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EMPLOYERS CIRCULAR NO. 11/2009

CLARIFICATION ON THE DIFFERENCES BETWEEN PURCHASE OF COMPUTER SOFTWARE SCHEME AND DEVELOPMENT OF COMPUTER SOFTWARE SCHEME

1.0 PURPOSE

- 1.1 The purpose of this Circular is to inform employers on the differences between Purchase of Computer Software Scheme and Development of Computer Software Scheme.

2.0 BACKGROUND

- 2.1 **Purchase of Computer Software Scheme** is to enable employers to purchase training software available in the market. This scheme is to assist employers to retrain and upgrade the knowledge and skills of their workforce, especially for employers who are unable to release their employees to attend training outside company premises. It also assists employees in self-pace learning as well as flexible learning hours, training location and environment.
- 2.2 **Computer Software Development Scheme** is to enable employers to develop their own training software based on the company's training needs and nature of business.

3.0 TERMS AND CONDITIONS FOR APPLICATION OF TRAINING GRANTS AND CLAIMS

3.1 Purchase of Computer Software Scheme

- 3.1.1 The terms and conditions for application of training grants under the Purchase of Computer Software Scheme are as follows:

- (i) The software must be in the form of CD, DVD, CD/DVD-ROM or video;

- (ii) The software must be solely for training and learning purposes;
- (iii) The software must be an interactive training programmes on specific skills that enable users to learn the skills on their own without any instructor;
- (iv) The software must be able to evaluate the learning progress of users;
- (v) Softwares that are not eligible under the scheme are software for display or reading purposes e.g. procedures or guidelines on safety, e-book or e-encyclopaedia;
- (vi) Application softwares used for daily operational activities such as Microsoft Office, Accounting Software, Auto CAD etc. are not covered under the HRDF; and
- (vii) Computer programming softwares are also not covered.

3.1.2 The rate of financial assistance under this scheme is 100%. Other costs such as delivery, installation fee and sales tax are not eligible.

3.1.3 Employers **do not need to apply for approval under the Purchase of Computer Software Scheme**. However, the Finance Division of PSMB **need to view the software in its original form** before employers are allowed to claim for the purchase. If approved, claims can be made using the PSMB/CBT/T/01 form.

3.2 Computer Software Development Scheme

3.2.1 The terms and conditions for application of training grants under the Computer Software Development Scheme are as follows:

- (i) The software must be in the form of computer programming;
- (ii) The software must be solely for training and learning purposes;
- (iii) The software must be an interactive training programmes on specific skills that enable users to learn the skills on their own without any instructor;
- (iv) The software must be able to evaluate the learning progress of users;
- (v) Employers must request quotations on the software development from at least 3 vendors;

- (vi) Approval will be based on the levy balance in employers' accounts. The available balance must be sufficient to bear the development cost. Application will not be approved if employers have arrears of levy or unpaid interests; and
- (vii) Once approved, the development must start within 6 months from the approval date. Failure to do so will result in the approval being cancelled.

3.2.2 Application for **approval must be in the form of a proposal** and to be submitted to PSMB at least one month prior to commencement of the development of the software.

3.2.3 Details of the proposal must consist the following:

- (i) Purpose;
- (ii) Background of the project;
- (iii) Justifications to develop the computer software;
- (iv) Training or learning contents and skills areas (please specify if it involves modules);
- (v) Training methodology adopted;
- (vi) Benefits of using the software compared with current or existing method of training;
- (vii) Justification on the selection of vendor;
- (viii) Method of development, roles and responsibilities of the departments involved in the development;
- (ix) Development schedule/duration (please specify if it involves phases and etc.); and
- (x) Schedule of payment.

3.2.4 The rate of financial assistance under this scheme is 100%.

3.3 **CONDITIONS FOR CLAIMS**

3.3.1 Claims for both schemes must be submitted to the Finance Division of PSMB no later than 30th June the following year using the **PSMB/CBT/T/01** form. The claim must be supported with the original invoice and receipt or its certified copies.

4.0 **CONCLUSION**

4.1 It is hoped that with these two schemes, employers would intensify the retraining and upgrading of knowledge and skills in producing a creative and innovative workforce.

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“Kerana Mu Malaysia Maju”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Deputy Chief Executive (Management)
for Chief Executive
Pembangunan Sumber Manusia Berhad