

Our ref. : (14)PSMB/20/8

Kulit 6

Date : 15 October 2011

EMPLOYERS CIRCULAR NO. 10/2011

REVISED TERMS AND CONDITIONS FOR TRAINING GRANT APPLICATION AND CLAIM UNDER THE HUMAN RESOURCES DEVELOPMENT FUND

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform employers on the revised terms and conditions for training grant applications and claims under the Human Resources Development Fund (HRDF).

2.0 BACKGROUND

- 2.1 In line with the transformation programme of the Government, PSMB has initiated several engagement sessions with its stakeholders to improve its services particularly in terms of training grant applications and claims.
- 2.2 With the new revised terms and conditions, employers are encouraged to fully utilise their HRDF levy to assist the nation in producing highly competent, well-trained, knowledgeable and skilled workforce through continuous retraining and skills upgrading programmes.
- 2.3 These initiatives are in line with the Government's long-term vision to create skilled workforce as envisaged in the New Economic Model that primarily will be based on innovation, creativity and high value-

added services as well as human capital development. This approach is essential as Malaysia transform itself into high-income nation, leveraging on high technology and skilled workforce.

3.0 NEW TERMS AND CONDITIONS

3.1 The new terms and conditions for training grant applications and claims under the HRDF are as follows:

No.	Allowable Item	Supporting Documents	New Rate/Terms
1.	Internal trainer allowance for in-house training for a minimum duration of 7 hours	No supporting documents are required for claim purposes	RM1,000.00 per day per group
2.	Course fee for in-house training (soft skills programmes)	Course fee receipts are required for claim purposes	RM5,000.00 per day per group
3.	Course fee for in-house training (technical skills programmes)	Course fee receipts are required for claim purposes	RM6,000.00 per day per group
4.	Minimum number of trainees for in-house training for both soft and technical skills programmes	N/A	5 trainees per group
5.	Course fee for public programmes, workshops and seminars. However, payment of course fee for public programme will be paid based on in-house rate (either soft skills or technical skills) if only one employer was involved in the training)	Receipts are required for claim purposes	RM1,300.00 per trainee per day. Organisers can charge lower than the RM1,300.00 maximum limit
6.	Number of training days for seminars	N/A	No limit
7.	Meal allowance for trainees/internal trainers/external trainers	No supporting documents are required for claim purposes	RM50.00 per trainee/trainer per day
8.	Daily allowance for trainees/internal trainers/external trainers (for training conducted within 70	No supporting documents are required for claim purposes	RM150.00 per trainee/trainer per day

	km radius from employer's premise)		
9.	Daily allowance for trainees/internal trainers/external trainers (for training conducted more than 70 km from employer's premise)	No supporting documents are required for claim purposes	RM400.00 per trainee/trainer per day
10.	Daily allowance for overseas trainers	No supporting documents are required for claim purposes	RM400.00 per trainer per day
11.	Daily allowance for overseas training (subject to 50% or 100% on the type of skill areas)	No supporting documents are required for claim purposes	RM1,000.00 per trainee per day
12.	Hotel Rental Package or Rented Premises for in-house training (for training conducted within 70 km radius from employer's premise)	No supporting documents are required for application and claim purposes	RM150.00 per trainee/trainer per day
13.	Hotel Rental Package or Rented Premises for in-house training (for training conducted more than 70 km from employer's premise)	No supporting documents are required for application and claim purposes	RM400.00 per trainee/trainer per day
14.	Cost of transportation for in-house training (chartered buses/vans and etc.)	One quotation when submitting application. Receipt are required for claim purposes	Based on quotation and receipt
15.	Air fare for trainees, internal trainers and external trainers (local or overseas)	Receipts or tickets are required for claim purposes	Actual rate of air fare
16.	Location of in-house training conducted outside employer's premise	N/A	Training can be conducted in any states but subject to the maximum amount approved for hotel rental package/rented premises
17.	Financial assistance under the Purchase of Training Aids and Setting-up of Training Room Scheme	Receipts are required for claim purposes	Based on 20% of the levy balance on 1 st January

			in the year the application is submitted
18.	Minimum duration for students under-going practical or internship under the Industrial Training Scheme	N/A	2 months

4.0 DATE OF IMPLEMENTATION

4.1 The effective date of this circular is 1 November 2011.

5.0 CONCLUSION

5.1 Please feel free to contact our Customer Service Centre at (03) 2096 4600 or (03) 2096 4891 should you require further clarification or assistance.

Thank you.

“PSMB – SHAPING PEOPLE”
“Pekerja Merealisasi Transformasi Negara”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad