

# Computer- Based Training Scheme (Purchase and Software Development)

## Overview:

- Computer-Based Training (CBT) is a scheme designed to enable employers to **purchase or develop software** that will help them in re-training and upskilling their workforce. This is a great programme for employers that are unable to release their employees to attend external training away from the company's premises. CBT also assists employees in embracing self-pace learning due to its flexible learning hours, training location and environment, as well as the use of training software packages.

## HRD Corp Support\*:

- Financial Assistance
- Development of Computer Software
- \*100% approval (subject to the availability of Levy Balance)

## 1) Purchase Software

- As for the purchase of computer software, employer may proceed to apply claim directly (without grant application).
- Employer are required to write an email and provide the details to [supportclaim@hrdcorp.gov.my](mailto:supportclaim@hrdcorp.gov.my) for verification before purchased. Click [here](#) for more information.

## 2) Software Development

### Application Procedure:

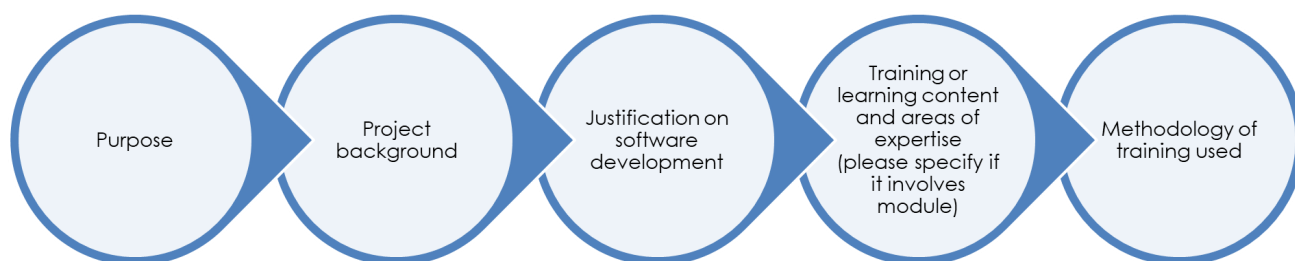
- Employers may submit their applications via e-TRiS under the CBT scheme.

### Required supporting documents:

- Quotation to develop software
- Proposal for software development

Application for approval must be in the **form of a proposal paper** submitted to HRD Corp at **least one month**

