



EMPLOYER CIRCULAR No 5/2005

'HRD PORTAL' PEMBANGUNAN SUMBER MANUSIA BERHAD (PSMB)

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers about the HRD Portal where employers will be able to search online for training programmes offered by training providers. This facility also enables employers to register online with training providers.

2. BACKGROUND

- 2.1 In our continuous effort to encourage more employers to be more active in training and retraining their workers, Pembangunan Sumber Manusia Berhad (PSMB) had developed a web training portal for employers to search, identify and register for suitable and relevant training programmes for their workers, offered by training providers registered with PSMB.
- 2.2 The Portal can be accessed at <http://www.hrdportal.com.my>. All employers registered with PSMB will be given free access to this portal. They can use the same employer code numbers and passwords which they are currently using to access PSMB's main website at <http://www.hrdnet.com.my>. The passwords have been assigned to employers when they registered themselves with PSMB. For further information, employers can refer to the Information Technology and Multimedia Division in PSMB.

3. OBJECTIVE

- 3.1 The main objective of the HRD Portal is to provide facilities for employers to search, identify and register training programmes offered by training providers registered with PSMB through the internet. At the same time, training providers will be able to promote their training programmes and training events to employers registered with PSMB through the use of the portal. Since access to the HRD Portal is given free, employers are hereby encourage to fully utilise the facilities provided by the HRD Portal to assist them to plan their organizations' training needs.

4. FEATURES OF THE HRD PORTAL

- 4.1 There are several features which will benefit employers. These are:
- a) Provide a quick search facility for employers to source for training programmes online;
 - b) Online registrations with training providers;
 - c) Online inquiry of the registration status;
 - d) Instant messaging service for employers to communicate directly with training providers to negotiate terms such as training fees, course contents, etc.;
 - e) Event calendars for employers to be informed of training activities such as promotions, seminars, workshops, etc. organised by training providers from time to time;
 - f) Effective communication between PSMB, employers and training providers through the use of messaging services provided;
 - g) File attachment facilities for employers to download information such as course outlines,

trainers' profiles and course fees in soft copies; and

- h) Quick access to PSMB's Online Systems for application of training grants from within the HRD Portal.

5 TERMS AND CONDITIONS

- 5.1 Employers will be able to access the HRD Portal continuously at any time of the day without incurring any cost.
- 5.2 For all applications of training grants applied under the Training Assistance Scheme (SBL), existing procedures for both online and manual submissions to PSMB must be adhered to. It is important for employers to take note that confirmations of registration of training programmes between employers and training providers are not approvals by PSMB. All applications of training grants must be processed and approved by PSMB.
- 5.3 Employers are advised to be careful when selecting training programmes offered by training providers in this portal as not all of the offered programmes can be approved under the SBL scheme. The approvals of training grants for any schemes will depend strictly on their conformities and adherence to the existing guidelines determined by PSMB. Employers are hereby advised to refer to PSMB if they have doubts and require further information on the matter.
- 5.4 Claims can only be submitted upon the completion of training and all the terms and conditions of the schemes having been met fully.

6. USER GUIDELINES

- 6.1 The HRD Portal's user guidelines can be accessed and obtained at www.hrdportal.com.my.

7. CONCLUSION

- 7.1 PSMB hopes that the facilities provided in the HRD Portal will be able to assist employers to plan their organizations' training needs more effectively. Employers can now search for training programmes easily and more effectively through the use of this portal. Therefore, it is hoped that employers will become more proactive in training and retraining their employees to upgrade their employees' knowledge and skills. PSMB will continue to enrich the portal with more features from time to time for the benefit of its members and eventually turning the portal to be a "one-stop-centre" among the training community in the country.
- 7.2 For further information and clarifications, please contact any one of the following officers:-
 - a. Pn. Wan Yon Shahima Binti Wan Othman 03-20964881
(wyshahima@hrdnet.com.my)
 - b. En. Mohd Nor Haffiz Mohd Faudzi 03-20964882
(haffiz@hrdnet.com.my)
 - c. En. Suran Hj Sham 03-20964811
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Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN"

"PEKERJA CEMERLANG NEGARA TERBILANG"

Yours Sincerely,

(Wan Yon Shahima Binti Wan Othman)
General Manager
Information Technology and Multimedia Division
For Chief Executive
Pembangunan Sumber Manusia Berhad