

SISTEM PENGURUSAN KOMPETENSI (CMS)

PENILAIAN & PENSIJILAN (PENILAIAN KOMPETENSI KEMAHIRAN)

Panduan Pengguna v2.0



ISI KANDUNGAN

- 1. Carta Alir Permohonan PENILAIAN KOMPETENSI KEMAHIRAN
- 2. Proses Permohonan PENILAIAN KOMPETENSI (Pemohon)
- 3. Proses Permohonan PENILAIAN KOMPETENSI (Pengesyoran)
- 4. Proses Permohonan PENILAIAN KOMPETENSI (Bayaran Yuran Latihan / Penilaian)
- 5. Proses Permohonan PENILAIAN KOMPETENSI (Create Batch / Add Participant)
- 6. Proses Permohonan PENILAIAN KOMPETENSI (Pengesahan Batch)
- 7. Proses Permohonan PENILAIAN KOMPETENSI (Pegawai Penilai)
- 8. Proses Permohonan PENILAIAN KOMPETENSI (Pengesahan Keputusan Penilaian)
- 9. Proses Permohonan PENILAIAN KOMPETENSI (Tetapan Mesyuarat Jawatankuasa)
- 10. Proses Permohonan PENILAIAN KOMPETENSI (Mesyuarat Jawatankuasa)









URL: https://cims.cidb.gov.my

▶1. Masukkan User ID dan katalaluan Jika

tiada User ID, klik Daftar Baru >pilihan

INDIVIDU

- Selepas Berjaya log masuk, klik menu Training & Certificate > Training Module
 - 3. Pilih PLB Skills (Training & Competency)> Pilih samada hendak mengikuti modul
 - a. Penilaian (Assessment)
 - b. Latihan Personel
 - c. Latihan Belia



Home 📋 Application List	Batch List				20/03/2023 11:09:50
Plication List APPLICATION 255 This section will list all your application	ion and show the application status. Please click on New Appli	ication and fill in the required information and s	ubmit for processing.		
teference No. Tred Nam Please	ie - Select - Search	Clear			
Total Count : 3 Page Size : No Reference No	5 ~ Application Date Application Type	Tred/Training	, ,	Application Status	Previous Next Previous Payment Status
PLICATION INFORMATION					Days left for submission
OGRAM TYPE : ASSESSMENT	, TRED CODE :				
OGRAM TYPE : ASSESSMENT Program Details	2 Personal Details	3 Experience	4 Upload Documen	5	5 Summary
OGRAM TYPE : ASSESSMENT Program Details ED DETAILS Notes:Please select the Tred/Training you	r , TRED CODE : 2 Personal Details wish to apply, and the Location and Premise you would like to a	3 Experience	Upload Documen	5	5 Summary
OGRAM TYPE : ASSESSMENT Program Details ED DETAILS Notes:Please select the Tred/Training you Tred Name *	T, TRED CODE : Personal Details wish to apply, and the Location and Premise you would like to a ABD1 - ARCHITECTURAL DRAFTSMAN L1	3 Experience	Upload Documen	5	5 Summary
OGRAM TYPE : ASSESSMENT Program Details ED DETAILS Notes:Please select the Tred/Training you Tred Name * Training & Assessment Location	T, TRED CODE : To apply, and the Location and Premise you would like to a ABD1 - ARCHITECTURAL DRAFTSMAN L1 Akademi Binaan Malaysia Wilayah Utara	3 Experience	Upload Documen	5	5 Summary
OGRAM TYPE : ASSESSMENT Program Details ED DETAILS Notes:Please select the Tred/Training you Tred Name * Training & Assessment Location Preferred Premise * ()	T, TRED CODE : Personal Details wish to apply, and the Location and Premise you would like to a ABD1 - ARCHITECTURAL DRAFTSMAN L1 Akademi Binaan Malaysia Wilayah Utara	3 Experience	Upload Documen	5	5 Summary

▶1. Klik NewApplication

- 2. Sistem akan memaparkan maklumat yang perlu dikemaskini. Sila lengkapkan semua seksyen:
 - 1. Program Details
 - 2. Personnel Details
 - 3. Experience
 - 4. Upload Documents
 - 5. Summary

Maklumat yang bertanda * wajib diisi.



FRED CODE :				Days left for submission	
					·)
2 Personal Details	3 Experience	4 Upload Do		5 Summary	
u wish to apply, and the Location and Premise you would	like to attend.				
ABD1 - ARCHITECTURAL DRAFTSMAN L1		~			
Akademi Binaan Malaysia Wilayah Utara		~			
		~			
		~			
SAVE	NEXT				
Submit Alert!			\bigotimes		
	TRED CODE : (2) Personal Details wish to apply, and the Location and Premise you would ABD1-ARCHITECTURAL DRAFTSMAN L1 Akademi Binaan Malaysia Wilayah Utara SAVE SAVE	TRED CODE : 2 Personal Details 3 Experience awish to apply, and the Location and Premise you would like to attend. ABD1-ARCHITECTURAL DRAFTSMAN L1 Akademi Binaan Malaysia Wilayah Utara SAVE NEXT Submit Alert!	TRED CODE : Personal Details Uptoad Do Uptoad	REE CODE : C Personal Details C perrience Upload Documents with to apply, and the Location and Premise you would like to attend. ABD1-ARCHITECTURAL DRAFTSMAN L1 Akademi Binaan Malaysia Wilayah Utara SAVE NEXT Submit Allert!	RED CODE : The formation of Premise you would like to attend. AbdD1-ARCHITECTURAL DRAFTSMAN L1 Abddemi Binaan Malaysia Wilayah Utara Submit Allert!

Please verify the Tred/Program details before you save. A New application will be created for the selected Tred/Program. Click Ok to confirm



PROGRAM DETAILS

- 1. Klik pilihan dropdown bagi Tred Name
- 2. Klik pilihan dropdown bagi Training & Assessment Location
- 3. Pilihan CIDB State Branch (Dealing) merujuk kepada pejabat CIDB yang dipilih untuk berurusan
- 4. Sistem akan paparkan skrin pengesahan, klik SAVE dan OK
- 5. Sila pastikan maklumat program betul dan tepat
- 6. Klik butang NEXT untuk teruskan ke seksyen berikutnya



1 Program Details	2 Personal Details	3 Experience	4 Upload Documents	5 Summary
ad/Passport *	941002036376	Search		
	The details for this IC No is found and is populated in the form below.		J	
Applicant Type *	MALAYSIAN CITIZEN (WARGANEGARA)	✓ Date of Birth *	03/03/1994	Ë
Full Name *	SHAZLIN	Age *	29	
Address Line 1 *	11-01, VUE RESIDENTS & SERVICED SUITED	Gender *	FEMALE	~
		Race *	MELAYU	~
Address Line2 *	11-01, VUE RESIDENTS & SERVICED SUITED NO 102, JALAN PAHANG	Citizen *	MALAYSIA	~
		Job Category *	AM ASSISTED WORKERS	~
Postcode *	53000	Education level *	SIJIL PELAJARAN MALAYSIA (SPM)/	SIJIL PELAJARAN MALAYSIA VOI 🗸
City *	KUALA LUMPUR	Green Card No.		
District *	KUALA LUMPUR	Green Card Expiry Date	a 31/05/2024	m
State *	WILAYAH PERSEKUTUAN KUALA LUMPUR	V Driving Liconce	VEC	
Email *	SHAZLINSHAMDZURI@GMAIL.COM			¥
Mobile No. *	01126925424	License Expiry Date *	31/05/2023	
Office Phone	X000000000X	Self Employed	PLEASE SELECT	~

PERSONNEL DETAILS

 Klik butang Search > sistem akan paparkan maklumat asas yang sudah di daftarkan di modul Personel Binaan. Jika tiada maklumat, sila lengkapkan maklumat seperti yang dinyatakan

Nota: Sila pastikan kad hijau masih valid semasa membuat permohonan jika pemohon berminat untuk mendapat tajaan dari pihak CIDB.

