scicomacademy

100% HRDC
CLAIMABLE COMPLIANCE COURSES

WELCOME

At Scicom Academy, our main focus is to help employees in developing their knowledge and skills to create a well-informed, dynamic, and highly motivated workforce capable of adding value to their organisations.

Having adapted well to the new norm of training, we continue to deliver all our trusted classroom training programmes via our online learning platform while paving the way for distance learning and on-demand solutions.

With the opportunity to work hand-in-hand with our clients, we will identify all the training needs and deliver long-term organisational competency training programmes that will meet the strategic objectives of the organisation.

Through our robust training solution, we are determined to bridge the knowledge gaps within the organisation and work towards helping the organisation to be more resilient in the process.

WHY TRAIN WITH US

We are one of the world's best outsourcing service providers as listed in IAOP's The Global Outsourcing 100 and have served many of the world's leading brands.

We take the time to understand your company's learning needs to develop training solutions that satisfy your business objectives.

Scicom Academy is a HRDCorp Registered (Class A) Training Provider

Our online training courseware is HRDCorp Claimable

Our Approach

Our accelerated learning approach promotes fast-track learning and is proven to improve knowledge retention.

All of our programmes are activity-based learning and provide participants with the opportunity to learn at their own pace with engaging interactions and quizzes.

Course Content Experts

With years of practical industry experience with extensive subject matter knowledge, our courses are designed and developed by field experts who understand and strive to meet the different learning needs of the participants.

Your Scicom Certificate

Upon successful completion, your employees will receive a certificate.

Gaining a Scicom Academy certificate is a mark of expertise, quality and integrity.

WITH YOU
EVERY STEP
OF THE WAY

WHY TRAINING IS IMPORTANT

83% of companies feel that staff are the key to maintaining a competitive edge

45% of staff feel more motivated if their organisation invested in skills training

x2.5 Businesses are 2.5 times more likely to fail if they don't train their staff

TURN OUR EXPERTISE INTO YOUR EXPERTISE

11,622 courses taken in the past two years

24x7x365 Scicom serves clients round-the-clock, so we know what businesses want and understand their needs

5-time Winner Awarded Employer of Choice by the Malaysian Institute of HRM (MIHRM) for 5 consecutive years

Top-Tier ranking on the global certification for best practices, awarded by SCP (Service Capability & Performance) Standards

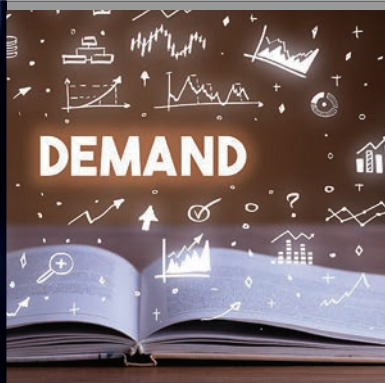# THE RIGHT
METHOD
FOR YOU

We offer training via on-demand learning and distance learning to suit individual needs:

Flexible Online Learning

Gain a certificate at your convenience.

Distance learning is cost-effective and puts the learner in control and fits their learning around their work and home life.

On-demand learning

Available on-demand 24x7, anywhere and at any time.

Through our customisable micro-learning modules, our courses contain a wide range of videos, recordings, and additional reading resources that are accessible to all participants at their own pace, anytime, anywhere.
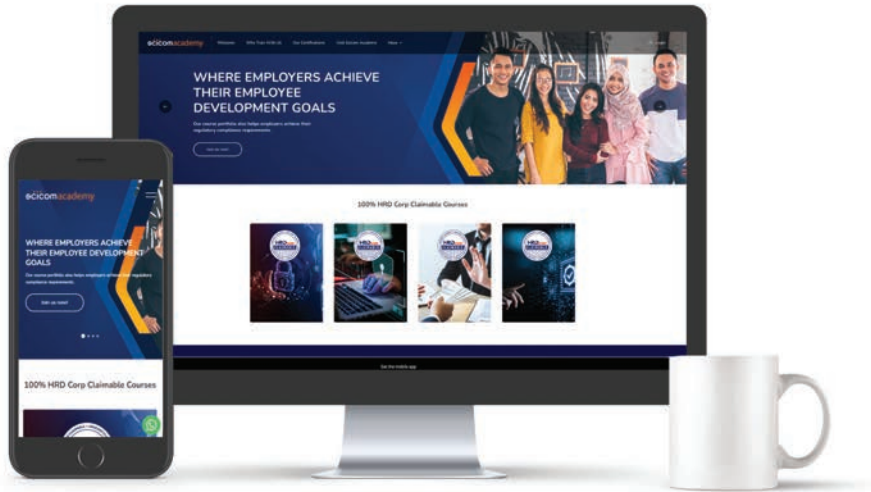
VALUE
PROPOSITION

Scicom Learning
Management System (SeLMS)

Cost Saving

Companies save a substantial amount on travel and accommodation, printed training materials and site rental fees. Employees are not required to leave their jobs to attend training.

Scalable & Customisable

Our online training programmes can be scaled up to reach as many employees as possible. It is also customisable, with a modular design that provides a variety of content and layout options.
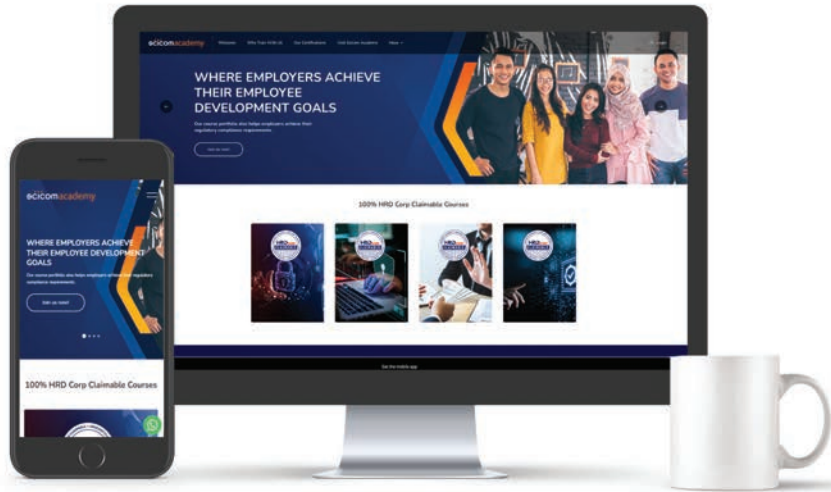
Consistent Training Delivery

Employees will experience the same high-quality training on any electronic devices such as desktops laptops, smartphones and even tabs.

Efficient

SeLMS is effective and allows complete overall control of administration, content management and participants' feedback.

VALUE
PROPOSITION

Scicom Learning
Management System (SeLMS)

Increase Productivity & Performance

Employees will have continuous access to key resources from any location, at any time. Through our engaging and interactive programme content, employees will be able to remember information and apply it at work.

Bespoke Training Programmes

We develop bespoke corporate training programmes that are tailored to our client's needs and overall business goals.

Increase ROI

Training employees will enhance their performance which will enable them to provide excellent service that improves the organisation and their relationship with customers.
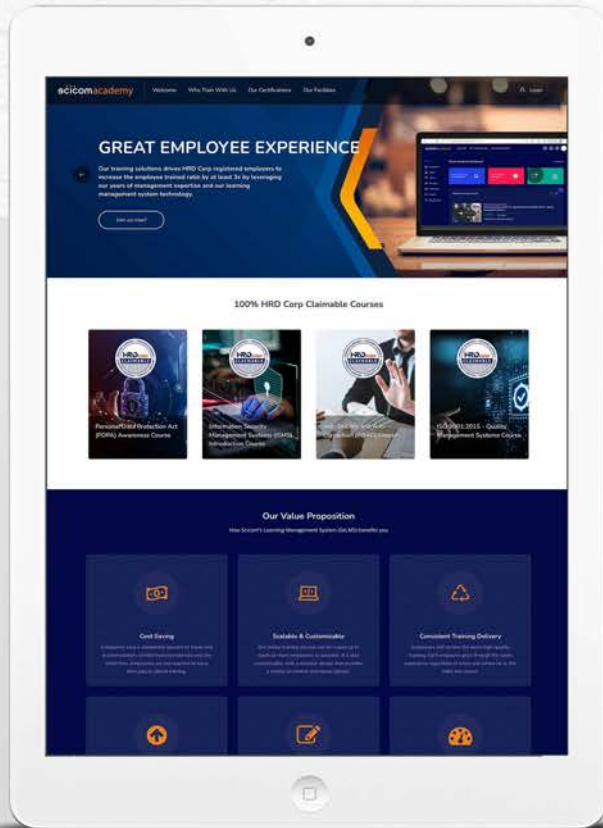
Reporting & Dashboard

We develop customised reports & dashboards based on clients' requirements.

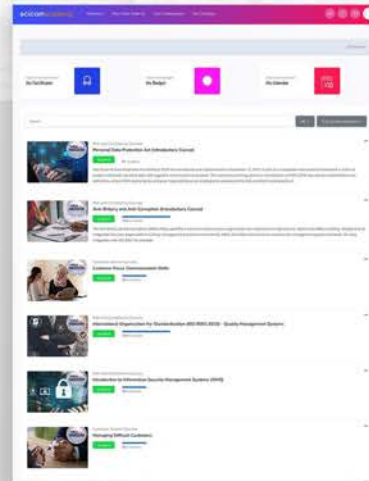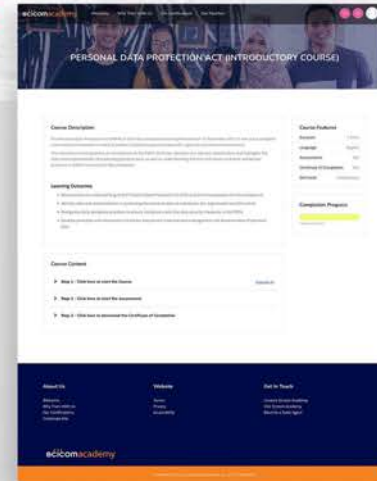# SeLMS LOOK & FEEL
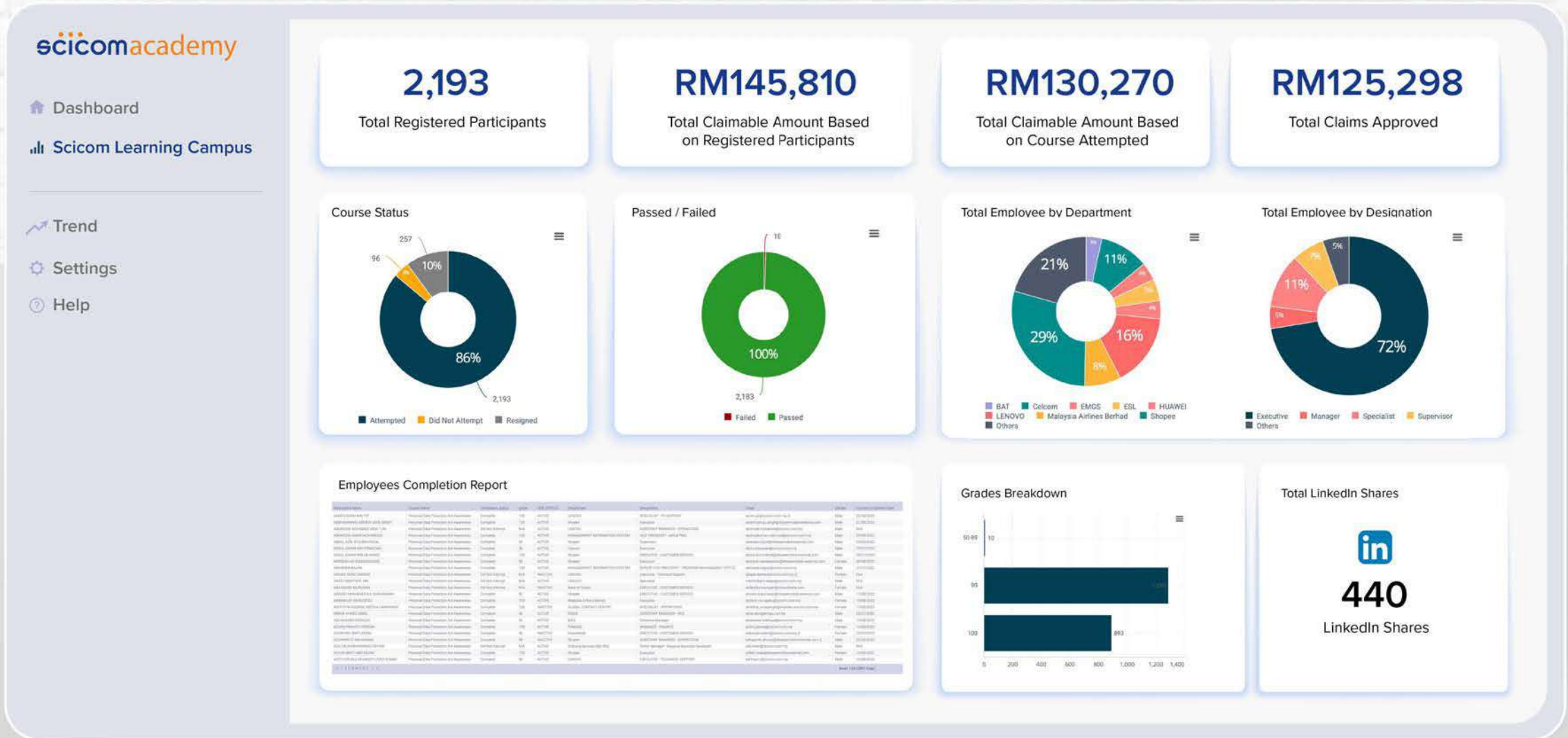
Homepage

Login Page

Dashboard

Course Page

Courseware

REAL-TIME ANALYTICS & DASHBOARDS

Our learning management system includes real -time analytics and dashboards, granting employers the ability to track their employee performance and progress with ease and in a single view

••• SCICOM
CERTIFICATIONS

A certification from Scicom Academy demonstrates that the knowledge gained has been validated.

We helped shape and develop many of the world's leading brands. By choosing Scicom Academy as your training provider, our expert knowledge will benefit your employees – and receiving a Scicom certification is a value-added advantage.

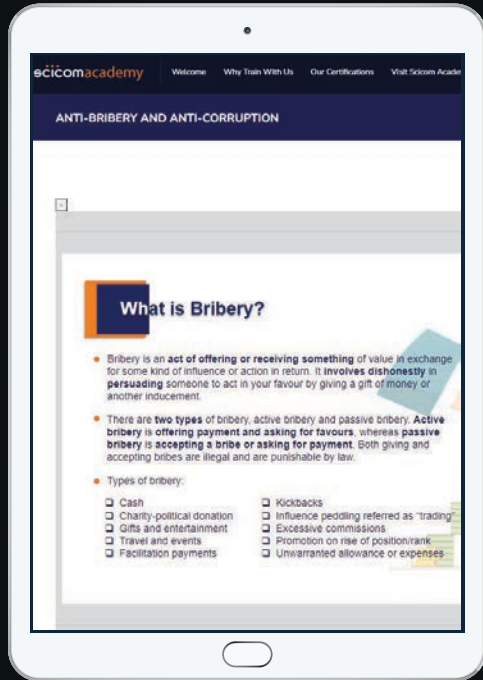Our certifications are verifiable via QR code and shareable to their LinkedIn profile.

Verifiable via QR code
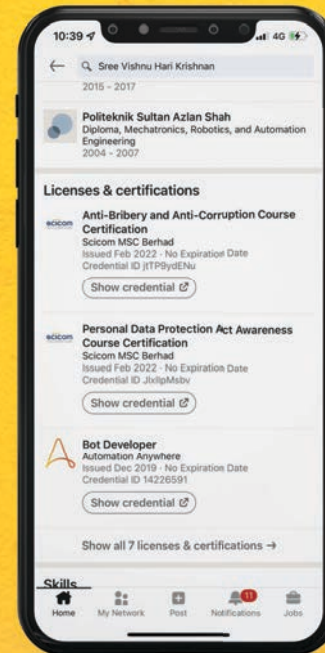
Shareable to your LinkedIn profile

GOVERNANCE, RISK AND REGULATORY COMPLIANCE COURSES

1.0 PERSONAL DATA PROTECTION ACT AWARENESS

The rapidly increasing volumes of data are putting pressure on organisations to govern information effectively. With expert training, your employees will learn how to establish a framework and understand the importance of forensic capabilities – enabling them to identify where a breach may occur and how to recognise if data has been compromised.

Introduction

The Personal Data Protection Act (PDPA) of 2010 was introduced and implemented on November 15, 2013. It sets out a complete cross-sectoral framework in order to protect individuals' personal data with regard to commercial transactions.

This awareness training covers an introduction to PDPA 2010 law, relevant stakeholders and definitions, where PDPA authority lies and your responsibility as an employee to understand the Do's and Don'ts and practice it.

Why it's Critical

The enforcement of the PDPA has signaled that there will be more prosecutions from 2019 onwards especially with the proposed introduction of the Data Breach Notification in June 2019.

Companies ignoring the PDPA law will face stiff penalties under the Criminal Law with penalties ranging from RM100,000 to RM500,000 per offence or between 1 to 3 years of jail term.

1.0 PERSONAL DATA PROTECTION ACT AWARENESS

Learning Outcomes

✓ Demonstrate an understanding of the Personal Data Protection Act 2010 and the consequences of non-compliance.

✓ Identify roles and responsibilities in protecting the personal data of individuals, the organisation and the clients.

✓ Reorganise daily workplace practices to ensure compliance with the data security measures in the PDPA.

✓ Develop principles and mechanisms to detect and prevent unauthorised management and dissemination of personal data.

Who Should Attend

Directors, Chief Executive Officers, Chief Financial Officers, General Managers, Human Resource Managers, Compliance Officers. Marketing & Sales Managers, Business Entrepreneurs, Legal Advisor.

Employees who handle personal data on a regular basis as part of their job functions from the following departments:

» IT Legal & Compliance
» Human Resources
» Customer Service
» Internal Audit
» Sales & Marketing
» Accounting & Finance

1.0 PERSONAL DATA PROTECTION ACT AWARENESS

Compliance Principles Checklist

The 7 Principles* that must be complied with when processing personal data are:

General Principle - Person whose data is to be processed must consent

Notice and Choice Principle - Person must be notified his personal data will be processed and how, He must also be given the choice to limit the right process

Disclosure Principle - Personal data cannot be used except for purpose stated and cannot be disclosed except to disclosed third parties

Security Principle - Companies must have sufficient steps and procedures to protect personal data from loss, misuse, modification, unauthorised access or disclosure, alteration, or destruction

Retention Principle - Personal data cannot be kept longer than necessary and must be destroyed or permanently deleted if no longer required

Data Integrity Principle - Companies must take reasonable steps to ensure personal data is accurate, complete, not misleading and kept updated

Access Principle - Any person must be permitted access to his own personal data and be entitled to correct any inaccurate, incomplete, or misleading information of himself

Steps to Compliance

If your company collects, uses, or discloses personal data in Malaysia, it must adhere to the following obligations:

1. **Register** as a Data User
2. **Appoint** a Data Protection Officer
3. **Notify** Purposes and Seek Consent
4. **Respond** When Clients Ask About Personal Data
5. **Ensure** Accuracy; Allow Correction of Personal Data
6. **Secure** the Personal Data Held by Your Organisation
7. **Dispose** of Personal Data That is No Longer Needed
8. **Communicate** Your Data Protection Policies, Practices and Processes

References

Authority
Department of Personal Data Protection
(Jabatan Perlindungan Data Peribadi)

Website
https://www.pdp.gov.my/

Act
Personal Data Protection Act 2010 (Act 709)

1.0 PERSONAL DATA PROTECTION ACT AWARENESS

Methodology

100% online using SeLMS with the following features:

- Customisable LMS with your company branding
- Incorporates interactive learning, gamification, quizzes and videos•
- Easily accessible from any smart devices and location
- Real-time analytics dashboard and auto-generated reports

Additional Advantage:

- Employees are able to learn at their own pace
- Employees are not required to leave their work to attend training

Duration

1 hour

Dual Language

Available in English and Bahasa Malaysia

Pricing

100% HRDF Claimable

Standard Price

MYR 70

per pax

1.1 ANTI-BRIBERY & ANTI-CORRUPTION

The Anti-Bribery & Anti-Corruption (ABAC) Policy specifies a series of measures your organisation can implement to help prevent, detect and address bribery.

Designed to be integrated into your organisation's existing management processes and controls. For easy integration with ISO 9001, ABAC also follows the common structure for management system standards.

Introduction

The ABAC Policy reiterates the employer's commitment to full compliance by its directors, employees and agents with all related Malaysian laws.

All employees and associated persons need to be aware of their obligation to disclose any corruption, briberies, conflicts of interest, or similar unethical acts that they encounter, and to comply with the policy to follow the highest standards of ethical conduct in business.

Why it's Critical

Non-compliance with the Malaysian Anti-Corruption Commission (MACC) Act may expose the employee and company to consequences.

Impact to Individual
Fine of 5x the sum of gratification or RM10,000, whichever higher; imprisonment for a term not exceeding 20 years; or both penalties

Impact to Company
Fine of 10x the sum of gratification or RM1 million, whichever higher; imprisonment for a term not exceeding 20 years; or both penalties

1.1 ANTI-BRIBERY & ANTI-CORRUPTION

Learning Outcomes

- Describe the difference between bribery and corruption
- Describe Anti-Bribery and Anti-Corruption laws in Malaysia
- Explain Section 17A of the MACC Act
- Describe Anti-Bribery and Anti-Corruption Policy
- Identify the areas of corruption and how to prevent corruption in the workplace
- Describe roles and responsibilities in complying with the company's Anti-Bribery and Anti-Corruption Policy
- Identify the consequences of non-compliance with company policies and procedures

Who Should Attend

- CEOs, Chief Executives and Directors looking to expand their knowledge on ethics and anti-corruption compliance

- Heads of Departments, Officers and Consultants responsible for corporate ethics and anti-corruption compliance

- Seniors Managers and Managers being groomed for ethics and anti-corruption compliance responsibilities

- Public Sector Leaders, Industry Leaders, Policy Makers, Academics involved in ethics and anti-corruption compliance matters

1.1 ANTI-BRIBERY & ANTI-CORRUPTION

Compliance Principles Checklist

The 5 Principles (T.R.U.S.T.)* that is part of the statutory provision requirement are:

Top Level Commitment - Provide assurance to internal and external shareholders that the organisation is operating in compliance with its policies and any applicable regulatory requirement

Risk Assessment - Recommended to conduct comprehensive 'corruption risk assessment' every 3 years with intermittent assessment when necessary (e.g., change in law or circumstances of business)

Undertake Control Measures - Establish policies and procedures, due diligence process and reporting channel (whistleblowing channel, secure information management system and prohibit retaliation)

Systematic Review, Monitoring and Enforcement - Conduct internal and external audits to assess performance, efficiency, and effectiveness of the anti-corruption programme

Training and Communication - Anti-corruption management (including policies, roles and responsibilities) shall be communicated and provided adequate training to ensure thorough understanding by the employee. All personnel including the BOD should attend the general anti-corruption training at least once when the programme is launched, and subsequently on a yearly basis or when necessary.

Steps to Compliance

If your company operates in Malaysia and wishes to maintain compliance with Anti Bribery and Anti-Corruption regulations, it must adhere to the following obligations:

1. **Prepare** an internal anti-corruption policy.
2. **Implement** the policy in your organisation.
3. **Brief** your directors, shareholders, management, officers, employees, and any other relevant persons.
4. **Appoint** a risk management officer.
5. **Conduct** comprehensive risk assessments.
6. **Create** and manage a risk register.
7. **Establish** and regularise monitoring programmes, and internal and external audits.
8. **Conduct** due diligence on third parties.
9. **Consult** lawyers for better understanding.
10. **Conduct** trainings (internal and/or external) for staff and officers.
11. **Review**, revise and/or amend your employment contract/handbook to include the anti-corruption policy.

References

Authority : Malaysian Anti-Corruption Commission (Suruhanjaya Pencegahan Rasuah Malaysia)

Website   : https://www.sprm.gov.my/

Act   : Section 17A of the Malaysian Anti-Corruption Commission Act 2009 (Act 694)

1.1 ANTI-BRIBERY & ANTI-CORRUPTION

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Additional Advantage:

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Duration

2 hours

Dual Language

Available in English and Bahasa Malaysia

Pricing

100% HRDF Claimable

Standard Price

MYR 140

per pax

QUALITY AND PROCESS IMPROVEMENT

2.0 ISO 9001:2015 – QUALITY MANAGEMENT SYSTEMS

This ISO 9001 training will provide your employees with an awareness of quality management systems, tools and techniques for implementation and how to audit against the requirements of the standard.

Having an internationally recognised Quality Management System (QMS) allows you to enhance organisational performance, increase customer satisfaction and gain a competitive edge.

