



SBL Scheme

CERTIFICATE IN TRAINING ADMINISTRATION

The Certificate in Training Administration provides participants with a solid foundation in understanding the strategic role of training within an organization and the practical implementation of the training cycle.

The program is designed to:

- Formalize the competency standards required for effective administration of the complete training cycle activities
- Provide basic qualification and recognition for training / human resource non- executives, clerical assistants and executives.
- Develop knowledge, skills and expertise in the administration of training activities including the National Human Resource Development Funds (HRDF) schemes
- Develop knowledge and skills in providing practical assistance in conducting training needs analysis, planning, development of training documentation and training evaluation

WHO SHOULD OBTAIN THIS CERTIFICATION?

Organizations are encouraged to provide formal certification in training competencies for the following categories of staff:

- Training executives, assistance, non-executives and clerical staff seeking formal qualification in training administration.
- Human Resource personnel currently involved and/or providing assistance in training functions and activities
- Individuals with or without experience, having an interest in training and seeking to pursue a career in training and development.

ENTRY REQUIREMENTS:

- Qualification : Minimum SRP with or without working experience

COURSE STRUCTURE, OBJECTIVES AND ASSESSMENT:

Participants will attend 44 hours of training, over duration of 2 months, with classes conducted mainly after working hours. The program structure comprises five (5) integrated modules:-

	MODULES	OBJECTIVES	HOURS
1.	FUNDAMENTALS OF TRAINING	<ul style="list-style-type: none"> ➤ Overview of Organisational Development ➤ Understanding the strategic approach to training ➤ Comprehensive knowledge on the steps involved in a training cycle 	4 Hours
2.	PLANNING FOR ORGANISATIONAL DEVELOPMENT	<ul style="list-style-type: none"> ➤ Understanding the importance of the Training Needs Analysis (TNA) for performance and organisational development ➤ Knowledge on the step-by-step process and the role of training administrator to assist in the TNA. ➤ Understanding the competency analysis and the training intervention required. ➤ Understanding the development of the Training Strategy ➤ Assignment: <i>Project Paper on Training Needs Analysis</i> 	10 Hours
3.	EFFECTIVE PROGRAM DEVELOPMENT & ADMINISTRATION	<ul style="list-style-type: none"> ➤ Basic Adult learning principles ➤ Understanding learning objectives and program structure ➤ Basic skills in research and concept development for assisting with the development of training materials ➤ Planning and assisting with the program administration requirements ➤ Assignment: <i>Project Paper on Research & Concept Skills</i> 	10 Hours
4.	TRAINING EVALUATION TOOLS	<ul style="list-style-type: none"> ➤ Understanding the effectiveness of training with the 4 levels of Evaluation ➤ Knowledge on the development of training evaluation tools ➤ Understanding of the administrative aspects of assisting with the evaluation tools 	8 Hours
5.	TRAINING ADMINISTRATION	<ul style="list-style-type: none"> ➤ Defining the national training framework in Malaysia ➤ Importance of the training administrator role in the training department / organisation ➤ Understanding the Human Resource Development Fund Schemes ➤ Practical information on the completion of the relevant forms to fully utilize the organization's contribution 	8 hours <i>(Bonus 8hrs)</i>
	ASSESSMENTS	Examination	4 Hours
	TOTAL HOURS	OVER DURATION OF 2 MONTHS	44 HOURS

The course is highly participative and practical in nature. A range of learning methods will be used which are designed to combine sufficient theory and practice. Assessments will be continuous for the duration of the program through a combination of:-

- Learning activities structured into the content
- Specific organization-based research assignments
- Formal examinations
- Comprehensive project papers

All modules, learning activities, research assignments, examinations and project papers are designed to ground input material whilst drawing relevance to participant's organization and work functions. This ensures maximum transfer of learning to the workplace.

ASSESSED COMPETENCIES

<p><u>Research Assignments</u> Participants are required to submit an assignment (2,500 words/ 10 pages) on:</p> <ul style="list-style-type: none"> ➤ Training Needs Analysis Project ➤ Research & Concept Skills in Materials Development 	<p>60% of competency assessment</p> <p>30% for each assignment</p>
<p><u>Examination</u> Participants are required to prepare & sit for a comprehensive examination on all 5 modules to display level of understanding on each module</p>	<p>40% of competency assessment</p>

CERTIFICATION

Certificate in Training Administration will be awarded by the MEF Academy upon completion of all program requirements.

COURSE FEES

RM2,500 per participant, with 20% discount for MEF members / individuals working with MEF member companies.

VENUE : MEF Training Centre,
 3A06 -3A07, Block A,
 Pusat Dagangan Phileo Damansara II
 No. 15, Jalan 16/11, Off Jalan Damansara,
 46350 Petaling Jaya,
 Selangor Darul Ehsan,
 Malaysia.

REGISTRATION PERIOD : January – March 2007

DATE OF COMMENCEMENT : 22nd MARCH 2007

PROGRAM SCHEDULE: 6PM – 8PM (WEEKDAYS) / 9PM – 1PM (WEEKENDS)

Summary of Modules		Dates & Time
1.	FUNDAMENTALS OF TRAINING <ul style="list-style-type: none"> Organisational Development Comprehensive training cycle 	22 nd Mar (2hrs) 27 th Mar (2hrs)
2.	PLANNING FOR ORGANISATIONAL DEVELOPMENT <ul style="list-style-type: none"> Conducting the Training Needs Analysis Understanding the Training Strategy Project Paper on TNA 	29 th Mar (2hrs) 3 rd Apr (2hrs) 5 th Apr [2hrs] 4hrs project based assessment
3.	EFFECTIVE PROGRAM DEVELOPMENT & ADMINISTRATION <ul style="list-style-type: none"> Understanding the Program Structure Research and concept development skills for training materials [Project Paper] Program administration requirements 	7 th Apr (4hrs) 10 th Apr [2hrs] 12 th Apr [2hrs] 2hrs project based assessment
4.	TRAINING EVALUATION TOOLS <ul style="list-style-type: none"> Understanding 4 levels of Evaluation Development of training evaluation tools 	17 th Apr [2hrs] 19 th Apr [2hrs] 21 st Apr [4hrs]
5.	TRAINING ADMINISTRATION <ul style="list-style-type: none"> Defining the training framework Role of training administrator Human Resource Development Funds Schemes 	24 th Apr [2hrs] 25 th – 26 th Apr [14hrs]
6.	ASSESSMENTS <ul style="list-style-type: none"> Examination (40%) 	12 th May [4hrs]
<i>Program Schedule is subject to revision</i>		



APPLICATION FOR ADMISSION
CERTIFICATE IN
TRAINING ADMINISTRATION 2007

1. PERSONAL PARTICULARS

FULL NAME : _____

DATE OF BIRTH : _____ AGE : _____

NRIC NO : _____

MARITAL STATUS : _____

RESIDENTIAL ADDRESS :

Tel No : _____

OFFICE ADDRESS :

Tel No : _____

Fax No: _____

Email : _____

2. CURRENT APPOINTMENT

(if self-employed, retired or unemployed, please indicate accordingly)

DESIGNATION : _____

NAME OF EMPLOYER : _____

OFFICE ADDRESS : _____

NUMBER OF YEARS : _____

Describe your main duties :

3. QUALIFICATIONS OBTAINED

School/College/University

Qualifications / Year

_____	_____
_____	_____
_____	_____

4. PREVIOUS EMPLOYMENT

Employer

Designation

Year

_____	_____	_____
_____	_____	_____

5. **Is your employer a member of MEF ?** Please tick the appropriate box.

Yes. Cheque(s) of RM2,000 payable to Malaysian Employers Federation

No. Cheque(s) of RM2,500 payable to MEF Academy Sdn Bhd

I declare that all the information provided in this application is true and correct and I enclose herewith a cheque/bank draft No.

_____ **for the RM** _____ **being full payment of fees.**

Signature of Applicant

Date

**NOMINATION / CONFIRMATION
BY MEF MEMBER ORGANISATION**

MEF member companies nominating employees to attend this course, are required to complete this section, with the required contact details of the organization.

For self-sponsored applicants, who are seeking MEF member discount, please obtain confirmation of your employment from your organization and MEF membership number.

We hereby nominate / confirm* Mr./ Ms _____

Designation : _____ from _____

to attend the above programme.

**Please delete if not applicable*

Our Cheque No. _____ RM _____ payable to
Malaysian Employers Federation is attached herewith.

Contact person : _____

Designation : _____

Company : _____

MEF membership : _____

Address : _____

Telephone : _____

Fax : _____

Email : _____

Signature :

Date :

Company Official Stamp: