

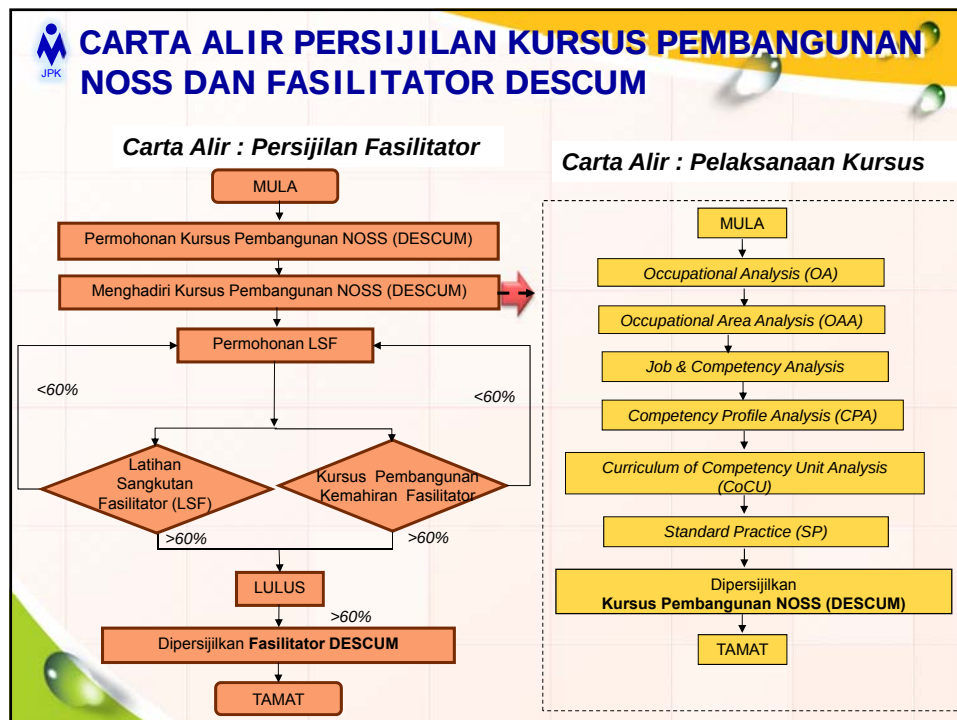
KURSUS PEMBANGUNAN NOSS (DESCUM)



OBJEKTIF KURSUS

Memberi penerangan kepada peserta:

- Peranan Jabatan Pembangunan Kemahiran (JPK)
- Latihan Sangkutan Fasilitator (LSF) DESCUM
- Pembangunan NOSS melalui kaedah DESCUM
- Kaedah dokumen Pakej NOSS



PENGENALAN DIRI

- o Name (Prefer To Be Called)
- o Agency
- o Job Title
- o Years Of Service
- o Years On This Job

 JADUAL KURSUS		
Hari	Masa	Agenda
Isnin	02.00 ptg	▪ Check In
	02.15 ptg	▪ Taklimat kursus
	03.00 ptg – 04.00 ptg	▪ Pengenalan kursus dan JPK
	04.00 ptg – 05.00 ptg	▪ Taklimat Latihan Sangkutan Fasilitator (LSF)
	05.00 ptg – 05.30 ptg	▪ Minum petang
	07.00 ptg – 08.00 mlm	▪ Makan malam
	08.00 mlm – 10.30 mlm	▪ Kerja sindiket dan kudapan
	10.30 mlm – 11.00 mlm	▪ Minum malam
Selasa	07.00 pg – 08.00 pg	▪ Sarapan pagi
	08.00 pg – 10.30 pg	▪ Taklimat OS & OAS
	10.30 pg – 11.00 pg	▪ Minum pagi
	11.00 pg – 01.00 ptg	▪ Taklimat CPC
	01.00 ptg – 02.00 ptg	▪ Makan tengahari
	02.00 ptg – 05.00 ptg	▪ Pembangunan OS, OAS & CPC
	05.00 ptg – 05.30 ptg	▪ Minum petang
	07.00 ptg – 08.00 mlm	▪ Makan malam
Rabu	08.00 mlm – 11.00 mlm	▪ Pembentangan OS, OAS & CPC dan kudapan
	07.00 pg – 08.00 pg	▪ Sarapan pagi
	08.00 pg – 10.30 pg	▪ Taklimat Pembangunan <i>Competency Profile (CP)</i>
	10.30 pg – 11.00 pg	▪ Minum pagi
	11.00 pg – 01.00 ptg	▪ Pembangunan <i>Competency Profile (CP)</i>
	01.00 ptg – 02.00 ptg	▪ Makan tengahari
	02.00 ptg – 05.00 ptg	▪ Pembangunan & Pembentangan <i>Competency Profile (CP)</i>
	05.00 ptg – 05.30 ptg	▪ Minum petang
	07.00 ptg – 08.00 mlm	▪ Makan malam
	08.00 mlm – 11.00 mlm	▪ Semakan dokumen CP dan kudapan

		
Hari	Masa	Agenda
Khamis	07.00 pg – 08.00 pg	▪ Sarapan pagi
	08.00 pg – 10.30 pg	▪ Taklimat Pembangunan CoCU
	10.30 pg – 11.00 pg	▪ Minum pagi
	11.00 pg – 01.00 ptg	▪ Pembangunan CoCU
	01.00 ptg – 02.00 ptg	▪ Makan tengahari
	02.00 ptg – 05.00 ptg	▪ Pembangunan & Pembentangan CoCU
	05.00 ptg – 05.30 ptg	▪ Minum petang
	07.00 ptg – 08.00 mlm	▪ Makan malam
Jumaat	08.00 mlm – 11.00 mlm	▪ Semakan dokumen CoCU dan kudapan
	07.00 pg – 08.00 pg	▪ Sarapan pagi
	08.00 pg – 09.30 pg	▪ Taklimat & Pembangunan SP
	09.30 pg – 10.30 pg	▪ Minum pagi
	10.30 pg – 11.00 pg	▪ Pembentangan SP
	11.00 pg – 12.00 tgh	▪ Validasi SKPK dan penyerahan dokumen & Penyampaian sijil
	12.00 tgh	▪ Makan tengahari/Check-out

KESELAMATAN

- Diri
- Harta Benda (barang berharga)
- Bilik

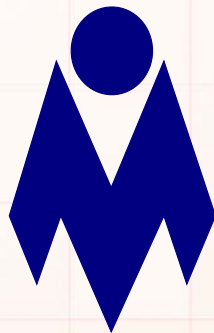
TUNTUTAN PERJALANAN

- **UNTUK KAKITANGAN AWAM SAHAJA**
(guna borang KP4 – borang akan disahkan oleh pihak CIAST)
- **DIHANTAR SEGERA** (sebelum 5 hb. bulan berikutnya)
- **PASTIKAN DOKUMEN LENGKAP**
- **DOKUMEN YANG PERLU DILAMPIRKAN**
 - ☒ Surat tawaran menghadiri bengkel
 - ☒ Salinan kad pengenalan
 - ☒ Salinan hadapan buku bank / penyata bank (akaun aktif)
 - ☒ Salinan touch n' go / resit tol (2 hala)
 - ☒ Perakuan touch n' go
 - ☒ Salinan penyata gaji
 - ☒ Surat kebenaran yang disahkan oleh ketua jabatan bagi perjalanan melebihi 240 km (jika perlu)
 - ☒ Pengesahan tidak membuat tuntutan perjalanan oleh ketua jabatan (jika perlu)

