

# TAKLIMAT PROGRAM SLDN BERINSENTIF

TAHUN 2016



# TENTATIF TAKLIMAT

2

## SLOT 1

Taklimat  
Program SLDN  
Berinsentif 2016

PTPK

## SLOT 2

Penilaian  
Berterusan  
menggunakan  
K-SLDN

Penyerahan  
Surat Tawaran



# TAKLIMAT PROGRAM SLDN BERINSENTIF 2016

SLDN KHAS & SLDN PENINGKATAN KEMAHIRAN

# KRITERIA PERANTIS

4

Warganegara Malaysia

16 tahun dan ke atas

Menulis dan bertutur BM/BI

Beri komitmen sepenuh masa / tidak terikat program lain

Berkeupayaan & berminat

## KRITERIA KHUSUS

SLDN KHAS

- Lulusan sekolah / penganggur

SLDN  
PENINGKATAN  
KEMAHIRAN

- Pekerja industri / pemegang SKM

# ELAUN DAN INSENTIF

Pusat  
Latihan

• RM125

Syarikat

• RM200

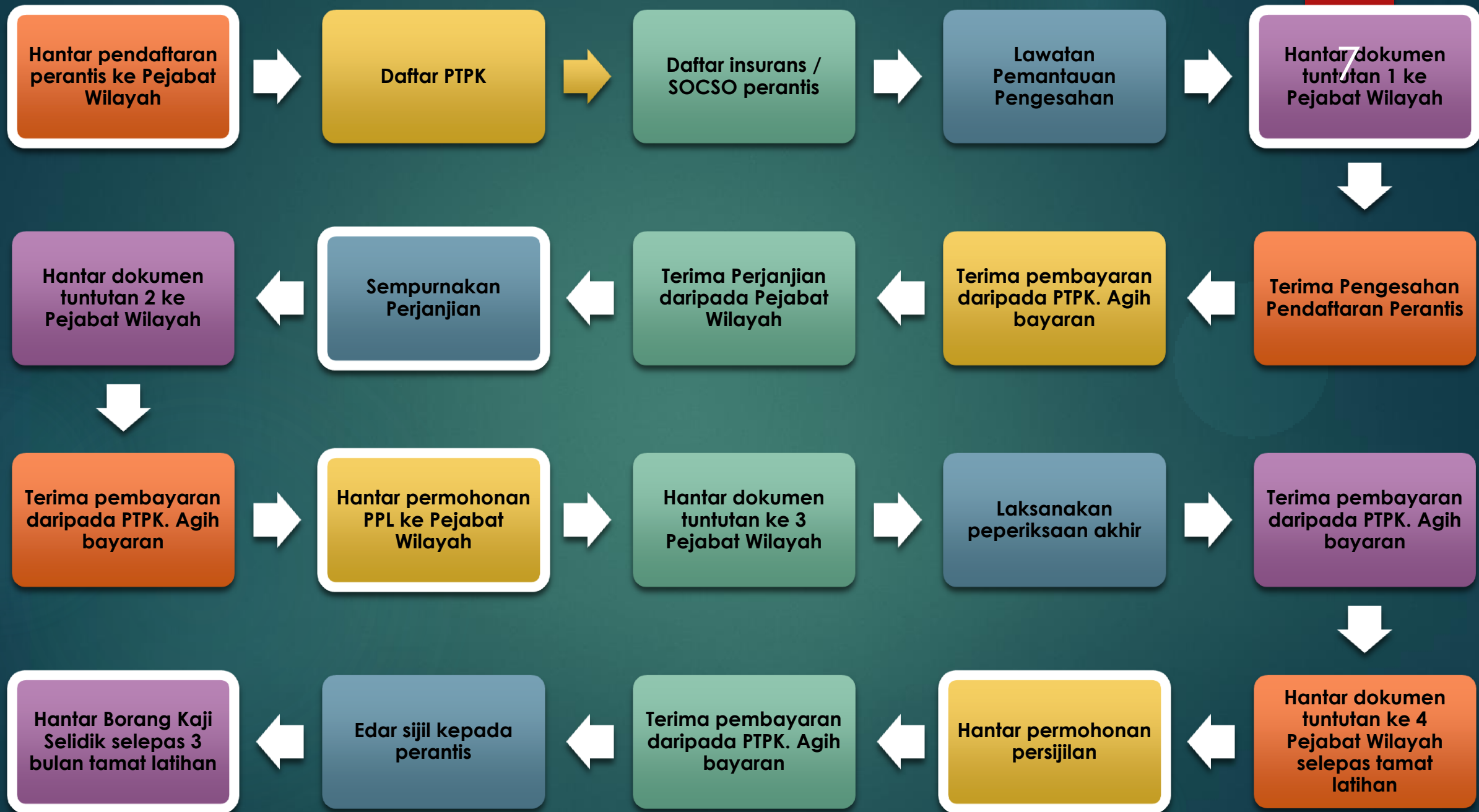
Perantis

• RM300



# CARTA ALIR PELAKSANAAN SLDN

DI BAWAH RMKE-11





# TENTATIF PEMBAYARAN

LP 1

Bulan 1

Bulan 2

Bulan 3

Bulan 4

Bulan 5

Bulan 6

Bulan 7

Bulan 8

Bulan 9

Hantar tuntutan bulan 1 & 2 sebelum 5hb bulan ke-3

Hantar tuntutan bulan 3 dan 4 sebelum 5hb bulan ke-5

Hantar tuntutan bulan 5 dan 6 sebelum 5hb bulan ke-7

Hantar tuntutan bulan 7 dan 8 sebelum 5hb bulan ke-9



# PENILAIAN BERTERUSAN

## DALAM PELAKSANAAN PENILAIAN SLDN

# ELEMEN PENILAIAN BERTERUSAN

**Teori**

**Praktikal**

**Buku Log**

**Sosial dan  
Kemanusiaan**

# Penilaian Teori dan Praktikal

13

Penilaian Praktikal		Penilaian Teori	
1	Penilaian di <b>Syarikat</b>	1	Penilaian di <b>Pusat Latihan</b>
2	Dilaksanakan oleh <b>Coach</b> .	2	Dilaksanakan oleh <b>Pengajar</b> .
3	Kaedah Penilaian: ✓K-SLDN (NOSS baharu); ✓Skema Pemarkahan Praktikal	3	Kaedah Penilaian: ✓Objektif (Tahap 1-3) ✓Subjektif (Tahap 4-5)
4	<b>Markah Lulus 60%.</b>	4	<b>Markah Lulus 60%.</b>

# Soalan Teori (Objektif)

## Tahap 1-3

14

