



# МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

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Заклади вищої освіти

*Щодо навчального семінару в Малайзії  
«Удосконалення підготовки.  
Програма для тренерів»*

Надсилаємо для відповідного опрацювання отримані від Посольства Малайзії в Україні пропозиції Центру підготовки інструкторів та підвищення кваліфікації Департаменту трудових ресурсів Міністерства людських ресурсів Малайзії (<https://www.ciaat.gov.my/?p=902&lang=en>) стосовно запрошення українських представників до участі в короткотерміновому семінарі «Удосконалення підготовки. Програма для тренерів», що проходить у період з 03 по 20 вересня 2019 р. в м. Куала-Лумпур (Малайзія).

Просимо до 01 травня 2019 р. надати кандидатури (у разі наявності) для участі у заході на адресу: [medynska@mon.gov.ua](mailto:medynska@mon.gov.ua).

Додаток: згадане на 2 арк.

Заступник Міністра

Юрій РАШКЕВИЧ





## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Regional Meeting (CHOGRM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the 2nd CHOGRM in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation amln line with the spirit of South-South Cooperation, Malaysia through the MTCP shares its development experiences and expertise with other developing countries. The MTCP was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries.

The MTCP emphasizes the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, poverty alleviation, investment promotion, ICT and banking. Since its inception in 1980, more than 33,000 participants from 144 recipient countries have benefited from the various programmes offered under the MTCP. More information at MTCP website: [www.mtcp.kln.gov.my](http://www.mtcp.kln.gov.my) Developing Countries (TCDC).

### 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).



CIAST

### FURTHER ENQUIRIES

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

THE SECRETARIAT MALAYSIAN MTCP 2019  
Centre for Instructor and Advanced Skill Training (CIAST)  
P.O Box 7012, Jalan Petani 19/1  
Section 19 Shah Alam  
40900 Selangor  
MALAYSIA.

### TRAINING COORDINATOR

Mr. Mohamad Asrofi Muslim  
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**CLOSING DATE**  
**5 JULY 2019**

## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2019



### JOIN OUR COURSE

## ENHANCEMENT TRAIN THE TRAINER PROGRAMME TOWARDS IR4.0

### ORGANIZED BY

## CENTRE FOR INSTRUCTOR AND ADVANCED SKILL TRAINING (CIAST)

VENUE:  
SHAH ALAM, SELANGOR MALAYSIA

DATE:  
3 SEPTEMBER 2019  
TO  
20 SEPTEMBER 2019



**How To Apply:** Applications should be made using the prescribed MTCP forms available at : [https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course). MTCP application forms can also be obtained at nearest Malaysian Embassies in recipient countries.

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries (the relevant ministry or agency responsible for the overall coordination of international technical assistance) and should be submitted ONLY through the diplomatic channel via Embassy of Malaysia in the respective countries.

Submitted application forms must be accompanied by the applicant's:

- Copy of Passport
- Passport sized coloured photo (3.5cm x 5cm)
- Medical Report

**Age:** Applicants should be at the age of 26 to 45 years

**Course Fee and Registration:** All courses 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.

**Dress Code:** 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

#### **Accommodation, Food and Allowance (per diem)**

**Accommodation:** Participants will be accommodated either in the hostel located in the vicinity of the Training Institutions or at the nearby hotels. Participants are strictly not allowed to bring any family members during the course.

**Daily allowance:** Participants will be provided with a daily allowance of RM85.00 that is sufficient to cover daily meals and laundry. However, if meals are provided by the organizer, some portion of the allowance shall be deducted. The amount received varies depending on the training institute.

**Food:** Food will be provided for the duration of the course.

**Fares:** The Government of Malaysia shall provide excursion economy air ticket to all MTCP participants from the capital city of the MTCP recipient country to Kuala Lumpur and return air ticket from Kuala Lumpur to the capital city of the MTCP recipient country.

**Medical and Dental Treatment:** Medical treatments are provided at government hospitals/clinics only and the expenses will be borne by the Government of Malaysia under the MTCP. In case of an emergency, participants are eligible to be admitted to government hospitals/clinics. Dental treatments are restricted to extraction and filling only.

**Visa-With-Reference:** It is mandatory for all the MTCP participants to follow the Visa With Reference (VDR) application procedure. Once the approval is obtained, the training institution should send a copy of VDR approval letter to the applicants. Subsequently, with the copy of the approval, the participants may get the VDR from the nearest Embassy of Malaysia. Wherever applicable, participants are advised to arrange for vaccination on their own prior to travel to Malaysia.

Expenditures on all visa-related fees, airport tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, private purchases, etc borne by the participants.

**Vaccination for Yellow Fever:** Participants from some countries are required to take a mandatory vaccination for yellow fever at least 10 days prior to their departure to Malaysia. Yellow Fever certificate is required to be produced upon landing in Malaysia for countries as listed at the link below:  
<http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country.html>

Angola, Equador, Niger, Argentina, Equatorial Guinea, Nigeria, Benin, Ethiopia, Panama, Bolivia, French Guiana, Paraguay, Brazil, Gabon, Peru, Burkina Faso, Gambia, Senegal, Burundi, Ghana, Sierra Leone, Cameroon, Guinea, South Sudan, Colombia, Guina-Bissau, Sudan, Central African Republic, Guyana, Suriname, Chad, Kenya, Trinidad & Tobago, Congo, Liberia, Togo, Cote d'Ivoire, Mali, Uganda, Democratic Republic of Congo, Mauritania and Venezuela

## Enhancement Train The Trainer Programme Towards IR4.0

### Description and Course Outline

This course provides a structured framework with a set of activities to enable individuals to be certified as a trainer

Course outline:

- i. Types of Assessment
- ii. Assessment Document
- iii. Assessment Analysis

### Target groups

This course is developed for Policy Maker/Training Manager/Vocational Trainer of public/private sectors institution with the responsibilities in skills training development.

### Course Methodologies

- \* Lectures
- \* Practical
- \* Discussions
- \* Evaluations
- \* Field Visits