



Our ref:(43)PSMB/20/8 Kulit 5
Date : 3 March 2010

EMPLOYERS CIRCULAR NO. 3/2010

FINANCIAL ASSISTANCE FOR TRAINING FOR PERSONS WITH DISABILITIES OR JOB COACH

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform employers that job coach programmes for persons with disabilities (PWDs) are eligible for financial assistance from the Human Resource Development Fund (HRDF) under the SBL Scheme.

2.0 BACKGROUND

- 2.1 PWDs have been defined as those having long-term physical limitation, mental, intellectual or senses that hinder them to participate fully and effectively in the community. The Department of Social Welfare Malaysia (DSW) has classified the PWDs into seven categories:-

- a) sight disability;
- b) hearing disability;
- c) physical disability;
- d) speech disability;
- e) slow learners;
- f) mental disability; and

g) multiple disabilities.

- 2.2 Due to its limitations, PWDs could not effectively be trained through the traditional training programmes in terms of concentration and methods of learning. Thus, the DSW has adopted the Job Coach method to be implemented for special training for the PWDs.
- 2.3 Job Coach is a training programme conducted by expert trainers in preparing PWDs before employment (Assessment and Job Matching) and also provides assistance during employment through On the Job Training. Job coach is introduced to equip PWDs to work in a society or open employment and enjoy the suitability of jobs as well. Therefore, job coach will equip PWDs mentally and gain practical skills that make them able to work in the society.

3.0 PROGRAMME STRUCTURE OF JOB COACH

- 3.1 Job coach training module for PWDs is different for each category of PWDs. Each category of disabilities has its own training needs. Duration of the training is also different and based on the ability of job understanding and self-adaptation in social environment as well as the physical working condition of the PWDs.
- 3.2 In the job coach module, PWDs will have to undergo two (2) weeks of training prior to employment for the assessment to ensure the right matching between the working environment and the PWDs. After the PWDs gain employment, the trainer will provide intensive support to the PWDs in the workplace through practical training. The job coach session can be conducted for just a few hours per day for a few days and the training programme can be for two (2) to three (3) months per session. The intensive support will be gradually taken out after a few training sessions were conducted.

4.0 **PROCEDURE FOR APPLICATION AND CLAIM**

- 4.1 Employers who required financial assistance for job coach are required to submit applications under the SBL Scheme using form **PSMB/PGL/1/09** prior to commencement of training together with the following supporting documents:
- a. a copy of trainee verification PWD card;
 - b. contents of the job coach training module;
 - c. quotation of job coach training programme; and
 - d. trainer(s) profile.
- 4.2 The course fee that can be claimed from the HRDF will be based on the rate of RM50 for each hour for the first 2 hours and RM30 for each subsequent hour but will not exceed RM300 per day. This rate has been fixed by DSW. Other allowable costs that are claimable will be subjected to the current guidelines and regulations. Employers must use form **PSMB/T/1/09** to submit their claims.
- 4.3 Under this scheme, financial assistance will only be given to employers employing PWDs who have contract of service with the employers. Training conducted prior to employment of the PWDs will not be eligible for any financial assistance.

5.0 **EFFECTIVE DATE**

- 5.1 This circular is effective from the date of this circular letter.

Thank you.

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

Yours sincerely,

Manager
Traning Grant Division
for Chief Executive
Pembangunan Sumber Manusia Berhad