**before software development commences.** The proposal paper must contain the following:

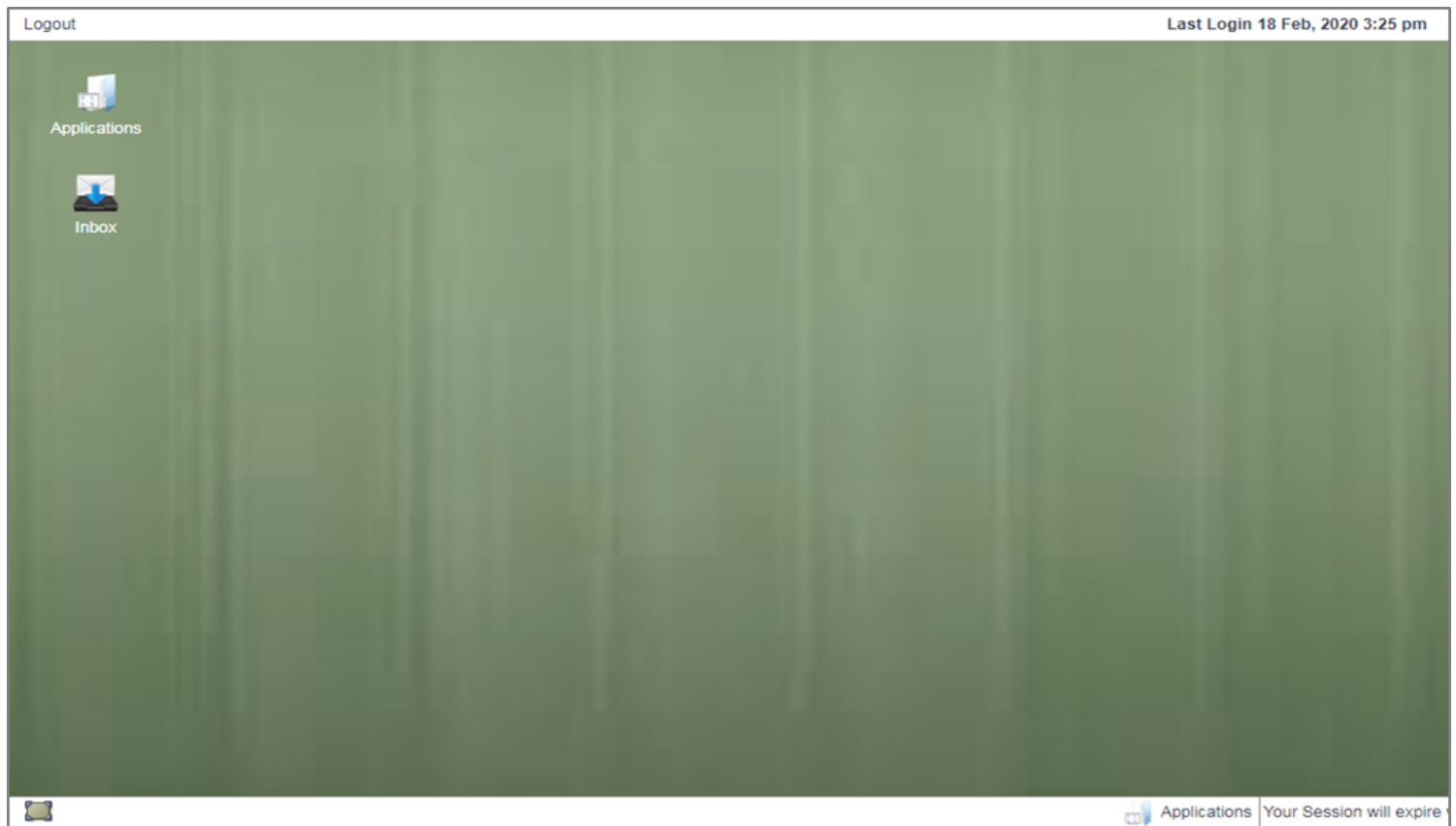


### **LEARNING MANAGEMENT SYSTEM (LMS)**

- Upgrading, customising, adding the content of the module for online learning in the existing LMS (one year after application is approved).
- Upgrade the functions, features and specifications of the LMS (one year after the application is approved).
- LMS is allowed for system installation or cloud-based specifications.

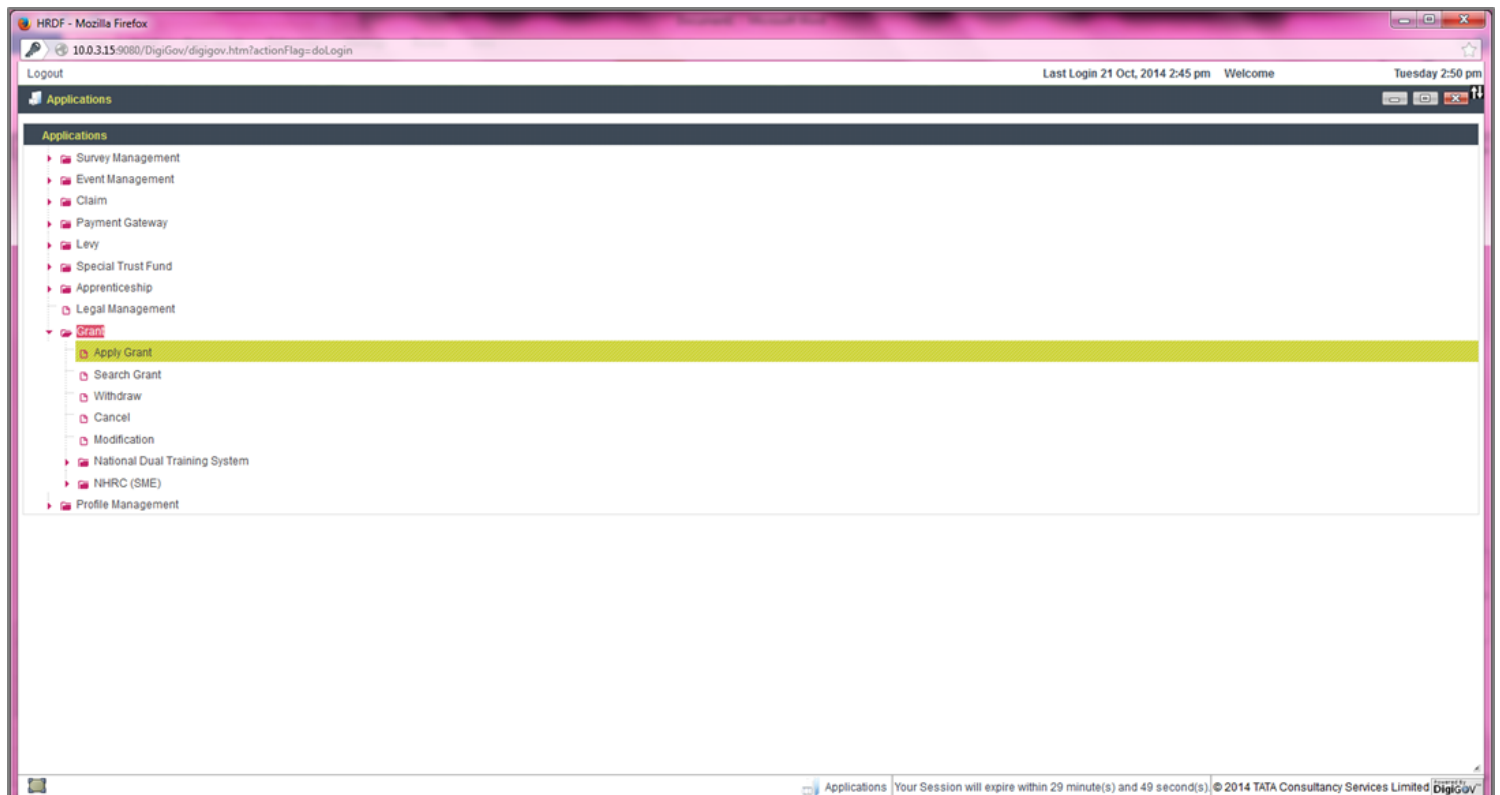
### **APPLICATION GUIDE:**

1. Login to your Employer's eTRiS account.
2. Click on Applications.



3. Click on Grant.

4. Select Apply Grant



5. Select CBT from the Scheme Code drop-down menu and click Apply

The screenshot shows the 'Applications > Grant > Apply Grant' page. A red 'Apply New Grant' button is at the top left. Below it, a blue 'Apply New Grant' button is also visible. The main form area contains a 'Scheme Code' dropdown menu with 'CBT - Computer Based Tr' selected, a 'MyCoID' text input field, and 'Apply' and 'Cancel' buttons. A link 'Preview Application Forms' is next to the Scheme Code dropdown. The footer shows 'Applications', session expiration, and 'PROD\_4.36.0'.

6. Fill in the required information in the Employer's Profile section, including selecting your Immediate Officer, and click Next.

The screenshot shows the 'Employer's Profile' section of the 'Applications' portal. The 'Levy Information' tab is active, displaying a table with financial and company details. Below the table are 'Save', 'Next', and 'Cancel' buttons. The 'Employer's Profile' tab is also visible, showing 'MyCoID', 'Company Name', 'Immediate Officer' (with a dropdown menu), and 'Email' (with a text input field). The footer shows 'Applications', session expiration, and 'PROD\_4.36.0'.

