

Our ref. : (15)PSMB/20/8
Kulit 6

Date : 24 October 2011

EMPLOYERS CIRCULAR NO. 11/2011
CONTINUANCE OF TRAINING INCENTIVE FOR
SMALL AND MEDIUM EMPLOYERS

1.0 PURPOSE

1.1 The purpose of this circular is to inform employers and training providers on the continuance of the Training Incentive Scheme for Small and Medium Employers (SMEs) with an additional allocation of RM4 million under the Tenth Malaysia Plan.

2.0 BACKGROUND

2.1 PSMB was initially allocated RM6 million for the first implementation year of the Tenth Malaysia Plan to fund the Training Incentive Scheme. The scheme was however, discontinued on 13 June 2011 as the allocation has been fully utilised.

2.2 In line with the Government's aspiration to foster workplace transformation and increase overall corporate performance of SMEs, the additional allocation of RM4 million will focus on HR capability building programmes i.e. functional and certification programmes.

2.3 The objectives of the Training Incentive Scheme with the additional allocation of RM4 million are as follows:

- (a) to assist SMEs in the upgrading of skills, knowledge and capabilities of their workers;
- (b) to strengthen strategic human resources management amongst SME employers by creating a pool of HR professionals; and
- (c) to enhance the competencies of workers on the usage of progressive and modern HR practices in improving organisational effectiveness to achieve global competitiveness.

3.0 IMPLEMENTATION MECHANISM

3.1 The Training Incentive Scheme shall be based on reimbursement basis or direct debit mechanism. PSMB will **only disburse training incentive equivalent to the cost of training for course fee based on claims received and processed on “first come, first served” basis for training which commence on or after 1 November 2011. Other Allowable Costs are not eligible for training incentive** but are still claimable from employers' levy accounts.

3.2 The training incentive is only eligible for training programmes that is **related to HR or HRM under SBL-Khas Scheme (public programme), PROLUS Scheme, SMETAP Scheme and 1Malaysia Training Programme.** Other training schemes are not eligible for the training incentives.

- 3.3 To enable maximisation of the benefits of the scheme and the assurance on the delivery of HR training programmes, all SMEs are **eligible for the training incentive for two HR training programmes from any of the following combinations:**
- (a) SBL-Khas Scheme and SMETAP Scheme; or
 - (b) PROLUS Scheme and SMETAP Scheme; or
 - (c) 1Malaysia Training Programme and SMETAP Scheme; or
 - (d) Both training programmes under SMETAP Scheme.
- 3.4 Employers may login to PSMB Portal at www.hrdf.com.my or NHRC Portal at www.nhrc.com.my to view the list of approved HR programmes under the SMETAP Scheme and download the registration form.
- 3.5 For the purpose of this Training Incentive Scheme only, eligible employers are those who fall under the following definitions:

**Definition of Small and Medium Employers
by Sector and Category of Employer**

Sector	Small Employer	Medium Employer
Manufacturing	10 – 49 employees	50 – 150 employees
Service	10 – 19 employees	20 – 50 employees

- 3.6 Employers may login to the Employers Information System (EIS) at www.hrdf.com.my to check their eligibility status.

3.7 For not registering under the E-Disbursement system does not disqualify SME employers from being eligible to participate under the Training Incentive Scheme. However, to facilitate the disbursements of the training incentives, SMEs and training providers must register their bank accounts details with PSMB using the PSMB/e-disbursement/10 form that can be downloaded from www.hrdf.com.my or www.nhrc.com.my.

3.8 PSMB reserves the right to improve the terms and conditions in meeting the objectives of the scheme and employers will be duly informed of the improvements through employers' circular.

4.0 RESPONSIBILITIES OF TRAINING PROVIDERS

4.1 Training providers are required to conduct training in accordance to the current terms and conditions. Training programmes eligible for training incentive are training programmes relating to HR and HRM. To avoid abuses, PSMB will conduct periodic audits.

4.2 Training providers are also required to keep evidence of training in the form digital photographs or video clips (i.e. showing faces of all participants, trainers, training manuals/handouts and backdrops) for each training day. The photographs or video clips shall be made available to PSMB upon request.

5.0 DATE OF IMPLEMENTATION

5.1 The effective date of this circular is 1 November 2011. The Training Incentive Scheme will end when the allocation is fully utilised.

6.0 CONCLUSION

6.1 Please feel free to contact our Customer Service Officer at (03) 2096 4600 or (03) 2096 4819 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