



**INSTITUTE OF MATERIALS, MALAYSIA**

**TRAINER/EXAMINER**

**COMPETENCY CERTIFICATION SCHEME**

**27 July 2022**

Approved by Examination and Certification Panel

## 1. INTRODUCTION

This brochure serves as a guide for to qualify trainers/examiners for the IMM Training/Certification programs. The certification program is specially designed to assess trainers/examiners and would-be trainers/examiners on their skills for training others and assessing others for competency evaluation.

The objective of this certification program is to assess and certify potential trainers/examiners on the knowledge and skills required in training and assessing persons related to IMM certification program(s).

Reference standards (reference used shall refer to the latest published document):

- TBA

## 2. WHO SHOULD ATTEND

- This certification program is for trainers/examiners and subject matter experts who are interested in training/assessing candidates for IMM Training/Certification programs.
- This program will particularly benefit managers, subject matter experts including those with no training/assessment experience who need to understand the soft skills required for training/assessment to complement their technical expertise.

## 3. EXAMINATION AND ASSESSMENT

The candidates will be assessed and evaluated by the assessor on their techniques in coaching/lecturing/assessment, handling practical demonstration and Q&A session on related to course of their choice and expertise.

The candidate will then be interviewed on their understanding of the topics taught/assessed in the course/certification program selected.

Examination will be based on:

- 30 – 45 min: Role-play as a trainer for lecture and handling Q&A session – 25%
- 30 – 45 min: Practical demonstration (can be in the form of the physical classroom, mixed reality, simulation, video *etc*) – 25%
- 30 – 45 min: Role-play as an examiner for practical and theoretical evaluation using the developed rubrics/assessment materials (can be in the form of physical examination hall, mixed reality, simulation, video *etc*) – 25%
- 10 – 15 min: Interview – 25%

The candidate must pass the examination with a minimum mark of 70% for each of the components – lecture & examination; practical demonstration and interview.

The assessment program includes a two-hour pre-assessment briefing covering a quick 'run through' of all the topics to be covered in the assessment, the examination format, the duration allocated and followed by the examination.

### **Assessment schedule**

The above assessments may be held at an Authorised Testing Centre (ATC) or immediately following the related training course conducted by Associate Training Partner (ATP)/Authorised Training Centre (ATB).

Alternatively, the assessment of competency as a trainer/examiner will be assessed by a Special Trainer/Examiner Assessment Panel using the approved assessment rubrics of a 15 – 45 min interview/assessment session.

## **4. LANGUAGE**

The lectures and assessments will be conducted in English or Bahasa Malaysia or local dialects (where possible).

## **5. CERTIFICATE OF COMPETENCY AWARDED**

IMM Certified Trainer/Examiner for ..... (Certification Program)

NOTE:

1. The candidate who passes the examination of a specific level can be appointed as trainer/examiner of that specific level and lower level(s).

## **6. VALIDITY OF CERTIFICATION**

5 years; qualified candidate must register as an IMM member for the certification period of 5 years.

## **7. CANDIDATE'S CRITERIA**

Candidate shall have:

- Valid IMM certification or equivalent (such as NACE/SSPC) in the specific certification program and with at least 5-year working experience in the relevant field.

Candidate without experience is required to attend IMM approved/recognized training courses which prepares and provides comprehensive guidance and practice aligned to the topics covered in the examination.

Candidate with experience is encouraged to attend IMM approved/recognized training courses.

## **8. RESIT OF EXAMINATION**

A candidate who had failed in one or more of the examination parts can apply to re-sit for the failed component(s) of the examination within a year from the date of the last examination. The candidate shall have to pay the full examination fee for the re-sit and without the need to attend any pre-requisite training course.

## **9. RE-CERTIFICATION**

All certified IMM Trainer/Examiner can apply for re-certification before the expiry of their certification period.

6 months prior to the expiry of certification (at the end of the 5<sup>th</sup> year of certification), the candidate can apply for re-certification for another 5 years by

- providing proof to IMM that he/she has been employed in a related profession; and
- accumulating sufficient Continuing Professional Development (CPD) points\*.

