

**STANDARD PRACTICE**  
**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS)**  
**FOR**  
**PRESCHOOL TEACHING**  
**LEVEL 3**

## **1. INTRODUCTION**

The Standard Practice and Standard Content are part of the NOSS document which shows the structured career path of Preschool Teachers. This NOSS document is developed to meet Level 3 requirements which are currently of priority to the preschool industry. The panel of experts concluded that this job area requires significant range of varied work activities, performed in a variety of contexts, most of which are complex and necessary. Much responsibility and accountability are expected of preschool teachers as they are the primary care and education providers in building future generations. To produce competent preschool teachers in this industry, the needs for knowledge and skills training are essential.

The NOSS comprises of 7 core and 2 elective Competency Unit (CU) titles. This NOSS covers the preschool teacher's job area which is one of the pillars under the subsector of early childhood education in the education and training services sector. (Refer Figure 1.1 Occupational Area Analysis Chart for Job Area Preschool Teaching).

Industry requirements and skills development in the preschool teaching industry in Malaysia has directly contributed to the up-scaling of quality preschool education. This NOSS specifies competencies expected of a competent preschool teacher. The career path of this job area can be expanded to Senior Preschool Teacher/ Preschool Supervisor at level 4 and Preschool Principal at level 5.

Preschool teaching is critical for the development and well-being of preschool children as they are the country's assets. Teaching the preschool children is in line with the National Philosophy of Education in Malaysia.

The demand for the employment of preschool teachers as professionals is promising due to the growth of the industry and nation. The job area for this profession is mostly significant in the preschool education. Presently, there is no official standardisation of skill certification for preschool teachers in the local preschool industry. Besides being used as a basis for training curriculum, this NOSS will also provide opportunity for those experienced preschool teachers to be certified through Accreditation of Prior Achievement (APA).

The NOSS document comprises Job Profiles (JP) of (a) Competency Unit (CU) titles, (b) Competency Profile (CP) and (c) Curriculum of Competency Unit (CoCu). The Competency Profile consists of competency unit titles, descriptors, work activities and performance criteria. The Curriculum of Competency Units (CoCu) comprise work activities, related knowledge, applied skills, attitude/safety/environmental, training hours, delivery mode, assessment criteria, employability skills (core abilities & social skills), tools, equipment and materials (TEM) and references. The information in the

CoCu can be used by training centres to conduct training to help preschool teachers in meeting the industrial requirements. This NOSS can also be used by the industry to determine the job scope, responsibilities, remuneration, job modification and career enhancement of a preschool teacher.

## 1. OCCUPATIONAL PROFILE CHART

SECTOR	EDUCATION AND TRAINING SERVICES		
SUB SECTOR	ISLAMIC RESEARCHER	INSTRUCTOR	EARLY CHILDHOOD EDUCATION
AREA			PRESCHOOL EDUCATION
LEVEL 6	ET-010-6 PENYELIDIK ISLAM PAKAR (AL-KHABIR)	NOT AVAILABLE	NOT APPLICABLE
LEVEL 5	ET-010-5 PENYELIDIK ISLAM – MU'TABAR KANAN	I-031-5 VOCATIONAL TRAINING MANAGER	PRESCHOOL PRINCIPAL
LEVEL 4	ET-010-4 PENYELIDIK ISLAM	I-031-4 VOCATIONAL TRAINING EXECUTIVE	PRESCHOOL SUPERVISOR
LEVEL 3	NO LEVEL	I-031-3 VOCATIONAL TRAINING OFFICER	<b>PRESCHOOL TEACHER</b>
LEVEL 2	NO LEVEL	NO LEVEL	NOT APPLICABLE
LEVEL 1	NO LEVEL	NO LEVEL	NOT APPLICABLE

