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EMPLOYER'S CIRCULAR NO. 2/2026

REVISIONS TO THE TRAINING GRANT APPLICATION REQUIREMENT FOR LEVY-BASED TRAINING SCHEME

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform all employers registered with the Human Resource Development Corporation (HRD Corp), therein referred to as 'registered employers', on the revisions to the terms and conditions for levy-based training schemes.

2.0 BACKGROUND

- 2.1 HRD Corp is responsible for driving Malaysia's talent development aspirations through the collection of levies from employers and the funding of training and development programmes for the Malaysian workforce through various levy-based schemes.
- 2.2 To achieve the above, driving continuous improvement has always been one of the focuses. This includes inviting relevant government agencies to review our established policies and provide recommendations for improvement. In view of this, HRD Corp has embarked on enhancing the terms and conditions for the levy-based training scheme.

3.0 OBJECTIVES

- 3.1 To enhance governance and strengthen monitoring mechanisms in the management of training grants.
- 3.2 To streamline the grant application and approval process for improved efficiency and turnaround time.
- 3.3 To provide sufficient time for the employers to plan and execute training effectively.

4.0 TERMS AND CONDITIONS OF REVISED POLICY

The revisions apply specifically to the following schemes:

- i. HRD Corp Claimable Courses (HCC)
- ii. Skim Bantuan Latihan (SBL)
- iii. Skim Latihan Bersama (SLB)
- iv. Future Workers Training (FWT)

The following table outlines the current and revised policy across key components of the grant management process.

No.	Item	Current Term	Revised Term
1	Grant Submission & Approval	<ul style="list-style-type: none"> • Employers are required to submit grant applications at least one (1) day before the training commencement date. • Training programmes must commence within six (6) months from the date of the training grant application. 	<ul style="list-style-type: none"> • Employers must obtain grant approval fourteen (14) calendar days before the training commencement date. • Training should commence between fourteen (14) to ninety (90) calendar days from the grant approval date.
2	Query	<ul style="list-style-type: none"> • No maximum limit is imposed on the number of queries or grant applications. • Employers are allowed to address and respond to each query raised within 30 days. 	<ul style="list-style-type: none"> • Only one (1) query per application will be considered. • Employers are required to address the query within five (5) calendar days. • HRD Corp reserves the right to reject the application if the query is not addressed accordingly.
3	Grant Modification	<ul style="list-style-type: none"> • Modifications are permitted and can be applied from the 	<ul style="list-style-type: none"> • Employers will NO LONGER be permitted to

		period between grant approval and claim submission.	<p>modify an approved grant.</p> <ul style="list-style-type: none"> Should an employer wish to make any changes, the employer must cancel the existing approved grant and submit a new application.
4	Appeal	<ul style="list-style-type: none"> Employers are allowed to submit appeals after the training commencement date. Such appeals will be considered by HRD Corp on a case-by-case basis. 	<ul style="list-style-type: none"> Appeal will NO LONGER be considered.
5	Verification	<ul style="list-style-type: none"> Verification is conducted on a case-by-case basis on an approved grant that is delivered locally. 	<ul style="list-style-type: none"> Verification shall be conducted on approved grants for physical training and remote online training (ROT), excluding e-learning, coaching and mentoring, and training conducted overseas.

5.0 IMPLEMENTATION DATE

- 5.1 The revised Terms and Conditions for Levy-Based Training Schemes will be effective and applicable to all new grant applications submitted from **15th June 2026 onwards**.
- 5.2 Any modification request for grants approved before **15th June 2026** will not be considered.

6.0 CLOSING

- 6.1 For further clarification or assistance, kindly contact our Support Team via support@hrdcorp.gov.my or 1300 88 4800.

Thank you.

'MADANI Bekerja'



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DATO' MOHAMED SHAMIR ABDUL AZIZ

Chief Executive

Human Resource Development Corporation



Frequently Asked Questions (FAQ)

**REVISIONS TO THE TRAINING GRANT APPLICATION REQUIREMENT
FOR LEVY – BASED TRAINING SCHEMES**

This FAQ is prepared for HRD Corp Registered Employers

Levy Programme Management Department
Programme Management Division
07 May 2026

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1. Overview

1.1 What is the purpose of the revision to the terms and conditions of levy-based training schemes?

The revision aims to provide sufficient time for the employers to plan and execute training effectively while strengthening governance, improving efficiency and ensuring all trainings conducted are reviewed and approved before the training commencement date. It is also to ensure all approved trainings are conducted in accordance with the HRD Corp approved terms and conditions.

