



KEMENTERIAN SUMBER MANUSIA

PROGRAM TRAIN AND PLACE SECARA **PERCUMA**

KEMENTERIAN SUMBER MANUSIA (KSM) mempelawa warganegara Malaysia yang berkelayakan untuk memohon bagi mengikuti *Program Train and Place* yang dilaksanakan bagi mempertingkatkan dan menjamin peluang pekerjaan kepada warganegara Malaysia.

Syarat dan Kelayakan

1. Program ini terbuka kepada :
 - i. Pekerja yang diberhentikan
 - ii. Siswazah menganggur
 - iii. Belia Menganggur
2. Pemohon perlu terlebih dahulu berdaftar dengan portal **JobsMalaysia** di www.jobsmalaysia.gov.my

Tempoh Latihan

Latihan akan dijalankan pusat latihan yang dilantik oleh Kementerian Sumber Manusia bagi tempoh **1 hingga 6 bulan**

Cara Memohon

Permohonan hendaklah menggunakan Borang Permohonan yang disediakan seperti dilampirkan atau secara *on-line* melalui portal www.jobsmalaysia.gov.my.

Yuran Latihan / Elaun Sara Diri

1. Yuran latihan adalah ditanggung oleh Kementerian Sumber Manusia
2. Pelatih akan diberikan elaun sara diri minima RM500.00 sebulan.

Alamat

Borang Permohonan yang telah lengkap diisi hendaklah dikemukakan ke alamat berikut :

Ibu Pejabat
Jabatan Tenaga Kerja Semenanjung Malaysia
Aras 5, Blok D3, Parcel D
Pusat Pentadbiran Kerajaan Persekutuan
62530 PUTRAJAYA

Pertanyaan

Sebarang pertanyaan boleh dikemukakan melalui talian 03-88889111 (Bahagian Perkhidmatan Pekerja)



KEMENTERIAN SUMBER MANUSIA

**BORANG PERMOHONAN
BAGI MENGIKUTI PROGRAM TRAIN AND PLACE**

Nama :

No. IC :

Alamat :

No. Tel / H/P :

E-mel :

Status : Pekerja Diberhentikan ()
Siswazah Menganggur ()
Belia Menganggur ()
(Tandakan [/] mana-mana yang berkenaan)

Kelulusan Akademik : () SRP/PMR () SPM () STPM () Diploma () Ijazah
Lain-lain : (sila nyatakan)
Bidang pengajian :
Tahun tamat pengajian :

Latihan Yang Dipohon :

[pilih mana-mana daripada senarai Latihan yang ditawarkan di bawah]

Latihan Yang Ditawarkan

- NIOSH OSH Professional Certificate
 - i) Program for Plantation Industry
 - ii) Program for Construction Industry
 - iii) Program for Petrochemical Industry
- Latihan soft skills dan on job training untuk pekerja di industri;
 - (i) Retail
 - (ii) Cosmetology
 - (iii) Call Centres
 - (iv) Hospitality
- Latihan soft skills dan on job training untuk pekerja di industri;
 - (i) Food & Beverage
 - (ii) Cosmetology
 - (iii) Hotel Management
 - (iv) Public Transport services(Taxi, Bus,Lorry),
 - (v) Tailoring,
 - (vi) Mini-Market(Kiosk Store Management)
- Usahawan
 - (i)Agrikultur
 - (ii)Usahawan Aquakultur
 - (iii) Usahawan ICT
- 3D solid modeling in production design
- Accounting
- Animation Skills Programme
- Automation Maintenance
- Bakery – tahap 1,2
- Bakery Expertise
- Banking Skills Uptiering Programme
- Building & Facilities Management (retrenched workers , unemployed youths and graduates)
- Business Administration
- Business English Certificates
- Business Management Executive
- Business Process Outsourcing
- Call centre
- Certificate in Accounting
- Certificate in Basic Accounting (CBA) - retrenched workers

