



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



**Universiti
Putra
Malaysia**

BENGGKEL PENYELARASAN MODUL PROGRAM TRANSFORMASI MINDA (PTM)

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

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PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE

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

```
graph TD; A[Modul PTM Berstruktur] --> B["Kandungan kursus  
(Course content)"]; A --> C["Rancangan pengajaran  
(Lesson plan)"]; A --> D["Modul pembentangan  
(slides)"];
```

Kandungan
kursus
(Course content)

Rancangan
pengajaran
(Lesson plan)

Modul
pembentangan
(slides)

Keentingan 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



Lesson plan

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



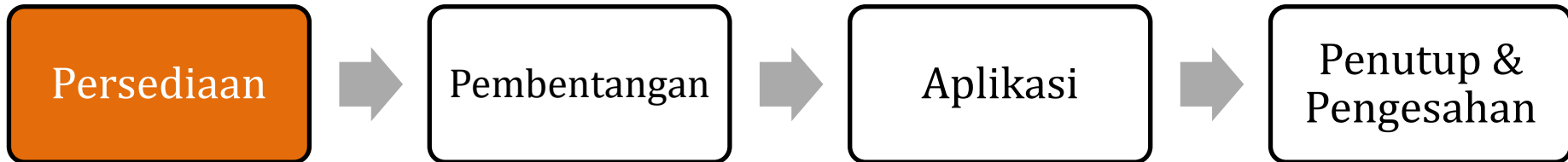
```
graph TD; A[Persediaan] --> B[Pembentangan]; B --> C[Aplikasi]; C --> D[Penutup & Pengesahan];
```

Pembentangan

Aplikasi

Penutup & Pengesahan

Modul - Persediaan



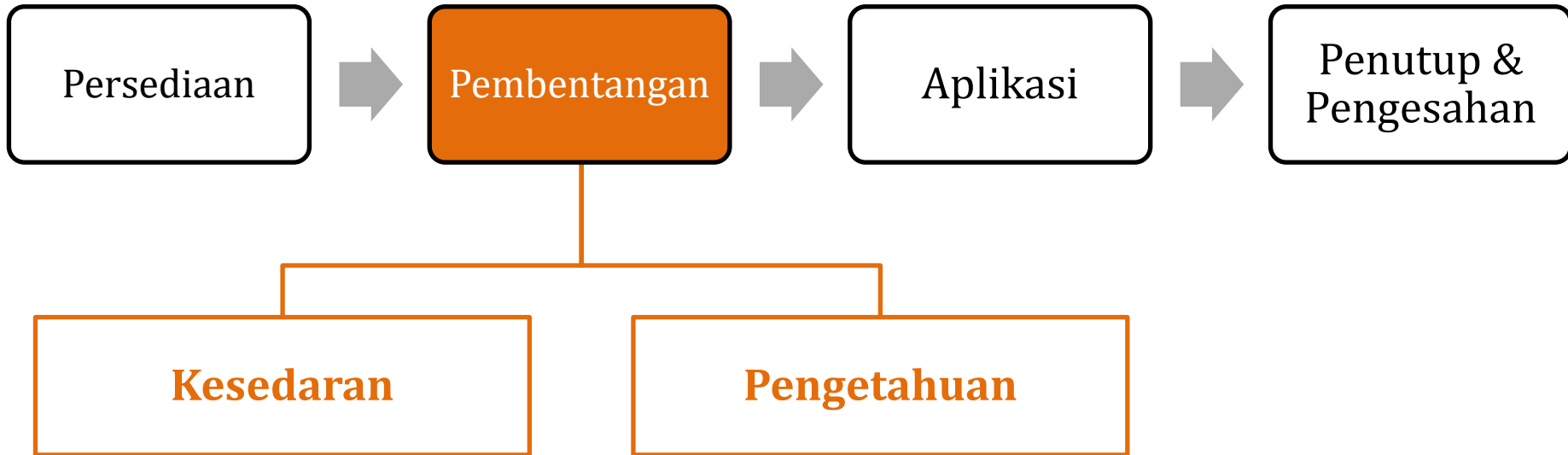
1. Kata-kata aluan & “selamat datang”
2. Pengenalan diri
3. Pengenalan modul
4. *Rules of engagement*
5. Agenda
6. Hasil pembelajaran
7. Akses kepada modul

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

Contoh:

INSTRUCTIONAL ACTIVITIES	INST. AIDS	TIME
<p>PERSEDIAAN:</p> <ol style="list-style-type: none">1. Welcome the participants to today's "HAZARD ANALYSIS & CRITICAL CONTROL POINTS (HACCP) TRAINING" or simplified as HACCP2. Describe that HACCP is one the food safety management system that has been used worldwide to prevent food contamination.3. Self-introduce as the trainer4. 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 language 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 HACCP9. State the agenda of the presentation10. Inform the participants that the information sheet is accessible via the QR code provided11. Explain the learning outcomes <p>"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"</p>	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
<p>PEMBENTANGAN :</p> <p>Part A: About HACCP</p>	<p>Begin Part A with a <u>short</u> introduction on HACCP.</p> <ul style="list-style-type: none"> • What is HACCP - explanation on the abbreviation • definition about the system • who can apply the system • certification in Malaysia (voluntary basis) <p>Explain that as the name sounds, it starts with the H the hazard in HACCP</p>	<p>PP7 - PP9 ZM</p>	<p>1 Minute</p>
<p>Part B: Food hazards identification</p>	<p>Begin with Part B with the definition of "hazard" in MS 1480 HACCP.</p> <p>State three types of food hazards based on Malaysian Standard (MS) 1480:</p> <ul style="list-style-type: none"> • Physical • Chemical • Biological <p style="text-align: center;">Food hazards</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: small;">A food hazard exists in any physical, chemical and biological agent that can potentially cause adverse health consequences for consumers.</p> <p style="font-size: x-small; text-align: center;">According to Malaysian Standard 1480 HACCP</p> </div> <div style="display: flex; align-items: center; margin: 5px 0;"> <div style="margin-right: 10px;"> <ol style="list-style-type: none"> 1. Physical 2. Chemical 3. Biological </div>  </div> <div style="border: 1px solid black; background-color: yellow; padding: 2px; margin: 5px 0; font-size: x-small; text-align: center;"> <p>Food is contaminated when these hazards are present in our food</p> </div> <p>Explain the hazard with example and possible source.</p>	<p>PP10 – PP11 ZM</p>	<p>1 Minutes</p>

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
<p>APLIKASI :</p> <ol style="list-style-type: none">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. <p style="text-align: center;">RECAP</p> <p style="text-align: center;">Which one is • Physical hazard • Chemical hazard • Biological hazard</p> <p style="text-align: center;">?</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"><div style="text-align: center;"><p>Hormones (injected)</p><p>[Redacted]</p></div><div style="text-align: center;"><p>Nails and bolts</p><p>[Redacted]</p></div><div style="text-align: center;"><p>Worms (parasite)</p><p>[Redacted]</p></div></div> <ol style="list-style-type: none">5. Acknowledge the correct answers. If the answer is wrong, immediately correct them.	PP16 - PP19 ZM	3 Minutes

Contoh aplikasi:

Activity What is not right??

1/3

Share

Set background Clear frame

Open on a Jamboard

The image shows a cartoon kitchen scene with several anomalies circled in black. The anomalies include: a green alien-like character with a white mask and a blue coat; a blue character with a white mask and a purple coat; a yellow character with a red bow and a white apron; a blue character with a white mask and a black tuxedo; a blue camera on a wall; a fire extinguisher; a stack of boxes labeled 'CHICKEN PARMESAN'; a pink object on the floor; and a pot on the stove.

Contoh aplikasi:

WRITE DOWN 2 THINGS YOU REMEMBER FROM THE VIDEO

1/3

Share

Open on a Jamboard

Preparation time using combi oven < traditional way

Using combi oven is more convenient rather than traditional

They do not use the kerak kelapa parut

combi oven

combi oven untuk kukus nasi

All the ingredients must be freshly harvested

Ikan aya hitam (suitable texture)

I remember they seal the packaging first before freezing

they only need to microwave the whole thing for a few minutes

gula tak campur dalam santan to keep shiny look

the rice mix between normal and glutinous rice if I'm not mistaken to prevent it from being too soft

Pre-cook the fish and then let it sit in gravy which prepared separately.

using combi oven to reduce the time of (mengkukus)

fish and gravy is cook separately

use combi oven to steam the fish, can reduce time

utk tahan lama, sejukkan nasi below 5 degree celcius

the food is frozen for about 45 minutes for -45degree before store

temperature below -18 Celsius

T below -18 C (2 years)

cooled at -45oC

selling price 4 pound in UK - A.T

The rice is priced at 5 pounds for a packet

- Keep the packaging below -18 C can extend shelf life to 2 years.

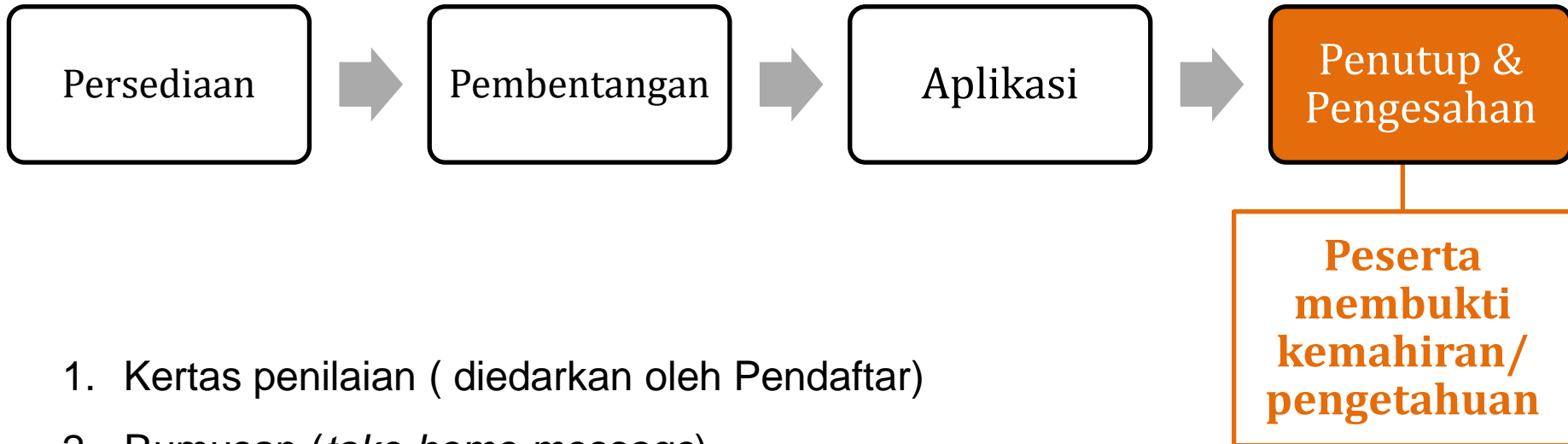
the food can keep until for 2 years

stored at 3C and can be kept until 2 years

The rice sold well in UK

temperature affect the texture of the fish

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 (<i>bahaya makanan</i>). 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.
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**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.*



Terima kasih
