



Our Ref : ( 16 ) PSMB/20/8 Kulit 8

Date : 25 January 2021

## EMPLOYERS' CIRCULAR NO. 3/2021

### REVISED TERMS & CONDITIONS FOR LEVY BASED SCHEMES UNDER THE HUMAN RESOURCES DEVELOPMENT FUND (HRDF)

#### 1. PURPOSE

The purpose of this circular is to inform the Human Resources Development Fund (HRDF) registered Employers on the revised terms and conditions for levy based schemes starting from 1 April 2021.

#### 2. BACKGROUND

- 2.1 HRDF will be introducing a service fee that will be imposed to HRDF registered training providers starting from 1 February 2021. This is detailed in Employers' circular 2/2021.
- 2.2 In line with the implementation of the service fee, HRDF will be revising its terms and conditions for courses that are claimable under the HRDF levy based schemes.

#### 3. REVISED TERMS AND CONDITIONS

- 3.1 Effective from **1 April 2021**, only courses **that meet the following requirements will be considered to be claimable under HRDF**:
  - 3.1.1 The courses must be offered by a HRDF registered training provider;
  - 3.1.2 The courses must be registered with HRDF under the SBL KHAS scheme.



3.2 With that, HRDF will **no longer approve any training grant applications** for the following training programmes **starting from 1 April 2021**:

3.2.1 Any programme offered by a non-HRDF registered training provider;

3.2.2 Any programme offered by a HRDF registered training provider but not registered under SBL KHAS.

3.3 However, HRDF does allow EXCEPTION for the following types of training:

3.3.1 In-house training conducted by internal trainers;

3.3.2 Product training by vendors ;

3.3.3 Training conducted by government departments;

3.3.4 Training conducted by non- governmental organisations (NGO);

3.3.5 Overseas training/seminars/conferences;

3.3.6 Long term development training involving academic qualifications.

#### **4. IMPLEMENTATION DATE**

4.1 This circular will be effective from 1 April 2021.

#### **5. CLOSING**

5.1 For further clarification and assistance, kindly contact our Call Centre at 1-800-88-4800 or email to support@hrdf.com.my.

Thank you.

**PEOPLE, PROWESS, PROGRESS**  
**PEKERJA DAN CABARAN BUDAYA NORMA BAHARU**



**DATUK SHAHUL HAMEED DAWOOD**  
Chief Executive  
Human Resources Development Fund (HRDF)