

WHAT'S INSIDE?

From the Editor's Desk



The Industrial Skills Framework (IndSF) unit under the Research & Development Department has been working on the IndSF initiatives for the past one year. The first year was indeed challenging and served as a learning curve for us. We are happy to share that the unit has successfully developed four IndSF documents which are available on the HRDF portal. The four IndSF documents focus on the Oil & Gas, Hospitality, Wholesale & Retail and Digital Technology industries. This year, the unit is currently working on producing more IndSF documents by collaborating with the subject matter experts from various industries. The unit will be producing newsletters from time to time to share on various IndSF related activities that are being conducted. We hope to create a positive impact towards IndSF among the industry experts as we encourage them to actively participate in the development of IndSF documents in the upcoming year.

Development of IndSF Water & Sewerage Services

The unit has started working on the development of the IndSF Water & Sewerage Services in August 2020. A series of workshops and discussion sessions were held with the subject matter experts to facilitate this process. The first IndSF draft for the water & sewerage services is expected to be completed by November 2020.

(Read more at page 2 & 3)



Presentation of IndSF Plastics Draft

The final draft for IndSF Plastics has been completed and was presented to the Chief Executive of Human Resources Development Funds (HRDF), Mr Shahul Hameed Dawood.

(Read more at page 4)



IndSF Video Shoot Session with the Chief Executive of HRDF

A website has been developed for IndSF Digital Technology. The website is currently at 90 % completion. A short video by the Chief Executive was also recorded as part of the website's development. Here's a snippet of the video shoot session.

(Read more at page 3)



Engagement Sessions with TPs

The Industrial Skills Framework (IndSF) unit is actively promoting the IndSF documents to the public. Here are some of the activities that our unit has been conducting involving various stakeholders.

(Read more at page 4)



Launching of IndSF Machinery & Equipment

A meeting was held between HRDF, Malaysia Productivity Corporation (MPC), Machinery & Engineering Industries Federation (MEIF), Motor & Equipment Manufacturers Association (MEMA) and United Business Media (M) Sdn Bhd on the 4th of September 2020 discussing the launch of the IndSF Machinery & Equipment document moving forward. The focus is to organise a virtual conference which will promote the IndSF document to the industry.

(Read more at page 2)



Development of IndSF Water & Sewerage Services 1st Workshop Session 15 August 2020



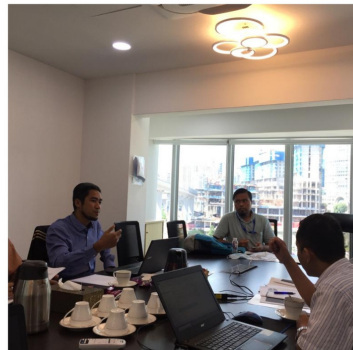
The workshop began with a brief introduction on the Industrial Skills Framework (IndSF) as an initiative of HRDF, in collaboration with subject matter experts from the industry. The Chief Programmes Officer, Mr Rony shared his experiences in initiating IndSF and its potential influence on the current way of enrolling into training programmes.

Development of the IndSF document is expected to guide both employers and training providers to deliver high quality training that matches the needs of their respective industries. Mr Rony further shared on the development of last year's (2019) IndSF document, with these documents having been made available for download in the HRDF portal (<https://www.hrdf.com.my/indsf/>).

This was followed by a speech from the Project Manager, Tuan Haji Mansor Abd Ghani and Chairman for STC Utilities, Dr Hapidah. Next, the SMEs were divided into groups based on focus areas under the water and sewerage services. Each group had a validator who would guide the group in terms of career pathways for each focus area.

The first workshop ended with each group presenting the output of their discussion in the auditorium for further feedback and recommendations. The feedback given during the presentations was jotted down and incorporated into the drafts for each group.

Development of IndSF Water & Sewerage Services 2nd & 3rd Workshop Sessions 17 August - 11 September 2020



The second and third workshops were both conducted at HRDF and at the office of the subject matter experts such as Indah Water Konsortium (IWK). The first draft was further improved in the 2nd and 3rd workshop. Discussion was conducted on the career path, the job positions for each of the focus areas and the respective skills and training programmes needed for each of the job positions.

The meetings were also conducted online via MS Teams as some of the subject matter experts were not able to attend the physical meetings. A meeting was also held with the validators to standardise the career pathway structure so that all focus areas would have the same level of career progression. The initial discussion on the career pathway for each focus area was compiled and refined further in the meeting involving the validators.

