

## **USER MANUAL**

**BINA KERJAYA** 

### **PROGRAMME FOR THE**

### **INFORMAL SECTOR**







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### USER MANUAL DESKTOP VERSION

















KEMENTERIAN SUMBER MANUSIA

user

### Selamat Datang



Log Orang Bekerja Sendiri (OBS)/ Sektor Tidak Formal

No. Kad Pengenalan Kata laluan 2 Kembali Log Masuk Click "Daftar Akaun" for new Daftar Akaun

Senarai Latihan yang Ditawarkan

1. AROMATHERAPY 🚢 2. AUTOMASI INDUSTRI FABRIKASI 🐸 3. BEAUTY SERVICES 🚢 4. Brake System Service And Suspension Service 🛎 5. Certificate In Culinary Skills 🚢 6. CERTIFICATE IN DIGITAL MARKETING 🚢 7. CERTIFICATE IN HUMAN RESOURCE MANAGEMENT 🐣 8. CERTIFICATE IN LOGISTICS MANAGEMENT 🐣 9. Certificate In Patisserie 🚟 10. CERTIFICATE IN SALES & MARKETING 🚢 11. CERTIFICATE IN STOCK & INVENTORY MANAGEMENT 🚟 12. CompTIA A+ 🚟



"Program Bina Kerjaya Sektor Tidak Formal merupakan program inisiatif daripada Kerajaan di bawah Belanjawan 2023 yang bertujuan untuk memperkasakan pasaran buruh bagi meningkatkan potensi individu yang sedang bekerja di bawah Sektor Tidak Formal untuk memperoleh pekerjaan formal melalui pengiktirafan pencapaian terdahulu (RPEL), microcredential atau pensijilan profesional atau kompetensi yang diiktiraf IPTA / IPTS / JPK / MQA / badan ikhtisas / pusat bertauliah yang diiktiraf oleh badan peneraju industri seperti ACCA, BOE, MIA."









### **BERSAMA MENJANA EKONOMI**

Check your registered email inbox and click the link in the email to confirm your registration MEMPERKUKUH PASARAN BURUH MALAYSIA PASCA COVID-19

Pautan pengesahan telah dihantar ke alamat e-mel anda. Sila semak e-mel anda di *spam/junk* jika tiada di dalam peti masuk.

Kembali





KERJAYA MADANI System <donotreply-penjanakerjaya@perkeso.gov.my>

U Thursday, April 20, 2023 3:00:09 PM



### Hi ROZITA

Anda telah berjaya mendaftar di Portal KERJAYA MADANI - BinaKerjaya. Butiran anda adalah seperti berikut:



Emel ini dihasilkan oleh sistem komputer. Tolong jangan balas emel ini.

This message has been analyzed by Deep Discovery Email Inspector.















KEMENTERIAN SUMBER MANUSIA

Selamat Datang



No. Kad Pengenalan	
Kata laluan	Ø
Kandadi	
Kembali	

#### Senarai Latihan yang Ditawarkan

AROMATHERAPY #
 AUTOMASI INDUSTRI FABRIKASI #
 BEAUTY SERVICES #
 Brake System Service And Suspension Service #
 Certificate In Culinary Skills #
 CERTIFICATE IN DIGITAL MARKETING #
 CERTIFICATE IN HUMAN RESOURCE MANAGEMENT #
 CERTIFICATE IN LOGISTICS MANAGEMENT #
 Certificate In Patisserie #
 CERTIFICATE IN SALES & MARKETING #
 CERTIFICATE IN STOCK & INVENTORY MANAGEMENT #
 CompTIA A + #

MAKLUMAN

\*Program Bina Kerjaya Sektor Tidak Formal merupakan program inisiatif daripada Kerajaan di bawah Belanjawan 2023 yang bertujuan untuk memperkasakan pasaran buruh bagi meningkatkan potensi individu yang sedang bekerja di bawah Sektor Tidak Formal untuk memperoleh pekerjaan formal melalui pengiktirafan pencapaian terdahulu (RPEL), microcredential atau pensijilan profesional atau kompetensi yang diiktiraf IPTA / IPTS / JPK / MQA

> Enter "Identification Card Number" and "Password" and click "Login"



### **Ujian Psikometrik**



#### NOTA:

1. Daftar dan Log Masuk selaku 'Pencari Kerja' di Portal MYFutureJobs.

- 2. Klik pada ikon 'v' di sebelah gambar pengguna dan klik pada 'Penilaian'.
- 3. Isikan Ujian Psikometrik yang disediakan.
- 4. Tangkaplayar dan muatnaik pembuktian Keputusan Ujian Psikometrik.



### **Ujian Psikometrik**



- 3. Isikan Ujian Psikometrik yang disediakan.
- 4. Tangkaplayar dan muatnaik pembuktian Keputusan Ujian Psikometrik.





Employer

Click on "Jobseeker" to register for the MyFutureJobs portal

Jobseeker

### We understand your needs better.

Your career starts here!

Find Jobs  $\rightarrow$ 

High Skilled Jobs



### **MYFutureJobs**

Q V	Vhat	• Where	+ 0 KM ~	Search
31,095	Jobs to Search			
ATE POSTED	O ✓ STATE ✓ CONTRACT TYPE ✓ MORE ✓			Click 'Sign in'
31095 jol	bs	C	TRAT	145
<b>CIBATUS</b> Raciomation	SMT Technician STRATUS AUTOMATION SDN BHD   Bayan Lepas Permanent   Normal Hour   SPM / O Level / SKM Level 1 / SKM Level 2 / SKM Level 3 or Equivalent   RM2000+   Today		Automat	ion
OLM ALLS	Webtoon Lineart Coloring & BG artist OLM Asia Sdn Bhd   Cyberjaya Contract   Normal Hour   Diploma / Advanced Diploma / Higher Graduate Diploma / DVM / DKM Level 4 / DLKM Level 5   RM1500	SMT Technician	STRATUS AUTOMATION SDN	
	Account cum admin Vodapruf Sdn Bhd   Senai Internship   Normal Hour   Diploma / Advanced Diploma / Higher Graduate	Date posted: Today Open until: 22 Jul 2023 Applied: 50	BHD Bayan Lepas Permanent RM2000-RM2499 Normal Hour	Apply
Antonation	Supply Chain Manager STRATUS AUTOMATION SDN BHD   Bayan Lepas Permanent   Normal Hour   Bachelor's or Equivalent   RM8000+   Today	Positions: 1 Occupation: Operator mesin teknologi permukaan gunung	SPM / O Level / SKM Level 1 / SKM Level 2 / SKM Level 3 or Equivalent Manufacture of machinery and equip	Share

# **MYFutureJobs**

Your National Employment Services Provider

10	Please sign in CNumber (NRIC without dash(-))
P	assword
	Forgot your password?
Ľ	New user: <u>Register</u>
For ne 'Regis	ew user, can click ter'.

**MYFutureJobs** 

Your National Employment Services Provide

PERKESO

### Please register 6 E-mail IC Number (NRIC without dash(-)) Password Back to sign in Register Next, click on 'Register' to create account

Then, complete the required information such as "Email", "IC Number" and "Password"

### Please accept the Terms and Conditions and Privacy Policy to proceed with your registration

I have read and agree to the <u>Terms and Conditions</u> and

Exit

Accept

Privacy Policy

Users must click "Accept" on "Terms and Conditions" to complete the registration procedure.

	Jobs Match j	obs Search jobs	Saved	jobs My applicati	ons Profile	English ~ 🗘 🔍 ~
DATE POSTED	✓ STATE ✓ CONT	RACT TYPE 🗸 MORE 🗸				
134 matc	hed jobs			MYMI	D	
CytoMed Thrispanies MERRE 9	Accountant CYTOMED THERAPEUTICS Permanent   Normal Hour or Equivalent   RM6000+	(MALAYSIA) SDN BHD   masai   Bachelor's   9 days ago		Accountant	.0	Click on "Icon"
	ACCOUNT EXECUTIV AGENSI PEKERJAAN CITYR Permanent   Normal Hour Higher Graduate Diploma / D	E [JOHOR BAHRU] ECRUIT SDN BHD   Johor Bah   Diploma / Advanced Diploma WM / DKM Level 4 / DLKM Level 5	□ ru /	Date posted: 9 days ago	CYTOMED THERAPEUTICS (MALAYSIA) SDN BHD masai Permanent PM6000, PM7999	
nalaGroups	Accountant Audit   F to RM3.9K NALA MANPOWER MANAG Permanent   Normal Hour Advanced Diploma / Higher (	resh Grade   Kempas   up EMENT SDN BHD   Johor Bahr   Diploma / Graduate	u	Applied: 5 Positions: 1 Occupation: Accountant	Normal Hour Bachelor's or Equivalent Scientific research and developme	🗔 Save < Share
	INTERN ACCOUNT MIRAGOLD SDN BHD   Pa Internship   Normal Hour Advanced Diploma / Higher (	asir Gudang   Diploma / Graduate		Job description Responsibilities:	How you match	
<u>ŞengLiy</u>	Accounts Executive SENG LIY ENGINEERING (M Permanent   Normal Hour Advanced Diploma / Higher (	I) SDN BHD   Ulu Tiram   Diploma / Graduate		<ul> <li>Preparation of more timely and accurate manual Implement and ense and procedures</li> <li>Collate information sheet accounts on a more</li> </ul>	nthly and quarterly consolidated financial rep anner in accordance with the Company's requ sure appropriate financial and internal contro n with relevant departments and analyse proj onthly basis and comment on variance	ports and non-financial information in a uirements ols in compliance with Company policies ject costs, revenue and related balance
le l	MYFuti	<b>IreJobs</b>			USER MANUAL BINA KERJAYA PROGRA	AMME FOR THE INFORMAL SECTOR 16

PERKESO

Your National Employment Services Provider

	Match jobs	Search jobs	Saved job	s My applications	Profile	English ~ 🇘 🧕
DATE POSTED	✓ STATE ✓ CONTRACT TY	PE 🗸 MORE 🗸				My career path My activities
134 match	ned jobs			MYMID		Assessment
CriteMed Thirsports MainE 7	Accountant CYTOMED THERAPEUTICS (MALAYS Permanent   Normal Hour   Bach or Equivalent   RM6000+   9 days	A) SDN BHD   masai elor's ago		Accountant		Sign out
	ACCOUNT EXECUTIVE [JOH AGENSI PEKERJAAN CITYRECRUIT S Permanent   Normal Hour   Diplo Higher Graduate Diploma / DVM / DKM	DR BAHRU] DN BHD   Johor Bahru ma / Advanced Diploma / Level 4 / DLKM Level 5		Date posted: 9 days ago	CYTOMED THERAPEUTIC (MALAYSIA) SDN BHD masai Permanent	
nalaGroups	Accountant Audit   Fresh Gra to RM3.9K NALA MANPOWER MANAGEMENT SI Permanent   Normal Hour   Diplo Advanced Diploma / Higher Graduate	ade   Kempas   up DN BHD   Johor Bahru <sup>ma /</sup>		Applied: 5 Positions: 1 Occupation: Accountant	Normal Hour Bachelor's or Equivalent Scientific research and develop	🗔 Save < Share
	INTERN ACCOUNT MIRAGOLD SDN BHD   Pasir Guda Internship   Normal Hour   Diplor Advanced Diploma / Higher Graduate.	ng na /		Job description How Responsibilities:	you match	
<u>ŞengLiy</u>	Accounts Executive SENG LIY ENGINEERING (M) SDN BH Permanent   Normal Hour   Diplo Advanced Diploma / Higher Graduate	ID   Ulu Tiram ma /		<ul> <li>Preparation of monthly and timely and accurate manner in</li> <li>Implement and ensure app and procedures</li> <li>Collate information with re sheet accounts on a monthly back</li> </ul>	I quarterly consolidated financial accordance with the Company's r ropriate financial and internal co levant departments and analyse p asis and comment on variance	reports and non-financial information in a requirements ntrols in compliance with Company policies project costs, revenue and related balance
6	MYFuture	lobs		USER	MANUAL BINA KERJAYA PROG	RAMME FOR THE INFORMAL SECTOR 17

PERKESO

Your National Employment Services Provider

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#### Get to know your vocational interests in 4 steps

The Vocational interest assessment can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.

The Vocational interest assessment has 60 questions about work activities that some people do on their jobs.

Read each question carefully and decide how you would feel about doing each type of work:

8	Strongly dislike
9	Dislike
Ð	Unsure
3	Like
<b>*</b> *	Strongly like

Try not to think about:

- If you have enough education or training to do the work
- How much money you would make doing the work

Just think about if you would like or dislike doing the work.

There are no right or wrong answers. Please take your time answering the questions. Good luck!

	The user needs to read all	
Start	the explanations given and	
	the explanations given and	
	click on "Start"	

















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Your National Employment Services Provide













Occupations





### **Ujian Psikometrik**

### Muat Naik Ujian Psikometrik

Sila lengkapkan Ujian Psikometrik anda di pautan ini.



#### NOTA:

1. Daftar dan Log Masuk selaku 'Pencari Kerja' di Portal MYFutureJobs.

2. Klik pada ikon 'v' di sebelah gambar pengguna dan klik pada 'Penilaian'.

3. Isikan Ujian Psikometrik yang disediakan.

4. Tangkaplayar dan muatnaik pembuktian Keputusan Ujian Psikometrik.



### Ujian Psikometrik



Sila lengkapkan Ujian Psikometrik anda di pautan ini.



Sila muat naik tangkapan skrin Ujian Psikometrik anda di sini.

Choose File UJIAN PSIKOMETRIK.jpg

Jenis fail yang diterima: .jpg/.png/.pdf sahaja. Maks 1 fail dengan 2MB setiap satu.



#### NOTA:

1. Daftar dan Log Masuk selaku 'Pencari Kerja' di Portal MYFutureJobs.

- 2. Klik pada ikon 'v' di sebelah gambar pengguna dan klik pada 'Penilaian'.
- 3. Isikan Ujian Psikometrik yang disediakan.
- 4. Tangkaplayar dan muatnaik pembuktian Keputusan Ujian Psikometrik.







BinaKerjaya	Utama	Maklumat Pemohon	Latihan				202114
Maklumat Per	nohon		-				a) User need to complete "Maklumat Pemohon":
h	Maklumat Peril	badi		Maklumat Bank	Maklumat Pekerja	an	Bangsa
No. Kad Pengenalan	6			Nama ROZITA		Emel	<ul> <li>Kewarganegaraan</li> <li>Alamat</li> <li>Bandar</li> <li>Negeri</li> </ul>
Tarikh Lahir				Umur		Jantina	Poskod
04/04/1995				28		PEREMPUAN	Pejabat PERKESO
No. Telefon				Bangsa		Kewarganegaraan	<ul> <li>Ierdekat</li> <li>Status perkabwipan</li> </ul>
0199999999				-	~	-	Adakah anda berminat
Alamat				Bandar		Negeri	untuk bekerja di sektor
						Pilih	formal?
Poskod				Pejabat PERKESO Terdekat		Status Perkahwinan	b) Next, click "Seterusnya".
-			~	-	~	-	
Adakah anda bermin	nat untuk bekerja	di sektor formal? 🚯					
-			~				+
							Seterusnya



Maklumat Peribadi	Maklumat Bank	Maklumat Pekerjaan	Dokumen Sokongan
Nama Bank -	~	No. Akaun Bank (Akaun Persendirian)	
			Kembali Seterusnya
		<ul> <li>a) Next, user need to fill "Nama B the section "Maklumat Bank".</li> <li>b) Next, Click "Seterusnya".</li> </ul>	ank" and "No Akaun Bank" in



Maklumat Peribadi	Maklumat Bank	Maklumat Pekerjaan	Dokumen Sokongan
Tahap Pendidikan Tertinggi SPM/O-LEVEL/GCE Pekerjaan Semasa		Sektor Pekerjaan Sendiri - Adakah anda bekerja bersama mana-mana platform digital? (Contoh: YA	✓ GrabFood, Foodpanda dan lain-lain) ✓
Platform Digital *Jika ada	<ul> <li>a) User need to pick of dan "Adakah anda</li> <li>b) If user pick "YA" to platform digital?", u</li> <li>c) If user pick "TIDAk platform digital?", u</li> <li>d) Next, Click "Seteru</li> </ul>	or fill in the "Sektor Pekerjaan Sendiri", "Pekerjaa bekerja bersama mana-mana platform digital?". the question "Adakah anda bekerja bersama ma user need to fill in the "Platform Digital". (" to question "Adakah anda bekerja bersama ma user do not have to fill in the "Platform Digital". Isnya"	an Semasa" ana-mana ana-mana



