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**INTERNATIONAL POSTGRADUATE DIPLOMA  
IN LEADERSHIP & MANAGEMENT LEVEL 7  
UNDER EUROPEAN QUALIFICATION FRAMEWORKS (EQF)  
ENDORSED LEARNING PROGRAM (ELP)  
IN COLLABORATION WITH  
OXFORD INTERNATIONAL STUDY CENTRE,  
UNITED KINGDOM**

**ELITE C-SUITE  
(OUTBOUND PROGRAM)  
“ELEVATING EXCELLENCE FOR EXECUTIVE SUCCESS”**

**COMPLEMENTARY CPD AWARDED:  
CABE (UK) CPD**

TRAINING ID: MJA/ELITE-UK/2024/01  
<https://www.megajatiacademy.com/csuite>

**MEGA JATI ACADEMY SDN BHD**

No 62, First Floor Bandar Puteri Jaya,  
Jalan BPJ 1/1, Seksyen 1, Sungai Petani  
08000, Kedah, MALAYSIA  
+604 424 2215 / +6017 419 3031 / academy.mjc@gmail.com

## 1.0 INTRODUCTION

**OTHM Qualifications** is a UK's based Awarding Organisation regulated by OfQual (Office of the Qualifications and Examinations Regulation) and has a numerous delivery centre globally to deliver their qualifications with the objectives to uphold the integrity of qualifications and assessments to provide **British Standard Qualifications** globally, to promote professionalism, to promote ethical practice and to promote equality and diversity. **Mega Jati Academy** is one of the Approved Centre of OTHM Qualifications United Kingdom in promoting strategic level management learning programs with registration number **DC2012488** and delivering international **Endorsed Learning Program (ELP)** by OTHM Qualifications particularly at Level 5, 6 and 7 approved under the **European Qualification Frameworks (EQF)**.

**Mega Jati Academy** is a Certified, Approved Training Provider registered with the Ministry of Finance Malaysia (MOF), Human Resource Development Corporation (HRDCorp), Construction Industry Development Board Malaysia (CIDB) and OTHM Qualifications (OTHM) delivering training for supervisory and management personnel in Malaysia. This Proposal will outline the program by Mega Jati Academy Sdn Bhd (MJA) namely **INTERNATIONAL POSTGRADUATE DIPLOMA IN LEADERSHIP & MANAGEMENT LEVEL 7** starting from MAY 2024. In addition, MJA is registered with the MOF under CODE 221110: Training Services, Trainer and Moderator/Negotiator & CODE 222704: Services / Certification and Accreditation enabled us to offer such programs to certify qualified personnel independently.

The general idea of this program as in-depth specialisation in LEADERSHIP & MANAGEMENT personnel in industry targets individual professionals in management and operation that focus in **twelve (12) relevant modules areas** not only for Malaysian but also international managers. All Learners, subject to submission of all assessment will be awarded **two (2) certificates** from MJA Professional Certificate (CPD from CABE (UK), BEM, RISM and MBOT are eligible) and the OTHM Qualifications **INTERNATIONAL POSTGRADUATE DIPLOMA IN LEADERSHIP & MANAGEMENT LEVEL 7** delivered under **European Qualification Frameworks (EQF) Endorsed Learning Program (ELP)** approved programs as part of our commitment to produce a qualified and certified executives and managers for the nation and beyond.

The **International Postgraduate Diploma in Leadership & Management Level 7** is a distinguished program offering a comprehensive and flexible learning experience for professionals aspiring to advance their leadership careers. With a curriculum tailored to address contemporary challenges in strategic leadership and organisational dynamics, this program, led by renowned faculty and industry experts, provides a unique blend of theoretical knowledge and practical skills. Designed to accommodate the needs of working professionals, the program offers flexible scheduling options and online modules. Graduates emerge not only with a globally recognized qualification but also with a strong network of industry connections, positioning them for success in leadership roles across diverse sectors.

## 2.0 ELITE C-SUITE PROGRAM -

### “Elevating Excellence for Executive Success”

The Elite C-suite Program is an exclusive executive development initiative tailored for high-level corporate and organisational leaders. It focuses on enhancing leadership capabilities, strategic thinking, and decision-making skills essential for C-suite executives.

The program provides advanced training in areas such as executive management, organisational leadership, and corporate governance. Participants engage in intensive learning experiences, including online classrooms, case studies, simulations, and interactive workshops where expert faculty members offer insights into current industry trends, best practices, and innovative strategies. Additionally, networking opportunities allow participants to connect with peers and industry experts, fostering collaboration and knowledge exchange. The program aims to empower C-suite leaders to drive organisational growth, navigate complex challenges, and achieve sustainable success in today's competitive business and organisational landscape.

## 3.0 PROPOSED TIMELINE - AN OVERVIEW

ELITE C-SUITE PROGRAM - AN OVERVIEW		
Program Timeline	15 March - 13 May	Registration and Enrolment
	13 May - 14 June	Online Class (Inbound / Outbound) via Learning Management System (LMS)
	14 June - 13 July	Online Assessment Submission (Inbound / Outbound)
	25 June	Online Briefing / Meet & Greet (Inbound)
	16 July	Online Briefing / Meet & Greet (Outbound)
	21 July	Elite C-Suite Meet & Greet Hi-Tea - Pokok, KL

## 4.0 PROPOSED TIMELINE - OUTBOUND PROGRAM

<b>Dates &amp; Days</b>	<b>August 2024</b>	
	18 (Sunday)	Arrival at Heathrow Airport and Oxford
	19-23 (Monday - Friday)	Elite C-Suite Program in OISC
	23 (Friday)	Graduation Ceremony
	24 (Saturday)	Excursion in London
	26 (Monday)	Depart to Heathrow Airport
<b>Time (Training and Guided Tour)</b>	8.30 am - 5.30 pm (UK Time)	
<b>Venue</b>	Oxford International Study Centre, 6-7 St Aldate's, Oxford OX1 1BS, United Kingdom	
<b>No of Participants</b>	25-30 participants	

## 5.0 PROGRAM OBJECTIVES

The course is deliberately designed and structured to achieve below specific targets:

- 1) **Develop** a profound understanding of strategic leadership principles, honing skills essential for navigating complex business landscapes effectively.
- 2) **Foster** innovative approaches to decision-making, change management, and organisational optimisation, empowering leaders to enact visionary changes with significant impact at executive levels.
- 3) **Cultivate** cross-cultural leadership skills essential for success in today's interconnected world, gaining insights into international business practices and mastering the ability to lead diverse teams amidst the challenges of a rapidly evolving global marketplace.
- 4) **Immerse** in real-world applications of leadership knowledge through hands-on projects and industry-relevant assessments, fostering practical skills in problem-solving, communication, and collaboration to drive tangible, positive change within organisations and industries.

## 6.0 PRE-REQUISITE / ENTRY REQUIREMENT

This program is designed for existing managerial personnel who had exposed and specialised in the business / organisation sectors but need to meet minimum criteria as below:

### GENERAL CRITERIA:

- 1) Hold a relevant academic and/or vocational qualification of at least the level ideally a minimum Level 6 qualification in his/her own area of specialisation.
- 2) Must be in the current organisational/business sectors working candidates.
- 3) Demonstrate a commitment to ongoing professional development and advancement within their field.
- 4) Display cultural sensitivity and openness to diverse perspectives, indicative of readiness to cultivate cross-cultural leadership skills essential for success in today's globalised business environment.
- 5) Proficiency in English, as all course materials will be delivered in English through a Learning Management System (LMS)

### SPECIFIC MINIMUM CRITERIA:

- 1) **Bachelor's degree** from any institution that is recognized by any regulated frameworks from any country (Level 5 or 6), in any field / Equivalent from institution / local authorities or International, **OR**
- 2) Others recognized/equivalent local and international that can be proven when making an application is subject to the approval, **AND**
- 3) Be ideally at 35 years old in the year of application with at least 3 YEARS management experience in a related organization/business sector, **AND**
- 4) English requirements: All assessment will be in English; Learners need to answer all questions in English. **By OTHM:** *"For learners to be successful on our qualifications which are taught and assessed in English, it is critical that they have an appropriate level of English language skills. (<https://www.othm.org.uk/english-language.html> )*

## 7.0 COURSE DELIVERY

The course material will be in English. Delivery will be through a **learning portal using the Learning Management System (LMS)** for **1+2 months**. The self-learning process in terms of **WEEKLY hour's efforts** estimated about **6 to 10 hours (Professional Certificate Program)** via part time inclusive of all assessments.

**Course Duration** : **1+2 Months: Weekly Efforts: 6-10 hours (Part time)**  
**On Job Training Requirement** : **Embedded 3 Months on Job Practical**  
**Assessment Method: Knowledge Assessment (KA), Performance Assessment (PA)**

## **8.0 COURSE FEE:**

**INTRODUCTION 2024 FEE: RM 28,880.00 (HRDCorp Claimable)**

**USD 6880 (for International Participants)**

**Package includes 6 days in Oxford, 1 day in London, United Kingdom and the following;**

1. Exclusive Premium welcoming kits for Mega Jati Academy Elite C-Suite Program
2. Professional certificates with CPD accreditation from BEM, MBOT, RISM, and CABE (UK) by Mega Jati Academy
3. OTHM Qualifications Level 7 Postgraduate Diploma in Leadership and Management
4. Leadership and Management Certification from Oxford International Study Centre
5. Learning Management System (LMS) portal for 24-hour access
6. Pre-recorded video lectures and downloadable learning materials, textbooks for main references
7. Six (6) sessions of face-to-face meetings with speakers (physical class) in Malaysia
8. Pre-Oxford Departure Hi-Tea in Kuala Lumpur
9. Ten (10) physical classes in Oxford, UK
10. OTHM Qualifications assessment and certification fees
11. Convocation fees for OTHM-MJA (September 2024)
12. Hooding Celebration in Oxford, United Kingdom (August 2024)
13. Accommodation in Oxford (6 nights) and London (1 night), United Kingdom
14. Classroom and facilities for all physical classroom sessions Oxford, United Kingdom.
15. Ground transportation throughout 6 days in Oxford, United Kingdom
16. Airport pick up and send off from/to Heathrow Airport, London United Kingdom (only during the dates and time stated in the itinerary)
17. Excursion to London, UK (ground transportation from Oxford to Paddington, London and accommodation for 1 night in London)
18. Access to Oxford University public lectures
19. Guided tours of Oxford's historic landmarks and renowned colleges

**Please note that the following items are NOT INCLUDED in the package:**

1. Passport renewal fees
2. Immigration charges (such as visa fees or entry/exit taxes)
3. Personal shopping expenses
4. Optional excursions or activities not specified in the itinerary
5. Additional meals or beverages not mentioned
6. Personal expenses such as laundry, telephone calls, and internet usage
7. Any expenses incurred outside of the scheduled program activities
8. Travel insurance coverage beyond what is provided
9. Airport transfers/pick up/send off outside of the specified itinerary
10. Gratuity or tips for service providers

## 9.0 PROGRAM DIRECTOR



**Muhammad Arkam Bin Che Munaaaim**, the recipient of Productivity Champion Certification Category: LEADER and TALENT by Malaysia Productivity Corporation, MPC (2023), listed as Successful People in Malaysia (2022 and 2023) 5<sup>th</sup> Edition and 4<sup>th</sup> Edition by Britishpedia Encyclopedia (Malaysia), British Publishing House, London. Listed as the recipient of Malaysian Top SME CEO Award, 2022 by Dreamtalents Media, Malaysia, awarded as the Building Engineer of The Year (2022), Built Environment Awards 2022 by the Chartered Association of Building Engineers (CABE), United Kingdom in November 2022.

He is Registered Professional Engineer Malaysia since 2005 and a Fellow of the Institution of Engineers Malaysia in 2020. He holds three competencies as a SPAN Qualified Person (National Water Services Commission-SPAN) for water supply and sewerage treatment system, a Certified Energy Manager Registered (REEM) with Suruhanjaya Tenaga Malaysia (ST) and a Certified Construction Project Manager (CCPM) of Construction Industry Development Board Malaysia

He is also Registered National Industrial Experts (DPIN) with the Ministry of Human Resource Malaysia in 2015 and a Technical Expert of Green Technology Financing Scheme from Malaysian Green Technology Corporation beside the Industrial Advisory Panel for universities and colleges.

He obtained his PhD in Energy Conservation from USM (2014), Master of Science in Building Technology USM (2010), where previously in 2000 obtained his B. Eng. (Hons) in Electrical Engineering from UTM Skudai, Johor, Malaysia. He is currently the CEO of Mega Jati Academy Sdn Bhd. His area of working includes renewable energy (solar, mini hydro), mechanical & electrical building services, construction and facility management, water and wastewater treatment plant technologies, project management and construction development and in engineering education as advisory and assessor panel member of Engineering Accreditation Department as EAC/ETAC Panel of the Board of Engineers Malaysia (BEM).

He secured about 20 memberships and affiliations includes from the Chartered Association of Building Engineers, UK (CABE) and Chartered Institute of Building (CIOB), Institution Electrical & Electronics Engineers (MIEEEE), Institution of Engineering and Technology (MIET), ASEAN Engineers Register (ASEAN Eng), ASEAN Chartered Professional Engineer (ACPE), Asia-Pacific Economic Cooperation Engineer (APEC Eng), EMF International PE, (IntPE), Malaysia Green Building Confederation (MGBC), Malaysian Water Association (MWA), Malaysian Society for Engineering & Technology (MySET), Malaysian Invention & Design Society (MINDS) and Malaysia Energy Professional Association (MEPA).

## 10.0 CLOSURE AND ENDORSEMENT

As the Project Manager, I hereby formally request the endorsement and signature of the CEO of Mega Jati Academy on the Concept Paper for **INTERNATIONAL DIPLOMA IN LEADERSHIP & MANAGEMENT LEVEL 7, UNDER EUROPEAN QUALIFICATION FRAMEWORKS (EQF) ENDORSED LEARNING PROGRAM (ELP) LEVEL 7 IN COLLABORATION WITH OXFORD INTERNATIONAL STUDY CENTRE, UNITED KINGDOM ELITE C-SUITE (OUTBOUND PROGRAM) "ELEVATING EXCELLENCE FOR EXECUTIVE SUCCESS"**. Should you require any further information or clarification, please do not hesitate to reach out. Thank you.

Yours truly,



**SUHAILA MOHAMAD**

Program Manager Elite C-Suite Program

Mega Jati Academy


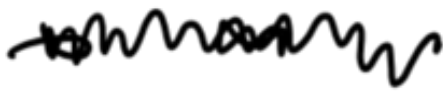
Tel: +60197764617/ Email: [suhaila@megajatiacademy.com](mailto:suhaila@megajatiacademy.com)

**DATE: 6 MARCH 2024**

As the CEO of Mega Jati Academy and the Project Director for **INTERNATIONAL DIPLOMA IN LEADERSHIP & MANAGEMENT LEVEL 7, UNDER EUROPEAN QUALIFICATION FRAMEWORKS (EQF) ENDORSED LEARNING PROGRAM (ELP) LEVEL 7 IN COLLABORATION WITH OXFORD INTERNATIONAL STUDY CENTRE, UNITED KINGDOM ELITE C-SUITE (OUTBOUND PROGRAM) "ELEVATING EXCELLENCE FOR EXECUTIVE SUCCESS"**, I am confident that this concept paper effectively outlines the proposed initiative and its potential benefits for Mega Jati Academy. My endorsement of this proposal signifies Mega Jati Academy's commitment to moving forward with this endeavor.

Yours truly,

**MEGA JATI ACADEMY SDN BHD**



**MUHAMMAD ARKAM BIN CHE MUNAIM**, Adj. Prof. Ir. Dr.

Chief Executive Officer

Tel: +6016 335 7727 / Email: [arkam@engineer.com](mailto:arkam@engineer.com)

**DATE: 7 MARCH 2024**