



MINISTRY OF HUMAN RESOURCES



**ON-SITE
APPROVAL
PARTICIPATION
GUIDELINES**

PACE

Progressive Acceleration for Capability & Employability

Event

PACE On-Site Approval Participation Guidelines

1. Introduction

The PACE on-site approval session is organised by HRD Corp during the PACE Event on 23 May 2026, with a total allocation of RM10 million for initiatives open for approval and award during the event.

2. Objectives of the On-Site Approval Session

- Accelerate training programme approvals
- Increase trainee participation
- Support strategic workforce development initiatives
- Strengthen governance and transparency

3. Eligibility for Participation

The session is open for eligible and registered Training Providers in implementing programmes under:

- VETRI – focused on the Indian community
- ELEVATE – focused on Micro, Small and Medium Enterprises (MSMEs)

4. RSVP Requirements

Training Providers are required to complete RSVP registration to enable HRD Corp to:

- Confirm submission and evaluation slots
- Manage crowd capacity and operational flow
- Facilitate smoother processing during the event

5. Information Upon RSVP Confirmation

Confirmed participants will receive further details before the PACE Event as follows:

- Event information and instructions
- Required document checklist
- Proposal templates and guidelines
- Operational updates

6. Trainee Participation Requirements

Training Providers submitting proposals are **required to attend the event together with the proposed trainees/participants for the proposal to be awarded** upon completion of the evaluation process.

Each proposal is encouraged to include:

- Minimum: 25 participants
- Maximum: 50 participants

To provide fair participation opportunities, Training Providers are encouraged to submit proposals with a minimum of 25 participants, while proposals with up to 50 participants are subject to availability and will be confirmed during RSVP confirmation before the PACE Event.

7. Proposal Submission Process

Training Providers are advised to submit proposals before the event, starting 18 May 2026 onwards, in accordance with the initiative guidelines as follows:

- Online submission via the designated platform through the HRD Corp portal.
- Manual submission at Wisma HRD Corp, Bukit Damansara, Kuala Lumpur. Proposals must be submitted in a sealed envelope (Attn: Strategic Initiatives Unit) and timestamped by the HRD Corp Receptionist before being placed in the submission box at the lobby.

However, Training Providers with difficulties may submit proposals manually during the event. Any softcopy proposals or supporting documents shall be submitted via the method advised by the HRD Corp officers during registration.

8. Required Documents

Training Providers are required to prepare the following documents:

- Complete manual proposal
- Participant list
- Programme structure/module
- Trainer information
- Supporting documents

Detailed requirements and templates will be shared upon confirmation.

9. Evaluation Duration

The evaluation duration and process are subject to the completeness of documentation, proposal quality, and volume of submissions during the event. Training Providers are required to remain at the event location until the award process is completed.

10. Proposal Approval Process Flow

The general approval process flow includes:

- Registration on event day (Training Provider and Trainees)
- Document verification
- Proposal key-in by HRD Corp (manual submission only)
- Evaluation process
- Selection & Review Meeting (SRM)
- Recommendation for approval
- Issuance of Letter of Appointment (LOA)

11. Participation Target

The session is the first of its kind in promoting full transparency in the implementation of HRD Corp Strategic Initiatives. Training Providers are encouraged to actively participate by attending the event and supporting the target through quality submissions and trainee participation.

All complete proposals submitted together with attending trainees will undergo evaluation and award consideration through the due diligence process in accordance with the initiative guidelines.

The session targets approximately 2,000 trainees to be approved during the event.

12. Enquiries

For any enquiries or further information regarding PACE, please contact the HRD Corp Strategic Initiatives Unit via strategicinitiatives@hrdcorp.gov.my or 1300 88 4800.