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**“Our future depends on how well many different kinds of people can live and work together”**

Tunku Abdul Rahman Putra Al-Haj  
First Prime Minister of Malaysia

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## **NOTICE OF THE ELEVENTH ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN THAT THE ELEVENTH ANNUAL GENERAL MEETING OF PEMBANGUNAN SUMBER MANUSIA BERHAD WILL BE HELD AT PEMBANGUNAN SUMBER MANUSIA BERHAD, LEVEL 1, WISMA PSMB, JALAN BERINGIN, DAMANSARA HEIGHTS, 50490 KUALA LUMPUR ON THURSDAY, 28 JUNE 2012 AT 12.15 P.M. FOR THE FOLLOWING PURPOSES:

### Agenda

1. To receive and adopt the Financial Statements for the year ended 31 December 2011 and the Reports of the Directors and Auditors thereon.
2. To reappoint Messrs. KPMG as Auditors and to authorise the Directors to fix their remuneration.
3. To transact any other ordinary business.

**(Resolution 1)**

**(Resolution 2)**

BY ORDER OF THE BOARD

**TAN AI NING**

Secretary

Kuala Lumpur

**14 June 2012**

Note : Under the Articles of Association of the Company, attendance at Annual General Meetings shall be in person.

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## **NOTIS MESYUARAT AGUNG TAHUNAN KESEBELAS**

DENGAN INI DIMAKLUMKAN BAHWA MESYUARAT AGUNG TAHUNAN PEMBANGUNAN SUMBER MANUSIA BERHAD KESEBELAS AKAN DIADAKAN DI PEMBANGUNAN SUMBER MANUSIA BERHAD, ARAS 1, WISMA PSMB, JALAN BERINGIN, DAMANSARA HEIGHTS, 50490 KUALA LUMPUR PADA HARI KHAMIS, 28 JUN 2012 JAM 12.15 TENGAH HARI UNTUK URUSAN-URUSAN BERIKUT:

### Agenda

1. Menerima dan meluluskan Penyata Kewangan yang diaudit bagi tahun berakhir 31 Disember 2011 dan Laporan Para Pengarah dan Juruaudit.
2. Melantik semula Tetuan KPMG sebagai Juruaudit Syarikat dan memberi kuasa kepada Para Pengarah untuk menetapkan bayaran khidmat mereka.
3. Mengurus sebarang urusan biasa lain.

**(Resolusi 1)**

**(Resolusi 2)**

DENGAN PERINTAH LEMBAGA PENGARAH

**TAN AI NING**

Setiausaha

Kuala Lumpur

**14 Jun 2012**

Nota : Di bawah Artikel Persatuan Syarikat, kehadiran di Mesyuarat Agung Tahunan tidak boleh diwakili.



**“You young people must try to do things together, things that will strengthen the unity, the goodwill and understanding of our people”**

Tun Abdul Razak  
Second Prime Minister of Malaysia



**CORPORATE** Profile  
*Profil Korporat*

# CORPORATE Profile

## Profil Korporat

### Vision Visi

To be the driving force in training and development of the workforce.

*Sebagai daya penggerak latihan dan pembangunan tenaga kerja.*

### Mission Misi

To enhance the knowledge and skills of the workforce through effective management of the Human Resources Development Fund (HRDF).

*Untuk meningkatkan pengetahuan dan kemahiran pekerja melalui pengurusan Kumpulan Wang Pembangunan Sumber Manusia (KWPBM) yang efektif.*

### Objective Objektif

To encourage employers covered under the Pembangunan Sumber Manusia Berhad Act, 2001 to retrain and upgrade the skills of their employees, apprentices and trainees in line with their business needs and the development strategy of the country.

*Untuk menggalakkan majikan yang diliputi di bawah Akta Pembangunan Sumber Manusia Berhad, 2001 supaya melatih semula dan meningkatkan kemahiran pekerja, perantis dan pelatih bagi memenuhi keperluan pelan perniagaan selaras dengan strategi pembangunan negara.*

### Functions PSMB

#### Fungsi PSMB

The functions of PSMB, as stipulated in the Pembangunan Sumber Manusia Berhad Act 2001, are as follows:

*Fungsi PSMB seperti yang dinyatakan di bawah Akta Pembangunan Sumber Manusia Berhad 2001, adalah seperti berikut:*

- To assess and determine the types and extent of employees', apprentices' and trainees' training and retraining in keeping pace with the human resource needs of industries;
- Untuk menilai dan menentukan jenis dan takat latihan dan latihan semula pekerja, perantis dan pelatih selaras dengan keperluan sumber manusia bagi industri;
- To promote and stimulate manpower training; and
- Untuk menggalak dan merangsangkan latihan tenaga manusia; dan
- To determine the terms and conditions under which any financial assistance or other benefits are to be given.
- Untuk menentukan terma dan syarat di mana apa-apa bantuan kewangan atau faedah lain yang hendak diberikan.



## Quality Policy

PSMB is committed to provide excellent services in fulfilling its customers' needs through continuous improvement.

## Training Policy

PSMB is committed to enhance the knowledge, skills and competencies of its staff through continuous training and retraining to improve their deliverables.

## Safety Policy

It has been PSMB's policy, where possible, to provide a safe and healthy work environment to the staff and to the public. The implementation of the Safety and Health Policy will assist towards achieving PSMB's goals and objectives.

PSMB is truly committed to implement its policy as follows:

- To provide and maintain a safe workplace for PSMB's staff and the public.
- To ensure that all PSMB's staff are working safely without any health risk.
- To adhere to all orders and regulations related to individual and organisational safety.
- Staff are responsible to the matters that are related to occupational safety and health.

To ensure that this policy is enforced, the Safety Officer will monitor and ensure that top priority is given to safety at the workplace.

## Dasar Kualiti

PSMB adalah komited untuk menyediakan perkhidmatan yang cemerlang bagi memenuhi keperluan pelanggan dengan melaksanakan penambahbaikan berterusan.

## Polisi Latihan

PSMB adalah komited untuk meningkatkan pengetahuan, kemahiran dan kompetensi pekerjaannya melalui latihan dan latihan semula untuk meningkatkan penghasilan kerja mereka.

## Polisi Keselamatan

Adalah menjadi polisi PSMB, untuk menyediakan seboleh mungkin, persekitaran kerja yang selamat dan sihat kepada semua pekerja dan orang ramai. Pelaksanaan Polisi Keselamatan dan Kesihatan Pekerjaan ini akan membantu ke arah pencapaian matlamat dan objektif PSMB.

PSMB adalah komited sepenuhnya melaksanakan polisinya seperti berikut:

- Menyedia dan menyelenggara tempat kerja yang selamat untuk pekerja PSMB dan orang ramai.
- Memastikan semua pekerja PSMB bekerja dengan cara kerja yang selamat tanpa apa-apa risiko ke atas kesihatan.
- Mematuhi semua arahan dan peraturan berhubung dengan keselamatan diri dan organisasi.
- Pekerja adalah bertanggungjawab ke atas perkara-perkara berkaitan keselamatan dan kesihatan pekerjaan.

Bagi memastikan polisi ini dikuat kuasakan, Pegawai Keselamatan akan memantau dan memastikan keselamatan di tempat kerja sentiasa diberi keutamaan.



"we hope that services provided and experience gained by the centre would expand it from that of giving basic advice to one that provides professional consultancy"

Raja Dato' Abd. Aziz bin Raja Muda Musa  
Chairman of the Board of Directors  
Pembangunan Sumber Manusia Berhad

# Chairman's Statement

## Salam 1Malaysia.

The global economy in 2011 was confronted with many challenges. Japan's natural disasters and the uncertainties of financial environment in the Eurozone had impacted largely the overall global economic growth. Despite the challenging environment last year, the Malaysian economy registered a growth of 5.1%. By sector, the service sector outperformed the manufacturing sector by growing at 6.8%. Meanwhile, the manufacturing sector grew at 4.5%.

To further spur the economic growth of the nation, the Government launched comprehensive initiatives aimed at driving Malaysia forward to be a high-income economy. Under the Economic Transformation Programme (ETP), strong emphasis has been placed on the 12 National Key Economic Areas (NKEAs). However, there are challenges ahead. One of the key challenges which needs to be addressed is the competitiveness of the Malaysian economy. At the moment, our workforce is still considered to be low-skilled and operating at comparatively low productivity. It is also still not imbued with a culture to be strongly innovative and creative. As the ETP largely relies on the private sector to drive for greater productivity and innovation, the development of human capital will have to take centre stage in the government's plan. It is in this context that Pembangunan Sumber Manusia Berhad (PSMB) plays its role by conducting programmes to enhance knowledge, innovation capabilities and productivity of Malaysian workers in the private sector.

PSMB began year 2011 with the implementation of the 1Malaysia Training Programme with an allocation of RM200 million from the Human Resources Development Fund (HRDF). This was part of the RM500 million allocated in the 2011 Budget. Under this scheme, as an incentive for employers, PSMB reimburse 20% of the course fees through employers' levy accounts after the completion of approved training. Overall, there were 442,000 training places approved with a financial assistance of RM187 million given out in 2011.

In the year, Future Workers Training Scheme was also introduced by PSMB. This is a special scheme that provides financial assistance to employers to equip their potential recruits (workers) with the required skills before the recruits take-up permanent employment.

In addition, PSMB has also made a provision of RM1 million to pay for the certification fee of RM300 per level for all levels of *Sijil Kemahiran Malaysia* certification charged by the Department of Skills Development under the Recognition of Prior Learning Scheme. This scheme expedites the Government's mission to increase the number of skilled workers in Malaysia from 28% to 33% by 2015 and to 50% by 2020.

From the reskilling and skills upgrading training programmes implemented in 2011, PSMB had also approved a total of 721,769 training places with a total financial assistance of RM376.6 million and disbursed a total of RM288.7 million to employers.

The Government has long recognised the role of Small Medium Enterprises (SMEs) in the economy. SMEs constitute 99.2% of the employers in the country, contribute 31% of the GDP, employ 59% of the workforce and generate 20% of exports. In recognition of their importance, the management capacity of SMEs should also be transformed to meet the needs of competition in a high income economy. In support of this aspiration, PSMB established the National Human Resources Centre (NHRC). NHRC commenced operation on 1 August 2011 and plays the role of HR Department for SMEs by providing strategic HR support and advice on all matters related to human resources management. In developing this centre, PSMB built an auditorium to conduct programmes, established SME Services Division and Marketing Communication Division and develop a NHRC portal. The experience has contributed immensely to the capacity building of our team. Considering that the centre started from scratch, good progress has been charted. Professional HR solutions services for six HR scopes covering 25 areas that are related to HRM had commenced on 1 November 2011.

It is expected the full potential of the NHRC shall be realised by the middle of 2012. Beyond that, we hope that services provided and experience gained by the centre would expand it from that of giving basic advice to one that provides professional consultancy.

In line with the Government's aspiration to foster workplace transformation and increase the overall corporate performance of SMEs, PSMB implemented the Training Incentive Scheme for SMEs with an allocation of RM10 million. This amount was provided for under the Tenth Malaysia Plan.

It has always been a foremost objective of PSMB to improve our service delivery to our stakeholders, mainly the registered employers. With this in mind, as a value-added service, PSMB set-up HRDF e-Library. This library gives access to online books that registered employers and training providers could refer to, to enhance their knowledge and capability on human resource, training and management. The e-Books or online materials can be viewed by using laptops, desktops or mobile phones.

We have also expanded accessibility to online application system to make it easy for employers to apply for financial assistance. In 2011, two new online application systems were implemented, namely, e-Alat for online application of training grant under the Purchase of Training Equipment and Setting Up of Training Room Scheme and e-OJT for online claim of training grant under the On-the-Job Training Scheme. We are also proud that the PSMB Portal has been rated 5 Star by the Multimedia Development Corporation (MDeC) under the Malaysia Government Portals and Websites Assessment 2011.

The proof of success of any organisation is in the effectiveness of what it does. To gauge this, PSMB commissioned the Management Centre of the International Islamic University Malaysia to conduct an independent study on the effectiveness of the Human Resources Development Fund.



On this matter, we are glad to inform that the findings of the study indicated that the training we had provided and supported had produced creditable results. Generally they have increased the knowledge and skills of participants, facilitated knowledge and skills transfer to the Small and Medium Enterprises (SMEs) and inculcated training culture among employers registered with PSMB. Encouraged by this, PSMB shall continue to drive training and development of the Malaysian workforce through its services and financial assistance.

On behalf of the PSMB Board of Directors, I would like to thank our stakeholders, mainly the registered employers and training providers for their support, without which none of our achievements in 2011 would have been possible. We look forward to their continued support as we take on the challenge of enhancing the competitiveness and productivity of the Malaysian workforce through continuous retraining and skills upgrading.

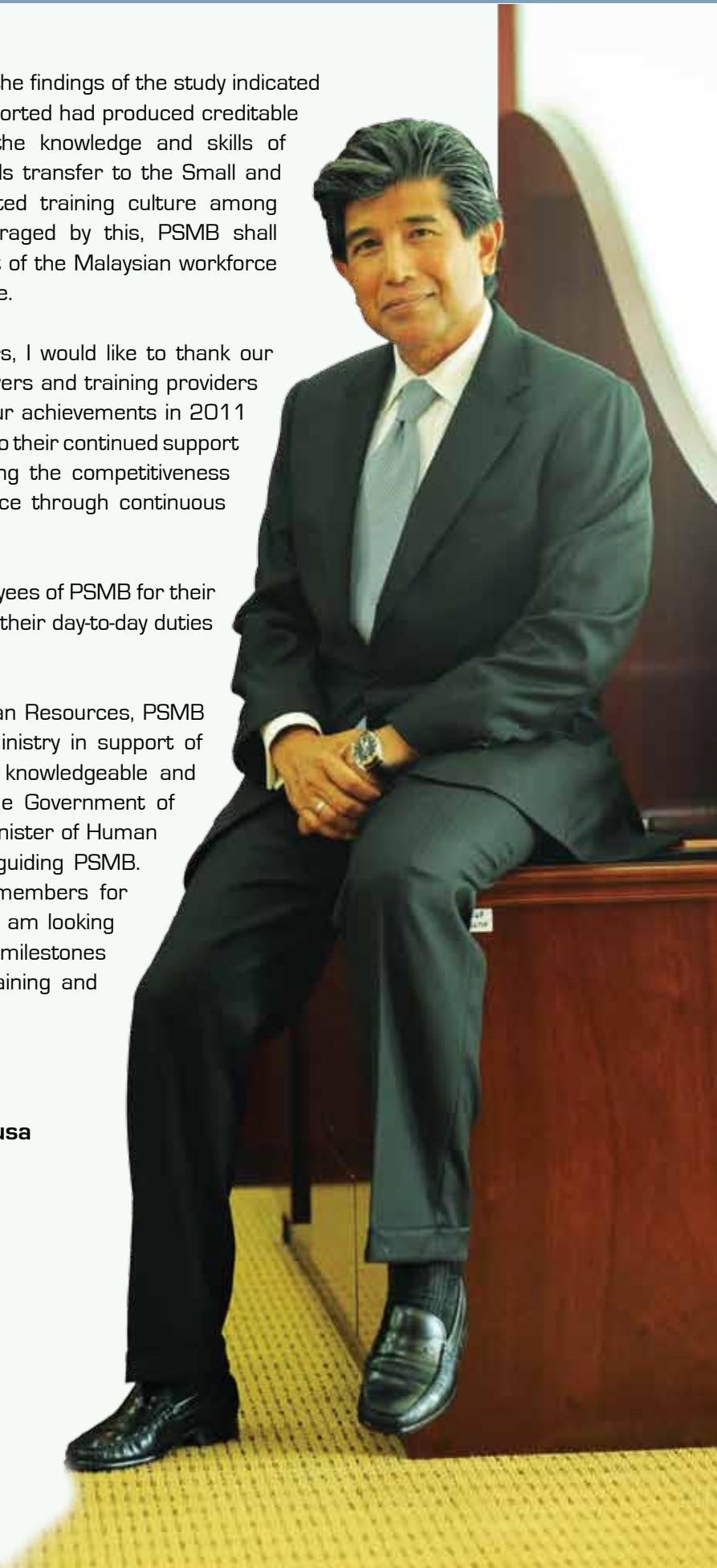
I wish to thank the management and employees of PSMB for their dedication and commitment in discharging their day-to-day duties and responsibilities in 2011.

As a company under the Ministry of Human Resources, PSMB shall continue to work closely with the Ministry in support of the Ministry's mission to develop skilled, knowledgeable and competitive workforce. I wish to thank the Government of Malaysia for its firm support and to the Minister of Human Resources for his wisdom and advise in guiding PSMB. Lastly, I record my thanks to all Board members for their invaluable contribution and support. I am looking forward to 2012 where PSMB will set new milestones in developing the workforce through retraining and skills upgrading.

Thank you.

**Raja Dato' Abd. Aziz bin Raja Muda Musa**

Chairman of the Board of Directors  
Pembangunan Sumber Manusia Berhad





# **BOARD OF DIRECTORS**

*Lembaga Pengarah*

**“We must dedicate ourselves  
to leave behind for our  
children a united, prosperous  
and strong nation”**

Tun Hussein Onn  
Third Prime Minister of Malaysia

# BOARD OF DIRECTORS

## Lembaga Pengarah



CHAIRMAN Pengerusi

### Raja Dato' Abd. Aziz bin Raja Muda Musa Federation of Malaysian Manufacturers (FMM)

Raja Dato' Abd. Aziz bin Raja Muda Musa joined Johan Ceramics as Managing Director in 2000. He has a Bachelor of Arts degree from University of Malaya. He started his career with Guinness Malaysia Berhad in 1971 as a Management Trainee and left in 1982 as Training Manager. From 1982 to 1994, he was with Nestlé (Malaysia) Berhad as Factory Manager, Manager-Personnel Development and Regional Sales Manager of Ipoh Branch. He left Nestlé (Malaysia) Berhad in December 1994. From 1995 to 1999, he was the Chief Executive Officer of International Food Corporation Private Limited in Papua New Guinea (a wholly-owned subsidiary company of FIMA Berhad). Prior to his appointment as Managing Director of Johan Ceramics Berhad, he was the Chief Executive Officer of Gandour (Malaysia) Sendirian Berhad from February 1999 to March 2000. Presently, he is one of the Vice-Presidents of the Federation of Malaysian Manufactures (FMM) and Chairman of Malaysian Ceramics Industry Group of FMM. He is also the Chairman of the Customs Committee of FMM.

Raja Dato' Abd Aziz bin Raja Muda Musa menyertai Johan Ceramics sebagai Pengarah Urusan pada tahun 2000. Beliau mempunyai Ijazah Sarjana Muda Sastera dari Universiti Malaya. Beliau memulakan kerjayanya di Guinness Malaysia Berhad pada tahun 1971 sebagai Pelatih Pengurusan dan meletak jawatan sebagai Pengurus Latihan pada tahun 1982. Dari tahun 1982 hingga 1994, beliau telah berkhidmat di Nestlé (Malaysia) Berhad sebagai Pengurus Kilang, Pengurus-Pembangunan Personel dan Pengurus Jualan Wilayah Cawangan Ipoh. Beliau meninggalkan Nestlé (Malaysia) Berhad pada Disember 1994. Dari tahun 1995 hingga 1999, beliau adalah Ketua Pegawai Eksekutif, International Food Corporation Private Limited di Papua New Guinea (sebuah anak syarikat milik penuh FIMA Berhad). Sebelum pelantikan beliau sebagai Pengarah Urusan, Johan Ceramics Berhad, beliau adalah Ketua Pegawai Eksekutif Gandour (Malaysia) Sendirian Berhad mulai Februari 1999 hingga Mac 2000. Kini, beliau adalah salah seorang Naib Presiden, Persekutuan Pengilang-pengilang Malaysia (FMM) dan Pengerusi Kumpulan Industri Seramik Malaysia, FMM. Beliau juga merupakan Pengerusi Jawatankuasa Kastam FMM.



DEPUTY CHAIRMAN Timbalan Pengerusi

### Dato' Haji Mohd. Shariff bin Hussin Ministry of Human Resources

Dato' Haji Mohd. Shariff bin Hussin is the Deputy Secretary-General (Operation) of the Ministry of Human Resources. He graduated with honours in History from University of Malaya and holds a Master in Public Administration from Western Michigan University, US. He began his career as Assistant Director in the Public Service Department (PSD) and served for five years as Administrative Officer in the Community Development Division of the Ministry of National and Rural Development before returning to the PSD as Senior Deputy Director of Policy and Service Development. He was appointed as the Deputy Secretary-General (Operation) of the Ministry of Human Resources in 2006.

Dato' Haji Mohd. Shariff bin Hussin adalah Timbalan Ketua Setiausaha [Operasi] Kementerian Sumber Manusia. Beliau mempunyai ijazah Sarjana Muda dengan kepujian dalam bidang Sejarah daripada Universiti Malaya. Beliau juga adalah lulusan Sarjana Pentadbiran Awam daripada Western Michigan University, AS. Beliau memulakan kerjaya sebagai Penolong Pengarah di Jabatan Perkhidmatan Awam (JPA) dan berkhidmat selama lima tahun sebagai Pegawai Tadbir di Bahagian Pembangunan Masyarakat, Kementerian Pembangunan Luar Bandar dan Wilayah sebelum berkhidmat semula di JPA sebagai Timbalan Pengarah Kanan, Polisi dan Pembangunan Perkhidmatan. Beliau telah dilantik sebagai Timbalan Ketua Setiausaha, Kementerian Sumber Manusia pada tahun 2006.

## Board Members *Ahli Lembaga*

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**Dato' Hafsa binti Hashim**  
**SME Corporation Malaysia (SME Corp)**

Dato' Hafsa binti Hashim is the Chief Executive Officer of SME Corporation Malaysia (SME Corp). She graduated from Universiti Sains Malaysia in 1982 with a Bachelor's Degree in Applied Science, and was awarded an MBA from Aston University, UK, in 1995. She began her career as Assistant Secretary of the Palm Oil Division in the Ministry of Primary Industries and served the Ministry of Agriculture and the Ministry of International Trade and Industry prior to becoming Director of Strategic Planning at the Small and Medium Industries Development Corporation (now SME Corp) in 1996, a position she held until her promotion to CEO in 2005.

**Dato' Hafsa binti Hashim**  
**SME Corporation Malaysia (SME Corp)**

Dato' Hafsa binti Hashim adalah Ketua Pegawai Eksekutif, SME Corporation Malaysia (SME Corp.). Beliau mempunyai kelulusan Sarjana Muda Sains Gunaan dari Universiti Sains Malaysia pada tahun 1982. Beliau turut memperolehi Sarjana Pentadbiran Perniagaan daripada Aston University, UK pada tahun 1995. Kerjaya beliau bermula sebagai Penolong Setiausaha, Bahagian Minyak Sawit di Kementerian Perusahaan Utama dan berkhidmat di Kementerian Pertanian dan Kementerian Perdagangan Antarabangsa dan Industri sebelum memegang jawatan Pengarah Perancangan Strategik di Perbadanan Pembangunan Industri Kecil dan Sederhana (kini SME Corp.) pada tahun 1996 sehingga dinaikkan pangkat kepada Ketua Pegawai Eksekutif pada tahun 2005.



**Datuk Mohd. Ilyas bin Zainol Abidin**  
**Malaysian Association of Hotels (MAH)**

A resourceful and dynamic person, he has over a total of 34 years of experience in the hospitality industry, 20 years of which with Hilton International Hotels. He is the Managing Director of Bizztel Sdn. Bhd., the company that manages De Palma Hotels. He carries out studies, market research, especially new hotel development around the region. He holds many portfolios in the NGOs, such as President of the Malaysian Association of Hotels (MAH), President of Asean Hotel & Restaurant Association (AHRA), Secretary-General for ASEAN Tourism Association (ASEANTA). He is also Board Member of Tourism Malaysia. His passion in the hotel industry and in human capital development resulted in him being appointed Adjunct Fellow in Universiti Utara Malaysia, received Honorary Fellow Award from the Institute of Hospitality Management, Ireland and Honorary Fellow from The Institute of General Management, United Kingdom.

**Datuk Mohd. Ilyas bin Zainol Abidin**  
**Persatuan Hotel-Hotel Malaysia (MAH)**

Seorang yang berinisiatif dan dinamik, beliau mempunyai lebih daripada 34 tahun pengalaman dalam industri hospitaliti, di mana 20 tahun daripadanya dengan Hilton International Hotel. Beliau merupakan Pengarah Urusan Bizztel Sdn. Bhd., syarikat yang menguruskan De Palma Hotel. Beliau menjalankan kajian, penyelidikan pasaran, pembangunan terutamanya hotel baru di seluruh rantau ini. Beliau memegang banyak portfolio dalam NGO, seperti Presiden Persatuan Hotel-Hotel Malaysia (MAH), Presiden Asean Hotel & Restoran (AHRA), Setiausaha Agung untuk Persatuan Pelancongan ASEAN (ASEANTA). Beliau juga adalah Ahli Lembaga Pelancongan Malaysia. Minatnya dalam industri hotel dan pembangunan modal insan menyebabkan beliau dilantik sebagai Fello Adjung di Universiti Utara Malaysia, dan juga telah menerima Anugerah Fellow Honorary dari Institute of Hospitality Management, Ireland dan Fellow Honorary dari The Institute of General Management, United kingdom.

## **Board Members Ahli Lembaga**



### **Dato' Low Kian Chuan The Associated Chinese Chambers of Commerce & Industry of Malaysia (ACCCIM)**

Dato' Low Kian Chuan is the Deputy Secretary-General of The Associated Chinese Chambers of Commerce & Industry of Malaysia, and is also Chairman of the Association's SMEs and Human Resource Development Committee. He graduated in Economics at the Wilfrid Laurier University, Canada, in 1983, from which he also gained an Advanced Diploma in Business Administration the following year. In addition, he holds a Certificate in Advanced Marketing Strategies from University of California, Berkeley, US. He is Executive Chairman of Low Fatt Wood Industries Sdn. Bhd. and is a Director of Gong Badak Industrial Park Sdn. Bhd.

### **Dato' Low Kian Chuan The Associated Chinese Chambers of Commerce & Industry of Malaysia (ACCCIM)**

Dato' Low Kian Chuan adalah Timbalan Setiausaha Agung, Gabungan Dewan Perniagaan & Perindustrian China Malaysia dan adalah juga Pengurus, Jawatankuasa PKS dan Pembangunan Sumber Manusia ACCCIM. Beliau berkelulusan Ekonomi daripada Wilfrid Laurier University, Kanada pada tahun 1983 dan memiliki Diploma Lanjutan di dalam bidang Pentadbiran Perniagaan pada tahun berikutnya. Beliau turut mengikuti kursus Certificate in Advanced Marketing Strategies daripada University of California, Berkeley, AS. Beliau adalah Pengurus Eksekutif, Low Fatt Wood Industries Sdn. Bhd. dan Ahli Lembaga Pengarah, Gong Badak Industrial Park Sdn. Bhd.



### **Datuk Ketheeswaran a/l M. Kanagaratnam Malaysian Associated Indian Chambers of Commerce & Industry (MAICCI)**

Datuk K. Kettheeswaran is the President of the Malaysian Associated Indian Chambers of Commerce & Industry (MAICCI) and Executive Deputy Chairman of Pinehill Pacific Berhad. He has served MAICCI as President since 2000 and was Vice President of the National Chamber of Commerce and Industry of Malaysia from 2008 - 2010.

### **Datuk Ketheeswaran a/l M. Kanagaratnam Malaysian Associated Indian Chambers of Commerce & Industry (MAICCI)**

Datuk K. Kettheeswaran adalah Presiden, Persekutuan Dewan Perniagaan & Industri India Malaysia (MAICCI) dan Timbalan Pengurus, Eksekutif Pinehill Pacific Berhad. Beliau telah berkhidmat sebagai Presiden MAICCI sejak tahun 2000 dan pernah berkhidmat sebagai Naib Presiden, Dewan Perniagaan dan Industri Kebangsaan Malaysia dari tahun 2008 - 2010.

**Board Members Ahli Lembaga**
**Dato' Dr. Palaniappan a/l Ramanathan Chettiar  
Independent Member**

Dato' Dr. Palaniappan known as Palan is the Chairman and Chief Executive Officer of SMR Technologies Berhad. The author of 15 HR and management related books, Palan is a Fellow of the British Institute of Learning & Development, U.K. He is also the recipient of the CSP Award (Certified Speaking Professional) from the National Speakers Association of USA. He graduated from the Madras University with a B.Sc. (New College) and a Master in Social Sciences (Madras School of Social Work). Subsequently, he completed a M.Sc. (Psychology) from the Leicester University, United Kingdom and a Ph.D. (Management) from the California Coast University, USA. He has been in Human Resource capacity building since 1980 and has worked on human resources initiative in 30+ countries.

**Dato' Dr. Palaniappan a/l Ramanathan Chettiar  
Ahli Bebas**

Dato' Dr. Palaniappan yang juga dikenali sebagai Palan adalah merupakan Pengurus dan Ketua Pegawai Eksekutif SMR Technologies Berhad. Beliau merupakan penulis kepada 15 buah buku berkaitan sumber manusia dan pengurusan. Palan adalah Fellow kepada British Institute of Learning & Development, United Kingdom dan juga penerima anugerah CSP (Certified Speaking Professional) daripada National Speakers Association of USA. Beliau berkelulusan ijazah Sarjana Muda Sains (New College) dan ijazah Sarjana Sains Sosial (Madras School of Social Work). Beliau juga merupakan pemegang ijazah Sarjana Sains (Psikologi) daripada Leicester University, United Kingdom dan ijazah Kedoktoran Falsafah (Pengurusan) daripada California Coast University, USA. Beliau telah menceburkan diri dalam pembangunan kapasiti sumber manusia sejak 1980 dan telah berkhidmat dengan lebih 30 negara dalam inisiatif berkaitan sumber manusia.


**Datuk Manimaran Anthony  
Maruwa (M) Sdn Bhd**

Datuk Manimaran Anthony is the Executive Director of Maruwa Japan Company Limited, Chief Executive Officer (CEO) for Maruwa (M) Sdn. Bhd., Managing Director of Maruwa Trading, Managing Director of Maruwa Electronic (India) Pvt. Ltd., Managing Director for Maruwa (Melaka) Sdn. Bhd. and Managing Director of Maruwa Lightings Sdn. Bhd. He graduated with honours in Information Technology from Toyohashi University of Technology, Japan and holds a Master in Information Technology from Toyohashi University of Technology, Japan. He began his career as an Overseas Operation Manager with Maruwa Japan Company Limited where he served for four years and a further four years as Managing Director of both, Maruwa (M) Sdn. Bhd. and Maruwa Trading before assuming his current position which he has held since year 2000.

**Datuk Manimaran Anthony  
Maruwa (M) Sdn Bhd**

Datuk Manimaran Anthony merupakan Pengarah Eksekutif Maruwa Company Limited Jepun, Ketua Pegawai Eksekutif (CEO) bagi Maruwa (M) Sdn. Bhd., Pengarah Urusan Dagangan Maruwa, Pengarah Urusan Maruwa Elektronik (India) Pvt. Ltd., Pengarah Urusan bagi Maruwa (Melaka) Sdn. Bhd. dan Pengarah Urusan Maruwa Lighting Sdn. Bhd. Beliau berkelulusan dengan Kepujian Teknologi Maklumat daripada University of Technology Toyohashi, Jepun dan memegang Ijazah Sarjana Teknologi Maklumat daripada University of Technology Toyohashi, Jepun. Beliau memulakan kerjaya sebagai Pengurus Operasi luar Negara dengan Maruwa Jepun Company Limited di mana beliau berkhidmat selama empat tahun dan empat tahun lagi sebagai Pengarah Urusan kedua-dua Maruwa (M) Sdn. Bhd. dan Maruwa Trading sebelum menjawat jawatan sekarang yang dipegang beliau sejak tahun 2000.

## **Board Members Ahli Lembaga**



### **Dr. Mohd. Mazlan bin Haji Che Mat**

#### **Malay Chamber of Commerce, Malaysia (DPMM)**

Dr. Mohd. Mazlan bin Haji Che Mat is the Technical Advisor to the Malay Chamber of Commerce, Malaysia, and a President of MCM Value Sdn. Bhd. He graduated from Universiti Teknologi Malaysia in 1986 with a degree in Quantity Surveying before obtaining an MBA in the UK in 1989 and a PhD in Value Management from University Teknologi MARA in 2006. He began his career in the Public Works Department in 1980 before becoming a Management Executive in Petronas. He was a lecturer and Head of Department at Universiti Teknologi Malaysia before his current appointment.

### **Dr. Mohd. Mazlan bin Haji Che Mat**

#### **Dewan Perniagaan Melayu, Malaysia (DPMM)**

Dr. Mohd. Mazlan bin Haji Che Mat adalah Penasihat Teknikal kepada Dewan Perniagaan Melayu Malaysia dan Presiden, MCM Value Sdn. Bhd. Beliau adalah graduan lulusan Sarjana Muda Jurukur Bahan daripada Universiti Teknologi Malaysia pada tahun 1986 dan seterusnya memperolehi MBA di UK pada tahun 1989. Beliau turut memperolehi ijazah Kedoktoran Falsafah dalam bidang Pengurusan Nilai daripada Universiti Teknologi MARA pada tahun 2006. Beliau memulakan kerjaya di Jabatan Kerja Raya pada tahun 1980 dan kemudiannya memegang jawatan Eksekutif Pengurusan di Petronas. Beliau telah berkhidmat sebagai pensyarah dan Ketua Jabatan di Universiti Teknologi Malaysia sebelum memegang jawatan terkini.



### **Abdul Wahab bin Abu Bakar**

#### **Malaysian Employers Federation (MEF)**

Abdul Wahab bin Abu Bakar is the Vice President of the Malaysian Employers Federation and Chairman of DBM Holdings Sdn. Bhd. He is a graduate in Economics (Applied Economics) from University of Malaya, alumni of International Management Development, Lausanne, Switzerland and London Business School. He has more than 35 years of substantive corporate experience covering both local corporations and multinational companies ranging from airlines, oil & gas, mining, financial institution and food & beverage (manufacturing & retails). He serves as Advisor for a few companies.

### **Abdul Wahab bin Abu Bakar**

#### **Persekutuan Majikan-Majikan Malaysia (MEF)**

Abdul Wahab bin Abu Bakar adalah Naib Presiden, Persekutuan Majikan-Majikan Malaysia dan Pengerusi, DBM Holdings Sdn. Bhd. Beliau adalah graduan Sarjana Muda Ekonomi (Ekonomi Gunaan) dari Universiti Malaya, alumni International Management Development, Lausanne, Switzerland dan London Business School. Beliau mempunyai pengalaman korporat melebihi 35 tahun yang meliputi kedua-dua syarikat tempatan dan multinasional merangkumi bidang penerbangan, minyak dan gas, kuari, institusi kewangan, dan makanan dan minuman (pembuatan dan peruncitan). Beliau adalah penasihat kepada beberapa syarikat.

**Board Members Ahli Lembaga****Wong Nan Fay****Association of the Computer and Multimedia Industry of Malaysia**

Wong Nan Fay is the Advisor to the Association of the Computer and Multimedia Industry, Malaysia, and Group Chief Executive of SNT Global Sdn. Bhd. He graduated from Dalhousie University, Canada, with an honours degree in Commerce before serving as Group Executive Director of PDX Group of Companies from 1985 to 1999. Since 2006, he has also served as Chairman of Outsourcing Malaysia.

**Wong Nan Fay****Persatuan Industri Komputer dan Multimedia Malaysia (PIKOM)**

Wong Nan Fay adalah merupakan Penasihat kepada Persatuan Industri Komputer dan Multimedia Malaysia, dan Ketua Eksekutif Kumpulan, SNT Global Sdn. Bhd. Beliau merupakan graduan lulusan Sarjana Muda kepujian dalam bidang Perniagaan dari Dalhousie University, Kanada, sebelum berkhidmat sebagai Pengarah Eksekutif Kumpulan bagi Kumpulan Syarikat PDX dari tahun 1985 hingga 1999. Sejak 2006, beliau juga telah berkhidmat sebagai Pengurus Outsourcing Malaysia.

**Haji Mohd. Ghaus bin Abd. Kadir****Kementerian Pengajian Tinggi**

Haji Mohd. Ghaus bin Ab. Kadir is the Deputy Director-General (Academic) of the Department of Polytechnic Education, Ministry of Higher Education. He graduated from the University of Liverpool, UK in 1979 with a BEng [Mechanical] before gaining MSc [Automotive] from the University of Southampton, UK in 1990. He began his career in 1980 as a Lecturer at Polytechnic Ungku Omar and head the Mechanical Engineering Departments of Batu Pahat and Port Dickson Polytechnics before becoming Director of Dungun Polytechnic (2001 - 2002) and Port Dickson Polytechnic (2003 - 2008). He was the Director of Curriculum and Evaluation Division of the Department of Polytechnic Education in 2008 before being appointed to his current position.

**Haji Mohd. Ghaus bin Ab. Kadir****Kementerian Pengajian Tinggi**

Haji Mohd. Ghaus bin Ab. Kadir adalah Timbalan Ketua Pengarah (Akademik), Jabatan Pendidikan Politeknik, Kementerian Pengajian Tinggi. Beliau mempunyai kelulusan Sarjana Muda dari University of Liverpool, UK pada tahun 1979 dalam bidang Kejuruteraan Mekanikal dan kemudiannya, memperolehi Sarjana [Automotif] daripada University of Southampton, UK pada tahun 1990. Beliau memulakan kerjaya pada tahun 1980 sebagai Pensyarah di Politeknik Ungku Omar dan meneraju Jabatan Kejuruteraan Jentera di Politeknik Batu Pahat dan Port Dickson sebelum dilantik sebagai Pengarah Politeknik Dungun (2001 - 2002) dan Politeknik Port Dickson (2003 - 2008). Beliau pernah memegang jawatan sebagai Pengarah, Bahagian Kurikulum dan Penilaian di Jabatan Pendidikan Politeknik pada tahun 2008 sebelum dilantik ke jawatan sekarang.

## **Board Members Ahli Lembaga**

### **Chua Tiam Wee**

#### **Small and Medium Industries (SMI) Association of Malaysia**



Chua Tiam Wee is the National President of SMI Association of Malaysia and Vice-Chairman of APEC SME Service Alliance. Mr. Chua holds an MBA from University of East Asia, Macau and Bachelor of Mechanical Engineering [Honours] from University of Malaya and is currently the Managing Director of Pinacle Ventures Sdn. Bhd. Prior to this, he has served as Vice President of Limkokwing University of Creative Technology and Chief Operating Officer of FACB Industries Incorporated Berhad as well as various management positions in PT Sampoerna JL Sdn. Bhd., Southern Wire Sdn. Bhd., Hong Leong Industries Berhad and Malaysian Tobacco Company Berhad. Mr. Chua is also Director of National SME Council (NASMEC) and has been appointed by the Malaysian Government as Council Member of ASEAN Business Advisory Council, Board Member of ASEAN SME Advisory Board, Council Member of National Council on Safety and Occupational Health and Co-Chairman of PEMUDAH Focus Group on Private Sector Efficiency and Accountability on Utility. Currently, he is also the Vice President of Malaysia Investors Association, Deputy President of Malaysia-Nepal Business Council and Council Member of Malaysia-India Business Council.

### **Chua Tiam Wee**

#### **Persatuan Industri Kecil dan Sederhana (IKS) Malaysia**

Chua Tiam Wee merupakan Presiden Persatuan IKS Malaysia dan Naib Pengurus kepada PKS APEC. Beliau mempunyai kelulusan MBA daripada University of East Asia, Macau dan Ijazah Sarjana Muda Kejuruteraan Mekanikal [Kepujian] dari Universiti Malaya dan merupakan seorang Pengarah Urusan Pinacle Ventures Sdn. Bhd. Sebelum ini, beliau pernah berkhidmat sebagai Naib Presiden Limkokwing University of Creative Technology dan Ketua Pegawai Operasi FACB Industries Incorporated Berhad serta memegang pelbagai jawatan pengurusan di PT Sampoerna JL Sdn. Bhd., Southern Wire Sdn. Bhd., Hong Leong Industries Berhad dan Malaysian Tobacco Company Berhad. Encik Chua juga adalah Pengarah Majlis PKS Kebangsaan (NASMEC) dan telah dilantik oleh Kerajaan Malaysia sebagai Ahli Majlis Penasihat Perniagaan ASEAN, Ahli Lembaga Pengarah Lembaga Penasihat PKS ASEAN, Ahli Majlis Kebangsaan bagi Keselamatan dan Kesihatan Pekerjaan dan Pengurus Bersama Kumpulan Fokus Kementerian Kemajuan Luar Bandar dan Wilayah mengenai Kecekapan Sektor Swasta dan Akauntabiliti tentang Utiliti. Kini, beliau adalah Naib Presiden Persatuan Pelabur Malaysia, Timbalan Presiden Majlis Perniagaan Malaysia-Nepal dan Ahli Majlis Perniagaan Malaysia-India.

### **Haji Ahmad Fadzil Bin Mahmud**

#### **Malaysian Productivity Corporation (MPC)**



Haji Ahmad Fadzil bin Mahmud is currently the Deputy Director-General I of the Malaysia Productivity Corporation (MPC). He graduated in B.B.A. (Hons.) [Business Administration] from Universiti Kebangsaan Malaysia in 1983. He also holds M.A. [Industrial and Organization Psychology] from University of New Haven, Connecticut, U.S.A. in 1995. He began his career as Production Supervisor at the Mostek Malaysia Sdn. Bhd. in 1979 and served as Credit and Marketing Officer at Bank Rakyat before his current appointment.

### **Haji Ahmad Fadzil Bin Mahmud**

#### **Malaysian Productivity Corporation (MPC)**

Haji Ahmad Fadzil bin Mahmud merupakan Timbalan Ketua Pengarah I, Perbadanan Produktiviti Malaysia (MPC). Beliau memperolehi Sarjana Muda [Pentadbiran Perniagaan] dari Universiti Kebangsaan Malaysia pada 1983. Beliau juga memiliki Sarjana [Psikologi Industri dan Organisasi] dari University of New Haven, Connecticut, Amerika Syarikat pada 1995. Beliau memulakan kerjaya sebagai Penyelia Pengeluaran di Mostek Malaysia Sdn. Bhd. pada tahun 1979 dan berkhidmat sebagai Pegawai Kredit dan Pemasaran di Bank Rakyat sebelum pelantikan beliau ke jawatan semasa.

**Board Members Ahli Lembaga****Mohd Jafar B. Abd. Majid****President National Union of Telecommunications Employees (NUTE)**

Mohd. Jafar bin Abd. Majid is President of National Union of Telecommunications Employees (NUTE). He began his career as Assistant Administrative Officer in 1975 and was the Secretary-General of NUTE before his current appointment. He holds a Diploma in Personal Management from MIPM in 1997. He is actively involved in Telekom Training Programme, Chairman of Education & Training Unit of NUTE and Chairman of Selection Committee of MTUC.

**Mohd Jafar B. Abd. Majid****Presiden Persatuan Kebangsaan Pekerja-pekerja Telekomunikasi Semenanjung Malaysia (NUTE)**

Mohd. Jafar bin Abd. Majid merupakan Presiden Persatuan Kebangsaan Pekerja-pekerja Telekomunikasi Semenanjung Malaysia (NUTE). Beliau memulakan kerier sebagai Penolong Pentadbir pada tahun 1975 dan adalah mantan Setiausaha Agung NUTE sebelum dilantik ke jawatan semasa. Beliau memiliki Diploma Pengurusan Personel dari MIPM pada tahun 1997. Beliau terlibat aktif dalam Program Latihan Telekom, Pengerusi Unit Pendidikan dan Latihan NUTE dan Pengerusi Jawatankuasa Pemilihan MTUC.

**Lim Yoke Cheong****Malaysian Automotive Component Parts Manufacturers**

Lim Yoke Cheong is the Executive Director of United Industries Holding Sdn. Bhd., United Vehicle Industries Sdn. Bhd., United Sanoh Industries Sdn. Bhd. and United Industries Sdn. Bhd. He is actively involved in the automotive associations since 1980s. He graduated from University of Bath, UK with an MBA.

**Lim Yoke Cheong****Pengeluar Komponen Alatganti Automotif Malaysia**

Lim Yoke Cheong adalah Pengarah Eksekutif, United Industries Holding Sdn. Bhd., United Vehicle Industries Sdn. Bhd., United Sanoh Industries Sdn. Bhd. dan United Industries Sdn. Bhd. Beliau sangat aktif dalam persatuan automotif sejak 1980-an. Beliau mempunyai kelulusan MBA dari University of Bath, UK.

## **Board Members Ahli Lembaga**



### **Givananadam a/I Kalinan**

#### **Ministry of Finance**

Givananadam a/I Kalinan is the Deputy Director of Budget, Ministry of Finance. He holds a Bachelor of Science (Hons) from University of Malaya, Kuala Lumpur in 1982 and Diploma in Public Management from the National Institute of Public Administration (INTAN) in 1984. He graduated with an MBA (Finance) from Michigan State University East Lansing Michigan, US in 1997. He began his career as Assistant Secretary at Ministry of Defence in 1984 before joining Ministry of Housing & Local Government. He was transferred to the Ministry of Finance in 1997 as Senior Assistant Director before being appointed to his current position.

### **Givananadam a/I Kalinan**

#### **Kementerian Kewangan**

Givananadam a/I Kalinan merupakan Timbalan Pengarah Belanjawan, Kementerian Kewangan. Beliau berkelulusan Ijazah Sarjana Muda Sains (Kepujian) daripada Universiti Malaya, Kuala Lumpur pada tahun 1982 dan Diploma Pengurusan Awam dari Institut Tadbiran Awam Negara (INTAN) pada tahun 1984. Beliau memperolehi MBA (Kewangan) daripada Michigan State University East Lansing Michigan, AS pada tahun 1997. Beliau memulakan kerjaya pada tahun 1984 sebagai Penolong Setiausaha di Kementerian Pertahanan sebelum ditukarkan ke Kementerian Perumahan & Kerajaan Tempatan. Beliau telah berpindah ke Kementerian Kewangan pada tahun 1997 sebagai Penolong Pengarah Kanan sebelum dilantik ke jawatan sekarang.



### **Amirnuddin bin Mazlan**

#### **Pembangunan Sumber Manusia Berhad (PSMB)**

Amirnuddin bin Mazlan is the Chief Executive Officer of Pembangunan Sumber Manusia Berhad. He holds an honours degree in Accounting from Universiti Kebangsaan Malaysia and is a Chartered Accountant since 1987. He began his career as Treasury Accountant at the Accountant-General Department and had served in the Ministry of International Trade and Industry (Assistant Secretary), Ministry of Domestic Trade, Co-operative and Consumerism (Senior Assistant Secretary) and Ministry of Defence (Principal Assistant Secretary). He had also served as the Finance Director of the Human Resources Development Council from 1998-2001 and General Manager of Finance cum Company Secretary of PSMB from 2001-2008 before being promoted to Deputy Chief Executive (Management) in 2008. He assumed his present position in 2010.

### **Amirnuddin bin Mazlan**

#### **Pembangunan Sumber Manusia Berhad (PSMB)**

Amirnuddin bin Mazlan adalah Ketua Pegawai Eksekutif, Pembangunan Sumber Manusia Berhad (PSMB). Beliau berkelulusan Sarjana Muda Perakaunan (Kepujian) daripada Universiti Kebangsaan Malaysia dan adalah Akauntan Bertauliah sejak tahun 1987. Beliau memulakan kerjaya sebagai Akauntan Perbendaharaan di Jabatan Akauntan Negara dan telah berkhidmat di Kementerian Perdagangan Antarabangsa dan Industri (Penolong Setiausaha), Kementerian Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan (Penolong Setiausaha Kanan) dan Kementerian Pertahanan (Ketua Penolong Setiausaha). Beliau juga telah berkhidmat sebagai Pengarah Kewangan di Majlis Pembangunan Sumber Manusia dari tahun 1998-2001 dan sebagai Pengurus Besar Kewangan merangkap Setiausaha Syarikat PSMB dari tahun 2001-2008 sebelum dinaikkan pangkat kepada Timbalan Ketua Eksekutif (Pengurusan) pada tahun 2008. Beliau mula memegang jawatan terkini pada tahun 2010.

