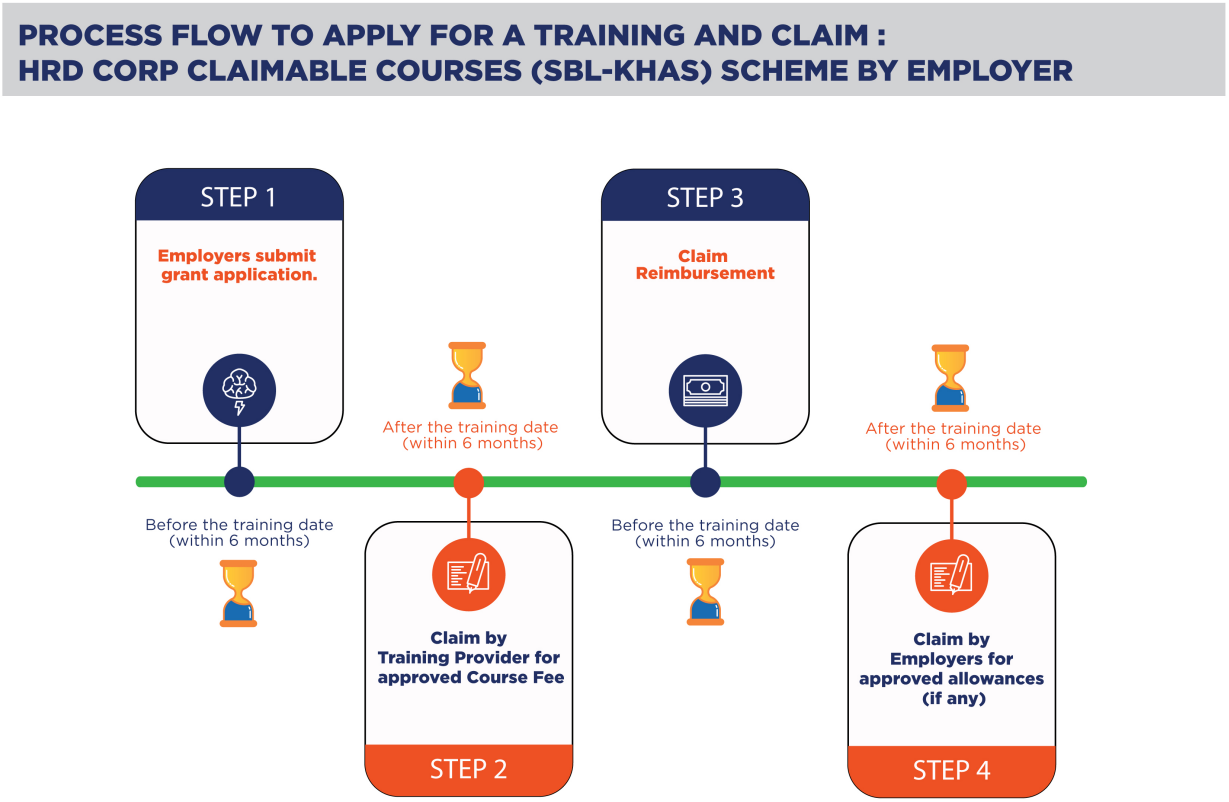
HRD Corp Claimable Courses (SBL-KHAS) Scheme - Step to apply grant



OVERVIEW:

Employers are not required to make an upfront payment for the course fee to the Registered Training Provider, as the course fee will be debited from the employer's account as programmes conducted under HRD Corp Claimable Courses must be registered with HRD Corp. Effective 1st April 2021, all registered training providers must register their programmes under HRD Corp's Claimable Courses (Employer Circular 3/2021). For details on EXCEPTION, please refer to the same circular.

ONLY applicable for the training by the REGISTERED TRAINING PROVIDER.

**Note: Employer with outstanding levy and interest are not eligible to apply for the financial assistance.*

Types of Training Covered*:

- In-House (on premise, hotel OR external training place) for a minimum of 2 pax and a maximum of 40 pax.

- Public training for a minimum of 1 pax and a maximum of 9 pax.
- Certification programme or mandatory industrial-based training for an unlimited number of trainees and fees.
- Job coach for a minimum of 5 pax and no maximum number.
- Mobile learning with no requirement for a minimum or maximum number of pax.
- Coaching and mentoring with no requirement for a minimum or maximum number of pax**
- Development programme with no minimum or maximum number of pax.
- Online learning
- e-learning
- Blended e-learning (Hybrid)
- Mobile learning
- Remote online learning
- Joining training

Allowable Claimable Items:

- Course fee
- Meal Allowance
- Trainee Allowance
- Consumable Training Materials
- Airfare Ticket OR Transportation
- Internet Data Cost for up to RM100 per group (for remote online learning ONLY)

*For other expenses, please refer to the Allowable Cost Matrix.

Application Procedure & CRITERIA:

- Employers may submit their application via e-TRiS under HRD Corp Claimable Courses Scheme.
- Applications must be submitted by employers to HRD Corp for approval, at least one (1) day before training commences.

Required supporting documents

- Invoice/Quotation of Course Fee / Transportation (if any)
- Trainer’s Profile
- Schedule or Course Content

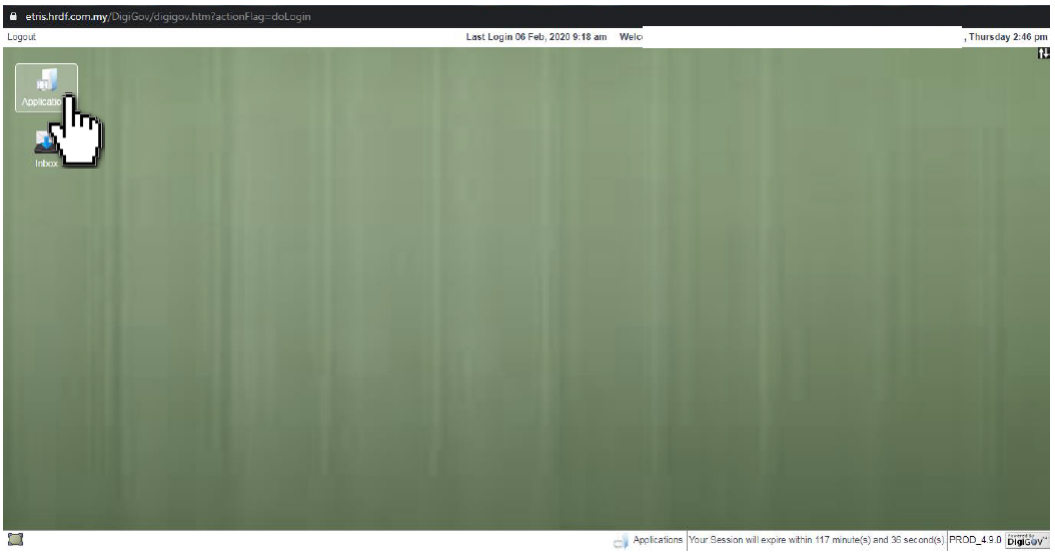
Note: HRD Corp may request for other relevant documents deemed necessary for verification confirmation purposes.

