



**ADVANCED TECHNOLOGY TRAINING CENTRE (ADTEC) KEMAMAN
MANPOWER DEPARTMENT
MINISTRY OF HUMAN RESOURCES**

SENIOR MANAGEMENT STATEMENT

Advanced Technology Training Centre (ADTEC) Kemaman is a government-owned training provider established in 2010 under the Ministry of Human Resources, Malaysia. The institute offers full-time and part-time TVET programs in various fields, including Mechanical, Electrical, Instrumentation, and Civil Engineering, catering to both school leavers and workers. ADTEC Kemaman is led by a Director who spearheads the management team to achieve its vision, mission, and objectives. The Director is supported by two Deputy Directors: one responsible for Training and the other for Operations. The Deputy Director of Training oversees all activities related to training, while the Deputy Director of Operations handles student enrolment and affairs, quality assurance of training, facility maintenance, promotions, and the development of smart partnerships with industry. The institute is organized into two departments: Mechanical & Civil Engineering and Electrical & Instrumentation. These operations are further supported by the Administration & Finance Division. A total of 77 employees contribute to the functioning of the institute.

Our commitment to the safe implementation and maintenance of OPITO approvals is supported by the ISO 9001:2015 Quality Manual, a standard adopted by the Manpower Department to achieve its goals and objectives. This quality manual governs 32 institutes under its purview, including ADTEC Kemaman. As such, the ISO 9001:2015 Quality Manual, or its equivalent version (subject to review), stands as a key strength of ADTEC Kemaman, reflecting our management's dedication to the safe implementation and maintenance of OPITO approval standards. This commitment is effectively communicated to learners and is consistently adhered to, with supporting evidence available.

VERIFIED BY

Signature :

Name : Ts. ZAMZURI BIN HASSAN

Designation : DIRECTOR

Date : 1st FEBRUARY 2024