



PEMBANGUNAN SUMBER MANUSIA BERHAD

KEMENTERIAN SUMBER MANUSIA

**STRATEGIC INITIATIVES
IMPLEMENTATION GUIDELINE**

**RECOGNITION OF PRIOR EXPERIENTIAL LEARNING
(RPEL)**

1.0 PURPOSE

- 1.1 This guideline is to inform all stakeholders on the implementation mechanism of the Recognition of Prior Experiential Learning (RPEL) scheme.

2.0 OBJECTIVE

- 2.1 The objectives of RPEL scheme are:
- i. To enable local workers with a secondary and lower education level to be recognised for their current competencies in particular skill areas based on the standards determined by the Department of Skills Development (DSD), in order to facilitate the career growth of these workers;
 - ii. To help improve the average monthly income of workers to support Malaysia in becoming a developed and high-income nation;
 - iii. To contribute to the increase of skilled workers in the country by producing trained and qualified skilled workers to enhance the competitiveness of local industries in the global market.

3.0 TARGET GROUP

- 3.1 The target group of this scheme are Malaysians who fall under the following categories:
- i. Individuals whose qualifications is less than diploma or Level 4 or equivalent; and
 - ii. Individuals who have relevant years of experience as determined by the relevant certification bodies.

4.0 CERTIFICATION

- 4.1 **Malaysian Skills Certificate (SKM) Level 3, Level 4 or the Malaysian Skills Diploma (DKM) issued by the Department of Skills Development (JPK)** is offered through the RPEL scheme implemented by PSMB. Skill areas covered are based on the National Occupational Skills Standard (NOSS).

- 4.2 Certifications offered under the RPEL scheme are delivered through recognition and assessment of skills, knowledge and experience of workers. These are compiled in a portfolio developed by the candidates, which will be then assessed for certification by the respective certifying body.
- 4.3 For the RPEL scheme, candidates are not required to attend any training or classes. However, if a candidate who is assessed has a competency gap, relevant training will be required.
- 4.4 Candidates will have an assessor/facilitator assigned to them. The assessor will facilitate them throughout the process which includes registration, competency gap training (if needed), development of portfolio, final assessment and certification. Assessors will provide guidelines and counselling to ensure candidates complete their RPEL process successfully and receive certification
- 4.5 It is expected that the RPEL **certification process will be completed within six (6) months.**

5.0 ELIGIBILITY AND ROLE OF EMPLOYER

- 5.1 All employers are eligible to participate under the RPEL scheme. For PSMB registered employers, application can be submitted directly to PSMB. Meanwhile, non-PSMB registered employers can participate through appointed vendors. The list of vendors will be published in the PSMB portal.
- 5.2 **Each PSMB registered employer can only submitted a maximum of 50 employees per approval and each employee is only entitled to participate one time** in the RPEL scheme.
- 5.3 Employers are responsible in **ensuring all trainees fulfil the eligibility requirement** and the criteria set by the certification body before enrolling them in the scheme.
- 5.3 Upon completion of the training course, **employers are to ensure all trainees have obtained their certification.**
- 5.4 Employers are responsible to the cost of training (course fee) throughout the certification process that unfilled the criteria of claim submission by PSMB.

6.0 SUBMISSION OF TRAINEE APPLICATION BY PSMB REGISTERED EMPLOYERS

- 6.1 Employers are required to **register the Applicants details via the PSMB online application system at least 1 week (7 working days) before commencement of the evaluation process** and must include the following supporting documents:
- i. Copy of MyKad
 - ii. Copy of pre-assessment and gap analysis form
 - iii. Copy of completed application form issued by certification body
 - iv. Course Fee Details (Quotation)
- 6.2 Employers are required to **select their preferred *Pusat Bertauliah* from the dropdown list in the system** in order to proceed with the application.
- 6.3 **The maximum cost that can be claimed by each trainee is RM 1,300.00 only for certification fees and other cost incurred throughout the certification processes. Employers are required to provide the breakdown of the fees in order for PSMB to evaluate and consider the financial assistance and approval amount will be based on evaluation process by PSMB. However, the cost for competency gap training is not covered by PSMB.**
- 6.4 Employers **must ensure that information concerning the trainees are keyed into the system accurately**, particularly their name and their NRIC. Any submission with incorrect information will be queried or rejected.
- 6.5 The application will be queried if the details and supporting documents of the trainee is not complete. Employers are expected to **reply to the queries 3 days before the commencement of the RPEL process.**
- 6.6 The average processing period once a complete application is submitted, is **48 hours**. PSMB is not responsible for any queried or rejected application after commencement of the training.
- 6.7 **Changing trainees is strictly prohibited** after an application has been approved. If the approved trainee withdraws during the evaluation process, no claim can be made.
- 6.8 Employers can also choose PSMB Appointed Vendors to participate in the RPEL scheme. However, the grant application must be made by the

vendor as per the approved guidelines in **Paragraph 8.0 Submission of Trainees Application by Appointed Vendor.**

7.0 ELIGIBILITY AND ROLE OF PUSAT BERTAULIAH / APPOINTED VENDOR

- 7.1 *Pusat Bertauliah* registered with JPK are eligible to participate in the RPEL scheme. However, they **need to register under PSMB** as a training provider.
- 7.2 Appointed Vendors are Government related Agencies that registered and approved by JPK as an assessment centre. Other agencies that interested to participate as an appointed vendor are required to submit their proposal to PSMB for approval.
- 7.3 Appointed Vendor is responsible in **ensuring all trainees fulfil the eligibility requirement of RPEL scheme** and the criteria set by the certification body before enrolling them in the system and submission to PSMB.
- 7.4 Both *Pusat Bertauliah* and Appointed Vendors are responsible for all processes involved in the RPEL scheme and are also responsible in ensuring trainees obtain the relevant certification as per the grant approved by PSMB.

8.0 SUBMISSION OF TRAINEE APPLICATION BY APPOINTED VENDOR

- 8.1 Appointed Vendors are required to register the **Applicant's details in the PSMB online application system** for approval before proceeding with the evaluation process.
- 8.2 Appointed Vendors are required to key in the trainees' information into the online system at least **1 week (7 working days) before commencement of the evaluation process** with the following supporting documents:
- i. Copy of MyKad
 - ii. Copy of pre-assessment and gap analysis form
 - iii. Copy of completed application form issued by certification body
- 8.3 Appointed Vendors **must ensure that concerning the trainees are keyed into the system accurately**, particularly their name and their NRIC. Any submission with incorrect information will be queried or rejected.

- 8.4 The **cost that can be claimed for each trainee is for their certification fees and other incurred costs throughout the certification processes as per the given approval by PSMB. The cost for competency gap training is not covered by PSMB.**
- 8.5 The application will be queried if the details and supporting documents of the trainee is not complete. Employer need to **reply to the queries 3 days before commencement of the RPEL process.**
- 8.6 Average of processing the completed application received from Appointed Vendor **will be in 48 hours.** PSMB is not responsible for any queried or rejected application after commencement of the training.
- 8.7 **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.

9.0 INSPECTION

- 9.1 PSMB will send its officers to conduct verification visits to check on the compliance and attendance of trainees attending programmes under the RPEL scheme. During the visit, Employers, appointed vendors, trainers and trainees **must give their fullest cooperation.**
- 9.2 Employers / Appointed vendors must ensure the person in-charge during the training is capable of assisting the visiting officers must be reachable via phone throughout the programme.
- 9.3 Action will be taken on employers / appointed vendors who do provide cooperation. **A show cause or warning letter will be issued if necessary.**

10.0 CLAIM PROCEUDIRE

- 10.1 Upon approval, a total of RM 300.00 per trainees will be paid directly to the selected *Pusat Bertauliah* for JPK certification registration. The remaining fees will be paid upon certification.
- 10.2 Employers/Appointed Vendors are required to prepare the following documents upon submitting a claim to PSMB for the RPEL scheme:
- i. Claim Form
 - ii. Invoice (from appointed *Pusat Bertauliah* / Vendor to PSMB)
 - iii. Payment Voucher
 - iv. JPK Certificate

- 10.3 Upon completion, employers/appointed vendors are required to **upload a copy of the certificate** received by the trainees, for verification.
- 10.4 Employers/Appointed Vendors must ensure all claims are **submitted within 6 months after approval. Claims submitted 6 months after approval will not be entertained.**
- 10.5 PSMB may take up to **14 days to process** each claim.
- 10.6 There are **no meal and/or travel allowances provided** for the trainees under the RPEL scheme.
- 10.7 **No additional charges are allowed to be imposed on trainees** such as registration fees, exam fee and other additional equipment fees.

11.0 EVALUATION

- 11.1. The involving parties such as Employer/ *Pusat Bertauliah*/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

12.0 LEGAL ACTION

- 12.1 Employers/Appointed Vendors are **strictly advised to adhere 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 Any person who makes in writing, or signs any declaration, return or other document required by the PSMB Act 2001 or any regulations made under the Act which is untrue or incorrect in any particular, or commits an offence and shall on conviction be liable to a **fine not exceeding twenty thousand ringgit or imprisonment for a term not exceeding two years or to both.**

13.0 AMENDMENTS

- 12.1 PSMB **reserves the right to change or amend the guideline to strengthen the implementation of the RPEL scheme.** Employers/Appointed Vendors will be notified regarding any changes made to strengthen the implementation of the RPEL scheme.