

人力资源发展基金简介

Introduction of Human Resources Development Fund (HRDF)



Kementerian Sumber Manusia



1993 - 20th 13
HRDF ANNIVERSARY

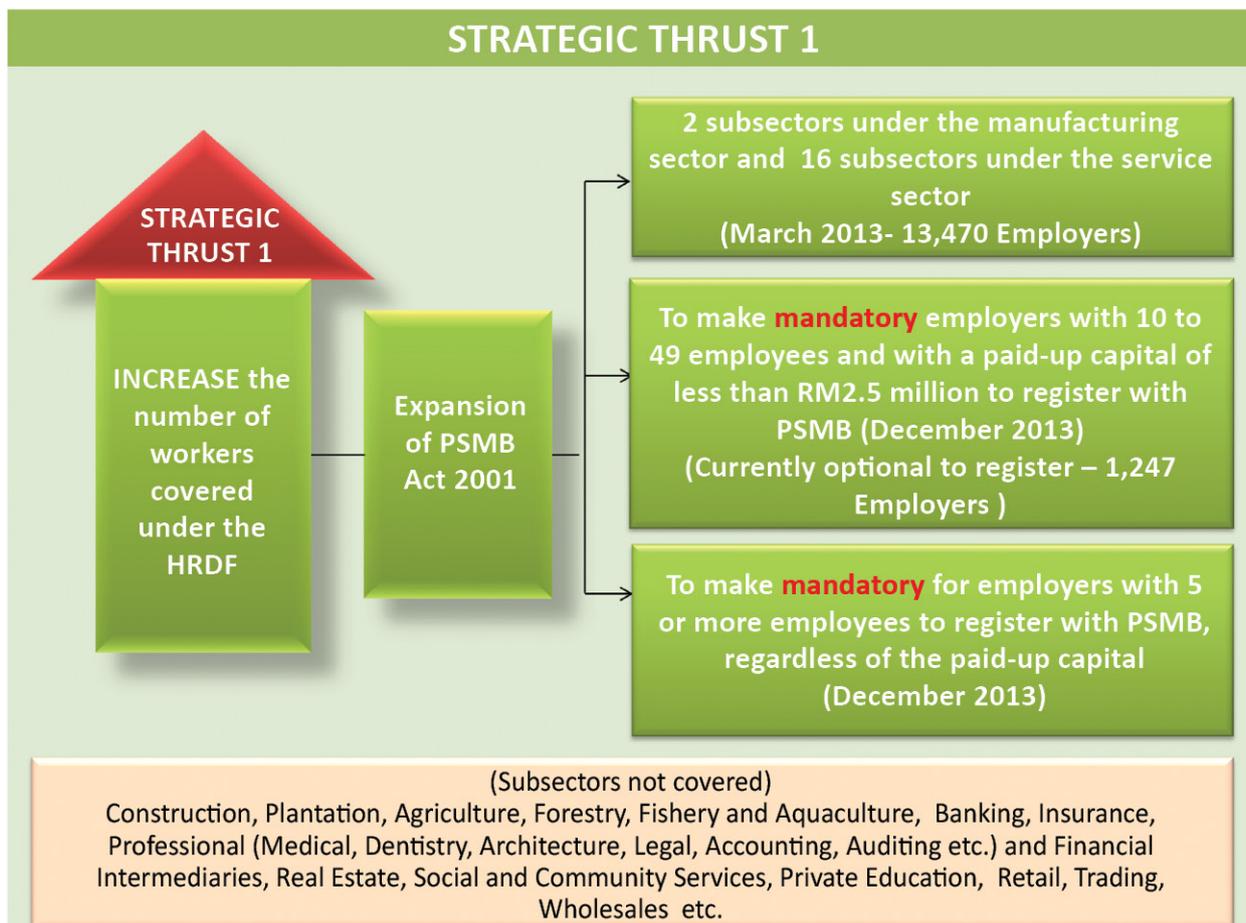
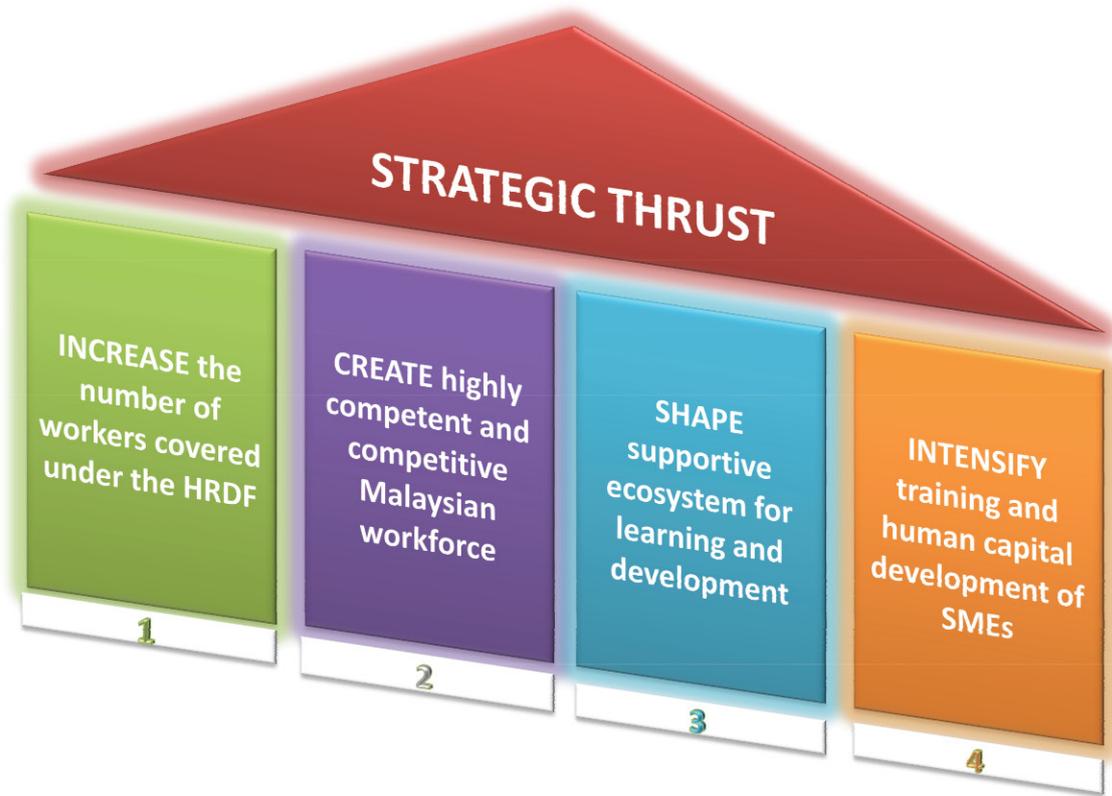
MISSION

To enhance the knowledge, skills and capabilities of the workforce through effective management of the Human Resources Development Fund (HRDF)

OBJECTIVES

- Encourage employers in the private sector to retrain and upgrade the skills of their workers
- Assist in human capital development with the latest and specific skills
- Produce highly skilled and world class workforce towards high income economy
- Increase productivity, efficiency and strengthen the country's competitiveness in the global market





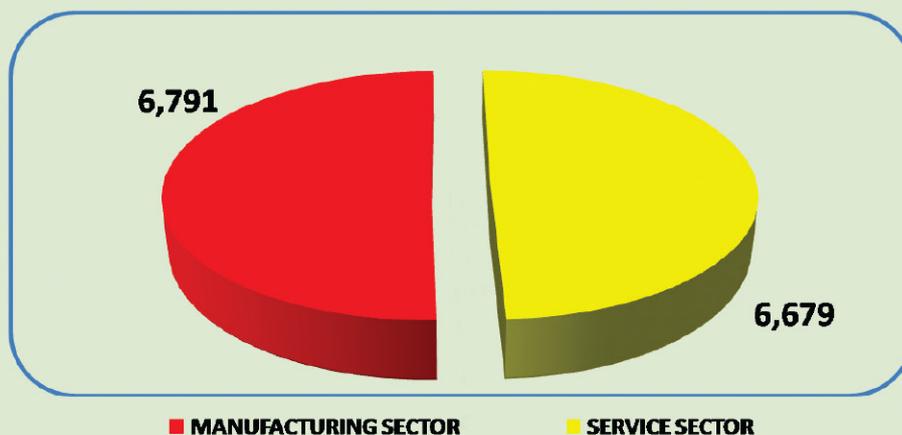
INCREASE THE NUMBER OF WORKERS COVERED UNDER THE HRDF

Prospective Employers to be Registered (2012 – 2013)

Sector	Employers with Less than 10 Employees	Employers with 10 and More Employees	Employers that have Registered with PSMB	Prospective Employers to be Registered
Manufacturing Sector				
(i) 23 Existing Subsectors	20,082	17,693	6,791	11,021
(ii) 2 Subsectors to be Covered (Quarry, Mining and Extraction of Crude Petroleum and Natural Gas)	1,434	1,833	-	1,833
Service Sector				
(i) 21 Existing Subsectors	381,585	10,334	6,679	4,037
(ii) 16 Subsectors to be Covered		9,454	-	9,454
(iii) Construction, Banking, Insurance, Professional (Medical, Dentistry, Architecture, Legal, Accounting, Auditing etc.) and Financial Intermediaries, Real Estate, Social and Community Services, Private Education, Retail, Trading, Wholesales etc.		75,295	-	-
Agriculture (Including Plantation, Forestry, Fishery and Aquaculture)	31,838	3,256	-	-
TOTAL	434,939	117,865	13,470	26,345

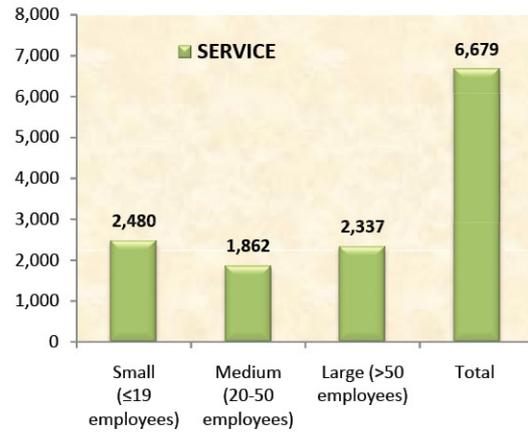
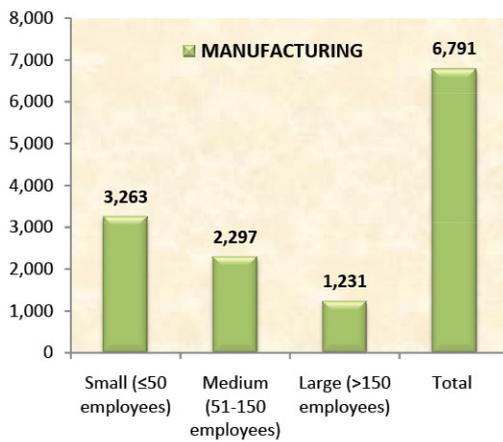
REGISTRATION UNIT REPORT (1993 – MARCH 2013)

NUMBER OF EMPLOYERS REGISTERED BY SECTOR



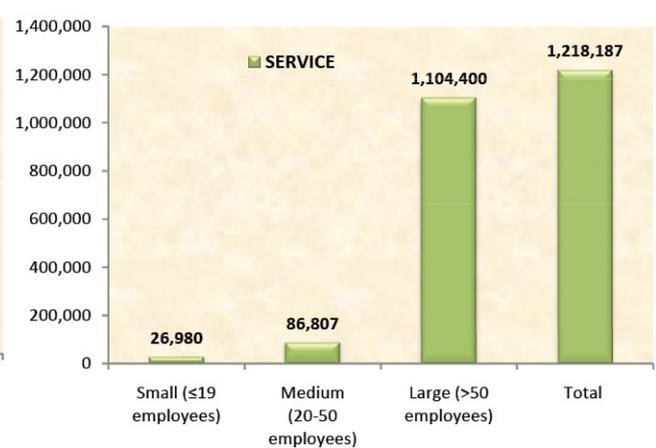
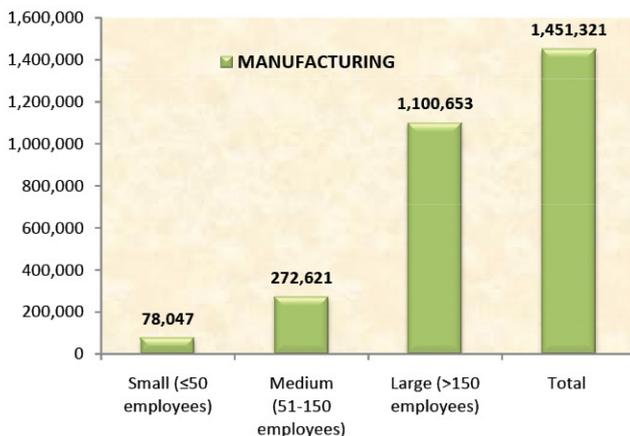
Total Registered Employers : 13,470

BREAKDOWN OF EMPLOYERS REGISTERED BY CATEGORY (National SME Development Council Definition)



	Small (≤50 employees)	Medium (51-150 employees)	Large (>150 employees)	Total
MANUFACTURING	3,263	2,297	1,231	6,791
%	48.05	33.82	18.13	
	Small (≤19 employees)	Medium (20-50 employees)	Large (>50 employees)	Total
SERVICE	2,480	1,862	2,337	6,679
%	37.13	27.88	34.99	

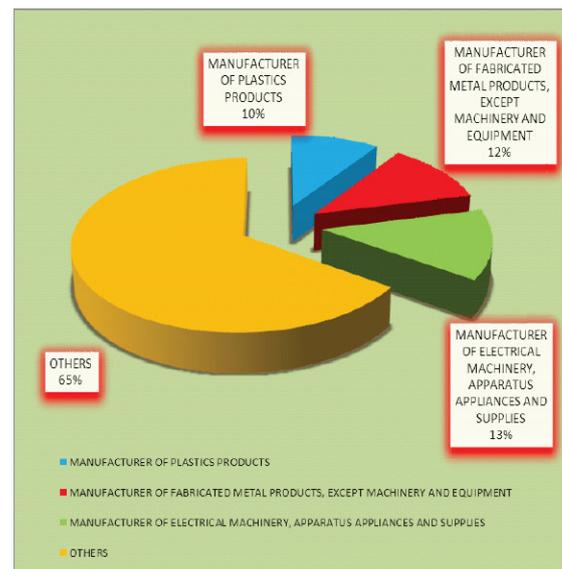
BREAKDOWN OF EMPLOYEES BY REGISTERED EMPLOYERS BY CATEGORY (National SME Development Council Definition)



	Small (≤50 employees)	Medium (51-150 employees)	Large (>150 employees)	Total
MANUFACTURING	78,047	272,621	1,100,653	1,451,321
%	5.38	18.78	75.84	
	Small (≤19 employees)	Medium (20-50 employees)	Large (>50 employees)	Total
SERVICE	26,980	86,807	1,104,400	1,218,187
%	2.21	7.13	90.66	

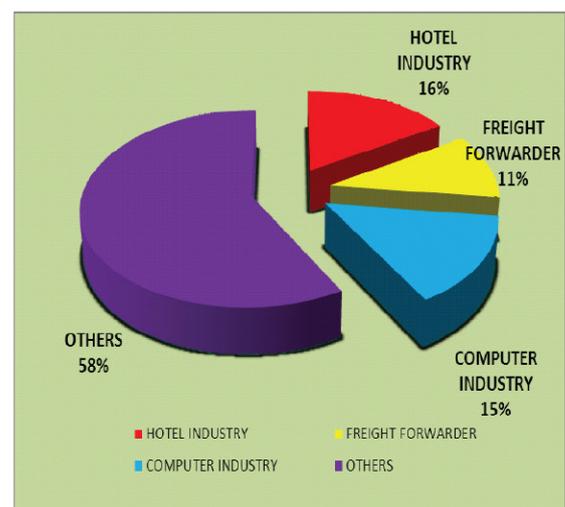
INDUSTRY CODE	MANUFACTURING SECTOR	NO. OF EMPLOYERS	%
311	FOOD MANUFACTURING	558	8.22
312	FOOD MANUFACTURING	164	2.41
313	BEVERAGE INDUSTRIES	51	0.75
314	TOBACCO MANUFACTURERS	9	0.13
321	MANUFACTURER OF TEXTILES	159	2.34
322	MANUFACTURER OF WEARING APPAREL, EXCEPT FOOTWEAR	121	1.78
323	MANUFACTURER OF LEATHER & PRODUCTS OF LEATHER, LEATHER SUBSTITUTES & FUR, EXCEPT FOOTWEAR & WEARING APPAREL	19	0.28
324	MANUFACTURER OF FOOTWEAR, EXCEPT VULCANISED OR MOULDED RUBBER OR PLASTICS FOOTWEAR	15	0.22
331	MANUFACTURER OF WOOD & WOOD PRODUCTS AND CORK, EXCEPT FURNITURE	399	5.88
332	MANUFACTURE OF FURNITURE AND FIXTURES EXCEPT PRIMARILY OF METAL	240	3.53
341	MANUFACTURER OF PAPER AND PAPER PRODUCTS	218	3.21
342	PRINTING, PUBLISHING AND ALLIED INDUSTRIES	235	3.46
351	MANUFACTURER OF INDUSTRIAL CHEMICALS	162	2.39
352	MANUFACTURER OF OTHER CHEMICAL PRODUCTS	316	4.65
353	PETROLEUM REFINERIES	44	0.65
354	MANUFACTURER OF MISCELLANEOUS PRODUCTS OF PETROLEUM & COAL	12	0.18
355	MANUFACTURER OF RUBBER PRODUCTS	324	4.77
356	MANUFACTURER OF PLASTICS PRODUCTS	655	9.65
361	MANUFACTURER OF POTTERY, CHINA AND EARTHENWARE	16	0.24
362	MANUFACTURER OF GLASS AND GLASS PRODUCTS	44	0.65
369	MANUFACTURER OF NON-METALLIC MINERAL PRODUCTS	340	5.01
371	IRON AND STEEL BASIC INDUSTRIES	219	3.22
372	NON-FERROUS METAL BASIS INDUSTRIES	87	1.28
381	MANUFACTURER OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT	785	11.56
382	MANUFACTURER OF MACHINERY EXCEPT ELECTRICAL	270	3.98
383	MANUFACTURER OF ELECTRICAL MACHINERY, APPARATUS APPLIANCES AND SUPPLIES	901	13.27
384	MANUFACTURER OF TRANSPORT EQUIPMENT	294	4.33
385	MANUFACTURER OF PROFESSIONAL AND SCIENTIFIC & MEASURING AND CONTROLLING EQUIPMENT N.E.C. AND OF PHOTOGRAPHIC AND OPTICAL GOODS	57	0.84
390	OTHER MANUFACTURING INDUSTRIES	77	1.13
TOTAL		6,791	100.00

EMPLOYERS REGISTERED FROM THE MANUFACTURING SECTOR (1993 – MARCH 2013)



INDUSTRY CODE	SERVICE SECTOR	NO. OF EMPLOYERS	%
41010	ENERGY	43	0.64
52112	HYPERMARKET/SUPERMARKET	251	3.76
52192	DEPARTMENTAL STORE	7	0.10
52512	DIRECT SELLING	190	2.84
60100	TRAIN SERVICES	0	0.00
60211	BUS SERVICES	128	1.92
60212	FACTORY BUS SERVICES	5	0.07
60213	SCHOOL BUS SERVICES	5	0.07
60214	SUBURBAN RAILWAY PASSENGER TRANSPORT SERVICES	5	0.07
60219	OTHER SCHEDULED PASSENGER LAND TRANSPORT	5	0.07
60221	TAXI CAR FOR HIRE	15	0.22
60229	OTHER NON-SCHEDULED PASSENGER LAND TRANSPORT	7	0.10
60230	FREIGHT TRANSPORT BY ROAD	535	8.01
63020	BONDED WAREHOUSE	42	0.63
63035	PORT SERVICES	30	0.45
63200	HOTEL INDUSTRY	1,072	16.05
71181	FREIGHT FORWARDER	719	10.77
71210	SHIPPING	187	2.80
71310	AIR TRANSPORT	26	0.39
71919	TRAVEL AGENCY	184	2.75
72001	POSTAL	71	1.06
72009	TELECOMMUNICATION	136	2.04
73100	RESEARCH & DEVELOPMENT	78	1.17
74120	ENGINEERING SUPPORT & MAINTENANCE	469	7.02
75220	SECURITY FIRMS	504	7.55
83230	COMPUTER INDUSTRY	968	14.49
83250	ADVERTISING	213	3.19
85100	PRIVATE HOSPITAL	162	2.43
93100	PRIVATE INSTITUTION OF HIGHER LEARNING	303	4.54
93101	TRAINING PROVIDER	319	4.78
TOTAL		6,679	100.00

EMPLOYERS REGISTERED FROM THE SERVICE SECTOR (1995 – MARCH 2013)



INCREASE THE NUMBER OF WORKERS COVERED UNDER THE HRDF

Subsectors Currently Covered under PSMB Act

MANUFACTURING SECTOR

1. Electrical and Electronic
2. Metal Product
3. Mineral Product
4. Food and Beverages
5. Transport Equipment
6. Plastic
7. Wood & Wood based and Cork
8. Machinery
9. Industrial Chemicals
10. Paper and Pulp
11. Iron and Steel
12. Rubber Product
13. Furniture and Fixtures
14. Printing and Publishing
15. Textile and Apparel
16. Petroleum and Coal
17. Optical and Photography
18. Glass and Glass Product
19. Petroleum Refinery
20. Footwear
21. Ceramic
22. Tobacco
23. Leather

SERVICE SECTOR

1. Energy
2. Hypermarket/Supermarket/Departmental Store
3. Direct Selling
4. Commercial Land Transport and Railway Transport Services
5. Warehousing Services
6. Port Services
7. Hotel Industry
8. Freight Forwarding
9. Shipping
10. Air Transport
11. Tour Operating Business (In-bound only)
12. Postal or Courier
13. Telecommunication
14. Research & Development
15. Engineering Support & Maintenance Services
16. Security Services
17. Computer Services
18. Advertising
19. Private Hospital Services
20. Higher Education
21. Training



18 Subsectors Expansion of PSMB Act

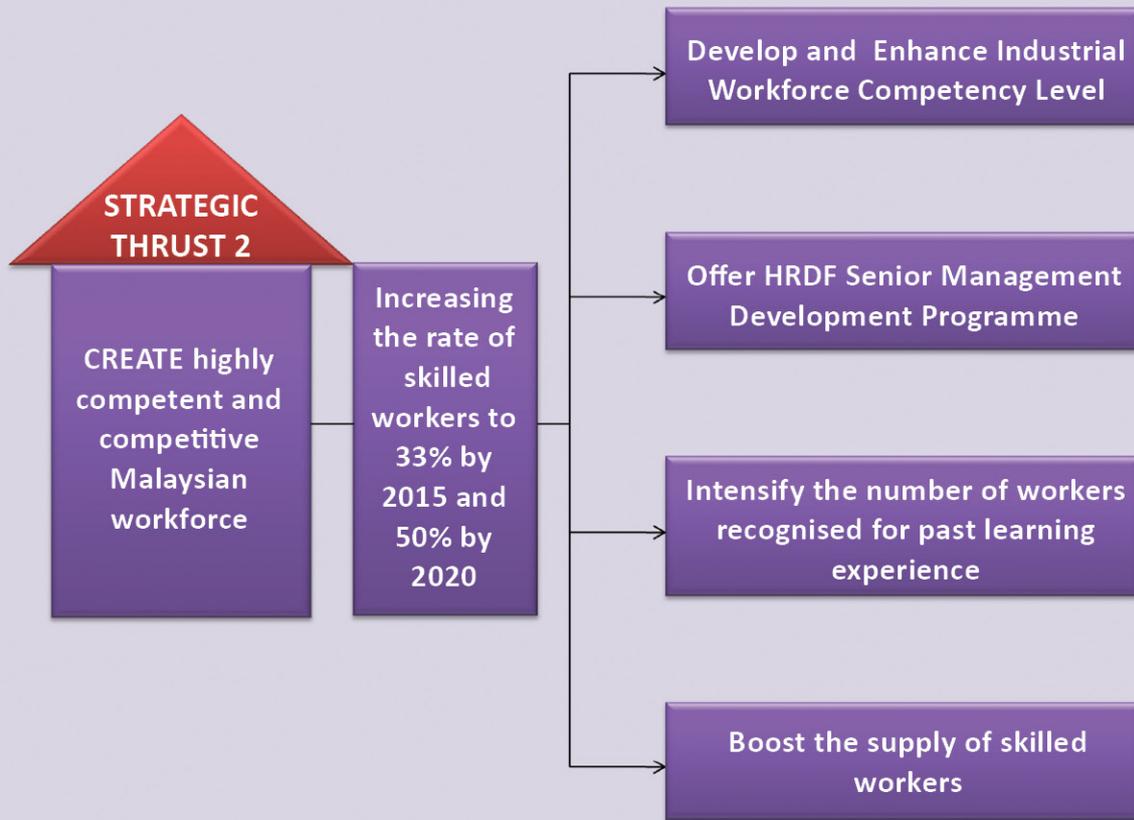
MANUFACTURING SECTOR (1,833 Employers):

1. Mining / Quarrying
2. Extraction of Crude Petroleum and Natural Gas

SERVICE SECTOR (9,454 Employers) :

1. Franchise
2. Broadcasting
3. Driving school
4. Sale of motor vehicle for land transportation and after sale service
5. Gas, steam and air-conditioning supply
6. Water treatment and supply
7. Sewerage
8. Waste collection, treatment and disposal activities and material recovery
9. Food and beverage service activities
10. Motion picture, video and television programme production, sound recording and music publishing activities
11. Health services: health lab, physiotherapy centre and occupational therapy, acupuncture, homeopathy and herbal originated medication or alternative medication services
12. Travel agency, tour operator, reservation service and related activities (out-bound)
13. Building Maintenance and landscape activities
14. Event management, exhibition, conference and show promotion
15. Early childhood education
16. Information service activities

STRATEGIC THRUST 2



CREATE HIGHLY COMPETENT AND COMPETITIVE MALAYSIAN WORKFORCE



Develop and Enhance Industrial Workforce Competency Level



- Focus on Up-skilling, Cross-skilling, high end and technical-based programmes.
- Emphasis on Biotechnology, Bio-Informatic, Bio-Mass, Green Technology, Solar and Reusable Energy.
- Internationally recognised certification.
- Only certification programmes are approved under the PROLUS Scheme.
- Promote development programmes such as Diploma, Degree, Masters and Doctorates.
- Propagate life-long learning.



Offer HRDF Senior Management Development Programme



NO.	COURSES
1.	Senior Management Development Programme (Petronas Leadership Centre / University of Melbourne, Australia)
2.	HRDF Senior Management Development Programme (Asia e University / University of Leeds, UK)
3.	HRDF Senior Management Development Programme (Open University Malaysia / University of York, UK)
4.	HRDF Senior Management Development Programme : Leadership for SMEs (Cranfield University, UK)
5.	HRDF Senior Management Development Programme : Strategic Planning (University of Oxford, UK)
6.	HRDF Senior Management Development Programme : Corporate Directors Training Programme (COMTRAC)
7.	Senior Management Development Programme (Harvard University, USA)



Intensify the number of workers recognised for past learning experience



- Recognition of Prior Learning (RPL) Scheme under JPK
- Collaboration with Sydney Technical Institute, Australia

CREATE HIGHLY COMPETENT AND COMPETITIVE MALAYSIAN WORKFORCE

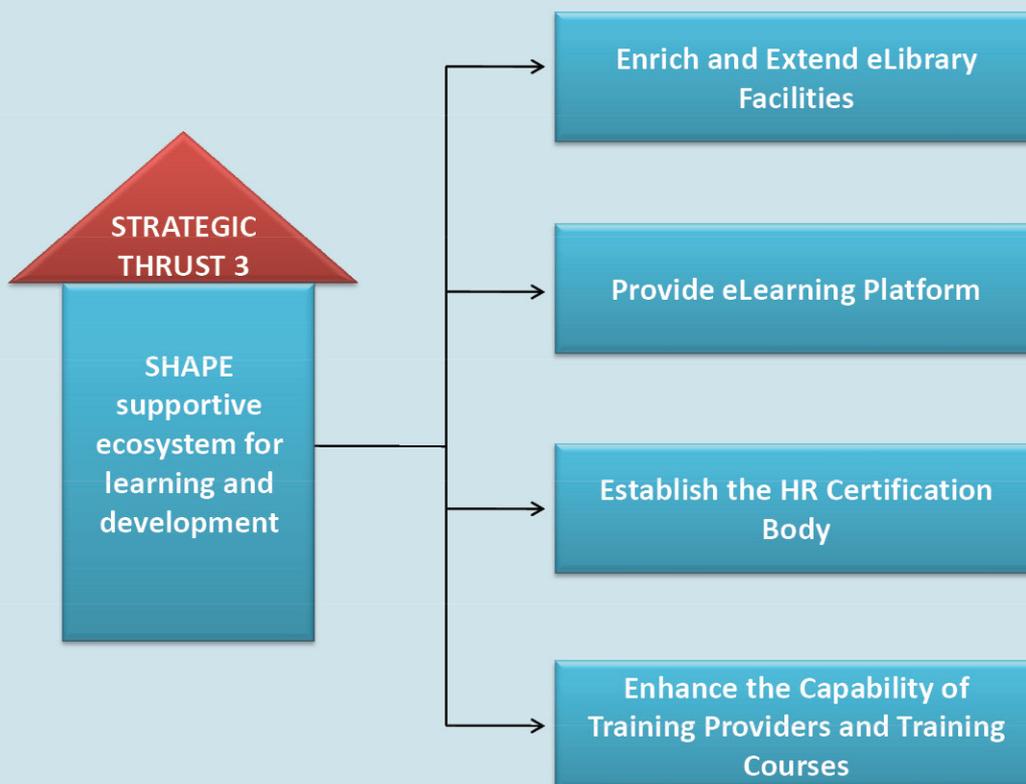


Boost the supply of skilled workers



- Development of Level 3 & 4 of Apprenticeship Scheme
- Dropouts / School leavers to gain skill and knowledge for better employability
- Accreditation by Department of Skills Development
- Employers to obtain skilled workers

STRATEGIC THRUST 3



SHAPE SUPPORTIVE ECOSYSTEM FOR LEARNING AND DEVELOPMENT



Enrich and Extend eLibrary Facilities



- Expand the number of eBooks
- Extend the accessibility to eLibrary to registered training providers
- Add eJournal, audio books and instructional videos

Provide eLearning Platform



- Provide Learning Management System (LMS) platform to registered training providers
- Host generic eLearning programmes to PSMB registered employers
- Promotional activities to enhance awareness

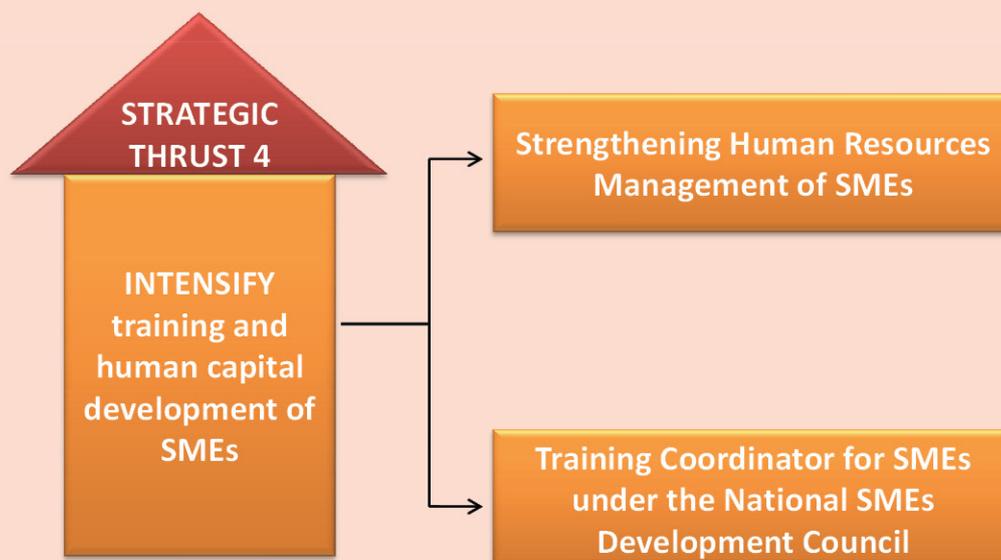
Establish the HR Certification Body



- To recognise HR as a professional discipline
- To organise HR certification

SHAPE SUPPORTIVE ECOSYSTEM FOR LEARNING AND DEVELOPMENT**Enhance the Capability of Training Providers and Training Courses**

- Implement Continuous Professional Development (CPD) points for trainers
- Implement STAR Rating on training providers
- Enhance trainers capability through Master Trainer programme

STRATEGIC THRUST 4

INTENSIFY TRAINING AND HUMAN CAPITAL DEVELOPMENT OF SMES



Strengthening Human Resources Management of SMEs

By Assisting SMEs to Adopt Total Human Capital Development System (THCDS)



1) Provision of HR Solutions Services

- Offer advisory services on HRM via Call Centre
- Provide comprehensive static information on HRM via NHRC Portal
- Coordinate consultancy services on HRM

2) HR Capability Building

- Offer HR training programmes (functional and certification) targeted for all level of HR practitioners / Non-HR practitioners / business owners

3) Peer Sharing and Networking for HR practitioners

- HR Club and Peer Mentoring sessions
- HR Seminars and HR Events (e.g. HRD Conference / HR Forum / Dialogue etc.)

4) NHRC Publications

- *Panduan Ringkas Pengurusan Sumber Manusia bagi Majikan Perusahaan Kecil dan Sederhana* (in Malay and Mandarin languages)
- Quick reference of HRM for SME employers
- Employee Handbook
- Benchmarking Training Best Practices of Malaysian SMEs

5) Second Phase of NHRC

- To establish Responsible Employer Award for employers who adopted modern and progressive HR practices
- Provide Tax Incentive to employers who subscribed to NHRC

INTENSIFY TRAINING AND HUMAN CAPITAL DEVELOPMENT OF SMES



Training Coordinator for SMEs under the National SMEs Development Council



- Identify and address training needs of SMEs
- Coordinate, facilitate, implement and monitor SME training and development programmes
- Conduct evaluation study on the effectiveness, relevancy and quality of the training programmes
- Benchmark training programmes against international best practices
- Establish close rapport with organisations in the private sector
- Coordinate training and development programmes to enhance quality of trainers



Kementerian Sumber Manusia



HRDF
MAMALAYSIAM



NHRC
National Human Resource Centre
MALAYSIA

1993 - 20th
HRDF ANNIVERSARY

HRDF PRODUCTS

SBL Sheme	SBL-Khas Scheme
PROLUS Scheme	PERLA Scheme
Apprenticeship Schemes	Information Technology And Computer Aided Training Scheme
Computer Based Training Scheme	Purchase Of Training Equipment And Setting Up Of Training Room Scheme
SME Training Partners (SMETAP) Scheme	Industrial Training Scheme
SME On-The-Job Training Scheme	Recognition of Prior Achievement Scheme (RPA)
SME TNA Consultancy Scheme	Future Workers Training Scheme (FWT)



SBL SCHEME

- Employers are expected to identify their workers training needs and send them for training
- Employers have
- Financial Assistance:
 - Course Fee
 - Allowances
 - Flight Ticket

SBL-KHAS SCHEME

- For employers to get financial assistance in the purpose of sending their workers to training programmes.
- Employers DO NOT have to pay upfront fees.

SIMILARITIES

DIFFERENCE

PROLUS	PERLA
Approved Training Programme Scheme (<i>Program Latihan yang Diluluskan</i>)	A continuation of PROLUS
Employers are eligible for financial assistance to have trainings that have Approve Training Programme (ATP) status	
Registration are not required	
Employers DO NOT HAVE to pay upfront costs incurred in retraining and skills upgrading	Employers HAVE to pay upfront costs incurred in retraining and skills upgrading

APPRENTICESHIP SCHEME

- The scheme is opened for **PMR** or **SPM school leavers** and **dropout students**
- Selection of apprentice will be through interview session conducted by the employer and PSMB
- Training fees incurred will be fully paid by PSMB



INFORMATION TECHNOLOGY AND COMPUTER AIDED TRAINING SCHEME

- This scheme is to complement the Computer-Based Training Scheme
- Under the scheme, employers are allowed to purchase multimedia personal computers, subject to a maximum of RM25,000.00, once in every 3 years

PURCHASE OF TRAINING EQUIPMENT AND SETTING UP OF TRAINING ROOM SCHEME

- Enables employers to obtain financial assistance to purchase training equipment
- Equipping, renovating and improving training room to encourage more retraining activities
- 100% financial assistance will be given, subject to 20% of the levy balance on 1st January in the year the application is submitted

SME TRAINING PARTNERS (SMETAP) SCHEME

- In collaboration with local and international training providers, SMETAP gives special training to qualified employers
- Fees will be charged on employer levy account

INDUSTRIAL TRAINING SCHEME

- Enables employers to get financial assistance to finance trainee monthly allowance and other allowable costs during their practical training
 - Maximum RM500/month with a minimum of 2 months and maximum of 8 months of training period
- Payment is based on employer claim



SME ON-THE-JOB TRAINING SCHEME

- Under this scheme, skilled workers are given a chance to train unskilled workers
- Reimbursement of financial assistance will be based on RM5.00 per trainee per hour (RM5/trainee/hour)

RECOGNITION OF PRIOR LEARNING (RPL)

- The scheme is to acknowledge skilled workers who do not have certain certification to have higher earnings
- The registration fee for certification which is RM300 per person per level will be paid directly to DSD by HRDF

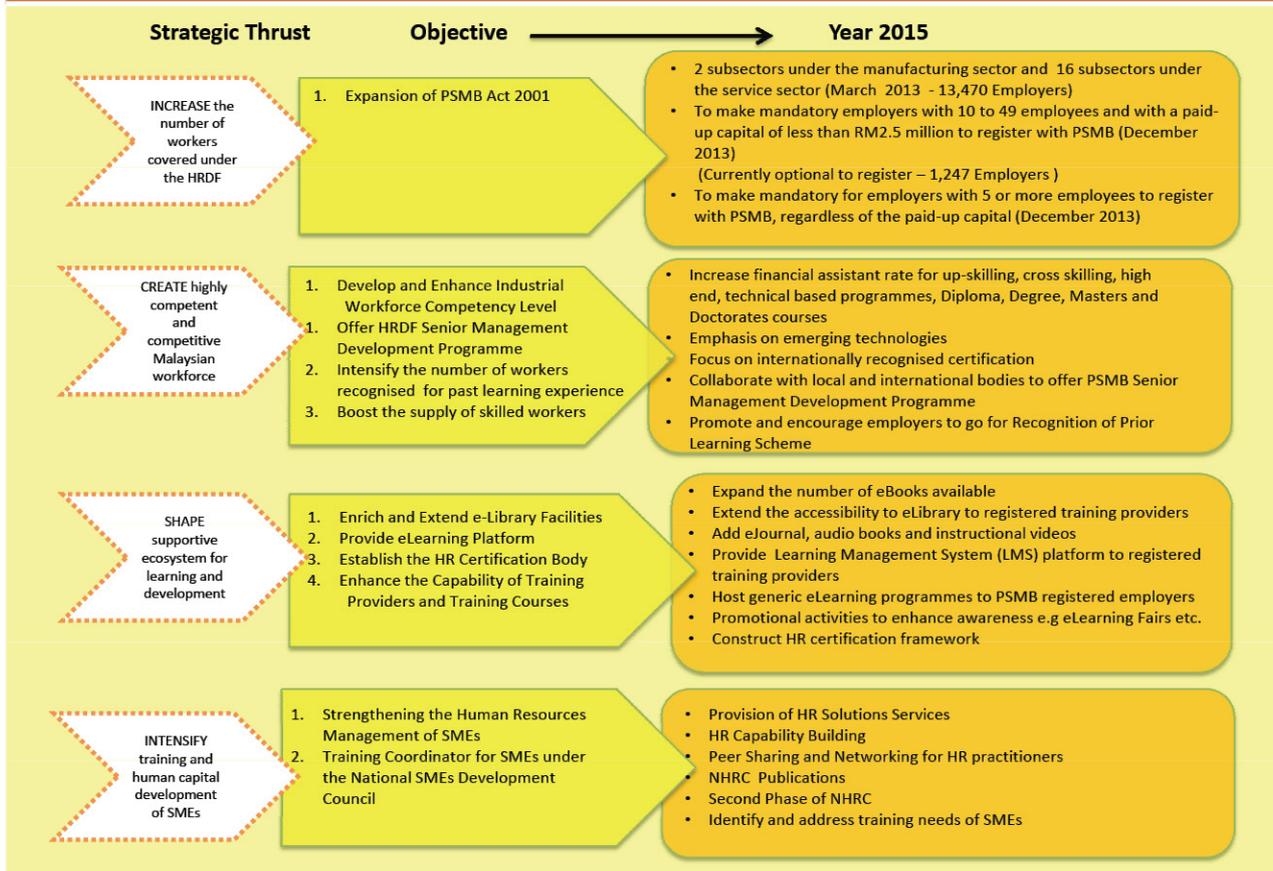
SME TNA CONSULTANCY SCHEME

- To assist SMEs to **identify current and future training needs** on a systematic basis, resulting in the preparation of annual training plans
- To assist and equip the management of SMEs with training needs **analysis skills** so that subsequent TNAs can be conducted by SMEs themselves

FUTURE WORKERS TRAINING SCHEME (FWT)

- Enables employers to obtain the financial assistance in terms of **skills training** and increase the knowledge of their future workers under the pre-employment training programme.
- HRDF made it mandatory for trainees to be offered employment upon completion of the pre-employment training.

STRATEGIC PLAN & OPERATIONAL PLAN 2012 - 2015



THANK YOU

HEAD OFFICE
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 75300 Melaka

Sabah Branch
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