

MINISTRY OF HUMAN RESOURCES

HRDF

HRDF
INDUSTRY TRAINING
PARTICIPATION REPORT

2020 EDITION



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FOREWORD

DATUK SHAHUL HAMEED DAWOOD
Chief Executive
Pembangunan Sumber Manusia Berhad (PSMB)



“The year 2020 was undoubtedly an extremely challenging year, filled with crises and challenges. Many of our stakeholders were affected. It is reassuring that majority of employers were able to adapt and navigate through these uncertain times. We must remain resilient, cautiously optimistic as we turn the page and welcome 2021.

The Human Resources Development Fund (HRDF) is releasing the 2020 edition of the ‘HRDF Industry Training Participation Report’ that aims to give stakeholders valuable insights on the landscape of training participation of various industries. The first edition was published in 2019 and has been well received by all involved industries.”

TRAINING PERFORMANCE

The HRDF Industry Training Participation Report 2020 focuses on five (5) indicators developed by HRDF Research and Development (R&D) Department which intends to describe the training performance for the Year 2019 and 2020, among 63 subsectors covered under the PSMB Act 2001. With this information, organisations can set their benchmark in their respective industries and take more initiatives in training their employees to be more competitive. In addition, employees may gain some idea on how to upskill themselves to help their organisations achieve greater success.

It is evident that the pandemic have cascading effects in the economy, as training performance nationwide duly declined. The ultimate goal of HRDF's establishment is to ensure that local employees fulfil their maximum potential to contribute to better organisational productivity through lifelong learning no matter how tough are the circumstances. HRDF hopes to assist Malaysia progress to reach the level of developed nations by enhancing workforce efficiency and productivity through human capital development.

To conclude, I hope that readers will find the information in this publication useful in benchmarking their companies' training activity with their peers in the industries. As such, they would be better positioned to draft their training strategies in order to cultivate talents in their organisation to obtain an advantage in this competitive world.

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- Mining & Quarrying

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Food Manufacturing & Beverage Industries
Iron and Steel Basic Industries
Manufacture of Furniture and Fixtures except Primarily of Metal
Manufacturer of Electrical Machinery, Apparatus Appliances and Supplies
Manufacturer of Footwear, except Vulcanised or Moulded Rubber or Plastics Footwear
Manufacturer of Glass and Glass Products
Manufacturer of Industrial Chemicals & other Chemical Products
Manufacturer of Leather & Products of Leather, Leather Substitutes & Fur, except Footwear & Wearing Apparel
Manufacturer of Machinery except Electrical
Manufacturer of Miscellaneous Products of Petroleum & Coal
Manufacturer of Non-Metallic Mineral Products
Manufacturer of Paper and Paper Products
Manufacturer of Plastics Products
Manufacturer of Pottery, China and Earthenware
Manufacturer of Professional and Scientific & Measuring and Controlling Equipment N.E.C. and of Photographic and Optical Goods & others Manufacturing Ind.
Manufacturer of Rubber Products
Manufacturer of Textiles & Wearing Apparel, except Footware
Manufacturer of Transport Equipment
Manufacturer of Wood & Wood Products and Cork, except Furniture
Non-Ferrous Metal Basis Industries & Fabricated Metal
Petroleum Refineries
Printing, Publishing and Allied Industries
Tobacco Manufacturers

Services **53**

Advertising
Air Transport
Bonded Warehouse
Building & Landscape Services
Computer Industry
Direct Selling
Driving School
Early Childhood Education
Engineering Support & Maintenance
Event Management Services
Food & Beverage Services
Franchise
Freight Forwarder
Gas, Steam & Air-Conditioning Supply
Health Support Services
Hotel Industry
Hypermarket/Supermarket/Departmental Store
Information Service
Land Transport
Port Services
Postal
Power (Energy)
Private Broadcasting Services
Private Hospital
Private Institution of Higher Learning
Production of Motion Picture, Video and Television Programme, Sound Recording and Music Publishing
Research & Development
Sale and Repair of Motor Vehicles
Security Firms
Sewerage
Shipping
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Disclaimer: Kindly be informed that the data in this report are subject to current available information and the accuracy of the data generated on the date it is published. While the information in this considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact the accuracy of the information. The information may change without notice. The Solution Lab Unit, Research & Development Department and HRDF, are not in any way liable for the accuracy of any information printed and stored or in any way interpreted and used by the readers.

01 INTRODUCTION



2020 was a difficult year for most people globally due to the pandemic. Faced with fear of contracting the coronavirus, movement restrictions and newly established standard operating procedures, economic activity in Malaysia declined. Overall, Human Resources Development Fund (HRDF) observed a subdued training landscape in 2020, after a steady increase from 2016 to 2019. On a positive note, training activity from October to December 2020 slowly returned to pre-pandemic levels.

It is understandable that training activity in 2020 was not as vibrant as companies prioritised cost-saving measures as well as workplace health and safety to ensure business continuity and survival. The Movement Control Order (MCO) also barred training from taking place, therefore both demand and supply for training were impacted. In light of the situation, all HRDF registered employers were exempted from levy payment from April to September 2020 as the Government launched the Prihatin Rakyat Economic Stimulus Package. Moreover, HRDF also worked hand in hand with the Government to launch the PENJANA Initiative, to help groups that needed the most assistance.

The HRDF, its registered employers and training institutions bear important responsibilities to unlock the potential of untrained human capital. HRDF has compiled the data and produced the HRDF Industry Training Participation Report to inform industries on the training performances and landscape in Malaysia.

THE HRDF Industry Training Participation Report is an indicative report on the training performances of 63 subsectors covered and registered under the Pembangunan Sumber Manusia Berhad (PSMB) Act 2001. The report consists of comparison in training performances for the Year 2019 and 2020 in three (3) sectors: Manufacturing, Services, and Mining & Quarrying.

For this purpose, HRDF has developed five (5) indicators below to measure training participation of the industries covered:

1

Effective Training Duration

Effective Training Duration indicates how many days an employee is being trained (number of days).

2

Employees Trained Ratio

Employees Trained Ratio indicates the percentage of employees being trained (ratio of number of trained employees to the total number of employees).

3

Training Opportunity Ratio

Training Opportunity Ratio indicates the average number of training an employee gets to attend (total training places per trainee).

4

Training Places Approved

Training Places Approved indicates the frequency of training participations.

5

Industry Investment on Training using Human Resources Development Fund (HRDF)

Industry Investment on Training using HRDF indicates industry's financial commitment in training.

The analysis of this report is based on data of four (4) HRDF schemes, Skim Bantuan Latihan (SBL), Skim Bantuan Latihan Khas (SBL-Khas), Skim Latihan Bersama (SLB) and Future Workers Training (FWT).

33,300

HRDF REGISTERED EMPLOYERS



As HRDF continuously registers eligible and qualified employers, a surge in registered employers was seen, from 29,701 employers in Year 2019 to 33,300 in Year 2020. A significant increase in SMEs employers was observed especially in the Services and Manufacturing Sectors, most registrations were recorded in June when the first MCO ended. HRDF's levy exemption period also attracted many new employers. More employees are eligible for training using structured training fund. The current Pembangunan Sumber Manusia Berhad (PSMB) Act 2001 only covers 63 subsectors under the 3 main sectors mentioned above, implying a significant number of employees yet to have access to a structured training fund. The expansion of PSMB Act 2001 in year 2021 will cover more sectors, enabling these employees to undergo training, thereby increasing the number of skilled workers in Malaysia.

503,781

TRAINING PLACES

The number of training places was 503,781* in 2020, compared to 1,017,240 in 2019. The MCO in place restricted large gathering for most of 2020, preventing any face-to-face training from taking place. Based on HRDF's internal data, training activity for the Manufacturing Sector as well as the Mining & Quarrying Sector were particular affected as most of them are normally conducted in large classes and hands-on learning are required, for example, Safety and Health courses.

**Based on four (4) HRDF schemes, Skim Bantuan Latihan (SBL), Skim Bantuan Latihan Khas (SBL-Khas), Skim Latihan Bersama (SLB) and Future Workers Training (FWT).*

341,440

TRAINEES TRAINED

The number of trainees trained declined from 600,801 in 2019 to 341,440 in 2020. The Hospitality industry encompassing subsectors such as Air Transport, Hotel Industry, Travel Agency, Event Management experienced significant decline in training. The Petroleum & Gas Extraction sector also saw reduction in training as there was less demand for fuel globally. (BP, 2020)

BREAKDOWN OF TRAINEES TRAINED



43% from Small & Medium Enterprises (SMEs)

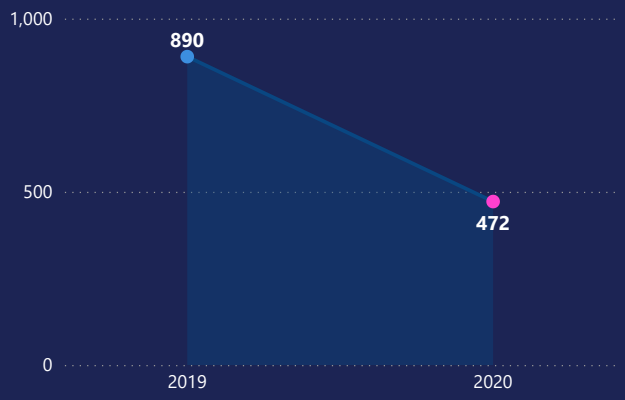
57% from Large Enterprises

The proportion of Small & Medium Enterprises (SMEs) employees engaging training increased in 2020 compared to 2019. This suggests more SME employers are aware of the benefits that training can bring, and thus, capitalizing on the HRDF to upskill and reskill their employees to increase productivity and knowledge.

Source:
1. BP. (2020) 'Energy Outlook: 2020 Edition" p. 28

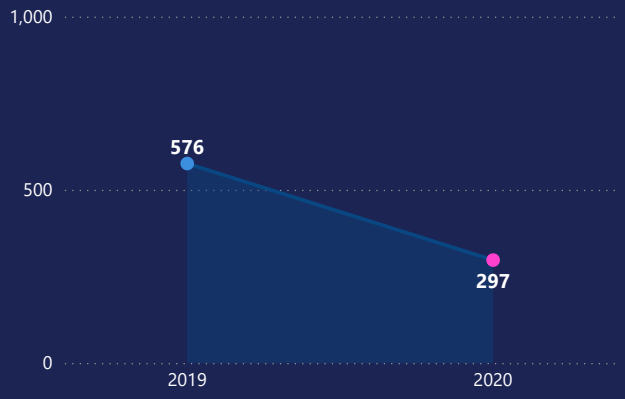
TOTAL **LEVY COLLECTED**

(RM millions)



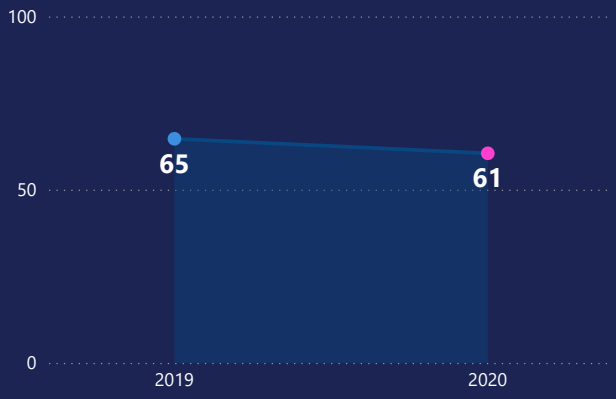
TOTAL **LEVY DISBURSEMENT**

(RM millions)



LEVY **UTILISATION**

(%)



The drastic drop in Total Levy Collected and Disbursement is primarily attributed to HRDF's levy exemption in place for 6 months, from April to September 2020. HRDF took swift action to lighten employers' financial burden, as the effects of the pandemic could not be determined at that point in time.



INDICATORS

This section describes the training performance in the three (3) sectors with their respective subsectors using the indicators highlighted below:

4.1 Effective Training Duration

How many days an employee is being trained.

- Overall Sectors Analysis (2019 vs 2020)
- Specific Subsectors Analysis (2020)

4.2 Employees Trained Ratio

Percentage of employees' participation in training.

- Overall Sectors Analysis (2019 vs 2020)
- Specific Subsectors Analysis (2020)

4.3 Training Opportunity Ratio

Average number of training an employee gets to attend.

- Overall Sectors Analysis (2019 vs 2020)
- Specific Subsectors Analysis (2020)

4.4 Training Places Approved

Frequency of training participations approved by HRDF for employees to attend training programme.

- Overall Sectors Analysis (2019 vs 2020)
- Specific Subsectors Analysis (2020)

4.5 Industry Investment on Training using Human Resources Development Fund (HRDF)

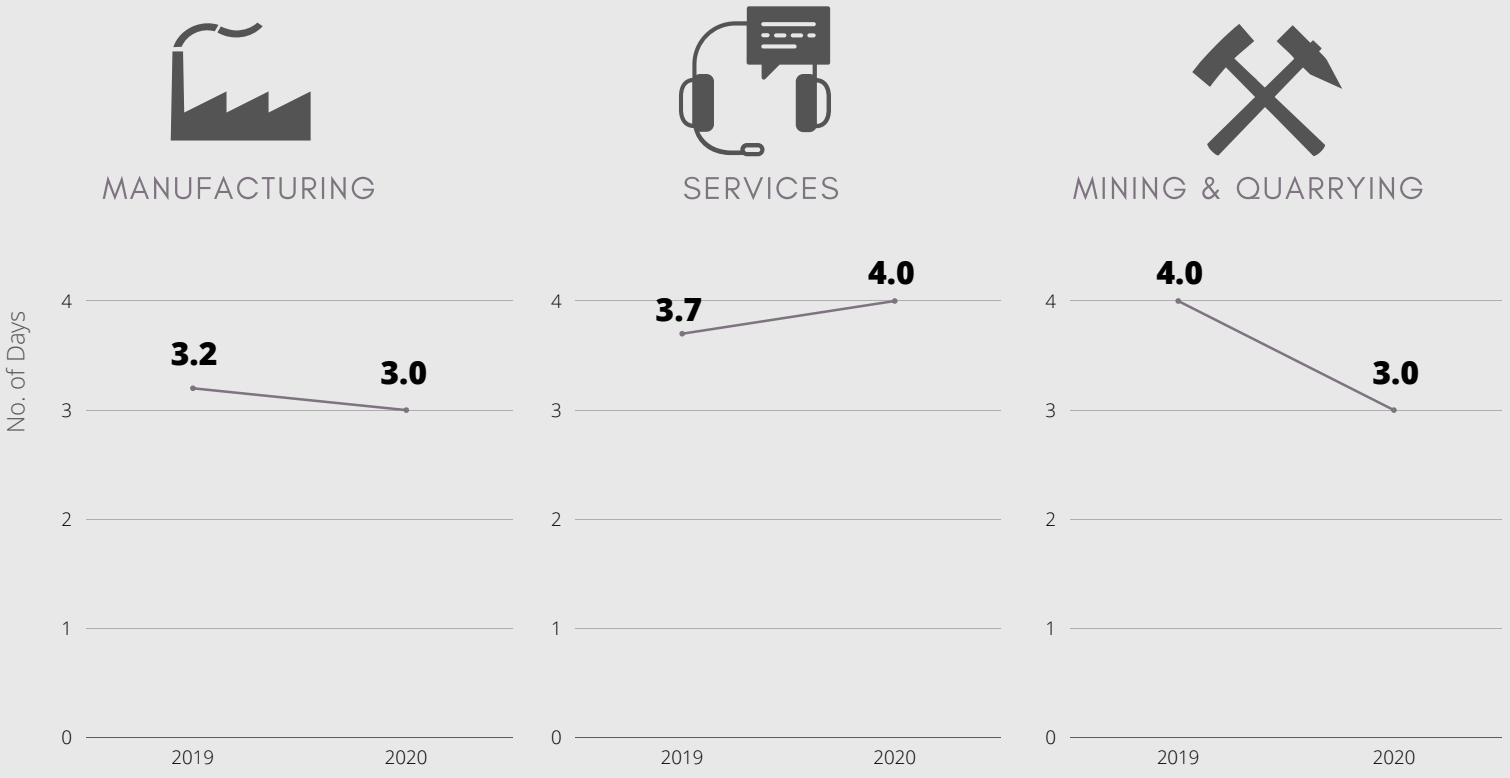
Investment based on financial assistance approved, specifically the course fees and other allowable costs.

- Overall Sectors Analysis (2019 vs 2020)
- Specific Subsectors Analysis (2020)

Analysis on
Effective Training Duration (days)
per Trainee by Sectors

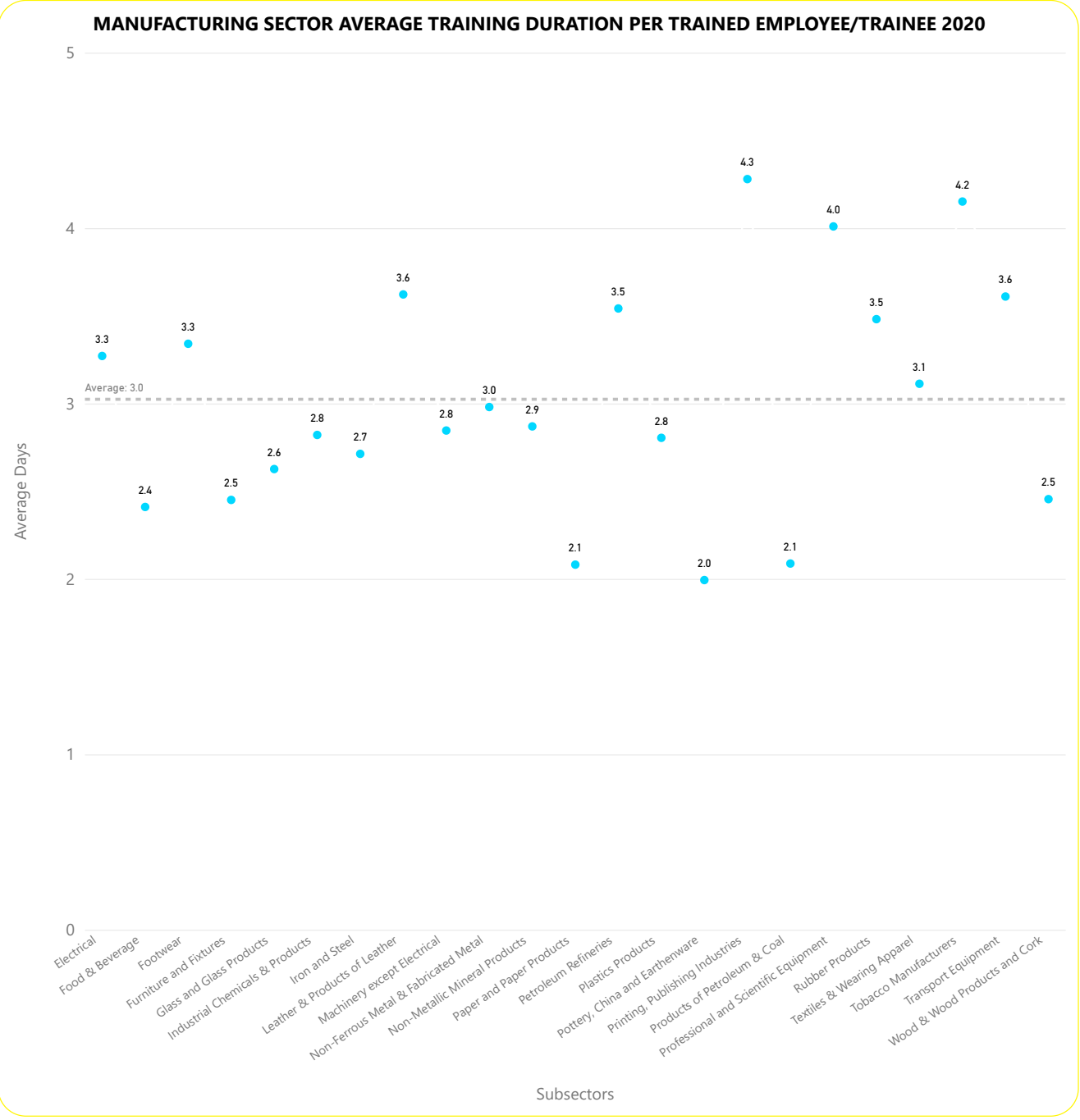


4.1



4.1.1 Analysis of Effective Training Duration (Days) per Trainee according to Subsectors

SUBSECTORS UNDER **MANUFACTURING**



Top 5 Subsectors with highest number of average training duration per trainee in 2020 (Average Days)

Printing, Publishing Industries	4.3
Tobacco Manufacturers	4.2
Professional and Scientific Equipment	4.0
Leather & Products of Leather	3.6
Transport Equipment	3.6

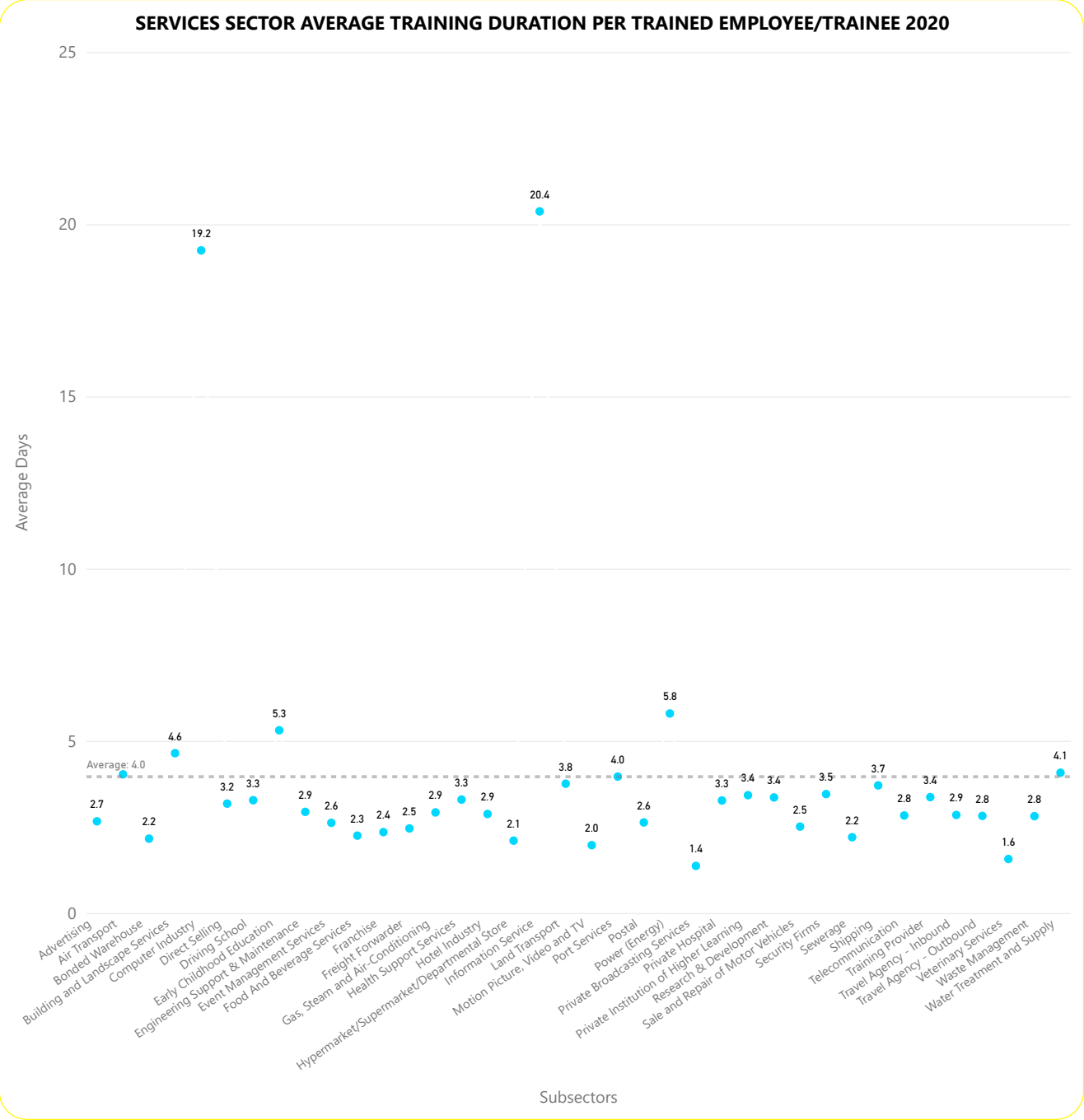
Bottom 5 Subsectors with lowest number of average training duration per trainee in 2020 (Average Days)

Pottery, China and Earthenware	2.0
Paper and Paper Products	2.1
Products of Petroleum & Coal	2.1
Food & Beverage	2.4
Furniture and Fixtures	2.5

Manufacturers of Printing, Publishing Industries has the highest number of average training duration per trainee compared to other subsectors, with an average of 4,3 days. The average training duration per trainee in 2020 for all subsectors within the Manufacturing sector was 3.0 days. Manufacturers of Pottery, China and Earthenware had the lowest average of training days, with an average of 2.0 days per trainee in 2020.

4.1.1 Analysis of Effective Training Duration (Days) per Trainee according to Subsectors

SUBSECTORS UNDER **SERVICES**



Top 5 Subsectors with highest number of average training duration per trainee in 2020 (Average Days)

Information Service	20.4
Computer Industry	19.2
Power (Energy)	5.8
Early Childhood Education	5.3
Building and Landscape Services	4.6

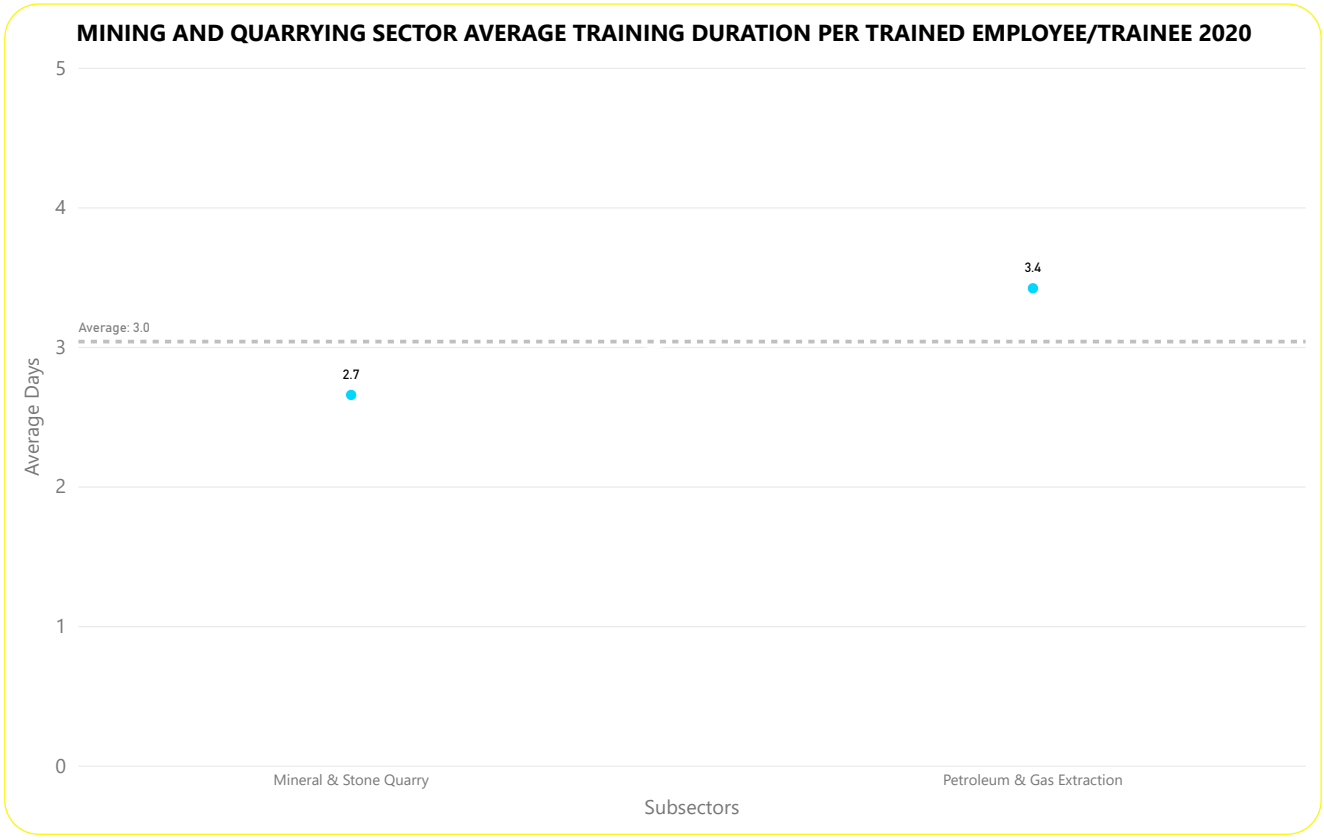
Bottom 5 Subsectors with lowest number of average training duration per trainee in 2020 (Average Days)

Private Broadcasting Services	1.4
Veterinary Services	1.6
Motion Picture, Video and TV	2.0
Hypermarket/Supermarket/Departmental Store	2.1
Bonded Warehouse	2.2

The subsectors that are relevant to the digital industry such as Information Service and Computer Industry had the highest number of average training duration per trainee in 2020. Overall, the average training duration per trainee in 2020 for all subsectors within the Services sector was 4.0 days. Private Broadcasting Services recorded the lowest number of average training duration per trainee in 2020 at 1.4 days

4.1.1 Analysis of Effective Training Duration (Days) per Trainee according to Subsectors

SUBSECTORS UNDER **MINING & QUARRYING**

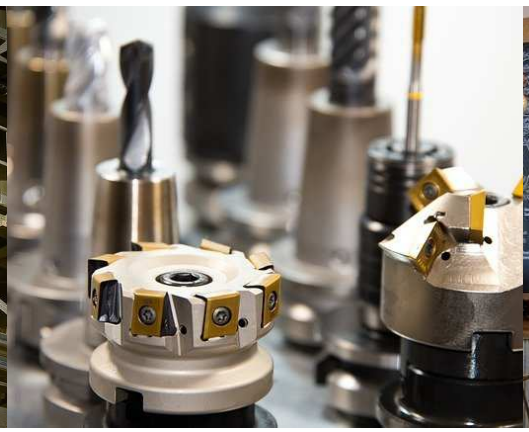


Subsector with highest number of average training duration per trainee in 2020 (Average Days)	
Petroleum & Gas Extraction	3.4

Subsector with lowest number of average training duration per trainee in 2020 (Average Days)	
Mineral & Stone Quarry	2.7

Petroleum & Gas Extraction subsector maintained a relatively high number of average training duration per trainee in 2020 at 3.4 days considering the difficult economic environment. The average training duration per trainee in 2020 for all subsectors within the Mining & Quarrying Sector was 3.0 days. On the other hand, the Mineral and Stone Quarry subsector was not as active in training, recording 2.7 days of training per trainee in 2020.







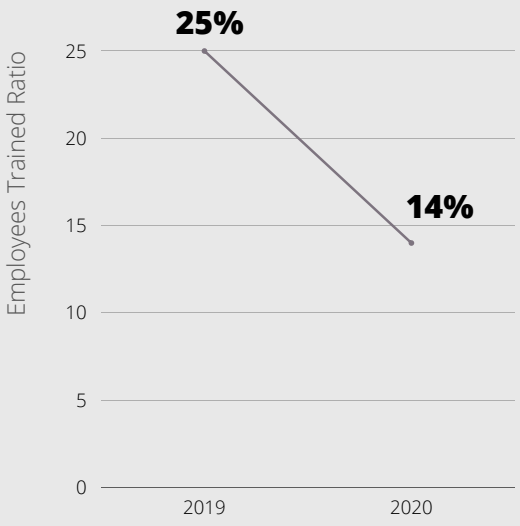
Analysis on

Employees Trained Ratio by Sectors

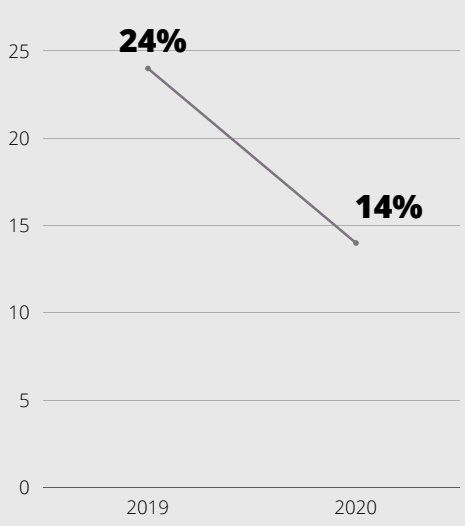


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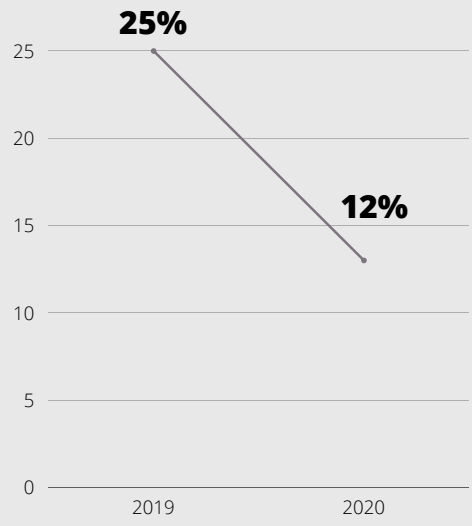
MANUFACTURING



SERVICES

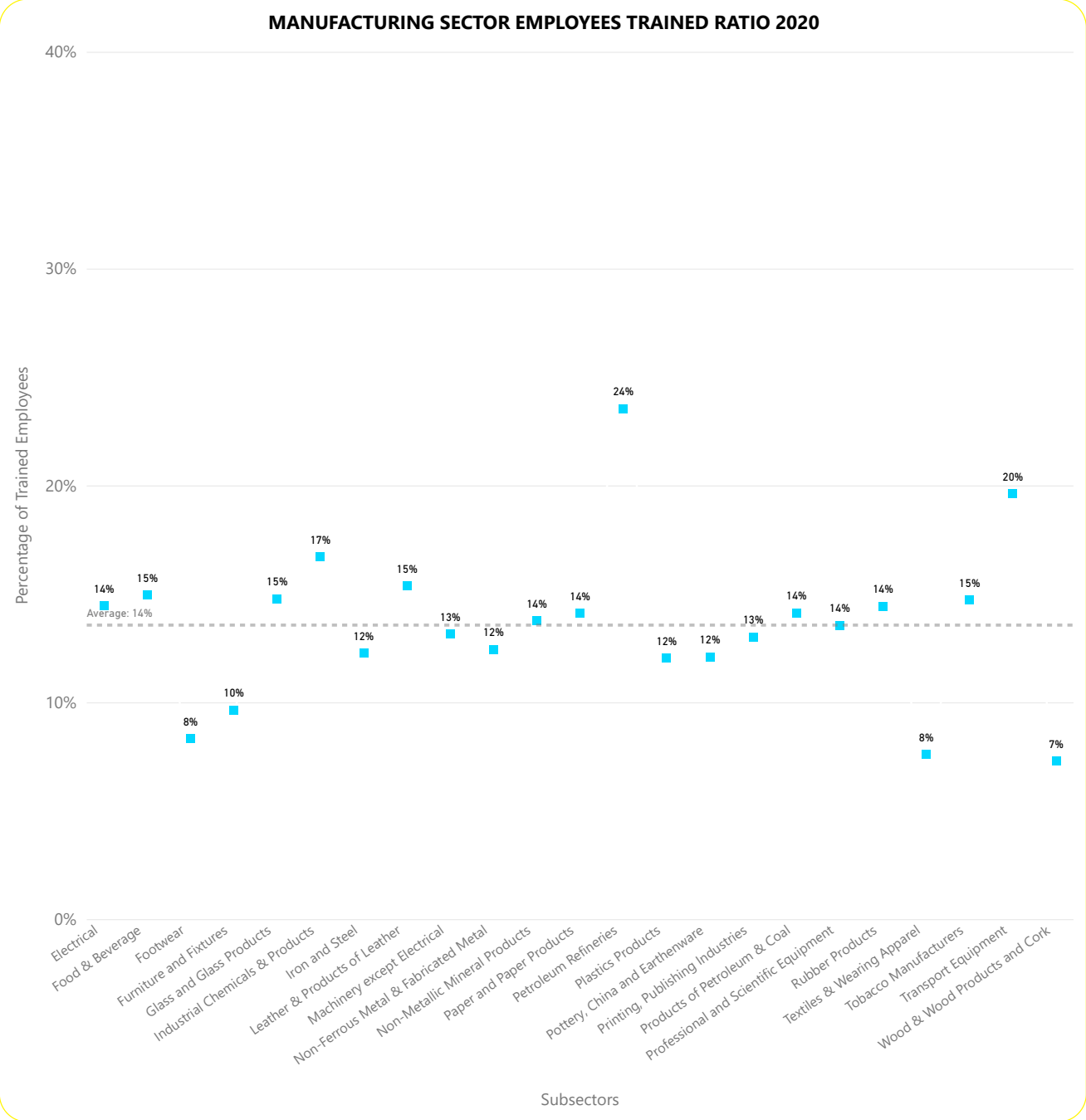


MINING & QUARRYING



4.2.1 Analysis of Employees Trained Ratio according to Subsectors

SUBSECTORS UNDER **MANUFACTURING**



Top 5 Subsectors with highest percentage (%) of employees trained

Petroleum Refineries	24%
Transport Equipment	20%
Industrial Chemicals & Products	17%
Leather & Products of Leather	15%
Food & Beverage	15%

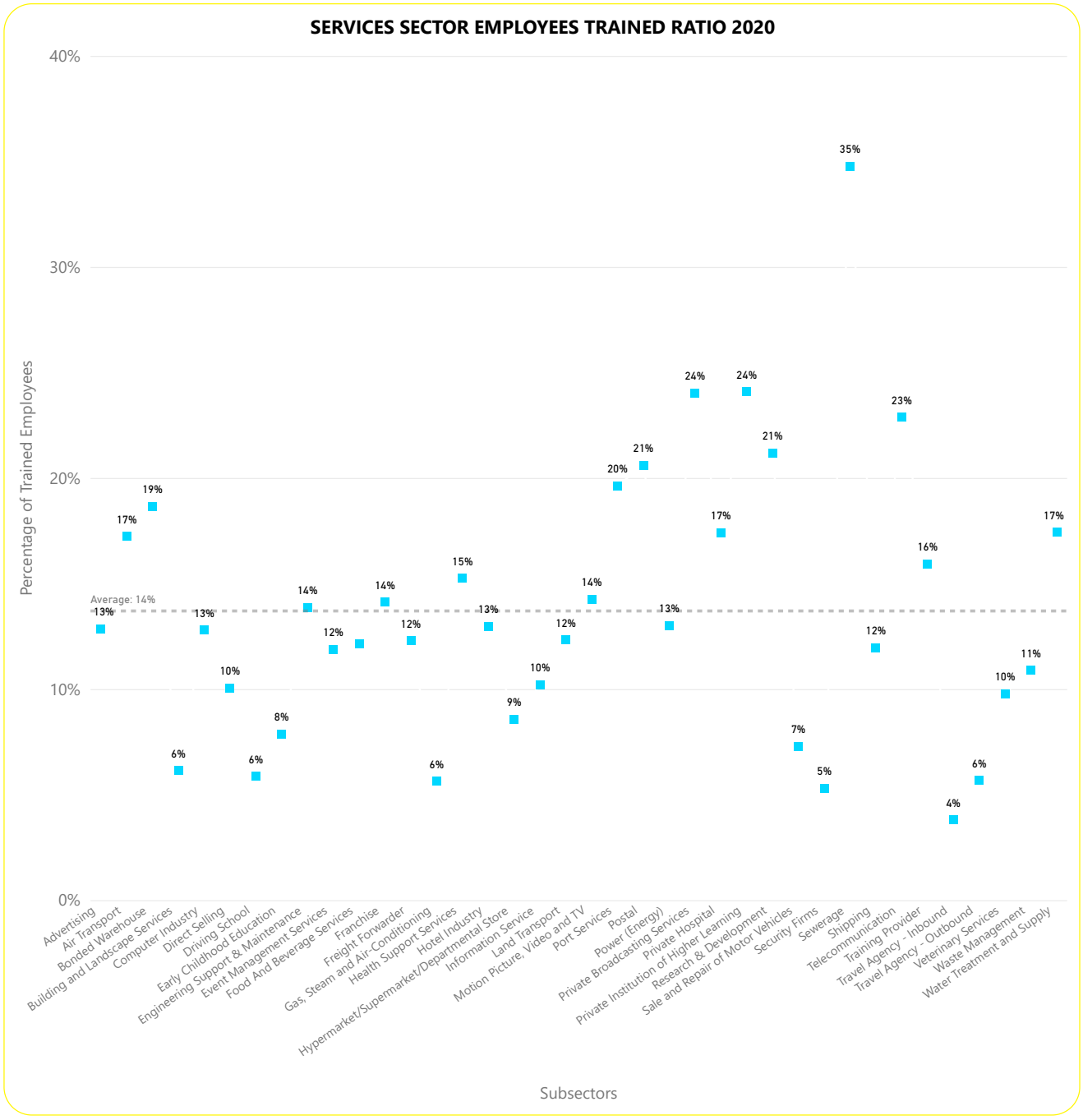
Bottom 5 Subsectors with lowest percentage (%) of employees trained

Wood & Wood Products and Cork	7%
Textiles & Wearing Apparel	8%
Footwear	8%
Furniture and Fixtures	10%
Plastics Products	12%

Overall, the average percentage of employees trained in 2020 for all subsectors within the Manufacturing Sector was 14%. Petroleum Refineries was the subsector with the highest percentage of employees trained in 2020, with 24% of employees trained. In 2019, Petroleum Refineries also took the top spot in percentage of employees trained, reflecting the subsector's persistent willingness to upskill and reskill its employees. Wood & Wood Products & Cork subsector were less active in training as only 7% of employees trained.

4.2.1 Analysis of Employees Trained Ratio according to Subsectors

SUBSECTORS UNDER **SERVICES**



Top 5 Subsectors with highest percentage (%) of employees trained

Sewerage	35%
Private Institution of Higher Learning	24%
Private Broadcasting Services	24%
Telecommunication	23%
Research & Development	21%

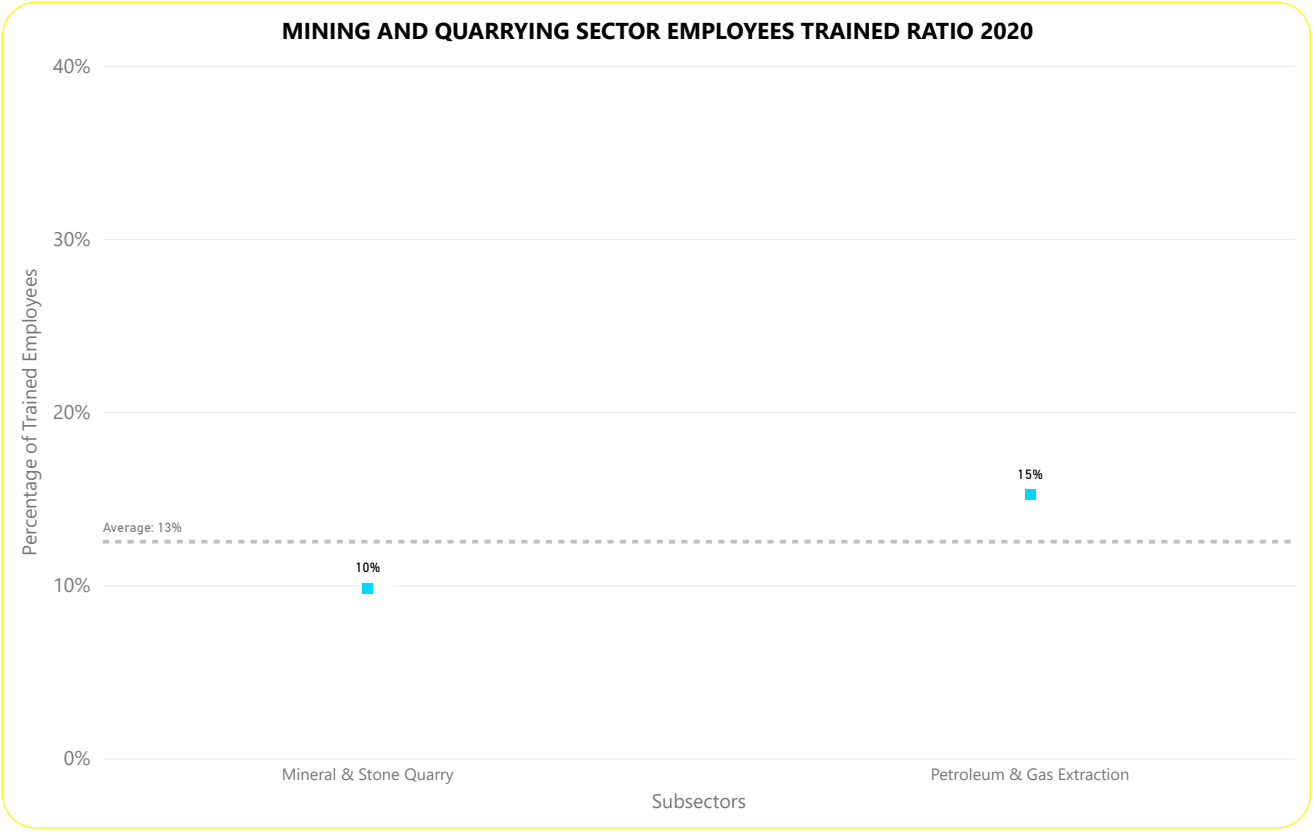
Bottom 5 Subsectors with lowest percentage (%) of employees trained

Travel Agency - Inbound	4%
Security Firms	5%
Gas, Steam and Air-Conditioning	6%
Travel Agency - Outbound	6%
Driving School	6%

Overall, the average percentage of employees trained in 2020 for all subsectors within the Services Sector was 14%. Slightly more than one-third of employees in the Sewerage subsector were trained, followed by Private Instituition of Higher Learning and Private Broadcasting Services at 24%. Subsectors which were less active in training their employees include Travel Agency, Security Firms etc.

4.2.1 Analysis of Employees Trained Ratio according to Subsectors

SUBSECTORS UNDER **MINING & QUARRYING**



Subsector with highest percentage (%) of employees trained	
Petroleum & Gas Extraction	15%

Subsector with lowest percentage (%) of employees trained	
Mineral & Stone Quarry	10%

Overall, the average percentage of employees trained in 2020 for all subsectors within the Mining & Quarrying Sector was 13%. Petroleum & Gas Extraction have trained 15% of employees on average, whereas Mineral & Stone Quarry subsector trained 10% of their employees.

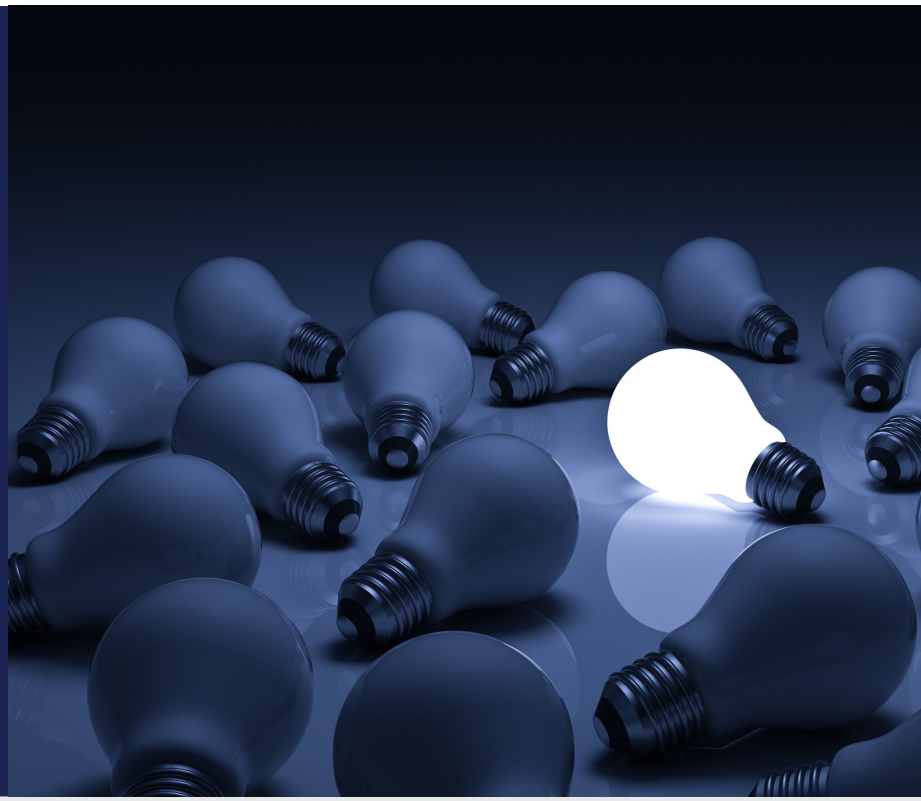






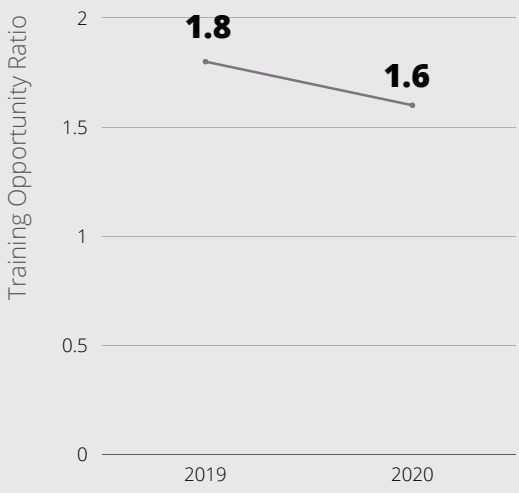
Analysis on

Training Opportunity Ratio by Sectors

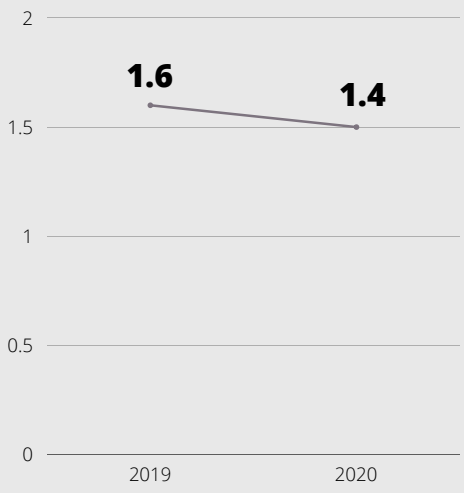


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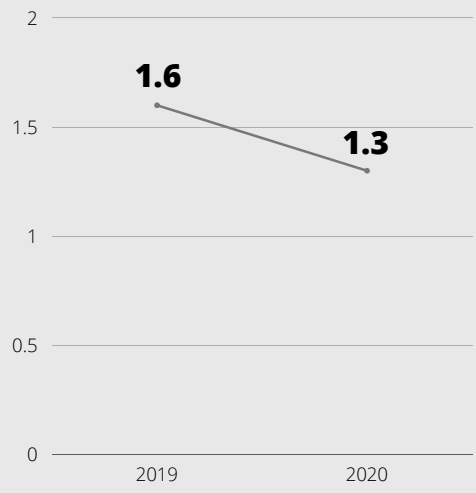
MANUFACTURING



SERVICES

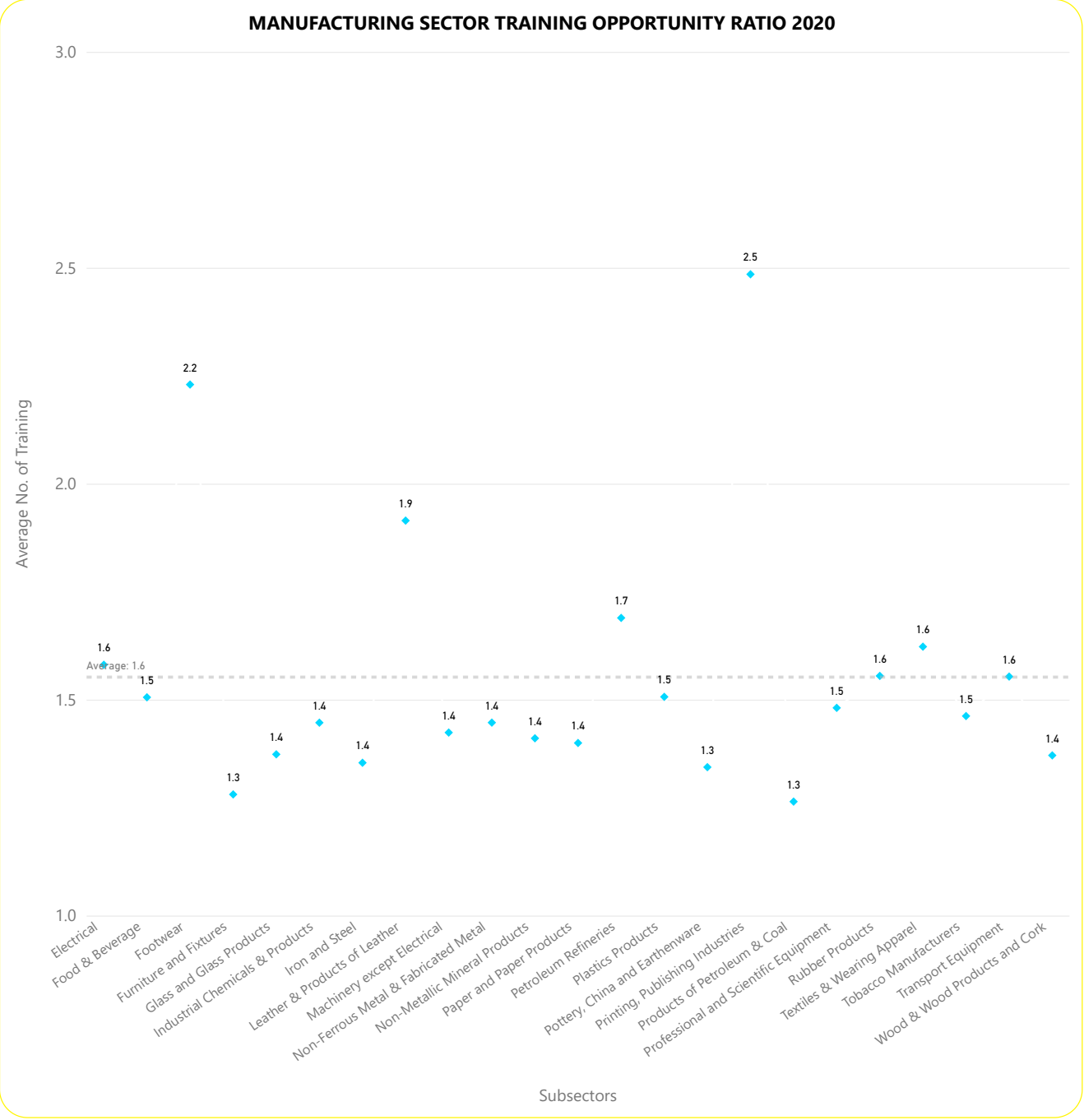


MINING & QUARRYING



4.3.1 Analysis of Training Opportunity Ratio according to Subsectors

SUBSECTORS UNDER **MANUFACTURING**



Top 5 Subsectors with highest training opportunity ratio

Printing, Publishing Industries	2.5
Footwear	2.2
Leather & Products of Leather	1.9
Petroleum Refineries	1.7
Textiles & Wearing Apparel	1.6

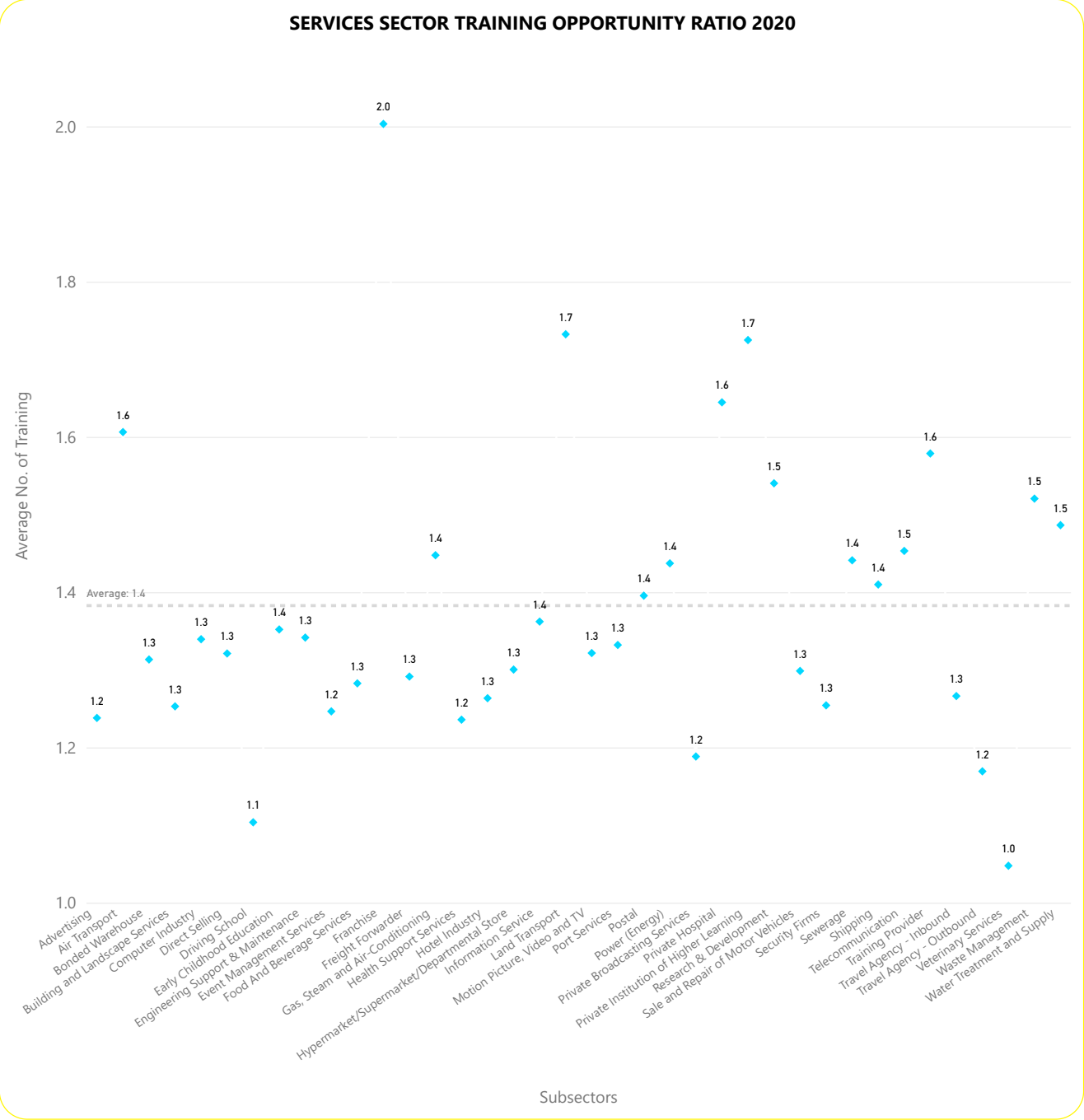
Bottom 5 Subsectors with lowest training opportunity ratio

Products of Petroleum & Coal	1.3
Furniture and Fixtures	1.3
Pottery, China and Earthenware	1.3
Iron and Steel	1.4
Wood & Wood Products and Cork	1.4

Employees from the Printing, Publishing Industries and Footwear subsectors enjoyed the highest training opportunity ratio, each employee attended 2-3 training in 2020. Comparatively, employees from the Products of Petroleum & Coal and Furniture & Fixtures subsectors went for 1-2 trainings in 2020. Overall, the average training opportunity ratio for all subsectors within the Manufacturing Sector was 1.6.

4.3.1 Analysis of Training Opportunity Ratio according to Subsectors

SUBSECTORS UNDER **SERVICES**



Top 5 Subsectors with highest training opportunity ratio

Franchise	2.0
Land Transport	1.7
Private Institution of Higher Learning	1.7
Private Hospital	1.6
Air Transport	1.6

Bottom 5 Subsectors with lowest training opportunity ratio

Veterinary Services	1.0
Driving School	1.1
Travel Agency - Outbound	1.2
Private Broadcasting Services	1.2
Health Support Services	1.2

Employers from Franchise subsector were the most active in training as they sent their employees to 2 trainings on average in 2020. This is slightly above the Services Sector average of 1.4 training opporunity ratio in 2020. Veterinary Services, Driving School were slightly less active in training as employees were trained only once in 2020 on average.

4.3.1 Analysis of Training Opportunity Ratio according to Subsectors

SUBSECTORS UNDER **MINING & QUARRYING**



Subsector with highest training opportunity ratio	
Petroleum & Gas Extraction	1.3

Subsector with lowest training opportunity ratio	
Mineral & Stone Quarry	1.3

Both of the subsectors in the Mining & Quarrying Sector, namely Mineral & Stone Quarry and Petroleum & Gas Extraction, had a similar training opportunity ratio of around 1.3.







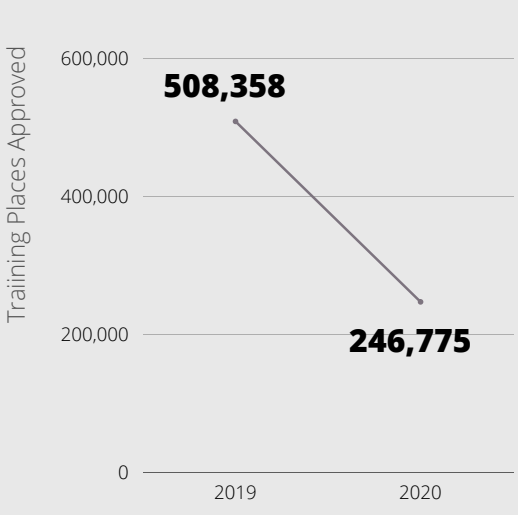
Analysis on

Training Places Approved by Sectors

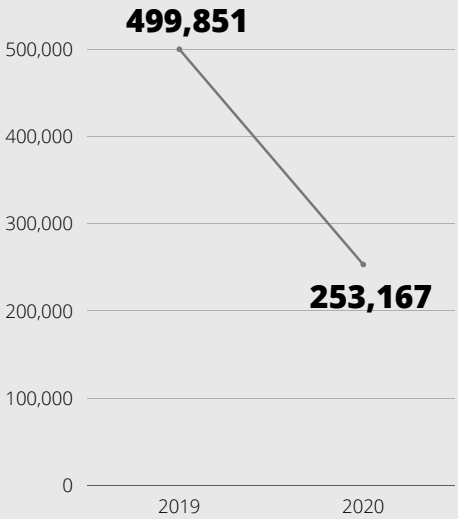


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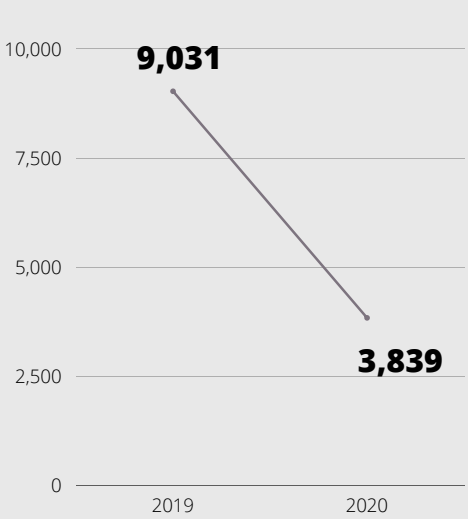
MANUFACTURING



SERVICES

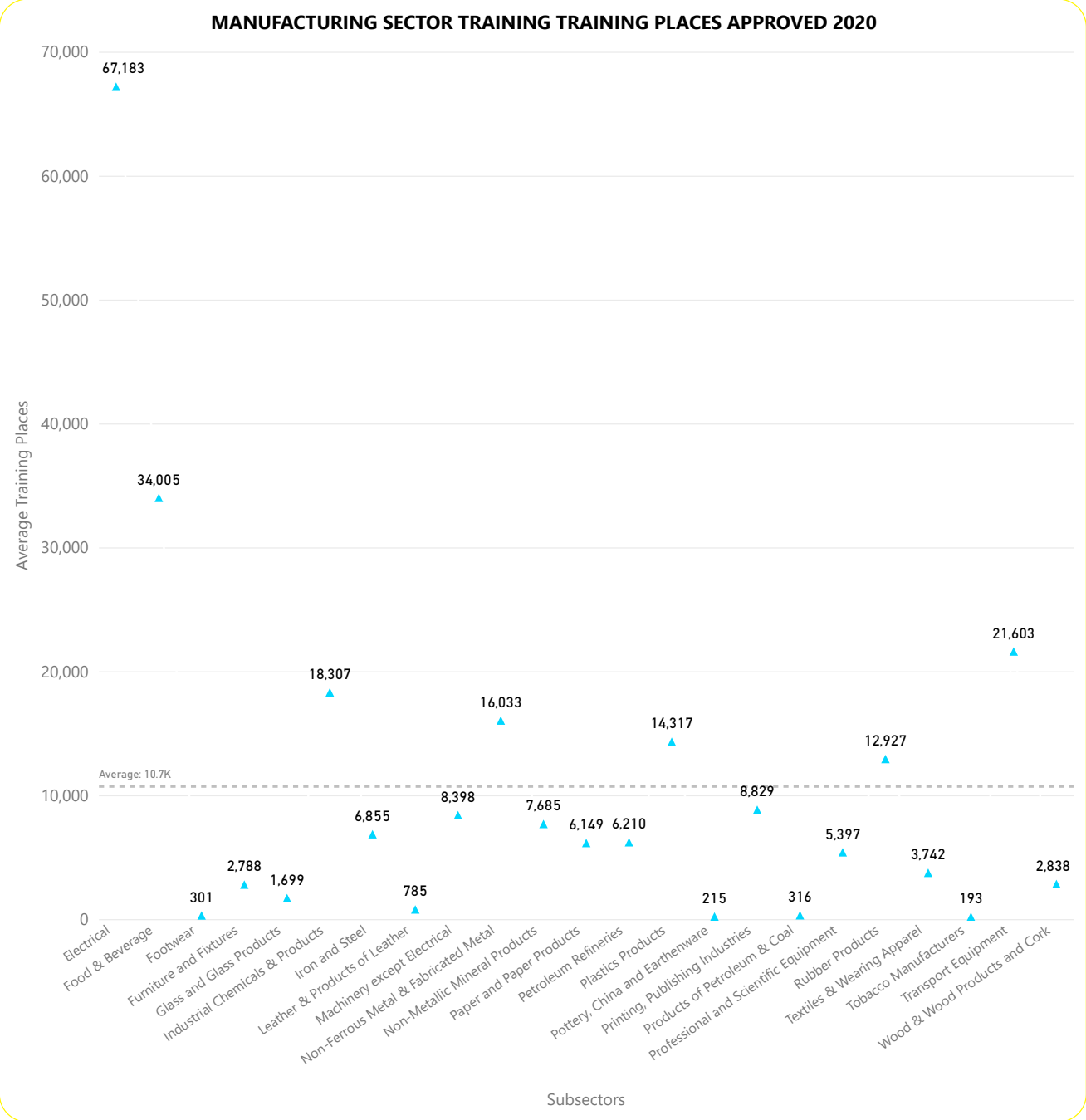


MINING & QUARRYING



4.4.1 Analysis of Training Places Approved by Subsectors

SUBSECTORS UNDER **MANUFACTURING**



Top 5 Subsectors with highest number of training places approved

Electrical	67,183
Food & Beverage	34,005
Transport Equipment	21,603
Industrial Chemicals & Products	18,307
Non-Ferrous Metal & Fabricated Metal	16,033

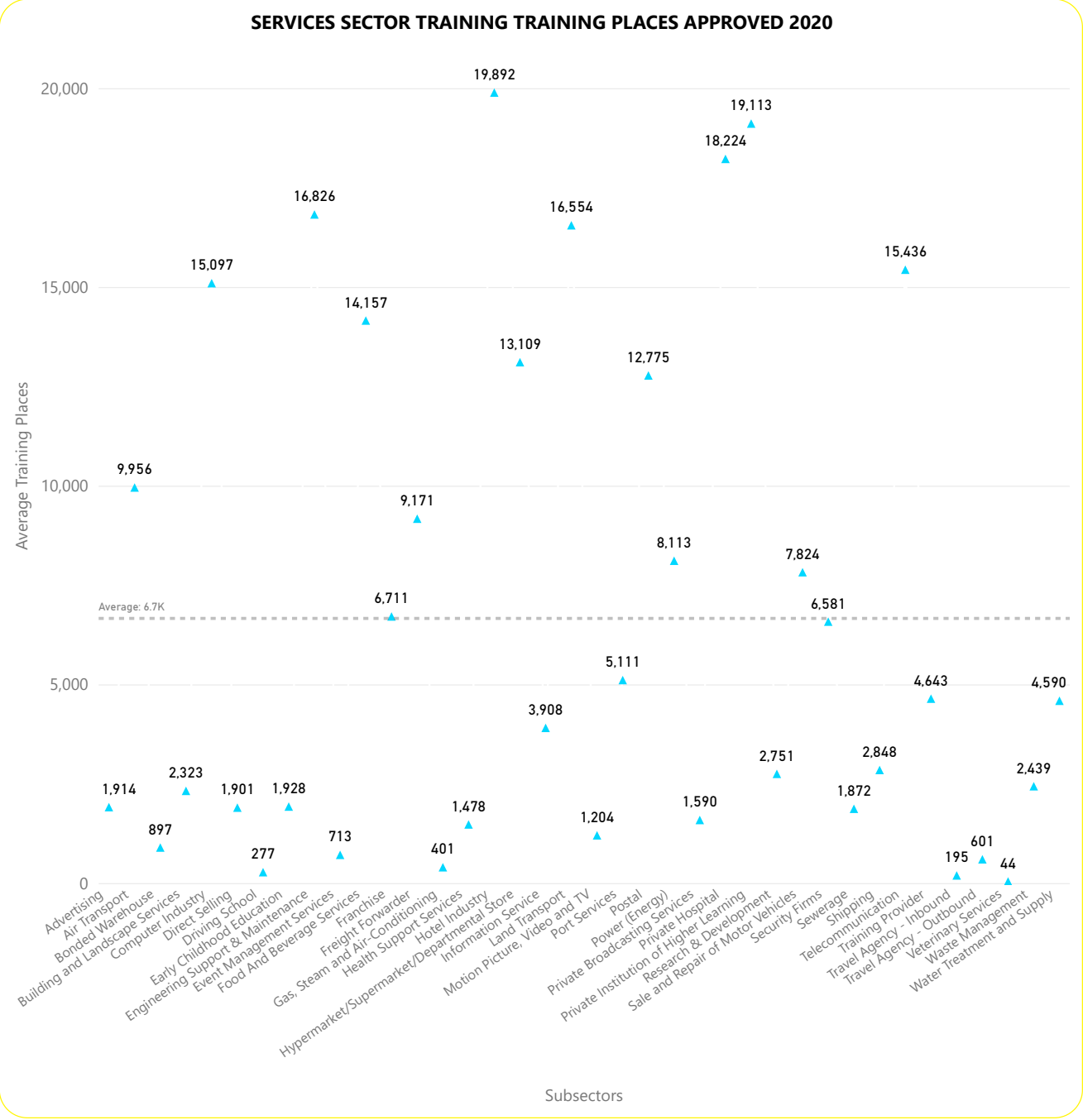
Bottom 5 Subsectors with lowest number of training places approved

Tobacco Manufacturers	193
Pottery, China and Earthenware	215
Footwear	301
Products of Petroleum & Coal	316
Leather & Products of Leather	785

Manufacturers of Electrical Machinery was the most active in training as the subsector recorded the most training places in 2020, followed by Food & Beverage Manufacturers. Overall, the average training places for subsectors within the Manufacturing Sector was 10,700. Tobacco recorded the least training places at 193 in 2020.

4.4.1 Analysis of Training Places Approved by Subsectors

SUBSECTORS UNDER **SERVICES**



Top 5 Subsectors with highest number of training places approved

Hotel Industry	19,892
Private Institution of Higher Learning	19,113
Private Hospital	18,224
Engineering Support & Maintenance	16,826
Land Transport	16,554

Bottom 5 Subsectors with lowest number of training places approved

Veterinary Services	44
Travel Agency - Inbound	195
Driving School	277
Gas, Steam and Air-Conditioning	401
Travel Agency - Outbound	601

The Hotel Industry managed to record the most training places in 2020 at 19,892 although the industry was hit hard by the pandemic, as most of the training were carried out prior to the Movement Control Order. Overall, the average training places for subsectors within the Services Sector was 6,700. Veterinary Services recorded the least training places at 44 in 2020.

4.4.1 Analysis of Training Places Approved by Subsectors

SUBSECTORS UNDER **MINING & QUARRYING**



Subsector with highest number of training places approved	
Petroleum & Gas Extraction	2,650

Subsector with lowest number of training places approved	
Mineral & Stone Quarry	1,189

The training places registered by Petroleum & Gas Extraction was more than double the figure of Mineral & Stone Quarry. On average, the Mining & Quarrying Sector registered 1,900 training places.





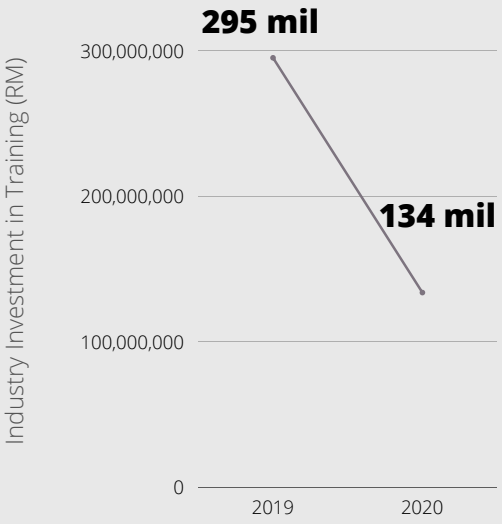


Analysis on **Industry Investment on Training using HRDF** by Sectors

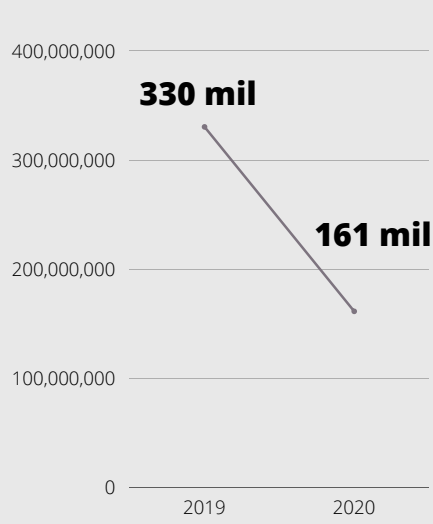


4.5

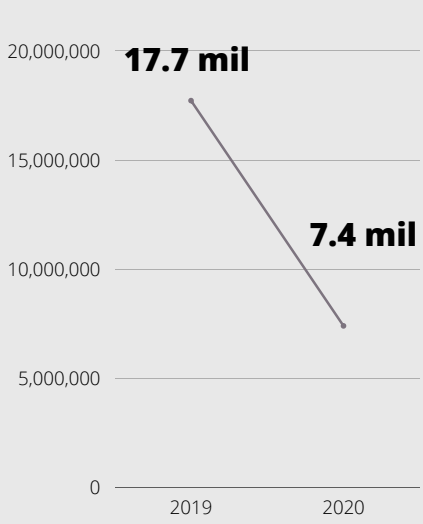
MANUFACTURING



SERVICES

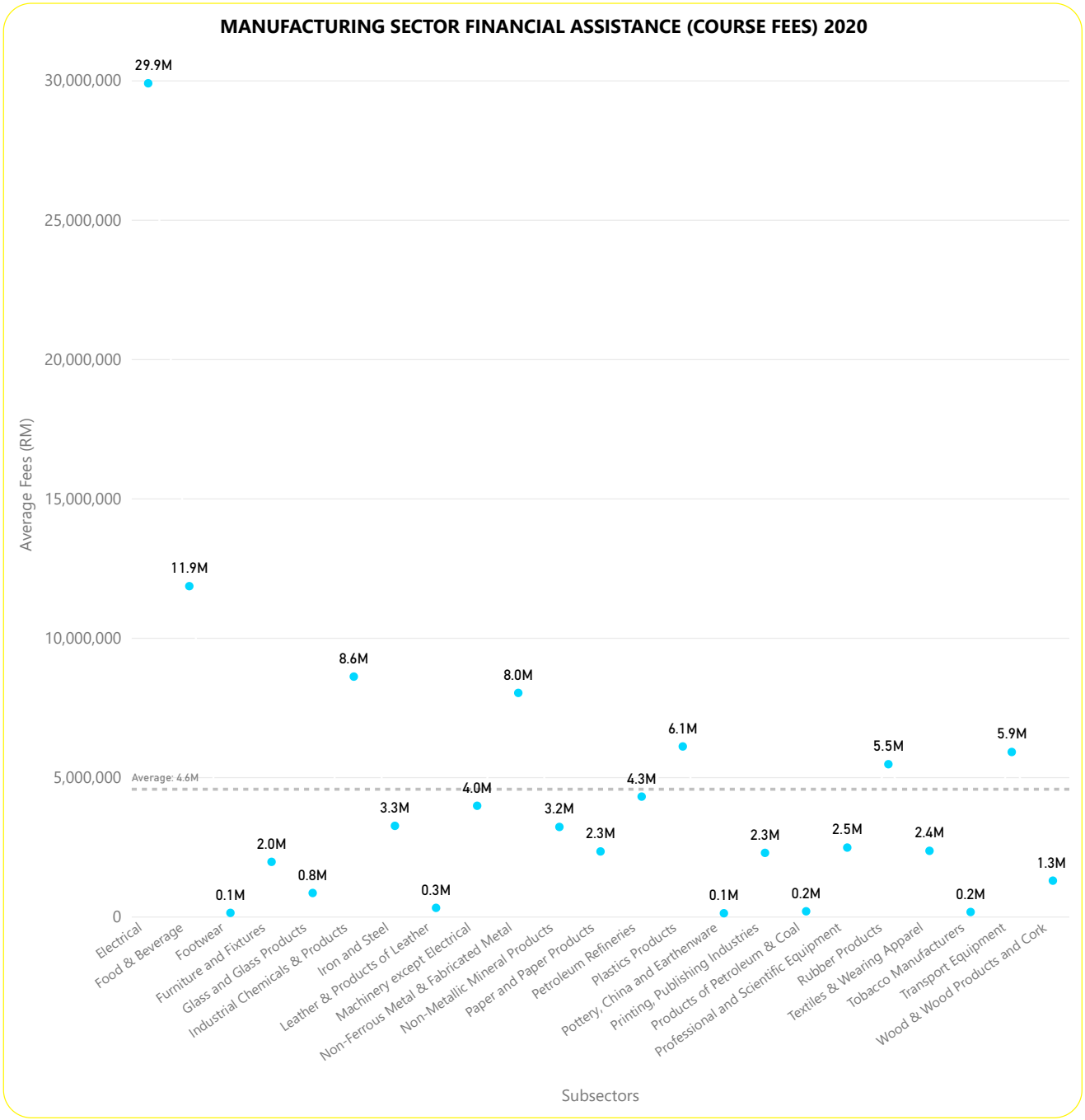


MINING & QUARRYING



4.5.1 Analysis of Industry Investment on Training Using HRDF according to Subsectors

SUBSECTORS UNDER **MANUFACTURING**



Top 5 Subsectors with highest investment in training (RM)

Electrical	29,895,492
Food & Beverage	11,852,798
Industrial Chemicals & Products	8,607,980
Non-Ferrous Metal & Fabricated Metal	8,022,948
Plastics Products	6,101,621

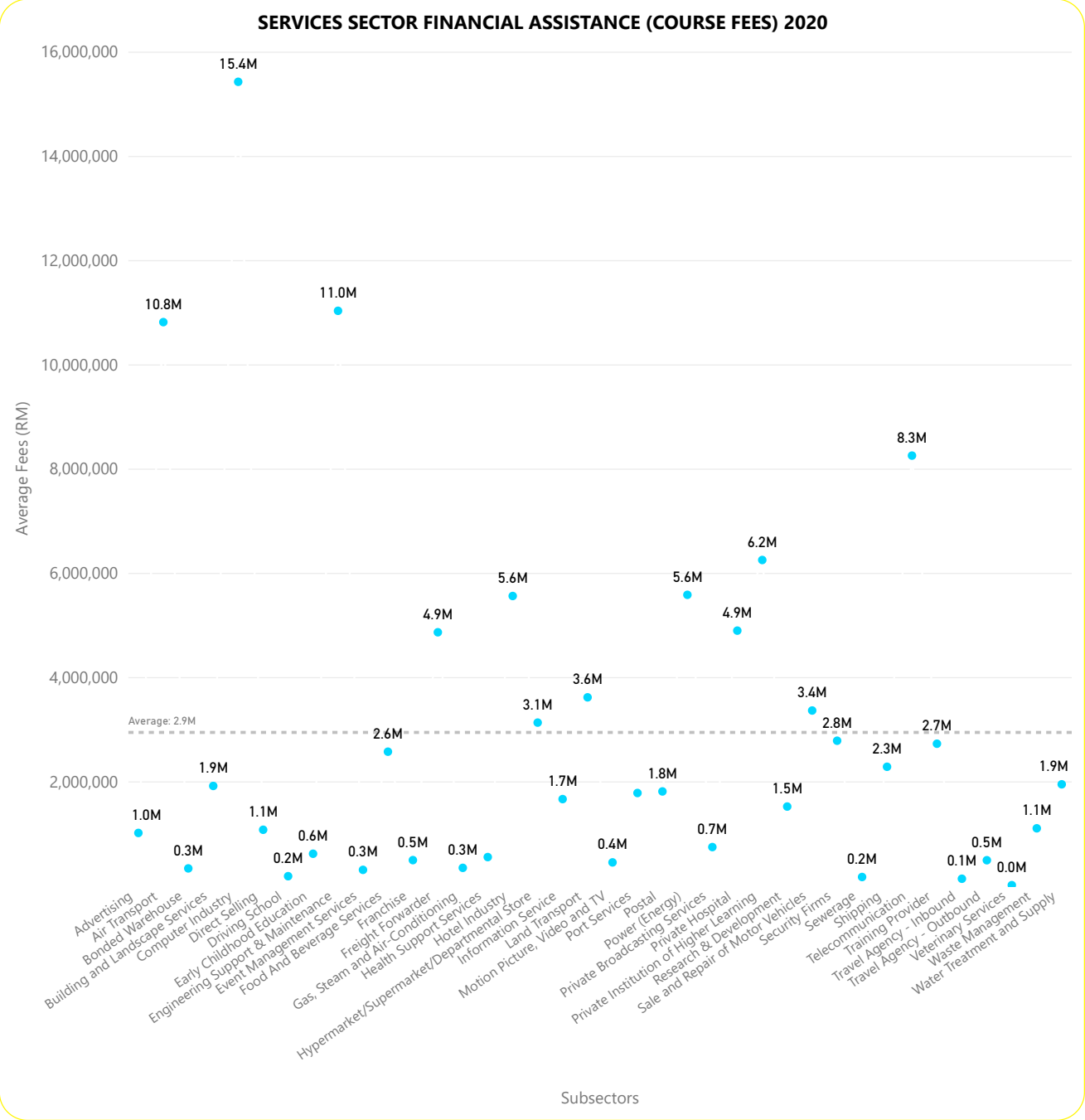
Bottom 5 Subsectors with lowest investment in training (RM)

Pottery, China and Earthenware	116,947
Footwear	130,466
Tobacco Manufacturers	162,141
Products of Petroleum & Coal	187,304
Leather & Products of Leather	310,580

Manufacturers of Electrical Machinery had the highest training places, therefore employers also invested the most in training, reaching close to RM 30 million in 2020. In comparison, the average amount invested in training for each subsector within the entire Manufacturing Sector was RM 4.6 million. Employers of Pottery, China & Earthenware invested less in training, at RM 116,947 in 2020.

4.5.1 Analysis of Industry Investment on Training Using HRDF according to Subsectors

SUBSECTORS UNDER **SERVICES**



Top 5 Subsectors with highest investment in training (RM)

Computer Industry	15,423,056
Engineering Support & Maintenance	11,029,205
Air Transport	10,811,973
Telecommunication	8,251,198
Private Institution of Higher Learning	6,248,248

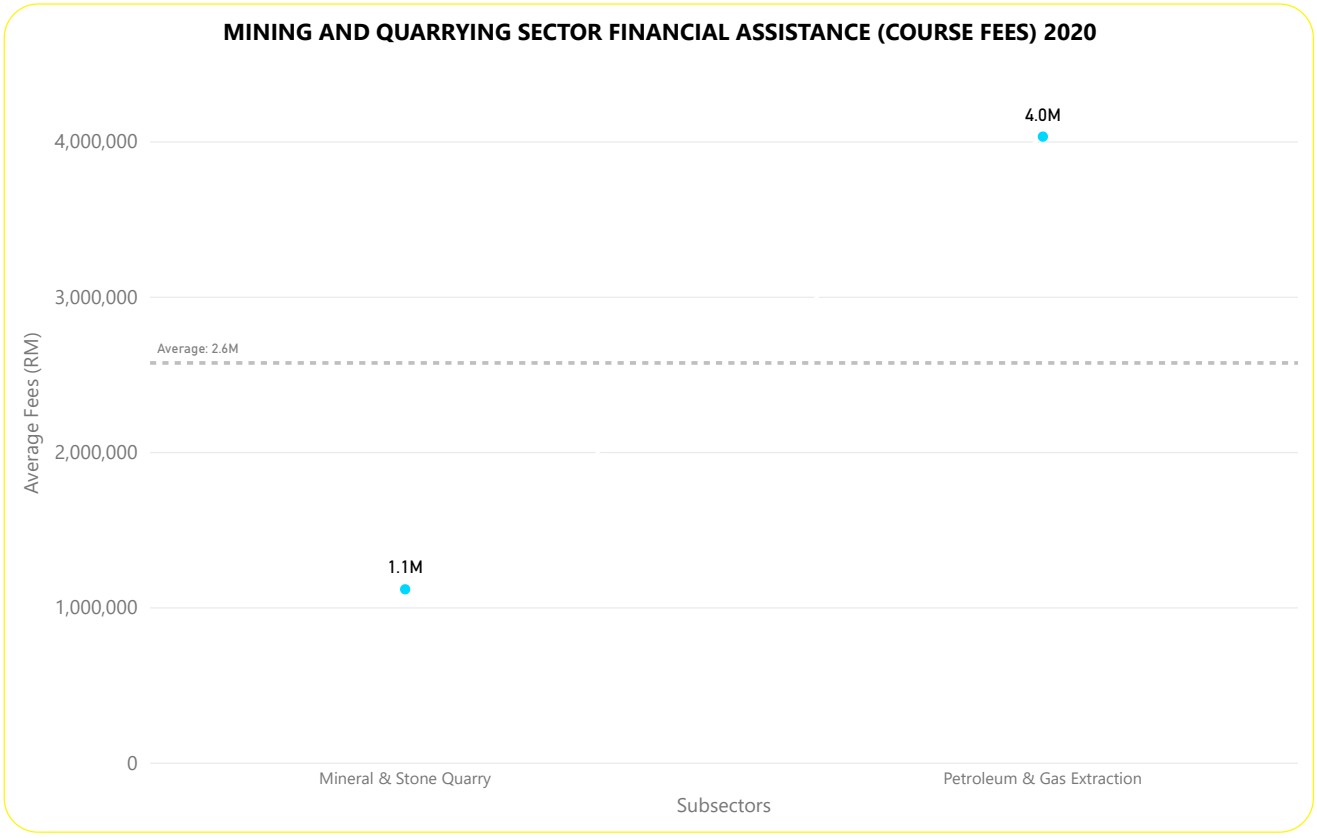
Bottom 5 Subsectors with lowest investment in training (RM)

Veterinary Services	9,684
Travel Agency - Inbound	132,638
Sewerage	165,999
Driving School	181,545
Event Management Services	303,172

The Computer Industry invested the most in employees' training, recording RM 15.4 million in 2020. Within the Services Sector, the average investment in training for each subsector stood at RM 2.9 million in 2020. On the other hand, Veterinary Services invested only RM 9,684 in employees training in 2020 using HRDF.

4.5.1 Analysis of Industry Investment on Training Using HRDF according to Subsectors

SUBSECTORS UNDER **MINING & QUARRYING**



Subsector with highest investment in training (RM)	
Petroleum & Gas Extraction	4,030,724

Subsector with lowest investment in training (RM)	
Mineral & Stone Quarry	1,115,925

In line with the number of training places, the Petroleum & Gas Extraction subsector invested more in training compared to the Mineral & Stone Quarry subsector. The average investment in training for the Mining & Quarrying Sector was RM 2.6 million in 2020.







5.1 EFFECTIVE TRAINING DURATION

The average training duration per trainee in 2020 was 4.0 days for Services Sector, 3.0 days respectively for Manufacturing Sector as well as Mining & Quarrying Sector.

The Services Sector registered an increase in training duration per trainee in 2020 when compared to 2019. This suggests employers in the Services Sector still emphasized the importance of training by allowing their employees to train for a longer period than peers in other sectors. Moreover, training courses in the Services sector could be carried out online.

The reduction in average training duration for the Manufacturing and Mining & Quarrying sectors suggest relevant training courses were impacted by various challenges such as MCO as they are carried out physically.

Digital transformation was evident as Information Service was the top subsector, recording 20.1 days of training in 2020. Furthermore, the Computer industry subsector recorded 19.2 days of training in 2020. These 2 subsectors were the primary contributors which led to a substantial increase in the average training duration for the Services sector.

5.2 EMPLOYEES TRAINED RATIO

In 2020, the number of employees trained among HRDF registered employers ranged between 12% to 14%, In 2019, this figure ranged between 24% and 25%. Training activities declined in 2020 clearly due to the pandemic, the transition to online training did happen but at a slow pace.

The employees trained ratio for the Manufacturing, Services and Mining & Quarrying Sectors were 13%, 14% and 12% respectively.

The subsector with the highest employees trained ratio was Sewerage as it is an essential subsector. 35% of employees for the Sewerage subsector were able to receive training in 2020.

To put things in perspective, Private Institution or Higher Learning was 2019's top subsector with the most employees trained among HRDF registered employers at 45%. In 2020, 24% of employees from the subsector had the opportunity to undergo training.

With the levy exemption by HRDF in place from April to September 2020, this limited the fund of employers to send their employees to receive training. The majority of training providers were forced to adapt to the situation by shifting training online, which took time. Training for Services Sector were more easily adjusted to be carried out online compared to trainings for Manufacturing and Mining & Quarrying Sectors as these sectors require hands-on technical training.

5.3 TRAINING OPPORTUNITY RATIO

On average, registered employers sent their employees to attend 1-2 trainings in 2020.

Similar to the other indicators mentioned earlier, Services Sector held steady in 2020 while Manufacturing and Mining & Quarrying Sectors experienced reduction in training opportunity ratio.

Previously in 2018 and 2019, Manufacturing Sector had always led the way with highest average number of training places per employee, at 1.8. In 2020, this figure fell to 1.4.

Mining & Quarrying Sector recorded 1.3 training places per employee trained in 2020 whereas Services Sector recorded a minimal reduction from 1.6 in 2019 to 1.5 in 2020.

5.4 TRAINING PLACES APPROVED

The total training places in year 2020 was 503,781, compared to 1,017,240 in year 2019.

Service Sector experienced the least reduction of training places at 49%, followed by Manufacturing Sector at 51% and lastly, Mining & Quarrying Sector at 58%.

These figures show all sectors covered by HRDF were impacted by the pandemic, to different extents.

On a positive note, internal data showed training places started to increase towards the end of 2020 during the Conditional and Recovery Movement Control Order. Employers had access to training funds after levy exemption ended in September 2020. Training momentum picked up albeit at a slow pace as employers were cautious in this challenging business climate.

5.5 INDUSTRY INVESTMENT ON TRAINING USING HUMAN RESOURCES DEVELOPMENT FUND (HRDF)

To soften the blow of Covid-19, HRDF empathised with its registered employers and exempted levy collection from April to September 2020. RM 302 million in industry investment in training was recorded in 2020.

Services Sector continues to be the most generous in terms of investing in employees training. Of the RM302 million fund collected, Services Sector invested RM 161 million in training, which was 20% more than the RM 134 million the Manufacturing Sector invested in training. The Mining & Quarrying Sector invested RM 7.4 million in employees training in 2020.

The amount of training received is intangible for each employee but various studies observed positive effects of training on productivity such as in Germany (Zwick, 2006), France (Ballot, Fakhfakh, & Taymaz, 2006). The positive effects of training varied between private and public sector as well as across industries.

Apart from the increase in employers' output, employees which have undergone training registered a slight increase in salary. (Dearden, Reed & Van Reenen, 2005)

Sources:
1. Zwick, T. (2006). "The Impact of Training Intensity on Establishment Productivity." Industrial Relations, 45. 26-46.
2. Ballot, G.; Fakhfakh, F.; Taymaz, E. (2001). "Firms' human capital, R&D and performance: A study on French and Swedish firms", in Labour Economics, No. 8, pp.443–462.
3. Dearden, L.; Reed, H.; Van Reenen, J. (2005) : The impact of training on productivity and wages: Evidence from British panel data, IFS Working Papers, No. 05/16, Institute for Fiscal Studies (IFS)



INDICATORS

This section describes the training performance in the subsectors using the indicators described below:

Levy Utilisation

Percentage of levy disbursed against levy collected.

- Year 2019 vs 2020

Training Places Approved

Frequency of training participations approved by HRDF for employees to attend training programme.

- Year 2019 vs 2020

Number of Trainees Trained

Number of unique employees being trained.

- Year 2019 vs 2020

Effective Training Duration

How many days an employee is being trained.

- Year 2019 vs 2020

Employees Trained Ratio

Percentage of employees' participation in training.

- Year 2019 vs 2020

Training Opportunity Ratio

Average number of training an employee gets to attend.

- Year 2019 vs 2020

Industry Investment on Training using Human Resources Development Fund (HRDF)

Investment based on financial assistance approved, specifically the course fees and other allowable costs.

- Year 2019 vs 2020

Training Courses Enrolled according to Skill Areas

Frequency of training participations according to courses categorised by 35 skill areas.

- Year 2019 vs 2020

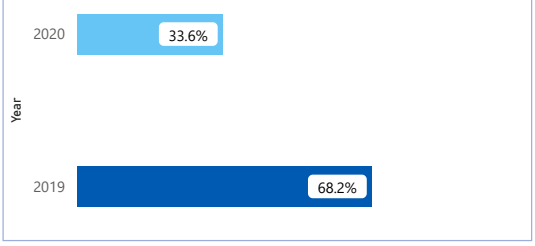
MANUFACTURING SECTOR



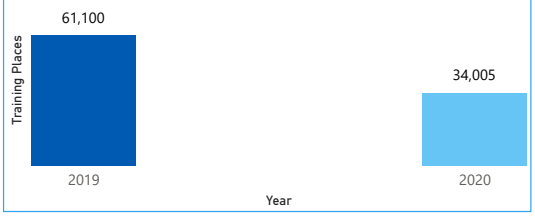
1. Food Manufacturing & Beverage Industries
2. Iron and Steel Basic Industries
3. Manufacture of Furniture and Fixtures except Primarily of Metal
4. Manufacturer of Electrical Machinery, Apparatus Appliances and Supplies
5. Manufacturer of Footwear, except Vulcanised or Moulded Rubber or Plastics Footwear
6. Manufacturer of Glass and Glass Products
7. Manufacturer of Industrial Chemicals & other Chemical Products
8. Manufacturer of Leather & Products of Leather, Leather Substitutes & Fur, except Footwear & Wearing Apparel
9. Manufacturer of Machinery except Electrical
10. Manufacturer of Miscellaneous Products of Petroleum & Coal
11. Manufacturer of Non-Metallic Mineral Products
12. Manufacturer of Paper and Paper Products
13. Manufacturer of Plastics Products
14. Manufacturer of Pottery, China and Earthenware
15. Manufacturer of Professional and Scientific & Measuring and Controlling Equipment N.E.C. and of Photographic and Optical Goods & others Manufacturing Ind.
16. Manufacturer of Rubber Products
17. Manufacturer of Textiles & Wearing Apparel, except Footware
18. Manufacturer of Transport Equipment
19. Manufacturer of Wood & Wood Products and Cork, except Furniture
20. Non-Ferrous Metal Basis Industries & Fabricated Metal
21. Petroleum Refineries
22. Printing, Publishing and Allied Industries
23. Tobacco Manufacturers

FOOD MANUFACTURING & BEVERAGE INDUSTRIES

Levy Utilisation Rate (%)



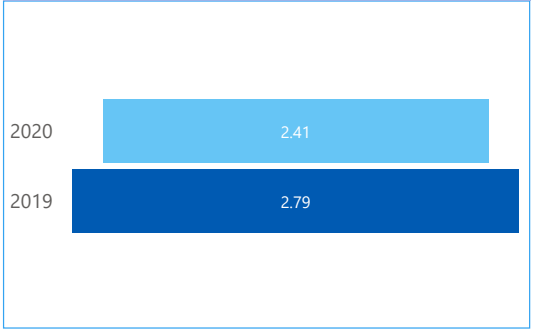
Training Places



No. of Trainees Trained

22,587
in 2020
36,707
in 2019

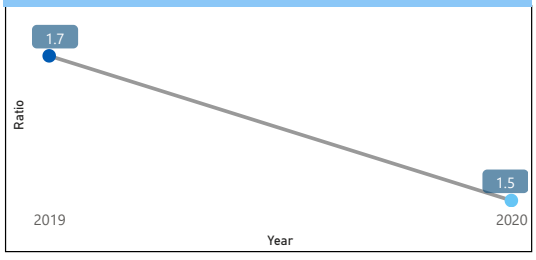
Effective Training Duration per Trainees (days)



Employee Training Ratio

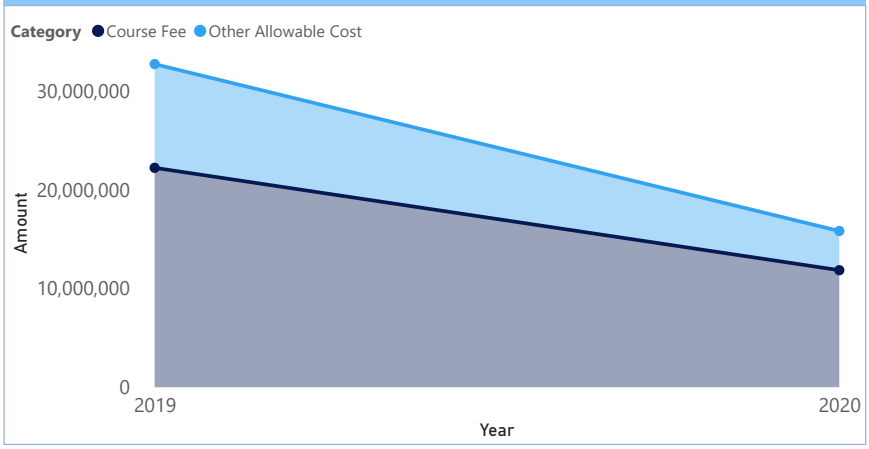
2020 Year	14.9% of Employees Trained
2019 Year	25.2% of Employees Trained

Training Opportunity Ratio



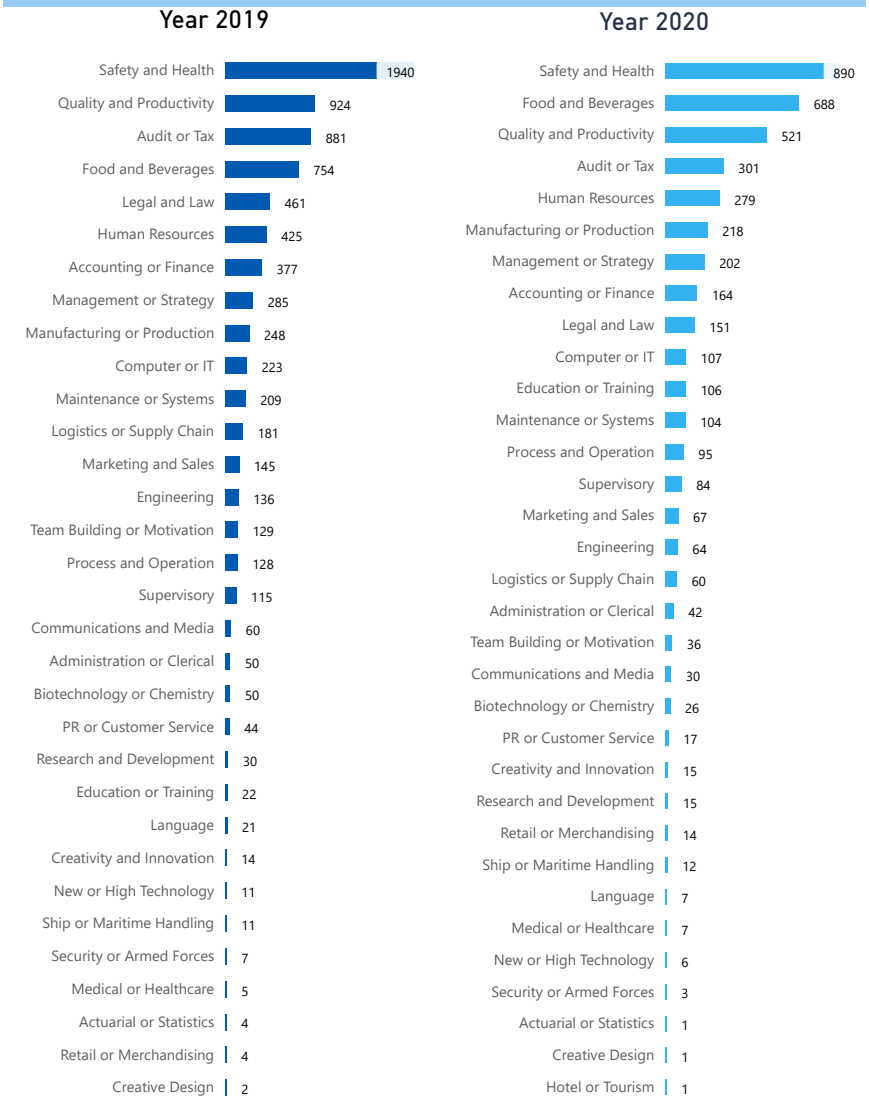
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



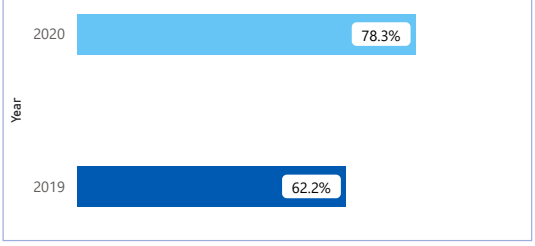
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	22,222,696	67.9%	11,852,798	74.9%
Other Allowable Cost	10,501,024	32.1%	3,970,263	25.1%
Total	32,723,720		15,823,061	

Training Courses Enrolled according to Skill Areas

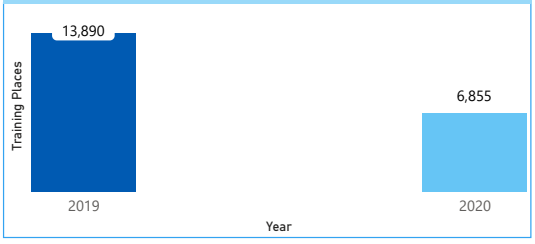


IRON AND STEEL BASIC INDUSTRIES

Levy Utilisation Rate (%)



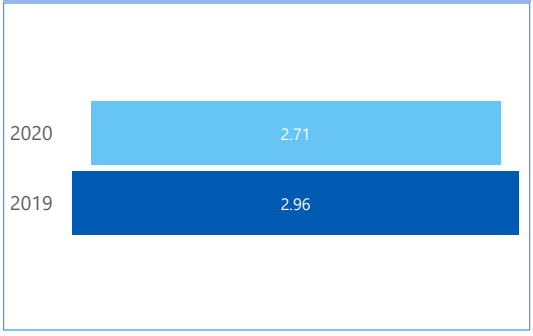
Training Places



No. of Trainees Trained

5,063
in 2020
8,191
in 2019

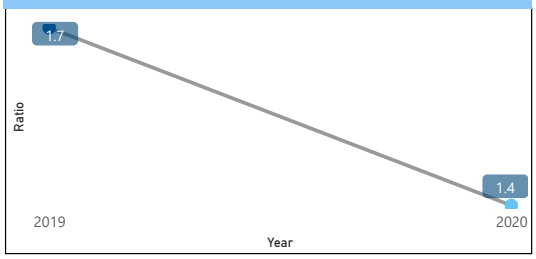
Effective Training Duration per Trainees (days)



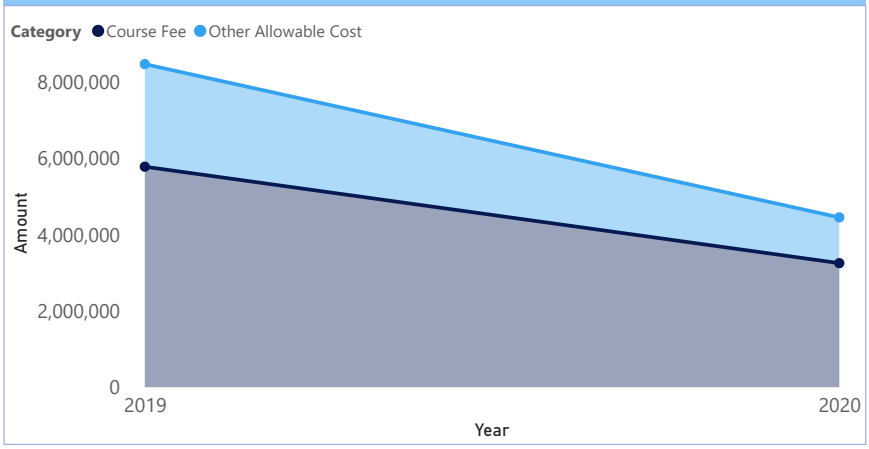
Employee Training Ratio

2020 Year	12.3% of Employees Trained
2019 Year	20.2% of Employees Trained

Training Opportunity Ratio

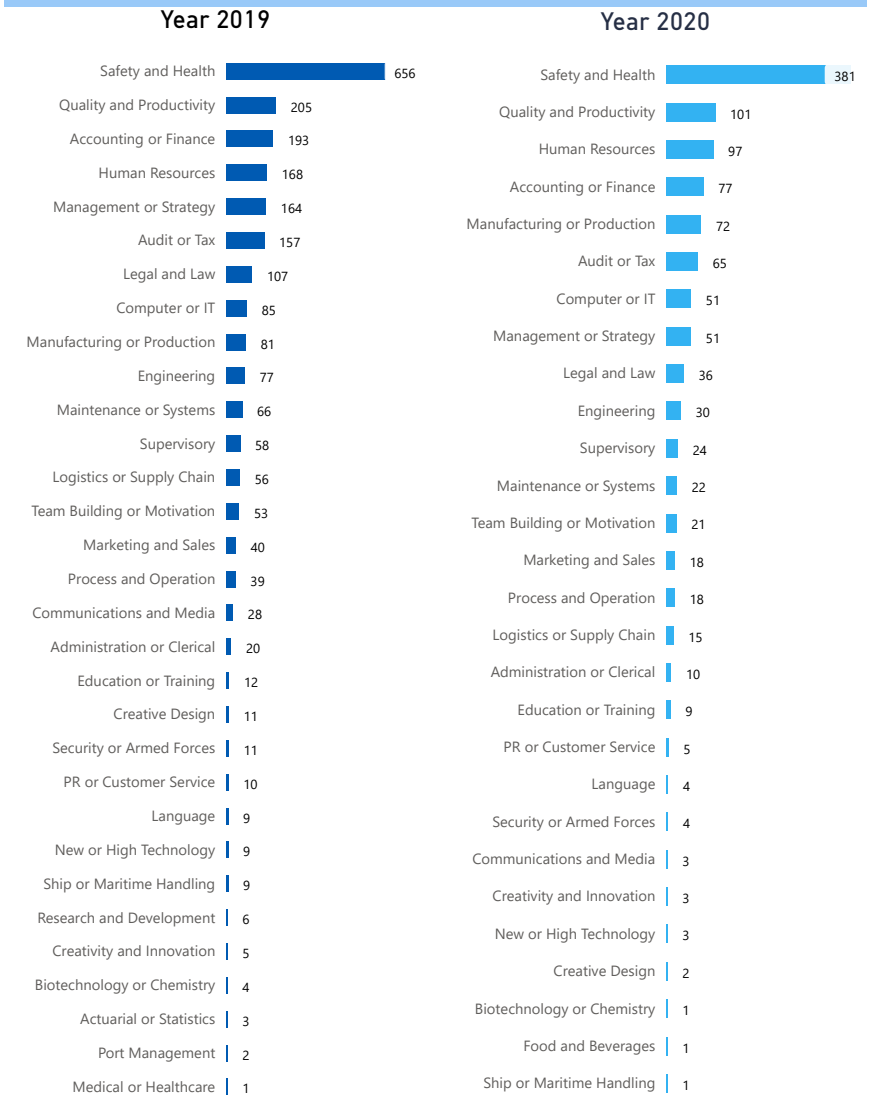


Financial Assistance (RM)
(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	5,782,398	68.3%	3,253,613	73.1%
Other Allowable Cost	2,689,513	31.7%	1,199,062	26.9%
Total	8,471,911		4,452,676	

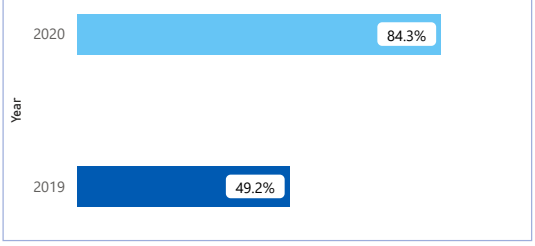
Training Courses Enrolled according to Skill Areas



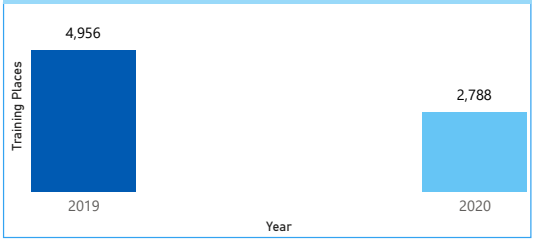
SUBSECTOR

MANUFACTURE OF FURNITURE AND FIXTURES EXCEPT PRIMARILY OF METAL

Levy Utilisation Rate (%)



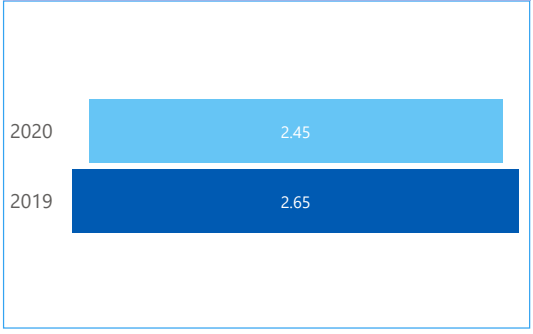
Training Places



No. of Trainees Trained

2,177
in 2020
3,306
in 2019

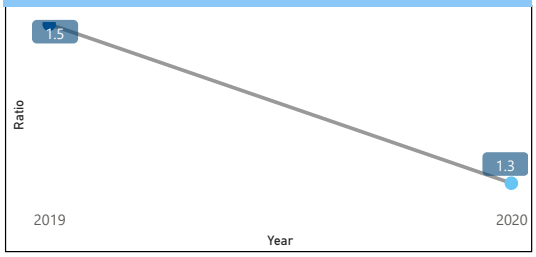
Effective Training Duration per Trainees (days)



Employee Training Ratio

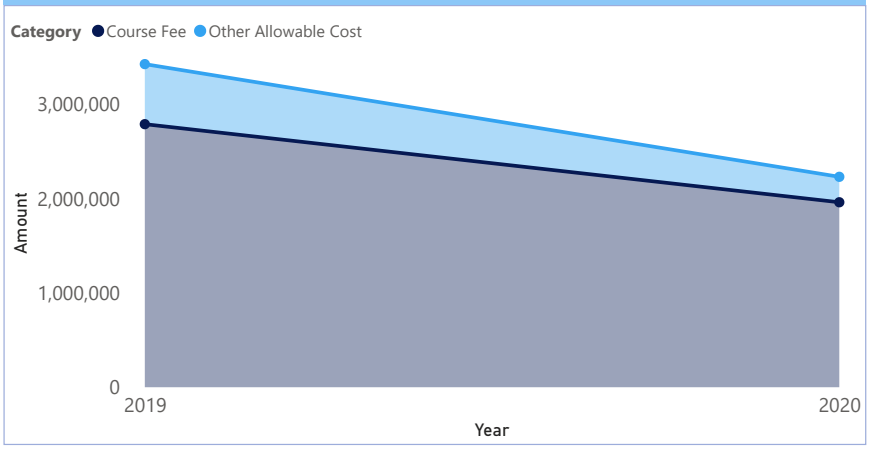
2020 Year	9.6% of Employees Trained
2019 Year	15.6% of Employees Trained

Training Opportunity Ratio



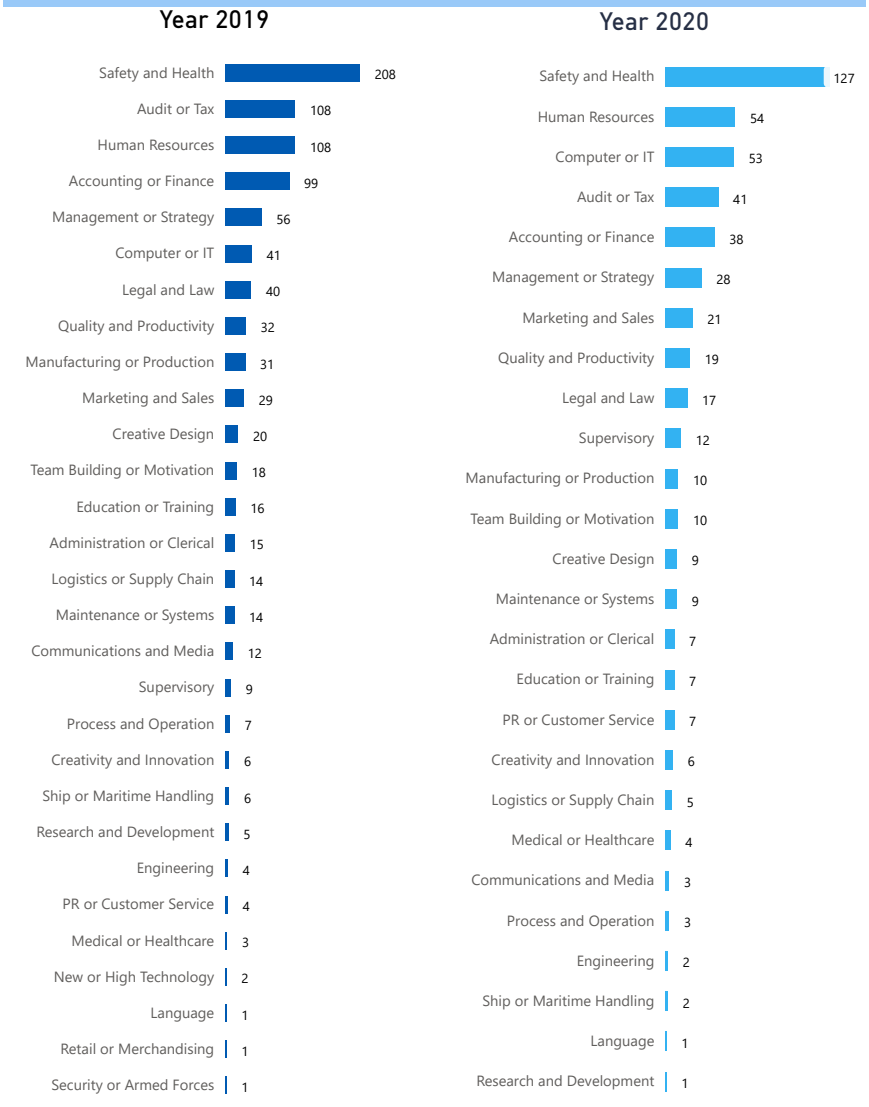
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,789,402	81.4%	1,961,370	87.9%
Other Allowable Cost	636,736	18.6%	269,862	12.1%
Total	3,426,139		2,231,231	

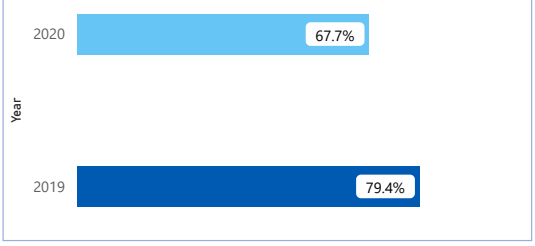
Training Courses Enrolled according to Skill Areas



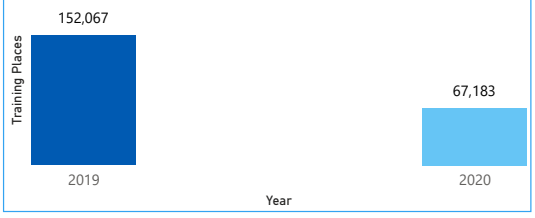
SUBSECTOR

MANUFACTURER OF ELECTRICAL MACHINERY, APPARATUS APPLIANCES AND SUPPLIES

Levy Utilisation Rate (%)



Training Places

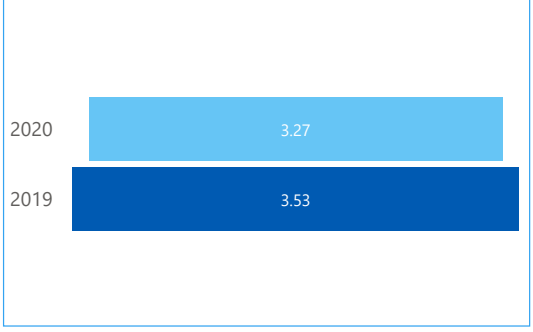


No. of Trainees Trained

42,498
in 2020

79,683
in 2019

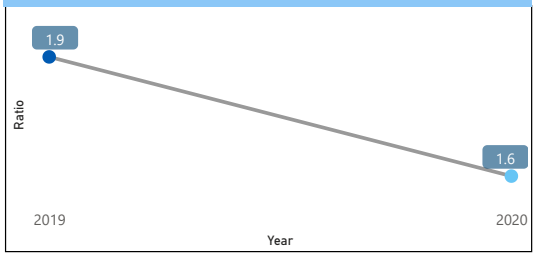
Effective Training Duration per Trainees (days)



Employee Training Ratio

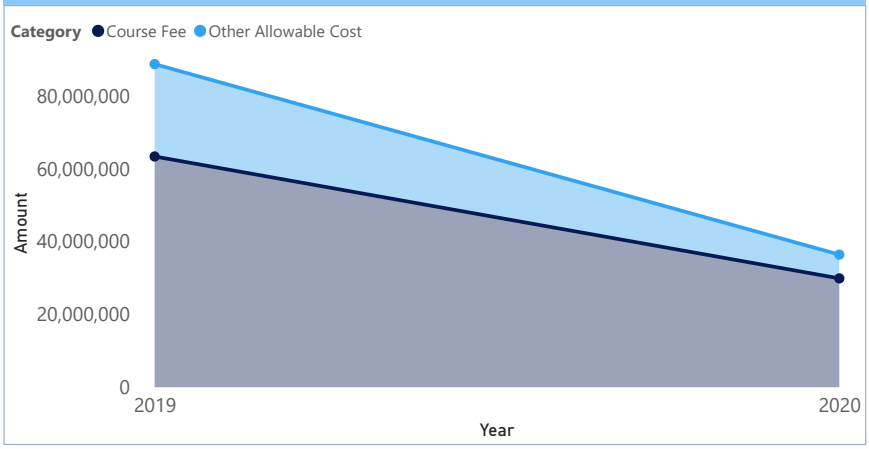
2020 Year	14.4% of Employees Trained
2019 Year	26.8% of Employees Trained

Training Opportunity Ratio



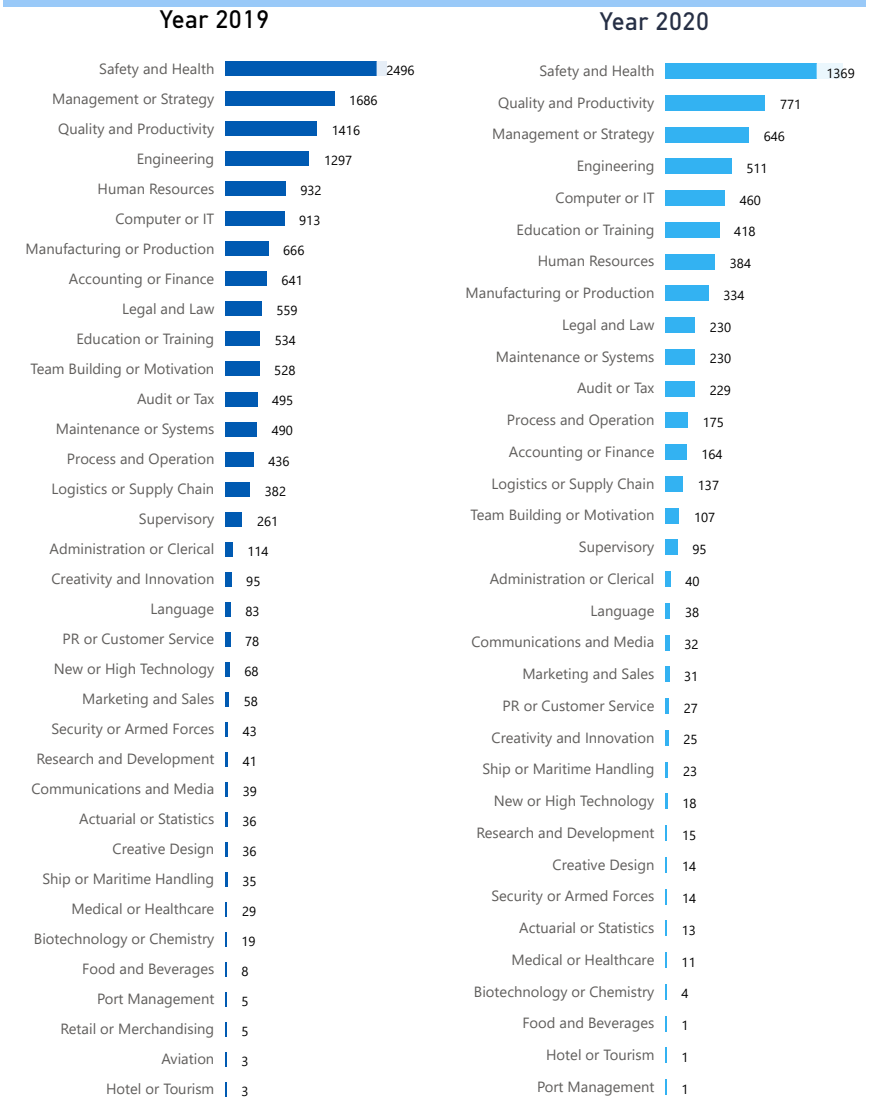
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	63,371,757	71.4%	29,895,492	82.1%
Other Allowable Cost	25,362,052	28.6%	6,524,662	17.9%
Total	88,733,809		36,420,153	

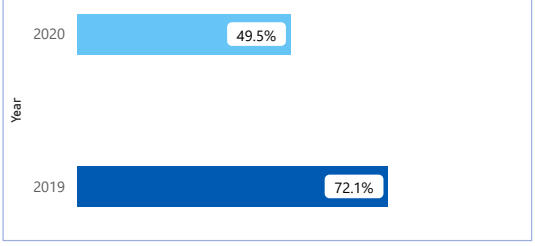
Training Courses Enrolled according to Skill Areas



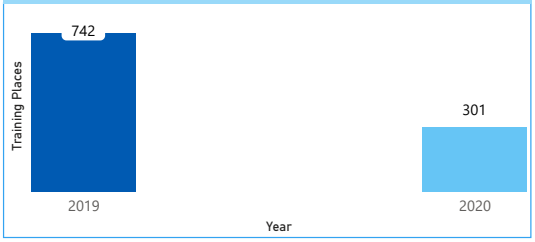
SUBSECTOR

MANUFACTURER OF FOOTWEAR, EXCEPT VULCANISED OR MOULDED RUBBER OR PLASTICS FOOTWEAR

Levy Utilisation Rate (%)



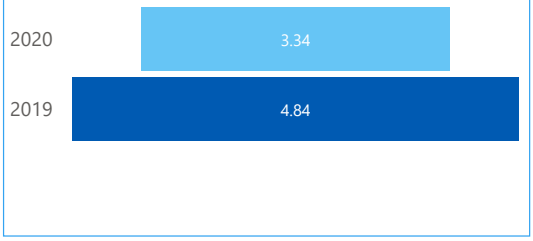
Training Places



No. of Trainees Trained

135
in 2020
227
in 2019

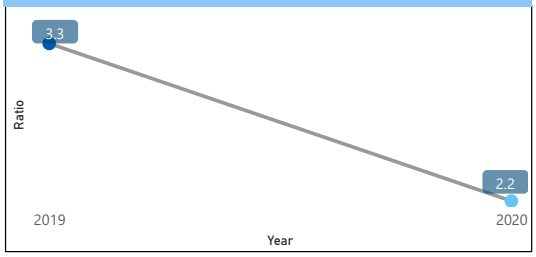
Effective Training Duration per Trainees (days)



Employee Training Ratio

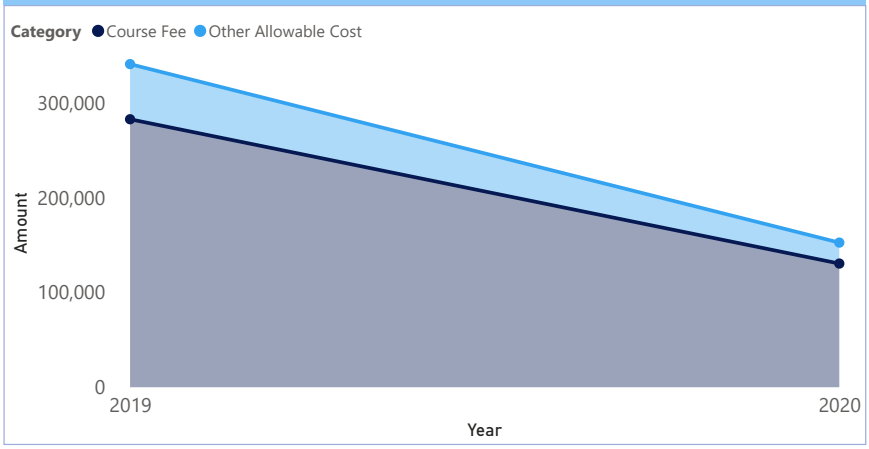
2020 Year	8.3% of Employees Trained
2019 Year	14.6% of Employees Trained

Training Opportunity Ratio



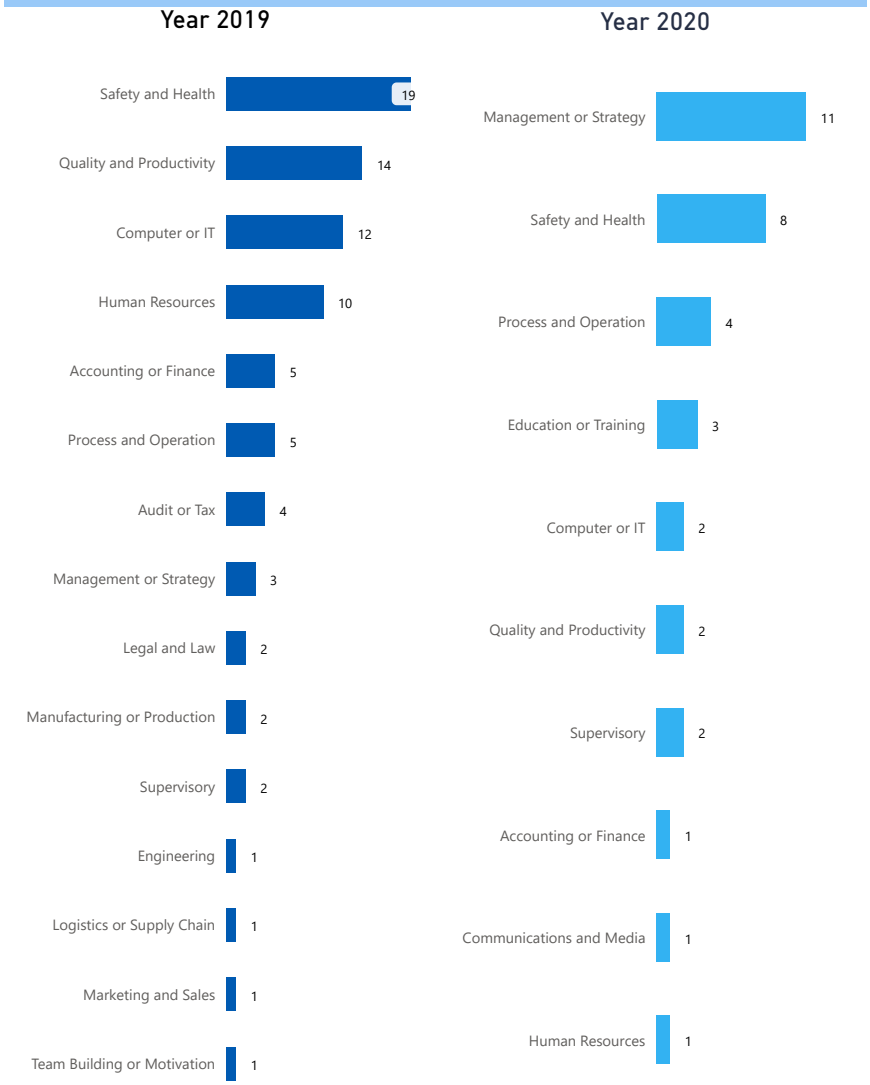
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



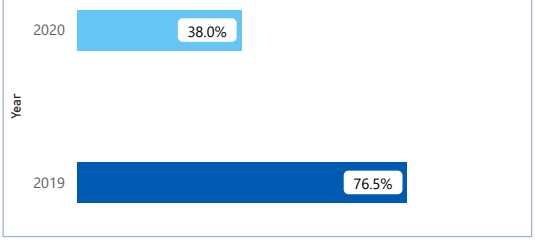
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	282,715	82.9%	130,466	85.5%
Other Allowable Cost	58,160	17.1%	22,115	14.5%
Total	340,875		152,581	

Training Courses Enrolled according to Skill Areas

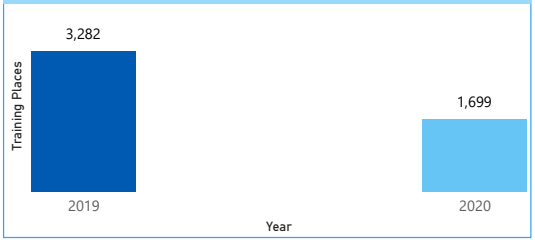


MANUFACTURER OF GLASS AND GLASS PRODUCTS

Levy Utilisation Rate (%)



Training Places

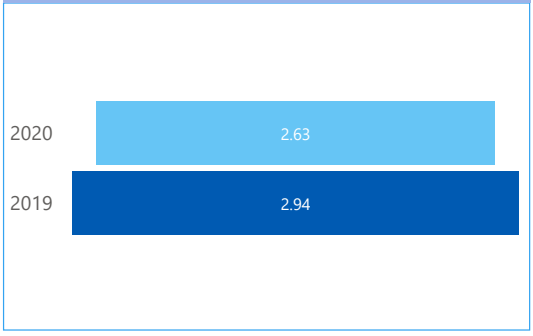


No. of Trainees Trained

1,237
in 2020

1,862
in 2019

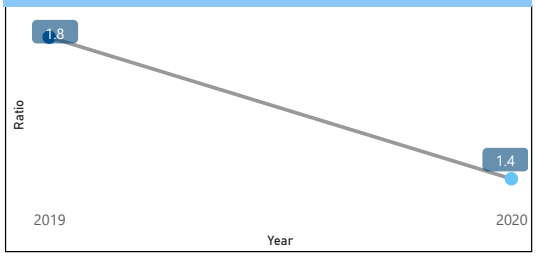
Effective Training Duration per Trainees (days)



Employee Training Ratio

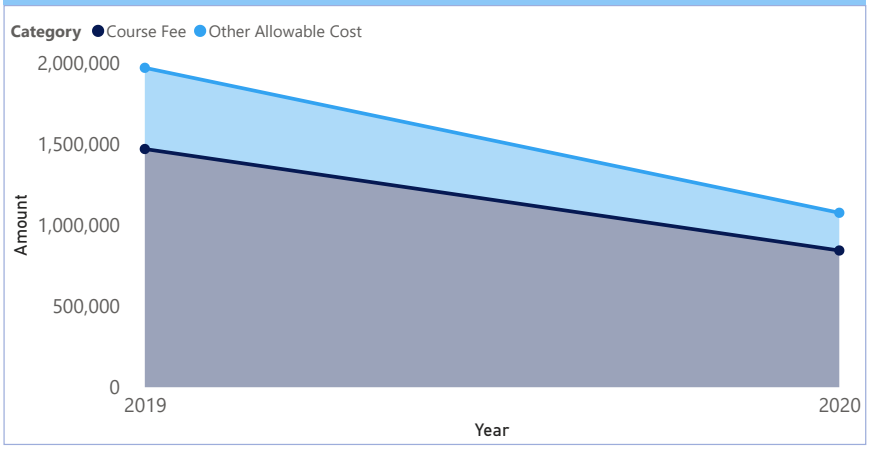
2020 Year	14.8% of Employees Trained
2019 Year	23.6% of Employees Trained

Training Opportunity Ratio



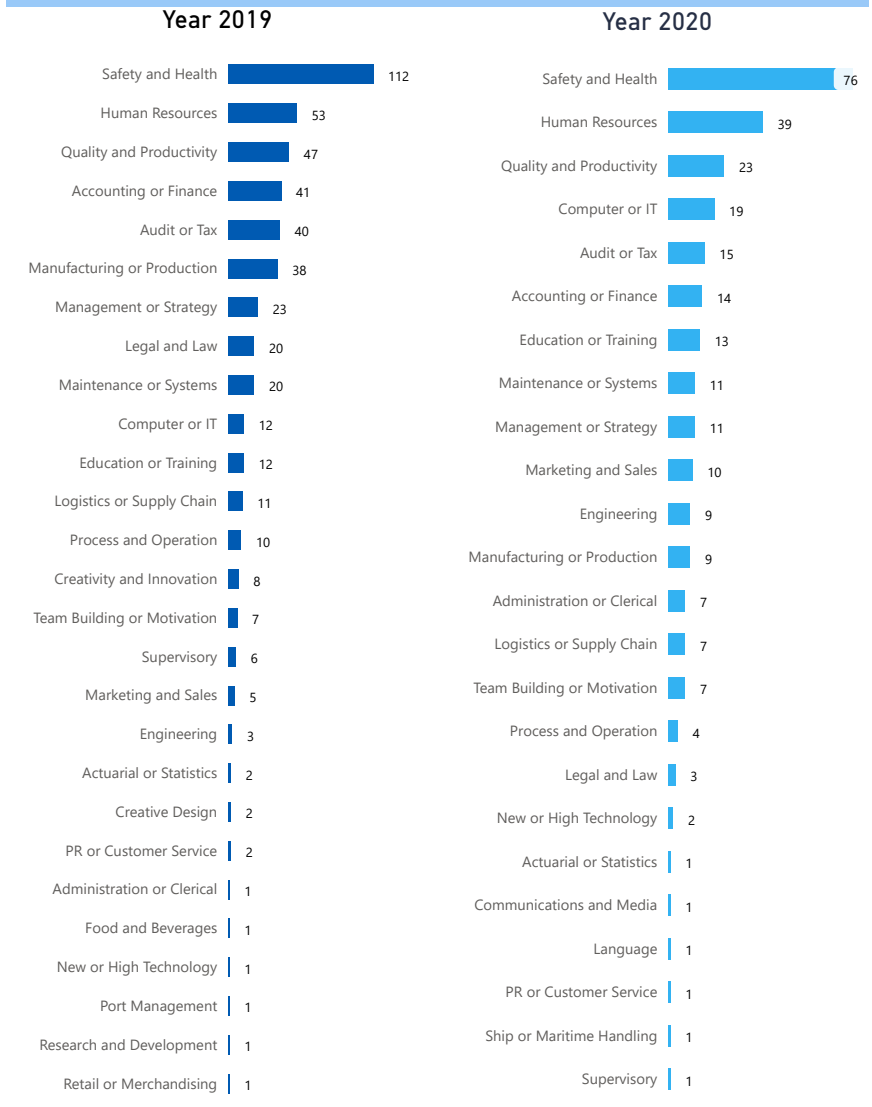
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	1,469,949	74.6%	843,655	78.4%
Other Allowable Cost	501,041	25.4%	232,818	21.6%
Total	1,970,990		1,076,473	

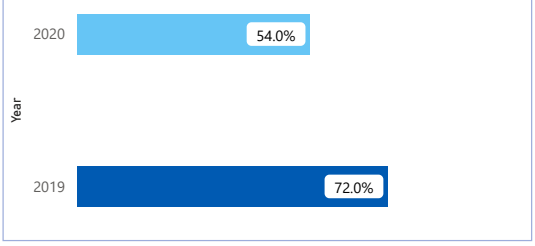
Training Courses Enrolled according to Skill Areas



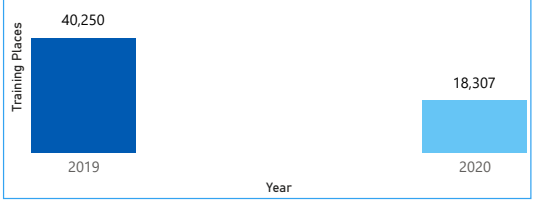
SUBSECTOR

MANUFACTURER OF INDUSTRIAL CHEMICALS & OTHER CHEMICAL PRODUCTS

Levy Utilisation Rate (%)



Training Places

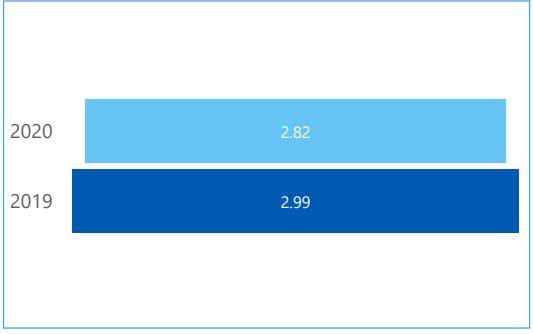


No. of Trainees Trained

12,654
in 2020

23,160
in 2019

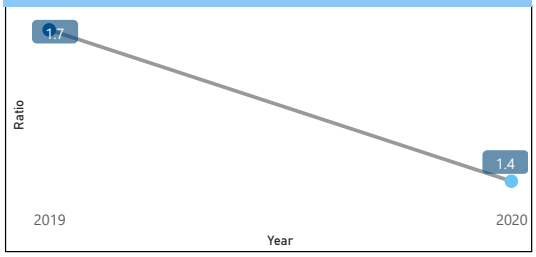
Effective Training Duration per Trainees (days)



Employee Training Ratio

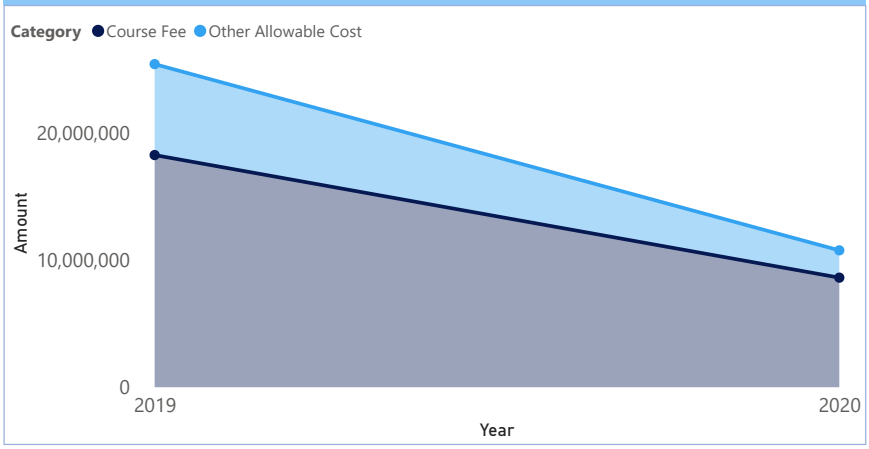
2020 Year	16.7% of Employees Trained
2019 Year	31.5% of Employees Trained

Training Opportunity Ratio



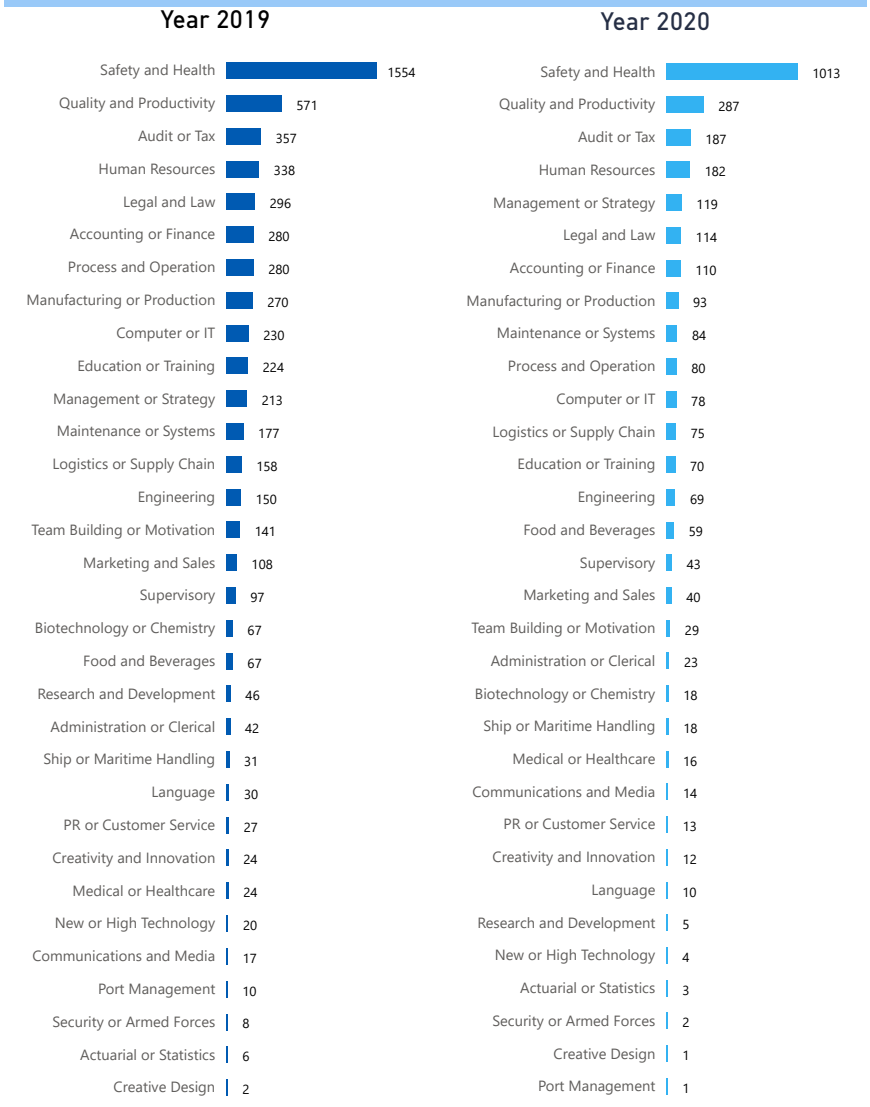
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	18,238,993	71.9%	8,607,980	80.0%
Other Allowable Cost	7,143,624	28.1%	2,145,312	20.0%
Total	25,382,618		10,753,292	

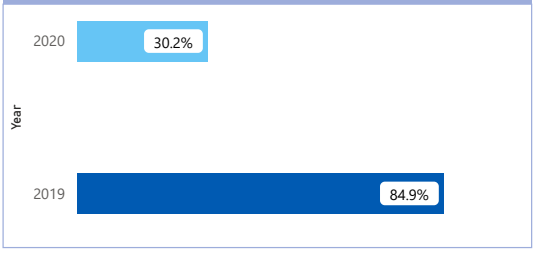
Training Courses Enrolled according to Skill Areas



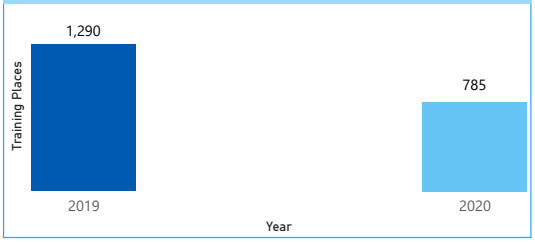
SUBSECTOR

MANUFACTURER OF LEATHER & PRODUCTS OF LEATHER, LEATHER SUBSTITUTES & FUR, EXCEPT FOOTWEAR & WEARING APPAREL

Levy Utilisation Rate (%)



Training Places



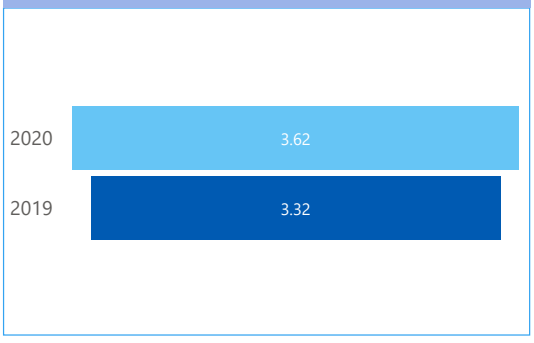
No. of Trainees Trained



410
in 2020

687
in 2019

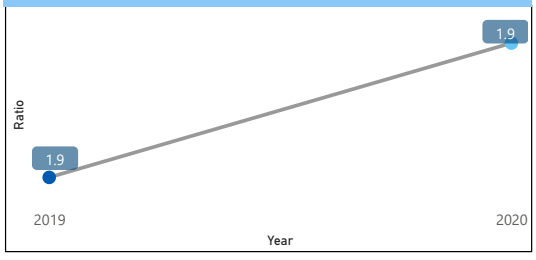
Effective Training Duration per Trainees (days)



Employee Training Ratio

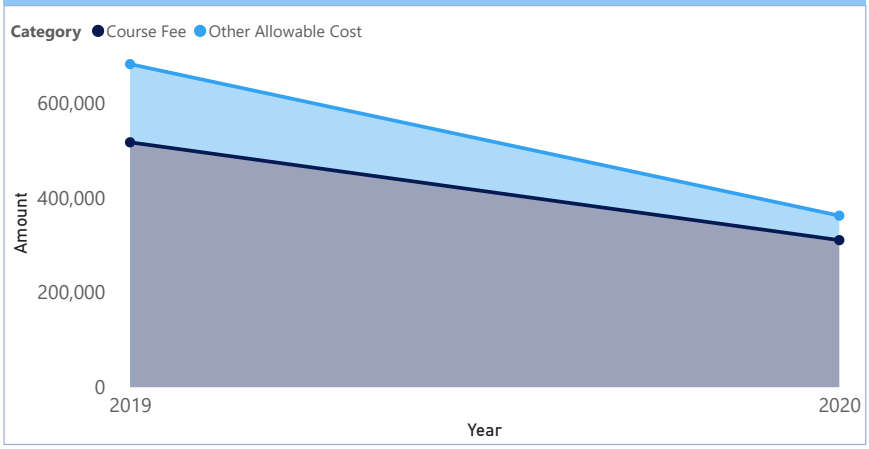
2020 Year	15.4% of Employees Trained
2019 Year	25.9% of Employees Trained

Training Opportunity Ratio



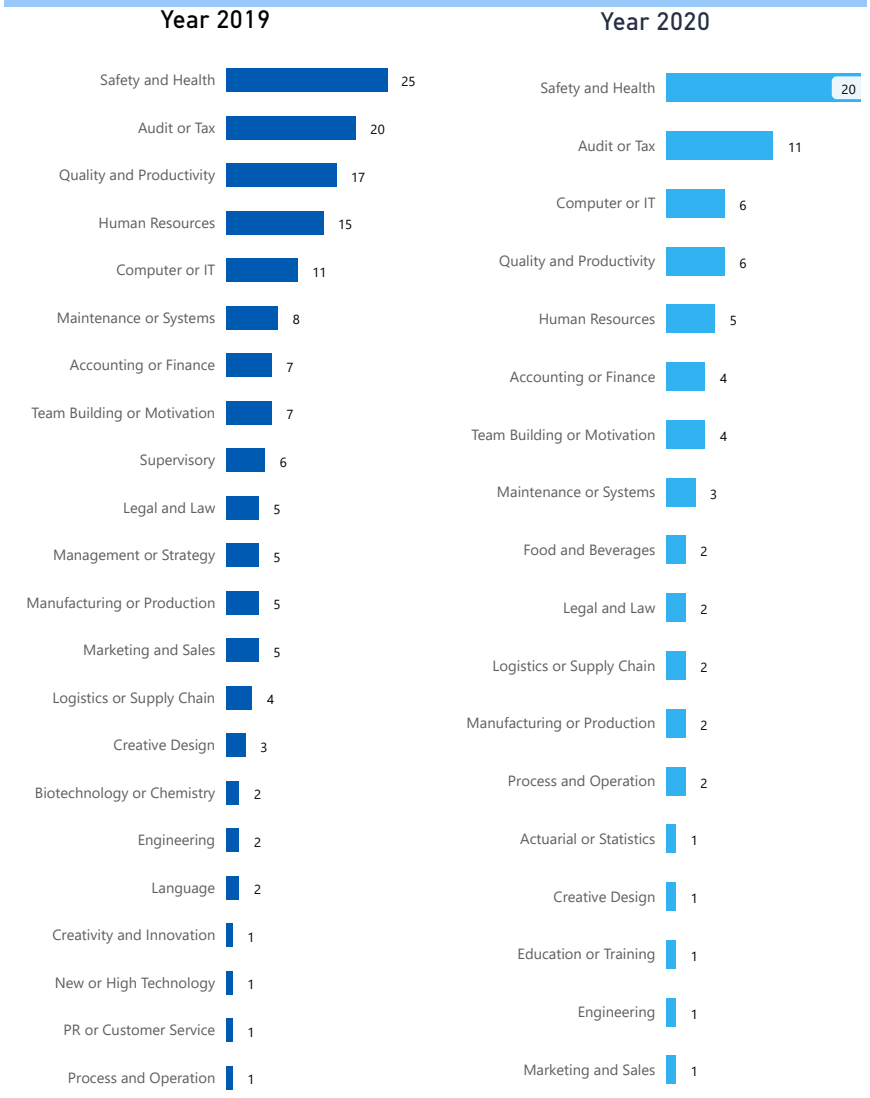
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	517,172	75.8%	310,580	85.7%
Other Allowable Cost	165,131	24.2%	51,759	14.3%
Total	682,303		362,339	

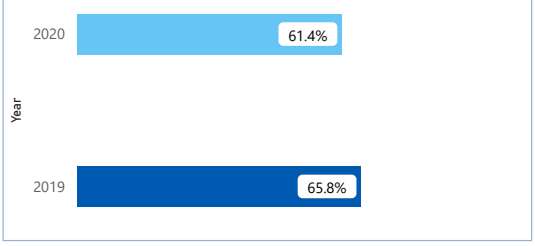
Training Courses Enrolled according to Skill Areas



SUBSECTOR

MANUFACTURER OF MACHINERY EXCEPT ELECTRICAL

Levy Utilisation Rate (%)



Training Places

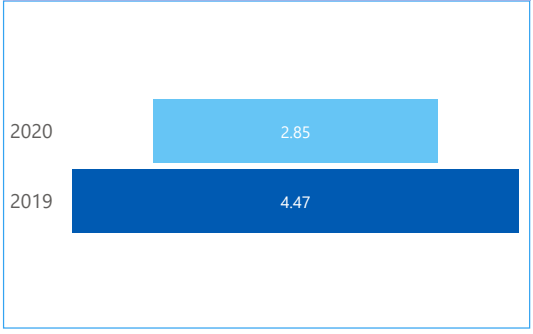


No. of Trainees Trained

5,898
in 2020

11,400
in 2019

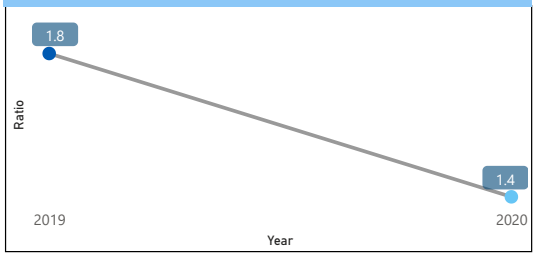
Effective Training Duration per Trainees (days)



Employee Training Ratio

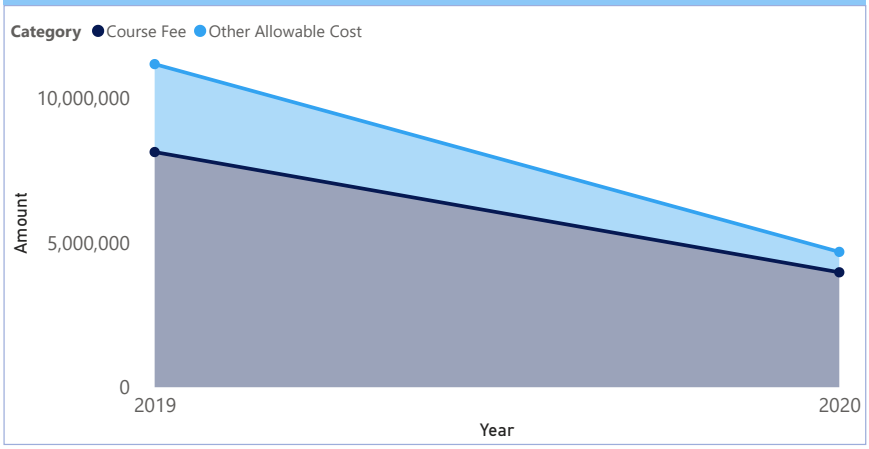
2020 Year	13.1% of Employees Trained
2019 Year	26.4% of Employees Trained

Training Opportunity Ratio



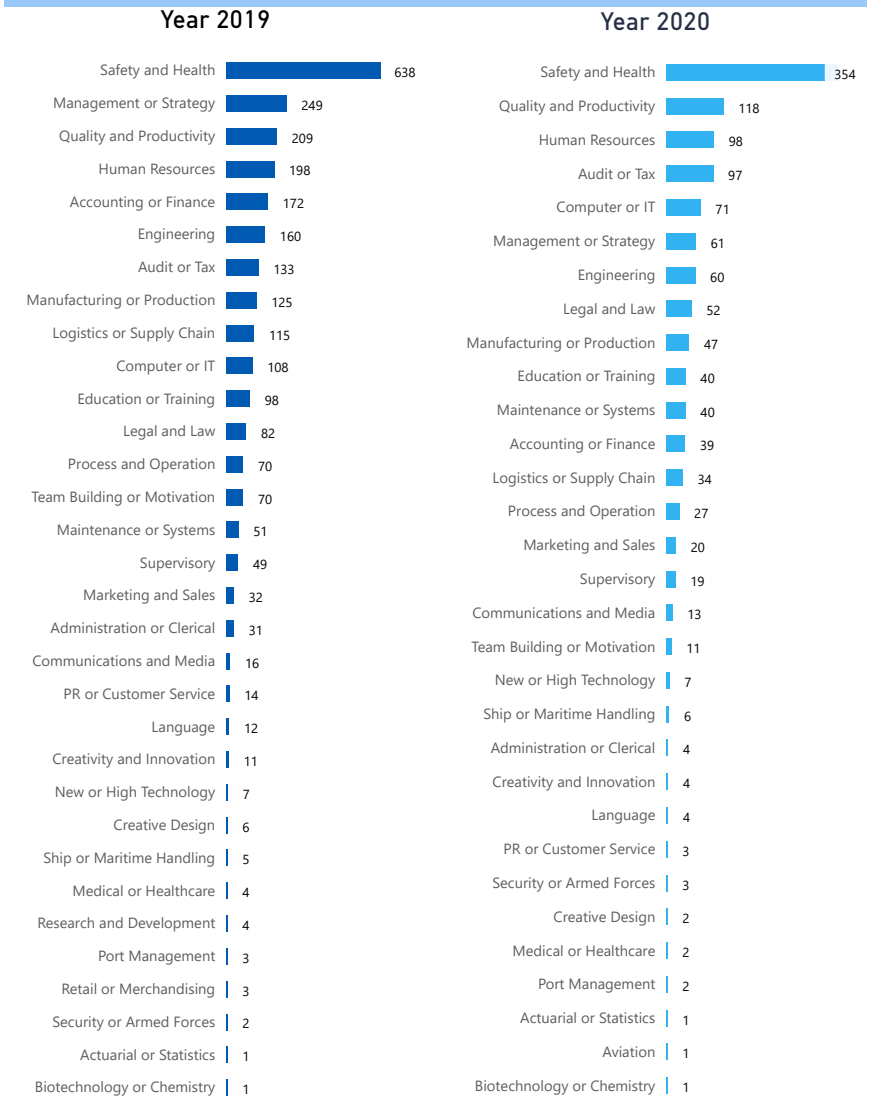
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



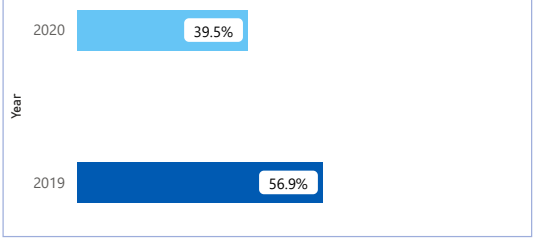
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	8,131,581	72.8%	3,973,646	84.9%
Other Allowable Cost	3,039,707	27.2%	706,071	15.1%
Total	11,171,288		4,679,716	

Training Courses Enrolled according to Skill Areas

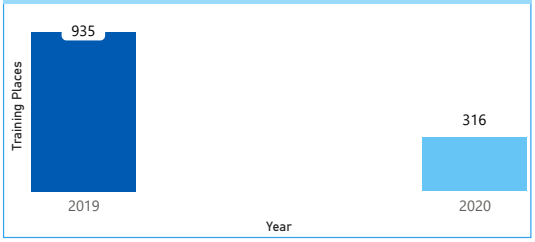


MANUFACTURER OF MISCELLANEOUS PRODUCTS OF PETROLEUM & COAL

Levy Utilisation Rate (%)



Training Places

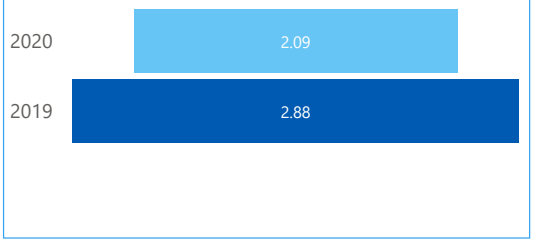


No. of Trainees Trained

250
in 2020

602
in 2019

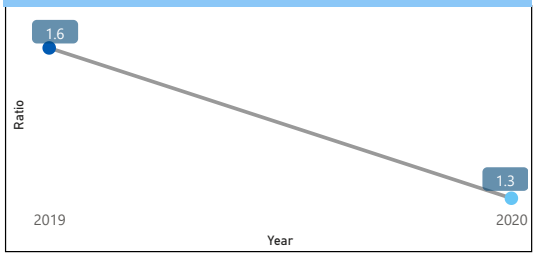
Effective Training Duration per Trainees (days)



Employee Training Ratio

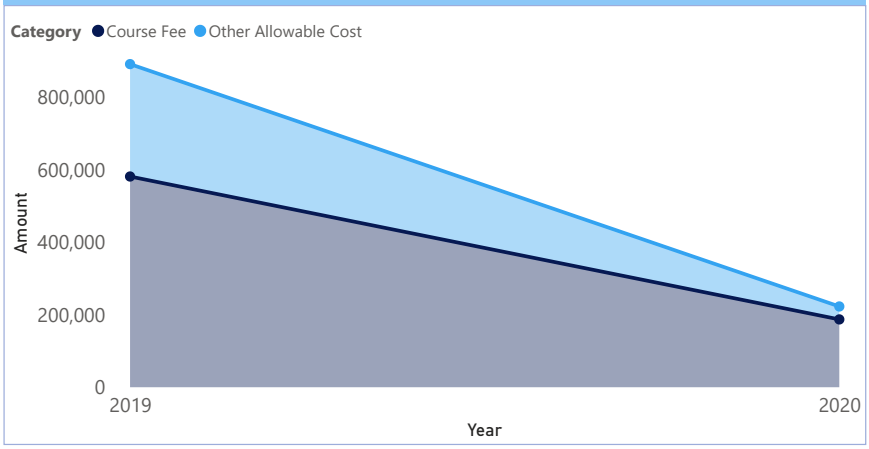
2020 Year	14.1% of Employees Trained
2019 Year	32.8% of Employees Trained

Training Opportunity Ratio



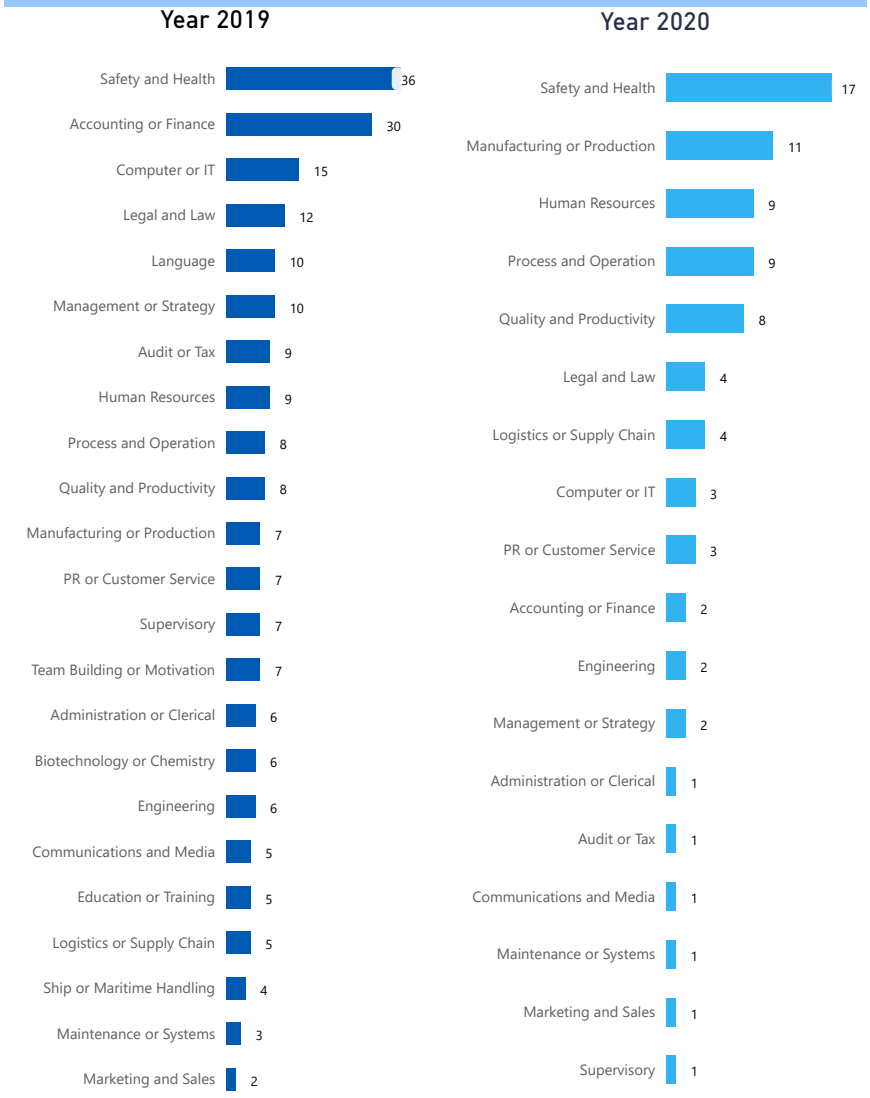
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



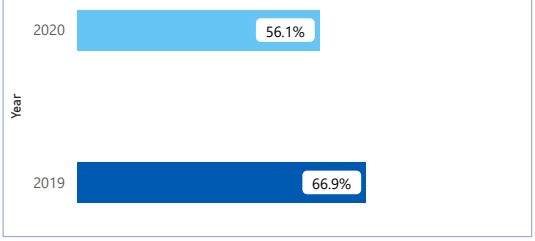
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	581,947	65.2%	187,304	84.0%
Other Allowable Cost	310,357	34.8%	35,772	16.0%
Total	892,304		223,076	

Training Courses Enrolled according to Skill Areas

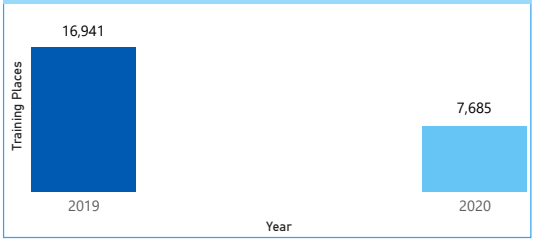


MANUFACTURER OF NON-METALLIC MINERAL PRODUCTS

Levy Utilisation Rate (%)



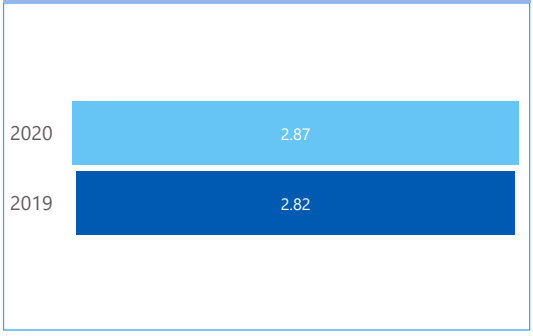
Training Places



No. of Trainees Trained

5,448
in 2020
9,888
in 2019

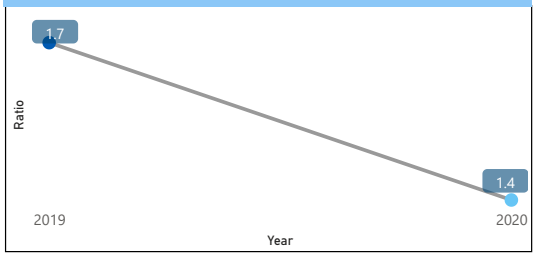
Effective Training Duration per Trainees (days)



Employee Training Ratio

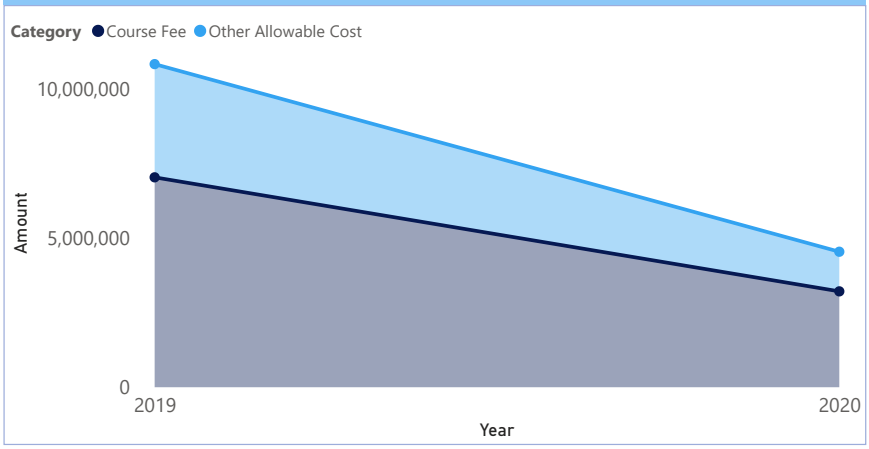
2020 Year	13.8% of Employees Trained
2019 Year	25.7% of Employees Trained

Training Opportunity Ratio



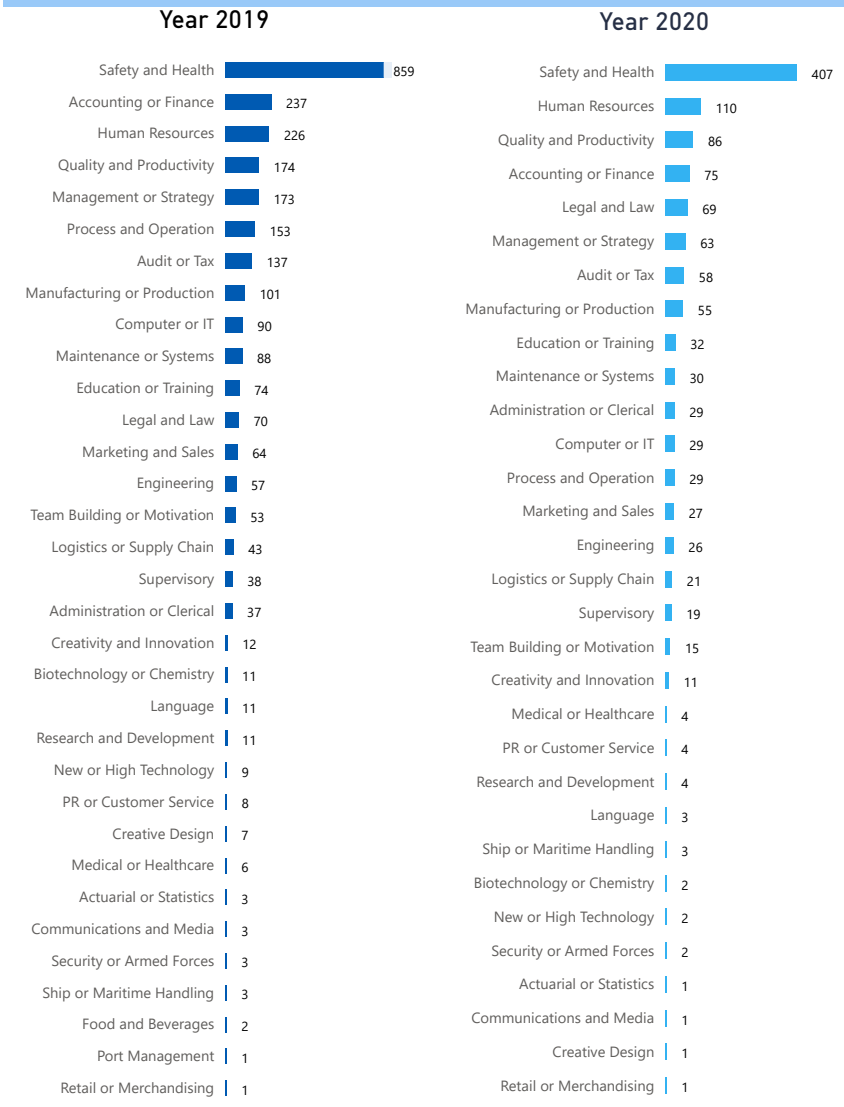
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



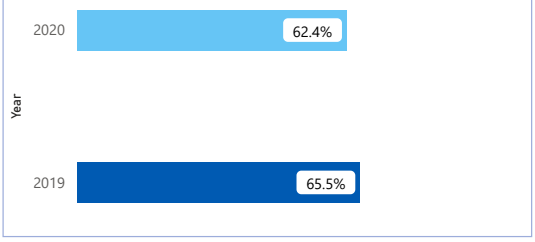
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	7,035,578	65.0%	3,213,711	70.8%
Other Allowable Cost	3,794,584	35.0%	1,328,199	29.2%
Total	10,830,162		4,541,911	

Training Courses Enrolled according to Skill Areas

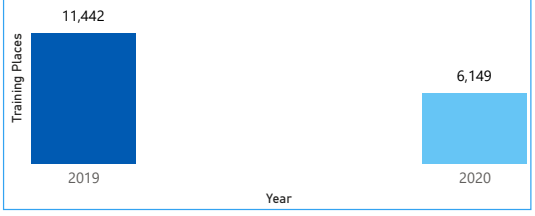


MANUFACTURER OF PAPER AND PAPER PRODUCTS

Levy Utilisation Rate (%)



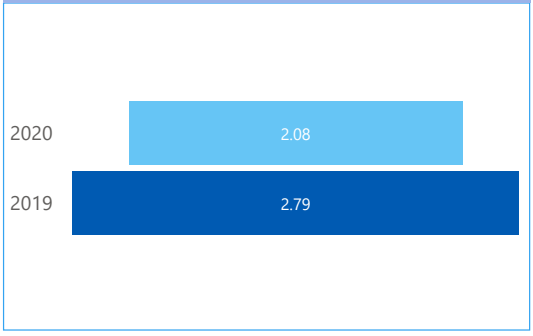
Training Places



No. of Trainees Trained

4,393
in 2020
6,748
in 2019

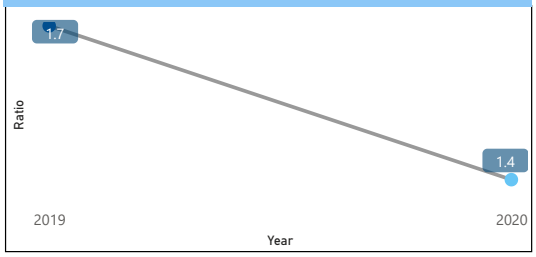
Effective Training Duration per Trainees (days)



Employee Training Ratio

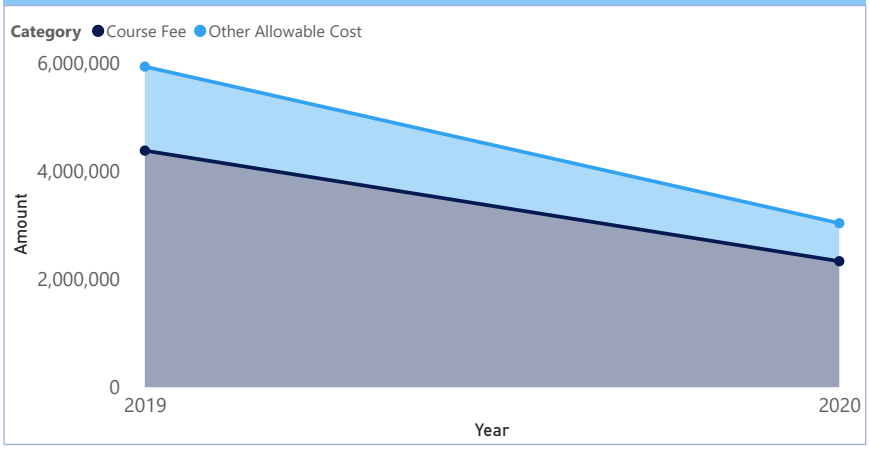
2020 Year	14.1% of Employees Trained
2019 Year	22.9% of Employees Trained

Training Opportunity Ratio



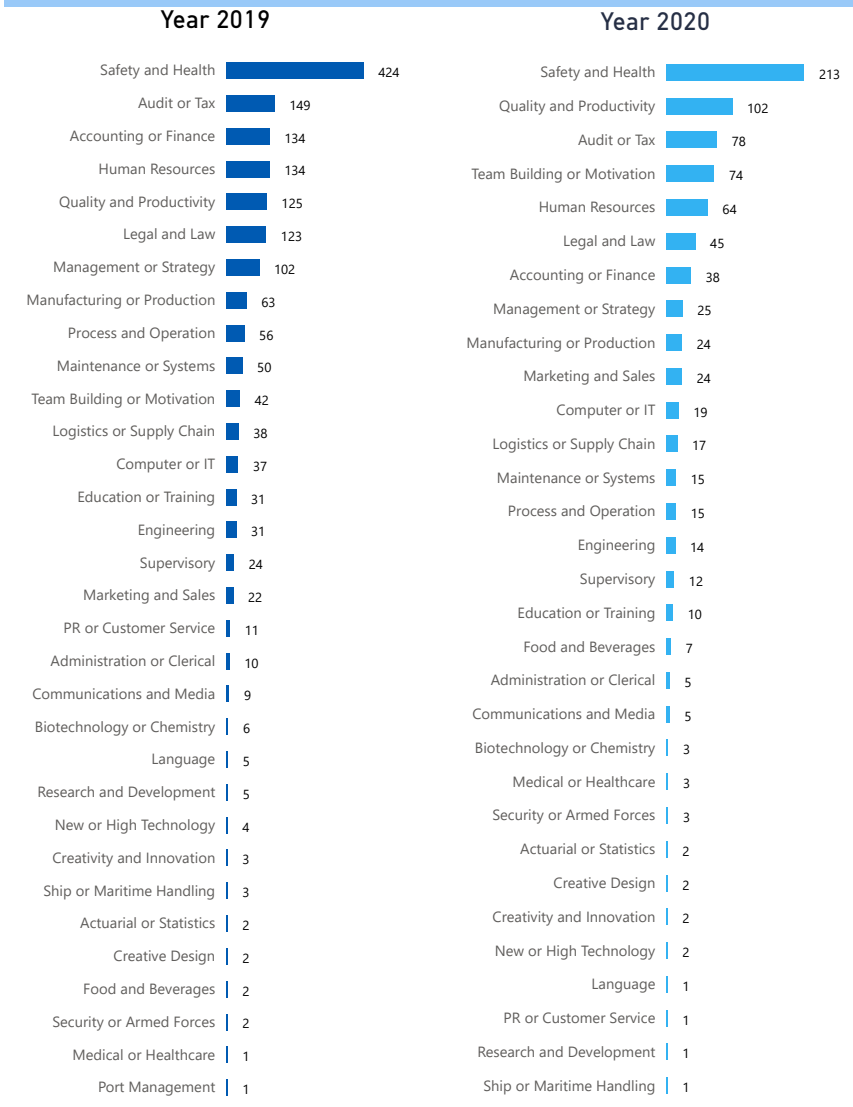
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



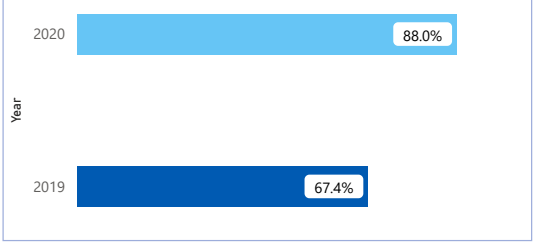
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	4,383,658	73.8%	2,334,656	76.8%
Other Allowable Cost	1,556,762	26.2%	704,371	23.2%
Total	5,940,420		3,039,027	

Training Courses Enrolled according to Skill Areas

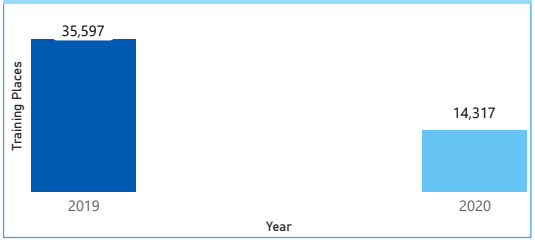


MANUFACTURER OF PLASTICS PRODUCTS

Levy Utilisation Rate (%)



Training Places



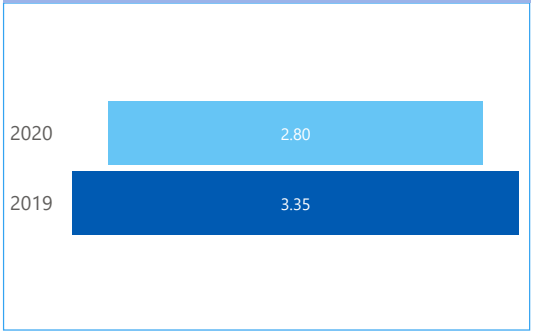
No. of Trainees Trained



9,503
in 2020

18,946
in 2019

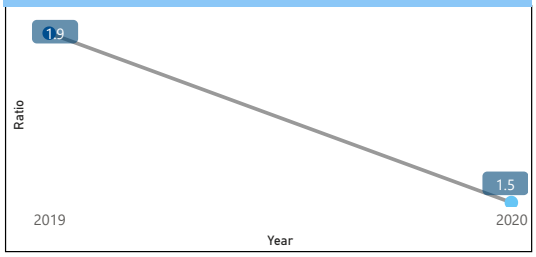
Effective Training Duration per Trainees (days)



Employee Training Ratio

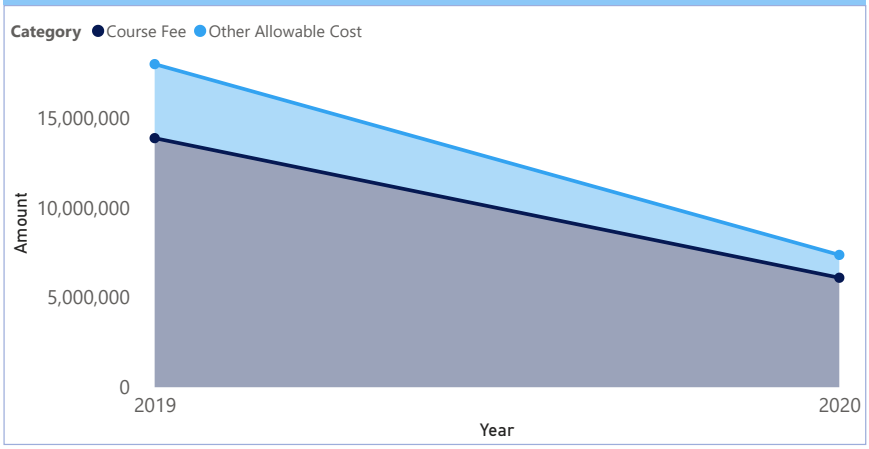
2020 Year	12.0% of Employees Trained
2019 Year	25.3% of Employees Trained

Training Opportunity Ratio



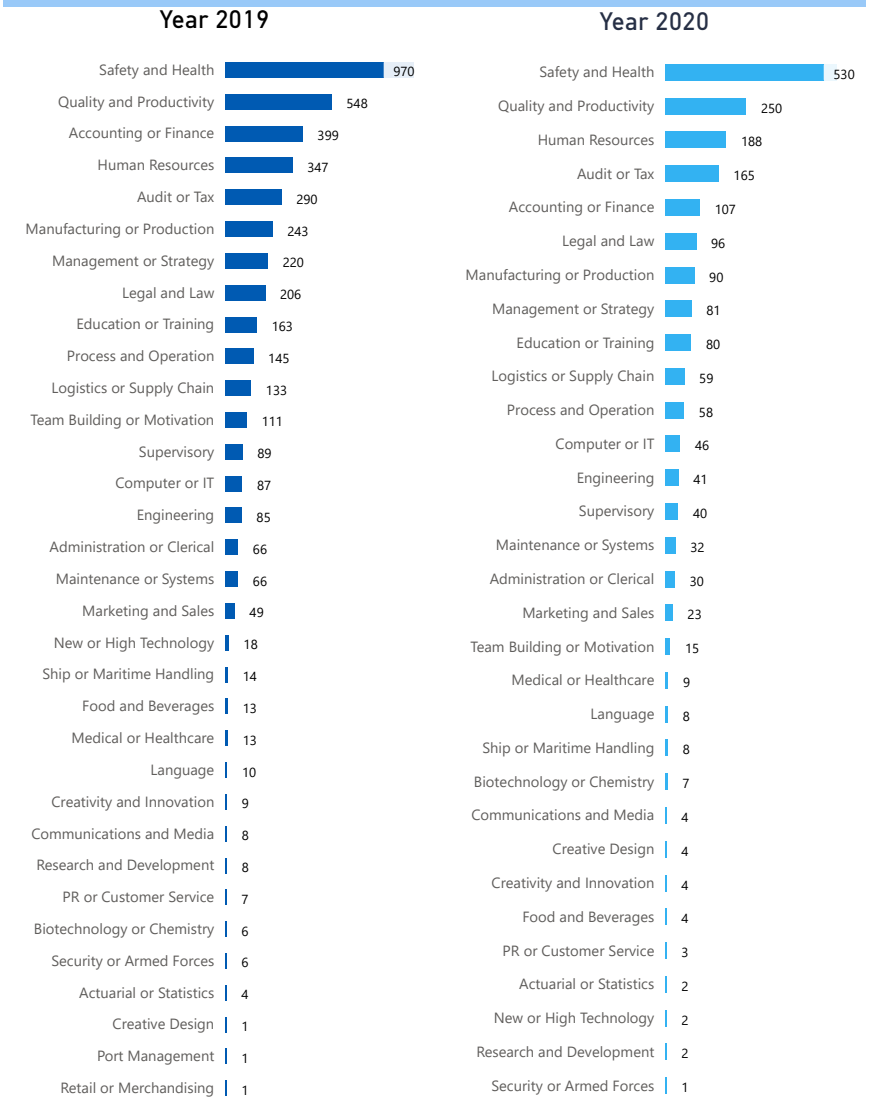
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



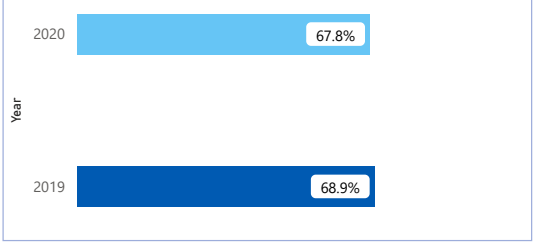
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	13,880,404	77.1%	6,101,621	82.7%
Other Allowable Cost	4,124,404	22.9%	1,272,768	17.3%
Total	18,004,808		7,374,389	

Training Courses Enrolled according to Skill Areas

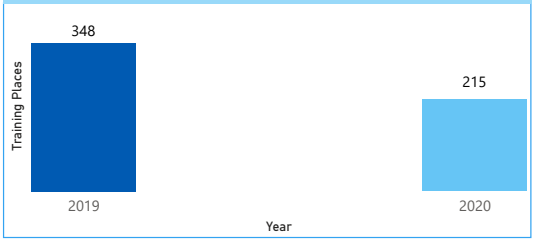


MANUFACTURER OF POTTERY, CHINA AND EARTHENWARE

Levy Utilisation Rate (%)



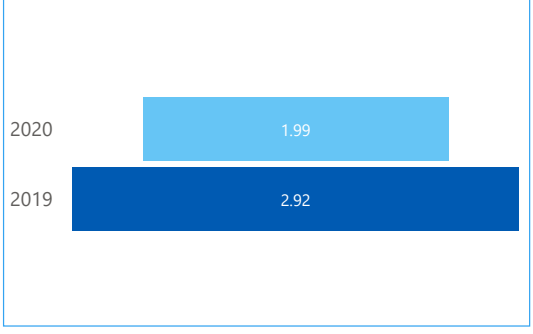
Training Places



No. of Trainees Trained

160
in 2020
220
in 2019

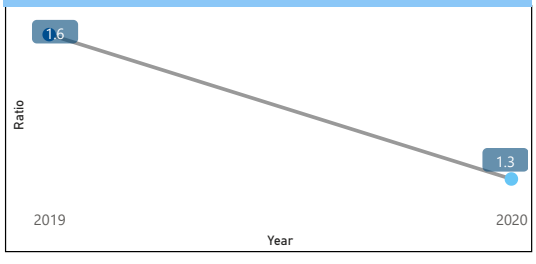
Effective Training Duration per Trainees (days)



Employee Training Ratio

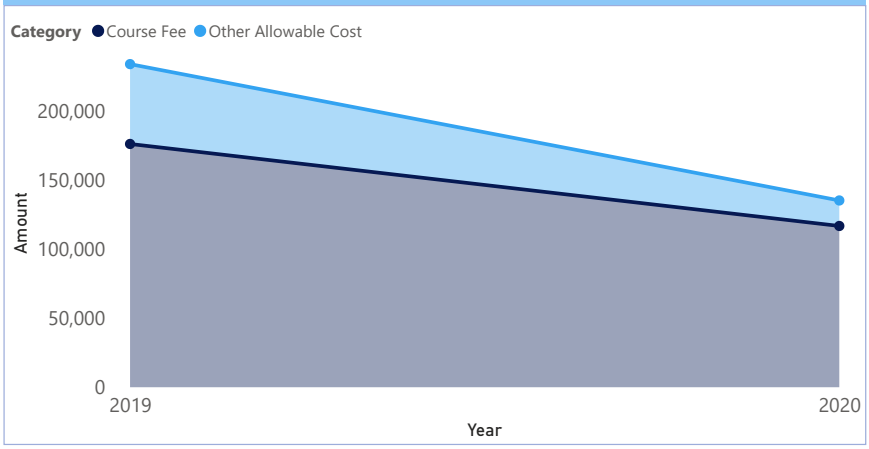
2020 Year	12.1% of Employees Trained
2019 Year	16.5% of Employees Trained

Training Opportunity Ratio



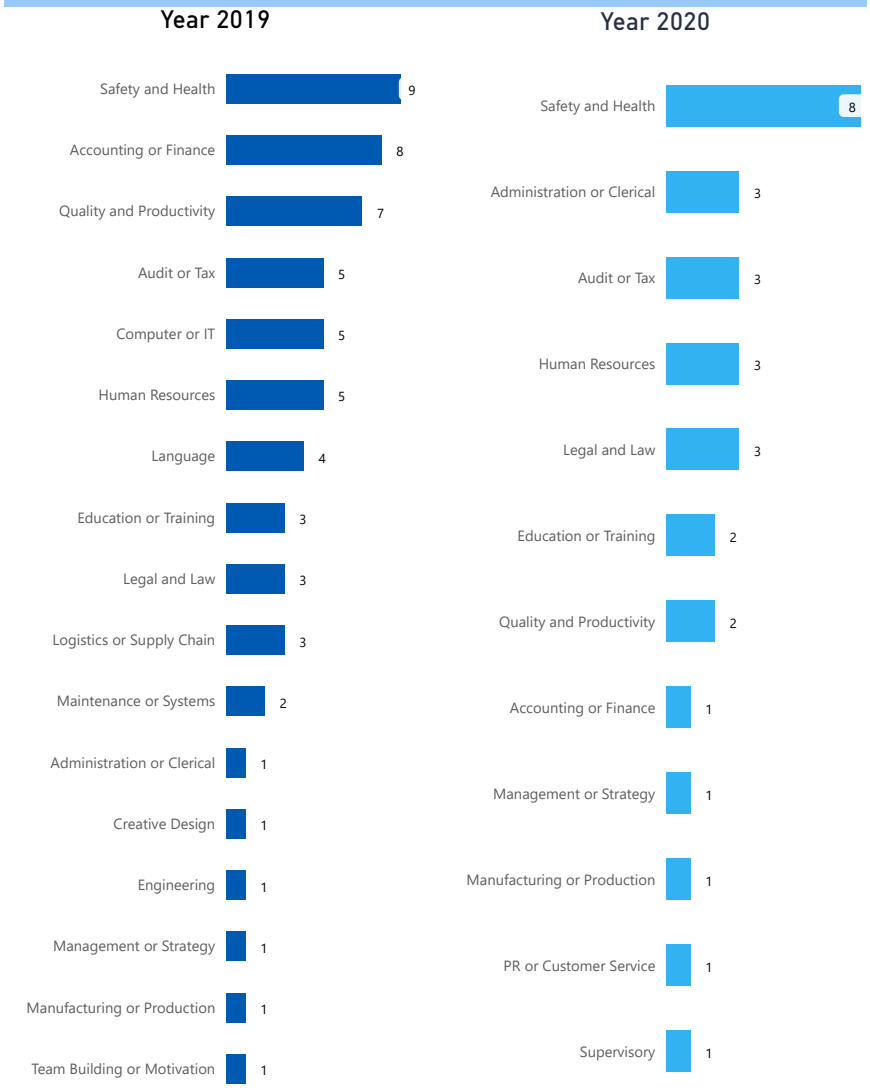
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	176,414	75.3%	116,947	86.3%
Other Allowable Cost	57,902	24.7%	18,490	13.7%
Total	234,316		135,437	

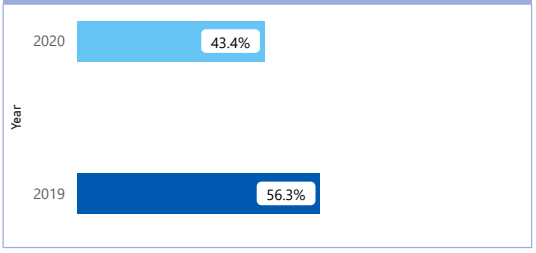
Training Courses Enrolled according to Skill Areas



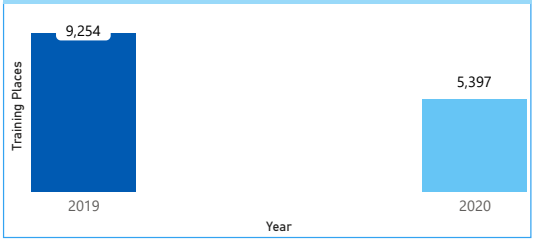
SUBSECTOR

MANUFACTURER OF PROFESSIONAL AND SCIENTIFIC & MEASURING AND CONTROLLING EQUIPMENT N.E.C. AND OF PHOTOGRAPHIC AND OPTICAL GOODS & OTHERS MANUFACTURING IND.

Levy Utilisation Rate (%)



Training Places

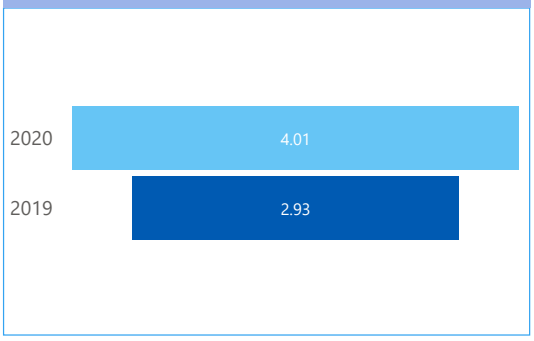


No. of Trainees Trained



3,644
in 2020
5,569
in 2019

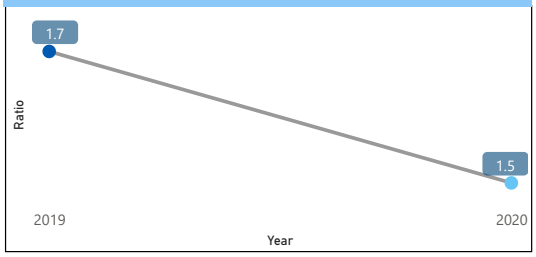
Effective Training Duration per Trainees (days)



Employee Training Ratio

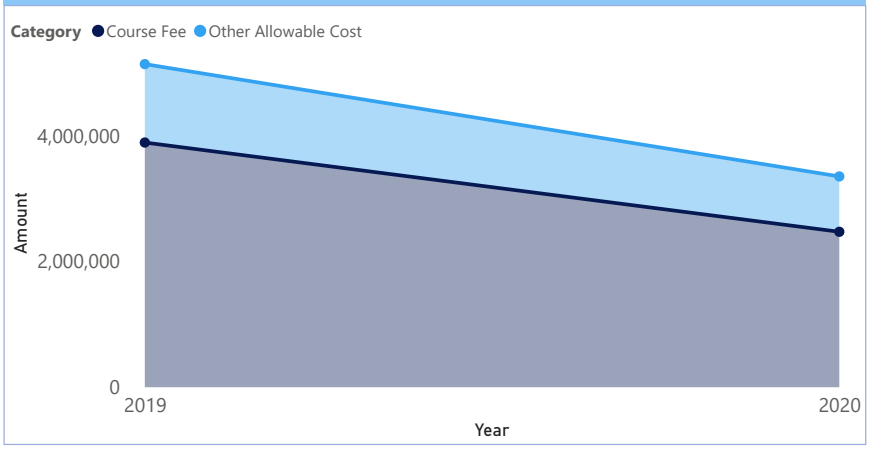
2020 Year	13.6% of Employees Trained
2019 Year	22.9% of Employees Trained

Training Opportunity Ratio



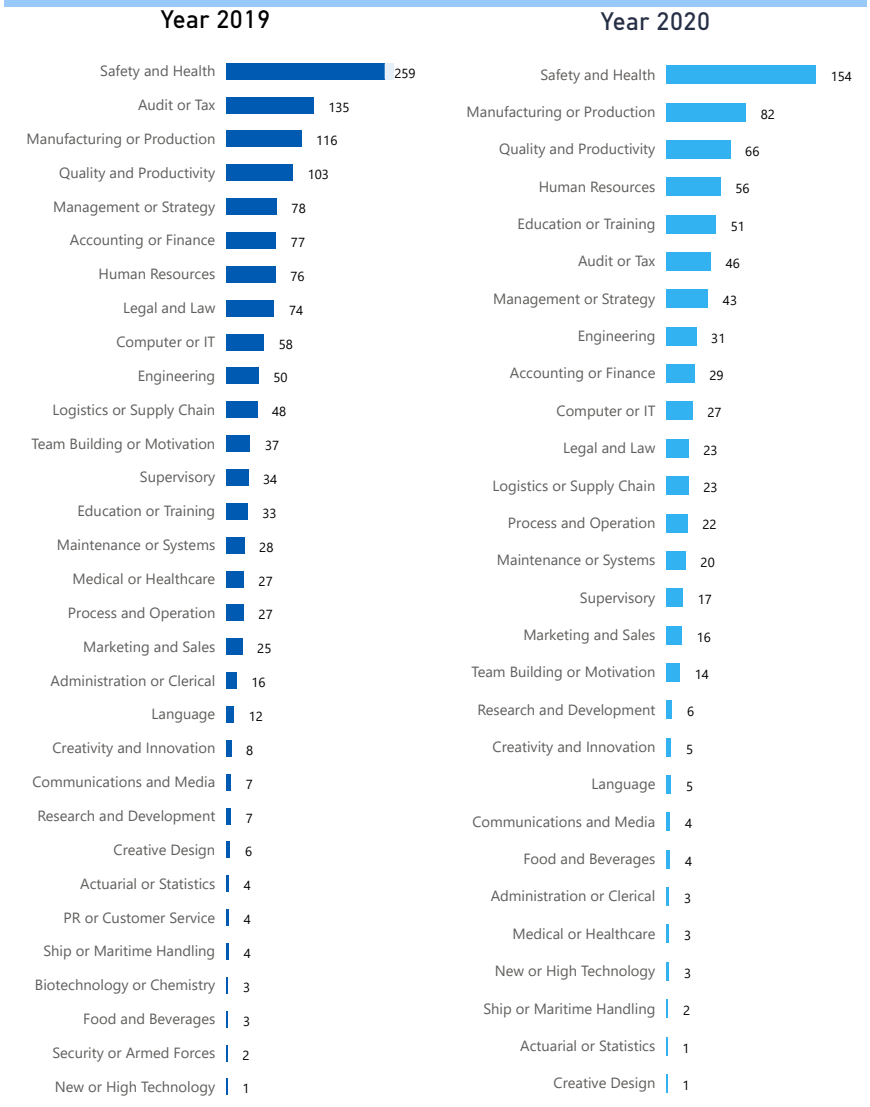
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



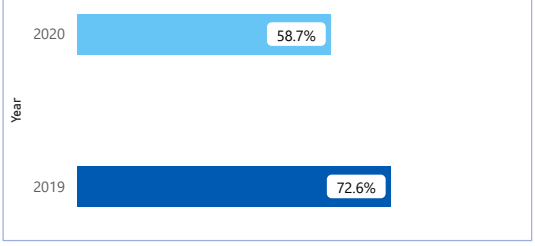
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	3,893,437	75.7%	2,473,560	73.7%
Other Allowable Cost	1,247,672	24.3%	880,593	26.3%
Total	5,141,109		3,354,152	

Training Courses Enrolled according to Skill Areas

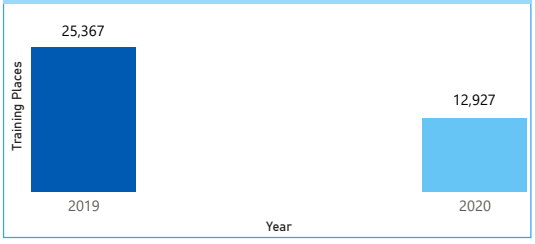


MANUFACTURER OF RUBBER PRODUCTS

Levy Utilisation Rate (%)



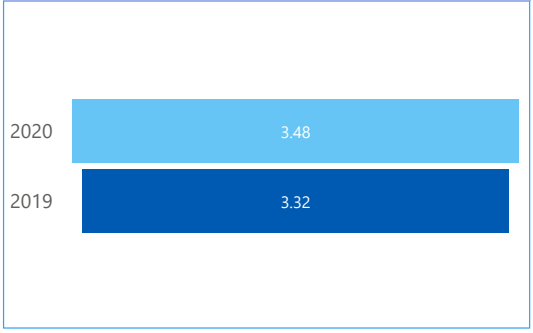
Training Places



No. of Trainees Trained

8,313
in 2020
13,314
in 2019

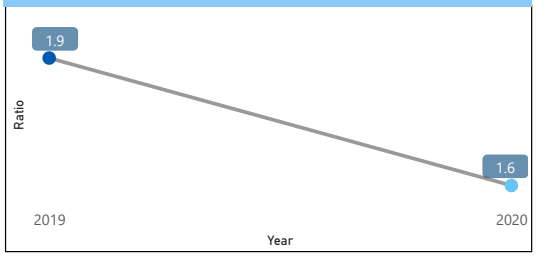
Effective Training Duration per Trainees (days)



Employee Training Ratio

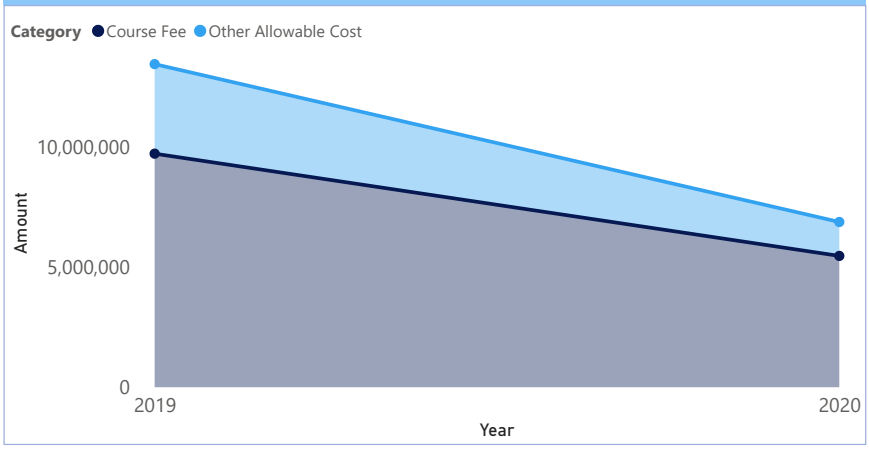
2020 Year	14.4% of Employees Trained
2019 Year	23.7% of Employees Trained

Training Opportunity Ratio



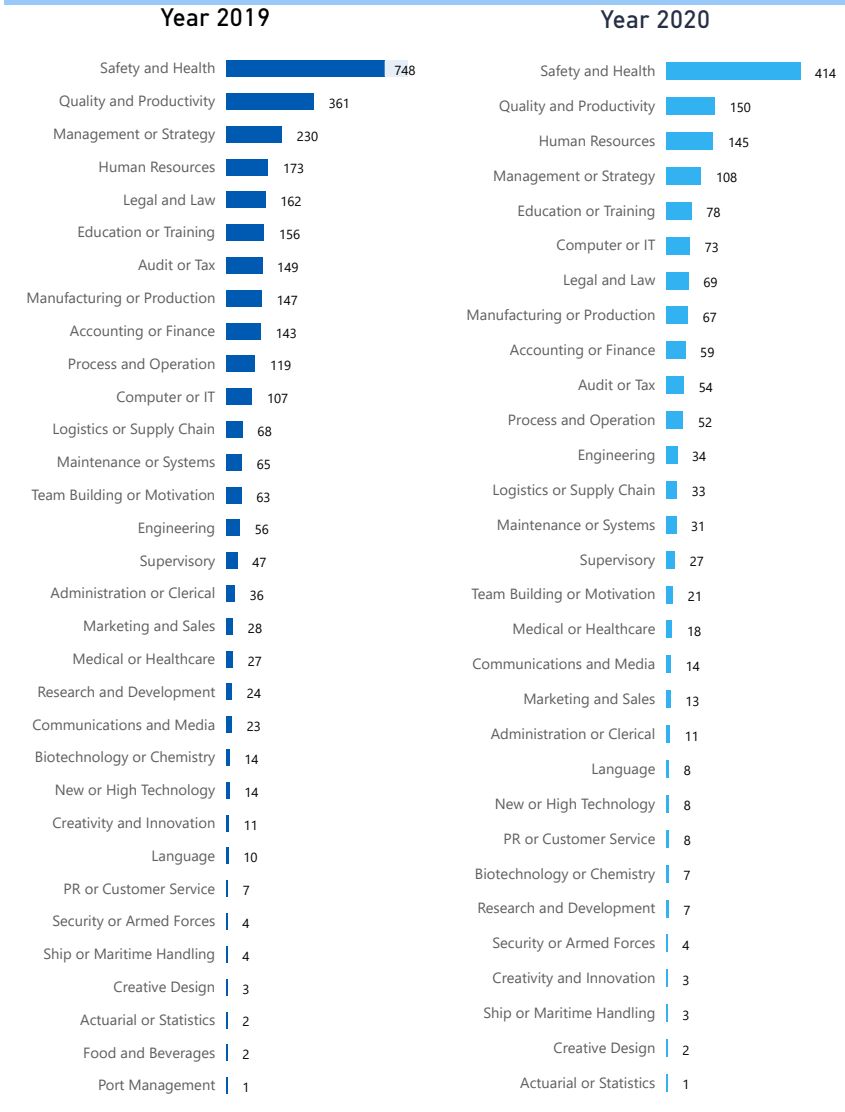
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



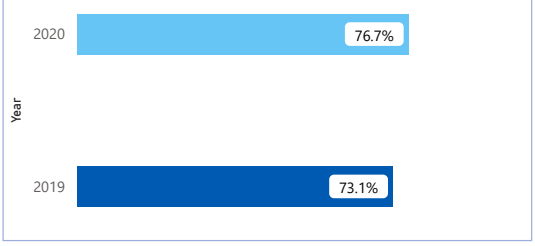
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	9,719,038	72.3%	5,464,416	79.5%
Other Allowable Cost	3,726,061	27.7%	1,411,782	20.5%
Total	13,445,099		6,876,198	

Training Courses Enrolled according to Skill Areas

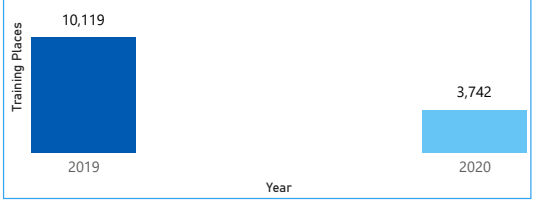


MANUFACTURER OF TEXTILES & WEARING APPAREL, EXCEPT FOOTWARE

Levy Utilisation Rate (%)



Training Places

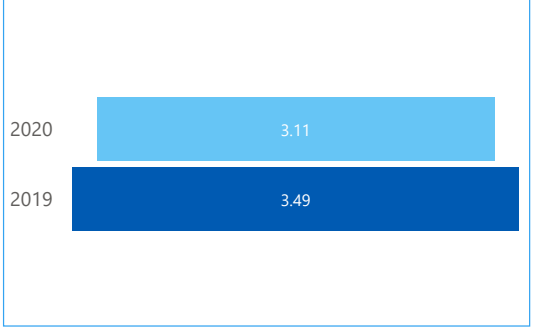


No. of Trainees Trained

2,306
in 2020

5,130
in 2019

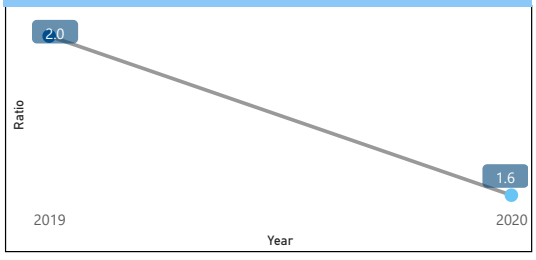
Effective Training Duration per Trainees (days)



