

No.17/40/2021-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

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North Block, New Delhi,
25th August, 2021.

TRAINING CIRCULAR

Subject:-Online Malaysian Technical Cooperation Programme on "**Train the Trainers for TVET**" by Centre for Instructor for Advanced Skill Training (CIAST) from 20th to 24th September, 2021.

The Republic of Malaysia has invited nominations for **online** course on "**Train the Trainers for TVET**" by Centre for Instructor for Advanced Skill Training (CIAST) from 20th to 24th September, 2021 under the Technical Assistance Programme with India. The programme is intended for technical trainers, vocational training managers, officers and lecturers of government institutions/departments related to the course being offered. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **two**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Malaysia.** All nominees are to submit their applications prescribed MTCP forms available at: [mtcpcoms.kln.gov.my/mtcpcoms/online /list_course](http://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/ Department :

(i) Sponsoring Government's application form along with the other forms.

(ii) DEA's proforma - duly countersigned by competent authority (**Annex-III**).

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 03.09.2021** positively at the following address:-

Shri R. Murali,
Section Officer(BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 271 B, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135
Email- murali.r@nic.in

.....2/-

6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.finmin.nic.in under the link "Foreign Training Programmes [<https://mofapp.nic.in/training/default.aspx>].



(**ASHISH SHARMA**)

Under Secretary to the Govt. of India

Tel: 23095073

Email:- ashish.sharma70@nic.in

1. Joint Secretary (Admn.), Ministry of Education, Shastri Bhavan, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

Application and Requirements

APPLICATION GUIDELINES

1. Application should be made using prescribed MTCP forms available at:
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

TRAINING COORDINATOR:

Ms. Shamsiah Sakarwi

Telephone : +603-5543 8294/+6019-6643434

E-mail : shamsiah@ciast.gov.my

Ms. Suhana Naziran

Telephone : +603-5543 8311/+6017-3956535

E-mail : suhana@ciast.gov.my

Ms. Farehan Ismail

Telephone : +603-5543 8332/+6019- 2818068

E-mail : 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**

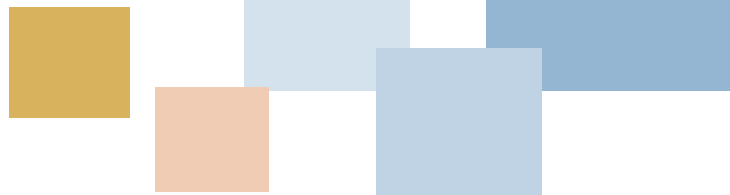
- Online Learning: Learning Design
- Online Learning: Instructional Design
- Online Learning: Effective Training

**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



SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. **should also satisfy themselves about the eligibility conditions** prescribed by the sponsoring foreign Government/agency **before sending the nominations to DEA.**

HOW TO APPLY3. **Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of **training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. **Nominations:-**

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly **indicate the prioritization** of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications **are not to be sent** to the sponsoring foreign country/agency **direct** unless the same has been endorsed by the Nodal Department i.e. DEA.

5. **Clearances:-**

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA – Japan International Cooperation Agency, **SCPTA** – Singapore Cooperation Programme Training Award, **IMF** – International Monetary Fund, **MTCP** – Malaysian Technical Cooperation Programme

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications				
5. Service to which the officer belongs		6. Date of regular appointment		
7. Details of posts held during the last five years (starting from the present):				
S.No.	Post held	Ministry/Department/Organization	Nature of work/Job profile	
8. Name of foreign training programme applied for and its relevance to the candidate				
9. Papers etc. if any published by the candidate				
10. Details of Foreign Training Programmes attended during the last two years				
S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training Institution	Source of funding
Signature of the candidate:				
Office Phone No. Mobile No.:				
E-mail:				
CERTIFICATE				
Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal)				



Please affix
passport
size
photograph

APPLICATION FORM

COURSE CONDUCTED UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no : _____
Received : _____
Checked : _____

Title of Course:	Date of Course:
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1. PERSONAL DETAILS

Family Name (surname):	Date of birth : Day Month Year
First Name:	Citizenship:
Other Names:	Gender:
City and country of birth:	Marital status:
Passport No.: Type of Passport: (Diplomatic/Official/Regular) Expiry Date:	Religion:

2. CONTACT DETAILS

Office Address:	Postal / Home Address:
Mobile: Country Area Number	Home: Country Area Number
Office: Country Area Number	Fax: Country Area Number
Email:	
Person to be contacted in case of emergency :	
<u>Family</u> Name: Relation: Mobile Number: Address: Email:	<u>Office</u> Name: Position: Mobile Number: Address: Email:

3. EDUCATION

Name of institution and place of study	Major/Field of study	Years	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Type of organization: Government / Semi Government / Private / NGO	Type of organization: Government / Semi Government / Private / NGO

Job description:

Please continue on supplementary pages if necessary

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before?: YES/NO

Name of Programme:

Organiser:

Year:

Have you participated in any MTCP training programme in Malaysia before?: YES/NO

Name of Course:

Name of Training Institute:

Year:

6. ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

8. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

Date

Signature of applicant

9. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia.

Dated this _____ day _____ of 20 ____

Signature of applicant)
Name of applicant)
Date)

In the presence of
Signature of Witness)
Name of Witness)
Designation of Witness)
I/C or Passport No.)

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION BY THE NOMINATING AGENCY

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his/her period of stay in Malaysia, he/she would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; an
- d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No.: _____
for the training course.

Name and Designation

Signature and Official Stamp

Name and Organisation

_____-_____-_____
Country code Area code Office tel no.

Email address

_____-_____-_____
Country code Area code Office tel no.

ENDORSEMENT BY THE MINISTRY OF FOREIGN AFFAIRS

Name

Email Address
(Ministry's Official Stamp)

Designation

Name of Organisation

Signature

_____-_____-_____
Country code Area code Office tel no.

_____-_____-_____
Country code Area code Office tel no.