

***REVISED TRAINING GRANT SYSTEM***

**EMPLOYERS including REGISTERED TRAINING CENTRES contributing to the HRDC Training Levy, please note that the following changes have been brought to the HRDC Training Grant System effective for all applications received at the HRDC as from 1<sup>st</sup> August 2017:**

**Effective as from  
Tuesday 1<sup>st</sup> August 2017**

**1. Training Incentives Scheme**

<b>Existing</b>	<b>Revised</b>
(i) In-House Training Incentive Scheme (ii) Institutional Training Incentive Scheme	(i) <b>Local Training Incentive Scheme (include one to one coaching)</b> (ii) <b>Online Training Incentive Scheme</b>

**Note: The In House Training Incentive Scheme with daily cap for training cost is not applicable.**

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**2. Foreign Expertise Scheme**

<b>Existing</b>	<b>Revised</b>
<p>1. Five (5) Resource Persons per Financial Year and the same resource person cannot come more than twice in the same Financial Year</p> <p>2. No type of training expenses currently defined.</p> <p>3. No minimum training levy contribution presently being imposed</p>	<p><b>1. Five (05) Resource Persons per Financial Year and <u>no limit on the number of visits.</u></b></p> <p><b>2. <u>Cost eligible for refund:</u></b></p> <ul style="list-style-type: none"><li><b>(i) Cost of economy Air fare of the Trainer</b></li><li><b>(ii) Cost of accommodation of the Trainer</b></li><li><b>(iii) Trainer Fee</b></li><li><b>(iv) Rental cost of venue</b></li><li><b>(v) Course Materials</b></li></ul> <p><b>3. Registered Training Centre should have contributed levy for <u>at least six (6) months prior to application</u></b></p>

**Note: All other terms and conditions remain unchanged.**

**3. Pre-Operational Training Incentive Scheme (POTI)**

The Scheme is discontinued.

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**4. Submission date for G1 Applications**

<b>Existing</b>	<b>Revised</b>
<p><b><u>G1 application</u></b> 3 working days before start of course for both manual and online applications</p>	<p><b>Manual application - <u>5 working days</u> before start of course to allow time for processing and also for monitoring purposes.</b></p> <p><b>Online application – maintained at 3 working days before the start of the course</b></p>

*Note: All other terms and conditions remain unchanged.*

**5. Submission deadline for G3 Applications**

<b>For all courses ending in the period</b>	<b>Existing deadline for submission of manual and online G3 applications for grant refund</b>	<b>Revised for manual and online G3 applications</b>
1 July to 31 December	Application should reach HRDC at latest 3 months after 31 December i.e. 31 March of the following year	<p>- <b>Online applications Deadline for submission <u>extended to 15 April of the following year</u></b></p> <p>- <b>Manual applications Deadline for submission remains unchanged</b></p>
1 January to 30 June	Application should reach HRDC at latest 3 months after 30 June i.e. 30 September of the same year	<p>- <b>Online application Deadline for submission <u>extended to 15 October of the same year</u></b></p> <p>- <b>Manual applications Deadline for submission remains unchanged</b></p>