

WRITE-UP
OF
THE OPERATION OF
PWD TRAINING CENTRE 2005

Disediakan oleh:

Shim See Mo
(Pegawai Latihan Kanan)
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I. BACKGROUND OF P.W.D. TRAINING CENTRE

P.W.D. Training Centre was established in 1961 to plan, design and implement various training programme for its technical supporting staff according to the requirement and training needs.

A Senior Training Officer who was responsible to the DEPUTY DIRECTOR II heads P.W.D. Training Centre before 1997. Due to the setting up of the new Training & Technical Service Branch in 1997, Pusat Latihan was then under the supervision of the Assistant Director of this new branch

The Function and Activities of P.W.D. Training Centre are as follows :-

FUNCTION

To provide learning opportunity to technical supporting staff for personal improvement as well as to fulfill the requirement of the scheme of service, so as to establish a technically trained workforce in the Department.

ACTIVITIES

- (a) To study the training needs of technical supporting staff;
- (b) To organise relevant training courses;
- (c) To prepare and compile training manuals/hand-outs ;
- (d) To provide appropriate training facilities and quality tools, equipment & materials for practical training;
- (e) To identify appropriate instructors/trainers to conduct training courses;
- (f) To schedule and implement training programmes ;
- (g) To conduct Departmental Examinations for related staff ; &
- (h) To provide accommodation and food catering facilities for trainees from outstations.

II. ORGANISATION STRUCTURE OF P.W.D. TRAINING CENTRE

The organization chart of PWD Training Centre is shown in Appendix A.

There are 21 staff at this Office at the moment and there are shortage of staff such as Pegawai Latihan(Awam) J41, Pembantu Teknik(Penceramah) J36(Plumbing, Senibina, Ukur, Elektrik), Tukang R11/Peceramah (Mesin), Penbantu Tadbir(Stor) N17. Furthermore, our present Pembantu Teknik(Penceramah) J36 (Mekanikal) and Tukang(Penceramah) R22 (Elektrik & Kimpalan) will be retired in this two years. However, effort are being made to solve this problem.

The following are schedule of duties of main officers at this Office:

A. PEGAWAI LATIHAN KANAN J48

1. To carry out general (attending meetings, signing payment vouchers, drawings, assigning, advising, monitoring work undertaken by office staff etc) and routine (reading, minuting, signing mails, leave, tour etc) administration of the JKR Training School.
2. To study, to assess and to recommend improvement to the departmental training courses materials and training facilities so as to fulfill the State Civil Service Scheme of Service for JKR employee, and to further review them from time to time for the adoption by the department.

3. To identify and to recommend suitable candidates as part-time instructors in the training school and to provide them guidance. To give lectures on relevant courses personally.
4. To manage the annual approved financial provisions for all approved training programs and that training programs are conducted according to schedules.
5. To conduct Government and departmental courses and examinations required under the Government Scheme of Service.
6. To decide on the selection of candidates for each of the course to be conducted and thereafter to analyze course performance to evaluate the effectiveness of teaching.

B. PEGAWAI LATIHAN (AWAM) J41

1. To plan and to prepare annual training course schedule for all civil engineering and building courses, to identify the number of participants for each course and thereafter to sort for approval.
2. To research, to update JKR Training School with latest knowledge in training and related technology in the field of civil engineering and building discipline (e.g. structure, surveying, building and road construction, maintenance of roads and bridges, draughting, etc) .
3. To prepare training course materials, course works, practical works, then later to conduct courses in accordance with approved schedule; to set and to mark examination papers, to invigilate examinations and to prepare report on trainees' performance.
4. To supervise and to ensure all training facilities, equipment and tools, building and civil engineering materials for practical works are readily set up for all practical sessions.
5. To monitor course work progress and conduct of trainees under training.
6. To plan, coordinate and conduct programme Penilaian Tahap Kecekapan for civil engineering staff (kumpulan sokongan).
7. To supervise the operation of library at JKR Training Centre, and to study the needs of updating the reference books.
8. To prepare estimate of expenses for implementing annual training programme for civil engineering staff.