- 1. Sila pastikan nama dan no IC adalah betul dan tepat
- 2. Sila pastikan semua maklumat berkaitan telah lengkap diisi
- Klik butang SAVE untuk simpan maklumat yang diisi, klik butang NEXT untuk teruskan ke seksyen berikutnya



1 Pr	ogram Detail	s 2	Personal Details		3 Experience	4 0			5 Summary
es: This funct	tion is for you	to submit details of your work expe	erience. Please clic	k on Add experience to add new	record and Save.				
RIENCE									Add Experience Record 🕇
Empl	oyer Type	Organization Name	Job Title	Years of Experience	Reference Name	Reference Phon	e Start Date	End Date	Action
BAĊK									NEX
								\sim	
		Experience D	etails			9		(\times)	
		Employer Type *			Organization N	Name *			
		Please Select			✓ Organizatio	n			
		Job Title *			Working Ex	perience *	Month		
		Job Title			Years of Exp	perience	Please Select	~	
		Reference Name *			Reference Pho	ne *			
		Reference Name			Reference P	hone			
		Start Date *			End Date *				

EXPERIENCE

.

- Klik butang Add Experience Record > sistem akan paparkan skrin pop-up untuk masukkan maklumat pengalaman pekerjaan pemohon
 - Employer Type
 - Organization Name
 - Job Title
 - Working Experience
 - Reference Name
 - Reference Phone
 - Start Date
 - End Date

Maklumat yang bertanda * wajib diisi.

- Pemohon boleh tambah maklumat > klik butang
 Add Experience Record + dan lengkapkan
 permohonan
- 3. Klik SAVE dan butang NEXT untuk teruskan ke seksyen berikutnya



APPLICATION INFORMATION				Days left for submission
PROGRAM TYPE : ASSESSMENT , T	RED CODE : ACV1			
1 Program Details	2 Personal Details	3 Experience	4 Upload Documents	5 Summary
UPLOAD DOCUMENT				
Notes: Plesae upload the documents base	d on tred applied			
	Document		Upload Fi	iles 🚯
MyKad/ Passport Notes: ID scan both side	e 🗘 🔹		Choose File No file chosen	
Passport Size Photo 🧃 🏾 *			Choose File No file chosen	
Driving License Notes: Driving license sca	n 👔 🔹		Choose File No file chosen	
Borang Perakuan Pengalaman Industri			Choose File No file chosen	
Borang Akuan Berkanun Permohonan Penilai	an Kompetensi Kemahiran		Choose File No file chosen	
ВАСК				SAVE NEXT
Notes: Please download pdf forms, fill the d	letails and upload back again.			
Borang Perakuan Pengalaman Industri			L Download	
Borang Akuan Berkanun			L Download	

UPLOAD DOCUMENTS

- 1. Sila muatnaik document berkaitan seperti yang dinyatakan
- 2. Pastikan saiz dokumen yang hendak dimuatnaik tidak melebihi 2MB
- 4. Sila muaturun Borang Perakuan Pengalaman Industri dan Borang Akuan Berkanun, peserta perlu lengkapkan borang tersebut dan muatnaik semula
- +5. Klik SAVE dan butang NEXT untuk teruskan ke seksyen berikutnya



