scicomacademy

We help you develop your employees

WELCOME

Scicom (MSC) Berhad is one of the world's leading outsourcing service providers as listed in IAOP's The Global Outsourcing 100 and have served many of the world's leading brands.

As the training and education arm of Scicom (MSC) Berhad, Scicom Academy has been involved in developing training solutions in a variety of industries for 15 years.

At Scicom Academy, we take the time to understand your company's learning needs to develop training solutions that satisfy your business objectives.

Scicom Academy is a HRD Corp Registered (Class A) Training Provider

Our online training courseware is HRD Corp 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.
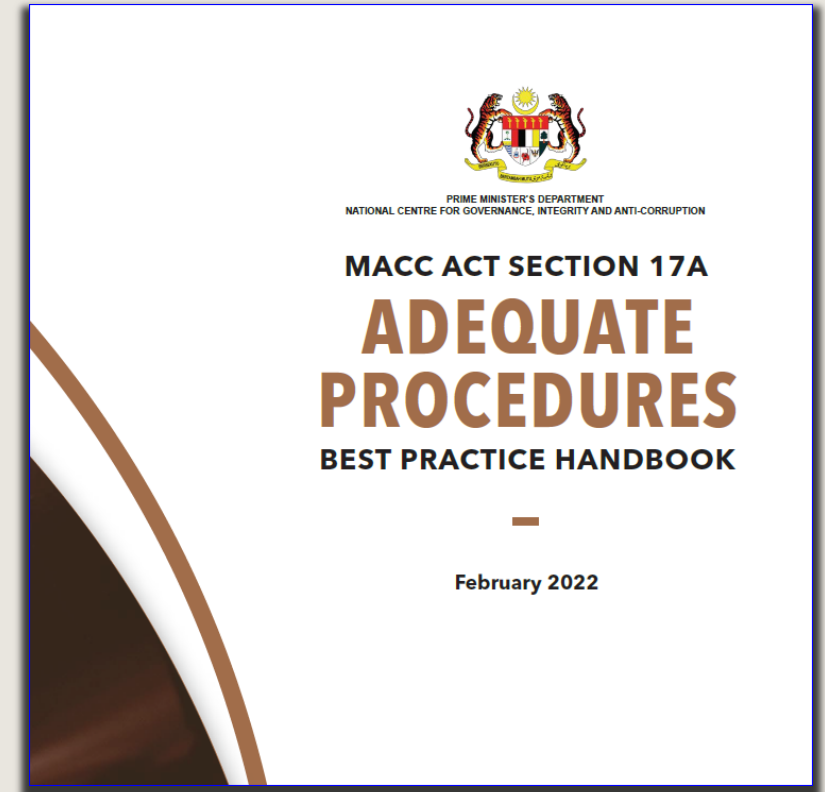
Your Scicom Certificate

Upon successful completion, your employees will receive a certificate.

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

MACC ACT SECTION 17A

Under the Additional Guidance and Recommendations of the **MACC ACT SECTION 17A BEST PRACTICE HANDBOOK ADEQUATE PROCEDURES (page 13 – point e),** it is best practice that company **makes integrity and anti-corruption training compulsory for all personnel** upon employment as well as **annually**.

Training should be a continuous effort with the purpose of shaping the culture of integrity within the organisation. **Organisations can consider good-quality e-learning as an effective platform for reaching personnel**. Personnel should be able to **complete the modules at their own pace, with post-training testing to gauge the effectiveness**.

PRIME MINISTER'S DEPARTMENT
NATIONAL CENTRE FOR GOVERNANCE, INTEGRITY AND ANTI-CORRUPTION

MACC ACT SECTION 17A

ADEQUATE PROCEDURES

BEST PRACTICE HANDBOOK

—

February 2022

ANTI BRIBERY AND ANTI CORRUPTION COURSE

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

WHY IS THIS COURSE IMPORTANT?

- **Compliance** - achieve compliance and mitigate director and shareholder liability under Section 17A of the MACC Act.
- **Risk Management** - Assist organizations in identifying and addressing potential bribery and corruption risks.
- **Reputation** - By emphasizing the significance of ethical conduct and its potential repercussions, this training minimizes the likelihood of damaging the organization's reputation.
- **Competitive Advantage** – Commitment to ethical behavior can give an organization a competitive advantage.
- **Employee Morale** - Encouraging a culture of ethical behavior through training can boost employee morale and engagement.

WHO CAN BENEFIT FROM THE ABAC COURSE?

1

Board of Directors

The courses provide the Board of Directors with comprehensive knowledge to make informed decisions, safeguard the company's reputation, and ensure compliance with ethical conduct and data privacy regulations.

2

CEO and Senior Management

The courses equip the CEO and senior management team with the necessary knowledge to implement policies, procedures, and controls, thereby protecting the company's reputation, minimizing legal risks, and establishing a culture of integrity.

3

Human Resource Department

The courses enable the HR department to develop robust policies, communicate them effectively, and maintain a compliant work environment, attracting talent while minimizing risks related to bribery, corruption, and data breaches.

4

Learning and Development Department

The courses provide essential content for comprehensive training programs, ensuring a knowledgeable and compliant workforce, reducing legal and reputational risks associated with non-compliance.

5

Governance and Compliance Department

The courses enhance understanding of regulations, enabling the department to establish effective compliance frameworks, conduct risk assessments, and mitigate risks associated with bribery, corruption, and data breaches.

6

Company's Legal Department

The courses provide employees with the necessary understanding of laws and regulations, reducing legal risks, allowing the Legal department to focus on proactive interventions, risk management, and ensuring compliance with legal obligations.

WHY YOU SHOULD PARTNER US?

GREAT PRODUCTS

Our courses are developed by experts in their respective fields, ensuring that the content is of the highest quality. Our compliance courses are available in both English and Bahasa Malaysia.

SIMPLE & EASY PROCESS

Our end-to-end solutions allow us to manage your entire HRD Corp administration process. Since our pricing aligns with the HRDC cost matrix, employers don't need to make any upfront payments. As the training provider, we will directly claim the costs from HRDC.
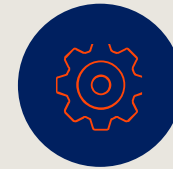
0% COST & 100% PRODUCTIVITY

Train your employees without taking a single cent out of your pocket.

Employees don't need to be absent from work to be trained.

PERSONAL DATA SECURITY

As an ISO 27001 certified company, Scicom is committed to data security and privacy, all details collected will be handled securely and confidentially.

KEY ADVANTAGES OF OUR E-LEARNING MANAGEMENT SYSTEM

CUSTOMIZABLE TRAINING CONTENT - We can customize the courses to reflect your organization's policies, procedures, and industry-specific regulations.

QUIZZES AND ASSESSMENT- We offer quizzes and assessments with customizable passing marks to evaluate your staff's comprehension of the training materials. This feature enables you to gauge their understanding and identify areas that may require further attention or reinforcement.

EMAIL NOTIFICATION – As required by MACC best practices, our e-learning system automatically sends email reminders to your staff for their annual refresher courses. This feature helps you stay on top of training deadlines and ensures that your employees are up to date with the latest Anti-Bribery and Anti-Corruption practice

WHITE-LABEL OPTION - Our e-learning management system can be seamlessly customized to align with your company's branding and corporate identity. This white-label option ensures that the platform feels like an integrated part of your organization's training ecosystem. (with T&C)

MULTILINGUAL SUPPORT - Our courses are currently available in English and Bahasa Malaysia. However, we have the capability to develop courses in other languages as per your requirements. This ensures that language barriers are overcome, making the training accessible to all your employees, regardless of their native language.
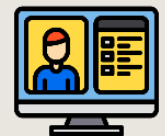
INTERACTIVE VIDEOS - To enhance the learning experience, our platform includes interactive videos featuring real-life scenarios. These videos reinforce the lessons taught in the e-learning modules, providing practical examples that help employees understand and apply the concepts effectively.

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 ACADEMY CERTIFICATIONS

A certification from Scicom Academy demonstrates that the knowledge gained has been validated and is a value-added advantage to your employees.

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

SCICOM ACADEMY E-LMS

Homepage
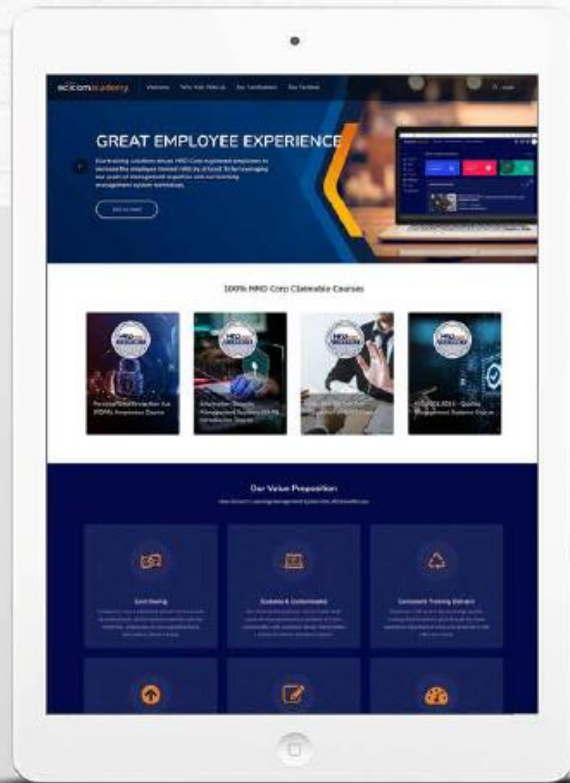
Login Page

Dashboard

Course Page

Courseware

COURSES WE OFFER

GOVERNANCE, RISK AND REGULATORY COMPLIANCE		
PERSONAL DATA PROTECTION ACT AWARENESS	1 Hour	MYR 70/pax
ANTI-BRIBERY & ANTI-CORRUPTION	2 Hours	MYR 140/pax
QUALITY AND PROCESS IMPROVEMENT		
ISO 9001:2015 – QUALITY MANAGEMENT SYSTEMS	2 Hours	MYR 140/pax
INFORMATION SECURITY		
INFORMATION SECURITY MANAGEMENT SYSTEM	2 Hours	MYR 140/pax
OCCUPATIONAL SAFETY & HEALTH ACT 1994 (OSHA) AWARENESS		
OSHA – PART 1	1 Hour	MYR 70/pax
OSHA – PART 2	1 Hour	MYR 70/pax
OSHA – PART 3	1 Hour	MYR 70/pax
CUSTOMER SERVICE		
DEVELOPING A CUSTOMER-CENTRIC MINDSET	2 Hours	MYR 140/pax
CUSTOMER FOCUSED COMMUNICATION SKILLS – PART 1	1 Hour	MYR 70/pax
CUSTOMER FOCUSED COMMUNICATION SKILLS – PART 2	2 Hours	MYR 140/pax
CUSTOMER FOCUSED COMMUNICATION SKILLS – PART 3	1 Hour	MYR 70/pax
MANAGING DIFFICULT CUSTOMERS	2 Hours	MYR 140/pax
SATISFACTION GUARANTEED: DELIVERING EXCELLENT CUSTOMER SERVICE	2 Hours	MYR 140/pax

THANK YOU

scicomacademy

Sree Vishnu
Manager – Software & Services

9th Floor, Menara TA One,
22 Jalan P. Ramlee,
50250 Kuala Lumpur

☎ +6012 384 2614 / +603 2782 1699
✉ sree.krishnan@scicom.com.my
✉ sales.academy@scicom.com.my