



**NEWLINECO** SDN BHD



**CHANNELING SCIENCE AND EDUCATION TO  
MIDDLE EAST**





# Message from the CEO of Newlineco

I am humbled and honored to be bestowed upon this occasion to say a few words which I have always cherished and would like to share with you now and here; altruistically. My Dear seniors, my brothers and sisters and my kinder: As Plato had Aristophanes attest in his account that humans will eternally seek their kind as the ultimate soul mates; in my opinion this practice has actually landed mankind in undesired situations in and out reincarnations. Looking back at the history of the life of mankind, we humans should have instead chosen education as our ultimate soul mate.

Education puts a glaring difference between the many beings. Nonetheless we humans to this day and age are utterly contented with Plato's beliefs.



I here, in this moment which I am given, humbly request, that we come together hand in hand to seize the opportunities that lie ahead of us and make a solemn promise to ourselves that never shall we let go this chance of educating our kin, educating our nations and above all our minds.

## ***“Education is food for the mind”***

A hungry mind; as the old English proverb goes ‘an empty mind is a devils workshop; if not fed in time will eventually embark on unpleasant and undesirable efforts most of times resulting in destruction upon self and others. For the past fifteen years, yours truly, has been ardently building bridges for education creating opportunities outside the Arab world for the Arab Nations; my people, so that you can get an education, an invaluable education. Unlike our forefathers’ days where it was a struggle to obtain higher education abroad be it financial matters, cultural issues, lack in governmental policies or simply the nonexistence of an opportunity; our quest to study abroad now is spoilt by the abundance in choices and is easily doable. Newlineco Sdn Bhd an education consultant will keep building new bridges of opportunity for you who wish to seek higher education outside our Arab World. With Newlineco Sdn Bhd you will realize your dreams sooner than you could ever imagine. Do not hesitate for a slight moment thinking it is impossible to obtain a prestigious degree from abroad. It is possible.

Let us at Newlineco Sdn Bhd help you make your impossible possible. We travel with you all the way throughout your education journey. You are never alone with Newlineco Sdn Bhd.

***Let happy endings begin.***

***Thank you Founder/ CEO***





Newlineco Sdn Bhd is a Malaysian registered company. We were formed in the year of 2013, May. The CEO and the directors who are also the founders are Arab nationals residing in Malaysia for the past ten years. With a vast knowledge on the culture background and education system of this region was this organization thus formed. This organization purely develops and creates paths for students from the Arab world to be able to study abroad in nations such as the Peninsular Malaysia, East Malaysia, Australia, Hong Kong, Japan, and China; all the way to the West World of the United Kingdom, Western Europe, Canada, United States of America as well as Latin America.

## ABOUT NEWLINECO

As an education consultant not only does Newlineco Sdn Bhd provide guidance to students on fields of study but we also assist them in making a choice from the sea of universities and higher education institutions available in these nations. Aspiring graduates and postgraduates who want to apply to overseas universities will first have to get in touch with the Education Ministry in their country to obtain a list of Approved Foreign Universities then get down to the arduous task of searching and applying to the universities. In many a case this daunting task has left students disappointed and hopeless. Our services will take away the unpleasantness and leave you with the most sought after dream... an Offer Letter from the University of your Choice. We pledge to never let you go until you complete your degree program come rain or shine.



# OUR MISSION AND VISION



We will strive to provide the golden opportunity of getting educated at universities outside the Arab nations; that too in the international language. We would like you to thrive on our hard work and efforts and our love that we put into bringing you this once in a life time chance. We aim to create a level of 100% literacy in speaking reading writing and comprehending English amongst our fellow Arabs.

By the grace of God this gift of education should knock on each door of each home in the Arab Nations; is the ultimate mission of Newlineco Sdn Bhd. Our humble request is that you walk side by side with us and let us put you in charge and assist you plan your higher education.



## OUR SERVICES

### **Consultancy**

Has it ever sprung to mind that why would one require a consultancy in education, especially with the media and internet available at a click and a tap? We do not map your mind. We do not design your future. What we really and truly do is offer a platter of means and choices for you to personally map and design your very own education. We draw the bascules and roll in the ladder and coax you to boggle your mind. Our main service is providing education consultancy to aspiring undergraduates and postgraduates

Consultation starts while the student is still in their native country inquiring study courses and searching for a possible university match. Our esteemed team stays with the students prior and after admission and during their entire degree. That's how far we commit ourselves to the students.

This is where Newlineco Sdn Bhd takes full responsibility to consult them on every requirement and questions they may have. We view all their education qualification; match them with the requirements of a number of universities, usually anywhere between 6 to 10 institutions where a desired course is offered.

Next if student lacks in any qualifications required by their choice of university, Newlineco Sdn Bhd ensures student obtains the said qualification where they decide to write their degree course. In most cases it is the entry requirement English qualifications either the IELTS or TOEFL. Student is coached, prepped and given the skills to write their English Language Test.



### **Student placement**

Once the initial steps of deciding on a study course are ironed out we begin the application process. This can be a lengthy process and a laborious one too.

