

HumanResources

The smart HR professional's BLUEPRINT for workforce strategy

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Human Resources Development Fund (HRDF) Information

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)**

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)**

***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.)

During the online application, kindly type in 12 zeros (000 000 000 000) when the system requires you for the trainer/speakers' IC/Passport number.

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.