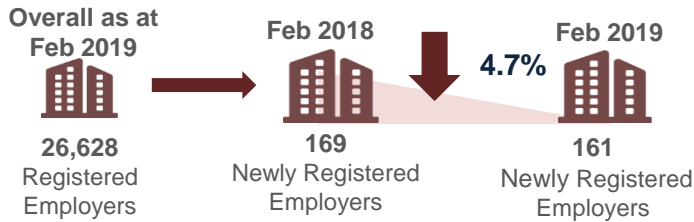


HRDF QUICK BITE REPORT - MARCH 2019

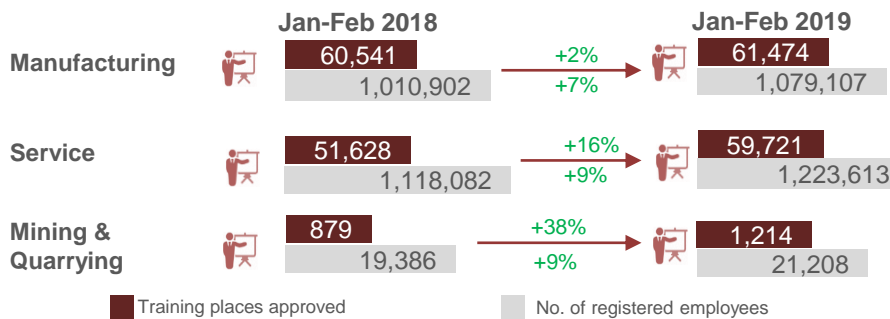
HRDF TRAINING SCENARIO FOR FEBRUARY 2019

Growth of HRDF Registered Employers



With 26,628 employers registered, the total number of employees covered is 2,323,928. By comparing new registration between Feb 2018 and Feb 2019, the number of employers registered with HRDF has decreased by 4.7%. Although efforts are made in the mainstream media to remind all liable employers to be registered, the second consecutive monthly decline indicated this method to be less effective. Collaboration with other enforcement agencies is needed to identify more liable employers.

Mining and Quarrying Sector Has The Highest Growth in Training Places



Although there are growth in training places for all 3 sectors. But Manufacturing's training places growth is not in tandem with the growth of no. of employees. The Jom Guna Levi campaign should give more focus on manufacturing sector as the trend suggests that training activities in the sector is losing momentum.

Four (4) most active* sub-sectors in Feb 2019

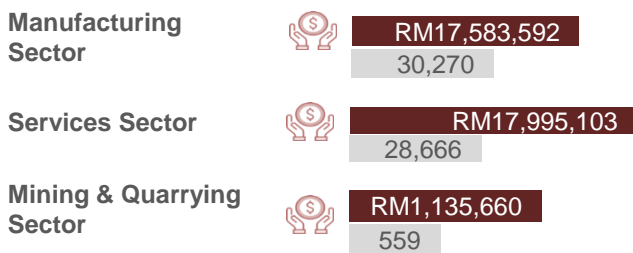
1. Training Provider
2. Advertising
3. Event Management Services
4. Health Support Services

Four (4) least active* sub-sectors in Feb 2019

1. Telecommunication
2. Power (energy)
3. Petroleum & Gas Extraction
4. Postal

*Active/least active is defined by total number of training places / no. of employees

Trainings by Main Sectors in Feb 2019



Financial Assistance approved Training Places approved

Average training cost/ training*(RM)

Sector	Public	In-House
Manufacturing Sector	1,377.21	235.87
Services Sector	1,317.21	392.10
Mining & Quarrying Sector	2,928.21	219.21

*The training cost was calculated for schemes related only based on financial assistance/training places which not involving duration of the programme and the complexity of the programme.

Top sub-sectors with higher training cost* on average (per pax)

1. Computer Industry (RM4,444)
2. Engineering Support & Maintenance (RM2,025)
3. Private Institution Of Higher Learning (RM2,500)
4. Freight Forwarder (RM2,300)
5. Security Firms (RM2,545)
6. Hotel Industry (RM2,286)

High-cost trainings under these subsectors are categorised as technical trainings that require employees to obtain relevant specialised skills in performing their jobs.

