



(MTCP)

MALAYSIAN TECHNICAL COOPERATION PROGRAMME

AUTOMOTIVE (BASIC VEHICLE MAINTENANCE)



10 | AUGUST
26 | 2025



DAVAO , PHILIPPINES

FUNDED BY :
MINISTRY OF FOREIGN AFFAIRS, MALAYSIA

ORGANISED BY :
CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING

QUICK INFO



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Selamat Datang

Welcome to the participants of **AUTOMOTIVE (BASIC VEHICLE MAINTENANCE)**

Welcome Message

We are honoured to welcome you to this MTCP training programme hosted by CIAST Malaysia. As you embark on this two-week journey, we hope this booklet serves as a useful companion during your stay and training experience.

About the Programme

This specialised training in Automotive (Basic Vehicle Maintenance) is conducted under the Malaysian Technical Cooperation Programme (MTCP) and hosted by the Centre for Instructor and Advanced Skill Training (CIAST), Malaysia. The course offers a dynamic blend of lectures, hands-on practical sessions, interactive discussions, and study visits to leading training institutions and industries.

What You Will Gain

- ✓ Strengthen your skills in routine vehicle maintenance
- ✓ Understand basic vehicle systems and diagnostics
- ✓ Improve workplace safety and automotive standards compliance
- ✓ Engage with international peers in technical dialogue
- ✓ Build long-term regional cooperation and networks

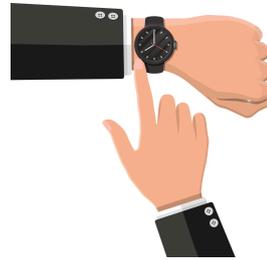
Enjoy Your Stay

We wish you a productive and enjoyable experience throughout the programme.

Welcome aboard!

RULES & REGULATIONS

01



Participants must be punctual at all occasions. If, for an exceptional reason, you will be late, make sure you notify the other person.

02



i. Participants are to dress in practical training attire unless the day's tasks require otherwise.

ii. Participants must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.

iii. Clothing with offensive or inappropriate designs or stamps are forbidden. Clothing and grooming styles dictated by religion or ethnicity are exempt.

03

Daily transportation between the hotel and the institute will depart at 8.00 AM. All participants are required to be at the hotel lobby by 7.50 AM.



Meals & Coffee Break



WEEKDAYS

- Breakfast ready at the hotel café from 6.30am until 8.00am
- Morning /Afternoon tea break and lunch is served at the workshops/ classroom
- Dinner ready at the Bajada Suites from 6:00 pm.

WEEKEND AND PUBLIC HOLIDAY

Breakfast, lunch and dinner will be provided at the Bajada Suites.

COOKING:



Please be aware that Hotel forbids any cooking activities at any time. Breaking the rules is at your own risk.



CIAS

CIAS SECRETARIAT

For further information, please contact at the following information:

Research, Innovation and International Division,
Centre for Instructor and Advanced Skill Training (CIAS),
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CIAST

CONSULATE GENERAL SECRETARIAT IN DAVAO

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Consulate General of Malaysia,
Level 4, Suite 043 & 044,
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J.P. Laurel Avenue, Poblacion
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dav.consular@kln.gov.my



Mr. Deddy Faisal bin Ahmad Salleh
(Consul General of Malaysia)



Mr. Faizel bin Abd Rahman
(Consul of Malaysia)



Mr. Mohd Shaifuddin bin Daud
(Personal Assistant to the
Consul General)



Ms. Ave Anne Therese Diaz



Ms. Sasha Cabrera



Ms. Suad Pangilan

CIASST TOP MANAGEMENT



Dr. Mohd Faizal bin Tokeran
Deputy Director
(Training Management)



Ts. Hj. Mohd Manoj bin Hj. Jumidali
Director



Ts. Dr. Aruna binti Ismail @ Abd. Wahab K.M.N.
Deputy Director
(Planning and Development)



Ts. A. Rahmad bin Ngah
Head of Skilled Instructor
Development Programme
(PPK)



Mohd Nawi bin Isa
Head of Programme Skills
Professional Development
(SPD)



Ts. Mohd Nuzi bin Yaacob
Head of Programme
Electronic Learning and
Multimedia (PEM)



Ts. Dr. Sulaiha binti Ali
Head of Programme
Planning and Training
Development (PPL)



**Mrs. Ainin Nisak binti Ahmad
Asnawi**
Head of Programme Competency
Qualification (KK)



Ts. Dr. Norhayati binti Yahaya
Head of Research, Innovation
and International Division (RII)



**Mr. Ahmad Zahiri bin Abdull
Kadir**
Head of Management
Services Division (BKP)



Mrs. Shamsiah binti Sarkawi
Head of Corporate Division
(BKO)



CIAS

AUTOMOTIVE (BASIC VEHICLE MAINTENANCE)

Instructors Team



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CIAST

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List of Participants

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List of Participants

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CIAS

CLOSING CEREMONY

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2025 AUTOMOTIVE (BASIC VEHICLE MAINTENANCE)

22 AUGUST 2025 (FRIDAY)

*TESDA Regional Training Center - KorPhil Vocational
Training Center, Davao, Philippines*

Time	Programme
10.00 am	The arrival of Participants and Guests
10.30 am	The arrival of YBr. Ts. Zuleah binti Darsong Director General Department of Skills Development Ministry of Human Resources
10.35 am	Prayer Recitation
10.40 am	Remarks by Participant Representative
10.50 am	Remarks by TESDA Regional Director
11.00 am	Remarks by Malawakil Davao
11.10 am	Remarks and Official Closing by YBr. Ts. Zuleah binti Darsong Director General Department of Skills Development Ministry of Human Resources
11.20 am	Certificate Hand Over to Participants
11.30 am	Photo Group Session
11.40 am	Cultural Performance by Participants
11.50 am	Refreshment
12.15 pm	End of Ceremony



SHORT VIDEO, SUMMARY REPORT AND CULTURAL PERFORMANCE

1. Short Video (submitted before the course start)

Each participant is required to submit a **short self-introduction video** before the start of the course. The video should include the following:

- a. A greeting and the participant's full name
- b. Current role and place of work
- c. Brief mention of key responsibilities or experience
- d. Highlight any relevant projects or achievements

The video should be 30 to 45 seconds in duration and can be recorded using a phone or computer webcam. Please upload the video to the designated Google Drive folder by **August 8, 2025**:



Scan to upload

2. Summary Report

Participants are required to prepare and submit a **Summary Report** before the end of the course. The report should include the following:

- a. Title of the report
- b. Participant details
- c. Issues and problems identified in your community or institution
- d. Solutions and approaches based on the knowledge gained from the course
- e. Application of lessons learned
- f. Conclusion



The report should be a minimum of three (3) pages and include photos or documentation taken during the training. It is recommended to use Microsoft Word for submission. Please upload the material to Google Drive by **August 24, 2025**.



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3. Short Testimonial Video

At the end of the course, participants will be invited to have a short video on their learning in Malaysia.

- a. Spoken in English;
- b. Brief self-introduction (e.g. your name and your job);
- c. What have you learned in the Automotive (Basic Vehicle Maintenance) course?;
- d. Do you have any good words for us?

4. Cultural Performance

The objective of the cultural performance during the closing ceremony is to celebrate and highlight the rich cultural diversity of the participants, promoting mutual understanding, respect, and appreciation among all attendees. Each country is requested to present one cultural performance.

Time Table

Title of the Course : Automotive (Basic Vehicle Maintenance)

Date : 10 – 26 August 2025

Venue : TESDA Regional Training Center - KorPhil Vocational Training Center, Davao, Philippines

* Note: Program dates and times are shown in Philippines Standard Time (GMT+8)

	Time							
Date	0900 - 1000	1000 - 1010	1010 - 1245	1245 - 1430	1430 - 1530	1530 - 1540	1540 - 1700	
Sunday (10/08/2025)	Arrival of CIAST Instructors & Check-In Hotel							
Monday (11/08/2025)	Familiarization							
Tuesday (12/08/2025)	Course Registration And Course Briefing	B R E A K	General Orientation & Ice Breaking	L U N C H	Automotive Workshop Safety Rules, Regulations	B R E A K	Pre-Test	
Wednesday (13/08/2025)	Automotive Workshop PPE, Tools & Equipment		Introduction To Automotive Technology		Introduction To Automotive Technology		Understanding Car Engines Work	
Thursday (14/08/2025)	Engine Components And Functions		General Inspection And Servicing Engine		Common Car Engine Problems		Change The Engine Oil, Fuel Filter & Air Filter	
Friday (15/08/2025)	Change The Engine Oil, Fuel Filter & Air Filter		1010 - 1200		Check Lubricating and cooling system		Friday Prayer	1445 - 1700
			Basic Engine Diagnostics					
Saturday (16/08/2025)	Report Compilation							
Sunday (17/08/2025)	Report Compilation							

Time Table

Title of the Course : Automotive (Basic Vehicle Maintenance)

Date : 10 – 26 August 2025

Venue : TESDA Regional Training Center - KorPhil Vocational Training Center, Davao, Philippines

* Note: Program dates and times are shown in Philippines Standard Time (GMT+8)

	Time						
Date	0900 - 1000	1000 - 1010	1010 - 1245	1245 - 1430	1430 - 1530	1530 - 1540	1540 - 1700
Monday (18/08/2025)	The Fundamentals Of Vehicle Electrical Circuit Basic	B R E A K	General Inspection And Servicing Body Electrical	L U N C H	General Inspection And Servicing Body Electrical	B R E A K	Servicing & Testing Battery
Tuesday (19/08/2025)	Automotive Entrepreneurship (Industrial Visits – Service Center/ Workshop)		Automotive Entrepreneurship (Industrial Visits – Service Center/ Workshop)		Basic Automotive Entrepreneurship (Small Workshop Layout Planning)		Basic Automotive Entrepreneurship (Small Workshop Layout Planning)
Wednesday (20/08/2025)	Vehicle Undercarriage Inspection		General inspection and servicing Brake system and Tire & Wheels		Engine transmission & power steering		Check Fluid Transmission & Power Steering
Thursday (21/08/2025)	Introduction To Motorcycle/ Small Engine System		General Inspection And Servicing Motorcycle Components		Change The Motorcycle Engine Oil, Fuel Filter & Air Filter		Check & Service Motorcycle Battery, Lighting And Wiring System
Friday (22/08/2025)	Check & Service motorcycle, Adjust and change sprockets		1000 - 1200		1445 - 1700		Closing Ceremony
Saturday (23/08/2025)	Report Compilation						
Sunday (24/08/2025)	Report Compilation						

Time Table

Title of the Course : Automotive (Basic Vehicle Maintenance)

Date : 10 – 26 August 2025

Venue : TESDA Regional Training Center - KorPhil Vocational Training Center, Davao, Philippines

* Note: Program dates and times are shown in Philippines Standard Time (GMT+8)

	Time						
Date	0900 - 1000	1000 - 1010	1010 - 1245	1245 - 1430	1430 - 1530	1530 - 1540	1540 - 1700
Monday (25/08/2025)	Introduction to Electric and Hybrid Vehicle Technology	B R E A K	Electric Hybrid Vehicle Operation System	L U N C H	Electric Hybrid Vehicle Safety Issues and Concerns	B R E A K	High-Voltage Battery Technology
Tuesday (26/08/2025)	Post Test & Program Evaluation		Course summary and conclusion		CIAST's Instructor Depart to Manila		CIAST's Instructor Depart to Manila

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)



The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Meeting (CHOGM) in Sydney in February 1978. It was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

In line with the spirit of South-South Cooperation, Malaysia through MTCP shares its development experiences and expertise with other developing countries. The MTCP was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries.

The MTCP emphasizes the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, poverty alleviation, investment promotion, ICT and banking. More than 60 short-term specialized programmes are offered by more than 60 MTCP training institutions, many of which are centres of excellence for training. Since its launching, more than 26,000 participants from 139 countries and 2 British overseas territories have benefited from the various programmes offered under the MTCP.

The MTCP has been managed by the Economic Planning Unit, Prime Minister's Department since its inception. In a move to further enable MTCP to spread its wings wider and stronger, the Malaysian Government has decided to transfer the MTCP to the Ministry of Foreign Affairs from 1 January 2010. It is envisaged that emplacing it under the Ministry of Foreign Affairs could provide the synergy and support it requires in line with Malaysia's foreign policy. As the focal point for the MTCP, the Ministry of Foreign Affairs of Malaysia (Wisma Putra) is responsible to formulate policies, fund, coordinate, monitor and evaluate the MTCP programmes.



CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING

CIAST is an acronym for the “Centre for Instructor and Advanced Skill Training”. The idea of CIAST was first mooted by the Malaysian Government in 1979. Following a joint feasibility study, the construction of CIAST was completed by 1983, with financial assistance from the Japanese Government under the ASEAN Human Resources Development Project and was assisted by the technical and management experts from the Japanese Government via JICA until 1991.

From 1991 till June 2007 the operation of CIAST was totally managed by the Manpower Department, Malaysian Ministry of Human Resources. As of 1st June 2007 the management of the centre has been taken over by the Department of Skills Development of the same ministry with the aims of diversifying the functions of CIAST and exploring new possibilities

CIAST is the forefront institute in the Ministry of Human Resources and as a leading organization in the development and enhancement trainers of skills training in Malaysia. CIAST conducting various courses for participants from other vocational training institutes, domestic industries and international countries and this has been a tradition with the Ministry where human resources are the biggest and most important asset.



TS. HJ. MOHD MANOJ BIN HJ. JUMIDALI
Director
Centre for Instructor and
Advanced Skill Training

The centre offers courses in instructor training, supervisory training and advanced skill training for skills instructors, industrial supervisors and coaches and industrial skilled workers from the private and public sectors as well as international level. Training programs at the centre were conducted by experienced instructors with various technical backgrounds. CIAST has been conducting and offering courses for foreign participants starting with ASEAN Regional Training (ART) since 1988. CIAST has conducted 51 international courses and has trained a total of 544 foreign participants.

ABOUT MALAYSIA



Geography

Malaysia is situated between latitudes two and seven degrees north of the Equator. It comprises 13 states—Kelantan, Terengganu, Pahang, Johor, Melaka, Negeri Sembilan, Selangor, Perak, Penang, Kedah, Perlis, Sabah, and Sarawak—and three Federal Territories: Kuala Lumpur, Putrajaya, and Labuan. The states of Sabah and Sarawak, along with the Federal Territory of Labuan, are located in East Malaysia, while the remaining states and Federal Territories are situated in Peninsular Malaysia.

Area and climate

With an expansive area of approximately 330,534 km² and a warm tropical climate ranging from 23°C to 32°C, Malaysia offers a year-round paradise filled with an endless variety of exciting and unforgettable tourism experiences for every type of traveller.

History and economy

The history of Malaysia traces back to the early 15th century with the establishment of the Melaka Sultanate. The nation gained independence as the Federation of Malaya on 31 August 1957 and was subsequently established as Malaysia in 1963 following the inclusion of Sabah and Sarawak.

Manufacturing represents the largest sector of Malaysia's economy, while tourism and primary commodities particularly petroleum, palm oil, and timber also serve as significant contributors to national economic development.

People and culture

Malaysia is a captivating nation with a vibrant, multicultural population. Its rich diversity stems not only from the Malays and various indigenous groups, but also from historical waves of immigration from China, India, Indonesia, and other parts of the world, all of whom have contributed to its multi-racial makeup.

ABOUT MALAYSIA



According to the Department of Statistics Malaysia, the country's population in 2024 is estimated at 34.1 million people. Out of the 30.7 million citizens, Bumiputera (comprising Malays and Orang Asli, or indigenous peoples) make up 70.4% of the population, the Chinese community constitutes 22.4%, Indians account for 6.5%, and other ethnicities represent 0.7%.

Malaysia's evolution into a cultural melting pot is clearly seen in its unique blend of religions, traditions, festivals, languages, food, and many other cultural expressions.

Official religion

The official religion in Malaysia is Islam, but other religions including Buddhism, Hinduism and Christianity are practiced freely.

National language

The national language is Bahasa Melayu (Malay), but English is widely spoken. Most Malaysians are multilingual, speaking various languages and dialects, such as Mandarin, Cantonese and Tamil.



