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Date: 3 November 2009

EMPLOYERS CIRCULAR NO. 19/2009

ONLINE IMPLEMENTATION ON THE SBL- KHAS SCHEME AND THE INFORMATION TECHNOLOGY AND COMPUTER-AIDED TRAINING SCHEME

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers that applications for financial assistance under the SBL-Khas Scheme and the Information Technology and Computer-Aided Training Scheme must be made via online.

2. BACKGROUND

- 2.1 The Information Technology and Computer-Aided Training Scheme and SBL-Khas Scheme were implemented on 16th November 1996 and 16th September 2001 respectively. Application forms for both schemes must be submitted to PSMB manually. Effective from 1st March 2005, employers were encouraged to submit applications under the Information Technology and Computer-Aided Training Scheme via online. Subsequently, the application system for SBL-Khas Scheme via online was launched in April 2006. Currently, employers have the options to submit their applications either manually or online.

3. ONLINE IMPLEMENTATION FOR BOTH SCHEMES

- 3.1 The PSMB portal at www.hrdf.com.my was officially launched by the Honourable Minister of Human Resources during the PSMB 2009 Conference on 13th October 2009. The portal enables employers to obtain the latest information on training programmes conducted by training providers registered with PSMB. Employers are able to submit applications for training grants and also to monitor the status of their applications and claims from time to time. In short, the PSMB portal helps employers to manage their training activities in a more systematic, timely and cost effective manner.
- 3.2 In order to increase awareness among employers on the paperless culture which leads to the conservation of the environment, PSMB has decided that employers must submit their applications for both schemes via the Internet through the PSMB portal. This move is in line with the government initiatives to increase the usage of ICT at the workplace.
- 3.3 The submission of applications via the PSMB portal has been well received by employers. According to our records, 82% of the applications received under the SBL-Khas Scheme for 2009 was submitted online through the PSMB portal. This shows that the majority of the applications are submitted online and comments from employers are the system is fast, reliable and secured.

4. DATE OF IMPLEMENTATION

- 4.1 To ensure that the full online implementation for both schemes to be well received by employers, PSMB will give employers two months notice to familiarise themselves with the online system. Manual applications will still be processed and approved during this

period but employers are encouraged to submit their applications online.

- 4.2 This circular is effective from **1st January 2010**. Manual applications receive under the Information Technology and Computer-Aided Training Scheme and SBL-Khas Scheme after the effective date will not be processed by the Secretariat.

Thank you.

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

Yours sincerely,

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