

Our ref. : (56)PSMB/20/8
Kulit 5
Date : 7 June 2010

EMPLOYERS CIRCULAR NO. 11/2010

INVITATION TO BE A SPONSORING EMPLOYER UNDER PSMB APPRENTICESHIP SCHEME

1.0 PURPOSE

- 1.1 The purpose of this Circular is to invite employers to participate as sponsoring employers under the Apprenticeship Scheme.

2.0 BACKGROUND

- 2.1 Pembangunan Sumber Manusia Berhad (PSMB) has implemented seven apprenticeship schemes since 1996, namely:
- (a) Mechatronic;
 - (b) Hotel Industry;
 - (c) Wood Based Industry (Furniture);
 - (d) Plastics Injection Moulding;
 - (e) Tool and Die Maker (Mould);
 - (f) Tool and Die Maker (Press Tool); and
 - (g) Industrial Sewing Machine Technician.
- 2.2 The Apprenticeship Scheme was implemented with the objective of increasing the supply of skilled workers in the manufacturing and services sector.

3.0 CONCEPT

- 3.1 The Apprenticeship Scheme comprises off-the-job and on-the-job components.
- 3.2 The off-the-job component will be conducted at training providers
- 3.3 SKM Level 1 and 2

- 3.4 The course fee will be borne by the Government while trainees' allowances during the off-the-job and on-the-job components will be borne by PSMB.
- 3.5 Sponsoring employers are required to employ their sponsoring apprentices on a fulltime basis upon the completion of the apprenticeship programmes.

4.0 APPLICATION PROCEDURE

- 4.1 Application form to be a sponsoring employer can be downloaded from PSMB's website at www.hrdf.com.my. Only two apprentices are allowed per sponsoring employer.
- 4.2 Successful sponsoring employers are required to sign an agreement with PSMB on the employment of the sponsoring apprentices upon the completion of their training.

5.0 CLOSING

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

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)

Chief Executive

Pembangunan Sumber Manusia Berhad