APPLICATION GUIDE:

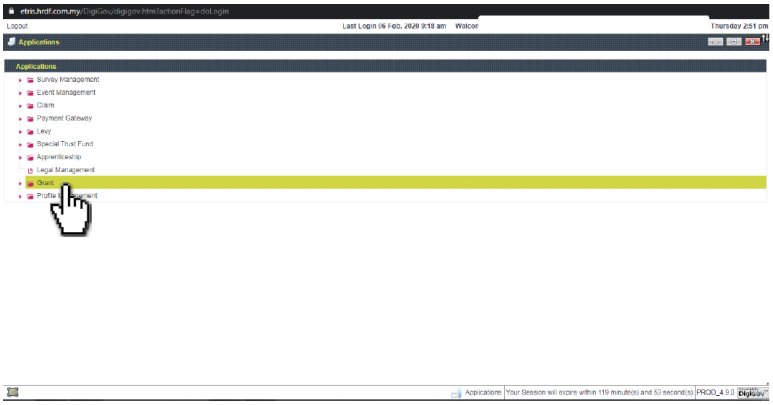
- The employer needs to apply for the grant at least one (1) day before the training commencement.
- The employer must attach the supporting documents which is the invoice/quotation, trainer profile and schedule/course content.

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

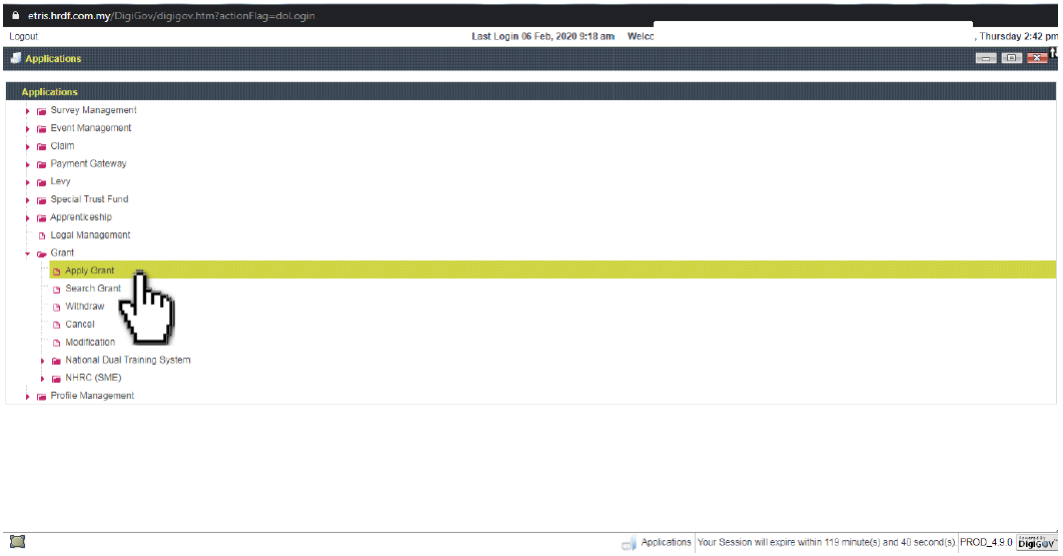
(2) Click **Application**



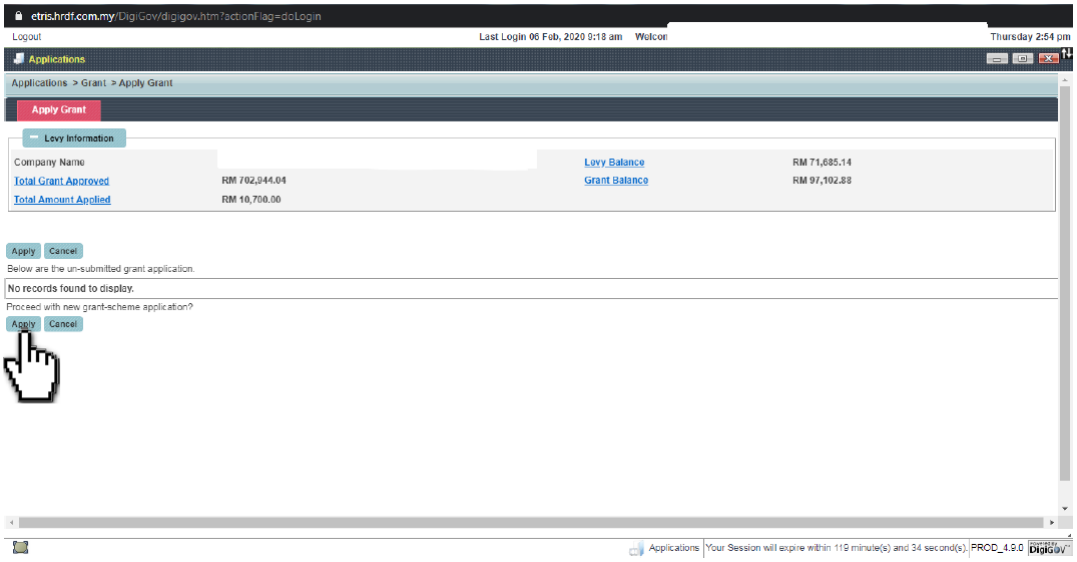
(3) Click **Grant** on the left side under Applications



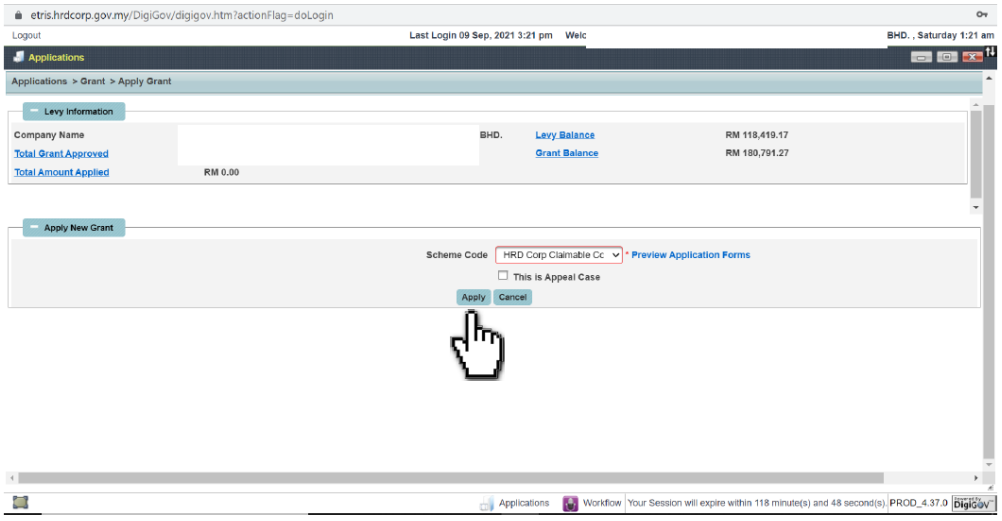
(4) Click **Apply Grant** on the left side under Grant



(5) Click **Apply**



(6) Choose a Scheme Code and select **HRD Corp Claimable Courses: Skim Bantuan Latihan Khas**. Then, click **Apply.**

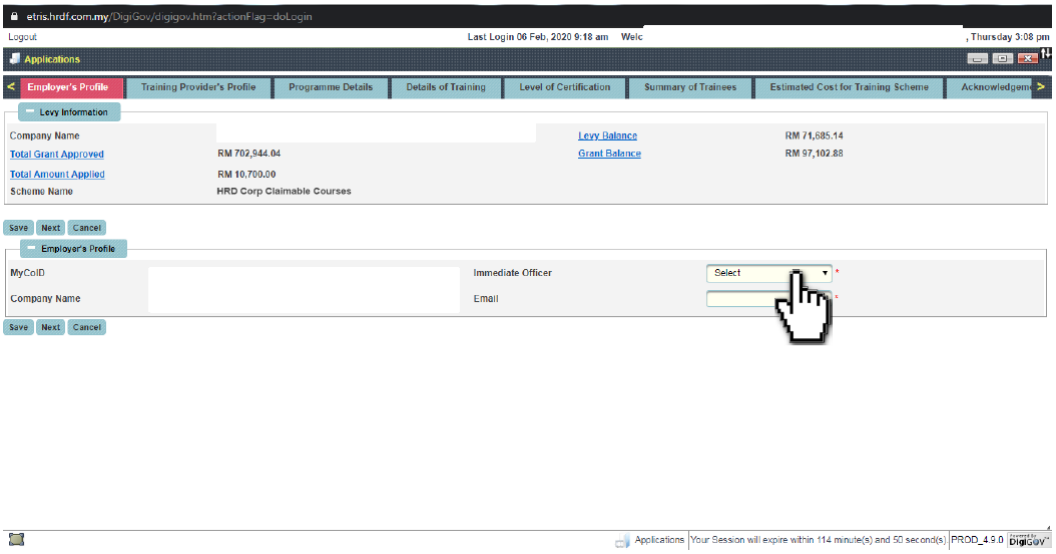


Scheme Code

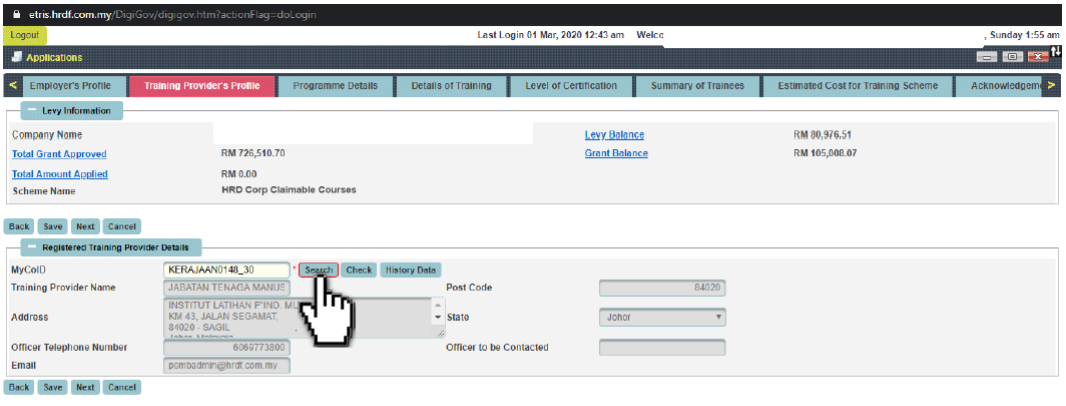
Scheme code represent all type of training that suites with the requirement provided by HRD Corp, below is the list of the scheme offered by HRD Corp :

- Alat : Training Facilities and Renovation
- CBT : Computer Based Training
- FWT : Future Workers Training Scheme
- IT : Information Technology
- ITS : Industrial Training Scheme
- OJT : On The Job Training
- RPL :Recognition Prior Learning
- SBL : Skim Bantuan Latihan
- **HRD CC: HRD Corp Claimable Courses**

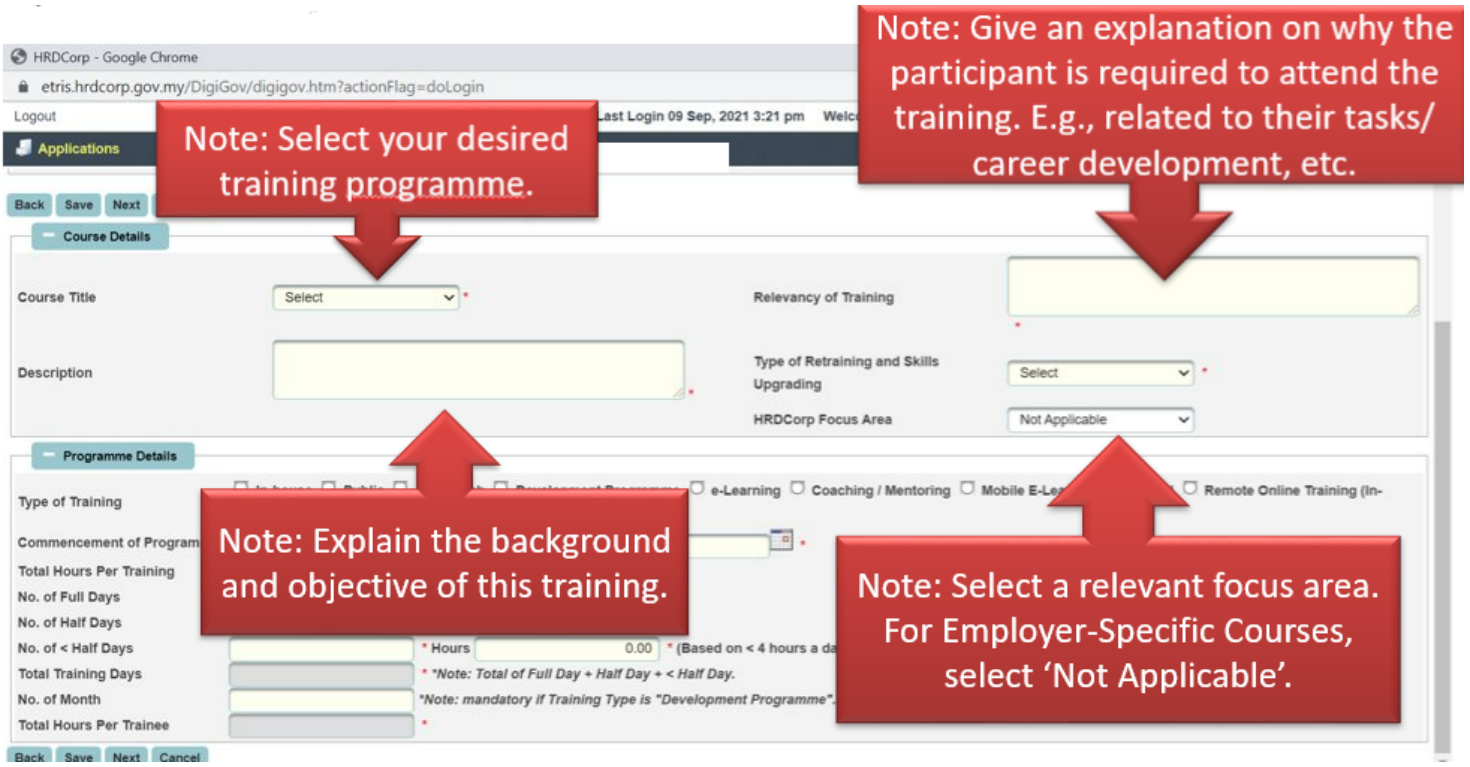
(7) Select your **Immediate Officer** and click **Next**



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



(9) Please select a training programme from the list, then key in all the required details and click **Next**

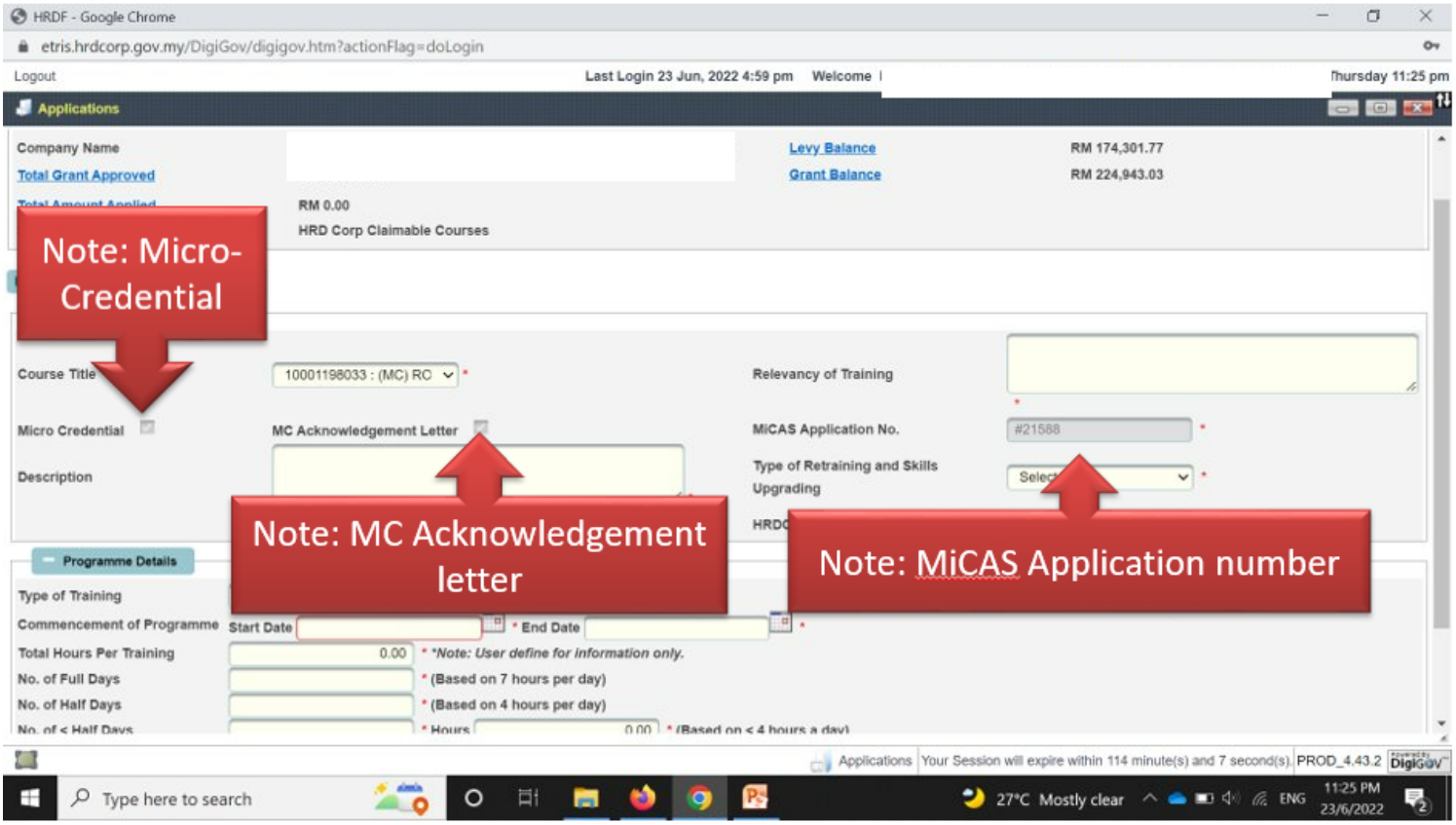


HRDCorp Focus Area

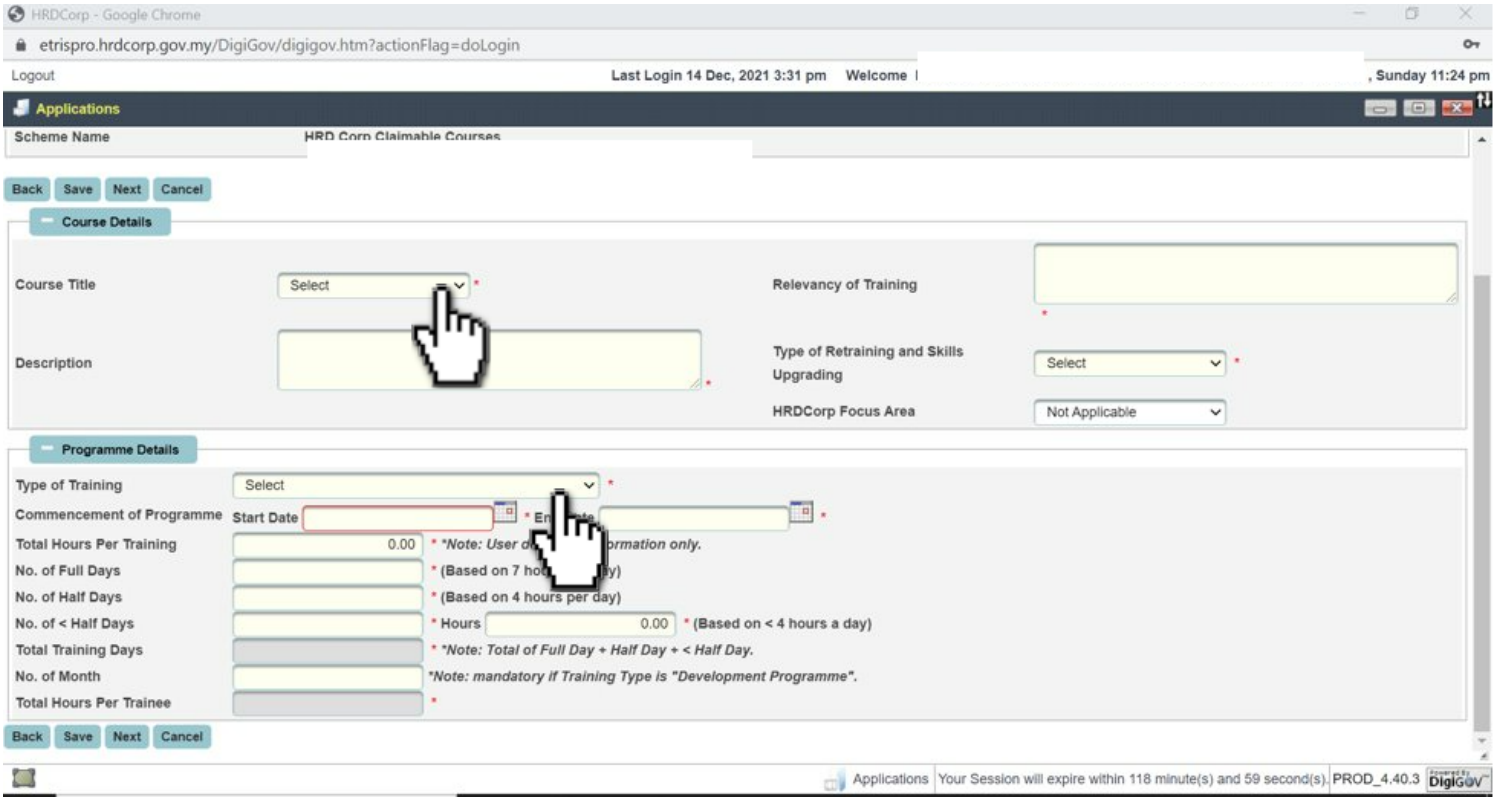
Based on the nine (9) pillars listed in the table below, HRD Corp Focus Area Courses are closely tied to supporting Government initiatives toward nation building. As a result, the courses offered through the HRD Corp Focus Areas are designed to provide the workforce with the skills needed for the jobs of today and those of tomorrow Details of the focus areas are as follows:

1. Industry 4.0
2. Green Technology / Renewable Energy
3. FinTech
4. Smart Construction
5. Smart Farming
6. Aerospace industry
7. Block chain
8. MicroCredential
9. Future Technology

(9.1) If the training programme is a micro-credential programme, you are required to complete these 3 fields. Save and click **Next**



(9.2) Please select a Course Title and Type of Training



Type of Training

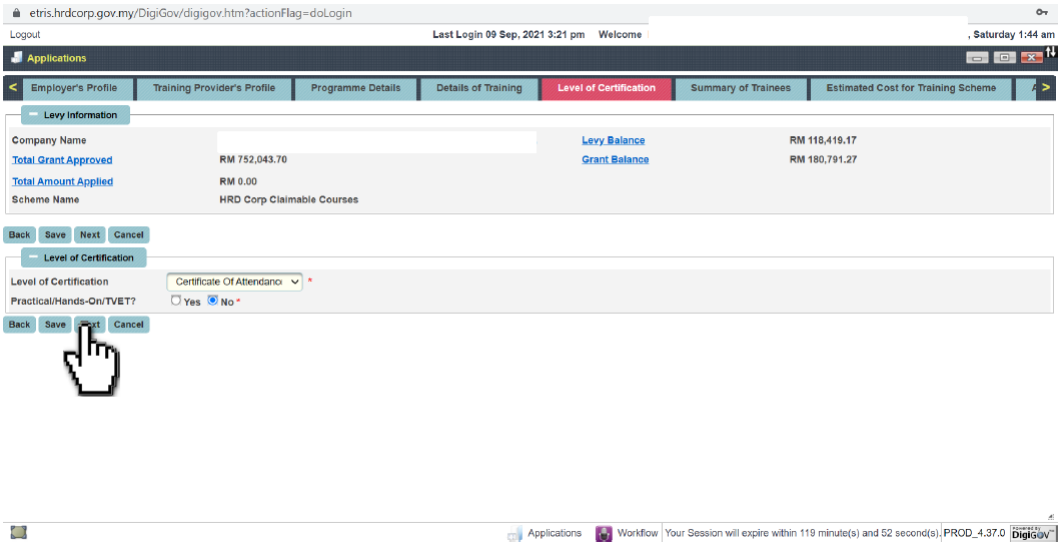
Select the correct type of training according to the actual type of training or mentioned in the training brochure

Exp :

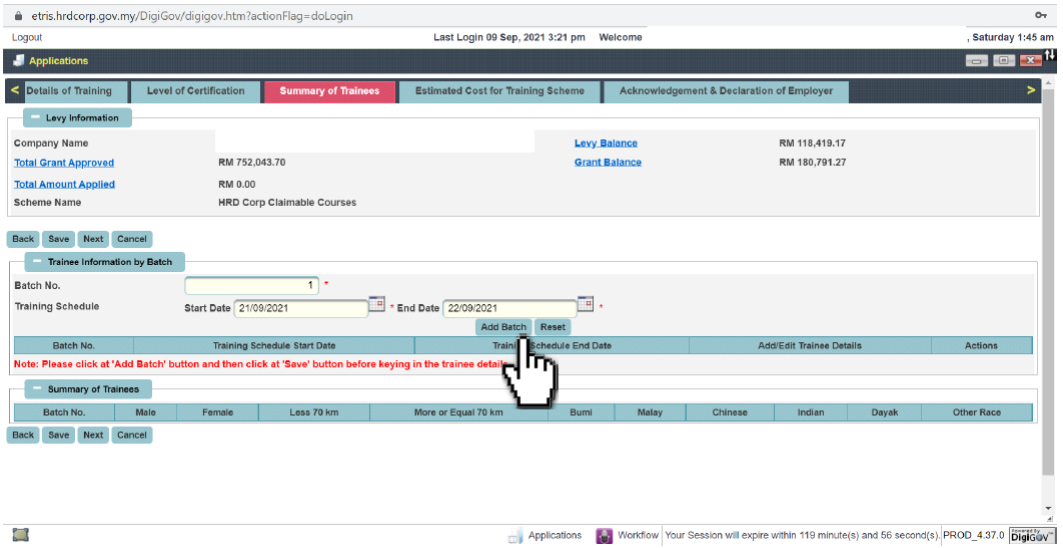
1. Face to face training, open to all employer / company - (Type of training - Public / In-House)
2. Virtual (Team Meeting) training, only for your company - (Type of training - Remote Online Training (Public) /
   Remote Online Training (In-House)
3. E-Learning (LMS, SAP, Etc) - (Type of training - E-learning)
4. Combination of Virtual and E-Learning - (Type of training - Hybrid)

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

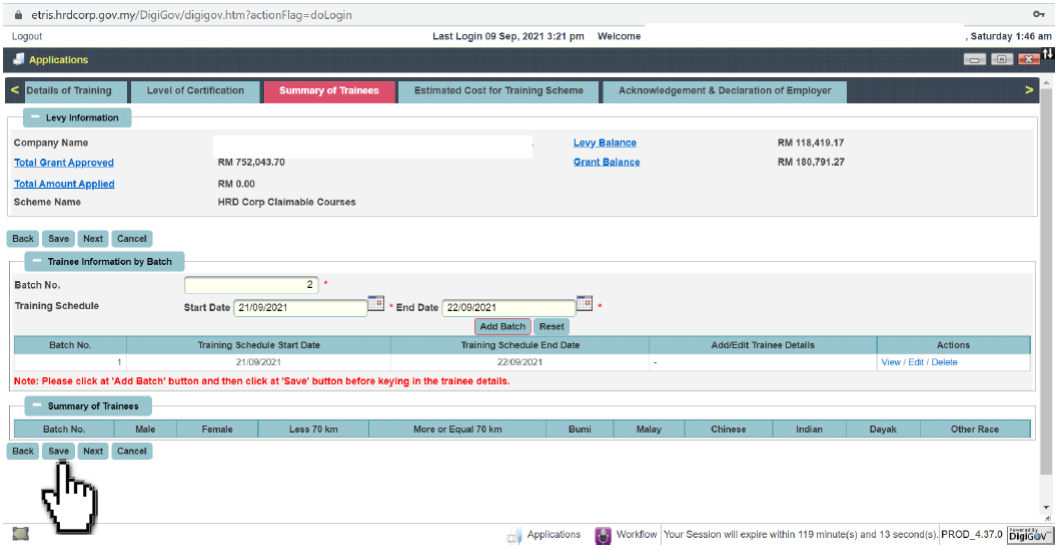
(11) Please select the level of Certification as appropriate and click Next



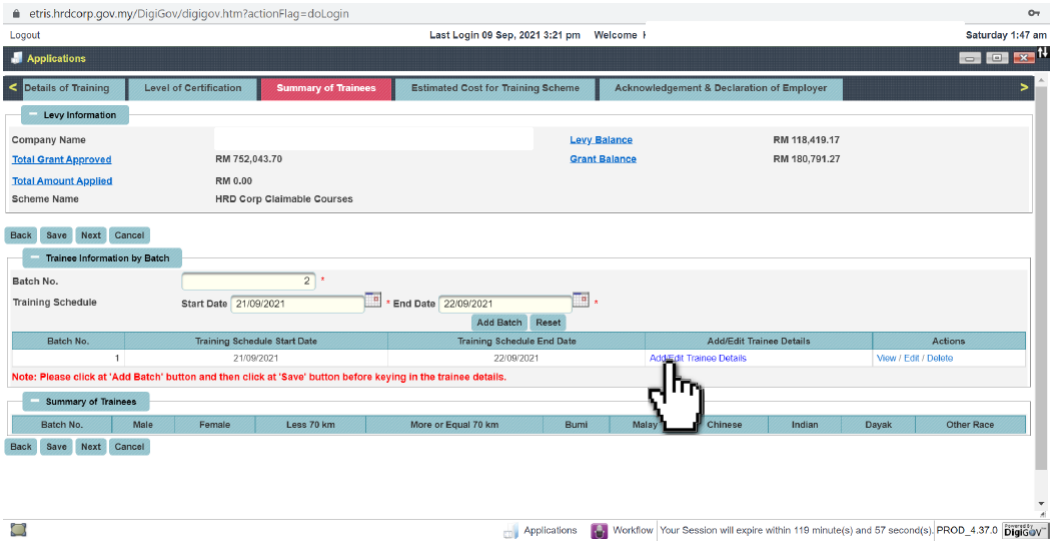
(12) Please follow the note and key trainees details.



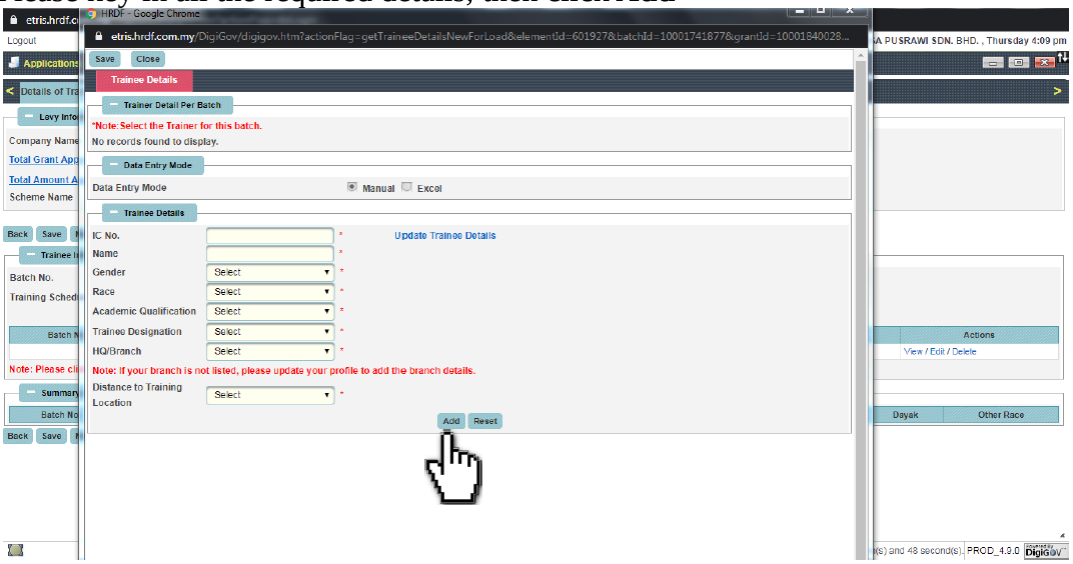
(12.1) Click **Add Batch**, then click **Save**



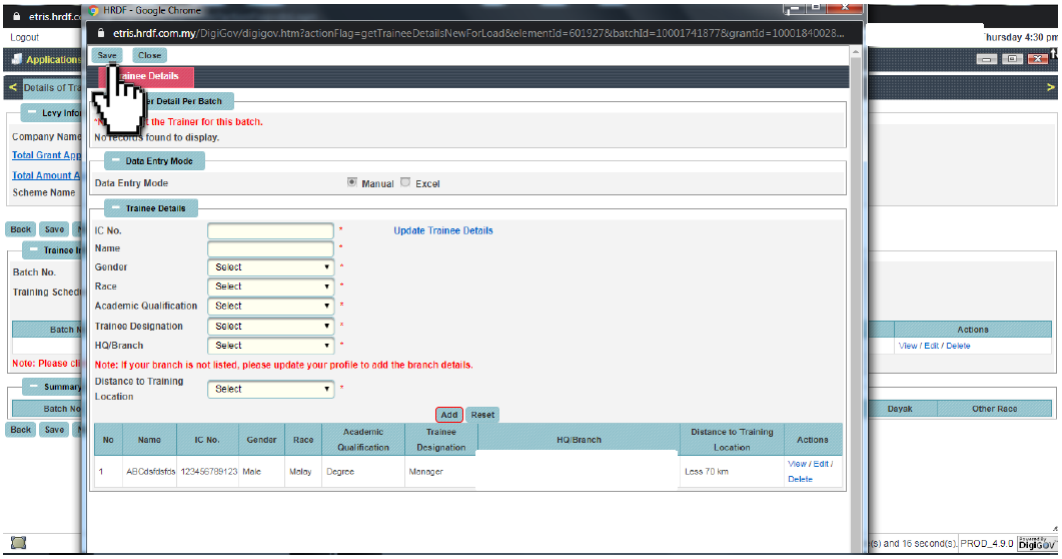
(12.2) Click **Add Trainee Details**



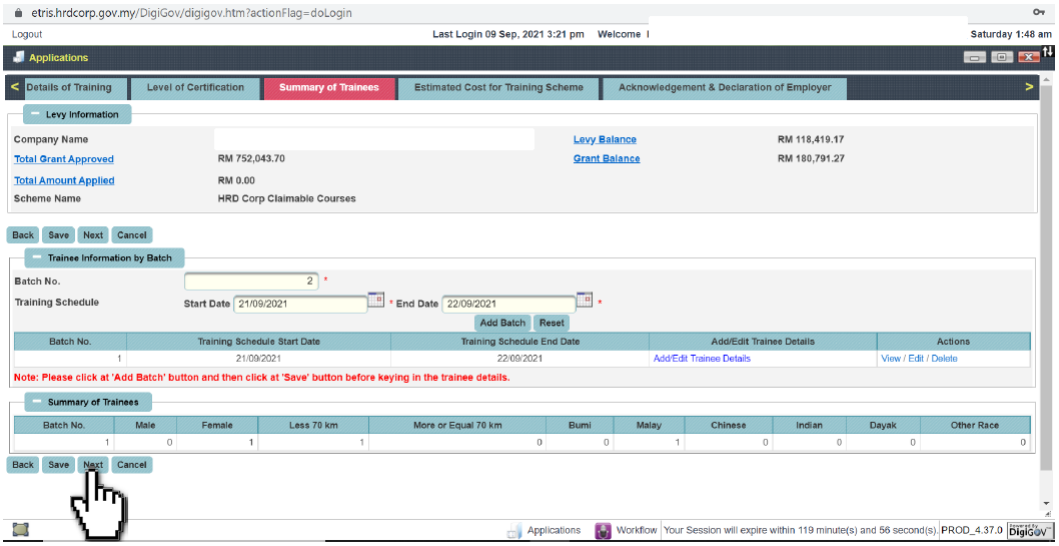
Please key in all the required details, then click **Add**



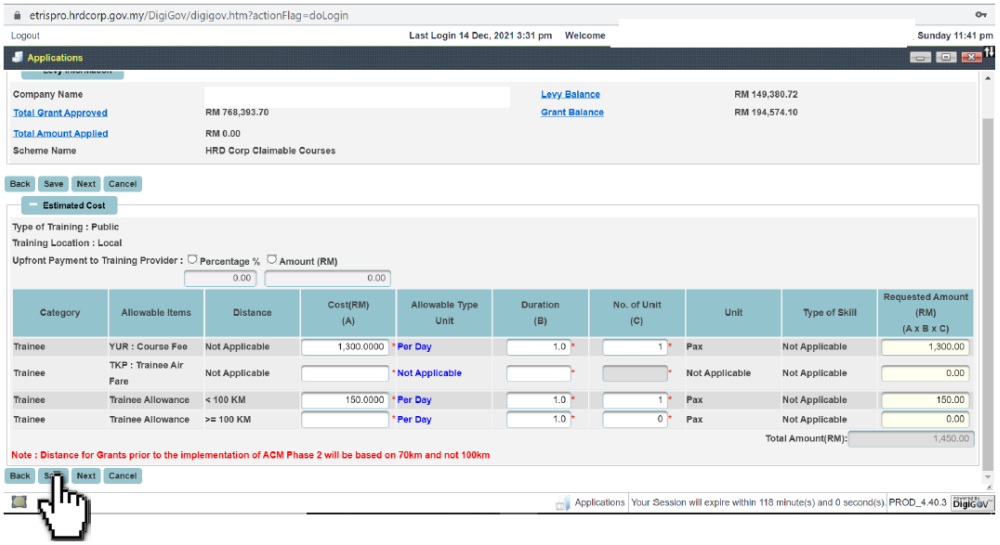
(12.4) Click **Add** if there are more participants. Once done, click **Save**



(12.5) Click Next



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

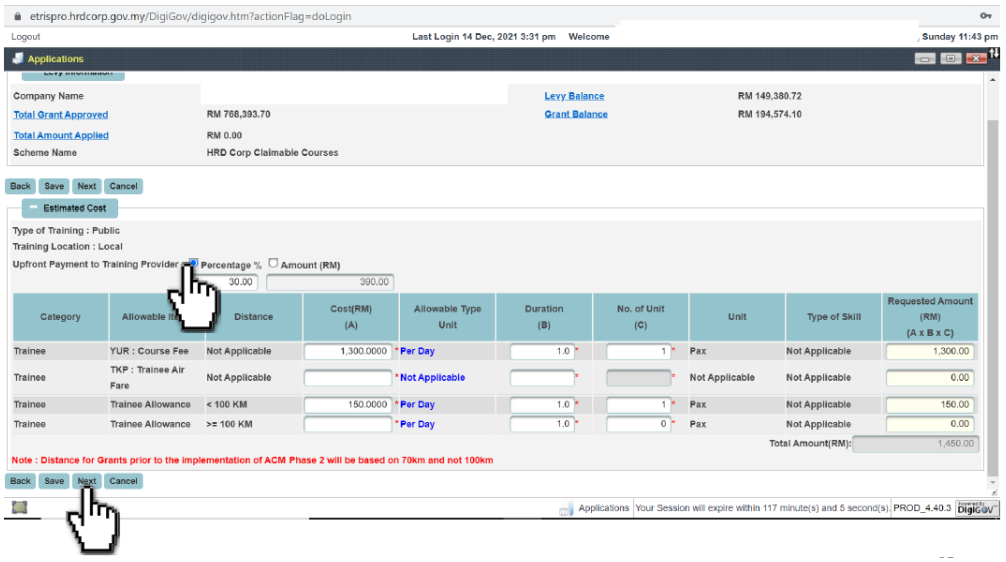


Estimation Cost

Estimation cost including the course fees, allowances and consumable training material. Please comply with HRD Corp Allowable Cost Matrix

- Course fees- Please key the course fees as per payment to the training provider (must comply with HRD Corp allowable matrix cost)
- Allowances -Please key the amount and column depending on the training location and type of training
- Consumable training material-Please key-in the amount as per eligibility

(13.1) Select Upfront Payment to Training Provider and key in the percentage from 1% to 30%. Then, click **Save** and **Next**

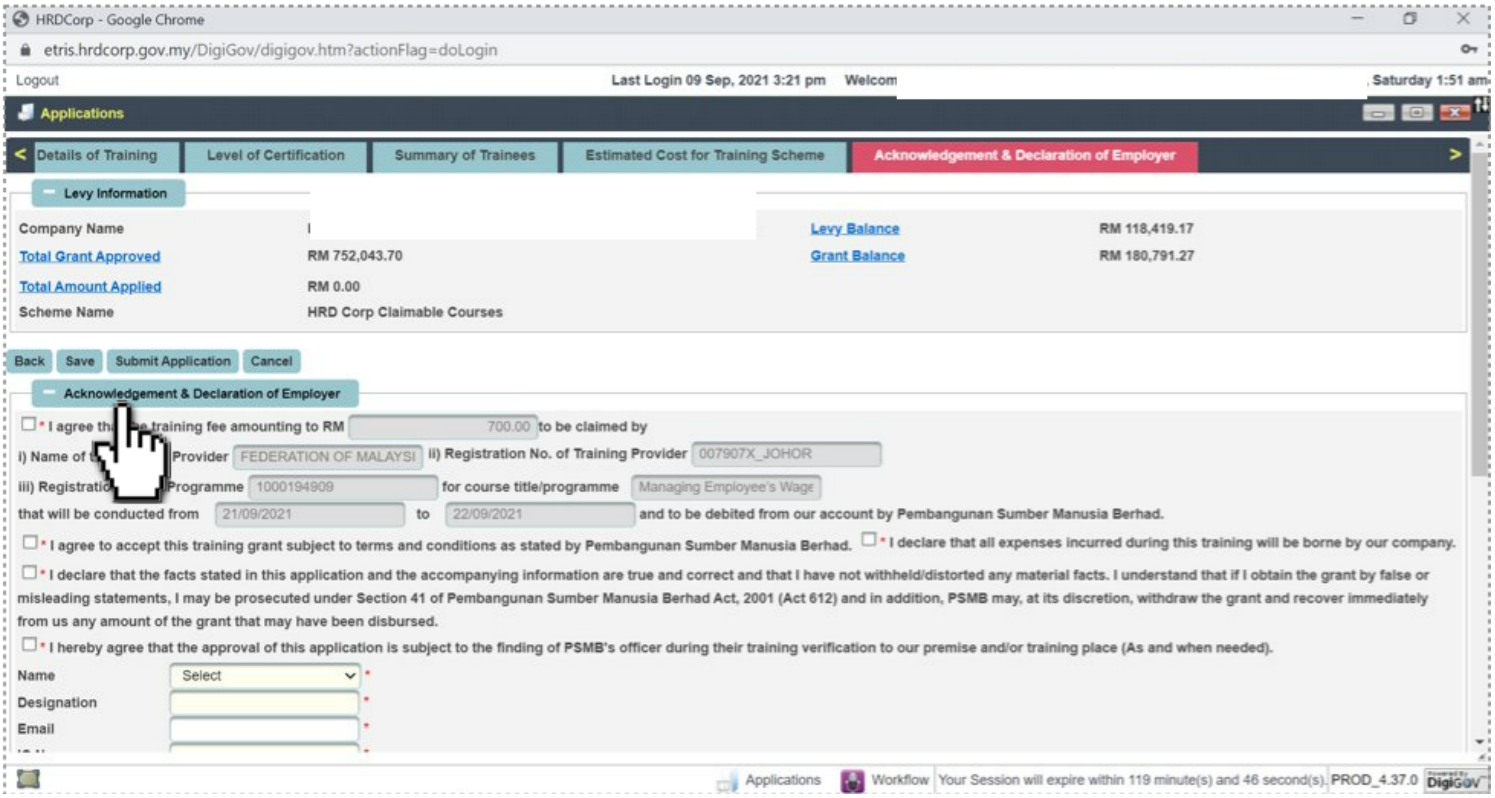


Upfront Payment

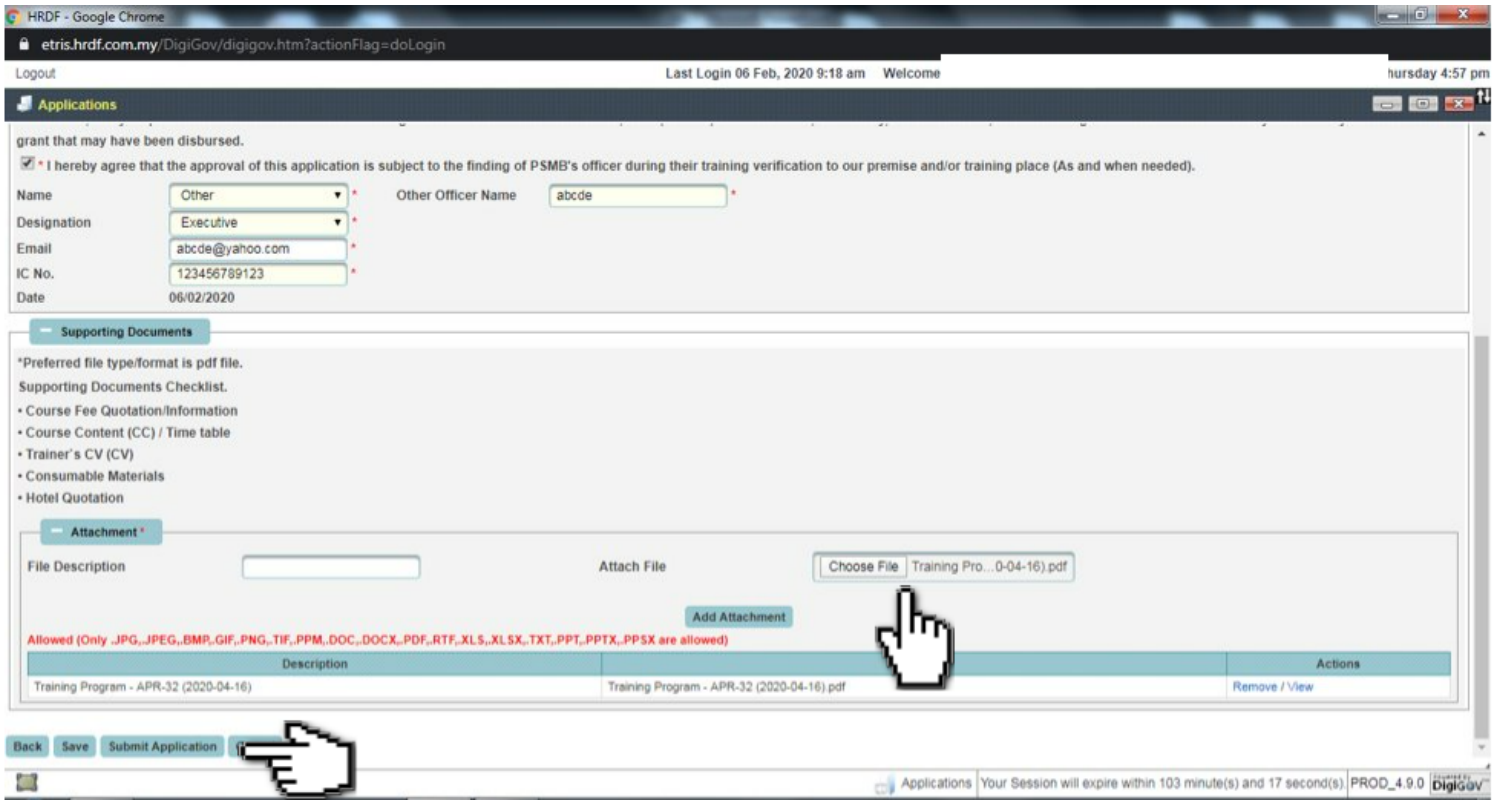
Upfront Payment to Registered Training providers

- The Training Provider may request for a maximum upfront payment of 30%, based on the total approved course fee. This is subject to consent from Registered Employers.

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



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



- Once 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 in the employer's screen and also will be notified via e-mail and e-Tris inbox.

Click here for more information.