		alls 3	Experience	4 Upload Documents		5 Summary
		•				
ES: If you want to update your application inform ect and true before submitting the application. C laration checkbox and click on Submit button.	mation, click on Back button. To p Once you submit your application,	rint the application click on Print button. It is re , you are not allowed to perform any changes o	ecommended that you keep a copy of you n the submitted application. If the applic	ur application submission for any future ation information has been completed a	reference. Please ensure the a Ind you want to submit your ap	pplication information is pplication, tick on the
D DETAILS						
Tred Code	Tred Nam	ne		Training/Assesment Location		Branch
WDD6	FCAW-CS PIPE-60	GWELDER		CIDB Technologies Sdn Bhd (KL)		WILAYAH PERSEKUTUAN KUALA LUMPUR
RSONAL DETAILS						•
(mg =)						
(PPRIENCE						
PPERIENCE No Organization Name	Job Title	Years of Experience	Reference Name	Reference Phone	Start Date	End Date
PERIENCE No Organization Name 1 ABC NAME	Job Title ABC TITLE	Years of Experience	Reference Name ABC NAME	Reference Phone 012-0000222	Start Date 10/02/2020	End Date 10/05/2022
No Organization Name 1 ABC NAME	Job Title ABC TITLE	Years of Experience	Reference Name ABC NAME	Reference Phone 012-0000222	Start Date 10/02/2020	End Date 10/05/2022
No Organization Name 1 ABC NAME	Job Title ABC TITLE	Years of Experience 2	Reference Name ABC NAME	Reference Phone 012-0000222	Start Date 10/02/2020	End Date 10/05/2022
No Organization Name 1 ABC NAME	Job Title ABC TITLE	Years of Experience 2	Reference Name ABC NAME	Reference Phone 012-0000222	Start Date 10/02/2020	End Date 10/05/2022
No Organization Name 1 ABC NAME	Job Title ABC TITLE Document	Years of Experience 2	Reference Name ABC NAME	Reference Phone 012-0000222	Start Date 10/02/2020	End Date 10/05/2022
PERFIENCE T Organization Name ABC NAME PLOADED DCUMENTS Multipad Response	Job Title ABC TITLE Document	Years of Experience 2	Reference Name ABC NAME	Reference Phone 012-0000222 Download	Start Date 10/02/2020	End Date 10/05/2022
PERFIENCE	ABC TITLE	Years of Experience 2	Reference Name ABC NAME Borang, Pengalaman	Reference Phone 012-0000222 Download	Start Date 10/02/2020 Startus	End Date 10/05/2022
PERIENCE No Organization Name ABC NAME PLOADED DCUMENTS MyKad/ Passport Note: ID scan both side and save as PDF	ABC TITLE	Years of Experience 2	Reference Name ABC NAME Borang,Pengalaman Borang, Pengalaman	Reference Phone 012-0000222 Download	Start Date 10/02/2020	End Date 10/05/2022
No Organization Name 1 ABC NAME	ABC TITLE	Years of Experience 2	Reference Name ABC NAME Borang_Pengalaman Borang_Pengalaman Female_jog	Reference Phone 012-0000222 Download Undustripdf	Start Date 10/02/2020 Starts Starts	End Date 10/05/2022
PERFIENCE	ABC TITLE	Years of Experience 2	Reference Name ABC NAME ABC NAME Borang_Pengalaman Borang_Pengalaman Female.jpg Borang_Akuan_Berk	Reference Phone 012-0000222 Downloadindustri.pdf anun.pdf	Start Date 10/02/2020	End Date 10/05/2022
PREFIENCE TO Organization Name 1 AC NAME CADED CUMENTS CADED CUMENTS Passport Size Photo @ Passport Size Photo @ Passport Size Photo @ Borang Perakuan Pengalaman Industri Borang Perakuan Pengalaman Industri Borang Perakuan Pengalaman Industri	ABC TITLE ABC TITLE Document	Years of Experience 2	Reference Name ABC NAME Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" ABC NAME Image: Colspan="2">Colspan="2" ABC NAME Image: Colspan="2">Colspan="2" Image: Colspan="2">Colspan="2" Image: Colspan="2">Colspan="2" Image: Colspan="2">Colspan="2" Image: Colspan="2" Image: Colspan="2">Colspan="2" Image: Colspan="2" Image: Colspan="2"	Reference Phone 012-0000222 Download Lindustri.pdf anun.pdf anun.pdf	Start Date 10/02/2020	End Date 10/05/2022

SUMMARY

- 1. Sistem akan paparkan ringkasan maklumat yang diisi oleh pemohon
- 2. Sila pastikan program/tred yang dimohon, nama dan no IC adalah betul
- Restartion Relation Relation
- 4. Klik butang SUBMIT untukmenghantarpermohonan







Application List

NEW APPLIC	ATION					
<u>Notes:</u> This s	ection will list all your application and	show the application status. Please cl	ick on New Application and fill in th	e required information and submit for processing.		
Reference	No.	Tred Name				
		Please Select	~	Search Clear		
						_
Total Coun	t:1 Page Size :	5 ~				« Previous 1 Next »
No	Reference No	Application Date	Application Type	Tred/Training	Application Statu	Payment Status
1	PKK20230515-0004	15/05/2023	NEW	ACV1-ACMV ASSISTANT INSTALLER	Verification Pending	

STATUS PERMOHONAN DAN BAYARAN

- 1. Application Status akan memaparkan status permohonan Verification Pending
- 2. Status permohonan akan dihantar kepada pegawai CIDB untuk proses seterusnya.
- 3. Keputusan permohonan akan dipaparkan di dalam sistem
- 4. Jika permohonan lulus, sila buat bayaran fi penilaian seperti yang dinyatakan.



Proses Permohonan

Application List Notes: This section will list all your application and show the application status. Please click on New Application and fill in the required information and submit for processing. Reference No. Tred Name Please Select Total Count : 1 Page Size : 1 5 \sim **Application Status** Payment Status No Application Date Tred/Training Reference No Application Type Training Pending PKKP20230515-0003 NEW ABD1-ARCHITECTURAL DRAFTSMAN L1 **Training Fee Paid** Reference No. Tred Name Please Select \sim « Previous 🛨 🕂 📼 🔶 Total Count: 1 Page Size : 5 🗸 Payment Status No Reference No Application Date Application Type Tred/Training Application Status View Result Status 15/05/2023 NEW ACV1-ACMV ASSISTANT INSTALLER Assessment fee paid PKK20230515-0005 (\times) PARTICIPANT LIST Total Count:1 Show 5 🗢 entries Search: No ↑ Name IC No Status Letter Certificate MOHAMAD NOORHAZWAN BIN ABD Download Download 1 920524075495 Pass HAMID Letter Certificate Showing 1 to 1 of 1 entries First Previous Next Last

STATUS PERMOHONAN DAN BAYARAN

- 1. Jika bayaran sudah dijelaskan, status bayaran akan dikemaskini
- Pemohon akan menerima pemakluman tarikh latihan atau ujian melalui email yang didaftarkan. Maklumat ini juga dipaparkan di dalam sistem.
- 3. Sila hadir sesi latihan atau ujian seperti yang dijadualkan.
- 4. Keputusan permohonan akan dipaparkan melalui sistem selepas proses penilaian selesai.
- 5. Klik View Result Status untuk paparan surat lulus dan sijil



Application List

NEW APPLICATION	ON	w the application status. Please click	on New Application and fill in the requ	ired information and submit for processing.		
Reference No.		Tred Name Please Select	~	Search Clear		
Total Count : 1	Page Size : 5	~				e Provious 1 Novt
No	Reference No	Application Date	Application Type	Tred/Training	Application Status	Payment Status
1	PKK20230515-0005	15/05/2023	NEW	ACV1-ACMV ASSISTANT INSTALLER	Verified	Pay Assessment fee
AYMENT DETAIL	LS					
LIM HUEY SHY	(Date : 5/15/2023	Application Status	Payment Status
LEBUHRAYA T	HEAN TEIKTANJUNG COURT			Reference No : PKK20230515-0005	Assessment Pending	Assessment fee paid

ITEM DETAILS

Details	Qty	Unit Price	Discount Amount	Amount
FI PENILAIAN KOMPETENSI KEMAHIRAN (TEMPATAN)	1	470	0	470
			TOTAL	470.00
			GST 0%	00.00
			TOTAL OVERALL (RM)	470.00

Note:

Terima kasih. Permohonan anda telah berjaya dihantar dan akan diproses selepas bayaran dibuat. Sila buat bayaran dalam tempoh 7 hari bekerja



BAYARAN YURAN LATIHAN

- 1. Klik link Pay Assessment Fee untuk buat bayaran yuran Penilaian/ Penyertaan
- 2. Sistem akan paparkan skrin untuk proses pembayaran.
- Setelah selesai bayaran, status permohonan akan dikemaskini kepada Assessment Pending, status bayaran akan dikemaskini kepada Assessment Fee Paid



PELAKSANAAN PROGRAM LATIHAN DAN PENILAIAN KOMPETENSI (SKKP) -END-