

Our Ref : ()PSMB/20/8 Kulit 6
Date : 15 January 2014

**EMPLOYERS CIRCULAR NO. 2/2014
NEW STRUCTURE OF FINANCIAL ASSISTANCE
FOR TRAINING GRANT SCHEMES**

1.0 PURPOSE

1.1 The purpose of this circular is to inform registered employers of PSMB on the new structure of financial assistance for Training Grant Schemes.

2.0 BACKGROUND

2.1 To cultivate training culture amongst the employers, PSMB has developed various training schemes to increase the knowledge and skills of their workers. Among the schemes are SBL, SBL-Khas, SLB, ITS, FWT Scheme, RPL Scheme and SME-OJT Scheme.

2.2 With effect from 1 January 2014, the financial assistance rate has been restored to 100%. The new revised rate is aims at assisting employers to plan and carry out training activities towards achieving the nation target of 50% skilled workforce by the year of 2020.

3.0 NEW STRUCTURE OF FINANCIAL ASSISTANCE FOR TRAINING GRANT SCHEMES

3.1 PSMB's Board of Directors in its meeting on 16 December 2013 has agreed on the new structure of levy percentage eligible for financial assistance for training grant schemes to be based on types of programmes as follows:

New Structure of Financial Assistance for Training programmes under Training Grant Schemes		
Percentage of levy eligible	Types of Eligible Programmes	*Financial Assistance Rate
60% and above	<ul style="list-style-type: none"> • Training programmes focusing on the needs of the industry, business and operation of the company/ division. • Professional Certification Programmes. • Training development programmes such as Certificate, Diploma, Degree, Master and PhD (Doctorate). 	100%
Not more than 40%	<ul style="list-style-type: none"> • Training programmes focusing individual needs such as generic or soft skills training. 	100%
<p>*The financial assistance rate of 100% is for the training programmes that are being conducted locally. For overseas training, the rate of financial assistance shall remain at 50% except for high and new technology, new product development, engineering, research and development and strategic marketing and management.</p>		

3.2 The eligibility for financial assistance as in the above table are applicable for Skim Bantuan Latihan (SBL), SBL-Khas, Skim Latihan Bersama (SLB), SME On-The-Job Training (SME-OJT) and Future Worker's Training Schemes (FWT) only.

3.3 Beginning 2015, company inductions, motivational and team-building programmes will not be approved and will not be covered under HRDF.

3.4 Employers are required to submit the training grant application to HRDF within **14 days of the training date**. The completed training grant application will be processed within **seven (7) working days**.

4.0 **EFFECTIVE DATE**

4.1 The effective date of this circular is 1 June 2014.

5.0 **CONCLUSION**

5.1 Kindly contact our Customer Service at 1-800-88-4800 or PSMB's branch offices should further clarification or assistance required.

Thank you.

“HRDF – SHAPING PEOPLE”
“Pekerja Pemangkin Transformasi Negara”

Yours sincerely,

(ALI BADARUDDIN BIN ABD. KADIR)
Chief Executive
Pembangunan Sumber Manusia Berhad