Levy Information	
Company Name	XMT TECHNOLOGIES SDN. BHD.
<a href="#">Total Grant Approved</a>	RM 213,178.94
<a href="#">Non-Technical Grant Balance</a>	RM 22,612.32
Scheme Name	CBT
<a href="#">Levy Balance</a>	RM 40,720.92
<a href="#">Grant Balance</a>	RM 56,530.80
<a href="#">Total Amount Applied</a>	RM 9,879.30
No. of Employee	40
Sub Sector	Computer programming, consultancy and related activities

7. Fill in all required information in the Computer Software Development Details section and click Next

Applications

Employer's Profile Computer Software Development Details Acknowledgement & Declaration of Employer

Levy Information

Company Name XMT TECHNOLOGIES SDN. BHD. Levy Balance RM 40,720.92

Total Grant Approved RM 213,178.94 Grant Balance RM 56,530.80

Non-Technical Grant Balance RM 22,612.32 Total Amount Applied RM 9,879.30

No. of Employee 40

Sub Sector Computer programming, consultancy and related activities

Note: Model No as per proposal

For Development of CBT

Module No. Unit Price (RM)

Date of Work Start Date End Date Quantity

Module Description Request Amount (RM) 0.00

Add Reset

Note: Explain the program's background and objectives

Applications Your Session will expire within 116 minute(s) and 35 second(s) PROD\_4.36.0

8. Fill in all required details and click Add and Save.

Applications

Employer's Profile Computer Software Development Details Acknowledgement & Declaration of Employer

Levy Information

Company Name XMT TECHNOLOGIES SDN. BHD. Levy Balance RM 40,720.92

Total Grant Approved RM 213,178.94 Grant Balance RM 56,530.80

Non-Technical Grant Balance RM 22,612.32 Total Amount Applied RM 9,879.30

Scheme Name CBT No. of Employee 40

Sub Sector Computer programming, consultancy and related activities

Back Save Next Cancel

For Development of CBT

Module No. Unit Price (RM)

Date of Work Start Date End Date Quantity

Module Description Request Amount (RM) 0.00

Add Reset

Date of Work Start Date	Date of Work End Date	Module No.	Module Description	Unit Price (RM)	Quantity	Request Amount (RM)	Actions
17/08/2021	26/08/2021	1	bbb	1,234.00	1	1,234.00	View / Edit / Delete

Applications Your Session will expire within 116 minute(s) and 35 second(s) PROD\_4.36.0

9. Tick the checkboxes in the Acknowledgement & Declaration section, Select the name from the drop-down menu, fill in the rest of the required information and click Save.

Employer's Profile Estimated Cost For Training Scheme (RM) Acknowledgement & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 258,499.96
Total Grant Approved	RM 807,313.75	Grant Balance	RM 316,755.40
Maximum Eligibility Amount	RM 70,539.12	Total Amount Applied	RM 0.00
Total Amount Applied	RM 0.00		
Scheme Name	ALAT		

Note: Maximum Eligibility Amount = 30% of Levy Balance as at 1st Jan for the year

Back Save Submit Application Cancel

Acknowledgement & Declaration of Employer

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

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

Name

Designation

Email

IC No.

Date 24/02/2020

10. Attach all required supporting documents, click Add Attachment followed by Save and Submit Application.

Supporting Documents

\*Preferred file type/format is pdf file.

Supporting Documents Checklist.

- One Quotation-Purchase of training equipment
- One Quotations for Renovation
- Internal Trainer Biodata - Notebook
- Training Room Layout (LCD Projector) - Notebook

Attachment \*

File Description  Attach File  No file chosen

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

No record found

Back Save Submit Application Cancel

11. Applications that have been successfully submitted will be reviewed by the Grants Officer within two (2) working days. The Grant Officer may also request further information clarification or supporting documents if

working days. The Grant Officer may also request further information, examination of supporting documents if and when necessary.

12. The application status, including approval, will be updated on the employer's eTRiS Dashboard and Inbox. Employers will also be notified via email.

Click [here](#) for more information.