

Announcement

INTENSIVE DIPLOMA IN OIL PALM MANAGEMENT & TECHNOLOGY 2021



SEMESTER I (ONLINE) : 28 JUNE - 16 JULY 2021
SEMESTER II (ONLINE) : 26 JULY - 13 AUGUST 2021
SEMESTER III (PHYSICAL) : 23 AUGUST - 24 SEPTEMBER 2021

**MPOB HEAD OFFICE,
BANGI, SELANGOR**

MALAYSIAN PALM OIL BOARD (MPOB)
Institute of Malaysian Plantation and Commodities (IMPAC)
Ministry of Plantation Industries and Commodities (MPIC)
www.mpob.gov.my



IMPAC

FOREWORD

I am pleased to announce that the Malaysian Palm Oil Board (MPOB), in collaboration with the Institute of Malaysian Plantation and Commodities (IMPAC), oil palm industries and government agencies, is continuing to offer the Intensive Diploma in Oil Palm Management and Technology (IDOPMT). This unique intensive course provides upstream and downstream knowledge in palm oil production. The course is a combination of classroom lectures and practical training at selected oil palm estates.

This course caters to the needs of a wide spectrum of target groups such as estate managers, supervisors and decision makers, including fresh university graduates and those intending to venture into the oil palm sectors.

MPOB has been offering this course annually since 1982. The programme was upgraded in 1999 to a Diploma equivalent level with advanced training. To date, 22 programmes have been conducted for 448 participants from 15 countries.

The Diploma gained from this course is a valuable asset for career advancement in the plantation sector. A majority of past participants had been promoted to senior positions whilst others gained salary increments.

Feedbacks from past participants indicated that they earned new insights on the latest oil palm technologies from the lectures, visits and discussions with the experts. The interactions and sharing of experiences with fellow participants from various organisations and countries had also enhanced their networking and knowledge in oil palm management and technology.

It is therefore, with utmost pleasure, I invite you to attend this course.

Thank you.



DR. AHMAD PARVEEZ GHULAM KADIR
Director-General
Malaysian Palm Oil Board (MPOB)

INTRODUCTION

The Malaysian Palm Oil Board (MPOB) offers the Intensive Diploma in Oil Palm Management and Technology (IDOPMT) annually. 22 sessions had been conducted since 1999, with training in management of oil palm plantations and palm oil production.

IDOPMT is a qualification which will pave the way for career advancement in the oil palm industry.

ABOUT THE PROGRAMME

The course is conducted in English and comprises of lectures, project reports, assignments, practicals and examination. Participants are encouraged to actively participate in discussions and interactions throughout the programme.

WHO SHOULD ATTEND

Individuals who are involved either directly or indirectly with the oil palm industry. Those who intend to venture into the oil palm industry are also encouraged to apply.

ENTRY QUALIFICATIONS

Participants must have a recognised Diploma in Agriculture or a related Diploma in the agricultural field or a Secondary School Certificate (SPM) or two years experience in an oil palm plantation. Participants need to demonstrate a sufficient level of English language proficiency. The minimum requirements are as follows:

- Credit in English at SPM or equivalent.

OBJECTIVE AND EXPECTED OUTCOME

The objective of the programme is to train candidates in oil palm plantation management and technology. Other subjects include labour legislation, finance, engineering and processing. At the end of the course, candidates should be:

- knowledgeable on current management practices and technologies of the oil palm industry;
- acquainted with current research and developments in oil palm/palm oil;
- able to apply the management principles and technologies in their workplaces.

COURSE PERIOD

Semester	Date*	Part	Subjects
I (online)	28 June – 5 July 2021	I	Soil and Plant Science
	6 July – 16 July 2021	II	Regulations/Legislation/ Human Resource Development
II (online)	26 July – 13 August 2021	III	Management and Finance
III (Physical)	23 August – 24 September 2021	IV	Engineering and Processing

Note: *Subject to Covid-19 current situation.

COURSE FEE

The course fee is **RM5000** per participant. The fee covers tuition, course materials, meals, practicals and visits/travels throughout the course.

SHORT COURSE

A short-term course within the IDOPMT is also offered. For those who are interested in any module(s) or part(s) or semester(s), please refer to *Table 1* (page 8). Application for a short-term course should be received **two weeks** before the programme starts.

PAYMENT

Course fee must be paid to confirm registration. Payment can be done by bank transfer or cheque. Please send a copy of the bank slip to enable us to trace the payment.

Bank Information:

Beneficiary : Malaysian Palm Oil Board
Bank Beneficiary : CIMB Islamic Bank Berhad
Lower Ground and First Floor
Block A-2 & A-3, MKH Avenue
Jalan Avenue 1A
43000 Kajang, Selangor
SWIFT CODE : CTBBMYKL
Account No. : 8600471810

EXAMINATION AND PROJECT REPORTS/ASSIGNMENTS

Examinations, project reports and practicals will be used to gauge the performance of candidates.

Certificate will be awarded to successful candidates.

Participants are assessed on examination, practicals and project assignments . Three grades are conferred viz: Distinction (70%-100%), Credit (50%-69%) and Attendance (49% and below).

COURSE OUTLINE

Part	Title	Weightage (100%)
I	Soil and Plant Science DOP 101: Plant Science DOP 102: Soil Science	20
II	Regulations/Legislation/HRD DOP 103: Industrial Relations and Trade Union DOP 104: Safety and Health DOP 105: SOCSO and Human Resource Management	15
III	Management and Finance DOP 106: Introduction to Plantation Management DOP 107: Planting Materials and Nursery DOP 108: Land Preparation DOP 109: Drainage and Irrigation DOP 110: Field Planting DOP 111: Sustainable Oil Palm Management – Part I DOP 112: Sustainable Oil Palm Management – Part II DOP 113: Plantation Accounting DOP 114: Financial Management	35
IV	Engineering and Processing DOP 115: Palm Oil Processing DOP 116: Engineering and Mechanisation	20
V	Project Reports/Assignments	10

SYLLABUS OUTLINES

PART I: SOIL AND PLANT SCIENCE

DOP 101: PLANT SCIENCE

Root morphology, system-primary, secondary and anatomy; physiology use function and mechanism; stem - morphology and branching system; anatomy - meristem, xylem, cambium, *etc*; physiology - functions of various parts of seeds; meristem and its functions, herbaceous or woody, branching, xylem and phloem, cambium, propagation methods, bunch failure; abortion, sex ratio and flower production.

DOP 102: SOIL SCIENCE

Definition of soil, soil factors for growth, soil forming factors, soil physical properties - structure, texture, porosity and permeability, colour and density; soil colloids and chemical properties, soil clays, organic colloids, cat ion exchange, soil reactions; soil water, water retention forces, soil water classification for water requirement, estimating water content, water uptake by plants, consumptive use and water efficiency; soil biology and ecology, general classification of soil organisms, optimum conditions for soil organisms, beneficial organisms and their role, controlling harmful organisms; soil organic matter, what contributes to soil organic matter, role of soil organic matter; plant nutrients and fertilisers, mechanism of nutrient uptake, nutrients required for plant growth, role of plant nutrients, fertilisers supplying these nutrients, fertiliser requirements of oil palm; diagnosis of soil and plants for nutrients, soil sampling and plant analysis, visual nutrient deficiency symptoms, making fertiliser recommendations; fertiliser management, fertiliser nutrient balance, fertiliser guarantee, characteristics of fertilisers, techniques of fertiliser application, fertiliser efficiency and fertiliser calculations; land evaluation for oil palm.

Practical

Parent materials of soils, examination of soil profiles, types of soils for oil palm, coastal and organic soils, soil management under upland conditions; soil management for oil palm on inland soils, terracing, cover crops, zero burning; soil management for oil palm on coastal soils, fertiliser applications, use of palm residues/by products.

PART II: REGULATIONS/LEGISLATION/HRD

DOP 103: INDUSTRIAL RELATIONS AND TRADE UNION

Protection of rights, labour standards, employment and trade unions, disputes and dismissals.

DOP 104: SAFETY AND HEALTH

Introduction to occupational safety and health, main provisions, chemicals safety, study visit and project.

DOP 105: SOCSO AND HUMAN RESOURCE MANAGEMENT (HRM)

Overview of HRM; personal qualities of HR specialists; role and structure of the Ministry of Human Resource: Recruitment process; job description; job analysis; job advertisement; employee referrals; interviews; induction; training; benefits of training, concepts; needs analysis; training objectives and programme; target learners' group; learning principles; performance appraisal and payment systems; factors and indices of appraisal; common wage systems; factors affecting levels of pay, *etc*.

PART III: MANAGEMENT AND FINANCE

DOP 106: INTRODUCTION TO PLANTATION MANAGEMENT

Introduction; scope and importance of plantation management, scope and importance of plantation finance; objectives of plantation management.

DOP 107: PLANTING MATERIALS AND NURSERY

Breeding of planting materials, DxP planting materials, production of DxP, data collection of parent materials, assisted and controlled pollination, selection and planting of seed, fruit components of *dura*, *pisifera* and *tenera*, seed germination, processing stages of DxP production, single, double stage nursery, use of APM in nursery, immaturity phase, maturity phase, weeds and control in the nursery, insects control and applications, seedling runts, oil palm planting materials from tissue culture, planting and fertiliser programmes for the nursery.

DOP 108: LAND PREPARATION

Objectives of land preparation, land preparation on various soil types - peat, bris, inland, coastal, etc; jungle clearing - oil palm to oil palm, other types of crop to oil palm, zero burning, partial burning, complete burning, conditions and factors of successful land preparation for oil palm, felling and clearing, soil conservation, contour planting, terraces, platform, silt pits, roads and bridges, cover crop establishment; replanting, legume covers, non-legume covers; preparation for planting and replanting.

DOP 109: DRAINAGE AND IRRIGATION

Road and drain maintenance, bridges, culverts, integration of road and drainage system, maintenance of roads, drains, bridges, culverts, central complex and townships, mill, etc, types of drainage and irrigation, soil and water conservation.

DOP 110: FIELD PLANTING

Density of planting, planting - spacing, lining; lining of intercrops; terraces, platform, jungle clearing, oil palm stands, land clearing on diseased areas, etc.

DOP 111: SUSTAINABLE OIL PALM MANAGEMENT – PART I

Supply of seedlings for replacement, thinning, lining, vacant points, non-yielding palms, manuring programme, method and application of fertilisers, costing for alternative use of fertilisers, principles of crop protection and control of weeds; common pests and diseases in new (young) planting, etc; palm growth - flowering and fruiting; pruning, sanitation; nutrition in palm; efficiency of fertiliser recovery; deficiency symptoms N, P, K, Mg, Bo, etc; soil management.

DOP 112: SUSTAINABLE OIL PALM MANAGEMENT – PART II

Maintenance of drains and irrigation, harvesting, infield transportation, establishing fertiliser recommendations, palm nutrient requirements, soil supply of nutrients, monitoring nutrient status, foliar and soil analyses, foliar diagnosis system, environmental diagnosis system, pest and disease control, field upkeep, frond pruning and placement, uses of palm by products, Palm Oil Mill Effluent (POME), empty fruit bunch, etc; crop and animal integration in plantations and their feasibility, biodiversity and sustainable oil palm management, good agricultural practice and quality approaches in oil palm management.

DOP113: PLANTATION ACCOUNTING

Introduction, definition of accounting, users of accounting information, fundamental accounting concept, basic accounting principles, main classes of accounts, assets, liabilities, capital, revenue, expenses, principles of double entry accounting, recording: classifying; summarising, book of accounts, cash book; subsidiary books, general ledger, financial statements, profit and loss accounts, balance sheet, cash flow statements, explanation of accounting standards and international, accounting practices, accounting systems in a plantation company, financial accounting system of a plantation company; cost accounting system of a plantation company; estate operation records and reports.

DOP 114: FINANCIAL MANAGEMENT

Introduction; scope and importance of financial management; types of finance available; short term debt instruments; long term debt instruments; lease and trade finance; equity finance; financial performance evaluation; sources of financial information; interpretation of financial statements, key areas of evaluation, ratio analysis; managing working capital; levels of working capital; financing working capital; cash flow planning and projection; capital expenditure and investment evaluation; payback period; accounting rate of return; present value and internal rate of return; budgeting; budgeting objectives and concepts; budget preparation techniques; fixed and flexible budgets; variance analysis; financial management of a plantation company; critical and problem areas; capital expenditure decisions.

PART IV: ENGINEERING AND PROCESSING

DOP 115: PALM OIL PROCESSING

Fresh fruit bunch grading and quality, project planning, milling process, utilities and key machineries, quality control, waste management and environmental control, maintenance and cost of production, palm kernel oil extraction, refining process, uses of palm oil and palm kernel oil, uses of palm oil products, good manufacturing practice for mill and course project.

DOP 116: ENGINEERING AND MECHANISATION

Engines (diesel/petrol), power and machinery of agriculture, agriculture machinery and implements, mechanisation in problem areas, water management, mechanisation in oil palm estates, workshop planning and management and practical.

ADMISSION

Participants are required to complete and submit the registration form with payment **at least two weeks before** the programme starts. The application form must be accompanied by certified photocopies of the relevant certificates and payment or letter of guarantee on financial support.

Participants are advised to apply early. Places are limited and awarded on a first-come-first-served basis. Late applications or applications without payment will not be considered.

INFORMATION AND ENQUIRIES

For further information, please contact:

Director-General
Malaysian Palm Oil Board (MPOB)
6, Persiaran Institusi,
Bandar Baru Bangi,
43000 Kajang, Selangor,
Malaysia.

(Attn: Nurul Aishah Musa / Mohd Hakeem Osman, Training and Conference Management Unit)

Tel : 03-8769 4568 or 03-8769 4396

Fax : 03-8925 7549

E-mail : nurul.aishah.musa@mpob.gov.my / hakem@mpob.gov.my

Office hours:

Monday - Friday 8.30 am - 5.00 pm

TABLE 1. IDOPMT SHORT-TERM PROGRAM FEES SCHEDULE

Semester	Part	Module	Fee per module	Fee per part	Fee per semester	Fee per course
I	I - Soil and Plant Science II - Regulations/Legislations/HRD	DOP 101: Plant Science	RM400	RM1200	RM2000	
		DOP 102: Soil Science	RM400			
		DOP 103: Industrial Relations and Trade Union	RM300			
		DOP 104: Safety and Health	RM200			
		DOP 105: SOCCSO and Human Resource Management/Development	RM300			
II	III - Management and Finance	DOP 106: Introduction to Plantation Management	RM300	RM2500	RM5000	
		DOP 107: Planting Materials and Nursery	RM400			
		DOP 108: Land Preparation	RM400			
		DOP 109: Drainage and Irrigation	RM200			
		DOP 110: Field Planting	RM500			
		DOP 111: Sustainable Oil Palm Management – Part I	RM300			
		DOP 112: Sustainable Oil Palm Management – Part II	RM300			
		DOP 113: Plantation Accounting	RM400			
DOP 114: Financial Management	RM400					
III	IV- Engineering and Processing	DOP 115: Palm Oil Processing	RM700	RM1200	RM1200	
		DOP 116: Engineering and Mechanisation	RM700			

The date of the short term course will be announced in our website: www.mpob.gov.my

7. Designation

Date of Appointment
to the Present Position

8. Employment History

(List chronologically all the posts you have held. Also specify the number of years of experience in an oil palm plantation, if applicable)

Post	Date of Service	Name and Address of Employer	Type of Organisation Private/Government/ Semi-government*	Yr. of Exp. in Oil Palm
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Post	Date of Service	Name and Address of Employer	Type of Organisation Private/Government/ Semi-government*	Yr. of Exp. in Oil Palm
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Post	Date of Service	Name and Address of Employer	Type of Organisation Private/Government/ Semi-government*	Yr. of Exp. in Oil Palm
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9. Academic Records

(List chronologically all secondary and post secondary institutions you have attended. Also attach a copy of secondary school certificate/SPM certificate or its equivalent/or higher)

Institution	Location of Institution	Dates Attended	Qualification Earned
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Institution	Location of Institution	Dates Attended	Qualification Earned
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Institution	Location of Institution	Dates Attended	Qualification Earned
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Institution	Location of Institution	Dates Attended	Qualification Earned
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10. English Proficiency
(please tick the appropriate boxes)

Mode	Good	Fair	Basic	Nil
Written				
Spoken				

11. Name and Address of a Relative or Friend to Contact in Case of Emergency

Name: _____

Address: _____

Tel.: _____

Fax: _____

I certify that to the best of my knowledge the above statements are correct.

Date: _____

Signature of Applicant

