



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

STRATEGIC INITIATIVES
IMPLEMENTATION GUIDELINES

RiSE4WRD FOR INDUSTRY4WRD 2022

VERSION 4
4th October 2022

1. PURPOSE OF THE GUIDELINE

- 1.1 The purpose of this guideline is to inform employers, appointed training providers and trainees on the procedures and the implementation mechanism of the RiSE4WRD for Industry4WRD program. This is a strategic initiative program by Human Resources Development Corporation (HRD CORP) an agency under the Ministry of Human Resources (MOHR) in collaboration with The Ministry of International Trade and Industry (MITI).
- 1.2 The aim of this program is to support companies and their participation in the Readiness Assessment program/assessment under the MITI's Industry4WRD initiative.

2. OBJECTIVES

- 2.1 The objectives of the RiSE4WRD for Industry4WRD are as follows:
 - i. Provide a platform for SMEs, which undergone Readiness Assessment (RA) and in identifying suitable training programs in line with the recommendation made in the report from the Industry4WRD initiatives;
 - ii. Provide opportunities for Malaysian employers to fund relevant training in accordance to company's operation and initiatives that support highly skilled workforce;
 - iii. Intend to accelerate and spur the high technology adoption process in the manufacturing sector; and
 - iv. Ensure people's readiness of the SMEs prior to the high technology adoption plan.

3. TARGET GROUP

- 3.1 The target group for the RiSE4WRD for Industry4WRD is **Malaysian SME Employers** who have participated in the Industry4WRD Readiness Assessment (RA) program and will be implementing the plan and recommendation as suggested provided in the RA report. The intended trainee is only Malaysian/local resident only.

4. TRAINING COURSES

- 4.1 The courses offered under RiSE4WRD are based on industry needs and technical in nature.
- 4.2 The proposal must address the skills gaps, which have been identified under the Readiness Assessment report which supports the technological changes of the company plans to embark on.
- 4.3 The proposed training program can be sourced from the appointed training providers or vendors engaged by the employers and must be registered with HRD Corp.
- 4.4 All training courses will be assessed and evaluated by a Selection Committee that consists of representatives from the HRD CORP management team and relevant agencies from private and government sectors.

5. ELIGIBILITY AND ROLE OF TRAINING PROVIDERS

- 5.1 Only HRD Corp Registered training providers who have been registered for more than 6 months are eligible to participate in the RiSE4WRD programme.
- 5.2 An individual will be allowed to be a director for only one (1) registered Training Provider.
- 5.3 Appointed Training Provider must conduct the training within three (3) months upon signing of the Letter of Appointment (LOA) and ensure the commencement and completion of the training courses as per the Letter of Appointment.
- 5.4 Training Providers are allowed to choose the type of training based on the training requirements (face-to-face or remote-online-training). The maximum number of trainees for each class is twenty-five (25) pax. Training providers are not allowed to request for additional quota to maximize the number of trainees, if the approval given is less than twenty-five (25) pax upon proposal approval.
- 5.5 The appointed Training Providers must ensure all participants attend the training and need to record their attendance using the attendance form (face-to-face) or clock-in and clock-out attendance (remote-online-training).

- 5.6 Training Providers are responsible to ensure the training sessions are conducted based on the grant approval by HRD Corp and in compliance with the requirements of the related certification body (if any).
- 5.7 For certification courses, Training Providers need to ensure that all trainees have obtained their certificates.
- 5.8 Training Providers are responsible for the cost of training for any training that does not meet the criteria of claim submission under HRD Corp.
- 5.9 Training must be conducted at a convenient venue and the appointed Training Providers is required to provide all necessary facilities during the training.
- 5.10 All training providers including vendors under the RiSE4WRD program are required to be registered with HRD CORP (exception only for those on case-by-case basis where the service provider maybe supplier of machineries/equipment etc and provide relevant training which is subject to Selection Committee approval) and fulfil all existing requirements and conditions. They should also engage in collaborations with employers to fulfil the RA outcome on the aspect of the people.
- 5.11 Training providers are responsible to ensure that the training session is being conducted and fulfils the requirements from the related certification body (if any).
- 5.12 Appointed training providers must also ensure and fulfil the standard requirement set by HRD CORP in ensuring the completion of the training program is successful and participants passed the necessary assessment, if any.

6. ELIGIBILITY AND ROLE OF EMPLOYERS

- 6.1 The focus of this initiative is for employers of SME companies from manufacturing & its related services and registered with HRD Corp and no arrears of levy. SMEs who wish to participate in this programme are required to undertake Readiness Assessment (RA) programme under INDUSTRY4WRD Policy initiated by the Ministry of International Trade and Industry(MITI).

- 6.2 The RA is a comprehensive programme to help SMEs assess their capabilities and readiness to adopt Industry 4.0 technologies and processes, using a pre-determined set of indicators to understand their present capabilities and gaps. SMEs which participated in this exercise will receive a report and the proposed intervention in the three shift factors: People, Process and Technology.
- 6.3 The shift factor on People will be the reference point in the RiSE4WRD submission. SMEs are required to plan and review their human capital reskilling and upskilling objectives based on the identified People shift factor and collaborate with suitable/relevant training provider or vendor.
- 6.4 Each employee is only entitled to attend one approved course under the RiSE4WRD to encourage more skilled workers creation.

7. PROPOSAL SUBMISSION AND APPROVAL OF GRANT

- 7.1 Employers are required to submit their proposals to HRD Corp via RiSE4WRD on-line application system. Employers must ensure that the appointed training provider is registered with HRD CORP however exception will be given on case-by-case basis for vendor/supplier by the Selection Committee.
- 7.2 HRD CORP will review the proposal through relevant channels of evaluation and approval through a Selection Committee.
- 7.3 Upon approval from the HRD CORP on the proposal, the appointed Training Provider or vendor must register the approved training program indicating programs and its details and trainees' information into HRD CORP's on-line application system at least three (3) working days before the commencement of the planned training.
- 7.4 The appointed training providers are required to keep a hardcopy of the training registration and participant details for any inspection purposes. Any changes to the participant details are to be notified to the HRD CORP at least one (1) day before training commencement.
- 7.5 In a situation where the employer sources the training from the OEM (Original Equipment Manufacturer) with such training not being available from local appointed training providers, employers may apply for grant approval in advance by providing the supporting documents as justification.

- 7.6 Upon grant approval from HRD CORP, employers are responsible to ensure the appointed training providers or vendors carry out the training programs accordingly within training duration of three (3) months.
- 7.7 HRD Corp reserves the right to deduct or reject the proposed financial assistance for the course fee if it does not follow the allowable cost matrix or exceed the market price.
- 7.8 Any insufficient information or document(s) will be queried. Employers needs to reply to the queries within fourteen (14) days from the date of query letter.
- 7.9 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 approval 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. PROCEDURES TO SUBMIT GRANT APPLICATION BY TRAINING PROVIDERS AND APPROVAL OF TRAINING GRANT APPLICATION.

- 8.1 Training Providers are required to submit grant application via RiSE4WRD online system at least one (1) week (seven (7) working days) before the commencement date of the training. Training Providers are advised to submit the application in advance to ensure that the approval is given before the commencement date of training.
- 8.2 Any changes or cancellation on the approved training must be notified to HRD Corp at least three (3) working days before the commencement date of the training. The training schedule must be in line with the total training days/hours as proposed to and approved by HRD Corp.
- 8.3 The supporting documents needed during the grant application are as follows:
 - a) Training:
 - i. A copy of stamped Letter of Approval;
 - ii. Course content (training schedule with date, location & time);
 - iii. Schedule of fee; and
 - iv. List of proposed trainees.

b) Trainees:

- i. A copy of MyKad (Identity Card); and
- ii. Trainee is not allowed to participate in RiSE4WRD training if they have joined it in the previous years.

- 8.4 All the supporting documents need to be uploaded during the online application. Training providers are required to keep a hardcopy of the supporting documents for the purpose of inspection. HRD Corp has the rights to request the original documents for inspection purposes.
- 8.5 The maximum number of trainees per grant application is twenty-five (25) per class. Combination of classes is prohibited.
- 8.6 Training Providers must ensure the information keyed into the system are accurate. Any incorrect information or insufficient documents will be queried or rejected. Training providers need to reply to the queries within three (3) days before the commencement date of the training.
- 8.7 The officer in-charge will process the applications within forty-eight (48) hours (working days) upon submission by the Training Providers.
- 8.8 Replacement of trainees is strictly prohibited upon approval. If the approved trainees withdraw during training period, no claim shall be made.
- 8.9 Once the training grant application has been approved, an email of notification will be sent to the appointed Training Provider. The details of the approved amount for the course fee as well as other allowable costs (if any) will be detailed in the email.
- 8.10 Training Providers are strictly prohibited to start any training prior the grant approval.

9. INSPECTION

- 9.1 HRD Corp will conduct verification visit(s) to the training venue to inspect the compliance, attendance of trainees and other related documents needed. Appointed Training Providers must give their fullest cooperation to HRD Corp officers during the visit.

- 9.2 Appointed Training Providers must ensure all trainees attend the classes as required and monitor the attendance thoroughly.
- 9.3 For online training, verification will be conducted through the online platform. Therefore, the link of the online classes should be emailed to InspectorateGroup@hrdcorp.gov.my at least twenty-four (24) hours before the training commences.
- 9.4 Actions will be taken on appointed Training Providers who do not comply with this guideline.
- 9.5 HRD Corp Inspectorate Officers will be given the authority to do the necessary for inspection purposes including interviewing trainees and taking photographs and/or video of the classes in session.

10. CLAIM PROCEDURE BY TRAINING PROVIDERS

- 10.1 Submission of claims by appointed Training Providers should be made within three (3) months after the training are completed. Payment shall not be made if the claim submitted after three (3) months upon completion of the training.
- 10.2 Payment of course fees will be made in stages is as follows to the appointed Training Providers:
 - i. 30% upon training grant approval to the appointed training provider for training initiation purposes. The appointed training provider and or OEM vendors are to be committed into execution of the training program. HRD CORP reserves its rights to demand for refund of 30% payment paid to the appointed training provider due to non-fulfilment of the training execution; and
 - ii. Balance of 70% of grant is to be claimed by the appointed training provider upon completion of the training program with full compliance and completion of the training of minimum 80% attendance for each trainee.
- 10.3 Documents that are required to be submitted for the 70% balance payment are the online scanned original copy by the appointed training provider with the following documents:

- i. Claim Form PSMB/RF/1/2021;
- ii. Invoice;
- iii. Attendance Form PSMB/RF/1/2021;
- iv. Relevant certificate of Completion of Training / Certification; and
- v. Output assessment.

10.4 Any changes of Certification Body upon claim submission are strictly prohibited.

10.5 Approved payment will be credited within fourteen (14) working days from the date HRD Corp receives the complete documents.

11. TRAINING EFFECTIVENESS EVALUATION (HRD CORP-TEE)

11.1 HRD CORP-TEE is a holistic approach in assessing specific measures for training courses and programs that are divided into two (2) different assessments: Output and Outcome. The higher the level, the more valuable the information and significance it has to the overall training course and program.

11.2 Output Assessment:

- i. The purpose of this Output Assessment is to assess the immediate reaction and to obtain feedback of the trainees who attended the course.
- ii. Employers or their appointed training provider must ensure that all approved trainees under this program receive and complete the HRD CORP Output Assessment Form on the final day of course. The completed forms with signatures are to be collected and summarised using the HRD CORP Output Summary Template.
- iii. The completed soft copy of the Output Summary Template must be submitted to HRD CORP within 21 working days upon completion of the training via <https://traininghub.hrdcorp.gov.my/evaluation/>. This is a mandatory process that appointed training providers must adhere to.
- iv. Forms and templates can be accessed through the HRD Corp website: <https://hrdcorp.gov.my/hrd-tee/>.
- v. Training Providers must keep the completed hard-copy of the Output Assessment Forms for a minimum of 5-year from the completion date of course for audit purposes by HRD CORP.

11.3 Outcome Assessment:

- i. The purpose of the Outcome Assessment is to assess the actual understanding and the application of the training once it has been completed.
- ii. The Outcome Assessment is issued to trainees at least six (6) months (max 5 years) after the course has ended. It indicates whether trainees have successfully achieved the desired objectives of the training through identified leading indicators / learning objectives.
- iii. HRD CORP will send the assessment link via email/dedicated platform to all participating trainees. Trainees are strongly encouraged to complete the Outcome Assessment within the stipulated time frame given.
- iv. Training provider/trainers must ensure that their trainees' information and contact details, specifically their email addresses from the course registration are valid.

12. LEGAL ACTION

- 12.1 Appointed Training Providers 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.
- 12.2 Appointed Training Providers 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.

13. AMENDMENTS

- 13.1 HRD CORP may change or amend these terms and conditions from time to time. Appointed Training Providers and trainees will be notified on any changes made to strengthen the implementation of the RiSE4WRD program via HRD Corp website.

APPENDIX A



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

**STRATEGIC INITIATIVES
CALL FOR PORPOSAL**

(RiSE4WRD FOR INDUSTRY4WRD)

VERSION 4

PROPOSAL SUBMISSION GUIDELINE

<p>Please provide training courses that have been recommended or identified through the Readiness Assessment (RA) and in line with the technology transformation planned for the company. The following is the information required given as a guideline for submission.</p>		
2.1	Company & Employee Detail	<ul style="list-style-type: none"> a) HRD CORP registered company Non-registered company to refer employersupport@hrdcorp.gov.my for registration. b) Cover letter c) Readiness Assessment (RA) report d) Employees' detail <ul style="list-style-type: none"> i. Name: ii. IC No: iii. Nationality: iv. Age: v. Qualification: vi. Years in service: vii. Current position:
2.2	Training Provider / Vendor Detail	<ul style="list-style-type: none"> a) Training Provider's Profile b) Training Provider registered with HRD CORP c) Justification if non-registered training provider / vendor engaged: d) Trainer's profile e) Record of past performance f) Schedule of Prices <p>Employer to get the above details from the engaged training provider</p>

2.3	Program / Course Detail	<ul style="list-style-type: none">a) Program/Course Title:b) Level:c) Course Duration:d) Venue:e) Type of each course accordingly; Classroom / E-learning / Blended / Coaching / Development / Visual / Remotef) Certification or non-certification:g) Certificate level & certification body - Please specify the course certification and its certification body with certificate copy/evidence (for course with certification only)h) Course overview including how important is the skills required for employee in addressing the technology gap.i) Course objectivesj) Course content and learning outcome to accomplish for each module.k) Skill Focus Area or IR4.0 Pillar:l) Duration of the course – Actual training days / hours with breakdown by each daym) Training Schedulen) Training pre and post evaluation sample <p>Employer to get the above details from the engaged training provider</p>
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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 of 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 total of all cost items excl. profit margin	(e.g. RM x,xxx)		x%
SUB TOTAL					
a.	SST (6%)				
GRAND TOTAL					
<p>Note: Justification & detailed calculations for each item is mandatory Subject to 4% PSMB Service Fee as per Master Service Agreement starting 1 Feb 2021.</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 Daily Training Schedule

6. Duration of Training

7. Trainer's Profile

7.1 Trainer's Resume and a copy of TTT Certification/TTT Exemption

8. Certification

8.1 Letter of Authorization from Certification Body (Stamped)

9. Course Fee

9.1 Schedule of Prices

10. Other Supporting Document(s) – if any