

## FREQUENTLY ASKED QUESTIONS (FAQ)



Q: What qualifications to be a trainer?

A: Trainer, in most context of a Jabatan Pembangunan Kemahiran (JPK) Accredited Centre (Pusat Bertauliah/PB), is also usually the Assessor (**Pegawai Penilai/PP**).

So, to be a PP, one needs to have:

- 1) **PP-PPD-PPB induction course cert**
- 2) **Vocational Training Operation (VTO) cert**
- 3) **SKM in respective program** (ie automotive, food preparation, F&B etc)

\*These 3 qualifications applies to even a Diploma, Degree, Masters or even PhD holder of academic or skill background. However, if you are just going to be the PP for Diploma Kemahiran Malaysia (DKM) or Diploma Lanjutan Kemahiran Malaysia (DLKM), then SKM is not compulsory.

Q: I have working experience but no SKM, how can I apply to obtain SKM?



A: If you have **working experience in related trade of the SKM**, you may apply for it via **Pengiktirafan Pencapaian Terdahulu (PPT)** method. Most of the time, you need to have at least SKM 3, that means minimum working experience that you need to have is at least 3 years in that trade.

Q: I have many years of working experience (>10 years) in certain trade & would like to be appointed as industry expert (Pakar Industri Negara/PIN)

A: You may get yourself registered in the Directory (DPIN) and with other qualifications such as SKM in your trade AND;

- 1) PP-PPD-PPB & PPL Induction course cert AND/OR
- 2) PP-PPT Induction course cert

You can be appointed as External Verifier (Pegawai Pengesah Luaran/PPL) and Assessor for PPT (Pegawai Penilai-PPT) respectively.

Government would pay you an expert allowance fee for your service rendered.

Q: I would like to be a JPK Accredited Centre (PB) to tap on the trend & government's focus & push on technical & vocational education training. How do I go about it?

A: There's a list of documents & stringent criterias set by JPK to be an Accredited Centre (PB) for you to comply. Nevertheless, the 3 key areas are (besides the local council/health department/bomba approval for the premise):

1) **Personnel's qualifications**, each of these require:

- a) Assessor (Pegawai Penilai/PP) - **PP-PPD-PPB induction course, VTO & SKM cert**
- b) Internal Verifier (Pegawai Pengesah Dalaman/PPD) - **PP-PPD-PPB induction course & SKM cert**
- c) Centre Manager (Pengurus Pusat Bertauliah/PPB) - Only **PP-PPD-PPB induction course cert**

2) Teaching materials, generally regarded as **Written Instructional Material (WIM)**

It has its own set of formats, developed by centre's trainers based on the respective National Occupational Skill Standard (NOSS). Usually, the trainer would only know how to develop after attending the Vocational Training Operation course over a period of 3-6 months on part time/weekend basis (sort of Train The Trainer in technical training)

3) **Tools, Equipments & Materials (TEM)**

These are the necessary items in place before accreditation is given, so that students would have sufficient hands on lab/practical training. Need to refer to respective NOSS for the list of items, as well as their ratio to number of students intake.

Q: How many personnels do I need to have to set up a PB?

A: Depending on number of programs & levels, it varies accordingly.

Eg 1: If only applying for one (1) program & one (1) level, just need the following:

1 PPB, 1 PPD & 1 PP

Eg 2: If only applying for one (1) program with two (2) levels, then need the following:

1 PPB, 1 PPD & 2 PP

Number of personnels required would change as number of programs & levels varies (would be explained during the PP-PPD-PPB induction course)

**Still have more questions?**



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