



EMPLOYER CIRCULAR NO. 2/2003
FINANCIAL ASSISTANCE FOR THE PURCHASE OF TRAINING AIDS

1. AIM

The aim of this circular is to inform employers that Pembangunan Sumber Manusia (PSMB) Board of Directors has recently approved the purchase of the following items under the Purchase of Training Aids and Setting Up of Training Room Scheme: -

- a) video Compact Disc or Digital Video Compact Disc Player;
- b) Training Video Compact Disc (Formely training taped); and
- c) Flip Chart Stand

2. BACKGROUND

- 2.1 Technology has changed and many training programmes are now being sold in the video compact disc formats. It has also been found that video cassette taped are easily damaged due to heat and fungus growth, if not stored properly.
- 2.2 Under this scheme, employers are able to obtain financial assistance at the rate of 80% to purchase basic training aids and set up training rooms. The maximum amount that can be considered is not more than 20% of previous year's total levy payments. This scheme encourages employers to conduct more in-house training

3. PROCEDURES

- 3.1 Applications for training grants for the purchase of the approved item(s) must be made through the use of the application forms, PSMB/PL/1/01. One quotation of the items to be purchased from a local supplier must be attached. Employers are reminded that if the purchases of the items are made without the prior approvals of PSMB, applications for financial assistance will be rejected.
- 3.2 Purchased can be made after approvals have been granted. In the submissions of the claims using the forms, PSMB/PL/T/01 which must be submitted to the Finance Division of PSMB, invoices and receipts for the payments of the approved item(s) must be attached.

4. EFFECTIVE DATE

- 4.1 This circular is effective from 20 May 2003. Any purchase of the above items made before this date will not be considered for approval.

Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN"

"BERSAMAMU MEMBINA DAYA SAING NEGARA"

Yours sincerely,

(MEJ (B) VAN WENG HONG)
Director, Training Grant Division
For Chief Executive
Pembangunan Sumber Manusia Berhad

