

HRD Corp Grant Helper

SBL Scheme



Purpose: To submit grant applications for the SBL Scheme





Employers are required to apply for the grant at least **one (1) day** before training commences.

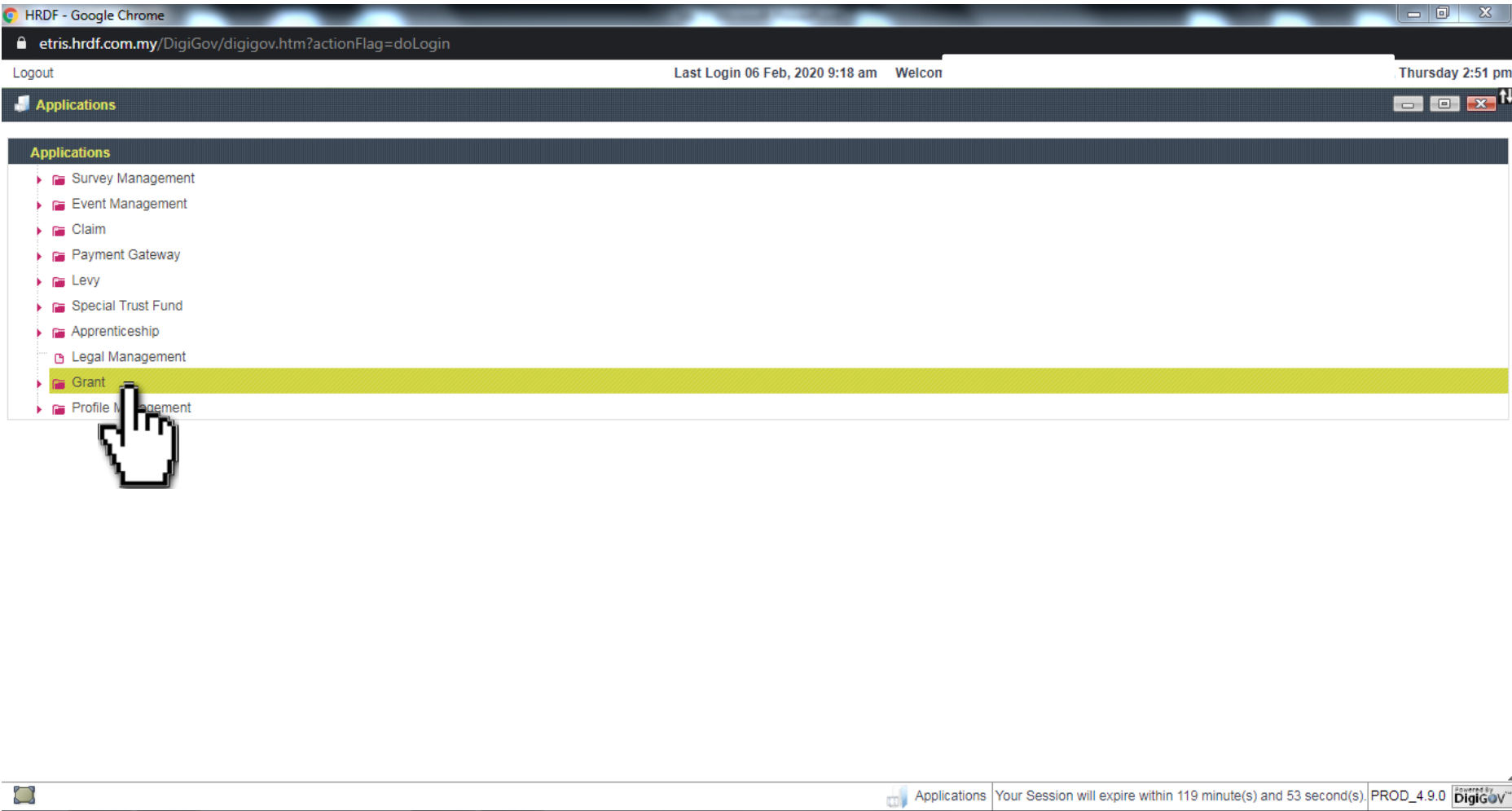


Employers must submit their applications with supporting documents, including invoices/quotations, trainer profiles, training schedule and course content.

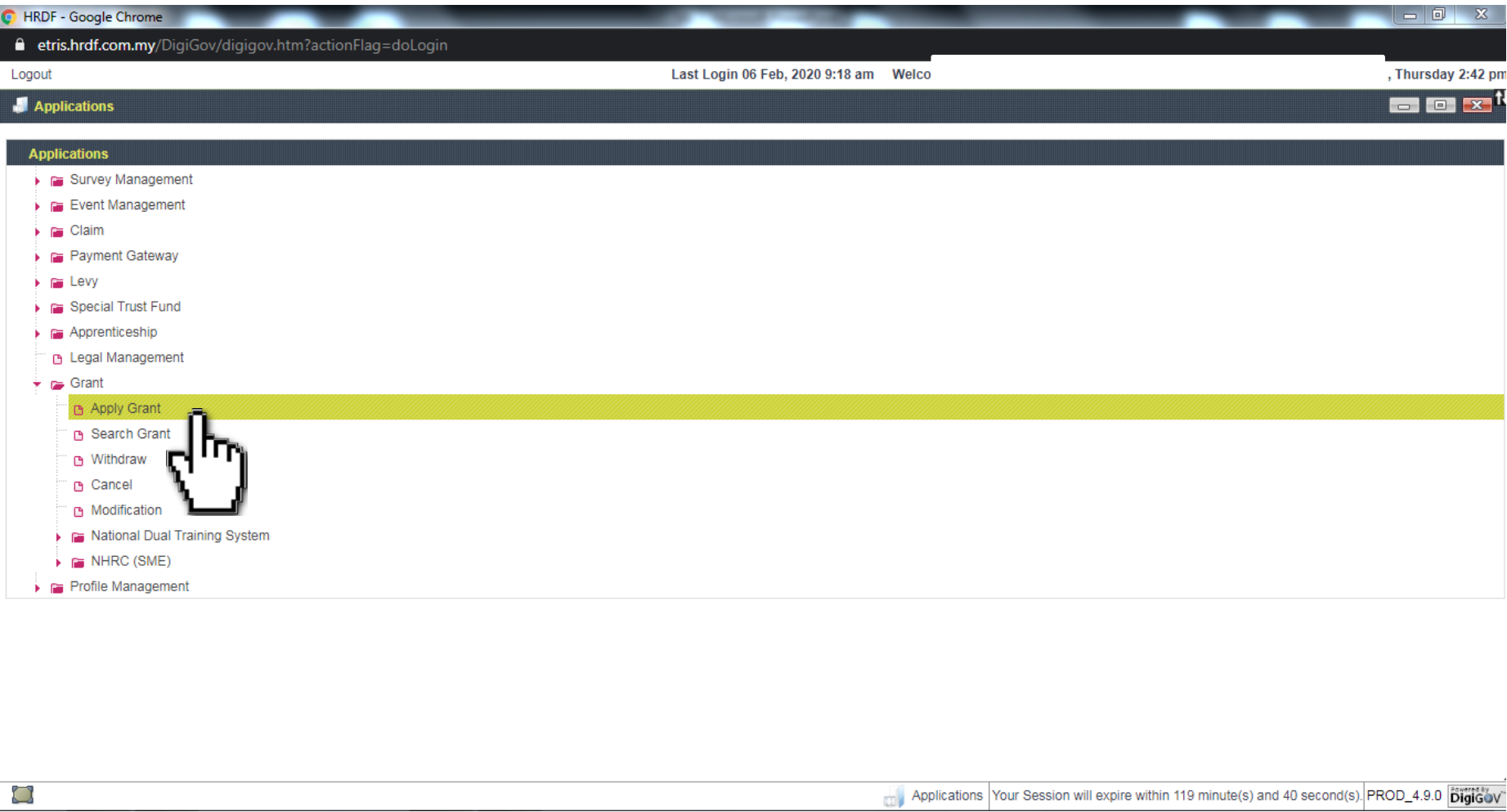
- (1) Login to Employer's e-TRiS account
- (2) Click Application



(3) Click **Grant** on the left side under Applications



(4) Click **Apply Grant** on the left side under Applications



(5) Click Apply

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am Welcom, Thursday 2:54 pm

Applications

Applications > Grant > Apply Grant

Apply Grant

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		

Apply

Cancel


Below are the un-submitted grant application.

No records found to display.

Proceed with new grant-scheme application?

Apply

Cancel

Applications | Your Session will expire within 119 minute(s) and 34 second(s). | PROD_4.9.0 | 

(6) Choose a Scheme Code and select **SBL: Skim Bantuan Latihan**. Then, click **Apply**

The screenshot shows the HRDF DigiGov application portal. The browser address bar displays `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page header includes a 'Logout' link, the last login time '06 Feb, 2020 9:18 am', and the date 'Thursday 2:58 pm'. The main navigation bar shows 'Applications > Grant > Apply Grant'. A red button labeled 'Apply New Grant' is visible. Below this, a section titled 'Levy Information' displays a table with the following data:

Company Name	Levy Balance	Grant Balance
	RM 71,685.14	RM 97,102.88
Total Grant Approved	RM 702,944.04	
Total Amount Applied	RM 10,700.00	

Below the 'Levy Information' section, the 'Apply New Grant' section is active. It features a dropdown menu for 'Scheme Code' with 'SBL : Skim Bantuan Latihan' selected. A hand cursor is pointing at this dropdown. To the right of the dropdown is a link '* Preview Application Forms'. Below the dropdown is a checkbox labeled 'This is Appeal Case'. At the bottom of this section are 'Apply' and 'Cancel' buttons.

(7) Select your Immediate Officer and click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am Welc., Thursday 3:08 pm

Applications

<Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement>

Levy Information

Company Name

[Total Grant Approved](#)

[Total Amount Applied](#)

Scheme Name

RM 702,944.04

RM 10,700.00

SBL

[Levy Balance](#)

[Grant Balance](#)

RM 71,685.14

RM 97,102.88

SaveNextCancel

Employer's Profile

MyCoID

Company Name

Immediate Officer

Email

Select

SaveNextCancel

(8) Select a Training Provider, then click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welco

, Thursday 3:16 pm

Applications

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

RM 702,944.04

RM 10,700.00

SBL

Back

Save

Next

Cancel

Registered Training Provider Details

MyCold

Training Provider Name

Address

Officer Telephone Number

Email

KERAJAAN0148

JABATAN TENAGA MANUS

ARAS 6, BLOK D4, PARCEL D,
PUSAT PENTADBIRAN KERAJAAN
PERSEKUTUAN, PUTRAJAYA,
43500 WIL PERSEKUTUAN

88865000

zeti.kasman@gmail.com

Search

Check

History Data

Post Code

State

Officer to be Contacted

62502

Kuala Lumpur

Non Registered Training Provider Details

Training Provider

Training Provider Name

Address

Post Code

Officer Telephone Number

☐ Individual ☐ Vendor ☐ Association ☐ Non Government Organization(NGO) ☐ Government ☐ Overseas

Reset

History Data

State

Officer to be Contacted

Select

javascript:doLogout('/DigiGov')

Applications

Your Session will expire within 119 minute(s) and 10 second(s).

PROD_4.9.0

DigiGov

(9) Please key in all the required details and click **Next**

HRDCorp - Google Chrome

etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Applications

Back Save Next Cancel

Course Details

Course Title

Micro Credential Course

☐ Yes ☐ No

Description

Relevancy of Training

MICAS Application No.

Type of Retraining and Skills Upgrading

Select

HRDCorp Focus Area

Not Applicable

Programme Details

Type of Training

Commencement of Programme

Total Hours Per Training

No. of Full Days

No. of Half Days

No. of < Half Days

Total Training Days

No. of Month

Total Hours Per Trainee

0.00

* Hours

(Based on < 4 hours a day)

*Note: Total of Full Day + Half Day + < Half Day.

*Note: mandatory if Training Type is "Development Programme".

*

Back Save Next Cancel

Applications Workflow

Your Session will expire within 119 minute(s) and 8 second(s).

PROD_4.43.3

Powered By DigiGov

Type here to search

26°C

4:06 PM

24/6/2022

Note: Exact title as per brochure/quotation

Note: Give an explanation on why the participant is required to attend the training. E.g., related to their tasks/ career development, etc.

Note: Explain the background and objective of this training.

(9.1) Please key in all the required details and click **Next**

HRDCorp - Google Chrome
etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 23 Jun, 2022 11:14 pm Welcome , Friday 4:06 pm

Applications

Back Save Next Cancel

Course Details

Course Title

Micro Credential Course ☐ Yes ☐ No *

Description

Relevancy of Training

MICAS Application No.

Type of Retraining and Skills Upgrading

HRDCorp Focus Area

Program

Type of Training

Commencement Date

Total Hours Per Trainee

No. of Full Days

No. of Half Day

No. of < Half Day

Total Training Days

No. of Month

Total Hours Per Trainee

Note: Please indicate whether the training is a Micro-Credential programme by selecting 'yes' or 'no'.

Note: Please fill in the MiCAS application number.

Back Save Next Cancel

Applications Workflow Your Session will expire within 119 minute(s) and 8 second(s). PROD_4.43.3

Type here to search

26°C 4:06 PM 24/6/2022

(10) Please key in the Training Location and click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am Welcc, Thursday 3:34 pm

Applications

<

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

>

Levy Information

Company Name

Levy Balance

RM 71,685.14

Total Grant Approved

RM 702,944.04

Grant Balance

RM 97,102.88

Total Amount Applied

RM 10,700.00

Scheme Name

SBL

Back

Save

Next

Cancel

Details of Training

Training Location

Own Premise

HQ/Branch

HQ

Please Specify Full Address

abcde

State

Kuala Lumpur

No. of Travel Days

☐ 1 Day

☒ Not Applicable

Back

Save

Next

Cancel

Applications

Your Session will expire within 119 minute(s) and 33 second(s).

PROD_4.9.0

Powered by DigiGov

(11) Please select the Level of Certification and click **Next**

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 06 Feb, 2020 9:18 am Welcom Thursday 3:38 pm

Applications

Employer's Profile Training Provider's Profile Programme Details Details of Training **Level of Certification** Summary of Trainees Estimated Cost for Training Scheme Acknowledgement

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Back Save Next Cancel

Level of Certification

Level of Certification Certificate Of Attendance *

Practical/Hands-On/TVET? ☐ Yes ☒ No *

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 57 second(s). PROD_4.9.0 DigiGov

(12) Please follow the instructions and key in trainee details

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 06 Feb, 2020 9:18 am Welcom Thursday 3:49 pm

Applications

< Details of Training Level of Certification **Summary of Trainees** Estimated Cost for Training Scheme Acknowledgement & Declaration of Employer >

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Back Save Next Cancel

Trainee Information by Batch

Batch No. *

Training Schedule Start Date * End Date *

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
-----------	------------------------------	----------------------------	--------------------------	---------

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back Save Next Cancel

Applications Your Session will expire within 119 minute(s) and 9 second(s). PROD_4.9.0 DigiGov

(12.1) Click Add Batch, then click Save

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welco Thursday 3:55 pm

Applications

< Details of Training Level of Certification **Summary of Trainees** Estimated Cost for Training Scheme Acknowledgement & Declaration of Employer >

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Back Save Next Cancel

Trainee Information by Batch

Batch No.

Training Schedule Start Date End Date

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	-	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back Save Next Cancel

Applications Your Session will expire within 113 minute(s) and 5 second(s). PROD_4.9.0

(12.2) Click Add Trainee Details

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 06 Feb, 2020 9:18 am Welcom Thursday 4:05 pm

Applications

< Details of Training Level of Certification **Summary of Trainees** Estimated Cost for Training Scheme Acknowledgement & Declaration of Employer >

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Back Save Next Cancel

Trainee Information by Batch

Batch No.

Training Schedule Start Date End Date

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 53 second(s). PROD_4.9.0 DigiGov

(12.3) Please key in all the required details, then click **Add**

The screenshot displays the HRDF DigiGov web application interface. The main window shows the 'Trainee Details' form, which is part of a larger system for managing training details. The form is titled 'Trainee Details' and includes a 'Data Entry Mode' section with 'Manual' and 'Excel' options. The 'Manual' mode is selected. Below this, the 'Trainee Details' section contains several input fields, each marked with a red asterisk to indicate they are required:

- IC No. (text input)
- Name (text input)
- Gender (dropdown menu)
- Race (dropdown menu)
- Academic Qualification (dropdown menu)
- Trainee Designation (dropdown menu)
- HQ/Branch (dropdown menu)
- Distance to Training (dropdown menu)
- Location (text input)

There are two red notes on the page:

- *Note: Select the Trainer for this batch.
- Note: If your branch is not listed, please update your profile to add the branch details.

At the bottom of the form, there are two buttons: 'Add' and 'Reset'. A large mouse cursor is pointing at the 'Add' button, indicating the next step in the process. The background shows other parts of the application, including a sidebar with navigation links like 'Logout', 'Applications', 'Details of Trainee', 'Levy Information', 'Company Name', 'Total Grant Application', 'Total Amount Applied', and 'Scheme Name'. The top of the browser window shows the URL: etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=601927&batchId=10001741877&grantId=10001840028...

(12.4) Click **Add** if there are more participants. Once done, click **Save**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=601927&batchId=10001741877&grantId=10001840028...

Save Close

Trainee Details

per Detail Per Batch

*Note: If you are not the Trainer for this batch.

No records found to display.

Data Entry Mode

Data Entry Mode ☒ Manual ☐ Excel

Trainee Details

IC No. * Update Trainee Details

Name *

Gender Select *

Race Select *

Academic Qualification Select *

Trainee Designation Select *

HQ/Branch Select *

Note: Please click here if your branch is not listed, please update your profile to add the branch details.

Distance to Training Location Select *

Add Reset

No	Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Actions
1	ABCdsfsdfs	123456789123	Male	Malay	Degree	Manager		Less 70 km	View / Edit / Delete

(12.5) Click Next

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am Welcc, Thursday 4:34 pm

Applications

<Details of TrainingLevel of CertificationSummary of TraineesEstimated Cost for Training SchemeAcknowledgement & Declaration of Employer>

Levy Information

Company Name

[Levy Balance](#)

RM 71,685.14

[Total Grant Approved](#)

RM 702,944.04

[Grant Balance](#)

RM 97,102.88

[Total Amount Applied](#)

RM 10,700.00

Scheme Name

SBL

BackSaveNextCancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date08/02/2020

End Date09/02/2020

Add BatchReset


Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	1	0	1	0	0	1	0	0	0	0

BackSaveNextCancel



Applications

Your Session will expire within 117 minute(s) and 25 second(s).

PROD_4.9.0

DigiGov

(13) Please key in the course fees and allowance details. Then, click **Save**

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcom Thursday 4:37 pm

Applications

< Details of Training Level of Certification Summary of Trainees **Estimated Cost for Training Scheme** Acknowledgement & Declaration of Employer >

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Back Save Next Cancel

Estimated Cost

Type of Training : In-house
Training Location : Own Premise

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
External Trainer	YPL : External Trainer Fee	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 1 *	Group	Not Applicable	<input type="text"/>
External Trainer	YPL : External Trainer Fee	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 1 *	Group	Soft	<input type="text"/>
External Trainer	YPL : External Trainer Fee	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 1 *	Group	Technical	<input type="text"/>
External Trainer	EMPL : Meal Allowance for External Trainer	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 0 *	Trainer	Not Applicable	<input type="text"/>
External Trainer	EHPL : Daily Allowance for External	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 0 *	Trainer	Not Applicable	<input type="text"/>

Applications Your Session will expire within 119 minute(s) and 26 second(s). PROD_4.9.0 DigiGov

(14) Complete the declaration form and select a desired officer

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am WelcorThursday 4:48 pm

Applications

<Details of TrainingLevel of CertificationSummary of TraineesEstimated Cost for Training SchemeAcknowledgement & Declaration of Employer>

Levy Information

Company Name

[Levy Balance](#)

RM 71,685.14

[Total Grant Approved](#)

RM 702,944.04

[Grant Balance](#)

RM 97,102.88

[Total Amount Applied](#)

RM 10,700.00

Scheme Name

SBL

BackSaveSubmit ApplicationCancel

Acknowledgement & Declaration of Employer

☒ I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

☒ I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name

Select

Designation

Email

IC No.

Date

06/02/2020

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

• Course Fee Quotation/Information

• Course Content (CC) / Time table

• Trainer's CV / CVA

javascript:doLogout(['/DigiGov'])ApplicationsYour Session will expire within 112 minute(s) and 37 second(s)PROD_4.9.0Powered by DigiGov

(14.1) Add all the required documents, then click **Add Attachment**. Then, click **Save** and **Submit Application**

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcome hursday 4:57 pm

Applications

grant that may have been disbursed.
☒ * I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name * Other Officer Name *

Designation *

Email *

IC No. *

Date 06/02/2020

Supporting Documents

*Preferred file type/format is pdf file.
Supporting Documents Checklist.

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment *

File Description Attach File Training Pro...0-04-16).pdf

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	Actions
Training Program - APR-32 (2020-04-16)	Remove / View

Applications Your Session will expire within 103 minute(s) and 17 second(s). PROD_4.9.0



Once the **New Grant Application** is successfully submitted, the Grant Officer will evaluate the application accordingly. The application may be queried if additional information is required.

The application status will be updated via the employer's dashboard, email, and the e-TRiS inbox.