C. JURUTERA/PEGAWAI LATIHAN (MEKANIKAL) J41

1. To plan and to prepare annual training course schedule for all electrical and mechanical courses, to identify the number of participants for each course and thereafter to sort for approval.
2. To research, to update JKR Training School with latest knowledge in training and related technology in the field of electrical and mechanical discipline (e.g. mechanics, automobile/building electricity, welding, machining, tyre repairing, plant & vehicles etc) .
3. To prepare training course materials, course works, practical works, then later to conduct courses in accordance with approved schedule; to set and to mark examination papers, to invigilate examinations and to prepare report on trainees' performance.
4. To supervise and to ensure all training facilities, mechanical workshop machinery and tools, electrical appliances for practical works are readily set up for all practical sessions.
5. To monitor course work progress and conduct of trainees under training.
6. To plan, coordinate and conduct programme Penilaian Tahap Kecekapan for mechanical/electrical engineering staff (kumpulan sokongan).
7. To manage and update the staff training records.

8. To prepare estimate of expenses for implementing annual training programme for mechanical/electrical engineering staff.

D. PEMBANTU TEKNIK/PENCERAMAH (MEKANIKAL) J36

1. To plan and get ready timetable, training manuals/hand-outs, practical exercises/projects, materials/tools/equipment, training aids, training venue and appropriate training methods before conducting each course.
2. To carry out routine training activities (giving lectures, taking daily attendance of trainees, prepare course works/tests, arrange study tours, demonstrate and give instructions on practical works, asses/evaluate the performance and progress of each trainee, prepare and submit weekly report).
3. To prepare Course Report (performance of trainees and effectiveness of the course) after the completion of each course, and to analyse and propose for improvement of the course when necessary.
4. To inspect regularly the conditions of all training facilities, mechanical workshop machinery and tools, electrical works, and to ensure they are in serviceable conditions.
5. To assist in the arrangement and implementing of programme Penilaian Tahap Kecekapan for Mechanical/Electrical staff of J26 & below, Operator/Driver, and Tukang.
6. To supervise the operation of Mechanical Store, and to propose for necessary replacement of tools/equipment and disposal of unserviceable tools/equipment.
7. To take charge of the maintenance and proper usage of personnel vehicles and bus at JKR Training Centre.
8. To take charge of the security matters at JKR Training Centre.
9. To coordinate with JKR Central Workshop & District Workshops for acquiring/borrowing tools & vehicle components for practical training purposes.
10. To perform other duties (improve existing training facilities/manuals/hand-outs, compile training manuals, analyse/propose new courses, invigilate examinations, set and mark examination papers, maintain the training aids and facilities in serviceable condition etc.) when necessary.

E. PEMBANTU TEKNIK/PENCERAMAH (AWAM) J36

1. To plan and get ready timetable, training manuals/hand-outs, practical exercises/projects, materials/tools/equipment, training aids, training venue and appropriate training methods before conducting each course.
2. To carry out routine training activities (giving lectures, taking daily attendance of trainees, prepare course works/tests, arrange study tours, demonstrate and give instructions on practical works, asses/evaluate the performance and progress of each trainee, prepare and submit weekly report).
3. To prepare Course Report (performance of trainees and effectiveness of the course) after the completion of each course, and to analyse and propose for improvement of the course when necessary.
4. To inspect regularly the conditions of all civil engineering training facilities, equipment and tools, and to ensure they are in serviceable conditions.
5. To assist in the arrangement and implementing of programme Penilaian Tahap Kecekapan for Civil Engineering staff of gred J26/C26 & below and Pekerja Rendah Awam,
6. To supervise the operation of Civil Engineering Store, and to propose for necessary replacement of tools/equipment and disposal of unserviceable tools/equipment.
7. To supervise the running of hostel at JKR Training Centre and to propose for necessary replacement of hostel facilities.

8. To coordinate with other JKR units and organisations to use their tools/equipment/facilities for training purposes.
9. To take charge of the fire prevention and disposal of rubbish at JKR Training Centre,
10. To perform other duties (improve existing training facilities/manuals/hand-outs, compile training manuals, analyse/propose new courses, invigilate examinations, set and mark examination papers, take charge of the maintenance of infrastructure etc.) when necessary.

F. PEMBANTU TADBIR (PENTADBIRAN) N17

1. To perform the duties of P.A. of Senior Training Officer.
2. To take charge of the junior clerical staff at the General Office.
3. To type confidential letters and examination papers/results.
4. To take charge of the preparation of increment certificates of staff.
5. To draft and reply letters of general matters.
6. To do proof reading letters, leave forms.
7. To receive and record in-coming mails.
8. To get ready letters of flimsy for submission to TTS on the first working day of every week.
9. To deal with the maintenance of office equipment (i.e. Typewriters, Photostat machines, Telephone, Punch Card, Printer and computer.
10. To take charge of the circulation of files/letters.
11. To supervise the safekeeping and record of training manuals.
12. To deal with the calling up to attend Kursus Induksi Khusus.
13. To update the records of Service of staff.

G. PEMBANTU TADBIR (AKAUN) N17

1. To do the entering of vote books (Operation & Running of Training School , Plant Hires and Kursus and Latihan).
2. To be responsible for the keeping and monthly submission of the vote books and sisvot concerned.
3. To ensure up-to-date monthly payment of electricity, telephone and water.
4. To type borang JBN and vouchers.
5. To deal with the payment of Training allowances.

H. PEMBANTU TADBIR (STOR MEKANIKAL) N17

1. To take charge of the Mechanical Sore.
2. To keep and update the inventories of the Mechanical Store.
3. To get ready the required tools and equipment for use by trainees.
4. To collect quotations for purchasing items and to deal with the ordering of items.
5. To inspect regularly the conditions of all the power and water supply, and to ensure they are in serviceable conditions.
6. To supervise the PRA performing duties in the workshop and compound.

III. COURSES CONDUCTED AT P.W.D. TRAINING CENTRE

Courses such as General Civil Engineering, Elementary Surveying & Leveling, Basic Workshop Practice, Driver and Operator Operation & Maintenance Test, Engine Overhaul, and Maintenance of Plant & Vehicles were designed and conducted between 1961 and 1982.

The Government of Malaysia had twice on 21st December 1981 and 29th December 1987 appointed Kampsax International A/S to provide consultancy services on the Development and Staff Training Programme. Training materials and equipment were purchased and upgraded by the consultants. Numerous courses were revised and developed to meet the up-to-date requirements and the National Standard. Due to financial constraint, quite a number of courses were not included in the above programmes. However, more than 9,700 candidates have attended courses conducted by P.W.D. Training Centre since 1961.

After the implementation of SSB scheme in 1992, P.W.D. Training Centre was instructed by the Director of P.W.D. to conduct Kursus Induksi Khusus for all the P.W.D. staff who are required to attend this course. The first Kursus Induksi Khusus was started on 25th July 1994, and more than 3,500 staff of all grades have attended this course since 1992.

In 1991, a one-year PWD Technician Course has been designed by the department and approved by JPAN. This course is meant for Juruteknik J17 on temporary employment who needs to pass this course for absorption to the permanent post of Juruteknik J17. More than 180 Juruteknik J17 on temporary employment have attended this course since 1991.

In view of the need to upgrade the qualification of the in-service Juruteknik (J22/J26) to fill the vacant posts of Pembantu Teknik (J29), syllabuses of Peperiksaan Khas untuk kenaikan Pangkat ke Jawatan Pembantu Teknik (Senibina, Awam, Ukur Bahan, Mekanikal, Elektrik) J29 adopted by JKR, Malaysia were submitted to JPAN for approval in 2002. In the subsequent year, syllabus of Peperiksaan Khas untuk Kenaikan Pangkat ke Jawatan Penolong Pegawai Sains C27 was also submitted to JPAN for approval. These syllabuses were approved by JPAN in 2002 for the first submission (Pembantu Teknik) and 2003 for the second submission (Penolong Pegawai Sains). Examination courses of four months duration were then conducted for Juruteknik (J22) in batches since 2002 and for Pembantu Makmal (C22) since 2003. A number of 58 Juruteknik (J22) and 5 Pembantu Makmal (C22) have attended these examination courses since 2002.

As a well-established training school in the state, P.W.D. Training Centre also provides learning opportunity to technical staff of other government departments. Jabatan Perhutanan, Jabatan Pertanian and Dewan Bandaraya Kota Kinabalu have also been sending their technical staff to attend short technical courses and Skill Test (Ujian Kemahiran) courses for quite a number of years.

List of Departmental Examination and Non-Departmental Examination courses that are available at P.W.D. Training Centre is shown as follows:

I. Departmental Examination Courses

Name of Course	Target Group	Duration
1. Technician Service Examination Course (Kursus Peperiksaan Perkhidmatan bagi Juruteknik)	Juruteknik J17 on Probation	12 weeks
2. Overseer Service Examination Course (Kursus Peperiksaan Perkhidmatan bagi Pengawas)	Pengawas J11 on Probation	11 weeks
3. Draughtsman's First Service Examination Course (Kursus Peperiksaan Perkhidmatan Pertama bagi Pelukis Pelan)	Pelukis Pelan J17 on Probation	10 weeks

4. PWD Technician Course (Kursus Juruteknik JKR)	In-service Juruteknik J17 on temporary employment	12 months
5. Kursus Peperiksaan Khas untuk Kenaikan Pangkat ke Jawatan Juruteknik Gred J6 (Ukur Bahan /Senibina/ Awam /Mekanikal/Elektrik)	In-service Juruteknik J17 on permanent employment	4 months
6. Kursus Peperiksaan Khas untuk Kenaikan Pangkat ke Jawatan Pembantu Teknik Gred J29 (Ukur Bahan /Senibina/ Awam /Mekanikal/Elektrik)	In-service Juruteknik J22/J26 on permanent employment	4 months
7. Kursus Peperiksaan Khas untuk Kenaikan Pangkat ke Jawatan Penolong Pegawai Sains C27	In-service Pembantu Makmal C22/C26 on permanent employment	4 months
8. Basic Workshop Practice (Amalan Woksyop Asas)	Mechanical Workshop Staff who has not attended Skill Test Course	12 weeks
9. Plumber Basic Grade Skill Test (Ujian Kemahiran Peringkat Asas Tukang Paip)	PRA who are recommended for absorption to the post of Tukang Paip K3 R9	8 weeks
10. Plumber Intermediate Grade Skill Test (Ujian Kemahiran Peringkat Pertengahan Tukang Paip)	PRA who are recommended for absorption to the post of Tukang Paip K3 R9 and passed Basic Grade Skill Test	8 weeks
11. Plumber Advanced Grade Skill Test (Ujian Kemahiran Peringkat Tinggi Tukang Paip)	Tukang Paip K3 R9	6 weeks
12. Plant & Vehicle Electrician Basic Grade Skill Test (Ujian Kemahiran Peringkat Asas Jurueletrik Automotif Loji & Kenderaan)	PRA who are recommended for absorption to the post of Plant & Vehicle Electrician K2 R11	8 weeks
13. Plant & Vehicle Electrician Intermediate Grade Skill Test (Ujian Kemahiran Peringkat Pertengahan Jurueletrik Automotif Loji & Kenderaan)	PRA who are recommended for absorption to the post of Plant & Vehicle Electrician K2 R11 and passed Basic Grade Skill Test	7 weeks
14. Plant & Vehicle Electrician Advanced Grade Skill Test (Ujian Kemahiran Peringkat Tinggi Jurueletrik Automotif Loji & Kenderaan)	Plant & Vehicle Electrician K2 R11	6 weeks
15. Plant & Vehicle Fitter Basic Grade Skill Test (Ujian Kemahiran Peringkat Asas Jurugegas Loji & Kenderaan)	PRA who are recommended for absorption to the post of Plant & Vehicle Fitter K2R11	8 weeks
16. Plant & Vehicle Fitter Intermediate Grade Skill Test (Ujian Kemahiran Peringkat Pertengahan Jurugegas Loji & Kenderaan)	PRA who are recommended for absorption to the post of Plant & Vehicle Fitter K2 R11 and passed Basic Grade Skill Test	8 weeks
17. Plant & Vehicle Fitter Advanced Grade Skill Test (Ujian Kemahiran Peringkat Tinggi Jurugegas Loji & Kenderaan)	Plant & Vehicle Fitter K2 R11	8 weeks
18. Turner & Machinist Basic Grade Skill Test (Ujian Kemahiran Peringkat Asas Tukang Larik)	PRA who are recommended for absorption to the post of Machinist K2 R11	6 weeks

19. Turner & Machinist Intermediate Grade Skill Test (Ujian Kemahiran Peringkat Pertengahan Tukang Larik)	PRA who are recommended for absorption to the post of Machinist K2 R11 and passed Basic Grade Skill Test	6 weeks
20. Turner & Machinist Advanced Grade Skill Test (Ujian Kemahiran Peringkat Tinggi Tukang Larik)	Machinist K2 R11	7 weeks
21. Welder & Blacksmith Basic Grade Skill Test (Ujian Kemahiran Peringkat Asas Tukang Kimpal)	PRA who are recommended for absorption to the post of Welder K2 R11	6 weeks
22. Welder Intermediate Grade Skill Test (Ujian Kemahiran Peringkat Pertengahan Tukang Kimpal)	PRA who are recommended for absorption to the post of Welder K2 R11 and passed Basic Grade Skill Test	6 weeks
23. Welder Advanced Grade Skill Test(Ujian Kemahiran Peringkat Tinggi Tukang Kimpal)	Welder K2 R11	6 weeks
24. Kurusu Induksi Khusus bagi Kunpulan I	Grade 6 and above	3 days
25. Kurusu Induksi Khusus bagi Kunpulan II	Grade 1 to Grade 7	3 days
26. Kurusu Induksi Khusus bagi Kunpulan III	Tukang, Pemandu & PRA	3 days

II. Non-Departmental Examination Courses

Name of Course	Target Group	Duration
1. Basic Theory of Operation & Maintenance of Plant & Vehicle	Driver/Operator and Authorised Driver/Operator who has not attended the related course	10 days
2. Basic Engine Overhaul	Mechanical Workshop staff who are required to perform the work of engine overhaul	3 weeks
3. Basic Automotive Starter/Alternator/Battery Course	Mechanical Workshop staff who are required to perform the automotive electrical repair work	2 weeks
4. Basic Automotive Wiring	Mechanical Workshop staff who are required to perform the automotive electrical repair work	2 weeks
5. General Automotive Welding(Body, Radiator & Exhaust)	Mechanical Workshop staff who are required to perform the automotive welding work	3 weeks
6. Draughtsman Special Course	Pelukis Pelan J17 or Pelukis Pelan Rendah J11 who have not passed the service exam.	3 weeks
7. Mathematics (Refresher Course) for Juruteknik	Juruteknik J17 who has not passed the Service exam. on the subject of Mathematics	1 week
8. Estimating (Refresher Course) for Juruteknik	Juruteknik J17 who has not passed the Service exam. on the subject of Estimating	1 week

9. Surveying (Refresher Course) for Juruteknik	Juruteknik J17 who has not passed the Service exam. on the subject of Surveying	1 week
10. Road Construction (Refresher Course) for Juruteknik	Juruteknik J17 who has not passed the Service exam. on the subject of Road Construction	1 week
11. Building Construction (Refresher Course) for Juruteknik	Juruteknik J17 who has not passed the Service exam. on the subject of Building Construction	1 week
12. Other Courses as required by the Department		

IV. EXAMINATIONS

P.W.D. Training Centre is responsible for conducting Departmental Examinations for civil engineering supporting staff since the establishment of this Training Centre.

As a result of the recommendation by the consultant during the implementation of the Development and Staff Training Programme, P.W.D. Training Centre has taken over the responsibility to conduct Skill Tests for drivers, operators, plumbers and mechanical workshop staff in 1988.

P.W.D Training Centre is also responsible to conduct tests for staff who are required to obtain authorization to operate government mobile plant.

Furthermore, P.W.D Training Centre, Sabah has also been appointed by JKR Malaysia to be one of the examination centers to conduct service examinations for Federal JKR staff .

V. INSTRUCTORS

In-service staff had been assigned to perform the duties of full-time instructors since 1961. Most of the instructors have attended courses to improve their training skills but most of them have retired without replacement. There is difficulty in getting qualified staff to perform the duties of full-time instructors because of lacking interest in the training career. At the moment, we have appointed certain in-service staff to give lectures in some of the civil engineering courses on part-time basis. This may happen to some of the mechanical workshop courses in one to two years' time.

VI. TRAINING AIDS AND FACILITIES

P.W.D. Training Centre is equipped with the following training aids, facilities and equipment for uses by the instructors and trainees.

Item	Particulars	Quantity
1	Overhead Projector	5 nos.
2	Slide projector	1 nos.
3	Film projector	2 nos.
4	LCD Projector	2 nos.
5	Computer for Trainees' uses	1 set
6	Lap-top computer	1no.

