UNIVERSITI MALAYA
Centre for Continuing Education

COURSE ENDORSEMENT APPLICATION GUIDELINE

1) Endorsement Policy

1.1 Types of Programmes/Courses that are certified

    i) A Endorsement consideration is for non-academic programmes at the Professional Certificate, Professional Competency, Competency, short courses level only that are prepared by the Training Provider.

    ii) The consideration of the Endorsement approval is subjected to UMCCed Certification Criteria according to the certification level specified (as in Appendix 1).

1.2 Endorsement Application Requirements

The application for the course endorsement is based on the following requirments and needs:

    i) The Training Provider must have a good track record and be experienced in the course offer applied.

    ii) The Training Provider is either a Pt. Ltd. company or a Sole Propritership (Enterprise) registered with the Companies Commission of Malaysia (CCM).

    iii) The course content must be the full ownership of the Traning Provider.

    iv) The Traning Provider must come out with a list of teaching force that are qualified in the field applied.

1.3 Assessment Matters

    i) The assessment is based on the course that fulfils the quality standard in terms of:
       a) Course content
       b) Instructor/Speaker/Facilitator
       c) Course implementation and delivery
       d) Teaching and Learning materials
       e) Course period
       f) Support services

    ii) UMCCed will give consideration especially for programmes within the field of experties of UM or UMCCed as well as other training fields suitable with the university.

1.4 Application Criteria

Applications are opened to 2 criteria of Training Providers as follows:

i) <u>Courses for profit generation (profit)</u>

Courses conducted by training institutions either to corporate compnaies or government bodies and are offered to the public by imposing a course fee.

ii) <u>Courses for own employee developmet (non-profit)</u>

Courses conducted by companies and government bodies for their own employee development by not imposing any fee.

2) Copyright

The course copyright and other teaching materials for the use of the course certification is the full ownership of the Training Provider.

3) Roles and Responsibilities

3.1 The responsibilities of the Training Provider are as follows:

a) Develop and prepare the course content and teaching materials
b) Market the programme
c) Abide by the course entry qualification requirements as specified by UMCCed
d) Conduct course participant registration
e) Prepare training room facilities and teaching aid according to the needs of the client
f) Prepare teaching and learning materials
g) Suggest a list of teaching force with complete information based on the qualification specified
h) Ensure the courses run smoothly
i) Distribute the UMCCed Course Evaluation Form at the end of each course. Completed forms must be processed, evaluated, and recorded for preiodical review by UMCCed for further consideration of the Course Recomendation
j) Confer the Course Certificates that were certified by UMCCed to the participants who had successfully follow and fulfil the Course Certificate conferment requirements as what was specified
k) Maintain the good name and image of Universiti Malaya and UMCCed

3.2 The responsibilities of UMCCed are as follows:

a) Approve the course content and teaching materials
b) Recommend the courses that fulfill the requirements and standards specified acoording to the certification level
c) List the Training Providers and courses certified in the UMCCed website for certification review and verification as well as a form of course promotion

d) Approve all forms of brochure and advertising production if they involve the usage of names/logos relating to UM or UMCCed
e) Approve the suggestion of teaching force based on the qualifications specified
f) Supervise the teaching and learning quality periodically as well as the evaluation for the certification period extension

4) Endorsement Conferment

i) UMCCed only produces the Certificate to the Training Provider subjected to the course application approval put forward.

ii) UMCCed does not confer any certificate to participants who have completed courses under the administration of the Training Provider. The certificates conferred to the course participants are certificates from the Training Provider without the UM or UMCCed logo.

iii) The certificate for the participants can include the following statement:

"This course is endorse by Universiti Malaya Centre for Continuing Education as a fulfilment of the certification standard as stated in this certificate."

5) Endorsement Requirements

i) The Training Provider must abide by all the standards and requirements set in the implementation of the training programme or course as stated in Section 1(ii) above, which are based on the UMCCed Certification Criteria according to level of certification set.

ii) Participants must fulfill the test/assignment requirements (for courses that require evaluation).

iii) Participants are obliged to fill up and submit the UMCCed Course Evaluation Form.

6) Course Endorsement Termination/Revocation

UMCCed reserves the right to terminate the course endorsement at any time due to the following reasons:

i) The Training Provider does not fulfill the Roles and Responsibilities as stated in Section 3.1 above; or
ii) The Training Provider does not abide by the requirements of the course implementation set; or
iii) Any valid reasons

7) Endorsement Fee

For each course put forward for endorsement approval, UMCCed will impose the following fee:

a. Application and Endorsement Evaluation Fee (only once)

A application fee payment of RM500 (non-refundable) will be imposed for each application.

b. Course Endorsement Fee

The Endorsement Fee is based on the type of certification according to the following criteria:

No.	Certification Level	Certification Fee	Number of Participants	Number of Intake
1.	Attendance Certificate Participation Certificate Course Completion Certificate Achievement Certificate	RM 3,000	No limit	No limit
2.	Comptency Certificate Professional Competency Certificate	RM 6,000	No limit	No limit
3.	Profesional Certificate	RM 8,400	No limit	No limit

8) Endorsement Period and Renewal

8.1 The valid period for the endorsement for each course approved is one (1) year or as stated in the approval letter.

8.2 The endorsement for all courses approved will expire after the certification period as set. The Training Provider must apply for a certification approval renewal and will be imposed a fee as stated in Section 7 (b).

Prepared by thte Programme Development Department, UMCCed
Approved by the PADC on 27th August 2021

UMCCed CERTIFICATION CRITERIA

Level	Certification Conferment/Level	Period	Entry Requirement	Participant	Method of Delivery	Training Hours	Assessment	Certification Requisite
1	• Attendance Certificate • Participation Certificate	Minimum: Half day	None	Open	Lecture/ Workshop/ Seminar/ Practical	Minimum 3 hours	• Attendance	• 80% Attendance
2	• Course Completion Certificate • Achievement Certificate	1 day – 3 weeks	None	Open	Lecture/ Workshop/ Practical	7 – 21 hours	• Attendance; and • Test/Project	• 80% Attendance; and • Passed the Test/Project
3	• Competency Certificate	3 weeks – 3 months	Aged 18 years old and above	School leavers/ Working Adults	Lecture/ Workshop/ Practical	21 - 48 hours	• Attendance; and • Test/Project	• 80% Attendance; and • Passed the Test/Project
4	• Professional Certificate (Non-MQA-accredited programme)	3-6 months	▫ Aged 18 years old and above; and ▫ Passed SPM/ O-Level	School leavers/ Working Adults	Lecture/ Workshop/ Practical	Minimum 48 hours	• Continuous Assessment: • Test and Assignment / • Presentation • Final Assessment: • Examination/Fin al Project	• 80% Attendance; and • Passed all courses and possess a Grade C (Pass) minimum fot the Final Average Mark (FAM)