

Course Module

Module 1

Introduction to Employment Laws, Employment Act 1955 (Amendments) & Regulations

Module 2

Industrial Relations in Malaysia Industrial Relations Act 1967 (Amendments) & Regulation

Module 3

Trade Union Act & Collective Agreements

Module 4

Grievance Handling, Disciplinary Procedures & Termination of Employment

Module 5

International Perspective on Employment/ Industrial Relations

Entry Requirement

Minimum SPM/SPVM or;
MCE or;
Certificate IR/HRM or;
with 2 years working
experience in
human resource
or industrial
relations

MEF ACADEMY

Diploma in Industrial Relations



Course Assessment

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 function to ensure maximum transfer of knowledge to their workplace



The only comprehensive industrial relations (IR) course in collaboration with the International Labour Organization (ILO). Designed as a practical course targeted at Human Resource practitioners and specialist in IR/ Labour Laws. Participants will develop knowledge & skills in providing practical advisory and first-hand experience of proceedings in industrial and labour courts.



Dual Qualification

Diploma awarded by MEF Academy, in collaboration with ILO and the Certified IR Practitioner by Asia eUniversity



Commencement Date

25th August 2024
Sunday Classes Only



HRDC Claimable

RM 8,500.00 per participant (including SST) under HRDC SBL Khas / claimable course



Online Learning Course

Seven (7) months online course conducted by IR practitioners, lawyers, human resource specialists and representatives from ILO.



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COURSE STRUCTURE & MODULES

MODULE 1- INTRODUCTION TO EMPLOYMENT LAWS EMPLOYMENT ACT 1955 (AMENDMENTS) & REGULATIONS

1. Employment Act 1955 <ul style="list-style-type: none"> ▪ Definition of employee under EA 1955 ▪ Applicability of the EA 1955 <ul style="list-style-type: none"> • Advances & deductions • Employment of women • Maternity protection • Priority of wages • Contractors & principles • Rest Day • Hours of work • Overtime • Public holidays • Annual leave • Sick leave • Employment regulations Termination & Lay-Off Change of ownership/business Calculation of ordinary rate of pay. 2. Registers, Returns and Notice Boards 3. Discussion of Cases on Employment Law	SUNDAY - 25 Aug. 2024 8 Sept. 2024 (9am – 5pm) 14 HOURS
1. Common Law position of employer-employee relations 2. Employment Law - Rights, Liabilities and Remedies	SUNDAY - 22 Sept. 2024 (9am – 5pm) 7 HOURS
1. Other Employment Legislations & Regulations <ul style="list-style-type: none"> – Regulations under Employment Act – Termination and lay-off Benefits & Regulations – Children & Young Person’s Act – Workmen Compensations Act (foreign workers) – Akta 446 – Workers Minimum Standards of Housing Act – <u>Prevention and Control of Infectious Diseases Act 1988</u> – OSHA Act 1994 	SUNDAY - 29 Sept. 2024 (9am – 5pm) 7 HOURS
ASSIGNMENT 1: FIELD VISITS TO LABOUR DEPARTMENT <ul style="list-style-type: none"> – Role Of Labour Department and Labour Court Hearing – Report submission on the visits 	*Visits ½ half day on weekday *Report submission by 2 weeks
TOTAL HOURS – MODULE 1	28 hrs

MODULE 2 - INDUSTRIAL RELATIONS IN MALAYSIA INDUSTRIAL RELATIONS ACT 1967 (AMENDMENTS) & REGULATIONS

1. Overview of the Industrial Relations Act 1967 <ul style="list-style-type: none"> - Protection of Rights of Workmen and Employers - Rights of workmen and employers' protection - Rights and Prohibitions on employers / trade unions - Reference of complaint to Industrial Court 	SUNDAY - 6 Oct. 2024 (9am – 5pm) 7 HOURS
2. Managerial Prerogatives <ul style="list-style-type: none"> - Role of Industrial Court - Composition - Jurisdiction - Awards 	SUNDAY - 13 Oct. 2024 (9am – 5pm) 7 HOURS
3. Dispute Resolution <ul style="list-style-type: none"> - Negotiation - Conciliation - Arbitration 	SUNDAY - 20 Oct. 2024 (9am – 5pm) 7 HOURS
4. Role of Industrial Relations Department <ul style="list-style-type: none"> - IR Rules - Conciliation 	
TOTAL HOURS – MODULE 2	21 hrs



COURSE STRUCTURE & MODULES

MODULE 3 - TRADE UNION ACT & COLLECTIVE AGREEMENTS

<p>1. Trade Union Act 1959</p> <ul style="list-style-type: none"> - Workers right to participate in union activities - Federal constitutions - ILO conventions - Registration & de-registration of Trade Unions - Officers and employees of Trade Unions - Rights and liabilities of Trade Unions - Strikes 	<p>SUNDAY - 27 Oct. 2024 (9am – 5pm) 7 HOURS</p>
<p>2. DYNAMIC OF COLLECTIVE BARGAINING</p> <ul style="list-style-type: none"> - Legal Framework on Collective Bargaining/Collective Agreements - Definition - Right to collective bargaining - ILO Convention No. 98- the Right to Organise and to Bargain Collectively - Statutory provisions relating to collective bargaining & collective agreement (IRA): Justification for statutory provisions. - Union’s proposal for collective agreement - Collective Bargaining/ Collective Agreements Process - The company’s preparation for collective bargaining - Review of financial capacity to pay wage increase - Review of comparative terms and conditions of service with Wage fixation policy: Industrial court Awards - Consumer Price Index (CPI) & salary adjustment 	<p>SUNDAY - 10 Nov. 2024 (9am – 5pm) 7 HOURS</p>
<p>3. Principles of Collective Agreements</p> <p>4. Knowing Your CA</p> <p>5. Issues in CB</p> <p>6. Articles of CA</p>	<p>SUNDAY - 17 Nov. 2024 (9am – 5pm) 7 HOURS</p>
TOTAL HOURS – MODULE 3	21 hrs

MODULE 4 - GRIEVANCE HANDLING, DISCIPLINARY PROCEDURES & TERMINATION OF EMPLOYMENT

<p>1. Grievance Handling</p> <ul style="list-style-type: none"> - Four-step approach to handling grievances - Grievance Procedure – In unionized & non-unionized companies - Grievance Case Study 	<p>SUNDAY - 24 Nov 2024 (9am – 5pm) 7 HOURS</p>
<p>2. Constructive Dismissal</p> <ul style="list-style-type: none"> - Test for CD - Substantive breach - Forced resignation - Handling claims of CD 	<p>SUNDAY - 1 Dec. 2024 (9am – 5pm) 7 HOURS</p>
<p>3. Misconduct</p> <ul style="list-style-type: none"> - Meaning of positive and negative discipline - Definition of misconduct - Misconduct arising from breaches of express and implied duties - Concept of Social Justice 	<p>SUNDAY - 8 Dec. 2024 15 Dec. 2025 (9am – 5pm) 14 HOURS</p>
<p>4. Disciplinary Procedures</p> <ul style="list-style-type: none"> - Why conduct Domestic Inquiry - Legal & contractual requirements, demands of Natural Justice and Industrial Court Guidelines - Domestic Inquiry Procedures - Mock Domestic Inquiry exercise 	
<p>5. Employee Misconduct</p> <ul style="list-style-type: none"> - Due inquiry - Natural justice - Issues under Section 14 EA - Case Studies on Misconduct in Employment 	

COURSE STRUCTURE & MODULES

MODULE 4 - GRIEVANCE HANDLING, DISCIPLINARY PROCEDURE & TERMINATION OF EMPLOYMENT (CON'T)

1. Forms of Termination of Employment - Poor performance issues - Resignation - Retrenchment -Proper process and procedures - Constructive dismissal - Retirement - Fixed term contract - Frustration of Contract on Medical Grounds - Dismissal for misconduct	SUNDAY - 5 Jan. 2025 12 Jan. 2025 (9am – 5pm) (14 HOURS)
2. Types of misconduct that merit dismissal - Malingering - Absenteeism & Late Coming - Assault towards a superior - Cyber Misconduct - Conflict of interest - Abuse of Medical leave -Falsifying Medical Leaves - False Declaration - Theft - Fighting - Sleeping on Duty - Dishonestly etc.	
ASSIGNMENT 2 : FIELD VISIT TO INDUSTRIAL COURT AND INDUSTRIAL COURT HEARING - Report submission on the visits	*Visits ½ day (half day) on weekday *Report submission by 2 weeks
TOTAL HOURS – MODULE 4	42 hrs

MODULE 5 - INTERNATIONAL PERSPECTIVE ON EMPLOYMENT / INDUSTRIAL RELATIONS

1. International evolvement of Industrial Relations – Social clauses & WTO – Global compact – Free Trade Agreements – Social Security Net	SUNDAY - 19 Jan. 2025 (9am – 1pm) 4 HOURS
2. International Labour Organisation (ILO) - Functions of ILO - International Labour Standards (ILS) and industrial relations - ILO Conventions	SUNDAY - 26 Jan. 2025 (9am – 1 pm) 4 HOURS
3. Issues on ILO Conventions – Relevance of ILS to Malaysian Industrial Relations – ILS Obligations – common misconceptions	SUNDAY - 16 Feb. 2025 (9am – 1pm) 4 HOURS
4. Exam Revision – All modules	SUNDAY - 23 Feb.2025 (9am – 1pm) 4 HOURS
FINAL EXAMINATION	SUNDAY - 9 Mac 2025 (9am – 1pm) 4 HOURS
TOTAL HOURS – MODULE 5	20 hrs
TOTAL DAYS	16 days x 7 hours
TOTAL HOURS ALL MODULES	5 days x 4 hours 132 hours
IR PROJECT PAPER (Research Skills & Dissertation)	4 weeks

COURSE ASSESSMENT, CERTIFICATION & FEES

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.

Assignment Participants are required to research and develop 2 assignments to display level of understanding on specific modules.	20% of competency assessment
Examination Participants are required to prepare & sit for 1 examination to display level of understanding on the modules	40% of competency assessment
IR PROJECT PAPER Participants are required to research, develop and dissertation the IR Project paper topics assigned.	40% of competency assessment



ENTRY REQUIREMENTS

Minimum SPM/SPVM or MCE or Certificate IR / HRM with 2 years working experience in human resource or industrial relations.

CERTIFICATION

Upon completion of all program requirements, the Diploma in Industrial Relations will be awarded by the MEF Academy, in collaboration with International Labour Organisation (ILO) and the Certified IR Practitioner will be issued by Asia eUniversity

COURSE FEES

RM8,500 per participant [including SST] under HRDC SBL Khas / claimable courses, Upfront payment of 30%.

- Group Discount RM300 for 3 or more pax from same company
- Discount of RM300 for self-paying individuals
- Discount of RM700 for graduates of MEFA Certificate in Human Resource Management / Certificate in Industrial Relations.
- Instalment payment of 3 payments available

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