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Our ref. : (23)PSMB/1/14/13
Kulit 2
Date : 1 June 2010

TRAINING PROVIDERS CIRCULAR NO. 2/2010

REQUIREMENT TO REGISTER AS CATEGORY C TRAINING PROVIDERS TO CONDUCT TRAINING UNDER THE SBL SCHEME

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform training providers on the requirement to register under Category C before they are allowed to conduct training under the SBL Scheme, effective 1 January 2011.

2.0 CATEGORY C TRAINING PROVIDERS

- 2.1 Training providers that conduct training for employers under the SBL Scheme are required to register under **Category C** using the **PSMB/TP/1/10** form that can be downloaded from PSMB's website at www.hrdf.com.my.
- 2.2 The criteria for registration are as follows:
- (a) Incorporated in Malaysia with ROC/ROS/ROB;
 - (b) Have a permanent address;
 - (c) Have offered in-house or public courses / programmes for at least 1 year; and
 - (d) Owners of business and associate trainers are required to attend PSMB's Train-The-Trainer programme.

- 2.3 Category C Training Providers are only allowed to conduct training under SBL Scheme only. If they want to conduct training under PROLUS, PERLA, SBL-Khas or SMETAP Schemes, they will have to register under Category A or B.
- 2.4 The processing fee for registration and renewal for training providers under this category is **RM100.00** per year and to be issued in the name of Pembangunan Sumber Manusia Berhad. There shall be no refund should the application is unsuccessful.
- 2.5 The requirement to register as Category C training providers only applies to those who have not registered with PSMB. Current Category A, B and B(HO) training providers can still continue to conduct training under the SBL Scheme.
- 2.6 PSMB reserves the right to reject or deregister any category of training providers if they are found to have violated the terms and conditions of registration.

3.0 **EXEMPTIONS**

- 3.1 Notwithstanding paragraph 2 above, the following agencies or trainers are exempted from registering as Category C Training Providers. However, they are still required to attend PSMB's Train-The-Trainer programme:
 - (a) Ministries / government agencies;
 - (b) Non-Profit Governmental Organisations (NGOs);
 - (c) Overseas trainers;
 - (d) Employers' internal trainers; and
 - (e) Individuals.

4.0 **IMPLEMENTATION DATE**

- 4.1 The effective date of this circular is 1 January 2011. However, training providers are allowed to register immediately and be issued registration certificate, which is valid until 31 December 2011.

5.0 **CONCLUSION**

- 5.1 With the registration of training providers under the SBL Scheme, PSMB is committed to continue monitoring training providers in order to maintain the delivery of quality training to employers registered with PSMB.

5.2 Please feel free to contact our Customer Service Officer at 03 – 2096 4600 should you require further clarification or assistance.

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“PEKERJA BERINOVASI PEMACU TRANSFORMASI”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad