



Student Handbook

**Pusat Latihan Kemahiran
Infogenius**

Infogenius Skills Training Centre



Student Handbook

**Pusat Latihan Kemahiran
Infogenius**

Infogenius Skills Training Centre

**KEGUNAAN DALAMAN SAHAJA
INTERNAL USE ONLY**

Table of Contents

1.0 Introduction Section

1.1 Awarding Body	Page 4
1.2 Centre Profile	Page 4

2.0 Identification Section

2.1 Vision Statement	Page 5
2.2 Mission Statement	Page 5
2.3 Quality Policy	Page 5
2.4 Expected Student Outcomes	Page 5
2.5 Statement of Purpose	Page 5

3.0 Procedures Section

3.1 Courses	Page 6
3.1.1 Industrial Automation	Page 6
3.1.2 Industrial Electronics	Page 6
3.2 Admissions	Page 6
3.3 Admissions Requirements	Page 6
3.4 Notice of Nondiscriminatory Policy	Page 6
3.5 Student Intake Appeal Process	Page 7
3.6 General Rules & Regulations for Students	Page 8-10
3.7 Staff & Parents Meetings	Page 11
3.8 Remedial Support Policy	Page 12
3.9 Grading Scale	Page 13
3.10 Curriculum	Page 13
3.11 Students Activities	Page 13
3.12 Student Conduct	Page 14
3.13 Student Discipline	Page 14
3.14 Student Dress and Grooming	Page 15
3.15 Suspension	Page 15
3.16 Expulsion	Page 16
3.17 Volunteering	Page 16
3.18 Health and Safety Issues	Page 16
3.19 Consumption of Medication	Page 17
3.20 Emergency Issues	Page 17
3.21 Students Representative Committee	Page 18

4.0 General and Miscellaneous Information

4.1 College Hours	Page 18
4.2 Change of Address	Page 18
4.3 Conference Scheduling	Page 18
4.4 Course Calendar	Page 19
4.5 Student Handbook	Page 19
4.6 College Closure Information	Page 19
4.7 Students' Complaints & Grievances	Page 19
4.8 Who to Call	Page 19

5.0 Appendix

5.1 Course Reassessment Appeal Form	Page 21
5.2 Process Flowchart for Course Reassessment	Page 22
5.3 Process Flowchart to Obtain Transcripts from MySpike	Page 23

1.0 Introduction Section.

1.1 Awarding Body.

Jabatan Pembangunan Kemahiran Malaysia.

Jabatan Pembangunan Kemahiran Malaysia (JPK) or Department of Skills Development is an agency under the Malaysian Ministry of Human Resources. Their main function is the coordination and control of training skills for Malaysian citizens. It researches and develops standards to evaluate job expertise and competency.

1.2 Centre Profile.

Pusat Latihan Kemahiran Infogenius (Infogenius Skills Training Centre) was established in 2001 and is a human resource skills training and development center with over 24 years of experience in this sector.

As an approved training provider, we are registered with the Human Resource Development Corporation (PSMB Reg. No.0641) and accredited by Jabatan Pembangunan Kemahiran Malaysia (Department of Skills Development Malaysia (JPK L00553) under the Ministry of Human Resources, Malaysia.

We have been awarded a **5-Star accreditation** from the Department of Skills Development Malaysia in 2021, and we are also one of the pioneer training providers to achieve ISO 9001:2008 certification in Year 2008 and ISO 9001:2015 certification in October 2019. These had led us to become one of the leading skills training and development centers in Penang.

In March 2019, we have entered into partnership with Tertiary Courses, Singapore to focus on key Industrial 4.0 Engineering programs, such as IoT, programming, Design and drawing, etc.

2.0 Identification Section.

2.1 Vision Statement.

To train and produce world-class competent skilled workers.

2.2 Mission Statement.

To develop a workforce that encompasses high knowledge, competency, self-discipline and innovation in line with global technological and environmental change and challenges.

2.3 Quality Policy.

Infogenius is committed to provide affordable and high value-added skills training to satisfy the requirements of customers and applicable statutory and regulatory bodies through continuous improvement of the quality management system.

2.4 Expected Student Outcomes.

Students are required to focus and successfully complete their studies and training at Infogenius Skills Training Centre, learn to love the center, respect and co-operate with staff, lecturers and instructors during their duration of their course.

2.5 Statement of Purpose.

Infogenius Skills Training Centre is fully committed in its policy, vision and objectives to teach knowledge and hands-on skills to students whether it is technical or soft skills.

Throughout the years, our team of dedicated instructors has trained many skilled workers, irrespective of race for the industrial sector.

3.0 Procedures Section.

3.1 Courses.

- 3.1.1 Diploma in Industrial Automation from Level 2, 3 & 4.
- 3.1.2 Diploma in Industrial Electronics from Level 2, 3 & 4.

3.2 Admissions.

The procedures for admission to Infogenius Skills Training Centre are:

- New Student Application.
- Recommendation from School Headmaster, teachers, friends and students.
- Recruitment by management & staff of Infogenius Skills Training Centre.

3.3 Admission Requirements.

Requirements for entry into Infogenius Skills Training Centre:-

1. School leavers age from 16 onwards.
2. Have studied until Form 3 and upwards – PT3 & SPM.
3. Ability to read and write Bahasa Malaysia and English.

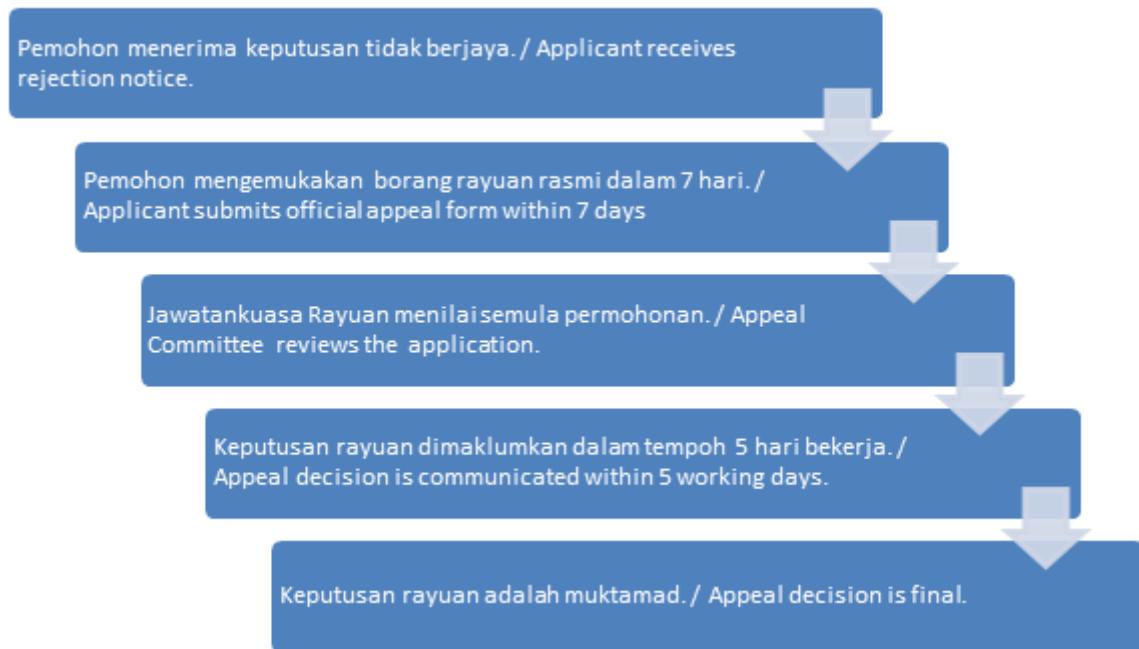
Infogenius Skills Training Centre reserves the right to select students on the basis of academic performance, personal good attitude and qualifications including a willingness to cooperate with school administration and to abide by its policies.

3.4 Notice of Nondiscriminatory Policy.

Infogenius Skills Training Centre admits Malaysian students of any race, color and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college.

3.5 Student Intake Appeal Process

1. Applicants who are not successful in the student intake process have the right to submit an official appeal to InfoGenius management. The appeal must be submitted within 7 working days after the intake decision is announced.
2. Applicants can download and complete the official Appeal Form found on InfoGenius' website.
3. InfoGenius will announce the appeal process via official social media platforms, messaging apps, website, or notices at the training centre.
4. Flowchart of the appeal process:



5. InfoGenius management will appoint a Student Intake/Appeal Committee comprising academic representatives, administrative officers, and senior management. This committee is responsible for reviewing and deciding on all appeal cases objectively and transparently.
6. All decisions made by the committee are final.

3.6 General Rules & Regulations for Students.

A. ATTIRE.

1. Students must be properly and neatly dressed while attending classes.
2. Slippers are not allowed.
3. Students must wear student card.

B. PUNCTUALITY AND ATTENDANCE.

1. Students are requested to be punctual.
2. All students who attended less than 80% of the course will not get any certificate of attendance from the institution. All leave must be accompanied by good valid reasons supported by formal documentation, e.g. Medical certificate, company letter, etc.
3. All students who attended less than 80% of the course will NOT be eligible to sit for their final examination.
4. The students' punctuality and attendance will be reported to their respective employers or to the company which gives the scholarship. Infogenius Sdn. Bhd. may refer to the students' respective employers or companies for disciplinary action (if any) for any habitual absentee or latecomer.
5. Students wishing to take any leave from attending classes must have prior approval from their respective employer or companies or from this institution.
6. Action will be taken by the institution for any latecomers or absentees.
7. All students must be on their best behavior while they are inside the institution's premises. **Quarrelling and fighting among students are not allowed.**
8. Students must not damage or destroy any furniture, equipment or property belonging to the institution while they are inside the institution's premises.
9. Students are not allowed to write on the walls and doors of the premises. Students must not take anything belonging to another student without his/her permission.
10. Students are forbidden to take anything belonging to the institution out of premises without the permission of any instructor or administration staff. Students are not allowed to remove any tools and equipment out of the computer room, electronics laboratory, pneumatics room and mechanical laboratory without the permission of any instructor or administration staff.
11. All rubbish must be thrown into proper rubbish containers. Students are not allowed to litter while on the premises.

12. Students are not allowed to use any equipment in the administration office.
13. Students must not wander around the premises unnecessarily.
14. Students are forbidden to enter the office without permission.
15. Students are not allowed to sit on any table or desk in any room.
16. Smoking, alcohol & liquor are strictly prohibited.
17. Eating within the premises is forbidden unless allowed by management, staff or instructor of the institution on special occasions.
18. Games are not allowed inside the premises, including computer games.

C. USAGE OF CLASSROOM & LAB.

1. Students must not enter the computer room, electronics laboratory, mechanical laboratory and pneumatics room before the arrival of the instructor in charge except allowed by administrative staff.
2. Students must ensure all equipment and accessories are in good order and put back in the proper places after use.
3. Students must leave the premises after the class for the day has ended. Students are not allowed to hang around inside the premises after class has ended.
4. Students can request from the office administrator if need to use laboratory or computer room apart from the class hour if the rooms are available.

D. USAGE OF TOILET.

1. Students must keep the toilet clean, neat and tidy.
2. No rubbish or other material is allowed to be thrown inside the toilet bowl or washing basin which will clog it up.
3. Students must flush the toilet bowl after using it.

