

KURSUS JANGKA PENDEK DI ILP JITRA TAHUN 2017/2018

Untuk maklumat lanjut sila hubungi:

Institut Latihan Perindustrian Bandar Darul Aman 06000 Jitra Kedah
 || Tel: 04-9161926 || Faks: 04-9174508/04-9162367 || website: www.ilpjitra.gov.my

BIL	BIDANG	TAJUK KURSUS	OBJEKTIF KURSUS	JENIS PERSIJILAN (sijil penyertaan/sijil badan profesional/sijil kemahiran)	TEMPOH (JAM)	TARIKH PELAKSANAAN	MIN BILANGAN PESERTA (orang)	YURAN PESERTA (RM)	PEGAWAI UNTUK DIHUBUNGI
1	TEKNOLOGI KIMPALAN	SMAW Process Carbon Steel Plate	i) Handle welding equipment ii) Set up SMAW equipment and accessories iii) Carry out straight bead iv) Carry out padding / buttering v) Weld carbon steel plate in 2F position vi) Weld carbon steel plate in 2G position vii) Weld carbon steel plate in 3F position viii) Weld carbon steel plate in 3G position ix) Weld carbon steel plate in 4G position	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 800.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
2	TEKNOLOGI KIMPALAN	SMAW Process Dissimilar Metal	i) Handle welding equipment ii) Set up SMAW equipment and accessories iii) Carry out straight bead iv) Cut workpiece using plasma cutting v) Weld stainless steel plate in 2G position vi) Weld dissimilar metal in 1G position	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 800.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
3	TEKNOLOGI KIMPALAN	GMAW Process Carbon Steel Plate	i) Set up GMAW equipment and accessories ii) Carry out straight bead iii) Carry out padding / buttering iv) Weld carbon steel plate in 2F position v) Weld carbon steel plate in 2G position vi) Weld carbon steel plate in 3F position vii) Weld carbon steel plate in 3G position viii) Weld carbon steel plate in 4G position	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 800.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
4	TEKNOLOGI KIMPALAN	GTAW Process Stainless Steel Plate	i) Set up GMAW equipment and accessories ii) Carry out straight bead iii) Carry out padding / buttering iv) Weld stainless steel plate in 1G position v) Weld stainless steel plate in 2F position	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 800.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
5	TEKNOLOGI KIMPALAN	GTAW Process Aluminium Plate	i) Set up GMAW equipment and accessories ii) Carry out straight bead iii) Carry out padding / buttering Weld aluminium plate in 1F position iv) Weld aluminium plate in 2F position v) Weld aluminium plate in 1G position	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 800.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
6	TEKNOLOGI KIMPALAN	SMAW Process Carbon Steel Pipe	i) Set up GMAW equipment and accessories ii) Carry out straight bead iii) Carry out padding / buttering iv) Apply heat on parent metal v) Check surface temperature vi) Weld carbon steel pipe in 5G and 6G position	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 800.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
7	TEKNOLOGI KIMPALAN	GTAW and SMAW Combination	i) Set up GMAW equipment and accessories ii) Carry out straight bead iii) Carry out padding / buttering iv) Weld 8 inch sch 80 carbon steel pipe in 6GC position	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 800.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
8	TEKNOLOGI KIMPALAN	SMAW 3G With WQT	i) Set up GMAW equipment and accessories ii) Carry out straight bead iii) Carry out padding / buttering iv) Weld carbon steel plate in 3G position	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 800.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
9	TEKNOLOGI KIMPALAN	GTAW SMAW 6GC With WQT	i) Set up GMAW equipment and accessories ii) Carry out straight bead iii) Carry out padding / buttering iv) Weld 8 inch sch 80 carbon steel pipe in 6G position	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 800.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)

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10	TEKNOLOGI PLASTIK	Systematic Injection Moulding Operation	i) Operate injection moulding machine with better understanding about machine and its capabilities. ii) Operate machine with fill and pack procedure. iii) Translate machine data into a certain useful documentation. iv) Use proper and safe procedure when operating injection moulding machine. v) Optimize the injection moulding process with is prescribe the part quality. vi) Determine common moulding problems, their causes and remedies.	Sijil Penyertaan	5 hari	Sepanjang tahun	10 Orang	RM 1500.00/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
11	TEKNOLOGI PLASTIK	Plastic Product Defect Analysis	i) Define commonly used terminologies in injection moulding process. ii) Use proper and safe procedure when operating injection moulding machine. iii) Evaluate effects of processing on plastic product quality. iv) Calculate product cost. v) Determine common moulding problems, their causes and remedies.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
12	TEKNOLOGI PLASTIK	Blow Moulding Operation Technology	i) Identify plastics extrusion blow moulding processing techniques. ii) Operate the extrusion blow moulding machines. iii) Control and optimize the extrusion blow moulding production process.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
13	TEKNOLOGI PLASTIK	Blown Film Technology	i) Identify plastics extrusion blown film processing techniques. ii) Operate the extrusion blown film machines.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
14	TEKNOLOGI PLASTIK	Extrusion Tube/Profile Technology	i) Identify plastics extrusion pipe/tube processing techniques. ii) Operate the extrusion pipe/tube machines. iii) Control and optimize the extrusion pipe/tube production process.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
15	TEKNOLOGI PLASTIK	Plastic Testing	i) Identify the type of materials use. ii) Use proper and safe procedure when do testing iii) Evaluate and analyse the result of testing	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
16	TEKNOLOGI PLASTIK	Plastic Product Design	i) Construct a basic polymer product design specification. ii) Design a basic polymer product from first principles. iii) Analyze the influence of polymer processing upon product design and final properties. iv) Analyze the influence of specific polymer properties upon product design. v) Undertake basic quality appraisal of new polymer products vi) Capable to design plastic parts using solidwork.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
17	TEKNOLOGI AUTOMOTIF	Automotive Workshop Practice	i) The person whom is competent in automotive workshop practices must be able to maintain common mechanical hand tools, maintain measuring tools, maintain power and pneumatic tools, maintain welding tools and equipment and adhere to legislative rules and regulation and workplace safety practices. ii) To provide appropriate tools and equipment handling, safe workshop practices and compliance to Department of Environmental and Department of Safety and Health rules and regulation.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
18	TEKNOLOGI AUTOMOTIF	Engine Cooling System Rectification Works	i) The person whom is competent in engine cooling system rectification work must be able to plan repair activity, carry out engine drive belt and tensioner replacement, conduct cooling system pressure test, carry out radiator pressure cap replacement, inspect engine cooling system's components condition, carry out engine cooling system's thermostat replacement, flush cooling system, replace radiator, replace engine cooling system's electric fan motor, replace engine water pump and replace engine water jacket core plug	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)

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19	TEKNOLOGI AUTOMOTIF	Vehicle Engine Overhauling	i) The person whom is competent in overhauling vehicle engine must be able to plan repair activity, conduct engine compression / cylinder leakage test, remove engine from vehicle, dismantle engine external and internal components, measure cylinder head components parts, measure engine components parts, replace cylinder head faulty / damaged / worn out parts, replace engine faulty / damaged / worn out parts, assemble engine internal and external components, install engine installation into the vehicle and carry out engine adjustment according to manufacturer specification. ii) To provide high standard rectification on engine components to ensure smooth running of the engine.	Sijil Penyertaan	5 hari	Sepanjang tahun	10 Orang	RM 1500/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
20	TEKNOLOGI AUTOMOTIF	Petrol / Gasoline Fuel-Injection System Rectification Work	i) The person whom is competent in petrol / gasoline fuel-injection system rectification work must be able to plan work activity, carry out air filter replacement, carry out fuel filter replacement, test fuel system pressure, carry out fuel hoses / pipes replacement, replace fuel pressure regulator, test fuel injector's operation, replace fuel injector, test fuel tank float operation, replace fuel tank float, test electrical fuel pump functionality, replace electrical fuel pump and clean / replace fuel tank according to manufacturer specification. ii) to provide high standard rectification on petrol / gasoline fuel-injection system to ensure it supplies the engine with a combustible air-fuel mixture.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
21	TEKNOLOGI AUTOMOTIF	Diesel Fuel System Rectification Work	i) The person whom is competent in diesel fuel system rectification work must be able to plan repair activity, replace diesel fuel filter, replace diesel fuel hoses / pipes, replace diesel fuel hand priming pump, carry out glow / heater plugs replacement, test diesel fuel injector nozzles condition, replace diesel fuel injector nozzles, test diesel fuel supply pump functionality, replace diesel fuel supply pump and set diesel fuel pump timing according to manufacturer specification. ii) to provide high standard rectification on diesel fuel system to ensure it deliver the right amount of fuel	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
22	TEKNOLOGI AUTOMOTIF	Vehicle Electrical And Electronic System Rectification Work	i) The person whom is competent in servicing electrical system must be able to plan repair activity, inspect engine electrical wiring system condition, inspect charging system component's condition, replace charging system's component, inspect starting system component's condition, replace starting system's components, inspect ignition system component's condition, replace ignition system component, replace electronic engine control system's sensors and replace Electronic Control Unit (ECU) according to manufacturer specification. ii) to provide high standard rectification on engine electrical and electronic system.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
23	TEKNOLOGI AUTOMOTIF	Vehicle Chassis Electrical System Servicing	i) The person whom is competent in vehicle chassis electrical system servicing must be able to plan repair activity, perform vehicle's battery condition inspection, carry out vehicle's battery replacement, perform vehicle's chassis electrical system fuses and relay serviceability inspection, carry out vehicle's chassis electrical system fuses and relay replacement, carry out vehicle's high bulbs replacement, carry out vehicle's headlights replacement, carry out vehicle's horn replacement and carry out wiper motor replacement according to manufacturer specification ii) to provide high standard in maintaining vehicle chassis electrical system.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
24	TEKNOLOGI AUTOMOTIF	Exhaust System Rectification Work	i) The person whom is competent in exhaust system rectification work must be able to plan repair activity, inspect exhaust system's component's condition, replace exhaust muffler, inspect catalytic converter condition and replace catalytic converter according to manufacturer specification. ii) to provide high standard rectification on engine exhaust system.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
25	TEKNOLOGI AUTOMOTIF	Clutch System Rectification Work	i) The person whom is competent in clutch system rectification work must be able to plan repair activity, inspect hydraulic clutch linkage condition, replace clutch master cylinder, replace clutch release cylinder, inspect clutch operating system's component functionality, remove transmission from vehicle, replace clutch release bearing, pressure plate and friction plate, install transmission to engine, carry out clutch cable replacement and carry out clutch pedal clearance adjustment according to manufacturer specification. ii) to provide high standard rectification on clutch system.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
26	TEKNOLOGI AUTOMOTIF	Manual Transmission Unit Overhauling	i) The person whom is competent in manual transmission unit overhauling must be able to plan repair activity, replace rear drive propeller shaft centre support bearing, replace rear-wheel propeller shaft universal joint, remove manual transmission from vehicle, dismantle manual transmission, inspect manual transmission component parts condition, replace manual transmission faulty / worn out component parts, assemble manual transmission component, adjust manual transmission component parts clearance / free play, install manual transmission to engine, refill manual transmission oil and perform gear shift-linkage / cable adjustment according to manufacturer specification. ii) to provide high standard rectification work on manual transmission unit.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)

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27	TEKNOLOGI AUTOMOTIF	Manual Transaxle Unit Overhauling	The person whom is competent in manual transaxle unit overhauling must be able to plan repair activity, replace front wheel drive shaft, remove manual transaxle from vehicle, dismantle manual transaxle, inspect manual transaxle component parts condition, replace manual transaxle faulty / worn out component parts, assemble manual transaxle component, adjust manual transaxle component parts clearance / free play, install manual transaxle to engine and refill manual transaxle oil according to manufacturer specification. i) to provide high standard rectification work on manual transaxle unit.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
28	TEKNOLOGI AUTOMOTIF	Automatic Transmission Unit Overhauling	i) The person whom is competent in automatic transmission unit overhauling must be able to plan repair activity, remove automatic transmission from vehicle, remove torque converter, dismantle automatic transmission, inspect automatic transmission component parts condition, replace automatic transmission faulty / worn out component parts, assemble automatic transmission component, adjust automatic transmission component parts clearance / free play, refill automatic transmission oil and perform gear shift-linkage / cable adjustment according to manufacturer specification. ii) to provide high standard rectification work on automatic transmission unit.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
29	TEKNOLOGI AUTOMOTIF	Automatic Transaxle Unit Overhauling	i) The person whom is competent in automatic transaxle unit overhauling must be able to plan repair activity, remove automatic transaxle from vehicle, remove torque converter, dismantle automatic transaxle, inspect automatic transaxle component parts condition, replace automatic transaxle faulty / worn out component parts, assemble automatic transaxle component, adjust automatic transaxle component parts clearance / free play and refill automatic transaxle oil according to manufacturer specification. j) to provide high standard rectification work on automatic transaxle unit.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
30	TEKNOLOGI AUTOMOTIF	Rear And Front Axle Rectification Work	i) The person whom is competent in rear / front axle unit rectification work must be able to plan repair activity, inspect rear / front axle differential unit condition, remove rear / front axle differential unit, dismantle rear / front axle differential unit, replace axle differential unit faulty / worn out component parts, assemble rear / front axle differential unit, adjust rear / front axle component parts clearance / free play, install rear / front axle differential unit and refill rear / front axle oil according to manufacturer specification. ii) to provide high standard rectification work on rear / front axle.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
31	TEKNOLOGI AUTOMOTIF	Suspension System Rectification Work	i) The person whom is competent in suspension system rectification work must be able to plan repair activity, inspect front wheel bearings condition inspection, replace front wheel bearings, inspect MacPherson strut's condition, replace MacPherson struts, inspect rear wheel bearing's condition, replace rear wheel bearing, inspect rear shock absorbers condition, replace rear shock absorbers, inspect ball joint's condition, replace ball joint, inspect control arm component's condition, replace control arm components, inspect stabiliser bar's components' condition, replace stabiliser bar's component, inspect leaf spring condition and replace leaf spring according to manufacturer specification. ii) s to provide high standard rectification on vehicle suspension system.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
32	TEKNOLOGI AUTOMOTIF	Manual Steering System Rectification Work	i) The person whom is competent in manual steering system rectification work must be able to plan repair activity, carry out steering bellows / boots replacement, carry out tie-rod ends replacement, replace rack-and-pinion steering assembly and replace steering knuckle according to manufacturer specification. ii) to provide high standard rectification on manual steering system.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
33	TEKNOLOGI AUTOMOTIF	Power Steering System Rectification Work	i) The person whom is competent in steering system rectification work must be able to plan repair activity, inspect power steering pulley belt's condition, replace power steering pulley belting, inspect power steering pump's condition and replace power steering pump according to manufacturer specification. ii) s to provide high standard rectification on power steering system.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
34	TEKNOLOGI AUTOMOTIF	Tyres Balancing and Wheel-Alignment Rectification Work	i) The person whom is competent in vehicle tyre balancing and wheel-alignment ratification work must be able to plan repair work, inspect tyres and wheels condition, check pre wheel alignment, replace vehicle tyres, carry out vehicle wheel balancing, perform wheel alignment attachment activities, check and adjust vehicle wheel alignment and detach wheel alignment attachment according to manufacturer specification. ii) to provide tyres balancing and wheel-alignment services.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)

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35	TEKNOLOGI AUTOMOTIF	Brake System Rectification Work	The person whom is competent in brake system rectification work must be able to plan repair activity, perform hydraulic brake system components condition inspection, service disc brake, service drum brake, service brake booster and master pump and service parking brake according to manufacturer specification. ii) to provide high standard rectification work on vehicle's brake system.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
36	TEKNOLOGI AUTOMOTIF	Vehicle Air-Conditioning Rectification Work	i) The person whom is competent in vehicle air-conditioning rectification work must be able to plan repair activity, inspect air-conditioning system leakage, replace air conditioning micro filter, inspect receiver drier, replace air-condition condenser's fan, replace air-conditioning compressor and flush contaminated air conditioning system according to manufacturer specification. ii) to provide high standard rectification work on vehicle's air conditioning system.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
37	TEKNOLOGI AUTOMOTIF	Transfer Case Overhauling	i) The person whom is competent in transfer case overhauling be able to plan repair activity, remove transfer case from vehicle, dismantle transfer case, inspect transfer case components parts, replace transfer case component faulty / worn out parts, assemble transfer case and install transfer case to transmission according to manufacturer specification. ii) to provide high standard rectification work on transfer case unit.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
38	TEKNOLOGI AUTOMOTIF	Vehicle Carburettor System Servicing	i) The person whom is competent in servicing vehicle carburettor system must be able to plan repair activity, inspect carburettor system's components condition, replace fuel filter, replace mechanical fuel pump, overhaul carburettor and adjust / tune carburettor system according to manufacturer specification. ii) to service vehicle carburettor.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
39	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Commercial Vehicle Scheduled Maintenance.	The person whom is competent in commercial vehicle schedule maintenance works must be able to prepare schedule maintenance requirements, brake system schedule maintenance, engine schedule maintenance, perform transmission schedule maintenance, power steering schedule maintenance, chassis & trailer schedule maintenance, report activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
40	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Battery Servicing	The person whom is competent in battery maintenance works must be able to prepare battery inspect and maintenance requirement, perform battery maintenance activities, inspect battery maintenance performance and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	1 hari	Sepanjang tahun	10 Orang	RM 300/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
41	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Charging System Servicing	The person whom is competent in charging system servicing works must be able to prepare charging system servicing requirements, perform charging system activities, inspect charging system performance and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	1 hari	Sepanjang tahun	10 Orang	RM 300/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
42	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Starting System Servicing	The person whom is competent in starting system servicing works must be able to prepare starting system servicing requirements, perform starting system activities, inspect starting system performance and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
43	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Lighting System Servicing	The person whom is competent in lightning system servicing works must be able to prepare lighting system servicing requirements, perform lightning system activities, inspect lightning system functionality and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
44	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Instrument Panel & Accessories Servicing	The person whom is competent in instrument panel and accessories servicing works must be able to prepare instrument panel and accessories servicing requirements, perform instrument panel and accessories components servicing activities, inspect instrument panel and accessories components functionality and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
45	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Engine Overhaul	The personnel who are competent in the major overhaul must be able to prepare major overhaul requirements and specification, carry out assemble major overhaul activities, inspect engine functionality and submit servicing activities record to superior	Sijil Penyertaan	5 hari	Sepanjang tahun	10 Orang	RM 1500/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
46	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Lubrication System Servicing	The personnel who are competent in the lubrication system servicing must be able to prepare lubrication system requirements, carry out lubrication system activities, inspect lubrication components and submit servicing activities record to superior	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)

KURSUS JANGKA PENDEK DI ILP JITRA TAHUN 2017/2018

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|| Tel: 04-9161926 || Faks: 04-9174508/04-9162367 || website: www.ilpjitra.gov.my

BIL	BIDANG	TAJUK KURSUS	OBJEKTIF KURSUS	JENIS PERSIJILAN (sijil penyertaan/sijil badan profesional/sijil kemahiran)	TEMPOH (JAM)	TARIKH PELAKSANAAN	MIN BILANGAN PESERTA (orang)	YURAN PESERTA (RM)	PEGAWAI UNTUK DIHUBUNGI
47	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Fuel System Servicing	The personnel who are competent in the fuel system servicing must be able to prepare fuel system requirements, carry out fuel system servicing activities and submit service activities record in superior.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
48	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Cooling System Servicing	The person whom is competent in cooling system servicing works must be able to prepare cooling system servicing requirement, inspect and replace radiator hose / pipe line, perform radiator and water pump service, inspect cooling system functionality, report and record servicing maintenance activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
49	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Intake and Exhaust System Servicing	The person whom is competent in intake and exhaust system servicing works must be able to prepare intake and exhaust system repair and maintenance requirements, inspect air intake component and system, servicing and replace intercooler, inspect intake and exhaust system performance and record intake and exhaust servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
50	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Brake System Servicing	The person whom is competent in brake system servicing works must be able to prepare brake system servicing requirements, perform brake system schedule maintenance, inspect disk brake, brake drum, parking brake, brake master pump, brake servo, exhaust brake and air brake system, troubleshoot brake system, inspect brake system performance and record brake system servicing and maintenance activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
51	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Transmission System Servicing	The person whom is competent in transmission system servicing works must be able to prepare transmission system servicing requirements, execute clutch system repair and maintenance activities, double clutching system servicing, power take off servicing, propeller shaft and transfer propeller shaft system servicing, inspect transmission system functionality and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
52	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Suspension System Servicing	The person whom is competent in suspension system servicing works must be able to prepare suspension system servicing requirements, perform dependent and independent suspension system activities, perform air suspension system service, inspect suspension system function ability and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)

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53	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Steering System Servicing	The person whom is competent in steering system servicing works must be able to prepare steering system servicing requirements, perform steering system schedule maintenance, perform steering column, linkage system, manual steering box system servicing activities, perform wheel alignment activities, inspect steering system functionality and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
54	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Trailer Servicing	The person whom is competent in trailer servicing works must be able to prepare trailer servicing requirements, perform trailer schedule maintenance, perform turn tables / fifth wheel trailer and trailer frame service, inspect trailer system functionality and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
55	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Axle and Wheel Servicing	The person whom is competent in axle and wheel servicing works must be able to prepare axle and wheel servicing requirement, perform trailer schedule maintenance, perform axle and wheel servicing activities, inspect axle and wheel functionality and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
56	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Hydraulic System Servicing	The person whom is competent in hydraulic system servicing works must be able to prepare hydraulic system servicing requirement, perform hydraulic system, hydraulic pump and hydraulic cylinder system servicing activities, inspect hydraulic system functionality and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
57	TEKNOLOGI KENDERAAN BERAT PERDAGANGAN	Pneumatic System Servicing	The person whom is competent in pneumatic system servicing works must be able to prepare pneumatic system servicing requirement, perform pneumatic system, hydraulic pump and hydraulic pump system servicing activities and report servicing activities according to manufacturer's specification, regulation requirement, vehicle specification, safety requirement and Standard Operating Procedures (SOP)	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
58	TEKNOLOGI ELEKTRIK	Single Phase Drawing	Single phase drawing is covering the scope of competency to carry out wiring activities for Single Phase based on drawing given by utilizing wiring tools, equipment and materials in compliance with Electrical Act 1990, Electrical Regulation 1994 and other related rules and regulations body and statutory requirements. The personnel who are competent in the single phase electrical drawing must be able to identify drawing specification for single phase wiring and carry out drawing according to standard requirements.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
59	TEKNOLOGI ELEKTRIK	Single Phase Wiring	Single phase wiring covering the scope of competency to carry out wiring activities for Single Phase based on drawing given by utilizing wiring tools, equipment and materials in compliance with Electrical Act 1990, Electrical Regulation 1994 and other related rules and regulations body and statutory requirements. The personnel who are competent in the single phase electrical wiring must be able to interpret single phase wiring specifications and procedures, single phase wiring requirement, carry out wiring activities, earthing system installation and carry out continuity, polarity, insulation and resistance testing on the single phase wiring system.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
60	TEKNOLOGI ELEKTRIK	Single Phase Wiring Maintenance	Single phase wiring is a list of maintenance activity to carry out maintenance work on wiring system for Single Phase based drawing given by utilizing wiring tools, equipment and materials in compliance with Electrical Act 1990, Electrical Regulation 1994 and other related rules and regulations body and statutory requirements. The personnel who are competent in the single phase electrical wiring maintenance must be able to interpret single phase wiring diagram, carry out electrical wiring inspection and maintenance and to conduct continuity, polarity, insulation resistance and earthing resistance testing	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
61	TEKNOLOGI ELEKTRIK	Single Phase Motor & Motor Control Installation	Single phase motor and motor control installation is an activity that covers the competency requirements for the installation of Single Phase motor and motor control based on installation specification and procedures in accordance with Electrical Act 1990, Electrical Regulation 1994 and other related rules and regulations body and statutory requirements. The personnel who are competent in the single phase motor and motor control must be able to interpret installation manuals and procedures, carry out single phase motor and motor control installation, inspect single phase motor and motor control functionality and to conduct continuity, polarity, insulation resistance and earthing resistance testing.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
62	TEKNOLOGI ELEKTRIK	Single Phase Electrical Appliances Maintenance	The personnel who are competent in the electrical appliances maintenance must be able to identify appliances specification and manuals, carry out maintenance activities and to conduct polarity, insulation, resistance and earthing resistance testing in accordance with manufacturer's specification requirements.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
63	TEKNOLOGI ELEKTRIK	Single Phase Wiring Testing & Commissioning	The personnel who are competent in the single phase electrical wiring must be able to identify single phase testing and commissioning specifications and procedures, carry out electrical testing including resistance testing, polarity testing, continuity testing, earthing testing and carry out commissioning on the wiring system.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
64	TEKNOLOGI ELEKTRIK	Three Phase Drawing	The personnel who are competent in the three phase electrical drawing must be able to identify drawing specification for three phase wiring and carry out drawing according to standard requirements.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)

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65	TEKNOLOGI ELEKTRIK	Three Phase Wiring	The personnel who are competent in the three phase electrical wiring must be able to interpret three phase wiring specifications and procedures, three phase wiring requirement, carry out wiring activities, earthing system installation and carry out continuity, polarity, insulation and resistance testing on the three phase wiring system.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
66	TEKNOLOGI ELEKTRIK	Three Phase Wiring Maintenance	The personnel who are competent in the three phase electrical wiring diagram, carry out electrical wiring inspection and maintenance and to conduct continuity, polarity, insulation resistance and earthing resistance testing	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
67	TEKNOLOGI ELEKTRIK	Three Phase Motor & Motor Control Installation	The personnel who are competent in the three phase motor and motor control must be able to interpret installation manuals and procedures, carry out three phase motor and motor control installation, inspect three phase motor and motor control functionality and to conduct continuity, polarity, insulation resistance and earthing resistance testing.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
68	TEKNOLOGI ELEKTRIK	Three Phase Electrical Appliances Maintenance	The personnel who are competent in the electrical appliances maintenance must be able to identify appliances specification and manuals, carry out maintenance activities and to conduct polarity, insulation, resistance and earthing resistance testing in accordance with manufacturer's specification requirements.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
69	TEKNOLOGI ELEKTRIK	Three Phase Wiring Testing & Commissioning	The personnel who are competent in the three phase wiring testing and commissioning must be able to identify three phase testing and commissioning specifications and procedures, carry out electrical testing including resistance testing, polarity testing, continuity testing, earthing testing and carry out commissioning on the wiring system	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
70	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Ventilation Fan Installation & Maintenance	Ventilation fan (1ph) can be standalone equipment or part of air conditioning system and its function is to move air for identification. The competency involved is focus on identification of the types of ventilation fan for installation, servicing, troubleshooting and preparation of service report.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
71	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Air Cooled Split Unit (415v/3ph/50hz) Maintenance	Air Cooled Split unit (415V/3PH/50hz) is a component of the air conditioning system and its function is to cool and dehumidify air for human comfort. The competency involved is focus on the capacity and types of (415V/3PH/50hz) air cooled split unit, servicing, troubleshooting, repairing and preparation of service report	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
72	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Air Cooled Split Unit (1ph) Installation & Maintenance	Air Cooled Split Unit (1ph) is standalone air conditioning equipment and its function is to cool and dehumidify air for human comfort. The competency involved is focus on window unit air conditioner installation, servicing, troubleshooting and preparation of service report	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
73	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Roof Top Package Maintenance	Roof top package maintenance is a component of the air conditioning system and its function is to cool and dehumidify air for human comfort. The competency involved is focus on the capacity and types of Roof Top Package unit, servicing, troubleshooting, repairing and preparation of service report.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
74	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Water Cooled Package Maintenance	Water cooled package maintenance is a component of the air conditioning system and its function is to cool and dehumidify air for human comfort. The competency involved is focus on the capacity and types of Water Cooled Package unit servicing, troubleshooting, repairing and preparation of service report	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
75	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Small Package- Water Cooled / Air Cooled Chiller Maintenance	Small Package- Water Cooled or Air Cooled Chiller (<100 TR) Maintenance is a component of the air conditioning system and its function is to cool and dehumidify air for human comfort. The competency involved is focus on the capacity and types of Small Package- Water Cooled or Air Cooled Chiller (<100 TR) unit servicing, troubleshooting, repairing and preparation of service report.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
76	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Air Handling Unit Maintenance	Air Handling Unit Maintenance is a component of the air conditioning system and its function is to cool and dehumidify air for human comfort. The competency involved is focus on the capacity and types of Air Handling Unit servicing, troubleshooting, repairing and preparation of service report.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)

