



PEMBANGUNAN SUMBER MANUSIA BERHAD
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EMPLOYERS CIRCULAR NO . 1/2005

CLAIMS FOR CONSUMABLE TRAINING MATERIALS UNDER THE JOINT TRAINING SCHEME

1. PURPOSE

- 1.1 The Purpose of this circular is to inform employers about claims for consumable training materials under the Joint Training Scheme.

2. BACKGROUND

- 2.1 Registered employers who are paying to the Human Resources Development Fund (HRDF) are eligible to apply for training grants to defray all or a portion of the "allowable costs". One of the training schemes that can be used by employers to apply for training grants is the Joint Training Scheme. Under this scheme, two or more employers can jointly appoint a training provider to conduct training for their employees.
- 2.2 Currently, sponsoring or participating employers undertaking training under this scheme will individually apply for financial assistance to cover the cost of consumable training materials. It is a norm that sponsoring employers will provide the consumables for the duration of training and rightfully, only sponsoring employers claim for these consumables.

3. APPLICATIONS FOR CONSUMABLE TRAINING MATERIALS

- 3.1 To avoid any confusion among employers, the management of PSMB had decided that only sponsoring employers for the programmes under the scheme are eligible to apply and subsequently, submit claims for consumables.
- 3.2 Sponsoring employers are not required to submit any receipts when making claims for consumables of less than RM100.00.
- 3.3 If the cost of the consumables for one training programme is more than RM100.00, then sponsoring employers are required to list down all the consumable training materials, detailing their costs. This list is required to be attached with their application forms when applying for training grants.
- 3.4 Since sponsoring employers are only allowed to claim for consumable training materials, sponsoring employers are required to provide the needed materials to all participants, even for those from other participating employers.

4. EFFECTIVE DATE

- 4.1 This Circular is effective as from 15 January 2005.

Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN"
"BERSAMA SEIRING MENGHADAPI GLOBALISASI"

Yours sincerely,

(MEJ (B) VAN WENG HONG)
General Manager
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For Chief Executive
Pembangunan Sumber Manusia Berhad