



**PEMBANGUNAN SUMBER MANUSIA BERHAD (545143 D)**

**KEMENTERIAN SUMBER MANUSIA**

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*Our ref.* : (40)PSMB/20/8

Kulit 5

*Date* : 2 February 2010

## **EMPLOYERS CIRCULAR NO. 1/2010**

### **ESTABLISHMENT OF 1MALAYSIA HRDF SKILLS UPGRADING FUND FOR SMALL AND MEDIUM ENTERPRISES**

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#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to inform employers on the establishment of 1Malaysia HRDF Skills Upgrading Fund for Small and Medium Enterprises (SMEs) with an allocation of RM2 million by Pembangunan Sumber Manusia Berhad (PSMB).

#### **2.0 BACKGROUND**

- 2.1 In view of the current economic condition and to assist employers in reducing the cost of doing business, the rate of human resource development (HRD) levy was reduced from 1% to 0.5% for the period 1 April 2009 until 31 March 2011. As a result, employers particularly SMEs have insufficient levy to send their workers for skills upgrading. The Government is of the view that training should continue despite the effect of the global economic crisis.

2.2 Continuous retraining and skills upgrading are important elements in producing innovative and creative workers with high value-added skills in order to have competitive advantage when the economy improves or rebounds.

### 3.0 **OBJECTIVES OF THE FUND**

3.1 The objectives of the 1Malaysia HRDF Skills Upgrading Fund are as follow:

- (a) to provide financial assistance and opportunity for Malaysian workers whose employers are registered with PSMB to upgrade their knowledge and skills in the areas of innovation, creativity and high value-added; and
- (b) to encourage SMEs to send their workers for training in certification programmes that would generate high income to support the Government's Vision in attaining High-Income Economy by the year 2020.

### 4.0 **TERMS AND CONDITIONS**

4.1 As the allocation of the fund is limited and to assist employees in attaining higher qualification that would generate high income, this fund will only cover the following:

- (a) Course fees. Other allowable costs will be borne by employers from employers' levy accounts;
- (b) Certification programmes assessed and issued by recognised bodies. Examples of certification programmes are Chargeman training by Energy Commission of Malaysia,

Boiler training by Department of Safety and Health, Safety and Health Officer by National Institute of Occupational safety and Health (NIOSH), Accreditation of Prior Achievement by Department of Skills Development and ICT training programmes certified by Microsoft, SAP, Sun Micro Systems, Oracle, ITIL and Linux. Diploma, Degree, Master, PhD. and other postgraduate programmes are not entitled for any financial assistance under this fund;

- (c) SMEs registered with PSMB from manufacturing and services sector. Big employers are not eligible for any funding; and
- (d) One Malaysian employee per employer.

## **5.0 PROCEDURE FOR APPLICATION AND CLAIM**

- 5.1 Application for financial assistance from this fund can be made under the SBL Scheme and Accreditation for Prior Achievement (APA) Scheme. To indicate the difference between application for normal financial assistance from employer's own levy and this fund, employers must attach a consent letter using employer's letterhead as per Appendix A.
- 5.2 Claims for reimbursement shall be made under the normal procedures but made up of two portions. The first portion of the claim is 80% of the course fees. The balance of 20% together with other allowable costs shall be claim after employers have conducted Level 3 evaluation on the trainee. The evaluation must be made by the trainee's supervisor three months after completing the training programmes using a standard form as per Appendix B.

5.3 Approval for this fund will be made on first come, first served basis.

## 6.0 EFFECTIVE DATE

6.1 The effective date of this circular is 8 February 2010.

Thank you.

**"PEKERJA TERLATIH MENJANA KECEMERLANGAN"  
"KERANA MU MALAYSIA MAJU"**

Yours sincerely,

**(M. ZA'BA BIN MOHAMAD ZAHAM)**  
Manager  
Training Grant Division  
for Chief Executive  
Pembangunan Sumber Manusia Berhad

PSMB/1M/E/10

MYCoID

EMPLOYER CODE NUMBER									

**TRAINING IMPACT EVALUATION FOR 1MALAYSIA SKILLS UPGRADING FUND**

The purpose of this evaluation is to assess the extent of knowledge/skills gained by the trainee from the training programme.

**REGISTERED NAME AND ADDRESS OF COMPANY:**

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**TELEPHONE NUMBER** : \_\_\_\_\_

**SUPERVISOR' S NAME** : \_\_\_\_\_

**TRAINEE'S NAME** : \_\_\_\_\_

**TITLE OF TRAINING PROGRAMME** : \_\_\_\_\_

**DATE OF TRAINING PROGRAMME FROM** : \_\_\_\_\_ **TO:** \_\_\_\_\_

**GRANT APPROVAL NO.** : \_\_\_\_\_

**A. THIS SECTION MUST BE FILLED BY THE TRAINEE** (Please mark (x) in the appropriate box)

1. Please indicate the degree of success in applying the knowledge/skills gained from the training programme in your job.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Successful at all	Not Very Successful	Limited Success	Generally Successful	Totally Successful

2. Please indicate the frequency of using the knowledge/skills gained from the training programme in performing your task.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Low	Low	Average	High	Very High

3. Please indicate the limitations that prevent you from using the knowledge/skills gained from this programme (if any).

i - \_\_\_\_\_

ii - \_\_\_\_\_

**B. THIS SECTION MUST BE FILLED BY THE SUPERVISOR**

*(Please mark (x) in the appropriate box)*

4. Please indicate the increase of frequency in using the knowledge/skills gained from this programme after the trainee had attended the training.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
≤10%	11-29%	30-49%	50-79%	≥80%

5. To what extent has the organisation's business benefited from the knowledge/skills gained by the trainee after attending the training programme.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Low	Low	Average	High	Very High

6. What is the percentage of salary increased after the trainee obtained the certification?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	1-3%	4-6%	7-9%	≥10%

7. If you have any comments and suggestions, please specify.

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Signature by Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

EMPLOYER'S LETTERHEAD

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Chief Executive  
Pembangunan Sumber Manusia Berhad  
Wisma PSMB, Jalan Beringin  
Damansara Height  
50490 Kuala Lumpur  
(Training Grant Department)

Date:

Sir/Madam,

**Supporting Letter To Apply For *IMalaysia Skills Upgrading Fund***

The subject matter referred.

2. Our company support the application for (**Name:.....**  
**IC No:.....**) to attend certification training program under the  
*IMalaysia Skills Upgrading Fund*.

3. The details for certification are as follows:

- a) Program Title :
- b) Training Provider :
- c) Address :
- d) Total Course Fee :
- e) Date Start :
- f) Date Finish :

4. I/we declare that the information are true and correct, **and** we have no objection for PSMB to take necessary actions if we not following the term and condition of the act.

Yours sincerely,

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(Name and Company Chop)