

HUMAN RESOURCE DEVELOPMENT COUNCIL

Refund of Training Cost for Trainer-led Live Online Non-Award Courses

Registered Training Institutions and Employers are hereby informed that refund of training costs under the Training Grant System for trainer-led live online training conducted as from 31st May 2020 and onwards will be as follows:

- (i) the normal rate of refund will be applicable; and
- (ii) subject to the annual grant ceiling of the Employer.

The MQA Registered Training Institution or the Employer should:

- Ensure compliance with regulations/acts.
- Ensure that the batch size does not exceed 10 participants
- Ensure that the training is live and interactive.
- Keep recordings of the sessions with respective participants and submit same to the HRDC upon request.
- Ensure that the quality of training is not compromised, as opposed to what would have been offered through face-to-face training.
- Provide the HRDC access to the webinar so that the HRDC monitoring team can check course coverage, respective number of hours covered, attendance and participation.
- Keep an attendance sheet with the names of the participants, the number of hours covered and duly signed by the Trainer and certifying that all participants completed the training.

Note: All other conditions and criteria remain unchanged.

HRDC

10th June 2020