7	Camera	1 no.
8	Video camera	1 no.
9	Digital camera	1 no.
10	Portable Screen with stand	9 nos.
11	Wall Screen	5 nos.
12	Video player and T.V. set.	1 set
13	Flip chart	1 no.
14	24' X 20' Air-con classrooms	3 nos.
15	24' X 30' Air-con classrooms	3 nos.
16	20' X 24' Air-con classrooms	2 nos.
17	4' X 6' white boards	7 nos.
18	4' X 8' white boards	2 nos.
19	Fixed P.A. system	1 set
20	Portable P.A. system	1 set
21	Draughting tables/chairs and draughting equipment	18 sets
22	Surveying equipment - Theodolite	3 sets
23	Plumbing tools and equipment	Complete set
24	Common tools and equipment for repairing plant & vehicle	Complete set
25	Old diesel engines	2 sets
26	Old petrol engines	4 sets
27	Old transmission gearbox	1 set
28	Model of Car	1 set
29	Model of Engine	1 set
30	Model of Transmission Gearbox	1 set
31	Common Gas and manual Arc welding equipment	2 sets
32	MIG & TIG welding sets	2 sets
33	Common hand tools for basic workshop practices	Complete set
34	Lathe machines	5 sets
35	Shaping machines	3 sets
36	Table Grinding machines	2 sets
37	Milling machine	1 set
38	Drilling machine	2 sets
39	Carpentry tools	Complete set
40	Old Concrete mixer	1 set
41	Unserviceable Troopers for Training	2 nos.
42	AVO meters	1 set
43	Electrical common tool and equipment	Complete set
44	Four post Hydraulic Lift	1 set
45	Hostel with 8 beds per room	4 rooms
46	Dining Room for 40 persons	1 no.
47	Study room for 30 persons	1 no.
48	Rice cooker	4 nos.
49	Gas cooker	2 nos.
50	Electric Kettles	4 nos.
51	Refrigerators	2 nos.
52	Hot & Cold drinking water dispensers	3 sets

VII. COURSES CONDUCTED IN 2005

The following courses have been scheduled and conducted this year:

No.	Name of Course	Scheduled Date	Target Group	Estimated No. of Participants	Progress
1.	Kursus Peperiksaan Khas untuk Kenaikan Pangkat ke Jawatan Pem. Teknik J29 S/N. 1/2005	21/2/2005- 25/6/2005	Juruteknik & Pelukis Pelan J22 & J26 achieved Prestasi Cemerlang.	20	Course started as scheduled with 7 participants
2.	Plant & Vehicle Fitter Advanced Grade Skill Test S/N. 1/2005	21/2 /2005 - 16/3/2005	Tukang R11(Fitter)	6	Course started as scheduled with 6 participants
3.	Plant & Vehicle Electrician Intermediate Grade Skill Test S/N. 1/2005	14/3/2005 - 08/4/2005	Mechanical workshop staff who have passed P&V Electrician Basic Grade Skill Test and recommended for absorption to the post of Tukang R11(Electrician).	4	Confirmed to be started as scheduled with 6 candidates.
4.	Plant & Vehicle Fitter Intermediate Grade Skill Test S/N. 1/2005	14/3/2005 - 08/4/2005	Mechanical workshop staff who have passed P & V Fitter Basic Grade Skill Test and recommended for absorption to the post of Tukang R11(Fitter)	6	Course started as scheduled with 7 candidates.
5.	Welder Advanced Grade Skill Test S/N. 1/2005	04/4/2005 - 28/4/2005	Tukang R11(Welder)	4	Course started as scheduled with 1 candidates.
6.	Kursus Induksi Khusus bagi Kumpulan II & III S/N. 1/2005	05/4/2005- 07/4/2005	Kumpulan II & III staff on probation or temporary employment	20	Course was postponed to 14-16 June 2005 with 9 participants
7.	Basic Engine Overhaul S/N. 1/2005	11/4/2005 - 23/4/2005	Mechanical workshop staff who are required to be involved in engine overhaul	10	Course was rescheduled to 10-20 May 2005 with 4 participants
8.	Basic Starter/Alternator/ Battery S/N. 1/2005	09/5/2005 - 19/5/2005	Mechanical workshop staff who are required to perform basic automotive electrical repair works.	10	Course started as scheduled with 6 candidates.
9.	Kursus Induksi Khusus bagi Kumpulan I S/N.1/2005	17/5/2005- 19/5/2005	Kumpulan I staff on contract, temporary employment or probation	20	Course was rescheduled to 14-16 June 2005 with 9 participants
10.	Plant & Vehicle Fitter Advanced Grade Skill Test S/N. 2/2005	06/6/2005 - 30/6/2005	Tukang R11(Fitter)	6	Course was cancelled due to no application
11.	General Automotive Welding S/N. 1/2005	20/6/2005 - 30/6/2005	Mechanical workshop staff who are required to perform basic automotive welding works.	5	Course started as scheduled with 5 candidates.
12.	Basic Automotive wiring S/N 1/2005	21/6/2005 - 29/6/2005	Mechanical workshop staff who are required to perform basic automotive electrical repair works.	10	Course started as scheduled with 10 candidates.
13.	Basic Theory of Operation & Maintenance of Plant/Vehicle S/N. 1/2005	18/7/2005 - 23/7/2005	Drivers or authorized staff for operating government vehicles/ plant who have not attended the operation & Maintenance course	10	Course was rescheduled to 8-12 august 2005 with 10 participants
14.	Basic Theory of Operation & Maintenance of Plant/Vehicle S/N. 2/2005	08/8/2005 - 13/8/2005	Drivers or authorized staff for operating government vehicles/ plant who have not attended the operation & Maintenance course	10	Course was rescheduled to 5-9 September 2005 with 14 participants
15	Plumber Intermediate Grade Skill Test S/N. 1/2005	22/8/2005 - 30/9/2005	PRA who has passed the Plumber Basic Grade Skill Test	10	Additional course was started as scheduled with 7 participants