HRDF QUICK BITE REPORT – March 2019

Top listing relevant job-based training programmes for Feb 2019 by Sub-sectors

A) MANUFACTURING SECTOR

- 1) FOOD MANUFACTURING & BEVERAGE INDUSTRIES**
 - B.O.S Programme & HACCP Awareness Training
 - Food Handler Course
 - Pest Awareness Training
- 2) IRON AND STEEL BASIC INDUSTRIES**
 - Pengenalan Terhadap Kualiti Paip, Melaksanakan Aktiviti Penambahbaikan, Pemrosesan Paip Gate Channel Dan Lip Channel, Pelarasan Roller Serta Keselamatan Dan Kesihatan Pekerjaan Di Tempat Kerja.
 - Safe Operation Of Forklift Training
 - Statistical Process Control (SPC)
- 3) MANUFACTURE OF FURNITURE AND FIXTURES EXCEPT PRIMARILY OF METAL**
 - ISO 9001:2015 & ISO 14001:2015
 - SST Inhouse Training
 - Measurement & Calibration Techniques
- 4) MANUFACTURER OF ELECTRICAL MACHINERY, APPARATUS APPLIANCES AND SUPPLIES**
 - ISO 45001:2018 Interpretation And Application
 - GDT - Geometric Dimensioning & Tolerancing
 - Supply Chain Management
- 5) MANUFACTURER OF GLASS AND GLASS PRODUCTS**
 - ISO 14001:2015 Awareness, Documentation & Implementation
 - IATF 16949:2016 Standard Interpretation and Application
 - Emergency Response Plan & preparedness combined drill
- 6) MANUFACTURER OF INDUSTRIAL CHEMICALS & OTHER CHEMICAL PRODUCTS**
 - Latihan Pengendali Makanan Siri 1 & 2 2019
 - Cooling Water Training for Utility and Urea Operation
 - Operate Facilities Work Process (OFWP)
- 7) MANUFACTURER OF LEATHER & PRODUCTS OF LEATHER, LEATHER SUBSTITUTES & FUR, EXCEPT FOOTWEAR & WEARING APPAREL**
 - ISO 45001:2018 Awareness Training
 - Internal Auditing for ISO 14001, ISO 45001
 - ISO 14001:2015, ISO 45001:2018 Requirements
- 8) MANUFACTURER OF MACHINERY EXCEPT ELECTRICAL**
 - CORE MODULE: CMC Safety Health & Fire Safety
 - CORE MODULE: CMC Environment Management System
 - GEOMETRIC DIMENSIONING & TOLERANCING (GD & T)
- 9) MANUFACTURER OF MISCELLANEOUS PRODUCTS OF PETROLEUM & COAL**
 - ELECTRICAL ENGINEERING FOR NON ELECTRICIANS
 - FMM Certificate in Boilerman
 - Traditional v Design and Build Contracts and negotiation.
- 10) MANUFACTURER OF NON-METALLIC MINERAL PRODUCTS**
 - Understanding the Risk Assessment In Aspect Impact and Hazard For Business Continuity
 - OH&S ISO 45001:2018 Awareness and Risk Based Thinking
 - INTERNAL QUALITY AUDITING OF ISO 9001:2015
- 11) MANUFACTURER OF PAPER AND PAPER PRODUCTS**
 - ISO 22000:2018 Training Course
 - RoHS and REACH Compliance
 - Understanding Pumps And Compressors
- 12) MANUFACTURER OF PLASTICS PRODUCTS**
 - Industrial Automation Kip 4: Electrical, Electronic System Assembly And Soft skill
 - MODULE MMC 008 System Design And Integration
 - Safe Forklift Driving
- 13) MANUFACTURER OF PROFESSIONAL AND SCIENTIFIC & MEASURING AND CONTROLLING EQUIPMENT N.E.C. AND OF PHOTOGRAPHIC AND OPTICAL GOODS & OTHERS MANUFACTURING IND.**
 - Process Automation via Programming
 - Effective Safety & Health
 - Emmedic Pre-Hospital Medical Care Training
- 14) MANUFACTURER OF RUBBER PRODUCTS**
 - Dangerous Goods Cargo Storage & Handling Training
 - Microsoft Excel Intermediate
 - Business Ethic, integrity & Human Right Covering UNGP.
- 15) MANUFACTURER OF TEXTILES & WEARING APPAREL, EXCEPT FOOTWEAR**
 - OCCUPATIONAL SAFETY & HEALTH MANAGEMENT
 - Microsoft Excel 2017 (Foundation, Intermediate & Advance Level)
 - Industry 4.0: Introduction to Concepts & Technology Pillars
- 16) MANUFACTURER OF TRANSPORT EQUIPMENT**
 - AIAG & VDA NEW Manual FMEA Training
 - ISO 9001:2015 AWARENESS TRAINING
 - Overhead Crane Safety Training
- 17) MANUFACTURER OF WOOD & WOOD PRODUCTS AND CORK, EXCEPT FURNITURE**
 - Training On The Hazard Identification & Risk Assessment And Risk Control (HIRARC)
 - Introduction to ISO 14001:2015 Environmental Management System
 - Environmental Business Risk and Opportunity
- 18) NON-FERROUS METAL BASIS INDUSTRIES & FABRICATED METAL**
 - ISO 45001:2018 Understanding The Requirements
 - ISO 13485 Interpretation And Application Training
 - ISO 22000:2018 Awareness In House IMS Internal Audit ISO 9001:2015 & ISO 22000:2018
- 19) PETROLEUM REFINERIES**
 - Shift Learning Events
 - Authorized Entrant & Standby Person for Confined Space (Refresher)
 - Environmental, Health and Safety Management Systems Awareness (ISO 14001:2015 & ISO 45001:2018)
- 20) PRINTING, PUBLISHING AND ALLIED INDUSTRIES**
 - ADVANCE PRODUCT QUALITY PLANNING
 - Strategi Pemantapan Kerja Kearah Pendidikan Jabatan Pengarang
 - Safe Handling Of Forklift Operation
- 21) MANUFACTURER OF POTTERY, CHINA AND EARTHENWARE**
 - Industrial Accident Prevention Program Safe Operation Of Forklift At Workplace
 - FMM Institute Seminar On Contribution Of Foreign Workers SOCSO Employment Injury Scheme

B) SERVICES SECTOR

- 1) ADVERTISING**
 - HMB Nationwide Training (Retail/Merchandising)
 - WYETH Merchandiser Nationwide Training
- 2) AIR TRANSPORT**
 - Essential Occupational First Aid, CPR & AED Training
 - Aviation Ground Accidents/Incidents Investigation Course
 - Basic Aviation Security Training
- 3) BONDED WAREHOUSE**
 - GDPMD Understanding
 - BD AI Cage (Artificial Insemination)
 - Permit To Work
- 4) BUILDING AND LANDSCAPE SERVICES**
 - CCBA Module 2 : We are the Brand
 - Lean Six Sigma Green Belt Training - Measure Phase Tollgate Training
 - Defensive Driving
- 5) COMPUTER INDUSTRY**
 - Astounds Sales : Pushing the Upper Limits of Sales
 - Basic Occupational First Aid, CPR & AED
 - Breakaway Practical Crime Prevention
- 6) DIRECT SELLING**
 - Marketing Business Workshop
 - Public Speaking
 - The Art Of Interviewing
- 7) DRIVING SCHOOL**
 - Kursus Pensijilan Pengajar Institut Memandu (SPIM) Kelas D
 - HR For Non HR - Essential Knowledge in Malaysian Employment Laws
 - Writing Excellent Minutes and Reports
- 8) EARLY CHILDHOOD EDUCATION**
 - First Aid Course with Examination For Child Care
 - Seminar Advanced My Documents
 - Parent Talk
- 9) ENGINEERING SUPPORT & MAINTENANCE**
 - Oil & Gas Safety Passport
 - Slow Speed Operation_CV620 , CV630
 - Business Improvement Process - Sop Purchasing & Logistic
- 10) EVENT MANAGEMENT SERVICES**
 - BBC CORPORATE CHINESE COURSE
 - Hygiene Inspection Training Workshop
- 11) FOOD AND BEVERAGE SERVICES**
 - Food Handler Training
 - Excellence Customer Service Corporate Training
 - Balanced Scorecard workshop
- 12) FRANCHISE**
 - Excellent Customer Service
 - Food Handling Class (MOH)
 - Product Sales & Services Class
- 13) FREIGHT FORWARDER**
 - SST Mastery
 - Safe Handling Of Material Handling Equipment (MHE) Trucks
 - Microsoft Office 2010 Excel Advance Course
- 14) GAS, STEAM & AIR-CONDITIONING SUPPLY**
 - Microsoft Excel 2016 Intermediate
 - Sales Tax Seminar
 - Authorised Entrant and Stand by Person for Confined Space (Refresher)
- 15) HEALTH SUPPORT SERVICES**
 - Training For MSQH Hospital Accreditation Standards
 - Kidney Health For Everyone Everywhere
 - Think Like a Customer, Sell Profitably
- 16) HOTEL INDUSTRY**
 - Introduction To First Aid & CPR
 - Food Handlers Course
 - Halal Awareness Training
- 17) HYPERMARKET/SUPERMARKET/DEPARTMENTAL STORE**
 - Branch Operation Training
 - Inventory Management & Housekeeping
 - Merchandising & Housekeeping
- 18) INFORMATION SERVICE**
 - Basic Occupational First Aid, Cpr & Aed Training Course
 - Business Alignment Goals and KPI Settings
 - Alteryx Designer
- 19) LAND TRANSPORT**
 - Basic Fire Prevention / Asas Mencegah Kebakaran (Tukang K2)
 - IT Safety Awareness
 - Kursus Basic First Aid (Tukang K2)
- 20) PORT SERVICES**
 - Terminal Tractor Module Training 2019
 - Catenary Trolley Support System
 - Basic First Aid
- 21) POSTAL**
 - Kursus "Emergency Response Team (ERT-First Aid - Fire Fighting)"
 - Kursus Asas Kurier Poslaju
 - Kursus "Occupational Safety & Health Act (OSHA)"
- 22) POWER (ENERGY)**
 - SSCTA (FT) - Kursus Asas Pertolongan Cemas dan Cardiopulmonary Resuscitation (CPR)SO No : 592046
 - SSCTA (FT) - Basic Occupational First Aid, CPR & AED Training Course SO No : 592109
