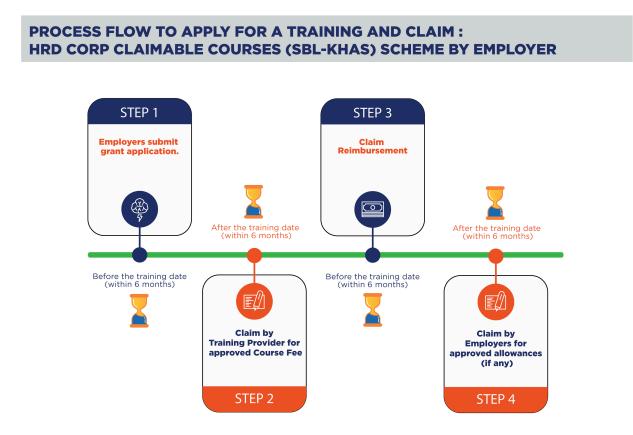


HRD Corp Claimable Courses (SBL-KHAS) Scheme -Step to apply grant



OVERVIEW:

Employers are not required to make an upfront payment for the course fee to the Registered Training Provider, as the course fee will be debited from the employer's account as programmes conducted under HRD Corp Claimable Courses must be registered with HRD Corp. Effective 1st April 2021, all registered training providers must register their programmes under HRD Corp's Claimable Courses (<u>Employer Circular 3/2021</u>). For details on EXCEPTION, please refer to the same circular.

ONLY applicable for the training by the <u>REGISTERED TRAINING PROVIDER</u>. *Note: Employer with outstanding levy and interest are not eligible to apply for the financial assistance.

Types of Training Covered*:

• In-House (on premise, hotel OR external training place) for a minimum of 2 pax and a maximum of 40 pax.

- Public training for a minimum of 1 pax and a maximum of 9 pax.
- Certification programme or mandatory industrial-based training for an unlimited number of trainees and fees.
- Job coach for a minimum of 5 pax and no maximum number.
- Mobile learning with no requirement for a minimum or maximum number of pax.
- Coaching and mentoring with no requirement for a minimum or maximum number of pax**
- Development programme with no minimum or maximum number of pax.
- Online learning
- e-learning
- Blended e-learning (Hybrid)
- Mobile learning
- Remote online learning
- Joining training

Allowable Claimable Items:

- Course fee
- Meal Allowance
- Trainee Allowance
- Consumable Training Materials
- Airfare Ticket OR Transportation
- Internet Data Cost for up to RM100 per group (for remote online learning ONLY)

*For other expenses, please refer to the <u>Allowable Cost Matrix</u>.

Application Procedure & CRITERIA:

- Employers may submit their application via e-TRiS under HRD Corp Claimable Courses Scheme.
- Applications must be submitted by employers to HRD Corp for approval, at least one (1) day before training commences.

Required supporting documents

- Invoice/Quotation of Course Fee / Transportation (if any)
- Trainer's Profile
- Schedule or Course Content

Note: HRD Corp may request for other relevant documents deemed necessary for verification confirmation purposes.

APPLICATION GUIDE:

• The employer needs to apply for the grant at least one (1) day before the training commencement.

and 53 second(s). PROD_4.9.0 Digidov

• The employer must attach the supporting documents which is the invoice/quotation, trainer profile and schedule/course content.

(1) Login to Employer's eTRiS account

(2) Click Application



(3) Click Grant on the left side under Applications

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(4) Click Apply Grant on the left side under Grant

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(5) Click Apply

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(6) Choose a Scheme Code and select **HRD Corp Claimable Courses: Skim Bantuan Latihan Khas**. Then, click **Apply**.

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Scheme Code

Scheme code represent all type of training that suites with the requirement provided by HRD Corp, below is the list of the scheme offered by HRD Corp :

- Alat : Training Facilities and Renovation
- CBT : Computer Based Training
- FWT : Future Workers Training Scheme
- IT : Information Technology
- ITS : Industrial Training Scheme
- OJT : On The Job Training
- RPL :Recognition Prior Learning
- SBL : Skim Bantuan Latihan
- HRD CC: HRD Corp Claimable Courses

(7) Select your Immediate Officer and click Next

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(8) Select a Training Provider, then click Next

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Total Amount Applied	RM 0.00						
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 Registered Training Pro- MyCoID 	KERAJAAN0148_30	Seauch Check	History Data				
MyColD Training Provider Name	KERAJAAN0148_30		Post Code		84020		
training Provider Name	INSTITUT LATIHAN P'IND.		Post code		04020		
Address	KM 43, JALAN SEGAMAT, 84020 - SAGIL	X J	- State	Johor	*		
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Officer Telephone Number	606977380		Officer to be C	ontacted			

(9) Please select a training programme from the list, then key in all the required details and click **Next**

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etris.hrdcorp.gov.	my/DigiGov/digigov.htm?actionFlag=doLogin	participant is required to attend the
Logout	Note: Select your desired	training. E.g., related to their tasks/ career development, etc.
Back Save Next	training programme.	
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Description	Type of Retrai	ning and Skills Select V
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Commencement of Pro	🖛 Note: Explain the background 💳 🖻 👔	
Total Hours Per Trainin No. of Full Days	[®] and objective of this training.	Note: Select a relevant focus area.
No. of Half Days		For Employer-Specific Courses,
No. of < Half Days	* Hours 0.00 * (Based on < 4 hours a da	
Total Training Days	* "Note: Total of Full Day + Half Day + < Half Day.	select 'Not Applicable'.
No. of Month	"Note: mandatory if Training Type is "Development Programme".	
Total Hours Per Traine		

HRDCorp Focus Area

Based on the nine (9) pillars listed in the table below, HRD Corp Focus Area Courses are closely tied to supporting Government initiatives toward nation building. As a result, the courses offered through the HRD Corp Focus Areas are designed to provide the workforce with the skills needed for the jobs of today and those of tomorrow Details of the focus areas are as follows:

- 1. Industry 4.0
- 2. Green Technology / Renewable Energy
- 3. FinTech
- 4. Smart Construction
- 5. Smart Farming
- 6. Aerospace industry
- 7. Block chain
- 8. MicroCredential
- 9. Future Technology

(9.1) If the training programme is a micro-credential programme, you are required to complete these 3 fields. Save and click **Next**

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Micro Credential	MC Acknowledgement Letter	MiCAS Application No.	#21588		
Description		Type of Retraining and Skills Upgrading	Select		
Programme Details Type of Training	Note: MC Acknowledgement letter	Note: MiC	CAS Application numbe	er	-
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(9.2) Please select a Course Title and Type of Training

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No. of Month Total Hours Per Trainee		Type is "Development Programme".		
Back Save Next Cancel				
		Applications Your Session	on will expire within 118 minute(s) and 59 second(s). PROD_4.40.3

Type of Training

Select the correct type of training according to the actual type of training or mentioned in the training brochure Exp :

- 1. Face to face training, open to all employer / company (Type of training Public / In-House)
- Virtual (Team Meeting) training, only for your company (Type of training Remote Online Training (Public) /

Remote Online Training (In-House)

- 3. E-Learning (LMS, SAP, Etc) (Type of training E-learning)
- 4. Combination of Virtual and E-Learning (Type of training Hybrid)

(10) Please key in the Training Location and click Next

(11) Please select the level of Certification as appropriate and click Next

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(12) Please follow the note and key trainees details.

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(12.4) Click **Add** if there are more participants. Once done, click **Save**

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(13) Please key in the course fees and allowance details, then click **Save**

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raining Location : Ipfront Payment to Category	Cocal o Training Provider : 🗆	0.00	0.00 Cost(RM)	Allowable Type Unit			Unit	Type of Skill Not Applicable	
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	Local o Training Provider : O Allowable Items YUR : Course Fee TKP : Trainee Air Fare	0.00 Distance Not Applicable Not Applicable	0.00 Cost(RM) (A) 1,300.0000	Allowable Type Unit * Per Day * Not Applicable	(B)	(C)	Pax Not Applicable	Not Applicable	(RM) (A x B x C) 1,300.00
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Estimation Cost