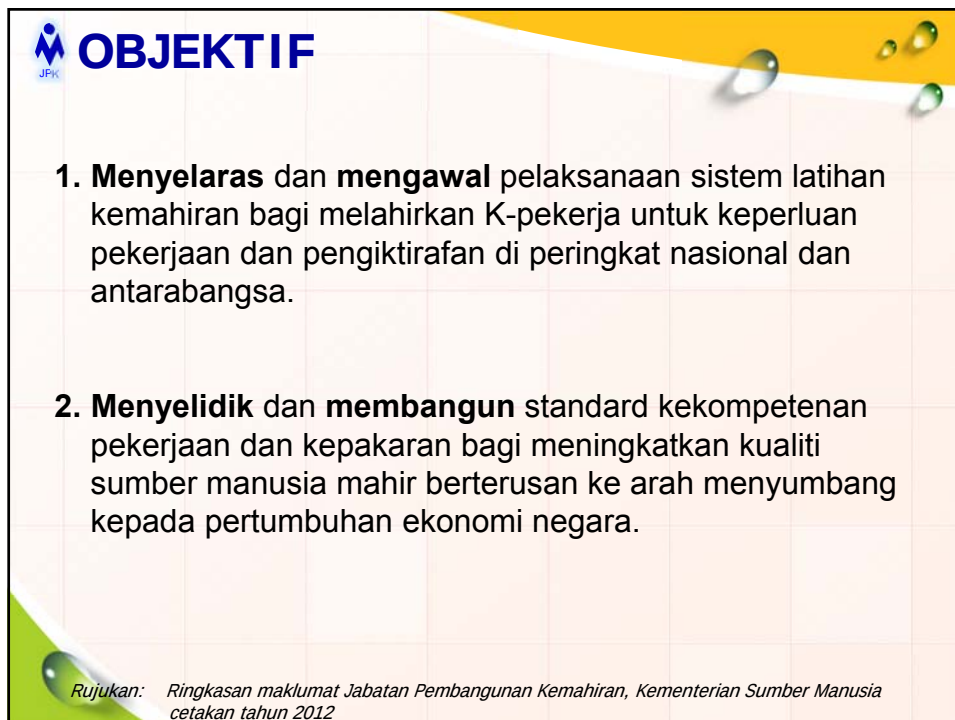
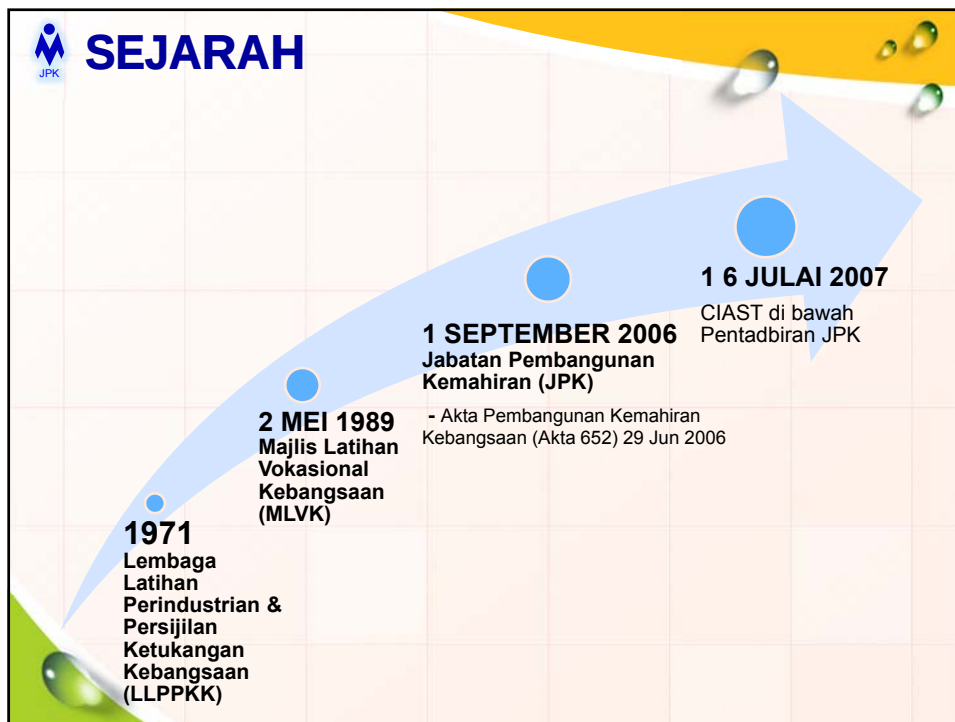


