

HUMAN RESOURCE DEVELOPMENT FUND (HRDF)

HRDF SBL Claimable

Odyssey training programs/seminars/workshops are eligible for the Malaysian Human Resource Development Fund (HRDF) claims under the Skim Bantuan Latihan (SBL) Scheme, subject to prior application to HRDF by the employers/companies.

Please visit website: <http://www.hrdf.com.my> for General Guideline on Human Resource Development Fund in Malaysia

Skim Bantuan Latihan (SBL)

Under the SBL Scheme, all the training programs/seminars/workshops require prior approval from the Council's Secretariat. Employers are free to identify their own training needs and formulate training programs or source training programs to upgrade their management team or to retrain and upgrade their employees' skills required for the efficient and effective operation of their business operations. Training can be conducted either on-the-job, off-the-job or a combination of both to suit the requirements of the enterprise. Training programs can be carried out by their own trainers or where there is a lack of expertise, by external trainers. Where local expertise is not available, enterprises can also engage qualified trainers from overseas.

To qualify for training grants, training programs must be organized in a way to have:

1. Specific training objectives
2. Specific training activities or lesson plans
3. Assessment to determine attainment of training objectives
4. Guided instructions by qualified instructors/trainers

How To Apply

Fill in form PSMB/SBL/1/01 acquired from Pembangunan Sumber Manusia Berhad (PSMB) (<http://www.hrdf.com.my>)

Attach relevant supporting documents:

1. Quotation for Training/Course Fee
2. Trainer's biography
3. Course contents
4. Other related documents, where applicable

Submit completed form to PSMB before the commencement of the training.

Application forms must reach the PSMB office at least one (1) day before training commences.

Approval or rejection letter will be given within two (2) weeks from the date of receipt of application.

How To Claim

Fill in form PSMB/T/1/01 (from <http://www.hrdf.com.my>)

Attach relevant supporting documents:

1. Receipts
2. Payment vouchers
3. Other related documents, where applicable

Submit completed claim form to the PSMB upon completion of training for reimbursement of your training expenses. Note that you might not be reimbursed on the exact amount you claimed.

If you need assistance in claiming under the HRDF SBL Scheme, kindly contact us at: tanmanho@hotmail.com