THIRD COUNTRY TRAINING PROGRAMME (TCTP)

GENERAL INFORMATION

ON

Primary Science and Mathematics Educators’ Training for African Countries: Enhancing Constructivist-Based Pedagogy and Content Knowledge

10-30 August 2016

Joint Collaboration between:

Malaysian Technical Cooperation Programme (MTCP)  
Japan International Cooperation Agency (JICA)

Organised by:

Southeast Asian Ministers of Education Organisation (SEAMEO)  
Regional Centre for Education in Science and Mathematics (RECSAM)
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1. COURSE TITLE

This training programme is entitled “Primary Science and Mathematics Educators’ Training for African Countries: Enhancing Constructivist-based Pedagogy and Content Knowledge”.

2. BACKGROUND

The Government of Malaysia supports 142 developing countries under the framework of the South-South Cooperation since 1980 via the Malaysian Technical Cooperation Programme (MTCP). In 1983, Japan started its Third Country Training Programme (TCTP) in Malaysia. Subsequently, Malaysia and Japan began to collaborate in 1992 to assist developing countries under the MTCP Recipient List within this TCTP arrangement.

Upon the launch of Tokyo International Conference on African Development (TICAD) in 1993 by the Government of Japan to promote high-level policy dialogue between African leaders and development partners on issues facing Africa (such as economic development, poverty and conflict), Japan International Cooperation Agency (JICA) began to streamline its assistance under the TCTP for the African countries. This programme was done in line with TICAD Initiative.

TICAD has since evolved into a major global framework to facilitate the implementation of measures for promoting African development under the dual principles of African “Ownership” and "Partnership" between Africa and the International community. TICAD V was held in Yokohama in June 2013, and “Yokohama Action Plan 2013-2017” was issued as an outcome document of TICAD V. The Plan emphasised human resource development in both public and private sectors.

In this regard, several sectors pertinent to national development of a country have been identified, inter-alia, science and mathematics education.

3. RATIONALE

In traditional classroom teaching, teachers usually give direct instruction and exposition, and students often learn passively by ingesting like an empty vessel of whatever being taught. As a result, students are burdened with so much fact and content matter to memorise. Furthermore rote learning can hardly help them to relate what they have learnt in classroom to real life situations and therefore the subject matter is of little applicability in daily life. This is particularly true in science and mathematics learning if students are not personally involved in the hands-on process and take responsibility in their learning. On the other hand, if teachers employ constructivism and student-centred approaches in teaching, students will find that they are taking charge of their own learning by actively constructing new knowledge and integrate into their existing cognitive framework in a meaningful way. In this way students are constantly being engaged in learning and they will find that the learning process is challenging and yet interesting.
This course provides the opportunity for teachers to explore a wide range of teaching and learning opportunities and strategies that encourage activities leading to active learning situations, thereby stimulating gradual construction of new knowledge and enhancing better understanding in science and mathematics. Constructivism-based pedagogy encompasses various interactive instructional strategies that require active participation from the learners and teachers as active facilitators. A sound grasp of the teaching approaches and strategies together with the teaching resources would enrich the educators’ teaching repertoire as they work towards uplifting the quality of science and mathematics teaching and learning.

4. OBJECTIVES

The main objectives of this course are to provide opportunities to the participants from African countries to exchange experiences in conducting relevant and meaningful science and mathematics lessons among themselves and with their counterparts in RECSAM. This course also provides opportunity for the participants to tryout some of the teaching strategies, instructional materials and teaching aids developed by themselves to be used in active teaching and learning in science and mathematics.

This course is aimed at:
- Enhancing the understanding of constructivism-based pedagogy;
- Contextualising content knowledge of Science and Mathematics;
- Improving skills for improvising teaching materials utilising discarded/inexpensive materials; and
- Widening participants’ perspectives via sharing of national development experiences and taking cue from the good classroom practices in Malaysia/ASEAN countries.

At the end of the course, participants should be able to:
- Show an understanding of the nature, purpose and philosophy of constructivism;
- Implement constructivist approaches and interactive teaching strategies to enhance student-centred learning;
- Develop and tryout lessons/activities based on constructivist approaches in teaching and learning of primary science and mathematics;
- Design constructivist-based assessment tools to gauge learning performance.

5. TARGET COUNTRIES, ORGANISATIONS, AND PARTICIPANTS

5.1 Target Countries and Organisations
- Ethiopia
  Ministry of Education
- Ghana
  Ministry of Education
- Kenya
  Ministry of Education, Science and Technology
- Malawi
  Ministry of Education, Science and Technology
- Rwanda
  Ministry of Education
- Swaziland
  Ministry of Education and Training
- Republic of South Africa
  Department of Basic Education
- Uganda
  Ministry of Education, Science, Technology and Sports
- Zambia
  Ministry of Education, Science, Vocational Training and Early Education

5.2 Target Participants

The target groups of participants are teacher trainers/ national trainers/ educators or classroom teachers from Ministry of Education and other public agencies in African countries where JICA is implementing programmes to strengthen science and mathematics education.

Priority of selection will be given to applicants whose major task as primary science and/or mathematics teachers / teacher educators

5.3 Total Number of Participants

The number of participants for the course is twenty eight (28) in total. Each target country is encouraged to nominate more than four (4) applicants.

6. REQUIREMENTS FOR ADMISSION

Applicants of the course are obliged to fulfil the following requirements:

(1) Should be a civil servant / government official from Ethiopia, Ghana, Kenya, Malawi, Rwanda, South Africa, Swaziland, Uganda and Zambia;

(2) Should be nominated and obtained approval by their respective country government (detailed procedure is stated in 15. APPLICATION PROCEDURE);

(3) Be between 26-50 years of age;

(4) Should possess a minimum qualification of a diploma/degree in related discipline;

(5) Should have practical experience of more than five (5) years in the primary science and/or mathematics education;

(6) Should possess a good command of written and spoken English (A phone interview with short-listed candidates will be conducted by the Embassy / High Commission of Malaysia before a final decision is made);
(7) Should possess basic computer literacy skills;

(8) Women are encouraged to apply;

(9) Must not to be serving in the military;

(10) Have not participated in any training programme under MTCP;

(11) Good health, physically and mentally, in order to complete the course (applicants must submit his/her medical certificate in the application form).

(12) Should be able to provide a passport which is valid for one (1) year from the date of the course in Malaysia to the course organiser no later than seven (7) weeks before the course commences for immigration application process;

(13) Must agree to obtain the Visa-With-Reference (VWR) before entering Malaysia (detailed information is stated in 10.2. VISA); and

(14) Comply with Malaysian Custom, Health and Quarantine regulations which are listed in the attached documents, “GENERAL INFORMATION ON MALAYSIA.”

The organiser reserves the right not to consider applications that do not fulfil any of the above criteria.

7. COURSE DESCRIPTION

7.1 Duration

The duration of the course is three (3) weeks including weekends. It will be held from 10-30 August 2016.

7.2 Venue

The course will be conducted at SEAMEO RECSAM, Penang, Malaysia.

7.3 Language

This course will be fully conducted in English.

7.4 Curriculum and Content

This course shall include classroom lectures, seminars and hands-on activities relevant to science/mathematics education, which mandates active participation. Field visits are included to allow participants to visit various public and private organisations as well as historical landmarks in Malaysia that are related to the course objectives.

The tentative course content is as attached in Appendix 1.
7.5 Certificates

Certificates will **ONLY** be awarded upon active participation and successful completion of the course.

**8. COUNTRY REPORT, PLAN OF ACTION, AND SUMMARY REPORT**

Participants’ presentations on the challenges/issues they are facing in their respective countries (8.1 Country Report) and on their Plan of Action (8.2 Plan of Action) are key elements of the course.

Participants are also required to summarise the lessons learnt throughout the course in a form of a two-page report (8.3 Summary Report) before end of the course. The Summary Report will be sent to their respective Ambassador to Malaysia through the diplomatic channel.

**8.1 Country Report**

Participants are required to prepare an individual report prior to their departure to Malaysia highlighting on the areas as listed below:

- Summary of the duties and responsibilities of participants’ organisation/agency. (*Note: to be written in individual reports only, not to be included during country presentation sessions)*
- Challenges and issues in the participants’ respective countries and organisation in science/mathematics education.
- Expectation for the course.

Upon commencement of the course, participants of each country are required to summarise the challenges and issues in their countries and organisation in science/mathematics education. Representative of the respective countries are required to present.

Presentation Time and Tool: The Country Report will be presented at the beginning of the course. Each speaker (representative from each country) is expected to provide a 10-minute presentation which is followed by a 5-minute question and answer session. It is recommended to use MS PowerPoint during the presentation.

