



---

**CIRCULAR TRAINING PROVIDER NO. 1 / 2005**

**'HRD PORTAL' PEMBANGUNAN SUMBER MANUSIA BERHAD (PSMB)**

**1. OBJECTIVE**

- 1.1 The objective of this circular is to inform Training Providers about the HRD Portal where Training Providers would be able to market their training programmes to the Employers who are registered with PSMB.

**2. BACKGROUND**

- 2.1 PSMB had developed a web training portal which helps Training Providers to promote their training programmes and training activities to all Employers who are registered with PSMB. This Portal enables Employers to search for training programmes which they need to retrain and upgrade skills of their employees.
- 2.2 This Portal can be accessed at <http://www.hrdportal.com.my>. Training Providers are encouraged to subscribe to HRD Portal and utilize the facilities provided in the Portal as training programmes marketed via this Portal could be accessed by more than 8,000 Employers registered with PSMB. In order to use the facilities provided in the Portal, Training Providers would have to subscribe to the HRD Portal and the subscription can be made on-line after accepting the Terms and Conditions of the Portal.
- 2.3 After the subscriptions are fully processed, PSMB will inform Training Providers via email and those Training Providers who are successful will be given a user identification and a password. They would be able to access the Portal immediately.

**3. TERMS AND CONDITIONS OF SUBSCRIPTION**

- 3.1 To subscribe to the Portal, Training Providers would have to comply with the following terms and conditions: -
- i. Training Providers must be registered with PSMB.
  - ii. The subscription period is one (1) year and the cost is RM500.00. For subscriptions received before 1 st March 2005, the expiry date will be extended to 31 st March 2006. This is a one time special promotion valid for the said period only. Subscription to the Portal can be made via on-line. All information requested on the subscription form (*New Membership Subscription*) must be provided. Payment can be made by cheque (please specify the cheque's number in the form) or by cash payment at PSMB's counter. After payment is processed and approved by PSMB, the successful Training Providers will be given user identifications and passwords through email.
  - iii. PSMB has the sole right to approve the subscriptions or to terminate the subscription of any Training Providers who breach any of the terms and conditions

of the Portal. PSMB also reserves the right to amend any of the terms and conditions of the Portal as it deems fit without obtaining prior consent of any Training Provider in order to maintain the validity of the content in the Portal and to protect its corporate image.

- iv. Training Providers can renew their subscriptions every year and the cost of renewal is RM500.00. The renewals of subscriptions to HRD Portal can be made via on-line. PSMB will notify Training Providers of any changes in the annual rate of subscription to HRD Portal if any.
  
- v. All subscriptions, renewals and payments must be made to the following address: -

Chief Executive Officer  
Finance Division  
Pembangunan Sumber Manusia Berhad.  
**WISMA PSMB, JALAN BERINGIN  
DAMANSARA HEIGHTS  
50490, KUALA LUMPUR**

- vi. Training Providers must ensure that the information they entered into the HRD Portal is correct, up-to-date and clear. For training programmes which had been approved under the PROLUS, PERLA and SBL-KHAS schemes, the information published must be correct and consistent with the approval given. PSMB's secretariat will continuously monitor the validity of the information and severe action will be taken against any Training Providers whose contents are found to be incorrect or deceiving. The following information must be entered correctly in the Portal:

- a) Training Providers' profiles;
- b) Training programmes offered including duration of the programme and costs;
- c) Trainers' profiles; and
- d) Event calendar.

- vii. Training Providers can market other training programmes besides programmes which have been approved under the PROLUS, PERLA and SBL-KHAS schemes in the HRD Portal. For training programmes which are offered under the *Skim Bantuan Latihan* (SBL scheme), Training Providers must not indicate that they would be approved by PSMB. However, Training Providers can mention that these programmes can be considered by PSMB under the SBL Scheme. This is because, the training programmes offered under the SBL scheme are not pre-approved.
  
- viii. The HRD Portal is an effective medium that could help Training Providers market their training programmes and assists Employers to access suitable training programmes for their employees. As such, both Training Providers and Employers must collaborate with each other in order to confirm the dates of training, the fees and enables Training Providers to customize their programmes in line with Employers' needs. In other words, the Portal will also enable Training Providers to communicate with Employers and vice-versa.
  
- ix. After both parties have mutually agreed, Training Providers must confirm the trainees' registrations in the HRD Portal. Subsequently, Training Providers are reminded to advise Employers to submit application for Training Grant to PSMB. Application of Training Grant for all schemes offered by PSMB must be made via the existing procedures.

- x The HRD Portal also offers rental of advertisement space and Training Providers

are encouraged to advertise at the following monthly rate: -

- a. Gold - RM 500.00 468 x 60 pixels
- b. Silver - RM 250.00 120 x 120 pixels
- c. Bronze - RM 150.00 120 x 60 pixels

The period of advertisement is one (1) month and Training Providers must renew in order to continue to advertise in the advertisement space. Application for advertisement will be on a first come first serve basis. PSMB has the sole right to arrange the advertisements to be published in the Portal.

- xi Training Providers are reminded not to claim that their training programmes are better than others or publish any content that would jeopardize or tarnish other Training Providers or conduct unlawful business in the HRD Portal. PSMB wishes to stress that any Training Provider who breach the terms and conditions of this Portal will have their subscriptions terminated and judicial actions taken if necessary.

#### **4. USER'S GUIDELINES**

- 4.1 The HRD Portal's user guidelines can be accessed at [www.hrdportal.com.my](http://www.hrdportal.com.my).

#### **5. CLOSING**

- 5.1 PSMB hopes that Training Providers and Employers would utilize the facilities offered by the HRD Portal in order to improve the skills and knowledge of the workers. For further information and clarification, please contact any of the following officers: -

- a. Pn. Wan Yon Shahima Bte Wan Othman 03-20964881  
([wshahima@hrdnet.com.my](mailto:wshahima@hrdnet.com.my))
- b. En. Mohd Nor Haffiz Mohd Faudzi 03-20964882  
([haffiz@hrdnet.com.my](mailto:haffiz@hrdnet.com.my))
- c. En. Suran Hj Sham 03-20964811  
([suran@hrdnet.com.my](mailto:suran@hrdnet.com.my))

Thank you.

**"PEKERJA TERLATIH MENJANA KECEMERLANGAN"  
"BERSAMA SEIRING MENGHADAPI GLOBALISASI"**

Yours Sincerely,

( Wan Yon Shahima Bte Wan Othman)  
General Manager  
Information Technology and Multimedia Division  
Pembangunan Sumber Manusia Berhad