Introduction

ISO 9001 is defined as the international standard that specifies requirements for a quality management system (QMS). Organisations use the standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements.

Your employees will gain a thorough understanding of the history and development of ISO 9001:2015, key terms, definitions and the ISO standardised high-level structure. They will also learn to interpret and apply the key concepts and principles of the standard to existing processes within the organisation.

Why it's Critical

Obtaining and implementing ISO 9001 certification in organisations can reduce operational costs, improve the bottom line, provide a competitive advantage, improve reputation, deliver better products and services, and much more.

2.0 ISO 9001:2015 – QUALITY MANAGEMENT SYSTEMS

Learning Outcomes

- Outline the purpose and benefits of the ISO 9001:2015

- Explain the definitions, key requirements and terms of ISO 9001:2015

- Identify the 7 Quality Management Principles

- Explain the importance of quality certifications to organisations from a business perspective

- Describe the ISO 9001:2015 Quality Management Systems principles and the implementation using the PDCA process approach

Who Should Attend

- Anyone involved in the planning, implementing, maintaining, supervising or auditing of an ISO 9001:2015 QMS

- Managers

- Executives / Officers / Supervisors / Managers / C-Level Executives

- Internal Auditors

- Government Officers

- Consultants

2.0 ISO 9001:2015 – QUALITY MANAGEMENT SYSTEMS

Methodology

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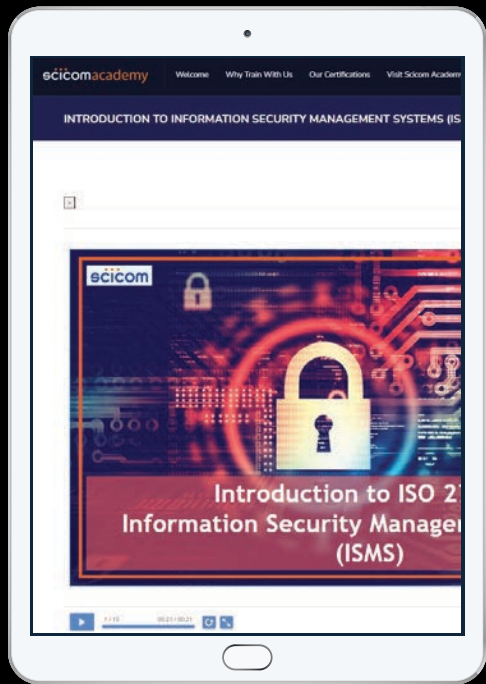- Employees are not required to leave their work to attend training

Duration

2 hours

Pricing

100% HRDF Claimable

Standard Price

MYR 140

per pax

3.0 INFORMATION SECURITY MANAGEMENT SYSTEM

Our ISO/IEC 27001 training course aims to provide a general understanding of the key concepts of the ISO 27000 series of standards, and specific guidelines for organisations to evaluate, implement, maintain and continually improve their Information Security Management Systems.

Introduction

ISO/IEC 27001 is the international standard that defines best practices for an ISMS, which is the foundation of information security management and applies to any kind of organisation, private or government, profit or non-profit, small or large.

Information Security Management System (ISMS) is a documented management system that consists of a set of security controls that protect the confidentiality, availability, and integrity of assets from threats and vulnerabilities in an organisation.

Why it's Critical

ISO/IEC 27001 provides a reliable framework for protecting against cybercrime, improving corporate governance, and recovering from accidents. Without Information Security Management System (ISMS), organisations are left vulnerable and may struggle to achieve their business goals and protect their information assets.

3.0 INFORMATION SECURITY MANAGEMENT SYSTEM

Learning Outcomes

- ✓ Know the purpose and importance of information security

- ✓ Gain a detailed understanding of key concepts, standards and techniques required for the effective management of an Information Security Management Systems (ISMS)

- ✓ Explain the importance of Information Security Management Systems (ISMS) in an organisation

- ✓ Describe the approaches and guidelines required in the effective management of an Information Security Management Systems (ISMS) in an organisation

- ✓ Explain the do's and don'ts of information security policies and procedures at the workplace

Who Should Attend

- Chief Information Security Officers (CISOs)

- Information Security Managers (ISMs)

- Other information security professionals who are interested in realigning their Information Security function and/or initiatives

- Senior executives who would benefit from a high-level understanding of this important framework

3.0 INFORMATION SECURITY MANAGEMENT SYSTEM

Methodology

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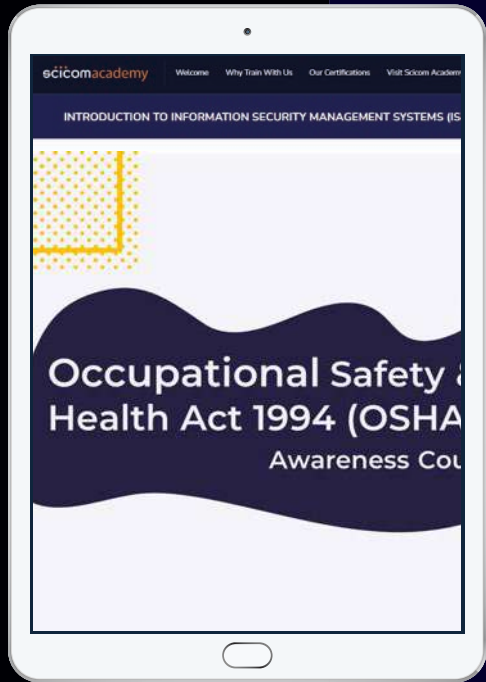- Employees are not required to leave their work to attend training

Duration

2 hours

Pricing

100% HRDF Claimable

Standard Price

MYR 140

per pax

4.0 OCCUPATIONAL SAFETY & HEALTH ACT 1994

In Malaysia, the Occupational Safety and Health Act (OSHA) is a law that was enacted in 1994 to ensure a safe and healthy working environment for employees. The law sets out the duties and responsibilities of employers, employees, manufacturers, and suppliers with regard to workplace safety and health.

Introduction

The Occupational Safety and Health Act (OSHA) Awareness Course is designed to provide a fundamental understanding of occupational safety and health and identify hazards and ways to reduce potential workplace accidents.

It also covers implementing and regulating the OSHA Act 1994 in Malaysia and ISO 45001, Occupational Health and Safety Management Systems.

Why it's Critical

The Occupational Safety and Health Act (OSHA) aims to promote a culture of safety and health at the workplace and to prevent workplace accidents, injuries, and illnesses through the implementation of appropriate safety and health measures. Noncompliance with workplace safety and health regulations is punishable by fines and penalties under the law.

4.0 OCCUPATIONAL SAFETY & HEALTH ACT 1994

Learning Outcomes

- Define 'Occupational Safety and Health'.

- Describe the types of hazards and common injuries that can occur at the workplace.

- Discuss the importance of adhering to Occupational Health and Safety guidelines.

- Explain the aims of the Occupational Safety and Health Act 1994.

- Describe the benefits of having an ISO 45001 Management Systems

Who Should Attend

- Anyone involved in the planning, implementing, maintaining, supervising or auditing of an ISO 45001 Management Systems or Occupational Health and Safety related

- C-Level Executives/ Managers/ Supervisors

- Officers / Internal Auditors / Government Officers Consultants

- Employees

4.0 OCCUPATIONAL SAFETY & HEALTH ACT 1994

Methodology

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Additional Advantage:

- Employees are able to learn at their own pace
- Employees are not required to leave their work to attend training

Pricing
100% HRDF Claimable

Part 1

Duration
1 hour

Standard Price
MYR 70
per pax

Part 2

Duration
1 hour

Standard Price
MYR 70
per pax

Part 3

Duration
1 hour

Standard Price
MYR 70
per pax

SCICOM ASSISTANCE (OPTIONAL)

Our solution fully manages grant applications and the administration of HRDC-registered employers to ensure the smooth roll-out of training programmes.

Payment

Payment for the courses offered is based on the terms indicated on the invoice. Payment could be made by cheque or via online payment or bank transfer as per our invoice details. Prices are subject to change at any time.

HRDC Grant Application

With the relevant documents, employers may apply for the HRDCorp grant. Training will commence once the grant is approved via email.

Course Confirmation

A confirmation email of the registered training course will be sent upon signing the training booking agreement, along with an invoice, the relevant documents and details for the HRDCorp grant application.

Full Terms and Conditions

For full terms and conditions with regards to booking our training courses or accessing any training materials from Scicom Academy, visit our website, www.scicomacademy.com.my

GET IN TOUCH

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Thank You

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