For guidelines for preparing country report presentation, please refer to **Appendix 2**.

**8.2 Plan of Action (Multiplier Effect Proposal)**

Areas to be highlighted:

- Title of the Plan.
- Plan and implementation strategies for the challenges/problems.
- How to apply knowledge/lessons learnt from the course to the plan.

Speaker: Individual participant

Presentation Time and Tool: The Plan of Action will be presented toward the end of the course. Each speaker is required to present a 10-minute oral presentation which is followed by a 5-minute question and answer session. It is recommended to use MS PowerPoint during the presentation.
Participants are expected to implement their action plans for enhancing the multiplier effects of the course they attend. Certificate of Recognition (endorsed by MTCP, JICA and SEAMEO RECSAM) will be awarded to participants who satisfactorily implement the action plans and submit a report as proof of their efforts within two (2) years after the complete implementation of the course. The report (after removing the photos) will be shared with other participants.

8.3 Summary Report

Objectives: To summarise lessons learnt throughout the course in Malaysia and discuss how it is approachable to their respective countries (one to two pages). Report should be written in MS Word format.

Deadline for the submission: Not later than the last day of the course to the course supervisor. The report will be sent to the respective Ambassador to Malaysia through the diplomatic channel.

9. ALLOWANCES, BENEFITS, AND PARTICIPANTS' RESPONSIBILITIES

9.1 Allowances and Benefits

Participants will be provided with the following allowances and benefits:

- Economy class air travel from the capital city of the participants to and from Malaysia. Tickets will be issued upon confirmation of acceptance.
- Accommodation, medical and travel insurance, and transportation facilities within Malaysia.
- Per diem or daily allowance throughout the duration of the course according to the MTCP/TCTP regulations.
- Transportation fee for official site visits within Malaysia, including airport transportation.

Note: Flight itinerary is not negotiable without official request letter.

Note: All participants will be provided with in-campus accommodation by the organiser. Accommodation will be on a single room basis.

Note: The per diem would only cover the official course duration, with consideration given to include per diem for arrival a day before the course commences and a day after the course ends. However, the per diem for the last day is subjected to the departure date. If the departure date coincides with the last day of the course, payment of the per diem would only be given for the coincided date. Note that some portion of the per diem shall be deducted for meals and the amount received varies depending on the organiser.

The organiser will not bear costs other than the allowance and benefits described above.
9.2 Participants’ Responsibilities

The organiser is not responsible for the following expenses:

- Passport fees (for re-issuance and extensions, etc).
- All costs in relation to obtaining visa to enter Malaysia are to be borne by the participants/sending government. This includes third country visa fees and transportation expenses to obtain visa (VWR).
- Home country domestic travel expenses.
- Departure tax.
- Airport tax/airport facility charges outside of Malaysia, including third countries.
- Customs duty.
- Excess baggage charges.
- Compensation for lost and/or damaged baggage.
- “No show charge” to the transit airport hotel (non-refundable).
- Lost — ticket fee.
- Transportation expenses other than official site visits.
- All personal expenses on personal interests such as telephone bill, mini-bar tab at accommodation, and shipping charges of books or training materials shall be borne by the participants.

Note: When these taxes should be paid separately from airfare.

10. PASSPORT, VISA, AND VACCINATION FOR YELLOW FEVER

10.1 Passport

All participants are required to have a valid passport (one [1] year of validity from the date of entry to Malaysia). All expenses to obtain the passport should be borne by the participants.

Successful participants are required to submit a coloured photocopy of the first page of their valid passport and a coloured passport size photo to the organiser by e-mail for immigration processing not later than seven (7) weeks before the course commences.

10.2 Visa (Visa-With-Reference)

It is mandatory under MTCP for all the MTCP/TCTP participants to follow the Visa With Reference (VWR) application procedure. This will minimise complication at the Immigration counter at the Kuala Lumpur International Airport (KLIA) and throughout the training programme.

Upon receiving the passport colour copy, current passport size colour photo and acceptance letter from the selected participants; the organiser will apply for VWR at the Department of Immigration in Malaysia and obtain specific VWR Approval Letter for the participants. A copy of this VWR Approval Letter will be sent directly to the participant and the related Malaysian Mission. All participants must follow the procedure as stated below in order to obtain VWR stamp before their departure to Malaysia.
If the selected participants do not agree to obtain the VWR or adhere to the necessary procedure, the organiser reserves the right to revoke their participation.

**Important Documents**
Participants are required to bring along the following documents during their visit to the nearest Malaysian Mission in order to obtain VWR stamp and also during their travel to Malaysia:

- Passport (*Note: Please ensure the same passport which you submit to the organiser is used during your travel*).
- Current passport size colour photo
- Offer Letter of the course
- VWR Approval Letter from Malaysian Immigration
- Letter of Endorsement issued by Ministry of Foreign Affairs Malaysia
- Proof of yellow fever vaccination (*Note: Only for participants from Ethiopia, Ghana, Kenya, Rwanda, South Africa and Uganda)

**10.2.1 Specific VWR Approval Letter**
Participants who receive the specific VWR Approval Letter are required to obtain a VWR stamp at the specified Malaysian Mission before entering Malaysia. Participants who do not have the Malaysian Mission in their country are requested to obtain the VWR stamp at the nearest Malaysian Mission IN PERSON.

Upon arrival at the said mission, participants have to produce all the supporting documents as stated in 10.2 and fill in the necessary application form. Subsequently, they will be issued the necessary visa to travel to Malaysia.

The organiser will provide flight itinerary that supports visa transit at a third country and may also provide accommodation depending on flight connection. Please take note that the flight itinerary and accommodation are not negotiable. However, the following cost involved in obtaining the VWR at a Malaysian Embassy in a third country would not be borne by the organiser:

1. Third country visa;
2. Visa fee for Malaysian visa (VWR);
3. Transportation expenses to obtain visa; and
4. Any other personal expenses

For the procedure of VWR application, please refer to Appendix 3.

Please take note that the flight itinerary and accommodation are not negotiable.

**10.3 Vaccination for Yellow Fever**
Participants from the following countries including diplomatic and official passport holders are required to take a mandatory vaccination for yellow fever at least ten (10) days prior to their departure to Malaysia.

- Ethiopia
- Ghana
- Kenya
- Rwanda
- South Africa
- Uganda

Participants from the above mentioned countries must bring along the valid proof of such vaccination (such as the Yellow Book) to be produced at immigration upon entering Malaysia. If participants fail to produce such proof, he/she will be quarantined and will be deported home instantly at his/her own expenses.

11. MEDICAL AND DENTAL TREATMENT

Medical treatments are provided at SEAMEO RECSAM’s panel clinics and government hospitals only. Medical expenses on out-patient treatments will be borne by the Government of Malaysia. In case of an emergency, participants are eligible to be admitted to government hospitals/clinics. Dental treatments are restricted to extraction and filling only.

12. INSURANCE

All successful participants are covered under a Group Travel Insurance Policy arranged by the organiser. The insurance does not cover any pre-existing conditions/illness or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the Group Personal Accident Insurance Policy.

As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia. The cost for the insurance is to be borne by the participants or the government of participating country.

13. GENERAL CONDITIONS OF TCTP PARTICIPANTS

All applicants are subjected to abide by the following conditions of TCTP participants throughout the course:

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as TCTP participants and abide by Malaysian laws, rules and regulations and specific regulation of the organiser.

(1) In the classroom, participants are required to dress appropriately which includes long-sleeved shirts with ties, tailored pants and blazer or uniform for men. Lady participants are required to dress appropriately and modestly. It is also advisable for participants to bring along warm clothing such as sweaters and shawls as lectures are conducted in air-conditioned classrooms. For formal occasions, participants are required to wear lounge suit/national costume. Slippers, shorts and jeans are NOT allowed during the programme but allowed only in the confine of participants’ rooms at the designated hotel/hostel.
(2) Requests for change of course or extension of the training period will NOT be entertained. Participants should fully participate in all activities related to the course. Participants are NOT allowed to attend official functions (which are not included in the planned course programme) and/or personal functions (including but not limited to personal appointments with acquaintance in Malaysia) during the course of the programme.

(3) Participants are NOT allowed to leave Malaysia during the course.

(4) Participants are NOT allowed to participate in any political and/or commercial activities in any capacity whatsoever. Participants shall NOT take up paid employment or serve as staff of their official representatives in Malaysia.

(5) Participants are NOT allowed to bring along their spouses or any member of their family for the duration of the course. Request for single accommodation occupancy due to the existence family members are NOT entertained.

(6) The TCTP participation may be terminated at any time due to unsatisfactory conduct, breach of the conditions of TCTP participants, failure to make satisfactory progress or as deemed necessary by the organiser.

