



EMPLOYERS CIRCULAR NO . 3/2005
NEW PROCEDURES FOR THE INFORMATION TECHNOLOGY
AND COMPUTER BASED TRAINING SCHEME

1. PURPOSE

- 1.1 The purpose of this circular is to inform registered employers about the following :-

Changes in the procedures when purchasing computers under the Information Technology and Computer-Based Training Scheme ; and

b. Applications for training grants under this scheme can be made through PSMB website via the Internet.

2. BACKGROUND

- 2.1 The Information Technology and Computer-Based Training Scheme was introduced on 16 November 1996 with the aim of assisting employers to purchase personal computers for the retraining of workers via computer based training.

- 2.2 The objective of this scheme is assist employers to set up computer training units within their premises as they faced difficulties in releasing their workers to attend training outside their premises.

- 2.3 The existing application procedures are as follow :-

- 2.3.1 Employers are eligible to receive financial assistance up to a maximum amount of RM25,000.00 once in every three years;

- 2.3.2 For employers to receive this financial assistance, they must seek the prior approvals before making the purchases;

- 2.3.3 The purchase of computers is solely for training and not to be used for office administration;

- 2.3.4 Applications for training grants under this scheme must be supported with the following documents :-

- 3 quotations from different local suppliers;
- A list of computer training programmes that were conducted over the last two years; and
- A training plan of programmes using computers for the next two years;

- 2.3.5 The attached quotations must contain information on the specifications of computers such as the types or models, processor capabilities (CPU), RAM, size of hard disks, keyboards or input devices and other necessary details. Once approvals are granted, the purchases must be made according to the types or models approved;

- 2.3.6 Applications for branch offices will be allowed but restricted to only one branch per employer;

- 2.3.7 All computers must be purchased at the same time according to the approvals granted; and

- 2.3.8 The purchase of notebooks and laptops are not eligible for financial assistance.

3. REVISED PROCEDURES WHEN MAKING MANUAL APPLICATIONS

- 3.1 Based on the feedbacks from employers, PSMB has decided to revise the terms and application procedures under the scheme. Consequently, the requirements stated in para 2.3.4 are revised as follow :-

- **One quotation** from a local supplier;
- A list of computer training programmes that were conducted over the last **one year**;
- A training plan of programmes using computers for the next **one year**; and
- A copy of the lay-out plan of the proposed training room where the computers to be purchased would be placed.

3.2 It is advised that other procedures remain unchanged and employers are reminded to submit applications prior to purchasing the computers. The application form PSMB/IT/1/01 remains unchanged.

4. PROCEDURES WHEN MAKING ONLINE APPLICATIONS VIA THE INTERNET

4.1 PSMB has developed a system that enables employers to apply online for training grants under the Information Technology and Computer-Based Training Scheme with the aim of simplifying and ensuring fairer processing of applications.

4.2 Employers who wish to apply online are required to log on to the PSMB's website www.hrdnet.com.my and complete the online application form for the Information Technology and Computer-based Training Scheme.

4.3 The following supporting documents must be attached to all on-line applications: -

- One quotation from a local supplier;
- A copy of the lay-out plan of the training room where the computers to be purchased would be placed;
- A list of computer training programmes that were conducted over the last one year; and
- A training plan of programmes using computers for the next one year.

4.4 Employers are reminded that supporting documents for online applications are to be inserted with the following features: -

- Size of each file must not be more than 250 KB to avoid the difficulties in sending the application;
- All files for supporting documents must use one of the following formats: -
 - .bmp - BITMAP
 - .jpg - JPEG FILE
 - .jpeg - JPEG FILE
 - .gif - GIF FILE
 - .ppt - MS POWER POINT
 - .png - MACROMEDIA FIREWORKS
 - .doc - MS WORD
 - .xls - MS EXCEL
 - .html - FILE INTERNET
 - .htm - FILE INTERNET
 - .txt - TEXT FILE
 - .psd - ADOBE PHOTOSHOP
 - .tif - ADOBE PHOTOSHOP
 - - .pdf - ADOBE ACROBAT
- f documents need to be scanned, employers are advised to save the "output scanning" in the "jpeg", "gif" and "jpg" format. The parameters for image during scanning must be fixed according to the A4 paper size i.e. 8.25 inches x 11.75 inches.





11.75 inci

- 8.25 inci
- Supporting documents can also be scanned in the Grayscale format because it will reduce the size of the documents which will make transmission easier.
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- Please ensure that the supporting documents are scanned in the lowest resolution dpi (dot per inch) i.e. 150 dpi and below. The function of dpi is to ensure that the scanned documents are easy to view and be read. High dpi resolution will result the image size being big and this will slow down the process when uploading the supporting documents onto the computer screens.
- The scanning procedures given above are generic and they will also depend on the types of scanners used by employers.

4.5 E-mails will automatically be sent to employers when online applications are received by PSMB computer system. If employers do not receive acknowledgements via e-mails, employers are requested to contact the PSMB IT Officer as stated in para 5.

4.6 Approved/ rejected/ returned training grant applications will be sent back to employers via e-mails.

4.7 Employers are not required to send applications manually for the same applications applied online.

4.8 The computer system does not allow any amendments be made once the applications are sent to PSMB. If there is a need for any amendments, please contact the PSMB IT Officer as stated in para 5.

4.9 PSMB's Secretariat will delete any returned applications (queried) to employers that are not replied within **three (3) months** from the returned date, and employers are advised to resubmit the amended applications to PSMB within three months.

5. **LIASON OFFICERS**

5.1 For information on filling up the online application form and the attachment of supporting documents, employers can contact the following officer :-

Puan Siti Rogayah binti Hamzah 03-20964813

5.2 For information on processing of the applications, employers can contact the following officer :-

Puan Anizah Binti Mohd Ariff Albakri 03-20964817

6. **EFFECTIVE DATE**

6.1 PSMB hopes that with the revised requirements and the facilities for applications under this scheme to be submitted online, applications for training grants from employers will be processed faster and efficiently.

6.2 This employers circular will be effective as from 1 March 2005 .

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