

Our ref. : (8)PSMB/20/8
Kulit 6
Date : 1 April 2011

EMPLOYERS CIRCULAR NO. 4/2011
IMPLEMENTATION OF THE
1MALAYSIA TRAINING PROGRAMME

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform employers registered with PSMB on the implementation of the 1Malaysia Training Programme.

2.0 BACKGROUND

- 2.1 The reality behind achieving the status of a developed country remains unchanged; *it requires the support of highly skilled and competent workforce*. It is due to this fact that the Government is putting great emphasise on building its capacity in terms of skilled manpower sufficiency and cross-industrial labour self reliance.
- 2.2 The Most Honourable Prime Minister when tabling the 2011 Budget had announced the implementation of the 1Malaysia Training Programme with an allocation of RM500 million, which include an allocation of RM200 million from the Human Resources Development Fund (HRDF).

2.3 The 1Malaysia Training Programme under HRDF is focused on one main purpose; *to provide employees of PSMB registered employers the opportunity to upskill and/or reskill themselves*. As such, training courses that are to be offered under this initiative are training courses of **Upskilling** and **Reskilling** in nature.

2.4 The definitions of Upskilling and Reskilling that are being adopted as a general guideline to determine the types of courses to be offered are as follows:

- (a) **Upskilling** - Training courses that are able to help employees in getting qualification at a higher level.
- (b) **Reskilling** - Training courses that are able to help employees in getting new qualification.

3.0 **IMPLEMENTATION MECHANISM**

3.1 **Objective**

The objectives of the programme are to:

- (a) Create a pool of competent, well trained, knowledgeable, and skilled workforce through training courses that will help employees to attain higher skills level (upskill) and to gain new skills (reskill);
- (b) Increase the number of skilled workforce; and
- (c) Increase the productivity level of employees in order to enable them to contribute toward achieving the business objectives of

their organisation, which in return, would enable the employers to commensurate the contributions with higher income. This is in-line with the Government policy to achieve a high-income economy by 2020.

3.2 Training Courses

3.2.1 The type of training offered under the programme is application based, where employees are able to apply what they have learnt, thus enhancing their competency in executing current or future jobs. The training courses can be in a modular form, certification programmes, and recognition of skills or enhancement in academic qualifications.

3.2.2 Selection of training courses is based on value added embedded in the programmes to upskill employees such as professional certification, *Sijil Kemahiran Malaysia*, or courses that will provide employees with new skills. Training courses that have been selected will be compiled into a training directory and be circulated to employers through mail. It will also be uploaded into PSMB website for employers to access.

3.2.3 Under the programme, training courses can be conducted either at the employers' premises, training providers' premises or at industry and skills development centres. Training can be implemented on a full time or part time basis during or after working hours or during weekends.

3.3 **Qualifying Conditions**

Employers who are eligible to participate in the 1Malaysia Training Programme must fulfil the following requirements:

- 3.3.1 Have sufficient levy balance. Employers with insufficient levy balance are also eligible to participate if their levy balances can cover at least 80% of the course fee; and
- 3.3.2 Notwithstanding paragraph 3.3.1 above, employers with arrears of levy or unpaid interest are also eligible to apply.

3.4 **Selection and Levy Reservation**

3.4.1 Under the 1Malaysia Training Programme, employers **do not have to seek prior approval** from PSMB. Employers however are required to reserve levy through the online system for payment of course fees to training providers as follows:

- (a) Employers will login to the Employers Information System (EIS) at www.hrdf.com.my to select training courses. More than 1,400 training courses have been pre-approved under the 1Malaysia Training Programme. This list is not exhaustive and more courses will be added from time to time.
- (b) Employers with sufficient levy balance will be able to reserve their levy for the payment of the course fee to the training provider.
- (c) Employees will undergo the selected courses.

3.4.2 The Flow Chart of the process is per **APPENDIX A**.

3.5 **Disbursement**

3.5.1 The course fee will be paid by PSMB to the approved training providers on claim basis upon the completion of the training using Form **PSMB/1M/T1/11 (APPENDIX C)** and attached it together with attendance list **PSMB/1M/T3/11 (APPENDIX E)**.

3.5.2 Employers are allowed to claim for allowable costs as stipulated in PSMB General Guidelines upon the completion of training using Form **PSMB/1M/T2/11 (APPENDIX D)** and attached it together with attendance list **PSMB/1M/T3/11 (APPENDIX E)**.

3.5.3 The Flow Chart of the process is per **APPENDIX B**.

3.6 **Incentive**

3.6.1 As an incentive for employers to send their employees for upskilling and reskilling training under the 1Malaysia Training Programme, the Government would reimburse 20% of the course fee into employers' levy accounts after the completion of training.

3.6.2 The incentive will be credited into employers' levy accounts once training providers had submitted their claims for course fee.

4.0 DATE OF IMPLEMENTATION

4.1 Employers can participate in the 1Malaysia Training Programme commencing 6 April 2011.

5.0 CONCLUSION

5.1 Please feel free to contact our Customer Service Officer at (03) 2096 4600 or (03) 2096 4819 should you require further clarification or assistance.

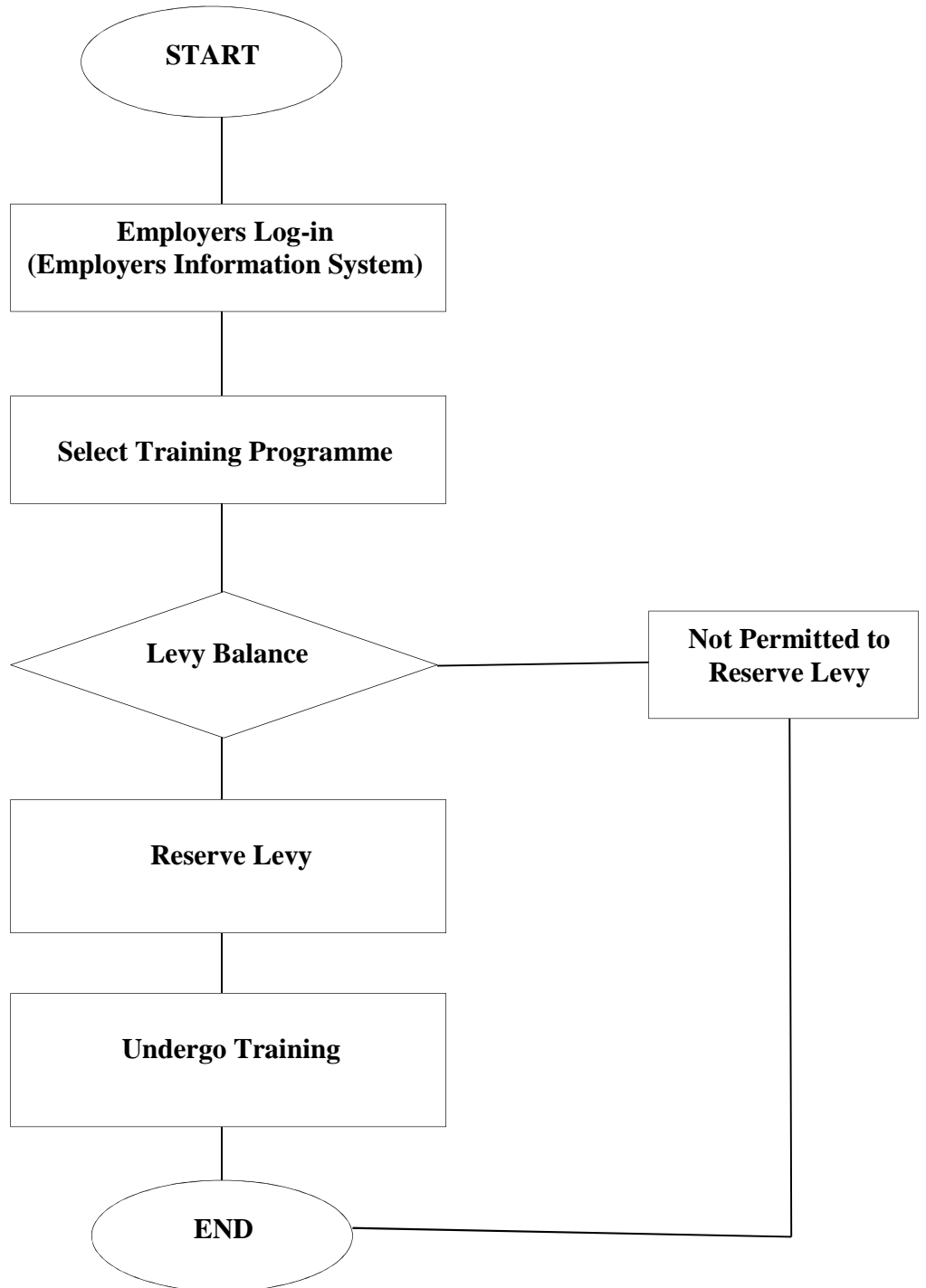
Thank you.

“PSMB – SHAPING PEOPLE”
“Pekerja Merealisesi Transformasi Malaysia”

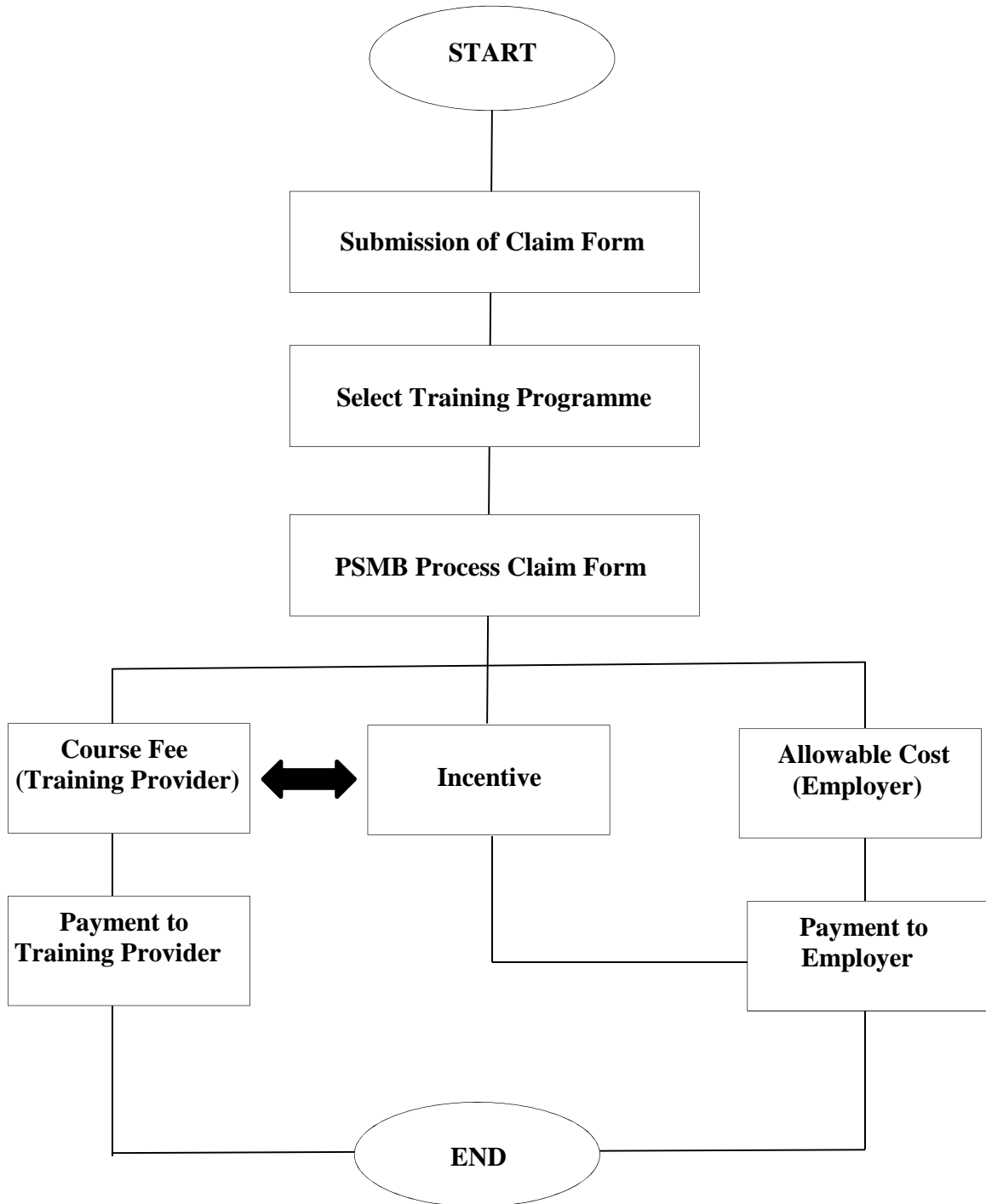
Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad

**FLOW CHART
SELECTION OF TRAINING PROGRAMMES
AND LEVY RESERVATION**



**FLOW CHART
DISBURSEMENT PROCESS**



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Training Provider Registration No.

PSMB/1M/T1/11

Form Code 124



**CLAIM FOR TRAINING GRANT UNDER PSMB ACT, 2001
FOR 1MALAYSIA TRAINING PROGRAMME**

Claim for Course Fee

Reminder : Please attach the original **invoice** of course fee to Pembangunan Sumber Manusia Berhad and the original Attendance List Form **PSMB/1M/T3/11**

PART 1 – EMPLOYER'S PARTICULAR

Registered Name and Address of Employer:	Employer Code	:	_____
	Telephone No.	:	_____
	Fax No.	:	_____
Course Title	:	_____	
Training Dates	:	Commenced: _____	Ended : _____
Training Venue	:	_____	

PART 2 – CLAIM FOR COURSE FEE

Approval Number	Number of Trainee(s)*	Total Fee Approved (RM)	Total Fee Claimed (RM)

*Please attach the original attendance list, PSMB/1M/T3/11, signed by each trainee.

PART 3 – JOINT DECLARATION OF THE TRAINING PROVIDER AND THE EMPLOYER

(a) We certify that all information provided pertaining to this claim is true and correct and that apart from this claim, no other claims have been made for these expenses. All relevant documents pertaining to this claim are with us and can be inspected by the Secretariat of the Pembangunan Sumber Manusia Berhad.			
(b) We declare that the terms and conditions under the 1Malaysia Training Programme have been complied by us.			
SIGNATURE	:	_____	NAME
			:
			DESIGNATION
			:
			(Managing Director/General Manager/Centre Manager/Principal)
DATE	:	_____	
(c) I certify that the claim by the training provider had been verified and found to be correct.			
SIGNATURE	:	_____	NAME
			:
			DESIGNATION
			:
			(Shall only be certified by either Managing Director/General Manager/Financial Controller/Finance Director of Employer)
DATE	:	_____	
			STAMP OF DESIGNATION
			:

REMINDER : You are reminded that, if you should give false or misleading statements, or makes in writing, or signs any declaration which is untrue or incorrect in any particular, you will be prosecuted under **Section 40 and / or Section 41 of Pembangunan Sumber Manusia Berhad Act 2001** and shall be liable to a fine not exceeding twenty thousand ringgit or to imprisonment for a term not exceeding two years or to both. Besides, Pembangunan Sumber Manusia Berhad may, at its discretion, withdraw the grant and recover immediately any amount of the grant that may have been disbursed. Apart from this, the registration of your institution/company can be nullified and you will not be allowed to participate in the Human Resources Development Fund.

MyCoID														

Employer Code No.									

PSMB/1M/T2/11

Form Code 125



**CLAIM FOR TRAINING GRANT UNDER PSMB ACT, 2001
FOR 1MALAYSIA TRAINING PROGRAMME**

Claim for Allowable Cost

1. Name and Address of Employer:	Contact Person : _____
	Telephone No. : _____
	E-Mail : _____
2. Course/Programme Title:	
3. Name of Training Provider:	
4. Place of training:	
5. Training Date:	From: _____ To: _____
6. Total Training Duration:	<input style="width: 40px; height: 20px;" type="text"/> Hours <input style="width: 40px; height: 20px;" type="text"/> Days

7. Expenses Item to be claimed:	Fill in actual expenses incurred RM
i. Meal Allowances: @ RM _____ per trainee x No. of trainee _____ x No. of days _____ <i>(for in-house training only)</i>	_____
ii. Daily Allowances: @ RM _____ per trainee x No. of trainee _____ x No. of days _____ <i>(for meal, transport & accommodation)</i>	_____
iii. Economy Rate of Airfare, if applicable: @ RM _____ per trainee x No. of trainee _____	_____
iv. Rental of Training Venue:	
a) Hotel / Rental of Training Venue	_____
b) Transportation	_____
v. Consumables Training Materials:	_____
Total Claim	_____

8. **EMPLOYER'S DECLARATION***

(a) We certify that the information provided pertaining to this claim is true and correct and the expenses claimed have been paid by us and that apart from this claim, no other claims have been made for these expenses. All relevant documents pertaining to this claim are with us and can be inspected by the Secretariat of Pembangunan Sumber Manusia Berhad.

(b) We declare that the terms and conditions for the grant awarded have been complied by us

SIGNATURE : _____ NAME : _____

DATE : _____ DESIGNATION : _____

(Chairman/Managing Director/Sole
Proprietor/Partner/Accountant/ Officer In Charge -
State the designation)+

+ Delete where inapplicable

* **REMINDER:**

You are reminded that, if you should give false or misleading statements, or makes in writing, or signs any declaration which is untrue or incorrect in any particular, you will be prosecuted under **Section 40 and / or Section 41 of Pembangunan Sumber Manusia Berhad Act 2001** and shall be liable to a fine not exceeding twenty thousand ringgit or to imprisonment for a term not exceeding two years or to both. Besides, Pembangunan Sumber Manusia Berhad may, at its discretion, withdraw the grant and recover immediately any amount of the grant that may have been disbursed.

FOR 1MALAYSIA TRAINING PROGRAMME ONLY

PSMB/1M/T3/11

ATTENDANCE LIST

This attendance list must be enclosed when submitting the claim form under 1Malaysia Training Programme

Course Title : _____

Date of Training : _____

No.	Name of Trainee(s)	Name of Employer(s)	NRIC	Citizenship	Sex	Signature*

I certify that all trainees listed above had fully attended the training.

NAME : _____ SIGNATURE : _____

DESIGNATION : _____ DATE : _____

Managing Director/General
Manager/Principal

TRAINING
PROVIDER'S STAMP :

- * Note:
1. Please make a separate attachment if more space is required
 2. This attendance list must be prepared on daily basis and signed by the trainee in **each column** of the relevant date of training if he/she had attended the programme on that day