



# MANAGEMENT of FOREIGN WORKERS IN MALAYSIA

HRDF

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**COURSE CODE:** H-MG-08

**LEVEL:** Basic

**LANGUAGE:** Bahasa & English

## OVERVIEW

The main purpose of this course is to develop a comprehensive understanding for employers on the current change of trend of the labor scenario and labor legislation in Malaysia.

## OBJECTIVES

Upon completion of this program participants will be able to:

- Ensuring employers understand their responsibility of employing foreign workers commencing from the stage of recruitment, employment and repatriation.
- To ensure employers are exposed and understand the current changes of the Malaysian labor laws.
- To seek cooperation from the employer to support Government's effort in eradication elements of forced labor and discrepancies in the process of hiring foreign workers.
- To educate employers on the international treaties pertaining to labor matters and its effect to the Malaysian economy.
- A platform to discuss on the challenges faced by employers in complying Government policies pertaining to the employment of foreign workers.

## COURSE DURATION

2 days (9am—5pm)

Tea Breaks: 10:30am & 3:30pm

Lunch: 1:00pm-2:00pm

**Note:** Please contact our office for Training Date or visit our website for details ([www.zohlgroup.com/training](http://www.zohlgroup.com/training))

## METHODOLOGY

This program is participative in nature and practical, emphasizing learning through experience, case studies and discussion from individual experience.

## TARGET AUDIENCE

This program is suitable for HR Managers, HR Executives, Business Owners, Company Secretary, Supervisors, Project Managers, and CEOs.

## LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or any selected hotel to be determined later.



## COURSE CONTENT

### Module 1 - Current Policies and Laws Regulating Foreign Workers in Malaysia.

The growing presence of foreign workers in Malaysia can be explained by excess demand for labor combination with rapid economic growth, as well as the cheaper cost of foreign workers. However, managing foreign workers in Malaysia is complex with many laws, policies, rules, and Memorandum of Understanding (MOUs) with source countries. In the past couple of years there have been numerous changes to policies governing employment of foreign workers. In view of these changes, this sub topic aims to provide updates on latest Government policies and laws to all employers. The content of the topic are as follows:

- (i) Policies and the latest policy change imposed by Government of Malaysia;
- (ii) Employers Mandatory Conditions/strict liability approach;
- (iii) Labor Laws and the Current Amendments; and
- (iv) Memorandum of Understanding and the mechanism in place

### Module 2 - Process and Procedures in Hiring Foreign Worker in Malaysia

The Malaysian Government sees the private sector as the main driving force of economic growth and development in the country, while the Government itself takes on the role of facilitating business. One of the area that always been look at is on the employment of foreign workers to cater the needs of workforce in the private sector, especially in the low skilled job category (general work).

This sub topic will enlighten employers on aspects as such:

- (i) Principles in the Convention 29 ILO on Forced Labor;
- This sub topic will enlighten employers on aspects as such:
- (i) Principles in the Convention 29 ILO on Forced Labor;
  - (ii) Governments effort in eradicating the element of forced labor; and
  - (iii) Challenges faced by the Government in the international arena on the failure to comply the standards provided under the forced labor convention.

### Module 3 - Trans Pacific Partnership Agreement-An Inside View of the Labor Consistency Plan.

Malaysia signed the Trans-Pacific Partnership Agreement (TPPA) on 4 February 2016, along with 11 other countries, namely Australia, Brunei, Canada, Chile, Japan and etc. It is anticipated that entry into the TPPA will promote economic growth, support the creation and retention of jobs, enhance innovation, productivity and competitiveness, raise living standards and promote good governance, enhance labor and environmental protections.



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In respect of the labor sector, the Malaysian government and the United States further entered into a bilateral instrument in accordance with the Labor Chapter (i.e. Chapter 19) of the TPPA, namely the Malaysia-United States Labor Consistency Plan, in which both parties commit under the Chapter to obligations concerning its labor law and practice. This sub topic fill dwell into the virtue of Chapter 19 and the Labor Consistency Plan, the TPPA is expected to bring upon substantial changes to the labor sector, particularly in the areas concerning:

- (i) union organization and collective bargaining;
- (ii) elimination of forced labor;
- (iii) abolition of child labor;
- (iv) elimination of discrimination in employment,
- (v) accommodation;
- (vi) payment of levy and other costs of hiring foreign workers;
- (vii) minimum wages;
- (viii) working hours; and
- (ix) occupational safety and health.

#### Module 4 - Labor Exploitation.

Although forced labor is universally condemned, ILO estimates show that 20.9 million people around the world are still subjected to it. Of the total number of victims of forced labor, 18.7 million (90 per cent) are exploited in the private economy, by individuals or enterprises, and the remaining 2.2 million (10 percent) are in state-imposed forms of forced labor. The elements of forced labor comprises of bonded labor where-by millions of men, women, and children are tied to their work through a vicious cycle of debt. Women and children are victims of trafficking for labor and sexual exploitation and trafficking in persons has been the subject of growing international attention in recent years.

#### Module 5 - Implementation of the Guideline of standard minimum.

Under Recommendation 115 of the International Labor Organization, It is stated that it should be an objective of national policy to promote, within the framework of general housing policy, the construction of housing and related community facilities with a view to ensuring that adequate and decent housing accommodation and a suitable living environment are made available to all workers. Therefore the Government on 18 August 2015 has established a Guideline on the Standard Minimum of Accommodation for foreign workers. This Guideline must be complied by all employers who intend to employ foreign workers.

Therefore, the sub topic shall prove a very detail outline on the conditions stated in the Guideline as such:

- (i) Relevant approval needed from the authority;
- (ii) Basic facilities and other amenities to be provided;
- (iii) Safety and health elements;
- (iv) Services of centralized accommodation provided by private service providers; and
- (v) Processes in the Labor Department.

Therefore, this sub topic will give a clear information and explanation on the detail process and procedures of employing foreign workers. The contents of this topic are as follows:

- (i) Role of the controlling agencies by sectors, Ministry of Human Resources and Ministry of Home Affairs in terms of process and procedures in employing foreign workers;
- (ii) Detail quota qualifications by sectors;
- (iii) Discrepancies happen during processing the application of foreign workers; and
- (iv) Brief look into the role of the Jobs Malaysia Portal in hiring local workers.

#### PROGRAM SCHEDULE

##### Day 1

- 8:30am: Registration
- 9:00am: **Topic 1: Current Policies and Laws Regulating Foreign Workers In Malaysia.**
- 10:30am: Tea Break
- 11:00am: **Continuation of Topic 1: Current Policies and Laws Regulating Foreign Workers in Malaysia.**
- 1:00pm: Lunch
- 2:00pm: **Topic 2: Process and Procedures in Hiring Foreign Workers in Malaysia.**
- 5:00pm: Tea & End of session.

##### Day 2

- 8.30am : Registration
- 9.00am : **Topic 3: Trans Pacific Partnership Agreement-An Inside View of the Labor Consistency Plan.**
- 10.30am : Tea Break.
- 11.00am : **Topic 4: Labor Exploitation**
- 1.00pm : Lunch
- 2.00pm : **Topic 5: Implementation of the Guideline of Standard Minimum**
- 5.00pm : Tea & End of session.

#### COURSE FEE

**RM1,272** per person incl. 6% SST  
(Fee inclusive of Course Material, Attendance Certificate, and Meals)

#### CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

#### CIDB CCD Points

20 (for CIDB-Registered Companies) & upon approval from CIDB

#### HRDF CLAIMABLE

Yes. SBL Khas. If your company contributes to HRDF Fund

#### REGISTRATION METHOD

1. **Online:** [http://zohlgroupp.com/hrdf\\_registration/](http://zohlgroupp.com/hrdf_registration/) OR
2. Download this brochure at: <http://zohlgroupp.com/hrdf-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279.9276 / 013.398.1038

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Sebarang pertanyaan sila hubungi Cik Niesa

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## FACILITATOR



**MR. WAN ZULKFLI BIN WAN SETAPA**

**EDUCATION:**

Bachelor of Economics (Hons.)  
Majoring in Analytical Economics  
University of Malaya (UM), 1991

## **SUMMARY OF THE SERVICE**

2002 - 2006 2007	Labor Attaché in Geneva, Switzerland Director of Foreign Workers Division, Headquarters
2008 2009 2010	Department of Labor, Putrajaya State Director of Labor, Kuala Lumpur Director of Employment Division, Headquarters Department of Labor, Putrajaya
2011	Director of Enforcement Division, Headquarters Department of Labor, Putrajaya
2012 2013 2014	State Director of Labor, Pahang State Director of Labor, Perak Deputy Under Secretary, Labor Policy Division, Ministry of Human Resources, Putrajaya
2015 - Present	Director of Labor Standards, Headquarters Department of Labor, Putrajaya

## **PARTICIPATION IN INTERNATIONAL STAGE:**

1. Participated in the Seminar on Employment Promotion in Response to Global Financial Crisis-Implementation of the Global Jobs Pact in Beijing, China (as a presenter on Global Financial Crisis-Implementation of the Global Jobs Pact: Malaysia Case);
2. Participated in the ASEAN Summits, 2007 in Cebu, Philippines;
3. Participated in the Seminar of Foreign Workers Management, 2007 (as a presenter on Foreign Workers Management in Malaysia);
4. Participated in the ASEAN Committee on Migrant Workers (ACMW), 2013 in Jakarta, Indonesia; and
5. Participated in the ASEAN Committee on Migrant Workers-Drafting Team (ACMW-DT), 2013 in Brunei Darussalam.

\*Note: Trainer availability is subject to change



## REGISTRATION FORM

Participant#1: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Participant#2: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Training Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## **PAYMENT**

CASH: RM \_\_\_\_\_ OR

CHEQUE No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to [training@zohlgroup.com](mailto:training@zohlgroup.com)

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

Signature & Company Stamp

### **Note:**

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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