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Kulit 2
Date : 25 October 2012

TRAINING PROVIDERS CIRCULAR NO. 1/2012

NEW CLASSIFICATION AND QUALIFYING CONDITIONS FOR REGISTRATION OF TRAINING PROVIDERS

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform training providers on the new category of training provider, C(SVO) under the Human Resources Development Fund (HRDF).

2.0 BACKGROUND

- 2.1 In line with the Government's continuous commitment to the strategic reform initiatives to make Malaysia a competitive economy by implementing business-friendly environment, HRDF has liberalised its procedure for the registration of training providers.
- 2.2 The new category of training provider is to accommodate training providers who rent office space and share common support staff under the Small Office Home Office (SOHO) and Small Office Virtual Office (SOVO) concept.
- 2.3 The introduction of this new category of training provider is to provide opportunity for training providers with vast experience and expertise but

with minimum capital outlay to impart their skills and knowledge and participate in HRDF training schemes.

3.0 QUALIFYING CONDITIONS FOR CERTIFICATION OF REGISTRATION

3.1 The qualifying conditions for registration under the C(SVO) category are as follows:

- (a) Incorporated in Malaysia with ROC/ROS/ROB;
- (b) The permanent office address is the address of the main office space operator;
- (c) No requirement on the one year experience in conducting training; and
- (d) The processing fee for registration and renewal is RM100.00.

3.2 Notwithstanding paragraph 3.1 above, training providers under this category is only allowed to participate in SBL Scheme. Training can be conducted either as in-house or public programmes at hotels, rented training premises or employers' premises.

3.3 There is no requirement for trainers/associate trainers of C(SVO) category of trainer providers to attach the certificate of accomplishment of HRDF Train-The-Trainer programme when applying for registration. However, the certificate is needed when employers submit their applications for financial assistance under the SBL Scheme.

3.4 Trainers can apply for exemption from attending the HRDF Train-The-Trainer programme if they have attended similar training programmes recognised by HRDF or have sufficient number of years of teaching experience and the required qualifications.

4.0 CONCLUSION

4.1 This circular shall take effect from 1 November 2012.

4.2 Please feel free to contact Mohamad Sukri bin Kamaludin on (03) 2096 4829 or our Customer Service Officer on 1-800-88-4800 should you require further clarification or assistance.

Thank you.

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Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad