

HRD Corp Grant Application Helper

SLB Scheme



eTRiS

Purpose

To submit a grant application under the *Skim Latihan Bersama* (SLB Scheme)

Terms and Conditions:

In-house training

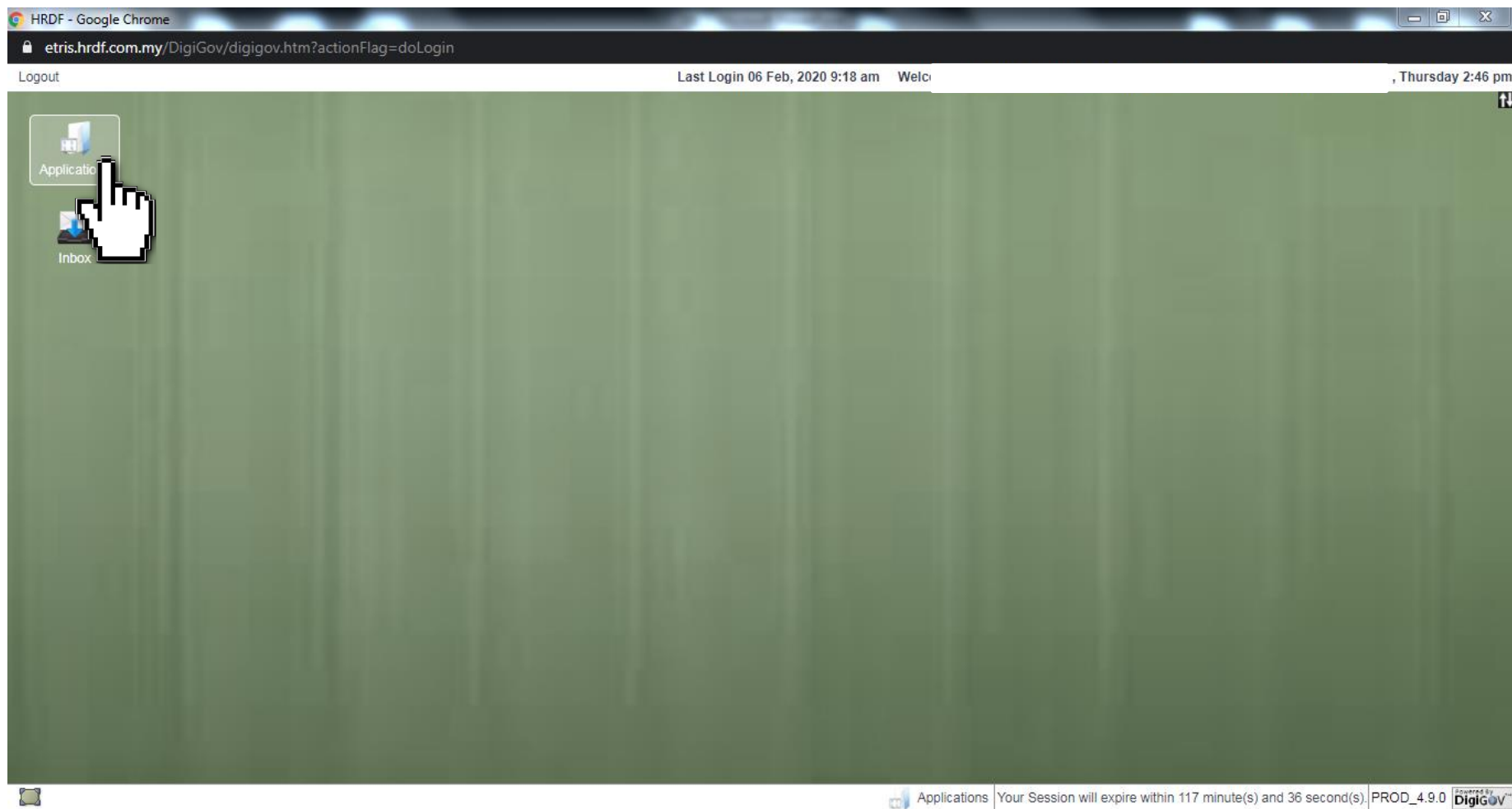
- Grant applications **must be submitted** at least fourteen (14) calendar days before the commencement of In-House Training.
- The approved training programme must commence **within ninety (90) calendar days** from the completion of the 14-day advance submission period.



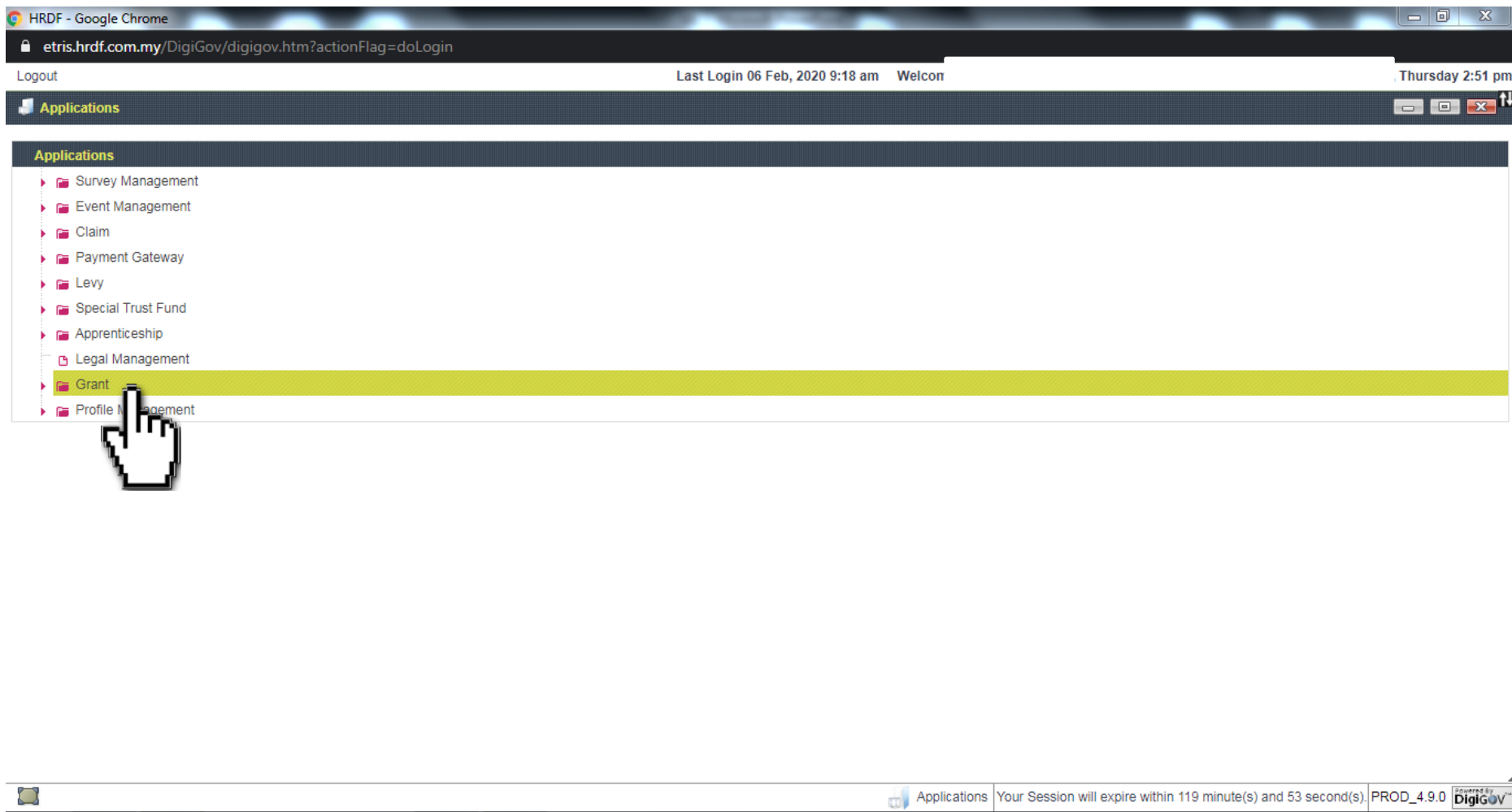
Employers must submit with supporting documents:
Invoice/quotation, trainer profile and schedule/course content.



