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Our Ref: (20) PSMB/20/8 Kulit 5
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EMPLOYERS CIRCULAR NO. 10/2009

ADDITIONAL PROCEDURE UNDER THE INFORMATION TECHNOLOGY AND COMPUTER AIDED TRAINING SCHEME

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers who have branches about an additional procedure for the purchase of computers for training purposes under the Information Technology and Computer Aided Training Scheme.

2. BACKGROUND

- 2.1 Effective from 16 November 1996, Employers Circular No. 6/1996 states that registered employers who pay levy to the Human Resources Development Fund (HRDF) are eligible for financial assistance for the purchase of computers to re-train workers via the computer based training approach under the Information Technology and Computer Aided Training Scheme.
- 2.2 Under this scheme, employers are required to obtain approvals for their Head Office before they are allowed to submit an application for one chosen branch, which has been registered with PSMB. Both Head Office and branch office are eligible for financial assistance under the scheme for a maximum amount of RM25,000.00 respectively once every 3 years.

3. ADDITIONAL PROCEDURE FOR APPLICATION

- 3.1 In our effort to encourage employers to re-train and upgrade the skills of their workers especially in the field of information technology, PSMB allows employers to submit application for one of the branches under this scheme even before obtaining approval for their Head Office.

- 3.2 Nonetheless, other terms and conditions under this scheme such as follows remained unchanged: -
- 3.2.1 Employers must obtain approval prior the purchase of computers under the scheme;
 - 3.2.2 Application must be supported with one quotation and sketch of classroom size (width x depth) including the layout plan of the computers;
 - 3.2.3 List of computer training programmes that had been conducted in the previous year prior to application. The list must consist of the duration (in hours) and total number of trainees attended per session;
 - 3.2.4 List of proposed computer training programmes to be conducted for one year beginning from the date of application; and
 - 3.2.5 Only desktop computers are eligible for financial assistance under this scheme.

4. EFFECTIVE DATE

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

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