Understanding HRDC Claimable Courses and What They Mean for Your Team

What Are HRDC Claimable Courses?

HRDC claimable courses are training programs approved by the Human Resource Development Corporation (HRD Corp) in Malaysia. Employers who pay the HRD Corp levy can use their levy funds to offset the cost of these courses. In practice, this means a company can send employees for approved training and claim back a portion or all of the fees from their levy account. The process involves course approval, trainee registration, and a reimbursement process that requires careful attention to submission deadlines.

The system exists to encourage continuous upskilling and reskilling within the workforce. For levy-paying employers, it turns training from a cost centre into a strategic investment. But not every course qualifies, and the rules around what makes a program claimable can be confusing. Below are the questions people most often ask about HRDC claimable courses, answered in plain language.

How Does a Course Become HRD Corp Claimable?

A course becomes claimable when the training provider has applied for and received course approval from HRD Corp. The provider submits the program details, learning outcomes, duration, and cost structure. HRD Corp reviews the submission against its criteria: the training must be structured, job-related, and delivered by a qualified trainer. Once approved, the course is assigned a unique code, and employers can use that code when registering their trainees.

The key point is that the approval sits with the provider, not the employer. So when you are evaluating a training program, the first thing to check is whether the provider holds current approval for that specific course. Some providers list their approved courses on their website or share the approval code on request. If they cannot provide one, the course is likely not claimable.

Who Can Use HRDC Claimable Courses?

Any employer registered under the Pembangunan Sumber Manusia Berhad (PSMB) Act and who pays the HRD Corp levy can use these courses. The levy applies to companies with a certain number of employees and a minimum annual turnover, as defined by the act. Once registered, the employer accumulates levy contributions in their account. They can then draw down on those funds to pay for approved training.

Employees themselves do not need to register individually. The employer handles the trainee registration through the HRD Corp e-TriNE system. This system captures who is attending, which course they are taking, and the cost involved. The registration must happen before the training starts, and the employer must keep records of attendance and completion to support a reimbursement claim.

What Is the Reimbursement Process for HRDC Claimable Courses?

The reimbursement process has several steps. First, the employer registers the trainee and the course in the e-TriNE system before the training date. After the training ends, the employer submits a grant application through the same system. This application includes the course fee, the number of trainees, and supporting documents such as attendance sheets and certificates of completion.

HRD Corp then reviews the application. If everything is in order, they reimburse the employer directly into their registered bank account. The time between submission and reimbursement varies, but it often takes a few weeks. The critical factor is the submission deadline. Employers must submit the grant application within a set period after the training ends. Missing that window can mean losing the claim entirely.

Common reasons for rejection include incomplete documentation, mismatched trainee details, and late submissions. Double-checking every entry before submission saves time and frustration. Many employers designate a staff member to manage the entire process, from course selection to reimbursement tracking.

Are All Corporate Training Courses Claimable?

No. HRD Corp approves courses based on relevance and quality. A course must be directly related to the employee's job or to the company's business needs. General personal development courses, such as cooking or art classes, do not qualify. Similarly, courses that are too short or lack clear learning objectives may be rejected.

The training provider also matters. Providers must be registered with HRD Corp and meet their standards. ATCEN, for example, is a training provider in Malaysia that offers HRD Corp claimable courses in areas like leadership development, customer experience, and AI certification. When you choose a provider with a strong track record of course approval, you reduce the risk of your claim being denied. But the final decision rests with HRD Corp, so it pays to verify the approval status of every course before enrolling staff.

How Long Does Course Approval Last?

Course approval is not permanent. HRD Corp typically grants approval for a set period, often one year. After that, the provider must reapply and demonstrate that the course still meets current standards. If you are planning training for a team several months ahead, check that the course approval will still be valid on the training dates. An expired approval means the course is no longer claimable, even if it was approved in the past.

Can Small Employers Benefit from HRDC Claimable Courses?

Yes. Small employers who are levy-paying can use the system just as larger companies do. The levy contribution is based on a percentage of the employee's monthly wages, so smaller companies with fewer staff pay less into the fund. But they can still claim training costs up to the amount available in their account. Some small employers find that strategic use of claimable courses helps them build skills without straining their operating budget.

The main challenge for small teams is administrative. Managing the registration, documentation, and reimbursement process can be time-consuming. One option is to work with a training provider that offers administrative support or guidance through the process. Another is to designate a single person to handle all HRD Corp matters, even if that role is only a part of their job.

What Happens If a Course Is Not Approved?

If you attend a course that is not HRD Corp approved, you cannot claim the fees. The employer pays the full cost from their own budget. Some employers still choose non-claimable courses because they are the only option for a specific skill, or because the course format (such as a short workshop) does not meet HRD Corp's minimum duration. In those cases, the employer simply treats the cost as a regular business expense.

It is worth noting that some providers advertise courses as "HRD Corp claimable" when they have only applied for approval but not yet received it. Always ask for the approval code before committing. A legitimate provider will share it without hesitation.

How Can You Maximise the Value of HRDC Claimable Courses?

To get the most out of the system, plan your training calendar around the approval cycles. Submit grant applications promptly after each course. Keep digital copies of all attendance and completion records. And review your levy account balance regularly so you know how much you have available to spend.

Another practical step is to align course selection with your company's strategic goals. If you are building a customer experience team, for instance, look for claimable courses in service design, complaint handling, or communication skills. If digital transformation is a priority,

courses in AI certification or data analytics may be relevant. The more directly the training supports your business objectives, the easier it is to justify the time and cost to stakeholders.

The Bottom Line

HRDC claimable courses offer a structured way for Malaysian employers to invest in their people without bearing the full cost. The system works well when you understand the rules around course approval, trainee registration, and the reimbursement process. Choosing a reliable training provider and staying on top of submission deadlines are the two most important factors for success. With a little planning, any levy-paying employer can turn training into a measurable advantage for their team and their business.