



EMPLOYER ASSOCIATION REGISTRATION FORM

- 1. Association Name
- 2. Year of Establishment
- 3. Association Registration Number
- 4. Association Mailing Address
.....
.....
- 5. Association Registered Address
.....
.....
.....
- 6. Association Contact Details
(Person in Charge)
Name / Contact No/Designation
- 7. Industry
(Nature of Business)
- 8. Total Members :
Total Members Registered with HRDF:
 - List of Association Members
 - Hardcopy**
 - Softcopy (Excel/Word format)**
 - Email : employersupport@hrdf.com.my

I confirm that all information provided above is true.

.....
 Signature
 Name:
 Position:

.....
 Company Official Stamp
 Date:

IDENTIFICATION OF TRAINING NEEDS BY EMPLOYER ASSOCIATION UNDER THE INDUSTRY CERTIFICATION (INDCERT) SCHEME

1.0 PURPOSE

- 1.1 The purpose of this guideline is to inform **Employer Associations** on the requirements to submit training needs under the Industry Certification (INDCERT) scheme.

2.0 OBJECTIVE OF THE INDCERT SCHEME

- 2.1 To provide opportunity for Malaysian employees to increase their skills by participating in high value added professional certification that would enhance their career development;
- 2.2 To provide platform for HRDF registered employers to accelerate the up-skilling of Malaysian employees to support Human Capital Development at specific areas determined by the Government in order to achieve the National Agenda; and
- 2.3 To provide employers with high skilled Malaysian workforce which will allow them to explore business opportunities in higher value chain industry through up-skilling courses focusing on Knowledge Intensive that encompasses knowledge-based, high-technology and high value-added products or activities to maintain competitive in the global market.

3.0 TARGET GROUP

- 3.1 The target group for INDCERT are **Malaysian Employees of HRDF registered employers**, who are inclined to upgrade their skills and knowledge through up-skilling and re-skilling certification courses.

4.0 TYPE AND APPROVAL PROCESS OF TRAINING COURSES

- 4.1 The training needs under INDCERT are identified by Employer Associations / government agencies for existing employees of HRDF employers.
- 4.2 Employer Associations /government agencies are requested to submit the focused skill areas that are required by the industry as a whole.

- 4.3 Based on the identified skill areas, HRDF will allow all training providers registered with HRDF to submit a proposal for evaluation and consideration in order to be part of INDCERT scheme.
- 4.4 The list of training courses that have been approved can be viewed through the PSMB portal at www.hrdf.com.my (Schemes– INDCERT). The list is non-exhaustive and will be added from time to time to ensure courses offered are in line with industry requirements.
- 4.5 Employers can select the training courses from the list and submit their application to obtain financial assistance following the terms and conditions set by HRDF.
- 4.6 Based on the objective of INDCERT scheme, several domains have been identified to be offered under the INDCERT as stated below:

Example:

No	Position	Focus Area	Industry	Level/ Rank	Justification	Preferred Certification bodies (if any)
1	Programmer	Programming Skills	Information Technology	Competent	Programming is important for speeding up the input and output processes in IT Industry.	<ul style="list-style-type: none"> • Microsoft • Oracle
2	Quality Manager	Quality Management System	Cross Industry	Expert	QMS can reduce costs throughout an organization, especially in the areas of scrap, rework, field service, and warranty cost reduction.	<ul style="list-style-type: none"> • ASQ • NQA • Sirim

No	Position	Focus Area	Industry	Level/ Rank	Justification	Preferred Certification bodies (if any)
3	Welder	Contraction, Repair	Construction	Beginner	Welder positions are of high demand in shipyards, airplane and car manufacturers, or construction companies.	<ul style="list-style-type: none"> American Welding Society
4	Machine Learning Engineer	Machine Learning	Information Technology	Intermediate	A study by LinkedIn suggests that there are currently 1,829 open Machine Learning Engineering positions on the website. It has been trending as the dream job for engineering graduates across the globe for the year 2018.	<ul style="list-style-type: none"> Stanford University

5.0 RESPONSIBILITIES OF EMPLOYER ASSOCIATION

5.1 The submission of training needs requirement is based on the table below:

Submission	Date
1	18 April until 3 May 2019
2	3 June until 21 June 2019
3	5 August until 23 August 2019
4	1 October until 18 October 2019
5	3 December until 21 December 2019

- 5.2 Employer Associations are requested to discuss with their members (HRDF Registered employers) on the critical training requirements needed by the industry before submitting to HRDF.
- 5.3 Employer Associations must ensure the training needs address the critical requirements for Upskilling the current employees of HRDF registered employers.
- 5.4 Employer Associations that fulfil the requirements below are encouraged to participate in this training need identification:
- a. Members of the Employer Association must be within the same industry that supports the objective of the Employer Association;
 - b. Employer Associations must have experience in carrying out activities related to Human Capital Development
- 5.5 **It is compulsory** for Employer Association to fill up the **Form A (Registration form)** and submit together with **Appendix A (Training Requirement Template)**.
- 5.6 Information in Form A (Registration form) will be used by HRDF to register the Employer Association with HRDF.
- 5.7 **HRDF reserves the right to reject** the submission if the information in **Form A is not complete** and the **Training Needs Requirement does not meet the requirements/objective of the scheme**.
- 5.8 Employer Association must submit their training needs requirements following the template as per **Appendix A** and the **Form A (Registration Form)** in **hardcopy format** attention to:

Strategic Initiatives Unit
Training Department
Pembangunan Sumber Manusia Berhad
Wisma HRDF, Jalan Beringin
Damansara Heights
50490 Kuala Lumpur

Training Requirement Template

Employer Associations must establish a comprehensive analysis of skills deficiencies in order to identify the most crucial training needs in an industry. Several questions must be taken into consideration in order to establish training requirements as follows:

1. What are the challenges faced by the industry to produce skilled and knowledgeable workers in an industry?
2. What are the most critical positions to be filled by the industry?
3. What is the intended outcome to be achieved by attending certification courses?
4. What are the focus areas in identifying training requirements?

No	Position	Focus Area	Industry	Level/ Rank	Justification	Preferred Certification bodies

(Please attach a separate list if necessary)