



**Malaysian Iron & Steel Industry Federation** Co. Reg. No. 76350P  
GST Reg. No. 001781899264

13 January 2020

By fax/email

**MEMBERS CIRCULAR**  
**(C02/2020)**

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Dear Sirs/Madam,

We wish to inform that the **Human Resource Development Fund (HRDF)** has established **Sectorial Training Committees (STCs)** which have been tasked to provide several essential industry inputs such as skill requirements, skill gaps, training needs/programmes, future skill requirements, among other matters. MISIF is participating in the **Sectorial Training Committee (STC) for Mineral-based Products**. MISIF has been accorded due recognition by HRDF with the appointment of Dato' Lawrence Lim, MISIF Vice-President III and Chairman of the MISIF Human Resource Development Committee, as the Chairman of this STC.

The STC's first important task is to compile a **list of technical training needs of the iron and steel industry**. This information-gathering exercise is required to update and collate a list of technical skills that will serve as the database of technical skills crucial for the iron and steel industry.

Identification of technical skills and their training needs that correspond with the advancement of technology, system and processes would form the basis for the authorities and the industry to work together to **formulate appropriate training courses and programmes that matches industry's human capital demand and expectations**. The on-going exercise provides an excellent opportunity for members to participate and provide the necessary inputs towards this end. As such, we urge you to give due attention on this matter. You may wish to refer to your respective senior human resource personnel on the same.

We also enclose a sample of the form duly completed, courtesy of Ann Joo Steel Berhad to facilitate your better understanding and provision of the details required. We seek your kind cooperation and assistance to **provide your proposed/planned training program in 2020 for HRDF's consideration as HRDF Claimable Training (if any) and return by fax to 03-55133891 or email to [norlian@misif.org.my](mailto:norlian@misif.org.my), preferably before 5<sup>th</sup> February 2020 (Wednesday)** for our further action.

Thank you.

Yours sincerely,

NG MOR KIANG (Ms.)  
Industry Manager

STC BASED\_2020 TRAINING PROGRAM LIST

No	Training Course	Trade Association	Proposed Days	Total Hours (day x 8 hours)
1	Authorized Entrant Confined Space	MISIF	3	24
2	Business Communication & Writing Skills in English	MISIF	1	8
3	Certified Environmental Professionals In Sewage Treatment Plant Operation	MISIF	1	8
4	Certified Environmental Professionals In the Operation of Industrial Effluent Treatment	MISIF	1	8
5	Cost Effective Supply Chain Management	MISIF	2	16
6	Document Filing & Office Administration	MISIF	2	16
7	Effective Negotiation Skills	MISIF	2	16
8	Effective Production Planning and Control	MISIF	1	8
9	Inventory Performance and Materials Management	MISIF	1	8
10	Microsoft Excel/Power Point (Intermediate/Advance)	MISIF	1	8
11	Occupational Basic Safety Training/Kursus Asas Keselamatan (License)	MISIF	15	120
12	Profit Making and Cost Saving Through Effective Purchasing	MISIF	1	8
13	Radiation Safety & Awareness (CEP Points)	MISIF	1	8
14	Selling in Tough Times	MISIF	1	8
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Form completed by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

(Kindly complete and email to norfian@misif.org.my before Wednesday, 5th February 2020)