

Institut Teknologi Petroleum PETRONAS (INSTEP)

Learning Calendar 2023



Your Journey Starts Here



Your Preferred Technical Learning Solutions Partner

We **accelerate** your competency development through **experiential learning**

We further support your **exceptional growth** because we care about your **technical competencies**

We **deliver** customised niche learning solutions anchored on **world-class facilities** and industry-experienced



Internal

Empowered by Innovation

Hands-on experiences and reflection

Interactive theoretical learning in classroom, hands-on-training at practical workshop and **experiential learning** at INSTEP's first-of-its-kind, **Upstream Downstream Training Plant (UDTP)** will complement your digital learning experience

UDTP is the first-of-its-kind in the world

Upstream Downstream Training Plant (UDTP) simulates real Upstream and Downstream plant scenarios in safe environment and creates a **perfect ecosystem as testbed** to test and pilot new and **innovative technology development**





Selected INSTEP programmes are now **HRD Corp Claimable** and **more** will be registered and updated from time to time

HRD Corp Claimable

Please **notify your respective HR focal** to apply for the grant before joining the training programme

Employers are advised to apply for the grant **at least five (5) working days before** participant(s) attend the training programme. Failure to do so may result in invalid claims to HRD Corp

Claim amounts may vary and is subjected to **HRD Corp Allowable Cost Matrix** calculations



INSTEP is MBOT and EiMAS approved training provider

Earn Your CPD Hours Today

INSTEP has been approved by Malaysian Board of Technologist (MBOT) as an **Approved Training Provider (ATP)** to deliver MBOT - certified training programmes for **Continuing Professional Development (CPD) hours** collection system. In MBOT, CPD is essential to renew the certificate of registration for Professional technologists and Certified Trainers only.

INSTEP has been conferred by Environment Institute of Malaysia (EiMAS) as an Approved Training Provider (ATP) to deliver CePIETSO-BP and CePSWaM programmes. We provide safety and environment certifications to support the business sustainability and operations.

INSTEP[®]

INSTITUT TEKNOLOGI PETROLEUM PETRONAS

INSTITUT TEKNOLOGI PETROLEUM PETRONAS
**LEARNING
CALENDAR
2023**

Public Learning Calendar

Click on the tab at the top
to view our learning solutions

*You can use search button in PDF
to search for our programmes*



Glossary of Terms

A&C : Assessment & Certification

F2F : Face-to-Face Experiential Learning

HRD Corp : Human Resource Development Corporation

NET UPG : NET Upgrading

NR : Non-Residential

R : Residential

SKG : Skill Group



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*Clickable content for
quick access to programme*





Technical Certification Solutions (TCS)

OTS A&C: Process & Analytical (P&A) – CePIETSO BP

Programme Leader: 1) Nor Nisha Athirah Binti Azmi +6017-959 2460 nornishaathirah.azmi@petronas.com 2) Nurul Alia Diyana Binti Alias +6016-616 9963 nurulaliadiyana.alia@petronas.com 3) Siti Suhaili Shuib +609-668 6150 / +6013-586 8208 sitisuhaili.shuib@petronas.com									2023											
									Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (Biological Process)- CePIETSO BP	F2F (NR)	INSTEP	Yes	5,000	10	25	5	8-12	12-16 26/2-2/3	12-16		7-11 21-25	18-22	9-13/ 23-27	6-10	3-7 17-21	22-26	26-30	10-14

- Course fee stated above **EXCLUDES** tax
- HRD Corp Claimable** for selected INSTEP programmes
- Neither PETRONAS nor INSTEP, has authorised any agency appointment for INSTEP training enrolment



OTS A&C: Mechanical & Inspection (M&I) – OSR Inspector

Programme Leader: Suhaili Hamah Muding-Muhamad +609 - 668 6065 +010 - 236 5883 suhaili.hamahmuding@petronas.com.my		Prog. Type	Venue	HRD Corp Claimable	Course Fee (RM)	Min Pax	Max Pax	Duration (Days)	2023											
									Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	OSR Inspector: Atmospheric Storage Tank	F2F (NR)	KL	Coming Soon	1,800	5	10	1					11				7			
2	OSR Inspector: Fired Pressure Vessel Inspection	F2F (NR)	KL	Coming Soon	4,000	5	10	3						13-15				10-12		
3	OSR Inspector: Hoisting & Lifting Equipment	F2F (NR)	KL	Coming Soon	2,900	5	10	2		22-23					24-25					
4	OSR Inspector: HSE MS	F2F (NR)	KL	Coming Soon	2,900	5	10	2		14-15						15-16				
5	OSR Inspector: Non Destructive Testing	F2F (NR)	KL	Coming Soon	2,900	5	10	2					8-9				11-12			
6	OSR Inspector: OSR Competency Assessment	F2F (NR)	KL	Coming Soon	1,000	5	10	1			1					28				
7	OSR Inspector: OSR MS	F2F (NR)	KL	Coming Soon	2,900	5	10	1.5		15-16						16-17				
8	OSR Inspector: Piping Inspection	F2F (NR)	KL	Coming Soon	2,900	5	10	2					30-31		26-27					
9	OSR Inspector: Risk Based Inspection	F2F (NR)	KL	Coming Soon	2,900	5	10	2						21-22				2-3		
10	OSR Inspector: Unfired Pressure Vessel Inspection	F2F (NR)	KL	Coming Soon	4,000	5	10	3							3-5		19-21			
11	OSR Inspector: Welding Technology	F2F (NR)	KL	Coming Soon	2,900	5	10	2						7-8				23-24		

- Course fee stated above **EXCLUDES** tax
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- Neither PETRONAS nor INSTEP has authorised any agency appointment for INSTEP training enrolment



OTS A&C: Mechanical & Inspection (M&I) – Plant Management System Qualified Person (PMSQP)

Programme Leader: Suhaili Hamah Muding-Muhamad +609 - 668 6065 +010 - 236 5883 suhaili.hamahmuding@petronas.com.my		Prog. Type	Venue	HRD Corp Claimable	Course Fee (RM)	Min Pax	Max Pax	Duration (Days)	MBOT CPD Hours	2023											
										Jan	Feb	Mac	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Plant Management System Qualified Person (PMSQP)																					
1	PMSQP: Compliance to FMA 1967 and Regulations	Online	MS Teams	Coming Soon	900	7	20	2	Coming Soon		8-9	15-16				12-13			11-12		
2	PMSQP: Compliance to Regulations Under OSHA 1994	Online	MS Teams	Coming Soon	900	7	20	2	Coming Soon		22-23			10-11			9-10		25-26		
3	PMSQP: ISO 45001:2018 Requirements	Online	MS Teams	Coming Soon	1,900	10	20	2	Coming Soon	Upon Request (Click to Enquire)											
4	PMSQP: ISO 45001:2018 Lead Auditor (IRCA & CQI Certified)	Online	MS Teams	Coming Soon	5,100	8	8	5	Coming Soon			6-10		8-12	12-16			18-22		6-10	
5	PMSQP: Plant Management System (PMS)	F2F (NR)	KL	Coming Soon	4,300	8	20	4	Coming Soon					22-25			7-10			20-23	
		Online	MS Teams	Coming Soon	1,600	8	15	4	Coming Soon						19-22		21-24				
6	PMSQP: Governance Competency Assessment	Online	MS Teams	Coming Soon	400	5	20	1	Coming Soon		28				15			21			
7	PMSQP: PV and Piping Inspection	F2F (NR)	KL	Coming Soon	3,500	8	15	3	Coming Soon					8-9		25-27			19-21		
8	PMSQP: Non-destructive Testing	F2F (NR)	KL	Coming Soon	2,700	8	15	2	Coming Soon					22-23			7-8			6-7	
9	PMSQP: Risk Based Inspection	F2F (NR)	KL	Coming Soon	2,700	8	15	2	Coming Soon						7-8	26-27		6-7			
10	PMSQP: Hoisting & Lifting Equipment Inspection	F2F (NR)	KL	Coming Soon	2,700	8	15	2	Coming Soon		15-16				14-15				30-31		
11	PMSQP: Safe System of Works (SSOW) Part 1	F2F (NR)	KL	Coming Soon	2,700	8	15	2	Coming Soon					30-31				4-5			
12	PMSQP: Safe System of Works (SSOW) Part 2	F2F (NR)	KL	Coming Soon	3,500	8	15	3	Coming Soon		13-14					5-6					
13	Process Safety Management	F2F (NR)	KL	Coming Soon	2,700	8	15	2	Coming Soon			1-2					28-29				
14	Process Safety Risk Assessment	F2F (NR)	KL	Coming Soon	3,500	8	15	3	Coming Soon			7-8				19-20					

- Course fee stated above **EXCLUDES** tax
- HRD Corp Claimable** for selected INSTEP programmes
- Neither PETRONAS nor INSTEP, has authorised any agency appointment for INSTEP training enrolment



OTS A&C: Electrical – IECEX Competency Training Programme & Assessment

Programme Leader: M Faizzudin Bin Ahmad Azhar +609 - 668 6120 +6014 - 512 8724 muhamadfaizzudin.ah@petronas.com.my		Prog. Type	Venue * (May be Inclusive of Experiential Learning at UDTP)	HRD Corp Claimable	Course Fee (RM)	Min Pax	Max Pax	Duration (Days)	2023											
									Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	IECEX Unit Ex001 Competency Training Programme & Assessment **	F2F (NR)	KL	Yes	5,100	1	10	2								16 - 18				
2	IECEX Unit Ex001 & Ex003 Competency Training Programme & Assessment **	F2F (NR)	INSTEP*	Yes	8,600	1	10	4									16 - 19			
3	IECEX Unit Ex001, Ex007 & Ex008 Competency Training Programme & Assessment **	F2F (NR)	INSTEP*	Yes	8,900	1	10	4						12 - 15		28 - 31				
4	IECEX Unit Ex001, Ex003, Ex007 & Ex008 Competency Training Programme & Assessment **	F2F (NR)	INSTEP*	Yes	11,800	1	10	5								20 - 24		29 - 02		
5	IECEX Unit Ex001, Ex004, Ex007 & Ex008 Competency Training Programme & Assessment **	F2F (NR)	INSTEP*	Coming Soon	11,800	1	10	5										19 - 23		
6	IECEX Unit Ex001 & Ex009 Competency Training Programme & Assessment **	F2F (NR)	KL	Yes	9,800	1	10	4									12-Sep			
7	IECEX Refresher (Exclude Examination)	F2F (NR)	INSTEP*	Coming Soon	700	1	10	3	Upon Request (Click to Enquire)											

Note:

1. Fee is inclusive of Assessment**
2. Assessment Date is subject to SIRIM's availability

- Course fee stated above **EXCLUDES** tax
- **HRD Corp Claimable** for selected INSTEP programmes
- Neither PETRONAS nor INSTEP, has authorised any agency appointment for INSTEP training enrolment



OTS A&C: Electrical – Chargeman Programme

Programme Leader: M Faizzudin Bin Ahmad Azhar +609 - 668 6120 +6014 - 512 8724 muhamadfaizzudin.ah@petronas.com.my		Prog. Type	Venue * (May be Inclusive of Experiential Learning at UDTP)	HRD Corp Claimable	Course Fee (RM)	Min Pax	Max Pax	Duration (Days)	2023											
									Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	A0 Chargeman	F2F (NR)	INSTEP*	Yes	16,200	2	20	80				12/2-1/6				18/6-12/10				
2	A4 Chargeman	F2F (NR)	INSTEP*	Yes	18,000	2	20	100				5/3-3/8					20/8/2023-11/1/2024			
3	B0 Chargeman	F2F (NR)	INSTEP*	Yes	20,000	2	20	100				19/3- 17/8								
4	B4 Chargeman	F2F (NR)	INSTEP*	Yes	23,800	2	20	100									3/9/2023-25/1/2024			
5	Low Voltage Overhead Lines	F2F (NR)	INSTEP*	Yes	2,900	2	20	10			26/2-9/3									
6	High Voltage Overhead Lines	F2F (NR)	INSTEP*	Yes	3,700	2	20	13							23 /7-10/8					
7	Low Voltage Generator And Synchronizing	F2F (NR)	INSTEP*	Coming Soon	2,000		N/A	10	Upon Request (Click to Enquire)											
8	High Voltage Generator And Synchronizing	F2F (NR)	INSTEP*	Coming Soon	1,900		N/A	10												
9	Refresher & Referral Examination	F2F (NR)	INSTEP*	Coming Soon	1,300		N/A	5												
10	Referral Examination	F2F (NR)	INSTEP*	Coming Soon	400		N/A	1												

- Course fee stated above **EXCLUDES** tax
- HRD Corp Claimable** for selected INSTEP programmes
- Neither PETRONAS nor INSTEP. has authorised any agency appointment for INSTEP training enrolment



OTS A&C: Instrumentation

Programme Leader: M Faizzudin Bin Ahmad Azhar +609 - 668 6120 +6014 - 512 8724 muhamadfaizzudin.ah@petronas.com.my		Prog. Type	Venue * (May be Inclusive of Experiential Learning at UDTP)	HRD Corp Claimable	Course Fee (RM)	Min Pax	Max Pax	Duration (Days)	2023											
									Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Certified Personnel for Metering Validation and Calibration Competency Programme	F2F (NR)	INSTEP*	Yes	3,800	4	8	5						18-22		20-24		22-26		
2	Instrument Fitter	F2F (NR)	INSTEP*	Yes	3,200	4	8	4									18-21			

- Course fee stated above **EXCLUDES** tax
- HRD Corp Claimable** for selected INSTEP programmes
- Neither PETRONAS nor INSTEP, has authorised any agency appointment for INSTEP training enrolment



OTS A&C: Health, Safety & Environment (HSE) – CePSWaM

Programme Leader: 1) Nor Nisha Athirah Binti Azmi +6017-959 2460 nornishaathirah.azmi@petronas.com 2) Nurul Alia Diyana Binti Alias +6016-616 9963 nurulaliadiyana.alia@petronas.com 3) Siti Suhaili Shuib +609-668 6150 / +6013-586 8208 sitisuhaili.shuib@petronas.com			Prog. Type	Venue	HRD Corp Claimable	Course Fee (RM)	Min Pax	Max Pax	Duration (Days)	2023											
										Jan	Feb	Mac	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Certified Environmental Professional in Scheduled Waste Management (CePSWaM)	F2F (NR)	INSTEP	Yes	3,750	10	25	5					7-11			13-17		1-5			
		F2F (NR)	KL	Yes	3,750	10	25	5	9-13		13-17			12-16	24-28		11-15	16-20	27/11-1/12		
		F2F (NR)	Selangor	Yes	3,750	10	25	5		20-24			15-19			21-25					
		F2F (NR)	Johor Bahru	Yes	3,750	10	25	5					18-22	2-7		17-21	22-26				
		F2F (NR)	Kuantan	Yes	3,750	10	25	5						10-14							
		F2F (NR)	Pulau Pinang	Yes	3,750	10	25	5		6-10			22-26			7-11				4-8	
		F2F (NR)	Kota Kinabalu	Yes	3,750	10	25	5						31/7-4/8		30/10-3/11					
		F2F (NR)	Miri	Yes	3,750	10	25	5			6-10								11-15		
		F2F (NR)	Kuching	Yes	3,750	10	25	5					19-23								

- Course fee stated above **EXCLUDES** tax
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- Neither PETRONAS nor INSTEP has authorised any agency appointment for INSTEP training enrolment



OTS A&C: Health, Safety & Environment (HSE) – PCSB Permit to Work (PTW) Level 2

Programme Leader: Nurul Nadia Mohamad Sabry 09-6686000 0195226554 nurulnadia.mohamads@petronas.com		Level	Prog. Type	Venue	HRD Corp Claimable	Course Fee (RM)	Min Pax	Max Pax	Duration (Days)	2023											
										Jan	Feb	Mac	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	PCSB Permit to Work (PTW) Level 2	2	F2F (NR)	Kerteh	Yes	1,370	15	25	3	16-18 24-26	31/1-2/2 13-15 20-22	13-15 20-22 27-29	10-12 16-18	8-10 22-24 29-31	6-8 12-14 19-21	10-12 16-18 24-26	7-9 14-16 21-23 28-30	11-13 18-20 24-26	9-11 16-18 23-25	6-8 13-15 20-22	11-13 18-20 26-28
				Shah Alam	Yes	1,370	15	25	3	24-26	20-22	1-3		8-10 17-19	7-9 19-21	11-13 15-17	8-10 15-17	12-14	10-12 24-26	7-9	19-21
				Kota Kinabalu	Yes	1,370	15	25	3		13 - 15	14-16	11-13	17-19	13-15 20-22	11-13 25-27	8-10 15-17	12-14 19-21	10-12	7-9	
				Miri	Yes	1,370	15	25	3	17-19	1-3 13-15	1-3 21-23	4-6 11-13	23-25	7-9 13-15 20-22	4-6 11-13 25-27	8-10 15-17 22-24	5-7 12-14 19-21	10-12 17-19 24-26	7-9 14-16 21-23	12-14 19-21
	2	Online	MS Teams	Yes	700	20	25	3	9-11	7-9	6-8	3-5	8-10	6-8	3-5	1-3	4-6	2-4	31 /10-2/11	4-6	

- Note:
- PCSB Permit to Work (PTW) Level 2 above will be delivered via Face-to-Face (F2F) or Virtual Instructor-Led Training (VILT) mode.
 - PTW candidates are encouraged to enrol for F2F mode as its passing rate is higher than VILT mode.

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- Neither PETRONAS nor INSTEP has authorised any agency appointment for INSTEP training enrolment





HSE & Sustainability Solutions (HSESS)

Mind-A-Care

Programme Leader: Siti Suhaili Shuib +609-668 6150 +6013-5868208 sitisuhaili.shuib@petronas.com		Prog. Type	Venue	HRD Corp Claimable	Course Fee (RM)	Min Pax	Max Pax	Duration (Days)	2023											
									Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	MIND-A-CARE Facilitator	F2F (NR)	INSTEP	Coming Soon	3,277	15	20	3	Upon Request (Click to Enquire)											
2	MIND-A-CARE Ambassador	F2F (NR)	KL	Coming Soon	1,850	15	25	2			14-15 (2 sessions)			21-22 (2 sessions)			20-21 (2 sessions)		15-16 (2 sessions)	
3	MIND-A-CARE TTT	F2F (NR)	INSTEP	Coming Soon	1,110	10	15	1	Upon Request (Click to Enquire)											

- Course fee stated above **EXCLUDES** tax
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Awards & Recognitions



**RoSPA HEALTH
& SAFETY
AWARDS 2020,
2021 & 2022
Gold Award**



**BTEC
INTERNATIONAL
INSTITUTION OF
THE YEAR 2021
Silver Award**



**PRIME MINISTER'S
HIBISCUS AWARD
(PMHA) 2019/2020
Notable Achievement
Award in Environmental
Performance**



**GLOBAL
GETENERGY
AWARD 2019
Localisation Award**



**OUTSTANDING
PEARSON
LEARNER
AWARD
2016, 2017,
2018 & 2019**



**MALAYSIAN
SOCIETY FOR
OCCUPATIONAL
SAFETY & HEALTH
GOLD CLASS 1
AWARD 2017, 2018
& 2019**



**HUMAN RESOURCES
DEVELOPMENT
AWARDS 2017
Data Analytics
Category**



**GLOBAL
GETENERGY
AWARD 2016
Education & Training
Provider of The Year**



**PEARSON BTEC
OUTSTANDING
AWARD 2016**

Accreditations & Certification



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