



**PEMBANGUNAN SUMBER MANUSIA BERHAD
(PSMB)**

MINISTRY OF HUMAN RESOURCES

**STRATEGIC INITIATIVES
IMPLEMENTATION GUIDELINE**

PLACE & TRAIN

EFFECTIVE AUG 2020

NO	ITEM/ CONTENT	PAGE
1.0	PURPOSE	3
2.0	OBJECTIVE	3
3.0	TARGET GROUP	3
4.0	TRAINING COURSES APPROVAL PROCESS	4
5.0	METHOD OF TRAINING	5
6.0	ROLE AND ELIGIBILITY OF EMPLOYER	6
7.0	ELIGIBILITY AND ROLE OF TRAINING PROVIDERS	7
8.0	ELIGIBILITY AND ENTITLEMENT OF TRAINEES	8
9.0	PROCEDURES TO SUBMIT TRAINING APPLICATION BY TRAINEES	9
10.0	PROCEDURE TO SUBMIT TRAINING GRANT APPLICATION BY THE APPROVED TRAINING PROVIDERS	10
11.0	INSPECTION	12
12.0	PROCEDURES FOR CLAIM SUBMISSION BY APPROVED TRAINING PROVIDERS	13
13.0	PROCEDURES FOR PLACEMENT JOB TRAINING (PJT) CLAIM BY EMPLOYERS REGISTERED WITH PSMB	16
14.0	TRAINING EFFECTIVENESS EVALUATION (PSMB-TEE)	16
15.0	LEGAL ACTION	17
16.0	AMENDMENTS	17

1.0 PURPOSE OF THE GUIDELINE

1.1 The purpose of this guideline is to guide employers, training providers and the trainees on the procedures and implementation mechanism of the Place & Train.

2.0 OBJECTIVES

2.1 Place & Train is an initiative to provide employment opportunities followed by training course to meet the requirements of the industry for Malaysian unemployed graduates, school leavers and retrenched workers by participating in relevant value-added certified programmes that are recognised by the industries. The objectives are:

- i. To equip unemployed Malaysians with specific skills and knowledge that would enable them to secure employment with participating industries;
- ii. To provide retrenched workers with the required additional industrial skills or qualifications to widen their re-employment prospects within the same or different industries;and
- iii. To ensure that unemployed Malaysians manage to find employment while being trained.

3.0 TARGET GROUP

3.1 This initiative is targeted towards unemployed Malaysians who are looking for employment and to upgrade their skills and knowledge in line with job requirements by the participating industries. The three (3) target categories are as listed below:

- i. Unemployed graduates who have obtained Diploma / Degree
- ii. School leavers aged between 18 to 40 years with SPM/ STPM or equivalent qualifications
- iii. Retrenched workers aged between 18 to 55 years.

3.2 It is compulsory for trainees to provide PSMB with the certificates of the highest academic qualification received for those who fall under the unemployed graduates and school leavers' category. Meanwhile, retrenched workers are requested to provide letters of retrenchment from their previous employers.

4.0 **TRAINING COURSES APPROVAL PROCESS**

- 4.1 Training courses offered under this scheme are **Competency or Certification** based which the trainees will require to be able to perform on the job. The proposed courses must be embedded with self-development modules as part of their learning, with a total maximum duration for the whole training course being not more than 30 days.
- 4.2 Courses approved will be based on the joint venture proposal between the training providers and employers who will be offering employment to the trainees.
- 4.3 PSMB registered employers, non-registered employers and all organisations are eligible to participate in the Place & Train initiative.
- 4.4 Training providers are requested to communicate with employers on the proposed job opportunities and relevant training modules before submitting a comprehensive proposal to PSMB.
- 4.5 Training Providers are required to provide a **Commitment Letter** from the Employer(s) during proposal submission indicating job placement requirements, job offer and salary range of **at least RM1,800** (for salary lower than RM1,800, the approval is subject to justification and consideration).
- 4.6 Below is the summary of financial assistance provided under the P&T initiative based on the target group:

Target Group	*Course Fee (RM)	Other Allowances (Transport/ Accommodation)
Unemployed Graduates / School Leavers / Retrenched Workers	Average of RM5,000 Per Pax	Will be included in the course fee unless stated otherwise.

**The allowed course fee does not include certification costs. If the nature of the course involves certification, an increase in fees can be considered during the proposal stage based on evaluation of the nature and depth of the training modules.*

- 4.7 Upon completion of the training period by the approved training provider, **employers** are allowed to conduct further Placement Job Training (PJT) for a period of six (6) months. During the PJT period **PSMB Employers** are allowed to claim “PJT Allowances” using **HRD Levy**. PSMB registered employers must have sufficient levy balance to cover the PJT allowances. As such, **for those employers who intend to claim PJT allowances they are requested to provide a PJT schedule for the period of six months as per the table below in “Part 3 (ii): PJT Schedule”.** The rates of claimable PJT Allowance are as follows:

Target Group	PJT Allowance (RM) per month	PJT Period
Graduates	600	6 months
School Leavers	500	6 months
Retrenched Workers	500	6 months

- 4.8 Once the initial proposal evaluation process has been completed, shortlisted training providers and employers involved will be requested to present their proposal to the PSMB Selection Committee (by invitation). During the presentation, the training modules, the proposed fees and job positions will be discussed and finalised.
- 4.9 Once the presentation process has been completed, the result will be announced and followed by the signing of Service Agreement.
- 4.10 Each approved training provider will be allocated with a certain stated quota based on the number of vacancies offered by the employer(s). Additional quotas are subject to the performance of the approved training provider and the successful placement of the participating trainees.

5.0 METHOD OF TRAINING

- 5.1 Under the Place & Train initiative, training must be conducted on a **full-time** basis.
- 5.2 The maximum duration of the training is 30 days and it will be determined during the proposal stage. Upon completion of the training, the employers are allowed to conduct Placement Job Training (PJT) for a period of six (6) months.

- 5.3 Training shall be conducted at the **training venue convenient to the trainees**. The approved training provider is required to provide **necessary facilities** during the training.
- 5.4 The training can be conducted either in classroom or via online platform depending on its suitability, which needs to be declared during the grant submission. It is requested to provide related supporting documents/ evidence based on selected mode of training for grant and claim processes.
- 5.5 Approved training providers are to ensure all trainees are sufficiently trained to sit for their relevant examinations, if applicable and obtain the relevant certificates upon completion of their training sessions.
- 5.6 Approved Training Provider are strictly advised to adhere with the Standard Operating Procedure (SOP) on social distancing set by the Ministry of Health (MOH) during the training including limiting the number of trainees at one time in order to curb the spread of COVID-19 infection.

6.0 ROLE AND ELIGIBILITY OF EMPLOYER

- 6.1 Based on available vacancies, employers are allowed to engage with the PSMB **Registered Training Providers** to develop the training modules and **provide Commitment Letter on the available vacancies**. Employers are also required to post the details of the vacancies available in HRDF Placement Centre.
- 6.2 The comprehensive proposal will be submitted by the training providers for approval. Upon evaluation, the shortlisted and selected training providers and employers will be invited for a presentation. Upon request, it is **compulsory** for the employers / government agencies to attend the presentation and the **sessions may be recorded for future reference**.
- 6.3 The employers are required to conduct a proper selection process for candidates' employability and continuity in the company after the completion of training.
- 6.4 Employers need to ensure the trainees have fulfilled the pre-requisites of the training courses based on the target group.

- 6.5 Upon completion of the training, it is compulsory for the Employers to hire the candidates and **offer a minimum of 12 months/1-year contract**. The employers are then requested to provide the offer letter to the approved training providers.
- 6.6 During the employment period of 12 months, employers can provide **Placement Job Training (PJT) for a period of six (6) months. PSMB registered employers may utilise their HRD Levy balance for the ‘PJT Allowance’**. The rates of claimable PJT Allowance are as follows:

Target Group	PJT Allowance (RM) per month	PJT Period
Graduates	600	6 months
School Leavers	500	6 months
Retrenched Workers	500	5 months

- 6.7 The requirement for employer to claim PJT allowance must be a PSMB registered employer with sufficient levy balance - **The PJT Allowance to be covered by employers using their levy balance.**
- 6.8 Employers also need to ensure the trainees are employed with wages of at least RM 1,800 (subject to justification and consideration).
- 6.9 Employers are responsible for the cost of any training (course fee and allowances) that does not meet the criteria of claim submission by PSMB.

7.0 ROLE OF TRAINING PROVIDERS

- 7.1 Training providers are requested to communicate with employers on the vacancies available and develop the training modules accordingly.
- 7.2 Training providers are expected to ensure the employer vacancies details and shortlisted candidates are registered in HRDF Placement Centre before the commencement of the training.
- 7.3 Training providers are only allowed to submit the comprehensive proposal based on the timeline given in the proposal format.

- 7.4 Only the approved training providers under the Place & Train initiative who have duly executed the Services Agreement are allowed to conduct training within the stipulated timeline.
- 7.5 The number of trainees allowed by each class will be determined by PSMB and strictly follows the Standard Operating Procedure (SOP) on social distancing set by the Ministry of Health (MOH).
- 7.6 Training needs to be conducted at a convenient training venue and the approved training provider is required to provide necessary facilities/equipment during the training.
- 7.7 Approved training providers are responsible to record the attendance of the participants; validate the entire attendance and declare that all the accompanying information is true and accurate as mentioned in the original Trainee Attendance Form.
- 7.8 The approved training providers must ensure all the trainees obtain their certification upon completion of the training (if any) and successfully employed in the company as per agreed in the proposal.
- 7.9 The approved training providers are responsible to verify the validity of the supporting documents submitted by the trainees.

8.0 ELIGIBILITY AND ENTITLEMENT OF TRAINEES

- 8.1 All **unemployed Malaysians** who are seeking for job are eligible to participate in the Place & Train initiative.
- 8.2 Job seekers are requested to register in **HRDF Placement Centre** by providing the requested information for the selection process by the employers.
- 8.3 Training Providers are responsible to ensure each trainee is **entitled to participate in ONLY one approved course** under the Place & Train initiative to widen the opportunity for all the trainees to be trained and secure job placement.
- 8.4 **It is compulsory to provide the supporting documents** as mentioned in item 9.1 below to the approved training providers for PSMB approval.

8.5 The entitlement / benefits of the trainees are listed below:

Entitlement/Benefits
<ul style="list-style-type: none">• Fully sponsored training by PSMB• Job offer in PSMB or non-PSMB registered companies as soon as the training ends with a starting wage of RM1,800 or higher• Allowances (depends on the proposal submitted by the approved training provider)

9.0 PROCEDURES TO SUBMIT TRAINING REGISTRATION BY TRAINEES

9.1 Submission of the training application must be made through approved training provider using the Trainee Registration Form **PSMB/PTSP/1/20** and the Form must be uploaded/submitted via the HRDF Placement Centre Online or manually to its assigned officers, supporting documents with the PSMB/PTSP/1/20 Form are to be made available for inspection if required by Inspectorate officers during an inspection; the supporting documents are as stated below:

i. Unemployed Graduates

- A copy of MyID card (Identity Card); and
- A copy of Diploma / Degree; and
- Commitment Letter from the employer/company indicating job specification and start date of employment
- Placement Job Training (PJT) Schedule (Up to 6 months) – (if applicable)

ii. School Leavers

- A copy of MyID card (Identity Card);
- SPM/STPM or equivalent certificates; and
- Commitment Letter from the employer/company indicating job specification and start date of employment.
- Placement Job Training (PJT) Schedule (Up to 6 months) – (if applicable)

iii. Retrenched Workers

- A copy of MyID card (Identity Card);
- Letter of retrenchment from the previous company; and

- Commitment Letter from the employer/company indicating job specification and start date of employment.
 - Placement Job Training (PJT) Schedule (Up to 6 months) – (if applicable)
- 9.2 Trainees are requested to **fill up the form and sign the declaration statement and submit together with the supporting documents** to the approved training providers. The approved training providers are **only allowed to receive a complete form from the trainees with verified details.**

10.0 PROCEDURE TO SUBMIT TRAINING GRANT APPLICATION BY APPROVED TRAINING PROVIDER

- 10.1 Upon due execution of Service Agreement, the approved training providers shall submit a training grant application.
- 10.2 Approved training providers are required to key in the trainees' information into PSMB's online system or manually **at least 10 working days before commencement of the training.** Approved training providers are advised to submit the applications earlier to ensure approval is given before commencement of the training.
- 10.3 Submission of training application must be made through approved training providers using the Trainee Registration Form **PSMB/PTSP/1/20** and **submit the application via online or manually** with the trainee(s) name as per MyID Card.
- 10.4 Approved training providers **must ensure all information is keyed into the system accurately;** particularly the trainee's details such as name, NRIC number, MYCOID of company and all other requested details in the application form.
- 10.5 There will be a requirement for approved training providers to declare on the Placement Job Training (PJT) after completion of the training. As such, the approved training providers are required to declare on the Placement Job Training (PJT) after the completion of training and attach the schedule for monthly PJT allowance entitlement.
- 10.6 Approved training providers are required to **keep a hardcopy of the application forms and supporting documents for inspection**

purposes. PSMB reserves its rights to request for the original documents for inspection purposes.

- 10.7 Approved training providers are required to key in the **session plan** in the system or manually based on the training date. The session plan submitted to PSMB needs to take into account all public holidays and any additional holidays and must be **in line with total training days / hours approved by PSMB**. Changes in the session plan **must be notified to PSMB at least 3 working days before the training commences**.
- 10.8 The incomplete applications may be queried and the approved training providers are required to **respond to the queried applications within 2 working days upon receiving**. PSMB is not responsible for training commenced where the training application has been queried or rejected and PSMB reserves its rights to reject the application(s) if the information or queried application is not satisfactory.
- 10.9 **Withdrawal or replacement of trainees is allowed** if approved training providers modify the information in the system **3 working days before the training commences**. However, withdrawal of trainees without replacement may affect the 60% claim payment.
- 10.10 Any cancelation of the approved classes needs to be informed by the approved training providers via email to PSMB officers at least 1 day before the training session commences and approved training providers have to refund the 30% payment made earlier.
- 10.11 Request for a change of training date to a future date must be made 3 working days before the training commences. Approved training providers are **not allowed** to bring forward the training date of approved training application.
- 10.12 Trainees are **not required to pay the course fee or other fees to approved training providers** since the amount will be paid directly to the approved training providers by PSMB.
- 10.13 Approval of financial assistance for course fee and allowances (if any) is **based on approved fees as specified below**:

Target Group	*Course Fee (RM)	Other Allowances (Transport/ Accommodation)
Unemployed Graduates / School Leavers / Retrenched Workers	Average of RM5,000 Per Pax	Will be included in the course fee unless stated otherwise.

**The allowed course fee does not include certification costs. If the nature of the course involves certification, an increase in fees can be considered during the proposal stage based on evaluation of the nature and depth of the training modules.*

10.14 Approval of financial assistance for **Placement Job Training (PJT) is only for PSMB registered employers** and the range of allowances follows as item **6.6 above**. The total entitlement of PJT allowances for the period of six (6) months will be given during the grant approval through levy deduction.

10.15 Levy reservation will not be made for PJT allowance hence the claim will be based on the availability of levy during the submission.

11.0 INSPECTION

11.1 PSMB inspectorate officer will conduct verification visits to the training venue and/or to the employer premise(s) to verify on the compliance and attendance of trainees during and after the training. During the visit, trainee(s), employer(s) and approved trainer(s) shall give their fullest cooperation.

11.2 During the verification, all related documents such as trainee attendance form, approval letter from PSMB are to be provided for verification purposes. PSMB inspectorate officer will be given the authority to do the necessary for inspection including interviewing trainees and taking photographs and/or video recording of the classes' session.

11.3 **If the trainees are not present in the classroom during the inspection, the attendance form of the trainee will be marked in as absent.** The marked trainee attendance form must be attached together with the claim form during the submission. Failure to provide the original trainee attendance and claim form will cause the claim to be queried.

- 11.4 Approved training providers must ensure the staff is capable to assist PSMB officers' in-charge during the verification visit and always be available at the training venue.
- 11.5 For online training, verification will be conducted through online platform. Therefore, the link of the online classes should be emailed to inspectorate@hrdf.com.my 24 hours before the training commences.
- 11.6 PSMB inspectorate officers will contact the employees/ employer to ensure the trainee has been retained in that particular company within the period of twelve (12) months upon completion of the training.
- 11.7 Stern actions including withholding and/or demanding refunds will be taken upon breached of any terms or conditions stated herein.
- 11.8 PSMB reserves its rights to restrict any future engagement or suspend the approved training provider if there is evidence or reasonable cause to believe that there is any breach of guideline or misleading statement(s) submitted to PSMB.

12.0 PROCEDURES FOR CLAIM SUBMISSION BY APPROVED TRAINING PROVIDERS

- 12.1 Claims for course fee are to be submitted by approved training providers via **online system or manually and hard copy** using **Claim Form PSMB/PTSP/2/20**. All documents submitted must be scanned from the original copies. Payment shall be made directly to the approved training provider based on the amount that was approved during the grant approval.
- 12.2 The course fee is paid via progress payments of **30:60:10**. The **initial 30% of total approved fee (training) will be paid upon approval of training grant (one week before commencement of the training)**. The **60% of course fee will be submitted two (2) weeks after commencement of employment but not later than 3 months from commencement of employment**. The remainder **10% of course fee (retention) will be paid after 6 months of employment**.

- 12.3 The invoice should be addressed to PSMB with complete details including training title and date of training, proposal/grant ID, amount and notification on payment requested (30%, 60% or final 10%). The summary of the submission stated as below:

Claim	Submission
Initial 30% of the course fee	Upon Training Grant Approval
60% of the course fee	2 weeks after commencement of employment
Remaining 10% of the course fee	6 months after commencement of employment.

- 12.4 The initial 30% of total approved fee will be paid upon Grant approval (7 working days before commencement of training). The approved training provider shall submit the invoice for the 30% course fee claim, together with the session plan. **PSMB reserves its rights to demand for refund of the 30% payment paid or to set-off the amount from the total 60% claims to be paid (if any) due to the non-fulfilment of the 80% attendance or withdrawal of trainees.**
- 12.5 The 60% claim will be submitted by approved training providers two (2) weeks after the commencement of employment of the trainee(s) but not later than three (3) months from the said commencement of employment.
- 12.6 The 60% claim submission must include claim form, invoice, duly completed trainees' attendance form, income declaration and trainee's offer letter or employment agreement. The payment is subject to fulfilment of minimum 80% attendance by each trainee. **PSMB reserves the rights not to pay the 60% claim for trainee(s) who failed to be employed.**
- 12.7 The remaining 10% course fee claim will be made after the trainee(s) has been employed for 6 months. For this claim, approved training provider is required to provide the latest payslip of the trainee(s) as an evidence of employment together with final invoice and claim form.
- 12.8 The employer(s) of the trainee(s) in the offer letter(s) must be the **same as per the initial grant approval**. In the event there is a change in the employer(s), the claim will only be considered if there is justification from the training provider that the trainee has been

employed with the new employer with a similar offer as the one made initially during proposal submission

12.9 In summary, the required documents for claim purposes are as follows for all the target groups:

Claim	Documents
Initial 30% course fee	<ul style="list-style-type: none"> • Itemised Invoice • Session Plan
60% Course Fee	<ul style="list-style-type: none"> • Itemised Invoice • Claim form PSMB/PTSP/2/20 • Duly Completed Trainee Attendance Form** • Offer Letter / Employment Agreement / Payslip / SOCSO contribution by employer
Remaining 10% Course fee	<ul style="list-style-type: none"> • Itemised Invoice • Claim form PSMB/PTSP/2/20 • Latest payslip (must state the wages and job title)

**System generated attendance report for trainings conducted via online learning. The report should contain the basic information such as course title, training dates and details of trainees. In addition, a sixty (60) seconds of video recording is required to capture the lecture/training session during claim submission. However, the video is only to be provided upon request by PSMB.

12.10 Submission of 60% of course fee claim **more than 3 months after the completion of training will not be entertained. Furthermore, PSMB reserves the rights to demand for the 30% payment paid during grant approval or contra the amount from the total 60% claims to be paid due to the non-fulfillment of the 80% attendance, withdrawal of trainees or trainees fail to be employed as per earlier approval.**

12.11 If the trainees are not present in the classroom during the inspection, the trainee attendance form will be marked in as absent. The attendance form that has been marked by an inspectorate officer must be attached together with the claim form during the claim submission.

12.12 Approved training providers also must ensure that training is conducted as per session plan. Claim and trainee attendance forms must be verified and signed by approved training providers after the completion of training.

12.13 The **course fee should include the cost of notes, manuals, reference books, professional examination fees** (if any) and other allowances. Approved training providers are prohibited to charge any additional fee upon the trainees.

12.14 If there is any false or misleading declaration on the course fees by the approved training providers, **PSMB reserves its rights to demand for a refund of payment either wholly or partially and/or take necessary enforcement action.**

13.0 PROCEDURES FOR PLACEMENT JOB TRAINING (PJT) CLAIM BY EMPLOYERS REGISTERED WITH PSMB

13.1 PSMB registered employers are given financial assistance for the Placement Job Training (PJT) allowance up to 6 months during the 12-month employment period of the trainees. However employers are **not entitled to claim PJT allowances** if there is a change of employers.

13.2 Employers are allowed to submit claim for PJT allowances once every month based on the approval given during grant submission for the period of six (6) months upon training completion.

13.3 Employers are requested to fill up the PJT allowance claim form and attached together with payslip of the employee as an evidence for monthly claim.

14.0 TRAINING EFFECTIVENESS EVALUATION (HRDF-TEE)

14.1 HRDF-TEE is a holistic approach in assessing specific measures for training courses and scheme divided into two (2) different assessments: Output and Outcome.

14.2 Output Assessment:

- I. The purpose of this Output Assessment is to **assess the immediate reaction and to obtain feedback** of trainees on the attended course.
- II. The training provider/trainer **must** ensure that all approved trainees under this scheme receive and complete the **HRDF Output Assessment Form** on the final day of course. The

completed forms with signature are to be collected and summarised using the **HRDF Output Summary Template** by the training provider/trainer (online & virtual training may use online assessment form/platform to conduct the assessment).

- III. The completed soft-copy of the Output Summary Template must be submitted to PSMB within 14 working days from the final course date via <https://bit.ly/hrdfsubmission>.
- IV. **This is a requirement for all approved training providers must adhere to.** Failure to comply with this requirement **may affect the approval of future applications to PSMB.**
- V. The form and template are accessible via PSMB website: <https://bit.ly/hrdftee>, under the *Resources* section.
- VI. Training Providers are required to keep the completed hard-copy of the Output Assessment Forms for a minimum of 5-year from the completion date of course for audit purposes by PSMB.

14.3 **Outcome Assessment:**

- I. The purpose of Outcome Assessment is to assess the **actual understanding and application** after the training.
- II. Issued to trainees at least six (6) months (max 5 years) after the course ended to measure the achievement level of desired objectives of the scheme through identified leading indicators / learning objectives.
- III. PSMB will send the assessment link via email/dedicated platform to all trainees and recommended to complete the assessment within the stipulated timeline.
- IV. Training provider/trainer must ensure that trainees' particulars and contact details, especially email addresses stated in course registration are valid.

15.0 **LEGAL ACTION**

- 15.1 Employers and approved training providers are strictly advised to adhere to the terms and conditions stipulated in this guideline. **Legal action will be taken if any of the parties involved fail to comply with these requirements.**

16.0 **AMENDMENTS**

- 16.1 PSMB may change or amend these terms and conditions from time to time. Approved training providers and trainees will be notified on any changes made to strengthen the implementation of the initiative.