



**PEMBANGUNAN SUMBER MANUSIA BERHAD (545143 D)**  
**KEMENTERIAN SUMBER MANUSIA**  
**Wisma PSMB**  
**Jalan Beringin, Damansara Heights**  
**50490 Kuala Lumpur**

Tel : 03-2096 4800  
Faks : 03-2096 4999  
Laman web : [www.hrdf.com.my](http://www.hrdf.com.my)

Our ref : ( 45 )PSMB/20/8 Kulit 5  
Date : 10 March 2010

## **EMPLOYERS CIRCULAR NO. 4/2010**

### **FINANCIAL ASSISTANCE FOR ONLINE DISTANCE LEARNING**

---

#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to inform employers that online distance learning programmes are eligible for financial assistance from the Human Resource Development Fund (HRDF) under the SBL Scheme.

#### **2.0 BACKGROUND**

- 2.1 To encourage registered employers to retrain and upgrade the knowledge and skills of their employees, distance learning for certificate programmes are claimable under the SBL scheme while Diploma programmes are claimable under the PROLUS Scheme.
- 2.2 PSMB has introduced e-learning in 2001, to give employers the flexibility to choose another mode of learning such as Full e-learning and further expand the scope in 2002 to include Blended e-learning and E-learning by subscription under the PROLUS Scheme. However, these programmes were offered for certificate levels only.
- 2.3 As the country move towards knowledge-based economy and value the importance of information and communication technology (ICT)

as the strategic driver to support the growth of the economy, PSMB has to move forward in-line with the needs of the employers and the country's agenda. Currently, the usage of the Internet has led to the growth of e-learning as another source of online education and training.

### 3.0 **TERMS AND CONDITIONS**

3.1 Application for financial assistance for online distance learning can be approved subject to these following terms and conditions:-

- (i) employers are eligible to claim for course fees including registration and examination fees plus cost of materials (if applicable);
- (ii) employers when seeking financial assistance from the HRDF are required to submit their application under SBL Scheme using Form **PSMB/PGL/1/09** prior to the commencement of programme. Application forms are to be submitted to PSMB together with the following supporting documents:-
  - (a) a copy of the Offer Letter/Confirmation Letter for the online distance learning issued by the training centers, colleges and university with the title of programme and specific duration (total hours of training and validity period);
  - (b) a copy of programme; and
  - (c) a copy of course fees (quotation).
- (iii) employers are allowed to claim for online distance learning programmes that have been provided by any institutions or training providers. However, for local training providers, they are required to register with PSMB before they can offer online distance learning programmes. The registration fee will be waived for training providers who wish to participate in this online distance learning only.

- (iv) rate of financial assistance for online distance learning that is offered by overseas institution is 50%. For local providers, the rate of financial assistance is 100%;
- (v) the minimum duration for online distance learning is 7 hours;
- (vi) type of programmes offered for Online Distance Learning can be either soft or technical skills. Programmes offered can be with or without Malaysian Qualifications Agency (MQA) accreditations as long as the programmes are required by the employers; and
- (vii) there will be no maximum number of employees to be eligible for participating in online distance learning.

3.2 The online distance learning mode will be offered on trial basis for a period of six months and the effectiveness of this programme will be assessed at the end of its implementation period to determine whether this programme should be continued or otherwise.

#### 4.0 **DATE OF IMPLEMENTATION**

4.1 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

Training Grant Division

for Chief Executive

Pembangunan Sumber Manusia Berhad