

**FREQUENTLY ASKED QUESTIONS
CALL FOR PROPOSAL
PLACE & TRAIN**

1. WHAT IS THE IMPORTANCE OF INTRODUCING AND IMPLEMENTING THE PLACE & TRAIN PROGRAMME?

The Place & Train is an initiative to provide employment and training opportunities to Malaysian school leavers, unemployed graduates and retrenched workers by participating in value-added relevant certification programmes required by the industry, to enable them to be re-employed within the same or different industries based on their qualification.

2. WHO WOULD BE ABLE TO PARTICPATE IN THIS PROGRAMME?

Three categories of Malaysians who are eligible to enrol in this programme are as follows:

- i. School leavers aged between 18 to 40 years with or without school / exam certificate;
- ii. Unemployed graduates who have obtained Diploma / Degree; and
- iii. Retrenched workers aged between 18 to 55 years who are registered with Employment Insurance System (EIS).

3. WHO ARE REQUIRED TO SUBMIT THE PROPOSAL FOR PLACE & TRAIN?

The joint venture proposal will be submitted by the training providers and employers who will be offering job opportunities to the trainees.

4. WHEN IS THE DATE OF PROPOSAL SUBMISSION?

The proposal can be submitted by training providers starting from 1st June 2020 until 30th June 2020. The date for future submissions will be informed after 30th June 2020 (if any).

5. ARE THERE ANY FEES TO BE PAID FOR THE PROPOSAL SUBMISSION?

HRDF will not be imposing any charges for the proposal submission.

6. HOW LONG DOES IT TAKE TO GET FEEDBACK OR RESULTS AFTER SUBMITTING THE PROPOSAL?

HRDF will provide feedback on the submission of proposal after the evaluation process within fifteen (15) working days from the date of submission.

7. ARE TRAINING PROVIDERS ALLOWED TO SUBMIT TRAINING COURSES WITHOUT A COMMITMENT LETTER FROM EMPLOYERS ON THE VACANCIES AVAILABLE?

No. It is compulsory to attach the commitment letter from employers together with the proposal submission. The quota will be considered based on the number of vacancies from the employers.

8. WHO CAN PARTICIPATE IN OFFERING JOB PLACEMENTS FOR THIS PROGRAMME?

HRDF registered employers, non-registered employers, Government Agencies and all organisations are eligible to participate in Place & Train programme.

9. IS IT A REQUIREMENT TO SUBMIT THE DETAILS OF CANDIDATES TOGETHER WITH THE PROPOSAL SUBMISSION?

No. Training providers and employers can only do the selection of candidates upon approval from HRDF.

10. IS IT A REQUIREMENT TO SUBMIT THE HARDCOPY OF PROPOSAL TO HRDF?

No. The submission can be done via HRDF's online system. No hardcopy is required. However, training providers are required to fill in all the information in the system and upload the attachments (Part1-4) as mentioned in the proposal format.

11. HOW DO THE EMPLOYERS BENEFIT FROM THIS PROGRAMME?

HRDF will be fully funding the stated period of training according to the terms and conditions set for this programme. In addition to the funding provided to training providers, HRDF Registered Employers can also apply for additional financial assistance for up to 6 months for Placement Job Training (PJT) allowances using HRD levy.

12. ARE THE EMPLOYERS REQUIRED TO PROVIDE ANY ADDITIONAL DOCUMENTS TO CLAIM PJT ALLOWANCES FOR THE PERIOD OF 6 MONTHS?

The employers who intend to claim PJT allowances are required to provide a PJT schedule for the period of six (6) months as per the table below in “Part 3 (ii): PJT Schedule” which will be attached together with the proposal submission.

13. HOW MUCH IS THE FINANCIAL ASSISTANCE FOR THIS PROGRAMME?

HRDF will provide the financial assistance of up to RM5,000 for the course fee including other allowances with proper justification based on the cost breakdown. The allowed course fee does not include certification costs. If the nature of the course is certification, an increase in the fees can be considered during the proposal stage.

14. ARE THERE ANY ADDITIONAL DOCUMENTS REQUIRED TO BE SUBMITTED BY THE TRAINING PROVIDERS?

The training providers are required to provide relevant documents such as copy of latest SSM Company Search for training provider as well as employer, Letter of Commitment from employer and fulfilling comprehensive documents.

15. IS THERE A GUIDELINE FOR THE PROPOSAL FORMAT OF PLACE & TRAIN?

Detailed proposal format is available at our website www.penjanahrdf.com.my