings at District Department of Education.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 6

***O*ccupational definition of HEADMASTER**

A Headmaster is obligated to deal with tasks related to administration, employment scheme and finances, and to build a good rapport with others.

He/She in particular:

- 1) Plan, control and oversee annual school programme.
- 2) Deal with school's finances.
- 3) Observe teaching and learning process in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Education.
- 7) Become second assessor for performance forms of teachers.

PRIMARY AND SECONDARY SCHOOL
(Primary School: Counseling)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

COUNSELING TEACHER

LEVEL 5

TEACHER CUM-SENIOR ASSISTANT

LEVEL 6

HEADMASTER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 4

***O*ccupational definition of COUNSELLING TEACHER**

A Counselling Teacher is obligated to deal with counselling sessions, educational programme and activities, career and personality development of students.

He/She in particular:

- 1) Plan and prepare annual plan.
- 2) Handle individual and collective counselling sessions for problematic students.
- 3) Conduct educational programme on career for students.
- 4) Organize motivation programme for students.
- 5) Record all handled cases.
- 6) Prepare report on counselling sessions for the use of those concerned.
- 7) Organize programme on staff development for teachers.
- 8) Carry out other tasks that headmaster and teacher cum-senior assistant require.
- 9) Build a good relationship with teachers and parents.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 5

***O*ccupational definition of TEACHER CUM-SENIOR ASSISTANT**

A Teacher cum-Senior Assistant is obligated to assist headmaster in dealing with administrative and academic tasks, students' affairs and curriculum, and to build a good rapport with others.

He/She in particular:

- 1) Assist headmaster in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of special tasks of teachers.
- 4) Plan and carry out programme to upgrade academic performance, discipline and curriculum for students.
- 5) Organize meetings with teachers.
- 6) Carry out Additional Food Plan (Rancangan Makanan Tambahan) and Milk Programme for Schools that Ministry of Education launches.
- 7) Become first assessor for performance forms of teachers under his/her attention.
- 8) Represent headmaster in attending meetings at District Department of Education.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIMARY SCHOOL)**

Level 6

***O*ccupational definition of HEADMASTER**

A Headmaster is obligated to deal with tasks related to administration, employment scheme and finances, and to build a good rapport with others.

He/She in particular:

- 1) Plan, control and oversee annual school programme.
- 2) Deal with school's finances.
- 3) Observe teaching and learning process in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Education.
- 7) Become second assessor for performance forms of teachers.

PRIMARY AND SECONDARY SCHOOL

(Private Primary School: Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

OFFICE ASSISTANT

LEVEL 4

SECRETARY

LEVEL 5

PRINCIPAL

LEVEL 6

MANAGER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY EDUCATION)**

Level 3

***O*ccupational definition of OFFICE ASSISTANT**

An Office Assistant is obligated to deal with office's cleanliness, send letters to post office, record letters in and out, and so on.

He/She in particular:

- 1) Clean up office room.
- 2) Send letters to post office.
- 3) Record letters in and out of school.
- 4) Assist teachers in making photocopies.
- 5) Other tasks that Principal requires.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY EDUCATION)**

Level 4

*O*ccupational definition of **SECRETARY**

A Secretary is obligated to deal with correspondence, filing system, records and finances.

He/She in particular:

- 1) Deal with correspondence concerning services and employment of teachers.
- 2) Keep and update personal files of teachers and staff.
- 3) Receive and record fees from students.
- 4) Deal with formalities of received letters and pass the letters to addressees.
- 5) Carry out other tasks that Principal and Manager require.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY EDUCATION)**

Level 5

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to deal with tasks concerning administration, employment, finances, and a good rapport with others.

He/She in particular:

- 1) Plan, control and oversee annual school programmes and activities.
- 2) Handle school's finances.
- 3) Observe teaching and learning process in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Education.
- 7) Become second assessor for performance forms of teachers.
- 8) Report to managerial board the running and development of school.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY EDUCATION)**

Level 6

*O*ccupational definition of **MANAGER**

A Manager is obligated to plan, handle, control and oversee the running of school.

He/She in particular:

- 1) Deal with enrolment and licence for the establishment of private school.
- 2) Plan and implement the principle of private school.
- 3) Prepare budget.
- 4) Ensure that school operates according to guidelines.
- 5) Carry out marketing activities.
- 6) Organize discussions with school's administrators from time to time.
- 7) Prepare annual report for the need of those concerned.

PRIMARY AND SECONDARY SCHOOL
(Private Primary School: Coordinating and Teaching)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TEACHER

LEVEL 5

PRINCIPAL

LEVEL 6

MANAGER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY SCHOOL)**

Level 4

*O*ccupational definition of **TEACHER**

A Teacher is obligated to teach one or more subjects mentioned in school syllabus that Malaysian Ministry of Education introduces.

He/She in particular:

- 1) Plan and prepare daily, weekly and annual teaching plan.
- 2) Teach subjects in classrooms according to settled timetable.
- 3) Revise and correct exercise books of students.
- 4) Mark school test or examination papers of students.
- 5) Participate in curriculum activities.
- 6) Organize discussions with students' parents or guardians
- 7) Organize additional classes for students weak at taught subjects.
- 8) Refer cases of problematic students to school's counsellor.
- 9) Prepare, record and update report cards of students' progress.
- 10) Carry out other tasks that Principal requires.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY SCHOOL)**

Level 5

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to deal with tasks related to administration, employment scheme, finances and a good rapport with others.

He/She in particular:

- 1) Plan, control and oversee annual school programme.
- 2) Deal with school's finances.
- 3) Observe teaching and learning process in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Become assessor for performance forms of teachers.
- 7) Report to managerial board the running and development of school.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY SCHOOL)**

Level 6

*O*ccupational definition of **MANAGER**

A School Manager is obligated to plan, handle, control and oversee the running of school.

He/She in particular:

- 1) Deal with enrolment and licence for the establishment of private school.
- 2) Plan and implement the principle of the running of private school.
- 3) Prepare budget.
- 4) Ensure that school operates according to guidelines.
- 5) Carry out marketing activities.
- 6) Organize discussions with school's administrators from time to time.
- 7) Prepare annual report for the need of those concerned.

PRIMARY AND SECONDARY SCHOOL
(Private Primary School: Counseling)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

COUNSELLING TEACHER

LEVEL 5

PRINCIPAL

LEVEL 6

MANAGER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY SCHOOL)**

Level 4

*O*ccupational definition of **COUNSELING TEACHER**

A Counseling Teacher is obligated to conduct counseling sessions and carry out programme and activities related to education, career and personality development of students.

He/She in particular:

- 1) Draw up and prepare annual plan.
- 2) Carry out individual and collective counseling sessions for problematic students.
- 3) Conduct educational programmes on career for students.
- 4) Organize motivation programmes for students.
- 5) Record all handled cases.
- 6) Prepare report on counseling sessions for the use of those concerned.
- 7) Organize programmes on staff development for teachers.
- 8) Carry out other tasks that Principal and Assistant Principal.
- 9) Build a good relationship between teachers and parents.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY SCHOOL)**

Level 5

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to deal with tasks related to administration, employment scheme and finances, and to develop a good rapport with others.

He/She in particular:

- 1) Plan, control and oversee annual school programme.
- 2) Deal with school's finances.
- 3) Observe teaching and learning process in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Education.
- 7) Become second assessor for performance forms of teachers.
- 8) Report to managerial board the running and development of school.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE PRIMARY SCHOOL)**

Level 6

*O*ccupational definition of **MANAGER**

A School Manager is obligated to plan, handle, control and oversee the running of school.

He/She in particular:

- 1) Deal with enrolment and licence for the establishment of private school.
- 2) Plan and implement the principle of the running of private school.
- 3) Prepare budget.
- 4) Ensure that school operates according guidelines.
- 5) Carry out marketing activities.
- 6) Organize discussions with school's administrators from time to time.
- 7) Prepare annual report for the need of those concerned.

PRIMARY AND SECONDARY SCHOOL

(Secondary School: Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

OFFICE ASSISTANT

LEVEL 4

SECRETARY

LEVEL 5

TEACHER CUM-SENIOR ASSISTANT

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 3

*O***ccupational definition of OFFICE ASSISTANT**

An Office Assistant is obligated to keep cleanliness, send letters to post office, record letters in and out and so on.

He/She in particular:

- 1) Clean dust off office room.
- 2) Send letters to post office.
- 3) Record letters in and out.
- 4) Assist teachers in photocopying.
- 5) Other tasks that Principal requires.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 4

*O*ccupational definition of **SECRETARY**

A Secretary is responsible for formal correspondence, filing system, records and finances.

He/She in particular:

- 1) Handle formal correspondence concerning service and employment of teachers.
- 2) Keep and update personal files of teachers and staff.
- 3) Receive and record fees from students.
- 4) Carry out formalities of received letters and pass them to addressees.
- 5) Carry out tasks that Teacher cum-Senior Assistant and Principal requires.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 5

*O*ccupational definition of **TEACHER CUM-SENIOR ASSISTANT**

A Teacher cum-Senior Assistant is obligated to assist Principal in handling administrative and academic tasks, students' affairs, curriculum and a good rapport with others.

He/She in particular:

- 1) Assist Principal in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of special tasks for teachers.
- 4) Plan and conduct programme to upgrade academic performance, discipline and curriculum for students.
- 5) Organize meetings with teachers.
- 6) Handle scholarships, Text Book Borrowing Scheme for students.
- 7) Become the first assessor of performance forms of teachers under his attention.
- 8) Represent Principal in attending meetings at District Department of Education.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 6

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to generally handle tasks related to administration, employment scheme, finances and a good rapport with others.

He/She in particular:

- 1) Plan, control and oversee annual school programme.
- 2) Handle, control and oversee finances of school.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Education.
- 7) Become the second assessor of performance forms of teachers.

PRIMARY AND SECONDARY SCHOOL
(Secondary School: Teaching)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TEACHER

LEVEL 5

TEACHER CUM-SENIOR ASSISTANT

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 4

***O*ccupational definition of TEACHER**

A Teacher is obligated to teach one or more subjects decided according to school syllabus that Malaysian Ministry of Education introduces.

He/She in particular:

- 1) Draw and prepare daily, weekly and annual teaching plan.
- 2) Teach subjects in classrooms based on the decided timetable.
- 3) Revise and correct exercise and work books of students.
- 4) Mark test paper or internal examination paper of students.
- 5) Participate in curriculum activities.
- 6) Organize meetings with parents or guardians of students.
- 7) Organize additional classes for weak students in taught subjects.
- 8) Refer cases of problematic students to Counseling Teacher.
- 9) Prepare, record and update progress report books of students.
- 10) Carry out other tasks Principal and Senior Assistant Teacher.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 5

***O*ccupational definition of TEACHER CUM-SENIOR ASSISTANT**

A Teacher Cum-Senior Assistant is obligated to handle administrative and academic tasks, students' affairs, curriculum and have a good rapport with others.

He/She In particular:

- 1) Assist Principal in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of special tasks for teachers.
- 4) Plan and conduct programme to upgrade academic performance, discipline and curriculum for students.
- 5) Organize meetings with teachers.
- 6) Handle scholarships, Text Book Borrowing Scheme for students.
- 7) Become the first assessor of performance forms of teachers under his/her attention.
- 8) Represent Principal in attending meetings at District Department of Education.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to generally settle tasks related with administration, employment scheme, finances and have a good rapport with others.

He/She in particular:

- 1) Plan, control and oversee annual school programme.
- 2) Handle, control and oversee school finances.
- 3) Observe teachers perform in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Education.
- 7) Become the first assessor of performance forms of teachers.

PRIMARY AND SECONDARY SCHOOL
(Secondary School: Laboratory Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

LABORATORY ASSISTANT

LEVEL 4

SENIOR LABORATORY ASSISTANT

LEVEL 5

TEACHER CUM-SENIOR ASSISTANT

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 3

***O*ccupational definition of LABORATORY ASSISTANT**

A Laboratory Assistant is obligated to assist science teachers in carrying out experiment in school laboratory.

He/She in particular:

- 1) Assist science teachers in carrying out experiment and exercise in laboratory.
- 2) Prepare materials and equipment for experiment and exercise in laboratory.
- 3) Ensure all equipments and materials which are to be used in good condition and safe.
- 4) Ensure the safety of students while in laboratory.
- 5) Ensure that procedure of wast disposal is obeyed.
- 6) Ensure standardization of tool.
- 7) Carry out tasks that senior laboratory assistant, teachers, senior assistant and principal require.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 4

*O*ccupational definition of **SENIOR LABORATORY ASSISTANT**

A Senior Laboratory Assistant is obligated to assist science teachers in carrying out experiment in school laboratory and to ensure stocks of laboratory are sufficient.

He/She In particular:

- 1) Assist science teachers in carrying out experiment and exercise.
- 2) Order inventory of experiment materials.
- 3) Ensure that broken laboratory apparatus is repaired.
- 4) Prepare materials and equipment for experiment and exercise in laboratory.
- 5) Ensure all equipment and materials to be used are in good and safe condition.
- 6) Ensure the safety of students while in laboratory.
- 7) Carry out other tasks that teachers, senior assistant and principal require.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 5

***O*ccupational definition of TEACHER CUM-SENIOR ASSISTANT**

A Teacher cum-Senior Assistant is obligated to assist Principal in settling administrative and academic tasks, students' affairs, curriculum and a good rapport with others.

He/She in particular:

- 1) Assist Principal in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of special tasks for teachers.
- 4) Plan and conduct programme to upgrade academic performance, discipline and curriculum for students.
- 5) Organize meetings with teachers.
- 6) Handle scholarships, Text Book Borrowing Scheme for students.
- 7) Become the first assessor of performance forms of teachers under his/her attention.
- 8) Represent Principal in attending meetings at District Department of Education.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to handle tasks related to administration, employment scheme, finances and a good rapport with others.

He/She in particular:

- 1) Plan, control and oversee annual school programme.
- 2) Handle, control and oversee school finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Become the second assessor of performance forms of teachers.

PRIMARY AND SECONDARY SCHOOL
(Secondary School: Counseling)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

COUNSELING TEACHER

LEVEL 5

TEACHER CUM-SENIOR ASSISTANT

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 4

*O*ccupational definition of **COUNSELING TEACHER**

A Counseling Teacher is obligated to carry out counseling sessions, conduct programmes and activities related with the education, career and personal development of students.

He/She in particular:

- 1) Draw and plan annual plan.
- 2) Carry out individual and collective counseling sessions for problematic students.
- 3) Conduct career education programmes for students.
- 4) Conduct motivation programmes for students.
- 5) Record all handled cases.
- 6) Prepare reports on counseling sessions for the use of the government.
- 7) Organize staff development programmes for teachers.
- 8) Accomplish other tasks directed by Principal and Senior Assistant Teacher.
- 9) Build good relationship with teachers and parents.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 5

***O*ccupational definition of TEACHER CUM-SENIOR ASSISTANT**

A Teacher cum-Senior Assistant is obligated to assist Principal in carrying out administrative and academic tasks and safeguard the welfare of students, curriculum and outside relationship.

He/She in particular:

- 1) Assist Principal in planning and preparing annual programmes or school calendar.
- 2) Prepare timetables for teachers.
- 3) Prepare list of special tasks for teachers.
- 4) Plan and carry out academic, disciplinary and curriculum achievement upgrading programmes for students.
- 5) Organize meetings with teachers.
- 6) Arrange scholarships, Text Book Borrowing Scheme for students.
- 7) Become the first assessor of performance forms of teachers under his/her attention.
- 8) Represent Principal in attending meetings at Department of District Education.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(SECONDARY SCHOOL)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to generally to carry out works related to administration, employment scheme, finances and external relationship.

He/She in particular:

- 1) Plan, control and oversee annual school programme.
- 2) Arrange, control and oversee school finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Education.
- 7) Become the second assessor of performance forms of teachers.

PRIMARY AND SECONDARY SCHOOL
(Private Secondary School: Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

SECRETARY

LEVEL 4

STAFF ASSISTANT

LEVEL 5

PRINCIPAL

LEVEL 6

MANAGER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 3

*O*ccupational definition of **SECRETARY**

A Secretary is obligated to handle correspondence, filing system, records and finances.

He/She in particular:

- 1) Handle formal correspondance concerning services and employment of teachers.
- 2) Keep and update personal files of teachers and other family workers.
- 3) Receive and record fees from students.
- 4) Prepare reports that adiministrators need.
- 5) Record school expenditure.
- 6) Finish formalities of received letters and send them back to adressees.
- 7) Carry out other tasks that Staff Assistant, Principal and Manager require.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 4

***O*ccupational definition of STAFF ASSISTANT**

A Staff Assistant is obligated to supervise tasks of secretary such as revising administrative and financial report and correspondence, and ensuring the safety of company's documents.

He/She in particular:

- 1) Revise letters that secretary prepares concerning services and employment of teachers.
- 2) Keep, update and ensure the safety of personal files of teachers and other family workers.
- 3) Revise record of fees received from students and deposit them in bank.
- 4) Prepare reports that management requires.
- 5) Revise record of school expenditure.
- 6) Carry out other tasks that Principal and Manager requires.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 5

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to handle tasks related administration, employment scheme and finances, and report them to management.

He/She in particular:

- 1) Plan, prepare and oversee annual school programme.
- 2) Handle, control and oversee school's finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend Managerial meetings.
- 7) Become assessor for performance forms of teachers.
- 8) Prepare timetable for teachers.
- 9) Prepare list of special tasks of teachers.
- 10) Plan and conduct programmes to upgrade academic performance, discipline and curriculum for students.
- 11) Prepare reports for managerial board.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 6

***O*ccupational definition of MANAGER**

A Manager is obligated to plan, handle, control and oversee the running of school.

He/She in particular:

- 1) Handle enrolment and licence for the establishment of private school.
- 2) Plan and implement the principle of the running of private school.
- 3) Prepare budget.
- 4) Ensure that school operates according to guidelines.
- 5) Carry out marketing activities.
- 6) Organize discussions with school's administrators from time to time.
- 7) Prepare annual report for those concerned.

PRIMARY AND SECONDARY SCHOOL
(Private Secondary School: Coordinating)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

STAFF ASSISTANT

LEVEL 5

PRINCIPAL

LEVEL 6

MANAGER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 4

***O*ccupational definition of STAFF ASSISTANT**

A Staff Assistant is obligated to supervise tasks of secretary such as revising administrative and financial reports and correspondence, and ensure the safety of company's documents.

He/She in particular:

- 1) Revise letters that secretary prepares concerning services and employment of teachers.
- 2) Keep, revise and ensure the safety of personal files of teachers and other fellow workers.
- 3) Revise record of fees received from students and deposit them in bank.
- 4) Prepare reports that management requires.
- 5) Revise record of school expenditure.
- 6) Carry out other tasks that Principal and Manager require.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 5

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to handle tasks related to administration, employment scheme, and finances and report them to management.

He/She in particular:

- 1) Plan, prepare and oversee annual school programme.
- 2) Handle, control and oversee school's finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend Managerial meetings.
- 7) Become assessor for performance forms of teachers.
- 8) Prepare timetable for teachers.
- 9) Prepare list of special tasks of teachers.
- 10) Plan and conduct programmes to upgrade academic performance, discipline and curriculum for students.
- 11) Prepare report to managerial board.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 6

***O*ccupational definition of MANAGER**

A Manager is obligated to plan, handle, control and oversee the running of school.

He/She in particular:

- 1) Handle enrolment and licence for the establishment of private school.
- 2) Plan and implement the principle of private school.
- 3) Prepare budget.
- 4) Ensure that school operates according to guidelines.
- 5) Carry out marketing activities.
- 6) Organize discussions with school's administrators.
- 7) Prepare annual report to those concerned.

PRIMARY AND SECONDARY SCHOOL
(Private Secondary School: Coordinating)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

STAFF ASSISTANT

LEVEL 5

PRINCIPAL

LEVEL 6

MANAGER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 4

***O*ccupational definition of STAFF ASSISTANT**

A Staff Assistant is obligated to supervise tasks of secretary such as revising administrative and financial reports and correspondence, and ensure the safety of company's documents.

He/She in particular:

- 1) Revise letters that secretary prepares concerning services and employment of teachers.
- 2) Keep, revise and ensure the safety of personal files of teachers and other fellow workers.
- 3) Revise record of fees received from students and deposit them in bank.
- 4) Prepare reports that management requires.
- 5) Revise record of school expenditure.
- 6) Carry out other tasks that Principal and Manager require.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 5

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to handle tasks related to administration, employment scheme, and finances and report them to management.

He/She in particular:

- 1) Plan, prepare and oversee annual school programme.
- 2) Handle, control and oversee school's finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend Managerial meetings.
- 7) Become assessor for performance forms of teachers.
- 8) Prepare timetable for teachers.
- 9) Prepare list of special tasks of teachers.
- 10) Plan and conduct programmes to upgrade academic performance, discipline and curriculum for students.
- 11) Prepare report to managerial board.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 6

***O*ccupational definition of MANAGER**

A Manager is obligated to plan, handle, control and oversee the running of school.

He/She in particular:

- 1) Handle enrolment and licence for the establishment of private school.
- 2) Plan and implement the principle of private school.
- 3) Prepare budget.
- 4) Ensure that school operates according to guidelines.
- 5) Carry out marketing activities.
- 6) Organize discussions with school's administrators.
- 7) Prepare annual report to those concerned.

PRIMARY AND SECONDARY SCHOOL

(Private Secondary School: Teaching)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TEACHER

LEVEL 5

PRINCIPAL

LEVEL 6

MANAGER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 4

***O*ccupational definition of TEACHERS**

A Teacher is obligated to teach one or more subjects that management decides based on school syllabus that Malaysian Ministry of Education introduces.

He/She in particular:

- 1) Draw and prepare daily, weekly and annual teaching plan.
- 2) Teach subjects in classrooms following settled timetable.
- 3) Revise and correct exercise books of students.
- 4) Mark test paper or internal examination of students.
- 5) Participate in curriculum activities.
- 6) Organize meetings with parents or guardians concerning students' progress.
- 7) Refer cases of problematic student to Counseling Teacher.
- 8) Prepare, record and update report cards on students' progress.
- 9) Carry out other tasks Principal requires.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 5

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to handle tasks related to administration, employment scheme, finances and a good rapport with others.

He/She in particular:

- 1) Plan, prepare dan oversee annual school programme.
- 2) Handle, control and oversee school's finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend Managerial meetings.
- 7) Become assessor for performance forms of teachers.
- 8) Prepare timetable for teachers.
- 9) Prepare list of special tasks of teachers.
- 10) Plan and conduct programmes to upgrade academic performance, discipline and curriculum for teachers.
- 11) Prepare report for managerial board.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 6

***O*ccupational definition of MANAGER**

A Manager is obligated to plan, handle, control and oversee the running of school.

He/She in particular:

- 1) Handle enrolment and licence for the establishment of private school.
- 2) Plan and implement the principle of the running of private school.
- 3) Prepare budget.
- 4) Ensure that school operates according to guidelines.
- 5) Carry out marketing activities.
- 6) Organize discussions with school's administrators from time to time.
- 7) Prepare annual budget for those concerned.

PRIMARY AND SECONDARY SCHOOL
(Private Secondary School:
Laboratory Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

LABORATORY ASSISTANT

LEVEL 4

SENIOR LABORATORY ASSISTANT

LEVEL 5

PRINCIPAL

LEVEL 6

MANAGER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 3

***O*ccupational definition of LABORATORY ASSISTANT**

A Laboratory Assistant is obligated to assist science teachers in carrying out tests in school's laboratory room.

He/She in particular:

- 1) Assist science teachers in carrying out tests and exercises in laboratory.
- 2) Prepare materials and equipment for experiment in laboratory.
- 3) Ensure all tools and materials to be used are in good and safe condition.
- 4) Ensure the safety of students while in laboratory.
- 5) Ensure that procedure for waste disposal is obeyed.
- 6) Ensure the standardization of tools.
- 7) Carry out other tasks that senior laboratory assistant, teachers, principal and manager require.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 4

*O*ccupational definition of **SENIOR LABORATORY ASSISTANT**

A Senior Laboratory Assistant is obligated to assist science teachers in carrying out tests in school's laboratory and ensure stocks for laboratory are sufficient.

He/She in particular:

- 1) Assist science teachers in carrying out tests and exercises in laboratory.
- 2) Order an inventory of materials for tests.
- 3) Ensure that broken laboratory apparatus is repaired.
- 4) Prepare materials and tools for tests in laboratory.
- 5) Ensure that all tools and materials to be used are good and safe.
- 6) Ensure the safety of students while in laboratory.
- 7) Carry out other tasks that teachers, principal and manager require.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 5

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to handle tasks related to administration, employment scheme, finances and a good rapport with others.

He/She in particular:

- 1) Plan and supervise annual school programme.
- 2) Handle, control and oversee school's finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend Managerial meetings.
- 7) Become assessor for performance forms of teachers.
- 8) Prepare timetable for teachers.
- 9) Prepare list of special tasks of teachers.
- 10) Plan and conduct programmes to upgrade academic performance, discipline and curriculum for students.
- 11) Prepare report to managerial board.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 6

*O*ccupational definition of **MANAGER**

A Manager is obligated to plan, handle, control and oversee the running of school.

