

Train-The-Trainer (TTT) Exemption Application Guideline for Criteria Selection

In order to conduct training in any of the PSMB schemes, trainers are required to attend and successfully complete the PSMB Train-The-Trainer (TTT) Programme. Alternatively, trainers can also apply for exemption from attending the programme if they fulfill any of the criteria as stated in Training Provider Circular 4/2009 as below:

Criteria A

Trainers who possess one of the following certificates or qualifications:

- i. Teacher Training Certificate from Government / International Teacher's Training College.
 - Sijil Guru
 - Sijil Perguruan Khas
 - Sijil Perguruan Asas
 - Sijil Perguruan Ilmu Khas
 - Certificate in Education

- ii. Diploma or Degree or Master in Education from recognized Government / private institutions. Diploma or Degree or Master from Education Faculty (Fakulti Pendidikan) only. Exception given if Diploma or Degree or Master from other faculty with condition the word education appears in the certificate. For example,
 - Degree of Education (Sarjana Muda Pendidikan)
 - Master of Education (Sarjana Pendidikan)
 - Diploma of Education (Diploma Pendidikan)
 - Sarjana Muda Sastera (Pendidikan)
 - Certificate of Teaching English as Second Language (TESL) from Education Faculty will be considered for the exemption. Please note that Certificate English as Second Language from Faculty of Language or Faculty of Arts will not be considered for the exemption
 - Diploma/ Certificate in Teaching English to Speakers of Other Languages (TESOL)

- iii. Trainer Certificate from Centre for Instructor and Advance Skill Training (CIAST).

- iv. Vocational Trainer Certificate endorsed by Department of Skills Development.
 - Certificate of Vocational Training Officer (VTO)
 - Vocational Training Manager (VTM)
 - Vocational Training Executive (VTE)
 - Diploma Vocational Trainer

- v. Certificate in Training and Development (CITD).
 - Certificate IV in Training and Assessment

- vi. Certified Training Professional Certificate (Institute of Training and Development).

Please upload a copy of the relevant certificate as a supporting document.

- vi. Trainers who have acquired valid title of Associate Professor / Professorship from institutions of higher learning.

Please upload the appointment letter of the Associate Professor / Professor as a supporting document.

Note: Teaching permits / academic certificates do not meet criteria A.

Criteria B

Trainer who have attended other Train- the-Trainer course similar to the PSMB 5 days TTT Programme curriculum structure. Any TTT programme which obtained prior approval from PSMB can be used to apply under this criterion. Such, kindly ensure that the TTT programme that you have attended has been certified as similar by PSMB. Example of TTT courses that have been certified as similar is NIOSH 5-day TTT or 6-day Training Management for Business.

Please upload a copy of the relevant certificate as a supporting document.

Criteria C

Trainers who have five years or more experience in training and have conducted at least 25 training sessions. Under criteria C, trainers must enter at least 25 corporate training sessions conducted within the previous 5 years as follows:

- A comprehensive training for working adults – training courses targeted at students will not be considered;
- The current year will not be assessed as part of the five years duration;
- The training session meant that the program was completed instead of every module / day during that period;
- To demonstrate a consistent teaching experience (no gaps or your profile will explain it);
- To list training activities in consecutive years (e.g. 2018, 2017, 2016, 2015, 2014, 2013...);
- To provide client details such as Course Title, Date, Venue, Name of Client, Contact Person & Phone Number correctly for PSMB audit purposes;
- For public programs, please enter only one client information;

Please upload trainer's professional profile (in his / her own format – detailed and consistent profiles to support trainer experience in training and career up to now) as a supporting document.

Note:

Effective from October 2015, Pembangunan Sumber Manusia Berhad no longer issues a hardcopy certificate and will only be issuing e-certificate to your registered email.