



PEMBANGUNAN SUMBER MANUSIA BERHAD (545143-D)

KEMENTERIAN SUMBER MANUSIA Tel : 03-2096 4800
Wisma PSMB Faks : 03-2096 4999
Jalan Beringin Customer Service: 03-2096 4600
Damansara Heights
50490 Kuala Lumpur

(6) PSMB/20/8 klt.5

6 April 2009

**EMPLOYER CIRCULAR NO. 7/2009
MONTHLY ALLOWANCES FOR APPRENTICES UNDER
PSMB APPRENTICESHIP SCHEMES**

1. PURPOSE

The purpose of this circular is to inform employers that recently the Board of Directors of Pembangunan Sumber Manusia Berhad (PSMB) has approved an allocation of RM2.0 million to pay for the monthly allowances of apprentices under the PSMB Apprenticeship Schemes attending training during the **off-the-job** modules.

2. BACKGROUND

2.1 The objective of the PSMB Apprenticeship Scheme is to increase the supply of skilled workers in industries determined jointly between PSMB and the industry concerned. This scheme enables employers to be effectively involved in training activities and the apprentices are selected from PMR or SPM school leavers.

2.2 Under the scheme, the training conducted is a combination of theoretical at the approved training centres (off-the-job) and practical training (on-the-job) at the premises of sponsoring employers. Upon completion of a combination of modules at the training centre, apprentices will undergo on-the-job modules at the premises of sponsoring employers to reinforce the theoretical concepts learnt. Apprentices will be given a monthly allowance ranging between RM300.00 - RM500.00 for the duration of the programme ranging from 2.5

months to 18 months, depending on the requirement of the curriculum by the sponsoring employers. Training fees incurred will be fully paid by PSMB to training providers from the fund allocated by the Government.

3. DECISION OF THE BOARD

3.1 The Board of Directors of PSMB at its recent meeting had decided that in order to reduce the financial burden on the sponsoring employers, the monthly allowances of apprentices during **off-the-job** modules at the training centers will be paid by PSMB. With this decision, PSMB hopes to encourage more employers to participate in PSMB Apprenticeship Scheme.

3.2 The amount of monthly allowances to be paid to each apprentice undergoing training at Level 1 is RM 350.00 and for those undergoing training at Level 2 is RM 400.00.

4. PAYMENT OF MONTHLY ALLOWANCES

4.1 Apprentices are required to attend a minimum of 80% of the programme in order to be paid the monthly allowances. For the ease of PSMB to pay the monthly allowances to apprentices, all training providers are required to use the standard attendance sheet PSMB/SP/T3/09 as provided with this circular. Training providers must submit this attendance sheet to PSMB at the end of each month through fax and the original attendance sheet to be submitted to PSMB when claiming for the training fees.

4.2 For programmes with duration of 6 months and below, apprentices will be paid an allowance of RM350 per month eventhough they are undergoing training at Level 2.

- 4.3 Monthly allowances will be paid to apprentices on the first week of the following month through the Public Bank, provided training providers concerned submitted all the necessary documents to PSMB, e.g. contracts between apprentices and sponsoring employers. Apprentices must open Public Bank saving accounts with any Public Bank.
- 4.4 Training providers must monitor the attendance of apprentices. If a trainee had been absent from training, training providers are required to mark “absent” on the apprentice’s attendance sheet before the end of the day. It is hereby reminded that no apprentice is allowed to sign for another apprentice who had been absent.
- 4.5 However sponsoring employers are still required to pay for the monthly allowances during the **on-the-job** modules and are eligible to claim financial assistance including the insurance coverage and consumables materials (if applicable) from the Human Resources Development Fund at the rate of 100%.
- 4.6 Sponsoring employers are required to have a levy balance to cover at least 50% of the apprentices’ monthly allowances during the on-the-job modules for the entire course duration before they are eligible to sponsor the apprentices. The monthly allowances to be paid by sponsoring employers to the apprentices during the on-the-job modules can range between RM350.00 - RM500.00 for Level 1 and between RM400.00 - RM500.00 for Level 2.

5. DATE OF IMPLEMENTATION

- 5.1 PSMB hopes that with the decision of the Board for PSMB to pay the monthly allowances of apprentices undergoing off-the-job training at the premises of training providers, more employers will participate in PSMB Apprenticeship Schemes.

5.2 This circular is effective from the date of this circular letter for a period of one (1) year.

Thank you,

***'PEKERJA TERLATIH MENJANA KECEMERLANGAN'
'PEKERJA INOVATIF NEGARA KOMPETITIF'***

Yours sincerely,

(TIEW HAI SAN)
Chief Executive
Pembangunan Sumber Manusia Berhad