The finalized career pathway structure was shared with the subject matter experts for them to incorporate it into their respective focus areas and work on the job positions and skills needed. A total of 10 validators were nominated to guide the development of the industrial skills framework document according to the respective focus areas.

The focus areas that will be covered under the IndSF Water & Sewerage Services are:

- a) Water Treatment
- b) Water Distribution
- c) Non-revenue Water
- d) Sewerage Network
- e) Sewerage Treatment
- f) Desludging
- g) Mechanical & Electrical
- h) Water Quality & Laboratory
- i) Water Instrumentation
- j) Customer Service

Presentation of IndSF Plastics Draft to the Chief Executive of HRDF 23 August 2020



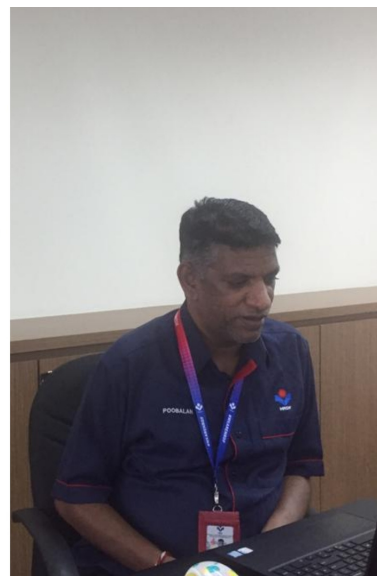
The development of the IndSF Plastics document has been completed and has been presented to the Chief Executive of HRDF, Mr Shahul Hameed Dawood. The presentation was held on the 23rd of July 2020 and the approval was given for the draft to be submitted for design work. Mr Shahul suggested for the IndSF Unit to work closely with the Malaysian Plastics Manufacturers Association (MPMA) to ensure the draft is published and made available to the public.

Mr Shahul also congratulated the members for successfully completing the draft.

List of attendees during the presentation:

- a) PLASFORM - Mr Eddie Fong Seak Foh
- b) Malaysian Plastics Manufacturers Association
 - Ms Sujata Patricia Albert Gabriel
 - Ms Malathy
 - Ms Whendi
- c) Jabatan Tenaga Manusia - Mr Hanapi bin Yusof
- d) May Plastics - Mr Leong Peng Keong
- e) Wohltec Medical Sdn Bhd - Mr Liew Yew Aw
- f) Triplus- Mr Yeon Kok Kuang

IndSF Activities



Engagement Session to Promote Industrial Skills Framework (IndSF) Documents



IndSF Video Shoot Session with the Chief Executive of HRDF

A video shoot session was conducted to allow the Chief Executive of HRDF, Mr Shahul Hameed Dawood to introduce the IndSF initiative to the public. This video will be posted on the IndSF Digital Technology website and hopes to encourage more industry experts to participate and play an important role in the development of the IndSF document in the future.

The IndSF unit would like to thank Mr Shahul for taking some time out from his busy schedule to complete this video. We would also like to thank Puan Nik Surina and her dedicated team from the Corporate Communications Department for assisting us during the video shoot session.

Currently, four IndSF documents have been uploaded to the HRDF portal. The IndSF unit sees the need to actively engage with branch managers and training providers to create awareness on the availability of IndSF documents for references on career pathway, skills and job positions. The Assistant Vice President, Mr Poobalan has conducted engagement sessions with training providers to create awareness on the existence and purpose of the IndSF documents for the respective industries.

IndSF Activities (continued)



Launching of IndSF Machinery & Equipment

The IndSF for Machinery & Equipment has been successfully completed on the 18th of December 2019. This document was then submitted by the Malaysia Productivity Corporation (MPC) to the selected vendors for design works. The work was put on hold due to the Movement Control Order (MCO) but was resumed in July 2020. Design work has been completed and HRDF is looking forward to publishing this document soon. We are also looking forward to working together with MPC, MEIF and MEMA to launch the document for the industry.

IndSF DOCUMENTS

**Available NOW for
download at
hrdf.com.my/indSF/**



INDSF WHOLESALE & RETAIL

The IndSF Wholesale & Retail covers two focus areas – specialised stores & non-specialised stores. The specialised stores covers 5 departments and 18 job positions while non specialised stores covers 7 departments and 34 job positions.

INDSF HOSPITALITY

The IndSF Hospitality covers five focus areas – front office, housekeeping, revenue management, sales & marketing and general manager. The IndSF Hospitality was developed with contributions from 56 subject matter experts from the hospitality industry.



INDSF OIL, GAS & ENERGY

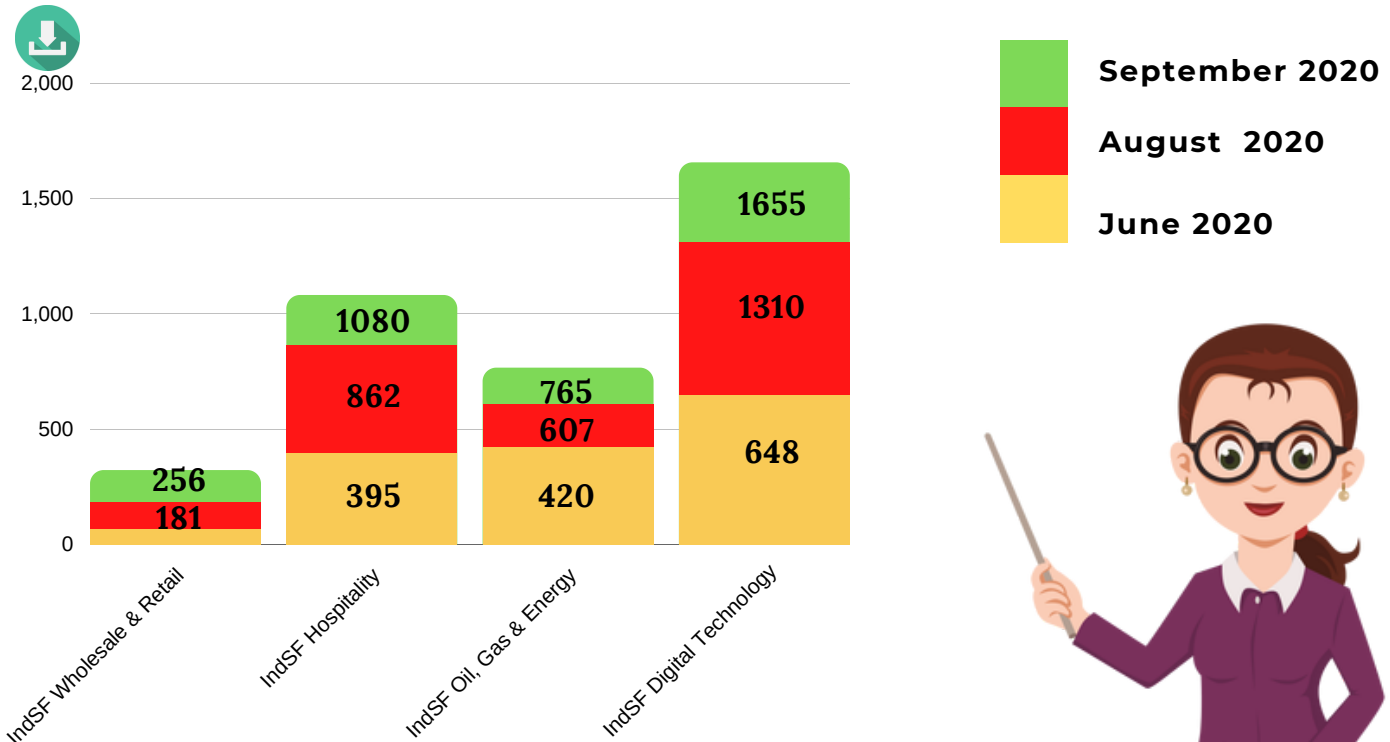
The IndSF Oil, Gas & Energy focuses on the onshore facilities and downstream plant skillsets. This IndSF document covers a total of 489 technical skills involving project, turnaround and maintenance activities.

INDSF DIGITAL TECHNOLOGY

The IndSF Digital Technology covers four focus areas – data science, cybersecurity, games and animation. The IndSF Digital Technology is also looking forward to adding two more focus areas in the near future – software development and systems integration.



Statistics on IndSF documents



(Data on number of downloads on the IndSF documents according to respective industries as of 7th September 2020).

The IndSF documents have been uploaded onto the HRDF portal (<https://www.hrdf.com.my/indsf/>) and the IndSF unit has been keeping track of the number of downloads. There has been a steady increase in the number of IndSF documents downloaded in the past three months according to the respective industries. The IndSF unit is looking forward to promote and engage the public further to actively download and utilise the IndSF documents that have been published. These numbers are very encouraging for the IndSF unit to continue working with various industries to develop more IndSF documents.

