

TRAINING PROVIDERS CIRCULAR NO. 3/2005

COURSE FEE UNDER SBL-KHAS SCHEME

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform all registered training providers under SBL-Khas Scheme that they are only allowed to include the following details in their advertisement :-
 - a) Course Title;
 - b) Course Content;
 - c) Course Duration; and
 - d) Registered (Approved) trainers.
- 1.2 Training providers are not allowed to issue statement that the advertised course fee has been approved by PSMB. This is because, approval of training fees are still subject to the approval by the Training Grant Division of Pembangunan Sumber Manusia Berhad (PSMB).

2.0 BACKGROUND

- 2.1 Through **Training Providers Circular No. 2/2004**, PSMB has imposed a requirement that training providers need to register their training programme under the SBL-Khas Scheme if they wish to offer it to the employers who are registered under the Human Resources Development Fund (HRDF).
- 2.2 Upon submitting their training programme applications under the SBL-Khas Scheme, training providers must provide the relevant supporting documents such as Course Title, Course Objective, Course Content, Course Duration, Total Training Days and Trainer's Biodata with at least two (2) trainers for each course.
- 2.3 The approval letter for programmes under SBL-Khas Scheme which was issued by the Secretariat from PROLUS/SBL-Khas Unit, will only disclose the following information e.g. course title, trainer's name, training duration, programmes' reference number and the validity

period of the programme. **The approval letter to training providers will not state the total course fee approved.**

- 2.4 Training providers are allowed to advertise their training programmes, which were approved under the SBL-Khas Scheme, by indicating the course title, course content, course duration, total training days and trainers who are registered. The course fee is not allowed to be advertised as the approval of the course fee, is still subject to the prerogative of the Training Grant Division, PSMB.

3.0 APPROVAL FOR THE COURSE FEE UNDER SBL-KHAS SCHEME

- 3.1 Before the commencement of the training programme, employers must submit their training grant application forms (**PSMB/SBL/1/01 and PSMB/SBL-KHAS/T1/01**) together with the relevant supporting documents such as course content, training schedule, trainer's biodata and quotation of the course fee.
- 3.2 The applications from the employers will only be considered for programmes that have been registered by training providers under the SBL-Khas Scheme. At the same time, employers must follow the existing terms and conditions as below:-
- Application must be submitted before the training commence;
 - Employer must have sufficient levy balance during the submission of the application form;
 - Employer must not have levy arrears/ interest;
 - Training is paid by employers; and
 - Training is for employees of Malaysian citizen only.
- 3.3 For applications under the SBL-KHAS Scheme, Training Grant Division of PSMB will issue approval letters to the employers and a copy of it will also be issued to the training providers.
- 3.4 It is reminded that the course fee for programmes under SBL-Khas Scheme can only be approved by Training Grant Division, PSMB.

4.0 Conclusion

- 4.1 Through this circular, training providers are allowed to advertise their programmes that have been approved under the SBL-KHAS which only states the following information:-
- a) Course Title;
 - b) Course Content;
 - c) Course Duration; and
 - d) Registered Trainers.
- 4.2 Training providers are not allowed to make or issue statement that the advertised course fee has been approved by PSMB as the approval of the training fees are still subject to approval by the Training Grant Division of Pembangunan Sumber Manusia Berhad (PSMB).
- 4.3 The effective date of this circular is **1 May 2005**.

Thank you.

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

Yours sincerely,

(SHAHRIK BIN HASSAN)

Chief Executive

Pembangunan Sumber Manusia Berhad

Cc PSMB Employer's registered