

Our ref. : (33)PSMB/20/8

Kulit 6

Date : 25 October 2012

EMPLOYERS CIRCULAR NO. 11/2012

NEW TERMS AND CONDITIONS UNDER THE TRAINING INCENTIVES SCHEME

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform employers on the new terms and conditions under the Human Resources Development Fund (HRDF) for the Training Incentives Scheme for Small and Medium Employers (SMEs).

2.0 NEW TERMS AND CONDITIONS

- 2.1 For 2013, the Government will allocate RM8 million to HRDF to continue implementing the Training Incentives Scheme for SMEs. The terms and conditions for the scheme shall be on a matching grant basis (1 : 1) i.e. employers pay 50% of the course fee from their levy accounts while HRDF will match or finance the other 50% of the course fee from the allocation of the Training Incentives Scheme.
- 2.2 Other allowable costs will be reimbursed from employers' levy accounts under the existing terms and conditions.

2.3 As stated under Employers Circular No. 9/2012, employers are not eligible for the 110% rate of financial assistance for the course fee under the Training Incentives Scheme.

2.4 In line with the recommendations in the New Economic Model report and Economic Transformation Programme (ETP), most of the training programmes offered under the Training Incentives Scheme shall be focusing on HR or HRM. Training programmes also constituted of functional, up-skilling, technical skills, certification programmes and programmes with international recognition.

3.0 **CONCLUSION**

3.1 The Training Incentives Scheme is a value-added service to employers where the Government subsidise 50% of the course fee. Employers are encouraged to take advantage of the incentive scheme to up-skill their workforce.

3.2 Please feel free to contact our Customer Service Officer on 1-800-88-4800 or our branch offices should you require further clarification or assistance.

Thank you.

“HRDF – SHAPING PEOPLE”
“Pekerja Berinovatif Penggerak Transformasi”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad