



Ref. No. : (13) PSMB/20/8 Kulit 8

Date : 06 November 2020

EMPLOYERS' CIRCULAR NO. 6/2020

ENHANCEMENT OF THE TERMS AND CONDITIONS FOR REMOTE ONLINE TRAINING

1.0 PURPOSE

The purpose of the circular is to inform Human Resources Development Fund (HRDF) registered employers on the enhancement of terms and conditions for remote online training in order to encourage registered employers continue to conduct training for their employees.

2.0 BACKGROUND

- 2.1 The impact of COVID-19 pandemic has changed the training landscape in Malaysia and on 15 May 2020, HRDF has allowed remote online training to be covered under HRDF financial assistance.
- 2.2 Subsequently on 01 July 2020, HRDF revised the terms and conditions of remote online training in response to the feedback received from the stakeholders.
- 2.3 As part of our continuous improvement, based on the industry feedback, HRDF has further revised the terms and conditions to assist the Malaysian employers to retrain and reskill their employees.

3.0 REVISED GUIDELINE

- 3.1 The new Terms and Conditions
 - i. The revised terms and conditions will be applicable to the new grant applications submitted with training commencement dates after the effective date of this circular.



ii) The revised terms and conditions are as below:-

Items	Current Terms	New Terms
Number of trainees	Workshop	
	▪ Maximum 20 pax per group	▪ A maximum 25 pax per group for technical programmes and 35 pax per group for softskill programmes
	Conference/ Webinar	
	▪ Maximum 20 pax per group	▪ A maximum of 9 trainees per employer for Conference and Webinar type training.
Number of Training Hours	Workshop/ Conference/ Webinar	
	▪ Training hours per day should not exceed 4 hours	▪ Training hours per day should not exceed 7 hours.

4.0 DATE OF IMPLEMENTATION

4.1 The effective implementation date of this circular is on 11 November 2020.

5.0 CLOSING

5.1 For further clarification and assistance on these enhancements, kindly contact our Call Centre at 1800-88-4800 or email to support@hrdf.com.my.

Thank you.

PEOPLE, PROWESS, PROGRESS
PEKERJA DAN CABARAN BUDAYA NORMA BAHARU

Yours sincerely,



DATUK SHAHUL HAMEED DAWOOD
CHIEF EXECUTIVE
HUMAN RESOURCES DEVELOPMENT FUND