

# VISION

## TVET

### COLLEGE

## STUDENT HANDBOOK

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

Course: \_\_\_\_\_

Intake: \_\_\_\_\_

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## Welcome Message from the Director



I would like to take this opportunity to welcome you to **Vision TVET College**. Strategically located in the vibrant city of Petaling Jaya, Vision College is an institution that strives to promote academic excellence.

We have a proud tradition of producing well-rounded graduates, tailored to their respective fields to meet the ever-evolving business environment.

Being offered a place at Vision College signifies that we feel you have great academic potential. It is our sincere hope that you will progress academically whilst taking great strides in your professional development.

Do take this opportunity to make new friends and participate in the many activities lined-up as you pursue your dreams here.

Colleges are many things - places for learning and study, places for culture, places for discovery; but above all, colleges are communities. Welcome to ours!

Warmest regards,

A handwritten signature in black ink, appearing to read 'Lee Wee Loong'.

Lee Wee Loong

## 1.0 General Information

### 1.1 About **Vision TVET Academy**

Established in 2015, **Vision TVET College** offers a range of *vocational skill programmes* recognized by JPK (Jabatan Pembangunan Kemahiran) and PTPK (Perbadanan Tabung Pembangunan Kemahiran) under TVET in Malaysia. It's part of Vision University College in Kelana Jaya, Selangor, known for MQA - approved diplomas and degrees in areas like IT, health sciences, and business.

#### VISION

To become a leading and excellent TVET institution

#### MISSION

1. To provide broad access to high-quality and accredited TVET programmes
2. To become a leading training provider, producing highly skilled talent with a focus on practical skills and technology, and developing competent and professional human capital

## 1.2 Introduction

Established in **2015**, **Vision TVET College** is a forward-thinking education and training institution dedicated to nurturing talent and empowering individuals to succeed in their chosen fields. Since its inception, the Academy has continued to expand its academic offerings and strengthen its role as a trusted provider of quality education.

Today, **Vision TVET College** offers a range of industry-driven programmes including:

- i. Hospitality & Food and Beverage
- ii. Information Technology (IT)
- iii. Security & Safety
- iv. Mechatronic

Supported by experienced educators, modern training facilities, and a learner-centred approach, **Vision TVET College** strives to equip students with the skills and confidence needed to excel in today's competitive environment.

At **Vision TVET College**, we believe education is more than just acquiring knowledge — it is a journey of growth, discovery, and transformation. We are committed to fostering a supportive learning community that encourages innovation, collaboration, and lifelong learning.

All students must comply with the rules and regulations of **Vision TVET College**. Whilst within the premises of the college or engaged in any activity related to their study within and outside the college, students shall comply with any reasonable directive given to them by any officer of the college and shall maintain an acceptable standard of conduct.

### **PROHIBITED ACTIVITIES**

The following activities are deemed to be of a very serious nature and students involved in them will be dealt with severely. Among the possible consequences of such unacceptable behavior could be suspension from facilities, classes, exams, events, Internship Placement and may even include expulsion from the college. The college will not hesitate to report students engaging in such activities to the relevant authorities. Students should, therefore, take a serious view of the following prohibited acts, which shall be deemed as a Serious Major Misconduct:

a. Use of Alcohol or Illegal Drugs (Dadah)

The use of alcohol or illegal drugs or substances prohibited by Malaysian Law within **Vision TVET College** premises is strictly prohibited. Students must always ensure that they do not attend college or a college function (within or outside the campus) under the influence of any of these substances.

b. Theft

Stealing the property of fellow students, staff or the college will not be tolerated. The college reserves the right to make a Police Report. Full compensation must precede any consideration of re-admission to the college.

c. Vandalism

Students found vandalising **Vision TVET College** property will be subject to disciplinary action. Full compensation must precede any consideration of re-admission to the college.

d. Extortion, Gangsterism and all forms of Physical Violence

Extortion, gangsterism and all forms of physical violence (including physical sexual abuse, bullying, coercion and intimidation) are extremely serious and will be dealt with severely.

e. Slandering, Sexual Harassment and all forms of Verbal Abuse

Slandering, sexual harassments, all forms of verbal abuse (including threats; libel; defamation; and unsolicited attention, etc.) and all forms of written abuse (including poison letters; derogatory statement or postings on websites, discussion forums and/or social networks, etc.) are extremely serious and will be dealt with severely.

f. Illegal and Criminal Activities

Illegal and criminal activities are strictly prohibited. Students who are caught with illegal possession of drug (dadah,) alcohol, pornographic materials or any other illegal materials shall be dealt with severely. Those charged and found guilty in a Court of Law will be expelled.

g. Forgery

Forging a document, using a false student card, or misrepresenting oneself is unacceptable. No student, nor any other person on behalf of a student, shall knowingly submit to the college a document that:

- is falsely signed; or
- contains any forged signature; or
- is a false, untrue, misleading, altered or tampered with; or
- legally not belonging to the student.

h. Smoking / E-cigarette

**Vision TVET College** is a smoke-free College. As such, smoking and vaping is strictly prohibited within all college premises, especially the following areas: kitchen, classrooms, exam hall, library, IT labs, college passage ways and corridors.

### 3.0 Personal Conduct And Grooming

Whilst within the premises of the college or engaged in any activity related to their study within and outside the college, students shall comply with any reasonable directive given to them by any officer of the college and shall maintain an acceptable standard of conduct.

#### 1. Courtesy and Respect

Students must be disciplined and courteous at all times. Students should develop a sense of respect for the management staff, faculty members as well as for their college mates and visitors. Students are expected to politely greet others with a smile and to say "thank you" whenever appropriate.

#### 2. Use of Facilities and Equipment

Students are expected to use college facilities, equipment and college property with respect and care. Students are not permitted to use the facilities (namely kitchen, classrooms, computer lab and library equipment) without the approval of the college management. Any furniture and fittings rearranged or moved to another location must be returned to the original location or position after use.

#### 3. Dress Code, Attire and Grooming

The following are the college guidelines and policies:

- a) Uniform Students must wear the appropriate and complete uniform for all practical classes (e.g. kitchen, computer lab etc.). Shirts/Blouse should be neatly tucked-in, while pants/skirts should not be "loosely hanging". The full uniform should be clean, pressed and worn neatly and appropriately to project a professional image expected. Student identity card must be worn at all times. Lost/Damage of the card, must be reported to the Administration Department and a levy of RM20 will be charged to replace the card.
- b) Attire Students must be tidily dressed in neat and clean clothing's at all times. Students are advised to be mindful of the cultural sensitivities of others and to the academic environment. Attire that is inappropriate, too revealing or offensive like shorts, mini-skirts, singlets, sleeveless shirts/blouse and spaghetti string-tops are not permitted within the college premises.
- c) Shoes Students must wear appropriate footwear, namely safety shoes during kitchen / computer lab practical's and dark colored court shoes during practical's.

Appropriate socks and stockings are highly recommended. Slippers, sandals, clogs and thongs are not permitted during college scheduled classes or events.

- d) Hair Male students must maintain a tidy neat and short hair style at all times. Female students may longer hair styles which should be neat or appropriately maintained (tied, braided, pinned or "tudung" covered, etc.).

All students must have on the college approved headwear during kitchen practical's. "Gaudy – colored" dyed or tinted hair or "weird, punky" hairstyles are not permitted.

- e) Accessories Students must remove any "hanging" or loose accessories such as necklaces, earrings, bracelets, bangles during kitchen practical's as a safety measure. Perfume, cosmetics, make-up, talcum powder, etc. should not be worn to avoid contaminating the kitchen environment and food production process.
- f)
- g) Tools Students must use and maintain their own tools with care. Any tools or tool boxes belonging to students left unattended within the college premises will be confiscated.

All management and teaching staff of the college have the authority to refuse admittance for students who are not properly attired, into facilities, classes, examinations or events. In the event of a dispute, the college reserves the right to determine what constitutes appropriate attire and grooming. Habitual offenders may be suspended for up to two weeks and reported to their parents and/or guardians accordingly.

## 4.0 Punctuality And Attendance

### DAILY SCHEDULE

- Weekdays classes are scheduled from 9.00am to 5.00pm.

### PUNCTUALITY

Punctuality is a manifestation of self-discipline, personal time management and respect for others and for time. The following are the college policies:

1. Punctuality is defined as being on time for the scheduled class, practical training, event, deadline, etc. as announced by the college or the teaching staff concerned. The clock within the classroom or kitchen shall be used as the defining time. Otherwise, the time as per the teaching staff or person in charge shall be used.
2. The following will provide scenarios and definitions related to punctuality:

Scenario	Theory class/practical/event is scheduled to start at 8.30 am	Definition	Consequences & College Actions
<b>A</b>	Present <u>before 8.30am</u> (or any said time scheduled) Fully uniform attire	On Time.	This is excellent behavior and shall be commented favorably.
<b>B</b>	Present <u>between 8.31 am and 9.00 am</u> , (ie. within 30 minutes of the scheduled start time)	Late	Mark "LATE", allowed to continue class, practical or event  <b>IMPORTANT:</b> 2x Late = 1 Absent
<b>C</b>	Present <u>after 9.00am</u> , (i.e. after 30 minutes of the scheduled start time)	Absent	Mark "ABSENT", <u>not allowed to continue</u> with the class, practical or event. Student will be asked to leave and may go home.
<b>D</b>	No Show Up at all	Absent	Mark "ABSENT"

### ATTENDANCE

Students should be aware that their absences from classes and practicals may seriously jeopardize the successful completion of courses pursued. A minimum Attendance of 80% of scheduled classes and practicals for each subject/module is required in order for a student to be permitted to sit for the final examinations. If a student's attendance falls below 80% without valid reasons, the said student will be barred from attempting the exams or allowed to submit the Portfolio for assessment.

## 5.0 Principles Of Hospitality

**Vision TVET College** subscribes to important "Principles of Hospitality": what does the hospitality industry mean to YOU? Take a moment to think about it. Your objectives are to: fully understand what it means to be in the hospitality industry AND create an environment of hospitality AND take responsibility for yourself and achieve professional practice AND strive for excellence. YOU can make a difference by following the "Principles of Hospitality" code of practice every day. Reflect on these essential skills and you have already improved your personal development.

Professional attitude focuses on the application of life skills and competencies and derives from our commitment to certain principles of hospitality:

- harmonious relationship in a School peopled by representatives of many different cultures;
- the safety of students of the School; and
- Compliance with Malaysian legal requirements.

**Vision TVET College** professional attitude is a matter of guided self-development involving assessment of the following.

- a. Behaviour and discipline
- b. Adherence to the School Dress, Uniform, Grooming and Appearance Code
- c. Contribution to the community, for example, contribution to management of the School, e.g. formally, through
- d. undertaking tasks assigned by staff members from time to time; membership of the Student Council; library assistantships; and assisting in events organization, and informally, through supporting the School, friends and colleagues.**

GREETING	To ALL guests To ALL Faculty and staff To ALL your peers	Good Morning! Good Afternoon! Good Evening!
MANNER	ALWAYS be polite ALWAYS be courteous ALWAYS be friendly	A smile is essential but costs nothing
UNIFORM AND DRESS	Look smart and professional . Create a good impression Maintain your self-respect	Better to be overdressed than underdressed
INTEGRATE	Into the Malaysian Culture With other peer cultures . By always helping others	Make the most of <b>Vision TVET College</b> culture
COMMUNICATE	With ALL nationalities .With ALL cultures In Malay / English	Communication is vital if you want to succeed in the all industry
RESPECT	For ALL other people For your environment - for example, concerning smoking, concerning noise, concerning litter – pick it up!	Give respect to others and earn their respect in return
LEARN	Punctuality To take responsibility for your actions and surroundings	Learning is the key to success

## 6.0 Examination & Coursework - Grading

For Competency-Based on SKM - Percentage Grading System

GRES	TAHAP KETERAMPILAN
A , B	Terampil Cemerlang
B- , B , B+	Terampil Baik
C , C+	Terampil
F	Belum Terampil

All test and assessments papers are filed and kept in the students portfolio for the "Pegawai Pengesah Luaran" (PPL)"s verification. Students will only get their "Sijil Kemahiran Malaysia" (SKM) or "Diploma Kemahiran Malaysia" (DKM) after the verification by the PPL . Appeals expressed thereafter will not be taken into consideration.

GRADES FOR UNITS by [Vision TVET College](#) transcript are base as follow:

Mark Range	Alphabetical	Grade	GPA	Level of Achievement
95 – 100	A	4.00		Excellence
90 – 94.99	A-	3.70		
85 – 89.99	B+	3.30		Good
80 – 84.99	B	3.00		
75 – 79.99	B-	2.70		
70 – 74.99	C+	2.30		Pass
60 – 69.99	C	2.33		
0 – 59.99	F	0.00		FAIL

### ADDITIONAL CODES

P	Pass	D	Drop
NC / 1	Not Yet Competent	O	Ongoing
W	Withdrawn Without Academic Penalty	DC	Did Not Complete – Class Project

AU	Audit Subject	CS	Continuing Studies – Assessment Not Complete
X	Absent with Permission	Y	Absent without Permission
EX	Exemption on base of Credit	Z	Barred from Examination.
S	Suspended	**	Module/Unit Awaiting Result

## **TERMS FOR SKM**

### SIJIL KEMAHIRAN MALAYSIA

- TAHAP 2 (Level 2)
- TAHAP 3 (Level 3)

### DIPLOMA KEMAHIRAN MALAYSIA

- TAHAP 4 (Level 4)

## **PRINCIPAL LIST**

1. Student who obtained a GPA of at least 3.70 or above for any courses taken in a regular semester, and satisfied the minimum of 12 credit hours, shall be placed in the Principal List.

## **GRADUATION & ALUMNI REQUIREMENT**

1. Student are awarded the Certificate or Diploma when they fulfill the following conditions:
  - a. Completed the minimum credit requirement for the program by not obtained a CGPA of not less than 2.00 for the final term of studies.
  - b. Fulfilled the College/Center specific requirements.
  - c. Applied for graduation and approved by the Senate.
  - d. Cleared all financial obligations from **Vision TVET College**.
  - e. Free from any pending disciplinary action.

## **PLAGIARISM**

Plagiarism is defined as any unauthorized use of ideas and words produced by someone other than the author and present them as their own. At the discretion of the Pegawai Penilai/Tenaga Pengajar or Program Coordinator

## 7.0 Program

### 7.1 DKM Pengurusan Bahagian Makanan & Minuman

#### 7.1.1 Course Outline

The course begins with an introduction to different types of food and beverage outlets, their roles, and current industry trends. Students learn about menu planning, including types of menus, pricing strategies, and nutritional considerations. The program covers cost control techniques such as food and beverage costing, inventory management, and budgeting. Service operations are explored with a focus on standard procedures, service styles, and the use of technology. Staffing and human resource management topics include recruitment, training, leadership, and labor laws. The course emphasizes excellent customer service skills, including guest interaction, complaint handling, and loyalty building. Hygiene, sanitation, and safety standards are taught to ensure compliance with food safety regulations and workplace safety. Marketing and promotion strategies cover branding, digital marketing, and event planning. Finally, students learn about sustainability practices in food and beverage management, focusing on eco-friendly sourcing and waste reduction. Assessments include quizzes, assignments, practical exercises, and a final project to apply learned concepts.

#### 7.1.2 Career Prospects

- i. **Food & Beverage Manager:** Overseeing daily operations of restaurants, hotels, cafes, or catering services.
- ii. **Outlet Manager:** Managing specific outlets like bars, coffee shops, or fine dining restaurants.
- iii. **Restaurant Supervisor:** Supervising service staff and ensuring smooth guest experiences.
- iv. **Banquet Manager:** Coordinating large events and catering services.
- v. **Catering Manager:** Planning and managing off-site food service for events and functions.
- vi. **Bar Manager:** Managing bar operations, inventory, and staff.
- vii. **Cost Controller:** Managing budgets, food costs, and inventory in F&B operations.
- viii. **Service Trainer:** Training staff in customer service and operational standards.
- ix. **Entrepreneur:** Starting and managing your own food or beverage outlet.

#### 7.1.3 Program Objectives

- i. To provide students with a comprehensive understanding of the operations and management of food and beverage outlets
- ii. To develop practical skills in menu planning, cost control, and inventory management.

- iii. To equip students with the ability to implement high standards of service, hygiene, and safety in food and beverage environments.
- iv. To enhance leadership, team management, and customer service capabilities essential for successful outlet management.
- v. To familiarize students with marketing and promotional strategies tailored for the food and beverage industry.
- vi. To promote awareness of sustainability practices and ethical considerations in food and beverage operations.
- vii. To prepare students for real-world challenges through case studies, practical training, and project work, enabling them to manage or start their own food and beverage outlets confidently.

#### 7.1.4 Learning Outcomes

By the end of this program, students will be able to:

- i. Identify and explain the different types of food and beverage outlets and their organizational structures.
- ii. Design menus that balance customer preferences, nutritional value, and profitability.
- iii. Apply effective cost control and budgeting techniques to manage food and beverage expenses.
- iv. Implement standard operating procedures for efficient and high-quality service delivery.
- v. Manage and motivate staff to deliver excellent customer service in a food and beverage setting.
- vi. Ensure compliance with food safety, hygiene, and workplace safety regulations.
- vii. Develop marketing and promotional plans to attract and retain customers.
- viii. Incorporate sustainable practices into food and beverage outlet operations.
- ix. Analyze real-world problems in food and beverage management and propose practical solutions.

#### 7.1.5 Module

##### A. Level 2

- i. F&B Safety, Health, Hygiene and Sanitation Practice
- ii. F&B Pre Preparation Operation(Mise En-Place)
- iii. F&B Guest Order Handling
- iv. F&B Serving
- v. F&B Billing & Cashering

##### B. Level 3

- i. F& Customer Services Handling
  - ii. F&B Billing & Cashiering Control
  - iii. F&B Reservation Handling
  - iv. F&B Inventory Control
  - v. F&B Operation Supervision
- C. Level 4
- i. F&B Outlet Policies Management
  - ii. F&B Outlet Administration Management
  - iii. F&B Outlet Personnel Development Management
  - iv. F&B Outlet Sales And Marketing Management
  - v. F&B Outlet Service Operation Equipment Management
  - vi. Basic Culinary Principle

#### 7.1.6 Entry Requirements

- i. Age between 16 to 45
- ii. Able to read, write and perform basic calculations
- iii. PMR, PT3 or SPM graduate
- iv. Physically and mentally healthy

## 7.2 DKM Sistem Komputer

### 7.2.1 Course Outline

This program equips students with practical skills to install, configure, maintain, and secure computer systems. It covers essential areas such as operating system installation (Windows & Linux), user and group management, file system and storage handling, and basic network configuration. Students will also learn preventive maintenance, system troubleshooting, and fundamental IT security practices. Optional modules may include server administration and virtualization. The course is delivered through hands-on, competency-based training aligned with industry needs.

Upon completion, students will be able to support IT operations in organizations and pursue careers such as system technicians, IT support staff, or junior system administrators.

### 7.2.2 Career Prospects

- i. **Computer Systems Technician** :Install, maintain, and troubleshoot computer systems and hardware.
- ii. **IT Support Technician / Helpdesk Support:** Provide technical support to users, diagnose system problems, and resolve software/hardware issues.
- iii. **Junior System Administrator:** Assist in managing and maintaining operating systems, user accounts, and system backups.
- iv. **Network Support Technician:** Support basic network infrastructure, including IP configuration, connectivity issues, and network troubleshooting.
- v. **Desktop Support Specialist:** Handle workstation setup, software installation, and user support for desktops and laptops.
- vi. **Technical Assistant (IT Department):** Support daily IT operations in schools, offices, government departments, or private companies.
- vii. **IT Maintenance Technician:** Conduct preventive maintenance on computers, peripherals, and related equipment.