Estimation cost including the course fees, allowances and consumable training material. Please comply with HRD Corp Allowable Cost Matrix

- Course fees- Please key the course fees as per payment to the training provider (must comply with HRD Corp allowable matrix cost)
- Allowances -Please key the amount and column depending on the training location and type of training
- Consumable training material-Please key-in the amount as per eligibility

(13.1) Select Upfront Payment to Training Provider and key in the percentage from 1% to 30%. Then, click **Save** and **Next**

Interviewee Itery Balance RM 149.380.72 Company Name Levy Balance RM 149.380.72 Total Annuart Approved RM 768.393.70 Grant Balance RM 149.457.10 Total Annuart Approved RM 0.00 Bathere Name HBD Corp Claimable Courses Back Interviewe Statement Name HBD Corp Claimable Courses Back Statement Name HBD Corp Claimable Courses Statement Name Training Location Local Upfront Payment to Training Provider Statement Name Statement Name Traine Allowable Reg Statement Nather Net Applicable Statement Net Applicable Statement Net Applicable Traine YUR : Course Fee Not Applicable Statement Net Applicable Statement	-				Lest Login 14 Dec, 2	2021 3:31 pm Welco	ine			, Sunday 11:4
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Upfront Payment

Upfront Payment to Registered Training providers

• The Training Provider may request for a maximum upfront payment of 30%, based on the total approved course fee. This is subject to consent from Registered Employers.

(14)Complete the declaration form and select a desired officer

HRDCorp - Google Chro	ome						- 0 ×
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Logout			L	ast Login 09 Sep, 20	21 3:21 pm Welcom		Saturday 1:51 am
Applications	and the state						i i i
< Details of Training	Level of Certification	Summary of	Trainees Estim	ated Cost for Trainir	g Scheme Acknowledgemen	t & Declaration of Employer	× *
- Levy Information							
Company Name	1				Levy Balance	RM 118,419.17	
Total Grant Approved	RM 7	52,043.70			Grant Balance	RM 180,791.27	
Total Amount Applied	RM 0.	.00					
Scheme Name	HRD	Corp Claimable Cour	ses				
I agree the train i) Name of the province of t	& Declaration of Employer ing fee amounting to RM rovider FEDERATION O ogramme 1000194909	F MALAYSI II) Regis	700.00 to be claimed tration No. of Training urse title/programme	Managing Employe	e's Wage		
that will be conducted from			9/2021		from our account by Pembangunan		
I agree to accept thi	s training grant subject t	to terms and conditio	ns as stated by Pemb	angunan Sumber Ma	nusia Berhad. 💷 I declare that all	expenses incurred during this training will	I be borne by our company.
						ny material facts. I understand that if I obt	
from us any amount of th			bangunan Sumber Ma	nusia Berhad Act, 20	01 (Act 612) and in addition, PSMB	may, at its discretion, withdraw the grant a	nd recover immediately
	-		e finding of PSMR's	officer during their tr	aining verification to our premise ar	nd/or training place (As and when needed).	
	Select		ie initiality of the initial of the	under daring alen a	anning renneauon to our prennoe ar	in or a number of the same inter received.	
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Email		.					
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				A	oplications 🔛 Workflow Your Ses	sion will expire within 119 minute(s) and 46 se	cond(s). PROD_4.37.0 DigiGov

(14.1) Add all the required documents, then click Add Attachment. Then, click Save and Submit Application

ogout					n 06 Feb, 2020 9:18 am Welcome	
-				East Eog		hursday 4:5
Applications						
grant that may have	been disbursed.					
I hereby agree	that the approval of this ap	plication is	subject to the finding of	PSMB's officer during their trai	ning verification to our premise and/or training place (As a	d when needed).
Name	Other	•	Other Officer Name	abcde	•	
Designation	Executive	• •				
Email	abcde@yahoo.com	*				
C No.	123456789123	*				
Date	06/02/2020					
	OUTOENEORO					
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- Once new Grant Application is successfully submitted, the Grant Officer will evaluate the application accordingly. The application may be queried if additional information is required.
- The application status will be updated in the employer's screen and also will be notified via e-mail and e-Tris inbox.

Click <u>here</u> for more information.