



UNIVERSITI TEKNOLOGI MARA

ADM653: SOCIAL SECURITY AND EMPLOYEE BENEFITS ADMINISTRATION

<b>Course Name (English)</b>	SOCIAL SECURITY AND EMPLOYEE BENEFITS ADMINISTRATION <b>APPROVED</b>
<b>Course Code</b>	ADM653
<b>MQF Credit</b>	3
<b>Course Description</b>	Social security and employee benefits administration is an inevitable task in any organization, especially when it involves compliance with statutory requirements. With increasing economic progress and prosperity, the demands on social security and employee benefits administration will also increase. This course covers the various types of social security and employee benefits programmes and the financing, legislation, stakeholders and issues involved in the administration of such programmes. Although the focus of this subject will be the Malaysian system, reference will also be made to alternative systems in other countries as a basis for comparison.
<b>Transferable Skills</b>	1. Demonstrate ability to analyse issues/problems from multiple angles and make suggestions 2. Demonstrate professional skills, knowledge and competencies. 3. Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal framework.
<b>Teaching Methodologies</b>	Lectures, Blended Learning, Tutorial, Project-based Learning
<b>CLO</b>	CLO1 Analyze the issues of social security programs on the society locally and internationally. CLO2 Demonstrate effective leadership skills in solving the problems of the social security by using the social security legislation in Malaysia. CLO3 Prepare the proposal for effective social security system by benchmarking to the best global practices.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Introduction To Social Security</b> 1.1) Definition of "social security" 1.2) Philosophy/rationale for social security 1.3) Definition of related concepts	
<b>2. Evolution of "Social Security"</b> 2.1) Historical development of social security in developed countries 2.2) Historical development of social security in developing countries 2.3) Social security coverage and benefits 2.4) a) Aims and ideals 2.5) b) Coverage – diversity and inequality 2.6) c) Qualifying conditions 2.7) d) Determining level and scope of benefits Indexation of benefits 2.8) e) Trends and issues	
<b>3. Type of Social Security Benefits</b> 3.1) Medical care, sickness and maternity benefits 3.2) Unemployment, employment injury and invalidity benefits 3.3) Old- age, family and survivors benefits 3.4) Social security for migrant workers and dependents	

**4. Financing of Social Security Schemes**

- 4.1) Factors affecting cost
- 4.2) Sources of finance
- 4.3) Financing methods
- 4.4) Trends and issues
- 4.5) Trend and issues
- 4.6) Effects of social security at the national level on economic and social development, consumption, production, labor market, investment and savings

**5. Social Security in Malaysia**

- 5.1) Objectives and features of the different social security programmes and provisions– Pension Act, General Order, SOCSO, EPF, Employment Act and Workmen Compensation Act
- 5.2) Weaknesses and limitations
- 5.3) Trends and issues

**6. Role of Government, Private and Third Sector in Social Security**

- 6.1) Role of Government in social security
- 6.2) Role of Private sector in social security
- 6.3) Role of the Third sector in social security

**7. Role of the International Labor Organization in the Development of Social Security**

- 7.1) Functions of ILO
- 7.2) Relevant ILO conventions

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Case Study	Report	20%	CLO1
	Final Test	Final test	20%	CLO1
	Group Project	Exhibition	30%	CLO3
	Presentation	Presentation	20%	CLO2
	Test	Written test	10%	CLO1

Reading List	Recommended Text
	<ul style="list-style-type: none"> <li>• A. Bonilla García and J.V. Gruat 2003, <i>SOCIAL PROTECTION A LIFE CYCLE CONTINUUM INVESTMENT FOR SOCIAL JUSTICE, POVERTY REDUCTION AND SUSTAINABLE DEVELOPMENT</i>, ILO Publications, International Labour Office Geneva</li> <li>• ILO 2012, <i>The Strategy of the International Labour Organization Social security for all Building social protection floors and comprehensive social security systems</i>, ILO Publications, International Labour Office Switzerland</li> <li>• International Labour Organization 2012, <i>Social security for all. Building social protection floors and comprehensive social security systems. The strategy of the International Labour Organization</i>, ILO Publications, International Labour Office Switzerland [ISBN: 9789221267461]</li> <li>• Ragayah Haji Mat Zin, Hwok Aun Lee &amp; Saadiah Abdul Rahman 2002, <i>Social protection in Malaysia</i> in Erfried Adam, Michael Von Hauff &amp; Marei John (eds.), <i>Social Protection in Southeast &amp; South Asia</i>, FES Singapore</li> <li>• Wolfgang Scholz, Arthur van de Meerendonk, Michael Cichon (Editor), <i>Financing Social Protection</i>, International Labor Office [ISBN: 92-2-115122-0]</li> <li>• Maimunah Aminuddin 2013, <i>Employment Law Manual for Practitioners</i>, CLJ Publication [ISBN: 9789670379302]</li> <li>• Maimunah Aminuddin 2013, <i>Malaysian Industrial Relations &amp; Employment Law</i>, McGraw-Hill [ISBN: 9789675771668]</li> <li>• Beh, L. S, Awang, H 2012, <i>Public Administration: Issues and Paradigms of Development Issues and Paradidgms of Development</i>, LAP Lambert Germany [ISBN: 9783847323549]</li> <li>• ILO 2014, <i>World Social Protection Report. Building Economic Recovery, Inclusive Development And Social Justice</i>, ILO Publications, International Labour Office Geneva, ILO</li> <li>• ILO 2000, <i>World Labor Report 2000</i>, ILO Publication, International Labour Office Geneva. ILO</li> <li>• ILO 1986, <i>Financing Social Security: The Options</i>, ILO Publication, International Labour Office Geneva, ILO</li> <li>• ILO 1993, <i>Social Insurance and Social Protection</i>, ILO Publication, International Labour Office Geneva, ILO</li> <li>• ILO 1984, <i>Into the Twenty-first Century: The Development of Social Security</i>, ILO Publication, International Labour Office Geneva, ILO</li> <li>• ILO 2000, <i>Trade Unions and Social Dialogue: Current Situation and Overview</i>, ILO Publication, International Labour Office Geneva, ILO</li> <li>• ILO 2001, <i>Social Security: A New Consensus</i>, ILO Publication, International Labour Office Geneva, ILO</li> <li>• ILO 2006, <i>Application of International Labour Standards 2006 (II)</i>, ILO Publication, International Labour Office Geneva, ILO</li> <li>• John Doling &amp; Roziah Omar 2000, <i>Social Welfare, East &amp; West</i>, Ashgate Kuala Lumpur</li> </ul>

		<ul style="list-style-type: none"> <li>• Walker, Robert 2005, <i>Social Security and Welfare: Concepts and Comparisons</i>, Open University Press</li> <li>• Social Security Administration 2013, <i>Social Security Programs Throughout the World: Asia and the Pacific Vol. 13, No. 11802</i>, Government Printing Office</li> <li>• Soh Chee Seng, <i>Social Security: Challenges and Issues</i>, SSRC Working Paper Series No. 2014-1 Universiti Malaya, Kuala Lumpur</li> <li>• Norma Mansor, Sharifah Nabilah Syed Salleh, Tan Lih Yoong, Evangelos Koutronas &amp; Sarala Aikanathan, <i>Social Security in Malaysia: Stock-take on Players, Available Products and Databases</i>, SSRC Working Paper Series No. 2014-2 Universiti Malaya, Kuala Lumpur</li> <li>• Shamsulbahriah K.A. Rodrigo, <i>Framing Social Protection Analysis in Malaysia: Issues For Consideration</i>, SSRC Working Paper Series No. 2015-1 Universiti Malaya, Kuala Lumpur</li> <li>• Sim, O. F. and T. A. Hamid 2010, <i>Social Protection in Malaysia – Current State and Challenges Towards Practical and Sustainable Social Protection in East Asia: A Compassionate Community</i> ERIA Research Project Report Jakarta</li> </ul>
	Reference Book Resources	<ul style="list-style-type: none"> <li>• Akta Malaysia, <i>Employees' Social Security Act, 1969</i>, Penerbitan Akta [ISBN: 9789678924245]</li> <li>• Akta Malaysia, <i>Employees Provident Fund Act. 1991</i>, Penerbitan Akta [ISBN: 9789678924092]</li> <li>• Akta Malaysia, <i>Employment Act, 1955</i>, Penerbitan Akta [ISBN: 9789678924870]</li> <li>• Akta Malaysia, <i>Workmen's Compensation Act, 1952 (amended)</i>, Penerbitan Akta</li> <li>• Malaysia, <i>Perintah-perintah am, peraturan-peraturan lembaga tata tertib perkhidmatan awam 1993, arahan perbendaharaan, panduan perbendaharaan, tatacara pengurusan stor, arahan perkhidmatan, akta acara kewangan</i>, Akta Malaysia [ISBN: 9677008498]</li> <li>• ILO 1989, <i>Introduction to Social Security</i>, ILO Publications, International Labour Office Geneva</li> </ul>

<b>Article/Paper List</b>	<b>Recommended Article/Paper Resources</b>	Norma Mansor, Suhaimi A Samad 2017, Population ageing and social protection in Malaysia, <i>Malaysian Journal of Economic Studies</i> , 50(2)
<b>Other References</b>	This Course does not have any other resources	