- Certificate in Basic Restaurant Service, Front Desk Operations and Housekeeping service
- Certificate in Basic Security Personnel
- Certificate In English Language
- Certificate In Entrepreneurship
- Certificate In Information & Communication Technology
- Certificate in Internet Security Using Site Protector - unemployed IT graduate
- Certificate in Manufacturing Operations
- Certificate in Manufacturing technology
- Certificate in Marketing and Communication Skills
- Certificate in Microsoft SharePoint Designer 2007
- Certificate In Office Administration
- Certificate in Office Administration and Practical Accounting
- Certificate in Office Technology
- Certificate in Pedagogical Skills - Unemployed graduate
- Certificate in Sales & Marketing - retrenched workers
- Certificate in Secretarial Administration (CSA) - retrenched female workers
- Certificate in Software Engineering using Visual Paradigm - unemployed IT Graduate
- Certificate in Virtualization using Vmware - unemployed IT graduate
- Certificate in Web Design and Multimedia
- Certificate in Sales and Marketing
- Certification in Beauty Therapy City & Guild
- Certification Of Attendance In Food Service & Restaurant Management
- Certification Of Attendance In Malay Cuisine
- Certification Of Attendance In Pastry & Bakery
- Certification Of Attendance In Western Cuisine
- **Certified Welding Inspectors**
- Certify Maintenance technician (Mekatronik, Elektrikal, Elektronik, Teknologi Maklumat, Jahitan & Mekanik Industri)
- Certificate in Hospitality Operations
- **Chargeman Certification**
- Chauffeurs
- CNC Milling Programmer
- Comprehensive Program (Mekatronik, Elektrikal, Elektronik, Teknologi Maklumat, Automotive, Jahitan & Mekanik Industri)
- Consumer Goods (FMCG) & Kesihatan (Healthcare), GLC, Teknologi Maklumat & Komunikasi (ICT), Logistik & Peruncitan & Industri Kecil & Sederhana (SME)
- Dandan rambut dan kecantikan wajah
- Diploma in Beautician
- Diploma in Hairdressing
- Diploma in Professional Make-up Artist & Bridal
- Domestic and Industrial Wiring
- E-biz
- **Engine Driver Competency Certification**
- Engineering Maintenance and Service
- Executive Development Program
- Fashion Designer
- Fasilitator Cbt
- Flux-Cored Arc Welding
- Food & Beverage –tahap 1,2
- Food Preparation
- Food Services (F&B)
- Front Office (F/O)
- Frontdesk
- Frontline Customer Service for Retrenched Workers
- General Purpose Rating
- Graphic Design
- Hospitality Program for Retrenched Workers
- Housekeeping
- Industrial relations
- Instrumentation & Calibration Process
- Jahitan pakaian wanita
- Junior Florist
- Junior Hair Dressing
- Junior Photography
- Juru Kecantikan tahap 1,
- Jurukecantikan (Beutician) Tahap 1, Juruestetik (Aesthetician) Tahap 2,
- **Jurukimpal Arka H-024 Tahap 1,2,3**
- **Jurukimpal Arka Logam Berperisai**
- Juruteknik Sistem Komputer tahap
- Juruteknik Elektrik Tahap 1,2,3
- Juruteknik Motosikal
- **Kimpalan (Welding)**
- Kitchen Practice – tahap 1,2
- Kursus Asas Pengawal Keselamatan
- Kursus Fertigasi Cili, Fetigasi Rock Melon & Penternakan Kabung Jamnapari Susu
- Kursus Grafik & Pengiklanan
- Kursus Lotigasi Perbankan dan Coveyancing Perbankan
- Kursus Penyediaan Makanan
- Kursus Pramusaji
- Malaysia@Work (industri call centre)
- Manufacturing Operation Program for Retrenched Workers
- Marketing and Sales
- Mekanik Industri
- Mekanik Kenderaan Motor P-115 Tahap 1,2,3
- Mekanik Penyejuk Bekuan & Hawa Dingin Tahap1
- Membuat Bot nelayan Tradisional
- **NDT - Quality Control and Assurance**
- **NDT Inspector**
- Office Administration for Retrenched Workers
- Office Safety and Security D-060 Tahap 2,3
- **Oil Rig Skills**
- **Painting and Corrosion Inspector**
- **PCN Welding Inspection**
- Pemandu Lori/Trailer/bas ekspres & pelancongan/ Eksekutif syarikat

- Pemasaran
- Pemasaran Strategik
- Pembantu Industri Pembuatan
- Pembantu Jurutera D-041 Tahap 2,3
- Pembantu Penyedia Makanan (Commis)
- Pembantu Restoran India
- Pembantu Tadbir
- Pembantu Tadbir Sistem Maklumat Tahap 2
- Pembuat pakaian lelaki tahap 1,2
- Pembuat pakaian wanita tahap 1,2,3
- Pembuat Pastrri Tahap 1
- Pemesin Am
- Pengedaran Pertalian dan Pengurusan Logistik (Supply Chain and Logistics Management) - Para Graduan dan Belia
- Pengurusan Korporat
- Pengurusan Stor dan Inventori (Store and Inventory Management) - Pekerja yang diberhentikan
- Penjaga Jentera /Chargeman AO
- Penyedia Makanan (Demi Chef)
- Penyelia Tadbir Sistem Maklumat Tahap 3
- Perhotelan dan Pelancongan
- Perkhidmatan, Fast Moving
- Persediaan Pendawaian fasa tunggal
- Persediaan Pendawaian Tiga Fasa
- **Persediaan Penjaga Jentera AO**
- **Pipe Gas Insulation**
- Polymer processing : injection moulding
- Program pengasuh kanak-kanak (SKM 2)
- Program pengurus taska/tadika atau pengusaha taska/tadika (DKM)
- Program Usahawan Siswazah Mirath
- Program Usahawan Siswazah Mirath (Pengurusan Harta Pusaka)
- Project Management Program
- QA & QC Supervisor Training
- Radiograf Industri dan Perlindungan Sinaran untuk Pegawai Komprehensif
- Radiograf Industri Komprehensif
- Restaurant Operations
- Retail Management Program for Retrenched Workers
- **Safety & Health Supervisor**
- **Safety and Health Officer**
- Sales and Telemarketing
- Sangkutan R&D
- SAP FICO Training Programme
- Seni Pertukangan Logam
- Service Operation & Sales Operation
- Sijil Asas Keusahawanan
- Sijil Pembantu Penyedia Roti Tahap 1
- Sijil Penyedia Roti Tahap 2
- Sinar-x Perubatan
- Sistem pengurusan kualiti, persekitaran, keselamatan dan kesihatan pekerja
- SKM Tahap 1 Jurukecantikan
- SKM Tahap 2 Juruestetik
- Spa & Massage
- **Steam Engineer Certification Teknologi Logistik**
- Telecommunications Trainig Program
- Teleworking
- Usahawan, kewartawanan, penyiaran, pengiklanan
- Vibration Technology and Maintenance Management
- Wealth Planner
- **Welding Certification 6G**
- Welding Process Technology
- Entrepreneurship Program