<b>ALTERNATE MEMBERS</b> <i>Ahli Silih Ganti</i>	Y. Bhg. Dato' Sri Mustapa Kamal bin Maulut Y. Bhg. Datuk Santhakumar a/I Sivasubramaniam Dr. Mohd Rashahidi @ Rusdi bin Mohamood Lim Kheng Chye Reginald Thomas Pereira Cheah Kok Hoong Christopher Sakayaraj Teh Kee Sin Jeffery Tan Keat Hui Burhanuddin bin Saidin Fadzilah binti Ahmad Din Suhaimi bin Hamid
<b>COMPANY SECRETARY</b> <i>Setiausaha Syarikat</i>	Salina binti Samson @ Yusof [until/ <i>hingga</i> 1/7/2011] Tan Ai Ning [from/ <i>dari</i> 1/8/2011]
<b>AUDIT COMMITTEE</b> <i>Jawatankuasa Audit</i>	Dr. Mohd. Mazlan bin Che Mat [Chairman] / [Pengerusi] Chua Tiam Wee Lim Yoke Cheong Lim Kheng Chye
<b>ESTABLISHMENT &amp; BENEFITS COMMITTEE</b> <i>Jawatankuasa Perjawatan &amp; Faedah</i>	Y. Bhg. Dato' Hafsa binti Hashim [Chairperson] / [Pengerusi] Wong Nan Fay Mohd Jafar bin Abd. Majid
<b>TENDER COMMITTEE A (for acquisitions valued at RM20 million or more)</b> <i>JAWATANKUASA TENDER A</i> (bagi perolehan yang bernilai RM20 juta dan ke atas)	YM Raja Dato' Abd. Aziz bin Raja Muda Musa [Chairman] / [Pengerusi] Y. Bhg. Dato' Dr. Palaniappan a/I Ramanathan Chettiar Agnes Maria Sam Abdullah [until 1/8/2011] / [ <i>hingga</i> 1/8/2011] Givananadam a/I Kalinan [from 1/8/2011] / [ <i>dari</i> 1/8/2011]
<b>TENDER COMMITTEE B (for acquisitions valued more than RM500,000 but less than RM20 million)</b> <i>JAWATANKUASA TENDER B</i> (bagi perolehan yang bernilai RM500,000 ke atas dan kurang daripada RM20 juta)	Y. Bhg. Dato' Haji Mohd Shariff bin Hussin [Chairman] / [Pengerusi] Y. Bhg. Datuk Mohd. Ilyas bin Zainol Abidin Haji Ahmad Fadzil bin Mahmud
<b>FINANCE COMMITTEE</b> <i>Jawatankuasa Kewangan</i>	Abdul Wahab bin Bakar [Chairman] / [Pengerusi] Haji Mohd. Ghaus bin Ab. Kadir Agnes Maria Sam Abdullah [until 1/8/2011] / [ <i>hingga</i> 1/8/2011] Givananadam a/I Kalinan [from 1/8/2011] / [ <i>dari</i> 1/8/2011] Lim Kheng Chye
<b>INVESTMENT PANEL</b> <i>Panel Pelaburan</i>	YM Raja Dato' Abd. Aziz bin Raja Muda Musa [Chairman] / [Pengerusi] Amirnuddin bin Mazlan YB Senator Dato' Jaspal Singh Y. Bhg. Dato' Anthony Manimaran Dr. Chin Yoong Keong Kuppamal a/p Ramasamy Chua Tiam Wee

# **Committee of Inquiry and Appeals**

## *Jawatankuasa Siasatan dan Rayuan*

**Members of Panel of Domestic Inquiry, Disciplinary and Disciplinary Appeal Committee for Deputy Chief Executive [Grade SM2] and General Manager [Grade SM3]**

*Ahli-ahli Panel Siasatan Dalaman, Jawatankuasa Disiplin dan Jawatankuasa Rayuan Disiplin untuk Timbalan Ketua Eksekutif [Gred SM2] dan Pengurus Besar [Gred SM3]*

**PANEL OF DOMESTIC INQUIRY**

*Panel Siasatan Dalaman*

Y.Bhg. Datuk Mohd. Ilyas bin Zainol Abidin

[Chairman] / [Pengerusi]

Haji Ahmad Fadzil bin Mahmud

Lim Yoke Cheong

**DISCIPLINARY COMMITTEE**

*Jawatankuasa Disiplin*

Y.Bhg. Dato' Hafsa binti Hashim

[Chairperson] / [Pengerusi]

Wong Nan Fay

Mohd. Jafar bin Abd. Majid

**DISCIPLINARY APPEAL COMMITTEE**

*Jawatankuasa Rayuan Disiplin*

YM Raja Dato' Abd. Aziz bin Raja Muda Musa

[Chairman] / [Pengerusi]

Y.Bhg. Datuk Ketheeswaran a/I M. Kanagaratnam

Y.Bhg. Dato' Dr. Palaniappan a/I Ramanathan Chettiar

Y.Bhg. Dato' Low Kian Chuan

Y.Bhg. Datuk Manimaran Anthony

**Members of Panel of Domestic Inquiry, Disciplinary Committee and Disciplinary Appeal Committee for Grades M1, M2 and M3**

*Ahli-ahli Panel Siasatan Dalaman, Jawatankuasa Disiplin dan Jawatankuasa Rayuan Disiplin Gred M1, M2 dan M3*

**PANEL OF DOMESTIC INQUIRY**

*Panel Siasatan Dalaman*

Three General Managers of PSMB,

with one being appointed as Chairman

Tiga Pengurus Besar PSMB yang mana

salah seorang dilantik sebagai Pengerusi

**DISCIPLINARY COMMITTEE**

*Jawatankuasa Disiplin*

Y.Bhg. Dato' Hafsa binti Hashim

[Chairperson] / [Pengerusi]

Wong Nan Fay

Mohd. Jafar bin Abd. Majid

**DISCIPLINARY APPEAL COMMITTEE**

*Jawatankuasa Rayuan Disiplin*

Y.Bhg. Dato' Haji Mohd. Shariff bin Hussin

[Chairman] / [Pengerusi]

Givananadam a/I Kalinan

Chua Tiam Wee

**Members of Panel of Domestic Inquiry, Disciplinary Committee and Disciplinary Appeal Committee for Grades S1, S2, C1, C2, C3, C4 and C5**

*Ahli-ahli Panel Siasatan Dalaman, Jawatankuasa Disiplin dan Jawatankuasa Rayuan Disiplin Gred S1, S2, C1, C2, C3, C4 and C5*

**PANEL OF DOMESTIC INQUIRY**

*Panel Siasatan Dalaman*

Three staff of PSMB holding posts higher than the

accused staff, with one being appointed as Chairman

Tiga pekerja PSMB yang memegang jawatan lebih

tinggi daripada tertuduh, yang mana salah seorang

dilantik sebagai Pengerusi

**DISCIPLINARY COMMITTEE**

*Jawatankuasa Disiplin*

Chief Executive of PSMB (Chairman) / [Pengerusi]

Deputy Chief Executive (Management) of PSMB

Timbalan Ketua Eksekutif [Pengurusan] PSMB

General Manager of Corporate Affairs and Human

Resources Division

Pengurus Besar Bahagian Hal Ehwal Korporat dan

Sumber Manusia

**DISCIPLINARY APPEAL COMMITTEE**

*Jawatankuasa Rayuan Disiplin*

Y.Bhg. Dato' Hafsa binti Hashim

[Chairperson] / Pengerusi

Wong Nan Fay

Mohd. Jafar bin Abd. Majid

# MANAGEMENT TEAM

*Kumpulan Pengurusan*

Tambak Johor

**"If we are not prepared  
to work hard for  
ourselves than we  
deserve to be left  
behind"**

Tun Dr. Mahathir Mohamad  
Fourth Prime Minister of Malaysia

# MANAGEMENT TEAM

## *Kumpulan Pengurusan*

1. **Amirnuddin bin Mazlan**  
Chief Executive Officer  
*Ketua Pegawai Eksekutif*
2. **Mej (B) Van Weng Hong**  
Deputy Chief Executive (Operation)  
*Timbalan Ketua Eksekutif (Operasi)*
3. **Neelamehan a/I Manickiam**  
Deputy Chief Executive (Management)  
*Timbalan Ketua Eksekutif (Pengurusan)*
4. **Lim Kah Cheng**  
General Manager, Corporate Affairs and Human Resources Division  
*Pengurus Besar, Bahagian Hal Ehwal Korporat dan Sumber Manusia*
5. **CM Vignaesvaran a/I Jeyandran**  
General Manager, Training Grant Division  
*Pengurus Besar, Bahagian Geran Latihan*
6. **Muhammad Ghazali bin Abd Aziz**  
General Manager, Training Resources Development Division  
*Pengurus Besar, Bahagian Pembangunan Sumber Latihan*
7. **Wan Mohd. Nazarudin bin Wan Chik**  
General Manager, Accounts and Finance Division  
*Pengurus Besar, Bahagian Akaun dan Kewangan*
8. **Wan Yon Shahima binti Wan Othman**  
General Manager, Information Technology and Multimedia Division  
*Pengurus Besar, Bahagian Teknologi Maklumat dan Multimedia*
9. **Morni binti Bujang**  
General Manager, Marketing Communication Division  
*Pengurus Besar, Bahagian Komunikasi Pemasaran*
10. **Vacant**  
General Manager, SME Services  
*Pengurus Besar, Perkhidmatan PKS*
11. **Mimi Saifura binti Abdul Wahab**  
Head, Customer Service Division  
*Ketua, Bahagian Khidmat Pelanggan*



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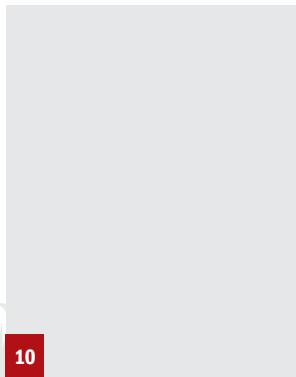
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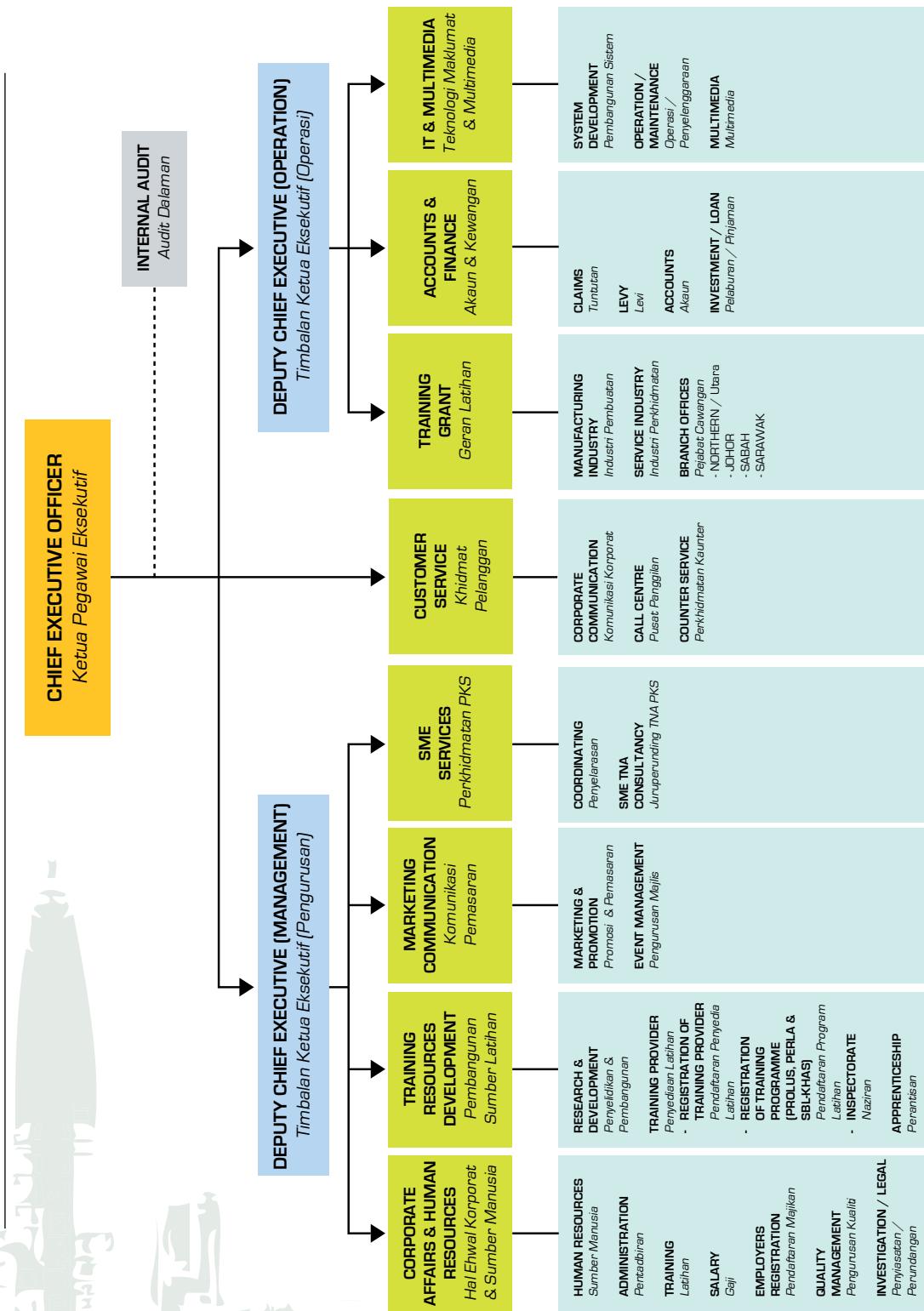


11

# ORGANISATION CHART

## Carta Organisasi

### Pembangunan Sumber Manusia Berhad



# CORPORATE OFFICES

## Pejabat Korporat

### HEADQUARTERS

Pembangunan Sumber Manusia Berhad (545143-D)  
Wisma PSMB  
Jalan Beringin, Damansara Heights  
50490 Kuala Lumpur  
Tel : 03-2096 4800  
Fax : 03-2096 4999  
Toll Free Line : 1-800-88-4800

### IBU PEJABAT

Pembangunan Sumber Manusia Berhad (545143-D)  
Wisma PSMB  
Jalan Beringin, Damansara Heights  
50490 Kuala Lumpur  
Tel : 03-2096 4800  
Faks : 03-2096 4999  
Talian Bebas Tol : 1-800-88-4800





# Highlights Of **PSMB** ACHIEVEMENTS

*Pencapaian PSMB*

# Highlights Of **PSMB** ACHIEVEMENTS

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Pencapaian PSMB



In 2011, PSMB achieved numerous success in creating new value-added services to its stakeholders. Some of PSMB's major achievements in 2011 are as follows:

*Pada tahun 2011, PSMB telah berjaya mewujudkan perkhidmatan nilai ditambah baru kepada pihak berkepentingannya. Beberapa pencapaian utama PSMB pada tahun 2011 adalah seperti berikut:*

- **Implementation of Future Workers Scheme** is where financial assistance are given for pre-employment training programme. The scheme provides opportunities for employers to train their future workers with the required skills and competencies before entering employment as permanent workers. It also reduces the cost of doing business because workers are already trained when they are placed at the workplace, thus eliminating the cost of retraining.
- **Implementation of Training Incentive Scheme for Small and Medium Enterprises (SMEs)** with an allocation of RM6 million under the Tenth Malaysia Plan. The aim of this scheme is to foster workplace transformation and increase overall corporate performance of SMEs. PSMB obtained an additional allocation of RM4 million to focus on HR capability building programmes which is one of the initiatives under the National Human Resources Centre.
- **Pelaksanaan Skim Latihan Bakal Pekerja** membolehkan bantuan kewangan diberi untuk program latihan pra-pekerjaan. Skim ini memberi peluang kepada majikan untuk melatih bakal pekerja mereka dengan kemahiran dan kompetensi yang diperlukan sebelum memasuki alam pekerjaan sebagai pekerja tetap. Ianya mengurangkan kos mengendalikan perniagaan kerana pekerja telahpun dilatih sebelum mulakan pekerjaan dan dengan demikian, mengurangkan kos latihan semula.
- **Pelaksanaan Skim Insentif Latihan untuk Perusahaan Kecil dan Sederhana (PKS)** dengan peruntukan sebanyak RM6 juta di bawah Rancangan Malaysia Kesepuluh. Tujuan Skim ini adalah untuk mencetuskan perubahan tempat kerja dan meningkatkan prestasi keseluruhan korporat PKS. PSMB mendapat peruntukan tambahan sebanyak RM4 juta untuk memberi fokus kepada program pembangunan keupayaan yang merupakan salah satu inisiatif di bawah Pusat Sumber Manusia Kebangsaan.

- **Implementation of 1Malaysia Training Programme** with an allocation of RM200 million from the Human Resources Development Fund (HRDF). This is part of the RM500 million fund allocated under the Government's 2011 Budget. As an incentive for employers to send their employees for upskilling and reskilling training, PSMB would reimburse 20% of the course fee into employers' levy accounts after completion of training. In 2011, 442,000 training places with a financial assistance of RM187 million had been approved under this scheme. Additional fund of RM12.75 million was also approved to finance the 20% component of the course fee.
- **Pelaksanaan Program Latihan 1Malaysia** dengan peruntukan sebanyak RM200 juta daripada Kumpulan Wang Pembangunan Sumber Manusia (KWPSSM). Peruntukan ini merupakan sebahagian daripada dana RM500 juta yang diperuntukkan di bawah Bajet 2011 Kerajaan. Sebagai insentif kepada majikan yang menghantar pekerja mengikuti latihan peningkatan kemahiran dan latihan semula, PSMB akan mengkredit 20% daripada yuran kursus ke dalam akaun levi majikan selepas latihan tamat dijalankan. Pada tahun 2011, 442,000 tempat latihan dengan bantuan kewangan berjumlah RM187 juta telah diluluskan di bawah skim ini. Dana tambahan sebanyak RM12.75 juta juga telah diluluskan untuk membiayai komponen 20% yuran kursus.
- **Establishment of National Human Resources Centre (NHRC)** is to strengthen strategic human resources management among SMEs, which constitute 99.2% of the businesses in the country. The NHRC will play the role of HR department of SMEs by providing strategic HR support and giving advice to increase the productivity and enhance their workforce to a higher level of competency and capability. The services will be gradually increased from basic advisory to professional consultancy services. Basic services had commenced on 1 August while professional HR solution services for six scopes covering 25 areas that are related to HRM had commenced on 1 November 2011. Services at the centre can be accessed through the NHRC Portal, toll free line, and customer service centre.
- **Penubuhan Pusat Sumber Manusia Kebangsaan (NHRC)** adalah untuk mengukuhkan pengurusan strategik sumber manusia di kalangan PKS, yang merangkumi 99.2% perniagaan dalam negara. NHRC akan memainkan peranan sebagai jabatan sumber manusia PKS dengan menyediakan perkhidmatan sokongan strategik dan khidmat nasihat untuk meningkatkan produktiviti dan mengukuhkan kompetensi dan keupayaan tenaga kerja ke tahap yang lebih tinggi. Perkhidmatan tersebut akan ditingkatkan secara beransur daripada khidmat nasihat asas kepada perkhidmatan rundingan profesional. Khidmat nasihat asas bermula pada 1 Ogos 2011 manakala khidmat penyelesaian profesional HR yang terdiri daripada enam skop meliputi 25 bidang berkaitan HRM dimulakan pada 1 November 2011. Perkhidmatan di pusat ini boleh diakses melalui Portal NHRC, talian bebas tol dan pusat khidmat pelanggan.
- **HRDF e-Library** - PSMB has taken a step forward in enriching its value-added services to its registered employers by introducing a new online system called HRDF e-Library. This system provides 24/7 accessibility to online books, enabling employers to enhance their knowledge and capabilities in human resource, training and management. Users can download collections of articles at anytime and anywhere to PCs or any other portable smart devices and enjoy reading offline.
- **HRDF e-Library** - PSMB telah mengorak langkah dengan memperkayakan perkhidmatan nilai ditambah kepada majikan berdaftar dengan memperkenalkan sistem atas talian baru yang dikenali HRDF e-Library. Sistem ini menyediakan aksesibiliti 24/7 kepada buku atas talian yang membolehkan majikan menambah pengetahuan serta keupayaan dalam bidang sumber manusia, latihan dan pengurusan. Pengguna boleh muat turun bahan bacaan pada bila-bila masa dan tempat ke komputer peribadi atau mana-mana alat mudah alih pintar dan menikmati bacaan secara luar talian.
- **Recognition of Prior Learning Scheme (RPL)** - PSMB has allocated RM1 million to finance the certification fee of RM300 per level for all levels of SKM certification charged by Department of Skills Development under the Recognition of Prior Learning Scheme. This is to support the Government's aspiration to increase the number of skilled workers from 28% to 33% by 2015 and to 50% by 2020.
- **Skim Pengiktirafan Pencapaian Terdahulu (RPL)** - PSMB telah memperuntukkan RM1 juta bagi membiayai yuran pensijilan sebanyak RM300 setiap tahap untuk semua tahap sijil SKM yang dikenakan oleh Jabatan Pembangunan Kemahiran di bawah Skim Pengiktirafan Pencapaian Terdahulu. Ini adalah untuk menyokong aspirasi Kerajaan meningkatkan bilangan pekerja mahir daripada 28% kepada 33% menjelang 2015 dan 50% menjelang 2020.

- **Senior Management Leadership Programmes**  
- Arising from the Blue Ocean Strategy initiative of the Ministry of Human Resources, PSMB in collaboration with Judge Business School, University of Cambridge had organised the ASEAN Global Leadership Programme from 10 - 15 April 2011 with the theme "Shaping Our Future in the New Global Economy". Unlike many other management and leadership courses, this programme provides a unique opportunity to look beyond the usual business functions and operational issues and to step back and consider how we can proactively reshape the future of our business and the regional and global role in the next phase of development. The programme was carefully tailored to meet the needs of South East Asia's leading executives, with a combination of topical knowledge and industry experience of the University of Cambridge's world-class faculty, not to mention the interactive and collaborative teaching style to maximise the ongoing benefits of participants learning experience.
- **PSMB Portal : Rated 5-Star in Malaysia Government Portal and Website Assessment 2011** - PSMB's portal and website has been rated 5 star by the Multimedia Development Corporation (MDeC) for the Malaysia Government Portals and Websites Assessment 2011.
- **New Online Application System** - PSMB continued to increase its online services to ease employers in applying for financial assistance. In 2011, two new online application systems were implemented and they are e-Alat under the Purchase of Training Equipment Scheme and e-OJT under the On-the-Job Training Scheme.
- **Signature and World Class Programmes** - PSMB conducted signature programmes by renowned management gurus. In collaboration with ITD, Strategic Transformation and Organisation Development programme by Dr. William J. Rothwell was held on 14 - 16 March 2011. PSMB in collaboration with Institute of Marketing Malaysia and Markplus Inc. had also organised the Philip Kotler One Day Executive Seminar entitled "Going World Class" on 1 June 2011 at The Royale Chulan, Kuala Lumpur. The event was attended by almost 700 participants and majority of participants were managers and senior managers from large local and multinational companies.
- **Program Kepimpinan Pengurusan Kanan - Ikutan daripada inisiatif Strategi Lautan Biru Kementerian Sumber Manusia, PSMB dengan kerjasama Judge Business School, University of Cambridge telah menganjurkan ASEAN Global Leadership Programme pada 10 - 15 April 2011 dengan bertemakan "Shaping Our Future in the New Global Economy". Berbeza dengan kursus pengurusan dan kepimpinan lain, program ini menyediakan peluang unik untuk melihat fungsi perniagaan dan isu operasi biasa dari perspektif lain dan merangka peranan serantau dan global bagi fasa pembangunan seterusnya. Program ini direka khas untuk memenuhi keperluan pengurusan kanan di Asia Tenggara dengan gabungan pengetahuan topikal dan pengalaman industri daripada fakulti tersohor University of Cambridge, disampaikan secara interaktif untuk memaksimumkan manfaat kepada peserta.**
- **Portal PSMB : Diberi Pengiktirafan 5-Bintang Dalam Penilaian Portal dan Laman Sesawang Kerajaan Malaysia 2011** - Portal dan laman sesawang PSMB telah diberi pengiktirafan 5 bintang oleh Multimedia Development Corporation (MDeC) untuk Penilaian Portal dan Laman Sesawang Kerajaan Malaysia 2011.
- **Sistem Aplikasi Atas Talian** - PSMB terus meningkatkan perkhidmatan sistem atas taliannya bagi memudahkan majikan memohon bantuan kewangan. Dalam tahun 2011, dua sistem permohonan atas talian telah dilaksanakan iaitu e-Alat di bawah Skim Latihan Pembelian Peralatan Latihan dan e-OJT di bawah Skim Latihan On-the-Job.
- **Program Eksklusif dan Bertaraf Dunia** - PSMB menganjurkan program eksklusif yang disampaikan oleh guru pengurusan terkenal. Dengan kerjasama ITD, program bertajuk Strategic Transformation and Organisation Development oleh Dr. William J. Rothwell telah diadakan pada 14 - 16 Mac 2011. PSMB juga dengan kerjasama Institut Pemasaran Malaysia dan Markplus Inc. telah menganjurkan Philip Kotler One Day Seminar bertemakan "Going World Class" pada 1 Jun 2011 di The Royale Chulan, Kuala Lumpur. Kursus tersebut telah dihadiri hampir 700 peserta dan majoriti mereka adalah pengurus dan pengurus kanan syarikat besar tempatan dan multinasional.

- **HR Certification Programmes** - To assist SME employers in upgrading the knowledge and skills in human resources management, PSMB organised HR programmes such as Certificate in Human Resource Practice [CIHR], Certificate in HR Professional, Certificate in Human Resource Management, Certified Strategic Advisor, Certificate in Industrial Relations, Professional Certificate in Human Resource Management, A 12-Days Advanced Certificate in Human Resource Management and Professional Diploma in HR for the benefits of SMEs.
- **Quality Environment [QE/5S]** - PSMB is very proud that it has attained the QE Certification from Malaysia Productivity Corporation [MPC] on 25 March 2011. The QE certification is the accreditation given by external auditor to show that PSMB has passed the 5S audit. This is the important component in having a complete and successful 5S environment. This has shown that PSMB has visible demonstrate both on progress and compliance for the 5S environment. This QE certification is a fundamental part of Total Quality Management [TQM] as PSMB is eager to attain the TQM certification in the future.
- **Collaboration with MATAC** - PSMB has approved a training programme similar to the Apprenticeship Scheme called the Sewin Machine Technician Scheme conducted by Malaysian Textile and Apparel Centre [MATAC]. The programme is to train unemployed and school drop-outs to become trained sewers and subsequently lessen the industry's need for foreign workers. The duration of the Sewin Machine Technician Scheme is 3 months. The mode of training is a combination of classroom and practical training in the workplace. PSMB has allocated RM399,000 to MATAC to run this programme.
- **Collaboration with MAH On Halal Internal Audit Training** - PSMB also collaborate with Malaysian Association of Hotels [MAH] to train 450 participants on Halal Internal Audit Training Programme at MAHTEC with a total financial assistance of RM472,500. The Halal Internal Audit Training Programme is a 3-day training programme to encourage hoteliers to obtain the Halal certification status for their kitchen and restaurant from JAKIM.
- **Program Persijilan Sumber Manusia** - Bagi membantu majikan PKS meningkatkan pengetahuan dan kemahiran dalam pengurusan sumber manusia, PSMB telah menganjurkan program Certificate in Human Resource Practice [CIHR], Certificate in HR Professional, Certificate in Human Resource Management, Certified Strategic Advisor, Certificate in Industrial Relations, Professional Certificate in Human Resource Management, A 12-Days Advanced Certificate in Human Resource Management dan Professional Diploma in HR bagi manfaat PKS.
- **Quality Environment [QE/5S]** - PSMB amat berbangga kerana telah dianugerahkan Pensijilan QE daripada Perbadanan Produktiviti Malaysia [MPC] pada 25 Mac 2011. Pensijilan QE merupakan akreditasi yang diberikan oleh juruaudit luar untuk menunjukkan bahawa PSMB telah lulus dalam audit 5S. Ini adalah komponen penting dalam persekitaran 5S yang lengkap dan berjaya. Ini membuktikan bahawa PSMB mempunyai kemajuan dan pematuhan bagi persekitaran 5S. Kemenangan sijil QE ini adalah sebahagian asas Pengurusan Kualiti Menyeluruh [TQM] sebagai semangat untuk mencapai pensijilan TQM di masa hadapan.
- **Kerjasama dengan MATAC** - PSMB telah meluluskan program yang menyerupai Skim Perantisan yang dipanggil Skim Juruteknik Mesin Jahitan yang dijalankan oleh MATAC. Program ini bertujuan untuk melatih penganggur dan pelajar tercicir untuk menjadi juruteknik jahitan yang terlatih dan pada masa yang sama dapat mengurangkan kebergantungan kepada pekerja asing. Tempoh latihan bagi Skim Juruteknik Mesin Jahitan ini adalah 3 bulan. Kaedah latihan yang ditawarkan adalah kombinasi dalam bilik latihan dan latihan praktikal di tempat kerja. PSMB telah meluluskan peruntukan sebanyak RM399,000 kepada MATAC untuk menjalankan kursus ini.
- **Kerjasama dengan MAH Dalam Latihan Audit Dalaman Halal** - PSMB juga telah bekerjasama dengan Persatuan Hotel-Hotel Malaysia [MAH] untuk melatih 450 peserta dalam Program Latihan Audit Dalaman Halal di MAHTEC dengan bantuan kewangan berjumlah RM472,500. Program Latihan Audit Dalaman Halal ini adalah program 3 hari untuk menggalakkan majikan perhotelan memperolehi persijilan halal untuk dapur dan restoran daripada JAKIM.

- **e-Learning** – In 2011, PSMB initiated a big scale promotion in e-Learning by collaborating with 23 Private / Public Higher Learning Institutions (IPTA / IPTS) and training providers in offering 332 programmes to the registered employers. The e-Learning programmes provide employees with alternative to classroom learning, enabling learning at the comfort of their own time and place. It also covers various levels of qualifications ranging from short courses, Diplomas, Degrees, Masters and Doctorates.
- **e-Cornell HR Certification Programme** - PSMB collaborated with Sage Interactive Sdn. Bhd. to offer the highly acclaimed e-Cornell HR Certification e-Learning programme under the 1Malaysia HRDF Skills Upgrading Fund for SMEs. From a total allocation of RM2 million, RM64,280 was approved under this collaboration. This 3-day classroom and 6 weeks online training programme had enabled HR practitioners at supervisory level to gain a reputable HR certification from Cornell University.
- **National SME Competitiveness Development Programme** - The 2011 National SME Competitiveness Development Programme, a programme jointly organised with Business & Financial Magazine was held on 23 April 2011 at Sri Pacific Hotel Kuala Lumpur. The programme was attended by 150 participants from more than 70 private sector employers. The programme was delivered in Mandarin, and supported by Taipei Economic and Cultural Office in Malaysia, in collaboration with Taipei Investors' Association in Malaysia, and Klang Chinese Chamber of Commerce and Industry (KCCCI).
- **MIM Work-Based Diploma In Management (WBDIM) Programme and ISBA Diploma in Business Management Programme** - These diploma programmes were offered with the objective to train and upskill employees with management competency under the 1Malaysia HRDF Skills Upgrading Fund for SMEs. These programmes were organised in collaboration with Malaysian Institute of Management (MIM) and International Society of Business Administrator (ISBA) / Association of Business Executives (ABE), U.K. A total of 45 employees had graduated in 2011 from both programmes.
- **e-Learning** - Pada tahun 2011, PSMB telah memulakan promosi e-Learning secara besar-besaran dengan kerjasama 23 Institusi Pengajian Tinggi Swasta / Awam (IPTA / IPTS) dan penyedia latihan dalam menawarkan 332 program kepada majikan berdaftar. Program e-Learning memberi pekerja kaedah pembelajaran alternatif, yang membolehkan mereka belajar mengikut keselesaan masa dan tempat sendiri. Program ini juga merangkumi pelbagai peringkat kelayakan dari kursus pendek, Diploma, Ijazah, Sarjana dan Doktor.
- **Program Persijilan HR e-Cornell** - PSMB telah bekerjasama dengan Sage Interactive Sdn. Bhd. untuk menawarkan program Persijilan HR e-Cornell yang terunggul di bawah Dana Peningkatan Kemahiran 1Malaysia KWPSM untuk PKS. Daripada RM2 juta yang diperuntukkan, sebanyak RM64,280 telah diluluskan di bawah kerjasama ini. Program 3 hari dalam kelas dan 6 minggu latihan atas talian membolehkan pengamal HR di peringkat penyeliaan mendapatkan persijilan HR daripada Cornell University.
- **Program Pembangunan Daya Saing PKS Kebangsaan** - Program Pembangunan Daya Saing PKS Kebangsaan 2011, satu program kerjasama dengan Majalah Perniagaan & Kewangan telah diadakan pada 23 April 2011 di Sri Pacific Hotel Kuala Lumpur. Program ini telah dihadiri oleh seramai 150 peserta dari lebih 70 majikan sektor swasta. Program ini telah disampaikan dalam bahasa Mandarin dan disokong oleh Pejabat Ekonomi dan Kebudayaan Taipei di Malaysia, dengan kerjasama Persatuan Pelabur Taipei di Malaysia, dan Dewan Perniagaan dan Industri Cina Klang (KCCCI).
- **Program Diploma Pekerjaan Pengurusan MIM (WBDIM) Dan Program Diploma Pengurusan Perniagaan ISBA** -  
Program ini ditawarkan bagi melatih dan meningkatkan kemahiran pekerja dalam kompetensi pengurusan di bawah Dana Peningkatan Kemahiran 1Malaysia KWPSM untuk PKS. Program ini dianjurkan dengan kerjasama Institut Pengurusan Malaysia (MIM) dan International Society of Business Administrator (ISBA) / Association of Business Executives (ABE), U.K. Seramai 45 pekerja telah menamatkan latihan dalam tahun 2011 bagi kedua-dua program ini.

Kuala Lumpur Twin Tower  
Menara Berkembar Kuala Lumpur

**"It is brave not to surrender even one inch. But it takes real bravery to compromise"**

Tun Dr. Mahathir Mohamad  
Fourth Prime Minister of Malaysia



# KEY PERFORMANCE INDICATORS AND DEVELOPMENTS



## *Petunjuk Prestasi Utama Dan Perkembangan*

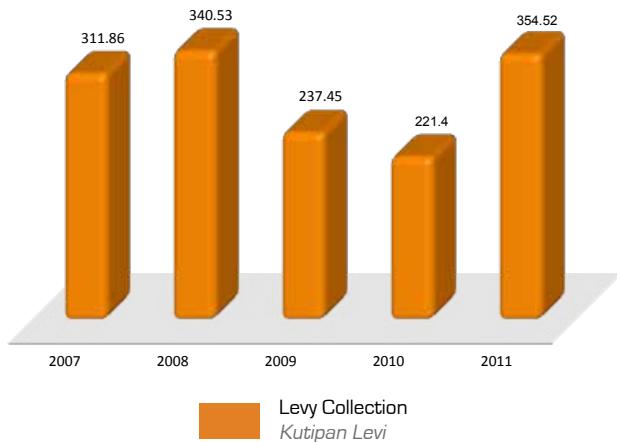
In 2011, most of PSMB's Key Performance Indicators improved as compared to the previous year. Approved training places, financial assistance, collection of levy and disbursement of training grant improved significantly. This is attributed to the numerous initiatives undertaken in promoting skills upgrading such as 1Malaysia Training Programme. The increase is also the outcome of the continuous improvements that PSMB implemented with regard to the simplification of training grant applications and claims disbursement procedures.

In terms of processing efficiency, PSMB was able to sustain the commendable achievement of average processing time for approval of training grant applications despite the increase in the number of applications received over the last 5 years. PSMB had also achieved a breakthrough in the average processing time for disbursement of training grant where an outstanding reduction of 2.6 times is seen over the same period.

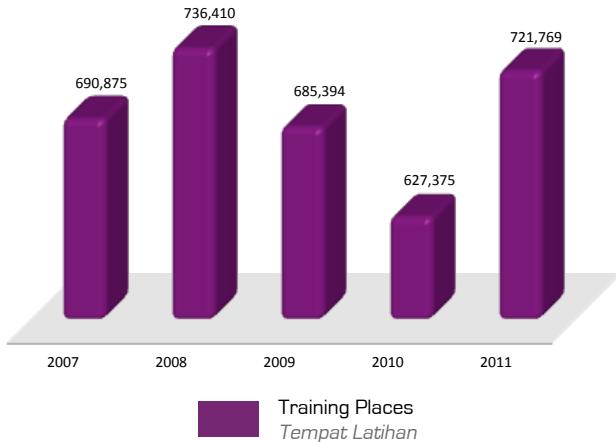
*Pada tahun 2011, kebanyakan Petunjuk Prestasi Utama PSMB meningkat berbanding tahun sebelumnya. Tempat latihan, bantuan kewangan yang diluluskan, levi yang dikutip dan bayaran geran latihan meningkat dengan ketara. Ini adalah hasil dari pelbagai inisiatif yang diambil bagi menggalakkan peningkatan kemahiran seperti Program Latihan 1Malaysia. Peningkatan ini juga merupakan kejayaan daripada penambahbaikan berterusan yang dilaksanakan oleh PSMB dalam mempermudahkan prosedur permohonan geran latihan dan tuntutan bayaran.*

*Dari segi kecekapan pemprosesan, PSMB telah mengekalkan pencapaian yang membanggakan dalam purata masa pemprosesan bagi kelulusan permohonan geran latihan walaupun terdapat peningkatan bilangan permohonan yang diterima dalam tempoh 5 tahun kebelakang. PSMB juga telah mencapai kejayaan dalam purata pemprosesan bayaran geran latihan di mana terdapat pengurangan tempoh bayaran sebanyak 2.6 kali dalam tempoh yang sama.*

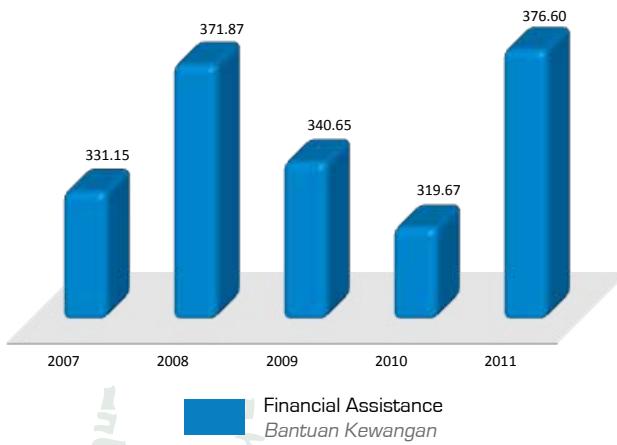
**COLLECTION OF HUMAN RESOURCES DEVELOPMENT LEVY**  
*Kutipan Levi Pembangunan Sumber Manusia*



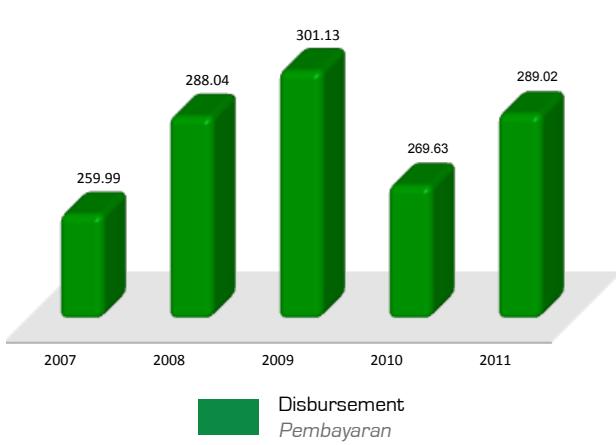
**APPROVED TRAINING PLACES**  
*Tempat Latihan Diluluskan*



**APPROVED FINANCIAL ASSISTANCE**  
*Bantuan Kewangan Diluluskan*

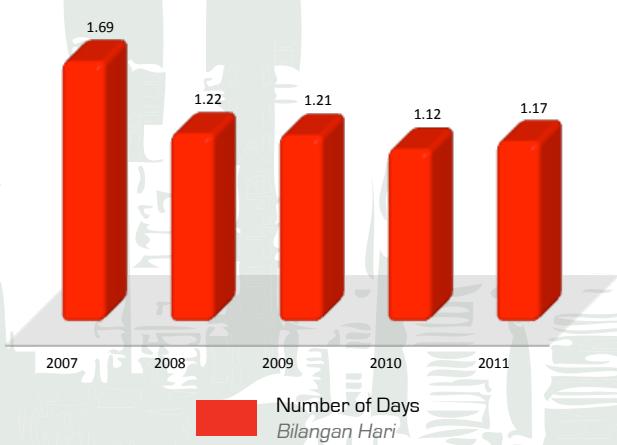


**DISBURSEMENT OF TRAINING GRANT**  
*Pembayaran Geran Latihan*



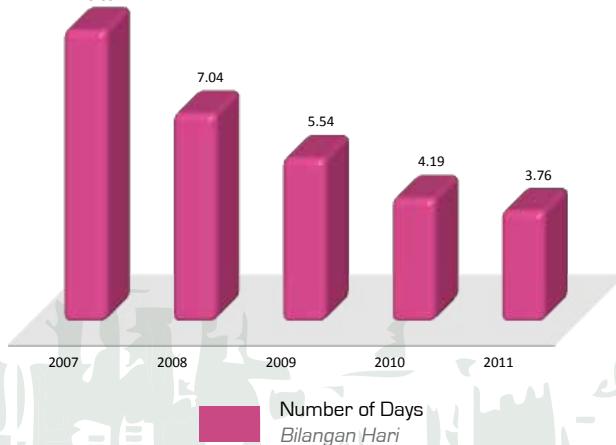
**AVERAGE PROCESSING TIME FOR APPROVAL OF TRAINING GRANT APPLICATIONS**

*Purata Masa Prosesan Kelulusan Permohonan Geran Latihan*



**AVERAGE PROCESSING TIME FOR DISBURSEMENT OF TRAINING GRANT**

*Purata Masa Prosesan Pembayaran Geran Latihan*



# CONTINUOUS RETRAINING AND WORKERS' UPSKILLING

## *Latihan Semula Secara Berterusan Dan Peningkatan Kemahiran Pekerja*

### EMPLOYER REGISTRATION

In 2011, a total of 754 new employers had registered with PSMB, representing an increase of 2.45% from 736 employers in 2010. As at 31 December 2011, the total number of employers registered with PSMB was 12,870, comprising 6,683 (51.93%) employers from the manufacturing sector and 6,187 (48.07%) employers from the service sector.

In terms of deregistration of employers, a total of 4,491 employers had been deregistered from 1992 to 31 December 2011.

### REGISTRATION OF EMPLOYERS BY STATE

In 2011, Selangor recorded the highest number of new employers registered with a total of 285 (37.80%) employers, followed by Kuala Lumpur with 111 (14.72%) employers and Johor with 71 (9.42%) employers (Table 1).

### PENDAFTARAN MAJIKAN

Pada tahun 2011, seramai 754 majikan baru telah berdaftar dengan PSMB, peningkatan sebanyak 2.45% berbanding 736 majikan pada tahun 2010. Setakat 31 Disember 2011, jumlah keseluruhan majikan yang berdaftar dengan PSMB ialah 12,870, merangkumi 6,683 (51.93%) majikan daripada sektor pembuatan dan 6,187 (48.07%) majikan daripada sektor perkhidmatan.

Dari segi pembatalan pendaftaran majikan, seramai 4,491 majikan telah dibatalkan pendaftaran mereka dari tahun 1992 hingga 31 Disember 2011.

### PENDAFTARAN MAJIKAN MENGIKUT NEGERI

Pada tahun 2011, Selangor mencatatkan jumlah majikan baru berdaftar yang tertinggi seramai 285 (37.80%) majikan, diikuti Kuala Lumpur seramai 111 (14.72%) majikan dan Johor seramai 71 (9.42%) majikan (Jadual 1).

TABLE 1 : REGISTRATION OF NEW EMPLOYERS BY STATE IN 2011  
JADUAL 1 : PENDAFTARAN MAJIKAN BARU MENGIKUT NEGERI BAGI TAHUN 2011

State / Negeri	No. of Employers / Bilangan Majikan	Percentage / Peratusan (%)
Selangor	285	37.80
Kuala Lumpur	111	14.72
Johor	71	9.42
Pulau Pinang	61	8.09
Sabah	41	5.44
Sarawak	41	5.44
Negeri Sembilan	27	3.58
Perak	27	3.58
Melaka	22	2.92
Pahang	18	2.39
Kedah	17	2.25
Terengganu	14	1.86
Kelantan	13	1.72
Labuan	4	0.53
Perlis	2	0.27
Total / Jumlah	754	100.00

## REGISTRATION OF NEW EMPLOYERS BY STATE FOR MANUFACTURING SECTOR

For breakdown of new employers registered by state for the manufacturing sector, Selangor recorded the highest number of employers with 84 registrations [an increase of 37.5%], followed by Johor with 33 (14.73%) employers and Pulau Pinang with 30 (13.39%) employers (Table 2).

**TABLE 2 : REGISTRATION OF NEW EMPLOYERS BY STATE FOR MANUFACTURING SECTOR IN 2011**  
**JADUAL 2 : PENDAFTARAN MAJIKAN BARU MENGIKUT NEGERI UNTUK SEKTOR PEMBUATAN BAGI TAHUN 2011**

State / Negeri	Manufacturing / Pembuatan	
	No. of Employers / Bilangan Majikan	Percentage / Peratusan (%)
Selangor	84	37.50
Johor	33	14.73
Pulau Pinang	30	13.39
Negeri Sembilan	18	8.04
Perak	12	5.36
Sabah	10	4.46
Sarawak	10	4.46
Melaka	7	3.13
Kedah	6	2.68
Pahang	6	2.68
Kuala Lumpur	5	2.23
Kelantan	2	0.89
Terengganu	1	0.45
Perlis	0	0.00
Labuan	0	0.00
Total / Jumlah	224	100.00

## REGISTRATION OF NEW EMPLOYERS BY STATE FOR SERVICE SECTOR

In the service sector, Selangor recorded the highest number of new registrations with 201 (37.92%) employers. This indicates an increasing interest among the employers in the role of retraining and skills upgrading opportunities for employees provided by PSMB to enhance companies' competitiveness. Similar to the manufacturing sector an increase in the new registrations of employers was also observed for Kuala Lumpur with 106 (20%) employers followed by Johor with 38 (7.17%) employers (Table 3).

## PENDAFTARAN MAJIKAN BARU MENGIKUT NEGERI UNTUK SEKTOR PEMBUATAN

Bagi pecahan pendaftaran majikan baru mengikut negeri, Selangor mencatatkan bilangan majikan tertinggi dalam sektor pembuatan dengan 84 pendaftaran [peningkatan sebanyak 37.5%], diikuti oleh Johor dengan 33 (14.73%) majikan dan Pulau Pinang dengan 30 (13.39%) majikan [Jadual 2].

## PENDAFTARAN MAJIKAN BARU MENGIKUT NEGERI UNTUK SEKTOR PERKHIDMATAN

Dalam sektor perkhidmatan, Selangor mencatatkan bilangan pendaftaran majikan baru tertinggi dengan 201 (37.92%) majikan. Ini menunjukkan pertambahan minat dikalangan majikan terhadap peranan latihan semula dan peluang untuk meningkatkan kemahiran pekerja yang disediakan oleh PSMB bagi mempertingkatkan daya saing syarikat. Sebagaimana sektor pembuatan, terdapat peningkatan di dalam pendaftaran majikan baru bagi Kuala Lumpur dengan 106 (20%) majikan diikuti Johor dengan 38 (7.17%) majikan [Jadual 3].

**“You can't have too much of everything,  
you must have a balance, that's very  
important”**

Tun Abdullah Ahmad Badawi  
Fifth Prime Minister of Malaysia

**TABLE 3 : REGISTRATION OF NEW EMPLOYERS BY STATE FOR SERVICES SECTOR IN 2011**

JADUAL 3 : PENDAFTARAN MAJIKAN BARU MENGIKUT NEGERI UNTUK SEKTOR PERKHIDMATAN BAGI TAHUN 2011

State / Negeri	Services / Perkhidmatan	
	No. of Employers / Bilangan Majikan	Percentage / Peratusan (%)
Selangor	201	37.92
Kuala Lumpur	106	20.00
Johor	38	7.17
Pulau Pinang	31	5.85
Sabah	31	5.85
Sarawak	31	5.85
Melaka	15	2.83
Perak	15	2.83
Terengganu	13	2.45
Pahang	12	2.26
Kelantan	11	2.08
Kedah	11	2.08
Negeri Sembilan	9	1.70
Labuan	4	0.75
Perlis	2	0.38
<b>Total / Jumlah</b>	<b>530</b>	<b>100.00</b>

A sectoral breakdown of new employer registrations indicated an upswing in service sector interest in retraining and upskilling, particularly in Selangor and Kuala Lumpur, representative of the heavier concentration of service industry participation in those states, while Negeri Sembilan recorded the opposite trend with a proportionately larger upswing in manufacturing registration.

## REGISTRATION OF EMPLOYERS BY INDUSTRY FOR MANUFACTURING SECTOR

There was a total of 224 new registered employers in the manufacturing sector. Manufacturers of electronics components, electrical machinery, apparatus, appliances and supplies accounted for the highest number of new registered employers with 38 (16.96%). This was followed by food manufacturing with 31 (13.84%) employers and fabricated metal products, except machinery and equipment with 22 (9.82%) employers (Table 4).

Pecahan pendaftaran majikan baru mengikut sektor menunjukkan satu kemajuan dalam minat sektor perkhidmatan terhadap latihan semula dan peningkatan kemahiran, terutamanya di Selangor dan Kuala Lumpur, memperlihatkan tumpuan yang lebih kepada penyertaan industri perkhidmatan di negeri-negeri tersebut, sementara Negeri Sembilan mencatatkan aliran bertentangan dengan kemajuan lebih besar dalam pendaftaran sektor pembuatan.

## PENDAFTARAN MAJIKAN MENGIKUT INDUSTRI BAGI SEKTOR PEMBUATAN

Terdapat seramai 224 majikan baru yang berdaftar di bawah sektor pembuatan. Pengeluar komponen elektronik, jentera elektrik, alat perkakas, kelengkapan dan pembekalan merupakan bilangan majikan tertinggi iaitu 38 (16.96%). Ini diikuti pengeluar makanan dengan 31 (13.84%) majikan dan pengeluar produk logam yang direka, kecuali jentera dan peralatan dengan 22 (9.82%) majikan (Jadual 4).

**TABLE 4 : TOTAL NUMBER OF REGISTERED EMPLOYERS IN MANUFACTURING SECTOR BY INDUSTRY IN 2011**  
**JADUAL 4 : JUMLAH BILANGAN MAJIKAN BERDAFTAR UNTUK SEKTOR PEMBUATAN MENGIKUT INDUSTRI**  
**BAGI TAHUN 2011**

Industry / Industri	Registered Employers In Year 2011 / Majikan Berdaftar Bagi Tahun 2011	
	No. of Employers / Bilangan Majikan	Percentage / Peratusan [%]
Manufacturers of Electronics Components, Electrical Machinery, Apparatus, Appliances and Supplies <i>Pengeluar Komponen Elektronik, Jentera Elektrik, Alat Perkakas dan Kelengkapan</i>	38	16.96
Food Manufacturing / Pengeluar Makanan	31	13.84
Manufacturers of Fabricated Metal Products, except Machinery and Equipment <i>Pengeluar Produk Logam Yang Direka Kecuali Jentera dan Peralatan</i>	22	9.82
Manufacturers of Plastics Products / Pengeluar Produk Plastik	19	8.48
Manufacturers of Rubber Products / Pengeluar Produk Getah	13	5.80
Manufacturers of Machinery Except Electrical <i>Pengeluar Jentera Kecuali Alat Elektrik</i>	10	4.46
Iron and Steel Basic Industries / Industri Asas Besi dan Keluli	9	4.02
Manufacturers of Transport Equipment <i>Pengeluar Kelengkapan Pengangkutan</i>	9	4.02
Non-Ferrous Metal Basic Industries / Industri Asas Logam Bukan Ferum	9	4.02
Manufacturers of Industrial Chemicals / Pengeluar Kimia Industri	9	4.02
Manufacturers of Other Chemical Products / Pengeluar Lain-Lain Produk Kimia	8	3.57
Manufacturers of Non-Metallic Mineral Products <i>Pengeluar Produk Galian Bukan Logam</i>	7	3.13
Manufacturers of Furniture And Fixtures, Except Primarily of Metal <i>Pengeluar Kayu dan Perkakas Rumah Kecuali Buatan Asas Besi</i>	6	2.68
Printing, Publishing and Allied Industries <i>Percetakan, Penerbitan dan Industri Yang Berkaitan</i>	6	2.68
Manufacturers of Optical Instruments and Photographic Equipment <i>Pengeluar Barang Berkaitan Penglihatan dan Senifoto</i>	6	2.68
Manufacturers of Textiles / Pengeluar Tekstil	6	2.68
Manufacturers of Wood & Wood Products and Cork, Except Furniture <i>Pengeluar Kayu, Produk Kayu dan Gabus, Kecuali Perabot</i>	5	2.23
Petroleum Refineries / Penapisan Minyak Mentah	3	1.34
Manufacturers of Paper and Paper Products <i>Pengeluar Kertas dan Produk Kertas</i>	2	0.89
Beverage Industries / Industri Minuman	2	0.89
Other Manufacturing Industries / Lain-Lain Industri Pengeluaran	2	0.89
Manufacturers of Glass and Glass Products <i>Pengeluar Kaca dan Produk Kaca</i>	1	0.45
Manufacturers of Wearing Apparel Except Footwear <i>Pengeluar Pakaian Kecuali Kasut</i>	1	0.45
<b>Total / Jumlah</b>	<b>224</b>	<b>100.00</b>

From 1992 to 2011, the total number of employers registered from the manufacturing sector was 6,683 recording a decrease of 0.18% as compared to 6,695 employers in 2010. The decrease was mainly due to the high number of employers deregistered as compared to the service sector.

Manufacturers of electronics components, electrical machinery, apparatus, appliances and supplies recorded the highest number of registered employers with 913 [13.66%]. It was followed by employers from the manufacturers of fabricated metal products, except machinery and equipment with 757 [11.33%] employers and the food manufacturers with 680 [10.18%] employers [Table 5].

Dari 1992 sehingga 2011, jumlah bilangan majikan yang berdaftar dari sektor pembuatan adalah 6,683, merekodkan penurunan sebanyak 0.18% berbanding 6,695 majikan pada tahun 2010. Penurunan ini adalah disebabkan oleh kenaikan bilangan majikan yang dibatalkan pendaftarannya berbanding sektor perkhidmatan.

Pengeluar komponen elektronik, jentera elektrik, alat perkakas, kelengkapan dan pembekalan mencatatkan bilangan tertinggi majikan yang berdaftar dengan 913 [13.66%]. Ini diikuti pengeluar produk logam yang direka, kecuali jentera dan peralatan seramai 757 [11.33%] majikan dan pengeluar produk makanan dengan 680 [10.18%] majikan [Jadual 5].

**TABLE 5 : TOTAL NUMBER OF REGISTERED EMPLOYERS IN MANUFACTURING SECTOR BY INDUSTRY  
FROM 1992 TO 2011**

**JADUAL 5 : JUMLAH MAJIKAN BERDAFTAR BAGI SEKTOR PEMBUATAN MENGIKUT INDUSTRI  
DARI TAHUN 1992 SEHINGGA 2011**

Industry / Industri	Registered Employers from 1992-2011/ Majikan Berdaftar Dari Tahun 1992-2011	
	No. of Employers / Bilangan Majikan	Percentage / Peratusan [%]
Manufacturers of Electronics Components, Electrical Machinery, Apparatus, Appliances and Supplies <i>Pengeluar Komponen Elektronik, Jentera Elektrik, Alat Perkakas dan Kelengkapan</i>	913	13.66
Manufacturers of Fabricated Metal Products, except Machinery and Equipment <i>Pengeluar Produk Logam Yang Direka Kecuali Jentera dan Peralatan</i>	757	11.33
Food Manufacturers / <i>Pengeluar Makanan</i>	680	10.18
Manufacturers of Plastics Products / <i>Pengeluar Produk Plastik</i>	641	9.59
Manufacturers of Wood & Wood Products and Cork, Except Furniture <i>Pengeluar Kayu, Produk Kayu dan Gabus, Kecuali Perabot</i>	404	6.05
Manufacturers of Non-Metallic Mineral Products <i>Pengeluar Produk Galian Bukan Logam</i>	331	4.95
Manufacturers of Rubber Products / <i>Pengeluar Produk Getah</i>	327	4.89
Manufacturers of Other Chemical Products / <i>Pengeluar Lain-Lain Produk Kimia</i>	311	4.65
Manufacturers of Transport Equipment <i>Pengeluar Kelengkapan Pengangkutan</i>	288	4.31
Manufacturers of Machinery Except Electrical <i>Pembuatan Jentera Kecuali Alat Elektrik</i>	262	3.92
Manufacturers of Furniture And Fixtures, Except Primarily of Metal <i>Pengeluar Kayu dan Perkakas Rumah Kecuali Buatan Asas Besi</i>	239	3.58
Printing, Publishing and Allied Industries <i>Percetakan, Penerbitan dan Industri Yang Berkaitan</i>	235	3.52
Manufacturers of Paper and Paper Products <i>Pengeluar Kertas dan Produk Kertas</i>	213	3.19
Iron and Steel Basic Industries / <i>Industri Asas Besi dan Keluli</i>	213	3.19
Manufacturers of Textiles / <i>Pengeluar Tekstil</i>	165	2.47
Manufacturers of Industrial Chemicals / <i>Pengeluar Kimia Industri</i>	155	2.32
Manufacturers of Wearing Apparel Except Footwear <i>Pengeluar Pakaian Kecuali Kasut</i>	127	1.90
Other Manufacturing Industries / <i>Lain-Lain Industri Pengeluaran</i>	79	1.18
Non-Ferrous Metal Basic Industries / <i>Industri Asas Logam Bukan Ferum</i>	76	1.14
Manufacturers of Optical Instruments and Photographic Equipment <i>Pengeluar Barangan Berkaitan Penglihatan dan Senifoto</i>	56	0.84
Beverage Industries / <i>Industri Minuman</i>	52	0.78
Petroleum Refineries / <i>Penapisan Minyak</i>	44	0.66
Manufacturers of Glass and Glass Products <i>Pengeluar Kaca dan Produk Kaca</i>	42	0.63
Manufacturers of Leather and Products of Leather, Leather Substitutes and Fur, Except Footwear and Wearing Apparel <i>Pengeluar Kulit dan Produk Kulit, Pengganti Kulit dan Bulu Binatang Kecuali Kasut dan Pakaian</i>	19	0.28
Manufacturers of Pottery, China and Earthenware <i>Pengeluar Tembikar dan Barangan Dapur Diperbuat Daripada Tanah</i>	18	0.27
Manufacturers of Footwear, Except Vulcanised or Moulded Rubber or Plastic Footwear <i>Pengeluar Kasut Kecuali Penuang dan Campuran Belerang Dengan Getah atau Kasut Plastik</i>	15	0.22
Manufacturers of Miscellaneous Products of Petroleum and Coal <i>Pengeluar Pelbagai Produk Petroleum dan Arang Batu</i>	12	0.18
Tobacco Manufacturers / <i>Pengeluar Tembakau</i>	9	0.13
<b>Total / Jumlah</b>	<b>6,683</b>	<b>100.00</b>

## REGISTRATION OF EMPLOYERS BY INDUSTRY FOR SERVICES SECTOR

In 2011, a total of 530 new employers from the service sector had registered with PSMB. Employers in the computer industry and hotel industry respectively recorded the highest number of new registered employers with 80 (15.09%) followed by the engineering support and maintenance industry with 69 (13.02%) employers (Table 6).

## PENDAFTARAN MAJIKAN MENGIKUT INDUSTRI BAGI SEKTOR PERKHIDMATAN

Dalam tahun 2011, seramai 530 majikan baru dari sektor perkhidmatan berdaftar dengan PSMB. Majikan dalam industri komputer dan industri perhotelan masing-masing merekodkan bilangan tertinggi majikan baru berdaftar dengan 80 (15.09%) majikan diikuti perkhidmatan sokongan kejuruteraan dan penyelenggaraan dengan 69 (13.02%) majikan (Jadual 6).

**TABLE 6 : TOTAL NUMBER OF REGISTERED EMPLOYERS IN SERVICES SECTOR BY INDUSTRY IN 2011**

JADUAL 6 : JUMLAH MAJIKAN BERDAFTAR BAGI SEKTOR PERKHIDMATAN MENGIKUT INDUSTRI PADA TAHUN 2011

Industry / Industri	Registered Employers In Year 2011 / Majikan Berdaftar Bagi Tahun 2011	
	No. of Employers / Bilangan Majikan	Percentage / Peratusan (%)
Computer / Komputer	80	15.09
Hotel Industry / Industri Perhotelan	80	15.09
Engineering Support & Maintenance / Sokongan Kejuruteraan dan Penyelenggaraan	69	13.02
Training Provider / Penyedia Latihan	58	10.94
Commercial Land Transport / Kenderaan Perdagangan Darat	40	7.55
Freight Forwarding / Penghantaran Fret	37	6.98
Security Services / Perkhidmatan Keselamatan	36	6.79
Supermarket & Hypermarket / Departmental Store	23	4.34
Pasaraya & Pasaraya Besar / Gedung Serbaneka	22	4.15
Private Institutions of Higher Education / Institusi Pendidikan Tinggi Swasta	19	3.58
Direct Selling / Jualan Langsung	14	2.64
Travel Agency / Agen Pelancongan	10	1.89
Research & Development / Penyelidikan & Pembangunan	9	1.70
Shipping / Perkapalan	8	1.51
Advertising / Pengiklanan	7	1.32
Private Hospital / Hospital Swasta	7	1.32
Postal and Courier Services / Pos dan Perkhidmatan Kurier	4	0.75
Telecommunication / Telekomunikasi	2	0.38
Energy / Tenaga	2	0.38
Bonded Warehouse / Penggudangan	1	0.19
Air Transport / Pengangkutan Udara		
Port Services / Perkhidmatan Pelabuhan		
Total / Jumlah	530	100.00

Throughout the period of 1995 to 2011, a total of 6,187 employers from the service sector registered with PSMB, representing an increase of 5.74% over the 5,851 registration-to-date recorded at the end of 2010. Overall, the hotel industry recorded the highest number of registered employers with 977 (15.79%) employers.

This was followed by the computer industry with 909 (14.69%) employers, reflecting the long-term significance of this sector both to domestic as well as export-oriented demand, and the freight forwarding industry with 692 (11.18%) employers, which continues to register steady growth as Malaysia position to be a leading Asia-Pacific logistics and transportation hub (Table 7).

Bagi tempoh 1995 hingga 2011, seramai 6,187 majikan dari sektor perkhidmatan telah berdaftar dengan PSMB, menunjukkan peningkatan sebanyak 5.74% berbanding 5,851 majikan yang berdaftar pada akhir tahun 2010. Secara keseluruhannya, industri perhotelan mencatatkan bilangan majikan berdaftar yang paling banyak iaitu 977 (15.79%) majikan.

Ini diikuti oleh industri komputer dengan 909 (14.69%) majikan, menggambarkan pentingnya sektor ini dalam jangka masa panjang kepada permintaan berorientasikan eksport dan industri penghantaran fret dengan 692 (11.18%) majikan, yang terus mencatatkan pertumbuhan yang mantap tatkala Malaysia mengukuhkan kedudukannya sebagai peneraju hub logistik dan pengangkutan utama di Asia Pasifik (Jadual 7).

**TABLE 7 : TOTAL NUMBER OF REGISTERED EMPLOYERS IN SERVICES SECTOR BY INDUSTRY FROM 1995 TO 2011**  
**JADUAL 7 : JUMLAH MAJIKAN BERDAFTAR BAGI SEKTOR PERKHIDMATAN MENGIKUT INDUSTRI**  
**DARI TAHUN 1995 SEHINGGA 2011**

Industry / Industri	Registered Employers from 1995-2011 / Majikan Berdaftar Dari Tahun 1995-2011	
	No. of Employers / Bilangan Majikan	Percentage / Peratusan (%)
Hotel Industry / Industri Perhotelan	977	15.79
Computer / Komputer	909	14.69
Freight Forwarding / Penghantaran Fret	692	11.18
Commercial Land Transport / Kenderaan Perdagangan Darat	678	10.96
Engineering Support & Maintenance / Sokongan Kejuruteraan dan Penyelenggaraan	426	6.89
Security Services / Perkhidmatan Keselamatan	421	6.80
Training Provider / Penyedia Latihan	301	4.87
Private Institutions of Higher Education / Institusi Pendidikan Tinggi Swasta	295	4.77
Supermarket & Hypermarket / Departmental Store	240	3.88
Pasaraya & Pasaraya Besar / Gedung Serbaneka		
Advertising / Pengiklanan	212	3.43
Direct Selling / Jualan Langsung	165	2.67
Shipping / Perkapalan	164	2.65
Private Hospital / Hospital Swasta	156	2.52
Travel Agency / Agen Pelancongan	154	2.49
Telecommunication / Telekomunikasi	123	1.99
Research & Development / Penyelidikan & Pembangunan	72	1.16
Postal and Courier Services / Pos dan Perkhidmatan Kurier	67	1.08
Energy / Tenaga	42	0.68
Bonded Warehouse / Penggudangan	41	0.66
Port Services / Perkhidmatan Pelabuhan	27	0.44
Air Transport / Pengangkutan Udara	25	0.40
Total / Jumlah	6,187	100.00

## PROPOSED EXPANSION OF THE PSMB ACT, 2001

Currently, only 28% of the total Malaysian workforce is employed in the higher skilled jobs bracket reflecting the low level of educational achievement amongst the workforce. Thus, the need to retrain and upgrade the existing workforce in order to move the economy up to the value chain has become one of the main agendas of the nation. The Government aims to achieve the target of 33% of the workforce being employed in the higher skilled jobs bracket by 2015, and up to 50% by 2020. Towards this purpose, the government in the Tenth Malaysian Plan has outlined the coverage of the HRDF to be expanded from 44 to 70 subsectors so that more Malaysian workforce can gain access to reskilling and upskilling programmes through the financial assistance provided under HRDF.

## CADANGAN PERLUASAN SKOP LIPUTAN AKTA PSMB, 2001

Pada masa ini, hanya 28% daripada tenaga kerja Malaysia tergolong sebagai pekerja berkemahiran tinggi dan ini menunjukkan bahawa pencapaian akademik adalah rendah di kalangan tenaga kerja yang selebihnya. Oleh itu, keperluan untuk melatih semula dan meningkatkan kemahiran pekerja untuk melonjak ekonomi ke rantaian nilai yang lebih tinggi telah menjadi agenda utama negara. Kerajaan mensasarkan 33% daripada tenaga kerja tergolong dalam pekerjaan berkemahiran tinggi menjelang 2015 dan sehingga 50% menjelang 2020. Bagi mencapai matlamat ini, kerajaan bercadang untuk memperluaskan skop KWPSM daripada 44 sub-sektor kepada 70 sub-sektor dalam Rancangan Malaysia Kesepuluh bagi membolehkan lebih ramai tenaga kerja Malaysia mendapat akses kepada program latihan semula dan meningkatkan kemahiran melalui bantuan kewangan yang disediakan di bawah KWPSM.

Subsectors which have been identified to be included consist of 2 subsectors from the manufacturing sector and another 16 subsectors from the service sector. In line with the proposed expansion of the PSMB Act, 2001, PSMB has organised engagement sessions with stakeholders as an awareness measure as well as to gather their feedbacks on the government intention to cover their industries. A total of 8 briefing sessions and 4 meetings with industries and employers' associations concerned were held nationwide in 2011 with the attendance of 247 employers and 43 members respectively. Feedbacks received from the engagement sessions were very encouraging.

## TRAINING PLACES

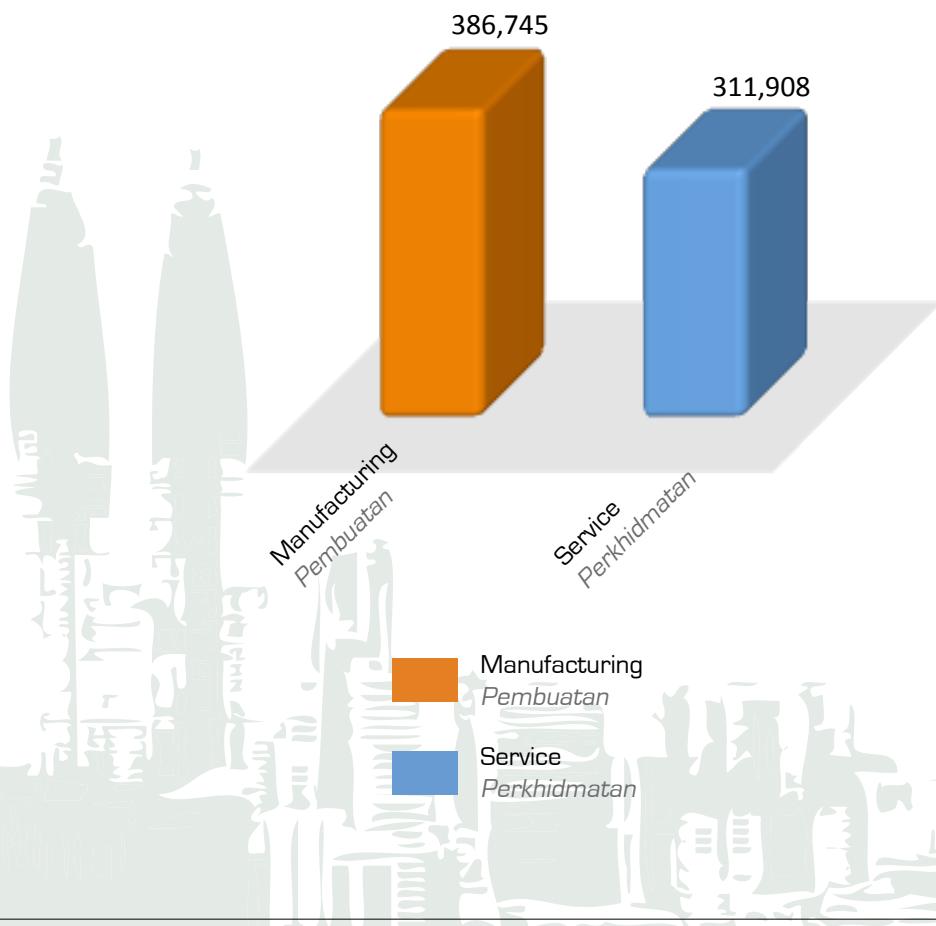
The number of training places is an indicator of the frequency of training and retraining activities conducted by employers for their employees. In 2011, the total number of training places approved was 698,653 registering an increase of 11.56% compared to 626,270 approved in 2010. Details of training places approved by sectors in 2011 and the past 5 years are as shown in Chart 1 and Chart 2.

Sub-sektor yang telah dikenalpasti untuk diliputi adalah 2 sub-sektor daripada sektor pembuatan dan 16 lagi sub-sektor dari sektor perkhidmatan. Selaras dengan cadangan perluasan Akta PSMB, 2001, PSMB telah mengadakan sesi taklimat kepada majikan yang bakal diliputi sebagai memberi kesedaran berkenaan dengan hasrat kerajaan untuk meliputi mereka dan juga untuk mendapat maklumbalas berkenaan perkara ini. Sejumlah 8 sesi taklimat dan 4 mesyuarat dengan industri dan persatuan majikan berkaitan telah diadakan di seluruh negara pada 2011 dengan kehadiran seramai 247 majikan dari 43 persatuan majikan. Maklumbalas yang diterima adalah amat menggalakkan.

## TEMPAT LATIHAN

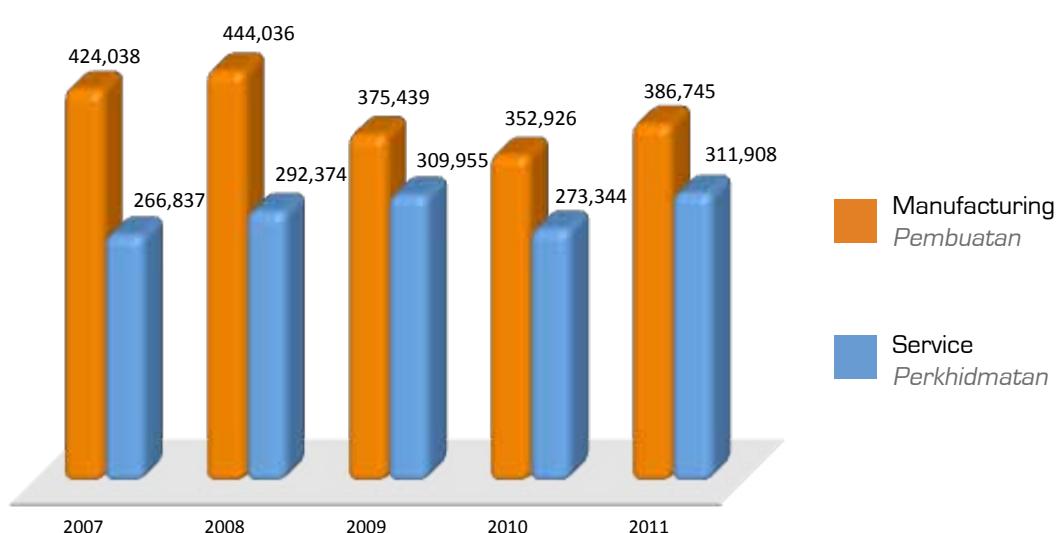
Bilangan tempat latihan merupakan petunjuk kepada kekerapan aktiviti latihan dan latihan semula yang dijalankan oleh majikan kepada pekerja mereka. Pada tahun 2011, sebanyak 698,653 tempat latihan telah diluluskan menunjukkan peningkatan sebanyak 11.56% berbanding 626,270 tempat latihan yang diluluskan pada tahun 2010. Maklumat terperinci mengenai tempat latihan yang diluluskan mengikut sektor adalah seperti di Carta 1 dan untuk 5 tahun yang lepas adalah seperti di Carta 2.

**CHART 1 : APPROVED TRAINING PLACES FOR THE MANUFACTURING AND SERVICE SECTOR IN 2011**  
**CARTA 1 : JUMLAH TEMPAT LATIHAN DILULUSKAN UNTUK SEKTOR PEMBUATAN DAN PERKHIDMATAN PADA 2011**



## CHART 2 : APPROVED TRAINING PLACES FOR THE MANUFACTURING AND SERVICE SECTOR FROM 2007 TO 2011

CARTA 2 : TEMPAT LATIHAN DILULUSKAN UNTUK SEKTOR PEMBUATAN DAN PERKHIDMATAN DARI 2007 HINGGA 2011



## FINANCIAL ASSISTANCE APPROVED

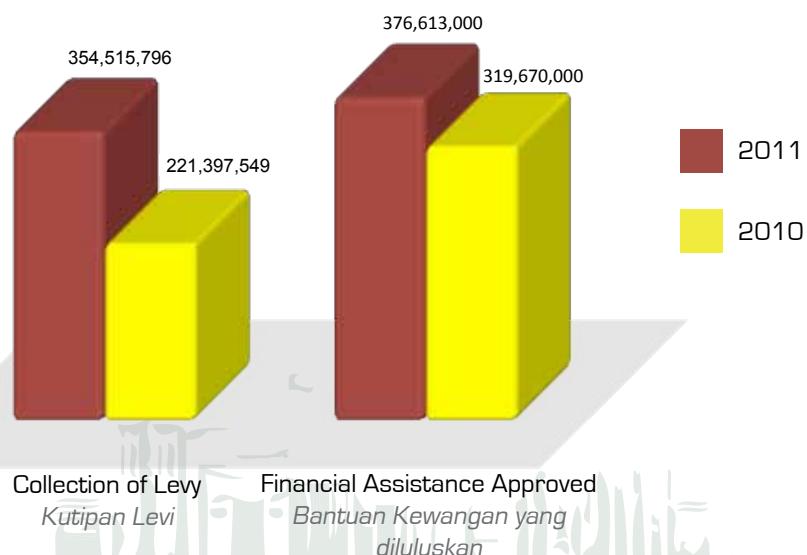
With the increase in number of training places, the amount of financial assistance approved had also increased in 2011. The total amount of financial assistance approved was RM376.61 million, registering an increase of 17.81% compared to 319.67 million approved in 2010. The amount of financial assistance approved for 2011 was also 6.23% higher than the total amount of levy collected, which amounted to RM354.52 million. The details are shown in Chart 3.

## BANTUAN KEWANGAN YANG DILULUSKAN

Peningkatan bilangan tempat latihan yang diluluskan pada tahun 2010 turut membawa kepada peningkatan jumlah bantuan kewangan yang diluluskan. Pada tahun 2011 bantuan kewangan yang diluluskan adalah sebanyak RM376.61 juta, meningkat sebanyak 17.81% berbanding RM319.67 juta yang diluluskan pada tahun 2010. Bantuan kewangan yang diluluskan pada tahun 2011 juga adalah 6.23% lebih tinggi daripada jumlah levi yang dikutip pada tahun berkenaan iaitu RM354.52 juta seperti di Carta 3.

## CHART 3 : COMPARISON BETWEEN FINANCIAL ASSISTANCE APPROVED AND LEVY COLLECTED FOR YEAR 2010 AND 2011

CARTA 3 : PERBANDINGAN ANTARA BANTUAN KEWANGAN YANG DILULUSKAN DAN LEVI DIPUNGUT PADA TAHUN 2010 DAN 2011



## APPROVED TRAINING PLACES BY INDUSTRY

In 2011, employers from the Electronics Components, Electrical Machinery, Apparatus, Appliances and Supplies industry were the most active in retraining and skills upgrading of their employees. The total number of training places approved for these industries was 125,908 representing 18.02% of the overall training places approved for the year. The second most active industry was the Telecommunication industry with 44,292 training places representing 6.34% of the total number of training places approved in 2011. Details on training places by skill areas are shown in Table 8.

## TEMPAT LATIHAN YANG DILULUSKAN MENGIKUT INDUSTRI

Pada tahun 2011, majikan dari industri Komponen Elektronik, Jentera Elektrik, Alat Perkakas dan Kelengkapan merupakan yang paling aktif melatih semula dan meningkatkan kemahiran pekerja mereka. Sebanyak 125,908 tempat latihan telah diluluskan untuk industri ini iaitu 18.02% daripada jumlah keseluruhan tempat latihan yang diluluskan. Industri kedua yang aktif adalah industri Telekomunikasi dengan 44,292 tempat latihan yang merupakan 6.34% daripada bilangan keseluruhan tempat latihan yang diluluskan pada tahun 2011. Maklumat terperinci adalah seperti di Jadual 8.

**TABLE 8 : APPROVED TRAINING PLACES BY INDUSTRY FOR THE YEAR 2011**  
**JADUAL 8 : TEMPAT LATIHAN DILULUSKAN OLEH INDUSTRI BAGI TAHUN 2011**

Code Kod	Industry / Industri	Training Places/ Tempat Latihan	Percentage/ Peratusan (%)
383	Electronics Component, Electrical Machinery, Apparatus, Appliances and Supplies <i>Komponen Elektronik, Jentera Elektrik, Alat Perkakas, Kelengkapan</i>	125,908	18.02
72009	Telecommunication / Telekomunikasi	44,292	6.34
52112	Supermarkets / Hypermarkets / Pasaraya / Pasaraya Besar	41,113	5.88
63200	Hotel Industry / Industri Perhotelan	34,852	4.99
83230	Computer Industries / Industri Komputer	33,340	4.77
311	Manufacturers of Food / Pengilang Makanan	30,515	4.37
93100	Education Services / Perkhidmatan Pendidikan	29,488	4.22
384	Transportation Equipment / Peralatan Pengangkutan	27,338	3.91
85100	Private Hospitals / Hospital Swasta	26,609	3.81
381	Fabricated Metal Products Except Machinery <i>Produk Logam yang Direka Kecuali Jentera</i>	24,782	3.55
356	Plastic Products / Produk Plastik	24,142	3.46
352	Other Chemical Products / Lain-lain Produk Kimia	23,059	3.30
41010	Electric Light And Power / Cahaya Elektrik dan Tenaga	18,779	2.69
369	Non-Metal Mineral Products / Produk Galian Bukan Logam	15,546	2.23
355	Rubber Products / Produk Getah	15,414	2.21
71161	Freight Forwarders / Penghantaran Fret	13,694	1.96
371	Iron And Steel Basic Industries / Industri Asas Besi dan Keluli	12,802	1.83
72001	Postal [Courier Service] / Pos [Perkhidmatan Kurier]	12,320	1.76
382	Machinery Except Electric Equipment / Jentera Kecuali Alat Elektrik	11,943	1.71
74219	Engineering Support and Maintenance <i>Sokongan Kejuruteraan dan Penyelenggaraan</i>	11,608	1.66
342	Printing and Publishing / Percetakan dan Penerbitan	11,419	1.63
75220	Security Services / Perkhidmatan Keselamatan	9,786	1.40
353	Manufacturers of Crude Oil / Pengeluaran Minyak Mentah	9,382	1.34
341	Manufacturers of Paper and Paper Product <i>Pengeluaran Kertas dan Produk Kertas</i>	8,166	1.17
351	Chemical Industry / Industri Kimia	7,276	1.04
321	Textiles / Tekstil	6,830	0.98
331	Manufacturers of Wood, Wood Products and Cork, Except Furniture <i>Pengeluar Kayu, Produk Kayu dan Gabus, Kecuali Perabot</i>	6,773	0.97
312	Manufacturers of Food / Pengeluaran Makanan	5,342	0.76
71210	Shipping / Perkapalan	5,137	0.74
63035	Port Services / Perkhidmatan Pelabuhan	4,483	0.64
60214	Sub-urban Railway Passenger Transport <i>Pengangkutan Keretapi Penumpang Luar Bandar</i>	4,148	0.59
83250	Advertising / Pengiklanan	3,907	0.56
52512	Direct Selling / Jualan Langsung	3,708	0.53
332	Furniture / Perabot	3,661	0.52

Code Kod	Industry / Industri	Training Places/ Tempat Latihan	Percentage/ Peratusan (%)
362	Glass Products / Produk Kaca	3,448	0.49
93101	Training / Latihan	3,307	0.47
73100	Research and Development / Penyelidikan dan Pembangunan	2,829	0.41
313	Beverage Industry / Industri Minuman	2,365	0.34
60230	Freight Transport by Road / Pengangkutan Fret melalui Jalan Raya	2,264	0.32
390	Other Production Industries / Lain-lain Industri Pengeluaran	2,234	0.32
322	Clothing / Pakaian	2,224	0.32
71310	Air Transport / Pengangkutan Udara	2,184	0.31
372	Non-Ferrous Metal Basic Industries / Industri Asas Logam Bukan Ferum	2,089	0.30
385	Manufacturers of Professional and Scientific and Measuring and Controlling Equipment <i>Pengeluaran Alat Profesional dan Saintifik serta Ukuran dan Kawalan</i>	1,276	0.18
60211	Bus Services / Perkhidmatan Bas	1,189	0.17
314	Tobacco Manufacturers / Pengeluaran Tembakau	1,141	0.16
52192	Departmental Stores / Gedung Serbaneka	1,119	0.16
71919	Travel Agencies / Agensi Pelancongan	1,095	0.16
323	Leather Products / Produk Kulit	736	0.11
63020	Bonded Warehouses / Penggudangan	529	0.08
361	Pottery and Pottery Products / Tembikar dan Produk Tembikar	429	0.06
324	Manufacturers of Footwear / Pengeluaran Kasut	256	0.04
354	Petroleum and Coal Products / Produk Petroleum dan Arang Batu	249	0.04
60221	Taxi Car For Hire / Perkhidmatan Kereta Sewa	128	0.02
<b>TOTAL / JUMLAH</b>		<b>698,653</b>	<b>100.00</b>

Note: i) For SBL, SBL-KHAS, PERLA and PROLUS Schemes.  
ii) Exclude special programmes (23,116 training places)

Nota : i) Untuk Skim SBL, SBL-KHAS, PLT, PERLA dan PROLUS.  
ii) Tidak termasuk program khas (23,116 tempat latihan)

## APPROVED TRAINING PLACES BY SKILL AREAS

For continuous improvement of workforce, training related to Quality and Productivity was the most sought after skill area by employers in the retraining and skills upgrading of their employees. This is in line with the needs of the current demand to enhance the quality of products/services as well as to increase productivity for employers in order for them to be competitive in the global market. For 2011, a total of 149,144 training places were approved for this skill area, representing 21.35% of the total training places.

The second most sought after skill area was Occupational Safety and Health with 102,800 training places approved, constituting 14.71% of the total training places for 2011 followed by Technical skills with 71,580 (10.25%) training places. Details are shown in Table 9.

## TEMPAT LATIHAN YANG DILULUSKAN MENGIKUT BIDANG KEMAHIRAN

Kemahiran berkaitan Kualiti dan Produktiviti merupakan bidang kemahiran pilihan utama majikan di dalam melatih semula dan meningkatkan kemahiran pekerja. Ini selaras dengan permintaan semasa untuk menambahbaik produk/perkhidmatan serta peningkatan produktiviti supaya majikan terus berdaya saing di pasaran global. Pada tahun 2011, sebanyak 149,144 tempat latihan telah diluluskan di bawah bidang kemahiran ini iaitu 21.35% daripada jumlah tempat latihan yang diluluskan.

Bidang kemahiran kedua tertinggi adalah bidang Keselamatan dan Kesihatan Pekerjaan dengan 102,800 tempat latihan diluluskan, iaitu 14.71% daripada jumlah tempat latihan yang diluluskan pada tahun 2011 diikuti bidang Teknikal dengan 71,580 (10.25%) tempat latihan. Butiran adalah seperti di Jadual 9.

**TABLE 9 : APPROVED TRAINING PLACES BY SKILL AREAS FOR THE YEAR 2011**  
**JADUAL 9 : TEMPAT LATIHAN DILULUSKAN OLEH BIDANG KEMAHIRAN BAGI TAHUN 2011**

Code Kod	Skill Areas / Bidang Kemahiran	Training Places/ Tempat Latihan	Percentage/ Peratusan (%)
004	Quality and Productivity / Kualiti dan Produktiviti	149,144	21.35
L09	Occupational Safety and Health / Keselamatan dan Kesihatan Pekerjaan	102,800	14.71
001	Technical / Teknikal	71,580	10.25
L10	Motivation / Team Building / Motivasi / Bina Pasukan	67,637	9.68
003	Computer / Information Technology / Komputer / Teknologi Maklumat	49,979	7.15
L04	Communication and Public Relations / Komunikasi dan Perhubungan Awam	35,955	5.15
L01	Management / Pengurusan	34,694	4.97
005	Supervisory / Penyeliaan	31,650	4.53
L17	Operation Management / Pengurusan Operasi	22,346	3.20
S/SL	Local Seminar / Seminar Tempatan	21,658	3.10
L06	Human Resources Management / Pengurusan Sumber Manusia	15,701	2.25
L12	Executive Development Programme / Program Pembangunan Eksekutif	10,505	1.50
L07	Financial Accounting / Perakaunan Kewangan	10,160	1.45
L05	Language / Bahasa	8,668	1.24
L02	Administration / Pentadbiran	7,547	1.08
L26	Strategic Management / Pengurusan Strategik	6,750	0.97
011	Teaching / Mengajar	6,576	0.94
L13	Sales / Marketing / Jualan / Pemasaran	6,479	0.93
L03	Clerical / Perkeranian	5,667	0.81
008	Medical / Perubatan	5,101	0.73
L20	High Technology / Teknologi Tinggi	5,054	0.72
L08	Law / Undang-undang	4,315	0.62
009	Creativity and Innovation / Kreativiti dan Inovasi	3,837	0.55
L16	Purchasing / Store / Warehousing / Pembelian / Stor / Penggudangan	3,085	0.44
006	Overseas Training / Latihan Luar Negeri	2,579	0.37
L11	Clerical Development Programme / Program Pembangunan Perkeranian	2,253	0.32
L23	Research and Development / Penyelidikan dan Pembangunan	1,819	0.26
L24	Engineering / Kejuruteraan	1,571	0.22
L21	New Technology / Teknologi Baru	1,010	0.14
L15	Industrial Relations / Perhubungan Perindustrian	835	0.12
L22	New Product / Produk Baru	813	0.12
LL/SLL	Overseas Seminar / Seminar Luar Negeri	487	0.07
L14	Mathematics [Numeric] / Matematik [Numerik]	120	0.02
007	Others / Lain-lain	120	0.01
D06	Other Diploma Programme / Lain-lain Program Diploma	82	0.01
D04	Diploma in Quality / Public Relations / Diploma dalam Bidang Kualiti / Perhubungan Awam	76	0.01
<b>TOTAL / JUMLAH</b>		<b>698,653</b>	<b>100.00</b>

Note: i) For SBL, SBL-KHAS, PERLA and PROLUS Schemes.  
ii) Exclude special programmes (23,116 training places)

Nota : i) Untuk Skim SBL, SBL-KHAS, PLT, PERLA dan PROLUS.  
ii) Tidak termasuk program khas (23,116 tempat latihan)

## APPROVED FINANCIAL ASSISTANCE BY SKILL AREAS

In 2011, the highest financial assistance approved for retraining and skills upgrading of the workforce was for technical related skill area. A total of RM63.64 million was approved for this skill area, representing 18.32% of the total financial assistance. This was followed by Quality and Productivity related skill area with a financial assistance approved of RM55.25 million (15.89%) as shown in Table 10.

## BANTUAN KEWANGAN YANG DILULUSKAN MENGIKUT BIDANG KEMAHIRAN

Dalam tahun 2011, latihan kemahiran berkaitan teknikal diberi kelulusan bantuan kewangan tertinggi untuk latihan semula dan peningkatan kemahiran pekerja. Sebanyak RM63.64 juta telah diluluskan di bawah bidang kemahiran ini iaitu 18.32% daripada jumlah keseluruhan bantuan kewangan yang diluluskan. Ini diikuti bidang berkaitan Kualiti dan Produktiviti dengan bantuan kewangan berjumlah RM55.25 juta (15.89%) seperti di Jadual 10.

**TABLE 10 : APPROVED FINANCIAL ASSISTANCE BY SKILL AREAS FOR 2011**  
**JADUAL 10 : BANTUAN KEWANGAN YANG DILULUSKAN MENGIKUT BIDANG KEMAHIRAN BAGI TAHUN 2011**

Code Kod	Skill Areas / Bidang Kemahiran	Financial Assistance Bantuan Kewangan (RM)	Percentage/ Peratusan (%)
001	Technical / Teknikal	63,644,182	18.32
004	Quality & Productivity / Kualiti & Produktiviti	55,254,391	15.89
003	Computer / Information Technology / Komputer / Teknologi Maklumat	32,594,411	9.38
L09	Safety And Health / Keselamatan dan kesihatan	30,969,918	8.91
L10	Motivation / Team Building / Motivasi / Bina Pasukan	27,299,563	7.86
L01	Management / Pengurusan	18,797,020	5.41
005	Supervisory / Penyeliaan	14,129,006	4.07
S/SL	Local Seminar / Seminar Tempatan	13,697,380	3.94
L04	Communication And Public Relations <i>Komunikasi dan Perhubungan Awam</i>	13,150,618	3.78
L06	Human Resources Management / Pengurusan Sumber Manusia	9,594,631	2.76
006	Oversea Training / Latihan Luar Negeri	8,578,663	2.47
L07	Financial Accounting / Perakaunan Kewangan	7,452,956	2.16
L17	Operation Management / Pengurusan Operasi	6,946,020	2.00
L12	Executive Development Programmes / Program Pembangunan Eksekutif	6,437,987	1.85
L05	Language / Bahasa	5,640,225	1.63
L26	Strategic Management / Pengurusan Strategik	4,336,599	1.25
L13	Sales / Marketing / Jualan / Pemasaran	4,036,657	1.17
L02	Administration / Pentadbiran	3,311,995	0.95
L20	High Technology / Teknologi Tinggi	2,675,118	0.77
L08	Law / Undang-Undang	2,355,736	0.68
009	Creativity And Innovation / Kreativiti dan Inovasi	2,230,411	0.64
011	Teaching / Mengajar	2,218,314	0.64
008	Medical / Perubatan	2,134,291	0.61
L16	Purchasing / Store / Warehousing / Pembelian / Stor / Penggudangan	2,013,209	0.58
SN/SLL	Overseas Seminar / Seminar Luar Negeri	1,481,664	0.43
L24	Engineering / Kejuruteraan	1,407,761	0.41
L03	Clerical / Perkeranian	1,357,259	0.39
L23	Research And Development / Penyelidikan dan Pembangunan	943,214	0.27
L11	Clerical Development Programmes <i>Program Pembangunan Perkeranian</i>	785,798	0.23
L21	New Technology / Teknologi Baru	464,416	0.13
L15	Industrial Relations / Perhubungan Perindustrian	449,550	0.13
002	Craft / Kraf	428,719	0.12
L22	New Products / Produk Baru	220,422	0.06
007	Others / Lain-lain	199,657	0.05
L14	Mathematics [Numeric] / Matematik [Numeric]	64,208	0.02
D04	Diploma in Quality / Public Relations <i>Diploma Dalam Bidang Kualiti / Perhubungan Awam</i>	59,239	0.02
L19	Masters Programmes / Program Sarjana	43,856	0.01
L29	Malaysia Skills Certificate [SKM] / Sijil Kemahiran Malaysia [SKM]	27,516	0.01
<b>TOTAL / JUMLAH</b>		<b>347,432,580</b>	<b>100.00</b>

Note: i) For SBL, SBL-KHAS, PERLA and PROLUS Schemes.  
ii) Exclude special programmes (RM 29,180,772)

Nota : i) Untuk Skim SBL, SBL-KHAS, PLT, PERLA dan PROLUS.  
ii) Tidak termasuk program khas (RM 29,180,772)

## DURATION OF TRAINING AND CATEGORY OF EMPLOYEES TRAINED (SBL SCHEME)

On average, total training hours approved under the SBL Scheme per employee for 2011 was 14.82 hours. The highest average training hours approved was for Professionals with 35.50 hours, followed by Administrative and Support Staff with 18.55 hours and Engineers with 16.96 hours [Table 11].

## JUMLAH JAM LATIHAN DAN KATEGORI PEKERJA YANG DILATIH (SKIM SBL)

Secara purata, jumlah jam latihan yang diluluskan di bawah Skim SBL bagi seorang pekerja pada tahun 2011 adalah 14.82 jam. Purata jam tertinggi yang diluluskan adalah bagi kumpulan Ikhtisas iaitu 35.50 jam, diikuti Pentadbiran dan Kakitangan Sokongan dengan 18.55 jam dan Jurutera dengan 16.96 jam [Jadual 11].

**TABLE 11 : AVERAGE TRAINING HOURS BY CATEGORY OF EMPLOYEES  
UNDER THE SBL SCHEME FOR 2011**

JADUAL 11 : PURATA JAM LATIHAN MENGIKUT KATEGORI PEKERJA DI BAWAH SKIM SBL BAGI TAHUN 2011

Category of Employees Kedudukan Jawatan	Total Training Hours Jumlah Jam Latihan	Training Places Tempat Latihan	Average Hours Purata Jam	Percentage Total Training Hours Peratusan Jumlah Jam Latihan (%)
Professionals / Profesional	12,459	351	35.50	0.14
Administrative & Support Staff <i>Kakitangan Sokongan dan Pentadbiran</i>	15,102	814	18.55	0.16
Engineers / Jurutera	639,750	37,720	16.96	7.09
Technicians / Juruteknik	745,019	43,961	16.95	8.13
Skilled Employees / Pekerja Mahir	326,640	19,357	16.87	3.56
Sales/Marketing/Services Staff <i>Jualan/Pemasaran/Kakitangan Perkhidmatan</i>	10,800	665	16.24	0.11
Others / Lain-lain	3,537,192	230,372	15.35	38.60
Executives / Eksekutif	2,368,922	168,582	14.05	25.84
Production Employees <i>Kakitangan Pengeluaran</i>	741,875	59,610	12.45	8.10
Supervisors / Penyelia	608,424	44,636	13.63	6.64
General Workers / Pekerja Am	157,267	12,286	12.93	1.72
<b>Total / Jumlah</b>	<b>9,163,450</b>	<b>618,354</b>	<b>14.82</b>	<b>100.00</b>

### TOTAL TRAINING PLACES AND FINANCIAL ASSISTANCE APPROVED BY CATEGORY OF POSITION (SBL SCHEME)

From 2009 to 2011, a total number of 642,463 training places were approved for workers' retraining and skills upgrading for the Executive level while 1,224,743 training places were approved for the Non Executive level. In the same period, financial assistance approved for workers in Executive level was RM378.88 million, while financial assistance of RM508.33 million was approved for workers in the Non-Executive level (Table 12).

### JUMLAH TEMPAT LATIHAN DAN BANTUAN KEWANGAN YANG DILULUSKAN MENGIKUT KATEGORI JAWATAN (SKIM SBL)

Dari 2009 hingga 2011, sebanyak 642,463 tempat latihan telah diluluskan untuk latihan semula dan peningkatan kemahiran pekerja bagi kumpulan Eksekutif dan 1,224,743 tempat latihan diluluskan untuk kumpulan Bukan Eksekutif. Dalam tempoh yang sama, jumlah bantuan kewangan yang diluluskan untuk kumpulan Eksekutif adalah sebanyak RM378.88 juta dan sebanyak RM508.33 juta diluluskan kepada kumpulan Bukan Eksekutif (Jadual 12).

**TABLE 12 : TOTAL NUMBER OF TRAINING PLACES AND FINANCIAL ASSISTANCE APPROVED BY LEVEL OF POSITION UNDER SBL SCHEME FROM 2009 TO 2011**

JADUAL 12 : JUMLAH TEMPAT LATIHAN DAN BANTUAN KEWANGAN DILULUSKAN OLEH KATEGORI PEKERJA DI BAWAH SKIM SBL YANG DARI 2009 HINGGA 2011

Year Tahun	Training Places Tempat Latihan		Financial Assistance Bantuan Kewangan (RM)	
	Executive Eksekutif	Non-Executive Bukan Eksekutif	Executive Eksekutif	Non-Executive Bukan Eksekutif
2009	250,062 (36.48%)	435,332 (63.52%)	159.42 juta (46.80%)	181.23 juta (53.20%)
2010	199,336 (35.37%)	364,122 (64.63%)	112.14 juta (43.45%)	145.93 juta (56.55%)
2011	193,065 (31.22%)	425,289 (68.78%)	107.32 juta (37.20%)	181.17 juta (62.80%)

## INDUSTRIAL TRAINING SCHEME

Introduced in May 2008, the Industrial Training Scheme was offered to registered employers to train students of institutions of higher learning at their premises to expose them to working environment. In 2011, a total number of 977 trainees with a financial assistance of RM1.50 million were approved. This was a decrease of 11.58% compared to 1,105 trainees approved in year 2010.

## 1MALAYSIA TRAINING PROGRAMME

The 1Malaysia Training Programme was announced during the tabling of the 2011 Budget by the Right Honourable Prime Minister. This program was officially launched on April 6, 2011 by the Honourable Minister of Human Resources, Datuk Seri Dr. S. Subramaniam with an allocation of RM200 million. In addition, PSMB has also allocated RM40 million to finance 20% of the training fee as training incentive for registered employers participating in this programme.

The objectives of the programme were to create a pool of competent, well trained, knowledgeable, and skilled workforce through training courses that will help employees to attain higher skills level (upskill) and to gain new skills (reskill); increase the number of skilled workforce; and increase the productivity level of employees in order to enable them to contribute toward achieving the business objectives of their organisation. This is in-line with the Government policy to achieve a high-income economy by 2020.

The 1Malaysia Training Programme had received overwhelming response from PSMB registered training providers. A total of 5,145 reskilling and upskilling programmes were approved from 414 training providers. The training courses approved were grouped into seven training tracks, namely Product Development and Technical, Business Effectiveness Improvement, Quality and Productivity Management Systems, Information and Communication Technology, Occupational Safety and Health, Supply Chain Management, Human Resource, and Logistic and Warehousing.

From April 2011 until 31 December 2011, a total of 442,023 training places with RM187,122,300 financial assistance were approved for employers to train and upgrade skills of their workers' under the 1Malaysia Training Programme (Table 13).

## SKIM LATIHAN INDUSTRI

Skim Latihan Industri telah ditawarkan sejak Mei 2008 kepada majikan berdaftar untuk melatih penuntut institusi pengajian tinggi di premis majikan bagi mendedahkan mereka kepada alam pekerjaan. Pada tahun 2011, seramai 977 pelatih dengan bantuan kewangan sebanyak RM1.50 juta telah diluluskan. Ini merupakan penurunan sebanyak 11.58% berbanding 1,105 pelatih yang telah diluluskan pada tahun 2010.

## PROGRAM LATIHAN 1MALAYSIA

Program Latihan 1Malaysia telah diumumkan semasa pembentangan Bajet 2011 oleh YAB Perdana Menteri. Program ini dilancarkan pada 6 April 2011 oleh YB Menteri Sumber Manusia, Datuk Seri Dr. S. Subramaniam, dengan peruntukan sebanyak RM200 juta. Sebagai tambahan, PSMB turut memperuntukan RM40 juta untuk membayai 20% daripada yuran latihan sebagai insentif kepada majikan berdaftar yang mengikuti program ini.

Objektif program ini adalah untuk mewujudkan tenaga kerja yang kompeten, terlatih, berpengetahuan dan mahir melalui kursus latihan yang akan membantu pekerja untuk memperolehi tahap kemahiran yang lebih tinggi (upskill) dan untuk mendapat kemahiran baru (reskill); meningkatkan bilangan tenaga kerja mahir; dan meningkatkan tahap produktiviti pekerja bagi membolehkan mereka menyumbang ke arah mencapai objektif perniagaan. Ini adalah selaras dengan dasar Kerajaan untuk mencapai ekonomi berpendapatan tinggi menjelang tahun 2020.

Program Latihan 1Malaysia telah mendapat sambutan menggalakkan dari penyedia latihan yang berdaftar dengan PSMB. Sebanyak 5,145 program latihan semula dan peningkatan kemahiran telah diluluskan daripada 414 penyedia latihan. Kursus latihan yang diluluskan diklasifikasikan kepada tujuh trek latihan, iaitu: Pembangunan Produk dan Teknikal, Peningkatan Keberkesanan Perniagaan, Sistem Pengurusan Kualiti dan Produktiviti, Teknologi Maklumat dan Komunikasi, Keselamatan dan Kesihatan Pekerjaan dan Pengurusan Rantaian Bekalan, Sumber Manusia, dan Logistik dan Gudang.

Bermula dari April 2011 sehingga 31 Disember 2011, sebanyak 442,023 tempat latihan dan sejumlah RM187,122,300 bantuan kewangan telah diluluskan bagi melatih dan meningkatkan kemahiran pekerja-pekerja di bawah Program Latihan 1Malaysia (Jadual 13).

**TABLE 13 : FINANCIAL ASSISTANCE APPROVED TO TRAIN AND UPGRADE EMPLOYEES UNDER 1MALAYSIA TRAINING PROGRAMME**

JADUAL 13 : BANTUAN KEWANGAN YANG DILULUSKAN BAGI MELATIH DAN MENINGKATKAN KEMAHIRAN PEKERJA DI BAWAH PROGRAM LATIHAN 1MALAYSIA

Item Bilangan	Training Scheme Skim Latihan	Training Places Tempat Latihan	Financial Assistance Bantuan Kewangan (RM)
1.	SBL	376,760	137,581,411
2.	Skim Latihan Bersama (SLB)	7,073	1,561,817
3.	SBL-Khas	34,805	23,294,379
4.	PERLA	2,673	1,246,302
5.	PROLUS	3,079	5,263,685
6.	1Malaysia Training Programme	17,633	18,174,706
Total / Jumlah		442,023	187,122,300

## SPECIALISED TRAINING AND ADVANCED RECRUITMENT PROGRAMME (STAR)

PSMB launched the Specialised Training and Advanced Recruitment Programme [STAR] in January 2011 with the objective to equip unemployed graduates with skills and competencies to secure employment.

