



**HUMAN RESOURCES DEVELOPMENT FUND
(HRDF)**

**STRATEGIC INITIATIVE
CALL FOR PROPOSAL
SME TRAINING**

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 SME Training initiative.

2.0 OBJECTIVE

The objectives of SME Training are:

- 2.1 To enable Malaysian Small Medium Enterprises (SMEs) employees enhance their career development by increasing their skills to retain in their current job with high talent to make them marketable in the job market post COVID-19;
- 2.2 To encourage SME employers to continuously and systematically train their employees to increase their level of competency, productivity and quality to enhance the productivity of the SME company and sustain in the global market post COVID-19 ;
- 2.3 To produce more skilled workers for the SME industries in order to remain competitive and sustainable in the global market post COVID-19; and,
- 2.4 To support SMEs in increasing their productivity while being cost-effective.

3.0 TARGET GROUP

- 3.1 The target group for this initiative is the Malaysian Employees of Small and Medium Enterprises (SMEs) registered with HRDF and Non-HRDF.
- 3.2 SME employers must meet the official national SME definition subject to the latest Amendment & Expansion of the PSMB Act 2001, as per the table below in order to participate in this scheme:

Sector	No of Employees
Manufacturing & Mining and Quarrying	(1-200 pax) Malaysian employees
Services	(1-75 pax) Malaysian employees

4.0 TYPE AND APPROVAL PROCESS OF TRAINING COURSES

- 4.1 The proposed courses required by the participants can be either certification or non-certification in nature.

- 4.2 Training providers must ensure the training needs address the critical requirements of SME industry to enhance the skills of the employees and elevate SME's productivity and quality to national and international standard.
- 4.3 Priority will be given for those proposals that address the needs of the SME Industry which are severely affected due to MCO and post COVID-19. Proposed courses must be related to Strategic or operational skills which can add value to the SME employees, helps them to retain in their current job and marketable in job market.
- 4.4 The training provider can only submit training courses based on the **six (6) focus areas** below:
- i. Talent management
 - ii. Business strategy, development & marketing
 - iii. Financial management
 - iv. Growth and Scaling
 - v. Networking & Leadership
 - vi. Customer management
- 4.5 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 certification, an increase in the fees can be considered during the proposal stage.
- 4.6 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
- 4.7 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, company details, education background and registration of training/participation form.
- 4.8 Training providers may request for a supporting letter from HRDF if there is a valid reason for purposes of mobilising and selection of participants.
- 4.9 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 is required to provide justification and implementation plan.

- 4.10 Once the evaluation process is completed, the outcome will be announced followed by the signing of Service Agreements. For the preparation of Service Agreements, 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 submission via HRDF portal. 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
.....
- 2. Registration Number
(MyCoID)
- 3. Address (Mailing)
.....
.....
- 4. Contact Details
(Person in Charge)
Name / Contact No / Email Address
- 5. Past record/ performance of the (Please attach a separate list)
company

*Please provide 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:
Position:

Date:

PART 2: TRAINING COURSE 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	
4.	Skill Focus Area	
5.	Duration (Days)	In unit of actual training days 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 who provides the certification of the programme in this column. Provide comprehensive details 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 comprehensive overview of the programme which includes the following information: <ul style="list-style-type: none"> • The value to the industry; • How well is this programme recognised by the industry
9.	Prerequisites	<ul style="list-style-type: none"> • SPM / STPM • Diploma / Degree or Equivalent • Others
10.	Course Objective	
11.	Learning Outcome	

12.	Course content	Please list down the outline of the course content. (Attachment I)
13.	Learning Activities	<ul style="list-style-type: none"> • Lecture • Role Play • Practical Exercise • Case Studies • Learning Activities • Video Presentation • Self-Evaluation • Training <p>Please explain how the proposed course will be delivered to trainees (full time)</p>
14.	Target Group	<ul style="list-style-type: none"> • HRDF registered and Non HRDF registered SME Employers. • SME Employees from HRDF registered and Non HRDF registered SME Companies.

Section B: Trainers

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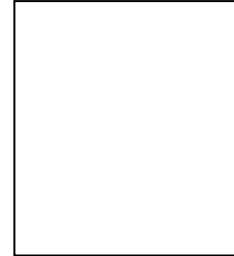
Section C: Supporting Documents and Additional Information

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.				

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:

i. Training Requirement Justification

Section A: Additional Information

1. Proposed Outcome of the courses
2. Focus area (Please specify)
3. Basis of Consideration
4. Implementation Plan

Section B: Benefits for SMEs

Training providers are required to conduct a comprehensive analysis of skills deficiencies in order to identify the most crucial training requirement in SME industry post COVID-19. Aspects that we have to consider in establishing the training requirements are;

1. Challenges faced by the SMEs to up-skill their employees and enhance their career development post COVID-19;
2. Challenges faced by SMEs to increase productivity and alleviate the increase in cost of business post COVID-19?
3. How do SMEs sustain in the global market post COVID-19?

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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					

**Note: Justification & detailed calculations for each item is mandatory
Please add additional rows if needed, with detailed information.**