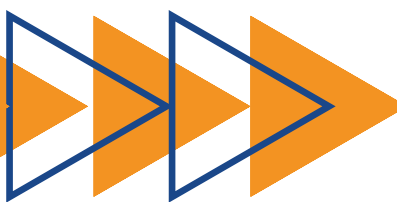


PROCEDURE OF SCHOOL/INSTITUTION PLACEMENT REGISTRATION FOR PERANTIS GURU / PROGRAM PERANTIS GURU



2 Students register their school's placement on the student portal

2

- Log in to the student portal and register placements in the PPG section.
- The placement registration period is only open for 1 week.
- If any students miss the date, an official letter from faculty must be sent to the Director of PuLaMI for the purpose of registration approval.

4 Students download the self-report form, school placement letter on the portal & apply for a teaching permit to JPN

4

- Placement letter and self-report confirmation form can be downloaded at student portal after getting approval from JPN/relevant institution
- Students who undergo PG/PPG in KPM's schools need to apply for a teaching permit (please refer to the JPN approval letter)

1 Permission from the school or institution is required

1

- Students are advised to contact the school/educational institution first before registering for placement on the portal to obtain prior permission.
- Please use **FORM OF READINESS TO ACCEPT STUDENTS** (can be downloaded from the PuLaMI website or just click on the text)

3 PuLaMI sends a letter of a permission to KPM/JPN/MARA/related agencies

3

- The approval letter from JPN/KPM can be downloaded from the PuLaMI website.
- PuLaMI will inform students through Instagram/Facebook/Telegram announcements about the available approval letters

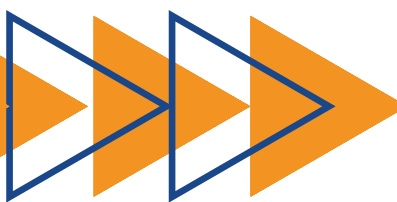
5 Students submit relevant documents to the school

5

- Students are advised to report to the school 1 or 2 week before the PG/PPG implementation begins.
- Submit all related documents to the school for records. Make sure students make copies for their own use.



PROSEDUR PENDAFTARAN PENEMPATAN SEKOLAH/INSTITUSI BAGI MENJALANI PERANTIS GURU / PROGRAM PERANTIS GURU



Pelajar mendaftar penempatan di portal pelajar

2

- Log masuk portal pelajar dan daftar penempatan di bahagian PPG.
- Tempoh pendaftaran penempatan dibuka hanya 1 minggu sahaja
- Sekiranya pelajar terlepas sesi pendaftaran, surat rasmi perlu dihantar ke Pengarah PuLaMI untuk tujuan kelulusan pendaftaran.

Pelajar muat turun borang lapor diri/surat penempatan sekolah di portal & memohon permit mengajar ke JPN

4

- Surat penempatan dan borang lapor diri boleh dimuat turun setelah mendapat kelulusan daripada JPN/Institusi berkaitan.
- Pelajar yang melaksanakan PG/PPG di sekolah-sekolah KPM perlu memohon permit mengajar (mohon rujuk surat kelulusan JPN)

1 Permohonan kebenaran penempatan ke sekolah / institusi

- Pelajar digalakkan untuk berhubung dengan pihak sekolah/institusi pendidikan terlebih dahulu sebelum mendaftar penempatan di portal untuk mendapat kebenaran awal.
- Sila gunakan **BORANG KESEDIAN MENERIMA PELAJAR MENJALANI PPG** (boleh dimuat turun di laman sesawang PuLaMI atau klik teks berikut)

3 Pihak PuLaMI memohon kebenaran ke KPM/JPN/MARA/agensi berkaitan

- Surat kelulusan daripada JPN/KPM boleh dimuat turun di laman sesawang PuLaMI.
- Pihak PuLaMI akan memaklumkan kepada pelajar melalui hebahan Instagram/Facebook/Telegram bagi surat kelulusan yang telah tersedia

5 Pelajar menyerahkan dokumen yang berkaitan kepada pihak sekolah

- Pelajar dinasihatkan untuk melapor diri kepada sekolah 1/2 minggu sebelum pelaksanaan PG/PPG bermula.
- Serahkan segala dokumen berkaitan kepada pihak sekolah untuk rekod. Pastikan pelajar membuat salinan untuk simpanan pelajar.

