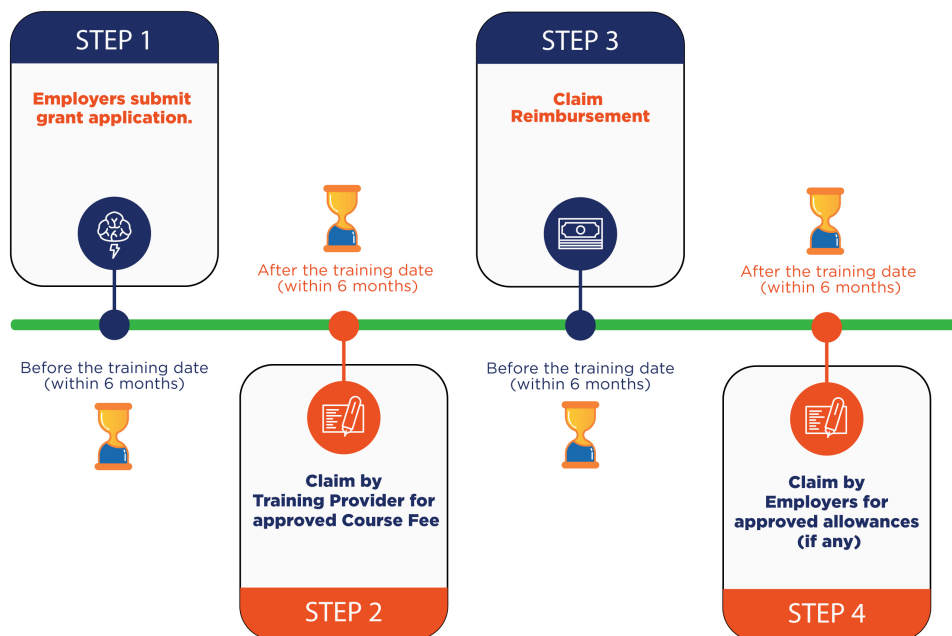


HRD Corp Claimable Courses (SBL-KHAS) Scheme - Step to apply grant

PROCESS FLOW TO APPLY FOR A TRAINING AND CLAIM : HRD CORP CLAIMABLE COURSES (SBL-KHAS) SCHEME BY EMPLOYER



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 ([Employer Circular 3/2021](#)). For details on EXCEPTION, please refer to the same circular.

ONLY applicable for the training by the [REGISTERED TRAINING PROVIDER](#).

**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 [Allowable Cost Matrix](#).

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

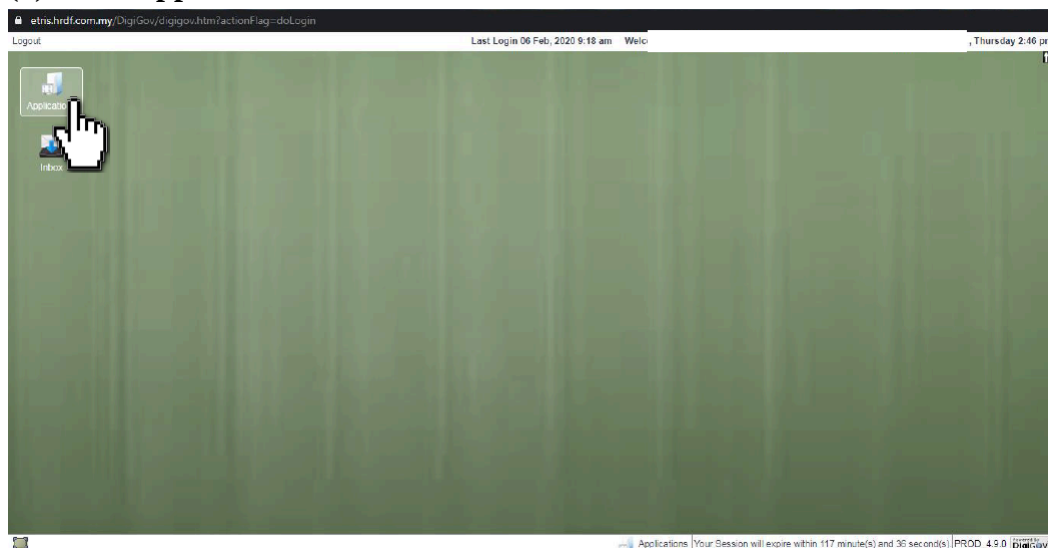
Note: HRD Corp may request for other relevant documents deemed necessary for verification confirmation purposes.

APPLICATION GUIDE:

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



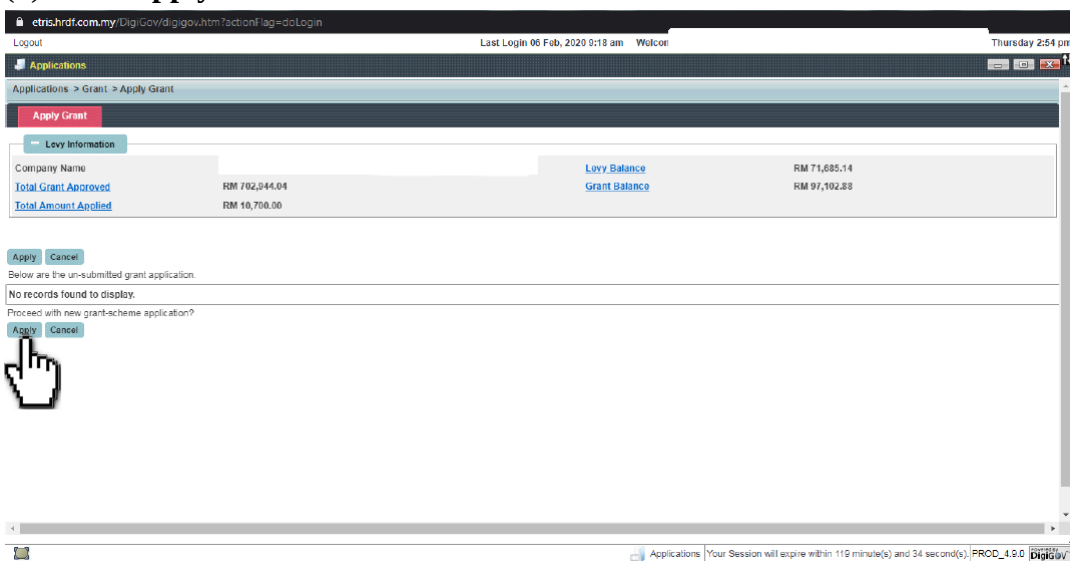
(3) Click **Grant** on the left side under Applications



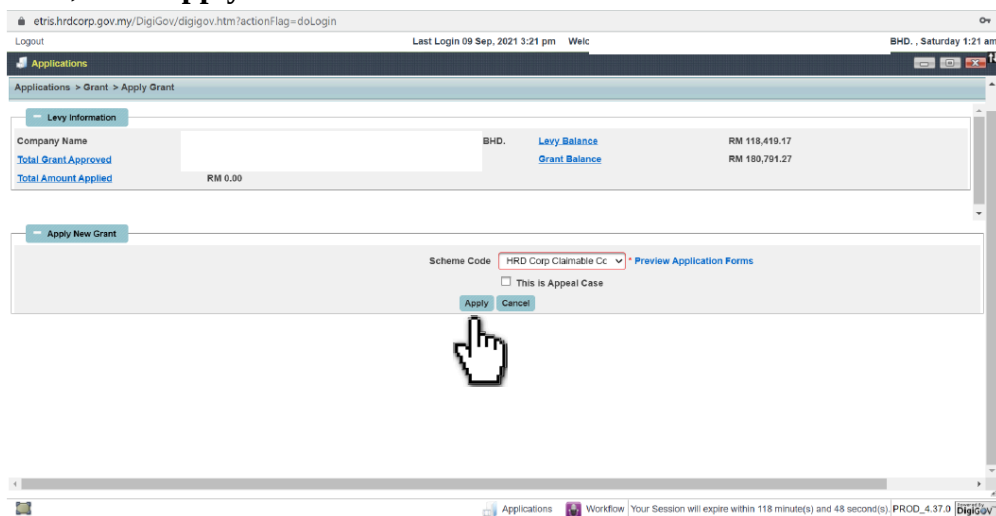
(4) Click **Apply Grant** on the left side under Grant



(5) Click Apply



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



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**

etris.hrdcorp.my/DigGov/diggov.htm?actionFlag=doLogin
Logout Last Login 06 Feb, 2020 9:18 am Welc , Thursday 3:08 pm

Applications

Employer's Profile Training Provider's Profile Programme Details Details of Training Level of Certification Summary of Trainees Estimated Cost for Training Scheme Acknowledgement

Levy Information

Company Name		Levy Balance	RM 71,585.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	HRD Corp Claimable Courses		

Save Next Cancel

Employer's Profile

MyCoID		Immediate Officer	Select
Company Name		Email	

Save Next Cancel

Applications Your Session will expire within 114 minute(s) and 50 second(s) PROD_4.9.0 DigGov

(8) Select a Training Provider, then click **Next**

etris.hrdcorp.my/DigGov/diggov.htm?actionFlag=doLogin
Logout Last Login 01 Mar, 2020 12:42 am Welc , Sunday 1:55 am

Applications

Employer's Profile Training Provider's Profile Programme Details Details of Training Level of Certification Summary of Trainees Estimated Cost for Training Scheme Acknowledgement

Levy Information

Company Name		Levy Balance	RM 80,976.51
Total Grant Approved	RM 725,510.70	Grant Balance	RM 105,000.07
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Next Cancel

Registered Training Provider Details

MyCoID	KERAJAAN0140_30	Search	Check	History Data
Training Provider Name	JABATAN TENAGA MANUSIA	Post Code	64020	
Address	INSTITUT LATIHAN PIND. M. 128/43, JALAN SEGAMAT, 81020 - SAGIL, Johore & Melaka	State	Johor	
Officer Telephone Number	6062773800	Officer to be Contacted		
Email	pombodding@hrdcorp.my			

Back Save Next Cancel

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

The screenshot shows the HRDCorp application form in Google Chrome. The URL is etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin. The page has a 'Logout' link and a 'Last Login' timestamp of '09 Sep, 2021 3:21 pm'. The form is divided into two main sections: 'Course Details' and 'Programme Details'. The 'Course Details' section includes fields for 'Course Title' (a dropdown menu), 'Description' (a text area), 'Relevancy of Training' (a text area), 'Type of Retraining and Skills Upgrading' (a dropdown menu), and 'HRDCorp Focus Area' (a dropdown menu). The 'Programme Details' section includes fields for 'Type of Training' (radio buttons), 'Commencement of Program' (a date field), 'Total Hours Per Training' (a text field), 'No. of Full Days' (a text field), 'No. of Half Days' (a text field), 'No. of < Half Days' (a text field), 'Total Training Days' (a text field), 'No. of Month' (a text field), and 'Total Hours Per Trainee' (a text field). There are also checkboxes for 'e-Learning', 'Coaching / Mentoring', 'Mobile E-Learning', and 'Remote Online Training (In-'. Four red callout boxes with white text and red arrows point to specific fields: 1. 'Note: Select your desired training programme.' points to the 'Course Title' dropdown. 2. 'Note: Give an explanation on why the participant is required to attend the training. E.g., related to their tasks/ career development, etc.' points to the 'Relevancy of Training' text area. 3. 'Note: Explain the background and objective of this training.' points to the 'Description' text area. 4. 'Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'.' points to the 'HRDCorp Focus Area' dropdown.

Note: Select your desired training programme.

Note: Give an explanation on why the participant is required to attend the training. E.g., related to their tasks/ career development, etc.

Note: Explain the background and objective of this training.

Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'.

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**

HRDF - Google Chrome
etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 23 Jun, 2022 4:59 pm Welcome Thursday 11:25 pm

Applications

Company Name [Text Box] Levy Balance RM 174,301.77
Total Grant Approved [Text Box] Grant Balance RM 224,943.03
Total Amount Applied RM 0.00
HRD Corp Claimable Courses

Note: Micro-Credential

Course Title 10001198033 : (MC) RC *
Micro Credential ☒
Description [Text Box]

Relevancy of Training [Text Box]

MC Acknowledgement Letter [Text Box]

MiCAS Application No. #21588 *
Type of Retraining and Skills Upgrading Select *
HRD Corp Focus Area [Text Box]

Note: MC Acknowledgement letter

Note: MiCAS Application number

Programme Details

Type of Training Select *
Commencement of Programme Start Date [Text Box] End Date [Text Box]
Total Hours Per Training 0.00 *Note: User define for information only.
No. of Full Days [Text Box] * (Based on 7 hours per day)
No. of Half Days [Text Box] * (Based on 4 hours per day)
No. of < Half Days [Text Box] Hours 0.00 * (Based on < 4 hours a day)

Applications Your Session will expire within 114 minute(s) and 7 second(s) PROD_4.43.2

(9.2) Please select a Course Title and Type of Training

HRDCorp - Google Chrome
etrispro.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 14 Dec, 2021 3:31 pm Welcome Sunday 11:24 pm

Applications

Scheme Name HRD Corp Claimable Courses

Back Save Next Cancel

Course Details

Course Title Select *
Description [Text Box]

Relevancy of Training [Text Box]

Type of Retraining and Skills Upgrading Select *
HRDCorp Focus Area Not Applicable

Programme Details

Type of Training Select *
Commencement of Programme Start Date [Text Box] End Date [Text Box]
Total Hours Per Training 0.00 *Note: User define for information only.
No. of Full Days [Text Box] * (Based on 7 hours per day)
No. of Half Days [Text Box] * (Based on 4 hours per day)
No. of < Half Days [Text Box] Hours 0.00 * (Based on < 4 hours a day)
Total Training Days [Text Box] *Note: Total of Full Day + Half Day + < Half Day.
No. of Month [Text Box] *Note: mandatory if Training Type is "Development Programme".
Total Hours Per Trainee [Text Box]

Back Save Next Cancel

Applications Your Session 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)
2. 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

etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 09 Sep, 2021 3:21 pm Welcome , Saturday 1:44 am

Applications

Employer's Profile Training Provider's Profile Programme Details Details of Training **Level of Certification** Summary of Trainees Estimated Cost for Training Scheme

Levy Information

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Next Cancel

Level of Certification

Level of Certification Certificate Of Attendance *

Practical/Hands-On/TVE? ☐ Yes ☒ No *

Back Save Next Cancel

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

etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 09 Sep, 2021 3:21 pm Welcome , Saturday 1:45 am

Applications

Details of Training Level of Certification **Summary of Trainees** Estimated Cost for Training Scheme Acknowledgement & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Next Cancel

Trainee Information by Batch

Batch No. 1 *

Training Schedule Start Date 21/09/2021 * End Date 22/09/2021 *

Add Batch Reset

Batch No.	Training Schedule	Start Date	Trainee	Schedule End Date	Add/Edit Trainee Details	Actions
Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details						

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back Save Next Cancel

(12.1) Click **Add Batch**, then click **Save**

etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 09 Sep, 2021 3:21 pm Welcome , Saturday 1:46 am

Applications

Details of Training Level of Certification **Summary of Trainees** Estimated Cost for Training Scheme Acknowledgement & Declaration of Employer

Levy Information

Company Name RM 752,043.70 Levy Balance RM 118,419.17
 Total Grant Approved RM 0.00 Grant Balance RM 180,791.27
 Total Amount Applied
 Scheme Name HRD Corp Claimable Courses

Back Save Next Cancel

Trainee Information by Batch

Batch No. 2
 Training Schedule Start Date 21/09/2021 End Date 22/09/2021
 Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	21/09/2021	22/09/2021		View / Edit / Delete

Note: Please click at "Add Batch" button and then click at "Save" button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back Save Next Cancel

Applications Workflow Your Session will expire within 119 minute(s) and 13 second(s). PROD_4.37.0 DigiGov

(12.2) Click **Add Trainee Details**

etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 09 Sep, 2021 3:21 pm Welcome , Saturday 1:47 am

Applications

Details of Training Level of Certification **Summary of Trainees** Estimated Cost for Training Scheme Acknowledgement & Declaration of Employer

Levy Information

Company Name RM 752,043.70 Levy Balance RM 118,419.17
 Total Grant Approved RM 0.00 Grant Balance RM 180,791.27
 Total Amount Applied
 Scheme Name HRD Corp Claimable Courses

Back Save Next Cancel

Trainee Information by Batch

Batch No. 2
 Training Schedule Start Date 21/09/2021 End Date 22/09/2021
 Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	21/09/2021	22/09/2021	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at "Add Batch" button and then click at "Save" button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back Save Next Cancel

Applications Workflow Your Session will expire within 119 minute(s) and 57 second(s). PROD_4.37.0 DigiGov

Please key in all the required details, then click **Add**

etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=6019278&batchId=10001741877&grantId=10001840028...

Logout Last Login 09 Sep, 2021 3:21 pm Welcome , Thursday 4:09 pm

Applications

Details of Training Level of Certification **Summary of Trainees** Estimated Cost for Training Scheme Acknowledgement & Declaration of Employer

Levy Information

Company Name RM 752,043.70 Levy Balance RM 118,419.17
 Total Grant Approved RM 0.00 Grant Balance RM 180,791.27
 Total Amount Applied
 Scheme Name HRD Corp Claimable Courses

Back Save Next Cancel

Trainee Details

Note: Select the Trainer for this batch.
 No records found to display.

Data Entry Mode

Data Entry Mode Manual Excel

Trainee Details

IC No. *
 Name *
 Gender Select *
 Race Select *
 Academic Qualification Select *
 Trainee Designation Select *
 HQ/Branch Select *
 Distance to Training Location Select *

Note: If your branch is not listed, please update your profile to add the branch details.

Add Reset

Applications Workflow Your Session will expire within 119 minute(s) and 48 second(s). PROD_4.37.0 DigiGov

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

Trainee Details

IC No. Name Update Trainee Details

Gender Race Academic Qualification Trainee Designation HQ Branch Distance to Training Location

Note: If your branch is not listed, please update your profile to add the branch details.

Distance to Training Location

No	Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ Branch	Distance to Training Location	Actions
1	ABCDedfgh	123456789123	Male	Malay	Degree	Manager		Less 70 km	View / Edit / Delete

(12.5) Click Next

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	0	1	1	0	0	1	0	0	0	0

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

Estimated Cost

Type of Training : Public
Training Location : Local
Upfront Payment to Training Provider : ☐ Percentage % ☐ Amount (RM)

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	YUR : Course Fee	Not Applicable	1,300.0000	* Per Day	1.0	1	Pax	Not Applicable	1,300.00
Trainee	TKP : Trainee Air Fare	Not Applicable		* Not Applicable				Not Applicable	0.00
Trainee	Trainee Allowance	< 100 KM	150.0000	* Per Day	1.0	1	Pax	Not Applicable	150.00
Trainee	Trainee Allowance	>= 100 KM		* Per Day	1.0	0	Pax	Not Applicable	0.00
Total Amount(RM):									1,450.00

Note: Distance for Grants prior to the implementation of ACM Phase 2 will be based on 70km and not 100km

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**

etrispro.hrdcorp.gov.my/DigGov/digigov.htm?actionFlag=doLogin

Logout Last Login 14 Dec, 2021 3:31 pm Welcome Sunday 11:43 pm

Applications

Company Name: [Redacted] Levy Balance: RM 149,380.72
 Total Grant Approved: RM 766,393.70 Grant Balance: RM 194,574.10
 Total Amount Applied: RM 0.00
 Scheme Name: HRD Corp Claimable Courses

Back Save Next Cancel

Estimated Cost

Type of Training : Public
 Training Location : Local
 Upfront Payment to Training Provider: ☒ Percentage % ☐ Amount (RM)
 30.00 390.00

Category	Allowable Item	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	YUR : Course Fee	Not Applicable	1,300.0000	* Per Day	1.0	1	Pax	Not Applicable	1,300.00
Trainee	TKP : Trainee Air Fare	Not Applicable		* Not Applicable			Not Applicable	Not Applicable	0.00
Trainee	Trainee Allowance	< 100 KM	150.0000	* Per Day	1.0	1	Pax	Not Applicable	150.00
Trainee	Trainee Allowance	>= 100 KM		* Per Day	1.0	0	Pax	Not Applicable	0.00
Total Amount(RM):									1,450.00

Note : Distance for Grants prior to the implementation of ACM Phase 2 will be based on 70km and not 100km

Back Save Next Cancel

Applications Your Session will expire within 117 minute(s) and 5 second(s) PROD_4.40.3 DigGov

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 Chrome
etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 09 Sep, 2021 3:21 pm Welcom Saturday 1:51 am

Applications

< Details of Training Level of Certification Summary of Trainees Estimated Cost for Training Scheme **Acknowledgement & Declaration of Employer** >

Levy Information

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Submit Application Cancel

Acknowledgement & Declaration of Employer

☐ I agree that the training fee amounting to RM 700.00 to be claimed by

i) Name of Provider FEDERATION OF MALAYSIA ii) Registration No. of Training Provider 007907X_JOHOR

iii) Registration Programme 1000194909 for course title/programme Managing Employee's Wage

that will be conducted from 21/09/2021 to 22/09/2021 and to be debited from our account by Pembangunan Sumber Manusia Berhad.

☐ I agree to accept this training grant subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad. ☐ I declare that all expenses incurred during this training will be borne by our company.

☐ I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

☐ I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name Select *
Designation *
Email *

Applications Workflow Your Session will expire within 119 minute(s) and 46 second(s) PROD_4.37.0 DigiGov

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

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcome hursday 4:57 pm

Applications

grant that may have been disbursed.

☒ I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name Other * Other Officer Name abcde *

Designation Executive *

Email abcde@yahoo.com *

IC No. 123456789123 *

Date 06/02/2020

Supporting Documents

*Preferred file type/format is pdf file.
Supporting Documents Checklist.

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment *

File Description Attach File Choose File Training Pro...0-04-16).pdf

Add Attachment

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	Actions
Training Program - APR-32 (2020-04-16)	Remove / View

Back Save Submit Application

Applications Your Session will expire within 103 minute(s) and 17 second(s) PROD_4.9.0 DigiGov

- 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 [here](#) for more information.