

SISTEM PENGURUSAN KOMPETENSI (CMS)

**PROGRAM
PENYELIAAN DAN PENGURUSAN**

ISI KANDUNGAN

1. Proses permohonan PENYELIAAN DAN PENGURUSAN (Update Payment/Cancel Application)
2. Proses permohonan PENYELIAAN DAN PENGURUSAN (Create Batch / Add Participant)
3. Proses permohonan PENYELIAAN DAN PENGURUSAN (Update Attendance)

The screenshot shows the CIMS website interface with the following elements and steps:

- Step 1:** The login form is highlighted with a red box and a red circle containing the number '1'. It includes fields for 'User Name' and 'Password', a 'Login' button, and a 'Kontraktor Berdaftar' section with a 'Daftar Baru' button.
- Step 2:** The 'Modul Latihan' (Training Module) button is highlighted with a red circle containing the number '2'.
- Step 3:** The 'Papar maklumat' (View Information) button is highlighted with a red circle containing the number '3'.
- Step 4:** The 'Manage Payment' button is highlighted with a red circle containing the number '4'. Above it, a 'Pending Payment' box shows a count of '0'.

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

1. Masukkan User ID dan katalaluan
2. Selepas Berjaya log masuk, klik menu Pengurusan Kompetensi > Modul Latihan
3. Program Penyeliaan & Pengurusan Kaedah 1(a) – Latihan dan Penilaian.
2. Pilih kotak Manage Payment. Nombor yang dipaparkan menunjukkan bilangan permohonan yang perlu diproses.

Payment Update View Paid List

Application Ref.No. Name IC No/Passport Tred/Program

Total Count: 1 Page Size:

No	Application Ref.No	Participant Name	ICNo/Passport	Mobile	Submit Date	Tred	Status	Action
1	PNPIA20241006-0003	LIM HUEY SHY	830822075468	0103970119	06/10/2024	PROGRAM PENTAUHIAHAN PENGURUS PEMBINAAN PEMBENTUNGAN-SCM	Pay Training Fee	<input type="button" value="Update Payment"/>

UNTUK KEMASKINI BAYARAN

1. Klik pada link Update Payment
2. Masukkan maklumat di ruangan Payment Remarks iaitu kolom WAJIB diisi.
3. Ruangan dokumen sekadar pilihan untuk memuat naik sekiranya perlu.
4. Butang Cancel Application sekiranya tidak menerima permohonan ini dan submit.
 - *Submit Alert dipaparkan untuk konfirmasi*
5. Klik butang Update Payment untuk menerima permohonan ini dan submit.
 - *Submit Alert dipaparkan untuk konfirmasi*

PAYMENT UPDATE

Program PROGRAM PENTAUHIAHAN PENGURUS PENGURUSAN FASILITI KESIHATAN-FMH5

Participant Name

Payment Remarks

Application Ref.No. PNPIA20250322-0001

IC/Passport

Documents No file chosen

Submit Alert!

Do you wish to cancel the application?

Click submit to confirm!

Submit Alert!

Thank You! Please verify the details before you submit.

You cannot add or edit any content once submitted. Click Submit to confirm.

Payment Update

1

[View Paid List](#)

Application Ref.No. Name IC No/Passport Tred/Program

[Search](#) [Clear](#)

Total Count : 0 Page Size :

No	Application Ref.No	Participant Name	ICNo/Passport	Mobile	Submit Date	Tred	Status	Action
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UNTUK MELIHAT BAYARAN YANG TELAH DIKEMASKINI

1. Klik pada butang View Paid List dan Skrin akan paparkan senarai pemohon yang telah membuat bayaran.

Participant Status

3

[View UnPaid List](#)

Application Ref.No. Name IC No/Passport Tred/Program

Payment Status

[Search](#) [Clear](#)

Total Count : 4 Page Size :

No	Application RefNo	State	Participant Name	ICNo/Passport	Submitted Date	Tred	Payment	Action
1	PNPIA20241006-0003	WILAYAH PERSEKUTUAN KUALA LUMPUR	LIM HUEY SHY	850822075468	06/10/2024	PROGRAM PENTAUHIAHAN PENGURUS PEMBINAAN PEMBENTUNGAN-SCM	Training Fee Paid	View Payment

2

2. Klik Link View Payment untuk melihat semula bukti bayaran yang telah dibuat.

3. Klik butang View UnPaid List untuk Kembali semula.

✓ Pending Training
1
Schedule Training

1. Untuk membuat jadual Latihan, Klik pada paparan Schedule Training.
Lihat Proses [Membuat Batch Baharu](#)

✓ Total Batch
3
Manage Training Batch

2. Untuk menambah peserta > Klik Manage Training Batch
Lihat [Proses Penambahan Peserta](#)

✓ Pending Attendance
0
Attendance Update

3. Untuk kemaskini kehadiran peserta, Klik pada paparan Attendance Update.
Lihat [Proses Kemaskini Kehadiran Peserta](#)

APPLICANTS LIST

No	Tred/Training Code	Tred/Training Description	No. of Participants		
1	CCPM	Program Pentauliahan Pengurus Projek Pembinaan			
2	SCM	Program Pentauliahan Pengurus Pembinaan Pembentukan	Branch Name	View By	Action
			WILAYAH PERSEKUTUAN KUALA LUMPUR	1	<input type="button" value="View Participants"/> <input type="button" value="Create New Batch"/>

JANA BATCH BARU

1. Klik butang View Participants untuk melihat peserta.
2. Klik butang Create New Batch untuk membuka kelas.
3. Pihak PLB perlu menandakan kesemua modul tersebut.
4. Isikan jumlah kerusi (Total Seat) bagi kelas yang bakal dijalankan.

*Maklumat yang bertanda * wajib diisi.*

Sila tandakan setiap modul berikut.

PROGRAM DETAILS

Select Program * SCM - Program Pentauliahan Pengurus Pen

Module	Description
<input type="checkbox"/> A1	REGULATORY REQUIREMENT
<input type="checkbox"/> A2	CONTRACT ADMINISTRATION
<input type="checkbox"/> A3	CONSTRUCTION MANAGEMENT
<input type="checkbox"/> A4	HEALTH AND SAFETY
<input type="checkbox"/> A5	HUMAN RESOURCE
<input type="checkbox"/> B1	TREATMENT PROCESS (TP1-TP6)
<input type="checkbox"/> B2	TREATMENT PROCESS (TP7-TP11)
<input type="checkbox"/> B3	SLUDGE PROCESS
<input type="checkbox"/> C1	ELECTRICAL
<input type="checkbox"/> C2	MECHANICAL
<input type="checkbox"/> D1	SEWER NETWORK
<input type="checkbox"/> D2	TREATMENT WORK STRUCTURES

Select Module *

Select Branch * WILAYAH PERSEKUTUAN KUALA LUMPUR

Total Seats *

TRAINING LOCATION

Training Provider * INDAH WATER KONSORTIUM SDN. BHD.

State * WILAYAH PERSEKUTUAN KUALA LUMPUR

Address * SG. BESI REGIONAL SEWAGE TREATMENT WORKS, LOT 33519, BUKIT JALIL, KL-SEREMBAN HIGHWAY,

City BINTULU

Postcode * 57000

3. Training location akan diisi secara automatik. Sekiranya terdapat perubahan tempat boleh pilih OTHER LOCATION.

TRAINING DETAILS

Training Period (Days) 1 Select Dates * 3

Start Date * 2 End Date *

6

Training Date Setup

Start Date * End Date *

4

October 2024							November 2024							December 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
													30	31	1	2	3	4	5	

5

JANA BATCH BARU

1. Seterusnya di bahagian Training Details > Isikan Training Period iaitu tempoh Latihan yang akan dijalankan.
2. Pilih Tarikh mula dan Tarikh akhir Latihan tersebut.
3. Klik butang Training Date Setup > Sistem akan memaparkan skrin Tarikh mula dan Tarikh akhir yang telah dipilih.
4. Di bahagian Paparan Kalendar, sila pilih Tarikh Latihan yang bakal dijalankan mengikut tempoh Latihan yang telah diisi.
5. Kemudian, Tekan butang Submit > Close.
6. Tekan butang SAVE.

ADD TRAINER

1 Add Trainer +

No	Trainer Name	Course Date	Modules Taken	Action

JANA BATCH BARU

1. Klik butang Add Trainer > Pilih trainer melalui dropdown menu.
2. Pilih module bagi setiap pengajar berikut.
3. Pilih Tarikh latihan untuk modul. Sistem hanya akan paparkan tarikh yang sudah ditetapkan di ruangan Training Details.
4. Klik OK.

TRAINER DETAILS ✕

Select Trainer: MOHD FIQRI BIN SAMAT

2

Module	Description
<input type="checkbox"/> A1	REGULATORY REQUIREMENT
<input type="checkbox"/> A2	CONTRACT ADMINISTRATION
<input type="checkbox"/> A3	CONSTRUCTION MANAGEMENT
<input type="checkbox"/> A4	HEALTH AND SAFETY
<input type="checkbox"/> A5	HUMAN RESOURCE
<input type="checkbox"/> B1	TREATMENT PROCESS (TP1-TP6)
<input type="checkbox"/> B2	TREATMENT PROCESS (TP7-TP11)
<input type="checkbox"/> B3	SLUDGE PROCESS
<input type="checkbox"/> C1	ELECTRICAL
<input type="checkbox"/> C2	MECHANICAL
<input type="checkbox"/> D1	SEWER NETWORK
<input type="checkbox"/> D2	TREATMENT WORK STRUCTURES

Select Module


3 Please Select

Select Date

4
CANCEL
OK

ADD TRAINER

1
Add Trainer +

No	Trainer Name	Course Date	Modules Taken	Action
1	MOHD FIQRI BIN SAMAT	07/10/2024	A1 A2 A3 A4 A5	

JANA BATCH BARU

1. Klik semula butang Add Trainer untuk melengkapkan Tarikh Latihan dan Modul.
2. Paparan juga akan menunjukkan modul yang tinggal sahaja.
3. Klik OK.
4. Ulang langkah untuk menambah kesemua maklumat yang tinggal.

Nota: Sistem hanya akan paparkan Pengajar yang sudah mendapatkan sijil pentauliahan melalui modul Pentauliahan Individu.

TRAINER DETAILS ✕

Select Trainer: MOHD FIQRI BIN SAMAT

Select Module

Module	Description
<input type="checkbox"/> B1	TREATMENT PROCESS (TP1-TP6)
<input type="checkbox"/> B2	TREATMENT PROCESS (TP7-TP11)
<input type="checkbox"/> B3	SLUDGE PROCESS
<input type="checkbox"/> C1	ELECTRICAL
<input type="checkbox"/> C2	MECHANICAL
<input type="checkbox"/> D1	SEWER NETWORK
<input type="checkbox"/> D2	TREATMENT WORK STRUCTURES






Select Date: Please Select

3

CANCEL
OK

ADD TRAINER

[Add Trainer +](#)

No	Trainer Name	Course Date	Modules Taken	Action
1	MOHD FIQRI BIN SAMAT	07/10/2024	A1 A2 A3 A4 A5	
2	MOHD FIQRI BIN SAMAT	09/10/2024	B1 B2 B3	
3	MOHD FIQRI BIN SAMAT	15/10/2024	C1 C2	
4	AZNAN BIN ABD AZIZ	17/10/2024	D2	
5	MOHD FIQRI BIN SAMAT	17/10/2024	D1	

2

Exit
Submit

Submit Alert! ✕

Thank You! Please verify the details before you submit.

You cannot add or edit any content once submitted. Click Ok to confirm.

3

CANCEL
SUBMIT

JANA BATCH BARU

1. Tekan butang delete untuk padam pengajar, Tarikh dan modul sekiranya tersalah pilih.
2. Klik butang Submit sekiranya telah lengkap kesemua maklumat.
3. Paparan Submit Alert, Klik butang SUBMIT.

Batch List View

Reference No. Tred Name Search Clear

Total Count: 4 Page Size: Previous 1 Next

No	Batch Ref. No.	Tred Code	Start Date	End Date	Total Participants	Action	Cancel	Print
1	SMCM720241006347	SCM	06/10/2024	01/11/2024	1 Add/Remove	Edit		Applicant Attendance
2	SMCM220241003341	SCM	03/10/2024	25/10/2024	1 Add/Remove	Edit	Cancel	Applicant Attendance
3	SMCM1620241007349	SCM	07/10/2024	27/10/2024	0 Add/Remove	Edit	Cancel	Applicant Attendance
4	SMCM1220241003343	SCM	03/10/2024	01/11/2024	1 Add/Remove	Edit		Applicant Attendance

PROSES PENAMBAHAN PESERTA

Sistem akan terus paparkan Batch list view untuk penambahan peserta.

- Klik link Add/Remove untuk menambah peserta.
 - Klik link *Add* bagi penama yang berkaitan. Setelah tambah, penama berikut akan berada di ADDED PARTICIPANTS LIST.
 - Klik Exit
- Klik edit untuk ubah Tarikh Latihan.
- Klik Cancel untuk batalkan kelas.

Sekiranya telah menambah peserta tidak boleh dibatalkan (cancel).
- Klik Applicant Attendance untuk mencetak senarai kehadiran latihan.

BATCH REF.NO: SMCM1620241007349

BATCH DETAILS

Batch Ref.No. * SMCM1620241007349 Tred Code * SCM

Assessment Location INDAH WATER KONSORTIUM SDN. BHD.

AVAILABLE PARTICIPANTS LIST

No	Application Ref No	Participant	Contact No	IC No	Action
1	PNPIA20241006-0003	LIM HUEY SHY	0103970119	850822075468	Add

ADDED PARTICIPANTS LIST

No	Application Ref No	Participant	Contact No	IC No	Acknowledgement Status	Action
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Exit

BATCH REF.NO: SMCM1620241007349



BATCH DETAILS

Batch Ref.No. *	SMCM1620241007349	Tred Code *	SCM
Assessment Location	INDAH WATER KONSORTIUM SDN. BHD.		

AVAILABLE PARTICIPANTS LIST

No	Application Ref No	Participant	Contact No	IC No	Action

ADDED PARTICIPANTS LIST

No	Application Ref No	Participant	Contact No	IC No	Acknowledgement Status	Action
1	PNPIA20241006-0003	LIM HUEY SHY	0103970119	850822075468		Undo

2

Exit

Reference No. Tred Name

Total Count: 4 Page Size:

No	Batch Ref. No.	Tred Code	Start Date	End Date	Total Participants	Action	Cancel	Print
1	SMCM720241006347	SCM	06/10/2024	01/11/2024	1 Add/Remove	Edit		Applicant Attendance
2	SMCM220241003341	SCM	03/10/2024	25/10/2024	1 Add/Remove	Edit		Applicant Attendance
3	SMCM1620241007349	SCM	07/10/2024	27/10/2024	1 Add/Remove	Edit		Applicant Attendance
4	SMCM1220241003343	SCM	03/10/2024	01/11/2024	1 Add/Remove	Edit		Applicant Attendance

PROSES PENAMBAHAN PESERTA

- Nama peserta akan tersenarai di bahagian Added Participants List.
 - Sekiranya tidak memerlukan peserta, klik link **Undo**. > Peserta akan kembali tersenarai di bahagian Available Participants List.
- Klik Exit setelah selesai.
- Total Participants akan menunjukkan jumlah peserta yang sudah dijadualkan mengikut batch yang dijana.
- Sekiranya peserta acknowledged, akan papar status Yes or No disitu

Batch List View

Reference No. Tred Name Search Clear

Total Count: 0 Page Size: Previous 1 Next

No	Batch Ref. No.	Tred Code	Start Date	End Date	Total Participants	Action	Print
1	SMCM1620241007349	SCM	07/10/2024	27/10/2024	1	Update Attendance	Applicant Attendance

PROSES KEMASKINI KEHADIRAN PESERTA

1. Klik butang Update Attendance

2. Batch Information akan terpapar.

➤ Dua pilihan untuk kemaskini kehadiran peserta iaitu mengikut:

1. [Nama Peserta \(Participant\)](#)

2. [Tarikh Latihan \(Date Wise\)](#)

BATCH INFORMATION

Batch Reference No.	: SMCM1620241007349	Batch Date	: 07/10/2024
Batch Location	: INDAH WATER KONSORTIUM SDN. BHD.	Address	: SG. BESI REGIONAL SEWAGE TREATMENT WORKS
Tred/Program	: Program Pentauliahan Pengurus Pembinaan Pembentungan	Total Participants	: 1

Participant Date Wise

BATCH ATTENDANCE INFORMATION

Show entries

Search:

No.	Application Ref.No	Participant Name	No. KP	Action
1	PNPIA20241006-0003	LIM HUEY SHY	850822075468	View/Update

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Upload Attendance Sheet & Submit

BACK

BATCH INFORMATION

Batch Reference No.	: SMC1620241007349	Batch Date	: 07/10/2024
Batch Location	: INDAH WATER KONSORTIUM SDN. BHD.	Address	: SG. BESI REGIONAL SEWAGE TREATMENT WORKS
Batch Name	: Program Pentauliahan Pengurus Pembinaan Pembentukan	Total Participants	: 1

Participant Date Wise

BATCH ATTENDANCE INFORMATION

Show 10 entries

No.	Application Ref.No	Participant Name	No. KP	Action
1	PNPIA20241006-0003	LIM HUEY SHY	850822075468	View/Update

Showing 1 to 1 of 1 entries

Upload Attendance Sheet & Submit BACK

PROSES KEMASKINI KEHADIRAN PESERTA

MENGIKUT NAMA PESERTA

1. Paparan mengikut nama peserta

2. Klik butang View/Update

Paparan pop-up skrin untuk diisi bagi setiap Tarikh Latihan yang dihadiri > klik butang SAVE dan OK

3. Klik butang Upload Attendance Sheet & Submit

Klik Choose File untuk kedua dua dokumen diperlukan berikut.

LIM HUEY SHY - 850822075468

Show 10 entries

No.	Course Date	Session 1 (AM)	Session 2 (PM)
1	07/10/2024	Attended	Attended
2	09/10/2024	Attended	Attended
3	15/10/2024	Attended	Attended
4	17/10/2024	Attended	Attended

Showing 1 to 4 of 4 entries

SAVE

Upload File

Notes: Please update attendance for all participants before submit. Once submitted cannot be reverted
Attendance sheet should be in pdf files and Photos should be jpg files.

Attendance Sheet: Choose File No file chosen

Attendance Photo: Choose File No file chosen

No	Document	Upload Files

CANCEL Submit

1

Participant Date Wise

BATCH ATTENDANCE INFORMATION

No	Course Date	Modules	Attendance Status	Action
1	07/10/2024	A1,A2,A3,A4,A5	Not-Updated	View/Update
2	09/10/2024	B1,B2,B3	Not-Updated	View/Update
3	15/10/2024	C1,C2	Not-Updated	View/Update
4	17/10/2024	D2	Not-Updated	View/Update

2

Upload Attendance Sheet & Submit BACK

Attendance Date : 07/10/2024

Print Attendance Sheet

Show 10 entries Search:

No.	Application Ref.No	Participant Name	No. KP	Session 1 (AM)	Session 2 (PM)
1	PNPIA20241006-0003	LIM HUEY SHY	850822075468	--please select--	--please select--

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

2

SAVE

PROSES KEMASKINI KEHADIRAN PESERTA MENGIKUT TARIKH LATIHAN

1. Klik butang Date Wise.
2. Klik butang View/Update untuk setiap tarikh latihan yang telah dihadiri.

Paparan pop-up skrin mengikut Tarikh untuk kesemua peserta yang hadir > Klik SAVE

3. Klik butang Upload Attendance Sheet & Submit

Participant Date Wise

1

No	Document	Upload Files
1	Attendance Photo	1.PNG
2	Attendance Sheet	AL.pdf

BATCH ATTENDANCE INFORMATION

Show 10 entries

No.	Application Ref.No	Participant Name	No. KP	Action
1	PNPIA20241006-0003	LIM HUEY SHY	850822075468	View

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Upload Attendance Sheet & Submit BACK

2

SETELAH KEMASKINI KEHADIRAN

1. Paparan akan menunjukkan dokumen yang telah dimuatnaik.
2. Status peserta akan menjadi butang View

PROGRAM PENYELIAAN DAN PENGURUSAN

-END-