

FOREIGN WORKERS MANAGEMENT – COMPLIANCE & STRATEGIES (THE MALAYSIAN CONTEXT)

MALAYSIA HR FORUM ACADEMY
MENARA PKNS PETALING JAYA,

RM 2,800



100% HRDC Claimable



COURSE SUMMARY

This course provides an in-depth understanding of managing foreign workers in Malaysia, focusing on compliance with local laws and regulations, as well as effective strategies for workforce integration and management. Participants will learn about legal frameworks, recruitment processes, documentation, workplace policies, and cultural integration techniques.

LEARNING OBJECTIVES

- Understand the legal and regulatory framework governing foreign workers in Malaysia
- Learn the processes and best practices for recruiting and hiring foreign workers
- Gain insights into managing foreign worker documentation and permits
- Develop strategies for effective integration and management of foreign workers
- Explore compliance requirements and how to maintain them.

TARGETED PARTICIPANTS

- Human Resources Managers and Professionals
- Business Owners and Employers
- Compliance Officers
- Legal Advisors
- Managers and Supervisors of Foreign Workers

METHOD OF TRAINING

A combination of various learning methodology including:

- Two-way lectures
- Use of multimedia aids
- Demonstrations
- Case studies
- Group Discussions
- Self-Reflections

LEARNING OUTCOME

At the end of this program participants will be able to understand:

- Understand the legal and regulatory framework governing foreign workers in Malaysia
- Learn the processes and best practices for recruiting and hiring foreign workers
- Gain insights into managing foreign worker documentation and permits
- Develop strategies for effective integration and management of foreign workers
- Explore compliance requirements and how to maintain them.

CONTENTS DAY 1 | 9 AM - 5 PM

Module 1: Introduction to Foreign Workers in Malaysia

- Overview of Foreign Workforce in Malaysia
- Historical context and current trends
- Economic impact and significance
- Types of Foreign Workers:
 - Categories (skilled, semi-skilled, unskilled)
 - Sectors with high foreign worker employment

Module 2: Legal and Regulatory Framework

- Key Legislations (summary of the watchouts in relation to compliance):
 - Employment Act 1955 [to include but not limited to mandatory medical check-up FOMEMA and insurance benefits such as Foreign Workers Compensation Scheme (FWCS), Foreign Worker Hospitalisation and Surgical Insurance Scheme (FWHS) / (SKHHPA) and Foreign Workers Insurance Guarantee (FWIG)]
 - Immigration Act 1959/63
 - Industrial Relations Act 1967
 - Immigration Act 1959/63
 - Employees' Minimum Standards of Housing, Accommodations and Amenities Act 1990 [note on whether company provided own accommodation based on the guideline set-forth or 3rd party Centralised Labour Quarters (CLQ)]
- Government Agencies and Their Roles
 - Ministry of Human Resources (labour department, industrial relations department, and so forth)
- Statutory Agencies (EPF, SOCSO, LHDN and etc.)
- Work Permits and Visas
 - Types of permits (e.g.: Employment Pass, Professional Visit Pass, Temporary Employment Visit Pass and etc.)
 - Application procedures and requirements

Module 3: Recruitment and Hiring Processes

- Pre-Recruitment Considerations
 - Identifying manpower needs Job Descriptions and specifications
- Recruitment Channels
 - Fair treatment and non-discrimination (to include fair pay equity and etc.)
 - Addressing grievances and disputes
- Hiring Procedures
 - Interview and selection process
- Offer letters and contracts

CONTENTS DAY 2 | 9 AM - 5 PM

Module 4: Documentation and Permits Management

- Visa and Work Permit Application
 - Steps for application and approval
 - Common pitfalls and how to avoid them
 - Maintaining Compliance
- Monitoring visa expiry and renewals
 - Record-keeping and documentation
 - Dealing with Non-Compliance
- Penalties and legal consequences
 - Remedial actions and preventive measures

Module 5: Workplace Integration and Management

- Onboarding and Orientation
 - Induction programs (including but not limited to language, governing laws in relation to employment)
 - Cultural sensitivity and integration
- Workplace Policies and Practices
 - Safety and health regulations [in accordance with the OSHA 1994 and best industry practices – Section 15 (1): It shall be the duty of every employer person to ensure, so far as is practicable, the safety, health and welfare at work of all his employees.]
 - Accommodation and welfare management (in accordance to Act 446)

Module 6: Compliance and Ethical Considerations

- Ensuring Legal Compliance
 - Regular audits and checks
 - Working with legal advisors
- Ethical Management Practices
 - Fair treatment and non-discrimination (to include fair pay equity and etc.)
 - Addressing grievances and disputes
- Key International Standards Compliance
 - ILO Forced Labour Indicators
 - RBA
 - SMETA/Sedex