1 pilihan  
jawapan

Aneka  
gabungan

Betul/  
Salah

Padanan

Jumlah kredit	Bilangan Soalan
$\leq 5$ kredit	30
6-10 kredit	40
$\geq 11$ kredit	50

# Soalan Teori (Subjektif)

## DKM dan DLKM

15

Respons  
Terbuka

Respons  
Terhad

Jumlah kredit	Bilangan Soalan
$\leq 5$ kredit	3
6-10 kredit	4
$\geq 11$ kredit	5

# KOMPETENSI SOSIAL DAN KEMANUSIAAN

16

**4 kali sepanjang  
latihan**

**Markah tertinggi  
direkod dalam  
Rekod Bukti  
Pencapaian (P01)**

**Markah lulus 70%**

**Kaunseling  
sekiranya perlu**

# Contoh Pelaksanaan Program 6 bulan

17

Penilaian Kompetensi Sosial dan Kemanusiaan	Bulan					
	Pertama	Kedua	Ketiga	Empat	Lima	Enam
Penilaian Kendiri 1	█					
Sesi Kaunseling <i>(Jika perlu)</i>	█	█				
Penilaian Pemerhatian 1	█	█				
Penilaian Kendiri 2		█				
Sesi Kaunseling <i>(Jika perlu)</i>		█	█	█	█	
Penilaian Pemerhatian 2		█	█	█	█	
Penilaian Kendiri 3					█	
Sesi Kaunseling <i>(Jika perlu)</i>				█	█	█
Penilaian Pemerhatian 3				█	█	█
Penilaian Kendiri 4						█
Sesi Kaunseling <i>(Jika perlu)</i>						█
Penilaian Pemerhatian 4						█

# PENULISAN BUKU LOG

**Direkod setiap hari**

**Menggunakan tulisan tangan**

**Disahkan oleh coach**

**Syarat untuk persijilan**

**Contoh format Buku Log**

# Susunan Rekod Penilaian

19

1

- Pengesahan Pendaftaran Perantis;

2

- Carta Profile Pekerjaan [JPC - (NOSS LAMA) / CPC – (NOSS BARU)] atau;
- Occupational Core Work Process [(OCWP) jika menggunakan K SLDN];

3

- Matriks NOSS vs Modul & Proses Kerja atau;
- Matriks NOSS vs OCWP (jika menggunakan K-SLDN);

4

- Rekod Bukti Pencapaian – JPK/SLDN/P01PIND3;

5

- Bukti Penilaian Berterusan bagi tugas Teori & Praktikal dan

6

- Bukti Penilaian Kemahiran Sosial dan Kemanusiaan.



# SENARAI *DESK OFFICER*

SLDN KHAS & SLDN PENINGKATAN KEMAHIRAN

NEGERI	NAMA	EMEL	NO. TELEFON
PERLIS & KEDAH	EN IZWAN HELMIZAN	izwanhelmi@mohr.gov.my	03-8321 4761
PULAU PINANG	EN KHACHERN MERNPRAPHAN	khachern@mohr.gov.my	03-8321 4757
PERAK	PN ROSLINDA	roslinda@mohr.gov.my	03-8321 4758
SELANGOR	PN NUR AZLINIE AMIN PN NOR FADHILAWATI	<a href="mailto:nurazlinie@mohr.gov.my">nurazlinie@mohr.gov.my</a> norfadhilawati@mohr.gov.my	03-8321 4745 03-8321 4749
KL / PUTRAJAYA	TN HJ MAHDZIR	mahdzir@mohr.gov.my	03-8321 4762
JOHOR	PN SHARIZAN KAMARI	shahrizan@mohr.gov.my	03-8321 4756
MELAKA / N9	CIK NORFAIZA	norfaizahasnul@mohr.gov.my	03-8321 4744
KELANTAN	PN MASERIFAH	maserifah@mohr.gov.my	03-8321 4830
TERENGGANU / PAHANG	EN MOHD NORISHAM	mohdnorisham@mohr.gov.m y	03-8321 4760
SABAH	EN KHAIRUL ANUAR	k.anuar@mohr.gov.my	03-8321 4759
SARAWAK	CIK NOOR ATIRAH	nooratirah@mohr.gov.my	03-8321 4746



# TAKLIMAT PTPK

PEMBAYARAN INSENTIF



# TAKLIMAT PENGGUNAAN K- SLDN

DALAM PELAKSANAAN PENILAIAN SLDN

# PENGGUNAAN KURIKULUM SLDN

Pelaksanaan Penilaian Berterusan Praktikal yang **menggunakan NOSS Format Baharu MESTI** menggunakan Format K-SLDN

Pelaksanaan Penilaian Berterusan Praktikal yang **menggunakan NOSS Format LAMA** menggunakan Skema Pemarkahan Praktikal

Contoh kod baru:  
MP-060-2:2013  
(Perkhidmatan Estetik)

Contoh kod lama:  
MP-060-2  
(Juruestetik)

# SENARAI K-SLDN

25

BIL	KOD NOSS	BIDANG
1	TP-306-1/2/3:2012	PENYEMBURAN CAT AUTOMOTIF
2	TP-118-1/2/3:2012	SERVIS DAN PENYELENGGARAAN MOTORSIKAL
3	MC-041-2/3: 2012	KAWALAN KUALITI INDUSTRI (PEMBUATAN)
4	EE-320-2/3:2012	PEMASANGAN DAN PENYELENGGARAAN ELEKTRIKAL (SATU FASA & 3 FASA)
5	EE-021-2/3 :2012	PEMASANGAN, PEMBAIKAN DAN PENYELENGGARAAN KELENGKAPAN DAN PERALATAN ELEKTRONIK
6	EE-021-4/5; 2012	PEMBANGUNAN, REKABENTUK & PENGURUSAN PRODUK ELEKTRONIK (MARIN)
7	PR-023-2/3:2012	PENGELUARAN LITOGRAFI OFFSET
8	HT-090-2/3:2013	DANDANAN RAMBUT
9	HT-012-2/3 : 2012	PENYEDIAAN DAN PEMBUATAN MAKANAN

# SENARAI K-SLDN

26

BIL	KOD NOSS	BIDANG
10	MP-060-2/3 :2013	PERKHIDMATAN TERAPI ESTETIK
11	MP-061-3:2012	TERAPI SPA
12	MP-080-3:2011	REFLEKSOLOGI TANGAN, KAKI DAN TELINGA
13	MP-081-3:2011	AROMATERAPI
14	MP-082-3:2011	TERAPI URUT
15	TA-011-1/2/3:2012	PEMBUATAN PAKAIAN WANITA
16	CC-011-3:2012	PENJAGAAN DAN PENDIDIKAN AWAL KANAK-KANAK
17	ET-012-3:2012	PENDIDIKAN PRA-SEKOLAH
18	ME-020-2/3:2012	PEMASANGAN & PENYELENGARAAN ALAT PENGHAWA DINGIN DAN PENGUDARAAN (DOMESTIK)

# PENGGUNAAN KURIKULUM SLDN

27

Bagi NOSS format baharu yang tidak tersenarai, Penilaian Berterusan Praktikal perlu dibangunkan

Menggunakan *Assessment Criteria* dalam bahagian CoCU (NOSS)

Penilaian hanya dibuat setelah perantis bersedia dinilai



KAEDAH MEMBANGUNKAN  
PENILAIAN BERTERUSAN PRAKTIKAL  
BERASASKAN NOSS FORMAT  
BAHARU

## COMPETENCY PROFILE(CP)

29

Sub-Sector	COSMETOLOGY			
Job Area	BEAUTY THERAPY			
NOSS Title	AESTHETIC SERVICES			
Level	TWO(2)			
CU Title	CU Code	CU Descriptor	CU Service Activities	Performance Criteria
1. Workplace Safety, Hygiene And Maintenance	MP-060-2:2013-C0	<p>Workplace Safety, Hygiene And Maintenance competency unit is a set of practices and guidelines in compliance to the regulatory requirements in protecting the safety, health and welfare of people engaged in service or employment.</p> <p>The outcome of the competency are to foster a safe and healthy service environment, avoid accidents and minimise incidents at workplace and provide assurance to client of safe, hygienic and well maintained salon environment in accordance with regulatory/statutory bodies requirements.</p> <p>The person who is competent in this competency unit shall be able to comprehend workplace hygiene, safety and maintenance standards, company Standard Operating Procedure. She/he should be able to check workplace safety, hygiene and maintenance requirements, carry out workplace up-keeping preparation and carry out workplace safety, hygiene and maintenance</p>	<p>1. Check workplace safety, hygiene and maintenance requirements</p> <p>2. Carry out workplace up-keeping preparation</p>	<p>1.1 Basic salon Standard Operating Procedure (SOP) identified</p> <p>1.2 Workplace safety maintenance identified</p> <p>1.3 Workplace maintenance identified</p> <p>1.4 Work area determined with company</p> <p>1.5 Salon facilities availability determined in accordance with company policies</p> <p>2.1 Personal Protective Equipment (PPE) obtained in accordance with up keeping guidelines</p> <p>2.2 Work area to be up-kept organized in accordance with up keeping requirements</p> <p>2.3 Tools, equipment and material for workplace up keeping obtained and arranged/organized in accordance with service</p>

COMPETENCY UNIT  
DESCRIPTOR DI  
MUKA  
HADAPAN

## CURICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE									
Job Area		HAIRDRESSING									
Competency Unit Title		HAIR SHAMPOOING									
Learning Outcome		<p>The person who is competent in this CU shall be able to provide hair shampooing to the clients. Its work to maintain hair cleanliness, condition and relaxation of clients. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> <li>Identify client's hair shampooing needs</li> <li>Analyze hair and scalp condition</li> <li>Prepare hair shampooing and conditioning requirements</li> <li>Carry out hair shampooing</li> <li>Carry out hair conditioning</li> <li>Carry out hair drying</li> </ul>									
Competency Unit Code		HT-XXX-02	Competency Type	Core	Level	2	Training Duration	120	Credit Value	12	
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria					
1. Identify client's hair shampooing needs.	1.1 Clients meet & greet protocol 1.2 Salon service reception procedures 1.3 Client's hair shampooing/conditioning objectives 1.4 Client particulars <ul style="list-style-type: none"> <li>•Age;</li> <li>•Gender;</li> <li>•Racial Background;</li> </ul>			7	Lecture	1.1 Salon client welcomed 1.2 Client's treatment objective determined 1.3 Client's profile determined 1.4 Shampooing products & procedures determined 1.5 Types of hair salon services explained					

## A. ASSESSMENT CRITERIA

- Salon client welcomed
- Client's profile determined
- Clients treatment objective determined

## A. ASSESSMENT CRITERIA

2. Analyze hair and scalp condition	2.1 Hair & scalp condition for hair shampooing/conditioning			7	Lecture	2.1 Hair and scalp condition determined
	2.2 Product's attribute and manufacturing instructions					2.2 Hair shampoo/conditioning procedure confirmed
	2.3 Product's contraindications range					2.3 Shampooing/conditioning products suitability confirmed
	2.4 Hair shampooing/conditioning method					2.4 Hair & scalp healthy science explained
	2.5 Hair shampooing/conditioning requirements					2.5 Product's contraindication explained
	2.6 Salon documentation system					2.6 Types of hair & scalp explained
		2.1 Determine hair & scalp condition		13	Demonstration & Observation	2.7 Client hair analysis results recorded
		2.2 Select hair & scalp condition products				
		2.3 Select method				

4. Hair and scalp condition determined
5. Client hair analysis results recorded
6. Hair shampoo/conditioning product and procedure confirmed
7. Products application explained

## CURICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE									
Job Area		HAIRDRESSING									
Competency Unit Title		HAIR SHAMPOOING									
Learning Outcome		<p>The person who is competent in this CU shall be able to provide hair shampooing to the clients. Its work to maintain hair cleanliness, condition and relaxation of clients. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> <li>• Identify client's hair shampooing needs</li> <li>• Analyze hair and scalp condition</li> <li>• Prepare hair shampooing and conditioning requirements</li> <li>• Carry out hair shampooing</li> <li>• Carry out hair conditioning</li> <li>• Carry out hair drying</li> </ul>									
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● B. Attitude/Safety/Environment (20%) ●

## Employability Skills

Core Abilities	Social Skills
02.01 Identify and gather information 02.02 Document information, procedures or processes 02.03 Interpret and follow manuals, instructions and SOP's 02.04 Communicate clearly 02.05 Prepare brief reports and checklists using standard forms 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 06.01 Comply with and follow chain of command 06.02 Identify and highlight problems 06.03 Adapt competencies to new situations/systems 01.04 Analyse information 03.08 Develop and maintain a cooperation within work group 04.02 Organize own work activities 04.03 Set and revise own objectives and goals 04.04 Organize and maintain own workplace	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing



C. Employability Skills (Social Skills(20%))



## CONTINUOUS PRACTICAL ASSESSMENT (PENILAIAN BERTERUSAN PRAKTIKAL)



NOSS (CODE NOSS)	HAIRDRESSING (HT-090-2:2012)		
Competency Unit Title (CU CODE)	HAIR SHAMPOOING (HT-090-2:2012 CU2)	LEVEL	2
Competency Unit Descriptor	<p>This competency unit describes the skills, knowledge and attitude requirements in hair shampooing. Its work to maintain hair cleanliness, condition and relaxation of clients.</p> <p>The person who is competent in hair shampooing shall be able to identify client's hair shampooing needs, analyze hair and scalp condition, prepare shampooing and conditioning requirements, carry out hair shampooing, hair conditioning and hair drying.</p> <p>The outcome of this competency is to enable hair shampooing to be a valuable factor in appearance grooming in compliance with the hairdressing standard practice.</p>		
Candidate Name			
Candidate I/C Number			
Company's Name			
Assessment Date		Total Marks	

You are required to evaluate hair shampooing activities using checklist below.

A	ASSESSMENT CRITERIA (60%)	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1-2	3-4	5-6	7	0	1-2	3-4	5-6	7
1	Salon client welcomed.										
2	Client's profile determined.										
3	Client's treatment objective determined.										
4	Hair and scalp condition determined.										
5	Client hair analysis results recorded.										
6	Hair shampoo/conditioning product and procedure confirmed.										
7	Product's application explained.										
8	Shampooing tools, equipment and materials arranged.										
9	Client's treatment place organized.										
10	Client's protective clothing arranged.										
11	Client hair Prepared for shampooing.										
12	Client's hair shampooing/conditioning executed.										
13	Hair massage technique applied.										
14	Hair thoroughly rinsed.										
15	Client wet hair towel-dried.										

16	Hair styled.										
17	Client's treatment recorded in record card.										
18	Salon housekeeping applied.										
	<b>SUBTOTAL</b>	<b>A<sub>1</sub></b>					<b>A<sub>2</sub></b>				
	<b>FULL MARKS</b>	<b>126</b>					<b>126</b>				
B	ATTITUDE/ SAFETY/ ENVIRONMENT (20%)	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1-2	3-4	5-6	7	0	1-2	3-4	5-6	7
1	Attitude.										
2	Safety.										
3	Environment.										
	<b>SUBTOTAL</b>	<b>B<sub>1</sub></b>					<b>B<sub>2</sub></b>				
	<b>FULL MARKS</b>	<b>21</b>					<b>21</b>				
C	EMPLOYABILITY SKILLS (SOCIAL SKILLS) (20%)	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1-2	3-4	5-6	7	0	1-2	3-4	5-6	7
1	Communication skills.										
2	Conceptual skills.										
3	Interpersonal skills.										
4	Multitasking and prioritizing.										
	<b>SUBTOTAL</b>	<b>C<sub>1</sub></b>					<b>C<sub>2</sub></b>				
	<b>FULL MARKS</b>	<b>28</b>					<b>28</b>				

# SKALA PEMARKAHAN

35



0

Tidak dilakukan /  
gagal kritikal



1-2

Lemah



3-4

Sederhana



5-6

Baik



7

Cemerlang

# KAEDAH PENGIRAAN

CALCULATION TABLE

	MARKS GIVEN BY APPRENTICE	MARKS GIVEN BY COACH	WEIGHTED MARKS GIVEN BY APPRENTICE	WEIGHTED MARKS GIVEN BY COACH
ASSESSMENT CRITERIA	A <sub>1</sub>	A <sub>2</sub>	A <sub>1</sub> / 126 x 60	A <sub>2</sub> / 126 X 60
ATTITUDE/SAFETY /ENVIRONMENT	B <sub>1</sub>	B <sub>2</sub>	B <sub>1</sub> / 21 X 20	B <sub>2</sub> / 21 X 20
EMPLOYABILITY SKILLS (SOCIAL SKILLS)	C <sub>1</sub>	C <sub>2</sub>	C <sub>1</sub> / 28 X 20	C <sub>2</sub> / 28 X 20
	Total		X	Y
	Ratio of Percentage (Apprentice: Coach)		P% (P= 20%)	Q% (Q=80%)
	Grand Total		(P/100 x X) + (Q/100 x Y)	

CONTOH:

18 (Assessment Criteria) x 7  
(Markah Penuh) = **126**

3 (Attitude/Safety / Environment) x 7  
(Markah Penuh) = **21**

4 (Employability Skills) x 7 (Markah Penuh) = **28**

# KAEDAH PENGISIAN BORANG P01

CALCULATION TABLE

	MARKS GIVEN BY APPRENTICE	MARKS GIVEN BY COACH	WEIGHTED MARKS GIVEN BY APPRENTICE	WEIGHTED MARKS GIVEN BY COACH
ASSESSMENT CRITERIA	$A_1$	$A_2$	$A_1 / 126 \times 60$	$A_2 / 126 \times 60$
ATTITUDE/SAFETY /ENVIRONMENT	$B_1$	$B_2$	$B_1 / 21 \times 20$	$B_2 / 21 \times 20$
EMPLOYABILITY SKILL S (SOCIAL SKILL S)	$C_1$	$C_2$	$C_1 / 28 \times 20$	$C_2 / 28 \times 20$
	Total		X	Y
	Ratio of Percentage (Apprentice: Coach)		P% (P= 20%)	Q% (Q=80%)
	Grand Total		$(P/100 \times X) + (Q/100 \times Y)$	

MASUKKAN  
MARKAH KE  
DALAM BORANG  
P01 (BAHAGIAN  
PRAKTIKAL)



KERJA SINDIKET

Soalan 1 :

Anda diminta membangunkan Kertas Penilaian Berterusan Praktikal Bagi Bidang Aesthetic Therapy Services (MP-060-2:2013), C03 Manual Facial Service.

Sila isikan Kriteria Penilaian di dalam [templat](#) yang diedarkan.

Soalan 2 :

Menggunakan templat yang sama, anda diminta mengira markah penilaian praktikal seperti berikut.

Jawapan

Soalan 3 :

Seterusnya, masukkan markah penilaian yang telah dikira ke dalam Rekod Bukti Pencapaian P01



# PENYERAHAN SURAT TAWARAN