He/She in particular:

- 1) Handle enrolment and licence for the establishment of private school.
- 2) Plan and implement the principle of the running of private school.
- 3) Prepare annual budget for school.
- 4) Ensure that school operates according to guidelines.
- 5) Carry out marketing activities.
- 6) Organize meetings with school's administrators from time to time.
- 7) Prepare annual report for those concerned.

PRIMARY AND SECONDARY SCHOOL
(Private Secondary School: Counseling)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

COUNSELING TEACHER

LEVEL 5

PRINCIPAL

LEVEL 6

MANAGER

LEVEL 7

-

LEVEL 8

-

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 4

*O*ccupational definition of **COUNSELING TEACHER**

A Counseling Teacher is obligated to conduct counseling sessions and carry out programmes related to education, career and personality development of students.

He/She in particular:

- 1) Draw and prepare annual plan.
- 2) Conduct individual and collective counseling sessions for problematic students.
- 3) Handle educational programmes on career for students.
- 4) Organize motivation programmes for students.
- 5) Record all handled cases.
- 6) Prepare report on counseling sessions for the use of those concerned.
- 7) Carry out other tasks that Principal requires.
- 8) Build good relationship with teachers and parents.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 5

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to generally handle works related with administration, employment scheme, finances and a good rapport with others.

He/She in particular:

- 1) Plan, supervise and oversee annual school programmes.
- 2) Handle, control and oversee school's finances.
- 3) Observe teachers perform in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure the safety and welfare of teachers and staff.
- 6) Attend Managerial meetings.
- 7) Become assessor for performance forms of teachers.
- 8) Prepare timetable for teachers.
- 9) Prepare list of special tasks of teachers.
- 10) Plan and carry out programmes to upgrade academic performance, discipline and curriculum for students.
- 11) Prepare report for managerial board.
- 12) Become second assessor for performance forms of teachers.

**PRIMARY AND SECONDARY SCHOOL EDUCATION AND TRAINING
(PRIVATE SECONDARY SCHOOL)**

Level 6

*O*ccupational definition of **MANAGER**

A Manager is obligated to plan, handle, control and oversee the running of school.

He/She in particular:

- 1) Handle enrolment and licence for the establishment of private school.
- 2) Plan and implement foundation of the running of private school.
- 3) Prepare annual budget for school.
- 4) Ensure that school operates according to guidelines.
- 5) Carry out marketing activities.
- 6) Organize discussions with school's administration from time to time.
- 7) Prepare annual report to those concerned.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(Polytechnic and Community College: Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

SECRETARY

LEVEL 5

CHIEF SECRETARY

LEVEL 6

DEPUTY DIRECTOR

LEVEL 7

DIRECTOR

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
LEARNING
(POLYTECHNIC/COMMUNITY COLLEGE)**

Level 4

*O*ccupational definition of **SECRETARY**

A Secretary is obligated to handle correspondence, filing system, records and finances.

He/She in particular:

- 1) Handle correspondence related to services and employment of teachers.
- 2) Keep and update personal files of teachers and staff.
- 3) Receive and record fees from students.
- 4) Finish formalities of received letters and pass them to addressees.
- 5) Carry out other tasks that superiors require.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
LEARNING
(POLYTECHNIC/COMMUNITY COLLEGE)**

Level 5

***O*ccupational definition of CHIEF SECRETARY**

A Chief Secretary is obligated to handle documents and administrative affairs in every section such as salary, holiday, promotion, retirement and inventory.

He/She in particular:

- 1) Ensure that all documents are sufficient and updated.
- 2) Ensure that all involved workers carry out their mandate.
- 3) Ensure that all documents are in safe condition.
- 4) Ensure that the safety and confidentiality of information are guaranteed.
- 5) Prepare reports to superiors.
- 6) Carry out all orders of superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
LEARNING
(POLYTECHNIC/COMMUNITY COLLEGE)**

Level 6

***O*ccupational definition of DEPUTY DIRECTOR**

The role of a Deputy Director is to supervise the running of research and innovation programme, ensure smoothness of programme, carry out research, produce publishing, arrange and oversee the perfection of the running of planned programme so that all things go according to plan, in line with management's requirements and conforming to clients' need.

He/She in particular:

- 1) Observe students carrying out researches in Master's Degree and Doctorate.
- 2) Identify fields of research conforming to present requirement and public need based on demands on governmental and private sectors.
- 3) Coordinate number of research fields and researchers according to requirement.
- 4) Supervise the running of planned university programme so that all things go according plan.
- 5) Ensure that all daily, weekly and annual programmes are carried out as has been planned.
- 6) Arrange future programme so that it becomes smooth.
- 7) Oversee learning process so that all planned programmes go smooth.
- 8) Assist professor in accelerating the running of planned research and innovation programme.
- 9) Other tasks that Director requires.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
LEARNING
(POLYTECHNIC/COMMUNITY COLLEGE)**

Level 7

***O*ccupational definition of DIRECTOR**

The role of a Director is to plan, arrange, carry out research, produce publishing, obtain financial allocation, evaluate, handle, ensure the running of programme and management of administration in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory services to clients, ensure achievement of organization's target and take action towards realizing target and solving problems.

He/She in particular:

- 1) Supervise students carrying out researches at levels of Master's Degree and Doctorate.
- 2) Arrange the running of programme so that all set plans go smooth.
- 3) Prepare project paper in order to obtain research grant to run research.
- 4) Carry out research and produce publishing suitable with research field and academic requirement.
- 5) Handle meetings at unit and department levels of faculty so that the running of programme go smooth.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of programme conforming to programme and training requirements.
- 8) Identify the strength and weakness of source in order to be improved and ensure service effectiveness.
- 9) Classify involved lecturers into fields of research.

PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND HIGHER EDUCATION

(Polytechnic and Community College: Academic)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

-

LEVEL 5

LECTURER

LEVEL 6

DEPUTY DIRECTOR

LEVEL 7

DIRECTOR

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(POLYTECHNIC/COMMUNITY COLLEGE)**

Level 5

***O*ccupational definition of LECTURER**

A Lecturer is obligated to impart speech, conduct tutorial, supervise students, carry out research, publish works according to set field of research, and ensure learning process becoming smooth and effective in line with planned concept and clients' need.

He/She in particular:

- 1) Impart speech to students in settled time frame.
- 2) Plan and prepare teaching plan in line with requirement of curriculum.
- 3) Guide students in understanding contents of curriculum easily and effectively.
- 4) Give effective guidelines to students.
- 5) Ensure programme being carried out according to set time and provided fund.
- 6) Carry out researches exploring something new and assisting others.
- 7) Publish academic works to assist others in understanding research field being handled.
- 8) Carry out tasks that Deputy Director and Director requires.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(POLYTECHNIC/COMMUNITY COLLEGE)**

Level 6

***O*ccupational definition of DEPUTY DIRECTOR**

The role of a Deputy Director is to oversee the running of research and innovation programme, ensure smoothness of programme, carry out research, publish works, arrange and ensure the completion of the running of planned programme so that all things go according to set plan, in line with management's requirement and clients' demand.

He/She in particular:

- 1) Supervise students carrying out research for Master's Degree and Doctorate.
- 2) Identify fields of research conforming with present requirement and public need based on demands of governtal and private sectors.
- 3) Coordinate number of research fields and researchers in line with requirement.
- 4) Oversee the running of university programme so that all things go smooth and observe timetable.
- 5) Ensure all daily, weekly and annual programmes being carried out as has been planned.
- 6) Arrange future programme so that it goes smooth.
- 7) Observe learning process so that all planned programmes become smooth and effective.
- 8) Assist professors in accelerating the running of planned research and innovation programme.
- 9) Other tasks that Director requires.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(POLYTECHNIC/COMMUNITY COLLEGE)**

Level 7

***O*ccupational definition of DIRECTOR**

The role of a Director is to plan, arrange, outline, carry out research, publish works, obtain grants, assess, handle, ensure the running of programme and management of administration conforming to set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory services to clients, ensure achievement of organization's target and work towards achieving target and solving problems.

He/She in particular:

- 1) Supervise students carrying out researches for Master's Degree and Doctorate.
- 2) Arrange the running of programme so that all set plans are proven effective.
- 3) Prepare project paper in order to obtain research grant and carry out research.
- 4) Carry out research and publish works suitable with research field and academic requirement.
- 5) Handle meetings at faculty's unit and department so that the running of programme goes smooth.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of programme in line with training and programme requirements.
- 8) Identify strength and weakness for improvement and service effectiveness.
- 9) Classify involved lecturers into fields of expertise.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(Matriculation: Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

SECRETARY

LEVEL 5

CHIEF SECRETARY

LEVEL 6

DEPUTY DIRECTOR

LEVEL 7

DIRECTOR

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(MATRICULATION)**

Level 4

***O*ccupational definition of SECRETARY**

A Secretary is responsible for formal correspondence, filing system, records and finances.

He/She in particular:

- 1) Handle formal correspondence regarding services and employments of teachers.
- 2) Keep and update personal files of teachers and staff.
- 3) Receive and record fees from students.
- 4) Accomplish formalities of received letters and send them back to addressees.
- 5) Carry out others tasks that superiors require.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(MATRICULATION)**

Level 5

*O***ccupational definition of CHIEF SECRETARY**

A Chief Secretary is obligated to handle documents and administrative affairs for every section such as salary, holiday, promotion, retirement and inventory.

Tasks and responsibilities:

- 1) Ensure that all documents are enough and updated.
- 2) Ensure that all involved workers do their parts.
- 3) Ensure that all documents remain in safe condition.
- 4) Ensure the safety and confidentiality of information.
- 5) Prepare report for superiors.
- 6) Carry out all directives from superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(MATRICULATION)**

Level 6

***O*ccupational definition of DEPUTY DIRECTOR**

A Deputy Director is to arrange, oversee and ensure completion of the running of learning programme without hindrance according to plan and in line with guidelines that Ministry of Higher Learning establishes.

He/She in particular:

- 1) Assist director in administrative tasks of matriculation centres.
- 2) Supervise the running of programmes at matriculation centres so that everything is within time frame.
- 3) Ensure that all daily, weekly and annual programmes are accomplished as has been planned.
- 4) Arrange future programmes that are to be carefully and completely done so that they are line with the need of Ministry of Higher Learning.
- 5) Oversee the running of learning process so that all planned programmes are accomplished.
- 6) Carry out tasks that Director and Ministry of Higher Learning require.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(MATRICULATION)**

Level 7

***O*ccupational definition of DIRECTOR**

A Director is to plan, arrange, draw, evaluate, handle and ensure that the running of programmes and management of administration are in line with the planning that Ministry of Higher Learning establishes, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory services to customers and in order to ensure that organization's target is achievable besides being able to solve problems.

He/She in particular:

- 1) Arrange the running of programmes so that all plans are proven effective.
- 2) Conduct administrative and academic meetings so that all planned programmes can be realized.
- 3) Assess staff from time to time.
- 4) Assess the performance and effectiveness of programmes so that they conform the requirements of training and programmes.
- 5) Identify the strength and shortcomings of sources in order to be improved and ensure service effectiveness.
- 6) Classify lecturers according to fields of expertise.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(Matriculation: Academic)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TUTOR

LEVEL 5

LECTURER

LEVEL 6

DEPUTY DIRECTOR

LEVEL 7

DIRECTOR

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
LEARNING
(MATRICULATION)**

Level 4

***O*ccupational definition of TUTOR**

A Tutor is obligated to assist lecturer in organizing workshop, researches in science and technology, assist students in further understanding topics that lecturer teaches.

He/She in particular:

- 1) Assist lecturer or students in carrying out tasks of exercise and analysis in science, mathematic and other subjects.
- 2) Assist students in further understanding topics that lecturer teaches.
- 3) Assist students in understanding tasks that lecturer gives.
- 4) Build profesional, honest and friendly to students.
- 5) Obey office procedures and finish working paper besides assessing every tutorial session.
- 6) Other tasks that lecturer require.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
LEARNING
(MATRICULATION)**

Level 5

***O*ccupational definition of LECTURER**

A Lecturer is obligated to deliver speeches, conduct decided tutorials and ensure that learning process runs smooth and effective in line with planned concept and requirements of customers.

He/She in particular:

- 1) Deliver speeches to students in identified time frame.
- 2) Outline and prepare teaching suggestions that conform curriculum requirements.
- 3) Guide students in understanding curriculum contents in an easy and fast way.
- 4) Give effective guidelines to students.
- 5) Ensure that conducted programmes conform to provided time and financial allocation.
- 6) Examine and assess tasks that students submit.
- 7) Other tasks that Deputy Director and Director require.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
LEARNING
(MATRICULATION)**

Level 6

*O***ccupational definition of DEPUTY DIRECTOR**

A Deputy Director is to arrange, oversee and to obtain perfection of learning programmes, ensure that they are run smooth according to set plan and in line with guidelines that Ministry of Higher Learning introduces.

He/She in particular:

- 1) Assist Director in handling administration of matriculation centres.
- 2) Supervise programmes being run at matriculation centres so that they obey timetable.
- 3) Ensure that all daily, weekly and annual programmes so that they can be accomplished as has been planned.
- 4) Arrange future programmes that are supposed to be effective and complete so that they conform to the requirements of Ministry of Higher Learning.
- 5) Oversee learning process so that all planned programmes are proven effective.
- 6) Carry out tasks Director and Ministry of Higher Learning demand.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
LEARNING
(MATRICULATION)**

Level 7

***O*ccupational definition of DIRECTOR**

A Director is to plan, arrange, outline, assess, handle and ensure that the running of programmes and administration conforms to the planning that Ministry of Higher Learning decides by efficiently using financial source, materials and workforce in order to achieve objectives of giving satisfactory services to customers, ensure that organization's target can be realized besides be able to solve problems.

He/She in particular:

- 1) Arrange the running of programmes so that all set plans are proven effective.
- 2) Conduct managerial and academic meetings so that all set programmes can be realized.
- 3) Assess the performance of staff from time to time.
- 4) Assess the success and effectiveness of programmes in line with the requirements of training and programme.
- 5) Identify the strength and weakness of sources in order to be further improved and ensure effectiveness of services.
- 6) Classify involved lecturers into fields of expertise.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(University: Administrative)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

SECRETARY FOR REGISTRAR

LEVEL 5

CHIEF SECRETARY

LEVEL 6

DEPUTY REGISTRAR

LEVEL 7

REGISTRAR

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 4

***O*ccupational definition of SECRETARY FOR REGISTRAR**

A Secretary for Registrar is to record acceptance of fellow workers and administrative matters concerning salary increase and promotion, assessment of performance and retirement.

Tasks and responsibility:

- 1) Deal with correspondence concerning employment scheme.
- 2) Deal with affairs and welfare of fellow workers.
- 3) Update files of fellow workers.
- 4) Deal with matters of promotion of fellow workers.
- 5) Prepare report to superiors.
- 6) Carry out tasks that superiors require.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 5

*O***ccupational definition of CHIEF SECRETARY**

A Chief Secretary is to deal with documents and administrative affairs at every section such as salary, holiday, promotion, retirement and inventory sections.

Tasks and responsibility:

- 1) Ensure that all documents are sufficient and updated.
- 2) Ensure that all involved workers carry out their mandate.
- 3) Ensure that all documents are in safe condition.
- 4) Ensure that the safety and confidentiality of information is guaranteed.
- 5) Prepare report for superiors.
- 6) Carry out all orders from superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 6

***O*ccupational definition of DEPUTY REGISTRAR**

A Deputy Registrar is to deal with matters concerning employment such as acceptance of new workers, salary increase, promotion, assessment of performance and retirement.

Tasks and responsibility:

- 1) Ensure that matters concerning employment go smooth.
- 2) Ensure that welfare and safety of workers are guaranteed.
- 3) Ensure that all posts are filled at specified time according to requirement.
- 4) Deal with interview for the purposes of acceptance of new workers and promotion.
- 5) Prepare annual assessment of staff performance with transparency and honesty.
- 6) Prepare report for superiors.
- 7) Carry out tasks that superiors require.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 7

***O*ccupational definition of REGISTRAR**

A Registrar is to deal with matters related to employment such as acceptance of new workers, salary increase, promotion, assessment of performance and retirement, and deal with documents related administrative affairs in every section such as salary, holiday, promotion of employees, assessment of performance, retirement and inventory sections.

Tasks and responsibility:

- 1) Ensure that all matters concerning employment go smooth.
- 2) Ensure that the welfare and safety of workers are guaranteed.
- 3) Ensure that all posts are filled at specified time according requirement.
- 4) Ensure that all matters concerning acceptance of new workers and promotion of employees go smooth.
- 5) Prepare annual assessment of staff performance with transparency and honesty.
- 6) Prepare report and submit proposal to superiors.
- 7) Ensure that all involved officials carry out their mandate according policy and principle.
- 8) Ensure that all documents are in safe condition.
- 9) Ensure that the safety and confidentiality of information are guaranteed.
- 10) Ensure that all tasks are carried out according specified policy and principle.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(University: Academic)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TUTOR

LEVEL 5

LANGUAGE TEACHER

LEVEL 6

LECTURER

LEVEL 7

ASSOCIATE PROFESSOR

LEVEL 8

PROFESSOR

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 4

*O*ccupational definition of **Tutor**

A Tutor is obligated to assist lecturer in handling research workshop in science and technology, assist students in understanding works that lecturer requires and guide students in further understanding topics that lecturer teaches.

He/She in particular:

- 1) Assist in processing course enrolment.
- 2) Assist students in further understanding topics that lecturer discusses.
- 3) Handle tutorial sessions according to timetable that lecturer sets.
- 4) Record every handled tutorial session in report form of tutorial gathering.
- 5) Assist students in understanding tasks that lecturer gives.
- 6) Refer to counsellor cases that need counselling.
- 7) Ensure that teaching facilities are in good condition.
- 8) Assist lecturer or students in carrying out tasks of test training in science, mathematic and other subjects.
- 9) Other tasks that lecturer requires.
- 10) Prepare report for faculty.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 5

*O*ccupational definition of **LANGUAGE TEACHER**

A Language Teacher is obligated to teach and ensure that students master taught language proficiently mainly in language that becomes medium of university teaching.

He/She in particular:

- 1) Teach according to syllabus and set time.
- 2) Prepare teaching and learning plan.
- 3) Prepare course works that students carry out.
- 4) Prepare teaching aids suitable for every delivered lecture.
- 5) Prepare examination questions.
- 6) Prepare report on students' performance.
- 7) Carry out all orders from university superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 6

*O*ccupational definition of **LECTURER**

A Lecturer is obligated to deliver lecture, handle set tutorial and ensure learning process goes smooth and effective in line with planned concept and clients' demand.

He/She in particular:

- 1) Deliver speech and lecture to students in set time frame.
- 2) Plan and prepare teaching plan suitable for curriculum requirement.
- 3) Guide students in understanding contents of curriculum easily and precisely.
- 4) Give effective guidelines to students.
- 5) Ensure that the running of programme conforms to set time and allocated grant.
- 6) Mark and evaluate tasks of students.
- 7) Other tasks that faculty requires.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 7

*O*ccupational definition of **ASSOCIATE PROFESSOR**

An Associate Professor is obligated to deliver lecture, handle set tutorial and ensure that learning process goes smooth, effective, suitable for set concept and in line with clients' demand.

He/She in particular:

- 1) Supervise lecturers under his/her supervision.
- 2) Teach according to syllabus and set time.
- 3) Prepare teaching and learning plan.
- 4) Prepare course work that students carry out.
- 5) Conduct academic research and analysis according to his/ her perspective field of expertise.
- 6) Prepare academic writing according to his/her perspective field of expertise.
- 7) Prepare examination questions.
- 8) Prepare report on students' performance.
- 9) Carry out all orders from university superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 8

*O*ccupational definition of **PROFESSOR**

A Professor becomes leader in academic field at every university and is responsible for development of academic programme and is obligated to ensure every academic programme realizes set standard.

He/She in particular:

- 1) Become leader in certain academic field.
- 2) Bear responsibility for development of academic programme.
- 3) Handle and ensure that every academic programme achieves and observes set standard.
- 4) Carry out academic research and analysis according to his/ her perspective field of expertise.
- 5) Prepare academic writing according his/her perspective field of expertise.
- 6) Carry out all orders from university superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(University: Student Welfare)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

-

LEVEL 5

COUNSELLOR

LEVEL 6

DEPUTY DEAN

LEVEL 7

DEAN

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC &
HIGHER EDUCATION
(UNIVERSITY)**

Level 5

***O*ccupational definition of COUNSELLOR**

A Counsellor is obligated to give counseling aid to students in terms academic requirement or other matters that help students in living a university life successfully.

He/She in particular:

- 1) Listen to students' problems and help them find solutions.
- 2) Plan motivation programme, personality development and career for students.
- 3) Prepare reports to superiors.
- 4) Record all handled cases.
- 5) Prepare report on counselling sessions for the use of those concerned.
- 6) Carry out all orders from superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 6

*O*ccupational definition of **DEPUTY DEAN**

The role of a Deputy Dean is to deal with all activities related to students' affairs such as acceptance, accomodation, welfare, discipline and records of students.

He/She in particular:

- 1) Ensure that all matters regarding students' affairs go smooth.
- 2) Ensure that the safety and welfare of students is guaranteed.
- 3) Ensure that all records on students' welfare are kept in good and safe condition.
- 4) Ensure that all matters regarding acceptance and accommodation of students go well.
- 5) Ensure that all students observe regulations, and take disciplinary action.
- 6) Report to superiors.
- 7) Carry out tasks exactly as has been odered by superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 7

*O*ccupational definition of DEAN

The role of A Dean is to draw up plan of all activities regarding students' affairs such as acceptance, accomodation, welfare, discipline and records of students.

He/She in particular:

- 1) Plan all matters regarding students' affairs so that they become smooth.
- 2) Guarantee the welfare and safety of students.
- 3) Keep all records of students' affairs in good and safe condition.
- 4) Make all matters concerning acceptance and accommodation of students go smooth.
- 5) Outline all regulations and disciplinary actions.
- 6) Draw up and submit proposal to superiors.
- 7) Carry out orders according the underlined principle and policy.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(University: Resource Centre)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

-

LEVEL 5

-

LEVEL 6

LIBRARIAN

LEVEL 7

CHIEF LIBRARIAN

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 6

*O*ccupational definition of **LIBRARIAN**

A Librarian is to deal with the use of library and carry out planned activities.

Tasks and responsibility:

- 1) Carry out planned annual activities
- 2) Deal with the use of Library.
- 3) Deal with the borrowing of books by lecturers and students.
- 4) Make ready instructions of using library and making references.
- 5) Ensure cleanliness and that Library is always in relaxing and conducive condition for students studying/ making references.
- 6) Assist in carrying out revision task of stock at year end.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 7

*O*ccupational definition of **CHIEF LIBRARIAN.**

A Chief Librarian is to supervise librarians and his/ her subordinates and plan annual activities and budget.

Tasks and responsibility:

- 1) Plan annual budget for library.
- 2) Plan annual activities.
- 3) Buy suitable books, journals, magazine and other reading materials if any.
- 4) Revise/obtain bibliographies and catalogs from publishers.
- 5) Give service and advice of expertise to those in need.
- 6) Supervise librarians and secretary.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(University: Accommodation)

LEVEL 1

-

LEVEL 2

ASSISTANT SUPERVISOR

LEVEL 3

DORMITORY SUPERVISOR

LEVEL 4

WARDEN

LEVEL 5

MANAGER

LEVEL 6

-

LEVEL 7

-

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 2

*O*ccupational definition of **ASSISTANT SUPERVISOR**

An Assistant Supervisor assists in ensuring cleanliness of dormitory's surroundings and safeguard surroundings so that they become safe place to stay.

In detail:

- 1) Sweep surroundings so that they become clean, tidy and safe.
- 2) Receive feedback concerning dormitory's surroundings from occupants.
- 3) Report every received complaint to dormitory supervisor.
- 4) Clean toilets within vicinity of college.
- 5) Be prepared to quickly respond to every complaint from occupants.
- 6) Carry out ad hoc tasks needed in dormitory's surroundings.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 3

*O*ccupational definition of **DORMITORY SUPERVISOR**

A Dormitory Supervisor oversees dormitory so that it always becomes clean and safe, and ensures that requirements of dormitory are fulfilled.

In detail:

- 1) Supervise dormitory so that it always become clean and safe place to stay.
- 2) Ensure that basic facilities are good and functional.
- 3) Inform those concerned in case there is broken tool or furniture.
- 4) Supervise tasks of dormitory supervisor to ensure that all orders are observed and effectively carried out.
- 5) Pay attention to comments of students who stay at the dormitory.
- 6) Other tasks that superiors require.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 4

*O*ccupational definition of **WARDEN**

A Warden ensures the safety and welfare of students who stay at college of residence.

In particular:

- 1) Ensure that all students' requirements concerning place of residence are fulfilled.
- 2) Ensure that place of residence is safe to stay.
- 3) Bring student to hospital or clinic in case student experiences serious illness.
- 4) Ensure observance of dormitory regulations.
- 5) Other tasks that superiors require.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 5

*O***ccupational definition of MANAGER**

A Manager deals with accomodation of students at college of residence.

In detail:

- 1) Ensure that qualified students obtain place of residence.
- 2) Ensure that all involved workers carry out their mandate.
- 3) Ensure that facilities of college of residence are in good condition.
- 4) Enforce regulations of college of residence.
- 5) Prepare report for superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(University: Bursary)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

FINANCIAL ASSISTANT

LEVEL 4

ASSISTANT TREASURER

LEVEL 5

DEPUTY TREASURER

LEVEL 6

TREASURER

LEVEL 7

-

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 3

***O*ccupational definition of FINANCIAL ASSISTANT**

A Financial Assistant is obligated to deal with and record financial affairs of university besides keeping related documents.

Tasks and responsibility:

- 1) Prepare sufficient payment or settlement documents.
- 2) Ensure that all payment documents are kept in safe condition.
- 3) Ensure that all prepared payment documents are certified by authorized civil servant.
- 4) Ensure the safety and confidentiality of information.
- 5) Prepare reports to superiors.
- 6) Carry out all orders from superiors.
- 7) Prepare cheque for payment.
- 8) Record payment.
- 9) Ensure that payment to be settled conforms to written financial procedure.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 4

*O***ccupational definition of ASSISTANT TREASURER**

An Assistant Treasurer plays a part in dealing with financial affairs of University and keeping related documents.

Tasks and responsibility:

- 1) Ensure that all documents that support payment are kept in safe place.
- 2) Ensure that all payment documents are sufficient and updated.
- 3) Ensure that all involved workers carry out their mandate.
- 4) Ensure that the safety and confidentiality of information are guaranteed.
- 5) Prepare report for superiors.
- 6) Carry out all orders from superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 5

*O***ccupational definition of DEPUTY TREASURER**

A Deputy Treasurer plays a part in dealing with financial affairs of University and keeping related documents.

Tasks and responsibility:

- 1) Ensure that all documents that support payment are kept in safe place.
- 2) Ensure that all payment documents are sufficient and updated.
- 3) Ensure that all involved workers carry out their mandate.
- 4) nsure the safety and confidentiality of information are guaranteed.
- 5) Prepare report for superiors.
- 6) Carry out all orders from superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 6

*O*ccupational definition of **TREASURER**

A Treasurer plays a part in dealing with financial affairs of University and ensuring that all related documents are available, updated and kept with sufficient amount.

In detail:

- 1) Approve payment and ensure all documents that support payment are true and correct.
- 2) Sign payment cheque to supplier.
- 3) Ensure that allocation obtained and received is sufficient.
- 4) Ensure that expenditure conforms to allocation.
- 5) Bear responsibility for preparing annual budget.
- 6) Bear responsibility for supervising expenditure being done.
- 7) Bear responsibility for performance of subordinate workers.
- 8) Ensure that all payment documents are sufficient in amount and updated.
- 9) Ensure that all involved workers carry out their mandate.
- 10) Ensure the safety and confidentiality of information is guaranteed.
- 11) Carry out all orders from superiors.

**PRE-UNIVERSITY, UNIVERSITY, POLYTECHNIC AND
HIGHER EDUCATION**
(University: Co curriculum)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TRAINER

LEVEL 5

CHIEF TRAINER

LEVEL 6

-

LEVEL 7

-

LEVEL 8

-

**PRE-UNIVERSITY, UNIVERSITY, POLITECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 4

*O*ccupational definition of **TRAINER**.

A Trainer is obligated to deal with effective teaching and learning process using his/her ready skills.

In detail:

- 1) Plan calendar of activities for every field.
- 2) Train participants.
- 3) Handle selection of participants.
- 4) Supervise and coordinate the running of programme and activities.
- 5) Control and assess every activity whether it achieves target.
- 6) Other tasks that chief trainer requires.

**PRE-UNIVERSITY, UNIVERSITY, POLITECHNIC & HIGHER
EDUCATION
(UNIVERSITY)**

Level 5

*O*ccupational definition of **CHIEF TRAINER**

A Chief Trainer handles and coordinates activities of every field of co-curriculum.

In detail:

- 1) Prepare financial estimate for handling co-curriculum.
- 2) Ensure that the teaching of physical and health education goes smooth.
- 3) Plan stretch programme outdoor.
- 4) Ensure that all trainers observe written exercise procedure.
- 5) Handle and coordinate every field of co-curriculum.

SPECIAL EDUCATION
(Rehabilitation Centre: Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

SECRETARY

LEVEL 4

CHIEF SECRETARY

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 3

*O*ccupational definition of **SECRETARY**

A Secretary is obligated to assist in administrative matters, make and record registration of new trainees enrolled at the training centre.

Tasks and responsibility:

- 1) Ensure that registration of new trainees become complete.
- 2) Record information about new trainees in school registration system.
- 3) Place registration number specially made for trainees in the book of School Register.
- 4) Hand in trainee to responsible superior.
- 5) Carry out tasks that management of training centre requires.

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 4

*O***ccupational definition of CHIEF SECRETARY**

A Chief Secretary is to manage documents and administrative affairs at every section such as salary, holiday, promotion, retirement and inventory sections.

Tasks and responsibility:

- 1) Ensure all documents are sufficient and updated.
- 2) Ensure that all involved workers carry out their mandate.
- 3) Ensure that all documents are in safe condition.
- 4) Ensure that safety and confidentiality of information are guaranteed.
- 5) Prepare report for superiors.
- 6) Carry out all orders from superiors.

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan rehabilitation and skill training programme in order to ensure that trainees obtain enough skill and knowledge, and adopt noble codes of conduct.

Tasks and responsibility:

- 1) Arrange timetable for rehabilitation and skills for learning activities at the school.
- 2) Identify tasks and distribute timetables to rehabilitation and skill trainers.
- 3) Ensure that required sources are sufficient for all school activities.
- 4) Specify targetted extent of performance of programme in which trainees participate.
- 5) Take necessary follow-up steps from report on achievement of programme that rehabilitation and skill trainers carry out.
- 6) Oversee or observe rehabilitation and skill trainers performing their tasks.

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for rehabilitation and skill training programme for trainees go smooth in with government's requirements.

Tasks and responsibility:

- 1) Underline guidelines for staff and trainees to carry out all school rehabilitation and skill training programmes.
- 2) Make strategic plan for training centre.
- 3) Ensure that human source, tools and material are sufficient and in good condition.
- 4) Receive entire report on handled programme.
- 5) Make estimation and report handled training to those concerned.

SPECIAL EDUCATION
(Rehabilitation Centre: Rehabilitation)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

REHABILITATION TRAINER

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 4

*O*ccupational definition of **REHABILITATION TRAINER**

A Rehabilitation Trainer is obligated to train and shape new trainees enrolled at the school so that they adopt noble behaviour and life.

Tasks and responsibility:

- 1) Identify mistakes that trainees have done in the past, which lead them to the centre.
- 2) Draw up plan suitable for trainees' requirement to adopt noble personality and behaviour.
- 3) Carry rehabilitation programme planned according to timetable and correct discipline.
- 4) Assess achievement extent of programme that trainees experience.
- 5) Report achievement of rehabilitation programme verbally and in written form to those responsible.

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 5

***O*ccupational definition of ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan learning and skill training programme to ensure mental development and self-confidence of enrolled trainees at the school.

Tasks and responsibility:

- 1) Arrange timetable of learning and skill training activities at the school.
- 2) Specify tasks and pass timetables to subject teacher and skill teacher.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of rehabilitation and skill programme that subject teacher and skill teacher carry out.
- 6) Oversee and supervise subject teacher and skill teacher.

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for learning and skill training programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainees in handling all learning and skill training programmes at the school.
- 2) Draw up strategic plan for the special school.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

SPECIAL EDUCATION
(Rehabilitation Centre: Skills)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

WORKSHOP ASSISTANT

LEVEL 4

SKILL TRAINER

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 3

*O*ccupational definition of **WORKSHOP ASSISTANT**

A Workshop Assistant is obligated to assist living skill teachers in process teaching skills.

Tasks and responsibility:

- 1) Assist living skill teachers in carrying out daily training according to set timetable.
- 2) Clean up skill training workshop.
- 3) Assist trainees in carrying out charity works throughout training duration.
- 4) Ensure that waste of material used in training is properly disposed.
- 5) Ensure that all tools are in good condition and safe to use.
- 6) Carry out other tasks that superiors require.

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 4

*O*ccupational definition of **LIVING SKILL TEACHER**

A Living Skill Teacher is obligated to teach skill for career suitable for demand of present work marketing and students' interest in being prepared for their future.

Tasks and responsibility:

- 1) Implement daily dedicated training based on curriculum that management of training centre specifies.
- 2) Carry out test and assessment for all skill activities to measure performance of students.
- 3) Ensure safety and cleanliness of surroundings of training ground which is completely supervised.
- 4) Oversee charity works that students carry out throughout training period.
- 5) Report achievement of skill training programme verbally and in written form to those responsible.

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan learning and skill training programme to ensure mental development and self-confidence of enrolled trainees at the school.

Tasks and responsibility:

- 1) Arrange timetable of learning and skill training activities at the school.
- 2) Specify tasks and pass timetables to subject teacher and skill teacher.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of rehabilitation and skill programme that subject teacher and skill teacher carry out.
- 6) Oversee and supervise subject teacher and skill teacher.

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for learning and skill training programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainees in handling all learning and skill training programmes at the school.
- 2) Draw up strategic plan for the special school.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

SPECIAL EDUCATION
(Rehabilitation Centre: Counseling)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

COUNSELLOR

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 4

*O*ccupational definition of **COUNSELLOR**

A Counsellor is obligated to carry out counselling sessions and consultation to shape new trainees enrolled at the training centres with good codes of conduct.

Tasks and responsibility:

- 1) Identify and classify groups of trainees according to types of counselling and their requirements.
- 2) Carry out counselling sessions and consultation according to plan and timetable built on requirements of respective groups of trainees.
- 3) Carry out motivation programme for trainees individually and collectively.
- 4) Handle guidance programme for trainees individually and collectively.
- 5) Assess extent of achievement and performance of all programmes handled for trainees in order to be continuously improved.
- 6) Prepare report on achievement of programmes verbally and in writing for those responsible.

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan rehabilitation and skill programme to ensure that behaviour and conduct of enrolled trainees at the school can be shaped.

Tasks and responsibility:

- 1) Arrange timetable of rehabilitation exercise and skills for learning activities at the school.
- 2) Specify tasks and pass timetables to rehabilitation and skill trainers.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of rehabilitation and skill programme that rehabilitation and skill trainers carry out.
- 6) Oversee and supervise rehabilitation and skill trainers

**SPECIAL EDUCATION
(REHABILITATION CENTRE)**

Level 6

*O***ccupational definition of PRINCIPAL**

A Principal is obligated to ensure that all set plans for rehabilitation and skill programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainers in handling all rehabilitation and skill programmes at the school.
- 2) Draw up strategic plan for the training centre.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

SPECIAL EDUCATION
(Deaf and Mute Special Education:
Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

SECRETARY

LEVEL 4

CHIEF SECRETARY

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(DEAF and DUMB)**

Level 3

*O*ccupational definition of **SECRETARY**

A Secretary is obligated to assist in administrative matters, handle and record registration of new trainees enrolled at the training centre.

Tasks and responsibility:

- 1) Ensure that registration of new trainees goes smooth.
- 2) Record information about new trainees in school registration system.
- 3) Place registration number specially prepared for trainee in the book of School Registration.
- 4) Hand in new trainees to responsible superior.
- 5) Carry out all tasks that administrators of training centre require.

**SPECIAL EDUCATION
(DEAF and DUMB)**

Level 4

*O*ccupational definition of CHIEF SECRETARY

A Chief Secretary is to deal with documents and administrative affairs of every section such as salary, holiday, promotion, retirement and inventory sections.

Tasks and responsibility:

- 1) Ensure that all documents are sufficient in number and updated.
- 2) Ensure that all involved workers carry out their mandate.
- 3) Ensure that all documents are in safe condition.
- 4) Ensure that safety and confidentiality of information are guaranteed.
- 5) Prepare report for superiors.
- 6) Carry out all orders from superiors.

SPECIAL EDUCATION (DEAF AND DUMB)

Level 5

***O*ccupational definition of ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan rehabilitation and skill programme to ensure that behaviour and conduct of enrolled trainees at the school can be shaped.

Tasks and responsibility:

- 1) Arrange timetable of rehabilitation exercise and skills for learning activities at the school.
- 2) Specify tasks and pass timetables to rehabilitation and skill trainers.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of rehabilitation and skill programme that rehabilitation and skill trainers carry out.
- 6) Oversee and supervise rehabilitation and skill trainers.

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for rehabilitation and skill programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainers in handling all rehabilitation and skill programmes at the school.
- 2) Draw up strategic plan for the training centre.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

SPECIAL EDUCATION
(Deaf and Mute Special Education: Teachning)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TEACHER

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 4

*O*ccupational definition of TEACHER

A Teacher is obligated to give guidelines and knowledge in various academic fields, and guide students at the school towards adopting noble behaviour.

Tasks and responsibility:

- 1) Draw up plan related to subject being taught to fulfill students' requirements according to written curriculum.
- 2) Carry out teaching activities related to information and understanding about subject that he/she teaches according to set timetable.
- 3) Assess extent of achievement of learning that he/she carries out for students.
- 4) Report achievement of rehabilitation programme verbally and in written form to those responsible.
- 5) Carry out all orders from administrators concerning ways to upgrade students' abilities of learning.

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan rehabilitation and skill programme to ensure that behaviour and conduct of enrolled trainees at the school can be shaped.

Tasks and responsibility:

- 1) Arrange timetable of learning and skill training activities at the school.
- 2) Specify tasks and pass timetables to subject and skill teachers.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of rehabilitation and skill programme that subject and skill teachers carry out.
- 6) Oversee and supervise subject and skill teachers.

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for rehabilitation and skill programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainers in handling all rehabilitation and skill programmes at the school.
- 2) Draw up strategic plan for the training centre.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

SPECIAL EDUCATION

(Deaf and Mute Special Education: Skills)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

WORKSHOP ASSISTANT

LEVEL 4

LIVING SKILL TEACHER

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 3

*O*ccupational definition of **WORKSHOP ASSISTANT**

A Workshop Assistant is obligated to assist living skill teachers in process teaching skills.

Tasks and responsibility:

- 1) Assist living skill teachers in carrying out daily training according to set timetable.
- 2) Clean up skill training workshop.
- 3) Assist trainees in carrying out charity works throughout training duration.
- 4) Ensure that waste of material used in training is properly disposed.
- 5) Ensure that all tools are in good condition and safe to use.
- 6) Carry out other tasks that superiors require.

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 4

*O***ccupational definition of LIVING SKILL TEACHER**

A Living Skill Teacher is obligated to teach skill for career suitable for demand of present work marketing and students' interest in being prepared for their future.

Tasks and responsibility:

- 1) Implement daily dedicated training based on curriculum that management of training centre specifies.
- 2) Carry out test and assessment for all skill activities to measure performance of students.
- 3) Ensure safety and cleanliness of surroundings of training ground which is completely supervised.
- 4) Oversee charity works that students carry out throughout training period.
- 5) Report achievement of skill training programme verbally and in written form to those responsible.

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan learning and skill training programme to ensure self-confidence and knowledge achievement of enrolled trainees at the school.

Tasks and responsibility:

- 1) Arrange timetable of learning and skill training activities at the school.
- 2) Specify tasks and pass timetables to subject teacher and skill teacher.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of learning and skill training programme that subject teacher and skill teacher carry out.
- 6) Oversee and supervise subject teacher and skill teacher.

SPECIAL EDUCATION (DEAF AND DUMB)

Level 6

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to ensure that all set plans for learning and skill training programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainees in handling all learning and skill training programmes at the school.
- 2) Draw up strategic plan for the training centre.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

SPECIAL EDUCATION
(Deaf and Mute Special Education: Counseling)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

COUNSELLOR

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 4

*O*ccupational definition of **COUNSELLOR**

A Counsellor is obligated to carry out counselling sessions and consultation to shape new trainees enrolled at the training centres with good codes of conduct.

Tasks and responsibility:

- 1) Identify and classify groups of trainees according to types of counselling and their requirements.
- 2) Carry out counselling sessions and consultation according to plan and timetable built on requirements of respective groups of trainees.
- 3) Carry out motivation programme for trainees individually and collectively.
- 4) Handle guidance programme for trainees individually and collectively.
- 5) Assess extent of achievement and performance of all programmes handled for trainees in order to be continuously improved.
- 6) Prepare report on achievement of programmes verbally and in writing for those responsible.

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan rehabilitation and skill programme to ensure that behaviour and conduct of enrolled trainees at the school can be shaped.

Tasks and responsibility:

- 1) Arrange timetable of rehabilitation exercise and skills for learning activities at the school.
- 2) Specify tasks and pass timetables to rehabilitation and skill trainers.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of rehabilitation and skill programme that rehabilitation and skill trainers carry out.
- 6) Oversee and supervise rehabilitation and skill trainers.

**SPECIAL EDUCATION
(DEAF AND DUMB)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for rehabilitation and skill programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainers in handling all rehabilitation and skill programmes at the school.
- 2) Draw up strategic plan for the training centre.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

SPECIAL EDUCATION
(Visually Impaired Special Education:
Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

SECRETARY

LEVEL 4

CHIEF SECRETARY

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 3

***O*ccupational definition of SECRETARY**

A Secretary is obligated to assist in administrative matters, make and record registration of new trainees enrolled at the training centre.

Tasks and responsibility:

- 1) Ensure that registration of new trainees become complete.
- 2) Record information about new trainees in school registration system.
- 3) Place registration number specially made for trainees in the book of School Register.
- 4) Hand in trainee to responsible superior.
- 5) Carry out tasks that management of training centre requires.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 4

*O*ccupational definition of **CHIEF SECRETARY**

A Chief Secretary is to manage documents and administrative affairs at every section such as salary, holiday, promotion, retirement and inventory sections.

Tasks and responsibility:

- 1) Ensure all documents are sufficient and updated.
- 2) Ensure that all involved workers carry out their mandate.
- 3) Ensure that all documents are in safe condition.
- 4) Ensure that safety and confidentiality of information are guaranteed.
- 5) Prepare report for superiors
- 6) Carry out all orders from superiors.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan rehabilitation and skill training programme in order to ensure that trainees obtain enough skill and knowledge, and adopt noble codes of conduct.

Tasks and responsibility:

- 1) Arrange timetable for rehabilitation and skills for learning activities at the school.
- 2) Identify tasks and distribute timetables to rehabilitation and skill trainers.
- 3) Ensure that required sources are sufficient for all school activities.
- 4) Specify targetted extent of performance of programme inwhich trainees participate.
- 5) Take necessary follow-up steps from report on achievement of programme that rehabilitation and skill trainers carry out.
- 6) Oversee or observe rehabilitation and skill trainers performing their tasks.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for rehabilitation and skill training programme for trainees go smooth in with government's requirements.

Tasks and responsibility:

- 1) Underline guidelines for staff and trainees to carry out all school rehabilitation and skill training programmes.
- 2) Make strategic plan for training centre.
- 3) Ensure that human source, tools and material are sufficient and in good condition.
- 4) Receive entire report on handled programme.
- 5) Make estimation and report handled training to those concerned.

SPECIAL EDUCATION
(Visually Impaired Special Education: Teaching)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TEACHER

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 4

*O***ccupational definition of TEACHER**

A Teacher is obligated to give guidelines, knowledge in various academic field, and guide students towards adopting good manner and noble life.

Tasks and responsibility:

- 1) Draw up plan related to subject taught to fulfill students' requirements and according to written curriculum.
- 2) Carry out teaching activities related information in subject taught according to decided timetable.
- 3) Assess achievement extent of learning process that students go through.
- 4) Report achievement of rehabilitation programme verbally and in written form to those responsible.
- 5) Carry out all orders from administrators to upgrade learning of students.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan for skill training and mental development programme for enrolled students so that they become assertive in good appearance and personality.

Tasks and responsibility:

- 1) Arrange timetable of skill training and learning activities at school.
- 2) Identify tasks and distribute timetables to subject and skill teachers.
- 3) Ensure that required sources are sufficient for all school activities.
- 4) Underline extent of performance that trainees must achieve in all participated programmes and activities.
- 5) Take necessary follow-up steps based on report that subject and skill teachers provide.
- 6) Observe subject and skill teachers.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure all set plans of teaching and training activities in which students participate go smooth and conform to government's requirement.

Tasks and responsibility:

- 1) Identify guidelines for staff and trainees in carrying out school learning and training activities.
- 2) Make strategic plan for the special school concerned.
- 3) Ensure that human source, tools and materials are sufficient and in good condition.
- 4) Receive entire report on handled programme.
- 5) Make estimation an prepare report on handled programme and activities for those concerned.

SPECIAL EDUCATION
(Visually Impaired Special Education: Skills)

LEVEL 1

-

LEVEL 2

GUIDE

LEVEL 3

WORKSHOP ASSISTANT

LEVEL 4

LIVING SKILL TEACHER

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 2

*O*ccupational definition of **GUIDE**

A Guide is obligated to assist trainees move around in order to follow learning process and while they are carrying skill training activities at workshop.

Tasks and responsibility:

- 1) Ensure that students are capable of following classes and skill training activities on time and at identified place.
- 2) Ensure safety of students before and after direct learning activities.
- 3) Develop a professional, honest and friendly relationship with trainees under his care.
- 4) Always be prepared to extend a lending hand to trainees when they request it.
- 5) Carry out all orders from administrators concerned with students' learning affair.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 3

*O*ccupational definition of **WORKSHOP ASSISTANT**

A Workshop Assistant is obligated to assist skill teacher in process of teaching skills.

Tasks and responsibility:

- 1) Assist skill teacher in carrying out daily training according to set timetable.
- 2) Clean up skill training workshop.
- 3) Assist trainees in accomplishing practical works throughout training period.
- 4) Ensure that waste of materials used in training is properly disposed.
- 5) Ensure that all tools are in good condition and safe to use.
- 6) Carry out other task that superiors require.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 4

*O*ccupational definition of **SKILL TEACHER**

A Skill Teacher is obligated to teach skills for career suitable for demand of present work marketing and students' interest in getting prepared for their future.

Tasks and responsibility:

- 1) Carry out daily training based curriculum settled by management of training centre.
- 2) Implement test and assessment for all skill training programme to measure students' performance.
- 3) Ensure safety and cleanliness of training ground which is always supervised.
- 4) Oversee students' practical works throughout training duration.
- 5) Prepare report on programme achievement verbally and in written form for those responsible.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan for skill training and mental development programme for enrolled students so that they become assertive in good appearance and personality.

Tasks and responsibility:

- 1) Arrange timetable of skill training and learning activities at school.
- 2) Identify tasks and distribute timetables to subject and skill teachers.
- 3) Ensure that required sources are sufficient for all school activities.
- 4) Underline extent of performance that trainees must achieve in all participated programmes and activities.
- 5) Take necessary follow-up steps based on report that subject and skill teachers provide.
- 6) Observe subject and skill teachers.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure all set plans of teaching and training activities in which students participate go smooth and conform to government's requirement.

Tasks and responsibility:

- 1) Identify guidelines for staff and trainees in carrying out school learning and training activities.
- 2) Make strategic plan for the special school concerned.
- 3) Ensure that human source, tools and materials are sufficient and in good condition.
- 4) Receive entire report on handled programme.
- 5) Make estimation an prepare report on handled programme and activities for those concerned.

SPECIAL EDUCATION
(Visually Impaired Special Education:
Counseling)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

COUNSELOR

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 4

*O*ccupational definition of **COUNSELLOR**

A Counsellor is obligated to carry out counselling sessions and consultation to shape new trainees enrolled at the training centres with good codes of conduct.

Tasks and responsibility:

- 1) Identify and classify groups of trainees according to types of counselling and their requirements.
- 2) Carry out counselling sessions and consultation according to plan and timetable built on requirements of respective groups of trainees.
- 3) Carry out motivation programme for trainees individually and collectively.
- 4) Handle guidance programme for trainees individually and collectively.
- 5) Assess extent of achievement and performance of all programmes handled for trainees in order to be continuously improved.
- 6) Prepare report on achievement of programmes verbally and in writing for those responsible.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan rehabilitation and skill programme to ensure that behaviour and conduct of enrolled trainees at the school can be shaped.

Tasks and responsibility:

- 1) Arrange timetable of rehabilitation exercise and skills for learning activities at the school.
- 2) Specify tasks and pass timetables to rehabilitation and skill trainers.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of rehabilitation and skill programme that rehabilitation and skill trainers carry out.
- 6) Oversee and supervise rehabilitation and skill trainers.

**SPECIAL EDUCATION
(VISION PROBLEMATIC)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for rehabilitation and skill programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainers in handling all rehabilitation and skill programmes at the school.
- 2) Draw up strategic plan for the training centre.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

SPECIAL EDUCATION
(Learning Disabilities Special Education:
Administration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

SECRETARY

LEVEL 4

CHIEF SECRETARY

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 3

*O*ccupational definition of **SECRETARY**

A Secretary is obligated to assist in administrative matters, make and record registration of new trainees enrolled at the training centre.

Tasks and responsibility:

- 1) Ensure that registration of new trainees become complete.
- 2) Record information about new trainees in school registration system.
- 3) Place registration number specially made for trainees in the book of School Register.
- 4) Hand in trainee to responsible superior.
- 5) Carry out tasks that management of training centre requires.

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 4

*O*ccupational definition of **CHIEF SECRETARY**

A Chief Secretary is to manage documents and administrative affairs at every section such as salary, holiday, promotion, retirement and inventory sections.

Tasks and responsibility:

- 1) Ensure all documents are sufficient and updated.
- 2) Ensure that all involved workers carry out their mandate.
- 3) Ensure that all documents are in safe condition.
- 4) Ensure that safety and confidentiality of information are guaranteed.
- 5) Prepare report for superiors
- 6) Carry out all orders from superiors.

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

A Principal is obligated to plan rehabilitation and skill training programme in order to ensure that trainees obtain enough skill and knowledge, and adopt noble codes of conduct.

Tasks and responsibility:

- 1) Arrange timetable for rehabilitation and skills for learning activities at the school.
- 2) Identify tasks and distribute timetables to rehabilitation and skill trainers.
- 3) Ensure that required sources are sufficient for all school activities.
- 4) Specify targetted extent of performance of programme inwhich trainees participate.
- 5) Take necessary follow-up steps from report on achievement of programme that rehabilitation and skill trainers carry out.
- 6) Oversee or observe rehabilitation and skill trainers performing their tasks.

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for rehabilitation and skill training programme for trainees go smooth in with government's requirements.

Tasks and responsibility:

- 1) Underline guidelines for staff and trainees to carry out all school rehabilitation and skill training programmes.
- 2) Make strategic plan for training centre.
- 3) Ensure that human source, tools and material are sufficient and in good condition.
- 4) Receive entire report on handled programme.
- 5) Make estimation and report handled training to those concerned.

SPECIAL EDUCATION
(Learning Disabilities Special Education:
Teaching)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TEACHER

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 4

***O*ccupational definition of TEACHER**

A Teacher is obligate to give guidelines and knowledge about academic filed, and guide students towards adopting noble codes of conduct.

Tasks and responsibility:

- 1) Draw up plan related to subject taught to fulfill students' requirements and conforming to set curriculum.
- 2) Carry out teaching activities related to knowledge in subject taught according to set timetable.
- 3) Assess extent of performance achievement through learning process delivered to students.
- 4) Report programme achievement verbally and in written form to those responsible.
- 5) Carry out all orders of administrators to upgrade students' ways of learning.

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 5

***O*ccupational definition of ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan skill training and mental development programme for students enrolled at the school so that they gains confidence and become self-assertive.

Tasks and responsibility:

- 1) Arrange timetable for skill training and learning activities at the school.
- 2) Specify tasks and distribute timetables to subject and skill teachers.
- 3) Ensure that required sources are sufficient in number for all school activities.
- 4) Ensure that targetted stage of performance of students become successful.
- 5) Take necessary follow-up steps from report on achievement extent of programme that subject and skill teachers carry out.
- 6) Oversee subject and skill teachers performing in classes.

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for learning and skill training programme in which students participate go smooth and conform to government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff and students in carrying out all school learning and skill training programme.
- 2) Make strategic plan for the school.
- 3) nsure that human power, tools and material are sufficient and in good condition.
- 4) Receive entire report on programme achievement.
- 5) Estimate and make report on handled programme to those concerned.

SPECIAL EDUCATION
(Learning Disabilities Special Education: Skills)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

WORKSHOP ASSISTANT

LEVEL 4

LIVING SKILL TEACHER

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 3

***O*ccupational definition of WORKSHOP ASSISTANT**

A Workshop Assistant is obligated to assist living skill teachers in process teaching skills.

Tasks and responsibility:

- 1) Assist living skill teachers in carrying out daily training according to set timetable.
- 2) Clean up skill training workshop.
- 3) Assist trainees in carrying out charity works throughout training duration.
- 4) Ensure that waste of material used in training is properly disposed.
- 5) Ensure that all tools are in good condition and safe to use.
- 6) Carry out other tasks that superiors require.

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 4

*O*ccupational definition of **LIVING SKILL TEACHER**

A Living Skill Teacher is obligated to teach skill for career suitable for demand of present work marketing and students' interest in being prepared for their future.

Tasks and responsibility:

- 1) Implement daily dedicated training based on curriculum that management of training centre specifies.
- 2) Carry out test and assessment for all skill activities to measure performance of students.
- 3) Ensure safety and cleanliness of surroundings of training ground which is completely supervised.
- 4) Oversee charity works that students carry out throughout training period.
- 5) Report achievement of skill training programme verbally and in written form to those responsible.

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan learning and skill training programme to ensure mental development and self-confidence of enrolled trainees at the school.

Tasks and responsibility:

- 1) Arrange timetable of learning and skill training activities at the school.
- 2) Specify tasks and pass timetables to subject teacher and skill teacher.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of rehabilitation and skill programme that subject teacher and skill teacher carry out.
- 6) Oversee and supervise subject teacher and skill teacher.

**SPECIAL EDUCATION
(LEARNING PROBLEMATIC)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for learning and skill training programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainees in handling all learning and skill training programmes at the school.
- 2) Draw up strategic plan for the special school.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

SPECIAL EDUCATION
(Learning Disabilities Special Education:
Counseling)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

COUNSELLOR

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**SPECIAL EDUCATION
(PROBLEM OF LEARNING)**

Level 4

Occupational definition of COUNSELLOR

A Counsellor is obligated to carry out counselling sessions and consultation to shape new trainees enrolled at the training centres with good codes of conduct.

Tasks and responsibility:

- 1) Identify and classify groups of trainees according to types of counselling and their requirements.
- 2) Carry out counselling sessions and consultation according to plan and timetable built on requirements of respective groups of trainees.
- 3) Carry out motivation programme for trainees individually and collectively.
- 4) Handle guidance programme for trainees individually and collectively.
- 5) Assess extent of achievement and performance of all programmes handled for trainees in order to be continuously improved.
- 6) Prepare report on achievement of programmes verbally and in writing for those responsible.

**SPECIAL EDUCATION
(PROBLEM OF LEARNING)**

Level 5

*O*ccupational definition of **ASSISTANT PRINCIPAL**

An Assistant Principal is obligated to plan rehabilitation and skill programme to ensure that behaviour and conduct of enrolled trainees at the school can be shaped.

Tasks and responsibility:

- 1) Arrange timetable of rehabilitation exercise and skills for learning activities at the school.
- 2) Specify tasks and pass timetables to rehabilitation and skill trainers.
- 3) Ensure that required sources are sufficient for all activities of the school.
- 4) Specify extent of performance for trainees to achieve through programme in which they participate.
- 5) Take necessary follow-up steps from report on achievement of rehabilitation and skill programme that rehabilitation and skill trainers carry out.
- 6) Oversee and supervise rehabilitation and skill trainers.

**SPECIAL EDUCATION
(PROBLEM OF LEARNING)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to ensure that all set plans for rehabilitation and skill programme for trainees go smooth in line with government's requirement.

Tasks and responsibility:

- 1) Underline guidelines for staff members and trainers in handling all rehabilitation and skill programmes at the school.
- 2) Draw up strategic plan for the training centre.
- 3) Ensure human power, equipment and materials are sufficient and safe.
- 4) Receive entire report on achievement of implemented programme.
- 5) Do estimation and report on handled training for those concerned.

ALTERNATIVE EDUCATION

(Long Distance Education Programme (Online):
Teaching and Assessment)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

-

LEVEL 5

-

LEVEL 6

LECTURER

LEVEL 7

PROGRAMME COORDINATOR

LEVEL 8

PROGRAMME DIRECTOR

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 6

*O*ccupational definition of **LECTURER**

A Lecturer is to carry out tasks of teaching, handling tutorial, supervising thesis and dissertation and becoming project mentor besides other academic activities.

Tasks and responsibility:

- 1) Lecturer is obligated to carry out tasks of teaching and supervising students online by organizing web lectures, and preparing notes for tutorial, examples and references through e-learning portal.
- 2) Carry out direct lectures and tutorials for students if programme course outline requires students of Distant Learning to attend and follow lecture class.
- 3) Invent course related materials and documents such as notes, manuals and exercise.
- 4) Cooperate with higher unit and members of department/faculty/division to outline and implement strategic plan and objectives of faculty/institution, course development and teaching aid materials.
- 5) Organize good interaction with students and give advice/support service through e-learning portal, e-mail, discussion forum.
- 6) Assess students based on table of basics, prepare quiz, exercise, tasks, project and examination. Assess and mark quiz, exercise, tasks, project and examination based on specified time span.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 7

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is to supervise tasks of students and research, plan, coordinate and implement the running of daily programme/course learning and ensure quality and performance of programme. He/She is to manage academicians and technicalities involved in the programme.

Tasks and responsibility:

- 1) Implement decision that Programme Director makes.
- 2) Manage and implement programme.
- 3) Organize meetings/gatherings of academicians and non-academicians involved in programme.
- 4) Coordinate working discipline of teachers and research activities.
- 5) Collaborate with higher unit and members of department/faculty/division to outline and implement strategic plan and objectives of faculty/institution, course development and teaching aid materials.
- 6) Divide and give tasks to academicians and non-academicians involved in programme.
- 7) Estimate programme requirements and propose suggestions for programme development.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 8

*O*ccupational definition of **PROGRAMME DIRECTOR**

A Programme Director is obligated to manage administration, provide academic leadership plan, identify and give tasks, coordinate the running of the whole programme/learning course, and ensure quality and performance of programme. He is able to handle academic tasks of faculty/institution/department after consultation with staff members concerned.

Tasks and responsibility:

- 1) Deal with development and administration of the whole programme.
- 2) Stimulate development and implementation of programme.
- 3) Coordinate with other faculties (e.g Engineering) that follow suit in carrying out Distant Learning module by proposing policy and procedural technicalities.
- 4) Ensure that Programme Coordinator facilitates development and training of academic and non-academic staff.
- 5) Oversee performance of students and effectiveness of programme.
- 6) Organize discussions with Programme Coordinator and Field Leader on tasks, responsibility and technicalities to upgrade performance of unit and effectiveness of programme.

ALTERNATIVE EDUCATION

(Long Distance Education Programme (Online):
Programme Development and Coordination)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

-

LEVEL 5

-

LEVEL 6

LECTURER

LEVEL 7

PROGRAMME COORDINATOR

LEVEL 8

PROGRAMME DIRECTOR

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 6

*O*ccupational definition of **LECTURER**

A Lecturer is obligated to carry out tasks of teaching and handling tutorial, supervise thesis and dissertation and become project monitor besides other academic activities.

Tasks and responsibility:

- 1) Lecturer is obligated to carry out teaching task, supervise students online by organizing web lectures, and prepare notes for tutorial, examples and references through e-learning portal.
- 2) Carry out direct lectures and tutorial for students if programme course outline requires Distant Learning students to attend and follow lecture classes.
- 3) Invent materials for course and related documents such as notes, manuals and exercise.
- 4) Cooperate with higher unit and members of department/faculty/ division to outline and implement strategic plan and objectives of faculty/ institution, development of course and teaching aid materials.
- 5) Develop good interaction with students and give service of advice/ support through e-learning portal, discussion forum.
- 6) Assess students based table of basis, prepared quiz, exercise, tasks, project and examination based specified time span.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 7

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is to supervise tasks of teachers and research task, and plan, implement the running of daily programme/learning course coordinate, and ensure quality and performance of programme. He/She is to manage academicians and technicalities involved in the programme.

Tasks and responsibility:

- 1) Implement decisions that Programme Director makes.
- 2) Manage administration and implement programme.
- 3) Organize meetings/gatherings of academicians and non-academician involved in programme.
- 4) Coordinate technicalities of teachers and research activities.
- 5) Cooperate with higher unit and members of department/faculty division to outline and implement strategic plan and objectives of faculty/institution, development of course and teaching aid materials.
- 6) Divide and give tasks to academicians and non-academician involved in programme.
- 7) Estimate programme requirements and propose suggestion for programme development.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 8

***O*ccupational definition of PROGRAMME DIRECTOR**

A Programme Director is obligated to manage administration, provide academic leadership plan, identify tasks and coordinate the running of programme/learning course and ensure quality and performance of programme. He/She is able to hold academic task at faculty/institution/department after consultation with staff members concerned.

Tasks and responsibility:

- 1) Manage development and administration of the whole programme.
- 2) Stimulate development and implementation of programme.
- 3) Coordinate with other faculties (e.g engeneering) which follow suit in the running Distant Learning module by proposing policy and procedural technicalities.
- 4) Ensure that Programme Coordinator facilitates development and training of academicians and non-academicians.
- 5) Oversee performance of students and effectiveness of programme.
- 6) Organize discussion with Programme Coordinator on tasks and responsibility besides technicalities to upgrade performance of unit and effectiveness of programme.

ALTERNATIVE EDUCATION

(Long Distance Education Programme (Online):
Media and System Development)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ADMINISTRATIVE ASSISTANT OF INFORMATION SYSTEM

LEVEL 5

DESIGNER OF ANIMATION AND MULTIMEDIA

LEVEL 6

**COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION &
MULTIMEDIA**

LEVEL 7

PROGRAMME COORDINATOR

LEVEL 8

PENGARAH PROGRAM

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAM)**

Level 4

***O*ccupational definition of ADMINISTRATIVE ASSISTANT OF
INFORMATION SYSTEM**

An Administrative Assistant of Information System is obligated to give aid with dedication to Administrative Supervisor of Information System. He/She is carry out routine that superiors order.

Tasks and responsibility:

- 1) Upload data for e-learning system. Bear responsibility for updating contents under supervision of Administrative Supervisor of Information System.
- 2) Prepare aid with dedication for Administrative Supervisor of Information System.
- 3) Carry out routine tasks that superiors order.
- 4) Upload data, process and update information.
- 5) Compare data and information from sources of information/document, or upload back data for verification and identification of error.
- 6) Identify and correct error of data/information, or report to supervisor.
- 7) Carry out logging activities for finished works.
- 8) Carry out necessities and identification of problem at first stage.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAM)**

Level 5

Occupational definition of **DESIGNER OF ANIMATION AND MULTIMEDIA**

A Designer of Animation and Multimedia is obligated to design and develop complicated content of multimedia (consists of audio and visual presentation, and static and dynamic interactive) and animation.

Tasks and responsibility:

- 1) Design and develop content/multimedia presentation in order to be integrated into module or content of e-learning.
- 2) Develop and design using mainstream programming and system.
- 3) Develop, design or create new application, multimedia content or presentation in order to be integrated into matters concerning system.
- 4) Collaborate with working group to design, develop and produce multimedia sub-project in integration process to be integrated into leading/ main project.
- 5) Give aid on demand to Multimedia Programmer, Web Designer, Graphic Designer and Programmer of Application Development in order to produce application, content or multimedia content.
- 6) Identify problem, Carry out necessities and renew multimedia content.
- 7) Design, Edit and Animate using programming and system of mainstream animation/2D/3D modeler aruserdana.
- 8) Produce visual dua-dimension and three dimension and make animation to illustrate a process/message or information to user.
- 9) Design animation by drafting storyboards, direction, cinematography, and editing up to producing animation.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAM)**

Level 6

***O*ccupational definition of COORDINATOR OF INFORMATION
TECHNOLOGY, COMMUNICATION & MULTIMEDIA**

Coordinator of Information Technology, Communication & Multimedia is obligated to develop and operationalise system outline of e-learning, by dividing and giving tasks besides specified time span to subordinate officials and field experts. Coordinator of ICT and Multimedia has extensive knowledge and skills in fields related to ICT and Multimedia.

Tasks and responsibility:

- 1) Translate Distant Learning Programme into systematic and interactive online educational system.
- 2) Prepare timetable for effective project plan to ensure its success.
- 3) Ensure tasks being shared by Animation and Multimedia Designer, Multimedia Programmer, Web Designer and Graphic Designer.
- 4) Give direct aid to Coordinator of Distant Learning by designing and developing system outline of e-learning in line with standardization of educational technology.
- 5) Carry out meeting projects regularly/according to timetable involving higher unit and subordinates to identify hindrance/obstruction, arrange strategies and time to achieve target.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 7

***O*ccupational definition of PROGRAMME COORDINATOR**

A Program coordinator is to supervise tasks of teachers and research task, plan, coordinate and implement the running of daily programme/learning course and ensure quality and performance of programme. He/She is to manage academicians and technicalities involved in programme.

Tasks and responsibility:

- 1) Implement decisions that Programme Director makes.
- 2) Manage administration and implementation of programme.
- 3) Organize meetings/gatherings of academicians and non-academicians involved in programme.
- 4) Coordinate working technicalities of teachers and research activities.
- 5) Collaborate with higher unit and members of department/faculty/division to outline and implement strategic plan and objective of faculty/institution, development of course and teaching aid materials.
- 6) Divide and give tasks and responsibility to academician and non-academicians involved in programme.
- 7) Estimate requirements of programme and propose suggestions for development of programme.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 8

*O*ccupational definition of **PROGRAMME DIRECTOR**

A Programme Director is obligated to manage administration, provide academic leadership plan, identify tasks penugasan, coordinate the running of whole programme/learning course and ensure quality and performance of programme. He/She is able to hold academic tasks at faculty/institution/department after consultation with officials concerned.

Tasks and responsibility:

- 1) Carry out development and administration of whole programme.
- 2) Stimulate development and implementation programme.
- 3) Coordinate with other faculties (e.g engineering) which follow suit in carrying out Distant Learning Module by proposing policy and procedural technicalities.
- 4) Ensure that Programme Coordinator facilitates development and training of academic staff and non-academicians.
- 5) Oversee performance of students and effectiveness of programme.
- 6) Organize discussion with Programme Coordinator and Field Head concerning tasks and responsibilities besides finding ways to upgrade performance of unit and effectiveness of programme.

ALTERNATIVE EDUCATION

(Long Distance Education Programme (Online):
Media and System Development)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ADMINISTRATIVE ASSISTANT OF INFORMATION SYSTEM

LEVEL 5

MULTIMEDIA PROGRAMMER

LEVEL 6

**COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION &
MULTIMEDIA**

LEVEL 7

PROGRAMME COORDINATOR

LEVEL 8

PROGRAMME DIRECTOR

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 4

***O*ccupational definition of ADMINISTRATIVE ASSISTANT OF
INFORMATION SYSTEM**

An Assistant Administrator of Information System is obligated to provide direct aid with dedication to Administrative Supervisor of Information System. He/She is to carry out routine that superiors requires.

Tasks and responsibility:

- 1) Upload data for e-learning system. Bear responsibility for updating content under attention Administrative Supervisor of Information System.
- 2) Provide dedicated aid to Administrative Supervisor of Information System.
- 3) Carry out routine tasks that superiors require.
- 4) Upload data, process and update information.
- 5) Compare data and information from sources of information/documents or upload back data information to be verified or identify error.
- 6) Identify and correct data/information error or report to supervisor.
- 7) Carry out finished logging activities.
- 8) Carry out necessities and identify problem at first stage.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 5

***O*ccupational definition of MULTIMEDIA PROGRAMMER**

A Multimedia Programmer is obligated to give application/functional content or multimedia presentation with programming or script writing by using multimedia characteristics, such as text, sound, graphic, digital photo, 2D/3D, animation, video, information dan virtual reality, according to specification of desinger.

Tasks and responsibility:

- 1) Add interactive function to multimedia content by writing script logic to be integrated into module or e-leaning content.
- 2) Design, develop and operationalise using mainstream programming and system
- 3) From pre-production of content/multimedia presentation, programmer is required to write script or make programming in order to produce interactive function to user.
- 4) Collaborate with working group to produce content of interactive multimedia in processing to be integrated into leading/ain project.
- 5) Give aid on demand to Designer of Animation and Multimedia, Web Designer, Graphic Designer dan Programmer of Application Development to produce application, content or multimedia content.
- 6) Identify problem, carry out necessities and renew content/interactive multimedia appplication.
- 7) Write code of programming or efficient script to produce vast exceptional interactive characteristics.
- 8) Write steps of regulation or logic into an animation and implement time programming as needed.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 6

***O*ccupational definition of COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION & MULTIMEDIA.**

A Coordinator of Information Technology, Communication and Multimedia is obligated to develop and operationalise system outline of e-learning, by dividing and giving tasks in specific time span to subordinate officials and field experts. pakar bidang. A Coordinator of ICT and Multimedia has vast knowledge, experience and skills in certain fields of ICT and Multimedia.

Tasks and responsibility:

- 1) Translate Distant learning Programme into interactive an systematic online learning.
- 2) Prepare timetable of effective project plan to ensure its success.
- 3) Ensure tasks being shared among Designer of Animation and Multimedia, Multimedia Programme, Web Designer and Graphic Designer.
- 4) Prepare direct aid for Coordinator of Distant Learning Programme to design and develop system outline of e-learning in line with standardization of educational technology.
- 5) Carry out meetings regularly/according timetable involving higher uit and subordinates to identify hindrance/obstruction, arrange strategies and time to achieve target.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 7

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is to supervise teachers and research task, plan, coordinate and implement the running of daily programme/learning course and ensure quality and performance of programme. He/She is to manage academic staff and technicalities involved in programme.

Tasks and responsibility:

- 1) Implemet decisions that Programme Director makes.
- 2) Carry out administration and implementation of programme.
- 3) Organize meetings/ gatherings of academicians and non-academicians involved in programme.
- 4) Coordinate working technicalities of teachers and research activities.
- 5) Collaborate with higher unit and members of department/faculty/division to outline and implement strategic plan and objective of faculty/ institution, development of cources and teaching aid materials.
- 6) Divide and give tasks and reponsibility to academic staff and non-academic staff involved in programme.
- 7) Estimate requirements of programme and propose suggestions for development of programme.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 8

*O*ccupational definition of **PROGRAMME DIRECTOR**

A Programme Director is obligated to carry out administration, provide academic leadership plan, identify tasks, coordinate the running of whole programme/learning course and ensure quality and performance of programme. He/She is able to hold academic task at faculty/institution/department after consultation with officials concerned.

Tasks and responsibility:

- 1) Deal with development and administration of whole programme.
- 2) Stimulate development and implementation of programme.
- 3) Coordinate with other faculties (e.g kejuruteraan) which follow suit in carrying out Distant Learning Programme module by suggesting policy and procedural technicalities.
- 4) Ensure that Programme Coordinator facilitates development and training of academic staff and non-academic staff.
- 5) Oversee performance of students and effectiveness of programme.
- 6) Organize discussion with Programme Coordinator and Field Head concerning tasks and responsibility besides finding ways to upgrade performance of unit and effectiveness of programme.

ALTERNATIVE EDUCATION

(Long Distance Education Programme (Online):
Media and System Development)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ADMINISTRATIVE ASSISTANT OF INFORMATION SYSTEM

LEVEL 5

WEB DESIGNER

LEVEL 6

**COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION &
MULTIMEDIA**

LEVEL 7

PROGRAMME COORDINATOR

LEVEL 8

PROGRAMME DIRECTOR

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 4

***O*ccupational definition of ADMINISTRATIVE ASSISTANT OF
INFORMATION SYSTEM**

An Administrative Assistant of Information System is obligated to provide dedicated aid to Administrative Supervisor of Information System. He/ She is to carry out routine tasks that superiors require.

Tasks and responsibility:

- 1) Upload data for e-learning system. Bear responsibility for updating content under attention of Administrative Supervisor of Information System.
- 2) Prepare dedicated aid for Administrative Supervisor of Information System.
- 3) Carry out routine tasks that superiors require.
- 4) Upload data, process and update information.
- 5) Compare data and information from sources of information/documents, or upload back information in order to be verified and identify error.
- 6) Identify and correct data error, or report to supervisor.
- 7) Carry out logging activities for finished works.
- 8) Carry out necessities and identify problem at first stage.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 5

***O*ccupational definition of WEB DESIGNER**

A Web Designer is obligated to create location, carry out visual appearance and applications of web pages with combination of skill in graphic design and technical knowledge of processing development of web pages with characterization of recent standard in language usage of programming and technology.

Tasks and responsibility:

- 1) Design and develop Content Management System, create location and content of e-learning portal. Integrate web asset (e.g image file, multimedia) into final product of module or e-learning content.
- 2) Design, develop and programme script using mainstream installation and system.
- 3) Programme web pages with combination of code such as hypertext mark-up language (HTML), script browser, or script web entertainer.
- 4) Ensure that content and material can be screened/accessible to user/including disabled user.
- 5) Collaborate with working group to produce web content in processing in order to be integrated into leading/main project.
- 6) Give aid on demand to Designer of Animation and Multimedia, Multimedia Programmer, Graphic Designer and Application Development Programmer to produce web content or web application.
- 7) Identify problem, carry out necessities and renew content of web pages.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 6

O*ccupational definition of **COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION & MULTIMEDIA*

A Coordinator of Information Technology, Communication and Multimedia is obligated to develop and operationalise system outline of e-learning, by dividing and giving tasks in specific time span to subordinate officials and field experts. Coordinator of ICT and Multimedia has vast knowledge, experience and skill concerning ICT and Multimedia.

Tasks and responsibility;

- 1) Translate Distant learning Programme into systematic and interactive online learning.
- 2) Prepare timetable for effective project plan to ensure its success.
- 3) Ensure tasks being shared among Designer of Animation and Multimedia, Multimedia Programmer, Web Designer and Graphic Designer.
- 4) Provide direct aid to Coordinator of Distant Learning Programme to design and develop system outline of e-learning in line with standardization of educational technology.
- 5) Carry out meetings regularly/according to timetable involving higher unit and subordinates to identify hindrance/obstruction, arrange strategies and time to achieve target.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 7

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is to supervise tasks of teachers and research tasks, plan, coordinate and implement the daily running of programme/learning course and ensure quality and performance of programme. He/She is to manage academic staff and technicalities involved in programme.

Tasks and responsibility:

- 1) Implement decisions that Programme Director requires.
- 2) Carry out administration and implementation of programme.
- 3) Organize meetings/gatherings of academic staff and non-academic staff involved in programme.
- 4) Coordinate working technicalities of teachers and research activities.
- 5) Collaborate with higher unit and members of department/faculty/division to outline and implement strategic plan and objective of faculty/institution, develop courses and teaching aid materials.
- 6) Dividing and giving tasks and responsibility to academic staff and non-academic staff involved in programme.
- 7) Estimate requirements of programme and propose suggestions for development of programme.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 8

*O*ccupational definition of **PROGRAMME DIRECTOR**

A Programme Director is obligated to carry out administration, provide academic leadership plan, identifying tasks, coordinate the running of daily programme/ learning course and ensure quality and performance of programme. He/She is able to hold academic task at faculty/institution/department after consultation with officials concerned.

Tasks and responsibility:

- 1) Develop and manage entire programme.
- 2) Stimulate development and implementation of programme.
- 3) Coordinate with other faculties (e.g engineering) which follow suit in carrying out Distant Learning modeule by suggesting policy and procedural technicalities.
- 4) Ensure that Programme Coordinator facilitates development and training of academic staff and non-academic staff.
- 5) Oversee performance of students and effectiveness of programme.
- 6) Organize discussion with Programme Coordinator and Field Head concerning tasks and responsibility besides finding ways to upgrade performance of unit and effectiveness of programme.

ALTERNATIVE EDUCATION

(Long Distance Education Programme (Online):
Media and System Development)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ADMINISTRATIVE ASSISTANT OF INFORMATION SYSTEM

LEVEL 5

GRAPHIC DESIGNER

LEVEL 6

**COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION
AND MULTIMEDIA**

LEVEL 7

PROGRAMME COORDINATOR

LEVEL 8

PROGRAMME DIRECTOR

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 4

***O*ccupational definition of ADMINISTRATIVE ASSISTANT OF
INFORMATION SYSTEM**

An Administrative Assistant of Information System is obligated to provide direct dedicated aid to Administrative Supervisor of Information System. He/She is to carry out routine tasks that superiors require.

Tasks and responsibility:

- 1) Upload data for e-learning system. Bear responsibility for updating content under attention of Administrative Supervisor of Information System.
- 2) Prepare dedicated aid for Administrative Supervisor of Information System.
- 3) Carry out routine tasks that superiors require.
- 4) Upload data, process and update information.
- 5) Compare data and information from sources of information/documents, or upload back information in order to be verified and identify error.
- 6) Identify and correct data error, or report to supervisor.
- 7) Carry out logging activities for finished works.
- 8) Carry out necessities and identify problem at first stage.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 5

*O*ccupational definition of **GRAPHIC DESIGNER**

A Graphic Designer is obligated to produce artistic graphic for special visual requirements including illustration, photo edition, effect, raster image and vector, beautification, appearance, or logo and use techniques and skills to produce artistic effect or beautification.

Tasks and responsibility:

- 1) Beautify graphic presentation, visualisation or image required for module, content or portal of e-learning.
- 2) Design, edit and produce graphic image using mainstream installation and system.
- 3) Edit and add effect to image/digital photo.
- 4) Manage and carry out necessities to save file image/digital photo.
- 5) Collaborate with working group to produce graphic image to be integrated into leading/main project.
- 6) Edit and renew graphic image.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 6

***O*ccupational definition of COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION AND MULTIMEDIA**

A Coordinator of Information Technology, Communication and Multimedia is obligated to develop and operationalise system outline of e-learning, by dividing and giving tasks within specific time span to subordinate officials and field expert. A Coordinator of ICT and Multimedia has vast knowledge, experience and skills concerning ICT and Multimedia.

Tasks and responsibility:

- 1) Translate Distant Learning Programme into systematic interactive online learning.
- 2) Prepare effective project plan to ensure its success.
- 3) Ensure that tasks being shared among Designer of Animation and Multimedia, Multimedia Programmer, Web Designer and Graphic Designer.
- 4) Provide direct aid to Coordinator of Distant Learning Programme to design and develop system outline of e-learning in line with standardization of educational technology.
- 5) Carry out meetings regularly/according timetable involving higher unit and subordinates to identify hindrance/obstruction, arrange strategies and time to achieve target.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 7

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is to supervise tasks of teachers and research task, plan, coordinate and implement daily programme/learning course and ensure quality and performance of programme. He/ She is to manage academic staff and technicalities involved in programme.

Tasks and responsibility:

- 1) Implement decisions that Programme Director makes.
- 2) Manage administration and implementation of programme.
- 3) Organize meetings/gatherings of academic staff and non-academic staff involved in programme.
- 4) Coordinate working procedure of teachers and research activities.
- 5) Collaborate with higher unit and members of department/faculty/division to outline and implement strategic plan and objective of faculty/institution, develop course and teaching aid materials.
- 6) Divide and give tasks and responsibility to academic staff and non-academic staff involved in programme.
- 7) Estimate requirements of programme and propose suggestions for programme development.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 8

*O*ccupational definition of **PROGRAMME DIRECTOR**

A Programme Director is obligated to deal with administration, prepare academic leadership plan, identify tasks, coordinate the running of entire programme/learning course and ensure quality and performance of programme. He/She is able to academic task at faculty/institution/department after consultation with officials concerned.

Tasks and responsibility:

- 1) Manage development and administration of entire programme.
- 2) Stimulate development and implementation of programme.
- 3) Coordinate with other faculties (e.g engineering) which follow suit in carrying out Distant Learning module by proposing policy and procedural technicalities.
- 4) Ensure that Programme Coordinator facilitates development and training academic staff and non-academic staff.
- 5) Oversee performance of students and effectiveness of programme.
- 6) Organize discussion with Programme Coordinator and Field Head concerning tasks and responsibility besides finding ways to upgrade performance of unit and effectiveness of programme.

ALTERNATIVE EDUCATION

(Long Distance Education Programme (Online):
Media and System Development)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ADMINISTRATIVE ASSISTANT OF INFORMATION SYSTEM

LEVEL 5

SECURITY TECHNICIAN OF ICT SYSTEM AND APPLICATION

LEVEL 6

**COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION
AND MULTIMEDIA**

LEVEL 7

PROGRAMME COORDINATOR

LEVEL 8

PROGRAMME DIRECTOR

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 4

***O*ccupational definition of ADMINISTRATIVE ASSISTANT OF INFORMATION SYSTEM**

An Administrative Assistant of Information System is obligated to provide direct dedicated aid to Administrative Supervisor of Information System. He/She is to carry out routine tasks that superiors require.

Tasks and responsibility:

- 1) Upload data for e-learning system. Bear responsibility for updating content under attention of Administrative Supervisor of Information System.
- 2) Prepare dedicated aid for Administrative Supervisor of Information System.
- 3) Carry out routine tasks that superiors require.
- 4) Upload data, process and update information.
- 5) Compare data and information from sources of information/documents, or upload back information in order to be verified and identify error.
- 6) Identify and correct data error, or report to supervisor.
- 7) Carry out logging activities for finished works.
- 8) Carry out necessities and identify problem at first stage.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 5

***O*ccupational definition of SECURITY TECHNICIAN OF ICT SYSTEM
AND APPLICATION**

A Security Technician of ICT and Application is obligated to implement and carry out security of entire environmental system.

Tasks and responsibility:

- 1) Implement entire security for system and platform of e-learning.
- 2) Prevent encroachment and hacking of external user.
- 3) Manage logging and active connection to identify hacker.
- 4) Apply commercial security installation.
- 5) Ensure that configuration system operationalisation is at maximum stage.
- 6) Track down hacker and update virus system regularly/according timetable.
- 7) Identify problem and repair broken computer resulting from virus attack.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 6

***O*ccupational definition of COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION AND MULTIMEDIA**

A Coordinator of Information Technology, Communication and Multimedia is obligated to develop and operationalise system outline of e-learning, by dividing and giving tasks within specific time span to subordinate officials and field expert. A Coordinator of ICT and Multimedia has vast knowledge, experience and skills concerning ICT and Multimedia.

Tasks and responsibility:

- 1) Translate Distant Learning Programme into systematic interactive online learning.
- 2) Prepare effective project plan to ensure its success.
- 3) Ensure that tasks being shared among Designer of Animation and Multimedia, Multimedia Programmer, Web Designer and Graphic Designer.
- 4) Provide direct aid to Coordinator of Distant Learning Programme to design and develop system outline of e-learning in line with standardization of educational technology.
- 5) Carry out meetings regularly/according timetable involving higher unit and subordinates to identify hindrance/obstruction, arrange strategies and time to achieve target.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 7

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is to supervise tasks of teachers and research task, plan, coordinate and implement daily programme/learning course and ensure quality and performance of programme. He/She is to manage academic staff and technicalities involved in programme.

Tasks and responsibility:

- 1) Implement decisions that Programme Director makes.
- 2) Manage administration and implementation of programme.
- 3) Organize meetings/gatherings of academic staff and non-academic staff involved in programme.
- 4) Coordinate working procedure of teachers and research activities.
- 5) Collaborate with higher unit and members of department/faculty/division to outline and implement strategic plan and objective of faculty/institution, develop course and teaching aid materials.
- 6) Divide and give tasks and responsibility to academic staff and non-academic staff involved in programme.
- 7) Estimate requirements of programme and propose suggestions for programme development.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 8

*O*ccupational definition of **PROGRAMME DIRECTOR**

A Programme Director is obligated to deal with administration, prepare academic leadership plan, identify tasks, coordinate the running of entire programme/learning course and ensure quality and performance of programme. He/She is able to academic task at faculty/institution/department after consultation with officials concerned.

Tasks and responsibility:

- 1) Manage development and administration of entire programme.
- 2) Stimulate development and implementation of programme.
- 3) Coordinate with other faculties (e.g engineering) which follow suit in carrying out Distant Learning module by proposing policy and procedural technicalities.
- 4) Ensure that Programme Coordinator facilitates development and training academic staff and non-academic staff.
- 5) Oversee performance of students and effectiveness of programme.
- 6) Organize discussion with Programme Coordinator and Field Head concerning tasks and responsibility besides finding ways to upgrade performance of unit and effectiveness of programme.

ALTERNATIVE EDUCATION

(Long Distance Education Programme (Online):
Media and System Development)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ADMINISTRATIVE ASSISTANT OF INFORMATION SYSTEM

LEVEL 5

ADMINISTRATIVE SUPERVISOR OF INFORMATION SYSTEM

LEVEL 6

**COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION
AND MULTIMEDIA**

LEVEL 7

PROGRAMME COORDINATOR

LEVEL 8

PROGRAMME DIRECTOR

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 4

***O*ccupational definition of ADMINISTRATIVE ASSISTANT OF
INFORMATION SYSTEM**

An Administrative Assistant of Information System is obligated to provide direct dedicated aid to Administrative Supervisor of Information System. He/She is to carry out routine tasks that superiors require.

Tasks and responsibility:

- 1) Upload data for e-learning system. Bear responsibility for updating content under attention of Administrative Supervisor of Information System.
- 2) Prepare dedicated aid for Administrative Supervisor of Information System.
- 3) Carry out routine tasks that superiors require.
- 4) Upload data, process and update information.
- 5) Compare data and information from sources of information/documents, or upload back information in order to be verified and identify error.
- 6) Identify and correct data error, or report to supervisor.
- 7) Carry out logging activities for finished works.
- 8) Carry out necessities and identify problem at first stage.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 5

***O*ccupational definition of ADMINISTRATIVE SUPERVISOR OF
INFORMATION SYSTEM**

An Administrative Supervisor of Information System is to download computer system for safekeeping, make sure that backup system is effectively functional, ensure smoothness of ICT system including entertainment tools, network, printing and e-mail services.

Tasks and responsibility:

- 1) Oversee operation of entire system and platform of e-learning, ensuring smoothness of ICT system, including logging in done by user, entertainment tools, network, printing and e-mail services.
- 2) Provide aid service to Designer of Animation and Multimedia, Multimedia Programmer and Web Designer.
- 3) Collaborate with Security Technician of ICT System and Application to implement security policy entirely.
- 4) Supervise routine tasks that Assistant Administrator of Information System carries out.
- 5) Assess user's demand and system requirement.
- 6) Manage critical situation, problem resulting from broken equipment or installation.
- 7) Identify problem, carry out necessities and repair computer and system.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 6

***O*ccupational definition of COORDINATOR OF INFORMATION TECHNOLOGY, COMMUNICATION AND MULTIMEDIA**

A Coordinator of Information Technology, Communication and Multimedia is obligated to develop and operationalise system outline of e-learning, by dividing and giving tasks within specific time span to subordinate officials and field expert. A Coordinator of ICT and Multimedia has vast knowledge, experience and skills concerning ICT and Multimedia.

Tasks and responsibility:

- 1) Translate Distant Learning Programme into systematic interactive online learning.
- 2) Prepare effective project plan to ensure its success.
- 3) Ensure that tasks being shared among Designer of Animation and Multimedia, Multimedia Programmer, Web Designer and Graphic Designer.
- 4) Provide direct aid to Coordinator of Distant Learning Programme to design and develop system outline of e-learning in line with standardization of educational technology.
- 5) Carry out meetings regularly/according timetable involving higher unit and subordinates to identify hindrance/obstruction, arrange strategies and time to achieve target.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 7

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is to supervise tasks of teachers and research task, plan, coordinate and implement daily programme/learning course and ensure quality and performance of programme. He/She is to manage academic staff and technicalities involved in programme.

Tasks and responsibility:

- 1) Implement decisions that Programme Director makes.
- 2) Manage administration and implementation of programme.
- 3) Organize meetings/gatherings of academic staff and non-academic staff involved in programme.
- 4) Coordinate working procedure of teachers and research activities.
- 5) Collaborate with higher unit and members of department/faculty/division to outline and implement strategic plan and objective of faculty/institution, develop course and teaching aid materials.
- 6) Divide and give tasks and responsibility to academic staff and non-academic staff involved in programme.
- 7) Estimate requirements of programme and propose suggestions for programme development.

**ALTERNATIVE EDUCATION
(DISTANT LEARNING PROGRAMME)**

Level 8

*O*ccupational definition of **PROGRAMME DIRECTOR**

A Programme Director is obligated to deal with administration, prepare academic leadership plan, identify tasks, coordinate the running of entire programme/learning course and ensure quality and performance of programme. He/She is able to academic task at faculty/institution/department after consultation with officials concerned.

Tasks and responsibility:

- 1) Manage development and administration of entire programme.
- 2) Stimulate development and implementation of programme.
- 3) Coordinate with other faculties (e.g engineering) which follow suit in carrying out Distant Learning module by proposing policy and procedural technicalities.
- 4) Ensure that Programme Coordinator facilitates development and training academic staff and non-academic staff.
- 5) Oversee performance of students and effectiveness of programme.
- 6) Organize discussion with Programme Coordinator and Field Head concerning tasks and responsibility besides finding ways to upgrade performance of unit and effectiveness of programme.

ALTERNATIVE EDUCATION
(In-Home Education Programme: Registration)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

-

LEVEL 5

REGISTRATION OFFICIAL

LEVEL 6

PROGRAMME COORDINATOR

LEVEL 7

MANAGER OF INSTITUTE/ACADEMY

LEVEL 8

-

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAMME)**

Level 5

*O*ccupational definition of **REGISTRATION OFFICIAL**

A Registration Official is obligated to carry out matters concerning correspondence, filing system, record and registration.

Tasks and responsibility:

- 1) Keep and update personal files of tutors, staff and students.
- 2) Receive and record fees from students.
- 3) Manage affairs and welfare of fellow workers.
- 4) Prepare report for superiors.
- 5) Carry out other tasks that Programme Coordinator and Manager of Institute/Academy.

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAMME)**

Level 6

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is obligated to carry out programme and activities related to education, career and personality development of students besides overseeing progress of heads of programme and tutor.

Tasks and responsibility:

- 1) Plan and prepare annual learning programme.
- 2) Carry out individual and collective counselling sessions for tutor being faced with problem.
- 3) Carry out educational programme on career for students.
- 4) Record all developments of learning process that head of programme and tutor handle.
- 5) Prepare report on performance of head of programme and tutor for head of institute.
- 6) Organize programme on staff development for head of programme and tutor.
- 7) Carry out other tasks that Manager of Institute requires.

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAMME)**

Level 7

*O*ccupational definition of **MANAGER OF INSTITUTE/ACADEMY**

A Manager of Institute/Academy is obligated to carry out tasks related to administration, employment, finances and a good rapport with others.

Tasks and responsibility:

- 1) Plan, control and oversee annual institute programme.
- 2) Manage, control and oversee institute's finances.
- 3) Oversee teaching and mobility of staff under his/her attention.
- 4) Chair meetings with subordinate staff.
- 5) Ensure the safety and welfare of subordinates.
- 6) Become assessor for performance of subordinate staff.

ALTERNATIVE EDUCATION
(In-Home Education Programme: Teaching and
Assessment)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

TUTOR

LEVEL 5

HEAD OF PROGRAMME

LEVEL 6

PROGRAMME COORDINATOR

LEVEL 7

MANAGER OF INSTITUTE/ACADEMY

LEVEL 8

-

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAM)**

Level 4

*O*ccupational definition of TUTOR

A Tutor is obligated to teach one or more subjects that are specified in programme being offered by institute.

Tasks and responsibility:

- 1) Plan and prepare daily, weekly and annual teaching plan.
- 2) Teach one or more subjects at home according specified timetable.
- 3) Revise and correct exercise book of student.
- 4) Mark test or examination paper of student.
- 5) Organize discussions with student's parents or guardians.
- 6) Prepare, record and update performance of student.
- 7) Become first assessor for performance of student.
- 8) Carry out other tasks that head of programme and programme coordinator require.

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAM)**

Level 5

***O*ccupational definition of HEAD OF PROGRAMME**

A Head of Programme is obligated to assist programme coordinator in carrying out academic task, programme/subject under his observation and oversee tutor's and student's affairs.

Tasks and responsibility:

- 1) Assist Programme Coordinator in planning and preparing syllabus that Institute offers.
- 2) Prepare timetable for tutor.
- 3) Prepare list of tasks of tutor.
- 4) Plan and carry out programme to upgrade academic performance for student.
- 5) Become first assessor for performance of tutor under his attention.
- 6) Become second assessor for performance of student.
- 7) Become first reference for tutor in academic matter.

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAM)**

Level 6

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is obligated to carry out programme or activities related to education, career and personality development of student besides overseeing progress of heads of programme and tutor.

Tasks and responsibility:

- 1) Plan and prepare annual learning plan.
- 2) Carry out individual and collective counselling sessions for tutor being faced with problem.
- 3) Carry out educational programme on career for student.
- 4) Record all developments of learning process that head of programme and tutor handle.
- 5) Prepare report on performance of heads of programme and tutors for Manager of institute.
- 6) Organize programme on staff development for heads of programme and tutors.
- 7) Carry out other tasks that Manager of institute requires.

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAM)**

Level 7

***O*ccupational definition of MANAGER OF INSTITUTE/ACADEMY**

A Manager of Institute/ Academy is obligated to manage tasks related administration, employment, finances and a good rapport with others.

Tasks and responsibility:

- 1) Plan, control and oversee annual institute programme.
- 2) Manage, control and oversee institute's finances.
- 3) Oversee teaching and mobility of subordinate staff.
- 4) Chair meetings with subordinate staff.
- 5) Ensure safety and welfare of subordinates.
- 6) Become assessor for performance of subordinates.

ALTERNATIVE EDUCATION
(In-Home Education Programme: Programme
Assessment and Coordination)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

-

LEVEL 5

HEAD OF PROGRAMME

LEVEL 6

PROGRAMME COORDINATOR

LEVEL 7

MANAGER OF INSTITUTE/ACADEMY

LEVEL 8

-

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAM)**

Level 5

***O*ccupational definition of HEAD OF PROGRAMME**

A Head of Programme is obligated to assist programme coordinator in carrying out academic task, programme/subject under his observation and oversee tutor's and student's affairs.

Tasks and responsibility:

- 1) Assist Programme Coordinator in planning and preparing syllabus that Institute offers.
- 2) Prepare timetable for tutor.
- 3) Prepare list of tasks of tutor.
- 4) Plan and carry out programme to upgrade academic performance for student.
- 5) Become first assessor for performance of tutor under his attention.
- 6) Become second assessor for performance of student.
- 7) Become first reference for tutor in academic matter.

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAM)**

Level 6

***O*ccupational definition of PROGRAMME COORDINATOR**

A Programme Coordinator is obligated to carry out programme or activities related to education, career and personality development of student besides overseeing progress of heads of programme and tutor.

Tasks and responsibility:

- 1) Plan and prepare annual learning plan.
- 2) Carry out individual and collective counselling sessions for tutor being faced with problem.
- 3) Carry out educational programme on career for student.
- 4) Record all developments of learning process that head of programme and tutor handle.
- 5) Prepare report on performance of heads of programme and tutors for Manager of institute.
- 6) Organize programme on staff development for heads of programme and tutors.
- 7) Carry out other tasks that Manager of institute requires.

**ALTERNATIVE EDUCATION
(HOME EDUCATION PROGRAM)**

Level 7

***O*ccupational definition of MANAGER OF INSTITUTE/ACADEMY**

A Manager of Institute/Academy is obligated to manage tasks related administration, employment, finances and a good rapport with others.

Tasks and responsibility:

- 1) Plan, control and oversee annual institute programme.
- 2) Manage, control and oversee institute's finances.
- 3) Oversee teaching and mobility of subordinate staff.
- 4) Chair meetings with subordinate staff.
- 5) Ensure safety and welfare of subordinates.
- 6) Become assessor for performance of subordinates.

ALTERNATIVE EDUCATION
(Tahfiz Secondary School: Management and
Coordination)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

SECRETARY

LEVEL 4

CHIEF SECRETARY

LEVEL 5

ASSISTANT PRINCIPAL

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 3

***O*ccupational definition of SECRETARY**

A Secretary is obligated to deal with correspondence, filing system, records and finances.

Tasks and responsibility:

- 1) Carry out correspondence related to services and employment scheme of teachers.
- 2) Save and update personal files of teachers and staff.
- 3) Receive and record fees from students.
- 4) Finish formalities of received letters and send them back to addressee.
- 5) Carry out other tasks that Teacher-cum-Senior Assistant and Principal require.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 4

*O*ccupational definition of **CHIEF SECRETARY**

A Chief Secretary is to manage documents and administrative affairs at every section such as salary, holiday, promotion, retirement and inventory.

Tasks and responsibility:

- 1) Ensure that all documents are sufficient in amount and updated.
- 2) Ensure that all involved workers carry out their mandate.
- 3) Ensure that all documents are in safe condition.
- 4) Ensure that safety and confidentiality of information is guaranteed.
- 5) Prepare report for superiors.
- 6) Carry out all orders from superiors.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 5

***O*ccupational definition of TEACHER-CUM-SENIOR ASSISTANT**

A Teacher-cum-Senior Assistant is obligated to assist principal in dealing with administrative and academic tasks, students' affairs, co-curriculum and a good rapport with others.

Tasks and responsibility:

- 1) Assist Principal in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of tasks of teachers.
- 4) Plan and handle programme to upgrade academic performance, discipline and co-curriculum for students.
- 5) Organize meetings with teachers.
- 6) Handle scholarship, Text Book Borrowing Scheme for students.
- 7) Become first assessor for performance forms of teachers under his/her attention.
- 8) Represent Principal in attending meetings at District Department of Learning.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 6

*O*ccupational definition of **PRINCIPAL**

A Principal is obligated to deal with tasks related with administration, employment scheme, finances and a good rapport with others.

Tasks and responsibility:

- 1) Plan, control and oversee annual school programme.
- 2) Manage, control and oversee school's finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Learning.
- 7) Become second assessor for performance forms of teachers.

ALTERNATIVE EDUCATION
(Tahfiz Secondary School: Academic)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

LABORATORY ASSISTANT

LEVEL 4

USTAZ

LEVEL 5

TEACHER-CUM-SENIOR ASSISTANT

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 3

*O*ccupational definition of **LABORATORY ASSISTANT**

A Laboratory Assistant is obligated to assist science teachers in carrying out test in school's laboratory room.

Tasks and responsibility:

- 1) Assist science teachers in carrying out test and exercise in laboratory.
- 2) Prepare materials and equipment for test and exercise in laboratory.
- 3) Ensure that all tools and materials to be used are in good and safe condition.
- 4) Ensure safety of students while in laboratory.
- 5) Carry out other tests that teachers, senior assistant and principal requires.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 4

***O*ccupational definition of USTAZ**

An USTAZ is obligated to teach one or more subject written in school syllabus that Malaysian Ministry of Learning introduce.

Tasks and responsibility:

- 1) Plan and prepare daily, weekly and annual teaching plan.
- 2) Teach subject in classroom according to specified timetable.
- 3) Revise and correct exercise books of students.
- 4) Mark school test or examination papers of students.
- 5) Participate in co-curriculum activities.
- 6) Organize discussion with students' parents and guardians.
- 7) Organize additional class for students weak at taught subjects.
- 8) Refer cases of problematic students to Counselling Teacher.
- 9) Prepare, record and update report cards on students' progress.
- 10) Carry out other tasks that Principal and Teacher-cum-Senior Assistant require.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 5

***O*ccupational definition of TEACHER-CUM-SENIOR ASSISTANT**

A Teacher-cum-Senior Assistant is obligated to assist principal in dealing with administrative and academic tasks, students' affairs, co-curriculum and a good rapport with others.

Tasks and responsibility:

- 1) Assist Principal in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of tasks of teachers.
- 4) Plan and handle programme to upgrade academic performance, discipline and co-curriculum for students.
- 5) Organize meetings with teachers.
- 6) Handle scholarship, Text Book Borrowing Scheme for students.
- 7) Become first assessor for performance forms of teachers under his/her attention.
- 8) Represent Principal in attending meetings at District Department of Learning.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 6

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to deal with tasks related with administration, employment scheme, finances and a good rapport with others.

Tasks and responsibility:

- 1) Plan, control and oversee annual school programme.
- 2) Manage, control and oversee school's finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Learning.
- 7) Become second assessor for performance forms of teachers.

ALTERNATIVE EDUCATION
(Tahfiz Secondary School: Counseling)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

COUNSELLING TEACHER

LEVEL 5

TEACHER-CUM-SENIOR ASSISTANT

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 4

***O*ccupational definition of COUNSELLING TEACHER**

A Counselling Teacher is obligated to deal with counselling sessions and carry out programme and activities related to education, career and personality development of students.

Tasks and responsibility:

- 1) Draw up and prepare annual plan.
- 2) Carry out individual and collective counselling sessions for problematic students.
- 3) Handle educational programme on career for students.
- 4) Organize motivation programme for students.
- 5) Record all handled cases.
- 6) Prepare report on counselling sessions for the use of those concerned.
- 7) Organize programme on staff development for teachers.
- 8) Carry out other tasks that Principal and Teacher-cum-Senior Assistant require.
- 9) Build a good relationship with teachers and parents.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 5

***O*ccupational definition of TEACHER-CUM-SENIOR ASSISTANT**

A Teacher-cum-Senior Assistant is obligated to assist principal in dealing with administrative and academic tasks, students' affairs, co-curriculum and a good rapport with others.

Tasks and responsibility:

- 1) Assist Principal in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of tasks of teachers.
- 4) Plan and handle programme to upgrade academic performance, discipline and co-curriculum for students.
- 5) Organize meetings with teachers.
- 6) Handle scholarship, Text Book Borrowing Scheme for students.
- 7) Become first assessor for performance forms of teachers under his/her attention.
- 8) Represent Principal in attending meetings at District Department of Learning.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 6

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to deal with tasks related with administration, employment scheme, finances and a good rapport with others.

Tasks and responsibility:

- 1) Plan, control and oversee annual school programme.
- 2) Manage, control and oversee school's finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Learning.
- 7) Become second assessor for performance forms of teachers.

ALTERNATIVE EDUCATION
(Tahfiz Secondary School: Tahfiz Teaching)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

HAFAZAN TEACHER

LEVEL 5

TEACHER-CUM-SENIOR ASSISTANT

LEVEL 6

PRINCIPAL

LEVEL 7

-

LEVEL 8

-

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 4

***O*ccupational definition of HAFAZAN TEACHER**

A HAFAZAN Teacher is obligated to supervise and ensure effectiveness of tahfiz (Quran memorization) programme, and carry out normal tasks of teaching and assess performance of students.

Tasks and responsibility:

- 1) Outline, organize, improve and upgrade school's tahfiz programme.
- 2) Plan and prepare daily, weekly and annual teaching plan.
- 3) Teach subject in classroom according to set timetable.
- 4) Revise and correct exercise books of students.
- 5) Mark school test or examination papers of students.
- 6) Participate in cocurriculum activities.
- 7) Organize discussion with students' parents and guardians.
- 8) Refer cases of problematic students to Counselling Teacher.
- 9) Prepare, record and update report cards on students' progress.
- 10) Carry out other tasks that Principal and Teacher-cum-Senior Assistant require.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 5

***O*ccupational definition of TEACHER-CUM-SENIOR ASSISTANT**

A Teacher-cum-Senior Assistant is obligated to assist principal in dealing with administrative and academic tasks, students' affairs, co-curriculum and a good rapport with others.

Tasks and responsibility:

- 1) Assist Principal in planning and preparing annual programme or school calendar.
- 2) Prepare timetable for teachers.
- 3) Prepare list of tasks of teachers.
- 4) Plan and handle programme to upgrade academic performance, discipline and co-curriculum for students.
- 5) Organize meetings with teachers.
- 6) Handle scholarship, Text Book Borrowing Scheme for students.
- 7) Become first assessor for performance forms of teachers under his/her attention.
- 8) Represent Principal in attending meetings at District Department of Learning.

**ALTERNATIVE EDUCATION
(TAHFIZ SECONDARY SCHOOL)**

Level 6

***O*ccupational definition of PRINCIPAL**

A Principal is obligated to deal with tasks related with administration, employment scheme, finances and a good rapport with others.

Tasks and responsibility:

- 1) Plan, control and oversee annual school programme.
- 2) Manage, control and oversee school's finances.
- 3) Observe teachers performing in classrooms.
- 4) Chair meetings with teachers.
- 5) Ensure safety and welfare of teachers and staff.
- 6) Attend meetings at District Department of Learning.
- 7) Become second assessor for performance forms of teachers.

RESEARCH EDUCATION AND TRAINING

(Work Safety Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

SAFETY & HEALTH SUPERVISOR

LEVEL 4

SAFETY & HEALTH OFFICIAL

LEVEL 5

CONSULTANT

LEVEL 6

DIRECTOR

LEVEL 7

-

LEVEL 8

-

EDUCATION & RESEARCH TRAINING (WORK SAFETY TRAINING)

Level 3

***O*ccupational definition of SAFETY & HEALTH SUPERVISOR**

A Safety and Health Supervisor is to supervise aspects of safety and health at working place under Work Safety and Health Act, 1994 (Act 514), Factory and Machine Act, 1967 (Act 139) and Petroleum Act (Safety Steps) 1984 (Act 302).

Tasks and responsibility:

- 1) Inform about tasks of designer, producer and supplier at working place.
- 2) Inform about tasks of workers at working place.
- 3) Supervise workers so that they observe guidelines and regulations concerning situations and working surroundings.
- 4) Supervise workers so that they observe guidelines concerning machine condition, tools and equipment in technical and non-technical work.
- 5) Supervise workers so that they observe guidelines concerning practice, operation and process in work.
- 6) Supervise and teach workers regulations of using and exposure standard to chemicals dangerous for health.
- 7) Other tasks that Head requires.

EDUCATION & RESEARCH TRAINING (WORK SAFETY TRAINING)

Level 4

*O*ccupational definition of **SAFETY & HEALTH OFFICIAL**

A Safety and Health Official is to ensure aspects safety and health at working place under Work Safety and Health Act, 1994 (Act 514), Factory and Machine Act, 1967 (Act 139) and Petroleum Act (Safety Steps) 1984 (Act 302).

Tasks and responsibility:

- 1) Informed about tasks of designer, producer and supplier at working place.
- 2) Informed about tasks of workers at working place.
- 3) Observe guidelines and regulations concerning situations and working surroundings.
- 4) Observe guidelines concerning machine condition, tools and equipment in technical and non-technical work.
- 5) Observe observe guidelines concerning practice, eporationalisation and process in work.
- 6) Observe regulations of using and exposure standard to chemicals dangerous for health.
- 7) Observe guidelines concerning cleanliness and purity of product.
- 8) Observe guidelines concerning waste disposal.
- 9) Observe guidelines of classification, wrapping and labelling of dangerous chemicals.
- 10) Observe regulations about and control of accident, dangerous beings, working poisoning and working disease.

EDUCATION & RESEARCH TRAINING (WORK SAFETY TRAINING)

Level 5

*O*ccupational definition of CONSULTANT

A Consultant is teach aspects of safety and health at working place under Work Safety and Health Act, 1994 (Act 514), Factory and Machine Act, 1967 (Act 139) and Petroleum Act (Safety Steps) 1984 (Act 302).

Tasks and responsibility:

- 1) Teach tasks of employer towards workers and the public at working premise.
- 2) Teach tasks of designer, producer and supplyier at working place.
- 3) Teach the need to observe guidelines and regulations on surroundings and working.
- 4) Teach observance of guidelines on conditions of machine, tools and equipment in technical and non-technical works.
- 5) Teach to observe guidelines of practice, operation and process in working.
- 6) Teach regulations on using and exposure standard to chemicals dangerous to health.
- 7) Teach observance of guidelines on cleanliness and purity of product.
- 8) Teach observance of guidelines concerning waste disposal.
- 9) Teach observance of guidelines on classification, wrapping and labelling of dangerous chamicals.
- 10) Teach observance of regulations on and control of accident, dangerous beings, working poisoning and working disease.

EDUCATION & RESEARCH TRAINING (WORK SAFETY TRAINING)

Level 6

*O*ccupational definition of **MANAGER**

A Manager is to give lessons on aspects of safety and health at working place under under Work Safety and Health Act, 1994 (Act 514), Factory and Machine Act, 1967 (Act 139), Petroleum Act (Safety Steps) 1984 (Act 302) and authorise Safety & Health Supervisor, Safety & Health Official and Consultant, and oversee authorised officials.

Tasks and responsibility:

- 1) Inform about tasks of employers towards workers and public at working place.
- 2) Inform about tasks of designer, producer and supplier at working place.
- 3) Inform about tasks of workers at working place.
- 4) Obey the Guideline and situation rules and working environment.
- 5) Observe guidelines on conditions of machine, tools and equipment in technical and non-technical works.
- 6) Observe guidelines on practice, operation and process in working.
- 7) Observe regulations and exposure standard to chemicals dangerous for health.
- 8) Observe guidelines on cleanliness and purity of produced product.
- 9) Observe guidelines on waste disposal.
- 10) Observe guidelines of classification, wrapping and labelling of dangerous chemicals.
- 11) Observe regulations on and control of accident, dangerous beings, poisonous working and working disease.

- 12) Authorise participants as authorised official in field Working Safety & Health.
- 13) Bear responsibility in ensuring observance of authorised officials and supervising observance of Act entirely.

RESEARCH EDUCATION AND TRAINING

(Laboratory Technology Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

LABORATORY TECHNOLOGIST

LEVEL 4

TRAINING OFFICIAL

LEVEL 5

EXECUTIVE TEST COORDINATOR

LEVEL 6

RESEARCH CONSULTANT

LEVEL 7

-

LEVEL 8

-

**EDUCATION & RESEARCH TRAINING
(LABORATORY TECHNOLOGICAL TRAINING)**

Level 3

***O*ccupational definition of LABORATORY TECHNOLOGIST**

A Laboratory technologist is to assist in tasks related to research in science and technology.

Tasks and responsibility:

- 1) Carry out operational tasks of laboratory.
- 2) Assist technologist in producing product that requires high expertise such as of limbs.
- 3) Manage activities concerning laboratory operation regularly and with special tools.
- 4) Oversee records of buying scientific tools.
- 5) Assist in research works being carried out.
- 6) Carry out tasks that management requires.

**EDUCATION & RESEARCH TRAINING
(LABORATORY TECHNOLOGICAL TRAINING)**

Level 4

***O*ccupational definition of TRAINING OFFICIAL**

A Training Official is assist lecturer in carrying out research tasks in science and technology.

Tasks and responsibility:

- 1) Carry out operational tasks of laboratory.
- 2) Produce product that requires high expertise such as of limbs.
- 3) Manage activities concerning operation of laboratory regularly and using special tools.
- 4) Oversee recording of buying scientific tools.
- 5) Carry research tasks.
- 6) Carry out tasks that management requires.

**EDUCATION & RESEARCH TRAINING
(LABORATORY TECHNOLOGICAL TRAINING)**

Level 5

***O*ccupational definition of EXECUTIVE TEST COORDINATOR**

An Executive Test Coordinator is to plan, coordinate and manage tasks of research in science and technology, operationalise laboratory, deliver speech and conduct tutorial in field of laboratory technology.

Tasks and responsibility:

- 1) Carry out research, improve or develop concept, theory and operational technique and adopting scientific knowledge.
- 2) Oversee experiment and practical tasks in research.
- 3) Oversee and coordinate training and research.
- 4) Publish work and guidelines based on research.
- 5) Manage public activities related to research.
- 6) Assist farming industry through advice service, development and application of updated techniques of producing quality crops.
- 7) Manage research sources to maximise product.

**EDUCATION & RESEARCH TRAINING
(LABORATORY TECHNOLOGICAL TRAINING)**

Level 6

*O*ccupational definition of **RESEARCH CONSULTANT**

A Research Consultant is plan, coordinate and manage research tasks in science and technology, operationalise laboratory and deliver speech and conduct tutorial in field laboratory technology.

Tasks and responsibility:

- 1) Carry out research, improve or develop concept, theory and operational technique and adopt knowledge in science.
- 2) Oversee experiment and practical tasks in research.
- 3) Supervise and coordinate tests and research.
- 4) Publish work and guidelines based on research.
- 5) Manage public activities related to research.
- 6) Assist farming industries through advice service, development and application of updated techniques in producing quality crops.
- 7) Manage research sources to maximise product.
- 8) Draw up strategic plan for laboratory technological research.

RESEARCH EDUCATION AND TRAINING

(Halal Product Research Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

LABORATORY TECHNOLOGIST

LEVEL 4

TEST OFFICIAL

LEVEL 5

EXECUTIVE RESEARCH COORDINATOR

LEVEL 6

RESEARCH CONSULTANT

LEVEL 7

-

LEVEL 8

-

**EDUCATION & RESEARCH TRAINING
(RESEARCH TRAINING FOR HALAL PRODUCT)**

Level 3

***O*ccupational definition of LABORATORY TECHNOLOGIST**

A Laboratory technologist is to assist test official in carrying out research tasks and test on halal product in order to fulfill standard *MS1500:2004*, *GMP* (Good Manufacturing Practice), *GHP* (Good Hygiene Practice) and Halal Certificate (JAKIM).

Tasks and responsibility:

- 1) Assist in research for halal products.
- 2) Manage operational activities of laboratory regularly and special tools.
- 3) Oversee records of buying scientific tools.
- 4) Ensure safety in laboratory.
- 5) Carry out tasks that management orders.
- 6) Observe guidelines and regulations that JAKIM introduces.

**EDUCATION & RESEARCH TRAINING
(RESEARCH TRAINING FOR HALAL PRODUCT)**

Level 4

***O*ccupational definition of TEST OFFICIAL**

A Test Official is to deliver speech on research about halal aspect and on guidelines set to fulfill research and test of halal products in line with standard MS1500:2004, GMP (Good Manufacturing Practice), GHP (Good Hygiene Practice) and Halal Certificate (JAKIM).

Tasks and responsibility:

- 1) Observe guidelines on practice, process and management of halal products.
- 2) Supervise experiment and practical tasks in research.
- 3) Observe guidelines on cleanliness and purity of product being produced.
- 4) Publish works and guidelines based on research.
- 5) Carry out all tasks that management requires.
- 6) Observe guidelines on classification, wrapping and labelling dangerous chemical materials.

**EDUCATION & RESEARCH TRAINING
(RESEARCH TRAINING FOR HALAL PRODUCT)**

Level 5

*O*ccupational definition of **EXECUTIVE TEST COORDINATION**

An Executive Test Coordinator is to plan, coordinate and manage tasks of research in science and technology, operationalise laboratory, deliver speech and conduct tutorial in field of laboratory technology.

Tasks and responsibility:

- 1) Carry out research, improve or develop concept, theory and operational technique and adopting scientific knowledge.
- 2) Oversee experiment and practical tasks in research.
- 3) Oversee and coordinate training and research.
- 4) Publish work and guidelines based on research.
- 5) Manage public activities related to research
- 6) Assist farming industry through advice service, development and application of updated techniques of producing quality crops.
- 7) Manage research sources to maximise product.

**EDUCATION & RESEARCH TRAINING
(RESEARCH TRAINING FOR HALAL PRODUCT)**

Level 6

***O*ccupational definition of RESEARCH CONSULTANT**

A Research Consultant is to plan, coordinate and manage research tasks for Halal products, operationalize laboratory, deliver speech and conduct tutorial to fulfill Standard MS1500:2004, GMP (Good Manufacturing Practice), GHP (Good Hygiene Practice) and Halal certificate (JAKIM).

Tasks and responsibility:

- 1) Carry out research, improve or develop concept, theory and operational techniques and adopt knowledge in science.
- 2) Oversee experiment and practical tasks in research.
- 3) Oversee and coordinate test and research.
- 4) Publish works and guidelines based on research.
- 5) Carry out public activities related to research.
- 6) Help industries through advice service, development and application of recent techniques in ensuring cleanliness of halal products.
- 7) Manage research sources to maximise test of cleanliness for halal products.
- 8) Draw up strategic plan for laboratory technological research.
- 9) Report development of research for halal product to authorities.

RESEARCH EDUCATION AND TRAINING

(Entrepreneurs Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

EDUCATION & RESEARCH TRAINING (ENTREPRENEURIAL TRAINING)

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is obligated to carry out administrative tasks of office and manage training requirements.

Tasks and responsibility:

- 1) Manage registration of training participants.
- 2) Manage accommodation of participants while in training.
- 3) Manage meals for participants at training site.
- 4) Ensure safety of participants at training site.
- 5) Maintain welfare of participants while in course.
- 6) Record and update details of personality of training participants.
- 7) Assist consultant in preparing proposal paper.
- 8) Assist consultant in preparing learning module.
- 9) Other tasks that Consultant, Senior Consultant and Chief Consultant require.

EDUCATION & RESEARCH TRAINING (ENTREPRENEURIAL TRAINING)

Level 5

*O*ccupational definition of CONSULTANT

A Consultant is to deliver instructions and guidelines on financial aspects.

Tasks and responsibility:

- 1) Prepare training module.
- 2) Give entrepreneurial motivation, teach about business marketing, account and accounting, and business plan preparation.
- 3) Teach and give guidelines on handling business.
- 4) Teach and give guidelines on developing business.
- 5) Give instructions on how to obtain financial allocation.
- 6) Ensure speech in line with learning module.
- 7) Assess understanding of participants through certain assessment techniques.
- 8) Ensure that records of trainees who follow the training are updated.
- 9) Other tasks that Senior Consultant and Chief Consultant require.

EDUCATION & RESEARCH TRAINING (ENTREPRENEURIAL TRAINING)

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is deliver instructions on entrepreneurial aspects.

Tasks and responsibility:

- 1) Assist Chief Consultant in updating learning module in line with current requirement.
- 2) Give entrepreneurial motivation, teach business marketing, account and accounting, business plan preparation.
- 3) Teach and give guidelines on handling business.
- 4) Teach and give guidelines on developing business.
- 5) Give guidelines on how to obtain financial allocation.
- 6) Ensure delivery in line with learning module.
- 7) Assess understanding of participants through chose assessment techniques.
- 8) Ensure that records of trainees who follow entrepreneurial training are updated.
- 9) Market training programme to individuals, companies and government.
- 10) Other tasks that Chief Consultant requires.

EDUCATION & RESEARCH TRAINING (ENTREPRENEURIAL TRAINING)

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to plan, develop, deliver and assess entrepreneurial training training programme.

Tasks and responsibility:

- 1) Update learning module in line with current requirement.
- 2) Give entrepreneurial motivation, teach business marketing, account and accounting, business plan preparation.
- 3) Teach and give guidelines on handling business.
- 4) Teach and give guidelines on developing business.
- 5) Give guidelines on how to obtain financial allocaton.
- 6) Ensure delivery in line with learning module.
- 7) Assess understanding of participants through chosen assessment techniques.
- 8) Plan development of companies.
- 9) Identify and analyse target groups who need entrepreneurial training.
- 10) Market training programme to individuals, companies or government.

RESEARCH EDUCATION AND TRAINING

(Herbs Development Training)

LEVEL 1

-

LEVEL 2

ASSISTANT TECHNOLOGIST

LEVEL 3

LOW FARMING TECHNOLOGIST

LEVEL 4

FARMING TECHNOLOGIST

LEVEL 5

ASSISTANT RESEARCH CONSULTANT

LEVEL 6

RESEARCH CONSULTANT

LEVEL 7

-

LEVEL 8

-

**EDUCATION & RESEARCH TRAINING
(HERBAL DEVELOPMENT TRAINING)**

Level 2

*O*ccupational definition of **ASSISTANT TECHNOLOGIST**

An Assistant Technologist is to carry out herbal planting tasks according procedure that Farming Technologist decides.

Tasks and responsibility:

- 1) Carry out farming operations such as preparing piece of land, structure, tools and machines.
- 2) Carry out tasks of clearing land.
- 3) Acquire tools and machines needed.
- 4) Ensure that all herbal planting procedures are followed.
- 5) Ensure fertility of plants.
- 6) Ensure stocks of fertilizer, seeds and insecticide are sufficient.
- 7) Report current position of stocks of fertilizer, seeds and insecticide.
- 8) Carry out all tasks that management requires.

EDUCATION & RESEARCH TRAINING (HERBAL DEVELOPMENT TRAINING)

Level 3

***O*ccupational definition of LOW FARMING TECHNOLOGIST**

A Low Farming Technologist is to assist in carrying out and adopting operational techniques resulting from latest research finding in herbal development.

Tasks and responsibility:

- 1) Identify advantages and disadvantages of operational techniques.
- 2) Report latest finding concerning herbal development to researchers.
- 3) Supervise structure of farming site.
- 4) Supervise cleanliness of farming site.
- 5) Supervise all activities at farm.
- 6) Ensure that operation of irrigation system goes smooth.
- 7) Deliver guidelines, learning and application of techniques practically.
- 8) Oversee tasks of workers at farm.
- 9) Carry out all tasks that farming technologist, assistant research consultant and research consultant order.

EDUCATION & RESEARCH TRAINING (HERBAL DEVELOPMENT TRAINING)

Level 4

*O*ccupational definition of **FARMING TECHNOLOGIST**

A Farming Technologist is to carry out and adopt operational techniques as a result of new finding in herbal farming research.

Tasks and responsibility:

- 1) Identify advantages and disadvantages of operational techniques.
- 2) Report new finding concerning herbal development to reserchers.
- 3) Supervise building activity of farming site.
- 4) Supervise cleanliness of farming site.
- 5) Supervise all activities at farm.
- 6) Ensure that operation of arrogation system goes smooth.
- 7) Deliver guidelines, learning and application of techniques practically.
- 8) Oversee all tasks of workers at farm.

EDUCATION & RESEARCH TRAINING (HERBAL DEVELOPMENT TRAINING)

Level 5

***O*ccupational definition of ASSISTANT RESEARCH CONSULTANT**

An Assistant Research Consultant is to carry out research towards identifying medical and aromatical plants which have good potential to be further developed.

Tasks and responsibility:

- 1) Carry out questionnaire about suitable technology to produce herbal product with high quality, which is effective and safe to use, and has commercial value locally and internationally.
- 2) Identify biological sources potential to be developed whether for selected therapeutic application and/or as herbal product.
- 3) Produce a national standardization of local herbs which can be used in herbal industry as referential material.
- 4) Manage research land and research sources to maximise products.
- 5) Spread acquired information through technological transfer.
- 6) Assist herbal industries and traditional medication through service of advice, development and application of latest techniques in producing quality product.

EDUCATION & RESEARCH TRAINING (HERBAL DEVELOPMENT TRAINING)

Level 6

*O*ccupational definition of RESEARCH CONSULTANT

A Research Consultant is carry out research towards identifying medicinal and aromatic plants which are potential to be developed.

