

MINISTRY OF HUMAN RESOURCES



HUMAN RESOURCE DEVELOPMENT CORPORATION

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

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

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

VERSION 3  
16<sup>th</sup> February 2023

## **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 a minimum three (3) years of 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 equivalent to Diploma or Level 4 according to a 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 candidates 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 are 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 centres that intend to participate as training providers are required to submit their proposal to HRD Corp for approval. It is compulsory for training providers 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 providers must conduct the programme within three (3) months upon signing the Letter of Appointment (LOA) and ensure the commencement and completion of the programme courses is as per the LOA.
- 5.5 Training providers are responsible to ensure the certification programmes are conducted based on the grant approval by HRD Corp and are in compliance with the requirements of 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 claims submission under HRD Corp.
- 5.8 Training providers are 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 Employees are eligible to participate by level and single tier ONLY. **Employees with Diploma / Degree / Master / PhD are eligible to participate, provided that the particular qualification is not related with the current experience.**
- 5.10 Training providers are responsible for all the 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 is ONLY entitled to attend one (1) 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 employers, applications can be submitted directly to HRD Corp. Meanwhile, non-HRD Corp registered employers can participate as HRD Corp registered training providers.
- 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 that the trainees have fulfilled the pre-requisites as required by the RPEL scheme.
- 6.4 Employees are eligible to participate by level and single tier ONLY. **Employees with Diploma / Degree / Master / PhD are 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 any costs from the programme that does not meet the criteria for claims 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, **individuals with Diploma / Degree/ Master / PhD are eligible to participate provided that the particular qualification is not related with the current experience.**
- 7.3 JPK can let individuals register themselves and apply for the RPEL scheme through **the MySpike system.**
- 7.4 JPK is responsible in **ensuring all trainees fulfil the eligibility requirements of the RPEL scheme** and the criteria that have been set based on the *Pengiktirafan Pertauliahan Terdahulu (PPT)* guideline before registering on MySpike.
- 7.5 Trainees need to ensure that they obtain their certification upon programme completion.

## 8. **PROPOSAL SUBMISSION BY TRAINING PROVIDERS**

- 8.1 Training providers may request for financial assistance from HRD Corp to certify the Malaysian workers upon completion of the certification programme.
- 8.2 HRD Corp will fully fund the **course fee for 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. Refer to 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 fees, exam fees and other additional equipment fees.
- 8.4 Training providers are required to provide the breakdown of fees for HRD Corp to evaluate and consider for financial assistance. The approved amount will be based on the evaluation process by HRD Corp.
- 8.5 Please refer to the format of the 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 Authorisation from the 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 will be sent to training

providers upon completion of assessment, deliberation by the 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 a 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 certify the Malaysian workers upon completion of certification.
- 9.2 HRD Corp will fully fund the **course fee for 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. Refer to 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 fees, exam fees and other additional equipment fees.
- 9.4 Employers are required to provide the breakdown of fees for HRD Corp to evaluate and consider for financial assistance. The approved amount will be based on the evaluation process by HRD Corp.
- 9.5 Please refer to the format of the 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 Authorisation from the 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 will be sent to employers upon completion of assessment, deliberation from the SC and approval by the management of HRD Corp.
- 9.12 Employers are required to provide a list of potential employees together with a Letter of Intent by the Employers themselves.

#### **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 the 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 approval is given before the commencement date of programme.
- 10.2 Any changes or cancellation of 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 process 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 must 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 (during 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 stated in the email.
- 10.10 Training providers / employers are strictly prohibited to start the programme prior to grant approval.
- 10.11 Employers are 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 individuals are **required to register with JPK through the MySpike system**. Individuals must choose HRD Corp as **Agensi Penaja** during application submission in the MySpike system.
- 11.2 **Qualified trainees will be paid by HRD Corp upon taking into consideration the eligibility requirements of the RPEL scheme**, as well as the criteria set in the *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 of 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 is 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 claims submission. The supporting documents needed are as follows;
- i. Claim form;
  - ii. Invoice (from appointed training provider / employer); and

- iii. JPK Certificate / Certificate issued by certification bodies / *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 that 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.

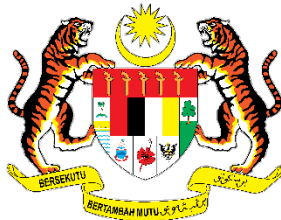
### **13. LEGAL ACTION**

- 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 outsourced 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 the RPEL scheme. Any changes will be uploaded onto the HRD Corp official website.

APPENDIX A



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**PEMBANGUNAN SUMBER MANUSIA BERHAD  
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MINISTRY OF HUMAN RESOURCES**

**STRATEGIC INITIATIVES  
CALL FOR PROPOSAL**

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

**VERSION 3**

**PART 1: TRAINING PROVIDER BACKGROUND**

1. Name of Training Provider .....  
.....
  
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 records,  
performance of the company,  
*Pusat Bertauliah* certificate.**

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

.....

.....

Signature

Company Official Stamp

Name:

Date: .....

Position:

## **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 a <b>comprehensive overview</b> of the programme which also includes the following information: <ul style="list-style-type: none"> <li>• Value to the industry</li> <li>• Level of programme recognition in the industry</li> <li>• Justification for the certification course based on 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 equivalent</li> </ul>
<b>8.</b>	<b>Copy of JPK Approval Letter on Pertauliahahan secara Pengiktirafan Pencapaian Terdahulu (PPT)</b>  <b>or</b>  <b>Certification Body</b>	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;  or  Indicate the certification provider of the programme in this column. Provide <b>comprehensive details</b> of the certification body including: <ul style="list-style-type: none"> <li>• History of the establishment;</li> <li>• Location of the establishment</li> </ul>

Human Resource Development Corporation  
Recognition of Prior Experiential Learning

		<ul style="list-style-type: none"> <li>• Global and/or industry recognition;</li> <li>• The certification process of trainee(s) upon attending the proposed course; and</li> <li>• Any other related information on the certification body</li> <li>• Sample of certificate given to trainee(s).</li> </ul> <p>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.</p>
9.	<b>Target Employers &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 Group (25 Pax / RM)	Justification & Detailed Calculation*
1	<b>Assessor Fee</b>	Assessor's fees (including advisory and coaching)		
2	<b>Consumable Training Materials</b>	Inclusive of the following:- a) E.g Stationaries b) Printing handouts c) Programme manual or textbooks		
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		
4	<b>Certification Fee</b>	Exclusive to certification programmes only		
5	<b>Profit Margin</b>	Percentage calculated is based on the 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 detailed 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 Authorisation from *Pusat Bertauliah* Certificate /  
Certification Body (Stamped)

**9. Course Fee**

9.1 Schedule of Prices

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