

MINISTRY OF HUMAN RESOURCES



HUMAN RESOURCE DEVELOPMENT CORPORATION

Recognition of Prior Experiential Learning (RPEL)

Implementation Guideline

VERSION 6

1. PURPOSE OF THE GUIDELINE

- 1.1 This guideline informs stakeholders on the Recognition of Prior Experiential Learning (RPEL) implementation mechanism.

2. OBJECTIVE

- 2.1 The objectives of the RPEL 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 to producing trained and qualified, skilled workers that will enhance the competitiveness of local industries in the global market.

3. TARGET GROUP

- 3.1 This initiative 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 of 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 implemented by HRD Corp. Skill areas covered are based on the National Occupational Skills Standard (NOSS).
- 4.2 Certifications offered are equivalent to a 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 will consider recognizing and assessing workers' skills, knowledge, and experience. These are compiled in a portfolio developed by the candidates, which will be evaluated for certification by the respective certification bodies.
- 4.4 For the RPEL, 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 registered as Pusat Bertauliah under Pengiktirafan Pencapaian Terdahulu (PPT) in JPK are eligible to participate in the RPEL.
- 5.2 Pusat Bertauliah is a certified centre that has been approved to carry out the Malaysian Skills Certification through the PPT method for programmes that have been accredited.
- 5.3 A training provider intending to participate in a certification programme must submit their proposal to HRD Corp for approval. Training Provider also must provide the Certification of Accreditation Training Centre.
- 5.4 **An individual will be allowed to be a director for only one (1) registered training provider.**
- 5.5 Appointed training providers must conduct the programme within **six (6) months** of signing the Letter of Appointment (LOA)

and ensure the commencement and completion of the programme courses is as per the LOA.

- 5.6 Training providers are responsible for ensuring the certification programmes are conducted based on the grant approval by HRD Corp and comply with the requirements of the related certification body (if any).
- 5.7 Training providers need to ensure that all trainees have obtained their certificates for certification courses.
- 5.8 Training providers are responsible for the certification programme that does not meet the criteria of claims submission under HRD Corp.
- 5.9 Training providers are responsible for ensuring all trainees fulfill the RPEL eligibility requirements and the certification body's criteria before enrolling them into the system and submitting them to HRD Corp.
- 5.10 Trainees are eligible to participate by level and single tier ONLY. **Trainees with a Diploma / Degree / Master / PhD are eligible to participate, provided that the particular qualification is unrelated to the current experience.**
- 5.11 Training providers are responsible for all the processes involved in the RPEL. This includes ensuring that all trainees obtain the relevant certification as per the grant approved by HRD Corp.
- 5.12 Each trainee is ONLY entitled to attend one (1) approved course under the RPEL to widen the opportunity for other Malaysian employees to be certified.
- 5.13 The training provider is allowed to submit the new proposal upon completing the utilisation of the previously approved proposal.

6. PROPOSAL SUBMISSION BY TRAINING PROVIDERS

- 6.1 Training providers may request financial assistance from HRD Corp to certify the Malaysian workers upon completion of the certification programme.
- 6.2 HRD Corp will fully fund the **course fee for up to RM2,000 per trainee**. This applies only to certification fees and other costs incurred throughout the certification process. However, the cost of **competency gap training** is not covered by HRD Corp. Refer to the breakdown below:
- i. JPK Certification Level 3 – RM1,000 + RM300 (JPK Registration fee); or
 - ii. JPK Certification Level 4 – RM1,000 + RM500 (JPK Registration fee); or
 - iii. Selected Certification Body – RM1,000 + subject to the fee by certification body (per trainee).
- 6.3 No meal and/or travel allowances are **provided** for trainees under the RPEL. **No additional charges, such as registration, exam, and other equipment fees, can be imposed on trainees.**
- 6.4 Training providers must 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.
- 6.5 Please refer to the Call For Proposal (CFP) format as per Appendix A.
- 6.6 Training providers are required to complete Parts 1-4 as listed below:
- a) Compulsory document(s)
 - 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

- b) Additional document(s)
- i. SSM company profile;
 - ii. Detailed programme schedule;
 - iii. Framework of certification (Under the Selected Certification Body);
 - iv. Letter of Authorisation from the certification body (stamped) and/or a copy of certification supporting evidence (if any); and
 - v. Letter of Commitment from Employer with Company Stamp (List of potential employees recruited).

6.7 The RPEL certification process should be completed within six (6) months after signing the LOA.

6.8 Any insufficient information or document(s) will be queried. Training providers must reply to the queries within **fifteen (15) days** from the date of the query letter.

6.9 The Secretariat will evaluate the proposal submitted before tabling it in the Selection Committee (SC) for consideration and recommendation for approval. The LOA or rejection will be sent to training providers upon completion of the assessment, deliberation by the SC, and approval by the Management of HRD Corp.

6.10 Training providers must provide a list of potential employers and potential trainees together with a Letter of Commitment from the employers.

6.11 **Amendment to the approved proposal and once the Letter of Approval issued by HRD Corp is strictly prohibited.**

7. ELIGIBILITY AND ROLES OF EMPLOYERS

7.1 **HRD Corp registered employers** registered as Pusat Penilaian Amali under Pengiktirafan Pencapaian Terdahulu in JPK are eligible to participate in the RPEL by submitting the proposal directly to HRD Corp. Meanwhile, non-HRD Corp registered employers can participate through HRD Corp registered training providers.

- 7.2 *Pusat Penilaian Amali* is premised on conducting practical assessments through the PPT method consisting of companies/organizations, associations/organizations, and training providers authorized by JPK.
- 7.3 **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 to widen the opportunity for other Malaysian employees to be certified.
- 7.4 A company registered as a training provider, and an employer under HRD Corp that intends to submit its proposal to HRD Corp must select the external training provider for this certification programme approval.
- 7.5 Employers must ensure that the trainees have fulfilled the prerequisites required by the RPEL.
- 7.6 Employees are eligible to participate by level and single tier ONLY. **Employees with a Diploma / Degree / Master / PhD are eligible to participate, provided that the qualification is unrelated to the current experience.**
- 7.7 **Employers need to ensure all employees have obtained their certification.**
- 7.8 Employers are responsible for any costs from the programme that do not meet the claims submission criteria under HRD Corp.
- 7.9 An employer is allowed to submit the new proposal upon completing the utilisation of the previously approved proposal.

8. PROPOSAL SUBMISSION BY EMPLOYERS

- 8.1 Registered employers under HRD Corp may request financial assistance from HRD Corp to certify the Malaysian workers upon completion of certification.
- 8.2 HRD Corp will fully fund the **course fee for up to RM2,000 per trainee**. This applies only to certification fees and other costs

incurred throughout the certification process. However, the cost of competency gap training is not covered by HRD Corp. Refer to the breakdown below:

- i. JPK Certification Level 3 – RM1,000 + RM300 (JPK Registration fee); or
- ii. JPK Certification Level 4 – RM1,000 + RM500 (JPK Registration fee); or
- iii. Selected Certification Body – RM1,000 + subject to the fee by certification body (per trainee).

8.3 No meal and/or travel allowances are **provided** for trainees under the RPEL. **No additional charges, such as registration, exam, and other equipment fees, can be imposed on trainees.**

8.4 Employers must 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 Call For Proposal (CFP) format as per Appendix A.

8.6 Training providers are required to complete Parts 1-3 as listed below;

a) Compulsory document(s)

- i. Part 1: Employer / *Pusat Penilaian Amali* details;
- ii. Part 2: Programme details; and
- iii. Part 3: Schedule of prices

b) Additional document(s)

- i. SSM company profile;
- ii. Detailed programme schedule;
- iii. Framework of certification (Under the Selected Certification Body);
- iv. Letter of Authorisation from the certification body (stamped) and/or a copy of certification supporting evidence (if any); and
- v. Letter of Commitment from Employer with Company Stamp (List of potential employees recruited).

- 8.7 The RPEL certification process should be completed within six (6) months after signing the LOA.
- 8.8 Any insufficient information or document(s) will be queried. Employers must reply to the queries within **fifteen (15) days** from the date of the query letter.
- 8.9 The Secretariat will evaluate the proposal submitted before tabling it in the Selection Committee (SC) for consideration and recommendation for approval. The LOA or rejection will be sent to employers upon completion of the assessment, deliberation from the SC, and approval by the management of HRD Corp.
- 8.10 **Amendment to the approved proposal and once the Letter of Approval issued by HRD Corp is strictly prohibited.**

9. ELIGIBILITY AND ROLES OF INDIVIDUAL

- 9.1 **Malaysian workers or individuals** are eligible to participate in these skills. However, they need to register with JPK through HRD Corp RPEL implementation mechanism. HRD Corp will fully fund the **JPK registration fee based on the certification level amounting to RM300/trainee for Level 3 (SKM) and RM500/trainee for Level 4 (DKM).**
- 9.2 **Each individual is only entitled to participate ONCE** and participate via **level ONLY**. However, **individuals with a Diploma / Degree/ Master / PhD are eligible to participate, provided that the particular qualification is unrelated to the current experience.**
- 9.3 The individuals can register themselves and **ONLY** apply for portfolio development under the RPEL through MySpike system (**<https://www.myspike.my/>**).
- 9.4 JPK ensures all trainees fulfill the RPEL eligibility requirements and the criteria set based on the *Pengiktirafan Pertauliahahan Terdahulu (PPT)* guideline before registering on MySpike.

- 9.5 Trainees need to ensure that they need to complete the certification programme within six (6) months of the approved duration and obtain their certification upon programme completion.

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 applications 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 apply in advance to ensure approval before the programme's commencement date.
- 10.2 **The commencement date of the certification programme stated in the RPEL online system shall be within the validity date of the Letter of Approval (LOA).** Otherwise, the application shall be queried or rejected by Officer in Charge.
- 10.3 The trainees to develop portfolio / practical assessment on competency certification courses must be made within the validity of LOA.
- 10.4 Any changes or cancellations of the approved certification programme must be notified to HRD Corp at least three (3) working days before the programme's commencement date. The certification programme must align with the total programme days proposed to and approved by HRD Corp.
- 10.5 The supporting documents needed during the grant application process are as follows:
- a) Training Provider / Employer:
 - i. A copy of the **stamped LOA/ Approval**
 - b) Trainees:
 - i. A copy of MyKad (Identity Card)
 - ii. A copy of the Diploma or Degree for those with the highest qualification.

- iii. Copy of *Ringkasan Permohonan SKM secara PPT/ Offer letter* from the selected certification body; and
 - iv. Letter of employment from employer/ *Surat Akuan Sumpah* from *Pesuruhjaya Sumpah*.
- 10.6 All the supporting documents must be uploaded during the online application.
- 10.7 The maximum number of trainees for each grant submission is **50 pax**.
- 10.8 Training providers/employers must ensure the information keyed into the system is accurate before the commencement date of the certification programme. 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 certification programme.
- 10.9 The officer-in-charge will process the applications within forty-eight (48) hours upon submission by the training providers/employers.
- 10.10 **Replacement of trainees is strictly prohibited upon approval.** No claim shall be made if the approved trainees withdraw during the programme period.
- 10.11 Once the grant application has been approved, an email 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.
- 10.12 Training providers/employers are strictly prohibited from starting the programme before grant approval.
- 10.13 Employers must select their preferred *Pusat Bertauliah* or Training Provider from the dropdown list in the system to proceed with the application.
- 10.14 **Amendment to the approved proposal and once the Letter of Approval issued by HRD Corp is strictly prohibited.**

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 The completion of the certification programme shall be **within six (6) months upon request through the MySpike system**.
- 11.3 **HRD Corp will pay qualified trainees upon considering the RPEL eligibility requirements** and the criteria set in the *Pengiktirafan Pertauliahan Terdahulu (PPT)* guideline.
- 11.4 HRD Corp will pay the registration fees of the trainees directly to JPK. **HRD Corp will only support the JPK registration fee. The said individual is responsible for any additional costs incurred.**

12. CLAIMS PROCEDURE

- 12.1 HRD Corp will reimburse the registration fee of RM300 / RM500 to JPK upon grant approval. The remaining balance of RM1,000 will be reimbursed upon completion of the certification programme to the Training Providers / Employers under the JPK awarding body.
- 12.2 Training Providers / Employers who conduct the certification programme under the approved certification body will receive full course fee payment upon claim submission.
- 12.3 Payment shall not be made if the trainees fail or withdraw from the certification programme.
- 12.4 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 the claim period.
- 12.5 **Any changes in the Certification Body upon claim submission are strictly prohibited.**

- 12.6 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 / Slip Pengesahan Persijilan* from JPK.
- 12.7 Any insufficient information and/or document(s) will be queried. Training providers / Employers must reply to the queries within **fourteen (14) working days** from the date of the query letter. Should there be any **rejection**, Training Providers / Employers will be responsible for any financial aspect.
- 12.8 Approved payment will be credited within fourteen **(14) working days** from the date HRD Corp receives the complete documents.
- 12.9 Actions will be taken if the appointed training provider/employer provides any false or misleading documents during claim submission. HRD Corp reserves the right to request partial or complete repayment from the reimbursed payment.

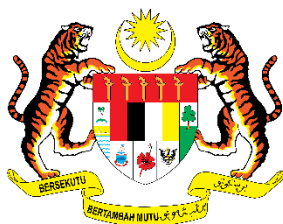
13. LEGAL ACTION

- 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 parties involved fail to comply with the requirements.
- 13.2 Appointed training providers/employers are not allowed to assign or engage with any outsourced agents for participants' recruitment under these skills. If so, the approval will be terminated immediately.

14. AMENDMENTS

- 14.1 HRD Corp may change or amend the guidelines from time to time to strengthen the RPEL's implementation. Any changes will be uploaded onto the HRD Corp official website.

APPENDIX A



MINISTRY OF HUMAN RESOURCES



Recognition of Prior Experiential Learning (RPEL)

CALL FOR PROPOSAL

VERSION 6

Mandatory Criteria

- Registered as HRD Corp Training Provider for a minimum of 6 months.
- An individual will be allowed to be a director for only one (1) registered training provider.
- Attach accreditation from an awarding body such as Jabatan Pembangunan Kemahiran (JPK) or any certification body.
- Provide the Letter of commitment from the employer or list of trainees.

PART 1: TRAINING PROVIDER/EMPLOYER 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. *Pusat Bertauliah* Code (if any)
7. **Attach TP registration certification, past records, performance of the company, *Pusat Bertauliah* certificate & SSM company profile.**

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

.....
Signature
Name:
Designation:

.....
Company Official Stamp
Date:

PART 2: PROGRAMME DETAILS

1.	Course Title	Please provide the course title.
2.	Course Overview	Provide a <u>comprehensive overview</u> of the programme, which also includes the following information: <ul style="list-style-type: none"> • Value to the industry • Level of programme recognition in the industry • Justification for the certification course based on the identified skills gap.
3.	Course Objectives	Summary of course objectives
4.	Methodology	Portfolio development / practical assessment
5.	Learning Outcome	List of learning outcomes.
6.	Duration (Days)	Please provide the duration of the programme. For example: 1 month / 20 days / 140 hours.
7.	Level of Certification	<ul style="list-style-type: none"> • Level 3 • Level 4 • Diploma or equivalent • By Level / Single – Tier
8.	Copy of JPK Approval Letter on Pertauliahan secara Pengiktirafan Pencapaian Terdahulu (PPT) or Certification Body	Documentary evidence of approval letter <i>from Jabatan Pembangunan Kemahiran (JPK)</i> . 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 <u>comprehensive details</u> of the certification body, including: <ul style="list-style-type: none"> • History of the establishment; • Location of the establishment; • Global and/or industry recognition; • The certification process of trainee(s) upon attending the proposed course; and • Any other related information on the certification body • Sample of certificate given to trainee(s).

		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.	Target Employers & Target Trainees	Target Sector/Industry, Target Location (List of potential trainees), Letter of Commitment from Employer with Company Stamp
10.	Proposed Outcome	

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)

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)	Cost per Pax (RM)	Justification & Detailed Calculation*
1	Assessor Fee	Assessor's fees (including advisory and coaching)			
2	Consumable Training Materials	Inclusive of the following:- a) E.g. Stationaries b) Printing handouts c) Programme manuals or textbooks			
3	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			
4	Certification Fee	Exclusive to certification programmes only			
5	Profit Margin	Percentage calculated is based on the total of all cost items excl. profit margin			
SUB TOTAL					
6	SST (6%)				
GRAND TOTAL					
		Note: Justification & detailed calculations for each item is mandatory. Please add additional rows, if needed, with detailed explanation. Subject to 4% PSMB Service Fee as per Master Service Agreement starting 1 Feb 2021.			

PROPOSAL CHECKLIST**1. Training Provider / Employer Background**1.1 TP Registration Certification 1.2 Company SSM Profile 1.2 Past Record 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/ Pusat Penilaian Amali Certificate / Certification Body (Stamped)* **9. Course Fee**9.1 Schedule of Prices **10. Other Supporting Document(s) – if any**