



**SELANGOR SKILLS FRAMEWORK PLATFORM**  
**(SSFP)**  
**User Guide**

By  
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## Glossary

ABBREVIATION	MEANING	DEFINITION
JD	Job Description	A summarized description for a job, denoting general responsibilities and expected task.
MASCO	Malaysia Standard Classification of Occupations	A national benchmark for occupational standards developed in accordance with International Standard Classification of Occupations (ISCO), by the International Labour Organization (ILO).
MBI	Menteri Besar Selangor (Incorporated)	A body that was established to administer assets and investments of the State Government, and to represent the State in economic and business activities that are beyond the state government's jurisdictions.
MOSQF	Malaysian Occupational Skills Qualification Framework	A framework which describes and breakdown an occupational skill into eight competency levels. Each competency level corresponds to different level of knowledge, experience and versatility in application.
MQF	Malaysian Qualifications Framework	Malaysia's declaration about its qualifications and their quality in relation to its education system.
SSFP	Selangor Skills Framework Platform	A web-based platform where users can have access to the Skills Framework and Career Path and depending on the type of user access, to be able to review, use it for career enhancement purposes and align training resources to meet industry needs.
URL	Uniform Resource Locator	Web Address

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## 1.0 Introduction

This document is a user guide on how to navigate and make the best use of Selangor Skills Framework Platform (SSFP). It contains general explanation on the overall process flow within SSFP, types of users that can access SSFP as well as detailed instructions on how to use SSFP.

### 1.1 SSFP 's Objective

Selangor Skills Framework Platform (SSFP) is platform developed by Menteri Besar Selangor (Incorporated), MBI as a means to digitize traditional skills framework into an online skills framework platform. This aims to achieve the following:

- A systemized framework that connects current and future jobs to job descriptions (JD) and competencies
- Allow key stakeholders (state level and industrial associations) to have an overview on labour ecosystem
- Supports policy-making decisions for state government and other government agencies
- Allows workforce and general public to plan their own career path
- Assists companies in developing and improving their own human capital

SSFP can be accessed by using a web browser with internet connection via the URL, <https://skillsselangor.com.my/>.

## 1.2 Data Structure

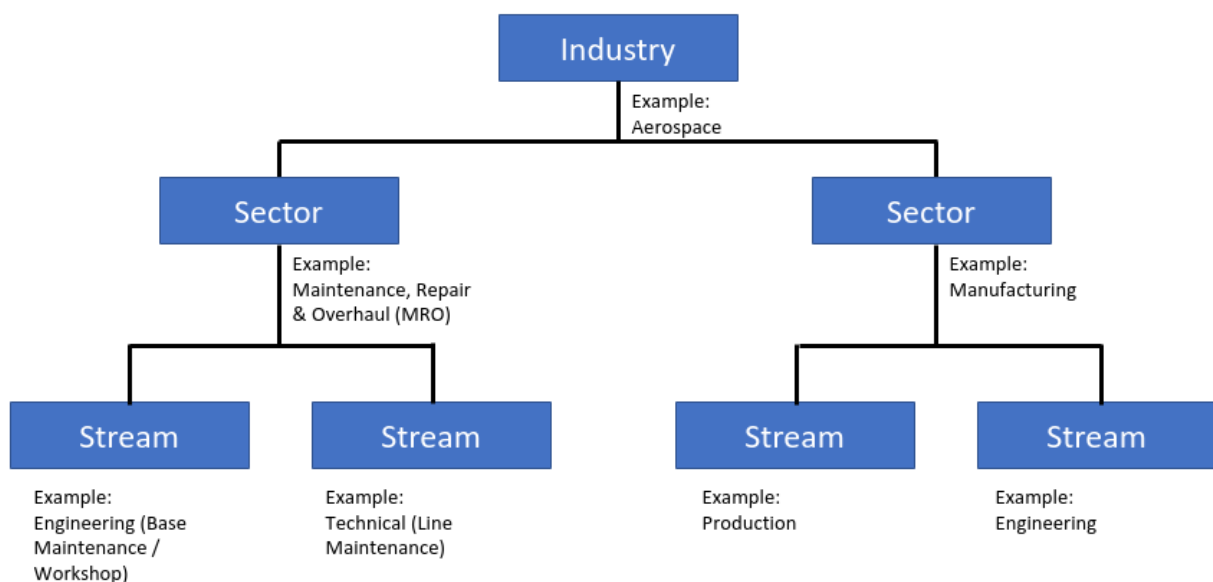
SSFP contains vast amount of information such as industries, competencies and others. It is structured in a way to give users a well-defined experience as well as supporting the future growth of this platform. This section is to inform users on how data is structured in SSFP.

### 1.2.1 Industry

Industries (such as Aerospace) can be defined within SSFP according to the figure below. Industry can be sub-categorize into sectors. For example, within “Aerospace” industry, some of the sectors are “Maintenance, Repair & Overhaul (MRO)” and “Manufacturing”.

Sectors can be further sub-categorize into streams. Streams can be described as departments within a company. For example, for a company under “Manufacturing” sector, some of the streams (departments within this company) could be “Production” and “Engineering”.

Please note that certain streams such as “Quality” can exist in multiple sectors. In this case, the “Quality” stream will be defined in each of those relevant sectors. This is because “Quality” stream in different sectors may have different job requirements and technical standards.

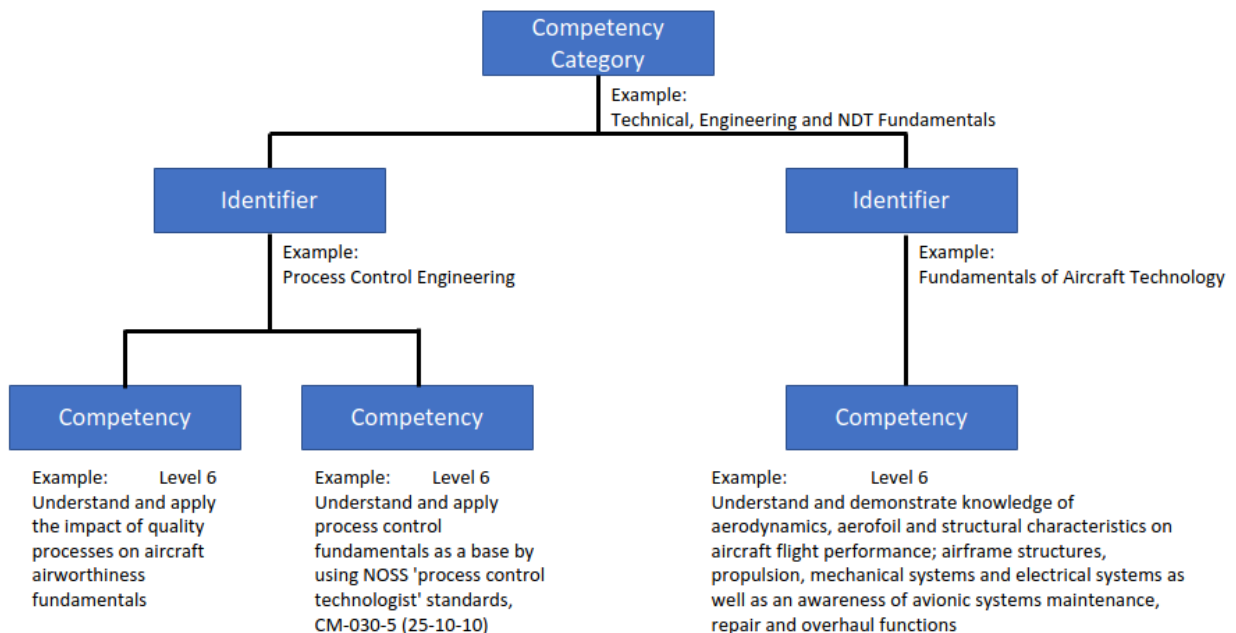


## 1.2.2 Competency

Figure below shows how competencies are structured within SSFP. Competency categories are basically major categories where competencies can be grouped into. Within a particular category, it can be broken down into identifiers, which are basically sub-competencies. As an example, “Technical, Engineering and NDT Fundamentals” is a competency category. Under this competency category, some of the identifiers would be “Process Control Engineering” and “Fundamentals of Aircraft Technology”.

Identifiers can be further sub-categorize into competencies. Competencies are basically knowledge acquired and/or tasks that can be performed. Competencies are also associated with a number (example: Level 6) to indicate the level of proficiency according to MOSQF. As an example, under the identifier “Process Control Engineering”, one of the competencies is “Understand and apply the impact of quality processes on aircraft airworthiness fundamentals”, Level 6. Please note that General Skills are defined from Level 1 to 5 while Technical Skills are defined from Level 1 to 8.

Please note that competency category / identifier / competency differs from one industry / sector / stream to another. Hence, user should define the usage area (industry/sector/stream) before proceeding to define competency category / identifier / competency. For example, competencies related to quality may differ between “maintenance process” and “manufacturing process”. This is due to difference in technical standards and quality procedures employed in different sectors and industries.



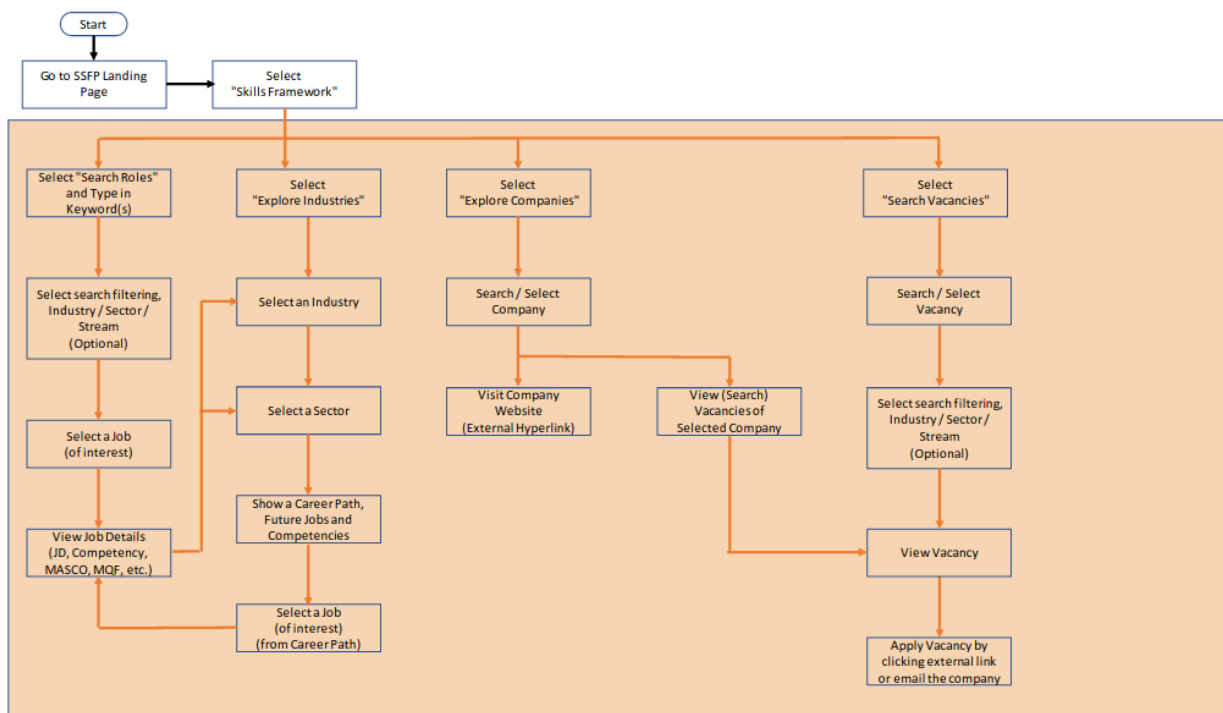
## 2.0 Public User

### 2.1 Introduction

Public users from all walks of life, ranging from students to working professionals, are able to make use of SSFP to understand labour market requirements and to better enhance themselves for their next career jump.

### 2.2 Process Flow

The diagram below shows how a user can navigate SSFP for public data. User may search using specific keywords to find a particular job. After selecting a job from the search results, user will be redirected to a job page which details the job description, technical skills required and many more. User may also choose to explore any industry of interest and learn the career paths available. Furthermore, user can also explore companies within SSFP and the vacancies available.



## 2.3 Guide

### 2.3.1 Search Job (Public)

The screenshot shows the Selangor Skills Framework Platform website. The navigation bar at the top includes 'HOME', 'ABOUT', 'SKILLS FRAMEWORK' (highlighted with a red box and a '1'), 'COURSES', and 'CONTACT US'. Below the navigation bar, there is a dark header with the MBI logo and 'Selangor Skills Framework Platform' text, along with links for 'Search Roles', 'Search Vacancies', 'Explore Industries', 'Explore Companies', 'Company Registration', and 'Login'.

The main content area is titled 'Roles' and includes the text 'Search for roles that were validated by industry players.' Below this is a search bar (highlighted with a red box and a '2') with the placeholder text 'Search for a job role by its title' and a 'Search' button. To the left of the search results is a filter panel (highlighted with a red box and a '3') with 'Industry Filters' and 'Sector Filters' sections. The 'Industry Filters' section lists 'Aerospace & Defence 4.0' and 'Electrical & Electronic'. The search results show '172 roles found.' and a specific role 'Accountable Manager' (highlighted with a red box and a '4') with a description: 'Heads the MRO. Nominated Accountable Manager (AM) acceptable and accepted by the National Aviation authority (NAA). Has Corporate authority in the organisation, has financial and budget control over the...'. Below the role description are tags for 'Aerospace & Defence 4.0', 'Maintenance, Repair & Overhaul (MRO)', and 'Quality Part 145'.

Step	Process
1	By using a web browser, enter "https://skillsselangor.com.my" to load SSFP from the internet. User will then be presented with SSFP's main page. User can "Skills Framework" to proceed to the platform itself.
2	User can search any jobs by entering suitable keywords and press the "Search" button.
3	User may also filter (by industry / sector / stream) the search results after the search process.
4	User may then go through the result list and click on any job to view its job description and competencies.



## 2.3.2 View JD and Competencies (Public)

**Aircraft Technician (Avionics)**  
Focuses on the job, working under supervision and complete basic maintenance tasks according to organization's procedures and following airworthiness regulations.

**Responsibilities**

- To carry out maintenance of aircraft avionics and avionics components under supervision in accordance with vendors, manufacturers and airworthiness requirements.
- To maintain equipment and tools in serviceable conditions and to highlight any discrepancies to supervisor.
- To perform and ensure the maintenance activity is done based on the standard operation procedures (ie. job cards, task cards, shop instructions) as defined by the organization.
- To carry out allocated job efficiently and completes within estimated time frame based on the job cards given.
- To produce quality work and to meet the specified requirements.
- To monitor subordinate or staff who reports under them on routine and daily activities.

**General Skills**  
These are the core or work related competencies that are essential to be able to provide the fundamentals skill, knowledge and behaviour criteria for the job scope development.

Competency	Description	MOSQP Level
<b>Interpersonal Skill</b> The abilities to apply the principles of privacy and confidential, adhere to job deliveries and attendance, understand team work contributions and appreciate individual and cultural differences in the work place.	<b>Team Player</b> Play the role as a team member as part of a team	3
	<b>Respecting Authority</b> Respect superiors and take instructions effectively	3
	<b>Reporting To Superiors</b> Highlight work related matters to superiors responsibly	3

**Role Details**  
Additional details for this role.

Industry: **Aerospace & Defence 4.0**

Sector: **Maintenance, Repair & Overhaul (MRO)**

**Technical (Line Maintenance)**

MASCO Code: **3151-02**

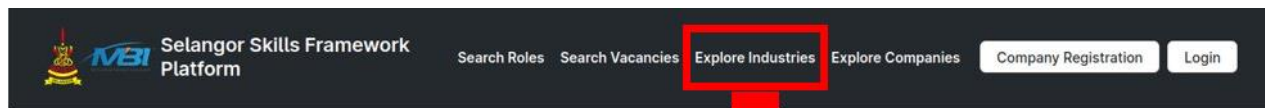
MQP Level: **Level 3 - Certificate (SKM 3)**

**Career Path**  
All possible pathways to progress after this role.

Vertical Progression:  
• **CAT A Licensed Approved Mechanic**

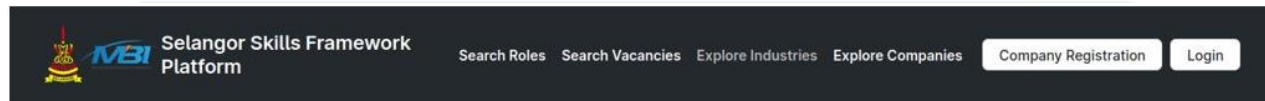
Step	Process
1	User can view job description, competencies / skills, MASCO code and other information.
2	On the "Career Path" side menu, user can view possible job advancements that are identified by SSFP. User may click on those jobs and will be redirected to a new job page.
3	On the "Role Details" side menu, user may also click on the industry and sector to learn more about it. User will be redirected to a new page.
4	When scrolling the page, user may click the "Up" arrow to return to the top of the page.
5	User may click on "Selangor Skills Framework Platform" to return to SSFP's Skills Framework page.

### 2.3.3 View Industry / Sector / Stream / Career Path



## Roles

Search for roles that were validated by industry players.



## Industries

Effort is underway to develop Skills Frameworks to support the Industry Transformation Maps. The Skills Frameworks will be launched progressively starting from 2021 and have been launched for the following industries:

Aerospace & Defence 4.0

4 Sectors · 8 Streams

2

## Sectors In This Industry

Maintenance, Repair & Overhaul (MRO)

3

Manufacturing

System Integration

Step	Process
1	User can click on the "Explore Industries" button.
2	User will be presented with a list of industries that are being catered by SSFP. User can click on any of the industries presented to learn more about it.
3	User will be presented with an overview of the selected industry. From here, user may scroll down and select any of the sectors within this industry. User will be redirected a page that is specific to that sector.



All Industries / Aerospace & Defence 4.0 / Sector

# Maintenance, Repair & Overhaul (MRO)

## • Overview

### • Streams In This Sector

- Engineering (Base Maintenance / Workshop)
- Technical (Line Maintenance)
- Quality Part 145
- Technical Services / CAMO (Continuing Airworthiness Management Organization)

### • Available Roles By Stream

- Engineering (Base Maintenance / Workshop) **4**
- Technical (Line Maintenance)
- Quality Part 145
- Technical Services / CAMO (Continuing Airworthiness Management Organization)

### • Future Roles

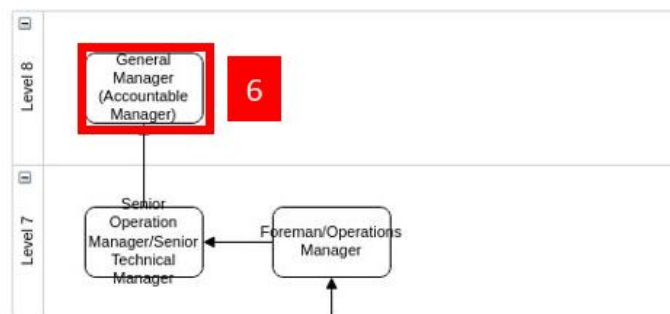
### • Competencies

- General Competencies
- Technical Competencies



## Available Roles By Stream

Engineering (Base Maintenance / Workshop)



Step	Process
4	User will be presented with an overview of the selected sector. User may scroll down or click on any of the header to be redirected to the sections below. This page contains: <ul style="list-style-type: none"> <li>• Overview of the sector</li> <li>• Streams within the sector</li> <li>• Available Roles (and Career Path)</li> <li>• Future Roles</li> <li>• Competencies</li> </ul>
5	When scrolling the page, user may click the “Up” arrow to return to the top of the page.
6	When viewing the “Available Roles” section, user may click on any of the jobs presented inside the career path diagram to learn more about it.

## 2.3.4 Explore Companies

The image displays two screenshots from the Selangor Skills Framework Platform. The first screenshot shows the 'Explore Companies' navigation option highlighted in the top menu bar (1). The second screenshot shows the 'Companies' search interface. It includes a search bar (2) with the placeholder text 'Search for a company by its name'. To the left of the search bar are filter panels for 'Industry Filters' (3), 'Sector Filters', and 'Stream Filters'. The search results show '1 companies found.' with a card for 'Company Sdn Bhd' (5). At the bottom right, there is a pagination control with a 'Next' button (4) and an 'Up' arrow (4).

Step	Process
1	User can click on “Explore Companies” to explore companies that participate in SSFP.
2	User can search for any companies by entering suitable keywords and press the “Search” button.
3	User may also filter (by industry / sector / stream) the search results after the search process.
4	User may then go through the result list and click on the “Up” arrow to return to the top of the page.
5	User can click on any company to learn more about it.

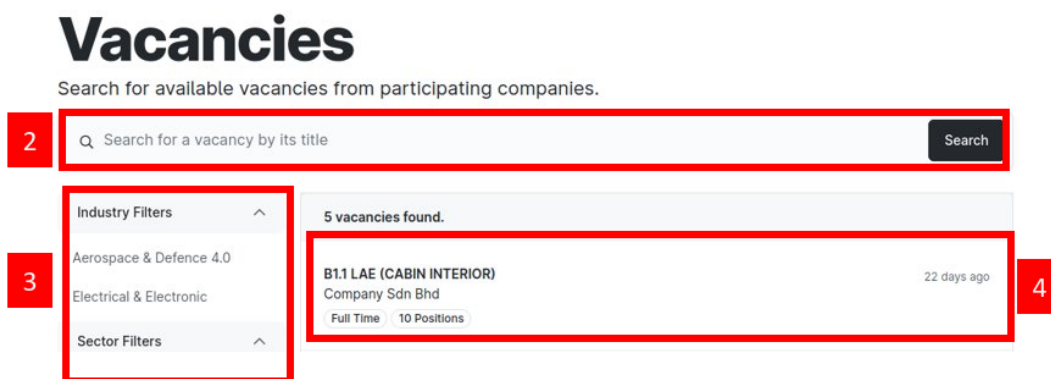
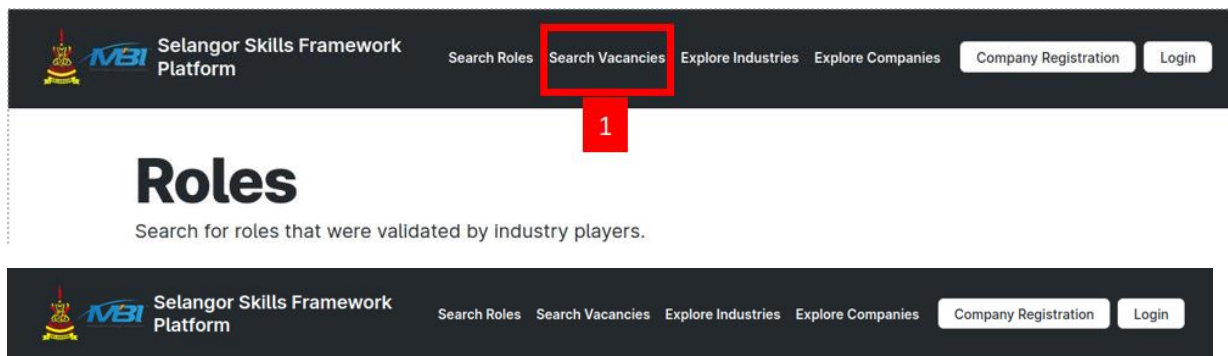
Companies / Company Sdn Bhd / Jobs

### Job Vacancies

All available vacancies in Company Sdn Bhd

Step	Process
6	Upon clicking a company, user will be redirected to a page which presents a short description of that company, its contact information and industries that it is involved in. User can click "View available vacancies" to view vacancies posted by the company.
7	User can click on the URL to be redirected to the company's own website (external hyperlink).
8	Upon clicking "View available vacancies" button, user will be redirected to a list of vacancies posted by the company. User may search for a particular vacancy or filter the vacancy list. After that, user may select any of the vacancy to learn more about it.

## 2.3.5 Search Vacancies



Step	Process
1	User can click on “Search Vacancies” to view vacancies posted by companies that participate in SSFP.
2	User can search for a vacancy by entering suitable keywords and press the “Search” button.
3	User may also filter (by industry / sector / stream) the search results after the search process.
4	User can click on any vacancy to learn more about it.

## B1.1 LAE (CABIN INTERIOR)



### Apply Now

Connect with a representative from Company Sdn Bhd for more details.

✉ [hr@company.com.my](mailto:hr@company.com.my)

5

#### Description

Carries out daily work planning and job assignment for repair and overhaul of aircraft components per approved procedures to meet assigned time frame and schedule.

#### Responsibilities

- To do review and management technician work load
- To carry out and certify maintenance of aircraft mechanical, components in accordance with vendors, manufacturers and airworthiness requirements as in the organisation approved list
- To issue maintenance release for the following: maintenance performed on aircraft structure, powerplant and mechanical and electrical systems; and work on avionic systems requiring only simple tests to prove their serviceability and not requiring troubleshooting
- To ensure equipment and tools in serviceable conditions and to highlight any discrepancies.
- To perform and ensure the maintenance activity is done based on the standard operation procedures (ex. job cards, task cards, shop instructions) as defined by the organization.
- To carry out allocated job efficiently and completes within estimated time frame based on the job cards given.
- To produce quality work and to meet the specified requirements.
- To monitor subordinate or staff who reports under them on routine and daily activities.

