



MINISTRY OF HUMAN RESOURCES



GUIDELINE

RECOGNITION OF PRIOR EXPERIENTIAL LEARNING



Version 2
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INTRODUCTION



Recognition of Prior Experiential Learning (RPEL) is an initiative designed to enable Malaysian workers with secondary education or lower to be recognised for their current skills, knowledge and experiences in particular skill areas based on the standards determined by the Jabatan Pembangunan Kemahiran (JPK) or any equivalent certificates in order to facilitate their career growth.

OVERVIEW

RPEL represents a significant opportunity for industries in Malaysia to better utilise their workforce by recognizing the value of non-formal and informal learning. By integrating RPEL into industry and education systems, Malaysia can create a more adaptable, skilled, and inclusive workforce that meets the evolving demands of the economy.

Key Objective

Enable Malaysian employees with secondary education or lower to be recognised for their current competencies in particular skill areas based on the standards determined by the *Jabatan Pembangunan Kemahiran* (JPK) or any equivalent certificate to facilitate their career growth.

Contribute to producing trained and qualified, skilled employees that will enhance the competitiveness of local industries in the global market.

Scope

RPEL will focus on:



Upskilling and reskilling

CALL FOR PROPOSAL (CFP)

Objective

The objective of CFP is to inform potential stakeholders about the implementation process of the RPEL initiative.

Potential stakeholders who are interested MUST follow the guideline before submitting any proposal under the RPEL initiative.

2. INITIATIVE OVERVIEW

RECOGNITION OF PRIOR EXPERIENTIAL LEARNING (RPEL)

2.1 GOALS AND OBJECTIVES

RPEL is an initiative designed to enable Malaysian workers with secondary education or lower to be recognised for their current skills, knowledge and experiences in particular skill areas based on the standards determined by the *Jabatan Pembangunan Kemahiran* (JPK) or any equivalent certificates to facilitate their career growth. This could include submitting a portfolio of work or completing practical assessments that demonstrate their competence. This adds further value to the employees' credentials and make them more competitive in the job market.

The key objectives of the RPEL initiative are as follows:

- 2.1.1 Recognise the competencies of Malaysian employees with secondary education or lower in specific skill areas, based on standards set by the *Jabatan Pembangunan Kemahiran* (JPK) or any equivalent certification body.
- 2.1.2 Support the career growth of Malaysian employees by acknowledging their existing skills; and
- 2.1.3 Contribute to developing a skilled, trained workforce to improve the competitiveness of local industries in the global market.

2.2 CERTIFICATION OFFERED

- 2.2.1 *Sijil Kemahiran Malaysia* (SKM) Level 3, Level 4, or the *Diploma Kemahiran Malaysia* (DKM) issued by the *Jabatan Pembangunan Kemahiran* (JPK) are offered through the RPEL implemented by HRD Corp. Skill areas covered are based on the National Occupational Skills Standard (NOSS).
- 2.2.2 The recognition awarding body that offers certification equivalent to a Diploma or Level 4 according to a pre-

determined set of criteria by the Malaysian Qualification Framework (MQF). The certifications are regulated and accredited by authorities such as the Malaysian Qualification Agency (MQA).

2.3 TARGET AUDIENCE

2.3.1 This initiative is targeted to all Malaysians who fall under the following categories;

- i. Age between 18 – 60 years.
- ii. Qualifications below Diploma or Level 4 or its equivalent.
- iii. Minimum (3) years of working experience as determined by the relevant certification bodies.

2.3.2 Participants are eligible to participate by **level and single tier ONLY**.

- i. Level: Certificates will be awarded according to each qualifying level.
- ii. Single – Tier: Certificates will be awarded at the highest level eligible to be achieved by the candidate.

2.3.3 Each participant is **ONLY** entitled to attend one (1) approved programme under the RPEL by fund basis to widen the opportunity for other Malaysian employees to be certified.

2.4 TRAINING PROVIDER'S ELIGIBILITY

2.4.1 Only **HRD Corp Registered training provider** who have been registered for a period of **at least six (6) months** during submission and fulfils the followings:

- i. Registered as *Pusat Bertauliah (PB) / Pusat Penilaian Amali (PPA)* under *Pengiktirafan Pencapaian Terdahulu (PPT)* in *Jabatan Pembangunan Kemahiran (JPK)*; or
- ii. Training providers (TP) holds official RPEL accreditation issued by the appointed certification body to ensure quality and implementation of RPEL.
- iii. TP should also have an active and valid registration at the point of submission.

2.5 EMPLOYER'S ELIGIBILITY

- 2.5.1 **HRD Corp registered employer** registered as *Pusat Penilaian Amali (PPA)* under PPT in JPK are eligible to participate in the RPEL by submitting the proposal directly to HRD Corp. Meanwhile, non-HRD Corp registered employer can participate through HRD Corp registered training provider.
- 2.5.2 PPA is appointed to conduct practical assessments through the PPT method consisting of companies/organisations, associations/organisations, and training provider authorized by JPK.
- 2.5.3 Each HRD Corp registered employer can submit a **maximum of 60 employees** per application.
- 2.5.4 A company that is both a training provider and an employer registered under HRD Corp must select an external training provider for certification programme approval.

2.6 INDIVIDUAL ELIGIBILITY

- 2.6.1 Malaysian employees or individuals are eligible to participate in these certification programme. However, they need to register with JPK through HRD Corp RPEL implementation mechanism. HRD Corp will fully fund the **JPK registration fee ONLY** based on the certification level amounting to **RM300/participant for Level 3 (SKM)** and **RM500/participant for Level 4 (DKM)**.
- 2.6.2 The participant can register themselves and **ONLY apply for portfolio development** by choosing HRD Corp as **Agensi Penaja** during application submission in the **JPK MySpike system** (<https://www.myspike.my/>).
- 2.6.3 JPK ensures all participants fulfil the RPEL eligibility requirements and the criteria set based on the PPT guideline before registering on MySpike.

2.6.4 Participants need to ensure that they have to complete the certification programme within **six (6) months** of the approved duration and obtain their certification upon programme completion.

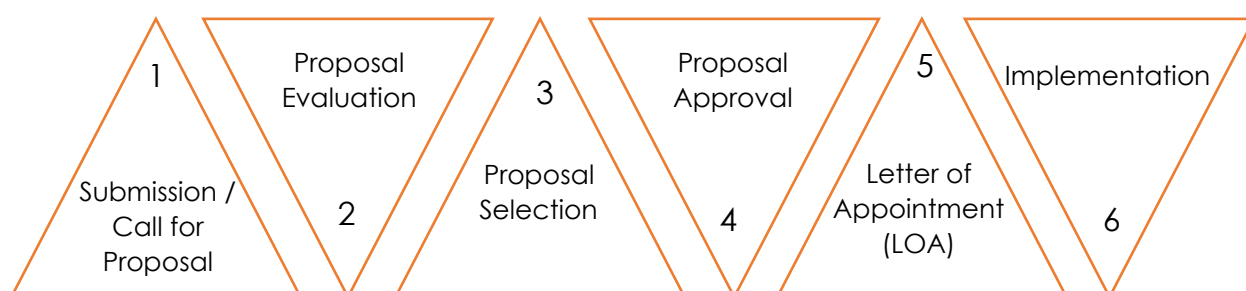
2.7 **PROGRAMME DURATION AND TIMELINE**

2.7.1 All approved certification programme MUST commence and be completed within **six (6) months** from the date of the Letter of Appointment (LOA).

3. PROPOSAL SUBMISSION

3.1 **IMPLEMENTATION PROCESS**

The overall RPEL implementation process is outlined below. TPs/Employers can log in to the RPEL Proposal System to track their current application status based on the steps below;



3.2 **SUBMISSION PLATFORM**

3.2.1 TPs/Employers may submit the proposal directly via RPEL proposal submission system <https://apps.hrdcorp.gov.my/RPEL>.

3.2.2 ONLY submissions made through the RPEL proposal submission system during the CFP duration will be accepted. HRD Corp WILL NOT entertain or consider proposals submitted through other means or channels outside of CFP duration.

3.2.3 TPs/Employers should use their e-TRiS credentials to log in and submit their proposals.

3.3 MANDATORY CRITERIA

3.3.1 The programmes MUST be aligned with the intended outcomes of the initiative.

3.3.2 The proposed internal trainer MUST have expertise in the related programmes proposed.

3.3.3 TPs with the same Directors or Shareholders are strictly prohibited from submitting multiple proposals through different entities.

3.3.4 TPs shall provide primary and secondary contact details specifically for RPEL.

3.3.5 TPs should not have any ongoing legal issues or be on the HRD Corp suspended list at the point of submission.

3.3.6 Attach accreditation from an awarding body such as JPK or any certification body.

3.3.7 Provide the Letter of Commitment from the employer or list of participants.

3.4 ELIGIBILITY CRITERIA AND REQUIREMENTS

3.4.1 TPs/Employers may submit multiple proposals each year for consideration, **provided the previous approved proposal has been fully utilised**, and subject to funding availability.

3.4.2 Programmes can be delivered through the following methods:

i. Portfolio Assessment

(Documents that contain relevant evidence of competence, and systematic according to meet the specific requirements of each task profile in the certification programme.)

ii. Practical Assessment

(An evaluation process conducted without the development of a portfolio, assessing skills, knowledge, attitude, safety, and environmental aspects in accordance with the certification programme requirements.)

3.4.3 The **maximum** number of participants per submission is as follows:

- i. 30 participants per programme
- ii. 60 participants per TP/Employer
(The approved quota is subject to HRD Corp's decision)

3.4.4 Programme fees should be within the prescribed allowable limit below:

No.	Level	Certification Body	Amount per Pax (RM)
i.	Level 3	JPK	1,300.00
ii.	Level 4	JPK	1,500.00
iii.	Level 3 / 4	Other Recognition Awarding Body	2,000.00

3.4.5 HRD Corp will fully fund the programme fee for up to RM2,000 per participant. This applies only to certification fees and other costs incurred throughout the certification process. However, the cost of competency gap **training is not covered** by HRD Corp.

3.4.6 No meal and/or travel allowances are provided for participants under the RPEL. **No additional charges, such as registration, exam, and other equipment fees, can be imposed on participants.**

3.4.7 Participant is allowed to participate in this RPEL programme maximum of **one (1)** by fund basis.

3.5 PROPOSAL FORMAT AND STRUCTURE

3.5.1 TPs/Employers must follow the following format and structure when submitting their proposal through the official online portal.

No.	Mandatory Documents
i.	SSM Company profile
ii.	Framework of Certification (For Recognition Awarding Body Other Than JPK)
iii.	Accreditation Letter from Certification Body
iv.	Internal Assessor Resume & Relevant Professional Certificate
v.	Letter of Commitment from Employer (List of Potential Employees)
vi.	Any Other Additional Documents Required by The HRD Corp's Officer

3.5.2 All supporting documents should be in PDF format. TPs / Employers must keep the hard copy of the supporting documents as HRD Corp has the right to request the original documents.

4. EVALUATION CRITERIA

4.1 EVALUATION PROCESS

4.1.1 The Evaluation Committee will evaluate and assess each proposal based on the following criteria:

- i. **Quality:** Alignment with the programme objectives and industry needs.
- ii. **Effectiveness:** Effectiveness of the proposed training objectives and outcomes.
- iii. **Accuracy:** Clarity and completeness of the proposal.
- iv. **Credibility:** Track record and expertise of the TP.
- v. **Price:** Cost-effectiveness and price justification based on standard rates.