Five courses have been offered under this programme to meet the strategic objectives of the programme to equip, develop and enhance the employability of the graduates. The courses are:

- (i) Executive Development Programme
- (ii) Asp.net
- (iii) J2EE
- (iv) PHP MySQL
- (v) Cisco Certified Network Professional [CCNP]

The courses were offered to Malaysians who have graduated with a diploma, degree or equivalent qualifications [SKM level 4 and above] and have remained unemployed for at least 3 months after the completion of their studies.

The entire training programme consists of three components, i.e. classroom training, attachment training and job placement. The attachment training and job placement are part of the programme structure to enable trainees gain relevant work experiences that will enhance their employability to secure employment.

## PROGRAM SPECIALISED TRAINING AND ADVANCED RECRUITMENT (STAR)

PSMB melancarkan Program Specialised Training and Advanced Recruitment [STAR] pada Januari 2011 dengan tujuan untuk melengkapkan graduan menganggur dengan kemahiran dan kompetensi bagi menjamin pekerjaan.

Lima kursus telah ditawarkan di bawah program ini bagi memenuhi objektif strategik program untuk melengkapkan, membangun dan meningkatkan kebolehpekerjaan di kalangan graduan. Kursus yang ditawarkan adalah:

- (i) Program Pembangunan Eksekutif
- (ii) Asp.net
- (iii) J2EE
- (iv) PHP MySQL
- (v) Cisco Certified Network Professional [CCNP]

Program ini terbuka kepada graduan warganegara Malaysia berkelulusan diploma, ijazah atau kelayakan setaraf [SKM Tahap 4 dan ke atas] dan masih menganggur sekurang-kurangnya 3 bulan selepas menamatkan pengajian masing-masing.

Keseluruhan program ini meliputi tiga komponen iaitu latihan di dalam kelas, latihan praktikal dan penempatan pekerjaan. Latihan praktikal dan penempatan pekerjaan adalah sebahagian daripada struktur program untuk membolehkan pelatih mendapat pengalaman bekerja yang berkaitan bagi mempertingkatkan kebolehpekerjaan bagi mendapatkan pekerjaan.

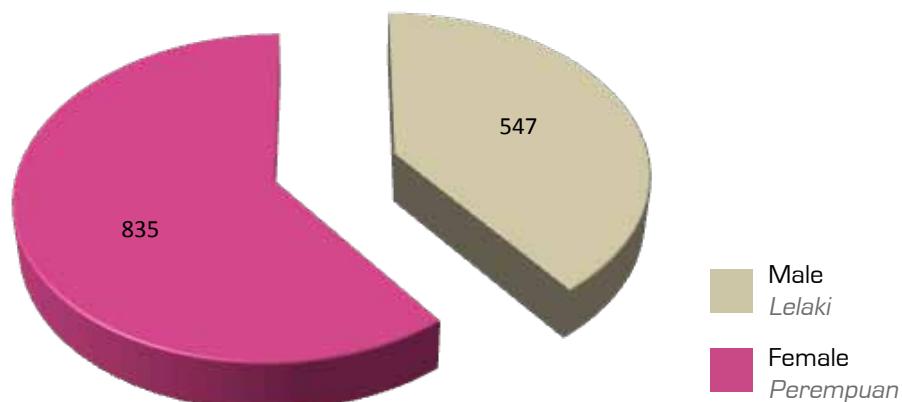
Under this programme, trainees were eligible for a monthly allowance of RM500 for the duration of training. Training fees under the scheme were paid by PSMB directly to the respective training providers. A total of RM12.49 million was allocated for this programme. As at 31 December 2011, a total of 1,382 trainees were approved with a total financial assistance amounting to RM8.25 million.

For gender distribution, a total of 547 (39.58%) trainees were male while 835 (60.42%) were female. For the distribution by race, 1,118 (80.9%) of the trainees were Bumiputera, 220 (15.92%) were Indians and 44 (3.18%) were Chinese. Distribution of trainees by gender and race are shown in chart 4 and chart 5.

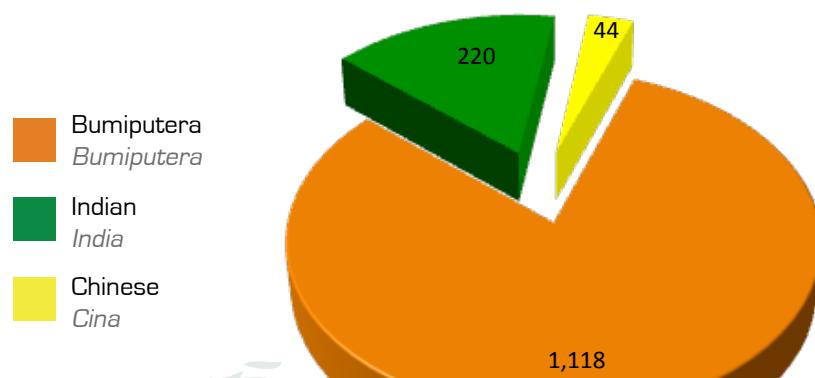
*Di bawah program ini, pelatih layak menerima elau bulanan sebanyak RM500 sepanjang tempoh latihan. Yuran latihan di bawah skim ini akan dibayar terus oleh PSMB kepada penyedia latihan terlibat. Sebanyak RM12.49 juta telah diperuntukan bagi program ini. Sehingga 31 Disember 2011, seramai 1,382 pelatih telah diluluskan dengan bantuan kewangan sebanyak RM8.25 juta.*

*Dari segi taburan jantina, seramai 547 (39.58%) pelatih adalah lelaki manakala 835 (60.42%) adalah perempuan. Untuk taburan mengikut kaum, seramai 1,118 (80.9%) adalah Bumiputera, 220 (15.92%) adalah India dan 44 (3.18%) adalah Cina. Taburan pelatih mengikut jantina dan kaum ditunjukkan pada carta 4 dan carta 5.*

**CHART 4 : TOTAL TRAINEES APPROVED ACCORDING TO GENDER**  
CARTA 4 : JUMLAH PELATIH YANG DILULUSKAN MENGIKUT JANTINA



**CHART 5 : TOTAL TRAINEES APPROVED BY RACE**  
CARTA 5 : JUMLAH PELATIH YANG DILULUSKAN MENGIKUT KAUM



# INCREASES IN TRAINING PROVIDERS AND TRAINING PROGRAMMES

## PENINGKATAN DALAM PENYEDIA LATIHAN DAN PROGRAM LATIHAN

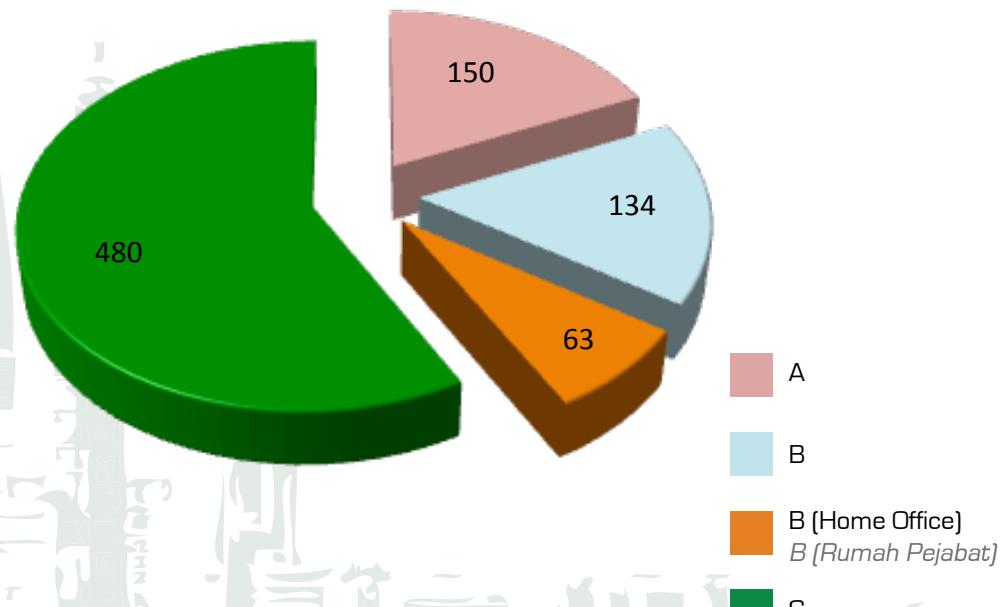
### REGISTRATION OF TRAINING PROVIDERS

From 1993 to 2011, a total of 3,166 training providers had registered with PSMB, out of which, 1,266 training providers had been deregistered due to being inactive, failure to renew certificates or having no training programmes registered under any of PSMB's training schemes. The total number of active training providers as at 31 December 2011 was 1,900. In 2011, a total of 827 training providers had registered with PSMB. Details of registration by category of training providers are shown in Chart 6.

### PENDAFTARAN PENYEDIA LATIHAN

Mulai tahun 1993 sehingga 2010, seramai 3,166 penyedia latihan telah berdaftar dengan PSMB, yang mana, 1,266 penyedia latihan telah dibatalkan pendaftaran mereka kerana tidak aktif, kegagalan memperbaharui sijil atau ketiadaan program latihan yang didaftarkan di bawah sebarang skim latihan PSMB. Jumlah penyedia latihan yang aktif pada 31 Disember 2011 ialah 1,900. Pada tahun 2011, seramai 827 penyedia latihan baru telah berdaftar dengan PSMB. Pecahan bagi pendaftaran mengikut kategori adalah seperti di Carta 6.

**CHART 6 : REGISTRATION OF TRAINING PROVIDER BY CATEGORY**  
**CARTA 6 : PENDAFTARAN PENYEDIA LATIHAN MENGIKUT KATEGORI**



## REGISTRATION OF TRAINING PROGRAMMES

Under the PROLUS Scheme, registered training providers are required to submit their programmes to be approved by the Approved Training Programme (ATP) Committee. In 2011, eight ATP Committee meetings were held and a total of 153 training programmes were approved. There was an increase of 47 programmes approved or 44.3% as compared to the previous year.

For the SBL-Khas Scheme, the total training programmes approved in 2011 was 1,240 which shown an increase of 19.6% as compared to the previous year. The total number of active training programmes for both PROLUS Scheme and SBL-Khas Scheme were 4,797.

Chart 7 shows the number of training programmes approved for both schemes for 2010 and 2011.

## PENDAFTARAN PROGRAM LATIHAN

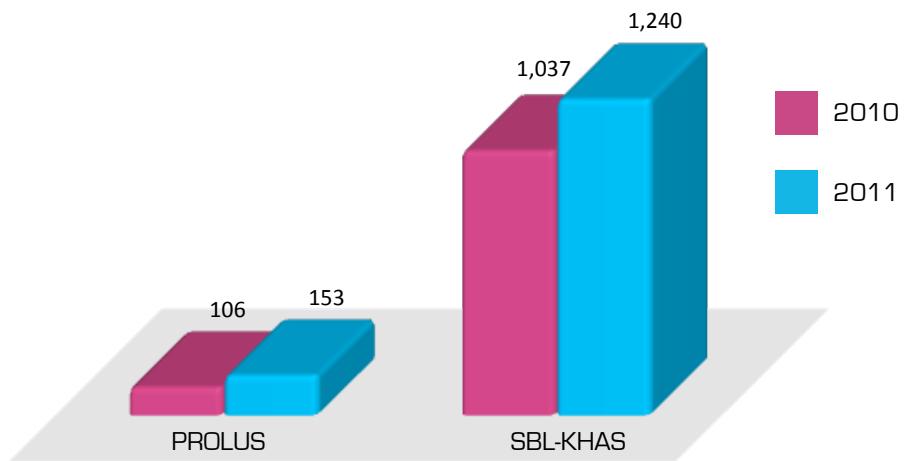
Di bawah Skim PROLUS, penyedia latihan yang berdaftar perlu mengemukakan program mereka untuk diluluskan oleh Jawatankuasa Program Latihan Diluluskan (ATP). Pada tahun 2011, sebanyak lapan mesyuarat Jawatankuasa telah diadakan dan sebanyak 153 program latihan telah diluluskan. Terdapat peningkatan program sebanyak 47 yang diluluskan atau 44.3% berbanding tahun sebelumnya.

Bagi Skim SBL-Khas, jumlah keseluruhan program yang diluluskan pada tahun 2011 ialah 1,240 iaitu peningkatan 19.6% berbanding tahun sebelumnya. Jumlah keseluruhan program latihan yang aktif untuk kedua-dua Skim PROLUS dan Skim SBL-Khas adalah 4,797.

Carta 7 menunjukkan program yang diluluskan di bawah kedua-dua skim ini bagi tahun 2010 dan 2011.

**CHART 7 : COMPARISON BETWEEN THE NUMBER OF TRAINING PROGRAMMES APPROVED IN 2010 AND 2011 FOR PROLUS AND SBL-KHAS SCHEMES**

CARTA 7 : PERBANDINGAN DI ANTARA JUMLAH PROGRAM LATIHAN DILULUSKAN BAGI TAHUN 2010 DAN 2011 UNTUK SKIM PROLUS DAN SBL-KHAS



## INSPECTION OF TRAINING PROVIDERS

PSMB had established an Inspectorate Unit since 2003 to conduct visits to premises of training providers to ensure that they are in compliance with the terms and conditions for the registration of training providers. In 2011, a total of 643 inspections were conducted on Category A and B training providers, out of which, 570 training providers had fulfilled the conditions during inspection. Details on non compliance are shown in Table 14.

## PEMERIKSAAN PENYEDIA KHIDMAT LATIHAN

PSMB telah menujuhkan Unit Inspektorat sejak 2003 untuk melawat premis penyedia latihan bagi memastikan mereka mematuhi terma dan syarat pendaftaran sebagai penyedia latihan. Pada tahun 2011, sebanyak 643 lawatan telah dijalankan ke atas penyedia latihan Kategori A dan B, yang mana, 570 penyedia latihan memenuhi syarat semasa lawatan dijalankan. Keterangan mengenai ketidakpatuhan ditunjukkan pada Jadual 14.

**TABLE 14 : TRAINING PROVIDERS WHO DID NOT COMPLY WITH THE TERMS AND CONDITIONS FOR REGISTRATION**  
**JADUAL 14 : PENYEDIA LATIHAN YANG TIDAK MEMATUHI TERMA DAN SYARAT PENDAFTARAN**

Reasons for Non-Compliance <i>Sebab Ketidakpatuhan</i>	Total <i>Jumlah</i>
Change of training premises or signage name without notifying PSMB <i>Perubahan premis latihan tanpa maklumkan kepada PSMB</i>	24
Close operation during inspection <i>Tidak beroperasi semasa lawatan</i>	36
Others / <i>Lain-lain</i>	13
<b>Total / Jumlah</b>	<b>73</b>

## INCREASE THE SUPPLY OF SKILLED WORKERS

The Tenth Malaysia Plan highlighted the urgent need to upgrade and reskill the existing workforce to move the economy up the value chain. The Government aims to achieve a target of 33% of the workforce being employed in the higher skilled jobs bracket by 2015, and up to 50% by 2020. Given the rapid pace at which Malaysia will need to develop its human capital to achieve high-income status, it is necessary for all employers intensify their efforts in retraining their employees. PSMB remains committed to facilitate and assist employers in training and capacity building through comprehensive apprenticeship schemes developed to meet the present and future needs of industries.

## APPRENTICESHIP SCHEME

From 1996 to 2011, a total of 13,264 apprentices were trained under PSMB Apprenticeship Scheme. From this total, 12,504 apprentices were trained under industry-specific apprenticeship programme while 277 apprentices were trained under company-specific apprenticeship programme and 483 apprentices under the National Dual Training System (SLDN). The total number of apprentices approved in 2011 had decreased by 42% to 745 apprentices compared to 1,281 approved in 2010. This was due to the adjustment of course fees under the Apprenticeship Scheme which resulted to the decrease in the number of apprentices who can be trained under the scheme. Details on the number of apprentices approved for 2011 by schemes are shown in Chart 8.

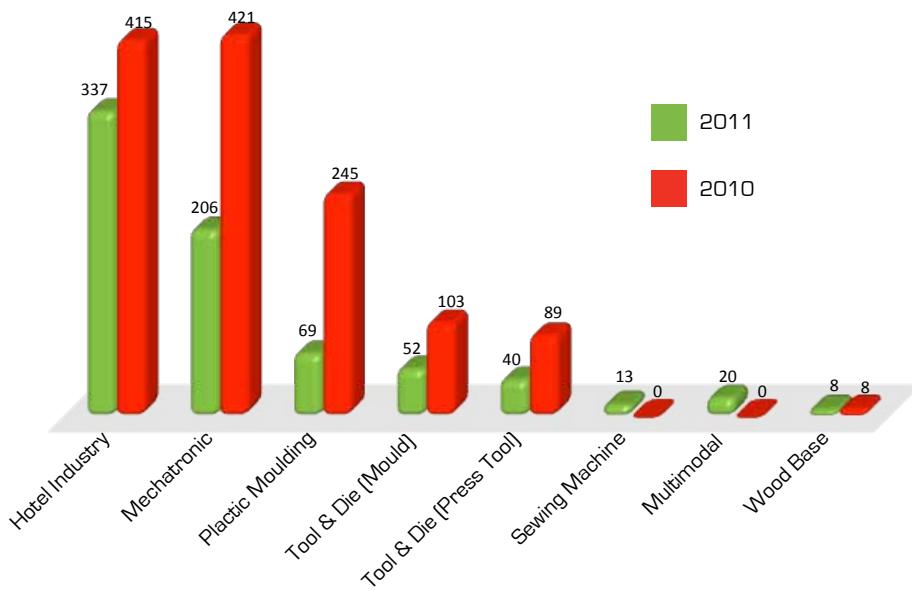
## MENINGKATKAN BEKALAN PEKERJA MAHIR

Rancangan Malaysia Kesepuluh memberi penekanan kepada keperluan untuk meningkatkan kemahiran dan melatih semula tenaga kerja sediada bagi menaikkan ekonomi dalam rantai nilai. Kerajaan berhasrat untuk mencapai sasaran 33% tenaga kerja dalam kumpulan pekerja mahir tinggi menjelang 2015 dan sehingga 50% menjelang 2020. Oleh kerana Malaysia perlu membangunkan modal insan untuk mencapai status negara maju, adalah menjadi satu keperluan bagi semua majikan untuk mempertingkatkan usaha melatih semula pekerja mereka. PSMB sentiasa komited untuk memudahcara dan membantu majikan dalam latihan dan pembangunan kapasiti melalui skim perantisan yang komprehensif yang dibangunkan untuk memenuhi keperluan industri semasa dan masa hadapan.

## SKIM PERANTISAN

Mulai tahun 1996 hingga 2011, seramai 13,264 perantis telah dilatih di bawah Skim Perantisan PSMB. Daripada jumlah ini, 12,504 perantis telah dilatih di bawah program perantisan khusus industri sementara 277 perantis dilatih di bawah program perantisan khusus syarikat dan 483 perantis di bawah Sistem Latihan Dual Nasional (SLDN). Jumlah perantisan yang diluluskan dalam tahun 2011 telah menurun sebanyak 42% kepada 745 perantis berbanding 1,281 perantis dalam tahun 2010. Ini disebabkan oleh pelarasan yuran latihan di bawah Skim Perantisan yang mengakibatkan jumlah perantis yang boleh dilatih berkurangan. Pecahan jumlah perantis yang diluluskan bagi tahun 2011 adalah seperti di Carta 8.

**CHART 8 : NUMBER OF APPRENTICES TRAINED BASED ON INDUSTRY-SPECIFIC APPRENTICESHIP SCHEMES**  
**CARTA 8 : JUMLAH PERANTIS DILATIH BERDASARKAN KATEGORI SKIM PERANTISAN KHUSUS INDUSTRI**



## DEVELOPMENT OF NEW APPRENTICESHIP SCHEME

With the focus to shift the skills to higher level and to ensure workers' skills produced under the Apprenticeship Scheme are relevant to industries, PSMB has undertaken the initiatives to review the Apprenticeship Scheme. The review exercise was to upgrade the certification level to Sijil Kemahiran Malaysia (SKM) Level 3 as the current apprentices were only awarded up to SKM Level 2.

The industry-specific programme involved in the review exercise were Mechatronics, Hotel Industry, Plastic Injection Moulding, Tool & Die (Press Tool) and Tool & Die (Mould). Representatives from the relevant industries, employers' associations, training providers and the Department of Skills Development were involved in the review of the schemes.

## SMETAP SCHEME

PSMB in collaboration with training providers organised training programmes held locally and overseas for SMEs under the Small and Medium Enterprise Training Approved Partner (SMETAP) Scheme.

Two hundred and thirty two training sessions was held in 2011 and Train-the-Trainer programme marked the highest number with 137 sessions. A total of 1,125 participants had been trained in HR functional and upskilling programmes such as Certificate in Human Resources Management, Certificate in Human Resource Practices, Certified HR Professional and Professional Diploma in Human Resource Management. This is to enhance the knowledge and competencies of SMEs in human resources management.

## PEMBANGUNAN SKIM PERANTISAN BARU

Dengan tumpuan untuk meningkatkan tahap persijilan dan untuk memastikan kemahiran pekerja yang dikeluarkan di bawah Skim Perantisan adalah relevan kepada industri, PSMB telah mengambil inisiatif untuk mengkaji semula Skim Perantisan. Kajian semula telah dijalankan bagi meningkatkan tahap persijilan kepada Sijil Kemahiran Malaysia (SKM) Tahap 3 oleh kerana perantis semasa dianugerahkan SKM Tahap 2 sahaja.

Program perantisan khusus industri yang terlibat dalam kajian semula adalah Mekatronik, Industri Perhotelan, Acuan Suntikan Plastik, Pembuat Perkakasan (Alat Tekan) dan Pembuat Perkakasan (Acuan). Wakil daripada pelbagai industri, persatuan majikan, penyedia latihan dan Jabatan Pembangunan Kemahiran (JPK) telah terlibat dalam kajian semula skim ini.

## SKIM SMETAP

PSMB dengan kerjasama penyedia latihan menjalankan program latihan di Malaysia dan luar negeri di bawah Small and Medium Enterprise Training Approved Partner (SMETAP).

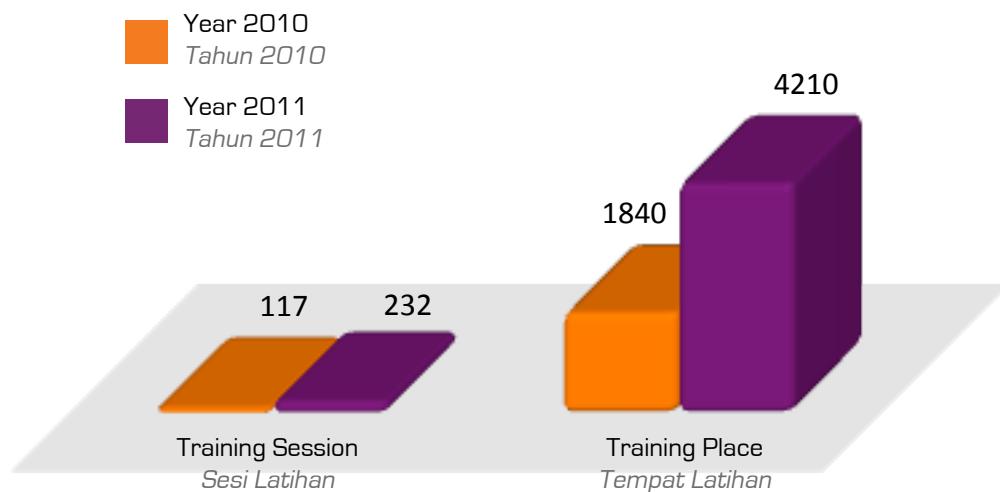
Dua ratus tiga puluh dua sesi latihan telah dijalankan pada 2011 dan kursus Train-the-Trainer mencatatkan pencapaian tertinggi dengan 137 sesi. Seramai 1,125 pelatih telah menjalani latihan dalam bidang pengkhususan kerja dan peningkatan kemahiran HR seperti Certificate in Human Resources Management, Certificate in Human Resource Practices, Certified HR Professional dan Professional Diploma in Human Resource Management. Ini bagi meningkatkan pengetahuan dan kompetensi PKS dalam bidang pengurusan sumber manusia.

Chart 9 shows the comparison between the number of training places and training sessions under SMETAP Schemes in 2010 and 2011.

Carta 9 menunjukkan perbandingan antara bilangan tempat latihan dan sesi latihan dalam tahun 2010 dan 2011 di bawah Skim SMETAP.

**CHART 9 : COMPARISON BETWEEN THE NUMBER OF TRAINING PLACES AND TRAINING SESSIONS UNDER SMETAP SCHEME IN 2010 AND 2011**

CARTA 9 : PERBANDINGAN ANTARA BILANGAN TEMPAT LATIHAN DAN SESI LATIHAN DALAM TAHUN 2010 DAN 2011 DI BAWAH SKIM SMETAP



# ONLINE APPLICATION FOR PURCHASE OF TRAINING EQUIPMENT AND SETTING UP OF TRAINING ROOM (e-ALAT)

## *APLIKASI ATAS TALIAN BAGI PEMBELIAN PERALATAN LATIHAN DAN UBAHSUAI BILIK LATIHAN (e-ALAT)*

In line with the government's initiative to encourage online transaction with government agencies, PSMB introduced an online training grant application system for the Purchase of Training Equipment and Setting Up of Training Room called e-Alat.

Since its introduction in the second quarter of 2011, 325 applications or 76% of the total 426 applications received in 2011 were made through the online system.

Selaras dengan inisiatif kerajaan untuk menggalakkan urusan secara atas talian dengan agensi kerajaan, PSMB telah memperkenalkan sistem permohonan geran latihan atas talian untuk Pembelian Peralatan Latihan dan Ubahsuai Bilik Latihan yang dikenali sebagai e-Alat.

Sejak diperkenalkan pada suku tahun kedua 2011, sebanyak 325 permohonan atau 76% daripada 426 permohonan yang diterima pada tahun 2011 telah dibuat melalui sistem atas talian.

The screenshot shows the e-Alat application interface. At the top, there is a banner for the National Budget Allocation Scheme (NBS) and a sub-banner for the Ministry of Finance. Below this, the main application window is titled "Part II". It contains two sections: "DETAILS OF TRAINING EQUIPMENT TO BE PURCHASED/EXPENSES FOR PROVISION/MODIFICATION TRAINING ROOM" and "PURCHASE OF TRAINING EQUIPMENT (Please enclose 1 quotation from supplier)". The "PURCHASE OF TRAINING EQUIPMENT" section includes fields for "Type/Model", "Cost Per Unit (RM)", "Total Number of Unit", "Total Cost (RM)", and "Action". A dropdown menu for "Type" is open, showing options like "Laptop", "Projector", "Monitor", etc. Below this is another section titled "EXPENSES FOR SETTING UP AND MODIFICATION OF TRAINING ROOM (Please enclose 3 quotations)" with similar tables for "New/Modification of Training Room" and "Total Cost (RM)".

## ONLINE APPLICATION FOR ON-THE-JOB TRAINING SCHEME (e-OJT)

On-the-Job Training Scheme (OJT) focuses on the acquisition of skills within the work environment generally under normal working conditions. Through OJT, employees acquire both general skills that they can transfer from one job to another and specific skills that are unique to a particular job. This method of training is predominantly practised by most SMEs as it is the most effective form of training without employees having to leave the shop floor.

Even though the OJT training scheme was implemented since 2008, the online training grant application system or e-OJT was introduced in November 2011. This is another of PSMB's innovative solution to improve efficiency of its business transaction with employers, to reduce bureaucracy and increase productivity.

With this innovative system, PSMB had managed to reduce the payment period of training grant from ten days to less than five working days.

## PERMOHONAN ATAS TALIAN BAGI SKIM LATIHAN ON-THE-JOB (e-OJT)

Skim Latihan On-the-Job (OJT) fokus kepada penguasaan kemahiran dalam persekitaran kerja yang biasanya diperolehi dalam kerja harian. Melalui OJT, pekerja memperolehi kemahiran umum yang boleh dipindah dari satu kerja ke kerja yang lain dan juga kemahiran khusus, unik bagi sesuatu kerja tersebut. Latihan seperti ini, lazimnya diamalkan oleh kebanyakan PKS kerana ianya merupakan kaedah latihan yang paling efektif dimana pekerja menjalani latihan tanpa perlu meninggalkan tempat kerja.

Walaupun skim latihan OJT telah dilaksanakan sejak 2008, sistem permohonan geran latihan atas talian atau e-OJT telah diperkenalkan pada bulan November 2011. Ini merupakan salah satu penyelesaian inovatif PSMB bagi menambahbaik keefisienan urusan perniagaan dengan majikan, untuk mengurangkan birokrasi dan meningkatkan produktiviti.

Dengan pelaksanaan sistem ini, PSMB berjaya mengurangkan tempoh bayaran geran latihan daripada sepuluh hari kepada kurang daripada lima hari bekerja.

## **PSMB PORTAL : RATED 5-STAR IN MALAYSIA GOVERNMENT PORTAL AND WEBSITE ASSESSMENT 2011**

Today, the internet is a must for business and it can be used to display information in different and effective ways. Having a web-presence is not only a must to have for an organisation but most importantly it being used effectively as the channel of out-reached to clients. In order to increase the country's competitiveness in terms of embracing the latest information technology, MAMPU in collaboration with MDec had put together several programmes to improve the quality of the Malaysian government's websites. The result of the Malaysia Government Portal and Website Assessment (MGPWA) Survey conducted annually is one of the measurements of success.

In the 2011 assessment, PSMB once again stood tall among the 1,091 government ministries and agencies that had also achieved the 5-star recognition for their portals and websites. The MGPWA 2011 has seen the greatest impact thus far with the number of 5-star portals and websites increased tremendously as compared to the previous year. This is a clear testimony of the serious effort put together by the 1,091 ministries and agencies including PSMB in improving the effectiveness of their portals and websites in terms of content, usability, security, collaboration and online services.

PSMB is committed in its strategic direction to continue improving its services by leveraging effectively on information technology as the key enablers. In this regard, the PSMB Portal's achievement of 5-star recognition in MGPWA 2011 marked a winning closure of the year 2011 for PSMB's information technology team.

## **PORTAL PSMB : DIBERI PENGIFTIRAFAN 5-BINTANG DALAM PENILAIAN PORTAL DAN LAMAN SESAWANG KERAJAAN MALAYSIA 2011**

Hari ini, internet merupakan keperluan penting kepada perniagaan dan digunakan untuk memaparkan maklumat dalam pelbagai cara yang berkesan. Kewujudan laman sesawang bagi sebuah organisasi bukan sahaja satu keperluan malah ianya harus digunakan secara berkesan sebagai saluran penyampaian kepada pelanggan. Bagi meningkatkan daya saing negara dari sudut penggunaan teknologi terkini, MAMPU dengan kerjasama MDec telah mengadakan beberapa inisiatif untuk meningkatkan kualiti laman sesawang kerajaan Malaysia. Hasil penilaian ke atas Portal dan Laman Sesawang Kerajaan Malaysia (MGPWA) yang dijalankan setiap tahun adalah merupakan salah satu daripada ukuran kejayaan.

Bagi penilaian tahun 2011, PSMB sekali lagi berdiri megah disamping 1,091 kementerian dan agensi kerajaan lain yang turut menerima pengiktirafan 5-bintang bagi portal dan laman sesawang mereka. MGPWA 2011 telah mempamerkan pencapaian terhebat setakat ini dengan bilangan portal dan laman sesawang yang menerima pengiktirafan 5-bintang meningkat dengan ketara berbanding tahun sebelumnya. Ini jelas membuktikan bahawa usaha gigih telah diambil oleh 1,091 kementerian dan agensi kerajaan termasuk PSMB dalam meningkatkan keberkesanan portal dan laman sesawang masing-masing dari sudut kandungan, penggunaan, keselamatan, komunikasi dan perkhidmatan atas talian.

PSMB mempunyai komitmen yang tinggi dalam halaju strategik untuk terus meningkatkan perkhidmatannya berlandaskan penggunaan teknologi maklumat secara efektif sebagai penggerak utama. Sehubungan dengan ini, pengiktirafan 5-bintang dalam MGPWA 2011 adalah merupakan satu kejayaan kepada kumpulan teknologi maklumat sebagai penutup tirai tahun 2011.



# ACTIVITIES CONDUCTED AS THE COORDINATING BODY TO COORDINATE AND OVERSEE TRAINING AND HUMAN RESOURCE DEVELOPMENT FOR SMES ACROSS ALL ECONOMIC SECTORS IN MALAYSIA

*AKTIVITI YANG DIJALANKAN SEBAGAI BADAN PENYELARAS LATIHAN DAN PEMBANGUNAN SUMBER MANUSIA PKS BAGI SEMUA SEKTOR EKONOMI DI MALAYSIA*

PSMB has been appointed as the coordinating body to coordinate and oversee training and human resource development for SMEs across all economic sectors in Malaysia by the National SME Development Council (NSDC) chaired by the Right Honorable Prime Minister.

To execute the coordinating function, PSMB had conducted various activities based on 6 strategies as follows:

- Identify and address training needs of SMEs
- Coordinate, facilitate, implement and monitor SME training and development programmes conducted by ministries and government agencies
- Conduct evaluation study on the effectiveness, relevancy and quality of the training programmes
- Benchmarking training programmes against international best practices
- Establish close rapport with organisations in the private sector and institution of higher learning to ensure training conducted are relevant to the skills required by industries
- Coordinate training and development programmes to enhance quality of trainers

Among the activities conducted under this coordinating function includes:

- **Brainstorming Session on Core Competency**

A brainstorming session was conducted for the waste management industry to identify the core competencies and training needs required by the industry. From the brainstorming session, 17 job profiles in the waste management sector had been identified.

PSMB telah dilantik sebagai badan penyelaras untuk menyelaras latihan dan pembangunan sumber manusia PKS bagi semua sektor ekonomi di Malaysia oleh Majlis Pembangunan PKS Kebangsaan yang dipengerusikan oleh YAB Perdana Menteri.

Bagi melaksanakan fungsi penyelaras ini, PSMB telah menjalankan beberapa aktiviti berdasarkan enam strategi seperti berikut:

- Mengenalpasti dan mengajukan keperluan latihan PKS
- Menyelaras, memudahcara, melaksana dan mengawal selia latihan dan program pembangunan PKS yang dijalankan oleh semua kementerian dan agensi kerajaan
- Menjalankan kajian penilaian ke atas keberkesanan, kesesuaian dan kualiti program
- Menanda aras program latihan berbanding amalan terbaik antarabangsa
- Menjalin hubungan rapat dengan organisasi swasta dan institusi pendidikan tinggi untuk memastikan latihan yang dilaksanakan adalah bersesuaian dengan kemahiran yang diperlukan oleh pihak industri
- Menyelaras latihan dan program pembangunan untuk meningkatkan kualiti tenaga pengajar

Antara aktiviti yang dijalankan di bawah fungsi badan penyelaras ini merangkumi:

- **Sesi Percambahan Fikiran Mengenai Kompetensi Utama**

Satu sesi percambahan fikiran telah dijalankan untuk industri pengurusan bahan buangan bagi mengenalpasti kompetensi utama dan keperluan latihan yang diperlukan oleh industri. Hasil daripada sesi percambahan tersebut, 17 profil pekerjaan dalam sektor bahan buangan telah dikenalpasti.

- **Forum on Relevancy and Accessibility of Training for SMEs**

In 2011, four forums on the Relevancy and Accessibility of Training for SMEs been conducted in Penang, Johor Bahru, Kuching and Kota Kinabalu with a total of 166 participants. The objective of this forum is to provide a platform for intellectual engagement in discussing current issues on training and HR development of SMEs.

- **Forum Mengenai Kesesuaian dan Aksesibiliti Latihan untuk PKS**

Empat forum bagi membincangkan kesesuaian dan aksesibiliti latihan untuk PKS telah dijalankan di Pulau Pinang, Johor Bahru, Kuching dan Kota Kinabalu dengan penyertaan seramai 166 peserta. Objektif pelaksanaan program ini ialah untuk menyediakan platform bagi membincang secara ilmiah isu-isu semasa berkaitan latihan dan pembangunan sumber manusia PKS.



- **Dialogue Session with Employers' Associations**

Three dialogue sessions were conducted in Kuala Lumpur, Melaka and Johor to discuss training issues faced by SMEs in Malaysia. The objective of the dialogue sessions is to exchange ideas and provide feedbacks to industries and associations on new HR practices. Panel members comprises representatives from SME Corp Malaysia, Department of Skills Development and Iskandar Regional Development Authority (IRDA).

- **Skills Upgrading Programmes for Government Trainers**

In recognition of ministries and government agencies' roles in developing SMEs through training, PSMB organised a series of training programmes to develop and upgrade the skills of government trainers. The training programmes comprise Train-The-Trainer (TTT), Evaluation-on-Effectiveness of Training (EET) and Master Trainer. A total of 376 government trainers had attended the TTT programme, 157 for the EET programme and 50 for the Master Trainer programme.

- **Sesi Dialog bersama Persatuan Majikan**

Tiga sesi dialog telah dijalankan di Kuala Lumpur, Melaka dan Johor bagi membincangkan isu latihan yang dihadapi oleh PKS di Malaysia. Objektif sesi dialog ini adalah untuk bertukar pendapat dan memberi maklumbalas kepada industri dan persatuan mengenai amalan HR terbaru. Ahli panel terdiri wakil daripada SME Corp Malaysia, Jabatan Pembangunan Kemahiran dan Pihak Berkuasa Wilayah Pembangunan Iskandar [IRDA].

- **Program Peningkatan Kemahiran untuk Tenaga Pengajar Kerajaan**

Menyedari peranan kementerian dan agensi kerajaan dalam pembangunan PKS menerusi latihan, PSMB telah menganjur beberapa siri latihan untuk membangun dan meningkatkan kemahiran tenaga pengajar kerajaan. Program latihan tersebut merangkumi Train-The-Trainer (TTT), Evaluation-on-Effectiveness of Training (EET) dan Master Trainer. Seramai 376 tenaga pengajar kerajaan telah menghadiri program TTT, 157 bagi program EET dan 50 bagi program Master Trainer.

## SME@University

PSMB in collaboration with SME Corp Malaysia has introduced SME@University programme which provides a structured learning opportunity to CEOs of SMEs. The programme is designed to help develop capable human capital that will drive diverse management, innovation and creativity in developing business acumen among new and existing entrepreneurs. The programme is based on the model of SME University in Japan where hands-on approach is used to ensure participants gain knowledge on entrepreneurship and business tools. The pilot project was successfully conducted by Universiti Kebangsaan Malaysia, which was attended by 21 business owners.



## SME@University

PSMB dengan kerjasama SME Corp Malaysia telah memperkenalkan program SME@University yang menyediakan peluang pembelajaran berstruktur kepada Ketua Pegawai Eksekutif PKS. Program latihan ini direka untuk membantu membangunkan keupayaan modal insan dalam pengurusan pelbagai, inovasi dan kreativiti dalam mencungkil ketajaman fikiran dalam perniagaan di kalangan usahawan baru dan sedia ada. Program ini berasaskan model dari SME University di Jepun di mana pendekatan amali diguna pakai bagi memastikan peserta memperolehi pengetahuan tentang keusahawanan dan teknik perniagaan. Projek perintis telah berjaya dilaksanakan oleh Universiti Kebangsaan Malaysia dengan penyertaan seramai 21 pemilik perniagaan.



23 June 2011  
Signing ceremony of SME@University, Swiss Garden Hotel, Kuala Lumpur  
23 Jun 2011  
Majlis Tandatangan SME@University, Swiss Garden Hotel, Kuala Lumpur

# ESTABLISHMENT OF THE NATIONAL HUMAN RESOURCES CENTRE AT PEMBANGUNAN SUMBER MANUSIA BERHAD

*Penubuhan Pusat Sumber Manusia Kebangsaan di Pembangunan Sumber Manusia Berhad*

The National Economic Advisory Council (NEAC) has recommended Human Capital Development as one of the nine policy areas of focus in the New Economic Model (NEM). During the development of the NEM, NEAC identified that the quality of the Malaysian workforce and new entrants into the labour force do not meet the skill needs of industry. NEAC concluded that without a skilled workforce of adequate scale, Malaysia risk spiraling towards mediocrity as a nation. NEM not only emphasized importance on intensifying human capital development and upgrading of the workforce, it also attaches equal weight to the creation of an inspiring workplace. International experience and that of MNCs operating in Malaysia has shown that there is a strong correlation between the quality of human resources management, stability in labour relations, and overall corporate performance. The use of progressive and modern human resources practices is a key success factor for firms in attracting and retaining a high quality and productive workforce.

In Malaysia, SMEs represent 99.2% of total business establishments which provides employment to 59% workforce. At present, SMEs contribution to the economy is only 31%. For Malaysia to achieve a developed and high income nation by year 2020, significant strategies through SME Masterplan 2012 - 2020 were recommended for resource pooling and shared services. In order for Malaysia to be a developed and high income nation by 2020, contribution of SMEs, who are largely locally owned, to the nation's economy must be elevated to 70%. To boost the contribution, Malaysia needs to strengthen the SMEs' human resources management and development area that will produce and raise the skills and knowledge in the workforce thus increasing the productivity. NEAC under the Performance Management and Delivery Unit (PEMANDU) has recommended the establishment of the National Human Resources Centre (NHRC) to provide strategic and change management support to expedite the adoption of progressive and modern human resources practises among SMEs.

**Majlis** Penasihat Ekonomi Kebangsaan (NEAC) telah mencadangkan Pembangunan Modal Insan sebagai salah satu daripada sembilan bidang polisi yang perlu diberi tumpuan dalam Model Baru Ekonomi (NEM). Semasa membangunkan NEM, NEAC telah mengenalpasti kualiti tenaga kerja Malaysia dan pekerja baru dalam pasaran buruh tidak mempunyai kemahiran yang diperlukan oleh industri. NEAC merumuskan bahawa Malaysia akan menghadapi risiko berpusar ke arah keadaan yang sederhana. NEM bukan sahaja menekan kepada peningkatan pembangunan modal insan dan menaikkan kemahiran tenaga kerja, ia juga memberi penekanan yang sama ke atas kewujudan tempat kerja yang memberangsangkan. Pengalaman antarabangsa dan MNC yang beroperasi di Malaysia menunjukkan terdapat korelasi kukuh di antara kualiti pengurusan sumber manusia, kestabilan perhubungan buruh dan prestasi korporat secara keseluruhan. Penggunaan amalan pengurusan sumber manusia yang progresif dan moden merupakan faktor kejayaan utama untuk firma perniagaan menarik dan mengekalkan tenaga kerja yang berkualiti tinggi dan produktif.

Di Malaysia, PKS merupakan 99.2% daripada jumlah keseluruhan enterpis yang menyediakan 59% tenaga kerja. Ketika ini, sumbangan PKS kepada ekonomi adalah sebanyak 31% sahaja. Untuk Malaysia mencapai status membangun dan negara berpendapatan tinggi pada tahun 2020, strategi penting yang terkandung dalam Pelan Induk SME 2012 – 2020 disaran untuk digunakan sebagai perkongsian sumber dan perkhidmatan. Bagi membolehkan Malaysia menjadi negara maju dan berpendapatan tinggi pada tahun 2020, sumbangan PKS, yang kebanyakannya dimiliki oleh pemilik tempatan, kepada ekonomi negara harus dipertingkatkan kepada 70%. Untuk menambah sumbangan ini, Malaysia perlu mengukuhkan pengurusan dan pembangunan sumber manusia di kalangan PKS agar dapat menghasil dan meningkatkan kemahiran serta pengetahuan tenaga kerja PKS dan seterusnya akan meningkatkan produktiviti. NEAC di bawah Unit Pengurusan Prestasi dan Penyampaian (PEMANDU) telah mencadangkan penubuhan Pusat Sumber Manusia Kebangsaan (NHRC) bagi menyediakan perkhidmatan sokongan terhadap pengurusan sumber manusia strategik dan pengurusan perubahan untuk mempercepatkan penerimaan amalan pengurusan sumber manusia yang progresif dan moden di kalangan PKS.

The establishment of NHRC was made a reality on 1 August 2011. With the mandate given by the government, NHRC play the role of an effective human resource departments for SMEs. This function will enable SMEs to manage their human resources at an optimal level by reducing conflicts at the workplace, increase productivity and enhance their workforce to a higher level of competency and capability. NHRC also act as a one-stop human resources centre to all SMEs by providing advisory and consultancy service relating to human resource matters.

There are seven scopes covered under NHRC :

- HR Related Regulatory Requirements
- Recruitment and Selection
- Compensation and Benefits
- Employee Development
- Employment Relations
- HR Leadership Programme
- Other HR Areas

HR Related Regulatory Requirements involved such as EPF/SOCSO/IRB/HRDF/OSHA, Immigration and Labour Law Related Acts [Employment Act/ Trade Union/Industrial Relations]. The second area is Recruitment and Selection, which involved HR Planning, selection of the right candidate, orientation and basic guide on preparing employee handbook.

In the areas of Compensation & Benefits, the service will guide on productivity and key performance indicator linked wage, performance management, reward and recognition and welfare management. Employee development is the fourth area that will be emphasized to SMEs to achieve its business goals. The Employee Development area includes life-long learning and career development.

Employee Relations such as communications, handling of disputes, handling of disciplinary issues and termination are also very important for SMEs to deal with successfully in order to avoid it from become hindrances from moving forward with pursuing their business objectives. HR Leadership Development covering alignment of HR to business, succession planning, organisational development, managing talent and staff retention, ethics and corporate governance is the sixth areas that the NHRC is focusing on. Other HR solutions includes payroll management, safety and health, corporate social responsibility and organisational diagnosis.

Penubuhan NHRC telah menjadi realiti pada 1 Ogos 2011. Dengan mandat yang diberikan oleh Kerajaan, NHRC memainkan peranan sebagai jabatan sumber manusia yang efektif kepada PKS. Fungsi ini akan membolehkan PKS menguruskan sumber manusia mereka pada tahap yang optima dengan mengurangkan konflik di tempat kerja, meningkatkan produktiviti dan meningkatkan tenaga kerja mereka ke tahap kompetensi dan keupayaan yang lebih tinggi. NHRC juga bertindak sebagai pusat sehenti sumber manusia kepada semua PKS dengan menyediakan khidmat nasihat dan rundingan yang berkaitan dengan sumber manusia.

Terdapat tujuh skop yang diliputi di bawah NHRC :

- Keperluan Peraturan Berkaitan Sumber Manusia
- Pengambilan dan Pemilihan
- Pampasan dan Faedah
- Pembangunan Pekerja
- Perhubungan Pekerjaan
- Program Kepimpinan Sumber Manusia
- Lain-Lain Bidang Sumber Manusia

Keperluan Peraturan Berkaitan Sumber Manusia melibatkan perkara-perkara yang berkaitan dengan KWSP/PERKESO/LHDN/KWPSM/OSHA, Imigresen dan Akta Yang Berkaitan dengan Undang-Undang Buruh [Akta Kerja/Kesatuan Kerja/Perhubungan Perusahaan]. Bidang kedua adalah Pengambilan dan Pemilihan yang merangkumi Perancangan Sumber Manusia, pengambilan pekerja yang betul, orientasi dan panduan umum bagi menyediakan Buku Panduan Pekerja.

Bagi bidang Pampasan dan Faedah, perkhidmatan ini akan memberi panduan mengenai indikator prestasi, sistem upah berdasarkan produktiviti, pengurusan prestasi, ganjaran, pengiktirafan dan pengurusan kebajikan pekerjaan. Pembangunan Pekerja adalah bidang keempat yang diberi penekanan terhadap PKS untuk mencapai matlamat perniagaan. Bidang Pembangunan Pekerja termasuk latihan sepanjang hayat dan pembangunan kerjaya.

Perhubungan Pekerja seperti komunikasi, menangani pertikaian, isu-isu disiplin dan penamatkan juga amatlah penting kepada PKS agar halangan untuk bergerak ke hadapan dapat ditempuhi demi untuk mencapai matlamat perniagaan. Pembangunan Kepimpinan Sumber Manusia meliputi jejaran sumber manusia kepada perniagaan, pelan penggantian, pembangunan organisasi, pengurusan bakat dan pengekalan pekerja, etika dan tadbir urus korporat adalah merupakan bidang keenam yang diberi fokus oleh NHRC. Bidang penyelesaian sumber manusia lain meliputi pengurusan gaji, keselamatan dan kesihatan, tanggungjawab sosial korporat dan diagnosis organisasi.

There are three areas of services offered under NHRC; **HR Solutions**, **HR Capability Building Programmes** and **Business Owners Peer Sharing of HR Practises**.

As at 31 December 2011, a total of 11,522 users benefited from HR solutions services which are offered at three levels of services, namely, Level 1, Level 2 and Level 3.

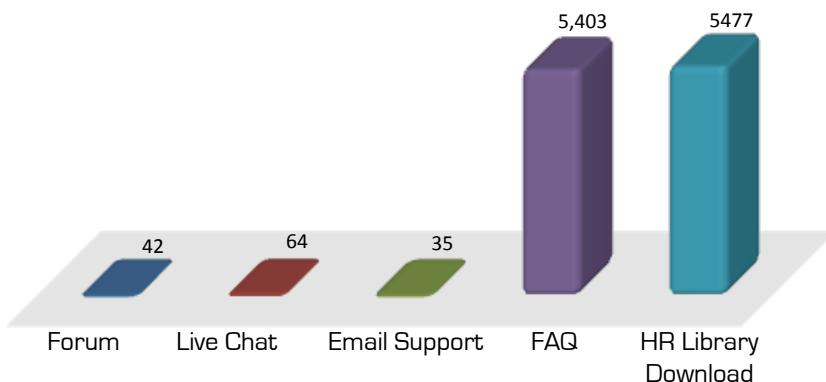
Level 1 Service refers to the delivery of information, advice, Frequently Asked Question or resources via online with the aim of providing understanding mechanism related to the requirements of respective legislations. This level has the highest usage with 11,021 users. The breakdowns of content among the users are shown in Chart 10.

Terdapat tiga bidang perkhidmatan yang ditawarkan di bawah NHRC; **Penyelesaian Sumber Manusia**, **Program Pembangunan Keupayaan Sumber Manusia** dan **Amalan Sumber Manusia bagi Rakan Pemilik Perniagaan**.

Sehingga 31 Disember 2011, seramai 11,522 pengguna telah mendapat manfaat di bawah perkhidmatan penyelesaian sumber manusia yang ditawarkan menerusi tiga tahap perkhidmatan iaitu Tahap 1, Tahap 2 dan Tahap 3.

Perkhidmatan Tahap 1 merujuk kepada penyampaian maklumat, khidmat nasihat, soalan lazim ataupun sumber melalui atas talian dengan tujuan untuk mewujudkan mekanisme kefahaman berkaitan dengan peruntukan perundangan yang ada. Tahap ini mencapai penggunaan yang tertinggi iaitu seramai 11,021 pengguna. Pecahan kandungan adalah seperti yang ditunjukkan pada Carta 10.

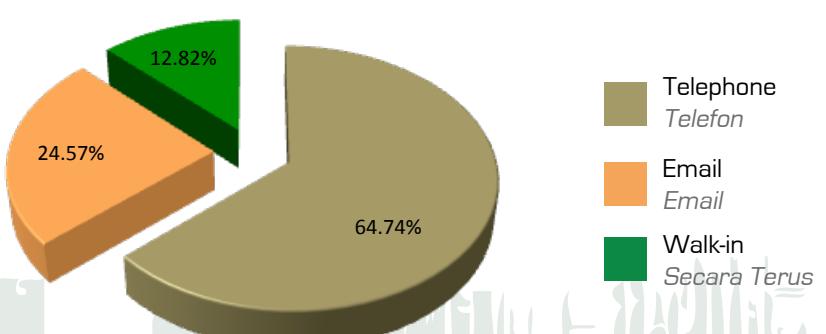
**CHART 10 : BREAKDOWN OF CONTENT USAGE (LEVEL 1 SERVICE)**  
CARTA 10 : PECAHAN PENGGUNAAN KANDUNGAN (PERKHIDMATAN TAHAP 1)



Level 2 Service is offered to enable SMEs to interact with NHRC officers through telephone, e-mail or face-to-face (walk-in) at NHRC premises to obtain quick response delivery of advice or guide with the objective to provide basic consulting on correct applications and issues resolution. From 1 August until 31 December 2011, the breakdown of Level 2 services rendered are shown in Chart 11.

Perkhidmatan Tahap 2 ditawarkan bagi membolehkan PKS berinteraksi dengan pegawai NHRC melalui telefon, e-mel, urusan bersemuka di premis NHRC bagi mendapatkan respons yang cepat melalui penyampaian khidmat nasihat ataupun panduan dengan objektif untuk memberi rundingcara asas bagi menyelesaikan isu/masalah. Mulai 1 Ogos sehingga 31 Disember 2011, pecahan perkhidmatan Tahap 2 yang diberikan adalah seperti yang ditunjukkan di Carta 11.

**CHART 11 : BREAKDOWN OF CONTENT USAGE (LEVEL 2 SERVICE)**  
CARTA 11 : PECAHAN PENGGUNAAN KANDUNGAN (PERKHIDMATAN TAHAP 2)



The Level 3 services offers comprehensive consultation on instituting various HR programmes to SMEs either by NHRC itself or outsourcing capability through the appointed consultants. As at 31 December 2011, a total of 85 consultants have been appointed to conduct HR consulting services for SMEs.

SME Training Needs Analysis (TNA) Consultancy Scheme under Level 3 services is fully funded by PSMB for SMEs with the objective of helping them identify training programmes needed by an individual organisation. As a result of the scheme, training plans were developed and employers were able to identify the relevant training programmes for their employees. As at 31 December 2011, the TNA Committee, which comprises members from the Department of Skills Development, Department of Labour, National Institute of Occupational Safety and Health (NIOSH) and Centre for Instructor and Advanced Skills Training (CIAST) had approved 24 applications from SME employers to participate in this scheme.

The NHRC also collaborated with other institutions in organising HR capability building programmes. Such programmes are Human Resources Certification programmes at Certificates and Diploma level. NHRC will also provide financial assistance for SMEs to conduct upskilling and reskilling trainings of their employees. HR capability building programme is aimed to increase the competencies and capabilities of SME employees in areas related to human resource, certification, functional and engagement programmes in the form of seminars, forums, dialogues and training fairs. As at 31 December 2011, a total of 4,225 employees attended HR capability building programmes.

Realising the needs to have a platform for Business Owners Peer Sharing of HR Practices for SMEs, lead to the establishment of the Human Resource Club (HRC) under the NHRC. The club would be open to all individuals who are interested in the field of Human Resources Management to network, discuss and exchange ideas on any HR issues faced by them. The platform will be used to disseminate and gather information on latest issue pertaining to the good practice of human resources management. Business Owners Peer Sharing of HR Practises is a supporting networking environment or sessions organised for sharing HR knowledge, experience and best practises among HR professional and practitioners. As at 31 December 2011, a total of 42 SME employees had participated and shared the strategic and best practises during the networking sessions in HR Club and Peer Mentoring.

With the establishment of NHRC, PSMB hopes that it will contribute in realising the aspiration of the Government towards achieving High Income Economy by assisting SMEs in Malaysia in managing their human resources effectively.

Perkhidmatan Tahap 3 menawarkan khidmat rundingcara yang komprehensif untuk memperkenalkan pelbagai program sumber manusia kepada PKS sama ada melalui NHRC ataupun penyumbangan luar menerusi juruperunding yang dilantik. Sehingga 31 Disember 2011, seramai 85 juruperunding telah dilantik untuk memberi perkhidmatan rundingcara sumber manusia kepada PKS.

Skim Rundingan Analisa Keperluan Latihan (TNA) PKS di bawah perkhidmatan Tahap 3 dibiayai sepenuhnya oleh PSMB dengan objektif untuk membantu mereka mengenal pasti program latihan yang diperlukan oleh organisasi. Hasil daripada skim tersebut, pelan latihan telah dibangunkan dan majikan mampu untuk mengenal pasti program latihan yang bersesuaian dengan tenaga kerja mereka. Sehingga 31 Disember 2011, Ahli Jawatankuasa Analisa Keperluan Latihan yang dianggotai oleh Jabatan Pembangunan Kemahiran, Jabatan Tenaga Kerja, Institut Keselamatan dan Kesihatan Pekerjaan Kebangsaan (NIOSH) dan Pusat Kejurulatihan dan Latihan Kemahiran Lanjutan (CIAST) telah meluluskan 24 permohonan daripada majikan PKS untuk menyertai skim ini.

NHRC juga bekerjasama dengan lain-lain institusi dalam menganjurkan program membina keupayaan sumber manusia. Program tersebut ialah program Persijilan Sumber Manusia pada tahap Sijil dan Diploma. NHRC juga akan memberi bantuan kewangan untuk menjalankan latihan peningkatan kemahiran dan latihan semula bagi pekerja mereka. Program membina keupayaan sumber manusia bertujuan untuk meningkatkan kompetensi dan keupayaan pekerja PKS dalam bidang yang berkaitan dengan peningkatan kemahiran sumber manusia, persijilan, program khusus dan engagement dalam bentuk seminar, forum, dialog dan pesta latihan. Sehingga 31 Disember 2011, seramai 4,225 pekerja telah menghadiri program membina keupayaan sumber manusia.

Menyedari keperluan untuk menyediakan platform Amalan Sumber Manusia Rakan Pemilik Perniagaan untuk PKS ianya telah mewujudkan Kelab Sumber Manusia di bawah NHRC. Kelab ini terbuka kepada individu yang berminat dalam bidang Pengurusan Sumber Manusia untuk tujuan rangkaian, perbincangan dan pertukaran idea bagi apa sahaja isu sumber manusia yang dihadapi oleh mereka. Platform ini akan digunakan untuk mendapatkan maklumat dan hebahan terhadap isu-isu terkini yang berkaitan dengan amalan baik dalam pengurusan sumber manusia. Amalan Sumber Manusia bagi Rakan Pemilik Perniagaan ini menyokong persekitaran rangkaian atau sesi yang dikendalikan untuk perkongsian pengetahuan, pengalaman dan amalan terbaik dalam sumber manusia. Sehingga 31 Disember 2011, seramai 42 majikan PKS telah menyertai dan berkongsi strategi dan amalan baik semasa sesi rangkaian dalam Kelab Sumber Manusia dan Mentor Rakan Seperiagaan.

Dengan penubuhan NHRC, PSMB berharap agar ianya dapat menyumbang kepada aspirasi kerajaan ke arah mencapai Ekonomi Berpendapatan Tinggi dengan membantu PKS di Malaysia menguruskan sumber manusia mereka dengan berkesan.



# PSMB 2011 CONFERENCE & EXHIBITION

## PERSIDANGAN & PAMERAN PSMB 2011

PSMB 2011 Conference & Exhibition with the theme "NEW HUMAN CAPITAL : WHAT's BEYOND?" was successfully held at the Sunway Pyramid & Convention Centre, Petaling Jaya, Selangor from 12 - 13 September 2011. This prestigious event had attracted a total of 1,370 participants from 23 manufacturing sub-sectors and 21 service sub-sectors who are mainly HR practitioners and senior managers involved in the HR field.

The two day event which was the eleventh annual event since its inception in 2001 witnessed a record-breaking number of booth set up with 84 booths, which is also the highest number in our series of annual conferences compared to the past years. With the increase in the participation from government agencies and private companies eg. training providers and HR solution providers, participants were offered more choices to source and obtain information on training programmes and accessibility to training.

Indeed this annual conference is a great platform for HR practitioners to gain greater and in-depth knowledge in the spectrum of human capital development, not to mention the opportunity for participants to do networking, collaborations, exchanging of ideas, knowledge and information on the latest HR tools, common issues and challenges faced, as well as learning best practices from successful organisations.

The guest of honour, YB Senator Dato' Maznah Mazlan, Deputy Minister of Human Resources had delivered the opening speech on behalf of YB Datuk Seri Dr. S. Subramaniam, Minister of Human Resources and graciously officiated the PSMB 2011 Conference & Exhibition.

In conjunction with the conference, YB Senator Dato' Maznah Mazlan presented the Human Resources Minister Awards and the Pembangunan Sumber Manusia Berhad Awards to employers and training providers who had contributed significantly to the development of human capital in their respective organisations. Since its implementation in 2001, the awards had been awarded to 46 companies from the manufacturing sector, 30 companies from the service sector and 17 training providers. Recipients of the Human Resources Development Awards for 2011 are as per Table 15 :

### PSMB 2011 Conference & Exhibition

dengan tema "NEW HUMAN CAPITAL : WHAT's BEYOND?" telah diadakan dengan jayanya di Sunway Pyramid & Convention Centre, Petaling Jaya, Selangor dari 12 - 13 September 2011. Acara yang berprestij ini telah dihadiri oleh seramai 1,370 peserta dari 23 sub-sektor pembuatan dan 21 sub-sektor perkhidmatan yang kebanyakannya adalah terdiri daripada pengamal sumber manusia dan pengurus kanan yang terlibat dalam bidang sumber manusia.

Acara selama dua hari tersebut adalah merupakan acara tahunan kesebelas sejak mula dilaksanakan pada 2001, yang mana ianya telah mencatatkan jumlah petak pameran tertinggi dengan penyertaan sebanyak 84 petak pameran dalam siri penganjurannya berbanding tahun-tahun sebelumnya. Dengan peningkatan dalam penyertaan petak pameran dari agensi kerajaan dan juga swasta seperti penyedia latihan dan penyedia penyelesaian sumber manusia, peserta mempunyai lebih banyak pilihan untuk mendapatkan maklumat berkenaan program latihan dan aksesibiliti kepada latihan.

Persidangan tahunan ini juga merupakan satu platform yang baik untuk pengamal sumber manusia mendapat pengetahuan yang lebih mendalam berkenaan spektrum pembangunan modal insan, selain daripada memberi peluang kepada peserta untuk membina rangkaian, usahasama, pertukaran idea, pengetahuan dan maklumat berkenaan kaedah sumber manusia terkini, isu dan cabaran yang dihadapi serta pembelajaran amalan terbaik daripada organisasi yang berjaya.

Tetamu kehormat, YB Senator Dato' Maznah Mazlan, Timbalan Menteri Sumber Manusia telah menyampaikan ucapan perasmian bagi pihak YB Datuk Seri Dr. S. Subramaniam, Menteri Sumber Manusia dan seterusnya merasmikan PSMB 2011 Conference & Exhibition.

Bersempena dengan persidangan tersebut, YB Senator Dato' Maznah Mazlan telah menyampaikan Anugerah Menteri Sumber Manusia dan Anugerah Pembangunan Sumber Manusia Berhad kepada majikan dan penyedia latihan yang telah memberi sumbangan besar kepada pembangunan modal insan dalam organisasi masing-masing. Sejak mula diperkenalkan pada tahun 2001, anugerah ini telah dimenangi oleh 46 syarikat dari sektor pembuatan, 30 syarikat dari sektor perkhidmatan dan 17 penyedia latihan. Penerima Anugerah Pembangunan Sumber Manusia adalah seperti di Jadual 15 :

**TABLE 15 : RECIPIENTS OF THE HUMAN RESOURCES DEVELOPMENT AWARDS 2011**  
**JADUAL 15 : PENERIMA ANUGERAH PEMBANGUNAN SUMBER MANUSIA 2011**

<b>HUMAN RESOURCES MINISTER AWARDS</b> <b>ANUGERAH MENTERI SUMBER MANUSIA</b>			
No.	Category <i>Kategori</i>	Large Employer <i>Majikan Besar</i>	SME Employer <i>Majikan PKS</i>
1.	Manufacturing Sector <i>Sektor Pembuatan</i>	X-Fab Sarawak Sdn. Bhd.	Proreka (M) Sdn. Bhd.
2.	Service Sector <i>Sektor Perkhidmatan</i>	Shangri-La Hotel (KL) Sdn. Bhd.	Extol Corporation (M) Sdn. Bhd.
3.	Training Provider <i>Penyedia Latihan</i>	Malaysian Institute of Accountants	
<b>PEMBANGUNAN SUMBER MANUSIA BERHAD AWARDS</b> <b>ANUGERAH PEMBANGUNAN SUMBER MANUSIA BERHAD</b>			
No.	Category <i>Kategori</i>	Large Employer <i>Majikan Besar</i>	SME Employer <i>Majikan PKS</i>
1.	Manufacturing Sector <i>Sektor Pembuatan</i>	Elektrisola (M) Sdn. Bhd.	MM Vita oils Sdn. Bhd.
2.	Service Sector <i>Sektor Perkhidmatan</i>	Teknik Janakuasa Sdn. Bhd.	Omron Electronics Sdn. Bhd.
3.	Training Provider <i>Penyedia Latihan</i>	Comfori Sdn. Bhd.	
<b>CERTIFICATE OF APPRECIATION</b> <b>SIJIL PENGHARGAAN</b>			
No.	Category <i>Kategori</i>	Large Employer <i>Majikan Besar</i>	
1.	Manufacturing Sector <i>Sektor Pembuatan</i>	Petronas Fertilizer (Kedah) Sdn. Bhd. Hartalega Sdn. Bhd. Toshiba Electronics (M) Sdn. Bhd.	
2.	Service Sector <i>Sektor Perkhidmatan</i>	KL Airport Hotels Sdn. Bhd. Gleneagles Hospital (KL) Sdn. Bhd. Grand Dorsett Subang Hotel KPJ Selangor Specialist Hospital	
3.	Training Provider <i>Penyedia Latihan</i>	Advanced Technology Training Centre ADTEC, Batu Pahat CEDR Corporate Consulting Sdn. Bhd.	

Participants of the two-day conference were enlightened by invaluable insights and knowledge sharing through various presentations by distinguished and reputable speakers. PSMB was very pleased to have Dato' Dr. R. Palan, Chairman of SMR Group, Johan Mahmood Merican, CEO of Talent Corp., Dr. Nazily Mohd Noor, CEO of Green Technology, Bernard Percy from Foundation of Brilliance Inc., George Aveling, CEO of TMI Consultancy and Jason Lo from Tune Talk, among the invited speakers at the conference.

PSMB would like to congratulate all the HRD award winners who received the awards in 2011 and also wishes to express our heartfelt appreciation to all distinguished guest and speakers, participants, sponsors, exhibitors and secretariat staff for their contribution in making the PSMB 2011 Conference & Exhibition a great success.

Peserta yang menghadiri persidangan dua hari tersebut telah mendapat manfaat dan pengetahuan berharga dari pembentangan serta perkongsian maklumat oleh para penceramah terkemuka seperti Dato' Dr. R. Palan, Pengurus Kumpulan SMR, Johan Mahmood Merican, Ketua Pegawai Eksekutif Talent Corp., Dr. Nazily Mohd Noor, Ketua Pegawai Eksekutif Green Technology, Bernard Percy daripada Foundation of Brilliance Inc., George Aveling, Ketua Pegawai Eksekutif TMI Consultancy dan Jason Lo daripada Tune Talk yang merupakan antara penceramah jemputan di persidangan tersebut.

PSMB mengucapkan sekalung tahniah kepada para pemenang anugerah 2011 dan setinggi penghargaan kepada kesemua tetamu kehormat, penceramah jemputan, peserta, pihak penaja, pihak yang menyertai petak pameran dan sekretariat di atas sumbangan mereka dalam menjayakan PSMB 2011 Conference & Exhibition.



# **CORPORATE CALENDAR**

Kalendar Korporat

**“It is crazy to use the same method of doing something and then expect different result. In implementing a policy for instance we cannot be too dogmatic until the focus is more on the methods used rather than the result”**

Dato' Sri Mohd Najib Tun Abdul Razak  
Prime Minister of Malaysia



**7 January 2011**

New Year Speech by the Chief Executive of PSMB  
Wisma PSMB, Kuala Lumpur

**7 Januari 2011**

Ucapan Tahun Baru oleh Ketua Eksekutif PSMB  
Wisma PSMB, Kuala Lumpur



**25 January 2011**

CEO-HRD Talk Series  
Concorde Hotel, Shah Alam, Selangor

**25 Januari 2011**

CEO-HRD Talk Series  
Hotel Concorde, Shah Alam, Selangor



**28 January 2011**

Breakfast Talk  
Wisma PSMB, Kuala Lumpur

**28 Januari 2011**

Breakfast Talk  
Wisma PSMB, Kuala Lumpur



**8 February 2011**

Meeting with National Association of Private and Independent Educational Institution  
Wisma PSMB, Kuala Lumpur

**8 Februari 2011**

Mesyuarat bersama National Association of Private and Independent Educational Institution  
Wisma PSMB, Kuala Lumpur



**25 February 2011**

CEO-HRD Talk Series  
G Hotel, Penang

**25 Februari 2011**

CEO-HRD Talk Series  
Hotel G, Pulau Pinang



**3 March 2011**

Briefing on the Expansion of PSMB Act, 2011  
Wisma PSMB, Kuala Lumpur

**3 Mac 2011**

Taklimat Perluasan Akta PSMB, 2011  
Wisma PSMB, Kuala Lumpur



**5 March 2011**

PSMB Big Cleaning Day  
Wisma PSMB, Kuala Lumpur

**5 Mac 2011**

PSMB Big Cleaning Day  
Wisma PSMB, Kuala Lumpur



**8 March 2011**

Visit to Employees Provident Fund (EPF)  
EPF Building, Kuala Lumpur.

**8 Mac 2011**

Lawatan ke Kumpulan Wang Simpanan Pekerja (KWSP)  
Pejabat KWSP, Kuala Lumpur



**8 March 2011**

Pre 5S Audit by Malaysia Productivity Corporation (MPC)  
Wisma PSMB, Kuala Lumpur

**8 Mac 2011**

Pra Audit 5S oleh Perbadanan Produktiviti Malaysia (MPC),  
Wisma PSMB, Kuala Lumpur



**12 March 2012**

HRDF Workshop  
Eastin Hotel, Petaling Jaya

**12 Mac 2012**

Bengkel KWPSM  
Hotel Eastin, Petaling Jaya



**18 March 2011**

First Annual General Meeting of PSMB Puspanita  
Wisma PSMB, Kuala Lumpur

**18 Mac 2011**

Mesyuarat Agung Tahunan Puspanita PSMB yang pertama  
Wisma PSMB, Kuala Lumpur



**24 March 2011**

PSMB Board of Directors Meeting  
Wisma PSMB, Kuala Lumpur

**24 Mac 2011**

Mesyuarat Ahli Lembaga Pengarah PSMB  
Wisma PSMB, Kuala Lumpur



**25 March 2011**

5S Certification Audit by Malaysia Productivity Corporation (MPC)  
Wisma PSMB, Kuala Lumpur

**25 Mac 2011**

Audit Persijilan 5S oleh Perbadanan Produktiviti Malaysia (MPC)  
Wisma PSMB, Kuala Lumpur



**31 March 2011**

Exhibition at the Morning Gathering of Ministry of Human Resources  
Ministry of Human Resources, Putrajaya

**31 Mac 2011**

Pameran Sempena Perhimpunan Bulanan KSM  
Kementerian Sumber Manusia, Putrajaya



**6 April 2011**

Briefing Session on 1Malaysia Training Programme  
Grand Seasons Hotel, Kuala Lumpur

**6 April 2011**

Sesi Taklimat Program Latihan 1Malaysia  
Hotel Grand Seasons, Kuala Lumpur





**8 April 2011**

CEO-HRD Talk Series  
Hilton Hotel, Kuching, Sarawak

**8 April 2011**

CEO-HRD Talk Series  
Hotel Hilton, Kuching, Sarawak



**9 April 2011**

Employment Placement Programme  
Pullman Hotel, Kuching, Sarawak

**9 April 2011**

Program Penempatan Pekerjaan  
Hotel Pullman, Kuching, Sarawak



**10 – 15 April 2011**

HRDF Senior Management Development Programme :  
ASEAN Global Leadership Programme 2011, University of Cambridge, United Kingdom

**10 – 15 April 2011**

Program Pembangunan Pengurusan Kanan KWPSM :  
ASEAN Global Leadership Programme 2011, University of Cambridge, United Kingdom



**15 & 16 April 2011**

PSMB Innovative and Creative Circle (ICC) Project  
Wisma PSMB, Kuala Lumpur

**15 & 16 April 2011**

Projek Kumpulan Inovatif dan Kreatif (KIK) PSMB  
Wisma PSMB, Kuala Lumpur



**22 April 2011**

PSMB Quality Environment (QE) Certification Ceremony  
Seri Pacific Hotel, Kuala Lumpur

**22 April 2011**

Majlis Penyerahan Sijil QE PSMB  
Hotel Seri Pacific, Kuala Lumpur



**23 April 2011**

National SME Competitiveness Development Seminar : Excuse Me Mr. CEO  
Seri Pacific Hotel, Kuala Lumpur

**23 April 2011**

National SME Competitiveness Development Seminar : Excuse Me Mr. CEO  
Hotel Seri Pacific, Kuala Lumpur



**6 May 2011**

Annual General Meeting of PSMB Club  
Wisma PSMB, Kuala Lumpur

**6 Mei 2011**

Mesyuarat Agung Tahunan Kelab PSMB  
Wisma PSMB, Kuala Lumpur



**19 May 2011**

Launch of 1Malaysia Training Programme by the Honourable Minister of Human Resources  
Ministry of Human Resources, Putrajaya

**19 Mei 2011**

Majlis Pelancaran Program Latihan 1Malaysia oleh YB Menteri Sumber Manusia  
Kementerian Sumber Manusia, Putrajaya



**23 May 2011**

Visit to Companies Commission of Malaysia (CCM)  
Companies Commission of Malaysia, Kuala Lumpur

**23 Mei 2011**

Lawatan PSMB ke Suruhanjaya Syarikat Malaysia (SSM)  
Suruhanjaya Syarikat Malaysia, Kuala Lumpur





**26 May 2011**

Briefing on 1 Malaysia Training Programme  
Wisma PSMB, Kuala Lumpur

**26 Mei 2011**

Taklimat Program Latihan 1Malaysia  
Wisma PSMB, Kuala Lumpur

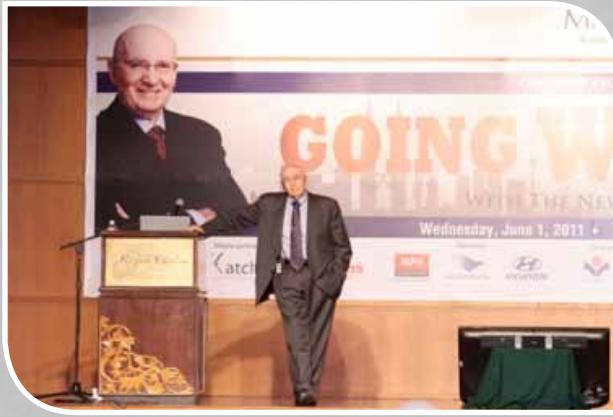


**27 May 2011**

CEO-HRD Talk Series  
Wisma PSMB, Kuala Lumpur

**27 Mei 2011**

CEO-HRD Talk Series  
Wisma PSMB, Kuala Lumpur



**1 June 2011**

Going World Class Seminar by Prof. Dr. Philip Kotler (co-organiser with IMM)  
The Royale Chulan, Kuala Lumpur

**1 Jun 2011**

Going World Class Seminar oleh Prof. Dr. Philip Kotler (anjuran bersama IMM)  
Hotel Royale Chulan, Kuala Lumpur



**1 June 2011**

Charity Visit to Rumah Anak Yatim & Kebajikan Madrasah al Taqwa  
Hulu Langat, Selangor

**1 Jun 2011**

*Lawatan Amal ke Rumah Anak Yatim & Kebajikan Madrasah al Taqwa  
Hulu Langat, Selangor*



**8 & 9 June 2011**

APAC M-Learning Conference 2011  
Bandung, Indonesia

**8 & 9 Jun 2011**

*Persidangan APAC M-Learning 2011  
Bandung, Indonesia*



**9 June 2011**

SME Forum  
Zon Regency Hotel, Johor Bahru, Johor

**9 Jun 2011**

*Forum PKS  
Hotel Zon Regency, Johor Bahru, Johor*



**17 June 2011**

Launch of 1Malaysia Training Programme (Sabah)  
Hyatt Regency Hotel Kota Kinabalu, Sabah

**17 Jun 2011**

Majlis Pelancaran Program Latihan 1Malaysia (Peringkat Negeri Sabah)  
Hotel Hyatt Regency Kota Kinabalu, Sabah



**17 June 2011**

Visit from University of Kelaniya, Sri Lanka  
Wisma PSMB, Kuala Lumpur

**17 Jun 2011**

Lawatan Delegasi dari University Kelaniya, Sri Lanka  
Wisma PSMB, Kuala Lumpur



**21 June 2011**

TPIS Workshop for Training Providers  
Wisma PSMB, Kuala Lumpur

**21 Jun 2011**

Bengkel TPIS untuk Penyedia Latihan  
Wisma PSMB, Kuala Lumpur



**23 June 2011**

Launch of SME@University Programme and MoU Signing Ceremony  
Swiss-Garden Hotel & Residences, Kuala Lumpur

**23 Jun 2011**

Majlis Pelancaran Program SME@University dan Majlis Tandatangan Memorandum Persefahaman  
Hotel Swiss-Garden & Residences, Kuala Lumpur



**27 June 2011**

PSMB Morning Gathering  
Wisma PSMB, Kuala Lumpur

**27 Jun 2011**

Perhimpunan Pagi PSMB  
Wisma PSMB, Kuala Lumpur



**30 June 2011**

PSMB Tenth Annual General Meeting  
Eastin Hotel, Petaling Jaya, Selangor

**30 Jun 2011**

Mesyuarat Agung PSMB Kesepuluh  
Hotel Eastin, Petaling Jaya, Selangor



**1 July 2011**

Puspanita Health Carnival Organised by PSMB Puspanita  
Ministry of Human Resources, Putrajaya

**1 Julai 2011**

Karnival Kesihatan Puspanita Anjuran Puspanita PSMB  
Kementerian Sumber Manusia, Putrajaya



**1 - 3 July 2011**

PSMB Characters Create Team Building 2011  
Kem Nur Nikman, Lata Bongsu, Felda Sungai Klah, Sungai Perak

**1 - 3 Julai 2011**

PSMB Characters Create Team Building 2011  
Kem Nur Nikman, Lata Bongsu, Felda Sungai Klah, Sungai Perak



**4 July 2011**

Official Visit by the Honourable Deputy Minister of Human Resources, Senator Dato' Maznah binti Mazlan  
Wisma PSMB, Kuala Lumpur

**4 Julai 2011**

Lawatan Rasmal oleh Timbalan Menteri Sumber Manusia, Senator Dato' Maznah binti Mazlan  
Wisma PSMB, Kuala Lumpur



**7 July 2011**

HRDF Briefing to Undergraduates of UiTM Segamat  
Ministry of Human Resources, Putrajaya

**7 Julai 2011**

Taklimat KWPSM kepada Penuntut UiTM Segamat  
Kementerian Sumber Manusia, Putrajaya



**11 July 2011**

Launch of 1Malaysia Training Programme (Kelantan)  
Renaissance Hotel, Kota Bharu, Kelantan

**11 Julai 2011**

Majlis Pelancaran Program Latihan 1Malaysia (Peringkat Negeri Kelantan)  
Hotel Renaissance, Kota Bharu, Kelantan



**12 July 2011**

Graduation Ceremony of MIM-WBDIM  
Hotel Istana, Kuala Lumpur

**12 Julai 2011**

Majlis Konvokesyen MIM-WBDIM  
Hotel Istana, Kuala Lumpur





**14 July 2011**

Visit by Companies Commission of Malaysia (CCM) to PSMB  
Wisma PSMB, Kuala Lumpur

**14 Julai 2011**

Lawatan Delegasi Suruhanjaya Syarikat Malaysia (SSM) ke PSMB  
Wisma PSMB, Kuala Lumpur



**21 July 2011**

STAR Training Providers Meeting with the Honourable Minister of Human Resources  
Hilton Hotel, Kuala Lumpur

**21 Julai 2011**

Perjumpaan Penyedia Latihan Program STAR bersama YB Menteri Sumber Manusia  
Hotel Hilton, Kuala Lumpur



**29 July 2011**

PSMB Board of Directors' Dinner with the Honourable Minister of Human Resources  
Hilton Hotel, Kuala Lumpur

**29 Julai 2011**

Majlis Makan Malam Lembaga Pengarah PSMB Bersama YB Menteri Sumber Manusia  
Hotel Hilton, Kuala Lumpur



**12 & 13 September 2011**

PSMB 2011 Conference & Exhibition  
Sunway Pyramid Convention Centre, Selangor

**12 & 13 September 2011**

PSMB 2011 Conference & Exhibition  
Sunway Pyramid Convention Centre, Selangor



**22 September 2011**

HR Best Practices Seminar  
The Zon Regency Hotel, Johor Bahru, Johor

**22 September 2011**

Seminar Amalan Terbaik Sumber Manusia (HR)  
Hotel Zon Regency, Johor Bahru, Johor



**23 September 2011**

PSMB Eid Mubarak Celebration  
Wisma PSMB, Kuala Lumpur

**23 September 2011**

Sambutan Hari Raya PSMB  
Wisma PSMB, Kuala Lumpur





**6 - 9 October 2011**

Team Building Programme : PSMB Joins the Army  
Raub, Pahang

**6 - 9 Oktober 2011**

Kursus Bina Pasukan : PSMB Joins the Army  
Raub, Pahang



**10 October 2011**

Corporate Social Responsibility activity  
Taiping, Perak

**10 Oktober 2011**

Aktiviti Tanggungjawab Sosial Korporat  
Taiping, Perak



**19 October 2011**

MoU Signing Ceremony with Malaysia Productivity Corporation [MPC]  
Sunway Pyramid Convention Centre, Selangor

**19 Oktober 2011**

Majlis Tandatangan Memorandum Persefahaman Bersama Perbadanan Produktiviti Malaysia [MPC]  
Sunway Pyramid Convention Centre, Selangor



**20 October 2012**

2011 National Language Celebration  
Wisma PSMB, Kuala Lumpur

**20 Oktober 2012**

Sambutan Bulan Bahasa Kebangsaan 2011  
Wisma PSMB, Kuala Lumpur



**19 October 2011**

SME Dialogue Session  
Equatorial Hotel, Melaka

**19 Oktober 2011**

Sesi Dialog PKS  
Hotel Equatorial, Melaka



**20 October 2011**

Cheque Presentation for "Program Jalinan Amal Muhibbah Angkatan Tentera Malaysia"  
Parliament, Kuala Lumpur

**20 Oktober 2011**

Majlis Penyampaian Cek untuk "Program Jalinan Amal Muhibbah Angkatan Tentera Malaysia"  
Parlimen, Kuala Lumpur



**24 October 2011**

PSMB Innovation Day  
Wisma PSMB, Kuala Lumpur

**24 Oktober 2011**

Hari Inovasi PSMB  
Wisma PSMB, Kuala Lumpur



**25 October 2011**

Fire Drill  
Wisma PSMB, Kuala Lumpur

**25 Oktober 2011**

Ujian Kebakaran  
Wisma PSMB, Kuala Lumpur



**21 November 2011**

SME@UKM Graduation Ceremony  
Danau Golf Club, UKM

**21 November 2011**

Majlis Konvokesyen SME@UKM  
Kelab Golf Danau, UKM





**28 November 2011**

Launch of ASEAN Global Leadership Programme – China  
Cheung Kong Graduate School of Business, Beijing, China

**28 November 2011**

*Majlis Pelancaran ASEAN Global Leadership Programme – China  
Cheung Kong Graduate School of Business, Beijing, China*



**30 November 2011**

Training Programme In Collaboration with University of Oxford  
Impiana KLCC, Kuala Lumpur

**30 November 2011**

*Program Latihan Anjuran Bersama University of Oxford  
Impiana KLCC, Kuala Lumpur*



**30 November 2011**

SME Peer Mentoring Session  
Wisma PSMB, Kuala Lumpur

**30 November 2011**

*Sesi Peer Mentoring PKS  
Wisma PSMB, Kuala Lumpur*





**1 December 2011**

Official Visit by Y.Bhg. Dato' Seri Secretary-General of Ministry of Human Resources to PSMB  
Wisma PSMB, Kuala Lumpur

**1 Disember 2011**

Lawatan Rasmi Y.Bhg. Dato' Seri Ketua Setiausaha Kementerian Sumber Manusia ke PSMB  
Wisma PSMB, Kuala Lumpur



**8 December 2011**

Briefing on National Human Resources Centre (NHRC)  
Wisma PSMB, Kuala Lumpur

**8 Disember 2011**

Taklimat berkenaan Pusat Sumber Manusia Kebangsaan (NHRC)  
Wisma PSMB, Kuala Lumpur



**15 December 2011**

Visit from World Bank Delegates to PSMB  
Wisma PSMB, Kuala Lumpur

**15 Disember 2011**

Lawatan dari Delegasi Bank Dunia ke PSMB  
Wisma PSMB, Kuala Lumpur



**17 December 2011**

PSMB Family Day  
Lost World of Tambun, Ipoh, Perak  
**17 Disember 2011**  
Hari Keluarga PSMB  
Lost World of Tambun, Ipoh, Perak



**18 December 2011**

Visit from Board of Standards for Training, Performance and Instruction (IBSTPI) Delegates to PSMB  
Wisma PSMB, Kuala Lumpur

**18 Disember 2011**

Lawatan dari Delegasi Board of Standards for Training, Performance and Instruction (IBSTPI) ke PSMB  
Wisma PSMB, Kuala Lumpur



**20 December 2011**

Visit from BUMN, Indonesia & TTT Delegates to PSMB  
Wisma PSMB, Kuala Lumpur  
**20 Disember 2011**  
Lawatan dari Delegasi BUMN, Indonesia & TTT ke PSMB  
Wisma PSMB, Kuala Lumpur

**PEMBANGUNAN SUMBER MANUSIA BERHAD**

(Company No. 545143-D)

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2011**

Registered office:

Level 7, Wisma PSMB  
Jalan Beringin  
Damansara Heights  
50490 Kuala Lumpur

## **Pembangunan Sumber Manusia Berhad**

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

### **Directors' report for the year ended 31 December 2011**

The Directors have pleasure in submitting their report and the audited financial statements of the Company for the year ended 31 December 2011.

#### **Principal activities**

As set out in the Pembangunan Sumber Manusia Berhad Act, 2001, the main objective of the Company is the imposition and collection of human resources development levy for the purpose of promoting the training of employees, and the establishment and administration of the human resources development fund.

The functions of the Company are:

- (a) to assess and determine the types and extent of employees' training and retraining in keeping with the human resources needs of industries;
- (b) to promote and stimulate manpower training; and
- (c) to determine the terms and conditions under which any financial assistance or other benefits are to be given.

There has been no significant change in the nature of these activities during the financial year.

#### **Results**

	<b>RM</b>
Net surplus for the year	<u>8,070,197</u>

#### **Reserves and provisions**

There were no material transfers to or from reserves and provisions during the financial year under review, other than as disclosed in the financial statements.

#### **Directors of the Company**

Directors who served since the date of the last report are:

Raja Dato' Abd. Aziz Bin Raja Muda Musa – Chairman [appointed on 27 June 2011]

Davies Danavaindram [alternate to Raja Dato' Abd. Aziz bin Raja Muda Musa]

Dato' Haji Mohd Shariff bin Hussin – Deputy Chairman

Amirnuddin Bin Mazlan – Chief Executive

Abdul Wahab bin Abu Bakar

Christopher Sakayaraj [alternate to Abdul Wahab bin Abu Bakar]

Dato' Dr. Palaniappan a/l Ramanathan Chettiar

## **Directors of the Company (continued)**

Dr. Mohd. Mazlan bin Che Mat  
Dato' Sri Mustapa Kamal bin Maulut (alternate to Dr. Mohd. Mazlan bin Che Mat - appointed on 16 May 2011)  
Mohd. Ghaus bin Ab. Kadir  
Dr. Mohd. Rashahidi @ Rusdi bin Mohamood (alternate to Mohd. Ghaus bin Ab. Kadir)  
Dato' Low Kian Chuan  
Jeffery Tan Keat Hui (alternate to Dato' Low Kian Chuan)  
Datuk Mohd. Ilyas bin Zainol Abidin  
Reginald Thomas Pereira (alternate to Datuk Mohd. Ilyas bin Zainol Abidin)  
Datuk Ketheeswaran a/l M. Kanagaratnam  
Datuk Santhakumar a/l C. Sivasubramaniam (alternate to Datuk Ketheeswaran a/l M. Kanagaratnam)  
Wong Nan Fay  
Cheah Kok Hoong (alternate to David Wong Nan Fay)  
Dato' Hafsa binti Hashim  
Fadzilah binti Ahmad Din (alternate to Dato' Hafsa binti Hashim)  
Chua Tiam Wee (appointed on 16 May 2011)  
Teh Kee Sin (alternate to Chua Tiam Wee – appointed on 16 May 2011)  
Lim Yoke Cheong (appointed on 16 May 2011)  
Lim Kheng Chye (alternate to Lim Yoke Cheong – appointed on 16 May 2011)  
Datuk Manimaran Anthony (appointed on 16 May 2011)  
Mohd Jafar bin Abd. Majid (appointed on 16 May 2011)  
Givananandam a/l Kalinan (appointed on 6 October 2011)  
Haji Ahmad Fadzil bin Mahmud (appointed on 16 May 2011)  
Burhanuddin bin Saidin (alternate to Ahmad Fadzil bin Mahmud – appointed on 16 May 2011)  
Hasnah binti Ismail – Chairman (resigned on 15 May 2011)  
Seow Mee Cheong @ Seow Hon Cheong (resigned on 15 May 2011)  
Andrew Hong Tat Beng (alternate to Seow Mee Cheong @ Seow Hon Cheong - resigned on 15 May 2011)  
Abdul Jalil bin Md. Taib (resigned on 15 May 2011)  
Haji Saari bin Salleh (resigned on 15 May 2011)  
Zainuddin bin Yahaya (alternate to Haji Saari bin Salleh – resigned on 15 May 2011)  
Agnes Maria Sam @ Maria Binti Abdullah (resigned on 6 October 2011)  
Fu Wing Hoong (resigned on 15 May 2011)  
Yap Ching Kiat (alternate to Fu Wing Hoong – resigned on 15 May 2011)  
Mohd. Fadzli bin Mustafa (alternate to Dr. Mohd. Mazlan bin Che Mat - resigned on 15 May 2011)

As specified in Section 7 of the Pembangunan Sumber Manusia Berhad Act, 2001, members of the Board of Directors (including the positions of Chairman and Deputy Chairman) shall be appointed by the Minister charged with the responsibility for Human Resources, which currently is the Minister of Human Resources.

## **Directors' benefits**

Since the end of the previous financial year, no Director of the Company has received nor become entitled to receive any benefit (other than a benefit included in the aggregate amount of emoluments received or due and receivable by Directors as shown in the financial statements or the fixed salary

## **Directors' benefits (continued)**

of a full time employee of the Company] by reason of a contract made by the Company with the Director or with a firm of which the Director is a member, or with a company in which the Director has a substantial financial interest. There were no arrangements during and at the end of the financial year which had the object of enabling Directors of the Company to acquire benefits by means of the acquisition of shares in or debentures of the Company or any other body corporate.

## **Other statutory information**

Before the statements of financial position and statement of comprehensive income of the Company were made out, the Directors took reasonable steps to ascertain that:

- (i) all known bad debts have been written off and adequate provision made for doubtful debts, and
- (ii) any current assets which were unlikely to be realised in the ordinary course of business have been written down to an amount which they might be expected to realise.

At the date of this report, the Directors are not aware of any circumstances:

- (i) that would render the amount written off for bad debts, or the amount of the provision for doubtful debts in the Company inadequate to any substantial extent, or
- (ii) that would render the value attributed to current assets in the financial statements of the Company misleading, or
- (iii) which have arisen which render adherence to the existing method of valuation of assets or liabilities of the Company misleading or inappropriate, or
- (iv) not otherwise dealt with in this report or the financial statements, that would render any amount stated in the financial statements of the Company misleading.

At the date of this report, there does not exist:

- (i) any charge on the assets of the Company that has arisen since the end of the financial year and which secures the liabilities of any other person, or
- (ii) any contingent liability in respect of the Company that has arisen since the end of the financial year.

No contingent liability or other liability of the Company has become enforceable, or is likely to become enforceable within the period of twelve months after the end of the financial year which, in the opinion of the Directors, will or may substantially affect the ability of the Company to meet its obligations as and when they fall due.

In the opinion of the Directors, except as disclosed in the financial statements, the results of the operations of the Company for the financial year ended 31 December 2011 have not been substantially affected by any item, transaction or event of a material and unusual nature nor has any such item, transaction or event occurred in the interval between the end of that financial year and the date of this report.

## **Auditors**

The auditors, Messrs KPMG, have indicated their willingness to accept re-appointment.

Signed in accordance with a resolution of the Directors:

**RAJA DATO' ABD. AZIZ BIN RAJA MUDA MUSA**

Chairman

**AMIRNUDDIN BIN MAZLAN**

Director

Kuala Lumpur,

Date : 29 May 2012

**Pembangunan Sumber Manusia Berhad**

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

**Statement by Directors pursuant to Section 169(15)  
of the Companies Act, 1965**

In the opinion of the Directors, the financial statements set out on pages 108 to 137 are drawn up in accordance with Financial Reporting Standards and the Companies Act, 1965 in Malaysia so as to give a true and fair view of the financial position of the Company at 31 December 2011 and of its financial performance and cash flows for the year then ended on that date.

Signed on behalf of Board of Directors in accordance with a resolution of the Directors:

**RAJA DATO' ABD. AZIZ BIN RAJA MUDA MUSA**

Chairman

**AMIRNUDDIN BIN MAZLAN**

Director

Kuala Lumpur,

Date : 29 May 2012

**Pembangunan Sumber Manusia Berhad**

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

**Statutory declaration pursuant to  
Section 169(16) of the Companies Act, 1965**

I, **WAN MOHD NAZARUDIN BIN WAN CHIK**, the officer primarily responsible for the financial management of Pembangunan Sumber Manusia Berhad, do solemnly and sincerely declare that the financial statements set out on pages 108 to 137 are, to the best of my knowledge and belief, correct and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1960.

Subscribed and solemnly declared by the above named in Kuala Lumpur on 29 May 2012.

**WAN MOHD NAZARUDIN BIN WAN CHIK**

General Manager (Finance)

Pembangunan Sumber Manusia Berhad

Before me,

Jaapar bin Mohd Jani

Commissioner of Oaths

No. W 487

**Independent auditors' report to the members of  
Pembangunan Sumber Manusia Berhad**

(Company no. 545143-D)  
(A Company Limited by Guarantee)  
(Incorporated in Malaysia)

## **Report on the Financial Statements**

We have audited the financial statements of Pembangunan Sumber Manusia Berhad, which comprise the statement of financial position as at 31 December 2011, statements of comprehensive income, changes in equity and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information, as set out on pages 108 to 137.

### *Directors' Responsibility for the Financial Statements*

The Directors of the Company are responsible for the preparation of financial statements that give a true and fair view in accordance with Financial Reporting Standards and the Companies Act, 1965 in Malaysia, and for such internal control as the Directors determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with approved standards on auditing in Malaysia. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## *Opinion*

In our opinion, the financial statements have been properly drawn up in accordance with Financial Reporting Standards and the Companies Act, 1965 in Malaysia so as to give a true and fair view of the financial position of the Company as of 31 December 2011 and of its financial performance and cash flows for the year then ended.

## **Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of the Companies Act, 1965 in Malaysia, we also report that in our opinion the accounting and other records and the registers required by the Act to be kept by the Company have been properly kept in accordance with the provisions of the Act.

## **Other Matters**

This report is made solely to the members of the Company, as a body, in accordance with Section 174 of the Companies Act, 1965 in Malaysia and for no other purpose. We do not assume responsibility to any other person for the content of this report.

### **KPMG**

Firm Number: AF 0758  
Chartered Accountants

### **Hasman Yusri Bin Yusoff**

Approval Number: 2583/08/12(J)  
Chartered Accountant

Petaling Jaya,

Date: 29 May 2012

# Financial Statement

## Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

### Statement of financial position as at 31 December 2011

	Note	31.12.2011 RM	31.12.2010 RM
<b>Assets</b>			
Property, plant and equipment	3	30,339,032	31,061,398
<b>Total non-current asset</b>		<b>30,339,032</b>	<b>31,061,398</b>
Accrued interest receivables, deposits and prepayments	4	6,647,736	6,753,768
Staff Loans	5	6,061,022	6,171,052
Tax recoverable		19,280	19,280
Investments	6	166,488,058	240,609,072
Fixed deposits	7	765,572,213	630,970,942
Cash and bank balances	7	39,198,606	20,620,043
<b>Total current assets</b>		<b>983,986,915</b>	<b>905,144,157</b>
<b>Total assets</b>		<b>1,014,325,947</b>	<b>936,205,555</b>
<b>Equity</b>			
Retained earnings		387,715,399	379,645,202
Fair value reserve		(18,977,870)	(4,856,856)
<b>Total equity</b>		<b>368,737,529</b>	<b>374,788,346</b>
<b>Liabilities</b>			
Retirement benefits	8	5,297,501	4,480,816
<b>Total non-current liabilities</b>		<b>5,297,501</b>	<b>4,480,816</b>
Employers' fund	9	621,536,664	544,413,253
General reserve II	10	527,575	1,278,445
Government grants	11	14,008,094	7,538,827
Other payables		2,828,384	2,912,476
Accrued expenditure		1,390,200	793,392
<b>Total current liabilities</b>		<b>640,290,917</b>	<b>556,936,393</b>
<b>Total liabilities</b>		<b>645,588,418</b>	<b>561,417,209</b>
<b>Total equity and liabilities</b>		<b>1,014,325,947</b>	<b>936,205,555</b>

The notes on pages 114 to 137 are an integral part of these financial statements.

**Pembangunan Sumber Manusia Berhad**

(A Company Limited by Guarantee)

[Incorporated in Malaysia]

**Statement of comprehensive income for the year ended 31 December 2011**

	<b>Note</b>	<b>2011</b> <b>RM</b>	<b>2010</b> <b>RM</b>
<b>Income</b>			
Dividend from investment in unit trust		7,946,102	13,561,600
Fee income		2,481,213	2,193,003
Income from forfeiture of levy		6,307,488	3,590,791
Penalty on late payment of levy		1,648,660	337,836
Interest Income from fixed deposits		26,632,706	19,402,932
Interest income from loan to PSMB		4,795	6,242
Interest income from bank balance		234,976	207,548
Income from housing loan fund		755,018	519,643
Income received from National HRD Conference		1,172,365	1,227,387
Participants' fees for SMETAP program		4,771,437	2,181,470
Receipts for services		2,800	9,500
Sale of goods		109,404	61,233
Rental of exhibition booth		-	7,440
Gain on disposal of investment in unit trust		1,130,996	5,521,012
Gain on disposal of plant and equipment		-	1,042
Government receipt		50,000	-
<b>Total income</b>		<b>53,247,960</b>	<b>48,828,679</b>
<b>Expenses</b>			
Expenses for educational sponsorship fund		(4,727)	(18,747)
Expenses for National HRD Conference		(1,265,639)	(1,193,040)
Expenses for re-registration of employers		-	(116,558)
Expenses for SMETAP training		(4,508,305)	(2,180,461)
Expenses for SME TNA consultancy fund		(324,461)	(17,135)
Expenses for the apprentices fund [Off the job]		(205,653)	(1,393,340)
Expenses for the apprentices fund [apprentice allowances]		(2,013,242)	(72,802)
PSMB's contribution to 1Malaysia HRDF skill upgrading fund		(418,400)	(1,444,690)
PSMB's contribution to 1Malaysia financial assistance fund		(157,154)	(3,166,609)
Expenses for 1 Malaysia Training Programme Fund		(12,748,437)	-
Expenses for Tabung Halal Internal Auditor		(359,100)	-
Expenses for Training Coordinating Fund		(85,649)	-
Advertising and printing		(1,375,375)	(546,795)
Auditors' remuneration		(55,000)	(25,000)
Bonuses		(1,059,107)	(1,412,293)
Depreciation		(2,788,133)	(2,743,909)

# Financial Statement

## Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

### Statement of comprehensive income for the year ended 31 December 2011 (continued)

	Note	2011	2010
Directors' fees	14	(170,400)	(163,819)
Directors' remuneration	14	(327,165)	(340,220)
EPF contributions		(1,241,481)	(1,251,089)
Legal and professional fees		(833,305)	(832,047)
Loss on disposal of investment		-	(3,840,886)
Loss on disposal of plant and equipment		-	(3,962)
Write off on plant and equipment		(69,606)	-
Medical fees		(349,841)	(250,986)
Minor repairs		(10,653)	(59,921)
Office supplies		(412,507)	(387,719)
Other expenses		(1,642,020)	(1,376,654)
Overtime allowances		(75,317)	(99,079)
Provision for retirement benefits	8	(901,037)	(1,347,839)
Rental		(190,984)	(151,427)
Repairs and maintenance		(2,537,314)	(1,718,068)
Salaries and allowances		(6,713,516)	(6,264,340)
SOCSSO contributions		(102,027)	(88,977)
Staff training		(344,186)	(194,513)
Stamps and postage		(292,615)	(260,395)
Transportation and packaging		(1,250)	(27,927)
Travelling and accommodation		(622,179)	(592,898)
Utilities		(971,978)	(869,718)
<b>Total expenses</b>		<b>(45,177,763)</b>	<b>(34,453,863)</b>
<b>Surplus before taxation</b>		<b>8,070,197</b>	<b>14,374,816</b>
Income tax benefit	13	-	19,280
<b>Net surplus for the year</b>	12	<b>8,070,197</b>	<b>14,394,096</b>

### Other comprehensive income, net of tax

Net change in fair value of available-for-sale financial assets	(13,814,495)	11,028,051
Net realised gain on sale of available-for-sale financial assets	(306,519)	(2,226,029)
<b>Other comprehensive (expenses)/income for the year, net of tax</b>	<b>(14,121,014)</b>	<b>8,802,022</b>
<b>Total comprehensive (loss)/income for the year</b>	<b>(6,050,817)</b>	<b>23,196,118</b>

The notes on pages 114 to 137 are an integral part of these financial statements.

