

<h1>SCB</h1>	<i>Title:</i> TRAINING REQUISITION	<i>Doc No :</i> ADM/TRN/006(2) <i>Effective Date:</i> 01.12.02
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Employee Name:	Centre :
Employee Code :	Department :

Type of Retraining & Skills Upgrading (Please tick (/) in appropriate box)

<input type="checkbox"/> Technical	<input type="checkbox"/> Computer Related Skills
<input type="checkbox"/> Quality & Productivity Related Skills	<input type="checkbox"/> Supervisory
<input type="checkbox"/> Craft Skills	<input type="checkbox"/> # All Other Skills Please Specify: _____ Teaching Skills _____

Grant Status under the HRDF (Please tick (/) in appropriate box)

<input type="checkbox"/> SBL	<input type="checkbox"/> SBL PKS	<input type="checkbox"/> # PROLUS	<input type="checkbox"/> Not Claimable
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Programme Title CERTIFICATE IN TEACHING COURSE (CITC)
Training Description (Please explain the relevance of the training to your departments' needs and/or objectives). The CITC is a 32-hour course which introduces participants to some aspects of the theory and practice of pedagogy and andragogy. Modules to be conducted include the concepts of teaching and learning, development of children and youth including employability, planning for teaching, teaching strategies, use of instructional aids, classroom management, assessing teaching and learning. It is targeted at college lecturers or other staff without a Cert Ed, Dip Ed or some other training qualification

Name of Training Provider & Organiser: Dr Chua Tee Tee, Stamford College PJ	
Contact Person : Dr Chua Tee Tee	Telephone :03-79685532/019-2882494
Training Location Stamford College Jalan Barat, PJ (next to PJ Hilton)	Training Dates: Saturdays 10, 17, & 24 April 2010, & on 15 May 2010, from 9am to 1pm & from 2pm to 6pm
Distance of training location from your centre premises : ____NA ____KM	Training Cost: RM1000

If Certifiable, please indicate nature of certification (Please tick (/) in appropriate box)

<input type="checkbox"/> NVTC Basic /intermediate/ advance	<input type="checkbox"/> No Certificate (inc. certificate of attendance/performance)
<input type="checkbox"/> Certificate from Polytechnics	<input type="checkbox"/> # Others, please specify __Certificate in Teaching_____

Note: To be completed by every candidate who is sponsored by the Company to attend course/seminar/conference.

I..... NRIC No:..... do hereby confirm and agree that I shall within 5 working days upon completion of my attendance of the Company sponsored training course/seminar/conference as stated in the Training Requisition form for period from..... to....., submit to the Human Resources Department for retention and record in my Personal File, a certified true copy or "sighted" copy of the certificate issued (if applicable) or the certificate of attendance. Should I fail to do so within the stipulated time and unless good reason(s) in writing could be furnished for the delay thereafter, I agree that I shall be liable for the penalty to reimburse the Company the full amount of the fee(s) for such attendance together with the wages for the leave of absence from my work during the period accordingly.

Furthermore, under such omission or default by me, I do hereby authorise the Company to deduct RM..... being the cost of the said course/seminar/conference from my monthly wages whenever due to me by monthly installments of not more than RM300.00 per month until the full due amount has been settled or that I shall pay in full the outstanding amount, if I resign from the services of the Company before the full and final payment.

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Signature of staff attending the course

Date

<p>Requested By:</p> <p>Name :</p> <p>Position:</p> <p>Date :</p>	<p>Supported By:</p> <p>Name :</p> <p>Position :</p> <p>Date :</p>	<p>Approved By:</p> <p>Name :</p> <p>Position:</p> <p>Date :</p>
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