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Our ref: (23) PSMB/20/8 Kulit 5  
Date: 2 July 2009

## **EMPLOYERS CIRCULAR NO. 12/2009**

### **ACCREDITATION OF PRIOR ACHIEVEMENT SCHEME**

#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to inform employers that the certification of employees by the Department of Skills Development (DSD) under the Accreditation of Prior Achievement (APA) Scheme is eligible for financial assistance from the Human Resource Development Fund (HRDF).

#### **2.0 BACKGROUND**

- 2.1 The Ministry of Human Resources through the Department of Skills Development (DSD) had launched the APA Scheme to enable workers to obtain accreditation for their skills and competencies with the aim to increase the pool of skilled workers in the workforce.
- 2.2 Under the scheme, workers who have skills and experience can apply to be certified under Malaysia Skills Certification (MSC), Malaysia Diploma Skills (MDS) or Malaysia Advanced Diploma Skills (MSDS) from DSD according to their competency levels.

### 3.0 TERM AND CONDITIONS FOR APPLICATIONS

3.1 The Board of Directors of PSMB at its meeting held on 12<sup>th</sup> May 2009 had decided that employers are eligible for financial assistance from the HRDF for the certification of their employees under the APA Scheme subject to the following terms and conditions:-

3.1.1 Employers are required to submit their applications to PSMB using form **PSMB/PPT/1/09** together with copies of the form “Enrollment and On-site Job Analysis Form for Accreditation of Prior Achievements” issued by **DSD (PSA)** prior the assessment by DSD. One application form is required for each level of certification.

3.1.2 After obtaining endorsement from DSD, employers can submit the results of the assessment to the Finance Division of PSMB using form **PSMB/PPT/T/1/09** together with copies of form **JPK/PPT/1003** that have been endorsed by DSD for each trainee. The certificate of assessment for each level will be issued by DSD.

3.1.3 The certification fee of **RM300.00** per person per level will be paid directly by PSMB to DSD.

3.1.4 Each worker is entitled to claim for the certification for one level per year only.

3.1.5 Employers must not have levy arrears or outstanding interest.

#### **4.0 DATE OF IMPLEMENTATION**

- 4.1. PSMB hopes that with the new facilities, more employees will be certified, thus increasing the pool of skilled workers in the workforce in-line with the human capital development policy of the nation.
- 4.2. This circular is effective from the date of this circular letter.

Thank you.

**“PEKERJA TERLATIH MENJANA KECEMERLANGAN”**  
**“KERANA MU MALAYSIA MAJU”**

Yours sincerely,

**(M. ZA'BA BIN MOHAMAD ZAHAM)**

Manager

Training Grant Division

For Chief Executive

Pembangunan Sumber Manusia Berhad