Prior to the expiry of the 5-year re-certification (at the end of the 10<sup>th</sup> year of certification), the candidate can continue to be certified for a further 5-year period by

- providing proof to IMM that he/she has been employed in a related profession
- accumulating sufficient CPD points\*; and
- attending the relevant Refresher Course for certification (if any).

The candidate must re-sit the certification examination if he/she has been out of the profession for more than 18 months continuously during the 5-year certification or re-certification period.

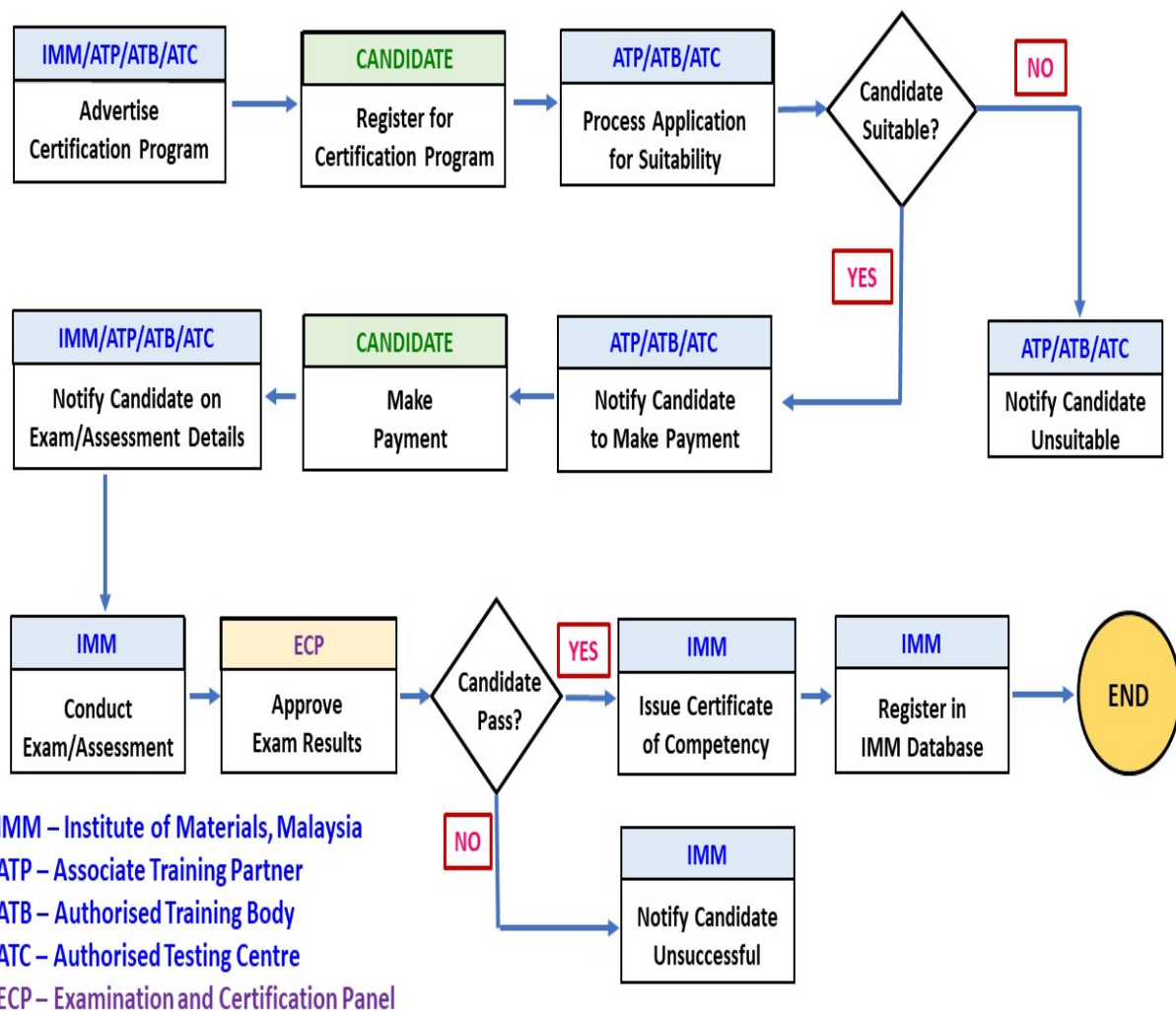
*\* The minimum number of CPD Points to be accumulated over a 5-year period shall be 100 points with an annual requirement of at least 10 points.*

## 10. TRAINING

Although this assessment program is intended for only experienced trainer/examiner, the candidate is strongly encouraged to attend IMM approved/recognized training courses to refresh themselves before attending the examination program by IMM. The IMM approved training courses are conducted by IMM certified trainers through IMM Authorised Training Body (ATB) or Associate Training Partner (ATP). Nevertheless, a prior training program for experienced trainer/examiner is not compulsory.

The **pre-assessment briefing and theory examination** will be conducted by IMM certified trainers/examiners through IMM ATP(s), ATB(s) or ATC(s) throughout Malaysia. Each session will be limited to 20 candidates.

## 11. FLOW CHART FOR THE CERTIFICATION PROCESS



Note: more details on ATB(s), ATP(s) and ATC(s) can be extracted from IMM website,

<https://www.iomm.org.my>.

## **12. EXAMINATION TOPICS**

The topics for assessment in terms of the knowledge and skills needed by candidate include the following:

- Role play as trainer for lecture:
  - » non-verbal skills
  - » verbal and language fluency skills
  - » presentation content (knowledge and organization)
  - » handling Q&A session
- Practical demonstration:
  - » non-verbal skills
  - » verbal skills
  - » instrumentation (knowledge and skills)
  - » handling Q&A session.
- Role play as examiner for assessing trainees:
  - » non-verbal skills
  - » verbal and language fluency skills
  - » assessor competency (assessment development and feedback)
  - » handling Q&A session.
- Interview:
  - » knowledge & understanding
  - » application to practice
  - » interpersonal skills



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## REGISTRATION FORM FOR CERTIFICATION EXAMINATION

\* PLEASE COMPLETE THE FORM USING CAPITAL LETTERS

DATE OF APPLICATION : \_\_\_\_\_

### CERTIFICATION SCHEME

SCHEME TITLE : \_\_\_\_\_ SCHEME CODE : \_\_\_\_\_

### PARTICULARS OF CANDIDATE

#### PERSONAL INFORMATION

FULL NAME : \_\_\_\_\_

TITLE : \_\_\_\_\_ NRIC/PASSPORT NO. : \_\_\_\_\_

DATE OF BIRTH : \_\_\_\_\_ AGE : \_\_\_\_\_

CORRESPONDENCE ADDRESS : \_\_\_\_\_

MOBILE PHONE NO. : \_\_\_\_\_ HOUSE PHONE NO. : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

#### ACADEMIC QUALIFICATIONS

(Please provide complete information on your education background; additional sheet may be used if needed.)

QUALIFICATION	INSTITUTION	FIELD OF STUDY	GRADUATION YEAR

#### INFORMATION RELATING TO CURRENT IMM CERTIFICATION (IF ANY)

CERTIFICATION SCHEME : \_\_\_\_\_

COMPETENCY CERTIFICATE NO. : \_\_\_\_\_

**CURRENT JOB INFORMATION**

NAME OF COMPANY : \_\_\_\_\_  
DESIGNATION/POSITION : \_\_\_\_\_  
ADDRESS OF COMPANY : \_\_\_\_\_  
OFFICE PHONE NO. : \_\_\_\_\_ WORK EMAIL : \_\_\_\_\_

**WORKING EXPERIENCE**

(Please provide complete information on the employment records in the related field; additional sheet may be used if needed.)

NAME OF COMPANY	POSITION	DURATION	JOB DESCRIPTION

**FOR CANDIDATES WITH SPECIAL NEEDS**

Do you require any assistance to accommodate your special needs during the examination session?

