

Construction Worker Skills Competency Assessment at Source Country by:



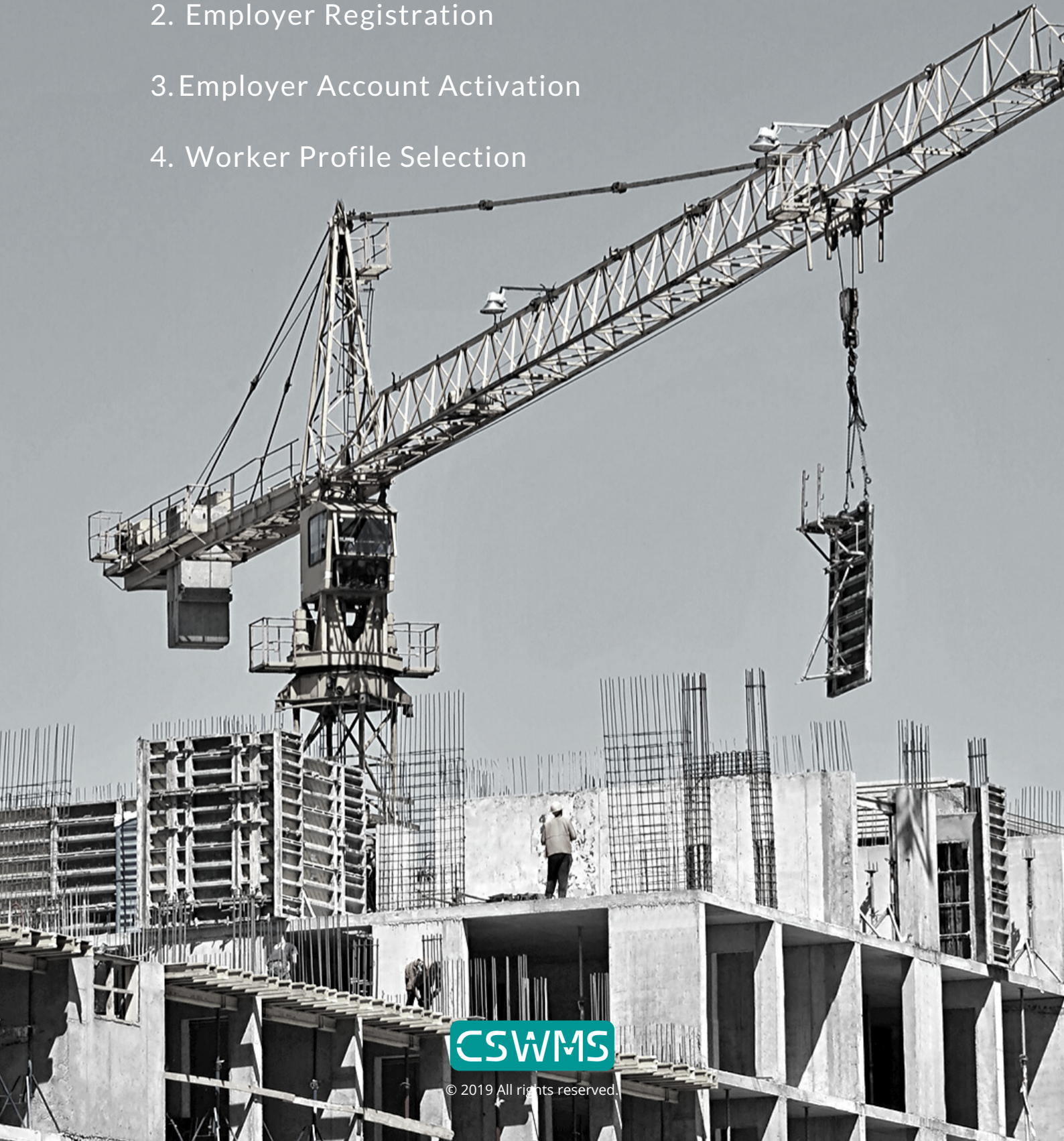
CSWMS

Online Guidebook Version 1.0 (January 2020)



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1. OVERALL PROCESS



STEP 1

Employer submits online registration form along with all relevant supporting documents via www.cswms.com.my



STEP 2



Review of Employer's registration and all relevant supporting documents.

Note that Employer will be required to upload a copy of the following documents for verification by CSWMS administrator:-

LIST OF DOCUMENTS TO UPLOAD:

- | | | |
|--|-------------------------------------|-------------------------------------|
| 1. Copy of Borang 9 | <input checked="" type="checkbox"/> | |
| 2. Copy of Borang 24 | <input checked="" type="checkbox"/> | |
| 3. Copy of Borang 49 | <input checked="" type="checkbox"/> | |
| 4. Copy of Employers CIDB Certificate | <input checked="" type="checkbox"/> | (view sample here). |
| 5. Copy of KDN Approval Letter | <input checked="" type="checkbox"/> | (view sample here). |
| 6. Proof of Payment of Assessment Fees | <input checked="" type="checkbox"/> | (view sample here). |

STEP 3

All successful applications will receive an email notification within seven(7) working days confirming your registration.

Employer can now view worker profiles and submit applications for skilled construction workers.



Search our database of skill certified construction workers based on :

- Nationality
- Age/Gender
- Trade/Skill
- Work experience



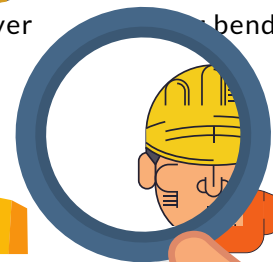
Bricklayer



Welder



Scaffolding



Tiler



Painter



Painter



Carpenter



Crane Operator



Plasterer

STEP 4

Print out payment instruction fill containing worker(s) details. Prepare payment of trade competency assessment fees to CIDB Malaysia. Note that payments will need to be in the form of either a bank draft or postal order addressed to CIDB Malaysia.



Acknowledgement			
Construction skilled worker management system. CIDB Holdings Sdn Bhd. Address: Putra World Trade Centre, 45, Jalan Tun Ismail, Chow Kit, 50350 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur Tel: +603 4042 8880 Fax: +603 4042 2880 Email: info@cswms.com.my			
Ack. No.: ACK1234567890-2019		Payment received date: 2020-02-08	
Employer name: Konstruksi Johan Sdn Bhd		Payment mode: Bankers Cheque/Bank Draft	
Employer address: No.33, Jalan USJ9/5H			
Amount(RM): 14250			
Payment ref. no.: 121212			
Worker Details			
No	Worker Name	Worker Passport No.	Trade
1	Ali Baba	830328146111	ALUMINIUM FRAMEWORKS FABRICATOR
2	test	1212121836	ALUMINIUM FRAMEWORKS FABRICATOR
3	test full	test passport	ALUMINIUM FRAMEWORKS FABRICATOR
4	emp test center	test passport 1	ALUMINIUM FRAMEWORKS FABRICATOR
5	test four	test foru passport	ALUMINIUM FRAMEWORKS FABRICATOR
6	Abu Taleb	BGD1122334456	AIR CONDITIONING AND MECHANICAL VENTILATION SPECIALIST
7	KURI SREE SIMUL CHANDRA	AD7980300	BACKHOE LOADER OPERATOR LEVEL 1
8	SUJAN KARMAKAR	BGD11223344	BACKHOE LOADER OPERATOR LEVEL 1
9	KURI SREE SIMUL CHANDRA	BGD11223344211	BACKHOE LOADER OPERATOR LEVEL 1
10	Abu Taleb	BGD11223344879	BACKHOE LOADER OPERATOR LEVEL 1
11	test emp so	3333	BACKHOE LOADER OPERATOR LEVEL 1
12	Test worker add 11012020_1	BGD11223344121267	BARBENDER LEVEL 1
13	Lyndon Thomas	BGD112233444578	BARBENDER LEVEL 1
14	shab	asdfasdf1234234	BUILDING ARCHITECTURAL COATING APPLICATOR LEVEL 2
15	kapil	83032814611112	AIR CONDITIONING AND MECHANICAL VENTILATION SPECIALIST
16	Test worker add 14012020	Z0345866149	BARBENDER LEVEL 1
17	Test worker add 18012020	555555	DESTRUCTIVE DIAMOND CORING OPERATION

SAMPLE PAYMENT INSTRUCTION FILE

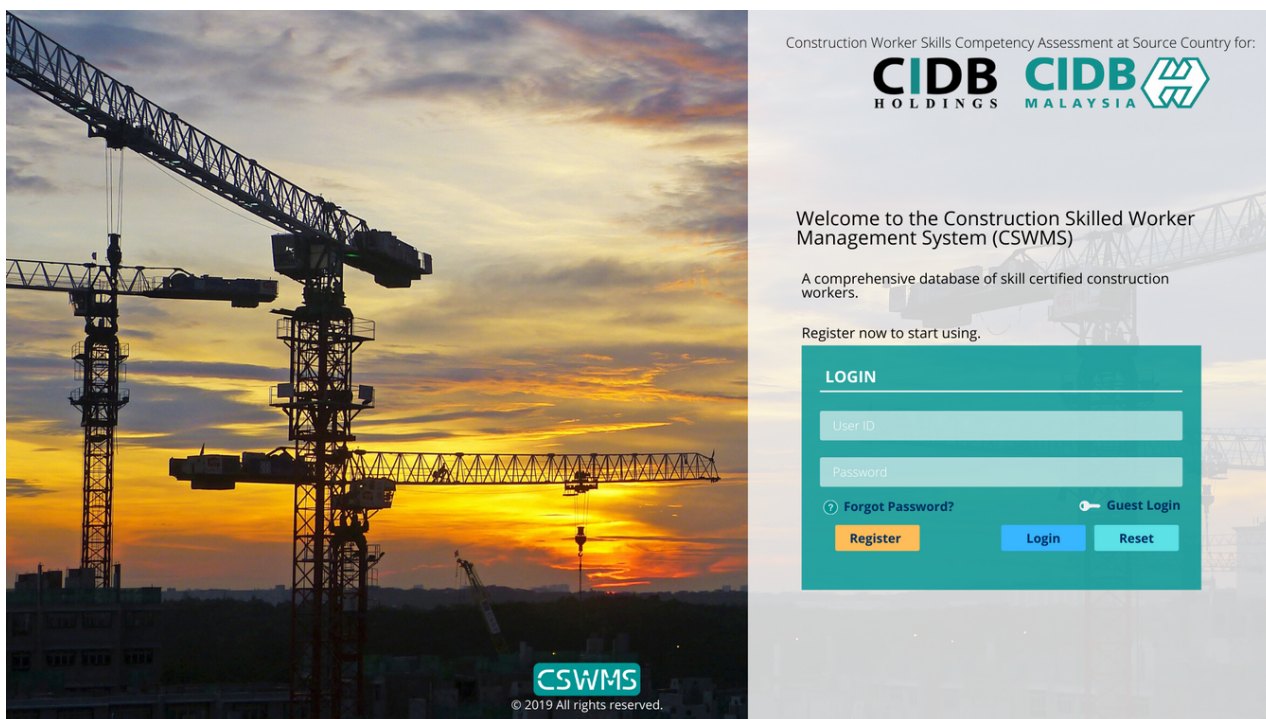


STEP 5

Upload payment receipt to www.cswms.com.my portal.



Once proof of payment has been verified by CSWMS administrator, selected foreign worker(s) will proceed with skills competency assessment at home country and thereafter proceed with visa application.



login page of www.cswms.com.my



FREQUENTLY ASKED QUESTIONS

ABOUT CSWMS

1.) What is CSWMS

The Construction Skilled Worker Management System (CSWMS) has been deployed to facilitate the process of facilitating the skill proficiency assessments in the referred source countries.

2.) What are the services offered through CSWMS

As an employer of foreign construction workers in Malaysia, users will be able to make use of the CSWMS to:

- Review profiles of foreign construction workers. This includes reviewing the age, gender, nationality, work experience, and skill competency;
- Select the profile of foreign workers that user wishes to hire;
- Check on status of skill competency assessment process;
- Seek assistance during the document submission process;

3.) How do i hire a skill certified foreign construction worker?

Employers seeking to hire skill certified foreign construction workers will first need to successfully go through the foreign worker quota application process through the Ministry of Home Affairs Malaysia. Employers are also required to be registered with CIDB Malaysia as a pre-requisite. Once awarded with the above, employers can apply to register in www.cswms.com.my

4.) What are the documents needed to register?

A checklist of the documents required is provided in Step 2 of this CSWMS Online User Guidebook.

5.) How long does the registration process take before i can start using the CSWMS?

Once all required documents are provided, CSWMS administrators will take up to seven (7) working days to review applications before user access is granted.



USEFUL INFORMATION

1.) Where is CIDB Holdings Sdn Bhd located?

Level 22, Menara Dato' Onn,
Putra World Trade Centre (PWTC),
No. 45, Jalan Tun Ismail,
Kuala Lumpur 50480
Malaysia.



2.) What are the operating hours for payments counters at state CIDB offices?

Payment counter open from 9:00 am to 4:00 pm on Mondays to Fridays
Lunch hour closed :
1:00 pm to 2:00 pm (Mondays - Thursdays)
12:15 noon to 2:45 pm (Fridays)

3.) Where can I go to learn more about the Consturction Worker Skills Competency Assessment Programme?

Visit CIDB Holdings Sdn Bhd website: www.cidbholdings.com.my
Contact us at +603 4042 8880 or email help@cswms.com.my

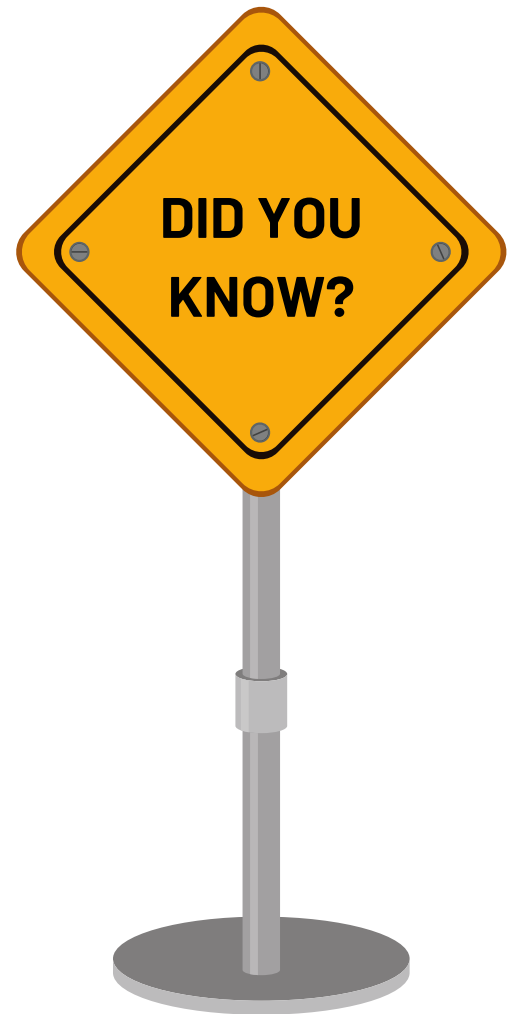
ACT 520 LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN MALAYSIA

The amended Act 520 makes it compulsory for construction personnel to be registered with CIDB. This is to allow CIDB to gather sufficient and accurate data on the number of construction personnel available and needed, the relevance of skills training programmes to the nation's need, and to keep tabs on standards of construction workers.

The amendment also requires all construction site supervisors and skilled construction personnel as specified in the Third Schedule of Act 520 to be accredited by CIDB, and to hold a valid CIDB issued certificate according to their respective trades and skills. This is because construction personnel who have been certified of their skills can produce work of high quality, be competent and highly productive.

This in turn will increase the image of the construction workforce and attract more to be involved in this line. Anyone caught working without proper registration and accreditation papers will be fine of not exceeding RM5,000. Likewise, the same penalty will also be imposed on employers of workers who are not accredited to carry out construction work.

"Anyone caught working without proper registration and accreditation papers will be fine of not exceeding RM5,000."



Failure to Comply is a Punishable Offence



LAWS OF MALAYSIA

ONLINE VERSION OF UPDATED
TEXT OF REPRINT

Act 520

LEMBAGA PEMBANGUNAN
INDUSTRI PEMBINAAN
MALAYSIA ACT 1994

As at 1 October 2015

"33A. (1) No construction site supervisor or skilled construction worker shall be involved or engaged, or undertake to be involved or engaged as a construction site supervisor or skilled construction worker unless he is accredited and certified by the Lembaga and holds a valid certificate issued by the Lembaga under this Act."

"(2) For the purpose of this Act, skilled construction workers are those specified in the Third Schedule."

"(5) A person who contravenes subsection (1) shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding five thousand ringgit."

"(6) Any person who engages a construction site supervisor or skilled construction worker who is not accredited and certified by the Lembaga to carry out any construction work shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding five thousand ringgit."

NOTICE

**DON'T WAIT
UNTIL IT'S
TOO LATE!**



**RM5,000
FINE!**



CREATING BUILDERS YOU CAN TRUST.

1

WELL EQUIPPED FACILITIES

2

QUALIFIED AND
COMPETENT ASSESSORS

3

STRATEGIC LOCATION OF
ASSESSMENT CENTRES

4

ASSESSMENT STANDARDS
IN ACCORDANCE TO CIDB
MALAYSIA

ARE YOU

An employer of foreign
construction workers?

WHO NEEDS

To hire skill-certified
workers?





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