1.2 Which schemes are affected by the revision?

The revision applies to the following schemes:

- i. HRD Corp Claimable Courses (HCC)
- ii. Skim Bantuan Latihan (SBL)
- iii. Skim Latihan Bersama (SLB)
- iv. Future Workers Training (FWT)

2. Revised Terms and Conditions

2.1 When will the revision take effect?

The effective date will be on 15th June 2026.

2.2 When can training commence under the revised terms and conditions?

Training may only commence fourteen (14) calendar days after the grant has been approved, effective 15th June 2026.

2.3 Upon a grant being approved, within how long is the employer required to commence the training?

Training must be conducted between 14 calendar days to three (3) months from the approval date.

2.4 Why can a training only commence 14 calendar days after the grant approval?

Based on observations, several training sessions were conducted without adhering to HRD Corp's terms and conditions. To ensure compliance, effective 15th June 2026, HRD Corp will conduct verification on the approved training. Hence, the 14 calendar days will provide sufficient time for employers and HRD Corp to make the necessary arrangements.

2.5 What will happen to existing approved grants under the current terms and conditions?

Existing approved grants will continue to be governed by the terms and conditions in place at the time of approval. However, any new applications, resubmissions or actions taken after the effective date of the revised policy will be subject to the new requirement.

2.6 Are employers allowed to modify approved grants?

No. Employers are no longer permitted to modify approved grants. If any changes are required, employers must submit a new application. Any such resubmission, however, may consequently result in a change of the training commencement date.

2.7 What should employers do if changes are needed after approval?

Employers must cancel the existing approved grant and submit a new application. The new application will be subjected to revised training dates and approval timelines.

2.8 Are appeals still allowed under this revision?

No. Employers will no longer be permitted to submit appeals and HRD Corp will not accept any appeal requests.

2.9 How HRD Corp will ensure compliance?

HRD Corp shall conduct verification of approved grants where training is delivered physically and/or remotely (ROT), excluding e-learning, coaching and mentoring, and training conducted overseas. This is to ensure that the training is carried out in accordance with the approved grant and complies with HRD Corp's terms and conditions.

3. Grant Submission

3.1 What is the Service Level Agreement (SLA) for HRD Corp to process training grant applications under this revision?

The SLA is 24 hours from the date of submission, excluding Saturday, Sunday and public holidays. If a grant submission is made on a non-working day, the SLA will begin on the next working day.

3.2 Is there any cut-off period for grant submission?

For applications submitted before 5.00 pm, the SLA will begin on the same day. However, for applications submitted after 5.00 pm, the SLA will begin on the next working day.

Scenario 1: Training grant application submitted before 5.00 pm

Grant Submission	Monday, 15 th June 2026, 3.30 pm
Service Level Agreement	24 hours from submission date, Monday, 15 th June to Tuesday, 16 th June

Explanation:

For grant submissions made before 5.00 pm on a working day, the 24-hour SLA will begin on the same day.

Scenario 2: Training grant application submitted before 5.00 pm, Friday

Grant Submission	Friday, 19 th June 2026, 3.30 pm
Service Level Agreement	24 hours from submission date, Friday, 19 th June to Monday, 22 nd June

Explanation:

For grant submissions made before 5.00 pm on a Friday, the 24-hour SLA will not include Saturday and Sunday as mentioned in item 3.1.

Scenario 3: Training grant application submitted after 5.00 pm

Grant Submission	Monday, 15 th June 2026, 5.30 pm
Service Level Agreement	24 hours begin next working day, Tuesday 16 th June to Wednesday 17 th June

Explanation:

For grant submissions made after 5.00 pm on a working day, the 24-hour SLA will begin on the next working day.

Scenario 4: Training grant application submitted on a non-working day

Grant Submission	Saturday, 20 th June 2026, 12.00 pm
Service Level Agreement	24 hours begin next working day, Monday 22 nd June, to Tuesday 23 rd June

Explanation:

For grant submissions made on non-working days (including weekends and public holidays), the 24-hour SLA shall begin on the next working day.

3.3 What happens to grant applications that were submitted before the implementation date but have not yet been approved?

Grant applications submitted prior to the implementation date but pending approval will be processed based on the existing terms and conditions.

3.4 Will employers be allowed to modify a grant that was approved before the implementation date or an appeal submitted before the implementation date?

No. Once the revised terms and conditions take effect, all modifications and appeals will no longer be permitted.

3.5 Can training dates be tentative at the point of submission?

No. Employers are required to provide confirmed training dates that comply with HRD Corp requirements.

3.6 Can employers proceed with training while waiting for grant approval?

No. Employers must obtain grant approval and comply with the 14-day requirement before commencing training.

How is the 14 to 90-day period defined?

The 14-day to 90-day period is defined from the date of grant approval to the commencement date (start date) of the training program. Whereas the completion date (end date) is subject to the training period as specified in the course outline.

Scenario 1: Training commences less than 14 days from the approval date.

Grant Approval Date	1 st July 2026
Approved Training Period	15 th July 2026 – 28 th September 2026
Training Commencement Date	10 th July 2026

Explanation:

Training that commences before the 14-calendar-day requirement is non-compliant and not eligible for claims.

Scenario 2: Training commences 14 days after grant approval.

Grant Approval Date	1 st July 2026
Approved Training Period	15 th July 2026 – 28 th September 2026
Training Commencement Date	15 th July 2026

Explanation:

Training that commences **14 days after grant approval is fully compliant.**

Scenario 3: Training commences within 90 days from grant approval date.

Grant Approval Date	1 st July 2026
Approved Training Period	15 th July 2026- 28 th September 2026
Training Commencement Date	27 th September 2026

Explanation:

Training that commences within **90 days after grant approval is fully compliant.**

Scenario 4: Training commences after 90 days from grant approval date.

Grant Approval Date	1 st July 2026
Approved Training Period	15 th July 2026 – 28 th September 2026
Training Commencement Date	2 nd October 2026

Explanation:

Training that commences more than **90 days after grant approval is non-compliant and not eligible for a claim.**

3.7 When should employer submit grant application?

Applications are required to be approved 14 days before the commencement date of training. Employers are advised to submit applications earlier to avoid any delays in the application process.

Scenario: Grant application submitted 30 days before training.

Commencement Date

Grant Submission Date	30 th June 2026
Grant Approval Date	1 st July 2026
Training Commencement Date	31 st July 2026

Explanation:

Grant is submitted 30 days before training commencement date and approval is given before 14 days of training commencement date. Hence, it is fully compliant.

4. Query

4.1 What is the maximum number of queries allowed for a grant application?

Each grant application is limited to **one (1)** query only.

4.2 By when is the employer required to respond to the query?

Employers are required to respond to the query within five (5) calendar days from the date the query was raised.

Scenario:

Grant Submission Date	3 rd July 2026
HRD Corp Query Date	6 th July 2026
Employer Response Date	10 th July 2026 (maximum 5 days)
Grant Approval Date	13 th July 2026
Training Commencement Date	27 th July 2026 (after 14 days)

Explanation:

The employer responded **within five (5) calendar days**, allowing the application to be processed for further consideration.

4.3 What happens if the employer fails to respond to the query within 5 calendar days?

Should the employer be unable to meet the requirement under item 4.2 above, the grant application will be considered expired. Hence, employers are advised to submit a new grant application.

Scenario

Grant Application Date	1 st July 2026
HRD Corp Query Date	2 nd July 2026
Employer Response Date	11 th July 2026

The employer failed to respond within **five (5) calendar days**, which resulted in the grant application expiring. Hence, the employer will not be able to return to HRD Corp for further processing.

5. Modification and Appeal

5.1 Can an employer request a modification and appeal for grants approved before 15th June 2026?

No. Employers are not allowed to submit any modification or appeal request after the effective date of the circular.

Scenario 1: Grant Modification and Appeal Submission before 15th June 2026.

Grant Approved Date	15 th May 2026
Modification/Appeal Request Date	21 st May 2026

Explanation:

Employers are allowed to request a modification or appeal before the effective date of the circular.

Scenario 2: Grant Modification and Appeal Submission after 15th June 2026

Grant Approved Date	15 th May 2026
Modification/Appeal Request Date	16 th June 2026

Explanation:

Employer are **not allowed** to submit any request for modification or appeal for after the effective date.

6. Claim Submission

6.1 Can an employer change the training date during claim submission if the actual training was conducted on a different date?

No. Employers must adhere to the approved training date stated in the grant approval. **Any deviation is considered non-compliance, and the claim will be rejected.**

6.2 What if there is a change in the trainee details (e.g. names, IC numbers or position) after the grant has been approved?

If there are any changes, the employer or training provider is only allowed to amend trainee details (including names, IC numbers, or positions) during claim submission. No further amendments will be permitted once the claim has been submitted. All other details approved during the grant stage must remain unchanged, accurate, and complete. Any other changes or modifications will be deemed as non-compliance, and the claim will be rejected.

6.3 What happens to claim where there are changes to training details that were not approved at the grant stage?

Claims involving changes to training details that were not approved at the time of grant approval will not be accepted (except trainees' details). Employers are required to ensure all training details are strictly adhered to the approved grant.

7. Others

7.1 Where can employers find the policy revision guidelines?

Employers can find the revised terms and conditions guidelines on the HRD Corp Portal, www.hrdcorp.gov.my.

For any enquiries, please contact us at 1300-88-4800 or email us at support@hrdcorp.gov.my