



**APPLICATION GUIDELINES
FOR RECOGNITION OF OTHER SKILLS QUALIFICATION**

**DEPARTMENT OF SKILLS DEVELOPMENT
MINISTRY OF HUMAN RESOURCES OF MALAYSIA
2023**

APPLICATION GUIDELINES FOR RECOGNITION OF OTHER SKILLS QUALIFICATION

Item	Contents	Page
i	Interpretation	3
ii	List of Abbreviations	5
iii	List of Annexures	6
1.	Objective	7
2.	Application Criteria	7
3.	Application Procedures	8
4.	Submission of Complete Documents to DSD	11
5.	Fees and Charges	12
6.	National Skills Development Council (NSDC)	12
7.	Approval for Recognition of Other Skills Qualification	12
8.	Renewal of Recognition	13
9.	Revocation of Recognition	13
10.	Monitoring	13
11.	Effective Date	13
12.	Annexure A	15
13.	Annexure B	16
14.	Annexure C	20
15.	Annexure D	21
16.	Annexure E	22
17.	Annexure F	23
18.	Annexure G	24
19.	Annexure H	25

INTERPRETATION

In these guidelines, the interpretation of terms is as follows:

“Certificate of Recognition” means certificate of recognition (not accreditation) of other skills qualification issued by a body or organisation within and outside Malaysia as equivalent to the Certificate issued by the Council upon recommendation of Other Skills Qualification Recognition Committee in accordance with section 36 of Act 652;

“recognition” means awarding equivalent qualification to any skill qualification issued by a body or organisation within and outside Malaysia as equivalent to the certificate awarded under section 34 of Act 652;

“accreditation” means a procedure by which the Director-General evaluates and approves a skills training programme;

“Register of Standards” means a document listing occupation titles for all Standards established under Act 652;

“Council” means the National Skills Development Council established under section 3 of Act 652;

“qualification” means recognition of a person who had been assessed and achieved learning outcomes or proficiency in accordance with the standards set based on the Standard of qualification level and classed according to certificate, diploma, or degree;

“skill” means an acquired and practised ability to competently carry out a task or job;

“curriculum” means the content of an organised programme of study undertaken by a skills training provider indicating the activities undertaken, the time allotted to each activity, and its sequence;

“skills training” means work-based and industry-oriented activities which aim to provide the knowledge, skills, and attitude required for effective and efficient performance of a task or job, and includes refresher, advanced, updating, and specialised job-related training;

“organisation” means a body, corporation, organisation, or other group handling Skills Training Programme with a priority to fulfil the requirement of relevant Standards;

“programme” means any occupation title for a level stipulated in the Register of Standards;

“training programme” means a group of training and assessment activities, and learning outcomes for a particular occupation;

“certificate” means the skills qualification awarded to a person by the Director-General under section 34 of Act 652;

“Malaysian Skills Certification system” means the policies, Standards mechanism, and procedures involved in the award of a Certificate by the Director-General;

“Standard” means National Occupational Skills Standards established under Part IV of Act 652; and

“Tools, Equipment and Materials (TEM)” means a list of tools, equipment and materials to be used to complete the competency unit in the Standard.

List of Abbreviations

IRSCD	- Industrial Relations and Strategic Cooperation Division
CCD	- Competency Certification Division
AD	- Accreditation Division
OSTVETCD	- Occupational Standards and TVET Curriculum Division
MSD	- Malaysian Skills Diploma
MSAD	- Malaysian Skills Advanced Diploma
PSTI	- Public Skills Training Institute
PHEI	- Public Higher Education Institution
DSD	- Department of Skills Development
OSQRC	- Other Skills Qualification Recognition Committee
SPMAC	- Skills Programme Mapping Assessment Committee
DGSD	- Director-General of Skills Development
NSDC	- National Skills Development Council
NOSS	- National Occupational Skills Standards
AC	- Accredited Centre
SA	- Statement of Achievement
MSC	- Malaysian Skills Certificate
MSCS	- Malaysian Skills Certification System
TEM	- Tools, Equipment, and Materials

List of Annexures

Annexure A	Application for Recognition of Other Skills Qualification Flowchart
Annexure B	[JPK/PKKL/01] – Recognition of Other Skills Qualification Application Form
Annexure C	[JPK/PEMETAAN/02] – NOSS-Based Agency Programme Curriculum Mapping Matrix Form
Annexure D	[JPK/PEMETAAN/03] – NOSS-Based Agency Programme Curriculum Content Mapping Form
Annexure E	[JPK/PEMETAAN/04-A] – NOSS-Based Agency Programme Curriculum Mapping Summary
Annexure F	[JPK/PEMETAAN/04-B] – NOSS-Based Agency Programme Curriculum Mapping Summary Form
Annexure G	Mapping Process Flowchart for Agencies and DSD
Annexure H	Table of Fees and Charges

1. Objective

These guidelines aim to provide information on the mechanism or application process for the Recognition of Other Skills Qualification to a body or organisation that issues other skills qualification either locally or abroad in order to obtain recognition under section 36 of Act 652.

2. Application Criteria

2.1. A body or organisation applying for Other Skills Qualification Recognition must meet the following criteria:

- 2.1.1. The body or organisation is registered and legally recognised by the Government of Malaysia either locally or abroad;
- 2.1.2. For bodies or organisations registered overseas, they require confirmation of registration from the applicant's country and recognised by the Government of Malaysia;
- 2.1.3. Is a body or organisation that manages and issues certification for the qualifications applied for;
- 2.1.4. Skills training is currently underway and has a training curriculum and skills assessment that satisfy the Standards for the programmes applied for;
- 2.1.5. Has premises, facilities, and capabilities for implementing skills training and evaluation; and
- 2.1.6. Has recognition for the training programme from certification bodies, qualification agencies or professional bodies locally or abroad.

2.2. The Department of Skills Development may set any additional criteria for the application of Other Skills Qualification Recognition if deemed necessary and expedient for the purpose of the application.

3. Application Procedures

The following documents must be submitted by the applicant:

3.1. Recognition of Other Skills Qualification Application Form

- 3.1.1. A body or organisation applying for Recognition of Other Skills Qualification for programmes implemented must submit an official application to DSD using the **Recognition of Other Skills Qualification Application Form [JPK/PKKL/01]**.
- 3.1.2. The application must be accompanied by a complete set of documents pertaining to the programme being applied for Recognition of Other Skills Qualification from DSD.
- 3.1.3. Each programme applied for Recognition of Other Skills Qualification from DSD must be accompanied by its own set of documents.
- 3.1.4. A background check on the authenticity and accuracy of all documents including any information, records, and statements submitted by the applying body or organisation shall be carried out to ensure that the recognition obtained from within or outside the country is valid according to the relevant qualifying body.
- 3.1.5. Verification of all documents provided shall also be reviewed by the Skills Programme Mapping Assessment Committee (SPMAC) at the premises of the body or organisation during the assessment process to ensure authenticity and accuracy.
- 3.1.6. If the documents submitted are proven to be invalid, incorrect, false, or misleading, the application for Recognition of Other Skills Qualification will automatically be cancelled and the body or organisation may be subject to legal action.
- 3.1.7. If, during or after the recognition assessment process has taken place and the applying body or organisation has successfully obtained the Certificate of Recognition, it is found that the documents provided are proven to be invalid, incorrect, false, or misleading, the approved recognition may be revoked, and legal action may be taken. All fees and charges paid will not be refunded.

3.1.8. DGSD reserves the right to reject any incomplete application.

3.2. **Self-Mapping Forms** completed by the applying body or organisation for each programme applied for

3.2.1. The applying body or organisation shall carry out a **self-mapping assessment** by referring to the **NOSS-Based Programme Mapping Implementation Guidelines 2015, [JPK/700/74 (15)];**

3.2.2. **[JPK/PEMETAAN/02]** - NOSS-Based Agency Programme Curriculum Mapping Matrix Form;

3.2.3. **[JPK/PEMETAAN/03]** - NOSS-Based Agency Programme Curriculum Content Mapping Form; and

3.2.4. **[JPK/PEMETAAN/04-A]** - NOSS-Based Agency Programme Curriculum Mapping Summary.

3.3. **Core Documents** for the Recognition of Other Skills Qualification Application

3.3.1. For each programme applied for, the body or organisation must provide complete information and evidence to support the application.

3.3.2. The required information is as follows;

3.3.2.1. Background of Body or Organisation

- i) Provide information on management, finance, and administration as well as its vision, mission, and goals.
- ii) A verified copy of certificate of confirmation of registration, or organisation act or constitution of the body/organisation/company/association/union/statutory body/agency/PHEI/PSTI (Companies Commission of Malaysia Certificate (CCM), Certificate of Registration of Societies of Malaysia (ROS) and other relevant certificates).
- iii) For bodies and organisations abroad, the company's registration of establishment documents must be approved by the relevant qualifying body recognised by the country of applicant and this country.

3.3.2.2. Student Entry Qualification

- i) List the minimum entry qualifications required by students to enrol in each programme.

3.3.2.3. Skills Instructor Qualification

- i) Provide evidence of skills instructors' qualifications in providing training and assessment recognised by relevant legal body pursuant to the programme applied for by the organisation or body within or outside the country for recognition.

3.3.2.4. Assessment Structure

- i) Provide evidence of theoretical and practical assessment methods, quality assured and recognised by the relevant bodies, according to the programme applied for recognition by the organisation or body within or outside the country.
- ii) Example: Methods of assessment in the form of rubric and score evaluation.

3.3.2.5. Duration of Training Programme

- i) State the duration of training for each programme.

3.3.2.6. Structure of Training Programme

- i) State and describe the content, learning outcomes, and training period for each module in the training programme to be recognised.
- ii) Provide a **Course Outline** capable of providing skills training and assessment for each training programme comprising the scope of teaching and learning materials used.

3.3.2.7. Training Facilities (with reference to the applying body or organisation's TEM curriculum)

- i) Provide complete information on learning facilities provided such as training equipment, lecture halls, library facilities, laboratories, ICT facilities, etc.

3.3.2.8. Recognition Obtained

- i) Information on recognition obtained for the training programme from certifying bodies, qualifications agencies or professional bodies locally or abroad.

4. Submission of Complete Documents to DSD

- 4.1. The body or organisation applying for the Recognition of Other Skills Qualification for the programme shall submit complete documents comprising **official letter, application form, mapping form, and core documents** to DSD.
- 4.2. For bodies and organisations abroad, all copies of certificate of recognition obtained, certificate of teaching instructor's qualification and documents comprising registration of company establishment shall obtain prior verification from the relevant qualifying bodies recognised by the country of applicant and this country.
- 4.3. Complete documents to be submitted by the body or organisation must be prepared either in Malay or English. For bodies or organisations abroad, complete documents may be provided in English.
- 4.4. Fees and charges for application for recognition of other skills qualification shall be pursuant to the rates stipulated in the **National Skills Development (Fees and Charges) Regulations** currently in effect.
- 4.5. Once the application form and complete documents have been submitted to the DSD, the department shall conduct a review, and if:
 - 4.5.1. the application and documents **are incomplete**, the department will inform the applicant; or
 - 4.5.2. the application and documents **are complete**, the department will inform the applicant of the fees and charges to be paid. The payment must be settled **prior to the programme mapping assessment process to be conducted by the Skills Programme Mapping Assessment Committee (SPMAC)**.
- 4.6. The body or organisation shall submit the complete documents to:

Director-General of Skills Development
Department of Skills Development
Level 7, Block D4, Complex D
Federal Government Administrative Centre
62530 Putrajaya
Malaysia
(Attn: Director of Industrial Relations and Strategic Cooperation Division)

5. Fees and Charges

- 5.1. New rates for fees and charges are in accordance with the rates that are currently in effect.
- 5.2. The rates for fees and charges that are currently in effect are as per **Annexure H**. The payment for fees and charges for each programme applied for shall be made after the application is confirmed to be complete by the department.
- 5.3. Payment may be made in bank draft or government order payable to the Director-General of Skills Development.
- 5.4. Payment will not be refunded if the application is **UNSUCCESSFUL**.

