

CIRCULAR NO: 101/2020

DATE: 19 May 2020

ENHANCEMENT OF THE TERMS AND CONDITIONS FOR FINANCIAL ASSISTANCE UNDER THE HUMAN RESOURCES DEVELOPMENT FUND

Employers can now utilise the levy for Online Training. Refer to [HRDF's EMPLOYERS' CIRCULAR NO. 3/2020 – 14 MAY 2020](#). The highlights of the Circular are as follows:

1. The Types of Online Trainings include:
 - i. **e-Learning – Full e-Learning/Blended e-Learning**
 - ii. **Mobile Learning**
 - iii. **Remote Online Learning**

Detailed definition are as per HRDF's Circular.

2. The Online Training is claimable via Skim Bantuan Latihan (SBL), Skim Latihan Bersama (SLB) and Skim Bantuan Latihan Khas (SBL-Khas).
3. The application and claim processes are as per previous procedures – via eTRIS system.
4. The following courses/trainings are NOT allowed under the Remote Online Learning:
 - i. Training with hands-on practical exercises
 - ii. Courses that does not have approval/consent to be conducted online from certification/examination bodies
5. All Online Training claims are subjected to the following requirements:
 - i. RM350/day/pax for 7 hours of training, of which training hours can be accumulated but must be conducted over a minimum of 2 days and training hours of 4 hours per day.
 - ii. Certification and examination fees are as per quotation by certification and/or examination body.
 - iii. Employers are required to provide complete supporting documents as per eTRIS system.
 - iv. For Remote Online Learning, allowable claims are for consumable training materials, which include HRDF approved licensed digital material and internet data cost of RM100/group.

For enquiries, please contact Training Department, Ms Malathy or Ms Whendi Wong of MPMA Secretariat at tel: 603-7876 3027 or email: malathy@mpma.org.my and/or whendi@mpma.org.my.

Yours sincerely,

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