

About MTCP

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7th September, 1980 at the Commonwealth Heads of State Meeting in New Delhi, to signify Malaysia's commitments to South-South Cooperation in particular, Technical Cooperation among Developing Countries (TCD).

The MTCP is based on the belief that the development of a country depends on the quality of its human resources. MTCP reflects the Malaysian Government's commitment towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation and as nurturing collective self-reliance among developing countries.

Every year, more than 100 MTCP Programmes are offered by more than 79 MTCP Training institutions. Since its launch, about 29, 000 participants from 140 countries have benefited from the various programmes offered under the MTCP.

For more information on MTCP and general conditions of the award, please visit <http://mtcp.kln.gov.my/application/application-procedures>

MTCP Objective

- Share development experience with other countries
- Strengthen bilateral relations between Malaysia and other developing countries
- Promote South-South Cooperation (SSC) and Technical Cooperation among Developing Countries

Correctional Academy Of Malaysia Langkawi (CAML)

During the 17th Asian and Pacific Conference of Correctional Administrator (APCCA) held in Kuala Lumpur, it was declared that Malaysia would be Regional Training Center for the correctional practitioners from the Asian and the Pacific countries. Since 2007 MCAL has taken the tasks for training in the Criminal Justice System , Correctional and the prestige practice. For the purpose of Human Capital Development , professionalisms resource personal in the Criminal Justice system and the Correctional System.

Course Objectives

- To Provide an Exposures to the Participants on the Rehabilitation Program in Malaysian Prison and do practice in their countries
- To Share Knowledge and Experiences among Participating Countries on Rehabilitation Program
- To Provide a Holistic and Diverse Views on the Different Approaches in Rehabilitating Offenders
- To Discuss On the Contemporary Issues on Rehabilitation among Participating Countries

Course Prerequisites

- Senior Correctional/Prison Officer (Middle Rank)
- Senior Correctional Officers Who Are Directly Involved In the Rehabilitation Program in Correctional Institutions
- Proficient in English
- Applicant should be 10 years and above in working experience
- All participants will be insured (insurance)



MALAYSIAN TECHNICAL COOPERATION PROGRAMME
(MTCP)

CERTIFICATE IN JUVENILE AND REHABILITATION

1st May until 27th May 2015

Organized by:

CORRECTIONAL ACADEMY OF MALAYSIA LANGKAWI
KEDAH, MALAYSIA



The Course Contents

- Malaysia Criminal System Justice
- Malaysian Prison Department Law
- Introduction to The Rehab Programme

The Concept of Human development Plan

- Phase 1 Discipline Development
- Phase 2 Personality Enhancement
- Phase 3 Vocational & Academic
- Phase 4 Community Reintegration

Methodology

- Seminar
- Group Activities
- Practice
- Paper Presentation
- Discussion

Application Guidelines

Fellowship/Scholarship

The terms and conditions of scholarship/fellowship awards under the MTCP at Correctional Academy of Malaysian include:

- Allowance and Per Diem
- Food and lodging are provided by Malaysian Correctional Academy
- For field trips outside Malaysian Correctional Academy where only lodging is provided, participants get an allowance.

Fare

A return air ticket on economy class is provided. This is from the capital city of the recipient country to Kuala Lumpur and back. Expenditures such as Visa and transit fees, excess baggage fees are borne by the recipients.

Course Fees

All course fees are borne by the Malaysian Government

Medical and Dental Treatment

Candidates should be certified medically and physically fit to participate in this programme. All medical and dental expenses in a government hospital/clinic are at the cost of the Malaysian Government. Dental treatment is restricted to extraction and filling in government clinics.

Country Paper

All participants are required to prepare a COUNTRY PAPER on Juvenile Rehabilitation Process Towards inmates in their respective countries. The objective of preparing the Country Paper is to allow participants to share their knowledge and experience in that area. The paper should be brief and concise (not more than 10 pages) and typewritten. Two copies are required.

Course Coordinator:

ADINARAINA A/L SUBRAMANIAM

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H/P : +6012-2696916

Fax no. : +6049667120

Director

Correctional Academy of Malaysia

Jalan Persiaran Putra

07000 Kuah Langkawi, Kedah

West Malaysia

Closing date for submission:

10 March 2015

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.



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 : _____

TITLE OF COURSE:	Date of commencement:
NAME OF IMPLEMENTING AGENCY :	

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	Country Area Number
Office telephone	Telefax	Email	
Country Area Number	Country Area Number		
Person to be contacted in case of emergency :			
Name	: _____		
Telephone	: _____ Mobile Phone Number: _____		
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

A. Present or most recent post	B. Previous post
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 :	Type of organization
Government / Semi Government / Private / NGO #	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

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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 : _____

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

Name of Applicant:			
Age:	Sex:	Height: cm	Weight: kg
Blood Pressure:			
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):	
I certify that the applicant is medically fit to undertake a course in Malaysia. Name of Physician : _____ Address of Clinic : _____ (printed) _____ Telephone : _____ (printed) _____ Email : _____ Date : _____ Signature of Physician : _____ Seal of Clinic : _____			

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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.)

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

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

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

--

Relevance of the course to applicant's job

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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.

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