(7) Participants who are found to be medically unfit during the course will be required to return to their country immediately and not be given any certificate.

(8) Participants will be required to return immediately to their own countries upon completion of the course.

14. OTHER GENERAL REGULATIONS AND OBLIGATIONS

In addition to the conditions stipulated above, TCTP participants are also required to observe the followings:

(1) To observe the course schedule by punctual attendance;

(2) To attend/participate actively in all sessions including study visits;

(3) To follow the travel schedule arranged by the organiser with regard to departure from Malaysia;

(4) To carry out instructions and abide by conditions as stipulated by the organiser;

(5) To discontinue the course, should participants fall seriously ill and be considered unable to continue the course;

(6) To refrain from committing any illegal or immoral acts. Should participants be found in contravention of this requirement, they will be barred from attending the course and will be asked to leave the course with immediate effect;
(7) Participants must respect the local customs and observe the rules and regulations at the place of accommodation and not to change accommodation designated by the organiser.

(8) To observe the rules and regulations of the organiser or establishment with which participants are visiting or attached to;

(9) To remain in Malaysia and complete the whole duration of the programme without any leave of absence.

(10) Participants who do not comply with the general conditions, regulations and obligations of the TCTP participants would be reported to their respective Embassies or High Commissions as well as to the Head of their respective organisations.

(11) Participants are fully responsible for their own valuables and belongings while travelling and while in Malaysia. Any losses due to negligence will not be compensated by the organisers.

(12) Participants shall not utilize knowledge and skills acquired in the training for military purposes.

(13) Participants are encouraged to bring own laptop (refer Page 21: Electricity).

15. APPLICATION PROCEDURE

A government applying for the course on behalf of its nominee(s) shall forward the completed and endorsed Application Form for each nominee to the Government of Malaysia through the diplomatic channels via Note Verbale addressed to the Embassy of Malaysia.

Application procedure and enquiries are as follows:

15.1 Application Form

All applications must be made via the standard application form, which is attached to this brochure and also obtainable from the Embassy of Malaysia or JICA offices in the respective countries. All sections of the form, including medical report, must be completely filled or printed accordingly with CAPITAL LETTERS. All application forms must be accompanied by a valid passport and a current passport size colour photo.
15.2 Supporting Documents

Participants with the following health conditions are strictly requested to attach the following documents in order to minimise the risk for their health.

**Pregnant participants**

- A letter from the participant that indicates she is personally liable for and shall indemnify the Government of Malaysia against all liabilities with regard to her pregnancy and would bear all economic and physical risks associated with her pregnancy.
- A medical support letter by certified medical officers.

**Participants having contagious/chronic diseases**

- A letter by government medical officers that certifies participation in the programme does not harm the participant’s health and health of other participants. In addition, the letter should also certify that the travel and the programme would not further exacerbate the participant’s existing health condition.

15.3 Endorsement

All application forms must be **duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency** in the respective countries (the relevant ministry or agency responsible for the overall coordination of international technical assistance).

Please take note that incomplete and/or unendorsed forms will not be processed.

15.4 Application Submission

Application form which has been endorsed and approved should be submitted **ONLY** through the diplomatic channel\(^5\) via Embassy of Malaysia in the respective countries no later than 27 May 2016.

**Note**: Application forms must be submitted from the Ministry of Foreign Affairs in the respective countries with a Note Verbale to the Ministry of Foreign Affairs in Malaysia via the nearest Malaysia High Commission/Embassy.

Please take note that all forms submitted after the above deadline will not be processed.

The flow of application forms submission (diplomatic channel) is as per **Appendix 4**.
15.5 Correspondence

All nominees must provide current, correct and reliable data as stated below. Confirmation of the course and other notifications will be made using e-mail.

- Office address, office telephone number and office fax number;
- Residential address and telephone number;
- Contactable hand phone number, and;
- Contactable office and/or personal e-mail.

15.6 Notifications to the Selected Participants

SEAMEO RECSAM will notify successful applicants no later than 27 June 2016 via email.

15.7 Contact Information

Contact information of the following is as per attached in Appendix 5:

- Malaysia Embassy or High Commission in the invited countries or in the nearest country;
- National Focal Agencies in the invited countries; and
- JICA Offices in the invited countries or in the nearest country.

For any inquiries regarding this course, please contact:

SEAMEO RECSAM
Jalan Sultan Azlan Shah
11700 Gelugor
Pulau Pinang, MALAYSIA.
Tel.: +604 – 6522 752/ 706
Fax: +604 – 6522 737

Officers in-charge:

Ms. Bhavani Ramasamy : mtcp@recsam.edu.my
Mr. Baharulnizam Baharum : mtcp@recsam.edu.my

Website : www.recsam.edu.my
Facebook : SEAMEO RECSAM
The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Meeting (CHOGM) in Sydney in February 1978. It was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia’s commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

In line with the spirit of South-South Cooperation, Malaysia through MTCP shares its development experiences and expertise with other developing countries. The MTCP was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries.

The MTCP emphasises the development of human resources through the provision of training in various areas which are essential for a country’s development such as agriculture, economy, finance and trade, education, environment, industrial technical training, diplomacy, public management and administration, professional services, social development and science, technology and ICT. In 2016, 64 programmes are offered by MTCP training institutions, many of which are centres of excellence for training. Since its launching, 30,686 participants from 141 countries have benefited from the various programmes offered under the MTCP.

The MTCP has been managed by the Economic Planning Unit, Prime Minister’s Department since its inception. In a move to further enable MTCP to spread its wings wider and stronger, the Malaysian Government has decided to transfer the MTCP to the Ministry of Foreign Affairs from 1 January 2010. It is envisaged that emplacing it under the Ministry of Foreign Affairs could provide the synergy and support it requires in line with Malaysia’s foreign policy. As the focal point for the MTCP, the Ministry of Foreign Affairs of Malaysia (Wisma Putra) is responsible to formulate policies, fund, coordinate, monitor and evaluate the MTCP programmes.
The Objectives of MTCP are:

- To share development experiences with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation; and
- To promote technical cooperation among developing countries.

Programmes under the MTCP

There are five types of cooperation available under the MTCP as follows:

- Provision of long-term fellowship and scholarship for post-graduate and undergraduates courses at Malaysian Public Universities;
- Provision of short-term specialised training for participants at various training institutions and Government agencies in Malaysia;
- Study visits and practical attachment at participating Governments agencies in Malaysia;
- Advisory services by Malaysian experts; and
- Other assistance, including socio-economic projects and provisions of supplies and equipment on a very selective basis.

Third Country Training Program (TCTP)

The MTCP also collaborates with international organisations such as the Japan International Cooperation Agency (JICA), Colombo Plan, Commonwealth Fund for Technical Cooperation (CFTC), German International Agency (GIZ) and Islamic Development Bank (IDB) through Third Country/Trilateral Cooperation Training Programme (TCTP). These TCTPs are organised through partnerships with several MTCP training institutions.

For further inquiries regarding MTCP, please contact:

**International Cooperation and Development Division (ICADD)**  
**Department of Multilateral Affairs**  
**Ministry of Foreign Affairs**  
WISMA PUTRA  
No. 1, Jalan Wisma Putra  
Precinct 2, 62602 Putrajaya, MALAYSIA  
Telephone: 603 - 8887 4621/ 4549  
Facsimile: 603 – 8889 2936  
Website: http://mtcp.kln.gov.my  
E-mail: mtcp@kln.gov.my/
Japan International Cooperation Agency (JICA)

Japan began process of extending aid to developing countries while receiving aid itself from the World Bank in the 1950s. In 1954, Japan joined the Colombo Plan, an organization set up in 1950 to assist developing countries in their socio-economic development.

Since then, the Japanese Official Development Assistance (ODA) provided in the form of technical cooperation (by Japan International Cooperation Agency), ODA loans (by Japan Bank for International Cooperation) and grant aid (by Ministry of Foreign Affairs), has been aimed at assisting the socio-economic development of the developing countries. In 2015 ODA that has built up a 60-year history revised as Development Cooperation Charter.

The basic tenets of the Development Cooperation are:

- As peace-loving nation, contribute to the world through cooperation for non-military purposes
- Human security (Focus on individuals and cooperation for their protection and empowerment)
- Collaboration with developing countries in equal partnership

To promote Development Cooperation, the Japan International Cooperation Agency (JICA) was established in 1974 as a special public institution of the Japanese Government. In October 2008, the ‘Overseas Economic Cooperation Operations’ of Japan Bank for International Cooperation (JBIC) merged with JICA. The merger make new JICA become the world’s largest bilateral development agency and a ‘One Stop Shop’ for development assistance as it is now able to provide technical cooperation, ODA loans and grant aid all under one roof.

The vision statement of New JICA hinges on the commitment and strong support in two critical areas of development, namely inclusive and dynamic development. In order for the new vision to materialise New JICA will focus on four missions. The four mission statements in brief are:

- **Addressing the global agenda.** The process of globalisation has brought about both the positive and negative effects, especially to developing countries to cope with. New JICA will capitalise on Japan’s vast experience and technologies, working in tandem with other international bodies, to address the issues confronting the developing countries.
▪ **Reducing poverty through equitable growth.** Poverty eradication has been the concern of many international bodies in the light of the current world economic crisis. New JICA will support and undertake measures to enhance skills and build capacity of the human resource and provision of social and economic infrastructures.

▪ **Improving the governance.** Realizing the importance of the role of efficient governance to spur the economic growth of a nation New JICA will render the support and propose effective systems to be implemented.

▪ **Achieving human security.** Inculcating and ensuring a threat free environment is of paramount importance for development to take place.

For further information please contact:

**Japan International Cooperation Agency (JICA)**
Malaysia Office  
Suite 29.03, Level 29, Menara Citibank  
165, Jalan Ampang  
50450 KUALA LUMPUR  
MALAYSIA

Officers in charge:

Ms. Sonoyama Yuka : Sonoyama.Yuka@jica.go.jp  
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or the nearest JICA Office in your country.

(Addresses of JICA overseas Offices can be found in JICA webpage: [http://www.jica.go.jp](http://www.jica.go.jp))
Southeast Asian Ministers of Education Organisation (SEAMEO)
Regional Centre for Education in Science and Mathematics (RECSAM)

The Southeast Asian Ministers of Education Organisation (SEAMEO) is an inter-governmental organisation established in 1965 among the governments of Southeast Asian countries to promote cooperation in education, science, and culture in the region. At present, SEAMEO consists of 11 countries, namely, Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor Leste and Vietnam. It has seven associate member countries that include Australia, Canada, France, Germany, Netherlands, Spain and New Zealand; and three affiliate member, namely, the International Council for Open and Distance Education (ICDE), University of Tsukuba, Japan and The British Council. The SEAMEO Secretariat is based in Bangkok, Thailand.

RECSAM, the Regional Centre for Education in Science and Mathematics, is one of 21 regional centres established by SEAMEO. It is located on the island of Penang in Malaysia and specialised in Science and Mathematics Education. RECSAM’s goal is to enhance the quality of science and mathematics education in SEAMEO member countries. To achieve the goal, RECSAM plans and conducts programmes and activities for science and mathematics teachers and educators. These include training programmes (regular, customised and in-country courses), seminars/conferences/workshops, research and development, and publication of journals. RECSAM also provides consultancy services to SEAMEO member countries in these two areas.

The idea to establish a science and mathematics centre was proposed in 1966 by delegates of six SEAMEO countries (Indonesia, Malaysia, Philippines, Singapore, Thailand and Vietnam). They convened at a workshop in Kuala Lumpur and decided that the training of teachers in science and mathematics in the region should be given high priority. Member countries supported the establishment of a regional centre devoted to this function and SEAMEO RECSAM was inaugurated in May 1967. A steering committee was formed to plan policy guidelines and strategies, and the committee came up with a five-year development plan beginning July 1970 - June 1975. The 1st Five-Year Plan was approved at the Fourth Ministerial Meeting of SEAMEO in Jakarta in January 1969. The proposed programmes of training courses and activities that would be undertaken by SEAMEO RECSAM were included in the plan.

In the interim phase, from August 1968 to June 1970, the Centre conducted some courses and workshops using the premises of the Malayan Teachers' College in Penang. The first course to be conducted by RECSAM was in August 1968 with 20 key educators from the SEAMEO Member Countries who attended the course on Integrated Science and Nuffield Physics, Chemistry and Biology. In June 1969, the Centre conducted a month-long BSCS Philippine Adaptation Course in High School Biology for 20 key personnel from the member countries. This was followed by a few
more courses and workshops, before the implementation of the 1st Five-Year Plan in July 1970.

Over forty years have passed since the first regular course started under the 1st Five-Year Plan in July 1970. To date, the Centre has trained more than 20,000 key educators from the SEAMEO Member Countries and beyond. These key educators include supervisors, teacher educators, curriculum designers, and heads of pilot schools, senior science/mathematics teachers, examination officers, research officers, educational administrators, and project organisers. RECSAM also welcomes teachers and educators from beyond the SEAMEO region to its campus community, and continues to make every effort to help them towards the fulfilment of their personal and career goals. The Centre is currently implementing its 9th Five-Year Plan for the period starting from July 2010 to June 2015, as it continues to address the needs and challenges prevailing in the region.

For further information, please contact:

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Fax: +604 – 6522 737

Officers in-charge:
Ms. Bhavani Ramasamy : mtcp@recsam.edu.my
Mr. Baharulnizam Baharum : mtcp@recsam.edu.my

Website : www.recsam.edu.my
Facebook : SEAMEO RECSAM
GENERAL INFORMATION ON MALAYSIA

Geographical Location
Situated between 2º and 7º to the North of the Equator line, Peninsular Malaysia is separated from Sabah and Sarawak by the South China Sea. In the northern part of Peninsular Malaysia lies Thailand, and in the south, neighbouring Singapore. Sabah and Sarawak are bounded by Indonesia while Sarawak also shares borders with Brunei, 329,758 square km.

Population

Capital City
Kuala Lumpur

People
Malays comprise more than half of the population, while the Chinese, Indian and other Bumiputeras and others make up the rest of the country's population. The majority of the population are Muslims and the people of Malaysia welcomes visitors that respect its local customs and traditions.

Language
Malay Language (Bahasa Melayu) is the national language in use, but English is widely spoken and is the national second language. The ethnic groups also converse in the various languages and dialects.

Religion
Islam is the official religion of the country, but other religions are widely practised.

Government
Malaysia follows the bicameral legislative system, adopting a democratic parliamentary. The head of the country is the King or the Yang Di-Pertuan Agong, a position which is changed every five years among the Malay Sultanates. The head of government is the Prime Minister.

Weather
The country experiences tropical weather year-round. Temperatures are from 21ºC (70ºF) to 32ºC (90ºF). Higher elevations are much colder with temperatures between 15ºC (59ºF) to 25ºC (77ºF). Annual rainfall varies from 2,000 mm to 2,500 mm.

Economic Profile
Manufacturing constitutes the largest single component of Malaysia's economy. Tourism and primary commodities such as petroleum, palm oil, natural rubber and timber are major contributors to the economy.

Currency
The monetary unit of the country is Malaysian Ringgit (MYR) and is written as RM. The exchange rate is valued at USD 1 = RM 4.19 (subject to change). Foreign currencies can be exchanged at banks and money changers.
**Time**
Eight hours ahead of GMT and 16 hours ahead of U.S Standard Time.

**Electricity**
Voltage is 220 – 240 Volt AC at 50 cycles per second. Standard 3-pin square plugs and socket are used.

**Measurement and Weight**
Malaysia follows the metric system for weight and measurement.

**Telephone**
Local calls can be made from public phones using shillings or prepaid cards. International calls can also be made using card phones or at any Telekom office.

**Entry Requirements**
Persons seeking entry into Malaysia must be in possession of a valid passport and visa or other internationally recognised travel documents endorsed for travel in Malaysia. Such passports or other travel documents must be valid for at least six months beyond the period of stay allowed in Malaysia.

**General Health Regulations**
CHOLERA: No cholera vaccination is required for travellers entering Malaysia.
YELLOW FEVER: Vaccination is required for arrival from infected areas and from Yellow Fever Endemic Zones except for children under one year old. If a person is unable to produce a valid certificate of vaccination against Yellow Fever, he/she can be quarantined until his/her certificate becomes valid.

**Clothes**
Light, cool and smart casual. Some establishments require long-sleeves shirt with tie or local batik shirt for the evening. For more formal occasions, suit, jacket and tie or national costume are best. Participants are required to be dressed in their traditional costumes during the Certificate Presentation Ceremony and Cultural Show on the final day of the course.

**Drugs/Littering**
Illegal trafficking of illicit drugs carries a death penalty. Littering carries a fine of up to RM500.00.
1. Customs Regulations

Customs Duty Exemption 2008, Clause 19 allows Malaysian citizens and visitors to import goods, provided they abide by these conditions:

<table>
<thead>
<tr>
<th>Wine, liquor/liquor malt</th>
<th>All not more than 1 litre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tobacco</td>
<td>200 cigarettes / 50 cigars / 225 gm</td>
</tr>
<tr>
<td>Clothes/Apparel</td>
<td>Not more than 3 pieces</td>
</tr>
<tr>
<td>Shoes</td>
<td>Not more than 1 pair</td>
</tr>
<tr>
<td>Cosmetics or electronic, personal care items/toiletries or using batteries</td>
<td>Not more than 1 unit</td>
</tr>
<tr>
<td>Duty food item</td>
<td>Not more than RM75</td>
</tr>
<tr>
<td>Souvenirs/Gifts</td>
<td>Not more than RM400 (except goods from Langkawi and Labuan, worth not more than RM500)</td>
</tr>
</tbody>
</table>

The above goods can be imported and exempted from customs duty if these conditions are followed:

a. The goods are imported together or in the visitors’ baggage;
b. Goods are for personal and regular usage; and

c. Visitors can convince the Customs Officer that they are not Malaysian citizens and are only planning to stay in Malaysia for less than 72 hours.
d. Visitors who carry goods exceeding the stated duty free limit must pay full tax fees for the excess with a ratio of 30% from the worth of goods.

2. Vaccination Requirements

A Yellow Fever vaccination certificate is required from all visitors coming from/through Yellow Fever endemic countries. They are required to bring along their Yellow Fever vaccination certificates, which must be valid. A vaccination certificate against Yellow Fever disease will be valid if the vaccination is taken at least 10 days prior to the date of arrival in Malaysia and the validity of the vaccination is for a period of 10 years. This requirement also applies to those who had visited Yellow Fever endemic countries within one week prior to arrival in Malaysia. In accordance with Article 68 of the International Health Regulations of the World Health Organisation, a person without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival in Malaysia.
3. Quarantine Regulations

REQUIREMENT PRIOR TO DEPARTURE FROM COUNTRY OF ORIGIN

Visitors intending to bring plants, planting material (e.g. seeds, cutting), and plant produce (e.g. fruits, vegetables), rooting media (e.g. peat moss) or any micro-organism must obtain an import permit from the Department of Agriculture Malaysia in Kuala Lumpur.

The consignment must fulfil the requirements in the import permit and certified by a valid phytosanitary certificate issued by the plant protection organisation in the country of origin. The consignment must be accompanied by both documents mentioned above. All equipment or personal belongings must be cleared and free from soil.
APPENDICES
<table>
<thead>
<tr>
<th>No</th>
<th>Topics/ Activities</th>
<th>Hours</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Orientation, Administration &amp; Evaluation</td>
<td>10</td>
<td>Familiarisation with SEAMEO RECSAM facilities, pretest/posttest/opening and closing ceremonies.</td>
</tr>
<tr>
<td>2</td>
<td>General Components</td>
<td>4</td>
<td>-</td>
</tr>
<tr>
<td>2.1</td>
<td>Familiarisation to RECSAM ICT System</td>
<td>2</td>
<td>Use shared folders, improve email and Internet usage proficiency, and other basic ICT skills.</td>
</tr>
<tr>
<td>2.2</td>
<td>Multiplier Effect Proposal (Plan of Action)</td>
<td>2</td>
<td>Design a proposal outlining a practical plan of action to disseminate course content and skills learnt from the course.</td>
</tr>
<tr>
<td>3</td>
<td>Core Components</td>
<td>74</td>
<td>See Table below</td>
</tr>
<tr>
<td>4</td>
<td>Enrichment</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Institutional visit</td>
<td>2</td>
<td>Visit to the USM Museum / Faculty of Education and Teachers Training College.</td>
</tr>
<tr>
<td>4.2</td>
<td>Educational visit and sight seeing</td>
<td></td>
<td>Better understanding and personal experiences of Penang and Malaysia. Enriched experience and knowledge on the various aspects of Malaysian environment particularly in technological development.</td>
</tr>
<tr>
<td></td>
<td>Round island tour : cultural, natural, landmarks, industrial and commercial centres</td>
<td></td>
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<tr>
<td></td>
<td>Kuala Lumpur &amp; Putrajaya: Twin Towers, Petrosains, Science Centre etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>90</td>
<td>3 weeks</td>
</tr>
<tr>
<td>No</td>
<td>Topics/ Activities</td>
<td>Hours</td>
<td>Facilitator</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td><strong>1. ORIENTATION, ADMINISTRATION &amp; EVALUATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Opening Ceremony &amp; General Briefing, Tour of Facilities in RECSAM</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Course Briefing and Pretest</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Course Evaluation and Posttest</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Certificate Presentation Ceremony and Cultural Show</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>2. GENERAL COMPONENTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Familiarisation to RECSAM ICT System</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Multiplier Effect Proposal (Plan of Action)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Topics/ Activities</td>
<td>Hours</td>
<td>Facilitator</td>
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<td>----</td>
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<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>3.1</td>
<td>Nature of Science Education</td>
<td>(4)</td>
<td></td>
</tr>
<tr>
<td>3.1.1</td>
<td>Trends &amp; Issues in Science Education: The Malaysian &amp; Global Perspective</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comparative study: Education development in the region in comparison with African countries.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1.2</td>
<td>a) Nature of Science: A Reflection</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Scientific &amp; Technological Literacy (STL): Making Science Relevant In Daily Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Constructivism-based Pedagogy</td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>3.2.1</td>
<td>Constructivism in Science Education</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Concept Development of Learners</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Alternative conceptions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Topics/ Activities</th>
<th>Hours</th>
<th>Facilitator</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. CORE COMPONENTS</td>
<td>Nature of Mathematics Education</td>
<td>(4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Nature of Mathematics Education</td>
<td>(4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1.1</td>
<td>Trends &amp; Issues in Mathematics Education: The Malaysian &amp; Global Perspective</td>
<td>2</td>
<td></td>
<td>Exposure to the current trends and issues related to policy, teaching and learning of Mathematics. Recognise current trends, issues and problems in global mathematics education, and awareness of the similarities and differences by comparison between Africa and Malaysia/South-East Asian nations.</td>
</tr>
<tr>
<td></td>
<td>Comparative study: Education development in the region in comparison with African countries.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1.2</td>
<td>a) Nature of Mathematics: A Reflection</td>
<td>2</td>
<td></td>
<td>Instil better understanding of the problems of teaching and learning of mathematics and the nature of mathematics in relation to real-life connection, with emphasis on mathematical communication</td>
</tr>
<tr>
<td></td>
<td>b) Mathematical Communication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Constructivism-based Pedagogy</td>
<td>(2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.1</td>
<td>Constructivism in Mathematics Education</td>
<td>2</td>
<td></td>
<td>Understanding the nature, purpose and philosophy of constructivism. Awareness of the gradual process of learning by continuously constructing new knowledge. Recognising the importance of clarifying alternative conceptions in students.</td>
</tr>
<tr>
<td></td>
<td>• Concept Development of Learners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Alternative conceptions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Topics/ Activities</td>
<td>Hours</td>
<td>Facilitator</td>
<td>Descriptions</td>
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</tr>
<tr>
<td>3.3</td>
<td>Strategies/ Methods for Enhancing Student-centred Learning in Science based on Selected Topics in (relevant) Elementary Curriculum</td>
<td>(32)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3.1</td>
<td>Questioning Techniques</td>
<td>4</td>
<td></td>
<td>With keen observation skills, the art of effective questioning seeks to make clear what is unclear by probing and prompting. Best practices of questioning involve verbal &amp; non-verbal modes, gesturing, posturing &amp; effective etiquette. Consider verbal tones, proper wait time, etc. Prepare thought-stimulating questions based on Bloom’s taxonomy.</td>
</tr>
<tr>
<td>3.3.2</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>3.3.3</td>
<td>Science Process Skills and Inquiry-based Learning</td>
<td>6</td>
<td></td>
<td>Enhancing understanding of the various approaches and acquiring different hands-on skills for promoting active teaching and learning such as for scientific inquiry, problem solving, as well as fostering higher-order thinking.</td>
</tr>
<tr>
<td>SCIENCE COURSE</td>
<td>MATHEMATICS COURSE</td>
<td></td>
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<td>---------------</td>
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<tr>
<td><strong>No</strong></td>
<td><strong>Topics/ Activities</strong></td>
<td><strong>Hours</strong></td>
<td><strong>Facilitator</strong></td>
<td><strong>Descriptions</strong></td>
</tr>
<tr>
<td>3.3.4</td>
<td>Problem-based Learning (based on socio-scientific issues)</td>
<td>6</td>
<td></td>
<td>Understanding of the basic and integrated process skills involved in scientific inquiry relating to local context.</td>
</tr>
<tr>
<td>3.3.5</td>
<td>Outdoor Study</td>
<td>4</td>
<td></td>
<td>Outdoor study as an alternative strategy for active teaching and learning.</td>
</tr>
<tr>
<td>3.3.6</td>
<td>Non-ICT instructional technologies and materials for effective science teaching</td>
<td>6</td>
<td></td>
<td>Active participation in games, drama, role-play and simulation</td>
</tr>
<tr>
<td>3.3.7</td>
<td>ICT-based instructional technologies</td>
<td>6</td>
<td></td>
<td>Exposure to the various types of ICT-based instructional materials for science teaching and learning.</td>
</tr>
<tr>
<td>3.4</td>
<td>Assessment in Science Learning</td>
<td>(4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.1</td>
<td>Assessment for learning</td>
<td>4</td>
<td></td>
<td>Understand metacognition by learners. Identify various assessments which involve learners. Construction of assessment tools for assessing thinking process (Rubrics).</td>
</tr>
<tr>
<td>No</td>
<td>Topics/ Activities</td>
<td>Hours</td>
<td>Facilitator</td>
<td>Descriptions</td>
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<td>----</td>
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</tr>
<tr>
<td>3.5</td>
<td>Improvisation of Teaching Aids</td>
<td>(6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5.1</td>
<td>Using discarded/inexpensive materials for making toys/models for teaching and learning of science</td>
<td>6</td>
<td></td>
<td>Construct toys/models from discarded/low cost materials</td>
</tr>
<tr>
<td>3.6</td>
<td>Theory into Practice (TiP): Design and Development of Instructional Materials and Lesson Plan (26) -for both groups-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6.1</td>
<td>(a) Principles of instructional design in relation to lesson planning</td>
<td>2</td>
<td></td>
<td>Incorporate appropriate instructional design principles into designing materials for teaching and learning of science/mathematics. Techniques of observing teaching and learning processes.</td>
</tr>
<tr>
<td></td>
<td>(b) Lesson observation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6.2</td>
<td>Planning, designing and developing lesson plan/teaching aids/instructional materials to address identified problem areas in learning or promoting active learning</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>• Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Designing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Developing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6.3</td>
<td>Classroom observation, peer tryout and school tryout</td>
<td>12</td>
<td></td>
<td>TIP: One school observation, peer tryout and school tryout.</td>
</tr>
<tr>
<td>3.6.4</td>
<td>Reflection, debriefing and discussion</td>
<td>4</td>
<td></td>
<td>Data and conclusion to be included in the project work</td>
</tr>
<tr>
<td>No</td>
<td>Topics/ Activities</td>
<td>Hours</td>
<td>Facilitator</td>
<td>Descriptions</td>
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<td>------------------------------------------------</td>
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<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4.</td>
<td>ENRICHMENT</td>
<td>[2]</td>
<td></td>
<td>-for both groups-</td>
</tr>
<tr>
<td>4.1</td>
<td>Institutional Visit</td>
<td>2</td>
<td></td>
<td>Visit to the USM Museum / Faculty of Education and Teachers Training College</td>
</tr>
<tr>
<td>4.2</td>
<td>Educational Visit and Sight Seeing</td>
<td></td>
<td></td>
<td>• Better understanding and personal experiences of Penang and Malaysia</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Enriched experience and knowledge on the various aspects of Malaysian</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>environment particularly in science, mathematics and technological development.</td>
</tr>
<tr>
<td></td>
<td>Penang round island tour: cultural/natural</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>landmarks, and industrial/ commercial centres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kuala Lumpur &amp; Putrajaya: Twin Towers,</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Petrosains, Science Centre etc.</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

| Total | 90 | Total | 90 |


## TENTATIVE TIMETABLE (SCIENCE COURSE)

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Mon 8 August 2016</th>
<th>Tue 9 August 2016</th>
<th>Wed 10 August 2016</th>
<th>Thu 11 August 2016</th>
<th>Fri 12 August 2016</th>
<th>Sat 13, Sun 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 - 10:30</td>
<td>11:00 - 13:00</td>
<td>14:30 - 16:30</td>
<td>20:00 - 22:00</td>
<td>08:00 - 10:00</td>
<td>10:30 - 12:15</td>
<td>14:45 - 16:45</td>
</tr>
<tr>
<td>Arrival of African participants RECSAM welcomes you The journey to an enriching educational experience</td>
<td>Opening ceremony</td>
<td>Trends &amp; issues in science education</td>
<td>Educational visit to Kuala Lumpur and Putrajaya 2 days 1 night</td>
<td>Educational visit to Kuala Lumpur and Putrajaya 2 days 1 night</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>Mon 15 August 2016</td>
<td>Tue 16 August 2016</td>
<td>Wed 17 August 2016</td>
<td>Thu 18 August 2016</td>
<td>Fri 19 August 2016</td>
<td>Sat 20 Aug 2016</td>
</tr>
<tr>
<td>08:30 - 10:30</td>
<td>11:00 - 13:00</td>
<td>14:30 - 16:30</td>
<td>20:00 - 22:00</td>
<td>08:00 - 10:00</td>
<td>10:30 - 12:15</td>
<td>14:45 - 16:45</td>
</tr>
<tr>
<td>TiP1: Classroom observation 1 Science process skills &amp; IBSE-1 Problem-based learning 1 Constructivism in science education</td>
<td>TiP2: Classroom observation 2 (Debriefing and discussion) Science process skills &amp; IBSE-2 Problem-based learning 2 Effective questioning 1</td>
<td>TiP3: Principles of instructional design (SE lesson format) Science process skills &amp; IBSE-3 Problem-based learning 3 Effective Questioning 2</td>
<td>TiP4: Lesson planning</td>
<td>TiP6: Developing instructional materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08:30 - 10:30</td>
<td>11:00 - 13:00</td>
<td>14:30 - 16:30</td>
<td>20:00 - 24:00</td>
<td>08:00 - 10:00</td>
<td>10:30 - 12:15</td>
<td>14:45 - 16:45</td>
</tr>
<tr>
<td>Week 4</td>
<td>Mon 29 August 2016</td>
<td>Tue 30 August 2016</td>
<td>Wed 31 August 2016</td>
<td>Fri 26 August 2016</td>
<td>Sat 27 Aug 2016</td>
<td></td>
</tr>
<tr>
<td>08:30 - 10:30</td>
<td>11:00 - 13:00</td>
<td>14:30 - 16:30</td>
<td>20:00 - 24:00</td>
<td>08:00 - 10:00</td>
<td>10:30 - 12:15</td>
<td></td>
</tr>
<tr>
<td>Outdoor study</td>
<td>Multiplier Effect Proposal</td>
<td>Combined slots with mathematics course</td>
<td></td>
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<td></td>
<td></td>
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</table>

**Course Supervisor:** Lee Shok Mee
## TENTATIVE TIMETABLE (MATHEMATICS COURSE)

**Scheduled:** 10-30 August 2016 (3 weeks)

<table>
<thead>
<tr>
<th>Week</th>
<th>Mon 8 August 2016</th>
<th>Tue 9 August 2016</th>
<th>Wed 10 August 2016</th>
<th>Thu 11 August 2016</th>
<th>Fri 12 August 2016</th>
<th>Sat 13, Sun 14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>0830 -1030</strong></td>
<td>RECSAM Welcomes You</td>
<td>Opening Ceremony</td>
<td>Nature of Mathematics Education 1: Trends &amp; Issues</td>
<td>0800 - 1000</td>
<td>Putrajaya &amp; Kuala Lumpur Educational Visit (2D/1N)</td>
<td>Putrajaya &amp; Kuala Lumpur Educational Visit (2D/1N)</td>
</tr>
<tr>
<td><strong>1100 -1300</strong></td>
<td>Admin Briefing</td>
<td>TIP 1: Principles of instructional design &amp; lesson observation</td>
<td>1030 - 1215</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>1430 -1630</strong></td>
<td>Course Briefing &amp; Pre-Evaluation</td>
<td>Familiarisation to RECSAM ICT System</td>
<td>1445 - 1645 *</td>
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</table>

2000 - 2200 | ICT Practice | |

### Week 2

<table>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>0830 -1030</strong></td>
<td>TIP 2 &amp; 3: Classroom observation</td>
<td>Constructivism in Mathematics Education</td>
<td>Structured Problem Solving 1</td>
<td>Problem-Based Learning 1</td>
<td>0800 - 1000</td>
</tr>
<tr>
<td><strong>1100 -1300</strong></td>
<td>Model and Heuristic 1</td>
<td>Structured Problem Solving 2</td>
<td>Problem-Based Learning 2</td>
<td>1030 - 1215</td>
<td>Questioning Techniques 2</td>
</tr>
<tr>
<td><strong>1430 -1630</strong></td>
<td>Nature of Mathematics Education 2: Maths Communication</td>
<td>Model and Heuristic 2</td>
<td>Assessment for Learning 1</td>
<td>TIP 4: Planning lesson</td>
<td>1445 - 1645</td>
</tr>
</tbody>
</table>

2000 - 2400 | Project Work 1 | Project Work 2 | Project Work 3 | Project Work 4 | Project Work 5 |

### Week 3

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>0830 -1030</strong></td>
<td>TIP 6: Peer Tryout</td>
<td>TIP 9: School Tryout</td>
<td>TIP 12: Revising Lesson Plan</td>
<td>ICT-based instructional technologies</td>
<td>0800 - 1000</td>
</tr>
<tr>
<td><strong>1100 -1300</strong></td>
<td>TIP 7: Peer Tryout</td>
<td>TIP 10: School Tryout</td>
<td>TIP 13: Finalising Project Work</td>
<td></td>
<td>1030 - 1215</td>
</tr>
<tr>
<td><strong>1430 -1630</strong></td>
<td>TIP 8: Reflection, debriefing &amp; discussion</td>
<td>TIP 11: Reflection, debriefing &amp; discussion</td>
<td>Multiplier Effect Proposal/Plan of Action</td>
<td></td>
<td>1445 - 1645</td>
</tr>
</tbody>
</table>

2000 - 2400 | Project Work 6 | Project Work 7 | | | |

### Week 4

<table>
<thead>
<tr>
<th>Mon 29 August 2016</th>
<th>Tue 30 August 2016</th>
<th>Wed 31 August 2016</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>0830 -1030</strong></td>
<td>Outdoor Study</td>
<td>Posttest/Course Evaluation</td>
<td></td>
<td></td>
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<tr>
<td><strong>1100 -1300</strong></td>
<td>Institutional Visit</td>
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</tr>
<tr>
<td><strong>1430 -1630</strong></td>
<td>Non-ICT instructional technologies and materials</td>
<td>Certificate presentation ceremony &amp; cultural show</td>
<td></td>
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</tr>
</tbody>
</table>

**Note:** Friday Classes: 8:00-10:00 am; 10:30-12:15 pm; 2:45-4:45 pm | Combined with Science
GUIDELINES FOR PREPARING A COUNTRY REPORT PRESENTATION

1. **Preparation of country report:** Each participant is required to prepare an individual report prior to their departure to Malaysia highlighting areas as listed in 8.1 Country Report (page 5), and upon commencement of the course, each country must prepare only one country report for the purpose of presentation.

2. **Duration of Presentation:** Presentation of the country report can be done by one person or by group. Each country is given a 10-minute session to present their fellow participants and followed by a 5-minute question and answer session.

3. **Presentation Material:** It is recommended to use MS PowerPoint during the presentation.

4. **Format of MS PowerPoint presentation:**

   Slide 1 - Brief introduction of the country (1 minute)

   Slide 2 – Issues and challenges (5 minutes)
   - Challenges and issues in the participants’ respective countries and organisation in science/mathematics education.

   Slide 3 – Expected outcome of the course (4 minutes)
PROCEDURE OF VISA-WITH-REFERENCE (VWR)

1. TI issues the Offer Letter to participants
   - 7 Weeks

2. Participants submit compulsory documents:
   - A color copy of international passport (front page with photo)
   - A passport sized color photo
   - Acceptance form by participants
   - 6 Weeks

3. The organizer submits application to Dpt. of Immigration Malaysia (DIM).
   - 4 Weeks

4. DIM approves application within 10 working days
   - 4 Weeks

5. DIM issues official specific VWR Approval Letter
   - 4 Weeks

6. TI distributes the official specific VWR Approval Letter to participants and Malaysian mission.
   - 1 Week

7A. Participants who received the specific VWR Approval Letter and have the Malaysian Mission in their country are required to obtain a VWR stamp at the specified Malaysian Mission before entering Malaysia.
   - 1 Week

7B. Participants who received the specific VWR Approval Letter and do not have the Malaysian Mission in their country are requested to be present in person to submit the passport to the Malaysian Mission as per addressed in the VWR Approval Letter together with the copy of VWR Approval Letter, passport size colour photo and Offer Letter from the organizer.
   - 1 Week

   TI will provide flight itinerary that supports visa transit at a third country. Other than airfare (and necessary accommodation due to the flight connection)*, all cost involved in obtaining the VWR at a Malaysian Embassy in a third country should be borne by the participants.
   - 1 Week

   *The flight itinerary and accommodation are not negotiable.
   (For further details, please confirm with the specified Malaysian Mission in the VWR Approval Letter.)

8. Participants submit passport and the VWR Approval Letter.
   - Day 1

9. VWR is converted to the professional pass
   - Day 2

10. Passport is returned with a sticker of the professional pass

(For further details, please confirm with the specified Malaysian Mission indicated in the VWR approval letter)
Appendix 4

Diplomatic Flowchart for TCTP Courses
## CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Country</th>
<th>Nearest Malaysian Mission</th>
<th>National Focal Point for Technical Assistance</th>
<th>JICA Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethiopia</td>
<td>Block 91/404, Gigiri Grove, Gigiri P.O. Box 42286 00100 Nairobi</td>
<td>Embassy of the Federal Democratic Republic of Ethiopia</td>
<td>JICA Ethiopia Office Kirkos sub-city, Kebele 02, House No.676/05, Addis Ababa, Ethiopia (MINA Building, 6 - 7F) (P.O.Box 5384, Addis Ababa, Ethiopia) Tel: (251-11) 5504755</td>
</tr>
<tr>
<td>Ghana</td>
<td>87, Noi Petreke Street West Airport Accra Accra North Accra</td>
<td>Mrs Nana Yaa Opandoh Assistant Director/Malaysia Desk Officer Middle East and Asia Bureau Ministry of Foreign Affairs and Regional Integration Republic of Ghana</td>
<td>JICA Ghana Office 2nd Floor, The Elizabeth, No. 68A, Senchi Link, Airport Residential Area, Accra, Ghana. (P.O. Box. 6402, Accra-North, Ghana) Tel: (233-30) 2760781-2</td>
</tr>
<tr>
<td>Kenya</td>
<td>Block 91/404, Gigiri Grove, Gigiri P.O. Box 42286 00100 Nairobi</td>
<td>Deputy Director Department of Foreign Service Institute (Attn.: Mrs. Lily Sambu)</td>
<td>JICA Kenya Office The Rahimtulla Trust Tower, 10th &amp; 11th, Upper Hill Road, Nairobi, Kenya (P.O.Box 50572-00200, Nairobi, Kenya) Tel. +254-20-2775000</td>
</tr>
<tr>
<td>Malawi</td>
<td>40 Downie Avenue Avondale, P.O. Box 5570, Harare Republic of Zimbabwe Harare</td>
<td>Mr. Mtheto Lucious Chinkhungtha Acting Deputy Director Department of Human Resource Management and Development P.O. Box 30227, Lilongwe 3, Malawi</td>
<td>JICA Malawi Office Pacific House, Area 13, Plot No.100, City Centre, Lilongwe 3, Malawi (P.O.Box 30321, Capital City, Lilongwe 3, Malawi) Tel: (265-1) 771644</td>
</tr>
<tr>
<td>Rwanda</td>
<td>Block 91/404, Gigiri Grove, Gigiri P.O. Box 42286 00100 Nairobi</td>
<td>Rwanda Ministry of Foreign Affairs and Cooperation (MINAFFET) Kimihurura Avenue du lac Muhazi 5th and 6th Floors B.P. 179 Kigali, Rwanda</td>
<td>JICA Rwanda Office Immeuble EBENEZER Boulevard de l'Umuganda, Kacyiru Kigali, Rwanda P.O. Box 8878 Kacyiru, Kigali-Rwanda Tel: 250 (0) 788301731/32/23</td>
</tr>
<tr>
<td>South Africa</td>
<td>1007 Schoeman St, Pretoria, 0083, South Africa</td>
<td>Department of International Relations and Cooperation Private Bag X152 PRETORIA 0001 Republic of South Africa</td>
<td>JICA South Africa Office Lord Charles, Building -B, 1st Floor, Cnr. Charles and Brooklyn Streets, Brooklyn, Pretoria, South Africa. Tel: (27-12) 346-4493 Fax: (27-12) 346-4966</td>
</tr>
<tr>
<td>Country</td>
<td>Address Details</td>
<td>Contact Details</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td>----------------</td>
<td></td>
</tr>
</tbody>
</table>
| Swaziland | 1007 Schoeman St, Pretoria, 0083, South Africa | Ministry of Foreign Affairs & International Cooperation  
PHYSICAL ADDRESS  
Inter-Ministerial Building  
Block 8 Level-3  
Mhlambanyatsi Road  
Mbabane, Swaziland.  
POSTAL ADDRESS  
P.O Box 518  
Mbabane, Swaziland. | JICA South Africa Office  
Lord Charles, Building -B,  
1st Floor, Cnr. Charles and Brooklyn Streets, Brooklyn, Pretoria, South Africa.  
Tel: (27-12) 346-4493  
Fax: (27-12) 346-4966 |
| Uganda | Block 91/404, Gigiri Grove, Gigiri P.O. Box 42286 00100 Nairobi | Mr. Fred Moses Mukhooli / Ms. Jacqueline W. Banana Foreign Service Officer/s  
Asia & Pacific Department  
Ministry of Foreign Affairs of the Republic of Uganda, Kampala | JICA Uganda Office  
4th Floor, Course View Towers Plot 21 Yusuf Lule Road, Nakasero, Kampala UGANDA  
(P.O.Box 12162, Kampala, Uganda)  
Tel: +256-41-4254326, 4340186 |
| Zambia | 40 Downie Avenue Avondale, P.O. Box 5570, Harare Republic of Zimbabwe Harare | Ministry of Foreign Affairs  
P.O Box 50089, Lusaka, Zambia | JICA Zambia Office  
Plot No.11743A, Brentwood Lane, Longacres, Lusaka, Zambia  
(P.O.Box 30027, Lusaka 10101, Zambia)  
Tel: +260-211-254501/254508/254883 |

* Kindly refer to the Ministry of Foreign Affairs, Malaysia website at http://www.kln.gov.my/web/guest/malaysian-mission for more information about the Malaysian Missions nearest to you.*
APPLICATION FORM

SHORT TERM COURSE IN MALAYSIA UNDER THE THIRD COUNTRY TRAINING PROGRAMME (TCTP) AND THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type or write clearly in capital letters. Do not leave any space blank. Use “NIL” or “N/A” where applicable

Please tick √ your choice. Kindly note that once you have indicated the subject, you are NOT allowed to change.

Application for: ☐ Science ☐ Mathematics

<table>
<thead>
<tr>
<th>TITLE OF COURSE:</th>
<th>Date of commencement:</th>
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<tbody>
<tr>
<td>NAME OF IMPLEMENTING AGENCY :</td>
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1. PERSONAL DATA

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<td></td>
<td>Day</td>
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<td>First Name :</td>
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<td>Nationality (citizenship) :</td>
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<td>Other Names :</td>
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<td>Gender :</td>
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<td>City and country of birth :</td>
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<tr>
<td>Marital status :</td>
<td>Single / Married</td>
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<td>Passport No :</td>
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<tr>
<td>Type of Passport :</td>
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<td>Expiry Date :</td>
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# Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

<table>
<thead>
<tr>
<th>Applicant’s Office Address :</th>
<th>Applicant’s Postal / Home Address :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Phone Number</td>
<td>Home telephone</td>
</tr>
<tr>
<td>Country</td>
<td>Area</td>
</tr>
<tr>
<td>Office telephone</td>
<td>Telefax</td>
</tr>
<tr>
<td>Country</td>
<td>Area</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Person to be contacted in case of emergency :

Name : __________________________
Telephone : __________________________
Address : __________________________
Email : __________________________
3. **EDUCATION** (list in order of time, starting with last institution attended)

<table>
<thead>
<tr>
<th>Name of institution and place of study</th>
<th>Major field of study</th>
<th>Years of study: from - to</th>
<th>Degree</th>
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4. **EMPLOYMENT RECORD**

**A. Present or most recent post**

Employer:

Years of service (from – to):

Title of your post/position:

Present salary per month (US Dollars):

Name of supervisor and title:

Type of organization:

Main functions of organization:

Total number of employees:

**B. Previous post**

Employer:

Years of service (from – to):

Title of your post/position:

Salary per month (US Dollars):

Name of supervisor and title:

Type of organization:

Main functions of organization:

Total number of employees:

# Delete accordingly

Description of your work including your responsibility:

Please continue on supplementary pages if necessary
5. **REASONS FOR APPLYING THIS COURSE**

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

<table>
<thead>
<tr>
<th>Have you participated in any training programme in Malaysia before?</th>
<th>YES / No</th>
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<tbody>
<tr>
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<td>Organizer</td>
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<table>
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<th>Have you participated in any MTCP training programme in Malaysia before?</th>
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<td>Name of Training Institute</td>
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</table>

<table>
<thead>
<tr>
<th>Have you participated in any JICA programme, including TCTP training, before?</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Course</td>
<td>Name of Training Institute</td>
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# Delete accordingly

6. **ENGLISH LANGUAGE PROFICIENCY** (Kindly provide certificate as proof of proficiency)

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<th>Fair</th>
<th>Basic</th>
<th>Remarks</th>
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<tr>
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<td>Speaking</td>
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</tr>
<tr>
<td>Reading</td>
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</table>

Mother tongue: ________________________________

Language test administered by: ________________________________

Title: ________________________________

Address: ________________________________

Tel Number: ________________________________

E mail: ________________________________

Date and signature: ________________________________

7. **INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) SKILLS PROFICIENCY**

<table>
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<th>Fair</th>
<th>Basic</th>
<th>Remarks</th>
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<td></td>
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8. **MEDICAL REPORT (to be completed by an authorized physician)**

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<th>Name of Applicant:</th>
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<table>
<thead>
<tr>
<th>Age:</th>
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<th>Height:</th>
<th>Weight:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>cm</td>
<td>kg</td>
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**Blood Pressure:**

<table>
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<th>Blood Group:</th>
<th>A</th>
<th>B</th>
<th>AB</th>
<th>O</th>
<th>Other ( )</th>
</tr>
</thead>
</table>

Is the person examined at present in good health?  
Is the person examined physically and mentally able to carry out intensive training away from home?

Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?  
Does the person examined have any condition or defect (including teeth) which might require treatment during the course?

List any abnormalities indicated in the chest X ray.  
Pregnancy Test (for women):

I certify that the applicant is medically fit to undertake a course in Malaysia.

<table>
<thead>
<tr>
<th>Name of Physician:</th>
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<table>
<thead>
<tr>
<th>Address of Clinic</th>
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<table>
<thead>
<tr>
<th>Telephone:</th>
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(printed)

<table>
<thead>
<tr>
<th>Email:</th>
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</table>

Date: _____________________

<table>
<thead>
<tr>
<th>Signature of Physician</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Seal of Clinic:
9. APPLYING’S DECLARATION

I, _____________________ of ______________________________

Name of applicant Representing Country

Declare that:

i) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;

j) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;

k) I will be personally liable for all medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does not cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia; and

l) For pregnant female applicants only: I am _______ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

m) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;

n) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;

o) submit/present any report which may be required;

p) refrain from engaging in political activities and any form of employment for profit or gain;

q) return to my home country upon completion of the training; and

r) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

_______________________ __________________________
Date Signature of applicant
10. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I __________________________, Passport Number: ____________________, having an address at ____________________________, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and ____________________________ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or ____________________________ or incurred or become payable by the Government of Malaysia and/or ____________________________ in respect of any name of the training institute name of the training institute of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with ____________________________ which name of the training institute is appointed by the Government of Malaysia.

Dated this ______ day ______ of 20__

Signature of applicant )
Name of applicant )
Date )

In the presence of
Signature of Witness )
Name of Witness )
Designation of Witness )
I/C or Passport No. )
11. **TO BE COMPLETED BY THE NOMINATING GOVERNMENT**

Reasons for applicant's selection

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

The post which the applicant will be required to fill upon satisfactory completion of training

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Relevance of the course to applicant's job

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

12. **TO BE COMPLETED BY THE NOMINATING GOVERNMENT**

### OFFICIAL DECLARATION

On behalf of the Government of ______________________, I ______________________

Certify that:

i) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant.

j) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;

k) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his period of stay in Malaysia, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; and

l) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

m) not to utilize knowledge and skills acquired in the training for military purposes.

I nominate (Dr/Mr/Mrs/Ms*) ___________________________ holding Passport No.: __________________ for the training course.

___________________________
Name and Designation

___________________________
Signature and Official Stamp

___________________________
Name and Organisation

___________________________
Country code  Area code  Office tel no.

___________________________
Email address

___________________________
Country code  Area code  Office tel no.

Endorsement by the nominating country’s Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

___________________________
Name

___________________________
Email Address

( Ministry’s Official Stamp )

___________________________
Designation

___________________________
Name of Organisation

___________________________
Signature

___________________________
Country code  Area code  Office tel no.

___________________________
Country code  Area code  Office tel no.