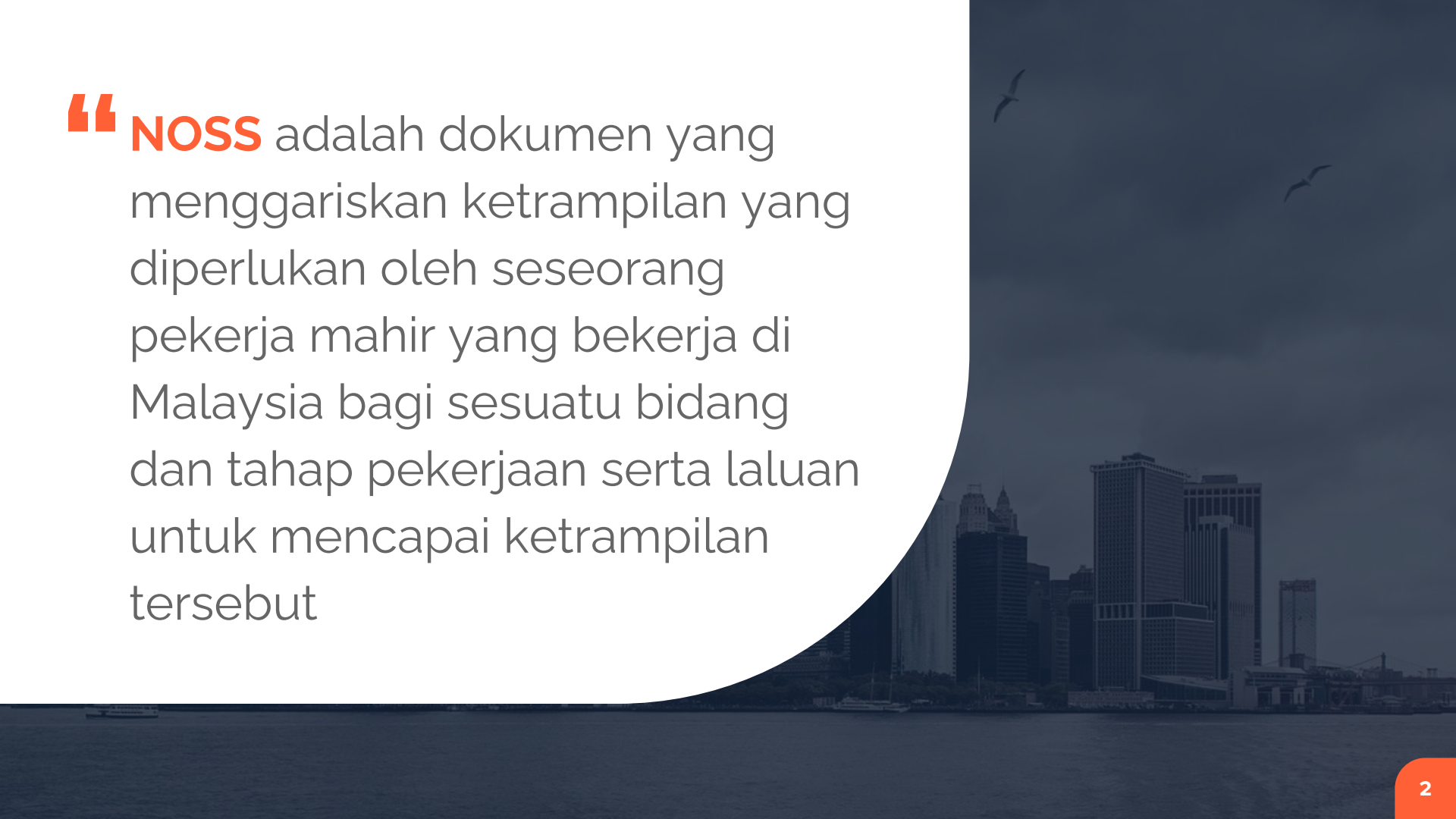
www.myspike.my

Panduan Langganan NOSS Secara Online

MYSPIKE
Sistem Pengurusan Integrasi Kemahiran Malaysia
Kuasai Kemahiran, Kuasai Masa Depan



“**NOSS** adalah dokumen yang menggariskan ketrampilan yang diperlukan oleh seseorang pekerja mahir yang bekerja di Malaysia bagi sesuatu bidang dan tahap pekerjaan serta laluan untuk mencapai ketrampilan tersebut

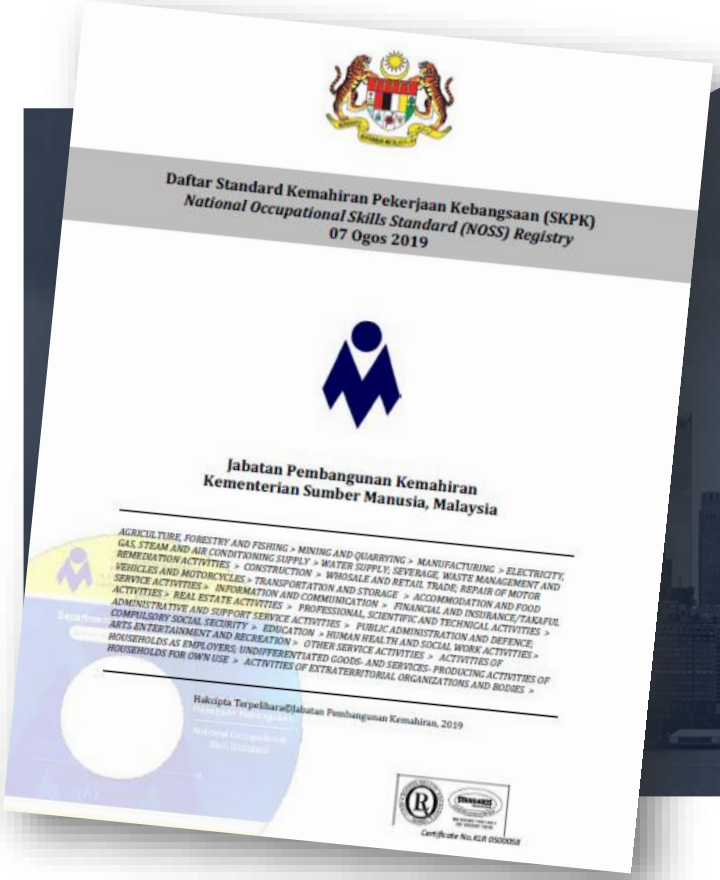
Selamat Datang!

Dalam tutorial kali ini kami akan menunjukkan cara membeli NOSS secara online melalui system **MySPIKE**

1 Dapatkan Kod dan Nama NOSS

Sebelum melakukan pembelian

Rujuk Daftar NOSS


Daftar Standard Kemahiran Pekerjaan Kebangsaan (SKPK)
National Occupational Skills Standard (NOSS) Registry
07 Ogos 2019

Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia

AGRICULTURE, FORESTRY AND FISHING > MINING AND QUARRYING > MANUFACTURING > ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY > WATER SUPPLY; SEVERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES > CONSTRUCTION > WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES > TRANSPORTATION AND STORAGE > ACCOMMODATION AND FOOD SERVICE ACTIVITIES > INFORMATION AND COMMUNICATION > FINANCIAL AND INSURANCE/TAKAFUL ACTIVITIES > REAL ESTATE ACTIVITIES > PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES > ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES > PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY > EDUCATION > HUMAN HEALTH AND SOCIAL WORK ACTIVITIES > ARTS ENTERTAINMENT AND RECREATION > OTHER SERVICE ACTIVITIES > ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES- PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE > ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES >

Hakcipta Terpelihara@Jabatan Pembangunan Kemahiran, 2019

Rujuk Daftar NOSS Terkini

Daftar NOSS merupakan satu dokumen penyenaraian NOSS yang telah diluluskan oleh Majlis Pembangunan Kemahiran Kebangsaan (MPKK) mengikut bidang dan tahap pekerjaan bagi kegunaan industri dan latihan.

Daftar NOSS terkini boleh dirujuk di :

www.**dsd**.gov.my > perkhidmatan > NOSS

Sebelum melakukan pembelian

Rujuk Daftar NOSS

BAHAGIAN/*DIVISION*: M74	KUMPULAN/*GROUP*: M742
Area	**Fotografi / *Photography***
L5	**AC-050-5:2012** Fotografi *Photography* (18-12-2012)
L4	**AC-050-4:2012** Fotografi *Photography* (18-12-2012)
L3	**AC-050-3:2012** Fotografi *Photography* (18-11-08)(18-12-2012)
L2	Tiada Tahap (*No Level*)
L1	Tiada Tahap (*No Level*)

Kenalpasti Kod dan Nama NOSS

Pengguna digalakkan merujuk dokumen Daftar NOSS bagi mengenalpasti Kod dan nama NOSS yang dikehendaki.

Contoh : pengguna ingin mendapatkan NOSS dengan kod **AC-050-3:2012** tajuk **Fotografi**

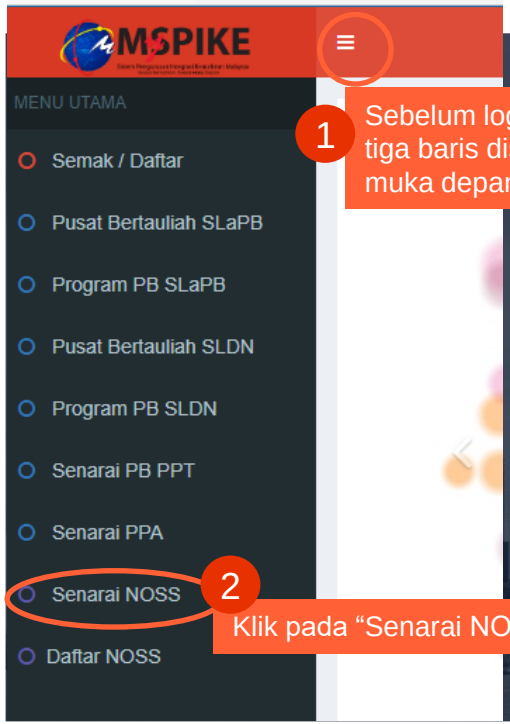
Rujuk Maklumat Asas NOSS Melalui MySPIKE

Setelah kod dan nama NOSS yang dikehendaki telah dikenalpasti, pengguna boleh terus ke sistem MySPIKE bagi membaca maklumat asas berkenaan NOSS tersebut.

Senarai nama **Competency Unit** dan **Job Description** bagi setiap CU NOSS boleh diakses secara percuma melalui MySPIKE

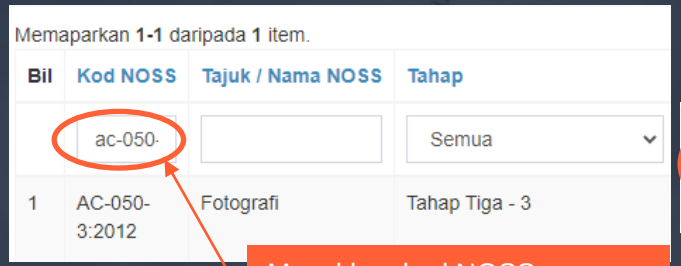
Sebelum melakukan pembelian

Rujuk Maklumat NOSS di MySPIKE



1 Sebelum login, klik pada tanda tiga baris disebelah atas kiri muka depan sistem

2 Klik pada “Senarai NOSS”



3 Masukkan kod NOSS yang ingin dicari dan klik pada CPC
Contoh : AC-050-3:2012

Core	PHOTOGRAPHY PRE-PRODUCTION	Job Description (JD)
Core	PHOTOGRAPHY PRODUCTION	Job Description (JD)
Core	IMAGE EDITING	Job Description (JD)
Core	PHOTOGRAPHY EQUIPMENT MAINTENANCE	Job Description (JD)
Core	PHOTOGRAPHY SALES SERVICE	Job Description (JD)
Elektif	REMOTE CONTROL PHOTOGRAPHY	Job Description (JD)
Elektif	SCUBA DIVING	Job Description (JD)

Senarai nama **Competency Unit** dan **Job Description** bagi setiap CU NOSS boleh diakses secara percuma melalui MySPIKE

Sebelum melakukan pembelian

Rujuk Maklumat NOSS di MySPIKE

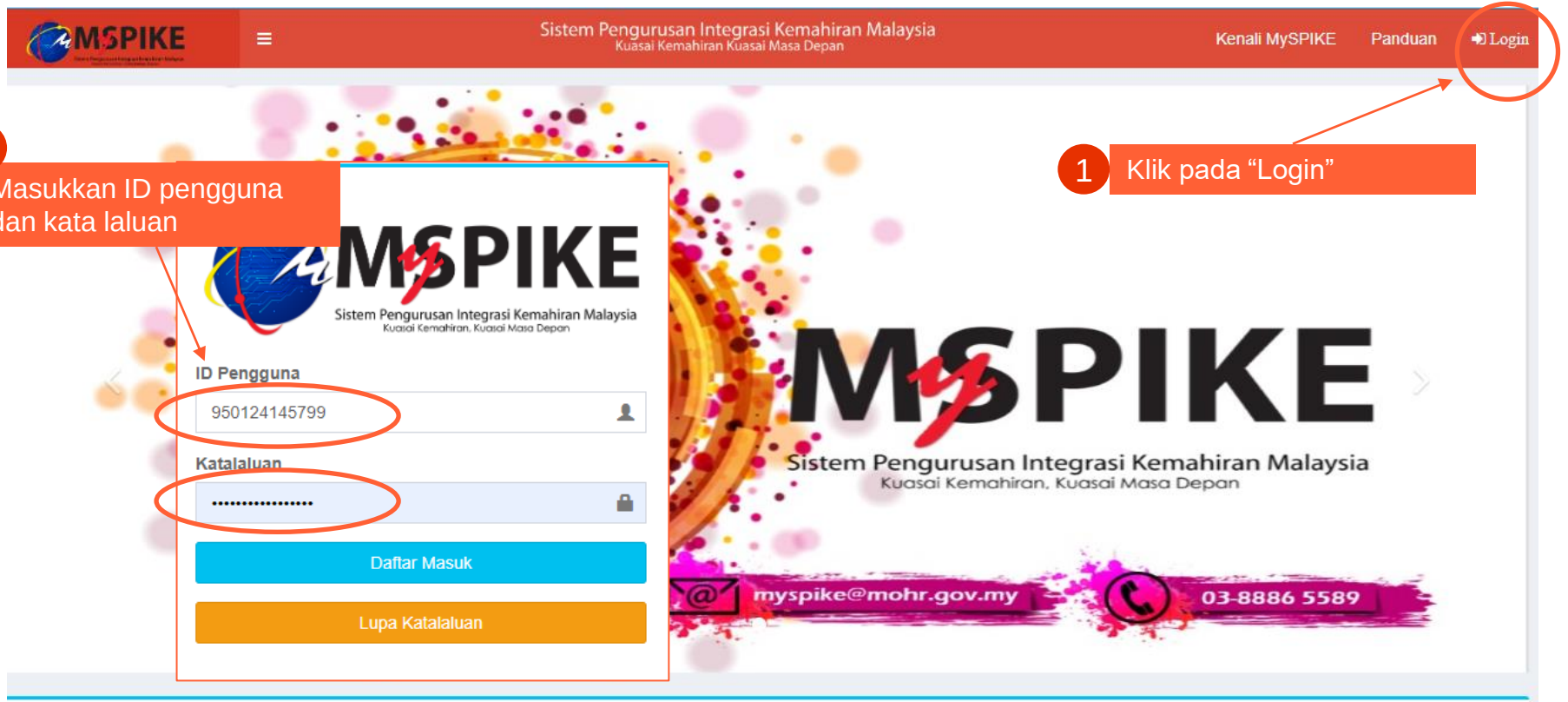
Contoh maklumat asas bagi NOSS kod AC-050-3:2012 tajuk Fotografi. Pengguna boleh menggunakan maklumat ini bagi merancang pembelian NOSS yang tepat dengan keperluan.

Competency	Core
Tajuk CU	PHOTOGRAPHY PRODUCTION
Penerangan CU	Photography Production is a process of creating durable image by recording light on image sensor. Typically, a lens is used to focus a light reflected or emitted from object into a real image on the light sensitive surface inside a camera during a timed exposure. As a result, an electronic image is form by an electrical charge at each pixel, which is electronically processed and stored in a digital image file for subsequent display. He or she is the person who captures images using photography equipment and shooting techniques. The person who is competent in this CU shall be able to set-up photography equipment, props, shoot images and carry out housekeeping. The outcome of this competency is to produce creative and good images in order to met job requirement.
Tempoh Latihan	580
Objektif Pembelajaran	This Photography Production competency unit is to produce images regardless places. Upon completion of this competency unit, trainees will be able to:- • Identify Photography Production Requirement • Setup photography equipment and props • Perform Photography Production Shoot • Perform Photography Production Housekeeping
Pra-Syarat	Based on the workshop findings, it was decided that the minimum requirements for those who are interested to enrol course are as follows:• 16 years of age or older.• Good sense of colour and sight.• Minimum academic qualification.• Medically fit.

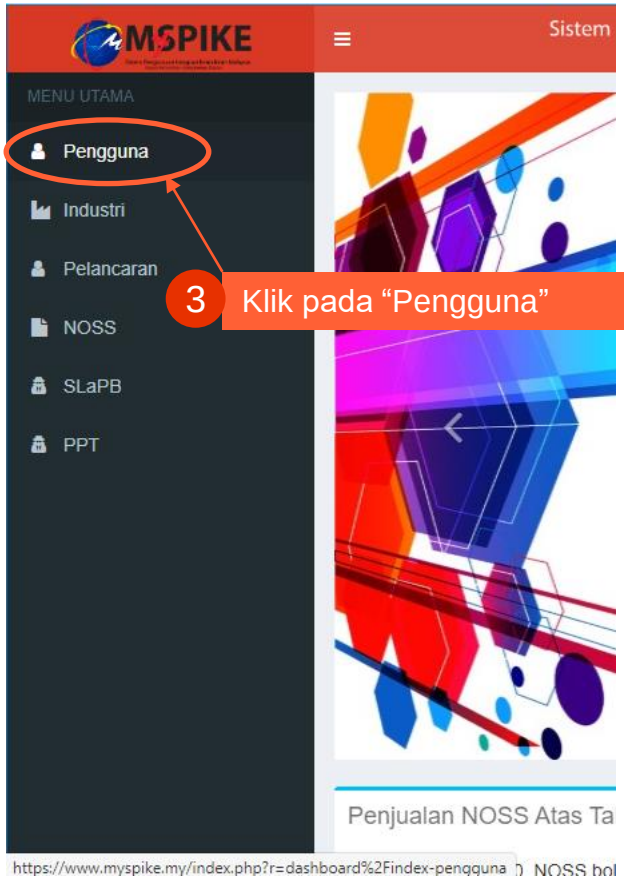
2 Proses Langganan Secara Online

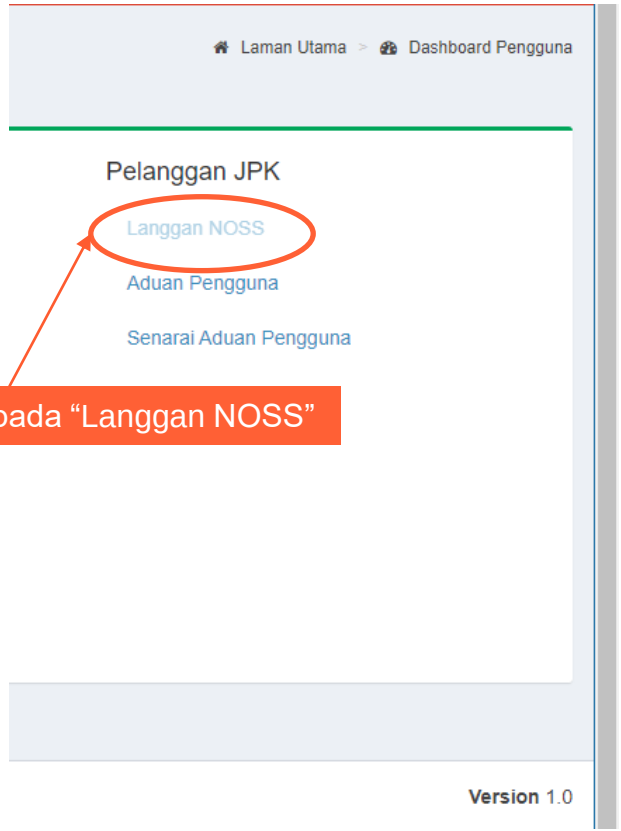
Login pada laman web www.myspike.my

Pastikan mendaftar sebagai pengguna terlebih dahulu di laman web MySPIKE

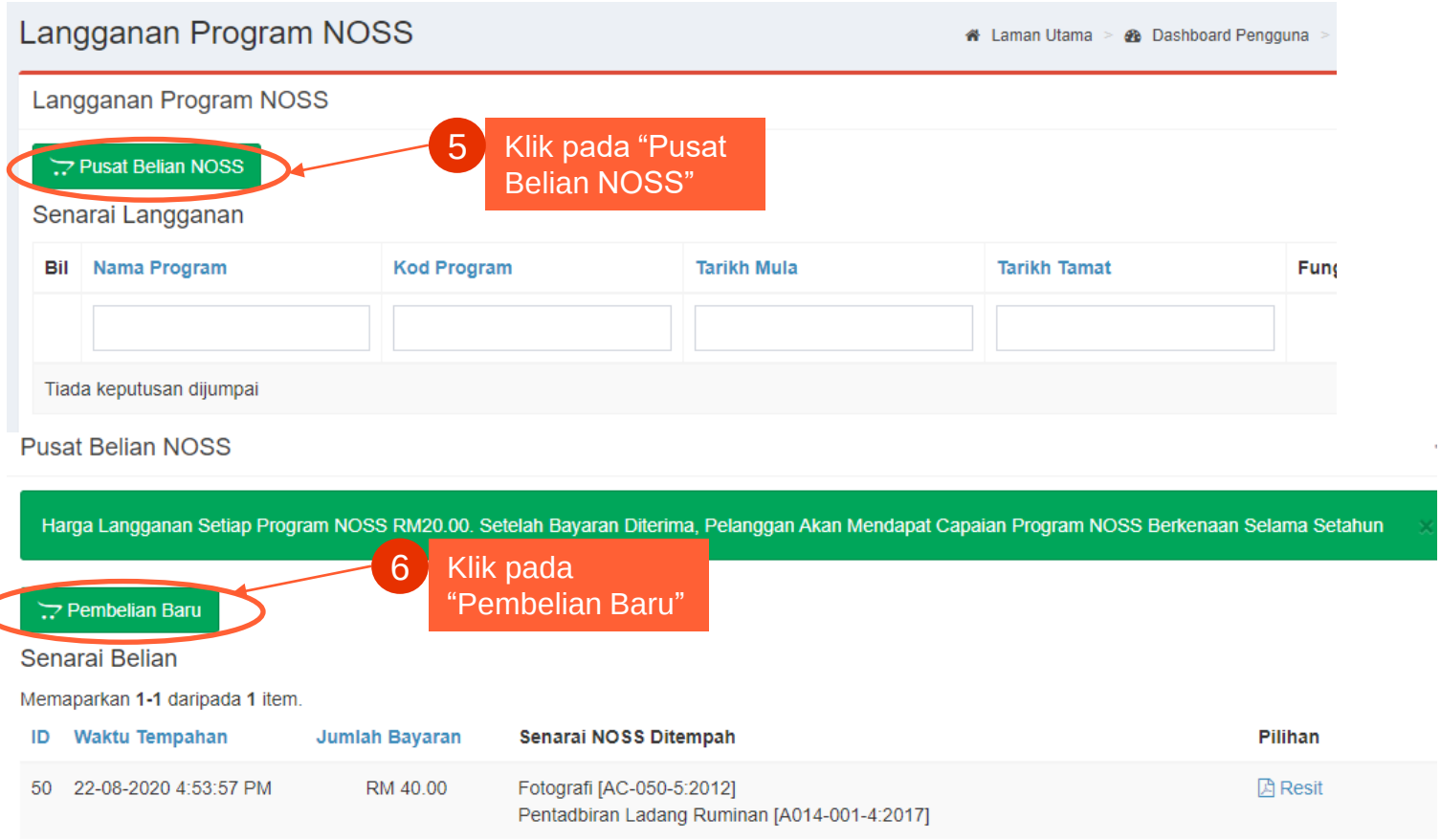


Login pada laman web www.myspike.my

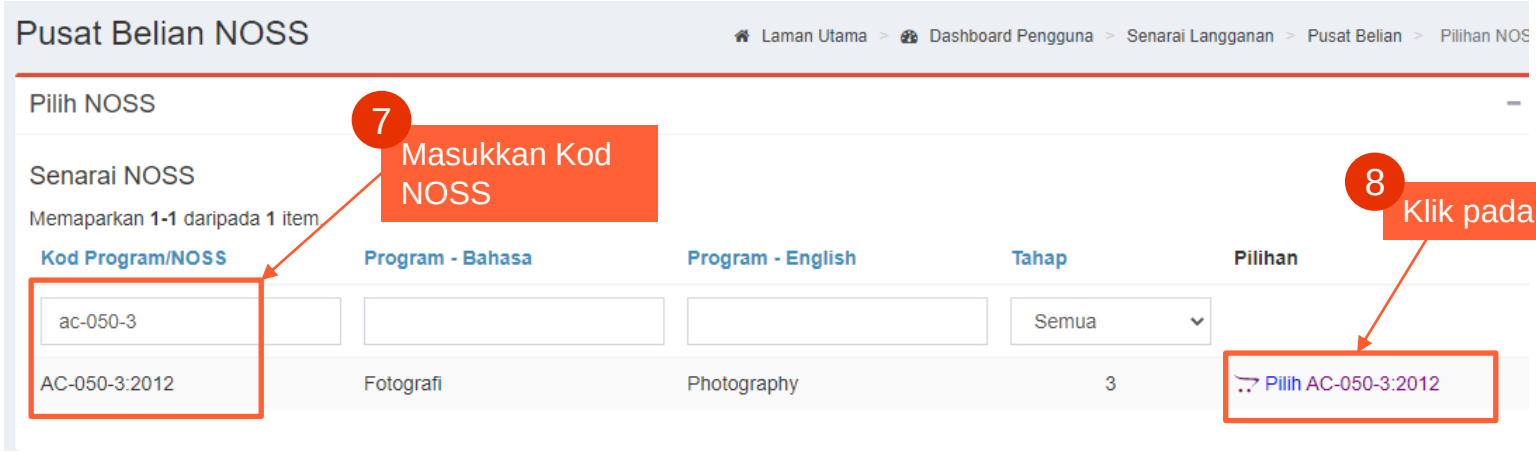


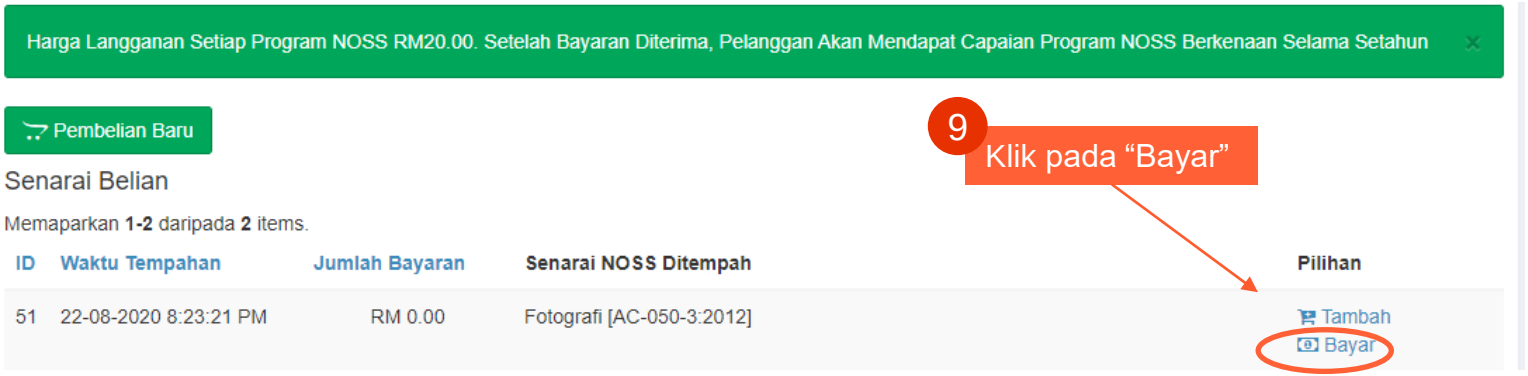


Login pada laman web www.myspike.my



Login pada laman web www.myspike.my

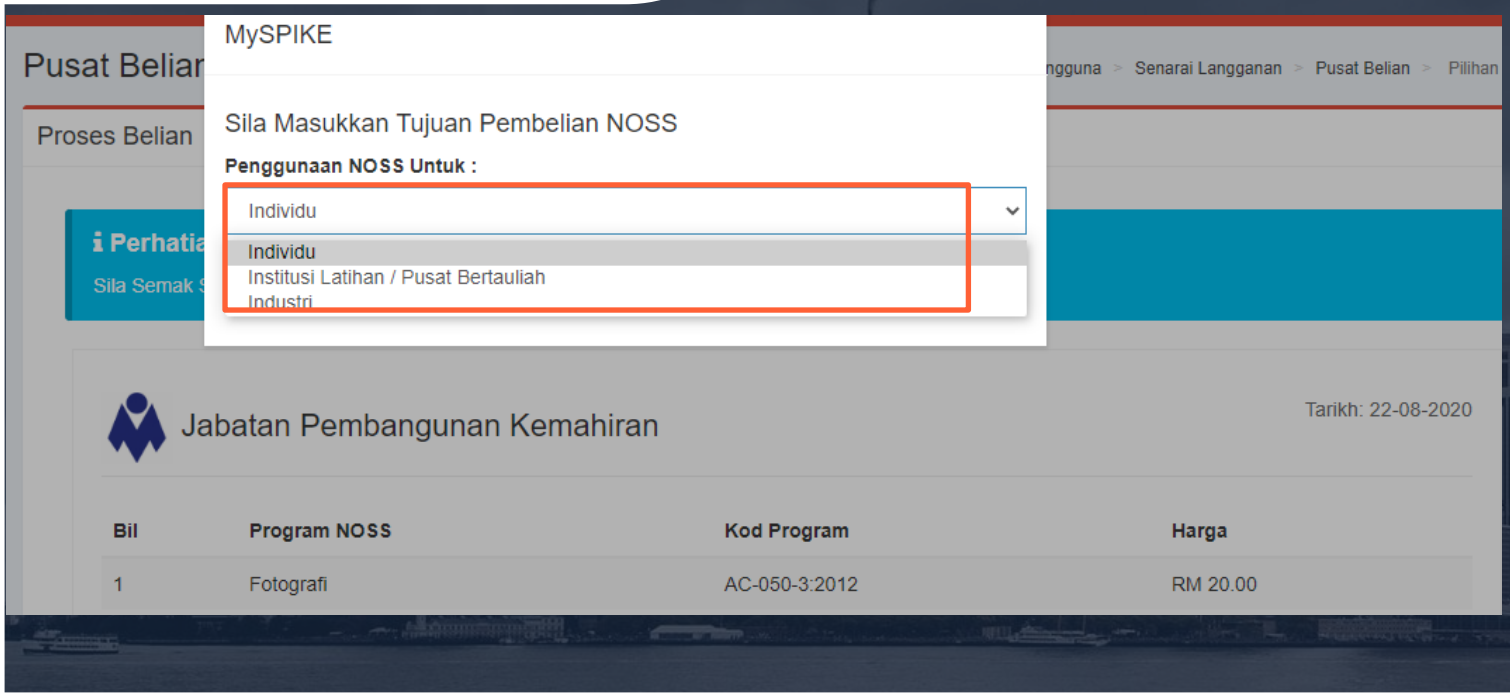




Prosses Bayaran Online NOSS

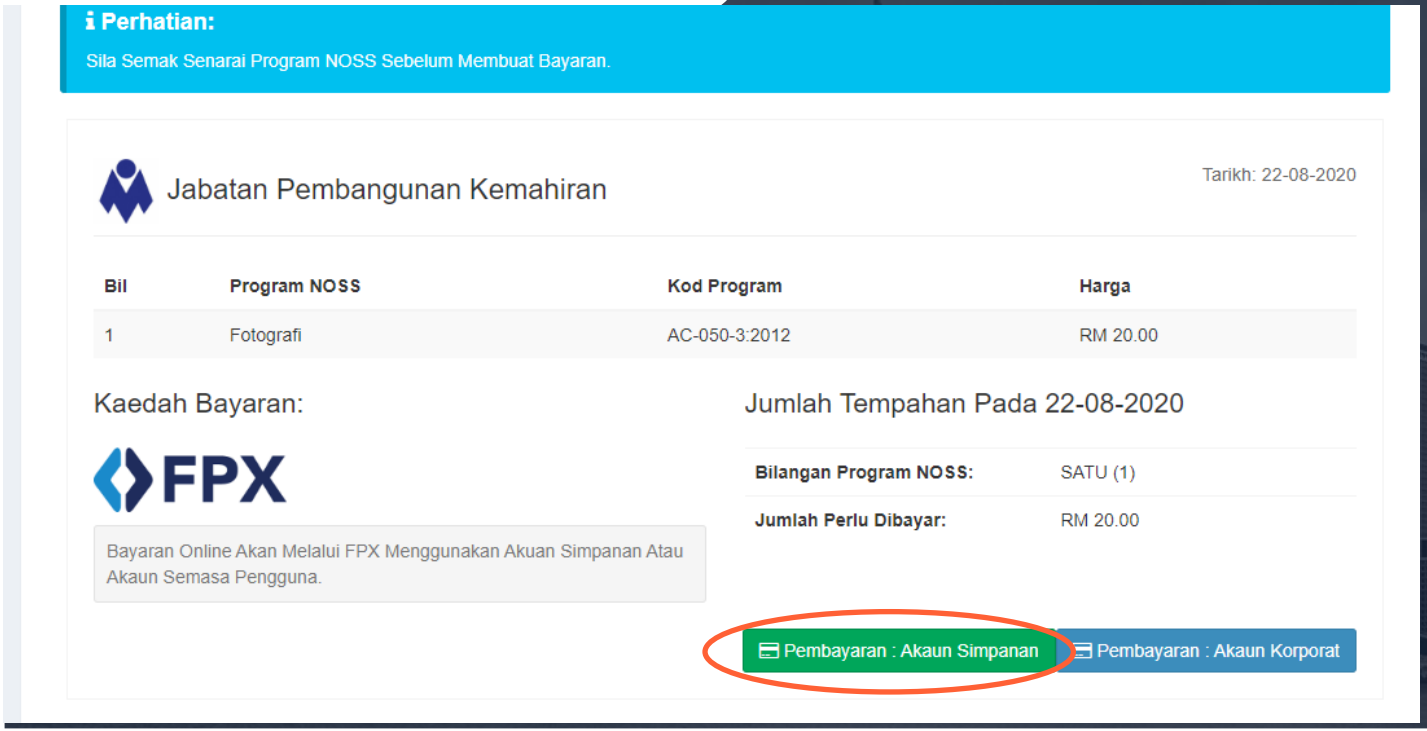
Pilih kategori tujuan pembelian NOSS :

1. Kegunaan individu
2. Kegunaan Latihan / Pusat Bertauliah
3. Kegunaan industry / syarikat

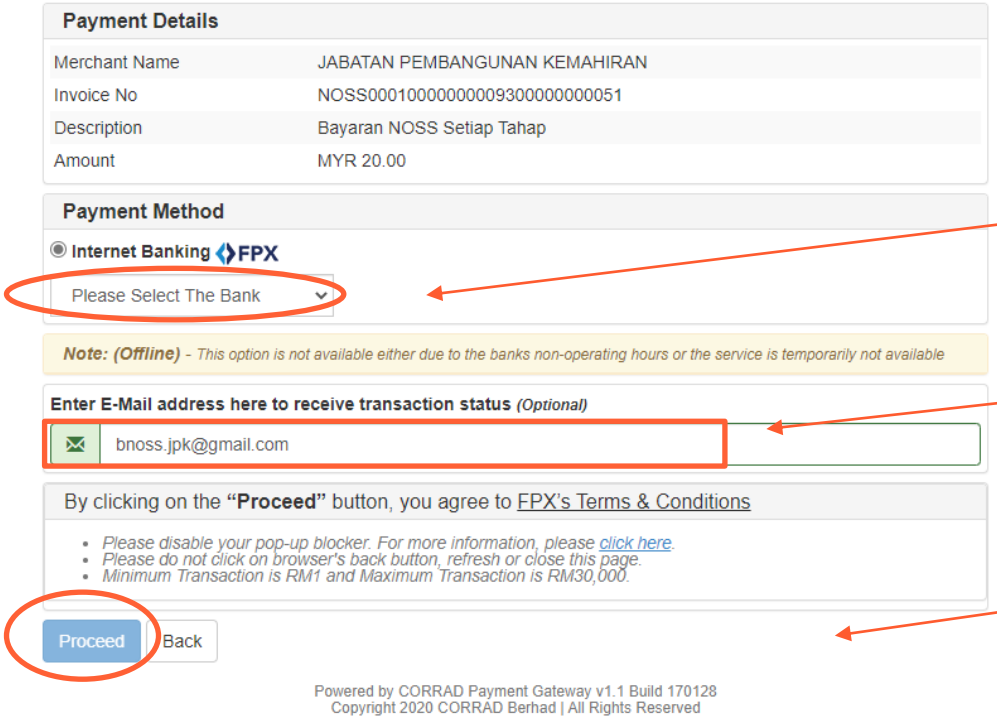


Prosses Bayaran Online NOSS

Klik pada : pembayaran sama ada menggunakan akaun simpanan atau akaun korporat.



Prosses Bayaran Online NOSS



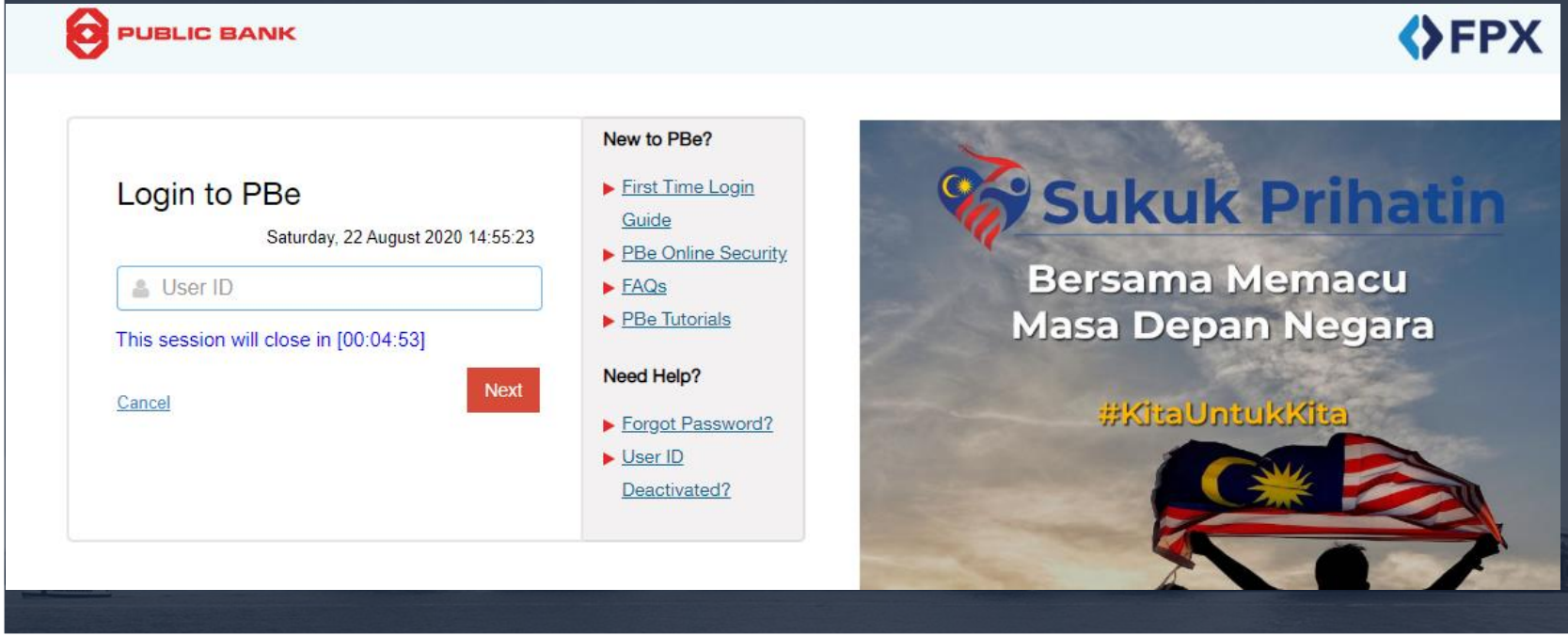
Pilih bank pembayaran

Masukkan alamat e-mel

Tekan "Proceed"

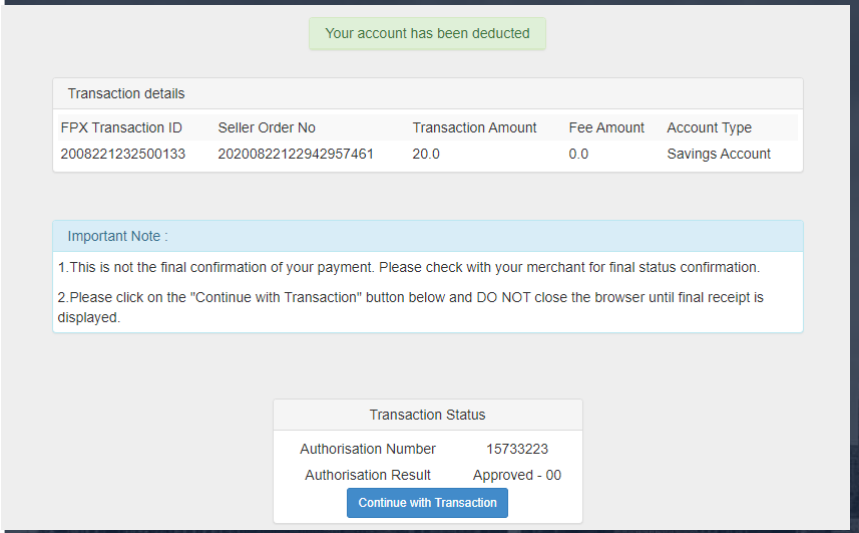
Prosses Bayaran Online NOSS

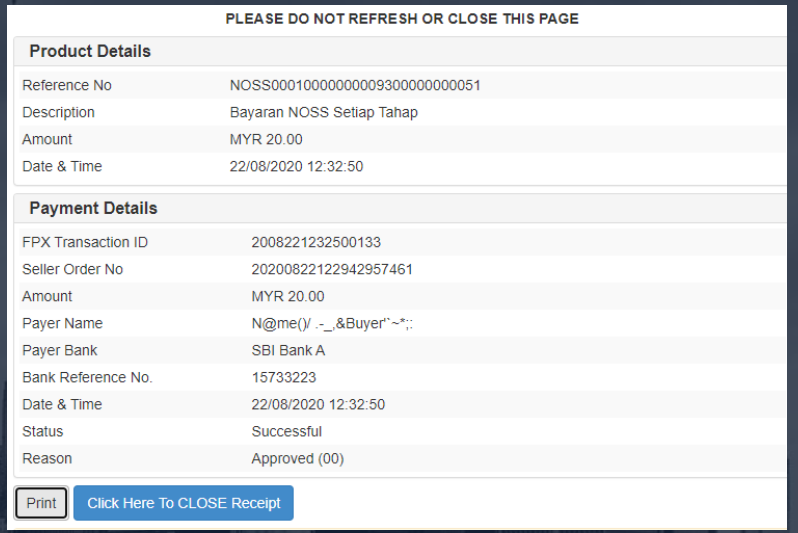
Teruskan proses pembayaran menggunakan bank pilihan anda



Prosses Bayaran Online NOSS

Setelah proses pembayaran selesai. Resit akan dipaparkan, Salinan resit juga akan dihantar oleh system kepada alamat e-mel yang dimasukkan semasa proses pembelian. Pengguna juga boleh melihat resit melalui sistem..





ID	Waktu Tempahan	Jumlah Bayaran	Senarai NOSS Ditempah	Pilihan
51	22-08-2020 8:23:21 PM	RM 20.00	Fotografi [AC-050-3:2012]	Resit
50	22-08-2020 4:53:57 PM	RM 40.00	Fotografi [AC-050-5:2012] Pentadbiran Ladang Ruminan [A014-001-4:2017]	Resit

3 Paparan Langganan NOSS

Paparan Langganan NOSS

NOSS yang telah dilanggan akan terpapar di bahagian muka hadapan Pengguna > Langgan NOSS.

Setiap dokumen NOSS yang dilanggan boleh diakses selama setahun oleh pengguna melalui system MySPIKE.

Senarai Langganan

Memaparkan **1-3** daripada **3** items.

Bil	Nama Program	Kod Program	Tarikh Mula	Tarikh Tamat	Fungsi/Tindakan
1	Fotografi	AC-050-3:2012	22-08-2020	23-08-2021	Standard Practise (SP) Competency Profile Chart (CPC) Competency Profile (CP) Curriculum of Competency Unit (CoCu) Tools, Equipment and Materials (TEM) Jam Latihan / Weightage
2	Pentadbiran Ladang Ruminan	A014-001-4:2017	22-08-2020	23-08-2021	Standard Practise (SP) Competency Profile Chart (CPC) Competency Profile (CP) Curriculum of Competency Unit (CoCu) Tools, Equipment and Materials (TEM) Jam Latihan / Weightage
3	Fotografi	AC-050-5:2012	22-08-2020	23-08-2021	Standard Practise (SP) Competency Profile Chart (CPC) Competency Profile (CP) Curriculum of Competency Unit (CoCu) Tools, Equipment and Materials (TEM) Jam Latihan / Weightage

4 Print Paparan NOSS

Print / Save PDF Paparan NOSS

NOSS yang telah dilanggan akan terpapar di bahagian muka hadapan Pengguna > Langgan NOSS.

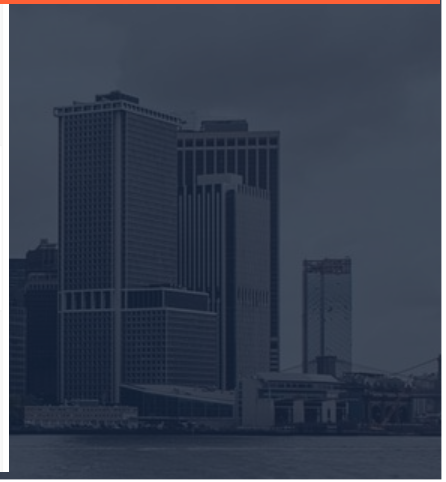
Pengguna boleh cetak / Save as PDF paparan NOSS mengikut setiap komponen SP, CPC, CP, COCU, TEM dan Training Hour Summary

Senarai Langganan

Memaparkan **1-3** daripada **3** items.

Bil	Nama Program	Kod Program	Tarikh Mula	Tarikh Tamat	Fungsi/Tindakan
1	Fotografi	AC-050-3:2012	22-08-2020	23-08-2021	Standard Practise (SP) Competency Profile Chart (CPC) Competency Profile (CP) Curriculum of Competency Unit (CoCu) Tools, Equipment and Materials (TEM) Jam Latihan / Weightage
2	Pentadbiran Ladang Ruminan	A014-001-4:2017	22-08-2020	23-08-2021	Standard Practise (SP) Competency Profile Chart (CPC) Competency Profile (CP) Curriculum of Competency Unit (CoCu) Tools, Equipment and Materials (TEM) Jam Latihan / Weightage
3	Fotografi	AC-050-5:2012	22-08-2020	23-08-2021	Standard Practise (SP) Competency Profile Chart (CPC) Competency Profile (CP) Curriculum of Competency Unit (CoCu) Tools, Equipment and Materials (TEM) Jam Latihan / Weightage

Klik pada mana-mana komponen NOSS yang ingin dicetak / save PDF



Print / Save PDF Paparan NOSS

Contoh paparan NOSS bagi **Competency Profile (CP)** :

Tekan CTRL + P di paparan untuk fungsi cetak / save as PDF

Competency Profile

SECTION	M - PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
GROUP	742-PHOTOGRAPHIC ACTIVITIES
AREA	PHOTOGRAPHY
NOSS CODE	AC-050-3:2012
NOSS TITLE	FOTOGRAFI
NOSS LEVEL	3

CU CODE	AC-050-3:2012-C01
CU TITLE	PHOTOGRAPHY PRE-PRODUCTION
CU DESCRIPTOR	Pre-production is a process of preparing all elements such as props, locations, talents, equipment, safety, photography shoot and photographers involves in photography production. At this stage finalizing of photography production go into effect. Talents, props, locations, equipment, safety, shooting time and photographers are set by the end of the pre-production. He or she is responsible to identify job requirement based on job order. The person who competence in this CU title shall be able to prepare photography requirement, equipment, talents, props and shooting location. The outcome of this competency is to ensure the photography preparation is well planned and met the job requirement.

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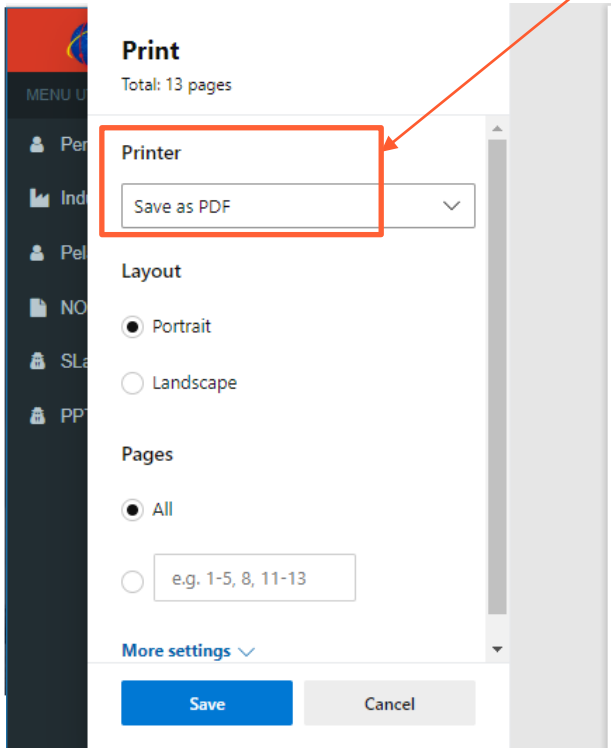

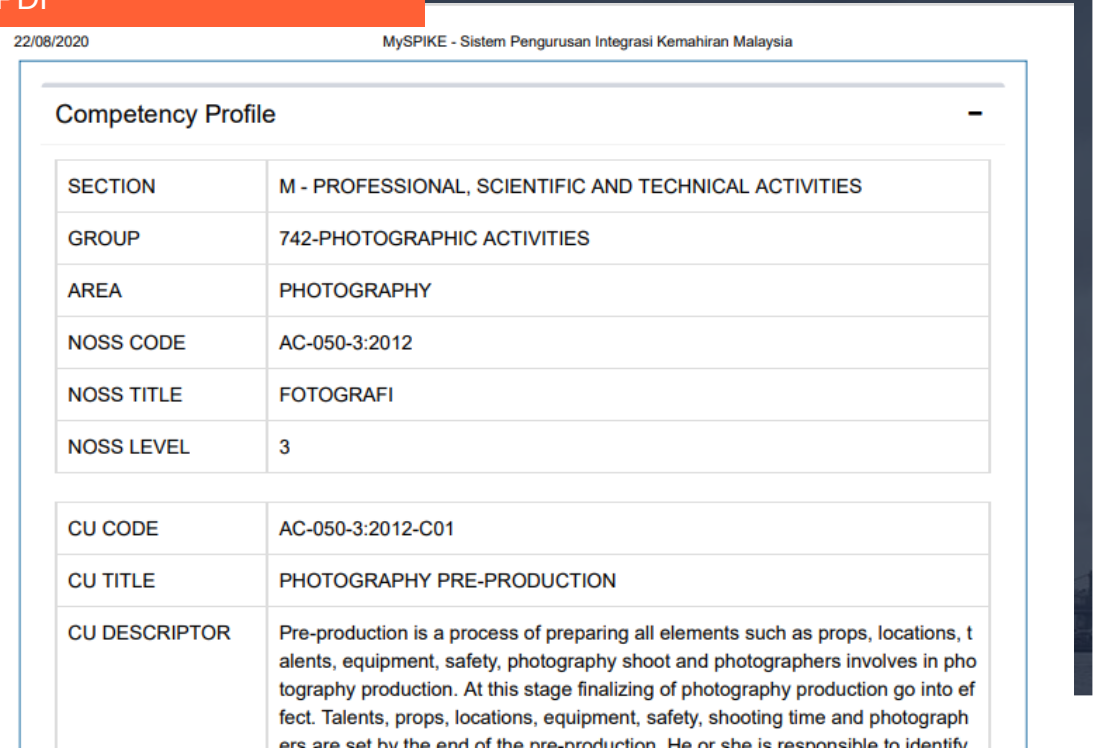

Terima Kasih!