PERATURAN SEMASA KURSUS

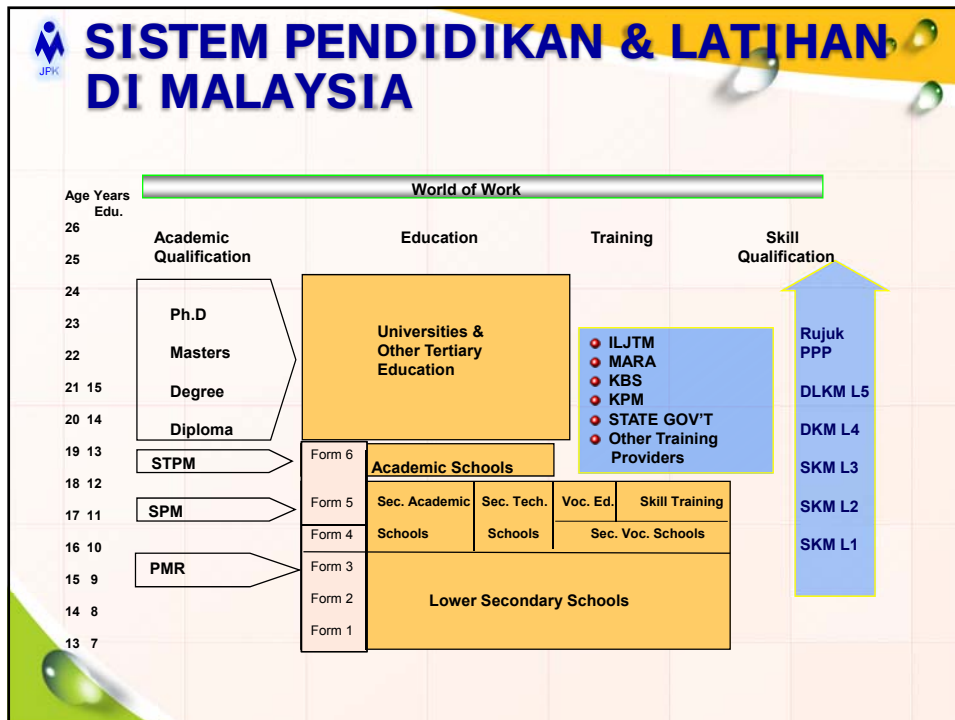
- Berpakaian sopan mengikut waktu pejabat
- Bersedia dinilai oleh fasilitator
- Bersifat terbuka untuk berbincang & berkongsi pengalaman semasa sesi kursus
- Boleh berkerjasama, membimbing dalam kerja kumpulan & menghormati pendapat rakan kursus
- Bersedia & boleh menerima teguran semasa sesi pembentangan oleh fasilitator & rakan kursus
- Hadir dengan tujuan belajar atau memperolehi ilmu



JABATAN PEMBANGUNAN KEMAHIRAN
Department Of Skills Development







KERANGKA KELAYAKAN MALAYSIA (MQF)

MQF	Sectors			
Levels	Skills	Vocational and Technical	Higher Education	Lifelong Learning
8			Doctoral Degree	Accreditation of Prior Experiential Learning (APEL)
			Masters Degree	
7			Postgraduate Certificate & Diploma	
			Bachelors Degree	
6			Graduate Certificate & Diploma	
5	Advanced Diploma	Advanced Diploma	Advanced Diploma	
4	Diploma	Diploma	Diploma	
3	Skills Certificate 3	Vocational & Technical Certificate	Certificate	
2	Skills Certificate 2			
1	Skills Certificate 1			

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Setempat

Muhyiddin berkata, laluan kemajuan kerjaya tenaga pengajar TEVT juga akan diperkemas untuk menjadikannya sebagai kerjaya pilihan yang menarik kepada mereka berprestasi tinggi.

Buletin SkillsMalaysia | 4

Fakta berkaitan Pelancaran Kempen SkillsMalaysia

- **"TEVT diharapkan** bukan lagi menjadi aliran pilihan kedua ataupun terakhir bagi pelajar-pelajar yang lemah dalam pencapaian akademik sahaja tetapi **akan menjadi aliran pilihan utama pelajar-pelajar terbaik di negara ini."**- **Timbalan Perdana Menteri**
- JPK akan memastikan kurikulum semua pusat latihan kemahiran mematuhi Standard Kemahiran Pekerjaan Kebangsaan (NOSS) selaras dengan bidang ekonomi yang diberi keutamaan.
- Sebagai langkah penyeragaman dan pengiktirafan persijilan TEVT, **Sijil Kemahiran Malaysia (SKM) akan diguna pakai sebagai persijilan tunggal kebangsaan bagi TEVT.**
- "Malaysia mesti mencapai target 37% pekerja mahir menjelang 2015 untuk menjadi negara maju menjelang 2020. Malaysia hanya mempunyai 23% tenaga kerja mahir." – Datuk Dr. S. Subramaniam.
- Kerajaan telah menggariskan **empat (4) teras dasar** iaitu menambah baik persepsi TEVT untuk menarik minat lebih ramai pelajar; membangunkan tenaga pengajar TEVT yang lebih efektif; mempertingkatkan dan mengharmonikan kualiti kurikulum TEVT selaras dengan keperluan industri; dan memperkemaskan penyampaian TEVT.





DEFINISI STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN (NOSS)

Dokumen yang menggariskan **keterampilan yang diperlukan oleh seseorang pekerja mahir yang bekerja di Malaysia** bagi sesuatu bidang dan tahap pekerjaan serta laluan untuk mencapai kompetensi tersebut

Rujukan: Standard yang diwartakan di bawah Bahagian IV Akta Pembangunan Kemahiran Kebangsaan Tahun 2006 [Akta 652]



DAFTAR NOSS

Dokumen yang menyenaraikan NOSS yang telah dibangunkan mengikut sektor pekerjaan.

Daftar Standard Kemahiran Pekerjaan Kebangsaan (SKPK)
National Occupational Skills Standard (NOSS) Registry
30 December 2013



Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia

Electronic & Electronic, Telecommunication & Broadcasting Industry > Information & Communication Technology > Machinery & Equipment > Mechanical & Electrical Service and Maintenance > Transportation > Materials > Packaging > Printing > Chemical > Medical & Pharmaceutical > Hospitality & Tourism > Science & Small Enterprise > Building & Construction > Landscaping & Environmental > Interior Decor > Business Management > Textile & Apparel > Agriculture & Aquaculture > Biorefinery > Metallurgy > Educational & Training Services > Oil & Gas > Metal Industry > Integrated Logistic Services > Distributive Trade > Industry, Defence & Security Services > Care & Community Services > Arts & Culture > Mining Industry

Maklumat Terkini dan Bilangan Pembangunan Kemahiran 2014



DAFTAR 21 ET, PENCIPTAAN & PERSKHIDMATAN LATIHAN EDUCATION & TRAINING SERVICES

NO	SEKTOR/SEKTOR	Kod/ Date	T1 22	T2 22	T3 22	T4 24	T5 24	Jumlah (T1-T5)
1	Pendidikan Islam (Islamic Education)	ET	8	9	9	1	1	3
2	Pengajaran/Instruktur	1/ET	1	1	9	1	2	14
3	Pendidikan (Education)	ET	7	9	9	1	8	3
4	Jumlah / Total		2	1	19	4	3	18

21.1 SEKTOR: PENYELIDIKAN ILMU (ISLAMIC RESEARCHER)

Pendidikan Islam (Islamic Researcher)

ET 012.3.6

Pendidikan Islam - Penyelidik Kanan
(Senior Islamic Researcher - His Isteri)
(18-11-08)

ET 012.4

Pendidikan Islam - Penyelidik
(Islamic Researcher - His Isteri)
(18-11-08)

Tidak Tawar
(No Line)

AR (INSTRUCTOR)

