



**PEMBANGUNAN SUMBER MANUSIA BERHAD**  
(HUMAN RESOURCE DEVELOPMENT CORPORATION)  
**MINISTRY OF HUMAN RESOURCES**

**STRATEGIC INITIATIVES**  
**IMPLEMENTATION GUIDELINE**

**Recognition of Prior Experiential Learning**  
**(RPEL)**

VERSION 2  
4<sup>th</sup> October 2022

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

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

## **2. OBJECTIVES**

- 2.1 The objectives of the RPEL scheme are to:
- i. 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; and
  - ii. Contribute in producing trained and qualified skilled workers that will enhance the competitiveness of local industries in the global market.

## **3. 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;
  - ii. Individuals who have relevant years of experience with minimum three (3) years working experience as determined by the relevant certification bodies; and
  - iii. Age between 18 – 60 years old.

## **4. 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 are equivalence to Diploma or Level 4 according to pre-determined set of criteria by the Malaysian Qualification Framework (MQF) and other nationally recognised qualification framework such as the Australian Qualifications Framework (AQF), the Regulated Qualifications Framework (RQF) of England, and the Scottish Credit and Qualifications

Framework (SCQF). The certifications are regulated and accredited by authorities such as the Malaysian Qualification Agency (MQA) and the Australian Skills Quality Authority (ASQA).

- 4.3 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.
- 4.4 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.

## **5. ELIGIBILITY AND ROLES OF *PUSAT BERTAULIAH* / TRAINING PROVIDERS**

- 5.1 Only HRD Corp Registered training providers who have been registered for more than six (6) months and registered as *Pusat Bertauliah* under JPK are eligible to participate in the RPEL scheme.
- 5.2 Training providers 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 a Training Provider is required to submit their proposal to HRD Corp for approval. It is compulsory for Training Provider to provide the Certification of Accreditation Training Centre.
- 5.3 An individual will be allowed to be a director for only one (1) registered Training Provider.
- 5.4 Appointed Training Provider must conduct the programme within three (3) months upon signing of the Letter of Appointment (LOA) and ensure the commencement and completion of the programme courses as per the Letter of Appointment.
- 5.5 Training Providers are responsible to ensure the certification programmes are conducted based on the grant approval by HRD Corp and in compliance with the requirements of the related certification body (if any).
- 5.6 For certification courses, Training Providers need to ensure that all trainees have obtained their certificates.

- 5.7 Training Providers are responsible for the certification programme that does not meet the criteria of claim submission under HRD Corp.
- 5.8 Training Provider is 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.
- 5.9 Employee is eligible to participate by level and single tier ONLY. **Employee with Diploma/ Degree/ Master/ Phd is eligible to participate provided that the particular qualification is not related with the current experience.**
- 5.10 Training provider is 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.
- 5.11 Each trainee ONLY entitles to attend one approved course under the RPEL scheme as to widen the opportunity for other Malaysian employees to be certified.

## **6. ELIGIBILITY AND ROLES OF EMPLOYERS**

- 6.1 All employers are eligible to participate in the RPEL scheme. For HRD Corp-registered employer, application can be submitted directly to HRD Corp. Meanwhile, non-HRD Corp registered employer can participate through HRD Corp registered training provider.
- 6.2 **Each HRD Corp registered employer can only submit a maximum of fifty (50) employees per application and each employee is only entitled to participate ONCE** in the RPEL scheme to widen the opportunity for other Malaysian employees to be certified.
- 6.3 Employers need to ensure the trainees have fulfilled the pre-requisites as required by the RPEL scheme.
- 6.4 Employee is eligible to participate by level and single tier ONLY. **Employee with Diploma/ Degree/ Master/ Phd is eligible to participate provided that the particular qualification is not related with the current experience.**
- 6.5 **Employers need to ensure all employees have obtained their certification.**

- 6.6 Employers are responsible for the cost programme that does not meet the criteria of claim submission under HRD Corp.

## 7. ELIGIBILITY AND ROLES OF INDIVIDUAL

- 7.1 Malaysian workers are eligible to participate in this scheme however, they need to register with JPK through HRD Corp RPEL implementation.
- 7.2 **Each individual is only entitled to participate ONCE and participate via level ONLY.** However, **individual with Diploma/ Degree/ Master/ Phd is eligible to participate provided that the particular qualification is not related with the current experience.**
- 7.3 JPK can make the determination that the individuals may register themselves and apply through **the MySpike system.**
- 7.4 JPK is responsible in **ensuring all trainees fulfil the eligibility requirements of the RPEL scheme** and the criteria set based on the *Pengiktirafan Pertauliahan Terdahulu (PPT)* guideline before registering in MySpike.
- 7.5 Trainee needs to ensure that, they have obtained their certification upon completion of the programme.

## 8. PROPOSAL SUBMISSION BY TRAINING PROVIDERS

- 8.1 Training Providers may request for financial assistance from HRD Corp to certified the Malaysian workers upon completion of certification programme.
- 8.2 HRD Corp will fully fund the **course fee up to RM2,000 per trainee.** This applies only for certification fees and other costs incurred throughout the certification process. However, the cost for competency gap training is not covered by HRD Corp The breakdown as below:
- i. JPK Certification – RM1,000 + RM300 (JPK Registration fee); or
  - ii. Selected Certification Body – RM1,000 + subject to the fee by certification body (per trainee).
- 8.3 There are **no meal and/or travel allowances provided** for trainees under the RPEL scheme. **No additional charges can be imposed on trainees** such as registration fee, exam fee and other additional equipment fees.

- 8.4 Training Providers are required to provide the breakdown of fees for HRD Corp to evaluate and consider the financial assistance. The approval amount will be based on the evaluation process by HRD Corp.
- 8.5 Please refer to the format of proposal (CALL FOR PROPOSAL) as per Appendix A.
- 8.6 Training providers are required to complete Part 1-4 as listed below:
- i. Part 1: Training Provider / *Pusat Bertauliah* Details;
  - ii. Part 2: Programme Details;
  - iii. Part 3: Internal Assessor Details; and
  - iv. Part 4: Schedule of Prices.
- 8.7 Training providers are required to provide additional document(s) during proposal submission such as:
- i. Detailed programme schedule;
  - ii. Framework of certification (Under the Selected Certification Body);
  - iii. Letter of Authorization from certification body (stamped) and/or a copy of certification supporting evidence (if any); and
  - iv. Letter of Commitment from Employer with Company Stamp (List of potential employees recruited).
- 8.8 **Any changes of Certification Body upon proposal approval are strictly prohibited.**
- 8.9 The RPEL certification process is expected to be completed within six (6) months.
- 8.10 Any insufficient information or document(s) will be queried. Training providers need to reply to the queries within fourteen (14) days from the date of the query letter.
- 8.11 The proposal submitted will be evaluated by the Secretariat before tabling it in the Selection Committee (SC) for consideration and recommendation for approval. The letter of appointment or rejection letter will be sent to the Training Providers upon completion of assessment, deliberation at SC and approval by the management of HRD Corp.

- 8.12 Training providers are required to provide a list of potential employers and list of potential trainees together with Letter of Intent by the employers.

## **9. PROPOSAL SUBMISSION BY EMPLOYERS**

- 9.1 Registered employers under HRD Corp may request for financial assistance from HRD Corp to certified the Malaysian workers upon completion of certification.
- 9.2 HRD Corp will fully fund the **course fee up to RM2,000 per trainee**. This applies only for certification fees and other costs incurred throughout the certification process. However, the cost for competency gap training is not covered by HRD Corp The breakdown as below:
- i. JPK Certification – RM1,000 + RM300 (JPK Registration fee); or
  - ii. Selected Certification Body – RM1,000 + subject to the fee by certification body (per trainee).
- 9.3 There are **no meal and/or travel allowances provided** for trainees under the RPEL scheme. **No additional charges can be imposed on trainees** such as registration fee, exam fee and other additional equipment fees.
- 9.4 Employers are required to provide the breakdown of fees for HRD Corp to evaluate and consider the financial assistance. The approval amount will be based on the evaluation process by HRD Corp.
- 9.5 Please refer to the format of proposal (CALL FOR PROPOSAL) as per Appendix A.
- 9.6 Training providers are required to complete Part 1-3 as listed below:
- i. Part 1: Training Provider/ *Pusat Bertauliah* Details;
  - ii. Part 2: Programme Details; and
  - iii. Part 3: Schedule of Prices.
- 9.7 Employers are required to provide additional document(s) during proposal submission such as:
- i. Detailed programme schedule;
  - ii. Framework of certification (Under the Selected Certification Body);

- iii. Letter of Authorization from certification body (stamped) and/or a copy of certification supporting evidence (if any); and
  - iv. Letter of Commitment from Employer with Company Stamp (List of potential employees recruited).
- 9.8 **Any changes of Certification Body upon proposal approval are strictly prohibited.**
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- 9.10 Any insufficient information or document(s) will be queried. Training providers need to reply to the queries within fourteen (14) days from the date of the query letter.
- 9.11 The proposal submitted will be evaluated by the Secretariat before tabling it in the Selection Committee (SC) for consideration and recommendation for approval. The letter of appointment or rejection letter will be sent to the Employers upon completion of assessment, deliberation at SC and approval by the management of HRD Corp.
- 9.12 Employers are required to provide a list of potential employees together with Letter of Intent by the Employers itself.

## **10. PROCEDURES TO SUBMIT GRANT APPLICATION BY TRAINING PROVIDERS / EMPLOYERS AND APPROVAL OF TRAINING GRANT APPLICATIONS**

- 10.1 Training Providers / Employers are required to submit grant application via RPEL online system at least one (1) week (seven (7) working days) before the commencement date of the programme. Training Providers / Employers are advised to submit the application in advance to ensure that the approval is given before the commencement date of programme.
- 10.2 Any changes or cancellation on the approved certification programme must be notified to HRD Corp at least three (3) working days before the commencement date of the programme. The certification programme must be in line with the total programme days as proposed to and approved by HRD Corp.
- 10.3 The supporting documents needed during the grant application are as follows:



- a) Trainees:
- i. A copy of MyKad (Identity Card);
  - ii. A copy of Diploma or Degree for those with highest qualifications;
  - iii. Copy of *Ringkasan Permohonan SKM secara PPT*/ Offer letter from the selected certification body;
  - iv. Letter of employment from employer; and
  - v. Invoice of registration fee to JPK / selected certification body.
- 10.4 All the supporting documents need to be uploaded during the online application.
- 10.5 The maximum number of trainees per grant application is **fifty (50)** per batch.
- 10.6 Training Providers / Employers must ensure the information keyed into the system is accurate. Any incorrect information or insufficient documents will be queried or rejected. Training providers / Employers need to reply to the queries within three (3) days before the commencement date of the training.
- 10.7 The officer in-charge will process the applications within forty-eight (48) hours (working days) upon submission by the Training Providers / Employers.
- 10.8 Replacement of trainees is strictly prohibited upon approval. If the approved trainees withdraw during programme period, no claim shall be made.
- 10.9 Once the grant application has been approved, an email of notification will be sent to the appointed Training Provider / Employer. The details of the approved amount for the course fee will be detailed in the email.
- 10.10 Training Providers / Employers are strictly prohibited to start the programme prior to the grant approval.
- 10.11 Employer is required to **select their preferred *Pusat Bertauliah* or Appointed Vendor from the dropdown list in the system**, in order to proceed with the application.

## **11. SUBMISSION OF TRAINEES' APPLICATION BY INDIVIDUAL**

- 11.1 Interested individual are **required to undergo the registration process with JPK through the MySpike system**. Individual must choose HRD Corp as ***Agensi Penaja*** during submission of the application in MySpike system.
- 11.2 **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 Pertauliahan Terdahulu (PPT)* guideline.
- 11.3 HRD Corp will pay the registration fees of the trainees directly to JPK. **HRD Corp will only support the registration fee of RM300 per individual.**
- 11.4 **The said individual is responsible for any additional costs incurred.**

## **12. CLAIMS PROCEDURE**

- 12.1 HRD Corp will reimburse the registration fee directly to JPK / selected certification body upon grant approval. The remaining balance of RM1,000 will be reimbursed upon completion certification to the Training Providers / Employers. Payment shall not be made if the trainees fail or withdraw in the certification programme, if any.
- 12.2 Submission of claims by appointed Training Providers / Employers should be made within six (6) months after the completion of the certification. Payment shall not be made if the claim submitted after six (6) months upon completion of the certification.
- 12.3 Any changes of Certification Body upon claim submission are strictly prohibited.
- 12.4 Training Providers / Employers are required to submit the supporting documents to HRD Corp during claim submission. The supporting documents needed are as follows;
- i. Claim Form;
  - ii. Invoice (from appointed Training Provider / Employer); and
  - iii. JPK Certificate / Dual certificate (For joint venture of training provider / employer with HRD Corp) / *Borang Permohonan Persijilan Kemahiran Malaysia Melalui Kaedah PPT JPK/PPT/3/5-2021*.

- 12.5 Approved payment will be credited within fourteen (14) working days from the date HRD Corp receives the complete documents.
- 12.6 Actions will be taken if appointed Training Provider / Employer provide any false or misleading documents during claim submission. HRD Corp reserves the right to request repayment either wholly or partially from the reimbursed payment.

### **13. LEGAL ACTION**

- 13.1 Appointed Training Providers / Employers are required to adhere to the terms and conditions stipulated in this guideline. Legal actions will be taken if any of the parties involved fail to comply with the requirements.
- 13.2 Appointed Training Providers / Employers are not allowed to appoint or engage with any out-source agents for the purpose of participants' recruitment under this scheme. If so, the approval will be terminated immediately.

### **14. AMENDMENTS**

- 14.1 HRD Corp may change or amend the guideline made from time to time to strengthen the implementation of RPEL scheme. Any changes will be uploaded onto the HRD Corp official website.

APPENDIX A



**PEMBANGUNAN SUMBER MANUSIA BERHAD  
(HUMAN RESOURCE DEVELOPMENT CORPORATION)  
MINISTRY OF HUMAN RESOURCES**

**STRATEGIC INITIATIVES  
CALL FOR PROPOSAL**

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

VERSION 2

**PART 1: TRAINING PROVIDER BACKGROUND**

1. Training Provider Name .....  
.....
  
2. Registration Number .....  
(MyCoID) .....
  
3. Registration Date .....
  
4. Address (Mailing) .....  
.....  
.....  
.....
  
5. Contact Details .....  
(Person in Charge) .....  
Name, Contact No. & Email Address .....  
.....
  
6. **Attachment of TP Registration  
Certification, Past record,  
performance of the company,  
*Pusat Bertauliah* certificate.**

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

.....  
Signature

.....  
Company Official Stamp

Name:  
Position:

Date: .....

**PART 2: PROGRAMME DETAILS**

**Course Details**

<b>1.</b>	<b>Course Title</b>	Please provide the course title
<b>2.</b>	<b>Course Overview</b>	Provide <b><u>comprehensive overview</u></b> of the programme which also includes the following information: <ul style="list-style-type: none"> <li>• The value to the industry</li> <li>• How well is this programme recognised by the industry</li> <li>• Justification for the certification course based on the identified skills gap.</li> </ul>
<b>3.</b>	<b>Course Objectives</b>	
<b>4.</b>	<b>Methodology</b>	Portfolio development / practical assessment
<b>5.</b>	<b>Learning Outcome</b>	
<b>6.</b>	<b>Duration (Days)</b>	Please provide duration of the programme. For example: 1 month/ 20 days/ 140 hours.
<b>7.</b>	<b>Level of Certification</b>	<ul style="list-style-type: none"> <li>• Level 3</li> <li>• Level 4</li> <li>• Diploma or its equivalent</li> </ul>
<b>8.</b>	<p><b>Copy of JPK Approval Letter on Pertaualiahan secara Pengiktirafan Pencapaian Terdahulu (PPT)</b></p> <p>or</p> <p><b>Certification Body</b></p>	<p>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;</p> <p>or</p> <p>Indicate who provide the certification of the programme on this column. Provide <b><u>comprehensive details</u></b> on certification body;</p> <ul style="list-style-type: none"> <li>• History of the establishment;</li> <li>• Location of the establishment</li> <li>• Global/ industry recognition;</li> <li>• The certification process of trainee upon attending the proposed course; and</li> <li>• Any other related information on certification body</li> <li>• Sample of certificate given to trainee(s).</li> </ul>

		Documentary evidence for the proposed certification (e.g. Letter of Authorisation from Certification Body). Training providers are required to provide Certified True Copies (CTC) of the document in hard copy to HRD Corp.
9.	<b>Target Employer &amp; Target Trainees</b>	Target Sector/Industry, Target Location ( List of potential trainees)
10.	<b>Proposed Outcome</b>	

### Supporting Documents and Additional Information

1. Course Content
2. Detailed Programme Schedule
3. Certification Supporting Evidence
4. Framework of certification ( Under the Selected Certification Body)
5. Letter of Commitment from Employer with Company Stamp

**COURSE CONTENT / HOURS**

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



**PART 3: INTERNAL ASSESSOR DETAILS**



**Assessor Name:**

**I/C or Passport No:**

**Academic Qualification:**

**Professional Membership:**

**Industrial Experience:**

**Other Related Strength(s):**

**Professional Certificate:**

Note: Kindly attach the complete internal assessor's resume

**PART 4 - SCHEDULE OF PRICES**

No.	Item	Description	Cost Per Pax (RM)	Justification & Detailed Calculation*
1	<b>Total Proposed Pax</b>	As proposed		
2	<b>Assessor Fee</b>	Assessor's fees (including advisory and coaching)		
3	<b>Facilities and Equipment</b>	Inclusive of the following:- a) Software, hardware and learning tools (incl. non-venue related rentals, e.g. laptop rental) b) Access to online portals c) Consumable training materials		
4	<b>Certification Fee</b>	Exclusive to certification programmes only		
5	<b>Profit Margin (20%)</b>	Percentage calculated based on total of all cost items excl. profit margin		
<b>SUB TOTAL</b>				
6	<b>SST (6%)</b>			
<b>GRAND TOTAL</b>				
<p>Note: Justification &amp; detailed calculations for each item is mandatory. Please add additional rows if needed, with details explanation. <b>Subject to 4% PSMB Service Fee as per Master Service Agreement starting 1 Feb 2021.</b></p>				

**PROPOSAL CHECKLIST**

**1. Training Provider's Background**

1.1 TP Registration Certification

1.2 Past Record

1.3 Performance of the company

**2. Course Title**

**3. Course Overview**

**4. Learning Outcome(s)**

**5. Course Content(s)**

5.1 Detailed Certification Modules

**6. Duration of Certification Programme**

**7. Assessor's Profile**

7.1 Assessor's Resume and a copy of Professional Certification

**8. Certification**

8.1 Letter of Authorization from *Pusat Bertauliah* Certificate /  
Certification Body (Stamped)

**9. Course Fee**

9.1 Schedule of Prices

**10. Other Supporting Document(s) – if any**