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NOTICE OF THE 13TH ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT THE THIRTEENTH ANNUAL GENERAL MEETING OF PEMBANGUNAN SUMBER MANUSIA BERHAD WILL BE HELD AT WISMA HRDF, AUDITORIUM WAWASAN, LEVEL 1, JALAN BERINGIN, DAMANSARA HEIGHTS, 50490 KUALA LUMPUR ON THURSDAY, 26 JUNE 2014 AT 10.30 A.M. FOR THE FOLLOWING PURPOSES:

Agenda

As Ordinary Business

1. To receive and adopt the Financial Statements for the year ended 31 December 2013 and the Reports of the Directors and Auditors thereon. **(Resolution 1)**
2. To re-appoint Messrs. KPMG as Auditors and to authorise the Directors to fix their remuneration. **(Resolution 2)**
3. To transact any other ordinary business.

BY ORDER OF THE BOARD

TAI YIT CHAN (MAICSA 7009143)
TAN AI NING (MAICSA 7015852)
Secretaries
Kuala Lumpur

5 June 2014

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

NOTIS MESYUARAT AGUNG TAHUNAN YANG KE-13

DENGAN INI DIMAKLUMKAN BAHAWA MESYUARAT AGUNG TAHUNAN PEMBANGUNAN SUMBER MANUSIA BERHAD YANG KETIGA BELAS AKAN DIADAKAN DI WISMA HRDF, AUDITORIUM WAWASAN, ARAS 1, JALAN BERINGIN, DAMANSARA HEIGHTS, 50490 KUALA LUMPUR PADA HARI KHAMIS, 26 JUN 2014 PADA JAM 10.30 PAGI UNTUK URUSAN-URUSAN BERIKUT:

Agenda

Urusan Biasa

1. Menerima dan meluluskan Penyata Kewangan yang diaudit bagi tahun berakhir 31 Disember 2013 dan Laporan Para Pengarah dan Juruaudit. **(Resolusi 1)**
2. Melantik semula tetuan KPMG sebagai Juruaudit Syarikat dan memberi kuasa kepada para Pengarah untuk menetapkan bayaran khidmat mereka. **(Resolusi 2)**
3. Untuk melaksanakan sebarang urusan biasa yang lain.

DENGAN PERINTAH LEMBAGA PENGARAH

TAI YIT CHAN (MAICSA 7009143)
TAN AI NING (MAICSA 7015852)
Setiausaha
Kuala Lumpur

5 Jun 2014

Nota: Di bawah Artikel Persatuan Syarikat, ahli tidak dibenarkan menghantar proksi untuk menghadiri Mesyuarat Agung Tahunan.

VISION

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

MISSION

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

OBJECTIVE

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.

FUNCTIONS OF PSMB

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

- 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;
- To promote and stimulate manpower training; and
- To determine the terms and conditions under which any financial assistance or other benefits are to be given.



VISI

Sebagai daya penggerak latihan dan pembangunan tenaga kerja.

MISI

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

OBJEKTIF

Untuk menggalakkan majikan yang diliputi i 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.

FUNGSI PSMB

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

- Untuk menilai dan menentukan jenis dan tahap latihan dan latihan semula pekerja, perantis dan pelatih selaras dengan keperluan sumber manusia bagi industri;
- Untuk menggalakkan dan meningkatkan latihan tenaga manusia; dan
- Untuk menentukan terma dan syarat di mana 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 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.
- Staffs 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.

DASAR LATIHAN

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

DASAR KESELAMATAN

Adalah menjadi polisi PSMB, untuk menyediakan sebaik mungkin persekitaran kerja yang selamat dan sihat kepada semua pekerja dan orang ramai. Pelaksanaan Polisi Keselamatan dan Kesihatan Pekerjaan ini akan dapat 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 bertanggungjawab terhadap perkara-perkara berkaitan keselamatan dan kesihatan pekerjaan.

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



① HEADQUARTERS IBU PEJABAT

Wisma HRDF
Jalan Beringin,
Damansara Heights,
50490 Kuala Lumpur.

PSMB CONTACT CENTRE
PUSAT PANGGILAN PSMB
1800-88-4800
Fax/Faks: 03-2096 4999

Website: <http://www.hrdf.com.my>
Email/Emel: support@hrdf.com.my

② NORTHERN BRANCH CAWANGAN UTARA

Tingkat 2, Wisma PERKESO,
Lebuh Tenggiri 2,
Bandar Seberang Jaya,
13700 Pulau Pinang.

Tel: 04-397 0779 & 04-3984697
Fax/Faks: 04-3987350

Branch Manager / Pengurus Cawangan
Azhari Bin Abu Bakar
Email/Emel: azhari@hrdf.com.my

③ JOHOR BRANCH CAWANGAN JOHOR

No. 50 & 50-01, Jalan Setia 3/7,
Taman Setia Indah,
Johor Bahru,
81100 Johor.

Tel: 07-353 8121 & 07-353 8131
Fax/Faks: 07-353 8217

Branch Manager / Pengurus Cawangan
Zamrulida Binti Zanziba
Email/Emel: zam@hrdf.com.my

WHERE WE ARE DI MANA KAMI BERADA



MELAKA BRANCH CAWANGAN MELAKA

Lot 4-04, Wisma UTC,
Jalan Tan Chay Yan,
Off Jalan Hang Tuah,
75300 Melaka.

Tel: 06-282 1537
Fax/Faks: 06-282 1536

Branch Manager / Pengurus Cawangan
Jais Bin Abu Hasan
Email/Emel: jais@hrdf.com.my



SABAH BRANCH CAWANGAN SABAH

Lot B5, Tingkat 5,
Bangunan KWSP,
Kota Kinabalu,
88598 Sabah.

Tel: 088-260 114 & 088-263 114
Fax/Faks: 088-252 114

Branch Manager / Pengurus Cawangan
Farah Binti Bidin
Email/Emel: farah@hrdf.com.my



SARAWAK BRANCH CAWANGAN SARAWAK

No. 6, Lot 2338, Tingkat 1,
Bormill Estate Commercial Centre,
Jalan Tun Ahmad Zaidi Aduce,
93150 Kuching,
Sarawak.

Tel: 082-254 721 & 082-254 564
Fax/Faks: 082-254 795

Branch Manager / Pengurus Cawangan
Tuty Binti Bujang
Email/Emel: tuty@hrdf.com.my



CHAIRMAN'S STATEMENT

KENYATAAN PENERUSI



CHAIRMAN'S STATEMENT

KENYATAAN PENERUSI

783,296

TRAINING PLACES
TEMPAT LATIHAN

RM506.14 M

FINANCIAL ASSISTANCE
BANTUAN KEWANGAN

RM407.65 M

DISBURSED TO EMPLOYERS
PEMBAYARAN KEPADA MAJIKAN



CHAIRMAN'S STATEMENT

KENYATAAN PENERUS

Salam 1Malaysia

In 2013, Malaysian economy grew 4.7% as compared to 5.6% in 2012, driven by the continued strong growth in domestic demand. Despite the weaker external environment in the first half of the year, domestic demand remained resilient throughout the year, led by robust private sector activity. Private consumption was supported mainly by favourable employment conditions and wage growth.

The growth of human capital has resulted in Malaysia ranked 22 out of 122 countries in the inaugural Human Capital Index 2013 by World Economic Forum (WEF). It shows the importance of cultivating and harnessing the workforce in Malaysia for the years to come. Here at PSMB, we are geared towards that objective, in line with the Government's Tenth Malaysia Plan (10MP) and the Economic Transformation Programme (ETP), which aims to create a more flexible labour market, upgrading the skills and capabilities of the existing workforce and enhancing Malaysia's ability to attract and retain vibrant workforce in Malaysia.

2013 has been an innovative year for HRDF, with fresh enthusiasm we strive to be the premiere catalyst in value added training programmes. We carry the vision of achieving the Government's national agenda of increasing the workforce competency of Malaysia through supporting the industries in training and retraining of the employees.

Throughout 2013, a total of 783,296 training places and RM506.14 million in financial assistance were approved with RM407.65 million disbursed. In the same year, 616 new employers registered with PSMB, making the total number of registered employers as at 31 December 2013 at 13,989.

On behalf of PSMB Board of Directors, I would like to thank our stakeholders, mainly the registered employers and training providers for their continuous support. We look forward to their continued support as we take on the challenge of upskilling the Malaysian workforce.

I would like to extend my heartfelt appreciation to the Ministry of Human Resources, specifically to the Honourable Minister of Human Resources for his wisdom and advice in helping PSMB to flourish to greater heights, and also to the Government of Malaysia as a whole, for the unwavering support to HRDF throughout its 20 years of establishment in creating skilled workforce through retraining and skills upgrading activities, for the benefit of all.

I wish to record my sincere appreciation to all very capable members of the Board for their commitment, valuable input and contribution to the organisation. I also wish to thank the management and every single employee of PSMB for their tireless dedication and effort in discharging their duties and responsibilities in assisting our Country materialise the aspiration of becoming a developed nation and High Income Economy by 2020.

Thank You

Salam 1Malaysia,

Ekonomi Malaysia berkembang 4.7% pada 2013 berbanding 5.6% pada 2012, didorong oleh pertumbuhan yang kukuh di dalam negara. Walaupun faktor luaran yang lemah pada 6 bulan pertama, permintaan dalam negara kekal tinggi, diterajui oleh sektor swasta. Permintaan swasta ini adalah disebabkan oleh keadaan guna tenaga dan pertumbuhan gaji yang mengalakkan.

Pertumbuhan modal insan yang sihat telah meletakkan Malaysia di tangga ke 22 dari 122 negara, mengikut Human Capital Index 2013 yang diterajui oleh World Economic Forum (WEF). Kepentingan modal insan di Malaysia terserlah, dan usaha memupuk serta memanfaatkan tenaga kerja untuk masa hadapan perlu ditingkatkan. Di PSMB, kami menjurus ke arah objektif tersebut, selaras dengan usaha kerajaan dalam Rancangan Malaysia Kesepuluh (RMKe-10) dan Program Transformasi Ekonomi (ETP). Dengan teras ini, yang bertujuan untuk mewujudkan guna tenaga yang fleksibel, peningkatan kemahiran dan keupayaan tenaga kerja yang sedia ada, dan meningkatkan keupayaan untuk menarik minat dan mengekalkan tenaga kerja di Malaysia.

2013 merupakan tahun yang inovatif bagi kami warga HRDF, dengan semangat yang jitu, kami berusaha untuk menjadi peneraju utama program latihan sokongan. Kami mendukung agenda nasional dalam meningkatkan kecekapan tenaga kerja dengan menyokong industri menerusi program latihan dan latihan semula pekerja.

Sepanjang 2013, sejumlah 783,296 tempat latihan dengan bantuan kewangan sebanyak RM506.14 juta telah diluluskan dengan RM407.65 juta bayaran dibuat. Pada tahun yang sama, sebanyak 616 majikan baru telah berdaftar dengan PSMB, menjadikan jumlah majikan berdaftar sehingga 31 Disember 2013 sebanyak 13,989.

Bagi pihak Lembaga Pengarah PSMB, saya ingin mengucapkan terima kasih kepada pihak berkepentingan kami, terutamanya kepada majikan berdaftar dan penyedia latihan di atas sokongan berterusan mereka. Kami mengalu-alukan sokongan berterusan tersebut dalam kami menahuti cabaran untuk membantu meningkatkan kemahiran tenaga kerja tempatan.

Saya ingin memanjangkan setinggi penghargaan kepada Kementerian Sumber Manusia, khususnya kepada Yang Berhormat Menteri Sumber Manusia di atas kebijaksanaan dan nasihat beliau dalam membantu PSMB untuk berkembang dengan lebih gemilang, dan juga kepada Kerajaan Malaysia secara amnya, di atas sokongan tidak berbelah bahagi di sepanjang 20 tahun penubuhan HRDF dalam mewujudkan tenaga kerja mahir menerusi aktiviti latihan semula dan peningkatan kemahiran, untuk faedah semua.

Saya ingin merakamkan setulus penghargaan kepada semua Ahli Lembaga Pengarah PSMB yang berkebolehan, di atas komitmen, input berharga serta sumbangan mereka kepada organisasi. Saya juga ingin berterima kasih kepada pihak pengurusan serta setiap pekerja PSMB di atas usaha serta dedikasi tanpa jemu mereka dalam membantu Negara kita merealisasikan aspirasi untuk menjadi sebuah negara maju dan Ekonomi Berpendapatan Tinggi menjelang 2020.

Terima Kasih

DATO' DR. ABDUL RAZAK BIN ABDUL
Chairman of the Board of Directors
Pengerusi Lembaga Pengarah
Pembangunan Sumber Manusia Berhad



BOARD OF DIRECTORS

AHLI LEMBAGA PENGARAH

2011-2013



BOARD OF DIRECTORS

AHLI LEMBAGA PENGARAH

16 May 2011 until 15 May 2013 / 16 Mei 2011 hingga 15 Mei 2013

- 01. RAJA DATO' ABD. AZIZ BIN RAJA MUDA MUSA**
FEDERATION OF MALAYSIAN MANUFACTURERS (FMM)
PERSEKUTUAN PEKILANG-PEKILANG MALAYSIA (FMM)
- 02. DATO' HAJI MOHD. SHARIFF BIN HUSSIN**
MINISTRY OF HUMAN RESOURCES
KEMENTERIAN SUMBER MANUSIA
- 03. DATO' HAFSAH BINTI HASHIM**
SME CORPORATION MALAYSIA
- 04. DATUK HAJI MOHD. ILYAS BIN ZAINOL ABIDIN**
MALAYSIAN ASSOCIATION OF HOTELS (MAH)
PERSATUAN HOTEL MALAYSIA
- 05. DATO' LOW KIAN CHUAN**
THE ASSOCIATED CHINESE CHAMBERS OF COMMERCE &
INDUSTRY OF MALAYSIA (ACCCIM)
- 06. TAN SRI KETHEESWARAN A/L M. KANAGARATNAM**
PINEHILL PACIFIC BERHAD
- 07. DATO' DR. R. PALAN**
INDEPENDENT MEMBER
- 08. DATUK MANIMARAN ANTHONY**
MARUWA (M) SDN BHD
- 09. DR. MOHD. MAZLAN BIN CHE MAT**
MALAY CHAMBER OF COMMERCE MALAYSIA (DPMM)
DEWAN PERNIAGAAN MELAYU MALAYSIA (DPMM)
- 10. HAJI ABDUL WAHAB BIN ABU BAKAR**
MALAYSIAN EMPLOYERS FEDERATION (MEF)
PERSATUAN MAJIKAN-MAJIKAN MALAYSIA
- 11. DAVID WONG NAN FAY**
NATIONAL ICT ASSOCIATION OF MALAYSIA
PERSATUAN INDUSTRI KOMPUTER DAN MULTIMEDIA MALAYSIA (PIKOM)
- 12. HAJI MOHD. GHAUS BIN AB. KADIR**
MINISTRY OF HIGHER EDUCATION
KEMENTERIAN PENGAJIAN TINGGI
- 13. CHUA TIAM WEE**
SMALL AND MEDIUM INDUSTRIES ASSOCIATION OF MALAYSIA
- 14. HAJI AHMAD FADZIL BIN MAHMUD**
MALAYSIA PRODUCTIVITY CORPORATION (MPC)
PERBADANAN PRODUKTIVITI MALAYSIA
- 15. MOHD. JAFAR BIN ABD. MAJID**
NATIONAL UNION OF TELECOMMUNICATIONS EMPLOYEES (NUTE)
KESATUAN KEBANGSAAN PEKERJA-PEKERJA TELEKOMUNIKASI
- 16. PETER LIM YOKE CHEONG**
PRESIDENT OF MALAYSIAN AUTOMOTIVE COMPONENT
PARTS MANUFACTURERS (MACPMA)
- 17. GIVANANADAM A/L KALINAN**
MINISTRY OF FINANCE
KEMENTERIAN KEWANGAN
- 18. AMIRNUDDIN BIN MAZLAN**
CHIEF EXECUTIVE / KETUA EKSEKUTIF
PEMBANGUNAN SUMBER MANUSIA BERHAD

BOARD OF DIRECTORS

AHLI LEMBAGA PENGARAH

16 May 2011 until 15 May 2013 / 16 Mei 2011 hingga 15 Mei 2013



BOARD COMMITTEES

JAWATANKUASA LEMBAGA PENGARAH

Board Committees from 16 May 2011 until 15 May 2013

Jawatankuasa Lembaga Pengarah bagi tempoh 16 Mei 2011 hingga 15 Mei 2013

ALTERNATE MEMBERS AHLI SILIH GANTI

Dato' Sri Mustapa Kamal bin Maulut
Datuk Santhakumar a/l 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
Davies Danavaindran a/l Arputhasamy

COMPANY SECRETARY SETIAUSAHA SYARIKAT

Tai Yit Chan
Tan Ai Ning

AUDIT COMMITTEE JAWATANKUASA AUDIT

Dr. Mohd. Mazlan bin Che Mat (Chairman / Pengerusi)
Chua Tiam Wee
Mohd. Jafar bin Abd. Majid
Lim Kheng Chye

ESTABLISHMENT & BENEFITS COMMITTEE JAWATANKUASA PERJAWATAN & FAEDAH

Dato' Hafsa binti Hashim (Chairperson / Pengerusi)
David Wong Nan Fay
Mohd. Jafar bin Abd. Majid
Haji Ahmad Fadzil bin Mahmud

TENDER COMMITTEE A (for acquisition valued at RM20 million or more) JAWATANKUASA TENDER A (Bagi perolehan yang bernilai RM20 juta atau lebih)

Raja Dato' Abd. Aziz bin Raja Muda Musa (Chairman / Pengerusi)
Tan Sri K. Ketheeswaran a/l M. Kanagaratnam
Givananadam a/l Kalinan
Peter Lim Yoke Cheong

TENDER COMMITTEE B (For acquisition valued at RM500,00 or more but less than RM20 million) JAWATANKUASA TENDER B (Bagi perolehan yang bernilai RM500,000 atau lebih tetapi kurang daripada RM20 juta)

Dato' Haji Mohd. Shariff bin Hussin (Chairman / Pengerusi)
Datuk Haji Mohd. Ilyas bin Zainol Abidin
Haji Ahmad Fadzil bin Mahmud
Chua Tiam Wee

FINANCE COMMITTEE JAWATANKUASA KEWANGAN

Dato' Low Kian Chuan (Chairman / Pengerusi)
Haji Mohd Ghaus bin Ab. Kadir
Givananadam a/l Kalinan
Lim Kheng Chye

BOARD COMMITTEES

JAWATANKUASA LEMBAGA PENGARAH

Board Committees from 16 May 2011 until 15 May 2013
Jawatankuasa Lembaga Pengarah bagi tempoh 16 Mei 2011 hingga 15 Mei 2013

HUMAN RESOURCE MANAGEMENT COMMITTEE **JAWATANKUASA PENGURUSAN SUMBER MANUSA**

Haji Abdul Wahab bin Abu Bakar (Chairman / Pengerusi)
Dato' Haji Mohd. Shariff bin Hussin
David Wong Nan Fay
Haji Mohd Ghaus bin Ab. Kadir

INVESTMENT PANEL **PANEL PELABURAN**

Raja Dato' Abd. Aziz bin Raja Muda Musa (Chairman/
Pengerusi)
Amirnuddin bin Mazlan
Senator Dato' Jaspal Singh
Datuk Haji Mohd. Ilyas bin Zainol Abidin
Datuk Manimaran Anthony
Dr. Chin Yoong Kheong
Kuppamal a/p Ramasamy

MANAGEMENT COMMITTEE **JAWATANKUASA PENGURUSAN**

Raja Dato' Abd. Aziz bin Raja Muda Musa (Chairman/
Pengerusi)
Dato' Dr. R. Palan
Haji Abdul Wahab bin Abu Bakar
Peter Lim Yoke Cheong

ICT 2.0@HRDF PROJECT STEERING COMMITTEE **JAWATANKUASA PENERAJU PROJEK ICT 2.0 HRDF**

David Wong Nan Fay (Chairman / Pengerusi)
Haji Ahmad Fadzil bin Mahmud
Amirnuddin bin Mazlan

COMMITTEE OF INQUIRY AND APPEAL

JAWATANKUASA SIASATAN DAN RAYUAN

Committee of Inquiry and Appeal from 16 May 2011 until 15 May 2013

Jawatankuasa Siasatan dan Rayuan bagi tempoh 16 Mei 2011 hingga 15 Mei 2013

Members of Panel of Domestic Inquiry, Disciplinary Committee and Disciplinary Appeal Committee for Deputy Chief Executive (Grade SM2) and General Managers (Grade SM3)

Ahli Panel Siasatan Dalaman, Jawatankuasa Tatatertib dan Jawatankuasa Rayuan Tatatertib untuk Timbalan Ketua Eksekutif (Gred SM2) dan Pengurus Besar (Gred SM3)

PANEL OF DOMESTIC INQUIRY PANEL SIASATAN DALAMAN

Datuk Haji Mohd. Ilyas bin Zainol Abidin
(Chairman / Pengerusi)
Haji Ahmad Fadzil bin Mahmud
Peter Lim Yoke Cheong

DISCIPLINARY COMMITTEE JAWATANKUASA TATATERTIB

Dato' Hafsah binti Hashim
(Chairperson / Pengerusi)
David Wong Nan Fay
Mohd. Jafar bin Abd. Majid
Haji Ahmad Fadzil bin Mahmud

DISCIPLINARY APPEAL COMMITTEE JAWATANKUASA RAYUAN TATATERTIB

Raja Dato' Abd. Aziz bin Raja Muda Musa
(Chairman / Pengerusi)
Tan Sri K. Ketheeswaran a/l M. Kanagaratnam
Dato' Dr. R. Palan
Dato' Low Kian Chuan
Datuk Manimaran Anthony

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

Ahli Panel Siasatan Dalaman, Jawatankuasa Tatatertib dan Jawatankuasa Rayuan Tatatertib untuk 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, dengan satu dilantik sebagai Pengerusi

DISCIPLINARY COMMITTEE JAWATANKUASA TATATERTIB

Dato' Hafsah binti Hashim (Chairperson / Pengerusi)
David Wong Nan Fay
Haji Ahmad Fadzil bin Mahmud
Mohd Jafar bin Abd. Majid

DISCIPLINARY APPEAL COMMITTEE JAWATANKUASA RAYUAN TATATERTIB

Dato' Haji Mohd. Shariff bin Hussin (Chairman / Pengerusi)
Givananadam a/l Kalinan
Chua Tiam Wee

COMMITTEE OF INQUIRY AND APPEAL

JAWATANKUASA SIASATAN DAN RAYUAN

Committee of Inquiry and Appeal from 16 May 2011 until 15 May 2013
Jawatankuasa Siasatan dan Rayuan bagi tempoh 16 Mei 2011 hingga 15 Mei 2013

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

**Ahli Panel Siasatan Dalaman, Jawatankuasa Tatatertib dan Jawatankuasa
Rayuan Tatatertib untuk Gred S1, S2, C1, C2, C3 C4 dan C5**

PANEL OF DOMESTIC INQUIRY PANEL SIASATAN DALAMAN

Three staff of PSMB's holding the post higher than the
accused staff, with one being appointed as chairman
*Tiga kakitangan PSMB yang memegang jawatan lebih
tinggi daripada kakitangan tertuduh, dengan satu
dilantik sebagai pengerusi*

DISCIPLINARY COMMITTEE JAWATANKUASA TATATERTIB

Chief Executive of PSMB (Chairman)
Ketua Eksekutif PSMB (Pengerusi)
Deputy Chief Executive (Management) of PSMB
Timbalan Ketua Eksekutif (Pengurusan) PSMB
General Manager of Corporate Affairs
and Human Resource Division
*Pengurus Besar Hal Ehwal Korporat
dan Sumber Manusia*

DISCIPLINARY APPEAL COMMITTEE JAWATANKUASA RAYUAN TATATERTIB

Dato' Hafsah binti Hashim (Chairperson / Pengerusi)
David Wong Nan Fay
Haji Ahmad Fadzil bin Mahmud
Mohd Jafar bin Abd. Majid

BOARD OF DIRECTORS

AHLI LEMBAGA PENGARAH

2013-2015



HRDF
-MALAYSIA-

DATO' DR. ABDUL RAZAK BIN ABDUL

CHAIRMAN / PENERUS
FEDERAL POWER SDN BHD



Dato' Dr Abdul Razak Bin Abdul was appointed as a Chairman of the Board of Director of HRDF on 1st October 2013 until 15 May 2015.

He holds a Bachelor of Science in Economics from Wilmington College, Ohio, a Master in Business Administration (Finance) from New York University and a Doctorate in Philosophy (PhD) from Katholiek University of Leuven, Belgium, majoring in International Business.

With his extensive experiences in the restructuring of financially troubled companies and corporate strategies, he has been appointed to sit on the Board of Petaling Tin Bhd, Mutiara Goodyear Development Bhd, Tap Resources Bhd, Wonderful Wire & Cable Bhd, Kejuruteraan Samudra Timur Bhd, Idris Hydraulic (M) Berhad and among others. Dato' is currently still sit in the Board of FACB Industries Inc Bhd. since April 1994. Currently, YBhg. Dato' is also an Executive Chairman of Federal Power Sdn Bhd.

He also provides consultancy to public listed companies undergoing debt restructuring and corporate turnaround. Among his contributions to the society, Dato' Dr Abdul Razak is the current President of Malaysian Cable Manufacturers Association (MCMA), and Council member of Yayasan Budiman UITM. As well as still being a member of an Academic Advisory Committee in Universiti Industri Selangor (UNISEL).

Dato' Dr Abdul Razak Bin Abdul telah dilantik sebagai Pengerusi Lembaga Pengarah HRDF pada 1hb Oktober 2013 hingga 15 May 2015.

Beliau memperolehi Sarjana Muda Sains dalam bidang Ekonomi dari Wilmington College, Ohio, dan Sarjana Pentadbiran Perniagaan (Kewangan) dari University New York, juga Doktor Falsafah (PhD) dalam jurusan Perniagaan Antarabangsa, dari Universiti Katholiek di Leuven, Belgium.

Dengan pengalaman beliau yang luas dalam penyusunan semula syarikat-syarikat yang bermasalah, dan juga strategi korporat, beliau dilantik sebagai ahli lembaga Petaling Tin Bhd, Mutiara Goodyear Development Bhd, Tap Resources Bhd, Wonderful Wire & Cable Bhd, Kejuruteraan Samudra Timur Bhd, Idris Hydraulic (M) Bhd, antara lain. Beliau juga salah seorang ahli lembaga di FACB Industries Inc Bhd semenjak April 1994 dan kini bertanggungjawab sebagai Pengerusi Eksekutif di Federal Power Sdn. Bhd.

Beliau juga memberi khidmat perundingan dalam penyusunan semula hutang dan pemulihan korporat kepada syarikat awam yang tersenarai di bursa Malaysia. Antara sumbangan beliau kepada masyarakat, Dato' Dr Abdul Razak menjawat jawatan sebagai Presiden Malaysian Cable Manufacturers Association (MCMA), dan ahli majlis Yayasan Budiman UITM, dan juga ahli jawatankuasa penasihat akademik di Universiti Industri Selangor (UNISEL).

BOARD OF DIRECTORS

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16 May 2013 until 15 May 2015 / 16 Mei 2013 hingga 15 Mei 2015



DATO' HAJI MOHD. SHARIFF BIN HUSSIN

DEPUTY CHAIRMAN / TIMBALAN PENERUS
MINISTRY OF HUMAN RESOURCES / KEMENTERIAN SUMBER MANUSIA

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 the University of Malaya and holds a Master in Public Administration from W. 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 of the Ministry of Human Resources in 2006 until now.

Dato' Haji Mohd. Shariff bin Hussin adalah Timbalan Ketua Setiausaha (Operasi) Kementerian Sumber Manusia. Beliau mempunyai ijazah Sarjana Muda dengan kepujian di dalam bidang Sejarah daripada Universiti Malaya. Beliau juga adalah lulusan Sarjana Pentadbiran Awam daripada W. 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 dengan JPA sebagai Timbalan Pengarah Kanan Polisi dan Pembangunan Perkhidmatan. Beliau telah dilantik sebagai Timbalan Ketua Setiausaha Kementerian Sumber Manusia pada tahun 2006 sehingga kini.



TAN SRI KETHEESWARAN A/L M. KANAGARATNAM

PINEHILL PACIFIC BERHAD

Tan Sri K. Ketheeswaran is the President of the Malaysian Associated Indian Chambers of Commerce & Industry (MAICCI). He was elected as the President of MAICCI on 14 June 2008, for a two-year term and continued to retain the position uncontested in the year 2010 and 2012 until 2015.

He concurrently holds the position as the Vice President of the National Chamber of Commerce and Industry of Malaysia (NCCIM) since 2008. In the corporate arena, Tan Sri K. Ketheeswaran is the Executive Deputy Chairman of Pinehill Pacific Bhd & Group Executive Chairman of The ABN Media Group Sdn Bhd.

Tan Sri K. Ketheeswaran merupakan Presiden Gabungan Dewan Perniagaan Dan Perindustrian India Malaysia (MAICCI). Beliau dilantik sebagai presiden MAICCI pada Jun 14, 2008 untuk jangka 2 tahun, dan dilanjutkan tanpa bertanding pada 2010 dan 2012 hingga 2015.

Pada masa yang sama Tan Sri K. Ketheeswaran juga menyandang jawatan Naib Presiden National Chamber of Commerce and Industry of Malaysia pada 2008. Di arena korporat Tan Sri K. Ketheeswaran merupakan Timbalan Pengerusi Eksekutif Pinehill Pacific Bhd dan Pengerusi Eksekutif Kumpulan The ABN Media Group Sdn. Bhd.

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DATUK HAJI MOHD ILYAS BIN ZAINOL ABIDIN

MALAYSIAN ASSOCIATION OF HOTELS (MAH)
PERSATUAN HOTEL MALAYSIA

A resourceful and dynamic person, Datuk Haji Mohd Ilyas bin Zainol Abidin has over 34 years of experience in the hospitality industry, 20 years of which with Hilton International Hotels. Datuk Haji Mohd Ilyas bin Zainol Abidin is the Managing Director of Biztel 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), Vice President of Asean Hotel & Restaurant Association (AHRA), Secretary-General for ASEAN Tourism Association (ASEANTA). He was 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 Haji Mohd Ilyas bin Zainol Abidin ialah seorang yang pintar dan dinamik, mempunyai pengalaman selama 34 tahun di dalam industri hospitaliti, di mana beliau bersama Hilton International Hotels selama 20 tahun. Datuk Haji Mohd Ilyas bin Zainol Abidin juga ialah seorang Pengarah Urusan di Biztel Sdn Bhd, iaitu syarikat yang menguruskan De Palma Hotels. Beliau menerajui kajian, penyelidikan pemasaran, terutama pembangunan hotel di sekitar rantau ini.

Beliau memegang beberapa portfolio, seperti Presiden pada Malaysian Association of Hotels (MAH), Naib Presiden pada Asean Hotel & Restaurant Association (AHRA), Setiausaha Agung pada ASEAN Tourism Association (ASEANTA), dan beliau juga ialah seorang ali lembaga pada Tourism Malaysia.

Minat beliau dalam industri hotel dan juga pembangunan modal insan, menyebabkan beliau dilantik sebagai Adjunct Fellow Universiti Utara Malaysia dan seorang Honorary Fellow, Institute of Hospitality Management di Ireland dan Confederation of Tourism, Hotel and Catering Management, Hong Kong, serta seorang Rakan Kehormat dan Pengurus Bertauliah, Institute of General Management, Ireland.



DATO' LOW KIAN CHUAN

THE ASSOCIATED CHINESE CHAMBERS OF
COMMERCE & INDUSTRY OF MALAYSIA (ACCCIM)

Dato' Low Kian Chuan is the Secretary-General of the Associated Chinese Chambers of Commerce & Industry of Malaysia, and is also the Adviser of ACCCIM'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 the University of California, Berkeley, US.

He is Executive Chairman of Low Fatt Wood Industries Sdn. Bhd. and is the Managing Director of Low Fatt Group of Companies.

Dato' Low Kian Chuan adalah Setiausaha Agung, Gabungan Dewan Perniagaan & Perindustrian Cina Malaysia (ACCCIM) dan juga merupakan Penasihat untuk Jawatankuasa PKS dan Pembangunan Sumber Manusia ACCCIM.

Beliau berkelulusan Ekonomi daripada Wilfrid Laurier University, Kanada pada tahun 1983 dan memiliki Diploma Lanjutan dalam bidang Pentadbiran Perniagaan pada tahun berikutnya. Beliau turut memiliki Certificate in Advanced Marketing Strategies dari University of California, Berkeley, AS.

Beliau adalah Pengerusi Eksekutif, Low Fatt Wood Industries Sdn. Bhd. dan merupakan Pengarah Urusan Low Fatt Group of Companies.



DATO' HAFSAH BINTI HASHIM

SME CORPORATION MALAYSIA

Dato' Hafsa binti Hashim is Chief Executive 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.

Having served under the Ministry of International Trade and Industry, Ministry of Agriculture, and Ministry of Primary Industries, Dato' Hafsa binti Hashim has acquired many years of experience and knowledge, allowing her to be appointed as Board Member of Johor Corporation (JCorp), Board Member of Malaysian Green Technology Corporation (GreenTech Malaysia), Board Member of Pembangunan Sumber Manusia Berhad (PSMB), Board Member of Yayasan Pembangunan Usahawan Terengganu (YPU) and Board Member of Universiti Malaysia Kelantan (UMK).

Dato' Hafsa binti Hashim was bestowed with the Centre for Women Leadership (CWL) Excellence from Binary University in 2014 and Asian Academy of Management Life Membership from University of Science Malaysia (USM) in 2013.

Dato' Hafsa binti Hashim merupakan Ketua Eksekutif SME Corporation Malaysia (SME Corp). Beliau berkelulusan Ijazah Sarjana Muda Sains Gunaan dari Universiti Sains Malaysia pada tahun 1982, dan telah dianugerahkan MBA dari Aston University, United Kingdom, pada tahun 1995.

Setelah berkhidmat di bawah Kementerian Perdagangan Antarabangsa dan Industri, Kementerian Pertanian dan Kementerian Perusahaan Utama, Dato' Hafsa binti Hashim telah memperoleh pelbagai pengalaman dan pengetahuan, membolehkan beliau dilantik sebagai Ahli Lembaga Pengarah Johor Corporation (JCorp), Ahli Lembaga Malaysian Green Technology Corporation (GreenTech Malaysia), Ahli Lembaga Pembangunan Sumber Manusia Berhad (PSMB), Ahli Lembaga Yayasan Pembangunan Usahawan Terengganu (YPU) dan Ahli Lembaga Pengarah Universiti Malaysia Kelantan (UMK).

Dato' Hafsa binti Hashim telah dikurniakan dengan Kecemerlangan Centre for Women Leadership (CWL) dari Universiti Binary pada 2014 dan Keahlian Akademi Pengurusan Asia dari Universiti Sains Malaysia (USM) pada tahun 2013.



DR. MOHD MAZLAN BIN CHE MAT

MALAY CHAMBER OF COMMERCE, MALAYSIA (DPMM)
DEWAN PERNIAGAAN MELAYU MALAYSIA (DPMM)

Dr. Mohd Mazlan Che Mat was a former Associate Professor in the Faculty of Built Environment at Universiti Teknologi Malaysia with a background in Quantity Surveying and Value Management. In 1990, he was the first Non-Australian to be admitted as a member of the Institute of Value Management of Australia. From this starting point, he progressed to many stellar organizations and companies such as Economic Planning Unit (EPU), Higher Learning Institutions, Public Works Department (PWD) Malaysia, Malaysia Airports Holdings Berhad (MAHB), Tenaga Nasional Berhad (TNB), Department of Irrigation & Drainage (D.I.D), Construction Industry Development Board (CIDB), Malaysia Highway Authority (MHA), Syarikat Prasarana Negara Berhad (SPNB), PROLINTAS, SIRIM and PERODUA, serving many of them diligently and with passion in the areas of Value Management (VM), Value Engineering (VE) and Life Cycle Costing (LCC).

Currently he sits on the Board of Pembangunan Sumber Manusia Berhad (PSMB) of Human Resource Ministry from 2009 till today as Technical Committee Member of Economic Planning Unit (EPU).

Dr. Mohd Mazlan Che Mat pada mulanya ialah seorang Professor Bersekutu di Fakulti Alam Bina di Universiti Teknologi Malaysia. Beliau juga mempunyai latar belakang di dalam Ukur Bahan dan Pengurusan Nilai. Pada tahun 1990, beliau telah menjadi orang bukan Australia pertama yang dibenarkan menyertai sebagai Ahli di Institut Pengurusan Nilai Australia. Dari sini, beliau telah melangkah maju dan memberi perkhidmatan kepakaran dalam bidang Pengurusan Nilai (VM), Kejuruteraan Nilai (VE) dan Kos Kitaran Hayat (LCC) untuk pelbagai organisasi dan syarikat seperti Unit Perancang Ekonomi (EPU), Institut Pengajian Tinggi (IPT), Jabatan Kerja Raya (JKR) Malaysia, Malaysia Airports Holdings Berhad (MAHB), Tenaga Nasional Berhad (TNB), Jabatan Pengairan dan Saliran (JPS), Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB), Lembaga Lebuhraya Malaysia (LLM), Syarikat Prasarana Negara Berhad (SPNB), PROLINTAS, SIRIM dan PERODUA.

Dari 2009 sehingga sekarang Dr. Mohd Mazlan Che Mat telah menyumbang tenaga dan kepakaran dirinya kepada PSMB sebagai Ahli Lembaga dari Jawatankuasa Teknikal, Unit Perancang Ekonomi (EPU).

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DAVID WONG NAN FAY

PIKOM (NATIONAL ICT ASSOCIATION OF MALAYSIA)

PERSATUAN INDUSTRI KOMPUTER DAN MULTIMEDIA MALAYSIA (PIKOM)

David Wong Nan Fay is a Commerce graduate (Honours) from the Dalhousie University, Canada. He has more than 28 years of track record and experience in the Information Technology and Logistic Industry. He is currently the Advisor of PIKOM, the National ICT Association of Malaysia and was its Past Chairman for year 2008 – 2009. Wong Nan Fay is also the Co-founder and Chairman of Outsourcing Malaysia (OM), an initiative of PIKOM and a consortium representative of the outsourcing industry.

In 2000, he founded SnT Global Sdn Bhd, where he currently resides as the Group Chief Executive Officer. David Wong represents PIKOM on several key committees such as WITSA, International Affairs of World IT Service Alliance, ASOCIO and Yayasan Inovasi Malaysia.

David Wong Nan Fay merupakan seorang graduan (Kepujian) dari Universiti Dalhousie, Kanada. Beliau mempunyai lebih daripada 28 tahun rekod prestasi dan pengalaman dalam Teknologi Maklumat dan Industri Logistik. Beliau kini merupakan Penasihat PIKOM, Persatuan kebangsaan ICT Malaysia dan merupakan bekas pengerusi persatuan tersebut pada tahun 2008- 2009. Wong Nan Fay juga merupakan Pengasas dan Pengerusi Outsourcing Malaysia (OM), satu inisiatif daripada PIKOM dan seorang wakil konsortium daripada industry penyumberan luar.

Pada tahun 2000, beliau mengasaskan SnT Global Sdn Bhd, di mana beliau kini menyandang sebagai Ketua Pegawai Eksekutif Kumpulan. David Wong mewakili PIKOM di beberapa jawatankuasa utama seperti WITSA, International Affairs of World IT Service Alliance, ASOCIO, dan Yayasan Inovasi Malaysia.



HAJI ABDUL WAHAB BIN ABU BAKAR

MALAYSIAN EMPLOYERS FEDERATION (MEF)
PERSATUAN MAJIKAN-MAJIKAN MALAYSIA

Haji Abdul Wahab bin Abu Bakar is the Vice President of the Malaysian Employers Federation and Corporate Advisor of Subalipack Sdn Bhd, a Logistic Freight Forwarding company. 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. He also serves as Advisor and member of the Board for a few companies and involved in speaking engagement locally and abroad. He represents International Organization of Employers at Policy Forum for Development of European Commission for Asia Pacific.

Haji Abdul Wahab bin Abu Bakar adalah Naib Presiden, Persatuan Majikan-majikan Malaysia dan Penasihat Korporat kepada sebuah syarikat logistik dan penghantaran, Subalipack Sdn Bhd. Beliau ialah seorang graduan di dalam bidang ekonomi (Applied Economics) dari Universiti Malaya. Beliau juga adalah seorang alumni kepada "International Management Development" dari Lausanne Switzerland dan London Business School.

Beliau mempunyai pengalaman korporat lebih dari 35 tahun di syarikat tempatan dan juga multinasional. Beliau juga merupakan Penasihat dan ahli lembaga di beberapa syarikat dan terlibat dalam "speaking engagement" di dalam dan di luar negara. Beliau mewakili Pertubuhan Majikan Abtarabangsa di Forum Polisi untuk Pembangunan Suruhanjaya Eropah bagi Asia Pasifik.

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HAJI MOHD GHAUS BIN AB. KADIR

DEPARTMENT OF POLYTECHNIC, MINISTRY OF EDUCATION

JABATAN PENGAJIAN POLITEKNIK, KEMENTERIAN PENDIDIKAN

Haji Mohd. Ghaus bin Ab. Kadir is the Director of Curriculum Development and Career Training Division, Department of Polytechnic Education, Ministry of Education.

He graduated from the University of Liverpool, UK in 1979 with a B. Eng (Mechanical) before gaining an MSc (Automotive) from the University of Southampton, UK in 1990. He began his career in 1980 as a Lecturer at Polytechnic Ungku Omar and headed the Mechanical Engineering Departments at Batu Pahat and Port Dickson Polytechnics before becoming Director of Dungun Polytechnic (2001-2002) and Port Dickson Polytechnic (2003-2008).

He was appointed to the Ministry of Higher Education in 2008 and served as Director of Curriculum and Evaluation Division in the Department of Polytechnic Education before being appointed to his current position.

Haji Mohd. Ghaus bin Ab. Kadir adalah Pengarah Bahagian Pembangunan Kurikulum dan Latihan Kerjaya, Jabatan Pengajian Politeknik, Kementerian Pendidikan Malaysia.

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 1980 sebagai Pensyarah di Politeknik Ungku Omar dan menerajui 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 telah dilantik ke Kementerian Pengajian Tinggi pada tahun 2008 dan berkhidmat sebagai Pengarah Bahagian Pembangunan Kurikulum dan Latihan Kerjaya, Jabatan Pengajian Politeknik, Kementerian Pengajian Tinggi sebelum dilantik ke jawatan sekarang.



DATO' HAJI AHMAD FADZIL BIN MAHMUD

MALAYSIA PRODUCTIVITY CORPORATION (MPC)
PERBADANAN PRODUKTIVITI MALAYSIA

Dato' Haji Ahmad Fadzil bin Mahmud is the Deputy Director General I of the Malaysia Productivity Corporation (MPC). He has over 30 years' professional experience and knowledge in the management and operations of productivity and innovation based organization.

He has degrees in B.B.A. (Hons.), Business Administration from the Universiti Kebangsaan Malaysia, 1983, M.A. (Industrial and Organization Psychology), Connecticut, U.S.A., 1995 and Diploma in Business Studies from UiTM. He has also been trained in Advanced Management Programme (AMP), INSEAD, France, 2006 and ASEAN Leadership Programme, Cambridge, United Kingdom, 2012. He is also a Foreign Affiliate of Society for Industrial and Organisational Psychology (SIOP – USA) and a life member of Asia Productivity Quality Organisation (APQO). Heading the country for International Conference on Quality Control Circles (ICQCC) since 2011. He was previously appointed as an auditor for Productivity Award, Quality Management Excellence Award and also Prime Minister Quality Award. He is also an Edward Medal Committee Member of American Society for Quality (ASQ).

He began his career as a Production Supervisor at the Mostek Malaysia Sdn. Bhd, 1979, a Traffic Supervisor at Penang Port Commission in 1980 and served as Credit and Marketing Officer at Bank Rakyat before his current appointment.

Dato' Haji Ahmad Fadzil bin Mahmud merupakan Timbalan Ketua Pengarah I di Perbadanan Produktiviti Malaysia (MPC). Beliau mempunyai pengalaman profesional lebih 30 tahun dan pengetahuan dalam pengurusan dan operasi produktiviti dan organisasi berasaskan inovasi.

Beliau telah mendapat Ijazah B.B.A. (Kepujian), Pentadbiran Perniagaan dari Universiti Kebangsaan Malaysia, pada tahun 1983, M.A. (Industri dan Organisasi Psikologi), Connecticut, Amerika Syarikat, pada tahun 1995 dan Diploma Pengajian Perniagaan dari UiTM. Beliau juga telah dilatih dalam Program Advanced Management (AMP), INSEAD, Perancis, 2006 dan Program Kepimpinan ASEAN, Cambridge, United Kingdom, 2012. Beliau juga merupakan "Foreign Affiliate" bagi "Society for Industrial and Organisational Psychology (SIOP – USA)" dan ahli seumur hidup "Asia Productivity Quality Organisation (APQO)". Meneraju Persidangan Kumpulan Kawalan Kualiti (ICQCC) Antarabangsa Negara sejak 2011. Beliau dilantik sebagai seorang juruaudit bagi Anugerah Produktiviti, Anugerah Kecemerlangan Pengurusan Kualiti dan juga Anugerah Kualiti Perdana Menteri. Beliau juga merupakan Ahli Jawatankuasa Pingat Edward untuk "American Society for Quality (ASQ)".

Beliau memulakan kerjaya sebagai Penyelia Pengeluaran di Mostek Malaysia Sdn Bhd pada tahun 1979, Penyelia Trafik di Suruhanjaya Pelabuhan Pulau Pinang pada 1980 dan sebagai Pegawai Kredit dan Pemasaran di Bank Rakyat sebelum dilantik ke jawatan sekarang.

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MOHD JAFAR BIN ABD. MAJID

NATIONAL UNION OF TELECOMMUNICATIONS EMPLOYEES (NUTE)
KESATUAN KEBANGSAAN PEKERJA-PEKERJA TELEKOMUNIKASI

Mohd. Jafar bin Abd. Majid is President of the National Union of Telecommunications Employees (NUTE) and General Council Member of the Malaysian Trades Union Council. He is the President for International Islamic Labour Confederation – Malaysian Chapter.

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

Mohd. Jafar bin Abd. Majid adalah Presiden Kesatuan Kebangsaan Pekerja Telekomunikasi (NUTE) dan Ahli Majlis Kesatuan Sekerja Malaysia. Beliau merupakan Presiden Persekutuan Buruh Islam Antarabangsa - Malaysia.

Beliau memulakan kerjayanya sebagai Penolong Pegawai Tadbir pada tahun 1975 dan merupakan Ketua Setiausaha NUTE sebelum pelantikan beliau.

Beliau memiliki Diploma Pengurusan Peribadi dari MIPM pada tahun 1997. Beliau terlibat secara aktif dalam Program Latihan Telekom, Pengerusi Pendidikan & Latihan Unit NUTE.



GIVANANADAM A/L KALINAN

MINISTRY OF FINANCE
KEMENTERIAN KEWANGAN

Givananadam a/l Kalinan is the Undersecretary of International Division of Ministry of Finance. Before that, he was the Deputy Director of Budget, at Budget Management Division Ministry of Finance Malaysia. He has a degree from University of Malaya, Kuala Lumpur in Bachelor of Science B. Sc. (Hons) and an MBA (Finance) from Michigan State University East Lansing Michigan, U.S.A.

He began his career in 1984 as an Assistant Secretary at Ministry of Defence before joining Ministry of Housing & Local Government. He joined the Ministry of Finance in 1997 as a Senior Assistant Director and served for 15 years in the Budget Management Division before being appointed to his current position.

Givananadam a/l Kalinan adalah Setiausaha Bahagian Antarabangsa Kementerian Kewangan. Sebelum itu, beliau memegang jawatan Timbalan Pengarah Belanjawan, di Bahagian Pengurusan Belanjawan, Kementerian Kewangan Malaysia. Beliau mempunyai ijazah dari Universiti Malaya, Kuala Lumpur dalam Ijazah Sarjana Muda Sains B. Sc. (Kepujian) dan MBA (Kewangan) dari Michigan State University East Lansing Michigan, Amerika Syarikat.

Beliau memulakan kerjayanya pada tahun 1984 sebagai Penolong Setiausaha di Kementerian Pertahanan sebelum menyertai Kementerian Perumahan & Kerajaan Tempatan. Beliau menyertai Kementerian Kewangan pada tahun 1997 sebagai Penolong Pengarah Kanan dan berkhidmat selama 15 tahun di Bahagian Pengurusan Belanjawan sebelum dilantik ke jawatan sekarang.

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DAVIES DANAIVANDRAN

FEDERATION OF MALAYSIAN MANUFACTURERS (FMM)
PERSEKUTUAN PEKILANG-PEKILANG MALAYSIA (FMM)

Davies Danavaindran holds a Bachelor of Arts degree from University of Malaya.

He is the Vice President of the Federation of Malaysian Manufacturers (FMM), and also Chairman of the FMM's Human Resource Management Committee. He was an Assistant Director of Labour in the Ministry of Human Resources. He subsequently moved to the private sector and joined Aluminium Company of Malaysia Berhad (ALCOM) in 1983 where he held the position of Director of Human Resources & Corporate Affairs until mid-2005. He was also a member of the Board of Directors of Alcom. He is currently a Director of Radosh Engineering & Industrial Sdn Bhd.

Davies Danavaindran represents FMM on several key Government Committees such as the National Skills Development Council, National Skills Coordination Council, National Skills Competition Council and Industry Advisory Committee for Polytechnic Studies. He is also an alternate director of the German Malaysian Institute.

Davies Danavaindran mempunyai Ijazah Sarjana Muda Sastera dari Universiti Malaya.

Beliau merupakan Naib Presiden Federation of Malaysian Manufacturers (FMM), dan juga merupakan Pengurus kepada Jawatankuasa Pengurusan Sumber Manusia FMM. Sebelumnya, beliau menjawat sebagai Penolong Pengarah Buruh di Kementerian Sumber Manusia. Beliau menyertai sektor swasta di Aluminium Company of Malaysia Berhad (ALCOM) pada tahun 1983 dimana beliau menyandang jawatan Pengarah Sumber Manusia dan Hal Ehwal Korporat sehingga pertengahan tahun 2005. Beliau juga merupakan ahli Lembaga Pengarah Alcom. Kini beliau merupakan PEngarah di Radosh Engineering & Industrial Sdn Bhd.

Davies Danavaindran mewakili FMM di beberapa jawatankuasa kerajaan penting, seperti National Skills Development Council, National Skills Coordination Council, National Skills Competition Council dan juga Industry Advisory Committee for Polytechnic Studies. Beliau juga merupakan seorang ahli pengarah silih ganti bagi Institut Jerman Malaysia.



PETER LIM YOKE CHEONG

PRESIDENT OF MALAYSIAN AUTOMOTIVE
COMPONENT PARTS MANUFACTURERS (MACPMA)

Peter Lim Yoke Cheong is the Advisor to Titan Metal Works Sdn Bhd and Ulision Electroplating Sdn Bhd.

He has been actively involved in the automotive associations since 1980s. Apart from being the President of Malaysian Automotive Component Parts Manufacturers, he is also the Vice Chairman of Automotive Federation of Malaysia and Council Member of Federation of Malaysian Manufacturers. He graduated from University of Bath, UK with an MBA.

Peter Lim Yoke Cheong merupakan Penasihat kepada Titan Metal Works Sdn Bhd dan Ulision Electroplating Sdn Bhd.

Beliau telah terlibat secara aktif dalam persatuan automotif sejak 1980-an. Selain menjadi Presiden Pengeluar Komponen Automotif Malaysia, beliau juga merupakan Naib Pengerusi Persekutuan Automotif Malaysia dan Ahli Majlis Persekutuan Pekilang-Pekilang Malaysia. Beliau berkelulusan daripada University of Bath, UK dengan MBA.

BOARD OF DIRECTORS

AHLI LEMBAGA PENGARAH

16 May 2013 until 15 May 2015 / 16 Mei 2013 hingga 15 Mei 2015



MICHAEL KANG HUA KEONG

SMI ASSOCIATION OF MALAYSIA

Michael Kang Hua Keong receives his Degree in Marine Engineering from the National Taiwan Ocean University in 1984.

He started his career in ARC Taiwan as an Export Sales and Marketing Executive in 1985 and then setup a computer distributor business in Germany and Spain in 1989. Returning to Malaysia in 1991 he joined Micro System as the Export Manager. A year later he move to Vantage and was appointed at the Managing Director for the period from 1992 until 2000. At the year 2000 he became the Managing Director for Kye System for five years till 2005.

Michael Kang Hua Keong is involved in the Incubator Programme Steering Committee for MOSTI and is the CEO of SMB Solutions Management Sdn Bhd and SMB Connection Sdn Bhd. He is also the National Deputy President of SMI Association of Malaysia and a committee of "Ahli Majlis Negara Bagi Keselamatan dan Kesihatan Pekerjaan (2013 - 2015)"

Michael Kang Hua Keong menerima Ijazah Kejuruteraan Marin dari National Taiwan Ocean University pada tahun 1984.

Beliau memulakan kerjayanya dengan ARC Taiwan sebagai Eksekutif Pemasaran pada tahun 1985 dan kemudian menubuhkan perniagaan pengedar komputer di Jerman dan Spain pada tahun 1989. Kembali ke Malaysia pada tahun 1991 beliau menyertai Micro System sebagai Pengurus Eksport. Setahun kemudian beliau berpindah ke Vantage dan telah dilantik sebagai Pengarah Urusan dari tahun 1992 hingga 2000. Pada tahun 2000 beliau dilantik sebagai Pengarah Urusan Kye System selama lima tahun sehingga 2005.

Michael Kang Hua Keong memegang Jawatankuasa Pemandu Program Inkubator untuk MOSTI dan merupakan Ketua Pegawai Eksekutif SMB Solutions Management Sdn Bhd and SMB Connection Sdn Bhd. Beliau juga merupakan Timbalan Presiden Kebangsaan SMI Association Malaysia dan jawatankuasa Majlis Negara Bagi Keselamatan dan Kesihatan Pekerjaan (2013 - 2015).



RAYAN ANAK NARONG

ZECON BERHAD

Rayan Anak Narong achieved his Diploma in Accountancy in 1983 from ITM, as well as Advanced Diploma in Accountancy in 1994 from the same college. In 1997, he graduated with Masters in Business Administration (MBA) from Ohio State University, USA. He had served with Lembaga Kemajuan Ikan Malaysia for 10 years. In 1994 he joined Cahya Mata Sarawak Berhad as an Audit Manager and in 2002 he was appointed as a General Manager of Zecon Berhad until now. Currently, he is a registered member of Malaysian Institute of Accountant (MIA) and also Malaysian Institute of Internal Auditors (IIA). He is also appointed as Chairman for IIA, Sarawak Chapter from 2000 until 2003.

He is also very active in both the non-government organizations and politics. Currently, he is the Vice President of Sarawak Progressive Democratic Party (SPDP) and Chairman of SPDP Bahagian Opar (DUN N1 OPAR). He also currently serves as Chairman of Persatuan Pekebun Kecil Kelapa Sawit Kawasan Bau/Lundu and Deputy Chairman of Persatuan Warisan Bung Bratak. From 2006 until 2012, he was a Treasurer of Bidayuh Graduate Association, Sarawak.

Rayan Anak Narong telah mencapai Diploma Perakaunan dari ITM pada tahun 1983, dan Diploma Lanjutan Perakaunan pada tahun 1994 di kolej yang sama. Pada tahun 1997, beliau telah mendapat Ijazah Pentadbiran Perniagaan (MBA) dari Universiti Ohio State, USA. Beliau mula berkhidmat dengan kerajaan di Lembaga Kemajuan Ikan Malaysia pada tahun 1984 hingga tahun 1994. Seterusnya, beliau berhijrah kerja ke sektor swasta sebagai Pengurus Juruaudit di Cahya Mata Sarawak Berhad dan pada tahun 2002, beliau telah dilantik sebagai Pengurus besar Syarikat Zecon Berhad sehingga sekarang. Beliau juga adalah ahli bertauliah Malaysian Institute of Accountant (MIA) dan juga ahli Institute of Internal Auditors Malaysia (IIA). Dari tahun 2000 sehingga 2003, beliau telah dilantik sebagai Pengerusi IIA, Sarawak Chapter.

Beliau juga sangat aktif dalam badan bukan kerajaan dan politik. Pada masa sekarang beliau adalah seorang Naib Presiden, Sarawak Progressive Democratic Party (SPDP) dan juga Pengerusi SPDP Bahagian Opar (DUN N1 OPAR). Beliau juga memegang jawatan Pengerusi Persatuan Pekebun Kecil Kelapa Sawit Kawasan Bau/Lundu dan juga Timbalan Pengerusi Persatuan warisan Bung Bratak. Dari tahun 2006 hingga 2012, beliau adalah Bendahari Persatuan Graduan Bidayuh, Sarawak.

BOARD OF DIRECTORS

AHLI LEMBAGA PENGARAH

16 May 2013 until 15 May 2015 / 16 Mei 2013 hingga 15 Mei 2015



AMIRNUDDIN BIN MAZLAN

CHIEF EXECUTIVE / KETUA EKSEKUTIF

(1st January 2010 until 30th June 2013 / 1 Januari 2010 hingga 30 Jun 2013)

PEMBANGUNAN SUMBER MANUSIA BERHAD

Amirnuddin bin Mazlan 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.

Amirnuddin bin Mazlan was appointed as the Chief Executive (Management) in 2008 before being promoted as the Chief Executive in 1 January 2010 until 30 June 2013.

Amirnuddin bin Mazlan mempunyai kelulusan 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.

Amirnuddin bin Mazlan telah dilantik sebagai Timbalan Ketua Eksekutif (Pengurusan) pada tahun 2008 sebelum dinaikkan sebagai Ketua Eksekutif pada tahun 1 Januari 2010 sehingga 30 Jun 2013.



ALI BADARUDDIN BIN ABD KADIR

CHIEF EXECUTIVE / KETUA EKSEKUTIF
(Effective from 15th August 2013 / Berkuatkuasa dari 15 Ogos 2013)

PEMBANGUNAN SUMBER MANUSIA BERHAD

Ali Badaruddin bin Abd Kadir as its new Chief Executive (CE) to take office on 15 August 2013.

Ali Badaruddin has more than 30 years of experience in various fields and positions. Prior assuming to the current position, he was the CE of Perbadanan Tabung Pembangunan Kemahiran (PTPK).

He holds a Degree in Economics from Universiti Kebangsaan Malaysia (UKM), Bangi; a Diploma in Public Administration from Institut Tadbiran Awam Negara (INTAN) and another Diploma in Managerial Science from Politeknik Tuanku Syed Sirajuddin.

Ali Badaruddin bin Abd Kadir merupakan Ketua Eksekutif (KE) baru yang memegang jawatan pada 15 Ogos 2013.

Ali Badaruddin mempunyai lebih daripada 30 tahun pengalaman dalam pelbagai bidang dan jawatan. Sebelum menjawat jawatan ini, beliau merupakan KE di Perbadanan Tabung Pembangunan Kemahiran (PTPK).

Beliau memiliki Ijazah Sarjana Muda Ekonomi dari Universiti Kebangsaan Malaysia (UKM), Bangi; Diploma Pentadbiran Awam dari Institut Tadbiran Awam Negara (INTAN) dan Diploma lain dalam Sains Pengurusan dari Politeknik Tuanku Syed Sirajuddin.

BOARD COMMITTEES

JAWATANKUASA LEMBAGA PENGARAH

Board Committees from 16 May 2013 until 15 May 2015

Jawatankuasa Lembaga Pengarah bagi tempoh 16 Mei 2013 hingga 15 Mei 2015

ALTERNATE MEMBERS AHLI SILIH GANTI

Saifol Bahri bin Mohamad Shamlan
Dato' Mizanur Rahman bin S.M Abdul Ghani
Jeffery Tan Keat Hui
Haji Hanafie bin Yusoff
Datuk Santhakumar a/l C. Sivasubramaniam
Reginald Thomas Pereira
Teh Kee Sin
Lim Kheng Chye
Cheah Kok Hoong
Haji Zulkeply bin Abd Samad
Burhanuddin bin Saidin
Suhara binti Husni
Christopher Sakayaraj a/l B.A.R Joseph
Suhaimi bin Hamid (Ceased with effect on 1 October 2013 /
Penamatan berkuatkuasa pada 1 Oktober 2013)

COMPANY SECRETARY SETIAUSAHA SYARIKAT

Tai Yit Chan
Tan Ai Ning

AUDIT COMMITTEE JAWATANKUASA AUDIT

Dr. Mohd Mazlan bin Che Mat (Chairman / Pengerusi)
Lim Kheng Chye
Mohd Jafar bin Abd. Majid
Kang Hua Keong

ESTABLISHMENT & BENEFITS COMMITTEE JAWATANKUASA PERJAWATAN & FAEDAH

Dato' Hafsa binti Hashim (Chairperson / Pengerusi)
David Wong Nan Fay
Dato' Haji Ahmad Fadzil bin Mahmud
Mohd. Jafar bin Abd. Majid

TENDER COMMITTEE A
(for acquisition valued at RM20 million or more)
JAWATANKUASA TENDER A
(Bagi perolehan yang bernilai RM20 juta atau lebih)

Dato' Dr. Abdul Razak bin Abdul (Chairman / Pengerusi)
Tan Sri K. Ketheeswaran a/l M. Kanagaratnam
Peter Lim Yoke Cheong
Givananadam a/l Kalinan

TENDER COMMITTEE B
(For acquisition valued at RM500,00 or more but less
than RM20 million)
JAWATANKUASA TENDER B
(Bagi perolehan yang bernilai RM500,000 atau lebih
tetapi kurang daripada RM20 juta)

Dato' Haji Mohd. Shariff bin Hussin (Chairman / Pengerusi)
Datuk Haji Mohd Ilyas bin Zainol Abidin
Dato' Haji Ahmad Fadzil bin Mahmud
Dato' Low Kian Chuan

BOARD COMMITTEES

JAWATANKUASA LEMBAGA PENGARAH

Board Committees from 16 May 2013 until 15 May 2015
Jawatankuasa Lembaga Pengarah bagi tempoh 16 Mei 2013 hingga 15 Mei 2015

FINANCE COMMITTEE **JAWATANKUASA KEWANGAN**

Dato' Low Kian Chuan (Chairman / Pengerusi)
Lim Kheng Chye
Givananadam a/l Kalinan
Haji Mohd Ghaus bin Ab. Kadir

HUMAN RESOURCE MANAGEMENT IN COMMITTEE **JAWATANKUASA PENGURUSAN SUMBER MANUSA**

Dato' Haji Shariff bin Hussin (Chairman / Pengerusi)
David Wong Nan Fay
Haji Mohd Ghaus bin Ab. Kadir
Haji Abdul Wahab bin Abu Bakar

INVESTMENT PANEL **PANEL PELABURAN**

Dato' Dr. Abdul Razak bin Abdul (Chairman / Pengerusi)
Amirnuddin bin Mazlan
(1 January 2010 until 30 June 2013 / 1 Januari 2010
hingga 30 Jun 2013)
Ali Badaruddin bin Abd. Kadir
(Effective from 15 August 2013 / Berkuatkuasa dari 15
Ogos 2013)
Datuk Haji Mohd. Ilyas bin Zainol Abidin
Kuppamal a/p Ramasamy
Dr. Chin Yoong Kheong
Senator Dato' Jaspal Singh a/l Gurbakhes Singh

ICT2.0@HRDF PROJECT STEERING COMMITTEE **JAWATANKUASA PENERAJU PROJEK ICT 2.0 HRDF**

David Wong Nan Fay (Chairman / Pengerusi)
Dato' Haji Ahmad Fadzil bin Mahmud
Ali Badaruddin bin Abd. Kadir (Effective from 15 August
2013 / Berkuatkuasa dari 15 Ogos 2013)

COMMITTEE OF INQUIRY AND APPEAL

JAWATANKUASA SIASATAN DAN RAYUAN

Committee of Inquiry and Appeal from 16 May 2013 until 15 May 2015
Jawatankuasa Siasatan dan Rayuan bagi tempoh 16 Mei 2013 hingga 15 Mei 2015

Members of Panel of Domestic Inquiry, Disciplinary Committee and Disciplinary Appeal Committee for Deputy Chief Executive (Grade SM2) and General Managers (Grade SM3)

Ahli Panel Siasatan Dalaman, Jawatankuasa Tatatertib dan Jawatankuasa Rayuan Tatatertib untuk Timbalan Ketua Eksekutif (Gred SM2) dan Pengurus Besar (Gred SM3)

PANEL OF DOMESTIC INQUIRY PANEL SIASATAN DALAMAN

Datuk Haji Mohd. Ilyas bin Zainol Abidin
(Chairman / Pengerusi)
Dato' Haji Ahmad Fadzil bin Mahmud
Peter Lim Yoke Cheong

DISCIPLINARY COMMITTEE JAWATANKUASA TATATERTIB

Dato' Hafsa binti Hashim
(Chairperson / Pengerusi)
David Wong Nan Fay
Mohd. Jafar bin Abd. Majid
Dato' Haji Ahmad Fadzil bin Mahmud

DISCIPLINARY APPEAL COMMITTEE JAWATANKUASA RAYUAN TATATERTIB

Dato' Dr. Abdul Razak bin Abdul
(Chairman / Pengerusi)
Tan Sri K. Ketheeswaran a/l M. Kanagaratnam
Dato' Low Kian Chuan
Dr. Mohd Mazlan bin Che Mat
Davies Danavaindran a/l Arputhasamy

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

Ahli Panel Siasatan Dalaman, Jawatankuasa Tatatertib dan Jawatankuasa Rayuan Tatatertib untuk 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, dengan satu dilantik sebagai Pengerusi

DISCIPLINARY COMMITTEE JAWATANKUASA TATATERTIB

Dato' Hafsa binti Hashim (Chairman / Pengerusi)
David Wong Nan Fay
Dato' Haji Ahmad Fadzil bin Mahmud
Mohd Jafar bin Abd. Majid

DISCIPLINARY APPEAL COMMITTEE JAWATANKUASA RAYUAN TATATERTIB

Dato' Haji Mohd. Shariff bin Hussin (Chairman / Pengerusi)
Givananadam a/l Kalinan
Michael Kang Hua keong
Davies Danavaindran a/l Arputhasamy

COMMITTEE OF INQUIRY AND APPEAL

JAWATANKUASA SIASATAN DAN RAYUAN

Committee of Inquiry and Appeal from 16 May 2013 until 15 May 2015
Jawatankuasa Siasatan dan Rayuan bagi tempoh 16 Mei 2013 hingga 15 Mei 2015

**Members of Panel of Domestic Inquiry, Disciplinary Committee and
Disciplinary Appeal for Grades S1, S2, C1, C2, C3, C4, and C5**
**Ahli Panel Siasatan Dalaman, Jawatankuasa Tatatertib dan
Jawatankuasa Rayuan Tatatertib untuk Gred S1, S2, C1, C2, C3 C4 dan 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 kakitangan PSMB yang memegang jawatan lebih tinggi daripada kakitangan tertuduh, dengan satu dilantik sebagai pengerusi.

DISCIPLINARY COMMITTEE
JAWATANKUASA TATATERTIB

Chief Executive of PSMB (Chairman)
Deputy Chief Executive (Management) of PSMB
General Manager of Corporate Affairs
and Human Resources Division
Ketua Eksekutif PSMB (Pengerusi)
Timbalan Ketua Eksekutif PSMB (Pengurusan)
*Pengurus Besar Bahagian Perhubungan Korporat
dan Sumber Manusia*

DISCIPLINARY APPEAL COMMITTEE
JAWATANKUASA RAYUAN TATATERTIB

Dato' Hafsah binti Hashim (Chairperson / Pengerusi)
David Wong Nan Fay
Dato' Haji Ahmad Fadzil bin Mahmud
Mohd Jafar bin Abd. Majid



LEADERSHIP / KEPIMPINAN



SENIOR MANAGEMENT

PENGURUSAN KANAN



AMIRNUDDIN BIN MAZLAN

CHIEF EXECUTIVE
KETUA EKSEKUTIF

EFFECTIVE FROM 1 JANUARY 2010
UNTIL 30 JUNE 2013
BERKUATKUASA DARI 1 JANUARI 2010
HINGGA 30 JUN 2013



ALI BADARUDDIN BIN ABD KADIR

CHIEF EXECUTIVE
KETUA EKSEKUTIF

EFFECTIVE FROM 15 AUGUST 2013
BERKUATKUASA DARI 15 OGOS 2013



**WAN YON SHAHIMA
BINTI WAN OTHMAN**

DEPUTY CHIEF EXECUTIVE (MANAGEMENT)
TIMBALAN KETUA EKSEKUTIF (PENGURUSAN)



CM VIGNAESVARAN A/L JEYANDRAN

DEPUTY CHIEF EXECUTIVE (OPERATION)
TIMBALAN KETUA EKSEKUTIF (OPERASI)

MANAGEMENT TEAM

KUMPULAN PENGURUSAN



01

01 Lim Kah Cheng
General Manager / Pengurus Besar
Corporate Affairs & Human Resource Division
Bahagian Hal Ehwal Korporat & Sumber Manusia



02

02 M. Zaba bin Mohamad Zaham
General Manager / Pengurus Besar
Training Grant Division
Bahagian Geran Latihan



03

03 Muhammad Ghazali bin Abd Aziz
General Manager / Pengurus Besar
Training Resources Development Division
Bahagian Pembangunan Sumber Latihan



04

04 Wan Mohd. Nazarudin bin Wan Chik
General Manager / Pengurus Besar
Accounts and Finance Division
Bahagian Akaun dan Kewangan



05

05 Lim Shock Teang
General Manager / Pengurus Besar
IT & Multimedia Division
Bahagian IT & Multimedia



06

06 Morni binti Bujang
General Manager / Pengurus Besar
Marketing Communication Division
Bahagian Komunikasi Pemasaran



07

07 Ramesh a/l Rajagopal @ Rasamanikam
General Manager / Pengurus Besar
SME Services Division
Bahagian Perkhidmatan PKS
(From 3 December 2012 until 23 October 2013)
(Dari 3 Disember 2012 hingga 23 Oktober 2013)



08

08 Mimi Saifura binti Abdul Wahab
Head of Division / Ketua Bahagian
Customer Service Division
Bahagian Khidmat Pelanggan

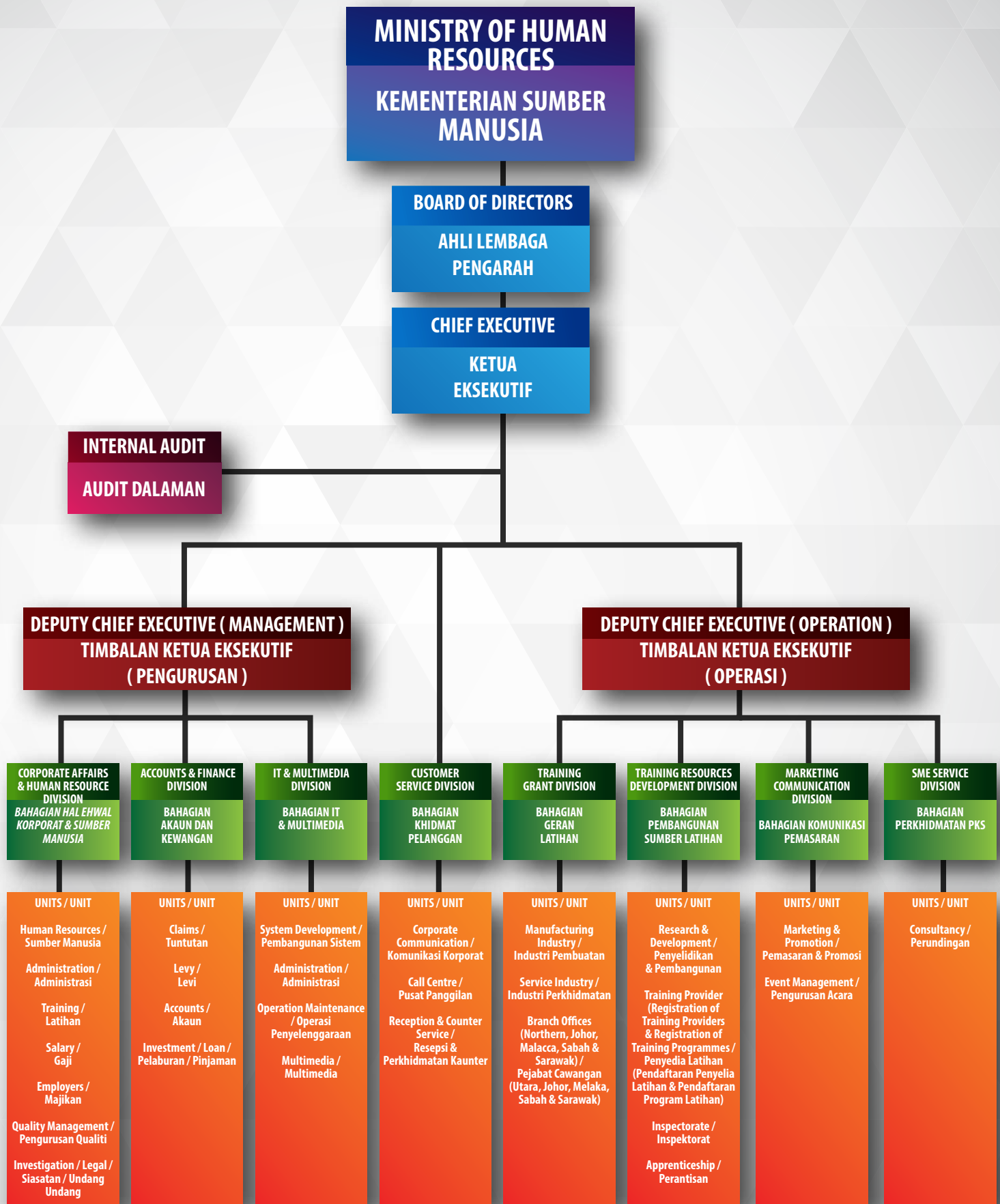
ORGANISATIONAL STRUCTURE

STRUKTUR ORGANISASI



ORGANISATIONAL STRUCTURE

STRUKTUR ORGANISASI



PSMB IN MATERIALISING GOVERNMENT ASPIRATION

PSMB DALAM MENJAYAKAN ASPIRASI KERAJAAN

In 2011, the Most Honourable Prime Minister, Dato' Sri Mohd Najib bin Tun Haji Abdul Razak introduced the Government Transformation Programme (GTP) and the Economic Transformation Programme (ETP). These transformation programmes are devised to embrace change and tackle several issues namely, moving the country forward towards becoming a united, advanced and progressive society with higher living standards.

Pada tahun 2011, Yang Amat Berhormat Perdana Menteri, Dato' Sri Mohd Najib bin Tun Haji Abdul Razak memperkenalkan Program Transformasi Kerajaan (GTP) dan Program Transformasi Ekonomi (ETP). Program-program transformasi ini dirancang untuk menghadapi perubahan dan menangani beberapa isu dalam menggerakkan negara ke arah menjadi sebuah masyarakat yang bersatu padu, maju dan progresif dengan taraf hidup yang lebih tinggi.



In line with the Vision 2020 that was introduced by the former Most Honourable Prime Minister, Tun Dr. Mahathir bin Mohamad in transforming Malaysia into a high-income developed nation by year 2020, it is believed that through the GTP roadmap and the ETP which has at its core, the National Key Economic Activities (NKEAs) to drive economic growth and the Strategic Reform Initiatives (SRIs) to enable growth, as well as a host of other initiatives, Malaysia will be on track to achieve the aspirations of Vision 2020. It can be concluded that the Tenth Malaysia Plan (10MP), GTP and ETP are all Malaysia's National Agenda in moving towards Vision 2020.

Sejajar dengan Wawasan 2020 yang diperkenalkan oleh mantan Yang Amat Berhormat Perdana Menteri, Tun Dr. Mahathir bin Mohamad dalam menjadikan Malaysia sebuah negara maju berpendapatan tinggi menjelang tahun 2020, melalui Program Transformasi Kerajaan (GTP) dan Pelan Tindakan Program Transformasi Ekonomi (ETP) yang pada terasnya, Bidang Ekonomi Utama Negara (NKEA) adalah untuk memacu pertumbuhan ekonomi dan Inisiatif Pembaharuan Strategik (SRI) dengan membantu pertumbuhan, dan pelbagai inisiatif untuk mencapai aspirasi Wawasan 2020. Kesimpulannya, Rancangan Malaysia Kesepuluh (RMKe-10), GTP dan ETP merupakan kesemuanya Agenda Nasional dalam menuju ke arah Wawasan 2020.

PSMB IN MATERIALISING GOVERNMENT ASPIRATION

PSMB DALAM MENJAYAKAN ASPIRASI KERAJAAN

SRI is a critical component of the ETP – human capital development. This is a direct offset of the New Economic Model (NEM). The goal is to enhance human capital capabilities and address human capital needs to support the execution of all 12 NKEAs and thus, contributing towards the nation's aspiration of achieving high income nation status by 2020.

Inisiatif Pembaharuan Strategik (SRI) adalah komponen penting Program Transformasi Ekonomi (ETP) – pembangunan modal insan. Ini secara langsung mengimbangi Model Ekonomi Baru (NEM). Matlamatnya adalah untuk meningkatkan keupayaan modal insan dan menekankan akan keperluan manusia dalam menyokong pelaksanaan kesemua 12 Bidang Ekonomi Utama Negara (NKEA) dan dengan itu, menyumbang dalam mencapai aspirasi negara untuk menjadi negara berpendapatan tinggi menjelang 2020.

12
NKEAs



Oil, Gas & Energy



Palm Oil & Rubber



Financial Services



Tourism



Business Services



Electrical & Electronics



Wholesale & Retail



Education



Healthcare



Communications



Agriculture



Greater KL

Based on the 10MP report, it is estimated that only 28% of the total Malaysian workforce is employed in the higher skilled jobs bracket. This shows that a large segment of the workforce is still in the lower skilled jobs bracket. In order to assist the Government achieve the target of 33% of the workforce being employed in the higher skilled jobs bracket by 2015, and up to 50% by 2020 as underlined in 10MP, Pembangunan Sumber Manusia Berhad (PSMB) had taken the step by expanding the coverage of the PSMB Act, 2001 so that employers from 19 new sub-sectors can be registered under PSMB. It is hoped that through this move, PSMB will be able to play a more efficient and greater role in providing continuous training and re-training to the existing workforce including by way of upskilling and reskilling. This effort is also in line with the NEM which inspires to upskill the current workforce, in particular those from the bottom 40% of households, by way of continuous training and education.

Berdasarkan laporan Rancangan Malaysia Kesepuluh, dianggap bahawa hanya 28% dari jumlah tenaga kerja di Malaysia bekerja dalam bidang berkemahiran tinggi. Ini menunjukkan sekumpulan besar tenaga kerja yang masih dalam kurungan pekerjaan kurang mahir. Usaha untuk membantu Kerajaan mencapai sasaran 33 % daripada tenaga kerja yang bekerja dalam kurungan pekerjaan berkemahiran tinggi menjelang tahun 2015, dan 50% menjelang tahun 2020 seperti yang digariskan dalam Rancangan Malaysia Ke-10, Pembangunan Sumber Manusia Berhad (PSMB) telah memulakan langkah dengan meluaskan liputan Akta PSMB 2001 agar majikan daripada 19 sub-sektor baru boleh berdaftar di bawah PSMB. Melalui langkah ini, diharapkan PSMB dapat memainkan peranan yang lebih cekap dalam memberikan latihan dan latihan semula kepada tenaga kerja sedia ada termasuk melalui peningkatan dan kemahiran semula. Usaha ini selaras dengan Model Ekonomi Baru (NEM) untuk meningkatkan kemahiran tenaga kerja semasa, khususnya dari kumpulan 40% isi rumah terendah, melalui kaedah latihan dan pendidikan yang berterusan.

PSMB IN MATERIALISING GOVERNMENT ASPIRATION

PSMB DALAM MENJAYAKAN ASPIRASI KERAJAAN



PSMB IN MATERIALISING GOVERNMENT ASPIRATION

PSMB DALAM MENJAYAKAN ASPIRASI KERAJAAN

PSMB uses SRI as a basic framework in helping the country realise the human capital development of SRI. Understanding the human capital development needs, PSMB's main focus is on upskilling apart from reskilling, multiskilling and cross-skilling initiatives via various training programmes and schemes implemented under the Human Resources Development Fund (HRDF). These programmes include the 1Malaysia Training Programme, Recognition of Prior Learning (RPL) Scheme; as well as the Housewives Enhancements and Reactivate Talent Scheme (HEARTS) which aims at increasing the percentage of employable women in the labour market from 46 percent to 55 percent by the year 2020.

PSMB menggunakan SRI sebagai asas rangka kerjanya dalam usaha membantu negara untuk merealisasikan pembangunan modal insan SRI. Memahami keperluan pembangunan modal insan, fokus utama PSMB adalah kepada peningkatan kemahiran, selain *reskilling*, *multiskilling* dan *crossskilling* melalui pelbagai program dan pelaksanaan skim di bawah Kumpulan Wang Pembangunan Sumber Manusia (HRDF). Program yang terlibat termasuklah Program Latihan 1Malaysia, Skim Pengiktirafan Pencapaian Terdahulu (PPT) dan *Housewives Enhancements and Reactivate Talent Scheme* (HEARTS) yang bertujuan untuk meningkatkan peratusan penglibatan wanita bekerja dalam pasaran buruh daripada 46 peratus kepada 55 peratus menjelang tahun 2020.



PSMB serves its stakeholders not only in terms of ensuring smooth administration of levy payment and disbursement through training and re-training activities, but also by providing value added services through the assurance of the eco-system that surround the training activities are well administered. In general, apart from managing the HRD Fund efficiently, PSMB also oversees the spectrum of training providers and training programmes registration standard and quality, managing the enrolment of apprentices under the Apprenticeship Scheme, engaging in various studies such as impact and training needs analysis etc., coordinating trainings for SMEs and managing the training incentives fund that is received from the Government from time to time.

PSMB memberi perkhidmatan kepada pihak berkepentingannya bukan sekadar untuk memastikan kelancaran urusan pembayaran dan pengeluaran levi melalui latihan dan aktiviti-aktiviti latihan semula semata-mata, tetapi juga dengan menyediakan perkhidmatan nilai tambah menerusi jaminan eko-sistem aktiviti latihan dijalankan dengan baik. Secara amnya, selain daripada menguruskan HRDF dengan cekap, PSMB juga bertindak memantau spektrum standard dan kualiti pendaftaran penyedia latihan dan program latihan, menguruskan pendaftaran perantis di bawah Skim Perantisan, menjalankan pelbagai kajian terhadap impak dan analisis keperluan latihan dan lain-lain, menyelaraskan latihan untuk PKS dan menguruskan dana insentif latihan yang diterima daripada Kerajaan dari semasa ke semasa.

PSMB IN MATERIALISING GOVERNMENT ASPIRATION

PSMB DALAM MENJAYAKAN ASPIRASI KERAJAAN



SHAPING PEOPLE
PEKERJA BERINOVASI PEMACU TRANSFORMASI



HRDF
—MALAYSIA—

OUR PERFORMANCE

PENCAPAIAN KAMI



HIGHLIGHTS OF ACHIEVEMENTS

SOROTAN PENCAPAIAN

Amount of Financial Assistance Approved

RM506.14 m



As at 31 December 2013, a total of RM506.14 million financial assistance was approved, RM6.14 million more than the actual target of RM500 million.

Amount of Training Grant Disbursed

RM407.65 m



As at 31 December 2013, a total of RM407.65 million training grant has been disburse, RM7.65 million more than the actual target of RM400 million.

Amount of Levy Collected

RM478.69 m



As at 31 December 2013, a total of RM478.69 million levy were collected, RM28.69 million more than the actual target of RM450 million.

Net Surplus from Operating Income Over Operating Expenses

RM14.43 m



As at 31 December 2013, a total of RM14.43 million net surplus have been achieved, RM7.13 million more than the actual target of RM7.3 million.

2013, embarks PSMB's 20th year in the Human Resource Development field. PSMB has transform itself in providing exceptional services to its stakeholders and moving a step closer in achieving the National agenda of increasing 33% skilled work force by 2015 and 50% by 2020 as underlined in the 10th Malaysian Plan.

In moving towards its 21st Anniversary, PSMB acknowledge the importance of assisting and guiding its registered employers and training providers in fully utilising PSMB's services to enhance and up-skill their employees.

2013, merupakan tahun ke-20 PSMB dalam bidang Pembangunan Sumber Manusia. PSMB menjalani transformasi dalam menyediakan perkhidmatan yang terbaik kepada pihak-pihak berkepentingan dan bergerak selangkah lebih dekat dalam mencapai agenda Nasional dalam meningkatkan 33% tenaga kerja mahir menjelang 2015 dan 50% menjelang tahun 2020 seperti yang digariskan dalam Rancangan Malaysia ke-10.

Dalam menuju ke arah ulang tahun ke-21, PSMB akui akan kepentingan membantu dan membimbing majikan dan penyedia latihan berdaftar dalam memanfaatkan perkhidmatan PSMB dengan sepenuhnya untuk meningkatkan kemahiran pekerja mereka.

HIGHLIGHTS OF ACHIEVEMENTS

SOROTAN PENCAPAIAN



CUSTOMER SATISFACTION

In providing a level of service that far exceeds industry standard and that is acknowledged by our stakeholders, clients and the people, PSMB always put customer satisfaction on top of its priority.

Year after year, PSMB improve their services through the initiative of CSI or Customer Service Index where it will get feedback from its stakeholders and customer on the organisation's service level and satisfactory. Apart from that, PSMB had also participated in various exhibition and meeting the customer day to get closer to its customer and stakeholder.

KEPUASAN PELANGGAN

Dalam memberikan perkhidmatan yang jauh melebihi piawaian industri dan yang diakui oleh pemegang saham kami, pelanggan dan orang ramai, PSMB sentiasa meletakkan kepuasan pelanggan sebagai keutamaannya.

Tahun demi tahun, PSMB meningkatkan perkhidmatan mereka melalui inisiatif CSI atau Indeks Perkhidmatan Pelanggan di mana ia akan mendapat maklum balas daripada pihak-pihak berkepentingan dan pelanggan akan tahap kepuasan perkhidmatan organisasi. Selain itu, PSMB juga telah mengambil bahagian dalam pelbagai pameran dan hari bertemu pelanggan demi mendekatkan diri dengan pelanggan dan pihak berkepentingan.

HIGHLIGHTS OF ACHIEVEMENTS

SOROTAN PENCAPAIAN



CREATIVITY & INNOVATION

PSMB's Innovative and Creative Circle (ICC) had achieved a historical achievement where one of its teams named UFO won the Excellence Award (highest in the rank) at the International Innovative and Creative Circle (ICC) Convention 2013 at Taipei, Taiwan.

Other four ICC teams won the Gold Level Award at the Malaysia Productivity Corporation's (MPC) Regional Convention. Team UNIT, won the 3-Star Award (highest in the rank) and was rated one of the top 10 winners in the Service sector.

Another team, named OMG, won the 2-Star Award at the National Convention. Another ICC team, De'solutions, won the Ministry of Human Resources (MoHR) ICC Convention and was chosen to represent the Ministry at the National ICC Convention.

KREATIF & INOVASI

Kumpulan Inovasi dan Kreatif (KIK) PSMB mencatatkan pencapaian bersejarah di mana salah satu kumpulan mereka yang dinamakan UFO telah memenangi Anugerah Terbaik (pangkat tertinggi) di Konvensional Kumpulan Inovasi dan Kreatif (KIK) Antarabangsa bertempat di Taipei, Taiwan.

Empat lagi kumpulan KIK telah memenangi Anugerah Emas di Konvensyen Serantau Perbadanan Produktiviti Malaysia (MPC). Kumpulan UNIT telah memenangi Anugerah 3 Bintang dan dinobatkan salah satu daripada 10 terbaik dalam sektor Perkhidmatan.

Kumpulan OMG, telah memenangi Anugerah 2 Bintang di Konvensional Kebangsaan dan kumpulan lain bernama De' solutions, memenangi Konvensional Kementerian Sumber Manusia (KSM) dan terpilih untuk mewakili Kementerian di Konvensional Kebangsaan.

HIGHLIGHTS OF ACHIEVEMENTS

SOROTAN PENCAPAIAN



RECOGNITION

PSMB had successfully organised its annual HRDF 2013 Conference and Exhibition with the theme "Innovative Talents, The Epicentre of New Business". The most awaited conference was held at Kuala Lumpur Convention Centre, Kuala Lumpur on 3 and 4 September 2013 which had been a great platform for HR practitioners to gain greater and in-depth knowledge in the spectrum of human capital development.

Apart from that, PSMB again had successfully organised its Gala Dinner and HRD Award with the participation from big, medium and small enterprises and training providers registered with PSMB. The continuous participation of employers and training providers in HRD Award is a testament of industry's recognition and acceptance towards HRDF and Government's initiatives. This award has grown in stature to become the most prestigious HRD Award recognised by industries.

PENGIKTIRAFAN

PSMB telah berjaya menganjurkan Persidangan dan Pameran HRDF 2013 yang bertemakan "Innovative Talents, The Epicentre of New Business". Persidangan yang paling dinantikan ini telah berlangsung di Pusat Konvensyen Kuala Lumpur, pada 3 dan 4 September 2013 dan merupakan platform terbaik untuk pengamal HR menimba ilmu yang mendalam tentang pembangunan modal insan.

Selain itu, PSMB sekali lagi telah berjaya menganjurkan Majlis Makan Malam dan Anugerah HRD dengan penyertaan dari majikan perusahaan besar, sederhana dan kecil dan penyedia latihan yang berdaftar dengan PSMB. Penyertaan berterusan majikan dan penyedia latihan dalam Anugerah HRD merupakan bukti pengiktirafan dan penerimaan industri terhadap HRDF dan inisiatif Kerajaan. Anugerah ini telah berkembang menjadi Anugerah HRD yang paling berprestij diiktiraf oleh industri.



H • E • A • R • T • S

SUPPORTING WOMEN

Housewives Enhancement and Reactivate Talent Scheme or known as HEARTS is a training programme under PSMB with the aim to train educated housewives, who have become latent with specific skills to enable them to actively contribute to economic growth while maintaining their status quo as homemakers.

In 2013, the Government has allocated RM1 million under the programme to help these women to be trained in the specialised skills. HEARTS helps to reinvigorate their talent and educational background, with fresh skills. Thus, they will be more employable and subsequently help them to increase their household income.

As at 31 December 2013, a total of 400 women were successfully interviewed to undergo this training scheme.

MENYOKONG WANITA

Skim Housewives Enhancement and Re-activate Talent atau lebih dikenali sebagai HEARTS merupakan program latihan di bawah PSMB bertujuan untuk melatih suri rumah berpendidikan, yang telah menjadi pendam, dengan kemahiran tertentu dan membolehkan mereka menyumbang secara aktif kepada pertumbuhan ekonomi dan mengekalkan status quo sebagai seorang suri rumah.

Pada tahun 2013, Kerajaan telah memperuntukkan RM1 juta di bawah program ini untuk membantu wanita-wanita ini dilatih dengan kemahiran-kemahiran tertentu. HEARTS membantu menghidupkan kembali bakat dan latar belakang pendidikan mereka dan secara langsung membantu meningkatkan pendapatan seisi rumah.

Pada 31 Disember 2013, seramai 400 wanita telah berjaya melepasi sesi temuduga program latihan dibawah skim ini.

CALLUM CHEN CEO, LH PLUS SDN BHD

Callum Chen is the CEO of LH Plus Sdn Bhd and was the president of the Malaysian Plastic Manufacturers Association for 7 years. LH Plus together with MPMA worked hand in hand with PSMB and did roadshows to create awareness of the values PSMB bring to the table as well as to show the importance of training and industrial re-skilling.

From the perspective of MPMA, the biggest challenge is to highlight the importance of training and up skilling as an investment, rather than expense to its members. Callum acknowledged that there are some companies that are hesitant to change the perspective of training as a form of investment. Some concerns that if you train them, then workers will demand increase in wages, and other companies will entice trained their workers to leave and join the competition. These are the basis of why some companies were not keen to invest in training and re-skilling.

Callum contested that the training of their workers will make them more efficient and ultimately make more money for the company. On top of that, trained workers can themselves train other colleagues so that the whole team benefits from the training rather than some individuals. This is one of the ways to give job satisfaction to the workers, and when they know that there are more things to learn on the current job, they are less likely to leave the company in search for new skills.

Callum believe that work culture is the most important part of a company, because when the culture is right, things will fall in place and work well for the company. People will do what you tell them to do, but when they do it because they are happy doing it, it is a potent work culture that leads to the prosperity of the company. This is what all the companies need to inculcate in its workforce, and through training efforts together with PSMB, the objective can be achieved.

Callum Chen ialah seorang Ketua Pegawai Eksekutif di LH Plus Sdn Bhd dan juga pernah menjadi President kepada Malaysian Plastic Manufacturers Association selama 7 tahun. LH Plus dan MPMA telah bekerjasama dengan PSMB untuk kempen di seluruh negara bagi menyedarkan ahli MPMA tentang kepentingan latihan dan kemahiran semula.

Dari perspektif MPMA, cabaran yang besar baginya ialah untuk meyakinkan ahli MPMA yang kepentingan latihan dan kemahiran semula adalah sebagai pelaburan dan bukan pebelanjaan. Seseengah ahli berpendapat jika pekerja mereka di latih mereka akan meminta untuk meningkatkan gaji mereka, dan pekerja yang dilatih berkemungkinan akan pergi ke syarikat pesaing yang memberi tawaran yang lebih lumayan. Ini adalah kebimbangan sesetengah ahli MPMA yang menyebabkan mereka kurang berminat untuk melabur dalam program latihan dan kemahiran semula.

Callum berpendapat jika pekerja dilatih dengan lebih baik, mereka akan menjadi lebih cekap dalam pekerjaan mereka, dan mereka akan mendatangkan lebih pendapatan kepada syarikat. Selain itu, pekerja yang dilatih akan berkebolehan untuk melatih rakan sekerja lain, di mana akan mendatangkan faedah kepada seluruh kakitangan syarikat. Ini adalah salah satu cara untuk memberi kepuasan kepada pekerja, dimana jika pekerja mengetahui yang mereka mempunyai masa hadapan untuk belajar dan berkembang, mereka tidak akan mencari pekerjaan lain.

Callum percaya budaya kerja adalah kaedah yang paling penting dalam sesebuah syarikat, kerana bila budaya kerja itu sempurna, semua akan berjalan lancar lalu memberi manfaat kepada syarikat. Pekerja akan membuat apa yang disuruh, tetapi jika mereka melakukannya dengan rasa yang bersemangat, ia menjadikan budaya kerja yang hebat dan akan membawa syarikat ke arah yang lebih maju. Ini adalah suatu yang perlu dipupuk oleh semua syarikat, dan melalui program latihan bersama dengan PSMB, objektif ini dapat dicapai.



ASSEMBLY SERVICES SDN BHD

Assembly Services Sdn Bhd core business is automotive assembly in Malaysia. Based in Shah Alam on a 32 acre industrial facility, this subsidiary of UMW Malaysia has the capacity to produce 67,000 vehicles a year. With a manpower of over 3000 employees, it is producing mainly Toyota brands, such as Camry, Vios, Hilux, Fortuner, Innova and Hiace models. These are not the reasons why it won the coveted Human Resources Minister's Award 2013, what did was its values.

The core value for all employees to practice is the "Toyota Way". It encompass everything that happens in the office, and on the production floor, for all employees. It defines how everyone behave to deliver the best product and stellar services. Under the Toyota Way, there are two pillars supporting this ideal. The first is "Continuous Improvement" and the other is "Respect for People". Under each of this second tier values, are further supporting values. Such as within "Continuous Improvement", there are 3 more sub values, "Challenge", "Kaizen" and "Genchi Genbutsu". Concurrently, under "Respect for People", there are two more sub values that supports it, which are "Respect" and "Team Work".

This pyramid of values supports each other and they makes up the Toyota Way. These values are the key that produce the quality of product and services under Assembly Services Sdn Bhd. Consequently, these values are the reasons for the company in winning the Human Resources Minister's Award 2013.

To instill the values of the Toyota Way, is through continuous training and skill development of all employees. To achieve this goal, the company discovered that the best way is to partner with PSMB to train and innovate its workforce.

For over decades, the company has met challenges and trained its employees with the most updated industry standard, but the latest challenge to the company currently are the "Gen-Y" effect. This new batch of workforce have set itself a high standard of expectations from their workplace. To retain their loyalty, the company has to look for the best training providers and to give a clear career path to keep them within the company. Although its is a new set of challenge, Assembly Services Sdn Bhd believes that with PSMB, it will address the training and skill development needs of Gen-Y specifically, and the overall workforce. For this, the company has the appreciation for PSMB in aiding to develop its employees, as we believe that it is the people who are the most important asset of the company.

Teras perniagaan Assembly Services Sdn Bhd adalah pemasangan automotif di Malaysia. Berpusat di Shah Alam di atas 32 ekar kawasan industri, anak syarikat UMW Malaysia ini mempunyai keupayaan untuk menghasilkan sebanyak 67,000 kenderaan setahun. Dengan tenaga kerja seramai lebih dari 3000 orang, syarikat yang menghasilkan jenama Toyota seperti Camry, Vios, Hilux, Fortuner, Innova, dan juga Hiace. Ini bukanlah penyebab kenapa mereka memenangi Anugerah Menteri Sumber Manusia 2013, tetapi nilai-nilai syarikat yang telah menjayakan syarikat mereka.

Nilai-nilai teras yang telah diterapkan kepada semua pekerja untuk diamalkan ialah "Toyota Way". Ia merangkumi kesemua yang terjadi di pejabat dan juga di kawasan pengeluaran. Ia mengtakrifkan bagaimana semua pekerja berkelakuan, untuk mencapai tahap terbaik produk dan servis. Terdapat dua nilai sokongan di bawah konsep 'Toyota Way'. Nilai sokongan yang pertama adalah "Continuous Improvement" dan yang kedua adalah "Respect for People". Di bawah dua nilai sokongan ini, terdapat lagi nilai seperti 'Challenge', 'Kaizen', 'Genchi Genbutsu' yang merupakan sub-nilai bagi "Continuous Improvement". Bagi nilai "Respect for People" ini pula disokong oleh nilai "Respect" dan "Team Work".

Piramid nilai ini menyokong sesama sendiri dan merangkap keseluruhan "Toyota Way". Nilai-nilai ini adalah penting untuk menghasilkan produk dan servis yang berkualiti di bawah syarikat Assembly Services Sdn Bhd. Nilai-nilai inilah yang menyebabkan syarikat telah memenangi Anugerah Menteri Sumber Manusia 2013.

Untuk memupuk nilai-nilai "Toyota Way", adalah melalui latihan kemahiran yang berterusan untuk semua pekerja. Assembly Services Sdn Bhd mendapati cara terbaik untuk mencapai matlamat ini, iaitu dengan bekerjasama bersama PSMB melalui latihan pekerja.

Selama ini syarikat telah menyahut cabaran dan melatih pekerja dengan piawai industri yang terkini. Cabaran yang paling terkini adalah kesan Gen-Y, iaitu pekerja baru yang meletakkan jangkaan piawai tinggi terhadap majikan. Untuk mengekalkan kesetiaan mereka, syarikat perlu mencari penyedia latihan yang unggul dalam memberikan peningkatan kerjaya yang jelas untuk memastikan mereka berada dalam syarikat. Walaupun ia suatu cabaran baru, syarikat pasti ia perlu bekerjasama dengan PSMB, untuk latihan dan pembangunan kemahiran pekerja Gen-Y dan kesemua pekerja keseluruhannya. Assembly Services Sdn Bhd percaya bahawa asset yang paling penting dalam sesebuah syarikat adalah pekerjanya, oleh itu syarikat berterima kasih terhadap PSMB dalam membantu membangunkan tenaga kerja syarikat.



IKON SKIM PERANTISAN PSMB HOTEL INDUSTRY - FRONT OFFICE

NOR AIN BINTI MOHD DIN
KUANTAN, PAHANG

Nor Ain binti Mohd Din is an apprentice under the PSMB Apprentice Scheme for the Hotel Industry (Front Office). She participated in the training in IKIP, Kuantan, Pahang which started on the 1st of March 2005 and completed the training on the 31st of August of the same year. She also made it as the top scorer from the Hospitality training for that year.

With just her SPM certificate, Nor Ain participated in the PSMB Apprentice Scheme, and the company that is responsible for her sponsorship throughout her training, is Hyaat Regency Kuantan.

Nor Ain has spread her wings and taken her career to greater heights, when she returned to her work at Hyaat Regency Kuantan, when she was offered the Management Trainee Programme in 2007 for 2 years. Although this programme requires her to have at least a Degree from a local university, Nur Ain proved that she is on par with the degree holders as she was accepted into the programme and ultimately succeeded to complete the programme with flying colors.

Looking back at her start as front office assistant, it was a sweet journey from her humble beginnings until she reached her current position as Training Officer at the Human Resource Department at Hyaat Regency Kuantan.

Nor Ain binti Mohd Din merupakan perantis di bawah Skim Perantisan PSMB bagi program Hotel Industry (Front Office). Beliau telah menjalani latihan di IKIP, Kuantan, Pahang bermula pada 1 Mac 2005 dan berjaya menamatkan latihan pada 31 Ogos 2005. Beliau juga merupakan pelajar terbaik dari Hospitaliti pada tahun tersebut.

Dengan hanya kelayakan Sijil SPM beliau telah mengikuti latihan perantisan di bawah pembiayaan PSMB. Syarikat yang bertanggungjawab menaja beliau sepanjang latihan adalah Hyaat Regency Kuantan.

Nor Ain telah melebarkan sayap kerjaya beliau di Hyaat Regency Kuantan apabila beliau telah ditawarkan mengikuti program Management Trainee Hyaat pada 2007 bagi tempoh 2 tahun. Kelayakan program ini adalah perlu memiliki sekurang-kurangnya Ijazah dari Universiti tempatan / luar negara. Namun, Nor Ain berjaya membuktikan bahawa beliau setanding dengan graduan lepasan universiti setelah beliau berjaya menamatkan latihan Management Trainee Hyaat dengan jayanya.

Jika dahulu, beliau bertugas sebagai front office assistant, kini beliau adalah merupakan kakitangan pengurusan setelah dilantik sebagai Training Officer di bahagian Sumber Manusia Hyaat Regency Kuantan.



IKON SKIM PERANTISAN PSMB WOOD BASED (FURNITURE MAKING)

TAQUIDDIN BIN BAHRUL
AMPANG, SELANGOR

Taquiddin bin Bahrul was an apprentice under the PSMB Apprentice Scheme for the Wood Based (Furniture Making) programme.

He has participated in the training at WISDEC, Banting, from 5th December 2011, and completed his training on the 22nd March 2013. He was fully sponsored by Inovar Industries Sdn. Bhd., a company registered with PSMB.

Taquiddin has succeeded on making a name for himself as the winner of the Golden Hand Award at the Malaysia Skills Competition (PKM) in 2012, which catapult him to the regional Asean Skills Competition 2012 in Jakarta, Indonesia.

His determination and enthusiasm in the Asean Skills Competition 2012 has made him achieve 4th place out of 11 countries that were competing in the Wood Based (Furniture Making) category.

His participation in the regional level of Asean, has given him a boost of confidence, as well as to all other apprentices under the PSMB Apprentice Scheme, to compete in their respective categories.

Taquiddin bin Bahrul merupakan perantis di bawah Skim Perantisan PSMB bagi program Wood Based (Furniture Making).

Perantis telah menjalani latihan di WISDEC, Banting bermula pada 5 Disember 2011 dan menamatkan latihan pada 22 Mac 2013. Perantis adalah di bawah tajaan syarikat berdaftar PSMB iaitu Inovar Industries Sdn Bhd.

Taquiddin telah berjaya menempa nama sebagai pemenang Tangan Emas pada Pertandingan Kemahiran Malaysia (PKM) bagi tahun 2012 dan seterusnya telah melayakkan beliau ke Asean Skills Competition 2012 di Jakarta, Indonesia.

Penyertaan pertama di peringkat Asean telah membuahkan hasil apabila berkat kesungguhan dan semangat beliau, Taquiddin berjaya mendapat tempat ke-4 dari 11 negara yang bertanding bagi Wood Based (Furniture Making) di Asean Skills Competition 2012

Penyertaan beliau di peringkat Asean telah memberi penyuntik semangat bagi perantis –perantis di bawah Skim Perantisan PSMB untuk bersaing di dalam pertandingan – pertandingan kemahiran.

HEARTS PROGRAMME

PROGRAM HEARTS



ASRINA JAMIRAN is an enterprising individual who has participated in the HEARTS programme under PSMB. She was previously a marketing executive in an engineering company, but due to her mounting responsibilities at home, she decided it was best for her to focus on her family. Nonetheless, she still understands the importance of having useful skills for her family's betterment. Hence, through the association "Wanita Inspirasi Negara", Asrina joined the HEARTS programme and took on her modules of her choice. Upon completing the programme, this is what she has to say about HEARTS "It is a very good programme for women who wants to reinvigorate their career, while at the same time provide to the family." She further attests that her experience with mini RTC has motivated her to gain more knowledge to help other participants to increase their household income. She believe that the programme is essential for participants to gain new skills, gain confidence and open up new opportunities, especially for enterprising housewives.

As a success story of PSMB's HEARTS programme, she is now a business owner of a beauty therapy, make up and hairdressing centre.

ASRINA JAMIRAN merupakan seorang individu yang telah menyertai program HEARTS di bawah PSMB. Sebelum ini beliau merupakan eksekutif pemasaran di sebuah syarikat kejuruteraan tetapi oleh kerana tanggungjawabnya di rumah semakin bertambah, beliau membuat keputusan adalah lebih baik untuknya memberi sepenuh perhatian kepada keluarganya. Namun begitu beliau tetap sedar akan kepentingan mempunyai kemahiran yang berguna demi kebaikan keluarganya. Melalui persatuan "Wanita Inspirasi Negara", Asrina menyertai program HEARTS dan mempelajari modul pilihannya. Di akhir program itu, inilah pendapat beliau mengenai HEARTS "Program ini sangat bagus untuk wanita yang ingin menambahbaik kerjaya mereka dan pada masa yang sama meningkatkan pendapatan keluarga. Beliau juga mneyatakan bahawa melalui pengalaman dengan mini RCT ini telah mendorong beliau untuk menimba ilmu bagi membantu peserta lain dalam meningkatkan pendapatan isi rumah mereka. Dia percaya program ini sangat penting kepada peserta yang ingin mempelajari kemahiran baru, meningkatkan tahap keyakinan dan membuka peluang baru terutamanya suri rumah yang berdaya usaha.

Atas penglibatan beliau dalam program HEARTS ini, dia telah berjaya menjadi pemilik perniagaan sebuah pusat terapi, solekan dan rambut.



NUR RENA CHIN was a Senior Key Account Manager with a multinational company before she joined HEARTS Programme. During her career there, it was tough having to juggle long hours at work and the demands of family life. Until one day when her daughter was diagnosed of having a medical condition and needed surgery, Nur Rena realized the importance of her family.

So Nur Rena quit her job and concentrated on supporting her daughter to get through the surgery, and the well being of her family in general. Although she is glad she can be there to her family, quitting her job presented a new dilemma to her, she needed income to financially sustain her family. This was when she discovered HEARTS.

It was by chance Nur Rena discovered the HEARTS Programme, in an advertisement inside of a local newspaper. She gathered her confidence and decided to take up the Train the Trainer course, which was similar to what she was doing as an Senior Key Account Manager previously. After going through the course, she saw an opportunity in the HEARTS Programme to restart her career, with more time flexibility and ability to have a better work-life balance.

Currently Nur Rena is employed by Nikao Consulting as a Business and Leadership Trainer. She considers herself fortunate to be working for a company that understand her needs and allows her the flexibility of deciding her own training time. Doing so allows her to have a better quality time with her daughter and family, as well as having a satisfying career.

NURRENACHIN adalah seorang Pengurus Akaun Kanan Utama di syarikat multinasional sebelum beliau menyertai program HEARTS. Dalam kerjayanya di sana, beliau menghadapi kesukaran kerana terpaksa memberi tumpuan lebih masa di pejabat sehingga masa untuk keluarga terpaksa di korbakan. Sehingga satu hari apabila anak perempuan telah didiagnos dengan penyakit dan perlu menjalani pembedahan, pada ketika itu Nur Rena menyedari pentingnya keluarga beliau.

Nur Rena telah berhenti dari kerjanya bagi memberikan sepenuh tumpuan kepada anak perempuan dan keluarganya. Walaupun beliau gembira dapat memberi tumpuan kepada keluarga, beliau sedar yang keputusan untuk berhenti dari kerja telah memberi dilemma baru. Beliau perlukan pendapatan baru untuk menampung keluarga. Ketika inilah beliau mengenali HEARTS.

Nur Rena 'terjumpa' program HEARTS di dalam iklan di sebuah surat khabar tempatan. Setelah memikirkannya, beliau meyakinkan diri untuk menyertai program HEARTS dalam kursus "Train the Trainer". Beliau yakin terhadap kursus ini kerana ia hampir sama seperti kerja yang beliau lakukan sebelum ini sebagai Pengurus Akaun Kanan Utama. Setelah selesai kursus di program HEARTS, beliau melihat peluang untuk memulakan semula kerjaya dengan flexibiliti masa dan keupayaan untuk mempunyai keseimbangan di dalam kehidupan dan kerjaya.

Kini, Nur Rena bekerja di Nikao Consulting sebagai Jurulatih Kepimpinan dan Perniagaan. Beliau berpendapat bahawa beliau bernasib baik kerana bekerja di sebuah syarikat yang memahami kehendak dirinya dan memberikan flexibiliti dalam menentukan sendiri masa latihan beliau. Dengan itu beliau dapat memberikan tumpuan terhadap keluarganya, dan juga mempunyai kerjaya yang memuaskan.





2013 KEY PERFORMANCE INDICATORS

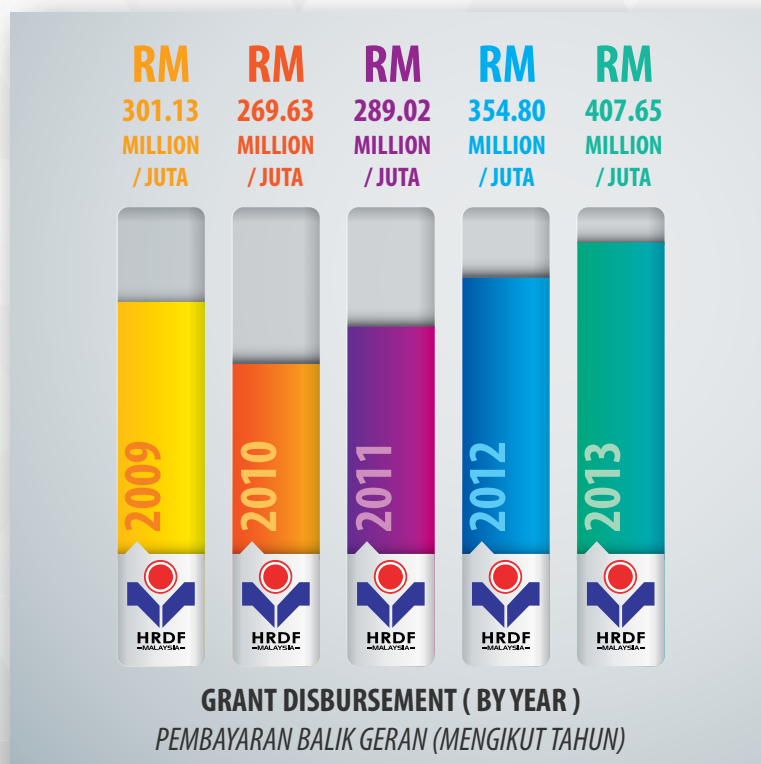
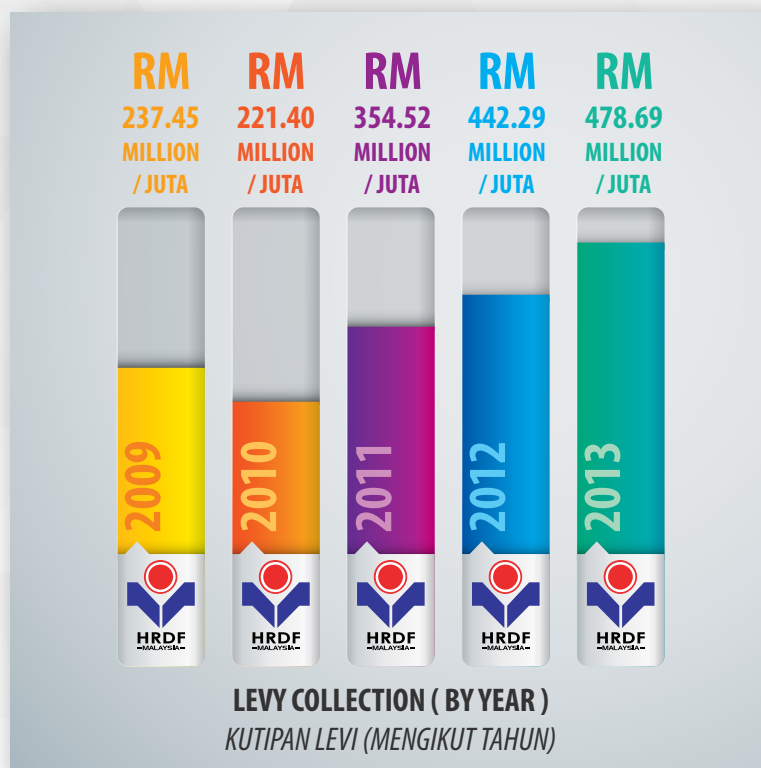
PENUNJUK PRESTASI PENCAPAIAN 2013



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

KEY PERFORMANCE INDICATORS AND DEVELOPMENTS PENUNJUK PENCAPAIAN PRESTASI DAN PEMBANGUNAN



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

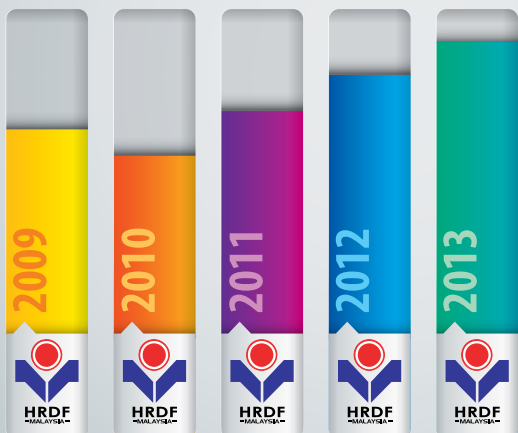
RM
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AMOUNT OF FINANCIAL ASSISTANCE APPROVED
BANTUAN KEWANGAN YANG DILULUSKAN

685,394 627,375 721,769 754,324 783,296



APPROVED TRAINING PLACES
TEMPAT LATIHAN YANG DILULUSKAN

343,999 259,281 270,390 273,009 283,684



NUMBER OF WORKERS TRAINED
TEMPAT LATIHAN YANG DILULUSKAN

HRDF COVERAGE

In transforming Malaysia into a high-income developed nation by year 2020, the human capital development needs to be further intensified through upskilling, multiskilling and cross-skilling programmes via various training schemes implemented under the Human Resources Development Fund (HRDF). To achieve this, more employers who are covered under the act need to register and gain accessibility to HRDF.

PSMB is constantly reaching out to the eligible employers and highlighting the importance of registering with PSMB. Apart from on-going exercise of checking various databases from relevant government agencies and employers' associations, operation visits to industrial areas were also conducted to identify eligible employers for registration. In 2013, PSMB has taken the step for the first time to jointly organise Corporate Tea Talk (CTT) with SSM. The CTT, attended by companies' secretaries and companies' directors, aimed to educate participants on the coverage of employers under the PSMB Act, 2001 and new company incorporation application through online using MyCoID gateway, respectively. A total of 11 sessions were conducted nationwide with 438 participants attended the sessions. Through this initiative, it is hoped that more companies are fully aware about the requirements to register under the PSMB Act, 2001.

Cumulatively, since its inception in 1993 to 31 December 2013, the total number of employers registered with HRDF was 13,989 comprising of 6,915 (49.43%) employers from the manufacturing sector and 7,074 (50.57%) employers from the service sector. From 6,915 employers in the manufacturing sector, 5,671 (82.01%) employers are small and medium enterprises (SME) whilst 1,244 (17.99%) employers are large employers. At the same time, from 7,074 employers in the service sector, 4,627 (65.41%) employers are SMEs and 2,447 (34.59%) are large employers (Table 1).

LIPUTAN HRDF

Dalam menjadikan Malaysia sebuah negara maju berpendapatan tinggi menjelang tahun 2020, pembangunan modal insan harus dipergiatkan lagi menerusi peningkatan kemahiran, kepelbagaian kemahiran dan program silang kemahiran melalui pelbagai skim latihan yang dilaksanakan di bawah Kumpulan Wang Pembangunan Sumber Manusia KWPSM. Bagi mencapai matlamat ini, lebih ramai majikan yang diliputi di bawah akta itu perlu mendaftar dan mendapat akses kepada KWPSM.

PSMB sentiasa mendekati majikan yang layak dan menekankan kepentingan mendaftar dengan PSMB. Selain daripada semakan data secara berterusan yang diperolehi dari agensi-agensi kerajaan yang berkaitan dan persatuan majikan, lawatan operasi ke kawasan-kawasan perindustrian juga telah dijalankan untuk mengenal pasti majikan yang layak untuk mendaftar. Pada tahun 2013, PSMB telah mengambil langkah pertama dalam menganjurkan Corporate Tea Talk (CTT) dengan SSM. CTT yang dihadiri oleh pengarah dan setiausaha syarikat bertujuan untuk mendidik peserta tentang majikan yang diliputi di bawah Akta PSMB, 2001 dan tatacara permohonan pemerbadanan syarikat baru melalui atas talian melalui gerbang MyCoID. Sebanyak 11 sesi telah diadakan di seluruh negara dengan penyertaan 438 orang peserta. Melalui inisiatif ini, diharapkan lebih banyak syarikat menyedari sepenuhnya tentang keperluan mendaftar di bawah Akta PSMB, 2001.

Sejak penubuhannya dari 1993 sehingga 31 Disember 2013, jumlah majikan yang berdaftar secara kumulatif dengan PSMB adalah sebanyak 13,989. Dari jumlah tersebut, 6,915 (49.43%) adalah majikan daripada sektor pembuatan dan 7,074 (50.57%) daripada sektor perkhidmatan. Daripada 6,915 majikan dalam sektor pembuatan, 5,671 (82.01%) adalah majikan perusahaan kecil dan sederhana (PKS) manakala 1,244 (17.99%) adalah majikan perusahaan besar. Pada masa yang sama, 7,074 terdiri daripada majikan dalam sektor perkhidmatan, 4,627 (65.41%) majikan PKS dan 2,447 (34.59%) adalah majikan perusahaan besar (Jadual 1).

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

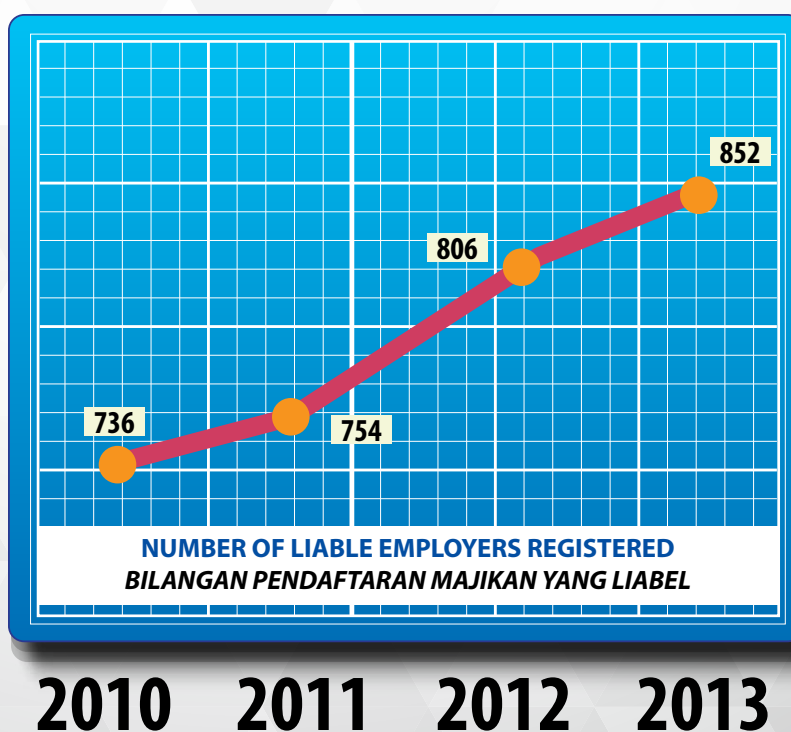
TABLE 1: BREAKDOWN OF REGISTERED EMPLOYERS BY CATEGORY IN 2013
JADUAL 1: PECAHAN MAJIKAN BERDAFTAR MENGIKUT KATEGORI BAGI TAHUN 2013

Employer Category <i>Kategori Majikan</i>	Manufacturing <i>Perkilangan</i>	Service <i>Perkhidmatan</i>	Total <i>Jumlah</i>
SME <i>PKS</i>	5,671 (82.01%)	4,627 (65.41%)	10,298 (73.61%)
Large <i>Besar</i>	1,244 (17.99%)	2,447 (34.59%)	3,691 (26.39%)
Total Employers <i>Jumlah Majikan</i>	6,915 (49.43%)	7,074 (50.57%)	13,989 (100%)

In 2013, 852 new employers had registered, representing an increase of 5.7% from 806 employers registered in 2012 with 626 (73.47%) employers from the service sector whilst 226 (26.53%) employers from the manufacturing sector. The new employers registered from 2010 to 2013 have shown an increasing trend as can be seen in Figure 1.

Pada tahun 2013, 852 majikan baru telah mendaftar dan mencatatkan peningkatan sebanyak 5.7% daripada 806 majikan yang berdaftar pada tahun 2012 dengan 626 (73.47%) majikan daripada sektor perkhidmatan manakala 226 (26.53%) majikan daripada sektor pembuatan. Majikan baru yang telah mendaftar bermula tahun 2010 sehingga 2013 telah menunjukkan trend peningkatan seperti di Rajah 1.

Figure 1: Trend for Registration of New Employers
Rajah 1: Trend Pendaftaran Majikan Baru



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

In terms of the total number of employees, 2,337,540 were covered by the 13,989 registered employers with PSMB. From the total of employees covered by PSMB, 1,222,923 (52.32%) employees are from the manufacturing sector with 334,177 (27.33%) are employees from SMEs whilst 888,746 (72.67%) are employees from large employers. As for the service sector, 1,114,617 employees were covered, comprising of 120,690 (10.82%) employees from SMEs and 993,927 (89.17%) employees from large employers (Table 2).

Dari segi jumlah bilangan pekerja, 2,337,540 telah diliputi dari 13,989 majikan yang berdaftar dengan PSMB. Daripada jumlah ini, 1,222,923 (52.32%) pekerja adalah dari sektor pembuatan dengan 334,177 (27.33%) adalah pekerja majikan PKS manakala 888,746 (72.67%) adalah pekerja majikan besar. Bagi sektor perkhidmatan, seramai 1,114,617 pekerja telah diliputi dengan 120,690 (10.82%) pekerja daripada PKS dan 993,927 (89.17%) pekerja majikan besar (Jadual 2).

TABLE 2: BREAKDOWN OF NUMBER OF EMPLOYEES BY SECTOR AND CATEGORY OF EMPLOYERS IN 2013
JADUAL 2: PECAHAN BILANGAN PEKERJA MENGIKUT SEKTOR DAN KATEGORI MAJIKAN BAGI TAHUN 2013

Employer Category <i>Kategori Majikan</i>	Manufacturing <i>Perkilangan</i>	Service <i>Perkhidmatan</i>	Total <i>Jumlah</i>
SME PKS	334,177 (27.33%)	120,690 (10.82%)	454,867 (19.45%)
Large Besar	888,746 (72.67%)	993,927 (89.17%)	1,882,673 (80.54%)
Total Employees <i>Jumlah Pekerja</i>	1,222,923 (52.32%)	1,114,617 (47.68%)	2,337,540 (100%)

In terms of deregistration of employers, a total of 4,842 employers had been deregistered from 1992 to 31 December 2013.

Dari tahun 1992 sehingga 31 Disember 2013, sebanyak 4,842 syarikat telah dibatalkan pendaftarannya dengan PSMB.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

REGISTRATION OF EMPLOYERS BY STATE

In 2013, Selangor recorded the highest number of new employers registered with a total of 238 (27.93%) employers, followed by Kuala Lumpur with 156 (18.31%) employers and Johor with 103 (12.09%) employers (Table 3).

PENDAFTARAN MAJIKAN MENGIKUT NEGERI

Pada tahun 2013, Selangor mencatatkan bilangan tertinggi majikan baru yang mendaftar dengan jumlah 238 (27.93%) majikan, diikuti dengan Kuala Lumpur sebanyak 156 (18.31%) majikan serta Johor dengan 103 (12.09%) majikan (Jadual 3).

TABLE 3 : REGISTRATION OF EMPLOYERS BY STATE IN 2013
JADUAL 3: PENDAFTARAN MAJIKAN MENGIKUT NEGERI BAGI TAHUN 2013

State <i>Negeri</i>	No. of Employers <i>Bil. Majikan</i>	Percentage (%) <i>Peratusan</i>
Selangor	238	27.93
Kuala Lumpur	156	18.31
Johor	103	12.09
Penang	58	6.81
Sarawak	57	6.69
Sabah	50	5.87
Perak	35	4.11
Kedah	33	3.87
Pahang	31	3.64
Malacca	27	3.17
Negeri Sembilan	25	2.93
Terengganu	20	2.35
Kelantan	14	1.64
Perlis	3	0.35
Labuan	2	0.23
TOTAL / JUMLAH	852	100%

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

REGISTRATION OF 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 55 registrations (24.34%), followed by Johor with 51 (22.57%) and Penang with 27 (11.95%) registrations (Table 4).

PENDAFTARAN MAJIKAN MENGIKUT NEGERI BAGI SEKTOR PEMBUATAN

Bagi majikan baru yang mendaftar mengikut negeri di bawah sektor pembuatan, Selangor mencatatkan jumlah tertinggi dengan 55 pendaftaran (24.34%), diikuti oleh Johor dengan 51 (22.57%) dan Pulau Pinang dengan 27 (11.95%) pendaftaran (Jadual 4).

TABLE 4 : REGISTRATION OF NEW EMPLOYERS BY STATE FOR MANUFACTURING SECTOR IN 2013
JADUAL 4: PENDAFTARAN MAJIKAN BARU MENGIKUT NEGERI UNTUK SEKTOR PERKILANGAN BAGI TAHUN 2013

State Negeri	Manufacturing Perkilangan	
	No. of Employers Bil. Majikan	Percentage (%) Peratusan
Selangor	55	24.34
Johor	51	22.57
Penang	27	11.95
Kedah	14	6.19
Negeri Sembilan	13	5.75
Perak	12	5.31
Sarawak	12	5.31
Kuala Lumpur	11	4.87
Malacca	10	4.42
Sabah	9	3.98
Pahang	7	3.10
Terengganu	5	2.21
Total Jumlah	226	100.00

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

REGISTRATION OF NEW EMPLOYERS BY STATE FOR SERVICE SECTOR

In the service sector, Selangor recorded the highest number of new registrations with 183 (29.23%) employers, followed by Kuala Lumpur with 145 (23.16%) and Johor with 52 (8.31%) employers (Table 5). This indicates an increasing interest amongst the employers in the role of retraining and skills upgrading opportunities for employees provided by HRDF to enhance companies' competitiveness.

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 Johor recorded the opposite trend with a proportionately larger upswing in manufacturing registration.

PENDAFTARAN MAJIKAN BAHARU MENGIKUT NEGERI BAGI SEKTOR PERKHIDMATAN

Dalam sektor perkhidmatan pula, Selangor mencatatkan bilangan tertinggi bagi pendaftaran baru dengan 183 (29.23%) majikan, diikuti dengan Kuala Lumpur dengan 145 (23.16%) dan Johor dengan 52 (8.31%) majikan (Jadual 5). Ini menunjukkan semakin banyak majikan yang berminat untuk mendaftar bagi memberi peluang latihan semula dan meningkatkan kemahiran pekerja yang disediakan oleh HRDF bagi memperkasakan semangat daya saing syarikat.

Pecahan pendaftaran majikan baru mengikut sektor menunjukkan sektor perkhidmatan lebih cenderung dalam latihan semula dan peningkatan kemahiran, terutamanya di kawasan Selangor dan Kuala Lumpur, di mana ianya lebih tertumpu kepada penyertaan industri perkhidmatan di negeri-negeri tersebut, manakala Johor pula mencatatkan aliran dengan peningkatan pendaftaran daripada sektor pembuatan.

TABLE 5 : REGISTRATION OF NEW EMPLOYERS BY STATE FOR SERVICE SECTOR IN 2013
JADUAL 5: PENDAFTARAN MAJIKAN BARU MENGIKUT NEGERI UNTUK SEKTOR PERKHIDMATAN BAGI TAHUN 2013

State Negeri	Service Perkhidmatan	
	No. of Employers Bil. Majikan	Percentage (%) Peratusan
Selangor	183	29.23
Kuala Lumpur	145	23.16
Johor	52	8.31
Sarawak	45	7.19
Sabah	41	6.55
Penang	31	4.95
Pahang	24	3.83
Perak	23	3.67
Kedah	19	3.04
Malacca	17	2.72
Terengganu	15	2.40
Kelantan	14	2.24
Negeri Sembilan	12	1.92
Perlis	3	0.48
Labuan	2	0.32
Total / Jumlah	626	100.00

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

REGISTRATION OF EMPLOYERS BY INDUSTRY FOR MANUFACTURING SECTOR

In 2013, there were a total of 226 new registered employers from the manufacturing sector with food manufacturing industry accounted for the highest number of registration with 34 (15.04%) employers. This was followed by manufacturers of fabricated metal products, except machinery and equipment with 23 (10.18%) employers and manufacturers of electronics components, electrical machinery, apparatus, appliances and supplies with 17 (7.52%) employers (Table 6).

PENDAFTARAN MAJIKAN MENGIKUT INDUSTRI BAGI SEKTOR PEMBUATAN

Pada tahun 2013, terdapat sebanyak 226 pendaftaran baru majikan daripada sektor pembuatan dengan industri pembuatan makanan yang menyumbangkan jumlah tertinggi iaitu 34 pendaftaran (15.04%). Ini diikuti dengan pengeluar produk logam yang direka kecuali jentera peralatan dengan 23 (10.18%) majikan dan pengeluar komponen elektronik, jentera elektrik, alat, perkakas dan kelengkapan dengan 17 (7.52%) majikan (Jadual 6).

Industry Industri	Registered Employers In Year 2013 Pendaftaran Majikan Pada Tahun 2013	
	No. of Employers Bil. Majikan	Percentage (%) Peratusan
Food Manufacturing Pembuatan Makanan	34	15.04
Manufacturers of Fabricated Metal Products, except Machinery and Equipment Pengeluar Produk Logam yang direka, kecuali Jentera dan Peralatan	23	10.18
Manufacturers of Electronics Components, Electrical Machinery, Apparatus, Appliances and Supplies Pengeluar Komponen Elektronik, Jentera Elektrik, Alat, Perkakas dan Kelengkapan	17	7.52
Manufacturers of Transport Equipment Pengeluar Kelengkapan Pengangkutan	16	7.08
Manufacturers of Plastics Products Pengeluar Produk Plastik	15	6.64
Iron and Steel Basic Industries Industri Asas Besi dan Keluli	13	5.75
Manufacturers of Machinery Except Electrical Pengeluar Jentera kecuali Alat Elektrik	12	5.31
Manufacturers of Non-Metallic Mineral Products Pengeluar Produk Galian Bukan Logam	12	5.31
Manufacturers of Other Chemical Products Pengeluar Lain-Lain Produk Kimia	11	4.87
Manufacturers of Rubber Products Pengeluar Produk Getah	11	4.87

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

Manufacturers of Industrial Chemicals <i>Pengeluar Kimia Industri</i>	10	4.42
Non-Ferrous Metal Basic Industries <i>Industri Asas Logam Bukan Ferum</i>	9	3.98
Manufacturers of Paper and Paper Products <i>Pengeluar Kertas dan Produk Kertas</i>	9	3.98
Manufacturers of Furniture And Fixtures, Except Primarily of Metal <i>Pengeluar Kayu dan Perkakas Rumah kecuali Buatan Besi</i>	6	2.65
Printing, Publishing and Allied Industries <i>Percetakan, Penerbitan dan Industri yang Berkaitan</i>	5	2.21
Manufacturers of Wood & Wood Products and Cork, Except Furniture <i>Pengeluar Kayu, Produk Kayu dan Gabus, kecuali Perabot</i>	5	2.21
Petroleum Refineries <i>Penapisan Minyak Mentah</i>	5	2.21
Manufacturers of Textiles <i>Pengeluar Tekstil</i>	4	1.77
Beverage Industries <i>Industri Minuman</i>	4	1.77
Manufacturers of Optical Instruments and Photographic Equipment <i>Pengeluar Barangan Berkaitan Penglihatan dan Senifoto</i>	3	1.33
Manufacturers of Wearing Apparel Except Footwear <i>Pengeluar Pakaian kecuali Kasut</i>	2	0.88
Total / Jumlah	226	100.00

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

From 1992 to 2013, the total number of employers registered from the manufacturing sector was 6,915 recording an increase of 1.78% as compared to 6,794 registered employers in 2012.

Manufacturers of electronics components, electrical machinery, apparatus, appliances and supplies recorded the highest number of registered employers with 906 (13.10%). It was followed by employers from the manufacturers of fabricated metal products, except machinery and equipment with 798 (11.54%) employers and the food manufacturers with 745 (10.77%) (Table 7).

Dari tahun 1992 sehingga 2013, jumlah majikan yang berdaftar daripada sektor pembuatan adalah sebanyak 6,915 mencatatkan peningkatan sebanyak 1.78% berbanding 6,794 majikan yang berdaftar pada tahun 2012.

Pengeluar komponen elektronik, jentera elektrik, alat, perkakas dan kelengkapan dengan mencatatkan jumlah tertinggi bagi majikan yang berdaftar sebanyak 906 (13.10%). Ini diikuti oleh syarikat daripada pengeluar produk logam yang direka kecuali jentera dan peralatan dengan 798 (11.54%) majikan dan pembuatan makanan sebanyak 745 (10.77%) (Jadual 7).

TABLE 7 : TOTAL NUMBER OF REGISTERED EMPLOYERS IN MANUFACTURING SECTOR BY INDUSTRY FROM 1992 TO 2013

JADUAL 7: JUMLAH MAJIKAN BERDAFTAR DALAM SEKTOR PERKILANGAN MENGIKUT INDUSTRI DARIPADA 1992 HINGGA 2013

Industry Industri	Registered Employers from 1992 – 2013 Majikan Berdaftar dari 1992 – 2013	
	No. of Employers Bil. Majikan	Percentage (%) Peratusan
Manufacturers of Electronics Components, Electrical Machinery, Apparatus, Appliances and Supplies / <i>Komponen Elektronik, Jentera Elektrik, Alat, Perkakas dan Kelengkapan</i>	906	13.10
Manufacturers of Fabricated Metal Products, except Machinery and Equipment / <i>Pengeluar Produk Logam yang direka, kecuali Jentera dan Peralatan</i>	798	11.54
Food Manufacturers / <i>Pengeluar Makanan</i>	745	10.77
Manufacturers of Plastics Products / <i>Pengeluar Produk Plastik</i>	660	9.54
Manufacturers of Wood & Wood Products and Cork, Except Furniture / <i>Pengeluar Kayu, Produk Kayu dan Gabus, Kecuali Perabot</i>	400	5.78
Manufacturers of Non-Metallic Mineral Products / <i>Pengeluar Produk Galian Bukan Logam</i>	347	5.02
Manufacturers of Rubber Products / <i>Pengeluar Produk Getah</i>	333	4.82
Manufacturers of Other Chemical Products / <i>Pengeluar Produk Kimia Lain</i>	330	4.77
Manufacturers of Transport Equipment / <i>Pengeluar Kelengkapan Pengangkutan</i>	303	4.38
Manufacturers of Machinery Except Electrical / <i>Pengeluar Jentera kecuali Alat Elektrik</i>	275	3.98
Manufacturers of Furniture And Fixtures, Except Primarily of Metal / <i>Pengeluar Kayu dan Perkakas Rumah kecuali Buatan Besi</i>	240	3.47
Printing, Publishing and Allied Industries / <i>Percetakan, Penerbitan dan Industri yang berkaitan</i>	240	3.47
Manufacturers of Paper and Paper Products / <i>Pengeluar Kertas dan Produk Kertas</i>	224	3.24
Iron and Steel Basic Industries / <i>Industri Asas Besi dan Keluli</i>	227	3.28

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

Manufacturers of Textiles / <i>Pengeluar Tekstil</i>	156	2.26
Manufacturers of Industrial Chemicals / <i>Pengeluar Kimia Industri</i>	167	2.42
Manufacturers Of Wearing Apparel Except Footwear / <i>Pengeluar Pakaian kecuali Kasut</i>	122	1.76
Non-Ferrous Metal Basic Industries / <i>Industri Asas Logam Bukan Ferum</i>	89	1.29
Other Manufacturing Industries / <i>Lain-lain Industri Pengeluaran</i>	77	1.11
Manufacturers of Optical Instruments and Photographic Equipment / <i>Pengeluar Barangan Berkaitan Penglihatan dan Senifoto</i>	60	0.87
Beverage Industries / <i>Industri Minuman</i>	54	0.78
Petroleum Refineries / <i>Penapisan Minyak Mentah</i>	49	0.71
Manufacturers of Glass and Glass Products / <i>Pengeluar Kaca dan Produk Kaca</i>	42	0.61
Manufacturers of Leather and Products Of Leather, Leather Substitutes and Fur, Except Footwear and Wearing Apparel / <i>Pengeluar Kulit Pengganti Kulit, Bulu Binatang kecuali Kasut dan Pakaian</i>	18	0.26
Manufacturers of Pottery, China and Earthenware / <i>Pengeluar Tembikar dan Barangan Dapur diperbuat daripada Tanah</i>	16	0.23
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>	13	0.19
Tobacco Manufacturers / <i>Pengeluar Tembakau</i>	9	0.13
Total / Jumlah	6,915	100.00

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

REGISTRATION OF EMPLOYERS BY INDUSTRY FOR SERVICE SECTOR

For 2013, a total of 626 new employers from the service sector had registered with HRDF. Employers in the hotel industry recorded the highest number of new registered employers with 105 (16.77%) employers and commercial land transport industry with 85 (13.58%) employers followed by computer industry with 83 (13.26%) (Table 8).

PENDAFTARAN MAJIKAN MENGIKUT INDUSTRI BAGI SEKTOR PERKHIDMATAN

Pada tahun 2013, sebanyak 626 majikan daripada sektor perkhidmatan telah mendaftar dengan PSMB. Majikan dalam industri perhotelan telah mencatatkan jumlah tertinggi bagi majikan berdaftar baharu iaitu sebanyak 105 (16.77%) majikan dan industri pengangkutan tanah komersil dengan 85 (13.58%) diikuti majikan industri komputer sebanyak 83 (13.26%) (Jadual 8).

TABLE 8 : TOTAL NUMBER OF REGISTERED EMPLOYERS IN SERVICE SECTOR BY INDUSTRY IN 2013

JADUAL 8: JUMLAH MAJIKAN BERDAFTAR DALAM SEKTOR PERKHIDMATAN MENGIKUT INDUSTRI BAGI TAHUN 2013

Industry Industri	Registered Employers In Year 2013 Majikan Berdaftar Bagi Tahun 2013	
	No. of Employers Bil. Majikan	Percentage Peratusan (%)
Hotel Industry / Industri Perhotelan	105	16.77
Commercial Land Transport / Pengangkutan Darat Perdagangan	85	13.58
Computer / Komputer	83	13.26
Security Services / Perkhidmatan Keselamatan	77	12.30
Engineering Support & Maintenance / Sokongan Penyelenggaraan Kejuruteraan	75	11.98
Direct Selling / Jualan Langsung	37	5.91
Freight Forwarding / Pengangkutan Fret	25	3.99
Shipping / Perkapalan	20	3.19
Training Provider / Penyedia Latihan	19	3.04
Private Institutions of Higher Education / Institusi Swasta Pengajian Tinggi	16	2.56
Advertising / Pengiklanan	15	2.40
Travel Agency / Agen Pengembaraan	14	2.24
Telecommunication / Telekomunikasi	13	2.08
Supermarket, Hypermarket & Departmental Store Pasaraya, Pasaraya Besar & Gedung Serbaneka	13	2.08
Research & Development / Penyelidikan & Pembangunan	7	1.12
Air Transport / Pengangkutan Udara	7	1.12
Private Hospital / Hospital Swasta	4	0.64
Postal and Courier Services / Pos dan Perkhidmatan Kurier	3	0.48
Port Services / Perkhidmatan Pelabuhan	3	0.48
Energy / Tenaga	3	0.48
Bonded Warehouse / Penggudangan	2	0.32
Total / Jumlah	626	100.00

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

Throughout the period of 1995 to 2013, a total of 7,074 employers from the service sector registered with HRDF, representing an increase of 7.52% over the 6,579 registration-to-date at the end of 2012. Overall, the hotel industry recorded the highest number of registered employers with 1,146 (16.20%) employers.

This was followed by the computer industry with 1,009 (14.26%) employers, reflecting the long-term significance of this sector both to domestic as well as export-oriented demand, and the commercial land transport industry with 773 (10.93%) employers, which continues to register steady growth (Table 9).

Sepanjang tempoh dari 1995 sehingga 2013, sebanyak 7,074 majikan daripada sektor perkhidmatan telah berdaftar dengan PSMB, mencatatkan peningkatan sebanyak 7.52% berbanding 6,579 pendaftaran pada akhir tahun 2012. Secara keseluruhannya, industri perhotelan mencatatkan jumlah majikan yang berdaftar tertinggi iaitu 1,146 (16.20%) majikan.

lanya diikuti pula oleh berlainan perkhidmatan komputer dengan 1,009 (14.26%) majikan, menunjukkan kepentingan jangka panjang sektor ini kepada kedua-dua permintaan domestik dan juga yang berorientasikan eksport, dan industri pengangkutan darat perdagangan dengan 773 (10.93%) majikan, yang terus mencatat pertumbuhan yang stabil (Jadual 9).

TABLE 9 : TOTAL NUMBER OF REGISTERED EMPLOYERS IN SERVICE SECTOR BY INDUSTRY FROM 1995 TO 2013
JADUAL 9: JUMLAH MAJIKAN BERDAFTAR DALAM SEKTOR PERKHIDMATAN MENGIKUT INDUSTRI DARI 1995 KE 2013

Industry <i>Industri</i>	Registered Employers From 1995 – 2013 <i>Majikan Berdaftar Dari Tahun 1995 – 2013</i>	
	No. of Employers <i>Bil. Majikan</i>	Percentage <i>Peratusan (%)</i>
Hotel Industry / <i>Industri Perhotelan</i>	1,146	16.20
Computer / <i>Komputer</i>	1,009	14.26
Commercial Land Transport / <i>Pengangkutan Darat Perdagangan</i>	773	10.93
Freight Forwarding / <i>Pengangkutan Fret</i>	724	10.23
Security Services / <i>Perkhidmatan Keselamatan</i>	553	7.82
Engineering Support & Maintenance / <i>Sokongan Penyelenggaraan Kejuruteraan</i>	529	7.48
Training Provider / <i>Penyedia Latihan</i>	325	4.59
Private Institutions of Higher Education / <i>Institusi Pendidikan Tinggi Swasta</i>	316	4.47
Supermarket, Hypermarket & Departmental Store <i>Pasaraya, Pasaraya Besar & Gedung Serbaneka</i>	264	3.73
Advertising / <i>Pengiklanan</i>	224	3.17
Direct Selling / <i>Jualan Langsung</i>	203	2.87
Shipping / <i>Perkapalan</i>	200	2.83
Travel Agency / <i>Agensi Pengembaraan</i>	192	2.71
Private Hospital / <i>Hospital Swasta</i>	165	2.33
Telecommunication / <i>Telekomunikasi</i>	146	2.06
Research & Development / <i>Penyelidikan & Pembangunan</i>	81	1.15
Postal and Courier Services / <i>Pos dan Perkhidmatan Kurier</i>	71	1.00
Energy / <i>Tenaga</i>	46	0.65
Bonded Warehouse / <i>Penggudangan</i>	43	0.61
Air Transport / <i>Pengangkutan Udara</i>	33	0.47
Port Services / <i>Perkhidmatan Pelabuhan</i>	31	0.44
Total / Jumlah	7,074	100.00

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

PROPOSED EXPANSION OF THE PSMB ACT, 2001

In implementing PSMB's first strategic thrust, that is, to increase the number of the workers covered by HRDF, PSMB has proposed to expand the scope of coverage of the PSMB Act 2001 from existing 44 sub-sectors to 70 sub-sectors. However, initially, this exercise will involve 19 new sub-sectors, that is, mining and quarrying sub-sectors and 17 other service sub-sectors (Table 10).

CADANGAN PERLUASAN SKOP LIPUTAN AKTA PSMB, 2001

Bagi melaksanakan teras strategik PSMB iaitu meningkatkan bilangan pekerja yang diliputi oleh KWPSM, PSMB berhasrat untuk memperluaskan lagi skop liputan Akta PSMB, 2001 daripada 44 kepada 70 sub-sektor. Sebagai permulaan, inisiatif perluasan ini hanya akan melibatkan penambahan 19 sub-sektor iaitu 2 sub-sektor perlombongan dan pengkuarian dan 17 sub-sektor perkhidmatan [Jadual 10].

TABLE 10: 19 NEW SUB-SECTORS FOR THE PROPOSED EXPANSION OF THE PSMB ACT, 2001
JADUAL 10 : 19 SUB-SEKTOR BARU UNTUK CADANGAN PENGEMBANGAN AKTA PSMB, 2001

No. Bil.	SERVICE SECTOR / SEKTOR SERVIS
1	Gas, steam and air-conditioning supply / Bekalan gas, wap dan pendingin udara
2	Water treatment and supply / Perawatan dan bekalan air
3	Sewerage / Pembentungan
4	Waste management and material recovery activities / Pengurusan sisa dan pemulihan semula bahan
5	Food and beverage services / Perkhidmatan makanan dan minuman
6	Production of motion picture, video and television programme, sound recording and music publishing / Penerbitan wayang gambar, video dan program televisyen, rakaman bunyi dan muzik
7	Information service / Perkhidmatan maklumat
8	Tourism enterprise / Pengusahaan pelancongan
9	Building and landscape services / Perkhidmatan bangunan dan landskap
10	Event management services / Perkhidmatan pengurusan acara
11	Early childhood education / Pendidikan awal kanak-kanak
12	Health support services / Perkhidmatan sokongan kesihatan
13	Franchise / Francais
14	Sale and repair of motor vehicles / Jualan dan pembaikan kenderaan bermotor
15	Private broadcasting services / Perkhidmatan penyiaran swasta
16	Driving school / Sekolah memandu
17	Veterinary services / Perkhidmatan veterinar
No. Bil.	MINING & QUARRYING SECTOR / SEKTOR PERLOMBONGAN DAN PENGKUARIAN
1	Petroleum and gas extraction / Pengekstrakan petroleum dan gas
2	Mineral and stone quarrying / Perlombongan mineral dan pengkuarian batu

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

Based on the Tenth Malaysian Plan report, it is estimated that only 28% of the total Malaysian workforce is employed in the higher skilled jobs bracket. This shows that a large segment of the workforce is still in the lower skilled jobs bracket. In order to assist the Government 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 as underlined in 10th Malaysian Plan, one of the steps taken by PSMB is to expand the coverage of the PSMB Act 2001 so that employers from 19 new sub-sectors can be registered under HRDF. It is hoped that through this step PSMB will be able to play more efficient and greater role in providing continuous training and re-training to the existing workforce including by way of up-skilling and re-skilling. This is also in line with the New Economic Model (NEM) which inspires to up-skill the current workforce, in particular those from the bottom 40% of households, by way of continuous training and education.

To finalize policy and legal matters pertaining to the proposed expansion of the PSMB Act 2001, the following inter-agency discussions or workshops involving Legal Adviser Division and Policy Division of Ministry of Human Resource were held:

- (a) First Workshop on the Proposed Expansion of PSMB Act, 2001 (3 & 4 March 2012);
- (b) Second Workshop on the Proposed Expansion of PSMB Act, 2001 (13 & 14 April 2012); and
- (c) Third Workshop on the Proposed Expansion of PSMB Act, 2001 (9 & 10 August 2012).

A total of 27 engagements sessions were held between 2010 to 2013 involving employers and employers' associations, including Malaysian Employers Federation (MEF) in order to seek their input on the subject. 11 sessions were conducted in 2010, 8 sessions in 2011, 1 session involving MEF in 2012 and 8 sessions in 2013.

Berdasarkan laporan Pelan Malaysia Kesepuluh, dianggarkan hanya kira-kira 28% daripada keseluruhan tenaga kerja Malaysia terdiri daripada tenaga kerja yang berkemahiran tinggi. Ini menunjukkan bahawa sebahagian besar daripada tenaga kerja negara masih lagi terdiri daripada mereka yang berkemahiran rendah. Salah satu langkah yang telah diambil oleh PSMB bagi membantu negara mencapai sasaran 33% daripada jumlah keseluruhan jumlah tenaga kerja di negara ini terlibat dengan pekerjaan yang berkemahiran tinggi menjelang 2015 dan 50% menjelang 2020, sepertimana yang digariskan dalam RMK-10, ialah dengan memperluaskan lagi skop liputan Akta PSMB 2001 bagi membolehkan majikan yang terlibat dengan 19 sub-sektor baru berdaftar di bawah KWPSM (HRDF). Melalui langkah ini PSMB berharap akan dapat memainkan peranannya secara lebih berkesan dan meluas dalam memberi latihan dan latihan semula (retraining) kepada tenaga kerja yang sedia ada, termasuk mempertingkatkan lagi kemahiran mereka melalui 're-skilling' dan 'up-skilling' secara berterusan. Langkah ini adalah selaras dengan matlamat Model Ekonomi Baru (New Economic Model) yang berhasrat untuk meningkatkan kemahiran guna tenaga yang berada dalam kumpulan 40% terendah melalui pendidikan dan latihan secara berterusan.

Dalam memuktamadkan perkara-perkara dasar dan perundangan berhubung dengan cadangan perluasan ini, perbincangan inter-agensi dengan Bahagian Undang-Undang dan Bahagian Dasar Kementerian Sumber Manusia telah diadakan secara berperingkat iaitu melalui:

- (a) Bengkel Pertama Mengenai Cadangan Perluasan dan Pindaan Akta PSMB 2001, yang diadakan pada 3 & 4 Mac 2012
- (b) Bengkel Kedua Mengenai Cadangan Pindaan Akta PSMB 2001, yang diadakan pada 13 & 14 April 2012; dan
- (c) Bengkel Ketiga Mengenai Cadangan Perluasan dan Pindaan Akta PSMB 2001, yang diadakan pada 9 & 10 Ogos 2012.

Sepanjang 2010 hingga 2013 sebanyak 27 sesi engagements telah diadakan melibatkan majikan, persatuan-persatuan majikan termasuk dengan pihak Malaysian Employer Federation (MEF) bagi tujuan mendapatkan pandangan atau input mereka berhubung dengan perkara ini. Ini dilakukan menerusi konsultasi stakeholders yang diadakan sebanyak 11 kali pada tahun 2010, 8 kali pada tahun 2011, sekali pada tahun 2012 dan 8 kali pada tahun 2013.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

In June 2012 information pertaining to the proposed expansion was uploaded in the HRDF's web portal for the duration of fourteen days, in order to gauge the feedback from general public.

On 17 September 2013, YBhg. Dato' Seri Zainal Rahim Bin Seman, the Director General of Human Resources Ministry chaired a meeting to discuss the proposed expansion of the scope of PSMB Act 2001. The meeting concluded and acknowledged that a briefing on the proposed expansion to YB Minister of Human Resources was to be held as soon as possible.

A briefing to YB Minister on the proposed expansion was given on 17 October 2013. Having been informed about the proposal, YB Minister agreed to notify the Cabinet about the proposal. Hence, on 11 December 2013, the Cabinet Paper on the proposed expansion of the PSMB Act 2001 was duly tabled during the Cabinet meeting.

The Minister Order on the proposed expansion of the PSMB Act 2001 is now being reviewed by KSM's Legal Division and Attorney General Chambers and pending approval and gazette.

Based on the plan, PSMB intends to implement the expansion of the scope of the PSMB Act 2001 in the middle of 2014.

Pada bulan Jun 2012 maklumat mengenai cadangan perluasan Akta PSMB 2001 telah di muat naik ke dalam laman portal PSMB iaitu untuk tempoh selama 14 hari bagi tujuan mendapatkan maklumbalas daripada orang ramai.

Pada 17 September 2013, YBhg. Dato' Seri Zainal Rahim Bin Seman, Ketua Setiausaha Kementerian Sumber Manusia telah mempengerusikan satu mesyuarat pengurusan bagi membincangkan cadangan untuk memperluaskan skop Akta PSMB, 2001. Mesyuarat telah memutuskan dan bersetuju supaya suatu taklimat kepada YB Menteri Sumber Manusia berhubung dengan cadangan perluasan Akta PSMB, 2001 hendaklah diadakan secepat mungkin.

Penerangan kepada YB Menteri Sumber manusia berhubung dengan cadangan perluasan Akta PSMB 2001 telah diberikan pada 17 Oktober 2013 dan telah dipersetujui supaya cadangan ini dimaklumkan kepada Kabinet. Pada 11 Disember 2013, Nota Maklumat mengenai cadangan perluasan Akta PSMB 2001 telah dibentangkan di dalam mesyuarat Kabinet untuk makluman Jemaah Menteri.

Perintah YB Menteri Sumber Manusia berhubung dengan cadangan perluasan Akta PSMB 2001 kini sedang dalam proses semakan oleh Bahagian Undang-Undang, Kementerian Sumber Manusia dan Pejabat Peguam Negara sebelum ianya diluluskan dan diwartakan.

Berdasarkan kepada perancangan PSMB berhasrat untuk melaksanakan perluasan skop liputan Akta PSMB, 2001 ini pada pertengahan 2014.

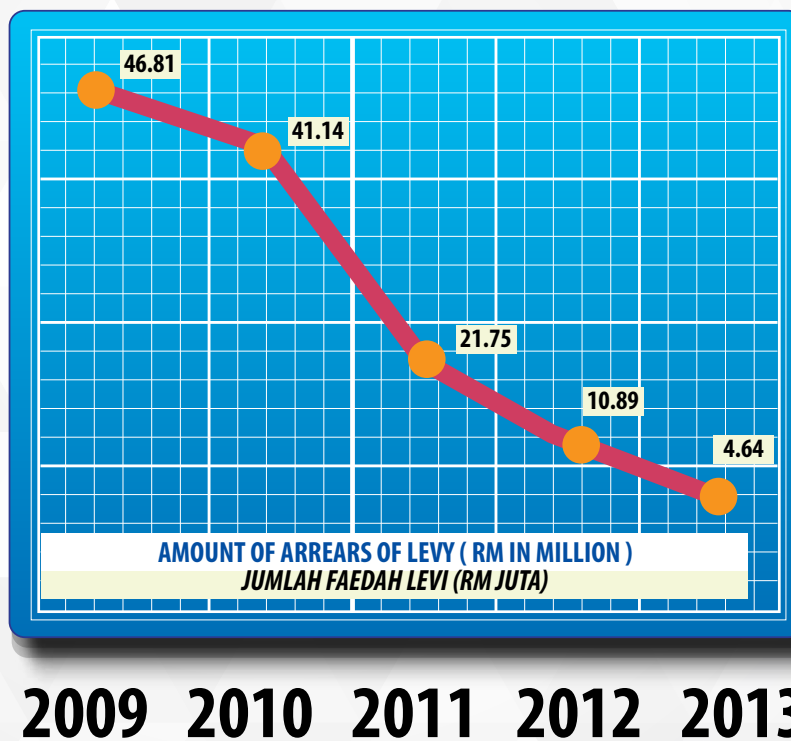
REDUCTION OF ARREARS OF HRD LEVY

In 2013, PSMB had managed to reduce the arrears of levy under the HRDF which had accumulated due to the failure of employers to pay levy within the stipulated period of time. The total arrears of levy under the HRDF as at 31 December 2012 were RM11 million, but this had been reduced to RM4.64 million as at 31 December 2013. The trend of the arrear of levy for 2010 to 2013 can be seen in Figure 2 where the trend is decreasing due to efforts by PSMB to reduce the levy arrear.

PENURUNAN TUNGGAKAN LEVI

Pada 2013, PSMB telah dapat menurunkan tunggakan levi HRDF yang terkumpul akibat kegagalan majikan membayar levi dalam tempoh yang ditetapkan. Jumlah tunggakan levi HRDF sehingga 31 Disember 2012 adalah sebanyak RM11 juta, namun jumlah ini telah menurun ke RM4.64 juta pada 31 Disember 2013. Trend tunggakan levi bagi 2010-2013 boleh dilihat dalam Rajah 2 di mana trend semakin berkurangan disebabkan usaha oleh PSMB untuk mengurangkan tunggakan levi.

Figure 2 : Trend of Arrea of Levy
Rajah 2: Trend Tunggakan Levi



In 2013, the management had fixed the target to reduce the arrears of levy by RM5 million. The momentum from 2012 had been carried by the team to achieve management target by analyzing the gaps in terms of the system and work processes in 2012. The continuous efforts through the enhancement of previous strategies and new ideas have been implemented. One of effort was to allow the employers to settle the cases outside the court during the court process had assisted employers' to make a settlement.

Pada 2013, pihak pengurusan telah menetapkan sasaran bagi mengurangkan tunggakan levi kepada RM5 juta. Usaha penurunan ini telah dijalankan dari tahun 2012 oleh PSMB untuk mencapai sasaran pengurusan dengan menganalisa jurang dari segi sistem dan proses kerja pada tahun 2012, usaha berterusan melalui peningkatan strategi lama dan baharu telah dilaksanakan.

CONTINUOUS RETRAINING AND WORKERS' UPSKILLING

OVERALL REPORT ON APPROVED FINANCIAL ASSISTANCE AND TRAINING PLACES FOR THE YEAR 2013

Overall, year 2013 marks the highest achievement since the establishment of PSMB. In comparison with the previous year, the approved financial assistance has increased to 10.09% while the approved training places have increased to 3.83%. These increments are aligned with the revised rate of financial assistance from 100% to 110% for course fees involving upskilling, reskilling, cross-skilling, functional, hard skill and technical programmes. Based on Chart 1, the total amount of approved financial assistance for 10 schemes introduced by HRDF was RM506.14 million while Chart 2 shows 783,296 of approved training places. SBL Scheme is the highest approved scheme as compared to the other schemes, which represented 80.78% of the total approved financial assistance.

PENINGKATAN KEMAHIRAN PEKERJA DAN LATIHAN SEMULA SECARA BETERUSAN

LAPORAN KESELURUHAN BANTUAN KEWANGAN DAN TEMPAT LATIHAN YANG DILULUSKAN BAGI TAHUN 2013

Secara keseluruhannya, pencapaian untuk tahun 2013 adalah antara yang tertinggi semenjak penubuhan PSMB. Bantuan kewangan yang diluluskan telah meningkat sebanyak 10.09% berbanding tahun sebelumnya manakala bagi tempat latihan yang diluluskan adalah sebanyak 3.84%. Peningkatan ini dilihat sejajar dengan peningkatan kadar bantuan kewangan daripada 100% kepada 110% bagi yuran program yang berbentuk upskilling, reskilling, cross-skilling, functional, hard skills dan technical. Berdasarkan Carta 1, jumlah bantuan kewangan yang telah diluluskan bagi 10 skim latihan yang diperkenalkan oleh PSMB adalah sebanyak RM506.14 juta manakala Carta 2 menunjukkan tempat latihan yang diluluskan adalah sebanyak 783,296 tempat latihan telah mendapat kelulusan PSMB. Skim Bantuan Latihan (SBL) merupakan skim yang telah mendapat kelulusan tertinggi berbanding dengan lain-lain skim latihan, iaitu mewakili 80.78% daripada jumlah keseluruhan bantuan kewangan yang telah diluluskan.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

CHART 1 - APPROVED FINANCIAL ASSISTANCE BY SCHEME FOR THE YEAR 2013
CARTA 1 - BANTUAN KEWANGAN YANG DILULUSKAN BERDASARKAN SKIM BAGI TAHUN 2013

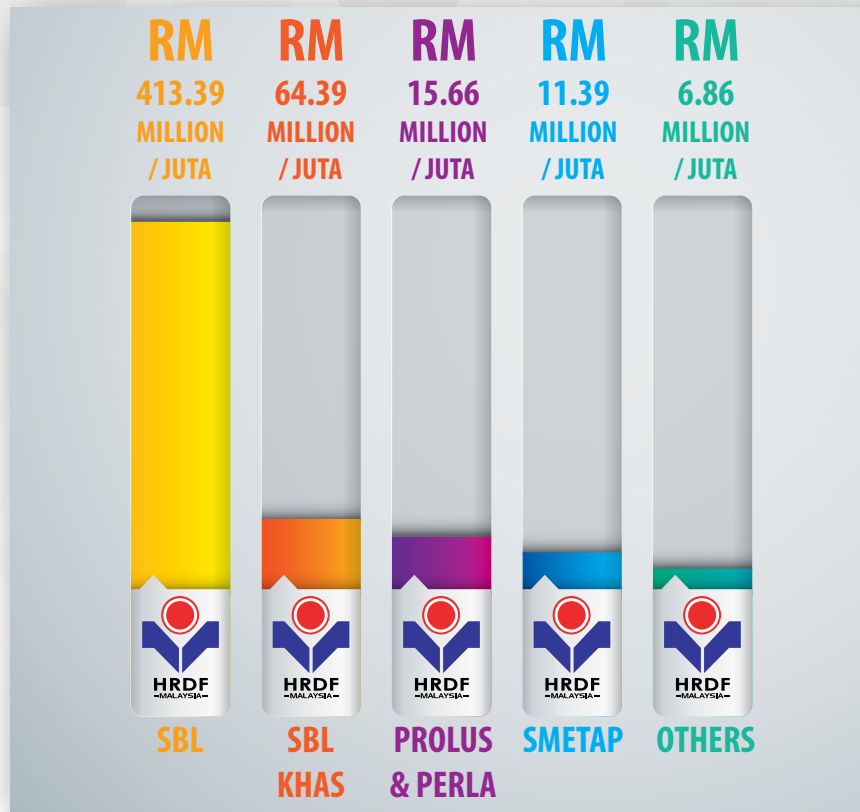
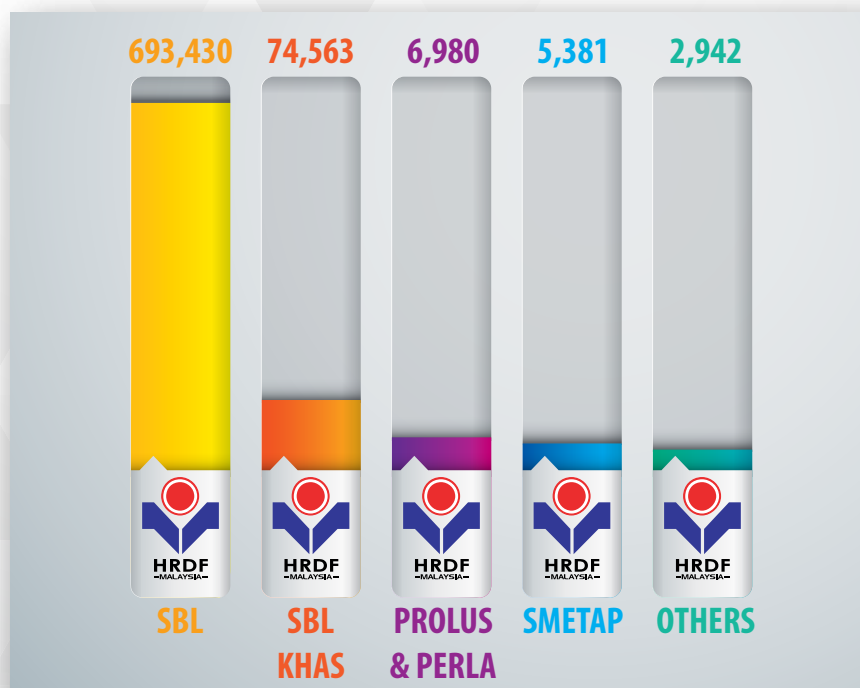


CHART 2 - APPROVED TRAINING PLACES BY SCHEME FOR THE YEAR 2013
CARTA 2 - TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN SKIM BAGI TAHUN 2013



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

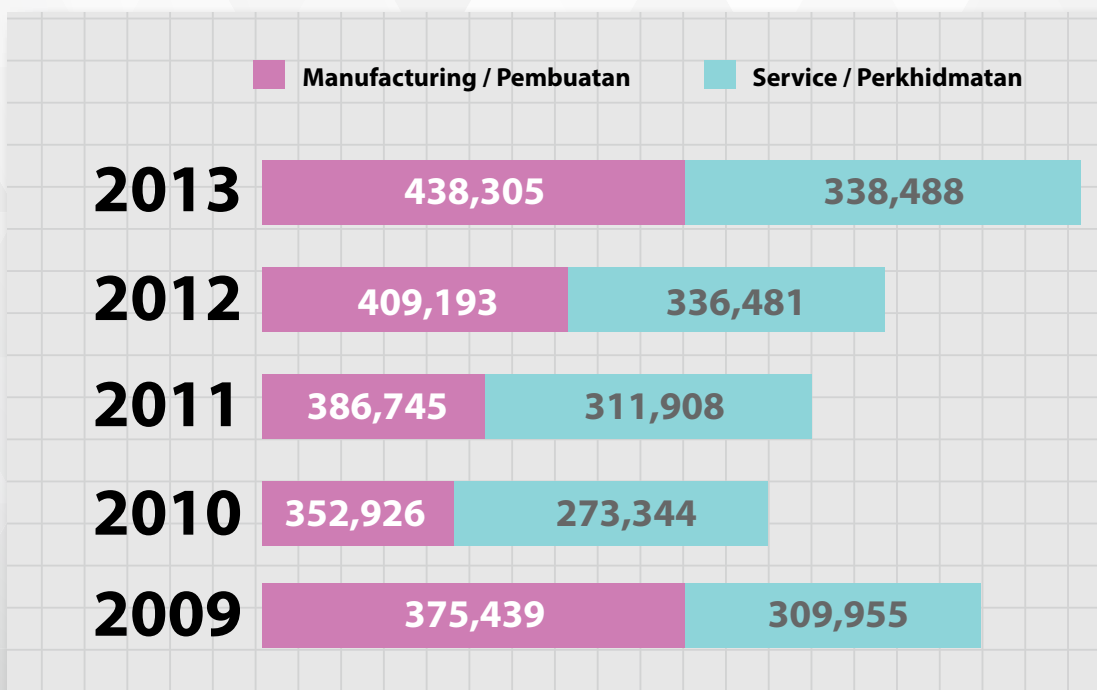
APPROVED TRAINING PLACES FOR THE YEAR 2013

In line with the increased number of approved financial assistance, the approved training places for 2013 have also increased and this was the highest increment since the establishment of PSMB. Overall, about 783,296 training places have been approved in respect of five major schemes introduced by HRDF which are SBL, SBL Khas, PERLA, PROLUS and Industrial Training Scheme. From this amount, 56% are represented by employees in Manufacturing Sector while 44% represent employees in Service Sector. This increase is seen as a positive impact for the workforce, companies and also to the nation. The increasing number of skilled workforces will help to improve the quality of product of a company thus will promote our nation globally. Chart 3 shows detailed information of the training places approved from 2009 to 2013.

TEMPAT LATIHAN YANG DILULUSKAN BAGI TAHUN 2013

Sejajar dengan peningkatan bantuan kewangan yang diluluskan, tempat latihan yang diluluskan bagi tahun 2013 turut mengalami peningkatan dan merupakan yang tertinggi sepanjang penubuhan PSMB. Secara keseluruhannya, sebanyak 783,296 tempat latihan telah diluluskan bagi lima skim utama yang diperkenalkan oleh PSMB iaitu, SBL, SBL Khas, PERLA, PROLUS dan Skim Latihan Industri. Daripada jumlah tersebut, sebanyak 56% adalah mewakili pekerja daripada Sektor Pembuatan manakala 44% mewakili pekerja daripada Sektor Perkhidmatan. Peningkatan ini dilihat sebagai satu perkara positif kepada para pekerja, syarikat-syarikat dan juga negara. Peningkatan jumlah pekerja berkemahiran akan mampu meningkatkan kualiti bagi produk sesebuah syarikat seterusnya akan menaikkan nama Negara di mata dunia. Carta 3 menunjukkan maklumat terperinci mengenai tempat latihan yang telah diluluskan dari tahun 2009 hingga 2013.

CHART 3 - APPROVED TRAINING PLACES BY MANUFACTURING AND SERVICES SECTOR FROM 2009 TO 2013
CARTA 3 - TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN KEPADA SEKTOR PEMBUATAN DAN PERKHIDMATAN DARI TAHUN 2009 HINGGA 2013



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

APPROVED TRAINING PLACES BY INDUSTRY

In 2013, Electronics Component, Electrical Machinery, Apparatus, Appliances and Supplies were the most active industries to retrain and upgrade the workers' skills. A total of 145,333 training places were approved for these industries which remain as the highest as in the previous years. Similarly goes to the Hospitality Industry which also remains in second place for having 43,732 approved training places. The third most active industry is the Supermarkets and Hypermarkets Industry which the total number of approved training places is 38,039, an increase of 25.25% compared to the previous year figure.

Meanwhile, the employers who actively retrain its workers are within the Sub-urban Railway Passenger Transport Industry with an average of 1,086 approved training places for the whole number of employers within the industry. Detailed information is shown in Table 1.

TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN INDUSTRI

Pada tahun 2013, Industri Komponen Elektronik, Jentera Elektrik, Alat Perkakas dan Kelengkapan merupakan industri yang paling aktif melatih semula dan meningkatkan kemahiran pekerja. Sebanyak 145,333 tempat latihan telah diluluskan untuk industri ini di mana ia kekal yang tertinggi seperti tahun-tahun sebelumnya. Begitu juga dengan Industri Perhotelan yang turut kekal di tempat kedua dengan 43,732 tempat latihan yang diluluskan. Industri ketiga aktif adalah Industri Pasaraya dan Pasaraya Besar iaitu sebanyak 38,039 tempat latihan yang diluluskan, ia meningkat sebanyak 25.25% berbanding tahun lalu.

Bagi kategori majikan yang aktif menjalankan aktiviti melatih semula pekerja adalah Industri Pengangkutan Keretapi Penumpang Luar Bandar dengan purata 1,086 tempat latihan yang diluluskan bagi keseluruhan jumlah majikan berdaftar di bawah industri tersebut. Maklumat terperinci adalah seperti di dalam Jadual 1.

TABLE 1
APPROVED TRAINING PLACES AND TOTAL NUMBER OF REGISTERED EMPLOYERS BY INDUSTRY FOR THE YEAR 2013
JADUAL 1

TEMPAT LATIHAN YANG DILULUSKAN DAN JUMLAH MAJIKAN BERDAFTAR BERDASARKAN KEPADA INDUSTRI PADA TAHUN 2013

Code <i>Kod</i>	Industry <i>Industri</i>	Training Places <i>Tempat Latihan</i>	Percentage <i>Peratus</i> (%)	No. of Registered Employers <i>Bilangan Majikan</i>	Average Training Places / <i>Purata Tempat Latihan</i>
383	Electronics Component, Electrical Machinery, Apparatus, Appliances and Supplies / <i>Komponen Elektronik, Jentera Elektrik, Alat Perkakas, Kelengkapan</i>	145,333	18.71	906	160
63200	Hotel Industry / <i>Industri Perhotelan</i>	43,732	5.63	1,146	38
52112	Supermarkets / Hypermarkets / <i>Pasaraya / Pasaraya Besar</i>	38,039	4.90	256	149
311	Manufacturers of Food / <i>Pengilang Makanan</i>	35,933	4.63	574	63
72009	Telecommunication / <i>Telekomunikasi</i>	35,538	4.57	146	243
384	Transportation Equipment / <i>Peralatan Pengangkutan</i>	33,782	4.35	303	111
93100	Education Services / <i>Perkhidmatan Pendidikan</i>	33,124	4.26	316	105
85100	Private Hospitals / <i>Hospital Swasta</i>	29,090	3.74	165	176
83230	Computer Industries / <i>Industri Komputer</i>	28,592	3.68	1,009	28

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

381	Fabricated Metal Products Except Machinery / <i>Produk Logam yang Direka Kecuali Jentera</i>	28,281	3.64	798	35
356	Plastic Products / <i>Produk Plastik</i>	25,225	3.25	660	38
352	Other Chemical Products / <i>Lain-lain Produk Kimia</i>	24,945	3.21	330	76
355	Rubber Products / <i>Produk Getah</i>	18,517	2.38	333	56
74219	Engineering Support and Maintenance / <i>Sokongan Kejuruteraan dan Penyelenggaraan</i>	18,497	2.38	529	35
72001	Postal (Courier Service) / <i>Pos (Perkhidmatan Kurier)</i>	17,779	2.29	71	250
41010	Electric Light And Power / <i>Janakuasa Elektrik dan Tenaga</i>	17,221	2.22	46	374
71161	Freight Forwarders / <i>Penghantaran Fret</i>	16,165	2.08	724	22
369	Non-Metal Mineral Products / <i>Produk Galian Bukan Logam</i>	16,135	2.08	347	46
382	Machinery Except Electric Equipment / <i>Jentera Kecuali Alat Elektrik</i>	14,287	1.84	275	52
75220	Security Services / <i>Perkhidmatan Keselamatan</i>	13,275	1.71	553	24
371	Iron And Steel Basic Industries / <i>Industri Asas Besi dan Keluli</i>	11,690	1.50	227	51
342	Printing and Publishing / <i>Percetakan dan Penerbitan</i>	11,355	1.46	240	47
312	Manufacturers of Food / <i>Pengeluaran Makanan</i>	10,312	1.33	171	60
353	Manufacturers of Crude Oil / <i>Pengeluaran Minyak Mentah</i>	9,859	1.27	49	201
341	Manufacturers of Paper and Paper Product / <i>Pengeluaran Kertas dan Produk Kertas</i>	8,814	1.13	224	39
321	Textiles / <i>Tekstil</i>	7,019	0.90	156	45
331	Manufacturers of Wood, Wood Products and Cork, Except Furniture / <i>Pengeluar Kayu, Produk Kayu dan Gabus, Kecuali Perabot</i>	6,477	0.83	400	16
351	Chemical Industry / <i>Industri Kimia</i>	6,214	0.80	167	37
63035	Port Services / <i>Perkhidmatan Pelabuhan</i>	6,028	0.78	31	194
52512	Direct Selling / <i>Jualan Langsung</i>	5,870	0.76	203	29
60214	Sub-urban Railway Passenger Transport / <i>Pengangkutan Keretapi Penumpang Luar Bandar</i>	5,430	0.70	5	1,086
71210	Shipping / <i>Perkapalan</i>	4,988	0.64	200	25
93101	Training / <i>Latihan</i>	4,301	0.55	325	13
362	Glass Products / <i>Produk Kaca</i>	4,227	0.54	42	101
83250	Advertising / <i>Pengiklanan</i>	4,207	0.54	224	19
71310	Air Transportation / <i>Pengangkutan Udara</i>	3,932	0.51	33	119
332	Furniture / <i>Perabot</i>	3,759	0.48	240	16

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

60211	Bus Services / <i>Perkhidmatan Bas</i>	3,496	0.45	134	26
73100	Research and Development / <i>Penyelidikan dan Pembangunan</i>	3,420	0.44	81	42
313	Beverage Industry / <i>Industri Minuman</i>	3,322	0.43	54	62
60230	Freight Transport By Road / <i>Pengangkutan Fret melalui Jalan Raya</i>	3,172	0.41	597	5
385	Manufacturers of Professional and Scientific and Measuring and Controlling Equipment / <i>Pengeluaran Alat Profesional dan Saintifik serta Ukuran dan Kawalan</i>	2,917	0.38	60	49
372	Non-Ferrous Metal Basic Industries / <i>Industri Asas Logam Bukan Ferum</i>	2,693	0.35	89	30
390	Other Production Industries / <i>Lain-lain Industri Pengeluaran</i>	2,257	0.29	77	29
322	Clothing / <i>Pakaian</i>	1,695	0.22	122	14
314	Tobacco Manufacturers / <i>Pengeluaran Tembakau</i>	1,341	0.17	9	149
71919	Travel Agencies / <i>Agensi Pelancongan</i>	1,265	0.16	192	7
323	Leather Products / <i>Produk Kulit</i>	1,032	0.13	18	57
63020	Bonded Warehouses / <i>Penggudangan</i>	775	0.10	43	18
324	Manufacturers of Footwear / <i>Pengeluaran Kasut</i>	378	0.05	15	25
354	Petroleum and Coal Products / <i>Produk Petroleum dan Arang Batu</i>	262	0.03	13	20
52192	Departmental Stores / <i>Gedung Serbaneka</i>	249	0.03	8	31
361	Pottery and Pottery Products / <i>Tembikar dan Produk Tembikar</i>	244	0.03	16	15
60219	Other Scheduled Passenger Transport / <i>Lain-lain Pengangkutan Penumpang Berjadual</i>	128	0.02	5	26
60221	Taxi Car For Hire / <i>Perkhidmatan Kereta Sewa</i>	73	0.01	15	5
60213	School Bus Services / <i>Perkhidmatan Bas Sekolah</i>	60	0.01	5	12
60229	Other Non-Schedule Passenger Land Transport / <i>Lain-lain Pengangkutan Penumpang Darat tidak Berjadual</i>	32	0.00	7	5
60212	Factory Bus Services / <i>Perkhidmatan Bas Kilang</i>	10	0.00	5	2
TOTAL / JUMLAH		776,793	100	13,989	4,812

Note: SBL, SBL-KHAS, PERLA, PROLUS and ITS Schemes only.

Nota: Skim SBL, SBL-KHAS, PERLA, PROLUS dan ITS sahaja.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

APPROVED FINANCIAL ASSISTANCE

In 2013, the approved financial assistance was RM506.14 million, an increase of 10.09% compared to RM459.75 million which was approved in 2012. The comparison between the financial assistance approved and levy collected in the year 2013 has increased in double from 3.95% in 2012 to 5.27% in 2013 which was RM478.69 million. Details are shown in Chart 4.

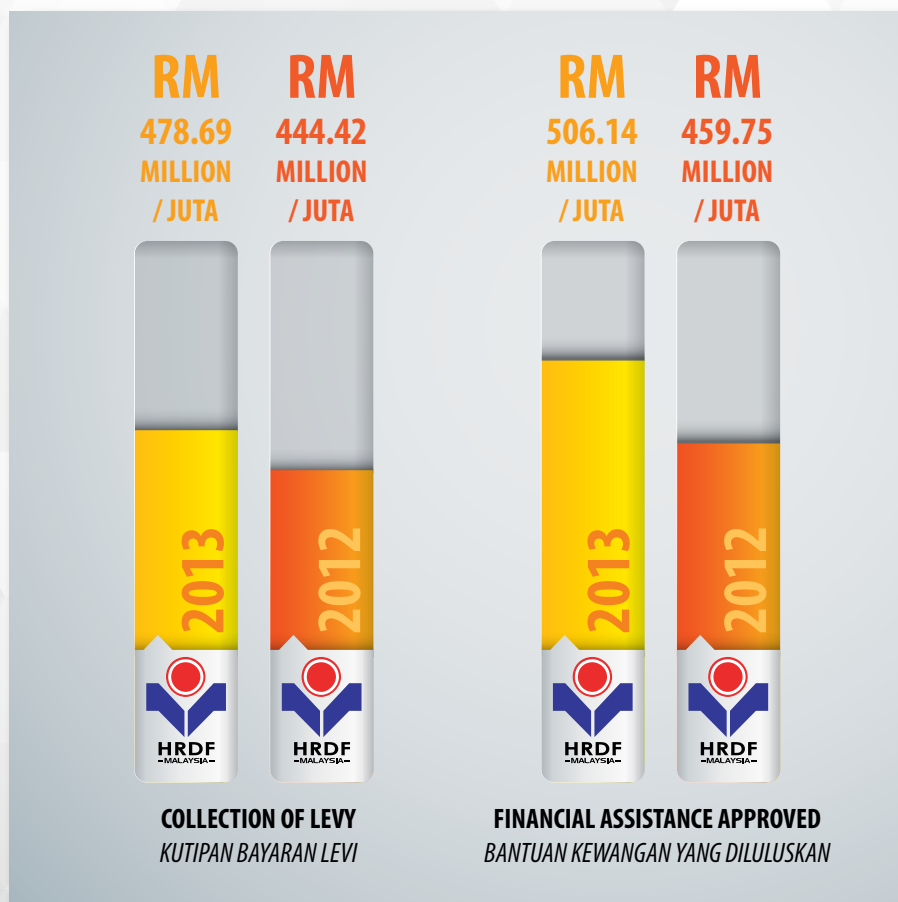
BANTUAN KEWANGAN YANG DILULUSKAN

Pada tahun 2013, bantuan kewangan yang telah diluluskan adalah sebanyak RM511.69 juta, peningkatan sebanyak 10.09% berbanding RM459.75 juta yang telah diluluskan pada tahun 2012. Perbandingan antara bantuan kewangan yang diluluskan dengan kutipan bayaran levi pada tahun 2013 juga meningkat dua kali ganda daripada 3.95% pada tahun 2012 kepada 8.27% pada tahun 2013 di mana bayaran kutipan levi pada tahun 2013 adalah sebanyak RM478.69 juta. Maklumat terperinci boleh dirujuk pada Carta 4.

CHART 4

COMPARISON BETWEEN APPROVED FINANCIAL ASSISTANCE AND LEVY COLLECTED FOR THE YEAR 2012 AND 2013
CARTA 4

PERBANDINGAN ANTARA BANTUAN KEWANGAN YANG DILULUSKAN DAN JUMLAH KUTIPAN BAYARAN LEVI BAGI
TAHUN 2012 DAN 2013



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

APPROVED FINANCIAL ASSISTANCE BY INDUSTRY

As of 2012, the industry with the highest approved financial assistance in 2013 is the Electronics Component, Electrical Machinery, Apparatus, Appliances and Supplies Industry with approved financial assistance of RM83.44 million, representing 16.69% of the total financial aid in 2013 which reflects an increase of 19.63% compared in 2012. This is followed by the Computer Industry at RM34.47 million (6.90%), the Telecommunications Industry at RM28.41 million (5.68%) and the Electrical Light and Power Industry at RM22.93 million (4.59%). As for the comparison between the approved financial assistance and the collection of levy, the least amount of financial assistance approved by PSMB was the Air Transportation Industry in which the collection of the levy was RM18.19 million while the approved financial assistance is only RM14.73 million where the difference is at RM3.45 million. Details are shown in Table 2.

BANTUAN KEWANGAN YANG DILULUSKAN MENGIKUT INDUSTRI

Industri yang mendapat kelulusan tertinggi bagi bantuan kewangan pada tahun 2013 adalah kekal seperti tahun 2012 iaitu Industri Komponen Elektronik, Jentera Elektrik, Alat Perkakas dan Kelengkapan dengan bantuan kewangan yang diluluskan sebanyak RM83.44 juta, merangkumi 16.69% daripada jumlah bantuan kewangan tahun 2013. Berbanding tahun 2012, bantuan kewangan yang diluluskan tersebut meningkat sebanyak 19.63%. Ini diikuti oleh Industri Komputer sebanyak RM34.47 juta (6.90%), Industri Telekomunikasi sebanyak RM28.41 juta (5.68%) dan Industri Janakuasa Elektrik dan Tenaga sebanyak 22.93 juta (4.59%). Bagi perbandingan antara bantuan kewangan yang diluluskan dengan bayaran kutipan levi, didapati Industri Pengangkutan Udara paling rendah dalam mendapatkan bantuan kewangan daripada PSMB di mana kutipan levi adalah sebanyak RM18.19 juta manakala bantuan kewangan yang diluluskan sebanyak 14.73 juta, perbezaannya adalah sebanyak RM3.45 juta. Maklumat terperinci adalah seperti Jadual 2.

TABLE 2
APPROVED FINANCIAL ASSISTANCE AND LEVY COLLECTED BY INDUSTRY FOR THE YEAR 2013
JADUAL 2
BANTUAN KEWANGAN YANG DILULUSKAN DAN JUMLAH KUTIPAN BAYARAN LEVI BERDASARKAN KEPADA INDUSTRI PADA TAHUN 2013

Code Kod	Industry Industri	Financial Assistance Bantuan Kewangan (RM)	Percentage Peratus (%)	Levy Collection Kutipan Levi (RM)	Different (Levy Collection - Financial Assistance) Perbezaan (Kutipan Levi – Bantuan Kewangan)
383	Electronics Component, Electrical Machinery, Apparatus, Appliances and Supplies / Komponen Elektronik, Jentera Elektrik, Alat Perkakas, Kelengkapan	83,449,396.28	16.69	73,354,878	-10,094,518.06
83230	Computer Industries / Industri Komputer	34,475,434.84	6.90	37,028,380	2,552,945.09
72009	Telecommunication / Telekomunikasi	28,414,133.99	5.68	24,853,249	-3,560,885.38
41010	Electric Light And Power / Janakuasa Elektrik dan Tenaga	22,934,527.73	4.59	16,365,044.7	-6,569,483.06
384	Transportation Equipment / Peralatan Pengangkutan	19,366,447.33	3.87	18,428,031.5	-938,415.83
93100	Education Services / Perkhidmatan Pendidikan	18,930,122.44	3.79	16,750,848.9	-2,179,273.58

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

63200	Hotel Industry / Industri Perhotelan	18,754,039.20	3.75	19,398,401.2	644,362.04
311	Manufacturers of Food / Pengilang Makanan	17,579,708.39	3.52	16,298,494.9	-1,281,213.52
352	Other Chemical Products / Lain-lain Produk Kimia	16,514,584.79	3.30	13,665,156.4	-2,849,428.38
74219	Engineering Support and Maintenance / Sokongan Kejuruteraan dan Penyelenggaraan	15,977,736.82	3.20	16,782,800.2	805,063.38
52112	Supermarkets / Hypermarkets / Pasaraya / Pasaraya Besar	14,747,701.87	2.95	13,181,131.4	-1,566,570.43
71310	Air Transportation / Pengangkutan Udara	14,736,543.69	2.95	18,193,492	3,456,948.33
381	Fabricated Metal Products Except Machinery / Produk Logam yang Direka Kecuali Jentera	14,613,678.50	2.92	15,602,080.1	988,401.64
85100	Private Hospitals / Hospital Swasta	14,146,760.06	2.83	12,196,024.1	-1,950,735.95
356	Plastic Products / Produk Plastik	13,811,746.38	2.76	13,396,865.6	-414,880.78
353	Manufacturers of Crude Oil / Pengeluaran Minyak Mentah	12,080,562.68	2.42	6,677,306.17	-5,403,256.51
355	Rubber Products / Produk Getah	11,099,357.39	2.22	9,086,955.77	-2,012,401.62
71161	Freight Forwarders / Penghantaran Fret	10,768,984.67	2.15	10,609,896.2	-159,088.48
369	Non-Metal Mineral Products / Produk Galian Bukan Logam	9,688,904.00	1.94	9,601,239.45	-87,664.55
382	Machinery Except Electric Equipment / Jentera Kecuali Alat Elektrik	8,995,206.27	1.80	8,754,652.15	-240,554.12
342	Printing and Publishing / Percetakan dan Penerbitan	8,331,565.21	1.67	7,783,795.22	-547,769.99
371	Iron And Steel Basic Industries / Industri Asas Besi dan Keluli	6,703,535.94	1.34	7,055,789.78	352,253.84
71210	Shipping / Perkapalan	6,459,198.62	1.29	6,656,756.33	197,557.71
75220	Security Services / Perkhidmatan Keselamatan	6,057,146.95	1.21	7,518,904.99	1,461,758.04
351	Chemical Industry / Industri Kimia	5,811,053.77	1.16	5,967,792.18	156,738.41
312	Manufacturers of Food / Pengeluaran Makanan	5,188,044.43	1.04	3,903,464.11	-1,284,580.32
331	Manufacturers of Wood, Wood Products and Cork, Except Furniture / Pengeluar Kayu, Produk Kayu dan Gabus, Kecuali Perabot	5,002,063.48	1.00	4,406,504.68	-595,558.80
341	Manufacturers of Paper and Paper Product / Pengeluaran Kertas dan Produk Kertas	4,702,105.15	0.94	4,773,673.52	71,568.37
93101	Training / Latihan	4,478,616.03	0.90	5,311,129.59	832,513.56
52512	Direct Selling / Jualan Langsung	4,100,508.30	0.82	3,912,425.17	-188,083.13
72001	Postal (Courier Service) / Pos (Perkhidmatan Kurier)	4,000,758.13	0.80	5,486,241.14	1,485,483.01
83250	Advertising / Pengiklanan	3,802,605.25	0.76	3,932,029.89	129,424.64
63035	Port Services / Perkhidmatan Pelabuhan	3,739,068.53	0.75	4,067,153.47	328,084.94
321	Textiles / Tekstil	3,561,155.30	0.71	3,452,585.89	-108,569.41
73100	Research and Development / Penyelidikan dan Pembangunan	3,218,932.25	0.64	3,123,581.14	-95,351.11

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

60230	Freight Transport By Road / Pengangkutan Fret melalui Jalan Raya	2,879,751.24	0.58	3,781,378.61	901,627.37
332	Furniture / Perabot	2,637,495.46	0.53	2,445,021.78	-192,473.68
362	Glass Products / Produk Kaca	2,317,585.48	0.46	1,501,455.87	-816,129.61
60214	Sub-urban Railway Passenger Transport / Pengangkutan Keretapi Penumpang Luar Bandar	2,262,883.87	0.45	2,072,776.55	-190,107.32
385	Manufacturers of Professional and Scientific and Measuring and Controlling Equipment / Pengeluaran Alat Profesional dan Saintifik serta Ukuran dan Kawalan	1,995,669.42	0.40	2,228,092.79	232,423.37
313	Beverage Industry / Industri Minuman	1,734,859.38	0.35	1,447,156.15	-287,703.23
372	Non-Ferrous Metal Basic Industries / Industri Asas Logam Bukan Ferum	1,666,912.27	0.33	1,806,214.60	139,302.33
390	Other Production Industries / Lain-lain Industri Pengeluaran	1,349,686.00	0.27	1,321,799.46	-27,886.54
60211	Bus Services / Perkhidmatan Bas	1,307,493.95	0.26	2,111,582.99	804,089.04
71919	Travel Agencies / Agensi Pelancongan	1,146,298.34	0.23	1,561,601.95	415,303.61
314	Tobacco Manufacturers / Pengeluaran Tembakau	1,046,657.00	0.21	579,703.21	-466,953.79
322	Clothing / Pakaian	1,018,593.71	0.20	1,612,743.43	594,149.72
323	Leather Products / Produk Kulit	611,161.08	0.12	583,538.34	-27,622.74
63020	Bonded Warehouses / Penggudangan	573,891.34	0.11	599,439.17	25,547.83
354	Petroleum and Coal Products / Produk Petroleum dan Arang Batu	330,943.80	0.07	316,208.06	-14,735.74
361	Pottery and Pottery Products / Tembikar dan Produk Tembikar	289,545.21	0.06	220,862.09	-68,683.12
52192	Departmental Stores / Gedung Serbaneka	226,716.88	0.05	363,445.38	136,728.50
324	Manufacturers of Footwear / Pengeluaran Kasut	171,667.80	0.03	244,335.94	72,668.14
60221	Taxi Car For Hire / Perkhidmatan Kereta Sewa	53,427.46	0.01	77,225.90	23,798.44
60219	Other Scheduled Passenger Transport / Lain-lain Pengangkutan Penumpang Berjadual	44,080.62	0.01	71,600.27	27,519.65
60213	School Bus Services / Perkhidmatan Bas Sekolah	19,518.85	0.00	16,359.27	-3,159.58
60229	Other Non-Schedule Passenger Land Transport / Lain-lain Pengangkutan Penumpang Darat tidak Berjadual	18,270.00	0.00	19,915.89	1,645.89
60212	Factory Bus Services / Perkhidmatan Bus Kilang	1,350.00	0.00	12,659.98	11,309.98
TOTAL / JUMLAH		499,946,393.82	100	472,571,872	-27,374,521.49

Note: SBL, SBL-KHAS, PERLA, PROLUS and ITS Schemes only.

Nota: Skim SBL, SBL-KHAS, PERLA, PROLUS dan ITS sahaja.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

APPROVED FINANCIAL ASSISTANCE AND TRAINING PLACES BY STATE

In 2013, Selangor recorded the highest amount of financial assistance and training places approved with RM153.34 million and 230,040 training places. These amounts have increased to 11.14% (approved financial assistance) and 5.34% (approved training places) from previous year. Next is followed by the Federal Territory of Kuala Lumpur in which the approved financial assistance and training places is RM131.53 million and 178,308 each. The third highest is Penang with approved financial assistance at RM63.48 million and 110,949 approved training places. The three states represent 69.67% of the overall total approved financial assistance and 66.84% of the overall approved training places. Detailed information for all states is shown in Table 3.

BANTUAN KEWANGAN DAN TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN NEGERI

Pada tahun 2013, negeri Selangor memperoleh bantuan kewangan dan tempat latihan yang diluluskan paling tinggi iaitu sebanyak RM153.34 juta dan 230,040 buah tempat latihan. Jumlah ini telah meningkat sebanyak 11.14% (bantuan kewangan) dan 5.34% (tempat latihan) berbanding tahun 2012. Seterusnya adalah Wilayah Persekutuan Kuala Lumpur yang mendapat jumlah kelulusan bantuan kewangan dan tempat latihan sebanyak RM131.53 juta dan 178,308 tempat latihan. Negeri Pulau Pinang di tangga ketiga dengan memperoleh kelulusan bantuan kewangan sebanyak RM63.48 juta dengan 110,949 tempat latihan yang diluluskan. Secara keseluruhannya, ketiga-tiga negeri ini mewakili 69.67% daripada jumlah keseluruhan bantuan kewangan yang diluluskan dan 66.84% daripada keseluruhan tempat latihan yang diluluskan. Maklumat terperinci untuk semua negeri adalah seperti di Jadual 3.

TABLE 3 - APPROVED FINANCIAL ASSISTANCE AND TRAINING PLACES BY STATE FOR THE YEAR 2013
JADUAL 3 - BANTUAN KEWANGAN DAN TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN KEPADA NEGERI PADA TAHUN 2013

Code Kod	State Negeri	Financial Assistance Bantuan Kewangan (RM)	Percentage Peratus (%)	Training Places Tempat Latihan	Percentage Peratus (%)
A	PERLIS	1,368,172.28	0.27	3,789	0.49
B	KEDAH	16,249,310.12	3.25	30,621	3.94
C	PULAU PINANG	63,481,873.86	12.70	110,949	14.28
D	PERAK	17,220,631.03	3.44	28,091	3.62
E	SELANGOR	153,342,551.80	30.67	230,040	29.61
F	KUALA LUMPUR	131,531,739.42	26.31	178,308	22.95
G	NEGERI SEMBILAN	14,205,197.82	2.84	24,142	3.11
H	MELAKA	12,908,271.03	2.58	24,912	3.21
I	JOHOR	42,395,109.34	8.48	83,636	10.77
J	PAHANG	11,650,018.82	2.33	18,538	2.39
K	TERENGGANU	5,657,995.03	1.13	6,428	0.83
L	KELANTAN	1,124,441.81	0.22	2,389	0.31
M	SABAH	9,141,894.00	1.83	12,044	1.55
N	W/P LABUAN	821,472.66	0.16	906	0.12
P	SARAWAK	18,847,714.80	3.77	22,000	2.83
Total / Jumlah		499,946,393.82	100	776,793	100

Note: SBL, SBL-KHAS, PERLA, PROLUS and ITS Schemes.

Nota: Skim SBL, SBL-KHAS, PERLA, PROLUS dan ITS.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

APPROVED TRAINING PLACES BY SKILL AREAS

Quality and Productivity Skills become the most preferred choice by employers to retrain and upgrade their employees' skills. This is aligned with the employers' need to ensure the quality of products or services at its best and to increase the productivity and competitiveness in the global market. In 2013, a total of 155,544 approved training places are referred to this skill, which is generated about 25.11% of the total number of the approved training places. Second most preferred skills by employers is Occupational Health and Safety skills with 115,908 training places has been approved which representing 18.71% of the total approved training places, followed by Technical training at 76,730 units for 12.39%. Further details are shown in Table 4.

TEMPAT LATIHAN YANG DILULUSKAN MENGIKUT KEMAHIRAN

Kemahiran berkaitan Kualiti dan Produktiviti merupakan bidang kemahiran yang menjadi pilihan utama majikan untuk melatih semula dan meningkatkan kemahiran pekerja mereka. Ini sejajar dengan keperluan majikan untuk memastikan kualiti produk atau perkhidmatan berada pada tahap yang terbaik. Selain itu, latihan ini juga untuk meningkatkan produktiviti supaya lebih berdaya saing di dalam pasaran global. Pada tahun 2013, sebanyak 155,544 tempat latihan telah diluluskan untuk bidang kemahiran ini, iaitu 25.11% daripada jumlah keseluruhan tempat latihan. Bidang kemahiran kedua tertinggi adalah bidang kemahiran Keselamatan dan Kesihatan Pekerjaan dengan 115,908 tempat latihan telah diluluskan di mana ia mewakili 18.71% daripada jumlah kelulusan tempat latihan dan diikuti oleh Bidang Teknikal iaitu sebanyak 76,730 tempat latihan yang diluluskan iaitu 12.39% daripada jumlah kelulusan tempat latihan. Butiran lanjut adalah seperti Jadual 4.

TABLE 4 - APPROVED TRAINING PLACES BY SKILL AREAS FOR THE YEAR 2013

JADUAL 4 - TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN KEPADA KEMAHIRAN PADA TAHUN 2013

Code / Kod	Skill Areas / Bidang Kemahiran	Training Places / Tempat Latihan	Average / Purata
4	Quality & Productivity / Kualiti dan Produktiviti	155,544	25.11
L09	Occupational Safety And Health / Keselamatan dan Kesihatan Pekerjaan	115,908	18.71
1	Technical / Teknikal	76,730	12.39
L10	Motivation / Teambulding / Motivasi / Bina Pasukan	73,668	11.89
3	Computer / Information Technology / Komputer / Teknologi Maklumat	51,783	8.36
L01	Management / Pengurusan	40,015	6.46
L04	Communication And Public Relations / Komunikasi dan Perhubungan Awam	38,104	6.15
S/SL	Local Seminar / Seminar Tempatan	30,694	4.96
5	Supervisory / Penyeliaan	30,121	4.86
L17	Operation Management / Pengurusan Operasi	25,962	4.19

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

L06	Human Resources Management / Pengurusan Sumber Manusia	22,604	3.65
L12	Executive Development Programmes / Program Pembangunan Eksekutif	13,961	2.25
L26	Strategic Management / Pengurusan Strategik	12,711	2.05
L13	Sales / Marketing / Jualan / Pemasaran	10,844	1.75
L07	Financial Accounting / Perakaunan Kewangan	9,741	1.57
L05	Language / Bahasa	8,407	1.36
11	Teaching / Mengajar	8,161	1.32
L08	Law / Undang-undang	6,523	1.05
L20	High Technology / Teknologi Tinggi	6,502	1.05
L02	Administration / Pentadbiran	5,851	0.94
L03	Clerical / Perkeranian	5,005	0.81
8	Medical / Perubatan	4,237	0.68
9	Creativity And Innovation / Kreativiti dan Inovasi	3,356	0.54
L11	Clerical Development Programme / Program Pembangunan Perkeranian	3,115	0.50
L24	Engineering / Kejuruteraan	2,881	0.47
L16	Purchasing / Store / Warehousing / Pembelian / Stor / Penggudangan	2,866	0.46
6	Oversea Training / Latihan Luar Negeri	1,993	0.32
L21	New Technology / Teknologi Baru	1,959	0.32
L23	Research And Development / Penyelidikan dan Pembangunan	1,935	0.31
2	Craft / Kraf	1,333	0.22
L15	Industrial Relations / Perhubungan Perindustrian	963	0.16
SN/SLL	Oversea Seminar / Seminar Luar Negeri	368	0.06
L14	Mathematics (Numeric) / Matematik (Numerik)	365	0.06
L22	New Product / Produk Baru	287	0.05
D04	Diploma in Quality / Public Relation / Diploma dalam Bidang Kualiti / Perhubungan Awam	172	0.03
L29	Malaysia Skills Certificate / Sijil Kemahiran Malaysia (SKM)	168	0.03
7	Others / Lain-lain	98	0.02
D06	Others Diploma Programmes / Lain-lain Program Diploma	34	0.01
L18/19	PHD & Masters Programmes / Pengajian Doktor Falsafah & Sarjana	4	0.00
Total / Jumlah		781,438	100

Note: SBL, SBL-KHAS, PERLA and PROLUS.

Nota: Skim SBL, SBL-KHAS, PERLA dan PROLUS.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

APPROVED FINANCIAL ASSISTANCE BY SKILL AREAS

In 2013, four highest areas of approved financial assistance are led by the technical requirements programmes in which based on the industry or job need. The number of approvals for Technical skills is RM71.56 million, 17.18% from the total approved financial assistance, the Quality and Productivity skills at RM69.16 million, Computer and Information Technology at RM50.60 million and Occupational Safety and Health skills at RM47.02 million. For the average sum of approved financial assistance based on the training places, the Philosophy Degree and Master Degree shows the highest number which is RM13, 857.30 for each approved training places, followed by areas of expertise for overseas programme at RM5, 955.66 for each trainee. Further details are given in Table 5.

BANTUAN KEWANGAN YANG DILULUSKAN MENGIKUT BIDANG KEMAHIRAN

Pada tahun 2013, empat bidang yang mendapat kelulusan bantuan kewangan tertinggi adalah menjurus ke arah kategori program keperluan teknikal berdasarkan industri mahupun pekerjaan. Jumlah kelulusan bagi bidang kemahiran Teknikal adalah sebanyak RM71.56 juta, iaitu 17.18% daripada jumlah bantuan kewangan yang diluluskan. Seterusnya adalah bidang kemahiran Kualiti dan Produktiviti sebanyak RM69.16 juta, bidang kemahiran Komputer dan Teknologi Maklumat sebanyak RM50.60 juta dan bidang kemahiran Keselamatan dan Kesihatan Pekerjaan sebanyak RM47.02 juta. Bagi purata jumlah bantuan kewangan yang diluluskan berdasarkan tempat latihan pula, bidang kemahiran Pengajian Doktor Falsafah dan Sarjana adalah yang tertinggi dengan RM13,857.30 bagi setiap tempat latihan yang diluluskan diikuti dengan bidang kemahiran bagi program luar negeri iaitu RM5,955.66 bagi setiap pelatih. Butiran lanjut adalah seperti di Jadual 5.

TABLE 5 - APPROVED FINANCIAL ASSISTANCE BY SKILL AREAS FOR THE YEAR 2013
JADUAL 5 - BANTUAN KEWANGAN YANG DILULUSKAN BERDASARKAN KEPADA KEMAHIRAN PADA TAHUN 2013

Code / Kod	Skill Areas / Bidang Kemahiran	Financial Assistance / Bantuan Kewangan (RM)	Percentage / Peratus (%)	Training Places / Tempat Latihan	Average Financial Assistance / Purata Bantuan Kewangan (RM)
1	Technical / Teknikal	71,563,840.03	17.18	76,730	932.67
4	Quality & Productivity / Kualiti dan Produktiviti	69,160,325.45	16.60	155,544	444.64
3	Computer / Information Technology / Komputer / Teknologi Maklumat	50,605,509.81	12.15	51,783	977.26
L09	Occupational Safety And Health / Keselamatan dan Kesihatan Pekerjaan	47,022,117.65	11.29	115,908	405.68
L10	Motivation / Teambulding / Motivasi / Bina Pasukan	40,566,690.77	9.74	73,668	550.67
L01	Management / Pengurusan	27,238,172.06	6.54	40,015	680.70
S/SL	Local Seminar / Seminar Tempatan	23,250,550.93	5.58	30,694	757.49
5	Supervisory / Penyeliaan	18,243,430.41	4.38	30,121	605.67
L04	Communication And Public Relations / Komunikasi dan Perhubungan Awam	16,673,007.67	4.00	38,104	437.57
L06	Human Resources Management / Pengurusan Sumber Manusia	15,283,415.26	3.67	22,604	676.14
L17	Operation Management / Pengurusan Operasi	14,394,252.69	3.45	25,962	554.44

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

L12	Executive Development Programmes / Program Pembangunan Eksekutif	12,797,515.46	3.07	13,961	916.66
6	Oversea Training / Latihan Luar Negeri	11,869,622.76	2.85	1,993	5,955.66
L26	Strategic Management / Pengurusan Strategik	9,908,073.88	2.38	12,711	779.49
L07	Financial Accounting / Perakaunan Kewangan	9,699,930.66	2.33	9,741	995.78
L13	Sales / Marketing / Jualan / Pemasaran	7,451,600.52	1.79	10,844	687.16
L05	Language / Bahasa	4,953,996.37	1.19	8,407	589.27
L24	Engineering / Kejuruteraan	4,950,640.61	1.19	2,881	1,718.38
L20	High Technology / Teknologi Tinggi	4,601,014.75	1.10	6,502	707.63
11	Teaching / Mengajar	3,845,655.05	0.92	8,161	471.22
L02	Administration / Pentadbiran	3,692,845.91	0.89	5,851	631.15
L08	Law / Undang-undang	3,659,271.99	0.88	6,523	560.98
8	Medical / Perubatan	2,890,926.22	0.69	4,237	682.30
L16	Purchasing / Store / Warehousing / Pembelian / Stor / Penggudangan	2,713,565.42	0.65	2,866	946.81
9	Creativity And Innovation / Kreativiti dan Inovasi	2,274,129.35	0.55	3,356	677.63
L23	Research And Development / Penyelidikan dan Pembangunan	1,816,535.41	0.44	1,935	938.78
SN/SLL	Oversea Seminar / Seminar Luar Negeri	1,399,829.97	0.34	368	3,803.89
L11	Clerical Development Programme / Program Pembangunan Perkeranian	1,380,818.91	0.33	3,115	443.28
L03	Clerical / Perkeranian	1,196,144.08	0.29	5,005	238.99
L21	New Technology / Teknologi Baru	1,177,789.20	0.28	1,959	601.22
2	Craft / Kraf	669,841.60	0.16	1,333	502.51
L15	Industrial Relations / Perhubungan Perindustrian	472,774.89	0.11	963	490.94
L22	New Product / Produk Baru	213,436.70	0.05	287	743.68
L14	Mathematics (Numeric) / Matematik (Numerik)	195,230.72	0.05	365	534.88
D04	Diploma in Quality / Public Relation / Diploma dalam Bidang Kualiti / Perhubungan Awam	139,203.75	0.03	172	809.32
7	Others / Lain-lain	122,258.30	0.03	98	1,247.53
L29	Malaysia Skills Certificate / Sijil Kemahiran Malaysia (SKM)	55,910.52	0.01	168	332.80
L18/19	PHD & Masters Programmes / Pengajian Doktor Falsafah & Sarjana	55,430.00	0.01	4	13,857.50
D06	Others Diploma Programmes / Lain-lain Program Diploma	22,550.00	0.01	34	663.24
Total / Jumlah		441,245,909	100	774,973	48,551.61

Note: SBL, SBL-KHAS, PERLA and PROLUS.

Nota: Skim SBL, SBL-KHAS, PERLA dan PROLUS.

TOTAL APPROVED TRAINING PLACES BY CATEGORY OF POSITION (SBL SCHEME)

The SBL Scheme is the main scheme chosen by employers to retrain and upgrade skills of their employees. Of 693,430 approved training places in 2013, about 74% is for the Non-Executive post and 26% is for the Executive post. As compared to the previous year, the approved training places for the non-executive positions have increased to 5%. For the past three years from 2011 to 2013, a total of 1,402,203 training places were approved for non-executive positions and 574,698 for the position of executive, as shown in Chart 5.

Based on Chart 6, a total of 391,050 approved training places consist of employees from the manufacturing sector, while 302,380 approved training places consist of employees from the service sector. The chart also shows that the increase number for non-executive posts was contributed by the service sector at 23.43% compared to the year 2012. Therefore, the total of approved training places for service sector is 244,603 for non-executive.

JUMLAH TEMPAT LATIHAN YANG DILULUSKAN MENGIKUT KATEGORI JAWATAN (SKIM SBL)

Skim Bantuan Latihan (SBL) merupakan skim utama yang menjadi pilihan majikan bagi tujuan melatih semula dan meningkatkan kemahiran pekerja mereka. Daripada keseluruhan 693,430 tempat latihan yang telah diluluskan pada tahun 2013, 74% adalah bagi jawatan kategori Bukan Eksekutif dan 26% adalah bagi jawatan kategori eksekutif. Berbanding tahun sebelumnya, tempat latihan bagi jawatan kategori bukan eksekutif telah meningkat sebanyak 5%. Secara keseluruhannya bagi tempoh tiga tahun bermula 2011 hingga 2013, sebanyak 1,402,203 tempat latihan telah diluluskan bagi jawatan kategori bukan eksekutif dan 574,698 tempat latihan telah diluluskan bagi jawatan kategori eksekutif seperti yang ditunjukkan pada CARTA 5.

Berdasarkan CARTA 6, sebanyak 391,050 tempat latihan telah diluluskan yang terdiri daripada pekerja daripada sektor pembuatan manakala 302,380 tempat latihan telah diluluskan yang terdiri daripada pekerja daripada sektor perkhidmatan. Carta tersebut juga menunjukkan bahawa peningkatan jawatan kategori bukan eksekutif adalah disumbang oleh majikan daripada sektor perkhidmatan, iaitu peningkatan sebanyak 23.43% berbanding tahun 2012 menjadikan jumlah tempat latihan yang telah diluluskan bagi sektor tersebut adalah 244,603 tempat latihan bagi kategori jawatan bukan eksekutif.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

CHART 5

APPROVED TRAINING PLACES BY CATEGORY OF POSITION UNDER SBL SCHEME FROM 2011 TO 2013

CARTA 5

TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN JAWATAN BAGI SKIM SBL DARI TAHUN 2011 SEHINGGA TAHUN 2013

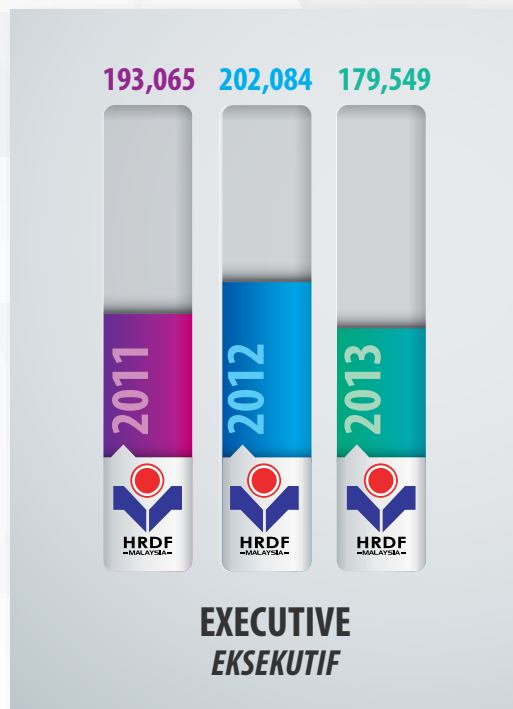
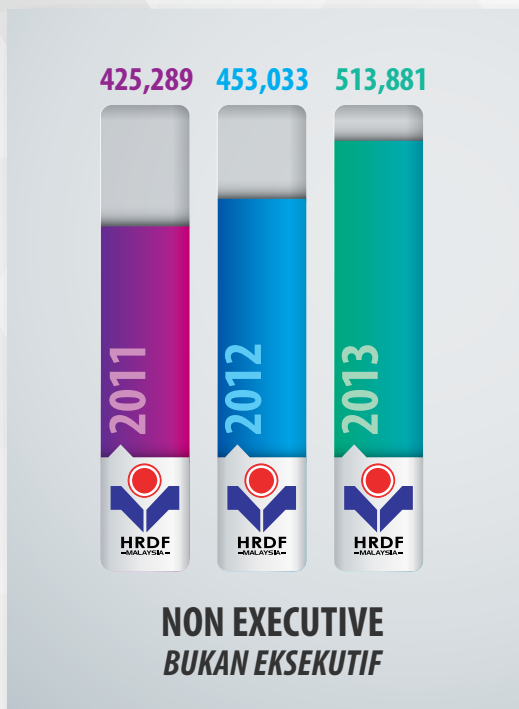
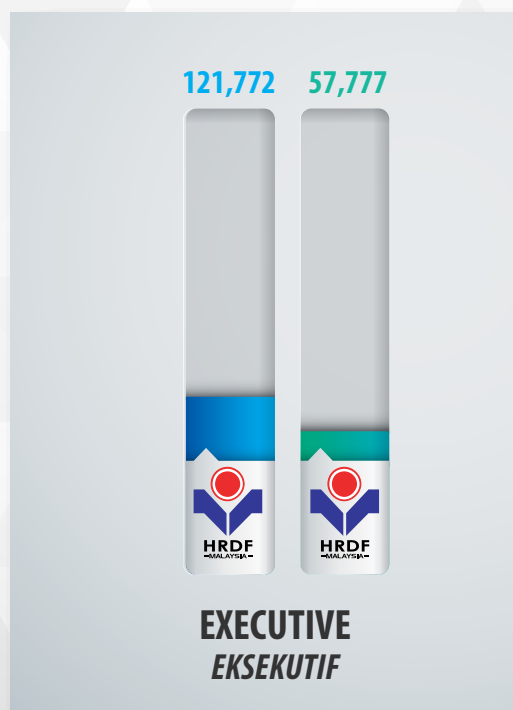
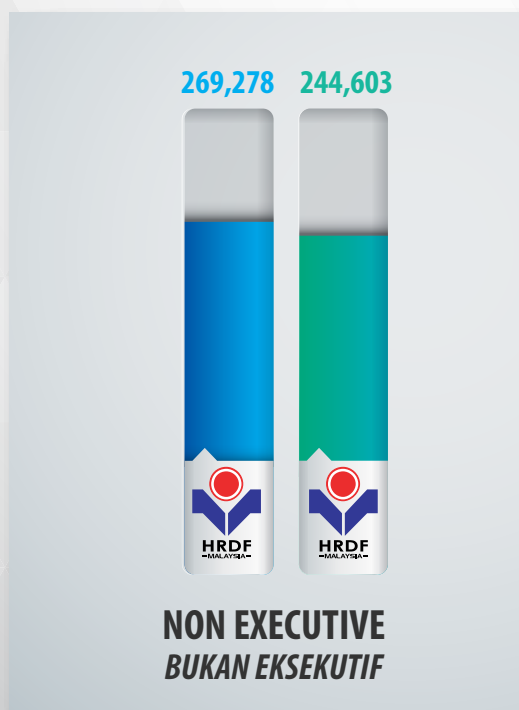


CHART 6

APPROVED TRAINING PLACES BY CATEGORY OF POSITION AND SECTOR UNDER SBL SCHEME FOR THE YEAR 2013

CARTA 6

TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN JAWATAN DAN SEKTOR BAGI SKIM SBL TAHUN 2013



AVERAGE DURATION OF APPROVED TRAINING, FINANCIAL ASSISTANCE AND TRAINING PLACES BY CATEGORY OF POSITION UNDER SBL SCHEME

The average total training hours approved for manufacturing sector this year have declined from 14.49 hours to 13.04 hours for each approved training places where the average total training hours approved for Executive Management position is the highest which is 18.81 hours. Similarly, the average total training hours approved for the service sector has decreased from 17.09 hours to 15.63 hours in which the Engineer position represent the highest average total training hours approved at 21.44 hours.

The report on the approved financial assistance and training places shows that the Executive and Management position for both sectors represent the highest approval with RM56.83 million approved financial assistance and 85,341 approved training places for manufacturing sector. Meanwhile for the service sector, the approved financial assistance is RM64.8 million and 80,955 for approved training places. As a whole, the total of approved financial assistance is RM121.63 million while 166,296 for approved training places which 29.42% from the total of approved financial assistance and 23.98% for approved training places. Detailed information can be found in Tables 6 and 7.

PURATA JAM LATIHAN, BANTUAN KEWANGAN DAN TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN JAWATAN BAGI SKIM SBL

Purata jam latihan bagi sektor pembuatan tahun ini telah menurun daripada 14.49 jam kepada 13.04 jam bagi setiap tempat latihan yang diluluskan. Bagi sektor pembuatan ini, purata jam latihan bagi jawatan Pengurusan dan Eksekutif adalah yang tertinggi iaitu 18.81 jam. Seperti sektor pembuatan, sektor perkhidmatan juga menurun daripada purata jam latihan 17.09 jam kepada 15.63 jam bagi setiap tempat latihan yang diluluskan di mana jawatan Jurutera merupakan jawatan tertinggi bagi purata jam latihan dengan 21.44 jam.

Laporan bagi bantuan kewangan dan tempat latihan yang telah diluluskan pula menunjukkan jawatan Pengurusan dan Eksekutif adalah yang tertinggi bagi kedua-dua sektor di mana RM56.83 juta bantuan kewangan telah diluluskan dengan 85,341 buah tempat latihan bagi sektor pembuatan manakala RM64.80 juta bantuan kewangan telah diluluskan dengan 80,955 buah tempat latihan bagi sektor perkhidmatan. Secara keseluruhannya, RM121.63 juta bantuan kewangan telah diluluskan dengan 166,296 buah tempat latihan, iaitu 29.42% bagi jumlah kelulusan bantuan kewangan dan 23.98% bagi kelulusan tempat latihan. Maklumat terperinci boleh dirujuk di Jadual 6 dan 7.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

TABLE 6
AVERAGE DURATION OF APPROVED TRAINING, FINANCIAL ASSISTANCE AND TRAINING PLACES BY CATEGORY OF POSITION UNDER SBL SCHEME (MANUFACTURING SECTOR) FOR THE YEAR 2013

JADUAL 6
PURATA JAM LATIHAN, BANTUAN KEWANGAN DAN TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN JAWATAN BAGI SKIM SBL (SEKTOR PEMBUATAN) BAGI TAHUN 2013

Category of Employees / Kedudukan Jawatan	Average Training Hours / Purata Jam Latihan	Financial Assistance / Bantuan Kewangan (RM)	Percentage / Peratus (%)	Training Places / Tempat Latihan	Percentage / Peratus (%)
Management & Executive / Pengurusan & Eksekutif	18.81	56,838,099.30	25.89	85,341	21.82
Engineers / Jurutera	15.55	26,379,146.50	12.02	35,870	9.17
Technicians / Juruteknik	14.53	15,043,963.50	6.85	23,137	5.92
Sales, Administrative & Support Staff / Kakitangan Jualan, Pentadbiran & Sokongan	13.09	2,699,025.08	1.23	8,327	2.13
Supervisors / Penyelia	12.75	12,719,694.30	5.79	27,901	7.13
Skilled Employees & Production Employees / Pekerja Mahir & Pengeluaran	12.63	24,166,237.52	11.01	68,667	17.56
Finance & Accounting / Kewangan & Perakaunan	12.36	7,930,782.28	3.61	10,236	2.62
Others / Lain-lain	10.70	73,499,134.71	33.48	131,008	33.50
Lecturer / Pensyarah	10.00	14,057.52	0.01	32	0.01
Professionals / Profesional	9.95	220,541.37	0.10	531	0.14
Total / Jumlah	13.04	219,510,682.1	100	391,050	100

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

TABLE 7
AVERAGE DURATION OF APPROVED TRAINING, FINANCIAL ASSISTANCE AND TRAINING PLACES APPROVED BY
CATEGORY OF POSITION UNDER SBL SCHEME (SERVICE SECTOR) FOR THE YEAR 2013

JADUAL 7
PURATA JAM LATIHAN, BANTUAN KEWANGAN DAN TEMPAT LATIHAN YANG DILULUSKAN BERDASARKAN
JAWATAN BAGI SKIM SBL (SEKTOR PEKHIDMATAN) BAGI TAHUN 2013

Category of Employees / Kedudukan Jawatan	Average Training Hours / Purata Jam Latihan	Financial Assistance / Bantuan Kewangan (RM)	Percentage / Peratus (%)	Training Places / Tempat Latihan	Percentage / Peratus (%)
Engineers / Jurutera	21.44	9,161,733.99	4.73	6,896	2.28
Professionals / Profesional	17.26	297,999.90	0.15	366	0.12
Management & Executive / Pengurusan & Eksekutif	16.63	64,806,065.19	33.43	80,955	26.77
Technicians / Juruteknik	16.11	13,257,822.70	6.84	13,063	4.32
Lecturer / Pensyarah	15.13	6,717,517.59	3.46	12,216	4.04
Others / Lain-lain	14.74	72,733,091.30	37.51	135,476	44.80
Sales, Administrative & Support Staff / Kakitangan Jualan, Pentadbiran & Sokongan	14.52	4,763,476.06	2.46	14,723	4.87
Skilled Employees & Production Employees / Pekerja Mahir & Pengeluaran	13.93	8,951,519.34	4.62	18,922	6.26
Supervisors / Penyelia	13.55	8,393,542.19	4.33	14,678	4.85
Finance & Accounting / Kewangan & Perakaunan	12.97	4,795,701.87	2.47	5,085	1.68
Total / Jumlah	15.63	193,878,470.13	100	302,380	100

ENSURING QUALITY TRAINING PROVIDERS AND TRAINING PROGRAMMES

THE OVERVIEW

The Human Resources Development Fund (HRDF) serves its stakeholders not only in terms of ensuring smooth administration of levy payment and disbursement through training and re-training activities, but also by providing value added services through the assurance of the eco-system that surround the training activities are well administered. In general, apart from managing the HRD Fund efficiently, HRDF is also overseeing the whole spectrum of training providers and training programmes registration standard and quality, managing the enrolment of apprentices under the Apprenticeship Scheme, engaging in various studies such as impact and training needs analysis etc., coordinating trainings for SMEs and managing the training incentives fund that is received from the Government from time to time.

REGISTRATION OF TRAINING PROVIDERS AND TRAINING PROGRAMMES

Training providers are required to register with PSMB in order to enable the registered employers to claim their allowable training costs for attending any training from their HRD Fund.

From 1993 to 31 December 2013, a total of 5,321 training providers comprised active and inactive training providers, had registered with HRDF. Out of this figure, 1,965 training providers had been deregistered for being inactive, failed to renew their certificates or failed to register training programmes under any of HRDF's training schemes. The total number of active training providers as at 31 December 2013 was 3,356 with 759 new training providers registered with HRDF.

The procedures that govern the training providers' registration are also reviewed from time to time. This is meant to align the procedures with the needs and current conditions of the industries.

Apart from registering their centres, training providers are encouraged to register their training courses / programmes. The objective to register the training programmes is to ensure only quality training programmes is being offered to registered employers to train their employees and utilise the HRD levy effectively.

MEMASTIKAN KUALITI PENYEDIA LATIHAN DAN PROGRAM LATIHAN

RINGKASAN

Human Resource Development Fund (HRDF) memberi khidmat kepada pihak berkepentingan bukan sahaja untuk memastikan kelancaran pengurusan pembayaran levi dan pembayaran semula melalui aktiviti-aktiviti latihan, malah dengan menyediakan khidmat nilai tambahan dengan memastikan keadaan sekeliling di setiap aktiviti latihan yang dijalankan berada dalam keadaan yang baik. Secara amnya, selain dari menguruskan dana HRD dengan berkesan, HRDF turut berperanan dalam memastikan kriteria setiap penyedia latihan dan program-program latihan yang berdaftar mengikut standard dan berkualiti, menguruskan kemasukan perantis di bawah Skim Perantisan, membuat penyelidikan dan analisa tentang latihan serta keperluannya, menjalankan latihan untuk PKS dan menguruskan insentif latihan yang diberikan oleh kerajaan dari semasa ke semasa.

PENDAFTARAN PENYEDIA LATIHAN DAN PROGRAM LATIHAN

Penyedia latihan harus berdaftar dengan PSMB bagi membolehkan majikan berdaftar yang menghadiri latihan yang diadakan dapat membuat tuntutan kos menggunakan akaun HRD mereka.

Dari 1993 hingga 31 Disember 2013, sejumlah 5,321 penyedia latihan terdiri daripada yang aktif dan yang tidak aktif telah berdaftar dengan HRDF. Daripada bilangan ini, 1,965 penyedia latihan telah dibatalkan pendaftarannya kerana faktor tidak aktif, gagal membaharui sijil atau tidak mendaftarkan program latihan di bawah mana-mana skim latihan HRDF. Jumlah bilangan penyedia latihan yang aktif sehingga 31 Disember 2013 adalah 3,356 dengan 759 adalah penyedia latihan baru yang berdaftar dengan HRDF.

Prosedur yang mengawal pendaftaran penyedia latihan juga dikaji semula dari semasa ke semasa. Ini bertujuan bagi menyelaraskan prosedur dengan keperluan dan keadaan semasa industri.

Selain mendaftar pusat mereka, penyedia latihan digalakkan untuk mendaftar kursus-kursus latihan / program mereka. Objektif pendaftaran program latihan ini adalah untuk memastikan program latihan yang berkualiti sahaja ditawarkan kepada majikan yang berdaftar untuk melatih pekerja-pekerja mereka dan menggunakan levi Pembangunan Sumber Manusia dengan berkesan.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

To increase the number of skilled workers, starting from year 2013 only certification programmes could be approved under the PROLUS Scheme and will be made available to registered employers.

The duty to administer the registration of training programmes falls under the responsibility of the Training Programmes Registration Unit. Similar to the Training Providers Registration Unit, the Training Programmes Registration Unit had also conducted a series of TPIS workshop to explain the procedures and to encourage newly registered training providers to register their programmes.

The total number of active training programmes as at 31 December 2013 was 3,946, with the highest active programmes taking place under the Computer / Information Technology skill area, followed by Technical and Safety and Health.

CONTINUOUS IMPROVEMENT THROUGH RESEARCH INITIATIVES

Realising the importance of continuous improvement, PSMB had undertaken two (2) studies in 2013 to facilitate the process.

Study on Benchmarking Training for Small And Medium Enterprises Against International Best Practices (NSDC's Mandate)

ProfitWise International BV was appointed to conduct the benchmarking study on training best practises against international standard. Countries that have been chosen to be benchmark are South Africa, Germany and Japan. The study is expected to be completed in February 2014.

The study will establish a measurement model taking into account training best practices that is invariant in different countries and will yield the latest insights, practices and instruments on training practices that evidently drive productivity and profitability.

Dalam menambah bilangan pekerja mahir, bermula dari tahun 2013 hanya program pensijilan dapat diluluskan di bawah Skim PROLUS dan akan ditawarkan kepada majikan berdaftar.

Unit Pendaftaran Program Latihan bertanggungjawab mentadbir pendaftaran program latihan. Sama seperti Unit Pendaftaran Penyedia Latihan, Unit Pendaftaran Program Latihan juga telah menjalankan bengkel siri TPIS untuk menjelaskan prosedur dan menggalakkan penyedia latihan yang baru untuk mendaftar program mereka. Unit Pendaftaran Program Latihan bertanggungjawab mentadbir pendaftaran program latihan.

Jumlah program latihan yang aktif pada 31 Disember 2013 adalah sebanyak 3,946, dengan program-program aktif tertinggi yang berlaku di bawah bidang kemahiran Komputer / Teknologi Maklumat, diikuti dengan Teknik dan Keselamatan dan Kesihatan.

PENAMBAHBAIKAN BERTERUSAN MELALUI INISIATIF PENYELIDIKAN

Menyedari kepentingan penambahbaikan secara berterusan, PSMB telah melaksanakan dua (2) kajian pada tahun 2013 bagi memudahkan proses tersebut.

Kajian Penandaan Aras Latihan untuk Perusahaan Kecil Dan Sederhana Terhadap Amalan Terbaik Antarabangsa (Mandat NSDC)

ProfitWise International BV telah dilantik untuk menjalankan kajian penandaan aras ke atas standard antarabangsa amalan latihan terbaik. Negara-negara yang telah dipilih untuk menjadi penanda aras adalah Afrika Selatan, Jerman dan Jepun. Kajian ini dijangka akan siap pada bulan Februari 2014.

Kajian ini akan mewujudkan satu model pengukuran dengan mengambil kira latihan amalan terbaik yang tidak mempunyai perbezaan di negara-negara yang lain dan akan menghasilkan pandangan terkini, amalan dan instrumen mengenai amalan latihan yang lebih jelas memacu produktiviti dan keuntungan.

Impact Study on the PROLUS Scheme

PROLUS Scheme is the scheme where all courses have been evaluated by the Approved Training Programmes Committee before to be offered to the HRDF registered employers. As a yearly initiative, the impact of each course will be evaluated to measure the perception of the participants on the learning outcomes of the training courses/programmes. The study also measures the effectiveness of training courses/programmes in terms of course contents, trainer's performance, administration and support services of the training providers, suitability of training venue and course fee.

Generally, the participants had rated the implementation of training programmes under the PROLUS Scheme to be Effective.

ENCOURAGING EMPLOYERS TO UPSKILL THEIR EMPLOYEES THROUGH DEVELOPMENT AND CERTIFICATION COURSES

Employee development opportunities are of top importance for employees when they think about next step in their career and if they want to stay with their current employer or go elsewhere. Investing in employee's future is of great importance and helps to improve retention. Continuous employee development not only leads to better productivity, but also helps to earn employees loyalty. Employees tend to stay with the organizations that care for them, not only in good times, but difficult times as well. Training can play a huge role when organizations strategize on creating development opportunities for their employees. Right employee training at the right time provides employers big return on investment. It helps employers get increased productivity, commitment, knowledge and loyalty from their workforce. Training should be considered critical for on going development, success and retention of employees. Taking this into consideration, HRDF initiated various activities to boost development and certification level training programmes to fulfil the national agenda to up skill the workforce to 33 percent by 2015. Among the activities conducted are as follows:

Kajian Impak Skim PROLUS

Skim PROLUS merupakan skim di mana kesemua kursusnya telah dinilai oleh Jawatankuasa Kelulusan Program Latihan terlebih dahulu sebelum ditawarkan kepada majikan yang berdaftar dengan PSMB. Sebagai inisiatif tahunan, kesan daripada setiap kursus akan dinilai untuk mengukur persepsi orang ramai mengenai hasil pembelajaran latihan kursus / program. Kajian ini juga untuk mengukur keberkesanan latihan kursus / program dari segi kandungan kursus, prestasi pelatih, pentadbiran dan sokongan perkhidmatan penyedia latihan, kesesuaian tempat latihan dan yuran kursus.

Secara umumnya, para peserta telah memberi penilaian pelaksanaan program latihan di bawah Skim PROLUS sebagai Berkesan.

MENG GALAKKAN MAJIKAN UNTUK MENINGKATKAN KEMAHIRAN PEKERJA MEREKA MELALUI KURSUS PEMBANGUNAN DAN PENSIJILAN

Peluang pembangunan kakitangan adalah penting untuk pekerja apabila mereka berfikir tentang langkah seterusnya dalam kerjaya mereka dan jika mereka mahu kekal dengan majikan semasa atau pergi ke tempat lain. Melabur dalam masa depan pekerja adalah amat penting dan membantu pengekalan pekerja. Pembangunan berterusan pekerja bukan sahaja membawa kepada produktiviti yang lebih baik, tetapi juga membantu untuk memperoleh kesetiaan pekerja. Pekerja cenderung untuk tinggal dengan pertubuhan-pertubuhan yang menjaga mereka, bukan sahaja di masa yang senang, tetapi pada masa yang sukar juga. Latihan memainkan peranan yang besar apabila organisasi menyusun strategi untuk mewujudkan peluang-peluang pembangunan kepada pekerja mereka. Latihan yang tepat untuk pekerja pada masa yang betul memberikan majikan pulangan besar ke atas pelaburan. Ia membantu majikan mendapatkan meningkat produktiviti, komitmen, pengetahuan dan kesetiaan daripada tenaga kerja mereka. Latihan perlu dianggap kritikal untuk pembangunan berterusan, kejayaan dan pengekalan pekerja. Mengambil kira hal ini, PSMB menjalankan pelbagai aktiviti untuk meningkatkan pembangunan dan tahap pensijilan program latihan bagi mencapai agenda nasional untuk meningkatkan kemahiran tenaga kerja kepada 33 peratus pada tahun 2015. Antara aktiviti yang dijalankan adalah seperti berikut:

HRDF Training Carnival Week 2013

The HRDF Training Carnival Week 2013 was organised with the aim to promote training among SMEs. The carnival was launched on 5 March 2013 by Minister of Human Resources at Sunway Resort Hotel & Spa, Bandar Sunway, Selangor. In conjunction with the carnival, the seminar On HR Capability Building For SMEs: Creating Performance Driven Culture was organised concurrently and a total of 483 trainees had benefited from the seminar.

SME Training Carnival 2013

PSMB also has organised SME Training Carnival 2013 to support the 6 (six) High Impact Programmes (HIP) as outlined in the SME Masterplan. The carnival that comprised of nine (9) fully sponsored seminars/workshops was held at Seri Pacific Hotel, Kuala Lumpur on 19 & 20 June 2013. The objective of this carnival was to promote the development of SMEs through training in HR management and innovation, and strengthening their competitiveness in the global market.

Industrial PhD/Doctorate Programmes Preview Session

HRDF also conducted Industrial PhD/Doctorate Programmes Preview Session on 11 March 2013 by collaborating with 4 universities (UTM, UUM, AEU University and Help University). A total of 50 participants attended the session. All four universities promotes their PhD programmes to the participants.

HRDF GO Master! 2013

Apart from that, HRDF also organised HRDF GO Master! 2013 also by collaborating with few universities on 10 & 11 June 2013 at Grand Seasons Hotel, Kuala Lumpur to promote Master programmes among 406 participants who have attended the event.

Professional Accounting Courses

A Preview on Professional Accounting Courses Approved under HRDF also was held on 20 May 2013 and 3 accounting bodies (ACCA, CPA Australia and MIA) presented their programmes during the session. A total of 50 participants attended the session.

Karnival Minggu Latihan HRDF 2013

Karnival Minggu Latihan HRDF Latihan 2013 telah dianjurkan dengan tujuan untuk menggalakkan latihan di kalangan PKS. Karnival ini telah dilancarkan pada 5 Mac 2013 oleh Menteri Sumber Manusia di Sunway Resort Hotel & Spa, Bandar Sunway, Selangor. Sempena karnival ini, seminar On HR Capability Building For SMEs: Creating Performance Driven Culture telah diadakan serentak dengan sejumlah 483 pelatih telah mendapat manfaat daripada seminar tersebut.

Karnival Latihan PKS 2013

PSMB juga telah menganjurkan Karnival Latihan PKS 2013 untuk menyokong 6 (enam) High Impact Programmes (HIP) seperti yang digariskan dalam Pelan Induk PKS. Karnival yang terdiri daripada sembilan (9) seminar / bengkel ditaja sepenuhnya telah diadakan di Hotel Seri Pacific, Kuala Lumpur pada 19 & 20 Jun 2013. Objektif karnival ini adalah untuk menggalakkan pembangunan PKS melalui latihan dalam pengurusan sumber manusia dan inovasi, dan mengukuhkan daya saing mereka di pasaran global.

Sesi Pembentangan Program PhD/Doctorate Perindustrian

HRDF juga menjalankan Sesi Pembentangan Program PhD/Doctorate Perindustrian pada 11 Mac 2013 melalui kerjasama dengan 4 universiti (UTM, UUM, AEU University dan Help University). Seramai 50 peserta telah menghadiri sesi ini. Kesemua empat universiti ini mempromosikan program PhD kepada peserta.

HRDF GO Master! 2013

Selain itu, PSMB juga menganjurkan program HRDF GO Master! 2013 melalui kerjasama dengan beberapa universiti pada 10 & 11 Jun 2013 di Hotel Grand Seasons, Kuala Lumpur bagi mempromosikan program Master di kalangan 406 peserta yang menghadiri acara tersebut.

Kursus Akaun Profesional

Satu pembentangan Kursus Perakaunan Profesional yang Diluluskan di bawah HRDF juga telah diadakan pada 20 Mei 2013 dengan 3 badan-badan perakaunan (ACCA, CPA Australia dan MIA) mempromosikan program mereka. Seramai 50 peserta telah menghadiri sesi ini.

BUILDING TRAINERS CAPABILITY

Trainers contribute towards skill enhancement of their trainees. To deliver training effectively, a trainer is also required to understand the goals of the organisation and training needs of the employees. Effective trainers are skilled communicators and have an understanding about the fundamentals of training either design principles or practices. As such, realising this phenomenon, HRDF had introduced the requirement for all trainers to undergo the Train-The-Trainer (TTT) programme before conducting training under any of the HRDF schemes.

PSMB's TTT programme had received recognition from both the industries and Government agencies. The National SME Development Council (NSDC), has given mandate to HRDF to train trainers from the Government departments and agencies under the Train-The-Trainer (TTT) programmes, Evaluation on Effectiveness of Training (EET) and Master Trainer. In 2013, HRDF had successfully trained 327 trainers from various Government departments and agencies, in which, out of that figure, 189 trainers under the TTT programme, 39 trainers under the EET programme and 99 trainers under the Master Trainer programme.

Apart from making it mandatory for trainers to be certified under the PSMB TTT programme, PSMB had also given prior recognition to trainers, whom under their own capacity, had obtained vast credential, recognition and experience in the area of training. Trainers with these calibres may apply to be exempted from attending the PSMB TTT programme.

For the year 2013, a total of 415 trainers were given exemption from attending the PSMB TTT programme. To further encourage highly qualified trainers to go for this option or to get more trainers to be certified, PSMB will continuously propagate the need for trainers' certification through its quarterly email blast initiatives.

MEMBINA KEMAHIRAN JURULATIH

Jurulatih menyumbang ke arah peningkatan kemahiran pelatih mereka. Untuk menyampaikan latihan dengan berkesan, pelatih juga dikehendaki memahami matlamat organisasi dan keperluan latihan pekerja. Jurulatih yang berkesan adalah mereka yang mahir dalam komunikasi dan mempunyai pemahaman mengenai asas-asas latihan sama ada dari bentuk prinsip atau amalan. Dengan menyedari fenomena ini, PSMB telah memperkenalkan keperluan menjalani program Train-The-Trainer (TTT) sebelum menjalankan latihan di bawah mana-mana skim PSMB bagi semua pelatih.

Program TTT PSMB telah menerima pengiktirafan daripada industri dan agensi-agensi Kerajaan. Majlis Pembangunan PKS Kebangsaan (MPPK) telah memberi mandat kepada PSMB untuk melatih jurulatih dari jabatan-jabatan dan agensi-agensi Kerajaan di bawah program Train-The-Trainer (TTT), Evaluation on Effectiveness of Training (EET) dan Master Trainer. Pada 2013, HRDF telah berjaya melatih 327 pelatih dari pelbagai jabatan dan agensi kerajaan, di mana, daripada angka itu, 189 pelatih di bawah program TTT, 39 pelatih di bawah program EET dan 99 jurulatih di bawah program Master Trainer.

Selain daripada mewajibkan pelatih diperakui di bawah program TTT PSMB, PSMB juga memberi pengiktirafan awal kepada jurulatih, di bawah kapasiti mereka sendiri, telah mendapat pentauliah, pengiktirafan dan pengalaman dalam bidang latihan. Jurulatih berkalibar ini boleh memohon untuk dikecualikan daripada menghadiri program TTT PSMB.

Bagi tahun 2013, sejumlah 415 pelatih telah diberi pengecualian daripada menghadiri program TTT PSMB. Bagi menggalakkan lagi jurulatih yang berkecualan untuk memilih pilihan ini atau untuk mendapatkan lebih banyak tenaga pengajar yang diperakui, PSMB akan terus menyebarkan keperluan pensijilan jurulatih melalui inisiatif penghantaran e-mel yang dilakukan pada setiap suku tahunan.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

ENHANCEMENT OF CURRENT AND FUTURE TALENT

The Small and Medium Enterprise (SME) Training Partner Scheme, or better known as the SMETAP Scheme, was implemented by PSMB in collaboration with local and overseas training providers. The objectives of the SMETAP Scheme are:

- to equip SME employees with the specialised training programmes that are not widely available in the market;
- to enhance the skills of internal trainers in conducting in-house training;
- to develop a skilled and talented workforce in HR Management that improves business performances and delivers company-wide impact.
- to offer Upskilling programme to SMEs.

Under the SMETAP scheme, training course fees are deducted directly from the employers' levy. This is meant to ease the burden of SME employers who face cash outflow difficulties to train their employees. In 2013, there were cases where training programmes received full subsidiary funding of course fees from the Government through the training incentives fund.

In 2013, a total of 265 sessions were held that benefited 5,381 trainees in various training programmes offered under this scheme. The breakdown of participants according to training programmes is shown in Chart X below:

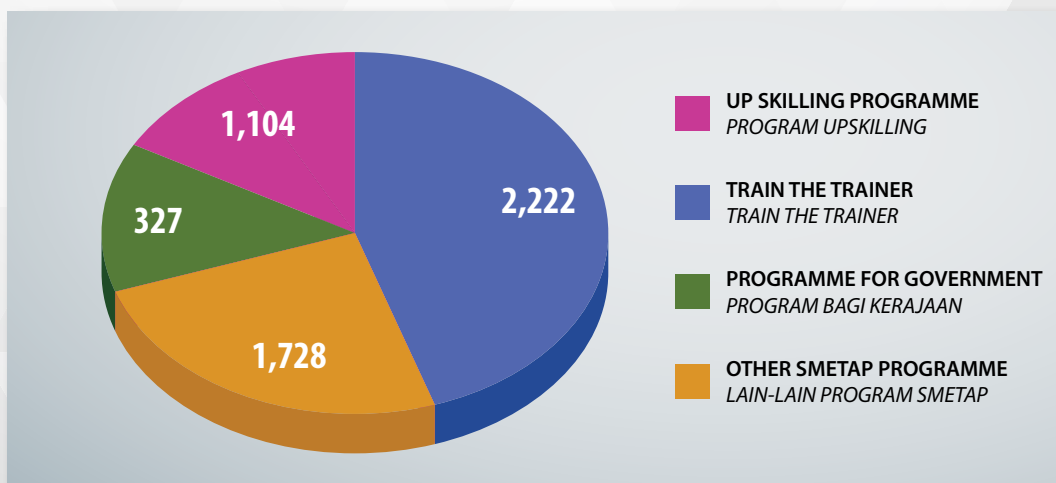
PENINGKATAN BAKAT SEMASA DAN MASA DEPAN

Skim Small and Medium Enterprise (SME) Training Partner, atau lebih dikenali sebagai Skim SMETAP telah dilaksanakan oleh PSMB dengan kerjasama penyedia latihan tempatan dan luar negara. Objektif Skim SMETAP adalah:

- untuk melengkapkan pekerja PKS dengan program-program latihan khusus yang tidak terdapat secara meluas di pasaran;
- untuk meningkatkan kemahiran tenaga pengajar dalaman dalam mengendalikan latihan dalam syarikat;
- untuk membangunkan tenaga kerja yang mahir dan berbakat dalam Pengurusan Sumber Manusia bagi meningkatkan prestasi perniagaan dan memberi impak secara keseluruhan kepada syarikat.
- untuk menawarkan program Peningkatan Kemahiran kepada PKS.

Di bawah skim SMETAP, yuran kursus latihan ditolak terus dari levi majikan. Ini bertujuan untuk meringankan beban majikan PKS yang menghadapi kesukaran aliran keluar tunai untuk melatih pekerja mereka. Pada 2013, terdapat kes di mana yuran kursus program-program latihan menerima subsidi pembiayaan sepenuhnya dari kerajaan melalui dana insentif dana insentif latihan.

Pada tahun 2013, sebanyak 265 sesi latihan di bawah skim ini telah dijalankan yang mana telah memberi manfaat kepada 5,381 pelatih. Pecahan peserta mengikut program latihan adalah seperti di Carta X di bawah:



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

INCREASING THE SUPPLY OF SKILLED WORKERS THROUGH THE HRDF APPRENTICESHIP SCHEME

The Tenth Malaysia Plan (10th MP) highlighted the urgent need to upgrade and up-skill the existing workforce in order to move Malaysia from the middle income value chain to the high income economy. To achieve this aspiration, the Government has aimed to ensure that 33% of the Malaysian workforce will be in the higher skilled bracket by 2015 and 50% by 2020. Considering the urgency of the matter, Malaysia would need to intensify the development of its human capital in achieving the high income status and it is necessary for all employers to move in parallel with this effort through the training and re-training activities of their employees. In this context, PSMB remains committed to facilitate and assist employers in training and building the capability of their human capital through the implementation of the Apprenticeship Scheme to meet the present and future needs of the industries.

IMPLEMENTATION OF PSMB APPRENTICESHIP SCHEME

From 1996 to 2013, a total of 14,865 apprentices were trained under the PSMB Apprenticeship Scheme. Out of this figure, 13,863 (93.3%) apprentices were trained under the Industry-specific Apprenticeship Scheme; meanwhile, 277 (1.9%) apprentices were trained under the Company-specific Apprenticeship Scheme and 725 (4.8%) apprentices under the National Dual Training System (SLDN).

In 2013, six (6) industry-specific programmes under the Apprenticeship Scheme were actively conducted. The total number of apprentices approved in 2013 is 474 apprentices with involvement of 107 sponsoring employers.

MENINGKATKAN PEMBEKALAN PEKERJA MAHIR MELALUI SKIM PERANTISAN PSMB

Rancangan Malaysia KeSepuluh (RMK-10) menekankan keperluan dalam menaik taraf dan meningkatkan kemahiran tenaga kerja sedia ada untuk membawa Malaysia dari negara berpendapatan sederhana kepada negara berekonomi tinggi. Demi mencapai hasrat ini, Kerajaan telah mensasarkan 33% tenaga kerja mahir menjelang 2015 dan 50% pada tahun 2020. Mengambil kira kepentingan perkara ini, Malaysia perlu mempergiatkan pembangunan modal insan dalam mencapai status pendapatan tinggi dan ia adalah perlu bagi semua majikan untuk bergerak selari dengan usaha ini melalui latihan dan aktiviti-aktiviti latihan semula pekerja mereka. Dalam perkara ini, PSMB tetap komited untuk menggalak dan membantu majikan menerusi latihan dan membina keupayaan modal insan mereka melalui pelaksanaan Skim Perantisan bagi memenuhi keperluan semasa dan masa hadapan industri.

PELAKSANAAN SKIM PERANTISAN PSMB

Dari tahun 1996 hingga 2013, sejumlah 14,865 perantis telah dilatih di bawah Skim Perantisan PSMB. Daripada angka ini, 13,863 (93.3%) perantis telah dilatih di bawah Skim Perantisan Industri khusus; Sementara itu, 277 (1.9%) perantis telah dilatih di bawah Skim Perantisan Syarikat-Khusus dan 725 (4.8%) perantis di bawah Sistem Latihan Dual Nasional (SLDN).

Pada tahun 2013, enam (6) program industri khusus di bawah Skim Perantisan telah dijalankan secara aktif. Jumlah perantis yang diluluskan pada tahun 2013 adalah seramai 474 perantis dengan penglibatan dari 107 majikan.

UPGRADING & REVIEWING EXISTING PSMB APPRENTICESHIP SCHEME

With the changes made on NOSS (National Occupational Skills Standard) by the Department of Skills Malaysia (DSD), Ministry of Human Resources, PSMB has conducted a few sessions of workshops in reviewing and upgrading existing programmes under the Apprenticeship Scheme.

The existing programmes involved in upgrading from Level 2 to Level 3 are Multimodal Transport Operator and Wood Based (Furniture). Meanwhile, reviewing of programmes content is to align with the new NOSS imposed on the Hotel Industry Module for Front Office Operation.

The exercise to review and upgrading existing programmes under the Apprenticeship Scheme is to ensure knowledge and skills learnt are consistent and meet the present and future needs of the industries involved.

MENAIKTARAF & PENILAIAN SEDIA ADA SKIM PERANTISAN PSMB

Dengan perubahan yang dibuat terhadap NOSS (National Standard Kemahiran Pekerjaan) oleh Jabatan Pembangunan Kemahiran Malaysia (JPK), Kementerian Sumber Manusia, PSMB telah menjalankan beberapa sesi bengkel dalam mengkaji semula dan menaik taraf program yang sedia ada di bawah Skim Perantisan.

Program-program sedia ada yang terlibat dalam penaikan taraf dari Aras 2 ke Aras 3 adalah program Multimodal Transport Operator dan Asas Kayu (Perabot). Sementara itu, pengkajian semula kandungan program ini adalah untuk menyelaraskan Modul Industri Hotel dengan NOSS baru yang dikenakan ke atas program Front Office Operation.

Perlaksanaan untuk mengkaji semula dan menaik taraf program yang sedia ada di bawah Skim Perantisan adalah untuk memastikan pengetahuan dan kemahiran yang dipelajari adalah konsisten dan memenuhi keperluan semasa dan masa hadapan industri yang terlibat.

Pushing SMEs to Greater Heights : National Human Resources Centre (NHRC)

ACHIEVEMENTS OF MARKETING & PROMOTIONAL INITIATIVES FOR NHRC

To ensure establishment of NHRC and its services is made known to the HR and business community, NHRC has constantly embarked on a marketing and promotional awareness campaign which is continued in 2013.

This involved adoption of brand awareness initiatives such as roadshow briefings, exhibition booths, advertisements on printed and social medias, promotional articles and advertorials on major magazines and newspapers, e-news and e-newsletter and commercials on well-known radio stations. These modes of promotion are crucial to create awareness on a wider scale.

Creating values to HR professionals and practitioners, value added programme and enriched contents were introduced in the form of HR Clinics, NHRC portal columnist and HR tips video. Apart from engaging HR experts to present their views and topics on HR matters, these initiatives provide NHRC with a good platform to market and promote its services to potential users and subscribers amongst them.

BRAND BUILDING PROMOTIONAL CAMPAIGN

1.Awareness Briefing Through HR Clinics

In this briefing, HR and Businesses at large are made aware of the importance of strengthening their Human Resource Capability and Development through transformation of both the workforce and workplace environment as outlined by the New Economic Model (NEM). Participants were encouraged to adopt a Total Human Capital Development System (THCDS) at their workplace to ensure proper management of the workforce so as to gear them to a higher level of competency and capability to contribute to business success and nation's prosperity. Guidance on THCDS in the form of advice, consultancy works and rich content materials will be largely provided free by NHRC.

Melonjak PKS Ke Taraf Lebih Tinggi : Pusat Sumber Manusia Kebangsaan (NHRC)

PENCAPAIAN INISIATIF PEMASARAN & PROMOSI NHRC

Bagi memastikan penubuhan dan perkhidmatan NHRC lebih dikenali di kalangan komuniti perniagaan dan HR,, NHRC sentiasa mempromosi dan memasarkan kempen kesedaran yang mana ianya diteruskan pada tahun 2013.

Ini termasuklah dengan mengambil inisiatif kesedaran terhadap penjenamaan seperti mengadakan taklimat pameran bergerak, gerai pameran, iklan-iklan di media cetak mahupun sosial, artikel promosi dan advertorial di dalam majalah dan surat khabar utama, e-berita dan e-newsletter serta iklan di stesen radio terkenal. Promosi sebegini adalah penting bagi mewujudkan kesedaran pada skala yang lebih luas lagi.

Bagi mewujudkan nilai-nilai kepada golongan profesional, program nilai tambah dan kandungan yang lebih padat telah diperkenalkan melalui bentuk Klinik HR, portal NHRC kolumnis dan HR video tips. Selain melibatkan pakar-pakar HR bagi mengemukakan pandangan dan topik mereka mengenai perkara-perkara HR, langkah inisiatif ini turut memperkenalkan NHRC sebagai satu platform yang baik bagi memasarkan dan mempromosikan perkhidmatan mereka kepada pengguna dan pelanggan yang berpotensi di kalangan mereka.

KEMPEN PROMOSI PEMBANGUNAN PENJENAMAAN

1. Taklimat Kesedaran Melalui Klinik HR

Menerusi taklimat ini, Sumber Manusia dan Perniagaan dimaklumkan mengenai betapa pentingnya pengukuhan Keupayaan Sumber Manusia dan Pembangunan melalui transformasi kedua-dua tenaga kerja dan persekitaran tempat kerja seperti yang digariskan oleh Model Ekonomi Baru (MEB). Peserta juga digalakkan untuk menggunakan pakai Sistem Pembangunan Modal Insan Keseluruhan (THCDS) di tempat kerja bagi memastikan pengurusan tenaga kerja yang baik agar dapat melengkapkan mereka ke tahap yang lebih tinggi melalui kecekapan dan keupayaan agar dapat menyumbang kepada kejayaan perniagaan dan kemakmuran negara. Panduan THCDS dalam bentuk tatacara, perundingan dan bahan-bahan kandungan sebahagian besarnya disediakan NHRC secara percuma.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

Among questions and comments raised by the participants were on the nature of the services provided, how to get or use the services offered and whether the service is paid or free. Majority of the employers in the briefing gave positive feedback to the establishment and services offered by NHRC where most of them stated that the establishment of the NHRC by the Government is timely to help the industry.

A total of 50 briefings were held throughout the country in 2013 in collaboration with employers' associations such as Malay, Chinese and Indian Chamber of Commerce, Federation of Malaysian Manufacturers (FMM), SME Association etc. A total of 1042 participants from 747 employers attended these briefings.

Di antara soalan dan ulasan yang diajukan oleh peserta lebih kepada jenis perkhidmatan yang disediakan, bagaimana untuk mendapatkan atau menggunakan perkhidmatan yang ditawarkan serta jika perkhidmatan itu harus dibayar ataupun secara percuma. Majoriti majikan di dalam taklimat tersebut memberi maklum balas yang positif kepada penubuhan dan perkhidmatan yang ditawarkan oleh NHRC di mana kebanyakan daripada mereka menyatakan bahawa penubuhan NHRC oleh kerajaan tepat pada masanya untuk membantu industri.

Sebanyak 50 taklimat telah diadakan di seluruh negara pada tahun 2013 dengan kerjasama persatuan majikan seperti Melayu, Cina dan India Dewan Perniagaan, Persekutuan Pekilang-Pekilang Malaysia (FMM), Persatuan PKS dan lain-lain. Seramai 1,042 peserta dari 747 majikan menghadiri taklimat ini.



2. Exhibition Booths

To show its presence in the HR world, NHRC has embarked on a journey to participate in various exhibitions. Trade show exhibitions draw potential clients and NHRC aimed to get noticed where they enable to engage and make contacts with valued clients. In 2013 NHRC participated in 28 exhibitions throughout the country where it draws most of the registration for its portal.

2. Gerai Pameran

Bagi menunjukkan kewujudan NHRC di dalam dunia HR, NHRC memulakan langkah dengan mengambil bahagian dalam pelbagai pameran. Pameran perdagangan dapat menarik pelanggan yang berpotensi dimana matlamat NHRC adalah untuk mendapat perhatian yang membolehkan mereka melibatkan diri dan mempunyai hubungan baik dengan pelanggan. Pada tahun 2013 NHRC telah menyertai 28 pameran di seluruh negara yang mana ianya dapat menarik minat untuk mendaftar di portal NHRC itu sendiri.



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

3. Advertisements in Printed Media

A total of 18 related ads regarding NHRC have been published in local newspapers such as Harian Metro, Berita Harian, Sinar Harian, Utusan Sarawak, New Straits Times, Sin Chew Jit Poh, Oriental Daily News, China Press, Makkal Osai, Malaysia Nanban, and Borneo Post. The advertisement was published to convey the message about services offered by NHRC, free seminars and others.

3. Pengiklanan melalui Media Pencetakan.

Sebanyak 18 iklan yang berkaitan mengenai NHRC telah diterbitkan di akhbar-akhbar tempatan seperti Harian Metro, Berita Harian, Sinar Harian, Utusan Sarawak, New Straits Times, Sin Chew Jit Poh, Oriental Daily News, China Press, Makkal Osai, Malaysia Nanban, dan Borneo Post. Iklan yang diterbitkan menyampaikan mesej mengenai perkhidmatan yang ditawarkan oleh NHRC, seminar percuma dan sebagainya.



The advertisement features logos for the Malaysian Ministry of Human Resources (KEMENTERIAN SUMBER MANUSIA), HRDF Malaysia, NHRC Malaysia, and the Program Transformasi Ekonomi. It includes an illustration of business professionals standing on a large number '3'. The main title is 'SEMINAR PENGURUSAN SUMBER MANUSIA UNTUK PKS : MENGHUBUNGKAN NILAI SUMBER MANUSIA DENGAN KEUNTUNGAN'. The text describes the seminar as part of the Program Transformasi Ekonomi, aimed at helping PKS implement the THCDs system. It provides details on the date (25 February 2013), time (8.30 am to 5.00 pm), and location (Villa Hotel, Segamat, Johor). A call to action box encourages online registration at www.nhrc.com.my or contacting Kasturi Devi at (03) 2096 4627. Social media icons for Facebook and Twitter are shown, along with the MY HRDF logo and a phone icon with the number 1-800-88-4800.

Seminar Percuma

SEMINAR PENGURUSAN SUMBER MANUSIA UNTUK PKS : MENGHUBUNGKAN NILAI SUMBER MANUSIA DENGAN KEUNTUNGAN

Salah satu elemen utama Program Transformasi Ekonomi adalah untuk menggalakkan PKS menggunakan pengetahuan dan inovasi sebagai trajektori untuk pertumbuhan. Dalam membantu PKS mengamalkan Sistem Pembangunan Modal Insan Menyeluruh (THCDs) di tempat kerja, semua PKS adalah dijemput untuk menghadiri **Seminar Pengurusan Sumber Manusia Untuk PKS : Menghubungkan Nilai Sumber Manusia Dengan Keuntungan** pada tarikh, masa dan tempat seperti berikut: -

Pada : **25 Februari 2013 (Isnin)**
Masa : **8.30 pagi hingga 5.00 petang**
Tempat : **Villa Hotel, Segamat, Johor**

Tempat adalah terhad kepada 300 peserta. Majikan yang berdaftar dengan PSMB tidak layak untuk menyertai seminar ini. Pihak penganjur berhak untuk menolak sebarang permohonan. Hidangan ringan dan makan tengahari akan disediakan.

Pendaftaran boleh dilakukan secara *online* di www.nhrc.com.my atau hubungi **Kasturi Devi** di talian (03) 2096 4627.

f t : MY HRDF ☎ : 1-800-88-4800

4. Articles / Advertorials in Newspapers and Magazines

In addition to the ads, Marketing and Communication Division has also published 15 articles/advertorials related to Human Resource Management in newspapers and magazines. Four (4) advertorials in English were published in Malaysia SME Newspaper, Focus Malaysia Magazine and The Malay Mail, nine (9) Mandarin advertorials in the Oriental Daily News and two (2) Bahasa Malaysia advertorials in Majalah Nur and Mingguan Wanita magazine. Input, content or concept of these articles/advertorials were contributed by NHRC officers, internal and external consultants registered with NHRC.

4. Artikel / Advertorials dalam Akhbar dan Majalah

Selain daripada iklan, Bahagian Komunikasi Pemasaran dan juga telah menerbitkan sebanyak 15 artikel/advertorial berkaitan dengan Pengurusan Sumber Manusia di dalam akhbar mahupun majalah. Empat (4) advertorial dalam Bahasa Inggeris telah diterbitkan di Akhbar SME Malaysia, Focus Magazine Malaysia dan The Malay Mail, sembilan (9) advertorial Mandarin di Oriental Daily News dan dua (2) Advertorial Bahasa Malaysia dalam Majalah Nur dan majalah Mingguan Wanita. Kandungan mahupun konsep artikel-artikel/advertorial ini telah disumbangkan oleh pegawai NHRC, perunding dalaman dan luaran perunding yang berdaftar dengan NHRC.

Elevating SMEs to Greater Heights through good Human Resource practices

NHRC Malaysia

The small and medium-sized enterprises (SMEs) are the backbone of the Malaysian economy. They provide employment for a large number of people and contribute significantly to the country's GDP. However, many SMEs face challenges in managing their human resources effectively. This is where NHRC Malaysia comes in. We provide training and consultancy services to help SMEs improve their HR practices. Our services include recruitment, training, performance management, and employee relations. By working with NHRC, SMEs can attract and retain the best talent, improve productivity, and ultimately achieve their business goals. We are committed to helping SMEs grow and thrive in the competitive market.

The core of any business function is human resource management

SME News

HR is the lifeblood of any organization. It is the core of any business function. Without a strong HR function, a business cannot succeed. HR is responsible for attracting, developing, and retaining the right talent. It also ensures that employees are motivated and productive. Key HR functions include recruitment, training, performance management, and employee relations. By focusing on these areas, businesses can build a strong and sustainable workforce. HR is not just a support function; it is a strategic partner that drives business success.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

5. Radio Slot

Best One FM and CATS FM radio stations were selected for commercials on NHRC. At Best One FM Radio the 28 commercials were aired on 18th to 22nd February, 2013 meanwhile in CATS FM, 6 radio commercials were aired on 2nd to 6th April 2013.

6. Social Media Sites

In line with current technological development, NHRC has initiated promotion of it's services through popular internet social networking sites i.e. Facebook and Twitter. Through MY NHRC and MY HRDF Facebook and Twitter, latest info on NHRC i.e. seminars, advertisements and programmes can immediately be disseminated to the business community. From the record, a total of 50 information on NHRC and it's programmes have been uploaded to the MY NHRC and MY HRDF site from January to December 2013.

7. E-News / E-Newsletter

Further leveraging on IT platform, NHRC has also initiated dissemination of latest development and changes on it's services through portal and e mail blasting. Through NHRC portal and E mail blasting, latest news on NHRC i.e. seminars, advertisements and programmes can immediately be disseminated to the registered users of NHRC. From the record, a total of 15 news on NHRC and it's programmes have been uploaded to the portal and 3 newsletter blasting were made from January to December 2013.

5. Radio Slot

Best One FM dan CATS FM merupakan stesen radio yang telah dipilih untuk iklan di NHRC. Bagi Best One FM Radio, sebanyak 28 iklan telah disiarkan pada 18 hingga 22 Feb 2013 manakala bagi CATS FM sebanyak 6 iklan radio telah disiarkan pada 2 sehingga 6 April 2013.

6. Laman Media Sosial

Sejajar dengan perkembangan teknologi semasa, NHRC telah memulakan promosi perkhidmatan melalui laman rangkaian sosial internet popular iaitu Facebook dan Twitter. Melalui MY NHRC dan MY HRDF di Facebook dan Twitter, maklumat terkini mengenai NHRC seperti seminar, iklan dan program boleh didapati dengan segera serta disebarkan kepada komuniti perniagaan. Daripada rekod, sebanyak 50 maklumat mengenai program NHRC telah dimuat naik ke laman MY NHRC dan MYHRDF dari bulan Januari sehingga Disember 2013.

7. E-News / E-Newsletter

Bagi memanfaatkan platform IT, NHRC telah membuat sebaran mengenai perkembangan dan perubahan ke atas perkhidmatan itu melalui portal dan e-mail blasting (penghantaran e- mel secara besaran) Melalui cara tersebut, berita- berita mengenai NHRC seperti seminar, iklan dan program boleh disebarkan kepada pengguna berdaftar NHRC dengan serta- merta. Menurut rekod, sebanyak 15 berita mengenai program NHRC telah dimuat naik ke portal ini dan 3 isu buletin telah dibuat dari Januari sehingga Disember 2013.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

Head on to www.nhrf.com.my You are only a click away from the most amazing HR Portal.

NATIONAL HUMAN RESOURCE CENTRE
NHRF NEWSLETTER (November 2013)

REGISTER NOW! IT'S FREE
BE A MEMBER OF NHRF PORTAL

Dear Subscriber,

Happy November! Let's ignite the work week with fresh ideas on human resource insights. Some people dream of success. We make it happen. At NHRF via <http://www.nhrf.com.my> we focus on our clients' most critical issues and opportunities in Human Resource. Because we believe everyone has untapped potential.

Latest Highlight
[NHRF Portal - New Articles or Advertorial & HR News](#)

Advertorial & HR News
[Training of Employees: Used and Importance](#)
Imagine this. Why are employees in some companies happy to stick with the company while others look for a change? The reason is that some businesses know how to take good care of their employees and provide. [\(Read More\)](#)

[The Core of Any Business is Human Resource Management](#)
NHRF helps nourish the heart of every business in its one-stop centre for all human resource solution. If the people managing and being managed are not making constructing moves to move any company forward, the organization is not right it should be revamped. [\(Read More\)](#)

[You Are Never Too Old To Learn](#) - Courtesy of Roshan Thiran
Call it crazy, paranoia or kiasu but for Toyota's employees it's a crisis if they do not create improvement each day. The 'kaizen-mind' means

New E-News and HR Tips Videos
[HRDF Conference and Exhibitions 2013](#)
[Even Old Men Need To Grow](#)
[Just Fix Your Broken Window](#)
[How Everyone Can Dream](#)

HR Summit
Industry Drives Growth of Human Talent in Iskandar Malaysia
Date: 26/11/2013
Time: 8:30 AM - 5:00 PM
Venue: Renaissance Hotel, Johor Bahru, Johor
Event Type: Open to HRDF and Non HRDF Member

HR Solution Workshop 2013
Date: 27-28/11/2013
Time: 9:00 AM - 5:00 PM
Venue: Hyatt Regency Hotel, Kuantan, Pahang
Event Type: Open to HRDF and Non HRDF Member

HR Clinic
Date: 25/11/2013
Time: 9:00 AM - 1:00 PM
Venue: DPMM, Kota Bharu, Kelantan
Event Type: Open to HRDF and Non HRDF Member

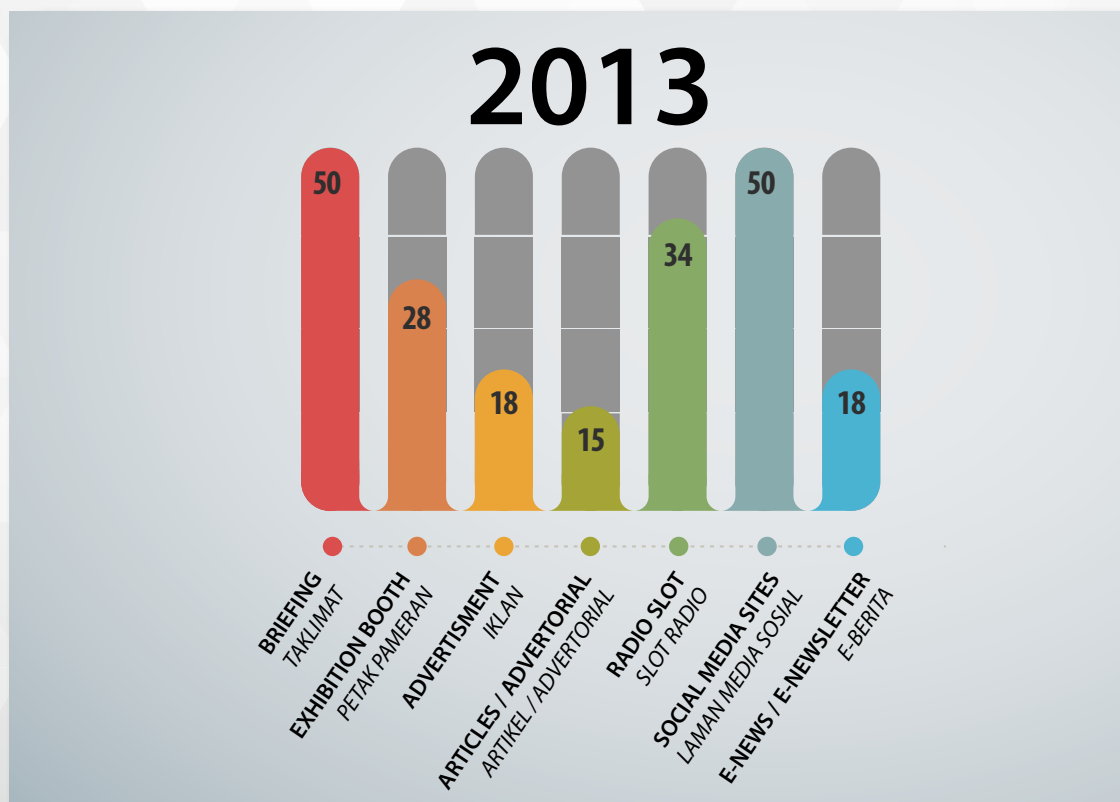
HR Clinic
Date: 26/11/2013
Time: 9:00 AM - 1:00 PM
Venue: Galeri Seni Warisan, Kuala Terengganu, Terengganu
Event Type: Open to HRDF and Non HRDF Member

HRD Award Dinner 2013
Date: 13/12/2013
Time: 7:00 PM - 11:00 PM
Venue: Hilton Hotel, Kuching, Sarawak
For further inquiries, kindly contact Event Unit, MarCom Division at 03-20964651/4814

Calendar of events, click [HERE](#)

HR SUMMIT
DRIVING TALENT GROWTH IN ISKANDAR MALAYSIA
Get your spots now!

Reserve a seat in this event!
Please log on to our website at www.nhrf.com.my and register online



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

Brand Building Value Added Initiatives

Apart from being a promotional platform for disseminating information on the establishment of NHRC and its services, the main purpose of introducing value added initiatives are to expose SMEs on the modern concepts and best practices in human resource management. The initiatives were organised into events and enrich content in the NHRC portal.

1. HR Clinics

HR Clinic is organised nationwide in major towns and districts to promote NHRC HR Consultancy and Advisory Services through interactive HR Consultative session by appointed HR Consultants. Employers especially the SMEs will be introduced on complimentary and chargeable HR Services offered under the NHRC while the invited registered HR Consultants will give a presentation on HR Solution Services and Consultancy Works that they offer. To add value, an interactive HR Consultative session is arranged, moderated by the invited consultants. A point of discussion is selected where participants of the clinic will share their views, concerns and issues to be resolved by the consultants.

50 HR Clinic sessions were conducted throughout the nation in 2013 with the attendance of 1042 participants from 747 employers. Among topics of discussion that caught the attention of participants were Minimum Wage, Employment Act, Job Profiling, Contract of Service, Terms and Conditions of Employment, Misconduct and Process of Disciplinary Action and Performance Management.

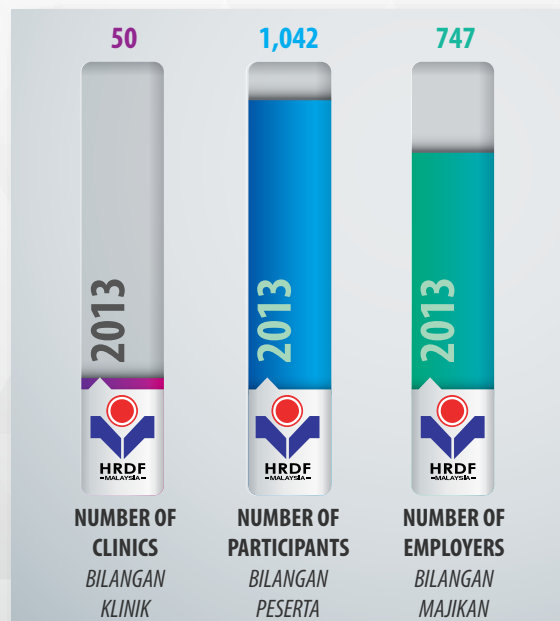
Inisiatif Tambah Nilai Pembangunan Penjenamaan

Selain daripada menjadikan promosi sebagai platform untuk menyebarkan maklumat mengenai penubuhan NHRC dan perkhidmatannya, tujuan utama memperkenalkan inisiatif tambah nilai dengan mendedahkan PKS sebagai konsep moden dan latihan terbaik dalam pengurusan sumber manusia. Inisiatif yang telah dianjurkan itu menambahkan lagi kandungan di dalam portal NHRC.

1. Klinik HR

Klinik HR dianjurkan di seluruh negara terutamanya di bandar-bandar utama bagi menggalakkan Perundingan Sumber Manusia dan Khidmat Nasihat NHRC melalui sesi Perundingan interaktif HR yang dikendalikan oleh pakar HR. Majikan terutamanya PKS akan diperkenalkan secara percuma dan dikendalikan oleh Perkhidmatan HR di bawah NHRC manakala Perunding HR berdaftar yang dijemput akan membuat pembentangan mengenai Penyelesaian Perkhidmatan Sumber Manusia dan Perundingan Kerja yang mereka tawarkan. Sebagai tambahan, sesi Perundingan HR interaktif disusun dan dikendalikan oleh perunding yang dijemput. Kunci utama perbincangan dipilih di mana para peserta akan berkongsi pandangan, kebimbangan mereka dan isu yang perlu diselesaikan oleh perunding.

50 sesi Klinik HR telah diadakan di seluruh negara pada tahun 2013 dengan kehadiran 1042 orang peserta daripada 747 majikan. Di antara topik perbincangan yang menarik perhatian peserta adalah mengenai Gaji Minimum, Akta Pekerjaan Kerja Profiling, Kontrak Perkhidmatan, Terma dan Syarat Pekerjaan, Salah Laku dan Proses Tindakan Tatatertib dan Pengurusan Prestasi



2. HR Columnist page on NHRC Portal

To enrich content of the NHRC portal, two very experienced individuals were invited to write on Human Resource Management matters featured in the Columnist Section of the portal at www.nhrc.com.my. The experts are Mr. Anand Ponnudurai, an experienced legal practitioner and well-known figure in the field of Employment Law and MIHRM, a national institution of professional training, consultation and support for HR professionals and practitioners in Malaysia.

According to portal user statistics, articles featured in this section were among the most read and downloaded amongst the many online materials published on the website achieving the highest of 1,773 hits in 2013.

2. Halaman HR Kolumnis pada NHRC Portal

Sebagai tambahan kepada kandungan portal NHRC, dua individu yang berpengalaman telah dijemput untuk menulis mengenai perkara-perkara Pengurusan Sumber Manusia yang diketengahkan di dalam Seksyen Kolumnis di gerbang itu pada www.nhrc.com.my. Pakar-pakar tersebut adalah Encik Anand Ponnudurai, seorang pengamal undang-undang yang berpengalaman dan tokoh yang terkenal dalam bidang Undang-Undang Pekerjaan dan MIHRM, institusi nasional latihan profesional, perundingan dan sokongan untuk profesional HR dan pengamal di Malaysia.

Menurut statistik pengguna portal, artikel yang diketengahkan di dalam seksyen ini adalah antara yang banyak dibaca dan dimuat turun di antara bahan-bahan dalam terdapat dalam talian yang diterbitkan di laman web dan mencapai pencapaian tertinggi iaitu sebanyak 1,773 hits pada 2013.



2013 KEY PERFORMANCE INDICATORS

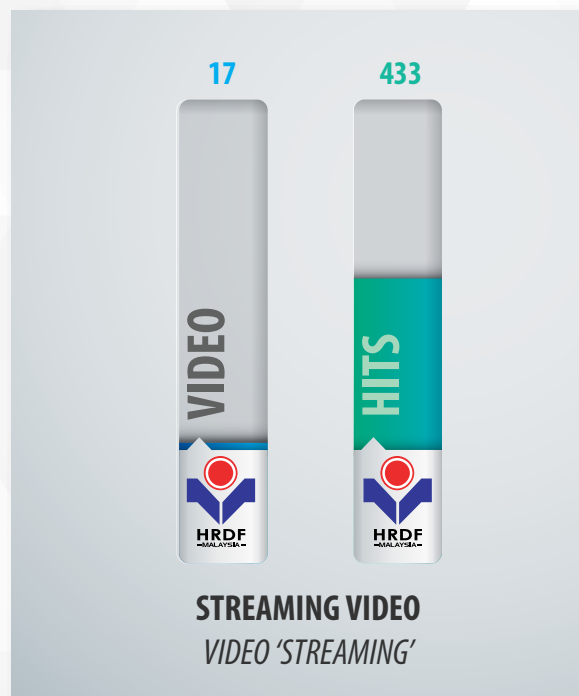
PENUNJUK PRESTASI PENCAPAIAN 2013

3. HR Tips Video

For the very first time in 2013, HR Tips Video section was introduced in the NHRC portal. Mr. Roshan Thiran, a Malaysian expert in Leadership and HR Consultancy has generously contributed 17 streaming videos on various topics of Human Resource Management. The use of visual aid media (in the form of streaming video) to compliment text rich content engages users of the portal in retention and illustration of knowledge to motivates and assist comprehension of the HRM subject matter.

3. Video Tips HR

Buat kali pertama pada tahun 2013, HR Tips seksyen Video diperkenalkan pada portal NHRC itu. Mr Roshan Thiran, seorang pakar Kepimpinan dan Perundingan HR di Malaysia telah bermurah hati dengan menyumbangkan 17 video streaming dalam pelbagai topik Pengurusan Sumber Manusia. Penggunaan media bantuan visual (dalam bentuk video streaming) untuk melengkapkan kandungan teks melibatkan pengguna portal sebagai pengekalan dan ilustrasi pengetahuan bagi mendorong dan membantu pemahaman subjek HRM.



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

4. HR Club

HR Club is a half day programme organised by the NHRC. As the secretariat, NHRC plays the role of an initiator and enabler in gathering HR Professionals and Practitioners to share their HR knowledge, expertise and experiences amongst the SMEs.

In 2013, a total of 12 HR Club sessions were conducted in Kuala Lumpur, Selangor, Perak, Penang, Negeri Sembilan, Melaka, Johor, Sabah, and Sarawak with 281 SME employers as attendees. Considerable effort had been made to introduce NHRC, its roles and functions, and the importance of human resource management to the SME employers. Since the establishment of NHRC on 1 August 2011 until 31 December 2013, a total of 41 HR Club sessions on creating, spreading and uplifting awareness on human resource management amongst the SMEs had been successfully conducted with 1,307 participants from 784 employers. The details are as shown in Chart 26.

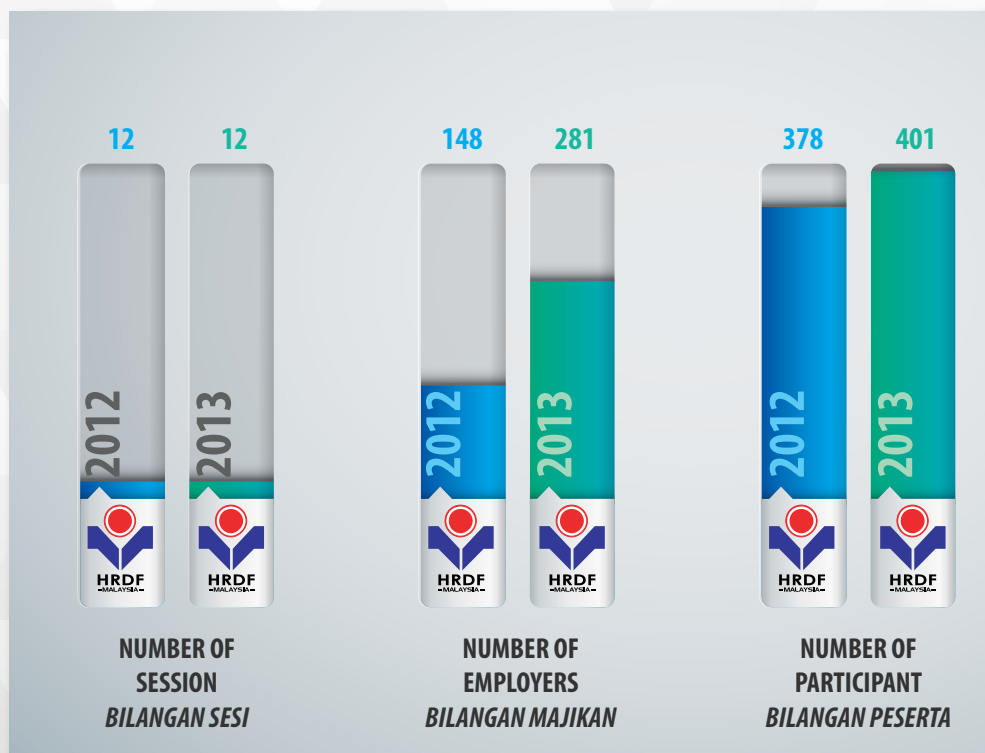
4. Kelab HR

Kelab HR merupakan program setengah hari anjuran NHRC. Sebagai sekretariat, NHRC memainkan peranan seorang perintis dan pelaksana dalam mengumpul Pengamal Profesional HR bagi berkongsi pengetahuan HR, kepakaran dan pengalaman di kalangan PKS.

Pada tahun 2013, sebanyak 12 sesi Kelab HR telah diadakan di Kuala Lumpur, Selangor, Perak, Pulau Pinang, Negeri Sembilan, Melaka, Johor, Sabah, dan Sarawak dengan penyertaan 281 majikan PKS sebagai peserta. Usaha-usaha ini telah dibuat bagi memperkenalkan NHRC, peranan dan fungsinya, dan kepentingan pengurusan sumber manusia kepada majikan PKS. Sejak penubuhan NHRC pada 1 Ogos 2011 hingga 31 Disember 2013, sebanyak 41 sesi Kelab HR telah diwujudkan, disebarkan bagi menaikkan semangat kesedaran kepada pengurusan sumber manusia di kalangan PKS berjaya dijalankan dengan penyertaan 1,307 peserta dari 784 majikan. Butiran adalah seperti ditunjukkan dalam Carta 26.

CHART 26:
COMPARISON BETWEEN THE NUMBER OF SME EMPLOYERS HAD ATTENDED HR CLUB
FOR THE PERIOD 1 JANUARY – 31 DECEMBER 2012 AND 2013

CARTA 26
PERBANDINGAN ANTARA BILANGAN MAJIKAN PKS MENGHADIRI KELAB HR
BAGI TEMPOH 1 JANURI 31 DISEMBER 2012 DAN 2013



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013



Hilton Hotel, Sarawak – 12 June 2013
Hotel Hilton, Sarawak – 12 Jun 2013



Sunway Carnival Convention Centre – 30 January 2013
Sunway Carnival Convention Centre – 30 Januari 2013

5. Peer Mentoring Session

A Peer Mentoring session is where an expert who has vast knowledge and experience in HR, be engaged by NHRC to act as a mentor to a group of SMEs. The SMEs can benefit greatly from the guidance, sharing of expertise and experiences on various HR issues affecting the SMEs by the mentors, not to mention the one-on-one interactive engagement session with them.

In 2013, a total of 10 Peer Mentoring sessions had been conducted with 123 participants from 97 SME employers. There had been a decrease of 9% and 12% in the sessions organised and the participants attended. For the participation of SME employers, it had shown an increase of 9% as compared to the previous year. The details are as shown in Chart 27.

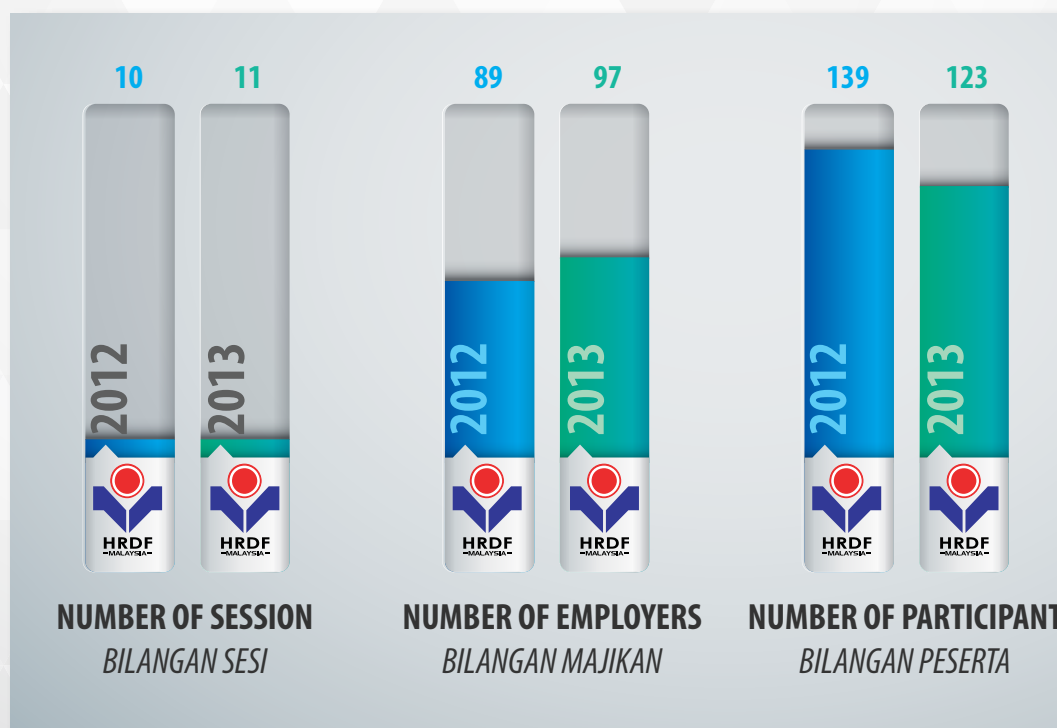
5. Sesi Peer Mentoring

Sesi Peer Mentoring merupakan sesi di mana terdapat seorang pakar yang berpengetahuan luas dan pengalaman dalam HR yang bertindak sebagai mentor kepada sekumpulan PKS. PKS boleh mendapat manfaat hasil daripada bimbingan, perkongsian kepakaran dan pengalaman mengenai pelbagai isu-isu yang memberi kesan kepada HR PKS oleh mentor, apatah lagi sesi penglibatan seorang demi seorang dengan mereka.

Pada tahun 2013, sebanyak 10 sesi Peer Mentoring telah dijalankan dengan penyertaan 123 peserta daripada 97 majikan PKS dan menunjukkan penurunan sebanyak 9% dan 12% dalam sesi yang dianjurkan dan yang dihadiri oleh peserta. Untuk penyertaan majikan PKS, ia telah menunjukkan peningkatan sebanyak 9% berbanding dengan tahun sebelumnya. Butiran adalah seperti ditunjukkan dalam Carta 27.

CHART 27:
COMPARISON BETWEEN THE NUMBER OF SME EMPLOYERS HAD ATTENDED PEER MENTORING FOR THE PERIOD 1 JANUARY – 31 DECEMBER 2012 AND 2013

CARTA 27
PERBANDINGAN ANTARA BILANGAN MAJIKAN SME MENGHADIRI SESI PEER MENTORING BAGI TEMPOH 1 JANUARI - 31 DISEMBER 2012 DAN 2013



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013



Le Meridien Hotel, Kota Kinabalu, Sabah – 27 March 2013
Hotel Le Meridien, Kota Kinabalu, Sabah – 27 Mac 2013



Sunway Hotel, Seberang Jaya, Penang – 27 June 2013
Hotel Sunway, Seberang Jaya, Penang – 27 Jun 2013

6. Forum and Dialogue

The forum and dialogue feature is an initiative organised under the National SME Development Council (NSDC). The forum provides a platform for intellectual engagement in discussing current issues on the relevancy and accessibility of training for SMEs. The 1 day event was organised in a round table discussion setting with 2 speakers presenting specific topics on Training and Development. Participants will discuss and present their issues on topics presented, moderated by an appointed host.

The dialogue session is a platform for exchanging of ideas on specific HR issues and topics between PSMB, Government Ministries and Agencies, Employer's Associations and Industry Players. The half-day session will focus on issues and practical solutions in improving Training and Development of SMEs.

To ensure the programmes offered to SMEs are relevant and meet the industry requirement, a total of 5 Forums and 1 Dialogue session were conducted in 2013 with the employer associations and industry representatives to obtain feedback and input for improvement. The sessions were attended by 324 participants as summarised in the Chart 28

6. Forum dan Dialog

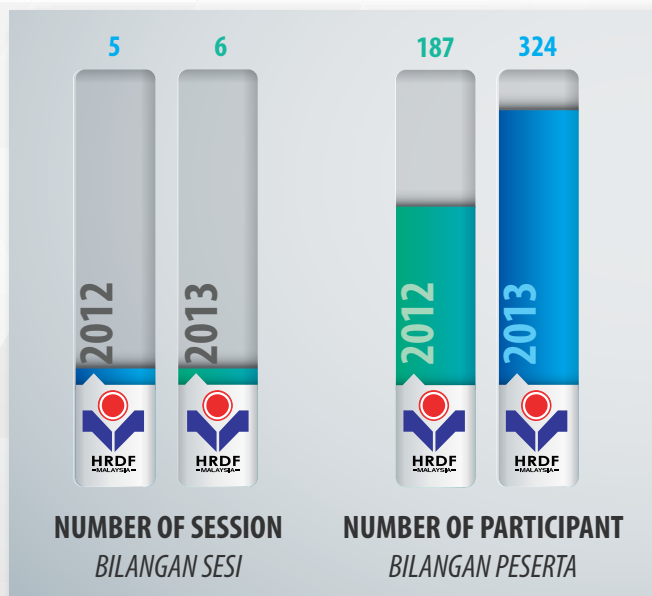
Forum dan dialog ciri adalah satu inisiatif yang dianjurkan di bawah Majlis Pembangunan PKS Kebangsaan (MPPK). Forum ini menyediakan satu platform dalam penglibatan intelektual bagi membincangkan isu-isu semasa mengenai kerelevanan dan akses latihan untuk PKS. Acara yang berlangsung selama sehari itu dianjurkan dalam suasana perbincangan meja bulat dengan 2 penceramah membentangkan topik-topik mengenai Latihan dan Pembangunan. Peserta akan berbincang dan mengemukakan isu-isu mereka mengenai topik-topik yang dibentangkan, dan ianya dikendalikan oleh pengacara majlis yang dilantik.

Sesi dialog merupakan platform untuk bertukar-tukar idea terhadap isu-isu spesifik sumber manusia dan topik di antara PSMB, Kementerian dan Agensi Kerajaan, Persatuan Majikan dan wakil industri. Sesi yang dijalankan selama setengah hari itu akan memberi tumpuan kepada isu-isu dan penyelesaian yang praktikal dalam meningkatkan Latihan dan Pembangunan PKS.

Bagi memastikan program yang ditawarkan kepada PKS adalah relevan dan memenuhi keperluan industri, sebanyak 5 sesi Forum dan 1 sesi Dialog telah diadakan pada 2013 bagi persatuan-persatuan majikan dan wakil-wakil industri mendapatkan maklum balas dan input untuk penambahbaikan. Sesi ini dihadiri oleh 324 peserta seperti yang diringkaskan dalam Carta 28

CHART 28:
COMPARISON BETWEEN THE NUMBER OF SME EMPLOYERS HAD ATTENDED FORUM AND DIALOGUE FOR THE PERIOD 1 JANUARY – 31 DECEMBER 2012 AND 2013

CARTA 28
PERBANDINGAN ANTARA BILANGAN MAJIKAN SME MENGHADIRI FORUM DAN DIALOG BAGI TEMPOH 1 JANUARI - 31 DISEMBER 2012 DAN 2013



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013



SME Forum: HRM Programme for Business Excellence

Hilton Hotel, Kuching, Sarawak – 11 June 2013

Forum PKS: HRM Programme for Business Excellence

Hotel Hilton, Kuching, Sarawak – 11 Jun 2013



SME Forum: HRM Programme for Business Excellence
Le Meridien Hotel, Kota Kinabalu, Sabah – 26 March 2013

Forum PKS: HRM Programme for Business Excellence
Hotel Le Meridien, Kota Kinabalu, Sabah – 26 Mac 2013



THE NATIONAL HUMAN RESOURCE CENTRE

INTRODUCTION

The micro, small and medium enterprises are indeed the backbone of Malaysia's economy. Based on SMEs Census 2011 by Department of Statistics, their strong presence can be seen in all major sectors such as manufacturing, services, agriculture, construction and mining & quarrying. In terms of number of establishment, they made up 645,136 out of 662,939 employers (76.95%). They are largest in services sector (90.1%) followed in a distance by manufacturing sector (5.9%), construction (3%), agriculture (1%) and mining & quarrying (0.05%). Over and above, micro enterprises outnumbered small and medium enterprises in all sectors (76.95%). By geographic distribution, they are heavily concentrated in Selangor (19.5%), Kuala Lumpur (13.1%), Johor (10.7%) and Perak (9.3%).

The most notable performance is services sector where its Gross Domestic Product (GDP) has recorded an increase of 3.2% to 20.2% in 2012 as compared to 17.2% in 2006. Construction is another sector showing a steady GDP performance of 0.7% in 2006 before it rose to 0.9% in 2012. After enjoying an eight-point GDP contribution from 2006 to 2007, manufacturing sector dipped to 7.8% in 2008 and 7.4% in 2009. Since then, it is increasing steadily to 7.7% in 2010 and 7.9% in 2011-2012.

Overall, SMEs achieved an average annual growth rate of 6.3%, which higher than the average growth rate of the economy of 4.7% during 2006-2012 period. In effect, SME's share of GDP to overall GDP has increased 3.3% to 32.7% in 2012 from 29.4% in 2005 (SME Annual Report 2012/13).

In term of employment opportunity, SMEs created jobs for 4,854,142 workers (57.4%) from total employment of 3,606,829 in 2012. Over the past three years since 2010, SMEs employment share to total employment saw a steady upward trend.

However, in terms of average labor productivity, SME is still lagging behind the large firm. For the period of 2010-2012, its average performance is RM50,182 million compared to RM140,348 million achieved by the large firm, which is 2.80 times lower (Department of Statistics and SME Corporation). By sector, services could not match the labour productivity of manufacturing, agriculture and mining & quarrying sectors.

PUSAT SUMBER MANUSIA KEBANGSAAN

PENGENALAN

Perusahaan mikro, kecil dan sederhana merupakan tulang belakang ekonomi Malaysia. Berdasarkan Banci PKS 2011 oleh Jabatan Perangkaan, kehadiran mereka yang kukuh dapat dilihat di dalam semua sektor utama seperti pembuatan, perkhidmatan, pertanian, pembinaan dan pelombongan & kuari. Dari segi jumlah penubuhan, mereka merupakan 645,136 daripada 662,939 majikan (76.95%). Sektor perkhidmatan adalah yang terbesar (90.1%) diikuti dengan sektor pembuatan (5.9%), pembinaan (3%), pertanian (1%) dan pelombongan & kuari (0.05%). Perusahaan mikro unggul mengatasi perusahaan kecil dan sederhana di dalam semua sektor. Dari segi taburan geografi, mereka tertumpu di Selangor (19.5%), Kuala Lumpur (13.1%), Johor (10.7%) dan Perak (9.3%).

Prestasi terbaik adalah sektor perkhidmatan di mana Keluaran Dalam Negara Kasar (KDNK) naik sebanyak 3.2% kepada 20.2% tahun 2012 berbanding dengan 17.2% tahun 2006. Sektor pembinaan mencatatkan KDNK baik dengan 0.7% tahun 2006 sebelum naik 0.9% tahun 2012. Selepas cemerlang melebihi 8% dari 2006 hingga 2007, sektor pembuatan merosot kepada 7.8% tahun 2008 dan 7.4% tahun 2009. Namun, ia pulih kepada 7.7% tahun 2010 dan 7.9% pada 2011-2012.

PKS mencatat purata pertumbuhan tahunan 6.3%, lebih tinggi dari purata pertumbuhan ekonomi 4.7% dalam tempoh 2006-2012. Hasilnya, sumbangan KDNK PKS kepada keseluruhan KDNK meningkat 3.3% kepada 32.7% tahun 2012 berbanding 29.4% tahun 2005 (Laporan Tahunan PKS 2012/13).

Dari segi peluang pekerjaan, PKS telah menyediakan pekerjaan kepada 4,854,142 pekerja (57.4%) daripada 3,606,829 jumlah pekerjaan tahun 2012. Sejak 2010, sumbangan pekerjaan PKS kepada jumlah pekerjaan mencatat trend yang menaik.

Dari segi purata produktiviti pekerja, PKS belum mengatasi firma besar. Dari 2010-2012, purata produktiviti PKS adalah RM50,182 juta berbanding RM140,348 juta oleh firma besar, iaitu 2.80 kali lebih rendah (Jabatan Perangkaan dan SME Corporation). Mengikut sector pula, perkhidmatan adalah jauh ketinggalan berbanding pembuatan, pertanian dan pelombongan & kuari.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

A Fourth Quarter 2012 survey conducted by SME Corporation revealed that only 49% did not performed training needs analysis, 63% did not have career development plans and 26% were still favoured foreign workers especially in medium enterprises (SME Annual Report 2012/13). Only 5% have engaged the National Human Resource Centre (NHRC) and 7% have visited NHRC Portal. The finding suggested that many SMEs are not aware of the NHRC and its services.

As at 31 December 2013, there are 10,302 SMEs of 13,989 employers registered with HRDF (73.64%). They employ 475,554 employees out of 2,207,972 employees under the Act (21.54%).

NHRC SERVICES

Through high quality and cost effective HR solutions and programmes, NHRC is anchored by three core services, i.e. HR Solutions, HR Capability Building Programmes and Business Owners Peer Sharing of HR Practices.

HR Solutions comprise of three levels of services, namely Level 1, Level 2 and Level 3 services. The level of services is further described as below:

Level 1 service refers to the delivery of information, advice, Frequently Asked Question (F.A.Q) or resources via online as mechanism to provide understanding to SMEs related to the requirements of respective HR legislations.

Level 2 service is offered for SMEs who prefer quick response delivery of advice and guide from NHRC officers through telephone or face-to-face (walk-in) at NHRC premises. The main objective of Level 2 service is to provide basic consulting on correct HR applications and resolution to HR issues.

To ease the cost of calls, NHRC had established a Call Centre which provides a toll free number, 1800-88-4800.

The Call Centre commenced its service in January 2012.

Kajiselidik Suku Tahun Keempat 2012 oleh SME Corporation mendedahkan sebanyak 49% tidak menjalankan analisis keperluan latihan, 63% tiada pelan pembangunan kerjaya dan 26% cenderung mengambil pekerja asing terutamanya perusahaan medium (Laporan Tahunan PKS 2012/13). Hanya 5% menggunakan Pusat Sumber Manusia Kebangsaan (NHRC) dan 7% pernah melawat portal NHRC. Dapatan menunjukkan ramai PKS tidak tahu mengenai NHRC dan perkhidmatannya.

Setakat 31 Disember 2013, seramai 10,302 PKS daripada 13,989 majikan berdaftar dengan KWPSM (73.64%). Jumlah pekerja PKS adalah 475,554 daripada 2,207,972 jumlah pekerja di bawah Akta (21.54%).

PERKHIDMATAN NHRC

Melalui solusi HR dan program yang berkualiti tinggi dan kos efektif, NHRC diterajui oleh tiga perkhidmatan teras, iaitu Solusi Sumber Manusia, Program Pembinaan Keupayaan Sumber Manusia dan Perkongsian Amalan Sumber Manusia dikalangan peniaga.

Solusi Sumber Manusia terdiri daripada tiga tahap perkhidmatan, iaitu Tahap 1, Tahap 2 dan Tahap 3 perkhidmatan. Tahap-tahap perkhidmatan dinyatakan seperti di bawah:

Perkhidmatan Tahap 1 merujuk kepada penyampaian maklumat, nasihat, soalan Lazim (FAQ) atau sumber melalui talian sebagai mekanisma untuk memberi kefahaman kepada PKS berkaitan dengan kehendak perundangan Sumber Manusia.

Perkhidmatan Tahap 2 ditawarkan untuk PKS yang gemar mendapatkan maklum balas panduan dan nasihat yang pantas dari pegawai NHRC melalui telefon atau bersemuka (walk-in) di premis NHRC. Objektif utama perkhidmatan tahap 2 adalah untuk menyediakan rundingan asas mengenai aplikasi Sumber Manusia yang betul dan penyelesaian kepada isu-isu sumber manusia.

Bagi meringankan beban kos panggilan, NHRC telah melancarkan Pusat Panggilan talian bebas tol, 1800-88-4800.

Pusat Panggilan tersebut telah memulakan perkhidmatannya pada Januari 2012.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

Level 3 service offers comprehensive consultation on instituting various HR programmes to SMEs either by NHRC itself or outsourcing capability through the appointed consultants.

Based on the SME Masterplan 2012-2020 developed by SME Corp., four main barriers facing SMEs are:

- Human Capital Development
- Access to market
- Adoption of innovation and technology
- Legislation and enforcement environment

It was identified that the three weak elements which stand out in the human capital development issues are:

- Lack of preparation among the workforce
- Lack of training
- Uncompetitive compensation and benefit.

While legislation and enforcement environment issue confronting SMEs, among others is on compliance to law.

The establishment of the NHRC Portal and subsequent development of HR contents were fully funded by the Government under the Tenth Malaysia Plan (SPP II) for the SRI-HCD projects in 2011 and 2012.

As for Level 2 services, SMEs are given another option to seek guidance and advice on HR other than the online portal. The toll free call centre has started operation since 22 January 2012 having toll free number 1800-88-4800.

Perkhidmatan Tahap 3 menawarkan perundingan komprehensif untuk memulakan pelbagai program Sumber Manusia kepada PKS sama ada melalui NHRC atau khidmat juruperunding luar.

Berdasarkan Pelan Induk PKS 2012-2020 oleh SME Corp, empat halangan utama yang dihadapi oleh PKS ialah:

- Pembangunan Modal Insan
- Akses kepada pasaran
- Penggunaan teknologi dan inovasi
- Perundangan dan penguatkuasaan

Ia telah dikenal pasti bahawa tiga elemen lemah yang menonjol dalam isu-isu pembangunan modal insan adalah

- Kekurangan penyediaan dikalangan pekerja
- Kekurangan latihan
- Faedah dan pampasan yang tidak kompetitif

Isu perundangan dan penguatkuasaan dihadapi PKS antara lain adalah mengenai pematuhan terhadap undang-undang.

Penubuhan NHRC Portal dan kandungan Sumber Manusia telah dibiayai sepenuhnya oleh Kerajaan di bawah Rancangan Malaysia Kesepuluh (SPP II) bagi projek SRI-HCD pada tahun 2011 dan 2012.

Bagi Perkhidmatan Tahap 2, PKS diberi pilihan mendapatkan panduan dan nasihat Sumber Manusia selain daripada talian portal. Talian percuma pusat panggilan telah beroperasi sejak 22 Januari 2012 melalui talian bebas tol 1800-88-4800.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

NHRC PROGRESSION IN 2013

Due to the barriers and issues as mentioned earlier, NHRC provides HR Solutions (Level 1, 2 and 3) with the purpose to improve SMEs' HR capability and practices for better compliance to employment laws and more effective approach to internal issue resolutions. With minimal HR problems, SMEs can channel their resources and put more focus towards higher productivity, quality and competitiveness.

PERKEMBANGAN NHRC PADA 2013

Oleh kerana halangan dan isu-isu seperti yang dinyatakan sebelum ini, NHRC menyediakan Solusi (Tahap 1, 2 dan 3) dengan tujuan untuk meningkatkan keupayaan Sumber Manusia PKS dan amalan pematuhan terhadap undang-undang pekerjaan dan penyelesaian isu dalaman yang lebih berkesan. Dengan itu, PKS boleh menyalurkan sumber mereka dan meletakkan lebih fokus terhadap kualiti produktiviti dan daya saing.

TOTAL NUMBER OF USERS BENEFITED FROM NHRC SERVICES (AS AT 31 DECEMBER 2013)

JUMLAH KESELURUHAN PENGGUNA YANG MENDAPAT MANFAAT DARI SERVIS NHRC (DATA SEHINGGA 31 DISEMBER 2013)

TYPE OF SERVICE JENIS PERKHIDMATAN		SERVICE / PROGRAMME PERKHIDMATAN / PROGRAM	YEAR / TAHUN			
			2011	2012	2013	Difference % Perbezaan %
HR SOLUTION	LEVEL 1 TAHAP 1	1 Number of Visitors / <i>Bilangan Pelawat</i>	-	6,838	29,573	62.44%
		2 Number of Hits / Bilangan ‘Hits’	-	8,034	34,101	61.86%
		3 Number of Downloads (Knowledge Centre) <i>Bilangan Muat Turun (Pusat Pengetahuan)</i>	5,477	71,558	30,602	-40.00%
		4 FAQ (hits)* / FAQ (Hits)*	5,403	35,847	-	-
		5 Forum (Number of Posts) / <i>Forum (Bilangan ‘Post’)</i>	42	489	202	-37.94%
		6 Live Chat / <i>Perbualan Secara Langsung</i>	64	286	176	-23.81%
		7 E-Mail / <i>Emel</i>	150	210	356	25.80%
		TOTAL / JUMLAH	11,136	123,262	95,028	-12.93%
	LEVEL 2 TAHAP 2	1 Telephone / <i>Telefon</i>	303	1,502	2,776	29.78%
		2 Walk In / ‘Walk in’	115	20	25	11.11%
		TOTAL / JUMLAH	418	1,522	2,801	64.79%
	LEVEL 3 TAHAP 3	1 TNA Consultancy / <i>Rundingan TNA</i>	24	19	23	54.76%
		2 TNA Training / <i>Latihan TNA</i>	169	116	150	56.40%
		3 HR Consultancy / <i>Rundingan HR</i>	-	9	378	97.62%
		TOTAL / JUMLAH	193	144	562	59.21%

* The FAQ was not uploaded in the new NHRC Portal which goes live on 24 September 2012 due to instability. However, it will be upladed in 2014.
FAQ tidak dimuat naik dalam laman portal NHRC, yang bermula operasi pada 24 September 2012, akibat ketidakstabilan. Walau bagaimanapun, ia akan di muat naik pada 2014.

Table 34 above delineated in details the summary report of total number of users benefitted from NHRC Services based on three HR solution services comparatively with number of years since the beginning of NHRC establishment in 2011.

There was a slight decrease for level 1 service from the year 2012 to 2013. The implication from this is due to some of the users preferred to get the information in a face-to-face or live interaction which is more viable and "to feel" the services directly via the usage of NHRC level 2 services which is via telephone and walk-in.

Jadual 34 di atas menunjukkan ringkasan laporan jumlah pengguna yang mendapat manfaat daripada Perkhidmatan NHRC berdasarkan tiga perkhidmatan penyelesaian Sumber Manusia sejak awal penubuhan NHRC pada tahun 2011.

Terdapat sedikit penurunan untuk perkhidmatan Tahap 1 dari tahun 2012 ke 2013. Ini adalah disebabkan beberapa pengguna lebih gemar mendapatkan maklumat secara bersemuka atau interaksi secara langsung yang lebih diyakini iaitu penggunaan Perkhidmatan Tahap 2 melalui telefon dan bersemuka.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

NHRC Level 1 Services

Further elaborating the performance in 2013, in Chart 33, comparison among the three level of services showed that in 2013, employers were preferred to interact with NHRC officers through Level 1 service i.e. e-mail (47%), followed by forum (29%) and live-chat (24%).

The primary reason is that it provides the ease of use to the Employers. Employers are comfortable to ask HR issues using e-mail as the important information can be digitally file and act as their source of reference. In the two-year trends, it shows that there was a significant change in their preference of using NHRC services. In 2013, there was a reduction of 50% in the usage of Level 1 service i.e. e-mail, forum and live-chat, as compared to year 2012 i.e. forum (50%), live-chat (29%) and e-mail (21%).

This reduction indicates that the decrease in Level 1 service i.e. email, forum and live-chat, suggested that NHRC Portal is gaining its popularity among NHRC users in using level 2 service i.e. telephone and walk-in.

The summary of total number of HR Solution Level 1 Services is broken down further by number of usage and Years of services depicted in below Chart 34:

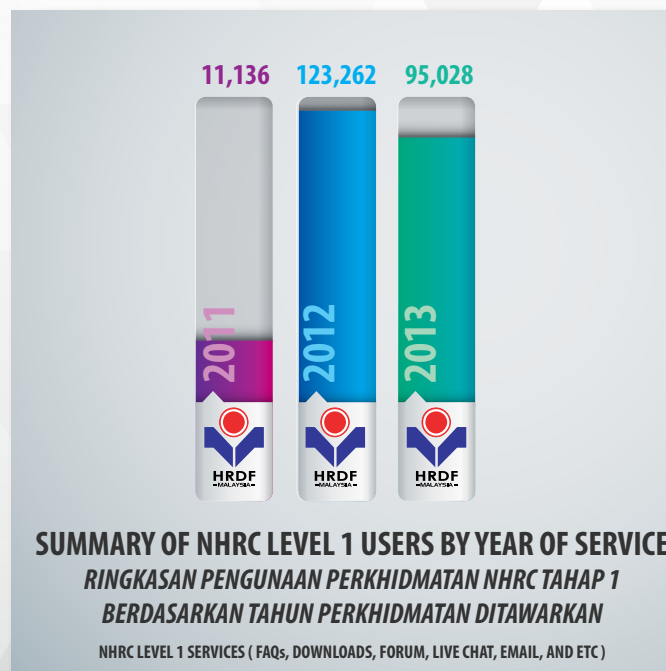
NHRC Perkhidmatan Aras 1

Mengulas lebih lanjut lagi prestasi pada tahun 2013, dalam Carta 33, perbandingan antara perkhidmatan Tahap 3 pada tahun 2013, majikan lebih suka berinteraksi dengan pegawai NHRC melalui perkhidmatan Tahap 1 iaitu e-mel (47%), forum (29%) dan live-chat (24%).

Sebab utamanya adalah kemudahan penggunaan kepada Majikan. Majikan selesa untuk bertanya isu-isu Sumber Manusia melalui e-mel sebagai maklumat penting yang boleh difailkan secara digital dan sebagai sumber rujukan mereka. Dalam trend dua tahun ini, terdapat perubahan yang ketara terhadap perkhidmatan NHRC. Pada tahun 2013, terdapat penurunan 50% penggunaan perkhidmatan Tahap 1 iaitu e-mel, forum dan 'live-chat', berbanding tahun 2012 iaitu forum (50%), live-chat (29%) dan e-mail (21%).

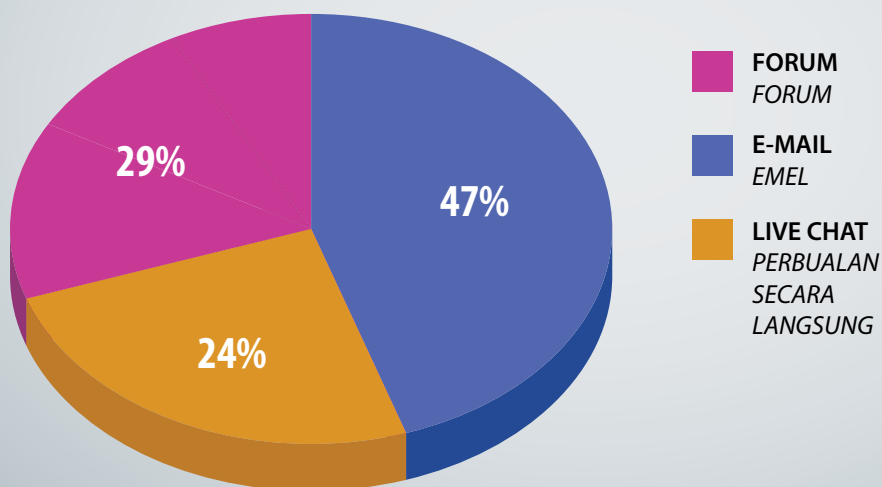
Pengurangan ini menunjukkan perkhidmatan Tahap 1 iaitu e-mel, forum dan live-chat, bahawa NHRC Portal semakin popular di kalangan penggunaanya dalam menggunakan perkhidmatan tahap 2 iaitu melalui telefon dan bersemuka.

Ringkasan Jumlah Penyelesaian Tahap 1 dibahagikan lagi oleh penggunaan dan Tahun perkhidmatan ditawarkan seperti yang digambarkan Carta 34 di bawah:



BREAKDOWN OF CONTENT USAGE (LEVEL 1 SERVICE)

PECAHAN PENGGUNAAN KANDUNGAN (PERKHIDMATAN TAHAP 1)



Meanwhile, also in table 34, breakdown of activity of portal's content usage showed that in 2013, 60% of users utilised the portal to get downloadable information as compared to 92% in 2012. In 2013, in terms of viewing or reading activity, a total of 0% had navigated the FAQs as compared to 87% in 2012.

The significant decrease in the usage was due to the fact that the portal was unstable. The instability was caused by the problems in installing the Tamil translation and also due to not being able to install the FAQs content when it goes-live in 2012. Nevertheless, in December 2013 NHRC Portal had successfully uploaded the video tips on "How to Conduct an Effective Interview Session" in both languages, English and Bahasa Malaysia. With the new inclusion of the video tips, it will bring a significant effect to the employers in easy and quick learning from the video tips provided in NHRC portal. In addition, the "Knowledge Centre" in the portal, had also uploaded newly created contents consisting of 100 job titles appearing in both languages i.e. English and Bahasa Malaysia, specifically in the Job Description icon.

Juga dalam jadual 34, pecahan aktiviti penggunaan kandungan portal pada tahun 2013 menunjukkan, 60% pengguna portal mendapatkan maklumat yang boleh dimuat turun berbanding dengan 92% pada tahun 2012. Pada tahun 2013, dari segi melayari kandungan, sebanyak 0% telah melayari Soalan lazim (FAQ) berbanding 87% pada tahun 2012.

Penurunan yang ketara dalam penggunaannya adalah disebabkan oleh keadaan portal yang tidak stabil. Ketidakstabilan itu disebabkan oleh masalah dalam memuatkan terjemahan Bahasa Tamil dan tidak dapat memuatkan kandungan Soalan Lazim (FAQs) secara langsung di talian pada tahun 2012. Walau bagaimanapun, pada Disember 2013 NHRC Portal telah berjaya memuat naik video tips tentang "Bagaimana untuk Menjalankan Sesi Temuduga Secara Berkesan" dalam dwi bahasa, Bahasa Inggeris dan Malaysia. Tips video baru tersebut, diharap akan membawa impak besar kepada majikan dalam pembelajaran mudah dan pantas disediakan di portal NHRC. Di samping itu, "Pusat Maklumat" dalam portal, juga telah memuat naik kandungan baru yang terdiri daripada 100 jawatan pekerjaan yang dipaparkan dalam dwi bahasa iaitu Bahasa Inggeris dan Malaysia, khususnya pada ikon diskripsi kerja.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

In 2013, the NHRC also had enriched its portal contents through upgrading on its HR contents information from “Fundamental”(Basic) to “Secondary” (Advance) version on the subject of HR management. Initially, under the “Fundamental” icon of HR content, it consists of the following topics:-

- 1) HR Planning i.e. manpower planning
- 2) Recruitment i.e. external recruitment
- 3) Performance Management System i.e. performance appraisal
- 4) Training and Development i.e. training
- 5) Reward Management i.e. payroll management and benefits management
- 6) Employee Relations i.e. disciplinary action, and
- 7) Relevant Acts

In enriching the HR contents, under the “Secondary” icon, the NHRC had introduced the following new and advance topics which are:-

- 1) Talent Management
- 2) Job Descriptions
- 3) Sickness and Absenteeism Management
- 4) Termination of Employment

Further effort was made where both in the “Fundamental” and “Secondary” HR contents had been translated into two more other languages i.e. Mandarin and Tamil languages.

Pada tahun 2013, NHRC juga telah memperkayakan kandungan portalnya melalui naik taraf kandungan maklumat HR daripada “Dasar” (Asas) kepada versi “Sekunder” (Mahir) mengenai subjek pengurusan Sumber Manusia. Pada mulanya, di bawah ikon “Asas” kandungan HR, ia merangkumi topik-topik seperti berikut: -

- 1) Perancangan Sumber Manusia cth. Perancangan iaitu tenaga manusia
- 2) Pengambilan cth. pengambilan luar
- 3) Penilaian Sistem Pengurusan Prestasi cth penilaian presetasi
- 4) Latihan dan Perkembangan cth latihan
- 5) Pengurusan Ganjaran iaitu pengurusan gaji dan faedah pengurusan
- 6) Hubungan Pekerja iaitu tindakan disiplin, dan
- 7) Akta yang berkaitan

Dalam memperkayakan kandungan HR, di bawah ikon “Menengah”, NHRC telah memperkenalkan topik baru dan lebih awal berikut iaitu: -

- 1) Pengurusan Bakat
- 2) Perihal Kerja
- 3) Sakit dan Pengurusan Ketidakhadiran
- 4) Penamatan Pekerjaan

Usaha telah dijalankan ke mana kedua-dua dalam “Asas” dan “Secondary” kandungan HR telah diterjemahkan ke dalam dua lagi bahasa lain iaitu Mandarin dan Tamil.

2013 KEY PERFORMANCE INDICATORS

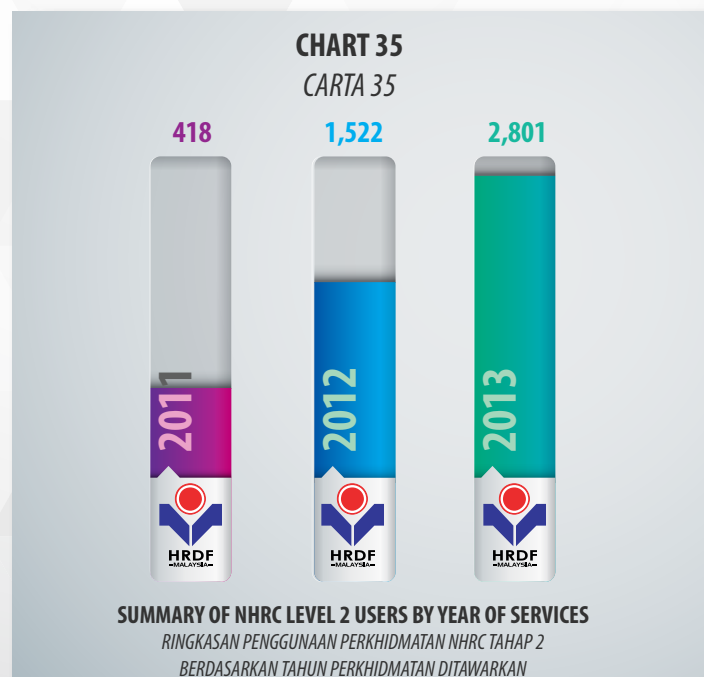
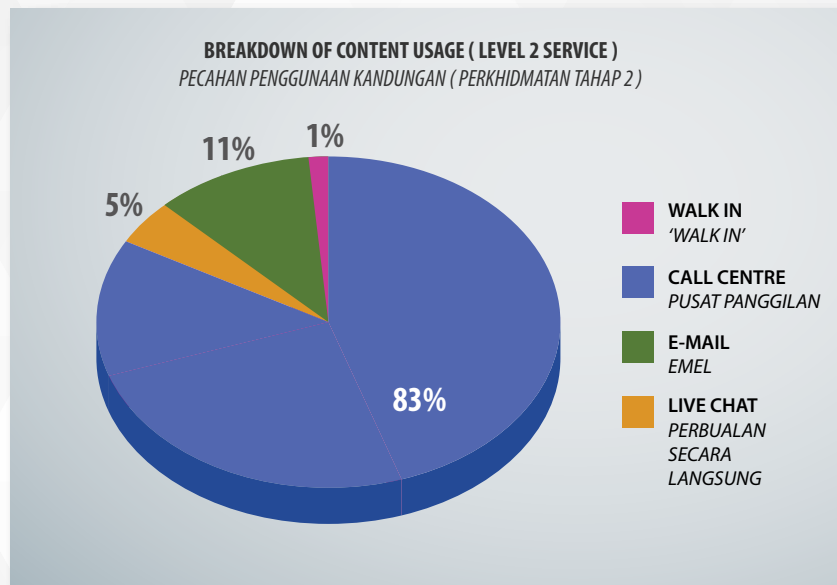
PENUNJUK PRESTASI PENCAPAIAN 2013

NHRC Level 2 Services

The breakdown on Level 2 services is also shown in Table 34. Ever since it's started, a total of 2,776 employers have contacted the call centre. This number is an increase of 30% compared to year 2012 when initially it used a fixed line number and received 1,502 calls only.

NHRC Perkhidmatan Aras 2

Pecahan Perkhidmatan Tahap 2 juga ditunjukkan dalam Jadual 34. Sejak ia bermula, sebanyak 2,776 majikan telah menghubungi pusat panggilan. Angka ini meningkat sebanyak 30% berbanding tahun 2012 apabila pada mulanya ia menggunakan beberapa talian tetap dan menerima 1,502 panggilan sahaja.



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

NHRC Level 3 Services

TNA CONSULTANCY SCHEME

Under the Level 3 service is the SME Training Needs Analysis (TNA) Consultancy Scheme. This scheme is fully funded by NHRC to assist SMEs in the preparation of Training Plan for their organisation in a systematic manner. SMEs will receive direct benefits from the appointed consultant(s) through knowledge and skills transfer.

NHRC Perkhidmatan Aras 3

TNA SKIM PERUNDINGAN

Di bawah perkhidmatan Tahap 3 adalah Latihan PKS Analisis Keperluan (TNA) Skim Perundingan. Skim ini dibiayai sepenuhnya oleh NHRC untuk membantu PKS dalam penyediaan Pelan Latihan untuk organisasi mereka dengan cara yang sistematik. PKS akan menerima faedah langsung dari perunding yang dilantik (s) melalui pengetahuan dan kemahiran pemindahan.

LEVEL 3 SERVICES - SME TNA CONSULTANCY SCHEME (AS AT 31 DECEMBER 2013)

PERKHIDMATAN TAHAP 3 - SKIM RUNDINGAN ANALISA KEPERLUAN LATIHAN PKS (DATA SEHINGGA 31 DISEMBER 2013)

APPLICATION FOR YEAR 2012 APLIKASI UNTUK TAHUN 2012	
Process / Proses *	2
Queried / Pertanyaan *	6
Withdrawal / Penarikbalikan	1
Reject / Ditolak	1
Approved / Diluluskan	20
Total Received / Jumlah Diterima	30
PROJECT FOR YEAR 2012 PROJEK UNTUK TAHUN 2012	
Start / Mula	2
Withdraw / Menarik Balik	1
Completed / Selesai	17
Total Project / Jumlah Projek	20

APPLICATION FOR YEAR 2013 APLIKASI UNTUK TAHUN 2013	
Process / Proses *	9
Queried / Pertanyaan *	0
Withdrawal / Penarikbalikan	2
Reject / Ditolak	9
Approved / Diluluskan	23
Total Received / Jumlah Diterima	43
PROJECT FOR YEAR 2013 PROJEK UNTUK TAHUN 2013	
Start / Mula	15
Withdraw / Menarik Balik	0
Completed / Selesai	8
Total Project / Jumlah Projek	23

This scheme is monitored by TNA Panel Review Committee comprises members from the Department of Policy, Department of Manpower Planning, Institute of Labour and Manpower Information and Analysis (ILMIA), National Institute of Occupational Safety and Health, Centre for Instructor and Advanced Skills Training (CIASST) and PSMB. All of these are departments and agencies under the Ministry of Human Resources. As at 31 December 2013, the Committee had approved a total of 23 applications from SMEs.

Skim ini dipantau oleh TNA Panel Jawatankuasa Kajian terdiri daripada ahli-ahli dari Jabatan Dasar, Jabatan Perancangan Tenaga Manusia, Institut Buruh dan Tenaga Manusia dan Maklumat Analisis (ILMIA), Institut Keselamatan dan Kesihatan, Pusat Pekerjaan Latihan Pengajar dan Kemahiran Lanjutan (CIASST) dan PSMB. Semua ini adalah jabatan dan agensi di bawah Kementerian Sumber Manusia. Pada 31 Disember 2013, Jawatankuasa telah meluluskan sejumlah 23 permohonan daripada PKS.

HR ADVISORY AND CONSULTANCY SERVICES

In addition to SME advisory and consultancy services, the SME Services Division has embarked in producing HR reference materials and publication for the SMEs. SME Services had published two books, which are “Quick Reference on Human Resource Management for Small and Medium Enterprises” and “How to Write an Employee Handbook” that had been distributed to all SMEs registered with NHRC Portal and also during HRDF Conference and Exhibitions 2013.

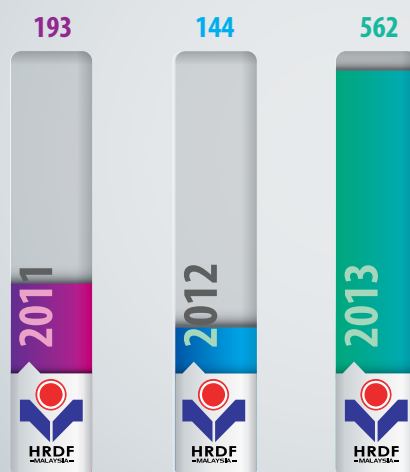
HR Solutions Level 3 services are regarded as SME’s “infrequent used” service due to the fact that there is a need to involve external consultant and also the need to share internal information to the external consultant. Some SMEs tend to be reserved in disclosing their personal information to the consultant, while this will be the major setback that contributed to the low number of users.

KHIDMAT NASIHAT DAN PERUNDINGAN HR

Selain perkhidmatan nasihat dan rundingan ditawarkan, Bahagian Perkhidmatan PKS juga menghasilkan bahan rujukan dan penerbitan Sumber Manusia untuk PKS. Bahagian PKS telah menerbitkan dua buah buku, iaitu “Rujukan Pantas Pengurusan Sumber Manusia bagi Perusahaan Kecil dan Sederhana” dan “Bagaimana untuk Menulis Buku Panduan Pekerja” yang telah diedarkan kepada semua PKS yang berdaftar dengan NHRC Portal dan juga semasa Persidangan dan Pameran HRDF 2013.

Perkhidmatan Tahap 3 Solusi Tahap 3 dianggap sebagai “jarang digunakan” hanya bila terdapat keperluan untuk melibatkan perunding luar untuk berkongsi maklumat dalaman. Sesetengah majikan PKS tidak ingin mendedahkan maklumat peribadi mereka kepada perunding, sekaligus menjadi halangan utama yang menyumbang kepada bilangan pengguna yang rendah

CHART 36 - NHRC LEVEL 3 SERVICES (TNA CONSULTANCY, TNA TRAINING & HR CONSULTANCY)
CARTA 36 - PERKHIDMATAN NHRC TAHAP 3 (RUNDINGAN TNA, LATIHAN TNA & RUNDINGAN HR)



SUMMARY OF NHRC LEVEL 3 USERS BY YEAR OF SERVICES
*RINGKASAN PENGGUNAAN PERKHIDMATAN NHRC TAHAP 3
BERDASARKAN TAHUN PERKHIDMATAN DITAWARKAN*

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

Despite having low numbers of users to subscribe under the NHRC level 3 services due to its niche target of SMEs users, peculiarly the number of services engagement for level 3 services shown an increasing rate in the year of 2013 with 562 total number of users compare to 144 in the year of 2012. The 3 years fluctuate trend signify that there is still unique market demand for those SMEs who want to engage in specific HR consultancy services.

On the other hand, in order to fulfil the needs and demand of SME, HR solution based workshops had been conducted in several venues. As at 31 December 2013, there were 430 participants from 378 employers whom had participated and attended these HR solution based workshops at various venues.

The breakdown of areas of THCDs and scope of HR Solution Workshop is shown in Table 22 below.

Walaupun mempunyai jumlah pengguna yang rendah melanggan di bawah perkhidmatan NHRC Tahap 3 kerana sasaran khusus dari pengguna PKS, khususnya perkhidmatan tahap 3 menunjukkan kadar peningkatan pada tahun 2013 dengan 562 jumlah bilangan pengguna berbanding 144 pada tahun 2012. Trend 3 tahun yang turun naik ini menandakan bahawa masih ada permintaan pasaran yang unik bagi PKS yang mahukan perkhidmatan rundingan sumber manusia secara khusus.

Sebaliknya, untuk memenuhi keperluan dan permintaan PKS, bengkel penyelesaian HR berasaskan telah dijalankan di beberapa tempat. Pada 31 Disember 2013, terdapat 430 peserta dari 378 majikan yang telah mengambil bahagian dan telah menghadiri bengkel penyelesaian berasaskan HR di pelbagai tempat.

Pecahan bidang THCDs dan skop HR Penyelesaian Bengkel adalah seperti di Jadual 22 di bawah.

TABLE 22 : HR SOLUTION WORKSHOP
JADUAL 22 : BENGKEL PENYELESAIAN SUMBER MANUSIA

NO BIL	DATE / VENUE TARIKH / TEMPAT	WORKSHOP BENGKEL	PARTICIPANT PESERTA	EMPLOYER MAJIKAN
1	17-18 April 2013 Sunway Hotel, Penang	Employee Handbook	20	16
		Key Performance Indicator (KPI)	22	23
		Labour Court	23	18
		Monomum Wages and Employment Relations	47	40
		Misconduct and Disciplinary Issue	48	38
2	19-20 June / Jun 2013 Seri Pacific Hotel, KL	Job Description	30	30
		Mosconduct and Disciplinary Issue * (2 sessions)	68	68
		Key Performance Indicator (KPI)	35	35
		Linking Minimum Wage to Productivity	21	21
3	17-18 July / Julai 2013 Grand Blue Wave Hotel, Shah Alam	Handling Staff Issue Effectively	29	20
		Key Performance Indicator (KPI)	24	20
		How to set-up HR Policy	25	20
4	27-28 November 2013 Hyatt Regency Kuantan Pahang	Handling Staff Issue Effectively	12	11
		Malaysian Labour Law	10	8
		See You In Court	14	10
		TOTAL / JUMLAH	430	378

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

TOTAL HUMAN CAPITAL DEVELOPMENT SYSTEM (THCDS)

Under the Strategic Reform Initiative (SRI), the National Economic Advisory Council (NEAC) has encouraged on the adoption of a holistic approach based on the Total Human Capital Development System (THCDS) that covers the specific area of:

- (i) Recruitment and assimilation
- (ii) Performance Appraisal and Development
- (iii) Training & Education
- (iv) Compensation
- (v) Skills Structure & Succession Planning
- (vi) Supporting Policies (including workplace flexibility & work environment)

Further information on the coverage area of THCDS, the Graph 37-40 below shown the breakdown of issues commonly asked by the employers.

SISTEM PEMBANGUNAN MODAL INSAN KESELURUHAN (THCDS)

Di bawah Inisiatif Pembaharuan Strategik (SRI), Majlis Penasihat Ekonomi Negara (MTEN) telah menggalakkan kepada penggunaan pendekatan holistik berdasarkan Sistem Jumlah Pembangunan Modal Insan (THCDS) yang meliputi kawasan yang tertentu:

- (i) Pengambilan dan asimilasi
- (ii) Penilaian Prestasi dan Pembangunan
- (iii) Latihan & Pendidikan
- (iv) Pampasan
- (v) Struktur Kemahiran & Pelan Penggantian
- (vi) Polisi sokongan (termasuk tempat kerja fleksibel & persekitaran kerja)

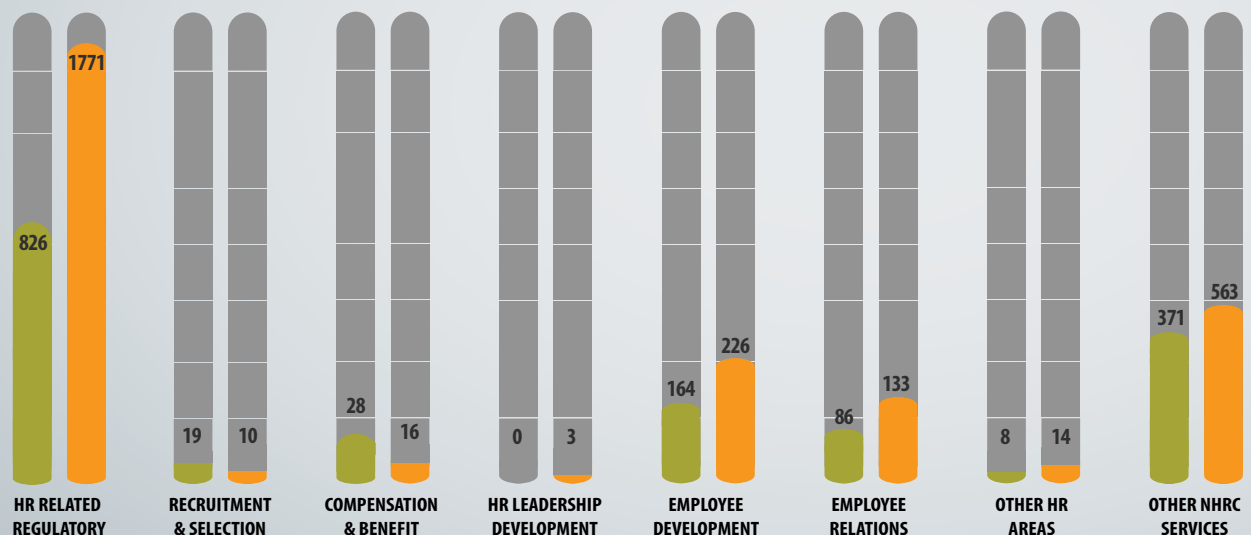
Maklumat lanjut mengenai liputan THCDS, Graf 37-40 di bawah menunjukkan pecahan isu-isu yang biasa ditanya oleh majikan.

LEVEL 2 SERVICE - STATISTIC BREAKDOWN OF CALL RECEIVED

(as at 31 December 2013)

PERKHIDMATAN TAHAP 2 - PECAHAN STATISTIK JUMLAH PANGGILAN YANG DITERIMA

(data sehingga 31 December 2013)

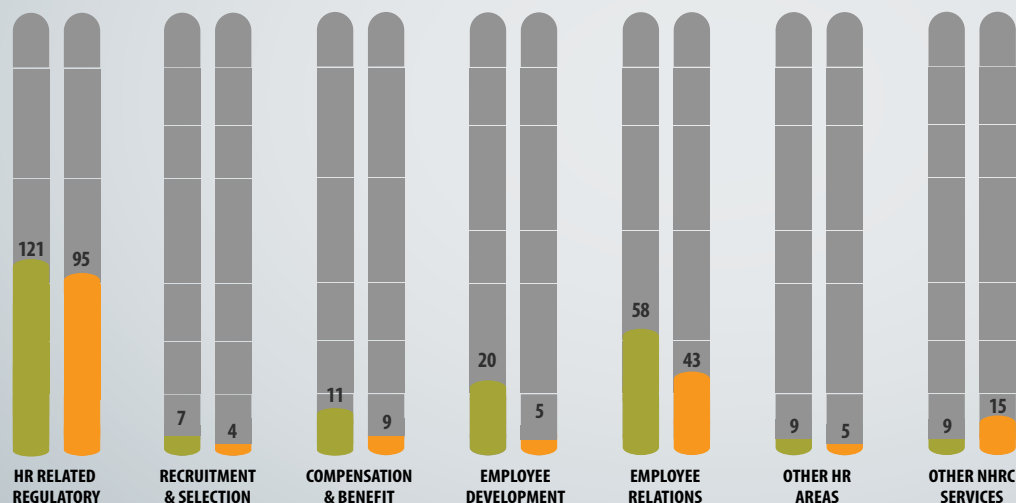


TOTAL 2012 - 1,502 Calls
TOTAL 2013 - 2,776 Calls

2013 KEY PERFORMANCE INDICATORS

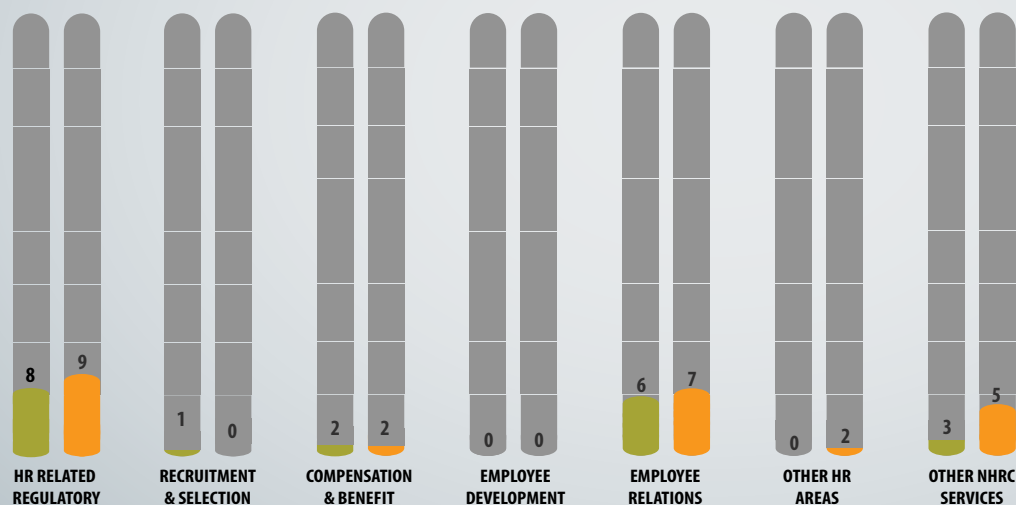
PENUNJUK PRESTASI PENCAPAIAN 2013

LEVEL 1 SERVICE - LIVE CHAT (as at 31 December 2013) PERKHIDMATAN TAHAP 1 - LIVE CHAT (data sehingga 31 December 2013)



TOTAL 2012 - 235 Users
TOTAL 2013 - 176 Users

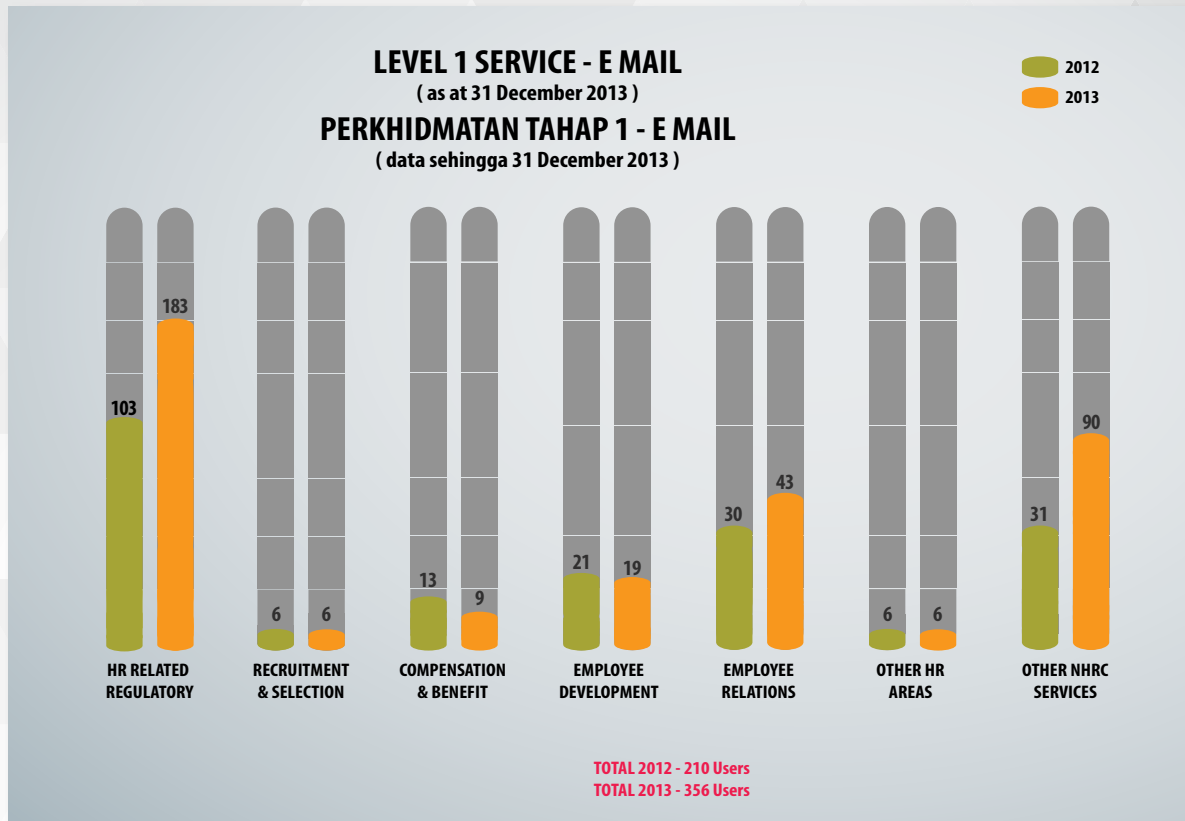
LEVEL 2 SERVICE - STATISTIC BREAKDOWN OF WALK IN (as at 31 December 2013) PERKHIDMATAN TAHAP 2 - PECAHAN STATISTIK JUMLAH "WALK IN" (data sehingga 31 December 2013)



TOTAL 2012 - 20 Users
TOTAL 2013 - 25 Users

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013



In terms of areas of THCDs, issues on HR Related Regulatory Requirements was the most common area referred and asked by the employers through call centre i.e. 83.3%, through e-mail 11%, through live-chat 5% and through walk-in 0.7%.

The figures showed that SMEs are relatively poor in handling day-to-day regulatory matters related to employment. The evidence support the findings earlier in the SME Master plan 2012-2020 on which the main barriers faced by SMEs i.e. regulatory requirements and human capital development. In realising this situation, SME Services Division would continue to improve and strengthen the capability of its officers in providing appropriate knowledge and correct understanding on SMEs and on HR-related regulatory issues besides other HR scopes of THCDs.

Dari segi THCDs, isu-isu Sumber Manusia berkaitan Keperluan berkaitan undang-undang adalah yang paling kerap dirujuk oleh majikan melalui pusat panggilan iaitu 83.3%, melalui e-mel 11%, melalui live-chat 5% dan melalui berjalan-dalam 0.7 %.

Angka tersebut menunjukkan bahawa PKS masih lemah dalam mengendalikan hal-hal peraturan seharian yang berkaitan dengan pekerjaan. Bukti ini menyokong pernyataan awal dalam Pelan Induk PKS 2012-2020 di mana halangan utama yang dihadapi PKS iaitu keperluan kawal selia dan pembangunan modal insan. Dalam merealisasikan ini, Bahagian Perkhidmatan PKS akan terus memperbaiki dan memperkukuhkan keupayaan pegawai dalam menyediakan pengetahuan yang sesuai dan betul kepada PKS mengenai isu-isu kawal selia yang berkaitan dengan Sumber Manusia selain dari skop THCDs.

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

HEARTS PROGRAMME

Under Government Special Fund, SME Services was given the responsibility to forefront the Housewives Enhancement and Reactivate Talent Scheme (HEARTS) Programme. As at 31 December 2013, there were a total of 864 applications had been accepted out of 1,016 applications received. From the application received a total of 354 housewives were successfully interviewed out of 451 who were attended the interviews.

The achievement on HEARTS programmes and status of training implementation are tabulated in Table 35 below.

PROGRAM HEARTS

Di bawah Dana Khas Kerajaan, Bahagian Perkhidmatan PKS telah diberi tanggungjawab untuk menerajui Program Peningkatan Suri Rumah dan Skim Pengaktifan Bakat (HEARTS). Pada 31 Disember 2013, sejumlah 864 permohonan telah diterima daripada 1,016 permohonan. Sejumlah 354 suri rumah telah berjaya ditemubual daripada 451 yang telah menghadiri temuduga.

Pencapaian program pada HEARTS dan status pelaksanaan latihan dijadualkan dalam Jadual 35 di bawah.

Programme Offered Under HEARTS Program Ditawarkan Di Bawah HEARTS	Quota of Housewives Kuota Suri Rumah
Certified Project Management <i>Pengurusan Projek Bertauliah</i>	5
Social Media Management <i>Pengurusan Media Sosial</i>	72
Train-the-Trainer <i>Train-the-Trainer</i>	75
Translation <i>Penterjemahan</i>	74
Research <i>Penyelidikan</i>	29
Script / Creative Writing <i>Penulisan Skrip / Penulisan Kreatif</i>	25
Business Process Contact Centre <i>Pusat Panggilan Perniagaan</i>	15
Web Development <i>Pembangunan Laman Sesawang</i>	20
Application Systems Development <i>Pembangunan Aplikasi Sistem</i>	10
Software Tester <i>Penguji Perisian</i>	10
Graphic Designer <i>Pereka Grafik</i>	20

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

It has been recorded that the Social Media Management, (Train The Trainer) and Translation Programmes are the most preferred module. Most of the programmes which are characterised by the attractive working hour that will allow flexibility for the housewife to get in the employment while at the same time fulfilling their responsibilities at home.

Pengurusan Sosial Media (Train The Trainer) dan Penterjemahan direkodkan sebagai modul yang menjadi pilihan digemari. Kebanyakan program yang ditawarkan mempunyai ciri-ciri waktu bekerja yang menarik dan fleksibel bagi suri rumah untuk mendapatkan pekerjaan dan pada masa yang sama memenuhi tanggungjawab mereka di rumah.

GOVERNMENT ALLOCATION PERUNTUKAN KERAJAAN

The Government had allocated RM1 million for the HEARTS Programme.

Kerajaan telah memperuntukkan RM 1 Juta untuk program HEARTS.

TARGET QUOTA KUOTA SASARAN

The total target for HEARTS programmes are 400 women.

Jumlah sasaran program HEARTS adalah seramai 400 wanita.

ACHIEVEMENT PENCAPAIAN

354 women were successfully interviewed as at 31 December 2013.

Sehingga tarikh 31 December 2013, seramai 354 wanita telah berjaya ditemubual.



2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

NHRC OUTLOOK IN 2014

The year of 2013 has been earmarked as the third year for NHRC to operate. It is contemplated that more rigorous challenges to come in the year of 2014 and still it takes a profound strategy and initiative to deliver the NHRC services more efficiently.

The general premise is that, SMEs should take heed on taking HR as their serious agenda in operating their business. As they barely want to survive the competition and thrive to perform in ways that will give them an edge over their competitors, the core element of sustainability is to hinge on the HR fundamentals. The importance should be intensified by NHRC in the years to come.

It is expected that in 2014, more users would be using Level 1 services via the portal to the fullest. This is due to more new HR contents development that would be installed. Some of the new HR contents to be developed are:

1. Development of "Industrial Relations cases on monthly basis";
2. Development of "HR Articles written by External Consultant";
3. Development of "FAQs profiling";
4. Development, supply and installation of HR Online Game into NHRC Portal;
5. Development, supply and installation of AV on "Hiring and Firing of People" into NHRC Portal.

From the statistics, it could be inferred that SMEs do require related HR information and tools for their source of reference. Having them available online has ignited SMEs interest to register with the NHRC portal.

In 2014, there will be more HR reference guide and handbook to be published under the development of HR Content Project namely Performance Management System, Training Guide for HR Personnel in SMEs, Employee Orientation Toolkit, Quick Reference to HR Terminology for Small Medium Enterprises and A Practical Guide on How to Conduct A Domestic Inquiry for Small and Medium Enterprises.

It is shrewd that the development of HR content and tools will significantly bring about positive changes to the SMEs in learning the theory by identifying the feasible answers and solutions towards their HR problems more practically.

NHRC DALAM TINJAUAN TAHUN 2014

Tahun 2013 telah dikenalpasti sebagai tahun ketiga bagi NHRC untuk beroperasi. Ia dicadangkan bahawa cabaran yang lebih ketat untuk datang pada tahun 2014 dan masih ia mengambil strategi mendalam dan inisiatif untuk menyampaikan perkhidmatan NHRC dengan lebih cekap.

Umumnya, PKS perlu mengambil penting akan inisiatif Sumber Manusia sebagai agenda serius dalam mengendalikan perusahaan mereka. Mereka perlu berusaha untuk berkembang maju dengan cara yang akan memberi mereka kelebihan, unsur teras kepada kemampuan ini adalah bergantung kepada asas Sumber Manusia. Penekanan tersebut perlu dipertingkatkan oleh NHRC pada tahun-tahun mendatang.

Dijangka pada tahun 2014, lebih ramai pengguna akan menggunakan perkhidmatan Tahap 1 melalui portal dengan sepenuhnya. Ini kerana akan wujud penambahbaikan kandungan HR yang akan dimuatkan. Antara kandungan HR baru yang akan dibangunkan ialah:

1. Pembangunan " kes Perhubungan Perusahaan pada setiap bulan ",
2. Pembangunan " HR Artikel ditulis oleh Perunding Luar ";
3. Pembangunan " profil Soalan Lazim ";
4. Pembangunan, penyediaan dan pemasangan Permainan Online HR ke NHRC Portal ;
5. Pembangunan, penyediaan dan pemasangan AV di " melantik dan memecat Orang " ke Portal NHRC .

Daripada statistik, dapat disimpulkan bahawa PKS memerlukan maklumat berkaitan HR dan alat bantuan bagi sumber rujukan mereka. Mejadikannya boleh didapati secara online telah membangkitkan minat PKS untuk mendaftar dengan portal NHRC.

Pada tahun 2014, akan ada lebih banyak panduan HR dan buku panduan yang akan diterbitkan di bawah pembangunan Projek Kandungan HR iaitu Sistem Pengurusan Prestasi, Panduan Latihan untuk Kakitangan HR di PKS, Toolkit Orientasi Pekerja, Rujukan Pantas istilah HR bagi Perusahaan Kecil dan Sederhana serta 'Practical Guide on How to Conduct A Domestic Inquiry for Small and Medium Enterprises'.

Adalah bijak untuk dikatakan bahawa pembangunan bahan kandungan Sumber Manusia adalah ketara dalam membawa perubahan yang positif terhadap PKS dengan pembelajaran teori untuk mengenal pasti penyelesaian yang boleh dilaksanakan dan ke arah masalah sumber manusia mereka lebih praktikal.

SMEs SKILLS DEVELOPMENT PROGRAMMES 2014

OBJECTIVE

The small and medium sized companies (SMEs) skills development programmes was implemented in 1997 to enhance the skills and capabilities of SME employees in technical and managerial fields in a short possible duration. Skills upgrading and retraining is vital to enhance the quality of the workforce in order to increase the efficiency of SMEs and adopt to the dynamic business environment. Through this approach, SME's able to retrain their employees based on industrial needs. To execute this program, the management has appointed 47 training providers throughout the state to conduct the training.

Under 10th Malaysia Plan, government has allocated total RM25 million for this particular programme. RM5 million is allocated each year from 2011 until 2015 respectively. Initially this programme was implemented by SMEcorp since 2011 until 2013 and starting from 1st January 2014, it was given over to PSMB. The objectives of the SME's skills development programme implemented by the Government are:

- i. to equip knowledge and skills among the owner of SME's in managing business
- ii. to create a platform for SMEs to enhance employees' skills and competencies in their jobs and increase productivity
- iii. to encourage continuous training culture among SMEs

Special Assistance Package for SMEs Implementing Minimum Wages

To ease the burden from the implementation of the monthly minimum wage of RM900 in Peninsular Malaysia, and RM800 in Sabah, Sarawak and Labuan, the Government has introduced training fund scheme under minimum wages. Through this scheme, government has allocated RM10 million for employer associations to train their members in technical or critical skills in line with request from SMEs. The programmes are designed to assist the nation to generate competent workforce with specialised skills in a short duration.

Through this approach, the Government's intention of transforming Malaysia to a high income country will be expedited. The main objective of this training programme is to increase productivity through short and medium term courses. The training programmes must enhance the competency, technical knowledge & capability and capacity of SME employees. Working Group meeting (WG4: CHC) has decided RM3 million from the overall allocation of RM 10 million will be used primarily for human capital development program for the service sector.

PROGRAM PENINGKATAN KEMAHIRAN PERUSAHAAN KECIL DAN SEDERHANA

OBJEKTIF

Program peningkatan kemahiran perusahaan kecil dan sederhana (PKS) ini mula dilaksanakan pada tahun 1997. Program ini bertujuan untuk meningkatkan kemahiran dan keupayaan pekerja PKS dalam bidang teknikal dan pengurusan termasuk kewangan dan pemasaran melalui kursus jangka pendek. Untuk menjayakan program ini, pihak pengurusan telahpun melantik 47 pusat kemahiran di seluruh negeri untuk mengendalikan latihan.

Di bawah Rancangan Malaysia Ke-10, kerajaan telah memperuntukkan sebanyak RM25 juta untuk melaksanakan program ini. Sebanyak RM5 juta diperuntukkan setiap tahun dari 2011 sehingga 2015. Sejak tahun 2011 hingga 2013, program ini telah dilaksanakan oleh SMECorp dan bermula dari 1 Januari 2014, PSMB telah diberi mandat untuk melaksanakan program tersebut. Antara objektif utama program ini adalah:

- i. Membantu meningkatkan pengetahuan dan kemahiran pengusaha PKS dalam menguruskan perniagaan;
- ii. Membantu PKS meningkatkan kemahiran dan kecekapan dalam menjalankan tugas dan seterusnya meningkatkan produktiviti syarikat;
- iii. Mengalakkan penerapan budaya latihan berterusan di kalangan PKS

Pakej Bantuan Khas Perlaksanaan Gaji Minima Bagi PKS

Kerajaan telah memperkenalkan skim latihan gaji minima untuk meringankan beban daripada pelaksanaan gaji bulanan minimum sebanyak RM900 di semenanjung Malaysia, dan RM800 di Sabah, Sarawak dan Labuan. Melalui program ini, kerajaan telah memperuntukkan RM10 juta bagi persatuan majikan untuk melatih pekerja mereka dalam kemahiran teknikal atau kritikal selaras dengan permintaan daripada PKS. Program-program adalah direka khas untuk membantu pembangunan negara bagi menjana tenaga kerja yang kompeten dengan kemahiran khusus dalam jangka masa yang singkat.

Melalui pendekatan ini, hasrat Kerajaan untuk mentransformasikan Malaysia kepada sebuah negara berpendapatan tinggi akan dapat dipercepatkan. Objektif utama program ini adalah untuk meningkatkan produktiviti melalui kursus-kursus jangka pendek dan sederhana. Mesyuarat Kumpulan Kerja (WG4:CHC) memutuskan sebanyak RM3 juta daripada peruntukan benilai RM 10 juta tersebut akan digunakan khususnya untuk program pembangunan modal insan untuk sektor perkhidmatan.

HRDF Conference & Exhibition 2013

HRDF 2013 Conference & Exhibition with the theme “Innovative Talents, The Epicentre of New Business” was successfully held at Kuala Lumpur Convention Centre, Kuala Lumpur from 3 – 4 September 2013. The two-day event, which was the thirteen annual event since its inception in 2001, had been a great platform for HR practitioners to gain greater and in-depth knowledge in the spectrum of human capital development through speakers’ presentation during the conference.

This prestigious event had attracted a total of 1,548 participants comprised mainly of Business Owners, HR professionals and practitioners, senior managers and those who are interested in the field of Human Resources management and development. The HRDF Conference and Exhibition 2013 was graciously officiated by the Secretary General of Ministry of Human Resources, YBhg. Dato’ Seri Zainal Rahim Bin Seman on behalf of the Honourable Minister of Human Resources, YB Datuk Richard Riot Anak Jaem, Minister of Human Resources on 3 September 2013.

Participants were enriched from the sharing of real-life organisation’s experiences in innovation aspects and human resources management resultant with business excellence delivered by distinguished speakers, Dr. Ng Chee Mang, Managing Director of Penchem Technologies (M) Sdn Bhd, Dr. Brian To, Senior Fellow of Wharton School University of Pennsylvania USA, Ms. Tessi Lim, Chief Executive of World Center of Personal Excellence, Malaysia and Associate Professor Hooi Den Huan, Director of Nanyang Technopreneurship Centre Singapore. The participants were also enlightened by Ms. Jenny Ooi, Senior HR Director of Agilent Technologies Sales (M) Sdn. Bhd, Mr. Norman Abd Halim, Executive President of KRU Studio Sdn Bhd, Dr. Mario Aquino del Castillo, ITD Mega Guru, Mr. Anand Shankaran, Executive Director of Validity Group Sydney Australia and Ms. Kate Mountain, Director of Competency, Training Institute Australia who had given insights on importance of innovative talents as the ignition point to ensure the success of new business. A total of 65 exhibitors showcased their products at the exhibition booth, providing abundance of useful information on human resources training and development. The annual Conference and Exhibition offered plenty of opportunities for participants to network and apply their learning in multiple modalities, environment and culture.

Persidangan & Pameran HRDF 2013

Persidangan HRDF & Pameran 2013 yang bertemakan “Innovative Talents, The Epicentre of New Business” ini telah diadakan di Pusat Konvensyen Kuala Lumpur, pada 3 hingga 4 September 2013. Acara yang berlangsung selama dua hari itu merupakan acara tahunan yang ketiga belas semenjak penubuhannya pada tahun 2001 dan ianya telah menjadi platform yang baik bagi pengamal HR untuk mendapatkan pengetahuan yang mendalam dalam spektrum pembangunan modal insan menerusi persembahan penceramah semasa persidangan itu.

Acara berprestij ini telah menarik seramai 1,548 peserta yang terdiri terutamanya daripada Pemilik Perniagaan, profesional dan pengamal, pengurus kanan dan mereka yang berminat dalam bidang pengurusan dan pembangunan Sumber Manusia HR. Persidangan HRDF dan Pameran 2013 telah dirasmikan oleh Ketua Setiausaha Kementerian Sumber Manusia, YBhg. Dato’ Seri Zainal Rahim Bin Seman bagi pihak Yang Berhormat Menteri Sumber Manusia, YB Datuk Richard Riot Anak Jaem, Menteri Sumber Manusia pada 3 September 2013.

Para peserta telah diberi input daripada perkongsian pengalaman sebenar organisasi dari aspek inovasi dan paduan pengurusan sumber manusia dengan kecemerlangan dalam perniagaan yang disampaikan oleh penceramah terkenal, Dr Ng Chee Mang, Pengarah Urusan Penchem Technologies (M) Sdn Bhd, Dr Brian To, Fellow kanan Wharton School University of Pennsylvania Amerika Syarikat, Cik Tessi Lim, Ketua Eksekutif Pusat Dunia Kecemerlangan peribadi, Malaysia dan Profesor Madya Hooi Den Huan, Pengarah Nanyang Keteknousahawan Pusat Singapura. Para peserta juga diberi pendedahan oleh Cik Jenny Ooi, Pengarah HR Kanan Agilent Technologies Jualan (M) Sdn. Bhd, Encik Norman Abd Halim, Presiden Eksekutif KRU Studio Sdn Bhd, Dr Mario Aquino del Castillo, ITD Mega Guru, Encik Anand Shankaran, Pengarah Eksekutif Kumpulan Kesahan Sydney Australia dan Cik Kate Mountain, Pengarah Kompetensi, Institusi Latihan Australia yang telah memberikan pandangan mengenai kepentingan bakat inovatif sebagai titik permulaan untuk memastikan kejayaan perniagaan baru. Sebanyak 65 peserta pameran mempamerkan produk mereka di gerai pameran, juga menyediakan banyak maklumat berguna kepada latihan dan pembangunan sumber manusia. Persidangan tahunan

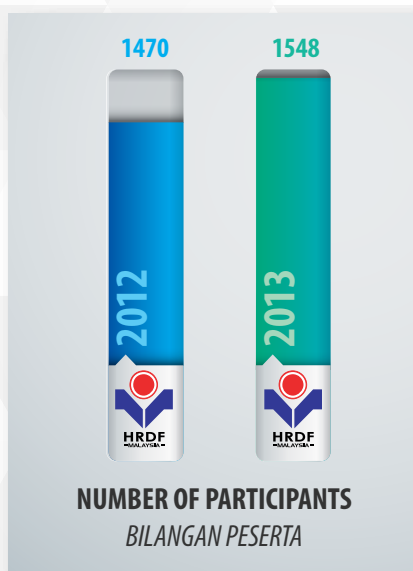
2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

The total number of participants who registered to attend the conference in 2013 had increased by 78 (5.3%) participants to 1,548 participants from 1,470 participants in 2012. Out of that number, 80.1% are the participants who are the employers registered under HRDF and the balance of 19.1% is non-HRDF employers. The details are as shown in Table 29.

CHART 29 - COMPARISON BETWEEN THE NUMBER OF PARTICIPANTS REGISTERED TO ATTEND HRDF CONFERENCE AND EXHIBITION 2012 AND 2013

CARTA 29 - PERBANDINGAN ANTARA BILANGAN PESERTA BERDAFTAR MENGHADIRI PERSIDANGAN DAN PAMERAN HRDF PADA 2012 DAN 2013



Year Tahun	No. of Participants Bil. Peserta
2012	1,470
2013	1,548
Difference / Perbezaan	78
Difference / Perbezaan (%)	5.30%

dan Pameran ditawarkan juga banyak memberi peluang kepada para peserta bagi mewujudkan rangkaian dan menggunakan pembelajaran mereka dari pelbagai kaedah seperti alam sekitar dan budaya.

Jumlah peserta yang telah mendaftar bagi menghadiri persidangan itu pada tahun 2013 telah meningkat sebanyak 78 (5.3%) peserta kepada 1,548 peserta daripada 1,470 peserta pada tahun 2012. Daripada jumlah itu, 80.1% merupakan peserta yang terdiri daripada majikan yang berdaftar di bawah KWPSM dan baki 19.1% adalah majikan bukan KWPSM. Butiran adalah seperti yang ditunjukkan dalam Jadual 29.



HRD AWARD

RECOGNISING HUMAN RESOURCE DEVELOPMENT IN MALAYSIA

The Human Resource Development Award (HRD Award) is presented annually by Pembangunan Sumber Manusia Berhad (PSMB) to recognise registered employers and training providers who have actively been involved in the field of human resources development at organisational and national levels. The HRD Award consists of two, which are the Human Resources Minister Award and the Pembangunan Sumber Manusia Berhad Award. Each type of Award is divided into five categories of recipients, namely:

- Large Employer (Manufacturing)
- Large Employer (Service)
- Small and Medium Employer (Manufacturing)
- Small and Medium Employer (Service)
- Training Provider

The objectives of the HRD Award which was introduced in 2001 is to recognise employers who have contributed significantly to the field of human resource development in their organisations and those who promote enculturation of learning and development environment to enhance the competencies of their employees. The Award is also to recognise training providers who have consistently provided and delivered quality training programmes to HRDF and non-HRDF registered employers as well as those who have adopted systematic methods of developing training curriculum and programmes.

In 2013, PSMB also has introduced another two new award categories, namely Innovation & Creativity Award and Pearl Award in this prestigious event. Innovation & Creativity Award will be awarded to employers that practice innovation and creativity of Human Resource in their workplace. While Pearl Award will be awarded to the organisation that practice the best in work life balance.

A total number of 99 organisations had won the HRD Award out of this number, 50 organisations had won the Human Resources Minister Award and the other 48 organisations, the Pembangunan Sumber Manusia Berhad Award. The continuous participation of employers and training providers in HRD Award is a testament of industry's recognition and acceptance

ANUGERAH HRD

MENGIKTIRAF PEMBANGUNAN SUMBER MANUSIA DI MALAYSIA

Anugerah Pembangunan Sumber Manusia diadakan setiap tahun oleh Pembangunan Sumber Manusia Berhad (PSMB) untuk mengiktiraf majikan yang berdaftar dan penyedia latihan yang terlibat secara aktif dalam bidang pembangunan sumber manusia di organisasi dan peringkat kebangsaan. Anugerah HRD terdiri daripada dua iaitu Anugerah Menteri Pembangunan Manusia dan Anugerah Pembangunan Sumber Manusia Berhad. Setiap anugerah terbahagi kepada lima kategori penerima iaitu:

- Majikan Besar (Perkilangan)
- Majikan Besar (Perkhidmatan)
- Majikan Kecil dan Sederhana (Perkilangan)
- Majikan Kecil dan Sederhana (Perkhidmatan)
- Penyedia Latihan

Objektif utama Anugerah HRD yang dikenalkan pada tahun 2001 adalah untuk mengenalpasti majikan yang mementingkan pembangunan sumber manusia dalam organisasi mereka dan majikan yang membudayakan suasana pembelajaran dan pembangunan untuk meningkatkan kecekapan pekerja mereka. Anugerah ini juga untuk mengenalpasti penyedia latihan yang menyediakan dan memberi program latihan yang berkualiti secara konsisten kepada HRDF dan bukan HRDF iaitu majikan yang berdaftar dan mengaplikasikan kaedah sistematik dalam latihan pembangunan kurikulum dan program.

Pada tahun 2013, PSMB telah memperkenalkan dua kategori anugerah baru iaitu Anugerah Inovasi dan Kreativiti dan Anugerah Mutiara dalam acara berprestij ini. Anugerah Inovasi dan Kreativiti ini akan dianugerahkan kepada majikan yang mengamalkan inovasi dan kreativiti dalam Sumber Manusia di tempat kerja mereka. Sementara Anugerah Mutiara akan dianugerahkan kepada organisasi yang mengamalkan keseimbangan dalam pekerjaan.

Daripada 99 organisasi yang memenangi anugerah HRD, 50 organisasi telah memenangi Anugerah Menteri Sumber Pembangunan dan 48 organisasi selebihnya memenangi Anugerah Pembangunan Sumber Manusia Berhad. Penyertaan yang berterusan daripada majikan dan penyedia latihan dalam Anugerah

2013 KEY PERFORMANCE INDICATORS

PENUNJUK PRESTASI PENCAPAIAN 2013

towards HRDF and Government's initiatives. This award has grown in stature to become the most prestigious HRD Award recognised by industries. The HRD Award is the Highest National Recognition in the field of Human Resources Development awarded by Pembangunan Sumber Manusia Berhad under the Ministry of Human Resources.

The Honourable Minister of Human Resources had officiated the event and presented all the winners with their trophies and certificate of appreciation at the HRD Award Dinner which was held on 13 December 2013 at the prestigious Hilton Hotel, Kuching Sarawak. More than 200 guests attended the grand event.

A total of 15 organisations had participated in the 2013 HRD Award comprising of big, medium and small enterprises and training providers registered with HRDF.

The winners of the 2013 HRD Award are shown in Table 21.

HRD membuktikan pengiktirafan industri dan penerimaan terhadap HRDF dan inisiatif kerajaan. Anugerah berkaliber ini telah berkembang dengan jayanya dan menjadi Anugerah HRD yang berprestij dalam industri ini. Anugerah HRD merupakan Pengiktirafan Tertinggi Kebangsaan dalam bidang Pembangunan Sumber Manusia oleh Pembangunan Sumber Manusia Berhad di bawah Kementerian Sumber Manusia.

Yang Berhormat Menteri di Sumber Manusia telah merasmikan acara dan menyampaikan trofi beserta sijil penghargaan kepada kesemua pemenang di Majlis Makan Malam Anugerah HRD yang diadakan pada 13 Disember 2013 bertempat di hotel berprestij, Hotel Hilton, Kuching Sarawak. Lebih 200 tetamu yang hadir pada acara gemilang tersebut. Jumlah penyertaan organisasi yang terlibat dalam Anugerah HRD pada kali ini sebanyak 15 organisasi terdiri daripada pengusaha besar, sederhana dan kecil dan penyedia latihan yang berdaftar dengan HRDF.

Pemenang Anugerah HRD pada tahun 2013 ditunjukkan pada jadual 21.

HUMAN RESOURCE MINISTER AWARDS 2013	
Large Employer Category (Manufacturing)	ASSEMBLY SERVICES SDN. BHD.
Large Employer Category (Services)	TNB JANAMANJUNG SDN. BHD.
SME Employer Category	LH PLUS SDN. BHD.
Training Provider Category	K-PINTAR SDN. BHD.
PEMBANGUNAN SUMBER MANUSIA AWARDS 2013	
Large Employer Category (Manufacturing)	PETRONAS PENAPISAN (MELAKA) SDN. BHD.
Large Employer Category (Services)	KOLEJ POLY-TECH MARA SDN. BHD.
SME Employer Category (Manufacturing)	CAPE TECHNOLOGY SDN. BHD.
SME Employer Category (Services)	PUSAT LATIHAN KEMAHIRAN E-ACCESS SDN. BHD.
Training Provider Category	PAHANG SKILLS DEVELOPMENT CENTRE (PSDC)
Training Provider Category	SARAWAK INFORMATION SYSTEMS SDN. BHD.
PEARL AWARD	
ASEAN BINTULU FERTILIZER SDN. BHD.	



CORPORATE SOCIAL RESPONSIBILITY

TANGGUNGJAWAB SOSIAL KORPORAT





CORPORATE SOCIAL RESPONSIBILITY

TANGGUNGJAWAB SOSIAL KORPORAT

PSMB'S CSR ACTIVITIES

As a responsible corporation, Human Resources Development Fund (HRDF) strives to maximise its stakeholder value. And in doing so, HRDF recognise that its primary responsibility lies in ensuring that its commitment to maximising stakeholder value is sustainable in the long term. This commitment translates to the basic concept of Corporate Social Responsibility (CSR), be it to employees, customers, stakeholders, community or the environment.

HRDF embarked on its first CSR activities for 2013 on 29 April 2013 by donating 5 units of wheelchair to the Malaysian Association Help for the Poor Terminally Ill (PMPPMM). The association plays its role in obtaining aid for the terminally ill and needy patients who have been referred by the medical Social Welfare Department at hospitals. Such aids, ranging from wheelchairs, colostomy bags, walking frame, ripple mattress and disposable napkins for children, will definitely bring a ray of comfort into the lives of the patients and ease their burdens.

The simple give-away ceremony was held at PMPPMM's office at Off Jalan Gombak, Kuala Lumpur. Yang Berusaha Encik Amirnuddin bin Mazlan, the Chief Executive of PSMB presented the wheelchairs to Y.Bhg. Dato' Faisalliah Abdul Isa, the Honorary President of PMPPMM, with the presence of HRDF's top management and CSR committee members.

AKTIVITI CSR PSMB

Sebagai organisasi yang bertanggungjawab, Pembangunan Sumber Manusia Berhad (PSMB) berusaha untuk memaksimumkan nilai kepada orang yang berkepentingan. Dengan berbuat demikian, HRDF mengakui tanggungjawab utamanya adalah untuk memastikan komitmen yang berterusan dan memaksimumkan nilai kepada orang yang berkepentingan dalam jangka masa yang panjang. Komitmen ini boleh di zahirkan melalui konsep asas Tanggungjawab Sosial (CSR) sama ada kepada majikan, pelanggan, orang yang berkepentingan, masyarakat dan persekitaran.

PSMB menjalankan aktiviti CSR pertamanya pada tahun 2013 iaitu pada 29 April 2013 dengan menderma 5 unit kerusi roda kepada Pertubuhan Membantu Pesakit Parah Miskin Malaysia (PMPPMM). Pertubuhan tersebut memainkan peranan untuk mendapatkan bantuan kepada pesakit parah dan pesakit yang memerlukan bantuan yang telah dirujuk oleh Jabatan Kebajikan Masyarakat melalui laporan perubatan yang dikeluarkan hospital. Contoh bantuan yang diberi, antaranya kerusi roda, beg kolostomi, tongkat kaki, tilam angin dan lampin pakai buang bagi kanak-kanak, dan semestinya bantuan ini akan memberi sinar kepada kehidupan pesakit dan meringankan beban yang ditanggung mereka.

Acara penyampaian kerusi roda yang ringkas itu telah diadakan di pejabat PMPPMM bertempat di Off Jalan Gombak, Kuala Lumpur dengan disampaikan oleh Yang Berusaha Encik Amirnuddin bin Mazlan, Ketua Eksekutif PSMB kepada Y.Bhg. Dato' Faisalliah Abdul Isa, Pengerusi PMPPMM dengan disertai oleh pihak pengurusan atasan PSMB dan Ahli Jawatankuasa CSR.



CORPORATE SOCIAL RESPONSIBILITY

TANGGUNGJAWAB SOSIAL KORPORAT



In April 2014, PSMB also had donated a total of 25 units of personal computers to PIKOM to be given away by PIKOM to the orphanage homes, old folk homes, underprivileged homes and etc.

HRDF was very privileged to have 10 orphanages from Pusat Jagaan Lambaian Kasih (PJLK) during HRDF breaking fast ceremony at Asmara Penchala, Sungai Penchala, Selangor on 13 July 2013. During the event, the home was given donation which was collected from HRDF staff and the orphanages were given conference bag as souvenirs by Puan. Wan Yon Shahima Wan Othman, Deputy Chief Executive (Management) of HRDF.

Pada April 2014, PSMB juga turut menyumbangkan 25 unit komputer peribadi kepada PIKOM untuk diberikan oleh PIKOM kepada rumah anak yatim, rumah orang-orang tua, rumah orang kurang bernasib baik dan lain-lain.

PSMB berbesar hati apabila 10 orang anak yatim daripada Pusat Jagaan Lambaian Kasih (PJLK) turut serta bersama sempena majlis berbuka puasa di Asrama Penchala, Sungai Penchala Selangor pada 13 Julai 2013. Pada majlis tersebut, anak-anak yatim itu menerima sumbangan hasil daripada kutipan wang dari warga PSMB dan cenderahati berupa beg persidangan yang disampaikan oleh Puan. Wan Yon Shahima Wan Othman, Timbalan Ketua Eksekutif (Pengurusan) PSMB.



CORPORATE SOCIAL RESPONSIBILITY

TANGGUNGJAWAB SOSIAL KORPORAT

HRDF is not only focusing on developing Malaysia to become a high income nation by promoting retraining and skills upgrading of its workforce, nonetheless, HRDF together with children from Rumah Tunas Harapan Tengku Ampuan Rahimah, Kuala Selangor pledged to reined in the land erosion through its CSR programme, 'Plants for The Planet' at Sungai Haji Dorani, Kuala Selangor. This programme was officiated by Encik. Ali Badaruddin Abd Kadir, Chief Executive of PSMB.

With the hands of help from the children, HRDF staff and the sponsor representatives; Tenaga Nasional Berhad (TNB), Kuala Selangor District Council (MDKS), Selangor Forestry Department and Dorani Bayu Resort 'N' Services Sdn Bhd, the planting of all 400 mangrove saplings was a success.

The objective of the programme is to instill love for the environment, to create awareness pertaining to the escalating soil erosion issue and also to open an opportunity for the children from Rumah Tunas Harapan Tengku Ampuan Rahimah to explore the surroundings and release stress.

Fully sponsored by TNB, the kids were later being brought to visit firefiles at Kampung Kuantan, Kuala Selangor.

PSMB bukan sahaja memberi fokus kepada pembangunan Malaysia untuk menjadi sebuah negara berpendapatan tinggi dengan mempromosikan program latihan semula dan peningkatan kemahiran tenaga kerja, walau bagaimanapun, PSMB bersama anak-anak dari Rumah Tunas Harapan Tengku Ampuan Rahimah, Kuala Selangor berikrar untuk mengekang hakisan tanah melalui program CSR, 'Tumbuhan Untuk Planet' di Sungai Haji Dorani, Kuala Selangor. Program ini dirasmikan oleh Encik. Ali Badaruddin Abd Kadir, Ketua Eksekutif PSMB.

Dengan bantuan anak-anak, warga kerja PSMB dan wakil pihak penaja, iaitu Tenaga Nasional Berhad (TNB), Majlis Daerah Kuala Selangor (MDKS), Jabatan Perhutanan Selangor dan Dorani Bayu Resort 'N' Services Sdn Bhd, penanaman 400 anak pokok bakau telah diadakan dengan jayanya.

Objektif utama program ini untuk menanamkan sifat sayangkan alam sekitar, mewujudkan kesedaran berkaitan isu hakisan tanah yang semakin meningkat ketika ini dan membuka peluang kepada anak-anak Rumah Tunas Harapan Tengku Ampuan Rahimah meneroka alam sekeliling dan melepaskan tekanan.

Mendapat tajaan penuh daripada TNB, anak-anak tersebut kemudiannya dibawa melawat kelip-kelip di Kampung Kuantan, Kuala Selangor.



CORPORATE SOCIAL RESPONSIBILITY

TANGGUNGJAWAB SOSIAL KORPORAT

Finally, HRDF also hosted 25 orphanages, aged 8 to 13 years from Rumah Amal Limpahan Kasih, Puchong on its Hari Raya Open House event as also part of its CSR activities on 22 August 2013. They also performed 2 songs during the celebration. This event had definitely brought joy and happiness to the orphanages especially during festive season.

Akhirnya, HRDF turut mengundang 25 orang anak yatim, berumur 8 hingga 13 tahun daripada Rumah Amal Limpahan Kasih, Puchong sempena Majlis Rumah Terbuka pada 22 Ogos 2013 yang merupakan salah satu aktiviti CSR. Anak-anak tersebut turut menyampaikan 2 buah lagu ketika sambutan tersebut. Majlis ini sudah tentu membawa kegembiraan dan keceriaan kepada anak yatim terutamanya ketika musim perayaan.



EVENT HIGHLIGHTS

SOROTAN AKTIVITI



30-31 January / Januari

Train The Trainer Programme on Productivity Linked Wage System at Wisma HRDF, Kuala Lumpur
Program Train The Trainer berkaitan Produktiviti Sistem Gaji di Wisma HRDF



25 February / Februari

Seminar on Human Resource Management for Small Medium Enterprise (SME) in Segamat, Johor
Seminar mengenai Pengurusan Sumber Manusia bagi Perusahaan Kecil Sederhana (PKS) di Segamat, Johor



27 February / Februari

Seminar on Business Innovation by Dr. Tazeeb Rajwani at Wisma HRDF

Seminar mengenai Inovasi Perniagaan oleh Dr. Tazeeb Rajwani di Wisma HRDF, Kuala Lumpur



28 February / Februari

Engagement Session for HEARTS Programme at Sunway Putra Hotel

Sesi Beramah-mesra Program HEARTS di Hotel Sunway Putra, Kuala Lumpur

EVENT HIGHLIGHTS

SOROTAN AKTIVITI



10 March / Mac

Launching Ceremony for 1 Malaysia Support For Housewives (1MS4HW) at Kluang, Johor
Majlis Pelancaran 1 Malaysia Support For Housewives (1MS4HW) di Kluang, Johor



22 March / Mac

PSMB's Integrity Pledge Programme at Wisma HRDF
Program Ikrar Integriti PSMB di Wisma HRDF, Kuala Lumpur



3 April

Talk on Chain Management by Mumbai Dabbawalas at Wisma HRDF, Kuala Lumpur

Taklimat mengenai Pengurusan Rantaian oleh Mumbai Dabbawalas di Wisma HRDF, Kuala Lumpur



9 April

Visit by delegates from Associated Chinese Chambers of Commerce and Industry of Malaysia (ACCIM) to Wisma HRDF

Kunjungan delegasi daripada Associated Chinese Chambers of Commerce and Industry of Malaysia (ACCIM) ke Wisma HRDF

EVENT HIGHLIGHTS

SOROTAN AKTIVITI



9 April

Interview Session with TraXX FM at Wisma Radio Angkasapuri, Kuala Lumpur
Sesi wawancara bersama Radio TraXX FM di Wisma Radio Angkasapuri, Kuala Lumpur



20 May / Mei

Preview On Professional Accounting Courses at Crystal Crown Hotel, Petaling Jaya
Pengenalan terhadap Kursus Perakaunan Profesional di Crystal Crown Hotel, Petaling Jaya



3 June / Jun

Meeting with Malaysian International Chamber of Commerce & Industry (MICCI) at Wisma HRDF, Kuala Lumpur
Mesyuarat bersama Malaysian International Chamber of Commerce & Industry (MICCI) di Wisma HRDF, Kuala Lumpur



10 & 11 June / Jun

HRDF Go Masters! 2013 at Grand Seasons Hotel Kuala Lumpur
HRDF Go Masters! 2013 di Hotel Grand Seasons Kuala Lumpur

EVENT HIGHLIGHTS

SOROTAN AKTIVITI



19 & 20 June / Jun
SME Training Carnival at Seri Pacific Hotel Kuala Lumpur
SME Training Carnival di Seri Pacific Hotel Kuala Lumpur



27 June / Jun
PSMB's 12th Annual General Meeting at Wisma HRDF, Kuala Lumpur
Mesyuarat Agung Tahunan PSMB Ke-12 di Wisma HRDF, Kuala Lumpur



21 August / Ogos
Interview session with ASTRO Vizhuthugal
Sesi bual bicara bersama ASTRO Vizhuthugal



22 August / Ogos
PSMB's Eid Fitri Open House Reception at Wisma HRDF, Kuala Lumpur
Majlis Jamuan Rumah Terbuka Aidil Fitri PSMB di Wisma HRDF, Kuala Lumpur

EVENT HIGHLIGHTS

SOROTAN AKTIVITI



3 – 4 September

HRDF Conference & Exhibition 2013 at Kuala Lumpur Convention Centre

Persidangan & Pameran HRDF 2013 di Kuala Lumpur Convention Centre



20 – 25 October / Oktober

Malaysia Excellent at the ICQCC 2013 in Taipei, Taiwan-PSMB KIK Group received the Excellence Award

Malaysia Cemerlang di ICQCC 2013 Taipei, Taiwan-Kumpulan KIK PSMB telah mendapat Anugerah Excellence



15 November

PSMB Innovation Day at Wisma HRDF, Kuala Lumpur, Kuala Lumpur
Hari Inovasi PSMB di Wisma HRDF, Kuala Lumpur



13 December / Disember

Human Resources Development Award 2013 held at Hilton Hotel Kuching, Sarawak
Anugerah Pembangunan Sumber Manusia 2013 berlangsung di Hotel Hilton Kuching, Sarawak

PSMB IN THE NEWS

PSMB DI DALAM BERITA







FINANCIAL STATEMENT

HRDF (COMPANY NO: 545143-D)



HRDF
-MALAYSIA-

FINANCIAL STATEMENT

HRDF (COMPANY NO: 545143-D)

PEMBANGUNAN SUMBER MANUSIA BERHAD

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

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

Registered office:

Level 7, Wisma HRDF
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 2013

The Directors have pleasure in submitting their report and the audited financial statements of the Company for the year ended 31 December 2013.

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

	RM
Net surplus for the year	<u>1,624,007</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 (resigned on 16 May 2013)
Dato' Dr Abd Razak Bin Abdul – Chairman (appointed on 1 October 2013)
Dato' Haji Mohd Shariff Bin Hussin – Deputy Chairman
Amirnuddin Bin Mazlan – Chief Executive (resigned on 30 June 2013)
Ali Badaruddin Bin Abd Kadir – Chief Executive (appointed on 15 August 2013)
Tan Sri Datuk Ketheeswaran A/L M. Kanagaratnam

Directors of the Company (continued)

Datuk Santhakumar A/L Sivasubramaniam (alternate to Tan Sri Datuk Ketheeswaran A/L M, Kanagaratnam)

Datuk Mohd. Ilyas Bin Zainol Abidin

Reginald Thomas Pereira (alternate to Datuk Mohd. Ilyas Bin Zainol Abidin)

Dato' Low Kian Chuan

Jeffery Tan Keat Hui (alternate to Dato' Low Kian Chuan)

Dato' Hafsah binti Hashim

Fadzilah binti Ahmad Din (alternate to Dato' Hafsah binti Hashim – resigned on 10 December 2013)

Saifol Bahri Bin Mohamad Shamlan (alternate to Dato' Hafsah binti Hashim – appointed on 11 December 2013)

Dato' Ahmad Fadzil Bin Mahmud

Burhanuddin Bin Saidin (alternate to Ahmad Fadzil bin Mahmud)

Davies Danavaindram A/L Arputhasamy

Dato' Mizanur Rahman Bin S.M. Abdul Ghani (alternate to Davies Danavaindram – appointed on 16 May 2013)

Sr. Dr. Mohd Mazlan Bin Che Mat

Dato' Sri Mustapa Kamal Bin Maulut (alternate to Sr. Dr. Mohd Mazlan Bin Che Mat – resigned on 16 May 2013)

Hanafee Bin Yusoff (alternate to Sr. Dr. Mohd Mazlan bin Che Mat – appointed on 16 May 2013)

Chua Tiam Wee (resigned from 16 May 2013)

Kang Hua Keong (appointed on 16 May 2013)

Teh Kee Sin (alternate to Kang Hua Keong)

Lim Yoke Cheong

Lim Kheng Chye (alternate to Lim Yoke Cheong)

Wong Nan Fay

Cheah Kok Hoong (alternate to Wong Nan Fay)

Mohd. Ghaus bin Ab. Kadir

Dr. Mohd. Rashahidi @ Rusdi Bin Mohamood (alternate to Mohd. Ghaus bin Ab. Kadir - resigned on 16 May 2013)

Zulkeply Bin Abdul Samad (alternate to Mohd. Ghaus bin Ab. Kadir – appointed on 16 May 2013)

Givananandam a/l Kalinan

Suhaimi Bin Hamid (alternate to Givananandam a/l Kalinan – resigned on 1 October 2013)

Suhara Binti Husni (alternate to Givananandam a/l Kalinan – appointed on 1 October 2013)

Mohd Japar Bin Abd. Majid

Abdul Wahab Bin Abu Bakar (Re-appointed on 1 October 2013)

Christopher Sakayaraj (alternate to Abdul Wahab Bin Abu Bakar)

Rayan Anak Narong – appointed on 20 November 2013

Dato' Dr. Palaniappan a/l Ramanathan Chettiar (resigned from 16 May 2013)

Datuk Manimaran Anthony (resigned on 16 May 2013)

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 of the Company (continued)

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 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 financial statements 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.

Other statutory information (continued)

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, the results of the operations of the Company for the financial year ended 31 December 2013 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:



DATO' DR. ABD. RAZAK BIN ABDUL
Chairman



DATO' HJ OMAR BIN HJ AWANG
Director

Kuala Lumpur,
Date: 15 May 2014

Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

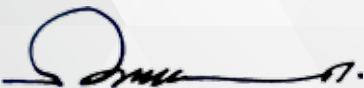
Statement by Directors pursuant to Section 169(15) of the Companies Act, 1965

In the opinion of the Directors, the financial statements set out on pages 183 to 219 are drawn up in accordance with Malaysian Financial Reporting Standards, International 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 at 31 December 2013 and of its financial performance and cash flows for the financial year then ended.

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



DATO' DR. ABD. RAZAK BIN ABDUL
Chairman



DATO' HJ OMAR BIN HJ AWANG
Director

Kuala Lumpur,
Date: 15 May 2014

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 183 to 219 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 15 May 2014.



WAN MOHD NAZARUDIN BIN WAN CHIK
General Manager (Accounts and Finance)
Pembangunan Sumber Manusia Berhad

Before me,



149, Jalan Aminuddin Baki
Taman Tun Dr Ismail



KPMG (Firm No. AF 0758)

Chartered Accountants

Level 10, KPMG Tower

8, First Avenue, Bandar Utama,

47800 Petaling Jaya,

Selangor Darul Ehsan, Malaysia.

Telephone +60 (3) 7721 3388

Fax +60 (3) 7721 3399

Internet www.kpmg.com.my

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 2013, statements of profit or loss and other 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 183 to 219 .

Directors' Responsibility for the Financial Statements

The Directors of the Company are responsible for the preparation of financial statements so as to give a true and fair view in accordance with Malaysian Financial Reporting Standards, International Financial Reporting Standards and the requirements of the Companies Act, 1965 in Malaysia. The Directors are also responsible for such internal control as the Directors determine is 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 give a true and fair view of the financial position of the Company as of 31 December 2013 and of its financial performance and cash flows for the year then ended in accordance with Malaysian Financial Reporting Standards, International Financial Reporting Standards and the requirements of the Companies Act, 1965 in Malaysia.

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.

A handwritten signature in blue ink, appearing to read 'KPMG', is written above the printed name.

KPMG

Firm Number: AF 0758
Chartered Accountants

A handwritten signature in blue ink, appearing to read 'H. Yusoff', is written above the printed name.

Hasman Yusri Bin Yusoff

Approval Number: 2583/08/14(J)
Chartered Accountant

Petaling Jaya,
Date: 15 May 2014

FINANCIAL STATEMENT

HRDF (COMPANY NO: 545143-D)

Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

Statement of financial position as at 31 December 2013

	Note	2013 RM	2012 RM
Assets			
Property, plant and equipment	3	36,717,416	30,214,520
Total non-current asset		36,717,416	30,214,520
Accrued interest receivables, deposits and prepayments	4	10,610,176	9,926,265
Staff loans	5	5,248,493	5,612,550
Tax recoverable		44,834	26,487
Investments	6	105,125,150	108,948,446
Fixed deposits	7	1,026,576,647	938,968,488
Cash and bank balances	7	42,577,186	45,851,336
Total current assets		1,190,182,486	1,109,333,572
Total assets		1,226,899,902	1,139,548,092
Equity			
Retained earnings		395,924,968	394,300,961
Fair value reserve		(7,854,237)	(14,030,941)
Total equity		388,070,731	380,270,020
Liabilities			
Retirement benefits	8	9,848,268	9,027,943
Total non-current liabilities		9,848,268	9,027,943
Employers' Fund	9	794,600,678	721,488,209
General Reserve II	10	912,629	576,129
Government grants	11	26,965,085	22,491,733
Other payables		4,683,958	2,185,862
Accrued expenditure		1,818,553	3,508,196
Total current liabilities		828,980,903	750,250,129
Total liabilities		838,829,171	759,278,072
Total equity and liabilities		1,226,899,902	1,139,548,092

The notes on pages 191 to 219 are an integral part of these financial statements.

Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

Statement of profit or loss and other comprehensive income for the year ended 31 December 2013

	Note	2013 RM	2012 RM
Income			
<u>Income From Operating Activities</u>			
Dividend from investment in unit trust		3,307,800	3,877,965
Fee income		2,558,208	2,650,395
Gain on disposal of investment in unit trust		-	1,388,262
Gain on disposal of plant and equipment		31,977	20,999
Interest income from fixed deposits		35,982,362	34,447,979
Interest income from loan to PSMB staff		3,455	3,544
Interest income from bank balance		162,698	223,440
Penalty on late payment of levy		1,295,259	2,098,605
Receipts for services		8,150	16,175
Sale of goods		72,887	54,623
<u>Other Income</u>			
Income from forfeiture of levy		2,212,028	3,081,579
Income from Housing Loan Fund		653,294	671,336
Income received from National HRD Conference Fund		1,779,895	1,260,530
Participants' fees for Training and Consultancy Fund		8,218,726	12,177,346
Total income		56,286,739	61,972,778
Expenses			
<u>Expenses From Operating Activities</u>			
Advertising and promotion		(1,586,004)	(2,246,592)
Auditors' remuneration		(75,000)	(71,000)
Bonuses		(2,033,944)	(2,153,397)
Consultancy services		(643,850)	(947,028)
Depreciation		(2,298,437)	(2,794,525)
Directors' fees	14	(247,500)	(264,000)
Directors' remuneration	14	(305,605)	(368,641)
EPF contributions		(1,637,657)	(1,554,589)
Event Management		(738,406)	(520,605)
Legal and professional fees		(672,494)	(579,345)
Loss on disposal of investment		(110,879)	-
Medical fees		(235,955)	(235,604)
Minor repairs		(7,720)	(4,750)
Office supplies		(636,068)	(589,935)
Other expenses		(986,857)	(778,291)

FINANCIAL STATEMENT

HRDF (COMPANY NO: 545143-D)

Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

Statement of profit and loss and other comprehensive income for the year ended 31 December 2013 (continued)

	Note	2013 RM	2012 RM
Overtime allowances		(142,036)	(93,578)
Printing Expenses		(975,024)	(540,223)
Property Management		(593,689)	(556,929)
Provision for retirement benefits	8	(1,542,883)	(966,961)
Rental		(265,051)	(243,508)
Repairs and maintenance		(413,426)	(2,731,750)
Salaries and allowances		(8,425,285)	(7,632,688)
SOCSSO contributions		(115,496)	(111,985)
Staff training		(419,538)	(347,049)
Staff Welfare		(757,205)	(646,599)
Stamps and postage		(322,953)	(205,235)
Transportation and packaging		(11,224)	(2,595)
Travelling and accommodation		(1,240,644)	(887,314)
Utilities		(1,552,652)	(1,013,987)
Write off on plant and equipment		-	(7,595)
Human Capital Development Expenses			
Expenses for Educational Sponsorship Fund		(30,024)	(22,674)
Expenses for National HRD Conference Fund		(2,017,697)	(1,263,541)
Expenses for re-registration of employers		-	(888)
Expenses for Retrenched Workers Training Fund		(8,196,058)	-
Expenses for Training and Consultancy Fund		(8,922,029)	(11,870,970)
Expenses for SME TNA Consultancy Fund		(466,530)	(220,424)
Expenses for the Apprenticeship Fund (apprentices allowances)		(2,556,869)	(2,545,902)
PSMB's contribution to 1Malaysia HRDF Skill Upgrading Fund		(56,800)	(44,409)
PSMB's contribution to 1Malaysia Financial Assistance Fund		-	(1,676,237)
Expenses for 1 Malaysia Training Programme Fund		-	(6,479,308)
Expenses for Tabung Halal Internal Audit Training Fund		-	(112,350)
Expenses for Small and Medium Enterprise Training Coordinating Fund		(3,014,228)	(1,448,102)
Expenses for Recognition of Prior Learning Fund		(300,800)	(587,100)
Expenses for Sewin Machine Technician Fund		(126,562)	(45,500)

Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

Statement of profit or loss and other comprehensive income for the year ended 31 December 2013 (continued)

Total expenses		(54,681,079)	(55,413,703)
Surplus before taxation		1,605,660	6,559,075
Income tax benefit	13	18,347	26,487
Net surplus for the year	12	1,624,007	6,585,562
Other comprehensive income, net of tax			
Items that maybe reclassified subsequently to profit or loss:			
Net change in fair value of available-for-sale financial assets		5,831,237	5,783,838
Net realised gain on sale of available-for-sale financial assets		345,467	2,142,478
Revaluation of Staff Retirement Benefit		-	(2,979,387)
Other comprehensive income for the year, net of tax		6,176,704	4,946,929
Total comprehensive income for the year		7,800,711	11,532,491

Summary of statement of profit or loss and other comprehensive Income

	2013 RM	2012 RM
<u>Operating Activities</u>		
Income from Operating Activities	43,422,796	44,781,987
Expenses from Operating Activities	(28,993,482)	(29,096,298)
Surplus from Operating Activities	14,429,314	15,685,689
<u>Human Capital Development (HCD) Activities</u>		
Other Income	12,863,943	17,190,791
Expenses from HCD Activities	(25,687,597)	(26,317,405)
Deficit from HCD Activities	(12,823,654)	(9,126,614)
Surplus before taxation	1,605,660	6,559,075

FINANCIAL STATEMENT

HRDF (COMPANY NO: 545143-D)

Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

Statement of changes in equity for the year ended 31 December 2013

	← Retained earnings →			
	Unallocated	Allocated for specific usage under trust funds	Fair value reserve	Total
	RM	RM	RM	RM
At 1 January 2012	261,739,633	125,975,766	(18,977,870)	368,737,529
Net change in fair value of available-for-sale financial assets	-	-	7,926,316	7,926,316
Revaluation of staff retirement benefit	-	-	(2,979,387)	(2,979,387)
Total other comprehensive income for the year	-	-	4,946,929	4,946,929
Profit for the year	6,585,562	-	-	6,585,562
Total comprehensive income for the year	6,585,562	-	4,946,929	11,532,491
Transfers from unallocated retained earnings to trust funds	9,126,614	(9,126,614)	-	-
At 31 December 2012	277,451,809	116,849,152	(14,030,941)	380,270,020
Net change in fair value of available-for-sale financial assets	-	-	6,176,704	6,176,704
Revaluation of staff retirement benefit	-	-	-	-
Total other comprehensive income for the year	-	-	6,176,704	6,176,704
Profit for the year	1,624,007	-	-	1,624,007
Total comprehensive income for the year	1,624,007	-	6,176,704	7,800,711
Transfers from unallocated retained earnings to trust funds	12,823,654	(12,823,654)	-	-
At 31 December 2013	291,899,470	104,025,498	(7,854,237)	388,070,731

The notes on pages 191 to 219 are an integral part of these financial statements.

Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)
(Incorporated in Malaysia)

Statement of cash flows for the year ended 31 December 2013

	2013 RM	2012 RM
Cash flow from operating activities		
Cash generated from operations		
Cash received from clients	7,464,606	5,862,071
Cash payment to vendors and administration	(27,582,814)	(30,677,589)
Cash flow changes from operating activities	(20,118,208)	(24,815,518)
Cash from Employers' Fund		
Payments to employers	(403,034,886)	(339,205,421)
Receipts from employers	478,695,883	442,287,098
Cash flow changes after employers' fund	55,542,789	78,266,159
Cash from Trust Funds and Government Grants		
Payment to employers	(5,769,150)	(8,282,102)
Payment to registered training providers	(26,819,277)	(25,405,316)
Payment for SME activities	(3,014,228)	(1,448,102)
Payment for HRD Conference	(2,017,697)	(1,263,541)
Payment for Apprentices Allowance	(3,563,869)	(2,545,902)
Payment for Employee Educational Sponsorship	(30,024)	(22,674)
Receipts from government allocation	20,000,000	27,614,068
Receipts from registered employers	8,218,726	12,177,346
Receipts from HRD Conference	1,779,895	1,260,530
Cash flow changes after Trust Funds	44,327,165	80,350,466
Interest received	35,279,179	31,197,240
Income tax refund	-	19,280
Net cash generated from operating activities	79,606,344	111,566,986

Pembangunan Sumber Manusia Berhad

(A Company Limited by Guarantee)

(Incorporated in Malaysia)

Statement of cash flows for the year ended 31 December 2013 (continued)

	2013 RM	2012 RM
Cash flow from investing activities		
Acquisition of plant and equipment	(8,801,333)	(2,677,609)
Dividend received	3,307,800	3,877,965
Loan to staffs	364,054	448,472
Proceeds from disposal of investments	9,889,121	66,854,191
Proceeds from disposal of plant and equipment	(31,977)	(21,000)
Net cash generated from investing activities	4,727,665	68,482,019
Net increase in cash and cash equivalents	84,334,009	180,049,005
Cash and cash equivalents at beginning of year	984,819,824	804,770,819
Cash and cash equivalents at end of year	1,069,153,833	984,819,824

(i) *Cash and cash equivalents*

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

	2013 RM	2012 RM
Fixed deposits	1,026,576,647	938,968,488
Cash and bank balances	42,577,186	45,851,336
Balance as at 31 December	1,069,153,833	984,819,824

The notes on pages 191 to 219 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 HRDF

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 15 May 2014.

1. Basis of preparation

(a) Statement of compliance

The financial statements of the Company have been prepared in accordance with Malaysian Financial Reporting Standards (MFRS), International Financial Reporting Standards and the Companies Act, 1965 in Malaysia.

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

1. Basis of preparation (continued)

(a) Statement of compliance (continued)

MFRSs, Interpretations and amendments effective for annual periods beginning on or after 1 January 2014

- Amendments to MFRS 10, *Consolidated Financial Statements: Investment Entities*
- Amendments to MFRS 12, *Disclosure of Interests in Other Entities: Investment Entities*
- Amendments to MFRS 127, *Separate Financial Statements (2011): Investment Entities*
- Amendments to MFRS 132, *Financial Instruments: Presentation – Offsetting Financial Assets and Financial Liabilities*
- Amendments to MFRS 136, *Impairment of Assets – Recoverable Amount Disclosures for Non-Financial Assets*
- Amendments to MFRS 139, *Financial Instruments: Recognition and Measurement – Novation of Derivatives and Continuation of Hedge Accounting*
- IC Interpretation 21, *Levies*

MFRSs, Interpretations and amendments effective for annual periods beginning on or after 1 July 2014

- Amendments to MFRS 1, *First-time Adoption of Malaysian Financial Reporting Standards (Annual Improvements 2011-2013 Cycle)*
- Amendments to MFRS 2, *Share-based Payment (Annual Improvements 2010-2012 Cycle)*
- Amendments to MFRS 3, *Business Combinations (Annual Improvements 2010-2012 Cycle and 2011-2013 Cycle)*
- Amendments to MFRS 8, *Operating Segments (Annual Improvements 2010-2012 Cycle)*
- Amendments to MFRS 13, *Fair Value Measurement (Annual Improvements 2010-2012 Cycle and 2011-2013 Cycle)*
- Amendments to MFRS 116, *Property, Plant and Equipment (Annual Improvements 2010-2012 Cycle)*
- Amendments to MFRS 119, *Employee Benefits – Defined Benefit Plans: Employee Contributions*
- Amendments to MFRS 124, *Related Party Disclosures (Annual Improvements 2010-2012 Cycle)*
- Amendments to MFRS 138, *Intangible Assets (Annual Improvements 2010-2012 Cycle)*
- Amendments to MFRS 140, *Investment Property (Annual Improvements 2011-2013 Cycle)*

MFRSs, Interpretations and amendments effective for a date yet to be confirmed

- MFRS 9, *Financial Instruments* (2009)
- MFRS 9, *Financial Instruments* (2010)
- MFRS 9, *Financial Instruments – Hedge Accounting and Amendments to MFRS 9, MFRS 7 and MFRS 139*
- Amendments to MFRS 7, *Financial Instruments: Disclosures – Mandatory Effective Date of MFRS 9 and Transition Disclosures*

1. Basis of preparation (continued)

(a) Statement of compliance (continued)

The Company plans to apply the abovementioned standards, amendments and interpretations:

- from the annual period beginning on 1 January 2014 for those accounting standards, amendments or interpretations that are effective for annual periods beginning on or after 1 January 2014.
- from the annual period beginning on 1 January 2015 for those accounting standards, amendments or interpretations that are effective for annual periods beginning on or after 1 July 2014.

The initial application of the abovementioned standards, amendments and interpretations are not expected to have any material financial impacts to the current and prior periods financial statements of the Company upon their first adoption.

(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 MFRSs 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.

(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.

2. Significant accounting policies (continued)

(a) Financial instruments (continued)

(ii) Financial instrument categories and subsequent measurement (continued)

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.

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.

2. Significant accounting policies (continued)

(b) Property, plant and equipment (continued)

(ii) Depreciation (continued)

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.

(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. If any such objective evidence exists, then the impairment loss of the financial assets is estimated

2. Significant accounting policies (continued)

(d) Impairment (continued)

(i) *Financial assets (continued)*

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 classified as available for sale 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. 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 of disposal. 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.

2. Significant accounting policies (continued)

(d) Impairment (continued)

(ii) Other assets

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.

(ii) State plans

The Company contributions to statutory pension funds are charged to profit or loss in the financial year to which they relate. Once the contributions have been paid, the Company has no further payment obligations.

(iii) Defined benefit plans

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 and discounting that amount.

2. Significant accounting policies (continued)

(iii) Defined benefit plans (continued)

The calculation of defined benefit obligations is performed once every three years by a qualified actuary using the projected unit credit method.

Remeasurements of the net defined benefit liability, which comprise actuarial gains and losses are recognised immediately in other comprehensive income. The Company determines the net interest expense or income on the net defined liability for the period by applying the discount rate used to measure the defined benefit obligation at the beginning of the annual period to the then net defined benefit liability, taking into account any changes in the net defined benefit liability or asset during the period as a result of contributions and benefit payments.

Net interest expense and other expenses relating to the defined benefit plan are recognised in the profit or loss statements.

When the benefits of the plan are changed or when a plan is curtailed, the resulting change in benefit that relates to past service or the gain or loss on curtailment is recognised immediately in profit or loss. The Company recognises gains and losses on the settlement of a defined benefit plan when the settlement occurs.

(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) *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.

(iii) *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.

(iv) *Study on Green Technology Consultancy Fund*

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

(v) *SRI Non-HRDF Fund*

The Company received an allocation from the Government to fund capability building programmes among small medium enterprise ("SMEs") not registered with HRDF targeting the business owner and non-HR personnel under the Strategic Reform Initiatives (SRI).

2. Significant accounting policies (continued)

(h) Government grants (continued)

(vi) **SAY 1MALAYSIA Fund**

The Company received an allocation from the Government to finance the course fees for Aircraft Maintenance Training offered to air force personnel leaving the service.

(vii) **Human Resource (HR) Certification Body Fund**

The Company was allocated a budget of RM1million by the Government to initiate the Human Resource Certification programmes. Establishment of the Human Resource Certification is one of the strategic approaches identified to enhance the quality of human resource management by human resource practitioners.

(viii) **Housewives Enhancement and Reactivate Talent Scheme (HEARTS FUND)**

The Company received an allocation from the Government to finance the courses conducted for housewives. The objectives of HEARTS programmes are to equip housewives, who are considered as latent workforces but possess tertiary education, with training in specialized skills that would allow them to be self-employed from home.

(ix) **Trade Union Training on Leadership and Raconteur (TUTELAR) Fund**

The objectives of the fund is to equip trade union leaders with leadership and communication skills to enable them to negotiate on collective agreement and trade disputes effectively within the context of industrial harmony as well as the knowledge on their rights and responsibilities under the laws of trade union and industrial relations.

(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.

(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.

2. Significant accounting policies (continued)

(i) Income (continued)

(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	2013 RM	2012 RM
Cost			
Property	(a)	33,880,352	33,880,352
Plant and equipment	(b)	29,179,368	20,560,093
		<u>63,059,720</u>	<u>54,440,445</u>
Accumulated depreciation:			
Property	(a)	10,828,164	9,213,706
Plant and equipment	(b)	15,514,140	15,012,219
		<u>26,342,304</u>	<u>24,225,925</u>
Carrying amounts:			
Property	(a)	23,052,188	24,666,646
Plant and equipment	(b)	13,665,228	5,547,874
		<u>36,717,416</u>	<u>30,214,520</u>

(a) Property

	Freehold land RM	Building RM	Total RM
Cost			
At 1 January 2012/ 31 December 2012/ 31 December 2013	1,591,200	32,289,152	33,880,352
Accumulated depreciation:			
At 1 January 2012	-	7,599,248	7,599,248
Charge for the year	-	1,614,458	1,614,458
At 31 December 2012/1 January 2013	-	9,213,706	9,213,706
Charge for the year		1,614,458	1,614,458
At 31 December 2013		10,828,164	10,828,164
Carrying amounts:			
At 1 January 2012	1,591,200	24,689,904	26,281,104
At 31 December 2012	1,591,200	23,075,446	24,666,646
At 31 December 2013	1,591,200	21,460,988	23,052,188

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3. Property, plant and equipment (continued)

(b) Plant and equipment

	Motor vehicles RM	Renovation RM	Furniture and office fittings RM	Office equipment RM	Electric and electronic equipment RM	Software (ICT Project) RM	Total RM
Cost:							
At 1 January 2012	707,496	2,049,357	1,358,145	766,354	13,183,019	-	18,064,371
Additions	93,603	189,299	30,588	89,172	415,647	1,859,300	2,677,609
Disposals	(173,831)	-	-	-	(8,056)	-	(181,887)
At 31 December 2012/ 1 January 2013	627,268	2,238,656	1,388,733	855,526	13,590,610	1,859,300	20,560,093
Additions	188,134	15,071	175,190	32,288	339,776	8,050,874	8,801,333
Disposal / Write off	(182,058)	-	-	-	-	-	(182,058)
At 31 December 2013	633,344	2,253,727	1,563,923	887,814	13,930,386	9,910,174	29,179,368
Accumulated depreciation:							
At 1 January 2012	543,443	264,062	1,035,928	564,420	11,598,590	-	14,006,443
Charge for the year	107,584	210,735	192,191	61,718	607,840	-	1,180,068
Disposal	(173,831)	-	-	-	(461)	-	(174,292)
At 31 December 2012/ 1 January 2013	477,196	474,797	1,228,119	626,138	12,205,969	-	15,012,219
Charge for the year	92,870	201,884	52,253	50,425	286,547	-	683,979
Disposals	(182,058)	-	-	-	-	-	(182,058)
At 31 December 2013	388,008	676,681	1,280,372	676,563	12,492,516	-	15,514,140
Carrying amounts:							
At 1 January 2012	164,053	1,785,295	322,217	201,934	1,584,429	-	4,057,928
At 31 December 2012	150,072	1,763,859	160,614	229,388	1,384,641	1,859,300	5,547,874
At 31 December 2013	245,336	1,577,046	283,551	211,251	1,437,870	9,910,174	13,665,228

4. Accrued interest receivables, deposits and prepayments

	2013 RM	2012 RM
<u>Deposits and Prepayments</u>		
Advances on branch office rental	54,479	54,479
Advances on franking machines	50,934	71,011
Advances on travelling expenditure	10,123	13,744
Deposit on medical benefits	35,500	35,500
Deposit on office telephones	253	253
Deposit on parking rental	1,547	1,547
Deposit on photocopy machine	4,500	4,500
Deposit on safe deposit box	200	200
Deposit on store rental	14,724	14,724
Deposit on water and electricity (store)	19,890	19,390
Prepayments on maintenance and services	5,529	1,603
<u>Accrued interest receivables</u>		
Accrued interest on fixed deposits	9,829,499	9,368,120
Accrued interest of penalty on late payment of levy	582,998	341,194
	<u>10,610,176</u>	<u>9,926,265</u>

5. Staff loans

	2013 RM	2012 RM
Motor vehicle loans	89,031	114,760
Computer loans	96,852	64,246
Housing loans	5,062,610	5,433,544
	<u>5,248,493</u>	<u>5,612,550</u>

Staff loans are granted to eligible employees of the Company, bears interest of 4% per annum (2012: 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

	2013 RM	2012 RM
Current		
Available-for-sale financial assets	105,125,150	108,948,446
Market value of quoted investments	105,125,150	108,948,446

7. Cash and cash equivalents

	2013 RM	2012 RM
Fixed deposits are placed with:		
Licensed banks	358,286,662	341,198,353
Other financial institutions	668,289,985	597,770,135
	1,026,576,647	938,968,488
Cash and bank balances	42,577,186	45,851,336
	1,069,153,833	984,819,824

8. Retirement benefits

	2013 RM	2012 RM
Present value of unfunded obligations	9,848,268	9,027,943
Recognised liability for defined benefit obligations	9,848,268	9,027,943
Analysed as:		
Current portion	-	-
Non-current portion	9,848,268	9,027,943
	9,848,268	9,027,943

Liability for defined benefit obligations

The Company recognised liability for defined benefit obligations based on the actuarial valuation report dated 14 December 2012. 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.

8. Retirement benefits (continued)

Movements in the present value of defined benefit obligations

	2013 RM	2012 RM
Defined benefit obligations at 1 January	9,027,943	5,297,501
Adjustment for opening balance (MFRS 119)	-	25,074
Current service costs and interest	1,542,883	966,961
Re-measurements	-	2,954,313
Benefits paid by the plan	(722,558)	(215,906)
Defined benefit obligations at 31 December	<u>9,848,268</u>	<u>9,027,943</u>

Expenses recognised in profit or loss

	2013 RM	2012 RM
Current service cost	1,024,741	606,569
Interest on obligation	518,142	360,392
Net benefit expenses	<u>1,542,883</u>	<u>966,961</u>

Actuarial assumptions

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

	2013 RM	2012 RM
Discount rate	5.75%	5.75%
Average salary increase	6.0%	6.0%

9. Employers' Fund

	2013 RM	2012 RM
Balance as at 1 January	721,488,209	621,536,664
Add : Levy collected	478,695,883	442,287,098
SME Training Incentive Grant	5,769,150	8,282,102
1Malaysia Financial Assistance Fund	-	1,676,237
1Malaysia Training Programme Fund	-	6,479,308
Credited Back From General Reserves – re-registration	-	888
	<u>1,205,953,242</u>	<u>1,080,262,297</u>
Less : Training grant disbursed	(407,647,551)	(354,795,029)
Transferred to General Reserves II – deregistration (Note 10)	(490,356)	(170,311)
Forfeiture of levy	(2,058,172)	(2,959,822)
Overpayment of levy refunded	(1,156,485)	(848,926)
Balance as at 31 December	<u><u>794,600,678</u></u>	<u><u>721,488,209</u></u>

10. General Reserves II

	2013 RM	2012 RM
Balance as at 1 January	576,129	527,575
Add: Transfer from Employers' Fund (Note 9)	490,356	170,311
	<u>1,066,485</u>	<u>697,886</u>
Less: Transferred to General Reserves I – forfeiture due to failure to re-register within two years	(153,856)	(121,757)
Balance as at 31 December	<u><u>912,629</u></u>	<u><u>576,129</u></u>

11. Government grants

	Note	2013 RM	2012 RM
Apprenticeship Fund	(a)	15,879,738	13,044,560
SME Training Incentive Fund	(b)	5,119,438	5,888,588
Study on Green Technology Consultancy Fund	(c)	617,730	617,730
NHRC Development Fund	(d)	386,090	822,677
SRI Non-HRDF Fund	(e)	225,589	1,018,178
SAY 1Malaysia Fund	(f)	684,808	1,100,000
HR Certification Body Fund	(g)	1,000,000	-
HEARTS Fund	(h)	1,643,500	-
TUTELAR Fund	(i)	1,408,192	-
		<u>26,965,085</u>	<u>22,491,733</u>

(a) Apprenticeship Fund

	2013 RM	2012 RM
Balance as at 1 January	13,044,560	9,352,404
Add : Government allocation	9,000,000	11,000,000
	<u>22,044,560</u>	<u>20,352,404</u>
Less : Payment for apprentices' course fees	(6,164,822)	(7,307,844)
Balance as at 31 December	<u>15,879,738</u>	<u>13,044,560</u>

(b) SME Training Incentive Fund

	2013 RM	2012 RM
Balance as at 1 January	5,888,588	3,170,690
Add : Government allocation	8,000,000	11,000,000
	<u>13,888,588</u>	<u>14,170,690</u>
Less : Expenses	(5,769,150)	(8,282,102)
Transfer to Hearts Fund - Note (h)	(1,000,000)	-
Transfer to Tutelar Fund - Note (i)	(2,000,000)	-
Balance as at 31 December	<u>5,119,438</u>	<u>5,888,588</u>

11. Government grants (continued)

(c) Study on Green Technology Consultancy Fund

	2013 RM	2012 RM
Balance as at 1 January	617,730	385,000
Add : Government allocation	-	869,486
	617,730	1,254,486
Less : Expenses	-	(636,756)
Balance as at 31 December	617,730	617,730

(d) National Human Resource Centre (NHRC) Development Fund

	2013 RM	2012 RM
Balance as at 1 January	822,677	1,100,000
Add : Government allocation	1,000,000	2,150,000
	1,822,677	3,250,000
Less : Expenses	(1,436,587)	(2,427,323)
Balance as at 31 December	386,090	822,677

(e) SRI Non-HRDF Fund

	2013 RM	2012 RM
Balance as at 1 January	1,018,178	-
Add : Government allocation	-	1,494,582
	1,018,178	1,494,582
Less : Expenses	(792,589)	(476,404)
Balance as at 31 December	225,589	1,018,178

(f) SAY 1Malaysia Fund

	2013 RM	2012 RM
Balance as at 1 January	1,100,000	-
Add : Government allocation	-	1,100,000
	1,100,000	1,100,000
Less : Expenses	(415,192)	-
Balance as at 31 December	684,808	1,100,000

(g) HR Certification Body Fund

	2013 RM	2012 RM
Balance as at 1 January	-	-
Add : Government allocation	1,000,000	-
	<u>1,000,000</u>	<u>-</u>
Less : Expenses	-	-
Balance as at 31 December	<u>1,000,000</u>	<u>-</u>

(h) Hearts Fund

	2013 RM	2012 RM
Balance as at 1 January	-	-
Add : Transfer from SME Training Incentive Fund Note (b)	1,000,000	-
Government allocation	1,000,000	-
	<u>2,000,000</u>	<u>-</u>
Less : Expenses	(356,500)	-
Balance as at 31 December	<u>1,643,500</u>	<u>-</u>

(i) Tutelar Fund

	2013 RM	2012 RM
Balance as at 1 January	-	-
Add : Transfer from SME Training Incentive Fund Note (b)	2,000,000	-
	<u>2,000,000</u>	<u>-</u>
Less : Expenses	(591,808)	-
Balance as at 31 December	<u>1,408,192</u>	<u>-</u>

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HRDF (COMPANY NO: 545143-D)

12. Net surplus for the year

	2013 RM	2012 RM
Net surplus for the year is arrived at after crediting:		
Dividend from investment in unit trust	3,307,800	3,877,965
Fee income	2,558,208	2,650,395
Gain on disposal of investments in unit trust	-	1,388,262
and after charging:		
Audit fees	75,000	71,000
Depreciation	2,298,437	2,794,525
Personnel expenses:		
- Expenses related to defined benefit plans	1,542,883	966,961
- Wages, salaries and others	10,716,761	9,991,648
- Contributions to Employees Provident Fund	1,637,657	1,554,589
Rental of premises	265,051	243,508
Write-off of plant and equipment	-	7,595

The number of employees of the Company (including Directors) at the end of the year was 203 (2012 – 190 employees).

13. Income tax benefit

	2013 RM	2012 RM
- Current year	18,347	26,487

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:

	2013 RM	2012 RM
Directors:		
Fees	247,500	264,000
Remuneration	305,605	368,641
	553,105	632,641

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)

31.12.2013	Carrying amount RM	L & R RM	AFS RM
<i>Financial assets</i>			
Accrued interest receivables	10,412,497	10,412,497	-
Deposits	76,614	76,614	-
Staff loans	5,248,493	5,248,493	-
Investment	105,125,150	-	105,125,150
Fixed deposits	1,026,576,647	1,026,576,647	-
Cash and bank balances	42,577,186	42,577,186	-
	<u>1,190,016,587</u>	<u>1,084,891,437</u>	<u>105,125,150</u>

31.12.2012	Carrying amount RM	L & R RM	AFS RM
<i>Financial assets</i>			
Accrued interest receivables	9,709,314	9,709,314	-
Deposits	76,114	76,114	-
Staff loans	5,612,550	5,612,550	-
Investment	108,948,446	-	108,948,446
Fixed deposits	938,968,488	938,968,488	-
Cash and bank balances	45,851,336	45,851,336	-
	<u>1,109,166,248</u>	<u>1,000,217,802</u>	<u>108,948,446</u>

15. Financial instruments (continued)

15.1 Categories of financial instruments (continued)

	Carrying amount RM	OL RM
31.12.2013		
<i>Financial liabilities</i>		
Employers' Fund	794,600,678	794,600,678
General Reserve II	912,629	912,629
Government grants	26,965,085	26,965,085
Other payables	4,683,958	4,683,958
Accrued expenditure	1,818,553	1,818,553
	<u>828,980,903</u>	<u>828,980,903</u>

	Carrying amount RM	OL RM
31.12.2012		
<i>Financial liabilities</i>		
Employers' Fund	721,488,209	721,488,209
General Reserve II	576,129	576,129
Government grants	22,491,733	22,491,733
Other payables	2,185,862	2,185,862
Accrued expenditure	3,508,196	3,508,196
	<u>750,250,129</u>	<u>750,250,129</u>

15. Financial instruments (continued)

15.2 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 banks 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.

15. Financial instruments (continued)

15.2 Financial risk management (continued)

(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.

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
Employers' Fund	794,600,678	-	794,600,678	794,600,678
General Reserve II	912,629	-	912,629	912,629
Government grants	26,965,085	-	26,965,085	26,965,085
Other payables	4,683,958	-	4,683,958	4,683,958
Accrued expenditure	1,818,553	-	1,818,553	1,818,553
	<u>828,980,903</u>		<u>828,980,903</u>	<u>828,980,903</u>

15. Financial instruments (continued)

15.2 Financial risk management (continued)

(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 available-for-sale financial assets, short term receivables and payables are not significantly exposed to interest rate risk.

Risk management objectives, policies and processes for managing the risk

The Company is not significantly exposed to the risk of changes in interest rates as it does not have any floating rate financial instruments.

(e) Other price risk

Unit trust price risk arises from the Company's investments in unit trusts.

Risk management objectives, policies and processes for managing the risk

Management of the Company monitors the unit trust investments on an individual basis. All buy and sell decisions are approved by the Investment Committee of the Company.

Unit trust price risk sensitivity analysis

A change of 1% of the price of the unit trust investments at the end of the reporting period would have increased/(decreased) equity and post-tax surplus by the amounts shown below:

	Equity	
	1% Increase RM	1% Decrease RM
2013	1,051,252	(1,051,252)
2012	1,089,484	(1,089,484)

15. Financial instruments (continued)

15.2 Financial risk management (continued)

(f) Fair value of financial instruments (continued)

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 table below analyses financial instruments carried at fair value and those not carried at fair value for which fair value is disclosed, together with their fair values and carrying amounts shown in the statement of financial position.

	Fair value of financial instruments carried at fair value				Fair value of financial instruments not carried at fair value				Total fair value	Carrying amount
	Level 1 RM	Level 2 RM	Level 3 RM	Total RM	Level 1 RM	Level 2 RM	Level 3 RM	Total RM	RM	RM
2013										
Financial assets										
Investments	105,125,150	-	-	105,125,150	-	-	-	-	105,125,150	105,125,150
	Fair value of financial instruments carried at fair value				Fair value of financial instruments not carried at fair value *				Total fair value	Carrying amount
	Level 1 RM	Level 2 RM	Level 3 RM	Total RM	Total RM				RM	RM
2012										
Financial assets										
Investments	108,948,446	-	-	108,948,446	-	-	-	-	108,948,446	108,948,446

* Comparative figures have not been analysed by levels, by virtue of transitional provision given in Appendix C2 of MFRS 13.

15. Financial instruments (continued)

15.2 Financial risk management (continued)

(f) Fair value of financial instruments (continued)

Level 1

Level 1 fair value is derived from quoted price (unadjusted) in active markets for identical financial assets or liabilities that the entity can access at the measurement date.

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.

Supplementary information on the breakdown of retained earnings

	2013 RM	2012 RM
Retained earnings consist of the following:		
- Retained earnings unallocated	291,899,470	277,451,809
- Retained earnings allocated to specific usage under trust funds	104,025,498	116,849,152
	<u>395,924,968</u>	<u>394,300,961</u>

Trust funds as at 31 December are as follows:

		2013 RM	2012 RM
	Note		
Motor Vehicle Loan Fund	1	800,000	800,000
Computer Loan Fund	2	300,000	300,000
Housing Loan Fund	3	16,628,038	15,974,744
Educational Sponsorship Fund	4	416,828	446,852
Retrenched Workers Training Fund	5	942,022	9,138,080
Apprenticeship Fund (apprentices allowances)	6	24,811,185	368,054
Training and Consultancy Fund	7	4,687,040	5,390,343
General Reserve I	8	21,023,271	45,811,243
SME Training Coordinating Fund	9	5,452,021	8,466,249
SME TNA Consultancy Fund	10	3,739,096	4,205,626
National HRD Conference Fund	11	1,077,953	1,315,755
1Malaysia HRDF Skill Upgrading Fund	12	35,701	92,501
1Malaysia Training Programme Fund	13	20,772,255	20,772,255
Recognition of Prior Learning Fund (RPL)	14	3,112,100	3,412,900
Sewin Machine Technician Fund (MATAC)	15	226,938	353,500
Halal Internal Audit Training Fund	16	1,050	1,050
Total		<u>104,025,498</u>	<u>116,849,152</u>

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 on the job and off the job who undergo apprenticeship training.

(iv) *Training and Consultancy Fund*

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 employers registered with Company, as a whole, based on approval by the Board.

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 Malaysian workers in Small and Medium Enterprise to go for training in certification programmes that would support the Government's Vision in attaining High-Income Economy by the year 2020. It will encourage employers to upgrade their workers knowledge and skills in the areas of innovation, creativity and high value-added.

(x) *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 the value 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 the employers' levy account.

Notes to trust funds (continued)

(xi) Recognition of Prior Learning Fund (RPL)

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 the Department of Skills Development according to their competency levels.

(xii) Sewin Machine Technician Fund (MATAC)

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

(xiii) 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 the internal halal auditors before obtaining the Halal certification status for their kitchens and restaurants from Jabatan Kemajuan Islam Malaysia (JAKIM).

Notes to trust funds (continued)

1.Motor Vehicle Loan Fund

	2013 RM	2012 RM
Balance as at 1 January/ 31 December	800,000	800,000

2.Computer Loan Fund

	2013 RM	2012 RM
Balance as at 1 January/ 31 December	300,000	300,000

3.Housing Loan Fund

	2013 RM	2012 RM
Balance as at 1 January	15,974,744	15,303,408
Add : Interest on housing loan	205,742	225,553
Interest on investments	458,047	458,449
	16,638,533	15,987,410
Less : Government subsidies	(10,495)	(12,666)
Balance as at 31 December	16,628,038	15,974,744

4.Educational Sponsorship Fund

	2013 RM	2012 RM
Balance as at 1 January	446,852	469,526
Less : Expenses for Educational Sponsorship Fund	(30,024)	(22,674)
Balance as at 31 December	416,828	446,852

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

Notes to trust funds (continued)

5.Retrenched Workers Training Fund

	2013 RM	2012 RM
Balance as at 1 January	9,138,080	9,138,080
Less : Expenses for Retrenched Workers Training Fund	(8,196,058)	-
Balance as at 31 December	<u>942,022</u>	<u>9,138,080</u>

6.Apprenticeship Fund (apprentices allowances)

	2013 RM	2012 RM
Balance as at 1 January	368,054	2,913,956
Add : Transfer from General Reserve I (Note 8)	27,000,000	-
	<u>27,368,054</u>	<u>2,913,956</u>
Less : Expenses for Apprenticeship Fund (apprentices allowances)	(2,556,869)	(2,545,902)
Balance as at 31 December	<u>24,811,185</u>	<u>368,054</u>

7.Training and Consultancy Fund

	2013 RM	2012 RM
Balance as at 1 January	5,390,343	5,083,967
Add : Participation fees	8,218,726	12,177,346
	<u>13,609,069</u>	<u>17,261,313</u>
Less : Expenses for Training and Consultancy Fund	(8,922,029)	(11,870,970)
Balance as at 31 December	<u>4,687,040</u>	<u>5,390,343</u>

Notes to trust funds (continued)

8. General Reserves I

	2013 RM	2012 RM
Balance as at 1 January	45,811,243	45,730,552
Add : Forfeiture of levy	2,212,028	3,081,579
	48,023,271	48,812,131
Less : Expenses for re-registration of employers	-	(888)
Transfer to Apprenticeship Fund (Apprentice Allowances) (Note 6)	(27,000,000)	-
Transfer to Recognition of Prior Learning Fund (RPL) (Note 14)	-	(3,000,000)
Balance as at 31 December	21,023,271	45,811,243

9. SME Training Coordinating Fund

	2013 RM	2012 RM
Balance as at 1 January	8,466,249	9,914,351
Less : Expenses for SME Training and Coordinating Fund	(3,014,228)	(1,448,102)
Balance as at 31 December	5,452,021	8,466,249

10. SME TNA Consultancy Fund

	2013 RM	2012 RM
Balance as at 1 January	4,205,626	4,426,050
Less : Consultant's fees	(439,922)	(209,638)
Expenses for SME TNA Consultancy Fund	(26,608)	(10,786)
Balance as at 31 December	3,739,096	4,205,626

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

Notes to trust funds (continued)

11. National HRD Conference Fund

	2013 RM	2012 RM
Balance as at 1 January	1,315,755	1,318,766
Add : Income received from National HRD Conference Fund	1,779,895	1,260,530
	3,095,650	2,579,296
Less : Expenses for National HRD Conference Fund	(2,017,697)	(1,263,541)
Balance as at 31 December	1,077,953	1,315,755

12. 1Malaysia HRDF Skill Upgrading Fund

	2013 RM	2012 RM
Balance as at 1 January	92,501	136,910
Less : Expenses for 1Malaysia HRDF Skill Upgrading Fund	(56,800)	(44,409)
Balance as at 31 December	35,701	92,501

13. 1Malaysia Training Programme Fund

	2013 RM	2012 RM
Balance as at 1 January	20,772,255	27,251,563
Less : Expenses for 1Malaysia Training Programme Fund	-	(6,479,308)
Balance as at 31 December	20,772,255	20,772,255

Notes to trust funds (continued)

14. Recognition of Prior Learning Fund (RPL)

	2013 RM	2012 RM
Balance as at 1 January	3,412,900	1,000,000
Add : Transfer from General Reserve I (Note 8)	-	3,000,000
	<u>3,412,900</u>	<u>4,000,000</u>
Less : Expenses for RPL Fund	(300,800)	(587,100)
Balance as at 31 December	<u><u>3,112,100</u></u>	<u><u>3,412,900</u></u>

15. Sewin Machine Technician Fund (MATAC)

	2013 RM	2012 RM
Balance as at 1 January	353,500	399,000
Less : Expenses for MATAC Fund	(126,562)	(45,500)
Balance as at 31 December	<u><u>226,938</u></u>	<u><u>353,500</u></u>

16. Halal Internal Audit Training Fund

	2013 RM	2012 RM
Balance as at 1 January	1,050	113,400
Less : Expenses for Fund	-	(112,350)
Balance as at 31 December	<u><u>1,050</u></u>	<u><u>1,050</u></u>

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



HRDF
-MALAYSIA-





PENYATA KEWANGAN

PSMB (NO. SYARIKAT: 545143-D)



HRDF
-MALAYSIA-

PENYATA KEWANGAN

PSMB (NO. SYARIKAT: 545143-D)

PEMBANGUNAN SUMBER MANUSIA BERHAD

(No. Syarikat : 545143-D)

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

PENYATA KEWANGAN BAGI TAHUN BERAKHIR 31 DISEMBER 2013

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Laporan Para Pengarah bagi tahun berakhir 31 Disember 2013

Para Pengarah dengan sukacita membentangkan laporan mereka dan penyata kewangan Syarikat yang telah diaudit bagi tahun kewangan berakhir 31 Disember 2013.

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 menggalakan 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 menggalakan 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

Lebih bersih bagi tahun	RM 1,624,007
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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 adalah:

Raja Dato' Abd. Aziz Bin Raja Muda Musa – Pengerusi (meletak jawatan pada 16 Mei 2013)

Dato' Dr Abd Razak Bin Abdul – Pengerusi (dilantik pada 1 Oktober 2013)

Dato' Haji Mohd Shariff Bin Hussin – Timbalan Pengerusi

Amirnuddin Bin Mazlan – Ketua Eksekutif (meletak jawatan pada 30 Jun 2013)

Ali Badaruddin Bin Abd Kadir – Ketua Eksekutif (dilantik pada 15 Ogos 2013)

Tan Sri Datuk Ketheeswaran A/L M. Kanagaratnam

Para Pengarah Syarikat (sambungan)

Datuk Santhakumar A/L Sivasubramaniam (ahli silih ganti kepada Tan Sri Datuk Ketheeswaran A/L M. Kanagaratnam)
Datuk Mohd. Ilyas Bin Zainol Abidin
Reginald Thomas Pereira (ahli silih ganti kepada Datuk Mohd. Ilyas Bin Zainol Abidin)
Dato' Low Kian Chuan
Jeffery Tan Keat Hui (alternate to Dato' Low Kian Chuan)
Dato' Hafsah binti Hashim
Fadzilah binti Ahmad Din (ahli silih ganti kepada Dato' Hafsah binti Hashim – meletak jawatan pada 16 Mei 2013)
Saifol Bahri Bin Mohamad Shamlan (ahli silih ganti kepada Dato' Hafsah binti Hashim – dilantik pada 11 Disember 2013)
Dato' Ahmad Fadzil Bin Mahmud
Burhanuddin Bin Saidin (ahli silih ganti kepada Ahmad Fadzil bin Mahmud)
Davies Danavaindram A/L Arputhasamy
Dato' Mizanur Rahman Bin S.M. Abdul Ghani (ahli silih ganti kepada Davies Danavaindram – dilantik pada 16 Mei 2013)
Sr. Dr. Mohd Mazlan Bin Che Mat
Dato' Sri Mustapa Kamal Bin Maulut (ahli silih ganti kepada to Sr. Dr. Mohd Mazlan Bin Che Mat – meletak jawatan pada 16 Mei 2013)
Hanafee Bin Yusoff (ahli silih ganti kepada Sr. Dr. Mohd Mazlan bin Che Mat – dilantik pada 16 Mei 2013)
Chua Tiam Wee (meletak jawatan pada 16 Mei 2013)
Kang Hua Keong (dilantik pada 16 Mei 2013)
Teh Kee Sin (ahli silih ganti kepada Kang Hua Keong)
Lim Yoke Cheong
Lim Kheng Chye (ahli silih ganti kepada Lim Yoke Cheong)
Wong Nan Fay
Cheah Kok Hoong (ahli silih ganti kepada Wong Nan Fay)
Mohd. Ghaus bin Ab. Kadir
Dr. Mohd. Rashahidi @ Rusdi Bin Mohamood (ahli silih ganti kepada Mohd. Ghaus bin Ab. Kadir - meletak jawatan pada 16 Mei 2013)
Zulkeply Bin Abdul Samad (ahli silih ganti kepada Mohd. Ghaus bin Ab. Kadir – dilantik pada 16 Mei 2013)
Givananandam a/l Kalinan
Suhaimi Bin Hamid (ahli silih ganti kepada Givananandam a/l Kalinan – meletak jawatan pada 1 Oktober 2013)
Suhara Binti Husni (ahli silih ganti kepada Givananandam a/l Kalinan – dilantik pada 1 Oktober 2013)
Mohd Japar Bin Abd. Majid
Abdul Wahab Bin Abu Bakar
Christopher Sakayaraj (ahli silih ganti kepada Abdul Wahab Bin Abu Bakar)
Rayan Anak Narong – dilantik pada 20 November 2013
Dato' Dr. Palaniappan a/l Ramanathan Chettiar (meletak jawatan pada 16 Mei 2013)
Datuk Manimaran Anthony (meletak jawatan 16 Mei 2013)

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.

Para Pengarah Syarikat (sambungan)

Manfaat para Pengarah

Sejak akhir tahun kewangan yang lepas, tiada antara Pengarah Syarikat telah menerima atau layak menerima sebarang manfaat (melainkan ganjaran Pengarah sebagaimana yang dinyatakan dalam penyata kewangan atau gaji 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 besar.

Tiada sebarang urus janji dimeterai semasa dan pada akhir tahun kewangan yang bermatlamat membolehkan para Pengarah Syarikat memperoleh manfaat menerusi pemerolehan saham atau debentur Syarikat atau mana-mana badan korporat lain.

Maklumat berkanun lain

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

- (i) kesemua pembiayaan lapuk yang diketahui telah dihapuskira dan peruntukan penurunan nilai yang mencukupi telah dibuat untuk pembiayaan yang terjejas, dan
- (ii) sebarang aset semasa, yang tidak berkemungkinan untuk direalisasikan dalam perjalanan lazim perniagaan pada nilai yang ditunjukkan dalam rekod perakaunan Syarikat telah disusut kira kepada nilai anggaran yang boleh direalisasikan.

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

- (i) yang mungkin menyebabkan jumlah pembiayaan lapuk yang telah dihapuskira atau peruntukan kemerosotan untuk pembiayaan yang terjejas Syarikat, tidak mencukupi sehingga tahap yang ketara, atau
- (ii) yang akan menyebabkan nilai yang ditentukan ke atas aset semasa dalam Syarikat mengelirukan, atau
- (iii) yang boleh menjadikan pematuhan terhadap kaedah penilaian sedia ada bagi aset atau liabiliti Syarikat mengelirukan atau tidak wajar, atau
- (iv) yang tidak dibentangkan dalam laporan ini atau dalam penyata kewangan yang boleh menjadikan sebarang jumlah yang dinyatakan dalam penyata kewangan mengelirukan.

Pada tarikh laporan ini, tidak wujud:

- (i) sebarang caj ke atas aset Syarikat yang telah timbul sejak akhir tahun kewangan dan yang menggunakan liabiliti mana-mana pihak lain, atau
- (ii) sebarang liabiliti luar jangka berkaitan Syarikat yang telah timbul sejak akhir tahun kewangan.

Maklumat berkanun lain (sambungan)

Tiada liabiliti luar jangka atau liabiliti lain bagi Syarikat telah berkuat kuasa, atau mungkin akan berkuat kuasa dalam tempoh dua belas bulan selepas akhir tahun kewangan yang mana, pada pendapat para Pengarah, akan atau mungkin menjejaskan dengan ketara kemampuan Syarikat dengan ketara dalam memenuhi kewajipannya bila tiba tempoh.

Para Pengarah berpendapat, penghasilan dari operasi Syarikat bagi tahun kewangan berakhir 31 Disember 2013 tidak terjejas dengan ketara oleh sebarang perkara, urusan niaga atau kejadian penting dan luar biasa dan tiada sebarang perkara, urusan niaga atau kejadian penting dan luar biasa yang berlaku dalam jangka waktu di antara akhir tahun kewangan dan tarikh laporan ini.

Juruaudit

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

Ditandatangani sejajar dengan resolusi para Pengarah:



DATO' DR. ABD. RAZAK BIN ABDUL
Pengerusi



DATO' HJ OMAR BIN HJ AWANG
Pengarah

Kuala Lumpur,

Tarikh: 15 Mei 2014

PENYATA KEWANGAN

PSMB (NO. SYARIKAT: 545143-D)

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Penyata para Pengarah menurut Seksyen 169(15) Akta Syarikat, 1965

Pada pendapat para Pengarah, penyata kewangan yang dibentangkan pada muka surat 242 hingga 277 telah disediakan menurut Piawaian Laporan Kewangan Malaysia ("MFRS"), Piawaian Laporan Kewangan Antarabangsa ("IFRS") dan peruntukan Akta Syarikat, 1965 di Malaysia bagi memberi gambaran yang benar dan saksama mengenai kedudukan kewangan Syarikat pada 31 Disember 2013 serta prestasi kewangan dan aliran tunai bagi tahun kewangan berakhir pada tarikh tersebut.

Ditandatangani bagi pihak Lembaga Pengarah sejajar dengan resolusi para Pengarah:



DATO' DR. ABD. RAZAK BIN ABDUL
Pengerusi



DATO' HJ OMAR BIN HJ AWANG
Pengarah

Kuala Lumpur,

Tarikh: 15 Mei 2014

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad dengan Jaminan)

(Ditubuhkan di Malaysia)

Pengisytiharan berdasarkan kepada Seksyen 169(16) Akta Syarikat, 1965

Saya, **WAN MOHD NAZARUDIN BIN WAN CHIK**, pegawai utama yang bertanggungjawab ke atas pengurusan kewangan Pembangunan Sumber Manusia Berhad, sesungguhnya dan sebenarnya mengakui bahawa penyata kewangan yang dibentangkan pada muka surat 242 hingga 277, sebaik pengetahuan dan kepercayaan saya, adalah betul dan saya membuat perakuan ini dengan sepenuh kepercayaan bahawa ia adalah benar dan memenuhi peruntukan Akta Akaun Berkanun, 1960.

Sesungguhnya dan sebenarnya diperakui oleh penama di atas di Kuala Lumpur pada 15 Mei 2014.



WAN MOHD NAZARUDIN BIN WAN CHIK
Pengurus Besar Akaun dan Kewangan
Pembangunan Sumber Manusia Berhad

Di hadapan saya,



KPMG (Firm No. AF 0758)

Chartered Accountants

Level 10, KPMG Tower

8, First Avenue, Bandar Utama,

47800 Petaling Jaya,

Selangor Darul Ehsan, Malaysia.

Telephone +60 (3) 7721 3388

Fax +60 (3) 7721 3399

Internet www.kpmg.com.my

Laporan juruaudit bebas kepada para ahli Pembangunan Sumber Manusia Berhad

(No. Syarikat: 545143-D)

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Laporan mengenai Penyata Kewangan

Kami telah mengaudit penyata kewangan Pembangunan Sumber Manusia Berhad, yang merangkumi penyata kedudukan kewangan Syarikat pada 31 Disember 2013, penyata untung atau rugi dan pendapatan komprehensif lain, 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 242 hingga 277.

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 Laporan Kewangan Malaysia, Piawaian Laporan Kewangan Antarabangsa dan Akta Syarikat, 1965 di Malaysia. Para Pengarah juga bertanggungjawab mengekalkan kawalan dalaman yang dianggap perlu bagi membolehkan penyediaan penyata kewangan yang bebas daripada salah nyata ketara, sama ada disebabkan oleh penipuan atau kesilapan.

Tanggungjawab Juruaudit

Tanggungjawab kami adalah untuk menyatakan pendapat tentang penyata kewangan berdasarkan audit kami. Kami telah melaksanakan audit tersebut menurut piawaian pengauditan yang diluluskan di Malaysia. Piawaian tersebut mewajibkan kami mematuhi tuntutan etika serta merancang dan melaksanakan audit bagi memperoleh keyakinan yang munasabah bahawa penyata kewangan ini adalah 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, kami menilai kawalan dalaman yang berkaitan dengan penyediaan penyata kewangan yang memberi gambaran yang benar dan saksama bagi membentuk prosedur audit yang sesuai dengan keadaan, tetapi bukan bertujuan untuk memberi pendapat mengenai keberkesanan kawalan dalaman entiti. Audit juga melibatkan penilaian kesesuaian dasar-dasar perakaunan yang digunakan dan kewajaran anggaran perakaunan yang dibuat oleh para Pengarah, serta penilaian pembentangan keseluruhan penyata kewangan.

Kami percaya bahawa bukti audit yang kami perolehi adalah mencukupi dan bersesuaian untuk memberikan asas yang munasabah untuk pendapat kami.



Pendapat

Pada pendapat kami, penyata kewangan tersebut memberi gambaran yang benar dan saksama tentang kedudukan kewangan Syarikat pada 31 Disember 2013 dan prestasi kewangan dan aliran tunai bagi tahun kewangan berakhir pada tarikh tersebut, sejajar dengan Piawaian Laporan Kewangan Malaysia, Piawaian Laporan Kewangan Antarabangsa dan kehendak-kehendak Akta Syarikat, 1965 di Malaysia.

Laporan mengenai keperluan perundangan dan badan pengawasan lain

Menurut kehendak Akta Syarikat 1965, di Malaysia, kami juga melaporkan bahawa, pada pendapat kami, rekod perakaunan dan rekod lain, serta senarai daftar yang wajib disimpan dibawah Akta oleh Syarikat telah disimpan dengan sewajar selaras dengan peruntukan Akta tersebut.

Hal-hal lain

Laporan ini disediakan hanya untuk ahli Syarikat, sebagai sebuah badan, menurut Seksyen 174 Akta Syarikat, 1965 di Malaysia dan bukan untuk sebarang tujuan 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: 2583/08/14(J)
Akauntan Berkanun

Petaling Jaya,

Tarikh: 15 Mei 2014

PENYATA KEWANGAN

PSMB (NO. SYARIKAT: 545143-D)

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Penyata kedudukan kewangan pada 31 Disember 2013

	Nota	2013 RM	2012 RM
Aset			
Hartanah, loji dan peralatan	3	36,717,416	30,214,520
Jumlah aset tetap		36,717,416	30,214,520
Faedah terakru belum diterima, deposit & prabayar	4	10,610,176	9,926,265
Pinjaman kepada kakitangan	5	5,248,493	5,612,550
Aset cukai semasa		44,834	26,487
Pelaburan	6	105,125,150	108,948,446
Simpanan Tetap	7	1,026,576,647	938,968,488
Tunai dan baki bank	7	42,577,186	45,851,336
Jumlah aset semasa		1,190,182,486	1,109,333,572
Jumlah aset		1,226,899,902	1,139,548,092
Tabung Berkumpul			
Lebihan terkumpul		395,924,968	394,300,961
Rizab nilai saksama		(7,854,237)	(14,030,941)
Jumlah tabung terkumpul		388,070,731	380,270,020
Liabiliti			
Manfaat persaraan	8	9,848,268	9,027,943
Jumlah Liabiliti		9,848,268	9,027,943
Dana majikan	9	794,600,678	721,488,209
Rizab Am II	10	912,629	576,129
Geran kerajaan	11	26,965,085	22,491,733
Pelbagai pemiutang		4,683,958	2,185,862
Perbelanjaan terakru		1,818,553	3,508,196
Jumlah liabiliti semasa		828,980,903	750,250,129
Jumlah liabiliti		838,829,171	759,278,072
Jumlah tabung terkumpul dan liabiliti		1,226,899,902	1,139,548,092

Nota di muka surat 249 hingga 277 adalah merupakan sebahagian dari penyata kewangan ini.

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Penyata untung atau rugi dan pendapatan komprehensif lain bagi tahun berakhir 31 Disember 2013

	Nota	2013 RM	2012 RM
Pendapatan			
<u>Pendapatan Daripada Aktiviti Mengurus</u>			
Dividen dari pelaburan dalam amanah saham		3,307,800	3,877,965
Yuran		2,558,208	2,650,395
Lebihan daripada pelupusan pelaburan dalam unit amanah		-	1,388,262
Lebihan daripada pelupusan loji dan peralatan		31,977	20,999
Faedah simpanan tetap		35,982,362	34,447,979
Faedah pinjaman kakitangan PSMB		3,455	3,544
Faedah baki bank		162,698	223,440
Denda dari lewat bayaran levi		1,295,259	2,098,605
Terimaan untuk perkhidmatan		8,150	16,175
Jualan barangan		72,887	54,623
<u>Lain-lain Pendapatan</u>			
Pendapatan dari pelupusan levi		2,212,028	3,081,579
Pendapatan dari tabung pinjaman perumahan		653,294	671,336
Pendapatan dari Persidangan PSM Kebangsaan		1,779,895	1,260,530
Pendapatan dari Latihan dan Juruperunding		8,218,726	12,177,346
Jumlah Pendapatan		56,286,739	61,972,778
Perbelanjaan			
<u>Perbelanjaan Daripada Aktiviti Mengurus</u>			
Pengiklanan dan Promosi		(1,586,004)	(2,246,592)
Bayaran Juruaudit		(75,000)	(71,000)
Bonus		(2,033,944)	(2,153,397)
Perkhidmatan Rundingan		(643,850)	(947,028)
Susutnilai		(2,298,437)	(2,794,525)
Bayaran Lembaga Pengarah	14	(247,500)	(264,000)
Gaji Pengarah	14	(305,605)	(368,641)
Caruman KWSP		(1,637,657)	(1,554,589)
Perbelanjaan Pengurusan Acara		(738,406)	(520,605)
Yuran perundangan dan profesional		(672,494)	(579,345)
Rugi atas pelupusan pelaburan		(110,879)	-
Bayaran perubatan		(235,955)	(235,604)
Pembaikan kecil		(7,720)	(4,750)
Bekalan pejabat		(636,068)	(589,935)
Lain-lain perbelanjaan		(986,857)	(778,291)

PENYATA KEWANGAN

PSMB (NO. SYARIKAT: 545143-D)

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Penyata untung atau rugi dan pendapatan komprehensif lain bagi tahun berakhir 31 Disember 2013 (sambungan)

	Nota	2013 RM	2012 RM
Elaun lebih masa		(142,036)	(93,578)
Percetakan		(975,024)	(540,223)
Pengurusan Bangunan		(593,689)	(556,929)
Peruntukan manfaat persaraan	8	(1,542,883)	(966,961)
Sewaan		(265,051)	(243,508)
Pembaikan dan penyelenggaraan		(413,426)	(2,731,750)
Gaji dan elaun		(8,425,285)	(7,632,688)
Caruman PERKESO		(115,496)	(111,985)
Latihan pekerja		(419,538)	(347,049)
Kebajikan kakitangan		(757,205)	(646,599)
Setem dan pos		(322,953)	(205,235)
Pengangkutan dan bungkusan		(11,224)	(2,595)
Perjalanan dan penginapan		(1,240,644)	(887,314)
Utiliti		(1,552,652)	(1,013,987)
Hapusan kira ke atas pelupusan dan peralatan		-	(7,595)
Perbelanjaan Pembangunan Modal Insan			
Perbelanjaan Tabung Penajaan Pelajaran		(30,024)	(22,674)
Perbelanjaan dari Persidangan PSM Kebangsaan		(2,017,697)	(1,263,541)
Perbelanjaan pendaftaran semula majikan		-	(888)
Perbelanjaan Skim Latihan Pekerja Diberhentikan		(8,196,058)	-
Perbelanjaan Tabung Latihan dan Juruperunding		(8,922,029)	(11,870,970)
Perbelanjaan Tabung Juruperunding AKL PKS		(466,530)	(220,424)
Perbelanjaan Tabung Perantisan (Elaun perantis)		(2,556,869)	(2,545,902)
Bayaran Tabung Peningkatan Kemahiran KWPSM 1Malaysia untuk PKS		(56,800)	(44,409)
Bayaran Tabung Bantuan Kewangan 1Malaysia untuk Majikan Kecil		-	(1,676,237)
Perbelanjaan Tabung Program Latihan 1Malaysia		-	(6,479,308)
Perbelanjaan Tabung Latihan Audit Dalam Halal		-	(112,350)
Perbelanjaan Tabung Penyelaras Latihan PKS		(3,014,228)	(1,448,102)
Perbelanjaan Tabung Pengiktirafan Pencapaian Terdahulu (PPT)		(300,800)	(587,100)
Perbelanjaan Tabung juruteknik Mesin Jahitan		(126,562)	(45,500)

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Penyata untung atau rugi dan pendapatan komprehensif lain bagi tahun berakhir 31 Disember 2013 (sambungan)

Jumlah perbelanjaan		(54,681,079)	(55,413,703)
Lebihan sebelum cukai		1,605,660	6,559,075
Cukai bagi tahun semasa	13	18,347	26,487
Lebihan bersih bagi tahun	12	1,624,007	6,585,562
Pendapatan komprehensif lain, selepas cukai			
Perubahan bersih dalam nilai saksama aset kewangan sedia untuk jualan		5,831,237	5,783,838
Untung bersih yang direalisasi melalui jualan aset kewangan sedia untuk jualan		345,467	2,142,478
Penilaian semula faedah persaraan staf		-	(2,979,387)
Pendapatan komprehensif lain bagi tahun, selepas cukai		6,176,704	4,946,929
Jumlah pendapatan komprehensif bagi tahun		7,800,711	11,532,491

Ringkasan penyata untung atau rugi dan pendapatan komprehensif lain

	Nota	2013 RM	2012 RM
Aktiviti Mengurus			
Pendapatan daripada Aktiviti Mengurus		43,422,796	44,781,987
Perbelanjaan daripada Aktiviti Mengurus		(28,993,482)	(29,096,298)
Lebihan daripada Aktiviti Mengurus		14,429,314	15,685,689
Aktiviti Pembangunan Modal Insan			
Lain-lain Pendapatan		12,863,943	17,190,791
Perbelanjaan daripada Aktiviti Pembangunan Modal Insan		(25,687,597)	(26,317,405)
Lebihan daripada Aktiviti Pembangunan Modal Insan		(12,823,654)	(9,126,614)
LEBIHAN BERSIH		1,605,660	6,559,075

PENYATA KEWANGAN

PSMB (NO. SYARIKAT: 545143-D)

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Penyata perubahan ekuiti bagi tahun berakhir 31 Disember 2013

	Pendapatan Terkumpul Peruntukan		Rizab Nilai Saksama	Jumlah
	Tidak diperuntukan	kepada Tabung Amanah		
	RM	RM	RM	RM
Pada 1 Januari 2012	261,739,633	125,975,766	(18,977,870)	368,737,529
Perubahan bersih dalam nilai saksama aset kewangan sedia untuk dijual	-	-	7,926,316	7,926,316
Penilaian semula manfaat persaraan staf	-	-	(2,979,387)	(2,979,387)
Jumlah pendapatan komprehensif lain	-	-	4,946,929	4,946,929
Lebihan pada tahun	6,585,562	-	-	6,585,562
Jumlah pendapatan komprehensif	6,585,562	-	4,946,929	11,532,491
Pindahan dari pendapatan terkumpul (tidak diperuntukan) ke Tabung Amanah	9,126,614	(9,126,614)	-	-
Pada 31 Disember 2012	277,451,809	116,849,152	(14,030,941)	380,270,020
Perubahan bersih dalam nilai saksama aset kewangan sedia untuk dijual	-	-	6,176,704	6,176,704
Penilaian semula manfaat persaraan staf	-	-	-	-
Jumlah pendapatan komprehensif lain	-	-	6,176,704	6,176,704
Lebihan pada tahun	1,624,007	-	-	1,624,007
Jumlah pendapatan komprehensif	1,624,007	-	6,176,740	7,800,711
Pindahan dari pendapatan terkumpul (tidak diperuntukan) ke Tabung Amanah	12,823,654	(12,823,654)	-	-
Pada 31 Disember 2013	291,899,470	104,025,498	(7,854,237)	388,070,731

Nota di muka surat 249 hingga 277 adalah merupakan sebahagian dari penyata kewangan ini.

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Penyata aliran tunai bagi tahun berakhir 31 Disember 2013

	2013 RM	2012 RM
Tunai dari aktiviti mengurus		
Tunai dari operasi mengurus		
Terimaan tunai dari pelanggan	7,464,606	5,862,071
Bayaran tunai kepada pembekal dan pentadbiran	(27,582,814)	(30,677,589)
Perubahan aliran tunai dari aktiviti mengurus	(20,118,208)	(24,815,518)
Tunai dari dana majikan		
Bayaran kepada majikan	(403,034,886)	(339,205,421)
Terimaan dari majikan	478,695,883	442,287,098
Perubahan tunai selepas dana majikan	55,542,789	78,266,159
Tunai dari kumpulan wang amanah dan geran kerajaan		
Bayaran kepada majikan	(5,769,150)	(8,282,102)
Bayaran kepada penyedia latihan berdaftar	(26,819,277)	(25,405,316)
Bayaran untuk aktiviti PKS	(3,014,228)	(1,448,102)
Bayaran untuk Persidangan PSM Kebangsaan	(2,017,697)	(1,263,541)
Bayaran untuk Elaun Perantis	(3,563,869)	(2,545,902)
Bayaran untuk Tabung Penajaan Pelajaran	(30,024)	(22,674)
Terimaan dari peruntukan kerajaan	20,000,000	27,614,068
Terimaan dari majikan berdaftar	8,218,726	12,177,346
Terimaan dari Persidangan PSM Kebangsaan	1,779,895	1,260,530
Perubahan tunai selepas kumpulan wang amanah	44,327,165	80,350,466
Faedah diterima	35,279,179	31,197,240
Pulangan balik cukai	-	19,280
Tunai bersih dihasilkan dari aktiviti mengurus	79,606,344	111,566,986

PENYATA KEWANGAN

PSMB (NO. SYARIKAT: 545143-D)

Pembangunan Sumber Manusia Berhad

(Syarikat Berhad menurut Jaminan)

(Ditubuhkan di Malaysia)

Penyata aliran tunai bagi tahun berakhir 31 Disember 2013 (sambungan)

	2013 RM	2012 RM
Aliran tunai dari aktiviti pelaburan		
Perolehan loji dan peralatan	(8,801,333)	(2,677,609)
Perolehan dividen	3,307,800	3,877,965
Pinjaman kepada kakitangan	364,057	448,472
Hasil jualan dari pelupusan pelaburan	9,889,121	66,854,191
Hasil jualan dari pelupusan loji dan peralatan	(31,977)	(21,000)
Tunai bersih dihasilkan dari aktiviti pelaburan	4,727,665	68,482,019
Pertambahan bersih dalam tunai dan bersamaan tunai	84,344,009	180,049,005
Tunai dan bersamaan tunai pada awal tahun	984,819,824	804,770,819
Tunai dan bersamaan tunai pada akhir tahun	1,069,153,833	984,819,824

(i) *Tunai dan bersamaan tunai*

Tunai dan bersamaan tunai di dalam penyata aliran tunai merangkumi amaun seperti berikut:

	2013 RM	2012 RM
Simpanan tetap	1,026,576,647	938,968,488
Tunai dan baki bank	42,577,186	45,851,336
Baki pada 31 Disember	1,069,153,833	984,819,824

Nota di muka surat 249 hingga 277 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 adalah seperti berikut:

Alamat berdaftar dan tempat perniagaan utama:

Aras 7, Wisma HRDF

Jalan Beringin

Bukit Damansara

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 15 Mei 2014.

1. Asas Penyediaan Penyata Kewangan

(a) Penyata Pematuhan

Penyata kewangan Syarikat telah disediakan menurut Piawaian Laporan Kewangan Malaysia ("MFRS"), Piawaian Laporan Kewangan Antarabangsa ("IFRS") dan Akta Syarikat 1965 di Malaysia.

Berikut adalah piawaian perakaunan, pindaan dan interpretasi yang telah diterbitkan oleh Lembaga Piawaian Perakaunan Malaysia (MASB) tetapi belum digunapakai oleh Syarikat:

1. Asas Penyediaan Penyata Kewangan (sambungan)

(a) Penyata Pematuhan (sambungan)

MFRS, Interpretasi dan pindaan berkuatkuasa untuk tempoh tahunan bermula pada atau selepas 1 Januari 2014

- Pindaan kepada MFRS 10, *Penyatuan Penyata Kewangan – Entiti Pelaburan*.
- Pindaan kepada MFRS 12, *Pendedahan kepentingan dalam Entiti Lain - Entiti Pelaburan*.
- Pindaan kepada MFRS 127, *Penyata Kewangan Berasingan (2011) – Entiti Pelaburan*
- Pindaan kepada MFRS 132, *Instrumen Kewangan: Pembentangan – Imbangan Aset Kewangan dan Liabiliti Kewangan*.
- Pindaan kepada MFRS 136, *Kemerosotan Nilai Aset – Jumlah yang boleh diperolehi semula Pendedahan untuk Aset Bukan Kewangan*.
- Pindaan kepada MFRS 139, *instrumen Kewangan: Pengiktirafan dan Pengukuran- Novasi Derivatif dan Penerusan Perakaunan Lindung Nilai*
- Interpretasi IC 21, *Levi*

MFRS, Interpretasi dan pindaan berkuatkuasa untuk tempoh tahunan bermula pada atau selepas 1 Julai 2014

- Pindaan kepada MFRS 1 – *Penggunaan Kali-pertama Piawaian Laporan Kewangan – (Penambahbaikan Tahunan 2011-2013 Kitaran)*
- Pindaan kepada MFRS 2, *Bayaran Berdasarkan Saham (Penambahbaikan Tahunan 2010-2012 Kitaran)*
- Pindaan kepada MFRS 3, *Kombinasi Perniagaan (Penambahbaikan Tahunan 2010-2012 Kitaran dan 2010-2013 Kitaran)*
- Pindaan kepada MFRS 8, *Segmen Operasi (Penambahbaikan Tahunan 2010-2012 Kitaran)*
- Pindaan kepada MFRS 13, *Pengukuran Nilai Saksama (Penambahbaikan Tahunan 2010-2012 Kitaran dan 2011-2013 Kitaran)*
- Pindaan kepada MFRS 116, *Hartanah, Loji dan Peralatan (Penambahbaikan Tahunan 2010-2012 Kitaran)*
- Pindaan kepada MFRS 119, *Faedah Kakitangan – wajib Pelan Faedah: Sumbangan Pekerja*.
- Pindaan kepada MFRS 124, *Pendedahan Pihak Berkaitan (Penambahbaikan Tahunan 2010-2012 Kitaran)*
- Pindaan kepada MFRS 138, *Aset Tidak Ketara (Penambahbaikan Tahunan 2010-2012 Kitaran)*
- Pindaan kepada MFRS 140, *Hartanah Pelaburan (Penambahbaikan Tahunan 2011-2013 Kitaran)*

MFRS, Interpretasi dan pindaan berkuatkuasa untuk tempoh yang belum disahkan

- MFRS 9, *Instrumen Kewangan (2009)*
- MFRS 9, *Instrumen Kewangan (2010)*
- MFRS 9, *Instrumen Kewangan – Perakauan Lindung Nilai dan Pindahan kepada MFRS 9, MFRS 7, dan MFRS 139*
- Pindaan kepada MFRS 7, *Instrumen Kewangan: Pendedahan - Tarikh Berkesan mandatori MFRS 9 dan Peralihan Pendedahan*

1. Asas Penyediaan Penyata Kewangan (sambungan)

(a) Penyata Pematuhan (sambungan)

Syarikat merancang untuk mengguna pakai piawaian, pindaan dan interpretasi di atas:

- dari tempoh tahunan bermula pada 1 Januari 2014 bagi piawaian, pindaan atau interpretasi yang berkuat kuasa bagi tempoh tahunan bermula pada atau selepas 1 Januari 2014.
- dari tempoh tahunan bermula pada 1 Januari 2015 bagi piawaian, pindaan atau interpretasi yang berkuat kuasa bagi tempoh tahunan bermula pada atau selepas 1 Julai 2014.

Penggunaan kali pertama piawaian, pindaan dan interpretasi yang disebutkan di atas tidak dijangka akan mempunyai sebarang kesan kewangan yang ketara terhadap penyata kewangan Syarikat bagi tahun semasa dan tempoh sebelumnya selepas penggunaan pertama mereka.

(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 MFRS 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 secara berterusan. Semakan ke atas anggaran perakaunan diiktiraf dalam tempoh di mana anggaran itu disemak dan dalam tempoh masa hadapan.

Tiada bahagian penting dalam ketidakpastian anggaran dan pertimbangan kritikal dalam penggunaan dasar perakaunan yang mempunyai kesan ketara ke atas amaun yang diiktiraf dalam penyata kewangan.

2. Dasar perakaunan penting

Dasar perakaunan berikut digunakan oleh Syarikat secara konsisten untuk tempoh-tempoh yang dibentangkan dalam penyata kewangan dan telah digunapakai secara konsisten oleh Syarikat, kecuali dinyatakan sebaliknya.

(a) Instrumen kewangan

(i) *Pengiktirafan dan pengukuran permulaan*

Instrumen kewangan diiktiraf dalam penyata kewangan apabila, dan hanya apabila Syarikat menjadi pihak kepada peruntukan kontrak instrumen tersebut.

Instrumen kewangan pada mulanya diiktirafkan, pada nilai saksamanya, dan untuk instrumen kewangan bukan pada nilai saksama melalui untung atau rugi, ditambah dengan kos transaksi yang boleh dikait secara langsung kepada perolehan atau terbitan instrumen kewangan.

(ii) *Kategori instrumen kewangan dan pengukuran berikutnya*

Syarikat mengelaskan instrumen kewangan seperti berikut:

Aset kewangan

(a) *Pinjaman dan penghutang*

Kategori pinjaman dan penghutang mengandungi pelbagai instrumen hutang yang tidak disebut harga dalam pasaran aktif, perdagangan dan lain-lain penghutang dan tunai dan kesetaraan tunai.

Aset kewangan yang dikategorikan sebagai pinjaman dan penghutang seterusnya diukur pada kos dilunaskan menggunakan kaedah kadar keuntungan 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 tidak mempunyai harga pasaran yang disebut harga dalam pasaran aktif dan nilai saksamanya tidak boleh diukur dengan tepat akan dinyatakan pada kos. Aset kewangan lain yang dikategorikan sebagai aset kewangan sedia untuk dijual akan seterusnya diukur pada nilai saksama dengan memperakukan untung atau rugi dalam pendapatan komprehensif lain. Semasa penamatan pengiktirafan, untung atau rugi terkumpul yang telah diperakukan dalam pendapatan komprehensif lain akan diklasifikasikan semula dari ekuiti kepada untung atau rugi.

2. Dasar perakaunan penting (sambungan)

(a) Instrumen kewangan (sambungan)

(ii) *Kategori instrumen kewangan dan pengukuran berikutnya (sambungan)*

Kesemua aset kewangan, kecuali yang diukur pada nilai saksama menerusi untung atau rugi, adalah tertakluk kepada semakan 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 pebelanjaan yang berlaku secara langsung ekoran pemerolehan aset tersebut dan lain-lain kos yang berlaku secara langsung ekoran pembawaan aset untuk berfungsi bagi tujuan penggunaannya, serta kos meroboh, mengalih dan membaikpulih tapak ianya ditempatkan. Kos aset yang dibina sendiri termasuk kos bahan dan tenaga buruh langsung. Pembelian perisian komputer yang menjadi bahagian penting terhadap fungsi peralatan tersebut akan dipermodalkan sebagai sebahagian dari peralatan.

Hartanah, loji dan peralatan yang mempunyai usia penggunaan aset yang berbeza akan dikira sebagai item yang berbeza (komponen penting) di dalam hartanah, loji dan peralatan.

Keuntungan dan kerugian dari pelupusan hartanah, loji dan peralatan akan ditentukan berdasarkan perbezaan antara kutipan pelupusan dengan amaun dibawa hartanah, loji dan peralatan yang diiktiraf bersih di dalam "pendapatan lain" atau "perbelanjaan lain" masing-masing dalam untung atau rugi.

(ii) *Susutnilai*

Susutnilai dikira atas nilai yang boleh disusut, iaitu kos aset, atau nilai gantian untuk kos, ditolak nilai baki. Susutnilai diiktiraf dalam untung atau rugi menggunakan kaedah garis lurus sepanjang usia kegunaan bagi setiap hartanah, loji dan peralatan. Tanah pegangan bebas tidak disusutnilai. Hartanah, loji dan peralatan di dalam pembinaan tidak disusutnilai sehingga aset telah siap untuk tujuan kegunaannya.

2. Dasar perakaunan penting (sambungan)

(b) Hartanah, loji dan peralatan (sambungan)

(iii) *Susutnilai (sambungan)*

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 susut nilai, usia kegunaan dan nilai baki adalah dinilai semula dan diselaraskan mengikut kesesuaian pada akhir tempoh pelaporan.

(iii) *Kos berikut yang diiktiraf*

Kos penggantian komponen item daripada hartanah, loji dan peralatan diiktiraf dalam jumlah bawaan item tersebut jika ada kemungkinan bahawa manfaat ekonomi masa hadapan yang terangkum dalam komponen tersebut mengalir ke Syarikat dan kosnya boleh diukur dengan tepat. Jumlah bawaan komponen yang digantikan tidak diiktiraf daripada untung atau rugi. Kos penyelenggaraan harian hartanah, loji dan peralatan diiktiraf dalam untung atau rugi seperti yang dibelanjakan.

(c) Tunai dan bersamaan tunai

Tunai dan bersamaan tunai terdiri daripada tunai, baki dan deposit di bank, dan pelaburan mudah cair yang mempunyai risiko yang tidak ketara dalam perubahan nilai.

(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 tanda penurunan nilai yang dihasil 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. Jika wujudnya sebarang tanda tersebut, penurunan nilai bagi aset kewangan tersebut dianggarkan.

2. Dasar perakaunan penting (sambungan)

(d) Penurunan nilai (sambungan)

(i) Aset kewangan (sambungan)

Penurunan nilai bagi pinjaman dan penghutang diiktiraf dalam untung atau rugi dan diukur sebagai perbezaan di antara jumlah bawaan aset dan nilai semasa anggaran aliran tunai masa hadapan yang didiskaunkan pada kadar keuntungan efektif asal aset tersebut. Jumlah bawaan aset dikurangkan melalui penggunaan akaun elaun.

Kerugian penurunan nilai bagi aset kewangan sedia untuk jualan diiktiraf 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 nilai saksama aset kewangan sedia untuk jualan 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 instrumen ekuiti sedia untuk jualan 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 dalam untung atau rugi.

(ii) Aset lain

Jumlah bawaan aset lain, disemak pada setiap tarikh pelaporan untuk menentukan sama ada wujud sebarang tanda penurunan nilai. 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 diskaun sebelum cukai yang menggambarkan penilaian pasaran semasa bagi nilai masa wang dan risiko khusus untuk aset itu.

2. Dasar perakaunan penting (sambungan)

(d) Penurunan nilai (sambungan)

(ii) Aset lain (sambungan)

Kerugian penurunan nilai diiktiraf jika jumlah bawaan aset atau unit penajaan tunainya melebihi jumlah perolehannya. Kerugian penurunan nilai adalah diiktiraf dalam untung atau rugi.

Kerugian penurunan nilai 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 aset jumlah bawaan tidak melebihi jumlah bawaan yang mungkin ditentukan, nilai bersih daripada susutnilai atau pelunasan, jika tiada kerugian penurunan nilai diiktiraf. Tambah balik kerugian penurunan nilai dikreditkan ke untung atau rugi 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.

(ii) *Manfaat berkanun*

Sumbangan Syarikat kepada dana pencen berkanun dicajkan kepada untung atau rugi dalam tahun kewangan yang berkaitan. Apabila caruman telah dibayar, Syarikat tidak mempunyai obligasi pembayaran.

(iii) *Pelan manfaat tertakrif*

Obligasi bersih Syarikat dalam segi rancangan persaraan manfaat tertakrif dikira berasingan bagi setiap pelan dengan menganggar jumlah manfaat masa hadapan yang diperolehi pekerja sebagai balasan perkhidmatan mereka dalam tempoh semasa dan terdahulu dan diskaun amaun itu.

2. Dasar perakaunan penting (sambungan)

(e) Manfaat pekerja (sambungan)

(iii) *Pelan manfaat tertakrif (sambungan)*

Pengiraan manfaat tertentu dilakukan sekali setiap tiga tahun oleh aktuari berkeelayakan menggunakan kaedah unit yang diunjurkan.

Pengukuran semula liabiliti manfaat tetap yang bersih, yang terdiri daripada keuntungan dan kerugian aktuari diiktiraf serta-merta dalam pendapatan komprehensif lain. Syarikat menentukan perbelanjaan faedah bersih atau pendapatan atas liabiliti bersih yang ditakrifkan bagi tempoh dengan menggunakan kadar diskaun yang digunakan untuk mengukur tanggungan kumpulan pada awal tempoh tahunan kepada liabiliti faedah bersih yang ditetapkan kemudian, dengan mengambil kira apa-apa perubahan dalam liabiliti manfaat bersih yang ditakrifkan atau aset dalam tempoh yang hasil daripada sumbangan dan bayaran faedah.

Perbelanjaan faedah bersih dan perbelanjaan lain yang berkaitan dengan pelan tersebut diiktiraf dalam penyata untung atau rugi.

Apabila manfaat pelan diubah atau apabila pelan itu disekat, perubahan yang mengakibatkan faedah yang berkaitan dengan perkhidmatan yang lepas atau keuntungan atau kerugian pengurangan diiktiraf serta merta dalam untung atau rugi. Syarikat mengiktiraf keuntungan dan kerugian dalam penyelesaian sesuatu pelan manfaat tertakrif apabila penyelesaian berlaku.

(f) Dana majikan

Pembayaran levi pembangunan sumber manusia oleh majikan dikreditkan ke dalam akaun majikan di atas dasar penerimaan tunai. Dana ini akan digunakan untuk membayar majikan dan penyedia latihan geran latihan yang diluluskan berdasarkan tuntutan.

Bagi majikan yang telah dibatalkan pendaftarannya kerana menutup operasi (berpindah ke negara lain, insolvensi, penggulangan, dan lain-lain) dan bagi majikan yang tidak menjalankan latihan untuk pekerja dalam tempoh lima tahun, levi majikan yang diterima akan dilupuskan oleh Syarikat [lihat Nota 2 (i)]. Dana ini boleh digunakan untuk faedah majikan berdaftar, 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 majikan tersebut berdaftar semula dalam tempoh dua tahun dari tarikh pembatalan pendaftaran. Majikan tersebut 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 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.

(iii) *Tabung Pembangunan Pusat Sumber Manusia Kebangsaan (NHRC)*

Tabung ini telah ditubuhkan untuk mengukuhkan pengurusan strategik sumber manusia di kalangan Perusahaan Kecil dan Sederhana (“PKS”). NHRC memainkan peranan sebagai Jabatan Sumber Manusia PKS dengan menyediakan 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.

(iv) *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.

(v) *Tabung SRI untuk Non-HRDF*

PSMB telah menerima peruntukan daripada kerajaan bagi membiayai program-program membina keupayaan di kalangan PKS yang tidak berdaftar dengan HRDF, mensasarkan pemilik perniagaan dan kakitangan bukan sumber manusia (HR) di bawah Inisiatif Pembaharuan Strategik (SRI).

2. Dasar perakaunan penting (sambungan)

(h) Geran Kerajaan (sambungan)

(vi) *Tabung SAY 1MALAYSIA*

PSMB telah menerima peruntukan daripada kerajaan untuk membiayai yuran kursus bagi Latihan Penyelenggaraan Pesawat yang ditawarkan kepada para anggota tentera udara yang bakal meninggalkan perkhidmatan.

(vii) *Tabung Penubuhan Badan Pensijilan Sumber Manusia*

PSMB telah menerima peruntukan sebanyak RM1 juta daripada kerajaan untuk memulakan program-program Pensijilan Sumber Manusia. Penubuhan Badan Pensijilan Sumber Manusia merupakan salah satu pendekatan strategik yang dikenal pasti untuk meningkatkan kualiti pengurusan sumber manusia oleh pegawai-pegawai sumber manusia.

(viii) *Tabung HEARTS*

Peruntukan yang diterima adalah untuk membiayai kursus-kursus yang dijalankan bagi suri rumah. Objektif program-program HEARTS adalah untuk melengkapkan suri rumah yang dianggap sebagai tenaga kerja terpendam tetapi memiliki pendidikan tinggi, dengan latihan dalam kemahiran khusus yang akan membolehkan mereka untuk bekerja sendiri dari rumah.

(ix) *Tabung TUTELAR*

Objektif tabung ini adalah untuk melengkapkan para pemimpin kesatuan sekerja dengan kemahiran kepimpinan dan komunikasi bagi membolehkan mereka untuk berunding mengenai perjanjian kolektif dan pertikaian perdagangan secara berkesan dalam konteks harmoni industri serta pengetahuan mengenai hak dan tanggungjawab mereka di bawah undang-undang kesatuan sekerja dan perhubungan perusahaan.

(i) Pendapatan

(i) *Pendapatan dividen*

Pendapatan dividen diiktiraf dalam 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 apabila ia terakru, menggunakan kaedah kadar keuntungan 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 barangan

Hasil jualan barangan dinilai pada nilai saksama bayaran diterima dan belum diterima, tolak elaun dan pulangan, diskaun perniagaan dan rebat. Jualan diiktiraf apabila risiko utama dan ganjaran pemilikan telah dipindahkan kepada pembeli, pertimbangan diperolehi adalah besar kemungkinannya, kos yang terlibat dan kemungkinan pulangan barang dapat dianggarkan dengan tepat dan tiada lagi penglibatan pengurusan dengan barang tersebut.

(j) Cukai pendapatan

Perbelanjaan cukai pendapatan mengandungi cukai semasa dan tertunda. Perbelanjaan cukai diiktiraf dalam untung atau rugi setakat 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 yang bakal dikenakan cukai bagi tahun terbabit, menggunakan kadar cukai yang digubal atau telah digubal secara substantif sebelum atau pada akhir tarikh pelaporan dan sebarang pelarasan kepada cukai yang perlu dibayar berkaitan dengan tahun-tahun terdahulu.

Cukai tertunda diiktiraf dengan kaedah liabiliti, untuk membuat peruntukan bagi perbezaan sementara antara jumlah bawaan 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 urusan niaga yang bukannya penggabungan perniagaan dan tidak menjejaskan 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 setakat tiada kemungkinan manfaat cukai berkaitan akan direalisasikan.

Insentif cukai yang tidak berasaskan cukai aset diiktiraf sebagai pengurangan perbelanjaan cukai dalam penyata untung atau rugi hanya apabila ia diberikan dan dituntut. Mana-mana bahagian insentif cukai yang tidak digunakan diiktiraf sebagai aset cukai tertunda setakat terdapat kemungkinan keuntungan masa depan yang boleh dikenakan cukai di mana insentif cukai tersebut dapat digunakan.

3. Hartanah, loji dan peralatan

Hartanah, loji dan peralatan adalah seperti di bawah:

	Nota	2013 RM	2012 RM
Kos			
Hartanah	(a)	33,880,352	33,880,352
Loji dan peralatan	(b)	<u>29,179,368</u>	<u>20,560,093</u>
		<u>63,059,720</u>	<u>54,440,445</u>
Susutnilai terkumpul			
Hartanah	(a)	10,828,164	9,213,706
Loji dan peralatan	(b)	<u>15,514,140</u>	<u>15,012,219</u>
		<u>26,342,304</u>	<u>24,225,925</u>
Jumlah bawaan			
Hartanah	(a)	23,052,188	24,666,646
Loji dan peralatan	(b)	<u>13,665,228</u>	<u>5,547,874</u>
		<u>36,717,416</u>	<u>30,214,520</u>

(a) Hartanah

	Tanah Pegangan Bebas RM	Bangunan RM	Jumlah RM
Kos			
Pada 1 January 2012/ 31 Disember 2012/ 31 Disember 2013	<u>1,591,200</u>	<u>32,289,152</u>	<u>33,880,352</u>
Susutnilai terkumpul:			
Pada 1 Januari 2012	-	7,599,248	7,599,248
Caj pada tahun semasa	-	1,614,458	1,614,458
Pada 31 Disember 2012/ 1 Januari 2013	-	9,213,706	9,213,706
Caj pada tahun semasa	-	1,614,458	1,614,458
Pada 31 Disember 2013	<u>-</u>	<u>10,828,164</u>	<u>10,828,164</u>
Jumlah bawaan:			
Pada 1 Januari 2012	<u>1,591,200</u>	<u>24,689,904</u>	<u>26,281,104</u>
Pada 31 Disember 2012	<u>1,591,200</u>	<u>23,075,446</u>	<u>24,666,646</u>
Pada 31 Disember 2013	<u>1,591,200</u>	<u>21,460,988</u>	<u>23,052,188</u>

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3. Hartanah, loji dan peralatan

(b) Loji dan peralatan

	Kenderaan RM	Ubahsuai RM	Perabot dan kelengkapan pejabat RM	Perkakasan pejabat RM	Peralatan elektrik dan elektronik RM	Perisian (Projek ICT) RM	Jumlah RM
Kos:							
Pada 1 Januari 2012	707,496	2,049,357	1,358,145	766,354	13,183,019	-	18,064,371
Tambahan	93,603	189,299	30,588	89,172	415,647	1,859,300	2,677,609
Pelupusan	(173,831)	-	-	-	(8,056)	-	(181,887)
Pada 31 Disember 2012/ 1 Januari 2013	627,268	2,238,656	1,388,733	855,526	13,590,610	1,859,300	20,560,093
Tambahan	188,134	15,071	175,190	32,288	339,776	8,050,874	8,801,333
Pelupusan	(182,058)	-	-	-	-	-	(182,058)
Pada 31 Disember 2013	633,344	2,253,727	1,563,923	887,814	13,930,386	9,910,174	29,179,368
Susutnilai terkumpul:							
Pada 1 Januari 2012	543,443	264,062	1,035,928	564,420	11,598,590	-	14,006,443
Caj pada tahun semasa	107,584	210,735	192,191	61,718	607,840	-	1,180,068
Pelupusan	(173,831)	-	-	-	(461)	-	(174,292)
Pada 31 Disember 2012/ 1 Januari 2013	477,196	474,797	1,228,119	626,138	12,205,969	-	15,012,219
Caj pada tahun semasa	92,870	201,884	52,253	50,425	286,547	-	683,979
Pelupusan	(182,058)	-	-	-	-	-	(182,058)
Pada 31 Disember 2013	388,008	676,681	1,280,372	676,563	12,492,516	-	15,514,140
Jumlah bawaan:							
Pada 1 Januari 2012	164,053	1,785,295	322,217	201,934	1,584,429	-	4,057,928
Pada 31 Disember 2012	150,072	1,763,859	160,614	229,388	1,384,641	1,859,300	5,547,874
Pada 31 Disember 2013	245,336	1,577,046	283,551	211,251	1,437,870	9,910,174	13,665,228

4. Faedah terakru belum diterima, deposit dan prabayar

	2013 RM	2012 RM
<u>Deposit dan Prabayar</u>		
Pendahuluan sewa pejabat cawangan	54,479	54,479
Pendahuluan mesin franking	50,934	71,011
Pendahuluan perbelanjaan perjalanan	10,123	13,744
Deposit kemudahan perubatan	35,500	35,500
Deposit telefon pejabat	253	253
Deposit sewa parkir	1,547	1,547
Deposit mesin photostat	4,500	4,500
Deposit peti simpanan keselamatan	200	200
Deposit sewa stor	14,724	14,724
Deposit air dan elektrik (stor)	19,890	19,390
Prabayar penyelenggaraan dan perkhidmatan	5,529	1,603
<u>Faedah terakru belum diterima</u>		
Faedah simpanan tetap terakru	9,829,499	9,368,120
Faedah terakru ke atas pembayaran lewat levi	582,998	341,194
	10,610,176	9,926,265

5. Pinjaman kepada kakitangan

	2013 RM	2012 RM
Pinjaman kenderaan	89,031	114,760
Pinjaman komputer	96,852	64,246
Pinjaman perumahan	5,062,610	5,433,544
	5,248,493	5,612,550

Pinjaman kepada kakitangan diberikan kepada pekerja Syarikat yang layak dengan kadar faedah sebanyak 4% setahun (2012 : 4% setahun) dan layak dibayar balik dalam tempoh yang ditetapkan di dalam setiap perjanjian dengan pekerja yang yang berkecualan sehingga maksimum 5 tahun, 8 tahun dan 25 tahun bagi pinjaman komputer, pinjaman kenderaan dan pinjaman perumahan masing-masing.

6. Pelaburan

	2013 RM	2012 RM
Semasa		
Aset kewangan sedia untuk jualan	105,125,150	108,948,446
Pada nilai pasaran	<u>105,125,150</u>	<u>108,948,446</u>

7. Tunai dan bersamaan tunai

	2013 RM	2012 RM
Simpanan tetap di:		
Bank berlesen	358,286,662	341,198,353
Syarikat kewangan berlesen	668,289,985	597,770,135
	<u>1,026,576,647</u>	<u>938,968,488</u>
Baki tunai dan di bank	42,577,186	45,851,336
	<u>1,069,153,833</u>	<u>984,819,824</u>

8. Manfaat persaraan

	2013 RM	2012 RM
Obligasi tidak berdana pada nilai semasa	9,848,268	9,027,943
Liabiliti diiktiraf bagi obligasi manfaat tertakrif	<u>9,848,268</u>	<u>9,027,943</u>
Dianalisis sebagai:		
Bahagian semasa	-	-
Bahagian bukan semasa	9,848,268	9,027,943
	<u>9,848,268</u>	<u>9,027,943</u>

8. Manfaat persaraan (sambungan)

Liabiliti untuk obligasi manfaat tertakrif

Syarikat mengiktiraf liabiliti untuk obligasi manfaat tertakrif berdasarkan laporan penilaian aktuari bertarikh 14 Disember 2012. 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 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 pilihan untuk bersara pada umur 50 tahun bagi lelaki dan 45 tahun bagi wanita.

Pergerakan dalam nilai semasa untuk obligasi manfaat tertakrif

	2013 RM	2012 RM
Obligasi manfaat tertakrif pada 1 Januari	9,027,943	5,297,501
Pelarasan bagi baki awal (MFRS 119)	-	25,074
Kos perkhidmatan dan faedah semasa	1,542,883	966,961
Pengukuran semula	-	2,954,313
Manfaat yang dibayar	(722,558)	(215,906)
Obligasi manfaat tertarif pada 31 Disember	<u>9,848,268</u>	<u>9,027,943</u>

Perbelanjaan diiktiraf dalam penyata pendapatan

	2013 RM	2012 RM
Kos perkhidmatan semasa	1,024,741	606,569
Faedah ke atas obligasi	518,142	360,392
Perbelanjaan bersih manfaat	<u>1,542,883</u>	<u>966,961</u>

Andaian-andaian aktuari

Anggaran aktuari yang digunakan pada tarikh pelaporan (dinyatakan sebagai purata wajaran):

	2013 RM	2012 RM
Kadar diskaun	5.75%	5.75%
Purata kenaikan gaji	6.0%	6.0%

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9. Dana Majikan

	2013 RM	2012 RM
Baki pada 1 Januari	721,488,209	621,536,664
Tambah : Levi dikutip	478,695,883	442,287,098
Insentif geran latihan perusahaan kecil dan sederhana (PKS)	5,769,150	8,282,102
Tabung Bantuan Kewangan 1Malaysia	-	1,676,237
Tabung Program Latihan 1Malaysia	-	6,479,308
Dikreditkan semula dari Rizab Am 1 – pendaftaran semula	-	888
	<u>1,205,953,242</u>	<u>1,080,262,297</u>
Tolak : Bayaran geran latihan	(407,647,551)	(354,795,029)
Pindahan ke Rizab Am II – Pembatalan Pendaftaran Majikan (Nota 10)	(490,356)	(170,311)
Pelupusan levi	(2,058,172)	(2,959,822)
Pulangan balik levi	(1,156,485)	(848,926)
Baki pada 31 Disember	<u>794,600,678</u>	<u>721,488,209</u>

10. Rizab Am II

	2013 RM	2012 RM
Baki pada 1 Januari	576,129	527,575
Tambah : Pindahan dari Dana Majikan (Nota 9)	490,356	170,311
	<u>1,066,485</u>	<u>697,886</u>
Tolak: Pindahan ke Rizab I – pelupusan levi kerana gagal berdaftar semula dalam dalam masa dua tahun	(153,856)	(121,757)
Baki pada 31 Disember	<u>912,629</u>	<u>576,129</u>

11. Geran Kerajaan

	Note	2013 RM	2012 RM
Tabung Perantisan	(a)	15,879,738	13,044,560
Tabung Insentif Latihan PKS	(b)	5,119,438	5,888,588
Tabung Juruperunding Kajian Teknologi Hijau	(c)	617,730	617,730
Tabung Pembangunan Pusat Sumber Manusia Kebangsaan (NHRC)	(d)	386,090	822,677
Tabung "SRI untuk Non-HRDF"	(e)	225,589	1,018,178
Tabung "SAY 1Malaysia"	(f)	684,808	1,100,000
Tabung Penubuhan Badan Persijilan Sumber Manusia	(g)	1,000,000	-
Tabung "Hearts"	(h)	1,643,500	-
Tabung "Tutelar"	(i)	1,408,192	-
		<u>26,965,085</u>	<u>22,491,733</u>

(a) Tabung Perantisan

	2013 RM	2012 RM
Baki pada 1 Januari	13,044,560	9,352,404
Tambah : Peruntukan kerajaan	9,000,000	11,000,000
	<u>22,044,560</u>	<u>20,352,404</u>
Tolak : Bayaran yuran perantis	(6,164,822)	(7,307,844)
Baki pada 31 Disember	<u>15,879,738</u>	<u>13,044,560</u>

(b) Tabung Insentif Latihan PKS

	2013 RM	2012 RM
Baki pada 1 Januari	5,888,588	3,170,690
Tambah : Peruntukan kerajaan	8,000,000	11,000,000
	<u>13,888,588</u>	<u>14,170,690</u>
Tolak : Perbelanjaan	(5,769,150)	(8,282,102)
Pindahan kepada Tabung Hearts - Nota (h)	(1,000,000)	-
Pindahan kepada Tabung Tutelar - Nota (i)	(2,000,000)	-
Baki pada 31 Disember	<u>5,119,438</u>	<u>5,888,588</u>

11. Geran Kerajaan (sambungan)

(c) Tabung Juruperunding Kajian Teknologi Hijau

	2013 RM	2012 RM
Baki pada 1 Januari	617,730	385,000
Tambah : Peruntukan kerajaan	-	869,486
	617,730	1,254,486
Tolak : Perbelanjaan	-	(636,756)
Baki pada 31 Disember	617,730	617,730

(d) Tabung Pembangunan Pusat Sumber Manusia Kebangsaan (NHRC)

	2013 RM	2012 RM
Baki pada 1 Januari	822,677	1,100,000
Tambah : Peruntukan kerajaan	1,000,000	2,150,000
	1,822,677	3,250,000
Tolak : Perbelanjaan	(1,436,587)	(2,427,323)
Baki pada 31 Disember	386,090	822,677

(e) Tabung SRI untuk Non-HRDF

	2013 RM	2012 RM
Baki pada 1 Januari	1,018,178	-
Tambah : Peruntukan kerajaan	-	1,494,582
	1,018,178	1,494,582
Tolak : Perbelanjaan	(792,589)	(476,404)
Baki pada 31 Disember	225,589	1,018,178

(f) Tabung SAY 1Malaysia

	2013 RM	2012 RM
Baki pada 1 Januari	1,100,000	-
Tambah : Peruntukan kerajaan	-	1,100,000
	1,100,000	1,100,000
Tolak : Perbelanjaan	(415,192)	-
Baki pada 31 Disember	684,808	1,100,000

11. Geran Kerajaan (sambungan)

(g) Tabung Penubuhan Badan Persijilan Sumber Manusia

	2013 RM	2012 RM
Baki pada 1 Januari	-	-
Tambah : Peruntukan kerajaan	1,000,000	-
	1,000,000	-
Tolak : Perbelanjaan	-	-
Baki pada 31 Disember	1,000,000	-

(h) Tabung “Hearts”

	2013 RM	2012 RM
Baki pada 1 Januari	-	-
Tambah : Pindahan dari Tabung Insentif Latihan PKS - Nota (b)	1,000,000	-
Peruntukan kerajaan	1,000,000	-
	2,000,000	-
Tolak : Perbelanjaan	(356,500)	-
Baki pada 31 Disember	1,643,500	-

(i) Tabung “Tutelar”

	2013 RM	2012 RM
Baki pada 1 Januari	-	-
Tambah : Pindahan dari Tabung Insentif Latihan PKS - Nota (b)	2,000,000	-
	2,000,000	-
Tolak : Perbelanjaan	(591,808)	-
Baki pada 31 Disember	1,408,192	-

12. Lebihan bersih bagi tahun

	2013 RM	2012 RM
Lebihan bersih diperolehi selepas ditambah:		
Dividen dari pelaburan unit amanah	3,307,800	3,877,965
Pendapatan yuran	2,558,208	2,650,395
Lebihan daripada pelupusan pelaburan	-	1,388,262
dan selepas ditolak:		
Bayaran audit	75,000	71,000
Susutnilai	2,298,437	2,794,525
Perbelanjaan kakitangan:		
- Perbelanjaan berkaitan pelan manfaat tertakrif	1,542,883	966,961
- Upah, gaji dan lain-lain	10,716,761	9,991,648
- Caruman KWSP	1,637,657	1,554,589
Sewaan premis	265,051	243,508
Hapus kira loji dan peralatan	-	7,595

Bilangan pekerja Syarikat (termasuk Pengarah) pada akhir tahun adalah seramai 203 (2012 – 190 orang).

13. Cukai pendapatan

	2013 RM	2012 RM
- Tahun semasa	18,347	26,487

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:

	2013 RM	2012 RM
Pengarah:		
Elaun	247,000	264,000
Gaji	305,605	368,641
	553,105	632,641

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 jualan (AFS)

	Jumlah bawaan RM	L & R RM	AFS RM
31.12.2013			
Aset kewangan			
Faedah terakru belum diterima	10,412,497	10,412,497	-
Deposit	76,614	76,614	-
Pinjaman kepada kakitangan	5,248,493	5,248,493	-
Pelaburan	105,125,150	-	105,125,150
Simpanan tetap	1,026,576,647	1,026,576,647	-
Baki tunai dan di bank	42,577,186	42,577,186	-
	<u>1,190,016,587</u>	<u>1,084,891,437</u>	<u>105,125,150</u>

	Jumlah bawaan RM	L & R RM	AFS RM
31.12.2012			
Aset kewangan			
Faedah terakru belum diterima	9,709,314	9,709,314	-
Deposit	76,114	76,114	-
Pinjaman kepada kakitangan	5,612,550	5,612,550	-
Pelaburan	108,948,446	-	108,948,446
Simpanan tetap	938,968,488	938,968,488	-
Baki tunai dan di bank	45,851,336	45,851,336	-
	<u>1,109,166,248</u>	<u>1,000,217,802</u>	<u>108,948,446</u>

15. Instrumen kewangan (sambungan)

15.1 Kategori instrumen kewangan (sambungan)

	Jumlah dibawa RM	OL RM
31.12.2013		
<i>Liabiliti Kewangan</i>		
Dana majikan	794,600,678	794,600,678
Rizab Am II	912,629	912,629
Geran kerajaan	26,965,085	26,965,085
Pelbagai pemiutang	4,683,958	4,683,958
Perbelanjaan terakru	1,818,553	1,818,553
	828,980,903	828,980,903

	Jumlah dibawa RM	OL RM
31.12.2012		
<i>Liabiliti Kewangan</i>		
Dana majikan	721,488,209	721,488,209
Rizab Am II	576,129	576,129
Geran kerajaan	22,491,733	22,491,733
Pelbagai pemiutang	2,185,862	2,185,862
Perbelanjaan terakru	3,508,196	3,508,196
	750,250,129	750,250,129

15. Instrumen kewangan (sambungan)

15.2 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 berurusan 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, pelaburan unit amanah, pelbagai penghutang dan deposit adalah diwakili oleh jumlah bawaan dalam penyata kedudukan kewangan.

15. Instrumen kewangan (sambungan)

15.2 Pengurusan risiko kewangan (sambungan)

(b) Risiko kecairan

Risiko kecairan ialah risiko bahawa Syarikat tidak dapat memenuhi obligasi kewangan apabila tiba masa. 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.

Analisis kematangan

Jadual di bawah adalah ringkasan profil kematangan liabiliti kewangan Syarikat pada akhir tempoh laporan ini berdasarkan ketidakpengurangan bayaran secara kontrak yang tidak didiskaunkan:

	Jumlah bawaan	Kadar faedah / kupon	Aliran tunai berkontrak	Di bawah 1 tahun
	RM	RM	RM	RM
Dana Majikan	794,600,678	-	794,600,678	794,600,678
Rizab Am II	912,629	-	912,629	912,629
Geran Kerajaan	26,965,085	-	26,965,085	26,965,085
Pelbagai Pemiutang	4,683,958	-	4,683,958	4,683,958
Perbelanjaan Terakru	1,818,553	-	1,818,553	1,818,553
	<u>828,980,903</u>		<u>828,980,903</u>	<u>828,980,903</u>

15. Instrumen kewangan (sambungan)

15.2 Pengurusan risiko kewangan (sambungan)

(c) Risiko pasaran

Risiko pasaran adalah risiko perubahan dalam harga pasaran seperti kadar pertukaran asing, kadar faedah dan harga lain yang akan menjejaskan kedudukan kewangan Syarikat atau aliran tunai.

(d) Risiko kadar faedah

Pelaburan Syarikat dalam aset kewangan sedia untuk jualan, penghutang jangka pendek dan pemiutang tidak terdedah secara ketara kepada risiko kadar faedah secara ketara.

Objektif pengurusan risiko, polisi dan proses untuk menguruskan risiko

Syarikat tidak terdedah kepada risiko perubahan dalam kadar faedah secara ketara kerana ia tidak mempunyai kadar terapung instrumen kewangan.

(e) Risiko harga lain

Risiko harga unit amanah timbul daripada pelaburan Syarikat dalam unit amanah.

Objektif pengurusan risiko, polisi dan proses untuk menguruskan risiko

Pengurusan Syarikat memantau pelaburan unit amanah secara individu. Kesemua keputusan membeli dan menjual diluluskan oleh Jawatankuasa Pelaburan Syarikat.

Analisis risiko sensitiviti harga unit amanah

Perubahan 1% daripada harga pelaburan unit amanah pada akhir tempoh pelaporan akan meningkat / (berkurang) ekuiti dan lebihan selepas cukai oleh jumlah yang ditunjukkan di bawah.

	Ekuiti	
	1% Meningkat RM	1% Berkurang RM
2013	1,051,252	(1,051,252)
2012	1,089,484	(1,089,484)

PENYATA KEWANGAN

PSMB (NO. SYARIKAT: 545143-D)

15. Instrumen kewangan (sambungan)

15.2 Pengurusan risiko kewangan (sambungan)

(f) Nilai saksama instrumen kewangan

Jumlah bawaan tunai dan bersamaan tunai, penghutang, deposit dan prabayar, pemiutang lain dan akruan dianggarkan nilai saksamanya oleh kerana tempoh masa instrumen kewangan yang agak pendek. Jadual di bawah menganalisis instrumen kewangan yang dibawa pada nilai saksama dan yang tidak dibawa pada nilai saksama yang mana nilai saksamanya didedahkan, bersama-sama dengan nilai saksama dan jumlah bawaan ditunjukkan di dalam kedudukan penyata kewangan.

	Nilai saksama instrumen kewangan yang dibawa pada nilai saksama				Nilai saksama instrumen kewangan yang tidak dibawa pada nilai saksama				Jumlah nilai saksama	Jumlah bawaan
	Tahap 1 RM	Tahap 2 RM	Tahap 3 RM	Jumlah RM	Tahap 1 RM	Tahap 2 RM	Tahap 3 RM	Jumlah RM0	RM	RM
2013 Aset kewangan										
Pelaburan	105,125,150	-	-	105,125,150	-	-	-	-	105,125,150	105,125,150

	Nilai saksama instrumen kewangan yang dibawa pada nilai saksama				Nilai saksama instrumen kewangan yang tidak dibawa pada nilai saksama *		Jumlah nilai saksama	Amaun dibawa
	Tahap 1 RM	Tahap 2 RM	Tahap 3 RM	Jumlah RM	Jumlah RM		RM	RM
2012 Aset kewangan								
Pelaburan	108,948,446	-	-	108,948,446	-		108,948,446	108,948,446

* Angka-angka perbandingan tidak dianalisis pada tahap, menurut peruntukan peralihan seperti di Lampiran C2, MFRS 13.

15. Instrumen kewangan (sambungan)

15.2 Pengurusan risiko kewangan (sambungan)

(f) Nilai saksama instrument kewangan (sambungan)

Tahap 1

Nilai saksama diperolehi daripada harga (tidak terlaras) dalam pasaran aktif bagi aset dan liabiliti kewangan yang serupa dimana entiti boleh akses pada tarikh pengukuran.

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 berkaitan dengan Syarikat jika Syarikat tersebut 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 berkait mungkin individu atau entiti lain.

Kakitangan utama pengurusan ditakrifkan sebagai orang-orang yang mempunyai kuasa dan bertanggungjawab untuk merancang, mengurus dan mengawal aktiviti Syarikat sama ada secara langsung atau tidak langsung. Kakitangan pengurusan utama termasuk semua Pengarah Syarikat.

Sepanjang tahun ini, tiada transaksi yang melibatkan kakitangan pengurusan utama seperti yang dinyatakan di atas, selain daripada yang dinyatakan pada Nota 14.

Maklumat tambahan terhadap pecahan Lebihan Terkumpul

	2013 RM	2012 RM
Lebihan Terkumpul termasuk:		
- Lebihan Terkumpul yang tidak diperuntukan	291,899,470	277,451,809
- Lebihan Terkumpul yang diperuntukan untuk kegunaan spesifik dibawah Kumpulan Wang Amanah	104,025,498	116,849,152
	<u>395,924,968</u>	<u>394,300,961</u>

Kumpulan Wang Amanah pada 31 Disember adalah seperti dibawah:

		2013 RM	2012 RM
	Nota	RM	RM
Tabung Pinjaman Kenderaan	1	800,000	800,000
Tabung Pinjaman Komputer	2	300,000	300,000
Tabung Pinjaman Perumahan	3	16,628,038	15,974,744
Tabung Penajaan Pelajaran	4	416,828	446,852
Tabung Latihan Pekerja Yang Dihentikan Kerja	5	942,022	9,138,080
Tabung Perantisan (Elaun Perantis)	6	24,811,185	368,054
Tabung Latihan dan Juruperunding	7	4,687,040	5,390,343
Rizab Am I	8	21,023,271	45,811,243
Tabung Penyelaras Latihan Perusahaan Kecil dan Sederhana (PKS)	9	5,452,021	8,466,249
Tabung Juruperunding Analisa Keperluan Latihan PKS	10	3,739,096	4,205,626
Tabung Persidangan Pembangunan Sumber Manusia Kebangsaan	11	1,077,953	1,315,755
Tabung Peningkatan Kemahiran KWPSM 1Malaysia untuk PKS	12	35,701	92,501
Tabung Program Latihan 1Malaysia	13	20,772,255	20,772,255
Tabung Pengiktirafan Pencapaian Terdahulu (PPT)	14	3,112,100	3,412,900
Tabung Juruteknik Mesin Jahitan	15	226,938	353,500
Tabung Latihan Audit Dalam Halal	16	1,050	1,050
Jumlah		<u>104,025,498</u>	<u>116,849,152</u>

Maklumat tambahan ini bukannya 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) *Tabung 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) *Tabung Perantisan*

Tabung ini digunakan untuk membiayai elaun 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. Tabung ini boleh digunakan untuk faedah majikan berdaftar PSMB secara keseluruhannya berdasarkan kelulusan oleh Lembaga Pengarah.

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 2005. 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 memberikan 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 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 memberikan kemahiran baru kepada pekerja. Sebagai insentif kepada majikan yang menghantar pekerja mereka bagi menyertai program ini, 20% daripada yuran kursus akan dibayar dan dikreditkan terus ke dalam akaun levi majikan masing-masing.

Nota Kumpulan Wang Amanah (sambungan)

(xi) 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.

(xii) 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.

(xiii) 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 Jabatan Kemajuan Islam Malaysia (JAKIM).

Nota Kumpulan Wang Amanah (sambungan)

1. Tabung Pinjaman Kenderaan

	2013 RM	2012 RM
Baki pada 1 Januari/ 31 Disember	<u>800,000</u>	<u>800,000</u>

2. Tabung Pinjaman Komputer

	2013 RM	2012 RM
Baki pada 1 Januari/ 31 Disember	<u>300,000</u>	<u>300,000</u>

3. Tabung Pinjaman Perumahan

	2013 RM	2012 RM
Baki pada 1 Januari	15,974,744	15,303,408
Tambah : Faedah pinjaman	205,742	225,553
Faedah pelaburan	458,047	458,449
	<u>16,638,533</u>	<u>15,987,410</u>
Tolak : Subsidi kerajaan	<u>(10,495)</u>	<u>(12,666)</u>
Baki pada 31 Disember	<u>16,628,038</u>	<u>15,974,744</u>

4. Tabung Penajaan Pelajaran

	2013 RM	2012 RM
Baki pada 1 Januari	446,852	469,526
Tolak : Perbelanjaan	<u>(30,024)</u>	<u>(22,674)</u>
Baki pada 31 Disember	<u>416,828</u>	<u>446,852</u>

Maklumat tambahan ini bukannya sebahagian daripada penyata kewangan yang diaudit.

Nota Kumpulan Wang Amanah (sambungan)

5. Tabung Latihan Pekerja Yang Diberhentikan Kerja

	2013 RM	2012 RM
Baki pada 1 Januari	9,138,080	9,138,080
Tolak : Perbelanjaan	(8,196,058)	-
Baki pada 31 Disember	<u>942,022</u>	<u>9,138,080</u>

6. Tabung Perantisan (Elaun Perantis)

	2013 RM	2012 RM
Baki pada 1 Januari	368,054	2,913,956
Tambah : Pindahan dari Rizab Am 1 (Nota 8)	27,000,000	-
	<u>27,368,054</u>	<u>2,913,956</u>
Tolak : Bayaran elaun perantis	(2,556,869)	(2,545,902)
Baki pada 31 Disember	<u>24,811,185</u>	<u>368,054</u>

7. Tabung Latihan dan Juruperunding

	2013 RM	2012 RM
Baki pada 1 Januari	5,390,343	5,083,967
Tambah : Yuran penyertaan	8,218,726	12,177,346
	<u>13,609,069</u>	<u>17,261,313</u>
Tolak : Perbelanjaan	(8,922,029)	(11,870,970)
Baki pada 31 Disember	<u>4,687,040</u>	<u>5,390,343</u>

Nota Kumpulan Wang Amanah (sambungan)

8. Rizab Am I

	2013 RM	2012 RM
Baki pada 1 Januari	45,811,243	45,730,552
Tambah : Pelupusan Levi	2,212,028	3,081,579
	<u>48,023,271</u>	<u>48,812,131</u>
Tolak : Perbelanjaan pendaftaran semula majikan	-	(888)
Pindahan kepada Tabung Perantisan (Elaun Perantis) (Nota 6)	(27,000,000)	-
Pindahan kepada Tabung Pengiktirafan Pencapaian Terdahulu (PPT) (Nota 14)	-	(3,000,000)
Baki pada 31 Disember	<u>21,023,271</u>	<u>45,811,243</u>

9. Tabung Penyelaras Latihan Perusahaan Kecil dan Sederhana (PKS)

	2013 RM	2012 RM
Baki pada 1 Januari	8,466,249	9,914,351
Tolak : Perbelanjaan	(3,014,228)	(1,448,102)
Baki pada 31 Disember	<u>5,452,021</u>	<u>8,466,249</u>

10. Tabung Juruperunding Analisa Keperluan Latihan PKS

	2013 RM	2012 RM
Baki pada 1 Januari	4,205,626	4,426,050
Tolak : Yuran juruperunding	(439,922)	(209,638)
Perbelanjaan	(26,608)	(10,786)
Baki pada 31 Disember	<u>3,739,096</u>	<u>4,205,626</u>

Maklumat tambahan ini bukannya sebahagian daripada penyata kewangan yang diaudit.

Nota Kumpulan Wang Amanah (sambungan)

11. Tabung Persidangan Pembangunan Sumber Manusia Kebangsaan

	2013 RM	2012 RM
Baki pada 1 Januari	1,315,755	1,318,766
Tambah : Pendapatan daripada Tabung Persidangan PSM Kebangsaan	1,779,895	1,260,530
	3,095,650	2,579,296
Tolak : Perbelanjaan	(2,017,697)	(1,263,541)
Baki pada 31 Disember	1,077,953	1,315,755

12. Tabung Peningkatan Kemahiran KWPSM 1Malaysia untuk PKS

	2013 RM	2012 RM
Baki pada 1 Januari	92,501	136,910
Tolak : Perbelanjaan	(56,800)	(44,409)
Baki pada 31 Disember	35,701	92,501

13. Tabung Program Latihan 1Malaysia

	2013 RM	2012 RM
Baki pada 1 Januari	20,772,255	27,251,563
Tolak : Perbelanjaan	-	(6,479,308)
Baki pada 31 Disember	20,772,255	20,772,255

Nota Kumpulan Wang Amanah (sambungan)

14. Tabung Pengiktirafan Pencapaian Terdahulu (PPT)

	2013 RM	2012 RM
Baki pada 1 Januari	3,412,900	1,000,000
Tambah : Pindahan dari Rizab Am 1 (Nota 8)	-	3,000,000
	<u>3,412,900</u>	<u>4,000,000</u>
Tolak : Perbelanjaan	(300,800)	(587,100)
Baki pada 31 Disember	<u>3,112,100</u>	<u>3,412,900</u>

15. Tabung Juruteknik Mesin Jahitan

	2013 RM	2012 RM
Baki pada 1 Januari	353,500	399,000
Tolak : Perbelanjaan	(126,562)	(45,500)
Baki pada 31 Disember	<u>226,938</u>	<u>353,500</u>

16. Tabung Latihan Audit Dalaman Halal

	2013 RM	2012 RM
Baki pada 1 Januari	1,050	113,400
Tolak : Perbelanjaan	-	(112,350)
Baki pada 31 Disember	<u>1,050</u>	<u>1,050</u>

Maklumat tambahan ini bukannya sebahagian daripada penyata kewangan yang diaudit.