

CIDB-MBAM JOINT COLLABORATION ON CONSTRUCTION OCCUPATIONAL COMPETENCY DEVELOPMENT (COCD) PROGRAMME FOR CONSTRUCTION TRADE SUPERVISOR (FOREMAN)

INTRODUCTION & OBJECTIVES

In line with the amendment made to **CIDB Act 520**, CIDB Malaysia is committed to enhance the **image and professionalism** of the construction industry and **continuous improvement of competency opportunity** for construction personnel by certification and registration of construction personnel. CIDB Malaysia is currently intensifying their effort in creating more formalised construction competency training and development for better career development and advancement opportunity for the construction practitioners.

CIDB Malaysia is collaborating with MBAM to conduct the **Construction Occupational Competency Development (COCD) Programme for Construction Trade Supervisor (Foreman)** with the aim to certify and register all construction personnel in compliance with the revised CIDB Act 520 under Section 33(1).

Upon completion of the said course, trainee will receive a "Certificate of Competency (Competent Trade Foreman)" by CIDB Malaysia.

APPLICATION FORM CAN BE DOWNLOADED AT
mbam website : www.mbam.org.my

WHO ARE CONSTRUCTION TRADE SUPERVISOR (FOREMAN)

Construction Trade Foreman or Trade Supervisor of Domestic Sub-contractor (Trade Contractor) or Works Contractor in charge of construction crew of specific trade of works. The said personnel must supervise the specific construction team engaged in construction activities and at one time ensure that the crew at construction site is carrying out their tasks well and according to plan.

WHO SHOULD PARTICIPATE

- Sub-contractor
- Site "Kepala"
- Foreman
- Construction worker

AREAS COVERED

1. Civil & Structural (C&S)
2. Building & Architectural (B&A)
3. Mechanical Engineering (ME)
4. Electrical Engineering (EE)

ENTRANCE REQUIREMENT

- A. With no formal education – minimum **15 years of site working experience**
- B. Primary & Secondary – minimum **7 years of site working experience**
- C. Technical Institute (certificate & diploma holder only) – minimum **5 years of site working experience**
- D. Malaysian citizen with a valid CIDB Green Card

DURATION (RPL & TRAINING) & VENUE

- Training : 6 ½ days
- Duration : 1 – 2 months
- Languages Used : Bahasa Malaysia / English / Mandarin
- Venue : Kuala Lumpur, Melaka & Johor

REGISTRATION FEE

This Pilot Project **FULLY SPONSORED** by CIDB Malaysia for the first 15-20 participants only. No registration fee is required for Malaysian citizens with a valid CIDB Green Card. Acceptance of registration is on-first-come-first-serve basis.

However, MBAM will be collecting a **COMMITMENT FEE** of **RM2,000.00** per participant which is refundable (without interest) to the sponsoring company once the participant has completed the programme. This deposit payment will be forfeited if the participant does not complete the programme.

MODULES TITLE & COURSE OUTLINE

LP01SC10HR/01/01 – Managing & Working With People & Contractors

- ▶ Characteristics of The Construction Industry & Working with People Issues in Project Organisation
- ▶ Understanding Roles & Responsibilities of Construction Trade Foremen/ Supervisors & The Project Team
- ▶ Importance of Attitude Towards Works, Cooperation & Relationships of Project Team
- ▶ Project Team Dynamics & Keys to Managing People in Projects – Motivation, Influence, Power & Effectiveness

LP02SC10HR/01/02-Effective Communication & Written Communication Skill in Construction

- ▶ Introduction to Communication Skills
- ▶ Understanding Verbal, Non-verbal & Written Communication
- ▶ Communication Cycle & Communication for Construction Trade Foremen/ Supervisors
- ▶ Type of Written Communication & Getting Written Messages Across Clearly

LP03SC01BM/01/03-Systematic Problem Solving & Decision Making in Construction

- ▶ Problems in Problem Solving
- ▶ Pitfalls in Decision Making Process
- ▶ Range Of Actions in The Decision Making Process
- ▶ Problem Solving & Decision Making for Construction Trade Foremen/ Supervisors

LP04SC04PS/01/04-Effective Construction Project Planning & Scheduling Using Gantt Chart & Linked Bar Chart

- ▶ Stages & Critical Factors in Project Planning, Monitoring & Control
- ▶ Principles of Effective Construction Project Planning for Successful Project Implementation
- ▶ Types, Purposes & Content of Construction Project Schedules, Project Planning & Organisation for Construction Trade Foremen/ Supervisors
- ▶ Post Contract (Award) Scheduling – Establishing & Maintaining Construction Project Schedule During Contract Execution with Specific Emphasis on Interdependencies of Construction Activities

LP05SC05CM/01/05-Construction Contract, Contract Document & The Procurement System

- ▶ An Overview of The Construction Procurement Systems
- ▶ Effects of The Construction Procurement Systems & Contractual Arrangement on The Management Structure of Construction Project
- ▶ Appreciating The Use of Standard Form of Contract for Construction Projects & The Types of Contract Documents for Project Execution
- ▶ Importance of Appropriate Contract Documents for Effective Contract Administration & Project Execution

LP05SC05CM/02/06-Construction Information & Payment Application

- ▶ Understanding Project Interim Payment Application & Certification
- ▶ Importance of Construction Drawing & Information for Construction Trade Foremen/ Supervisors
- ▶ Record Keeping of Construction Drawings & Information for Contract Administration
- ▶ Communication & Dissemination of Construction Information For Construction Execution

LP06SC06SM/01/07-Project Setting Out, Construction Site Preparation & Work Organisation

- ▶ The Nature & Types of Construction Project Sites
- ▶ Site Layout, Preparation & Control
- ▶ Site Organisation & Setting Out for Construction
- ▶ Planning for Site Preparation & Organisation for Construction Trade Foremen/ Supervisors

LP06SC06SM/02/08-Monitoring & Supervising Construction Safety, Health & Environmental Policies

- ▶ Planning & Operation of Safe Working Environment
- ▶ Environmental Issues in Construction Projects & The Effects of Construction Activities to The Environment
- ▶ CIS 10 & CIS 25 on Construction Safety, Health & Environmental Issues for Construction Trade Foremen/ Supervisors

LP07SC06SM/01/09-Construction Resource Scheduling, Inventory & Wastage Control

- ▶ Time Vs Resource Constrained Project Planning & Scheduling
- ▶ Resource Allocation & Utilisation in Project Execution for Construction Trade Foremen/ Supervisors
- ▶ Resource Inventory Control & Store Management for Construction Trade Foremen/ Supervisors
- ▶ Resource Management & Wastage Control for Construction Trade Foremen/ Supervisors

LP08SC04PS/04/10-Project S Curve & Baseline Tracking For Construction Project Monitoring & Control

- ▶ Elements Of Effective Construction Project Monitoring & Control
- ▶ Project Scheduling Requirement For Contract Compliance & Execution
- ▶ Project “S” Curve & Earned Value Management (EVM) in Project Time & Cost Monitoring & Control
- ▶ Changes, Disruptions & Time Control in Project Execution

LP08SC06SM/02/11-Quality Assurance & ISO 9000 In Construction

- ▶ Quality & Quality Assurance in Construction Projects
- ▶ Implementing & Maintaining Quality in Construction Works & Activities
- ▶ Backbone of Quality Management System & Documentation
- ▶ Quality Management Principles & The ISO 9000 Quality Standards

LP08SC06SM/03/12-Quality Performance & Assessment In Construction

- ▶ Fundamentals of The Construction Process & Products in Quality Achievement
- ▶ Quality Management & The Construction Process in Quality Achievement
- ▶ Workmanship Standards – CIS 7 & CIS 19 for Completed Construction Works
- ▶ Principles & Practices Of Quality Assessment System (QLASSIC)

LP08SC06SM/01/13-Effective Construction Project Supervision & Control Of Work Performance

- ▶ Effective Construction Project Supervision & Control – Schedule, Cost, Quality & Scope
- ▶ Duties & Responsibilities of Construction Trade Foremen/ Supervisors Towards Project Success
- ▶ Ladder of Opportunity & Career Advancement for Construction Trade Foremen/ Supervisors
- ▶ Assessment & Certification of Construction Supervisors Under The Revised CIDB Act 520

APPLICATION FORM

Please fax to 03-7982 6811 or email to: mbam19@mbam.org.my (Ms Suet Yee)

PLEASE CALL
03 - 7984 8636
to enquire

Participant's Particular

Name: Designation:

NRIC : H/P No. :

CIDB Green Card No. : Expiry Date :

E-mail :

Academic Qualifications & Working Experience (*Note: Please tick (✓) where is appropriate)

Academic Qualifications		Practical Experience (Years)
Technical Institute	Certificate [] Diploma [] None [] Qualification :	Working Experience : _____ Years Current Job Scope : <input type="checkbox"/> Civil & Structural (C&S) <input type="checkbox"/> Building & Architectural (B&A) <input type="checkbox"/> Mechanical Engineering (ME) <input type="checkbox"/> Electrical Engineering (EE) Past Employment : _____
Primary Education	SRP/PMR Yes [] No []	
Secondary Education	SPM Yes [] No [] STPM Yes [] No []	
No formal Education	Yes []	
Others:		

Supporting Documents (*Note: Please tick (✓) where is appropriate & kindly enclose a copy of the said document/s)

1. Academic testimonials and school leaving certificates	[]
2. Current and previous employment letters	[]
3. Current and previous Job Description	[]
4. Positions of superior and subordinates in relation to the applicant in an Organisation Chart or Structure, (if any)	[]
5. Employment testimonials and referral from previous job assignment or employment, (if any)	[]
6. Certificate of attendance on competency or job related training programmes or courses, (if any)	[]
7. Certificate/ Letter of Appreciation/ Outstanding Performance Awards, (if any)	[]

Information of Current Employer

Company :	Contact person :
Address :	H/P No. :
	Office Tel :
	Fax :
	Email :

Participant's Declaration

I, _____ hereby declare that the information provided by me in this application form is true and correct. Enclosed please find cheque no. _____ (RM2,000.00) made payable to **MBAM Training Services Sdn Bhd** for the commitment fee.

*Another payment option is direct transfer to MBAM Training Services Sdn Bhd Maybank Account **(514-114-435-808)**.

.....
Signature of Applicant

.....
Company Stamp

.....
Authorised Signature

TESTIMONIAL BY MEMBERS & PARTICIPANT

Goh Kok Wei

I gained a lot of knowledge about construction. As I am mainly working on site, I have very limited opportunity to work in the office. From this programme, I learnt a lot about contract and paper work. Trainers are helpful and clearly delivered the knowledge to the participants.



Chey Mun Fook

This programme is quite useful for me. I learnt so much from this programme. I learnt more on how to organise my work, how to collect information and the procedure of working. This programme taught me how to manage my work systematically.



Nge Yok Chuan

Through this programme I learnt a lot on how to do paper work, especially on agreement, document work and office work. I also learnt what I need to prepare before I start work. I learnt new words and terms. Trainers are very good and patient.



Mohd Norhalim Bin Nordin

I learnt how to do listing for defect problem. My background of education is in civil engineering, through this programme, I was exposed to the knowledge that I have not learnt before. In my opinion, this programme is not hard. It should not have any problem for those who are willing to learn.



Lim Seng Eng

I am able to know many new friends through participation in this programme. This programme is very useful for me, the knowledge that I learnt can be applied to my work. Now, I can work more efficiently. The courses of this programme are not too hard to understand.



TYT Builders Sdn Bhd

The COCD programme is very useful. Staffs who attended the programme have shown improvement in their job. This programme has helped to broaden their knowledge in this industry. They can now do work in a more systematic way and they are able to do some paper work now.

Ban Hong Engineering & Construction Sdn Bhd

For sure, this COCD Programme is beneficial to the participants. They have gained knowledge which have helped them to perform better in their daily job. I will recommend this programme to other companies.



REGISTRATION & ENQUIRIES

CONSTRUCTION INDUSTRY DEVELOPMENT BOARD, MALAYSIA

Construction Industry Training Division
Level 35, Menara Dato' Onn, Putra World Trade Centre (PWTC)
No. 45, Jalan Tun Ismail, 50480 Kuala Lumpur
Tel: 03 - 4047 7306 / 03 - 4047 7307



MBAM TRAINING SERVICES SDN BHD

2 - 2(1st Floor), Jalan 2/109E, Desa Business Park
58100 Kuala Lumpur

Tel : 03 - 7984 8636 Fax: 03 - 7982 9811

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mbam16@mbam.org.my

Contact: Ms. Sung Suet Yee, Admin Officer/
Mr. Mohd Hanif, Senior Assistant Manager
Mr. Mohd Farhan, Manager