



PEMBANGUNAN SUMBER MANUSIA BERHAD
Kementerian Sumber Manusia
(Human Resources Development Berhad)
WISMA PSMB, JALAN BERINGIN
DAMANSARA HEIGHTS
50490, KUALA LUMPUR.

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10 April 2007

TRAINING PROVIDER CIRCULAR NO. 1/2007

REVIEW ON THE MANDATORY REQUIREMENT FOR ALL TRAINERS OF TRAINING PROVIDERS REGISTERED WITH PEMBANGUNAN SUMBER MANUSIA BERHAD TO ATTEND THE TRAIN-THE-TRAINER PROGRAMME AND THE SPECIFICATION ON THE SIZE OF TRAINING ROOM/ LABORATORY

1. PURPOSE

1.1 The purpose of this circular is to inform all training providers registered with Pembangunan Sumber Manusia Berhad (PSMB) on the review of the following terms and conditions as stipulated under the Training Provider Circular No. 2 / 2006:-

a) All trainers must have attended the Train-The-Trainer course within one year after registration as stated in Table 1(v), Table 2(v) and Table 3(v) under the sub-heading of Qualifying Conditions; and

b) The size of each training room must be at least 10m x 6m (60 sq. meters).

2. DECISION BY PSMB'S BOARD OF DIRECTORS

2.1 Based on the study made by PSMB's secretariat, PSMB's Board of Directors have made the following decisions at its meeting on 29 March 2007:

2.1.1 Trainers who have attended other Train-The-Trainer (TTT) programmes be given exemption on the condition that they fulfill PSMB's Train-The-Trainer curriculum structure. In this regard, they are required to submit an application letter, curriculum vitae using the format as in **Appendix 'A'**, a photocopy of the certificate for the programme and the course outline;

2.1.2 Trainers who have 5 years or more experience in training may be considered for exemptions provided that they have conducted at least 25 training sessions for the last 5 years. Applications for exemptions must be made by using the prescribed format as in [Appendix 'A'](#) and [Appendix 'B'](#);

2.1.3 The size of each training room / laboratory is reduced as follows:

a) The size of each training room must be at least 48 square meters (minimum width at least 5 meters); and

b) The size of each technical / IT laboratory must be at least 55 square meters

(minimum width at least 5 meters).

Training providers are given a period of **3 years effective** from **29 th March 2007** to comply with the above specifications if their training rooms / laboratories do not meet the above specifications.

- 2.2 All other terms and conditions as stipulated in Training Provider Circular No. 2/2006 and 3/2006 remain unchanged.

3. CLARIFICATION

- 3.1 If any clarification is needed, please call:

- a) Encik Mohd Anuar bin Abdul Karim
Manager,
Training Resources Development Division – 03-20964892;
- b) Encik Mohamad Fahame bin Mohd Idris
Executive,
Training Programme Registration Unit – 03-20964831; and
- c) Encik Mohamed Ramdan bin Mohamed Yusof
Assistant Executive Officer,
Training Provider Unit (Registration) – 03-20964829 or 03-20964830

Note: Please refer your application of TTT exemption letter to Encik Mohd Anuar bin Abdul Karim.

4. EFFECTIVE DATE

- 4.1 This circular will take effect from 29 th March 2007.

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
c.c : All Employers Registered with PSMB

CURRICULUM VITAE

1. TRAINER'S BACKGROUND :

No.	Items	
1.	Names	:
2.	I/C Number	:
3.	Nationality	:
4.	Residential Address	:
5.	Telephone No.	:
6.	E-mail Address	:

2. TRAINER'S BACKGROUND :

(Please attach a photocopy of Degree / Diploma / Certificate)

No.	Qualification	Name of University / College	Year Awarded

3. PROFESSIONAL CERTIFICATION :

No.	Qualification	Name of University / College	Year Awarded

4. SHORT COURSES ATTENDED :

No.	Name of Programme	Duration / Date

5. YEAR OF EXPERIENCE IN TRAINING :

(Please refer to **Appendix B** for Details)

6. CURRENT OCCUPATION :

7. *TRAINER'S SIGNATURE :

8. DATE :

**Trainer's signature must be signed by the trainer. Any application for exemption of the Train-The-Trainer without trainer's signature or signed on behalf will be reject.*

EXPERIENCE IN CONDUCTING CORPORATE TRAINING

Year: _____

Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Year: _____

Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Year: _____

Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Year: _____

Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Year: _____

Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Year: _____

Course Title	Date	Venue	Name of Client	Contact Person	Tel. No.

Please provide the above information on a separate sheet and attach it to the **Appendix A (Curriculum Vitae) if the space provided is not adequate.*