



EMPLOYER CIRCULAR NO 7/2006

THE HRD PORTAL INTEGRATION WITH SBL ONLINE AND SBL-KHAS ONLINE SYSTEMS

1. PURPOSE

- 1.1 The objective of this circular is to inform employers about the integration between the HRD Portal and the online system for applications of training grants under the SBL scheme (SBL Online) and the online system for applications of training grants under the SBL-KHAS scheme (SBL-KHAS Online). With these services, applications for training grants under both schemes can be made online, directly from within the HRD Portal.

2. BACKGROUND

In the quest to improve its delivery service, PSMB had introduced several online services for the benefits of its clients. Among them are the HRD Portal, PSMB's one stop training centre, and the online systems for application of training grants under the SBL and the SBL-KHAS schemes. The HRD Portal is accessible via www.hrdportal.com.my, whilst access to the SBL Online and the SBL-KHAS Online systems can be made through www.hrdnet.com.my.

2.1 THE HRD PORTAL

The HRD Portal is a web training portal which enables employers to obtain the latest information on training programmes and training activities conducted by training providers registered with PSMB. Employers would also be able to register online with the selected training providers as well as monitor the status of their registrations from time to time. All correspondence will be generated automatically using email. The HRD Portal would enable employers to manage their training activities in a more systematic, timely and cost effective manner.

2.2 THE SBL ONLINE

The SBL Online system was launched in 2001. It is one of the most popular online services among employers. Powered by the Internet, the SBL Online is a web training grant application system where employers would be able to submit applications for training grants under the SBL scheme. Employers would just need to key-in the required information in the online templates provided in the system and attach the corresponding supporting documents as required. The system would enable employers to seek approvals for training grants from PSMB on timely basis.

2.3 SBL-KHAS ONLINE

Similar to SBL Online, the SBL-KHAS Online provides an alternative method for employers to apply for training grants under the SBL-KHAS scheme through the Internet. The system had been launched since April 2006.

3.0 INTEGRATION BETWEEN THE HRD PORTAL WITH THE SBL ONLINE AND THE SBL-KHAS ONLINE SYSTEMS

In line with its continuous efforts to improve its delivery service, PSMB had taken a proactive step to integrate the HRD Portal with the SBL Online and the SBL-KHAS Online systems.

- 3.1 **The main objective of the integration is to enhance the facilities provided in the HRD Portal so that employers would be able to perform online transactions with PSMB directly from within the portal.**
- 3.2 **With the integration in place, employers would not only able to obtain the latest**

information on training programmes suitable to their needs and register online with the selected training providers from within the portal, but also submit applications for training grants to PSMB directly without having to access to two different online systems.

- 3.3 This approach would be more efficient as employers would no longer need to deal with training providers separately to obtain soft copies of the supporting documents needed to complete the online transactions. **All processes and documents needed are provided automatically in the HRD Portal** once registrations for courses are confirmed by the training providers concerned.
- 3.4 **All records on applications of training grants to PSMB performed via the HRD Portal will also be saved into the SBL Online and SBL-KHAS Online systems respectively. Employers can make reference to these systems via www.hrdnet.com.my for the status of their applications and any follow-up action as and when required.**
- 3.5 User Guide is provided online via www.hrdportal.com.my.
- 4.0 **TERMS AND CONDITIONS**
This circular is applicable for the online applications of training grants under the SBL and SBL-KHAS schemes only. Other schemes are subject to the existing standard procedures.

5.0 **CONCLUSION**

The integration between the HRD Portal with the SBL Online and the SBL-KHAS Online has enhanced the HRD Portal as a one stop training management centre. It is hoped that the facilities provided in the HRD Portal would be able to assist employers to plan and increase retraining activities in their organizations in order to enhance their employees' skills and improve their companies' competitiveness. PSMB would like to urge all employers to fully utilize the services offered in the HRD Portal.

Should employers require further information or assistance on this matter, kindly refer to the following officers-in-charge: -

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This circular takes effect immediately.

***"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 Officer
Pembangunan Sumber Manusia Berhad
Copy to: All PSMB Approved Training Providers