



EMPLOYER CIRCULAR NO. 1/2008

IMPLEMENTATION OF NATIONAL DUAL TRAINING SYSTEM

1. PURPOSE

- 1.1 The purpose of this circular is to inform all employers registered with Pembangunan Sumber Manusia Berhad (PSMB) on the implementation of the National Dual Training System (NDTS) in accordance with the Pembangunan Sumber Manusia Berhad Act, 2001 (Amendment) 2007. Employers who are currently registered with PSMB and trained apprentices under the NDTS organised by Jabatan Pembangunan Kemahiran (JPK) can apply for financial assistance from the Human Resources Development Fund (HRDF) subject to the allowable training cost.

2. BACKGROUND

- 2.1 The government has implemented the NDTS to produce national skilled workforce (k-Worker) through an up-to-date and comprehensive training mechanism to meet the current needs of the industry.
- 2.2 The training mechanism adopted under the NDTS will address the issue of producing the skilled workforce that does not meet the current needs of the industry. This training mechanism will also expose the apprentices to the real work environment.

3. CRITERIA FOR ELIGIBLE EMPLOYERS

- 3.1 Companies must be registered with PSMB and have sufficient levy balance.
- 3.2 Apprentices must be Malaysian citizen.
- 3.3 Apprentices must be SPM / PMR school leavers who are shortlisted by sponsoring employers.
- 3.4 Training programmes must be approved by JPK.
- 3.5 The [Apprenticeship Contract](#) must be signed between apprentices and sponsoring employers based on the PSMB's format.

4. TRAINING PROGRAMMES BASED ON APPROVED STANDARDS

- 4.1 Upon successful completion of the training and competency test, the apprentices will be awarded with the Malaysian Skill Certificate by JPK.

5. DURATION AND TRAINING MECHANISM

- 5.1 The duration of the training is between 1 to 2 years or subject to the training duration determined by JPK.

5.2 The training methodology adopted under the NDTs is based on the following approaches: -

(a) Theoretical and basic skill training conducted at training institutions is comprised of 20% to 30% from the overall training duration; and

(b) Practical training conducted at sponsoring employers' premises is comprised of 70% to 80% from the overall training duration.

However, the percentage of the ratio can be adjusted depending on the needs agreed by JPK.

6. TRAINING INSTITUTE

6.1 Training institutes must obtain approval from JPK to implement the NDTs.

7. THE PROCESS IMPLEMENTATION OF NDTs

7.1 Sponsoring employers registered under the Human Resources Development Fund (HRDF) are required to submit application form [PSMB/SP/SLDN/1/08](#) (please refer APPENDIX A) together with the approval letter issued by JPK in one (1) week prior commencement of the training programme for approval on the financial assistance.

8. ALLOWABLE TRAINING COST

8.1 Employers can claim the following training cost :-

- i) Training fee (if applicable);
- ii) Registration and issuance Malaysia Skill Certificate fees;
- iii) Apprentices monthly allowance; and
- iv) Group insurance

9. CLAIM MECHANISM FOR ALLOWABLE TRAINING COST

9.1 All training costs incurred will be paid by employers and claim later from PSMB. Claims can be made by using form [PSMB/SP/SLDN/T1/08](#) (please refer APPENDIX D) and it must be attached with receipt and other supporting documents as evidence of payment. The required documents are as follows: -

- i) Receipt;
- ii) List of apprentices attendance ([PSMB/SP/SLDN/T2/08](#)) and apprentices must attend at least 90% from the overall training duration (please refer APPENDIX B);
- iii) Payment statement of apprentices monthly allowance ([PSMB/SP/SLDN/T3/08](#)) (please refer APPENDIX C); and
- iv) Photocopy of identity card.

9.2 Claims can be submitted every 3 months or by modular basis or upon completion of each training semester.

9.3 PSMB will pay the total amount of claims subject to the levy balance of the sponsoring

employers.

10. ENQUIRIES

10.1 If further enquiries and explanation are required, please do not hesitate to contact the following officers: -

- i) Cik Faezah binti Jamil 03-20964834; or
- ii) Pn. Anizah binti Ariff Al Bakri 03-20964863

Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN"
"PEKERJA PRODUKTIF NEGARA KOMPETITIF"

Yours sincerely,

(SHAHRI BIN HASSAN)
General Manager
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For Chief Executive
Pembangunan Sumber Manusia Berhad