

Our ref. : (16)PSMB/20/8

Kulit 6

Date : 31 October 2011

EMPLOYERS CIRCULAR NO. 12/2011

HR SOLUTIONS SERVICES FOR SMALL AND MEDIUM EMPLOYERS UNDER THE NATIONAL HUMAN RESOURCES CENTRE (NHRC)

1.0 PURPOSE

- 1.0 The purpose of this circular is to inform Small and Medium Employers (SME) on the appointments of HR Consultants to offer HR Consultancy and Advisory Services under the National Human Resources Centre (NHRC).

2.0 BACKGROUND

- 2.1 The Honourable Minister of Human Resources had approved the establishment of NHRC at Pembangunan Sumber Manusia Berhad (PSMB) on 6 June 2011. The establishment of the centre was one of the recommendations by the National Economic Advisory Council (NEAC) in the New Economic Model Report – The Concluding Part as it recognises the need for a comprehensive reform programme to address the issue of human capital development, which serves as a key enabler for both the Government Transformation Programme (GTP) and Economic Transformation Programme (ETP). The purpose of the NHRC is to provide strategic Human Resource (HR) support to all SMEs to drive both workforce transformation and workplace transformation. The centre will act as an effective HR department with a strong focus on strategic and change management processes.

2.2 The HR Consultancy and Advisory Services focuses on six scopes of Human Resources Management (HRM), namely, Recruitment and Selection, Compensation and Benefits, Employee Development, Employment Relations, HR Leadership Development and other core services. The six scopes cover 25 areas that are related to HRM. Details of the 25 areas covered under the six scopes are as follows:

A. Recruitment and Selection

- i. HR Planning
- ii. Recruitment & Interviewing
- iii. Employee Handbook
- iv. Orientation

B. Compensation & Benefits

- i. Productivity / KPI-Linked Wage
- ii. Performance Management
- iii. Reward & Recognition
- iv. Welfare Management

C. Employee Development

- i. HR Training & Development
- ii. Career Development / Lifelong Learning
- iii. Leadership Development

D. Employment Relations

- i. Communications
- ii. Union Matters
- iii. Disciplinary Issues
- iv. Termination

E. HR Leadership Development

- i. Alignment of HR to business
- ii. Succession Planning

- iii. Organisation Development
- iv. Managing Talent & Staff Retention
- v. Ethics & Corporate Governance

F. Other Core Services

- i. Payroll Management
- ii. Safety & Health
- iii. Talent Management
- iv. Corporate Social Responsibility
- v. Organisational Diagnosis

3.0 IMPLEMENTATION MECHANISM

3.1 Appointments of HR Consultants to provide HR Consultancy and Advisory Services

3.1.1 PSMB has approved 65 HR consultants to provide the Consultancy and Advisory Services on the 25 areas of HRM. The list of the appointed HR Consultants, contact numbers and areas of specialisation can be viewed at www.nhrc.com.my. The list of appointed HR Consultants will be updated from time to time.

3.2 Qualifying Conditions

3.2.1 All SME employers registered with PSMB are eligible to utilise 30% of their current HRDF levy balance to engage the services of the HR Consultants. Those with arrears of levy or unpaid interest are also eligible for the services.

3.3 Selection and Levy Reservation

3.3.1 Employers are required **to seek prior approval** from the SME Services Division of PSMB before they can engage the services of the consultants using the **PSMB/NHRC/1/11** form. The form must be supported with the proposal on the scope of work from

the consultants including the fees to be charged. Upon approval, PSMB will reserve employers' levy based on the approved amount for the purpose of payment of consultancy fees to the consultants.

Below are the steps to be taken for the selection of HR consultant and levy reservation.

- STEP 1 Employer login to the Employers Information System (EIS) at www.hrdf.com.my to view the list of consultants.

- STEP 2 Employer conducts preliminary discussions with the chosen HR consultant. Employer and consultant must agree on the scope of consultancy service, consultancy fee, outcome and report.

- STEP 3 Employer applies for financial assistance using **PSMB/NHRC/1/11** form and attaches proposal on the agreed items as per Step 2.

- STEP 4 Upon approval, PSMB makes levy reservation based on the approved consultancy fees.

- STEP 5 Consultant provides the consultancy service.

- STEP 6 Upon completion of the consultancy service, consultant submits claims to PSMB together with a copy of the report.

3.3.2 The Flow Chart of the application process is per **APPENDIX A**.

3.4 Fees

3.4.1 The maximum fee approved to be charged by HR Consultants is RM300 per hour for a maximum of 8 hours per day and subject to a maximum of 10 man days per scope per assignment.

3.5 Disbursement of Levy

3.5.1 For employers registered with PSMB, the consultation fees will be paid directly to the HR consultant on claim basis upon completion of the consultancy services using Form **PSMB/NHRC/T1/11 (APPENDIX C)** and attached it together with the consultancy report.

3.5.2 The Flow Chart of the disbursement of levy process is as per **APPENDIX B.**

4.0 DATE OF IMPLEMENTATION

4.1 The effective date of this circular is 1 November 2011.

5.0 CONTACT INFORMATION

5.1 Please feel free to contact our Customer Service Officer at (03) 2096 4600 or (03) 2096 4819 should you require further clarification or assistance.

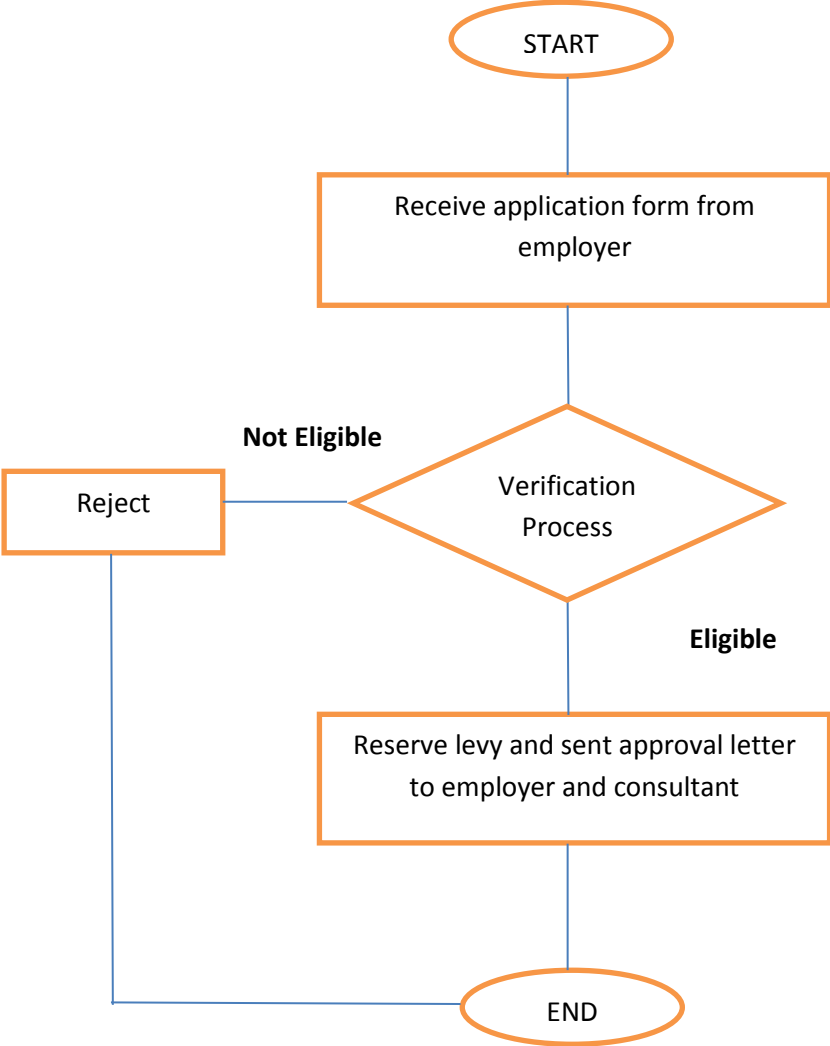
Thank you.

“PSMB – SHAPING PEOPLE”
“Pekerja Merealisasi Transformasi Malaysia”

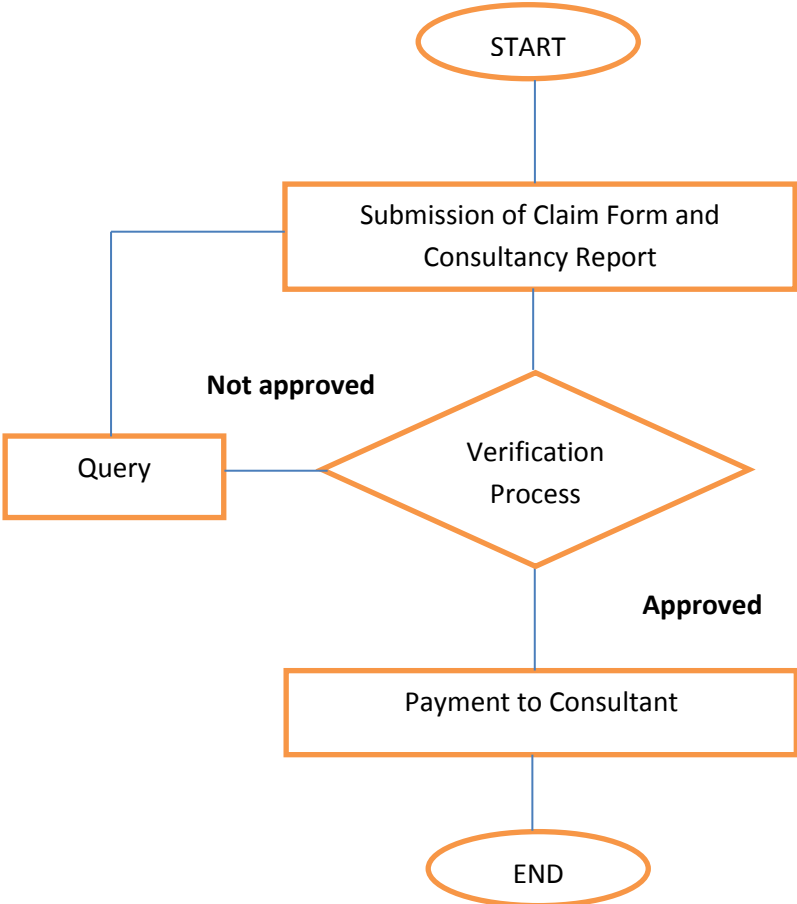
Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad

FLOW CHART OF THE APPLICATION PROCESS FOR HR SOLUTION SERVICES



**FLOW CHART OF
DISBURSEMENT OF LEVY PROCESS**



APPENDIX C

PSMB/NHRC/T1/11

Company Registration No. (MyCoID)

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**CLAIM FOR TRAINING GRANT UNDER PSMB ACT, 2001
FOR HR SOLUTIONS SERVICES UNDER THE NATIONAL HUMAN RESOURCES CENTRE**

CLAIM FOR CONSULTANCY AND ADVISORY SERVICES FEE

Reminder: Please attach the **original invoice** of fees to Pembangunan Sumber Manusia Berhad

PART 1 – EMPLOYER’S PARTICULAR

Registered Name And Address of Employer: _____	Employer Code : _____ Tel. No : _____ Fax No. : _____
HR Scope : _____	
Consultancy Activity : _____	
Consultancy Date : Commence Date: _____ ; End Date: _____	

PART 2 – CLAIM FOR CONSULTANCY AND ADVISORY FEE

Approval Number	Total Fee Approved (RM)	Total Fee Claimed (RM)

PART 3 – JOIN DECLARATION OF THE CONSULTANT AND THE EMPLOYER

a) We certify that all information provided pertaining to this claim is true and correct and that apart from this claim, no other claims have been made for these expenses. All relevant documents pertaining to this claim are with us and can be inspected by the Secretariat of the Pembangunan Sumber Manusia Berhad.	
b) We declare that the terms and conditions under the HR Solution Services have been complied by us.	
SIGNATURE : _____	NAME : _____
DATE : _____	DESIGNATION : (Managing Director/General Manager/Centre Manager/Principal)
(c) I certify that the claim by the training provider had been verified and found to be correct.	
SIGNATURE : _____	NAME : _____
DATE : _____	DESIGNATION : (Shall only be certified by either Managing Director/General Manager/Financial Controller/Finance Director of Employer)
STAMP OF DESIGNATION:	

REMINDER : You are reminded that, if you give false or misleading statements, or make in writing, or sign any declaration which is untrue or incorrect in any particular, you will be prosecuted under **Section 40 and / or Section 41 of Pembangunan Sumber Manusia Berhad Act 2001** and shall be liable to a fine not exceeding twenty thousand ringgit or to imprisonment for a term not exceeding two years or both. Besides this, Pembangunan Sumber Manusia Berhad may, at its discretion, withdraw the grant and recover immediately any amount of the grant that may have been disbursed. Apart from this, the registration of your institution/company can be nullified and you will not be allowed to participate in the Human Resources Development Fund.