DUTI - TUGASAN PROGRAM KEMAHIRAN / *DUTI-TASK OF SKILLS PROGRAM*

Kod Program Kemahiran *Skills Program Code*	:	**I-031-3**	**Tahap** *Level*	:	**3**
Nama Program Kemahiran *Skills Program Name*	:	**PEGAWAI LATIHAN VOKASIONAL**			

(01) DESIGN TRAINING COURSE	
01.01 -	*CONDUCT JOB ANALYSIS*
01.02 -	*DEVELOP COURSE OUTLINE*
01.03 -	*DEVELOP COURSE OF STUDY*
01.04 -	*CONDUCT INSTRUCTIONAL ANALYSIS*
01.05 -	*PREPARE TRAINING SCHEDULE*
01.06 -	*DEVELOP WRITTEN INSTRUCTIONAL MATERIAL*

(02) DEVELOP TEACHING AND LEARNING RESOURCES	
02.01 -	*PREPARE TEACHING AND LEARNING RESOURCES*
02.02 -	*PREPARE SESSION PLAN*
02.03 -	*PREPARE TRAINING AID*
02.04 -	*PREPARE KNOWLEDGE ASSESSMENT DOCUMENTS*
02.05 -	*PREPARE PERFORMANCE ASSESSMENT DOCUMENTS*

(03) CONDUCT TRAINING	
03.01 -	*PREPARE FOR TRAINING PRESENTATION*
03.02 -	*DELIVER PRESENTATION*
03.03 -	*EVALUATE TRAINING DELIVERY*
03.04 -	*ASSESS THE EFFECTIVENESS OF TRAINING SESSION*

(04) PERFORM SUPERVISION,MENTORING,COACHING & COUNSELING IN TRAINING	
04.01 -	*FACILITATE TRAINING/LEARNING SESSION*
04.02 -	*MOTIVITATE TRAINEE*
04.03 -	*MENTOR TRAINEE*
04.04 -	*COACH TRAINEE*
04.05 -	*SUPERVISE TRAINEE*
04.06 -	*COUNSEL TRAINEE*

(05) IMPLEMENT COMPETENCY BASED TRAINING (CBT)	
05.01 -	*PLAN COMPETENCY BASED TRAINING (CBT)*
05.02 -	*ORGANIZE COMPETENCY BASED TRAINING (CBT) DELIVERY*
05.03 -	*DEVELOP COMPETENCY BASED TRAINING (CBT) TEACHING AND LEARNING PROCESS*
05.04 -	*CONDUCT COMPETENCY BASED TRAINING (CBT)*
05.05 -	*EVALUATE COMPETENCY BASED TRAINING (CBT)*

(06) ORGANIZE ASSESSMENT	
06.01 -	*PLAN ASSESSMENT SESSION*
06.02 -	*CONDUCT KNOWLEDGE ASSESSMENT*
06.03 -	*CONDUCT PERFORMANCE ASSESSMENT*
06.04 -	*EVALUATE KNOWLEDGE ASSESSMENT RESULT*
06.05 -	*EVALUATE PERFORMANCE ASSESSMENT RESULT*
06.06 -	*ANALYZE ASSESSMENT RESULT*

(07) MANAGE TRAINING FACILITIES	
07.01 -	*PREPARE TEACHING AND LEARNING FACILITIES*
07.02 -	*MAINTAIN TRAINING FACILITIES*
07.03 -	*MAINTAIN HOUSEKEEPING*

(08) IMPLEMENT TO CURRICULUM ACTIVITIES	
08.01 -	*PLAN CO-CURRICULUM ACTIVITIES*
08.02 -	*ORGANIZE CO-CURRICULUM ACTIVITIES*
08.03 -	*CONDUCT CO-CURRICULUM ACTIVITIES*
08.04 -	*CONDUCT EXTRA MURAL ACTIVITIES*

(09) PERFORM ADMINISTRATIVE FUNCTIONS
09.01 - *ADMINISTER WORK PLACE SAFETY AND HEALTH*
09.02 - *ADMINISTER WORK PLACE SECURITY*
09.03 - *PREPARE INDEMNITY REQUIREMENTS*
09.04 - *PREPARE REPORTS*
09.05 - *PREPARE TOOLS,EQUIPMENTS AND TRAINING MATERIALS*
09.06 - *IMPLEMENT RULES AND REGULATIONS*
09.07 - *PREPARE PURCHASE REQUISITION*
09.08 - *REPLENISH CONSUMBLE ITEMS*