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(15) PSMB/1/14/13 Klt. 2

24 June 2009

## **TRAINING PROVIDERS CIRCULAR 5/2009**

### **NEW CLASSIFICATION AND QUALIFYING CONDITIONS FOR THE REGISTRATION OF TRAINING PROVIDERS**

#### **1. OBJECTIVE**

The purpose of this circular is to inform that training providers who are currently operating from residential premises are allowed to be registered with PSMB.

#### **2. BACKGROUND**

2.1 Under the current procedures, training providers who wish to register with PSMB can choose to do so under Category A or B which requires training provider to have a permanent office.

2.2 This pre-requisite requirement has deterred many potential training providers operating from residential premises from registering and participating in many of the PSMB's training schemes. Some of these training providers have excellent training programmes in specific areas but are unable to contribute significantly due to the current qualifying conditions.

- 2.3 Most of these training providers do not have supporting staff and are generally a “one-man show” operation. Being unable to register with PSMB, these training providers are only allowed to conduct training under the SBL Scheme.

### **3. DECISION OF THE BOARD OF DIRECTORS**

- 3.1 To encourage more training providers to participate in the training schemes of PSMB, the Board of Directors of PSMB at its recent meeting had decided to expand scope of registration for training providers to include those operating from residential premises.

### **4. CLASSIFICATION AND QUALIFYING CONDITIONS FOR CERTIFICATE OF REGISTRATION**

- 4.1 Training providers operating from residential premises who wish to register can apply to do so under **Category B (HO)** using the form **PSMB/TP/1/09** with the following qualifying conditions:-
- a. Registered or incorporated in Malaysia under ROC/ROS/ROB;
  - b. Have a residential address;
  - c. Have at least one local permanent trainer who has attended the PSMB Train-The-Trainer Programme; and
  - d. Had offered in-house or public courses / programmes for at least 1 year.
- 4.2 The processing fee for registration and renewal for training providers under this category is **RM800.00** while other terms and conditions are as stated in **Training Providers Circular No. 2/2006 and No.**

1/2009 for Category B. There will be no refund of the processing fee should the application is unsuccessful.

- 4.3 As an incentive for training providers under this category, they will be allowed to participate in the **SBL-Khas Scheme** providing only soft skills programmes. However, the registration fee for the programmes under this scheme will be **RM500.00** with a validity period for 3 years and the subsequent renewal fee for the programmes will be **RM300.00** also for 3 years.
- 4.4 Trainings can only be conducted at employers' premises, hotels or rented training venues.

## 5. DATE OF IMPLEMENTATION

- 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,

**(MEJ (B) VAN WENG HONG)**

Deputy Chief Executive (Operations)  
Pembangunan Sumber Manusia Berhad