



# TRAINING PROGRAM PROPOSAL

**[ *Program name* ]**

**[ *Organizer* ]**

<b>Program Introduction</b>	
<b>Program Objectives</b>	
<b>Supporting Company/ Agency Involved</b>	Name of company: Company registration number: [ <i>please attach the company's certificate</i> ] Full address: Contact person:
<b>Participants</b>	Number of participants targeted: Criteria of participants: i) Undergraduate/ Postgraduate ii) 1 <sup>st</sup> year/ 2 <sup>nd</sup> year/ 3 <sup>rd</sup> year/ Final year iii) Programme: _____
<b>Training Program Category</b>	<input type="checkbox"/> Program Kebolehpasaran Graduan <input type="checkbox"/> <i>Skill Based</i> <input type="checkbox"/> <i>Professional Certification</i>
<b>Duration of Training</b>	Start date: End date: Duration:
<b>Location of Training</b>	Location 1: Location 2:
<b>Specific Target Crop/ Livestock</b>	The training will be focusing on the following crop(s)/ livestock(s): i) ii) iii)

<p><b>Aspects of Training</b></p>	<p>0 Plantation/ cultivation/ production          0 Manufacturing          0 Marketing          0 Research &amp; innovation          0 Other: _____</p>																								
<p><b>Training Module</b></p>	<p>[<i>Please attach</i>]</p>																								
<p><b>Supporting Documents</b></p>	<p>i) University's support letter [<i>please attach</i>]          ii) Industry's support letter [<i>please attach</i>]          iii) Company's guarantee letter [<i>please attach</i>]</p>																								
<p><b>Financial Implication</b></p>	<p>Example :</p> <table border="1" data-bbox="467 810 1490 1236"> <thead> <tr> <th>Item</th> <th>Measurement Unit</th> <th>RM/Unit</th> <th>Quantity</th> <th>Total (RM)</th> <th>Incurred By</th> </tr> </thead> <tbody> <tr> <td>Elaun</td> <td>Month</td> <td>800</td> <td>7</td> <td>5600</td> <td>ICoE</td> </tr> <tr> <td>Transport</td> <td>Day</td> <td>250</td> <td>15</td> <td>3750</td> <td>Company/ Agency</td> </tr> <tr> <td>Lodging</td> <td>Day</td> <td>10</td> <td>10</td> <td>100</td> <td>Institution</td> </tr> </tbody> </table> <p>Total cost to be incurred by institution : RM100.00 (1%)          Total cost to be incurred by company/agency : RM3750.00 (40%)          Total cost to be incurred by ICoE Agriculture Cluster : RM5600.00 (59%)          Total cost of training program : RM9450.00 (100%)</p>	Item	Measurement Unit	RM/Unit	Quantity	Total (RM)	Incurred By	Elaun	Month	800	7	5600	ICoE	Transport	Day	250	15	3750	Company/ Agency	Lodging	Day	10	10	100	Institution
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<p><b>Contact Information</b></p>	<ul style="list-style-type: none"> <li>• Officer in Charge :</li> <li>• Position :</li> <li>• Company Name :</li> <li>• Phone (office) :</li> <li>• Phone (mobile) :</li> <li>• Email :</li> </ul>																								

**FOR OFFICE USE**

**Evaluation by Appraisal Committe**

Criteria	Score
Professional Certification	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Job Placement	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Involvement of Industry Main Player	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Cost Sharing between industry and university	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

Overall comment

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Signature: \_\_\_\_\_

Chairman of Appraisal Committee

Official Stamp:

**Endorsement by Main Committee**

The training program is

- approved
- not approved
- approved but subject to the improvement

Total budget approved

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Signature: \_\_\_\_\_

Chairman of Main Committee

Official Stamp:

