



**HRD CORP SIGNATURE
PROGRAMMES:
TERMS & CONDITIONS (T&Cs) FOR
EMPLOYERS**

OVERVIEW

This document is intended to guide employers on the various scenarios and elements of training which may occur when participating in HRD Corp Signature Programmes. These terms and conditions (T&Cs) are unique to HRD Corp Signature Programmes and are not interchangeable with the T&Cs of other initiatives.

1. Attendance Rate

- a) Employers are required to ensure that trainees (employees) attend all classes and obtain at least 80% attendance rate to ensure proper knowledge transfer and issuance of certificates / certification upon completion.
- b) Employers are also required to consent to **50%** of their levy being deducted although trainees (employees) are unable to achieve the minimum attendance rate as stipulated by the Training Provider (TP).

2. Withdrawal/Modification of Application(s)

Employers are allowed to withdraw or modify their online application under the following circumstances:

- a) Replacement of trainee(s) – For example, if the trainee(s) is unable to attend the training due to unforeseen circumstances, then the employer is allowed to replace the trainee with another employee **AT LEAST ONE (1) WORKING DAY BEFORE COMMENCEMENT OF CLASSES**. The employer is required to cancel the current application and resubmit a new one with a new list of trainees.
- b) Withdrawal of trainee(s) – For example, if the trainee(s) is unable to attend the training due to unforeseen circumstances and has no replacement, the employer is allowed to cancel the application for this trainee **AT LEAST ONE (1) WORKING DAY BEFORE COMMENCEMENT OF CLASSES**. The employer is required to cancel the current application and resubmit a new one with a new list of trainees.

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- c) Rescheduling of classes – For example, the employer needs to reschedule training for any legitimate reason (example: natural disaster, business downsizing, technical issues, Pandemic, etc.) then the employer is allowed to do so and **inform the Training Provider AT LEAST ONE (1) WORKING DAY BEFORE COMMENCEMENT OF CLASSES**. The employer is required to cancel the current application and resubmit a new one for the new date(s).

3. Claimable Elements

All HRD Corp Signature Programmes fall under the **public courses** category. Additionally, the **course fees are in line with the Allowable Cost Matrix (ACM), therefore are considered 100% claimable as per charged**.

- c) The allowable claim elements are dependent upon on the category of course delivery by Training Provider. For Signature Programmes, there are 3 categories:

i. Public Remote Online Training (ROT)

No	Claimable Element(s)	Description(s)
1.	Course fee	100% claimable, as per charged
2.	Professional Certification/Examination Fee	Included in course fees

ii. Public Face-to-Face Training

No	Claimable Element(s)	Description(s)
1.	Course fee	100% claimable, as per charged
2.	Trainee's Daily Allowance	As per ACM
3.	Transportation	As per ACM
4.	Professional Certification/Examination Fee	Included in course fees
5.	Consumable Training Materials	Included in course fees

iii. Hybrid (Combination of Online and Face-to-Face)

No	Claimable Element(s)	Description(s)
1.	Course fee	100% claimable, as per charged
2.	Trainee's Daily Allowance	As per ACM
3.	Transportation	As per ACM
4.	Professional Certification/Examination Fee	Included in course fees
5.	Consumable Training Materials	Included in course fees

4. Issuance of Certificates / Certifications

All certificates / certifications will be issued by the appointed Training Providers based on their specific terms and requirements. HRD Corp will not intervene in the preparation or arbitration of this matter.

5. Manual Applications (In the Event of System / Service Interruption)

In the event of system / service interruption, employers are required to forward their applications to signatureprogrammes@hrdcorp.gov.my for manual processing by HRD Corp officers. All applications will still be processed within 2 working days, as per standard practice.

In the absence of system / service interruption, employers are required to submit their applications via the online system. Manual applications will not be entertained otherwise.