

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2010 AT CIAST

The Centre for Instructor and Advanced Skill Training (CIAST), Dept. of Skills Development, Ministry of Human Resources, Malaysia with the assistance and cooperation of Multilateral Economic Division (MED), Ministry of Foreign Affairs, Malaysia, will be organising courses under the Malaysian Technical Cooperation Programme (MTCP) 2010.

COURSES TO BE CONDUCTED

Two (2) courses will be conducted concurrently **11 - 29 October 2010** at CIAST premise in Shah Alam, Selangor, Malaysia. The two courses are:

- I Vocational Training Management
- II Effective Multimedia Development for Trainers

The total capacity for each course is 15 participants. The courses will be conducted in English.

APPLICATION CRITERIA AND PROCEDURES

1. The standard Application Form attached together herewith should be filled in two (2) copies
2. Applicants of the course should fulfill the following requirements:
 - 2.1 Should be vocational training instructors, lecturers, engineers or skilled workers
 - 2.2 Should not have participated in any training programme under the MTCP before
 - 2.3 Should be nominated by his/her respective government
 - 2.4 Should be in good health mentally and physically. All applications must be supported by a medical report (pregnancy is considered a disqualification)
 - 2.5 Should be proficient in spoken and written English (experience has demonstrated that many participants had problems communicating effectively and were unable to make much progress in their training due to inadequate knowledge of English)
 - 2.6 Should be 45 years of age or below
 - 2.7 Should have basic knowledge and skill in computer application
3. The application form must be duly completed and must be endorsed by the Ministry of Foreign Affairs of the relevant governments or any other relevant agency responsible for MTCP in your country. Please go through the form carefully as **incomplete or unendorsed forms will not be processed.**
4. To ensure that all nominations go through proper diplomatic channels, completed Application Form must be submitted to Malaysian Government representatives (Embassies / High Commissions / Consulates) in the respective countries and should reach CIAST not later than **Wednesday, August 11th, 2010.** A copy of the completed application form however may be sent directly to CIAST by facsimile or e-mail.
5. Applicants are also very much encouraged to apply online at the same time. Please log on to <http://mtcp.kln.gov.my> to access the online application form (please note that **criteria no. 4 still has to be fulfilled** even if an applicant has applied online).

ENQUIRIES

Please send your enquiries to the following:

The Secretariat
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