
Career Comeback Programme Grant Guidelines 2018

As part of the national agenda to increase the labour force participation rate of women in the workforce in support of the Economic Transformation Programme (“ETP”), Talent Corporation Malaysia (“TalentCorp”) has launched a Career Comeback Programme Grant to encourage employers to implement programmes that recruit and retain women who have been on career breaks.

The Career Comeback Programme Grant is designed to benefit employers and women who have been on a career break by enabling employers to provide opportunities for women to return to work through recruitment programmes, work placement options, and implementation of work-life practices. This initiative will also support employers in meeting their talent needs as well as increase diversity and inclusion in their workplace to contribute to long term business success.

OBJECTIVES

- Collaborate with employers to reach out to women on career breaks as an additional source of talent to address their resource needs.
- Encourage employers to have in place specific programmes to recruit women on career breaks who are keen to re-enter the workforce.
- Assist women returnees in their transition into their new roles after career breaks.

OVERVIEW

The Career Comeback Programme Grant is structured for employer (applicant) to attract and retain women who have been on career breaks for more than six (6) months. Two (2) types of grants are made available to the applicant. Eligible applicant may claim one (1) or both grants amounting up to a maximum of **RM 100,000** per grant. The two (2) grants made available under the Career Comeback Programme Grant are:

1. Resourcing Grant; and
2. Retention Grant

1. RESOURCING GRANT

Amount	Up to RM100,000.00 per applicant (employer) per year
Grant Application Period	<p>The Career Comeback Programme (as defined below) must be implemented between 1st January 2018 – 31st December 2018 by the employers.</p> <p>Women returnee(s) for the Resourcing Grant must be qualified under the definition provided in Career Comeback Grant Guidelines 2018 (Refer to “Definition” section in this Career Comeback Grant Guidelines 2018).</p>
Description	<ul style="list-style-type: none"> ○ The Resourcing Grant is available for employers who have implemented or enhanced a programme or campaign to recruit women returnees (“Career Comeback Programme”). ○ Employers will receive a co-funding of seventy five per centum (75%) of the cost incurred to run the Career Comeback Programme which may include recruitment cost, targeted campaigns, technology investment and/or other related expenses. Details of claimable items are in the Application Form.

2. RETENTION GRANT

Amount	Up to RM100,000.00 per applicant (employer) per year
Grant Period	<p>On boarding of women returnee(s) must be between 1st January 2018 until 31st December 2018.</p> <p>Women returnee(s) for the Retention Grant must be qualified under the definition provided in Career Comeback Grant Guidelines 2018 (Refer to “Definition” section in this Career Comeback Grant Guidelines 2018).</p>
Grant Submission	<p>Prior to the submission of the application for Retention Grant, the employer must submit resume and/or job application form as well as offer letter of the women returnee(s) hired by the employer to TalentCorp by 5th January 2019 and failing to do so will result in revocation of Retention Grant eligibility.</p> <p>Then, the employer shall submit application for Retention Grant with <u>complete documents</u> after the women returnee(s) has been retained/retained for more than six (6) months by the employer.</p> <p>The application for Retention Grant shall be submitted not later than 1st July 2019. For avoidance of doubt, TalentCorp shall not entertain any</p>

	application made by any employer for the Retention Grant after 1st July 2019 .
Grant Disbursement	The Retention Grant's disbursement is made from 1st August 2018 onwards for all successful application made by the employer.
Description	<ul style="list-style-type: none"> ○ The Retention Grant is being disbursed for employers who have successfully recruited and retained women returnees for more than six (6) months. ○ The Retention Grant amount is equivalent to the women returnee's first month basic salary as to encourage employers to recruit and facilitate their transition back to work.

DEFINITION

A "woman returnee" is defined as a woman who:

- (a) is a Malaysian citizen;
- (b) has returned to the workforce from a career break after at least six (6) months due to reasons related to family commitments, work-life balance or personal development;
- (c) has minimum of three (3) years working experience before the career break; and has not been employed or engaged on full time business during the career break.

TERMS & CONDITIONS – RESOURCING GRANT

1. The employer (applicant) must be a company duly incorporated and validly existing under the laws of Malaysia.
2. Career Comeback Programme proposed by the employer shall be implemented between **1st January 2018** until **31st December 2018** subject to paragraph 6 of this terms and conditions ("**Career Comeback Programme Period**"). Any Career Comeback Programme conducted by the employer after the Career Comeback Programme Period will be not eligible for the Resourcing Grant.
3. The employer must ensure that any application for the Resourcing Grant must be made by **31st December 2018**. The employer must ensure that that the women returnee(s) concerned is qualified under the definition of 'women returnee(s)' under this terms and conditions.
4. The employer hereby undertakes and covenants with TalentCorp that the design and implementation of a Career Comeback Programme must be in line with the employer's talent management strategy to attract and retain women who have been on career breaks. This includes :

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- (a) programmes that aim to provide career opportunities for women returnees such as recruitment, work placement options and to transition back to work; and
 - (b) programmes that aim to enhance the work environment and/or work-life integration opportunities for women returnees.
5. The Resourcing Grant may only be claimed by employer based on seventy five per centum (75%) of actual cost incurred on items and activities relevant for the launching of the Career Comeback Programme. Upon completion of the Career Comeback Programme, the employer must provide a breakdown of the actual cost as provided in the Career Comeback Grant Application Form 2018 by **31st December 2018**.
 6. Prior to the launching of the Career Comeback Programme by the employer during the Career Comeback Programme Period, the employer is obligated to furnish a written notification to TalentCorp together with the proposal of the Career Comeback Programme for TalentCorp's written approval. TalentCorp shall issue Letter of Eligibility (“**LOE**”) for the approved proposal submitted by the employer as to reflect the approval of TalentCorp on the said Career Comeback Programme.
 7. For clarification purposes, the application for Resourcing Grant by the employer shall be rejected if the employer has commenced the Career Comeback Programme without official LOE issued by TalentCorp.
 8. TalentCorp may request the employers that have successfully launched the Career Comeback Programme to share their implementation journey on the TalentCorp's website.
 9. TalentCorp reserves the right to reject any application and/or supporting documents which have not met the Terms & Condition of the Resourcing Grant without assigning any reason thereto.
 10. The employers are obligated to ensure that they have obtained the consent from the women returnee(s) to disclose their personal data to TalentCorp including but not limited to their name, identity card number, address and resume for the purpose of the Resourcing Grant application.
 11. Personal data of the women returnee(s) as provided in the application form for Resourcing Grant will be used by TalentCorp for the purpose of reviewing and processing the employer's Resourcing Grant application.
 12. TalentCorp reserves the rights at its absolute discretion and without liability to change, modify, alter, adapt, add or remove any terms and conditions of the Resourcing Grant and/or suspend or discontinue any aspect of the Resourcing Grant.

TERMS & CONDITIONS – RETENTION GRANT

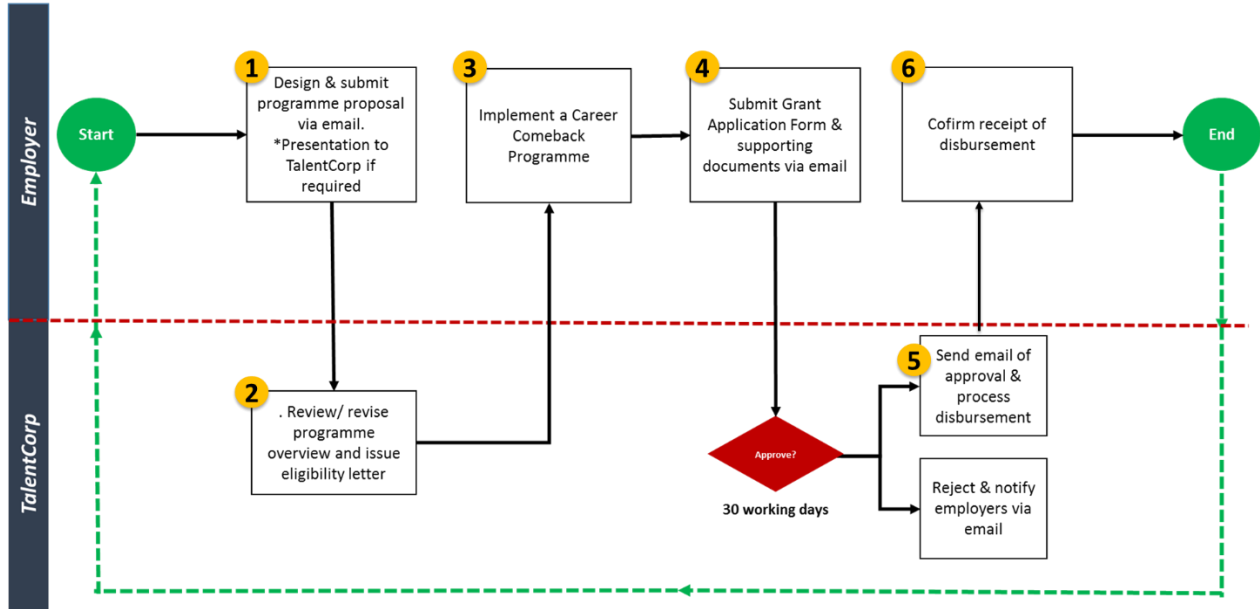
1. The employer (applicant) must be a company duly incorporated and validly existing under the laws of Malaysia.
2. The Retention Grant period is for on boarding made between **1st January 2018** until **31st December 2018** (“**Retention Grant Period**”).
3. Prior to the submission of the application for Retention Grant, the employer must furnish resume and/or employment application form as well as letter of offer of the women returnee(s) hired by the employer during the Retention Grant Period by **5th January 2019** (“**Retention Grant Documents**”). Failure to submit the Retention Grant Documents by **5th January 2019** will result in revocation of eligibility of the employer for the Retention Grant.
4. Then, the employer shall submit application for the Retention Grant to TalentCorp together with the completed documents as requested in accordance with the application form six (6) months after the employment of the women returnee(s) with the employer. The employer must ensure that that the women returnee(s) concerned is qualified under the definition of ‘women returnee(s)’ under this terms and conditions.
5. The application for Retention Grant shall be submitted by the employer to TalentCorp not later than **1st July 2019**. For avoidance of doubt, TalentCorp shall not entertain any application made by employer for Retention Grant after **1st July 2019**.
6. The Retention Grant’s disbursement period is from **1st August 2018** onwards for all successful application made by the employer.
7. The applicant is obligated to ensure that they have obtained the consent from the women returnee(s) to disclose their personal data to TalentCorp including but not limited to their name, identity card number, address and resume for the purpose of the Retention Grant application.
8. Personal data of the women returnee(s) as provided in the application form for Retention Grant will be used by TalentCorp for the purpose of reviewing and processing the employer’s Retention Grant application.
9. For clarification purposes, the women returnee(s) must have a minimum of three (3) years of working experience before being hired by the applicant – this is defined as full time salaried employment, not including internships or practical training.
10. Where the applicant has hired a woman returnee(s) via a third party manpower company, the applicant shall be required to prove the method of hiring as a normal business practice to TalentCorp.

11. Each grant application will be reviewed by TalentCorp for approval.
12. TalentCorp reserves the right to reject any application and/or supporting documents which have not met the terms and conditions of each grant under the Career Comeback Programme Grant without assigning any reason thereto.
13. TalentCorp reserves the right at its absolute discretion and without liability to change, modify, alter, adapt, add or remove any terms and conditions of the Retention Grant and/or suspend or discontinue any aspect of the Retention Grant.

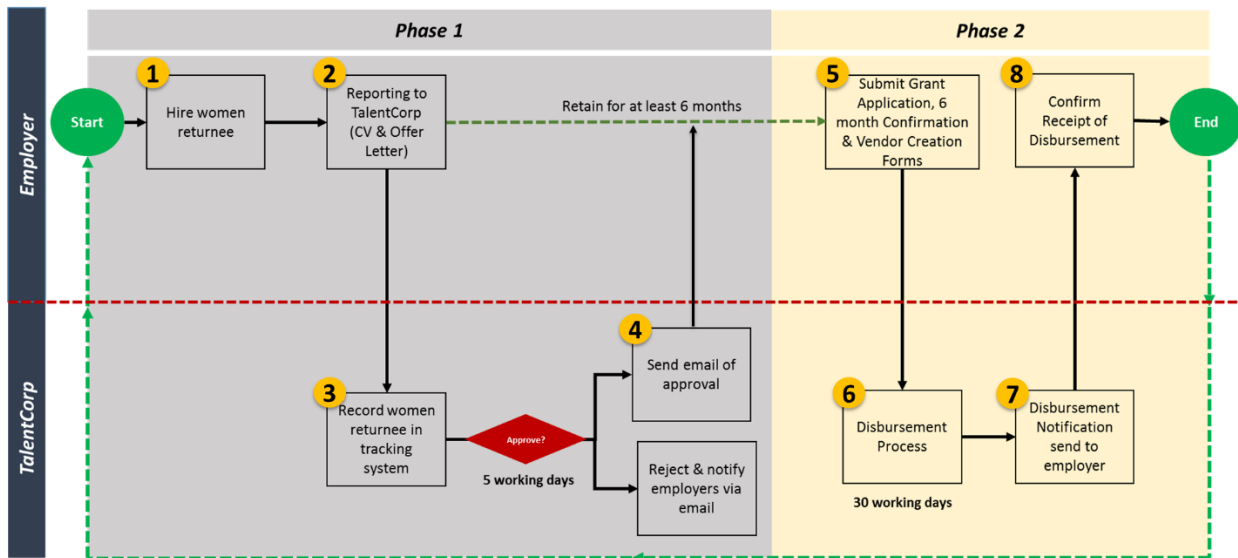
APPLICATION PROCESS

The Career Comeback Programme Grant flowchart illustrates the application and approval process for both grants:

Process Flow: Resourcing Grant



Process Flow: Retention Grant



To apply for the Career Comeback Grant, the applicant must:

1. Complete the Career Comeback Application Form. The application form consists of four (4) sections and an Appendix.

- Section 1 : Applicant Details
- Section 2 : Retention Grant
- Section 3 : Resourcing Grant
- Section 4: Declaration
- Appendix

Applicant must complete Section 1 and Section 4. Section 2 and/or Section 3 must also be completed depending on the grant applied for (e.g. complete Section 1, 3 and 4 only if requesting for the Retention Grant).

2. Submit the application form and mandatory supporting documents to careercomeback@talentcorp.com.my. Refer to Appendix A and B for examples of the supporting documents.

CONTACT INFORMATION

Please contact the Career Comeback team at careercomeback@talentcorp.com.my or +603-7839 7000 for further information on the Career Comeback Grant.

APPENDIX A : RESOURCING GRANT

SUPPORTING DOCUMENTS

To successfully demonstrate that applicant have designed and implemented a Career Comeback Programme, employer must provide a proposal which may include but not limited to:

(a) Business Case

A justification for a proposed programme or plan. This may include:

- Plan & implementation approach.
- Programme objective(s) & expected outcome(s).
- Timeline.
- Name of appointed project sponsor from the leadership team or HR team to drive the Career Comeback Programme's success.

(b) Types of Programme which may include:

1) Recruitment Activities

Overview of the recruitment process to hire women returnees. This may include:

- List of available roles that may be relevant for women returnees based on targeted talent profile (e.g. part-time roles).
- Overview of sourcing channels used to post job vacancies (e.g. JobStreet) and/or promotion of programme channels (e.g. social media, blogs).

2) Career Comeback Programme/Campaign

Details of a programme/campaign to hire women returnees. This may include:

- Referral programmes for internal employees (e.g. posters or emails) or external hire of women returnees (e.g. career page).
- Relevant HR policy/guidelines that have been emailed to employees or uploaded on the company intranet.

3) On boarding Activities

Activities organised to maintain a working environment which supports the retention of women returnees in a company. This may include:

- Assigning the women returnees to a buddy or mentor to help their transition to the workforce.
- Plan or policy for a flexible work arrangement.
- Setting up family friendly facilities or women's network.

4) Others

Other items or activities relevant to illustrate that a Career Comeback Programme has been developed and launched.

BREAKDOWN OF COSTS

All claims must be accompanied by proof of expenditure (e.g. receipts or invoices). The breakdown of costs incurred to design and implement a Career Comeback Programme is categorised into three (3) main areas:

Cost Overview	Examples
<p>1. Recruitment Costs Costs incurred during the process of sourcing women returnees to fulfil resource needs. Expenses may include:</p> <ul style="list-style-type: none"> • Marketing/Advertising • Job Fairs • Employee Referral Incentives • Background Checks • Recruitment Agency Fees 	<ul style="list-style-type: none"> • <i>Average Online Advertising Cost:</i> RM 2,000 • <i>Average Job Fair Cost:</i> RM6,600
<p>2. Technology Investment Cost incurred to equip new hires with additional software and/or hardware tools. Expenses may include:</p> <ul style="list-style-type: none"> • Computers (desktop and/or laptop) • Keyboard & Mouse • Applications (Microsoft Office, etc.) 	<ul style="list-style-type: none"> • <i>Technology Cost Estimate:</i> RM 3,700 / employee / year (Cost of laptop and 1 software application)
<p>3. Other Additional cost that do not fall within the three (3) categories above. (e.g. nursing room)</p>	
<p>4. Exclusions The following categories are not claimable;</p> <ul style="list-style-type: none"> • Non services expenditures (e.g. Food & Beverage, Travel Expenses) • All forms of tax (e.g. GST) • Non-relevant purchases/materials (e.g. clothing, decoration) 	

Example:

Breakdown of Cost Illustration

Programme Type	Job Fair (3 days) & Nursing Room
Women Returnees Hired	10
	RM
1. RECRUITMENT COSTS	
Marketing / Advertising	8,500.00
Booth Design and Build-up	16,600.00
Venue Rental (RM800x3)	2,400.00
Background Checks	778.00
Total Recruitment Costs	28,278.00
2. ONBOARDING ACTIVITIES	
Set-up Nursing room	4,500.00
Total Onboarding Cost	4,500.00
3. TECHNOLOGY INVESTMENT	
Hardware & Software (10 staff)	30,000.00
Total Technology Cost	30,000.00
Total Programme Costs (RM)	62,778.00
Total Disbursement of 75%	47,083.50

APPENDIX B : RETENTION GRANT

SUBMISSION OF DOCUMENTS

The document(s) required for the application of Retention Grant are;

Phase 1 – when the woman returnee(s) commences work

- a copy of the signed and accepted employment contract; and/or
- a copy of the resume and/or job application form with complete employment history

Note: Submission of Phase 1 documents must be completed by **5th January 2019** to be eligible for Retention Grant application.

Phase 2 – when the woman returnee(s) has been retained for more than 6 months

- Retention Grant application form
- 6-months confirmation form
- vendor creation form – *fill in this form if you are applying for the first time*

Note: Submission of Phase 2 documents must be submitted after the woman returnee(s) has been retained for more than six (6) months with complete supporting documents by **1st July 2019**.

Retention Grant period is for on boarding made between **1st January 2018 to 31st December 2018**.

END OF DOCUMENT