



On behalf of SHRDC, I am pleased to inform you that HRDF is providing a 100% training grant for Malaysian SMEs for 2 programs offered by SHRDC. As such we would like to encourage you / your members to submit applications. Details follow:

1) 工业4.0 Industry 4.0 for SME- Get Started with Smart Factory

Date: 26-27 February (2 days, 9am – 5pm)

Venue: SHRDC

Max: 25 pax

Course outline as per attached.

And/Or

2) ☐ ☐ ☐ ☐ ☐ ☐ SME Change Leadership Program

Date: 24-25 February (2 days, 9am – 5pm)

Venue: SHRDC

Max:25 pax

Course outline as per attached.

Key funding criteria:

1. Target group: Malaysian SMEs, HRDF registered and non-registered employers.
Applicable SME definition as per below:

Sector

Number of Employees

Manufacturing

Less than 200 employees

Services & other sectors

Less than 75 employees

1. Maximum of employees eligible for grant – 5 pax per company per program

1. Employees that have undertaken HRDF INDCERT are allowed to participate

Application requirements & criteria:

Provide confirmation to SHRDC contact by 5pm, Tuesday 4 February 2020 with the following:

1. Confirm list of participants with name, sex, race, highest academic qualification (e.g. diploma in mechatronics, Politeknik Shah Alam) and current position in company

1. Have your HRDF CoID ready (not applicable for non HRDF contributors)

1. Contact details (Name, designation, tel & email) of HR contact/executive.

1. Latest copy of company EPF statement detailing name of employees. This can be downloaded via company's iAkaun with EPF.

SHRDC will then follow up with the compulsory forms to be filled in and signed & stamped by company's general manager/department manager.

Application is on a first come first served basis and approval is subjected to HRDF's discretion. SHRDC will be notified on the outcome and we will inform all applicants.

For more information on this scheme, kindly visit <https://www.hrdf.com.my/sme-skills/>

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