### 7.2.3 Program Objectives

- i. To equip students with hands-on skills in installing, configuring, and maintaining computer systems in accordance with industry standards.
- ii. To develop competency in operating system administration, including user management, file systems, and software installation on Windows and Linux platforms.
- iii. To train students in basic network configuration and troubleshooting, enabling them to support network connectivity and device communication.
- iv. To instill knowledge of IT security principles, including system protection, user access control, and safe computing practices.
- v. To provide the ability to carry out system maintenance and diagnostics, including preventive and corrective measures.
- vi. To promote good work ethics, professionalism, and teamwork, preparing students for real-world IT environments.
- vii. To support career readiness by aligning training with the needs of employers in the IT support and system administration fields.

### 7.2.4 Learning Outcomes

By the end of the program, students will be able to:

- i. Install and configure operating systems (Windows and Linux) according to user and organizational requirements.
- ii. Manage user accounts, groups, and access permissions effectively to ensure system security and functionality.
- iii. Set up and maintain file systems and storage devices, including partitions, backups, and recovery processes.

- iv. Configure basic network settings, such as IP addressing, DNS, and network sharing for workstation connectivity.
- v. Use command-line and GUI-based tools to perform system administration and troubleshooting tasks.
- vi. Apply preventive and corrective maintenance procedures to ensure system performance and reliability.
- vii. Identify and resolve basic hardware and software issues using standard troubleshooting techniques.
- viii. Implement basic IT security practices, including antivirus configuration, user authentication, and access controls.
- ix. Demonstrate professionalism, teamwork, and responsibility in performing tasks in a real or simulated IT work environment.
- x. Follow health, safety, and environmental procedures related to IT workspaces and electronic equipment.

### 7.2.5 Module

#### A. Level 3

- i. Computer System Set-Up
- ii. Computer System Maintenance
- iii. Computer System Repair
- iv. Server Installation
- v. Server Maintenance
- vi. Computer Network Connectivity Set-Up
- vii. Mobile Device Configuration

#### B. Level 4

- i. Server Configuration
- ii. Computer Network Installation Management
- iii. Computer System Security Control
- iv. Computer System Maintenance Management
- v. Computer System And Network Procurement

## 7.2.6 Entry Requirements

### A.Level 3

- i. Age between 16 to 45
- ii. Able to read, write and perform basic calculations
- iii. PMR, PT3 or SPM graduate
- iv. Not color blind

### B.Level 4

- i. Age between 17 to 45
- ii. Able to read, write and perform basic calculations
- iii. PMR, PT3 or SPM graduate and SKM 3 IT-020-3:2013
- iv. Not color blind

## 7.3 SKM Sekuriti

### 7.3.1 Course Outline

The SKM Level 2 Security Operations Officer course focuses on foundational security skills, including legal procedures, emergency response, risk management, and basic customer service. Meanwhile, the SKM Level 3 Security Supervisor course is designed for supervisory roles, covering team management, security planning, investigations, advanced risk assessment, and the use of security technology and equipment.

### 7.3.2 Career Prospects

- i. Security Guard
- ii. Patrol Officer
- iii. Loss Prevention Officer
- iv. Security Supervisor
- v. Control Room Operator
- vi. Team Leader
- vii. Enforcement Assistants

### 7.3.3 Program Objectives

- i. Equip participants with basic skills and knowledge in the field of security operations according to national occupational skill standards (NOSS).
- ii. Train individuals to perform frontline security duties professionally and ethically.
- iii. Develop awareness and practical competency in:
  - a. Law enforcement principles
  - b. Physical security measures
  - c. Emergency response and fire safety
  - d. Access control systems and electronic surveillance
  - e. First aid and basic life-saving procedures
  - f. Enhance discipline, responsibility, and teamwork, preparing students for the workforce in security-related fields.
  - g. Prepare learners to supervise and manage security teams, operations, and workplace procedures effectively.
  - h. Advance leadership and supervisory skills, including handling personnel, schedules, and operational planning.
  - i. Train individuals in developing and enforcing standard operating procedures (SOPs) and emergency response protocols.
  - j. Introduce higher-level security skills, such as:
    - CVIT (Cash and Valuables in Transit) procedures
    - Firearms handling (if applicable)
    - Site and facility risk assessments
  - k. Produce Security Supervisors capable of managing operations in compliance with national security standards and organizational policies.
  - l. Produce competent Security Officers who are employable in both government enforcement agencies and private sector security departments.

### 7.3.4 Learning Outcomes

#### A. Level 2

By the end of this program, participants should be able to:

- i. Understand and apply basic security principles in accordance with Malaysian laws and regulations.
- ii. Perform routine security duties such as:
- iii. Patrolling and guarding
- iv. Monitoring CCTV and electronic surveillance systems
- v. Managing access control at gates or entrances
- vi. Respond effectively to emergencies, including fire, theft, and public disturbances.
- vii. Conduct basic investigations and report writing on incidents within their scope.
- viii. Apply occupational health and safety (OHS) practices in the workplace.
- ix. Provide basic first aid and support during medical emergencies.

- x. Demonstrate professionalism, ethics, and discipline in all aspects of work.
  - xi. Communicate effectively with colleagues, clients, and relevant authorities.
- B. Level 3
- i. Supervise a team of security personnel and allocate tasks effectively.
  - ii. Develop and enforce Standard Operating Procedures (SOPs) for different types of security situations.
  - iii. Manage critical incidents, including bomb threats, armed robberies, or riots.
  - iv. Assess risks and recommend security improvements for facilities or premises.
  - v. Prepare reports and documentation for management and law enforcement when necessary.
  - vi. Train and mentor junior security officers, including on-the-job performance assessments.
  - vii. Operate and manage CVIT operations, weapons (where authorized), and secure communication protocols.
  - viii. Coordinate with external agencies (e.g., police, fire department) during emergencies or joint operations.

### 7.3.5 Module

A. Level 2

- i. Premise Access/ Exit Control
- ii. Security Patrolling
- iii. Workplace Security And Safety Control
- iv. Security Risk Situation Control
- v. Unarmed Escort

B. Level 3

- i. Coordinate Security Administration
- ii. Security Command And Control
- iii. Emergency Support Coordination
- iv. Coordinates Pilferage Handling
- v. Security Services Supervision
- vi. Armed Protection Coordination

### 7.3.6 Entry Requirements

- i. Age between 18 to 45
- ii. Able to read, write and perform basic calculations
- iii. PMR, PT3 or SPM graduate
- iv. Physically and mentally healthy

## 7.4 DKM Mekatronik

### 7.4.1 Course Outline

The DKM Automasi Perindustrian & Mekatronik program equips students with the technical knowledge and hands-on skills required to work in industrial automation and mechatronics. The course covers the design, installation, and maintenance of automated systems, as well as the integration of mechanical, electrical, electronic, and control components. Students will learn PLC programming, microcontroller applications, pneumatic and hydraulic systems, process control, drive technology, and equipment maintenance. The program also includes training in technical drawing, industrial safety, project management, and troubleshooting techniques. In addition, students will complete a final year project and undergo industrial training to apply their skills in a real-world environment. Graduates of this program are prepared to work as skilled technicians in manufacturing, system integration, maintenance, and automation-related industries.

### 7.4.2 Career Prospects

- i. Mechatronics Technician
- ii. Industrial Automation Technician
- iii. PLC Programmer / Technician
- iv. Maintenance Technician (Electrical/Mechanical)
- v. Automation System Integrator
- vi. Robotics Technician
- vii. Process Control Technician

### 7.4.3 Program Objectives

- i. Develop skilled technicians who are competent in industrial automation and mechatronics systems through hands-on training and applied knowledge.

- ii. Provide comprehensive understanding of mechanical, electrical, electronic, pneumatic, hydraulic, and control systems used in modern industrial environments.
- iii. Equip students with the ability to install, maintain, troubleshoot, and integrate automation and mechatronic systems in various industries.
- iv. Enhance problem-solving and technical decision-making skills relevant to real-world industrial challenges.
- v. Promote safe work practices and technical professionalism in accordance with industry standards and occupational safety regulations.
- vi. Prepare students for employment in industries such as manufacturing, robotics, process control, and system integration.
- vii. Encourage innovation and entrepreneurship in the field of industrial automation and maintenance technology.
- viii. Support lifelong learning and career progression, including pathways to Advanced Diploma (DLKM) or Bachelor's Degree programs in engineering and technology fields.

#### 7.4.4 Learning Outcomes

By the end of this program, students will be able to:

- i. Apply theoretical and practical knowledge in mechatronics systems, including mechanical, electrical, electronic, pneumatic, and hydraulic components.
- ii. Design and develop basic automation systems, incorporating Programmable Logic Controllers (PLC), sensors, actuators, and control circuits.
- iii. Install, commission, and maintain automation and mechatronics equipment used in industrial settings.
- iv. Troubleshoot and repair faults in integrated systems using appropriate diagnostic tools and techniques.
- v. Operate and program PLCs and microcontrollers for use in industrial automation processes.
- vi. Interpret technical drawings and schematics related to system design, layout, and installation.
- vii. Work effectively as part of a technical team, demonstrating leadership, communication, and project management skills.
- viii. Apply occupational safety and health (OSH) standards in performing technical tasks and during maintenance operations.
- ix. Complete a technical project that reflects real-world industrial challenges, applying innovation and problem-solving skills.
- x. Demonstrate professional conduct and ethical responsibility in workplace practices and during industrial training.

#### 7.4.5 Module

##### A. Level 2

- i. Industrial Automation Engineering Drawing
- ii. Industrial Automation Engineering Drawing Fundamental Control Programming

- iii. Industrial Automation Fabrication
- iv. Industrial Automation Sub-Assembling
- v. Industrial Automation Systems Servicing

#### B.Level 3

- i. Industrial Automation Computer Aided Design (Cad) Assembly Drawing
- ii. Industrial Automation Mechanical System Assembling
- iii. Industrial Automation Electrical & Electronic System Assembling
- iv. Industrial Automation System Calibration
- v. Industrial Automation Systems Maintenance
- vi. Industrial Automation Systems Control System Programming
- vii. Industrial Automation Engineering System Support Supervision

#### C. Level 4

- i. Industrial Automation Systems Design
- ii. Industrial Automation System Integration
- iii. Industrial Automation System Installation And Commissioning
- iv. Industrial Automation Systems Maintenance Coordination
- v. Industrial Automation Systems Project Coordination

#### 7.4.6 Entry Requirements

- i. Age between 16 to 45
- ii. Able to read, write and perform basic calculations
- iii. PMR, PT3 or SPM graduate

## 8.0 Examination Repeat Fees

Examination	Assessment Method	Internal Fees (RM)	External Fees (RM)	Remarks
All levels (SKM L2, L3,) & DKM (L4)	THEORY	50	200	1 X Repeat
SKM LEVEL 2	PRACTICAL	100	200	1 X Repeat
SKM LEVEL 3	PRACTICAL			
DKM LEVEL 4	PRACTICAL			

### 8.1 Mechanism and Guidelines for Appealing Course Assessment Results

#### 8.1.1 Purpose of Appeal

An appeal is made when a student is dissatisfied with an assessment result (e.g., assignment marks, final exam, course grade) and believes there has been an error or unfairness in the assessment process.

#### 8.1.2 General Conditions for Appeal

- Appeals can only be made based on **valid reasons**, such as:
  - Errors in mark calculation.
  - Assessment not following the criteria set in the rubric.
  - Inconsistency or unfairness in the evaluation process.
- **Appeals will not be accepted** solely based on general dissatisfaction without clear justification or evidence.

#### 8.1.3 Appeal Process

##### Step 1: Informal Review

- Students are encouraged to meet with the course lecturer or assessor **within 7 working days** after results are released.
- Purpose: To seek clarification and request a review of the assessment informally.

##### Step 2: Formal Appeal

If the student is still dissatisfied:

- Submit a **formal appeal letter** or complete the **official assessment appeal form** to the relevant academic office (e.g., Dean's Office, Head of Program, or Academic Assessment Unit).
- **Submission deadline:** Within **14 working days** after the results are released.
- Include:
  - Course and assessment details.
  - Grounds for the appeal.
  - Supporting evidence (e.g., copy of assignment, emails, assessment rubric).

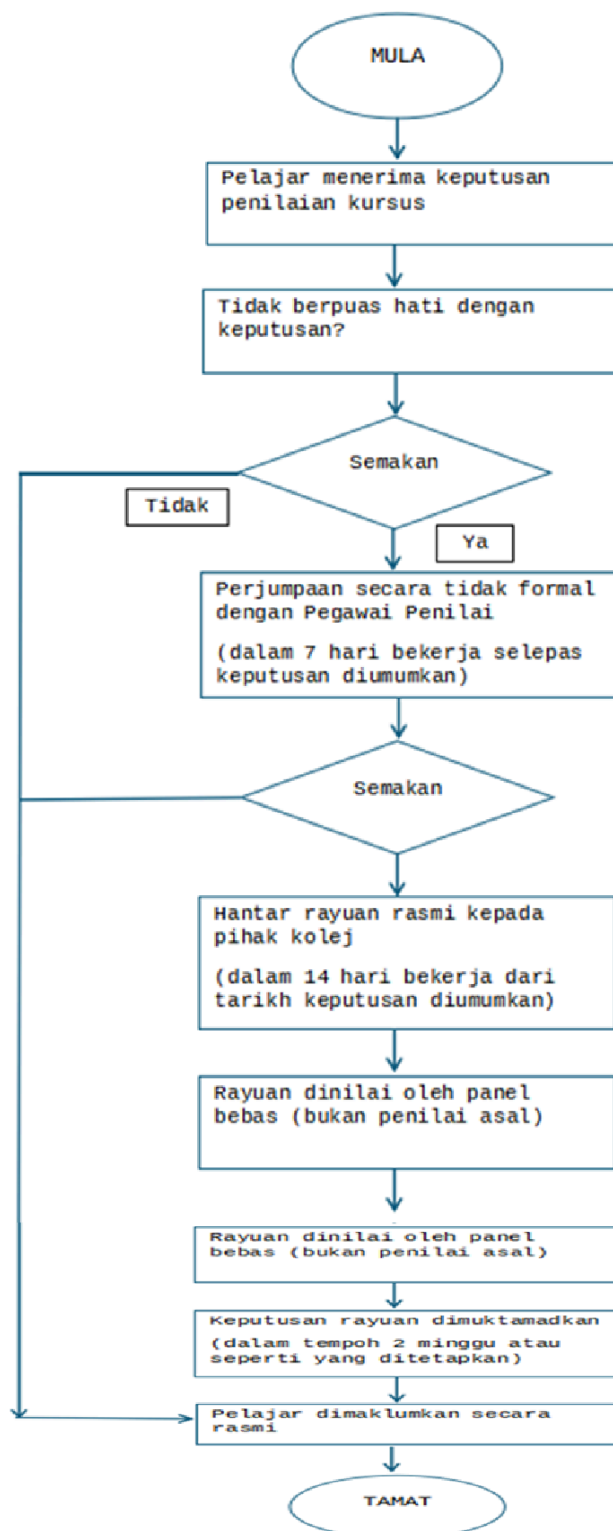
#### **8.1.4 Reassessment Process**

- The appeal will be reviewed by a panel not directly involved in the original assessment.
- The panel may:
  - Uphold the original marks.
  - Increase or decrease the marks, depending on the reassessment outcome.
- The decision is **final** and will be communicated in writing within a specified period (typically within 2 weeks).

#### **8.1.5 Confidentiality & Integrity**

- All appeals will be handled professionally, fairly, and confidentially.
- Students will not face disciplinary action simply for submitting an appeal, provided it is made through the proper procedures.

## 8.2 Course Assessment Appeal Process



## 9.0 Policy on Student Progression from DKM to Degree Programs

### 9.1. Purpose

This policy outlines the requirements and procedures for students holding a Diploma Kemahiran Malaysia (DKM) to progress to bachelor's degree programs offered by Vision University College (VUC). It aims to recognize prior learning and provide a clear academic pathway for TVET graduates.

### 9.2. Scope

This policy applies to all students who have completed or are completing the DKM Level 4 qualification and seek admission into degree programs within VUC.

### 9.3. Eligibility Criteria

To be eligible for progression from DKM to a degree program, the student must:

- i. Hold a valid **Diploma Kemahiran Malaysia (DKM) Level 4** awarded by **Jabatan Pembangunan Kemahiran (JPK)**.
- ii. Possess **SPM qualifications** with a minimum of [Insert minimum required results].
- iii. Meet any **program-specific requirements**, including additional academic qualifications, language proficiency (e.g., MUET), or portfolio submission (if applicable).
- iv. Pass a **bridging or foundation program** if required by the degree program.

### 9.4. Application Procedure

- i. Submit a completed application form to the Admissions Office.
- ii. Attach certified copies of the following documents:
  - a. DKM certificate and transcript
  - b. SPM results
  - c. Identity card or passport
  - d. Additional documents as required by the specific program
- iii. Attend an interview or placement test, if requested.

### 9.5. Credit Transfer

- i. Eligible students may apply for credit transfer based on the courses/modules completed during their DKM program.
- ii. The maximum number of credits transferable is subject to the Malaysian Qualifications Agency (MQA) guidelines and institutional policies.
- iii. Credit transfer is not automatic and is subject to review by the Academic Committee.

### 9.6. Duration of Study

The duration of study for students entering a degree program via DKM may be shortened, depending on the number of credits transferred and the structure of the program.

## 10.0 Withdrawal

“Withdrawal from the College” means withdrawal from programme of study where upon a student shall not continue with the programme of study currently pursued.

Any student who wishes to withdraw from programme is required to write to the Student Admission to request for withdrawal of the said programme with specific and valid reasons. The said letter should be forwarded to the Programme Coordinator, Head of TVET, Registrar and the Head Of Academic. This will include the completion of the “Withdrawal Form” by all departments and persons outlined in the Form.

Tuition fee refunds (if any) are guided by the **Vision TVET College’s** Refund Policies and Procedures and you are advised to ascertain the procedure. It is imperative that all rules and regulations are strictly adhered to, including settling the outstanding tuition fee (if any), failing which, the Refundable Deposits shall be forfeited.

Registry department will issues the confirmation withdrawal after received complete document of withdrawal form and supporting document. The approval for withdrawal of an International student must be accompanied by, apart form, a duly completed Withdrawal Form, also a confirmed air ticket indicating student departure date. In the case of transferring to another institution, a Letter of Offer from the acceptance institution is also required for transfer cases. Any decision with respect to withdrawal from the College shall be final.

### 10.1 Termination Of Study

The Academy has the right to terminate students from the **Vision TVET College** bases on academic or non-academic related issues.

When and if student are found guilty of any serious disciplinary offences and prolonged stay in the country (international students) were affecting the pace of the country or tarnishing the image of the **Vision TVET College**, the student will be terminated immediately.

Apart from the above, reasons for termination of studies may include any one or a combination of the following:

- a. Poor academic performance for a few consecutive module
- b. High absenteeism in classes (below 80%)
- c. Non-response to warning letters issued
- d. Unacceptable reasons replied to warning letters
- e. Advised by Program Coordinator, Head of TVET or desingated staff or the School/Academy/Institute
- f. Submitting forged/tampered documents

g.Rejection of student visa renewal by the Malaysia Immigrations Department

h.Exceeding maximum duration allowed to complete a programme

i. Disciplinary issues

j. Fails to complete the requirements of programme of study within the prescribed maximum period.

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