The student placement division at Newlineco Sdn Bhd will not rest until an application is submitted and accepted by the universities. Students may request to apply at universities in Australasia, UK, USA, Europe, Japan, China, Indonesia or the Philippines. We aim at the best universities in terms of program structure, location of the university and how recognized the offered degree is. Placement can be for a research degree, a taught degree or simply an online degree. At Newlineco Sdn Bhd we do not believe in cutting corners when placing student

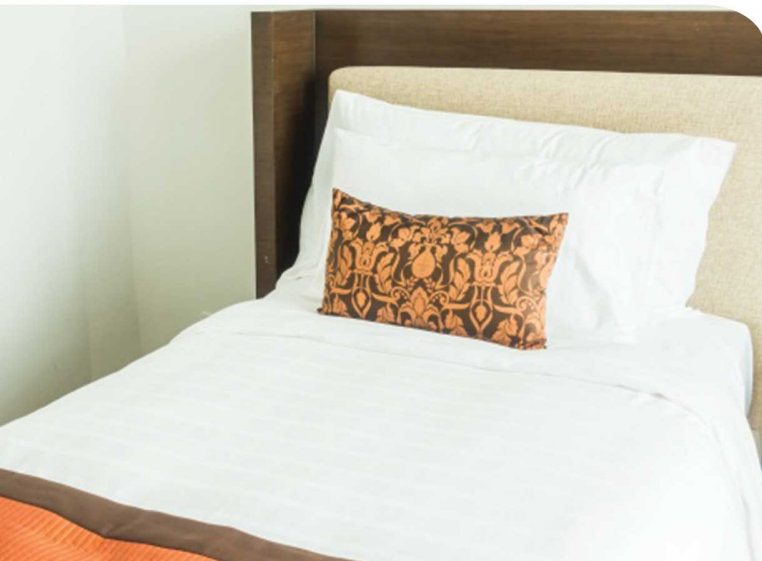


## **English Language** *courses*

Students who require the entry level English language qualifications can take an English course organized by Newlineco Sdn Bhd which is usually held at the universities of their choice. Students are taught and trained in either IELTS or TOEFL. The lecturers teaching these courses are privately appointed by Newlineco Sdn Bhd from abroad and are well experienced and highly qualified. Here students will be equipped with skills to read and write and to listen and speak. Once confident with the students' ability to sit the English Language Test, our placement team will then carry out the exam registration process for these students.

## **Arabic Language** *courses*

Some course programs require students to converse in Arabic language. We hold classes at respective universities for instance at the International Islamic University Malaysia where Shariah Law is taught. Students who do not hail from the Arab countries will need to learn Arabic in order to complete certain modules for their degree programs.



## **Malay Language** *courses*

At Newlineco Sdn Bhd we are aware that by providing a Malay language course will enable foreign students to understand the Malaysian way of life and interact with the Malaysian students with ease.



## **Accommodation** *for students*

Students who leave their native land to go abroad to study with Newlineco Sdn Bhd are looked after very well. We provide good quality accommodation to each student. Male students and female students are provided separate accommodation. Students are usually housed in condominium with full amenities. The accommodations are situated in the city or around their universities.





## Newlineco's SCHOOL COACHING

We provide skills based and interactive training programs to graduates, employees and organizations vying to better their human capital.



## College AND school Counseling

What do you want to learn?

Where do you want to learn it?

We specialize in YOU.

Let us help you develop and execute your educational plan.

We offer individually tailored, comprehensive educational counseling to students bound for:

- Colleges and universities
- Graduate schools
- Boarding schools
- We work with a wide variety of students, including
  - Academically gifted
  - Recruited athletes
  - Late bloomers and underperformers
  - Students with learning differences
  - International students
  - Undocumented students
  - Homeschoolers
  - Transfer students

We have worked with students in large suburban high schools, small rural schools, private day schools, and selective boarding schools. We have also worked with students schooled from home.

## Business Consultancy

Whilst providing education consultancy we realized that foreign education establishments in Malaysia faced day to day running issues; some temporary, some permanent, some manageable but some unimaginable ones.

It was rather painful to sit and watch and not be able to help. We decided Newlineco Sdn Bhd could play Godfather to these foreign education establishments.

A strategic management program has been put in place to assist such businesses flourish and weather every economic climate. With a business consultancy team on their toes all the time be rest assured you will never be clueless when you under our care.



# Newlineco Training Provider



**PARTNER FOR INSTEP**  
OIL AND GAS TRAINING



**PARTNER FOR PLC**  
OIL AND GAS LEADERSHIP  
TRAINING



**PARTNER FOR MMC**  
TELECOMMUNICATION AND IT



**PARTNER FOR ILSAS**  
POWER & ENERGY



**PARTNER FOR MACA**  
ANTI-CORRUPTION COURSES



# Our Partner



## **Bloom System SDN BHD**

Bloom System SDN BHD is a MSC registered company cooperating in educational technology. Active class room is its own patented product which MSC has awarded to this company based on this innovation.

According to the revolutionary technological wave that is going to change fundamentally education newline made a close framework with bloom system to pursue final development in education.

By assist of active class room newline can provide all far distance course and program for those couldn't access to higher education and training program cause of employment and financial issues.

Bloom System and Newline co as a joint venture responding to all of academic demand from getting admission of fitted academic institute to providing training courses which increase the level of qualification of student in job market.





## Our Partner Universities



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونُسُ بْنُ عَلِيٍّ إِنشَاءً لِإِبْرَاهِيمَ بْنِ عَلِيٍّ



UTM  
UNIVERSITI TEKNOLOGI MALAYSIA



USM UNIVERSITI SAINS MALAYSIA



UNIVERSITI MALAYA  
KUALA LUMPUR



UPM  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI



Universiti Malaysia PAHANG  
Engineering • Technology • Creativity

MMU  
MULTIMEDIA UNIVERSITY

HELP University  
university of achievers



TAYLOR'S UNIVERSITY  
Wisdom • Integrity • Excellence

SUNWAY UNIVERSITY

The University of Nottingham



UTP  
UNIVERSITI TEKNOLOGI PETRONAS



SEGi University & Colleges

LIMKOKWING UNIVERSITY  
OF CREATIVE TECHNOLOGY

UCSI University



A.P.U.  
ASIA PACIFIC UNIVERSITY OF TECHNOLOGY & INNOVATION



A.P.I.I.T.  
ASIA PACIFIC INSTITUTE OF INFORMATION TECHNOLOGY

HERIOT WATT UNIVERSITY

INTI International University & Colleges



Curtin University



# Our partnership with Universiti Putra Malaysia





# Our Team



## Dr. Ali Sobhi

**CEO** and co-founder with more 15 years' experience in education fields who lead this company over last decades with his passion and knowledge to success.



