HRD Corp Grant Helper

INDUSTRIAL TRAINING SCHEME (ITS)

Purposes: To submit application under ITS scheme

This scheme enables employers to obtain financial assistance if they sponsor student(s) from a university, college or training institution for a practical training at their premise.

The objective of this scheme is to expose the intern to real time working experience as well as to understand the norms and ethics at the workplace besides providing the employers with a skilful future worker.

Application Procedure:

Submission via eTRiS under Industrial Training Scheme (ITS) must be made by employers before the training commences.

Required supporting documents:

- **Confirmation letter** issued by the **university**, college or training institution with the specific duration of the programme
- **Confirmation letter** issued by the **employer** to the trainee to attend the industrial training programme; and
- **Programme structure** with the objectives, learning outcomes and weekly course schedule for the entire duration of the training.

Financial assistance is subject to 20% of the employers total levy balance at the time of the 1st application in the particular year

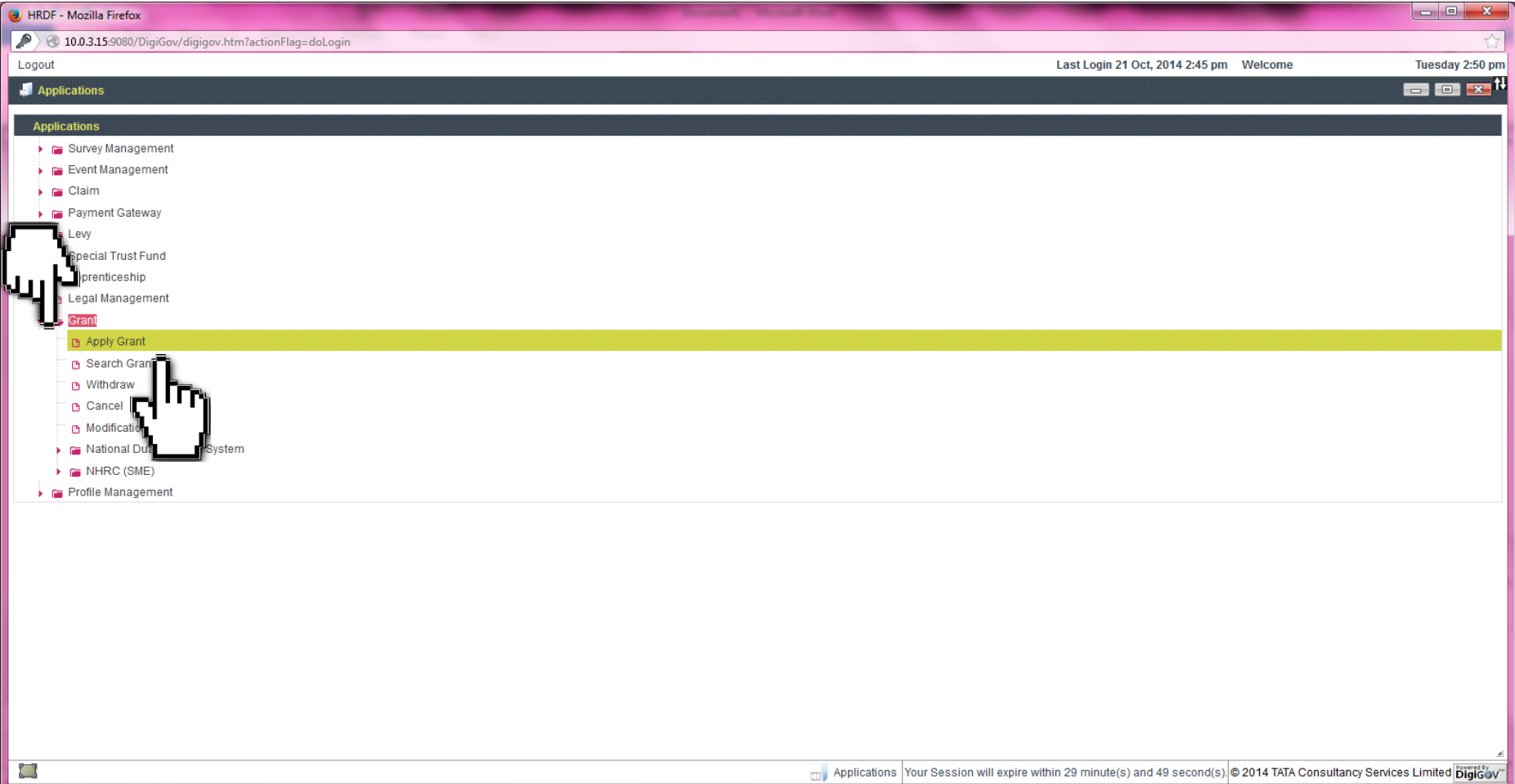Application must be submitted by employers **before the training commences.**

(6) Login to Employer's *eTRiS* account

    (7) Click **<u>Application</u>**

(8) Click **<u>Grant</u>**

(9) Select **<u>Apply Grant</u>**

(10) Select __Scheme Code__ as appropriate.

Apply New Grant

— Levy Information

Company Name	XXXXXXXXXXXXXX	**Levy Balance**	RM 45,267.57
Total Grant Approved	RM 1,792.00	**Grant Balance**	RM 60,117.95

— Apply New Grant

Scheme Code   ITS : Industrial Training ▼ * **Preview Application Forms**

☐ This is Appeal Case

Apply   Cancel

(11) Fill in **required information** and click next

Employer's Profile	Details of Supervisor	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer

Levy Information

Company Name	XXXXXXXXXXXXXX	Levy Balance	RM 45,267.57
Total Grant Approved	RM 1,792.00	Grant Balance	RM 60,117.95
Maximum Eligibility Amount	RM 9,053.51	Total Amount Applied	RM 0.00
Scheme Name	ITS		

Note: Maximum Eligibility Amount =20% of Current Levy Balance (for the 1st application of the year submitted).

  * Subsequent applications in the same year will use the balance/remaining of the eligibility amount.

Save   Next   Cancel

Employer's Profile

MyCoID	9177D(HQ)	Immediate Officer	Select ▼ *
Company Name	XXXXXXXXXXXXXX	Email	*

Save   Next   Cancel

(12) Fill in **required information,** click add, save and click next

Employer's Profile	Details of Supervisor	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer

— Levy Information

Company Name	XXXXXXXXXXXXXX		Levy Balance	RM 45,267.57
Total Grant Approved	RM 1,792.00		**Grant Balance**	RM 60,117.95
Maximum Eligibility Amount	RM 9,053.51		Total Amount Applied	RM 0.00
Scheme Name	ITS			

Note: Maximum Eligibility Amount =20% of Current Levy Balance (for the 1st application of the year submitted).

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Back   Save   Next   Cancel

— Details of Supervisor

Type of Supervisor	⦿ From Employer ◯ From University/College/Training Institute *
Name	[ ] * Designation [ ] *

Add   Reset

Type of Supervisor	Name	Designation	Actions

Back   Save   Next   Cancel

(13) Fill in **required information** and click next

Note: Maximum Eligibility Amount =20% of Current Levy Balance (for the 1st application of the year submitted).

Back   Save   Next   Cancel

Course Details

Course Title		Level of Certification	Select ▼ *
Description			
University/College/Training Institute	Select ▼ *		
Public/Private	Select ▼ *		

Programme Details

Type of Training   ☐ Not Applicable *

Commencement of Programme   Start Date [   ] 📅 * End Date [   ] 📅 *

Total Hours Per Training   [0] * *Note: User define for information only.

No. of Full Days   [   ] * (Based on 7 hours per day)

No. of Half Days   [   ] * (Based on 4 hours per day)

No. of < Half Days   [   ] * Hours [0] * (Based on < 4 hours a day)

Total Training Days   [   ] * *Note: Total of Full Day + Half Day + < Half Day.

No. of Month   [   ] *

Total Hours Per Trainee   [   ] *

Back   Save   Next   Cancel

(11) Fill in **required information** and click next

Employer's Profile	Details of Supervisor	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer

− Levy Information

Company Name	XXXXXXXXXXXXXX		Levy Balance	RM 45,267.57
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Back   Save   Next   Cancel

− Details of Trainee

IC No.	[ ] *	Update Trainee Details
Name	[ ] *	
Gender	Select ▾ *	
Race	Select ▾ *	
Academic Qualification	Select ▾ *	

Add   Reset

No	IC No.	Name	Gender	Race	Academic Qualification

Back   Save   Next   Cancel

(11) Fill in **required information** and click next

Employer's Profile	Details of Supervisor	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer

Levy Information

Company Name	XXXXXXXXXXXXXX		Levy Balance	RM 45,267.57
Total Grant Approved	RM 1,792.00		Grant Balance	RM 60,117.95
Maximum Eligibility Amount	RM 9,053.51		Total Amount Applied	RM 0.00
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Estimated Cost

Type of Training : Not Applicable

Training Location : Not Applicable

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)
Trainee	Trainee Monthly Allowance	Not Applicable	[ ] *	Per Month	3.0 *	1 *	Pax	Not Applicable	[ ]
Trainee	Safety Equipment	Not Applicable	[ ] *	Not Applicable	*	*	Not Applicable	Not Applicable	[ ]
Trainee	Insurance	Not Applicable	[ ] *	Not Applicable	*	*	Not Applicable	Not Applicable	[ ]
								Total Amount(RM):	0.00

Back Save Next Cancel

(11) Fill in **required information,** attach supporting document, click save and submit application

☐ * 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	04/03/2020	

– Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

• Application Letter From College/University

• Acceptance Letter From Employer

• Practical Training Module

– Attachment *

File Description		Attach File	Choose File No file chosen

Add Attachment

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

No record found

Back   Save   Submit Application   Cancel

Once successfully submitted new grant application under ITS scheme,

Grant Officer will evaluate the request within **two (2) working days** of request submission date.