

# Bina Kerjaya Programme For For The Informal Sector Under Budget 2023 (Trainees)

## 1 What is the Bina Kerjaya Programme?

- The Bina Kerjaya Programme for the Informal Sector is a Federal Government Initiative under Budget 2023. It aims to improve labour market efficiency by equipping informal workers with the skills they require to secure formal employment. To obtain these skills, informal workers may enrol in Recognition of Prior Experiential Learning (RPEL) or microcredential programmes in addition to studying for professional and competency certifications accredited by, among others, MQA, JPK, public and private institutes of higher learning, and professional bodies such as ACCA, BOE, and MIA.
- This Programme targets gig workers and Self-Employment Insured Persons whose highest qualification is an SPM certificate or its equivalent.
- Under this Programme, eligible applicants enrolled in an RPEL, microcredential, professional or competency training programme will have their training subsidised by SOCSO. The maximum subsidy amount per programme is RM4,000; at the same time, trainees will receive a monthly Training Allowance of RM300 for up to 3 months.

## 2 What is informal employment?

- Informal employment refers to all paid work that is not classified under formal employment. It includes, among others, gig workers, self-employed individuals, rural farmers and fishermen, and small roadside vendors.

## 3 What do 'RPEL' and 'microcredentials' mean?

- RPEL programmes are a method of formally recognising the skills acquired by an individual through practical work experience. These skills are listed in the National Occupational Skills Standards (NOSS).
- Microcredentials are certifications awarded to individuals who have mastered a particular skills, competency, or field of knowledge during a short in-person or virtual course that ends in an objective assessment of learning outcomes.
- PERKESO recognises both standalone microcredential programmes as well as those accredited by MQA.
- RPEL, microcredential, professional, and competency training programmes give jobseekers and employees the opportunity to quickly master specific skills required by their employers. Attending such programmes also helps jobseekers and employees close any skills gaps that result from rapid advances in scientific knowledge and technology.

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## 4 How will the Bina Kerjaya Programme benefit informal workers?

- The Programme benefits informal workers in the following ways:
  - i. Offers informal workers the opportunity to upskill and reskill.
  - ii. Offers informal workers the opportunity to hone their skills or acquire new skills via attending microcredential and professional training programmes.
  - iii. Facilitates informal workers' entry into the formal sector.
  - iv. Opens up more career progression pathways for informal workers.

## 5 What incentives does the Bina Kerjaya Programme offer?

INCENTIVE CATEGORY		BINA KERJAYA PROGRAMME FOR THE INFORMAL SECTOR		
Target Group	Informal workers like gig workers and Self-Employment Insured Persons whose highest qualification is an SPM certificate or its equivalent.			
Age Limit	16 – 40 years old			
UPSKILLING INITIATIVE				
via enrolling in RPEL, microcredential, professional, and competency training programmes accredited by, among others, MQA, JPK, public and private institutes of higher learning, and professional bodies such as ACCA, BOE, and MIA				
Incentive Rate	Programme Category RPEL and Competency	Maximum Subsidy Amount RM2,500	Programme Category Professional and Microcredentials	Maximum Subsidy Amount RM4,000
Programme Duration	Minimum of 40 hours			
No. of Programmes	Eligible individuals may attend up to two (2) programmes with a maximum subsidy amount of RM4,000 per course. The maximum subsidy amount for each programme varies by category.			

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## 6 When do applications for the Bina Kerjaya Programme open?

- The Programme is open to applications from **1 May 2023 to 31 December 2023**. Please note the closing date is subject to fund availability and policy decisions from the Federal Government.

## 7 Who is **ELIGIBLE** to receive training subsidies under the Bina Kerjaya Programme for the Informal Sector?

- Malaysian citizens.
- Aged between 16 – 40 at the time of application.
- Applicants whose highest qualification is an SPM certificate or its equivalent.
- Applicants who have **not paid SOCSO contributions** under the Employees' Social Security Act 1969 (Act 4) or the Employment Insurance System Act 2017 (Act 800) within a period of 6 months, calculated backwards from the application date.
- Applicant must register with MYFutureJobs and complete all mandatory fields in their profile (name, IC no., address, level of education, and work experience).
- Priority is given to applicants who are interested in transitioning from the informal sector to the formal sector. Profiling will be conducted to identify these individuals and determine suitable training programmes for them.
- Applicants must fulfil at least one of these criteria:
  - i. Individuals who are contributing to the Self-Employment Social Security Act 2017 (Act 789); **OR**
  - ii. Individuals who are only informally employed at the time of application.

## 8 Who is **NOT ELIGIBLE** to receive training subsidies under the Bina Kerjaya Programme for the Informal Sector?

- Not Malaysian citizens.
- Aged below 16 or above 40 at the time of application.
- Individuals with a diploma-level (or above) qualification.
- Applicants who have paid SOCSO contributions under the Employees' Social Security Act 1969 (Act 4) or the Employment Insurance System Act 2017 (Act 800) within a period of 6 months, calculated backwards from the application date.
- Individuals who are formally employed at the time of application.
- All public sector employees in state and federal agencies, including employees of statutory bodies and local authorities.

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## 9 How should informal workers apply for the Bina Kerjaya Programme for the Informal Sector?

