

**SEKTOR PEMBANGUNAN SUMBER MANUSIA  
SECTOR OF HUMAN RESOURCE DEVELOPMENT****PERMOHONAN MATA CPD  
(CPD POINT APPLICATION)****BAHAGIAN A/SECTION A (1)**

\*Sila tandakan (✓) yang berkenaan (*please tick (✓) where appropriate*)

**AKADEMIK (ACADEMIC)**

**BUKAN AKADEMIK (NON-ACADEMIC)**

| No. | Deskripsi Aktiviti<br>( <i>Activity Description</i> )   | Kumpulan<br>( <i>Group</i> )   | Tindakan<br>( <i>Action</i> )   | Tandakan<br>( <i>Tick</i> ) |
|-----|---|--|---|-----------------------------|
| 1.  | Kursus jangka Pendek<br>(Kursus/Bengkel/Persidangan)<br>( <i>Short Term Course</i> )<br>( <i>Training/Workshop/Conference</i> ) | Akademik & Bukan<br>Akademik<br>( <i>Academic &amp; Non<br/>Academic</i> ) | Sila lengkapkan Bahagian<br>A, B,C ,D dan E<br>( <i>please complete Section<br/>A,B,C,D and E</i> ) |                             |
| 2.  | Kursus Jangka sederhana<br>(Lebih 14 hari)<br>( <i>Medium Term Course</i> )<br>( <i>More than 14 days</i> )                     | Akademik & Bukan<br>Akademik<br>( <i>Academic &amp; Non<br/>Academic</i> ) | Sila lengkapkan Bahagian<br>A, B,C ,D dan E<br>( <i>please complete Section<br/>A,B,C,D and E</i> ) |                             |
| 3.  | Pengembangan<br>Ilmu & Kemahiran<br>( <i>Knowledge Development &amp;<br/>Skills</i> )   | Bukan Akademik sahaja<br>( <i>Non Academic only</i> )                      | Sila lengkapkan Bahagian<br>A,D dan E<br>( <i>please complete Section<br/>A, D and E only</i> )     |                             |
| 4.  | Aktiviti Badan Ikhtisas<br>( <i>Professional Bodies Activity</i> )  | Bukan Akademik sahaja<br>( <i>Non Academic only</i> )                      | Sila lengkapkan Bahagian<br>A,D dan E<br>( <i>please complete Section<br/>A, D and E only</i> )     |                             |
| 5.  | Pengiktirafan<br>( <i>Recognition</i> )   | Bukan Akademik sahaja<br>( <i>Non Academic only</i> )                      | Sila lengkapkan Bahagian<br>A,D dan E<br>( <i>please complete Section<br/>A, D and E only</i> )     |                             |
| 6.  | Penerbitan/Penulisan/Penyelidikan<br>( <i>Publication/Writing/Research</i> )  | Bukan Akademik sahaja<br>( <i>Non Academic only</i> )                      | Sila lengkapkan Bahagian<br>A,D dan E<br>( <i>please complete Section<br/>A, D and E only</i> )     |                             |
| 7.  | Aktiviti Rasmi dan Sumbangan<br>( <i>Official Activity and Contribution</i> )   | Akademik & Bukan<br>Akademik<br>( <i>Academic &amp; Non<br/>Academic</i> ) | Sila lengkapkan Bahagian<br>A,D dan E<br>( <i>please complete Section<br/>A, D and E only</i> )     |                             |

**Nota:**

Bagi permohonan mata CPD kategori 3,4,5,6 dan 7 hendaklah dikemukakan bersama dokumen sokongan yang disahkan oleh Ketua Jabatan/Dekan/Pengarah.

(*CPD points application for category 3,4,5,6 and 7 must be submitted together with supporting documents which have been verified by the Head of Department/Dean/Director.*)

**BAHAGIAN A/SECTION A (2)**

**MAKLUMAT PERIBADI KAKITANGAN  
STAFF PERSONAL INFORMATION**

|  |   |  |   |
|--|---|--|---|
| Nama<br><i>Name</i>  |   |  |   |
| UMS Per  |   | MyKad<br>Passport                                      |   |
| Jawatan<br>Position  |   | Gred<br>Grade  |   |
| Jantina<br><i>Gender</i>   | <input type="checkbox"/> Perempuan<br><i>Female</i> | <input type="checkbox"/> Lelaki<br><i>Male</i>         |   |
| Jabatan/Sekolah/Pusat/Institut/unit<br>Department/School/Centre/Institute/unit |   |  |   |
| Taraf Jawatan<br><i>Position Status</i>  | <input type="checkbox"/> Tetap<br><i>Permanent</i>  | <input type="checkbox"/> Sementara<br><i>Temporary</i> | <input type="checkbox"/> Kontrak<br><i>Contract</i> |
| E-mel<br><i>Email</i>  |   | Tel No   |   |

**BAHAGIAN B/SECTION B**

**LAPORAN SELEPAS MENGHADIRI KURSUS  
REPORT AFTER ATTENDING TRAINING**

**Maklumat Kursus ( Course Information)**

\*Sila tandakan (√) yang berkenaan (*please tick (√) where appropriate*)

|  |   |   |
|--|---|---|
| Anjuran Dalam UMS <input type="checkbox"/><br><i>Organized by UMS</i>    | Anjuran Agensi Luar <input type="checkbox"/><br><i>Organized by agency other than UMS</i> |   |
| Tarikh Mula:<br><i>Date</i>  | Tamat:<br><i>End:</i>   | Tempoh (hari) @ (jam):<br><i>Duration (day) @ (hour):</i> |
| <input type="checkbox"/> Kompetensi Khusus<br><i>Specific Competency</i> | <input type="checkbox"/> Kompetensi Umum<br><i>General Competency</i>                     |   |
| <input type="checkbox"/> Lain-lain / <i>Others</i> .....                 |   |   |

Tajuk Kursus/ *Course Title* : \_\_\_\_\_

Tempat / *Venue* : \_\_\_\_\_

Penganjur / *Organizer* : \_\_\_\_\_

**BAHAGIAN C/ SECTION C**

**LAPORAN : APA YANG ANDA TELAH PELAJARI DARIPADA LATIHAN INI?  
REPORT: WHAT HAVE YOU LEARNED FROM THIS TRAINING?**

SILA GUNAKAN LAMPIRAN JIKA RUANG TIDAK MENCUKUPI  
(PLEASE USE ATTACHMENT IF SPACE IS INSUFFICIENT)

Bagi laporan kursus anjuran agensi luar, kakitangan perlu sertakan dokumen sokongan:  
(For trainings organized by agencies other than UMS, please provide the following supporting documents) :

- i. Salinan surat jemputan menghadiri latihan / *Copy of invitation letter to the training*
- ii. Salinan surat kelulusan menghadiri latihan / *Copy of approval letter to attend the training*
- iii. Salinan sijil penyertaan / *photocopy of Certificate of Attendance*

**BAHAGIAN D/SECTION D**

**PENGESAHAN KAKITANGAN  
STAFF VERIFICATION**

Disediakan oleh:  
(Prepared by):

---

Tandatangan  
(Signature)

---

Tarikh  
(Date)

**BAHAGIAN E/SECTION E**

**PENGESAHAN KETUA JABATAN/DEKAN/PENGARAH  
VERIFICATION BY HEAD OF DEPARTMENT/DEAN/DIRECTOR**

Saya telah menyemak dan bersetuju mengesahkan permohonan mata CPD oleh kakitangan ini.

*I have checked and agreed to verify the application of CPD points of the staff.*

---

Tandatangan  
(Signature)

---

Tarikh  
(Date)

Cop Rasmi (*Official stamp*) :

Laporan yang lengkap diisi hendaklah dikemukakan kepada Sektor Pembangunan Sumber Manusia melalui ketua jabatan selewat-lewatnya (2) dua minggu selepas menghadiri latihan.

*(Completed report must be submitted to the Sector of Human Resource Development through Dean/Head of Department not later than (2) two weeks after attending the training.)*

**BAHAGIAN F/SECTION F**

**UNTUK KEGUNAAN SEKTOR PEMBANGUNAN SUMBER MANUSIA  
FOR USE BY SECTOR OF HUMAN RESOURCE DEVELOPMENT**

|  |                                   |  |               |
|--|-----------------------------------|--|---------------|
| <input type="checkbox"/> Diluluskan  | Ulasan:                           |  |               |
| <input type="checkbox"/> Tidak diluluskan  | Jumlah Jam:                       | Mata CPD:                              |               |
| Tandakan (√) pada petak berkenaan  |                                   |  |               |
| <b>Bil.</b>  | <b>Kategori CPD</b>               | <b>Kompetensi</b>                      |               |
|  |                                   | <b>Umum</b>                            | <b>Khusus</b> |
| 1.   | Kursus Jangka Pendek              |  |               |
| 2.   | Kursus jangka Sederhana / Panjang |  |               |
| 3.   | Pengembangan Ilmu & kemahiran     |  |               |
| 4.   | Aktiviti badan Ikhtisas           |  |               |
| 5.   | Pengiktirafan kepakaran           |  |               |
| 6.   | Penerbitan / penulisan            |  |               |
| 7.   | Aktiviti Rasmi dan Sumbangan      |  |               |
| 1.Kursus Jangka Pendek : <input type="checkbox"/> Dalaman <input type="checkbox"/> Luaran  |                                   |  |               |
| 2.Kursus Jangka Panjang : <input type="checkbox"/> Dalaman <input type="checkbox"/> Luaran |                                   |  |               |
| Disemak oleh :   |                                   | Disahkan oleh :                        |               |
| .....<br>Tandatangan<br>(Penolong Pendaftar)   |                                   | .....<br>Tandatangan<br>(Ketua Sektor) |               |
| Tarikh :   |                                   | Tarikh :                               |               |
| Cop Rasmi :  |                                   | Cop Rasmi :                            |               |