## Gholam Ilahi

**CIO** who supervise this company board on all educational and operational Challenge .Mr Ghulam have been as a grand master mind for newlineco. He is fluent in five live language and he has dedicated his life to education development in Malaysia and World.



## Enna Awang

**CCO** in charge of cooperate communication excelling at business networking and public relation have moved forward the agenda of this company in rainy and sunny days.



## Hadi Naghavipour

**CTO** and Phd candidate in university Malaysia in computer science who Join Newlineco from early days .Hadi have been in charge of technology and education technology during his career in newlineco.



## Ashraf Al-Fusaiel

**CKO** in charge of student consulting . Ashraf have been one of the most distinguished students in his postgraduate study .He brought his successful experience in academic education to newlineco student and serving them decently.



Bank Name: AFFIN ISLAMIC BANK BERHAD  
Bank Account: 1053 0001 7915



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA



BORANG 9  
AKTA SYARIKAT 1965

[Seksyen 16(4)]

No. Syarikat - MyCoID

1055024

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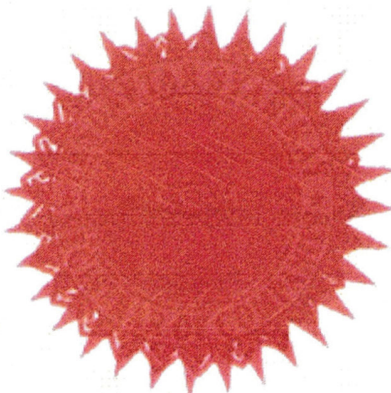
### PERAKUAN PEMERBADANAN SYARIKAT SENDIRIAN

Dengan ini diperakui bahawa

**NEWLINECO SDN. BHD.**

telah diperbadankan di bawah Akta Syarikat 1965, pada dan mulai dari 18 haribulan Julai 2013, dan bahawa syarikat ini adalah sebuah syarikat berhad menurut syer dan bahawa syarikat ini adalah sebuah syarikat sendirian.

Dibuat di bawah tandatangan dan meterai saya di Kuala Lumpur pada 18 haribulan Julai 2013.



**MOHD NAIM DARUWISH**  
PENDAFTAR SYARIKAT  
MALAYSIA





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(AIG) No.198 - Jalan Bukit  
Bintang, 55100  
Kuala Lumpur



*Catch Your Dreams with us*





# Training Profile



Ref No:  
Date:

**DR ALI SOBHY**  
Chief Executive Officer,  
Newline Co Sdn Bhd,  
Suite 33-01-11  
33<sup>rd</sup> Floor, Menara Keck Seng,  
203, Jalan Bukit Bintang,  
55100 Kuala Lumpur

Dear Dr Ali,

**APPOINTMENT OF NEWLINE CO AS BUSINESS PARTNER OF MULTIMEDIA COLLEGE**

Multimedia College (MMC) hereby confirms that your company has been appointed as our business partner in implementing the PROFESSIONAL CERTIFICATE IN TELECOMMUNICATION for Kuwait government from Telecommunication sector.

The detail of the Professional Certificate program is as below:

- a. Commence in September or October 2014.
- b. Total participant is 100 Libyan officers from Telecommunication sector.
- c. The duration of the program is one (1) year.
- d. The venue will be at Multimedia College, Jalan Semarak, Kuala Lumpur, Malaysia.

This appointment will be effective from the date hereof. Please refer the proposal of the program as attached.

Thank you

Yours faithfully

.....  
**DR MOHAMMAD FIRDAUS LOW ABDULLAH**  
Chief Executive Officer  
Multimedia College  
Kuala Lumpur, Malaysia



# MULTIMEDIA MEDIA COLLEGES

## COUSE OUTLINE



Program Title	<b>ENGLISH LANGUAGE</b>
Course Description	<p>The subject aims to expose students to the most essential areas in language learning. The four areas that will be covered will be on reading, writing, speaking and listening. Ability to acquire the four basic skills will enable students to work and communicate effectively.</p> <p>It is also designed to expose students with various business documents. Apart from developing their writing skills, students are expected to be able to interact effectively.</p>



<p>Course Learning Objectives</p>	<p>This subject is designed to help students to upgrade their level of proficiency besides developing and fortifying their interest towards English Language.</p> <p>It is to expose students with various business documents. Apart from developing their writing skills, students are expected to be able to interact effectively.</p>
<p>Course Outline / Modules</p>	<p><b>1. Language Development (Parts of Speech)</b></p> <p>Nouns – countable / uncountable, as subjects and objects, possessive forms Articles and Determiners. Pronouns – as subjects and objects, possessive forms, reflexive, relative. Adjectives. Verbs – action and non-action, regular and irregular, transitive and intransitive, passive &amp; active forms. Adverbs. Prepositions. Conjunctions. Tenses - Forms (positive, negative, and interrogative) Functions .</p> <p><b>Simple Present, Past, Future</b></p> <p>Other ways of expressing the future. Present and Past Continuous, Present and Past Perfect. Concord (to be taught when Doing Parts of Speech Tenses Modals Conditionals – Zero, First, Second Interrogatives-Yes-No questions Question Tags. WH Questions.</p> <p><b>2. Reading</b></p> <p>Skimming and Scanning. Eliciting Explicit Information. Vocabulary Building. Extracting Meaning Through The Use of Contextual Clue. Discourse Markers References – Anaphoric and Cataphoric. Thesis Statement, Topic sentence and Supporting Details. Information Transfer from Linear and Non-Linear and vice-versa.</p> <p><b>3. Writing</b></p> <p>Mechanics of Writing – Punctuation Sentence Structure. Complex Topic Sentence, Supporting Detail, Introduction and Concluding Sentences. Thesis Statement. Paragraphing, Transitional. Expressions – conjunctions, discourse markers – clauses. Organisation in Essay writing- Introduction, Body, Conclusion. Essay Writing – Descriptive,</p> <p><b>4. Listening</b></p> <p>Introduction to the Phonetic System. Sound Discrimination –vowels,</p>



Consonants, diphthongs, word Stress, intonation in Speech.

Listening for Main Ideas and Supporting Information. Note-taking / Dictation.

### **5. Business Communication Basic**

Effective Communication.

Benefits of effective Communication.

Methods of Communication.

Choosing the Channel of Communication.

Key Stages in the Communication Style.

Barriers to Communication. Seven.

Steps to Effective Communication.

### **6. Introducing the Business Letter.**

Letter Style Paper.

Margins, Spacing and Placement.

Salutation Attention/Subject Line,

Complimentary Close.

Categories of Business Letters

### **7. Rules of Good Writing**

Five Key Rules of Good writing. Jargon/Gobbledygook.

Composing Letters.

### **8. Recruitment Correspondence**

Application Letter. Curriculum Vitae.

### **9. Fax Messages**

Fax Messages. Dealing With Fax Messages.

### **10. E – mail.**

Advantages of E-mail. Top Ten Complaints about E- mail in Practice.

How to Create Electronic Rapport.

### **11. Memo**

	<p>Why Memos. Structure.</p> <p><b>12. Reports</b></p> <p>Types of Reports. Formal Reports. Covering Memo. Informal Reports. Checklist for Compiling Reports. Proposals.</p> <p><b>13. Meetings</b></p> <p>Meeting in Business. Types of Meeting. Attending Meetings. Notice and Agenda Chairman's Agenda. Minutes of Meeting.</p>
Methodology	Lecture, Case Studies, Exercises and Group Discussion

## **PROPOSAL TO NEWLINE CO SDN BHD ON CERTIFICATE IN TELECOMMUNICATION FOR LIBYAN**

### **1.0 Objective**

The objective of this paper is to propose a training program in Telecommunication area for Libyan government servants. A one year program will consist of English, Management and Telecommunication modules and at the end of the program, the participants will experience on the job training for two months.

This paper is also to seek an agreement from Newline Co on the training fee and roles and responsibilities of both MMC and Newline Co.

### **2.0 Background**

Multimedia College (MMC) is a subsidiary of Multimedia University (MMU), first private university in Malaysia. MMC offers diploma and training programs in Technical, Multimedia, Information Technology (IT), Management, and Accounting disciplines.

MMC and MMU are subsidiaries of Telekom Malaysia, the biggest telecommunication service provider in Malaysia. Therefore MMC's niche program is telecommunication area. With experience more than 50 years in training, MMC offer varieties of technical training programs. Please refer to Appendix I for company profile.

### **3.0 Program detail**

In this proposal, MMC would like to offer Certificate in Telecommunication for Libyan. The duration of the program is a one year program will consist of



English, Management and Telecommunication modules and at the end of the program, the participants will experience on the job training for two months.

This program will focus more on Telecommunication system. They will learn basic and fundamental of Telecommunication system. Hands on experience will be given to the participants, so that they will be more understood on what they have learnt. On the job training will give experience to the participants on technical working environment in Telecommunication area. Please refer to Appendix II for course synopsis for topics offered.

English modules will be introduced in the first three (3) months of the program. The levels of the module are basic and intermediate. The participants will learn on grammar, hearing, communicating (speaking), and others. It is also as a preparation for participants to undergo Management and Technical module. Please refer to Appendix III for English synopsis.

In this program, Soft Skill (Management) courses also included. These modules focus on personal skill development. Some of the topics are Leadership, Customer Service, Presentation Skill, and other related skills. Please refer to Appendix IV for synopsis.

At the end of the program, the participants will be awarded with Certificate in Telecommunication.

During the training, there are also roles and responsibilities for MMC and Newline Co to abide. The roles and responsibilities are listed in the table below.

<b>MMC</b>	<b>Newline Co</b>
Training & Learning Module	Accommodation
Training Materials	Food & Beverages
Orientation Session & Closing Ceremony	Visa / Insurance/ Medical & Air Fare
Certificate of Completion	Transportation
Security and Well-being during Training Hours	Security and Well Being during non training hours
On the Job Training	Selection of Participants and Student Profile

#### **4.0 Program structure**

The duration of the program is one year and tentatively will start in Sept 2014 and end in August 2015. The modules will be conducted in modular basis as follows:

<b>Module</b>	<b>Sept 14</b>	<b>Oct 14</b>	<b>Nov 14</b>	<b>Dec 14</b>	<b>Jan 15</b>	<b>Feb 15</b>	<b>Mar 15</b>	<b>Apr 15</b>	<b>May 15</b>	<b>Jun 15</b>	<b>Jul 15</b>	<b>Aug 15</b>
English												
Management												
Telecommunication												
On the job training												

Classes will start from Monday to Thursday (9.00 am ~ 4.00 pm) and Friday (9.00 am ~ 12.00 pm). There are no classes on Saturday and Sunday.

Tentatively the number of participant is 100. The participant will be divided into 4 groups, i.e 25 participants per group. This is to ensure that they will be more focused in class and the learning process will be more effective and impactful.





A Proposal

on

## **TECHNICAL COMPETENCY PROGRAM (TCP)**

### **FOR LIBYAN YOUTH**

Submitted to

**NEW LINE CO SDN BHD**



Submitted

by

**TNB INTEGRATED LEARNING SOLUTION SDN. BHD. - ILSAS**

**Tenaga Nasional Berhad  
Jalan Ikram-Uniten  
43650 Bandar Baru Bangi  
Selangor, MALAYSIA**

**7 July 2014**

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## Executive Summary

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This proposal is prepared by TNB Integrated Learning Solution Sdn. Bhd. (ILSAS), pursuant to New Line Co Sdn. Bhd. request for technical competency program for youths from Libya. In this proposal, ILSAS will undertake the role as a training provider New Line Co Sdn. Bhd. or for the party that interested to conduct a Technical Competency Program (TCP) for Youth in ILSAS, Malaysia or alternatively in any other venue proposed by interested party.

The certification program aims to enhance technical competency and skills in the participants that will allow them to be able to work in related industries in Libya. Thus, it provides Libya country with a pool of skilled and competent workforce, in order to ensure a complete and wholesome educational program. Basically, the certification program curriculum will be divided into two main areas of study, namely, technical and non-technical areas. For the purpose of this proposal,

“**ILSAS**” shall mean TNB Integrated Learning Solution Sdn. Bhd.-ILSAS; and

“**Interested party**” shall mean either New Line Co Sdn. Bhd. or any other party interested in this project.

“**TCP**” shall mean Technical Competency Program

# Technical Proposal

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## 1.0 Introduction

ILSAS is pleased to submit a proposal in response to New Line Co Sdn. Bhd.'s request to undertake the role of training provider on an exclusive basis commencing from a date to be mutually agreed upon by both ILSAS and interested party. ILSAS's understanding of the requirement is to conduct a 6 months training Certificate Program for participants from Libya. For the purpose of this proposal,

**"ILSAS"** shall mean TNB Integrated Learning Solution Sdn. Bhd.-ILSAS; and

**"Interested party"** shall mean either the New Line Co Sdn. Bhd.; and

**"TCP"** shall mean Technical Competency Program.



## 2.0 COMMENCEMENT DATE

The Commencement Date and shall be mutually agreed upon by both parties and shall take place after the signing of the necessary agreement between ILSAS and interested party. Two (2) month notice required upon confirmation/acceptance of this proposal.

## 3.0 SCOPE OF WORK

ILSAS team will undertake the role of training provider to provide the following services in conducting the TCP in ILSAS:

- ❖ To prepare and submit a full training program to interested party for the purpose of obtaining the necessary approval from the relevant governing authorities (if applicable).
- ❖ To conduct the program as per proposed curriculum content for the Libyan Youth in Malaysia.
- ❖ To provide accommodation during the period of TCP (6 months) inclusive with lodging, transportation, food and beverages.
- ❖ To provide logistics from accommodation to the training location (ILSAS, Bangi).
- ❖ To provide training facilities and materials (class rooms, workshops, training consumables).
- ❖ To conduct excursions to power utility related industry and other Malaysia point of interest.

The participants are the sole responsibility of the interested party.

Training hours are from 9.00 a.m. to 3 p.m. ILSAS will not be held responsible or accountable for the welfare and well-being of the participants outside the duration of the training hours.

## **4.0 PROPOSED PROGRAM**

### **4.1 Introduction**

The Competent Technician Training Program (TNB Integrated Learning Solutions certified program) conducted in a period of 6 months as follows:

The Certificate program is designed to achieve the following objectives:

- To develop competency of Libyan youth by equipping the students with the necessary technical skills and general knowledge they have learned.
- To provide Libya with a continuous supply of locally skilled and competent workforce in their area that they have expertise.
- To gives better understanding in order to producing competent and effective Libyan youth
- To provide better opportunity and successful career for graduates in Libyan's Power industry.

### **4.2 Curriculum Design and Development**

The curriculum for Technical Competency Program (Certificate Program) is designed according to ILSAS's existing curriculum recognized by Human Resource Development Corporation (HRDC), Malaysian Energy Commission (EC) and National Occupational Skill Standard (NOSS) and it will be a 6 months program. Please refer to the program offered for more details.

### **4.3 Target Participants**

Candidates for the program are attended by 20 participants per session who have been selected by the interested party.

The basic criteria for candidates are:

- Youths aged 18-25 years
- Completed high school



#### **4.4 Expected Outcomes**

Courses expected outcomes from this Technical Competency Program (TCP) are:

1. Participants will have a better job opportunities in power and electrical industry based on what they have learned from the training.
2. Improved skills and competency in the area of electrical and technician.
3. Participants are able to explain the concept of technical and determine the critical areas based on what their understanding.
4. Participants are able to fit into the work environment upon the completion of their training.

#### 4.5 Programs Offered

COMPETENT TECHNICIAN TRAINING PROGRAM (TNB INTEGRATED LEARNING SOLUTIONS CERTIFIED PROGRAM)				
MODULE	MODULE NAME	DESCRIPTION	DURATION (WEEKS)	METHODOLOGY
MODULE 1	Mechanical	<p><b>Subjects</b></p> <ol style="list-style-type: none"> <li>1. Tools and measurement technology</li> <li>2. Basic power and hand tools</li> <li>3. Valve maintenance</li> <li>4. Pump Maintenance</li> <li>5. Diesel Maintenance</li> <li>6. Alignment</li> <li>7. Balancing</li> </ol> <p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. Use measurement tool correctly</li> <li>2. Explain and use basic power tools and hand tools correctly.</li> <li>3. Able to carry out basic routine maintenance on Valve and pump.</li> <li>4. Explain and apply basic diesel maintenance application.</li> <li>5. Explain the auxiliary components in power plant</li> </ol>	8 weeks	<ul style="list-style-type: none"> <li>- Theory</li> <li>- Practical</li> </ul>
MODULE 2	Instrumentation	<p><b>Subjects</b></p> <ol style="list-style-type: none"> <li>1. Introduction to instrumentation</li> <li>2. Basic Pneumatic System &amp; Transmitter Calibration.</li> <li>3. Introduction to P and ID diagram</li> </ol> <p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. Explain the basic of instrumentation</li> <li>2. Read and apply P and ID diagram</li> </ol>	2 weeks	<ul style="list-style-type: none"> <li>- Theory</li> <li>- Practical</li> </ul>
MODULE 3	Wiring	<p><b>Subjects</b></p> <ol style="list-style-type: none"> <li>1. Introduction to wiring.</li> <li>2. Electrical Drawing.</li> <li>3. Surface Electrical Wiring.</li> <li>4. Trunking, Conduit &amp; Concealed Electrical Wiring.</li> </ol> <p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. Differentiate level of wiring phase.</li> <li>2. Explain the basic wiring concept and methodology</li> <li>3. Able to carry out simple wiring techniques</li> </ol>	2 weeks	<ul style="list-style-type: none"> <li>- Theory</li> <li>- Practical</li> </ul>

MODULE 4	<b>Electrical / Electronics</b>	<b><u>Subjects</u></b> 1. Electrical safety rules 1. Introduction to electronic 2. Industrial electrical system overview 3. Introduction to cable jointing 4. Overview of overhead line  <b><u>Objectives</u></b> 1. Explain and apply basic electrical safety rules. 2. Explain on basic electronic. 3. State the main electrical apparatus in electrical industry. 4. Able to explain type on cable jointing. 5. Apply the basic concept of overhead line.	4 weeks	- Theory - Practical
MODULE 5	<b>Motor &amp; Generator</b>	<b><u>Subjects</u></b> 1. Introduction to motor principle and operation 2. Basic motor operation and maintenance 3. Basic Generator Operation 4. Low Voltage Switchboard operation  <b><u>Objectives</u></b> 1. Explain basic motor operation function 2. Able to carry basic motor maintenance technique 3. Able to explain generator operation function 4. Able to explain procedure of low voltage switchboard	4 weeks	- Theory - Practical
MODULE 6	<b>Safety &amp; Supervisory Skills</b>	<b><u>Subjects</u></b> 1. Teamwork 2. Effective supervising 3. 5S 4. Time Management 5. Firefighting 6. First Aid & CPR  <b><u>Objectives</u></b> 1. Apply supervisory skills at the workplace 2. Explain and apply basic safety measures	4 weeks	- Theory - Practical
MODULE 7	English Course	1. Technical English 2. Business Communication	1 week	- Theory







## ILSAS's Profile

**TNB Integrated Learning Solution Sdn. Bhd. (ILSAS)**, a wholly owned subsidiary of Tenaga Nasional Berhad (TNB). ILSAS is established in 1981 as TNB's training institute to train its workforce. Its core business is to develop professional and skilled workers by providing hands-on skill training, leadership development and related advisory and consultancy services of international standard in engineering practices required by the industry. ILSAS provides a Total Learning Package, comprising of applied training where theory, knowledge and skill is practiced, enacted and realized – PRAXIS.

Located in Bangi, Selangor, ILSAS is situated 25km away from the capital of Malaysia, Kuala Lumpur and 35km from Kuala Lumpur International Airport in Sepang. We are equipped with 30 years of experience and a proven track record in the field of power utility engineering, which is recognized by the Human Resource Development Corporation, Malaysia (HRDC)–as **Class 'A' Training Provider** appointed as **Industry Lead Body (ILB)** for Energy Sector by the Government of Malaysia, and an accredited training provider by Energy Commission Malaysia for Electrical Competent Engineer & Competent Electrical Chargemen (Low Voltage & High Voltage).

ILSAS has been awarded the prestigious Energy Industry Award 2011, Training Provider Category 2011 awarded by the Energy Commission of Malaysia, Human Resource Minister - Training Provider Award 2007 and has been certified by Standard and Industrial Research Institute of Malaysia (SIRIM-QAS International) - ISO9001:2008 and United Kingdom Accreditation Service (UKAS) standards since 2007. Being a well established training institution, ILSAS has been set as the benchmark for power utility companies among ASEAN member countries.

Being a benchmark, ILSAS have successfully managed to collaborate with institutions such as the Institution of Engineers Malaysia (IEM), Board of Engineers Malaysia, Chugoku Electric Power Company a power utility company in Japan, E.ON Academy (formerly known as Empower) a United Kingdom Power Utility Training Company, Core International a U.S. base Management Consulting Company, Tyco Electronics (TE) and Korea Laboratory Engineering System (KLES), Korea. Our clients too, not only consist of TNB employees but also participants



from Malaysian Independent Power Producers (IPP) and other multi-national companies in Malaysia.

ILSAS international customers include personnel from utility and non-utility organization from countries such as Thailand, Vietnam, Indonesia, Nepal, Mongolia, Egypt, Pakistan and Yemen.

As an established training institute, we have a pool of Certified Professionals and Experts as trainers, specializing in their area of specialties and as training practitioners:

**Areas of Specialization:**

- Professional Engineers by Board of Engineers Malaysia (BEM)
- Certified Training Practitioner/ Professional
- Affiliated Training Professional Human Resource Development Corporation, Malaysia
- Gold Corporate Member Institute Asset Management, UK
- Internal Combustion Engine Engineer, DOSH
- Corporate Member of Institute of Mechanical Engineer, IMeche, UK
- Certified Competent Engineer
- Certified Competent Electrical Chargemen
- ASEAN Energy Management System (AEMAS Certification for Energy Management)
- Certified Welder Inspector by The Welding Institute and Certification Scheme for Welding & Inspection Personnel (CSWIP), UK
- Certification in Radiography by SIRIM & Malaysia Nuclear Agency
- Certification Power Plant Vibration Analysis by Personnel Certification in Non Destructive Testing, UK
- Certification in Thermography by FLIR, Sweden



## Our Expertise

**Currently ILSAS provides courses in these areas:**

- Generation & System Operation
- Sub-station & Protection
- Overhead Lines & Cables
- Metering
- Electronics & Instrumentation
- Mechanical Engineering
- Power System Operation (HVAC & HVDC)
- Live Line Maintenance
- Primary & Secondary Equipment Maintenance
- Fault Analysis / Troubleshooting
- Management & Administrations
- Computer & Information Technology
- Training & Development Skills

ILSAS provides long-term courses and many short-term courses covering these areas. Any interested parties who are interested to learn from pioneers in this industry are welcome to submit their enquiries.

## Our Strength

ILSAS has 115 trainers who are subject matter experts in their respective areas. Our trainers are also certified and have many years of experience in various fields, including Generation, Transmission and Distribution training.

### **Certified Trainers (Training Skills)**

- 
- 
- Certificate in Training & Development (CITD) -IPD/ITD
  - Certified Training Professional (CTP) – ITD
  - Bachelor of Technology with Education (Engineering) – UTM
  - Training Of Trainers – ILSAS
  - Master’s in Business Administration/Human Resource Development/Management
  - Certified Professional Facilitator (IAF)

### **Certified Technical Trainers (Power Generation)**

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- 
- Welding Inspector – TWI/CSWIP, UK
  - Radiography – SIRIM, MNA
  - Vibration – NDT (PCN), UK
  - Thermography – FLIR, Sweden
  - Painting Inspector – BGas/CSWIP, UK
  - NDT – SIRIM, CSWIP, UK
  - Professional Engineers (Ir.), IEM/BEM
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## Our Clients

### International Clients

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- Leadership Development Program For Egyptian Electricity Holding Corporation
- 500kV Live Line Maintenance Training for Electricity Governing Authority of Thailand – EGAT
- SCADA Training for Mongolian Delegates
- Energy Research and Development Center, Ministry of Fuel and Energy Mongolia Study Tour
- Business Management Program For Nepal Electricity Authority (NEA)
- Distribution Power System Protection 33/11kV for PEC Yemen
- Training on Capacity Building for High Voltage Transmission System in Cambodia for Engineers of Electricite du Cambodge, Chugoku Electric Power, Japan
- Underground Distribution Cable LV & MV (Up to 33kv) for Provincial Electricity Authority of Thailand (PEA).

### Local Clients

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- TNB Group and subsidiaries
- INSTEP (Institut Teknologi Petronas)
- SESCO (Sarawak Electric Supply Company)
- Kapar Energy Venture (KEV) and various Independent Power Producers (IPPs)
- Sabah Electricity Supply Sdn Bhd (SESB)
- Golden Lustre Sdn Bhd
- Talisman Malaysia Ltd
- Newfield Ltd
- Shell Refining Co.
- Honda (M) Sdn. Bhd.

# Our Facilities

## Workshops & laboratories

- Main Plant & Auxiliary workshop
- Non Destructive Testing lab
- Welding Workshop
- Machining & Fitting Workshop
- Vibration lab
- Alignment lab
- Heating, Ventilation & Air Conditioning (HVAC) lab
- X-Ray Bunker & lab
- Substation Maintenance workshop
- Overhead & Lines workshop
- Metering lab
- Protection lab
- Sub Operation lab
- Electric & Electronic lab
- 300 MW Combine Cycle Simulator
- 300 MW Coal Simulator



## Computer lab

- SMART class with SMART board interactive whiteboard



## Others

- Auditorium
- Theaterette
- Badminton court
- Tennis Court
- Dining Hall
- Football Field
- Gymnasium
- Hostels
- 9 holes - Golf Course
- Balai Islam



## Nearby Amenities



PROPOSAL OF TECHNICAL COMPETENCY PROGRAM (TCP) FOR LIBYAN YOUTH FOR NEW LINE CO SDN BHD

# Nearby Amenities



### Hotels

- Residence Hotel @ Uniten
- Mines Palace Beach & Spa, Sri Kembangan
- Palm Garden, IOI Resort, Putrajaya
- Equatorial Hotel, Bangi
- Shangri-la Hotel, Putrajaya
- Marriott, Putrajaya



### Shopping

I S.



# Proposal on Technicians Training Program

July 2014



Welcome to the Technical Center of Excellence, INSTEP.  
INSTEP's vision is to be a preferred regional Technical Learning and Certification Centre for the Oil and Gas Industry.

Our capability includes Bridging Programs (for new technicians), Professional Development Programs (for Oil & Gas Professionals) and Competency-Based Assessments & Certifications (internationally recognized by OPITO & BTEC).

Our campus in Kuala Terengganu is a complete all-in-one center for Oil & Gas Technical Learning which includes a Residence Hotel for participants, Sports Complex, Cafeteria, Resource Center and Student Center.



- Program Objective
- Program Structure
- Program Contents
- Way Forward





# PROGRAMME OBJECTIVE

To prepare trainees/participants with the required technical knowledge and associated skills in operation and maintenance of Oil, Gas and Petrochemical facilities.



# PROGRAM STRUCTURE



<b>Proposed Training Structure &amp; Schedule</b>				
<b>Semester</b>	<b>Program</b>	<b>Venue</b>	<b>Duration</b>	<b>Remarks</b>
<b>Sem 1</b>	<b>Intensive English Program (IEP)</b>	INSTEP, Terengganu, Malaysia	3 months	Classroom Training and Roll Play Activities
	<b>Fundamental/Comm on Subjects</b>	INSTEP, Terengganu, Malaysia	3 months	Classroom Training and Workshop/Laboratory Practical
<b>Sem 2</b>	<b>Technical Trade Modules (Part 1)</b>	INSTEP, Terengganu, Malaysia	6 months	Classroom Training and Workshop/Laboratory Practical
<b>Sem 3</b>	<b>Technical Trade Module (Part 2)</b>	INSTEP, Terengganu, Malaysia	6 months	Classroom Training, Workshop/Laboratory Practical 2 weeks Plant Attachment
<b>Sem 4</b>	<b>On the Job Training</b>	INSTEP, Terengganu, Malaysia	6 months	INSTEP Integrated Training Plant
		<b>TOTAL</b>	<b>24 months</b>	



# PROGRAM CONTENT

## Intensive English Program (IEP)

3 months @ INSTEP

### **Program Objective:**

The focus of this program is to enable the trainee to communicate effectively, both in the spoken and written domains, based on social and workplace settings.

### **Program Contents:**

- Listening ,Listening Effectively, Explicitly, and Critically
- Speaking, Social Convention and Interaction
- Reading, Vocabulary Development, Reading Skills
- Grammar, Grammar Works, Parts of Speech
- Tenses
- Study Skills, Technical English

		Fundamental Study (Common Subject)			
Sem 1		<ul style="list-style-type: none"> <li>• Technical Mathematic</li> <li>• Basic Plant Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Industrial Chemistry</li> <li>• Engineering Drawing</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering Science</li> <li>• Workshop Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Electrical and Instrumentation</li> </ul>
Semester 2 and 3		Electrical	Instrument	Mechanical	
		<ul style="list-style-type: none"> <li>• Safety Regulation and Protection</li> <li>• Testing &amp; Measurement</li> <li>• AC/DC System &amp; Circuit</li> <li>• Wiring System and Practice</li> <li>• Lighting and Power Socket Outlet</li> <li>• First Aids (Certificate)</li> <li>• Industrial Safety</li> <li>• Generation, Transmission, Distribution</li> <li>• AC/DC Supply and Emergency Power System</li> <li>• AC/DC Machine</li> <li>• Motor Control &amp; Practice</li> <li>• Refrigeration &amp; Air Conditioning</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical and Electronic</li> <li>• Industrial Process Measurement</li> <li>• Instrument Symbol and Fitting</li> <li>• Control Valve</li> <li>• Auxiliary Instrument</li> <li>• Process Control Technology</li> <li>• Process Computer (PLC &amp; DCS)</li> <li>• Analyzer and Monitoring System</li> <li>• Plant Safety &amp; Shutdown System</li> <li>• Industrial Safety</li> <li>• Custody Transfer Metering</li> </ul>	<ul style="list-style-type: none"> <li>• Rotating Equipment</li> <li>• Static Equipment</li> <li>• Welding</li> <li>• Fitting and Sheet Metal</li> <li>• Lifting, Rigging and Scaffolding</li> <li>• Basic Inspection and Corrosion</li> <li>• Basic Hydraulic and Pneumatic</li> <li>• Plant Mechanical Equipment Maintenance</li> <li>• Machining</li> <li>• Mechanical Process Maintenance</li> <li>• Industrial Safety</li> </ul>	
		<ul style="list-style-type: none"> <li>• Multitask Mechanical</li> <li>• Instrument Multitask</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical Installation and Backup System</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical Multitask</li> </ul>	
		<ul style="list-style-type: none"> <li>• English Communication</li> <li>• Moral Study</li> </ul>	<ul style="list-style-type: none"> <li>• English Communication</li> <li>• Moral Study</li> </ul>	<ul style="list-style-type: none"> <li>• English Communication</li> <li>• Moral Study</li> </ul>	



Sem 1	Fundamental Study (Common Subject)			
	<ul style="list-style-type: none"> <li>• Technical Mathematic</li> <li>• Basic Plant Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Industrial Chemistry</li> <li>• Engineering Drawing</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering Science</li> <li>• Workshop Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Electrical and Instrumentation</li> </ul>
Semester 2 and 3	Laboratory		Production	
	<ul style="list-style-type: none"> <li>• Laboratory Data Management</li> <li>• Laboratory Measuring Apparatus</li> <li>• Laboratory Safety and Housekeeping</li> <li>• Laboratory Quality Management</li> <li>• Laboratory Standard Solution and Reagent</li> <li>• Polymer Science and Technology</li> <li>• Laboratory Analytical Procedures</li> <li>• Environmental Chemistry</li> <li>• Chromatography and Spectroscopy Techniques</li> <li>• Storage and Disposal of Chemicals and Waste</li> <li>• Water Analysis</li> <li>• Industrial Safety</li> <li>• Crude Petroleum and Petroleum Products</li> <li>• Petroleum Products Testing</li> <li>• Sampling and Handling of Samples</li> <li>• Laboratory Field Testing</li> </ul>		<ul style="list-style-type: none"> <li>• Petroleum Properties, Sampling and Testing</li> <li>• Petroleum Geology, Exploration , Drilling and Production Facilities</li> <li>• Well completion and Wellhead Operation</li> <li>• Work over and Wire line Operation</li> <li>• Process Schematic</li> <li>• Separation System and Chemical Injection</li> <li>• Static and Rotating Equipment Operation</li> <li>• Industrial and Production Safety</li> <li>• Gas Dehydration System</li> <li>• Production Optimization</li> <li>• Hydrocarbon Evacuation System</li> <li>• Oil, Gas Terminal &amp; Jetty Operation</li> <li>• Utility System</li> <li>• Basic Treatment</li> <li>• Instrumentation and Control</li> <li>• Process Computer/ DCS Operation</li> <li>• Plan Preventative Maintenance</li> <li>• Industrial Safety</li> </ul>	
	<ul style="list-style-type: none"> <li>• Piping and Instrumentation Drawing</li> <li>• Basic Instrumentation for Laboratory Technician</li> </ul>		<ul style="list-style-type: none"> <li>• Electrical and Instrument Maintenance</li> <li>• Mechanical Equipment Maintenance</li> <li>• Laboratory Chemical Handling and Product Testing</li> </ul>	
	<ul style="list-style-type: none"> <li>• English Communication</li> <li>• Moral Study</li> </ul>		<ul style="list-style-type: none"> <li>• English Communication</li> <li>• Moral Study</li> </ul>	

## Industrial Training Assignment/ On the Job Training (ITA/OJT)

6 months @ INSTEP

- ITA/OJT – Task List
- Coach by INSTEP trainer
- Supervised by line department



**WAY FORWARD**

Please call us if you have any queries on the proposal.  
We hope our proposal meet your requirement and looking forward to  
your favorable reply.