- Informal workers may apply for this Programme on the Kerjaya Madani (Bina Kerjaya) Portal via this link: <https://kerjayamadani.perkeso.gov.my>. Please follow the steps outlined in Diagram 1.

## 10 Which supporting documents must informal workers submit along with their Bina Kerjaya Programme for the Informal Sector application?

- The required supporting documents are as follows:
  - i. A copy of the applicant's IC (front and back)
  - ii. A copy of the applicant's personal bank account statement
  - iii. Proof of informal employment on a digital platform; OR
  - iv. A copy of an employment certificate / license from the relevant local authority (or a similar agency)
  - v. A completed Borang Perakuan Bekerja Sendiri

## 11 What are successful applicants' responsibilities?

- Successful applicants must attend the training course as specified in the Approval Letter within 30 days after the issuance date. Alternatively, they may contact the training provider directly to request a different training date.
- Trainees must inform the training provider in advance if they are not able to attend any training session for a valid reason.
- The trainee's monthly Training Allowance may not be paid if s/he does not attend a session and fails to provide a valid reason proven by supporting documents.
- Applicants must provide their personal phone number and the phone number of a trusted contact person when applying. SOCSO reserves the right to reject applications if the numbers provided cannot be contacted.
- Trainees and training providers must retain copies of all supporting documents submitted with this application for at least 3 years for SOCSO's future reference.

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## 12 Can applicants attend training programmes without an Approval Letter?

- **No.** Applicants must obtain an Approval Letter before attending any training courses.

## 13 May applicants request to extend the validity period of the Approval Letter after it has been issued by SOCSO?

- **No.** Only training providers may request to extend the validity period of the Approval Letter. Approval Letters are valid for a period of 30 days after the issuance date.

## 14 May applicants request to switch training courses after an Approval Letter has been issued by SOCSO?

- **No.** Applicants must attend the course specified in the Approval Letter.

## 15 If trainees fail an assessment set by the training provider, will SOCSO cover assessment costs for the second attempt?

- **No.** For courses that require trainees to pass a final assessment, SOCSO will not cover the cost of a resit if the trainee fails the first attempt.

## 16 Can training providers engage the services of a third party to conduct a course?

- **No.** Training providers cannot engage the services of a third party to conduct a course.
- Training providers are forbidden from redirecting trainees to a course conducted by a third party even if the course content is exactly the same.

## 17 How many training programmes may an eligible applicant attend?

- Eligible applicants may attend up to two (2) programmes with a maximum subsidy amount of RM4,000 per programme. The maximum subsidy amount for each programme varies by category.

## 18 How do trainees apply for the monthly Training Allowance?

- PERKESO will credit the Training Allowance directly to the trainee's account monthly. Trainees do not need to apply separately.

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## 19 How are Training Allowance payments made?

- Successful applicants will receive a monthly Training Allowance of RM300 for up to 3 months based on the following criteria:

MONTH	TRAINING ACTIVITY	TRAINING ALLOWANCE
1ST	Attended training session for the 1st month	RM 300 / month
2ND	Attended training session for the 2nd month	RM 300 / month
3RD	Attended training session for the 3rd month	RM 300 / month

- The Training Allowance will be credited to the trainee's bank account within 14 days after SOCSO receives the necessary supporting documents.
- Trainees must attend all training sessions scheduled for the month to be eligible to receive that month's Training Allowance.

## 20 Will trainees still receive their monthly Training Allowance if they do not attend a training session?

- No. The Training Allowance WILL NOT BE PAID to trainees who do not attend training and fail to provide a valid reason.

## 21 How can applicants check their application status?

- Applicants may check their application status on the Kerjaya Madani (Bina Kerjaya) Portal via this link: <https://kerjayamadani.perkeso.gov.my>.

## 22 When is the last Training Allowance payment date?

- Trainees should receive their final Training Allowance payment by 30 April 2024. However, please note this date is subject to fund availability and policy decisions from the Federal Government.



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## 23 What action can SOCSO take if it discovers an application contains information that is false or misleading?

- SOCSO reserves the right to:
  - i. **Reject all applications** if the applicant or training provider is found to have provided false or misleading information at any point in time; or if the applicant or the training provider does not fulfil any of the eligibility conditions stated above.
  - ii. **Delay payment or stop payment** if payments were made on the basis of false or misleading information; or if the applicant or the training provider does not fulfil any of the eligibility conditions stated above.
  - iii. **Take legal action via making a report to a law enforcement agency to recoup payments** already made to the trainee and the training provider if payments were made on the basis of false or misleading information provided by any party; or if the applicant or the training provider is found to not fulfil eligibility conditions after receiving payment.
  - iv. **Suspend or delay processing new applications** from trainees currently being investigated for providing false or misleading information.

## 24 How do I obtain more information about this Programme?

- Please visit [www.perkeso.gov.my](http://www.perkeso.gov.my) atau [www.myfuturejobs.gov.my](http://www.myfuturejobs.gov.my) for more information.
- Please contact a SOCSO Customer Service Officer at 1-300-22-8000 or submit a complaint at <https://epertanyaan.perkeso.gov.my>.

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**Diagram 1 – Bina Kerjaya Programme Application Procedures**

