



TERMS & CONDITIONS FOR ICT TRAINING



Sponsored By:
MINISTRY OF RESOURCE DEVELOPMENT & INFORMATION TECHNOLOGY

1. Must be Malaysian.
2. At least 10 years of age and above.
3. Duration of each course is 7 hours
 - Morning class : 8.00 AM – 4.30 PM
(Inclusive of 30 minutes breakfast and 1 hour lunch)
 - Evening class : 6.00 PM – 9.45 PM (2 sessions X 3.5 hours)
(Inclusive of 15 minutes break)
4. Registration can be done only with a valid email address.
5. Registration to be submitted online in AMC Member Portal via www.amc.edu.my.
6. No course fee involved as it is fully sponsored by the government.
7. Trainee will enjoy the benefit of free training materials and refreshment.
8. Be punctual. Lateness in entering the class is a distraction to the trainer and fellow classmates.
9. Attendance
 - Trainee must fulfill the requirement of 7 learning hours in order to be qualified for the Certificate of Attendance from Ministry of Resource Development and Information Technology.
 - Trainee is required to sign on the Attendance List each time he/she attends a class.
 - Trainee who leaves class early is considered **ABSENT**.
10. Trainee is responsible to fill the Evaluation Form (Form no: ABSC-GBT-F017) at the end of the course.
11. All trainees must be responsible for their own personal belongings in the training centre. The management will not be liable/responsible for any personal belongings lost in the premises, e.g. jewellery, wallet, purse, hand phones, etc.

12. ICT class cancellation policy

- Applicants who wish to cancel or postpone his / her class, must notify through the member portal 24 hours before class starts.

13. Penalty

- Applicants who fail to attend any class without notification will be barred from **ANY** class for 30 days. In this case, registration for other courses will be revoked.
- Absence without notification for 3 cumulative times will be barred from attending **ANY** courses for 1 year.