



EMPLOYERS CIRCULAR NO. 5/2006
ALLOWANCES FOR INTERNAL TRAINERS WHEN CONDUCTING INTERNAL TRAINING

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers on the maximum amount claimable from the Human Resources Development Fund (HRDF) when using internal trainers to conduct internal training.

2. BACKGROUND

- 2.1 Pembangunan Sumber Manusia Berhad (PSMB) encourages employers to engage their own employees as trainers to provide internal training as they understand their companies' business and needs better. Consequently, internal trainers can be better trainers in conducting in-house programmes.
- 2.2 Currently, the salaries and fixed monthly allowances of internal trainers / instructors, pro-rated to the number of training days can be claimed by employers when their employees conduct internal training. During the submission of the training grant applications, employers are required to provide the salary slips of internal trainers and this created dissatisfaction among the employers as they felt that such information is strictly private and confidential.
- 2.3 PSMB had received feedback from employers that many in-house programmes were conducted by internal trainers, but were reluctant to claim for the pro-rated salaries of their trainers as it was difficult for them to provide the salary slips of their internal trainers as supporting documents together with their applications for training grants.

3. ALLOWANCES FOR INTERNAL TRAINERS

- 3.1 A detailed analysis was conducted on the applications by employers from all industries for a specific period for reimbursement of pro-rated salaries of internal trainers. The analysis revealed that internal trainers engaged for such training ranged from supervisors to managing directors. Based on our analysis, it was found that a fixed allowance would be more suitable as compared with the pro-rated salaries of the internal trainers for reimbursement to employers when making claims using internal trainers. The PSMB Board of Directors at its meeting on 23 March 2006, approved that employers can claim for allowances up to a maximum of RM500.00 per training day when engaging internal trainers (for training programmes with a minimum duration of 7 hours). Programmes are allowed to be conducted in modules over a duration of a few days. If the duration of the training modules conducted in a day is less than 7 hours, the allowances for internal trainers will be pro-rated based on 7 training hours in a day. With this, claims for pro-rated salaries of internal trainers are abolished.
- 3.2 With the implementation of a fixed allowance, applications for training grants under the SBL Scheme will not require evidences stating the salaries of the internal trainers to be attached to the application forms. However, the biodata of the internal trainers concerned will still be required. Daily allowances for food, lodging, internal transportation and consumable training materials for the duration of the training will be reimbursable according to the existing guidelines.

4. CONCLUSION

4.1 With this new ruling, PSMB hopes that it will be easier for employers to make claims for training conducted by internal trainers.

4.2 This circular is effective **2 May 2006**.

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“PEKERJA CEMERLANG NEGARA TERBILANG”

Yang ikhlas,

(MEJ (B) VAN WENG HONG)
General Manager, Training Grant Division
for Chief Executive
Pembangunan Sumber Manusia Berhad