



Ref. No. : (13) PSMB/20/8 Kulit 8  
Date : 6 November 2020

## **EMPLOYERS' CIRCULAR NO. 6/2020**

### **ENHANCEMENT OF THE TERMS AND CONDITIONS FOR REMOTE ONLINE TRAINING**

#### **1.0 PURPOSE**

The purpose of the circular is to inform Human Resources Development Fund (HRDF) registered employers on the enhancement of terms and conditions for remote online training in order to encourage registered employers continue to conduct training for their employees.

#### **2.0 BACKGROUND**

- 2.1 The impact of pandemic COVID-19 has changed the training landscape in Malaysia and on 15 May 2020 HRDF has allowed remote online training to be covered under HRDF financial assistance.
- 2.2 Subsequently on 1 July 2020, HRDF has revised terms and conditions of remote online training in response to the feedbacks received from the stakeholders.
- 2.3 As part of the continues improvement, based on industry feedback, HRDF has further revised terms and conditions to assist the Malaysian employers to retrain and reskill their employees.

#### **3.0 REVISED GUIDELINE: ONLINE TRAINING GUIDELINE**

##### **3.1 New Terms and Conditions**

- i) The revise terms and conditions will be applicable to the new grant applications submitted with training commencement date after the effective date of this circular.



ii) The revised terms and conditions are as below:-

Items	Current Terms	New Terms
Number of trainees	<b>Workshop</b>	
	▪ Maximum 20 pax per group	▪ A maximum 25 pax per group for technical programmes and 35 pax per group for softskill programmes
	<b>Conference/ Webinar</b>	
	▪ Maximum 20 pax per group	▪ A maximum of 9 trainees per employer for Conference and Webinar type training.
Number of Training Hours	<b>Workshop/ Conference/ Webinar</b>	
	▪ Training hours per day should not exceed 4 hours	▪ Training hours per day should not exceed 7 hours.

#### 4.0 DATE OF IMPLEMENTATION

4.1 The effective implementation date of this circular is on 11 November 2020.

#### 5.0 CLOSING

5.1 For further clarification and assistance on these enhancements, kindly contact our Call Centre at 1800-88-4800 or email to [support@hrdf.com.my](mailto:support@hrdf.com.my).

Thank you.

**PEOPLE, PROWESS, PROGRESS**  
**PEKERJA DAN CABARAN BUDAYA NORMA BAHARU**

Yours sincerely,

  
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CHIEF EXECUTIVE  
HUMAN RESOURCES DEVELOPMENT FUND