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EMPLOYERS CIRCULAR NO. 9/2014

IMPLEMENTATION OF TRAINING INCENTIVES 2014 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 2014 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 MECHANISM

3.1 General requirements by PSMB:

- (a) The public training programmes offered under the Training Incentive 2014 programmes must be approved by PSMB;
- (b) The training providers participating in the Training Incentive 2014 programmes must be registered with PSMB; and
- (c) The course fee will be paid directly to the training providers participating in this Training Incentives 2014 programmes after the training programmes completed.

3.2 Eligibility of Employers.

- (a) The employers must meet the SME definition as at 1 January 2014 as follows:

Sector	Small	Medium
Manufacturing	<75 employees	75 – 200 employees
Service	<50 employees	50 – 75 employees

- (b) Employers may log in to the Employers Information System (EIS) at www.hrdf.com.my to check employer's eligibility and to submit online application for approved training incentive programmes.

- (c) Each employee is allowed to participate in only one (1) certification training programme under the training incentive programmes 2014.
- (d) Each eligible employer is allowed to send up to three (3) participants per training per session.

3.3 Notwithstanding to the above, employers with one or more of the following cases are not eligible to participate in Training Incentives Programmes 2014:

- (a) Arrears of levy; or
- (b) Involved in PSMB legal cases; or
- (c) In the process of deregistration.

3.4 PSMB reserves the right to revise the terms and conditions of this Training Incentives 2014 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 4 August 2014.

Thank you.

“HRDF – SHAPING PEOPLE”
“Pekerja Berinovasi Pemacu Transformasi”

Yours sincerely,

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