
	PROCEDURE E-SICW CIDBH COURSE APPLICATION GUIDELINES	CIDB HOLDINGS SDN. BHD	
		Ref. No.	: CIDBH/BPP/e-SICW/03/Eng.
		Edition No.	: 03
		Amendment no.	: 02



E-SICW CIDBH


COURSE APPLICATION

GUIDELINES

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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

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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).

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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 registered email or CIDBLINK Portal**.
- 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.

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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**).

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4.0 TERMS OF PAYMENT


- 4.1. Applicants (employers / government agencies / individuals) must pay a e-SICW CIDBH course fee of **RM 50 (not including 6% 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.

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- 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)**.