Latihan Vokasional
(Vocational Training)

ET 012.1.6

Pegawai Latihan Vokasional
(Vocational Training Manager)
(23-10-96) (24-06-04)

ET 012.4

Elakawif Latih Vokasional
(Vocational Training Manager)
(23-10-96) (24-06-04)

ET 012.3

Pegawai Latihan Vokasional
(Vocational Training Officer)
(23-10-96) (24-06-04)

Tidak Tawar
(No Line)

Latihan (Training)

ET 012.3.012

Pendidikan Pro Sekolah
(School Training)
(18-11-08)

Tidak Tawar
(No Line)

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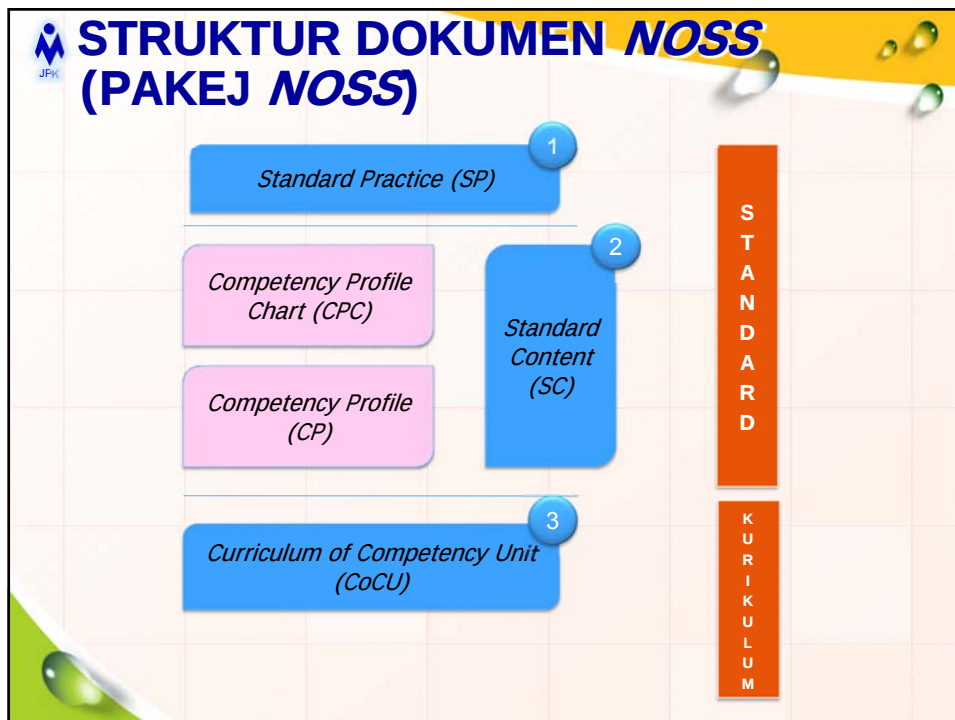
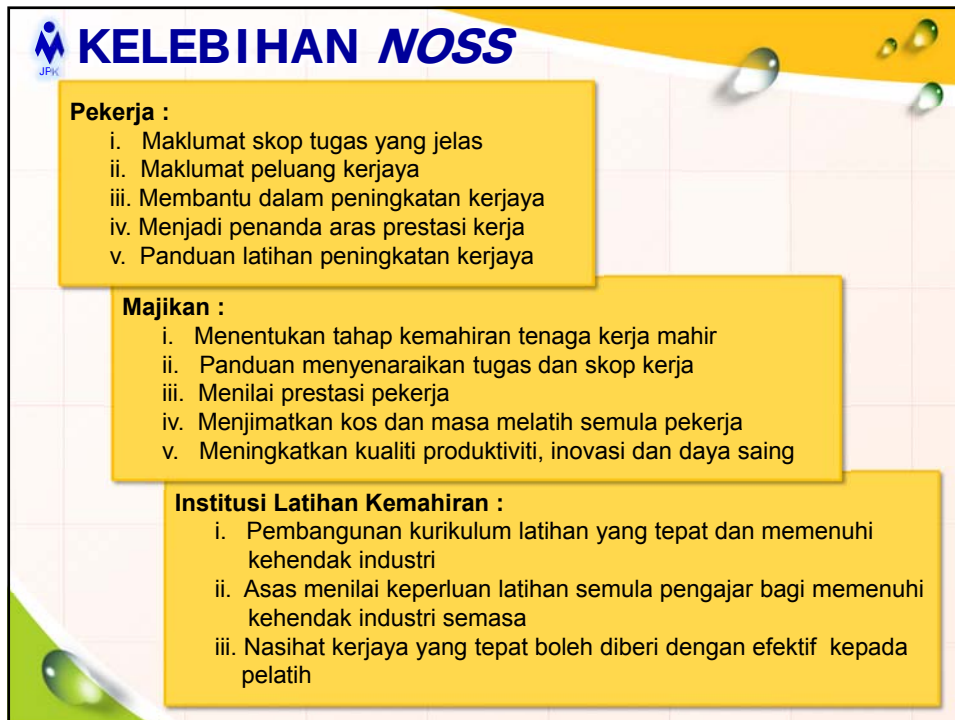
KANDUNGAN DAFTAR NOSS