**Pembangunan Sumber Manusia Berhad**

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

**Statement of changes in equity for the year ended 31 December 2011**

	<b>Retained earnings</b>			
	Unallocated	Allocated for specific usage under trust funds	Fair value reserve	Total
	<b>RM</b>	<b>RM</b>	<b>RM</b>	<b>RM</b>
<b>At 1 January 2010</b>	268,106,791	97,144,315	(13,658,878)	351,592,228
Net surplus for the year	14,394,096	-	-	14,394,096
Fair value of available-for-sale financial assets	-	-	8,802,022	8,802,022
Total comprehensive income	14,394,096	-	8,802,022	23,196,118
Transfers from Unallocated Retained Earnings to Trust Funds	2,084,090	(2,084,090)	-	-
<b>At 31 December 2010</b>	<b>284,584,977</b>	<b>95,060,225</b>	<b>(4,856,856)</b>	<b>374,788,346</b>
Net surplus for the year	8,070,197	-	-	8,070,197
Fair value of available-for-sale financial assets	-	-	(14,121,014)	(14,121,014)
Total comprehensive income/(loss)	8,070,197	-	(14,121,014)	(6,050,817)
Transfers from Unallocated Retained Earnings to Trust Funds	9,084,459	(9,084,459)	-	-
Allocation for 1 Malaysia Training Programme Incentive	(40,000,000)	40,000,000	-	-
<b>At 31 December 2011</b>	<b>261,739,633</b>	<b>125,975,766</b>	<b>(18,977,870)</b>	<b>368,737,529</b>

The notes on pages 114 to 137 are an integral part of these financial statements.

# Financial Statement

## Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

### Statement of cash flows for the year ended 31 December 2011

	2011 RM	2010 RM
<b>Cash flow from operating activities</b>		
Cash generated from operations		
Cash received from clients	10,931,381	28,096,981
Cash payment to vendors and administration	(24,506,474)	(60,116,088)
<b>Cash flow changes from operating activities</b>	<b>(13,575,093)</b>	<b>(32,019,107)</b>
Cash from Employers' Fund		
Payments to employers	(271,835,767)	(272,133,670)
Receipts from employers	354,515,796	221,397,550
<b>Cash flow changes after employers' fund</b>	<b>69,104,936</b>	<b>(82,755,227)</b>
Cash from Trust Funds and government grants		
Payment to employers	(19,577,746)	(4,611,299)
Payment to registered training providers	(12,585,698)	(6,376,072)
Payment for SME activities	(1,453,794)	(1,187,983)
Payment for HRD Conference	(1,265,639)	(1,193,040)
Payment for Apprentices Allowance	(2,218,896)	(1,466,141)
Payment for Employee Educational Sponsorship	(4,727)	(18,747)
Receipts from government allocation	21,535,000	4,000,000
Receipts from registered employers	4,771,437	2,181,470
Receipts from HRD Conference	1,172,365	1,227,387
<b>Cash flow changes after Trust Funds</b>	<b>59,477,238</b>	<b>(90,199,652)</b>
Interest received	26,650,841	19,607,068
Income tax refund	-	67,726
<b>Net cash used in operating activities</b>	<b>86,128,079</b>	<b>(70,524,858)</b>

**Pembangunan Sumber Manusia Berhad**

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

**Statement of cash flows for the year ended 31 December 2011 (continued)**

	2011 RM	2010 RM
<b>Cash flow from investing activities</b>		
Acquisition of plant and equipment	(2,135,373)	(603,919)
Acquisition of investments	-	(55,465,929)
Advances to staff	-	(19,517)
Dividend received	7,946,102	13,561,600
Loan to staffs	110,030	(239,543)
Proceeds from disposal of investments	61,130,996	155,948,989
Proceeds from disposal of plant and equipment	-	6,529
<b>Net cash generated from investing activities</b>	<b>67,051,755</b>	<b>113,188,210</b>
Net increase in cash and cash equivalents	153,179,834	42,663,352
Cash and cash equivalents at beginning of year	651,590,985	608,927,633
<b>Cash and cash equivalents at end of year</b>	<b>804,770,819</b>	<b>651,590,985</b>

**(i) Cash and cash equivalents**

Cash and cash equivalents included in the statement of cash flows comprise of the following amounts:

	2011 RM	2010 RM
Fixed deposits	765,572,213	630,970,942
Cash and bank balances	39,198,606	20,620,043
<b>Balance as at 31 December</b>	<b>804,770,819</b>	<b>651,590,985</b>

The notes on pages 114 to 137 are an integral part of these financial statements.

## Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

### Notes to the financial statements

Pembangunan Sumber Manusia Berhad is a company limited by guarantee, incorporated and domiciled in Malaysia. The address of the principal place of business and registered office of the Company is as follows:

#### Registered office and principal place of business

Level 7, Wisma PSMB

Jalan Beringin

Damansara Heights

50490 Kuala Lumpur

As set out in the Pembangunan Sumber Manusia Berhad Act, 2001, the main objective of the Company is the imposition and collection of human resources development levy for the purpose of promoting the training of employees, and the establishment and administration of the human resources development fund.

The functions of the Company are:

- [a] to assess and determine the types and extent of employees' training and retraining in keeping with the human resources needs of industries;
- [b] to promote and stimulate manpower training; and
- [c] to determine the terms and conditions under which any financial assistance or other benefits are to be given.

The financial statements were approved by the Board of Directors on 29 May 2012.

#### 1. Basis of preparation

##### [a] Statement of compliance

The financial statements of the Company have been prepared in accordance with Financial Reporting Standards (FRSs), generally accepted accounting principles and the Companies Act, 1965 in Malaysia.

The following are accounting standards, amendments and interpretations of the FRS framework that have been issued by the Malaysian Accounting Standards Board (MASB) but have not been adopted by the Company:

**FRSs, Interpretations and amendments effective for annual periods beginning on or after  
1 July 2011**

- IC Interpretation 19, *Extinguishing Financial Liabilities with Equity Instruments*
- Amendments to IC Interpretation 14, *Prepayments of a Minimum Funding Requirement*

## 1. Basis of preparation (continued)

### (a) Statement of compliance (continued)

#### **FRSs, Interpretations and amendments effective for annual periods beginning on or after**

**1 January 2012**

- FRS 124, *Related Party Disclosures* [revised]
- Amendments to FRS 1, *First-time Adoption of Financial Reporting Standards – Severe Hyperinflation and Removal of Fixed Dates for First-time Adopters*
- Amendments to FRS 7, *Financial Instruments: Disclosures – Transfers of Financial Assets*
- Amendments to FRS 112, *Income Taxes – Deferred Tax: Recovery of Underlying Assets*

#### **FRSs, Interpretations and amendments effective for annual periods beginning on or after**

**1 July 2012**

- Amendments to FRS 101, *Presentation of Financial Statements – Presentation of Items of Other Comprehensive Income*

#### **FRSs, Interpretations and amendments effective for annual periods beginning on or after**

**1 January 2013**

- FRS 10, *Consolidated Financial Statements*
- FRS 11, *Joint Arrangements*
- FRS 12, *Disclosure of Interests in Other Entities*
- FRS 13, *Fair Value Measurement*
- FRS 119, *Employee Benefits* [2011]
- FRS 127, *Separate Financial Statements* [2011]
- FRS 128, *Investments in Associates and Joint Ventures* [2011]
- IC Interpretation 20, *Stripping Costs in the Production Phase of a Surface Mine*
- Amendments to FRS 7, *Financial Instruments: Disclosures – Offsetting Financial Assets and Financial Liabilities*
- Amendments to FRS 1, *First-time Adoption of Financial Reporting Standards – Government Loans*

#### **FRSs, Interpretations and amendments effective for annual periods beginning on or after**

**1 January 2014**

- Amendments to FRS 132, *Financial Instruments: Presentation – Offsetting Financial Assets and Financial Liabilities*

#### **FRSs, Interpretations and amendments effective for annual periods beginning on or after**

**1 January 2015**

- FRS 9, *Financial Instruments* [2009]
- FRS 9, *Financial Instruments* [2010]
- Amendments to FRS 7, *Financial Instruments: Disclosures – Mandatory Date of FRS 9 and Transition Disclosures*

The Company's financial statements for annual period beginning on 1 January 2012 will be prepared in accordance with the Malaysian Financial Reporting Standards (MFRSs) issued by the MASB and International Financial Reporting Standards (IFRSs). As a result, the Company will not be adopting the above FRSs, Interpretations and amendments.

## 1. Basis of preparation (continued)

### (b) Basis of measurement

The financial statements have been prepared on the historical cost basis other than as disclosed in the financial statements.

### (c) Functional and presentation currency

These financial statements are presented in Ringgit Malaysia (RM), which is the Company's functional currency. All financial information is presented in RM, unless otherwise stated.

### (d) Use of estimates and judgements

The preparation of financial statements in conformity with FRSs requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

There are no significant areas of estimation uncertainty and critical judgements in applying accounting policies that have significant effect on the amounts recognised in the financial statements.

## 2. Significant accounting policies

The accounting policies set out below have been applied consistently to the periods presented in these financial statements, and have been applied consistently by the Company, unless otherwise stated.

### (a) Financial instruments

#### (i) Initial recognition and measurement

A financial instrument is recognised in the financial statements when, and only when, the Company becomes a party to the contractual provision of the instrument.

A financial instrument is recognised initially, at its fair value plus, in the case of a financial instrument not at fair value through profit or loss, transaction costs that are directly attributable to the acquisition or issue of the financial instrument.

## 2. Significant accounting policies (continued)

### (a) Financial instruments (continued)

#### *(ii) Financial instrument categories and subsequent measurement*

The Company categorises and measures financial instruments as follows:

##### *Financial assets*

###### **(a) Loans and receivables**

Loans and receivables category comprises debt instruments that are not quoted in an active market, trade and other receivables and cash and cash equivalents.

Financial assets categorised as loans and receivables are subsequently measured at amortised cost using the effective interest method.

###### **(b) Available-for-sale financial assets**

Available-for-sale category comprises investment in equity and debt securities instruments that are not held for trading.

Investments in equity instruments that do not have a quoted market price in an active market and whose fair value cannot be reliably measured are measured at cost. Other financial assets categorised as available-for-sale are subsequently measured at their fair values with the gain or loss recognised in other comprehensive income. On derecognition, the cumulative gain or loss recognised in other comprehensive income is reclassified from equity into profit or loss.

All financial assets, except for those measured at fair value through profit or loss, are subject to review for impairment.

##### *Financial liabilities*

All financial liabilities are subsequently measured at amortized cost.

### **(b) Property, plant and equipment**

#### *(i) Recognition and measurement*

Items of property, plant and equipment are stated at cost less any accumulated depreciation and any accumulated impairment losses.

Cost includes expenditures that are directly attributable to the acquisition of the asset and any other costs directly attributable to bringing the asset to working condition for its intended use, and the costs of dismantling and removing the items and restoring the site on which they are located. The cost of self-constructed assets also includes the cost of materials and direct labour. For qualifying assets, borrowing costs are capitalised in accordance with the accounting policy on borrowing cost. Purchased software that is integral to the functionality of the related equipment is capitalised as part of that equipment.

## 2. Significant accounting policies (continued)

### (b) Property, plant and equipment (continued)

#### (i) Recognition and measurement (continued)

When significant parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Gains and losses on disposal of an item of property, plant and equipment are determined by comparing the proceeds from disposal with the carrying amount of property, plant and equipment and are recognised net within "other income" or "other expenses" respectively in profit or loss.

#### (ii) Depreciation

Depreciation is calculated over the depreciable amount, which is the cost of an asset, or other amount substituted for cost, less its residual value.

Depreciation is recognised in profit or loss on a straight-line basis over the estimated useful lives of each part of an item of property, plant and equipment. Freehold land is not depreciated. Property, plant and equipment under construction are not depreciated until the assets are ready for their intended use.

The estimated useful lives for the current and comparative periods are as follows:

	%
Building	5
Renovation	10
Motor vehicles	20
Furniture and office fittings	20
Office equipment	20
Electric and electronic equipment	20

Depreciation methods, useful lives and residual values are reviewed and adjusted as appropriate at the end of the reporting period.

#### (iii) Subsequent costs

The cost of replacing part of an item of property, plant and equipment is recognised in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the Company and its cost can be measured reliably. The carrying amount of the replaced parts is derecognised to profit or loss. The costs of the day-to-day servicing of property, plant and equipment are recognised in the profit or loss as incurred.

## 2. Significant accounting policies (continued)

### (c) Cash and cash equivalents

Cash and cash equivalents consist of cash on hand, balances and deposits with banks and highly liquid investments which have an insignificant risk of changes in value.

### (d) Impairment

#### (i) Financial assets

All financial assets (except for financial assets categorised as fair value through profit or loss) are assessed at each reporting date whether there is any objective evidence of impairment as a result of one or more events having an impact on the estimated future cash flows of the asset. Losses expected as a result of future events, no matter how likely, are not recognised. For an equity instrument, a significant or prolonged decline in the fair value below its cost is an objective evidence of impairment.

An impairment loss in respect of loans and receivables is recognised in profit or loss and is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account.

An impairment loss in respect of available-for-sale financial assets is recognised in the profit or loss and is measured as the difference between the asset's acquisition cost (net of any principal repayment and amortisation) and the asset's current fair value, less any impairment loss previously recognised. Where a decline in the fair value of an available-for-sale financial asset has been recognised in other comprehensive income, the cumulative loss in other comprehensive income is reclassified from equity and recognised to profit or loss.

Impairment losses recognised in profit or loss for an investment in an equity instrument is not reversed through the profit or loss.

If, in a subsequent period, the fair value of a debt instrument increases and the increase can be objectively related to an event occurring after the impairment loss was recognised in profit or loss, the impairment loss is reversed, to the extent that the asset's carrying amount does not exceed what the carrying amount would have been had the impairment not been recognised at the date the impairment is reversed. The amount of the reversal is recognised in the profit or loss.

#### (ii) Other assets

The carrying amounts of other assets are reviewed at the end of each reporting period to determine whether there is any indication of impairment.

## 2. Significant accounting policies (continued)

### (d) Impairment (continued)

#### (ii) Other assets (continued)

If any such indication exists, then the asset's recoverable amount is estimated. For the purpose of impairment testing, assets are grouped together into the smallest group of assets that generates cash inflows from continuing use that are largely independent of the cash inflows of other assets or groups of assets (the "cash-generating unit").

The recoverable amount of an asset or cash-generating unit is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

An impairment loss is recognised if the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in profit or loss.

Impairment losses recognised in prior periods are assessed at the end of each reporting period for any indications that the loss has decreased or no longer exists. An impairment loss is reversed if there has been a change in the estimates used to determine the recoverable amount since the last impairment loss was recognised. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised. Reversals of impairment losses are credited to profit or loss in the year in which the reversals are recognised.

### (e) Employee benefits

#### (i) Short-term employee benefits

Short-term employee benefit obligations in respect of salaries, annual bonuses, paid annual leave and sick leave are measured on an undiscounted basis and are expensed as the related service is provided.

The Company's contributions to the Employees Provident Fund are charged to the profit or loss in the year to which they relate. Once the contributions have been paid, the Company has no further payment obligations.

## 2. Significant accounting policies (continued)

### (e) Employee benefits (continued)

#### *(ii) Defined benefit plan*

The Company's net obligation in respect of defined benefit retirement plans is calculated separately for each plan by estimating the amount of future benefit that employees have earned in return for their service in the current and prior periods; that benefit is discounted to determine the present value. Any unrecognised past service costs and the fair value of any plan assets are deducted. The discount rate is the yield at the end of the reporting period on high quality corporate bonds that have maturity dates approximating the terms of the Company's obligations and that are denominated in the same currency in which the benefits are expected to be paid. The calculation is performed once every three years by a qualified actuary using the projected unit credit method. When the calculation results in a benefit to the Company, the recognised asset is limited to the net total of any unrecognised past service costs and the present value of any future refunds from the plan or reductions in future contribution to the plan.

When the benefits of the plan are improved, the portion of the increased benefit relating to past service by employees is recognised in profit or loss on a straight-line basis over the average period until the benefits become vested. To the extent that the benefits vest immediately, the expense is recognised immediately in profit or loss.

### (f) Employers' fund

Payments of human resources development levy by employers are credited into the Employers' Fund on a cash receipt basis. This fund will be disbursed to employers and training providers for the approved training grants on claim basis.

For employers who have been deregistered due to cessation of business (relocation to other countries, insolvency, winding-up, receivership, etc.) and for employers who do not conduct training for their workers for a period of five years, the employers' levy received shall be forfeited by the Company (see Note 2(i)). The accumulated fund from forfeiture of levy may be utilised for the benefit of registered employers, as a whole, based on approval by the Board.

### (g) General Reserves II

General Reserves II was established to remit the transfer of levy balances from the accounts of employers who had been deregistered under Section 16(2) Pembangunan Sumber Manusia Berhad Act, 2001. These funds will be transferred back to the Employers' Fund account if the employer is re-registered within a period of two years from the date of deregistration. The employer shall continue to be eligible to receive any financial assistance or other benefits to which the employer was entitled prior to deregistration.

## 2. Significant accounting policies (continued)

### (h) Government grants

Government grants received are held in trust by the Company. The Company has an obligation to distribute the government grants in accordance with the instructions of the Government. The purpose and usage of the government grants are as follows:

#### (i) Apprenticeship fund

The fund is the government allocation to finance course fees charged by training providers for conducting off-the-job training for apprentices who undergo apprenticeship training.

#### (ii) Small and Medium Enterprises (SME) training and coordinating fund

The fund is the government allocation to finance activities as laid down in the SME training blueprint.

#### (iii) SME training incentive fund

The fund is the government allocation to finance course fees charged by training providers to conduct training programmes which will be credited to employers' levy accounts.

#### (iv) National Human Resource Centre (NHRC) development fund

The NHRC Fund was established to strengthen strategic human resources management among SMEs. The NHRC plays the role of HR Department of SMEs by providing strategic HR support and giving advice to increase the productivity and enhance their workforce to a higher level of competency and capability.

#### (v) Study on Green Technology Consultancy fund

PSMB received an allocation from government which is to conduct research and studies in collaboration with International Labour Organization on Green Technology.

### (i) Income

#### (i) Dividend income

Dividend income is recognised in profit or loss on the date that the Company's right to receive payment is established, which in the case of quoted securities is the ex-dividend date.

#### (ii) Interest income

Interest income is recognised as it accrues, using the effective interest method in profit or loss.

## 2. Significant accounting policies (continued)

### (i) Income (continued)

#### *(iii) Income from fees, services, rental of exhibition booths, penalties on late payment of levy, and forfeiture of levy*

Income from fees, services, rental of exhibition booths, penalties on late payment of levy, and forfeiture of levy is recognised when the right to receive payment is established.

#### *(iv) Goods sold*

Revenue from the sale of goods is measured at fair value of the consideration received or receivable, net of returns and allowances, trade discounts and volume rebates. Revenue is recognised when the significant risks and rewards of ownership have been transferred to the buyer, recovery of the consideration is probable, the associated costs and possible return of goods can be estimated reliably, and there is no continuing management involvement with the goods.

### (j) Income tax

Income tax expense comprises current and deferred tax. Income tax expense is recognised in profit or loss except to the extent that it relates to items recognised directly in equity or other comprehensive income.

Current tax is the expected tax payable on the taxable income for the year, using tax rates enacted or substantively enacted by the end of the reporting period, and any adjustment to tax payable in respect of previous years.

Deferred tax is recognised using the liability method, providing for temporary differences between the carrying amounts of assets and liabilities in the statement of financial position and their tax bases. Deferred tax is not recognised for the following temporary differences: the initial recognition of goodwill, the initial recognition of assets or liabilities in a transaction that is not a business combination and that affects neither accounting nor taxable profit or loss. Deferred tax is measured at the tax rates that are expected to apply to the temporary differences when they reverse, based on the laws that have been enacted or substantively enacted by the end of the reporting period.

A deferred tax asset is recognised to the extent that it is probable that future taxable profits will be available against which temporary difference can be utilised. Deferred tax assets are reviewed at the end of each reporting period and are reduced to the extent that it is no longer probable that the related tax benefit will be realised.

A tax incentive that is not a tax base of an asset is recognised as a reduction of tax expense in profit or loss as and when it is granted and claimed. Any unutilised portion of the tax incentive is recognised as a deferred tax asset to the extent that it is probable that future taxable profits will be available against which the unutilised tax incentive can be utilised.

### 3. Property, plant and equipment

Property, plant and equipment comprise of the following:

	Note	2011 RM	2010 RM
Property	[a]	26,281,104	27,895,562
Plant and equipment	[b]	4,057,928	3,165,836
		<b><u>30,339,032</u></b>	<b><u>31,061,398</u></b>

#### (a) Property

	Freehold land RM	Building RM	Total RM
Cost			
At 1 January/ 31 December 2010/ 31 December 2011	<b><u>1,591,200</u></b>	<b><u>32,289,152</u></b>	<b><u>33,880,352</u></b>
Accumulated depreciation:			
At 1 January 2010	-	4,370,332	4,370,332
Charge for the year	-	1,614,458	1,614,458
At 31 December 2010/ 1 January 2011	-	5,984,790	5,984,790
Charge for the year	-	1,614,458	1,614,458
At 31 December 2011	<b><u>-</u></b>	<b><u>7,599,248</u></b>	<b><u>7,599,248</u></b>
Carrying amounts:			
At 1 January 2010	<b><u>1,591,200</u></b>	<b><u>27,918,820</u></b>	<b><u>29,510,020</u></b>
At 31 December 2010	<b><u>1,591,200</u></b>	<b><u>26,304,362</u></b>	<b><u>27,895,562</u></b>
At 31 December 2011	<b><u>1,591,200</u></b>	<b><u>24,689,904</u></b>	<b><u>26,281,104</u></b>

**3. Property, plant and equipment [continued]**

**(b) Plant and equipment**

	<b>Motor vehicles</b>	<b>Renovation</b>	<b>Furniture and office fittings</b>	<b>Office equipment</b>	<b>Electric and electronic equipment</b>	<b>Total</b>
	<b>RM</b>	<b>RM</b>	<b>RM</b>	<b>RM</b>	<b>RM</b>	<b>RM</b>
<b>Cost:</b>						
At 1 January						
2010	707,496	531,942	1,290,803	682,878	12,228,771	15,441,890
Additions	-	87,621	36,992	38,859	440,447	603,919
Disposals	-	-	-	(6,988)	(40,217)	(47,205)
At 31 December						
2010/						
1 January						
2011	707,496	619,563	1,327,795	714,749	12,629,001	15,998,604
Additions	-	1,429,794	30,350	121,211	554,018	2,135,373
Write off	-	-	-	(69,606)	-	(69,606)
At 31 December						
2011	<b>707,496</b>	<b>2,049,357</b>	<b>1,358,145</b>	<b>766,354</b>	<b>13,183,019</b>	<b>18,064,371</b>
Accumulated depreciation:						
At 1 January						
2010	305,694	89,821	579,440	434,434	10,335,647	11,745,036
Charge for the year	131,989	51,102	226,717	68,756	650,887	1,129,451
Disposals	-	-	-	(2,455)	(39,264)	(41,719)
At 31 December						
2010/						
1 January						
2011	437,683	140,923	806,157	500,735	10,947,270	12,832,768
Charge for the year	105,760	123,139	229,771	63,685	651,320	1,173,675
At 31 December						
2011	<b>543,443</b>	<b>264,062</b>	<b>1,035,928</b>	<b>564,420</b>	<b>11,598,590</b>	<b>14,006,443</b>
Carrying amounts:						
At 1 January						
2010	401,802	442,121	711,363	248,444	1,893,124	3,696,854
At 31 December						
2010	<b>269,813</b>	<b>478,640</b>	<b>521,638</b>	<b>214,014</b>	<b>1,681,731</b>	<b>3,165,836</b>
At 31 December						
2011	<b>164,053</b>	<b>1,785,295</b>	<b>322,217</b>	<b>201,934</b>	<b>1,584,429</b>	<b>4,057,928</b>

## 4. Accrued interest receivables, deposits and prepayments

	2011 RM	2010 RM
<b><u>Deposits and Prepayments</u></b>		
Advances on branch office rental	54,479	54,479
Advances on franking machines	35,363	35,841
Advances on travelling expenditure	5,961	19,517
Deposit on medical benefits	35,500	33,500
Deposit on office telephones	253	253
Deposit on parking rental	1,547	1,547
Deposit on photocopy machine	1,500	500
Deposit on safe deposit box	200	200
Deposit on store rental	14,724	7,380
Deposit on water and electricity [store]	18,590	18,590
Prepayments on maintenance and services	21,039	340,222
<b><u>Accrued interest receivables</u></b>		
Accrued interest on fixed deposits	6,458,580	6,241,739
	<b><u>6,647,736</u></b>	<b><u>6,753,768</u></b>

## 5. Staff loans

	2011 RM	2010 RM
<b><u>Motor vehicle loans</u></b>		
Computer loans	116,305	147,625
Housing loans	19,457	30,711
	<b><u>5,925,260</u></b>	<b><u>5,992,716</u></b>
	<b><u>6,061,022</u></b>	<b><u>6,171,052</u></b>

Staff loans are granted to eligible employees of the Company, bears interest of 4% per annum (2010: 4% per annum), and are repayable over the term stipulated in the individual agreements with the eligible employees up to a maximum of 5 years, 8 years and 25 years for computer loans, motor vehicle loans and housing loans, respectively.

## **6. Investments**

	<b>2011</b>	<b>2010</b>
	RM	RM
<b>Current</b>		
Available-for-sale financial assets	166,488,058	240,609,072
Market value of quoted investments	<b>166,488,058</b>	<b>240,609,072</b>

## **7. Cash and cash equivalents**

	<b>2011</b>	<b>2010</b>
	RM	RM
Fixed deposits are placed with:		
Licensed banks	237,268,157	299,353,849
Other financial institutions	<b>528,304,056</b>	<b>331,617,093</b>
	765,572,213	630,970,942
Cash and bank balances	39,198,606	20,620,043
	<b>804,770,819</b>	<b>651,590,985</b>

## **8. Retirement benefits**

	<b>2011</b>	<b>2010</b>
	RM	RM
Present value of unfunded obligations		
Recognised liability for defined benefit obligations	<b>5,297,501</b>	<b>4,480,816</b>
Analysed as:		
Current portion	-	-
Non-current portion	<b>5,297,501</b>	<b>4,480,816</b>
	<b>5,297,501</b>	<b>4,480,816</b>

### **Liability for defined benefit obligations**

The Company recognised liability for defined benefit obligations based on the actuarial valuation report dated 18 June 2010. The Company operates a defined benefit scheme that provides pension benefits for employees upon retirement. Under the scheme, eligible employees are entitled to retirement benefits of 1.5 months of the last drawn salary for each completed year of service upon the retirement age of 55 if the number of years of service is less than 10 years and 2.0 months if the number of years of service is more than 10 years. For employees who are appointed after 1 April 2008, they are entitled to retirement benefits of 0.75 month of the last drawn salary for each completed year of service upon the retirement age of 55 if the number of years of service is less than 10 years and 1.0 month if the number of service is more than 10 years. Employees are also given the option to retire at the age of 50 and 45 for males and females respectively.

# Financial Statement

## 8. Retirement benefits (continued)

### Movements in the present value of defined benefit obligations

	2011 RM	2010 RM
Defined benefit obligations at 1 January	4,480,816	3,132,977
Current service costs and interest	901,037	1,347,839
Benefits paid by the plan	(84,352)	-
<b>Defined benefit obligations at 31 December</b>	<b>5,297,501</b>	<b>4,480,816</b>

### Expenses recognised in profit or loss

	2011 RM	2010 RM
Current service cost	589,454	1,347,839
Interest on obligation	311,583	-
<b>Net benefit expenses</b>	<b>901,037</b>	<b>1,347,839</b>

### Actuarial assumptions

Principal actuarial assumptions at the end of the reporting period (expressed as weighted averages):

	2011	2010
Discount rate	7.0%	7.0%
Average salary increase	5.0%	5.0%

### **9. Employers' fund**

	<b>2011</b> <b>RM</b>	<b>2010</b> <b>RM</b>
Balance as at 1 January	544,413,253	597,949,462
Add : Levy collected	354,515,796	221,397,549
Small Enterprises Training Incentive Grant	6,829,310	-
1Malaysia Financial Assistance Fund	-	3,166,609
1Malaysia Training Program incentive	12,748,437	-
Credited Back From General Reserves – re-registration	-	116,558
Less : Training grant disbursed	(289,018,414)	(269,632,841)
Transferred to General Reserves II – deregistration [Note 10]	(574,943)	(478,266)
Forfeiture of levy	(4,981,675)	(2,438,380)
Overpayment of levy refunded	(2,395,100)	(5,667,438)
Balance as at 31 December	<u>621,536,664</u>	<u>544,413,253</u>

### **10. General Reserves II**

	<b>2011</b> <b>RM</b>	<b>2010</b> <b>RM</b>
Balance as at 1 January	1,278,445	1,952,590
Add : Transfer from Employers' Fund [Note 9]	<u>574,943</u>	<u>478,266</u>
Less : Transferred to General Reserves I – forfeiture due to failure to re-register within two years	(1,325,813)	(1,152,411)
Balance as at 31 December	<u>527,575</u>	<u>1,278,445</u>

## 11. Government grants

	Note	2011 RM	2010 RM
Apprenticeship fund	(a)	9,352,404	6,170,683
SME Training Coordinating Fund	(b)	-	1,368,144
SME Training Incentive Fund	(c)	3,170,690	-
Study on Green Technology Consultancy Fund	(d)	385,000	-
NHRC Development Fund	(e)	1,100,000	-
		<b>14,008,094</b>	<b>7,538,827</b>

### (a) Apprenticeship fund

	2011 RM	2010 RM
Balance as at 1 January	6,170,683	6,349,157
Add : Government allocation	10,000,000	4,000,000
	<b>16,170,683</b>	<b>10,349,157</b>
Less : Payment for apprentices' course fees	[6,818,279]	[4,178,474]
<b>Balance as at 31 December</b>	<b>9,352,404</b>	<b>6,170,683</b>

### (b) Small and Medium Enterprises (SME) Training Coordinating Fund

	2011 RM	2010 RM
Balance as at 1 January	1,368,144	2,556,127
Add : Government allocation	-	-
	<b>1,368,144</b>	<b>2,556,127</b>
Less : Expenses	[1,368,144]	[1,187,983]
<b>Balance as at 31 December</b>	<b>-</b>	<b>1,368,144</b>

### (c) SME Training Incentive Fund

	2011 RM	2010 RM
Balance as at 1 January	-	-
Add : Government allocation	10,000,000	-
	<b>10,000,000</b>	<b>-</b>
Less : Expenses	[6,829,310]	-
<b>Balance as at 31 December</b>	<b>3,170,690</b>	<b>-</b>

**11. Government grants (continued)**

**(d) Study on Green Technology Consultancy Fund**

	<b>2011</b>	<b>2010</b>
	RM	RM
Government allocation	385,000	-
Balance as at 31 December	<u>385,000</u>	-

**(e) National Human Resource Centre (NHRC) Development Fund**

	<b>2011</b>	<b>2010</b>
	RM	RM
Government allocation	1,100,000	-
Balance as at 31 December	<u>1,100,000</u>	-

**12. Net surplus for the year**

	<b>2011</b>	<b>2010</b>
	RM	RM
Net surplus for the year is arrived at after crediting:		
Dividend from investment in unit trust	7,946,102	13,561,600
Fee income	2,481,213	2,193,003
Gain on disposal of plant and equipment	-	1,042
Gain on disposal of investments in unit trust	1,130,996	5,521,012
Rental of exhibition booths	-	7,440
and after charging:		
Audit fees	45,000	40,000
Depreciation	2,788,133	2,743,909
Personnel expenses:		
- Expenses related to defined benefit plans	901,037	1,347,839
- Wages, salaries and others	7,949,967	7,864,689
- Contributions to Employees Provident Fund	1,241,481	1,251,089
Rental of premises	190,984	151,427
Loss on disposal of plant and equipment	-	3,962
Write-off of plant and equipment	69,606	-
Loss on disposal of investments in unit trust	-	3,840,886

The number of employees of the Company (including Directors) at the end of the year was 174 [2010 – 179 employees].

## 13. Income tax benefit

	2011 RM	2010 RM
- Current year	-	19,280

The Company is exempted from the payment of income tax in respect of statutory income in relation to all of its sources of income except dividend income for 10 years from the year of assessment 2009 until the year of assessment 2017. The exemption was made vide the Ministry of Finance letter ref. [8.09]248/40/7-1458(7) dated 14 April 2008. Tax recoverable is subject to approval by the Inland Revenue Board.

## 14. Key management personnel compensation

The key management personnel compensations are as follows:

	2011 RM	2010 RM
Directors:		
Fees	170,400	163,819
Remuneration	327,165	340,220
	<b>497,565</b>	<b>504,039</b>

## 15. Financial instruments

### 15.1 Categories of financial instruments

The table below provides an analysis of financial instruments categorised as follows:

- (a) Loans and receivables (L&R);
- (b) Other liabilities (OL); and
- (c) Available-for-sale financial assets (AFS)

2011	Carrying amount RM	L & R RM	AFS RM
<b>Financial assets</b>			
Accrued interest receivables	6,458,580	6,458,580	-
Deposits	72,314	72,314	-
Staff loans	6,061,022	6,061,022	-
Investment	166,488,058	-	166,488,058
Fixed deposits	765,572,213	765,572,213	-
Cash and bank balances	39,198,606	39,198,606	-
	<b>983,850,793</b>	<b>817,362,735</b>	<b>166,488,058</b>

**15. Financial instruments (continued)**

**15.1 Categories of financial instruments (continued)**

	<b>Carrying amount</b>	<b>L &amp; R</b>	<b>AFS</b>
<b>2010</b>	<b>RM</b>	<b>RM</b>	<b>RM</b>
<b><i>Financial assets</i></b>			
Accrued interest receivables			
Deposits	6,241,739	61,970	-
Staff loans	61,970	6,171,052	-
Investment	6,171,052	240,609,072	-
Fixed deposits	240,609,072	630,970,942	-
Cash and bank balances	630,970,942	20,620,043	-
	<b>904,674,818</b>	<b>664,065,746</b>	<b>240,609,072</b>
<b>2011</b>	<b>Carrying amount</b>	<b>OL</b>	
	<b>RM</b>	<b>RM</b>	
<b><i>Financial liabilities</i></b>			
Employers' fund			
General reserve II	621,536,664	527,575	621,536,664
Government grants	527,575	14,008,094	527,575
Other payables	14,008,094	2,828,384	14,008,094
Accrued expenditure	2,828,384	1,390,200	2,828,382
	<b>1,390,200</b>	<b>640,290,917</b>	<b>1,135,200</b>
	<b>640,290,917</b>	<b>640,035,915</b>	
<b>2010</b>	<b>Carrying amount</b>	<b>OL</b>	
	<b>RM</b>	<b>RM</b>	
<b><i>Financial liabilities</i></b>			
Employers' fund			
General reserve II	544,413,253	1,278,445	544,413,253
Government grants	1,278,445	7,538,827	1,278,445
Other payables	7,538,827	2,912,476	7,538,827
Accrued expenditure	2,912,476	793,392	2,912,476
	<b>793,392</b>	<b>556,936,393</b>	<b>793,392</b>
	<b>556,936,393</b>	<b>556,936,393</b>	

## 15. Financial instruments (continued)

### 15.2 Net losses arising from financial instruments

Net losses arising on:	2011 RM	2010 RM
Available-for-sale financial assets		
- Recognised in other comprehensive income	(13,814,495)	11,028,051
- Reclassified from equity to profit or loss	(306,519)	(2,226,029)
	<b>(14,121,014)</b>	<b>8,802,022</b>

### 15.3 Financial risk management

The Company has exposure to the following risks from its use of financial instruments:

#### (a) Credit risk

Credit risk is the risk of a financial loss to the Company if the counterparty to a financial instrument fails to meet its contractual obligations.

##### ***Risk management objectives, policies and processes for managing the risk***

The Company's exposure to credit risk is minimal. Credit risk mainly arises from the Company's fixed deposits placed with licensed bank and other financial institutions, and the interest receivable from those placements. The exposure to credit risk is monitored on an ongoing basis.

##### ***Exposure to credit risk, credit quality and collateral***

As at the end of the reporting period, the maximum exposure to credit risk arising from cash and bank balances, fixed deposits, investments in unit trust, other receivables and deposits are represented by the carrying amount in the statement of financial position.

#### (b) Liquidity risk

Liquidity risk is the risk that the Company will not be able to meet its financial obligations as they fall due. The Company's exposure to liquidity risk arises principally from its obligation to disburse various training grants.

The Company maintains a level of cash and cash equivalents and bank facilities deemed adequate by the management to ensure, as far as possible, that it will have sufficient liquidity to meet its liabilities when they fall due.

## 15. Financial instruments (continued)

### 15.3 Financial risk management (continued)

#### (b) Liquidity risk (continued)

##### *Maturity analysis*

The table below summarises the maturity profile of the Company's financial liabilities as at the end of the reporting period based on undiscounted contractual payments:

	Carrying amount	Contractual interest rate/ coupon	Contractual cash flows	Under 1 year
	RM	RM	RM	RM
Employers' fund	621,536,664	-	621,536,664	621,536,664
General reserve II	527,575	-	527,575	527,575
Government grants	14,008,094	-	14,008,094	14,008,094
Other payables	2,828,384	-	2,828,384	2,828,384
Accrued expenditure	1,390,200	-	1,390,200	1,390,200
	<b>640,290,917</b>		<b>640,290,917</b>	<b>640,290,917</b>

#### (c) Market risk

Market risk is the risk that changes in market prices, such as foreign exchange rates, interest rates and other prices will affect the Company's financial position or cash flows.

#### (d) Interest rate risk

The Company's investments in fixed deposits and unit trust funds, staff loans, short-term receivables and payables are not significantly exposed to interest rate risk.

##### *Interest rate risk sensitivity analysis*

Fair value sensitivity analysis for fixed rate instruments

The Company does not account for any fixed rate financial assets and liabilities at fair value through profit or loss. Therefore, a change in interest rates at the end of the reporting period would not affect profit or loss.

The Company is not significantly exposed to currency or other price risk.

## 15. Financial instruments (continued)

### 15.3 Financial risk management (continued)

#### (e) Fair value of financial instruments

The carrying amounts of cash and cash equivalents, receivables, deposits and prepayments, other payables and accrual, approximate their fair values due to the relatively short term nature of these financial instruments.

The fair value of other financial assets and liabilities, together with the carrying amounts shown in the statement of financial position, are as follows:

	<b>Carrying amount</b> <b>RM</b>	<b>Fair value</b> <b>RM</b>
<b>2011</b>		
Investments in unit trust	166,488,058	166,488,058
<b>2010</b>		
Investments in unit trust	240,609,072	240,609,072

#### *Fair value hierarchy*

Comparative figures have not been presented for 31 December 2010 by virtue of paragraph 44G of FRS 7.

The table below analyses financial instruments carried at fair value, by valuation method. The different levels have been defined as follows:

- Level 1 : Quoted prices (unadjusted) in active markets for identical assets or liabilities.
- Level 2 : Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices)
- Level 3 : Input for the asset or liability that are not based on observable market data (unobservable inputs).

	<b>Level 1</b> <b>RM</b>	<b>Level 2</b> <b>RM</b>	<b>Level 3</b> <b>RM</b>	<b>Total</b> <b>RM</b>
<b>2011</b>				
Investments in unit trust	166,488,058	-	-	166,488,058

## **16. Capital management**

The Company's objective when managing capital is to maintain a strong capital base, so as to sustain its human resources development activities. There were no changes in the Company's approach to capital management during the financial year.

## **17. Related parties**

### **Identity of related parties**

For the purposes of these financial statements, parties are considered to be related to the Company if the Company has the ability, directly or indirectly, to control the party or exercise significant influence over the party in making financial and operating decisions, or vice versa, or where the Company and the party are subject to common control or common significant influence. Related parties may be individuals or other entities.

Key management personnel are defined as those persons having authority and responsibility for planning, directing and controlling the activities of the Company either directly or indirectly. The key management personnel include all the Directors of the Company.

During the year, there are no transactions with key management personnel, as defined above, other than as disclosed in Note 14.

## **18. Comparative figures**

Total comprehensive income for the financial year ended 31 December 2010 have been restated to be consistent with the current year's presentation. There is no impact on the surplus for the year or on equity as a result of this restatement.

## Supplementary information on the breakdown of retained earnings

	2011 RM	2010 RM
Retained earnings consist of the following:		
- Retained earnings unallocated	261,739,633	284,584,977
- Retained earnings allocated to specific usage under trust funds	125,975,766	95,060,225
	<b>387,715,399</b>	<b>379,645,202</b>
Trust funds as at 31 December are as follows:		
	Note	2011 RM
Motor Vehicle Loan Fund	1	800,000
Computer Loan Fund	2	300,000
Housing Loan Fund	3	15,303,408
Educational Sponsorship Fund	4	469,526
Retrenched Workers Training Fund	5	9,138,080
Apprentices Fund (off the job)	6	-
Apprentices Fund (on the job)	7	2,913,956
Training and Consultancy Fund (SMETAP)	8	5,083,967
General Reserve I	9	45,730,552
SME Training Coordinating Fund	10	9,914,351
SME TNA Consultancy Fund	11	4,426,050
National HRD Conference Fund	12	1,318,766
1 Malaysia HRDF Skill Upgrading Fund	13	136,910
1 Malaysia Financial Assistance fund	14	1,676,237
1Malaysia Training Programme Fund	15	27,251,563
Recognition of Prior Learning Fund	16	1,000,000
Sewin Machine Technician Fund (MATAC)	17	399,000
Halal Internal Audit Training Fund	18	113,400
Total		<b>125,975,766</b>
		<b>95,060,225</b>

This supplementary information does not form part of the audited financial statements.

## Notes to trust funds

These comprise funds which have been created to fund the following programmes.

**(i) Motor Vehicles Loan Fund, Computer Loan Fund, Housing Loan Fund and Educational Sponsorship Fund**

Motor vehicles loan, computer loan, housing loan and educational sponsorship are benefits provided to employees of the Company. Employees are charged interest rate of 4% for motor vehicles, computer and housing loans. As for educational sponsorship, employees are only required to pay 20% of the tuition fees if they obtained the Cumulative Grades Point Average (CGPA) below 2.5 for certificate, diploma and degree or below 3.0 for master degree and doctorate, respectively.

**(ii) Retrenched Workers Training Fund**

The fund is to finance course fees charged by training providers for conducting training for workers who have been retrenched from employers registered with the Company or industries covered under Pembangunan Sumber Manusia Berhad Act, 2001.

**(iii) Apprenticeship Fund**

The fund is to finance monthly allowances of apprentices during on the job and off the job who undergo apprenticeship training.

**(iv) Training and Consultancy Fund (SMETAP)**

Training and Consultancy Fund was established as a revolving fund to collect fees from participants and defray training expenses under SMETAP training programmes and to finance the Company's employees who undergo overseas training and conferences.

**(v) General Reserves I**

This fund relates to employers' levy for employers who have been deregistered due to cessation of business (relocation to other countries, insolvency, winding-up, receivership, non-transfer of assets and liabilities for companies that underwent change of ownership, companies that are placed under write, seizure and sale, auction etc.) and forfeiture of levy for employers who do not conduct training for their workers for a period of five years. The employers ceased to be eligible to receive any financial assistance or other benefits once they have been deregistered. This fund can be utilised for the benefit of PSMB registered employers, as a whole, based on approval by the Board.

This supplementary information does not form part of the audited financial statements.

# Financial Statement

## Notes to trust funds (continued)

### (vi) ***Small and Medium Enterprises ("SME") Training Coordinating Fund***

The company was appointed as the coordinating body to coordinate the overall training and human resource development of SME's across all sectors of economy in Malaysia by the National SME Development Council on 2 December 2005. The fund is to finance activities as laid down in the SME Training blueprint.

### (vii) ***SME TNA Consultancy Fund***

The fund is to finance consultancy fees charged by consultants for conducting Training Needs Analysis and preparation of Annual Training Plans for SME employers.

### (viii) ***National Human Resources Development ("HRD") Conference***

The National HRD Conference Fund was established as a revolving fund to self-finance in organizing the Company's annual conference. The main function of the fund is to collect the payment of conference fees from the participants, payment of exhibition booths from the exhibitors and the payment for all expenses incurred for the conference mainly for the rental of conference hall and the seminar package.

### (ix) ***1Malaysia HRDF Skill Upgrading Fund***

The fund is also established to provide financial assistance and opportunity for SMEs Malaysian workers to send their workers for training in certification program that would generate high income to support the Government's Vision in attaining High-Income Economy by the year 2020. It will encourage employers to upgrade their knowledge and skills in the areas of innovation, creativity and high value-added.

### (x) ***1Malaysia Financial Assistance Fund***

The 1Malaysia Financial Assistance Fund is established to assist small employers who have insufficient levy balance to send their workers for training. The Company is of the view that training should not stop during the unfavorable economic climate. Continuous training and skills upgrading will ensure workers with the right skills when the economy improves.

### (xi) ***1Malaysia Training Programme Fund***

The 1Malaysia Training Programme was established to provide opportunity to employees to upskill and/or reskill themselves. Selection of training courses is based on value added embedded in the programme to upskill employees such as professional certification, Sijil Kemahiran Malaysia, or courses that will provide employees with new skills. As an incentive for employers to send their employees into the programme, 20% of course fees will be reimbursed and credited into employers' levy account.

This supplementary information does not form part of the audited financial statements.

## **Notes to trust funds (continued)**

### **[xii] Recognition of Prior Learning (RPL) Fund**

Recognition of Prior Learning Fund allows employers to claim multi-level registration fees for certification of their workers who have skills and experience under Malaysia Skills Certification (MSC), Malaysia Diploma Skills (MDS) or Malaysia Advanced Diploma Skills (MADS) from Department of Skills Development according to their competency levels.

### **[xiii] Sewin Machine Technician Fund (MATAC)**

The Sewin Machine Technician Fund was established by PSMB to train unemployed and school drop-outs to become sewing machine technician. This programme will be conducted by Malaysian Textile and Apparel Centre (MATAC) and the training fees will be sponsored by PSMB.

### **[xiv] Halal Internal Audit Training Fund**

The Halal Internal Audit Training Fund was established in collaboration with Malaysian Association of Hotels (MAH) to train 450 participants to become an internal halal auditors before obtaining the Halal certification status for their kitchen and restaurant from JAKIM.

This supplementary information does not form part of the audited financial statements.

# Financial Statement

## Notes to trust funds (continued)

### 1. Motor Vehicle Loan Fund

	2011 RM	2010 RM
Balance as at 1 January/ 31 December	800,000	800,000

### 2. Computer Loan Fund

	2011 RM	2010 RM
Balance as at 1 January/ 31 December	300,000	300,000

### 3. Housing Loan Fund

	2011 RM	2010 RM
Balance as at 1 January	14,548,390	14,028,747
Add: Interest on housing loan	237,477	229,898
Interest on investments	531,038	304,040
	<hr/> 15,316,905	<hr/> 14,562,685
Less : Government subsidies	(13,497)	(14,295)
Balance as at 31 December	<hr/> 15,303,408	<hr/> 14,548,390

### 4. Educational Sponsorship Fund

	2014 RM	2010 RM
Balance as at 1 January	474,253	493,000
Less : Expenses for Educational Sponsorship Fund	(4,727)	(18,747)
Balance as at 31 December	<hr/> 469,526	<hr/> 474,253

This supplementary information does not form part of the audited financial statements.

**Notes to trust funds (continued)**

**5. Retrenched Workers Training Fund**

	<b>2011</b> <b>RM</b>	<b>2010</b> <b>RM</b>
Balance as at 1 January / 31 December	9,138,080	9,138,080

**6. Apprenticeship Fund (Off the Job)**

	<b>2011</b> <b>RM</b>	<b>2010</b> <b>RM</b>
Balance as at 1 January	205,653	1,598,993
Less : Expenses for Apprentices Fund [off the job]	(205,653)	(1,393,340)
Balance as at 31 December	-	205,653

**7. Apprenticeship Fund (apprentice allowances)**

	<b>2011</b> <b>RM</b>	<b>2010</b> <b>RM</b>
Balance as at 1 January	4,927,198	-
Add : Transfer from General Reserve 1 [Note 9]	-	5,000,000
	4,927,198	5,000,000
Less : Expenses for Apprentices Fund (apprentice allowances)	(2,013,242)	(72,802)
Balance as at 31 December	2,913,956	4,927,198

This supplementary information does not form part of the audited financial statements.

# Financial Statement

## Notes to trust funds (continued)

### 8. Training and Consultancy Fund (SMETAP)

	2011 RM	2010 RM
Balance as at 1 January	4,820,835	4,819,826
Add : Participation fees	<u>4,771,437</u>	<u>2,181,470</u>
	<u>9,592,272</u>	<u>7,001,296</u>
Less : Expenses for Training and Consultancy Fund	(4,508,305)	(2,180,461)
<b>Balance as at 31 December</b>	<b><u>5,083,967</u></b>	<b><u>4,820,835</u></b>

### 9. General Reserves I

	2011 RM	2010 RM
Balance as at 1 January	41,294,564	59,820,331
Add : Forfeiture of levy	<u>6,307,488</u>	<u>3,590,791</u>
	<u>47,602,052</u>	<u>63,411,122</u>
Less : Transferred to 1Malaysia HRDF Skill Upgrading Fund (Note 13)	-	(2,000,000)
Transferred to 1Malaysia Financial Assistance Fund (Note 14)	-	(5,000,000)
Transferred to Apprenticeship Fund (apprentice allowances) (Note 7)	-	(5,000,000)
Transferred to Small and Medium Enterprises Training Coordinating Fund (Note 10)	-	(10,000,000)
Expenses for re-registration of employers	-	(116,558)
Transfer to Recognition of Prior Learning (RPL) (Note 16)	(1,000,000)	-
Transfer to "Sewin Machine Technician" Fund (MATAc) (Note 17)	(399,000)	-
Transfer to 'Halal Internal Auditor Training' Fund (Note 18)	(472,500)	-
<b>Balance as at 31 December</b>	<b><u>45,730,552</u></b>	<b><u>41,294,564</u></b>

This supplementary information does not form part of the audited financial statements.

**Notes to trust funds (continued)**

**10. Small and Medium Enterprises Training Coordinating Fund**

	<b>2011</b> <b>RM</b>	<b>2010</b> <b>RM</b>
Balance as at 1 January	10,000,000	-
Add: Transfer from General Reserve 1 (Note 9)	-	10,000,000
	<u>10,000,000</u>	<u>10,000,000</u>
Less : Expenses	(85,649)	-
<b>Balance as at 31 December</b>	<b>9,914,351</b>	<b>10,000,000</b>

**11. SME TNA Consultancy Fund**

	<b>2011</b> <b>RM</b>	<b>2010</b> <b>RM</b>
Balance as at 1 January	4,750,511	4,767,646
Less : Consultant's fees	(322,043)	(16,000)
Expenses for SME TNA Consultancy Fund	(2,418)	(1,135)
<b>Balance as at 31 December</b>	<b>4,426,050</b>	<b>4,750,511</b>

**12. National HRD Conference Fund**

	<b>2011</b> <b>RM</b>	<b>2010</b> <b>RM</b>
Balance as at 1 January	1,412,040	1,377,693
Add: Income received from National HRD Conference Fund	1,172,365	1,227,387
	<u>2,584,405</u>	<u>2,605,080</u>
Less : Expenses for National HRD Conference Fund	(1,265,639)	(1,193,040)
<b>Balance as at 31 December</b>	<b>1,318,766</b>	<b>1,412,040</b>

This supplementary information does not form part of the audited financial statements.

# Financial Statement

## Notes to trust funds (continued)

### 13. 1Malaysia HRDF Skill Upgrading Fund

	2011 RM	2010 RM
Balance as at 1 January	555,310	-
Add: Transfer from General Reserve 1 (Note 9)	-	2,000,000
	<u>555,310</u>	<u>2,000,000</u>
Less : Expenses for 1Malaysia HRDF Skill Upgrading Fund	(418,400)	(1,444,690)
<b>Balance as at 31 December</b>	<b>136,910</b>	<b>555,310</b>

### 14. 1Malaysia Financial Assistance Fund

	2011 RM	2010 RM
Balance as at 1 January	1,833,391	-
Add: Transfer from General Reserve 1 (Note 9)	-	5,000,000
	<u>1,833,391</u>	<u>5,000,000</u>
Less : Expenses for 1Malaysia Financial Assistance Fund	(157,154)	(3,166,609)
<b>Balance as at 31 December</b>	<b>1,676,237</b>	<b>1,833,391</b>

### 15. 1Malaysia Training Program Fund

	2011 RM	2010 RM
Add: Transfer from Retained Earnings	40,000,000	-
Less : Expenses for 1Malaysia Training Program Fund	(12,748,437)	-
<b>Balance as at 31 December</b>	<b>27,251,563</b>	<b>-</b>

This supplementary information does not form part of the audited financial statements.

**Notes to trust funds (continued)**

**16. Recognition of Prior Learning (RPL) Fund**

	2011 RM	2010 RM
Add: Transfer from General Reserve [Note 9]	1,000,000	-
<b>Balance as at 31 December</b>	<b>1,000,000</b>	<b>-</b>

**17. Sewin Machine Technician Fund (MATAC)**

	2011 RM	2010 RM
Add: Transfer from General Reserve [Note 9]	399,000	-
<b>Balance as at 31 December</b>	<b>399,000</b>	<b>-</b>

**18. Halal Internal Audit Training Fund**

	2011 RM	2010 RM
Add: Transfer from General Reserve [Note 9]	472,500	-
	<hr/>	<hr/>
Less : Expenses	(359,100)	-
<b>Balance as at 31 December</b>	<b>113,400</b>	<b>-</b>

This supplementary information does not form part of the audited financial statements.

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**PEMBANGUNAN SUMBER MANUSIA BERHAD**

[No Syarikat. 545143-D]

[Syarikat Berhad menurut Jaminan]

[Ditubuhkan di Malaysia]

**PENYATA KEWANGAN  
BAGI TAHUN BERAKHIR  
31 DISEMBER 2011**

Pejabat Berdaftar:

Aras 7, Wisma PSMB

Jalan Beringin

Damansara Heights

50490 Kuala Lumpur

## Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

### Laporan Para Pengarah bagi tahun berakhir 31 Disember 2011

Para Pengarah dengan ini membentangkan laporan dan penyata kewangan Syarikat yang telah diaudit bagi tahun berakhir 31 Disember 2011.

#### Aktiviti utama

Seperti yang digariskan di dalam Akta Pembangunan Sumber Manusia Berhad, 2001, objektif utama Syarikat adalah untuk pengenaan dan pemungutan levi pembangunan sumber manusia bagi tujuan menggalakkan latihan pekerja, dan penubuhan dan pentadbiran Kumpulan Wang Pembangunan Sumber Manusia.

Fungsi Syarikat adalah:

- (a) bagi menilai dan menentukan jenis dan takat latihan dan latihan semula pekerja selaras dengan keperluan sumber manusia bagi industri;
- (b) bagi menggalakkan dan meningkatkan latihan tenaga manusia; dan
- (c) bagi menentukan terma dan syarat yang atasnya apa-apa bantuan kewangan atau faedah lain akan diberikan

Tiada terdapat sebarang perubahan ketara terhadap kegiatan-kegiatan ini sepanjang tahun.

#### Keputusan

	RM
Lebihan bersih bagi tahun	<u>8,070,197</u>

#### Rizab dan Peruntukan

Tiada pindahan penting kepada atau daripada rizab dan peruntukan pada tahun semasa kecuali seperti yang tertera di dalam penyata kewangan.

#### Para Pengarah Syarikat

Para Pengarah yang memegang jawatan sejak tarikh laporan yang lalu:

Raja Dato' Abd. Aziz bin Raja Muda Musa – Pengerusi [dilantik pada 27 Jun 2011]  
Davies Danavaindram (ahli silih ganti kepada Raja Dato' Abd. Aziz bin Raja Muda Musa)  
Dato' Haji Mohd. Shariff bin Hussin – Timbalan Pengerusi  
Amirnuddin Bin Mazlan – Ketua Eksekutif  
Abdul Wahab bin Abu Bakar  
Christopher Sakayaraj (ahli silih ganti kepada Abdul Wahab bin Abu Bakar)  
Dato' Dr. Palaniappan a/l Ramanathan Chettiar

## Para Pengarah Syarikat [sambungan]

Dr. Mohd. Mazlan bin Che Mat  
Dato' Sri Mustapa Kamal bin Maulut [ahli silih ganti kepada Dr. Mohd. Mazlan bin Che Mat – dilantik pada 16 Mei 2011]  
Mohd. Ghaus bin Ab. Kadir  
Dr. Mohd. Rashahidi @ Rusdi bin Mohamood [ahli silih ganti kepada Mohd. Ghaus bin Ab. Kadir]  
Dato' Low Kian Chuan  
Jeffery Tan Keat Hui [ahli silih ganti kepada Dato' Low Kian Chuan]  
Datuk Mohd. Ilyas bin Zainol Abidin  
Reginald Thomas Pereira [ahli silih ganti kepada Datuk Mohd. Ilyas bin Zainol Abidin]  
Datuk Ketheeswaran a/I M. Kanagaratnam  
Datuk Santhakumar a/I C. Sivasubramaniam [ahli silih ganti kepada Datuk Ketheeswaran a/I M. Kanagaratnam]  
Wong Nan Fay  
Cheah Kok Hoong [ahli silih ganti kepada David Wong Nan Fay]  
Dato' Hafsa binti Hashim  
Fadzilah binti Ahmad Din [ahli silih ganti kepada Dato' Hafsa binti Hashim]  
Chua Tiam Wee [dilantik pada 16 Mei 2011]  
Teh Kee Sin [ahli silih ganti kepada Chua Tiam Wee – dilantik pada 16 Mei 2011]  
Lim Yoke Cheong [dilantik pada 16 Mei 2011]  
Lim Kheng Chye [ahli silih ganti kepada Lim Yoke Cheong – dilantik pada 16 Mei 2011]  
Datuk Manimaran Anthony [dilantik pada 16 Mei 2011]  
Mohd. Jafar bin Abd. Majid [dilantik pada 16 Mei 2011]  
Givananandam a/I Kalinan [dilantik pada 6 Oktober 2011]  
Haji Ahmad Fadzil bin Mahmud [dilantik pada 16 Mei 2011]  
Burhanuddin bin Saidin [ahli silih ganti kepada Ahmad Fadzil bin Mahmud – dilantik pada 16 Mei 2011]  
Hasnah binti Ismail - Pengerusi [meletak jawatan pada 15 Mei 2011]  
Seow Mee Cheong @ Seow Hon Cheong [meletak jawatan pada 15 Mei 2011]  
Andrew Hong Tat Beng [ahli silih ganti kepada Seow Mee Cheong @ Seow Hon Cheong - meletak jawatan pada 15 Mei 2011]  
Abdul Jalil bin Md. Taib [meletak jawatan pada 15 Mei 2011]  
Haji Saari bin Salleh [meletak jawatan pada 15 Mei 2011]  
Zainuddin bin Yahaya [ahli silih ganti kepada Haji Saari bin Salleh – meletak jawatan pada 15 Mei 2011]  
Agnes Maria Sam @ Maria binti Abdullah [meletak jawatan pada 6 Oktober 2011]  
Fu Wing Hoong [meletak jawatan pada 15 Mei 2011]  
Yap Ching Kiat [ahli silih ganti kepada Fu Wing Hoong – meletak jawatan pada 15 Mei 2011]  
Mohd. Fadzli bin Mustafa [ahli silih ganti kepada Dr. Mohd. Mazlan bin Che Mat – meletak jawatan pada 15 Mei 2011]

Menurut kepada seksyen 7, Akta Pembangunan Sumber Manusia Berhad, 2001, menyatakan bahawa ahli-ahli kepada lembaga pengarah [termasuk jawatan Pengerusi dan Timbalan Pengerusi] akan dilantik oleh Menteri yang diberi tanggungjawab terhadap Sumber Manusia, iaitu Menteri Sumber Manusia.

## Manfaat para Pengarah

Sejak dari akhir tahun kewangan yang lalu, tiada Pengarah telah menerima atau layak menerima sebarang manfaat (melainkan ganjaran Pengarah sebagaimana yang dinyatakan dalam penyata kewangan atau gaji

## **Manfaat para Pengarah (sambungan)**

tetap sebagai seorang pekerja sepenuh masa Syarikat) di bawah perjanjian yang dibuat oleh Syarikat berkait dengan sebarang Pengarah atau dengan sebuah firma di mana Pengarah tersebut adalah seorang ahli, atau dengan sebuah syarikat di mana Pengarah mempunyai kepentingan kewangan yang nyata.

Tiada sebarang persetujuan yang telah dibuat di sepanjang atau pada akhir tempoh pelaporan yang mempunyai matlamat membolehkan para Pengarah mendapat manfaat daripada pembelian saham atau debentur dalam Syarikat atau sebarang perbadanan-perbadanan yang lain.

## **Maklumat berkanun lain**

Sebelum penyata bagi kedudukan kewangan dan pendapatan komprehensif Syarikat disediakan, para Pengarah telah mengambil langkah yang munasabah bagi memastikan bahawa:

- (i) kesemua hutang lapuk yang diketahui telah dihapuskira dan peruntukan yang cukup telah dibuat untuk hutang ragu, dan
- (ii) semua harta semasa telah dinyatakan pada nilai terendah antara kos dan nilai bersih boleh direalisasikan.

Pada tarikh laporan ini, para Pengarah tidak menyedari wujudnya keadaan:

- (i) yang mungkin menyebabkan jumlah hutang yang telah dihapuskira atau peruntukan hutang ragu Syarikat tidak mencukupi, atau
- (ii) yang akan menyebabkan nilai harta semasa dalam Syarikat mengelirukan, atau
- (iii) yang akan menyebabkan dengan mematuhi kaedah menilai harta dan liabiliti Syarikat yang digunakan sekarang mengelirukan atau tidak sesuai, atau
- (iv) selain daripada yang telah diambilkira dalam laporan dan penyata kewangan ini yang akan menyebabkan sebarang jumlah yang dinyatakan dalam penyata kewangan mengelirukan.

Pada tarikh laporan ini, tidak terdapat:

- (i) sebarang harta Syarikat yang telah dicagar sejak akhir tahun kewangan ini dan telah menjadi sandaran bagi liabiliti pihak lain, atau
- (ii) sebarang liabiliti luarjangka yang berhubung dengan Syarikat yang timbul sejak akhir tahun kewangan.

Tiada liabiliti luarjangka atau liabiliti lain bagi Syarikat yang akan berkuat kuasa, atau mungkin akan berkuat kuasa dalam tempoh dua belas bulan sejak akhir tempoh kewangan ini, yang pada pendapat para Pengarah, akan atau mungkin menjelaskan dengan ketara keupayaan Syarikat menyelesaikan tanggungjawabnya apabila tiba tempoh.

Para Pengarah berpendapat kecuali seperti yang tertera di penyata kewangan, penghasilan dari operasi Syarikat bagi tahun kewangan berakhir 31 Disember 2011 tidak dipengaruhi secara berkesan oleh sebarang butiran, urusniaga atau peristiwa penting dan luar biasa sifatnya dan tiada sebarang butiran, urusniaga atau peristiwa sedemikian berlaku dalam jarak waktu di antara akhir tahun kewangan dan tarikh laporan ini.

## **Juruaudit**

Juruaudit, Tetuan KPMG, telah menyatakan kesanggupan untuk dilantik semula.

Ditandatangani mengikut resolusi para Pengarah:

**RAJA DATO' ABD. AZIZ BIN RAJA MUDA MUSA**

Pengerusi

**AMIRNUDDIN BIN MAZLAN**

Pengarah

Kuala Lumpur,

Tarikh: 29 Mei 2012

## **Pembangunan Sumber Manusia Berhad**

[Syarikat Berhad menurut Jaminan]

[Ditubuhkan di Malaysia]

## **Penyata para Pengarah berdasarkan kepada Seksyen 169(15) Akta Syarikat, 1965**

Pada pendapat para Pengarah, penyata kewangan dibentangkan di muka surat 158 hingga 187, telah disediakan mengikut peruntukan Piawaian Pelaporan Kewangan (FRS) dan Akta Syarikat, 1965 di Malaysia supaya memberi gambaran yang benar dan saksama mengenai kedudukan Syarikat pada 31 Disember 2011 dan hasil operasinya serta aliran tunainya bagi tahun berakhir pada tarikh tersebut.

Ditandatangani mengikut resolusi para Pengarah:

**RAJA DATO' ABD. AZIZ BIN RAJA MUDA MUSA**

Pengerusi

**AMIRNUDDIN BIN MAZLAN**

Pengarah

Kuala Lumpur,

Tarikh: 29 Mei 2012

**Pembangunan Sumber Manusia Berhad**

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

**Pengisytiharan berdasarkan kepada  
Seksyen 169(16) Akta Syarikat, 1965**

Saya, **WAN MOHD NAZARUDIN BIN WAN CHIK**, pegawai yang terutama bertanggungjawab ke atas pengurusan kewangan Pembangunan Sumber Manusia Berhad, dengan tulus ikhlas memperakui bahawa penyata kewangan yang dibentangkan pada muka surat 158 hingga 187, sebaik pengetahuan dan kepercayaan saya, adalah betul dan saya membuat perakuan ini dengan sebenarnya mempercayai bahawa ianya benar, dan menurut peruntukan Akta Akuan Berkanun, 1960.

Ditandatangani dan diakui oleh penama di atas di Kuala Lumpur pada 29 Mei 2012.

**WAN MOHD NAZARUDIN BIN WAN CHIK**

Pengurus Besar Kewangan  
Pembangunan Sumber Manusia Berhad

Di hadapan saya,

Jaapar bin Mohd Jani  
Pesuruhjaya Sumpah  
No. W 487

## Laporan juruaudit kepada para ahli Pembangunan Sumber Manusia Berhad

(No. Syarikat: 545143-D)  
(Syarikat Berhad menurut Jaminan)  
(Ditubuhkan di Malaysia)

### Laporan Penyata Kewangan

Kami telah mengaudit penyata kewangan Pembangunan Sumber Manusia Berhad, yang merangkumi penyata kedudukan kewangan Syarikat pada 31 Disember 2011, penyata pendapatan komprehensif, penyata perubahan dalam ekuiti dan penyata aliran tunai Syarikat untuk tahun berakhir pada tarikh tersebut, serta ringkasan dasar perakaunan yang penting dan nota-nota lain seperti yang dibentangkan pada muka surat 158 hingga 187.

#### *Tanggungjawab Pengarah ke atas Penyata Kewangan*

Para Pengarah Syarikat bertanggungjawab dalam penyediaan dan pembentangan penyata kewangan ini yang memberi gambaran yang benar dan saksama menurut Piawaian Pelaporan Kewangan dan Akta Syarikat, 1965 di Malaysia dan untuk kawalan dalaman sedemikian sebagaimana yang ditentukan oleh Para Pengarah adalah perlu untuk memastikan penyediaan penyata kewangan yang bebas daripada salah nyata ketara, sama ada disebabkan penipuan atau kesilapan.

#### *Tanggungjawab Juruaudit*

Tanggungjawab kami adalah untuk menyatakan pendapat tentang penyata kewangan berdasarkan audit yang dilaksanakan. Kami telah melaksanakan audit tersebut menurut piawaian pengauditan yang diluluskan di Malaysia. Piawaian tersebut mewajibkan kami mematuhi tuntutan etika di samping merancang dan melaksanakan audit untuk memperoleh keyakinan yang munasabah sama ada atau tidak penyata kewangan tersebut bebas daripada salah nyata yang ketara.

Sesuatu audit melibatkan pelaksanaan prosedur mendapatkan bukti audit mengenai amaun dan pendedahan di dalam penyata kewangan. Prosedur yang dipilih bergantung pada pertimbangan kami, termasuk penilaian risiko salah nyata yang ketara pada penyata kewangan, sama ada disebabkan oleh penipuan atau kesilapan. Dalam membuat penilaian risiko tersebut, kami mengambil kira kawalan dalaman yang bersesuaian untuk entiti tersebut dalam membuat penyediaan penyata kewangan yang memberi gambaran yang benar dan saksama bagi tujuan merangka prosedur audit yang bersesuaian dengan keadaan, tetapi bukan bertujuan untuk menyatakan pendapat mengenai keberkesanan kawalan dalaman entiti. Sesuatu audit juga termasuk penilaian kesesuaian dasar perakaunan yang diguna pakai dan kemunasabahan anggaran perakaunan yang dibuat oleh Para Pengarah, serta penilaian pembentangan penyata kewangan secara keseluruhan.

Kami percaya bahawa bukti audit yang kami peroleh adalah mencukupi dan bersesuaian untuk memberikan asas yang munasabah untuk pendapat kami.

## *Pendapat*

Pada pendapat kami, penyata kewangan tersebut telah disediakan selaras dengan Piawaian Pelaporan Kewangan di Malaysia dan Akta Syarikat 1965, di Malaysia untuk memberikan gambaran yang benar dan saksama mengenai kedudukan kewangan Syarikat pada 31 Disember 2011 dan prestasi kewangan dan aliran tunai untuk tahun kewangan berakhir pada tarikh tersebut.

## **Laporan mengenai keperluan perundangan dan badan pengawasan lain**

Menurut keperluan dalam Akta Syarikat 1965 di Malaysia, kami juga melaporkan pendapat kami, rekod perakaunan dan rekod lain, serta daftar yang wajib disimpan di bawah Akta oleh Syarikat telah disimpan dengan sewajar selaras dengan peruntukan Akta tersebut.

## **Hal-hal lain**

Laporan ini disediakan hanya untuk ahli Syarikat, sebagai satu badan sahaja, selaras dengan peruntukan Seksyen 174 Akta Syarikat 1965 di Malaysia dan bukan untuk sebarang tujuan yang lain. Kami tidak akan bertanggungjawab kepada mana-mana pihak lain untuk kandungan laporan ini.

### **KPMG**

Nombor Firma: AF 0758  
Akauntan Berkanun

### **Hasman Yusri Bin Yusoff**

Approval Number: 2583/08/12(J)  
Akauntan Berkanun

Petaling Jaya,

Tarikh: 29 Mei 2012

# Penyata Kewangan

## Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

### Penyata kedudukan kewangan pada 31 Disember 2011

	Nota	31.12.2011 RM	31.12.2010 RM
<b>Aset</b>			
Hartanah, loji dan peralatan	3	30,339,032	31,061,398
<b>Jumlah aset tetap</b>		<b>30,339,032</b>	<b>31,061,398</b>
 Pelbagai penghutang	4	6,647,736	6,753,768
Pinjaman kepada kakitangan	5	6,061,022	6,171,052
Cukai diperolehi		19,280	19,280
Pelaburan	6	166,488,058	240,609,072
Simpanan tetap	7	765,572,213	630,970,942
Tunai dan baki bank	7	39,198,606	20,620,043
 <b>Jumlah aset semasa</b>		<b>983,986,915</b>	<b>905,144,157</b>
<b>Jumlah aset</b>		<b>1,014,325,947</b>	<b>936,205,555</b>
 <b>Tabung terkumpul</b>			
Lebihan terkumpul		387,715,399	379,645,202
Rizab nilai saksama		(18,977,870)	(4,856,856)
<b>Jumlah tabung terkumpul</b>		<b>368,737,529</b>	<b>374,788,346</b>
 <b>Liabiliti</b>			
Manfaat persaraan	8	5,297,501	4,480,816
<b>Jumlah liabiliti</b>		<b>5,297,501</b>	<b>4,480,816</b>
 Dana majikan	9	621,536,664	544,413,253
Rizab Am II	10	527,575	1,278,445
Geran kerajaan	11	14,008,094	7,538,827
Pelbagai pembiutang		2,828,384	2,912,476
Perbelanjaan terakru		1,390,200	793,392
 <b>Jumlah liabiliti semasa</b>		<b>640,290,917</b>	<b>556,936,393</b>
<b>Jumlah liabiliti</b>		<b>645,588,418</b>	<b>561,417,209</b>
<b>Jumlah tabung terkumpul dan liabiliti</b>		<b>1,014,325,947</b>	<b>936,205,555</b>

Nota di muka surat 164 hingga 187 adalah merupakan sebahagian dari penyata kewangan ini.

**Pembangunan Sumber Manusia Berhad**

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

**Penyata pendapatan komprehensif bagi tahun berakhir 31 Disember 2011**

	Nota	2011 RM	2010 RM
<b>Pendapatan</b>			
Dividen amanah saham		7,946,102	13,561,600
Yuran		2,481,213	2,193,003
Pendapatan dari pelupusan levi		6,307,488	3,590,791
Denda levi		1,648,660	337,836
Faedah simpanan tetap		26,632,706	19,402,932
Faedah pinjaman kakitangan		4,795	6,242
Faedah baki bank		234,976	207,548
Pendapatan dari pinjaman perumahan		755,018	519,643
Pendapatan dari Persidangan PSM Kebangsaan		1,172,365	1,227,387
Pendapatan dari Latihan dan Juruperunding		4,771,437	2,181,470
Terimaan untuk perkhidmatan		2,800	9,500
Jualan barang		109,404	61,233
Sewaan		-	7,440
Lebihan daripada pelupusan pelaburan		1,130,996	5,521,012
Lebihan daripada pelupusan loji dan peralatan		-	1,042
Terimaan daripada kerajaan		50,000	-
<b>Jumlah Pendapatan</b>		<b>53,247,960</b>	<b>48,828,679</b>

**Perbelanjaan**

Perbelanjaan Tabung Penajaan Pelajaran	(4,727)	(18,747)
Perbelanjaan dari Persidangan PSM Kebangsaan	(1,265,639)	(1,193,040)
Perbelanjaan pendaftaran semula majikan	-	(116,558)
Perbelanjaan Tabung Latihan dan Juruperunding	(4,508,305)	(2,180,461)
Perbelanjaan Tabung Juruperunding AKL PKS	(324,461)	(17,135)
Perbelanjaan Tabung Perantisan (Off-the-job)	(205,653)	(1,393,340)
Perbelanjaan Tabung Perantisan (Elaun Perantis)	(2,013,242)	(72,802)
Bayaran Tabung Peningkatan Kemahiran KWPSM		
1Malaysia untuk PKS	(418,400)	(1,444,690)
Bayaran Tabung Bantuan Kewangan 1Malaysia		
untuk Majikan Kecil	(157,154)	(3,166,609)
Perbelanjaan Tabung Program Latihan 1Malaysia	(12,748,437)	-
Perbelanjaan Tabung Latihan Audit Dalaman Halal	(359,100)	-
Perbelanjaan Tabung Penyelaras Latihan PKS	(85,649)	-
Pengiklanan dan Percetakan	(1,375,375)	(546,795)
Bayaran audit	(55,000)	(25,000)
Bonus	(1,059,107)	(1,412,293)
Susutnilai	(2,788,133)	(2,743,909)

# Penyata Kewangan

## Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

**Penyata pendapatan komprehensif bagi tahun berakhir 31 Disember 2011 (sambungan)**

	Nota	2011	2010
Bayaran Lembaga Pengarah	14	(170,400)	(163,819)
Gaji Pengarah	14	(327,165)	(340,220)
Caruman KWSP		(1,241,481)	(1,251,089)
Yuran perundangan dan profesional		(833,305)	(832,047)
Rugi atas pelupusan pelaburan		-	(3,840,886)
Rugi atas pelupusan loji dan peralatan		-	(3,962)
Hapus kira ke atas pelupusan loji dan peralatan		(69,606)	-
Bayaran perubatan		(349,841)	(250,986)
Pembaikan kecil		(10,653)	(59,921)
Bekalan pejabat		(412,507)	(387,719)
Lain-lain perbelanjaan		(1,642,020)	(1,376,654)
Elaun lebih masa		(75,317)	(99,079)
Peruntukan manfaat persaraan	8	(901,037)	(1,347,839)
Sewaan		(190,984)	(151,427)
Pembaikan dan penyelenggaraan		(2,537,314)	(1,718,068)
Gaji dan elauan		(6,713,516)	(6,264,340)
Caruman PERKESO		(102,027)	(88,977)
Latihan pekerja		(344,186)	(194,513)
Setem dan pos		(292,615)	(260,395)
Pengangkutan dan bungkusan		(1,250)	(27,927)
Perjalanan dan penginapan		(622,179)	(592,898)
Utiliti		(971,978)	(869,718)
<b>Jumlah Perbelanjaan</b>		<b>(45,177,763)</b>	<b>(34,453,863)</b>
<b>Lebihan sebelum cukai</b>		<b>8,070,197</b>	<b>14,374,816</b>
Cukai – bagi tahun semasa	13	-	19,280
<b>Lebihan bersih pada tahun</b>	<b>12</b>	<b>8,070,197</b>	<b>14,394,096</b>

### Pendapatan Komprehensif Lain, selepas cukai

Perubahan bersih dalam nilai saksama aset kewangan sedia untuk dijual	(13,814,495)	11,028,051
Untung bersih yang direalisasi melalui jualan aset kewangan sedia untuk dijual	(306,519)	(2,226,029)
<b>Pendapatan/[perbelanjaan] komprehensif lain bagi tahun semasa selepas cukai</b>	<b>(14,121,014)</b>	<b>8,802,022</b>
<b>Jumlah pendapatan komprehensif bagi tahun semasa</b>	<b>(6,050,817)</b>	<b>23,196,118</b>

Nota di muka surat 164 hingga 187 adalah merupakan sebahagian dari penyata kewangan ini.

**Pembangunan Sumber Manusia Berhad**

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

**Penyata perubahan ekuiti bagi tahun berakhir 31 Disember 2011**

	<b>Pendapatan Terkumpul</b>			
	Tidak diperuntukkan kepada Tabung Amanah	Peruntukan kepada Tabung Amanah	Rizab Nilai Saksama	Jumlah
	<b>RM</b>	<b>RM</b>	<b>RM</b>	<b>RM</b>
<b>Pada 1 Januari 2010</b>	268,106,791	97,144,315	(13,658,878)	351,592,228
Lebihan bersih pada tahun	14,394,096	-	-	14,394,096
Nilai saksama aset kewangan sedia untuk dijual	-	-	8,802,022	8,802,022
Jumlah pendapatan komprehensif	14,394,096	-	8,802,022	23,196,118
Pindahan dari pendapatan terkumpul (tidak diperuntukkan) ke Tabung Amanah	2,084,090	(2,084,090)	-	-
<b>Pada 31 Disember 2010</b>	<b>284,584,977</b>	<b>95,060,225</b>	<b>(4,856,856)</b>	<b>374,788,346</b>
Lebihan bersih pada tahun	8,070,197	-	-	8,070,197
Nilai saksama aset kewangan sedia untuk dijual	-	-	(14,121,014)	(14,121,014)
Jumlah pendapatan komprehensif	8,070,197	-	(14,121,014)	(6,050,817)
Pindahan dari pendapatan terkumpul (tidak diperuntukkan) ke Tabung Amanah	9,084,459	(9,084,459)	-	-
Pindahan tabung bagi insentif Program Latihan 1Malaysia	(40,000,000)	40,000,000	-	-
<b>Pada 31 Disember 2011</b>	<b>261,739,633</b>	<b>125,975,766</b>	<b>(18,977,870)</b>	<b>368,737,529</b>

Nota di muka surat 164 hingga 187 adalah merupakan sebahagian dari penyata kewangan ini.

# Penyata Kewangan

## Pembangunan Sumber Manusia Berhad

[Syarikat Berhad menurut Jaminan]

(Ditubuhkan di Malaysia)

### Penyata aliran tunai bagi tahun berakhir 31 Disember 2011

	2011 RM	2010 RM
<b>Tunai dari aktiviti mengurus</b>		
Tunai dari operasi mengurus		
Terimaan tunai dari pelanggan	10,931,381	28,096,981
Bayaran tunai kepada pembekal dan pentadbiran	(24,506,474)	(60,116,088)
<b>Perubahan tunai dari operasi mengurus</b>	<b>(13,575,093)</b>	<b>(32,019,107)</b>
Tunai dari dana majikan		
Bayaran kepada majikan	(271,835,767)	(272,133,670)
Terimaan dari majikan	354,515,796	221,397,550
<b>Perubahan tunai selepas dana majikan</b>	<b>69,104,936</b>	<b>(82,755,227)</b>
Tunai dari kumpulan wang amanah dan geran kerajaan		
Bayaran kepada majikan	(19,577,746)	(4,611,299)
Bayaran kepada penyedia latihan berdaftar	(12,585,698)	(6,376,072)
Bayaran untuk aktiviti PKS	(1,453,794)	(1,187,983)
Bayaran untuk Persidangan PSM Kebangsaan	(1,265,639)	(1,193,040)
Bayaran untuk Elaun Perantis	(2,218,896)	(1,466,141)
Bayaran untuk Tabung Penajaan Pelajaran	(4,727)	(18,747)
Terimaan dari peruntukan kerajaan	21,535,000	4,000,000
Terimaan dari majikan berdaftar	4,771,437	2,181,470
Terimaan dari Persidangan PSM Kebangsaan	1,172,365	1,227,387
<b>Perubahan tunai selepas kumpulan wang amanah</b>	<b>59,477,238</b>	<b>(90,199,652)</b>
Faedah diterima	26,650,841	19,607,068
Pulangan balik cukai/[pembayaran cukai]	-	67,726
<b>Tunai bersih digunakan dalam aktiviti operasi</b>	<b>86,128,079</b>	<b>(70,524,858)</b>

**Pembangunan Sumber Manusia Berhad**

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

**Penyata aliran tunai bagi tahun berakhir 31 Disember 2011 (sambungan)**

	2011 RM	2010 RM
<b>Aliran tunai dari aktiviti pelaburan</b>		
Perolehan loji dan peralatan	(2,135,373)	(603,919)
Pembelian pelaburan	-	(55,465,929)
Pendahuluan kakitangan	-	(19,517)
Perolehan dividen	7,946,102	13,561,600
Pinjaman kepada kakitangan	110,030	(239,543)
Hasil jualan dari pelupusan pelaburan	61,130,996	155,948,989
Hasil jualan dari pelupusan loji dan peralatan	-	6,529
<b>Tunai bersih dari aktiviti pelaburan</b>	<b>67,051,755</b>	<b>113,188,210</b>
Pertambahan bersih dalam tunai dan bersamaan tunai	153,179,834	42,663,352
Tunai dan bersamaan tunai pada awal tahun	651,590,985	608,927,633
<b>Tunai dan bersamaan tunai pada akhir tahun</b>	<b>804,770,819</b>	<b>651,590,985</b>

**(i) Tunai dan bersamaan tunai**

Tunai dan bersamaan tunai dalam penyata aliran tunai merangkumi amaun kunci kira-kira seperti berikut:

	2011 RM	2010 RM
Simpanan tetap	765,572,213	630,970,942
Tunai dan baki bank	39,198,606	20,620,043
<b>Baki pada 31 Disember</b>	<b>804,770,819</b>	<b>651,590,985</b>

Nota di muka surat 164 hingga 187 adalah merupakan sebahagian dari penyata kewangan ini.

## Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

### Nota kepada penyata kewangan

Pembangunan Sumber Manusia Berhad ialah syarikat berhad menurut jaminan yang diperbadankan dan domisil di Malaysia. Alamat tempat perniagaan utama dan pejabat berdaftar ialah:

#### Alamat berdaftar dan tempat perniagaan utama

Aras 7, Wisma PSMB  
Jalan Beringin  
Damansara Heights  
50490 Kuala Lumpur

Seperti yang digariskan di dalam Akta Pembangunan Sumber Manusia Berhad, 2001, objektif utama Syarikat adalah untuk pengenaan dan pemungutan levi pembangunan sumber manusia bagi tujuan menggalakkan latihan pekerja, dan penubuhan dan pentadbiran Kumpulan Wang Pembangunan Sumber Manusia.

Fungsi Syarikat adalah:

- [a] bagi menilai dan menentukan jenis dan takat latihan dan latihan semula pekerja selaras dengan keperluan sumber manusia bagi industri;
- [b] bagi menggalakkan dan meningkatkan latihan tenaga manusia; dan
- [c] bagi menentukan terma dan syarat yang atasnya apa-apa bantuan kewangan atau faedah lain akan diberikan.

Penyata kewangan telah diluluskan oleh Lembaga Pengarah pada 29 Mei 2012.

### 1. Asas Penyediaan Penyata Kewangan

#### [a] Penyata Pematuhan

Penyata kewangan Syarikat telah disediakan menurut Piawaian Pelaporan Kewangan (FRSs), prinsip perakaunan yang diterima secara umum dan peruntukan Akta Syarikat, 1965 di Malaysia.

Berikut adalah piawaian, pindaan dan interpretasi perakaunan yang telah dikeluarkan oleh Lembaga Piawaian Perakaunan Malaysia (MASB) tetapi belum berkuatkuasa untuk Syarikat:

***FRS, Interpretasi dan pindaan berkuatkuasa untuk tempoh tahunan bermula pada atau selepas 1 Julai 2011***

- Interpretasi IC 19, *Penghapusan Liabiliti Kewangan yang mempunyai Instrumen Ekuiti*
- Pindaan kepada Interpretasi IC 14, *Prabayar Keperluan Pembiayaan Minimum*

## 1. Asas Penyediaan Penyata Kewangan (sambungan)

### (a) Penyata Pematuhan (sambungan)

**FRS, Interpretasi dan pindaan berkuatkuasa untuk tempoh tahunan bermula pada atau selepas**

**1 Januari 2012**

- FRS 124, *Pendedahan Pihak Berkaitan* (disemak)
- Pindaan kepada FRS 1, *Kali-pertama Penggunaan Piawaian Laporan Kewangan – Hiperinflasi yang teruk dan Penyingkiran Tarikh Tetap* untuk penggunaan kali pertama.
- Pindaan kepada FRS 7, *Instrumen Kewangan: Pendedahan – Pemindahan Aset Kewangan*
- Pindaan kepada FRS 112, *Cukai Pendapatan – Cukai Tertunda: Pemulihan Aset yang mendasari*

**FRS, Interpretasi dan pindaan berkuatkuasa untuk tempoh tahunan bermula pada atau selepas**

**1 Julai 2012**

- Pindaan kepada FRS 101, *Pembentangan Penyata Pendapatan – Pembentangan Item Pendapatan Komprehensif Lain*

**FRS, Interpretasi dan pindaan berkuatkuasa untuk tempoh tahunan bermula pada atau selepas**

**1 Januari 2013**

- Pindaan kepada FRS 10, *Penyatuan Penyata Kewangan*
- Pindaan kepada FRS 11, *Pengaturan Bersama*
- Pindaan kepada FRS 12, *Pendedahan Kepentingan dalam Entiti Lain*
- Pindaan kepada FRS 13, *Pengukuran Nilai Saksama*
- Pindaan kepada FRS 119, *Faedah Pekerja (2011)*
- Pindaan kepada FRS 127, *Penyata Pendapatan Berasingan (2011)*
- Pindaan kepada FRS 128, *Pelaburan dalam Syarikat Bersekutu dan Usahasama*
- IC Interpretasi 20, *Kos penarahan dalam Fasa Pengeluaran Lombong Permukaan*
- Pindaan kepada FRS 7, *Instrumen Kewangan: Pendedahan – Imbalan Aset Kewangan dan Liabiliti Kewangan*
- Pindaan kepada FRS 1, *Penggunaan Kali-pertama Piawaian Laporan Kewangan*

**FRS, Interpretasi dan pindaan berkuatkuasa untuk tempoh tahunan bermula pada atau selepas**

**1 Januari 2014**

- Pindaan kepada FRS 132, *Instrumen Kewangan: Pembentangan – Imbalan Aset Kewangan dan Liabiliti Kewangan*

**FRS, Interpretasi dan pindaan berkuatkuasa untuk tempoh tahunan bermula pada atau selepas**

**1 Januari 2015**

- FRS 9, *Instrument Kewangan (2009)*
- FRS 9, *Instrumen Kewangan (2010)*
- Pindaan kepada FRS 7, *Instrument Kewangan: Pendedahan – Tarikh mandatori FRS 9 dan Pendedahan Peralihan*

Penyata kewangan Syarikat bagi tempoh tahunan bermula 1 Januari 2012 akan disediakan mengikut Piawaian Pelaporan Kewangan Malaysia (MFRSs) yang dikeluarkan oleh Lembaga Piawaian Perakaunan Malaysia (MASB) dan International Financial Reporting Standards (IFRSs).

# Penyata Kewangan

## 1. Asas Penyediaan Penyata Kewangan (sambungan)

### (a) Penyata Pematuhan (sambungan)

Oleh yang demikian, Syarikat tidak akan menerima pakai FRS, interpretasi dan pindahan di atas.

### (b) Asas pengukuran

Penyata Kewangan telah disediakan berdasarkan kos sejarah, melainkan dinyatakan dalam nota-nota kepada penyata kewangan.

### (c) Matawang

Penyata Kewangan ini dipersembahkan dalam Ringgit Malaysia (RM), yang merupakan matawang digunakan Syarikat. Semua maklumat kewangan dipersembahkan dalam RM kecuali dinyatakan sebaliknya.

### (d) Penggunaan anggaran dan penilaian

Penyediaan penyata kewangan yang mengikuti FRS memerlukan pihak pengurusan membuat penilaian, anggaran dan andaian yang memberi kesan kepada penggunaan polisi perakaunan dan jumlah aset, liabiliti, pendapatan dan perbelanjaan yang dilaporkan. Keputusan sebenar mungkin berbeza daripada anggaran-anggaran ini.

Anggaran dan andaian asas disemak dari semasa ke semasa. Semakan ke atas anggaran perakaunan diiktiraf dalam tempoh di mana anggaran-anggaran disemak dan dalam tempoh berkaitan di masa depan.

Tidak terdapat sebarang bahagian penting dalam ketidakpastian anggaran dan penilaian kritikal dalam menggunakan polisi perakaunan yang mempunyai kesan ketara ke atas jumlah diiktiraf dalam penyata kewangan.

## 2. Dasar perakaunan penting

Dasar perakaunan berikut digunakan oleh Syarikat dan selaras dengan dasar yang digunakan pada tahun penyata kewangan ini, dan telah digunakan secara konsisten oleh Syarikat, kecuali dinyatakan sebaliknya.

### (a) Instrumen Kewangan

#### (i) Pengiktirafan dan pengukuran permulaan

Instrumen kewangan diiktiraf dalam penyata kewangan hanya apabila Syarikat menjadi pihak kepada peruntukan kontrak instrumen tersebut.

Instrumen kewangan diiktiraf permulaannya pada nilai saksamanya, ditambah kos-kos urusniaga yang berkaitan dengan pengambilalihan atau pengeluaran instrumen kewangan, untuk instrumen kewangan yang tidak diiktiraf pada nilai saksama melalui penyata pendapatan, kos transaksi diaghikan secara langsung semasa pembelian atau dinyatakan di instrumen kewangan.

## 2. Dasar perakaunan penting (sambungan)

### (a) Instrumen Kewangan (sambungan)

#### (ii) Kategori instrumen kewangan dan pengukuran berikutnya

Syarikat mengelaskan instrumen kewangan seperti berikut:

##### **Aset Kewangan**

###### **(a) Pinjaman dan Penghutang**

Kategori pinjaman dan penghutang mengandungi instrumen hutang yang tidak dinyatakan di dalam pasaran aktif, dagangan dan hutang lain serta tunai dan setara tunai.

Aset kewangan yang dikategorikan sebagai pinjaman dan penghutang akan diukur seterusnya pada kos pelunasan menggunakan kaedah faedah efektif.

###### **(b) Aset kewangan sedia untuk dijual**

Kategori aset kewangan sedia untuk dijual termasuk pelaburan di dalam ekuiti dan instrumen sekuriti hutang yang tidak dipegang untuk diperdagangkan.

Pelaburan di dalam instrumen ekuiti yang mempunyai harga pasaran yang dinyatakan di dalam pasaran aktif dan nilai saksamanya tidak boleh diukur dengan tepat akan diukur pada kos. Aset kewangan lain yang dikategorikan sebagai aset kewangan sedia untuk dijual akan seterusnya diukur pada nilai saksama dengan memperakukan untung atau rugi di dalam pendapatan komprehensif lain. Semasa penamatan pengiktirafan, untung atau rugi terkumpul yang telah diperakukan di dalam pendapatan komprehensif lain akan diklasifikasikan semula dari ekuiti kepada penyata pendapatan.

Semua aset kewangan, kecuali yang telah diukur pada nilai saksama melalui penyata untung atau rugi, tertakluk kepada penilaian untuk penurunan nilai.

##### **Liabiliti kewangan**

Semua liabiliti kewangan diukur seterusnya pada kos pelunasan.

### **(b) Hartanah, loji dan peralatan**

#### **(i) Pengiktirafan dan pengukuran**

Hartanah, loji dan peralatan dinyatakan pada kos ditolak susutnilai terkumpul dan sebarang kerugian terkumpul penurunan nilai, jika ada.

Kos adalah termasuk kos perbelanjaan yang diagihkan secara terus semasa perolehan aset tersebut dan lain-lain kos yang diagihkan secara terus bagi membawa aset kepada keadaan penggunaan yang dikehendaki, dan kos meroboh, mengalih dan membaikpulih tapak ianya ditempatkan. Kos aset yang dibina sendiri termasuk kos bahan dan tenaga buruh langsung. Perbelanjaan yang menyumbang secara langsung kepada perolehan aset dan kos lain yang menyumbang secara langsung untuk membawa aset kepada keadaan boleh digunakan dan kos meroboh dan mengalih barang dan menyediakan tapak dimana aset ditempatkan. Pembelian perisian komputer yang menjadi bahagian penting terhadap fungsi peralatan tersebut akan dipermodalkan sebagai sebahagian dari peralatan.

# Penyata Kewangan

## 2. Dasar perakaunan penting (sambungan)

### (b) Hartanah, loji dan peralatan (sambungan)

#### (i) Pengiktirafan dan pengukuran (sambungan)

Hartanah, loji dan peralatan yang mempunyai usia penggunaan asset yang berbeza akan dikira sebagai item yang berbeza (komponen penting) di dalam harta, loji dan peralatan.

Untung dan rugi dari pelupusan harta, loji dan peralatan akan ditentukan berdasarkan perbezaan antara kutipan pelupusan dengan amaun dibawa harta, loji dan peralatan dan diiktiraf bersih di dalam "pendapatan lain" atau "perbelanjaan lain" masing-masing di dalam penyata pendapatan.

#### (ii) Susutnilai

Susutnilai dikira atas nilai yang boleh disusut, iaitu kos aset, atau nilai gantian untuk kos, ditolak nilai baki. Susutnilai diiktiraf di dalam penyata pendapatan menggunakan kaedah garis lurus sepanjang usia kegunaan bagi setiap harta, loji dan peralatan. Tanah pegangan bebas tidak disusutnilai. Hartanah, loji dan peralatan di dalam pembinaan tidak disusutnilai sehingga aset telah siap untuk kegunaannya.

Anggaran usia kegunaan bagi tempoh semasa dan perbandingan adalah seperti berikut:

	%
Bangunan	5
Ubahsuai	10
Kenderaan	20
Perabot & kelengkapan pejabat	20
Perkakas pejabat	20
Peralatan elektrik & elektronik	20

Kaedah susutnilai, usia kegunaan dan nilai lebihan akan dinilai dan diselaraskan pada tarikh pelaporan.

#### (iii) Kos berikut

Kos penggantian sebahagian peralatan dari harta, loji dan peralatan yang diiktiraf dalam amaun dibawa peralatan tersebut jika ada kemungkinan faedah ekonomi masa depan terangkum di dalamnya mengalir ke Syarikat dan kosnya boleh diukur dengan pasti. Nilai dibawa bagi bahagian yang diganti dikeluarkan daripada untung atau rugi. Kos penyelenggaraan harian harta, loji dan peralatan akan diiktiraf dalam penyata pendapatan seperti yang dibelanjakan.

## 2. Dasar perakaunan penting (sambungan)

### (c) Tunai dan bersamaan tunai

Tunai dan bersamaan tunai terdiri daripada tunai di tangan dan baki di bank dan pelaburan mudah cair yang tidak mempunyai risiko perubahan nilai ketara.

### (d) Penurunan nilai

#### (i) Aset kewangan

Semua aset kewangan (kecuali aset kewangan yang dikategorikan sebagai nilai saksama melalui penyata pendapatan) disemak pada setiap tarikh pelaporan untuk sebarang bukti penurunan nilai yang terhasil daripada satu atau lebih peristiwa yang mempunyai impak atas ketidaktentuan aliran tunai aset pada masa hadapan. Jangkaan kerugian atas peristiwa masa hadapan tidak diiktiraf walau betapa besar kemungkinannya. Bagi instrumen ekuiti, penurunan nilai saksama di bawah nilai kos yang ketara atau berpanjangan merupakan tanda penurunan nilai.

Penurunan nilai bagi pinjaman dan penghutang diiktiraf dalam penyata pendapatan dan dikira sebagai perbezaan di antara jumlah dibawa aset dan nilai semasa anggaran aliran tunai masa hadapan. Jumlah dibawa aset dikurangkan melalui penggunaan akaun elaun.

Kerugian penurunan nilai akibat aset kewangan sedia untuk dijual diiktiraf di dalam untung atau rugi dan diukur sebagai perbezaan antara kos pembelian aset (bersih daripada pembayaran pokok dan pelunasan) dan nilai saksama aset semasa, ditolak dengan sebarang kerugian penurunan nilai yang telah diiktiraf sebelum ini. Jika penurunan di dalam nilai saksama aset kewangan sedia untuk dijual telah diiktiraf di dalam pendapatan komprehensif lain, rugi terkumpul di dalam pendapatan komprehensif lain akan diklasifikasikan semula daripada ekuiti dan diiktiraf dalam untung atau rugi.

Kerugian penurunan nilai diiktiraf dalam untung atau rugi bagi pelaburan dalam instrument ekuiti tidak akan ditambah balik melalui untung atau rugi.

Jika, di dalam tempoh berikutnya, nilai saksama instrumen hutang meningkat dan peningkatan tersebut boleh dikaitkan secara objektif dengan kejadian yang berlaku selepas kerugian penurunan nilai telah diiktiraf di dalam untung atau rugi, kerugian penurunan nilai tersebut akan ditambah balik, sejauh mana nilai aset dibawa tidak melebihi jumlah nilai aset dibawa yang asal dimana penurunan nilai tidak diiktiraf pada tarikh penurunan nilai ditambah balik. Jumlah yang ditambah balik akan diiktiraf di dalam untung atau rugi.

#### (ii) Aset kewangan lain

Jumlah dibawa aset kewangan lain disemak pada setiap tarikh pelaporan untuk menentukan sama ada wujud sebarang tanda penurunan nilai.

## 2. Dasar perakaunan penting (sambungan)

### (d) Penurunan nilai (sambungan)

#### (ii) Aset kewangan lain (sambungan)

Sekiranya tanda tersebut wujud, jumlah perolehan semula akan dianggarkan. Bagi tujuan pengujian penurunan nilai, aset adalah dikumpulkan menjadi kumpulan kecil aset yang menjana aliran tunai daripada penggunaan berterusan yang mana sebahagian besarnya adalah bebas daripada aliran tunai ke dalam aset lain atau kumpulan aset lain (“unit penjanaan tunai”).

Jumlah perolehan semula bagi aset atau unit yang menjana tunai adalah nilai penggunaannya dan nilai saksamanya ditolak kos untuk jualan yang mana lebih tinggi. Dalam mengukur nilai penggunaan, anggaran aliran tunai masa hadapan dikurangkan kepada nilai semasanya menggunakan kadar diskain sebelum cukai yang menggambarkan penilaian pasaran semasa bagi nilai masa wang dan risiko khusus untuk aset itu.

Kerugian penurunan nilai diiktiraf jika jumlah dibawa asset atau unit penjanaan tunainya melebihi jumlah perolehannya. Kerugian penurunan nilai adalah diiktiraf dalam penyata pendapatan.

Kerugian penurunan yang diiktiraf dalam tempoh sebelumnya dinilai pada setiap tarikh pelaporan bagi mengesan sebarang tanda bahawa kerugian telah berkurangan atau tidak lagi wujud. Kerugian penurunan nilai ditambah balik jika ada perubahan dalam anggaran yang digunakan untuk menentukan jumlah perolehan semula sejak pengiktirafan terakhir kerugian penurunan nilai. Kerugian penurunan nilai ditambah balik hanya setakat jumlah aset dibawa tidak melebihi jumlah dibawa yang mungkin ditentukan, nilai bersih daripada susutnilai atau pelunasan, jika tiada kerugian penurunan nilai diiktiraf. Tambah balik kerugian penurunan nilai dikreditkan ke penyata pendapatan pada tahun tambah balik itu diiktiraf.

### (e) Manfaat pekerja

#### (i) Manfaat jangka pendek

Kewajipan manfaat pekerja jangka pendek dari segi gaji, bonus tahunan, cuti tahunan berbayar dan cuti sakit dikira pada asas tiada pengurangan dan dibelanjakan apabila perkhidmatan diberikan.

Sumbangan Syarikat kepada dana Kumpulan Wang Simpanan Pekerja dicajkan pada penyata pendapatan dalam tahun berkaitan. Apabila sumbangan telah dibayar, Syarikat tidak mempunyai kewajipan terhadap pembayaran selanjutnya.