VIII. EXAMINATIONS CONDUCTED IN 2005

The following examinations have been scheduled early of the year but only applications have been received to sit for Peperiksaan Perkhidmatan bagi Juruteknik.

CIVIL

No.	Name of Examination	Date	Time	Subjects
01.	Peperiksaan Perkhidmatan bagi Juruteknik S/N. 1/2005	28/06/2005 (Tuesday) 29/06/2005 (Wednesday) 30/06/2005 (Thursday) 01/07/2005 (Friday)	8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m.	Ukur Ilmu Hisab Jalan Binaan Bangunan
02.	Peperiksaan Kursus Juruteknik JKR S/N. 1/2005	27/06/2005 (Monday) 28/06/2005 (Tuesday) 29/06/2005 (Wednesday) 30/06/2005 (Thursday) 01/07/2005 (Friday) 04/07/2005 (Monday) 05/07/2005 (Tuesday) 06/07/2005 (Wednesday)	8:30 a.m. - 12:30 p.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 12:30 p.m.	Penganggaran Ukur Ilmu Hisab Jalan Binaan Bangunan Kertas Am Perkhidmatan Bangunan Lukisan
03.	Peperiksaan Perkhidmatan bagi Pengawas S/N. 1/2005	28/06/2005 (Tuesday) 29/06/2005 (Wednesday) 30/06/2005 (Thursday) 01/07/2005 (Friday)	8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m. 8:30 a.m. - 11:30 a.m.	Ukur Ilmu Hisab Jalan Binaan Bangunan
04.	Peperiksaan Perkhidmatan Pertama bagi Pelukis Pelan S/N. 1/2005	04/07/2005 (Monday) 05/07/2005 (Tuesday) 06/07/2005 (Wednesday) 07/07/2005 (Thursday)	8:30 a.m. - 11:30 a.m. 8:30 a.m. - 12:30 p.m. 8:30 a.m. - 12:30 p.m. 8:30 a.m. - 12:30 p.m.	Kertas Am Lukisan Geometri Lukisan Persembahan Lukisan Bangunan

MECHANICAL WORKSHOP

Bil.	Nama Ujian	Tarikh	Masa	Subjek
01.	Ujian Kemahiran bagi Jurugegas Loji & Kenderaan Peringkat Asas S/N. 1/2005	05/07/2004 (Selasa) 06/07/2004 (Rabu) 07/07/2004 (Khamis)	8:30 pg. - 11:30 pg. 8:30 pg. - 4:30 ptg. 8:30 pg. - 4:30 ptg.	Kertas Teori Kertas Amali Kertas Amali
02.	Ujian Kemahiran bagi Jurugegas Loji & Kenderaan Peringkat Pertengahan S/N. 1/2005	12/07/2004 (Selasa) 13/07/2004 (Rabu) 14/07/2004 (Khamis)	8:30 pg. - 11:30 pg. 8:30 pg. - 4:30 ptg. 8:30 pg. - 4:30 ptg.	Kertas Teori Kertas Amali Kertas Amali
03.	Ujian Kemahiran bagi Jurueletrik Loji & Kenderaan (Automotif) Peringkat Asas S/N. 1/2005	05/07/2004 (Selasa) 06/07/2004 (Rabu) 07/07/2004 (Khamis)	8:30 pg. - 11:30 pg. 8:30 pg. - 4:30 ptg. 8:30 pg. - 4:30 ptg.	Kertas Teori Kertas Amali Kertas Amali
04.	Ujian Kemahiran bagi Juruletrik Loji & Kenderaan Peringkat Pertengahan S/N. 1/2005	12/07/2004 (Selasa) 13/07/2004 (Rabu) 14/07/2004 (Khamis)	8:30 pg. - 11:30 pg. 8:30 pg. - 4:30 ptg. 8:30 pg. - 4:30 ptg.	Kertas Teori Kertas Amali Kertas Amali
05.	Ujian Kemahiran bagi Tukang Kimpal Peringkat Asas S/N. 1/2005	05/07/2004 (Selasa) 06/07/2004 (Rabu) 07/07/2004 (Khamis)	8:30 pg. - 11:30 pg. 8:30 pg. - 4:30 ptg. 8:30 pg. - 4:30 ptg.	Kertas Teori Kertas Amali Kertas Amali
06.	Ujian Kemahiran bagi Tukang Kimpal Peringkat Pertengahan S/N. 1/2005	12/07/2004 (Selasa) 13/07/2004 (Rabu) 14/07/2004 (Khamis)	8:30 pg. - 11:30 pg. 8:30 pg. - 4:30 ptg. 8:30 pg. - 4:30 ptg.	Kertas Teori Kertas Amali Kertas Amali

IX. ALLOCATION AND EXPENDITURE 2005

**PUSAT LATIHAN, JKR, KK
LAPORAN BAGI BULAN OGOS, 2005**

Head:S37

TAHUN: 2005

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
No	Subhead	Description of The Subhead	Allocation (RM)	Expenditures (RM)				Balance (RM)
				Previous	This Month	Liability	Total	
1	S37 2600 0002	Operation and Running Cost of PWD Training School	240,000.00	125,751.32	15,821.63	12,132.40	153,705.35	86,294.65
2	S37 2700 0002	Plant Hire Charges for PWD Training School	70,000.00	22,800.00	4,560.00	2,750.00	30,110.00	39,890.00
			310,000.00	148,551.32	20,381.63	14,882.40	183,815.35	126,184.65

X. PROVISION OF SECURITY GUARD SERVICES

In the past, there were at least two PRA(JAGA) performing the duties of Watchman(JAGA) in rotation at this Training School during night time. However, there was only one PRA(JAGA) left by the end of 2004. As such, DEKK was requested to call tender for the Provision of Security Guard Services at JKR Training Centre. AS from 1 April 2005 until 31 December 2005, Kawalan Keselamatan Borneo (S) Sdn. Bhd. is taking the responsibility of providing security services at this Training Centre for a total sum of RM 21,432.60. One security guard is on duty during day time and two are on duties during night time. It was agreed that the fund for paying this services will be using S37 2600 0002 Operation & Running Cost of PWD Training School in 2005 and DEKK will include the "Provision of Security Guard Services at JKR Training Centre" in their tender for 2006 Provision of Security Guard Services in DEKK and JKR Training Centre.

XI. COMMENT

Generally, PWD Training Centre has done its part on providing related knowledge and skills to our technical supporting group of staff for the purposes of upgrading or confirmation of posts.

As training career is not attractive to our in-service staff, the number of technical staff performing the duties of full-time instructors is getting less in one to two years' time. The adopting of part-time instructors might be the solution to this problem, although full-time instructors could concentrate much on the progress and the performance of trainees.

PWD Training Centre was established an early 60 and most of the existing buildings were built in the early 70, and major maintenance, refurbishing and replacement of equipment are necessary.

CARTA ORGANISASI PUSAT LATIHAN, JKR (01-09-2005)

