



**HUMAN RESOURCE DEVELOPMENT CORP  
(HRD CORP)**

**MINISTRY OF HUMAN RESOURCES**

# **IMPLEMENTATION GUIDELINE**

**OKU TALENT ENHANCEMENT PROGRAMME  
(OTEP)**

**EFFECTIVE 20 SEPTEMBER 2022**

*Version 1*

NO.	CONTENT	PAGE
1.	PURPOSE OF THE GUIDELINE	1
2.	OBJECTIVES	1
3.	TARGET GROUP	1
4.	TRAINING COURSES APPROVAL PROCESS	2
5.	METHOD OF TRAINING	3
6.	COMPETENCY FRAMEWORK	4
7.	ROLE AND ELIGIBILITY OF EMPLOYERS	5
8.	ROLE AND ELIGIBILITY OF TRAINING PROVIDERS	6
9.	ELIGIBILITY AND BENEFITS FOR TRAINEES	7
10.	PROCEDURES FOR TRAINING GRANT SUBMISSION BY APPROVED TRAINING PROVIDERS	8
11.	INSPECTION	9
12.	PROCEDURES FOR CLAIM SUBMISSION BY APPROVED TRAINING PROVIDERS	10
13.	PROCEDURES FOR PLACEMENT JOB TRAINING (PJT) CLAIM SUBMISSION BY HRD CORP REGISTERED EMPLOYERS	12
14.	TRAINING EFFECTIVENESS EVALUATION (HRD-TEE)	14
15.	LEGAL ACTION	15
16.	AMENDMENTS	15

## **1. PURPOSE OF THE GUIDELINE**

- 1.1** This guideline serves as a point of reference for employers, training providers, and trainees on the procedures and implementation mechanism of the OKU Talent Enhancement Programme (OTEP).

## **2. OBJECTIVES**

- 2.1** HRD Corp has been appointed to implement the OTEP for Persons with Disabilities (PWDs) in Malaysia. The objectives of this programme are as follows:
- 2.1.1** To assist 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.
  - 2.1.2** To provide fair opportunities to the marginalised population and improve our society's inclusivity.
  - 2.1.3** To provide awareness and readiness to the community on accepting PWDs in the workplace.

## **3. TARGET GROUP**

- 3.1** 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.
- 3.2** It is compulsory for the PWDs to provide a clear scanned copy of the PWD Card as evidence during the application submission.
- 3.3** Participants must provide HRD Corp with the relevant personal information and certificate of highest academic qualification, including their latest resume and other supporting documents (if any).
- 3.4** The OTEP focuses on the job placement approach with regulated employment management at the workplace with a contract for a full-time or part-time basis as per the agreed amount of salary paid.

#### 4. TRAINING COURSES APPROVAL PROCESS

- 4.1** Training courses offered under this programme are **Competency or Certification** based, which the trainees will require to perform on the job. The proposed courses must be embedded with modules following the competency framework (para 6) as part of their learning, with a total maximum duration for the whole training course being not more than three (3) 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** HRD Corp registered employers, non-registered employers, and all organisations are eligible to participate in the OTEP. Whereas only HRD Corp training providers are eligible to participate in this programme.
- 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 HRD Corp.
- 4.5** Training providers must provide a **Commitment Letter** from the Employer(s) during proposal submission indicating job placement requirements, job offer, and minimum wage based on the Government's policy.
- 4.6** Below is the summary of financial assistance provided under the OTEP:

Course Fee	Other Allowances (Transport / Accommodation)
Average of RM2,000 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 the 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 six (6) months. During the PJT period, employers can claim "PJT Allowances" using **HRD Levy**. HRD Corp registered employers must have sufficient levy balance to cover the PJT allowances. As such, **those employers who intend to claim PJT allowances, are requested to provide a PJT schedule for the period of six months.** The rates of claimable PJT Allowance are as follows:

Target Group	PJT Allowance per month	PJT Period
--------------	-------------------------	------------

PWDs with diploma holder and above	RM600	Up to 6 months
PWDs with Sijil Pelajaran Malaysia (SPM)	RM500	

- 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 HRD Corp 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 the Service Agreement.
- 4.10** Each approved training provider will be allocated a certain stated quota based on the number of vacancies offered by the employer(s). Additional quotas are subject to the approved training provider's performance and the participating trainees' successful placement.

## **5. METHOD OF TRAINING**

- 5.1** Under the OTEP, training must be conducted full-time (7 hours).
- 5.2** The details of training duration are as per below:

<b>Courses</b>	<b>Day</b>
Competency or Certified programme	Minimum one (1) day Maximum three (3) days

- 5.3** Duration of the training will be determined during the proposal stage. Upon completion of the training, the employers are allowed to conduct Placement Job Training (PJT) for six (6) months.
- 5.4** 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.
- 5.5** Training shall be conducted at the training venue convenient to the trainees. The appointed training providers must provide the necessary facilities during the training.
- 5.6** Appointed training providers must ensure all trainees are sufficiently trained to sit for the relevant examination/assessment, if applicable, and obtain the relevant certificates upon completion of their training sessions.

## 6. COMPETENCY FRAMEWORK

- 6.1** The Competency Framework was specifically developed to meet the objective competencies needed for PWDs. **Appointed training providers must provide a compulsory training module to the trainees to kick off their training programmes.**
- 6.2** The Competency Framework consists of modules according to the job categories to unlock potential intelligence and fulfillment in the high performance of trainees. The trainees will be classified based on their preferences and skill sets during the registration.
- 6.3** 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

- 6.4** The trainees will be divided according to skill set categories based on the specific jobs as follows: -

No.	Job Specific
<b>1.</b>	<b>Hospitality Job</b> Housekeeper / Travel Agent / Hotel Front Door Greeter / Bellhop / Concierge / Valet / Receptionist
<b>2.</b>	<b>Writing Job</b> Content Writer / Proof-reader / Translator / Social Media Specialist
<b>3.</b>	<b>Driving Job</b> E-hailing Driver / Home Delivery Operator
<b>4.</b>	<b>Operations Business</b> Auditor / Strategy Development / Advisory / Business Development
<b>5.</b>	<b>Finance and Accounting Job</b> Financial Planner / Unit Trust Planner
<b>6.</b>	<b>Food Service</b> Food & Beverage (F&B) Operator / Supplier
<b>7.</b>	<b>Physical General Job</b>

No.	Job Specific
	Landscaping Worker / Painter / Furniture Operator / Pest Control / Nursery Operator / Urban Farming / Florist
8.	<b>On-the-Phone Jobs</b> Call Centre Representative / Customer Service / Telemarketer / Mortgage Loan Processor
9.	<b>Healthcare Job</b> Massage Therapy / Personal Trainer / Telework Nurse / Child Caretaker
10.	<b>Job with Animal</b> Animal Breeder / Animal Trainer / Pet Sitter / Farm Worker
11.	<b>Artistic Job</b> Graphic Designer / Interior Designer / Video Editor / Photographer / Music Producer
12.	<b>Sales Job</b> Property Management / Sales & Marketer / Insurance Agent
13.	<b>Cosmetology Job</b> Mobile Spa Operator / Nail Technician / Manicurist / Barber / Hair Stylist
14.	<b>Teacher Job</b> Teaching / Tutor / Trainer / Mentoring
15.	<b>Technical Job</b> Technician / Handyman (e.g., Electrician / Plumber / Internet Network / CCTV)

**6.5** HRD Corp will reserve the right to change and/or add the training course or programme based on current needs and budget.

## **7. ROLE AND ELIGIBILITY OF EMPLOYERS**

**7.1** Based on available vacancies, employers can engage with HRD Corp registered training providers to confirm the training modules and provide a commitment letter for available vacancies. Employers are also required to post the details of the vacancies available in the HRD Corp Placement Centre (HPC) portal (<https://hpc.hrdcorp.gov.my/>).

**7.2** The training providers will submit the comprehensive proposals for approval. Upon evaluation, the shortlisted and selected training providers and employers will be invited for a presentation. The employers must attend the presentation upon request, and the sessions may be recorded for future reference.

- 7.3 The employers are required to conduct a proper selection process for candidates' employability and continuity in the company after the completion of training.
- 7.4 Employers need to ensure the trainees have fulfilled the prerequisites of the training courses based on the target group.
- 7.5 Upon completion of the training, it is compulsory for the employers to hire the candidates and **offer a minimum of 6 months contract**. The employers are then requested to provide the offer letter to the approved training providers.
- 7.6 During the employment period, employers can provide **Placement Job Training (PJT) for six (6) months**. The rates of allowance are as stated in table para 4.7.
- 7.7 The requirement for the employer to claim PJT allowance **must be an HRD Corp registered employer with a sufficient levy balance** - The PJT Allowance is to be covered by employers **using their levy balance**.
- 7.8 Employers are responsible for the cost of any training (course fee and allowances) attended by the trainees that do not meet the criteria of claim submission by HRD Corp.
- 7.9 Employers must ensure that trainees are employed according to the minimum wages based on the Government's policy.

## **8. ROLE AND ELIGIBILITY OF TRAINING PROVIDERS**

- 8.1 Training providers are requested to communicate with employers on available vacancies and develop the training modules accordingly. Training providers are also required to provide the commitment letter from the employer, as stated in para 7.1.
- 8.2 Training providers are expected to ensure the employer vacancy details, and shortlisted candidates are registered in the HPC portal before the commencement of the training.
- 8.3 **Training providers strictly must adhere to terms and conditions (T&C) set by HRD Corp based on the Training Providers' Circular No. 2/2022 and No.3/2022 (dated: 21 March 2022) before the submission of the proposal.**
- 8.4 Training providers are only allowed to submit a comprehensive proposal based on the timeline given in the Call-for-Proposal format.



- 8.5 Only the approved training providers under the OTEP initiative who have duly executed the Services Agreement are allowed to conduct training within the stipulated timeline.
- 8.6 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.
- 8.7 Approved training providers are responsible for recording the participants' attendance, validating the total attendance, and declaring that all the accompanying information is true and accurate, as mentioned in the original Trainee Attendance Form.
- 8.8 The approved training providers must ensure all the trainees obtain their certification upon completion of the training (if any) and are successfully employed in the company as agreed in the proposal.
- 8.9 The approved training providers are responsible for verifying the validity of the supporting documents submitted by the trainees and employers.

**9. ELIGIBILITY AND BENEFITS FOR TRAINEES**

- 9.1 All PWDs seeking for job opportunities are eligible to participate in the OTEP.
- 9.2 Job seekers are requested to register in the HPC portal by providing the requested information for the selection process by the employers.
- 9.3 Training providers are responsible for ensuring each trainee is entitled to participate in ONLY one approved course under the OTEP to widen the opportunity for all trainees to be trained and secure job placement.
- 9.4 It is compulsory to provide the supporting documents mentioned below to the approved training providers for HRD Corp's approval.
  - Copy of PWD card
  - Copy of highest educational certification
- 9.5 Trainees must complete their tasks, assignments, projects, and exams (if any) as required and actively participate in all practical exercises, presentations, and role-play as directed by the trainers.
- 9.6 The benefits of the trainees are listed below: -

**Benefits**

<p><b>Trainees</b></p>	<ul style="list-style-type: none"> <li>• Fully sponsored training by HRD Corp.</li> <li>• Job offer from the employers as soon as the training ends with a national minimum wage or higher according to the qualification level.</li> </ul>
------------------------	---

**10. PROCEDURES FOR TRAINING GRANT SUBMISSION BY APPROVED TRAINING PROVIDERS**

- 10.1** Upon execution of the Service Agreement, the approved training providers shall **submit a training grant application through an online system**. The link to the system will be notified to approved training providers.
- 10.2** Upon approval of grant submission, HRD Corp will **provide a 30% mobilisation fee to approved training providers**. The remaining 70% will be paid after approval of the claim application.
- 10.3** **Training providers are required to key in the trainees' information at least five (5) working days before the commencement of the training.** Training providers are advised to submit the applications earlier to ensure approval is given before the commencement of the training.
- 10.4** To support the information stated in the above para (para 10.2), training providers are requested to attach the document as stated in para 9.4.
- 10.5** The maximum number of trainees for each class is twenty-five (25) only. Training providers are not allowed to register additional trainees for a class that has commenced even though the number of trainees is less than twenty-five (25). If the number of trainees is below five (5), training providers can arrange for them to join a public programme of similar training. **The Trainees' Attendance Form must be verified by the appointed trainers and submitted to the training providers.**
- 10.6** Training providers must ensure that all information is keyed into the system accurately. Any submission with incorrect and/or falsified information will be queried and/or rejected.
- 10.7** Training providers must keep a hard copy of the application forms and supporting documents for inspection purposes. HRD Corp reserves its right to request the original documents for inspection purposes.
- 10.8** Training providers must key in the session plan in the system based on the training date. The session plan submitted to HRD Corp must consider all public and other holidays. It must be in line with the total training

day/hours approved by HRD Corp. Changes in the session plan must notify HRD Corp at least three (3) working days before the training.

- 10.9** The incomplete applications may be queried, and training providers are required to respond to the queried applications within two (2) working days upon receiving them. HRD Corp is not responsible for training commenced where the training application has been queried or rejected. HRD Corp reserves its right to refuse the application(s) if the information or queried application is unsatisfactory.
- 10.10** Withdrawal or replacement of trainees is allowed if training providers modify the information in the system three (3) working days before the training commences. However, the withdrawal of trainees without replacement may affect the 70% claim payment.
- 10.11** Any cancellation of the approved classes needs to be informed by the training providers via email to HRD Corp officers at least one (1) day before the training session commences, and approved training providers have to refund the 30% payment made earlier.
- 10.12** Request for a change of training date to a future date must be made three (3) working days before the training commences. Training providers are not allowed to bring forward the training date of the approved training application.
- 10.13** Trainees are not required to pay the course fee or other fees to training providers since the amount is directed to the training providers by HRD Corp.
- 10.14** Approval of financial assistance for course fees and allowances (if any) is based on approved fees as stated in para 4.6.

## **11. INSPECTION**

- 11.1** HRD Corp inspectorate officers will conduct verification visits to the training venue to verify the compliance and attendance of trainees during and after the training. The trainees, employers, and training providers shall give their fullest cooperation during the training.
- 11.2** All related documents, such as the trainee attendance form and approval letter from HRD Corp, are provided for verification purposes. HRD Corp inspectorate officers will be given the authority to do the necessary inspection, including interviewing trainees and taking photographs and/or video recordings of the class session.

- 11.3 If the trainees are not present in the classroom during the inspection, the attendance form of the trainees will be marked as absent. The marked trainees' attendance form must be attached with the claim form during the submission. Failure to provide the original trainees' attendance and claim form will cause the claim to be queried.
- 11.4 Training providers must ensure the staff can assist HRD Corp 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 an online platform. Therefore, the link to the online classes should be emailed to [inspectorate@hrdcorp.gov.my](mailto:inspectorate@hrdcorp.gov.my) 24 hours before the training commences.
- 11.6 HRD Corp inspectorate officers will contact the employees/employers to ensure the trainees have been retained in that company within six (6) months upon completion of the training.
- 11.7 Stern actions, including withholding and/or demanding refunds, will be taken upon breach of any terms or conditions stated herein.
- 11.8 HRD Corp reserves its rights to take enforcement action against the training providers if there is evidence or reasonable cause to believe any breach of guideline or misleading statement(s) submitted to HRD Corp.

## 12. **PROCEDURES FOR CLAIM SUBMISSION BY APPROVED TRAINING PROVIDERS**

- 12.1 Claims for the remaining 70% course fee are to be submitted by approved training providers **via the online system**. The link to the system will be notified to approved training providers.
- 12.2 All documents submitted must be scanned from the original copies. Payment shall be made directly to the approved training provider based on the amount approved during the grant approval.
- 12.3 The course fee is paid via progress payments of 30:70. The 30% mobilisation fee of a total approved fee (training) will be paid upon approval of the training grant (one week before commencement of the training). The 70% course fee will be submitted no **more than six (6) months after completion of training**.
- 12.4 Training providers are only allowed to submit the claim upon completion of training. **No claims will be made between the training and upon completion of the training period without evidence of formal job placement by the trainees.**

**12.5 The 4% service fee will be imposed on the course fee for claims made by training providers.**

**12.6** The invoice should be addressed to HRD CORP with complete details, including training title and date of training, proposal/grant ID, amount, and notification on payment requested (30% or 70%). The summary of the submission is stated below:

Claim	Submission
30% mobilisation fee	Upon training, grant approval
70% remaining fee	Not more than six (6) months after completion of training

**12.7** 30% mobilisation fee will be paid upon training grant approval (within seven (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. HRD Corp reserves its rights to demand for refund of the 30% payment paid or to set-off the amount from the total 70% claims to be paid (if any) due to the non-fulfillment of the 80% attendance or withdrawal of trainees.

**12.8** The 70% claim submission must include an invoice, duly completed trainees' attendance form, income declaration, and trainee's offer letter or employment agreement. The payment is subject to fulfillment of a minimum of 80% attendance by each trainee. HRD Corp reserves the rights not to pay the 70% claim for trainee(s) who failed to be employed.

**12.9** 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 the proposal submission.

**12.10** In summary, the required documents for claim purposes are as follow:

Claim	Documents
30% mobilisation fee	<ul style="list-style-type: none"> <li>Itemised invoice</li> <li>Session plan</li> </ul>
70% remaining course fee	<ul style="list-style-type: none"> <li>Itemised invoice</li> <li>Duly completed Trainee Attendance Form</li> <li>Offer letter / Employment Letter or any supporting document to justify the employment of a trainee</li> </ul>

*\*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, 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 HRD Corp.*

- 12.11** Submission of 70% of course fee claim **more than 6 (six) months after the completion of training will not be entertained.** Furthermore, HRD Corp reserves the rights to demand for the 30% payment paid during grant approval or contra the amount from the total 70% claims to be paid due to the non-fulfillment of the 80% attendance, withdrawal of trainees, or trainees failing to be employed as per earlier approval.
- 12.12** For Remote Online Training (ROT), the training providers provide system-generated attendance reports detailing course titles, training dates, trainees' details, and the log-in & log-out time of each trainee.
- 12.13** 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.
- 12.14** Approved training providers must also ensure that training is conducted per session plan. Claim and trainee attendance forms must be verified and signed by approved training providers after the completion of training.
- 12.15** 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 from charging any additional fee to the trainees.
- 12.16** Financial assistance for the course fee and examination fee is one-off. Any revision or re-examination attempted by the trainees will be at the employer's / training provider's own cost.
- 12.17** If there is any false or misleading declaration on the course fees by the approved training providers, HRD Corp reserves its rights to demand for a refund of payment either wholly or partially and/or take necessary enforcement action.

**13. PROCEDURES FOR PLACEMENT JOB TRAINING (PJT) CLAIM SUBMISSION BY HRD CORP REGISTERED EMPLOYERS**

- 13.1** To encourage employment and ensure registered employers hire competent employees, HRD Corp provides Placement Job Training (PJT) allowance for the employers. This approach will be implemented when the employers utilise the levy by conducting training(s) for a certain period of employment.
- 13.2** The PJT is known as On the Job Training (OJT). It is a hands-on method of acquiring new skills, knowledge, and competencies needed for employees to perform a specific job within the workplace. Employees will

study in a new environment and will be required to comprehend the knowledge and abilities acquired during their training.

**13.3 Employers are given financial assistance for the Placement Job Training (PJT) allowance for up to six (6) months during the employment period of the trainees. However, employers are not entitled to claim PJT allowances if there are unnotified changes.**

**13.4** Employers need to submit the claim application through an online system ([https://sysapps.hrdcorp.gov.my/pnt2021\\_emp/public/](https://sysapps.hrdcorp.gov.my/pnt2021_emp/public/)) within six (6) months after completion of that monthly training.

**13.5** Employers are requested to provide the employee's payslip as evidence for the monthly claim.

**13.6 There is no levy reservation will be made for this allowance.** Payment reimbursement is based on the claim application and the remaining levy balance, whichever is lower. Any arrears and/or unpaid interest during submission will be offset before payment reimbursement is made. Below are the examples of scenarios:

<b>Scenario A:</b>	
Total claim submission	RM600.00
Remaining levy during submission	RM1000.00
Arrears and/or unpaid interest amount	None
Payment reimbursement amount	RM600.00

<b>Scenario B:</b>	
Total claim submission	RM600.00
Remaining levy during submission	RM400.00
Arrears and/or unpaid interest amount	None
Payment reimbursement amount	RM400.00

<b>Scenario C:</b>	
Total claim submission	RM600.00
Remaining levy during submission	RM1000.00
Arrears and/or unpaid interest amount	RM300.00
Payment reimbursement amount	RM300.00

Referring to scenario B, HRD Corp will make no following payment reimbursement to complete the amount based on the claim submission.

**13.7** Based on para 13.6, employers must monitor and be aware of their remaining levy amount before submitting a PJT claim.

**13.8** The payment will be made directly to the employers based on the approved claim within seven (7) working days.

**13.9** In summary, the required documents for PJT claim purposes are as follows:-

Process Flow	Information and Documents Required
PJT Allowance claim submission by HRD Corp registered employers	<ul style="list-style-type: none"> <li>▪ PJT plan</li> <li>▪ Details of vacancies</li> <li>▪ Trainee's details</li> <li>▪ Payslip</li> </ul>

**14. TRAINING EFFECTIVENESS EVALUATION (HRD-TEE)**

**14.1** HRD-TEE is a holistic approach to assessing specific training courses and schemes divided into two (2) different assessments, Output, and Outcome.

**14.2 Output Assessment: -**

**14.2.1** This Output Assessment aims to assess the immediate reaction and obtain trainees' feedback on the course.

**14.2.2** The training providers/trainers must ensure that all approved trainees under this scheme receive and complete the HRD Output Assessment Form on the final day of the course. The completed forms with signatures will be collected and summarised using the HRD Output Summary Template by the training providers/trainers (online & virtual training may use an online assessment form/platform to conduct the assessment).

**14.2.3** **The completed soft copy of the Output Summary Template must be submitted to HRD Corp within twenty-one (21) working days from the final course date via <https://traininghub.hrdcorp.gov.my/evaluation/>.**

**14.2.4** **This is a requirement that all approved training providers must adhere to. Failure to comply with this requirement may affect the approval of future applications to HRD Corp.**

**14.2.5** The form and template are accessible via the HRD Corp website: <https://hrdcorp.gov.my/hrd-tee/>, under the Resources section.



- 14.2.6** Training providers must keep the completed hard copy of the Output Assessment Forms for a minimum of five (5) years from the course's completion date for audit purposes by HRD Corp.

**14.3 Outcome Assessment: -**

- 14.3.1** The Outcome Assessment aims to assess the actual understanding and application after the training.
- 14.3.2** It will be issued to trainees at least six (6) months (max five (5) years) after the course ends to measure the achievement level of desired objectives of the scheme through identified leading indicators/learning objectives.
- 14.3.3** HRD Corp will send the assessment link via email/dedicated platform to all Trainees and are recommended to complete the assessment within the stipulated timeline.
- 14.3.4** Training providers/trainers must ensure that trainees' particulars and contact details, especially email addresses and phone numbers stated in course registration, are valid.

**15. LEGAL ACTION**

- 15.1** Employers/training providers are strictly advised to adhere to the terms and conditions stipulated in this guideline. **Legal action will be taken if any parties involved fail to comply with these requirements.**
- 15.2** Any person who makes in writing or signs any declaration, return, or other document required by the PSMB Act 2001 and/or any regulations made under the said Act which is untrue and/or incorrect in any, including the false or misleading statement or document or commits an offence and shall on conviction be liable to a fine not exceeding twenty thousand ringgit or imprisonment for a term not exceeding two years or to both.

**16. AMENDMENTS**

- 16.1** HRD Corp may change or amend these terms and conditions from time to time. HRD Corp registered employers, registered training providers, and trainees will be notified of any changes to strengthen the initiative's implementation.
- 16.2** For further information, please e-mail [hpccsupport@hrdcorp.gov.my](mailto:hpccsupport@hrdcorp.gov.my).