



**PEMBANGUNAN SUMBER MANUSIA
BERHAD**

KEMENTERIAN SUMBER MANUSIA

**STRATEGIC INITIATIVES
IMPLEMENTATION GUIDELINE**

**Graduates Enhancement scheme
For Employability
(GENERATE 2.0)**

1. PURPOSE OF THE GUIDELINE

The purpose of this guideline is to inform stakeholders on the procedure and implementation mechanism of the Graduates Enhancement scheme for Employability (GENERATE 2.0) scheme.

2. OBJECTIVE

2.1 GENERATE 2.0 is an initiative specifically designed to enhance the **employability among unemployed graduates**.

2.2 The objectives of the GENERATE 2.0 scheme are to equip, develop and assist unemployed graduates with:

- i. **Relevant skill sets and knowledge as required by the industries;**
- ii. **Explore new routes** for trainee career market;
- iii. **Relevant working experience** that can enhance their employability; and
- iv. **Job placement.**

3. TARGET GROUP

3.1 The target group for this scheme is as follows:

- i. Malaysian graduates who have successfully acquired their **Diploma, Degree**; and
- ii. Are unemployed for at least **3 months or more after completion of studies**; or
- iii. **Newly recruited graduates in PSMB registered companies** (within 1 year after completion of studies).

4. TRAINING COURSES

4.1 The courses offered under the GENERATE 2.0 scheme are:

4.1.1 GENERATE Management Associates

Pre-approved courses for graduate management focusing on the management skill as required generally by the job market. The training will be delivered by the appointed finishing school (university). The information about training courses that have been approved for finishing school **can be viewed in the PSMB portal at www.PSMB.com.my (Scheme GENERATE 2.0)**. The approved courses list will be updated from time to time.

4.1.2 Job/ Industry technical training

Competency or certification based training required by the graduates in order to perform the job.

5. ELIGIBILITY AND ROLE OF EMPLOYER

- 5.1 All **PSMB Registered Employers** are eligible to participate under the **GENERATE 2.0** scheme.
- 5.2 Employers are required to conduct a proper selection process in order for candidates to be employed and retain in the company after the completion of training. They may **identify their own suitable candidates** for the positions that are available in their companies.
- 5.3 Employers need to ensure the trainees have fulfilled the pre-requisites of the training courses.
- 5.4 Upon completion of the training course, the PSMB employer needs to ensure all the trainees are employed with the salary based on **market standard rate** or **at least RM1,800.00**.
- 5.5 Employers are responsible to the cost of training (course fee and allowances) for any training that unfilled the criteria of claim submission by PSMB.

6. PROCEDURES TO SUBMIT GRANT APPLICATION BY EMPLOYERS AND APPROVAL OF TRAINING GRANT APPLICATION

- 6.1 Employers are required to submit grant applications via PSMB's online system at least **1 week (7 working days) before commencement of the training**. Employers are advised to submit the application early to ensure approval is given before the commencement of training.
- 6.2 For training courses selection, PSMB employers may choose either GENERATE Management Associates training from the dropdown listing or provide the details of a preferred Job/ Industry Technical Training that is conducted by a PSMB Registered Training Provider.
- 6.3 Submission of online grant application forms (**PSMB/GEN2/1/19**) must be complete with supporting documents as follows:
 - i. GENERATE2.0 Training proposal (as per Appendix A)
 - ii. Course Fee Details (Quotation)
 - iii. A copy of trainee MyKad (Identify Card); and

- iv. A copy of Diploma / Degree; and
 - v. A copy of offer letter (newly recruited graduates); or
A copy of undertaking letter from PSMB employer (fresh graduates who remain unemployed for 3 month or more)
- 6.4 All the supporting documents need to be **uploaded to the online application**. Employers are required to **keep a hardcopy of supporting documents for the purpose of inspection**. **PSMB has the rights to request for the original documents for inspection purposes.**
- 6.5 The maximum number of trainee per grant application is **25 trainees** per class, or **5 trainees** for public courses.
- 6.6 A **training Schedule** must be submitted to PSMB to take into account all public holidays and any declared additional holidays. The Training Schedule must be in **line with the total training days / hours declared to PSMB**. Changes on the Training Schedule **must be informed to PSMB at least 3 days before commencement of the training.**
- 6.7 The allowable financial assistance for the GENERATE2.0 is as below:

Item	Type of Training	Allowable Rates
Course fee	Public	RM1,300.00 / day / pax *Certification Course, as per charge. Detailed breakdown of the costing is required for evaluation purposes.
	In-house	RM6,000.00 /day/group (Technical Skills) *Certification Course, as per charged. Detailed breakdown of the costing is required for evaluation purposes.
Allowance	Daily / Meal Allowances	Based on current allowable *maximum allowable per trainee is RM1,000/ month

- 6.8 As for the incentive, PSMB will fully fund the course fee up to **RM10,000.00 per trainee**. Any balance amount for course fees that is more than RM10,000.00 per trainees, **will be borne by employers using their HRD levy.**
- 6.9 Financial assistance for the allowances will also be borne by employers using the HRD Levy.

- 6.10 Employers should have sufficient PSMB Levy to cover the balance of course fee and/or allowances. Any applications with insufficient balance will be rejected.
- 6.11 **Levy reservation** will be made by PSMB on the **course fee that not covered by the incentive** to avoid any insufficient payment to training provider upon completion of the training. Levy reservation will not be made for other allowable costs hence the claim by employer will be based on availability of the levy during claim submission.
- 6.12 Employers are required to **provide the breakdown of the fees** in order for PSMB to evaluate and consider the financial assistance. The approval amount will be **based on evaluation process by PSMB**.
- 6.13 PSMB Employers must ensure that information keyed into the system accurately, particularly programme and trainees details. Any incorrect information will be queried or may be rejected. It is advisable that all information of trainees enrolled in the system is verified before submission to PSMB for approval.
- 6.14 The application will be queried if the details and supporting documents of the trainee is not complete. Employers need to **reply to queries at least 3 days before commencement of the training session**.
- 6.15 **Any cancellation of the approved classes must be notified to PSMB at least 1 day before the training session**.
- 6.16 Employers are allowed to request for change of commencement date to a future date at least 3 days before the training commences applications that have been approved. However, Employers are **not allowed to change the training date to earlier date** than what was set during the first submission of the application.
- 6.17 The average processing time to complete an application received from PSMB employer is **48 hours**. PSMB is not responsible for any queried or rejected application after commencement of the training.
- 6.18 **Replacement of trainees is strictly prohibited after the approval** has been given. If the approved trainees withdraw during the evaluation process, no claim can be made.
- 6.19 Once the training grant application has been approved, an email notification will be sent to the PSMB employer and the Finishing School (university) or

training provider. The details of the approved amount for the course fees as well as other allowable costs will be detailed in the email.

7. ROLE OF FINISHING SCHOOL (UNIVERSITY) OR PSMB TRAINING PROVIDER DURING TRAINING

- 7.1 All appointed Finishing Schools (university) or PSMB training providers who eligible to participate under the GENERATE 2.0 scheme need to **register under PSMB** in order to conduct trainings under this scheme.
- 7.2 The Maximum number participants for each class conducted by the appointed Finishing School (university) is **25 trainees per class**, meanwhile the maximum number for the competency or certification programmes conducted by PSMB Training Providers is **20 trainees per class**.
- 7.3 Trainings must be conducted at a convenient venue and the appointed Finishing School or PSMB training provider is required to provide all necessary facilities during the training.

8. INSPECTION

- 8.1 PSMB will conduct a verification visit to the training venue **to check on the compliance and attendance of trainees**. PSMB employers must provide their fullest cooperation to PSMB officers during their verification visit to the training places.
- 8.2 During the visit, PSMB officers will check on the attendance of the trainees. If the trainee is **absent** during the verification, **PSMB officers make a note of it by stamping the trainee as absent in the attendance form**. The original stamped attendance form must be attached during the claim submission.
- 8.3 Employer's must make sure all trainees attend the classes as required and monitor the attendance thoroughly.
- 8.4 During the verification visit, all related documents such as attendance forms and the approval letter from PSMB must be presented to the officer for verification.
- 8.5 Actions shall be taken on employers, appointed Finishing School (university) or PSMB training providers who do not comply with the guideline. **A show**

cause letter or warning letter will be issued to those who do not comply with the guideline.

9. PROCEDURE CLAIM BY PSMB EMPLOYER

- 9.1 Submission of claim by Employers should be made within 3 months after the training is complete. Payment of course fee and reimbursement for allowance will be based on successful **job placement. No claims can be made in between the training classes for partial payment.**
- 9.2 Employers are required to fill in complete information into the claim form and upload the following documents:
- i. Invoice (from appointed Training Provider to PSMB)
 - ii. Payment voucher (if there are any allowances)
 - iii. A copy of pay slip or EPF statement for each trainees as a proof of employment
 - a) **Attendance Form (PSMB/GEN2/3/19) (Appendix 3)**
 - b) **Evaluation Form (PSMB/GEN2/4/19) (Appendix 4)**
- 9.3 **Payment for the course fee and allowance is subject to the number of training days attended by each trainee.** Payment will not be made if trainees attend less than 90% of the full training course and do not take the examinations / tests, if any.
- 9.4 **Payment will be made directly to the Finishing School (University) or appointed PSMB training provider based on the approved claim during the claim submission.** Meanwhile the allowance will be reimbursed to Employers directly.
- 9.6 Finishing Schools (university) or PSMB Training Providers must ensure that the training is conducted as per Training Schedule and each trainee's attendance is recorded for each training day. The attendance form will be passed to Employers to submit together with the claim application.
- 9.7 **Payment of course fees will be made within 14 working days** from the date PSMB receives the complete claim document from appointed training providers.
- 9.8 If the PSMB employer **fails to ensure the trainee is employed**, they are **not entitled to claim the course fees** from PSMB and **payment to the Finishing School (University) or PSMB Training Provider must be fully borne by the employer.**

- 9.9 If payment of course fee has been made under to false or misleading declarations provided by appointed training providers, PSMB reserves the right to demand repayment either wholly or partially. Actions shall be taken to those who do not comply with the guideline.

10. TRAINING EVALUATION

- 11.1 **The Training Evaluation Form (PSMB/GEN2/4/19)**, will be provided to all trainees upon the completion of the training, in order **to obtain feedback on the training** they have attended.
- 11.2 As such, Finishing Schools (university) or PSMB training providers are required to ensure the Training Evaluation Form (PSMB/GEN2/4/19) is filled out by all trainees upon completion of the training. Failure to ensure this will result in claims not being approved.
- 11.3 The involving parties such as Employer/Training Provider/Participants shall be responsible for providing necessary information and documents upon the request of PSMB in the event of audit, or evaluation within 5 years from the completion of the training.

12. LEGAL ACTION

- 12.1 Employers and appointed Finishing Schools (University) are strictly advised to adhere to the terms and conditions stipulated in this guideline. **Legal action will be taken if any of the parties involved fail to comply with this requirement.**
- 12.2 Finishing Schools / PSMB training providers /PSMB registered employers are **not allowed to appoint or engage with any outsourced agents for the purpose of recruit participants under this scheme.** If Finishing Schools (University)/PSMB Training Providers / PSMB registered employer are found to have engaged with an agent; **their registration under this scheme will be terminated immediately.**
- 12.3 The appointed Finishing Schools (university) or PSMB training providers that have already been approved **are not allowed to subcontract it to other Finishing Schools (university) or training providers.** Legal action will be taken if this happens.

13. AMENDMENTS

- 13.1 PSMB may from time to time change or amend the guideline. Employers/Finishing Schools (university)/ Training Providers and applicants will be notified if any changes have been made to strengthen the implementation of the GENERATE 2.0 scheme.

APPENDIX A

PROPOSAL FORMAT

**GRADUATES ENHANCEMENT PROGRAMME FOR EMPLOYABILITY
(GENERATE) 2.0**

1. Justification for the GENERATE training.
 - 1.1 Why do you need workers? Is there an expansion plan? Are there any new products/ services that will be offered? Please justify.
 - 1.2 How many future workers do you need? What are the details of the job requirement?

2. Structure of the pre-employment training
 - 2.1 Training Programme – Course Title, Course Content / Outlines, Certification Bodies (If applicable) and training schedule with training dates.
 - 2.2 Trainer Biodata - Name of internal trainers and Academic qualification / number of years of experience, *must be PSMB TTT Certified Trainer