Tasks and responsibility:

- 1) Carry out questionnaire about technology suitable to produce valuable herbal products which are safe to be used and have commercial value locally and internationally.
- 2) Identify biological source that is potential to be used in selected therapy and/ or as herbal product.
- 3) Produce a national standardization of local herb, which can be used in herbal industry as referential material.
- 4) Manage research land and other sources to maximise product.
- 5) Spread out acquired information through technological transmission.
- 6) Assist herbal industry and traditional medication through service of advice, development and application of latest techniques in producing valuable product.
- 7) Make strategic plan for herbal development.
- 8) Report progress of herbal development to those responsible.

RESEARCH EDUCATION AND TRAINING

(Bio-Technology Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

ASSISTANT TECHNOLOGIST

LEVEL 4

LOW LAND TECHNOLOGIST

LEVEL 5

FARMING TECHNOLOGIST

LEVEL 6

ASSISTANT RESEARCH CONSULTANT

LEVEL 7

RESEARCH CONSULTANT

LEVEL 8

-

**EDUCATION & RESEARCH TRAINING
(BIO-TECHNOLOGICAL DEVELOPMENT TRAINING)**

Level 3

*O*ccupational definition of **ASSISTANT TECHNOLOGIST**

An Assistant Technologist carry out tasks of bio-technological development according to procedure that Farming Technologist decides.

Tasks and responsibility:

- 1) Show ways to carry out operation of farm such as preparing a piece of land, structure, tools and machine.
- 2) Supervise the running task of clearing land where plant is to be grown.
- 3) Acquire needed tools and machine.
- 4) Show ways of using needed tools and machine.
- 5) Ensure that stocks of seeds, fertilizer and insecticide are kept safe.
- 6) Carry out orders that management requires.

**EDUCATION & RESEARCH TRAINING
(BIO-TECHNOLOGICAL DEVELOPMENT TRAINING)**

Level 4

***O*ccupational definition of LOW FARMING TECHNOLOGIST**

A Low Farming Technologist is assist in carrying out and adopting operational techniques as a result of new finding in latest research in bio-technological development.

Tasks and responsibility:

- 1) Supervise clearing activity on farming site.
- 2) Oversee development proses of plantation.
- 3) Acquire tools and machine that are needed.
- 4) Prepare test and experiment materials.
- 5) Deliver guidelines, learning and application of techniques practically.
- 6) Carry out all orders that management requires.

**EDUCATION & RESEARCH TRAINING
(BIO-TECHNOLOGICAL DEVELOPMENT TRAINING)**

Level 5

*O*ccupational definition of **FARMING TECHNOLOGIST**

A Farming Technologist is to carry out and adopt operational technique as a result of new finding in latest research for bio-technological development.

Tasks and responsibility:

- 1) Identify advantages and disadvantages of operational technique.
- 2) Report new finding concerning herbal development to researchers.
- 3) Supervise building activity of site structure for farming.
- 4) Supervise cleanliness of farming site.
- 5) Supervise activities at farm.
- 6) Ensure that operation of irrigation system goes smooth.
- 7) Deliver guidelines, learning and application of techniques practically.
- 8) Oversee tasks workers at farm.
- 9) Carry out all tasks that management orders.

**EDUCATION & RESEARCH TRAINING
(BIO-TECHNOLOGICAL DEVELOPMENT TRAINING)**

Level 6

*O***ccupational definition of ASSISTANT RESEARCH CONSULTANT**

An Assistant Research Consultant is to carry out research, improve or develop concept, theory and operational technique, adopt knowledge of science concerning bio-technology and give guidance and instructions based on research finding.

Tasks and responsibility:

- 1) Carry out questionnaire about bio-technology suitable to produce better and quality crop, resilient to diseases and suitable for Malaysian soil and weather, and grown for local and regional marketing.
- 2) Disseminate acquired information through technology of transmission.
- 3) Assist farming industry through service of advice, development and application of latest techniques in producing quality crops.
- 4) Analyse effects towards environment resulting from farming activity.
- 5) Manage research sources to maximise products.

**EDUCATION & RESEARCH TRAINING
(BIO-TECHNOLOGICAL DEVELOPMENT TRAINING)**

Level 7

*O***ccupational definition of RESEARCH CONSULTANT**

A Research Consultant is to carry out research, improve or develop concept, theory and operational technique, adopt knowledge of science concerning bio-technology, and deliver guidance and guidelines based on new finding in research.

Tasks and responsibility:

- 1) Carry out questionnaire about bio-technology appropriate to produce better crops, resilient to diseases, suitable to Malaysian weather and soil, and commercialised for local and regional market.
- 2) Disseminate guidelines related to techniques and problems to farmers in order for them to produce crops that meet international standard.
- 3) Spread acquired information through technology of transmission.
- 4) Support farming industries through service of advice, development and application of latest techniques to produce quality crops.
- 5) Analyse effects towards environment resulting from farming activity.
- 6) Manage research sources to maximise production.
- 7) Make strategic plan for herbal development.
- 8) Report herbal development to those concerned.

RESEARCH EDUCATION AND TRAINING

(Seed Development Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

ASSISTANT TECHNOLOGIST

LEVEL 4

LOW FARMING TECHNOLOGIST

LEVEL 5

FARMING TECHNOLOGIST

LEVEL 6

ASSISTANT RESEARCH CONSULTANT

LEVEL 7

RESEARCH CONSULTANT

LEVEL 8

-

EDUCATION & RESEARCH TRAINING (SEED DEVELOPMENT)

Level 3

*O*ccupational definition of ASSISTANT TECHNOLOGIST

An Assistant Technologist is to carry out work of seedling according to procedure that Farming Technologist decides. Assistant Technologist is to assist Research Consultant when participants run practical test at farm or seedling site.

Tasks and responsibility:

- 1) Show ways to operate farm such as preparing land, structure, tools and machine.
- 2) Supervise tasks of cleaning farming area or seedling site.
- 3) Acquire tools and machine needed.
- 4) Show how to handle tools and machine being used.
- 5) Ensure that stocks of seeds, fertilizer and insecticide are kept in good condition.
- 6) Assist consultant while carrying out practical test.
- 7) Carry out all tasks that farming technologist require.

**EDUCATION & RESEARCH TRAINING
(SEED DEVELOPMENT)**

Level 4

***O*ccupational definition of LOW FARMING TECHNOLOGIST**

A Low Farming Technologist is assist in carrying out and adopting operational technique, as a result of new finding of latest research in developing seeds.

Tasks and responsibility:

- 1) Oversee tasks of clearing on planting site.
- 2) Supervise seedling development.
- 3) Acquire tools and machine needed.
- 4) Prepare materials for tests and experimet.
- 5) Deliver guidelines, learning and application of techniques practically.
- 6) Assist consultant while practical test is going on.
- 7) Carry out all orders that management requires.

EDUCATION & RESEARCH TRAINING (SEED DEVELOPMENT)

Level 5

***O*ccupational definition of FARMING TECHNOLOGIST**

A Farming Technologist is to run and adopt operational technique resulting from latest research finding in developing seeds.

Tasks and responsibility:

- 1) Identify advantages and disadvantages of techniques adopted in developing seeds.
- 2) Report effects of using new techniques to researcher.
- 3) Supervise building activity of structure of seedling site.
- 4) Supervise cleanliness of seedling site, operational system and seedling system.
- 5) Disseminate guidelines, learning and application of techniques practically.
- 6) Oversee tasks of workers at farm.
- 7) Other tasks that management orders.

EDUCATION & RESEARCH TRAINING (SEED DEVELOPMENT)

Level 6

***O*ccupational definition of ASSISTANT RESEARCH CONSULTANT**

An Assistant Research Consultant is to prepare test module of seed development, teach theoretically and practically, conduct research, improve or develop concept, theory and operational technique, adopt knowledge of science concerning seed development, and give instructions and guidelines based on finding.

Tasks and responsibility:

- 1) Prepare test module for research and seed development.
- 2) Teach test module for research and seed development.
- 3) Conduct questionnaire about technology appropriate to develop better seeds for local and regional markets.
- 4) Conduct questionnaire on bio-technology to produce seeds potential to produce product of high quality, resilient to diseases and suitable to Malaysian weather and soil.
- 5) Distribute guidelines concerning techniques and problems to farmers in order for them to produce crops that meet international standard.
- 6) Analyse effects towards environment resulting from seedling activity.
- 7) Manage research sources to maximise production.
- 8) Market seed development test to government bodies and individuals.

EDUCATION & RESEARCH TRAINING (SEED DEVELOPMENT)

Level 7

*O*ccupational definition of RESEARCH CONSULTANT

A Research Consultant is prepare test module for seed development, teach theoretically and practically. Research Consultant is conduct research, improve or develop concept, theory and operational technique, adopt knowledge of science concerning seed development and give instructions and guidelines based on research finding.

Tasks and responsibility:

- 1) Conduct questionnaire on technology appropriate to develop better seeds for local and regional markets.
- 2) Conduct questionnaire on bio-technology to produce seeds potential to produce quality crops, resilient to diseases and suitable to Malaysian soil and weather.
- 3) Disseminate guidelines on techniques and problems to farmers in order for them to produce crops that meet international standard.
- 4) Analyse effects towards environment resulting feeling activity.
- 5) Manage research sources to maximise production.
- 6) Make strategic plan for seed development.
- 7) Report research development to authorities.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Vocational or Technic: Manufacturing Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PRODUCTION TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks as has been ordered.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PRODUCTION TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline production training programme suitable to clients' needs.
- 2) Plan effective production training outline.
- 3) Give production training to trainees effectively.
- 4) Ensure that production training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in production training programme.
- 6) Update production training module.
- 7) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PRODUCTION TRAINING)**

Level 6

***O*ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of production training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PRODUCTION TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for grants to be channelled into training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Vocational or Technic: Wood Based Product
Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION & SKILL TRAINING,
CAREER & PROMOTION
(WOOD-BASED PRODUCTION TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record administrative and managerial data and information, implement orders, receive and deliver current information to target groups and individuals in ensuring all set plans are operational and obtainable.

Tasks and responsibility:

- 1) Ensure that all daily information is brought to superiors exactly.
- 2) Record data exactly and in detail in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and in realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to set working hours.
- 6) Other tasks that Consultant, Senior Consultant and Chief Consultant demand.

**EDUCATION & SKILL TRAINING,
CAREER & PROMOTION
(WOOD-BASED PRODUCTION TRAINING)**

Level 5

***O*ccupational definition of CONSULTANT**

A Consulatnt is outline, plan an train workforce, and ensure that the training is effective and smooth in line with set concept and conforming to clients' requirement and need.

Tasks and responsibility:

- 1) Outline wood-based production training programme suitable to clients' need.
- 2) Plan effective wood-based production training outline.
- 3) Train participants in wood-based production training effectively.
- 4) Ensure that wood-based production training is run in line with set time span and financial allocation.
- 5) Update records of trainees of wood-based production training.
- 6) Update training module.
- 7) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION & SKILL TRAINING,
CAREER & PROMOTION
(WOOD-BASED PRODUCTION TRAINING)**

Level 6

*O***ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is supervise the running of programme, ensure its smoothness, arrange and ensure its completion according to set plan and conforming to clients' need.

Tasks and responsibility:

- 1) Supervise wood-based production training to make it go smooth as has been underlined.
- 2) Ensure that all daily, weekly and annual programme are carried out according to plan.
- 3) Arrange the running of programme to make it becoming successful.
- 4) Observe the running of training so that everything planned is operational.
- 5) Conduct meetings with consultant.
- 6) Update training materials in line with programme requirement and clients' need.
- 7) Coordinate materials and workforce to make the running costs efficient.

**EDUCATION & SKILL TRAINING,
CAREER & PROMOTION
(WOOD-BASED PRODUCTION TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is manage, arrange, outline, obtain financial source, assess, conduct and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to realize objective of giving satisfactory service to clients, make organization's target obtainable, work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Giving orders to all of those involved to make wood-based production training programme conform to set planning.
- 2) Arrange the running of programme so that everything planned goes smooth.
- 3) Outline principle and weekly, monthly and annual plans to ensure completion and effectiveness of programme.
- 4) Strive hard and plan for financial source to be channelled into training programme.
- 5) Conduct meetings at planning stage professionally and thoroughly.
- 6) Assess staff performance regularly.
- 7) Assess performance and effectiveness of programme for further improvement and to make it cost effective.
- 8) Identify strength and weakness of sources for further improvement and to ensure effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(ICT Training: Software Engineering)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(INSTALLATION ENGINEERING TRAINING)**

Level 4

*O***ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure effectiveness of everything planned.

Tasks and responsibility:

- 1) Ensure that entire daily information is delivered those concerned exactly.
- 2) Record data axactly and precisely in the form of softcopy and hardcopy.
- 3) Assist management in preparing installation engineering training module and in realizing organizaton's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according set operation hours.
- 6) Carry out other tasks that Consultant, Senior Consultan and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ENGINEERING INSTALLATION TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training activities go smooth and conform to set concept, satisfy service requirement and clients' need.

Tasks and responsibility:

- 1) Outline installation engineering training programme suitable to the need of workforce.
- 2) Plan effective installation engineering training outline.
- 3) Ensure effectiveness of training activities of trainees and workforce.
- 4) Ensure that training programme conforms to set time span and financial allocation.
- 5) Update record of trainees of installation engineering training.
- 6) Identify workforce requirement in installation engineering.
- 7) Maximise the use of time and workforce to guarantee effectiveness of training activities and entire programme.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ENGINEERING INSTALLATION TRAINING)**

Level 6

***O*ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme and workforce under supervision, ensure programme effectiveness, arrange and ensure completion of the running of planned programme according to plan.

Tasks and responsibility:

- 1) Supervise the running of programme and project so that all things go smooth as has been underlined.
- 2) Ensure that all daily, weekly and annual installation engineering programmes go smooth according to plan.
- 3) Arrange installation engineering training activities to make the running of programme successful.
- 4) Supervise the running of installation engineering training to ensure its smoothness.
- 5) Handle meetings with consultant in carrying out any training programme related to installation engineering.
- 6) Update training materials related installation engineering to make them suitable to programme requirement.
- 7) Coordinate instructors and materials in installation engineering training to make them more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ENGINEERING INSTALLATION TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to order, arrange, obtain financial source, assess, handle and ensure the running of programme and management of administration in line with set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory services to clients, make sure organization's target obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Giving clear orders to those involved to make the running of programme in line with set plan.
- 2) Arrange the running of installation engineering programme to make all set plan smooth and effective.
- 3) Outline principles and weekly, monthly and annual plans to make entire programme complete and effective.
- 4) Strive hard and plan for financial source to be channelled into the running of programme.
- 5) Handle meetings at planning stage to ensure effectiveness of the running of programme.
- 6) Assess performance of subordinates under supervision and attention.
- 7) Assess performance and effectiveness of installation engineering training programme in line with training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and ensure effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(ICT Training:
CAD or CAM)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CAD/CAM TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals in an attempt to ensure smoothness of all set plans.

Tasks and responsibility :

- 1) Ensure that all daily information delivered to those concerned exactly.
- 2) Record precise and exact data in softcopy and hardcopy.
- 3) Assist management in preparing CAD/CAM training module to realize underlined activities and philosophy.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set working hours.
- 6) Carry out tasks that Consultantm Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CAD/CAM TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept to fulfill service requirement and clients' need.

Tasks and responsibility:

- 1) Outline training programme suitable to workforce requirement.
- 2) Arrange effective training outline.
- 3) Supervise training activities of trainees and workforce effectively.
- 4) Ensure training programme in line with set time span and financial allocated.
- 5) Update record of workforce participating in installation engineering training.
- 6) Identify workforce requirement in installation engineering training.
- 7) Maximise the use of time and workforce to guarantee effectiveness of training activities and entire programme.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CAD/CAM TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme and use of workforce, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan.

Tasks and responsibility:

- 1) Supervise the running of programme and project to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual CAD/CAM programmes go smooth according to set plan.
- 3) Arrange CAD/CAM training programme to ensure its successs.
- 4) Contol the running of CAD/CAM training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant in carrying out any training programme related to CAD/CAM.
- 6) Update training materials to make them suitable to programme requirement in order to satisfy clients' need.
- 7) Coodrdinate instructors and materials in CAD/CAM training to be more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CAD/CAM TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of programme in line with set plan.
- 2) Arrange the running of CAD/CAM programme to make all plans effective.
- 3) Outline principles and weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to channelled into the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of members under supervision and attention.
- 7) Assess performance and effectiveness of the running of CAD/CAM training programme and ensure fulfilment of training and programme requirements and satisfaction of clients.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(ICT Training:
Product Design)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PRODUCT DESIGNING TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to those concerned exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing product designing training module and realize all organization's underlined activities and philosophy.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PRODUCT DESIGNING TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept to fulfill service requirement and clients' need.

Tasks and responsibility:

- 1) Outline training programme suitable to workforce requirement.
- 2) Arrange effective training outline.
- 3) Supervise training activities of trainees and workforce effectively.
- 4) Ensure product designing training programme in line with set time span and financial allocated.
- 5) Update record of workforce participating in product designing training.
- 6) Identify requirements of workforce in product designing training.
- 7) Maximise the use of time and workforce to guarantee effectiveness of product designing training and related programme.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PRODUCT DESIGNING TRAINING)**

Level 6

***O*ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme and use of workforce, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan.

Tasks and responsibility:

- 1) Supervise the running of programme and project to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual product designing programmes go smooth according to set plan.
- 3) Arrange product designing training programme to ensure its successs.
- 4) Contol the running of product designing training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant in carrying out any training programme related to product designing.
- 6) Update training materials to make them suitable to programme requirement in order to satisfy clients' need.
- 7) Coodrdinate instructors and materials in product designing training to be more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PRODUCT DESIGNING TRAINING)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of programme in line with set plan.
- 2) Arrange the running of product designing programme to make all plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to channelled into the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of members under supervision and attention.
- 7) Assess performance and effectiveness of the running of product designing training programme and ensure fulfilment of training and programme requirements and satisfaction of clients.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(ICT Training:
Network System)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND TRAINING,
CAREER & PROMOTION
(NETWORK SYSTEM)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to those concerned exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND TRAINING,
CAREER & PROMOTION
(NETWORK SYSTEM)**

Level 5

***O*ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept to fulfill service requirement and clients' need.

Tasks and responsibility:

- 1) Outline Network System Technology training programme suitable to present Network System Technology.
- 2) Arrange effective Network System Technology training.
- 3) Deliver Network System Technology training to trainees effectively.
- 4) Ensure Network System Technology programme being conducted in line with set time span and financial allocated.
- 5) Update record of trainees participating in product designing training.
- 6) Carry out tasks that Senior Consultant and Consultant require.

**EDUCATION AND TRAINING,
CAREER & PROMOTION
(NETWORK SYSTEM)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme and use of workforce, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan.

Tasks and responsibility:

- 1) Supervise the running of Network System Technology to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its successs.
- 4) Contol the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant.
- 6) Update training materials to make them suitable to programme requirement.
- 7) Coodrdinate instructors and materials in order to be more efficient.

**EDUCATION AND TRAINING,
CAREER & PROMOTION
(NETWORK SYSTEM)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of Network System Technology programme in line with set plan.
- 2) Arrange the running of programme to make all plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to channelled into the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of subordinates under supervision and attention.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements and satisfaction of clients.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
In Service Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TRAINING IN SERVICES)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily and weekly information being passed to those concerned exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TRAINING IN SERVICES)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept.

Tasks and responsibility:

- 1) Outline training programme suitable to workforce.
- 2) Plan effective training outline.
- 3) Conduct training for all trainees and workforce effectively.
- 4) Ensure training programme being conducted in line with set time span and financial allocated.
- 5) Update record of workforce participating in training activities.
- 6) Update training module.
- 7) Carry out tasks that Senior Consultant and Consultant require.

EDUCATION AND SKILL TRAINING, CAREER & PROMOTION (TRAINING IN SERVICES)

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme and use of workforce, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan.

Tasks and responsibility:

- 1) Supervise the running of programme and project to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its successs.
- 4) Contol the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant in handling any training programme.
- 6) Update training materials to make them suitable to programme requirement.
- 7) Coodrdinate instructors and materials in order to be more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TRAINING IN SERVICES)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of programme in line with set plan.
- 2) Arrange the running of programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of subordinates under supervision and attention.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Alternative Treatment Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

GENERAL OFFICIAL

LEVEL 4

ASISTANT ALTERNATIVE MEDICAL CONSULTANT

LEVEL 5

ALTERNATIVE MEDICAL CONSULTANT

LEVEL 6

-

LEVEL 7

-

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ALTERNATIVE MEDICAL TRAINING)**

Level 3

*O*ccupational definition of **GENERAL OFFICIAL**

A General Official is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to medical consultant and his/ her assistant exactly.
- 2) Record precise and exact data in printed form.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of working place surroundings.
- 5) Carry out all received directives completely according to written procedure.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ALTERNATIVE MEDICAL TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT ALTERNATIVE MEDICAL CONSULTANT**

An Assistant Medication Consultant is to assist and support the running of tasks , ensure programme effectiveness, arrange and oversee completion of the running of planned programme to ensure its smoothness and effectiveness.

Tasks and responsibility:

- 1) Oversee the running of alternative medication training programme to make all things go smooth as has been underlined.
- 2) Ensure all daily, weekly, annual training programmes being done according to plan.
- 3) Arrange training programme and services of advice to make them accomplished.
- 4) Oversee the running of training programme and services of advice
- 5) Assist in conducting meetings.
- 6) Update training and medical materials in line with programme requirement and clients' need.
- 7) Coordinate programme materials and medication training to ensure that they are in effective and efficient condition.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ALTERNATIVE MEDICAL TRAINING)**

Level 5

***O*ccupational definition of ALTERNATIVE MEDICAL CONSULTANT**

An Alternative Medical Consultant is give directives, arrange, outline and handle educational programme and alternative medical training in line with set plan, using financial source, materials and workforce efficiently to realize objective of giving satisfactory services to clients.

Tasks and responsibility:

- 1) Carry out educational programme and alternative medical training according to plan.
- 2) Arrange the running of programme to ensure that all set plans are operational and effective.
- 3) Outline principles and daily, weekly and annual planning to ensure perfection and effectiveness of planned programme.
- 4) Strive hard and plan for financial allocation to be channelled into the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff regularly.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Health Care Services)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(HEALTH CARE SERVICE TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is record to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to superiors exactly.
- 2) Record precise and exact data in softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Carry out all received directives completely according to written procedure.
- 6) Open office according set working hours.
- 7) Carry out tasks that Consultant, Senior Consultant and Chief Consultan require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(HEALTH CARE SERVICE TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure training activities being run effectively in line with planned concept and conforming clients' requirements and needs.

Tasks and responsibility:

- 1) Outline health care service training programme suitable to clients' need.
- 2) Plan effective health care service training outline.
- 3) Deliver health care service training to trainees effectively.
- 4) Ensure health care service training programme being conducted in line with set time span and financial allocation.
- 5) Update record of trainees participating in care service training programme.
- 6) Update training module.
- 7) Carry out tasks that Senior Consultant and Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(HEALTH CARE SERVICE TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure programme effectiveness, arrange and ensure perfection of the running of planned programme and ensure that the programme conforms to management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of health care service training programme to make it go smooth as has been underlined.
- 2) Ensure all daily, weekly and annual programmes being carried out according to plan.
- 3) Arrange training programme so that it can be handled successfully.
- 4) Ensure that training activities are perfectly done.
- 5) Handle meetings with consultant.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate materials and instructors to become more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(HEALTH CARE SERVICE TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of health care service training programme in line with set plan.
- 2) Arrange the running of programme to make all plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to channelled into the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of subordinates under supervision and attention regularly.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Consultation Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSULTATION TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to superiors exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSULTATION TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept and fulfilling clients' requirement and need.

Tasks and responsibility:

- 1) Outline training programme suitable to clients' need.
- 2) Plan effective consultation training outline.
- 3) Conduct consultation training for all trainees effectively.
- 4) Ensure consultation training being conducted in line with set time span and financial allocated.
- 5) Update record of trainees participating in consultation training activities.
- 6) Update training module.
- 7) Carry out tasks that Senior Consultant and Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSULTATION TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan, and conforming to management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of consultation training to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its success.
- 4) Control the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate instructors and materials in order to be more efficient.

EDUCATION AND SKILL TRAINING, CAREER & PROMOTION (CONSULTATION TRAINING)

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of consultation training programme in line with set plan.
- 2) Arrange the running of consultation programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff regularly.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Mosque and Community Management Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MOSQUE AND KARIAH MANAGEMENT TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to superiors exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MOSQUE AND KARIAH MANAGEMENT TRAINING)**

Level 5

***O*ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept and fulfilling clients' requirement and need.

Tasks and responsibility:

- 1) Outline mosque and kariah management training programme suitable to clients' need.
- 2) Plan effective mosque and kariah management training outline.
- 3) Conduct mosque and kariah management training for all trainees effectively.
- 4) Ensure mosque and kariah management programme being conducted in line with set time span and financial allocated.
- 5) Update record of trainees participating in health care training activities.
- 6) Update training module.
- 7) Carry out tasks that Senior Consultant and Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MOSQUE AND KARIAH MANAGEMENT TRAINING)**

Level 6

***O*ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan, and ensure fulfilment of management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of health care training programme to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its success.
- 4) Control the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate instructors and materials in order to be more efficient.
- 8) Conduct a meeting with the consultant.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MOSQUE AND KARIAH MANAGEMENT TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of health care training programme in line with set plan.
- 2) Arrange the running of programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff regularly.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Zakat and Waqaf Management Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ZAKAT AND WAKAF MANAGEMENT TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to superiors exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ZAKAT AND WAKAF MANAGEMENT TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept and fulfilling clients' need.

Tasks and responsibility:

- 1) Outline zakat and wakaf management training programme suitable to clients' need.
- 2) Plan effective zakat and wakaf management training outline.
- 3) Manage zakat and wakaf management training for all trainees effectively.
- 4) Ensure zakat and wakaf management training programme being conducted in line with set time span and financial allocated.
- 5) Update record of workforce participating in zakat and wakaf management training activities.
- 6) Update training module.
- 7) Carry out tasks that Senior Consultant and Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ZAKAT AND WAKAF MANAGEMENT TRAINING)**

Level 6

***O*ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan and fulfilling clients' need.

Tasks and responsibility:

- 1) Supervise the running of zakat and wakaf management programme to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its success.
- 4) Control the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate instructors and materials in order to be more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ZAKAT AND WAKAF MANAGEMENT TRAINING)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of zakat and wakaf management programme in line with set plan.
- 2) Arrange the running of programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff regularly.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Da'wah Management Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(DAKWAH MANAGEMENT TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to superiors exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(DAKWAH MANAGEMENT TRAINING)**

Level 5

***O*ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept and fulfilling clients' need.

Tasks and responsibility:

- 1) Outline dakwah management training programme suitable to workforce.
- 2) Plan effective dakwah management training outline.
- 3) Manage dakwah management training for all trainees effectively.
- 4) Ensure dakwah management training programme being conducted in line with set time span and financial allocated.
- 5) Update record of trainees participating in training activities.
- 6) Update training module.
- 7) Carry out tasks that Senior Consultant and Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTIO
(DAKWAH MANAGEMENT TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan, and fulfilling management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of dakwah management programme and project to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its success.
- 4) Control the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate instructors and materials in order to be more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTIO
(DAKWAH MANAGEMENT TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of dakwah management programme in line with set plan.
- 2) Arrange the running of programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff members under supervision and attention.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Counselor Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSULTANT TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily and weekly information being passed to superiors exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSULTANT TRAINING)**

Level 5

*O***ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept and fulfilling clients' need.

Tasks and responsibility:

- 1) Outline counsellor training programme suitable to clients' need.
- 2) Plan effective counsellor training outline.
- 3) Conduct counsellor training for all trainees effectively.
- 4) Ensure counsellor training programme being conducted in line with set time span and financial allocated.
- 5) Update record of tainees paticipating in counsellor training activities.
- 6) Update training module.
- 7) Carry out tasks that Senior Consultant and Consultant require

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSULTANT TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan and fulfilling management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of counsellor training programme and project to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its success.
- 4) Control the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate instructors and materials in order to be more efficient.

EDUCATION AND SKILL TRAINING, CAREER & PROMOTION (CONSULTANT TRAINING)

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of counsellor training programme in line with set plan.
- 2) Arrange the running of programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff members under supervision and attention.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Sport Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT TRAINER

LEVEL 5

TRAINER

LEVEL 6

CHIEF TRAINER

LEVEL 7

MANAGER

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(SPORT TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT TRAINER**

An Assistant Trainer is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to superiors exactly.
- 2) Ensure all daily information needed by all officials being given exactly on time.
- 3) Record precise and exact data in the forms of softcopy and hardcopy.
- 4) Assist management in preparing training module and realize all organization's underlined activities.
- 5) Ensure and maintain safety and cleanliness of office.
- 6) Open office according to set operation hours.
- 7) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(SPORT TRAINING)**

Level 5

*O*ccupational definition of **TRAINER**

A Trainer is to outline, plan and train sportsmen/ sportswomen, and ensure effectiveness and smoothness of training activities according to set concept and fulfilling clients' need and requirement.

Tasks and responsibility:

- 1) Outline sport training programme suitable to clients' need.
- 2) Plan effective sport training outline.
- 3) Conduct sport training for all sportsmen and sportswomen effectively.
- 4) Ensure sport training programme being conducted in line with set time span and financial allocated.
- 6) Update record of workforce participating in sport training activities.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(SPORT TRAINING)**

Level 6

*O*ccupational definition of CHIEF TRAINER

A Chief Trainer is to supervise the running of programme, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan and fulfilling management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of sport training and project to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its success.
- 4) Control the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with trainers.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate instructors and materials in order to be more efficient.

**PEDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(SPORT TRAINING)**

Level 7

***O*ccupational definition of MANAGER**

A Manager is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of sport training in line with set plan.
- 2) Arrange the running of programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff members regularly.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Martial Art Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTAT TRAINER

LEVEL 5

TRAINER

LEVEL 6

CHIEF TRAINER

LEVEL 7

EXPERT TRAINER

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(SELF-DEFENCE ART TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT TRAINER**

An Assistant Trainer is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to superiors exactly.
- 2) Ensure all daily information needed by all officilas being passed completely and exactly on time.
- 3) Record precise and exact data in the forms of softcopy and hardcopy.
- 4) Assist management in preparing training module and realize all organization's underlined activities.
- 5) Ensure and maintain safety and cleanliness of office.
- 6) Open office according to set operation hours.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(SELF-DEFENCE ART TRAINING)**

Level 5

*O*ccupational definition of **TRAINER**

A Trainer is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept and fulfilling clients' need.

Tasks and responsibility:

- 1) Outline self-defence art training suitable to clients' need.
- 2) Plan effective self-defence art training outline.
- 3) Conduct self-defence art training for all trainees effectively.
- 4) Ensure self-defence art training programme being conducted in line with set time span and financial allocated.
- 5) Update record of trainees participating in self-defence art training.
- 6) Update training module.
- 7) Carry out tasks that Senior Consultant and Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(SELF-DEFENCE ART TRAINING)**

Level 6

***O*ccupational definition of CHIEF TRAINER**

A Chief Trainer is to supervise the running of programme, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan and fulfilling management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of self-defence art training to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its success.
- 4) Control the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with expert trainer.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate instructors and materials in order to be more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(SELF-DEFENCE ART TRAINING)**

Level 7

*O*ccupational definition of **EXPERT TRAINER**

A Expert Trainer is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme and management of administration conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of programme in line with set plan.
- 2) Arrange the running of programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff members regularly.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Rebranding Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(LABELLING TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily information being passed to superiors exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(LABELLING TRAINING)**

Level 5

***O*ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept and fulfilling clients' need.

Tasks and responsibility:

- 1) Outline training programme suitable to clients' need.
- 2) Plan effective labelling training outline.
- 3) Conduct labelling training for all trainees and workforce effectively.
- 4) Ensure labelling training programme being conducted in line with set time span and financial allocated.
- 5) Update record of trainees participating in labelling training activities.
- 6) Update labelling training module.
- 7) Carry out tasks that Senior Consultant and Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(LABELLING TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme and use of workforce, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan and fulfilling management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of labelling training programme to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its success.
- 4) Control the running of training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate instructors and materials in order to be more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TRADEMARK TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of labelling training programme in line with set plan.
- 2) Arrange the running of programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff members regularly.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Enhancement Training:
Event Management Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PROGRAMMING TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information related to administration and management, carry out orders, receive and pass current information to target groups and individuals to ensure all set plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure all daily and weekly information being passed to superiors exactly.
- 2) Record precise and exact data in the forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realize all organization's underlined activities.
- 4) Ensure and maintain safety and cleanliness of office.
- 5) Open office according to set operation hours.
- 6) Carry out all tasks that Consultant, Senior Consultant and Chief Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PROGRAMMING TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure effectiveness and smoothness of training activities according to set concept and fulfilling clients' need.

Tasks and responsibility:

- 1) Outline programming training programme suitable to clients' need.
- 2) Plan effective labelling training outline.
- 3) Conduct labelling training for all trainees effectively.
- 4) Ensure labelling training programme being conducted in line with set time span and financial allocated.
- 5) Update record of trainees participating in labelling training activities.
- 6) Update training module.
- 7) Carry out tasks that Senior Consultant and Consultant require.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PROGRAMMING TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure programme effectiveness, arrange and maintain the completion of the running of programme according to plan and fulfilling management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of programming training programme and project to ensure its effectiveness as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes go smooth according to set plan.
- 3) Arrange training programme to ensure its success.
- 4) Control the running of programming training activities to ensure effectiveness of entire programme.
- 5) Handle meetings with consultant.
- 6) Update training materials to make them suitable to programme requirement and clients' need.
- 7) Coordinate instructors and materials in order to be more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PROGRAMMING TRAINING)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to direct, arrange, outline, obtain financial source, assess, handle and ensure that the running of programme conforms to set plan, using financial source, materials and workforce efficiently to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable, work hard towards that, and solve all problems.

Tasks and responsibility:

- 1) Giving directives to those involved to make the running of labelling training programme in line with set plan.
- 2) Arrange the running of programme to make all related plans effective.
- 3) Outline principles for the running of weekly, monthly and annual programmes and ensure their completion and effectiveness.
- 4) Strive hard and plan for financial source to accelerate the running of programme.
- 5) Handle meetings at planning stage to ensure smoothness of the running of programme.
- 6) Assess performance of staff members regularly.
- 7) Assess performance and effectiveness of the running of programme and ensure fulfilment of training and programme requirements.
- 8) Identify strength and weakness of sources for improvement and effectiveness of services.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Agriculture Based Industrial:
Agriculture Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(FARMING TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility :

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(FARMING TRAINING)**

Level 5

*O***ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline farming training programme suitable to clients' needs.
- 2) Plan effective production training outline.
- 3) Deliver farming training to trainees effectively.
- 4) Ensure that production training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in production training programme.
- 6) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(FARMING TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of farming training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and instructors so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(FARMING TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Agriculture Based Industrial:
Breeding Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING
CAREER PROMOTION
(LIVESTOCK REARING TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING
CAREER PROMOTION
(LIVESTOCK REARING TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline livestock rearing training programme suitable to clients' needs.
- 2) Plan effective livestock rearing training outline.
- 3) Deliver livestock rearing training to trainees effectively.
- 4) Ensure that livestock rearing training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in livestock rearing training programme.
- 6) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING
CAREER PROMOTION
(LIVESTOCK REARING TRAINING)**

Level 6

***O*ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things go according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of livestock rearing training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION AND SKILL TRAINING
CAREER PROMOTION
(LIVESTOCK REARING TRAINING)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of livestock rearing training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Agriculture Based Industrial:
Fishery Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION, SKILL TRAINING,
& CAREER PROMOTION
(FISHING TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION, SKILL TRAINING,
& CAREER PROMOTION
(FISHING TRAINING)**

Level 5

***O*ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline fishing training programme suitable to clients' needs.
- 2) Plan effective fishing training outline.
- 3) Deliver fishing training to trainees effectively.
- 4) Ensure that fishing training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in fishing training programme.
- 6) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION, SKILL TRAINING,
& CAREER PROMOTION
(FISHING TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of fishing training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION, SKILL TRAINING,
& CAREER PROMOTION
(FISHING TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of fishing training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Agriculture Based Industrial:
Palm Oil Product Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION, SKILL TRAINING,
& CAREER PROMOTION
(PALM-BASED PRODUCTION TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant.

**EDUCATION, SKILL TRAINING,
& CAREER PROMOTION
(PALM-BASED PRODUCTION TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline palm-based production training programme suitable to clients' needs.
- 2) Plan effective palm-based production training outline.
- 3) Deliver production training to trainees effectively.
- 4) Ensure that palm-based production training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in palm-based production training programme.
- 6) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION, SKILL TRAINING,
& CAREER PROMOTION
(PALM-BASED PRODUCTION TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of palm-based production training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION, SKILL TRAINING,
& CAREER PROMOTION
(PALM-BASED PRODUCTION TRAINING)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of palm-based production training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Agriculture Based Industrial:
Rubber Based Product Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION, SKILL TRAINING,
CAREER & PROMOTION
(RUBBER-BASED PRODUCTION TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION, SKILL TRAINING,
CAREER & PROMOTION
(RUBBER-BASED PRODUCTION TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline rubber-based production training programme suitable to clients' needs.
- 2) Plan effective rubber-based production training outline.
- 3) Deliver rubber-based production training to trainees effectively.
- 4) Ensure that rubber-based production training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in rubber-based production training programme.

**EDUCATION, SKILL TRAINING,
CAREER & PROMOTION
(RUBBER-BASED PRODUCTION TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of rubber-based production training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION, SKILL TRAINING,
CAREER & PROMOTION
(RUBBER-BASED PRODUCTION TRAINING)**

Level 7

*O*ccupational definition of **CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of rubber-based production training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Agriculture Based Industrial:
Food Process Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION, SKILL TRAINING
CAREER PROMOTION
(FOOD PROCESSING TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION, SKILL TRAINING
CAREER PROMOTION
(FOOD PROCESSING TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline food processing training programme suitable to clients' needs.
- 2) Plan effective food processing training outline.
- 3) Deliver food processing training to trainees effectively.
- 4) Ensure that food processing training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in food processing training programme.

**EDUCATION, SKILL TRAINING
CAREER PROMOTION
(FOOD PROCESSING TRAINING)**

Level 6

*O***ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of food processing training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION, SKILL TRAINING
CAREER PROMOTION
(FOOD PROCESSING TRAINING)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of food processing training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Pharmaceutical Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PHARMACEUTICAL TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PHARMACEUTICAL TRAINING)**

Level 5

*O***ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline pharmaceutical training programme suitable to clients' needs.
- 2) Plan effective pharmaceutical training outline.
- 3) Deliver pharmaceutical training to trainees effectively.
- 4) Ensure that pharmaceutical training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in pharmaceutical training programme.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PHARMACEUTICAL TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of pharmaceutical training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and instructor to make them more efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PHARMACEUTICAL TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of pharmaceutical training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for grants to accelerate training programme.
- 5) Conduct meetings at planning stage to ensure effectiveness of the running of programme.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Textile Industrial Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TEXTILE INDUSTRIAL TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TEXTILE INDUSTRIAL TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline textile industrial training programme suitable to clients' needs.
- 2) Plan effective textile industrial training outline.
- 3) Deliver textile industrial training to trainees effectively.
- 4) Ensure that textile industrial training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in textile industrial training programme.
- 6) Update textile industrial training module.
- 7) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TEXTILE INDUSTRIAL TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of textile industrial training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and instructors so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TEXTILE INDUSTRIAL TRAINING)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of textile industrial training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial source to accelerate training programme.
- 5) Conduct meetings at planning stage to ensure smoothness of the programme to be run.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Petrochemical Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PETROCHEMICAL TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks as has been ordered.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PETROCHEMICAL TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline production petrochemical training programme suitable to clients' needs.
- 2) Plan effective petrochemical training outline.
- 3) Deliver petrochemical training to trainees effectively.
- 4) Ensure that petrochemical training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in petrochemical training programme.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PETROCHEMICAL TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of petrochemical training programme so that all things go as has been underlined.
- 2) Ensure that all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(PETROCHEMICAL TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of petrochemical training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage to ensure smoothness of programme to be run.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Geology Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(GEOLOGICAL TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(GEOLOGICAL TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirement and needs.

Tasks and responsibility:

- 1) Outline geological training programme suitable to clients' needs.
- 2) Plan effective geological training outline.
- 3) Deliver geological training to trainees effectively.
- 4) Ensure that production training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in geological training programme.
- 6) Update geological training module.
- 7) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(GEOLOGICAL TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things go according to plan, conforming to management's requirement and fulfilling clients' need.

Tasks and responsibility:

- 1) Supervise the running of geological training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(GEOLOGICAL TRAINING)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to manage, arrange, outline, obtain financial allocation, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of geological training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage to ensure smoothness of programme to be done.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Construction Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSTRUCTION TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is exactly brought to superiors.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSTRUCTION TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirement and needs.

Tasks and responsibility:

- 1) Outline construction training programme suitable to clients' needs.
- 2) Plan effective construction training outline.
- 3) Deliver production training to trainees effectively.
- 4) Ensure that production training programme is conducted conforming to time span and financial allocation.
- 5) Update record of trainees who participate in production training programme.
- 6) Update production training module.
- 7) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSTRUCTION TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of construction training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they become suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(CONSTRUCTION TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of construction training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage to pave easy way for the programme.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Mining Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSITANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TUNNELLING TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to set plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is exactly brought to superiors.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TUNNELLING TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline tunnelling training programme suitable to clients' needs.
- 2) Plan effective tunnelling training outline.
- 3) Deliver tunnelling training to trainees effectively.
- 4) Ensure that tunnelling training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in tunnelling training programme.
- 6) Update tunnelling training module.
- 7) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(TUNNELLING TRAINING)**

Level 6

***O*ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of tunnelling training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant.
- 6) Update training materials so that they become suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

EDUCATION AND SKILL TRAINING, CAREER & PROMOTION (TUNNELLING TRAINING)

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of tunnelling training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage to pave easy way for the programme.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Vehicle Driving Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

-

LEVEL 5

TRAINER

LEVEL 6

ASSISTANT MANAGER

LEVEL 7

MANAGER

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MOTOR CAR DRIVING INSTITUTE)**

Level 5

*O*ccupational definition of TRAINER

A Trainer is to train individual who needs motor car licence that an authorised agent produces.

Tasks and responsibility:

- 1) Train individual theoretically and practically in matters of driving motor car.
- 2) Ensure that candidate follows theoretical and practical test related driving motor car.
- 3) Ensure that candidate goes through training programme by observing written regulations and requirement.
- 4) Ensure that candidate observes fixed learning timetable.
- 5) Update record on candidate's learning.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MOTOR CAR DRIVING INSTITUTE)**

Level 6

*O*ccupational definition of **ASSISTANT MANAGER**

An Assistant Manager is to supervise the running of programme, ensure programme effectiveness, arrange and ensure perfection of the running of planned programme so that everything is manageable and accomplished according to plan, in line with management's requirement and clients' need.

Tasks and responsibility:

- 1) Supervise the running of driving training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with trainer.
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MOTOR CAR DRIVING INSTITUTE)**

Level 7

*O*ccupational definition of **MANAGER**

A Manager is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of driving training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage in order to pave an easy way for programme to done.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Logistic Transportation Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION, SKILL TRAINING, CAREER &
PROMOTION
(TRANSPORTATION AND LOGISTIC SERVICES TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is exactly brought to superiors.
- 2) Ensure that entire daily information that all officials deserve is timely and completely done so.
- 3) Record precise and exact data in two forms of softcopy and hardcopy.
- 4) Assist management in preparing training module and realizing organization's activities.
- 5) Ensure that safety and cleanliness of office are maintained.
- 6) Open office according to chosen operation hours.

**EDUCATION, SKILL TRAINING, CAREER &
PROMOTION
(TRANSPORTATION AND LOGISTIC SERVICES TRAINING)**

Level 5

***O*ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline transportation and logistic services training programme suitable to clients' needs
- 2) Plan effective transportation and logistic services training outline.
- 3) Deliver transportation and logistic services training to trainees effectively.
- 4) Ensure that transportation and logistic services training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in production training programme.

**EDUCATION, SKILL TRAINING, CAREER &
PROMOTION
(TRANSPORTATION AND LOGISTIC SERVICES TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of transportation and logistic services training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and teachers so that they become efficient.

**EDUCATION, SKILL TRAINING, CAREER &
PROMOTION
(TRANSPORTATION AND LOGISTIC SERVICES TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of transportation and logistic services training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Medical Tourism Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MEDICAL TOURISM TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MEDICAL TOURISM TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline medical tourism training programme suitable to clients' needs
- 2) Plan effective medical tourism training outline.
- 3) Deliver medical tourism training to trainees effectively.
- 4) Ensure that medical tourism training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in medical tourism training programme.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MEDICAL TOURISM TRAINING)**

Level 6

***O*ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of medical tourism training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and instructors so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(MEDICAL TOURISM TRAINING)**

Level 7

*O*ccupational definition of CHIEF CONSULTANT

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of medical tourism training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Ecology Tourism Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ECOLOGICAL TOURISM TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ECOLOGICAL TOURISM TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline ecological tourism training programme suitable to clients' needs
- 2) Plan effective ecological tourism training outline.
- 3) Deliver ecological tourism training to trainees effectively.
- 4) Ensure that ecological tourism training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in ecological tourism training programme.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ECOLOGICAL TOURISM TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of ecological tourism training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and instructors so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(ECOLOGICAL TOURISM TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of ecological tourism training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Agro Tourism Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(AGROTOURISM TRAINING)**

Level 4

***O*ccupational definition of ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is brought to superiors exactly.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(AGROTOURISM TRAINING)**

Level 5

*O*ccupational definition of **CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline agrotourism training programme suitable to clients' needs
- 2) Plan effective agrotourism training outline.
- 3) Deliver agrotourism training to trainees effectively.
- 4) Ensure that agrotourism training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in agrotourism training programme.
- 6) Update agotourism training module.
- 7) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(AGROTOURISM TRAINING)**

Level 6

***O*ccupational definition of SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of agrotourism training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and instructors so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(AGRO TOURISM TRAINING)**

Level 7

*O***ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of agrotourism training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.

SKILL, CAREER AND UPGRADING EDUCATION AND TRAINING

(Skill Training:
Education Tourism Training)

LEVEL 1

-

LEVEL 2

-

LEVEL 3

-

LEVEL 4

ASSISTANT CONSULTANT

LEVEL 5

CONSULTANT

LEVEL 6

SENIOR CONSULTANT

LEVEL 7

CHIEF CONSULTANT

LEVEL 8

-

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(EDUCATIONAL TOURISM TRAINING)**

Level 4

*O*ccupational definition of **ASSISTANT CONSULTANT**

An Assistant Consultant is to record data and information concerning administration and management, implement directive, and receive and disseminate information to target groups or individuals in order to ensure that all plans are carried out according to plan.

Tasks and responsibility:

- 1) Ensure that entire daily information is exactly brought to superiors.
- 2) Record precise and exact data in two forms of softcopy and hardcopy.
- 3) Assist management in preparing training module and realizing organization's activities.
- 4) Ensure that safety and cleanliness of office are maintained.
- 5) Open office according to chosen operation hours.
- 6) Carry out tasks that Consultant, Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(EDUCATIONAL TOURISM TRAINING)**

Level 5

***O*ccupational definition of CONSULTANT**

A Consultant is to outline, plan and train workforce, and ensure that training goes smooth in line with planned concept and conforming to clients' requirements and needs.

Tasks and responsibility:

- 1) Outline educational tourism training programme suitable to clients' needs
- 2) Plan effective educational tourism training outline.
- 3) Deliver educational training to trainees effectively.
- 4) Ensure that educational training programme is conducted conforming to time span and financial allocation.
- 5) Update records of trainees who participate in educational tourism training programme.
- 6) Update educational training module.
- 7) Other tasks that Senior Consultant and Chief Consultant order.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(EDUCATIONAL TOURISM TRAINING)**

Level 6

*O*ccupational definition of **SENIOR CONSULTANT**

A Senior Consultant is to supervise the running of programme, ensure smoothness of programme, arrange and plan for perfection of programme so that all things goes according to plan, conforming to management's requirement and fulfill clients' need.

Tasks and responsibility:

- 1) Supervise the running of educational tourism training programme so that all things go as has been underlined.
- 2) Ensure all daily, weekly and annual programmes come into shape.
- 3) Arrange training programme so that it can be realized.
- 4) Observe all training activities so that entire programme becomes coordinated and effective.
- 5) Handle meetings with consultant
- 6) Update training materials so that they are suitable to programme requirement and clients' demand.
- 7) Coordinate materials and instructors so that they become efficient.

**EDUCATION AND SKILL TRAINING,
CAREER & PROMOTION
(EDUCATIONAL TOURISM TRAINING)**

Level 7

***O*ccupational definition of CHIEF CONSULTANT**

A Chief Consultant is to manage, arrange, outline, obtain grant, assess, conduct and ensure that the running of programme and management of administration are in line with set plan, using financial source, materials and workforce efficiently in order to achieve objective of giving satisfactory service to clients, ensure that organization's target is obtainable and work hard towards that and solve all problems.

Tasks and responsibility:

- 1) Give directives to those involved and ensure the running of educational tourism training programme in line with set plan.
- 2) Arrange the running of programme so that all set plans are operational and effective.
- 3) Outline principles and weekly, monthly and annual plans to make planned programme perfect and effective.
- 4) Strive hard and plan for financial allocation to accelerate training programme.
- 5) Conduct meetings at planning stage.
- 6) Assess staff performance from time to time.
- 7) Assess performance and effectiveness of training programme in line with requirements of programme and activities.
- 8) Identify strength and weakness of sources for correction and further development to ensure effectiveness of services being given.