

GUIDELINES

MISI

MALAYSIAN INDIAN SKILLS INITIATIVE



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INTRODUCTION



HRD Corp will implement the Malaysian Indian Skills Initiative (MISI) to continue supporting the upskilling of Indian youth, with funding provided through the MYInsentif KESUMA Programme.



- Yang Amat Berhormat Dato' Seri Anwar bin Ibrahim, Prime Minister and Minister of Finance, in his 2025 budget speech.

As the custodian of Malaysia's human capital development efforts, HRD Corp is honoured to be entrusted by the YAB Prime Minister to implement Malaysian Indian Skills Initiative (MISI), an initiative geared at democratising access to learning for the Malaysian Indian community.

This is in line with our aspiration to support Malaysians in strengthening essential skills, broaden critical knowledge and build an inclusive and cohesive MADANI society.



Key Objectives

MISI is an initiative designed to support Indian communities in Malaysia by facilitating job placements and creating opportunities for upskilling and reskilling.

Scope

MISI will focus on:



Enhancing employment opportunities



Upskilling and reskilling
(For professional certification)

CALL FOR PROPOSAL (CFP)

Announcement

The CFP for MISI will be announced through HRD Corp's official website:
<https://hrdcorp.gov.my/misi>

Objective

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

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

2. INITIATIVE OVERVIEW

MALAYSIAN INDIAN SKILLS INITIATIVE (MISI)

2.1 GOALS AND OBJECTIVES

MISI aims to empower the Malaysian Indian community with essential training to improve their quality of life through employment or upskilling reskilling opportunities.

The key objectives of MISI are as follows:

- a. Equip individuals with skills that enhance their skills and knowledge, employability, and earning capacity; and
- b. Strengthens financial security for individuals and families by learning new skills that can increase earning potential.

2.2 TARGET AUDIENCE

2.2.1 Malaysian Indian community aged 16 years old and above.

2.3 EXPECTED OUTCOMES

2.3.1 Training courses should achieve the following for the participants, upon completion:

- a. Enhance **employment** opportunities, OR
- b. **Upskilling reskilling** opportunities.

EMPLOYMENT	UPSKILLING RESKILLING
Successfully obtained a job.	Successfully obtained professional certification.

2.3.2 Training Provider (TP) need to ensure that the training courses included in the 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 as follows:

	TRAINING DURATION
Minimum	Three (3) days / 24 hours
Maximum*	Three (3) months

***Note:** Minimum training hours for the respective training days as below:

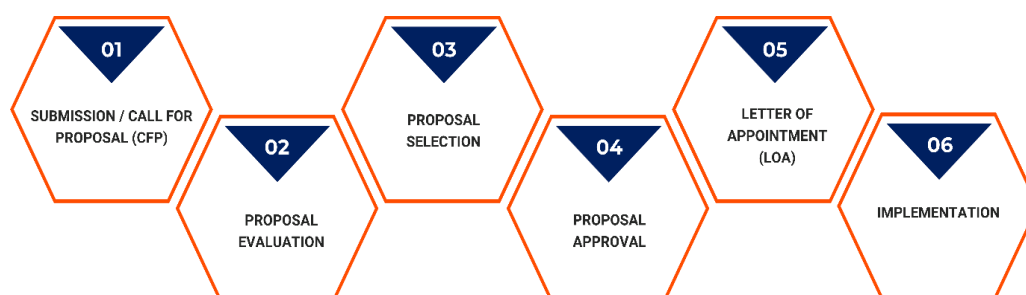
- Full day: 7 training hours + 1 hour break
- Half day: 4 training hours (minimum)

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). Extension to the time period will not be permitted.

3. PROPOSAL SUBMISSION

3.1 IMPLEMENTATION PROCESS

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



3.2 SUBMISSION PLATFORM

3.2.1 Proposals **MUST** be submitted through the official website:
www.hrdcorp.gov.my/MISI

- 3.2.2 **ONLY** submissions made through the Upskill Malaysia during the CFP duration will be accepted. HRD Corp **WILL NOT** entertain or consider proposals submitted through other means or channels outside of CFP duration.
- 3.2.3 HRD Corp does not appoint any agent to submit or receive proposals for MISI.
- 3.2.4 TPs must read and agree to the guideline of MISI before submitting their proposal.
- 3.2.5 TPs should use their e-TRiS credentials to log in and submit the proposals.

3.3 **MANDATORY CRITERIA**

- 3.3.1 All TPs **MUST** be registered with HRD Corp with an **active** and **valid registration** at the time of submission.
- 3.3.2 The training courses **MUST be aligned with the intended outcomes** of the initiative.
- 3.3.3 The proposed internal trainer (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>.
- 3.3.4 **HRD Corp Accredited Trainer** is highly recommended to ensure the delivery meets the required standards.
- 3.3.5 TPs with the same **Directors or Shareholders** are prohibited from submitting multiple proposals through different entities under the same initiative.
- 3.3.6 TPs **MUST not have any ongoing legal issues** or be **listed on the HRD Corp suspended list** at the time of submission.
- 3.3.7 TPs **SHALL** provide **primary and secondary contact** details specifically for MISI.

3.4 ELIGIBILITY CRITERIA AND REQUIREMENTS

3.4.1 TPs can ONLY submit a maximum of two (2) proposals under MISI within a single calendar year. Each proposal contains one (1) training course only.

3.4.2 Below are the types of courses allowed for submission:

TYPE OF COURSES	DETAILS
Non-certification courses <i>(only applicable for employment outcome)</i>	Certificate of attendance by TP
Certification courses <i>(for employment and upskilling reskilling outcome)</i>	Professional Certification by a renowned institution with an examination

3.4.3 Training courses can be delivered through the following methods:

- i. Face-to-face/classroom training
- ii. Remote Online Training (ROT)/virtual training

3.4.4 The maximum number of participants per class is as follows:

TECHNICAL COURSES	NON-TECHNICAL COURSES
- 1 Trainer for 25 Participants - 2 Trainers for 50 Participants	- 1 Trainer for 25 Participants - 2 Trainers for 60 Participants

** Facilitator may be considered as a 2nd trainer subject to HRD Corp approval.*

3.4.5 Any change of the trainer must be communicated in writing to HRD Corp's officer before the commencement of training.

3.4.6 Participants may enrol in a maximum of **two (2) MISI training courses** per initiative.

3.4.7 Course fees shall be within the prescribed average allowable limit below:

TYPE OF COURSES	AVERAGE ALLOWABLE COURSE FEE
Non-certification courses (Certificate of attendance by TP)	RM 5,000 / participant
Certification courses (Professional Certification by a recognised institution)	RM 8,000 / participant * with price justification

3.5 PROPOSAL FORMAT AND STRUCTURE

3.5.1 All interested TPs must follow the following format and structure when submitting their proposal through the official online portal:

FOCUS AREAS	DETAILS	
	Employment	Upskilling Reskilling
Part 1: Outcome Details	Letter of Intent/ Commitment from the employer for the trainee's employment.	Must clearly state how the training will upskill & reskill the trainees to improve their competencies.
Part 2: Training Provider Details	- Primary contact - Name - Mobile Number - Email Address - Secondary contact - Name - Mobile Number - Email Address	

Part 3: Training Course Details	1. Course Title 2. Training Methods 3. Type of Training 4. Skill Areas 5. Number of Participants (Trainees) 6. Course Overview 7. Course Content 8. Certification Body (if applicable) 9. Course Duration 10. Course Modules
Part 4: Trainer's Details	The selected internal (Malaysian) trainers should be registered in the HRD Corp's Trainer Development Management System (TDMS). • Accredited trainer is highly recommended. For non-Malaysian trainers, the profile must be attached with supporting documents for verification purposes. More info on TDMS: https://hrdcorp.gov.my/hrd-tdf
Part 5: Attachments	Attach relevant supporting documents in PDF format: • Collaboration letter from Certification body <i>(for Certification courses)</i> • Letter of Intent/ Commitment <i>(for employment)</i>
Part 6: Schedule of Price	Justification must be provided for all the details in the schedule of prices. 1. Trainer fee 2. Trainer accommodation and logistics

	3. Venue rental, food and beverages* (*Note: max RM200/day/participant) 4. Training materials (with details) • Consumables (e.g. stationeries) • Printing of handouts • Training Manual/Textbooks 5. Facilities and equipment (with details) • Software, hardware, and learning tools (incl. non-venue related rentals, e.g., laptop rental) • Access to online portals 6. Estimated profit margin For Professional Certification (If applicable): 1. Examination fees (mandatory) 2. Professional certification fees (mandatory) • Must be from a renowned institution. • The mentioned certification and examination fees must be per person with proof of the quoted price.
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4. EVALUATION CRITERIA

4.1 EVALUATION PROCESS

4.1.1 The Evaluation Committee will evaluate and assess each 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 a rejection of the proposal.

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) through the Adobe Acrobat Sign.

6.2 The TPs **MUST** agree to the terms and conditions of the LOA and acknowledge their acceptance of the LOA through Adobe Acrobat Sign within **14 days**.

6.3 The LOA shall be valid for a term of **six (6) months** from the date of issuance. All training must be completed therein. HRD Corp will **not provide any extension** to the time period.

6.4 The LOA shall be deemed legally binding and effective upon acceptance.

- 6.5 HRD Corp reserves the right to take legal action if the TP fails to comply with the terms and conditions prescribed in MISI and/ or outlined in the LOA.
- 6.6 At all material times, the TP shall be responsible for the acknowledgment and acceptance action. All such acceptances and acknowledgement will be deemed by HRD Corp as authorised by the TP.

7. INITIATIVE DELIVERABLES/IMPLEMENTATION

Approved TPs are required to '**Create Slot**' for the class creation via the Upskill Malaysia portal before proceeding with the grant submission.

7.1 GRANT SUBMISSION

- 7.1.1 TPs shall submit a **grant application** within the **LOA validity period** to complete their approved quota. Transfer quota is **prohibited** upon grant approval.
- 7.1.2 TPs must submit their **grant applications** through the Upskill Malaysia portal **at least three (3) days before the commencement of the training**. TPs must submit it in advance to ensure they receive the required approval before the training commences.
- 7.1.3 TPs are required to submit their grant applications through the Upskill Malaysia portal. The required documents are as follows:

REQUIRED DOCUMENTATION	EMPLOYMENT	UPSKILLING RESKILLING
Invoice (30%)	✓	✓
Session Plan	✓	✓
Venue Details	✓	✓
Trainer Details	✓	✓

- 7.1.4 Once the training grant application has been approved, a notification email will be sent to the primary and secondary contact.
- 7.1.5 TPs are **strictly prohibited** from **conducting the training before the grant submission**.
- 7.1.6 TPs are responsible for ensuring the training is executed per the grant approval. Class combinations are not allowed.
- 7.1.7 HRD Corp will reimburse 30% of total financial assistance upon grant approval (subject to Finance turnaround time).
- 7.1.8 Any changes or cancellations to the approved training MUST be notified to the officer-in-charge at least three (3) working days before the commencement date of the training. The training schedule must align with the total training days/hours approved by HRD Corp.
- 7.1.9 All supporting documents must be uploaded in PDF format through Upskill Malaysia. TPs must keep the hard copy of the supporting documents as HRD Corp has the right to request the original documents for inspection purposes.

7.2 TRAINEE ENROLLMENT

- 7.2.1 An individual interest form will be published on the official MISI website for those interested in participating in MISI training. HRD Corp will compile the submissions and share the list of interested individuals with the Training Provider for selection.
- 7.2.2 TPs are responsible for ensuring the selected trainee is aligned with the target audience of the MISI.
- 7.2.3 All trainees are required to fill in a **declaration form** to declare that they fall under the target audience of the initiative, which is the Malaysian Indian community aged 16 years old and above.

- 7.2.4 TP must ensure that each trainee attends not more than two (2) MISI training.
- 7.2.5 TP strongly recommended registering **trainees' information** in Upskill Malaysia **before the commencement of the training** to ensure the trainees have not attended more than two (2) MISI training.
- 7.2.6 TP may replace the trainee in Upskill Malaysia before the claim submission.
- 7.2.7 TP must ensure the selected trainee fulfil the 80% attendance.

7.3 **TRAINING EVALUATION**

- 7.3.1 The HRD Training Effectiveness Evaluation (HRD-TEE) is a holistic approach to evaluating specific measures for courses that will be assessed based on the outcomes as outlined below:

a. OUTPUT EVALUATION

- i. This output evaluation aims to assess immediate response and obtain the trainee's feedback on the course attended.
- ii. The TP/ trainer **must ensure** that all trainees receive and complete the **MANDATORY** HRD Corp output evaluation on the last day of training.
- iii. The online evaluation link can be accessed through the link: <http://bit.ly/TEEFORSI>

b. OUTCOME EVALUATION

- i. Outcome evaluation aims to assess the actual understanding and application of knowledge after the training.

- ii. Issued to trainee the earliest **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.
- iii. HRD Corp will send the evaluation link via email to all trainees. Trainees are encouraged to complete the outcome evaluation within the specified time.
- iv. TPs must ensure that trainee details and contact details, especially email addresses from the course registration, are valid.

7.4 **TRAINING VERIFICATION**

7.4.1 TPs must ensure the trainees who attended the training align with the MISIs target audience.

7.4.2 TP to ensure the individual supporting document below is available during the inspection to verify the individual's eligibility.

REQUIRED DOCUMENTATION	EMPLOYMENT	UPSKILLING RESKILLING
Trainee's MyKad (NRIC)	✓	✓
* Trainee declaration form	✓	✓

* Available in the MISI website (<https://hrdcorp.gov.my/misi>)

7.4.3 Any trainee not in attendance on the day of the verification visit will be deemed as absent. The marked trainee attendance form must be attached during claim submission. Failure to provide the original trainee attendance will result in the claims being queried.

7.4.4 HRD Corp will conduct a verification visit to the training venue to inspect training course compliance, trainee attendance, and other related matters and documents. TPs

must cooperate and prepare all the required documents by HRD Corp during the visit.

- 7.4.5 HRD Corp verification officers must be authorised to do what is reasonably necessary for verification purposes, including interviewing trainees and taking photographs and videos of sessions.
- 7.4.6 TPs must always ensure the company's stamp is available, especially during the verification officer visits.
- 7.4.7 TPs must ensure that the person in charge is always available to assist the verification officer with training and document verification.
- 7.4.8 For Remote Online Training (ROT), verification will be conducted through the online platform. The verification officer will directly contact the training provider to obtain the training details.

7.5 **FINAL CLAIM SUBMISSION**

- 7.5.1 TPs must submit their final claims via Upskill Malaysia. All forms can be obtained from HRD Corp's MISI website (<https://hrdcorp.gov.my/misi>). TPs shall only use the attendance form provided on the official website (for face-to-face).
- 7.5.2 All supporting documents must be uploaded in PDF format through the Upskill Malaysia portal. TPs must keep the hard copy of the supporting documents as HRD Corp has the right to request the original documents.
- 7.5.3 TPs should submit their claims **within 3 months (90 days) after completion of the training**. No appeal is allowed after 3 months.
- 7.5.4 70% of the claims will be reimbursed upon claims approval with **80% attendance of each trainee**.

- 7.5.5 Payment will not be made if the trainee(s) fail to attend at least 80% of the training, meet the initiative's outcomes, or fulfil all other criteria. Financial assistance for the course and examination fees is provided as a one-off payment. The TP will bear all costs related to any revision or re-examination attempts by the trainee(s).
- 7.5.6 HRD Corp reserves the right to demand a refund of the 30% payment paid or to offset the amount against the remaining 70% claims (if any) due to the non-fulfilment of the 80% attendance requirement, withdrawal of trainees, or failure to comply with the 70% claims procedure.
- 7.5.7 The following documents are required for the 70% claims submission to HRD Corp:

EMPLOYMENT	UPSKILLING RESKILLING
• Invoice (70%) • Original trainee attendance form or system-generated attendance report. • Professional certificate (if applicable) • Evidence receipt payment of examination/certification slot/issuance of certificate/confirmation letter by the respective certifying body (if applicable). • Any other additional documents required by the HRD Corp claims officer.	
• A copy of the trainee's offer letter with salary details, etc. • A copy of the trainee's professional certificate/ <i>Slip Pengesahan Persijilan</i> for certification under JPK (if any)	• A copy of the trainee's professional certificate/ <i>Slip Pengesahan Persijilan</i> for certification under JPK

7.5.8 Course, examination & certification fees (if any) will be paid directly to the appointed TP. The amount is subject to the approved claims. Examinations and certifications must be conducted with the appointed certification body. In-house examinations and certifications will not be accepted.

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

7.5.10 To avoid any deduction or rejection of the claim, TPs must ensure that:

- training is conducted according to the training schedule
- trainee attendance is recorded for each training day
- proof of payment is submitted
- compliance with this guideline

7.5.11 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 delay the claims approval. Approved payment will be credited within **fourteen (14) working days** of receipt of complete documents.

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

7.5.13 The decision on the claim approval is final, and no further appeal will be permitted.

8. AMENDMENTS

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

9. CONCLUSION

- 9.1 The government, through the Ministry of Human Resources, has set ambitious goals to implement a strategic approach to human capital development. This aligns with the broader national objective of creating a highly skilled workforce while uplifting the Indian community in Malaysia.
- 9.2 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 Malaysia's human capital development aspirations, it is HRD Corp's prerogative to support Malaysia in achieving this aspiration.
- 9.3 MISI is an instrumental programme in achieving this aim. These guidelines are necessary to ensure the successful implementation of MISI for now and in 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 in Malaysia