UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

JUBLI EMAS
جوبلي امس
UPM 1971-2021

Universiti Putra Malaysia

BENGKEL PENYELARASAN MODUL PROGRAM TRANSFORMASI MINDA (PTM)

Noor Zafira Noor Hasnan

18 Januari 2023
8.30 pagi – 5.00 petang
Dewan Seminar Fakulti Kejuruteraan, UPM

AGENDA

01 Hasil Pembelajaran

02 Modul Berstruktur

03 Topik 1: Rancangan Pengajaran

04 Topik 2: Kertas Kandungan Kursus

05 Topik 3: Pembangunan Modul

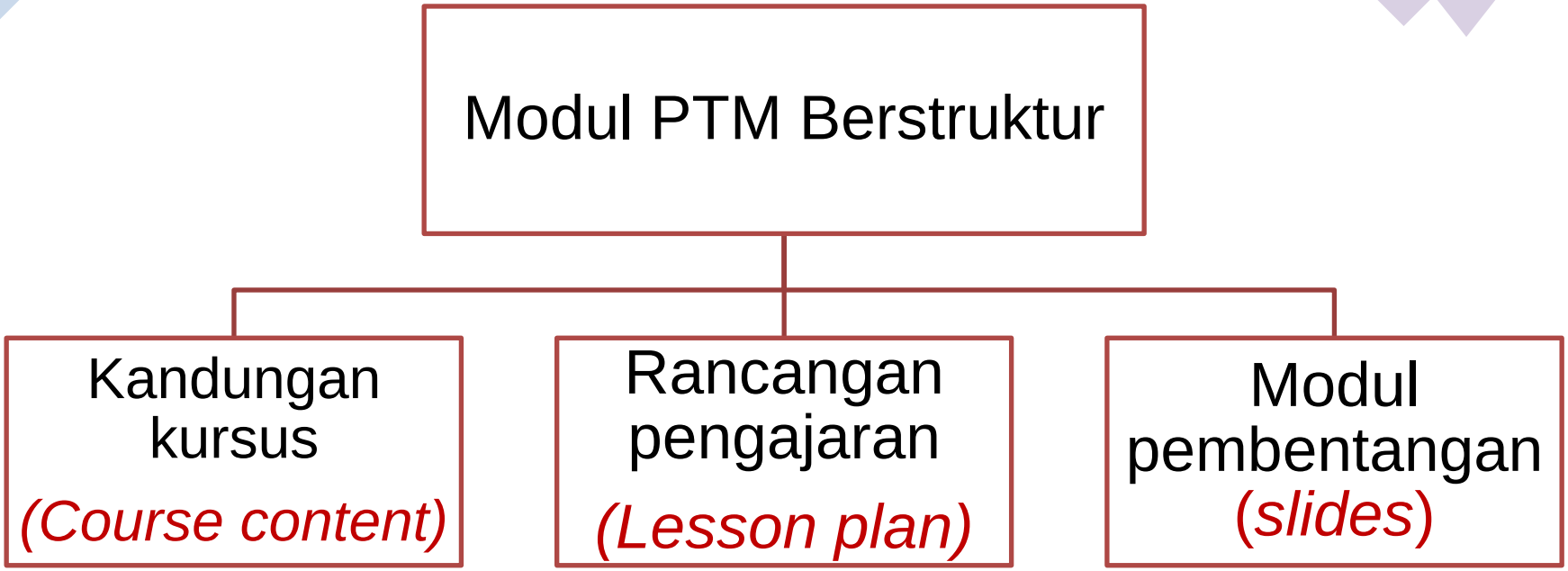
06 Kesimpulan & LDK

Hasil Pembelajaran
Learning outcome

Di akhir bengkel ini, peserta dapat menyediakan

modul yang berstruktur bagi Program

Transformasi Minda (PTM)


Modul PTM Berstruktur
Kandungan kursus
(Course content)
Rancangan pengajaran
(Lesson plan)
Modul pembentangan
(slides)

Kepentingan Modul Berstruktur

- **Penyampaian** yang **sistematik** & **mencapai LO** mengikut **tempoh masa** kursus
- Melancarkan proses **persediaan** kursus (alat-alat bantu pegajaran, fasiliti)
- Membolehkan pengajar **mengenalpasti pencapaian** para peserta
- Panduan/rujukan bagi **pelatih pelapis**
- Membolehkan **penambahbaikan berterusan** yang sistematik

Topik 1: Rancangan Pengajaran

Kandungan & Format

- Pautan:

Hasil Pembelajaran (LO)

Kata Kunci bagi Hasil Pembelajaran

- Merangka
- Mengenalpasti
- Menentukan
- Menilai
- Membangunkan
- Memahami
- Menerangkan
- Menganalisis
- Menghubungkaitkan
- Menyelaraskan
- Menyediakan
- Membentuk
- Memilih
- Mengoperasi

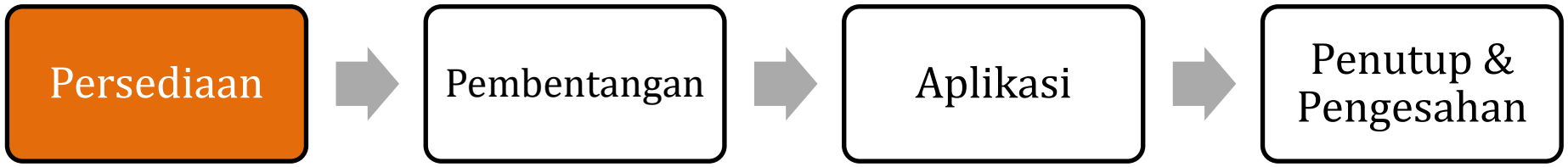
Bahan Pembelajaran & Alat Bantu Mengajar

- **Bahan Pembelajaran** : Material berbentuk informasi yang disampaikan kepada peserta
  - *Slides*, Kertas latihan
- Bantuan Audio Visual: Bahan yang diperlukan bagi pembelajaran menggunakan teknik audio /visual
  - Aplikasi Zoom, Video Youtube, Recorded video
- Alat Bantu Mengajar : Alat fizikal lain-lain
  - Laptop, smartphone, Smart TV

Pengisian Modul

- Persediaan
- Pembentangan
- Aplikasi
- Penutup & Pengesahan

Modul - Persediaan



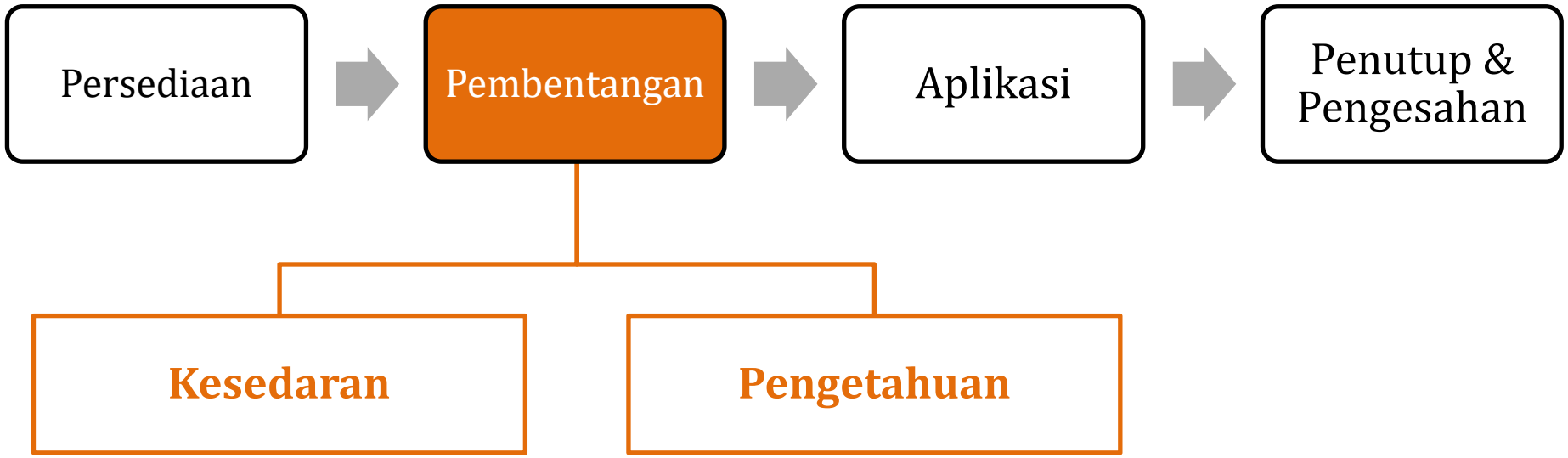
1. Kata-kata aluan & “selamat datang”
2. Pengenalan diri
3. Pengenalan modul
4. *Rules of engagement*
5. Agenda
6. Hasil pembelajaran
7. Akses kepada modul

Optional: gimik bagi memperkenalkan tajuk/tema/bidang → membina kesedaran tentang tema

Contoh:

INSTRUCTIONAL ACTIVITIES	INST. AIDS	TIME
PERSEDIAAN: 1. Welcome the participants to today's **"HAZARD ANALYSIS & CRITICAL CONTROL POINTS (HACCP) TRAINING"** or simplified as HACCP 2. Describe that HACCP is one the food safety management system that has been used worldwilde to preventi food contamination. 3. Self-introduce as the trainer 4. Describe the module's title **"A GUIDE TO FOOD HAZARD ANALYSIS"** 5. Set the **rules of engagement**, where the participants are required to be ready with their smartphone to provide feedback. Inform that the languange used is mixed of English and Malay. 6. Broadcast a news on food contamination video to engage participant's in the theme of food contamination and food safety. 7. Ask participants to type in chat box how do they feel when they watch the video. Throw in highlights on the effect of food contamination to the consumers. 8. State that these can be prevented with an effective food safety system such as HACCP 9. State the agenda of the presentation 10. Inform the participants that the information sheet is accessible via the QR code provided 11. Explain the learning outcomes "At the end of the session, participants will be able to identify three (3) types of food hazards based on hazard analysis and critical control points (haccp) requirement"	PP1 - PP6 VID ZM	4 Minutes

Modul - Pembentangan



1. Kandungan dibangunkan berdasarkan *LO.*
2. Bahagikan kandungan modul kepada beberapa subtopik
3. Penyampaian secara visual auditori dan kinestetik
4. Senaraikan alat P&P
5. Tempoh masa

Banyak yang saya mahu share....

Contoh:

INSTRUCTIONAL TOPICS	INSTRUCTIONAL ACTIVITIES	INST. AIDS	TIME
PEMBENTANGAN : Part A: About HACCP	Begin Part A with a <u>short</u> introduction on HACCP. • What is HACCP - explanation on the abbreviation • definition about the system • who can apply the system • certification in Malaysia (voluntary basis) Explain that as the name sounds, it starts with the H the hazard in HACCP	PP7 - PP9 ZM	1 Minute
Part B: Food hazards identification	Begin with Part B with the definition of "hazard" in MS 1480 HACCP. State three types of food hazards based on Malaysian Standard (MS) 1480: • Physical • Chemical • Biological Explain the hazard with example and possible source.	PP10 – PP11 ZM	1 Minutes

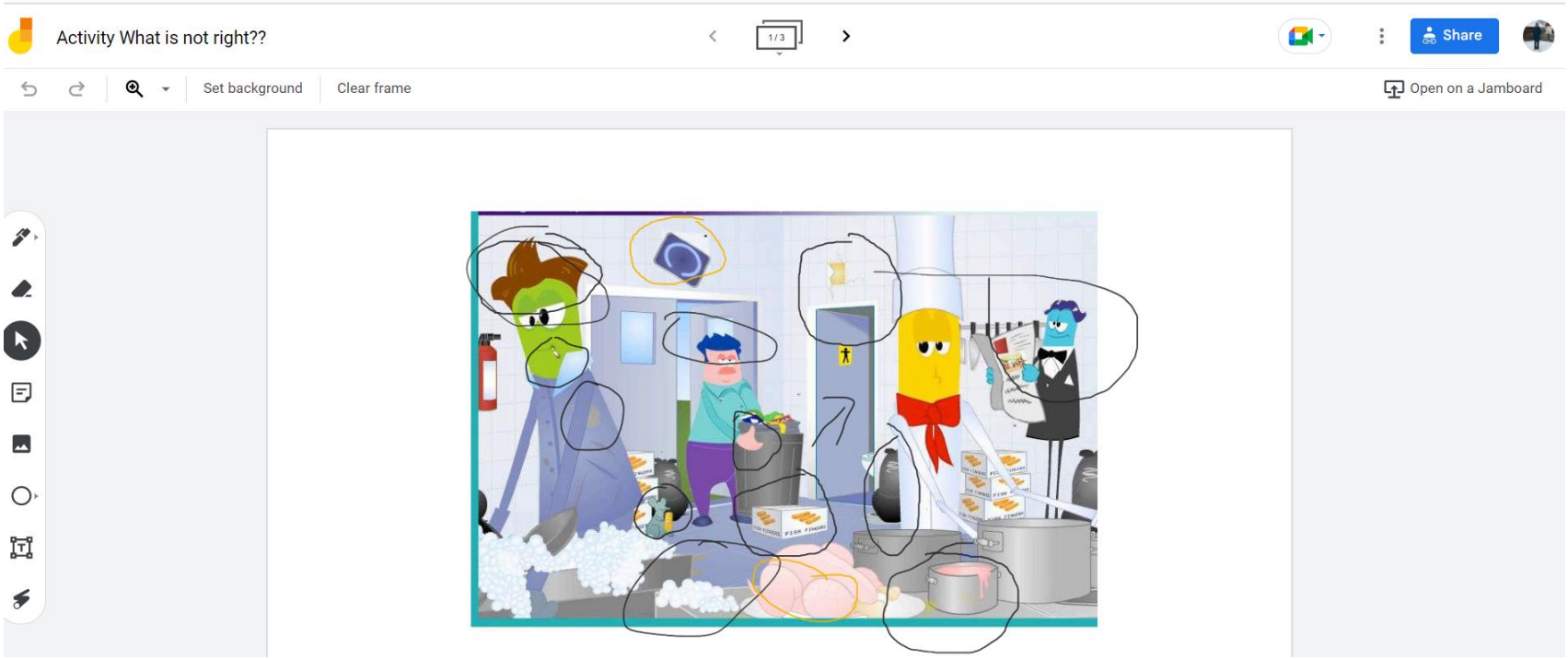
Rancangan Pengajaran - Aplikasi

1. Sesi soal-jawab / aktiviti ‘’ bersama peserta
2. Periksa kefahaman peserta secara rawak
3. Pembetulan sekiranya terdapat kekeliruan/ Terang semula

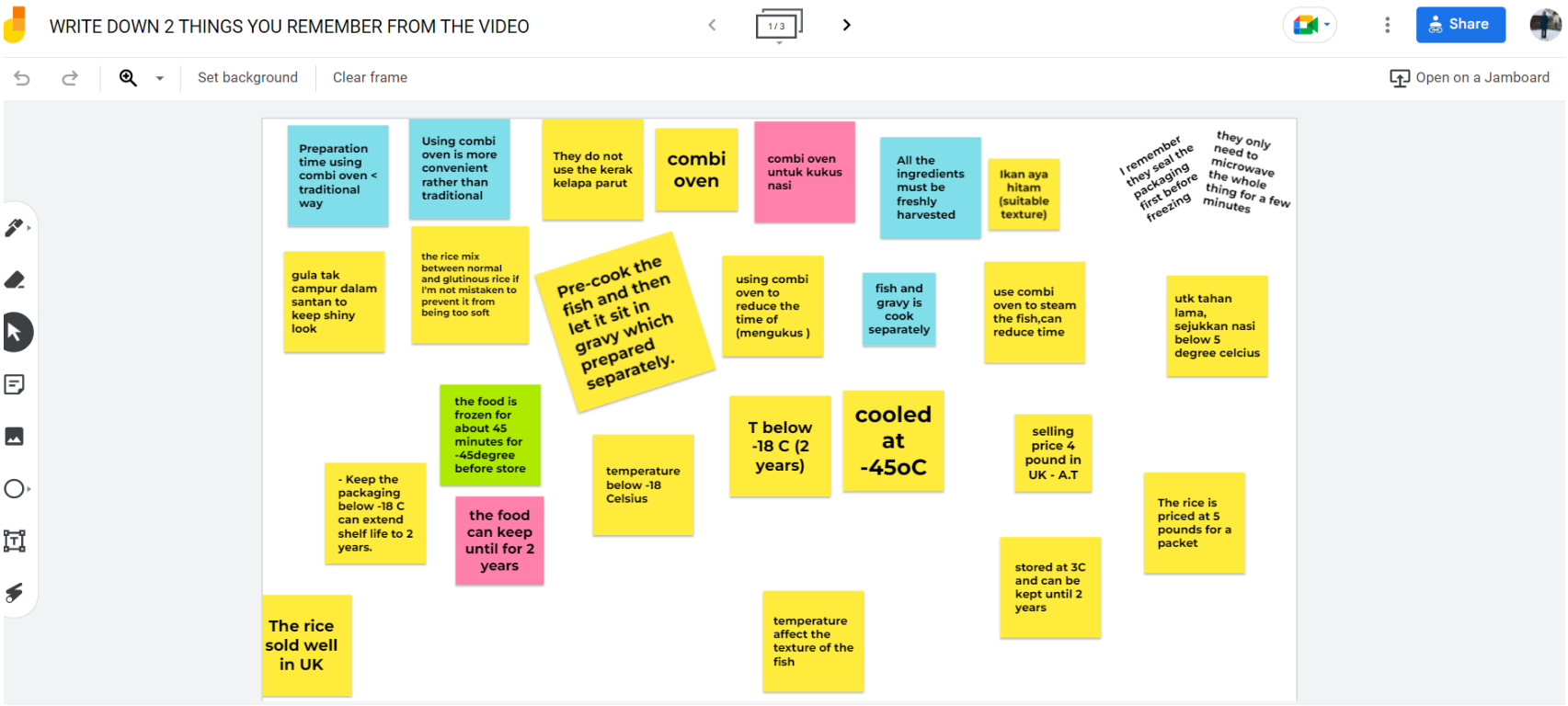
Contoh:

INSTRUCTIONAL ACTIVITIES	INST. AIDS	TIME
APLIKASI : 1. Share a QR code for participant to access the Information Sheet again. 2. Allow the participants to take their own time to read and understand the notes. 3. Inform the participants that they can ask in case that they do not understand. 4. Check the participants' understanding by presenting participants with a picture of several contaminants and recap on the type of food hazards with the participants. 5. Acknowledge the correct answers. If the answer is wrong, immediatley correct them.	PP16 - PP19 ZM	3 Minutes

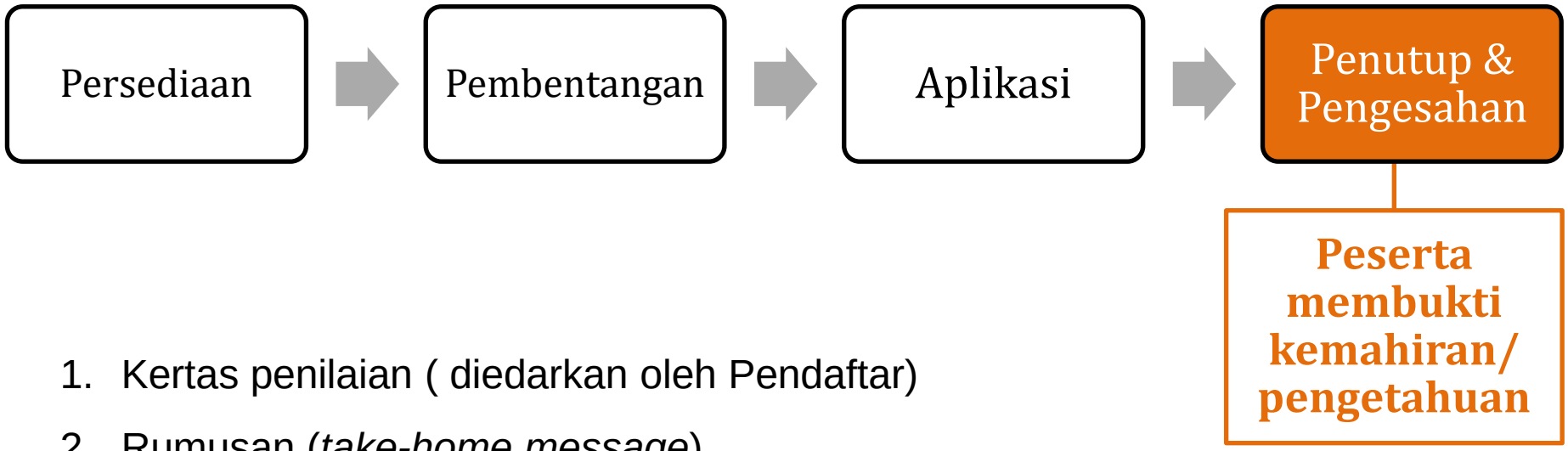
Contoh aplikasi:



Contoh aplikasi:

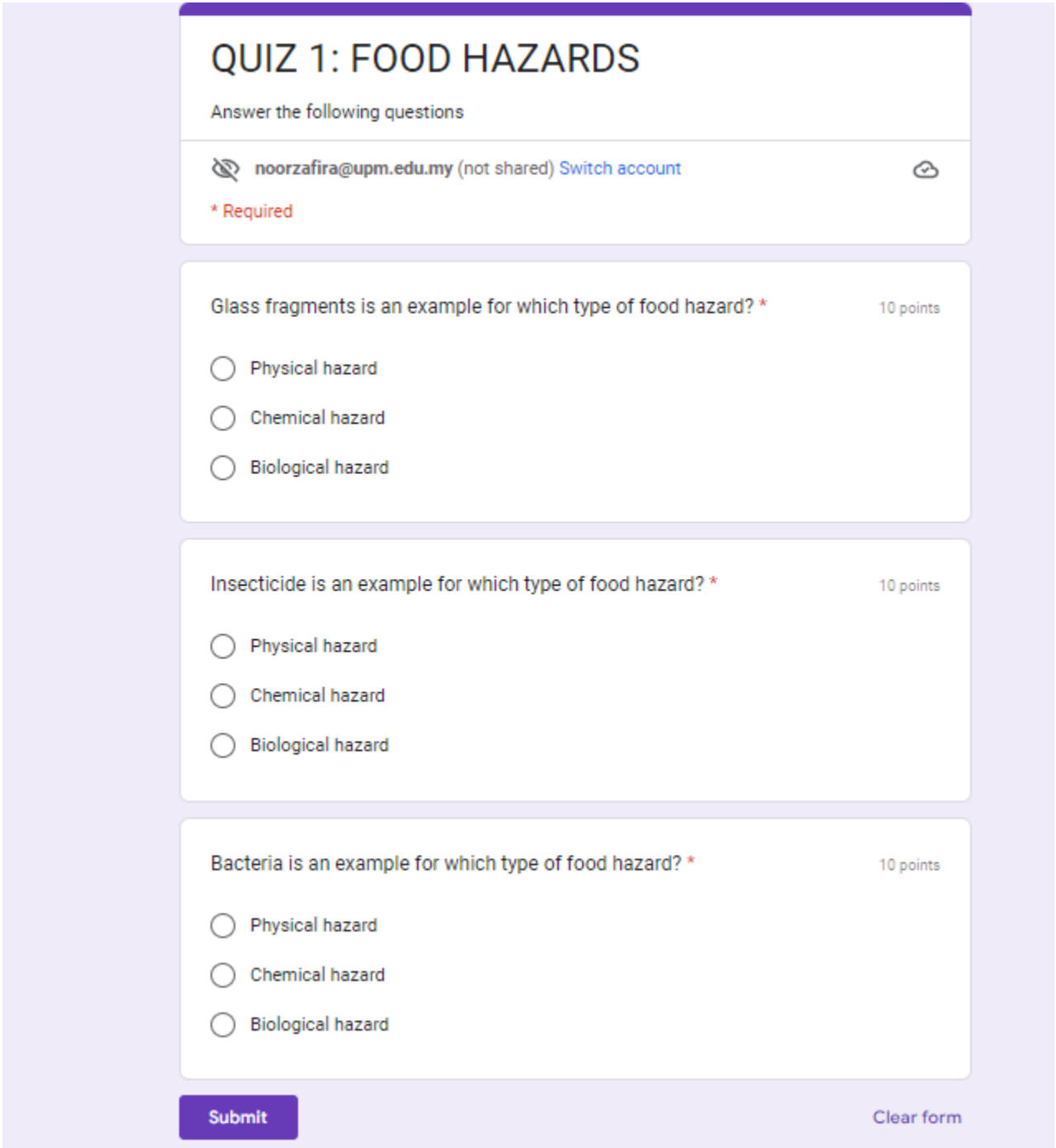


Rancangan Pengajaran - Penutup & Pengesahan



1. Kertas penilaian (diedarkan oleh Pendaftar)
2. Rumusan (*take-home message*)
3. Borang maklumbalas kursus
4. Ucapan terima kasih bagi mengakhiri kursus

Contoh penilaian:



QUIZ 1: FOOD HAZARDS

Answer the following questions

noorzafira@upm.edu.my (not shared) Switch account

* Required

Glass fragments is an example for which type of food hazard? * 10 points

- Physical hazard
- Chemical hazard
- Biological hazard

Insecticide is an example for which type of food hazard? * 10 points

- Physical hazard
- Chemical hazard
- Biological hazard

Bacteria is an example for which type of food hazard? * 10 points

- Physical hazard
- Chemical hazard
- Biological hazard

Submit Clear form

Topik 2: Kertas Kandungan Kursus

Kandungan & Format

- Pautan:

Sinopsis Kursus

8.	Course Overview	Hazard Analysis and Critical Control Points (HACCP) is an internationally recognized food safety program for identifying and managing food contamination risk. Based on HACCP, food is understood as unsafe to consumers when it is contaminated with food contaminants or also known as food hazards (*bahaya makanan*). In this 15-minute-session, participants will be explained on the three types of food hazards which are the chemical, biological and physical hazards. The knowledge on the types of food hazards and their possible sources would help the implementation of effective control measures for minimizing the food contamination risk.

Latar belakang/pengenalan ringkas

Perkara utama yang akan disampaikan dalam tempoh kursus

Impak atau manfaat pengetahuan/ kemahiran tersebut

Topik 3: Pembangunan Modul

Kandungan & Format

- Pautan:
- Format
  - Muka depan Templat PowerPoint rasmi UPM
    - E.g.:https://pspk.upm.edu.my/content/template_powerpoint_50_tahun_upm-60286?L=en
  - Nombor *slide*
  - Kandungan sepertimana rancangan pengajaran
  - Butiran untuk dihubungi
  - Terima kasih

Contoh modul

Kesimpulan

- ***Tiada modul yang sempurna.***
- ***Walau bagaimanapun, prosedur yang sistematik membolehkan pengajar menghasilkan modul yang baik & berstruktur.***
- ***Ini seterusnya membolehkan peserta melalui proses pembelajaran yang jelas ke arah mencapai LO.***

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Terima kasih

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