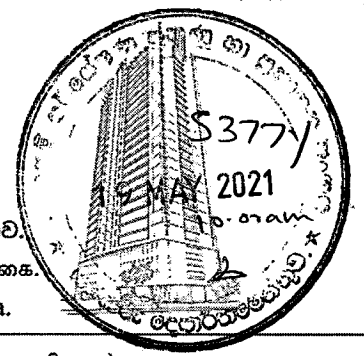


කමිකරු අමාත්‍යාංශය  
தொழில் அமைச்சு  
MINISTRY OF LABOUR



හයවන මහල, "මෙහෙවර පියෙස", නාරාහේන්පිට, කොළඹ 05, ශ්‍රී ලංකාව.  
6 ஆவது தளம், "மெஹேவர பியேச", நாரஹேன்பிட்டி, கொழும்பு 05, இலங்கை.  
6th Floor, "Mehewara Piyesa", Narahenpita, Colombo 05, Sri Lanka.

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எனது இல } ML/FR/04/Online/2021-V  
My No. }

ඔබේ අංකය }  
உமது இல }  
Your No. }



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|--------------------------------|---|
| Commissioner General of Labour | - Department of Labour                                  |
| Director General               | - National Institute of Labour Studies                  |
| Director General               | - National Institute of Occupational Safety and Health  |
| Commissioner                   | - Office of the Commissioner for Workmen's Compensation |
| Director                       | - National Productivity Secretariat                     |

**Digital Tools to Develop Basic English Language Proficiency  
From 28 June -02 July 2021 (Online)**

This refers to the letter No. TA/MY/S/16/21 dated 04/05/2021 sent by the Department of External Resources on the above online programme.

- You are kindly requested to follow the details given in the said letter. Please submit the applications with a copy of the passport and ERD form as per the letter to the FR division of this Ministry on or before 28 May 2021 with your recommendation.

**B. Vasanthan**  
Senior Assistant Secretary (Labour & Foreign Relations)  
For Secretary



විදේශ සම්පත් දෙපාර්තමේන්තුව  
வெளிநாட்டு வளங்கள் திணைக்களம்  
Department of External Resources



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මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு  
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance  
The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

මගේ අංකය  
எனது இல  
My No

TA/MY/S/16/21

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

Secretaries/ All Ministries  
Secretaries / All State Ministries  
Chief Secretaries/ All Provincial Councils  
All Heads of Departments / Institutions

Attn: Officer-in-charge of Foreign Training

Dear Sir / Madam

**Digital Tools to Develop Basic English Language Proficiency**

- From: 28 June – 02 July 2021 (Online)

The Government of Malaysia has invited nominations from eligible Government Officials in Sri Lanka for the above online programme. Copies of the programme details are enclosed.

We strongly recommend participation of suitable officers for this course and would be thankful if the nominations are submitted with the following documents on or **before 31 May 2021**.

- Dully filled Application Form (can be downloaded at [https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course) along with certified copies of the certificates of Academic and Professional Qualifications (in two sets)
- A copy of the passport
- Duly filled ERD form (could be downloaded from [www.erd.gov.lk](http://www.erd.gov.lk))

(For further enquiries please contact following officers of Technical Assistance Division;  
Ms. M.R.C.K Senanayake, Deputy Director – 0112484703 or Ms. Darshika Madurapperuma, Development Officer – 0112484995)

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa  
Additional Director General  
for Director General

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பணிப்பாளர் நாயகம்  
Director General

94-11-2484693

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அலுவலகம்  
Office

94-11-2484500  
94-11-2484600

ලැයිස් අංකය  
தொலை நகல்  
Fax

94-11-2447633  
94-11-2387153  
94-11-2434876





# ABOUT US

## THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the South-South Cooperation, in particular, the Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasizes on the development of human resources through the provision of trainings in various areas which are essential for a country's development such as the public administration, good governance, health, education, agriculture, sustainable development, poverty alleviation, economy and finance, ICT and environment. Annually, Malaysia offered more than 65 capacity-building and technical assistance programmes under the MTCP, which have benefited more than 34,000 participants from 144 countries.

### Objectives of MTCP

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TCDC)

### About ELTC

The English Language Teaching Centre (ELTC) was established on 1st June 2002 to undertake the specialist function of enhancing the teaching competencies of English Language teachers. The institution functions as a centre for innovation and research and development in the teaching and learning of English language. The institution is also tasked with the responsibility of setting standards and providing certification for English Language Teaching (ELT) professionals, in addition to developing expertise especially in the field of e-learning for ELT teacher education.

MTCP 2021  
**PHASE 1: TRAINING SCHEDULE**



MALAYSIA TIME	(1400 - 1500)	(1500 - 1700)	(1700 - 1900)	(1900 - 2300)
<b>DAY 2</b> 22.06.2021	<ul style="list-style-type: none"> <li>❖ Welcome address</li> <li>❖ Housekeeping</li> <li>❖ Photography session</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Listening (D1.T3.C1)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Listening (D1.T3.C1)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 3</b> 23.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Writing (D1.T3.C3)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Writing (D1.T3.C3)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 4</b> 24.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Reading (D1.T3.C4)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Reading (D1.T3.C4)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 5</b> 25.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Grammar (D1.T3.C5)</li> <li>❖ Improve Vocabulary (D1.T3.C6)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Review of Phase 1</li> <li>❖ Reinforcement of Phase 1</li> </ul>	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>

Indicates synchronous training via Microsoft Teams

# PREREQUISITES



## 10 DAYS BEFORE COURSE COMMENCES

- ❖ Obtaining participants' email list.
- ❖ Setting up ELTC Microsoft accounts for participants.
- ❖ Invite participants into Microsoft Teams.
- ❖ Instructors introduce themselves via Teams.

## 7 DAYS BEFORE COURSE COMMENCES

- ❖ Introduction to IMPROVE via Teams.
- ❖ IMPROVE Educator - participants create their profiles.
- ❖ Provide training schedule & instructions to participants via Teams.

## 3 DAY BEFORE COURSE COMMENCES

- ❖ CEFR-aligned proficiency test (pre-test) via Edusynch.
- ❖ Track progress & send reminders via Teams.

# PHASE 2: TRAINING SCHEDULE



MALAYSIA TIME

(1400 - 1500)

(1500 - 1700)

(1700 - 1900)

(1900 - 2300)

DAY	Date	1400 - 1500	1500 - 1700	1700 - 1900	1900 - 2300
<b>DAY 2</b>	29.06.2021	<ul style="list-style-type: none"> <li>Housekeeping</li> <li>Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>MC: Padlet for Collaboration I (D5.T1.C1) &amp; II (D5.T2.C1)</li> </ul>	<ul style="list-style-type: none"> <li>MC: Padlet for Collaboration III (D5.T3.C1)</li> </ul>	<ul style="list-style-type: none"> <li>Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 3</b>	30.06.2021	<ul style="list-style-type: none"> <li>Housekeeping</li> <li>Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>MC: Introduction to Edpuzzle (D1.T1.C2)</li> <li>MC: Experiencing Edpuzzle (D1.T2.C2)</li> </ul>	<ul style="list-style-type: none"> <li>MC: Becoming an Edpuzzle Teacher (D1.T3.C3) &amp; Coach (D1.T4.C1)</li> </ul>	<ul style="list-style-type: none"> <li>Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 4</b>	01.07.2021	<ul style="list-style-type: none"> <li>Housekeeping</li> <li>Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>ToT skills for online course moderation Action Plan (course mapping)</li> </ul>	<ul style="list-style-type: none"> <li>ToT skills for online course moderation Action Plan (course mapping)</li> </ul>	<ul style="list-style-type: none"> <li>Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 5</b>	02.07.2021	<ul style="list-style-type: none"> <li>Housekeeping</li> <li>Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>CEFR aligned English language test (post-test)</li> </ul>	<ul style="list-style-type: none"> <li>Rewiew of Phase 2 certification of Phase 2</li> <li>Glossing</li> </ul>	<ul style="list-style-type: none"> <li>Self-access learning on IMPROVE &amp; Edusynch</li> </ul>

Indicates synchronous training via Microsoft Teams



# APPLICATION GUIDELINE

Application should be made using prescribed MTCP forms available at:  
[mtcpccoms.kln.gov.my/mtcpccoms/online/list\\_course](http://mtcpccoms.kln.gov.my/mtcpccoms/online/list_course)

The application must be completed and endorsed by the Ministry of Foreign Affairs / Focal Points responsible for the MTCP Programme in the applicant's country, then submitted through the applicant's government with *Note Verbale* to the Ministry of Foreign Affairs Malaysia via the nearest Malaysian High Commission / Embassy.

Incomplete and/or unendorsed forms will not be processed.

Online training link will be sent out via email to successful candidate.

**CLOSING DATE OF NOMINATION: 07 JUNE 2021**

## Contact Details

English Language Teaching Centre,  
Ministry of Education Malaysia  
Kompleks Pendidikan Nilai,  
Lebuh Enstek, 71760 Bandar Enstek,  
Negeri Sembilan.  
(Att. : Dr. Mohd Faisal Farish bin Ishak)  
Email: [faisalfarish@eltc.edu.my](mailto:faisalfarish@eltc.edu.my)  
Tel: 06-7979000 (ext. 9173)  
Fax: 06-7979113/114