

*Our ref.* : (35)PSMB/20/8  
Kulit 6  
*Date* : 15 April 2013

## **EMPLOYERS CIRCULAR NO. 2/2013**

### **GRADUATE PROGRAMMES CLAIMABLE UNDER THE HUMAN RESOURCES DEVELOPMENT FUND**

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#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to inform employers on the approval of graduate programmes comprising postgraduate certificates and diplomas, masters, PhDs. including industrial PhDs. and doctorate courses offered by all public and private universities that are claimable under the Human Resources Development Fund (HRDF).

#### **2.0 BACKGROUND**

- 2.1 In line with the transformation of the Malaysian economy to a one that is based on knowledge and innovation and to inculcate lifelong learning amongst the Malaysian workforce, all graduate programmes offered by public and private universities have been pre-approved as claimable under the SBL Scheme.
- 2.2 This initiative is part of HRDF's effort to assist the nation in up-skilling its workforce as outlined in HRDF Strategic Plan 2013 – 2015. It is also to support the Government's agenda in increasing the supply of skilled

and knowledgeable workers in the high-technical and high-services industries.

- 2.3 Graduate programmes are prepared for matured students or working adults to equip them with new qualifications that can be used to enhance company's growth, preparation of new career pathways and self-development.

### 3.0 **TERMS AND CONDITIONS**

- 3.1 Under this provision, the graduate programmes are not subjected to the Malaysian Qualifications Framework (MQF). Postgraduate certificate and diploma courses that are not accredited by the Malaysian Qualifications Agency (MQA) are still claimable under the HRDF. Qualifications conferred by foreign universities conducted in partnership or collaboration with local universities are also claimable under the HRDF if they have been approved by the respective Senates. Nonetheless, HRDF reverses the right to reject any application for courses from universities that are not recognised locally or internationally.
- 3.2 Even though all the graduate programmes have been pre-approved, students and candidates are still subjected to the respective universities pre-requisite requirements in terms of entry qualifications, application process etc.
- 3.3 Notwithstanding paragraph 3.1 and 3.2 above, the amount approved for the payment of tuition fees and other allowable costs are subjected to employers' levy balance in their respective accounts. Reimbursement of tuition fees and other allowable costs can be made on modular basis or before the commencement of a new semester.

#### 4.0 CONCLUSION

- 4.1 Please feel free to contact our Customer Service Officer on 1-800-88-4800 or our branch offices should you require further clarification or assistance.

Thank you.

***“HRDF – SHAPING PEOPLE”***  
***“Pekerja Pemangkin Transformasi Negara”***

Yours sincerely,

**( AMIRNUDDIN BIN MAZLAN )**  
Chief Executive  
Pembangunan Sumber Manusia Berhad