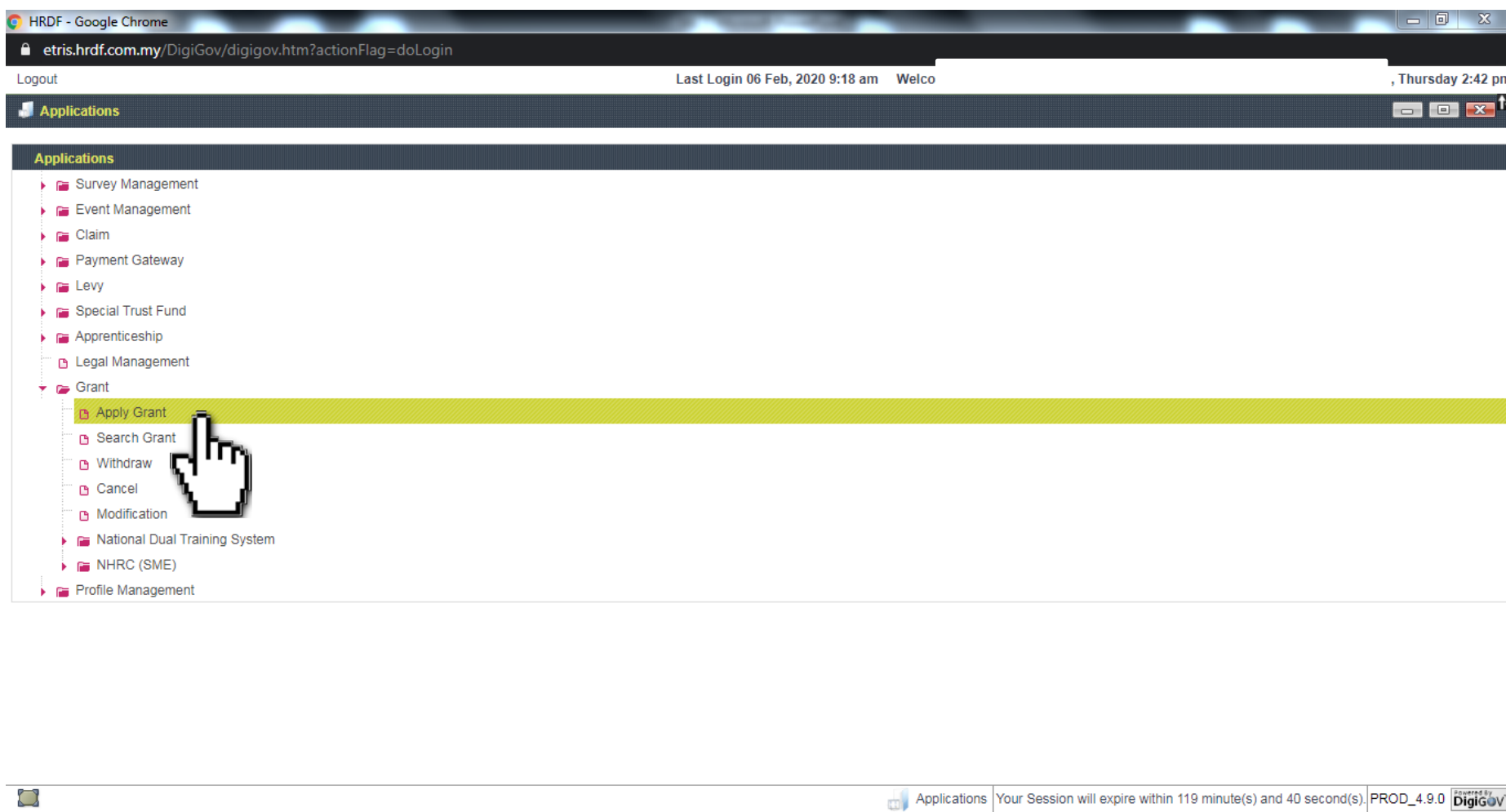
- (1) Log in to employer's eTRiS account
- (2) Click **Application**



(3) Click **Grant** on the left-hand menu under Work List



(4) Click **Apply Grant** on the left-hand menu under Work List



(6) Select the Scheme Code and choose **SLB : Skim Latihan Bersama**. Click **Apply** and select either **Organiser** or **Participant**.

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 01 Mar, 2020 12:43 am Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Sunday 2:49 am

Applications

Applications > Grant > Apply Grant

Apply New Grant

Levy Information

Company Name		Levy Balance	RM 80,976.51
Total Grant Approved	RM 726,510.70	Grant Balance	RM 105,008.07
Total Amount Applied	RM 0.00		

Apply New Grant

Scheme Code [* Preview Application Forms](#)

☒ Organizer ☐ Participant *

☐ This is Appeal Case

Apply Cancel

Applications Your Session will expire within 119 minute(s) and 0 second(s) PROD_4.10.0 DigiGov

(7) Select the appropriate Immediate Officer and click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welc

Thursday 3:08 pm

Applications

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 726,510.70	Grant Balance	RM 97,102.88
Total Amount Applied	RM 0.00		
Scheme Name	SLB		

Save

Next

Cancel

Employer's Profile

MyCoID

Company Name

Immediate Officer

Email

Select

Save

Next

Cancel

(8) Select the appropriate registered Training Provider details and click **Next**.

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 01 Mar, 2020 12:43 am Welco

Sunday 1:55 am

Applications

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

RM 726,510.70

RM 0.00

SBL-Khas

Levy Balance

Grant Balance

RM 80,976.51

RM 105,008.07

Back

Save

Next

Cancel

Registered Training Provider Details

MyCoID

Training Provider Name

Address

Officer Telephone Number

Email

KERAJAAN0148_30

JABATAN TENAGA MANUS

INSTITUT LATIHAN P'IND. MU
KM 43, JALAN SEGAMAT,
84020 - SAGIL
Johor, Malaysia

6069773800

psmbadmin@hrdf.com.my

Search

Check

History Data

Post Code

State

Officer to be Contacted

84020

Johor

Back

Save

Next

Cancel

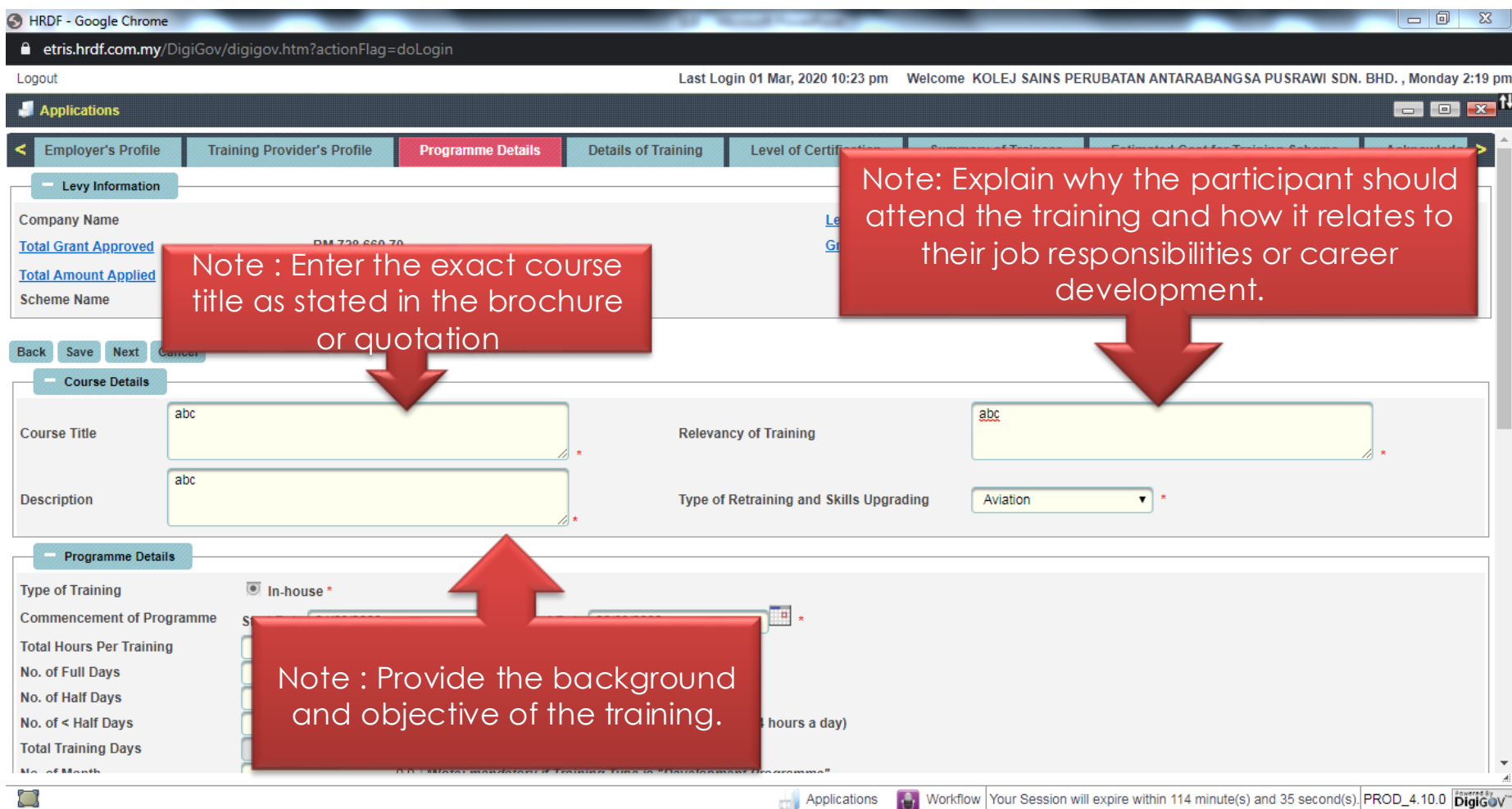
Applications

Your Session will expire within 118 minute(s) and 12 second(s)

PROD_4.10.0

DigiGov

(9) Enter all required details and click **Next**.



The screenshot shows the 'Programme Details' tab of the HRDF application form. The form is divided into several sections: 'Levy Information', 'Course Details', and 'Programme Details'. Red callout boxes provide instructions for specific fields:

- Levy Information:** A red box points to the 'Scheme Name' field with the text: "Note : Enter the exact course title as stated in the brochure or quotation".
- Course Details:** A red box points to the 'Course Title' field with the text: "Note: Explain why the participant should attend the training and how it relates to their job responsibilities or career development.".
- Programme Details:** A red box points to the 'Type of Training' field (set to 'In-house') with the text: "Note : Provide the background and objective of the training.".

Other visible fields include 'Company Name', 'Total Grant Approved', 'Total Amount Applied', 'Description', 'Relevancy of Training', 'Type of Retraining and Skills Upgrading' (set to 'Aviation'), 'Commencement of Programme', 'Total Hours Per Training', 'No. of Full Days', 'No. of Half Days', 'No. of < Half Days', and 'Total Training Days'.

(9.1) Select the participating employer from the list, enter the number of participants, click **Add** and then click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 01 Mar, 2020 10:23 pm

Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Monday 2:23 pm

Applications

IC No./Passport No.

*

Distance to Training Location

Select

*

HQ/Branch

Select

*

Add

Reset

*Note: If your branch is not listed , please update your profile to add the branch details.

External Trainer

Name

*

IC No./Passport No.

*

Citizenship

Select

*

Distance to Training Location

Select

*

Overseas Trainer

☐ Yes
 ☐ No

*

Add

Reset

Details of Participating Employer

MyCoID

912721V

*

Search

Company Name

1 AUTOWORKS SERVICE (

No of Participants

3

*

Add

Reset

Note : After making changes in count of Max. Participants of Participating Employer, please visit Trainee details of "Summary of Trainees".

Details of Participating Non Register Employer

MyCoID

*

Company Name

*

Address

*

Add

Reset

Back

Save

Next

Cancel

Applications

Workflow

Your Session will expire within 119 minute(s) and 36 second(s).

PROD_4.10.0

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(10) Enter the training location details and click **Next**

HRDF - Google Chrome

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Logout

Last Login 06 Feb, 2020 9:18 am Welc

Thursday 3:34 pm

Applications

<

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgem >

Levy Information

Company Name

Levy Balance

RM 71,685.14

Total Grant Approved

RM 728,660.70

Grant Balance

RM 97,102.88

Total Amount Applied

RM 0.00

Scheme Name

SLB

Back

Save

Next

Cancel

Details of Training

Training Location

Own Premise

HQ/Branch

HQ

Please Specify Full Address

abcde

State

Kuala Lumpur

No. of Travel Days

☐ 1 Day
☒ Not Applicable

Back

Save

Next

Cancel



(11) Select the appropriate certification level and click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welcom

Thursday 3:38 pm

Applications

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

RM 728,660.70

RM 0.00

SLB

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Back

Save

Next

Cancel

Level of Certification

Level of Certification

Practical/Hands-On/TVET?

Certificate Of Attendance

Yes

No

Back

Save

Next

Cancel

Applications

Your Session will expire within 118 minute(s) and 57 second(s).

PROD_4.9.0

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(12) Please follow the instructions provided enter the trainees' details.

HRDF - Google Chrome

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Logout

Last Login 06 Feb, 2020 9:18 am Welcom

Thursday 3:49 pm

Applications

< Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

RM 728,660.70

RM 0.00

SLB

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

1

Training Schedule

Start Date

08/02/2020

End Date

09/02/2020

Add Batch

Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.				

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
Back Save Next Cancel										

Applications

Your Session will expire within 119 minute(s) and 9 second(s).

PROD_4.9.0

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(12.1) Click the **Add Batch** button and then click **Save**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welco

Thursday 3:55 pm

Applications

<

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

RM 728,660.70

RM 0.00

SLB

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date

08/02/2020

End Date

09/02/2020

Add Batch

Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	-	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back

Save

Next

Cancel

Applications

Your Session will expire within 113 minute(s) and 5 second(s).

PROD_4.9.0

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(12.2) Click **Add** Trainee Details

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welcom

Thursday 4:05 pm

Applications

<

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

RM 728,660.70

RM 0.00

SLB

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date

08/02/2020

End Date

09/02/2020

Add Batch

Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back

Save

Next

Cancel

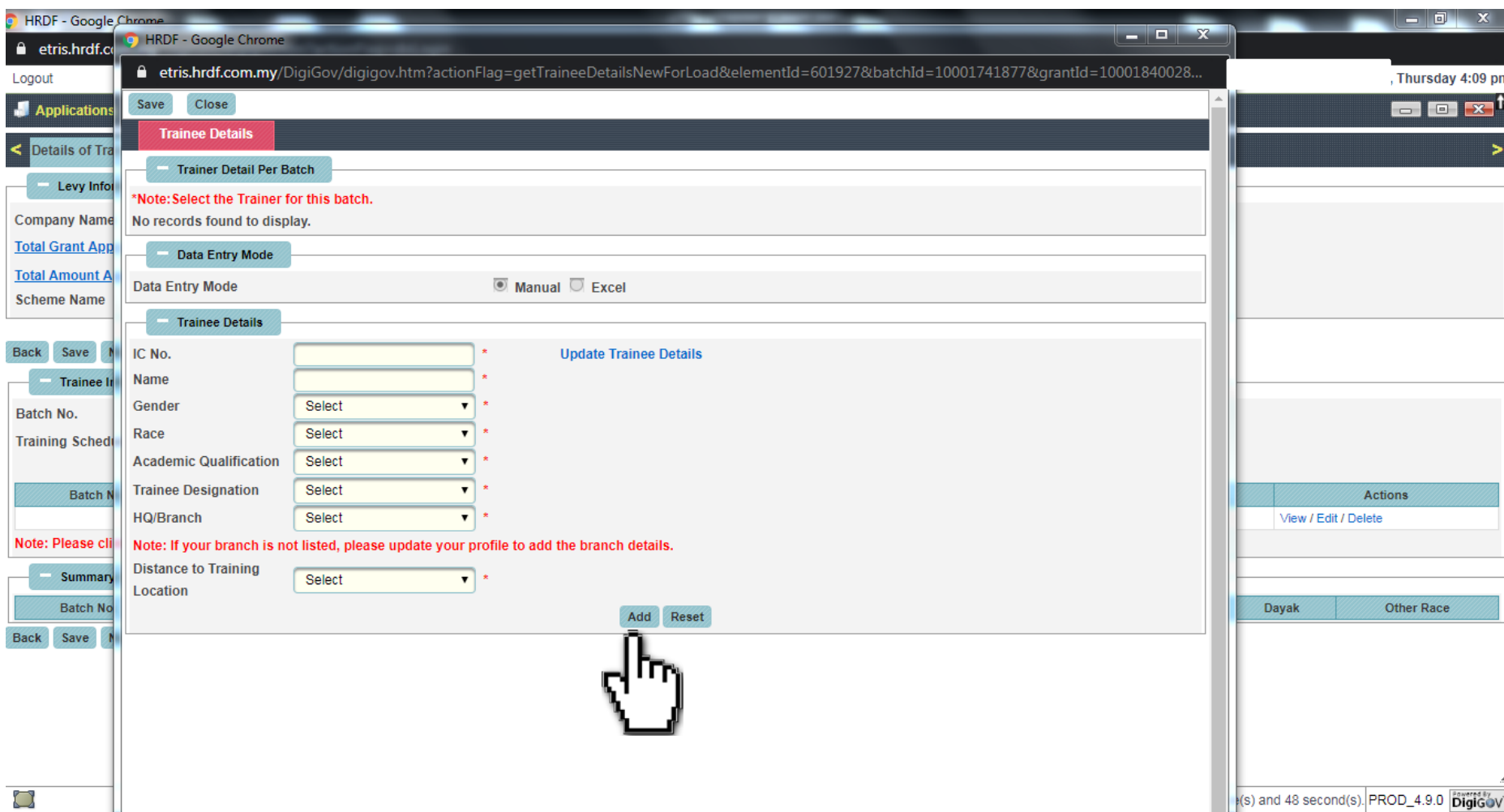
Applications

Your Session will expire within 118 minute(s) and 53 second(s).

PROD_4.9.0

DigiGov

(12.3) Enter all required details and click **Add**



HRDF - Google Chrome

etris.hrdf.com

Logout

Applications

Details of Trainee

Levy Information

Company Name

Total Grant Applied

Total Amount Approved

Scheme Name

Back Save

Trainee Information

Batch No.

Training Schedule

Batch No.

Note: Please click on the batch number to view the details.

Summary

Batch No.

Back Save

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=601927&batchId=10001741877&grantId=10001840028...

Save Close

Trainee Details

Trainer Detail Per Batch

*Note: Select the Trainer for this batch.

No records found to display.

Data Entry Mode

Data Entry Mode ☒ Manual ☐ Excel

Trainee Details

IC No. *

Name *

Gender Select *

Race Select *

Academic Qualification Select *

Trainee Designation Select *

HQ/Branch Select *

Distance to Training Select *

Location *

Note: If your branch is not listed, please update your profile to add the branch details.

Update Trainee Details

Add Reset

Actions

View / Edit / Delete

Dayak Other Race

(s) and 48 second(s). PROD_4.9.0 Powered By DigiGov

(12.4) Click **Add** if you wish to add more participants. Otherwise, click **Save**

Logout

Applications

Details of Training

Levy Information

Company Name

Total Grant Applied

Total Amount Approved

Scheme Name

Back

Save

Trainee Information

Batch No.

Training Schedule

Batch Name

Note: Please click on the batch details to update the batch details.

Summary

Batch No.

Back

Save

etris.hrdf.com

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=601927&batchId=10001741877&grantId=10001840028...

Save

Close

Trainee Details

Per Detail Per Batch

*If you do not find the Trainer for this batch.
No records found to display.

Data Entry Mode

Data Entry Mode

Manual

Excel

Trainee Details

IC No.

Name

Gender

Race

Academic Qualification

Trainee Designation

HQ/Branch

Note: If your branch is not listed, please update your profile to add the branch details.

Distance to Training Location

Add

Reset

No	Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Actions
1	ABCdsfsdfs	123456789123	Male	Malay	Degree	Manager		Less 70 km	View / Edit / Delete

Thursday 4:30 pm

Actions

View / Edit / Delete

Dayak

Other Race

(s) and 16 second(s).

PROD_4.9.0

DigiGov

(12.5) Click Next

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welcc

Thursday 4:34 pm

Applications

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

RM 728,660.70

RM 0.00

SLB

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date

08/02/2020

End Date

09/02/2020

Add Batch

Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	1	0	1	0	0	1	0	0	0	0

Back

Save

Next

Cancel

Applications

Your Session will expire within 117 minute(s) and 25 second(s).

PROD_4.9.0

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(13) Enter all course fee and allowance details as required, then click **Next**.

HRDF - Google Chrome

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Logout

Last Login 06 Feb, 2020 9:18 am

Welcome

ursday 4:37 pm

Applications

< Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Levy Balance

RM 71,685.14

Total Grant Approved

RM 728,660.70

Grant Balance

RM 97,102.88

Total Amount Applied

RM 0.00

Scheme Name

SLB

Back

Save

Next

Cancel

Estimated Cost

Type of Training : In-house

Training Location : Own Premise

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
External Trainer	YPL : External Trainer Fee	Not Applicable		Per Day	2.0	1	Group	Not Applicable	
External Trainer	YPL : External Trainer Fee	Not Applicable		Per Day	2.0	1	Group	Soft	
External Trainer	YPL : External Trainer Fee	Not Applicable		Per Day	2.0	1	Group	Technical	
External Trainer	EMPL : Meal Allowance for External Trainer	Not Applicable		Per Day	2.0	0	Trainer	Not Applicable	
External Trainer	EHPL : Daily Allowance for External	Not Applicable		Per Day	2.0	0	Trainer	Not Applicable	

Applications

Your Session will expire within 119 minute(s) and 26 second(s).

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(14) Tick the declaration checkbox and select the designated officer.

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welcom

Thursday 4:48 pm

Applications

< Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Levy Balance

RM 71,685.14

Total Grant Approved

Grant Balance

RM 97,102.88

Total Amount Applied

RM 10,700.00

Scheme Name

SBL

Back

Save

Submit Application

Cancel

Acknowledgement & Declaration of Employer

☒

I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

☒

I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name

Select

Designation

Email

IC No.

Date

06/02/2020

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

• Course Fee Quotation/Information

• Course Content (CC) / Time table

• Trainee's CV / CVs

javascript:doLogout('/DigiGov')

Applications

Your Session will expire within 112 minute(s) and 37 second(s)

PROD_4.9.0

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(14.1) Attach all required supporting documents, click **Save** and click **Submit Application**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am

Welcome

hursday 4:57 pm

Applications

grant that may have been disbursed.

☒ I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name

Other

Other Officer Name

abcde

Designation

Executive

Email

abcde@yahoo.com

IC No.

123456789123

Date

06/02/2020

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment *

File Description

Attach File

Choose File Training Pro...0-04-16).pdf

Add Attachment

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description		Actions
Training Program - APR-32 (2020-04-16)	Training Program - APR-32 (2020-04-16).pdf	Remove / View

Back

Save

Submit Application

Applications

Your Session will expire within 103 minute(s) and 17 second(s).

PROD_4.9.0

DigiGov



Once the **new Grant Application** has been successfully submitted, the Grant Officer will evaluate the request and will query the application for any additional information needed.



Application status will be updated in the employer screen notified via email and inbox.



THANK YOU

**Advancing Skills,
Empowering Talent for a
Future-Ready Malaysia**