

Format for providing Information on the system of Evaluation adopted for training programmes delivered by National Statistical training Institutions

1. Name of Training Institution

Malaysian Statistical Training Institute (ILSM)

2. Address

Malaysian Statistical Training Institute (ILSM)

Department of Statistics Malaysia,

Level 2, Administrative Block,

35600 Sungkai, Perak, Malaysia

3. Name of Head of training Institution along with designation

Mr. Mohd Ridauddin Masud, Director

4. Contact details of the head of training Institution:

Email: ridauddin@dosm.gov.my

Office Phone: +6054066201

Mobile: +60163473976

5. Brief description of the training programmes (Please indicate separately short-term (one to two weeks) and long term (more than two weeks), mode of delivery (face-to-face, virtual, eLearning etc.) and target audience (domestic (statisticians from NSO/NSS, Non-statisticians), participants from outside country etc.)

Generally, Department of Statistics Malaysia (DOSM) has designed the training programme in accordance to the Public Sector Training Circular released by Public Service Department. The training programmes implemented in DOSM through Malaysia Statistical Training Institute (ILSM) consists of short term and long term programme. These programmes were structured based on services period and 3 level of competency namely Basic (also known as Statistical Competencies Development Programme (SCDP)), Intermediate and Advance.

These trainings are delivered through face-to-face, blended, virtual and e-Learning (known as Malaysia Statistics Ubiquitous Learning (MySUL)). The participants involved in the training conducted by the institute are both domestic (statisticians & Non-statisticians) and international.

6. **Methodology adopted, and instruments used for evaluation** (e.g. survey, interview, observation; what type of information is collected and who are the main users of the evaluation results. Please attach a copy of the instrument used)


6(a) Evaluation of the training course, lecturers, facilities etc.

There are 2 types of assessments use by ILSM

- i. Training Effective Evaluation (immediately after the training)
Elements been evaluated including objective achievement, training content, training techniques, managerial & facilities, training benefit, knowledge and skills acquired before and after the training. (ILSM / 1)
- ii. Lecturer evaluation
Elements been evaluated including lecture's content, presentation skills / delivery, two ways communication and practical aspect. (ILSM / 2)

6(b) Evaluation of participants after completion of the course (pre and post completion of the course etc.)

Basically, the evaluation of participants after completion of the course are divided into two categories:

- i. Supervisory Evaluation
This evaluation will be conducted three months after completion the course. It involves 3 aspects of evaluation pre and post completion of the course including work outcome, self-quality and knowledge & skills. (ILSM/AKA/B12)
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ii. SCDP Evaluation

The elements been evaluated based on five competencies of participants which comprises of statistical knowledge, ICT & statistical software, analytical, communication and attitude. (ILSM/SCDP/B11)

7. **How the results of the evaluation are analyzed and used?** (e.g. simple tabulations; used in annual reports of the organization; used for updating training; determining future areas of work)

Results of the evaluation are analyzed and used to enhance future courses module. Beside that, gathered information on training needs from Human Resource Management Information System (HRMIS) were used as input in training plan. These results are presented in DOSM Training Management Committee Meeting held biennially.

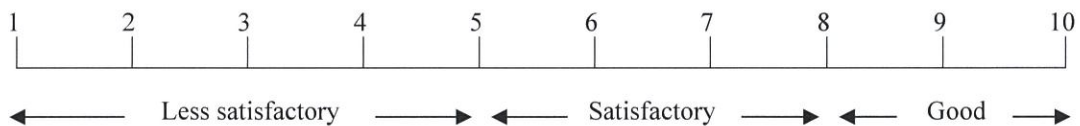
**TRAINING COURSE EVALUATION FORM
INSTITUT LATIHAN STATISTIK MALAYSIA
DEPARTMENT OF STATISTICS MALAYSIA**

(Overall Assessment)

Name of Course :

Date of Course :

Note : Using scale below, please indicate your evaluation for each of the following. Mark '0' if not applicable.



1. This course achieved its objective

(a) Objective 1

(b) Objective 2

(c) Objective 3

If you evaluate the course **less satisfactory**, please stated why:

2. Level of knowledge and skills acquired after attending this course:

Remark

(a) Knowledge concerning the course content

(b) Skills in solving issues related to the course content

3. The Content, Training Techniques and Managerial Aspect of the course :

(a) The Content

Remark

- (i) Relevancy of the topics _____
- (ii) Continuity of the topics _____
- (iii) Emphasis on the theory _____
- (iv) Emphasis on the practicality _____

(b) Training Techniques

Remark

- (i) Lecture _____
- (ii) Case Study _____
- (iii) Practical _____
- (iv) Group Discussion _____
- (v) Field Visit _____
- (vi) Use of Media (Video/Graphic etc.) _____

(c) Managerial

Remark

- (i) Length of Course _____
- (ii) Amenities:
 - Accommodation _____
 - Food _____
 - List of Reference _____
 - Notes _____
 - Sports Facilities _____
 - Social Activities _____
 - Instruction / Announcement _____
- (iii) Overall Management _____

4. Knowledge acquire related to the course content

Before Course

After Course

5. Course Effectiveness

(a) How effective is this course to you?

(b) Would you recommend this course to others?

6. What are the strengths of this course?

7. What are the weaknesses of this course?

8. What recommendations do you have for enhancing this course?

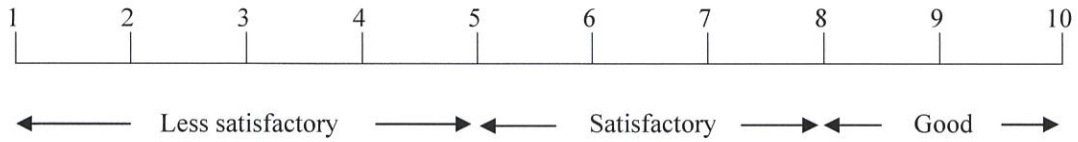
**INSTITUT LATIHAN STATISTIK MALAYSIA
DEPARTMENT OF STATISTICS, MALAYSIA**

Please check that all the questions are answered. Thank you.

**TRAINING COURSE EVALUATION FORM
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DEPARTMENT OF STATISTICS MALAYSIA**

(Trainer Assessment)

Note : Using scale below, please indicate your evaluation for each of the following:



No.	Trainer / Topic	Content	Presentation skills/delivery	Two ways communication	Practical	Remarks
1.	Trainer : Topic :					
2.	Trainer : Topic :					
3.	Trainer : Topic :					
4.	Trainer : Topic :					
5.	Trainer : Topic :					
6.	Trainer : Topic :					

No.	Trainer / Topic	Content	Presentation skills/delivery	Dialogue / Communication	Practical	Remarks
7.	Trainer : Topic : Physical Flow Accounts					
8.	Trainer : Topic : Physical Accounting for Residuals					
9.	Trainer : Topic : Ecosystem Accounting and Introduction to Monetary Valuation of Environmental Assets and Service Flows					
10.	Trainer : Topic : Workshop on SEEA Implementation					

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Please check that all the questions are answered. Thank you.



**TRAINING EFFECTIVENESS EVALUATION FORM
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 DEPARTMENT OF STATISTICS MALAYSIA**

ILSM/AKA/B12

A. PARTICIPANT INFORMATION (FILL BY PARTICIPANT)

Name : _____
 Designation : _____
 Division : _____

B. TRAINING INFORMATION (FILL BY PARTICIPANT)

Title : _____
 Date : _____
 Location : _____
 Type of participation : Applied Selected

Tick (/) an appropriate box.

FOR OFFICE USE

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C. EVALUATION OF PARTICIPANT (FILL BY SUPERVISOR OFFICER)

Scale

- 1 - 4 Less Satisfactory
- 5 - 7 Satisfactory
- 8 - 10 Good

Based on the scale above, please state your assessment according to the criteria below :

1. Working Outcome

CRITERIA	BEFORE TRAINING	AFTER TRAINING
Quantity		
Quality		
Effectiveness		
Timeliness		

FOR OFFICE USE

Comment/Sugesstion:

2. Self Quality

KRITERIA	BEFORE TRAINING	AFTER TRAINING
Leadership		
Discipline		
Commitment		
Proactive and Innovative		
Corporation		
Communication Effectiveness		

Comment/Sugesstion:

3. Knowledge and Skills

CRITERIA	BEFORE TRAINING	AFTER TRAINING	FOR OFFICE USE
Knowledge and Skills in the field of work			
Policy Implementation, Administrative Rules and Regulations			
General Knowledge			

Comment/Sugesstion:

4. Overall Review of Officer Performance After Attending This Course

CONFIRMATION OF SUPERVISOR OFFICER	
Signature:	_____
Name:	_____
Designation:	_____
Date:	_____

EVALUATION REPORT STATISTICAL COMPETENCIES DEVELOPMENT PROGRAMME (SCDP) GRED E41-E44 (INTAKE 10-12 YEARS)

Participants Name:.....

(The scoring scale is 1-10) :

9 - 10	excellent
7 - 8	good
5 - 6	average
3 - 4	weak
0 - 2	very weak

1. STATISTICAL KNOWLEDGE COMPETENCIES

- | | |
|--|---|
| a) Understanding of statistical concepts and methodologies | <input style="width: 60px; height: 25px;" type="text"/> |
| b) Use of statistical methods in daily tasks | <input style="width: 60px; height: 25px;" type="text"/> |
| c) Understanding of GSBPM | <input style="width: 60px; height: 25px;" type="text"/> |
| d) Understanding socioeconomic concepts | <input style="width: 60px; height: 25px;" type="text"/> |

2. ICT & STATISTICS SOFTWARE COMPETENCIES

- | | |
|---|---|
| a) Understanding the concept of Digital Data Management | <input style="width: 60px; height: 25px;" type="text"/> |
| b) Knowledge and skills in statistical software do not including excel (SAS/SPSS/STATA/R/PYTHON/Others) | <input style="width: 60px; height: 25px;" type="text"/> |
| c) Use and related skills in social media regarding Department information | <input style="width: 60px; height: 25px;" type="text"/> |

3. ANALYTIC COMPETENCIES

- | | |
|---|---|
| a) Knowledge and skills on concepts, methodologies and classification of daily tasks | <input style="width: 60px; height: 25px;" type="text"/> |
| b) Understanding the key government policies especially relevant subject of daily tasks | <input style="width: 60px; height: 25px;" type="text"/> |
| c) Ability to relate the data / statistics generated with government policies | <input style="width: 60px; height: 25px;" type="text"/> |
| d) Knowledge and understanding the objective of producing statistics | <input style="width: 60px; height: 25px;" type="text"/> |
| e) Ability to relate the statistics issued with other statistics in DOSM and other indicators | <input style="width: 60px; height: 25px;" type="text"/> |
| f) Ability to make analysis and synthesis for statistics released | <input style="width: 60px; height: 25px;" type="text"/> |

4. COMMUNICATION COMPETENCIES

- a) Able to explain statistics to the public in layman
- b) Technical writing skills proficiency

5. ATTITUDE COMPETENCIES

- a) Able to perform tasks in groups
- b) Able to perform tasks individually
- c) Professionalism
(high commitment, responsible, persistent, wise, creative,
Innovative, proactive and adapt with statistical best practices)
- d) Integrity and Accountability
(trustworthy, sincere, honest according to the rules without personal
interest, ensure confidentiality, ensure the tasks performed are
completed)
- e) Prudent and Competent
(fair, considerate, respectful, patient, consistent in make decisions,
adapt to all situations, be prepared listening to views and reprimands,
skilled, courteous)
- f) Competence
(constantly striving to improve skills and knowledge, learn multi-tasking
skills, be sensitive to current change, discipline, dedication, continuous
learning)

OVERALL MARKS : / 210

PERCENTAGE : %

NOTE:

Evaluate by:

Signature :

Name :

Designation :

Date :