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77	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Water Pump Maintenance	Water Pump is auxiliary equipment in the air conditioning system and its function is to circulate water through the heat exchanger of air conditioning equipments. The competency involved is focus on the capacity and types of Water Pump Unit servicing, troubleshooting, repairing and preparation of service report.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
78	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Cooling Tower Maintenance	Cooling Tower is auxiliary equipment in the air conditioning system and its function is to reject condenser heat of air conditioning equipments. The competency involved is focus on the types and capacity of cooling tower servicing, troubleshooting, repairing and preparation of service report.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
79	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Risks & Health Assessment (7 High Risks)	The installation, starting up and servicing of ventilating and air-conditioning equipment can be hazardous and requires specific knowledge and training. Improperly installed, adjusted or altered equipment by an untrained person could result in serious injury, loss of limb or even death. The competency of risks & hazard assessment focus on identification of the safety precautions to eliminate/control hazards for each expected sequential steps for completion of work	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
80	TEKNOLOGI PENYEJUKBEKUAN DAN PENYAMANAN UDARA	Refrigeration Handling	Refrigerant Handling focus on identification of system approaches to minimise refrigerant emissions to the atmosphere prior to opening an air conditioning system for servicing	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
81	TEKNOLOGI PENYELENGARAAN MEKANIKAL	Material Fitting And Joint	i) The person who is competent shall be able to select material, perform joint operation, perform fitting work, inspect joint material and produce fitting and joint material report. ii) to provide excellence fitting and joint material according to machine manual and Standard Operating Procedures (SOP) as per company's policy, rules and regulation.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 600/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
82	TEKNOLOGI PENYELENGARAAN MEKANIKAL	Machine Tool Maintenance (Mechanical)	i) The person who is competent in this CU shall be able to Select machine tool to be maintained, Select maintenance requirement, Perform mechanical power transmission's maintenance, Perform Cooling system maintenance, perform machine functionality test and Produce machine tool maintenance report. ii) to provide excellence machine tool (mechanical) maintenance according to Standard Operation Procedures (SOP) and machine technical manual as per company's policy, rules and regulation.	Sijil Penyertaan	5 hari	Sepanjang tahun	10 Orang	RM 1500/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
83	TEKNOLOGI PENYELENGARAAN MEKANIKAL	Machine Tool Maintenance (Electrical/Electronic)	i) The person who is competent in this CU shall be able to Select machine tool to be maintained, Select maintenance requirement, Perform Electronic / Electrical system maintenance, Perform machine functionality test and Produce machine tool maintenance report (electrical / electronic). ii) to provide excellence machine tool (electrical / electronic) maintenance according to machine manual as per company's policy, rules and regulation	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
84	TEKNOLOGI PENYELENGARAAN MEKANIKAL	Automation System Maintenance	i) The person who is competent in this CU shall be able to Select automation operation system tool to be maintained, Select maintenance requirement, Select automation maintenance system requirement, Perform Automation system maintenance, Perform automation system functionality test and Produce automation maintenance report. ii) to provide excellence automation operation system maintenance according to Machine manual as per company's policy, rules and regulation.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)

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BIL	BIDANG	TAJUK KURSUS	OBJEKTIF KURSUS	JENIS PERSIJILAN (sijil penyertaan/sijil badan profesional/sijil kemahiran)	TEWPOH (JAM)	TARIKH PELAKSANAAN	MIN BILANGAN PESERTA (orang)	YURAN PESERTA (RM)	PEGAWAI UNTUK DIBHUBUNGI
85	TEKNOLOGI PENYELENGARAAN MEKANIKAL	Welding Machine Maintenance	i) The person who is competent in this CU shall be able to Select welding machine to be maintained, Select maintenance requirement, Troubleshoot welding machine faulty, Repaired/replaced welding machine faulty components, Perform welding machine functionality test and Produce maintenance report. ii) to provide excellence welding machine maintenance according to Machine manual as per company's policy, rules and regulation	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
86	TEKNOLOGI PENYELENGARAAN MEKANIKAL	Static and Rotating Equipment Maintenance	i) The person who is competent in this CU shall be able to Select static and rotating equipment, Select type of static and rotating equipment maintenance requirement, Perform static and rotating equipment functionality test and Produce static and rotating equipment maintenance report. ii) to provide excellence static and rotating equipment maintenance according to machine manual as per company's policy, rules and regulation.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
87	TEKNOLOGI PENYELENGARAAN MEKANIKAL	Material Handling Equipments Maintenance (Conveyor)	i) The person who is competent in this CU shall be able to Select material handling (Conveyor) equipments to be maintained, Select maintenance requirement, Perform material handling (Conveyor) maintenance, Perform material handling equipments functionality test and Produce material handling equipments report. ii) to provide excellence material handling (Conveyor) maintenance according to Machine manual as per company's policy, rules and regulation.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
88	TEKNOLOGI PENYELENGARAAN MEKANIKAL	Industrial Maintenance Supervision	i) The person who is competent in this CU shall be able to Carry out daily briefing, Prepare maintenance schedule, Carry out jobs distribution, Monitor work progress performance, Carry out group meeting, Conduct internal group training and Prepare appraisal recommendation. ii) to provide excellence supervise machining operations according to company's policy, rules and regulation.	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
89	TEKNOLOGI PENYELENGARAAN MEKANIKAL	Supervisory Function	The personnel who are competent in the supervisory function must be able to monitor work progress, conduct section meeting, carry out staff training, provide appraisal accommodation, implement safety measures, carry out customer and inter departmental liaison, prepare section budget and prepare technical report	Sijil Penyertaan	3 hari	Sepanjang tahun	10 Orang	RM 900/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
90	INFORMATION TECHNOLOGY	A Roadmap To Microsoft Excel	i) Work with common Microsoft Office 2007 features like Themes, SmartArt, and Charts, all inside Microsoft Office Excel 2007 ii) Create and edit Excel workbooks using templates and quick navigation techniques iii) Format text with key features like the Quick Format Mini Toolbar, Format Painter and custom number formats iv) Manage large sets of data using features like AutoFilter, Automatic Subtotals and Advanced Filters using multiple sets of criteria.	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 300/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
91	INFORMATION TECHNOLOGY	A Roadmap To Microsoft Word	i. Get familiar with Word ii. Start with an outline or let Word do the work with templates and Quick Styles iii. Display information effectively iv. Add finishing touches to your document v. Use mail merge	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 300/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
92	INFORMATION TECHNOLOGY	A Roadmap To Microsoft Powerpoint	i. Create new presentations based on templates and from scratch ii. Understand the different PowerPoint views, when and how to use each iii. Learn techniques for preparing a presentation for delivery like adding footers, printing handouts and setting a presentation up to run unattended either through looping or by adding action buttons iv. Work with a variety of graphics to spice up your slides including pictures, ClipArt, WordArt, Smartart, tables and charts v. Take full advantage of custom object animations and slide transitions vi. Create templates for future presentations complete with custom master slides and slide layouts	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 300/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
93	INFORMATION TECHNOLOGY	Autocad 2D / 3D	i) Understand the AutoCAD workspace and user interface ii) Use basic drawing, editing, and viewing tools iii) Organize drawing objects on layers iv) Insert reusable symbols (blocks) v) Prepare a layout to be plotted vi) Add text, hatching and dimensions to drawing	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 300/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
94	INFORMATION TECHNOLOGY	Autodesk Inventor	i. Start a part or model, understand sketch containment ii. Control 3D features and edit sketches iii. Generate 2D drawings from 3D models iv. Model a parts assembly, manage a subassembly	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 300/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
95	INFORMATION TECHNOLOGY	Solidwork Essential	i. Apply product design intent for creating a solid model. ii. Design casting product by considering manufacturing aspects iii. Validate and improve existing design. iv. Create different drawing view types. v. Prepare complete bill of material templates with custom properties	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 300/pax	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
96	CUDBAS : Tool TO Accelerate work	CUDBAS Stage 1 : Cudbas Chart	i) To visualize all abilities and duties needed ii) To identify level of importance for duty and ability cards	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 5000/package	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
97	CUDBAS : Tool TO Accelerate work	CUDBAS Stage 2 : Short Term Training	To create training schedule for immediate transfer knowledge / skill	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 5000/package	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
98	CUDBAS : Tool TO Accelerate work	CUDBAS Stage 3 : Ability Map/Checklist	i. To create Ability Checklist ii. To ensure the Ability Checklist fulfill the competency of agency's requirement iii. To identify the ability level & gap using Ability Map	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 5000/package	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)
99	CUDBAS : Tool TO Accelerate work	CUDBAS Stage 4 : Yearly Training Plan	i. Determine number of require expertise ii. Determining target candidates iii. Determining training methods iv. Identify module title v. Planning training schedule vi. Training plan vii. Implementation of training plan	Sijil Penyertaan	2 hari	Sepanjang tahun	10 Orang	RM 5000/package	Mohamad Jefri Bin Jaafar (Ketua Bahagian Khidmat Korporat dan Sokongan Pekerjaan)