

Ref. No. : (10)PSMB/1/14/13 Kulit 3  
Date : 30 June 2020

## **TRAINING PROVIDERS' CIRCULAR NO. 6/2020**

### **ENHANCEMENT OF TERMS & CONDITIONS FOR ONLINE TRAINING**

#### **1.0 PURPOSE**

The purpose of this circular is to inform all Human Resources Development Fund (HRDF) registered training providers on the enhancement of terms and conditions for online training in order to encourage registered employers to continuously train their employees.

#### **2.0 BACKGROUND**

- 2.1. Due to the COVID-19 and request from the stakeholders to embrace the new norm, HRDF has introduced the Online Learning Guideline, dated 15 May 2020 via Employer Circular No. 03/2020.
- 2.2. As part of continuous improvement, HRDF has conducted various engagement sessions with stakeholders to gather feedback on the terms and conditions for online training since it was issued.
- 2.3. With this, the HRDF Board has approved several enhancements to the terms and conditions as listed below to ensure the relevancy of HRDF schemes.

### 3.0 REVISED GUIDELINE: ONLINE TRAINING GUIDELINE

#### 3.1. New Terms and Conditions

The enhancement to the terms and conditions for online training grant applications and claim submissions under HRDF are as follows:-

No.	Current Term	New Term
1.	Maximum of 15 pax for both technical and soft skills workshop INCLUDING conferences and webinars.	Maximum of 20 pax per group for both technical and soft skills workshop INCLUDING conferences and webinars.
2.	Maximum course fee of RM350 per pax/ per day (for 7 hours training).	Maximum course fee of RM500 per pax/ per day (for 7 hours training).
3.	<p>Required supporting documents during claim:</p> <ul style="list-style-type: none"><li>• System generated attendance report for remote online training. However, for SBL Khas, the system generated attendance report must be signed by the training provider and employer with their company stamp.</li><li>• 60 seconds of video recording is required for remote online training.</li></ul>	<p>Required supporting documents during claim:</p> <ul style="list-style-type: none"><li>• System generated attendance report for remote online training. However, for SBL Khas, the system generated attendance report must be signed by the training provider and employer with their company stamp, name and position of the authorised officer and date.</li><li>• 60 seconds of video recording is required for remote online training. However, the video is only to be provided upon HRDF's request.</li></ul>

#### **4.0 DATE OF IMPLEMENTATION**

4.1. The effective implementation date of this circular is on 1<sup>st</sup> July 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](mailto:support@hrdf.com.my).

Thank you.

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

Yours sincerely,



**SHAHUL HAMEED DAWOOD**  
**CHIEF EXECUTIVE**  
**HUMAN RESOURCES DEVELOPMENT FUND (HRDF)**