

*Our Ref* : ( 40 )PSMB/20/8 Kulit 6  
*Date* : 24<sup>th</sup> December 2013

**EMPLOYERS CIRCULAR NO. 6/2013**  
**FINANCIAL ASSISTANCE RATE OF 100% FOR COURSE FEES**

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**1.0 PURPOSE**

1.1 The purpose of this circular is to inform registered employers of HRDF on the financial assistance rate of 100% for course fees for the SBL, SBL-Khas, PROLUS, PERLA, SMETAP and Future Workers' Training Schemes that are conducted locally.

**2.0 BACKGROUND**

2.1 Beginning 1 January 2013, the rate of financial assistance for course fees had been increased to 110% applicable to programmes focusing on areas of up-skilling, re-skilling, cross-skilling, technical and hard skills while the rate of 90% is applicable for soft skills training. The 110% rate of financial assistance for course fees is also applicable for English Proficiency Enhancement while the rate of financial assistance for other allowable costs remains at 100%.

2.2 Based on Employers Circular No. 9/2012, the rate of financial assistance for course fees at 110% will be revised annually to measure the effectiveness of the implementation objectives. A study and series of engagement sessions with employers were conducted from June until November 2013 in order to accumulate their feedbacks with regard to this matter.

### **3.0 RATE OF FINANCIAL ASSISTANCE**

3.1 The PSMB's Board of Directors in its meeting on 16 December 2013 have decided that the rate of financial assistance for course fees be restored to 100%, based on allowable costs of all programmes that are being conducted locally which include training on English Proficiency Enhancement. The revised rate of financial assistance for course fees is applicable for SBL, SBL-Khas, PROLUS, PERLA, SMETAP and Future Workers' Training Schemes.

3.2 For overseas training, the rate of financial assistance shall remain at 50% except for high and new technology, new product development, engineering, research and development and strategic marketing and management. Registered employers must justify the application for overseas training should they need the financial assistance rate of 100% if the course falls under the allowed focused category.

### **4.0 EFFECTIVE DATE**

4.1 The effective date of this circular is 1 January 2014.

### **5.0 CONCLUSION**

5.1 It is hoped that the revised rate will encourage employers to retrain their employees in creating a skilled, knowledgeable and capable workforce to increase their competitiveness in areas of their expertise. It is also PSMB's hope that training plan based on the allowed financial assistance will be effectively implemented.

5.2 Kindly contact our Customer Service Officer at 1-800-88-4800 or PSMB's branch offices should you require further clarification or assistance.

Thank you.

***“HRDF – SHAPING PEOPLE”***  
***“Pekerja Pemangkin Transformasi Negara”***

Yours sincerely,

**(ALI BADARUDDIN BIN ABD KADIR)**  
Chief Executive  
Pembangunan Sumber Manusia Berhad