



BERJAYA
TVET COLLEGE

SCHOOL OF MANAGEMENT & TECHNOLOGY

LEVEL 3 SKM

**FRONT OFFICE OPERATION
EVENT MANAGEMENT COORDINATION
OFFICE ADMINISTRATION
APPLICATION DEVELOPMENT**



BEGIN HERE. EXCEL HERE.



About BERJAYA TVET College

Berjaya TVET College is a prominent institution in Malaysia specialising in Technical and Vocational Education and Training (TVET). It offers a range of programmes designed to equip students with practical skills and knowledge aligned with industry needs. At Berjaya TVET College, we train our students to be future-ready. Hence, all of our programmes are equipped with basic knowledge in artificial intelligence (AI) allowing students to be equipped with relevant future knowledge. The college is known for its state-of-the-art facilities and industry partnerships, which provide students with hands-on experience and exposure to real-world challenges. Berjaya TVET College emphasises a holistic approach to education, integrating theoretical knowledge with practical training to prepare students for successful careers in various technical and vocational fields. With a focus on innovation and industry relevance, the college plays a crucial role in supporting Malaysia's economic growth by producing skilled workforce ready to meet the demands of the job market.

SKM (Sijil Kemahiran Malaysia)

SKM, Malaysia's Skills Certificate, validates vocational skills from basic to advanced levels, administered by the Department of Skills Development (Jabatan Pembangunan Kemahiran, JPK). It plays a crucial role in enhancing workforce quality and competitiveness by formally recognising practical skills across various sectors, ensuring candidates meet industry standards through practical assessments and exams.



City and Guilds

City and Guilds, a global leader in skills development based in the UK, offers respected vocational qualifications and apprenticeships in sectors like engineering, hospitality, healthcare, and business. Recognised worldwide, its certifications support lifelong learning and career advancement, designed in collaboration with employers to meet current and future industry needs.



1st Job Priority & Professional Work Placements

With support from Berjaya Corporation Group of Companies wealth of experience and industry knowledge, we are able to offer work placement opportunities to allow students to gain hands-on experience before diving into students' chosen industry.



GLOBAL WORK PLACEMENTS



Our Strength, Your Future



Supported by Berjaya Corporation's Group of Companies, Berjaya TVET College students have the opportunity to gain immediate career advancements upon graduation by leveraging on our Group's global presence.

ICELAND

- Berjaya Reykjavík Natura Hotel
- Berjaya Reykjavík Marina Hotel
- Berjaya Akureyri Hotel
- Berjaya Hérað Hotel
- Berjaya Mývatn Hotel
- Canopy by Hilton Reykjavík City Centre
- Hilton Reykjavík Nordica
- Reykjavík Konsúlat Hotel
- Curio Collection by Hilton
- Iceland Parliament Hotel
- Curio Collection by Hilton
- Alda Hotel Reykjavík
- Hotel Edda Akureyri
- Hotel Edda Egilsstaðir
- Berjaya Höfn Hotel



Iceland Parliament Hotel
- Curio Collection by Hilton



Hilton Reykjavík Nordica,
Iceland



Berjaya Eden Park London
Hotel, United Kingdom



Berjaya Beau Vallon Bay
Resort & Casino, Seychelles

UNITED KINGDOM

- Berjaya Eden Park London Hotel
- The Castleton Hotel

SEYCHELLES

- Berjaya Beau Vallon Bay
Resort & Casino
- Berjaya Praslin Resort



Berjaya Tioman Resort,
Malaysia



Berjaya Times Square Hotel,
Kuala Lumpur, Malaysia



The Taaras Beach &
Spa Resort, Malaysia



Berjaya Langkawi Resort,
Malaysia



The Chateau Spa &
Wellness Resort, Berjaya Hills,
Malaysia



Colmar Tropicale,
Berjaya Hills, Malaysia

JAPAN

- ANSA Okinawa Resort
- Berjaya Hakkoda Ski Resort



Berjaya Hakkoda Ski Resort,
Japan

PHILIPPINES

- Berjaya Makati Hotel

MALAYSIA

- Berjaya Times Square Hotel, Kuala Lumpur
- ANSA Hotel Kuala Lumpur
- ACES Hotel, Kuala Lumpur
- Berjaya Waterfront Hotel, Johor Bahru
- Berjaya Penang Hotel
- Berjaya Langkawi Resort
- Berjaya Tioman Resort
- Redang Island Resort
- The Taaras Beach & Spa Resort
- The Chateau Spa & Wellness Resort
- Colmar Tropicale, Berjaya Hills

SRI LANKA



Berjaya Hotel Colombo,
Sri Lanka

Level 3 SKM

Front Office Operation

(1551-002-3:2017)

City & Guilds (UK) Level 2 Diploma in Reception Services

This programme provides students with professional skills to operate in various types of hospitality operations. It entails both theoretical and practical training that equip students with thorough technical, interpersonal and operational skills that will allow them to succeed in their chosen industry.

ENTRY REQUIREMENTS

- 16 years and above (Malaysian)
- 18 - 35 years (International)
- Able to read, write and count
- No academic required
- Interested in vocational programmes
- Malaysian or International students
- Pass in English at high school (International)
- O Levels or equivalent (International)

CAREER OPPORTUNITIES

- Front Office Assistant / Supervisor
- Duty Supervisor
- Reservation Manager / Supervisor / Assistant
- Ecommerce Supervisor
- Revenue Supervisor
- Concierge
- Bell Man
- Guest Service Executive / Assistant
- Telephone Operator / Communication Executive
- Butler

PROGRAMME STRUCTURE

- Front Office Telephone Services
- Front Desk Operation
- Concierge Services
- Guest Service Operation

DURATION

- 12 months

INTAKES

- February, May, July, October



Level 3 SKM

Event Management Coordination (HT-201-3:2012)

City & Guilds (UK) Level 2 Diploma in Food & Beverage Services

This programme provides students with professional skills for planning and executing events. Covering project management, budgeting, marketing, and logistics, students gain practical experience in coordinating diverse events. Emphasis on organisational and communication skills ensures graduates can effectively manage teams and deliver successful events.

ENTRY REQUIREMENTS

- 16 years and above (Malaysian)
- 18 - 35 years (International)
- Able to read, write and count
- No academic required
- Interested in vocational programmes
- Malaysian or International students
- Pass in English at high school (International)
- O Levels or equivalent (International)

CAREER OPPORTUNITIES

- In-House Event Planner
- Conference Organiser
- Bridal Consultant
- Front Office Assistant
- Housekeeping Supervisor
- Restaurant Assistant
- Catering Assistant
- Travel Agent
- Tour Leader
- Marketing and Public Relations

PROGRAMME STRUCTURE

- Event Venue Preparation
- Event Facilities and Technical Preparation Coordination
- Event Supply Chain / Logistic Coordination
- Event Execution Coordination
- Event Customer Relation Services

DURATION

- 12 months

INTAKES

- February, May, July, October



Level 3 SKM Office Administration

(N821-001-3:2020)

City & Guilds (UK) Level 2 Diploma in Reception Services

This programme provides students with professional skills to operate in various types of office operations. It entails both theoretical and practical training that equip students with thorough technical, interpersonal and operational skills that will allow them to succeed in their chosen industry.

ENTRY REQUIREMENTS

- 16 years and above (Malaysian)
- 18 - 35 years (International)
- Able to read, write and count
- No academic required
- Interested in vocational programmes
- Malaysian or International students
- Pass in English at high school (International)
- O Levels or equivalent (International)

CAREER OPPORTUNITIES

- Receptionist
- Data Entry Clerks
- Administrative Assistant / Officer
- Procurement Assistant / Officer
- Logistic Assistant / Officer
- Document Controller
- Personal Assistant / Secretary

PROGRAMME STRUCTURE

- Front Office Reception
- Office Finance Handling
- Office Procurement Handling
- Office Inventory Handling
- Office Logistic Handling
- Office Documentation Preparation
- Staff Administration Supervision

DURATION

- 18 months

INTAKES

- February, May, July, October



Level 3 SKM

Application Development

(IT-010-3:2016)

City & Guilds (UK) Level 2 Diploma in IT Support

This programme provides students with professional skills in software development with a focus on AI technologies. Students learn to design and develop applications, integrating AI features like machine learning and data analytics. The curriculum includes programming, system architecture, and user experience, preparing graduates to create innovative solutions and stay ahead in the tech industry.

ENTRY REQUIREMENTS

- 16 years and above (Malaysian)
- 18 - 35 years (International)
- Able to read, write and count
- No academic required
- Interested in vocational programmes
- Malaysian or International students
- Pass in English at high school (International)
- O Levels or equivalent (International)

CAREER OPPORTUNITIES

- Software Engineer
- IT Support
- Programmer
- IT Executive
- Database Engineer
- Front-end Developer
- Back-end Developer

PROGRAMME STRUCTURE

- Application Prototype Development
- Application Module Development
- Application Module Integration
- Development Environment Deployment
- Application Bug Fixing
- Application System Documentation Compilation
- Application Development Supervision

DURATION

- 12 months

INTAKES

- February, May, July, October



State-of-the-art Facilities

The BERJAYA "Immersion Methodology", an integration of state-of-the-art facilities, high educational standards, and industry expertise, exposes students to learning practices that are innovative and student-centred. This Methodology supports students to think critically, learn to work in teams, solve problems collectively, gain theoretical knowledge and provides interaction with people of extensive industry experience.

Students have the opportunity to present their work to industry representatives through conferences or competitions, providing valuable cross-industry exposure and networking opportunities.

We have invested heavily into providing premier state-of-the-art kitchen facilities and equipment for our students, sparing no expense to ensure that they would be well-versed with the equipment that they will inevitably encounter in the working world.



Show Kitchen



Production Kitchen



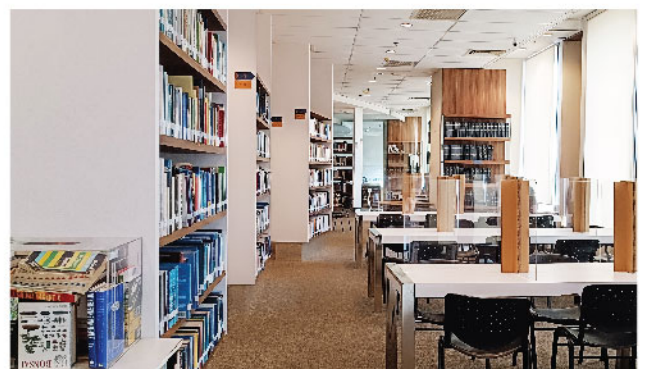
Bakery Lab



Pastry Lab



Upper East Side Deli



Library

Students Accommodation at Plaza Berjaya



Master Room



Medium Room



Single Room



Bathroom



Living Room



Kitchen

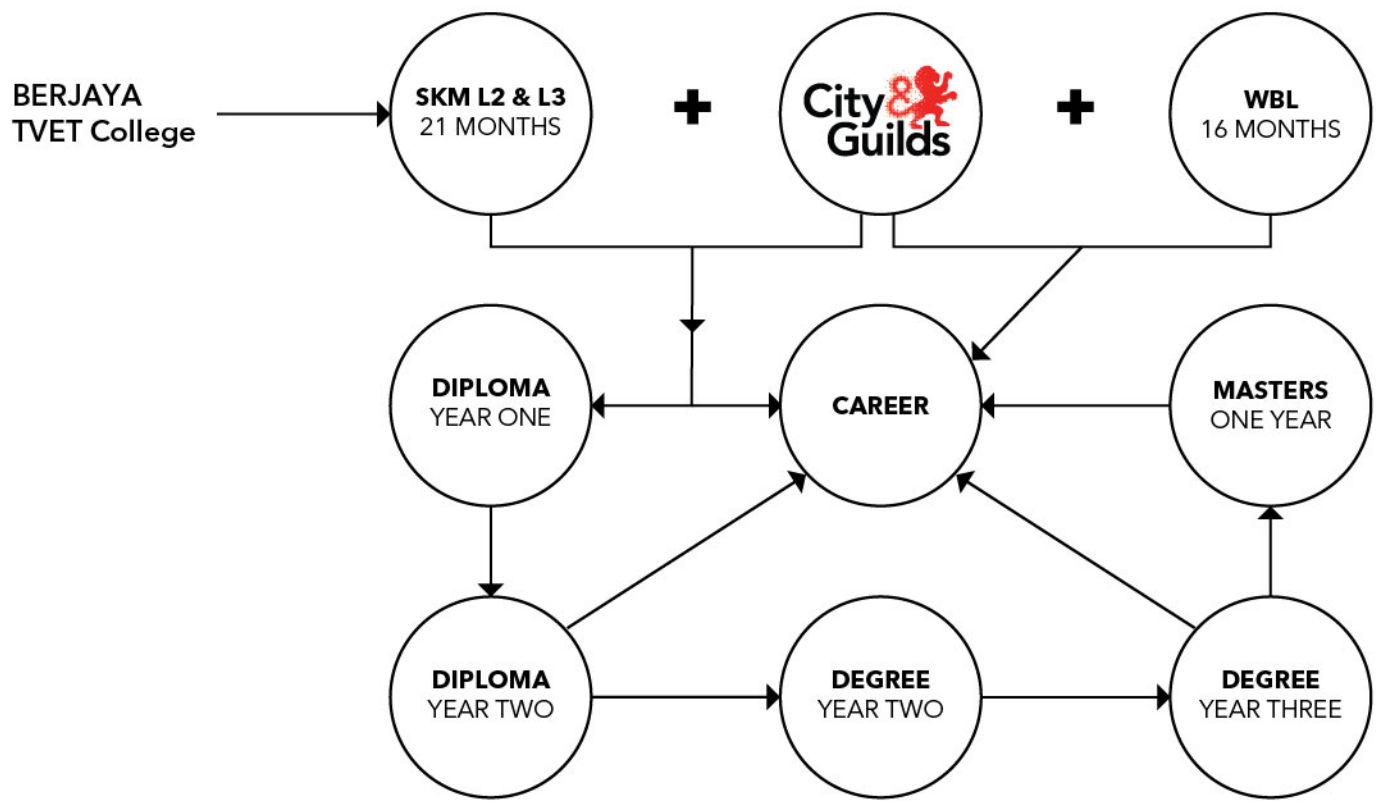


Kitchen



Washing Machine

Education Pathways



Grooming Champions



5th Selangor International Culinary Festival 2023



Culinaire Malaysia Competition 2023



Culinaire Malaysia Competition 2023

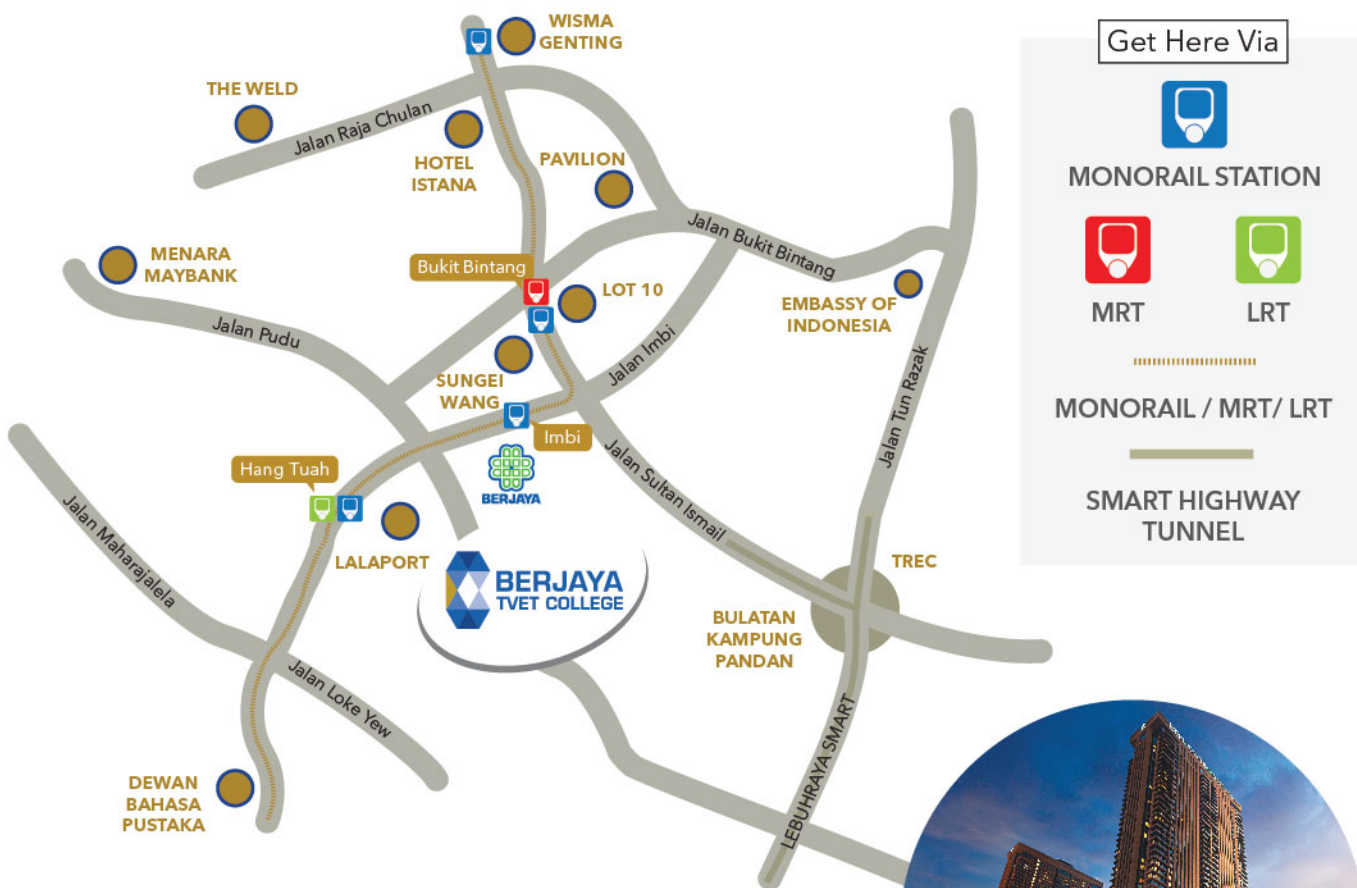


Penang Battle of the Chefs (BOTC) 2024

City Campus

Situated in the heart of Kuala Lumpur, the Berjaya TVET College campus is designed to enhance students' educational experience, every step of the way.

The city campus features state-of-the-art facilities designed to provide an exceptional learning environment and is conveniently accessible by public transportation, making it easy for students to reach from various parts of the city.



BERJAYA College Sdn Bhd

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