

Student Selection and Intake Process

1. Purpose

To ensure a structured and transparent process for selecting and admitting students into InfoGenius Skills Training Centre TVET programmes in line with JPK and NOSS requirements.

2. Overview of Selection Process

- Step 1: Application Submission – Candidate submits application form with required supporting documents.
- Step 2: Initial Screening – Administrative staff verify age, citizenship, and completeness of application.
- Step 3: Interview and Assessment – Candidate undergoes interview and hands-on/practical skill assessment.
- Step 4: Interview Evaluation – Panel scores candidate based on established rubric and psychometric criteria.
- Step 5: Panel Deliberation – Evaluators review interview notes, scores, and recommend admission or otherwise.
- Step 6: Offer of Admission – Successful candidates receive an offer letter and enrolment pack.
- Step 7: Registration and Orientation – Student completes enrolment, submits final documents, and attends orientation.

3. Visual Process Flow Diagram

Below is a simplified representation of the student intake process:



4. Records and Documentation

- Completed Application Form (signed)
- Copy of student's MyKad (front and back)
- Copy of student's birth certificate
- Copy of guarantor's/parent's MyKad (front and back)
- Latest academic transcript or SKM certificate (if any)
- Two (2) passport-sized photos with white background

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- Psychometric Interview Form
 - Interview Rubric/Score Sheet
 - Interview Panel Recommendation Form
 - Scholarship/PTPK Forms (if applicable)
 - Offer Letter and Student Acknowledgement
 - Latest TNB Bill
 - Latest Family Income Documentation/ Latest Parents' Payslip/ Latest Guarantor's Payslip

5. Interview Result Recording

Interview results must be recorded using a standardized rubric and panel notes. Each candidate should have an individual record with scores across traits such as commitment, curiosity, dexterity, resilience, and logical reasoning.

6. Selection Decision and Approval

Selection decisions must be based on interview scores, practical assessment performance, and holistic judgment. Recommendations must be approved by at least two panel members. Results must be filed and stored securely for audit.

7. Intake and Onboarding

- Successful candidates receive offer letters and complete registration forms.
- Administrative staff collect outstanding documents and verify records.
- Orientation includes safety briefings, overview of programme structure, and introduction to staff and facilities.