 - SSCTA (FT) - Distribution Planning Cycle Module 3 : Distribution Capacity Planning SO 592331
- 23) PRIVATE BROADCASTING SERVICES**
 - Adobe Photoshop Training Part 1 & 2
 - Selling Skills For Non Sales Personnel
 - Technical Workshop On Digital Brand Planning
- 24) PRIVATE HOSPITAL**
 - Basic Life Support
 - ISO 9001 : 2015 Process Approach Internal Quality
 - Understanding Pressure Injuries in Hospital Setting
- 25) PRIVATE INSTITUTION OF HIGHER LEARNING**
 - Bengkel Bimbingan Audit Dalaman ISO 9001:2015 Dan ISO 21001:2018
 - Latihan Pengubalan Soalan Peperiksaan
 - Workshop on Research Grant Application (FRGS) For Beginner
- 26) PRODUCTION OF MOTION PICTURE, VIDEO & TELEVISION PROGRAMME, SOUND RECORDING & MUSIC PUBLISHING**
 - Customer Service
 - Workshop On Digital Brand Planning
 - Creative Digital Marketing
- 27) RESEARCH & DEVELOPMENT**
 - ISO/IEC 17025:2017 Quality Awareness
 - Understanding & Interpreting The ISO/IEC 17025: 2017 Standard
 - Optical Encoder Design & Technology
- 28) SALE & REPAIR OF MOTOR VEHICLES**
 - X-Trail Facelift Product Training
 - Nissan Customer Experience Program - MOVE toward 2022
 - Embracing Human Resource Management Through Digitalization
- 29) SECURITY FIRMS**
 - Certified Security Guard (CSG)
 - Firearms Training
 - Managing Conflicts Effectively
- 30) SEWERAGE**
 - SAP Enterprise Asset Management/Plant Maintenance
 - Microsoft Access For CBCD
- 31) SHIPPING**
 - Strategic Performance Measurement
 - Cargo Summary Processes
 - Damaged Container Process Flow
- 32) TELECOMMUNICATION**
 - UYS Course 100: Achieving Superior Service
 - Authorised Entrant and Stand-by Person for TM
 - TMLex_SDN/NFV Overview
- 33) TRAINING PROVIDER**
 - Good Laboratory Practice (GLP) and Compliance Monitoring
 - Coaching for Improved Work Performance Workshop
 - Analyzing Data With Power BI
- 34) TRAVEL AGENCY – INBOUND**
 - LHDNM-MEF Seminar 2019 Voluntary Disclosure : What Taxpayers Should Know
 - Payroll Administration & MTD PCB Calculation
- 35) TRAVEL AGENCY – OUTBOUND**
 - Internal Branding
 - Occupational First Aid & CPR with AED & First Responder Training
- 36) WASTE MANAGEMENT AND MATERIAL RECOVERY SERVICES**
 - Professional Grooming and Business Mindset
 - Formulation & Implementation of Corporate & Departmental Scorecard
 - Basic First Aid & CPR
- 37) WATER TREATMENT AND SUPPLY**
 - Program Pengurusan Kerja & Aset Bagi Sistem TAMS - Modul WAMS untuk End User
 - Latihan HMA & RMA bagi spot meter reading system (SMRS) kepada Pembaca Meter (Kuantan, Bentong & Maran)
 - Kursus Kesedaran MS ISO/IEC 27001:2013

C) MINING & QUARRYING SECTOR

- 1) MINERAL & STONE QUARRY**
 - Working At Height
 - Schedule Waste Management
 - Introduction To SST Model 2019
- 2) PETROLEUM & GAS EXTRACTION**
 - Helicopter Landing Officer (HLO)
 - Damage Control Team Refresher (DCT-R) & Rescue at Height Training
 - Site Emergency Response Team

Disclaimer: The list were derived based on key word analysis in the training title. It may have limitation should the training title were keyed in wrongly by the employers. This document is for HRDF internal usage only.

Reference: HRDF Internal Database