

Our ref. : (41)PSMB/20/8 Kulit 6
Date : 24 December 2013

EMPLOYERS CIRCULAR NO. 7/2013

IMPROVEMENTS ON TERMS AND CONDITIONS FOR PURCHASE OF TRAINING AIDS AND SETTING-UP OF TRAINING ROOMS SCHEME

1.0 PURPOSE

1.1 The purpose of this circular is to inform employers on the improved terms and conditions for Purchase of Training Aids and Setting-up of Training Rooms scheme.

2.0 BACKGROUND

2.1 PSMB allows registered employers to obtain financial assistance for purchase of necessary training aids and to set up training rooms in their premises under the Purchase of Training Aids and Setting-up of Training Rooms scheme. This is to enable and encourage employers to conduct in-house training without using outside facilities or sending employees to attend public or out of premise training programmes.

3.0 IMPROVED TERMS AND CONDITIONS

3.1 The improved Purchase of Training Aids and Setting-up of Training Rooms scheme is presented as follows:

| No. | Item | Improvement |
|-----|------------------------------|---|
| 1 | Renovation of Training Rooms | Employers are allowed to attach only one (1) quotation for application of renovation of training rooms. |
| 2 | Purchase of Training Aids | <p>New allowable items for Training Aids based on current training needs, which are as follows:</p> <ol style="list-style-type: none"> 1. Portable Speaker with Microphone; 2. P.A. System; 3. Interactive Whiteboard; 4. 3D Projectors; 5. Smart Intelligent Panel; 6. Video Conferencing Equipment; and 7. Gymnasium Training Set. |
| 3 | Purchase of Notebook | To keep with the latest trend, employers are allowed to purchase Tablets for training purposes such as Ipad, Samsung Tab etc., based on similar terms and conditions of Purchase of Notebook |
| 4 | Rate of Financial Assistance | The rate of financial assistance is increased to maximum of 30% of the levy balance as at 1 January in the year of the submission of the application. |

3.2 Employers may apply, if training aids to be purchased or renovation of training rooms are not listed or outside of the terms and conditions stated by PSMB. PSMB through its Training Aids Committee (TAC), which will meet every quarter of the year to evaluate each application based on the justification provided.

4.0 **DATE OF IMPLEMENTATION**

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

5.0 **CONCLUSION**

5.1 PSMB hopes the improved terms and conditions will encourage all employers to increase their training activities especially in-house training at their own premises.

5.2 Kindly contact our Customer Service Officer on 1-800-88-4800 or HRDF 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)
Ketua Eksekutif
Pembangunan Sumber Manusia Berhad