Maklumat Peribadi	Maklumat Bank	Maklumat Pekerjaan	
Salinan Kad Pengenalan (Depan & Belakang) * Choose File No file chosen Jenis fail yang diterima: .jpg/.png/.pdf sahaja. Maks 1 fail dengan 2MB setia	p satu.	Salinan Penyata Bank * Choose File No file chosen Jenis fail yang diterima: .jpg/.png/.pdf sahaja. Maks 1 fail dengan 2MB setia	<ul> <li>a) Next, user need to upload</li> <li>"Supporting documents" which are mandatory such as</li> <li>Copy of Identification card</li> <li>Copy of Bank Statement</li> </ul>
Bukti Platform Digital/Borang Perakuan Bekerja Sendiri * (BORANG Pl Choose File No file chosen Jenis fail yang diterima: .jpg/.png/.pdf sahaja. Maks 1 fail dengan 2MB setia	:RAKUAN ORANG BEKERJA SENDIRI.pdf) p satu.	Lain-lain Dokumen Choose File No file chosen Jenis fail yang diterima: .jpg/.png/.pdf sahaja. Maks 1 fail dengan 2MB setia	<ul> <li>b) And either one of</li> <li>Self-employment declaration form or</li> <li>Proof of working platform digital</li> </ul>
Saya dengan ini mengaku bahawa maklumat di atas adalah benar dan saya bertanggungjawab untuk membayar balik tuntutan yang telah saya t	petul dalam semua aspek. Sekiranya terdapat sebarang ma erima daripada PERKESO. Saya sedar dan faham bahawa !	aklumat yang tidak betul walaupun pada sebahagiannya, maka PERKESO berhak PERKESO berhak mengambil tindakan undang-undang sekiranya maklumat terse	c) Tick on all declaration and click "Hantar".
Saya dengan ini mengaku bahawa pendidikan tertinggi yang diperolehi sekiranya maklumat tersebut di atas didapati tidak benar atau palsu.	oleh saya adalah di peringkat SPM atau yang setaraf denç	gannya, atau sijil yang lebih rendah tarafnya daripada SPM. Saya sedar dan faham	
$\square$ Saya bertanggungjawab untuk menyimpan rekod dan dokumen yang d	gunakan dalam permohonan sekurang-kurangnya selama	a 3 tahun untuk rujukan dan semakan PERKESO.	
			Kembali Hantar





Maklumat Peribadi	Maklumat Bank	Maklumat Pekerjaan	Dokumen Sokongan
Salinan Kad Pengenalan (Depan & Belakang) * Choose File UAT 1.pdf		Salinan Penyata Bank * Choose File UAT 1.pdf	
Jenis fail yang diterima: .jpg/.png/.pdf sahaja. Maks 1 fail dengan 2MB setiap satu.		s 1 fail dengan 2M	IB setiap satu.
Bukti Platform Digital/Borang Perakuan Bekerja Sendiri * (BORANG PERAKUAN C Choose File BORANG PERNDIRI (6).pdf Jenis fail yang diterima: .jpg/.png/.pdf sahaja. Maks 1 fail dengan 2MB setiap satu.		s 1 fail dengan 2M	IB setiap satu.
Z Saya dengan ini mengaku bahawa	Adakah a	anda pasti?	berhak untuk menggantung/menolak permohonan berkaitannya dan
Saya dengan ini mengaku bahawa sekiranya maklumat tersebut di atas c	ation has ecked.	Tidak	at tersebut didapati tidak benar atau palsu. n faham bahawa PERKESO berhak mengambil apa-apa tindakan
Saya bertanggungjawab untuk menyimpan rekod dan dokumen yang digunakan da	alam permohonan sekurang-kurangnya selama 3 tah	iun untuk rujukan dan semakan PERKESO.	
			Kembali







### **Pilihan Latihan**



Result of the application made will be announce through registered email.


## **KERJAYA MADANI - Status Permohonan**

KERJAYA MADANI <donotreply-penjanakerjaya@perkeso.gov.my>





Tuan/Puan,

## STATUS PERMOHONAN PROGRAM BINA KERJAYA KEPADA SEKTOR TIDAK FORMAL - BELANJAWAN 2023

Dengan hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa permohonan Tuan/Puan telah **DILULUSKAN**. Tuan/Puan boleh melakukan permohonan latihan dengan log masuk Portal Kerjaya MADANI â D Bina Kerjaya melalui pautan berikut (https://kerjayamadani.perkeso.gov.my)

3. Sebarang urusan atau pertanyaan lanjut, Tuan/Puan boleh hubungi Khidmat Pelanggan PERKESO di talian 1-300-22-8000 atau melalui https://epertanyaan.perkeso.gov.my.

Sekian, terima kasih.

"MALAYSIA MADANI" "BERKHIDMAT UNTUK NEGARA" "Pekerja Pemangkin Wadah Malaysia Madani" After receiving the application result through email, user must click on the link displayed "(https://kerjayamadani.perkeso.gov.my)"















KEMENTERIAN SUMBER MANUSIA

Selamat Datang



Log Orang Bekerja Sendiri (OBS)/ Sektor Tidak Formal No. Kad Pengenalan Kata laluan Kembali Log Masuk Lupa Kata Laluan?

Senarai Latihan yang Ditawarkan

AROMATHERAPY .
 AUTOMASI INDUSTRI FABRIKASI .
 BEAUTY SERVICES .
 Brake System Service And Suspension Service .
 Certificate In Culinary Skills .
 Certificate In Culinary Skills .
 CERTIFICATE IN DIGITAL MARKETING .
 CERTIFICATE IN HUMAN RESOURCE MANAGEMENT .
 CERTIFICATE IN LOGISTICS MANAGEMENT .
 Certificate In Patisserie .
 CERTIFICATE IN SALES & MARKETING .
 CERTIFICATE IN STOCK & INVENTORY MANAGEMENT .
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> Insert "Identification Card Number" and "Password" and click"Log Masuk"



BinaKerjaya	Utama	Maklumat Pemohon	Latihan							KHAIRUL AMING	
Selamat Datan	g, KHAIR	UL AMING!									
Status Latihan											
Papar 5 🔶 entri									Carian:		
Tarikh Perm	iohonan 1	Penyedia Latihan	ti ID Latihan ti	No. Surat Kelulusan	ti	Tempoh Sah Surat Kelulusan	Ť1	Nama Latihan 👔	Amaun (RM)	↑1 Status ↑1	
				Tiada maklumat dipero	lehi. Sila mohon lat	ihan di <u>sini</u> .					
Paparan 0 hingga 0 ite	em dari 0 rekod		_		<b>¬</b> /				s	ebelum Seterusnya	
				Click "Sini"							



BinaKerjaya	Utama Ma	klumat Pemohon	Latihan						KH	AIRUL AMING 🔻
Pilihan Latihan										
		Carian Enjin. Cth,	Elektrik				Carian			
Papar 5 🜩 entri								Carian:		
#	Bidang P	lengajian	ţ1	Nama Kursus	î⊥ <b>Negeri</b>	Penyedia Latihan	Tempoh Jam ↑↓	Mod Kursus1∔	Kos (RM) 11	Tindakan †
1 MAKLUMAT [	DAN KOMUNIKASI (IC	CT)	Pemas	aran Perniagaaan 오	SELANGOR	AL AFDAL PEMASARAN	120	Hibrid	1764	Pilih
2 PERDAGANG KENDERAAN	AN BORONG DAN R BERMOTOR DAN M	UNCIT, PEMBAIKAN OTOSIKAL	STRAT	EGI PEMASARAN 🔗	SELANG	Click on "Pilih" to choose the type of course you	110	Hibrid	1596	Pilih
3 MAKLUMAT [	DAN KOMUNIKASI (IC	CT)	Custon	ner-driven Marketing Strategy 오	KUALA LUMPUR	want to attend	110	Hibrid	1128	Pilih
4 PERAKAUN KEPUTUSA	AN & KEWANGAN N	UNTUK MEMBUAT	inc	ced Marketing Strategies And Services 오	KUALA LUMPUR	SHINE MARKETING SDN BHD	110	Hibrid	1296	Pilih
5 BEKALAN EL	EKTRIK, GAS, WAP D	AN PENDINGIN UDARA	Excel Ir	ntermediate 오	NEGERI SEMBILAN	Click on "Seterusnya" if y	ou	Hibrid	3919	Pilih
Paparan 1 hingga 5 iter	n dari 32 rekod					want to see the rest of the "List of Training".	ne -	J *		7 Seterusnya







emohon Latihar









Pemohon Latiha





KERUAYA MADANI







# **USER MANUAL**

# **MOBILE VERSION**







For user which are working in informal sector and self-employed, Pick on 'Orang Bekerja Sendiri (OBS)/Sektor Tidak Formal'





PERKESO

Pick "Daftar Akaun" for new user

Daftar Akaun   No   No   No   Tahap Pendidikan Tertinggi   No   Tahap Pendidikan Tertinggi   No   Telefon:   0123456789   E-mel:   abc@gmail.com   Katalaluan   No   Hantar   Sudah berdaftar? Log Masuk!	Daftar Akaun         No KP/ Pasport.: 700606141234         Tahap Pendidikan Tertinggi         No Telefon: 0123456789         E-mel: abc@gmail.com         Katalaluan         Vlang Katalaluan         Hantar         Hantar    Then, Pick"Hantar"	Daftar Akaun   No Telefon: 0123456789   E-mel: abc@gmail.com   Katalaluan   Vlang Katalaluan   Wana   Wana Katalaluan   Sudah berdaftar? Log Masuk!
No KP/ Pasport.: 700606141234   Tahap Pendidikan Tertinggi   No Telefon: 0123456789   E-mel: abc@gmail.com   Katalaluan   Ulang Katalaluan   Wind Hantar   Sudah berdaftar? Log Masuk!	No KP/ Pasport.: 700606141234   Tahap Pendidikan Tertinggi   No Telefon: 0123456789   E-mel: abc@gmail.com   Katalaluan   Vlang Katalaluan   No Telefon:   Hantar Hantar Fill in the required details which are "Nather the second details which are the sec	No KP/ Pasport.: 700606141234   Tahap Pendidikan Tertinggi   No Telefon: 0123456789   E-mel: abc@gmail.com   Katalaluan   Ulang Katalaluan   Wind Katalaluan   No Telefon: Olayation   Katalaluan   Sudah berdaftar? Log Masuk!
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Check your registered email inbox and Pick the link in the email to confirm your registration









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Pick on "Jobseeker" to register for the MyFutureJobs portal







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	MYFutureJobs	MYFutureJobs
	Next, fill in required details which are "Email", "Identification Card Number" and "Password"	Your National Employment Services Provider
• Please sign in IC Number (NRIC without dash(-))	E-mail	Please accept the Terms and Conditions and Privacy Policy to proceed with your registration
Password	IC Number (NRIC without dash(-))	I have read and agree to the <u>Terms and</u> <u>Conditions</u> and <u>Privacy Policy</u>
<u>Forgot your password?</u> Sign in	Password	Exit Accept
New user? Register	Register	Users must Pick "Accept" on "Terms and Conditions" to complete the registration procedure.
ew user, can Pick ter'.	Next, Pick on	

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Get to know your vocational interests in 4 steps The Vocational interest assessment can help you find out what your interests are and how they relate to the world of
Get to know your vocational interests in 4 steps The Vocational interest assessment can help you find out what your interests are and how they relate to the world of
The Vocational interest assessment can help you find out what your interests are and how they relate to the world of
work. You can find out what you like to do. The Vocational interest assessment has 60 questions about work activities that some people do on their jobs.
Read each question carefully and decide how you would feel about doing each type of work:
Strongly dislike Dislike Onsure
Strongly like
<ul> <li>Try not to think about:</li> <li>If you have enough education or training to do the work</li> <li>How much money you would make doing the work</li> <li>Just think about if you would like or dislike doing the work.</li> </ul>
There are no right or wrong answers. Please take your time answering the questions. Good luck!



The user needs to read all

the explanations given and Pick on "Start"



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Complete all questions on a scale from "Strongly dislike" (far left) to "Strongly Like" (far right) on Page 1 "VOCATIONAL INTEREST ASSESSMENT" and Pick "Next" until Page 6. Complete all 60 questions.

## **MYFutureJobs**

## Vocational interest assessment

 $\Delta =$ 

1 2 3 4 Introduction Questions Results Occupations

#### Results

#### Investigative

Score: 31

People with Investigative interests like work that has to do with ideas and thinking rather than physical activity or leading people. They like searching for facts and figuring out problems.

#### Artistic

#### Score: 27

People with Artistic interests like work that deals with the artistic side of things, such as acting, music, art, and design. They like creativity in their work and work that can be done without following a set of rules.

### MYFutureJobs

#### Score: 18

People with Realistic interests like work that includes practical, hands-on problems and answers. Often people with Realistic interests do not like careers that involve paperwork or working closely with others. They like working with plants and animals, real-world materials like wood, tools, and machinery. They also like outside work.

2

#### Enterprising

#### Score: 17

People with Enterprising interests like work that has to do with starting up and carrying out business projects. These people prefer taking action rather than thinking about things. They like persuading and leading people, making decisions and taking risks for profits.

#### Conventional

#### Score: 9

People with Conventional interests like work that follows set procedures and routines. They prefer working with information and paying attention to details rather than working with ideas. They like working with clear rules and following a strong leader.

In the next step you will see occupations related to your



Screenshot the "Assessment" result and Pick "Next"

















	Bangsa	
laklumat Pemohon	· · · · · · · · · · · · · · · · · · ·	
	Kewarganegaraan	a) User need to
Maklumat Maklumat Dokumen Peribadi Bank Pekerjaan Sokongan		complete "Maklumat Pemohon
	Alamat	•Bangsa
No. Kad Pengenalan		<ul> <li>Kewarganegaraan</li> </ul>
920202110202	Bandar	•Alamat
Nama		•Bandar
Amir	Negeri	•Negeri
Emel	Pilih	•Poskod
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Bangsa		
- ~	Seterusnya	
Kewarganegaraan		

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Maklumat Pemohon	t. Delumen	
Peribac Bank Pekerjaa	in Sokongan	
Nama Bank - No. Akaun Bank (Akaun Persendirian)		a) Next, user need to fill "Nama Bank" and "No Akaun Bank" in the section "Maklu Bank".
Kembali	erusnya	b) Next, Pick "Seterusnya".



Makluma	t Pemoho	on	-	
Maklumat Peribadi	Maklun at Bank	Maklumat Pekerjaan	Dokumen Sokongan	
Tahap Pen Pekerjaan S Adakah an digital? (Co YA Platform D	didikan Tertingg -LEVEL/GOB erjaan Sendiri Semasa da bekerja bersa ntoh: GrabFood igital <i>*Jika ada</i> Kembali	ama mana-mana I, Foodpanda dar Seteru:	platform n lain-lain) ~	<ol> <li>User need to pick or fill in the "Sektor Pekerjaan Sendiri", "Pekerjaan Semasa" and "Adakah anda bekerja bersama mana-ma platform digital?".</li> <li>If user pick "YA" to the question "Adakah anda bekerja bersama mana- mana platform digital?", user need to fill i "Platform Digital".</li> <li>If user pick "TIDAK" to question "Adakah anda bekerja bersama mana- mana platform digital?", user do not have in the "Platform Digital".</li> <li>Next, Pick "Seterusnya"</li> </ol>



### BinaKerjaya

#### **Maklumat Pemohon**



#### Lain-lain Dokumen



Jenis fail yang diterima: .pdf sahaja. Maks 1 fail dengan 2MB setiap satu.

Saya dengan ini mengaku bahawa maklumat di atas adalah benar dan betul dalam semua aspek. Sekiranya terdapat sebarang maklumat yang tidak betul walaupun pada sebahagiannya, maka PERKESO berhak untuk menggantung/menolak permohonan berkaitannya dan saya bertanggungjawab untuk membayar balik tuntutan yang telah saya terima daripada PERKESO. Saya sedar dan faham bahawa PERKESO berhak mengambil tindakan undang-undang sekiranya maklumat tersebut didapati tidak benar atau palsu.

Saya dengan ini mengaku bahawa pendidikan tertinggi yang diperolehi oleh saya adalah di peringkat SPM atau yang setaraf dengannya, atau sijil yang lebih rendah tarafnya daripada SPM. Saya sedar dan faham bahawa PERKESO berhak mengambil apa-apa tindakan sekiranya maklumat tersebut di atas didapati tidak benar atau palsu.

Saya bertanggungjawab untuk menyimpan rekod dan dokumen yang digunakan dalam permohonan sekurang-kurangnya selama 3 tahun untuk rujukan dan semakan PERKESO.

Hantar

Kembali

a) Next, user need to upload "Supporting documents" which are mandatory such as
Copy of Identification card
Copy of Bank Statement

b) And either one of
Self-employment declaration form or
Proof of working platform digital

c) Tick on all declaration and Pick "Hantar".




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	•	
	BinaKerjaya	
	Pilihan Latihan	
	Maklumat permohonan telah diterima. Pihak kami akan membuat semakan kelayakan terlebih dahulu. Keputusan semakan akan dimaktumkan kepada emet hizeza aula 2940@yopmail.com	Result of the application made will be announce through registered email.
WYFutureJobs	US	SER MANUAL BINA KERJAYA PROGRAMME FOR THE INFORMAL SECTOR

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Sekian, terima kasih.				
"MALAYSIA MADANI" "BERKHIDMAT UNTUK NEGARA" "Pekerja Pemangkin Wadah Malaysia Madani	<b>!</b> *			
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After receiving the application result through email, user must Pick on the link displayed

(https://kerjayamadani.perkeso.gov .my)"



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## Official webpage: https://www.perkeso.gov.my/

## https://epertanyaan.perkeso.gov.my

## SOCSO Hotline: 1-300-22-8000

