





Overall Process Flow of Program Latihan Madani (PLM)

START -	SUBMISSION (CALL FOR PROPOSAL)	EVALUATION	SELECTION	APPROVAL	ACCEPTANCE OF LOA	IMPLEMENTATION
	" Call For Proposal " is open on the official HRD Corp website via Upskill Malaysia Portal.	Evaluation process of the received proposals.	Selection Committee Meeting to review the evaluated proposals.	Approval for the proposals recommended in the Selection Committee Meeting.	TP receives the LOA at their primary email address registered in the Upskill Malaysia portal. Must accept/reject the LOA using the Adobe digital signature and send it back to the PLM team.	Shall commence and completed within six (6) months from the Letter of Appointment (LOA) date.

END=	OUTCOME ASSESSMENT	70% GRANT SUBMISSION	VERIFICATION	30% GRANT SUBMISSION	ENROLMENT	COURSE CREATION
	HRD Corp will conduct Outcome assessment for PLM participants.	TP submits required documents based on initiatives such as Letter of Employment, MSME Form, Invoice 70% & etc in Upskill Malaysia portal.	Verification will be conducted by HRD Corp based on the LOA and session plan.	TP submits a grant application in Upskill Malaysia 3 days (minimum) before training begins with the following mandatory documents: i. 30% invoice ii. Session Plan iii. Other supporting documents as listed in the guideline.	Interested participants can register/enrol in the published courses. (maximum 2 course for each participant) TP should review the list of interested participants and confirm/select their participation in Upskill Malaysia.	After the acceptance of the LOA, TP can create a slot(class) in Upskill Malaysia portal. (maximum 3 slots). Update date, venue, upload the session plan & publish in the Upskill Malaysia portal for public registration.