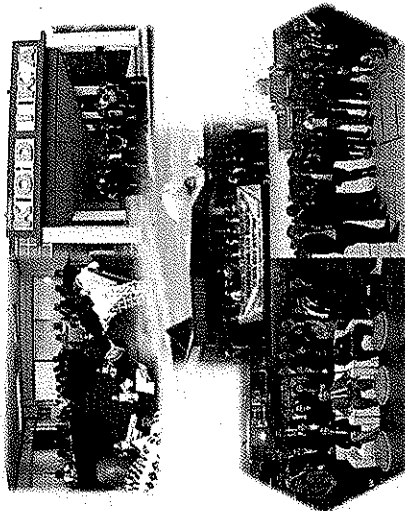


## CERTIFICATE IN CO-OPERATIVE POVERTY REDUCTION

1 - 11 September 2015



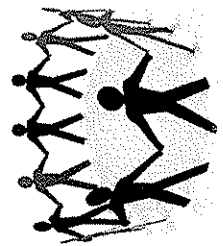
**CO-OPERATIVE COLLEGE OF MALAYSIA**  
Innovative Training Towards Progressive Co-operatives

### MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

MTCP was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular to share its development experiences and expertise with other developing countries. Based on the belief that development of a country depends on quality of its human resources, MTCP emphasizes on development of human resources through provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, poverty alleviation, investment promotion, ICT and banking. Annually, more than 100 Programmes are offered by more than 79 MTCP Training Institutions, many of which are centre of excellence for training. Since its launching, more than 29,000 participants from 140 countries have benefited from the various programs offered under the MTCP.

#### OBJECTIVES

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TCDC).



### CO-OPERATIVE COLLEGE OF MALAYSIA (CCM)

As the sole co-operative education institution in Malaysia, CCM has been entrusted by the Ministry of Foreign Affairs to conduct the 'Certificate in Co-operative Management' course. This serves as recognition by the government of Malaysia to advocate the co-operative sector as the third engine of growth for Malaysia after the public and private sectors.

The main functions of CCM are:

- To organize training and education programmes for co-operative movement in the country;
- To disseminate and publish information related to co-operatives;
- To conduct research;
- To provide consultancy services with regard to co-operative movement.

### 'Certificate in Co-operative Poverty Reduction' Programme

Co-operative was once known as an effective tools in helping members facing loan problems and promote saving among its members. Co-operative is also seen as a medium that is able to combat poverty and uplift the lifestyle of its members. Today, co-operative stays relevant in helping to reduce poverty line particularly in the third world country and function as the catalyst in generating income and assisting members mainly to improve and develop their socio economic well-being. Thus, this course focuses on sharing of Malaysian experiences in eradicating poverty by providing an in-depth knowledge on Malaysia's long term strategies and policies that have been developed and implemented to alleviate poverty.

#### COURSE OBJECTIVE

To enable participants to gain knowledge on poverty eradication policies planned and implemented by the government of Malaysia, as well as to share experiences among each other on how to improve the socio-economic status of co-operative members.



## COURSE CONTENT

To achieve objectives of the course mentioned, the following topics are covered:

- Introduction to Malaysia and its Socio-Economic Development
- Poverty Eradication : Policies, Strategies, Challenges and Monitoring Mechanism
- The Role of Co-operatives in Alleviating Poverty through Innovation and Creativity
- Strategic Approach towards Managing Co-operatives Activity
- Project Evaluation & Appraisal Rural Poverty Eradication
- Social Entrepreneurship in Co-operative Movement
- Microcredit Schemes for Poverty Eradication

## METHODOLOGY

Integrated approach teaching and learning methodology through formal lectures, discussions, simulation exercises and study visits.

## QUALIFICATION

Participants of this course should comply to the following pre-requisites:

- Nominated by respective government;
- Co-operative leaders, managers and government officers;
- Supervising co-operative movement in their respective countries;
- Below 45 years of age;
- Proficiency in English language
- Medically and physically fit to attend this course
- Ability to work independently or in groups

## GENERAL CONDITION OF AWARDS

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of CCM. This scholarship cannot be held concurrently with any other scholarship awards. Participants shall follow the programme approved for them.

Participants are **NOT** allowed to:

- leave Malaysia during the Course, or
- to bring along their spouses or families throughout the duration of the course.

**Participants shall abide by the terms and conditions of the MTCP**

## VISA AND VACCINATION

Successful participants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by them. Successful participants are required to submit a colored photocopy of the first page of their valid passport to the program organizer for immigration processing.

## TUITION FEES

Tuition fees and expenses related to the programme for successful candidates will be sponsored by the government of Malaysia.

## APPLICATION AND ENQUIRIES

All enquiries and requests for the application forms should be made through the Malaysian Government Representative (Embassies and High Commission) in the respective countries. Application form can be downloaded from the following:

**[www.mtcp.kln.gov.my](http://www.mtcp.kln.gov.my)**

**<http://www.mkm.edu.my/en/web/guest/mtcp>**

All applications should be made in the prescribed forms and supported by a medical report. The applications must also be endorsed by the participating countries through the respective National Focal point for Technical Assistance or Ministry of Foreign Affairs. Subsequently, the respective Ministry of Foreign Affairs/focal points will forward the completed forms to the nearest Malaysian Mission.

The closing date is **June 8, 2015**

Applicant will be notified of their acceptance to the course either through the Malaysian Embassies or CCM.

A copy of duly endorsed application form must also be submitted to the Secretariat at:

### SECRETARIAT

Malaysian Technical Co-operation Programme,  
**Certificate in Co-operative Management,**  
 Centre of Policy and International,  
 CO-OPERATIVE COLLEGE OF MALAYSIA,  
 103, Jalan Templer, 46700 Petaling Jaya,  
 Selangor Darul Ehsan, Malaysia.  
 Phone : + 603 7964 9000  
 Fax : + 603 7954 3957  
 Email : [cpi@mkm.edu.my](mailto:cpi@mkm.edu.my)

**INNOVATIVE TRAINING TOWARDS  
 PROGRESSIVE CO-OPERATIVES**



Please affix  
passport  
photograph

## APPLICATION FORM

### SHORT TERM COURSE IN MALAYSIA UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME ( MTCP )

Please type or write clearly in capital letters. Do not leave  
any space blank. Use "NIL" or "N/A" where applicable

### FOR OFFICIAL USE ONLY

Reference no : \_\_\_\_\_  
Received : \_\_\_\_\_  
Checked : \_\_\_\_\_

<b>TITLE OF COURSE:</b>	Date of commencement:
<b>NAME OF IMPLEMENTING AGENCY :</b>	

#### 1. PERSONAL DATA

Family Name (surname) :	Date of birth : Day   Month   Year
First Name :	Nationality ( citizenship ) :
Other Names :	Gender : Male / Female #
City and country of birth :	Marital status : Single / Married #
Passport No :	Religion :

# Delete accordingly

#### 2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address :		Applicant's Postal / Home Address :	
		Home telephone	
		Country   Area   Number	
Office telephone	Telefax	Email	
Country   Area   Number	Country   Area   Number		
Person to be contacted <b>in case of emergency</b> :			
Name : _____		Mobile Phone Number: _____	
Telephone : _____			
Address : _____			
Email : _____			

**NOTE :** This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

**3. EDUCATION (list in order of time, starting with last institution attended)**

Name of institution and place of study	Major field of study	Years of study : from - to	Degree

**4. EMPLOYMENT RECORD**

<b>A. Present or most recent post</b>	<b>B. Previous post</b>
Employer :	Employer :
Years of service ( from – to ) :	Years of service (from – to) :
Title of your post/position :	Title of your post/position :
Present salary per month (US Dollars) :	Salary per month (US Dollars) :
Name of supervisor and title :	Name of supervisor and title :
Type of organization : Government / Semi Government / Private / NGO #	Type of organization Government / Semi Government / Private / NGO #
Main functions of organization :	Main functions of organization :
Total number of employees :	Total number of employees :

# Delete accordingly

Description of your work including your responsibility :

Please continue on supplementary pages if necessary

**NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted**

## 5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

Name of Course

Name of Training Institute

Year

# Delete accordingly

## 6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mother tongue : \_\_\_\_\_

Language test administered by : \_\_\_\_\_

Title : \_\_\_\_\_

Address : \_\_\_\_\_

Tel Number : \_\_\_\_\_

E mail : \_\_\_\_\_

Date and signature : \_\_\_\_\_

**7. MEDICAL REPORT (to be completed by an authorized physician)**

Name of Applicant:			
Age:	Sex:	Height:                      cm	Weight:                      kg
<b>Blood Pressure:</b>			
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other (        )			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test ( for women ):	
<p>I certify that the applicant is medically fit to undertake a course in Malaysia.</p> <p>Name of Physician                      : _____</p> <p>Address of Clinic                        : _____</p> <p>(printed)                                    : _____</p> <p>Telephone                                 : _____</p> <p>(printed)                                    : _____</p> <p>Email                                        : _____ Date : _____</p> <p>Signature of Physician                : _____ Seal of Clinic : _____</p>			

**NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted**

## 8. APPLICANT'S DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am \_\_\_\_\_ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

9. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I \_\_\_\_\_, Passport Number: \_\_\_\_\_ having an address at \_\_\_\_\_, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and \_\_\_\_\_ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or \_\_\_\_\_ or incurred or become payable by the Government of Malaysia and/or \_\_\_\_\_ in respect of any of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with \_\_\_\_\_ which is appointed by the Government of Malaysia.

Dated this \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_

Signature of applicant )

Name of applicant )

Date )

In the presence of

Signature of Witness )

Name of Witness )

Designation of Witness )

I/C or Passport No. )



**10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT**

Reasons for applicant's selection

--

The post which the applicant will be required to fill upon satisfactory completion of training

--

Relevance of the course to applicant's job

--

**11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT**

**OFFICIAL DECLARATION**

On behalf of the Government of \_\_\_\_\_, I \_\_\_\_\_  
Country Name of Official

Certify that :

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his period of stay in Malaysia, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; and
- d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate ( Dr/Mr/Mrs/Ms\* ) \_\_\_\_\_ holding Passport No.: \_\_\_\_\_  
for the training course.

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Signature and Official Stamp

\_\_\_\_\_  
Name and Organisation

\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Country code Area code Office tel no.

Endorsement by the nominating country's Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

( Ministry's Official Stamp )

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of Organisation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_  
Country code Area code Office tel no.