



HUMAN RESOURCES DEVELOPMENT FUND

STRATEGIC INITIATIVES

CALL FOR PROPOSAL

INDUSTRIAL REVOLUTION 4

(IReV4.0)

VERSION 4
3 JULY 2020

1.0 PURPOSE

- 1.1 The document is formulated for **HRDF Registered training providers as a proposal submission guideline** for the Industrial Revolution 4.0 (IReV4.0) initiative.

2.0 OBJECTIVES

- 2.1 The objectives of IReV4.0 scheme are to:
- i. Provide opportunities for Malaysian workers to upgrade their skills by participating in training based on high value-added industry requirements which will enhance their career development and to earn better income;
 - ii. Assist employers to train their workers in fields related to Digitalization which will facilitate employers in adopting a digital-based business approach for productivity, business growth and sustainability in the market post-MCO. ;
 - iii. Assist SME employers through consultations for the provision of high-tech human resources skill requirements before the adoption of Industrial 4.0 elements to increase productivity.

3.0 TARGET GROUP

- 3.1 The target group for the IReV4.0 is **Malaysian Employees** of HRDF registered and Non HRDF registered employers who are ready to embark on the Fourth Industrial Revolution initiatives.

4.0 TYPE AND APPROVAL PROCESS OF TRAINING COURSES

- 4.1 The proposed courses required by participants can be either certification or non-certification in nature
- 4.2 The training provider can submit training courses based on the **nine (9) focus areas** below:
- a) Cyber Security
 - b) Internet of Things (IoT)
 - c) Cloud Computing
 - d) Big Data
 - e) Advanced Stimulation
 - f) Autonomous Systems

- g) Universal Integration
 - h) Augmented Reality
 - i) Additive Manufacture
- 4.3 Priority will be given for quality proposals that provide digitalisation solutions for the industries that are facing difficulties post MCO.
- 4.4 The fees payable to the training provider will be based on evaluation of the nature and depth of the training modules, followed by market price. The maximum course fee amount that can be proposed is **RM5,000 per pax including training allowances**. If the nature of the course is a certification, an increase in the fees can be considered during the proposal stage.
- 4.5 Training providers are required to provide a **support letter from companies** during proposal submission indicating their interest in sending their employees for the proposed training.
- 4.6 Training providers are allowed to submit their proposals without the names of participants during the submission proposal stage. However, please note that at the subsequent stage if you are called before the Selection Committee you must have your participations name list ready with supporting documents including but not limited to copies of identity card, education background, company details and registration of training/participation form.
- 4.7 Training providers may request for a supporting letter from HRDF if there is a valid reason for purposes of mobilising and selection of participants.
- 4.8 The **standard training duration is within 3 months** to ensure fast, quality and measurable outcomes. However, if the duration of the training exceeds 3 months, the training provider required to provide justification and implementation plan.
- 4.9 The proposed courses can be either from beginner, intermediate or expert level.
- 4.10 Once the evaluation process is completed, the outcome will be announced followed by the signing of Service Agreement. For the preparation of Service Agreement, Training Providers are requested to provide relevant Certified Copies of Latest SSM Company Search.

5.0 SUBMISSION OF PROPOSAL

- 5.1. Proposals can be submitted from **18th June to 17th July 2020**. The date for future submissions will be notified after 17th July 2020 (if any).
- 5.2. There will be no charges imposed for the submission of proposals. Priority will be given to quality proposals that fulfil the objectives and have the potential to achieve the desired outcome of the scheme.
- 5.3. HRDF will provide feedback on the submission of proposals after the evaluation process within fifteen (15) working days from the date of submission. HRDF reserves the rights to reject/request for additional information if the submission does not meet the requirement/objective of the scheme.
- 5.4. As a general rule, all information / documents (Part 1 – Part 4) as mentioned in this proposal format are required to be uploaded as an attachment during the online proposal submission via HRDFportal. If you are required to submit the hardcopy of proposals due to technical issues, you may submit it to:

Strategic Initiatives Department
Pembangunan Sumber Manusia Berhad
Wisma HRDF, Jalan Beringin
Damansara Heights
50490 Kuala Lumpur

- 5.5. For further information, please feel free to email us at strategicinitiatives@hrdf.com.my

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PART 1: TRAINING PROVIDER BACKGROUND

- 1. Training Provider Name
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- 2. Registration Number
(MyCoID)
- 3. Address (Mailing)
.....
.....
- 4. Contact Details
(Person in Charge)
Name / Contact No / Email Address
.....
- 5. Past Record / Performance of the Company (Please attach a separate list)

**Please provide a Certified Copy of Latest SSM Company Search*

I would like to declare and confirm that all information provided above is true and accurate

.....

Signature

.....

Company Official Stamp

Name:

Date:

Position:

PART 2: TRAINING COURSES DETAILS

Section A: Course Details

1.	Course Title	Please provide the course title
2.	Type of Course	Technical or non-technical
3.	Type of training	Classroom / E-learning / Blended / Coaching / Development / Visual / Remote (Please specify)
4.	Skill Focus Area	Please Specify
5.	Duration (Days)	In unit of actual training day and contact hours Note: Please provide course duration for total training hours and training days. For example: 1 month / 20 days/ 140 hours.
6.	Level of Certification	Name of Certificate
7.	Certification Body	Indicate the awarding certification body of the programme in this column. Provide <u>comprehensive details</u> of the certification body <ul style="list-style-type: none"> • History of the establishment; • Location of the establishment • Global/ industry recognition; • The certification process of trainee upon attending to the proposed course; and • Any other related information on certification body • Sample of certificate given to trainee(s). <p>Documentary evidence for the proposed certification (e.g. Letter of Authorisation from Certification Body). Training providers are required to provide Certified True Copies (CTC) of the documents in hard copy format to HRDF.</p>
8.	Course Overview	Provide <u>comprehensive overview</u> of the programme which includes the following information: <ul style="list-style-type: none"> • The value to the industry; • How well is this programme recognized by the industry
9.	Prerequisites	SPM / STPM Diploma / Degree or Equivalent Others
10.	Course Objective	Please elaborate

11.	Learning Outcome	Please elaborate
12.	Course Content	Please list down the outline of the course content. (Attachment I)
13.	Learning Activities	Lecture Role Play Practical Exercise Case Studies Learning Activities Video Presentation Self-Evaluation Training Please explain how the proposed course will be conducted (full time)
14.	Target Group	Target Position, Target Sector/Industry, Target Location

Section B: Trainers

1.	Trainer's Profile	Please provide the details the trainer. (Attachment II)
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Section C: Supporting Documents and Additional Information

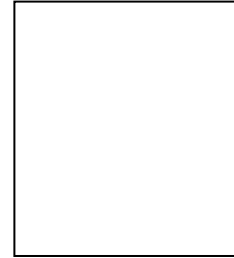
1. Brochure
2. Detailed Daily Training Schedule
3. Certification Supporting Evidence
4. Trainer Profile (Attachment III)
5. TTT Certificate / TTT Exemption Issued by HRDF (except for seminar, Conference and Visiting Trainers)

COURSE CONTENT / HOURS

NO.	CONTENT / ACTIVITIES	OBJECTIVES	OUTCOMES	HOURS
1.				
2.				
3.				
4.				
5.				

Attachment II

TRAINER'S PROFILE



1.0 GENERAL INFORMATION

1.1 NAME :

1.2 I/C or PASSPORT NO. :

2.0 TRAINER'S PROFILE

2.1 ACADEMIC QUALIFICATION :

2.2 PROFESSIONAL MEMBERSHIP :

2.3 INDUSTRIAL EXPERIENCE :

2.4 OTHER RELATED STRENGTH(S) :

3.0 HRDF TTT CERTIFICATION *(Please attach the copy of TTT Certificate)*

3.1 TTT CERTIFICATE NO. :

Note: Kindly attach the complete resume of trainer

PART 3: TRAINING REQUIREMENT JUSTIFICATION

1.	Course Level	Beginner, Intermediate or Expert Level
2.	Focus Area	Please provide the focus area as mentioned above.
3.	Basic for Consideration (Justification)	Why this programme is needed by the industry?
4.	Proposed Outcomes	How this programme benefits the industry?
5.	Implementation Plan	Please share the plan on the programme implementation. .
6.	List of Potential Employer	Please provide the list of employers that have been engaged and interested to participate in the course.
7.	Impacts on the industry post MCO	Please provide the challenges faced by the industry and how the industry sustains in the global market post MCO.

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PART 4 - SCHEDULE OF PRICES

No.	Item	Description	Cost Per Group (25 pax) (RM)	Cost Per Pax (RM)	Justification & Detailed Calculation*
1	Trainer Fee	Trainer's fees			
		Trainer's flight & accommodation (if applicable)			
2	Venue Rental, Food & Beverage	a) Capped at maximum of RM150/day/pax b) Not inclusive of lab equipment			
3	Training Materials	Inclusive of the following:- a) Consumables (e.g. stationeries) b) Printing of handouts c) Training Manual/Textbooks			
4	Facilities and Equipment	Inclusive of the following:- a) Software, hardware and learning tools (incl. non-venue related rentals, e.g. laptop rental) b) Access to online portals			
5	Examination Fee	Applicable to both non-certification and certification courses			
6	Certification Fee	Exclusive to certification programmes only			
7	Trainees Allowances & Accommodation	If applicable only.			
x	Profit Margin	Percentage calculated based on total of all cost items excl. profit margin	(e.g. RM x,xxx)		x%
SUB TOTAL					
a.	SST (6%)				
GRAND TOTAL					
<p>Note: Justification & detailed calculations for each item is mandatory. Please add additional rows if needed, with detailed information.</p>					