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வெளிநாட்டுவளங்கள் திணைக்களம்
Department of External Resources

இதில் அமையாமை
මහලේකම් කාර්යාලය (3වැනි මහල), කූච්ඡ: 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு
செயலகம் (3ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை
Ministry of Finance
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/MY/S/03/2022

ඔබේ අංකය
உமது இல
Your No

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திகதி
Date

21 February 2022

Secretary / Ministry of Education
Secretary / State Ministry of Provincial Councils & Local Government
Secretary / State Ministry of Skills Development, Vocational Education, Research and Innovation

Attn: Officer In-Charge Foreign Training

Dear Sir/Madam

**Online Competency Development for TVET Trainers using CUDBAS
from 21st – 25th March 2022 (Online)**

The Government of Malaysia has invited nominations from eligible Government officials in Sri Lanka for the above online programme. The programme details are enclosed.

You are kindly requested to take necessary action to circulate this programme among the Departments/Divisions/Institutes under your purview and submit nominations from each ministry to ERD with the following documents on or **before 03 March 2022**.

- Nomination Letter (from the relevant Ministry)
- Duty Filled Application Form
- ERD Form (can be downloaded from www.erd.gov.lk)

For further enquiries please contact following officers of Technical Assistance Division; Ms. M.R.C.K Senanayake, Deputy Director – 0112484703 or Ms. Darshika Madurapperuma, Development Officer – 0112484995)

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa
Additional Director General
for Director General

Copy to: Chief Secretaries, All Provincial Councils

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

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அலுவலகம்
Office

94-11-2484500
94-11-2484600

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தொலைநகல்
Fax

94-11-2447633
94-11-2387153
94-11-2434876

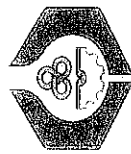


Malaysian Technical Cooperation Programme
 MTCP 2022

Join our course:

ONLINE COMPETENCY DEVELOPMENT FOR TVET TRAINERS USING CUDBAS

Organised by:



CUDBAS

15 November 2021 (GMT+8)

Date:

25 March 2022

Time:

11.00am - 12.00pm (GMT+8)

Description and Course Outline

ONLINE COMPETENCY DEVELOPMENT FOR TVET TRAINERS USING CUDBAS

CUDBAS is an abbreviation for "Curriculum Development Based on Vocational Ability Structure", is a systematic and structured way to help accelerate organizational management, especially human resources in solving competency problems to ensure smoother work processes. It is a tool to identify training needs and to identify the actual competence gap of a job, to facilitate the design and implementation of relevant and effective training for improving work competence. CUDBAS provides a clearer perspective about job competencies based on knowledge, skills and attitudes of workers in performing their work.

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

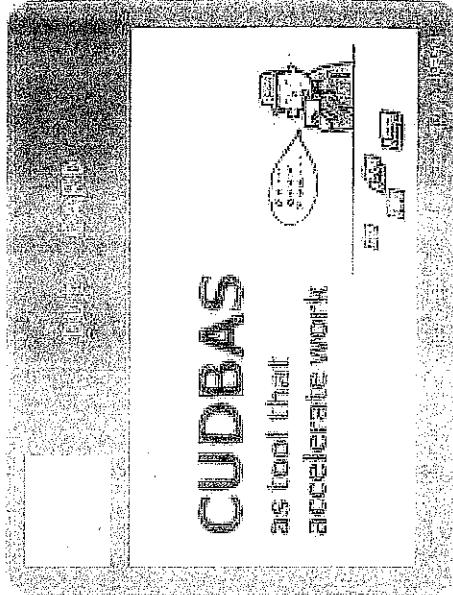
- ❖ Questionnaire survey for designing the course (2 weeks before)
- ❖ Fully online (web-based LMS and video conferencing)
- ❖ Lecture (Webinar);
- ❖ Presentation/ Demonstration (Webinar);
- ❖ Assignments/ Quizzes.

Hardware and System Requirements

- ❖ **Operating System:** Windows 10; MacOS X.
- ❖ **Hardware:** Minimum 4GB RAM, 10 GB of free disk space.
- ❖ **Internet Speed:** The optimum speed for hosts and attendees who want to share microphones, web cams, desktops, and presentations is 100Mbps+. If possible, a wired connection is much more stable and will help prevent dropped connections and interference.
- ❖ **Browser (one of the following):** Google Chrome, Microsoft Internet Explorer, Apple Safari, Mozilla Firefox.
- Note:** JavaScript and cookies must be enabled to allow you to properly use the e-platform.

Online Platform

- ❖ Zoom Apps
- ❖ Microsoft Office (Windows or Apple version) or Open Office



Introducing the course content and

Preparing survey/questionnaire, evaluating and analyzing the survey/gap

Planning and designing training program

Information sharing on LMS online system



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 (TCD/C).

The MTCP emphasizes on the development of human resources through the provision of training in various areas which are essential for a country's development such as agriculture, economy, finance, public management and administration, science & technology and IT, health diplomacy, safety and security including cyber security, cultural diplomacy, social development, environment-related to SDG2030, education, industrial and technical training. Annually, Malaysia offered more than 60 technical and capacity-building programs under the MTCP, which have benefited more than 35,500 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 training 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 from about half an hour drive from Kuala Lumpur, the capital of Malaysia and about one hour drive from Kuala Lumpur International Airport (KLIA).

JOIN US

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/+6019-6643424

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

11 MARCH 2022

The course fees are fully sponsored by the Government of Malaysia.

Applications should be made using the prescribed MTCP forms available at

MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission 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 and submitted ONLY through the diplomatic channel via the Embassy/High Commission of Malaysia.

Only successful applicants will receive the Official Invitation notification one (1) week from the course date, by the Training Institute via email.

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development

ased on

bility

structure

Job Responsibility (Extract)
Task Description (Construct)