

# Announcement INTENSIVE DIPLOMA IN OIL PALM MANAGEMENT & TECHNOLOGY 2024



<b>SEMESTER I (ONLINE)</b>	<b>5 - 23 AUGUST 2024</b>
<b>SEMESTER II (ONLINE)</b>	<b>9 - 27 SEPTEMBER 2024</b>
<b>SEMESTER III (ONLINE)</b>	<b>14 - 25 OCTOBER 2024</b>
<b>ATTACHMENT (PHYSICAL)</b>	<b>11 - 22 NOVEMBER 2024</b>

## VENUE:

**ONLINE & MPOB HEAD OFFICE,  
BANDAR BARU BANGI,  
SELANGOR, MALAYSIA**





## **FOREWORD**

I am pleased to announce that the Malaysian Palm Oil Board (MPOB), in collaboration with the Institute of Malaysian Plantation and Commodities (IMPAC), oil palm industries and government agencies, is continuing to offer the Intensive Diploma in Oil Palm Management and Technology (IDOPMT). This unique intensive course provides upstream and downstream knowledge in palm oil production. The course is a combination of online lectures and practical training at selected oil palm estates.

This course caters to the needs of a wide spectrum of target groups such as estate managers, assistant managers, supervisors and decision makers, including fresh university graduates and those intending to venture into the oil palm sectors.

MPOB has been offering this course annually since 1982. The programme was upgraded in 1999 to a Diploma equivalent level with advanced training. To date, 23 programmes have been conducted.

The Diploma gained from this course is a valuable asset for career advancement in the plantation sector. A majority of past participants had been promoted to senior positions whilst others gained salary increments.

Feedbacks from past participants indicated that they earned new insights on the latest oil palm technologies from the lectures, visits and discussions with the experts. The interactions and sharing of experiences with fellow participants from various organisations and countries had also enhanced their networking and knowledge in oil palm management and technology.

It is therefore, with utmost pleasure, I invite you to join this course.

Thank you.



**DATUK DR. AHMAD PARVEEZ GHULAM KADIR**

Director-General

*Malaysian Palm Oil Board (MPOB)*

## **INTRODUCTION**

The Malaysian Palm Oil Board (MPOB) offers the Intensive Diploma in Oil Palm Management and Technology (IDOPMT) annually. Twenty three sessions had been conducted since 1999, with training in management of oil palm plantations and palm oil production.

IDOPMT is a qualification which will pave the way for career advancement in the oil palm industry.

## **ABOUT THE PROGRAMME**

The course is conducted in English and comprises of lectures, project reports, assignments, practicals and examination. Participants are encouraged to actively participate in discussions and interactions throughout the programme.

## **WHO SHOULD ATTEND**

Individuals, both local and abroad who are involved either directly or indirectly with the oil palm industry. Those who intend to venture into the oil palm industry are also encouraged to apply.

## **ENTRY QUALIFICATIONS**

Participants must have a recognised Diploma in Agriculture or a related Diploma in the agricultural field or a Secondary School Certificate (SPM) or two years experience in an oil palm plantation. Participants need to demonstrate a sufficient level of English language proficiency. The minimum requirements are as follows:

- For Malaysian only
- Credit in English at SPM or equivalent.

## **OBJECTIVE AND EXPECTED OUTCOME**

The objective of the programme is to train candidates in oil palm plantation management and technology. Other subjects include labour legislation, finance, engineering and processing. At the end of the course, candidates should be:

- knowledgeable on current management practices and technologies of the oil palm industry;
- acquainted with current research and developments in oil palm/palm oil; and
- able to apply the management principles and technologies in their workplaces.

### COURSE PERIOD

<b>Semester</b>	<b>Date*</b>	<b>Part</b>	<b>Subjects</b>
<i>I</i> (online)	5 – 23 August 2024	<i>I</i>	<i>Soil and Plant Science</i>
		<i>II</i>	<i>Regulations/Legislation/ Human Resource Development</i>
<i>II</i> (online)	9 – 27 September 2024	<i>III</i>	<i>Management</i>
<i>III</i> (online)	14 – 25 October 2024	<i>IV</i>	<i>Finance / Engineering and Processing</i>
<i>Attachment</i> (physical)	11 – 22 November 2024	-	<i>Practical / Visit / Project Assignment and Presentation</i>

### COURSE FEE

The course fee is **RM5500** per participants. The fee covers tuition, course materials, meals, practicals and visits/travels throughout the course.

### SHORT COURSE

A short-term course within the IDOPMT is also offered. For those who are interested in any module(s) or part(s) or semester(s), please refer to *Table 1* (page 9). Application for a short-term course should be received **two weeks** before the programme starts.

### PAYMENT

Course fee must be paid to confirm registration. Payment can be done by bank transfer or cheque. Please send a copy of the bank slip to enable us to trace the payment.

Bank Information:

**Beneficiary** : Malaysian Palm Oil Board

**Bank Beneficiary** : CIMB Islamic Bank Berhad  
Tingkat Bawah dan Tingkat Satu,  
Blok A-2 & A-3, MKH Avenue,  
Jalan Avenue 1A,  
43000 Kajang, Selangor

**SWIFT Code** : CTBBMYKL

**Account No.** : 8600471810

## EXAMINATION AND PROJECT REPORTS/ASSIGNMENTS

Examinations, project reports and practicals will be used to gauge the performance of candidates.

Certificate will be awarded to successful candidates.

Participants are assessed on examination, practicals and project assignments.

### COURSE OUTLINE

Part	Title	Weightage (100%)
I	<b>Soil and Plant Science</b> DOP 101: Plant Science DOP 102: Soil Science	15
II	<b>Regulations/Legislation/HRD</b> DOP 103: Industrial Relations and Trade Union DOP 104: Safety and Health DOP 105: SOCSO and Human Resource Management	15
III	<b>Management</b> DOP 106: Introduction to Plantation Management DOP 107: Planting Materials and Nursery DOP 108: Land Preparation DOP 109: Drainage and Irrigation DOP 110: Field Planting DOP 111: Sustainable Oil Palm Management – Part I DOP 112: Sustainable Oil Palm Management – Part II	30
IV	<b>Finance/Engineering and Processing</b> DOP 113: Plantation Accounting DOP 114: Financial Management DOP 115: Palm Oil Processing DOP 116: Engineering and Mechanisation	25
V	<b>Project Reports/Assignments/Presentations</b>	15

## **SYLLABUS OUTLINES**

### **PART I: SOIL AND PLANT SCIENCE**

#### **DOP 101: PLANT SCIENCE**

Root morphology, system-primary, secondary and anatomy; physiology use function, and mechanism; Stem - morphology and branching system; anatomy - meristem, xylem, cambium, etc; physiology – functions of various parts of seeds; meristem and its functions, herbaceous or woody, branching, xylem and phloem, cambium, propagation methods, bunch failure; abortion, sex ratio and flower production.

#### **DOP 102: SOIL SCIENCE**

Definition of soil, soil factors for growth, soil forming factors, soil physical properties - structure, texture, porosity and permeability, colour and density; Soil colloids and chemical properties, soil clays, organic colloids, cation exchange, soil reactions; soil water, water retention forces, soil water classification for water requirement, estimating water content, water uptake by plants, consumptive use and water efficiency; soil biology and ecology, general classification of soil organisms, optimum conditions for soil organisms, beneficial organisms and their role, controlling harmful organisms; soil organic matter, what contributes to soil organic matter, role of soil organic matter; plant nutrients and fertilisers, mechanism of nutrient uptake, nutrients required for plant growth, role of plant nutrients, fertilisers supplying these nutrients, fertiliser requirements of oil palm; diagnosis of soil and plants for nutrients, soil sampling and plant analysis, visual nutrient deficiency symptoms, making fertiliser recommendations; fertiliser management, fertiliser nutrient balance, fertiliser guarantee, characteristics of fertilisers, techniques of fertiliser application, fertiliser efficiency and fertiliser calculations; land evaluation for oil palm.

#### **Practical**

Parent materials of soils, examination of soil profiles, types of soils for oil palm, coastal and organic soils, soil management under upland conditions; soil management for oil palm on inland soils, terracing, cover crops, zero burning; soil management for oil palm on coastal soils, fertiliser applications, use of palm residues/ by products.

### **PART II: REGULATIONS /LEGISLATION /HRD**

#### **DOP 103: INDUSTRIAL RELATIONS AND TRADE UNION**

Protection of rights, labour standards, employment and trade unions, disputes and dismissals.

#### **DOP 104: SAFETY AND HEALTH**

Introduction to occupational safety and health, main provisions, chemicals safety, study visit and project.

#### **DOP 105: SOCSO AND HUMAN RESOURCE MANAGEMENT (HRM)**

Overview of HRM; personal qualities of HR specialists; role and structure of the Ministry of Human Resource: Recruitment process; job description; job analysis; job advertisement; employee referrals; interviews; induction; training; benefits of training, concepts; needs analysis; training objectives and programme; target learners' group; learning principles; performance appraisal and payment systems; factors and indices of appraisal; common wage systems; factors affecting levels of pay, etc.

## **PART III: MANAGEMENT**

### **DOP 106: INTRODUCTION TO PLANTATION MANAGEMENT**

Introduction; scope and importance of plantation management, scope and importance of plantation finance; objectives of plantation management.

### **DOP 107: PLANTING MATERIALS AND NURSERY**

Breeding of planting materials, DxP planting materials, production of DxP, data collection of parent materials, assisted and controlled pollination, selection and planting of seed, fruit components of *dura*, *pisifera* and *tenera*, seed germination, processing stages of DxP production, single, double stage nursery, use of APM in nursery, immaturity phase, maturity phase, weeds and control in the nursery, insects control and applications, seedling runts, oil palm planting materials from tissue culture, planting and fertiliser programmes for the nursery.

### **DOP 108: LAND PREPARATION**

Objectives of land preparation, land preparation on various soil types - peat, bris, inland, coastal, *etc*; jungle clearing - oil palm to oil palm, other types of crop to oil palm, zero burning, partial burning, complete burning, conditions and factors of successful land preparation for oil palm, felling and clearing, soil conservation, contour planting, terraces, platform, silt pits, roads and bridges, cover crop establishment; replanting, legume covers, non-legume covers; preparation for planting and replanting.

### **DOP 109: DRAINAGE AND IRRIGATION**

Road and drain maintenance, bridges, culverts, integration of road and drainage system, maintenance of roads, drains, bridges, culverts, central complex and townships, mill, *etc*, types of drainage and irrigation, soil and water conservation.

### **DOP 110: FIELD PLANTING**

Density of planting, planting - spacing, lining; lining of intercrops; terraces, platform, jungle clearing, oil palm stands, land clearing on diseased areas, *etc*.

### **DOP 111: SUSTAINABLE OIL PALM MANAGEMENT – PART I**

Supply of seedlings for replacement, thinning, lining, vacant points, non-yielding palms, manuring programme, method and application of fertilisers, costing for alternative use of fertilisers, principles of crop protection and control of weeds; common pests and diseases in new (young) planting, *etc*; palm growth - flowering and fruiting; pruning, sanitation; nutrition in palm; efficiency of fertiliser recovery; deficiency symptoms N, P, K, Mg, Bo, *etc*; soil management.

### **DOP 112: SUSTAINABLE OIL PALM MANAGEMENT – PART II**

Maintenance of drains and irrigation, harvesting, infield transportation, establishing fertiliser recommendations, palm nutrient requirements, soil supply of nutrients, monitoring nutrient status, foliar and soil analyses, foliar diagnosis system, environmental diagnosis system, pest and disease control, field upkeep, frond pruning and placement, uses of palm by products, Palm Oil Mill Effluent (POME), empty fruit bunch, *etc*; crop and animal integration in plantations and their feasibility, biodiversity and sustainable oil palm management, good agricultural practice and quality approaches in oil palm management.



## **PART IV: FINANCE /ENGINEERING AND PROCESSING**

### **DOP113: PLANTATION ACCOUNTING**

Introduction, definition of accounting, users of accounting information, fundamental accounting concept, basic accounting principles, main classes of accounts, assets, liabilities, capital, revenue, expenses, principles of double entry accounting, recording: classifying; summarising, book of accounts, cash book; subsidiary books, general ledger, financial statements, profit and loss accounts, balance sheet, cash flow statements, explanation of accounting standards and international, accounting practices, accounting systems in a plantation company, financial accounting system of a plantation company; cost accounting system of a plantation company; estate operation records and reports.

### **DOP 114: FINANCIAL MANAGEMENT**

Introduction; scope and importance of financial management; types of finance available; short term debt instruments; long term debt instruments; lease and trade finance; equity finance; financial performance evaluation; sources of financial information; interpretation of financial statements, key areas of evaluation, ratio analysis; managing working capital; levels of working capital; financing working capital; cash flow planning and projection; capital expenditure and investment evaluation; payback period; accounting rate of return; present value and internal rate of return; budgeting; budgeting objectives and concepts; budget preparation techniques; fixed and flexible budgets; variance analysis; financial management of a plantation company; critical and problem areas; capital expenditure decisions.

### **DOP 115: PALM OIL PROCESSING**

Fresh fruit bunch grading and quality, project planning, milling process, utilities and key machineries, quality control, waste management and environmental control, maintenance and cost of production, palm kernel oil extraction, refining process, uses of palm oil and palm kernel oil, uses of palm oil products, good manufacturing practice for mill and course project.

### **DOP 116: ENGINEERING AND MECHANISATION**

Engines (diesel/petrol), power and machinery of agriculture, agriculture machinery and implements, mechanisation in problem areas, water management, mechanisation in oil palm estates, workshop planning and management and practical.

## ADMISSION

Participants are required to complete and submit the registration form with payment **at least two (2) weeks before** the programme starts. The application form must be accompanied by certified photocopies of the relevant certificates and payment or letter of guarantee on financial support.

Participants are advised to apply early. Places are limited and awarded on a first-come-first-served basis. Late applications or applications without payment will not be considered.

## INFORMATION AND ENQUIRIES

For further information, please contact:

Director-General  
Malaysian Palm Oil Board (MPOB)  
6 Persiaran Institusi,  
Bandar Baru Bangi,  
43000, Kajang, Selangor,  
Malaysia

(Attn: Nurul Aishah Musa / Mohd Hakeem Osman, Training and Conference Management Unit)

Tel : 03-8769 4568 / 03-8769 4396

E-mail : [nurul.aishah.musa@mpob.gov.my](mailto:nurul.aishah.musa@mpob.gov.my) / [hakem@mpob.gov.my](mailto:hakem@mpob.gov.my)

Office hours:

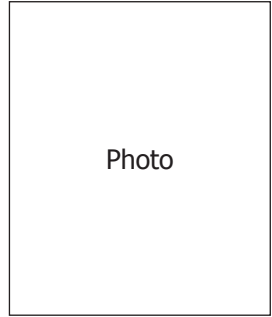
Monday - Friday 8.30 am - 5.00 pm

**TABLE 1. IDOPMT SHORT-TERM PROGRAM FEES SCHEDULE**

Semester	Part	Module	Fee per module	Fee per part	Fee per semester	Fee per course
I	I - Soil and Plant Science	DOP 101: Plant Science	RM400	RM700	RM1600	RM5500
		DOP 102: Soil Science	RM500			
	II - Regulations/ Legislations/HRD	DOP 103: Industrial Relations and Trade Union	RM400	RM1100		
		DOP 104: Safety and Health	RM100			
		DOP 105: SOCSO and Human Resource Management	RM800			
II	III - Management	DOP 106: Introduction to Plantation Management	RM400	RM2800		
		DOP 107: Planting Materials and Nursery	RM600			
		DOP 108: Land Preparation	RM500			
		DOP 109: Drainage and Irrigation	RM100			
		DOP 110: Field Planting	RM1100			
		DOP 111: Sustainable Oil Palm Management (Part I)	RM300			
III	IV - Finance/ Engineering and Processing	DOP 112: Sustainable Oil Palm Management (Part II)	RM200	RM2500		
		DOP 113: Plantation Accounting	RM400			
		DOP 114: Financial Management	RM400			
		DOP 115: Palm Oil Processing	RM1300			
		DOP 116: Engineering and Mechanisation	RM600			

The date of the short term course will be announced in our website: [www.mpob.gov.my](http://www.mpob.gov.my)





## APPLICATION FORM

### **INTENSIVE DIPLOMA IN OIL PALM MANAGEMENT AND TECHNOLOGY (IDOPMT) 2024**

PLEASE USE CAPITAL LETTERS THROUGHOUT, IF NOT TYPE WRITTEN

*Note: \*delete whichever is not applicable*

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FOR OFFICIAL USE ONLY

Reference No.:

Received:

Checked:

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1. Full Name (as in Malaysian I.C.)

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2. Date of Birth

Male/Female \*

Single/Married \*

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3. NRIC NO.

Nationality

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4. Mailing Address

HP No.

E-mail

Tel. No./Fax No.

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5. Name of Employer

Private/ Government/ Semi-government\*

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**MPOB Press**  
**Malaysian Palm Oil Board**

Ministry of Plantation and Commodities  
6 Persiaran Institusi, Bandar Baru Bangi  
43000 Kajang, Selangor, Malaysia  
[www.mpob.gov.my](http://www.mpob.gov.my)