

OVERALL PROCESS FLOW OF PROGRAM LATIHAN MADANI (PLM)





START -	SUBMISSION	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. TP 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	ENROLMENT	30% GRANT SUBMISSION	COURSE CREATION
	HRD Corp will conduct Outcome assessment for PLM participants.	TP submit all required documents as listed in the guidelines based on the respective initiatives to the Upskill Malaysia Portal	Verification will be conducted by HRD Corp based on the LOA and session plan. Individual eligibility will be verified based on the respective initiative during the inspection.	TP able to register individual participation in Upskill Malaysia. Interested individuals can participate a maximum of up to 2 courses	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 TP should proceed with training implementation upon grant approval.	After the acceptance of the LOA, TP can create a slot(class) in Upskill Malaysia portal. (maximum 3 slots). Update the number of pax, date, venue, and upload the session plan.