

## HUMAN RESOURCES DEVELOPMENT FUND (HRDF) INFORMATION

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Registered employers can utilize their levy for overseas or local trainings organized by an overseas trainer/ training provider.

### 1. PUBLIC PROGRAMMES (LOCAL TRAININGS CONDUCTED WITHIN MALAYSIA)

For example:

- Organiser: Lighthouse Independent Media Singapore
- Training venue: Kuala Lumpur, Malaysia
- Duration: 1 Full Day (at least 7 hours)

Employers can claim from the HRDF under Skim Bantuan Latihan (SBL), which can include:

- Course fees: subject to RM1,300 per day, per person
- Daily allowance: should cover participants' meals, land transportation & accommodation
  - RM150 per day, per person (If distance from company premises to training venue is less than 70 km)
  - RM400 per day, per person
  - (If distance from company premises to training venue is more than 70 km)
  - \*Requests for 1 additional day of coverage can be considered on a case-by-case basis
- Airfare (If applicable)

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### 2. OVERSEAS TRAININGS (TRAININGS CONDUCTED OUTSIDE MALAYSIA)

For example:

- Organiser: Lighthouse Independent Media Singapore
- Training venue: Singapore
- Duration: 1 Full Day (at least 7 hours)

Employers can claim from the HRDF under Skim Bantuan Latihan (SBL), which can include:

- Course fees: no maximum amount, but currency should be converted to RM
- Daily allowance: should cover participants' meals, land transportation & accommodation
  - RM1,000 per day, per person
  - \*Requests for 2 additional day of coverage can be considered on a case-by-case basis
- Airfare (If applicable)

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#### **\*PLEASE NOTE:**

For overseas trainings, the approval rate for all 3 items above is usually at 50%.

- (If course fees are RM5,000 - the approval is usually for RM2,500.)

Please be informed that the approval for each application for registered employers is subject to existing HRDF terms and conditions, such as ample levy, etc.