4.2 QUERY RESOLUTION PROCESS

4.2.1 The evaluation officer may contact the TP's/Employer's primary or secondary contact person to request additional information to complete the evaluation process.

- 4.2.2 TPs/Employers **MUST** revert to the query **within seven (7) working days**. Failure to comply with the deadline will result in an automatic rejection.

5. SELECTION PROCESS

5.1 FINAL REVIEW AND RECOMMENDATIONS

- 5.1.1 Proposal submission does not mean automatic approval.
- 5.1.2 The appointed Evaluation and Selection Committee will convene to discuss and review all proposals.
- 5.1.3 TP/Employer may check the proposal status through the RPEL proposal system.
- 5.1.4 The Committee's decision is final, and no appeal will be considered.

6. CONTRACTUAL OBLIGATIONS

- 6.1 All successful TPs/Employers will receive the Letter of Appointment (LOA) via their primary or secondary contact details.
- 6.2 The TPs **MUST** agree to the terms and conditions of the LOA and acknowledge their acceptance of the LOA **within 14 days**.
- 6.3 The LOA shall be valid for a term of **six (6) months** from the date of issuance. All training must be completed therein. HRD Corp will not provide any extension to the time period.
- 6.4 Any changes in the Certification Body upon LOA acceptance are strictly prohibited.
- 6.5 The LOA shall be deemed legally binding and effective upon acceptance.

- 6.6 HRD Corp reserves the right to take legal action if the TP/employer fails to comply with the terms and conditions prescribed in RPEL and/ or outlined in the LOA.
- 6.7 At all material times, the TP/Employer shall be responsible for the acknowledgment and acceptance action. All such acceptances and acknowledgment will be deemed by HRD Corp as authorised by the TP/employer.

7. INITIATIVE DELIVERABLES/IMPLEMENTATION

- 7.1 The certifications under the RPEL will be assessing employees' skills, knowledge, and experience. Participants must complete their portfolio/practical assessments for competency certification within the LOA validity period.
- 7.2 Training shall be provided for participants with a competency gap.

7.3 GRANTS SUBMISSION

- 7.3.1 Grants MUST be submitted through the official online portal <https://apps.hrdcorp.gov.my/RPEL>.
- 7.3.2 TPs/Employers must submit their grant applications through the portal at least a minimum of **seven (7) working days** before the commencement of the certification programme. TPs are advised to carry out their submission in advance to ensure they receive the required approval before the commencement date.
- 7.3.3 Any changes or cancellations of the approved certification programme **MUST be notified in writing** to HRD Corp at least **three (3) working days** before the programme's commencement date.
- 7.3.4 TPs/Employers are required to submit grant applications with the relevant documents in the grant system as follows:

No.	Required Documentation
A) Letter of Appointment Details	
i.	A copy of the LOA
ii.	Invoice
B) Participants Details	
i.	A copy of MyKad (Identity Card)
ii.	Copy of <i>Ringkasan Permohonan SKM secara PPT/</i> Offer letter from the Recognition Awarding Body
iii.	Letter of Employment from Employer/ <i>Surat Akuan Sumpah</i> from Pesuruhjaya Sumpah

7.3.5 All supporting documents must be uploaded in PDF format through the official portal. TPs / Employers must keep the hard copy of the supporting documents as HRD Corp has the right to request the original documents.

7.3.6 Once the grant application has been approved, an email notification will be sent to the primary and secondary contact details. The approved amount for the programme fees will be provided in the email.

7.3.7 The details of reimbursement shall be processed and paid directly to the Training Provider (TP)/employer as below;

Level	Certification Body	Item	Amount (RM)	Total Amount	Payment Stage	4% Service Fee
Level 3	JPK	Registration fee	300	1,300	Grant	Not applicable
		Other fee	1,000		Claim	Applicable (TP)
Level 4	JPK	Registration fee	500	1,500	Grant	Not applicable
		Other fee	1,000		Claim	Applicable (TP)
Level 3 or 4	Other recognition awarding body	Full course fee	2,000	2,000	Claim	Applicable (TP)

*The processing of payment is subject to Finance turnaround time.

