



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

MINISTRY OF HUMAN RESOURCES

CALL FOR PROPOSAL

**OKU TALENT ENHANCEMENT PROGRAMME
(OTEP)**

EFFECTIVE 20 SEPTEMBER 2022

Version 1

1.0 PURPOSE

- 1.1. This document is a guideline for HRD Corp registered training providers on submitting proposals for the OKU Talent Enhancement Programme (OTEP).

2.0 OBJECTIVES

- 2.1 HRD Corp, an agency under the Ministry of Human Resources, has been appointed to implement the OKU Talent Enhancement Programme (OTEP) programme for Persons with Disabilities (PWDs) in Malaysia. The objectives of the initiative are as follows:
 - 2.1.1 To assist Persons with Disabilities (PWDs) in securing job placement for them to become more productive and independent, as well as to equip them with the appropriate skills and contribute to the development of human capital and the national economy holistically.
 - 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 Persons with Disabilities (PWDs) in the workplace.

3.0 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.

4.0 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) holder	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.

5.0 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: -

Courses	Day
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.

6.0 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 fulfilment 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
1.	Hospitality Job Housekeeper / Travel Agent / Hotel Front Door Greeter / Bellhop / Concierge / Valet / Receptionist
2.	Writing Job Content Writer / Proof-reader / Translator / Social Media Specialist
3.	Driving Job E-hailing Driver / Home Delivery Operator
4.	Operations Business Auditor / Strategy Development / Advisory / Business Development
5.	Finance and Accounting Job

No.	Job Specific
	Financial Planner / Unit Trust Planner
6.	Food Service Food & Beverage (F&B) Operator / Supplier
7.	Physical General Job Landscaping Worker / Painter / Furniture Operator / Pest Control / Nursery Operator / Urban Farming / Florist
8.	On-the-Phone Jobs Call Centre Representative / Customer Service / Telemarketer / Mortgage Loan Processor
9.	Healthcare Job Massage Therapy / Personal Trainer / Telework Nurse / Child Caretaker
10.	Job with Animal Animal Breeder / Animal Trainer / Pet Sitter / Farm Worker
11.	Artistic Job Graphic Designer / Interior Designer / Video Editor / Photographer / Music Producer
12.	Sales Job Property Management / Sales & Marketer / Insurance Agent
13.	Cosmetology Job Mobile Spa Operator / Nail Technician / Manicurist / Barber / Hair Stylist
14.	Teacher Job Teaching / Tutor / Trainer / Mentoring
15.	Technical Job Technician / Handyman (Eg; 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.

7.0 PROPOSAL SUBMISSION

7.1 The proposal can be submitted via the online system (https://psmbapps.hrdcorp.gov.my/OTEP_PROPOSAL_TP/) from **20 September to 15 November 2022**. The date for future submissions will be notified after 15 November 2022 (if any).

7.2 There will be no charges imposed for the submission of proposals. Priority will be given to quality proposals that fulfil the objectives and

have the potential to achieve the desired outcome of the programme.

- 7.3** HRD Corp will provide feedback on the submission of proposals after the evaluation process within fifteen (15) working days from the submission date. HRD Corp reserves the right to reject/request additional information if the submission does not meet the requirement/objective of the programme.
- 7.4** For further information, please feel free to email us at hpcsupport@hrdcorp.gov.my.

PART 1: TRAINING PROVIDER BACKGROUND

1. Training Provider Name
.....

2. Registration Number
(MyCoID)

3. Address (Mailing)
.....
.....
.....

4. Contact Details
(Person in Charge)
Name/ Contact No./ Email
Address

5. Past record/ performance of the company (Please attach a separate list)

**Please provide a Certified Copy of the Latest SSM Company Search*

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

.....
Signature

Name:
Position:

.....
Company Official Stamp

Date:

PART 2: TRAINING PROGRAMME DETAILS

Section A: Course Details

1.	Course Title	Please provide the course title.
2.	Type of Course	Technical or non-technical
3.	Training Methodology	Classroom E-learning Hybrid Coaching Development Visual/Remote
4.	Skills Area	Please indicate the skills area.
5.	Duration (Days)	In units of actual training days and contact hours <i>Note:</i> <i>Please provide course duration in total training hours and training days. For example: 1 month/ 20 days/ 140 hours.</i>
6.	Level of Certification	Name of Certificate
7.	Certification Body (If Applicable)	Indicate the awarding certification body of the programme in this column. Provide <u>comprehensive details</u> of the certification body <ul style="list-style-type: none"> • History of establishment; • Location of the establishment • Global/ industry recognition; • The certification process of a trainee upon attending the proposed course; and • Any other related information on the certification body. <p>Please attach the related document(s) to indicate the validity of the certification. Example: Letter of appointment or certificate, a sample of the certificate, photos of certification body; copy of the contract or other related documents as proof of appointment to conduct the programme.</p>
8.	Course Overview	Provide a <u>comprehensive overview</u> of the programme, which also includes the following information: <ul style="list-style-type: none"> • The value to the industry; • How well does the industry recognise this programme; • Justification for the training based on the identified skills gap. • How many future workers does the employer need? • What are the details of the job requirement?

9.	Prerequisites	SPM / STPM Diploma / Degree or Equivalent Others
10.	Course Objective	Please indicate the course objectives.
11.	Learning Outcome	Please indicate the learning outcome of the training.
12.	Course content	Please list down the outline of the course content.
13.	Learning Activities	Lecture Role Play Practical Exercise Case Studies Learning Activities Video Presentation Self- Evaluation Training Please explain how the proposed course will be conducted (full time)
14.	Target Group	Target Position, Target Sector/Industry, Target Location

Section B: Trainers

1	Trainer's Profile	Please provide the details of the trainer. (Attachment II)
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Section C: Supporting Documents and Additional Information

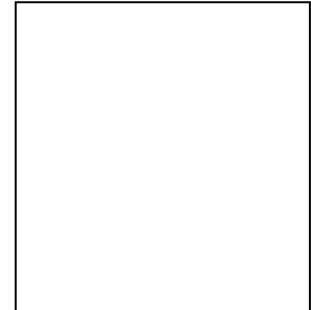
1. Brochure
2. Detailed Daily Training Schedule
3. Certification Supporting Evidence
4. TTT Certificate / TTT Exemption Issued by HRD Corp (except for seminar, conference and visiting trainers)
5. Certified Copy of Latest SSM Company Search for all Employers

Attachment I

COURSE CONTENT / HOURS

NO.	CONTENT / ACTIVITIES	OBJECTIVES	OUTCOMES	HOURS
1.				
2.				
3.				
4.				
5.				

TRAINER'S PROFILE



1.0 GENERAL INFORMATION

1.1 NAME :

1.2 I/C or PASSPORT NO. :

2.0 TRAINER'S PROFILE

2.1 ACADEMIC QUALIFICATION :

2.2 PROFESSIONAL MEMBERSHIP :

2.3 INDUSTRIAL EXPERIENCE :

2.4 OTHER RELATED STRENGTH(s) :

3.0 HRDF TTT CERTIFICATION (Please attach the copy of the TTT Certificate)

3.1 TTT CERTIFICATE NO. :

Note: Kindly attach the complete trainer's resume

PART 3

i. LIST OF EMPLOYERS / JOB PLACEMENTS

NO.	Employer Registration No (MyCOID)	Name of Employers	Employers' Contact Details	Job Title / Designation (Please attach the Job Description)	Minimum Requirement / Qualification of Candidate	No. of Vacancies Available	Salary Offered (RM)	I declare that all the information in the form and all accompanying information are true and correct, and I have not provided any false or misleading information (Signature by HR Manager or HR Director or Managing Director and Above and company stamp)
1.			PIC: Phone: Email: Website					
2.			PIC: Phone: Email: Website					
3.			PIC: Phone: Email: Website					

Note: Please provide the letter of commitment from each employer involved indicating the job placement requirement. Job Placement / Employment should not be less than six (6) months. Certified Copy of Latest SSM Company Search for all Employers

ii. PLACEMENT JOB TRAINING (PJT) – HRD Corp Registered Employers ONLY!

Month	Training Event/ Activity	Learning Outcome	Total Hours
E.g., 1 st Month	Java Programming	Learn programming techniques	40 hours

Note: This PJT schedule is required if the employers intend to claim PJT allowances

PART 4 - SCHEDULE OF PRICES

No.	Item	Description	Cost Per Group (20 pax) (RM)	Cost Per Pax (RM)	Justification & Detailed Calculation*
1	Trainer Fee	Trainer's fees			
		Trainer's flight & accommodation (if applicable)			
2	Venue Rental, Food & Beverage	a) Capped at maximum RM150/day/pax b) Not inclusive of lab equipment			
3	Training Materials	Inclusive of the following:- a) Consumables (e.g. stationeries) b) Printing of handouts c) Training Manual/Textbooks			
4	Facilities and Equipment	Inclusive of the following:- a) Software, hardware and learning tools (incl. non-venue related rentals, e.g. laptop rental) b) Access to online portals			
5	Examination Fee	Applicable to both non-certification and certification courses			
6	Certification Fee	Exclusive to certification programmes only			
7	Trainees Allowances & Accommodation	If applicable only.			
8	Profit Margin	Percentage calculated based on a total of all cost items excl. profit margin	(E.g. RM x,xxx)		x%
SUBTOTAL					
a.	SST (6%)				
GRAND TOTAL					

Note: Justification & detailed calculations for each item is mandatory. Please add additional rows, if needed, with a detailed explanation. The 4% service fee will be imposed on the course fee for claims made by training providers.