E. USAGE OF TOOLS, INSTRUMENTS AND EQUIPMENT.

1. All tools, instruments and equipment must be handled with care in accordance with instructors' instructions so as not to cause any damage to it or any accident with it.
2. Any tool or instrument that has been assigned to a particular student must be accounted for by that student after use. That student may have to replace the tool or instrument if it is lost or damaged carelessly while being used.

F. USAGE OF TELEPHONE.

1. Using the institution's telephone is allowed only for important and urgent matters. Students should keep the conversation short and brief.
2. Only local calls are allowed with charges.
3. Students failing to observe the rules of using the telephone may have this privilege withdrawn.
4. Students are not allowed to use handphones for games, movies or facebook purposes when lessons are being carried out. Those students violating this rule will have their handphones confiscated and parents informed to get return of the handphones.
5. Handphones are only for purpose of receiving and calling emergency calls and to research for information relating to their studies.

G. GENERAL.

1. Students are strictly forbidden to receive visitors while lessons are in progress. They may receive visitors outside the premises during break and before the class starts only.
2. Students failing to observe the rules and regulations may have disciplinary action taken against them as the institution sees fit. The disciplinary actions may include expelling from the institution for more serious offences.
3. The institution reserves the right to change the rules and regulation from time to time as it deems fit.

3.7 Staff & Parents Meetings.

Parents are free to meet with teachers to discuss the progress of their children.

A meeting may be initiated by either the parent or the teacher at any time when an apparent problem or misunderstanding develops.

Appointments must be arranged in advance with the classroom teacher. Please do not go directly to the classroom before or after school to meet with the teacher. Each teacher has duties, activities, and official functions at these times that are important to fulfill.

An unscheduled visit can often disrupt the entire day. An appointment is the most courteous and necessary way to discuss your concerns. When an apparent problem develops, it is a good practice for both parents and teachers to refrain from making judgments until after a conference or other personal contact has been concluded.

A. VISITATION.

Parent Classroom Visitation

The best procedure is to contact the teacher to determine the most satisfactory time for such a visit. The following should be noted:-

1. Visitors must report to the office before visiting a classroom during school hours.
2. Common courtesy dictates that proper attire be worn at all times.
3. There is no smoking at any time in any of the buildings.

General Visitation

When visiting the school for any purpose prior to the class dismissal, please report to the office. Do not go directly to the classroom. Items to be delivered to a student should be brought to the office (such as lunches, money, homework, books, etc.).

3.8 Remedial Support

InfoGenius Skills Training Centre is committed to providing academic and technical support to students who are experiencing difficulties in their learning journey. This policy outlines the procedures and support mechanisms available to assist students in overcoming learning challenges.

The objective of remedial support is to provide structured remedial support to help students achieve the expected learning outcomes.

Students may be referred for remedial support by instructors, academic coordinators, or through self-referral based on:

- Low academic performance
- Poor attendance
- Lack of practical competency

Support may include:

- Extra classes or tutorials
- One-on-one coaching
- Practical skill reinforcement
- Motivation or counselling sessions

Progress will be monitored periodically, and support plans may be revised accordingly.

Students that are not satisfied with their course assessment may complete a Course Assessment Appeal Form attached to the appendix of the student handbook. The process flowchart of appealing for the course assessment is included in the appendix.

All information related to student support will be treated with strict confidentiality.

3.9 Grading Scale.

Infogenius Skills Training Centre follows the JPK Credit System Of Grading and Marking for the evaluation and certification of students:

Grade	Credit	Marks Range	Competence Level
A	4.00	95.00 – 100.00	Excellent Competence
A-	3.70	90.00 – 94.99	
B+	3.30	85.00 – 89.99	Good Competence
B	3.00	80.00 – 84.99	
B-	2.70	75.00 – 79.99	Competent
C+	2.30	70.00 – 74.99	
C	2.00	60.00 – 69.99	Not Competent
F	0	0 - 59.99	

3.10 Curriculum.

Students will be taught knowledge and skills according to the NOSS specified by the Jabatan Pembangunan Kemahiran (JPK). Students are required to sit for the Knowledge Assessment & Performance Assessment for each module taught. Students will be given Assignments to do on their own.

3.11 Student Activities

Opportunities for Student Involvement

There are opportunities for students to participate in extra activities are outlined below:

a. Community Service

Students are encouraged to participate in community services such as helping at Old Folks' Home and Blood Donations.

b. Sport Activities

Students may participate in football, bowling and basketball throughout the year.

c. Other

Visitation to industries for industrial exposure and team building activities.

3.12 Student Conduct.

Students are expected to conduct themselves in an honoring manner to themselves, their parents and the college. This expectation applies to the time that students are in the college and at students' activities as well as the time they are away from the college. Expectations for conduct in particular areas are as stated in each category below:

- Cheerful obedience to authority and to college regulations.
- Responsibility in doing assigned tasks.
- Cooperation with others in working or playing.
- Courtesy toward teachers, students, or playing.
- Cleanliness in person and property.
- Honesty in work and life.
- Respect for property; both college property and the property of others.
- Promptness in attendance and completing assignments.
- Moral conduct in recreation, social relationships, and language.
- Appropriate handling of grievance/disagreements.

3.13 Student Discipline.

A. RULES REGARDING DRINKING, WEAPONS & EXPLICIT MATERIAL

- A student who drinks alcoholic beverages, uses illegal drugs or brings illegal drugs to the college will be suspended; the duration determined by the Management & Staff.
- A conference will be held with the student and his/her parent(s) or guardian before a termination of the suspension. If genuine repentance is not evident during the parental/student conference following the suspension, the student will be expelled from school for the remainder of that course year. A second offense will result in automatic expulsion.
- Should a student violate this section, he/she may be turned over to the authorities for juvenile or criminal prosecution.

3.14 STUDENT DRESS AND GROOMING.

- Shirt with short or long sleeves
- Collared T-Shirts.
- Long slacks or jeans
- Covered or sports shoes

3.15 SUSPENSION.

A suspension may also be administered to students who are not on disciplinary probation but who commit major infractions of school policies (i.e. fighting, hitting, any/all acts related to uncontrolled anger, vulgarity, deliberate disobedience or insubordination to authority). Suspension under these circumstances may be invoked at the discretion of the principal. A conference will be held with the parents when administered and a disciplinary measure.

After one suspension, a student will be automatically placed on disciplinary probation for a period of one to two weeks at the discretion of the principal. If the problem is not a serious attitudinal or disciplinary problem, the probation may be lifted, and the student allowed to participate in extra privileges and sports activities so long as the behavior has been corrected by the student and repentance clearly exhibited.

Students reaching the two to three-day out of school suspension level at any time during the school year may be denied readmission.

- When a student is suspended, a conference will be held with parent(s), student, teacher, and administrator to explain the reasons for and terms of the suspension and/or probation. The terms will be in writing and sent to the parent(s). The loss of all extra privileges and sports activities in which the student is involved will be automatic.
- When a student is suspended from school as a disciplinary action (due to the egregious nature of an infraction and/or to the repetitious pattern of an infraction), he will receive a zero for all daily work missed. Daily work during the suspension does need to be completed and turned in to keep the student on task academically. Tests/quizzes may be taken upon return, and major projects due during his absence may be turned in upon return.

3.16 Expulsion.

Any student who is repeatedly suspended and on disciplinary probation will be subject to expulsion without benefit of course fees refund. Repeated means two or more suspensions.

Prior to a student's being expelled, a hearing will be held with the parent(s), student, administrator, and a representative of the College Board to explain the reasons for the expulsion. Terms will be placed in writing. Students who are expelled will not be considered for re-admission.

3.17 Volunteering

Volunteers are encouraged at Infogenius. With time, skill, and patience our volunteers help our students and our school as a whole in the following areas of need:

- Chaperoning
- Classroom Activities
- Office Help
- Other

3.18 Health and safety Issues

Parents are requested to provide a health examination record for each student. This record shows the health history of the child, his physician's name, and emergency telephone numbers where either parents or relatives can be reached. It also lists diseases and other serious illnesses, injuries, or health conditions the student has had.

Purpose:-

1. To ensure a safe environment.
2. To be able to pass students' health information to medical personnel in the case of emergency arises.

3.19 Consumption of Medication.

Policy

All medications to be taken orally or administered intravenously as well as applied are the responsibility of the students and their parents.

No medication will be given by college personnel for any student as we are not medical experts.

3.20 Emergency Issues.

Emergency Closing of Center.

Whenever the college administrator deems it necessary, he or she will cancel classes because of inclement weather or unforeseen emergencies.

It is not our policy to dismiss class early because of weather conditions. However, parents who live in heavy rain areas may obtain early dismissal for their children by reporting in person to the school office.

Other Areas of Policy.

a. Illness.

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him/her home. This is as much for your child's protection as it is for the protection of the other students in the classroom and college. Working parents, please check your child before you go to work and be sure that he is well. If your child becomes ill at college and is unable to attend class, we will contact you. Please have on file in the college office, instructions for whom to contact if you cannot be reached. Be prepared to pick up your child in a timely manner.

b. Health and Safety Standard.

At the start of each course year, each family will fill out an emergency release form. If a student becomes ill, parents will be contacted to make arrangements to pick up the child. It is the responsibility of the parents to ascertain the child's physical condition before leaving home and not allow a sick child to come to college.

3.21 Students Representative Committee.

This committee is set up to provide service and support to the students during their duration of studies at Infogenius Skill Training Centre for the following aspects :-

- i) Campus Life and Activities.
- ii) Admissions and Guidance for Students.
- iii) Alumni Relations.
- iv) Diversity.
- v) Student Health and Wellness.

4.0 General and Miscellaneous Information

4.1 College Hours

The college office is open from 8:00 am to 5.00 pm, Monday through Friday. When coming to the college for any reason, please come to the office first. Do not go directly to the classroom. Lunches, homework, books, etc., may be left in the office to be delivered. The college administration office phone number is 04-6565145.

4.2 Change of Address

When families move during the course, it is critical that they notify the college office of this change so the college can maintain necessary and appropriate contact with the family. If you move during the course of the year, please contact the college office with this change information.

4.3 Conference Scheduling

Appointments with the classroom teacher must be arranged in advance. Please do not go directly to the classroom before or after school to meet with the teacher. Each teacher has duties, activities, and official functions at these times that are important to fulfill. An unscheduled visit can often disrupt the entire day. An appointment is the most courteous and necessary way to discuss your concerns.

4.4 Course Calendar

Students will be given a copy of their respective Class Schedule.

4.5 Student Handbook

Each student will be given a copy of the Handbook upon confirmed registration of course.

4.6 College Closure Information

By Notice, Memo and verbal informing to students.

4.7 Students Complaints & Grievances.

Students can lodge their complaints and grievances by writing and placing their written complaints into the Feedback Box supplied at the Resource Area and Administration Office.

Students can also go direct to the Administration Office to lodge any complaints or dissatisfaction with the staff.

4.8 Who to Call?

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main college office and ask to be directed to the appropriate person.

Question:

Call: 04-6565145

Attendance issues ? ----- > Administration office

Homework concern? ----- > Student's teacher

General issues/questions ? ----- > Administration office

Financial ? ----- > Administration office

Appendix



COURSE ASSESSMENT APPEAL FORM

Please complete this form accurately and attach all relevant supporting documents.

Student Name
IC / Matric Number
Program / Course
Subject Name & Code
Lecturer's Name
Semester & Session

Reason for Appeal:

.....
.....
.....

Supporting Documents (please list and attach):

1.
2.

I hereby declare that the information provided is true and the appeal is made with valid justification.

Student's Signature: _____ Date: _____

FOR OFFICE USE ONLY

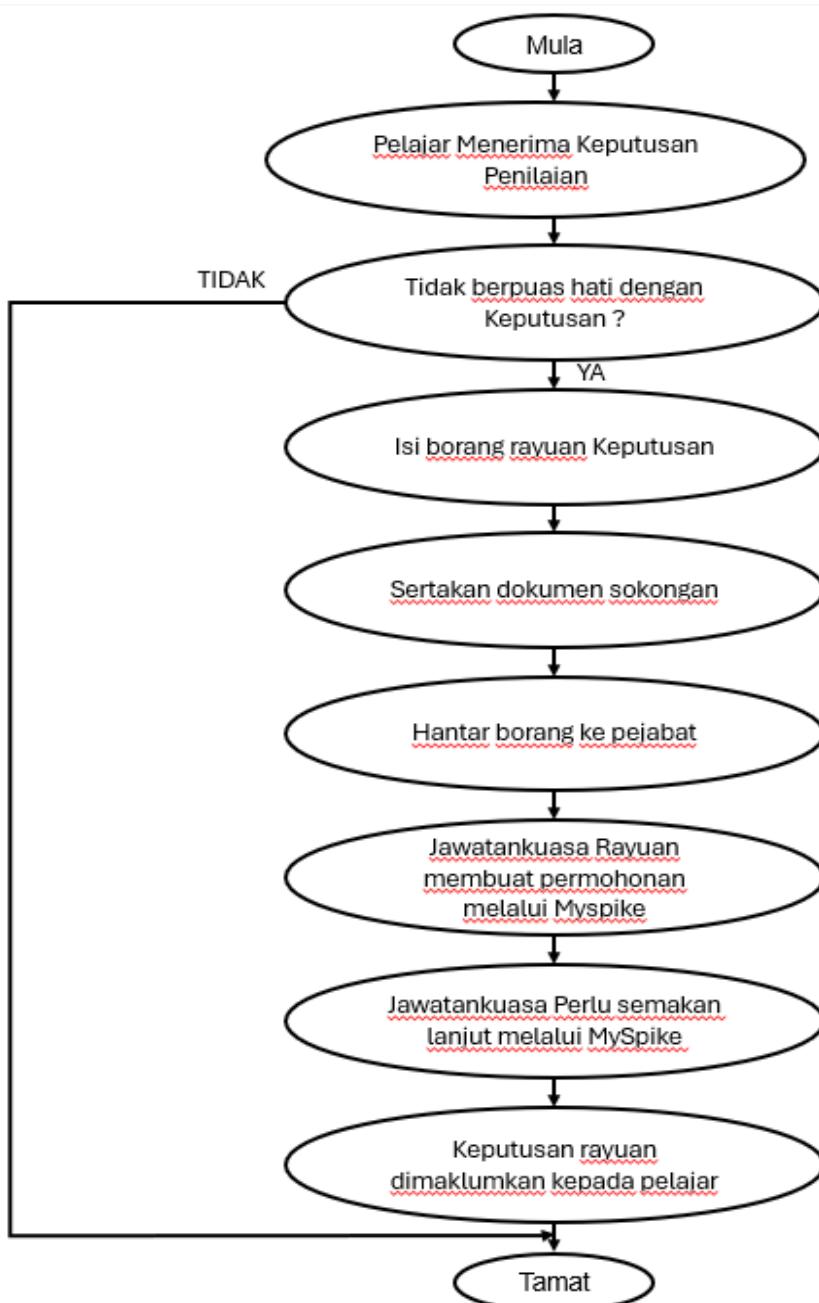
Date Received: _____

Officer-in-Charge: _____

Action: Accepted Rejected Requires Further Review

Remarks: _____

Carta Alir Proses Rayuan Keputusan Penilaian Kursus



Carta Alir Proses Cetakan Sijil/ Transkrip dari MySpike

