



PEMBANGUNAN SUMBER MANUSIA BERHAD
Kementerian Sumber Manusia
(Human Resources Development Berhad)
WISMA PSMB, JALAN BERINGIN
DAMANSARA HEIGHTS
50490, KUALA LUMPUR.

Tel : 03- 2096 4800

Fax : 03- 2096 4999

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EMPLOYERS CIRCULAR NO. 2/2006
DURATION FOR A TRAINING PROGRAMME

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers on the minimum duration for a training programme to be claimable from the Human Resources Development Fund (HR DF).

2. BACKGROUND

- 2.1 Pembangunan Sumber Manusia Berhad (PSMB) had issued an Employers Circular 11/98 informing employers that for training programmes to be effective, the minimum duration for a programme is 7 hours. Programmes with duration less than 7 hours are not claimable from the HR DF. However, there had been many cases where applications for training grants were rejected because the duration of training programmes failed to meet the minimum requirement.
- 2.2 To meet the hectic working schedules of employers, it is not necessary for training programmes to be conducted in a day. Programmes are allowed to be conducted in modules over a duration of a few days, depending on the duration of the programme. The minimum duration of an entire programme must be at least 7 hours.

3. TRAINING HOURS

- 3.1 There had been questions raised by employers as well as training providers as to what should be considered as training hours. Based on the discussions held, it was decided that the following are to be considered as part of the training duration :

- tea-breaks in the morning and evening of between 15 to 30 minutes;
- keynote addresses of not more than 30 minutes;
- question and answer sessions: and
- case studies of duration of between 30 minutes to an hour.

- 3.2 Duration for lunch break, registration of participants, presentation of certificates, photography session will not be considered as part of the training duration.

4. CONCLUSION

- 4.1 PSMB hopes the above clarification will enlighten employers in determining the minimum duration for a training programme.
- 4.2 This circular is effective immediately.

Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN"
"PEKERJA CEMERLANG NEGARA TERBILANG"

Yours sincerely,

(MEJ (B) VAN WENG HONG)

General Manager,
Training Grant Division
for Chief Executive
Pembangunan Sumber Manusia Berhad