



ON-JOB-TRAINING (OJT) PROGRAMME 2024

GUIDELINES

A. Introduction

The Malaysian Timber Council (MTC) initiated the On-Job-Training Programme in 2022 to assist both SMEs and non-SMEs on the transfer of skills, knowledge, and competencies that are needed for trainees to perform a specific job within the timber industry environment.

The Programme

- The six (6)-month programme is for graduates to obtain appropriate training in the timber industry.
- The Trainee to involve in roles that give a significant impact in the operational field.
- The Trainee to be evaluated and will be absorbed as permanent staff if deemed fit.

B. Eligibility Criteria

- i. The company shall be a member of any one (1) of the following six (6) timber associations:
 - ☐ Malaysian Wood Industries Association (MWIA)
 - ☐ The Timber Exporters' Association of Malaysia (TEAM)
 - ☐ The Malaysian Panel-Products Manufacturers' Association (MPMA)
 - ☐ Malaysian Wood Moulding & Joinery Council (MWMJC)
 - ☐ Malaysian Furniture Council (MFC)
 - ☐ Persatuan Pengusaha Kayu-kayan & Perabot Bumiputra Malaysia (PEKA)
[Association of Malaysian Bumiputra Timber & Furniture Entrepreneurs]
- ii. The company must be based in Peninsular Malaysia, installed with wood-based manufacturing facilities, in operation for at least three (3) years and is financially stable.
- iii. The company must be involved in sawmilling, panels and production of downstream wood-based products.
- iv. Eligible companies are not confined only to manufacturing for export.
- v. Companies with common shareholders may apply. However, the companies within the same group shall have different core businesses.
- vi. For companies that are using/sharing the same site/facility, only one company may apply.

C. The Incentive

- Partial reimbursement of OJT TVET Trainee at RM800 per month (up to RM4,800 per trainee) limited to maximum of three (3) trainees every year per company/group of companies.

D. Trainee Requirement

- The Trainee must be a diploma or certificate holder from a higher-learning institution.
- Has undergone Internship in a registered timber-based company.
- Field of study:
 - ☐ Technology: Electrical, IT, Telecommunication, Computer and Networking
 - ☐ Manufacturing: Furniture, Process, Maintenance
 - ☐ Design: Furniture, Industrial Upholstery and Interior Decoration, 3D Graphics, Simulation
 - ☐ Business Management: Technology, Industrial, Techno-preneur or any other related courses

E. Benefits Provided by the Company

- Minimum salary of RM1,600 per month (Ringgit Malaysia One Thousand and Six Hundred)** only, from the training commencement date until completion of the programme, but subject to any deduction for sick leave without medical certificate from a medical practitioner approved by the Training Provider without replacement of training day thereof and the said sick leave shall not exceed the total of seven (7) days during the term of On-Job-Training Programme;
- ii. Social Security (SOCSO) contribution
- iii. Employees Provident Fund (EPF) contribution

F. Application Procedures

- Submit Application online via <http://mtc.com.my/EngineerPlacement>
- MTC will send an acknowledgement to the applying company of its application.
- The candidates to be selected by the company upon completion of their internship.
- The company to prepare an offer letter to the selected trainees.
- Applying company to email copy of the offer letter to MTC.
- MTC will send an approval letter to applying company of its application.
- The Applying Company must allow for observation visit carried out by MTC during the trainee placement at the company's premises.

G. Reimbursement

- Documents to be submitted online for the reimbursement includes:
 - ☐ Company's Letter of Offer



- ☐ Allowance payment voucher or payslip
- ☐ Daily attendance record
- ☐ Trainee's Evaluation Report (refer **Appendix I**)
- Approval for reimbursement is at the sole discretion of MTC.
- The financial incentive provided is on a first-come, first-served basis until the budgeted allocation is completely utilised in the particular year.

For further enquiries and information, please contact:

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Industry Development & Transformation Division (IDTD)

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MTC ON-JOB-TRAINING PROGRAMME (OJT) REPORT

1.	Name of Trainee	
2.	Period of OJT- Date from (dd/mm/yyyy) and to (dd/mm/yyyy)	
3.	Designation	
4.	Supervisor Name	
5.	Brief of Job Description	
6.	Project or Task Assigned	
7.	Impact or Beneficial to Company	
8.	Overall Trainee Performance	
9.	Monthly Salary to offer	
10.	Other Recommendation(s)	