E-SICW CIDBH

COURSE APPLICATION

GUIDELINES

CIDB HOLDINGS	PROCEDURE E-SICW CIDBH COURSE APPLICATION GUIDELINES	CIDB HOLDINGS SDN. BHD	
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INTRODUCTION

SICW is a Safety Induction for Construction Workers with the aim of providing knowledge and awareness on safety and health to every construction personnel who work or will work on a construction site. SICW courses are organized and implemented in two (2) ways, namely physical classes and online classes.

SICW CIDBH is a Safety Induction for Construction Workers organized by CIDB Holdings in the **online format of electronic learning or e-learning** and can be followed at any time. The **e-SICW CIDBH** course is implemented through two (2) main processes, namely as below:

1st Process : *Module Learning*
2nd Process : *Self -Assessment*

The advantages offered through e-SICW CIDBH are:

(a) The lowest course fee price compared to the SICW physical class,

(b) Rapid self -assessment result,

(c) Choice of 7 languages,

(d) Self -assessment can be made at anytime and anywhere,

(e) Receipt of 5 CCD points for each participant who passes the assessment.

PURPOSE

The purpose of implementing e-SICW online is as an **alternative** in overcoming the problems in organizing SICW physical class. The SICW course is **COMPULSORY** for every construction personnel and is a prerequisite in performing the CIDB Malaysia Construction Personnel Registration (Green Card).

Registration of Construction Personnel is a rule that must be complied by every construction personnel as stipulated in **Section 33 (1), Act 520 CIDB Malaysia** which is "A person shall not be involved or engaged or undertake to be involved or engaged

as a construction personnel unless he is registered with the Lembaga and holds a valid certificate of registration issued by the Lembaga under this Act".

A fine of RM 5,000 will be imposed on the **construction personnel**, if working on a construction site without having a CIDB Malaysia Construction Personnel Registration (Green Card).

APPLICATION GUIDELINES

1.0 TERMS OF APPLICATION

1.1. e-SICW CIDBH course is open to **Malaysian citizens aged 16 and above** (regardless of employment background), as well as **foreign workers with construction sector permits**.

1.2. e-SICW CIDBH course application must be registered by **the employer / government agency (for foreign workers/ Malaysians)** or **individual (for Malaysians only)** through the CIDB Holdings, CIDBLINK Portal (www.cidblink.com).

2.0 MODULE LEARNING REQUIREMENTS

2.1. Module learning will be only **ACTIVATED** after **user and participants received their Username, Password through their <u>registered email</u> or <u>CIDBLINK Portal</u>.**

2.2. Participants are required to **Sign In** to CIDBLINK Portal to sit the module learning by using URL Link, Username, Password given by using **computer or mobile phone access (smartphone)**. It is suggested to use computer for the best resolution of module learning and self-assessment format.

2.3. Participants are required to **select only one (1) language** out of seven (7) language options before start the module learning. Selected language is the language that will be used in self -assessment. **No changes allowed** once the language selection made by the participants.

2.4. Participants must follow **five (5) learning modules within 14 days from the date receives the module learning link** (via registered email or CIDBLINK Portal) **or course payment status is paid.**

2.5. The period taken to follow the entire 5 learning modules is estimated **within 3 hours** (within 14 days *refer to clause 2.4).

2.6. Participants are **not allowed** to **skip** any of the learning modules.

3.0   SELF-ASSESSMENT REQUIREMENTS

3.1.   Self -assessment will be only **ACTIVATED** after participants **have completed five (5) learning modules**.

3.2.   Participants are required to use computer/ smartphone with front camera features as **photo will be randomly captured** in 1 hour of the self-assessment.

3.3.   Participants are **given 14 days** to finish the self -assessment **starting from date of finish module learning.** It is encouraged for participants to complete the module learning and self-assessment on the same day to avoid system blocking if the given period expires.

3.4.   Participants are required **to answer all 50 objective questions within 1 hour**.

3.5.   **Self-assessment repetition (those failed participants) without any re-register and re-payment** is allowed **one (1) time only** (within 14 days of self-assessment given *refer clause 3.3).

3.6.   Self-assessment repetition (those failed participants) will be activated after **one (1) hour end of the first assessment**.

3.7.   **The results of the self -assessment** will be displayed on screen right after participants have completed answering all 50 questions (**with minimum 25 questions are correct, 50% passing marks**).

4.0 TERMS OF PAYMENT

4.1. Applicants (employers / government agencies / individuals) must pay a e-SICW CIDBH course fee of **RM 60 (including 8% SST) for each participant registered.**

4.2. The course fees payment is **only accepted** through **online banking to CIDB Holdings Sdn Bhd** only **(with Reference Payment Remark:** sicw 4 last digit of Proforma Invoice number).

4.3. Payment must be made by the applicant **within 5 days** from the date **receipt of the Proforma Invoice** to avoid **expired payment status**. If expired, the applicant needs to re-apply course / re-activate course in order to get the latest proforma invoice.

5.0 TERMS OF COURSE FEE REFUNDABLE

5.1. **Course fee refundable** is **NOT ALLOWED** for all incurred cost due to faulty of premises, facilities, equipment and tools made by applicants (employers/ government agencies/ individual) or participants which shall not related to CIDBH, e-SICW CIDBH (CIDBLINK Portal) system or any related third parties.

5.2. Refund of course fee is **within 14 working days** from the date of confirmation of error / damage documentation by CIDBH.

6.0 ISSUANCE OF E-CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

6.1. **Verification of self-assessment result by CIDBH** will be made within **24 hours (working days)** of the issuance of a virtual Certificate of Achievement (e-certificate) given through the CIDBLINK portal.

6.2. **CIDBH reserves the right to reject the results of the self-assessment** if it is found that there is doubt or any fraud in the self -assessment. Any appeal will not be entertained. Participants are required to make a new application and re-payment if they want to follow the e-SICW CIDBH course.

6.3. Certificate of Achievement (e-Certificate) can only be accessed through CIDBLINK Portal by **employers / government agencies (for foreign workers/ Malaysians)** and **individuals (for Malaysians only)**.