

MEMORANDUM OF UNDERSTANDING
BETWEEN
KL AIRPORT HOTEL SDN BHD
AND
POLITEKNIK PARIWISATA PRIMA INTERNASIONAL
COOPERATION IN THE EXECUTION OF EDUCATION AND TRAINING
OF HOTEL MANPOWER TRAINING

This Memorandum of Understanding is entered into between **KL Airport Hotel Sdn Bhd (company No. 330863-D)**, trading in the name of **SAMA-SAMA HOTEL KUALA LUMPUR INTERNATIONAL AIRPORT** with its address at **JALAN CTA 4B, KLIA, 64000 SEPANG, SELANGOR DARUL EHSAN** (hereinafter referred to as “**SSHKLIA**”) of one part and **POLITEKNIK PARIWISATA PRIMA INTERNASIONAL** and having its address at **JALAN PERJUANGAN NO. 18, CIREBON, 45135** (hereinafter referred to as “**PPPI**”) of the other part.

The parties are now desirous of entering into an understanding in respect of the provision of practical training attachment at **SAMA-SAMA HOTEL KUALA LUMPUR INTERNATIONAL AIRPORT** for students of **POLITEKNIK PARIWISATA PRIMA INTERNASIONAL**.

NOW IT IS HEREBY UNDERSTOOD AS FOLLOW:

1. OBJECTIVES

- 1.1 SSHKLIA with its principal business in leisure and hospitality will provide its facilities for practical training to the students of PPPI.
- 1.2 PPPI will provide a maximum of twenty five (25) students per year who will be assigned to Room Division, Food & Beverage Service and Kitchen Production.
- 1.3 SSHKLIA will specify its requirements on the type of students suitable for practical training attachment and PPPI will select the students based on the said requirements and forward a list of the students selected together with their details to SSHKLIA for approval in enrolling for practical training attachment. The final number of students per period will be finalized via an interview selection process and the visa approval from the Malaysian Immigration.
- 1.4 This Memorandum of Understanding on the agreement for practical training attachment shall take effect from 2nd January 2024 for a duration of six (6) months until 30th June 2024, which may be extended by mutual consent of both parties in writing or earlier terminated by either party in accordance with the provisions hereinafter provided.

2. PRACTICAL TRAINING ATTACHMENT

- 2.1 The practical training attachment at SSHKLIA will be for 24 weeks. Each subsequent period of attachment shall commence on the day immediately following the last day of attachment of the preceding batch of students or after having a training/work permit issued by the authority.

- 2.2 Each practical training will be for a period of forty five (45) hours per week including one (1) hour break per day. Practical training will be scheduled to be six (6) days with a rest day given in a week.
- 2.3 Work in excess of the regulated working hours will constitute as a part-timer payable at a fixed rate of RM10.00 (Ringgit Malaysia: Ten Only) per hour.
- 2.4 Practical training will not be conducted during public holidays recognized by SSHKLIA. In the event that a training is conducted on a public holiday, students will be provided a replacement off day.
- 2.5 During the duration of practical training attachment, SSHKLIA will provide the students with the following:
- a. practical training subsistence allowance of RM550 (Ringgit Malaysia: Five Hundred Fifty Only) per month or prorated thereof and payable at the beginning of the following calendar month. This total of RM550 per month allowance is inclusive of the monthly transportation allowance of RM70 (Ringgit Malaysia: Seventy only);
 - b. rent free accommodation on a sharing basis;
 - c. one duty meal for each shift;
 - d. free outpatient medical consultation by panel doctor;
 - e. uniforms (except black shoes and/or safety boots) to be worn during practical training;
 - f. free laundry service for the uniforms provided;
 - g. students performance appraisal on time / at the end of the attachment.
- 2.6 In consideration of the above provisions under clause 2.6, the students undertake:
- a. to pay for their own expenses including hospitalization, life and personal accident insurance;
 - b. to expend and devote their efforts and attention in diligently performing the practical training as scheduled;
 - c. to observe and comply with the rules, regulations and standing orders as may be in force from time to time governing the conduct and discipline in SSHKLIA;
 - d. to wear clean and ironed uniforms at all time during practical training hours;
 - e. to adhere to all work procedures, rules & standards of the assigned sections/departments;
 - f. to comply with and carry out all duties and instructions given by any authorised officer of SSHKLIA;
 - g. to refrain from divulging any confidential information of SSHKLIA;
 - h. to submit a copy of the Supervised Field Training report to SSHKLIA for review and approval before submitting it to PPPI.
- 2.7 In the event that any of the students:
- a. abandons the practical training before the completion of the practical training attachment without the written consent of SSHKLIA; or
 - b. fails or refuses to attend the practical training as scheduled; or
 - c. is incapacitated by illness or injury from performing the practical training attachment; or
 - d. by his/her own conduct renders himself/herself incapable or unsuitable in the opinion of SSHKLIA to continue with the practical training attachment; or
 - e. breaches any of his/her undertakings under clause 2.7 above then in any such case, SSHKLIA is entitled to terminate his/her practical training.

3. SSHKLIA UNDERTAKINGS

- 3.1 SSHKLIA will take the necessary steps in applying for permits from the Malaysian Immigration authorities for the students for the practical training attachment and bear the levy fees imposed by Malaysian Immigration Department.
- 3.2 SSHKLIA will provide transportation for the students from KLIA or klia2 Main Terminal to SSHKLIA and vice versa for their departure upon completion of the practical training attachment.
- 3.3 SSHKLIA will issue a certificate to students who have successfully completed the practical training attachment.
- 3.4 SSHKLIA will offer 1 (one) complimentary Deluxe Room on twin sharing basis (subject to availability) and complimentary meals in Continents Restaurant for up to two (2) instructors who come to monitor the progress and performance of the students. Visits must fall within Monday to Friday between 9am and 5pm in SSHKLIA. Advance written notice of one (1) month is to be given to officer of SSHKLIA of each visit, and SSHKLIA will provide Confirmation Letter for this visit.

4. PPPI UNDERTAKINGS

- 4.1 PPPI will take the necessary steps in selecting students who are medically fit and with the ability to communicate in English, both oral and written.
- 4.2 PPPI will provide all necessary documents for Training Visit Pass application consisting of write up of PPPI, copy of academic certificate, identity card, passport, medical certificates including the Typhoid vaccination card and scanned copy of the passport size photographs of selected students.
- 4.3 PPPI will be responsible for organizing the transportation cost of the students from Indonesia to Malaysia and vice versa upon completion of the practical training attachment.
- 4.4 PPPI will be responsible for the repatriation costs of any students whose practical training attachment is terminated under clause 2.7 above.
- 4.5 PPPI will take the necessary steps in briefing the students on the requirements of practical training attachment as enumerated in clause 2.6 above.
- 4.6 PPPI will at its own expenses be responsible for sending a maximum of two (2) instructors every three months per batch of attachment to monitor the progress and performance of the students.
- 4.7 PPPI will at its own expenses be responsible for providing transportation and all miscellaneous expenses and charges incurred by the instructors.
- 4.8 PPPI will ensure that the instructor review the progress and performance of the students with the authorised officer of SSHKLIA.
- 4.9 PPPI will ensure that the students submit a copy of the Supervised Field Training report to SSHKLIA's Human Capital & Development Department for review and approval before submitting it to the school.

5. TERMINATION

- 5.1 Either party shall have the rights at any time to terminate this Memorandum of Understanding by giving the other one (1) month's written notice without having to assign any reason whatsoever.
- 5.2 Upon termination of this Memorandum of Understanding, neither party shall have any claim whatsoever against the other.

6. MISCELLANEOUS

6.1 This Memorandum of Understanding shall supersede any prior understanding and correspondence, either oral or written.

6.2 No amendment in respect of this Memorandum of Understanding shall be made unless agreed to and acknowledged in writing by the respective parties concerned.

For and on behalf of
POLITEKNIK PARIWISATA PRIMA
INTERNASIONAL,

The image shows a blue ink signature of Dr. Chondro Suryono. To the left of the signature is a circular official stamp of Politeknik Pariwisata Prima Internasional, featuring a stylized lotus flower and the institution's name in Indonesian.

Dr. Chondro Suryono
Director of POLITEKNIK PARIWISATA
PRIMA INTERNASIONAL

Witnessed by,

The image shows a blue ink signature of H. Riyanto Wibowo.

H. Riyanto Wibowo, SST., M. Si
Deputy Director 1

For and on behalf of
KL AIRPORT HOTEL SDN BHD/
SAMA-SAMA HOTEL
KUALA LUMPUR INTERNATIONAL
AIRPORT,

The image shows a blue ink signature of Mr. Manimaran Subramaniam.

Mr. Manimaran Subramaniam
Human Capital Manager

Witnessed by,

The image shows a blue ink signature of Ms. Previna Mohanen.

Ms. Previna Mohanen
Learning & Development Manager