



**FREE under PSMB
SMETap Scheme**

CERTIFICATE IN INDUSTRIAL RELATIONS

The MEF Academy Certificate in Industrial Relations is designed to provide basic and practical knowledge & skills for all levels of employees, including industrial relations personnel, human resources personnel, operational supervisors & managers requiring a wide understanding of the industrial relations and labour laws in managing human resources.

The program is designed to:

- Formalize the competency standards required for effective application of the industrial relations activities within an organisation
- Provide basic qualification and recognition for human resource and industrial relations non- executives, clerical assistants and executives.
- Provide an overview of the practice of Industrial Relations & Labour Laws, focusing on key areas which equip participants with the skills in performing and supervising human resource management.
- Develop knowledge and skills in providing practical assistance in disciplinary procedures, termination, collective bargaining and compensation administration.

PSMB / HRDF APPROVED COURSE

- **UNDER SMETAP SCHEME** – for participants from Small & Medium Enterprises below, the full course fee will be 100% directly paid by PSMB/HRDF to MEF Academy under the government's Training Incentive Scheme for SMEs.

Sector	Small Employer	Medium Employer
Manufacturing	10 – 49 employees	50 – 150 employees
Service	10 – 19 employees	20 – 50 employees

Please refer to Employers Information System (EIS) at www.hrdf.com.my to check companies' eligibility status & incentive scheme.

- **UNDER SBL SCHEME** – participants from any other organization may claim the full course fees from PSMB / HRDF, from company's levy accounts.

WHO SHOULD OBTAIN THIS CERTIFICATION?

Organizations are encouraged to provide formal certification in Industrial Relations competencies for the following categories of staff:

- Human Resource Management (HRM) / Personnel executives, assistance, non-executives and clerical staff seeking formal qualification.
- Other company personnel currently involved and/or providing assistance in IR administration functions and activities

- Individuals with or without experience, having an interest in IR & Labour Laws and seeking to pursue a career in HRM.

The course is highly participative and practical in nature. A range of learning methods will be used which are designed to combine sufficient theory and practice. Assessments will be continuous for the duration of the program through a combination of:-

- Learning activities structured into the content
- Specific organization-based research assignments
- Formal examinations
- Comprehensive project papers

All modules, learning activities, research assignments, examinations and project papers are designed to ground input material whilst drawing relevance to participant's organization and work functions. This ensures maximum transfer of learning to the workplace.

ENTRY REQUIREMENTS:

- SPM 2 Credits with 1 year working experience
- School Leavers with minimum SRP / PMR and 1 year working experience.

AWARDING OF CERTIFICATION

Certificate will be awarded by *MEF Academy* to participants upon successful completion of the course. This programme is the foundation path to further career to Executive Diploma in Industrial Relations.

ASSESSMENT

<u>Research & Project Paper Assignments</u> Participants are required to submit an assignment (2,500 words / 10 pages) on: ➤ Module 1 & 2 Project Paper (25%) ➤ Module 3 & 4 Project Paper (25%)	50% of competency assessment
<u>Examination</u> Participants are required to prepare & sit for a comprehensive examination on all 5 modules to display level of understanding on each module	50% of competency assessment

COURSE FEES

Programme	MEF Members (RM)	Non-Members (RM)
Programme Fee*	3000.00	3400.00
<i>Non-Member: All fees are to be made payable to MEF Academy Sdn Bhd</i> <i>Member: All fees are to be made payable to Malaysian Employers Federation</i>		

* Inclusive of examination, Study Pack, Starter Kit and supporting materials

VENUE : MEF PJ

REGISTRATION PERIOD : APRIL 2012

DATE OF COMMENCEMENT : 20 MAY 2012

PROGRAM SCHEDULE: 9AM – 4:30 PM (SUNDAY)

