



PEMBANGUNAN SUMBER MANUSIA BERHAD (545143 D)
KEMENTERIAN SUMBER MANUSIA
Wisma PSMB
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50490 Kuala Lumpur

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Our ref. : (4)PSMB/20/8
Kulit 6
Date : 15 February 2011

EMPLOYERS CIRCULAR NO. 2/2011
IMPLEMENTATION OF
FUTURE WORKERS TRAINING SCHEME

1.0 PURPOSE

1.1 The purpose of this circular is to inform employers registered with PSMB on the implementation of the Future Workers Training Scheme.

2.0 BACKGROUND

2.1 Today's world has changed tremendously in terms of technological development and business requirement. This change has created impacts on the nature of works where employers expect the newly recruited workers to be able to perform the assign duties immediately upon joining the organisation with minimal training intervention. Obtaining such workers has become a necessity for companies to compete in the global arena.

2.2 Pre-employment training programme provides opportunities for employers to train their future workers with the required skills and competencies before entering employment as permanent workers. It also reduces the cost of doing business because workers are already trained when they are placed at the workplace, thus eliminating the cost of retraining.

3.0 **IMPLEMENTATION MECHANISM**

3.1 **Terms and Conditions**

- (i) The maximum number of trainees per class is 20.
- (ii) Employers are eligible for Internal Trainer's Allowance of RM500.00 per day. However, if the number of trainees is less than 5, employers are only eligible for Internal Trainer's Allowance at the rate of RM5.00 per trainee per hour. Employers are not allowed to engage external trainer.
- (iii) The maximum duration of the programme is 2 months. During the pre-employment training, trainees may be given allowance up to a maximum of RM500.00 per month.
- (iv) The financial assistance given is subject to only in-house training at employers' premises which includes On-the-Job training.
- (v) Employers are also eligible for other allowable costs such as Meal Allowance of RM20.00 per day per employee and Consumable Training Materials.
- (vi) It is mandatory for trainees to be offered employment upon completion of the pre-employment training.

3.2 **Application Procedure**

- (i) Application for financial assistance must be supported with a structured training programme (session plan) including orientation or familiarisation programme and On-the-Job training on a daily basis (Guideline on the preparation of the structured training programme is per **Appendix A**).
- (ii) Application form **PSMB/FWT/1/11 (Appendix B)**.
- (iii) Application form and structured training programme must be submitted at least 7 working days before the commencement of the pre-employment training.

3.3 **Claim Procedure**

- (i) Claims shall only be submitted upon the completion of training using the form **PSMB/FWT/T/1/11 (Appendix C)** together with the relevant supporting documents.
- (ii) Closing date for claims submission for training programme completed in any particular year shall be 30 June the following year.

4.0 **DATE OF IMPLEMENTATION**

- 4.1 The effective date of this circular is 1 March 2011.

5.0 CONCLUSION

- 5.1 Please feel free to contact our Customer Service Officer at 03 – 2096 4600 should you require further clarification or assistance.

Thank you.

“PSMB – SHAPING PEOPLE”
“PEKERJA BERINOVASI PEMACU TRANSFORMASI”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad

**PROPOSAL FOR
FUTURE WORKERS TRAINING SCHEME**

- 1. Objective**
Objective of the proposal.

- 2. Company Background**
 - Name of company
 - Number of years established
 - Current products/ services
 - Number of existing workers

- 3. Justification for the pre-employment training of future workers**
 - Why do you need workers? Is there any expansion plan? New products/services that will be offered? Please justify
 - Why the training is important for the future workers?
 - How many future workers do you need? What is the basis?

- 4. Structure of the pre-employment training**
 - Training commencement and completion
 - What is the duration of the whole programme?
 - Give session plan for the programme on daily basis

- 5. Trainers Biodata (use Appendix)**
 - Name of internal trainers
 - Academic qualification / number of years of experience

PSMB/FWT/1/11

MyCoID

EMPLOYER CODE NO

**APPLICATION FOR TRAINING GRANT UNDER
FUTURE WORKERS TRAINING SCHEME**

PEMBANGUNAN SUMBER MANUSIA BERHAD ACT , 2001 (ACT 612)

The duly completed application form together with the relevant supporting documents must be submitted to PSMB at least **seven (7) days** before the commencement of the pre-employment programme for future workers.

PART I – GENERAL INFORMATION

1. REGISTERED NAME AND ADDRESS OF COMPANY	<input type="checkbox"/> HEADQUARTERS	<input type="checkbox"/> BRANCH:-
	Please specify : _____	
Office Tel. No : _____		
Officer to be Contacted : _____		
Mobile Phone No : _____		
E-mail : _____		

PART II – PROGRAMME INFORMATION

2. DURATION OF THE PROGRAMME:			
Start Date	End Date	Total training days.	Total training hours per trainee.
_____	_____	_____ day(s)	_____ hours

PART III – TRAINEE(S) INFORMATION

3. TRAINEE(S) DETAILS**							
No.	Trainee(s)	Gender		Race			
		M	F	B	C	I	Others
a.	Name : _____ I/C No : _____						
b.	Name : _____ I/C No : _____						
c.	Name : _____ I/C No : _____						
d.	Name : _____ I/C No : _____						
e.	Name : _____ I/C No : _____						

** Please attach a separate list if more than the above format.

PART IV – ESTIMATED ALLOWABLE COSTS

		<u>AMOUNT</u>
1. Internal Trainer(s) Allowance	(Rate per day/hour RM_____x No. of Training Days____/No. of Training Hour ____)	RM _____
2. Trainee(s) Monthly Allowance	(RM _____ Per Trainee x No. of Trainee(s) ____ x No. of Months ____)	RM _____
3. a. Trainees Meal Allowance	(RM_____ Per Day x No. of Trainees ____ x No. of Training Days ____)	RM _____
b. Internal Trainer(s) Meal Allowance	(RM _____ Per Day x No. of Trainer(s)_____ x No. of Training Days ____)	RM _____
4. Consumable Training Materials	(Please attach a list of items and breakdown of their costs if the amount exceeds RM100 for each group)	RM _____
TOTAL TRAINING COST REQUESTED		RM _____

PART V – DECLARATION

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/we have not withheld / distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

SIGNATURE : _____

NAME : _____

 STAMP OF DESIGNATION: _____
 Chairman/ Executive Director/ General Manager,
 Training Manager/ Manager/ Executive +

DATE : _____

+ Delete where inapplicable

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PSMB/FWT/T/1/11										Approval No.			

Employer Code No.									
Form Code 121									

**CLAIM FOR TRAINING GRANT UNDER
FUTURE WORKERS TRAINING SCHEME
PEMBANGUNAN SUMBER MANUSIA BERHAD ACT, 2001 (ACT 612)**

*This form should be submitted after the completion of training

PART 1 – GENERAL INFORMATION

Name and address of registered employer:	Contact officer:
	E-mail :
	Telephone No :

PART 2 – CLAIM PARTICULARS

Number of Trainee	Total Internal Trainer's Allowance (RM)	Total Meal Allowance (RM)	Total Trainee's Monthly Allowance (RM)	Total Amount of Consumable Training Material (RM)	Total Amount Claimed (RM)

PART 3 – CONFIRMATION OF ATTENDANCE BY EMPLOYERS

No.	Name of Trainee	NRIC Number	Attendance Exceeding 75%	
			YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Note:

1. Please attach original receipt or certified true copy for protective equipment.
2. Please attach original receipt for insurance premium or insurance certificate or certified true copy
3. Please mark 'X' in the appropriate box.

PART 4 – EMPLOYER’S DECLARATION

1. I/We hereby submit claims amounting to RM_____ for _____ trainees who had attended the Future Workers Training Scheme at our premise.
2. List of trainees is as per page 1 and claims for daily allowances are for trainees whose attendance are 75% or more. I certify that all the trainees are Malaysian citizen.
3. I/We declare that all trainees, as listed in page 1 have been employed by the company.
4. I/We certify that all information in this claim form and the accompanying documents are true and correct. All expenses claimed have been paid by me/us in the implementation of the Future Workers Training Scheme. There are no other claims with regard to these expenses. All relevant documents pertaining to this claim are kept with us and can be inspected by Pembangunan Sumber Manusia Berhad. I/We understand that I/we may be prosecuted under Section 41 of the Pembangunan Sumber Manusia Berhad Act 2001 (Act 612) if I/we have given false or misleading statement or use any document that is false or misleading. Pembangunan Sumber Manusia Berhad may, at its discretion, withdraw the training grant and recover immediately any amount of the training grant that may have been disbursed to me/us.
5. I/We declare that I/we have complied with the terms and conditions for the financial assistance that is granted to us.

SIGNATURE : _____

NAME : _____

DESIGNATION : _____ DATE : _____

Chairman/Managing Director/General
 Manager/Company Secretary/Sole
 Proprietor/Partner/Accountant/Officer-
 in-charge (state the designation)+

+ Delete whichever is inapplicable