

HRDF Grant Helper



Guidelines for PSMB Registered Employers

How to Apply Grant Application based on History Data





Grant application based on history data is only applicable to **SBL** and **SBL-Khas** schemes only, employer is no longer requires to fill up the same course information. Information will be provided based on previous approval.



Supporting documents such as Course Content, Training Schedule and Trainers Profile are no longer required.



Only **Quotation of Course Fee/Course Fee Information** is required.



Employers are allowed to retrieve grant history data for approved grant applications within the past **two (2) years**.
Examples: grant applications 2017 may use grant approval grants 2015 - 2017

- (1) Log in to *eTRiS* account
- (2) Select *Application*



(3) Select *Scheme Code*, SBL or SBL-Khas

The screenshot shows a web browser window with the URL 10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=doLogin. The page title is "HRDF - Google Chrome". The user is logged in, with the last login time being "20 Sep, 2017 7:11 pm" and the date being "Wednesday 8:02 pm".

The main navigation bar includes "Applications" and "Apply New Grant". The "Levy Information" section displays the following data:

Company Name		Levy Balance	RM 471,726.16
Total Grant Approved	RM 243,610.54	Grant Balance	RM 502,022.44
Non-Technical Grant Balance	RM 211,368.98	Total Amount Applied	RM 26,400.00

The "Apply New Grant" section features a "Scheme Code" dropdown menu with the following options:

- Select
- ALAT : Training Facilities and Renovation
- CBT : Computer Based Training (Development)
- FWT : Future Workers Training Scheme
- IT : Information Technology
- ITS : Industrial Training Scheme
- OJT : On The Job Training
- RPL : Recognition Prior Learning
- SBL : Skim Bantuan Latihan
- SBL-KHAS_E-LEARNING : Skim Bantuan Latihan Khas
- SBL-Khas : Skim Bantuan Latihan Khas
- SLB : Skim Latihan Bersama

A mouse cursor is pointing at the "SBL : Skim Bantuan Latihan" option. The "Apply" button is visible below the dropdown menu.

(4) Select Immediate Officer

HRDF - Google Chrome
10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=doLogin
Close Last Login 20 Sep, 2017 7:11 pm Welcome , Wednesday 8:00 pm

Applications

Levy Information

Company Name		Levy Balance	RM 471,726.16
Total Grant Approved	RM 243,610.54	Grant Balance	RM 502,022.44
Grant Officer's Name	KHAIRUL LAILIAH BINTI SABRI	Grant Officer's Email	klailiah@hrdf.com.my
Non-Technical Grant Balance	RM 211,368.98	Total Amount Applied	RM 26,400.00
Scheme Name	SBL		

Save Next Cancel

Employer's Profile

MyCoID	Immediate Officer	Select *
Company Name	Email	

Save Next Cancel

Applications | Your Session will expire within 29 minute(s) and 17 second(s) | CR_V2.5.2.18 |

(5) Select *History Data* at the *Registered Training Provider Details* section

The screenshot shows a web browser window with the HRDF application. The page title is 'HRDF - Google Chrome' and the URL is '10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=doLogin'. The page displays 'Levy Information' and 'Registered Training Provider Details' sections. A hand cursor is pointing to the 'History Data' button in the 'Registered Training Provider Details' section.

Levy Information

Company Name		Levy Balance	RM 471,726.16
Total Grant Approved	RM 243,610.54	Grant Balance	RM 506,922.44
Grant Officer's Name	KHAIRUL LAILIAH BINTI SABRI	Grant Officer's Email	klailiah@hrdf.com.my
Non-Technical Grant Balance	RM 211,368.98	Total Amount Applied	RM 21,500.00
Scheme Name	SBL		

Registered Training Provider Details

MyCoID * [Search](#) [Check](#) [History Data](#)

Training Provider Name Post Code

Address State

Officer Telephone Number Officer to be Contacted

Email

Non Registered Training Provider Details

Training Provider Individual Vendor Association Non Government Organization(NGO) Government Overseas * [Reset](#) [History Data](#)

Training Provider Name *

Address *

Post Code * State *

Officer Telephone Number * Officer to be Contacted *

Email *

(6) Click *Advance Search* to select the course from the list of previous approved grant

The screenshot shows a web browser window titled "HRDF - Internet Explorer" with the URL http://10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=SC_getSearchCompoPage&applicationMstId=1000113780&screenMode=edit&selectOption=single&isPopup=1&elementId=0&appendToLastWhere=Y. The page content includes a "Search Grant History" header, a search bar with "Default Search" selected, and buttons for "Search", "Reset", and "Advance Search". A hand cursor is pointing at the "Advance Search" button. Below the search bar is a "Customize List" section with a "Search Result" tab. A table displays search results with columns for "Select Any", "Training Title", "Total Training Hours", "Full Days", "Half Days", "Less Than Half Days", "Training Provider", and "TP MyCo ID". The table lists five records. At the bottom of the table, it states "102,463 records found, displaying 1 to 5 records." and includes pagination controls: "[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]". There are also "Submit" and "Close" buttons at the bottom of the search results area.

Select Any	Training Title	Total Training Hours	Full Days	Half Days	Less Than Half Days	Training Provider	TP MyCo ID
<input type="radio"/>	Business Credit Appraisal by Banks and Decision-Making	14.00	2	0	0	INSTITUT AKAUNTAN MALAYSIA,	631967
<input type="radio"/>	SKG12 : B31.3 Process Piping	8.00	5	0	0	PETRONAS TECHNICAL TRAINING SDN BHD	956097W
<input type="radio"/>	Understanding Key Result Area & Key Performance Indicator Target Setting 2015	8.00	2	0	0	PUNCAK SEMANGAT TECHNOLOGY SDN BHD	84984H
<input type="radio"/>	AUTHORISED ENTRANT AND STANDBY PERSON FOR CONFINED SPACE	16.00	2	0	0	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY & HEALTH	243042U
<input type="radio"/>	ENGLISH FOR COMMUNICATION AT THE WORKPLACE	14.00	2	0	0	ANUGERAH HRM CONSULTANT SDN BHD	318572M

(7) Employer may select the course based on the criteria; Training Title OR Training Provider OR Training Hours

HRDF - Internet Explorer
 http://10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=SC_getSearchCompoPage&applicationMstId=1000113780&screenMode=edit&selectOption=single&isPopUp=1&elementId=0&appendToLastWhere=Y

Search Grant History

Advance Search

Select

- Training Title
- Total Training Hours
- Full Days
- Half Days
- Less Than Half Days
- Training Provider
- TP MyCo ID

Training Title

Customize List Records Per Page : 25, 50, 100, All

Search Result

Select Any	Training Title	Total Training Hours	Full Days	Half Days	Less Than Half Days	Training Provider	TP MyCo ID
<input type="radio"/>	Business Credit Appraisal by Banks and Decision-Making	14.00	2	0	0	INSTITUT AKAUNTAN MALAYSIA,	631967
<input type="radio"/>	SKG12 : B31.3 Process Piping	8.00	5	0	0	PETRONAS TECHNICAL TRAINING SDN BHD	956097W
<input type="radio"/>	Understanding Key Result Area & Key Performance Indicator Target Setting 2015	8.00	2	0	0	PUNCAK SEMANGAT TECHNOLOGY SDN BHD	84984H
<input type="radio"/>	AUTHORISED ENTRANT AND STANDBY PERSON FOR CONFINED SPACE	16.00	2	0	0	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY & HEALTH	243042U
<input type="radio"/>	ENGLISH FOR COMMUNICATION AT THE WORKPLACE	14.00	2	0	0	ANUGERAH HRM CONSULTANT SDN BHD	318572M

102,463 records found, displaying 1 to 5 records. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next / Last]

(8) Employer must key-in the *Search* criteria (for e.g) Training Title and then click *Search*. List of related approved training courses will appears. Employers may select the **SAME** programme based on the history.

HRDF - Google Chrome
 10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=SC_getSearchListPage&elementId=0

Search Grant History

Advance Search

Training Title

Training Provider

Records Per Page : 25, 50, 100, All

Search Result

Select Any	Training Title	Total Training Hours	Full Days	Half Days	Less Than Half Days	Training Provider	TP MyCo ID
<input type="checkbox"/>	IMPORT EXPORT REQUIREMENTS INCLUDING CORRECT & QUALITY DECLARATIONS, ITS MANDATORY COMPLIANCE AND ITS IMPACT ON GST	14.00	2	0	0	ATMALINK CT SDN BHD	805595T
<input type="checkbox"/>	2nd National GST Conference	14.00	2	0	0	IBN GLOBAL NETWORKS SDN BHD	716422K
<input type="checkbox"/>	50191382-TA-SYSTEM-KL-GST ICP/NOVA FOR NEW MEDIA	7.00	1	0	0	KOLEJ LATIHAN TELEKOM (KLT)	128740P
<input type="checkbox"/>	Accounting for GST - A Complete Guide to Accounting for GST in Malaysia	7.00	2	0	0	INSTITUT AKAUNTAN MALAYSIA,	631967
<input type="checkbox"/>	FOR GOODS AND SERVICES TAX (GST) TRAINING PROGRAMME	16.00	2	0	0	MUTIARA BIZ PLT	LLP0002544-LGN

5 records found, displaying 1 to 5 records. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next / Last]

(9) Next, training provider information will appear as in the screen below.

HRDF - Google Chrome
 10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=doLogin
 Last Login 20 Sep, 2017 8:03 am Welcome , Wednesday 10:40 am

Applications

Levy Information

Company Name		Levy Balance	RM 471,726.16
Total Grant Approved	RM 243,610.54	Grant Balance	RM 506,922.44
Grant Officer's Name	KHAIRUL LAILIAH BINTI SABRI	Grant Officer's Email	klailiah@hrdf.com.my
Non-Technical Grant Balance	RM 211,368.98	Total Amount Applied	RM 21,500.00
Scheme Name	SBL		

Back Save Next Cancel

Registered Training Provider Details

MyCoID: 631967 * Search Check **History Data**

Training Provider Name: INSTITUT AKAUNTAN MAL Post Code: 50470

Address: DEWAN AKAUNTAN, NO 2, JALAN TUN SAMBANTHAN 3, 50470 - BRICKFIELDS, Kuala Lumpur, Malaysia State: Kuala Lumpur

Officer Telephone Number: 60322799200 Officer to be Contacted:

Email: rozline@xx.customcodes.co

Non Registered Training Provider Details

Training Provider: Individual Vendor Association Non Government Organization(NGO) Government Overseas * Reset History Data

Training Provider Name: *

Address: *

Post Code: * State: Select *

Officer Telephone Number: * Officer to be Contacted: *

Email: *

Back Save Next Cancel

Applications | Your Session will expire within 28 minute(s) and 54 second(s) | CR_V2.5.2.17 **DigiGov**

(10) If the Training Provider is under Vendor category (Non-registered training provider), please enter MyCoId then click *Next*.

HRDF - Google Chrome
10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=doLogin
Close Last Login 20 Sep, 2017 8:03 am Welcome Wednesday 10:48 am

Applications

Levy Information

Company Name		Levy Balance	RM 471,726.16
Total Grant Approved	RM 243,610.54	Grant Balance	RM 502,022.44
Grant Officer's Name	KHAIRUL LAILIAH BINTI SABRI	Grant Officer's Email	klailiah@hrdf.com.my
Non-Technical Grant Balance	RM 211,368.98	Total Amount Applied	RM 26,400.00
Scheme Name	SBL		

Back Save Next Cancel

Registered Training Provider Details

MyCoID * Search Check History Data

Training Provider Name Post Code

Address State

Officer Telephone Number Officer to be Contacted

Email

Non Registered Training Provider Details

Training Provider Individual Vendor Association Non Government Organization(NGO) Government Overseas * Reset History Data

Training Provider Name * MyCo ID

Address *

Post Code * State *

Officer Telephone Number * Officer to be Contacted *

Email *

Back Save Next Cancel

Applications | Your Session will expire within 29 minute(s) and 40 second(s) | CR_V2.5.2.17

(11) Course details such as course titles and other details are displayed as a result of *Search* criteria keyed-in previously. Then, click *Next*.

The screenshot shows a web browser window with the URL 10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=doLogin. The page title is 'Applications'. The user is logged in as 'Welcome' and the date is 'Wednesday 10:41 am'. The page is divided into several sections:

- Programme Details:** A message states '* This Grant Application is based on history data'.
- Course Details:** Fields include 'Course Title' (Business Credit Appraisal by Banks and Decision-Making), 'Relevancy of Training', 'Description' (Improve negotiation skill with bank), and 'Type of Retraining and Skills Upgrading' (Accounting or Finance).
- Programme Details:** Includes 'Type of Training' (In-house, Public, Job Coach, Development Programme, e-Learning, Coaching / Mentoring, Mobile E-Learning), 'Commencement of Programme' (Start Date: 25/02/2016, End Date: 26/02/2016), 'Total Hours Per Training' (14.00), 'No. of Full Days' (2), 'No. of Half Days' (0), 'No. of < Half Days' (0), 'Total Training Days' (2), 'No. of Month', and 'Total Hours Per Trainee' (14.00).
- External Trainer:** Fields include 'Name', 'IC No./Passport No.', 'Citizenship', 'Distance to Training Location', and 'Overseas Trainer' (Yes/No).

Buttons for 'Add' and 'Reset' are visible at the bottom of the External Trainer section. A footer bar shows 'Applications', a session expiration warning, and the version 'CR_V2.5.2.17'.

(12) Enter the details of training location and click *Next*.

HRDF - Google Chrome
10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=doLogin
Close Last Login 20 Sep, 2017 8:03 am Welcome , Wednesday 10:42 am

Applications

Levy Information

Company Name		Levy Balance	RM 471,726.16
Total Grant Approved	RM 243,610.54	Grant Balance	RM 504,922.44
Grant Officer's Name	KHAIRUL LAILIAH BINTI SABRI	Grant Officer's Email	klailiah@hrdf.com.my
Non-Technical Grant Balance	RM 211,368.98	Total Amount Applied	RM 23,500.00
Scheme Name	SBL		

Back Save Next Cancel

* This Grant Application is based on history data

Details of Training

Training Location: Local *

Please Specify Full Address: Concorde Hotel Kuala Lumpur, 2 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia *

State: Kuala Lumpur *

No. of Travel Days: 1 Day Not Applicable *

Back Save Next Cancel

Applications | Your Session will expire within 29 minute(s) and 35 second(s) | CR_V2.5.2.17 |

(13) *Level of Certification* section is not required to be filled up. Click *Next*.

HRDF - Google Chrome
10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=doLogin
Close Last Login 20 Sep, 2017 8:03 am Welcome Wednesday 10:43 am

Applications

Levy Information

Company Name		Levy Balance	RM 471,726.16
Total Grant Approved	RM 243,610.54	Grant Balance	RM 504,922.44
Grant Officer's Name	KHAIRUL LAILIAH BINTI SABRI	Grant Officer's Email	klailiah@hrdf.com.my
Non-Technical Grant Balance	RM 211,368.98	Total Amount Applied	RM 23,500.00
Scheme Name	SBL		

Back Save Next Cancel

Level of Certification

* This Grant Application is based on history data

Level of Certification

Level of Certification Certificate Of Attendance *

Back Save Next Cancel

(14) Complete the trainees information by click *Add Batch* and *Save* then *Add/Edit Trainee*

HRDF - Google Chrome
 10.0.2.33:9080/NewDigiGov/digigov.htm?actionFlag=doLogin
 Close Last Login 20 Sep, 2017 7:52 pm Welcome , Wednesday 8:35 pm

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 [Summary of Trainees](#) |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name		Levy Balance	RM 471,726.16
Total Grant Approved	RM 243,610.54	Grant Balance	RM 502,022.44
Grant Officer's Name	KHAIRUL LAILIAH BINTI SABRI	Grant Officer's Email	klailiah@hrdf.com.my
Non-Technical Grant Balance	RM 211,368.98	Total Amount Applied	RM 26,400.00
Scheme Name	SBL		

Back Save Next Cancel

Trainee Information by Batch

Batch No. *

Training Schedule Start Date * End Date *

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
<p>Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.</p>				

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back Save Next Cancel

Applications | Your Session will expire within 29 minute(s) and 42 second(s) | CR_V2.5.2.18 | Powered By **DigiGov**

(15) Complete the related costs

Levy Information

Company Name		Levy Balance	RM 471,726.16
Total Grant Approved	RM 243,610.54	Grant Balance	RM 502,022.44
Grant Officer's Name	KHAIRUL LAILIAH BINTI SABRI	Grant Officer's Email	klailiah@hrdf.com.my
Non-Technical Grant Balance	RM 211,368.98	Total Amount Applied	RM 26,400.00
Scheme Name	SBL		

Back Save Next Cancel

Estimated Cost

Type of Training : Public
Training Location : Local

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	YUR : Course Fee	Not Applicable	<input type="text"/>	Per Day	<input type="text" value="2.0"/>	<input type="text" value="1"/>	Pax	Not Applicable	<input type="text"/>
Trainee	EHP : Trainee Daily Allowance	< 70 KM	<input type="text"/>	Per Day	<input type="text" value="2.0"/>	<input type="text" value="1"/>	Pax	Not Applicable	<input type="text"/>
Trainee	EHP : Trainee Daily Allowance	>= 70 KM	<input type="text"/>	Per Day	<input type="text" value="2.0"/>	<input type="text" value="0"/>	Pax	Not Applicable	<input type="text"/>
Trainee	TKP : Trainee Air Fare	Not Applicable	<input type="text"/>	Not Applicable	<input type="text"/>	<input type="text"/>	Not Applicable	Not Applicable	<input type="text"/>
Total Amount(RM):									<input type="text" value="0.00"/>

Back Save Next Cancel

(16) For supporting documents, only quotation of course fees/course fee information is required. Course content, training schedule and trainer's profile is no longer required. Then click *Submit*.

HRDF - Google Chrome
 https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF_ShowWorkFlow_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0

Actions Close

I agree to accept this training grant subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad. I declare that all expenses incurred during this training will be borne by our company.

I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I 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.

I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name: Theresa
 Designation: NA
 Email: @yglworld.com
 IC No.: 7307210
 Date: 22/05/2015

Supporting Documents

*Preferred file type/format is pdf file.
 Supporting Documents Checklist.

- Course Fee Quotation (CF)
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment

File Description: Attach File: No file chosen

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	File Name	Actions
Course Content	23 May 2015 CTP Conference at Penang Paradise Hotel.pdf	Remove / View



Once the grant application has been successfully submitted,



Grants officers will evaluate/process the application within **two (2) working days.**