

## FREQUENTLY ASKED QUESTIONS OKU TALENT ENHANCEMENT PROGRAM (OTEP)

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### 1. WHAT IS THE IMPORTANCE OF INTRODUCING AND IMPLEMENTING THIS PROGRAMME?

This programme is designed to assist Persons with Disabilities (PWDs) in securing job placement to become more productive and independent, equip them with the appropriate skills, and holistically contribute to the development of human capital and the national economy.

### 2. WHO IS ELIGIBLE TO PARTICIPATE IN OTEP?

This initiative is targeted toward PWDs who are registered with the Department of Social Welfare Malaysia (DSW) and meet the following requirements:

- Malaysian PWDs (at least school leavers aged between 18 to 60 years)
- Type of disabilities: sight disability, hearing disability, physical disability, speech disability, slow learners, mental disability, and multiple disabilities.

### 3. WHO IS ELIGIBLE TO SUBMIT THE PROPOSAL FOR THIS PROGRAMME?

The proposal shall be submitted by the HRD Corp registered training providers.

### 4. WHAT ARE THE ALLOWABLE COURSES TO BE SUBMITTED UNDER THE OTEP?

Appointed training providers should provide training modules according to the classification of trainees' personality types, as shown in the "OTEP Module Outline" table below: -

No.	OTEP Module
1.	Communication Skills Training
2.	Time Management
3.	Transition & Adaption to New Workplace
4.	Emotional Intelligence Management

**5. HOW TO ENSURE THE PROPOSED COURSES WILL BE CONSIDERED BY HRD CORP?**

Priority will be given to those proposals with complete documents and following all requirements set by HRD Corp, especially the OTEP module outline, as mentioned in the previous answer.

**6. WHEN IS THE DATE OF PROPOSAL SUBMISSION?**

Proposals can be submitted from 20 September to 19 October 2022. The date for future submissions will be notified after 19 October 2022 (if any).

**7. ARE THERE ANY CHARGES IMPOSED FOR THE PROPOSAL SUBMISSION?**

HRD Corp will not be imposing any charges for the proposal submission.

**8. HOW LONG IS THE DURATION OF THE TRAINING?**

Minimum one (1) day and maximum three (3) days.

**9. HOW LONG DOES IT TAKE TO GET THE FEEDBACK OR RESULT UPON SUBMITTING THE PROPOSAL?**

It takes up to 15 working days from submission until the notification is sent to the training providers. However, it is subject to a complete submission of documentation required and adhering to the provided Proposal Format.

**10. CAN TRAINING PROVIDERS PROPOSE TO HAVE A HYBRID TRAINING METHOD?**

Yes, the training can be conducted either in a classroom or online, depending on its suitability, which shall be declared during the grant submission. It is required to provide supporting documents for the selected training mode for grant and claim processes.

**11. ARE THE TRAINING PROVIDERS REQUIRED TO SUBMIT THE HARD COPY OF THE PROPOSAL TO HRD CORP?**

Yes, a hard copy of the proposal needs to be submitted to HRD Corp.

**12. HOW MUCH IS THE FINANCIAL ASSISTANCE FOR THIS PROGRAMME?**

HRD Corp will provide financial assistance of up to RM2,000 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.

### **13. HOW DO THE EMPLOYERS BENEFIT FROM THIS PROGRAMME?**

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

### **14. ARE THE EMPLOYERS REQUIRED TO PROVIDE ANY ADDITIONAL DOCUMENTS TO CLAIM PJT ALLOWANCES FOR 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 with the proposal submission.

<b>Target Group</b>	<b>PJT Allowance per month</b>	<b>PJT Period</b>
PWDs with diploma holder and above	RM600	Up to 6 months
PWDs with Sijil Pelajaran Malaysia (SPM)	RM500	

### **15. WHO SHOULD BE CONTACTED FOR MORE INFORMATION?**

Kindly email any enquiries about this programme to [hpcsupport@hrdcorp.gov.my](mailto:hpcsupport@hrdcorp.gov.my).