



**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILL STANDARD)**

**LEVEL 1
LIGHT , PUBLIC SERVICE AND GOODS VEHICLES
DRIVING
TP-320-1:2012**



JPK

**DEPARTMENT OF SKILLS DEVELOPMENT (DSD)
MINISTRY OF HUMAN RESOURCES (MOHR)**

STANDARD PRACTICE NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR; LIGHT, PUBLIC SERVICE AND GOODS VEHICLES DRIVING LEVEL 1

1. INTRODUCTION

This is a new NOSS developed for **LIGHT, PUBLIC SERVICE AND GOODS VEHICLES** under the sector of **TRANSPORTATION**. There is a high demand for skilled drivers in this field as the industry is developing rapidly.

Based on the growth and changes in the public services, construction and goods transportation sector along with tourism industry in the country, there is an urgency to impart skills to the current commercial drivers related to land transportation nationwide.

Light, Public Service, Goods and Heavy Vehicles driving comprises of activities such as pre-driving inspection check of the vehicles, on the road driving, post driving inspection check and periodic maintenance check. Currently there are 443,686 public service drivers, 1,802,396 goods drivers and heavy vehicles drivers throughout the country.

Most of the these drivers do not meet the quality standards that are expected by the industries players such as bus operators, logistic operators and the taxi and limo services operators hence portraying a negative impression to our transport industry.

Amongst the major problems are frequent occurrence of accidents, vehicles breakdown during trips, inconvenience to passengers and high turnover of drivers due to lack of skilled drivers in the transport industry.

Hence the need for these drivers to be trained to upgrade their skills and competency level to meet the demanding workload will greatly bring about better services to the public, tourism and meeting the needs of the goods transport sector which will generate significant revenue to the local economy.

The land transportation sector is recognised both at national level and globally as a huge growth area and there is a requirement for trained drivers at all levels. This will provide a structured career path and career guidance for drivers and organizations alike. Having skilled drivers will position Malaysia as an attractive investment destination in the region and help towards transforming the country into a developed and high income nation by year 2020.

This NOSS is developed focusing on the area of Public Services, Goods, and Heavy Vehicles Driving. The skilled drivers in this field can pursue careers in Malaysia or internationally in countries that are facing shortages of skilled drivers.

The demand for qualified and experienced drivers is important as of now and may increase in the near future. Hence, the development of this NOSS is essential for the industry that is to have certain guidelines and standards based on the level of competencies that have been set by the industrial experts in this field.

The NOSS document can be used by training centres to conduct and simulate training by converting it into Written Instructional Material (WIM) and Assessment Sheet as outlined by the Competency Based Training (CBT) methodology.

This is to ensure the candidate that has undergone training, as required by this NOSS, will be able to perform every task and job scope efficiently and competently. With the current shortages of skilled drivers in the industry, the need for structured training is essential to address this issue.

This NOSS provides first-hand information to the drivers regarding the Public Service, Goods and Heavy Vehicles drivers working environment. This NOSS also provides a career path and employment development for those involved in this industry.

Consequently, the development of this NOSS at Level 1 (*Refer Figure 1.1 Occupational Area Structure for Light, Public Service and Goods Vehicle Driving*) is essential so that the sub sector will have complete standards and guidelines to be used by the industry.

Pre-requisite

The minimum requirements for those interested to enrol in this course are as follows:

- Malaysian Citizen and Permanent Resident.
- 21 years of age or older (Road Transport Act 1987 Requirement).
- Able to read, write and calculate.
- Must have valid Competent Driving License (CDL).
- Medically and physically fit to meet strength, endurance and manual dexterity.

These pre-requisite is in line with requirements set by Road Transport Department (RTD).

2. OCCUPATIONAL STRUCTURE

The Light, Public Service and Goods Vehicles Driving (Level 1) personnel comes under the sub-sector of Figure 1.0 and Figure 1.1 shows the structured career path and area as below;

The panel of experts had concluded that this job area starts from tier 1 due to competent in performing a range of varied work activities, most of which are routine and predictable. To produce skilled workers in this industry, the needs for structured training are essential.

SECTOR	TRANSPORTATION					
SUB SECTOR	AUTOMOTIVE					
JOB AREA	COMMERCIAL VEHICLE	TOUR VEHICLE	VEHICLE DRIVING INSTRUCTOR TRAINING	GOODS AND EMERGENCY VEHICLE	FLEET	TRACTOR DRIVER
LEVEL 5	COMMERCIAL TRANSPORT OPERATION MANAGER	N/A	PROFESSIONAL FLEET MANAGER			N/A
LEVEL 4	COMMERCIAL TRANSPORT OPERATION EXECUTIVE	N/A	PROFESSIONAL FLEET ASSISTANT TRAINER			N/A
LEVEL 3	COMMERCIAL TRANSPORT OPERATION SUPERVISOR	N/A	PROFESSIONAL FLEET SUPERVISOR		FLEET SUPERVISOR	TRACTOR DRIVER
LEVEL 2	COMMERCIAL VEHICLE DRIVER	TOUR VEHICLE DRIVER	HEAVY, PUBLIC SERVICE, GOODS AND EMERGENCY VEHICLES DRIVER		FLEET DRIVER	TRACTOR DRIVER
LEVEL 1	N/A	N/A	LIGHT, PUBLIC SERVICE & GOODS VEHICLES DRIVER		N/A	N/A

Fig.1.0 Occupational Structure Chart for Light, Public Service and Goods Vehicle Driver (Level 1) Personnel

SECTOR	TRANSPORTATION					
SUB SECTOR	AUTOMOTIVE					
JOB AREA	COMMERCIAL VEHICLE	TOUR VEHICLE	VEHICLE DRIVING INSTRUCTOR TRAINING	GOODS AND EMERGENCY VEHICLE	FLEET	TRACTOR DRIVER
LEVEL 5	COMMERCIAL TRANSPORT OPERATION MANAGEMENT	N/A	PROFESSIONAL FLEET MANAGEMENT			N/A
LEVEL 4	COMMERCIAL TRANSPORT OPERATION MANAGEMENT	N/A	PROFESSIONAL FLEET MANAGEMENT			N/A
LEVEL 3	COMMERCIAL TRANSPORT OPERATION SUPERVISION	N/A	PROFESSIONAL FLEET OPERATION	FLEET SUPERVISION	TRACTOR DRIVING	
LEVEL 2	COMMERCIAL VEHICLE DRIVING	TOUR VEHICLE DRIVING	HEAVY, PUBLIC SERVICE, GOODS AND EMERGENCY VEHICLES DRIVING	FLEET DRIVING	TRACTOR DRIVING	
LEVEL 1	N/A	N/A	LIGHT, PUBLIC SERVICE & GOODS VEHICLES DRIVING	N/A	N/A	

Fig.1.1 Occupational Area Structure for Light, Public Service and Goods Vehicle Driving (Level 1) Personnel

3. DEFINITION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1: Competent in performing a range of varied work activities, most of which are routine and predictable.

Malaysia Skills Certificate Level 2: Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.

Malaysia Skills Certificate Level 3: Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

Malaysia Skills Diploma Level 4: Competent in performing a broad range of complex technical or professional work activities, performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.

Malaysia Skills Advanced Diploma: Level 5: Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. MALAYSIAN SKILL CERTIFICATION

Candidates after being assessed and verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) for Level 1.

5. JOB COMPETENCIES

The Light, Public Service and Goods Vehicles Driver (Level 1) must be competent in performing:

- Vehicles Driving Competency
- Vehicles Pre-Driving Inspection
- Vehicles On-Road Driving
- Vehicles Post-Driving Inspection
- Vehicles Periodic Maintenance

Optionally, the Light, Public Service and Goods Vehicles Driving (Level 1) personnel are competent in performing the following elective competencies:

- Heavy Vehicle Driving Activities
- Goods Delivery Activities

6. WORKING CONDITIONS

Generally, Light, Public Service and Goods Vehicles Driver will work with their hands, tools, equipment and designated vehicle based on the license class issued by the Road Transport Department. They must also be fit and healthy because the works require bending, lifting and walking. Public Service, Goods & Heavy Vehicles Driver spend most of their working hours driving the vehicle. The working hours can be irregular and long hours depending on the route and subject to OSHA Regulation. The workload should be carried out and accomplished with high responsibility and according to operation requirements, needs and standards. The Driver is also responsible to ensure the vehicle cleanliness, safety, meet the security standard operating procedures, specifications and work individually or with a Co-Driver as stipulated by OSHA regulation.

Personnel in this field of work are also required to adhere to safety and security procedures because the working environment for this industry may lead to exposure to various accidents and emergencies. Hazards during on-road driving may cause accidents which could result with fatality and working with tools and equipment can lead to injury, used carelessly during performing pre and post inspection vehicle check, minor repair and handling emergency.

7. EMPLOYMENT PROSPECTS

7.1 Malaysian Market

The Light, Public Service and Goods Vehicles Drivers have a great prospect in the land transport industry. They are able to serve in related industries either locally or internationally due to increase of demand for skilled drivers.

Other related occupation with respect to employment opportunities are:

- Corporate Drivers
- Taxi / Limousine / Rental Car Drivers
- Van / Mini Bus
- School Bus / Workers Bus / Stage Bus / Institutional and University Bus Drivers
- D-control Drivers
- Rigid Vehicle Drivers
- Industrial Vehicles Drivers
- Emergency Vehicle Driver

Other related industries with respect to employment opportunities are:

- Agriculture
- Manufacturing
- Tourism
- Railway
- Construction
- Health care
- Security

7.2 International Market

The need for qualified and competent Commercial Driver has been expanding rapidly in the last 5 years in tandem with Decade of Actions for Road Safety 2011-2020 by United Nation. The actions plan was launched on 11th May 2011 in more than 100 countries with one goal, to prevent 5 million road traffic deaths globally by 2020.

Moving together with the Global Plan for the Decade to national action, our country has taken measures towards improving road safety amongst others by developing NOSS for Commercial Driver which provides an avenue for Commercial Drivers to go abroad.

8. TRAINING, INDUSTRIAL/ PROFESSIONAL RECOGNITION, OTHER QUALIFICATIONS AND ADVANCEMENT

As for career advancement, most competent drivers learn their driving skill on the job. They usually begin as qualified drivers and gradually learn their new skills as they gain experience. Further certification may increase their chances of career advancement. Thus with additional formal training/education and certification, this experienced driver can advance to become a competent driver.

9. SOURCES OF ADDITIONAL INFORMATION

9.1 Local

- **Head Quarters, Road Transport Department of Malaysia**
Aras1-5, BlockD, ComplexD4,
Pusat Pentadbiran Kerajaan Persekutuan,
62620 Putrajaya, Wilayah Persekutuan.
Tel: 0388866400
Web: <http://www.jpj.gov.my>
- **National Institute of Occupational Safety and Health (NIOSH)**
Lot1, Jalan 15/1, Section 15,
43650 Bandar Baru Bangi, Selangor.
Tel: 0387692100
Fax: 0389262900
Web: <http://www.niosh.com.my>
- **Malaysia Institute of Road Safety Research (MIROS)**
Lot 125-135, Jalan TSK1, Taman Kajang Sentral,
43000 Kajang, Selangor.
Tel: 0389249200
Fax: 0387332005
Web: <http://www.miros.gov.my>
- **Road Safety Department**
Galeria PJH Aras 3, Jalan P4W,
Persiaran Perdana, Presint 4,
62100 Putrajaya, Wilayah Persekutuan.
Tel: 03-83238000/8001/8002
Fax: 0388888806
Web: <http://www.jkjr.gov.my>

- **Department of Occupational Safety and Health (Ministry of Human Resource)**
 Level 2, 3 & 4, Block D3, Complex D,
 Federal Government Administrative Centre,
 62530 Putrajaya, Wilayah Persekutuan.
 Tel: 03-88865000
 Fax: 03-88892443
 Web: <http://www.dosh.gov.my>
- **Head Quarters, Royal Police of Malaysia**
 Bukit Aman
 50560, Kuala Lumpur.
 Tel: 0322662222
 Fax: 0320707560
 Web: <http://www.rmp.gov.my>
- **PUSPAKOM SDN. BHD.**
 Wisma DRB-HICOM,
 2 Jalan Usahawan U1/8,
 Seksyen U1, Shah Alam, Selangor.
 Tel: 0355695035
 Fax: 0355695031
 Web: <http://www.puspakom.com.my>
- **Fire and Rescue Department of Malaysia**
 Lebu Wawasan, Presint 7
 62250 Putrajaya, Wilayah Persekutuan.
 Tel: 0388880036/37/38/40
 Fax: 0388880025
 Web: <http://www.bomba.gov.my>
- **Minister of Health**
 Blok E1, E6, E7 & E10 Parcel,
 Pusat Pentadbiran Kerajaan Persekutuan,
 62590 Putrajaya, Wilayah Persekutuan.
 Tel: 0388833888
 Fax: 0388886187
 Web: <http://www.moh.gov.my>

9.2 International

- **Driver Education Centre of Australia Limited**
29-45 Millers Road,
Altona North,
Victoria3025,
Australia.
Tel:1300365400
URL:<http://www.deca.com.au>
- **National Transport Institute Australia (NTIA)**
55 English Street,
Essendon Fields Victoria3041,
Australia.
URL:<http://www.ntia.com.au>
- **New Zealand Transport Agency**
Victoria Arcade,
50 Victoria Street,
Wellington 6141,
New Zealand.
URL:<http://www.nzta.govt.nz>
- **Transport Road Research Laboratory**
Crow Thorne House Nine Mile Ride,
Wokingham Berkshire,
RG403GA United Kingdom.
URL:<http://www.trl.co.uk>
- **The Royal Society for the Prevention of Accidents (RoSPA)**
RoSPA House,
28 Calthorpe Road,
Edgbaston Birmingham,
B151RP United Kingdom.
URL:<http://www.rospace.com>
- **Ministry Of Land, Infrastructure, Transport and Tourism Japan**
2-1-3 Kasumigaseki Chiyoda-ku,
Tokyo 100-8918.
URL:<http://www.mlit.go.jp>

10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

**11. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP),
COMPETENCY PROFILE CHART (CPC) AND COMPETENCY PROFILE (CP)**

LIGHT, PUBLIC SERVICE AND GOODS VEHICLES DRIVING - LEVEL1

PANEL EXPERTS		
1	En. Azmi Bin Awang	Assistant Director / Enforcement Officer Licensing Division, Headquarters Road Transport Department of Malaysia
2	En. Mat Aris Bin Bakar	President Association of Malaysian Driving Institute (PIMA)
3	Tn.Zaidi Bin Ahtan	Leading Fire Officer Fire and Rescue Department Malaysian of Kuala Lumpur
4	En. Mohd Salleh Bin Hj.Mat	Training Consultant Executive Training International (ETI) Road Transport Safety Trainer and Assessor
5	Tn. Hj Sheikh Ghazi Bin Sheikh Hamid (PJB)	Light and Heavy Vehicles Training Consultant Ghazi Enterprise
6	En. Jookaplee Bin Shaaibon	Safety / CSR Manager YAMATO Transport (M) Sdn. Bhd. (TA-Q- BIN)
7	En. Zaharin Shah Bin Zainal Abidin	Administration Manager Metrobus Nationwide SdnBhd
8	En. Iwan Fazlee Bin Ahmad Fadzil	Assistant Operation Manager Metrobus Ekspres Sdn Bhd
9	En. Amri Bin Salim	Operation Executive Metrobus Ekspres Sdn Bhd
FACILITATOR		
1	Tn.Hj. Zaharudin bin Abdul Latif	JPK,Cyberjaya,Selangor
CO-FACILITATOR		
1	En.Faizal Bin Abdul Majid	JPK,Cyberjaya,Selangor

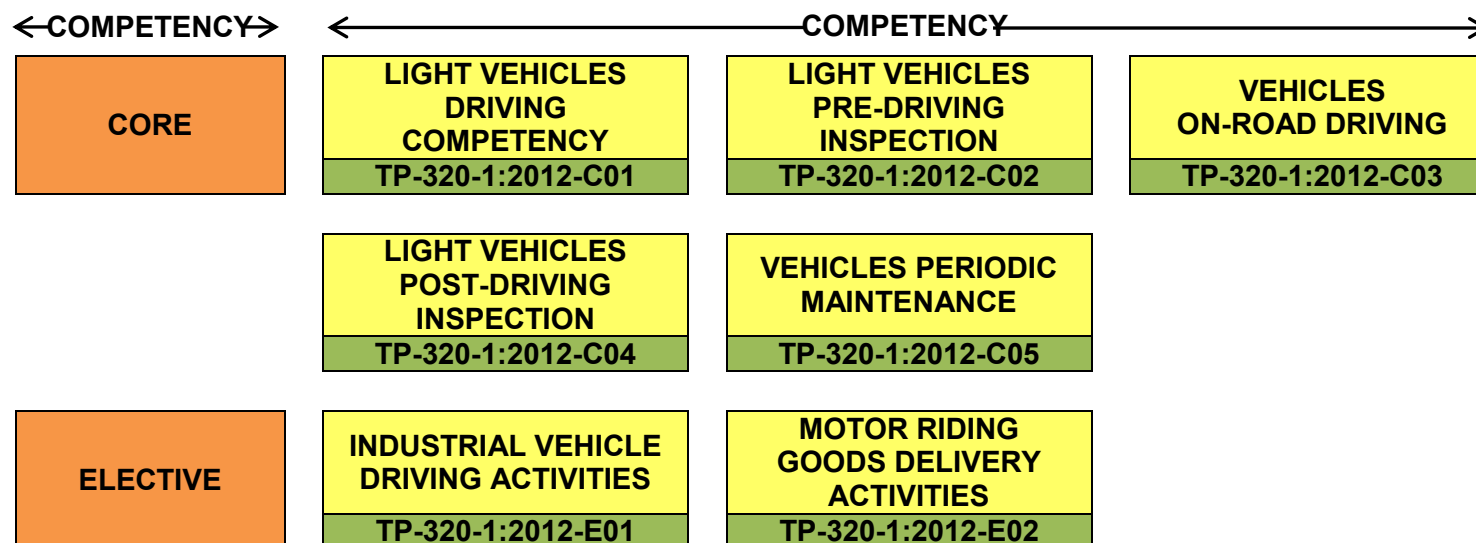
**12. COMMITTEE MEMBERS FOR DEVELOPMENT OF COMPETENCY UNIT (CoCU),
PROOF READING AND VALIDATION OF NOSS**

LIGHT, PUBLIC SERVICE AND GOODS VEHICLES DRIVING - LEVEL1

PANEL EXPERTS		
1	En. Azmi Bin Awang	Assistant Director / Enforcement Officer Licensing Division, Headquarters Road Transport Department of Malaysia
2	En. Mat Aris Bin Bakar	President Association of Malaysian Driving Institute (PIMA)
3	Tn.Zaidi Bin Ahtan	Leading Fire Officer Fire and Rescue Department Malaysian of Kuala Lumpur
4	En. Mohd Salleh Bin Hj.Mat	Training Consultant Executive Training International (ETI) Road Transport Safety Trainer and Assessor
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8	En. Iwan Fazlee Bin Ahmad Fadzil	Assistant Operation Manager Metrobus Ekspres Sdn Bhd
9	En. Amri Bin Salim	Operation Executive Metrobus Ekspres Sdn Bhd
FACILITATOR		
1	Tn. Hj. Zaharudin bin Abdul Latif	JPK, Cyberjaya, Selangor

COMPETENCY PROFILE CHART (CPC)

SECTOR	TRANSPORTATION		
SUB SECTOR	AUTOMOTIVE		
JOB AREA	LIGHT, PUBLIC SERVICE AND GOODS VEHICLES DRIVING		
JOB LEVEL	ONE (1)	JOB AREA CODE	TP-320-1:2012



COMPETENCY PROFILE (CP)

Sub Sector	LAND TRANSPORTATION
Job Area	LIGHT, PUBLIC SERVICE AND GOODS VEHICLE DRIVING
Level	ONE(1)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Light Vehicle Driving Instructor Competency	TP-320-1:2012-C01	<p>The CU title describes the competency in Light Vehicles Driving Competency.</p> <p>He or She is responsible in performing driving competency for light vehicles according to license class and vehicle type.</p> <p>The person who is competent in this CU shall be able to perform driving competency for D class vehicles, perform driving competency for E class vehicles, perform driving competency Vocational Licence PSV and perform driving competency Vocational Licence GDL.</p> <p>The outcome of this competency is driving competency is demonstrated for light vehicles in safe driving activities according to road transport rules and regulations.</p>	<p>1. Perform Driving Competency For D Class Vehicles</p> <p>2. Perform Driving Competency For E Class</p> <p>3. Perform Driving Competency Vocational</p>	<p>1.1 Driving competency met Road Transport Department (RTD) theoretical and practical test criteria.</p> <p>1.2 Valid driving licence D class is acquired</p> <p>1.3 Driving license D class complied with Road Transport Department (RTD) requirement.</p> <p>1.4 Trainer competency certificate complied with Road Transport Department (RTD) requirements.</p> <p>2.1 Driving competency met Road Transport Department (RTD) theoretical and practical test criteria.</p> <p>2.2 Valid driving licence E class is acquired.</p> <p>2.3 Driving license E class complied with Road Transport Department (RTD) requirement.</p> <p>3.1 Driving competency met Road Transport Department (RTD) theoretical and practical test criteria.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			Licence PSV 4. Perform Driving Competency Vocational Licence GDL	3.2 Vocational licence PSV is acquired. 3.3 Vocational license PSV complied with Road Transport Department (RTD) requirement. 4.1 Driving competency met Road Transport Department (RTD) theoretical and practical test criteria. 4.2 Vocational licence GDL is acquired. 4.3 Vocational license GDL complied with Road Transport Department (RTD) Requirement.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Light Vehicle Pre-Driving Inspection	TP-320-1:2012-C02	<p>The CU title describes the competency in Vehicles Pre-Driving Inspections.</p> <p>He or She is responsible in checking and inspecting light vehicle components before journey for safe driving operations.</p> <p>The person who is competent in this cu shall be able to check vehicle driving documentation, check vehicle external body, check vehicle engine, check vehicle passenger compartment, check driver cabin, check emergency and safety equipment, check vehicle goods compartment, perform pre-driving vehicle inspection check, perform vehicle instrumentation check, align driving position in ergonomics posture and perform repair activities.</p> <p>The outcome is of this competency is vehicles are inspected for road worthiness, free from damages and defects and clean exterior appearance.</p>	<ol style="list-style-type: none"> 1. Check Vehicle Driving Documentation 2. Check Vehicle External Body 3. Check Vehicle Engine 4. Check Vehicle Passenger Compartment 	<ol style="list-style-type: none"> 1.1 Vehicle driving documentation in accordance to SOP. 1.2 Vehicle driving permit, PUSPAKOM disc, road tax and insurance are verified in accordance to rules and regulations. 2.1 Vehicle external body is in good condition in accordance with SOP. 2.2 Vehicle external body is damage-free in accordance with SOP. 2.3 Vehicle external body appearance is damage-free. 3.1 Vehicle engine operating condition with zero breakdowns and accordance with SOP. 3.2 Vehicle engine performance complied with RTD requirement. 3.3 Vehicle engine running at specified speed in accordance with SOP. 4.1 Vehicle passenger's compartment is hygienic and in good conditions in accordance with SOP. 4.2 Vehicle passenger's compartment are free from damages. 4.3 Vehicle passenger's compartment are free

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>5. Check Drivers Cabin</p> <p>6. Check Emergency and Safety Equipment</p> <p>7. Check Vehicle Goods Compartment</p>	<p>from damages in accordance with SOP</p> <p>4.4 Vehicle passenger's compartment is in accordance with SOP.</p> <p>5.1 Driver's cabin conditions in accordance with SOP.</p> <p>5.2 Driver's cabin is free from damages.</p> <p>5.3 Driver's cabin is in accordance with SOP.</p> <p>6.1 Emergency and safety equipment operating with zero defects in accordance with SOP.</p> <p>6.2 Emergency and safety equipment operating in accordance with SOP.</p> <p>6.3 Emergency and safety equipment are in accordance with SOP and inventory checklist</p> <p>7.1 Vehicle good's compartment conditions in accordance with SOP.</p> <p>7.2 Vehicle good's compartment is free from damages.</p> <p>7.3 Vehicle good's compartment is hygienic and in good conditions in accordance with SOP</p> <p>7.4 Good's compartment repair exercise executed timely in accordance to procedure guidelines.</p> <p>8.1 Vehicle Instrumentation met zero malfunctions</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>8. Perform Vehicle Instrumentation Check</p> <p>9. Align Driving Position in Ergonomics Posture</p> <p>10. Perform Repair Activities</p>	<p>as per SOP.</p> <p>8.2 Vehicle instrumentation is checked in accordance with SOP.</p> <p>8.3 Vehicle instrumentation is functioning in accordance with SOP.</p> <p>9.1 Driver's position is in sitting posture and positioned behind the wheel as per specification.</p> <p>9.2 Driving position ergonomics posture in accordance with SOP.</p> <p>9.3 Driving ergonomics posture in accordance with SOP.</p> <p>10.1 Vehicles are repaired met zero defect and road worthiness.</p> <p>10.2 Vehicle operation in accordance with SOP.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Vehicles On-Road Driving	TP-320-1:2012-C03	<p>The CU title describes the competency in Vehicles On-Road Driving.</p> <p>He or She is able to drive the vehicle safely and timely to destination without committing traffic violations and offences and remain calm behind the wheel.</p> <p>The person who is competent in this cu shall be able to perform health and wellness activities, perform driving simulator training , perform route information, perform safe driving technique and handle emergency and accident situation. ensure the safety of customer with disabilities and perform driving communications</p> <p>The outcome of this competency is maximum trip safety is established for passengers and goods and satisfaction is guaranteed.</p>	<ol style="list-style-type: none"> 1. Perform Health and Wellness Activities 2. Perform Driving Simulator Training 3. Perform Route Information 	<ol style="list-style-type: none"> 1.1 Driver is fit for driving activities as per SOP. 1.2 Teamwork and team cooperation spirit are enhanced in accordance with SOP. 1.3 Regular physical exercise and psychological therapy are in accordance with company's policies. 1.4 Self-motivated and highly spirited personnel/drivers are developed. 1.5 Driver's health is enhanced. 1.6 Nutritional dieting follows nutrition guideline (MOHA). 2.1 Critical driving conditions are identified and tested. 2.2 Driver's positive driving behaviours are developed. 2.3 Driver's skills and response pertaining to road hazards are enhanced. 2.4 Hazards action planning is enhanced. 2.5 Measureable driving performances in different weather conditions are identified (handling and control). 3.1 Route information met specific route in

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Perform Safe Driving Technique</p> <p>5. Handle Passenger Safety</p> <p>6. Handle Goods Safety</p> <p>7. Handle Emergency and Accident Situation</p>	<p>accordance with SOP.</p> <p>3.2 Trip time and avoidance of accidents in accordance with SOP.</p> <p>3.3 Trip performance is as scheduled.</p> <p>4.1 Defensive driving technique is in accordance with SOP.</p> <p>4.2 Driving is free from traffic offences and violations in accordance with SOP.</p> <p>4.3 Driving is free from traffic offences and violations in accordance with road rules and regulations.</p> <p>5.1 Passenger safety in accordance with SOP.</p> <p>5.2 Passengers are in safe condition and experienced comfortable journey in accordance with SOP.</p> <p>5.3 Negative feedback is minimized in accordance with SOP.</p> <p>6.1 Goods safety in accordance with SOP.</p> <p>6.2 Goods are damage-free in accordance with SOP.</p> <p>6.3 Goods are delivered safely and timely to customer.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>7.1 Emergency and accident situation responded timely in accordance with SOP.</p> <p>7.2 Passengers and goods safety are secured in accordance with SOP.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Light Vehicles Post-Driving Inspection	TP-320-1:2012-C04	<p>The CU title describes the competency in Light vehicles Vehicles Post-Driving Inspection.</p> <p>He or She shall is responsible in identifying and listing of faults/problems of the vehicle after completing the journey as per SOP.</p> <p>The person who is competent in this CU shall be able to handle passenger safety, handle goods safety, determine vehicle parts malfunction, handle vehicle safety and security.</p> <p>The outcome of this competency is excellent post driving inspection is performed to ascertain vehicles road worthiness and cleanliness for the next trip.</p>	<ol style="list-style-type: none"> 1. Determine Vehicle Parts Malfunction 2. Handle Vehicle Safety and Security 3. Perform Vehicles Cleaning Activities 	<ol style="list-style-type: none"> 1.1 Vehicle parts malfunction met zero breakdowns in accordance with SOP. 1.2 Excessive smoke is minimised according to JAS and SOP. 1.3 Excessive noise is minimised from vehicle components. 2.1 Vehicle security met zero breaking in. 2.2 Vehicle security met zero tempering. 2.3 Vehicle safety and security is handled in accordance with SOP. 3.1 Vehicle driver, passenger and good compartment are cleaned end hygienic. 3.2 Vehicles cleaning activities are performed in compliance with checklist and SOP. 3.3 Vehicles cleaning activities are performed in compliance with QEA. 3.4 Vehicles cleaning activities are performed in compliance with OSHA

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Vehicles Periodic Maintenance	TP-320-1:2012-C05	<p>The CU title describes the competency in Vehicles Periodic Maintenance.</p> <p>He or She shall is responsible in identifying vehicles failures, detecting the needs for maintenance of vehicle, maintaining, repair or replace parts of vehicles.</p> <p>The person who is competent in this CU shall be able perform daily maintenance, perform weekly maintenance, perform monthly maintenance, perform half yearly maintenance (PUSPAKOM) in accordance to SOP.</p> <p>The outcome of this competency is vehicles are maintained regularly, serviceable and operational according to SOP.</p>	<ol style="list-style-type: none"> 1. Perform Daily Maintenance 2. Perform Weekly Maintenance 3. Perform Monthly Maintenance 4. Perform Half Yearly Maintenance (PUSPAKOM) 	<ol style="list-style-type: none"> 1.1 Daily maintenance met zero breakdowns in accordance with management guideline and inspection checklist. 1.2 Vehicles are serviceable and operational in accordance with SOP. 1.3 Daily maintenance is in accordance with checklist. 2.1 Weekly maintenance met zero breakdowns in accordance with management guideline and inspection checklist. 2.2 Vehicles are serviceable and operational in accordance with SOP. 2.3 Weekly maintenance is in accordance with checklist. 3.1 Monthly maintenance met zero breakdowns in accordance with management guideline and inspection checklist. 3.2 Vehicles are serviceable and operational in accordance with SOP. 3.3 Monthly maintenance is in accordance with checklist. 4.1 Half yearly maintenance met zero breakdowns in accordance with management guideline and inspection checklist.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.2 Vehicles are serviceable and operational in accordance with SOP.</p> <p>4.3 Maintenance is in accordance with checklist.</p>
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Heavy Vehicles Driving Activities	TP-320-1:2012-E06	<p>The CU title describes the competency in Heavy Vehicles Driving License Ownership.</p> <p>He or She is responsible in performing vehicle driving competency H and I class licence for safe driving operations.</p> <p>The person who is competent in this CU shall be able to perform driving competency H class licence and perform driving competency I class licence</p> <p>The outcome of this competency is working knowledge of the laws governing the operation of industrial vehicles is demonstrated in accordance with SOP.</p>	<p>1. Perform Driving Competency H Class Licence</p> <p>2. Perform Driving Competency I Class Licence</p>	<p>1.1 Driving competency met Road Transport Department (RTD) theoretical and practical test criteria.</p> <p>1.2 Valid driving licence H class is acquired.</p> <p>1.3 Driving license H class complied with Road Transport Department (RTD) requirement.</p> <p>2.1 Driving competency met Road Transport Department (RTD) theoretical and practical test criteria.</p> <p>2.2 Valid driving licence I class is acquired.</p> <p>2.3 Driving license I class complied with Road Transport Department (RTD) requirement.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
7. Motor Riding Goods Delivery Activities	TP-320-1:2012-E07	<p>The CU title describes the competency in Motor Riding Goods Delivery Activities</p> <p>He or She is responsible in delivering packages, letters, legal documents and messages safely and timely without breaking road rules and regulations under city and highway road conditions</p> <p>The person who is competent in this CU shall be able to perform riding competency B/B2/C class vehicles, perform personal safety check, perform pre-inspection vehicle check, perform delivery activities and perform post-delivery activities</p> <p>The outcome of this competency is goods are delivered in a professional, safe and timely manner to customers as per SOP.</p>	<ol style="list-style-type: none"> 1. Perform Riding Competency B/B2/C Class Vehicles 2. Perform Personal Safety Check 3. Perform Pre-Driving Vehicle Inspection Check 4. Perform Delivery Activities 	<ol style="list-style-type: none"> 1.1 Driving competency met Road Transport Department (RTD) theoretical and practical test criteria. 1.2 Valid riding licence B/B2/C class is acquired. 1.3 Riding license B/B2/C class complied with Road Transport Department (RTD) requirement. 2.1 Personal safety check covers met with appropriate use of PPE. 2.2 PPE are adhered. 2.3 Personal safety complied with OSHA. 2.4 Personal safety complied with SHE Code. 3.1 Pre-inspection check in accordance to checklist. 3.2 Vehicle operation with zero breakdowns. 3.3 Vehicles are serviceable and operational in accordance with SOP. 4.1 Goods are delivered timely. 4.2 Good are delivered in safe manner. 4.3 Traffic violations and offences are avoided.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Perform Post-Delivery Activities	<p>4.4 Delivery activities performed in accordance with SOP.</p> <p>5.1 Delivery reports are prepared timely and accurate.</p> <p>5.2 Vehicle safety, security and cleanliness is established.</p> <p>5.3 Vehicle is prepared for next trip.</p> <p>5.4 Vehicle is operational in accordance with SOP.</p> <p>5.5 Post-delivery activities performed in accordance with SOP.</p>

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	AUTOMOTIVE								
Job Area	LIGHT, PUBLIC SERVICE AND GOODS VEHICLES DRIVING								
Competency Unit Title	LIGHT VEHICLES DRIVING COMPETENCY								
Learning Outcome	<p>The person who is competent in this CU is able to demonstrate driving competency in safe driving activities for light vehicles according to road transport rules and regulations. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Perform Driving Competency For D Class Vehicles; • Perform Driving Competency For E Class Vehicles; • Perform Driving Competency Vocational Licence PSV; and • Perform Driving Competency Vocational Licence GDL 								
Competency Unit ID	TP-320-1:2012-C01	Competency Type	Core	Level	One	Training Duration	115 Hours	Credit Hours	11.5

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
1. Perform Driving Competency For D Class Vehicles	i. Types and Specification of Vehicles <ul style="list-style-type: none"> • Salon • D – Control • Van ii. Vehicle Driving License D Procedures iii. Road Transport Act iv. Road Transport Rules			13 hours	Lecture	i. Types of vehicles defined ii. Specification of vehicles outlined iii. Vehicle driving license D procedures outlined iv. Health and safety requirements outlined v. Types of vehicles identified

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	v. 7 modules of Defensive Driving Rules and Technique vi. Driving Manoeuvres Technique <ul style="list-style-type: none"> • Straight Line • Alley Dock • Serpentine • Changing Lane • Offset Alley • Parallel Parking • Diminishing Clearance • Skids Control • Emergency Braking Technique vii. Basic Service and Inspection Technique viii. Driving Procedures in Various Situation and Conditions ix. Health and Safety Requirements					vi. Specification of vehicles interpreted vii. Salon specification applied viii. D – Control specification applied ix. Van specification applied x. Vehicle driving license D procedures applied xi. Defensive driving technique performed xii. Driving manoeuvres technique performed xiii. Straight line manoeuvre performed xiv. Alley dock manoeuvre performed xv. Serpentine manoeuvre performed

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Apply salon specification ii. Apply D – Control specification iii. Apply van specification iv. Apply vehicle driving license D procedures v. Perform defensive driving technique vi. Perform driving manoeuvres technique vii. Perform straight line manoeuvre viii. Perform alley dock manoeuvre ix. Perform serpentine manoeuvre x. Perform changing lane manoeuvre xi. Perform offset alley manoeuvre xii. Perform parallel parking manoeuvre xiii. Perform diminishing clearance 		15 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> xvi. Changing lane manoeuvre performed xvii. Offset alley manoeuvre performed xviii. Parallel parking manoeuvre performed xix. Diminishing clearance manoeuvre performed xx. Skids control manoeuvre performed xxi. Emergency braking technique manoeuvre performed xxii. Basic service and inspection procedures performed xxiii. Driving procedures in various situation and conditions performed xxiv. Road transport act complied xxv. Road transport rules complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		manoeuvre xiv. Perform skids control manoeuvre xv. Perform Emergency braking technique manoeuvre xvi. Perform basic service and inspection procedures xvii. Perform driving procedures in various situation and conditions				xxvi. 7 modules of defensive driving rules complied
			<u>Attitude:</u> i. Disciplined in approach to driving manoeuvres ii. Motivated to learn and improve driving performance iii. Rigorously pursue to be a safe driver iv. Care for other			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			road user <u>Safety:</u> i. Adhere to safe working practice guideline ii. Adhere to road act iii. Adhere to road rules and regulations iv. Adhere to highway code v. Adhere to SHE Code			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
2. Perform Driving Competency For E Class	i. Types and Specification of Vehicles <ul style="list-style-type: none"> • Rigid • Bus ii. Vehicle Driving License Procedures iii. Road Transport Act iv. Road Transport Rules v. 7 modules of Defensive Driving Rules and Technique vi. Driving Manoeuvres Technique <ul style="list-style-type: none"> • Straight Line • Alley Dock • Serpentine • Changing Lane • Offset Alley • Parallel Parking • Diminishing • Clearance • Skids Control • Emergency Braking Technique 			12 hours	Lecture	i. Types of vehicles defined ii. Specification of vehicles outlined iii. Health and safety requirement outlined iv. Rigid specification applied v. Bus specification applied vi. Vehicle driving license E procedures applied vii. Defensive driving technique performed viii. Driving manoeuvres technique performed ix. Straight line manoeuvre performed x. Alley dock manoeuvre performed xi. Serpentine manoeuvre performed xii. Changing lane

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> vii. Basic Service and Inspection Technique viii. Driving Procedures in Various Situations and Conditions ix. Health and Safety Requirements 					<ul style="list-style-type: none"> manoeuvre performed xiii. Offset alley manoeuvre performed xiv. Parallel parking manoeuvre performed xv. Diminishing clearance manoeuvre performed
		<ul style="list-style-type: none"> i. Apply Rigid specification ii. Apply Bus specification iii. Apply vehicle driving license E procedures iv. Perform defensive driving technique v. Perform driving manoeuvres technique vi. Perform straight line manoeuvre vii. Perform alley dock manoeuvre viii. Perform serpentine manoeuvre ix. Perform changing 		15 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> xvi. Skids control manoeuvre performed xvii. Emergency braking technique manoeuvre performed xviii. Basic service and inspection procedures performed xix. Driving procedures in various situation and conditions performed xx. Road transport act complied xxi. Road transport rules complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		lane manoeuvre x. Perform offset alley manoeuvre xi. Perform parallel parking manoeuvre xii. Perform diminishing clearance manoeuvre xiii. Perform skids control manoeuvre xiv. Perform Emergency braking technique manoeuvre xv. Perform basic service and inspection technique xvi. Perform driving in various situation and conditions				xxii. 7 modules of defensive driving procedures complied
			<u>Attitude:</u> i. Disciplined in approach to driving manoeuvres ii. Motivated to learn and improve driving			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			performance iii. Rigorously pursue to be a safe driver iv. Care for other road user <u>Safety:</u> i. Adhere to safe working practice guideline ii. Adhere to road act iii. Adhere to road rules and regulations iv. Adhere to highway code v. Adhere to SHE Code			
Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
3. Perform Driving Competency For E Class	i. Laws and regulation: <ul style="list-style-type: none"> • Road Transport Act • Road Transport Rules • Land Public Transport Act 			13hours	Lecture	i. Laws and regulation outlined ii. Defensive driving outlined iii. Basic service and inspection outlined

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Commercial Vehicle Licensing Board Act • SHE Code ii. Defensive Driving iii. Basic Service And Inspection iv. Driving In Various Situation v. Communication and Image Building vi. Stress Management vii. First Aid viii. Map reading ix. Malaysia as Tourist Destination					iv. Defensive driving performed v. Basic service and inspection performed vi. Driving in various situation performed vii. Effective communication performed viii. Image building developed ix. Stress management performed x. First aid administered xi. Map reading performed xii. Malaysia as tourist destination promoted
		i. Perform defensive driving ii. Perform basic service and inspection iii. Perform driving in various situation iv. Perform effective communication v. Develop image building vi. Perform stress		19 hours	Demonstration Observation Practical	xiii. Road transport act complied xiv. Road transport rules complied xv. Land public transport act complied xvi. Commercial vehicle licensing board act

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		management vii. Administer first aid viii. Perform map reading ix. Promote Malaysia as tourist destination	<u>Attitude:</u> i. Disciplined in approach to driving manoeuvres ii. Motivated to learn and improve driving performance iii. Rigorously pursue to be a safe driver iv. Care for other road user <u>Safety:</u> i. Adhere to safe working practice guideline ii. Adhere to road act iii. Adhere to road rules and regulations iv. Adhere to highway code			complied xvii. SHE Code complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			v. Adhere to SHE Code			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
4. Perform Driving Competency For E Class	<ul style="list-style-type: none"> i. Road Transport Act ii. Road Transport Rules iii. Defensive Driving iv. Safety Rules and Regulations v. Basic Service and Inspection Technique vi. Driving Technique In Various Situations and Conditions vii. Communication and Image Building viii. SHE Code ix. Stress Management x. Map reading xi. First Aid 			9 hours	Lecture	<ul style="list-style-type: none"> i. Defensive driving outlined ii. Basic service and Inspection outlined iii. Safety rules and regulations outlined iv. Communication and image building outlined v. Stress management outlined vi. Defensive driving technique performed vii. Basic service and inspection technique performed viii. Driving techniques in various situation and conditions performed ix. Effective communication performed x. Stress managed xi. Map reading performed xii. First aid
		<ul style="list-style-type: none"> i. Perform defensive driving ii. Perform basic inspection and service iii. Perform driving techniques in various situation and conditions iv. Perform effective communication 		19 hours	Demonstration Observation Practical	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		v. Management stress vi. Perform map reading vii. Perform first aid	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Disciplined in approach to driving manoeuvres ii. Motivated to learn and improve driving performance iii. Rigorously pursue to be a safe driver iv. Care for other road user <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guideline ii. Adhere to road act iii. Adhere to road rules and regulations iv. Adhere to 			performed xiii. Road transport act complied xiv. Road transport rules complied xv. Safety rules and regulation complied xvi. SHE Code complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			highway code v. Adhere to SHE Code			

Employ ability Skills

Core Abilities

- 01.01 Identify and gather information
- 01.02 Document information, procedures and processes
- 01.03 Utilise basic IT applications
- 02.01 Interpret and follow manuals, instructions and SOP's
- 02.02 Follow telephone/ telecommunication procedures
- 02.03 Communicate clearly
- 02.04 Prepare brief reports and checklists using standard forms
- 02.05 Read/ Interpret flowcharts and pictorial information
- 03.01 Apply cultural requirements to the work place
- 03.02 Demonstrate integrity and apply ethical practices
- 03.03 Accept responsibility for own work and work area
- 03.04 Seek and act constructively upon feedback about performance
- 03.05 Demonstrate safety skills
- 03.06 Responds appropriately to people and situation
- 06.01 Understand systems
- 06.02 Comply with and follow chain of command
- 06.03 Identify and highlight problems
- 06.04 Adapt competency to new situations/ systems

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM:TRAIINESS)
1. Hand-outs	AR:AR
2. Handbooks	AR:AR
3. Flip Chart	AR:AR
4. LCD Projector	AR:AR
5. Manual CD-ROM	AR:AR
6. Laser Pointer	AR:AR
7. Interactive White Board	AR:AR
8. White Board	AR:AR
9. Television	AR:AR
10. Audio Speakers	AR:AR
11. Computers, Laptop and Related Software	AR:AR
12. Car	AR:AR
13. D-Control	AR:AR
14. Lorry	AR:AR
15. Driving Simulator	AR:AR
16. Training & Testing Circuit	AR:AR
17. Cones	AR:AR
18. Barriers	AR:AR
19. Stopwatch	AR:AR
20. Measuring tape	AR:AR
21. Clipboard	AR:AR
22. Hailer	AR:AR
23. Safety Helmet	AR:AR
24. Safety Gloves	AR:AR
25. Safety Shoes	AR:AR
26. Safety Goggles	AR:AR
27. Safety Vest	AR:AR
28. Raining Coat	AR:AR
29. Driver Aptitude Test Simulator	AR:AR
30. Automatic Driver Testing System	AR:AR
31. See T Navi Test System	AR:AR

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	AUTOMOTIVE								
Job Area	LIGHT, PUBLIC SERVICE AND GOODS VEHICLES DRIVING								
Competency Unit Title	LIGHT VEHICLE PRE-DRIVING INSPECTION								
Learning Outcome	<p>The person who is competent in this CU is able to inspect vehicles for road worthiness, free from damages and defects and clean exterior appearance. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Check Vehicle Driving Documentation; • Check Vehicle External Body; • Check Vehicle Engine; • Check Vehicle Passenger Compartment; • Check Drivers Cabin; • Check Emergency and Safety Equipment; • Check Vehicle Goods Compartment; • Perform Vehicle Instrumentation Check; • Align Driving Position in Ergonomics Posture; and • Perform Repair Activities 								
Competency Unit ID	TP-320-1:2012-C02	Competency Type	Core	Level	One	Training Duration	195 Hours	Credit Hours	19.5

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
1. Check Vehicle Driving Documentation	i. Types of Vehicle Driving Documentation ii. Vehicle Driving Documentation Renewal Procedures and			6 hours	Lecture	i. Types of vehicle driving documentation listed ii. Vehicle driving documentation renewal and

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	Guidelines iii. Vehicle Driving Documentation Replacement Procedures and Guidelines iv. Vehicle Documentation Renewal Form v. Vehicle Documentation Replacement Form					replacement procedures and guidelines outlined iii. Types of vehicle driving documentation identified iv. Vehicle documentation renewal and replacement form filled in
		i. Identify types of vehicle driving documentation ii. Fill in vehicle documentation renewal form iii. Fill in vehicle documentation replacement form		18 hours	Demonstration Observation Practical	v. Vehicle driving documentation replacement and renewal procedures and guidelines complied
			<u>Attitude:</u> i. Meticulous when filling in the form ii. Comply with filling in guidelines iii. Discipline when dealing at RTD counter iv. Motivated to learn and improve work performance			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			v. Portray professional image <u>Safety:</u> i. Adhere to safe working practice guideline ii. Comply to safe record keeping guidelines			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
2. Check Vehicle External Body	<ul style="list-style-type: none"> i. Vehicle Inspection Checklist ii. Visual Inspection Technique iii. External Vehicle Parts and Components iv. Tools and Gauges v. Safety Working Procedures 	<ul style="list-style-type: none"> i. Perform visual inspection technique ii. Identify external vehicle parts and components iii. Select tool and gauges iv. Apply tools and gauges v. Detect external body defect vi. Fill in vehicle inspection checklist 		6 hours	Lecture	<ul style="list-style-type: none"> i. Vehicle inspection checklist outlined ii. Visual inspection technique outlined iii. External vehicle parts and components listed iv. Tools and gauges listed v. Visual inspection technique performed vi. Defected external vehicle parts and components listed vii. Tools and gauges applied viii. Vehicle inspection checklist filled in ix. Safety working procedures complied
				18 hours	Demonstration Observation Practical	
		<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Accurate in recording details of defect ii. Follow work sequence during checking 				

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			iii. Motivate to learn and improve work performance <u>Safety:</u> i. Adhere to safe working practice guideline ii. Comply to safe record keeping guidelines			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
3. Check Vehicle Engine	i. Vehicle Engine System ii. Engine Parts and Components iii. Vehicle Engine Inspection Safety Procedures iv. Vehicle Inspection Checklist <ul style="list-style-type: none"> • Salon • Rigid • D-Control • Van • Bus v. Visual Inspection Technique and Diagnostics <ul style="list-style-type: none"> • Engine oil quality • Radiator water level • Battery water level • Clutch and brake fluid level • Power steering fluid level • Engine, air conditioner and belting condition vi. Tools and			6 hours	Lecture	i. Vehicle engine system outlined ii. Visual inspection technique and diagnostics outlined iii. Engine performance test procedures outlined iv. Vehicle engine system identified v. Engine parts and components identified vi. Visual inspection technique and diagnostics performed vii. Tools and gauges applied viii. Engine oil quality verified ix. Radiator water level verified x. Battery water level verified xi. Clutch and brake fluid level verified xii. Power steering fluid level verified xiii. Engine, air

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	Gauges vii. Engine Performance Test Procedures					conditioner and belting condition verified
		<ul style="list-style-type: none"> i. Identify vehicle engine system ii. Identify engine parts and components iii. Perform visual inspection technique and diagnostics iv. Apply tools and gauges v. Check engine oil level and quality vi. Check radiator water level vii. Check battery water level viii. Check clutch and brake fluid level ix. Check power steering fluid level x. Check engine, air conditioner and belting condition xi. Detect defected parts xii. Fill in salon checklist xiii. Fill in rigid 		18 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> xiv. Salon checklist filled in xv. Rigid checklist filled in xvi. D-control checklist filled in xvii. Van checklist filled in xviii. Bus checklist filled in xix. Engine performance test procedures applied xx. Vehicle engine inspection safety procedures complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		checklist xiv. Fill in D-control checklist xv. Fill in van checklist xvi. Fill in bus checklist xvii. Apply engine performance test procedures	<u>Attitude:</u> i. Accurate in recording details of defect ii. Follow work sequence during checking iii. Motivate to learn and improve work performance <u>Safety:</u> i. Adhere to safe working practice guideline ii. Adhere to safe record keeping guidelines and procedures			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
4. Check Vehicle Passengers Compartment	i. Vehicle Passengers Cabin Components ii. Safety Procedures iii. Passenger's Compartment Inspection Checklist <ul style="list-style-type: none"> • Salon • Rigid • D-Control • Van • Bus iv. Visual Inspection Technique			6 hours	Lecture	i. Vehicle passengers cabin components listed ii. Visual inspection technique outlined iii. Vehicle passengers cabin components identified iv. Visual inspection technique performed v. Salon checklist filled in vi. Rigid checklist filled in
		i. Identify vehicle passengers cabin components ii. Perform visual inspection technique iii. Fill in salon checklist iv. Fill in rigid checklist v. Fill in D-Control checklist vi. Fill in van checklist vii. Fill in bus checklist		12 hours	Demonstration Observation Practical	vii. D-control checklist filled in viii. Van checklist filled in ix. Bus checklist filled in x. Safety procedures complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Accurate in recording details of defect ii. Follow work sequence during checking iii. Motivate to learn and improve work performance <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guideline ii. Comply to safe record keeping guidelines 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
5. Check Drivers Cabin	i. Vehicle Drivers Cabin Components ii. Safety Working Procedures iii. Vehicle Driver's Cabin Inspection Checklist <ul style="list-style-type: none"> • Salon • Rigid • D-Control • Van • Bus iv. Cabin Visual Inspection Technique v. Driver's Seating Position Alignment Procedures vi. Importance of Vehicle Mirrors <ul style="list-style-type: none"> • Side Mirrors • Rear mirror • Convex mirror • Concave mirror 			6 hours	Lecture	i. Vehicle driver's cabin components listed ii. Driver's seating position alignment procedures defined iii. Importance of mirrors described iv. Vehicle driver's cabin components identified v. Salon checklist filled in vi. Rigid checklist filled in vii. D-control checklist filled in viii. Van checklist filled in ix. Bus checklist filled in x. Visual inspection technique performed xi. Driver's seating position aligned xii. Side mirrors adjusted xiii. Rear mirror adjusted xiv. Convex mirror
		i. Identify vehicle driver's cabin components ii. Fill in salon checklist		12 hours	Demonstration on Observation Practical	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> iii. Fill in rigid checklist iv. Fill in D-Control checklist v. Fill in van checklist vi. Fill in bus checklist vii. Perform visual inspection technique viii. Align driver's seating position ix. Adjust side mirrors x. Adjust rear mirror xi. Adjust convex mirror xii. Adjust concave mirror 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Accurate in recording details of defect ii. Follow work sequence during checking iii. Motivate to learn and improve work performance <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe 			<ul style="list-style-type: none"> adjusted xv. Concave mirror adjusted xvi. Safety procedures complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			working practice guideline ii. Adhere to safe record keeping guidelines			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
6. Check Vehicles Emergency and Safety Equipment	<ul style="list-style-type: none"> i. Types of Vehicle Emergency and Safety Equipment ii. Function of Vehicle Emergency and Safety Equipment Vehicle iii. Emergency and Safety Equipment Inventory List iv. Emergency and Safety Equipment Check List v. Vehicle Emergency and Safety Visual Inspection Techniques vi. Safety Procedures 			6 hours	Lecture	<ul style="list-style-type: none"> i. Types of vehicle emergency and safety equipment listed ii. Function of vehicle emergency and safety equipment outlined iii. Vehicle emergency and safety visual inspection techniques outlined iv. Types of vehicle emergency and safety equipment identified v. Vehicle emergency and safety equipment inspection technique performed
		<ul style="list-style-type: none"> i. Identify types of vehicle emergency and safety equipment ii. Apply vehicle emergency and safety equipment 		12 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> vi. Damage items and parts replaced

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> iii. Perform vehicle emergency and safety visual inspection techniques iv. Verify functionality of vehicle emergency and safety equipment v. Replace damage items and parts vi. Maintain vehicle emergency and safety equipment vii. Fill in the inventory checklist viii. Fill in check list 				<ul style="list-style-type: none"> vii. Vehicle emergency and safety equipment maintained viii. Inventory checklist filled in ix. Check list filled in x. Safety procedures complied
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in checking information ii. Accurate in recording details iii. Follow work sequence during checking iv. Disciplined in 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<p>approach to work performance</p> <p>v. Motivated to learn and improve work performance</p> <p><u>Safety:</u></p> <p>i. Adhere to safe working practice guideline</p> <p>ii. Adhere to safe record keeping guidelines</p>			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
7. Check Vehicle Goods Compartment	i. Vehicle Good's Compartment Components ii. Safety Inspection Procedures iii. Vehicle Good's Compartment Inspection Checklist <ul style="list-style-type: none"> • Salon • Rigid • D-Control • Van • Bus iv. Visual Inspection Technique			6 hours	Lecture	i. Vehicle good's compartment components listed ii. Vehicle good's compartment components identified iii. Visual inspection technique performed iv. Salon checklist filled in v. Rigid checklist filled in vi. D-control checklist filled in
		i. Identify vehicle good's compartment components ii. Perform visual inspection technique iii. Fill in salon checklist iv. Fill in rigid checklist v. Fill in D-Control		12 hours	Demonstration Observation Practical	vii. Van checklist filled in viii. Bus checklist filled in ix. Safe working procedures complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		checklist vi. Fill in van checklist vii. Fill in bus checklist	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in checking information ii. Accurate in recording details iii. Follow work sequence during checking iv. Disciplined in approach to work performance v. Motivated to learn and improve work performance <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guideline ii. Adhere to safe 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			record keeping guidelines			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
8. Perform Vehicle Instrumentation Check	i. Vehicle Instrumentation System Configuration <ul style="list-style-type: none"> • ABS (Anti-Lock Braking System) • Air Brake System • Retarder Brake • ESP • EBD (Electronic Brake Distributor Control) • EDC (Electronic Down Hill Control) • ETC (Electronic Track Control) • GPS ii. Function of Vehicle's Instrumentation			12 hours	Lecture	i. Vehicle good's compartment components listed ii. Vehicle good's compartment components identified iii. Visual inspection technique performed iv. Salon checklist filled in v. Rigid checklist filled in vi. D-control checklist filled in vii. Van checklist filled in viii. Bus checklist filled in ix. Safety procedures complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	iii. Vehicle's Alarm and Gauges iv. Vehicle's Instrumentation Panel v. Vehicle's Instrumentation Inspection Technique vi. Vehicle instrumentation Inspection checklist vii. Vehicle Instrumentation Troubleshooting Checklist viii. Safe Working Procedures					
		i. Apply vehicle's instrumentation inspection technique ii. Fill in vehicle instrumentation inspection checklist iii. Apply		12 hours	Demonstrati on Observation Practical	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		instrumentation troubleshooting checklist iv. Detect instrumentation faults and malfunctions v. Verify instrumentation functionality	<u>Attitude:</u> i. Meticulous in checking information ii. Accurate in recording details iii. Follow work sequence during checking iv. Disciplined in approach to work performance v. Motivate to learn and improve work performance			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Adhere to safe working practice guideline ii. Adhere to safe record keeping guidelines			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
9. Align Driving Position in Ergonomics Posture	i. Ergonomic Driving Posture <ul style="list-style-type: none"> • Hand Position • Leg Position • Body Position • Head Position ii. Steering Wheel Position iii. Rear Mirror Position iv. Side Mirror Position v. Vehicle Blind spot vi. Safety Reminders			3 hours	Lecture	i. Ergonomic driving posture outlined ii. Steering wheel position explained iii. Rear mirror position explained iv. Side mirror position explained v. Vehicle blind spot explained vi. Ergonomic driving posture established vii. Hand position established viii. Leg position established ix. Body position established x. Head position established xi. Steering wheel position established xii. Rear mirror position established xiii. Side mirror
		i. Establish ergonomic driving posture ii. Establish hand position iii. Establish leg position iv. Establish body position v. Establish head position vi. Establish steering wheel position vii. Establish rear mirror position		6 hours	Demonstration Observation Practical	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		viii. Establish side mirror position ix. Establish vehicle blind spot	<p><u>Attitude:</u></p> i. Comply to safety reminders ii. Follow work sequence during positioning			position established xiv. Vehicle blind spot established xv. Safety reminders complied
			<p><u>Safety:</u></p> i. Adhere to safe working practice guideline			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
10. Perform Repair Activities	i. Types of Repair Works <ul style="list-style-type: none"> • Major • Minor ii. Repairing Techniques and Procedures iii. Tools and Spares iv. Repair Worksheet Form v. Safety Work Practise			2 hours	Lecture	i. Types of repair works outlined ii. Repairing techniques and procedures described iii. Tools and spares listed iv. Repair worksheet form outlined vi. Types of repair works identified
		i. Identify types of repair works ii. Identify major repairs iii. Perform minor repairs iv. Apply repairing techniques and procedures v. Select tools and spares vi. Fill-in repair worksheet form		16 hours	Demonstration Observation Practical	vii. Major repair works identified viii. Minor repair works performed ix. Repairing techniques and procedures applied x. Tools and spares selected xi. Repair worksheet form filled-in v. Work sequence during repairing followed vi. Safety work
			<u>Attitude:</u> i. Follow work sequence during repairing			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<ul style="list-style-type: none"> ii. Discipline in approach to work performance iii. Accurate in recording details iv. Motivate to learn and improve work performance <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guideline ii. Adhere to safe record keeping guidelines 			practise complied

Employability Skills

Core Abilities

- 01.01 Identify and gather information
- 01.02 Document information, procedures and processes
- 01.03 Utilise basic IT applications
- 02.01 Interpret and follow manuals, instructions and SOP's
- 02.02 Follow telephone/telecommunication procedures
- 02.03 Communicate clearly
- 02.04 Prepare brief reports and checklists using standard forms
- 02.05 Read/Interpret flowcharts and pictorial information
- 03.01 Apply cultural requirements to the workplace
- 03.02 Demonstrate integrity and apply ethical practices
- 03.03 Accept responsibility for own work and work area
- 03.04 Seek and act constructively upon feedback about performance
- 03.05 Demonstrate safety skills
- 03.06 Responds appropriately to people and situation
- 06.01 Understand systems
- 06.02 Comply with and follow chain of command
- 06.03 Identify and highlight problems
- 06.04 Adapt competency to new situations/systems

Tools, Equipment and Materials (TEM)

ITEMS	RATIO(TEM:TRAIINESS)
1. Hand-outs	AR:AR
2. Handbooks	AR:AR
3. Flip Chart	AR:AR
4. LCD Projector	AR:AR
5. Manual CD-ROM	AR:AR
6. Laser Pointer	AR:AR
7. Interactive White Board	AR:AR
8. White Board	AR:AR
9. Television	AR:AR
10. Audio Speakers	AR:AR
11. Computers, Laptop and Related Software	AR:AR
12. Car	AR:AR
13. D-Control	AR:AR
14. Driving Simulator	AR:AR
15. Cones	AR:AR
16. Stopwatch	AR:AR
17. Measuring tape	AR:AR
18. Clipboard	AR:AR
19. Hailer	AR:AR
20. Safety Helmet	AR:AR
21. Safety Gloves	AR:AR
22. Safety Shoes	AR:AR
23. Safety Goggles	AR:AR
24. Safety Vest	AR:AR
25. Raining Coat	AR:AR
26. Driving Simulator	AR:AR
27. Driver Aptitude Test Simulator	AR:AR
28. Computerized Maintenance Management System	AR:AR

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	AUTOMOTIVE								
Job Area	LIGHT, PUBLIC SERVICE AN GOODS VEHICLES DRIVING								
Competency Unit Title	VEHICLES ON-ROAD DRIVING								
Learning Outcome	<p>The person who is competent in this CU is able to establish maximum trip safety for passengers and goods and satisfaction is guaranteed. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Perform Health and Wellness Activities; • Perform Driving Simulator Training; • Perform Route Information; • Perform Safe Driving Technique; • Handle Passenger Safety; • Handle Cargo Safety; and • Handle Emergency and Accident Situation 								
Competency Unit ID	TP-320-1:2012-C03	Competency Type	Core	Level	One	Training Duration	188 Hours	Credit Hours	18.8

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
1. Perform Health and Wellness Activities	i. Body Vital Sign <ul style="list-style-type: none"> • Healthy Body Weight • Eye Sight • Hearing • Blood Pressure • Smoking • Medication, 			12 hours	Lecture	i. Body vital sign defined ii. Healthy body weight defined iii. Eye sight and driving outlined iv. Hearing and driving outlined

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Drugs and Alcohol • Temporary Illness • Long Term Illness • Fatigue • Stress ii. Disease Prevention and Condition Management Resources iii. Communications Techniques iv. Management Policy v. Teambuilding Activities <ul style="list-style-type: none"> • Indoor • Outdoor • Group Sporting • Personalise Exercise vi. Spiritual Programmes <ul style="list-style-type: none"> • Praying and Religious Activities • Community Programme 					<ul style="list-style-type: none"> v. Medication, drugs and alcohol while driving outlined vi. Driver fatigue and road accident outlined vii. Healthy eating plan outlined viii. Healthy body weight determined ix. Eye sight cared x. Hearing cared xi. Smoking minimised. xii. Temporary illness monitored. xiii. Long term illness monitored xiv. Disease prevention and condition management resources identified. xv. Communication technique applied xvi. Teambuilding activities performed xvii. Fatigue and

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	vii. Healthy Eating <ul style="list-style-type: none"> • Plan • Fast Food • Nutrition Guides • Diet 					stress managed xviii. Group sporting activities performed xix. Personalise exercise performed xx. Praying and religious activities performed. xxi. Community activities performed xxii. Healthy eating plan developed xxiii. Nutrition guide complied xxiv. Medication, drugs and alcohol policies complied xxv. Management policies complied
		i. Monitor body vital sign ii. Determine healthy body weight iii. Care for eye sight iv. Care for hearing v. Minimise smoking vi. Monitor temporary illness vii. Monitor long term illness viii. Apply communications techniques ix. Perform teambuilding activities x. Manage fatigue and stress xi. Perform group sporting activities xii. Perform personalise exercise xiii. Perform praying and religious		26 hours	Demonstration on Observation Practical	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		activities. xiv. Perform community activities xv. Develop healthy eating plan xvi. Apply nutrition guides	<u>Attitude:</u> i. Health conscious ii. Lead an active lifestyle iii. Stay positive and optimistic iv. Grateful towards life v. Seek help when needed <u>Safety:</u> i. Adhere to medication prescription and instructions ii. Adhere to safe working practice guidelines iii. Adhere to nutrition guides			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
2. Perform Driving Simulator Training	<ul style="list-style-type: none"> i. Types of Simulator ii. Simulator Specification iii. Simulator System Configuration iv. Driver's Assessment Programme v. Driver's Assessment Criteria vi. Driver Simulator Driving Report 			2 hours	Lecture	<ul style="list-style-type: none"> i. Types of simulator listed ii. Simulator specification outlined iii. Driver's assessment programme outlined iv. Driver's assessment criteria outlined v. Simulator types identified
		<ul style="list-style-type: none"> i. Identify simulator types ii. Perform simulated defensive driving technique iii. Perform simulated driving manoeuvres iv. Perform simulated driving in various situations and conditions v. Identify simulated driving hazards vi. Evaluate driver simulator driving report 		18 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> vi. Simulated defensive driving technique performed vii. Simulated driving manoeuvres performed viii. Simulated driving in various situations and conditions performed ix. Simulated driving hazards identified x. Driver simulator driving report evaluated

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to simulator training ii. Motivate to learn and improve driving performance iii. Punctual in attending simulator training iv. Comply with instructor's instructions <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to simulator training safety guidelines 			xi. Driver's assessment criteria complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
3. Perform Route Information	i. Route Itinerary Details ii. Route iii. Attraction Information iv. Types of Hazards v. Road Safety & Rules Regulations vi. Route Contingency Plan vii. Waybill viii. Delivery Orders <ul style="list-style-type: none"> • GPS Configuration Procedures 			4 hours	Lecture	i. Route itinerary details outlined ii. Route attraction information outlined iii. Types of hazards listed iv. Waybill outlined v. Delivery orders outlined vi. GPS configuration procedures outlined vii. Types of hazards identified
		i. Apply trainee action activities ii. Conduct group critique iii. Conduct oral presentation iv. Conduct role play v. Conduct case study vi. Conduct learning games exercise vii. Conduct simulation exercise viii. Apply trainee's performance test ix. Conduct true-false test		18 hours	Demonstration Observation Practical	viii. Route contingency plan applied ix. Waybill verified x. Delivery orders verified xi. GPS configuration procedures applied xii. Work instruction diligently followed xiii. Road safety & rules regulations complied xiv. Safe working practice guideline

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> x. Conduct multi choices test xi. Conduct fill-in test xii. Conduct oral test xiii. Apply system evaluation process xiv. Apply assessment criteria xv. Prepare trainee's performance chart and graph 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to work performance ii. Motivate to learn and improve work performance iii. Follow work instruction diligently <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guidelines ii. Adhere to information security policy 			<ul style="list-style-type: none"> adhered xv. Information security policy adhered

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
4. Perform Safe Driving Technique	<ul style="list-style-type: none"> i. Highway Code ii. Vehicle Dynamics iii. Defensive Driving Module iv. Standard Accident Prevention Formula (D.A.D.A) v. 6 Positions of Accidents vi. 6 Conditions of Accidents vii. Hazards viii. The Hazards Action Plan (IPDA) ix. Distance Rule Guideline x. Passing Rule Guideline xi. Intersection Rule Guideline xii. Head-On Collision Avoidance Rule Guideline xiii. Driving Manoeuvres Guideline xiv. Perfect Driving Technique 			8 hours	Lecture	<ul style="list-style-type: none"> i. Highway code outlined ii. Vehicle Dynamics outlined iii. Defensive driving module listed iv. 6 positions of accidents listed v. 6 conditions of accidents listed vi. Driving manoeuvres guideline outlined vii. Hazards navigated viii. Perfect driving technique performed ix. Vehicle dynamics managed x. Rural roads driving performed xi. City road driving performed xii. Highway driving performed xiii. Loaded vehicle driving performed xiv. Night driving performed xv. Distance rule

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	xv. Driving Emergencies xvi. Tyre on fire xvii. Cabin on fire xviii. On-Road Driving xix. Rural Roads xx. City Roads xxi. Highway xxii. Loaded Vehicle xxiii. Night Driving					guideline complied xvi. Passing rule guideline complied xvii. Intersection rule guideline complied xviii. Head-on collision avoidance rule guideline complied
		i. Navigate through 6 accidents positions ii. Navigate through 6 accidents conditions iii. Navigate through hazards iv. Create space cushion v. Navigate the traffic vi. Navigate intersection vii. Perform driving manoeuvres technique viii. Perform perfect driving technique ix. Avoid road conflict		34 hours	Demonstration on Observation Practical	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline while driving the vehicle ii. Motivate to learn and improve work performance iii. Alert to and report hazards iv. Focus and attentive to road and traffic conditions <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guidelines. ii. Adhere to distance rule guidelines iii. Adhere to passing rule guidelines iv. Adhere to intersection rule guideline v. Adhere to head-on collision avoidance guideline 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
5. Handle Passenger Safety	<ul style="list-style-type: none"> i. Types of Passengers ii. Passengers Alighting and Disembarking Safety Procedures iii. Passenger Restrain Devices iv. Passenger Safety Awareness Guidelines v. First Aid vi. Vehicle Specification Checklist vii. Passenger Monitoring System viii. SHE Code ix. Reports x. Company Policies, Guidelines, SOP and Standing Orders 			2 hours	Lecture	<ul style="list-style-type: none"> i. Types of Passengers listed ii. Passengers Alighting and Disembarking Safety Procedures outlined iii. Passenger Restrain Devices listed iv. Passenger Safety Awareness Guidelines outlined v. Passenger Monitoring System outlined vi. Types of passengers identified vii. Passengers alighting and disembarking safety procedures applied
		i. Identify types of passengers		18 hours	Demonstration	viii. Passenger restrain devices

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> ii. Apply passengers alighting and disembarking safety procedures iii. Select passenger restrain devices iv. Perform first aid v. Apply vehicle specification checklist vi. Apply passenger monitoring system vii. Prepare reports 			Observation Practical	<ul style="list-style-type: none"> applied ix. First aid performed x. Vehicle specification checklist applied xi. Passenger monitoring system applied xii. Reports prepared xiii. Passenger safety awareness guidelines complied xiv. SHE code complied xv. Safe working practice guideline adhered xvi. Safe boarding and disembarking procedures adhered
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to work performance ii. Motivate to learn and improve work performance iii. Follow work sequence and procedure diligently iv. Remain calm towards passengers inappropriate 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<p>behaviour</p> <p>v. Concern about and taking action to ensure passenger safety</p> <p><u>Safety:</u></p> <p>i. Adhere to safe working practice guidelines</p> <p>ii. Adhere to safe boarding and disembarking procedures</p>			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
6. Handle Cargo Safety	<ul style="list-style-type: none"> i.Types of Goods ii.Goods Handling Procedures iii. Load restrain iv. Load Weight balance v. Load arrangement vi. Loading and unloading vii. Goods Handling Equipment and Devices viii.Goods Handling Safety Procedures ix.Vehicle Specification and Configuration x. Goods Reports xi. Goods Inventory List xii.Goods Checklist xiii.Material Specification Data (MSD) xiv.OHSA Guidelines xv.SHE Code 			6 hours	Lecture	<ul style="list-style-type: none"> i. Types of goods listed ii. Goods handling procedures outlined iii. Goods handling equipment and devices listed iv. Goods handling safety procedures outlined v. Material specification data (MSD) outlined vi. Types of goods identified vii. Goods handling procedures applied viii. Load restrain procedures applied ix. Load weight balance procedures applied x. Load arrangement

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	Guidelines xvi. Company Policies, Guidelines, SOP and Standing Orders.					procedures applied xi. Cargo loading and unloading performed xii. Goods handling equipment and devices applied
		i. Identify types of goods ii. Apply load restrain procedures iii. Apply load weight balance procedures iv. Apply load arrangement procedures v. Perform cargo loading and unloading vi. Select goods handling equipment and devices vii. Apply goods handling safety procedures		18 hours	Demonstration Observation Practical	xiii. Goods handling safety procedures applied xiv. Vehicle specification and configuration applied xv. Goods reports prepared xvi. Goods inventory list filled in xvii. Goods checklist filled xviii. Material Specification Data (MSD) complied xix. OSHA Guidelines Complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> viii. Apply vehicle specification and configuration ix. Prepare goods reports x. Fill in goods inventory list xi. Fill in goods checklist 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to cargo loading and unloading ii. Motivate to learn and improve safe cargo handling iii. Follow work sequence and procedure diligently <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guidelines 			<ul style="list-style-type: none"> xx. SHE Code guidelines complied xxi. Safe working practice guidelines adhered xxii. Safe cargo handling guidelines adhered

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			ii. Adhere to safe cargo handling guidelines			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
7. Handle Emergency Situation and Accidents	<ul style="list-style-type: none"> i.Types of Emergencies ii.Vehicle Dynamics iii.Accidents Handling Technique iv.Accidents Report Procedures v.Passenger Welfare vi.Goods Safety Procedures vii. Load restrain viii. Load weight balance ix. Load arrangement x. Loading and unloading. xi.Contingency Plan xii.Road Rules and Regulations. xiii. Insurance Requirements 			4 hours	Lecture	<ul style="list-style-type: none"> i. Types of emergencies listed ii. Vehicle dynamics defined iii. Accidents handling technique outlined iv. Passenger welfare outlined v. Goods safety procedures outlined vi. Contingency plan outlined vii. Insurance requirements outlined viii. Types of emergencies identified ix. Vehicle dynamics monitored
		<ul style="list-style-type: none"> i. Identify types of emergencies ii. Monitor vehicle dynamics 		18 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> x. Accidents handling technique performed

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> iii. Perform accidents handling technique iv. Apply accidents report procedures v. Manage passenger welfare vi. Apply goods safety procedures vii. Apply load restrain system viii. Apply load weight balance procedures ix. Apply load arrangement procedures x. Perform loading and unloading. xi. Perform contingency plan 				<ul style="list-style-type: none"> xi. Passenger welfare managed xii. Goods safety procedures applied xiii. Load restrain system applied xiv. Load weight balance procedures applied xv. Load arrangement procedures applied xvi. Loading and unloading performed xvii. Contingency plan performed xviii. Road rules and regulations complied xix. Accidents report procedures complied xx. Insurance requirements
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to work performance ii. Motivate to learn and improve work 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<p>performance</p> <p>iii. Follow work sequence and procedures diligently</p> <p>iv. Meticulous in recording detail of accidents and incidents</p> <p>v. Care for passengers, road users and cargo</p> <p><u>Safety:</u></p> <p>i. Adhere to safe working practice guidelines</p> <p>ii. Adhere to safe cargo handling guideline</p> <p>iii. Adhere to safe boarding and disembarking procedures</p> <p>iv. Adhere to emergency response guidelines</p>			<p>complied</p> <p>xxi. Safe working practice guidelines adhered</p> <p>xxii. Emergency response guideline adhered</p> <p>xxiii. Safe cargo handling guideline adhered</p> <p>xxiv. Safe boarding and disembarking procedures adhered</p>

Employability Skills

Core Abilities

- 01.01 Identify and gather information
- 01.02 Document information, procedures and processes
- 01.03 Utilise basic IT applications
- 02.01 Interpret and follow manuals, instructions and SOP's
- 02.02 Follow telephone/telecommunication procedures
- 02.03 Communicate clearly
- 02.04 Prepare brief reports and checklists using standard forms
- 02.05 Read/Interpret flowcharts and pictorial information
- 03.01 Apply cultural requirements to the workplace
- 03.02 Demonstrate integrity and apply ethical practices
- 03.03 Accept responsibility for own work and work area
- 03.04 Seek and act constructively upon feedback about performance
- 03.05 Demonstrate safety skills
- 03.06 Responds appropriately to people and situation
- 06.01 Understand systems
- 06.02 Comply with and follow chain of command
- 06.03 Identify and highlight problems
- 06.04 Adapt competency to new situations/systems

Tools, Equipment and Materials(TEM)

ITEMS	RATIO(TEM:TRAINESS)
1. Car	AR:AR
2. D-Control	AR:AR
3. Lorry	AR:AR
4. Driving Simulator	AR:AR
5. Cones	AR:AR
6. Stopwatch	AR:AR
7. Measuring tape	AR:AR
8. Clipboard	AR:AR
9. Hailer	AR:AR
10. Safety Helmet	AR:AR
11. Safety Gloves	AR:AR
12. Safety Shoes	AR:AR
13. Safety Goggles	AR:AR
14. Safety Vest	AR:AR
15. Raining Coat	AR:AR
16. Driving Simulator	AR:AR
17. Driver Aptitude Test Simulator	AR:AR
18. Automatic Driver Testing System	AR:AR
19. See T Navi Test System	AR:AR
20. Computer, Laptop and Related Software	AR:AR

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	AUTOMOTIVE								
Job Area	LIGHT, PUBLIC SERVICE AND GOODS VEHICLES DRIVING								
Competency Unit Title	LIGHT VEHICLES POST-DRIVING INSPECTION								
Learning Outcome	<p>The person who is competent in this CU is able to perform excellent post driving inspection to ascertain vehicles road worthiness and cleanliness for the next trip. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Determine Vehicle Parts Malfunction; • Handle Vehicle Safety and Security; and • Perform Vehicle Cleaning 								
Competency Unit ID	TP-320-1:2012-C04	Competency Type	Core	Level	One	Training Duration	38 Hours	Credit Hours	3.8

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
1. Determine Vehicle Parts Malfunction	i. Vehicle System and Components ii. Vehicle Basic Maintenance iii. Maintenance Checklist iv. Vehicle Parts Malfunction Report			2 hours	Lecture	i. Vehicle system and components outlined ii. Vehicle basic maintenance outlined iii. Maintenance checklist outlined iv. Vehicle parts malfunction report outlined
		i. Identify vehicle system and		4 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> components ii. Perform vehicle basic maintenance iii. Interpret maintenance checklist iv. Fill-in maintenance checklist v. Prepare vehicle parts malfunction report 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to work performance ii. Motivate to learn and improve work performance iii. Meticulous in recording vehicle malfunction iv. Follow work instructions diligently v. Report vehicle defect immediately <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice 		Observation Practical	<ul style="list-style-type: none"> v. Vehicle system and components identified vi. Vehicle basic maintenance performed vii. Maintenance checklist interpreted viii. Maintenance checklist filled-in ix. Vehicle parts malfunction report prepared x. Safe working practice guidelines adhered xi. Safe record keeping guidelines adhered

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			guidelines ii. Adhere to safe record keeping guidelines			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
2. Handle Vehicle Safety and Security	<ul style="list-style-type: none"> i. Vehicle Safety and Security Checklist ii. Vehicle Safety and Security Procedures iii. Vehicle Specification iv. Emergency Equipment v. Vehicle Safety and Security Report Standard Format Form vi. Vehicle Safety and Security Report 			6 hours	Lecture	<ul style="list-style-type: none"> i. Vehicle safety and security checklist outlined ii. Vehicle safety and security procedures outlined iii. Vehicle specification outlined iv. Emergency equipment listed v. Safety procedures outlined vi. Vehicle safety report outlined
		<ul style="list-style-type: none"> i. Interpret vehicle safety and security checklist ii. Perform vehicle safety and security procedures iii. Interpret vehicle specification iv. Apply emergency equipment v. Fill-in safety and security report standard form vi. Prepare vehicle safety and 		8 hours	Demonstration on Observation Practical	<ul style="list-style-type: none"> vii. Vehicle safety and security checklist interpreted viii. Vehicle safety and security procedures performed ix. Vehicle specification interpreted x. Emergency equipment applied xi. Safety and security report

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		security report				standard form filled-in xii. Vehicle safety and security report prepared xiii. Safe working practice guidelines adhered xiv. Vehicle lockup and security policy adhered
			<u>Attitude:</u> i. Discipline in approach to work performance ii. Motivate to learn and improve work performance iii. Follow work instructions diligently iv. Focus and committed on job assignment and complete the best possible <u>Safety:</u> i. Adhere to safe working practice guidelines ii. Adhere to vehicle lockup and security policy			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
3. Perform Vehicle Cleaning	i. Vehicle Cleaning Procedures <ul style="list-style-type: none"> • Exterior Cleaning • Interior Cleaning ii. Exterior Cleaning Method <ul style="list-style-type: none"> • Under carriage cleaning • Engine cleaning • Wheel cleaning • Body cleaning • Back end cleaning iii. Interior Cleaning Method <ul style="list-style-type: none"> • Driver's cabin • Passenger's compartment • Good's compartment iv. Types of Washing Equipment <ul style="list-style-type: none"> • Automatic • Manual v. Types of Interior Cleaning Equipment <ul style="list-style-type: none"> • Hand sweeping • Cyclone cleaner 			8 hours	Lecture	i. Vehicle cleaning procedures outlined ii. Exterior cleaning method defined iii. Interior cleaning method defined iv. Types of washing equipment listed v. Types of interior cleaning equipment listed vi. Exterior cleaning procedures applied vii. Interior cleaning procedures applied viii. Exterior cleaning method applied ix. Under carriage cleaning performed x. Engine cleaning performed xi. Wheel cleaning performed xii. Body cleaning performed xiii. Back end cleaning performed xiv. interior cleaning

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Flexible hose vacuum • Portable vacuum vi. Vehicle Cleaning Checklist vii. Vehicle Cleaning Report viii. QE Act ix. OSH Act	i. Interpret vehicle cleaning procedures ii. Apply exterior cleaning procedures iii. Apply interior cleaning procedures iv. Apply exterior cleaning method v. Perform under carriage cleaning vi. Perform engine cleaning vii. Perform wheel cleaning viii. Perform body cleaning ix. Perform back end cleaning x. Apply interior		10 hours	Demonstration on Observation Practical	method applied xv. Driver's cabin cleaned xvi. Passenger's compartment cleaned xvii. Good's compartment cleaned xviii. Types of washing equipment identified xix. Automatic machine applied xx. Manual equipment applied xxi. Types of interior cleaning equipment identified xxii. Hand sweeping applied xxiii. Cyclone cleaner operated xxiv. Flexible hose vacuum operated xxv. Portable vacuum operated xxvi. Vehicle cleaning checklist complied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		cleaning method xi. Clean driver's cabin xii. Clean passenger's compartment xiii. Clean good's compartment xiv. Identify types of washing equipment xv. Apply automatic machine xvi. Apply manual equipment xvii. Identify types of interior cleaning equipment xviii. Apply hand sweeping xix. Operate cyclone cleaner xx. Operate flexible hose vacuum xxi. Operate portable vacuum xxii. Prepare vehicle cleaning report				xxvii. Vehicle cleaning report prepared xxviii. Safe working practice guidelines adhered xxix. QE Act adhered xxx. OSH Act adhered
			<u>Attitude:</u> i. Discipline in approach to work performance ii. Motivate to learn			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<p>and improve work performance</p> <ul style="list-style-type: none"> iii. Follow work process and procedures diligently iv. Have strong sense of urgency toward job assignment v. Comply with vehicle training checklist <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guidelines ii. Adhere to vehicle cleaning guidelines iii. Adhere to QE Act iv. Adhere to OSH Act 			

Employability Skills

Core Abilities

- 01.01 Identify and gather information
- 01.02 Document information, procedures and processes
- 01.03 Utilise basic IT applications
- 02.01 Interpret and follow manuals, instructions and SOP's
- 02.02 Follow telephone/telecommunication procedures
- 02.03 Communicate clearly
- 02.04 Prepare brief reports and checklists using standard forms
- 02.05 Read/Interpret flow charts and pictorial information
- 03.01 Apply cultural requirements to the workplace
- 03.02 Demonstrate integrity and apply ethical practices
- 03.03 Accept responsibility for own work and work area
- 03.04 Seek and act constructively upon feedback about performance
- 03.05 Demonstrate safety skills
- 03.06 Responds appropriately to people and situation
- 06.01 Understand systems
- 06.02 Comply with and follow chain of command
- 06.03 Identify and highlight problems
- 06.04 Adapt competency to new situations/systems

Tools, Equipment and Materials(TEM)

ITEMS	RATIO(TEM:TRAINESS)
1. Car	AR:AR
2. D-Control	AR:AR
3. Bus	AR:AR
4. Taxi	AR:AR
5. Barriers	AR:AR
6. Stopwatch	AR:AR
7. Measuring tape	AR:AR
8. Clipboard	AR:AR
9. Raining Coat	AR:AR
10. Computerized Maintenance Management System	AR:AR

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	AUTOMOTIVE								
Job Area	LIGHT, PUBLIC SERVICE AND GOODS VEHICLES DRIVING								
Competency Unit Title	VEHICLES PERIODIC MAINTENANCE								
Learning Outcome	<p>The person who is competent in this CU is able to maintain the vehicles regularly, serviceable and operational according to SOP.</p> <p>Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Perform Daily Maintenance; • Perform Weekly Maintenance; • Perform Monthly Maintenance; and • Perform Half Yearly Maintenance (PUSPAKOM) 								
Competency Unit ID	TP-320-1:2012-C05	Competency Type	Core	Level	One	Training Duration	66 Hours	Credit Hours	6.6

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
1. Perform Daily Maintenance	i. Safety Practice and Procedures ii. Workshop Safety iii. Vehicle System and Components iv. Tools, Instruments and Gauges v. Inspection Technique and Diagnostics vi. Daily Inspection Checklist Form			6 hours	Lecture	i. Safety practice and procedures outlined ii. Workshop safety outlined iii. Vehicle system and components outlined iv. Tools, instruments and gauges listed v. Inspection technique and

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Apply safety practice and procedures ii. Perform workshop safety iii. Identify vehicle system and components iv. Select tools, instruments and gauges v. Perform inspection technique and diagnostics vi. Fill in daily inspection checklist form vii. Detect faulty parts 		11 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> diagnostics outlined vi. Workshop safety performed vii. Vehicle system and components identified viii. Tools, instruments and gauges applied ix. Inspection technique and diagnostics performed x. Daily inspection checklist form filled in xi. Safety practice and procedures complied xii. Safe working practice guidelines adhered xiii. Safe record keeping guidelines adhered xiv. Information security policy adhered
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to work performance ii. Motivate to learn and improve work performance iii. Meticulous in recording detail of vehicle defect and malfunctions iv. Follow work instructions and procedures 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			diligently v. Comply with vehicle maintenance manual <u>Safety:</u> i. Adhere to safe working practice guidelines ii. Adhere to safe record keeping guidelines iii. Adhere to information security policy			
Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
2. Perform Weekly Maintenance	i. Safety Practice and Procedures ii. Workshop Safety iii. Vehicle System and Components iv. Tools, Instruments and Gauges v. Inspection Technique and Diagnostics vi. Weekly Inspection Checklist Form			4 hours	Lecture	i. Safety practice and procedures outlined ii. Workshop safety outlined iii. Vehicle system and components outlined iv. Tools, instruments and gauges listed v. Inspection technique and

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Apply safety practice and procedures ii. Perform workshop safety iii. Identify vehicle system and components iv. Select tools, instruments and gauges v. Perform inspection technique and diagnostics vi. Fill in weekly inspection checklist form vii. Identify faulty parts 		12 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> diagnostics outlined vi. Workshop safety performed vii. Vehicle system and components identified viii. Tools, instruments and gauges applied ix. Inspection technique and diagnostics performed x. Weekly inspection checklist form filled in xi. Safety practice and procedures complied xii. Safe working practice guidelines adhered xiii. Safe record keeping guidelines adhered xiv. Information security policy adhered
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to work performance ii. Motivate to learn and improve work performance iii. Meticulous in recording detail of vehicle defect and malfunctions 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<ul style="list-style-type: none"> iv. Follow work instructions and procedures diligently v. Comply with vehicle maintenance manual <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guidelines ii. Adhere to safe record keeping guidelines iii. Adhere to information security policy 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
3. Perform Monthly Maintenance	<ul style="list-style-type: none"> i. Safety Practice and Procedures ii. Workshop Safety iii. Vehicle System and Components iv. Tools, Instruments and Gauges v. Inspection Technique and Diagnostics vi. Monthly Inspection Checklist Form 			4 hours	Lecture	<ul style="list-style-type: none"> i. Safety practice and procedures outlined ii. Workshop safety outlined iii. Vehicle system and components outlined iv. Tools, instruments and gauges listed v. Inspection technique and diagnostics outlined
		<ul style="list-style-type: none"> i. Apply safety practice and procedures ii. Perform workshop safety iii. Identify vehicle system and components iv. Select tools, instruments and gauges v. Perform inspection technique and diagnostics vi. Fill in weekly inspection checklist form vii. Identify faulty 		12 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> vi. Workshop safety performed vii. Vehicle system and components identified viii. Tools, instruments and gauges applied ix. Inspection technique and diagnostics performed x. Weekly inspection checklist form filled in xi. Safety practice and procedures

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		parts				<p>complied</p> <p>xii. Safe working practice guidelines adhered</p> <p>xiii. Safe record keeping guidelines adhered</p> <p>xiv. Information security policy adhered</p>
			<p><u>Attitude:</u></p> <p>i. Discipline in approach to work performance</p> <p>ii. Motivate to learn and improve work performance</p> <p>iii. Meticulous in recording detail of vehicle defect and malfunctions</p> <p>iv. Follow work instructions and procedures diligently</p> <p>v. Comply with vehicle maintenance manual</p> <p><u>Safety:</u></p> <p>i. Adhere to safe working practice guidelines</p> <p>ii. Adhere to safe record keeping guidelines</p> <p>iii. Adhere to</p>			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			information security policy			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
4. Perform Half Yearly Maintenance (PUSPAKOM)	<ul style="list-style-type: none"> i. Safety Practice and Procedures ii. Workshop Safety iii. Vehicle System and Components iv. Tools, Instruments and Gauges v. Inspection Technique and Diagnostics vi. Half Yearly Inspection Checklist Form 			5 hours	Lecture	<ul style="list-style-type: none"> i. Safety practice and procedures outlined ii. Workshop safety outlined iii. Vehicle system and components outlined iv. Tools, instruments and gauges listed v. Inspection technique and diagnostics outlined
		<ul style="list-style-type: none"> i. Apply safety practice and procedures ii. Perform workshop safety iii. Identify vehicle system and components iv. Select tools, instruments and gauges v. Perform inspection technique and diagnostics vi. Fill in weekly inspection checklist form vii. Identify faulty 		12 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> vi. Workshop safety performed vii. Vehicle system and components identified viii. Tools, instruments and gauges applied ix. Inspection technique and diagnostics performed x. Weekly inspection checklist form filled in xi. Safety practice and procedures

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		parts				<p>complied</p> <p>xii. Safe working practice guidelines adhered</p> <p>xiii. Safe record keeping guidelines adhered</p> <p>xiv. Information security policy adhered</p>
			<p><u>Attitude:</u></p> <p>i. Discipline in approach to work performance</p> <p>ii. Motivate to learn and improve work performance</p> <p>iii. Meticulous in recording detail of vehicle defect and malfunctions</p> <p>iv. Follow work instructions and procedures diligently</p> <p>v. Comply with vehicle maintenance manual</p> <p><u>Safety:</u></p> <p>i. Adhere to safe working practice guidelines</p> <p>ii. Adhere to safe record keeping guidelines</p> <p>iii. Adhere to</p>			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			information security policy			

Employability Skills

Core Abilities

- 01.01 Identify and gather information
- 01.02 Document information, procedures and processes
- 01.03 Utilise basic IT applications
- 02.01 Interpret and follow manuals, instructions and SOP's
- 02.02 Follow telephone/telecommunication procedures
- 02.03 Communicate clearly
- 02.04 Prepare brief reports and checklists using standard forms
- 02.05 Read/Interpret flowcharts and pictorial information
- 03.01 Apply cultural requirements to the workplace
- 03.02 Demonstrate integrity and apply ethical practices
- 03.03 Accept responsibility for own work and work area
- 03.04 Seek and act constructively upon feedback about performance
- 03.05 Demonstrate safety skills
- 03.06 Responds appropriately to people and situation
- 06.01 Understand systems
- 06.02 Comply with and follow chain of command
- 06.03 Identify and highlight problems
- 06.04 Adapt competency to new situations/systems

Tools, Equipment and Materials(TEM)

ITEMS	RATIO(TEM:TRAINESS)
1. Car	AR:AR
2. D-Control	AR:AR
3. Taxi	AR:AR
4. Clipboard	AR:AR
5. Stopwatch	AR:AR
6. Safety Helmet	AR:AR
7. Safety Gloves	AR:AR
8. Safety Shoes	AR:AR
9. Safety Goggles	AR:AR
10. Safety Vest	AR:AR
11. Raining Coat	AR:AR
12. Clipboard	AR:AR
13. Stopwatch	AR:AR
14. Computer, Laptop and Related Software	AR:AR
15. Computerized Maintenance Management System	AR:AR

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	AUTOMOTIVE								
Job Area	LIGHT PUBLIC SERVICE AND GOODS VEHICLES DRIVING								
Competency Unit Title	INDUSTRIAL VEHICLES DRIVING ACTIVITIES								
Learning Outcome	<p>The person who is competent in this CU is able to demonstrate the working knowledge of the laws governing the operations of industrial vehicles in accordance with SOP. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Perform Driving Competency H Class Licence; and • Perform Driving Competency I Class Licence. 								
Competency Unit ID	TP-320-1:2012-E06	Competency Type	Core	Level	One	Training Duration	24 Hours	Credit Hours	2.4

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
1. Perform Driving Competency H Class Vehicles	i. Types of Vehicles <ul style="list-style-type: none"> • Sky lift • Backhoe • Forklift • Mobile Crane • Compactor • Shovel loader ii. Specification of Vehicles iii. Vehicle Driving License H Procedures iv. Road Transport Act v. Road Transport			4 hours	Lecture	i. Types of vehicles listed ii. Specification of Vehicles outlined iii. Vehicle driving license H procedures outlined iv. 7 modules defensive driving listed v. Defensive driving procedures and technique vi. Types and

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Rules vi. 7 modules Defensive Driving Procedures and Technique vii. Driving Manoeuvres Technique viii. Emergency Braking Technique ix. Basic Service and Inspection Procedures x. Driving Procedures in Various Conditions and Situations xi. Health and Safety Requirements 					<ul style="list-style-type: none"> specification of vehicles identified vii. Vehicle driving license procedures applied viii. Defensive driving technique performed ix. Driving manoeuvres technique performed x. Basic service and inspection performed xi. Driving in various situation and condition performed xii. Road transport act adhered xiii. Road transport rules adhered xiv. Health and safety requirements complied xv. Safe working practice guidelines adhered xvi. Highway Code adhered
		<ul style="list-style-type: none"> i. Identify types and specification of vehicles ii. Apply vehicle driving license procedures iii. Perform defensive driving technique iv. Perform driving manoeuvres technique v. Perform basic 		8 hours	Demonstration Observation Practical	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		service and inspection vi. Perform driving in various situations and conditions	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Disciplined in performing driving manoeuvres ii. Motivate to learn and improve work performance iii. Rigorously pursue to be a safe driver iv. Maintain safe driving techniques at all times <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice guidelines ii. Adhere to Road Act iii. Adhere to Road Rules and Regulations iv. Adhere to Highway Code v. Adhere to SHE Code vi. Adhere to 			xvii. SHE Code adhered xviii. Defensive driving rules guidelines adhered

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			defensive driving rules guidelines			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
2. Perform Driving Competency I Class Vehicles	i. Types and Specification of Vehicles <ul style="list-style-type: none"> • Crawler • Crane • Excavator • Bulldozer • Mobile Crane • Chain Tractor ii. Vehicle Driving License I Procedures iii. Road Transport Act iv. Road Transport Rules v. Driving Manoeuvres Technique <ul style="list-style-type: none"> • Reversing • Turning vi. Bucket Operation vii. Basic Service and Inspection Procedures viii. Driving Procedures in Various Situations and Conditions ix. Health and Safety Requirements			4 hours	Lecture	i. Types of vehicles listed ii. Specification of Vehicles outlined iii. Vehicle driving license I procedures outlined iv. Types and specification of vehicles identified v. Vehicle driving license procedures applied vi. Driving manoeuvres technique performed vii. Basic service and inspection performed viii. Driving in various situation and condition performed ix. Road transport act complied x. Road transport rules complied xi. Health and safety

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Identify types and specification of vehicles ii. Apply vehicle driving license procedures iii. Perform driving manoeuvres technique iv. Perform basic service and inspection v. Perform driving in various situation and conditions. 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Disciplined in performing driving manoeuvres ii. Motivate to learn and improve work performance iii. Rigorously pursue to be a safe driver iv. Maintain safe driving techniques at all times <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safe working practice 	8 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> requirements complied xii. Safe working practice guidelines adhered xiii. Highway Code adhered xiv. SHE Code adhered

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			guidelines ii. Adhere to Road Rules and Regulations during mobilization and demobilization iii. Adhere to SHE Code			

Employability Skills

Core Abilities
01.01 Identify and gather information 01.02 Document information, procedures and processes 01.03 Utilise basic IT applications 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/Interpret flowcharts and pictorial information 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Responds appropriately to people and situation 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competency to new situations/systems

Tools, Equipment and Materials (TEM)

ITEMS	RATIO(TEM:TRAISS)
1. Hand-outs	AR:AR
2. Handbooks	AR:AR
3. Flip Chart	AR:AR
4. LCD Projector	AR:AR
5. Manual CD-ROM	AR:AR
6. Laser Pointer	AR:AR
7. Interactive White Board	AR:AR
8. White Board	AR:AR
9. Television	AR:AR
10. Audio Speakers	AR:AR
11. Computers, Laptop and Related Software	AR:AR
12. Forklift	AR:AR
13. Backhoe	AR:AR
14. Driving Simulator	AR:AR
15. Training & Testing Circuit	AR:AR
16. Cones	AR:AR
17. Barriers	AR:AR
18. Stop watch	AR:AR
19. Measuring tape	AR:AR
20. Clip board	AR:AR
21. Hailer	AR:AR
22. Backhoe	AR:AR
23. Forklift	AR:AR
24. Safety Helmet	AR:AR
25. Safety Gloves	AR:AR
26. Safety Shoes	AR:AR
27. Safety Goggles	AR:AR
28. Safety Vest	AR:AR
29. Raining Coat	AR:AR

30. Driver Aptitude Test Simulator	AR:AR
31. Automatic Driver Testing System	AR:AR
32. Computer, Laptop and Related Software	AR:AR
33. Walkie-talkie	AR:AR
34. Mobile phone	AR:AR
35. Two-way radio	AR:AR
36. GPS receiver module	AR:AR

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	AUTOMOTIVE								
Job Area	LIGHT VEHICLE DRIVING INSTRUCTOR TRAINING								
Competency Unit Title	MOTOR RIDING GOODS DELIVERY ACTIVITIES								
Learning Outcome	<p>The person who is competent in this CU is able to deliver goods in a professional, safe and timely to customers as per SOP.</p> <p>Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Perform Riding Competency B/B2/C Class Vehicles • Perform Personal Safety Check • Perform Pre- Inspection Vehicle Check • Perform Delivery Activities • Perform After Delivery Activities 								
Competency Unit ID	TP-320-1:2012-E07	Competency Type	Core	Level	One	Training Duration	58 Hours	Credit Hours	5.8

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
1. Perform Riding Competency B/B2/C Class Vehicles	i. Types and Specification of Vehicles <ul style="list-style-type: none"> • Motorcycle > 500cc • Motorcycle < 250cc • Motorcycle 3 Wheeler ii. Vehicle Driving			8 hours	Lecture	i. Types and specification of vehicles outlined ii. Vehicle driving license B,B2 and C class procedures outlined iii. 7 modules of defensive riding

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	License B,B2 and C Class Procedures iii. Road Transport Act iv. Road Transport Rules v. 7 modules of Defensive Riding Procedures and Technique vi. Driving Manoeuvres vii. Technique viii. Straight Line ix. Serpentine x. Zigzag xi. Changing Lane xii. Offset Alley xiii. Braking Technique xiv. Basic Service and Inspection Procedures xv. Driving Procedures in Various Situations and Conditions xvi. Health and Safety Requirements					procedures and technique outlined iv. Riding manoeuvres technique outlined v. Basic service and inspection procedures outlined vi. Riding procedures in various situation and conditions outlined vii. 7 modules of defensive riding procedures and technique performed viii. Riding manoeuvres technique performed ix. Basic service and inspection procedures performed x. Riding procedure in various situations and conditions
		i. Identify types and specification of vehicles		14hours	Demonstration Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> ii. Perform 7 modules of defensive riding procedures and technique iii. Perform straight line manoeuvre iv. Perform serpentine manoeuvres v. Perform zigzag manoeuvre vi. Perform changing lane manoeuvre vii. Perform offset alley manoeuvres viii. Perform braking technique manoeuvre ix. Perform basic service and inspection procedures x. Perform riding procedures in various situation and conditions 			Practical	<ul style="list-style-type: none"> performed xi. Road transport act complied xii. Road transport rules complied xiii. Safe working practice guidelines adhered xiv. Adhere to Highway Code xv. Adhere to SHE Code xvi. Adhere to defensive riding rules guidelines
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Disciplined in performing riding manoeuvres ii. Motivate to learn and improve work 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			performance iii. Rigorously pursue to be a safe rider iv. Maintain safe riding techniques at all times <u>Safety:</u> i. Adhere to safe working practice guidelines ii. Adhere to Road Act iii. Adhere to Road Rules and Regulations iv. Adhere to Highway Code v. Adhere to SHE Code			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
2. Perform Personal Safety Check	i. Personal Safety ii. Riding Equipment iii. Helmet c/w Visor iv. Safety Glasses v. Gloves vi. Boots vii. Jacket viii. Safety Vest ix. Appropriate Attire x. Body Fitness			2 hours	Lecture	i. Personal safety riding equipment listed ii. Body fitness outlined iii. Safety procedures and guideline outline iv. Personal safety riding equipment applied

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	xi. Safety Procedures Guideline	<ul style="list-style-type: none"> i. Apply personal safety riding equipment ii. Select Helmet c/w Visor iii. Select Safety Glasses iv. Select Gloves v. Select Boots vi. Select Jacket vii. Select Safety Vest viii. Appropriate Attire ix. Monitor body fitness 		2 hours	Demonstration on Observation Practical	<ul style="list-style-type: none"> v. Body fitness monitored vi. Safety procedures and guideline complied vii. Safe working practice guidelines adhered
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Focus and attentive when performing personal safety check ii. Take personal ownership with the safety check iii. Motivate to learn about safety and health issues <p><u>Safety:</u></p>			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			i. Adhere to safe working practice guidelines			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
3. Perform Pre - Inspection Vehicle Check	<ul style="list-style-type: none"> i. Specification of Vehicle Safety ii. Vehicle System and Component iii. Visual Inspection Technique iv. Basic Maintenance v. Work Safety Procedures 			2 hours	Lecture	<ul style="list-style-type: none"> i. Specification of vehicle safety outlined ii. Vehicle system and component defined iii. Visual inspection Technique outlined iv. Basic maintenance outlined v. Work safety procedures outlined vi. Vehicle system and component identified vii. Visual inspection Technique performed viii. Basic maintenance performed ix. Work safety procedures complied x. Safe working procedures guidelines adhered xi. Safe record keeping
		<ul style="list-style-type: none"> i. Identify vehicle system and component. ii. Perform visual inspection Technique iii. Perform basic maintenance iv. Apply work safety procedures 		4 hours	Demonstration Observation Practical	
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to work performance ii. Motivate to learn and improve work performance iii. Follow work instructions and procedures diligently during inspection iv. Meticulous in 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			recording details of defect <u>Safety:</u> i. Adhere to safe working procedures guidelines ii. Adhere to safe record keeping guidelines			guidelines adhered

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
4. Perform Delivery Activities	<ul style="list-style-type: none"> i. Highway Code ii. Journey Information iii. Defensive Riding Module iv. Standard Accident Prevention Formula v. 6 Positions of Accidents vi. 6 Conditions Of Accidents vii. Hazards viii. The Hazards Action Plan (IPDA) ix. Following Distance Rules Guideline x. Passing Rules Guideline xi. Intersection Rules Guideline xii. Head on Collision Rules Guideline xiii. Riding Manoeuvres Guideline xiv. Action / Decisions xv. Perfect Driving Techniques xvi. Driving 			8 hours	Lecture	<ul style="list-style-type: none"> i. Highway code outlined ii. Journey information outlined iii. Standard accident Prevention formula (D.A.D.A) defined iv. 6 positions of Accidents listed v. 6 conditions of Accidents listed vi. Hazards listed vii. The hazards action plan (IPDA) outlined viii. Following distance Rules guideline outlined ix. Passing rules Guideline outlined x. Intersection rules Guideline outlined xi. Head on collision Rules guideline outlined xii. Driving manoeuvres guideline outlined xiii. Action / decisions described xiv. Perfect driving

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	<p>Emergencies</p> <p>xvii. Driving On The Highway</p> <p>xviii. Driving At Night</p> <p>xix. Riding posture</p> <p>xx. Goods Safety Guidelines</p> <p>xxi. Load Restrain devises</p> <p>xxii. Load Stability</p> <p>xxiii. Load Placement</p> <p>xxiv. Pillion Rider Safety Guideline</p> <p>xxv. Cash on Transit Safety Procedures</p>					<p>techniques outlined</p> <p>xv. Driving emergencies outlined</p> <p>xvi. Driving on the highway outlined</p> <p>xvii. Driving at night outlined</p> <p>xviii. Riding posture defined</p> <p>xix. Goods safety outlined</p> <p>xx. Pillion rider safety guidelines outlined</p>
		<p>i. Navigate 6 positions of accidents</p> <p>ii. Navigate 6 conditions of accidents</p> <p>iii. Identify hazards</p> <p>iv. Manage action / decisions</p> <p>v. Perform perfect driving techniques</p> <p>vi. Perform driving emergencies</p> <p>vii. Perform driving on the highway</p> <p>viii. Perform driving at night</p>		12 hours	Demonstration on Observation Practical	<p>xxi. Cash on transit safety procedures outlined</p> <p>xxii. Navigate 6 positions of Accidents</p> <p>xxiii. Navigate 6 conditions of Accidents</p> <p>xxiv. Hazards identified</p> <p>xxv. Action / decisions managed</p> <p>xxvi. Perfect driving techniques performed</p> <p>xxvii. Driving Emergencies</p>

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> ix. Implement riding posture x. Interpret goods safety guideline xi. Apply load restrain devises xii. Manage load stability xiii. Manage load placement xiv. Apply pillion rider safety guidelines xv. Perform cash on transit safety procedure 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Discipline in approach to work performance ii. Motivated to learn and improve work performance and riding skills iii. Courteous and friendly when dealing with customers iv. Focus and attentive to traffic and road conditions v. Care to other road users 			<ul style="list-style-type: none"> performed xxviii. Driving on the highway performed xxix. Driving at night performed xxx. Riding posture implemented xxxi. Goods safety guidelines complied xxxii. Load restrain devises applied xxxiii. Load stability managed xxxiv. Load placement managed xxxv. Pillion rider safety guidelines applied xxxvi. Cash on transit safety procedures performed xxxvii. Following distance rules guideline complied xxxviii. Passing rules guideline complied xxxix. Intersection rules guideline complied xl. Head on collision

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Adhere to safe working practice guidelines ii. Adhere to Road Act iii. Adhere to Road Rules and Regulations iv. Adhere to Highway Code v. Adhere to SHE Code vi. Adhere to defensive riding rules guidelines			rules guideline complied xli. Driving manoeuvres guideline complied xlii. Safe working practice guidelines adhered xliii. Road Act adhered xliv. Road Rules and Regulations adhered xlv. Highway Code adhered xlvi. SHE Code adhered xlvii. Defensive riding rules guidelines adhered

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
5. Perform Post Delivery Activities	i. Types of Trip Report ii. Delivery Order iii. Payment Collection iv. Vehicle Safety and Security Procedures			2 hours	Lecture	i. Types of trip report listed ii. Vehicle safety and security procedures outlined iii. Vehicle cleaning guidelines

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
	v. Vehicle Cleaning Guidelines					outlined
		<ul style="list-style-type: none"> i. Identify types of trip report ii. Prepare delivery order report iii. Prepare payment collection report iv. Perform vehicle safety and security procedures v. Interpret vehicle cleaning guidelines vi. Perform vehicle cleaning 		4 hours	Demonstration Observation Practical	<ul style="list-style-type: none"> iv. Types of trip report identified v. Delivery order report prepared vi. Payment collection report prepared vii. Vehicle safety and Security procedures performed viii. Vehicle cleaning performed ix. Vehicle cleaning guidelines complied
			<u>Attitude:</u> <ul style="list-style-type: none"> i. Discipline in approach to work performance ii. Motivate to learn and improve work performance iii. Follow work instruction diligently iv. Meticulous when preparing the report 			

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety	Delivery Duration	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Adhere to safe working practice guidelines ii. Adhere to vehicle lockup and security guideline iii. Adhere with vehicle cleaning guideline procedures			

Employability Skills

Core Abilities	
01.01	Identify and gather information
01.02	Document information, procedures and processes
01.03	Utilise basic IT applications
02.01	Interpret and follow manuals, instructions and SOP's
02.02	Follow telephone/telecommunication procedures
02.03	Communicate clearly
02.04	Prepare brief reports and checklists using standard forms
02.05	Read/Interpret flowcharts and pictorial information
03.01	Apply cultural requirements to the workplace
03.02	Demonstrate integrity and apply ethical practices
03.03	Accept responsibility for own work and work area
03.04	Seek and act constructively upon feedback about performance
03.05	Demonstrate safety skills
03.06	Responds appropriately to people and situation
06.01	Understand systems
06.02	Comply with and follow chain of command
06.03	Identify and highlight problems
06.04	Adapt competency to new situations/systems

Tools, Equipment and Materials (TEM)

ITEMS	RATIO(TEM:TRAIINESS)
1. Handouts	AR:AR
2. Handbooks	AR:AR
3. Flip Chart	AR:AR
4. LCD Projector	AR:AR
5. Manual CD-ROM	AR:AR
6. Laser Pointer	AR:AR

7. Interactive White Board	AR:AR
8. White Board	AR:AR
9. Television	AR:AR
10. Audio Speakers	AR:AR
11. Computers, Laptop and Related Software	AR:AR
12. Motor cycle	AR:AR
13. Driving Simulator	AR:AR
14. Training & Testing Circuit	AR:AR
15. Cones	AR:AR
16. Barriers	AR:AR
17. Stop watch	AR:AR
18. Measuring tape	AR:AR
19. Clip board	AR:AR
20. Hailer	AR:AR
21. Safety Helmet	AR:AR
22. Safety Gloves	AR:AR
23. Safety Shoes	AR:AR
24. Safety Goggles	AR:AR
25. Safety Vest	AR:AR
26. Raining Coat	AR:AR
27. Driving Simulator	AR:AR
28. Driver Aptitude Test Simulator	AR:AR
29. Automatic Driver Testing System	AR:AR
30. Computer, Laptop and Related Software	AR:AR
31. Reflective Triangle	AR:AR
32. Light Sticks	AR:AR
33. Revolving signal lights	AR:AR
34. Reflective vest	AR:AR
35. First aid kit box	AR:AR

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