



Ref. No. : (14) PSMB/20/8 Kulit 8
Date : 13 January 2021

EMPLOYERS' CIRCULAR NO. 1/2021

ENHANCEMENT OF THE TERMS AND CONDITIONS FOR ONLINE TRAINING

1.0 PURPOSE

The purpose of the circular is to inform Human Resources Development Fund (HRDF) registered employers on the enhancement of terms and conditions for remote online training in order to encourage registered employers continue to conduct training for their employees.

2.0 BACKGROUND

- 2.1 In 2020 HRDF has allowed remote online training (ROT) to be covered under HRDF financial assistance in order to support training landscape during COVID-19 pandemic.
- 2.2 In addition to the remote online training, HRDF has also enhanced terms and conditions of the online training to facilitate the training needs of the registered employers.
- 2.3 Based on the industry feedback, the HRDF Board has approved enhancement to the terms and conditions of the online training to assist the Malaysian employers to continue improving the knowledge and skills of their workforce.

3.0 REVISED GUIDELINE: ONLINE TRAINING GUIDELINE

3.1 Terms and Conditions

The enhancement to the terms and conditions for online training grant applications under HRDF are as follows:-

Items	Current Terms	New Terms
Course Fee	<p><u>Public ROT</u> Maximum of RM500/pax/day</p> <p><u>In-House ROT</u> Maximum of RM500/pax/day or RM5,000/group/day for soft skill programme and RM6,000/group/day for technical programme, whichever is lower.</p> <p>Professional Certification/ Examination fees as quoted by the certification/ examination body.</p>	<p>a. <u>Public ROT/E-Learning/Mobile</u> Maximum of RM700/pax/day</p> <p>b. <u>In-House ROT</u> Maximum of RM700/pax/day, limited to an amount not exceeding: i. RM5,000/group/day for soft skill programme; ii. RM6,000/group/day for technical programme;</p> <p>c. Professional Certification/ Examination fees as quoted by the certification/ examination body.</p>
Consumable Training Material	<p>i. HRDF approved licensed digital material;</p> <p>ii. Internet data cost of RM100, with no supporting document required.</p>	<p>a. <u>In-House ROT</u> i. HRDF approved physical and licensed digital material; ii. Internet data cost of RM100/ group.</p> <p>b. <u>Public ROT</u> i. HRDF approved physical and licensed digital material;</p>
Number of trainees	<p><u>Workshop</u> A maximum 25 pax per group for technical programmes and 35 pax per group for soft skill programmes.</p> <p><u>Conference/ Webinar</u> A maximum of 9 trainees per employer for Conference and Webinar type training.</p>	<p><u>In-House Workshop</u></p> <ul style="list-style-type: none"> • A maximum 25 pax/group for technical programmes and 35 pax/group for soft skill programmes. <p><u>Public Workshop</u></p> <ul style="list-style-type: none"> • A maximum of 9 trainees per employer for public programme. <p><u>Conference/Webinar</u></p> <ul style="list-style-type: none"> • A maximum of 9 trainees per employer for Conference and Webinar type programme.

4.0 DATE OF IMPLEMENTATION

4.1 The effective implementation date of this circular is on 15 January 2021.

5.0 CLOSING

5.1 For further clarification and assistance on these enhancements, kindly contact our Call Centre at 1800-88-4800 or email to support@hrdf.com.my.

Thank you.

PEOPLE, PROWESS, PROGRESS
PEKERJA DAN CABARAN BUDAYA NORMA BAHARU

Yours sincerely,



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CHIEF EXECUTIVE
HUMAN RESOURCES DEVELOPMENT FUND