

CARRIER DEVELOPMENT

Staff is given the opportunity to attend development programmes to enhance their knowledge, skills and positive qualifier. The development programmes include:

A) Self-Development

- **Courses conducted by University of Malaya**
 - Courses are offered from time to time which encompass the administrative/organizational development, soft skills and ICT
- **Courses conducted by Others**
 - The courses offered by external agencies (local/overseas) the purpose of exposure, knowledge acquisition and skills
 - Facilities such as Leave to attend Course with funding or without funding are available for staff subject to approval
 - Staff may forward their application to attend out campus courses through out the year

B) Service Development

- **Orientation Course**
 - To exposure new recruits to the administrative system and working culture.
- **Induction Course**
 - Is compulsory for staff with permanent appointment for the purpose of confirmation in service
 - Exposure to main government policies, system of administration, procedures and circulars as well as guide.
 - Provide the understanding of management procedures as well as basic and specific requirements of university administration.
 - Instill excellent values and work ethics among the university staff

C) Pre-Service Course

- University of Malaya provides pre-service training for support groups that are considered critical according to the current situation. Training offered are for the posts of:

No	Training	Duration of Training	Certificate/Diploma
1.	Medical Laboratory Technologist	3 years	Diploma in Medical Laboratory Technology

2.	<i>Radiographer</i>	3 years	<i>Diploma in Radiography</i>
3.	<i>Dental Technician</i>	3 years	<i>Diploma in Dental Technician</i>
4.	<i>Dental Surgery Assistant</i>	2 years	<i>Certificate in Dental Surgery Assistant *</i>

- During the training period, trainers are sponsored by the University; subsequently, they are bonded/required to serve the University of Malaya according to the stipulated dura