

## Application and Requirements

### APPLICATION GUIDELINES

1. Application should be made using prescribed MTCP forms available at:  
[mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](http://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course)
2. The application must be completed and endorsed by the Ministry of Foreign Affairs / Focal Points responsible for the MTCP Programme in the applicant's country, then submitted through the applicant's government with Note Verbale to the Ministry of Foreign Affairs Malaysia via the nearest Malaysian High Commission / Embassy.
3. Incomplete and/or unendorsed forms will not be processed
4. Online training link will be sent out via email to successful candidates.

**Age:** Applicants should be between 26 to 50 years old.

**Course Fee and Registration:** All course fees will be borne by the Malaysian Government under the MTCP.

**Manners:** Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP participants and abide by the laws, rules and regulations as may be stipulated by the host government in respect of this training course.

**Netiquette:** Netiquette guidelines are a set of rules that dictate what tasteful and respectful online behavior is. During lectures, male participants are required to dress in long-sleeved shirts with ties, long pants and lounge suits and female participants should be appropriately dressed in office attire. During practical, participants are required to dress in suitable attire for practical training. For formal occasions – lounge suit or national costume are required.



For further enquiries, applications can either approach their respective Malaysian official representatives, or write/e-mail to the following address:

**THE SECRETARIAT OF MTCP 2021**  
Centre for Instructor and Advanced Skill Training (CIAST)  
P.O Box 7012, Jalan Petani 19/1  
Section 19 Shah Alam  
40900 Selangor  
MALAYSIA.  
Email : [mtcp@ciast.gov.my](mailto:mtcp@ciast.gov.my)

### TRAINING COORDINATOR:

Ms. Shamsiah Sakarwi  
Telephone : +603-5543 8294/+6019-6643434  
E-mail : [shamsiah@ciast.gov.my](mailto:shamsiah@ciast.gov.my)

Ms. Suhana Naziran  
Telephone : +603-5543 8311/+6017-3956535  
E-mail : [suhana@ciast.gov.my](mailto:suhana@ciast.gov.my)

Ms. Farehan Ismail  
Telephone : +603-5543 8332/+6019- 2818068  
E-mail : [farehan@ciast.gov.my](mailto:farehan@ciast.gov.my)

### CLOSING DATE

**13 September 2021**

## Malaysian Technical Cooperation Programme (MTCP)

### THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME

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

The MTCP emphasizes on the development of human resources through the provision of trainings in various areas which are essential for a country's development such as the public administration, good governance, health, education, agriculture, sustainable development, poverty alleviation, economy and finance, ICT and environment. Annually, Malaysia offered more than 65 capacity-building and technical assistance programmes under the MTCP, which have benefited more than 34,000 participants from 144 countries.

### OBJECTIVES OF MTCP

1. To share the development experience with other countries;
2. To strengthen bilateral relations between Malaysia and other developing countries;
3. To promote South-South Cooperation (SSC); and
4. To promote the technical cooperation among developing countries.

## Centre for Instructor and Advanced Skill Training (CIAST)

Acronym for the Centre for Instructor and Advanced Skill Training. CIAST is the forefront institute in the Ministry of Human Resources and one of the leading organizations in development and enhancement trainers of skill training in Malaysia. The idea of CIAST was first mooted by the Malaysian Government in 1979. CIAST conducts 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 is the biggest and most important asset.

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 are conducted by experience instructors with various technical backgrounds. CIAST is located in Shah Alam, the state capital of Selangor which is also known as the 'Orchid City' of Malaysia. It is 25 km away or about half an hour drive from Kuala Lumpur, the capital of Malaysia and about one hour drive from Kuala Lumpur International Airport (KLIA).



## MALAYSIAN TECHNICAL COOPERATION PROGRAMME MTCP 2021

Join our course:

### TRAIN THE TRAINERS FOR TVET CODE: CM21SPD-01

Organised by:



Centre For Instructor And Advanced Skill Training (CIAST)  
MALAYSIA

Date:

**20-24 September 2021**

**Open to all MTCP recipient countries**

Time:

**Malaysia Time Zone (GMT +8)**

**Class Timing Will Be Arranged According to Participants Time  
Zone Suitability**

#### Description and Course Outline

##### TRAIN THE TRAINERS FOR TVET

Train The Trainers for TVET (Technical and Vocational Education and Training) is offered to technical trainers, vocational training managers, officers, and lecturers of government institutions or departments. TVET is crucial because it prepares students to be ready for the workforce. Therefore, TVET instructors must be equipped with the pedagogy to train these future skilled employees. It requires an instructor to be well equipped to train technical students. The course participants will be exposed to various methods to determine training requirement, course design, training activities, and training evaluation through lectures, practical work and discussions related to the course learning outcomes. This course includes pre-test, assignments, presentation/lesson practice (mock teaching) and post-test.

#### Target group

This course is developed for technical trainers, vocational training managers, officers, and lecturers of government institutions / departments related to the course being offered.

#### Course Methodologies

- ❖ Lecture ;
- ❖ Presentation ;
- ❖ Exercise;
- ❖ Assignments.

#### Online Class Requirements

- ❖ Computer/Laptop
- ❖ Suitable Operating System (Windows10, Mac, etc)
- ❖ Ms Office (Word, Powerpoint, Excell)
- ❖ Internet Access

#### DETERMINE TRAINING REQUIREMENT

- Current Training Implementation;
- Online Teaching: Competency Based Training;
- Online Teaching: Education Design.

#### DESIGN TRAINING COURSE

- Online Learning: Learning Design
- Online Learning: Instructional Design
- Online Learning: Effective Training

#### CONDUCT TRAINING

- Online Learning : Interactive Learning
- Online Learning : Learning Approach
- Online Learning : Demonstration of Teaching Method

#### CONDUCT TRAINING EVALUATION

- Online Learning : Training Evaluation
- Online Learning : Types of Assessment
- Online Learning : Competency Assessment
- Review of Trainers Responsibility
- Way Forward: Training Challenging & Technology