

# GUIDELINES

# Professional Advancement In Trucking and Haulage (PATH)

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# INTRODUCTION



The Ministry of Human Resources (KESUMA) welcomes the announcement by the Honourable Prime Minister of Malaysia, Datuk Seri Anwar Ibrahim, on 26<sup>th</sup> June 2024, regarding the implementation of the Professional Advancement Trucking & Haulage (PATH) HRD Corp-MoT, the funding has been allocated a budget of RM2,500,000 to implement this initiative, benefiting 1,000 participants.

The YB Minister of Human Resources, Steven Sim, the focus of this program is to train existing port workers as well as unemployed Malaysians as Competent Commercial Lorry Drivers, to be spearheaded by KESUMA through HRD Corp, in collaboration with Ministry of Transport (MoT). He is in full support of this initiative.

In line with our commitment to national development and human capital enhancement, HRD Corp strategically implements the Professional Advancement Trucking & Haulage (PATH) initiatives to address our growing workforce needs.

HRD Corp aims to offer training opportunities, and foster skill development and marketability across various sectors to identified target groups through this PATH. Through this concerted effort, we aim to create a resilient and inclusive workforce that contributes to the sustainable growth of our country.

## **Key objectives**

The objective of this guideline is to provide a concept and explanation of the Professional Advancement in Trucking and Haulage (PATH) through a collaboration between Human Resource Development Corporation (HRD Corp) and the Ministry of Transport (MoT) as announced by Prime Minister Anwar Ibrahim said Malaysia has a great potential in the logistics and port sector.

## **Scope**

PATH will focus on:



Train existing port workers to be a competent lorry driver



Train and develop prudent driving habits among future commercial vehicle drivers.



Provide employment or higher income opportunities in the transportation sector.

## **CALL FOR PROPOSAL (CFP)**

### **Announcement**

The CFP for PATH will be announced through HRD Corp's official website: [www.hrdcorp.gov.my](http://www.hrdcorp.gov.my)

### **Objective**

The objective of the CFP is to inform potential stakeholders about the implementation process of the PATH initiatives.

Interested stakeholders **MUST** follow the CFP guidelines before submitting any proposal for the respective initiatives.

## 2. INITIATIVE OVERVIEW

### 2.1 OBJECTIVES

The objectives of PATH are as follows:

- a. Train existing port workers to be a competent lorry driver and enhance future commercial driver's competencies through a focused training programme (License E and GDL *E Bersendi*, defensive driving);
- b. Train and develop prudent driving habits among future commercial vehicle drivers;
- c. Provide employment or higher income opportunities in the transportation sector.

### 2.2 TARGET AUDIENCE

EMPLOYMENT	UPSKILLING & RESKILLING
<ul style="list-style-type: none"> <li>• Future Lorry Drivers</li> <li>• Unemployed</li> </ul>	<ul style="list-style-type: none"> <li>• Existing Logistics Industry Workers</li> <li>• Terminal Tractor Drivers,</li> </ul>
<ul style="list-style-type: none"> <li>• Malaysian Citizen</li> <li>• 18 years old and above</li> <li>• Passing health screening (JPJL8A)</li> <li>• No Traffic Summonses/JPJ (Road Transport Department) / Police Blacklist</li> <li>• Have Competence Driving License (CDL) Class D more than 1 year</li> </ul>	

### 2.3 EXPECTED OUTCOMES

Training course should achieve the following for its participants, upon completion:

- a. Enhance employment opportunities as a lorry driver and a valid license **OR**
- b. Upskilled & upgraded to E & GDL *E Bersendi* Licensed Driver

EMPLOYMENT	UPSKILLING AND RESKILLING
<ul style="list-style-type: none"> <li>• Successfully obtain a job</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully complete training to upskill or reskill themselves</li> </ul>

Training Provider (TP) needs to ensure that the training courses included in your proposal can achieve the intended outcomes of this initiative.

## 2.4 COURSE DURATION AND TIMELINE

2.4.1 The duration of the training course shall be:

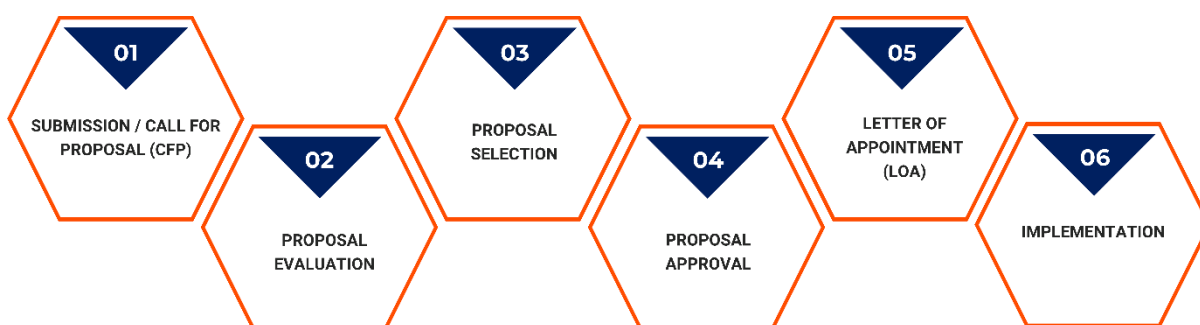
- a. minimum of three (3) days.
- b. maximum of three (3) months.

2.4.2 All approved training courses **MUST** commence and be completed within six (6) months from the date of the Letter of Appointment (LOA).

## 3. PROPOSAL SUBMISSION

### 3.1 IMPLEMENTATION PROCESS

The overall PATH implementation process is outlined below. TPs can log in to the Upskill Malaysia Portal to track their current application status based on the steps below:



### 3.2 SUBMISSION PLATFORM

- a. Proposals **MUST** be submitted through the official online portal: [www.hrdcorp.gov.my/path](http://www.hrdcorp.gov.my/path).

**Important Note:** Upon clicking on the **'Submit Your Proposal'** button, you will be redirected to the **Upskill Malaysia** portal

where you will receive further instructions on how to submit your proposal and upload the corresponding documents accordingly.

- b. **ONLY** training providers that have been appointed by the Ministry of Transportation (MoT) during the identification & approval of training providers are permitted to submit proposal in the Upskill Malaysia Portal.
- c. All proposals must be submitted by TPs directly to HRD Corp. HRD Corp does not appoint any agent to submit or receive proposals for PATH.
- d. TPs must read and agree to the terms and conditions of PATH before submitting their proposal.
- e. TPs should use their e-TRiS credentials to log in and submit their proposals.
- f. No additional registration is required for the submission process.

### **3.3 MANDATORY CRITERIA**

- a. All TPs **MUST** be registered with HRD Corp during submission. TPs should also have an active and **valid registration** at the point of submission.
- b. **It is essential to stay aware of the training provider's expiry date to prevent any potential inconvenience.**
- c. The training courses **MUST be aligned with the intended outcomes** of the initiative.
- d. Appointed TPs are required to attach the **Letter of Appointment from Jabatan Pengangkutan Jalan (JPJ)**.
- e. The proposed trainer (applicable for Malaysian) **MUST be Train-the-Trainer (TTT) certified/exempted** and **MUST be registered in the HRD Corp Trainer Development Management System (TDMS)**. For more information, please visit <https://hrdcorp.gov.my/hrd-trainer>.

- f. TPs with similar **Directors/Shareholders** are strictly prohibited from submitting multiple proposals through different entities.
- g. TPs **SHALL** provide **primary and secondary contact** details specifically for PATH.
- h. TPs **should not have any ongoing legal issues** or **be on the HRD Corp suspended list at the point of submission.**

### **3.4 ELIGIBILITY CRITERIA AND REQUIREMENTS**

- a. TPs can **ONLY submit a maximum of three (3) proposal** at any given time. However, TPs may submit new proposals or resubmit their earlier proposals, upon completing their previously approved training course(s).
- b. Training courses can be delivered **ONLY** through the **Face-to-face/classroom** training method.
- c. The maximum number of participants per class is as follows:
  - i. **Technical: 25 participants**  
*(Technical training is about gaining specific job-related skills and knowledge through practical, hands-on experiences in an industry or field.)*
  - ii. **Non-technical: 30 participants**  
*(Non-technical training involves the development of essential skills or soft skills, such as communication, teamwork, and leadership.)*
- d. Training courses can be scaled up to include more participants as needed, provided it follows the following:
  - i. **1:25 trainer to participant ratio** for technical courses and
  - ii. **1:30 trainer to participant ratio** for non-technical courses.

However, please note that the maximum number of participants allowed is **50 for each technical course** and **60 for each non-technical course.**



Example 1: Technical Courses	Example 2: Non-Technical Courses
- 1 Trainer for 25 Participants - 2 Trainers* for 50 Participants	- 1 Trainer for 30 Participants - 2 Trainers for 60 Participants

\* Facilitator may be considered as a 2<sup>nd</sup> trainer subject to HRD Corp approval.

- e. Participants may enrol in a maximum of **two (2) PATH training courses** within a single calendar year.
- f. Course fees should be within the prescribed average allowable limit below:

TYPES	AVERAGE ALLOWABLE COURSE FEE
PATH 1	RM2,500/ participant <i>*participant who only have CDL D license</i>
PATH 2	RM1,540/ participant <i>*participant who only have E class license</i>
PATH 3	RM1,310/ participant <i>*participant who only have E class &amp; GDL E Kejur license</i>

### 3.5 PROPOSAL FORMAT AND STRUCTURE

All interested TPs must follow the following format and structure when submitting their proposal through the Upskill Malaysia portal:

FOCUS AREAS	DETAILS
<b>Part 1:</b> TP details	<ol style="list-style-type: none"> <li>1. Primary contact <ul style="list-style-type: none"> <li>• Name</li> <li>• Mobile Number</li> <li>• Email Address</li> </ul> </li> <li>2. Secondary contact <ul style="list-style-type: none"> <li>• Name</li> <li>• Mobile Number</li> <li>• Email Address</li> </ul> </li> <li>3. Past training records (if any)</li> </ol>

<b>Part 2:</b> Course Details	<ol style="list-style-type: none"> <li>1. Course Title</li> <li>2. Training Methods (Face-to-Face/Classroom)</li> <li>3. Duration of training (min 3 days)</li> <li>4. Number of participants (trainees)</li> <li>5. Skill Areas</li> <li>6. Target Group</li> <li>7. Course Modules</li> <li>8. Type of course: Technical</li> <li>9. Certification body: PATH License or etc</li> </ol>	
<b>Part 3:</b> Trainer's Details	<p>The trainers should be selected from the HRD Corp's Trainer Development Management System (TDMS).</p> <p>For non-Malaysian trainers, the profile must be attached with supporting documents for verification purposes.</p> <p>More info on TDMS:  <a href="https://hrdcorp.gov.my/hrd-tdf">https://hrdcorp.gov.my/hrd-tdf</a> </p>	
<b>Part 4:</b> Outcome Details	<b>Employment</b>	<b>Upskill- Reskilling</b>
	<ol style="list-style-type: none"> <li>i. Letter of offer with salary details.</li> <li>ii. Letter of Commitment from employer.</li> <li>iii. Appointment Letter from <i>Jabatan Pengangkutan Jalan (JPJ)</i>.</li> <li>iv. Employer's <i>Suruhanjaya Syarikat Malaysia (SSM)</i> registration certificate.</li> </ol>	<ol style="list-style-type: none"> <li>i. Letter of Confirmation from Employer</li> <li>ii. Appointment Letter from <i>Jabatan Pengangkutan Jalan (JPJ)</i>.</li> </ol>

<b>Part 5:</b> Schedule of Prices	<ol style="list-style-type: none"> <li>1. Trainer fees</li> <li>2. Trainer accommodation and logistics</li> <li>3. Venue rental, food and beverages <i>(*Note: max RM200/participant/day)</i></li> <li>4. Training materials (with more details)</li> <li>5. Facilities and equipment (with more details)</li> <li>6. Estimated profit margin.</li> </ol> <p>For Professional Certification:</p> <ol style="list-style-type: none"> <li>7. Examination fees (if applicable)</li> <li>8. Professional certification fees (PATH license or etc)</li> </ol>
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### 3.6 SUPPORTING DOCUMENTS

All supporting documents should be in PDF format

## 4. EVALUATION CRITERIA

### 4.1 PROPOSAL EVALUATION PROCESS

The officer will evaluate the proposal based on the following criteria:

- a. **Quality:** Alignment with the course objectives and industry needs.
- b. **Effectiveness:** Effectiveness of the proposed training objectives and outcomes.
- c. **Accuracy:** Clarity and completeness of the proposal.
- d. **Credibility:** Track record and expertise of the TP.
- e. **Price:** Cost-effectiveness and price justification.

## **4.2 QUERY RESOLUTION PROCESS**

4.2.1 The evaluation officer may contact the TP's primary or secondary contact person to request additional information to complete the evaluation process.

4.2.2 TPs **MUST** revert to the query **within seven (7) working days**. Failure to comply with the deadline will result in an automatic rejection.

## **5. SELECTION PROCESS**

### **5.1 FINAL REVIEW AND RECOMMENDATIONS**

5.1.1 Proposal submission does not mean automatic approval.

5.1.2 The appointed Evaluation and Selection Committee will convene to discuss and review all proposals.

5.1.3 TP may check the proposal status through the progress tracker updated in the Upskill Malaysia portal.

5.1.4 The Committee's decision is final and no appeal will be considered.

## **6. CONTRACTUAL OBLIGATIONS**

6.1 All successful TP's will receive the Letter of Appointment (LOA) via their primary or secondary email.

6.2 The TPs **MUST** agree to the terms and conditions of the LOA and acknowledge their acceptance (via Adobe digital signature) within **14 days**. No responses within the time frame will be considered as non-acceptance of the LOA and the proposal approval will be revoked and rejected.

6.3 The LOA shall be valid for a term of **six (6) months from the date** of issuance and all training must be completed therein.

- 6.4 **HRD Corp will not provide any extension to the time period.**
- 6.5 The LOA shall be deemed legally binding and effective upon acceptance.
- 6.6 HRD Corp reserves the right to take legal action if the TP fails to comply with the terms and conditions prescribed in PATH and/ or outlined in the LOA.
- 6.7 At all material times, the TP shall be responsible for the acknowledgment and acceptance action on the Upskill Malaysia Portal. All acceptances will be deemed authorised by HRD Corp.

## 7. INITIATIVE DELIVERABLES/IMPLEMENTATION

- a) Appointed TPs are **required to 'Create a Slot'** via the Upskill Malaysia Portal and update participant details in the grant system.

### 7.1 GRANT SUBMISSION

- 7.1.1 TPs must submit their grant applications through the Upskill Malaysia Portal at least **three (3) working days** before the commencement of the training. TPs are advised to carry out their submission in advance to ensure they receive the required approval before the training date commencement.
- 7.1.2 Any changes or cancellations to the approved training **MUST be notified in writing** to HRD Corp **at least three (3) working days** before the commencement date of the training. The training schedule must align with the total training days approved by HRD Corp.
- 7.1.3 TPs can submit a **maximum of three (3) slots within the LOA** validity period to complete their approved quota. Transfer quota is strictly prohibited upon grants approval.
- 7.1.4 TPs are required to submit grant applications with the relevant documents in the Upskill Malaysia portal as follows:

REQUIRED DOCUMENTATION	EMPLOYMENT	UPSKILLING & RESKILLING
Invoice (30%)	✓	✓
Session Plan	✓	✓
Trainer's Profile	✓	✓
Venue Details	✓	✓
Letter of Commitment from the Employers	✓	
Endorsed Interview Assessment Form by the Employers (if any)	✓	

7.1.5 All supporting documents must be uploaded in PDF format through the official portal. TPs must keep the hard copy of the supporting documents as **HRD Corp has the right to request the original documents for inspection purposes.**

7.1.6 Once the training grant application has been approved, an email notification will be sent to the primary and secondary contact details. The approved amount for the course fees will be provided in the email.

7.1.7 HRD Corp will reimburse 30% of total financial assistance based on the number of participants submitted upon grant approval (subject to Finance turnaround time).

7.1.8 TPs are **strictly prohibited** from conducting the training before the grant approval and class combinations is **not allowed.**

7.1.9 Trainee replacement is NOT allowed after the commencement of the training.

7.1.10 Training provider is allowed to make trainee replacements in the system until the first day of training.

7.1.11 Training provider must ensure that trainee can attend **not more than one (1) PATH** training courses.

7.1.12 Training Providers must manually add an applicant's registration after grant submission based on the quota applied during slot creation.

7.1.13 This is to ensure that the details of the participants are captured in the system. The training provider must attach the participant's copy of the IC in the attachment during registration.

## **7.2 TRAINING EFFECTIVENESS EVALUATION (HRD-TEE)**

HRD-TEE is a holistic approach to evaluate specific measures for courses that will be evaluated based on the outcomes as outlined below:

### **7.1.2 OUTCOME EVALUATION:**

- a. The purpose of outcome evaluation is to assess the actual understanding and application of knowledge after the training.
- b. Issued to trainees **six (6) months after** the training ends, it measures whether trainees have successfully achieved the initiative's objectives through key indicators or identified learning objectives.
- c. HRD Corp will send the evaluation link via email to all trainees. Trainees are encouraged to complete the outcome evaluation within the specified time.
- a. TPs or trainers must ensure that trainee details and contact details, especially email addresses from the course registration, are valid.

