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Kulit 6

Date : 22 April 2013

EMPLOYERS CIRCULAR NO. 3/2013

MANPOWER DEPARTMENT TRAINING INSTITUTES' COURSES CLAIMABLE UNDER THE HUMAN RESOURCES DEVELOPMENT FUND

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform employers on the collaboration between the Human Resources Development Fund (HRDF) and Manpower Department under the Ministry of Human Resources with regard to customised and modular courses offered by Industrial Training Institutes (ILPs), Advanced Technology Training Centres (ADTEC) and Japan Malaysia Technical Institute (JMTI) that are claimable under the Human Resources Development Fund (HRDF).

2.0 BACKGROUND

- 2.1 With a strong commitment from the Ministry of Human Resources in providing greater accessibility to training and up-skill the Malaysian workforce, registered employers under HRDF can engage all the training institutes under the Ministry in delivering customised and modular courses to their employees. With vast facilities and qualified trainers, these institutes have been designed to enhance company workplace performance with the added ability to adapt and tailor courses according to specific customer needs across a spectrum of

industries. These value-adding courses encompass all aspects of learning from fundamentals to in-depth knowledge and hands-on practical training. Trainees benefit from trainers' expertise in techniques and field experience combined with pedagogy.

2.2 This collaborative effort is aimed at meeting the growing demands of employers for quality training from high-technical and high-service industries and also to meet future local and international employees' needs.

2.3 Some key features of the courses are as follows:

- Qualified trainers
- Highly technical training and support
- Fully validated and recognised programmes
- Convenient location within industrial areas
- High quality facilities
- Programmes delivered according to employers' needs and industry requirements
- Programmes breakdown into modules for flexible learning experience

2.4 To maximise the usage of the facilities, main feature of this programme is the flexible modes of delivery that accommodate shift patterns and weekend working employees.

2.5 Employees are employers' asset. Employees who undergo technical training continuously are more valuable to their employers than employees who do not. The knowledge, skills and competencies they possessed often lead to more innovation in the company and create wider career prospect to the employee.

3.0 TERMS AND CONDITIONS

3.1 To know more of the types of courses offered, all employers are encouraged to contact the nearest ILPJTMs, ADTECs and JMTI directly. All courses are eligible for financial assistance under the existing terms and conditions of the SBL Scheme. Other general guidelines of the HRDF shall apply.

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 Pemangkin Transformasi Negara”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad