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Date : 25 January 2021

TRAINING PROVIDERS' 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 Training Providers 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 TP 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.
- 3.4 As such, we urge HRDF training providers to start registering courses under the SBL KHAS scheme to ensure your readiness when the revised terms & conditions take effect.

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.

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PEKERJA DAN CABARAN BUDAYA NORMA BAHARU



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