

EMPLOYERS CIRCULAR NO. 6/2015

**IMPLEMENTATION OF TRAINING INCENTIVES 2015
FOR SMALL AND MEDIUM ENTERPRISE EMPLOYERS**

1.0 PURPOSE

1.1 The purpose of this circular is to inform employers on the implementation of Training Incentives Scheme for Small and Medium Enterprise Employers (SMEs) for 2015 under the Tenth Malaysia Plan.

2.0 BACKGROUND

2.1 The objective of this Training Incentive Scheme is to assist SMEs employers that have insufficient levy balance to continuously retrain and upgrade the skills of their employees.

2.2 SMEs need to build their organisational human capacity and capability by acquiring the latest knowledge, expertise and technology through continuous upskilling of their workforce.

2.3 In line with the recommendations in the New Economic Model recommendation in the Economic Transformation Programme (ETP), most of the training programmes offered under the Training Incentives Scheme will be focusing on certification programmes and programmes which are internationally recognised and certified.

3.0 IMPLEMENTATION

3.1 Eligibility of Employers.

a) The employers must meet the SME definition as at 1 January 2015 as follows:

Sector	Small	Medium
Manufacturing	<75 employees	75-200 employees
Service	<50 employees	51-75 employees

- b) Each employee is allowed to participate in only one (1) certification training programme under the training incentive programmes 2015.
- c) Each eligible employer is allowed to send up to three (3) participants per training per session.
- d) Notwithstanding to the above, employers with one or more of the following cases are not eligible to participate in Training Incentives Programmes 2015:
 - i. **Arrears of levy and Interest;** or
 - ii. **Involved in PSMB legal cases;** or
 - iii. **In the process of deregistration.**

3.2 Training Programme

Employers may view or download the list of approved programmes under Training Incentives 2015 from the HRDF website at www.hrdf.com.my. Programmes offered under Training Incentive can be found in the **LATEST NEWS SECTION** in the portal. After the employer has viewed the programmes, they may proceed to online registration as described in 3.3 below.

3.3 Process

Employers may log in to the **eTRiS- (Electronic Transformed Information System)** at www.hrdf.com.my to submit online application for approved training incentive programmes. Read over the instructions below:

- i. Go to **HRDF website** at www.hrdf.com.my
- ii. Enter **MyCOID** followed by **PASSWORD** and Click **LOGIN**
- iii. After successful **LOGIN**, Click on **HOME** button tab
- iv. Click **MORE EVENTS** buttons under the **UPCOMING EVENTS**
- v. Select the Phrase/Programmes name with **TRAINING INCENTIVES 2015**
- vi. Click on the **REGISTRATION** Link
- vii. When the REGISTRATION page is displayed, click on the **Course Fee Item**
- viii. Select the **HRDF Register Employer – Incentive** for the Course Fee Item
- ix. Select **INCENTIVE** for the **PAYMENT METHOD**
- x. Click on the **SUBMIT** Button on the top left side of the page.

- xi. The message *“Your Request has been Submitted Successfully with Registration id”* will appear which shows the application has been received by the PSMB.
 - xii. Notification letter on **Approved/not-approved** application shall be sent through email (*acknowledgement email*)
- 3.4 In the event any employee is unable to attend training due to his or her work, the employer must notify PSMB in writing at least five (5) working days before the commencement of the training programme. Should any employee **fail to attend training** on the day of training without prior notice, **the employer levy will be deducted to cover for the course fee.**
- 3.5 PSMB reserves the right to revise the terms and conditions of this Training Incentives 2015 to meet the objective of the scheme and the employers will be informed of the changes through employers’ circular.

4.0 DATE OF IMPLEMENTATION

- 4.1 The effective date of this circular is **1st June 2015.**

Thank you.

“PEOPLE, PROWESS, PROGRESS”

“PEKERJA SIHAT, PRODUKTIVITI MENINGKAT”

Yours sincerely,

(CM VIGNAESVARAN A/L JEYANDRAN)

Chief Executive

Pembangunan Sumber Manusia Berhad