



**SBL 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.

### **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.

**FINANCE SOURCES**

- Flexible Installment Scheme
- HRDF Fund
- Company / Bank Loan

**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**

<b><u>Research &amp; Project Paper Assignments</u></b> Participants are required to submit an assignment (2,500 words / 10 pages) on: ➤ Module 1 & 2 Project Paper (30%) ➤ Module 3 & 4 Project Paper (30%)	<b>60% of competency assessment</b>  30% for each assignment
<b><u>Examination</u></b> Participants are required to prepare & sit for a comprehensive examination on all 5 modules to display level of understanding on each module	<b>40% of competency assessment</b>

**Note:**

1. All examination papers are prepared and set by the course lecturer. MEF Academy will act as the moderator for every examination.
2. Release of results: One month after the examination date
3. Failure in examination: A Re-sit with RM100 administration cost.

**COURSE FEES**

Programme	MEF Members (RM)	Non-Members (RM)
<b>Programme Fee*</b>	2800.00	3200.00
<i>Non-Member: All fees are to be made payable to MEF Academy Sdn Bhd            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 Training Centre, Pusat Dagangan Phileo Damansara II, Petaling Jaya,

**DURATION:** 3 months

**TIME:** Sunday: 9.00am – 6.00pm

**REGISTRATION PERIOD:** March 2011 **DATE OF COMMENCEMENT:** 24 April 2011

## THE MODULES

### CERTIFICATE IN INDUSTRIAL RELATIONS

	<b>MODULES</b>	<b>OBJECTIVES</b>	<b>HOURS</b>	<b>DATES &amp; TIMES</b>
1.	<b>EMPLOYMENT ACT 1955 &amp; REGULATIONS</b>	<ul style="list-style-type: none"> <li>➤ Introduction to Employment Act 1955</li> <li>➤ Fundamental minimum terms of employment e.g. hours of work, annual / sick leave, priority of wages, advances, deductions, contracts</li> <li>➤ Employment Regulations</li> </ul>	16 hours	24/4/2011 8/5/2011  (16 hrs) (9am – 5pm)
2.	<b>INDUSTRIAL RELATIONS ACT 1967</b>	<ul style="list-style-type: none"> <li>➤ Rights of Workmen &amp; Employers</li> <li>➤ Management functions.</li> <li>➤ Trade Union</li> <li>➤ Recognition of Trade Union</li> <li>➤ Collective bargaining &amp; agreement</li> <li>➤ Industrial Court matters</li> <li>➤ <b>Assignment:</b> Project on Module 1 &amp; 2 (30%)</li> </ul>	8 hours	22/5/2011 ( 8hrs) 9am – 5 pm  Project Based Assessment
3.	<b>DISCIPLINARY PROCEDURES</b>	<ul style="list-style-type: none"> <li>➤ Principles of Natural Justice</li> <li>➤ Misconduct</li> <li>➤ Due Inquiry</li> <li>➤ Excessive leave, absenteeism and poor performance</li> <li>➤ Domestic Inquiry Procedures</li> </ul>	16 hours	29/5/2011 12/6/2011 (16 hrs) 9 am – 5 pm
4.	<b>DISCIPLINE &amp; TERMINATION OF EMPLOYMENT</b>	<ul style="list-style-type: none"> <li>➤ Types of misconduct</li> <li>➤ Dismissal</li> <li>➤ Termination of Employment eg. poor performance, retrenchment, constructive dismissal, fixed term contract</li> <li>➤ <b>Assignment:</b> Project on Module 3 &amp; 4 (30%)</li> </ul>	16 hours	19/6/2011 26/6/2011 (16 hrs) 9 am – 5 pm  Project Based Assessment
5.	<b>COLLECTIVE BARGAINING</b>	<ul style="list-style-type: none"> <li>➤ Statutory Provisions on Collective Bargaining</li> <li>➤ Industrial Court Guidelines</li> <li>➤ Analysis of Collective Agreements</li> </ul>	8 hours	3/7/2011 (8 hrs) 9 am – 5 pm
	<b>ASSESSMENTS</b>	<ul style="list-style-type: none"> <li>➤ Examination (40%)</li> </ul>	4 hours	17/7/2011 9 am – 1 pm (4 hrs)
	<b>TOTAL HOURS</b>	<b>OVER DURATION OF 2 MONTHS</b>	<b>68 hours</b>	



## APPLICATION FOR ADMISSION

### CERTIFICATE IN INDUSTRIAL RELATIONS YEAR 2011

#### 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 :

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**3. QUALIFICATIONS OBTAINED**

School/College/University	Qualifications / Year
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_____	_____
_____	_____
_____	_____

**4. PREVIOUS EMPLOYMENT**

Employer	Designation	Year
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_____	_____	_____
_____	_____	_____

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

Yes. Cheque(s) of RM2,800 payable to Malaysian Employers Federation

No. Cheque(s) of RM3,200 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*

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: