



PERSATUAN WANITA KRISTIAN KUALA LUMPUR
PUSAT LATIHAN VOKASIONAL & PERLUANG KERJAYA
(VOCATIONAL TRAINING OPPORTUNITY CENTRE)
No. 12 Jalan Hang Jebat (Jalan Davidson)
50150 Kuala Lumpur.

1 July 2018

Dear Friends of the Vocational Training Opportunity Centre

Intake of Trainees for 2019

We want to take this opportunity to thank all of you for your support in the 20 years that we have been operating. Thank you for the 1524 past trainees and the present 78 undergoing their training this year. We look forward to your continued support.

For the 21st consecutive year the YWCA Vocational Training Opportunity Centre (VTOC) will be recruiting economically disadvantaged Malaysian girls, and young women aged 16 – 25 years, into our residential Courses of study, to learn income-generating skills and transform their future through our efforts. These girls and young women will be provided accommodation, food, transport [where applicable], tuition, uniforms and stationary while they undertake their Courses. The VTOC is an educational institution registered with the Ministry of Education and managed by a Board of Governors.

The YWCA VTOC accepts without discrimination, Malaysian girls and young women of all races and religion into our Courses of study. The VTOC respects all faiths.

As proof of eligibility, applicants parents preferably should be recipients of BRIM, so should have evidence of having received BRIM, if not, parents pay slips and other relevant documents will suffice.

Our study year begins on Monday 7 January 2019 (Registration on Sunday 6 January 2019) and ends with the trainees receiving their certificates at an official ceremony on the first Sunday in December 2019 with semester breaks in between.

The Graduation Ceremony will be witnessed by guests who are members of the families/guardians of the trainees, their sponsors and teachers and officiated by a Guest of Honour. Last year, the Guest of Honour was Yang Mulia Raja Ali bin Othman.

COURSES OF STUDY : You are invited to nominate economically disadvantage women of 16 – 25 years to undergo fully sponsored training in any of the following Courses of Study. Financial contributions from families and / or sponsors are welcome.

The VTOC will pay return airfares to and from Kuala Lumpur for trainees from Sabah and Sarawak. If a trainee does not complete her Course of Study, she is required to reimburse the VTOC, the airfare paid. During the period, the trainees is at VTOC, she is not to return home for any holidays. If she does, VTOC will assume that she will have to reimburse the VTOC the airfare paid.

Kindergarten Teacher Training Courses : Diploma in Early Childhood Education [28 months] accredited by the Malaysian Qualifying Agency (MQA) – Entry requirements : SPM [Sijil Pelajaran Malaysia] and 3 credits preferably in academic subjects. In the first year, trainees live at the VTOC, teach at private kindergartens in the morning for practiced experience and attend classes conducted by DIKA College in the afternoons at the VTOC. Salaries paid by kindergartens are used to defray costs for tuition by DIKA College and transport for the trainees to go and from work.

In the second year, trainees are independent of the VTOC, continue to work in kindergartens using their salaries to support themselves and pay to attend weekend classes at DIKA College.

Certificate in Information Communication Technology : [1 year, accredited by the Malaysian Qualification Agency] – Entry requirements : SPM and a credit in one subject and pass in mathematics. Trainees attend 17 modules of classes at Olympia College at Petaling Jaya. Internships will also be provided.

Certificate in Hotel Operation : [18 months, - accredited by the MQA] Entry requirements Pass SPM with at least a credit in one subject. Trainees attend 16 modules of classes at Olympia College Petaling Jaya 4-6 months Industrial Placement in Hotels /Resort.

Culinary and Bakery : [1 year) – Entry requirements “ Preference will be given to applicants who possess the SPM however those with PT3/PMR [Pentaksiran Tingkatan 3] will also be considered. Trainees learn a wide range of topics, including occupational safety, hygiene and sanitation, food planning and preparation, various methods of cooking meals and baking cakes, customer relationships, business etiquette, stewarding and the receiving and storing of goods. Opportunities are given for internships so that the trainees gain practical experience.

Sewing and Tailoring: [1 year] – Entry requirements : Preference will be given to applicants who possess the PT3/PMR though those with the UPSR [Ujian Penilaian Sijil Rendah] will also be considered. Trainees learn how to sew a variety of garments, ranging from children’s dresses to skirts and blouses for adults, baju kurung, baju Kedah, baju kebaya, evening dresses and readymade sarees. Saree blouses and salwar kameez. Basic beading and embroidery are included experiences.

Hairdressing & Beauty Care : [1 year] – Entry requirements : Preference will be given to applicants who possess SPM however PT3/PMR will also be considered. Ability to read and understand English is essential as basic chemistry is involved.

This course is aimed at those who would like to make a home-based career in hairdressing and beauty care. After completing this course, trainees should be able to perform the following services as a professional hairstylist, conditioning basic cutting, setting and drying, permanent waving, color application, rebonding and client care. In Beauty Care, trainees learn how to give facial treatments, manicures and pedicures, waxing, apply day and night make-up, mehendi [Henna decoration] and also manage reception work at salons. They get opportunities for internships to gain practical experience.

Since 2016 VTOC has become a part of L’Oreal’s “Beauty for Better Life” initiative and for 2019 day trainees selected from the urban poor of Kuala Lumpur will be accepted.

EXTRA – CURRICULUM ACTIVITIES : The trainees will be given opportunities to attend talks, seminars, workshops and programmes conducted by Non-Governmental Organizations [NGO] and Corporate bodies. They will receive first – level counselling and engage in a range of activities which will help them with general personal development and equip them to manage their lives more responsibly.

DISCIPLINE: All courses are fully residential [with exceptions] and high level of discipline is required of trainees who are accepted by the VTOC YWCA Kuala Lumpur. Except for semester breaks, trainees are expected to reside in VTOC during term time and can leave VTOC premises only with written permission obtained in advance. The VTOC YWCA Kuala Lumpur will not accept responsibility for the behaviour of trainees when they are outside the VTOC.

APPLICATIONS : Places are granted after an interview. The application form must be completed and returned to the VTOC office as soon as possible, with all the documentation asked for including copies of certificates and all information completed on the form, which can also be downloaded from our website www.vtoc.org. Photocopies of forms are also accepted.

SPONSORSHIP : The VTOC YWCA Kuala Lumpur has been able to offer these opportunities to economically disadvantaged girls and women only through the continuing support and generosity of donors in cash and kind. We welcome donations of any amount from families and other supporters and will issue all donors with tax-exempt receipts.


We are grateful to all of you who are our partners in one way or another for joining us in investing in the young women to give them opportunities to fulfil their full potential. Every member of the Board of Governors thanks for joining us in fulfilling our motto :

“By Love Serve One Another”.

Yours sincerely



Mrs June Yeoh



Dato Ramani Gurusamy

Chairpersons
Vocational Training Opportunity Centre
YWCA Kuala Lumpur