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TRAINING PROVIDER CIRCULAR NO. 1/2009
REVISION ON THE TERMS AND CONDITIONS FOR REGISTRATION
OF TRAINING PROVIDER AND TRAINING PROGRAMME

1. PURPOSE

- 1.1 The purpose of this circular is to inform training providers registered with PSMB on the revision on the terms and conditions for the registration of training providers and their programmes as stipulated under the Training Provider Circular No. 2/2006.

2. BACKGROUND

- 2.1 On 16 March 2006, PSMB had issued a Training Provider Circular No. 2/2006 which explains the new terms and conditions for the registration of training providers and their training programmes.
- 2.2 In 2008, PSMB organised three dialogue sessions with registered training providers to get their feedbacks and suggestions on how to simplify the procedures for the registration of training providers and their programmes. A total of 125 representatives from registered training providers participated in the dialogue sessions.
- 2.3 During the dialogue sessions, the representatives highlighted many issues faced by them to PSMB. The Board of Directors of PSMB at its meeting revised many terms and conditions in order for the training providers to be competitive in this business and at the same time provide quality trainers and training programmes to the employers.

3. REVISION ON THE TERMS AND CONDITIONS

3.1 [Registration of Training Provider.](#)

- 3.1.1 Under the revised terms and conditions, there will only be 2 categories of training providers, namely Category A or B.

(a) Category A is meant for established training providers with an office, a minimum of one (1) training room and/or computer laboratory and/or workshop with training facilities, at least two (2) full-time local trainers

and supporting staff. Training providers under this category must have offered in-house or public courses / programmes for at least 1 year. Processing and renewal fee for training providers under this category is RM1,300.

(b) Category B is meant for training providers without training rooms and training facilities but have an office with at least one (1) full-time local trainer and supporting staff. Processing and renewal fee for training providers under this category is RM800.

3.2 Size of Training Room

3.2.1 The minimum size for a training room under Category A must be at least 35m² irrespective of the length and width. This ruling does not apply to training providers who have registered with PSMB under this category before the date of this circular.

3.3 Fee Imposed on Shifting of Office

3.3.1 No fee will be imposed on training provider who wishes to relocate their premise. A processing fee of RM1,000 will be charged to any training provider who have shifted their premise less than one (1) year from the registration date or the date of its last shifting of premise.

3.4 Registration of Training Programme

3.4.1 The fee for registration of training programmes under the SBL-Khas and PROLUS Schemes is RM300.00 with a validity period for three (3) years.

3.4.2 Training programme must be conducted at least once (previously 2 sessions) to the employers registered with PSMB before it can be registered under the PROLUS Scheme. This condition does not apply for programmes under ICT discipline at the Specialist Level, New Technologies training programmes or programmes at the Diploma level.

3.4.3 For any training programmes approved under the PROLUS Scheme, training providers may apply to register the same programme to acquire the SBL-Khas and PERLA Scheme status. To activate the status, training providers are required to sign an agreement under both schemes. The date and validity period for the training programme will be based on the date of the programme registered under the PROLUS Scheme.

3.4.4 To encourage more training providers to participate under the PERLA Scheme, PSMB has lifted the condition to have ten (10) training programmes approved under the PROLUS Scheme and this condition has been reduced to five training programmes. This means once five (5) training programmes are approved under the PROLUS scheme, training providers can apply for the PERLA status.

- 3.4.5 PSMB has also waived the requirement for registered training providers who wish to participate under the SBL-Khas Scheme to have a Paid-Up Capital of RM50,000.00 or a Bank Guarantee of RM25,000.00. For training providers who have submitted a Bank Guarantee to PSMB, a letter is required for PSMB to return the Bank Guarantee to them.

3.5 Training Venue

- 3.5.1 Soft skills training programmes that have been approved under the PROLUS / PERLA Schemes are now allowed to be conducted at training providers' premises, hotels or other rented training venues with the condition that the training programme is categorised as a soft skills training programme (knowledge based). For technical and computer training programmes (application based), they must be conducted at training providers' premises only.

3.6 Renewal of Training Programme

- 3.6.1 For every training programme approved under the PROLUS Scheme and then extended to SBL-Khas and PERLA Schemes will have the same validity date of three (3) years. The training provider is only required to renew the training programme under the PROLUS Scheme.
- 3.6.2 The renewal fee for training programmes under SBL-Khas will be reduced from RM300.00 to RM200.00 and the validity period will be extended from 2 years to 3 years. Training providers with Category A registrations can apply for converting their PROLUS programmes to SBL-Khas programmes without paying any processing fee. The validity period for SBL-Khas programmes is three (3) years.

3.7 Application of Training Programme Under The SBL-Khas Scheme

- 3.7.1 For application of training grant under the SBL-Khas Scheme, employers are no longer required to submit trainers' biodata and course contents. They are just required to state the code of training programme, name of the trainer and their National Registration Identification Card (NRIC) Number provided that there is no modification or change on the contents of the registered training programme.
- 3.7.2 If the information declared is false or misleading, action will be taken against the training provider by deregistering the training programme under the SBL-Khas or PROLUS Scheme or both.

3.8 Training Programme Evaluation Form Under The PROLUS Scheme

- 3.8.1 It is the responsibility of training providers to ensure that all training programmes conducted under the PROLUS Scheme are evaluated by the

participants.

- 3.8.2 In order to measure the effectiveness of each training programme, training providers are required to distribute the Evaluation Form PSMB/PRO/E/06 (form can be downloaded from PSMB's website under the item of "Application Form" or "Borang-Borang Permohonan"). Upon completion of the training programme, training providers must key-in the information on the Online Evaluation System at www.hrdnet.com.my. Training providers must also return the original evaluation form to PSMB for reference.

4. CONCLUSION

- 4.1 PSMB hopes that the decisions of the Board to revise the terms and conditions will assist training providers in providing quality services to employers registered with PSMB. This circular is an extension from the Training Provider Circular No. 2/2006 and No. 1/2007 and other matters except the above mentioned shall remain unchanged.

- 4.2 If further clarification is required, please do not hesitate to contact the officers below:

a) Registration / Renewal of Training Provider Certificate

i. En. Mohamed Ramdan bin Mohamed Yusoff
Telephone Number: 03-2096 4829

ii. Pn. Hasmaliza bt Ismail
Telephone Number: 03-2096 4830

b) Registration / Renewal of Training Programme under the SBL-Khas, PROLUS and PERLA Schemes.

i. En. Ooi Chai Liang
Telephone Number: 03-2096 4871

ii. Puan Zarina bt Mohamed or Pn. Sofiah bt Mohd Hoziri
Telephone Number: 03-2096 4981/4833

- 4.3 This circular will take effect from the date of this circular letter.

Thank you,

**'PEKERJA TERLATIH MENJANA KECEMERLANGAN'
'PEKERJA INOVATIF NEGARA KOMPETITIF'**

Yours sincerely,

(MEJ. (B) VAN WENG HONG)

Deputy Chief Executive (Operations)
Pembangunan Sumber Manusia Berhad