**Figure 1.1 Occupational Area Analysis Chart for Job Area Preschool Teaching**

## 2. OCCUPATIONAL AREA ANALYSIS CHART

SECTOR	EDUCATION AND TRAINING SERVICES		
SUB SECTOR	ISLAMIC RESEARCHER	INSTRUCTOR	EARLY CHILDHOOD EDUCATION
AREA			PRESCHOOL EDUCATION
LEVEL 6	ET-010-6 PENYELIDIK ISLAM PAKAR (AL-KHABIR)	NO LEVEL	NOT APPLICABLE
LEVEL 5	ET-010-5 PENYELIDIK ISLAM – MU'TABAR KANAN	I-031-5 VOCATIONAL TRAINING MANAGER	PRESCHOOL MANAGEMENT AND ADMINISTRATION
LEVEL 4	ET-010-4 PENYELIDIK ISLAM	I-031-4 VOCATIONAL TRAINING EXECUTIVE	
LEVEL 3	NO LEVEL	I-031-3 VOCATIONAL TRAINING OFFICER	PRESCHOOL TEACHING
LEVEL 2	NO LEVEL	NO LEVEL	NOT APPLICABLE
LEVEL 1	NO LEVEL	NO LEVEL	NOT APPLICABLE

### 3. DEFINITION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1:	Competent in performing a range of varied work activities, most of which are routine and predictable
Malaysia Skills Certificate Level 2:	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Malaysia Skills Certificate Level 3:	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4:	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5:	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

#### 4. MALAYSIAN SKILL CERTIFICATION

The pre-requisites for the enrolment of this programme are as below:

- i. Physically and mentally fit,
- ii. Able to converse, read and write in Bahasa Malaysia and English, **AND**
- iii. Sijil Peperiksaan Malaysia (SPM) / Sijil Peperiksaan Malaysia Vokasional (SPMV), **OR**
- iv. Sijil Kemahiran Malaysia (SKM 2 – childcare provider) or any other recognised/ equivalent certificates.

Candidates, after being assessed, verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) for Level 3; as for Level 4 and 5 candidates, shall be awarded Diploma Kemahiran Malaysia (DKM) and Diploma Lanjutan Kemahiran Malaysia (DLKM) respectively.

This NOSS outlines competency units in the Preschool Teaching environment as required by the industry and has been developed and documented following extensive collaboration across key Malaysian organisations. To meet the requirements of this industry, it is imperative that the competency units outlined follow a high standard as well as maintenance of consistency throughout the assessment process. This can only be done by stipulating a precise framework in which the assessment of competency units must be conducted. The training and assessment of Preschool Teacher (Preschool Education) must be deployed in accordance with National Skills and Development Act (Act 652) (NASDA) and in adherence to the needs and requirements of the industry and national policies as follows:

- a) The final assessment of competence must include the combination of documented continuous assessment conducted by the facilitator during training and the results of post-training examination;
- b) The post-training examination must be practical in nature and involve demonstration and application of the competency units at the workplace setting or real-world examples;
- c) The competency units as outlined in this NOSS must be assessed throughout the training programme and during a post-training examination;
- d) The learning environment and facilities need to be in accordance with the requirements of the Preschool Teaching industry;
- e) The development and assessment of the competency units must demonstrate that they have developed transferable skills;
- f) The development and assessment of the competency units must include documentation by candidates both during training and examination; and
- g) All training and assessment materials must be mapped and verified to be in accordance with the NOSS Preschool Teaching Level 3 by a panel of industry subject matter experts appointed by *Jabatan Pembangunan Kemahiran (JPK)*.

## **5. JOB COMPETENCIES**

The Preschool Teacher (Preschool Teaching) Level 3 is competent in performing the following tasks:

- Preschool Children's Health, Safety and Security Assurance
- Preschool Teaching and Learning
- Classroom Management
- Assessing Preschool Children
- Child Guidance
- Organising Preschool Children Out-Of-School Activities
- Building Family and Community Relationship
- Inclusion of Children with Learning Disabilities
- Preschool Nutritional Guidance

## **6. WORKING CONDITIONS**

Generally preschool teachers work under operating hours similar to that of the organisation/preschool centre which may also include outside normal working hours or work during weekends. They work in preschool education industry, locally or overseas, as a team to ensure operations are successfully executed. Since this is an educational service-based industry, they need to have knowledge and effective teaching skills, positive attitude and effective interpersonal communication skills to deal with various related job functions in the preschool settings.

Personnel in this field of work is also required to adhere to health, safety and security and environment procedures because the work place may lead to accidents and injuries.

## **7. EMPLOYMENT PROSPECTS**

Excellent prospects exist for certified preschool teachers in preschool education industry. Preschool teachers possess extensive skills, high moral values and sound work ethics in contributing to the growth and development of preschool children. They provide the required knowledge and skill capabilities to the children, families and the communities.

The Government policy (Economic Transformation Programmeme 2010-2020) promotes more capable preschool teachers to maximise their effectiveness in the preschool settings and contribute to the continuous development of the potential of individuals holistically towards fulfilling the National Education Philosophy.

Other related occupation with respect to employment opportunities are:

- Preschool Supervisor
- Assistant Principal
- Preschool Programme Coordinator

Other related industries with respect to employment opportunities are:

- Preschool Events Management
- Training Institutions
- Public sector related to Early Childhood Care and Education (ECCE)
- Private sector related to Early Childhood Care and Education (ECCE)

## **8. TRAINING, INDUSTRIAL/PROFESSIONAL RECOGNITION, OTHER QUALIFICATIONS AND ADVANCEMENT**

Candidates are trained in training institutions both public and private sectors with the on-job-training (OJT). The basic qualifications for the three levels of Preschool Teacher Level 3, Supervisor (Preschool teaching) - SKM Level 4, Principal (Preschool teaching) – SKM Level 5 is together with a minimum of three (3) years of working experience.

Other courses for skills advancement purposes can be developed in the following fields:

- Toys Manufacturing
- Educational Apparatus and Furniture
- Preschool Education Consultancy
- Media (ECCE related)
- ECCE Books Publishing
- Entrepreneur in ECCE

## **9. SOURCES OF ADDITIONAL INFORMATION**

### **LOCAL:**

- Bahagian Pembangunan Kurikulum  
Kementerian Pelajaran Malaysia  
Aras 4 - 8, Blok E9, Parcel E  
62604 Putrajaya  
Wilayah Persekutuan Putrajaya  
([www.moe.gov.my](http://www.moe.gov.my))
- Lembaga Peperiksaan  
Kementerian Pelajaran Malaysia  
50605 Jalan Duta  
Kuala Lumpur  
([www.moe.gov.my](http://www.moe.gov.my))
- Kementerian Kesihatan Malaysia  
Blok E1, E6, E7 & E10  
Parcel E, Pusat Pentabiran Kerajaan Persekutuan  
62590 Putrajaya  
Wilayah Persekutuan Putrajaya  
([www.kkm.gov.my](http://www.kkm.gov.my))



- ECCE Council  
53B-2, Block E  
Zeneth Corporate Park  
Jalan SS7/26  
47301 Kelana Jaya, Selangor  
([www.eccecouncil.org](http://www.eccecouncil.org))
- National Association of Early Child Care and Education (NAECCEM)  
C509 Level 5, Centre Wing, Metropolitan Square  
Jln PJU 8/1, Damansara Perdana  
47820 Petaling Jaya, Selangor  
([naeccem@gmail.com](mailto:naeccem@gmail.com))
- Persatuan Tadika Islam Malaysia  
No. 52A, Jalan Seri Sarawak 19,  
Taman Seri Andalas,  
41400 Klang, Selangor  
([www.pertim.org](http://www.pertim.org))
- Persatuan Tadika Malaysia  
No. 58, Jalan SS 2/72  
47300 Petaling Jaya, Selangor D.E  
([www.ptm.org.my](http://www.ptm.org.my))
- Persatuan Tadika Swasta Negeri Melaka  
No.6A, Taman Perkota  
Jalan Batu Hampar  
75100 Bukit Baru, Melaka  
([www.ptsnm.com](http://www.ptsnm.com))
- Persatuan Tadika Sabah  
Lot 5, 2<sup>nd</sup> Floor, Wisma Damai, Jalan Damai  
88300 Kota Kinabalu, Sabah  
([www.sabah.org.my/ptskk](http://www.sabah.org.my/ptskk))
- Malaysia Association of Professional Early Childhood Educators (MAPECE)  
No.41, Jalan SS 22/22,  
Damansara Jaya,  
47400 Petaling Jaya, Selangor  
([www.mapece.org](http://www.mapece.org))
- Pertubuhan Prasekolah dan Asuhan Kelantan (PERASKO)  
Lot 1628-B, Tingkat 1  
Bangunan KB Pelang Inn, Kg. Paya Bemban,  
Jalan Hospital 15200 Kota Bharu, Kelantan  
Tel: 09-7418442

## **INTERNATIONAL**

- National Association for the Education of Young Children (NAEYC)  
1313 L Street NW, Suite 500  
Washington, DC 20005 USA  
([www.naeyc.org](http://www.naeyc.org))

- Asia-Pacific Regional Network for Early Childhood (ARNEC)  
C/O SEED Institute  
73, Bras Basah Road  
NTUC Trade Union House #07-01  
Singapore 189556  
([secretariat@arnec.net](mailto:secretariat@arnec.net))
- United Nations International Children's Emergency Fund (UNICEF) – East Asia & Pacific  
P.O.Box 12544,  
50782 Kuala Lumpur, Malaysia  
([kualalumpur@unicef.org](mailto:kualalumpur@unicef.org))

## **10. ACKNOWLEDGEMENT**

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## 11. COMMITTEE MEMBERS FOR COMPETENCY ANALYSIS SESSION

### PRESCHOOL TEACHING - LEVEL3 (PHASE 1)

PANEL		
1	Dato' Dr Chiam Heng Keng	Pengerusi Majlis Pengasuhan & Pendidikan Awal Kanak-Kanak Malaysia
2	Pn Masako Kuroda	R & D Director Smart Reader @ Worldwide Sdn Bhd
3	Cik Yong Siew Nget, Esther	General Manager / Head Of Real Kids Kindergartens Group R.E.A.L Education Group Sdn Bhd
4	Dr. Siti Nur Adzleen Bin Adzhar	Head Of R & D CIC International Incorporated
5	Cik Tang Suet Fong, Suzanne	Manager Curriculum Development & Training (Real Kids Kindergarten Group) R.E.A.L Education Group Sdn Bhd
6	Pn Rozaini Binti Idris	Head Of Early Childhood Education Department Segi College
7	Pn Norsheila Abdullah A.M.N.	Managing Director Community Learning Curve (Clc)
1	Pn. Hjh. Khadijah Binti Mohd Noor	Facilitator Bahagian NOSS, JPK
2	En. Mohd Faisal Bin Ahmad	Programme Manager Bahagian NOSS, JPK
3	Pn. Faliza Binti Fudzil	Secretariat Bahagian NOSS, JPK

## 12. COMMITTEE MEMBERS FOR UNIT OF COMPETENCY PROFILE SESSION

### PRESCHOOL TEACHING - LEVEL 3 (PHASE 2)

PANEL		
1	Dato' Dr Chiam Heng Keng	Pengerusi Majlis Pengasuhan & Pendidikan Awal Kanak-Kanak Malaysia
2	Pn Masako Kuroda	R & D Director Smart Reader @ Worldwide Sdn Bhd
3	Cik Yong Siew Nget, Esther	General Manager / Head Of Real Kids Kindergartens Group R.E.A.L Education Group Sdn Bhd
4	Dr. Siti Nur Adzleen Bin Adzhar	Head Of R & D CIC International Incorporated
5	Cik Tang Suet Fong, Suzanne	Manager Curriculum Development & Training (Real Kids Kindergarten Group) R.E.A.L Education Group Sdn Bhd
6	Pn Rozaini Binti Idris	Head Of Early Childhood Education Department Segi College
7	Pn Norsheila Abdullah A.M.N.	Managing Director Community Learning Curve(Clc)
1	Pn. Hj. Khadijah Binti Mohd Noor	Facilitator Bahagian NOSS, JPK
2	En. Mohd Faisal Bin Ahmad	Programme Manager Bahagian NOSS, JPK
3	Pn. Faliza Binti Fudzil	Secretariat Bahagian NOSS, JPK

### 13. COMMITTEE MEMBERS FOR CURRICULUM OF COMPETENCY UNIT (CoCu) DEVELOPMENT SESSION

#### PRESCHOOL TEACHING – LEVEL 3 (PHASE 3)

<b>PANEL</b>		
1.	Dato' Dr Chiam Heng Keng	Pengerusi Majlis Pengasuhan & Pendidikan Awal Kanak-Kanak Malaysia
2	Pn Masako Kuroda	R & D Director Smart Reader Worldwide Sdn Bhd
3	Cik Yong Siew Nget, Esther	General Manager / Head Of Real Kids Kindergartens Group R.E.A.L Education Group Sdn Bhd
4	Dr Siti Nur Adzleen Bin Adzhar	Head Of R & D CIC International Incorporated
5	Cik Tang Suet Fong, Suzanne	Manager Curriculum Development & Training (Real Kids Kindergarten Group) R.E.A.L Education Group Sdn Bhd
6	Pn Suhaili Othman	Pengerusi Persatuan Tadika Swasta Negeri Melaka
7	Pn Lee Swee Peng, Rachel	Senior Lecturer Institut Cece
8	Pn Monaliza Binti Mokhtar	Director Pusat Latihan Wawasan Nursery Manjaku Sdn Bhd
9	Pn Carolyn M. Choo	Head Of Early Childhood Education Department Segi College
10	Pn Norsheila Abdullah A.M.N	Managing Director Community Learning Curve
11	Pn Raudah Hj Majid	Ketua Penolong Pengarah Sektor Pendidikan Teknikal & Vokasional Bahagian Pembangunan Kurikulum Kementerian Pelajaran Malaysia
12	Pn Zaitoon Zakaria	Pegawai Kurikulum Sektor Pendidikan Awal Kanak-Kanak Bahagian Pembangunan Kurikulum Kementerian Pelajaran Malaysia

13	Pn Faizatusima Idris	Pembantu Pembangunan Masyarakat Bahagian Latihan Kementerian Kemajuan Luar Bandar & Wilayah (KKLM)
14	Pn Mardziah Abdullah	Penolong Pengarah Unit Vokasional Sektor Pembinaan Ujian Teknikal & Vokasional Lembaga Peperiksaan
1	Pn. Hjh. Khadijah Binti Mohd Noor	Facilitator Bahagian NOSS, JPK
2	En. Mohd Faisal Bin Ahmad	Programme Manager Bahagian NOSS, JPK
3	Pn. Faliza Binti Fudzil	Secretariat Bahagian NOSS, JPK

#### 14. COMMITTEE MEMBERS FOR CURRICULUM OF COMPETENCY UNIT (CoCu) DEVELOPMENT SESSION

##### PRESCHOOL TEACHING – LEVEL 3 (PHASE 4)

PANEL		
1	Dato' Dr Chiam Heng Keng	Pengerusi Majlis Pengasuhan & Pendidikan Awal Kanak-Kanak Malaysia
2	Pn Masako Kuroda	R & D Director Smart Reader Worldwide Sdn Bhd
3	Cik Yong Siew Nget, Esther	General Manager / Head Of Real Kids Kindergartens Group R.E.A.L Education Group Sdn Bhd
4	Dr Siti Nur Adzleen Bin Adzhar	Head Of R & D CIC International Incorporated
5	Cik Tang Suet Fong, Suzanne	Manager Curriculum Development & Training (Real Kids Kindergartens Group) R.E.A.L Education Group Sdn Bhd
6	Pn Suhaili Othman	Pengerusi Persatuan Tadika Swasta Negeri Melaka
7	Pn Lee Swee Peng, Rachel	Senior Lecturer Institut Cece
8	Pn Monaliza Binti Mokhtar	Director Pusat Latihan Wawasan Nurseri Manjaku Sdn Bhd
9	Pn Norsheila Abdullah A.M.N	Managing Director Community Learning Curve
10	Pn Raudah Hj Majid	Ketua Penolong Pengarah Sektor Pendidikan Teknikal & Vokasional Bahagian Pembangunan Kurikulum Kementerian Pelajaran Malaysia
11	Pn Zaitoon Zakaria	Pegawai Kurikulum Sektor Pendidikan Awal Kanak-Kanak Bahagian Pembangunan Kurikulum Kementerian Pelajaran Malaysia

12	Mohd Zaidi Bin Hassan @ Othman	Penolong Pengarah (Peripatatik) Cawangan Latihan & Khidmat Bantu Bahagian Pendidikan Khas, Kementerian Pelajaran Malaysia
1	Pn. Hjh. Khadijah Binti Mohd Noor	Facilitator Bahagian NOSS, JPK
2	En. Mohd Faisal Bin Ahmad	Programme Manager Bahagian NOSS, JPK
3	Pn. Faliza Binti Fudzil	Secretariat Bahagian NOSS, JPK



**15. COMMITTEE MEMBERS FOR CURRICULUM OF COMPETENCY UNIT (CoCu)  
DEVELOPMENT SESSION (REVIEW AND PROOF READ)**

**PRESCHOOL TACHING - LEVEL3 (PHASE 5)**

<b>PANEL</b>		
1	Shamsinah Che Shariff	Assistant Treasurer Ecce Council
2	Pn Masako Kuroda	R & D Director Smart Reader Worldwide Sdn Bhd
3	Cik Yong Siew Nget, Esther	General Manager / Head Of Real Kids Kindergartens Group R.E.A.L Education Group Sdn Bhd
4	Dr Siti Nur Adzleen Bin Adzhar	Head Of R & D CIC International Incorporated
5	Cik Tang Suet Fong, Suzanne	Manager Curriculum Development & Training (Real Kids Kindergartens Group) R.E.A.L Education Group Sdn Bhd
6	Pn Suhaili Othman	Pengerusi Persatuan Tadika Swasta Negeri Melaka
7	Pn Lee Swee Peng, Rachel	Senior Lecturer Institut Cece
8	Pn Monaliza Binti Mokhtar	Director Pusat Latihan Wawasan Nurseri Manjaku Sdn Bhd
9	Pn Norsheila Abdullah A.M.N	Managing Director Community Learning Curve
10	Pn Suhaili Binti Ikhsan	Managing Director Nasyrah English Islamic Preschool
11	Pn Sarimah Binti Sabli	Pengusaha Tadika Eratunas
12	Pn Musalmah Binti Muhamad	Ahli Jawatan Kuasa Persatuan Taska Negeri Sembilan (Ptn9)

13	Pn Zaitoon Zakaria	Pegawai Kurikulum Sektor Pendidikan Awal Kanak-Kanak Bahagian Pembangunan Kurikulum Kementerian Pelajaran Malaysia
14	Pn Mardziah Binti Abdullah	Penolong Pengarah Unit Vokasional Sektor Pembinaan Ujian Teknikal & Vokasional Lembaga Peperiksaan
1	Pn. Hjh. Khadijah Binti Mohd Noor	Facilitator Bahagian NOSS, JPK
2	En. Jefrizain bin Abdul Rasid	Programme Manager Bahagian NOSS, JPK