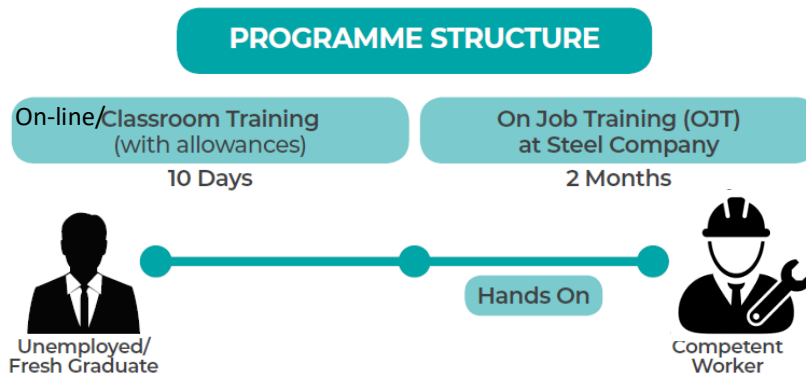




MSI Reskilling and Upskilling Programme Under PENJANA Initiative 2021

Malaysia Steel Institute (MSI) which is an agency under the Ministry of International Trade and Industry (MITI) has proposed to the Government to conduct customised Reskilling and Upskilling Programme Under the PENJANA Initiative. This training programme is named Enhanced Employability of Unemployed Workers and New Graduates in The Iron and Steel Industry. It is Customised Training and Placement Programme to train local unemployed workers/talents to work in the Iron and Steel industry as skilled workers. The programme is blended with 10 days of theory classroom or on-line training and 2 months On-Job-Training (OJT) where the classroom training is **FULLY SUBSIDISED** by Government and participant will received RM500 allowance during classroom training. The programme is targeted to train 300 skilled workers to enter iron and steel industry by December 2022 and will be commenced by end of July 2021.



Information

- Company to commit or provide of new recruit from July – October 2021 to participate the programme.
- MSI will arrange training and participants will attend a **10-days training programme**, whereby MSI will provide them RM500 allowance. Training time is from 9 am – 5 pm (Flexible)
- Only Malaysian is eligible to participate in this programme.
- Company required to provide a copy of the employment offer letters to the participant and MSI each.
- All participants must fill-up all the necessary form
 - Programme Application Form (Appendix 1)
 - Offer Acceptance Letter (Appendix 2)
- In case you are not able to obtain 30 pax for 1 batch due to recruitment timing, we can mix with other company's participants to start the classes.
- The following is the list of 10-days coverage:

No.	Module	Objective
1	Introduction to steelmaking industry	Understand the overview of Iron and Steel Industry and its contribution to industrialisation
2	Fundamental of steelmaking technology and process	Understanding of primary steelmaking, secondary steelmaking and continuous casting and technology employ. Understand both practical and theoretical aspects of steelmaking and casting, including laboratory activities
3	Steelmaking operation	Understand the operation in steelmaking from raw material selection, planning, production, until delivery
4	Steelmaking maintenance	Understand key maintenance activities in steelmaking
5	The fundamental of the steel product quality system	Understand the quality control requirements and basis testing in iron and steel industry.
6	Raw material for steelmaking	Understand types of raw materials i.e. iron ore, steel scrap, coke and limestone
7	Introduction to steel products	Understand the type of steel product i.e., long product, flat product, hot rolled steel, cold rolled steel and their application.
8	Communication skills	How to improve communication skills in the workplace
9	Operational safety in iron and steel industry	Awareness on the potential hazards in iron and steel industry and on the need to take preventive measures
10	Coronavirus (COVID-19) Compliance Safety	Understand all SOP related to COVID-19 and compliance requirements.

- After the 10-days training, the company will provide On-the Job Training (OJT) at their factory location to provide practical training and upskilling for a minimum period of 2 months.
- MSI together with its agent will be communicating with your company on weekly attendance during On-the Job Training (OJT) and tracing activity in 6th, 9th and 12th month on the progress of participants.
- The recruitment period is from July 2021 onwards.
- The following is MSI and our partner contact person
 - MSI: T: 012-669 2491 E: leon@malaysiasteelinstitute.com (Mr Lai Leong Chon)
T: 011-33558803 E: syakirah@malaysiasteelinstitute.com (Ms Noor Syakirah)
 - Training Provider: T: 013-5333992 E: nicole@mitecauto.com (Ms Nicole)




Training Schedule
Programme Enhanced Employability of Unemployed Workers and New Graduates in The Iron and Steel Industry


Batch No.	Activity	2021						Tracing Activity
		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
0	Recruitment of Trainees							
1-2	Training (Online Training, On Job Training & Tracing)							Jan 22, Apr 22 & Jul 22
3	Training (Online Training, On Job Training & Tracing)							Jan 22, Apr 22 & Jul 22
4-5	Training (Online Training, On Job Training & Tracing)							Feb 22, May 22 & Aug 22
6	Training (Online Training, On Job Training & Tracing)							Feb 22, May 22 & Aug 22
7-8	Training (Online Training, On Job Training & Tracing)							Mar 22, Jun 22 & Sep 22
9	Training (Online Training, On Job Training & Tracing)							Mar 22, Jun 22 & Sep 22
10	Training (Online Training, On Job Training & Tracing)							Jan 22, Apr 22 & Jul 22 & Oct 22

Remarks :

- 1) Classroom Training and On-The- Job Training sequence may be changed due to enforcement of Movement Control Order (MCO) / Lockdown / National Recovery Plan (NRP) / Phase 1 / Phase 2.
- 2) No. of participants per batch and No. of batch could be changed based on condition.
- 3) Tracing activity at 6th, 9th & 12th month

Legend

-  Programme Planning, Promotion and Recruitment
-  Online/Classroom training
-  On-The-Job Training

		PROGRAMME APPLICATION FORM (项目申请表) PENJANA - Enhanced Employability of Unemployed Workers and New Graduates in the Iron and Steel Industry		
CONFIDENTIAL				
MALAYSIA STEEL INSTITUTE				
PERSONAL DETAILS/个人资料				
Applicant Name: <i>Nama Pemohon:</i>		<div style="border: 1px solid black; width: 100px; height: 100px; margin: auto;"> PHOTO GAMBAR </div>		
Identification Card: <i>No. Kad Pengenalan:</i>				
Home Address: <i>Alamat Rumah:</i>				
Bank Name: <i>Nama Bank:</i>	Branch Location: <i>Lokasi Cawangan:</i>	Account Number: <i>Nombor Akaun:</i>		
Home Telephone: <i>Telefon Rumah:</i>	Mobile Phone: <i>Telefon Bimbit:</i>	Email: <i>Emel:</i>		
Date of Birth: <i>Tarikh Lahir:</i>	Place of Birth: <i>Tempat Lahir:</i>	Age: <i>Umur</i>		
Religion: <i>Agama:</i>	Race: <i>Keturunan:</i>	Nationality: <i>Warganegara:</i>		
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Others _____ <i>Taraf Perkahwinan: Bujang <input type="checkbox"/> Berkahwin <input type="checkbox"/> Bercerai <input type="checkbox"/> Lain-Lain _____</i>		Gender: <i>Jantina:</i>		
Spouse Name: <i>Nama Pasangan:</i>	Occupation: <i>Pekerjaan:</i>	No. Of Children: <i>Bilangan Anak:</i>		
EMERGENCY CONTACT PERSON/紧急联系人				
Name: <i>Nama:</i>	Relationship: <i>Hubungan:</i>	Telephone No: <i>No. Telefon:</i>		
HEALTH RECORD/健康记录				
Are you pregnant: <i>Adakah anda hamil:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Ya <input type="checkbox"/> Tidak	Ever Hospitalized: <i>Pernah dimasukkan ke Hospital:</i>		
Do you have any health problem?: <i>Adakah anda mengalami masalah kesihatan?:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Ya <input type="checkbox"/> Tidak	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Ya <input type="checkbox"/> Tidak		
Illness (Operation/Accident): <i>Penyakit (Pembedahan/ Kemalangan):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Ya <input type="checkbox"/> Tidak	Duration of Treatment: _____ <i>Tempoh Dirawat: _____</i>		
EDUCATION DETAILS/教育详情				
School/Institute/University <i>(Sekolah/Institut/Universiti)</i>	Cert/Diploma/Degree <i>(Sijil/Diploma/Ijazah)</i>	Field <i>(Bidang)</i>	Duration <i>(Tempoh)</i>	Result <i>(Keputusan)</i>
Please indicate competency in language [B = basic, I = intermediate, F = fluent] <i>(Sila nyatakan kecekapan dalam bahasa [A = asas, S = sederhana, F = fasih])</i>				
Language/ Dialects <i>(Bahasa/ Dialek)</i>	Spoken <i>(Percakapan)</i>	Read <i>(Pembacaan)</i>	Written <i>(Penulisan)</i>	

CURRENT & PREVIOUS EMPLOYMENT/当前和以前的工作

Company (Syarikat)	Position (Jawatan)	Reason for leaving (Sebab Berhenti)	From (Dari) MM/YY	To (Ke) MM/YY	Basic Salary/ Allowances (Gaji/ Elaun)

REFERENCES/参考

List two references below. Relatives should not be included
Senaraikan dua rujukan di bawah. Saudara-mara tidak boleh dimasukkan

Name/ Nama	Company/ Syarikat	Telephone/ Telefon	Designation/ Jawatan	Relationship/ Hubungan

DECLARATION/宣言

I declare that all above information is true and complete and I am liable to disciplinary action conducted against me for falsifying or not declaring any of the above information required. I understand that my employment is subjected to my passing the medical examination conducted by *Malaysia Steel Institute (MSI)*. False or inaccurate information given will render any subsequent employment contact null and void.

Saya mengaku bahawa semua maklumat di atas adalah benar dan lengkap dan saya bertanggungjawab terhadap tindakan tatatertib yang dijalankan terhadap saya kerana memalsukan atau tidak mengisytiharkan mana-mana maklumat di atas yang diperlukan. Saya fahan bahawa pekerjaan saya tertakluk kepada lulus ujian perubatan yang dijalankan oleh *Malaysia Steel Institute (MSI)*. Maklumat palsu atau tidak tepat akan menyebabkan sebarang kontrak pekerjaan berikutnya tidak sah.

Signature of Applicant/ Tandatangan Pemohon

Date/ Tarikh

FOR OFFICE USE/辦公用

Position/ Jawatan _____

Date Join/ Tarikh mula program _____

Allowance/ Elaun _____

Offer-Acceptance Letter

PENJANA Upskilling and Reskilling Programme Enhanced Employability of Unemployed Workers and New Graduates in the Iron and Steel Industry

Batch:

Name:

I.C. No.:

Terms and Condition

- Allowance
You will be paid an allowance of RM 500.00 (Ringgit Malaysia: Five Hundred Only) by the Malaysia Steel Institute (MSI) during 10 days training program period depends on your attendance. Allowance will be only be paid by MSI to participants upon completion of training and receiving acceptance employment letter from steel companies.
- Effective Date
The effective date shall be on _____(day/month/year) base on your attendance.
- Training period
Comprehensive classroom / Online training – 10 days On-Job-training —2 months

MSI reserves the right to revise the schedule and vary the training hours and days
- Hosting company
MSI will arrange the interview for you (if needed) , you need to perform in the interview and accept the offer by the company.
- Duty and Responsible
Assignment of work will be at the discretion of the management of the company.

6. Termination

6.1 Your appointment may be terminated by MSI with one week notice in writing if you have been found guilty of criminal offences in any Court of Law or it is proven through urine or blood test sample test that you are associated in using illegal drug.

6.2 If you would under any circumstances withdraw from this program at anytime, you will be required to reimburse MSI and host company all related cost incurred in the period in which you are in this program.

7. Program Content Secrecy

7.1 During your period with PENJANA Upskilling and Reskilling Programme Enhanced Employability of Unemployed Workers and New Graduates in the Iron and Steel Industry you are expected to devote your attention, time, skills and knowledge to the training.

7.2 All the information obtained in the cause of work with the program shall be deemed to be strictly confidential. No such information shall divulge to any outside party without the prior expressed permission of MSI.

7.3 Should you at any time disobey, neglect or refuse to comply with any lawful directive of management, or found to be guilty of misconduct, including dishonesty, or the management is satisfied that you are involved in divulging confidential matters to competitor, you shall be dismissed with immediate effect and all cost of training incurred by MSI and host company in training you in this program shall be paid fully by you.

By signing and dating this letter below, I fully understand the terms and conditions of the offer and accept the offer to participate in this programme.

(Signature)

Name :

IC NO.:

Date: