



# BISCO PLACEMENT

**HUMAN RESOURCES SPECIALIST – WORLDWIDE SERVICES**

THAI SKILLS OF ALL TRADES AND CATEGORIES  
PROFESSIONALLY RECRUITED AND TESTED TO MATCH YOUR SPECIFICATIONS



ISO 9002 CERTIFIED QUALITY MANAGEMENT SYSTEM  
THE INTERNATIONAL ASSURANCE OF QUALITY SERVICE

SKILLED TRADESMEN FOR CONSTRUCTION PROJECTS  
COMPETENT WORKERS FOR MANUFACTURING OPERATIONS

**FOR MORE INFORMATION CONTACT US AT**

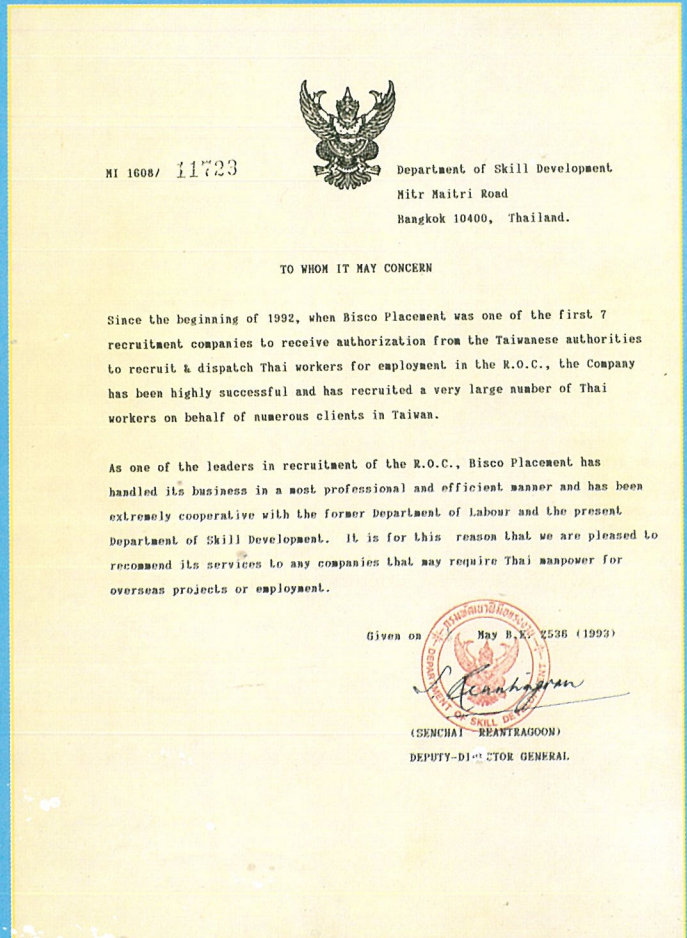
**BISCO PLACEMENT CO. LTD.**

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## GOVERNMENT APPROVAL

Bisco Placement is a government approved and licensed (No. Tor 512/2530) for overseas recruitment agency and has placed a guarantee bond of 5 million Baht as surety. Employers can be assured that all recruitment activities comply with the labour export laws of Thailand.

Bisco has received a Letter of Commendation for its recruitment activities and acknowledging it to be "one of the leaders in recruitment" and recommending its services to employers.



## BUSINESS REPUTATION

Bisco has a good reputation in the recruitment business, with governments, trading partners and the job-seekers in the local community.

Our good name and close working relationships allow us to conduct business with the full support of all concerned and even sort out those unforeseen difficulties, when they occasionally arise, in double-quick time.

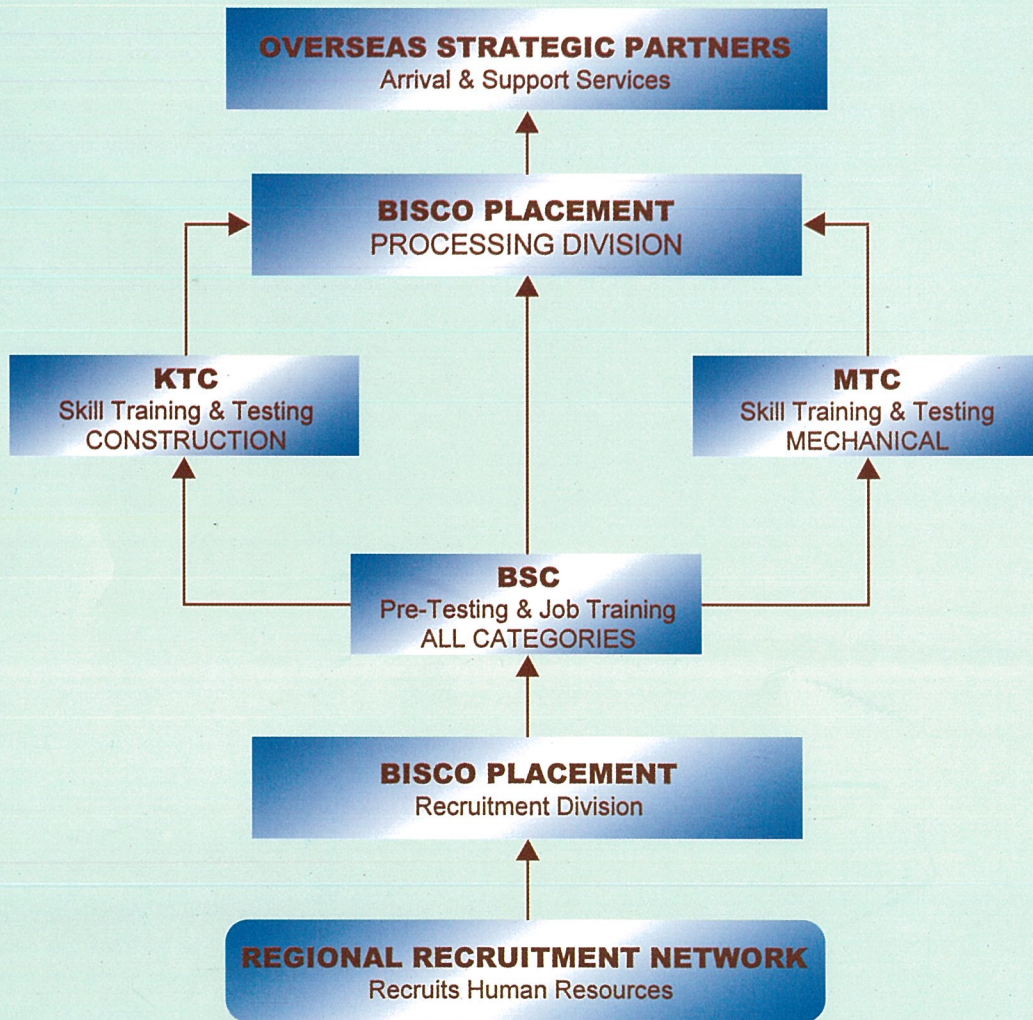


## ISO 9002 CERTIFICATION

In order to verify that the Bisco service was of truly up to international standards we invited a visiting team of independent auditors from the United Kingdom to assess our Quality Management System.

As a result Bisco Placement was certified to ISO 9002 standard. Bisco hopes that this mark of quality will give further assurance to our international clients of our commitment and ability to provide an all-round quality recruitment service.

# THE BISCO SYSTEM



# THE BISCO GROUP

The corporate mission of the Bisco Group is to provide overseas employers with a continuous supply of suitably qualified Thai workers guaranteed to meet their specifications no matter what skill level or trade category is required.

To achieve this objective, Bisco has teamed up with other manpower specialists to form the Bisco Group. Each individual member company offers a first class service to its clients but when joined together the total result is more than the sum of its parts and the client benefits from a broader and more complete range of services.



## **BISCO PLACEMENT**

### **Human Resources Specialist**

is the founder member of the Bisco Group and starts the process of qualified labour supply by recruiting the human resources and completes the order by carrying out the expatriation processing & final deployment functions.



## **BISCO SKILLS IMPROVEMENT**

### **Job Training & Pre-testing (All Categories)**

is a subsidiary of Bisco with the primary function of pre-testing & pre-qualifying manpower prior to participation on training/testing programs or for final selection in cases where international skill certification is not required.



## **KHONKAEN TECH-TRAIN**

### **Skill Training & Certification Testing (Construction)**

is a joint venture organization between Bisco and Lien Hin Lee of Singapore operating skill training, testing and certification programs for basic, intermediary and advanced skill levels for construction workers recognized by Building Construction Authority (BCA) Singapore.



## **M.T.C. TECHNICAL TESTING CENTER**

### **Skill Training & Certification Testing (Mechanical)**

is a joint venture organization between Bisco and Jurong Engineering providing skill training, testing and certification service for mechanical trades to international standards recognized by Building Construction Authority (BCA) Singapore.

## **CHAIRMAN'S MESSAGE**



On behalf of the board of directors I would like to take this opportunity to express my sincere appreciation to our clients, shareholders, staff and all the companies and individuals who have provided such excellent support to the Bisco Group throughout the years.

I have every confidence in your continued faith and trust in group and would like to reaffirm the group's commitment to its ongoing program of expansion and the development of our resources and capabilities to further expand and enhance the manpower services we offer to overseas employers.

**Pravit Somchit**  
Group Chairman

FOR MORE INFORMATION ABOUT THE GROUP OR MEMBER COMPANY ACTIVITIES AND SERVICES PLEASE CONTACT OUR CHAIRMAN AT THE GROUP HEADQUARTER

## **BISCO GROUP**

387-389 Onnut 39, Suanluang, Bangkok 10250, Thailand

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## KTC TRAINING & TESTING CENTER

MAKING WORKERS BETTER  
MAKING BETTER WORK

The modern construction industry is a highly competitive international marketplace where the ability to deliver as budgeted in the contract tender is the key to a timely and profitable project completion.

In achieving this successful outcome, contractors must first ensure that all input resources meet cost, performance and quality levels according to plan. Nowhere is this more true than in the area of human resources, one of the most critical and unpredictable factors throughout the construction process. KTC understands this unavoidable fact.

KTC's aim is to contribute to a project's success by ensuring that all construction workers passing through our gateway and certified by us are....



- ✦ **SKILLED CRAFTSMEN** - KTC testing procedures verify that all certified workers are proficient in their trades and meet international skill levels and workmanship quality standards.
- ✦ **PRODUCTIVE WORKERS** - KTC trainees are instructed in efficient work methods and practice meeting target output levels within set timeframes.
- ✦ **RELIABLE WORKFORCE** - KTC'S training programs do not focus simply on individual skills, the ability to live and work successfully as a team and to understand and carry out the instructions of supervisors is given a high priority.
- ✦ **COST - EFFECTIVE LABOUR** - Thailand is one of the world's best sources for low-cost qualified labour with a large pool of readily available workers and a good reputation in overseas employment..

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# KTC TRAINING & TESTING CENTER

## COMPANY PROFILE

KhonKaen Tech-Train Co., Ltd. was originally formed in 1994 in the North-Eastern province of KhonKaen right in the heart of the Thailand's major labour source. The initial function of the company was to pre-qualify workers seeking overseas employment, test and assess job applicants for selection and to offer job preparation training courses prior to workers being dispatched overseas.

In 1998 KhonKaen Tech-Train relocated to modern facilities on the outskirts of Bangkok and adopted the trading name of KTC. This move was in response to the growing demand for higher skilled tradesmen within the construction industry and the need to develop intensive job training programs to raise the skill levels of Thai workers to meet international standards and satisfy overseas employers manpower requirements.

Since the relocation and the implementation of modern training methods and objectives, KTC has rapidly grown to become one of the leading Training and Testing Centers in Thailand. A fact demonstrated by their accreditation by the Building Construction Authority of Singapore as an authorized testing location.

Today KTC is an integral part of the Bisco Group of companies dedicated to playing a key role in the supply of productive and skilled Thai manpower to the international construction industry.

## FACILITIES & RESOURCES

KTC has all the facilities, resources, tools, equipment, materials, personnel and procedures necessary to offer top rate training and testing services including:

- ✓ 2,000 M<sup>2</sup> TRAINING AREA
- ✓ CAPACITY FOR TESTING/TRAINING 300 WORKERS
- ✓ JOB SPECIFIC TRAINING/TESTING BAYS
- ✓ INDUSTRY STANDARD TOOLS & EQUIPMENT
- ✓ PLENTIFUL SUPPLY OF RAW MATERIALS
- ✓ LARGE CLASSROOMS WITH AUDIO/VISUAL TEACHING AIDS
- ✓ QUALIFIED & EXPERIENCE TRAINING INSTRUCTORS
- ✓ INTERNATIONAL TRAINING PROGRAMS
- ✓ MODERN FULLY EQUIPPED ADMINISTRATION OFFICES
- ✓ PROFESSIONAL & DEDICATED BACK-UP STAFF
- ✓ FULLY RESIDENTIAL COURSES

**BISCO  
RECRUITMENT**

**BISCO  
PRE-TESTING**

**KTC  
TRAINING COURSE**

**KTC  
TRADE TESTING**

**JOB SKILL  
CERTIFICATION**

**QUALIFIED  
TRADESMEN**

**LABOUR  
RESOURCES**

**PROJECT  
MANAGEMENT**

**MATERIAL  
RESOURCES**

**EQUIPMENT  
RESOURCES**

**PROJECT SUCCESS**

## CONTACT US

If you would like more information about KTC qualified manpower or the training & testing service please do not hesitate to contact our Group Headquarter.

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## **TRAINING OBJECTIVES**

The training courses are designed to:

- Upgrade the skills of locally qualified tradesmen to meet international standards.
- Broaden the range of abilities to include essential performance related skills
- Introduce trainees to international industry standard tools, methods and practices
- Enable trainees to pass international skill tests and obtain certification
- Develop the behavioral & communication skills for work in a multinational environment

## **TRAINING COURSES**

KTC currently runs regular scheduled courses of 6 weeks duration for the following skill areas:

- STEEL REINFORCEMENT
- TIMBER FORMWORKS
- METAL FORMWORKS
- PLASTERING / FINISHING
- TILING
- BRICK LAYING

Courses are residential and full-time 6 days a week. KTC is not restricted to the only these categories and is seeking to expand the range of courses offered. Additional special courses can be arranged for employers or organizations with a demand for a high numbers or a regular supply of trained & tested personnel. Interested parties are advised to contact us for more information.

## **COURSE CURRICULUM**

Courses are structured to develop a broader range of skills than simply the ability to complete a construction task. Training also covers related subjects designed to mould the trainee into a productive and efficient worker who will be able to perform his duties reliably with minimum supervision. Skills and abilities built into the training program include:

- TECHNICAL DRAWINGS & MEASUREMENTS – *How to Read Plans and Approach a Task*
- WORK METHOD – *Correct Procedures for Handling Tasks*
- TIME & PRODUCTIVITY – *Effective Time Management and Working Within Fixed Timeframes*
- TOOLS & EQUIPMENT – *Proper Tools Selection and Usage*
- QUALITY STANDARDS – *How to Evaluate Quality and the Importance of Meeting Standards*
- HEALTH & SAFETY – *Proper Safety Precautions and the Dangers in the Workplace*
- RULES & REGULATIONS – *Standard Employment Conditions & Industrial Codes of Practice*
- EQUIPMENT MAINTENANCE – *Care, Respect & Treatment of Tools/Equipment*
- MATERIALS HANDLING - *Prevention of Damage and Avoidance of Waste*
- HUMAN RELATIONS – *Interpersonal Skills and Working in a Multinational Environment*
- UNDERSTANDING & COMMUNICATIONS – *English Language Verbal and Written Ability*
- SOCIAL BEHAVIOUR – *Efficient Teamwork and to Get on With Superiors and the Local Community*

Most activities are carried out in the workshop with about 25% in the classroom. Theoretical classroom subjects are put into practice in workshop sessions. Subjects are introduced one at a time in a simple and easily understandable manner. As the course progresses more complex concepts are introduced and areas previously covered are reviewed until the whole framework of operations falls into place and the interrelation and importance of separate skills is clearly understood.

## SKILL TESTING

Progress tests are given at various intervals throughout the course. On completion of the course a series of final tests, both practical and written, are given and results graded on a variety of criteria.

KTC is able to arrange suitable skill testing on behalf of employers for workers not undergoing one of our training courses. In these cases employers should discuss their needs with us and we will ensure that all facilities are available and necessary arrangements made.

*KTC is an authorized testing location for the Building Construction Authority (BCA) of Singapore.*

## CERTIFICATION

KTC is accredited by the Thai Ministry of Labour and Ministry of Education and authorized to award skill certificates, which are valid both domestically and for overseas employment. Trainees passing our testing procedures are issued certificates according to the areas tested and the grades achieved.

*Trainees preparing for work in Singapore are issued to BCA certification to SEC-K or BSC levels.*

If necessary, KTC is prepared to seek accreditation from other relevant foreign or international bodies.

## BENEFITS OF TRAINING

Construction workers who have attended a KTC training course offer prospective employers the opportunity to hire high caliber personnel with an all-round knowledge of what the job requires and how to achieve results. Employers can expect a KTC tradesman to:

- ✓ PERFORM up to Internationally Accepted Industry Standards
- ✓ ACHIEVE Quality Standards According to Specifications
- ✓ PRODUCE Target Output Levels Within Set Timeframes
- ✓ WORK Well in a Team and With Superiors
- ✓ UNDERSTAND Job Duties, Designated Tasks and Work Instructions
- ✓ CARE for Tools/equipment/materials and Avoid Damage/wastage
- ✓ COMMUNICATE and Report Effectively in a Multinational Environment
- ✓ SAFELY Work Without Danger to Persons/property/materials
- ✓ BEHAVE in a Responsibly and Respectfully in the Workplace and Community