## **7.3 TRAINING VERIFICATION (VERIFIED BY TRAINING VERIFICATION UNIT)**

7.3.1 Verification will be conducted by HRD Corp based on the Letter of Appointment (LOA) and session plan.

7.3.2 Appointed TPs must ensure all trainees attend the classes as required and thoroughly monitor attendance.

7.3.3 HRD Corp may conduct verification visits to the training venue to inspect training course compliance, trainee attendance, and other related matters and documents needed below:

- i. Copy of Trainee's MyKad (NRIC)
- ii. Valid driving licenses, and
- iii. Letter of Confirmation or Commitment from the employer for verification purposes. (if any)

7.3.4 If a trainee is not present in the classroom during the inspection, the trainee's attendance form will be marked as absent. The marked trainee attendance form must be attached to the claims form during submission. Failure to provide the original trainee attendance and claim form will result in the claims being queried.

7.3.5 HRD Corp Inspectorate Officers must be given the authority to do what is necessary for inspection purposes, including interviewing trainees and taking photographs and videos of the classes in session.

7.3.6 The verification report shall be prepared by the Inspectorate Team within 48 hours of the completion of the inspection.

#### **7.4 CLAIM SUBMISSION (BY SI CLAIM UNIT)**

7.4.1 TPs must submit their claims via the Upskill Malaysia portal upon completion of the training.

7.4.2 TPs should submit their claims within three (3) months of training completion.

7.4.3 70% of the claims will be reimbursed upon claims approval with 80% attendance of each trainee.

7.4.4 Payment shall not be made if the trainee(s) fail to attend 80% of the training, fail to be employed, and did not fulfil all other criteria. Financial assistance for the course and license fees is provided on a one-off basis. The TP will bear all costs



associated with any revision or re-examination attempts by the trainee(s).

7.4.5 HRD Corp reserves the right to demand a refund of the 30% payment paid or to set off the amount from the total 70% claims to be paid (if any) due to the non-fulfilment of the 80% attendance or withdrawal of trainees or any non-fulfilment of the 70% claims procedure.

7.4.6 The following documents are required for the 70% claims submission to HRD Corp:

EMPLOYMENT	UPSKILL & RESKILLING
<ul style="list-style-type: none"> <li>• Invoice (70%)</li> <li>• Claims form (with training and trainee details)</li> <li>• Original attendance form or system-generated attendance report.</li> <li>• Professional certificate (if applicable)</li> <li>• Evidence receipt payment of examination/certification slot/issuance of certificate/confirmation letter by the respective certifying body) if applicable.</li> <li>• Any other additional documents required by the HRD Corp claims officer.</li> </ul>	
<ul style="list-style-type: none"> <li>• A copy of the trainee's offer letter with salary details etc.</li> <li>• Copy of JPJ test slip</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of JPJ test slip</li> </ul>

7.4.7 Course and license fees will be paid directly to the appointed TP. The amount is subject to the approved claims.

7.4.8 Claims will be processed after receiving verification visit reports from the inspectorate officers and claims submissions from the TPs.

7.4.9 To avoid any deduction or rejection of the claim, TPs must ensure the training is conducted per the training schedule, the trainees' attendance is recorded for each training day, and compliance with HRD Corp's terms and conditions.

7.4.10 The claim will be queried if the details and supporting documents are incomplete. TPs must reply to the queries within **seven (7) working days**. Failure to do so will cause the claims approval to be delayed. Approved payment will be credited within **fourteen (14) working days** of receipt of complete documents.

7.4.11 Actions will be taken if the appointed TPs false or misleading documents during the claim submission. HRD Corp reserves the right to request whole or partial repayment from the reimbursed payment.

## 8 AMENDMENTS

HRD Corp reserves the right to change, amend, or alter the guidelines from time to time to strengthen the implementation of PATH. Any changes will be uploaded onto the HRD Corp official website.

## 9 CONCLUSION

The government, through the Ministry of Human Resources, has set ambitious goals of creating a 35% skilled workforce by 2030. To achieve this target, we must adopt a holistic and strategic approach to human capital development.

This means democratising access to learning and development opportunities for every segment of society and ensuring no one is left behind. As the custodian of Malaysian's human capital development aspirations, it is HRD Corp's prerogative to support Malaysia in achieving this aspiration.

PATH is an instrumental programme in achieving this aim. These guidelines are necessary in ensuring the successful implementation of PATH for now and the future. Therefore, we seek the support and cooperation from all stakeholders and partners to comply with these guidelines and work with us to make a positive difference to Malaysia's underserved communities.