



**CERTIFICATE IN
INDUSTRIAL RELATIONS**
[**ONLINE Course**]
COMMENCEMENT: 5 December 2021



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:

- Provide basic qualification and recognition for human resource and industrial relations non-executives, clerical assistants and executives.
- Provide an overview of the practice Labour Laws, and understanding of the Employment and Industrial Relations laws relating to employment, disciplinary procedures, termination and collective bargaining.

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.

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 and Asia eUniversity SPEED* to participants upon successful completion of the course. This programme is the foundation towards pathway to the Diploma in Industrial Relations, in collaboration with the International Labour Organisation (ILO).

ASSESSMENT

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Research & Project Paper Assignments Participants are required to submit an assignment (2,500 words / 10 pages) | 50% of competency assessment |
| Examination 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 (DISCOUNTED FOR ONLINE LEARNING)

- Original course fees RM4,452 (Non-Member) / RM4,134 (MEF members)
- **Special Online Learning Discount – RM3,900 / RM3,500**

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

*** *Course fees are claimable under HRDF SBL KHAS Scheme*

*** *Course fees are inclusive 6% SST*

REGISTRATION PERIOD : NOVEMBER 2021

DATE OF COMMENCEMENT : 5 December 2021

THE MODULES

| | <i>DATE & DURATION</i> | <i>MODULES</i> | <i>OBJECTIVES</i> |
|----|------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | ONLINE SUNDAY 16 hours (2 days) | 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. | ONLINE SUNDAY 8 hours (1 day) | 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 |
| 3. | ONLINE SUNDAY 16 hours (2 days) | 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. | ONLINE SUNDAY 8 hours (1 day) 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: (50%) |
| 4. | ONLINE SUNDAY 8 hours (1 day) | COLLECTIVE BARGAINING | <ul style="list-style-type: none"> ➤ Statutory Provisions on Collective Bargaining ➤ Industrial Court Guidelines Analysis of Collective Agreements |
| | SUNDAY (4 hours) | ASSESSMENTS | ➤ Examination (50%) |
| | | TOTAL HOURS | OVER DURATION OF 4 MONTHS |



APPLICATION FOR ADMISSION

**CERTIFICATE IN
INDUSTRIAL RELATIONS
YEAR 2021**



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 |
|---------------------------|-----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4. PREVIOUS EMPLOYMENT

| Employer | Designation | Year |
|----------|-------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

Yes.

No.

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

CHECK LIST:

- | | |
|-----------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Application Fees | <input type="checkbox"/> Copies of PMR/SPM/STPM/Diploma/Degree |
| <input type="checkbox"/> Copies of transcript | <input type="checkbox"/> Copy of IC/Passport |
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Nomination Form – If MEF Member |

APPLICATION PROCEDURES

1. All sections of the form must be completed and the declaration signed and dated.
2. Enclose 1 certified copy of all academic certificates and transcript.
3. Enclose 1 copy of recent passport size photo. Please write your name at the back of the photograph.

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: