



NEW ENHANCEMENT OF TERMS & CONDITIONS AND IMPLEMENTATION OF FUTURE WORKERS TRAINING (FWT) SCHEME

1.0 PURPOSE

1.1 This guideline aims to inform all registered employers and training providers of the new enhancement of terms and conditions and the implementation of the Future Workers Training (FWT) scheme. This guideline is enhancement of term & condition and implementation from employer's circular 4/2014.

2.0 BACKGROUND

2.1 HRD Corp introduced the FWT scheme in 2011 to assist registered employers to train their potential future workers (trainees) with the knowledge and skills required by the industry.

2.2 This scheme aims to prepare for the readiness of future workers and ensure they can perform the tasks under minimum supervision after training.

2.3 Via this scheme, registered employers can apply for financial assistance by using the employer's levy.

3.0 TARGET GROUP OF PARTICIPANTS

3.1 Unemployed individuals aged 18 and above, which is compulsory to be employed.

4.0 TYPES OF TRAINING

4.1 Employers can conduct either in-house training, local public training/conferences/seminars, or remote online training (ROT). However, **overseas training and seminars/conferences (physical and ROT) are NOT allowed** to apply under this scheme.

4.2 Definition for these types of training is aligned with HRD Corp Allowable Cost Matrix (ACM).

4.3 The training module/program **can be either certification or competency/industry-need based program.**

4.4 Employers can conduct hybrid training. Allowable costs depend on training

duration.

4.5 The **training can be conducted before or upon employment**, (training date must be started within 3 months of employment date) or combination of both.

4.6 **The maximum duration of training is one (1) year.** A valid justification is required if the training exceeds maximum duration and is subject to HRD Corp approval.

5.0 ALLOWABLE COSTS

5.1 Course fee

5.1.1 The maximum allowable fees for public courses conducted locally for HRD Corp Focus Area is RM3,000/pax/day and RM1,300/pax/day for Employer-Specific courses (for further information, please refer to Employer's Circular No. 8/2021).

5.1.2 The maximum course fee for in-house training is RM8,000/group/day for HRD Corp Focus Area Courses and RM6,000/group/day for Employer-Specific Courses (for further information, please refer to Employer's Circular No. 8/2021).

5.1.3 The minimum number of participants for in-house training is two (2) trainees per group. The course fee will be prorated if the number of trainees is less than 5. For example, RM6,000/5 trainees = RM1,200 per trainee.

5.1.4 The maximum allowable fees for certification courses for HRD Corp Focus Area courses and Employer-Specific courses are as per charged (for further information, please refer to Employer's Circular 8/2021).

5.1.5 Financial assistance for Remote Online Training (ROT) is divided by two segments: -

5.1.5.1 Public Remote Online Training (ROT) for HRD Corp Focus Area courses is claimable subject to RM2,000/day/pax and Employer-Specific courses is capped at RM700/day/pax for seven (7) hours of training.

5.1.5.2 In-house Remote Online Training (ROT) is RM8,000/group/day for HRD Focus Area courses and RM6,000/group/day or RM700/pax/day, whichever is lower for Employer-Specific courses.

5.1.5.3 Professional Certification/Examination fee is as quoted by certification/examination body. Employers are required to provide certification from the Certification/Examination body on the fees/costs incurred.

5.1.6 Employers are required **to make a payment to training providers**

or external trainer upon grant approval (direct reimbursement concept).

5.1.7 **Training programs/module are not required to register** with HRD Corp. However, **local external trainer(s) and training providers are still required to register** with HRD Corp.

5.1.8 SST or Service Tax is claimable effective 1 March 2019. However, it must not exceed the maximum claimable amount.

5.2 Internal trainer(s) allowance

5.2.1 The internal trainer allowance is claimable when the employers use their own qualified employee(s), who is the subject matter expert to conduct their in-house training. Employers can claim up to a maximum of RM1,000/day/group. For Remote Online Training, it will be effective from 25th October 2021. The course fee will be prorated if the number of trainees is less than five (5).

5.3 Trainee(s) allowance

5.3.1 Employers can claim for **trainee(s) allowance maximum RM1000/month/trainee**. If **training is less than a month, employers can claim for trainee(s) meal allowance OR trainee(s) daily allowance** (subject to training location). However, none of **these allowances can exceed RM1000/trainee**.

5.4 Meal allowance for trainer(s) and trainee(s)

5.4.1 For in-house programmes conducted at the employers' premises, employers are entitled to claim meal allowances up to RM50/pax/day. Internal and external trainers are also eligible for meal allowances. However, meal allowances can only be considered for programmes with a minimum duration of four (4) hours. Employers are entitled to claim up to RM25/pax/day for a half-day programme.

5.5 Daily allowance for trainer(s) and trainee(s)

5.5.1 Effective 25 October 2021, employers are no longer required to claim trainer(s) and/or trainee(s) daily allowance (which covers food, accommodation, and land transportation), Hotel or Training Premises' Rental. All these allowances have been consolidated into the daily allowance.

5.5.2 There will be no daily allowance for internal trainer(s) and/or trainee(s) based at the organizing employer's premises when conducting in-house training. Exceptions will be made if the

internal trainer(s) or trainee(s) travel from branches to headquarters and vice versa;

5.5.2.1 In-house/Public Training – where training is conducted within 100km (one way) from the trainees' workplace, a maximum daily allowance of RM150/pax/day or the actual rate paid by employers, whichever is lower, can be claimed;

5.5.2.2 In-house/Public Training – where training is conducted more than 100km (one way) from the workplace of the trainees, a maximum daily allowance of RM400/pax/day (including accommodation) or the actual rate paid by employers, whichever is lower, can be claimed;

5.5.3 Employers can apply for external trainer daily allowance, subject to the maximum allowable rate approved as mentioned in para 5.5.2. The amount includes allowance for food, accommodation, and land transportation payable to the trainers for the training programme.

5.5.4 When overseas trainers/instructors are engaged, the maximum trainer daily allowance payable is RM400/trainer/day or the actual rate paid by employers, whichever is lower. The amount includes allowances for food, accommodation, and land transportation payable to the trainer for the training programme.

5.5.5 For training conducted at least four (4) hours per day – employers are eligible to obtain financial assistance at half of the fixed trainee daily allowance.

5.6 Transport

5.6.1 For in-house programmes but conducted outside employers' premises such as at hotels and external training premises, employers are eligible to apply for transportation cost incurred based on quotation from transport provider.

5.6.2 Trainee(s), internal trainer(s) from corporate headquarters/subsidiaries/branches conducting training at other branches and subsidiaries in other towns, external trainer(s) from other towns and overseas trainer(s) will be allowed to claim for airfare. The costs covered include airport tax, administrative fee, and fuel surcharge (for further information, please refer to Employers' Circular No. 10/2011).

5.7 Consumable training materials

- 5.7.1 All employers are eligible to apply and claim the cost of consumable training materials when conducting in-house training. If the total cost of consumable training materials per programme is more than RM100, a detailed breakdown showing the items and cost is required.
- 5.7.2 Internet data cost of RM100/group for In-house Remote Online Training (TOR).

5.8 Licensed training materials

- 5.8.1 Both physical and digital licensed training materials are claimable;
- 5.8.2 Employers can claim cost incurred for these materials if the Training Providers have obtained pre-approval from HRD Corp. A copy of HRD Corp approval must be included during the grant application process.

6.0 PROCEDURES FOR GRANT APPLICATION

- 6.1 Employers submit the application through the e-TRiS system and select the "FWT" for the training application.
- 6.2 Employers provide and upload supporting documents as follows: -
 - i. Course content with training hours
 - ii. Trainer profile (if any)
 - iii. Letter to undergo FWT (refer Appendix A)
 - iv. Quotation for course fee (if any)
- 6.3 The application can be **submitted at least one (1) day before the training commencement date or before employment date, whichever comes first.** However, employers are advised to submit applications 2 weeks to 1 month earlier to ensure a smoother process.
- 6.4 There is **no levy reservation will be made** under this scheme.
- 6.5 Employers with **arrears and/or interest are not entitled to apply** under this scheme.

7.0 PROCEDURES FOR CLAIM APPLICATION

- 7.1 Claims can be submitted after the completion of the training through e-TRiS system.

7.2 Employe are required to provide training information and upload supporting documents as follows: -

- i. Trainees' attendance (refer Appendix B)
- ii. Receipt or any proof of payment for course fee and/or transport (if any)
- iii. System generated attendance (for online training only)
*the system must be signed and declared by employers and/or training provides (if any) with company stamp, name and position of authorized officer and date.

7.3 The training claim submissions must be made not exceed than six (6) months from the date of training programs are completed.

7.4 Any arrears and/or interest during claim submission will be offset before reimbursing to the employer.

8.0 ADDITIONAL INFORMATION

8.1 This guideline will be effective **starting 1 February 2023**.

8.2 HRD Corp may request any other relevant documents deemed necessary for **verification/confirmation purposes**.

8.3 HRD Corp reserves the right to revise the terms and conditions of this guideline at its sole discretion to meet the scheme's objectives.

8.4 All approvals are at the sole discretion of HRD Corp.

8.5 For any inquiries and assistance regarding the above, please call our HRD Corp help center at 1-800-88-4800 or support@hrdcorp.gov.my.

Appendix A**EMPLOYER LETTERHEAD**

Human Resource Development Corporation (HRD Corp)
Wisma HRD Corp, Jalan Beringin
Damansara Heights
50490 Kuala Lumpur

Date : DD MMM YYYY

Dear Sir/Madam,

Letter to Undergo Future Worker Training Scheme (FWT)

With reference to the above, we are pleased to confirm that details below are undergo for FWT scheme: -

Details	Descriptions
Training Title	
Date of Training	
No. of Trainee(s)	
Date of Employment	<i>Note: If the trainees are employed on different employment dates, kindly provide the attached sample. Refer at <u>Attachment A</u> (Delete this sentence if not applicable)</i>
Training Provider Name (if any)	
Training Provider MyCoID (if any)	

This letter is to express our commitment to appoint Training Providers Name / Trainer's Name in the FWT scheme to provide training related to the employment of prospective employee(s). This letter shall be valid for the duration of training under the FWT scheme only.

Thank you.

Your sincerely,

 HR Name
 Designation

 Company Stamp

Attachment A

FOR FWT ONLY

Training Title :

No. of Trainee(s) :

I hereby certify that the information given below is true and correct for the trainees' employment dates.

No.	Trainees Name	Date of Employment

Note: Kindly make a separate attachment if more space is required (Delete this sentence if not applicable).

Appendix B

**FOR FUTURE WORKER TRAINING (FWT)
SCHEME ONLY**

PSMB/FWT/T3/01

ATTENDANCE LIST

This attendance list must be enclosed when submitting the claim

Course Title : _____

Dates of Training : _____

No.	Name of Trainee	Name of Employer	NRIC	Signature of Trainee

I certify that all trainees listed above had fully attended the training.

NAME : _____ **SIGNATURE** :

DESIGNATION : _____
 Managing Director/General
 Manager/Principal/HR Manager

EMPLOYER/ TRAINING PROVIDER'S STAMP : _____ **DATE** :

- Note:*
- Please make a separate attachment if more space is required*
 - This attendance list must be prepared on daily basis and signed by the trainee in **each column** of the relevant date of training if he/she had attended the programme on that day*