


ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

To: E-MAS Personnel  14/03/2024	Originator:	Haryati Khalil
	Department:	CEO's Office
	Tel:	+(60) 3-2267-7698
	Fax:	+(60) 3-2267-7770
	E-mail:	Haryatik@EMS

 Reference Number:
 OMQ.STF.M10002.1008.A

 Date:
 12 March 2024

Training Course Evaluation Form Digitalization Via E-Learning Platform

The E-MAS E-Learning Admin received a request to explore the available function in the current E-learning platform to digitize the current Training Course Evaluation Form (TCE), G00.OMH.M10580.ZF.0001.*, i.e., to simplify the current training evaluation form submission for e-learning courses.

The Management has approved the usage of the application and decided that starting 1st October 2024, all online in-house training as defined in the Training Procedure, G00.OMH.M10580.SD.0006.* is required to complete the TCE via the E-learning platform.

This process only applies to in-house training conducted for E-MAS staff only. The process flow of the submission can be referred to as the Training Course Evaluation Form Digitalization via the E-Learning Platform. The Trainer will guide/inform their trainee of the TCE form-setting accordingly.

Any feedback on the application or the process can be forwarded to Haryati (HaryatiK@CEO) for further investigation/ consideration.

Thank You.

Sincerely,



 Haryati Khalil
 Management Representative for Quality and Environment

 Attachments: Training Course Evaluation Form Digitalization via E-Learning Platform,
 G00.OMQ.M10002.CZ. 1010.A
 cc: {none}



ERL Maintenance Support Sdn Bhd

Training Course Evaluation Form Digitalization via E-Learning Platform

Prepared by: Muhammad Arif, Haryati



Objective

- To explore digitizing the Training Evaluation Form using the Frog platform to cater for E-MAS in-house online training



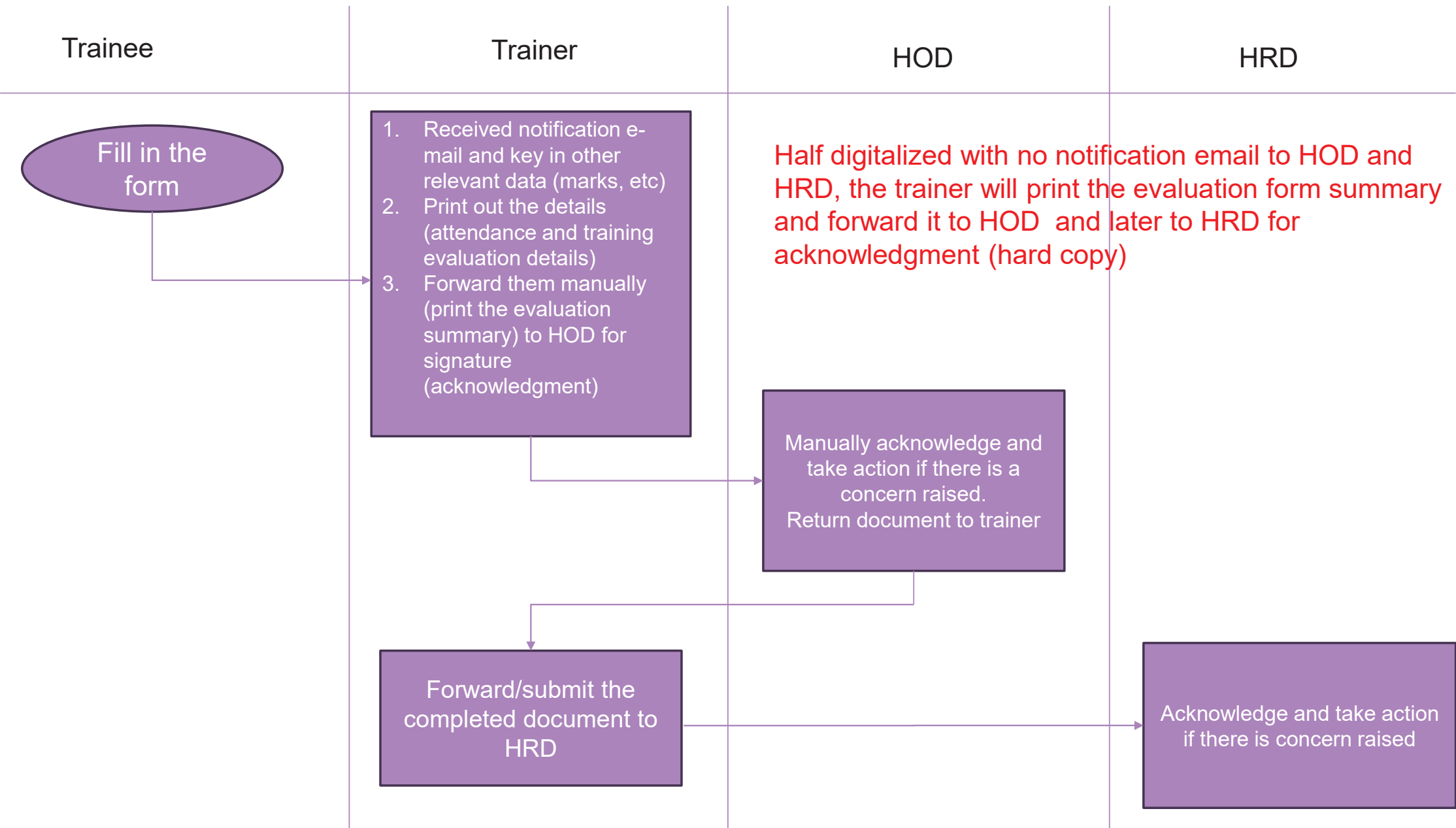
Problem statement

- Currently, in-house online training admins/ trainers are responsible for ensuring the Training Verification and Training Evaluation Form is completed (signed by trainee and HODs) before submitting it to HRD.
- There are requests from the Frog Admins and Trainer to fully digitalize the forms and simplify the process



Proposed solution





Sample: Training Evaluation Form

Site

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Edit

HRD

Data Viewer

HRD Training Form


TRAINING COURSE EVALUATION FORM

HRD Form 0041

Fields marked with "" are required*

SECTION 1: TRAINING AND PARTICIPANT DETAILS

Please complete the information below

Training Course Title: *	Participant Name: *
<input type="text"/>	<input type="text"/>
Trainer's Name: *	Participant Employee ID: *
<input type="text"/>	<input type="text"/>
Training Provider: *	Participant Department: *
<input type="text"/>	<input type="text"/>
Training Date/s: *	
<div>Please select </div>	

Please TICK only one best answer for question below

1. How did you attend this training? *

☐ Requested by myself

☐ Requested by my HOD/Immediate Supervisor (IS)

SECTION 2: TRAINEE'S ASSESSMENT

Please RATE the items below about the training you received, "5" being highly favourable and "1" less favourable.

1. Training objective were met *

☐ 1 (Low)

☐ 2

Sample: Notification (Trainer)

MuhammadArif@PNE

From: noreply@frogmailer.com
Sent: Friday, September 08, 2023 11:42 AM
To: MuhammadArif@PNE
Subject: TRAINING COURSE EVALUATION FORM Submitted.

Testuser1 has submitted a response to the form TRAINING COURSE EVALUATION FORM on site HRD Form.

The response is summarised below:

Username: testuser1
Name: Testuser1
Date/Time Submission: 8th Sep - 11:42am

Training Course Title: 82111 Train Washing Plant

Trainer's Name: Muhammad

Training Provider: In-house

Training Date/s: Friday, 8th September, 2023

Participant Name: Testuser1

Participant Employee ID: 20XXX1

Participant Department: PNE

1. How did you attend this training?: Requested by my HOD/Immediate Supervisor (IS)

1. Training objective were met: 4

2. The presenters skills and knowledge: 5 (High)

1. Based on the course attended, how did your learning experience compare to what you expected earlier? [Based on ranking below]: Learned somewhat more than I expected

1. If your objectives ratings is between 1-2, what is the possible reason? [Refer to your assessment for Question 1 at Section 2 above]: N/A

Please choose your Trainer / Immediate Supervisor [IS] for submit the evaluation: Muhammad Arif Farhan Yusaini

Results:

Requires:

Training Material Reference Number: Please fill in

Confirmation details date: Thursday, 1st January, 1970

HOD Comments (If any): Please fill in

Acknowledgement received date: Thursday, 1st January, 1970

1

Input from Trainee



Sample: Notification (Trainer)

MuhammadArif@PNE

From: noreply@frogmailer.com
Sent: Friday, September 08, 2023 11:44 AM
To: MuhammadArif@PNE
Subject: TRAINING COURSE EVALUATION FORM Submitted.

Testuser2 has submitted a response to the form TRAINING COURSE EVALUATION FORM on site HRD Form.

The response is summarised below:

Username: testuser2
Name: Testuser2
Date/Time Submission: 8th Sep - 11:44am

Training Course Title: 82111 Train Washing Plant

Trainer's Name: Muhammad

Training Provider: In-house

Training Date/s: Friday, 8th September, 2023

Participant Name: Testuser2

Participant Employee ID: 20XXX2

Participant Department: PNE

1. How did you attend this training?: Requested by my HOD/Immediate Supervisor (IS)

1. Training objective were met: 5 (High)

2. The presenters skills and knowledge: 5 (High)

1. Based on the course attended, how did your learning experience compare to what your expected earlier? [Based on ranking below]: Learned somewhat more than I expected

1. If your objectives ratings is between 1-2, what is the possible reason? [Refer to your assessment for Question 1 at Section 2 above]: N/A

Please choose your Trainer / Immediate Supervisor (IS) for submit the evaluation: Haryati Khalil

Results: Pass

Requires: N/A

Training Material Reference Number: D00.OMD.M82111.SH.1001.A

Confirmation details date: Friday, 8th September, 2023


Please choose your HOD's for submit the evaluation: Muhammad Arif Farhan Yusaini



HOD Comments (if any): Please fill in



1

Input from Trainer/SUP

Sample: Form Database in Frog

Site 

 Search 


 


Edit

HRDData Viewer

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TRAINING COURSE EVALUATION FORM



Username	Name	Date / Time of Submission	Training Course Title	Trainer's Name	Training Provider	Training Date/s
						-- Please select --
Reset						
testuser3	Testuser3	08/09/2023 @ 11:54	82111 Train Washing Plant	Muhammad	In-house	08/09/2023
testuser2	Testuser2	08/09/2023 @ 11:44	82111 Train Washing Plant	Muhammad	In-house	08/09/2023
testuser1	Testuser1	08/09/2023 @ 11:42	82111 Train Washing Plant	Muhammad	In-house	08/09/2023
testuser3	Testuser3	24/08/2023 @ 11:49	ERL Group Anti Bribery (ABC) Policy and Whistle-blower Policy	Muhammad	In-house	22/08/2023
testuser2	Testuser2	24/08/2023 @ 11:47	ERL Group Anti Bribery (ABC) Policy and Whistle-blower Policy	Muhammad	In-house	22/08/2023
testuser1	Testuser1	24/08/2023 @ 11:45	ERL Group Anti Bribery (ABC) Policy and Whistle-blower Policy	Muhammad	In-house	22/08/2023
testuser3	Testuser3	24/08/2023 @ 11:38	Scheduled Wastes Handling and Management	Nur	In-house	23/08/2023

Decision

Decision

Half digitalized with no notification email to HOD and HRD, the trainer will print the evaluation form summary and forward it to HOD and later to HRD for acknowledgment

Date of implementation: 1 March 2024 (6 months grace period, full implementation by 1 Oct 24)



Thank You.

