



**HUMAN RESOURCE DEVELOPMENT
CORPORATION
MINISTRY OF HUMAN RESOURCES**

**STRATEGIC INITIATIVES
IMPLEMENTATION GUIDELINE**

**RECOGNITION OF PRIOR EXPERIENTIAL
LEARNING
(RPEL 2021)**

1.0 PURPOSE

1.1 This guideline is to inform all stakeholders on the implementation mechanism for the Recognition of Prior Experiential Learning (RPEL) scheme.

2.0 OBJECTIVES

2.1 The objectives of the RPEL scheme are:

- i. To enable local workers with secondary education or lower to be recognised for their current competencies in particular skill areas based on the standards determined by the Department of Skills Development (DSD) or any equivalent certificate in order to facilitate their career growth.
- ii. To contribute in producing trained and qualified skilled workers that will enhance the competitiveness of local industries in the global market.
- iii. To help improve the average monthly income of workers, thereby supporting Malaysia's goals to become developed and high-income nation.

3.0 TARGET GROUP

3.1 This scheme is targeted to all Malaysians who fall under the following categories:

- i. Individuals with qualifications below diploma or Level 4 or its equivalent; and
- ii. Individuals who have relevant years of experience as determined by the relevant certification bodies.

4.0 CERTIFICATION

4.1 **Malaysian Skills Certificate (SKM) Level 3, Level 4 or the Malaysian Skills Diploma (DKM) issued by the Department of Skills Development (JPK)** are offered through the RPEL scheme implemented by HRD Corp. Skill areas covered are based on the National Occupational Skills Standard (NOSS).

- 4.2 Certifications offered under the RPEL scheme will take into account the recognition and assessment of skills, knowledge and experience of workers. These are compiled in a portfolio developed by the candidates, which will be then assessed for certification by the respective certification bodies.
- 4.3 For the RPEL scheme, candidates are not required to attend any training or classes. However, training will be provided for a candidate with a competency gap.
- 4.4 The RPEL **certification process is expected to be completed within six (6) months.**

5.0 ELIGIBILITY AND ROLE OF EMPLOYER

- 5.1 All employers are eligible to participate in the RPEL scheme. For HRD Corp-registered employers, application can be submitted directly to HRD Corp. Meanwhile, non-HRD Corp registered employers can participate through appointed vendors. The list of vendors will be published on the HRD Corp portal.
- 5.2 **Each HRD Corp registered employer can only submit a maximum of 50 employees per application and each employee is only entitled to participate ONCE** in the RPEL scheme.
- 5.3 Employers are responsible in **ensuring all trainees fulfil the eligibility requirement** and the criteria set by the certification body before enrolling them into the scheme.
- 5.3 Upon completion of the training course, **employers should ensure that all trainees have successfully obtained their certification.**
- 5.4 Employers are responsible in bearing the cost of training (course fee) that does not fulfil the criteria of claim submission by HRD Corp, throughout the certification process.

6.0 SUBMISSION OF TRAINEES' APPLICATION BY HRD CORP-REGISTERED EMPLOYERS

- 6.1 Employers are required **to register their applicants' details via HRD Corp's online application system at least one (1) week (seven (7) working days) before the commencement of the evaluation process.** They must also attach the following supporting documents:
 - i. Copy of MyKad

- ii. Copy of *Ringkasan Permohonan SKM secara PPT*
 - iii. Course Fee Details (Quotation)
- 6.2 Employers are required to **select their preferred *Pusat Bertauliah* or *Appointed Vendor* from the dropdown list in the system**, in order to proceed with the application.
- 6.3 **The maximum cost that can be claimed by each trainee is RM1,300.00. This applies only for certification fees and other costs incurred throughout the certification process. Employers are required to provide the breakdown of the fees in order for HRD Corp to evaluate and consider the financial assistance and approval amount. However, the cost for competency gap training is not covered by HRD Corp.**
- 6.4 Employers **must ensure that details of the trainees are keyed into the system accurately**, particularly their name and NRIC number. Any incorrect information will be queried or rejected.
- 6.5 The application will be queried if the details and supporting documents of the trainee are not complete. Employers are expected to **respond to the queries within three (3) days before the commencement of the RPEL process.**
- 6.6 The average processing period of a complete application is **forty-eight (48) hours**. HRD Corp is not responsible for any queried or rejected application after the commencement of training.
- 6.7 The replacement of the **trainees is strictly prohibited** after an application has been approved. If the approved trainee withdraws during the evaluation process, no claims can be made.
- 6.8 Employers can also choose HRD Corp Appointed Vendors to participate in the RPEL scheme. However, the grant application must be made by the vendor as per the approved guidelines in **Paragraph 8.0 Submission of Trainees' Application by Appointed Vendor.**

7.0 ELIGIBILITY AND ROLE OF *PUSAT BERTAULIAH* / APPOINTED VENDOR

- 7.1 *Pusat Bertauliah* registered under JPK are eligible to participate in the RPEL scheme. However, they **need to register as a HRD Corp training provider.**

- 7.2 Appointed Vendors include Government related Agencies and Private *Pusat Bertauliah* that have been registered and approved by JPK as an assessment centre. Assessment centre that intends to participate as an Appointed Vendor is required to submit their proposal to HRD Corp for approval.
- 7.3 Appointed Vendors are responsible in **ensuring all trainees fulfil the eligibility requirements of the RPEL scheme** as well as the criteria set by the certification body, before enrolling them into the system and submitting to HRD Corp.
- 7.4 Both *Pusat Bertauliah* and Appointed Vendors are responsible for all processes involved in the RPEL scheme. This includes ensuring that all trainees obtain the relevant certification as per the grant approved by HRD Corp.

8.0 SUBMISSION OF TRAINEES' APPLICATION BY APPOINTED VENDOR

- 8.1 Appointed Vendors are required to register **applicants' details in the HRD Corp online application system** before proceeding with the evaluation process.
- 8.2 Appointed Vendors are required to key in the trainees' information into the online system **one (1) week before commencement of the evaluation process** with the following supporting documents:
- i. Copy of MyKad
 - ii. Copy of *Ringkasan Permohonan SKM secara PPT*
- 8.3 Appointed Vendors **must ensure that details of the trainees are keyed into the system accurately**, particularly their name and NRIC. Any submission with incorrect information will be queried or rejected.
- 8.4 Only **certification fees and other incurred costs throughout the certification processes as approved by HRD Corp can be claimed for each trainee. The cost for competency gap training is not covered by HRD Corp.**
- 8.5 The application will be queried if the details and supporting documents of the trainee are not complete. Employer need to **respond to the queries within three (3) days before the commencement of the RPEL process.**
- 8.6 On an average, a complete application will be processed within forty-eight (48) hours upon receiving from the Appointed Vendor. HRD Corp

is not responsible for any queried or rejected application after the commencement of training.

- 8.7 **Replacement of trainees is strictly prohibited** after the approval has been given. If the approved trainees withdraw during the evaluation process, no claims can be made.

9.0 ELIGIBILITY AND ROLE OF INDIVIDUALS

- 9.1 Registered and non-registered individuals with HRD Corp are eligible to participate in this scheme. However, they need to register with JPK under the HRD Corp RPEL scheme.
- 9.2 **Individual is only entitled to participate ONCE in the RPEL scheme.** Individual is eligible to participate by **level or single tier**. However, individual with **Diploma certification is not recommended to participate in the RPEL scheme.**
- 9.2 JPK can make the determination that the individuals may register themselves and apply through **the MySpike system.**
- 9.3 JPK is responsible in **ensuring all trainees fulfil the eligibility requirements of the RPEL scheme** and the criteria set based on the *Pengiktirafan Pertauliahahan Terdahulu (PPT)* guideline before registering in MySpike.
- 9.5 HRD Corp will ensure that all trainees obtain their certification upon completion of the training course.

10.0 SUBMISSION OF TRAINEES' APPLICATION BY INDIVIDUALS

- 10.1 Interested individuals are **required to undergo the registration process with JPK through the MySpike system.**
- 10.2 **Qualified trainees will be paid by HRD Corp upon taking into consideration the eligibility requirements of RPEL scheme** as well as the criteria set by *Pengiktirafan Pertauliahahan Terdahulu (PPT)* guideline. HRD Corp will inform JPK of rejected applicants or those who do not meet the qualification criteria for further action.
- 10.3 HRD Corp will pay the registration fees of the trainees directly to JPK. **HRD Corp will only support the registration fee of RM300.00 per individual. Said individuals are responsible for any additional**

costs

incurred.

11.0 CLAIMS PROCEDURE

- 11.1 Upon approval, a total of RM300.00 per trainee will be paid directly to JPK for certification registration. The remaining fees will be paid to the selected *Pusat Bertauliah* upon certification.
- 11.2 Employers / Appointed Vendors are required to prepare the following documents for claims submission:
- i. Claim Form
 - ii. Invoice (from appointed *Pusat Bertauliah* / Appointed Vendor)
 - iii. Payment Voucher
 - iv. JPK Certificate
- 11.3 Upon completion, employers / appointed vendors are required to **upload a copy of the certificate** received by the trainees for verification.
- 11.4 Employers / Appointed Vendors must ensure all claims are **submitted within six (6) months after approval. Claims that are submitted after this period will not be entertained.**
- 11.5 Upon approval, a **total of RM1,000.00 and subject to the fee by certification body (per trainee)** will be paid directly to the selected employers / appointed vendors.
- 11.6 A **4% service charge will be imposed for approved proposals submitted by training providers.**
- 11.7 HRD Corp may take up to **fourteen (14) working days to process** each claim.
- 11.8 There are **no meal and/or travel allowances provided** for trainees under the RPEL scheme.
- 11.7 **No additional charges can be imposed on trainees** such as registration fee, exam fee and other additional equipment fees.

12.0 EVALUATION

- 12.1. Parties involved, such as Employer/ *Pusat Bertauliah*/Participants shall be responsible for providing all necessary information and documents requested by HRD Corp in the event of an audit or evaluation, within five (5) years from the completion of the training.

13.0 LEGAL ACTION

- 13.1 Employers / Appointed Vendors are **strictly advised to adhere to the terms and conditions** stipulated in this Guideline. Failure to comply may result in legal action by HRD Corp.
- 13.2 Any individual who makes in writing, or signs any declaration, returns or other documents required by the Pembangunan Sumber Manusia Berhad Act 2001 (PSMB Act 2001) or any regulations made under the PSMB Act which is untrue or incorrect in any particular, or fails or refuses to furnish or produce any declarations, returns or other documents required by the PSMB Act or any regulations made under the PSMB Act to be furnished or produced, commits an offence under Section 40 of the PSMB Act and shall be liable to a **fine not exceeding twenty thousand ringgit or imprisonment for a term not exceeding two years, or both.**

14.0 AMENDMENTS

- 14.1 HRD Corp **reserves the right to change or amend the guideline to strengthen the implementation of the RPEL scheme.** Employers / Appointed Vendors will be notified of any changes made.

**RECOGNITION OF PRIOR EXPERIENTIAL LEARNING SCHEME (RPEL)
REGISTRATION FORM**

- 1. Vendor Name
.....
.....

- 2. Vendor Registration Number
(MyCoID)
.....

- 3. Address (Registration)
.....
.....

- 4. Address (Mailing)
.....
.....

- 5. Contact Details
(Person in charge)
Name / Contact No

I would like to confirm that all information provided above is true.

.....
Signature
Name:
Position:

.....
Company Official Stamp

Date:

RECOGNITION OF PRIOR EXPERIENTIAL LEARNING SCHEME (RPEL)

PROPOSAL FORMAT

Proposal Format:

1.	Background	Please provide the background of company.
2.	Basis for Considerations	Please provide comprehensive justification of the proposed course work.
3.	List of Courses	Please provide the course title.
4.	Target Employers	Please specify clearly on target employers.
5.	Requested Quota	Please specify clearly on requested quota.
6.	Proposed Outcomes	Please elaborate.
7.	Implementation Plan for the Assessment	Please specify clearly on the implementation plan including the expected date.
8.	Copy of JPK Approval Letter on <i>Pertauliahan secara Pengiktirafan Pencapaian Terdahulu (PPT)</i>	Documentary evidence of approval letter from Jabatan Pembangunan Kemahiran (JPK). Training providers are required to provide Certified True Copies (CTC) of the document in hard copy to HRD Corp.
9.	Financial Implications (Breakdown of each item)	Please provide the schedule of cost. .