



IJN COLLEGE

WORK INSTRUCTION

TITLE:

RENEWAL OF LICENSES OR TEACHING PERMITS

DOCUMENT IDENTIFICATION:

IJNC-ADA-03

UNIT / DEPARTMENT / DIVISION:

IJN COLLEGE

EFFECTIVE DATE:


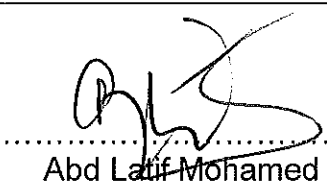
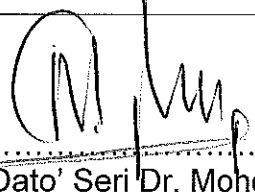
1 APRIL 2017

VERSION:

1

REVISION:

0

Prepared by	Reviewed by	Approved by
 Safarina Mohd Salleh Executive	 Abd Latif Mohamed Senior Manager	 Dato' Seri Dr. Mohd Azhari Yakub Chief Executive
Date: 12/7/2017	Date: 12/7/2017	Date: 20/7/2017

Work Instruction Title	Renewal of Licenses or Teaching Permits	Effective Date : 1 March 2017
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Amendment List

Date	Description of changes	Requested by	Approved by
		Name and designation	Name and designation

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1.0 Flow Chart

Process Flow	Responsibility	Document / Record
<pre> graph TD Start([Start]) --> Alerted[Alerted by system] Alerted --> Renewal{Renewal status} Renewal --> Compile[Compile and copy Documents] Compile --> Submit[Submit application] Submit --> Approval{Approval} Approval --> Requires[Requires additional document(s)] Requires --> Provide[Provide required document(s)] Provide --> Resubmit[Re-submit application] Resubmit --> Approved[Approved] Requires --> Approved Submit --> Approved Approved --> Filing[Filing] Filing --> End([End]) </pre>	<p>Executive</p> <p>Senior Manager/ Programme Leader</p> <p>Executive</p> <p>Executive</p> <p>Government Authority Bodies or Agencies</p> <p>Executive</p> <p>Executive</p> <p>Executive</p>	<p>List of all documents</p> <p>Copy of Application Form and relevant documents</p> <p>Copy additional document</p> <p>License or Teaching Permit</p> <p>Licenses File and Teaching Permit File</p>

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2.0 Work Instruction

2.1 The system will alert the Executive EIGHT (8) months prior to expiry of the licenses or teaching permits.

2.2 All licenses to be renew unless indicated otherwise.

2.3 For renewal of teaching permits, Senior Manager will consult the Program Leader to determine which teaching permits to be renew.

2.3 The Executive to compile all relevant documents for renewal processes.

2.4 The application form and complete relevant documents to be submitted to the relevant authority within SIX (6) months before the date of expiry by the Executive.

2.5 If the application rejected due to insufficient document, the Executive will provide those document and re-submit to the authority.

2.6 The Executive to file the license or teaching permit upon approval.

Related documents:

1.