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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