

TRAINING PROVIDERS CIRCULAR NO. 2/2005

RENEWAL OF TRAINING PROVIDERS' REGISTRATION CERTIFICATE AND RENEWAL OF APPROVED TRAINING PROGRAMMES UNDER THE PROLUS SCHEME THROUGH ONLINE

1.0 PURPOSE

- 1.1 This circular is intended to inform all training providers registered with Pembangunan Sumber Manusia Berhad (PSMB) on the mandatory requirement to use the existing online system provided by PSMB to renew the:
- a) Registration of training provider's certificate; and
 - b) Approved training programme under the PROLUS Scheme.

2.0 BACKGROUND

- 2.1 Under the Training Providers Circular No.6/2004, PSMB has introduced the online system for the renewal of training provider's certificate and programme for PROLUS Scheme since 1 November 2004. Despite the efforts to promote the usage of the online system, only a small numbers of training providers have taken the initiative to utilise the facilities.
- 2.2 Due to late renewal of their registration certificate and PROLUS programme, many training providers have been fined. Among the reasons for the late renewal was due to the late submission of the relevant documents either by the training providers themselves or by the postal services providers.

3.0 RENEWAL OF TRAINING PROVIDERS REGISTRATION CERTIFICATE AND RENEWAL OF APPROVED TRAINING PROGRAMMES UNDER THE PROLUS SCHEME THROUGH ONLINE

- 3.1 To overcome the issues stated in paragraph 2, PSMB has made it compulsory for all registered training providers to renew their registration certificate and PROLUS programmes using the existing online system. The enforcement of this requirement shall be implemented for the benefits of training providers as such:

- i) The renewal of the training provider's registration certificate and PROLUS programmes can be done at the last minute before the expiry date;
 - ii) To reduce the query application especially those involving processing of money. Through the online system, training providers can check in advance on the actual total payment to be made before they proceed with their renewal;
 - iii) Through the online system, training providers can save a lot in terms of the cost for delivery of documents to PSMB as no payment is incurred.
 - iv) Time saving, as compared to doing the submission manually either through courier, post or by hand;
 - v) To encourage training providers to apply the usage of computers in all administrative matters as to go in line with the National K-Economy Policy.
- 3.2 Guidelines related to the renewal through online are clearly specified in the Training Providers Circular No. 6/2004. The information can also be obtained through PSMB's website – www.hrdnet.com.my
- 3.3 Training providers who do not have the internet facility at their premise, can also opt to use 'Cyber Café' as an alternative.

4.0 CONCLUSION

- 4.1 It is hoped that with this enforcement, training providers will no longer renew their registration certificate and PROLUS programme manually. The introduced online system has given a lot of benefits to the training providers in various areas such as time saving, costs effectiveness and delay in the processing of renewal applications due to documents being queried.
- 4.2 The effective date of this circular is **1 June 2005**.

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“PEKERJA CEMERLANG NEGARA TERBILANG”

Yours sincerely,

(SHAHRIK BIN HASSAN)

Chief Executive

Pembangunan Sumber Manusia Berhad