

“Now’s the Time for Employers to  
Utilise the Levy – **HRDF** “

ACT FAST

别再让你缴过的费用在户口里当摆设了！  
是时候让你的员工上培训班了



## HRDF

Objective: Develop quality human capital to provide foremost manpower in all kinds of industries

培养优秀的人力资源

### Compulsory Register

Minimum 10 employees

至少有10名本地员工的公司必须注册

### Levy Rate

1.0% of the monthly wages

1%月薪

### Voluntary Register

5 – 9 employees

有5-9名员工的公司可自行选择

### Employer

Employer who is covered under Section 13(1) of the PSMB Act 2001 is required to register & pay levy.




# Existing Online Training Deliveries

现有的线上培训方式

1   
E-LEARNING

2   
MOBILE  
LEARNING

3   
HYBRID

## New Type of Online Training

新的线上培训方式

远程在线教学

  
Remote  
Online  
Learning





# Remote Online Learning



**Distance  
Education**

Physical presence  
is not required



**Social  
Distancing**

Comply to the  
new normal



**Tool : Video  
Conference  
App**

Zoom Meeting

Microsoft Teams

Google Hangouts

符合新常态生活方式 : 保持社交距离



# Scheme Enhancement

## Minimum training duration 培训时长

- 7 hours (must be conducted over a minimum of 2 days, training hours per day should not exceed 4 hours)
- 教学时长：最少需7小时
- SBL : 4 hours
- SBL –KHAS : 7hours

## Claimable Fees 可报销费用

- RM350/day/pax 每人可申请高达RM350
- Certification & examination fee 证书和考试费用
- HRDF approved licensed digital material (HRDF批准的教材)
- Internet data cost of RM100/group (no supporting document is required) 每组可申请RM100的internet数据
- Maximum trainee : 15 pax/group 每组最多15个学员



# Information & Document Required for Grant Application

## Required information: 所需资料

## Required supporting documents: 所需文件

**Training provider information** 培训师资料

**Course content** 教学内容

**Trainees information** 学员资料

**Invoice / Quotation** 发票/报价单

**Total of estimated costs apply** 预计费用

**Trainer's profile** 培训师个人资料

**“Remote Online Learning” should be clearly stated in the “Training Location” field in the e – TRiS system.**

培训地点需填写 “remote online learning”

**Letter of cost breakdown (if any)**  
费用清单



# Information & document required during claim submission

## 索取费用时所需资料 and 文件



Official receipt  
收据



Invoice & payment voucher  
发票和付款证明



Letter of cost breakdown (if any)  
费用清单



System generated attendance report  
系统出席率报告



60 seconds of video recording  
60秒的教学课程

## ATTENTION 注意事项



### NOT ALLOWED !!

- Training with hands-on practical exercises  
需动手操作的练习
- Registered employers should not have any levy arrears & interest on late payment  
雇主不能有拖欠的税务



### ADDITIONAL INFORMATION

- Official quotations / receipts : Employer name, programme title & training date  
发票上必须填有雇主的名字, 培训课程名字&培训日期
- Attendance report : Signed by trainer with company stamp  
出席率报告必须有培训师的签名和他的公司盖章





1

# Service Industry

Example of training programme



Programme registered under HRDF

More Details:

<https://www.hrdf.com.my/online-listing/>



# Manufacturing Industry

Example of training programme




Programme registered under HRDF

More Details:

<https://www.hrdf.com.my/online-listing/>



# Reference List 参考处

 <https://www.hrdf.com.my/wp-content/uploads/2016/12/Guideline-for-Online-Learning-Version-1-15May2020.pdf>

 <https://www.hrdf.com.my/online-listing/>



# For Further Information

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