

Our ref : (20)PSMB/20/8 Kulit 6

Date : 24 February 2012

EMPLOYERS CIRCULAR NO. 1//2012
CHANGE IN APPLICATION AND CLAIM PROCESS FOR RECOGNITION OF
PRIOR ACHIEVEMENT SCHEME (RPA)

1.0 PURPOSE

1.1 The purpose of this circular is to inform employers on the change in application and claim process for the Recognition of Prior Achievement Scheme (RPA).

2.0 BACKGROUND

2.1 PSMB had developed the RPA Scheme on 2 July 2009 and employers were allowed to claim for the RM300 registration fees that had been imposed by the Department of Skills Development (DSD). Improvement made on the RPA scheme on 30 April 2010, allowed employers to claim for multi-level registration fees for certification at one point of time, which is RM300 for each level.

2.2 Under the scheme, workers who have skills and experience can apply to be certified under Malaysia Skills Certification (MSC), Malaysia Diploma Skills (MDS) or Malaysia Advanced Diploma Skills (MADS) from DSD according to their competency levels.

3.0 CHANGE IN APPLICATION AND CLAIM PROCESS FOR RPA SCHEME

3.1 Employers are required to submit their application to PSMB using form **PSMB/PPT/1/12** together with a copy of **JPK/PPT/1001(P1)** issued by DSD.

3.2 Employers are required to submit only one (1) application form for multi-level certifications. All information given in the PSMB's application form must be same as the information in the DSD's application form under the RPA scheme.

3.3 The registration fee for certification which is RM300 per person per level will be paid directly to DSD by PSMB.

3.4 Employers must not have any levy arrears or outstanding interest and every application will be based on current levy balance.

4.0 DATE OF IMPLEMENTATION

4.1 This circular is effective from the date of this circular letter.

5.0 CLOSING

5.1 Please feel free to contact our Customer Service Officer at (03) 2096 4600 or our branches should you require further clarification or assistance.

Thank you.

“PSMB – SHAPING PEOPLE”

“Pekerja Merealisasikan Transformasi Negara”

Yours sincerely,

(CM VIGNAESVARAN A/L JEYANDRAN)

b.p. Chief Executive

Pembangunan Sumber Manusia Berhad