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(13) PSMB/1/14/13 Kulit 2

1 June 2009

## **TRAINING PROVIDERS CIRCULAR NO. 4/2009**

### **ASSESSMENT FEE FOR APPLICATION OF TRAINERS TO BE EXEMPTED FROM ATTENDING PSMB TRAIN THE TRAINER PROGRAMME**

#### **1. OBJECTIVE**

The purpose of this circular is to inform training providers that the Board of Directors of PSMB has decided that an assessment fee of RM300.00 per trainer is payable upon application by training providers for trainers to be exempted from attending the PSMB Train The Trainer (TTT) Programme.

#### **2. BACKGROUND**

2.1 The quality of a training programme not only depends on the availability of training facilities, but more importantly, on the quality of trainers. In our efforts to ensure the quality of trainers in conducting and delivering training, PSMB has introduced the condition that all trainers for training programmes registered under the PROLUS and SBL-Khas Schemes must attend the PSMB TTT Programme or obtain an exemption from PSMB from attending the programme.

2.2 Training Providers Circulars No. 3/2006 and No. 1/2007 have stipulated various criteria allowing trainers having qualifications and training experience to apply for exemptions from attending the PSMB TTT Programme. Since the implementation of both circulars, PSMB has received numerous applications from training providers to exempt their trainers from attending PSMB TTT Programme.

### **3. CRITERIA FOR EXEMPTIONS**

As stated in Training Providers Circulars No. 3/2006 and No. 1/2007, exemptions may be considered if trainers meet one of the following criteria :-

- a) Trainers who possess one of the following certificates or qualifications:
  - i. Teacher Training Certificate from Government Teacher's Training College;
  - ii. Diploma or Degree or Master in Education from recognized government institutions;
  - iii. Trainer Certificate from Centre for Instructor and Advance Skill Training (CIAST);
  - iv. Vocational Trainer Certificate endorsed by Department of Skills Development;
  - v. Certificate in Training and Development (CITD);
  - vi. Certified Training Professional Certificate (Institute of Training and Development); and
  - vii. Trainers who have earned the title of Professorship from institutions of higher learning.

- b) Trainers who have attended other TTT programmes where the programme is similar to PSMB TTT Programme curriculum structure; and
- c) Trainers who have five years or more experience in training and have conducted at least 25 training sessions.

#### 4. RULES AND PROCEDURE FOR APPLICATION

4.1 Applications must be submitted through an official application from a training provider registered with PSMB stating the names of trainers applying for exemptions. For a training provider who has just applied to be registered with PSMB, the application for TTT exemption may also be submitted concurrently with the application for training provider's registration.

4.2 Application must be enclosed with the following supporting documents :-

Criteria	Supporting documents
For application for exemption based on criteria as stated in paragraph <b>3 (a)</b>	<ul style="list-style-type: none"> <li>• Curriculum vitae of each trainer using the format as in <b>Appendix A</b></li> <li>• A copy of certificate</li> </ul>
For application for exemption based on criteria as stated in paragraph <b>3 (b)</b>	<ul style="list-style-type: none"> <li>• Curriculum vitae of each trainer using the format as in <b>Appendix A</b></li> <li>• A copy of certificate and detailed course outline of the TTT programme attended</li> </ul>
For application for exemption based on criteria as stated in paragraph <b>3 (c)</b>	<ul style="list-style-type: none"> <li>• Curriculum vitae of each trainer using the format as in <b>Appendix A</b></li> <li>• Experience in conducting corporate training using the format as in <b>Appendix B</b></li> </ul>

- 4.3 If a trainer is applying for exemption based on the criteria stated in paragraph **3 (c)**, the current year will not be assessed as part of the five years duration.
- 4.4 Payment of **RM300.00** as an assessment fee for each trainer in the form of cheque or postal order or money order or bank draft, made payable to **Pembangunan Sumber Manusia Berhad** must be attached with each application. This payment is non-returnable in the event the application is not successful.

## **5. DATE OF IMPLEMENTATION**

- 5.1 This circular supersedes the previous circulars namely Training Providers Circular No. 3/2006 and No. 1/2007.
- 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,

**(MEJ (B) VAN WENG HONG)**  
Deputy Chief Executive (Operations)  
Pembangunan Sumber Manusia Berhad

## CURRICULUM VITAE

## 1. TRAINER'S BACKGROUND:

No.	Items	
1.	Name	
2.	I/C Number	
3.	Nationality	
4.	Residential Address	
5.	Telephone No.	
6.	E-mail Address	

## 2. TRAINER'S ACADEMIC QUALIFICATION

(Please attach a photocopy of Degree/Diploma/Certificate)

No.	Qualification	Name of University/College	Year Awarded

## 3. PROFESSIONAL CERTIFICATION:

No.	Professional Certification	Certification Body	Year Awarded

## 4. SHORT COURSES ATTENDED:

No.	Name of Programme	Duration/Date

5. YEARS OF EXPERIENCE IN TRAINING : \_\_\_\_\_

6. CURRENT OCCUPATION : \_\_\_\_\_

7. \*TRAINER'S SIGNATURE : \_\_\_\_\_

8. DATE : \_\_\_\_\_

\* Trainer is required to sign this column. Any application for exemption of the Train-The-Trainer without trainer's own signature will be rejected.

**EXPERIENCE IN CONDUCTING CORPORATE TRAINING**

Year: \_\_\_\_\_

No	Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Year: \_\_\_\_\_

No	Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Year: \_\_\_\_\_

No	Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Year: \_\_\_\_\_

No	Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Year: \_\_\_\_\_

No	Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

*\*Please provide the above information on a separate sheet if the space provided is not adequate.*