

EMPLOYERS CIRCULAR NO. 1 / 2017
ENHANCEMENT OF THE TERMS AND CONDITIONS FOR TRAINING GRANT
APPLICATIONS UNDER THE HUMAN RESOURCES DEVELOPMENT FUND

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform Pembangunan Sumber Manusia Berhad's (PSMB) registered employers on the enhancement of the terms and conditions for training grant applications under the Human Resources Development Fund (HRDF).

2.0 BACKGROUND

- 2.1 In its pursuit to develop a 35 per cent skilled Malaysian workforce by Year 2020 through the intensification of human capital development activities, Pembangunan Sumber Manusia Berhad (PSMB) has developed and implemented various programmes and training grant schemes to encourage its registered employers to train their local employees and to receive financial assistance from the Human Resource Development Fund.
- 2.2 As part of our continuous improvement, PSMB had also conducted various engagement sessions with its stakeholders throughout the years to gather feedback, validate requirements and continuously improve its training grant terms and conditions under HRDF.

2.3 In relation to this, the PSMB Board has approved several enhancements on the terms and conditions listed in Paragraph 3 of this circular to which will ensure the continuous relevancy of HRDF schemes.

3.0 NEW TERMS AND CONDITIONS

3.1 The enhancement of the terms and conditions for training grant applications under HRDF are as follows :

No.	Current Mechanism	Enhancement
1.	The maximum number of trainees who will be given consideration for financial assistance under the public certification programme is 9 persons.	Consideration for approval can now be given based on the actual number of trainees attending the public certification programmes. Note : This is not applicable to normal public programmes.
2.	Non-registered Training Providers who are appointed by PSMB's registered employers under the Individual Trainer category are entitled to the same financial assistance as PSMB's registered Training Providers.	The entitlement of financial assistance for non-registered training providers who are appointed by PSMB registered employers under the Individual Trainer category is now limited to 50% of the course fees allowed for an in-house training.
3.	Learning Management System (LMS) is not covered under the Computer Based Training (CBT) Scheme.	Learning Management System (LMS) is now covered under the Computer Based Training (CBT) Scheme.

No.	Current Mechanism	Enhancement
4.	<p>The required minimum number of trainees for an in-house training programme is 5 persons per group.</p>	<p>The minimum number of trainees for an in-house training programme can now be 2 persons per group.</p> <p>The calculation for financial assistance on a pro rate basis for below 5 pax per group is as follows:-</p> <ul style="list-style-type: none"> • Soft skill programmes: RM1,000 per person • Technical / Hard skill programmes : RM1,200 per person
5.	<ul style="list-style-type: none"> • SME On-the-Job Training (OJT) Scheme. • Open to only Small Medium Enterprises (SMEs) registered with PSMB. • The rate of financial assistance is RM5 per hour per person. • The minimum hours that can be given consideration for financial assistance is 7 hours and is subject to a maximum of 300 hours per programme. 	<ul style="list-style-type: none"> • SME On-the-Job Training Scheme has been renamed to On-the-Job Training (OJT) Scheme. • Now open to both Small Medium Enterprises (SMEs) and big employers registered with PSMB. • The rate of financial assistance has been increased to RM50 per hour per person. • The minimum hours that can be given consideration for financial assistance is now 4 hours with a maximum of 300 hours per programme.

4.0 DATE OF IMPLEMENTATION

4.1 The effective implementation date of this circular is **3 APRIL 2017**.

5.0 CONCLUSION

5.1 Please contact our Call Centre at Toll Free line : 1-800-88-4800 or email to support@hrdf.com.my should you require more information on this circular.

Thank you

“ PEOPLE, PROWESS, PROGRESS “
“ PEKERJA KREATIF PENCETUS INOVASI “

Yours sincerely,



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Chief Executive
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