

Our Ref: (33) PSMB/20/8 Kulit 7

Date: 16 April 2018

EMPLOYER'S CIRCULAR NO. 1/2018

ESTABLISHMENT OF RM5 MILLION ALLOCATIONS TO SUPPORT LARGE EMPLOYERS WITH INSUFFICIENT LEVY BALANCE

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform PSMB registered employers on the establishment of a RM5 million allocation from the 30% PSMB consolidated fund to assist active large employers with insufficient levy balance to up-skill and re-skill their employees.

2.0 BACKGROUND

- 2.1 The main purpose of the 30% PSMB consolidated fund is to support the national agenda of enhancing the knowledge and skills of current and future employees of PSMB registered employers of industries covered under the PSMB Act 2001, hence improving the productivity of the nation's workforce towards high income nation by 2020.
- 2.2 Based on previous engagements with large employers, one of the issues highlighted was limited access to utilisation of the PSMB consolidated fund to train existing local employees in professional certification courses due to insufficient levy balance.
- 2.3 Thus, an allocation of RM5 million has been budgeted from the 30% PSMB consolidated fund to support active large employers that are keen to send their employees to attend professional certification courses.

- 2.4 The objective of this allocation is to support active large employers to continuously train their local employees for training to enable them to elevate their business growth as well as to increase the salary of the employees.

3.0 IMPLEMENTATION MECHANISM

- 3.1 This financial assistance is applicable to large employers that fall under the criteria listed below upon submission of their training application to PSMB:
- i) Levy utilisation of the current year is 90 % and above;
- and**
- ii) No levy arrears and interest.
- 3.2 The courses to be considered are professional certification courses or industry based non-certification courses approved under SBL Khas that support the company's business growth and contribute to the national human capital development agenda. Hence, the programme will support the career development of the said employee with increase of salary at least by 10% or 20% after attending the training.
- 3.3 As the allocation is limited, this fund will only cover the course fee subject to the current Allowable Cost Matrix under SBL Khas.
- 3.4 Trainees are not eligible for any daily allowances or other allowable costs under this initiative.
- 3.5 Large registered employers may submit training grant applications for financial assistance under the special mechanism of SBL Khas.
- 3.6 The allocation is only applicable for training application received one (1) month before the commencement of the training.
- 3.7 Payment of course fees will be made to the approved training providers upon completion of training, based on existing claims procedures.

3.8 Eligibility for financial assistance is based on a first come first served basis and limited to a maximum of RM200,000 for each employer.

4.0 EFFECTIVE DATE

4.1 This provision of the fund will be effective as per date of this circular and subject of the availability of funds upon application received by PSMB.

5.0 CONCLUSION

5.1 It is hoped that the funding would encourage more employees from large PSMB registered employers to attend professional certification courses that would develop their personal capabilities and in turn boost their respective company's productivity, towards supporting the national agenda by the year 2020.

5.2 Kindly contact our Customer Service Officers at 1-800-88-4800 or email grantsupport@hrdf.com.my should you require further clarification or assistance.

Thank you.

"PEOPLE, PROWESS, PROGRESS"

"PEKERJA BERKEMAHIRAN, PENERAJU KECEMERLANGAN NEGARA"

Yours sincerely,



(DATO' CM VIGNAESVARAN JEYANDRAN)

Chief Executive

Pembangunan Sumber Manusia Berhad

Ref : (33) PSMB/20/8 Kulit 7

**GUIDELINES TO CHECK AND EVALUATE THE APPLICATION OF SBL KHAS SPECIAL
INCENTIVE TRAINING SCHEME UNDER INCENTIVES**

CHECKLISTS:

- ✓ HRDF Registered employer
- ✓ Application of SBL KHAS under incentives can be applied by:

Employer
✓ Check and evaluate by respective officers before forward to HQ
✓ Application must be submitted <u>one (1) month</u> before the commencement of the training
✓ Employers are <u>clear from any levy arrears or interest</u>
✓ Employers' levy utilization of the current year must be 90% and above
✓ The fund will only cover the course fee subject to the current Allowable Cost Matrix under SBL KHAS for professional certification and industry based non-certification courses
✓ Financial assistance is based on a first come first served basis and limited to a maximum of RM200,000.00 for each employer

SUPPORTING DOCUMENTS REQUIRED:

Online Application Form

- Complete online application form for **SBL KHAS SPECIAL INCENTRIVE TRAINING SCHEME**

Supporting Documents

- Course content
 - Objective/description
 - Relevancy of the training
 - Duration of the whole programme
- Trainers Profile
 - Name of internal or external trainers
 - Academic qualification/ number of years of experience
- Quotation of the course fee
- Career Development Plan (promotional plan) of the said employee proving that by attending the professional certification programme under this incentive, his/her salary scale will increase.