Employee Training Ratio

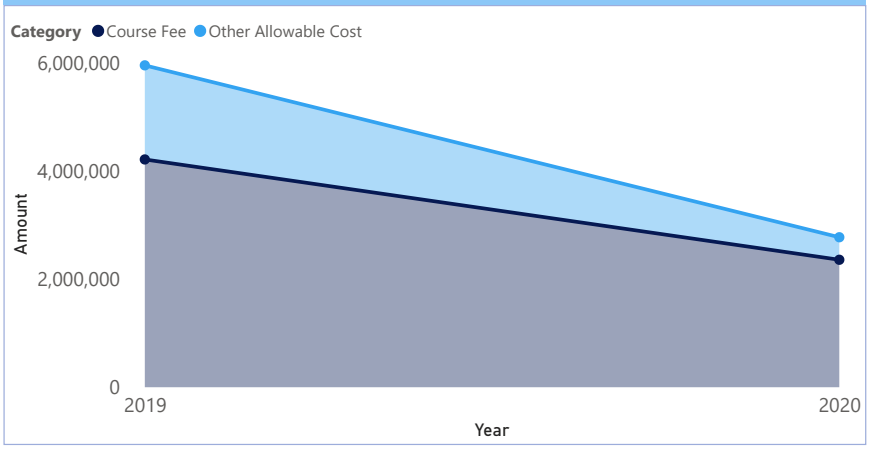
2020 Year	7.6% of Employees Trained
2019 Year	16.8% of Employees Trained

Training Opportunity Ratio



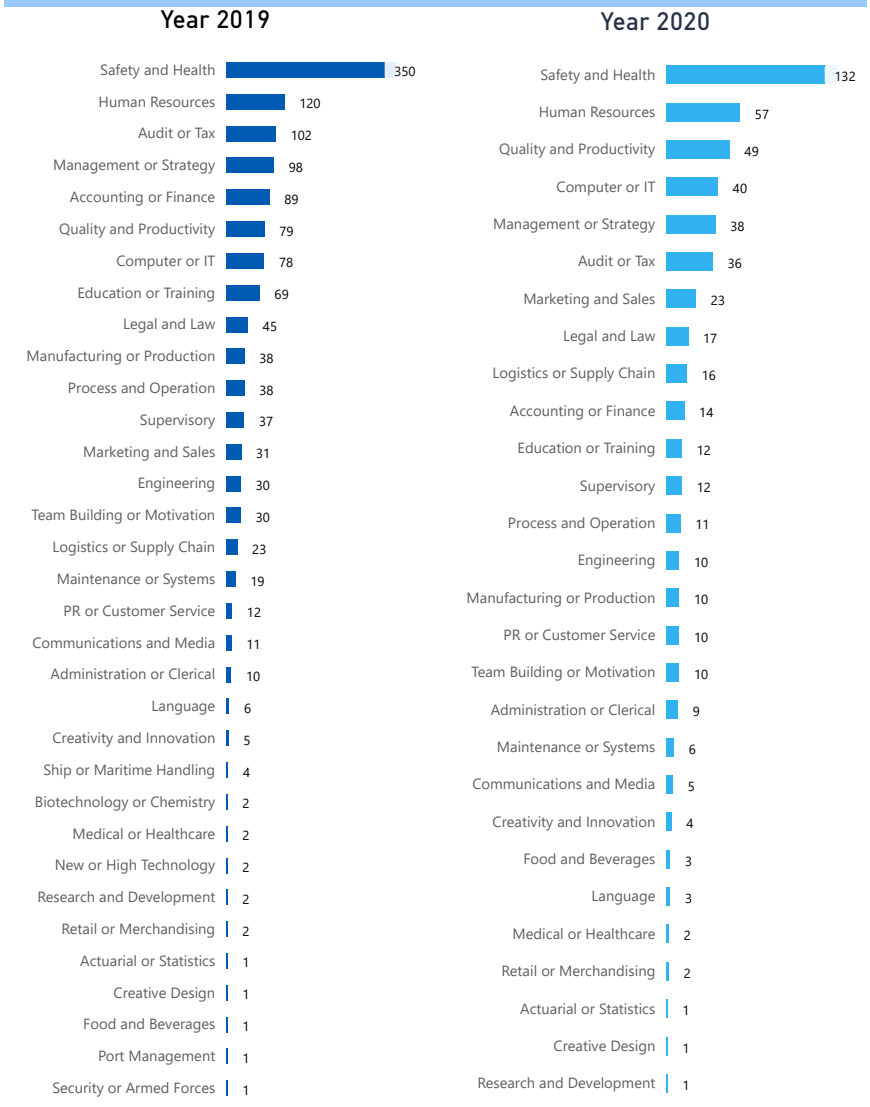
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



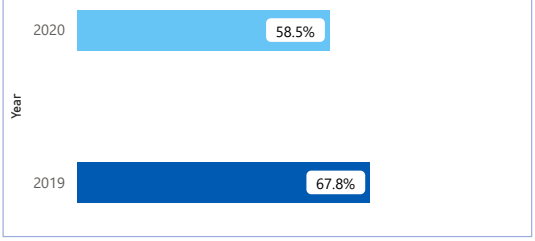
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	4,211,563	70.8%	2,356,778	85.0%
Other Allowable Cost	1,739,836	29.2%	416,454	15.0%
Total	5,951,399		2,773,232	

Training Courses Enrolled according to Skill Areas

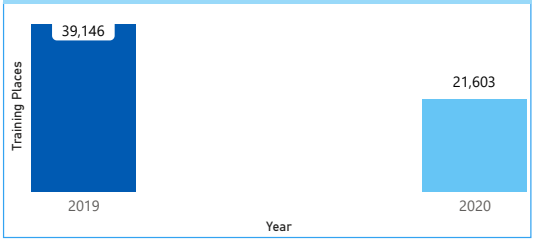


MANUFACTURER OF TRANSPORT EQUIPMENT

Levy Utilisation Rate (%)



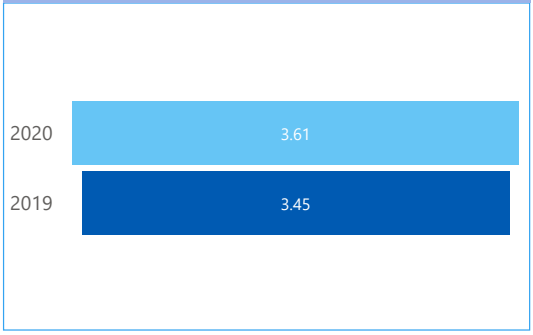
Training Places



No. of Trainees Trained

13,906
in 2020
21,589
in 2019

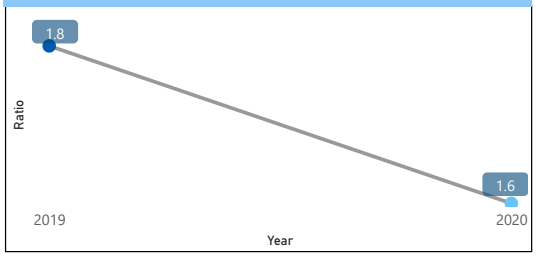
Effective Training Duration per Trainees (days)



Employee Training Ratio

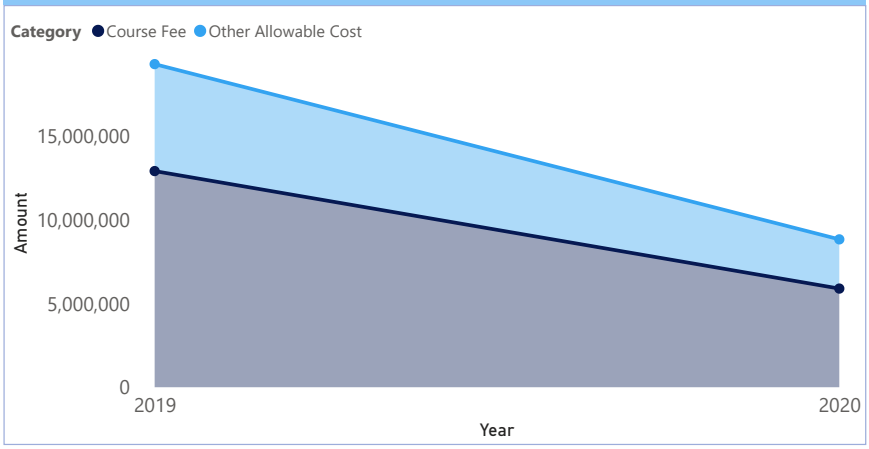
2020 Year	19.6% of Employees Trained
2019 Year	30.8% of Employees Trained

Training Opportunity Ratio



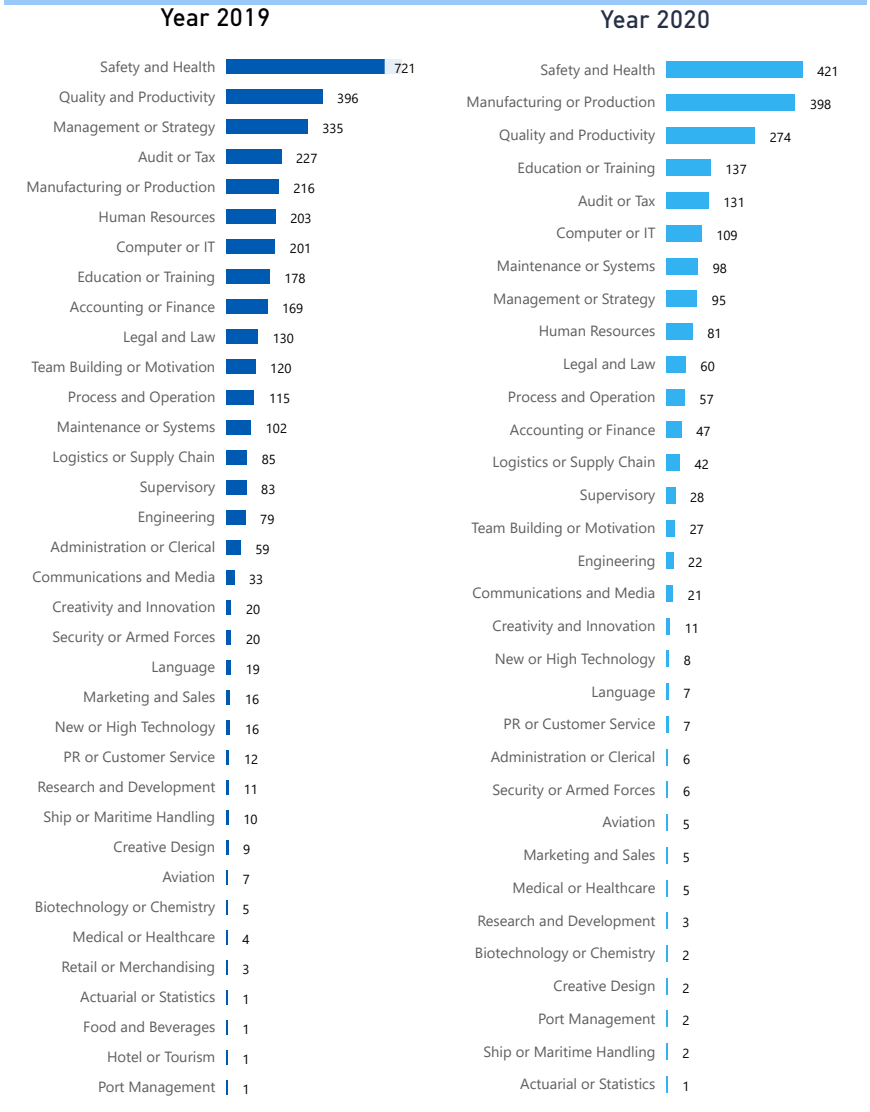
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



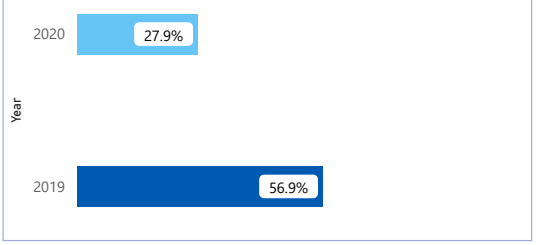
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	12,932,887	66.9%	5,903,241	66.7%
Other Allowable Cost	6,399,405	33.1%	2,944,370	33.3%
Total	19,332,292		8,847,610	

Training Courses Enrolled according to Skill Areas

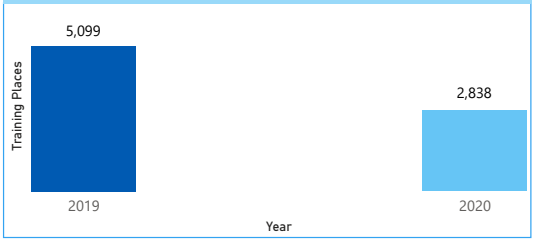


MANUFACTURER OF WOOD & WOOD PRODUCTS AND CORK, EXCEPT FURNITURE

Levy Utilisation Rate (%)



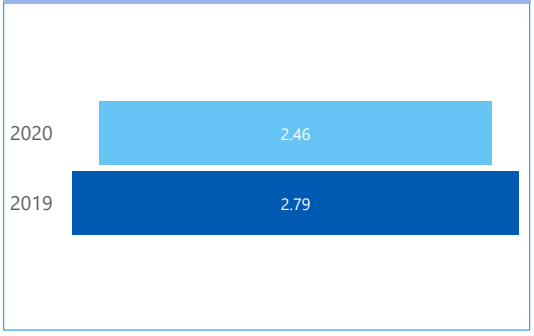
Training Places



No. of Trainees Trained

2,070
in 2020
3,132
in 2019

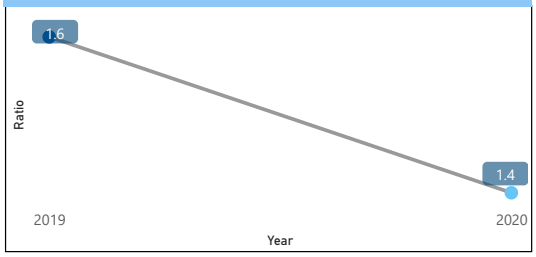
Effective Training Duration per Trainees (days)



Employee Training Ratio

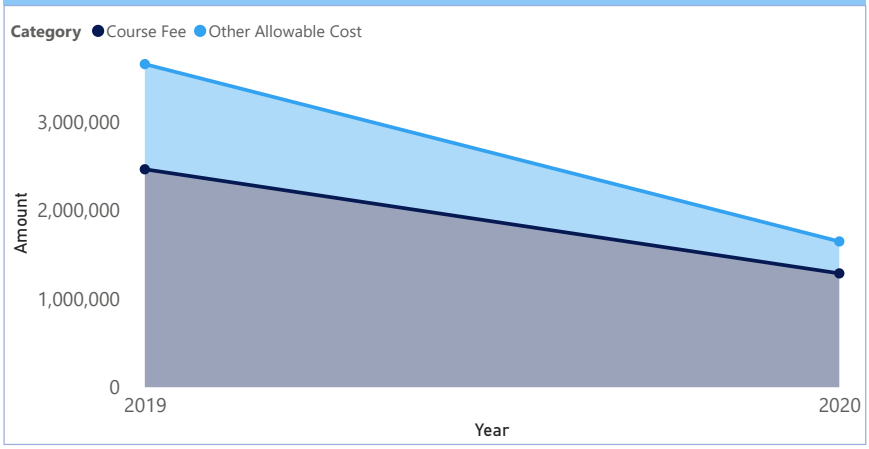
2020 Year	7.3% of Employees Trained
2019 Year	11.3% of Employees Trained

Training Opportunity Ratio



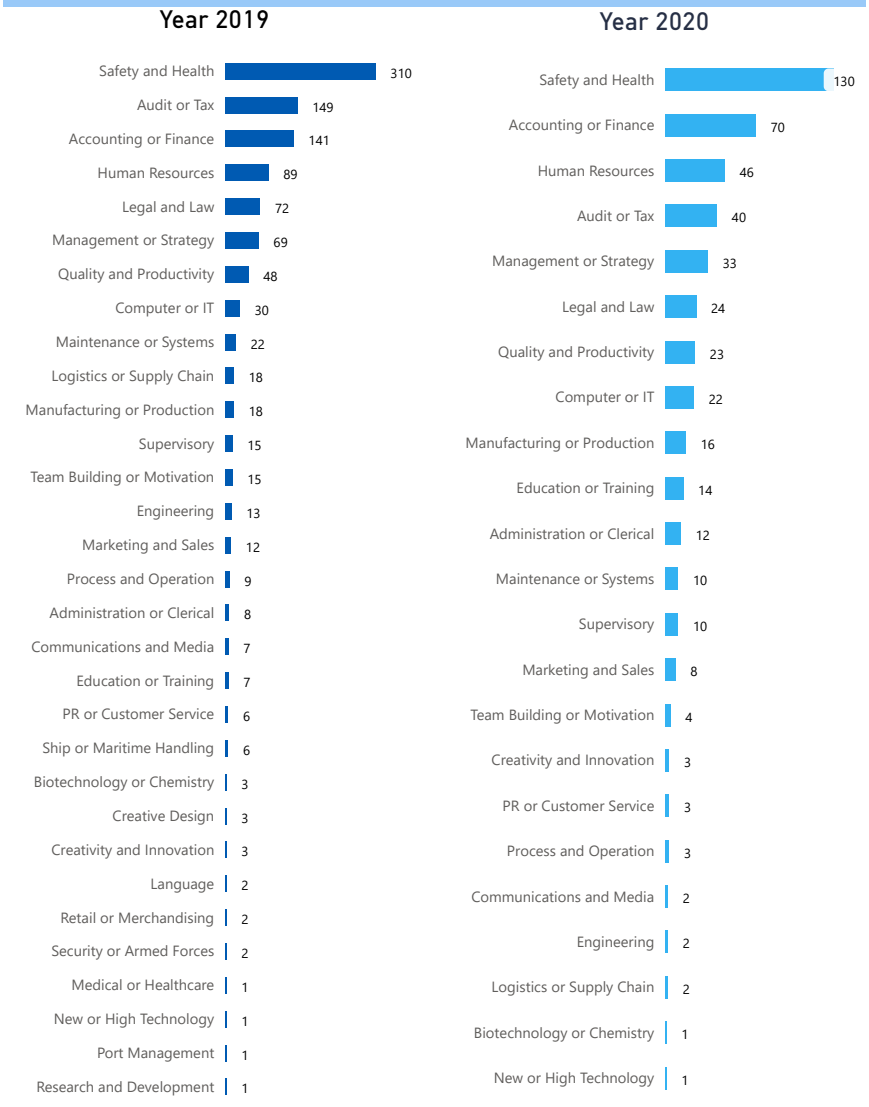
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



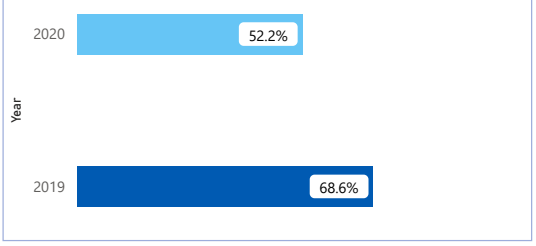
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,462,585	67.5%	1,286,301	78.1%
Other Allowable Cost	1,188,153	32.5%	360,840	21.9%
Total	3,650,737		1,647,141	

Training Courses Enrolled according to Skill Areas

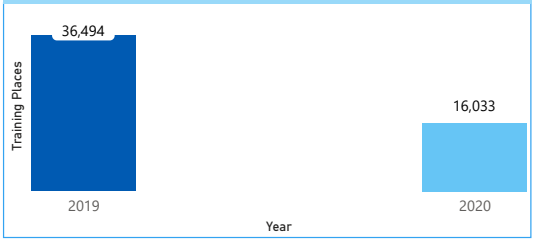


NON-FERROUS METAL BASIS INDUSTRIES & FABRICATED METAL

Levy Utilisation Rate (%)



Training Places

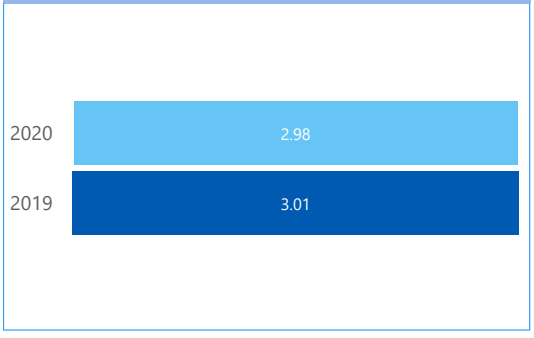


No. of Trainees Trained



11,081
in 2020
21,330
in 2019

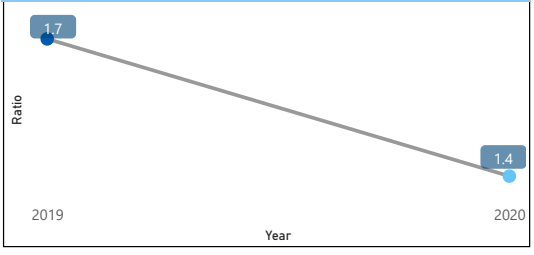
Effective Training Duration per Trainees (days)



Employee Training Ratio

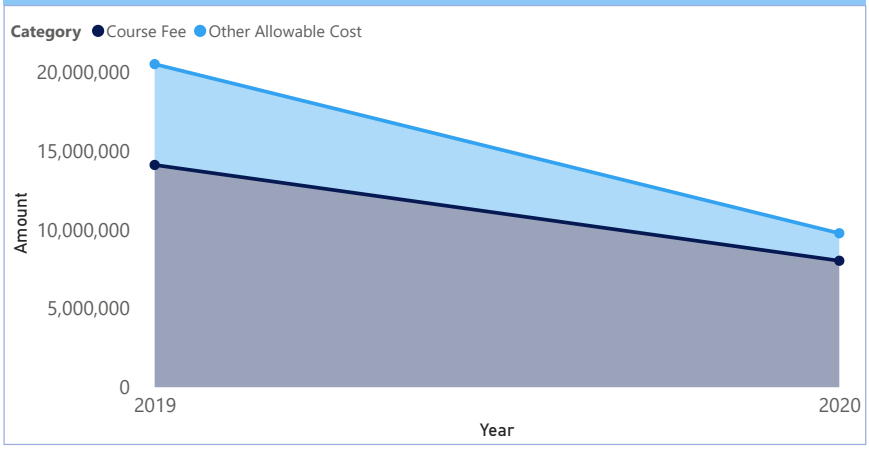
2020 Year	12.4% of Employees Trained
2019 Year	24.6% of Employees Trained

Training Opportunity Ratio



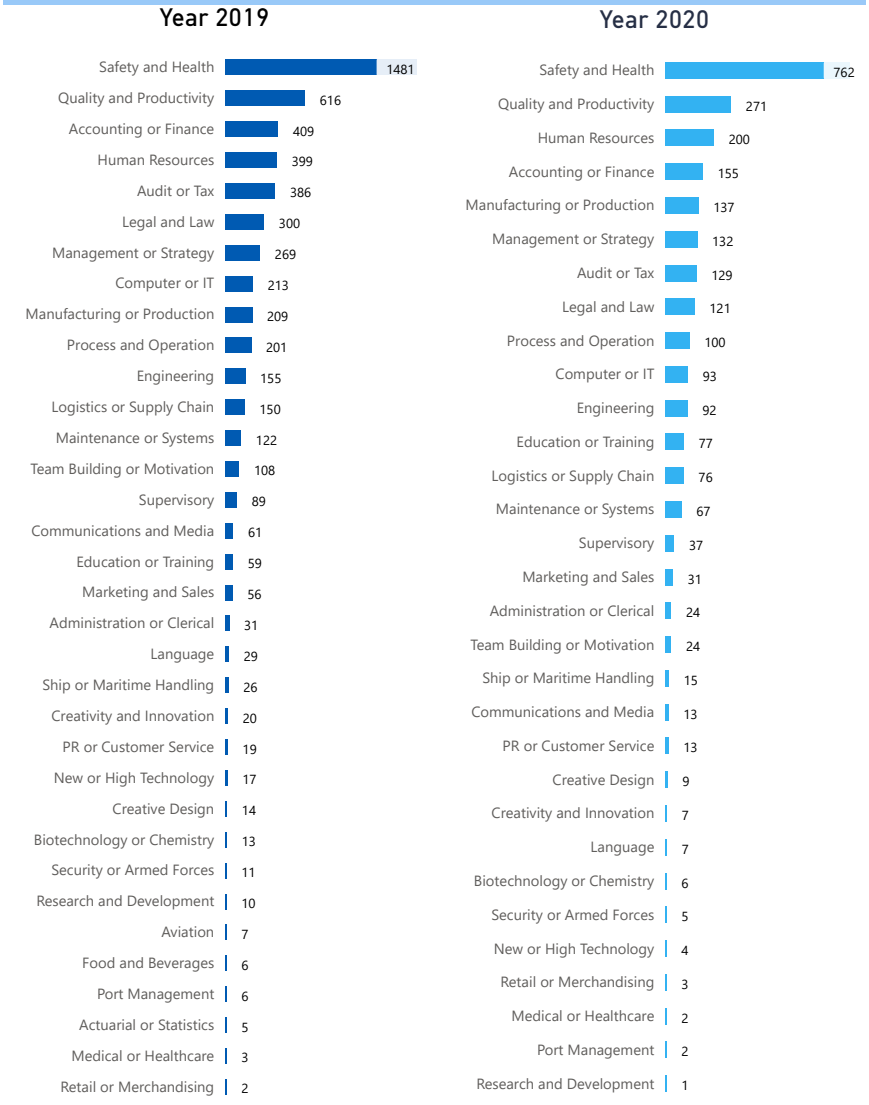
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



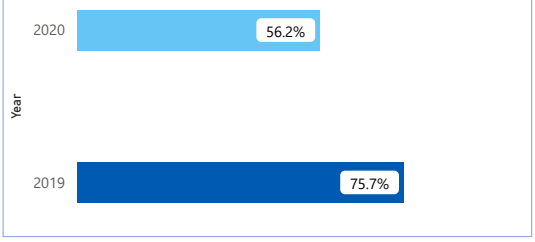
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	14,100,018	68.8%	8,022,948	82.1%
Other Allowable Cost	6,396,200	31.2%	1,744,665	17.9%
Total	**20,496,218**		**9,767,613**	

Training Courses Enrolled according to Skill Areas

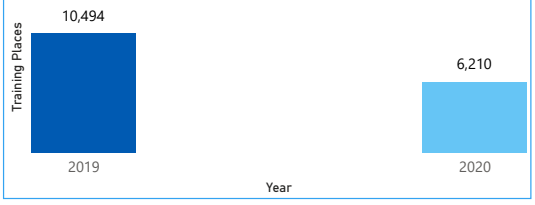


PETROLEUM REFINERIES

Levy Utilisation Rate (%)



Training Places

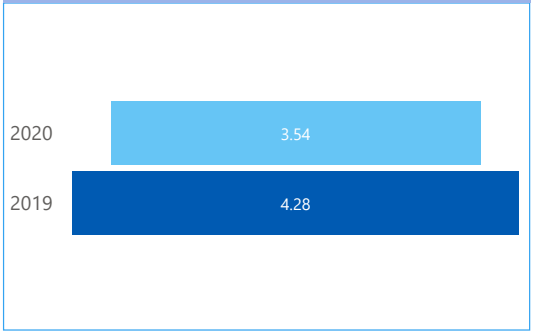


No. of Trainees Trained



3,676
in 2020
4,780
in 2019

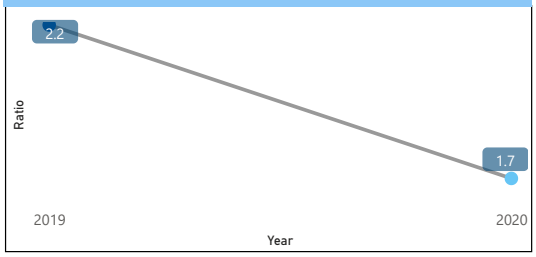
Effective Training Duration per Trainees (days)



Employee Training Ratio

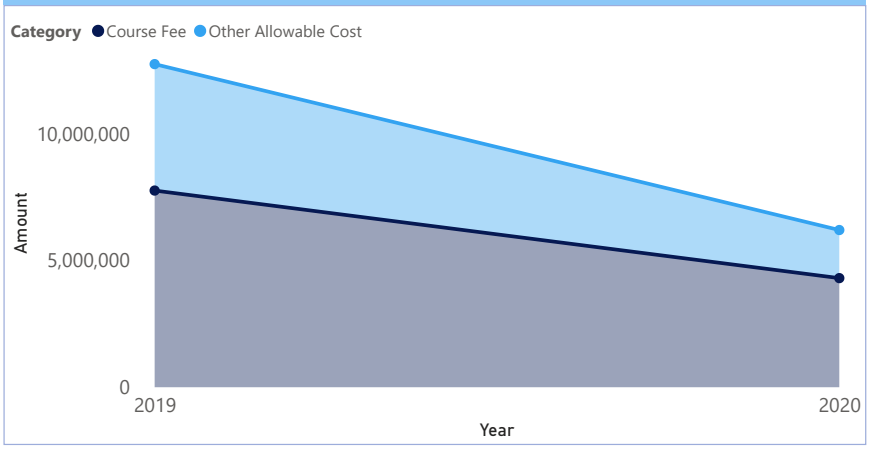
2020 Year	23.5% of Employees Trained
2019 Year	37.7% of Employees Trained

Training Opportunity Ratio



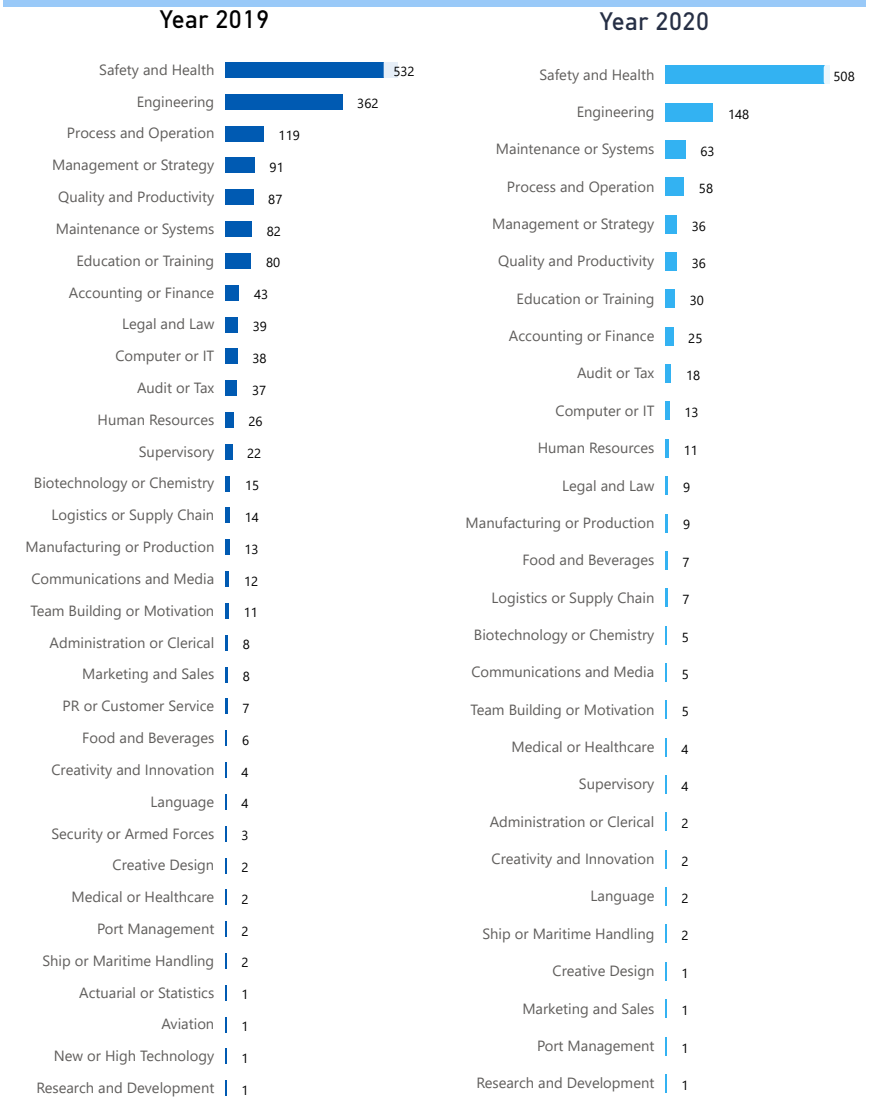
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



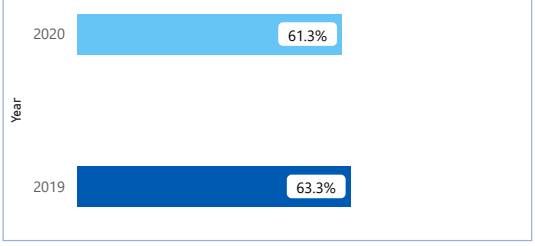
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	7,755,329	60.9%	4,302,529	69.4%
Other Allowable Cost	4,985,655	39.1%	1,896,364	30.6%
Total	12,740,984		6,198,893	

Training Courses Enrolled according to Skill Areas

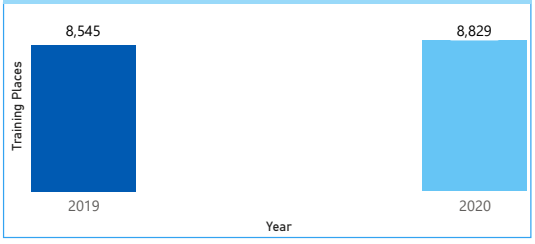


PRINTING, PUBLISHING AND ALLIED INDUSTRIES

Levy Utilisation Rate (%)



Training Places



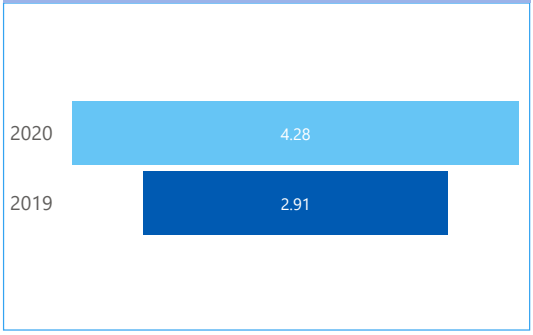
No. of Trainees Trained



3,553
in 2020

5,120
in 2019

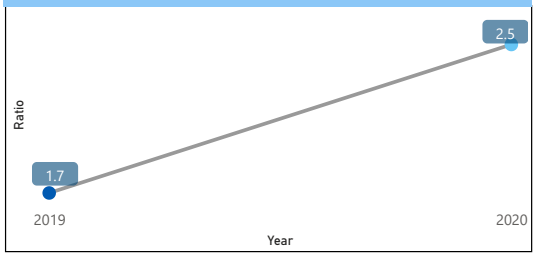
Effective Training Duration per Trainees (days)



Employee Training Ratio

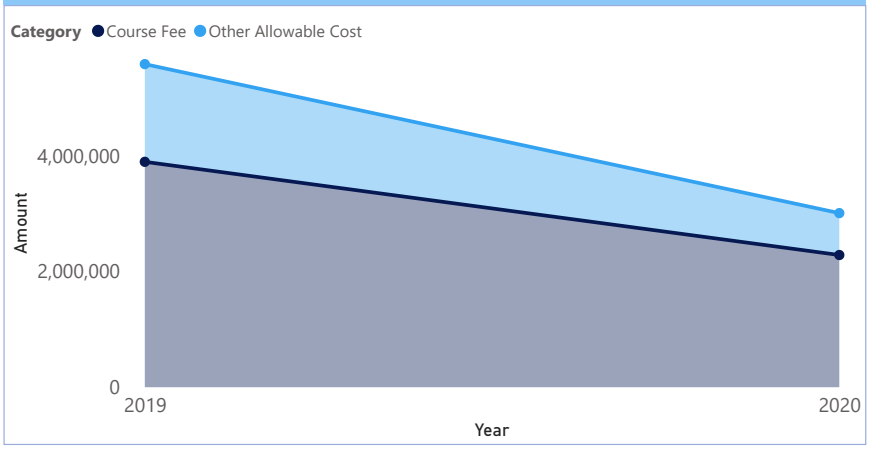
2020 Year	13.0% of Employees Trained
2019 Year	19.7% of Employees Trained

Training Opportunity Ratio



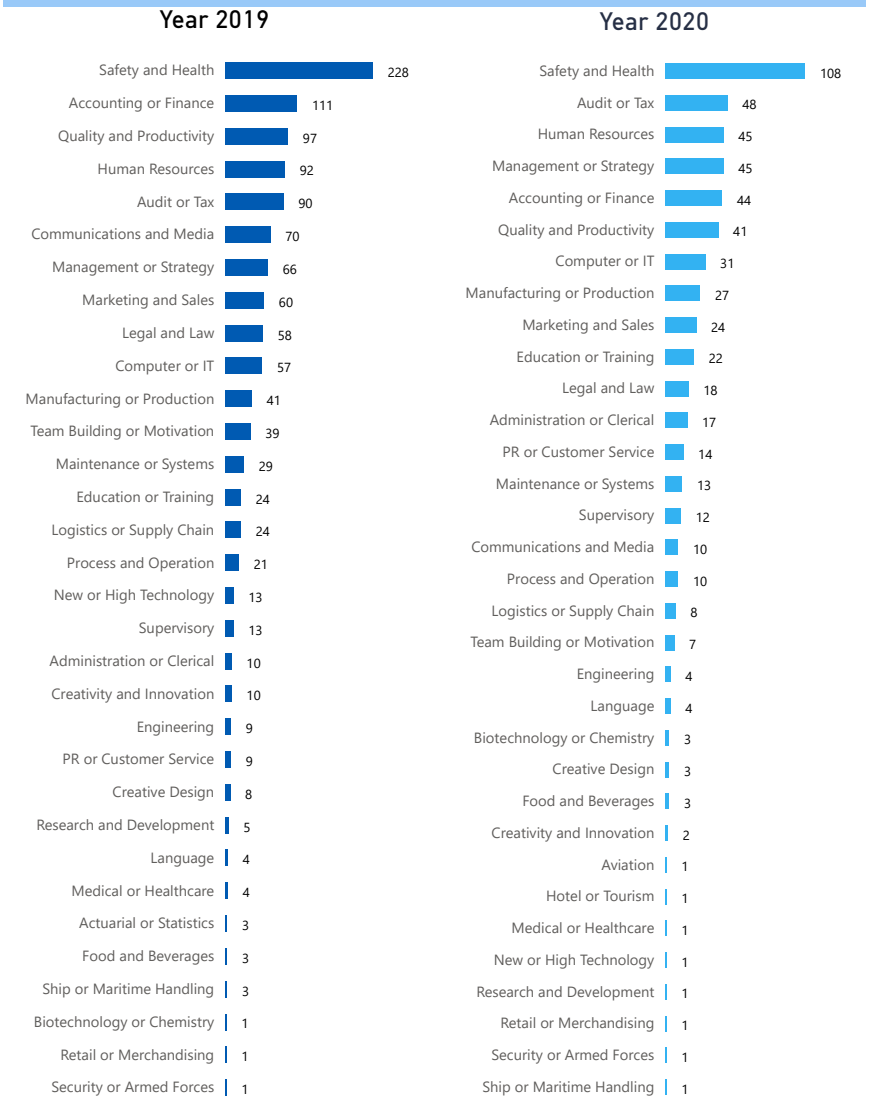
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



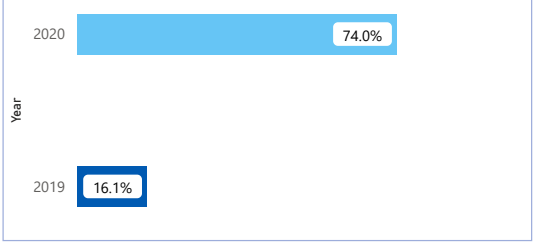
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	3,893,080	69.8%	2,283,584	75.9%
Other Allowable Cost	1,687,450	30.2%	723,553	24.1%
Total	5,580,529		3,007,138	

Training Courses Enrolled according to Skill Areas

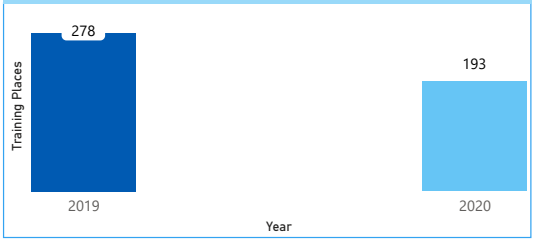


TOBACCO MANUFACTURERS

Levy Utilisation Rate (%)



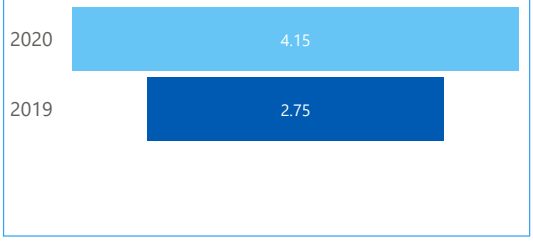
Training Places



No. of Trainees Trained

132
in 2020
153
in 2019

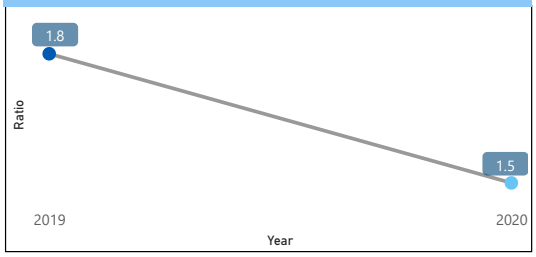
Effective Training Duration per Trainees (days)



Employee Training Ratio

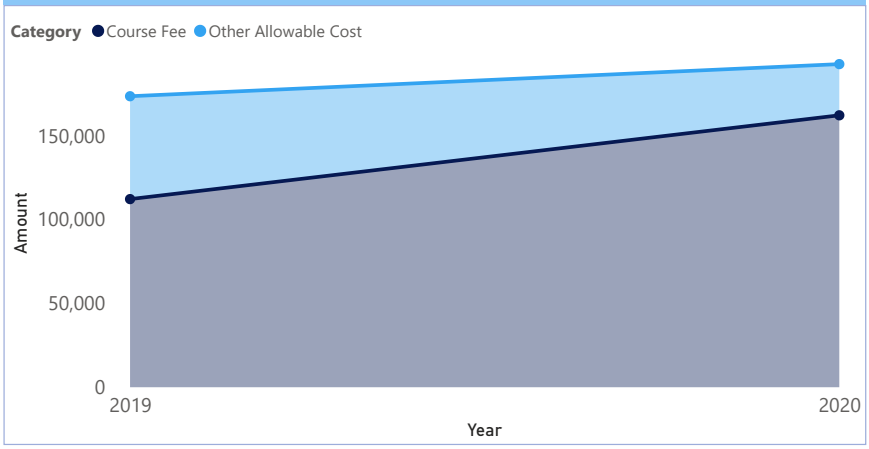
2020 Year	14.7% of Employees Trained
2019 Year	17.8% of Employees Trained

Training Opportunity Ratio



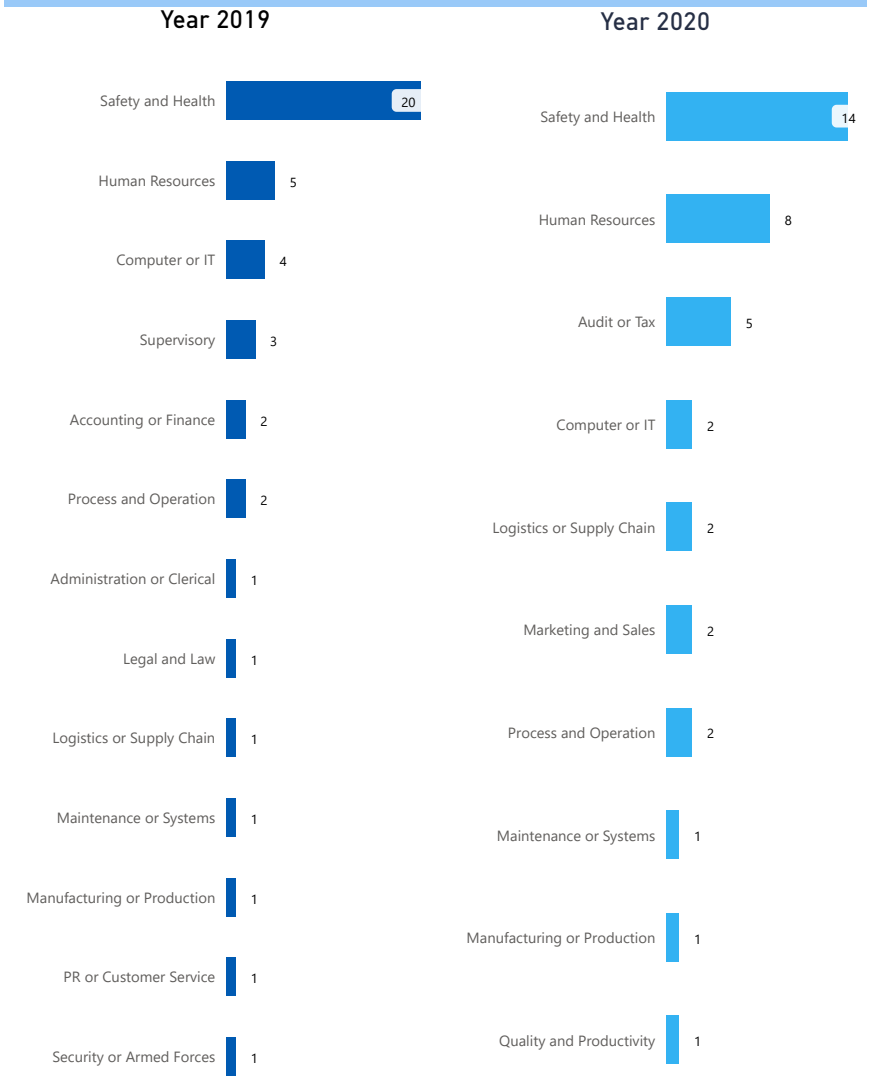
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	112,177	64.7%	162,141	84.2%
Other Allowable Cost	61,335	35.3%	30,525	15.8%
Total	173,512		192,666	

Training Courses Enrolled according to Skill Areas



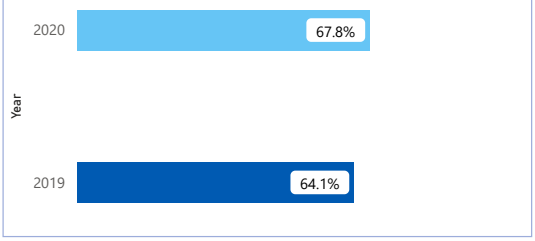
SERVICES SECTOR



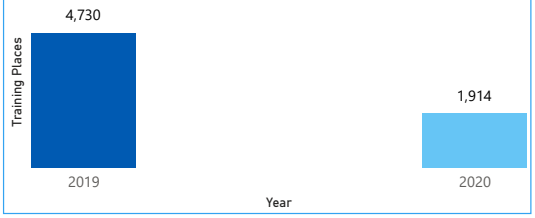
1. Advertising
2. Air Transport
3. Bonded Warehouse
4. Building & Landscape Services
5. Computer Industry
6. Direct Selling
7. Driving School
8. Early Childhood Education
9. Engineering Support & Maintenance
10. Event Management Services
11. Food & Beverage Services
12. Franchise
13. Freight Forwarder
14. Gas, Steam & Air-Conditioning Supply
15. Health Support Services
16. Hotel Industry
17. Hypermarket/Supermarket/Departmental Store
18. Information Service
19. Land Transport
20. Port Services
21. Postal
22. Power (Energy)
23. Private Broadcasting Services
24. Private Hospital
25. Private Institution of Higher Learning
26. Production of Motion Picture, Video and Television Programme, Sound Recording and Music Publishing
27. Research & Development
28. Sale and Repair of Motor Vehicles
29. Security Firms
30. Sewerage
31. Shipping
32. Telecommunication
33. Training Provider
34. Travel Agency - Inbound
35. Travel Agency - Outbound
36. Veterinary Services
37. Waste Management and Material Recovery Services
38. Water Treatment and Supply

ADVERTISING

Levy Utilisation Rate (%)



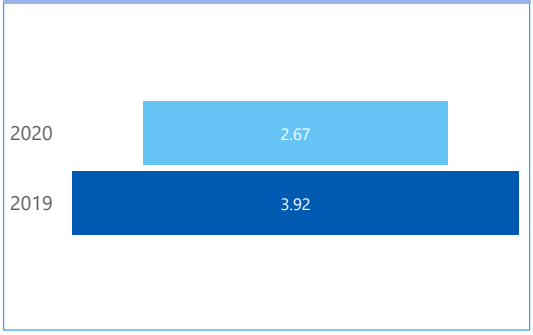
Training Places



No. of Trainees Trained

1,546
in 2020
2,956
in 2019

Effective Training Duration per Trainees (days)



Employee Training Ratio

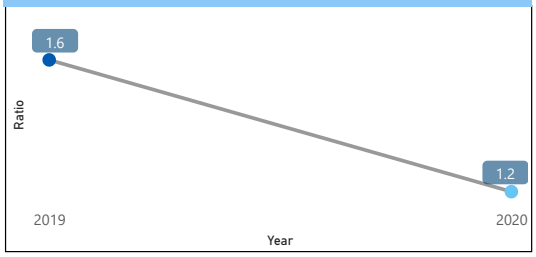
2020
Year

12.9%
of Employees Trained

2019
Year

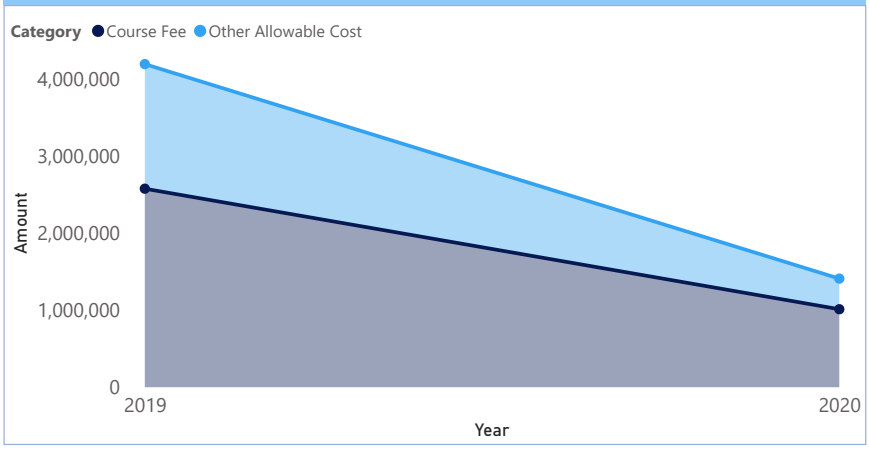
27.5%
of Employees Trained

Training Opportunity Ratio



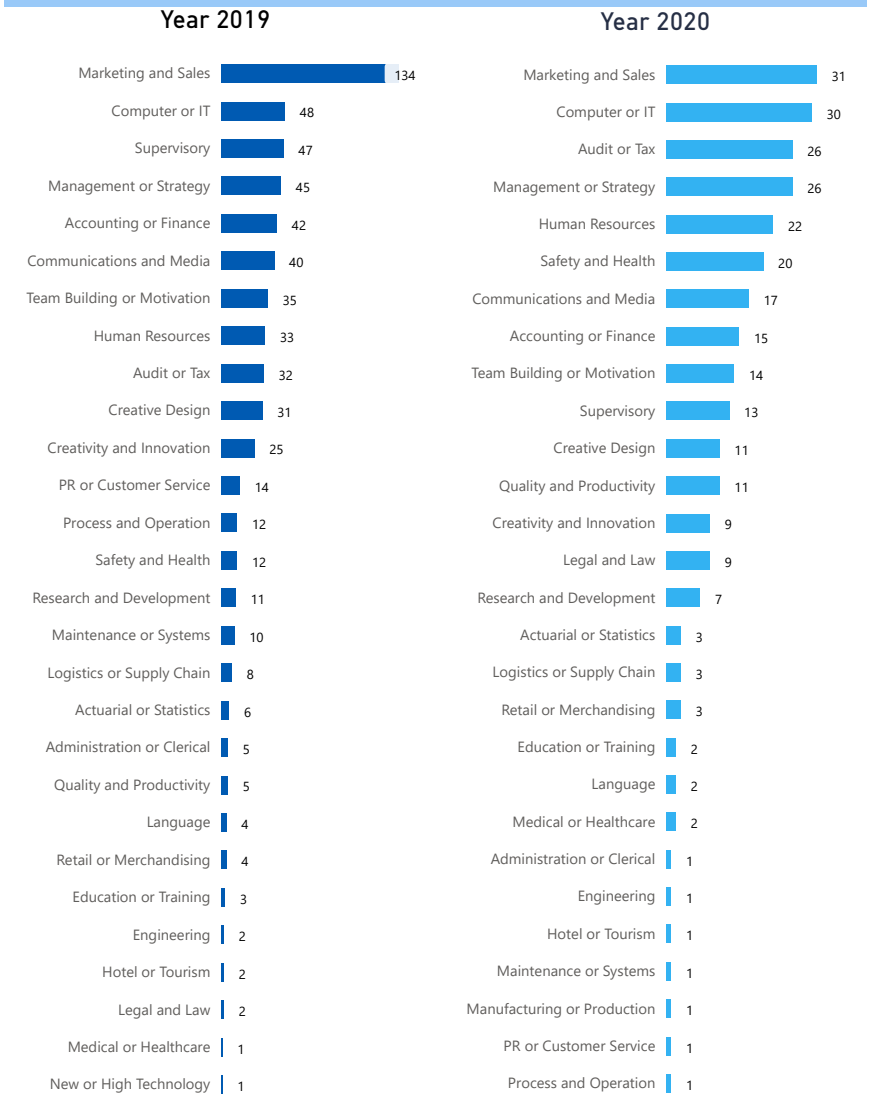
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



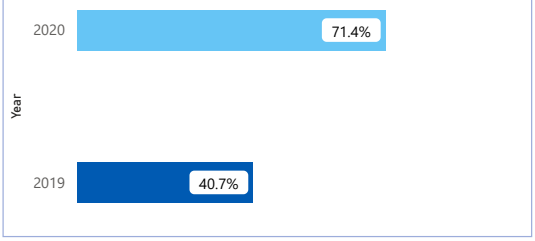
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,574,095	61.4%	1,011,365	71.8%
Other Allowable Cost	1,615,181	38.6%	396,915	28.2%
Total	4,189,276		1,408,281	

Training Courses Enrolled according to Skill Areas



AIR TRANSPORT

Levy Utilisation Rate (%)



Training Places

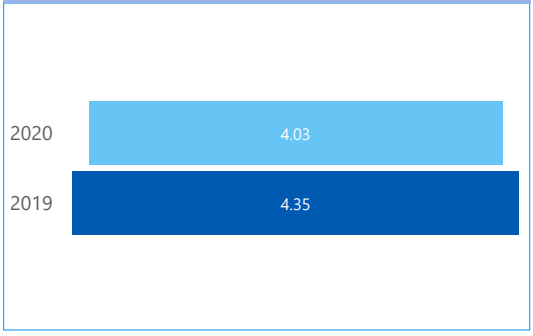


No. of Trainees Trained

6,198
in 2020

6,775
in 2019

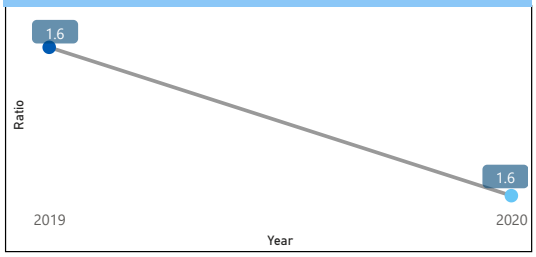
Effective Training Duration per Trainees (days)



Employee Training Ratio

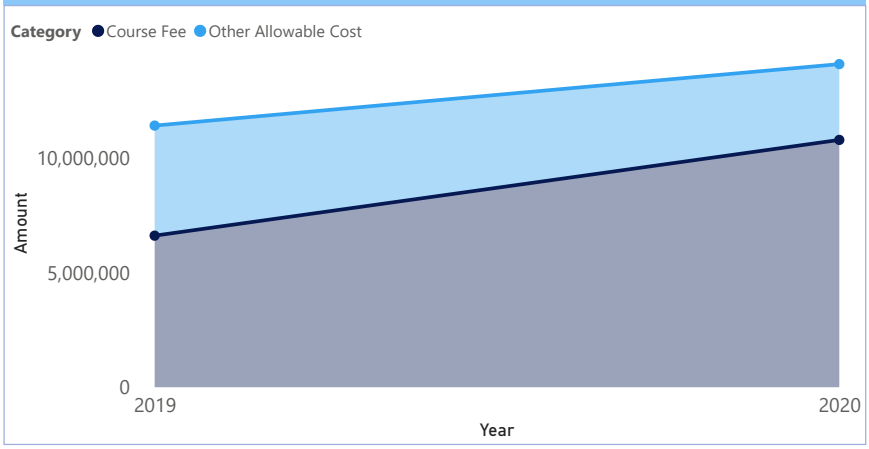
2020 Year	17.2% of Employees Trained
2019 Year	18.8% of Employees Trained

Training Opportunity Ratio



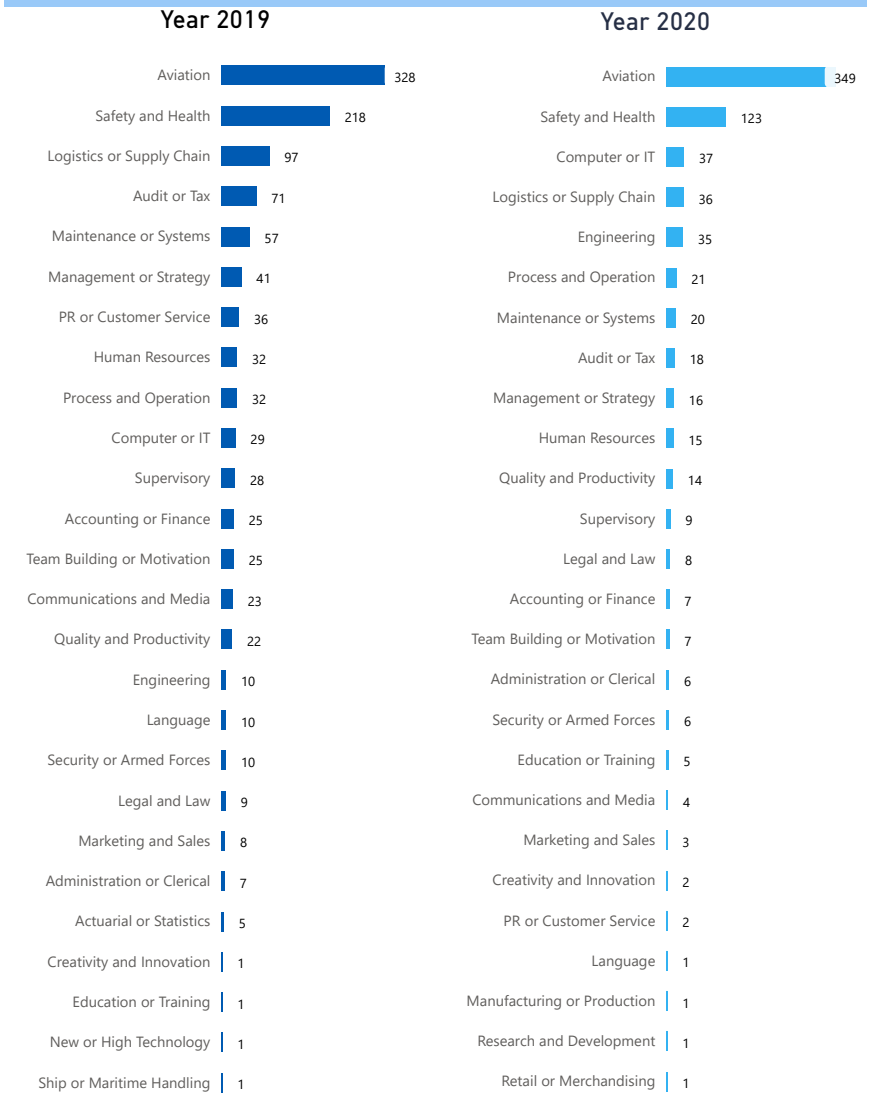
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



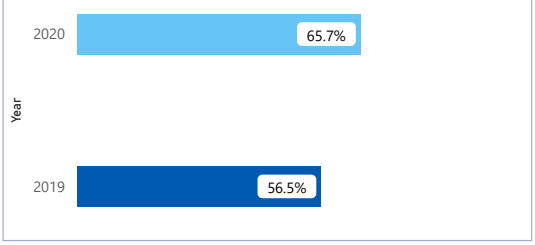
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	6,626,099	57.9%	10,811,973	76.5%
Other Allowable Cost	4,811,555	42.1%	3,313,527	23.5%
Total	11,437,653		14,125,500	

Training Courses Enrolled according to Skill Areas

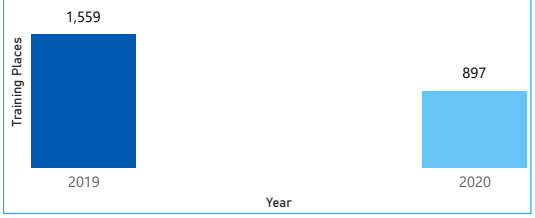


BONDED WAREHOUSE

Levy Utilisation Rate (%)



Training Places

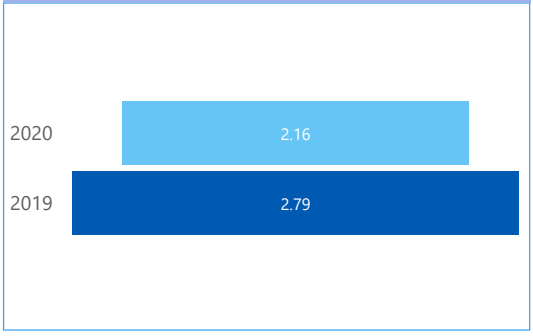


No. of Trainees Trained

683
in 2020

1,101
in 2019

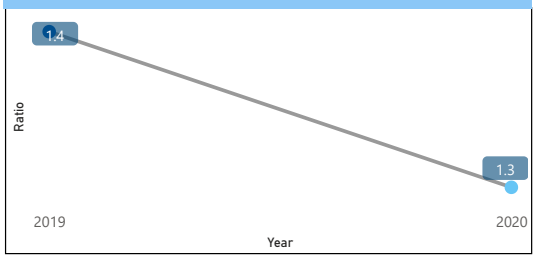
Effective Training Duration per Trainees (days)



Employee Training Ratio

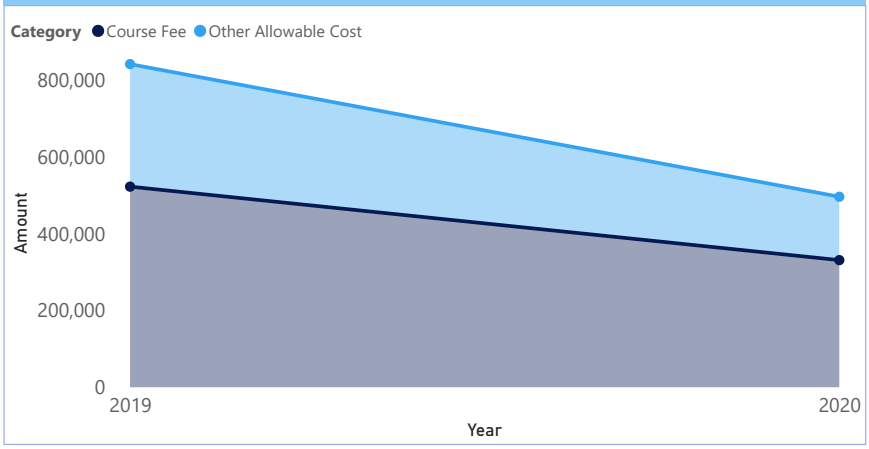
2020 Year	18.7% of Employees Trained
2019 Year	31.3% of Employees Trained

Training Opportunity Ratio



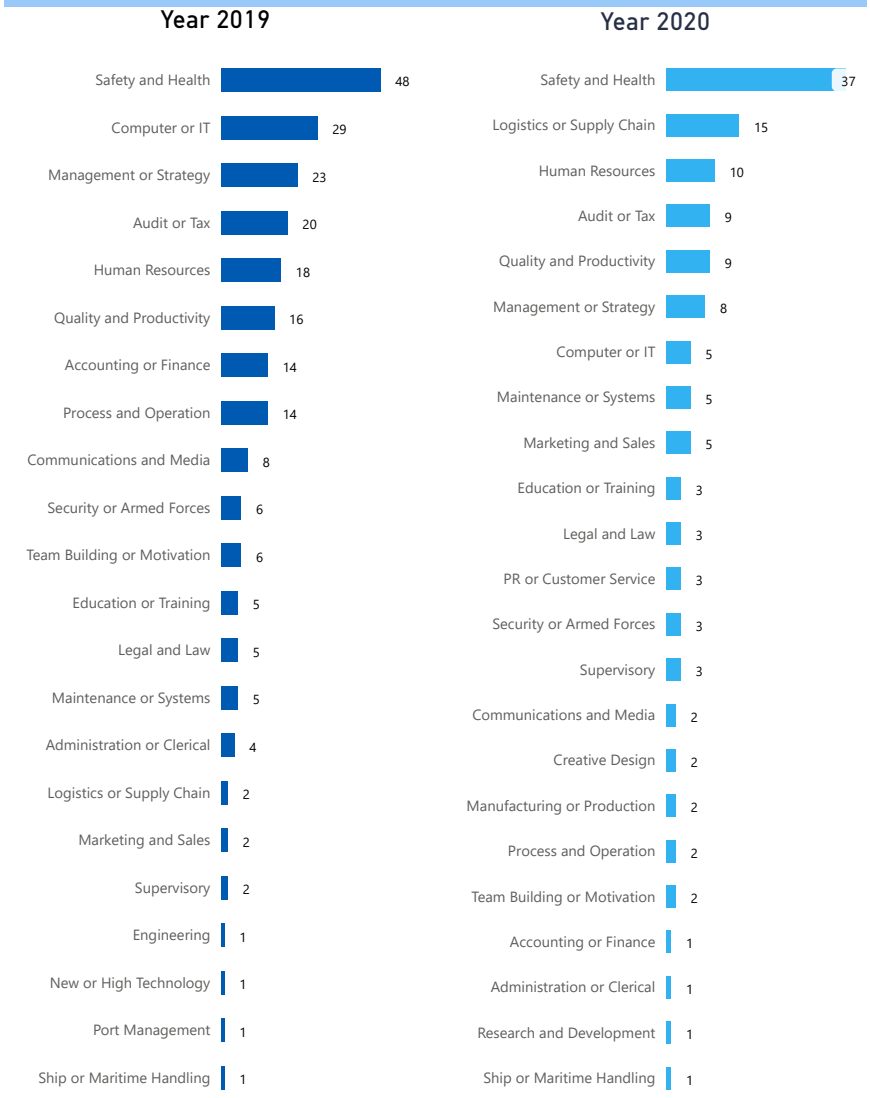
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



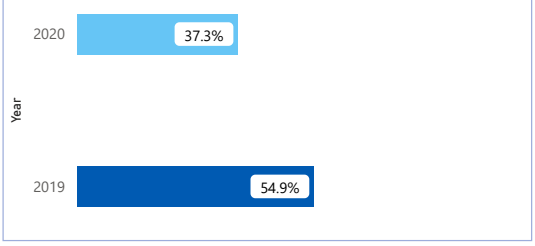
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	522,312	62.1%	330,975	66.7%
Other Allowable Cost	319,020	37.9%	165,049	33.3%
Total	841,331		496,024	

Training Courses Enrolled according to Skill Areas

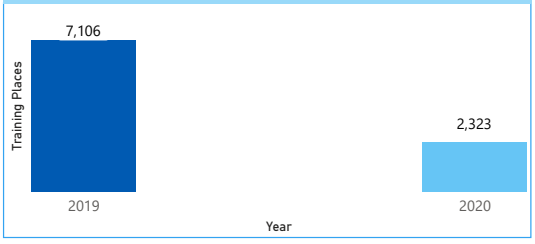


BUILDING AND LANDSCAPE SERVICES

Levy Utilisation Rate (%)



Training Places

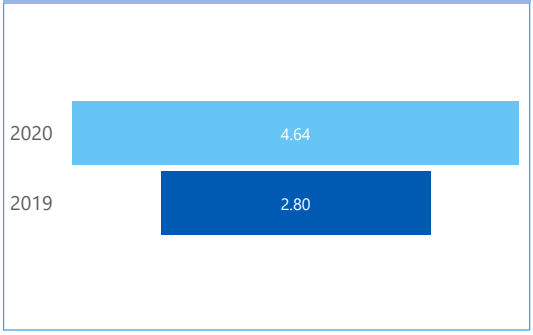


No. of Trainees Trained

1,854
in 2020

4,255
in 2019

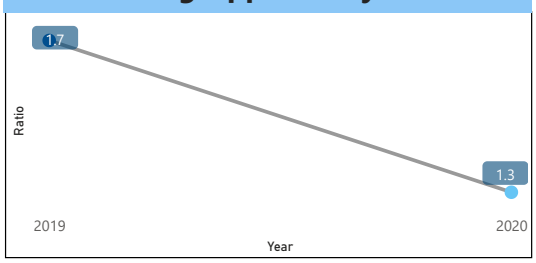
Effective Training Duration per Trainees (days)



Employee Training Ratio

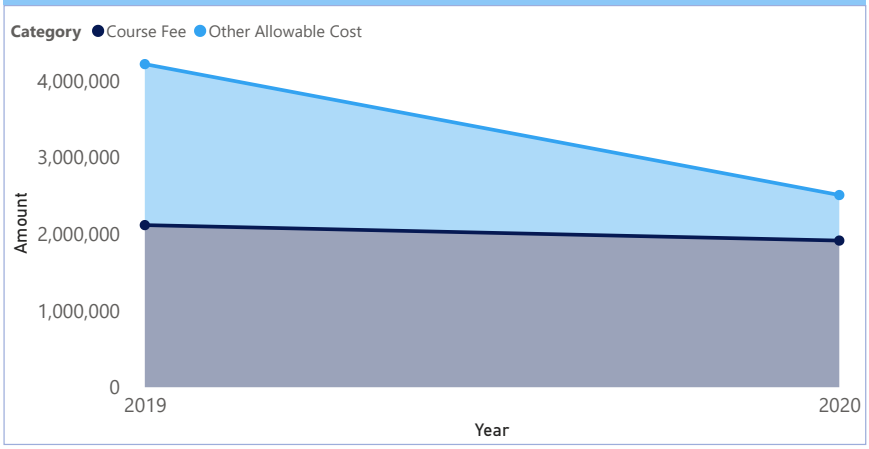
2020 Year	6.1% of Employees Trained
2019 Year	17.9% of Employees Trained

Training Opportunity Ratio



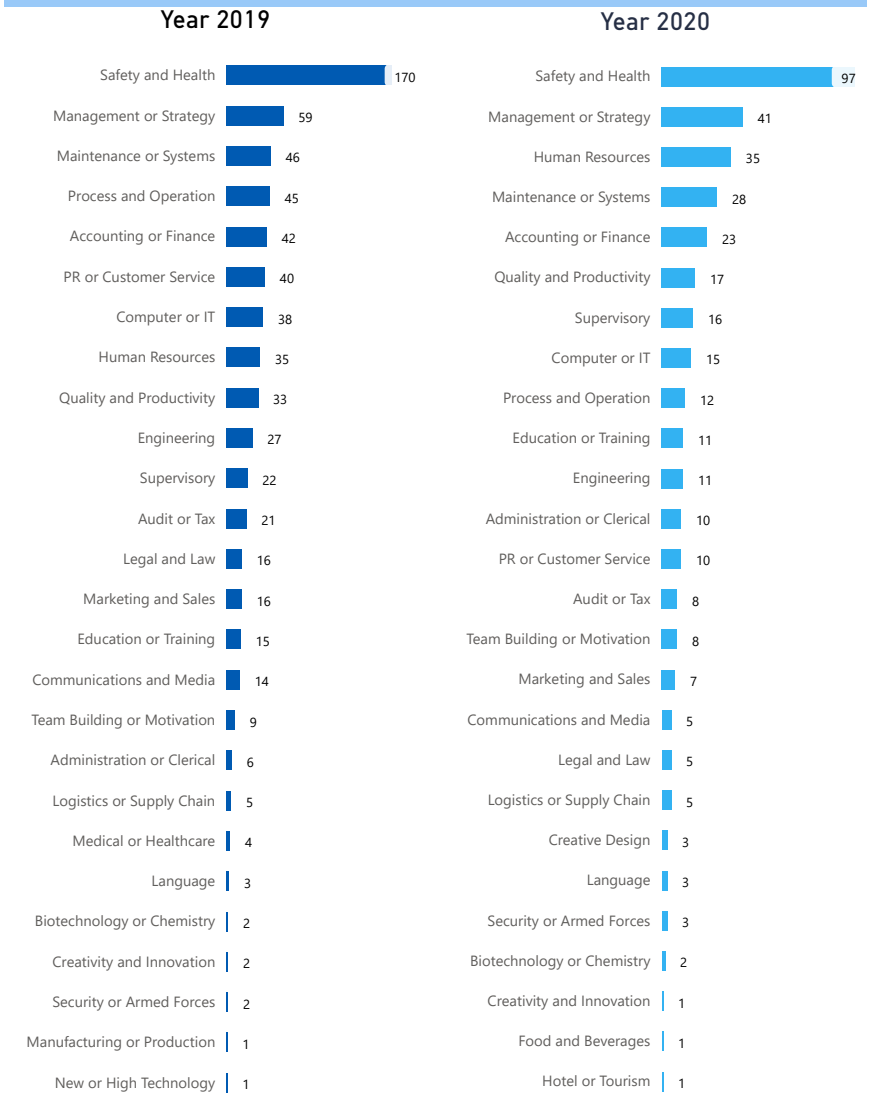
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,115,058	50.2%	1,913,138	76.3%
Other Allowable Cost	2,100,071	49.8%	594,130	23.7%
Total	4,215,129		2,507,268	

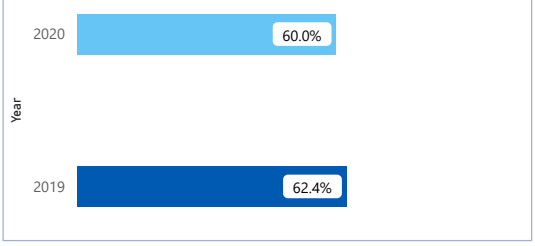
Training Courses Enrolled according to Skill Areas



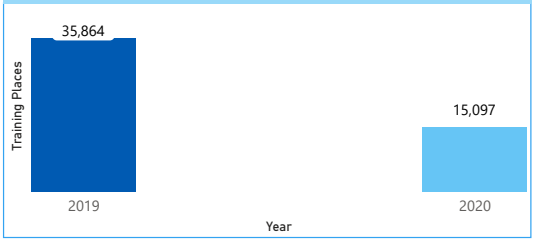
SUBSECTOR

COMPUTER INDUSTRY

Levy Utilisation Rate (%)



Training Places

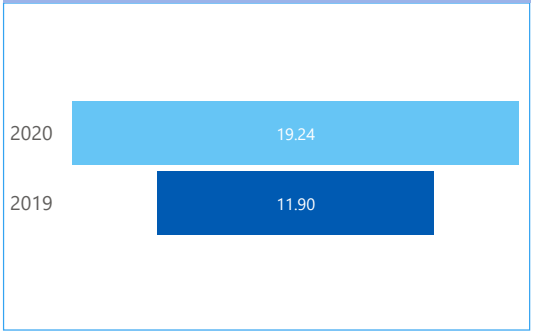


No. of Trainees Trained

11,271
in 2020

23,404
in 2019

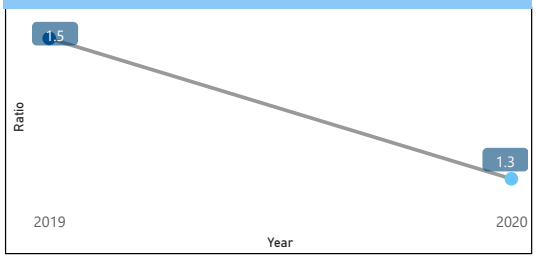
Effective Training Duration per Trainees (days)



Employee Training Ratio

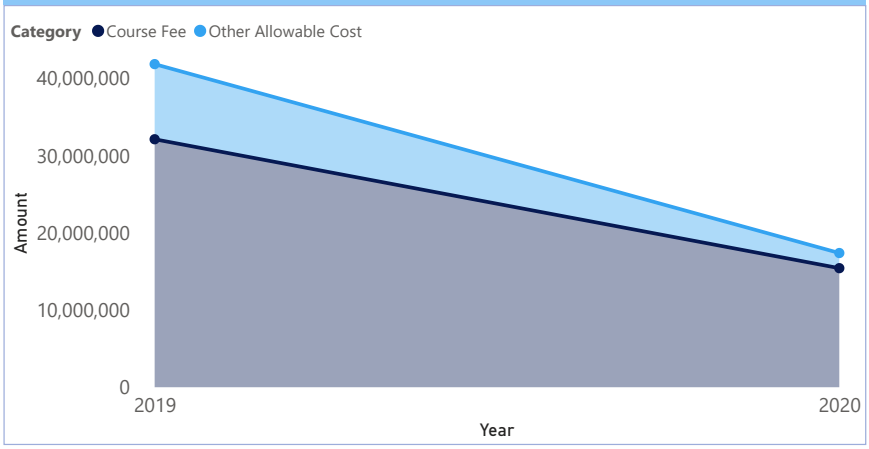
2020 Year	12.8% of Employees Trained
2019 Year	27.6% of Employees Trained

Training Opportunity Ratio



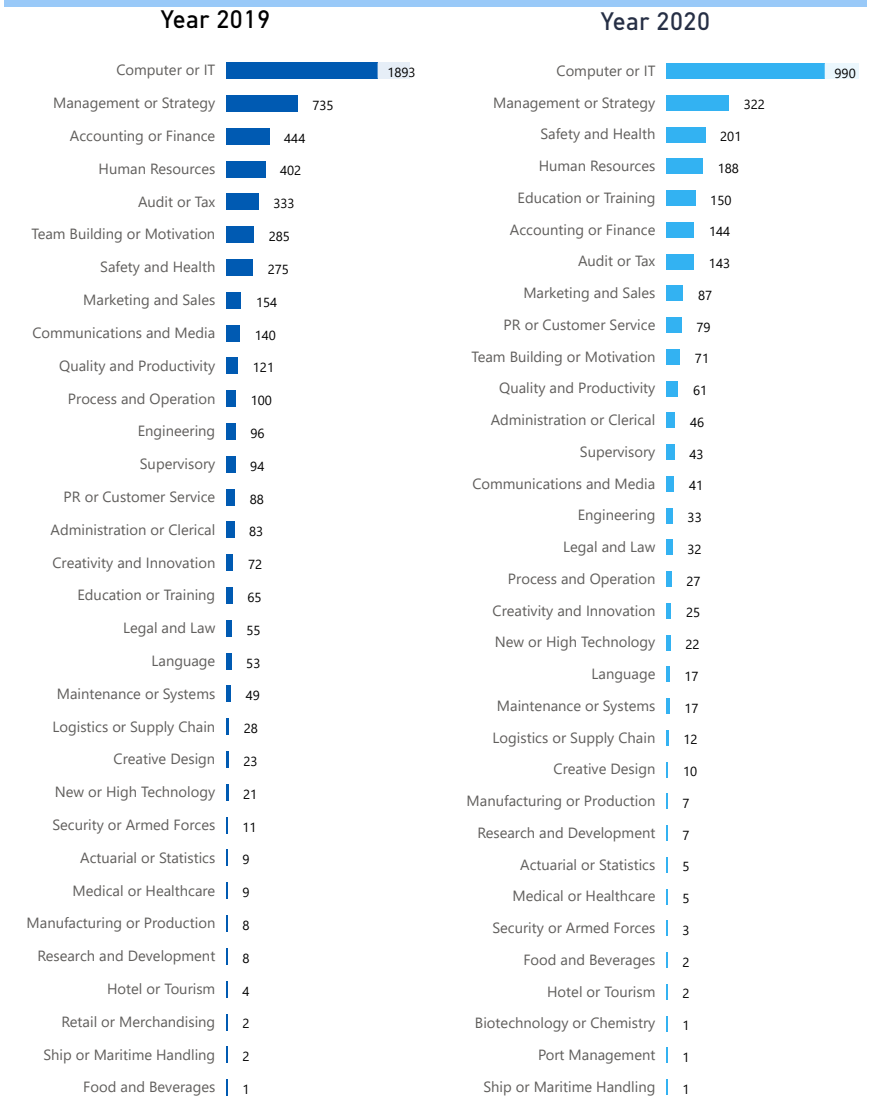
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



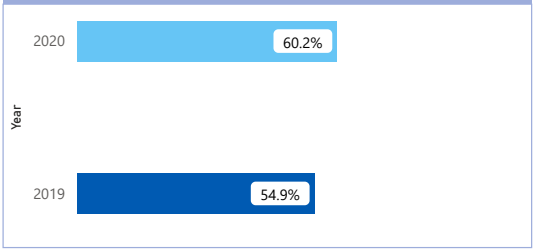
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	32,121,129	76.7%	15,423,056	88.7%
Other Allowable Cost	9,732,378	23.3%	1,961,721	11.3%
Total	41,853,507		17,384,777	

Training Courses Enrolled according to Skill Areas

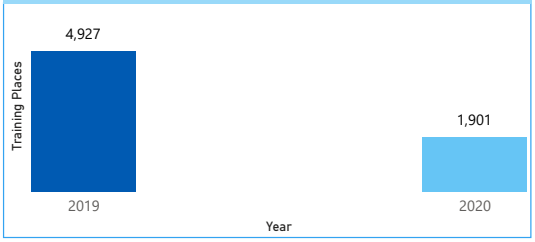


DIRECT SELLING

Levy Utilisation Rate (%)



Training Places

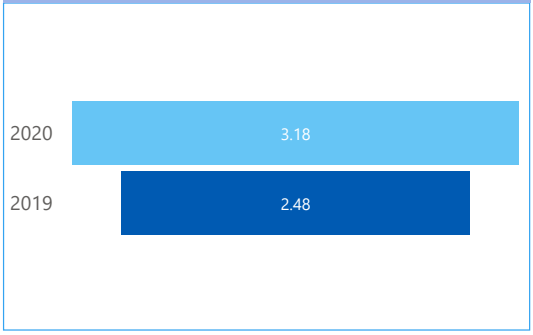


No. of Trainees Trained

1,439
in 2020

3,598
in 2019

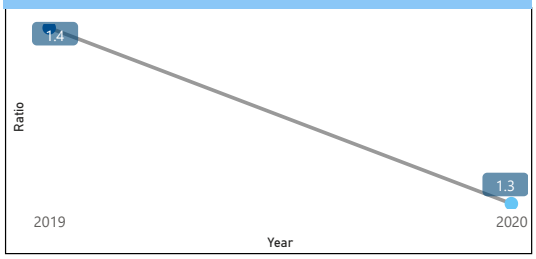
Effective Training Duration per Trainees (days)



Employee Training Ratio

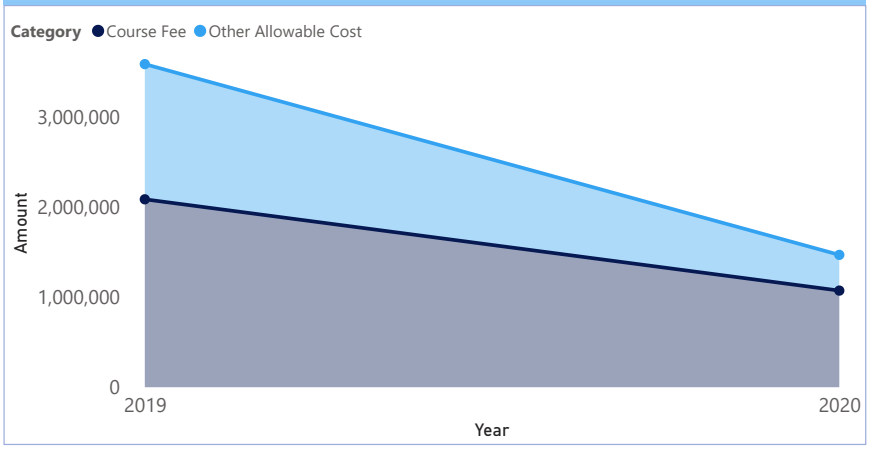
2020 Year	10.0% of Employees Trained
2019 Year	25.1% of Employees Trained

Training Opportunity Ratio



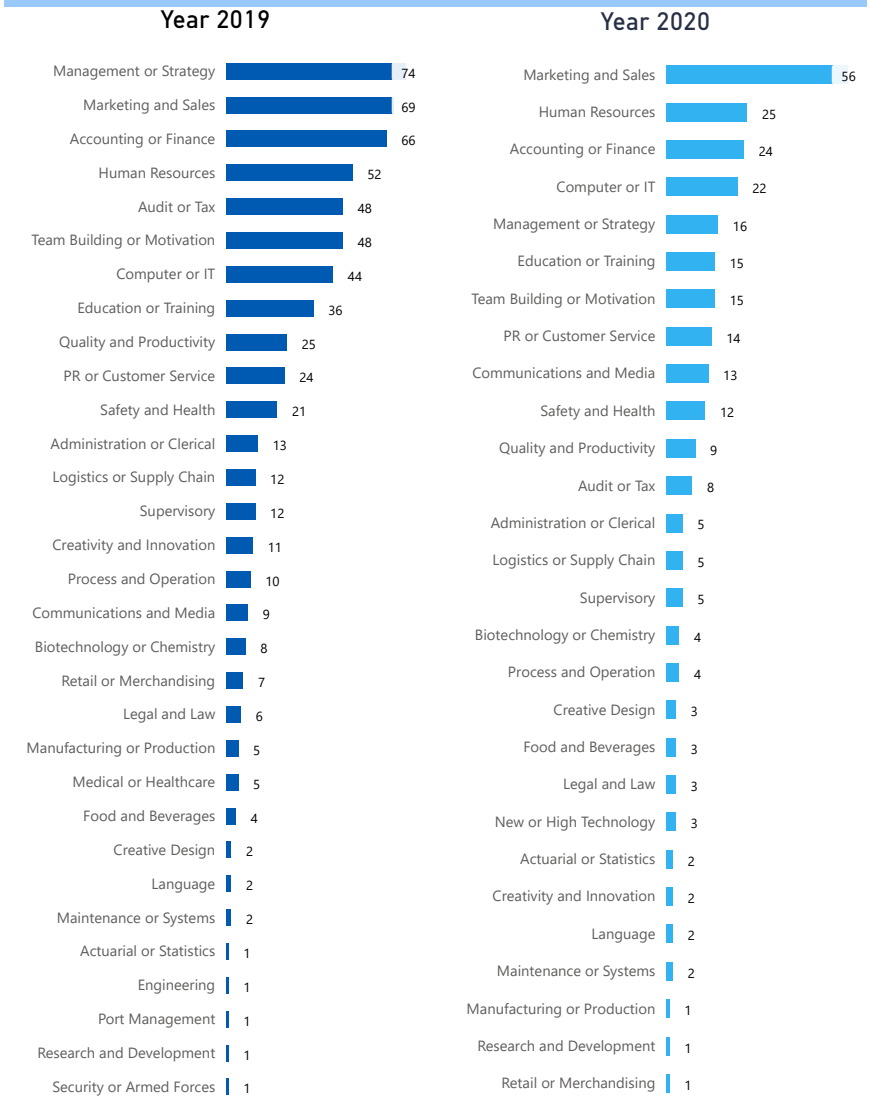
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



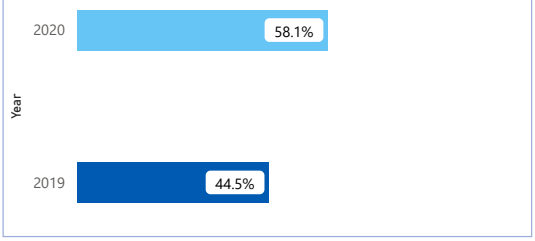
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,085,657	58.2%	1,072,440	73.0%
Other Allowable Cost	1,500,266	41.8%	396,637	27.0%
Total	3,585,923		1,469,077	

Training Courses Enrolled according to Skill Areas

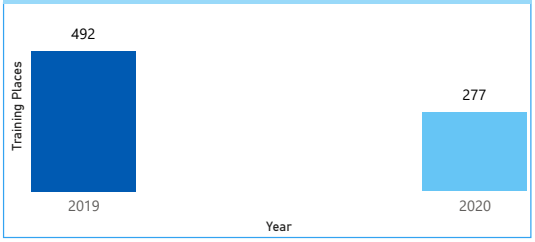


DRIVING SCHOOL

Levy Utilisation Rate (%)



Training Places



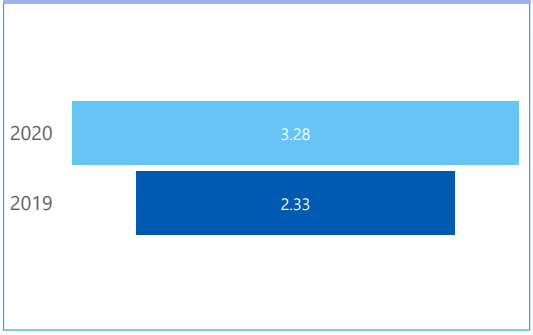
No. of Trainees Trained



251
in 2020

466
in 2019

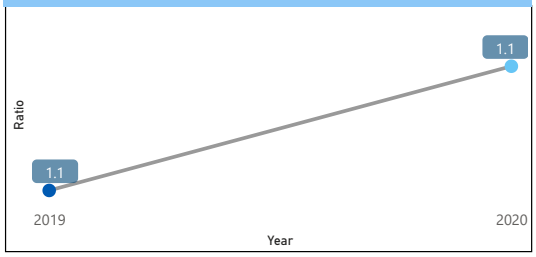
Effective Training Duration per Trainees (days)



Employee Training Ratio

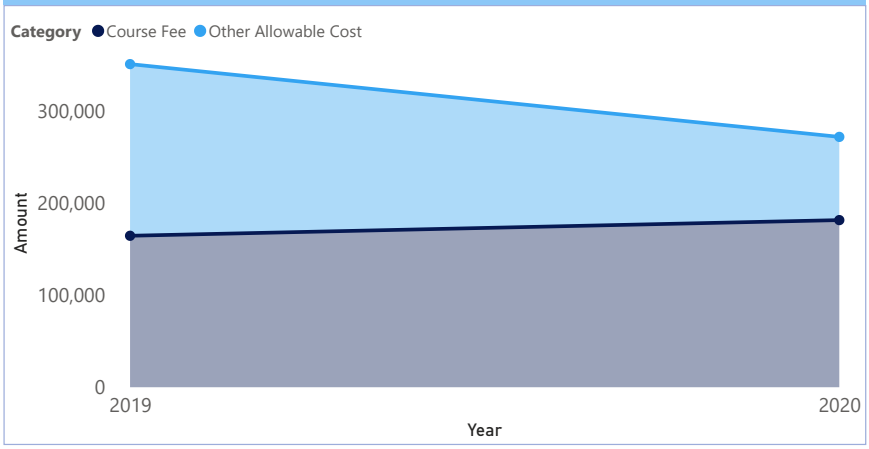
2020 Year	5.9% of Employees Trained
2019 Year	12.1% of Employees Trained

Training Opportunity Ratio



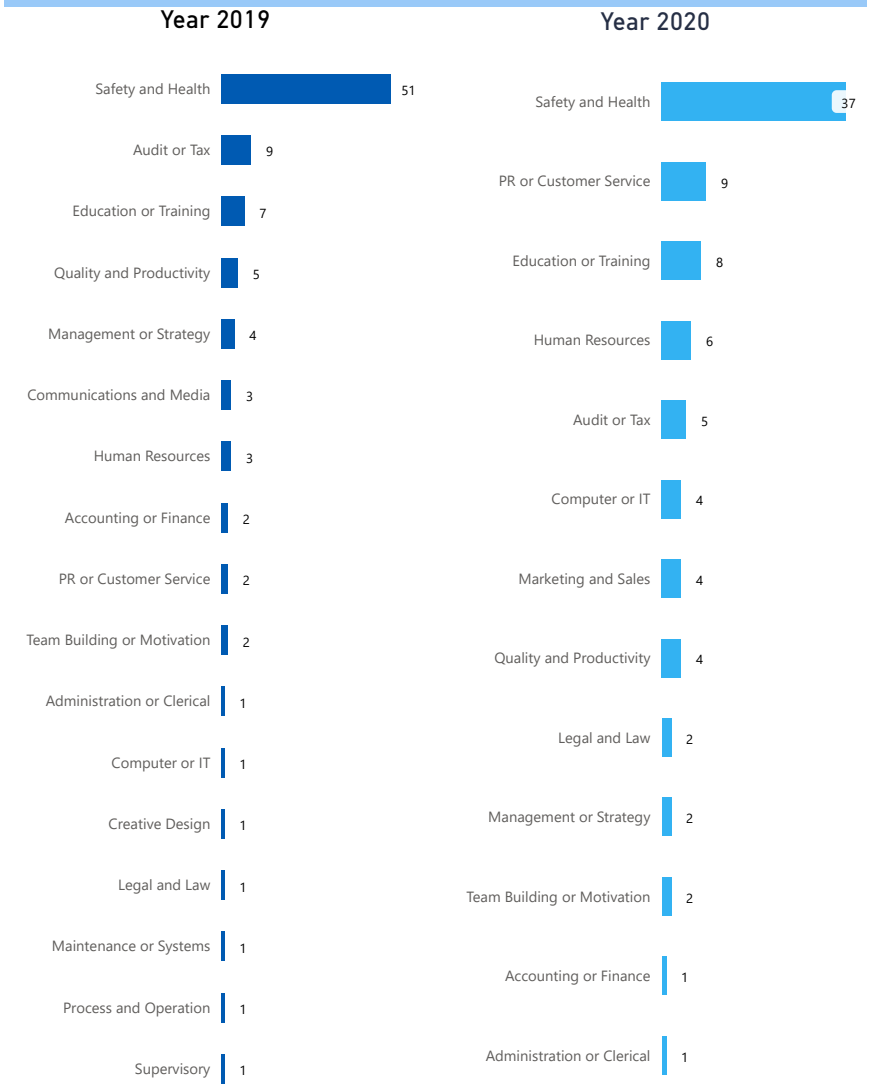
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



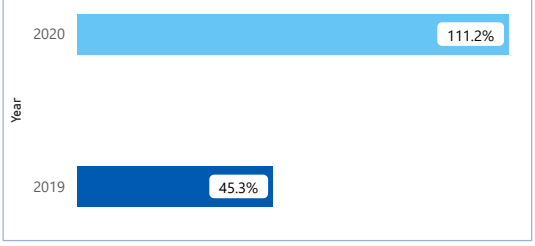
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	164,524	46.9%	181,545	66.8%
Other Allowable Cost	186,453	53.1%	90,388	33.2%
Total	350,978		271,933	

Training Courses Enrolled according to Skill Areas

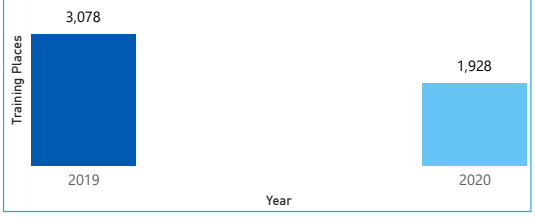


EARLY CHILDHOOD EDUCATION

Levy Utilisation Rate (%)



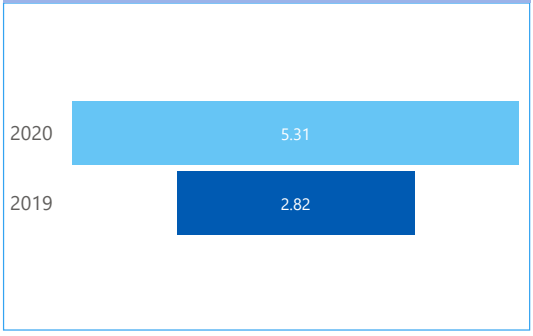
Training Places



No. of Trainees Trained

1,426
in 2020
2,295
in 2019

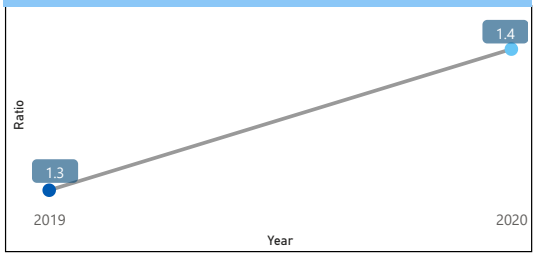
Effective Training Duration per Trainees (days)



Employee Training Ratio

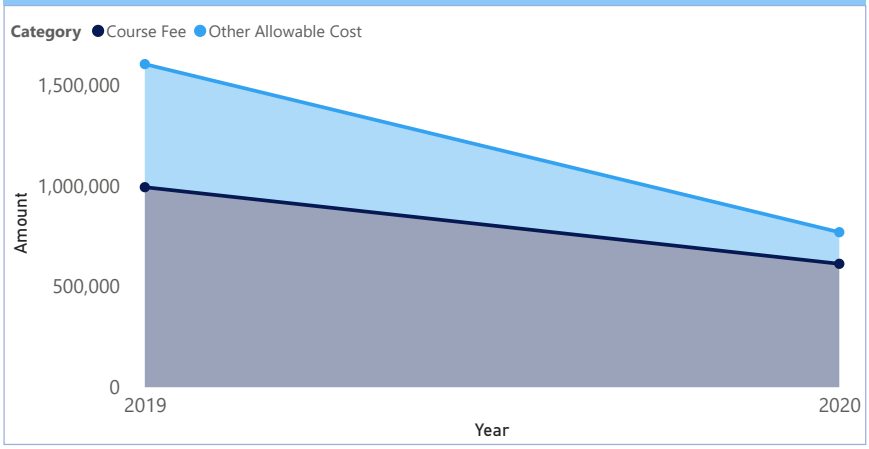
2020 Year	7.9% of Employees Trained
2019 Year	15.9% of Employees Trained

Training Opportunity Ratio



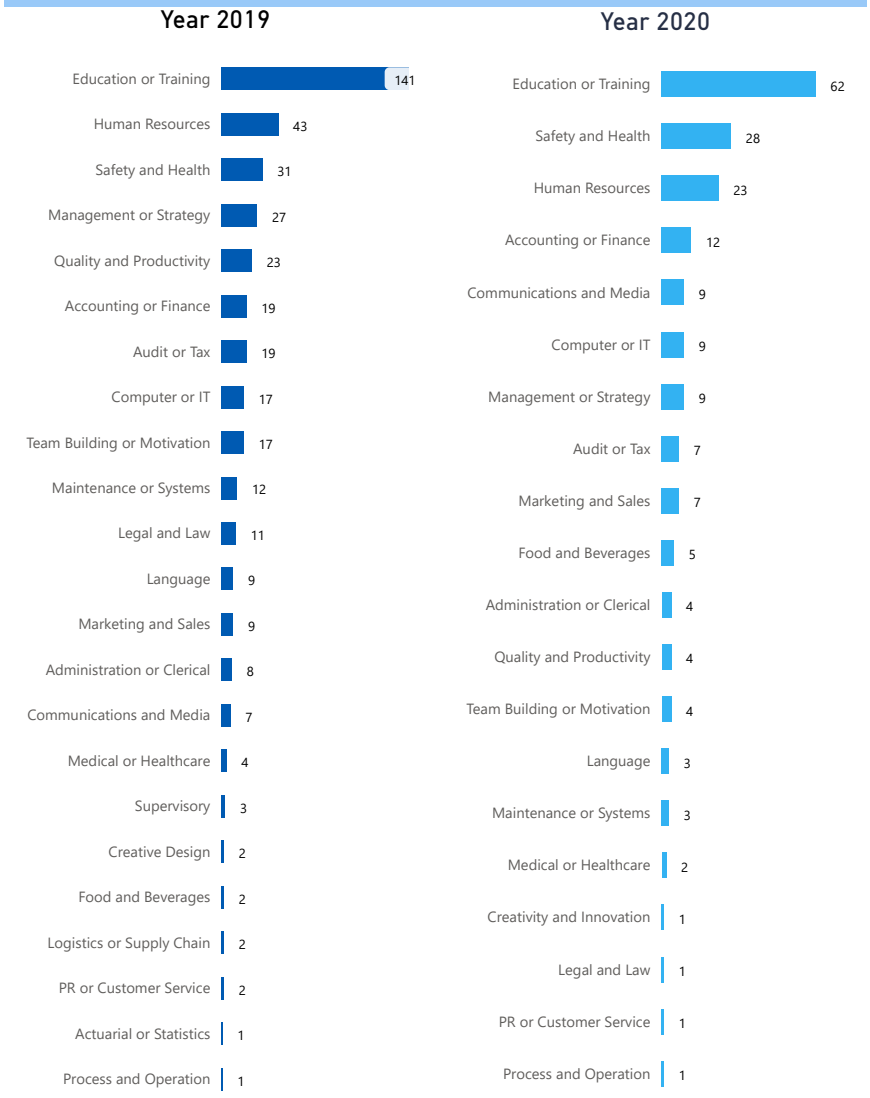
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



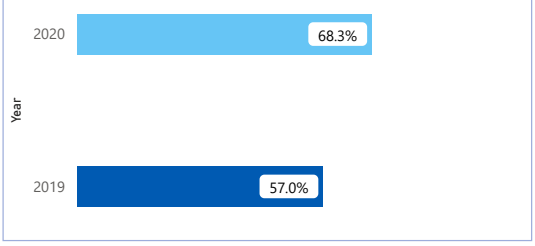
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	992,333	61.9%	612,295	79.6%
Other Allowable Cost	610,480	38.1%	156,808	20.4%
Total	1,602,813		769,103	

Training Courses Enrolled according to Skill Areas

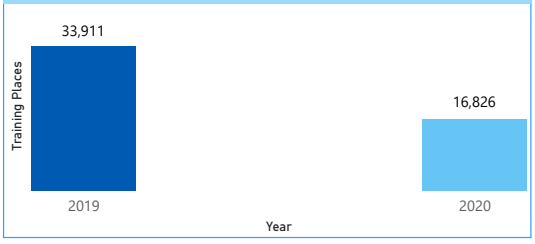


ENGINEERING SUPPORT & MAINTENANCE

Levy Utilisation Rate (%)



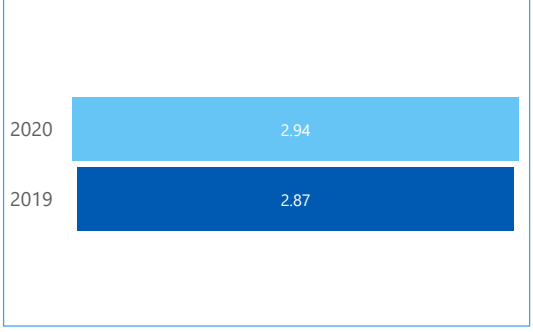
Training Places



No. of Trainees Trained

12,542
in 2020
21,216
in 2019

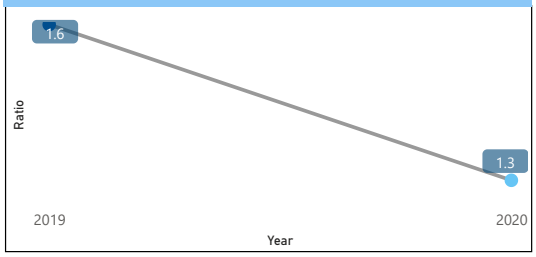
Effective Training Duration per Trainees (days)



Employee Training Ratio

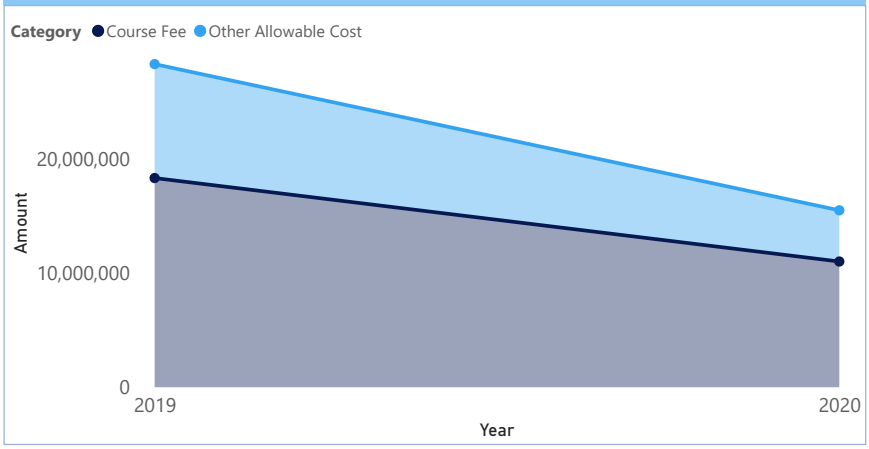
2020 Year	13.9% of Employees Trained
2019 Year	26.1% of Employees Trained

Training Opportunity Ratio



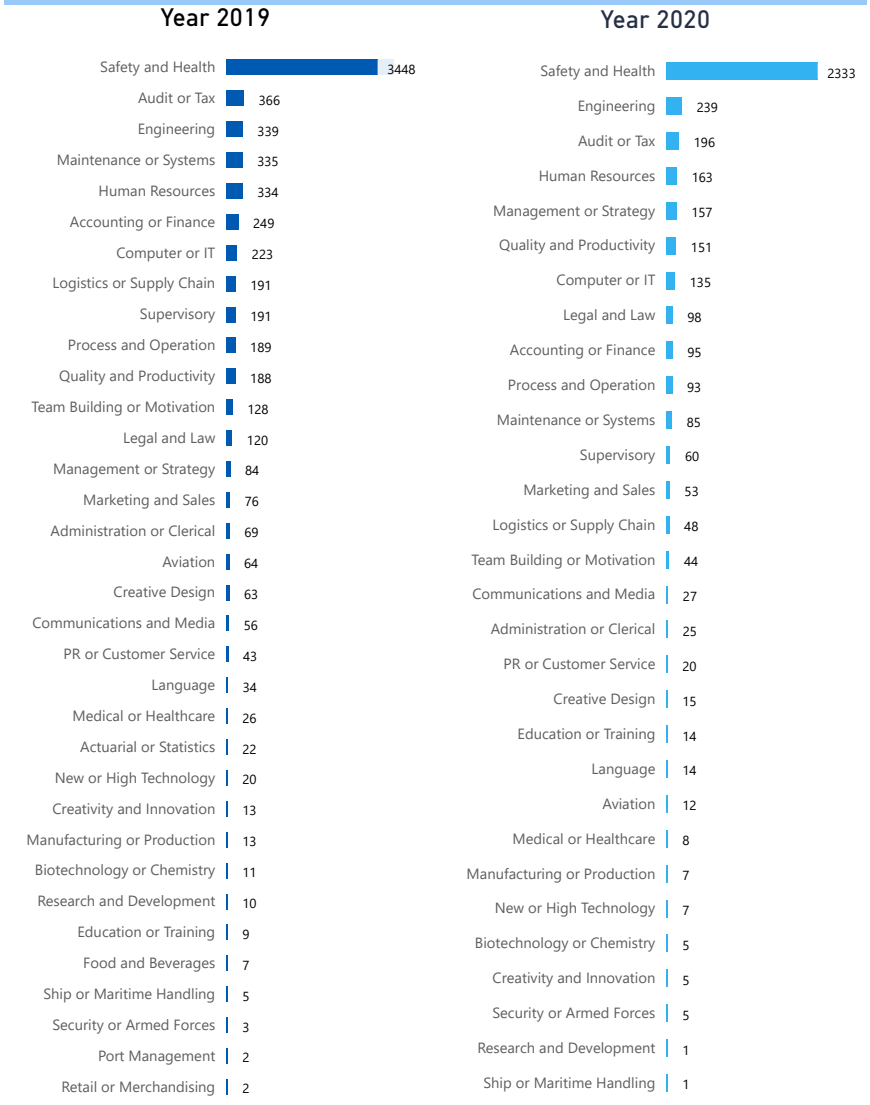
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



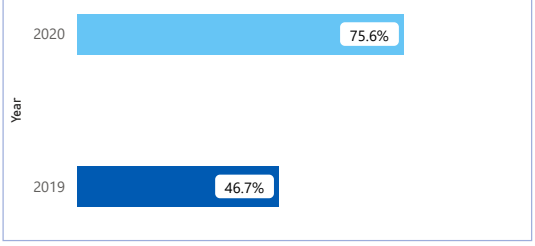
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	18,351,425	64.7%	11,029,205	71.1%
Other Allowable Cost	9,994,359	35.3%	4,491,162	28.9%
Total	28,345,784		15,520,367	

Training Courses Enrolled according to Skill Areas

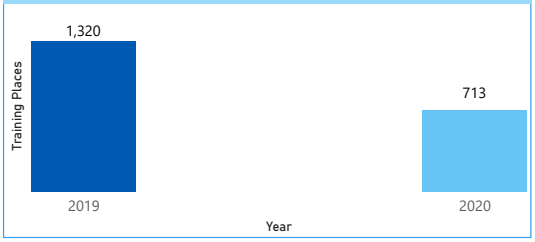


EVENT MANAGEMENT SERVICES

Levy Utilisation Rate (%)



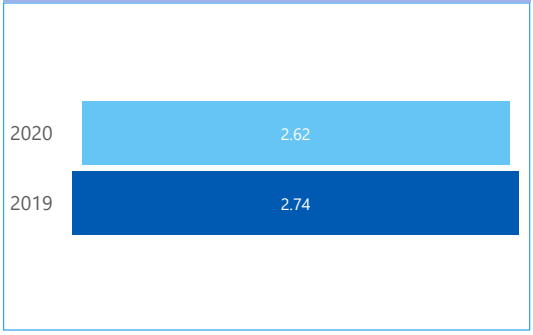
Training Places



No. of **Trainees Trained**

572
in 2020
873
in 2019

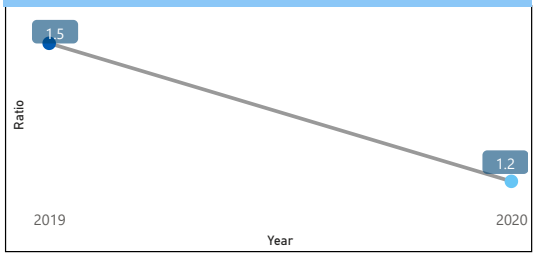
Effective Training Duration per Trainees **(days)**



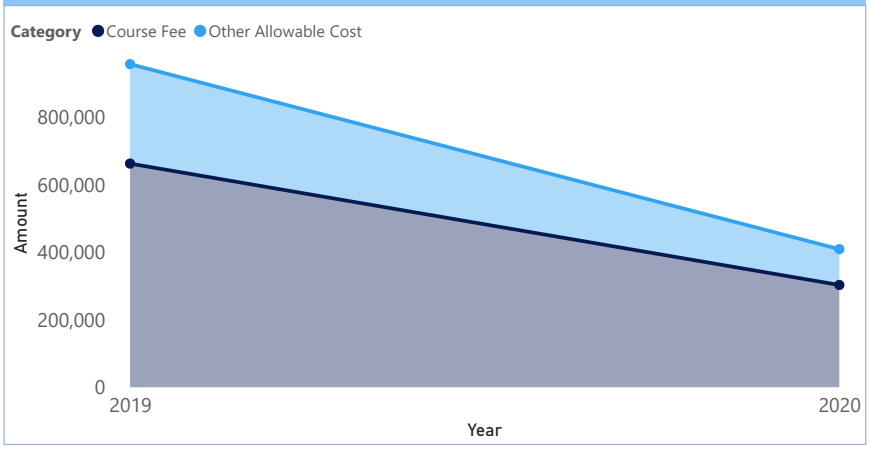
Employee Training Ratio

2020 Year	11.9% of Employees Trained
2019 Year	20.0% of Employees Trained

Training Opportunity Ratio

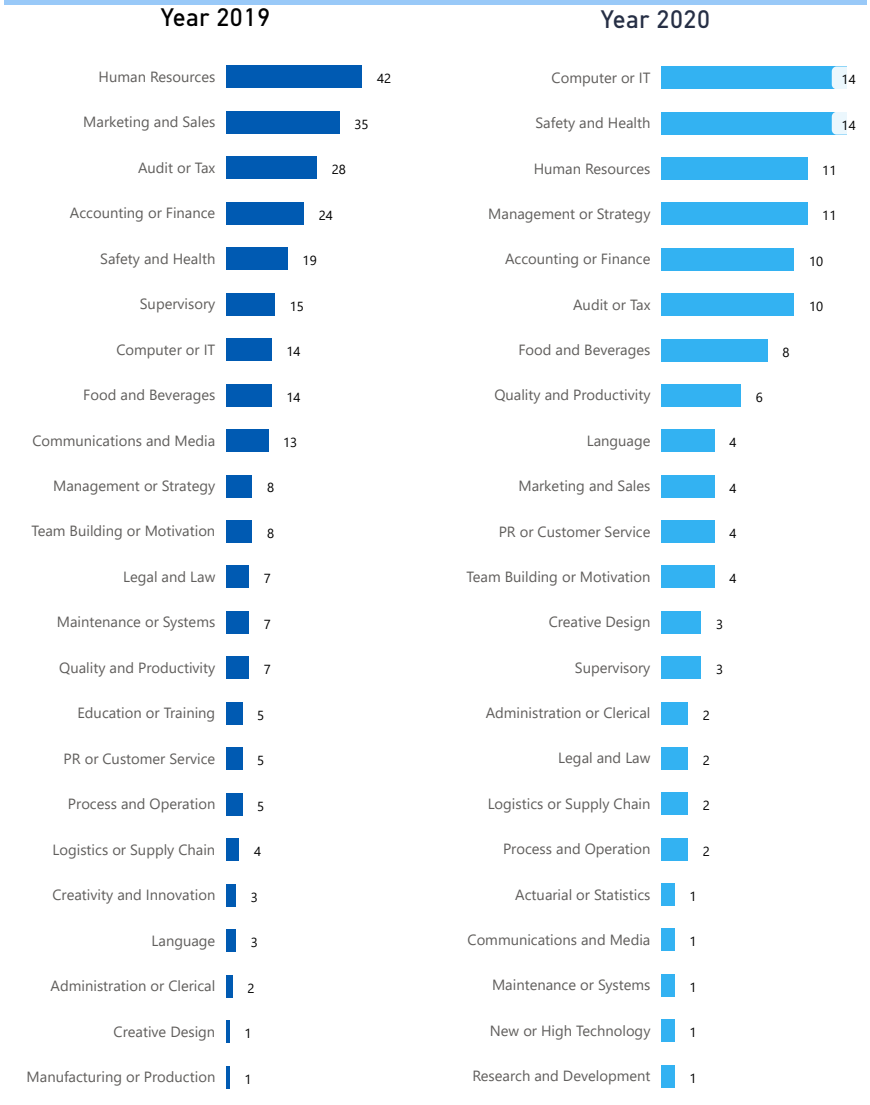


Financial Assistance (RM)
(includes Course Fee & other Allowable Costs)



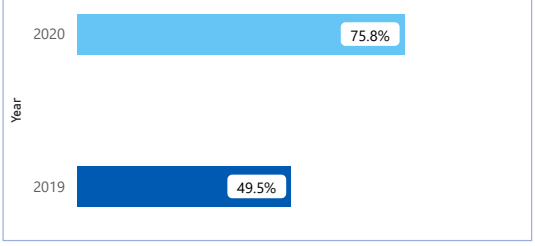
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	663,035	69.2%	303,172	74.1%
Other Allowable Cost	294,934	30.8%	106,156	25.9%
Total	957,969		409,328	

Training Courses Enrolled according to **Skill Areas**

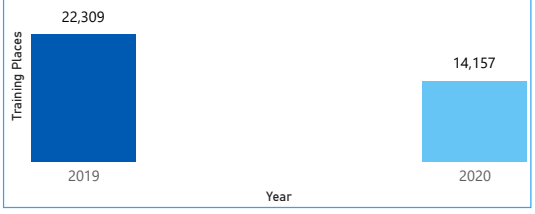


FOOD AND BEVERAGE SERVICES

Levy Utilisation Rate (%)



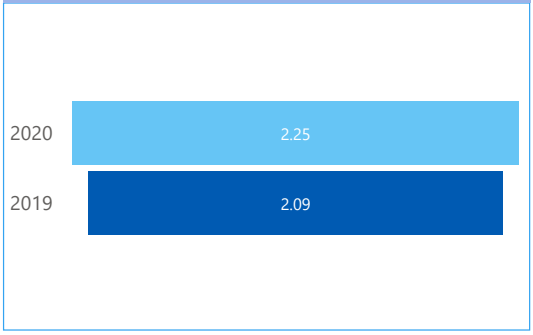
Training Places



No. of Trainees Trained

11,038
in 2020
16,034
in 2019

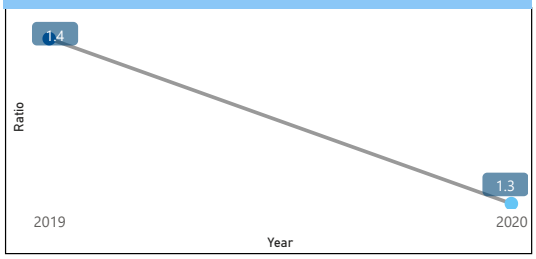
Effective Training Duration per Trainees (days)



Employee Training Ratio

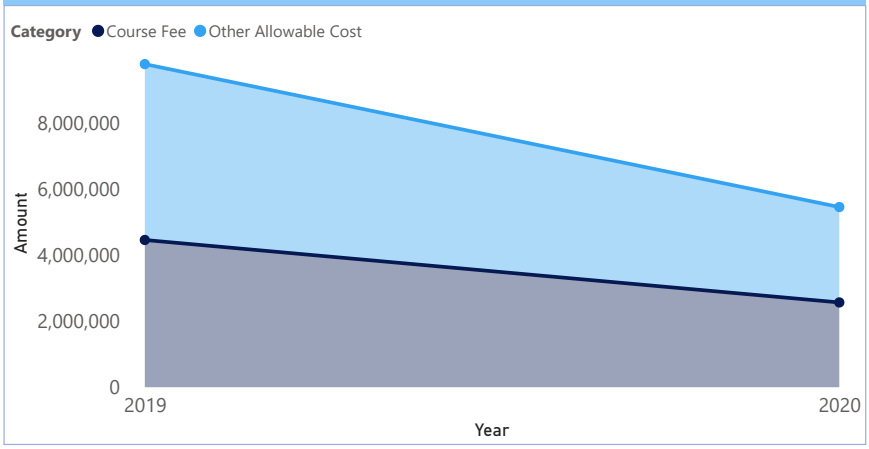
2020 Year	12.1% of Employees Trained
2019 Year	19.4% of Employees Trained

Training Opportunity Ratio



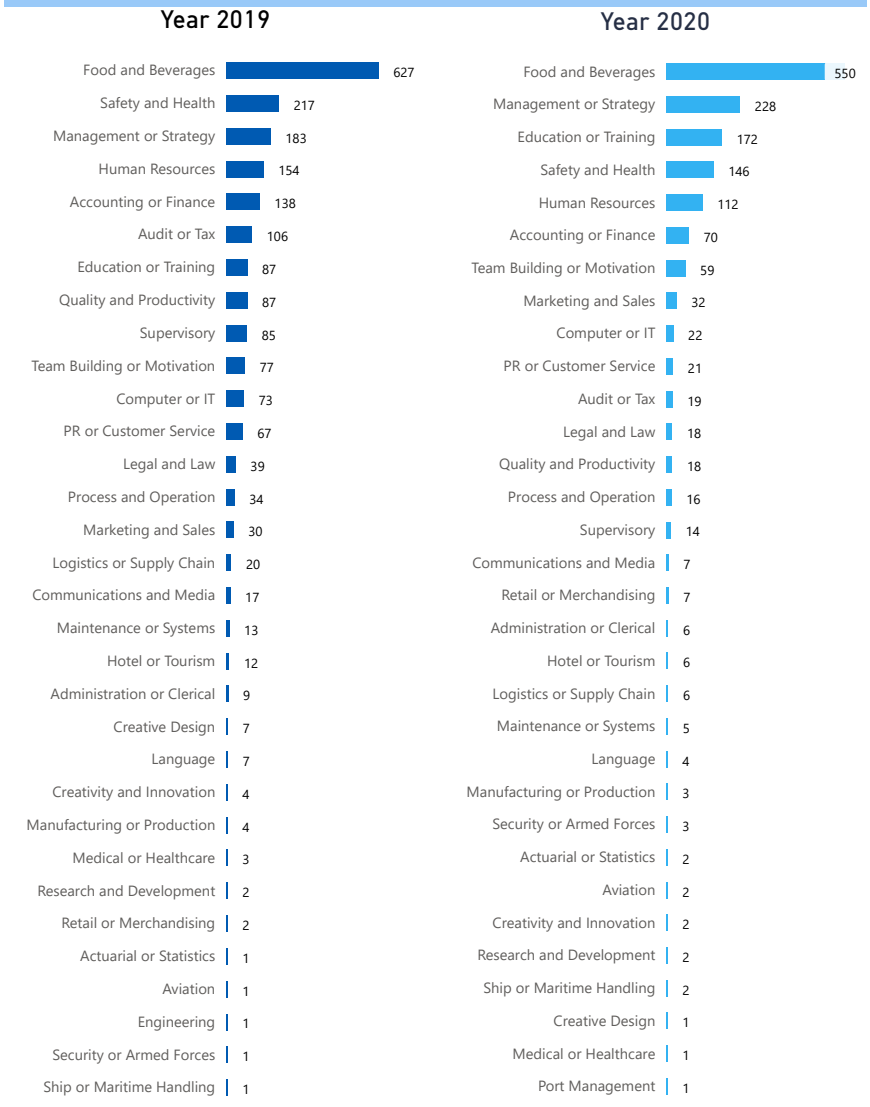
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



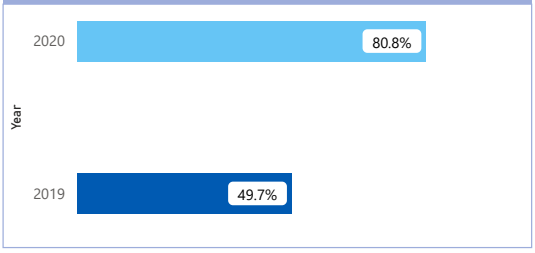
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	4,464,077	45.6%	2,570,390	47.1%
Other Allowable Cost	5,331,083	54.4%	2,892,134	52.9%
Total	9,795,159		5,462,524	

Training Courses Enrolled according to Skill Areas

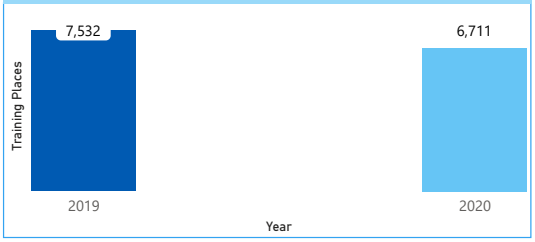


FRANCHISE

Levy Utilisation Rate (%)



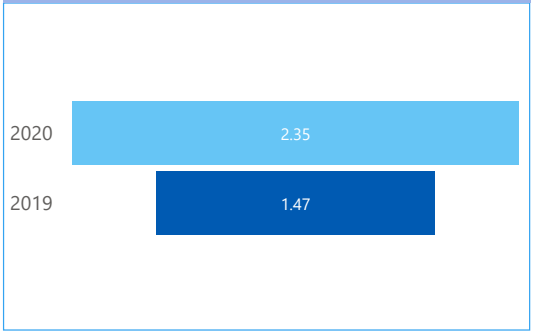
Training Places



No. of Trainees Trained

3,350
in 2020
6,297
in 2019

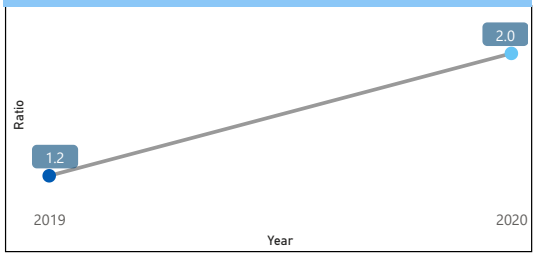
Effective Training Duration per Trainees (days)



Employee Training Ratio

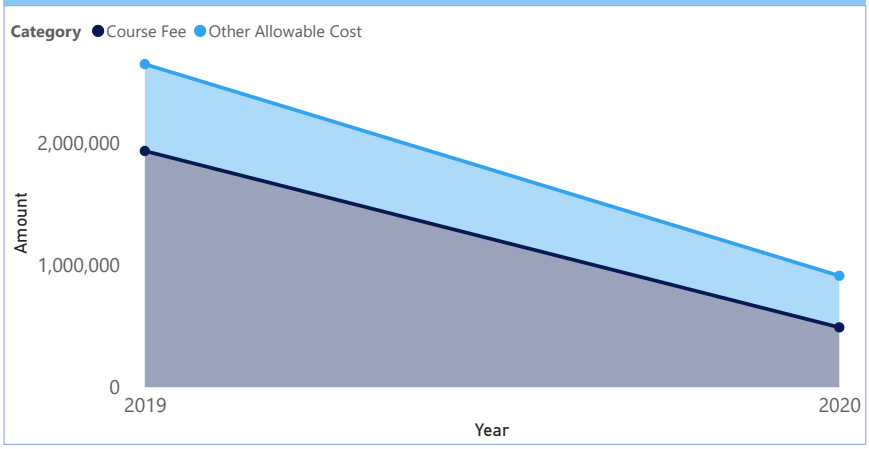
2020 Year	14.1% of Employees Trained
2019 Year	27.0% of Employees Trained

Training Opportunity Ratio



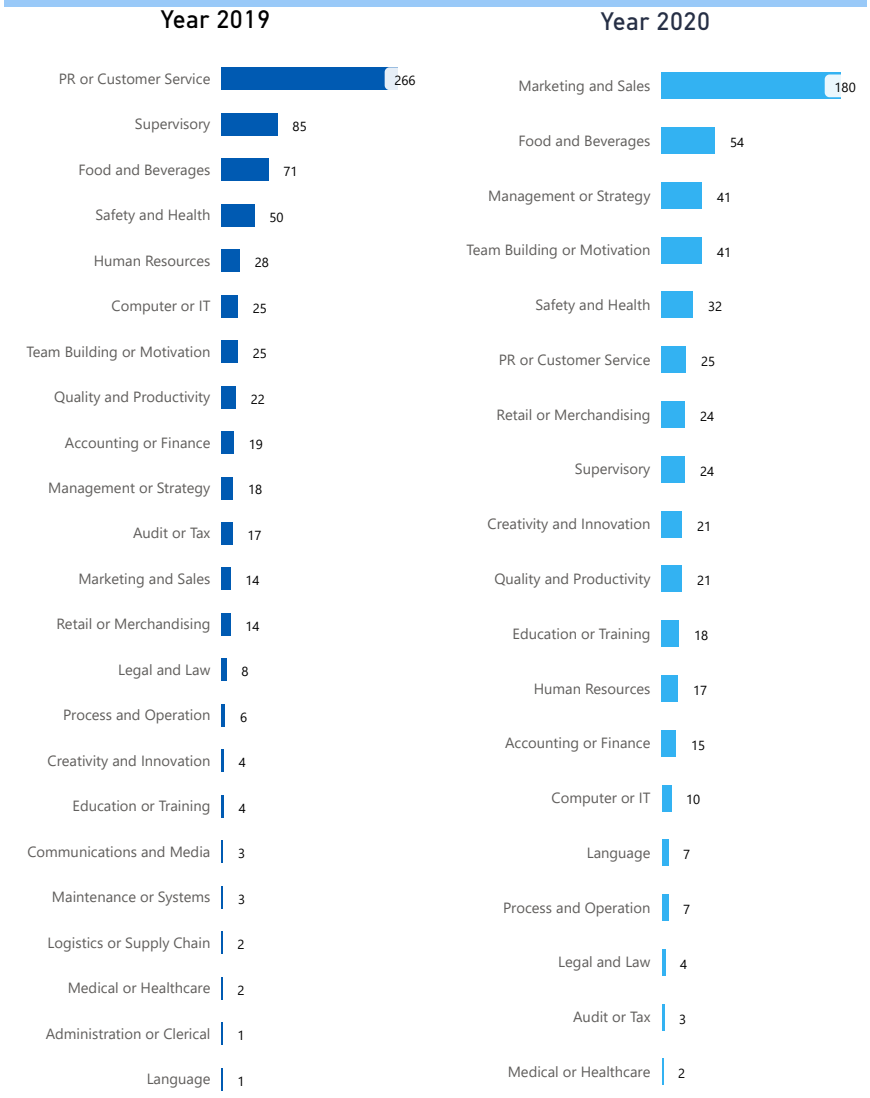
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	1,932,677	73.1%	489,897	53.7%
Other Allowable Cost	710,618	26.9%	422,006	46.3%
Total	2,643,296		911,903	

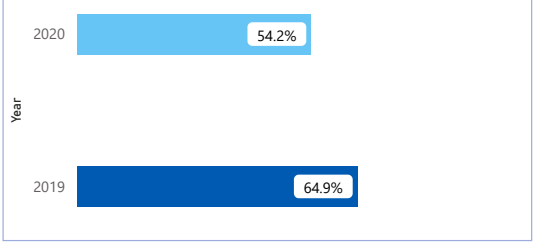
Training Courses Enrolled according to Skill Areas



SUBSECTOR

FREIGHT FORWARDER

Levy Utilisation Rate (%)



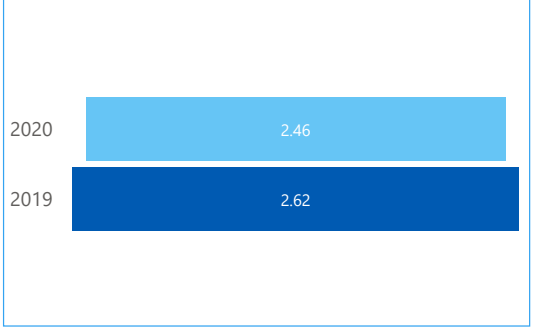
Training Places



No. of Trainees Trained

7,102
in 2020
13,884
in 2019

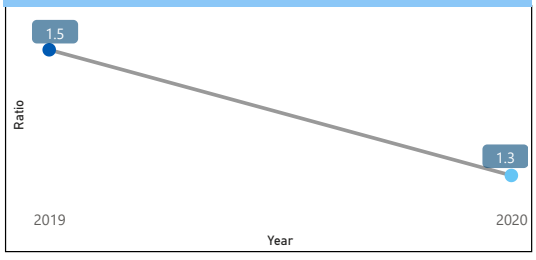
Effective Training Duration per Trainees (days)



Employee Training Ratio

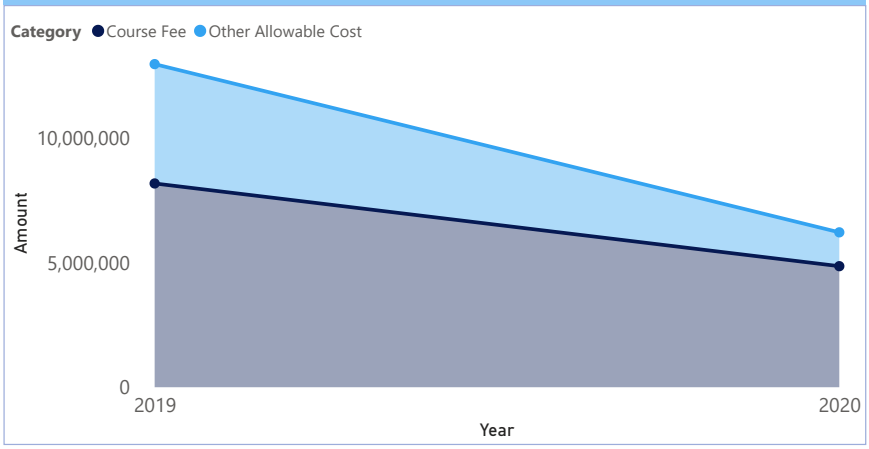
2020 Year	12.3% of Employees Trained
2019 Year	25.9% of Employees Trained

Training Opportunity Ratio



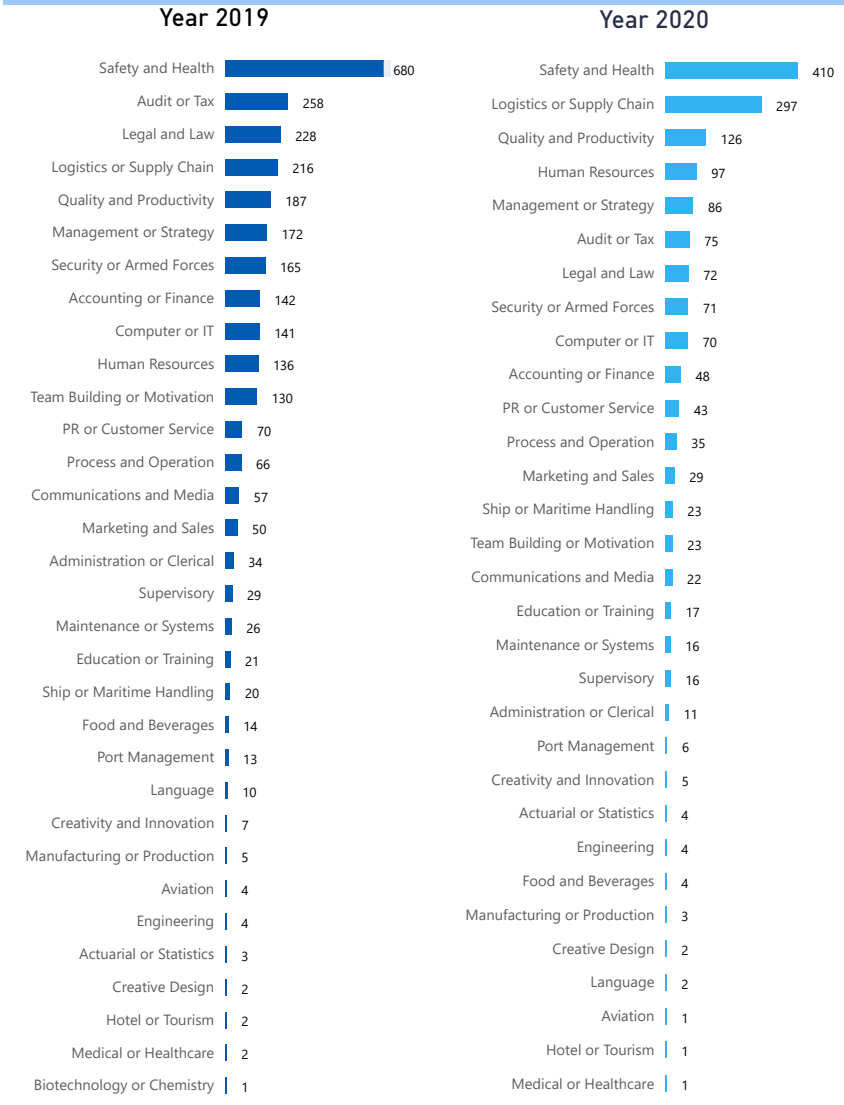
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	8,183,334	63.1%	4,861,562	78.2%
Other Allowable Cost	4,792,454	36.9%	1,358,932	21.8%
Total	12,975,789		6,220,494	

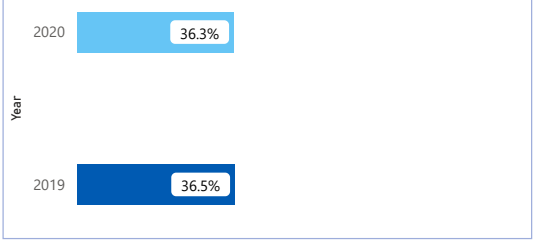
Training Courses Enrolled according to Skill Areas



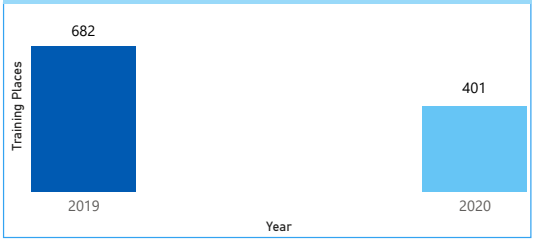
SUBSECTOR

GAS, STEAM AND AIR-CONDITIONING SUPPLY

Levy Utilisation Rate (%)



Training Places

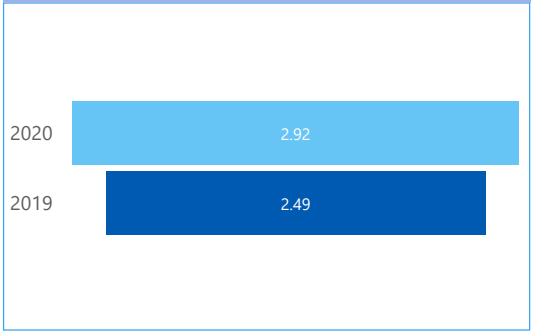


No. of **Trainees Trained**

277
in 2020

548
in 2019

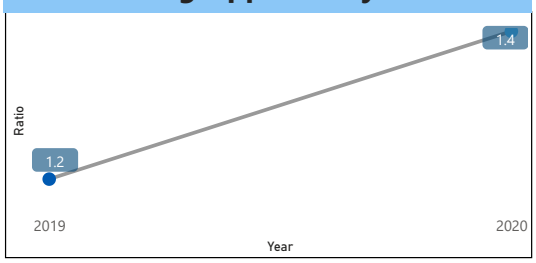
Effective Training Duration per Trainees **(days)**



Employee Training Ratio

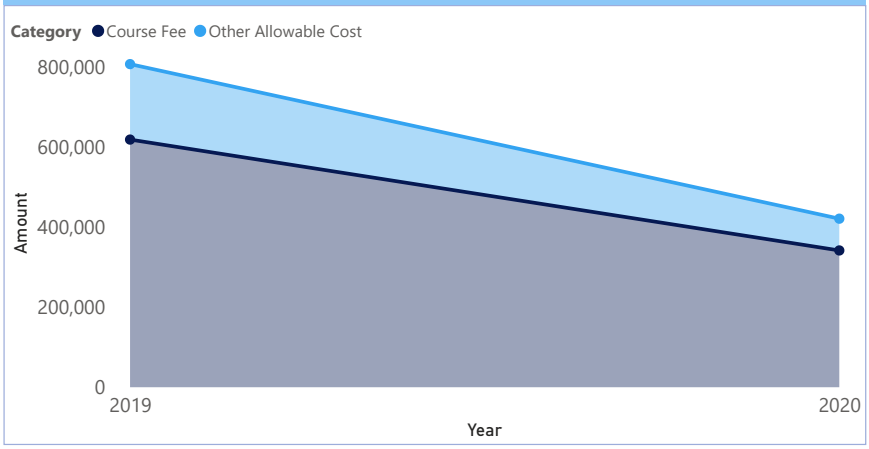
2020 Year	5.6% of Employees Trained
2019 Year	11.4% of Employees Trained

Training Opportunity Ratio



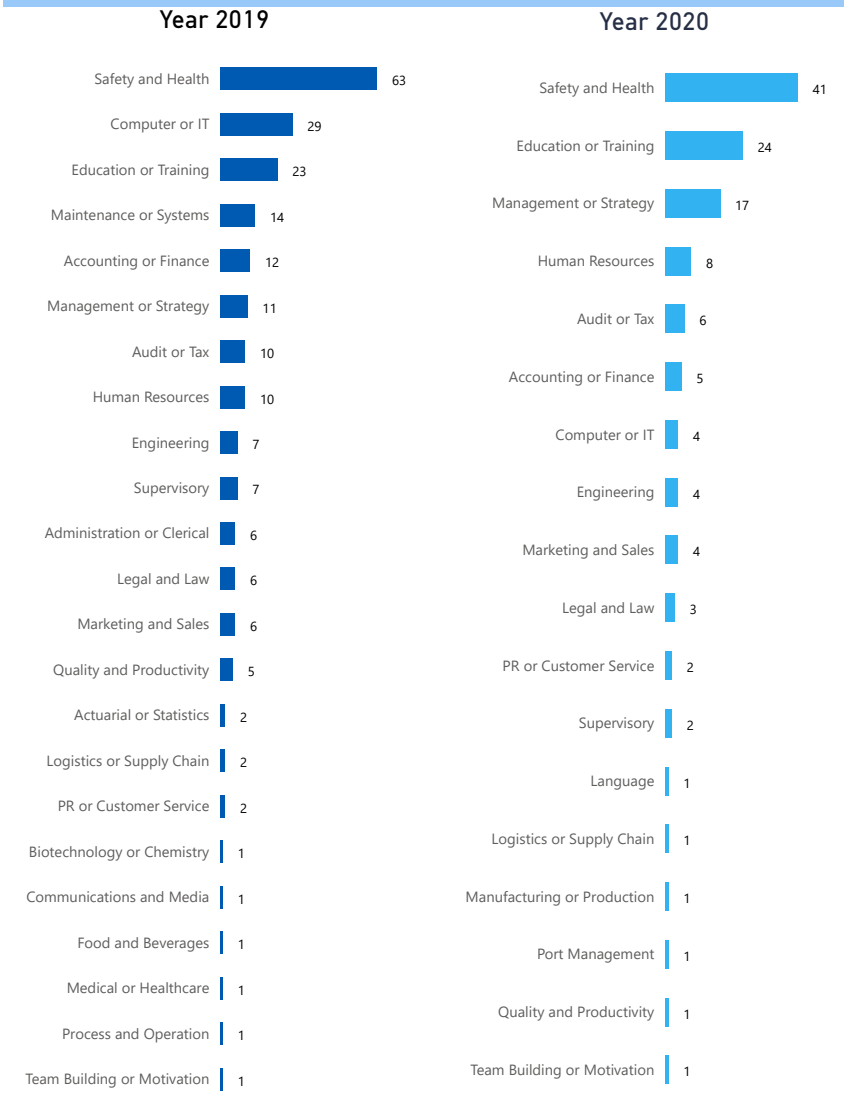
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



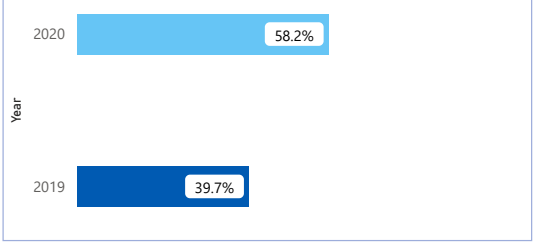
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	618,460	76.6%	341,575	81.2%
Other Allowable Cost	188,439	23.4%	79,341	18.8%
Total	806,900		420,916	

Training Courses Enrolled according to **Skill Areas**

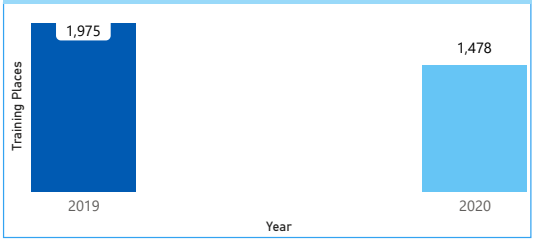


HEALTH SUPPORT SERVICES

Levy Utilisation Rate (%)



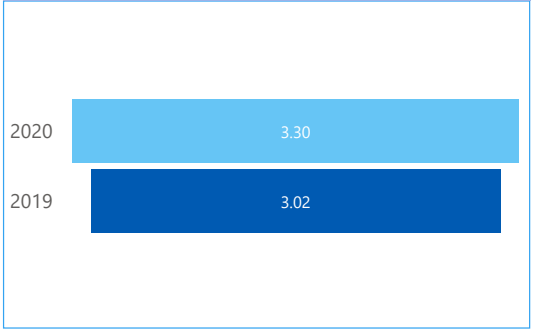
Training Places



No. of Trainees Trained

1,196
in 2020
1,535
in 2019

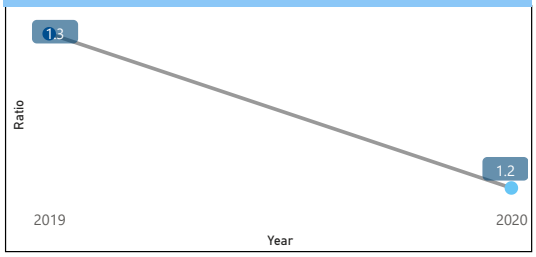
Effective Training Duration per Trainees (days)



Employee Training Ratio

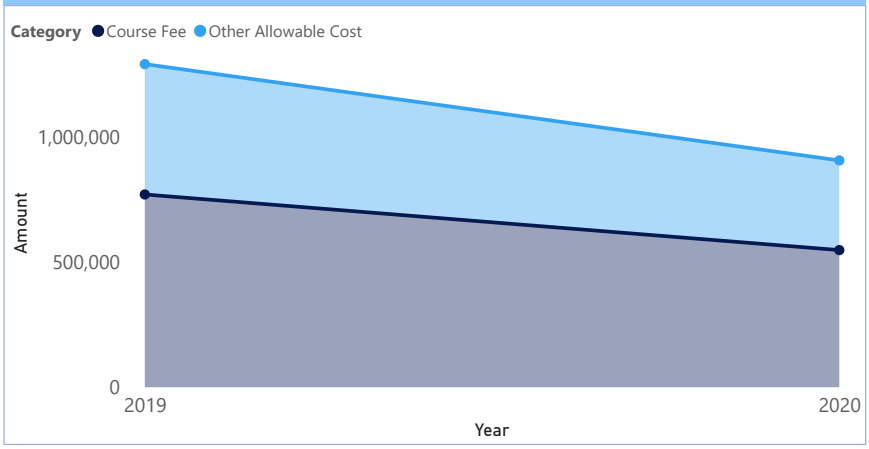
2020 Year	15.2% of Employees Trained
2019 Year	20.4% of Employees Trained

Training Opportunity Ratio



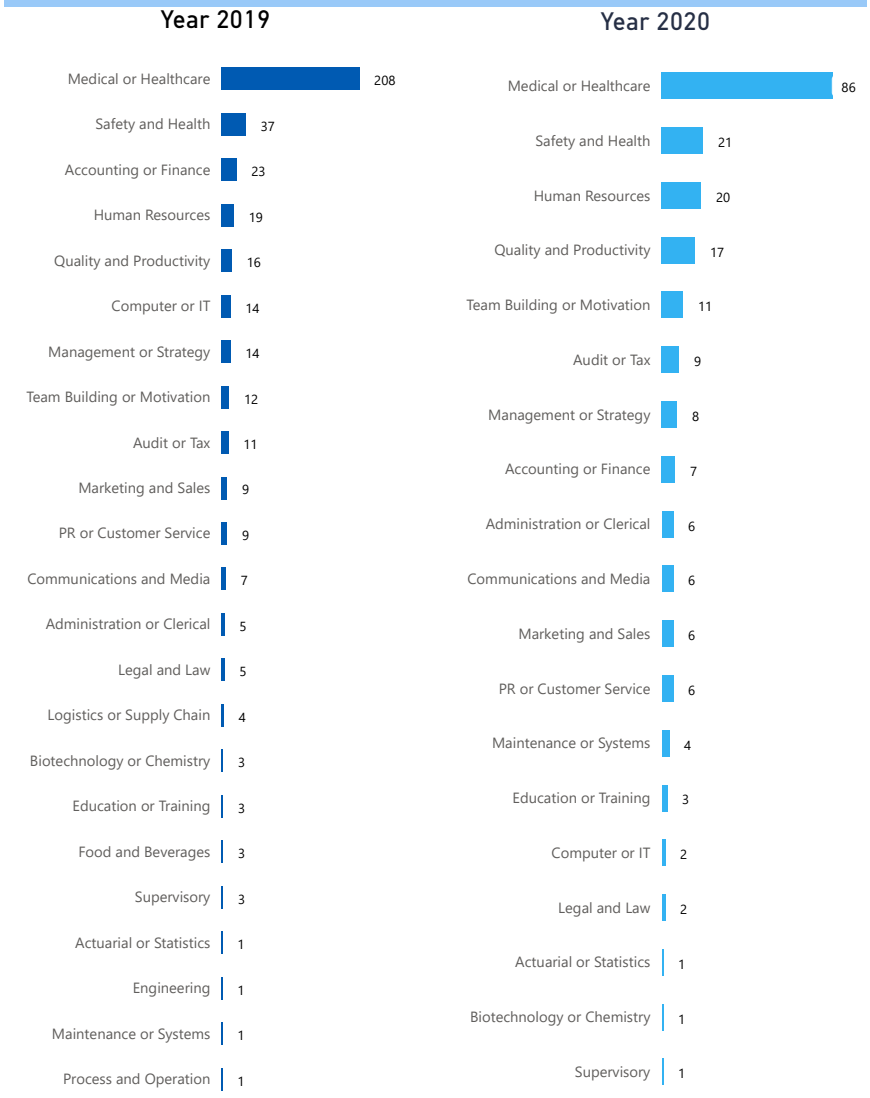
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



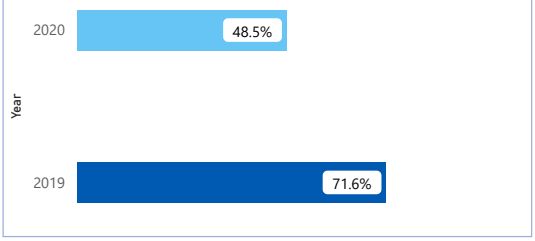
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	770,838	59.7%	548,420	60.5%
Other Allowable Cost	521,295	40.3%	358,588	39.5%
Total	1,292,133		907,008	

Training Courses Enrolled according to Skill Areas

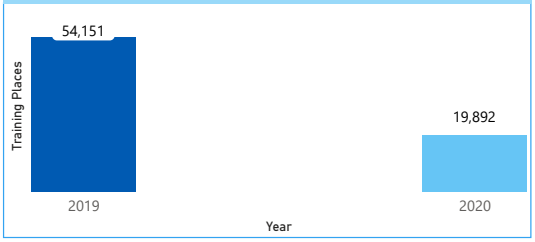


HOTEL INDUSTRY

Levy Utilisation Rate (%)



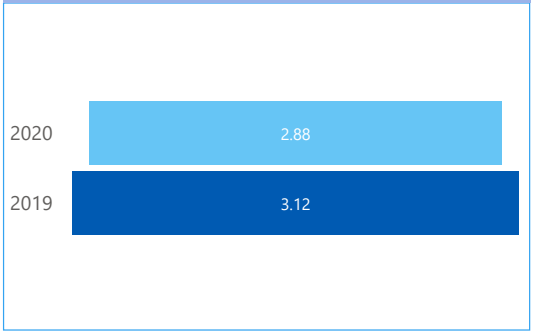
Training Places



No. of Trainees Trained

15,744
in 2020
38,197
in 2019

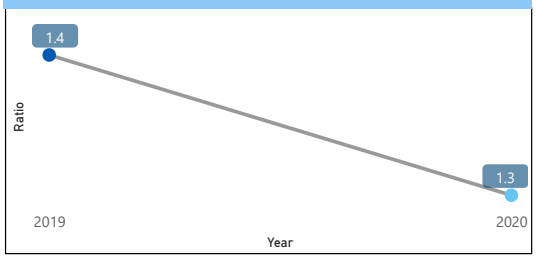
Effective Training Duration per Trainees (days)



Employee Training Ratio

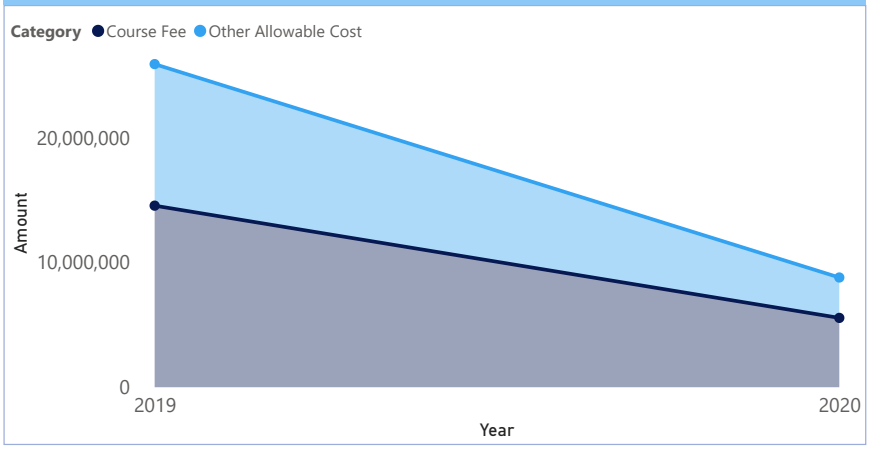
2020 Year	13.0% of Employees Trained
2019 Year	31.4% of Employees Trained

Training Opportunity Ratio



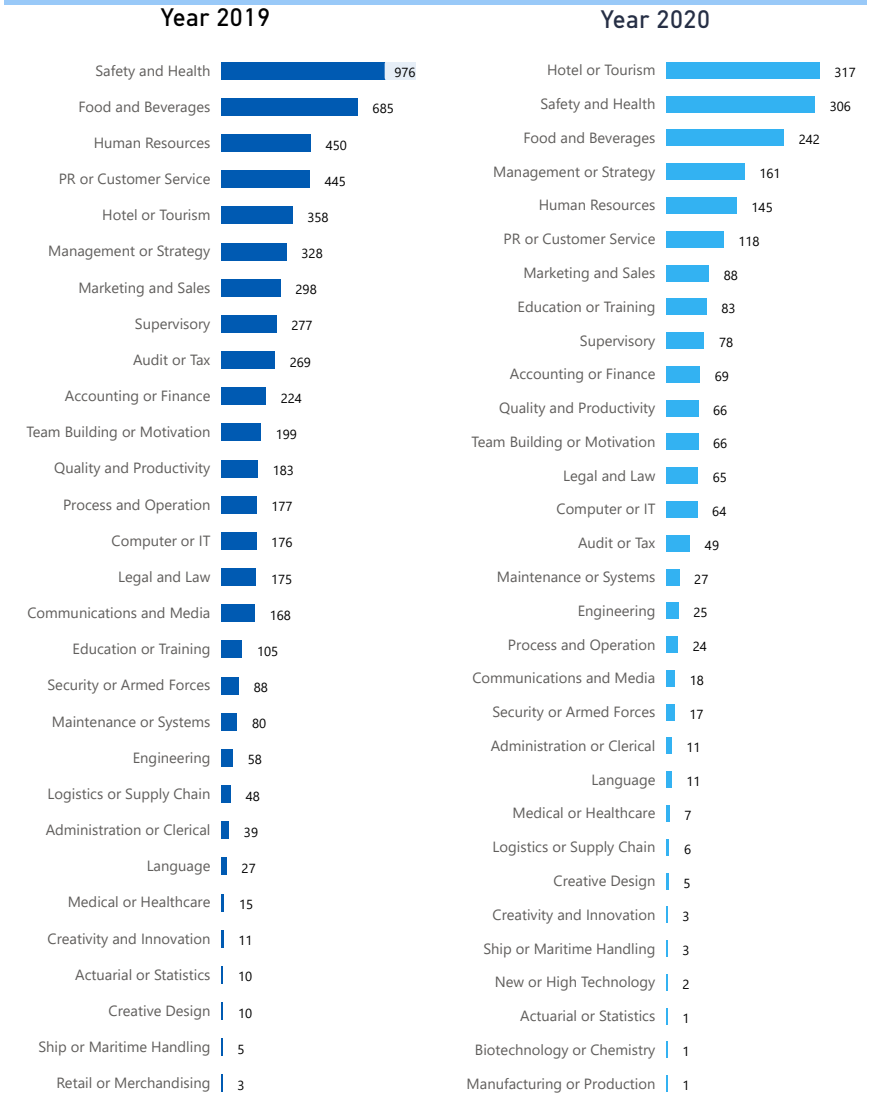
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	14,550,716	56.2%	5,557,387	63.2%
Other Allowable Cost	11,342,430	43.8%	3,236,440	36.8%
Total	25,893,146		8,793,827	

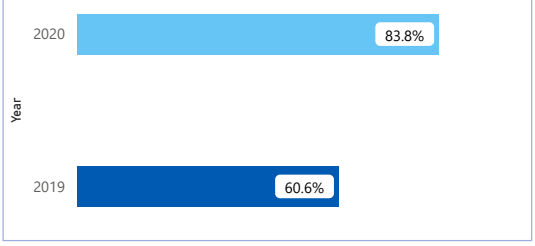
Training Courses Enrolled according to Skill Areas



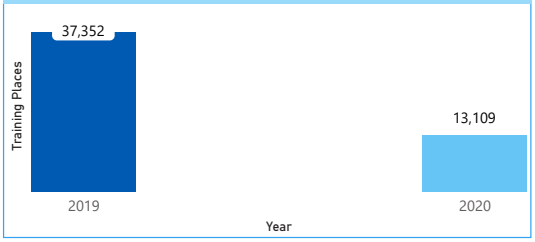
SUBSECTOR

HYPERMARKET/SUPERMARKET/DEPARTMENTAL STORE

Levy Utilisation Rate (%)



Training Places

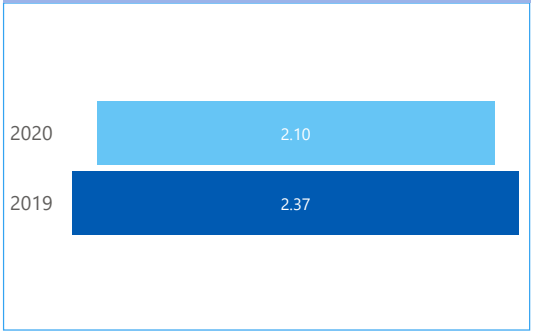


No. of Trainees Trained

10,081
in 2020

22,609
in 2019

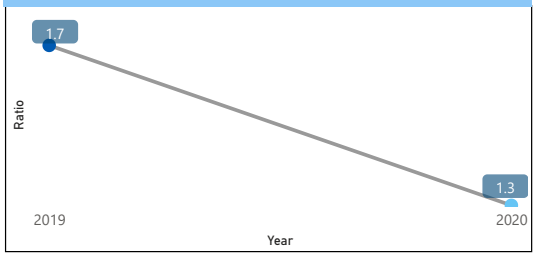
Effective Training Duration per Trainees (days)



Employee Training Ratio

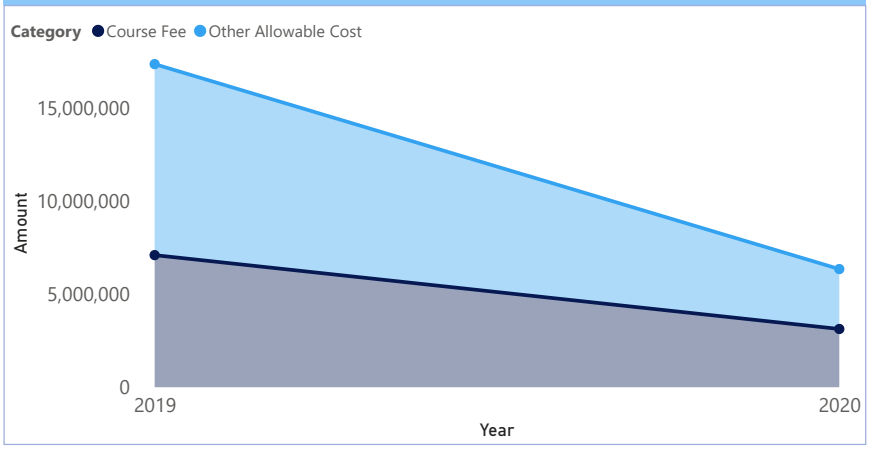
2020 Year	8.6% of Employees Trained
2019 Year	20.3% of Employees Trained

Training Opportunity Ratio



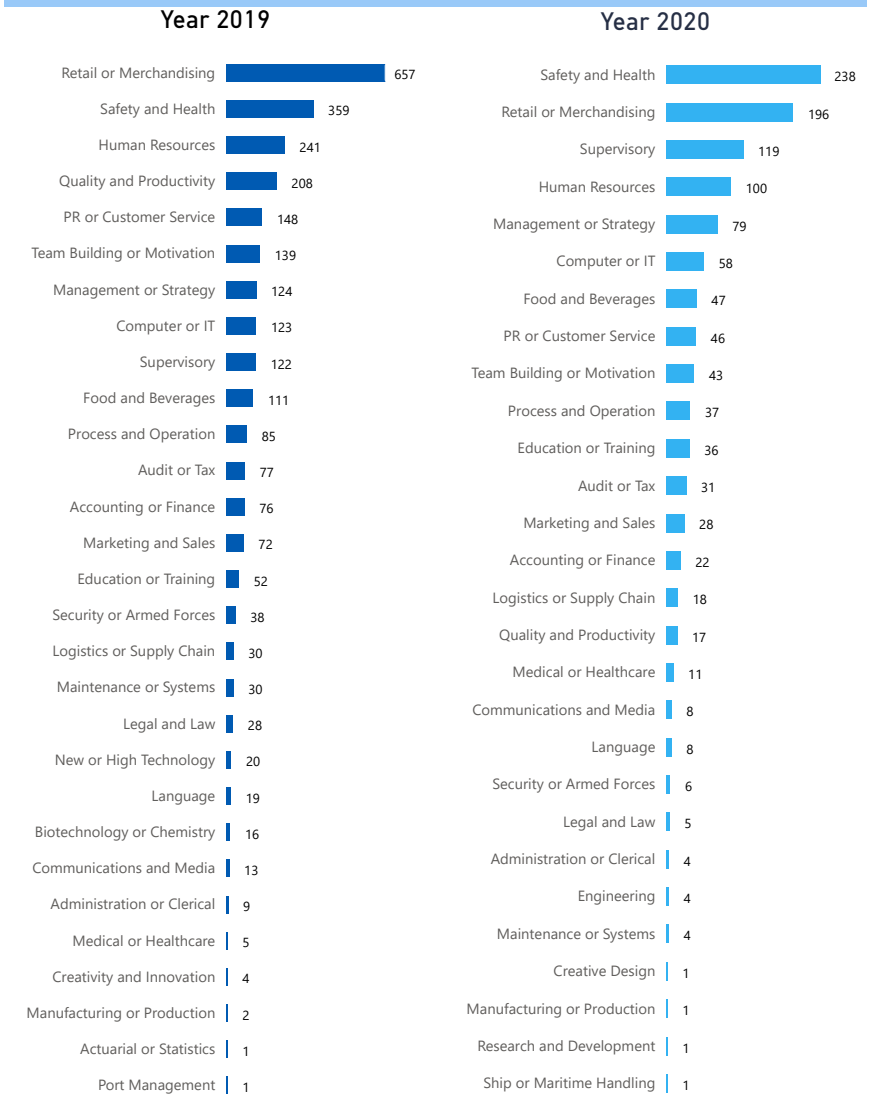
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



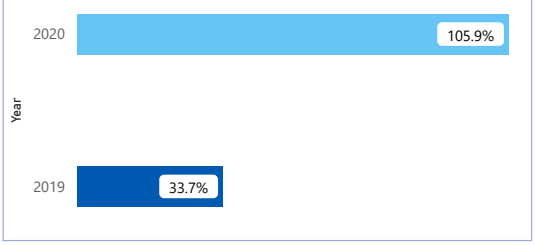
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	7,094,712	40.9%	3,128,278	49.3%
Other Allowable Cost	10,256,062	59.1%	3,217,069	50.7%
Total	17,350,774		6,345,348	

Training Courses Enrolled according to Skill Areas



INFORMATION SERVICE

Levy Utilisation Rate (%)



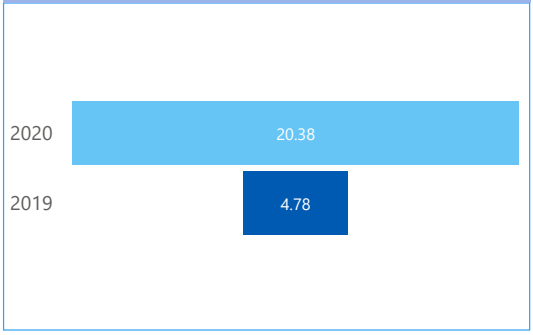
Training Places



No. of Trainees Trained

2,869
in 2020
2,938
in 2019

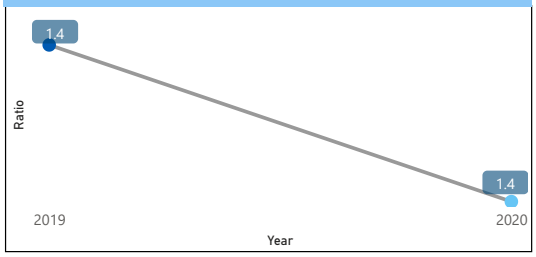
Effective Training Duration per Trainees (days)



Employee Training Ratio

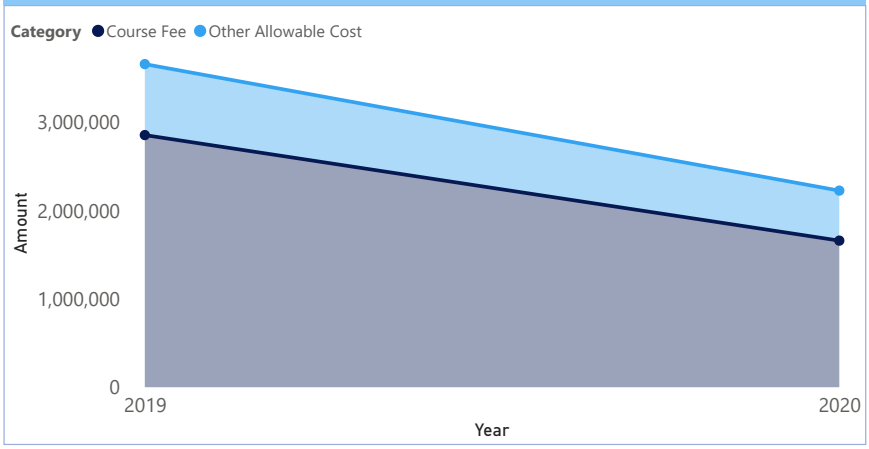
2020 Year	10.2% of Employees Trained
2019 Year	14.3% of Employees Trained

Training Opportunity Ratio



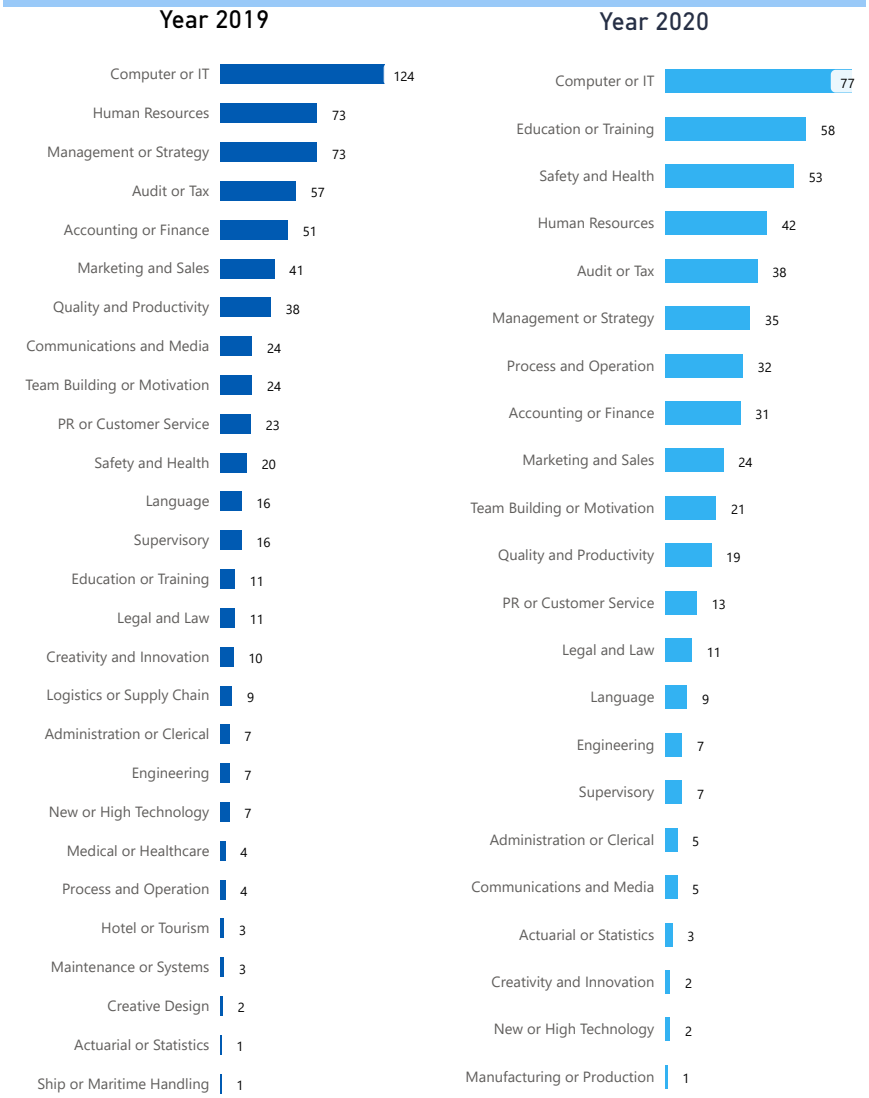
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



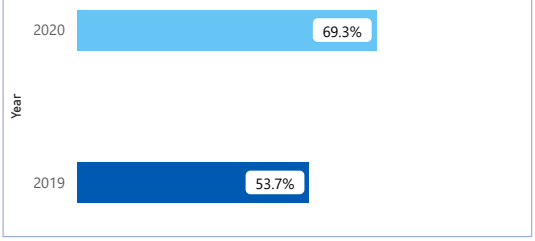
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,856,351	78.0%	1,660,755	74.6%
Other Allowable Cost	803,910	22.0%	566,382	25.4%
Total	3,660,261		2,227,136	

Training Courses Enrolled according to Skill Areas

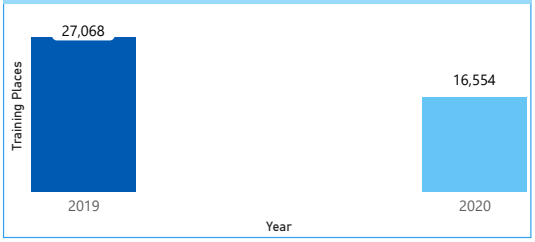


LAND TRANSPORT

Levy Utilisation Rate (%)



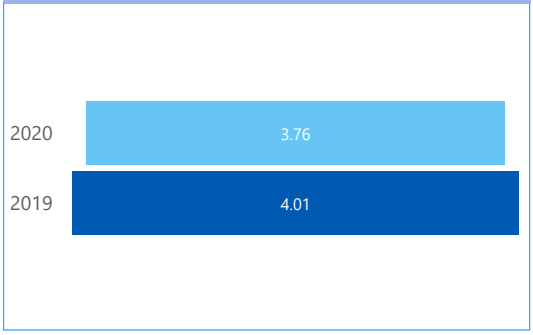
Training Places



No. of Trainees Trained

9,556
in 2020
14,316
in 2019

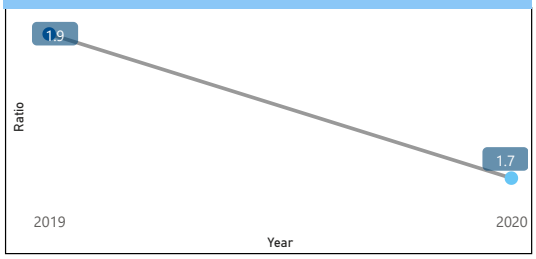
Effective Training Duration per Trainees (days)



Employee Training Ratio

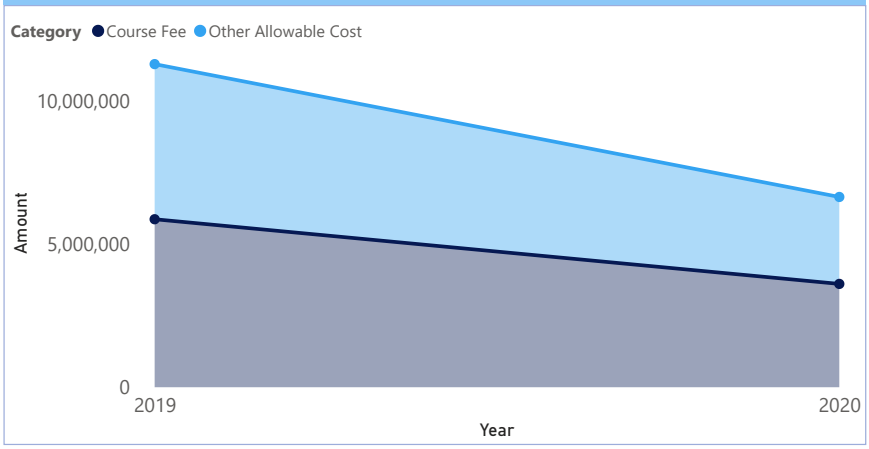
2020 Year	12.3% of Employees Trained
2019 Year	20.0% of Employees Trained

Training Opportunity Ratio



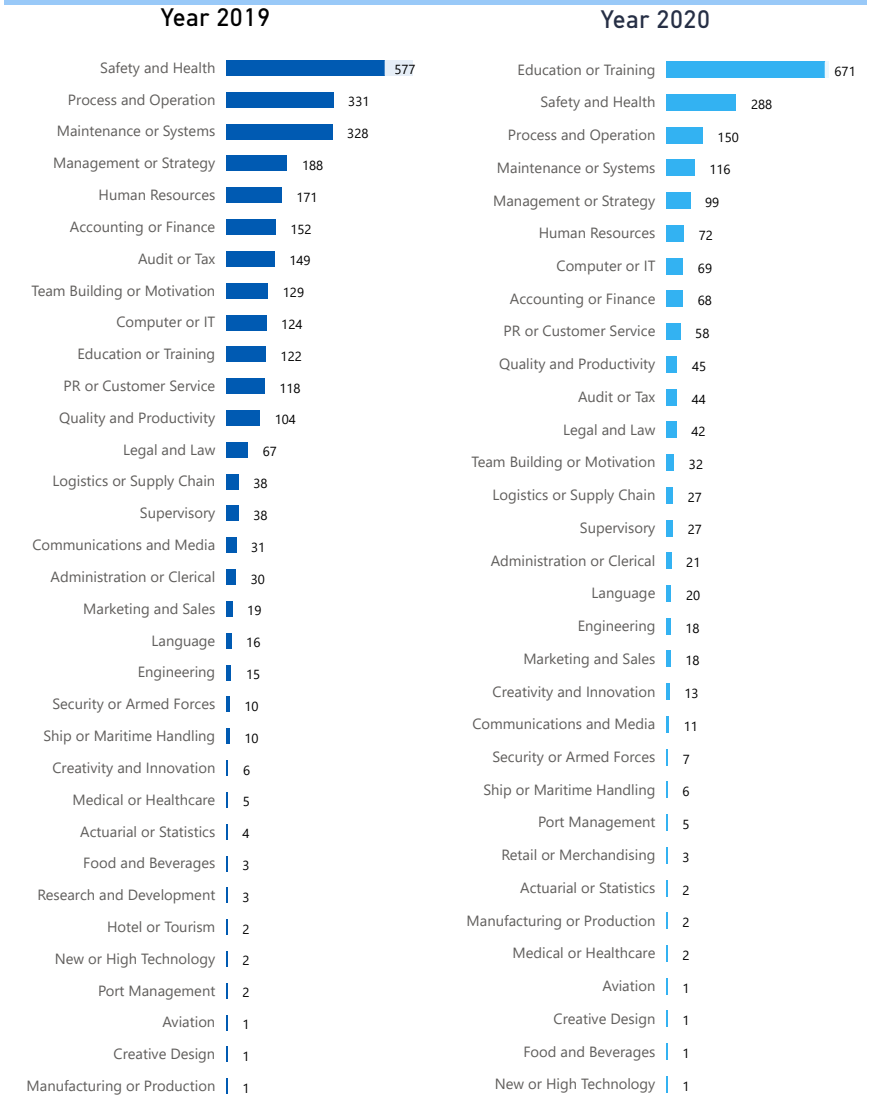
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



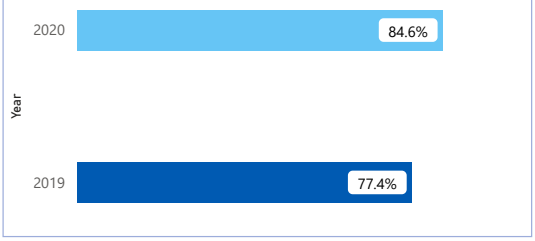
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	5,874,305	52.0%	3,613,195	54.3%
Other Allowable Cost	5,424,075	48.0%	3,040,108	45.7%
Total	11,298,380		6,653,303	

Training Courses Enrolled according to Skill Areas

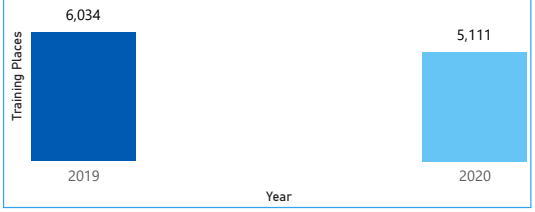


PORT SERVICES

Levy Utilisation Rate (%)



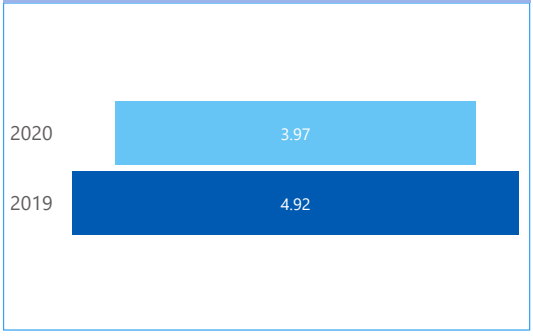
Training Places



No. of Trainees Trained

3,837
in 2020
3,748
in 2019

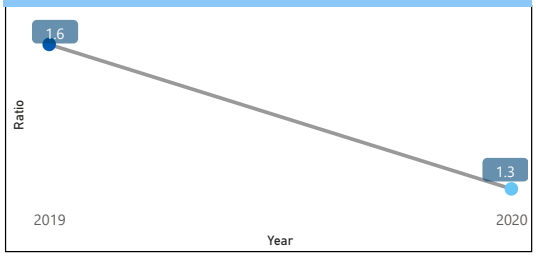
Effective Training Duration per Trainees (days)



Employee Training Ratio

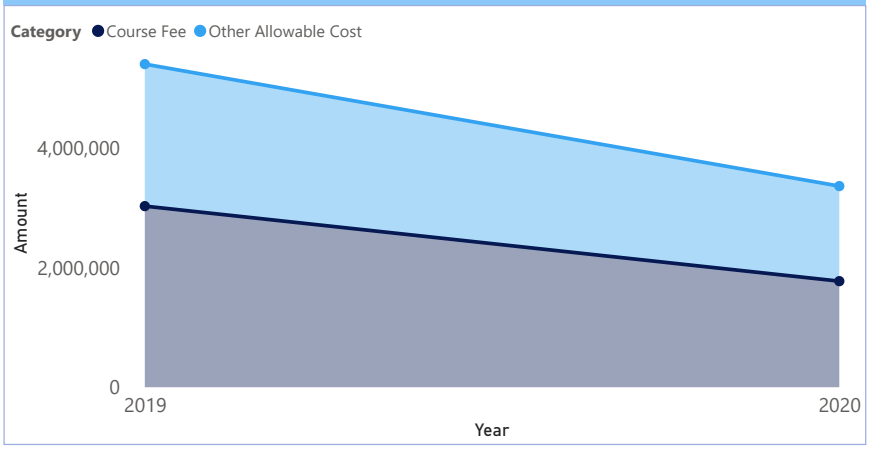
2020 Year	19.6% of Employees Trained
2019 Year	19.8% of Employees Trained

Training Opportunity Ratio



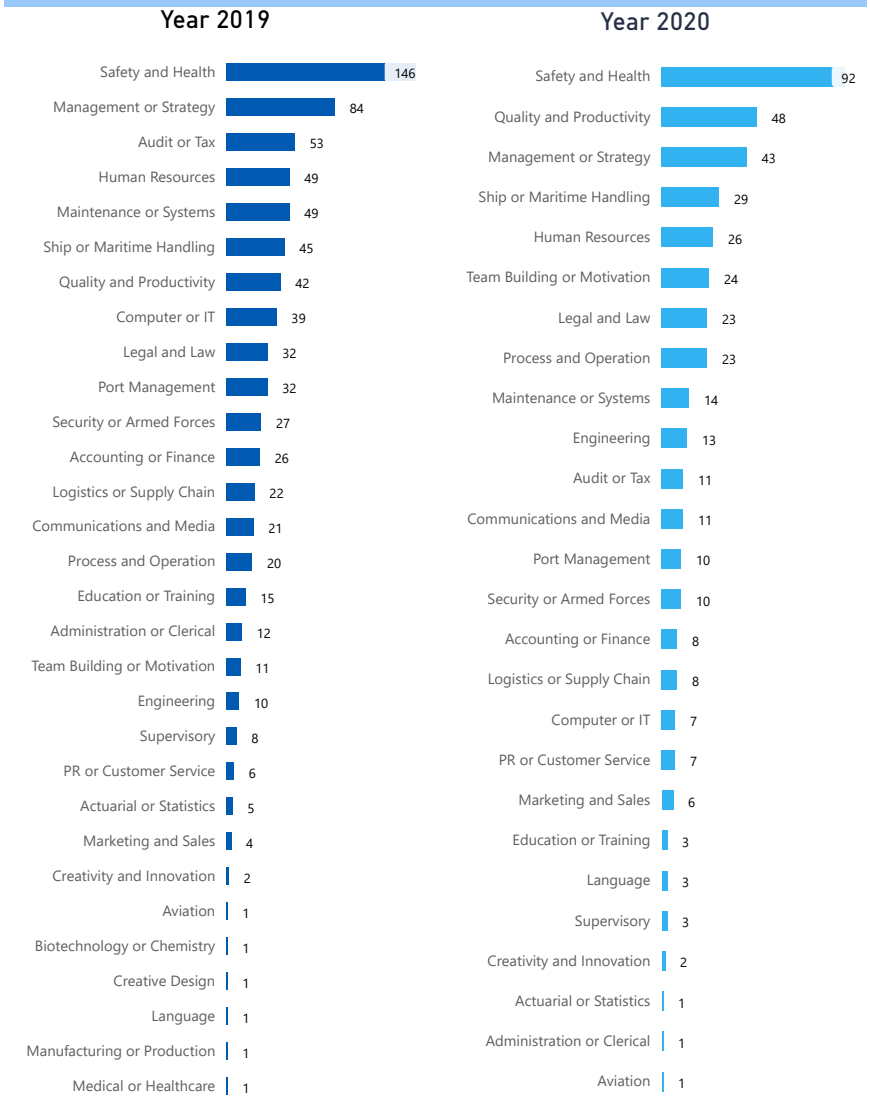
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



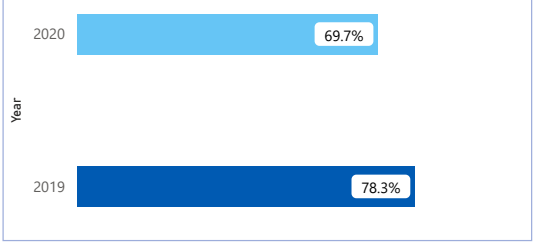
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	3,035,257	56.1%	1,777,671	52.7%
Other Allowable Cost	2,379,740	43.9%	1,593,373	47.3%
Total	5,414,996		3,371,044	

Training Courses Enrolled according to Skill Areas



POSTAL

Levy Utilisation Rate (%)



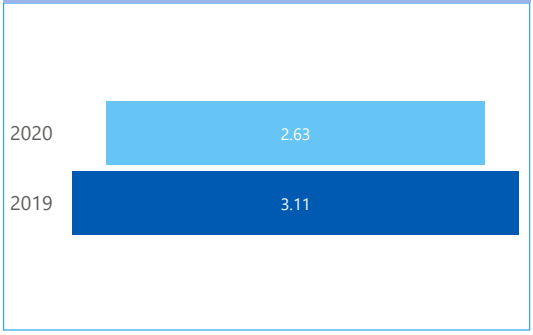
Training Places



No. of Trainees Trained

9,154
in 2020
12,905
in 2019

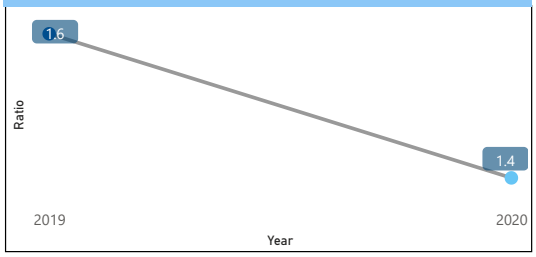
Effective Training Duration per Trainees (days)



Employee Training Ratio

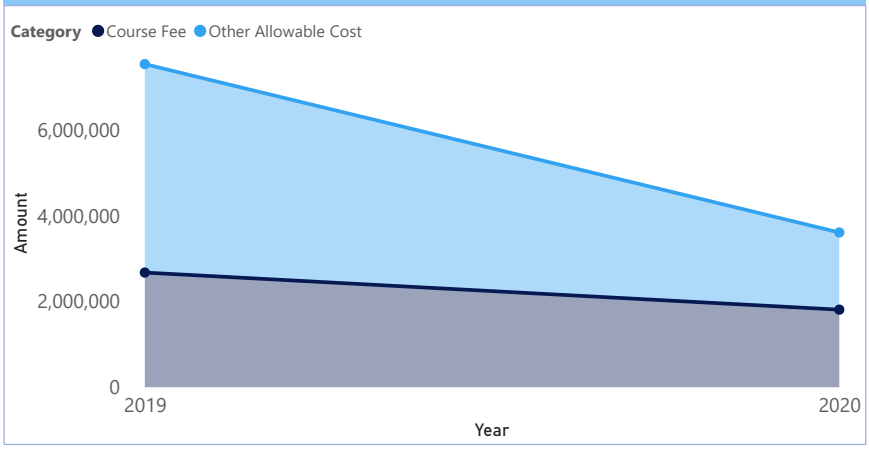
2020 Year	20.6% of Employees Trained
2019 Year	30.1% of Employees Trained

Training Opportunity Ratio



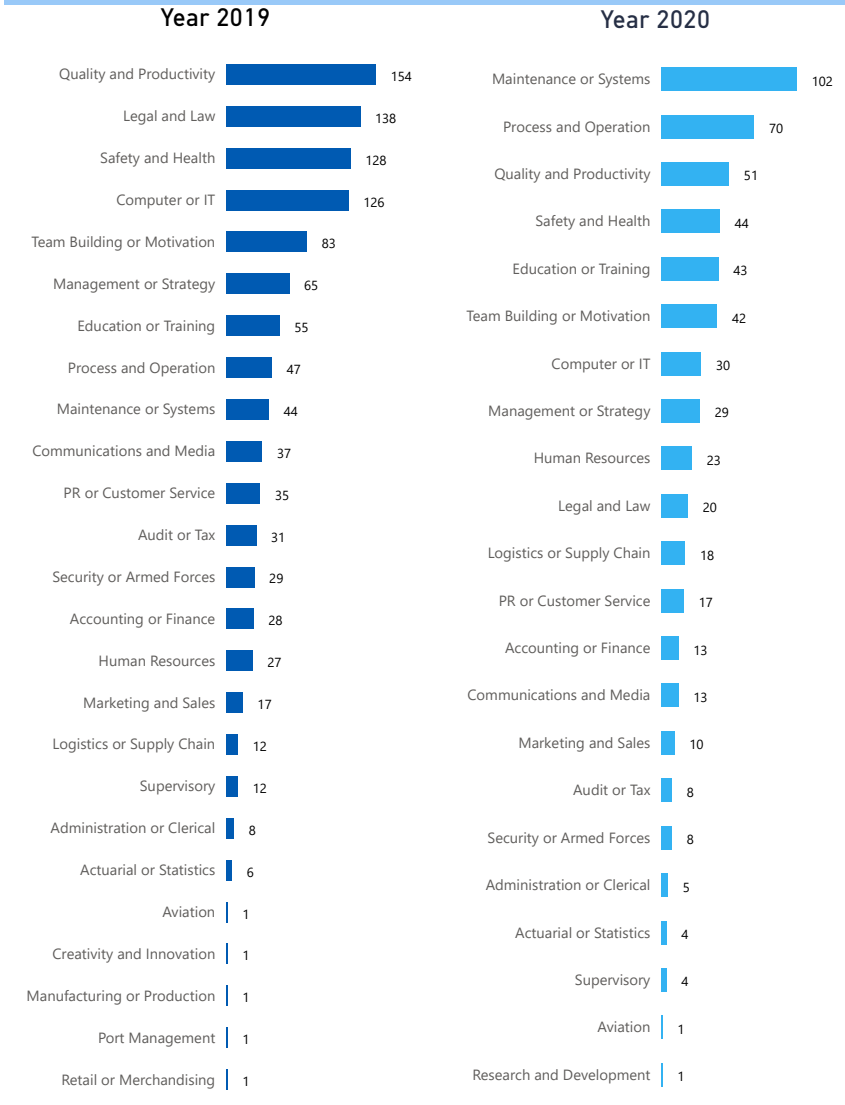
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



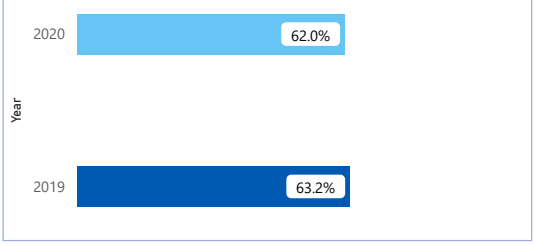
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,672,377	35.5%	1,807,716	50.1%
Other Allowable Cost	4,857,292	64.5%	1,798,544	49.9%
Total	7,529,669		3,606,260	

Training Courses Enrolled according to Skill Areas

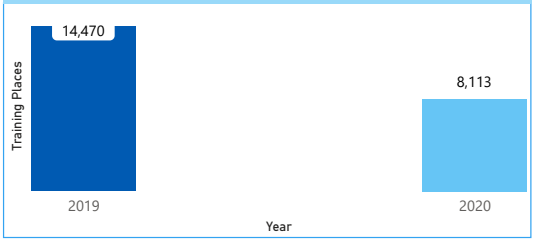


POWER (ENERGY)

Levy Utilisation Rate (%)



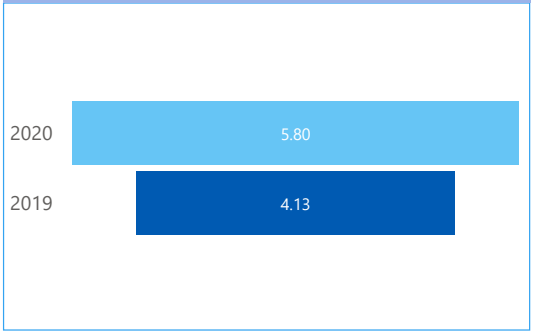
Training Places



No. of Trainees Trained

5,645
in 2020
9,160
in 2019

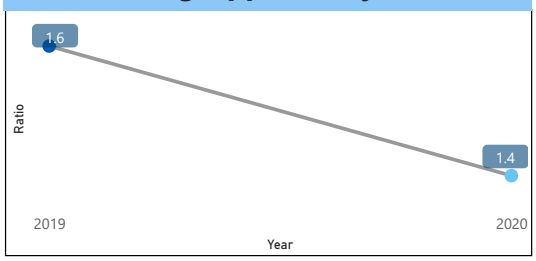
Effective Training Duration per Trainees (days)



Employee Training Ratio

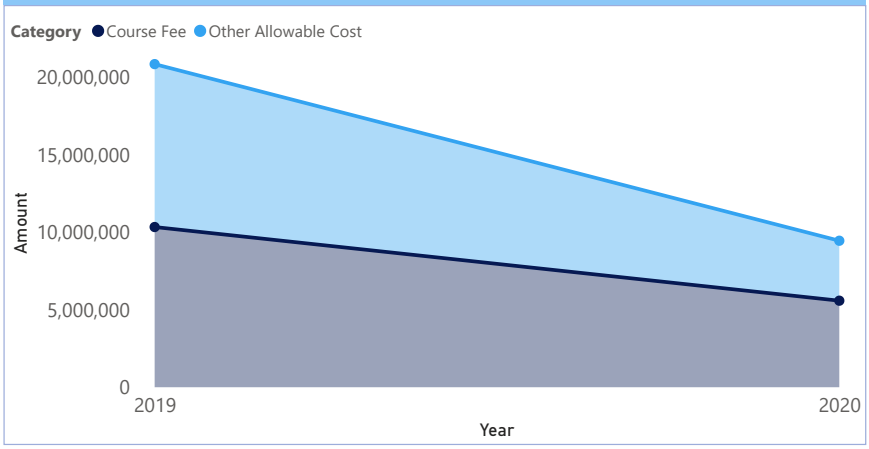
2020 Year	13.0% of Employees Trained
2019 Year	21.4% of Employees Trained

Training Opportunity Ratio



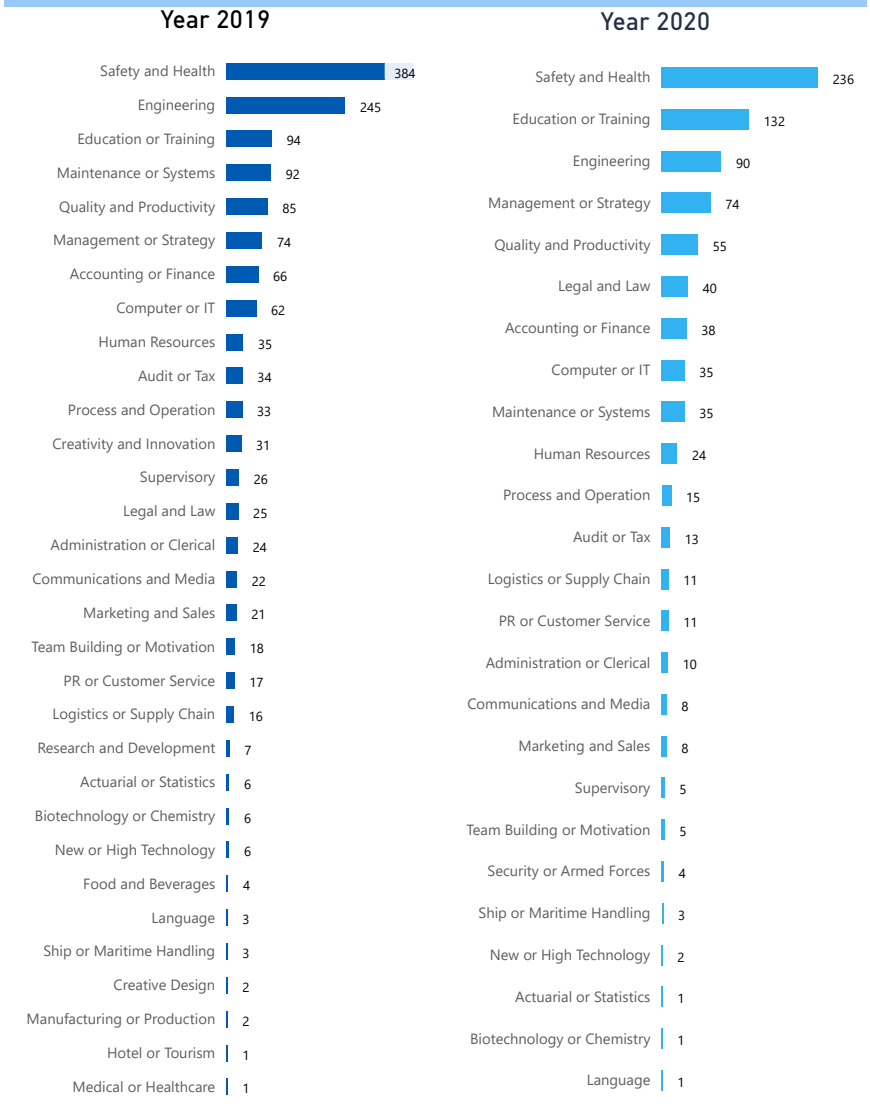
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



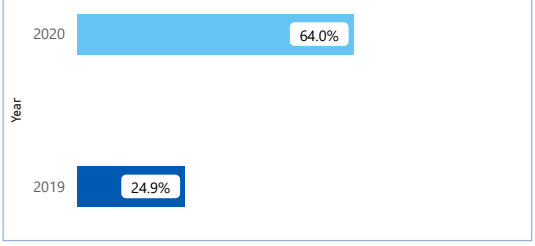
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	10,329,913	49.6%	5,580,014	59.1%
Other Allowable Cost	10,503,346	50.4%	3,865,940	40.9%
Total	20,833,259		9,445,955	

Training Courses Enrolled according to Skill Areas

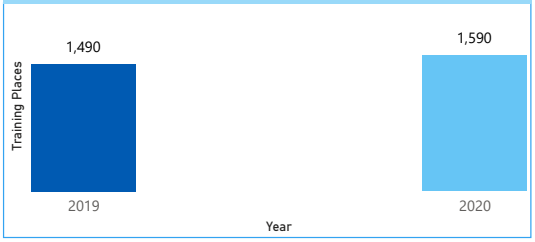


PRIVATE BROADCASTING SERVICES

Levy Utilisation Rate (%)



Training Places

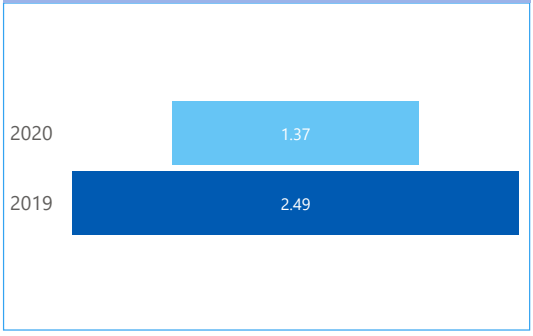


No. of Trainees Trained

1,338
in 2020

920
in 2019

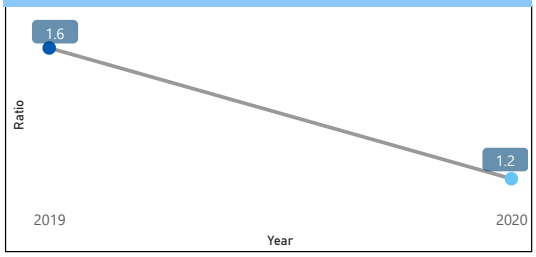
Effective Training Duration per Trainees (days)



Employee Training Ratio

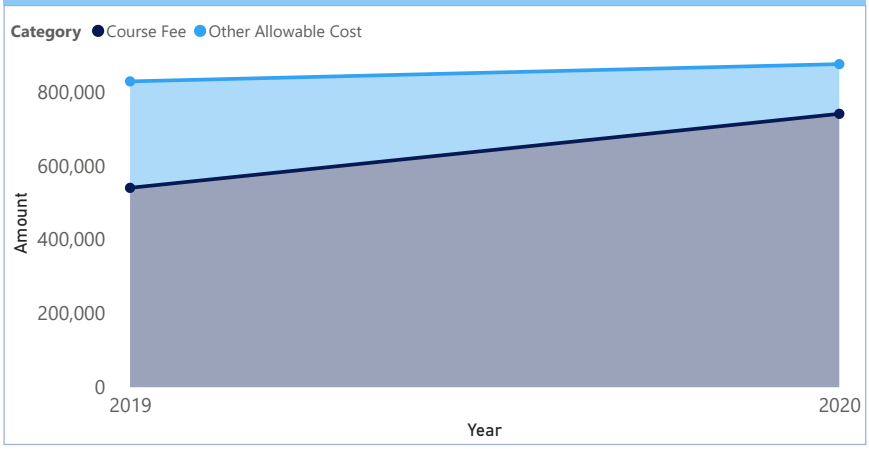
2020 Year	24.0% of Employees Trained
2019 Year	19.0% of Employees Trained

Training Opportunity Ratio



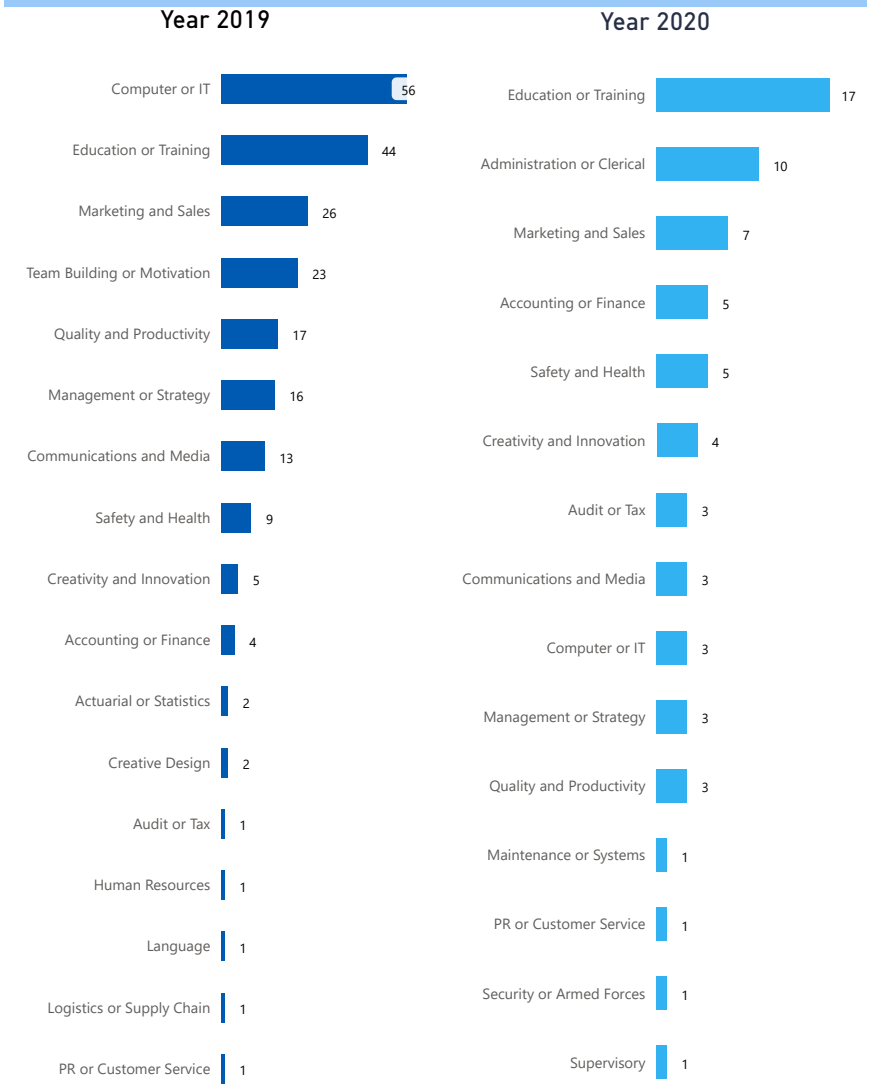
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



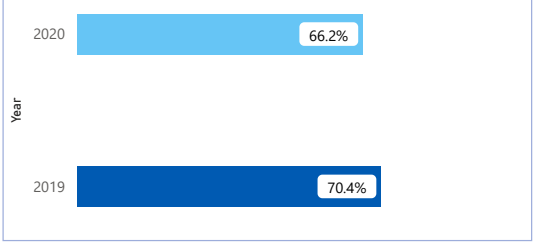
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	539,821	65.2%	740,230	84.6%
Other Allowable Cost	288,232	34.8%	134,605	15.4%
Total	828,054		874,835	

Training Courses Enrolled according to Skill Areas

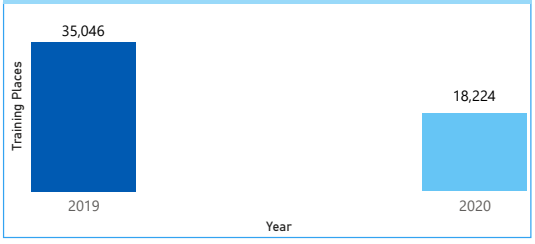


PRIVATE HOSPITAL

Levy Utilisation Rate (%)



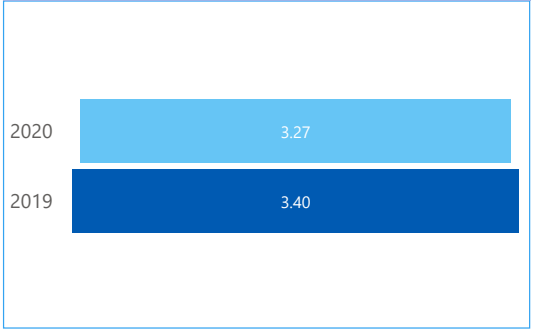
Training Places



No. of Trainees Trained

11,081
in 2020
20,827
in 2019

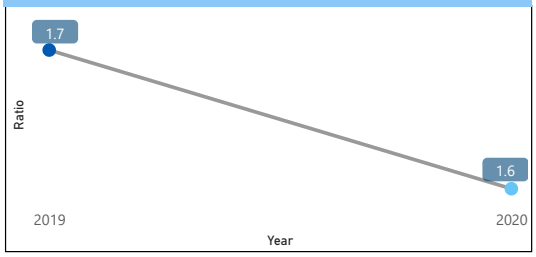
Effective Training Duration per Trainees (days)



Employee Training Ratio

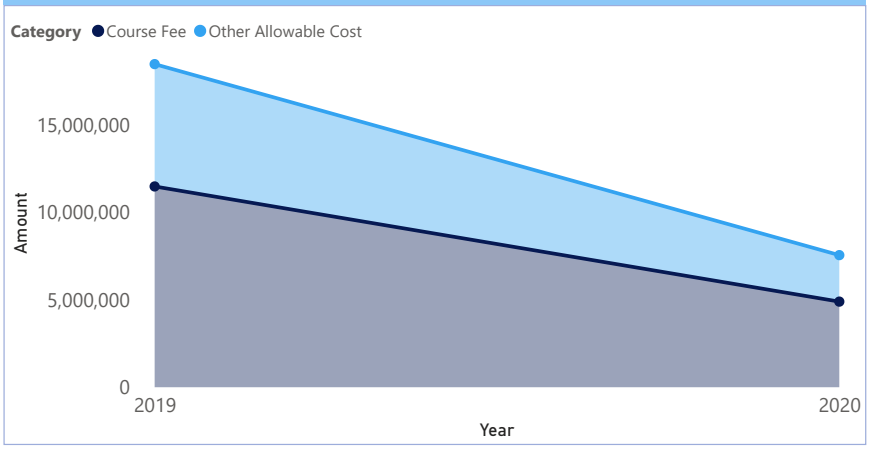
2020 Year	17.4% of Employees Trained
2019 Year	32.9% of Employees Trained

Training Opportunity Ratio



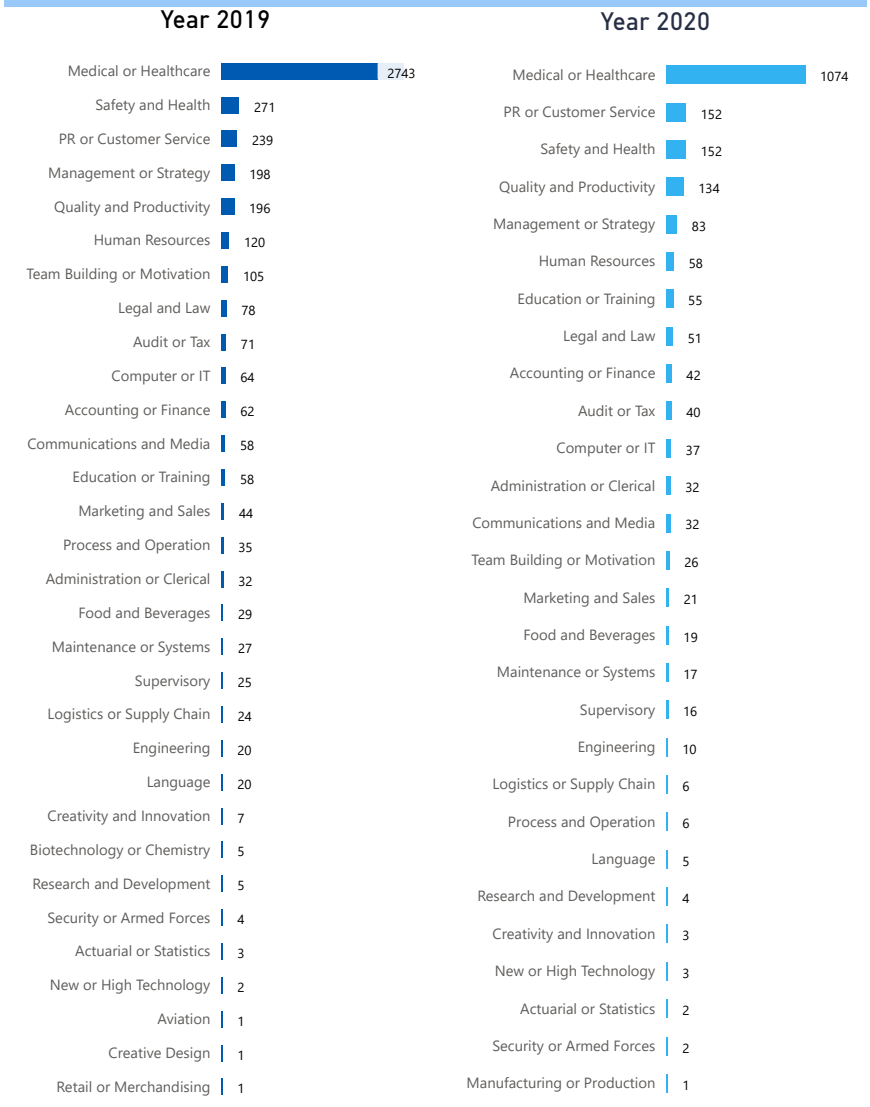
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



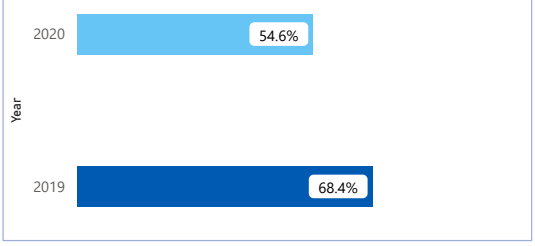
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	11,474,467	62.1%	4,893,020	64.8%
Other Allowable Cost	6,990,758	37.9%	2,656,489	35.2%
Total	18,465,226		7,549,509	

Training Courses Enrolled according to Skill Areas

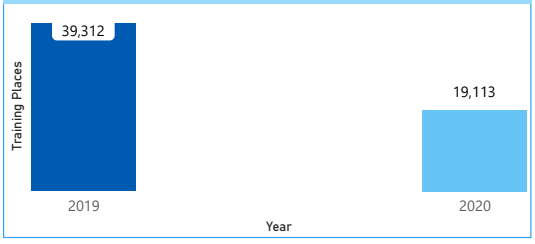


PRIVATE INSTITUTION OF HIGHER LEARNING

Levy Utilisation Rate (%)



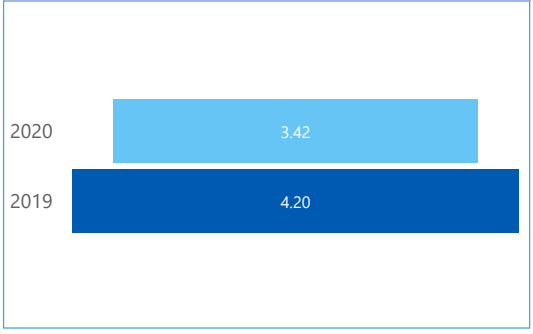
Training Places



No. of Trainees Trained

11,081
in 2020
20,500
in 2019

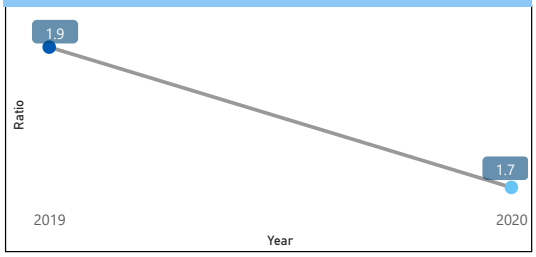
Effective Training Duration per Trainees (days)



Employee Training Ratio

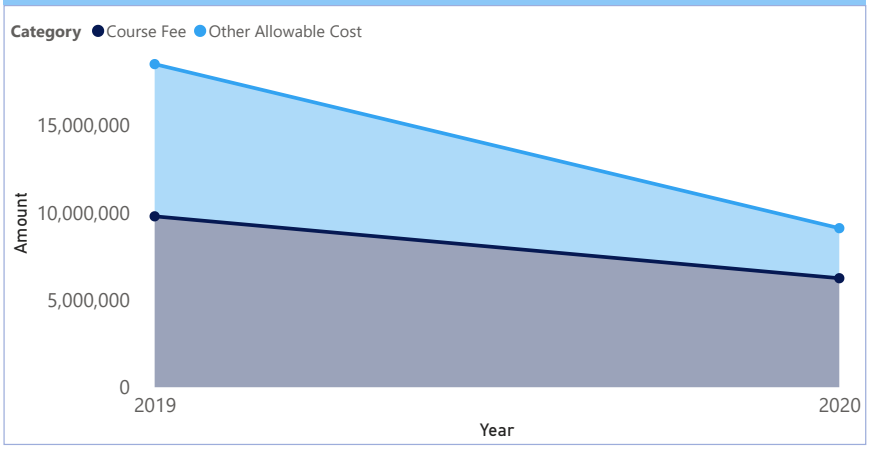
2020 Year	24.1% of Employees Trained
2019 Year	44.6% of Employees Trained

Training Opportunity Ratio



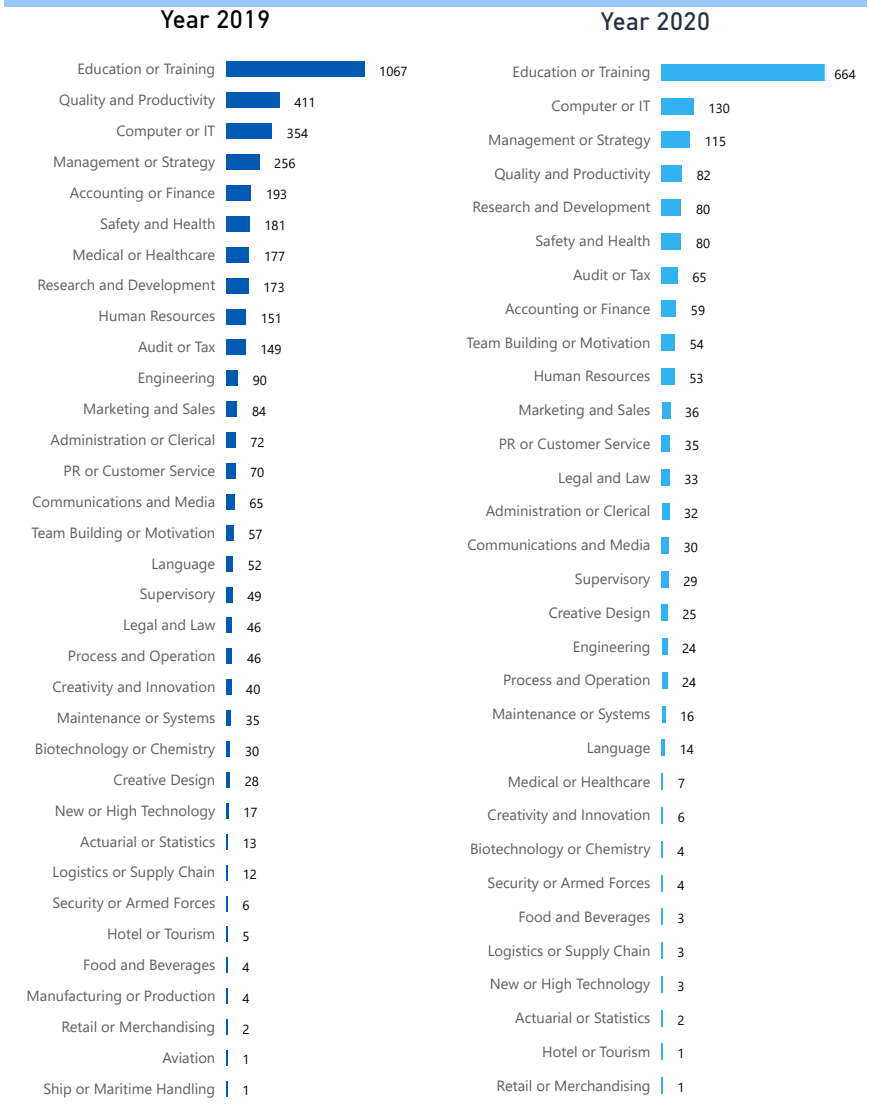
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



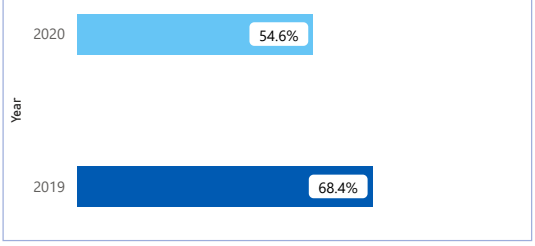
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	9,795,560	52.9%	6,248,248	68.5%
Other Allowable Cost	8,723,394	47.1%	2,868,245	31.5%
Total	18,518,954		9,116,493	

Training Courses Enrolled according to Skill Areas

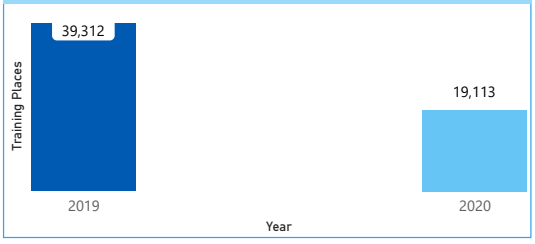


PRIVATE INSTITUTION OF HIGHER LEARNING

Levy Utilisation Rate (%)



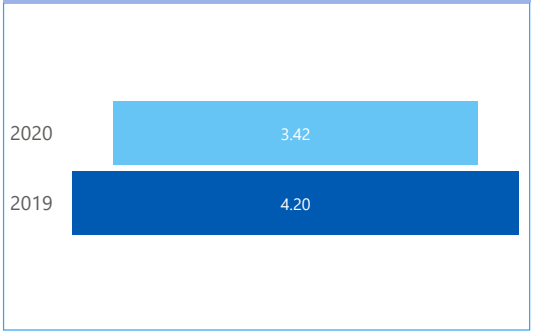
Training Places



No. of Trainees Trained

11,081
in 2020
20,500
in 2019

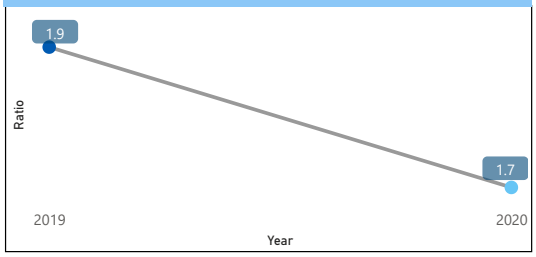
Effective Training Duration per Trainees (days)



Employee Training Ratio

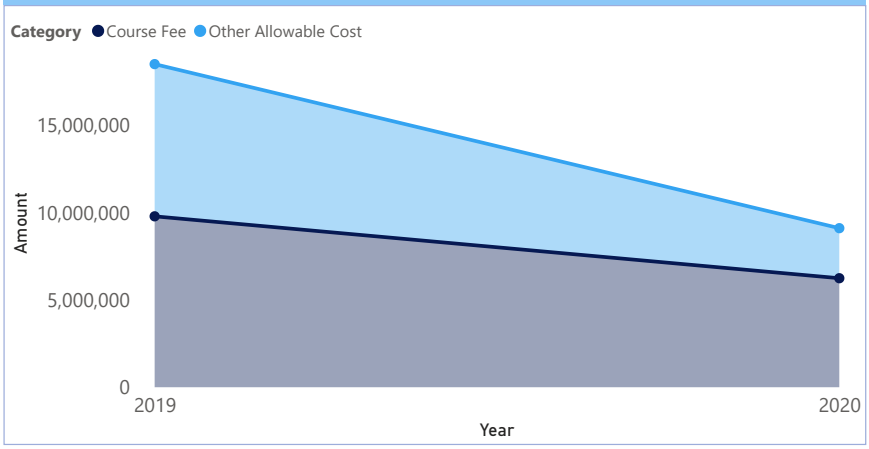
2020 Year	24.1% of Employees Trained
2019 Year	44.6% of Employees Trained

Training Opportunity Ratio



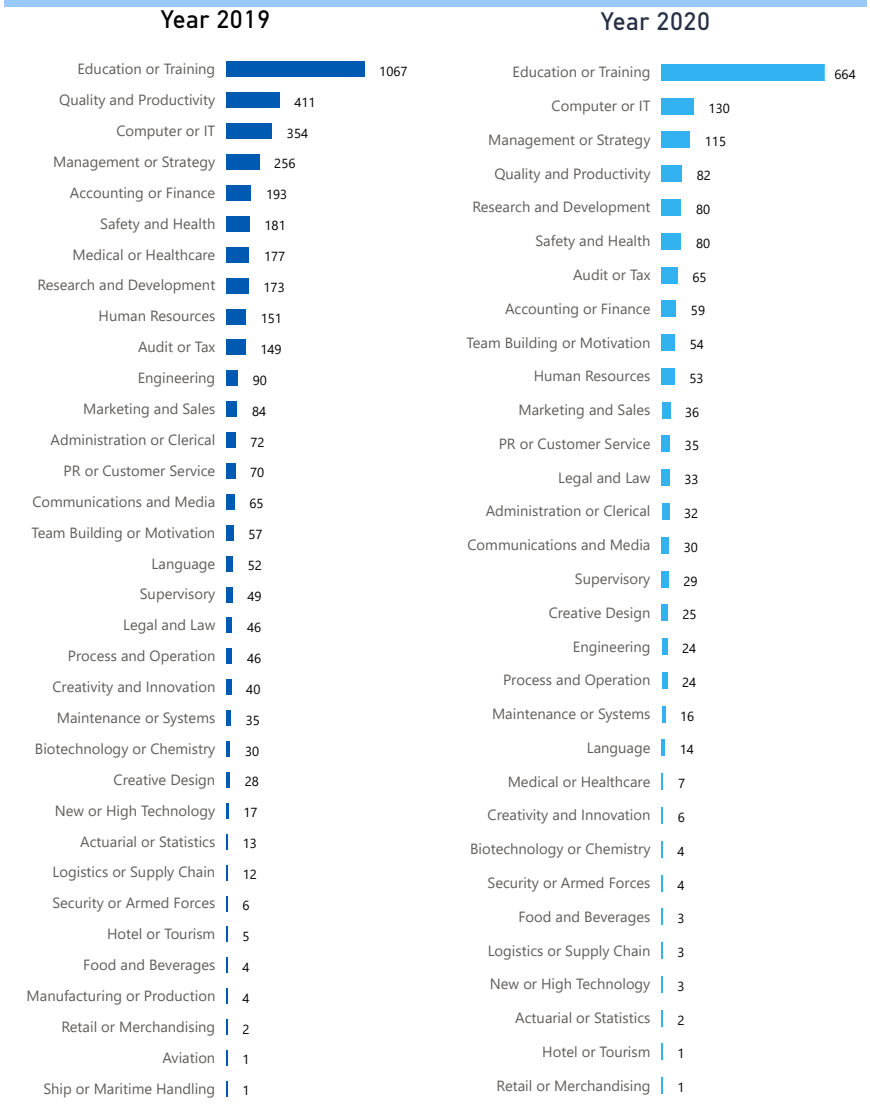
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



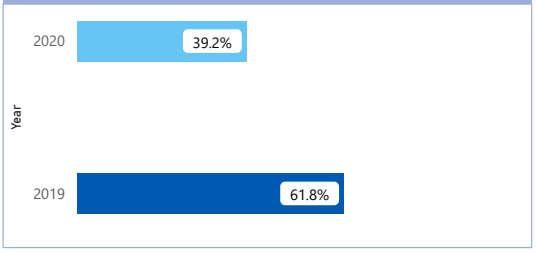
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	9,795,560	52.9%	6,248,248	68.5%
Other Allowable Cost	8,723,394	47.1%	2,868,245	31.5%
Total	18,518,954		9,116,493	

Training Courses Enrolled according to Skill Areas

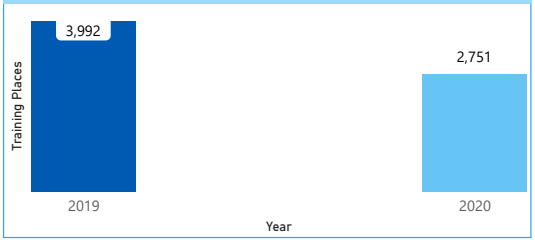


RESEARCH & DEVELOPMENT

Levy Utilisation Rate (%)



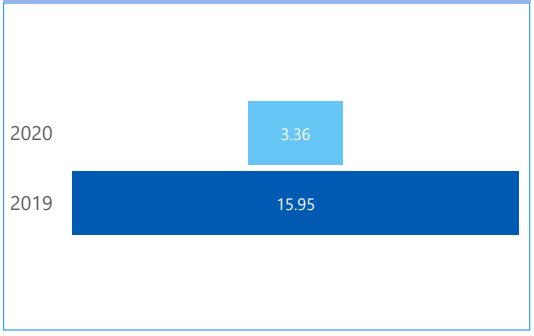
Training Places



No. of Trainees Trained

1,786
in 2020
2,349
in 2019

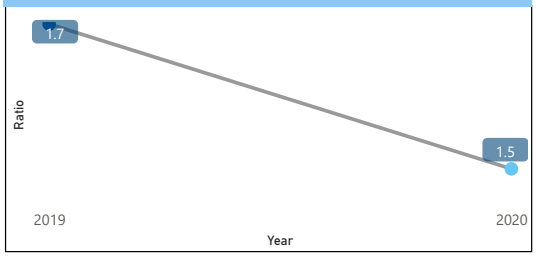
Effective Training Duration per Trainees (days)



Employee Training Ratio

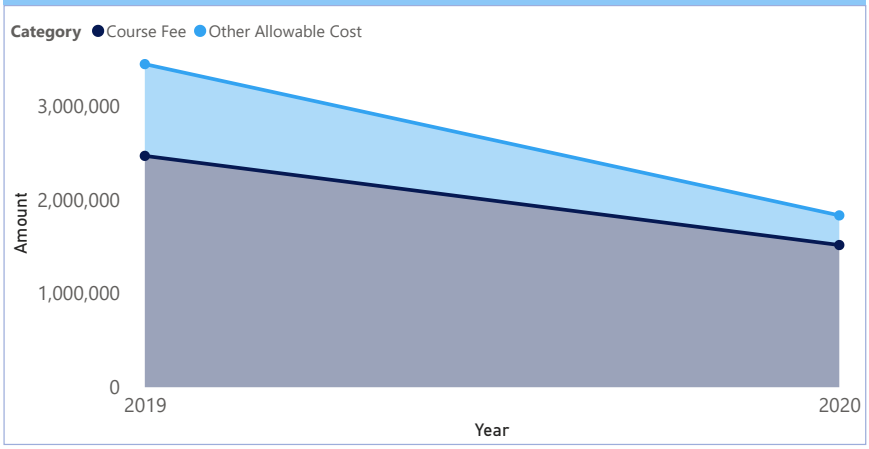
2020 Year	21.2% of Employees Trained
2019 Year	33.9% of Employees Trained

Training Opportunity Ratio



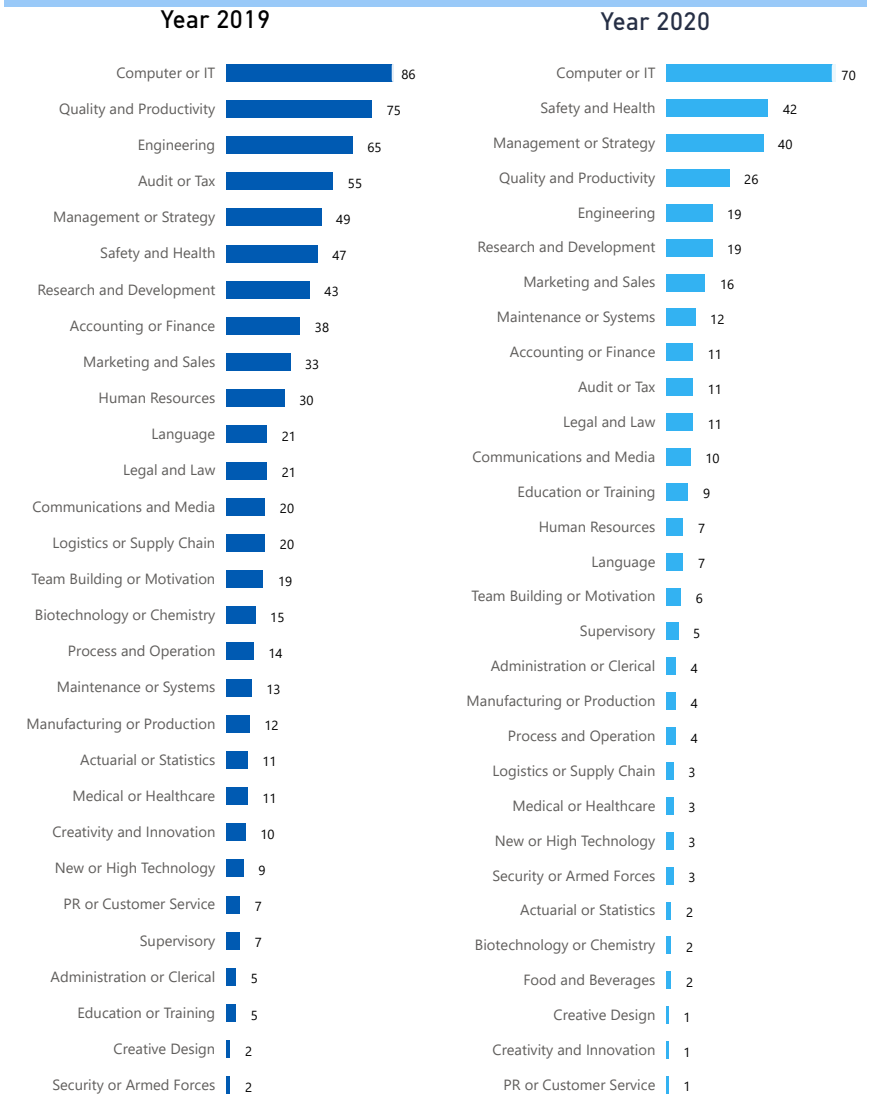
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



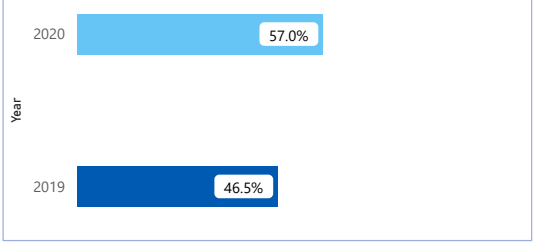
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,469,473	71.6%	1,517,727	82.7%
Other Allowable Cost	979,264	28.4%	316,411	17.3%
Total	3,448,737		1,834,138	

Training Courses Enrolled according to Skill Areas

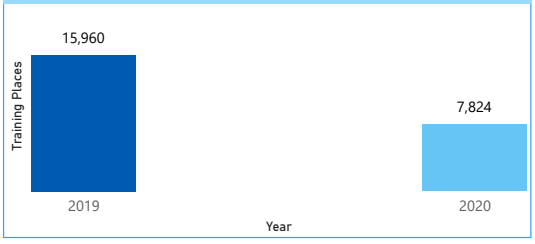


SALE AND REPAIR OF MOTOR VEHICLES

Levy Utilisation Rate (%)



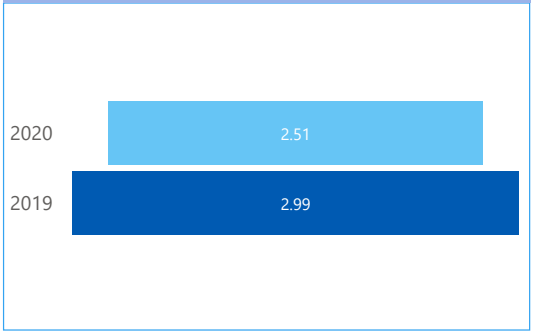
Training Places



No. of Trainees Trained

6,025
in 2020
9,939
in 2019

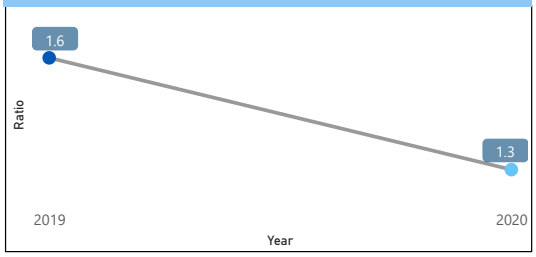
Effective Training Duration per Trainees (days)



Employee Training Ratio

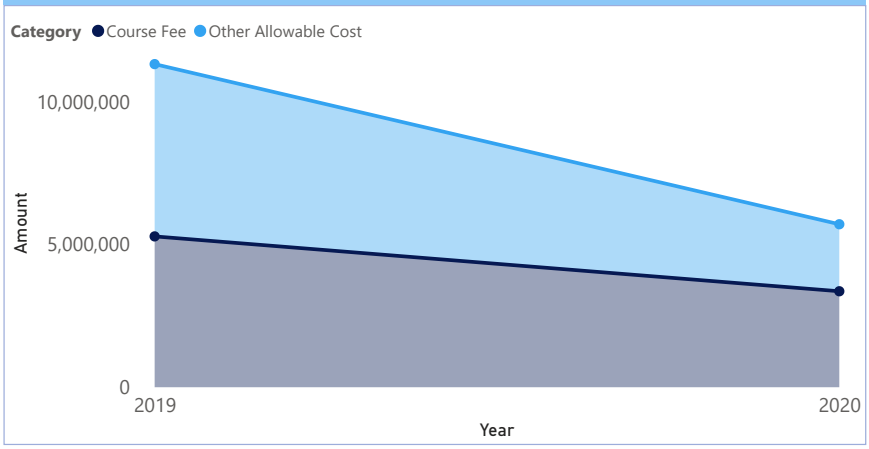
2020 Year	7.3% of Employees Trained
2019 Year	14.1% of Employees Trained

Training Opportunity Ratio



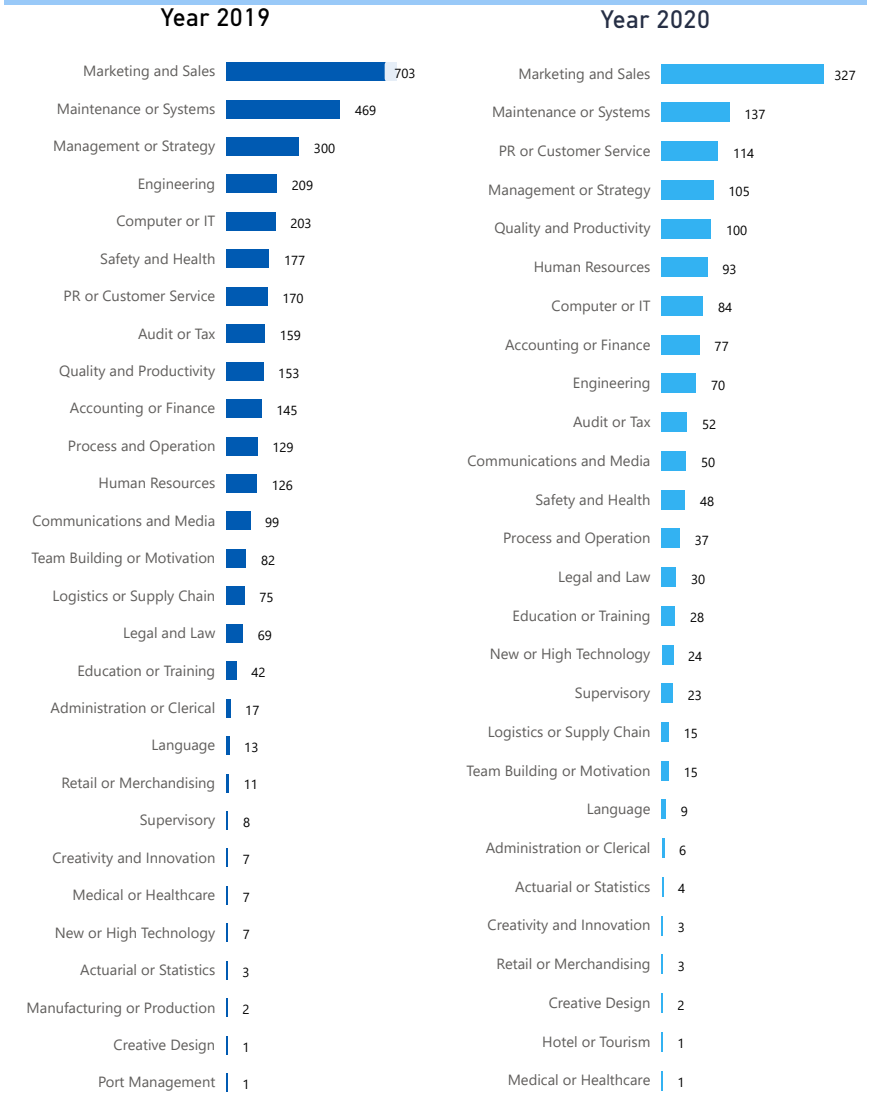
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



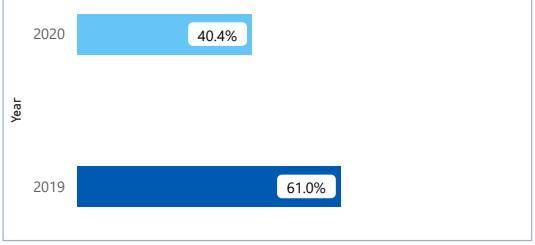
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	5,280,888	46.7%	3,360,324	58.9%
Other Allowable Cost	6,031,408	53.3%	2,345,909	41.1%
Total	11,312,297		5,706,233	

Training Courses Enrolled according to Skill Areas

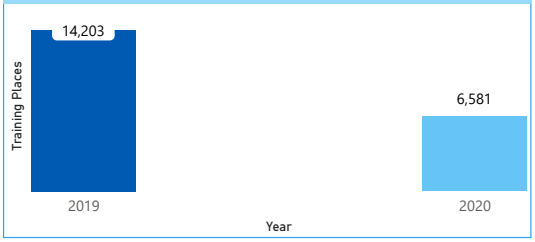


SECURITY FIRMS

Levy Utilisation Rate (%)



Training Places

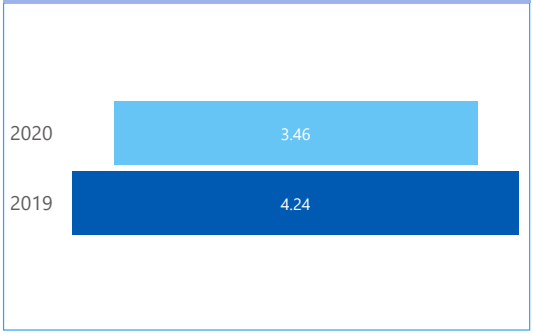


No. of Trainees Trained

5,247
in 2020

11,845
in 2019

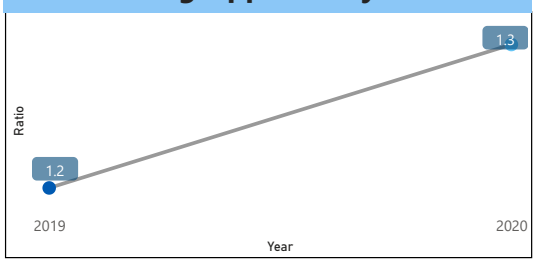
Effective Training Duration per Trainees (days)



Employee Training Ratio

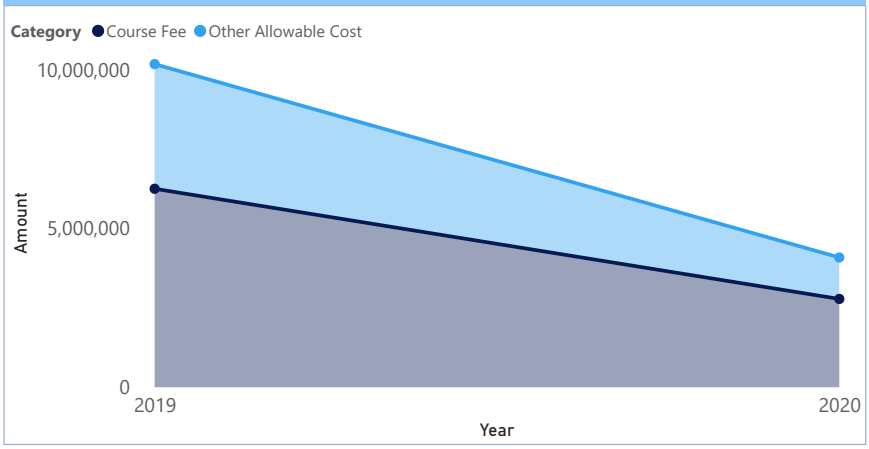
2020 Year	5.3% of Employees Trained
2019 Year	12.2% of Employees Trained

Training Opportunity Ratio



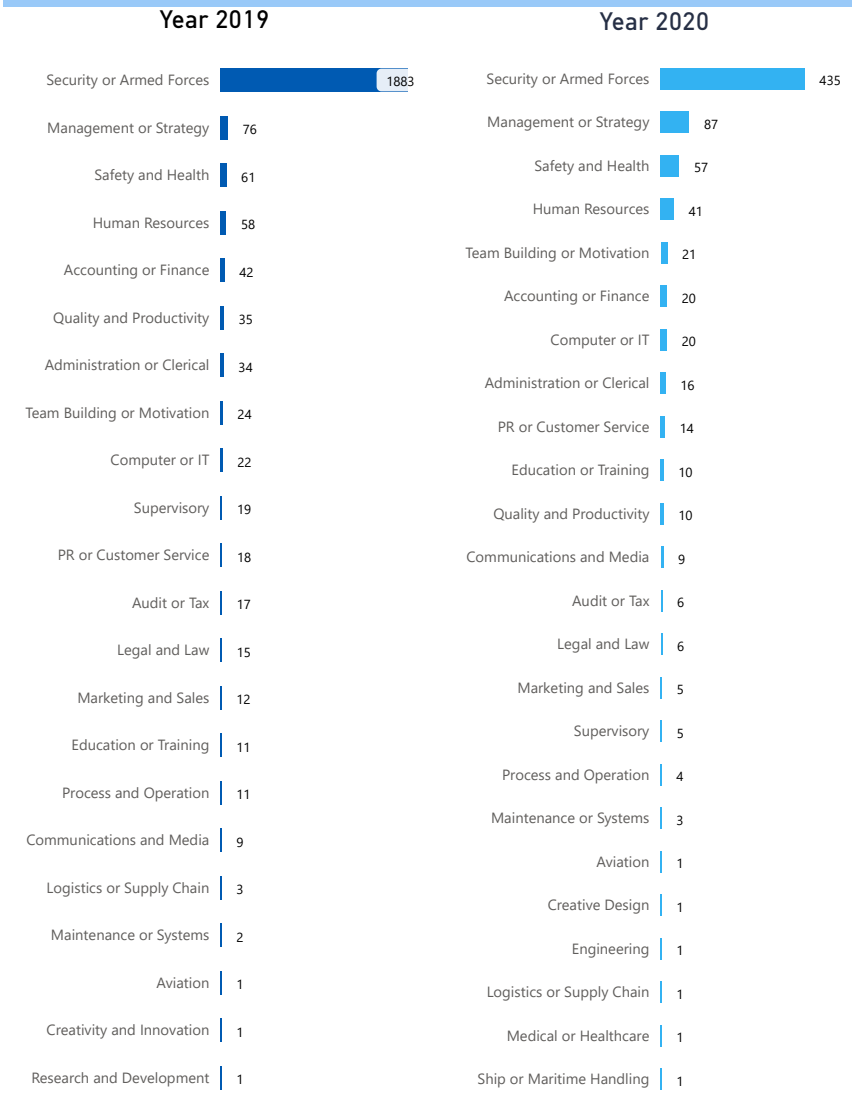
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



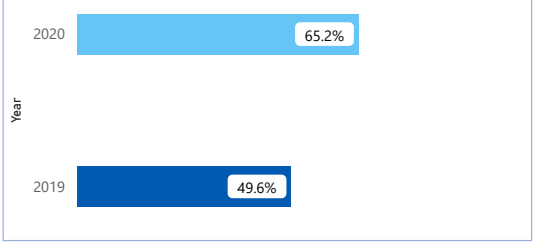
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	6,250,723	61.4%	2,780,704	68.0%
Other Allowable Cost	3,925,015	38.6%	1,305,947	32.0%
Total	10,175,738		4,086,651	

Training Courses Enrolled according to Skill Areas



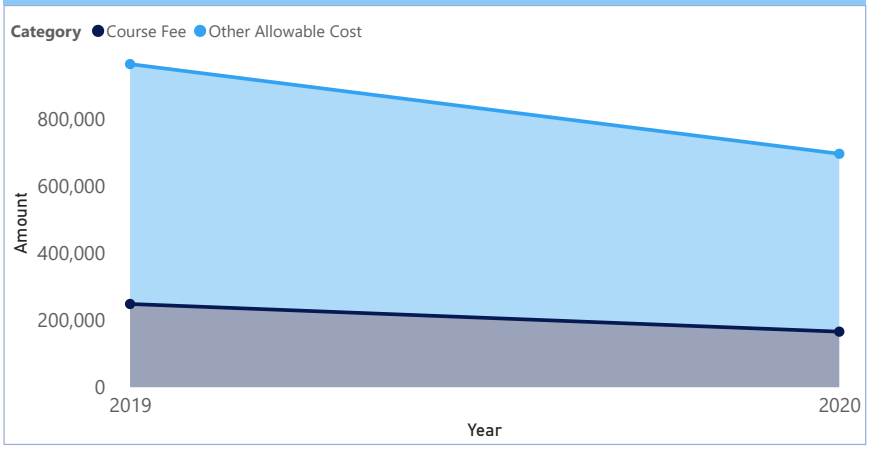
SEWERAGE

Levy Utilisation Rate (%)



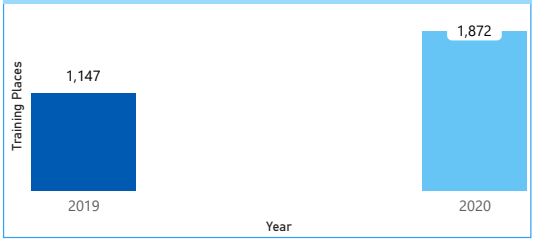
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	248,731	25.8%	165,999	23.8%
Other Allowable Cost	716,483	74.2%	531,375	76.2%
Total	965,214		697,374	

Training Places

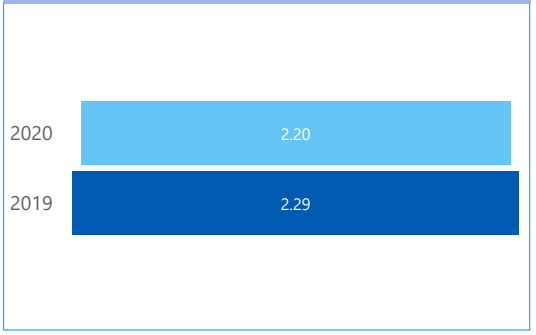


No. of Trainees Trained

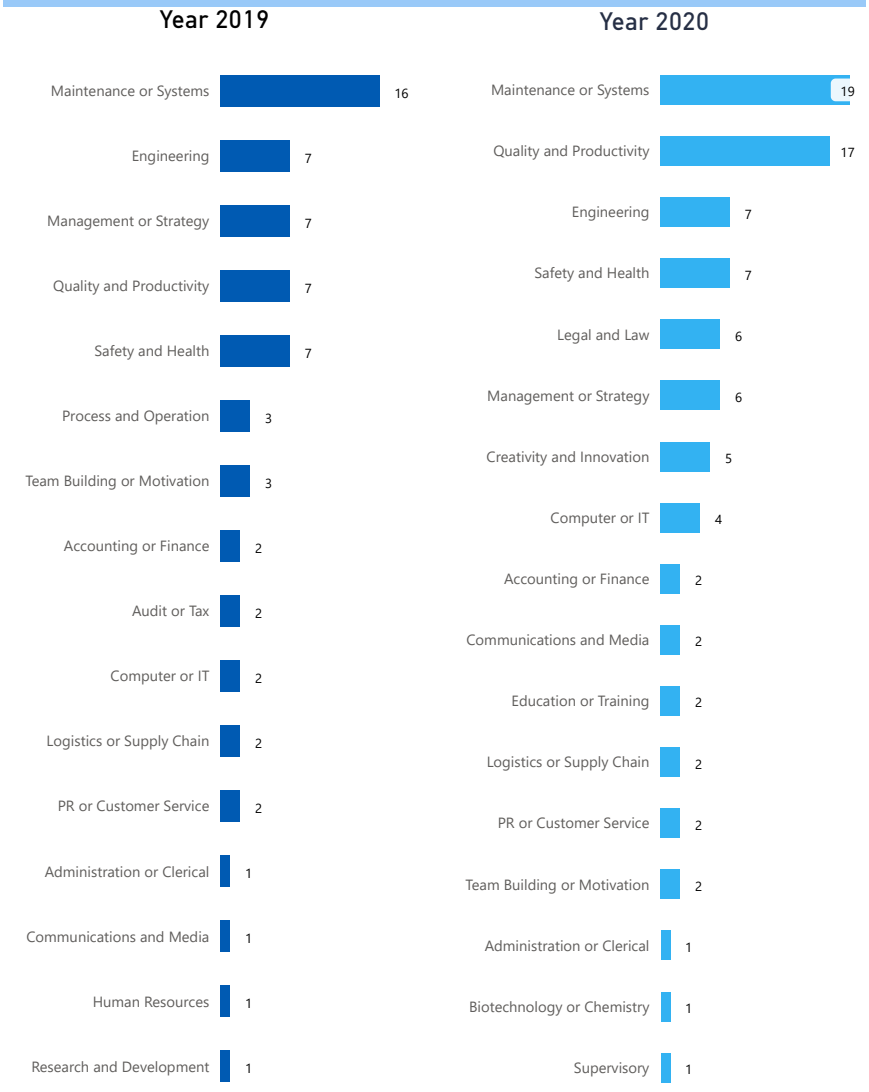
1,299
in 2020

924
in 2019

Effective Training Duration per Trainees (days)



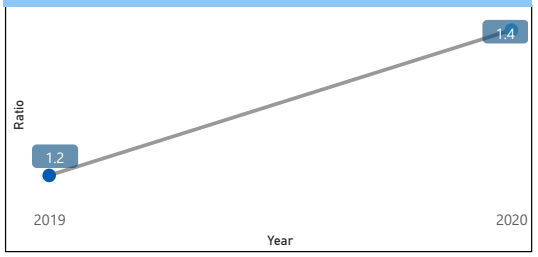
Training Courses Enrolled according to Skill Areas



Employee Training Ratio

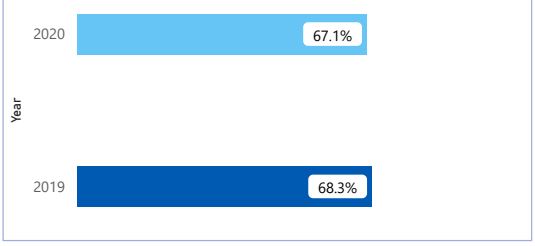
2020 Year	34.8% of Employees Trained
2019 Year	25.4% of Employees Trained

Training Opportunity Ratio

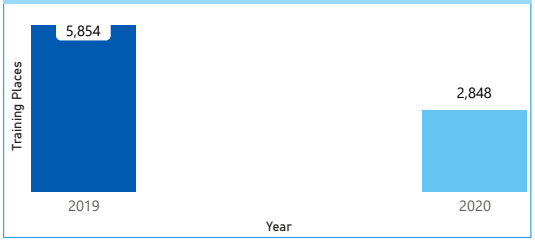


SHIPPING

Levy Utilisation Rate (%)



Training Places



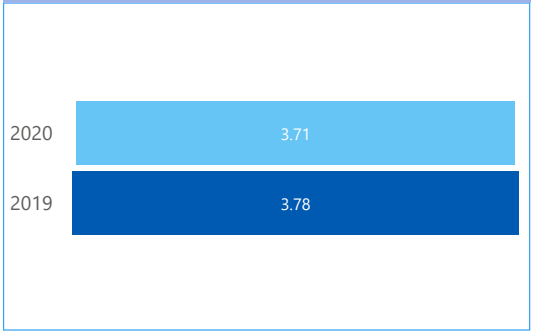
No. of Trainees Trained



2,020
in 2020

3,767
in 2019

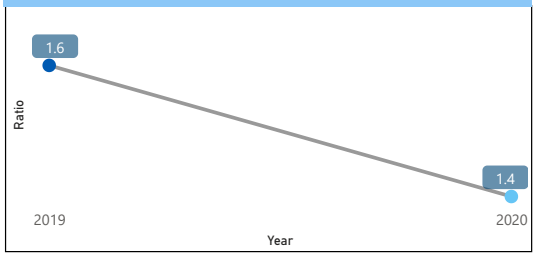
Effective Training Duration per Trainees (days)



Employee Training Ratio

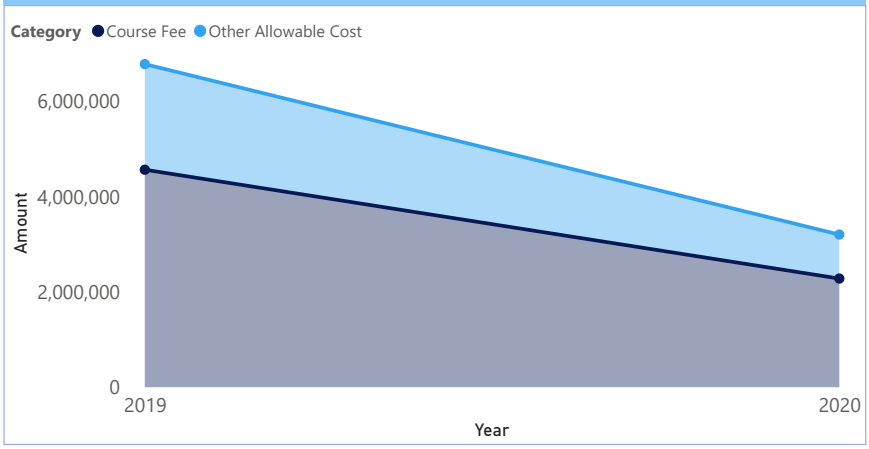
2020 Year	12.0% of Employees Trained
2019 Year	23.2% of Employees Trained

Training Opportunity Ratio



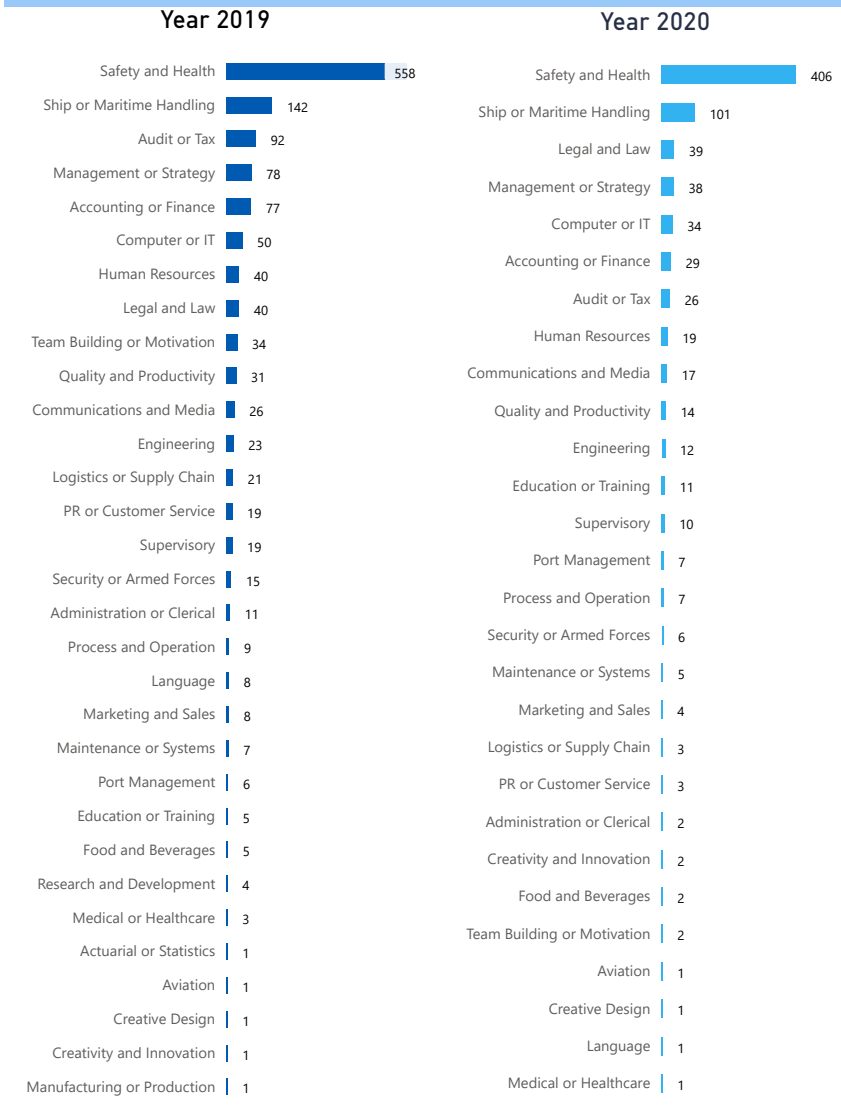
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



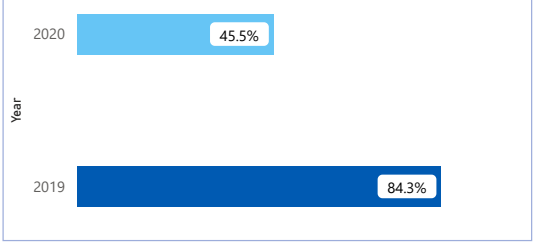
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	4,565,717	67.3%	2,280,912	71.2%
Other Allowable Cost	2,215,991	32.7%	922,982	28.8%
Total	6,781,708		3,203,894	

Training Courses Enrolled according to Skill Areas

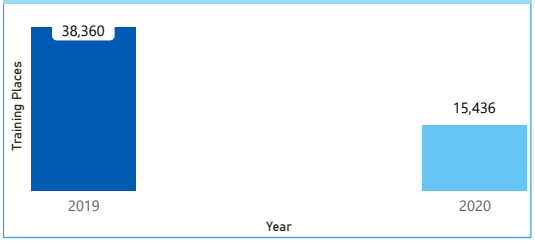


TELECOMMUNICATION

Levy Utilisation Rate (%)



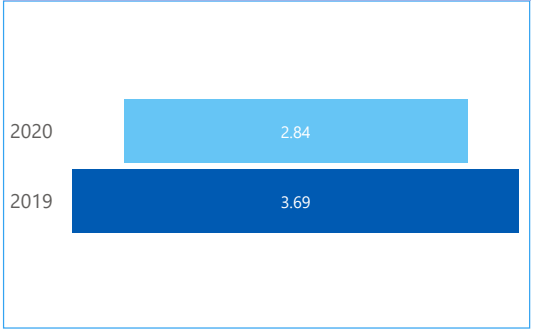
Training Places



No. of Trainees Trained

10,622
in 2020
18,527
in 2019

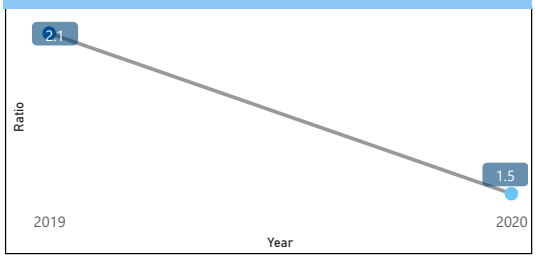
Effective Training Duration per Trainees (days)



Employee Training Ratio

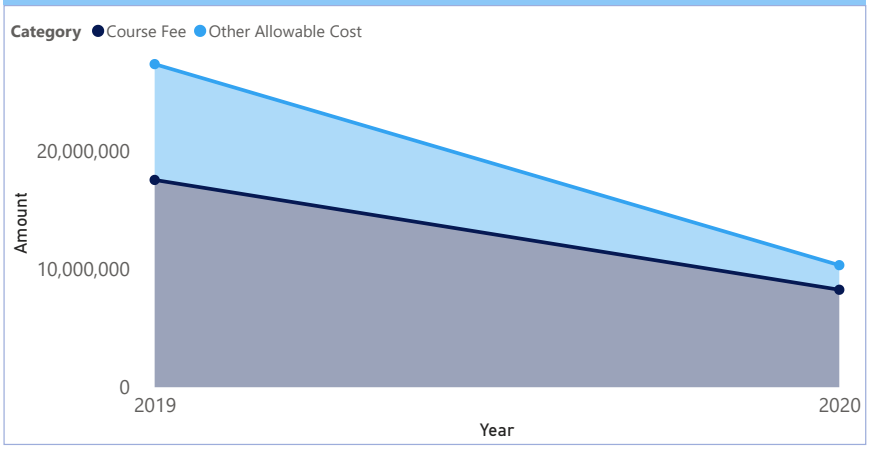
2020 Year	22.9% of Employees Trained
2019 Year	40.4% of Employees Trained

Training Opportunity Ratio



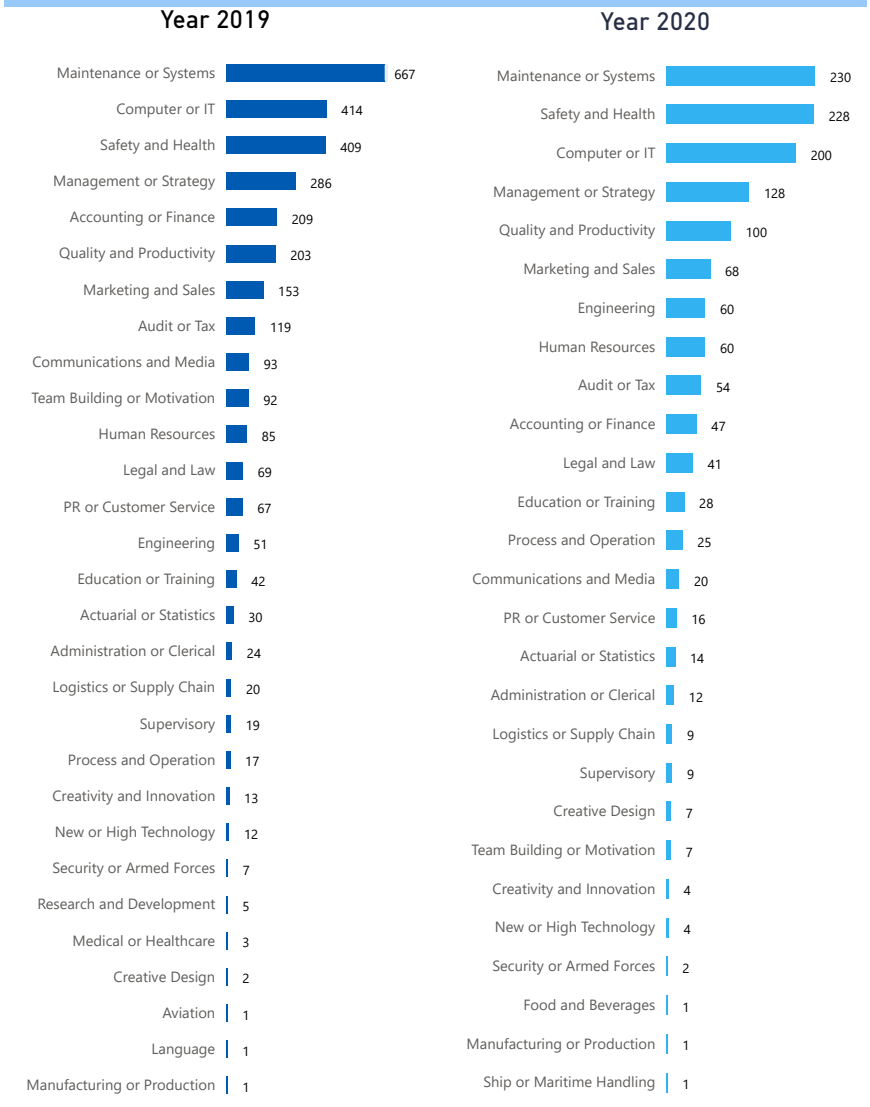
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



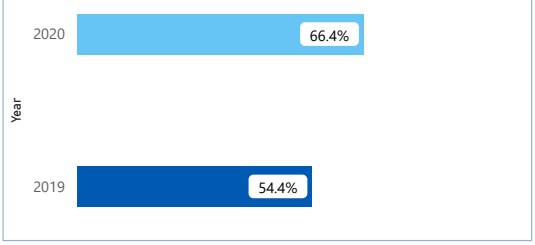
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	17,544,983	64.2%	8,251,198	79.9%
Other Allowable Cost	9,801,935	35.8%	2,080,229	20.1%
Total	27,346,918		10,331,427	

Training Courses Enrolled according to Skill Areas

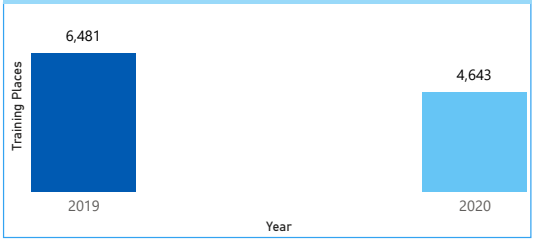


TRAINING PROVIDER

Levy Utilisation Rate (%)



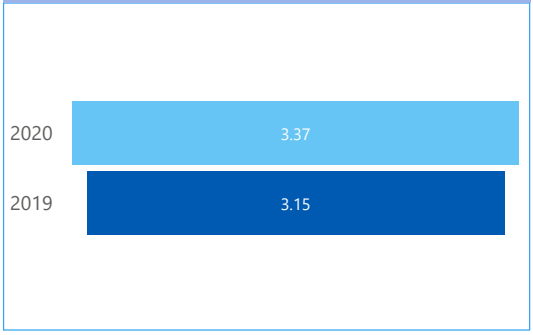
Training Places



No. of Trainees Trained

2,941
in 2020
4,299
in 2019

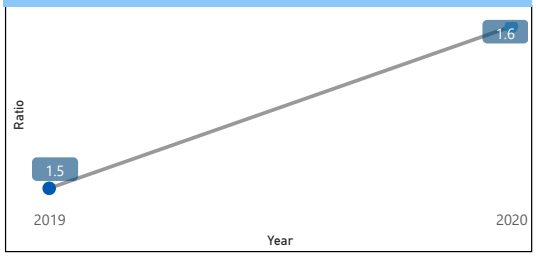
Effective Training Duration per Trainees (days)



Employee Training Ratio

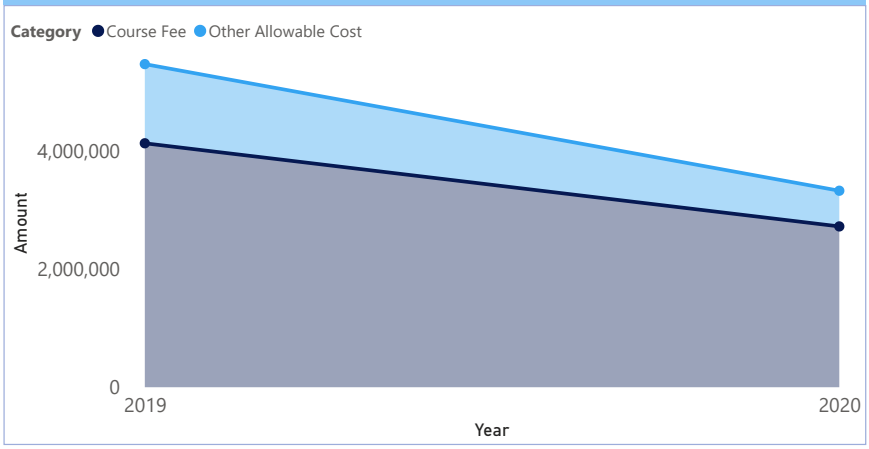
2020 Year	15.9% of Employees Trained
2019 Year	25.6% of Employees Trained

Training Opportunity Ratio



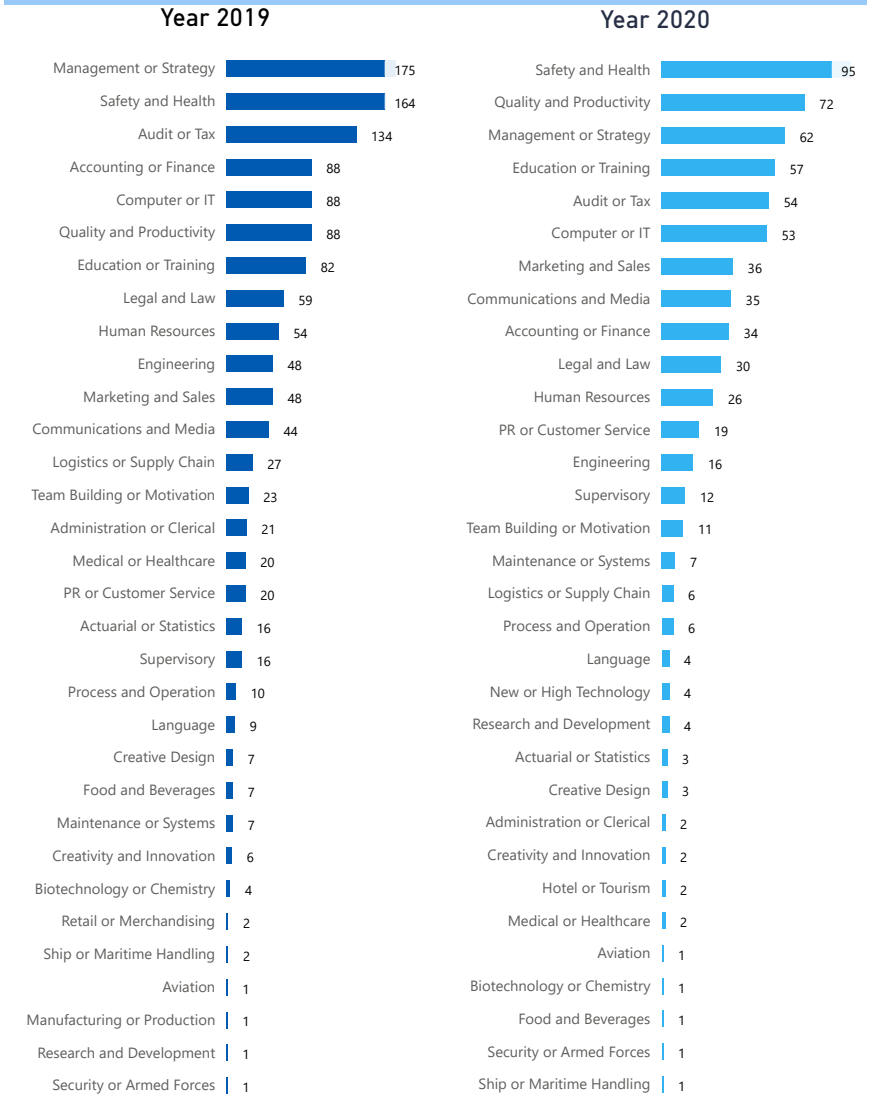
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



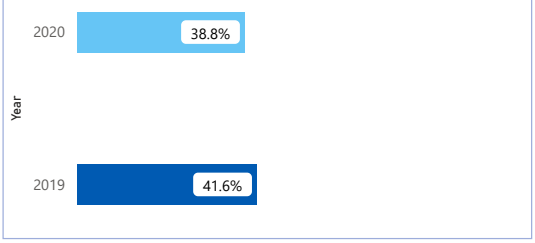
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	4,131,210	75.5%	2,723,353	81.8%
Other Allowable Cost	1,340,538	24.5%	604,310	18.2%
Total	5,471,748		3,327,663	

Training Courses Enrolled according to Skill Areas



TRAVEL AGENCY - INBOUND

Levy Utilisation Rate (%)



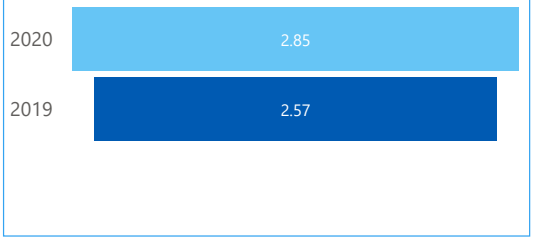
Training Places



No. of Trainees Trained

154
in 2020
399
in 2019

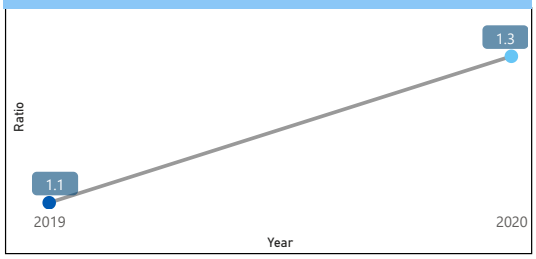
Effective Training Duration per Trainees (days)



Employee Training Ratio

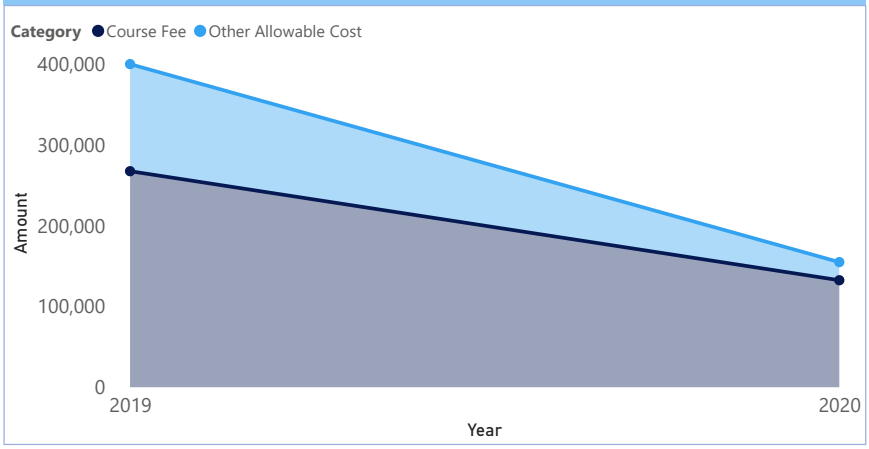
2020 Year	3.8% of Employees Trained
2019 Year	11.4% of Employees Trained

Training Opportunity Ratio



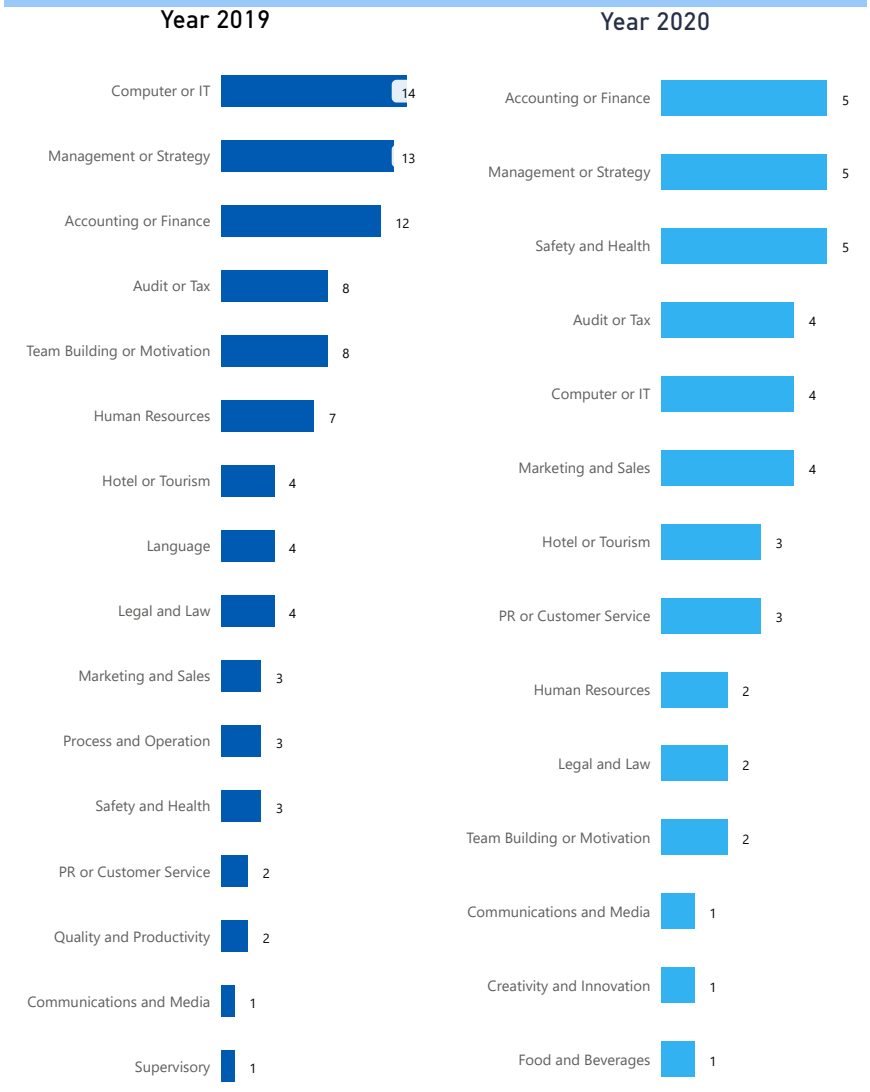
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



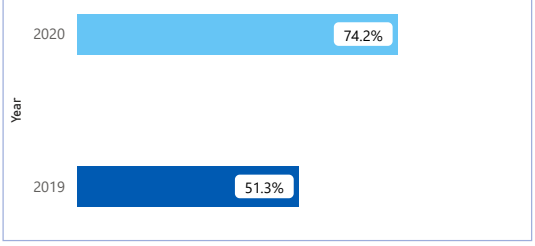
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	267,809	66.9%	132,638	85.5%
Other Allowable Cost	132,718	33.1%	22,462	14.5%
Total	400,527		155,100	

Training Courses Enrolled according to Skill Areas

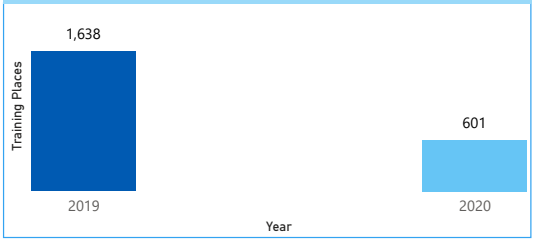


TRAVEL AGENCY - OUTBOUND

Levy Utilisation Rate (%)



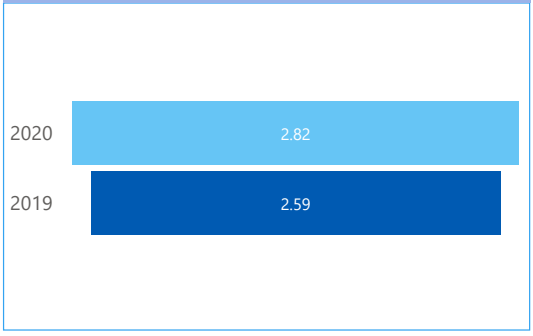
Training Places



No. of Trainees Trained

514
in 2020
1,219
in 2019

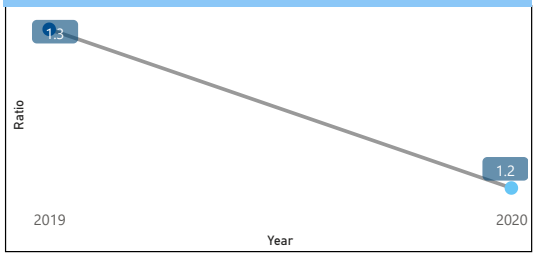
Effective Training Duration per Trainees (days)



Employee Training Ratio

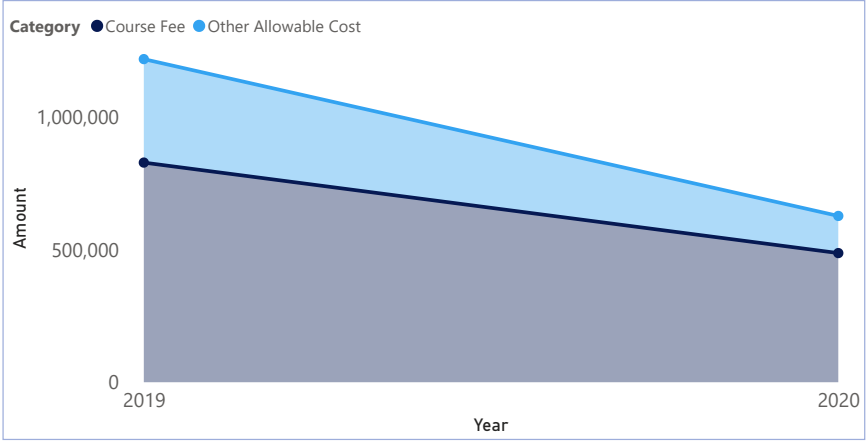
2020 Year	5.7% of Employees Trained
2019 Year	14.2% of Employees Trained

Training Opportunity Ratio



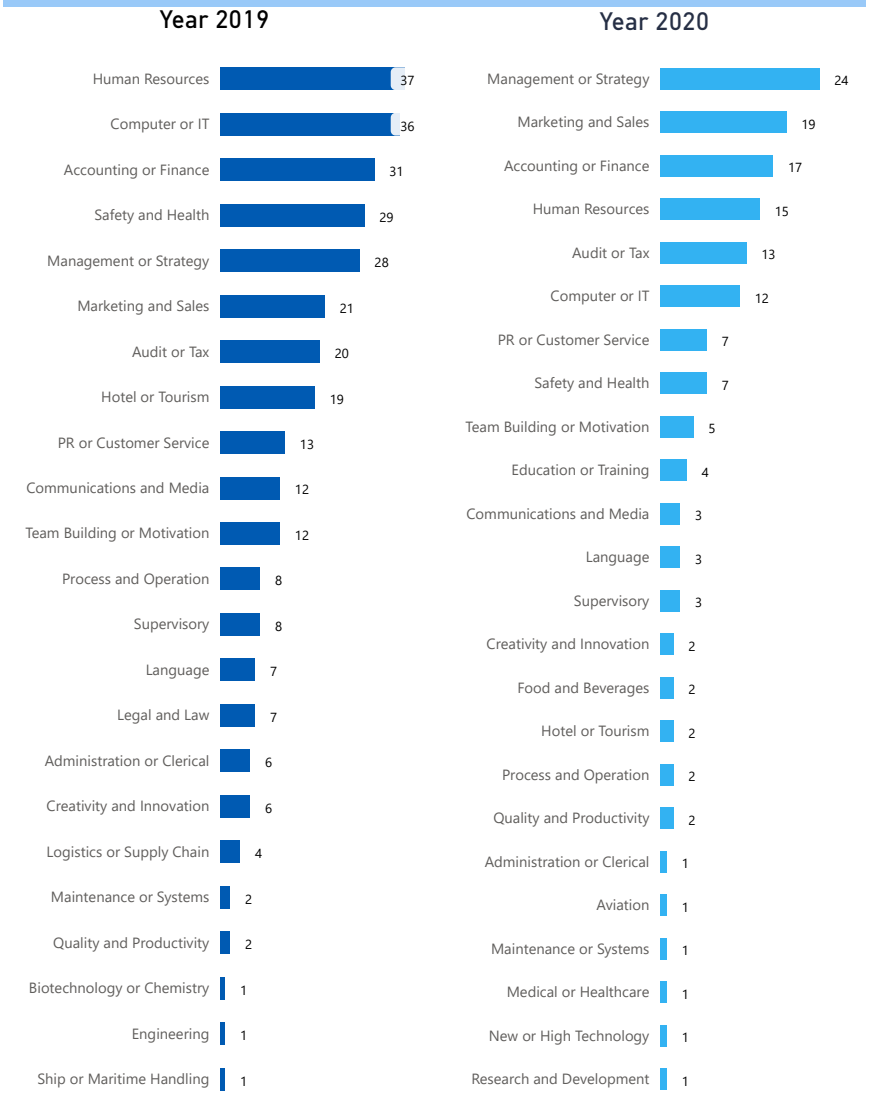
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



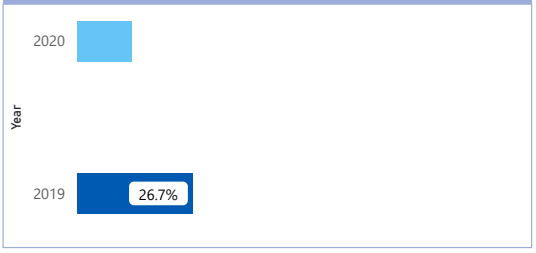
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	829,813	68.0%	487,935	77.7%
Other Allowable Cost	390,920	32.0%	140,314	22.3%
Total	1,220,733		628,249	

Training Courses Enrolled according to Skill Areas

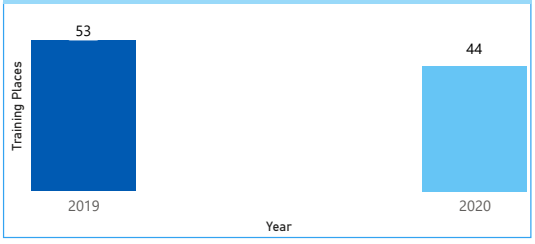


VETERINARY SERVICES

Levy Utilisation Rate (%)



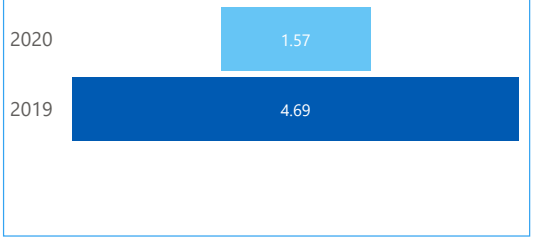
Training Places



No. of Trainees Trained

42
in 2020
48
in 2019

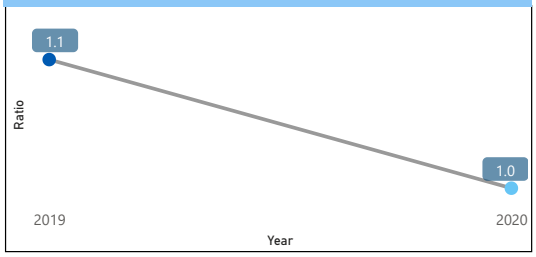
Effective Training Duration per Trainees (days)



Employee Training Ratio

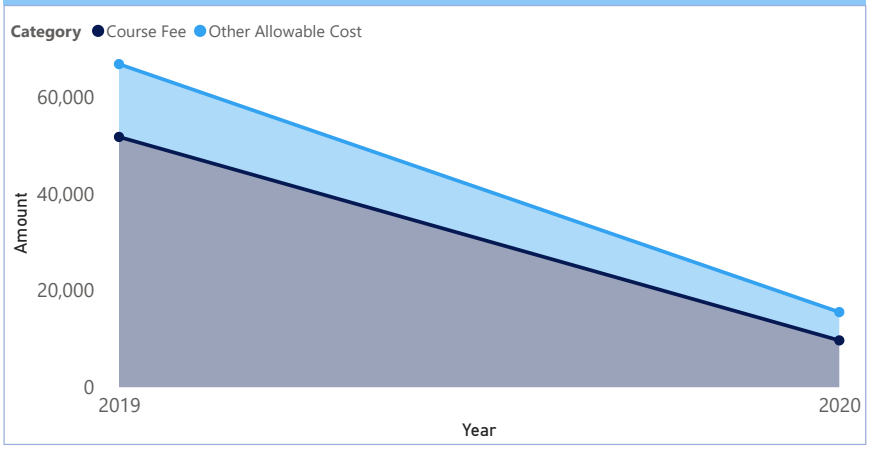
2020 Year	9.8% of Employees Trained
2019 Year	12.7% of Employees Trained

Training Opportunity Ratio



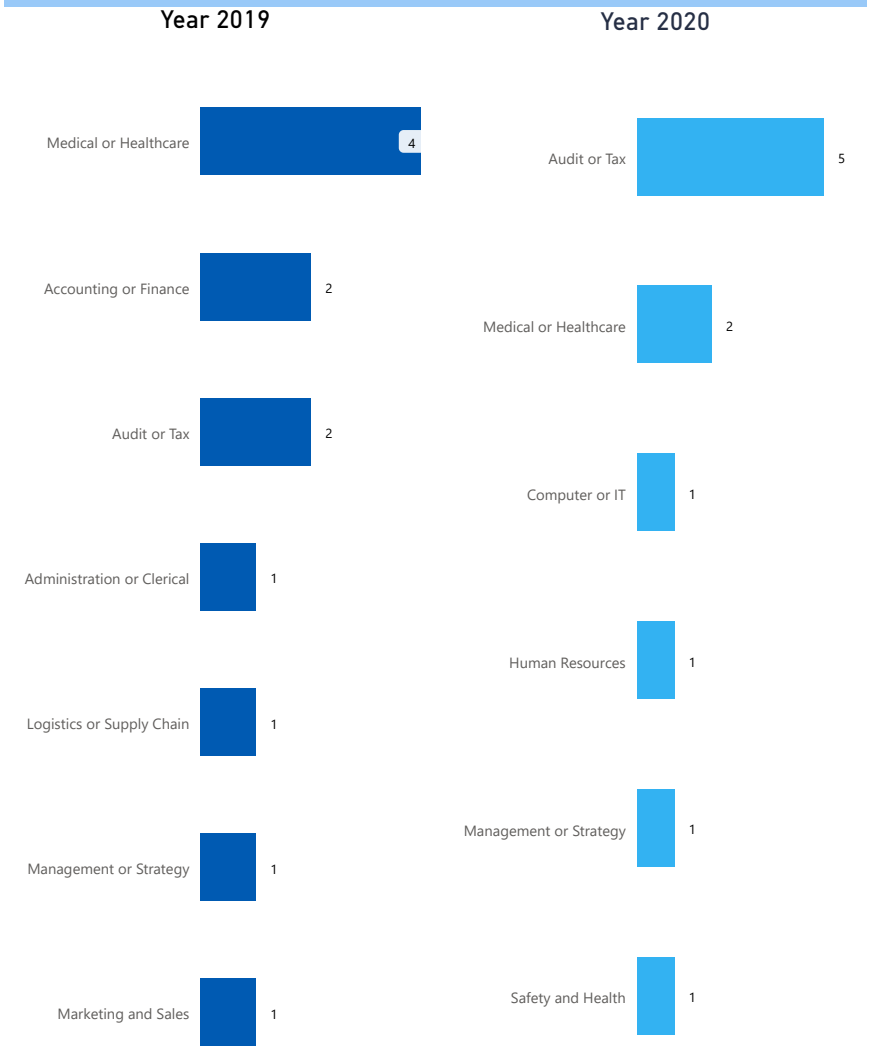
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



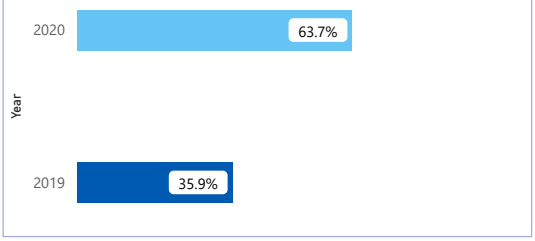
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	51,757	77.5%	9,684	62.3%
Other Allowable Cost	15,056	22.5%	5,853	37.7%
Total	66,812		15,537	

Training Courses Enrolled according to Skill Areas

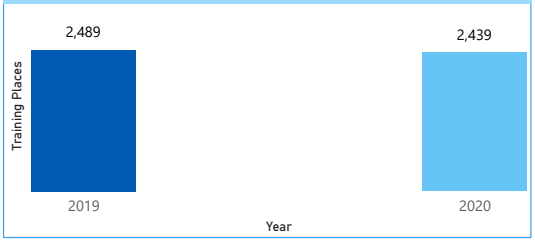


WASTE MANAGEMENT AND MATERIAL RECOVERY SERVICES

Levy Utilisation Rate (%)



Training Places

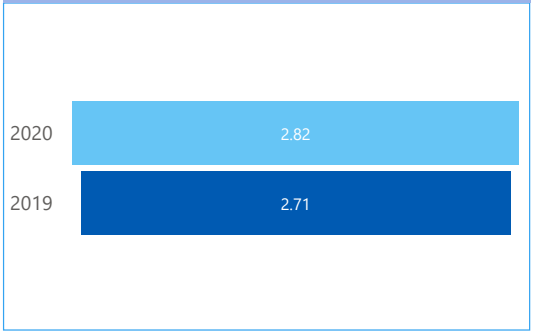


No. of Trainees Trained

1,604
in 2020

1,598
in 2019

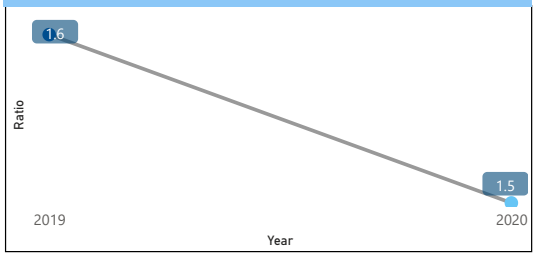
Effective Training Duration per Trainees (days)



Employee Training Ratio

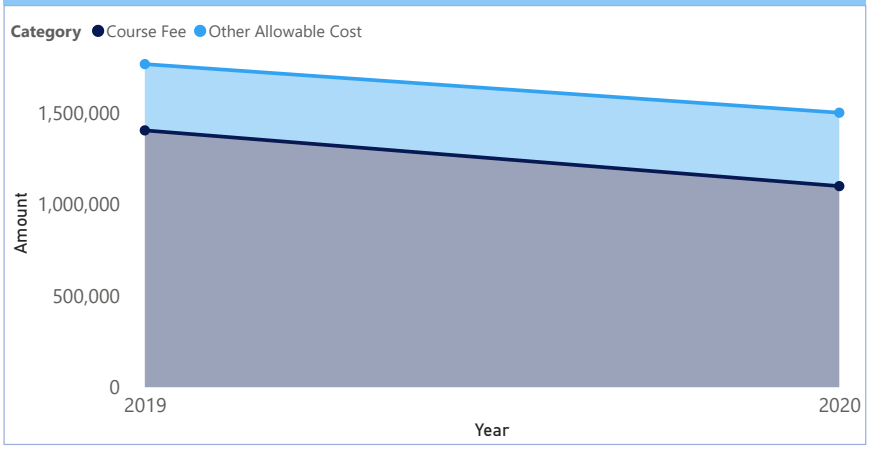
2020 Year	10.9% of Employees Trained
2019 Year	13.0% of Employees Trained

Training Opportunity Ratio



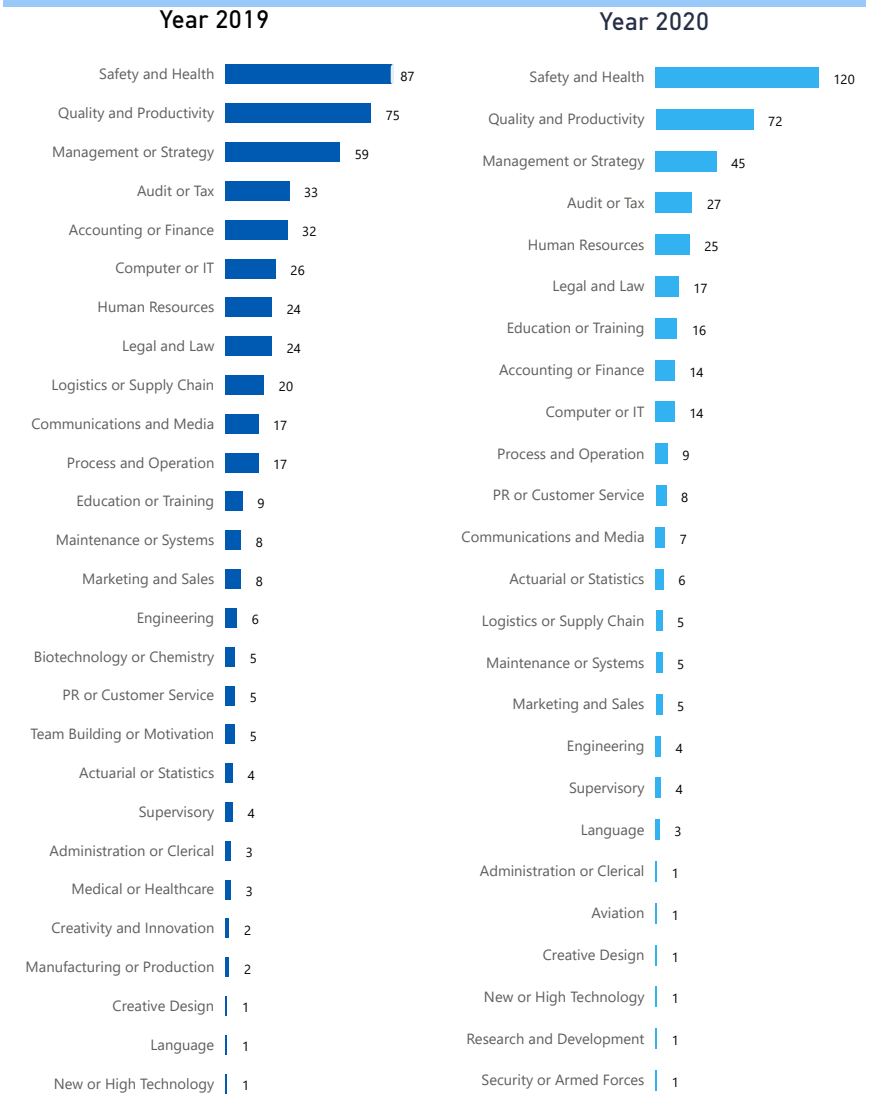
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



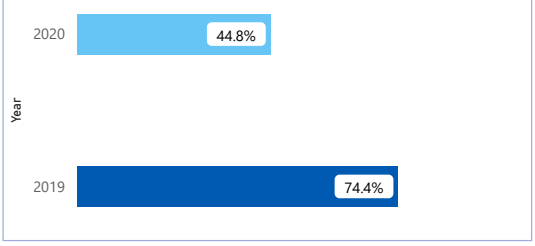
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	1,405,119	79.5%	1,100,211	73.3%
Other Allowable Cost	362,542	20.5%	401,626	26.7%
Total	1,767,661		1,501,837	

Training Courses Enrolled according to Skill Areas

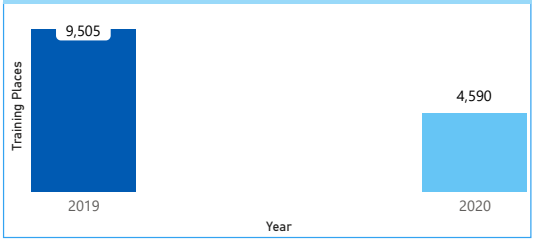


WATER TREATMENT AND SUPPLY

Levy Utilisation Rate (%)



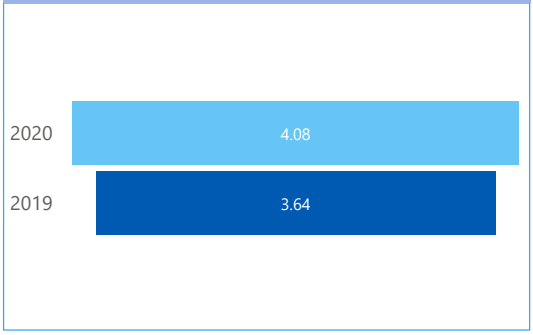
Training Places



No. of Trainees Trained

3,088
in 2020
5,070
in 2019

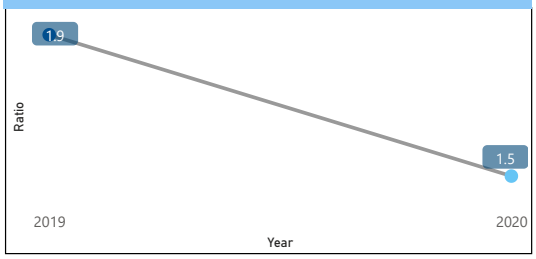
Effective Training Duration per Trainees (days)



Employee Training Ratio

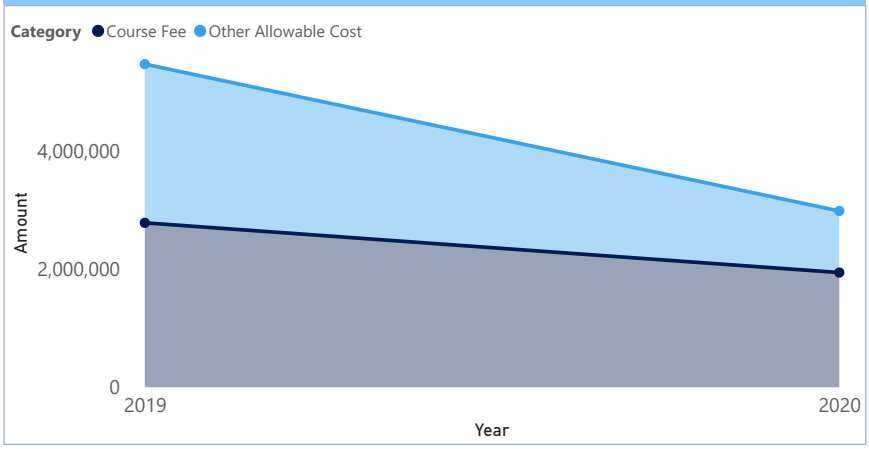
2020 Year	17.4% of Employees Trained
2019 Year	29.7% of Employees Trained

Training Opportunity Ratio



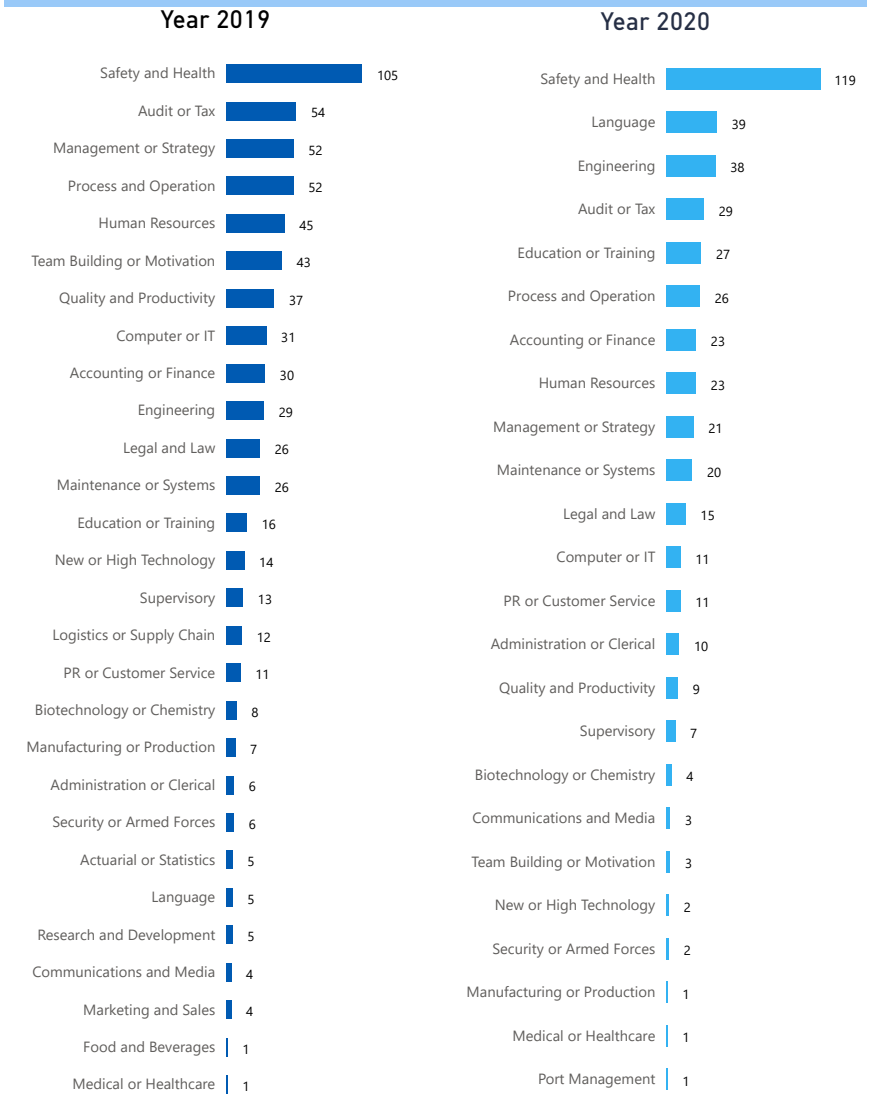
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,787,336	50.9%	1,944,485	65.1%
Other Allowable Cost	2,691,082	49.1%	1,043,975	34.9%
Total	5,478,419		2,988,460	

Training Courses Enrolled according to Skill Areas



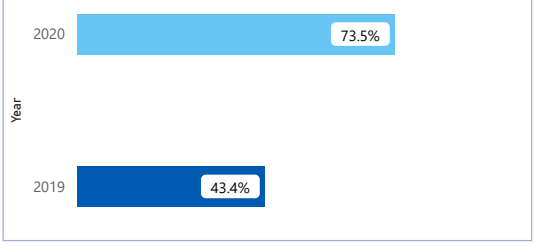
MINING & QUARRYING SECTOR



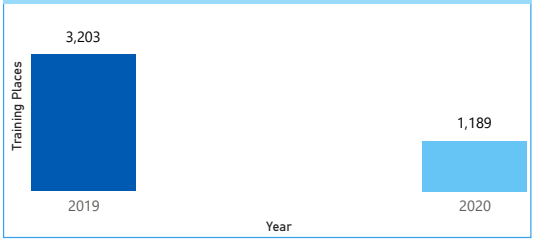
1. Mineral & Stone Quarry
2. Petroleum & Gas Extraction

MINERAL & STONE QUARRY

Levy Utilisation Rate (%)



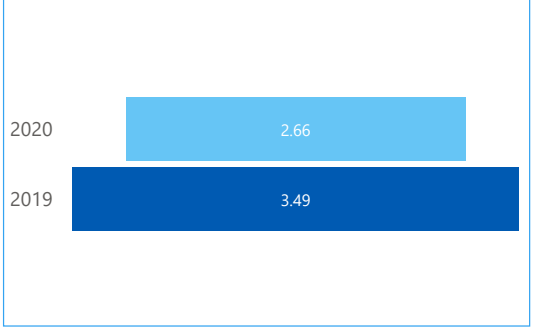
Training Places



No. of Trainees Trained

950
in 2020
1,598
in 2019

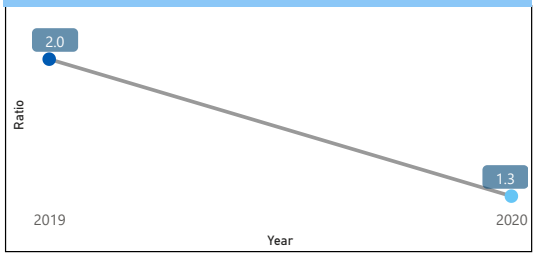
Effective Training Duration per Trainees (days)



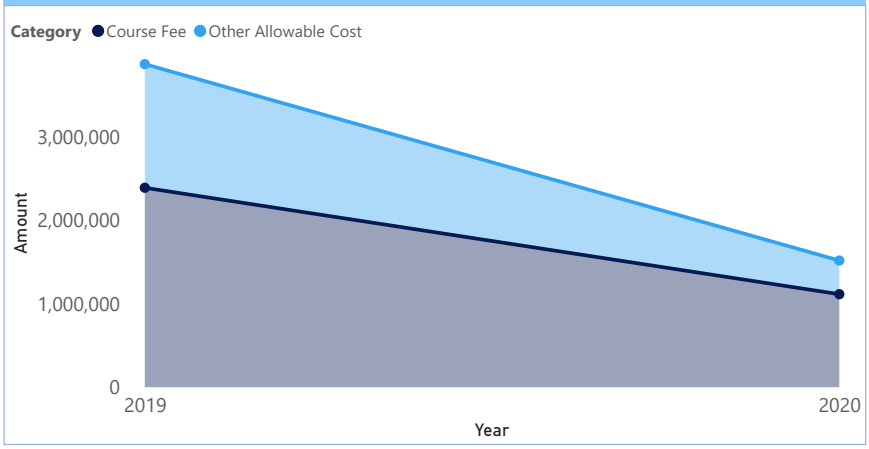
Employee Training Ratio

2020 Year	9.8% of Employees Trained
2019 Year	16.9% of Employees Trained

Training Opportunity Ratio

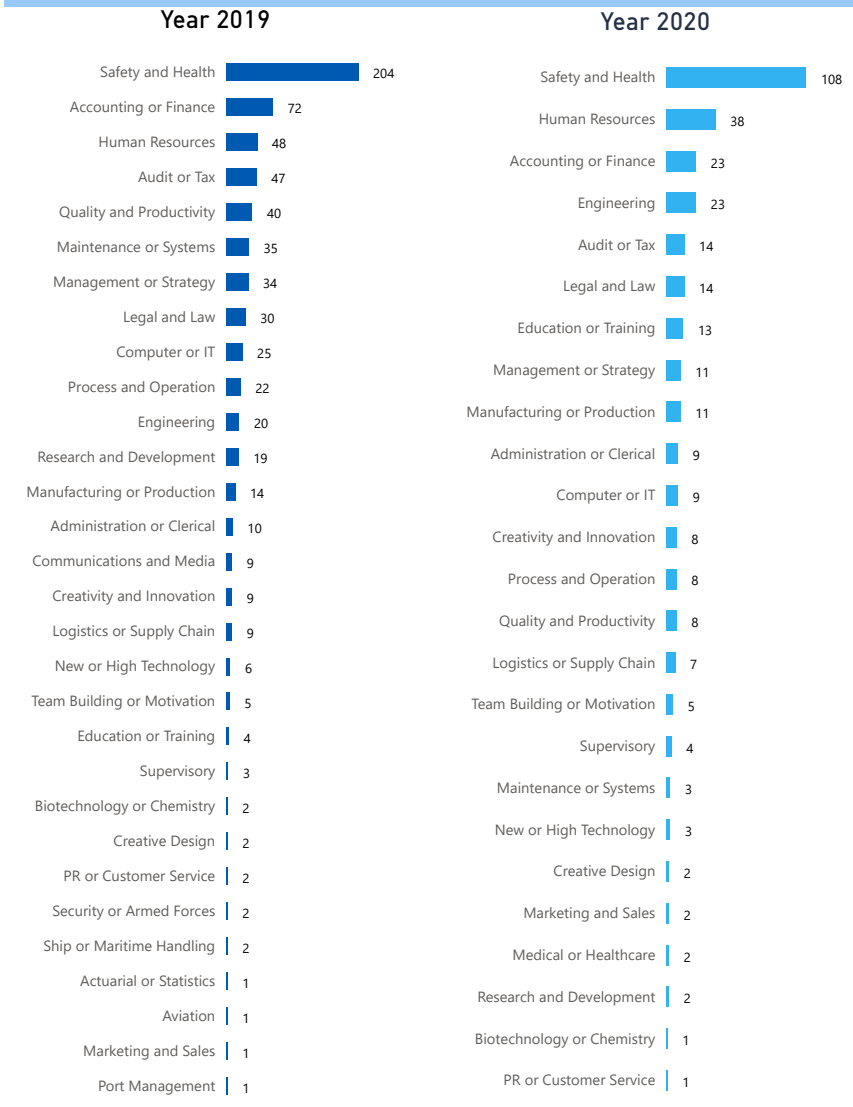


Financial Assistance (RM)
(includes Course Fee & other Allowable Costs)



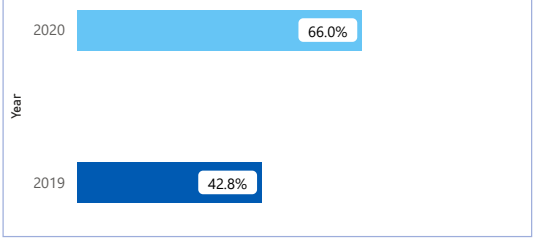
Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	2,392,651	61.7%	1,115,925	73.4%
Other Allowable Cost	1,483,278	38.3%	404,198	26.6%
Total	3,875,929		1,520,123	

Training Courses Enrolled according to Skill Areas

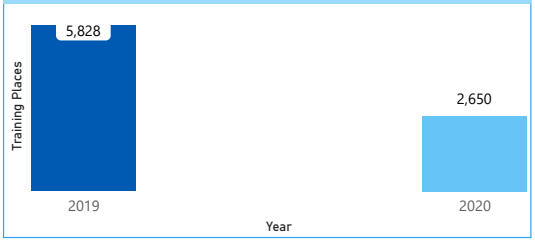


PETROLEUM & GAS EXTRACTION

Levy Utilisation Rate (%)



Training Places

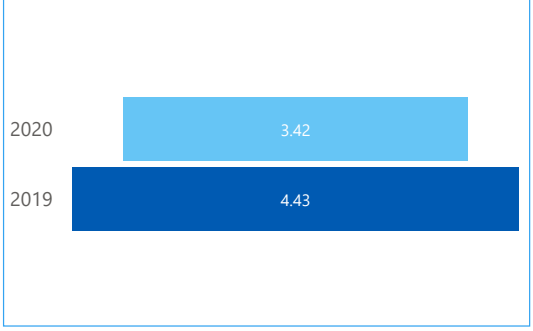


No. of Trainees Trained

2,012
in 2020

3,904
in 2019

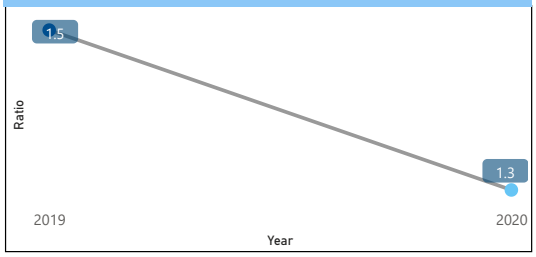
Effective Training Duration per Trainees (days)



Employee Training Ratio

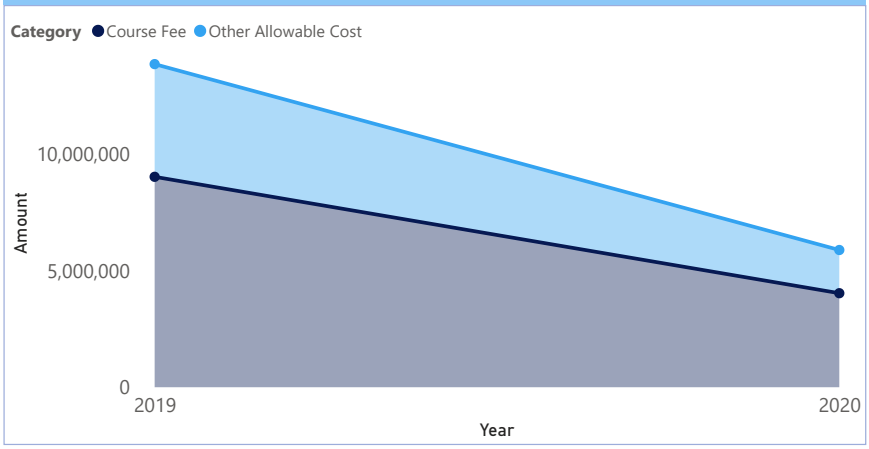
2020 Year	15.2% of Employees Trained
2019 Year	30.9% of Employees Trained

Training Opportunity Ratio



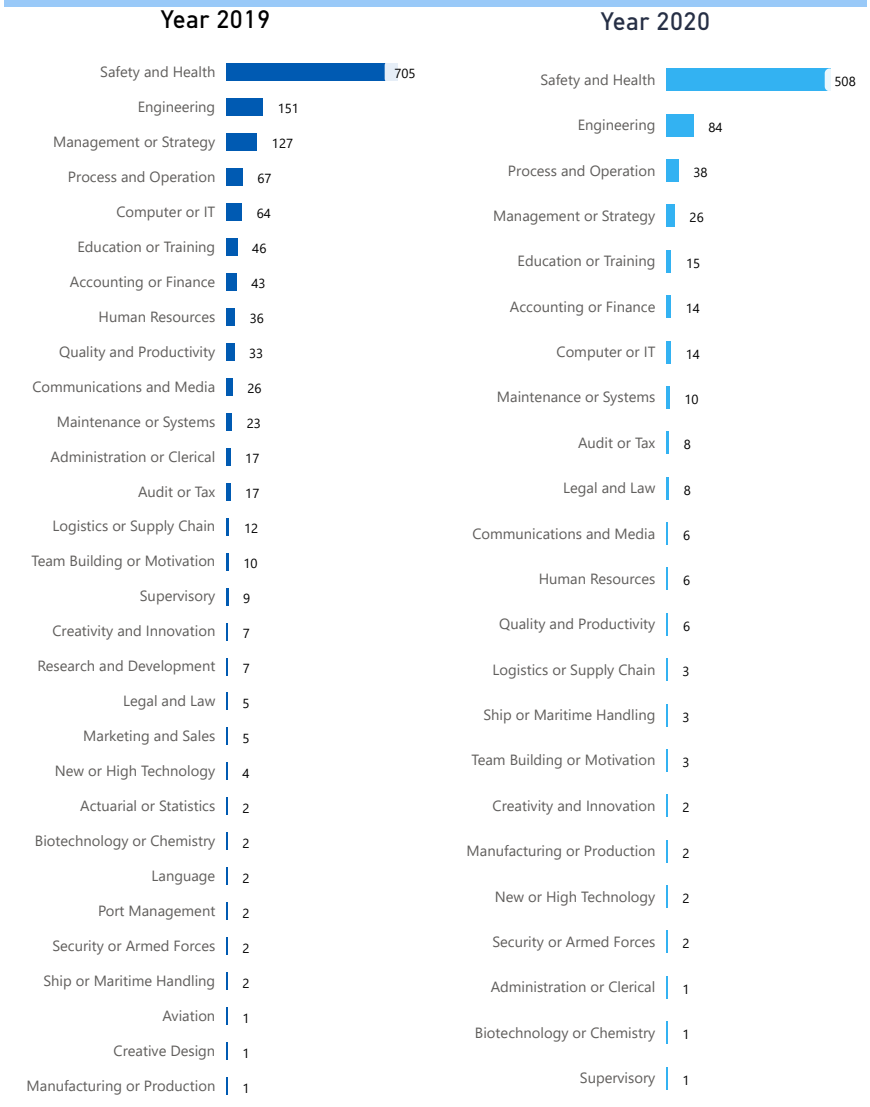
Financial Assistance (RM)

(includes Course Fee & other Allowable Costs)



Year	2019		2020	
Financial Assistance	Amount	%	Amount	%
Course Fee	9,019,828	65.1%	4,030,724	68.5%
Other Allowable Cost	4,830,201	34.9%	1,851,686	31.5%
Total	13,850,029		5,882,410	

Training Courses Enrolled according to Skill Areas





INDICATORS

This section describes the training performance in the three (3) sectors with their respective subsectors using the indicators highlighted below:

7.1 Effective Training Duration

How many days an employee is being trained.

- Overall States Analysis (2019 vs 2020)

7.2 Employees Trained Ratio

Percentage of employees' participation in training.

- Overall States Analysis (2019 vs 2020)

7.3 Training Opportunity Ratio

Average number of training an employee gets to attend.

- Overall States Analysis (2019 vs 2020)

7.4 Training Places Approved

Frequency of training participations approved by HRDF for employees to attend training programme.

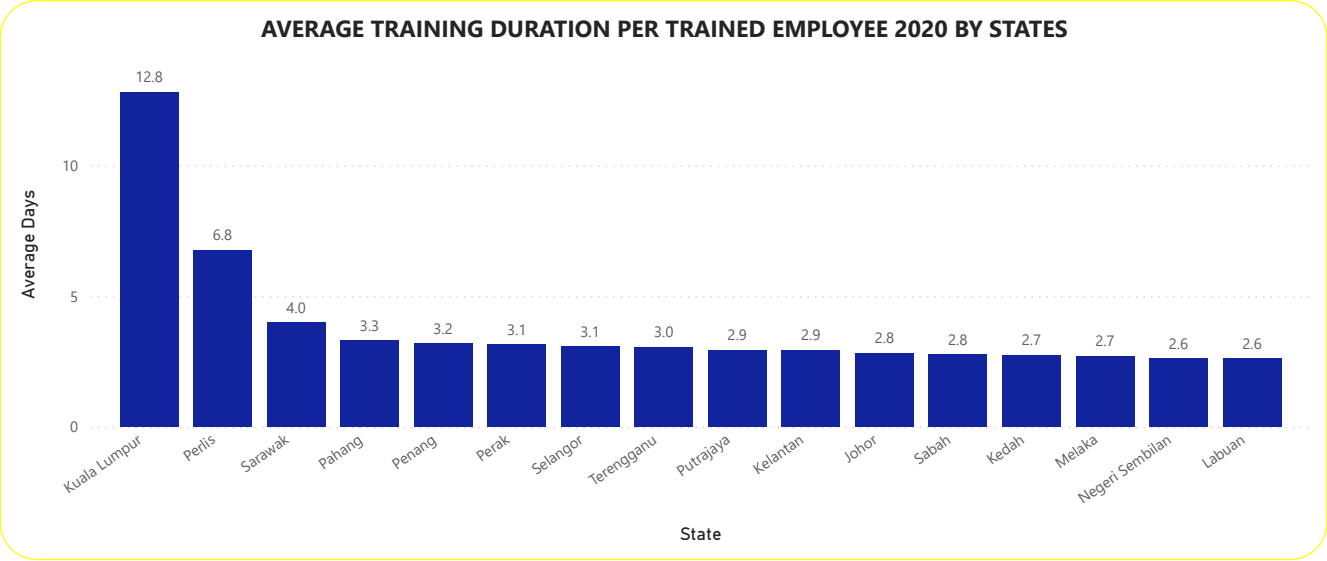
- Overall States Analysis (2019 vs 2020)

7.5 Industry Investment on Training using Human Resources Development Fund (HRDF)

Investment based on financial assistance approved, specifically the course fees and other allowable costs.

- Overall States Analysis (2019 vs 2020)

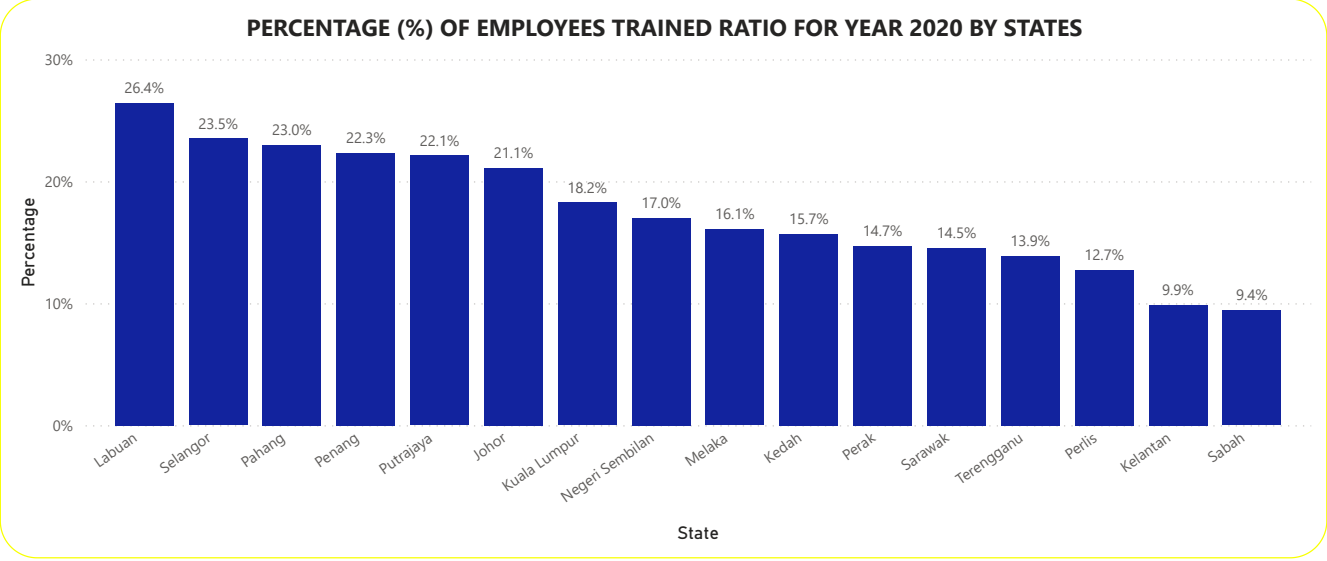
7.1 ANALYSIS OF EFFECTIVE TRAINING DURATION (DAYS) PER TRAINEE FOR YEAR 2020 BY STATES



Overall, an employee was being trained for 3.8 days among all states in 2020.

Kuala Lumpur had the highest number of training days compared to others states at 12.8 days per trainee, almost doubling the next closest state, Perlis which recorded 6.8 days per trainee. Negeri Sembilan and Labuan had the joint lowest average training duration per employee at 2.6 days per trainee in 2020.

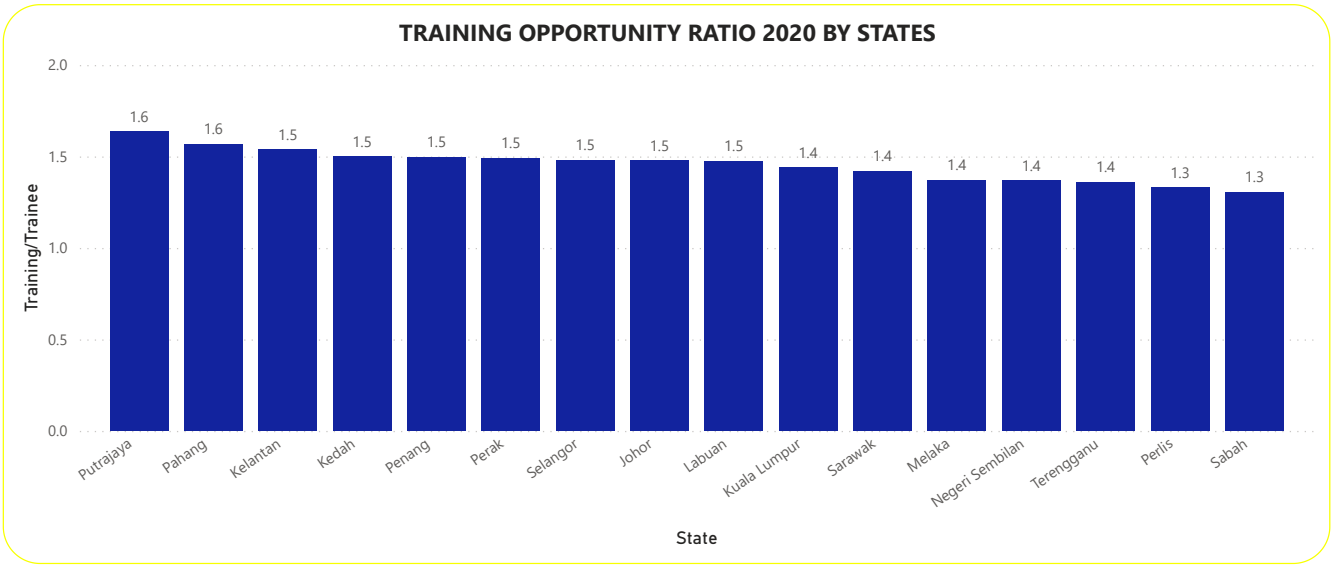
7.2 ANALYSIS OF EMPLOYEES TRAINED RATIO FOR YEAR 2020 BY STATES



In 2020, 19.8% of total employees trained under HRDF

The total number of employees covered under HRDF was 2,547,331 in 2020, out of which, 503,781 employees went for training. Labuan has the highest percentage of employees trained at 26.5% whereas Sabah has the lowest percentage of trainees trained at 9.4%.

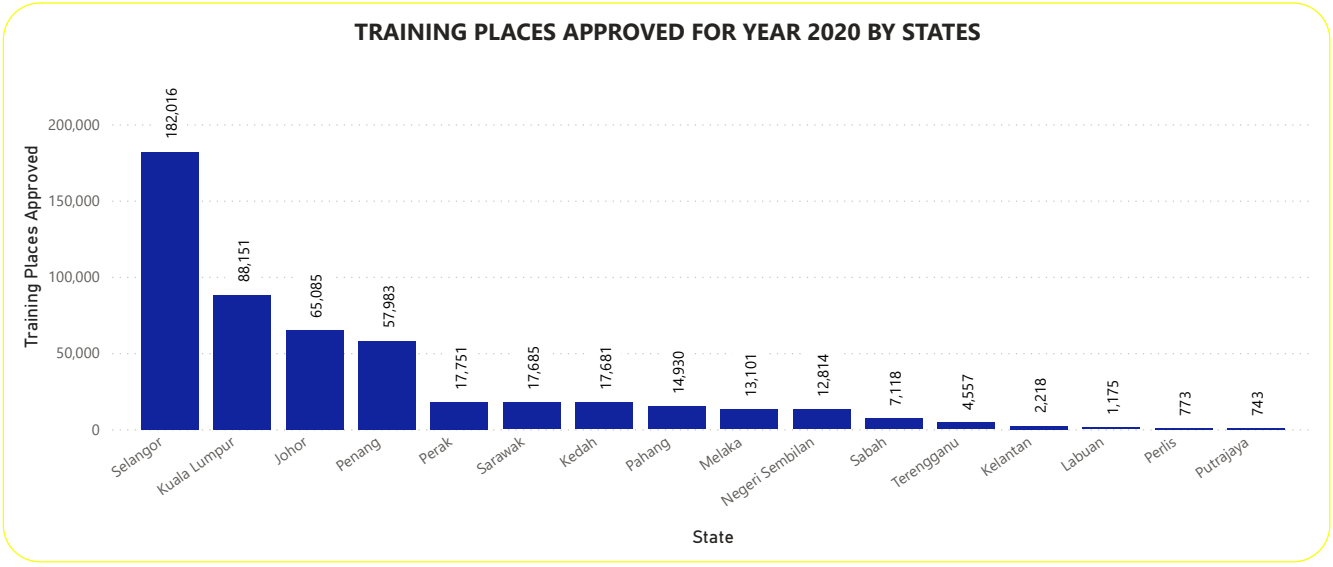
7.3 ANALYSIS OF TRAINING OPPORTUNITY RATIO FOR YEAR 2020 BY STATES



On average, most employees attended 1-2 training in 2020.

The deviation from the mean is very small as employees from states that attended the most training at 1.6 is only slightly higher than the national average of 1.5., whereas the states that trained the least is not very far off at 1.3.

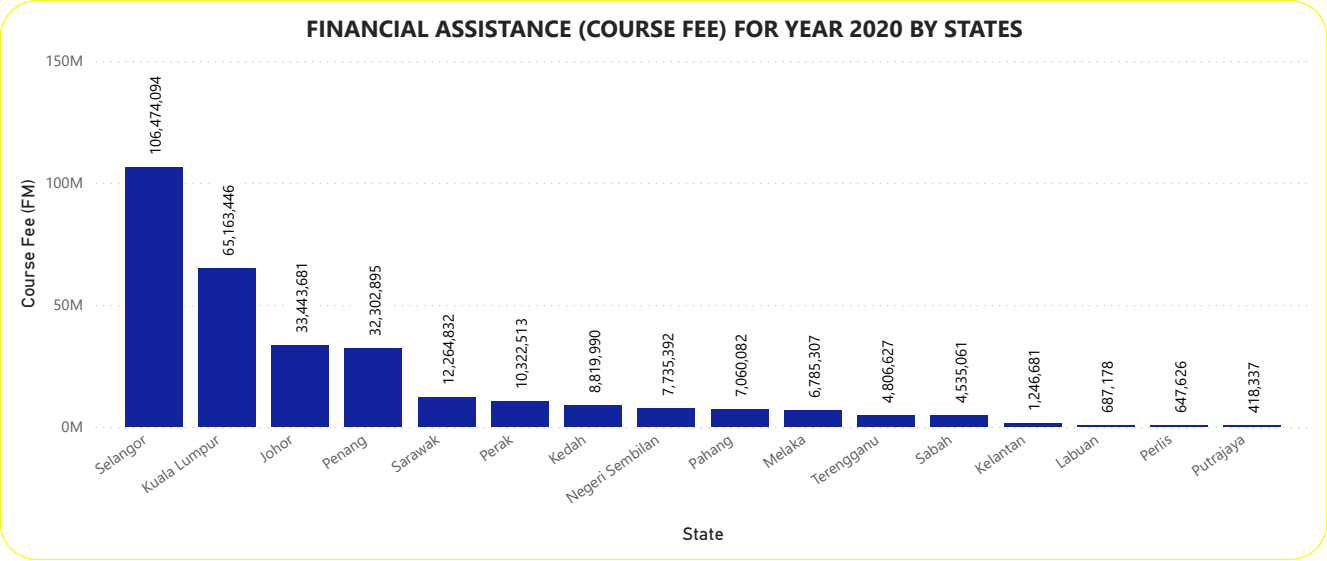
7.4 ANALYSIS OF TRAINING PLACES APPROVED FOR YEAR 2020 BY STATES



Overall, 503,781 training places were approved in 2020.

The majority of the training places took place in more developed states including Selangor, Kuala Lumpur, Johor and Penang as most employers are located there. On the other hand, smaller Federal Territories such as Labuan, Putrajaya as well as states like Perlis had lower training places approved.

7.5 ANALYSIS OF INDUSTRY INVESTMENT ON TRAINING FOR YEAR 2020 BY STATES



Overall, RM 302 million was spent on training courses in 2020.

The most developed states, namely Selangor, Kuala Lumpur, Johor and Penang, topped the charts in training investment as they are the epicenter of economic activities in Malaysia, These 4 states spent RM 237 million on employees' training collectively. The smaller states such as Labuan and Perlis spent considerably less on training compared to the other states.

8.1
TENAGA NASIONAL BERHAD (TNB)

The Winner of Human Resources Minister Award:
Large Employer Category (Services Sector)

1. Prefer In-house or External training courses?

In-house training courses are being conducted for specific technical skills and long term development program in the company. Meanwhile, external training courses are more focused on leadership, management and soft skills training, when participants are coming from smaller scale and courses are related to the current practice in the market/industry.

2. Training duration proven to be most effective? (In days)

The effectiveness of training duration is determined by the type of program being implemented. TNB reskill and upskill programs are designed as a long term technical training in a part-time nature extending longer than 30 days and currently up to 140 days. However, for leadership, management and soft skills training, the duration is between one (1) up to five (5) days consecutively.

3. The percentage of employee's participation in training per year

Every employee was required to undergo at least one (1) session of learning & development intervention that has been identified during individual development plan, every year.

4. The average number of training an employee can attend per year

Once the performance conversation by immediate managers have taken place, employees are advised to apply and participate in the development program based on their requirements for their jobs. There is also a mandatory development program for recently promoted and hired employees.

5. Interested in sending your employees for online learning sessions?

The company vigorously opted for Digital Learning as one of the learning & development interventions for in-house and external training courses, especially during restricted movement order recently.

6. Budget limitation for each training

There is no specific budget limitation for the training. However, for one (1) day of regular training conducted in TNB training institute, it was capped at RM850 per day for basic facility usage.

8.2
INFINEON TECHNOLOGIES (KULIM) SDN. BHD.

The Winner of Human Resources Minister Award:
Large Employer Category (Manufacturing Sector)

1. Noticeable changes in employees' work productivity & knowledge after training?

Yes, it is reflected in a number of innovations, production yield, quality level & employee engagement level.

2. Prefer In-house or External training courses?

Both are preferred. In-house for a more customized & focus coverage while External would be more on regulatory, more rounded & trending kind of content.

3. Training duration proven to be most effective? (In days)

Face-to-Face: 2 days per training or module.

4. The percentage of employee's participation in training per year

Generally it would be 100% coverage as we have mandatory training which all employees must complete yearly (online training). Also, there are on-the-job training recertification which would be required every 2 years. Including other training employees & managers identified, the coverage is generally quite good.

5. The average number of training an employee can attend per year

Employees & managers are encouraged to at least identify 3 – 5 development activities annually, excluding the mandatory training mentioned earlier. Development activities can be On-Job-Training (job enrichment, taking up projects etc), coaching or mentoring, Online training (LinkedIn Learning) & normal virtual or Face-to-Face training.

6. Interested in sending your employees for online learning sessions?

Yes.

7. Budget limitation for each training

This is very much dependent on the content & the eventual learning transfer which can be yield out of the training.



2020 exposed the vulnerability of businesses when facing a black swan event such as the pandemic. Fortunately, many employers were able to deal with this volatile environment with effective and swift measures. Employers that navigated successfully past these turbulent times will undoubtedly have renewed focus on streamlining and improving business processes. Of which, the most important is human capital development. Employers must continuously upskill and reskill their employees to maintain an edge in this cut-throat business climate.

On the other hand, training providers have to evaluate if investment in emerging technology such as Augmented Reality (AR) and Virtual Reality (VR) is needed to accommodate the sectors requiring hands-on training. Training providers could look into providing home-based training kits to be used in conjunction with video conference platforms such as Zoom, Microsoft Teams to start hands-on training for employees from Manufacturing and Mining & Quarrying Sectors.

Various financial assistance and grants were given out by the Government to soften the blow of the pandemic. For example, HRDF launched the PENJANA initiative to provide jobs and training for groups most affected. Through schemes such as B40, Place & Train, Gerak Insan Gemilang, and Small & Medium Enterprise (SME), HRDF was able to cater to the needs of unemployed graduates, school-leavers and retrenched workers. The latest data showed 89,112 training places were created from the PENJANA initiative as of 31st December 2020 (HRDF, 2021). Employers must keep abreast of Government support programmes to alleviate their financial problems.

Source:

1. Human Resources Development Fund. (2021) 'Statistics Of Human Resources Development Fund In The Period Of 2017 - 2021'

It is clear the pandemic disrupted the global economy. Employers were forced to adapt rapidly by undergoing digital transformation and focus on cost-cutting measures to ensure business survival and continuity. Consequently, employees' training took a back seat. Coupled with the HRDF levy exemption from April to September 2020, less funds were available for training in 2020. As a result, in 2020 all five training indicators pointed to a subdued training landscape in Malaysia. On the bright side, news of vaccine distribution and HRDF internal data signal economic recovery is in the not-too-distant future.



The training duration indicates how many days employees spent on training a year. For all sectors, this figure for 2020 fell slightly to 3.3 days on average, compared to 3.7 days in 2019. The training duration increased for Services Sector as their training courses carried on as usual despite physical restrictions in place because many courses transitioned to online even prior to the pandemic. Training duration for Manufacturing and Mining & Quarrying decreased as employees were unable to attend hands-on training with longer duration e.g. welding and food preparation. For this group, the majority of courses attended were 2-3 days short courses such as Management, Maintenance and Control.

In 2020, 1 out of 8 employees had the opportunity to undergo train utilising the Human Resource Development Fund, down from a quarter in 2019. From 2016-2019, this figure was on a positive upward trajectory. The Top 10 subsectors with the highest employees trained ratio is dominated by Services Sectors (8), followed by Manufacturing (2). There is much room for improvement for Malaysia in this regard as when compared to Singapore, the training participation for their labour force was 49% in 2019(Ministry of Manpower, 2019). Opportunity to undergo training is essential as participation in adult learning is associated with wide range positive influence, socially, health-wise and economically for employees, employers as well as societies (Schuller, 2017).

Employers invested approximately 1 to 2 trainings per employee in 2020, which is about the average figure since 2018. Based on engagement with various employers, this is the balanced figure companies are comfortable with as employees are normally sent away to training during their working hours. Too many trainings attended would translate to a fall in productivity, essentially defeating the purpose of training. To overcome this obstacle, nowadays training providers curate their offerings by splitting them into bite sizes and incorporate progress trackers so employees can learn at their own pace. The Top 10 subsectors with highest training opportunity ratio is even split between Services (5) and Manufacturing (5) sectors.

Evidently, the various Movement Control Orders implemented reduced training places in 2020. All sectors showed a reduction, albeit unevenly. In percentage terms, Mining & Quarrying Sectors experienced the most reduction, followed by Manufacturing Sector and lastly Services Sector. Towards the end of 2020, beginning from October, the number of training places picked up slightly. This is encouraging as it implies employers are willing to send their employees to training, only hampered by movement restrictions. The Top 3 subsectors with the highest number of training places were from Manufacturing Sector, namely Electrical Machinery & Supplies (67,183), Food & Beverage Industries (34,005) and Transport Equipment (21,603).

HRDF was concerned with its registered employers and took action to mitigate financial burden of its members as every bit helps. On average, Industry Investment in training reduced to RM 302 million as levy exemption was in place from April to September 2020. Training expenditure also declined in line with Malaysia's Gross Domestic Product (GDP) contraction of 5.6% in 2020. the Services Sector (RM 161 million) spent the most on training, followed by the Manufacturing Sector (RM 134 million) and lastly, the Mining & Quarrying Sector (RM 7.4 million). The investment in training is likely to increase as we recover from the effects of the pandemic.

Sources:

1. Ministry of Manpower (2019), Labour Force in Singapore 2019, https://stats.mom.gov.sg/Pages/Labour-Force-In-Singapore-2019.aspx
2. Schuller, T (2017) 'What are the wider benefits of learning across the life course?'

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Dearden, L.; Reed, H.; Van Reenen, J. (2005) : The impact of training on productivity and wages: Evidence from British panel data, IFS Working Papers, No. 05/16, Institute for Fiscal Studies (IFS)

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Schuller, T. (2017) 'What are the wider benefits of learning across the life course?'

Summary of Training Participation according to Subsectors 2020

SUBSECTORS UNDER **MANUFACTURING**

List of Subsectors	Effective Training Duration	Employees Trained Ratio	Training Opportunity Ratio	Training Places Approved	Industry Investment on Training
Electrical Machinery and Supplies	3.3	14%	1.6	67,183	36,420,153
Food & Beverage	2.4	15%	1.5	34,005	15,823,061
Footwear	3.3	8%	2.2	301	152,581
Furniture and Fixtures	2.5	10%	1.3	2,788	2,231,231
Glass and Glass Products	2.6	15%	1.4	1,699	1,076,473
Industrial Chemicals & Products	2.8	17%	1.4	18,307	10,753,292
Iron and Steel	2.7	12%	1.4	6,855	4,452,676
Leather & Products of Leather	3.6	15%	1.9	785	362,339
Machinery except Electrical	2.8	13%	1.4	8,398	4,679,716
Non-Ferrous Metal & Fabricated Metal	3.0	12%	1.4	16,033	9,767,613
Non-Metallic Mineral Products	2.9	14%	1.4	7,685	4,541,911
Paper and Paper Products	2.1	14%	1.4	6,149	3,039,027
Petroleum Refineries	3.5	24%	1.7	6,210	6,198,893
Plastics Products	2.8	12%	1.5	14,317	7,374,389
Pottery, China and Earthenware	2.0	12%	1.3	215	135,437
Printing, Publishing Industries	4.3	13%	2.5	8,829	3,007,138
Products of Petroleum & Coal	2.1	14%	1.3	316	223,076
Professional and Scientific Equipment	4.0	14%	1.5	5,397	3,354,152
Rubber Products	3.5	14%	1.6	12,927	6,876,198
Textiles & Wearing Apparel	3.1	8%	1.6	3,742	2,773,232
Tobacco Manufacturers	4.2	15%	1.5	193	192,666
Transport Equipment	3.6	20%	1.6	21,603	8,847,610
Wood & Wood Products and Cork	2.5	7%	1.4	2,838	1,647,141

Summary of Training Participation according to Subsectors 2020

SUBSECTORS UNDER **SERVICES**

List of Subsectors	Effective Training Duration	Employees Trained Ratio	Training Opportunity Ratio	Training Places Approved	Industry Investment on Training
Advertising	2.7	13%	1.2	1,914	1,408,281
Air Transport	4.0	17%	1.6	9,956	14,125,500
Bonded Warehouse	2.2	19%	1.3	897	496,024
Building and Landscape Services	4.6	6%	1.3	2,323	2,507,268
Computer Industry	19.2	13%	1.3	15,097	17,384,777
Direct Selling	3.2	10%	1.3	1,901	1,469,077
Driving School	3.3	6%	1.1	277	271,933
Early Childhood Education	5.3	8%	1.4	1,928	769,103
Engineering Support & Maintenance	2.9	14%	1.3	16,826	15,520,367
Event Management Services	2.6	12%	1.2	713	409,328
Food And Beverage Services	2.3	12%	1.3	14,157	5,462,524
Franchise	2.4	14%	2.0	6,711	911,903
Freight Forwarder	2.5	12%	1.3	9,171	6,220,494
Gas, Steam and Air-Conditioning	2.9	6%	1.4	401	420,916
Health Support Services	3.3	15%	1.2	1,478	907,008
Hotel Industry	2.9	13%	1.3	19,892	8,793,827
Hypermarket/Supermarket/ Departmental Store	2.1	9%	1.3	13,109	6,345,348
Information Service	20.4	10%	1.4	3,908	2,227,137
Land Transport	3.8	12%	1.7	16,554	6,653,303
Port Services	4.0	20%	1.3	5,111	3,371,044
Postal	2.6	21%	1.4	12,775	3,606,260
Power (Energy)	5.8	13%	1.4	8,113	9,445,955
Private Broadcasting Services	1.4	24%	1.2	1,590	874,835
Private Hospital	3.3	17%	1.6	18,224	7,549,509
Private Institution of Higher Learning	3.4	24%	1.7	19,113	9,116,493
Motion Picture, Video and TV	2.0	14%	1.3	1,204	636,432
Research & Development	3.4	21%	1.5	2,751	1,834,138
Sale and Repair of Motor Vehicles	2.5	7%	1.3	7,824	5,706,233
Security Firms	3.5	5%	1.3	6,581	4,086,651
Sewerage	2.2	35%	1.4	1,872	697,374
Shipping	3.7	12%	1.4	2,848	3,203,894
Telecommunication	2.8	23%	1.5	15,436	10,331,427
Training Provider	3.4	16%	1.6	4,643	3,327,663
Travel Agency - Inbound	2.9	4%	1.3	195	155,100
Travel Agency - Outbound	2.8	6%	1.2	601	628,249
Veterinary Services	1.6	10%	1.0	44	15,537
Waste Management	2.8	11%	1.5	2,439	1,501,837
Water Treatment and Supply	4.1	17%	1.5	4,590	2,988,460

Summary of Training Participation according to Subsectors 2020

SUBSECTORS UNDER **MINING & QUARRYING**

List of Subsectors	Effective Training Duration	Employees Trained Ratio	Training Opportunity Ratio	Training Places Approved	Industry Investment on Training
Mineral & Stone Quarry	2.7	10%	1.3	1,189	1,520,123
Petroleum & Gas Extraction	3.4	15%	1.3	2,650	5,882,410