



## INSTITUTE OF MATERIAL, MALAYSIA

### IMM Trainer/Examiner Certification Scheme

## Certified Trainer/Examiner

Code: CTRA

*HRDF claimable*

This is a certification program 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.

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

- TBA

### Who should apply

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.

### Objectives

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).

### Examination topics

- 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

### Examination format

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 duration**

Examination will be based on:

- 30 – 45 minutes: Role-play as a trainer for lecture and handling Q&A session – 25%
- 30 – 45 minutes: Practical demonstration (can be in the form of the physical classroom, mixed reality, simulation, video *etc*) – 25%
- 30 – 45 minutes: 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 minutes: Interview – 25%

#### **Examination fee**

As specified on the IMM website.

#### **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.

#### **Pre-requisite training**

A candidate without experience is required to attend IMM approved/recognized training course which prepares and provides comprehensive guidance and practices aligned to the topics covered in the examination.

A candidate with experience is encouraged to attend IMM approved/recognized training course.

#### **Criteria for certification**

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

#### **Certificate 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).

#### **Validity period of certificate**

5 years

#### **Re-sit 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 first 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.

### **Information on re-certification**

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
- attending the relevant Refresher Course for certification (if any).

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; 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