THE MODULES

	<i>DATES & TIMES</i>	<i>MODULES</i>	<i>OBJECTIVES</i>
1.	20/5/2012 27/5/2012 (16 hours)	EMPLOYMENT ACT 1955 & REGULATIONS	<ul style="list-style-type: none"> ➤ Introduction to Employment Act 1955 ➤ Fundamental minimum terms of employment e.g. hours of work, annual / sick leave, priority of wages, advances, deductions, contracts ➤ Employment Regulations
2.	3/6/2012 (8hours) Project Based Assessment	INDUSTRIAL RELATIONS ACT 1967	<ul style="list-style-type: none"> ➤ Rights of Workmen & Employers ➤ Management functions. ➤ Trade Union ➤ Recognition of Trade Union ➤ Collective bargaining & agreement ➤ Industrial Court matters ➤ Assignment: Project on Module 1 & 2 (25%)
3.	10/6/2012 17/6/2012 (16 hours)	DISCIPLINARY PROCEDURES	<ul style="list-style-type: none"> ➤ Principles of Natural Justice ➤ Misconduct ➤ Due Inquiry ➤ Excessive leave, absenteeism and poor performance ➤ Domestic Inquiry Procedures
4.	24/6/2012 1/7/2012 (16 hours) Project Based Assessment	TERMINATION OF EMPLOYMENT	<ul style="list-style-type: none"> ➤ Types of misconduct ➤ Dismissal ➤ Termination of Employment eg. poor performance, retrenchment, constructive dismissal, fixed term contract ➤ Assignment: Project on Module 3 & 4 (25%)
5.	8/7/2012 (8 hours)	COLLECTIVE BARGAINING	<ul style="list-style-type: none"> ➤ Statutory Provisions on Collective Bargaining ➤ Industrial Court Guidelines ➤ Analysis of Collective Agreements
	29/7/2012 9 am – 1 pm (4 hours)	ASSESSMENTS	<ul style="list-style-type: none"> ➤ Examination (50%)
		TOTAL HOURS	OVER DURATION OF 2 MONTHS



CERTIFICATE IN INDUSTRIAL RELATIONS

APPLICATION FOR ADMISSION

CERTIFICATE IN INDUSTRIAL RELATIONS
YEAR 2012

1. PERSONAL PARTICULARS

FULL NAME : _____

DATE OF BIRTH : _____ AGE : _____

NRIC NO : _____

MARITAL STATUS : _____

RESIDENTIAL ADDRESS :

Tel No : _____

OFFICE ADDRESS :

Tel No : _____ Fax No: _____

Email : _____

2. CURRENT APPOINTMENT

(if self-employed, retired or unemployed, please indicate accordingly)

DESIGNATION : _____

NAME OF EMPLOYER : _____

OFFICE ADDRESS : _____

NUMBER OF YEARS : _____

Describe your main duties :

3. QUALIFICATIONS OBTAINED

School/College/University

Qualifications / Year

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

4. PREVIOUS EMPLOYMENT

Employer

Designation

Year

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

5. **Is your employer a member of MEF ?** Please tick in the appropriate boxes.

☐

Yes. Cheque(s) of RM3,000 payable to Malaysian Employers Federation

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No. Cheque(s) of RM3,400 payable to MEF Academy Sdn Bhd

I declare that all the information provided in this application is true and correct and I enclose herewith a cheque/bank draft No. _____ for the RM _____ being full payment of fees.

Signature of Applicant

Date

**NOMINATION / CONFIRMATION
BY MEF MEMBER ORGANISATION**

MEF member companies nominating employees to attend this course, are required to complete this section, with the required contact details of the organization.

For self-sponsored applicants, who are seeking MEF member discount, please obtain confirmation of your employment from your organization and MEF membership number.

We hereby nominate / confirm* Mr./ Ms _____

Designation : _____ from _____ to attend
the above programme.

**Please delete if not applicable*

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Our Cheque No. _____ RM _____ payable to Malaysian
Employers Federation is attached herewith.

Contact person : _____

Designation : _____

Company : _____

MEF membership : _____

Address : _____

Telephone : _____

Fax : _____

Email : _____

Signature :

Date :

Company Official Stamp: