



“PEOPLE, PROWESS, PROGRESS”



HDRF'S MANDATE IN UPSKILLING THE MALAYSIAN WORKFORCE

MABC Networking Evening & Talk
Thursday, 28 July 2016
The Australian High Commission
KUALA LUMPUR



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Ministry of Human Resources : An Introduction



VISION

To be the leading agency in the development and management of a World Class Workforce



OBJECTIVES



1. Increasing the economic growth and creating more job opportunities.
2. Ensure a conducive and harmonized industrial relation between employers, employees and trade unions
3. Uphold social justice and ensure harmonious industrial relations and awarding collective agreement.
4. Ensure trade unions practice democracy, orderly and is responsible
5. Be the leader in development of nation's human resources.
6. Ensure the safety and health of workforce.
7. Develop skilled, knowledgeable and competitive workforce in a harmonious industrial relations with social justice.



MINISTER
DATO' SRI RICHARD RIOT ANAK JAEM

DEPUTY MINISTER
DATO' SRI HJ ISMAIL BIN HJ ABD
MUTTALIB

SECRETARY GENERAL
DATO' SRI ADENAN BIN AB RAHMAN

**DEPUTY SECRETARY GENERAL (POLICY AND
INTERNATIONAL)**
DATO' MOHD SAHAR BIN DARUSMAN

DEPUTY SECRETARY GENERAL (OPERATIONS)
DR. MOHD GAZALI BIN ABAS

**DEPARTMENTS UNDER MINISTRY OF HUMAN
RESOURCES**

1. LABOUR DEPARTMENT OF PENINSULAR MALAYSIA
2. DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH
3. MANPOWER DEPARTMENT
4. DEPARTMENT OF SKILLS DEVELOPMENT
5. INDUSTRIAL RELATIONS DEPARTMENT
6. LABOUR DEPARTMENT OF SABAH
7. LABOUR DEPARTMENT OF SARAWAK
8. TRADE UNION AFFAIRS DEPARTMENT

**STATUTORY BODIES / AGENCY
UNDER MINISTRY OF HUMAN RESOURCES**

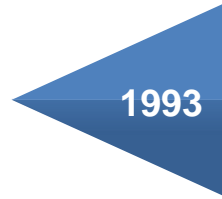
1. SOCIAL SECURITY ORGANISATION (SOCSO)
2. HUMAN RESOURCES DEVELOPMENT FUNC (HRDF)
3. SKILL DEVELOPMENT FUND

**MINISTRY OF HUMAN RESOURCES:
ORGANISATIONAL STRUCTURE**

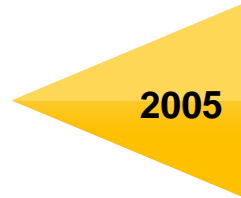
HRDF: *AT A GLANCE*

MILESTONES

Human Resource Development Council (HRDC) was established in 1993 with the aim of developing quality human capital and world-class workforce in order to achieve a high income economy based on knowledge and innovation

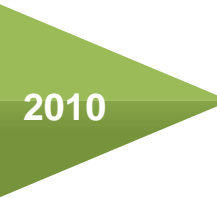
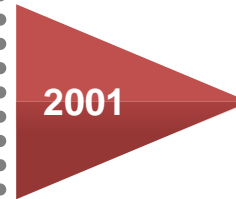


SME Division was established to be the coordinating authority to oversee and development of SMEs across all economic sectors in Malaysia



HRDF was incorporated on 16 May 2001

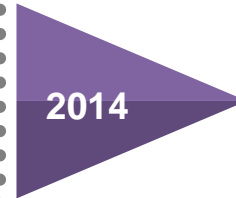
to promote greater operational flexibility to enable better responsiveness to its customers and stakeholders



NHRC was established to enhance the competencies; capabilities; and productivity of SMEs to increase Malaysia's competitiveness on the global platform.



Since 1 June 2014, HRDF expanded the PSMB Act, 2001 adding Oil & Gas sector and 19 new subsectors to the existing 44 subsectors under the Services & Manufacturing sectors.



VISION

To be the human capital development authority in strengthening the economic development of Malaysia

MISSION

Spearheading the human capital learning and development through strategic interventions that fulfil the current and future needs of the industry

VALUES

Integrity

Customer
Focus

Continuous Improvement

Accountability

HRDF: *COVERAGE OF THE PSMB ACT 2001*

COVERAGE OF PSMB ACT, 2001



MANUFACTURING

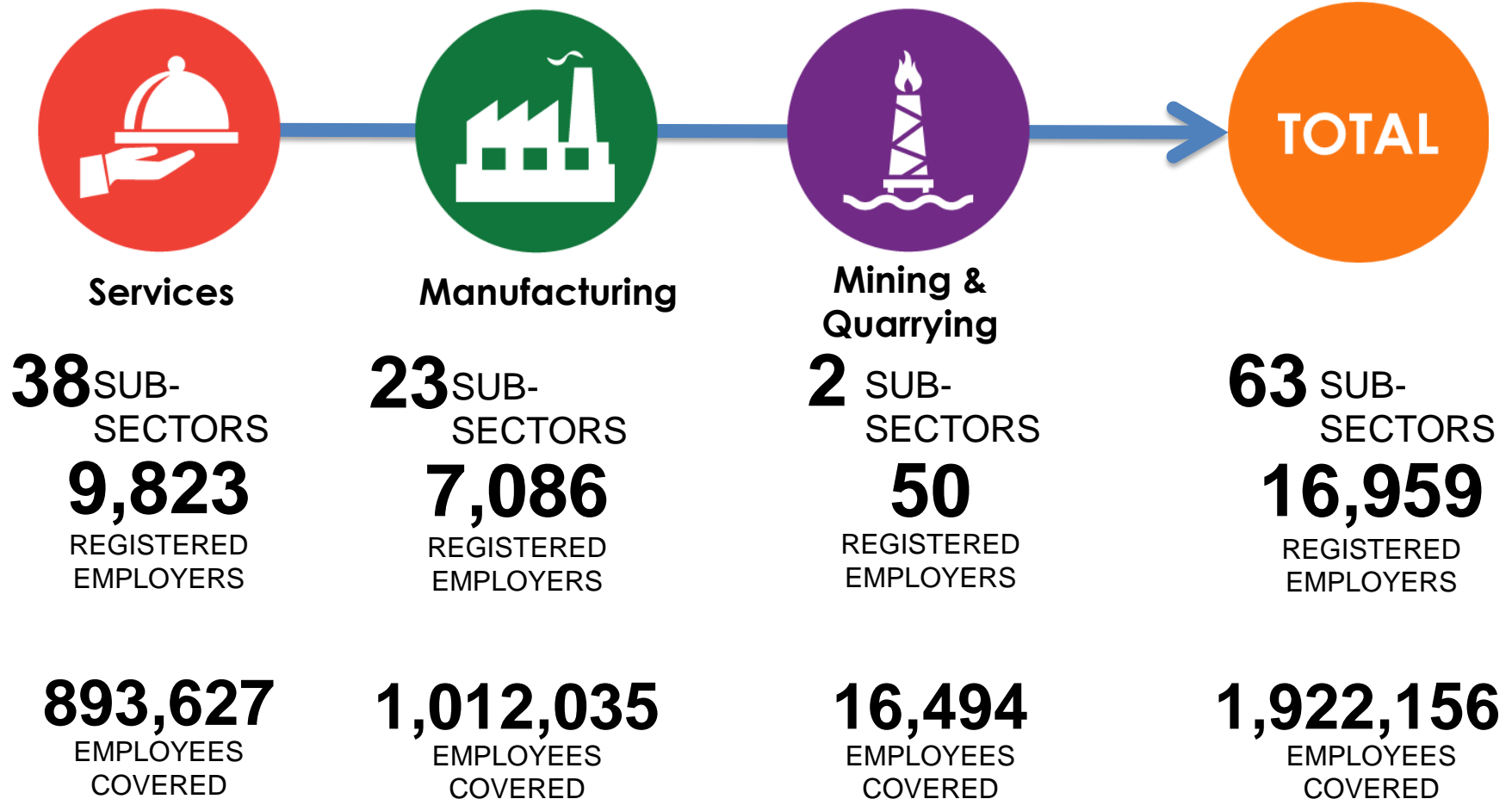


SERVICE



MINING AND QUARRY

COVERAGE OF PSMB ACT 2001



as at 30 April 2016

LIST OF SUB-SECTORS COVERED UNDER THE PSMB ACT 2001



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
14. Furniture and Fixtures
15. Printing and Publishing
16. Textile and Apparel
17. Petroleum and Coal
18. Optical and Photography
19. Glass and Glass Product
20. Petroleum Refinery
21. Footwear
22. Ceramic
23. Tobacco
24. Leather



Mining and Quarrying Sector

1. Petroleum and gas extraction
2. Mineral and stone quarrying

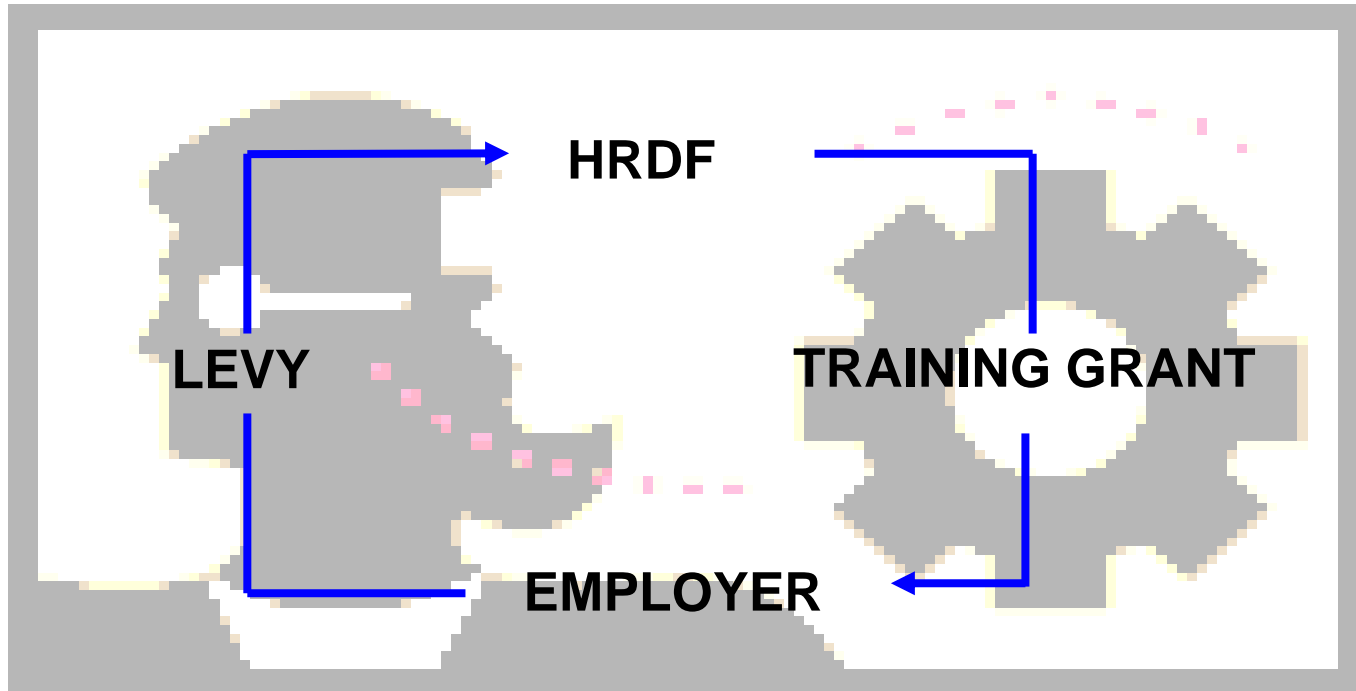
LIST OF SUB-SECTORS COVERED UNDER THE PSMB ACT 2001



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
22. Gas, steam and air-conditioning supply
23. Water treatment and supply
24. Sewerage
25. Waste management and material recovery services
26. Food and beverage services
27. Production of motion picture, video and television programme, sound recording and music publishing
28. Information service
29. Tourism enterprise
30. Building and landscape services
31. Event management services
32. Early childhood education
33. Health support services
34. Franchise
35. Sale and repair of motor vehicles
36. Private broadcasting services
37. Driving school
38. Veterinary services

HOW IT WORKS?



**0.5 %/1% x employees monthly wages
(Malaysian citizens)**

REGISTRATION CRITERIA



MANUFACTURING AND MINING & QUARRYING

NO.	NUMBER OF EMPLOYEES	PAID-UP CAPITAL (RM million)	MANDATORY / OPTIONAL
1.	50 and more Employees	-	Mandatory (1%)
2.	10 – 49 Employees	2.5 and above	Mandatory (1%)
3.	10 – 49 Employees	Below 2.5	Optional (0.5%)

SERVICE SECTOR

- Employers with 10 Malaysian employees or more in 36 sub-sector covered under Pembangunan Sumber Manusia Berhad Act, 2001;
- Employers with 30 Malaysian employees or more in sub-sector of Food & Beverage Services; and
- Employers with 50 Malaysian employees or more in sub-sector of hypermarket, supermarket and departmental store.

SECTORIAL TRAINING COMMITTEE



To support the training needs of the industry, HRDF has established 19 STCs, namely:

1. Electrical, Electronic and Machinery Support
2. Public Transportation
3. Logistic and Warehousing
4. Textile, Apparel and Footwear
5. Information and Communication Technology (ICT)
6. Tourism
7. Oil, Gas and Energy
8. Wholesale and Retail
9. Education
10. Healthcare
11. Mineral-based Product
12. Telecommunication
13. Utility and Services
14. Commodity-based Product
15. Mineral and Stone Quarrying
16. Wood base and Furniture
17. Security Services
18. Food and Beverages
19. Plastic Industry

Members of STC comprises of **Employers' Associations, HRDF's registered employers, relevant authority bodies** and HRDF's Officers act as secretariat for each STC.

HRDF: *TYPES OF TRAINING SCHEMES & UP-SKILLING INITIATIVES*

TRAINING SCHEMES & UP-SKILLING INITIATIVES

HRDF offers various schemes to meet the requirements of the industry:

SBL

SBL-Khas

**Purchase of
Training
Equipment**

**Information
Technology**

**Industrial
Training
Scheme (ITS)**

**Recognition of
Prior
Experiential
Learning
(RPEL)**

**Future Workers
Training (FWT)**

**Computer
Based Training
(CBT)**

**SME Training
Partners
(SMETAP)**

**SME Training
Needs Analysis
(SME TNA)**

**SME "ON-THE-
JOB" (SME
OJT)**

TRAINING SCHEMES & UP-SKILLING INITIATIVES



HRDF also offers special programmes under the Government's fund to train targeted groups:

SMALL & MEDIUM ENTERPRISES (SMEs)

- Training Incentives Programme for SMEs
- Skills Upgrading Programme
- Training Fund under Minimum Wage 2015

EMPLOYEES

- 1Malaysia Globally Recognised Industry and Professional Programme (1MalaysiaGRIP)

FUTURE WORKERS

- Apprenticeship Scheme
- Housewives Enhancement and Reactivate Talent Scheme (HEARTS)

HRDF: *GOVERNMENT SUPPORTED INITIATIVES*

HEARTS



Housewives Enhancement and Reactivate Talent Scheme (HEARTS)

is an initiative under 1 Malaysia Support for Housewives.

This special-purpose scheme was introduced in 2013 to **increase the percentage of employable women in the labour market from 46% to 55% by 2020**

TARGET GROUP

- Married women and single mothers with diploma and above or equivalent
- Aged between 25 to 60 years old
- Malaysian citizen and not in active employment

HEARTS



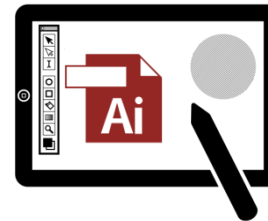
Simplified Internet Marketing



Train-the-Trainer



Translation & Editing



Graphic Design



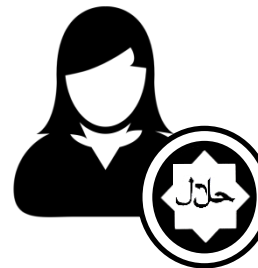
Website Development



Green Islamic Cleaning (GIC)



Social Media Management



Halal Assurance Quality Level



NHRC was established on 1st August 2011 and it was launched by the former Minister of Human Resources Dato' Dr. S. Subramaniam on 9th February 2012.

AIM

To enhance the quality and productivity of SMEs to a higher level of competency and capability to increase global competitiveness

FUNCTION

To be an effective and productive HR department to SMEs



TARGET GROUP

All SMEs in the country and not limited to employers registered with Human Resources Development Fund (HRDF).

Three Types of Solutions and Services Offered

1 HR Solutions

- Level 1 - Understanding mechanism related to the requirements of HR and its respective legislations
- Level 2 - Basic consulting on correct applications and issues resolution and more advanced HR solutions (Level 3) via onsite advisory
- Level 3 - Provide outsourcing capabilities

2 HR Capability Building Programmes

To educate SME business owners on HRM, enhance HR knowledge and skills and provide HR certification.

3 Business Owners Peer Sharing of HR Practices

Peer sharing of HR practices amongst business owners is also encouraged via a pool of volunteer mentors on HR practices and SME HR Clubs.

**HRDF:
OUR FOOTPRINTS
ACROSS
MALAYSIA**



Northern Branch

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Fax : (04) 3987350

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Perkampungan Cherating Lama,
26080 Kuantan,
Pahang.

Tel : (09) 581 9250
Fax : (09) 581 9268

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93100 Kuching, Sarawak.

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88598, Kota Kinabalu
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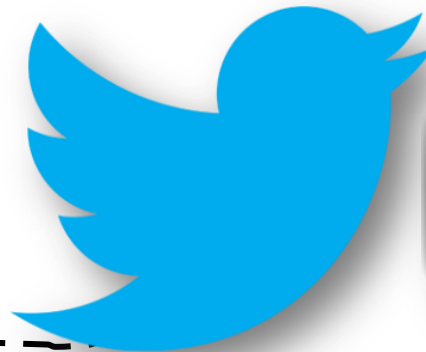
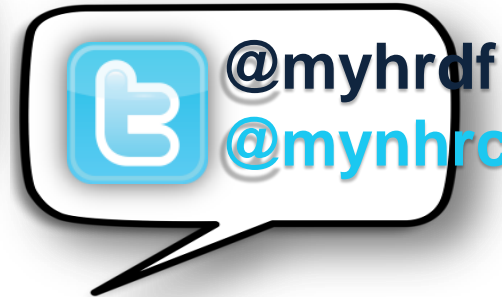
**HRDF:
FOLLOW US ON SOCIAL
MEDIA**





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