



**UPDATED SYLLABUS  
7 MONTHS ONLINE  
+ PROJECT PAPER  
DUAL QUALIFICATION**

# **DIPLOMA INDUSTRIAL RELATIONS CERTIFIED IR PRACTITIONER**

The Diploma in Industrial Relations – the only comprehensive industrial relations course in collaboration with the International Labour Organization (ILO). Designed as a practical course targeted at Human Resource practitioners and specialist Industrial Relations / Labour Laws personnel, this 7 months online course is conducted by industrial relations practitioners, lawyers, human resource specialist and representatives from ILO. Participants will develop knowledge & skills in providing practical advisory and implementation on employment laws, industrial relations, labour laws, union management and first-hand experience of proceedings in industrial and labour courts.

**DIPLOMA IR qualification is an industry based formalization of the competency standards for effective application of IR & labour laws - issued by MEF Academy and also recognised qualification as Certified IR Practitioner issued by Asia eUniversity.**

**Successful candidates with requisite working experience, will receive DUAL QUALIFICATION upon satisfactory completion of the course, examination, assignments and project paper.**

# COURSE STRUCTURE & MODULES

## MODULE 1- INTRODUCTION TO EMPLOYMENT LAWS EMPLOYMENT ACT 1955 (AMENDMENTS) & REGULATIONS

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| 1. Employment Act 1955 <ul style="list-style-type: none"> <li>▪ Definition of employee under EA 1955</li> <li>▪ Applicability of the EA 1955</li> </ul> <ul style="list-style-type: none"> <li>• Advances &amp; deductions</li> <li>• Employment of women</li> <li>• Maternity protection</li> <li>• Priority of wages</li> <li>• Contractors &amp; principles</li> <li>• Rest Day</li> <li>• Hours of work</li> <li>• Overtime</li> <li>• Public holidays</li> <li>• Annual leave</li> <li>• Sick leave</li> <li>• Employment regulations</li> </ul> <p>Termination &amp; Lay-Off<br/>Change of ownership/business<br/>Calculation of ordinary rate of pay.</p> | 14 HOURS   |
| 2. Registers, Returns and Notice Boards  |  |
| 3. Discussion of Cases on Employment Law   |  |
| 1. Common Law position of employer-employee relations  | 7 HOURS  |
| 2. Employment Law - Rights, Liabilities and Remedies   |  |
| 1. Other Employment Legislations & Regulations <ul style="list-style-type: none"> <li>- Regulations under Employment Act</li> <li>- Termination and lay-off Benefits &amp; Regulations</li> <li>- Children &amp; Young Person's Act</li> <li>- Workmen Compensations Act (foreign workers)</li> <li>- Akta 446 – Workers Minimum Standards of Housing Act</li> <li>- <u>Prevention and Control of Infectious Diseases Act 1988</u></li> <li>- OSHA Act 1994</li> </ul>   | 7 HOURS  |
| <b>ASSIGNMENT 1: FIELD VISITS TO LABOUR DEPARTMENT</b> <ul style="list-style-type: none"> <li>- Role Of Labour Department and Labour Court Hearing</li> <li>- Report submission on the visits</li> </ul>   | *Visits ½ half day on weekday<br>*Report submission by 2 weeks |
| <b>TOTAL HOURS – MODULE 1</b>  | <b>28 hrs</b>  |

## MODULE 2 - INDUSTRIAL RELATIONS IN MALAYSIA INDUSTRIAL RELATIONS ACT 1967 (AMENDMENTS) & REGULATIONS

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| 1. Overview of the Industrial Relations Act 1967 <ul style="list-style-type: none"> <li>- Protection of Rights of Workmen and Employers</li> <li>- Rights of workmen and employers protection</li> <li>- Rights and Prohibitions on employers / trade unions</li> <li>- Reference of complaint to Industrial Court</li> </ul> | 7 HOURS       |
| 2. Managerial Prerogatives <ul style="list-style-type: none"> <li>- Role of Industrial Court</li> <li>- Composition</li> <li>- Jurisdiction</li> <li>- Awards</li> </ul>  | 7 HOURS       |
| 3. Dispute Resolution <ul style="list-style-type: none"> <li>- Negotiation</li> <li>- Conciliation</li> <li>- Arbitration</li> </ul>  | 7 HOURS       |
| 4. Role of Industrial Relations Department <ul style="list-style-type: none"> <li>- IR Rules</li> <li>- Conciliation</li> </ul>   |               |
| <b>TOTAL HOURS – MODULE 2</b>   | <b>21 hrs</b> |

# COURSE STRUCTURE & MODULES

## MODULE 3 - TRADE UNION ACT & COLLECTIVE AGREEMENTS

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| <p>1. Trade Union Act 1959</p> <ul style="list-style-type: none"> <li>- Workers right to participate in union activities</li> <li>- Federal constitutions</li> <li>- ILO conventions</li> <li>- Registration &amp; de-registration of Trade Unions</li> <li>- Officers and employees of Trade Unions</li> <li>- Rights and liabilities of Trade Unions</li> <li>- Strikes</li> </ul>   | 7 HOURS       |
| <p>2. DYNAMIC OF COLLECTIVE BARGAINING</p> <ul style="list-style-type: none"> <li>- Legal Framework on Collective Bargaining/Collective Agreements</li> <li>- Definition</li> <li>- Right to collective bargaining</li> <li>- ILO Convention No. 98- the Right to Organise and to Bargain Collectively</li> <li>- Statutory provisions relating to collective bargaining &amp; collective agreement (IRA): Justification for statutory provisions.</li> <li>- Union's proposal for collective agreement</li> <br/> <li>- Collective Bargaining/ Collective Agreements Process</li> <li>- The company's preparation for collective bargaining</li> <li>- Review of financial capacity to pay wage increase</li> <li>- Review of comparative terms and conditions of service with Wage fixation policy: Industrial court Awards</li> <li>- Consumer Price Index (CPI) &amp; salary adjustment</li> </ul> | 7 HOURS       |
| <p>3. Principles of Collective Agreements</p> <p>4. Knowing Your CA</p> <p>5. Issues in CB</p> <p>6. Articles of CA</p>  | 7 HOURS       |
| <b>TOTAL HOURS – MODULE 3</b>  | <b>21 hrs</b> |

## MODULE 4 - GRIEVANCE HANDLING, DISCIPLINARY PROCEDURES & TERMINATION OF EMPLOYMENT

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| <p>1. Grievance Handling</p> <ul style="list-style-type: none"> <li>- Four-step approach to handling grievances</li> <li>- Grievance Procedure – In unionized &amp; non-unionized companies</li> <li>- Grievance Case Study</li> </ul>   | 7 HOURS  |
| <p>2. Constructive Dismissal</p> <ul style="list-style-type: none"> <li>- Test for CD</li> <li>- Substantive breach</li> <li>- Forced resignation</li> <li>- Handling claims of CD</li> </ul>  | 7 HOURS  |
| <p>3. Misconduct</p> <ul style="list-style-type: none"> <li>- Meaning of positive and negative discipline</li> <li>- Definition of misconduct</li> <li>- Misconduct arising from breaches of express and implied duties</li> <li>- Concept of Social Justice</li> </ul> <p>4. Disciplinary Procedures</p> <ul style="list-style-type: none"> <li>- Why conduct Domestic Inquiry</li> <li>- Legal &amp; contractual requirements, demands of Natural Justice and Industrial Court Guidelines</li> <li>- Domestic Inquiry Procedures</li> <li>- Mock Domestic Inquiry exercise</li> </ul> <p>5. Employee Misconduct</p> <ul style="list-style-type: none"> <li>- Due inquiry</li> <li>- Natural justice</li> <li>- Issues under Section 14 EA</li> <li>- Case Studies on Misconduct in Employment</li> </ul> | 14 HOURS |

# COURSE STRUCTURE & MODULES

| <b>MODULE 4 - GRIEVANCE HANDLING, DISCIPLINARY PROCEDURE &amp; TERMINATION OF EMPLOYMENT (CON'T)</b>   |  |
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| 1. Forms of Termination of Employment<br>- Poor performance issues<br>- Resignation<br>- Retrenchment -Proper process and procedures<br>- Constructive dismissal<br>- Retirement<br>- Fixed term contract<br>- Frustration of Contract on Medical Grounds<br>- Dismissal for misconduct<br><br>2. Types of misconduct that merit dismissal<br>- Malingering<br>- Absenteeism & Late Coming<br>- Assault towards a superior<br>- Cyber Misconduct<br>- Conflict of interest<br>- Abuse of Medical leave<br>-Falsifying Medical Leaves<br>- False Declaration<br>- Theft<br>- Fighting<br>- Sleeping on Duty<br>- Dishonestly etc. | (14 HOURS)   |
| <b>ASSIGNMENT 2 : FIELD VISIT TO INDUSTRIAL COURT AND INDUSTRIAL COURT HEARING</b><br>- Report submission on the visits  | *Visits ½ day (half day) on weekday<br>*Report submission by 2 weeks |
| <b>TOTAL HOURS – MODULE 4</b>  | <b>42 hrs</b>  |

| <b>MODULE 5 - INTERNATIONAL PERSPECTIVE ON EMPLOYMENT / INDUSTRIAL RELATIONS</b>   |                               |
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| 1. International evolvement of Industrial Relations<br>– Social clauses & WTO<br>– Global compact<br>– Free Trade Agreements<br>– Social Security Net    | 4 HOURS                       |
| 2. International Labour Organisation (ILO)<br>- Functions of ILO<br>- International Labour Standards (ILS) and industrial relations<br>- ILO Conventions | 4 HOURS                       |
| 3. Issues on ILO Conventions<br>– Relevance of ILS to Malaysian Industrial Relations<br>– ILS Obligations – common misconceptions                        | 4 HOURS                       |
| <b>4. Exam Revision – All modules</b>  | 4 HOURS                       |
| <b>FINAL EXAMINATION</b>   | 4 HOURS                       |
| <b>TOTAL HOURS – MODULE 5</b>  | <b>20 hrs</b>                 |
| <b>TOTAL DAYS</b>  | 16 days x 7 hours             |
| <b>TOTAL HOURS ALL MODULES</b>   | 5 days x 4 hours<br>132 hours |
| <b>IR PROJECT PAPER (Research Skills &amp; Dissertation)</b>   | 4 weeks                       |

# COURSE ASSESSMENT, CERTIFICATION & FEES

All modules, learning activities, research assignments, examinations and project papers are designed to ground input material whilst drawing relevance to participant's organization and work functions. This ensures maximum transfer of learning to the workplace.

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| <b>Assignment</b><br>Participants are required to research and develop 2 assignments to display level of understanding on specific modules. | <b>20% of competency assessment</b> |
| <b>Examination</b><br>Participants are required to prepare & sit for 1 examination to display level of understanding on the modules         | <b>40% of competency assessment</b> |
| <b>IR PROJECT PAPER</b><br>Participants are required to research, develop and dissertation the IR Project paper topics assigned.            | <b>40% of competency assessment</b> |

## ENTRY REQUIREMENTS

Minimum SPM/SPVM or MCE or Certificate IR / HRM with 2 years working experience in human resource or industrial relations.

## CERTIFICATION

Upon completion of all program requirements, the Diploma in Industrial Relations will be awarded by the MEF Academy, in collaboration with International Labour Organisation (ILO) and the Certified IR Practitioner will be issued by Asia eUniversity

