



Our Ref. : (34) PSMB/20/8 Kulit 7  
Date: 16 April 2018

## EMPLOYERS CIRCULAR NO. 2 / 2018

### ENHANCEMENT OF THE TERMS AND CONDITIONS FOR FINANCIAL ASSISTANCE UNDER THE HUMAN RESOURCES DEVELOPMENT FUND

#### 1.0 PURPOSE

- 1.1 The purpose of this circular is to inform Pembangunan Sumber Manusia Berhad (PSMB) registered employers of the enhancement of financial assistance terms and conditions under the Human Resources Development Fund (HRDF).

#### 2.0 BACKGROUND

- 2.1 The establishment of the Human Resources Development Fund (HRDF) in 1993 has seen the development of a range of training schemes and financial assistance granted in order to meet the needs of its stakeholders, especially of registered employers.
- 2.2 This is to encourage employers to actively utilise their levies by offering the latest and most in-demand re-skilling and up-skilling courses and other technical programmes for their employees. Simultaneously, it will help to address their business needs accordingly towards achieving the nation's aspiration of 35% skilled Malaysian workforce by 2020.
- 2.3 Pursuant to this, the HRDF Board has approved several enhancements of the terms and conditions for financial assistance to ensure relevancy of the HRDF schemes.

### 3.0 NEW TERMS AND CONDITIONS

The enhancement of the terms and conditions for training grant applications under HRDF are as follows:

No.	Skim Bantuan Latihan (SBL)
1.	<p>Financial assistance for E-learning by <b>foreign training providers</b> is at the <b>rate of 100%</b> claimable, subject to the current rates for 7 hours of training (RM1,300/day/pax).</p> <p>The minimum number of training hours is <b>one (1) training hour</b> with at least <b>one complete module</b>.</p>
2.	<p>Financial assistance for Certification Programmes and Mandatory Industry Based Programmes for both <b>In-house and Public Programmes</b> is at the <b>actual costs</b>.</p>
No.	Computer Based Training (CBT)
3.	<p>To allow Learning Management System (LMS) upgrading to cover the following, but not limited to:</p> <ul style="list-style-type: none"><li data-bbox="507 1420 1412 1563">I. Upgrading, customising, adding the content of the module of online learning in the existing LMS ( one year after the application is approved);</li><li data-bbox="507 1597 1412 1682">II. Upgrading the functions, features, specifications of the LMS (one year after the application is approved) ); and</li><li data-bbox="507 1715 1412 1800">III. LMS is allowed for system installation or cloud-based specification.</li></ul>

<b>No.</b>	<b>Information Technology (IT)</b>
4.	<p>New terms and conditions:</p> <ol style="list-style-type: none"> <li>I. Allows SME employers to purchase desktops or laptops for training purposes even if the employers do not have proper computer training lab facilities.</li> <li>II. Webcam and subscription of internet connection (for the first year only) is allowed to be claimable as part of online learning equipment. The submission for internet subscription can be made on a monthly basis or one-off yearly basis.</li> <li>III. Large employers are allowed to purchase a laptop for computer training labs.</li> <li>IV. The number of desktops or laptops which can be purchased is based on 1 unit: 5 employees' ratio.</li> </ol>
<b>No.</b>	<b>On-the-Job Training Scheme</b>
5.	<p>The entitlement rate of financial assistance for self-learning are as follows:</p> <ol style="list-style-type: none"> <li>I. Course fee for examination is the actual cost per person .</li> <li>II. Learning materials are based on receipts issued by the suppliers/providers. Examples of learning materials include Journals, Books, Online subscriptions etc.</li> </ol>

#### 4.0 DATE OF IMPLEMENTATION

4.1 This enhancement will be effective as per date of this circular.

## 5.0 CONCLUSION

5.1 Kindly contact our Customer Service Officers at 1-800-88-4800 or email [grantsupport@hrdf.com.my](mailto: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 A/L JEYANDRAN**  
Chief Executive  
Pembangunan Sumber Manusia Berhad

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