



GUIDELINE

SKILLS4 JOHOR

**JOHOR TALENT DEVELOPMENT COUNCIL
(JTDC)**

TABLE OF CONTENTS

BIL	CONTENT	PAGES
1.0	INTRODUCTION SKILLS4JOHOR	1
2.0	SUMMARY OF IMPLEMENTATION PERIOD	2 - 3
3.0	MANDATORY CRITERIA FOR TRAINING PROVIDERS	3
4.0	PROPOSAL FORMAT AND STRUCTURE	4
5.0	TRAINING PROCESS FLOW	5 - 9
6.0	AMENDMENTS	9
7.0	CONTACT INFORMATION	9

1. Introduction to SKILLS4JOHOR

SKILLS4JOHOR is a key initiative through collaboration between the Human Resource Development Corporation (HRD Corp) and the Johor Strategic Human Capital Unit (Unit SMI) under the **Johor Talent Development Council (JTDC)** aimed at empowering Johor's workforce through **high-skilled training programmes with guaranteed job placements offering premium salaries**. This programmes aligns with Johor's vision to become a competitive talent hub by fostering strategic collaborations between training providers, industries, and government agencies.

1.1 **Role of the Johor Talent Development Council (JTDC)**

As the driving force behind human capital development in Johor, JTDC plays a crucial role in formulating talent development policies, funding high-impact training programmes, and ensuring alignment between industry needs and workforce skills. **Through SKILLS4JOHOR, JTDC facilitates the implementation of programmes that contribute to Johor's economic growth.**

1.2 **Objective**

- 1.2.1 **Bridging the Skills Gap** – Ensuring Johor's workforce is equipped with skills that meet industry demands.
- 1.2.2 **Guaranteed Job Placement** – Every trained participant must be offered a suitable job opportunity.
- 1.2.3 **Premium Salary Benchmark** – A minimum salary of **RM3,000 and above** to enhance the workforce's income level.
- 1.2.4 **Public-Private Partnership (PPP)** – Strengthening ties between training providers, industries, and government.
- 1.2.5 **Government Funding Support** – Financial assistance to develop the workforce.

1.3 **Call For Proposal (CFP)**

Interested stakeholders are invited to submit training programmes proposal that guarantee job placements for participants. **All submissions to Unit SMI Johor must follow this CFP guidelines.** This initiative offers an opportunity to contribute to Johor's talent development while benefiting from JTDC's funding support.

2. Summary of Implementation Period

- 2.1 Training programmes shall **provide placement and premium salary** for its participants upon completion.

- 2.2 Training programmes to be offered under this initiative will focus on **competencies, technical skills-related and certifications programmes** that are aligned with the current job market demands in Johor and **required by the 11 industries involved in JS-SEZ**.
- 2.3 Employers/training providers are encouraged to set appropriate salaries for trainees undergoing this initiative, in line with their qualifications, skills, and industry requirements. **Priority in course selection is given to employers who offer premium salaries to trainees**. The following is the recommended salary for the trainees:

Qualification	Salary
Diploma / TVET	RM 3,000 and above
Degree	RM 3,500 and above

- 2.4 Below is the summary of implementation for this initiative:

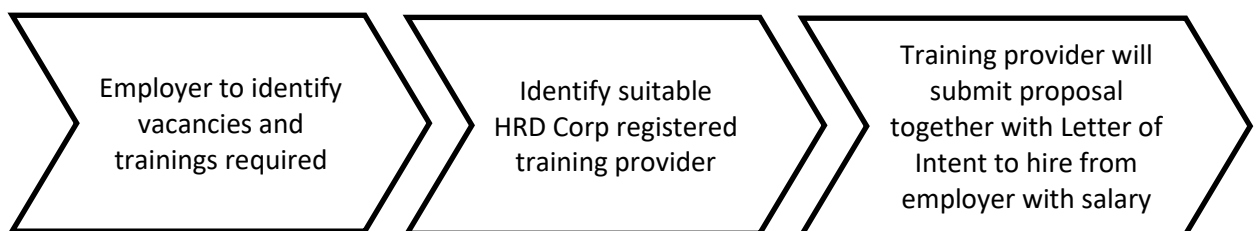
Item	Details
1. Target Group	i. Graduates with TVET qualifications, diploma, or higher degree from universities, colleges or polytechnics. ii. Existing workforce identified by existing employers and future investors of JS-SEZ with the target to upskill or reskill the talents and be future ready for the jobs.
2. Course Fee (RM)	i. Covers course and certification/exam fee. ii. Course fee will be based on HRD Corp's Allowable Cost Matrix.
3. Training Delivery Method	Programmes will be conducted through delivery method deemed suitable for the employers.
4. Course Duration	i. Minimum of three (3) days (24 hours) ii. Maximum of three (3) months Note: One-day training shall be conducted for a minimum of 4 hours (half day). Full day training will be 7 hours.
5. Timeline	All approved training courses MUST commence and be completed within six (6) months from the Letter of Appointment (LOA) date. Extensions will not be permitted.
6. Exclusion Clause	Unit SMI Johor or HRD Corp does not appoint any agent to submit or receive proposals for this Skills4Johor initiative.
7. Online Proposal Submissions	Proposals or grant submissions will be submitted through Upskill Malaysia platform once activated. Submissions must be using e-TRIS credentials to log in and submit.
8. Status of the Providers	All providers must be registered with HRD Corp and have a valid registration at the time of submissions for a period of at least one (1) month.

- 2.5 This initiative will be implemented in two methods, which are training provider-centric approach and employer-centric approach.

2.5.1 **Training provider-centric approach**



2.5.2 **Employer-centric approach**



3. **Mandatory Criteria for Training Provider (TP)**

- 3.1 All TPs **MUST** be registered with HRD Corp for a period of at least **six (6) months** during submission. TPs **MUST** be registered with HRD Corp with active and **valid registration** at the time of submission.
- 3.2 The training courses **MUST be aligned with the intended outcomes** of the initiative.
- 3.3 The proposed internal trainer (Malaysian) **MUST be Train-the-Trainer (TTT) certified/exempted** and **MUST be registered in the HRD Corp Trainer Development Management System (TDMS)**. For more information, please visit <https://hrdcorp.gov.my/hrd-trainer>.
- 3.4 **HRD Corp Accredited Trainer** is highly recommended to ensure delivery meets the required standards.
- 3.5 TPs with the same **Directors or Shareholders** are prohibited from submitting multiple proposals through different entities.
- 3.6 TPs **must not have any ongoing legal issues** or **be listed on the HRD Corp suspended list** at the time of submission.
- 3.7 TPs **SHALL** provide **primary and secondary contact** details for this initiative.

4. Proposal Format and Structure

All interested TPs must submit their **proposals in hardcopy to Unit SMI Johor** following the required format and structure. Upon shortlisted, they will be granted access to **upload the same proposal into the Upskill Malaysia Portal**.

FOCUS AREAS	DETAILS
Part 1: Outcome Details	Letter of Intent/ Commitment from employer for the trainee's for employment.
Part 2: Training Provider Details	1. Primary contact • Name • Mobile Number • Email Address 2. Secondary contact • Name • Mobile Number • Email Address
Part 3: Training Course Details	1. Course Title 2. Training Methods 3. Type of Training 4. Skill Areas 5. Number of Participants (Trainees) 6. Course Overview 7. Course Content 8. Certification Body (if any) 9. Course Duration 10. Course Modules
Part 4: Trainer's Details	The selected internal (Malaysian) trainers should be registered in the HRD Corp's Trainer Development Management System (TDMS). Accredited trainer is highly recommended. For non-Malaysian trainers, the profile must be attached with supporting documents for verification purposes. More info on TDMS: https://hrdcorp.gov.my/hrd-tdf
Part 5: Attachments	Attach relevant supporting documents in PDF format: 1. Latest Master Service Agreement (MSA) 2. Collaboration letter from the certification body (for Certification courses) 3. Letter of Intent/ Commitment from employer to hire with salary range.
Part 6: Schedule of Price	Justification must be provided for all the details Schedule of in the schedule of prices. 1. Trainer fee 2. Trainer accommodation and logistics 3. Venue rental, food and beverages* (*Note: max RM200/day/participant) 4. Training materials (with details) • Consumables (e.g. stationeries) • Printing of handouts • Training Manual/Textbooks 5. Facilities and equipment (with details) • Software, hardware, and learning tools (incl. non-venue related rentals, e.g., laptop rental) • Access to online portals 6. Estimated profit margin For Professional Certification (If applicable): 1. Examination fees 2. Professional certification fees • Must be from a renowned institution. • The mentioned certification and examination fees must be per person with proof of the quoted price.

5. Training Process Flow

5.1 Before Commencement of Training

- 5.1.1 TP must **submit the hardcopy training proposals to Unit SMI Johor** according to the proposal format and structure. **Unit SMI Johor will conduct due diligence** before shortlisting the proposals that meet requirements.
- 5.1.2 TP of the **shortlisted proposals** will be notified and **provided access to Upskill Malaysia to submit their proposals.**
- 5.1.3 All successful TPs will receive the Letter of Appointment (LOA) through the Adobe Acrobat Sign.
- 5.1.4 The TPs **MUST** agree to the terms and conditions of the LOA and acknowledge their acceptance of the LOA through Adobe Acrobat Sign within 14 days.
- 5.1.5 The LOA shall be valid for **six (6) months** from the date of issuance. All training must be completed therein. **There will be no extension of time after the lapsed of 6 months.**
- 5.1.6 Appointed TPs are required to **'Create a Slot'** for the class creation in the Upskill Malaysia portal before proceeding with the grant submission which must be made within the **LOA validity period** to complete their approved allocation.

5.2 Training Grant Submission

- 5.2.1 The grant needs to be submitted **at least three (3) days before the commencement of the training.** TP must submit it in advance to ensure they receive the required **approval before the training commences.**
- 5.2.2 The **required documents during grant submission** are as follows:
 - i. Invoice from the approved TP (30% of course fee)
 - ii. Session Plan for the approved programmes
 - iii. Trainer's Profile who will be conducting the programmes
 - iv. Venue Details
- 5.2.3 **TP is strictly prohibited from conducting the training before grant submission and responsible for ensuring the training is executed per the grant approval. Class combinations are not allowed.**

- 5.2.4 Upon grant approval, 30% of the total programme fee will be paid to the TP (subject to Finance turnaround time).
- 5.2.5 Any **changes or cancellations** to the approved training **MUST be notified to the Skills4Johor Secretariat either from HRD Corp Johor or Unit SMI Johor** at least three (3) working days before the commencement date of the training. The training schedule must align with the total training days/hours approved by the Selection Committee.
- 5.2.6 All **supporting documents must be uploaded in PDF format through Upskill Malaysia**. TP must keep the hard copy of the supporting documents as the Skills4Johor Secretariat has the right to request the original documents for inspection purposes.
- 5.2.7 TP is strongly recommended to **register trainees' information in Upskill Malaysia before the commencement of the training** to ensure the trainees have not attended more than one (1) training under Skills4Johor.
- 5.2.8 TP must ensure that trainee and contact details, especially email addresses and mobile numbers during course registration, are valid.

5.3 Training Verification

- 5.3.1 **Skills4Johor Secretariat** through the HRD Corp inspectorate officers will **conduct verification visits to the training venue** to verify on training course compliance, trainee attendance, and other related matters and documents. During the visit, trainee(s), employer(s) and training provider are expected to provide full cooperation.
- 5.3.2 During the verification, **all relevant documents**, including trainee attendance, **must be available to review**. Inspectorate officer is **authorised to interviewing trainees and taking photographs and/or video recording of training sessions**.
- 5.3.3 TP need to ensure the trainee's NRIC be available during the inspection to verify the individual's eligibility.
- 5.3.4 Any trainee not in attendance on the day of the verification visit will be deemed as absent. The marked trainee attendance form must be attached to the claims form during submission. Failure to provide the original trainee attendance will result in the claims being queried.
- 5.3.5 TPs must ensure that the person in charge is always available to assist the inspectorate officer with training and document verification.

- 5.3.6 TP must always ensure the company's stamp is available, especially during the inspectorate officer visits.
- 5.3.7 For Remote Online Training (ROT), verification will be conducted through the online platform. The inspectorate officer will directly contact the TP to obtain the training details.

5.4 Training Evaluation

- 5.4.1 The Skills4Johor Secretariat will be leveraging the HRD Training Effectiveness Evaluation (HRD-TEE) to assess courses based on the outcome measures. As part of the Output Evaluation, it aims to gauge immediate trainee response and feedback on the attended course.
- 5.4.2 TP and trainer must ensure that **all trainees receive and complete the MANDATORY HRD Corp Output Evaluation on the last day of training**. The evaluation form can be accessed via the HRD Corp website: <https://hrdcorp.gov.my/hrd-tee>.
- 5.4.3 Meanwhile the **Outcome Evaluation** aims to assess trainees' actual understanding and application of knowledge after the training. Conducted at least six (6) months post-training, it measures whether trainees have successfully achieved the initiative's objectives through key indicators or identified learning objectives.
- 5.4.4 The Skills4Johor Secretariat will send the evaluation link via email to all trainees, who are encouraged to complete it within the specified timeframe. TP must ensure that trainee details, particularly email addresses from the course registration, are accurate and valid.

5.5 Final Claim Submission

- 5.5.1 TP must submit their final claims via Upskill Malaysia and all supporting documents must be uploaded in PDF format, including the duly signed trainee attendance form. **TP must keep the hard copy of the supporting documents** as the Skills4Johor Secretariat has the right to request the original documents.
- 5.5.2 TP shall submit their claims within **3 months (90 days) after completion of the training**. No appeal is allowed after 3 months.
- 5.5.3 TP may replace the trainee in Upskill Malaysia before the claim submission.

- 5.5.4 70% of the claims will be reimbursed upon claims approval with **80% attendance of each trainee.**
- 5.5.5 Payment will not be made if the trainee(s) fail to attend at least 80% of the training, meet the initiative's outcomes, or fulfil all other criteria. Financial assistance for the course and examination fees is provided as a one-off payment. The TP will bear all costs related to any revision or re-examination attempts by the trainee(s).
- 5.5.6 The Skills4Johor Secretariat through HRD Corp reserves the right to demand a refund of the 30% payment paid or to offset the amount against the remaining 70% claims (if any) due to the non-fulfilment of the 80% attendance requirement, withdrawal of trainees, or failure to comply with the 70% claims procedure.
- 5.5.7 The following documents are required for the 70% claims submission to HRD Corp via Upskill Malaysia platform:
- i. Invoice (70% of total course fee)
 - ii. Original trainee attendance form or system-generated attendance report.
 - iii. Professional certificate (if applicable)
 - iv. Evidence receipt payment of examination/ certification slot/ issuance of certificate/ confirmation letter by the respective certifying body (if applicable).
 - v. Any other additional documents required by the HRD Corp claims officer
 - vi. A copy of the trainee's offer letter with salary details, etc.
- 5.5.8 Course, examination & certification fees (if any) will be paid directly to the appointed TP. The amount is subject to the approved claims. Examinations and certifications must be conducted with the appointed certification body. In-house examinations and certifications will not be accepted.
- 5.5.9 Claims will be processed after receiving verification visit reports from the verification officers and claims submissions from the TP.
- 5.5.10 To avoid any deduction or rejection of the claim, TP must ensure that:
- i. training is conducted according to the training schedule
 - ii. trainee attendance is recorded for each training day
 - iii. proof of payment is submitted
 - iv. compliance with this guideline
- 5.5.11 The claim will be queried if the details and supporting documents are incomplete. **TP must reply to the queries within seven (7) working days.** Failure to do so will delay the claims approval. **Approved**

payment will be credited within fourteen (14) working days of receipt of complete documents.

- 5.5.12 Actions will be taken if the appointed TP or employer provides false or misleading documents during the claim submission. The Skills4Johor Secretariat through HRD Corp reserves the right to request whole or partial repayment from the reimbursed payment.
- 5.5.13 The decision on the claim approval is final, and no further appeal will be permitted.

5.6 Trainee Registration on MYFutureJobs

- 5.6.1 TP is responsible for ensuring that **every trainee** enrolled in the training course **completes their individual registration and profile** on the **MYFutureJobs Portal**. This **registration is a mandatory** step for all trainees before end of training.
- 5.6.2 Trainees have the flexibility to complete their registration on the MYFutureJobs either the official MYFutureJobs web portal (<http://www.myfuturejobs.gov.my/>) or through the MYFutureJobs Mobile Application.

6. Amendments

Unit SMI Johor and HRD Corp may change or amend these terms and conditions from time to time. Employers and TPs will be notified on any changes made to strengthen the implementation of this initiative.

7. Contact Information

For any enquiries, please email to unitsmi@johor.gov.my or skills4johor@hrdcorp.gov.my