### Job Details

Published at  
**22 days ago**

Apply before  
**2021-10-31**

Step	Process
5	Upon selecting a vacancy, user will be redirected to another page. User can go through the job descriptions and job details. User may apply for the vacancy by using the information provided.

## 3.0 Company Administration

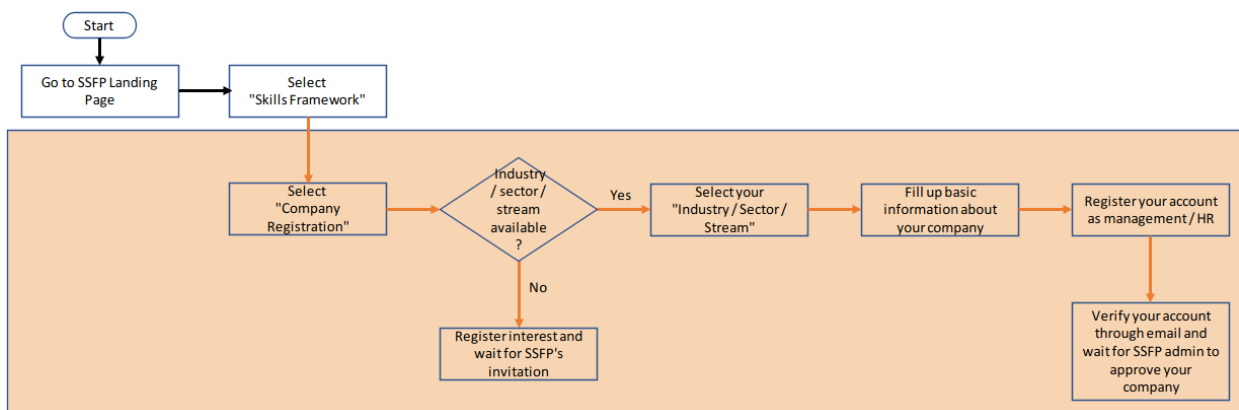
### 3.1 Introduction

Company who wishes to participate in SSFP can register themselves to enable more functionalities. As a registered company in SSFP, management and HR executives can:

- Define competencies and jobs for both current and future needs
- Post vacancy to the public
- Continuously engage and disseminate HR information to company staff
- Structure the career path for their company and many more

### 3.2 Process Flow

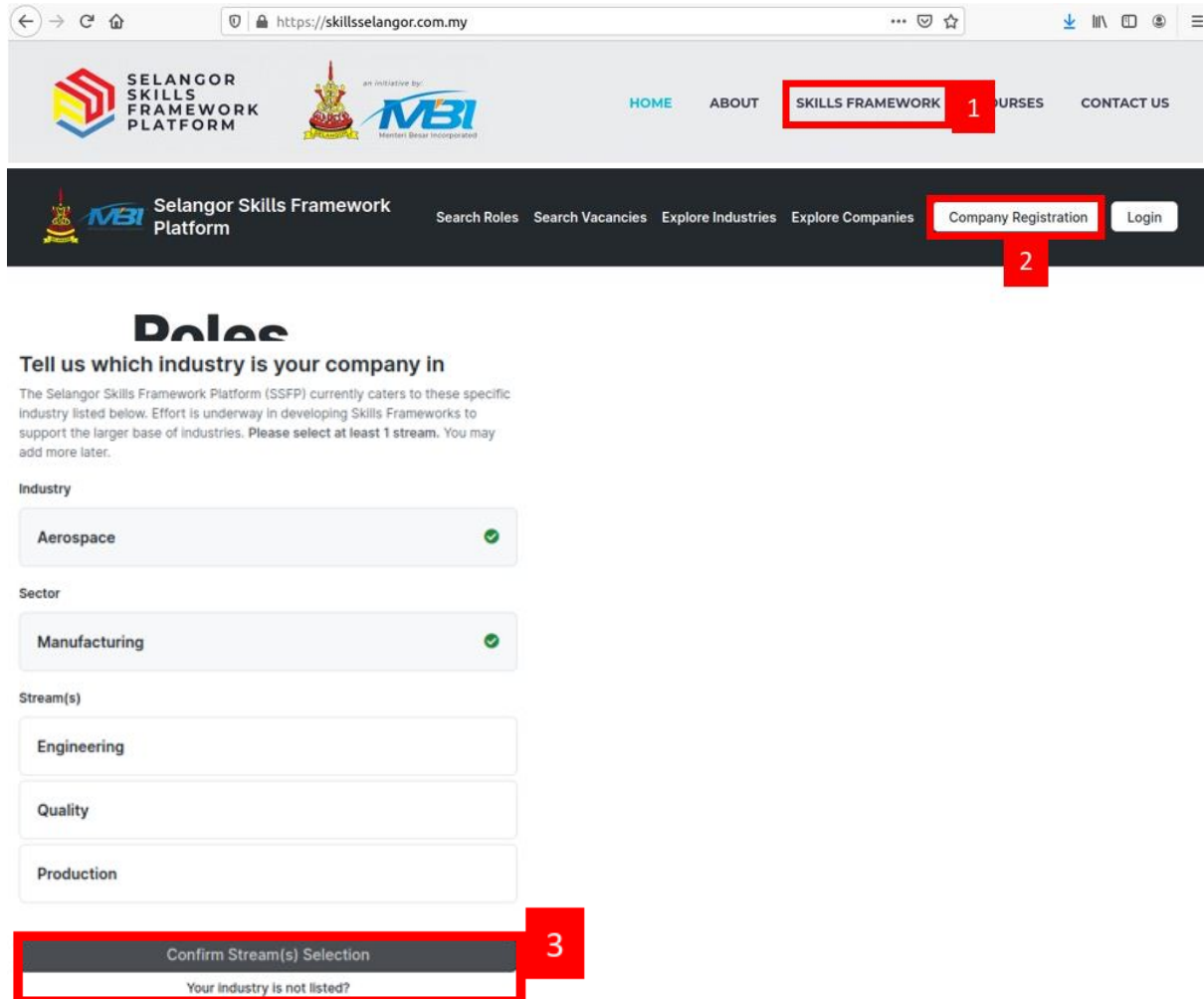
The diagram below shows how a company can register itself on to SSFP.





### 3.3 Guide

#### 3.3.1 Company Self Registration



Step	Process
1	By using a web browser, enter “https://skillsselangor.com.my” to load SSFP from the internet. User will then be presented with SSFP’s main page. User can “Skills Framework” to proceed to the platform itself.
2	User can click “Company Registration” to register their company into SSFP.
3	User can choose the industry / sector / streams that their company belongs to and click “Confirm Stream(s) Selection”.  If the required industry / sector / stream is not listed, user can click “Your industry is not listed?”.  Please refer to Section 1.2.1 for more information.

Company registration

### Tell us your company details

We will do some verification first before activating your company profile. Please fill up all fields.

Company Name\*

SSM Registration Number\*

Website URL

Phone Number

### Register your interest

Fill up your details, and we will notify you when your industry is available in the system.

Email\*

Company Name\*

Industry\*

4

Confirm Company Details

← Back

4

Register Interest

By submitting this details, you agree to our Privacy Policy on data usage and Terms & Conditions in using this platform.

Company registration

### Tell us your account details

Your email address will be used to log in and access your account. Please choose a secure password that you can easily remember.

Name\*

Email\*

A verification email will be send to this email address

Password\*

Make sure it's at least 8 characters long

5

Register Account

By creating this account, you agree to our Privacy Policy on data usage and Terms & Conditions in using this platform.

### Register your interest

Thank you. Your interest was recorded. We will notify you when your industry is available.

### Please verify your account.

Thanks for signing up! Before getting started, could you verify your email address by clicking on the link we just emailed to you? If you didn't receive the email, we will gladly send you another.

Resend Verification Email

Logout

Step	Process
4	Once user has selected their industry / sector / stream, user can fill up basic information about their company and click "Confirm Company Details".  If the required industry / sector / stream is not listed, user can fill up basic information about their company. SSFP will notify the user once the relevant industry has been set up.
5	After clicking "Confirm Company Details", user can then enter their name, email and preferred password and click "Register Account". User will need to verify their account through email and wait for SSFP administrator to approve their company account.