



PEMBANGUNAN SUMBER MANUSIA BERHAD
(Human Resources Development Berhad)
TINGKAT 7, WISMA CHASE PERDANA
OFF JALAN SEMANTAN, BUKIT DAMANSARA
50490 KUALA LUMPUR

Tel : 03-20984800

Fax : 03-20935722

10 March 2004

EMPLOYERS CIRCULAR NO. 3/2004

MAXIMUM NUMBER OF TRAINEES PER TRAINING SESSION ALLOWED BY PSMB

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers and training providers the maximum number of participants allowable per training session who will be eligible to receive financial assistance under the Human Resources Development Fund (HRDF).

2. BACKGROUND

- 2.1 In order to ensure in-house training programmes are conducted properly and cost effectively, Pembangunan Sumber Manusia Berhad (PSMB) has determined the minimum number of participants for each in-house training session as in the Employers Circular No. 7/2003;
 - a) Big employers (more than 200 employees) – not less than 10 trainees per session.
 - b) Small and medium sized employers (199 employees and below) – not less than 5 trainees per session.

3. MAXIMUM NUMBER OF PARTICIPANTS ALLOWED IN EACH TRAINING PROGRAMME

IN-HOUSE TRAINING

- 3.1 Until today, there has been no official statement issued on the maximum number of participants allowed to attend each training session. To avoid any further confusion, this circular is to notify that PSMB has decided that employers are to ensure that the maximum number of trainees attending in-house training must not exceed the limit as stated below: -
 - a) Non-Technical Courses : not more than 35 trainees.
 - b) Technical and IT Courses : not more than 25 trainees.

For non-technical in-house training that exceeds 35 participants, employers are required to break the session into smaller groups.

PUBLIC PROGRAMMES

- 3.2 For public programmes offered by training providers, PSMB has agreed to give consideration to the employers' training grant applications subject to the

following terms and conditions:-

a. The number of participants attending training programme must not exceed 35 trainees per session.

b. If the number of participants attending the training programme exceeds 35 but not more than 100, applications for the training grant assistance may still be considered provided that the training provider divides the number of participants into groups with each group not having more than 20 trainees. The duration of each group training session must be at least 50% of the entire training duration. This means, if it is a 2-day programme, then the break-up group training must be at least 1 day.

c. Each break-up group must be facilitated by a different trainer.

d. To ensure that employers obtain approvals for their training grant applications to attend the public programme that consists of more than 35 participants, it is compulsory for the training provider to get written approval from PSMB prior to conducting the programme. Training providers must submit applications together with the following list of supporting documents to the General Manager, Training Grant Division at least six (6) weeks before the commencement of the programme;

i. Course contents.

ii. Training schedule together with the break-up group.

iii. Main trainer's biodata and also facilitators' biodata for each group.

iv. Training fee.

3.3 If the training provider did not obtain prior approval from PSMB, the public programme shall be limited to 35 participants only. If approval for financial assistance granted to the employer to attend training programme that exceeds 35 participants, actions will be taken against the respective training provider by not allowing the training provider to participate in any PSMB training schemes.

3.4 If it is found that training provider conducts training programme with more than 100 trainees after obtaining approval from PSMB, the training provider will be blacklisted from participating in any PSMB training schemes in the future.

4. EFFECTIVE DATE

4.1 This circular is effective starting from **1st April 2004**. Employers or training providers who fail to comply with the procedures will cause their applications to be rejected.

Thank you.

**"PEKERJA TERLATIH MENJANA KECEMERLANGAN"
"BERSAMA SEIRING MENGHADAPI GLOBALISASI"**

Yours sincerely,

(MEJ (B) VAN WENG HONG)

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

c.c PSMB Registered Training Providers