



CENTRE & STUDENT HANDBOOK

Approved OTHM Centre: DC1907351

HRD Corp Registered Provider: LLP0003071-LGN

TGCC PLT – Your Partner in Professional Excellence

C-04-02, Tamarind Square, Persiaran Multimedia, Cyberjaya, Selangor, Malaysia

Tel: +6012 311 2956 | Email: info@tgccplt.com | Web: www.tgccplt.com

Version: 2026 | **Review Cycle:** Annual



1. Welcome to TGCC PLT

Welcome to TGCC PLT. You have chosen a trusted HRD Corp Registered Training Provider and an Approved OTHM Qualifications Centre, UK. Since 2014, TGCC PLT has been helping learners upgrade their skills, gain internationally recognised qualifications, and improve their career opportunities.

This handbook explains your programme, your rights and responsibilities, how assessments work, and how we support you throughout your learning journey.

2. About Your Qualification (OTHM, UK)

Your qualification is awarded by OTHM Qualifications, regulated by Ofqual (UK). This ensures your qualification is internationally recognised, quality assured, and designed for career progression and further study.

3. Your Support Team

You will be supported by a dedicated team including the Centre Head, Centre Coordinator, Lead IQA, Assessors, and Administrative Staff who are available to assist you throughout your studies.

4. Teaching and Learning

Your learning may include lectures, case studies, group discussions, practical tasks, and real-life industry examples. We aim to make learning practical, relevant, and engaging.

5. Assessments

To complete your qualification, you must submit assignments on time and follow academic integrity rules. You will receive clear instructions and constructive feedback to help you improve.

6. Admission and Induction

You were admitted through a fair process including application, verification of entry requirements, and induction covering programme structure, assessment rules, and your responsibilities as a learner.

7. Equality, Diversity and Inclusion

TGCC PLT does not tolerate discrimination. All learners are treated with respect regardless of race, religion, gender, age, disability, or nationality.

8. Student Support and Guidance

You may seek help for academic difficulties, career guidance, or Recognition of Prior Learning (RPL). Support is available via email, WhatsApp, or office appointments.

9. Learner Voice

Your feedback matters. You may be asked to complete surveys or provide comments to help us improve our services.

10. Reasonable Adjustments

If you have medical or learning needs, you may request reasonable adjustments such as extra time or alternative formats.

11. Academic Integrity

You must submit your own work. Plagiarism, collusion, or impersonation will be investigated and may result in sanctions.

12. Appeals and Complaints

If you are dissatisfied with any aspect of your study, you may submit a formal written appeal or complaint to TGCC PLT. All cases are handled confidentially and fairly.

13. Data Protection

TGCC PLT collects only necessary personal data and stores it securely in protected batch folders. Your information will not be shared without your consent.

14. Health and Safety

Training venues comply with local council and fire department safety standards. Learners must follow all safety procedures.

15. Recognition of Prior Learning (RPL)

If you have relevant experience or prior study, you may apply for RPL through consultation, evidence submission, and assessment by the Internal Quality Assurer.

16. Path to Certification

After completing all requirements, your results are submitted to OTHM for approval and you will receive your e-Certificate.

Final Message

Your success is our priority. Stay committed, ask questions, and maintain academic integrity. We are here to support you every step of the way.