CERTIFICATE NUMBER : QS-16-1357

ISO 9001:2015
CERTIFICATE NUMBER : FQ19002

Student Intake Policy

1. Purpose

The purpose of this policy is to outline the principles and procedures governing the intake of new students into the Technical and Vocational Education and Training (TVET) programmes at InfoGenius Skills Training Centre. This policy ensures alignment with the standards set by Jabatan Pembangunan Kemahiran (JPK) and the National Occupational Skills Standard (NOSS).

2. Scope

This policy applies to all new applicants seeking admission into any NOSS-accredited Mechatronics or Electronics programme offered at InfoGenius.

3. Admission Principles

• Ensure equal opportunity and non-discrimination for all eligible candidates.

• Promote inclusivity by recognising practical and psychometric potential beyond academic performance.

• Support the national TVET agenda by aligning intake criteria with NOSS requirements and JPK guidelines.

• Uphold quality assurance and safety in training environments through appropriate screening and assessment.

4. Admission Criteria

• Malaysian citizen, aged 16–35 years old (exceptions allowed under special circumstances).

• Completed at least Form 5 or equivalent (SPM not mandatory for all programmes).

• Basic literacy and numeracy skills.

• Interest and commitment toward technical fields, especially Mechatronics or Electronics.

• Satisfactory result in psychometric interview and trial practical assessment.

• Physically and mentally fit to undertake workshop and lab-based training.

• Open to students with mild disabilities where reasonable accommodation is feasible.

5. Alternative Entry Pathways

Applicants who do not meet conventional academic benchmarks may still be considered through alternative assessments, such as psychometric interviews, mentor recommendations, and practical skill trials, in accordance with JPK's Recognition of Prior Achievement (PPT) provisions.

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6. Intake Panel and Decision-Making

All applicants shall be evaluated by an intake panel. Decisions must be based on a holistic view of each candidate's readiness and potential. The panel may recommend full acceptance, conditional entry, or rejection.

7. Documentation Requirements

• Completed InfoGenius application form

• Copy of student's MyKad (IC)

• Copy of parents' MyKad (IC)

• Copy of birth certificate

• Latest academic result or SKM Level 1 certificate (if available)

• Two passport-sized photos with white background

• Latest proof of income/ Parents' payslip

• Signed PTPK application (where applicable)

• Copy of latest TNB Electric Bill

• Latest CIMB Bank CASA statement

8. Implementation and Review

This policy shall be implemented by the Registrar's Office in coordination with the Academic and Industry Engagement Units. It shall be reviewed annually or when changes are issued by JPK or NOSS authorities.