6. National Skills Development Council (NSDC)

- 6.1. The council plays a role in **providing approvals for Recognition of Other Skills Qualification** to any skills qualification issued by a body or organisation within or outside Malaysia as equivalent to the Malaysian Skills Certification that may be awarded under section 36 of Act 652 **pursuant to the recommendations of the committee**.

7. Approval for Recognition of Other Skills Qualification

- 7.1. The **Certificate of Recognition of Other Skills Qualification** shall be issued to the body or organisation upon approval **for a maximum of three (3) years** or **subject to Standard changes** or **whichever comes first**.
- 7.2. The body or organisation that has obtained the approval for Recognition of Other Skills Qualification for a programme **may obtain the Malaysian Skills Certification through the special recognition method of Recognition of Prior Achievement (RPA)** - refer to the Malaysian Skills Certification

Implementation Guidelines through the Recognition of Prior Achievement (RPA) Method.

8. Renewal of Recognition

For the renewal of Recognition of Other Skills Qualification, the body or organisation must:

- 8.1. Submit an application for recognition renewal to the Director-General of Skills Development **at least three (3) months and not exceeding six (6) months from the date of expiry of programme recognition, with reference to item 7.1 and based on Standards** that are currently in effect, by submitting the following:
 - 8.1.1. A cover letter and a printout of the completed application form;
 - 8.1.2. Payment for the stipulated fees and charges; and
 - 8.1.3. Additional documents and information to be determined by DGSD.
- 8.2. Completed application form must be submitted together with the core documents to the DSD. Only complete applications will be processed.

9. Revocation of Recognition

The Recognition of Skills Qualification may be revoked if:

- 9.1. The standards are not adhered to;
- 9.2. There are amendments or changes to the recognised programme; or
- 9.3. The organisation or body fails to maintain the quality assurance and conditions set.

10. Monitoring

For monitoring and ensuring that the body or organisation complies with the stipulated conditions, DSD may carry out supervised visits from time to time.

