



Frequently Asked Questions about Human Resource Development Corp. in Malaysia and How to Get “Hassle-Free” Claims for COPC Inc. Training

- 1. What is Human Resource Development Corporation (HRD Corp)?**

HRDC stands for Human Resources Development Corporation, a part of Malaysia’s Ministry of Human Resources. It is a pool of funds that aims to develop and enhance the skills and expertise of the Malaysian workforce. <https://hrdcorp.gov.my/>
- 2. Who contributes to HRDC?**

Employers in Malaysia (Malaysian citizens only) are required to contribute to HRD Corp. The contribution is based on a percentage of the monthly salary of eligible employees.
- 3. Who is eligible for HRDC training programs?**

Generally, all Malaysian employees contributing to the Human Resources Development Fund (HRDF) are eligible for training programs.
- 4. What types of training programs does HRDF support?**

HRDF supports a wide range of training programs, including skills development, certification programs, and courses that enhance employees' capabilities. Visit <https://hrdcorp.gov.my/hrdcorp-claimable-courses> for more information.
- 5. Is COPC training covered under HRDC?**

HRDC covers all public and private training provided by COPC in Malaysia. Also, please note that all COPC training is fully claimable as it is a professional certification course.
- 6. How can companies/employees check their contribution/balance to HRDC?**

The company's HR Department oversees HRDC queries. An employee is requested to liaise with the HR Department to seek relevant information to attend training.

Here are general steps that companies and employees can take to understand the HRDC fund in Malaysia:

For Companies:

- 1. Visit the HRDC Portal:** Access the HRDC Malaysia portal at <https://hrdcorp.gov.my/employers>
- 2. Login:** The HR officer needs to log in using their registered credentials. If your company is not registered, you may need to register first.
- 3. Check Contribution Statements:** Once the HR officer is logged in, navigate to the relevant section to view contribution statements and Levy Balance. This information should include details about the company's contributions to HRDC.



For Employees:

1. **Check with the HR Department:** Employees can inquire with their company's HR or finance department to confirm whether HRDC contributions are being made on their behalf.
2. **Access HRDC Portal:** Employees can also create an account on the HRDC Portal to access their individual training records and contributions.
3. **Verify Contributions:** Once logged in, employees can check the details of their contributions, training programs attended, and other relevant information.

Contact the HRDC helpdesk @ 1800-88-4800 for further clarification if required.

7. How do you claim HRDC for all COPC training programs?

For all COPC training (Public and Private batches), you can contact ccam_secretariat@ccam.org.my / +6(03) 9779 5599, and they will guide you through the process.

Once you have the quote/details from COPC, your team can check with your HR officer on the Levy Balance on the HRDC Portal to see the amount they can cover. (The account to which each employee contributes is called a Levy Account. HRDC will transfer the amount directly to CCAM from this account.)

If your Levy Balance is sufficient to cover the full amount, your grant will be fully claimable. If you have an insufficient balance, you can claim as much from the Levy Account as you like, and the remainder will be paid from your company account. Please note that all COPC training courses are fully claimable as they are professional certification courses.

The CCAM team will help you process HRD Corp claims. Once the training dates are agreed upon and participant details are shared, CCAM will send you the documents required to help with the claim. The CCAM team will liaise with your team on the agreement, invoicing, payment, and HRDC claim. COPC will conduct the training, send the training invite to the attendees directly and provide the certificate.

Your HR officer will perform the above steps.

8. What documents are required for HRDC grant submission (two months before the training date)?

Your HR officer requires the following details from CCAM:

- Training invoices
- Training program outline and content
- COPC Trainer Profile

9. What documents are required for HRDC claim submission (after the training)?

CCAM will fill out the documents below and email them to your HR:



- Training attendance records signed by your company
- JD 14 Form signed by your company
- T3 Form signed by your company

10. How long does it take to process an HRDC claim?

The processing time may vary, but HRDC strives to process claims in a timely manner. Employers can check with the CCAM team for updates.

11. Whom should you contact for HRDC assistance for COPC Training?

Employers and individuals can contact CCAM/COPC officers for any information they need about HRDC claims for respective training.