## 2. Dasar perakaunan penting (sambungan)

### (e) Manfaat pekerja (sambungan)

#### (ii) Pelan manfaat tertakrif

Kewajipan bersih Syarikat dari segi rancangan manfaat persaraan tertakrif dikira berasingan untuk setiap rancangan dengan menganggarkan jumlah manfaat masa hadapan yang diperolehi pekerja hasil perkhidmatan mereka dalam tempoh semasa dan sebelumnya; bahawa manfaat dikurangkan untuk menentukan nilai semasa. Sebarang perkhidmatan lalu dan nilai saksama aset rancangan yang tidak diiktiraf adalah ditolak. Kadar pengurangan adalah hasil pada akhir tarikh pelaporan ke atas bon korporat berkualiti tinggi yang mempunyai tarikh matang sejajar dengan kewajipan Syarikat dan dikira dengan nilai matawang sama di mana manfaat tersebut dijangka dibayar. Pengiraan dilakukan setiap 3 tahun oleh aktuari berkelayakan menggunakan kaedah unit kredit yang diunjurkan. Apabila pengiraan tersebut menghasilkan manfaat kepada Syarikat, aset yang diiktiraf adalah terhad kepada jumlah bersih sebarang kos perkhidmatan lalu yang tidak diiktiraf dan nilai semasa sebarang pulangan masa hadapan daripada rancangan atau pengurangan dalam sumbangan masa hadapan kepada rancangan berkenaan.

Apabila manfaat bagi satu rancangan diperbaiki, bahagian manfaat yang meningkat berkaitan perkhidmatan masa lalu pekerja akan diiktiraf di dalam penyata pendapatan pada asas garis lurus terhadap tempoh purata sehingga manfaat itu menjadi nyata. Apabila manfaat itu menjadi nyata serta-merta, perbelanjaan itu diiktiraf serta-merta di dalam penyata pendapatan.

### (f) Dana majikan

Pembayaran levi pembangunan sumber manusia oleh majikan dikreditkan ke dalam akaun majikan di atas dasar penerimaan tunai. Dana ini digunakan untuk membayar majikan dan menyedia latihan geran latihan yang diluluskan berdasarkan tuntutan.

Bagi majikan yang telah dibatalkan pendaftarannya kerana menutup operasi (berpindah ke negara lain, insolvensi, penggulungan, diletakkan di bawah penerima dan pengurus, penukaran hakmilik tanpa melibatkan pemindahan aset dan liabiliti syarikat, syarikat yang diletakkan di bawah writ, sita dan jualan, lelongan dan lain-lain) dan levi yang diluputkan bagi majikan yang tidak menjalankan latihan terhadap pekerja dalam tempoh 5 tahun, levi majikan yang diterima akan dilupuskan oleh Syarikat (lihat Nota 2 (i)). Dana ini boleh digunakan untuk faedah majikan berdaftar PSMB secara keseluruhannya berdasarkan kelulusan oleh Lembaga Pengarah.

### (g) Rizab Am II

Rizab Am II diwujudkan untuk memindahkan baki levi daripada akaun majikan yang telah dibatalkan pendaftarannya di bawah Seksyen 16 (2) Akta Pembangunan Sumber Manusia Berhad, 2001. Dana ini akan dipindahkan semula ke akaun majikan sekiranya berdaftar semula dalam tempoh dua tahun dari tarikh pembatalan pendaftaran. Majikan layak menerima bantuan kewangan atau faedah lain yang majikan berhak untuk menerima sebelum pembatalan pendaftarannya.

## 2. Dasar perakaunan penting (sambungan)

### (h) Geran Kerajaan

Geran kerajaan yang diterima diletakkan di bawah tabung amanah oleh Syarikat. Syarikat mempunyai tanggungjawab untuk mengagihkan bantuan kerajaan di selaras dengan arahan kerajaan. Tujuan dan kegunaan geran kerajaan adalah seperti berikut:

#### (i) Skim Perantisan

Tabung ini digunakan untuk membiayai yuran kursus yang dikenakan oleh penyedia latihan bagi menjalankan latihan “off-the-job” untuk perantis di bawah Skim Perantisan.

#### (ii) Tabung Penyelaras Latihan Perusahaan Kecil dan Sederhana (PKS)

Tabung ini digunakan untuk membiayai aktiviti yang terkandung dalam pelan rancangan latihan PKS.

#### (iii) Tabung Insentif Latihan PKS

Tabung ini digunakan untuk membiayai bayaran yuran yang dikenakan oleh penyedia latihan untuk mengendalikan program latihan di mana ia akan dikreditkan ke dalam dana majikan.

#### (iv) Tabung Pembangunan Pusat Sumber Manusia Kebangsaan (NHRC)

Tabung ini telah ditubuhkan untuk mengukuhkan pengurusan strategik sumber manusia di kalangan PKS. NHRC memainkan peranan sebagai jabatan sumber manusia PKS dengan menyediakan perkhidmatan sokongan strategik sumber manusia dan memberi nasihat untuk meningkatkan produktiviti dan mengukuhkan tenaga kerja mereka ke tahap yang lebih tinggi dari segi kompetensi dan daya keupayaan.

#### (v) Tabung Juruperunding Kajian Teknologi Hijau

PSMB telah menerima peruntukan daripada kerajaan untuk mengendalikan penyelidikan dan kajian dengan kerjasama daripada Pertubuhan Buruh Antarabangsa berkenaan dengan Teknologi Hijau.

### (i) Pendapatan

#### (i) Pendapatan dividen

Pendapatan dividen diiktiraf di dalam penyata untung atau rugi pada tarikh Syarikat berhak menerima bayaran diperolehi, di mana dalam kes sekuriti dinyatakan pada tarikh selepas dividen dibayar.

#### (ii) Pendapatan faedah

Pendapatan faedah diiktiraf dalam penyata pendapatan apabila ia terakru, menggunakan kaedah hasil efektif dalam penyata untung atau rugi.

## 2. Dasar perakaunan penting (sambungan)

### (i) Pendapatan (sambungan)

#### *(iii) Pendapatan yuran, perkhidmatan, sewa petak pameran, denda terhadap levi tertunggak dan pelupusan levi*

Pendapatan dari yuran, perkhidmatan, sewa petak pameran, denda terhadap levi tertunggak dan pelupusan levi diiktiraf apabila hak untuk menerima bayaran ditentukan.

#### *(iv) Jualan barang dan perkhidmatan*

Hasil jualan barang dinilai pada nilai saksama bayaran diterima dan belum diterima, elauan dan pulangan bersih, diskaun perniagaan dan rebat. Jualan diiktiraf apabila risiko utama dan ganjaran pemilikan telah dipindahkan kepada pembeli, terdapat kebarangkalian pertimbangan untuk dipulangkan, kos yang terlibat dan kemungkinan pulangan barang dapat dianggarkan dengan tepat dan tiada lagi penglibatan pengurusan dengan barang tersebut.

### (j) Cukai pendapatan

Cukai pendapatan mengandungi cukai semasa dan tertunda. Perbelanjaan cukai diiktiraf di dalam penyata pendapatan kecuali pada tahap di mana ia berkaitan dengan perkara yang diiktiraf secara langsung dalam ekuiti atau pendapatan komprehensif lain.

Cukai semasa adalah jangkaan cukai yang perlu dibayar ke atas pendapatan boleh cukai bagi tahun tersebut, menggunakan kadar cukai yang digubal atau telah digubal secara substantif sebelum atau pada akhir tarikh pelaporan dan sebarang pelarasaran kepada cukai yang perlu dibayar berkaitan dengan tahun-tahun terdahulu.

Cukai tertunda diiktiraf dengan kaedah liabiliti, untuk membuat peruntukan bagi perbezaan sementara antara jumlah dibawa aset dan liabiliti dalam penyata kedudukan kewangan serta asas-asas cukainya. Cukai tertunda tidak diiktiraf untuk perbezaan sementara berikut: pengiktirafan awal muhibah, pengiktirafan awal aset atau liabiliti dalam urusniaga yang bukannya penggabungan perniagaan dan tidak menjelaskan sama ada perakaunan atau keuntungan atau kerugian yang boleh dikenakan cukai.

Cukai tertunda dikira pada kadar cukai yang dijangka akan digunakan pada perbezaan sementara apabila ia ditambah balik berdasarkan undang-undang yang digubal atau digubal sebahagiannya pada tarikh pelaporan.

Aset cukai tertunda diiktiraf sehingga ke tahap di mana kemungkinan bahawa terdapatnya keuntungan masa hadapan yang dikenakan cukai supaya perbezaan sementara boleh digunakan. Aset cukai tertunda disemak pada setiap tarikh pelaporan dan dikurangkan hingga tiada kemungkinan manfaat cukai berkaitan akan direalisasikan.

Insentif cukai yang tidak berdasarkan cukai aset diiktiraf sebagai pengurangan perbelanjaan cukai dalam penyata untung atau rugi itu sebagaimana dan apabila ia diberikan dan ditutut. Mana-mana bahagian insentif cukai yang tidak digunakan diiktiraf sebagai aset cukai tertunda di mana insentif cukai tersebut dapat digunakan terhadap keuntungan yang berkemungkinan boleh dikenakan cukai pada masa hadapan.

### 3. Hartanah, loji dan peralatan

Hartanah, loji dan peralatan adalah seperti di bawah:

	Nota	2011 RM	2010 RM
Hartanah	[a]	26,281,104	27,895,562
Loji dan peralatan	[b]	4,057,928	3,165,836
		<b>30,339,032</b>	<b>31,061,398</b>

#### (a) Hartanah

	Tanah Pegangan		
	Bebas RM	Bangunan RM	Jumlah RM
Kos			
Pada 1 Januari/			
31 Disember 2010/			
31 Disember 2011	<b>1,591,200</b>	<b>32,289,152</b>	<b>33,880,352</b>
Susutnilai terkumpul:			
Pada 1 Januari 2010	-	4,370,332	4,370,332
Caj pada tahun semasa	-	1,614,458	1,614,458
Pada 31 Disember 2010/			
1 Januari 2011	-	5,984,790	5,984,790
Caj pada tahun semasa	-	1,614,458	1,614,458
Pada 31 Disember 2011	<b>-</b>	<b>7,599,248</b>	<b>7,599,248</b>
Jumlah dibawa:			
Pada 1 Januari 2010	<b>1,591,200</b>	<b>27,918,820</b>	<b>29,510,020</b>
Pada 31 Disember 2010	<b>1,591,200</b>	<b>26,304,362</b>	<b>27,895,562</b>
Pada 31 Disember 2011	<b>1,591,200</b>	<b>24,689,904</b>	<b>26,281,104</b>

**3. Hartanah, loji dan peralatan (sambungan)**

**(b) Loji dan peralatan**

	Kenderaan	Ubahsuai	Perabot dan kelengkapan pejabat	Perkakasan pejabat	Peralatan elektrik dan elektronik	Jumlah
	RM	RM	RM	RM	RM	RM
<b>Kos:</b>						
Pada 1 Januari 2010	707,496	531,942	1,290,803	682,878	12,228,771	15,441,890
Tambahan	-	87,621	36,992	38,859	440,447	603,919
Pelupusan	-	-	-	(6,988)	(40,217)	(47,205)
Pada 31 Disember 2010/ 1 Januari 2011	707,496	619,563	1,327,795	714,749	12,629,001	15,998,604
Tambahan	-	1,429,794	30,350	121,211	554,018	2,135,373
Pelupusan	-	-	-	(69,606)	-	(69,606)
Pada 31 Disember 2011	707,496	2,049,357	1,358,145	766,354	13,183,019	18,064,371
<b>Susutnilai terkumpul:</b>						
Pada 1 Januari 2010	305,694	89,821	579,440	434,434	10,335,647	11,745,036
Caj pada tahun semasa	131,989	51,102	226,717	68,756	650,887	1,129,451
Pelupusan	-	-	-	(2,455)	(39,264)	(41,719)
Pada 31 Disember 2010/ 1 Januari 2011	437,683	140,923	806,157	500,735	10,947,270	12,832,768
Caj pada tahun semasa	105,760	123,139	229,771	63,685	651,320	1,173,675
Pada 31 Disember 2011	543,443	264,062	1,035,928	564,420	11,598,590	14,006,443
<b>Jumlah dibawa:</b>						
Pada 1 Januari 2010	401,802	442,121	711,363	248,444	1,893,124	3,696,854
Pada 31 Disember 2010	269,813	478,640	521,638	214,014	1,681,731	3,165,836
Pada 31 Disember 2011	164,053	1,785,295	322,217	201,934	1,584,429	4,057,928

## 4. Pelbagai penghutang, deposit dan prabayar

	2011 RM	2010 RM
<b><u>Wang Cagaran dan Prabayar</u></b>		
Pendahuluan sewa pejabat cawangan	54,479	54,479
Pendahuluan mesin franking	35,363	35,841
Pendahuluan diri kakitangan	5,961	19,517
Deposit kemudahan perubatan	35,500	33,500
Deposit telefon pejabat	253	253
Deposit sewa parkir	1,547	1,547
Deposit mesin photostat	1,500	500
Deposit peti simpanan keselamatan	200	200
Deposit sewa stor	14,724	7,380
Deposit air dan elektrik (stor)	18,590	18,590
Prabayar penyelenggaraan dan perkhidmatan	21,039	340,222
<b><u>Pelbagai penghutang</u></b>		
Faedah simpanan tetap terakru	6,458,580	6,241,739
	<b><u>6,647,736</u></b>	<b><u>6,753,768</u></b>

## 5. Pinjaman kepada kakitangan

	2011 RM	2010 RM
Pinjaman kenderaan	116,305	147,625
Pinjaman komputer	19,457	30,711
Pinjaman perumahan	5,925,260	5,992,716
	<b><u>6,061,022</u></b>	<b><u>6,171,052</u></b>

Pinjaman kepada kakitangan diberikan kepada kakitangan Syarikat yang layak dengan kadar faedah sebanyak 4% setahun (2010: 4% setahun) dan layak dibayar balik dalam tempoh yang ditetapkan di dalam perjanjian individu yang berkelayakan sehingga maksimum 5 tahun, 8 tahun dan 25 tahun bagi pinjaman komputer, pinjaman kenderaan dan pinjaman perumahan masing-masing.

## 6. Pelaburan

	2011 RM	2010 RM
<b>Semasa</b>		
Aset kewangan sedia untuk dijual	166,488,058	240,609,072
Pada nilai pasaran	<b>166,488,058</b>	<b>240,609,072</b>

## 7. Tunai dan bersamaan tunai

	2011 RM	2010 RM
Simpanan tetap di:		
Bank berlesen	237,268,157	299,353,849
Syarikat kewangan berlesen	528,304,056	331,617,093
	765,572,213	630,970,942
Baki tunai dan di bank	39,198,606	20,620,043
	<b>804,770,819</b>	<b>651,590,985</b>

## 8. Manfaat persaraan

	2011 RM	2010 RM
Obligasi tidak berdana pada nilai semasa	5,297,501	4,480,816
Obligasi manfaat bagi liabiliti yang diiktiraf	<b>5,297,501</b>	<b>4,480,816</b>
Dianalisis sebagai:		
Bahagian semasa	-	-
Bahagian bukan semasa	5,297,501	4,480,816
	<b>5,297,501</b>	<b>4,480,816</b>

### Liabiliti untuk obligasi manfaat penakrifan

Syarikat mengiktiraf liabiliti untuk obligasi manfaat penakrifan berdasarkan laporan penilaian aktuari bertarikh 18 Jun 2010. Syarikat mempunyai skim manfaat yang memberi faedah persaraan kepada pekerja apabila mencapai umur persaraan. Di bawah skim ini, pekerja yang layak berhak mendapat manfaat persaraan 1.5 bulan atas gaji terakhir bagi setiap tahun lengkap perkhidmatan apabila mencapai umur persaraan 55 tahun jika bilangan tahun perkhidmatan kurang daripada 10 tahun dan 2.0 bulan jika bilangan tahun perkhidmatan melebihi 10 tahun. Bagi pekerja yang dilantik selepas 1 April 2008, pekerja yang layak berhak mendapat manfaat persaraan 0.75 bulan atas gaji terakhir bagi setiap tahun lengkap perkhidmatan apabila mencapai umur persaraan 55 tahun jika bilangan tahun perkhidmatan kurang daripada 10 tahun dan 1.0 bulan jika bilangan tahun perkhidmatan melebihi 10 tahun. Pekerja juga mempunyai opsyen untuk bersara pada umur 50 tahun bagi lelaki dan 45 tahun bagi wanita.

# Penyata Kewangan

## 8. Manfaat persaraan (sambungan)

### Pergerakan dalam nilai semasa untuk obligasi manfaat penakrifan

	2011 RM	2010 RM
Obligasi manfaat penakrifan pada 1 Januari	4,480,816	3,132,977
Kos perkhidmatan dan faedah semasa	901,037	1,347,839
Manfaat yang dibayar	(84,352)	-
Obligasi manfaat penakrifan pada 31 Disember	<u>5,297,501</u>	<u>4,480,816</u>

### Perbelanjaan diiktiraf dalam penyata pendapatan

	2011 RM	2010 RM
Kos perkhidmatan semasa	589,454	1,347,839
Faedah atas obligasi	311,583	-
Perbelanjaan bersih manfaat	<u>901,037</u>	<u>1,347,839</u>

### Andaian-andaian aktuari

Anggaran aktuari yang digunakan pada tarikh pelaporan (dinyatakan sebagai purata wajaran):

	2011	2010
Kadar diskau	7.0%	7.0%
Purata pendapatan penggajian	5.0%	5.0%

### 9. Dana Majikan

	2011 RM	2010 RM
Baki pada 1 Januari	544,413,253	597,949,462
Tambah : Levi dikutip	354,515,796	221,397,549
Insentif geran latihan perusahaan kecil dan sederhana (PKS)	6,829,310	-
Tabung Bantuan Kewangan 1Malaysia untuk Majikan Kecil	-	3,166,609
Tabung Program Latihan 1Malaysia	12,748,437	-
Dikreditkan semula dari Rizab Am 1 - pendaftaran semula	-	116,558
	<hr/> 918,506,796	822,630,178
Tolak : Bayaran geran latihan	(289,018,414)	(269,632,841)
Pindahan ke Rizab Am II - Pembatalan		
Pendaftaran Majikan [Nota 10]	(574,943)	(478,266)
Pelupusan levi	(4,981,675)	(2,438,380)
Pulangan balik levi	(2,395,100)	(5,667,438)
Baki pada 31 Disember	<hr/> 621,536,664	544,413,253

### 10. Rizab Am II

	2011 RM	2010 RM
Baki pada 1 Januari	1,278,445	1,952,590
Tambah : Pindahan dari Dana Majikan [Nota 9]	574,943	478,266
	<hr/> 1,853,388	2,430,856
Tolak : Pindahan ke Rizab Am I - pelupusan levi kerana gagal berdaftar semula selepas dua tahun	(1,325,813)	(1,152,411)
Baki pada 31 Disember	<hr/> 527,575	1,278,445

# Penyata Kewangan

## 11. Geran Kerajaan

	Nota	2011 RM	2010 RM
Tabung Perantisan	(a)	9,352,404	6,170,683
Tabung Penyelaras Latihan PKS	(b)	-	1,368,144
Tabung Insentif Latihan PKS	(c)	3,170,690	-
Tabung Juruperunding Kajian Teknologi			
Hijau	(d)	385,000	-
Tabung Pembangunan Pusat Sumber			
Manusia Kebangsaan (NHRC)	(e)	1,100,000	-
		<b>14,008,094</b>	<b>7,538,827</b>

### (a) Tabung Perantisan

	2011 RM	2010 RM
Baki pada 1 Januari	6,170,683	6,349,157
Tambah : Peruntukan kerajaan	10,000,000	4,000,000
	<b>16,170,683</b>	<b>10,349,157</b>
Tolak: Bayaran yuran perantis	(6,818,279)	(4,178,474)
Baki pada 31 Disember	<b>9,352,404</b>	<b>6,170,683</b>

### (b) Tabung Penyelaras Latihan Perusahaan Kecil dan Sederhana (PKS)

	2011 RM	2010 RM
Baki pada 1 Januari	1,368,144	2,556,127
Tambah : Peruntukan kerajaan	-	-
	<b>1,368,144</b>	<b>2,556,127</b>
Tolak: Perbelanjaan	(1,368,144)	(1,187,983)
Baki pada 31 Disember	<b>-</b>	<b>1,368,144</b>

### (c) Tabung Insentif Latihan PKS

	2011 RM	2010 RM
Baki pada 1 Januari	-	-
Tambah : Peruntukan kerajaan	10,000,000	-
	<b>10,000,000</b>	<b>-</b>
Tolak: Perbelanjaan	(6,829,310)	-
Baki pada 31 Disember	<b>3,170,690</b>	<b>-</b>

**11. Geran Kerajaan (sambungan)**

**(d) Tabung Juruperunding Kajian Teknologi Hijau**

	2011 RM	2010 RM
Peruntukan kerajaan	385,000	-
Baki pada 31 Disember	<b>385,000</b>	<b>-</b>

**(e) Tabung Pembangunan Pusat Sumber Manusia Kebangsaan (NHRC)**

	2011 RM	2010 RM
Peruntukan kerajaan	1,100,000	-
Baki pada 31 Disember	<b>1,100,000</b>	<b>-</b>

**12. Lebihan Bersih**

	2011 RM	2010 RM
Lebihan bersih diperolehi selepas ditambah:		
Dividen dari pelaburan unit amanah	7,946,102	13,561,600
Pendapatan yuran	2,481,213	2,193,003
Lebihan daripada pelupusan loji dan peralatan	-	1,042
Lebihan daripada pelupusan pelaburan	1,130,996	5,521,012
Sewaan	-	7,440
dan selepas ditolak:		
Bayaran audit	45,000	40,000
Susutnilai	2,788,133	2,743,909
Perbelanjaan kakitangan:		
- Perbelanjaan berkaitan pelan manfaat penakrifan	901,037	1,347,839
- Upah, gaji dan lain-lain	7,949,967	7,864,689
- Caruman KWSP	1,241,481	1,251,089
Sewaan premis	190,984	151,427
Rugi daripada pelupusan loji dan peralatan	-	3,962
Hapus kira loji dan peralatan	69,606	-
Lebihan daripada pelupusan pelaburan	-	3,840,886

Bilangan pekerja Syarikat (termasuk Pengarah) pada akhir tahun adalah seramai 174 (2010 – 179 orang).

## 13. Cukai Pendapatan

	2011 RM	2010 RM
- Tahun semasa	-	19,280

Pembangunan Sumber Manusia Berhad diberi pelepasan cukai pendapatan berkenaan dengan pendapatan berkanun berhubung dengan semua punca pendapatannya kecuali pendapatan dividen selama 10 tahun mulai tahun taksiran 2009 hingga 2017. Pelepasan ini diberi melalui surat Kementerian Kewangan rujukan [8.09]248/40/7-1458[7] bertarikh 14 April 2008. Pulangan balik cukai tertakluk kepada kelulusan Lembaga Hasil Dalam Negeri.

## 14. Ganjaran kakitangan pengurusan utama

Ganjaran kakitangan pengurusan utama adalah seperti berikut:

	2011 RM	2010 RM
Pengarah:		
Elaun	170,400	163,819
Gaji	327,165	340,220
	<b>497,565</b>	<b>504,039</b>

## 15. Instrumen kewangan

### 15.1 Kategori instrumen kewangan

Jadual di bawah memberikan analisis instrumen kewangan yang dikelas seperti berikut:

- (a) Pinjaman dan penghutang (L&R);
- (b) Lain-lain liabiliti (OL); dan
- (c) Aset kewangan sedia untuk dijual (AFS).

2011 <i>Aset Kewangan</i>	Jumlah dibawa	L & R	AFS
	RM	RM	RM
Faedah terakru boleh diterima	6,458,580	6,458,580	-
Deposit	72,314	72,314	-
Pinjaman kepada kakitangan	6,061,022	6,061,022	-
Pelaburan	166,488,058	-	166,488,058
Simpanan tetap	765,572,213	765,572,213	-
Baki tunai dan di bank	39,198,606	39,198,606	-
	<b>983,850,793</b>	<b>817,362,735</b>	<b>166,488,058</b>

**15. Instrumen kewangan (sambungan)**

**15.1 Kategori instrumen kewangan (sambungan)**

	Jumlah dibawa	L & R	AFS
<b>2010</b>	<b>RM</b>	<b>RM</b>	<b>RM</b>
<b>Aset Kewangan</b>			
Faedah terakru boleh diterima	6,241,739	6,241,739	-
Deposit	61,970	61,970	-
Pinjaman kepada kakitangan	6,171,052	6,171,052	-
Pelaburan	240,609,072	-	240,609,072
Simpanan tetap	630,970,942	630,970,942	-
Baki tunai dan di bank	20,620,043	20,620,043	-
	<b>904,674,818</b>	<b>664,065,746</b>	<b>240,609,072</b>
<b>2011</b>	<b>Jumlah dibawa</b>	<b>OL</b>	
	<b>RM</b>	<b>RM</b>	
<b>Liabiliti Kewangan</b>			
Dana majikan	621,536,664	621,536,664	
Rizab Am II	527,575	527,575	
Geran kerajaan	14,008,094	14,008,094	
Pelbagai pembiutang	2,828,384	2,828,382	
Perbelanjaan terakru	1,390,200	1,135,200	
	<b>640,290,917</b>	<b>640,035,915</b>	
<b>2010</b>	<b>Jumlah dibawa</b>	<b>OL</b>	
	<b>RM</b>	<b>RM</b>	
<b>Liabiliti Kewangan</b>			
Dana majikan	544,413,253	544,413,253	
Rizab Am II	1,278,445	1,278,445	
Geran kerajaan	7,538,827	7,538,827	
Pelbagai pembiutang	2,912,476	2,912,476	
Perbelanjaan terakru	793,392	793,392	
	<b>556,936,393</b>	<b>556,936,393</b>	

## 15. Instrumen kewangan (sambungan)

### 15.2 Untung atau rugi bersih hasil dari instrumen-instrumen kewangan

Untung/[rugi] bersih pada:	2011 RM	2010 RM
Aset-aset kewangan sedia untuk dijual		
- Pendapatan komprehensif lain yang diiktiraf	(13,814,495)	11,028,051
- Diklasifikasikan semula dari ekuiti kepada untung atau rugi	(306,519)	[2,226,029]
	<u>(14,121,014)</u>	<u>8,802,022</u>

### 15.3 Pengurusan risiko kewangan

Syarikat ini mempunyai pendedahan kepada risiko yang dihasilkan daripada penggunaan instrumen kewangannya seperti berikut:

#### (a) Risiko kredit

Risiko kredit ialah risiko kerugian kewangan kepada Syarikat jika pelanggan atau pihak berurusniaga kepada instrumen kewangan gagal melaksanakan kewajipan kontraknya.

##### *Objektif pengurusan risiko, polisi dan proses untuk menguruskan risiko*

Pendedahan syarikat terhadap risiko kredit adalah minimum. Risiko kredit terhasil terutamanya daripada simpanan tetap syarikat yang dilaburkan di bank berlesen dan institusi kewangan lain dan faedah yang diperolehi daripada pelaburan tersebut. Pendedahan terhadap risiko kredit dikawalselia secara berterusan.

##### *Pendedahan kepada risiko kredit, kualiti kredit dan kolateral*

Pada akhir tempoh pelaporan, pendedahan maksima kepada risiko kredit yang terhasil daripada baki tunai dan di bank, simpanan tetap, pelbagai penghutang deposit adalah diwakili oleh jumlah dibawa dalam penyata kedudukan kewangan.

#### (b) Risiko kecairan

Risiko kecairan ialah risiko bahawa Syarikat tidak dapat memenuhi obligasi kewangan apabila mencapai tempoh tamat. Pendedahan Syarikat kepada risiko kecairan terhasil terutamanya daripada obligasi untuk membayar balik pelbagai geran latihan.

Syarikat mempertahankan satu tahap tunai dan baki bank serta kemudahan bank yang secukupnya yang ditentukan oleh pengurusan untuk memastikan wujudnya kecairan yang mencukupi untuk memenuhi liabiliti apabila mencapai tempoh tamat.

## 15. Instrumen kewangan (sambungan)

### 15.3 Pengurusan risiko kewangan (sambungan)

#### (b) Risiko kecairan (sambungan)

##### *Analisis kematangan*

Jadual di bawah adalah ringkasan profil kematangan liabiliti kewangan Syarikat pada akhir tempoh laporan ini berdasarkan ketidakpengurangan bayaran secara kontrak:

	Jumlah dibawa	Kadar faedah / kupon	Aliran tunai berkontrak	Di bawah 1 tahun
	RM	RM	RM	RM
Dana majikan	621,536,664	-	621,536,664	621,536,664
Rizab Am II	527,575	-	527,575	527,575
Geran Kerajaan	14,008,094	-	14,008,094	14,008,094
Pelbagai Pembiutang	2,828,384	-	2,828,384	2,828,384
Perbelanjaan Terakru	1,390,200	-	1,390,200	1,390,200
	<b>640,290,917</b>		<b>640,290,917</b>	<b>640,290,917</b>

#### (c) Risiko pasaran

Risiko pasaran adalah risiko perubahan dalam harga pasaran seperti kadar pertukaran asing, kadar faedah dan harga lain yang akan menjelaskan kedudukan kewangan Syarikat atau aliran tunai.

#### (d) Risiko kadar faedah

Pelaburan Syarikat dalam deposit tetap dan dana unit amanah, pinjaman kakitangan, penghutang jangka pendek dan pembiutang tidak terdedah kepada risiko kadar faedah.

##### *Risiko kadar faedah analisis kepekaan*

Analisis kepekaan nilai saksama bagi instrumen kadar tetap

Syarikat tidak mengambil kira mana-mana aset kadar tetap dan liabiliti kewangan pada nilai saksama menerusi keuntungan atau kerugian. Oleh itu, perubahan dalam kadar faedah pada akhir tempoh laporan ini tidak akan menjelaskan keuntungan atau kerugian.

Syarikat tidak terdedah kepada mata wang atau risiko harga lain secara ketara.

# Penyata Kewangan

## 15. Instrumen kewangan (sambungan)

### 15.3 Pengurusan risiko kewangan (sambungan)

#### (e) Nilai saksama instrumen kewangan

Jumlah yang dibawa bagi tunai dan bersamaan tunai, penghutang, deposit dan prabayar, pelbagai pemuitang dan akruan, akan dianggarkan pada nilai saksama berikutan sifat jangka pendek terhadap instrumen-instrumen kewangan ini.

Nilai saksama aset dan liabiliti kewangan yang lain, bersama dengan jumlah yang dibawa dinyatakan di dalam penyata kedudukan kewangan, seperti berikut:

	<b>Jumlah dibawa</b>	<b>Nilai saksama</b>
	<b>RM</b>	<b>RM</b>
<b>2011</b>		
Pelaburan unit amanah	<b>166,488,058</b>	<b>166,488,058</b>
<b>2010</b>		
Pelaburan unit amanah	<b>240,609,072</b>	<b>240,609,072</b>

#### *Hiraku nilai saksama*

Angka perbandingan tidak dibentangkan untuk 31 Disember 2010 menurut kuasa perenggan 44G FRS 7.

Jadual di bawah menganalisis instrumen kewangan yang dibawa pada nilai saksama dengan menggunakan kaedah penilaian. Tahap yang berbeza telah ditakrifkan seperti berikut:

- Tahap 1 : Sebut harga [terselaras] dalam pasaran aktif bagi aset atau liabiliti yang dapat dikesan.
- Tahap 2 : Input selain daripada harga yang disebut termasuk dalam Tahap 1 yang diperhatikan bagi aset atau liabiliti, sama ada secara langsung (iaitu sebagai harga) atau secara tidak langsung (iaitu berasal daripada harga).
- Tahap 3 : Input bagi aset atau liabiliti yang tidak berdasarkan data pasaran yang diperhatikan (input yang tidak dipatuhi).

	<b>Tahap 1</b>	<b>Tahap 2</b>	<b>Tahap 3</b>	<b>Jumlah</b>
	<b>RM</b>	<b>RM</b>	<b>RM</b>	<b>RM</b>
<b>2011</b>				
Pelaburan dalam unit amanah	<b>166,488,058</b>	-	-	<b>166,488,058</b>

## 16. Pengurusan Modal

Objektif Syarikat ketika menguruskan modal adalah dengan mengekalkan asas modal yang kukuh, bagi mengekalkan aktiviti-aktiviti sumber manusia yang ditetapkan. Tiada sebarang perubahan dalam pendekatan Syarikat terhadap pengurusan modal semasa dalam tempoh kewangan tahunan ini.

## 17. Pihak-pihak berkaitan

Identiti pihak-pihak berkaitan

Untuk tujuan penyata kewangan ini, pihak-pihak dianggap mempunyai kaitan dengan Syarikat jika mempunyai keupayaan, secara langsung atau tidak langsung, untuk mengawal pihak berkenaan atau mengenakan pengaruh yang ketara terhadap pihak berkenaan dalam membuat keputusan kewangan dan operasi, atau sebaliknya, atau di mana Syarikat dan pihak berkenaan adalah tertakluk kepada kawalan umum atau pengaruh umum yang besar. Pihak-pihak berkaitan mungkin individu atau entiti lain.

Kakitangan utama pengurusan adalah ditakrifkan sebagai mereka yang mempunyai kuasa dan bertanggungjawab untuk merancang, mengurus dan mengawal aktiviti Syarikat sama ada secara langsung atau tidak langsung. Kakitangan pengurusan utama adalah termasuk semua Pengarah Syarikat.

Sepanjang tahun, tiada transaksi melibatkan kakitangan pengurusan utama seperti yang dinyatakan di atas, selain yang dinyatakan pada Nota 14.

## 18. Angka Perbandingan

Jumlah pendapatan yang komprehensif bagi tahun berakhir 31 Disember 2011 telah dinyatakan semula supaya selaras dengan pembentangan tahun semasa. Tidak ada sebarang kesan ke atas lebihan bagi tahun atau ke atas ekuiti hasil daripada penyataan semula ini.

# Penyata Kewangan

## Maklumat tambahan terhadap pecahan Lebihan Terkumpul

	2011 RM	2010 RM
Lebihan Terkumpul termasuk:		
- Lebihan Terkumpul yang tidak diperuntukan	261,739,633	284,584,977
- Lebihan Terkumpul yang diperuntukan untuk kegunaan spesifik di bawah Kumpulan Wang Amanah	125,975,766	95,060,225
	<u>387,715,399</u>	<u>379,645,202</u>
Kumpulan Wang Amanah pada 31 Disember adalah seperti dibawah :	<b>Nota</b>	<b>2011 RM</b>
Tabung Pinjaman Kenderaan	1	800,000
Tabung Pinjaman Komputer	2	300,000
Tabung Pinjaman Perumahan	3	15,303,408
Tabung Penajaan Pelajaran	4	469,526
Tabung Latihan Pekerja Yang Dihentikan Kerja	5	9,138,080
Tabung Perantisan ( <i>Off-the-job</i> )	6	-
Tabung Perantisan (Elaun Perantis)	7	2,913,956
Tabung Latihan dan Juruperunding	8	5,083,967
Rizab Am I	9	45,730,552
Tabung Penyelaras Latihan Perusahaan Kecil dan Sederhana (PKS)	10	9,914,351
Tabung Juruperunding Analisa Keperluan Latihan PKS	11	4,426,050
Tabung Persidangan Pembangunan Sumber Manusia Kebangsaan	12	1,318,766
Tabung Peningkatan Kemahiran KWPSM		
1Malaysia untuk PKS	13	136,910
Tabung Bantuan Kewangan 1Malaysia untuk Majikan Kecil	14	1,676,237
Tabung Program Latihan 1Malaysia	15	27,251,563
Tabung Pengiktirafan Pencapaian Terdahulu (PPT)	16	1,000,000
Tabung Juruteknik Mesin Jahitan	17	399,000
Tabung Latihan Audit Dalaman Halal	18	113,400
Jumlah	<u>125,975,766</u>	<u>95,060,225</u>

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit.

## Nota Kumpulan Wang Amanah

Tabung dibawah kumpulan wang amanah telah ditubuhkan dan digunakan untuk membiayai program-program berikut.

### (i) Tabung Pinjaman Kenderaan, Pinjaman Komputer, Pinjaman Perumahan dan Penajaan Pelajaran

Tabung Pinjaman Kenderaan, Pinjaman Komputer, Pinjaman Perumahan dan Penajaan Pelajaran adalah kemudahan yang disediakan kepada pekerja Syarikat. Faedah sebanyak 4% setahun dikenakan bagi pinjaman kenderaan, pinjaman komputer dan pinjaman perumahan. Bagi penajaan melanjutkan pelajaran, pekerja hanya perlu membayar 20% daripada yuran pengajian sekiranya menamatkan pelajaran dan mendapat Himpunan Purata Nilai Gred (*CGPA*) di bawah 2.5 untuk peringkat sijil, diploma dan ijazah atau di bawah 3.0 untuk ijazah sarjana dan ijazah kedoktoran jika berkenaan.

### (ii) Skim Latihan Pekerja Yang Dihentikan Kerja

Tabung ini digunakan untuk membiayai yuran kursus yang dikenakan oleh penyedia latihan bagi menjalankan latihan untuk pekerja yang telah dihentikan kerja oleh majikan yang berdaftar dengan Syarikat atau industri yang diliputi di bawah Akta Pembangunan Sumber Manusia Berhad, 2001.

### (iii) Skim Perantisan

Tabung ini digunakan untuk membiayai eluan bulanan perantis semasa latihan “on-the-job” dan “off-the-job” yang dikenakan oleh penyedia latihan untuk perantis di bawah Skim Perantisan.

### (iv) Tabung Latihan dan Juruperunding

Tabung Latihan dan Juruperunding telah ditubuhkan sebagai tabung pusingan untuk mengutip yuran daripada pelatih dan membiayai perbelanjaan latihan di bawah program SMETAP dan untuk membiayai pekerja syarikat yang menghadiri latihan dan seminar di luar negara.

### (v) Rizab Am 1

Tabung ini adalah berkaitan levi majikan yang dibatalkan pendaftarannya kerana menutup operasi (berpindah ke negara lain, insolvensi, penggulungan, diletakkan di bawah penerima dan pengurus, penukaran hakmilik tanpa melibatkan pemindahan aset dan liabiliti syarikat, syarikat yang diletakkan di bawah writ, sita dan jualan, lelongan dan lain-lain) dan levi yang diluputkan bagi majikan yang tidak menjalankan latihan terhadap pekerja dalam tempoh 5 tahun. Majikan hilang kelayakan untuk mendapat sebarang bantuan kewangan atau faedah lain apabila pendaftaran mereka telah dibatalkan. Dana ini boleh digunakan untuk faedah majikan berdaftar PSMB secara keseluruhannya berdasarkan kelulusan oleh Lembaga Pengarah.

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit.

# Penyata Kewangan

## Nota Kumpulan Wang Amanah (sambungan)

### (vi) **Tabung Penyelaras Latihan Perusahaan Kecil dan Sederhana (PKS)**

Syarikat telah dilantik sebagai badan penyelaras yang memantau dan menyelaraskan semua latihan dan pembangunan sumber manusia Perusahaan Kecil dan Sederhana bagi semua sektor ekonomi di Malaysia oleh Majlis Pembangunan PKS Kebangsaan pada 2 Disember 2004. Tabung ini digunakan untuk membiayai aktiviti yang terkandung dalam pelan rancangan latihan PKS.

### (vii) **Tabung Juruperunding Analisa Keperluan Latihan PKS**

Tabung ini digunakan untuk membiayai yuran juruperunding yang dikenakan oleh juruperunding bagi menjalankan Analisa Keperluan Latihan (TNA) dan penyediaan Pelan Latihan Tahunan untuk majikan PKS.

### (viii) **Tabung Persidangan Pembangunan Sumber Manusia Kebangsaan**

Tabung Persidangan Pembangunan Sumber Manusia Kebangsaan diwujudkan sebagai tabung pusingan untuk membiayai penganjuran persidangan tahunan. Fungsi utama tabung ini ialah untuk mengutip yuran persidangan daripada peserta, sewa petak pameran daripada penyewa dan membayar semua perbelanjaan yang berkaitan dengan penganjuran persidangan terutamanya sewa dewan persidangan dan pakej seminar.

### (ix) **Tabung Peningkatan Kemahiran KWPSM 1Malaysia untuk PKS**

Tabung ini telah ditubuhkan bagi memberi bantuan kewangan dan peluang kepada majikan PKS Malaysia menghantar pekerja mereka menghadiri program persijilan yang akan menghasilkan pendapatan tinggi bagi menyokong visi Kerajaan dalam mencapai ekonomi berpendapatan tinggi pada tahun 2020. Ianya akan menggalakkan majikan untuk meningkatkan pengetahuan dan kemahiran pekerja mereka di dalam bidang inovasi, kreativiti dan nilai ditambah yang tinggi.

### (x) **Tabung Bantuan Kewangan 1Malaysia untuk Majikan Kecil**

Tabung Bantuan Kewangan 1Malaysia untuk Majikan Kecil ditubuhkan bagi membantu majikan kecil yang tidak mempunyai baki levi yang mencukupi untuk menghantar pekerja mereka menghadiri latihan. PSMB berpendapat latihan tidak perlu dihentikan walaupun pada masa keadaan ekonomi tidak menentu. Latihan berterusan dan peningkatan kemahiran akan memastikan pekerja mempunyai kemahiran yang sesuai apabila keadaan ekonomi bertambah baik.

### (xi) **Tabung Program Latihan 1Malaysia**

Tabung Program Latihan 1Malaysia ditubuhkan bagi menyediakan peluang kepada pekerja untuk meningkatkan kemahiran atau mendapat kemahiran baru. Pemilihan kursus latihan adalah berdasarkan elemen nilai ditambah yang dimasukkan ke dalam program yang ditawarkan seperti sijil profesional, Sijil Kemahiran Malaysia, atau kursus-kursus yang dapat memberi kemahiran baru kepada pekerja. Sebagai insentif kepada majikan yang menghantar pekerja mereka menyertai program ini, 20% daripada yuran kursus akan dibayar balik dan dikreditkan terus ke dalam akaun levi majikan masing-masing.

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit.

## **Nota Kumpulan Wang Amanah (sambungan)**

### ***(xii) Tabung Pengiktirafan Pencapaian Terdahulu (PPT)***

Tabung Pengiktirafan Pencapaian Terdahulu membolehkan majikan membuat tuntutan bagi yuran pelbagai peringkat untuk pensijilan pekerja mereka yang mempunyai kemahiran dan pengalaman di bawah Sijil Kemahiran Malaysia (MSC), Diploma Kemahiran Malaysia (MDS) atau Diploma Lanjutan Kemahiran Malaysia (MADS) dari Jabatan Pembangunan Kemahiran mengikut tahap kecekapan mereka.

### ***(xiii) Tabung Juruteknik Mesin Jahitan***

Tabung Juruteknik Mesin Jahitan telah ditubuhkan bagi melatih penganggur dan pelajar tercicir untuk menjadi juruteknik mesin jahit. Program ini dikendalikan oleh Pusat Tekstil dan Pakaian Malaysia (MATAC) dan yuran latihan ditaja oleh PSMB.

### ***(xiv) Tabung Latihan Audit Dalaman Halal***

Tabung Latihan Audit Dalaman Halal telah ditubuhkan dengan kerjasama Persatuan Hotel-Hotel Malaysia (MAH) untuk melatih 450 peserta untuk menjadi juruaudit dalaman halal sebelum memperolehi status persijilan halal untuk dapur dan restoran mereka daripada JAKIM.

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit.

# Penyata Kewangan

## Nota Kumpulan Wang Amanah (sambungan)

### 1. Tabung Pinjaman Kenderaan

	2011 RM	2010 RM
Baki pada 1 Januari/ 31 Disember	800,000	800,000

### 2. Tabung Pinjaman Komputer

	2011 RM	2010 RM
Baki pada 1 Januari/ 31 Disember	300,000	300,000

### 3. Tabung Pinjaman Perumahan

	2011 RM	2010 RM
Baki pada 1 Januari	14,548,390	14,028,747
Tambah : Faedah pinjaman	237,477	229,898
Faedah pelaburan	531,038	304,040
	<hr/> 15,316,905	<hr/> 14,562,685
Tolak : Subsidi kerajaan	(13,497)	(14,295)
<b>Baki pada 31 Disember</b>	<b>15,303,408</b>	<b>14,548,390</b>

### 4. Tabung Penajaan Pelajaran

	2011 RM	2010 RM
Baki pada 1 Januari	474,253	493,000
Tolak : Perbelanjaan	(4,727)	(18,747)
<b>Baki pada 31 Disember</b>	<b>469,526</b>	<b>474,253</b>

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit. .

**Nota Kumpulan Wang Amanah (sambungan)**

**5. Tabung Latihan Pekerja Yang Dihentikan Kerja**

	2011 RM	2010 RM
Baki pada 1 Januari/ 31 Disember	9,138,080	9,138,080

**6. Tabung Perantisan (Off-the-Job)**

	2011 RM	2010 RM
Baki pada 1 Januari	205,653	1,598,993
Tolak : Bayaran elauan perantis	(205,653)	(1,393,340)
Baki pada 31 Disember	-	205,653

**7. Tabung Perantisan (Elaun Perantis)**

	2011 RM	2010 RM
Baki pada 1 Januari	4,927,198	-
Tambah : Pindahan dari Rizab Am 1 (Nota 9)	-	5,000,000
	4,927,198	5,000,000
Tolak : Bayaran elauan perantis	(2,013,242)	(72,802)
Baki pada 31 Disember	2,913,956	4,927,198

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit.

# Penyata Kewangan

## Nota kepada Kumpulan Wang Amanah (sambungan)

### 8. Tabung Latihan dan Juruperunding

	2011 RM	2010 RM
Baki pada 1 Januari	4,820,835	4,819,826
Tambah : Yuran penyertaan	<u>4,771,437</u>	<u>2,181,470</u>
	9,592,272	7,001,296
 Tolak : Perbelanjaan	 (4,508,305)	 (2,180,461)
 Baki pada 31 Disember	 <u>5,083,967</u>	 <u>4,820,835</u>

### 9. Rizab Am I

	2011 RM	2010 RM
Baki pada 1 Januari	41,294,564	59,820,331
Tambah : Pelupusan Levi	<u>6,307,488</u>	<u>3,590,791</u>
	47,602,052	63,411,122
 Tolak :Pindahan kepada Tabung Peningkatan Kemahiran KWPSM 1Malaysia [Nota 13]	 -	 (2,000,000)
Pindahan kepada Tabung Bantuan Kewangan 1Malaysia untuk Majikan Kecil [Nota 14]	-	(5,000,000)
Pindahan kepada Tabung Perantisan [Elaun Perantis] [Nota 7]	-	(5,000,000)
Pindahan kepada Tabung Penyelaras Latihan Perusahaan Kecil dan Sederhana [PKS] [Nota 10]	-	(10,000,000)
Perbelanjaan pendaftaran semula majikan Tabung Pengiktirafan Pencapaian Terdahulu [PPT] [Nota 16]	-	(1,000,000)
Tabung Juruteknik Mesin Jahitan [Nota 17]	(399,000)	-
Tabung Latihan Audit Dalaman Halal [Nota 18]	(472,500)	-
 Baki pada 31 Disember	 <u>45,730,552</u>	 <u>41,294,564</u>

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit.

**Nota kepada Kumpulan Wang Amanah (sambungan)**

**10. Tabung Penyelaras Latihan Perusahaan Kecil dan Sederhana (PKS)**

	2011 RM	2010 RM
Baki pada 1 Januari	10,000,000	-
Tambah : Pindahan dari Rizab Am 1 (Nota 9)	-	10,000,000
	<hr/>	<hr/>
	10,000,000	10,000,000
 Tolak : Perbelanjaan	 [85,649]	 -
 Baki pada 31 Disember	 <hr/> 9,914,351	 <hr/> 10,000,000

**11. Tabung Juruperunding Analisa Keperluan Latihan PKS**

	2011 RM	2010 RM
Baki pada 1 Januari	4,750,511	4,767,646
Tolak : Yuran juruperunding	(322,043)	(16,000)
Perbelanjaan	(2,418)	(1,135)
 Baki pada 31 Disember	 <hr/> 4,426,050	 <hr/> 4,750,511

**12. Tabung Persidangan Pembangunan Sumber Manusia Kebangsaan**

	2011 RM	2010 RM
Baki pada 1 Januari	1,412,040	1,377,693
Tambah : Pendapatan daripada Tabung Persidangan PSM Kebangsaan	1,172,365	1,227,387
	<hr/> 2,584,405	<hr/> 2,605,080
Tolak : Perbelanjaan	(1,265,639)	(1,193,040)
 Baki pada 31 Disember	 <hr/> 1,318,766	 <hr/> 1,412,040

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit.

# Penyata Kewangan

## Nota Kumpulan Wang Amanah (sambungan)

### 13. Tabung Peningkatan Kemahiran KWPSM 1Malaysia untuk PKS

	2011 RM	2010 RM
Baki pada 1 Januari	555,310	-
Tambah : Pindahan dari Rizab Am 1 (Nota 9)	-	2,000,000
	<u>555,310</u>	<u>2,000,000</u>
Tolak : Perbelanjaan	(418,400)	(1,444,690)
<b>Baki pada 31 Disember</b>	<b>136,910</b>	<b>555,310</b>

### 14. Tabung Bantuan Kewangan 1Malaysia untuk Majikan Kecil

	2011 RM	2010 RM
Baki pada 1 Januari	1,833,391	-
Tambah : Pindahan dari Rizab Am 1 (Nota 9)	-	5,000,000
	<u>1,833,391</u>	<u>5,000,000</u>
Tolak : Perbelanjaan	(157,154)	(3,166,609)
<b>Baki pada 31 Disember</b>	<b>1,676,237</b>	<b>1,833,391</b>

### 15. Tabung Program Latihan 1Malaysia

	2011 RM	2010 RM
Tambah : Pindahan dari Pendapatan Terkumpul	40,000,000	-
Tolak : Perbelanjaan	(12,748,437)	-
<b>Baki pada 31 Disember</b>	<b>27,251,563</b>	<b>-</b>

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit

**Nota Kumpulan Wang Amanah (sambungan)**

**16. Tabung Pengiktirafan Pencapaian Terdahulu (PPT)**

	2011 RM	2010 RM
Tambah : Pindahan dari Rezab Am 1 [Nota 9]	1,000,000	-
Baki pada 31 Disember	<u>1,000,000</u>	-

**17. Tabung Juruteknik Mesin Jahitan**

	2011 RM	2010 RM
Tambah : Pindahan dari Rezab Am 1 [Nota 9]	399,000	-
Baki pada 31 Disember	<u>399,000</u>	-

**18. Tabung Latihan Audit Dalaman Halal**

	2011 RM	2010 RM
Tambah : Pindahan dari Rezab Am 1 [Nota 9]	472,500	-
	<u>472,500</u>	-
Tolak : Perbelanjaan	(359,100)	-
Baki pada 31 Disember	<u>113,400</u>	-

Maklumat tambahan ini tidak termasuk sebahagian daripada penyata kewangan yang diaudit.