



EMPLOYER CIRCULAR NO. 8/2007

MANDATORY REFRESHER TRAINING AND COMPETENCY ASSESSMENT FOR COMMERCIAL VEHICLE DRIVERS

1. PURPOSE

- 1.1 The purpose of this circular is to inform all employers registered with Pembangunan Sumber Manusia Berhad (PSMB) on the refresher training programmes and competency tests for Commercial Vehicle drivers which have been gazetted (P.U. (A) 315) under the Motor Vehicles (Refresher Training and Testing) Rules 2007, Road Transport Act 1987 with effect 18th September 2007.
- 1.2 A total of 10 mandatory training programmes related to Commercial Vehicle drivers have been given the Approved Training Programme Status under the PROLUS and PERLA Schemes under the Human Resources Development Fund (HRDF). As such, employers who wish to send their Commercial Vehicle drivers on the above training programmes can apply financial assistance from the Human Resources Development Fund (HRDF) under the PROLUS or PERLA schemes subject to the amount of their levy balance.

2. TRAINING PROVIDERS

- 2.1 2.1 Currently, Automotive Centre Of Excellence Sdn Bhd (ACE) is the only training provider appointed by the Government through Ministry of Transport to conduct the Refresher Training Programmes and Competency Assessments. The registered address of ACE with Pembangunan Sumber Manusia Berhad (PSMB) is **Lot 5348, Mukim Tanjung Dua Belas, Daerah Kuala Langat, 42700 Selangor Darul Ehsan. The telephone no. is 03-31492670.**

3. TRAINING PROGRAMMES APPROVED UNDER THE PROLUS SCHEME

- 3.1 A total of 10 mandatory training programmes registered under the PROLUS Scheme with the training fees are as follows: -

Bil	Tajuk Program	Yuran (RM)
1.	Refresher Training Programme and Assessment For Goods Driving License Class D Drivers.	850.00
2.	Refresher Training Programme and Assessment For Goods Driving License Class E (Articulated) Drivers.	1,450.00
3.	Refresher Training Programme and Assessment For Goods Driving License Class E (Rigid) Drivers.	1,450.00
4.	Refresher Training Programme and Assessment For Goods Driving License Class E 1 (Articulated) Drivers	1,100.00
5.	Refresher Training Programme and Assessment For Goods Driving License Class E 1 (Rigid) Drivers	1,100.00
6.	Refresher Training Programme and Assessment For Goods Driving License Class E 2 (Rigid) Drivers	1,000.00

7.	Refresher Training Programme and Assessment For Public Services Vehicle License Class D Drivers.	850.00
8.	Refresher Training Programme and Assessment For Public Services Vehicle License Class E Drivers.	1,450.00
9.	Refresher Training Programme and Assessment For Public Services Vehicle License Class E 1 Drivers.	850.00
10.	Refresher Training Programme and Assessment For Public Services Vehicle License Class E 2 Drivers.	850.00
11.	Defensive Driving Programme For Light Vehicles / Rigid	500.00

Note: Training programme No. 11 is not a mandatory course for the Commercial Vehicle Drivers

- 3.2 The duration of each training programme is 2 days (16 hours) except for Defensive Driving Programme For Light Vehicles / Rigid which is 1 day (8 hours).

4. **TRAINING GRANT APPLICATION UNDER THE HUMAN RESOURCES DEVELOPMENT FUND (HRDF)**

4.1 **Training Grant Under The PERLA Scheme**

For those employers who have sufficient levy, they are advised to send their employees for training under the PERLA Scheme. Under this scheme, PSMB will pay the training fee directly to the training provider by debiting the employers' levy subject to the following conditions:

- a) Training provider (ACE) must get prior verification of employer's levy balance from PSMB by using Form PSMB/PER/LR/06.
- b) Submit training claims by using Form PSMB/PER/T2/06 together with invoice and a list of participants' attendance by using Form PSMB/PER/2/06.
- c) For Daily Allowances, employers can make claims by filling up Form PSMB/PER/T1/06.

All the forms stated above can be downloaded from PSMB website at www.hrdnet.com.my.

4.2 **Training Grant Under The PROLUS Scheme**

For those employers who do not have sufficient levy balance or have an outstanding arrears or interest in levy, they are required to pay an upfront cost to the training provider and claim later from PSMB based on the current procedure. They can make claims and other allowable costs under the PROLUS Scheme by submitting the following forms:

- a) Claim Form PSMB/PRO/T/06 and attach with a list of participants' attendance by using Form PSMB/PRO/4/06. All the relevant forms can be downloaded from PSMB website at www.hrdnet.com.my

5. **ENQUIRIES**

If any enquiries or further clarification is required, kindly do not hesitate to contact the following officers :-

a) Encik Mohamad Fahame Bin Mohd Idris
Training Resources Development Division
03-20964831;

b) Encik Hashim Bin Mustafa
Finance Division

03-20964841; and

c) Encik Syed Shahrul Hafezz Bin Syed Halim
Finance Division
03-20964864

Thank you.

**“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“PEKERJA PRODUKTIF NEGARA KOMPETITIF”**

Yours sincerely,

(SHAHRIL BIN HASSAN)

General Manager
Training Resources Development Division
For Chief Executive
Pembangunan Sumber Manusia Berhad