Yes Please specify the required assistance and reason for the request:  
\_\_\_\_\_  
\_\_\_\_\_

No



**IMM MEMBERSHIP APPLICATION**

MEMBERSHIP GRADE :  Ordinary  Others (Please specify): \_\_\_\_\_

SUBSCRIPTION PERIOD :  5 years  Others (Please specify): \_\_\_\_\_ years  
 Current member (Please specify IMM membership no.): \_\_\_\_\_

Note: Membership subscription will cover period of certification.

**SUBMISSION OF SUPPORTING DOCUMENTS**

- Copy of Identity Card/Passport
- Latest curriculum vitae (CV)
- Copy of certificate of highest academic qualification
- Copy of relevant competency certificate (if any)
- Copy of certificate of attendance to any relevant training course(s)
- Proof of payment
- Original letter from physician/relevant authority (for candidates with special needs)
- Others  
Please specify : (1) \_\_\_\_\_  
(2) \_\_\_\_\_

**DECLARATION BY CANDIDATE**

I, the undersigned, hereby:

- declare that, to the best of my knowledge, the information provided on this form is correct and complete and that all documents appended to this form for the submission of my application are genuine and the actual copy of the original documents;
- give my permission for my personal data to be processed by the Institute of Materials, Malaysia for personnel, administration and/or management purposes in accordance to the Personal Data Protection Act 2010 (Act 709) under the Laws of Malaysia and for my contact details to be made available to the public if required to due to legal matters upon a formal request by legal personnel;
- consent that the Institute of Materials, Malaysia may disclose any information obtained during the certification process, or from sources other than the applicant, candidate or certified person, to an unauthorized party for the purpose deemed necessary by the Institute of Materials, Malaysia and where the law requires such information to be disclosed;
- agree and understand that the Institute of Materials, Malaysia does not need to provide prior notification to me when there is a request or inquiry made about the status of my certification;

agree to comply with the certification requirements and to supply any supplementary documents or further information required based on the request made by personnel of the Institute of Materials, Malaysia for assessment purposes; and

understand that the remitted fee is non-refundable if I withdraw after my application has been accepted.

SIGNATURE :

FULL NAME :

NRIC/PASSPORT NO. :

DATE :

**FOR OFFICE USE**

SUITABILITY CHECKLIST

- Highest academic qualification
- Work experience in related field
- IMM's competency certification or equivalent
- Attended training or revision course(s)

DECISION ON SUITABILITY

YES  NO (Please specify: \_\_\_\_\_)

Examination Date : \_\_\_\_\_

Examination Venue : \_\_\_\_\_

Reviewed by (on behalf of ECP),

Approved by (on behalf of ECP),

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

IMM Certification Number : \_\_\_\_\_

IMM Membership Number : \_\_\_\_\_



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## CONTINUING PROFESSIONAL DEVELOPMENT REPORT

NAME: ..... YEAR:.....  
 IMM MEMBERSHIP NO:..... CERTIFICATION NO:.....  
 IMM CERTIFICATION:.....

### CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOG (Supporting documents to be submitted wherever applicable)

Date or Period	Professional Development Activity Code & Description	Role	No. of Activity Hours	Weightage	No. of CPD Points
<b>TOTAL</b>					

Professional Development Activity Code	Professional Development Activity Scope	Weightage Factor
<b>A</b>	Attend Online or Physical Training Courses/Workshops/Working Sub-Committee Activity on Development of Examinations and/or Training Courses	4
<b>B</b>	Online or Physical Course Trainer/Facilitator/Examiner/Conference Presenter	3
<b>C</b>	Attend Online or Physical Seminar/Conference/Webinar	2
<b>D</b>	Paper Author Main Author (max 30 hours/year) Co-author (max 10 hours/year)	2
<b>E</b>	Attend Online or Physical Committee Meeting	1

CPD Points per year : **10 points minimum.**  
 CPD Points per 5 year for re-certification : **100 points.**

Year						Total CPD Points
CPD Points						

I hereby declare that the information and particulars provided by me in this form is true and correct.

.....  
 (Signature)

.....  
 (Date)