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EMPLOYERS CIRCULAR NO. 21/2009

REVISED NUMBER OF TRAINEES FOR IN-HOUSE AND PUBLIC PROGRAMMES

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers who are eligible to receive financial assistance under the Human Resources Development Fund (HRDF) on the minimum and maximum number of trainees per training session.

2. BACKGROUND

- 2.1 PSMB had issued Employers Circular No. 7/2003 on "Minimum Number of In-House Trainees for Small and Medium Enterprises" that states the minimum number of trainees per session for **in-house training programmes**:-
 - a) Small and Medium Enterprises (SMEs) with 199 employees and below: 5 trainees per employer.
 - b) Employers with 200 employees and above: 10 trainees per employer.
- 2.2 PSMB had issued Employers Circular No. 3/2004 on "Maximum Number of Trainees Per Training Session Allowed by PSMB" that states the maximum number of trainees allowed for in-house training programmes as stated below:-
 - a) Non-Technical courses: not more than 35 trainees.
 - b) Technical and IT courses: not more than 25 trainees.
- 2.3 As from 1st January 2009, the category of employers in the services and manufacturing sectors by the National SME Development Council is adopted by PSMB and shown in Table 1.

Table 1: Category of Employers Based on Size of Employees for Manufacturing and Services Sectors

Category	Manufacturing	Services
Small	Between 5 and 50 employees	Between 5 and 19 employees
Medium	Between 51 and 150 employees	Between 20 and 50 employees
Big	More than 151 employees	More than 51 employees

2.4 Based on the above table, employers from the services sector with 51 employees and above as well as employers from the manufacturing sector with more than 151 employees are now classified as big employers. In the Employers Circular No. 7/2003, the minimum number of participants for an in-house programme by an employer with 200 employees and above is 10 trainees per session and this will affect SME employers who are now being classified as big employers.

3. NEW CONDITIONS FOR IN-HOUSE TRAINING PROGRAMMES

3.1 MINIMUM NUMBER OF TRAINEES

3.1.1 In view of the new definition on the classification of employers, it has been decided that the minimum number of trainees for an in-house training programme conducted by all employers is set at 5 trainees per session.

3.2 MAXIMUM NUMBER OF TRAINEES

3.2.1 PSMB has received numerous requests from employers to increase the current limit of 35 trainees per session for in-house training programmes as there are certain training programmes that required larger number of trainees per session such as teambuilding or motivational programmes. In order to facilitate employers to conduct such programmes, PSMB has decided to increase the maximum number of trainees to 40 trainees per group for in-house training programmes. However, to ensure the effectiveness of training, such applications must be supported with at least two (2) trainers or facilitators per class in order to be eligible for financial assistance.

3.2.2 For a session with only one trainer/facilitator, the maximum number of 35 trainees per session remains unchanged. This is to

ensure that the effectiveness of training programme is maintained and the learning objectives are achieved.

3.2.3 This new ruling on 40 trainees per session is applicable to non-technical courses only. The maximum number of trainees for technical and IT courses for in-house training programme remained the same at 25 trainees per session.

4. NEW CONDITION FOR PUBLIC PROGRAMMES

4.1 MAXIMUM NUMBER OF TRAINEES

4.1.1 The management has decided that the maximum number of trainees from an employer attending a public programme will not be more than nine (9) trainees per session. Employers who intend to send more than nine trainees per session are required to organise the training as an in-house programme as it is more cost effective.

4.1.2 The ruling does not apply for employers sending their employees to attend conferences or seminars.

5. CONCLUSION

5.1 This circular supersedes the Employers Circular No. 7/2003.

5.2 This circular is effective from the date of this circular letter.

Thank you.

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

Yours sincerely,

(M. ZA'BA BIN MOHAMAD ZAHAM)

Manager

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For Chief Executive

Pembangunan Sumber Manusia Berhad