

EMPLOYERS CIRCULAR NO. 5/2016

TERMS AND CONDITIONS OF FINANCIAL ASSISTANCE AND THE IMPLEMENTATION OF INCENTIVE FOR OKU TALENT ENHANCEMENT PROGRAMME (OTEP SCHEME)

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform employers on the OKU Talent Enhancement Programme (OTEP Scheme) for Persons with Disabilities (PWD) who are eligible for the financial assistance of RM5 million in the form of incentive. This is to support and encourage employers to provide relevant training programmes for the PWD.

2.0 BACKGROUND

- 2.1 Since 3rd March 2010, Pembangunan Sumber Manusia Berhad (PSMB) has implemented the Job Coach Programme for PWD that allowed registered employers to get financial assistance to send PWD for training in order for them to gain the necessary skills and knowledge to be able to enter the workforce. The Job Coach Programme is a structured programme to assist PWD in learning their job duties and industry standards at the workplace as well as assist them to develop proficiency in their jobs.
- 2.2 PSMB in its Board of Director Meeting No. 2/2016 had approved an allocation of RM5 million in the form of incentive to continuously encourage all registered employers to train their PWD employees according to the employers' business needs. Thus, establishing the OTEP Scheme.
- 2.3 The objective of OTEP is to assist PWD in securing employment by furnishing them with appropriate knowledge, skills and competencies through relevant training programmes that are required by the industry. This scheme enables employers to obtain 100% financial assistance to send PWD employees for training in selected training programmes.

3.0 TERMS AND CONDITIONS OF OTEP SCHEME

- 3.1 OTEP is opened to all PWD for employment with registered employers.
- 3.2 The application for the training programmes of the PWD employees shall be submitted by the employer. The training programmes offered will depend on the nature of the disabilities and requirement of the employers. Training providers may submit their proposals for PWD training programmes. The proposals are made subject to the acceptance by employers to conduct the programmes.
- 3.4 Training methodology shall follow the curriculum structure identified by the employers for the specific training of the PWD according to employers' business needs;
- 3.5 All training modules/programmes must be conducted by experts or certified trainers of the specific training modules.
- 3.6 PWD who are eligible for the pre-employment training may also be trained under the OTEP Scheme, made subject to employer's acceptance.
- 3.7 The allowable financial assistance under OTEP will include:
- (i) Course fee with the maximum rate of RM50 per hour per trainee for both internal and external trainers;
 - (ii) Cost of relevant training aids required;
 - (iii) Consumable training materials; and
 - (iv) Employers are eligible to claim RM500 monthly allowance per trainee to assist the PWD on daily necessities while undergoing training programme up to a maximum duration of three (3) months.

4.0 PROCEDURE FOR TRAINING GRANT APPLICATION

- 4.1 Employers must complete and submit to PSMB the **PSMB/OTEP/1/16** Form (Appendix A) and attach together the following supporting documents:
- (a) Letter of Offer to trainee to attend training programme;

- (b) A verified copy of the trainee PWD card;
 - (c) Contents of the training programme;
 - (d) Detailed daily training schedule;
 - (e) Quotation in respect of training fees; and
 - (f) Quotation in respect of training aid and consumables (if any).
- 4.2 Training grant application must be submitted at least two (2) weeks prior to the commencement date of training.

5.0 PROCEDURE FOR CLAIMS

- 5.1 Claims can be submitted after the completion of the training by filling in the **PSMB/OTEP/T1/16** Form (Appendix B) and attached together with the following supporting documents:
- (a) receipt(s) of the course fee; and
 - (b) receipt(s) of relevant training aids required;
- 5.2 Due date for claims is on the 30th of June the following year after the completion of training.

6.0 IMPLEMENTATION OF INCENTIVE

- 6.1 PSMB has allocated RM5 million in the form of incentive to support and encourage employers to provide relevant training that is required by the industry for the PWD to all registered employers with effect from the date of this Employers Circular.
- 6.2 Through this incentive, the cost incurred by the registered employers to conduct training for the PWD will be fully borne by PSMB.
- 6.3 The implementation of this incentive will be continued until the total amount of RM5 million has been fully utilised. PSMB shall reserve the approval amount based on the training grant application approved.

7.0 EFFECTIVE DATE

5.1 The effective date of this circular is 9th of August 2016.

8.0 CONCLUSION

8.1 Any inquiries and assistance regarding the above implementation, kindly contact our Customer Service at 1-800-88-4800.

Thank you,

“PEOPLE, PROWESS, PROGRESS”

“PEKERJA BERKEMAHIRAN, PENGGERAK EKONOMI”

Yours sincerely,



(DATO' CM VIGNAESVARAN A/L JEYANDRAN)
Chief Executive
Pembangunan Sumber Manusia Berhad

PSMB/T/OTEP/1/16

MyCoID :	
GRANT ID :	



**OKU TALENT ENHANCEMENT PROGRAMME (OTEP)
CLAIM FORM**

1. Name and Address of Employer :		Contact Person : _____
_____		Telephone No.: _____
_____		E-Mail : _____
2. Title Programme :		
3. Name of Training Provider:		
4. Place of training:		
5. Training Date From: _____ To: _____		
6. Total Training Duration: Hours _____ Days _____ Months _____		
7. Expenses Item to be claimed:		
(i)	Course Fees : (Internal Trainer/External Trainer)	RM _____
(ii)	Training Aids :	RM _____
(iii)	Consumables Training Materials :	RM _____
(iv)	Monthly Allowance :	
	RM _____ /trainee x No. of trainee _____ x No. of days _____	RM _____

8. Particulars of Trainees :

Trainees Name	My Kad Number	Citizenship	Gender	Job Title

9. 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 : _____

DATE : _____

NAME : _____

DESIGNATION : _____

(CHAIRMAN / MANAGING DIRECTOR / GENERAL MANAGER / ACCOUNTANT / MANAGER / EXECUTIVE)

COMPANY STAMP : _____

REMINDER:

You are reminded that, if you should give false or misleading statements, or is made 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 Malaysia 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.