



**PEMBANGUNAN SUMBER MANUSIA BERHAD**  
**(Human Resources Development Berhad)**  
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**EMPLOYERS CIRCULAR NO. 11/2008**  
**INCREASE IN DAILY FEE FOR EXTERNAL TRAINER AND**  
**FEE FOR CONFERENCE AND SEMINAR**

**1. PURPOSE**

1.1 The purpose of this circular is to inform employers on the

a. guidelines allowing for an increase in external trainers' allowable daily fee from a maximum of RM3,500 to RM4,500 for soft skills programmes and to RM5,000 for technical programmes when conducting in-house training programmes at premises of employers, rented venues or at hotels; and

b. an increase in the fee for conference and seminar from RM500 per participant per day to RM750 per participant per day.

**2. BACKGROUND**

**2.1 External Trainer(s) Daily Fee**

Under the general guidelines on the HRDF, fee to be paid to external trainer(s) for the duration of a training programme(s) of a minimum of seven hours per day is a maximum of RM3,500 per day. However, fee exceeding RM3,500 per day for engaging overseas trainer is allowed especially for those conducting technical programmes in Malaysia and approvals were provided based on a case to case basis. Employers are encouraged to engage overseas trainer(s) to conduct programmes in Malaysia rather than for them to send their workers to overseas for training.

**2.2 Seminars and Conferences Fee**

In 2006, the Board of Directors of PSMB approved fee for conference and seminar to be claimable under the HRDF as conference and seminar can be considered as one of the avenues for intellectual development as it gives the management group the opportunity to obtain the latest knowledge, information or discoveries on the latest technology available in the market. The conference fee was approved at RM500 per day. Financial assistance to be granted to each employer to attend conference and seminar for any one year will be subjected to a maximum of 20% of total levy paid in the previous year. This is to ensure that adequate fund will be available for retraining and skills upgrading.

**3. FEE FOR "IN-HOUSE TRAINING"**

3.1 The Board of Directors of PSMB at its recent meeting on 23 September 2008 had decided to increase the maximum external trainers' daily fee from RM3,500 to RM4,500 for soft skills programmes and to RM5,000 for technical and high-end computer programmes when conducted as in-house programmes with the following conditions: -

a. Training programmes and their trainer(s) for fee of RM4,500 for soft skills programmes and RM5,000 for technical and high-end computer programmes must be registered with PSMB under

the SBL-Khas Scheme. This is a recommendation from Ministry of International Trade and Industry during its Annual Dialogue 2007 as there is a concern that unregistered training providers may not provide quality training that commensurate with the higher fee. This will also enable PSMB to monitor the performance of the training providers offering such training programmes;

b. The minimum number of participants attending a training session should be at least 10 for high-end or high-tech technical programmes and 15 for soft skills programmes; and

c. Licensed management training and computer programmes e.g. Kepnor Tregor, Six Thinking Hats, Steven Covey Leadership, Development Dimensions International Inc (DDI) Leadership, Neuro- Linguistic (NLP), Micro Certified System Engineer, Cisco Certified Network Professional etc may also be considered for the higher fee if the number of participants attending an in-house training session fulfill the conditions as stated in Para 3.1b.

3.2 Training providers offering programmes which do not fulfill the conditions as stated above will only be eligible for a maximum daily fee of RM3,500.

3.3 At the same meeting, the Board approved an increase in the allowable fee for conference and seminar of a minimum duration of 7 hours from RM500 per participant per day to RM750 per participant per day. Financial assistance to be granted to each employer to attend conferences and seminars for any one year will still be subjected to a maximum of 20% of total levy paid in the previous year. This is to ensure that employers will have sufficient levy balance for the training of their workers to attend skills programmes.

#### **4. CONCLUSION**

4.1 This circular is effective from 1 November 2008.

Thank you.

**"PEKERJA TERLATIH MENJANA KECEMERLANGAN"  
"PEKERJA INOVATIF NEGARA KOMPETITIF"**

Yours sincerely,

**(TIEW HAI SAN)**

Chief Executive  
Pembangunan Sumber Manusia Berhad

Copy to : All PSMB's Approved Training Providers