7.3.8 TPs/Employers are **strictly prohibited** from conducting the certification programme prior to grant approval.

7.3.9 The maximum number of participants for each grant submission is **50 pax**. Replacement of participants is strictly prohibited upon grant approval.

7.3.10 TP/Employers must ensure that each participant attends **no more than one (1) RPEL** certification programme. The TP/employer must strictly adhere to this rule.

7.4 CLAIMS SUBMISSION

7.4.1 TPs/Employers must submit their claims via the RPEL Claim portal upon completion of the certification programme https://psmbapps.hrdcorp.gov.my/RPEL_2023_CLAIM/.

7.4.2 All supporting documents must be uploaded in PDF format through the RPEL Claim system. TPs / Employers must keep the hard copy of the supporting documents as HRD Corp has the right to request the original documents.

7.4.3 TPs/Employers should submit their claims **within thirty (30) days of programme completion. No appeal is allowed after three (3) months.**

7.4.4 Claims will only be reimbursed upon approval and subject to the submission of complete supporting documents.

7.4.5 Payment shall not be made if the participant(s) **fails** to attend the certification programme, fails to be certified and/or fails to fulfil all the criteria. Financial assistance for the programme, and certification fees is provided on a **one-off basis**. The TP/employer will bear all costs associated with any revision or re-examination attempts by the participant(s).

7.4.6 The following documents are required for the claims submission to HRD Corp:

Supporting Document
<ul style="list-style-type: none"> ✓ Claim Form ✓ Invoice (from appointed training provider/employer) ✓ JPK Certificate / Certificate Issued by Certification Bodies / <i>Borang Permohonan Persijilan Kemahiran Malaysia Melalui Kaedah PPT JPK/PPT/3/5-2021 / Slip Pengesahan Persijilan</i> From JPK ✓ Evidence Receipt Payment of Certification Fee ✓ Any Other Additional Documents Required by The HRD Corp Claims Officer

7.4.7 The claim will be queried if the details and supporting documents are incomplete. TPs/Employers must reply to the queries within **seven (7) working days**. Failure to do so will cause the claims approval to be delayed. Approved payment will be credited within **fourteen (14) working days** of receipt of complete documents.

7.4.8 Actions will be taken if the appointed TP/employer provides false or misleading documents during the claims submission. HRD Corp reserves the right to request whole or partial repayment from the reimbursed payment.

7.4.9 The decision on the claim approval is final, and no further appeal will be permitted.

7.5 **CERTIFICATION PROGRAMME EFFECTIVENESS EVALUATION (HRD-TEE)**

HRD-TEE is a holistic approach to evaluating specific measures for courses that are divided into two (2) different evaluations (Output and Outcome) as outlined below:

7.5.1 Output Evaluation:

- i. This output evaluation aims to assess immediate response and obtain the participant's feedback on the course attended. This is a mandatory process that appointed TP/ employer must adhere to.
- ii. TP/employer must ensure that all approved participants under this course receive and complete

the HRD Corp output evaluation on the last day of programme via bit.ly/TEEFORSI.

7.5.2 Outcome Evaluation:

- i. The purpose of outcome evaluation is to assess the actual understanding and application of knowledge after the training.
- ii. Issued to participants six (6) months after the training ends, it measures whether participants have successfully achieved the initiative's objectives through key indicators or identified learning objectives.
- iii. HRD Corp will send the evaluation link via email to all participants. Participants are encouraged to complete the outcome evaluation within the specified time.
- iv. TP/ employer must ensure that participant details and contact details, especially email addresses from the course registration, are valid.

8. AMENDMENTS

HRD Corp reserves the right to change, amend, or alter the guidelines from time to time to strengthen the implementation of the RPEL. Any changes will be uploaded onto the HRD Corp official website.