- Senarai Bidang/Sektor Pekerjaan
 - 29 bidang/sektor pekerjaan utama
- Senarai NOSS yang dibangunkan
 - 2,334 NOSS sehingga 30/12/2013
- Standard Keterampilan Kebangsaan (NCS)
 - 16 NCS sehingga 30/12/2013
- Kurikulum SLDN
 - 30 K-SLDN sehingga 30/12/2013

Rujukan:
Daftar Standard Kemahiran Pekerjaan Kebangsaan (NOSS) 30 Disember 2013

SEKTOR INDUSTRI YANG MEMPUNYAI NOSS

1. EE : Electrical & Electronic, Telecommunication & Broadcasting Industry	15. ID : Interior Décor
2. IT : Information Technology & Communication (ICT)	16. FB : Business Management
3. MC : Machinery & Equipment	17. TA : Textile & Apparel
4. ME : Mechanical & Electrical Service and Maintenance	18. AF : Agriculture & Agrobased
5. TP : Transportation	19. RB : Resource Based
6. MT : Materials	20. BT : Biotechnology (Biotech)
7. PG : Packaging	21. ET : Educational & Training Services
8. PR : Printing	22. OG: Oil & Gas
9. CM : Chemical	23. HI : Halal Industry
10. MP : Medical & Pharmaceuticals	24. IL : Integrated Logistic Services Industry
11. HT : Hospitality & Tourism	25. DT : Distributive Trade
12. SS : Souvenir & Small Enterprise	26. DS : Defence & Security Services
13. BC : Building & Construction	27. CC : Care & Community Services
14. LE : Landscaping & Environmental	28. AC : Art & Culture
	29. MI : Mining Industry





COMPETENCY PROFILE CHART FORMAT

SECTOR	Insert related Industry Sector (Refer NOSS registry)		
SUB- SECTOR	Insert related industry sub sector reflect to main Industry Sector		
JOB AREA	The Job Area is a generic term to reflect the scope of work of a job function at a related level.		
NOSS TITLE	Title that reflect the competencies covered in particular job area		
JOB LEVEL	The level refers to the complexity of the Job Function in the job area as defined in the NOSS.	NOSS CODE	Identification code given for each NOSS Document

← COMPETENCY → ← COMPETENCY UNIT →

CORE	CU TITLE	CU TITLE
	XX-XXX-X:20XX-C01	XX-XXX-X:20XX-C0X
ELECTIVE	CU TITLE	CU TITLE
	XX-XXX-X:20XX-E01	XX-XXX-X:20XX-E01



COMPETENCY PROFILE FORMAT

SECTOR	Insert related Industry Sector (Refer NOSS registry)		
SUB SECTOR	Insert related industry sub sector reflect to main Industry Sector (Refer NOSS registry)		
JOB AREA	The Job Area is derived from the Job Title in the Occupational Structure. It is a generic term to reflect the scope of work of a job function at a related level.		
NOSS TITLE	Title that reflect the competencies covered in a particular job area		
JOB LEVEL	The level refers to the complexity of the Job Function in the job area as defined in the NOSS.	NOSS CODE	Identification code given for each NOSS Document

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Insert Core CU Title [Refer CPC]	Insert CU ID -C01 [Refer CPC]			1.1



CoCU Format

SECTOR	Insert related industry Sector (Refer NOSS industry registry)						
SUB SECTOR	Insert related industry sub sector reflect to main industry Sector (Refer NOSS registry)						
JOB AREA	The Job Area is a generic term to reflect the scope of work of a job function at a related level.						
NOSS TITLE	Title that reflects the competencies covered in particular job area						
COMPETENCY UNIT TITLE	Title of each competency unit (CU) from Competency Profile Chart (CPC)						
LEARNING OUTCOMES	Describe what the trainee is expected to be able to - Personal Outcome Product Outcome How to do the work						
PRE-REQUISITE (if applicable)	Training Pre-Requisite Requirement						
COMPETENCY UNIT ID	Insert CU ID	LEVEL	Insert NOSS Level	TRAINING DURATION	Total of CU training hours	SKILL CREDIT	The ratio for training hours to credit hours is 10 to 1 (10:1)
Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental Attitude	Training Hours Related Knowledge	Delivery Mode Related Knowledge	Assessment Criteria	
			Safety	Related Skill	Related Skill		
			Environmental				
Employability Skills							
Core Abilities			Social Skills				
01.01	Identify and gather information		1.	Communication skills			
02.01	Interpret and follow manuals, instructions and SOPs		2.	Computer skills			
03.01	Plan and follow a checklist using standard form		3.	Interpersonal skills			
03.05	Demonstrate safety skills		4.	Mathematical and problem solving			
06.02	Comply with and follow chain of command		5.	Self-discipline			
06.01	Understand system		6.	Teamwork			
06.03	Identify and highlight problems						
Tools, Equipment and Materials (TEM)							
ITEMS			RATIO (TEM : Trainees)				
1	Schematic diagram		1	1			
2	Block Diagram		1	1			
3	Measuring and Test Instruments		1	1			
4	Component Parts Identification		1	1			
5	Equipment Data Book		1	2			
REFERENCES							
1.	German Solar Energy Society (DOS), Lantecsa Publications Ltd. (January 2005), Planning and Installing Photovoltaic Systems: A Guide for Installers, Architects and Engineers, ISBN-13: 978-1844074139						
2.	Solar Energy International (SEI), New Society Publishers, 1 edition (September 1, 2004), Photovoltaics: Design and Installation Manual , ISBN-13: 978-0865715202						
3.	Martin A. Green, Springer (December 21, 2005), Third Generation Photovoltaics , Advanced Solar Energy Conversion (Springer Series in Photovoltaics), ISBN-13: 978-1441925527						
4.	Richard J. Kemp, Aates Publications ; 3 sub edition (June 1995), Practical Photovoltaics , Electricity from Solar Cells, ISBN-13: 978-0937948118						
5.	Faik Antony, Lantecsa Publications Ltd. , illustrated edition (June 2007), Photovoltaics for Professionals , Solar Electric Systems Marketing, Design and Installation, ISBN-13: 978-1444074417						
6.	James P. Dunlop and In partnership with NJATC, Aates Technical Pub (January 30, 2007), Photovoltaic Systems, ISBN-13: 978-0826912879						



TRAINING HOUR SUMMARY FORMAT

SUMMARY OF TRAINING DURATION FOR <u>NOSS TITLE: (LEVEL-)</u>						
NO. ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILLS (B)	HOURS (A) + (B)	TOTAL (HRS)
Insert CU ID	Title of each CU from CPC					Total of training hours for CU
TOTAL HOURS (Core Competencies)			0	0	0	0
TOTAL HOURS (+ Elective Competency)			0	0	0	0