

TRAINING PROVIDERS CIRCULAR NO. 4/2003

ESTABLISHMENT OF THE INSPECTORATE UNIT TO INSPECT TRAINING PROVIDERS REGISTERED WITH PEMBANGUNAN SUMBER MANUSIA BERHAD

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform training providers that Pembangunan Sumber Manusia Berhad (PSMB) has established an Inspectorate Unit to conduct inspection all registered training providers with PSMB in accordance with the provisions of Section 5 (e), (f) and (g).

2.0 BACKGROUND

- 2.1 Since 1993, there were about 667 active registered training providers under Class A, B and C. The validity period of the Certificate of Registration is for 1 year.
- 2.2 To further enhance the quality of training implemented by registered training providers, it is necessary for PSMB to conduct inspection to ensure that training facilities are being maintained and the quality of training is improved from time to time. Indirectly, this exercise will also prevent fraud among the registered training providers.

3.0 IMPLEMENTATION

- 3.1 Inspection to the training provider's premises will be conducted by the Inspectorate Officer at any time during working days without giving any notice or prior information to the training provider. The appointed and authorized Inspectorate Officers by PSMB to carry out the tasks are as follows:
 - i) **MOHAMAD AZRI BIN ABDUL AZIZ
(ASSISTANT EXECUTIVE)**
 - ii) **MOHD AZHAR BIN MOHD DAUD
(ASSISTANT EXECUTIVE)**

3.2 The Inspectorate Officers will conduct the inspection in terms of:

- i) Training equipment and training room;
- ii) Supporting staffs; and
- iii) Record of training conducted

4.0 IMPLEMENTATION DATE

4.1 The effective date of this circular is **1 May 2003**.

5.0 CONCLUSION

PSMB Secretariat hopes that training providers will give full cooperation to Inspectorate Officers assigned by PSMB during the inspection visit.

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“BERSAMAMU MEMBINA DAYA SAING NEGARA”

Yours sincerely,

(DATUK YAU DE PIYAU)

Chief Executive

Pembangunan Sumber Manusia Berhad