

*Our ref.* : (32)PSMB/20/8

Kulit 6

*Date* : 22 October 2012

## **EMPLOYERS CIRCULAR NO. 10/2012**

### **ENHANCEMENT ON THE FUTURE WORKERS' TRAINING SCHEME**

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#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to inform employers on the enhancement of the Future Workers' Training Scheme effective 1 November 2012.

#### **2.0 BACKGROUND**

- 2.1 The Future Workers' Training Scheme was first introduced by the Human Resources Development Fund (HRDF) on 15 February 2011. Under the scheme, only in-house training programmes are allowed to be claimed from the HRDF. Employers can only claim for internal trainers' allowance, trainees' meal, monthly allowance and consumable training materials.
- 2.2 The objectives of the scheme are to assist employers in the training of their future workers and also to equip workers with the required skills and competencies before entering employment.

### 3.0 ENHANCEMENT ON THE SCHEME

3.1 With effect from 1 November 2012, training programmes under the Future Workers' Training Scheme are also extended to public programmes subject to the following terms and conditions:

- (a) The trainee must first be appointed (issued with a letter of employment) as an employee of the employer (company) after going through the normal recruitment and selection process; and
- (b) Training must be either under the **employer's management trainee programme**, or **for the purpose of obtaining licence or certification from recognised certified body** conducted as public programme on fulltime or part-time basis.

3.2 Other public programmes that do not meet the above criteria shall not be eligible for financial assistance under the Future Workers' Training Scheme.

3.3 Regardless whether the training programmes are conducted in-house or as a public programmes, the course fee and other allowable costs that are eligible under the scheme are still subjected to the prevailing rate of financial assistance under the existing terms and conditions.

### 4.0 CONCLUSION

4.1 Please feel free to contact our Customer Service Officer on 1-800-88-4800 or our branch offices should you require further clarification or assistance.

Thank you.

***“HRDF – SHAPING PEOPLE”***  
***“Pekerja Berinovatif Penggerak Transformasi”***

Yours sincerely,

**( AMIRNUDDIN BIN MAZLAN )**  
Chief Executive  
Pembangunan Sumber Manusia Berhad