11. Effective Date

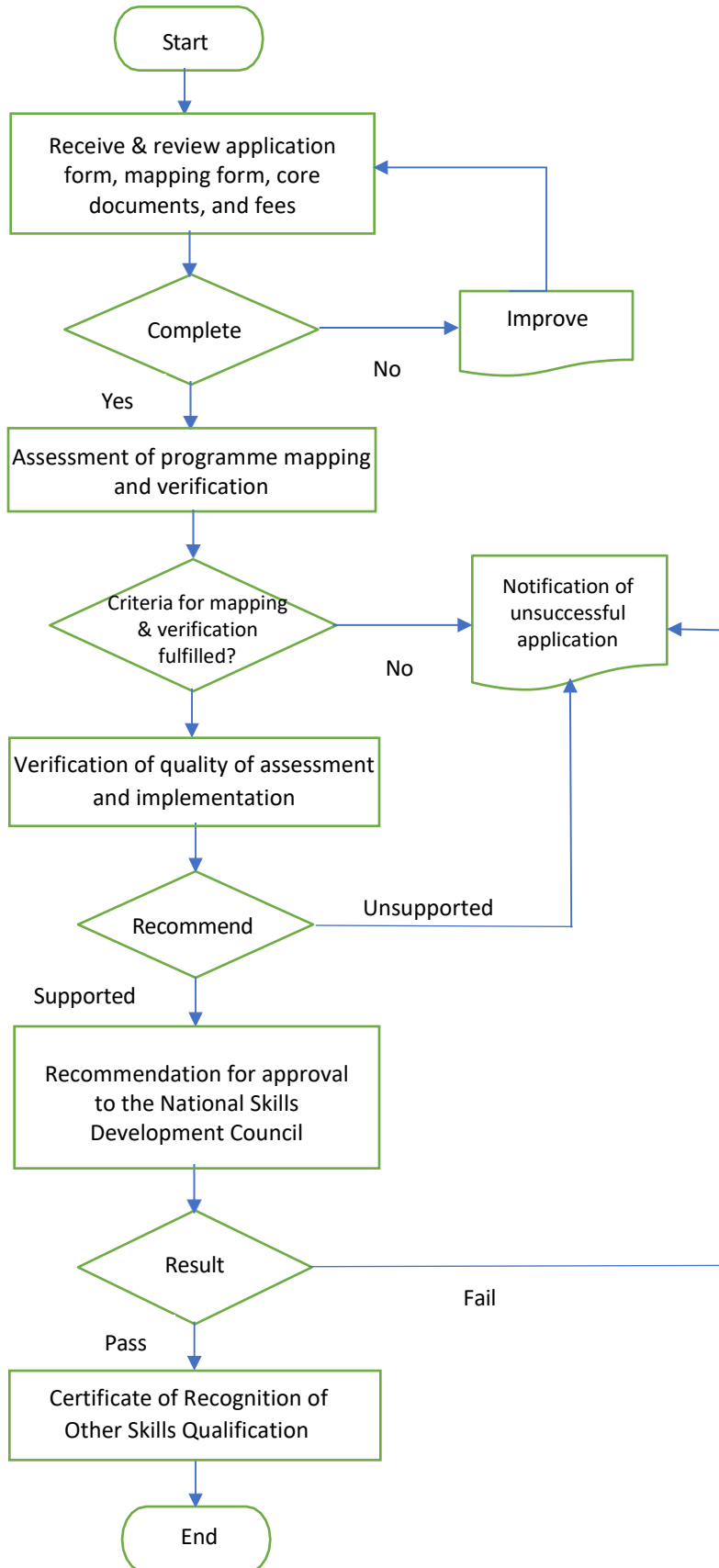
These guidelines shall take effect on 1 November 2023.

**DIRECTOR-GENERAL OF SKILLS DEVELOPMENT
DEPARTMENT OF SKILLS DEVELOPMENT
MINISTRY OF HUMAN RESOURCES**

1 November 2023

Date revised: 1 November 2023

APPLICATION FOR RECOGNITION OF OTHER SKILLS QUALIFICATION FLOWCHART





**DEPARTMENT OF SKILLS DEVELOPMENT
MINISTRY OF HUMAN RESOURCES**

**Director-General
Department of Skills Development
Level 7, Block D4, Complex D
Federal Government Administrative Centre
62530 Putrajaya
Malaysia**

**RECOGNITION OF OTHER SKILLS QUALIFICATION
APPLICATION FORM**

A. DETAILS OF BODY OR ORGANISATION			
Name of body or organisation			
Address			
Tel. No. (Office)			
Fax No. (Office)			
E-mail (Office)			
Name of Officer in-Charge		Tel. No. (Office ext.)	
		Mobile No.	
		E-mail	

B. PARTICULARS OF OTHER SKILLS QUALIFICATION ISSUED BY THE BODY OR ORGANISATION				
Name of Programme or Qualification				
Skill Field				
Medium of Instruction				
Skills Training Mode <i>[please mark ‘/’ where applicable]</i>	Conventional		Full-time	
	Non-Conventional		Part-time	
			Distance learning: Full-time	
			Distance learning: Part-time	
			Others	
Training duration	Hours			
	Semester			
	Year			
Method of implementation <i>[please mark ‘/’ where applicable]</i>	Self			
	Collaboration (state the collaborating agency)			
	Others (specify)			
Application category <i>[please mark ‘/’ where applicable]</i>	Full Programme			
	Competency Unit			
Student minimum entry qualifications (specify)				

APPLICATION GUIDELINES FOR RECOGNITION OF OTHER SKILLS QUALIFICATION

Other certifying/awarding body (specify, if any)			
C. INFORMATION ON PROGRAMME OF BODY OR ORGANISATION TO BE MADE EQUIVALENT			
Body or Organisation Programme Code	Body or Organisation Programme Name	NOSS Code	NOSS Title
D. SUPPORTING DOCUMENTS TO BE ATTACHED WITH THIS FORM <i>[please mark ‘/’ where applicable]</i>			
Background (profile) of Applying Body or Organisation			
Student Entry Qualification			
Skills Instructor Qualification			
Assessment Structure			
Duration of Training Programme			
Structure of Training Programme			
Training Facilities			
Recognition Obtained			

APPLICATION GUIDELINES FOR RECOGNITION OF OTHER SKILLS QUALIFICATION

Mapping Schedules	[JPK/PEMETAAN/02]		
	[JPK/PEMETAAN/03]		
	[JPK/PEMETAAN/04-A]		
Bank draft/ Government Order			
E. DECLARATION OF APPLICANT			
<p>Attached herewith are the recognition of other skills qualification application form, mapping schedule(s), supporting documents, and bank draft/government order, (Ref. No.) payable to the Director-General of Skills Development for the payment of 'Application for Other Skills Qualification'.</p>			
Total payment (RM)		Official Stamp	
Signature			
Name		Date	

*** If, during or after the recognition assessment process has taken place and the applying body or organisation has successfully obtained the Certificate of Recognition, it is found that the documents provided are proven to be invalid, incorrect, false, or misleading, the approved recognition may be revoked, and legal action may be taken. All fees and charges paid will not be refunded.**

NOSS-BASED AGENCY PROGRAMME CURRICULUM CONTENT MAPPING FORM



DEPARTMENT OF SKILLS DEVELOPMENT
MINISTRY OF HUMAN RESOURCES

Page

JPK/PEMETAAN/03

NOSS-BASED AGENCY PROGRAMME CURRICULUM CONTENT MAPPING FORM

NAME OF AGENCY:

AGENCY'S PROGRAMME NAME :
AGENCY'S PROGRAMME CODE :

NOSS TITLE :
NOSS CODE :

CU/MODULE								
<i>CURRICULUM OF COMPETENCY UNIT (CCU)/ TASK PROFILE</i>				AGENCY'S PROGRAMME CURRICULUM				REMARK
<i>Work Activities (VA)/Task</i>	<i>Related Knowledge / Knowledge of</i>	<i>Applied Skills / Related Skills / Ability to</i>	<i>Training Duration</i>	<i>Module</i>	<i>Knowledge</i>	<i>Applied Skills</i>	<i>Training Duration</i>	

CORE ABILITIES:

Core abilities	Agency's Module

NOSS-BASED AGENCY PROGRAMME CURRICULUM MAPPING SUMMARY



DEPARTMENT OF SKILLS DEVELOPMENT
MINISTRY OF HUMAN RESOURCES

Page

JPK/PEMETAAN/04-A

NOSS-BASED AGENCY PROGRAMME CURRICULUM MAPPING SUMMARY

NAME OF AGENCY:

AGENCY'S PROGRAMME NAME:
AGENCY'S PROGRAMME CODE:

NOSS TITLE:
NOSS CODE:

CU/DUTY	NO. OF WA/TASK FULFILLED (A)	NO. OF WA/TASK FULFILLED (B)	% OF WA/TASK FULFILLED [(B/A)*100]	NAME OF UNFULFILLED WA/TASK	TRAINING DURATION (HOURS)		SUGGESTIONS FROM MAPPING COMMITTEE
					SKPK (NOSS)	AGENCY'S CURRICULUM	
CU1							
CU2							
CU3							
CU4							
CU5							
OVERALL TOTAL %			0%	TOTAL HOURS	0	0	
ELEMENT	NO. OF ABILITY (A)	NO. OF ABILITY FULFILLED (B)	% OF ABILITY FULFILLED [(B/A)*100]	NAME OF UNFULFILLED ABILITY	TRAINING DURATION (HOURS)		SUGGESTIONS FROM MAPPING COMMITTEE
					SKPK (NOSS)	AGENCY'S CURRICULUM	
<i>CORE ABILITIES</i>							
<i>ON-JOB TRAINING (OJT)</i>			YES / NO				
FINAL PROJECT			YES / NO				

OVERALL REMARK OF THE AGENCY MAPPING COMMITTEE:

VERIFICATION OF THE AGENCY MAPPING COMMITTEE:

(CHAIRMAN)
SIGNATURE:

NAME:
IDENTITY CARD NO.:
DATE:

(MEMBER 1)
SIGNATURE:

NAME:
IDENTITY CARD NO.:
DATE:

(MEMBER 2)
SIGNATURE:

NAME:
IDENTITY CARD NO.:
DATE:

NOSS-BASED AGENCY PROGRAMME CURRICULUM MAPPING SUMMARY FORM



DEPARTMENT OF SKILLS DEVELOPMENT
MINISTRY OF HUMAN RESOURCES

Page
JPK/PEMETAAN/04-B

NAME OF AGENCY: _____ NOSS-BASED AGENCY PROGRAMME CURRICULUM MAPPING SUMMARY FORM

AGENCY'S PROGRAMME NAME: _____ NOSS TITLE: _____
AGENCY'S PROGRAMME CODE: _____ NOSS CODE: _____

CUI/DUTY	NO. OF WORK ACTIVITY (WA) / TASK (A)	NO. OF WA/TASK FULFILLED (B)	% OF WA/TASK FULFILLED [(B/A)*100]	NAME OF UNFULFILLED WA/TASK	TRAINING DURATION (HOURS)		REMARKS FROM THE PANEL OF SKILLS PROGRAMME MAPPING ASSESSMENT COMMITTEE
					SKPK (NOSS)	AGENCY'S CURRICULUM	
CU1							
CU2							
CU3							
CU4							
CU5							
OVERALL TOTAL %			0%	TOTAL HOURS		0	

ELEMENT	NO. OF ABILITY (A)	NO. OF ABILITY FULFILLED (B)	% OF ABILITY FULFILLED [(B/A)*100]	NAME OF UNFULFILLED ABILITY	TRAINING DURATION (HOURS)		SUGGESTIONS FROM MAPPING COMMITTEE
					SKPK (NOSS)	AGENCY'S CURRICULUM	
CORE ABILITIES							
ON-JOB TRAINING (OJT)			YES / NO				
FINAL PROJECT			YES / NO				

OVERALL REMARK

RECOMMENDATION OF THE COMMITTEE
The committee hereby CERTIFIES / CONDITIONALLY CERTIFIES / DOES NOT CERTIFY the outcome of this mapping for the field of _____ to have satisfied the NOSS

VERIFICATION OF THE SKILLS PROGRAMME MAPPING ASSESSMENT COMMITTEE:

(CHAIRMAN OF SKILLS PROGRAMME MAPPING ASSESSMENT COMMITTEE)
SIGNATURE: _____

(MEMBER 1)
SIGNATURE: _____

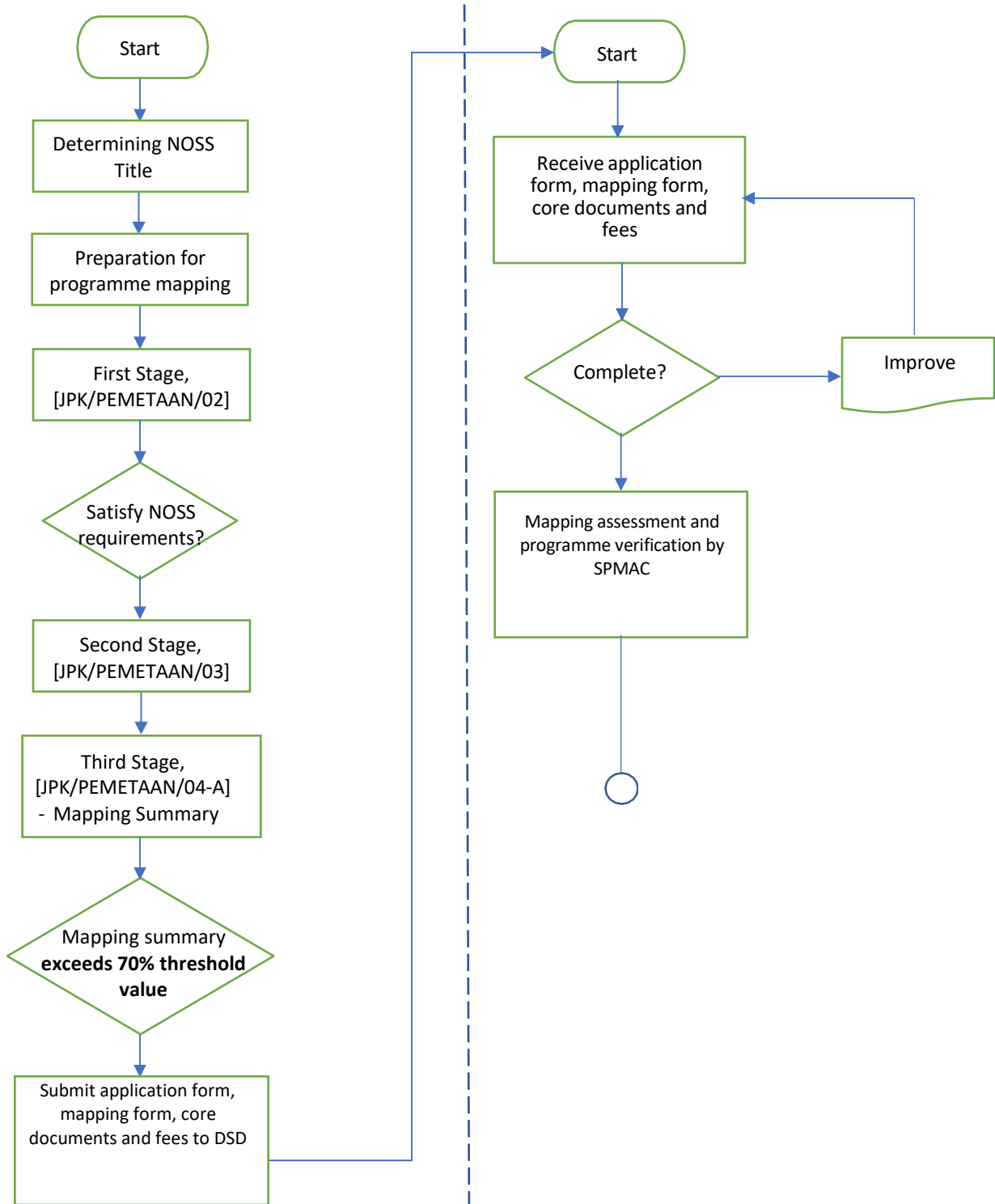
NAME: _____
IDENTITY CARD NO.: _____
DATE: _____

(MEMBER 2-DEPARTMENT OF SKILLS DEVELOPMENT REPRESENTATIVE)
SIGNATURE: _____

NAME: _____
IDENTITY CARD NO.: _____
DATE: _____

NAME: _____
IDENTITY CARD NO.: _____
DATE: _____

MAPPING PROCESS FLOWCHART FOR AGENCIES AND DSD



Preparation process prior to submission of application form and documents to DSD by the body or organisation

Receipt and review of application form and documents by DSD

TABLE OF FEES AND CHARGES RECOGNITION OF OTHER SKILLS QUALIFICATION

(A). Certification within the country

Certification level	New Application (RM)	Certificate Renewal (RM)
Application according to programme: MSC Level 1 MSC Level 2 MSC Level 3 MSD MSAD	7,000/programme	7,000/programme

(B). Certification outside the country

Certification level	New Application (RM)	Certificate Renewal (RM)
Application according to programme: MSC Level 1 MSC Level 2 MSC Level 3 MSD MSAD	50,000/programme	50,000/programme