



MEDTECH TALENT & EMPLOYMENT PROGRAMME

Handbook for Applicants
(Draft Version 1)

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1.0 ABOUT THE MEDTECH TALENT AND EMPLOYMENT PROGRAMME (MTEP)

This brochure is designed to give applicants an overview of the Medtech Talent and Employment Programme.

The Medtech Talent and Employment Programme is created to assimilate new talents into the medical device industry through training and familiarisation programme.

This is in line with the objectives of AMMI to provide a single-minded approach to grow the medical device industry by focusing on strategic initiatives in promoting manufacturing and operational excellence, talent development, support market driven innovation and R&D processes and promote opportunities for developing shared services.

2.0 PROGRAMME OBJECTIVES

- 1) To CREATE
knowledgeable
employees
- 2) To ASSIMILATE new
talents into the medical
device industry through
training / familiarisation
Programme.
- 3) To BRIDGE the
competency gap between
tertiary education and
industry requirements

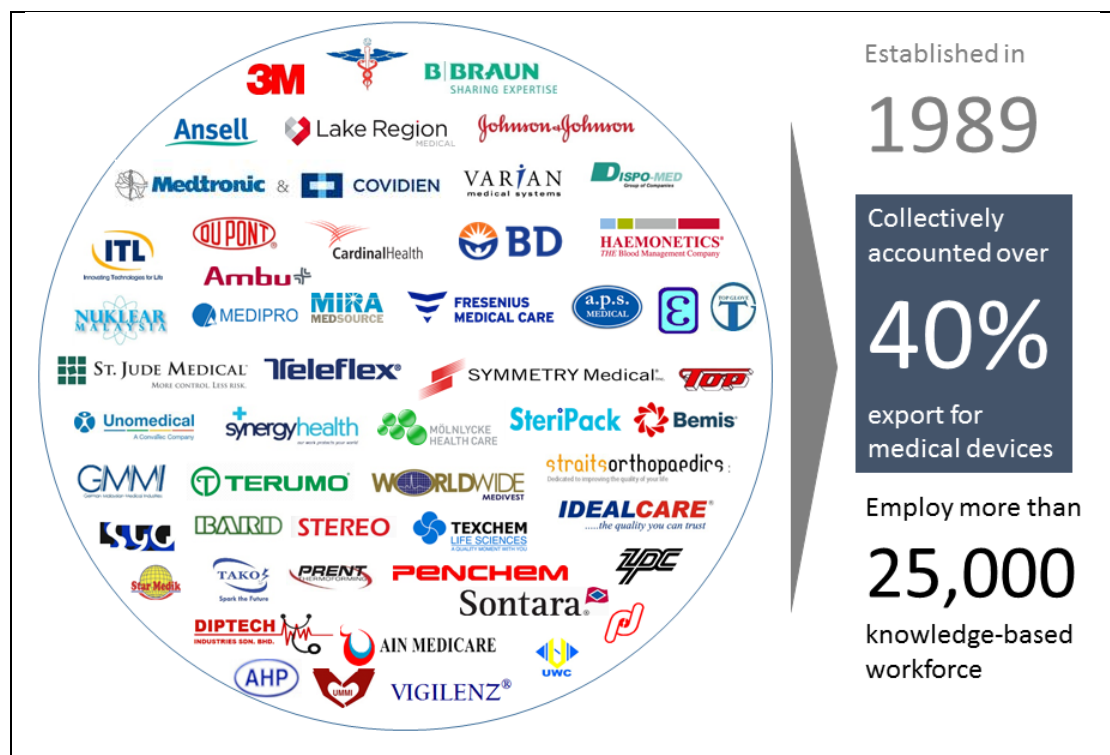


3.0 ABOUT AMMI

Formed in 1989, the Association of Malaysian Medical Industries (AMMI) represents leading medical device manufacturing companies in the Malaysian medical technology industry. AMMI members share a common commitment to quality and are reputable international and local firms that strictly adhere to the quality management system codes laid down by governmental agencies.

The AMMI member companies continue to be the growth base of the medical device industry in Malaysia and consist of three main types of industry players: manufacturers, suppliers of raw materials and services to the medical devices manufacturing companies; importers and exporters of medical devices, all of whom employ a sizable workforce.

As of May 2015, AMMI represents 56 companies that collectively account for more than 40% of the total export revenue for Made in Malaysia medical devices



4.0 PROGRAMME STRUCTURE

The Medtech Talent and Employment Programme is a six (6)-month talent development programme comprising of medical device technical training and “On-Job-Training (OJT)” for new recruits in participating medical device companies with ISO13485 certification.

4.1 Training Duration

The medical device technical training will be conducted over 32 days within the six month time frame.

4.2 Programme Assessment

Each training module comes with an assessment to gauge the understanding and competency of each participant.

4.3 On-Job-Training (OJT)

“On-Job-Training (OJT)” will be provided by participating companies.

4.4 Location, Time and Meals

The medical device technical training sessions will be held at the Northam Hotel, George Town, Penang and/or selected venues.

Training sessions start from 9.00am to 5.00pm. Two (2) tea breaks and lunch will be provided for participants.

5.0 ADMINISTRATIVE PROCEDURES

5.1 Training Schedule and Course Material

Successful applicants will receive the Training Schedule together with Letter of Offer. You will receive your course materials on the first day of each module.

5.2 Documentation

Successful applicants are required to provide the following documents to AMMI within five (5) working days upon commencement of the Programme:

1. Letter of Undertaking
2. Identity Card (Photocopy front and back)
3. Academic Degree Certificate / Transcript

5.3 Attendance

Kindly ensure all attendance requirements are met and to sign the attendance sheet for classroom trainings. You will be considered 'absent' if you fail to do so. You are also expected to present a medical certificate (MC) or a valid reason should you be absent from any classroom training. In the event of an emergency, you can be excused from attending the training provided you have a legitimate reason validated by proper documents.

5.4 Withdrawal/Drop-Out

In the event that you withdraw for any reason whatsoever before the completion of the Programme, you are required to return all costs, ie the training grant amounted to AMMI. You shall complete the full duration of Programme unless you have obtained AMMI's prior written consent to withdraw from Programme in acceptable circumstances.

5.5 Grievances

The AMMI is committed to provide high quality services to all its participants and Member Company and welcomes the opportunity to serve and respond positively to all issues. You can call or email the AMMI Person-in-Charge should you have any grievances that you wish to highlight.

6.0 CONTACT INFORMATION

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Disclaimer

AMMI wishes to emphasise that, while every effort is made to ensure accuracy, the material in this Handbook is subject to alteration or amendment by AMMI.



Prepared by

Medsociate

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Authorized Training Provider and Secretariat for the Association of Malaysian Medical Industries

AMMI
ASSOCIATION OF MALAYSIAN MEDICAL INDUSTRIES
PERSATUAN INDUSTRI PERUBATAN MALAYSIA

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