

Daya Kerjaya Programme For Vulnerable Groups And TVET Graduates – Targeted Hiring Incentives

1 What is the Daya Kerjaya Programme?

- The **Daya Kerjaya Programme** is a Budget 2023 initiative providing financial incentives to eligible **employers who employ individuals from certain target groups from 1 January 2023 onwards. Applications opened on 1 May 2023.**
- The target groups for this programme are the long-term unemployed, especially youth; and vulnerable groups such as indigenous peoples (e.g. the Orang Asli), women, persons with disabilities (PWD), households living below the poverty line, parolees, and ex-convicts. Employers who employ such individuals may be eligible for a monthly incentive of RM600 for a 3-month duration.
- This hiring incentive is also available to employers who **accept new placements of TVET** (Technical and Vocational Education and Training) graduates and school leavers who have been unemployed for at least 2 months. Eligible employers receive a RM600 incentive monthly for a 3-month duration.

2 What are the objectives of the Daya Kerjaya Programme? What makes it unique?

- Incentivises private sector employers to pay higher wages.
- Stimulates demand for labour, thereby increasing employment opportunities and minimising unemployment.
- Enhances workforce employability.
- No upper limit on the number of new hires each employer can receive incentives for.

3 When do applications for the Daya Kerjaya Programme open?

- The Daya Kerjaya Programme is accepting applications from **1 May 2023 onwards for placements made from 1 January 2023 onwards.**
- Applications close on **31 December 2023**; however, the closing date is **subject to fund availability and policy decisions from the Federal Government.**

4 What must new hires do to receive this incentive?

- New hires must register with MYFutureJobs and complete all mandatory fields in their profile (name, IC no., address, level of education, and work experience).

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5 What incentives does the Daya Kerjaya Programme offer?

TARGET GROUP	ELIGIBILITY CONDITIONS	UNEMPLOYMENT DURATION	INCENTIVE RATE	PAYMENT DURATION	TERMS OF EMPLOYMENT
VULNERABLE GROUPS	Long-term unemployed (especially youth)	Minimum of 2 months	RM600 monthly per employee	3 months maximum	Minimum monthly salary of RM1,500 Permanent employee / contractual employee with a minimum contract duration of 12 months
	Women, especially single mothers or housewives, who are not currently in work				
	EIS beneficiaries currently receiving unemployment benefits	N/A			
	PWDs				
	PERKESO RTW Programme participants				
	B40 / Households living below the poverty line				
	Indigenous peoples, e.g. the Orang Asli				
	Unemployed individuals aged 50 and above				
	Parolees / Ex-convicts				
TVET GRADUATES	Graduates of TVET institutes accredited by the Malaysian Qualification Agency (MQA) or the Department of Skills Development (JPK). Must be aged 16 - 40.	Minimum of 2 months	Please refer to Q6 in this FAQ Permanent employee / contractual employee with a minimum contract duration of 12 months		
SCHOOL LEAVERS	School leavers aged 16 – 40 without a diploma-level (or above) qualification.		Minimum monthly salary of RM1,500 Permanent employee / contractual employee with a minimum contract duration of 12 months		

Additional Eligibility Conditions

- Employers must have registered with or paid contributions under the Employees' Social Security Act 1969 (Act 4) or the Employment Insurance System Act 2017 (Act 800) before 1 January 2023.
- Employers must complete their MYFutureJobs profile and advertise their vacancies on MYFutureJobs.
- Employers are encouraged to recruit MYFutureJobs-registered jobseekers. If an employer opts to hire a jobseeker not registered with MYFutureJobs, s/he must ensure the new employee registers with MYFutureJobs as soon as possible.

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4. New employees must register with MYFutureJobs and complete all mandatory fields in their profile (name, IC no., address, level of education, and work experience).
5. Employers are encouraged to pay new hires the salary advertised on MYFutureJobs; they must pay a minimum monthly salary of RM1,500.
6. Employers are encouraged to pay new hires from the 'TVET Graduates' category a competitive salary as shown in Q6.
7. Employers are encouraged to pay new hires from the 'School Leavers' category the salary advertised on MYFutureJobs; they must pay a minimum monthly salary of RM1,500.
8. If a new hire leaves for any reason, the employer must record the date the new hire left work on either the Kerjaya Madani (Daya Kerjaya) Portal or the ASSIST Portal by the 15th of the following month.
9. Employers and employees must follow the working hours outlined in the Employment Act 1955 and all related regulations.
10. Employers cannot retrench existing employees for the purpose of substituting them with new hires to qualify for incentives under the Daya Kerjaya Programme.

Supporting Documents

- PERKESO reserves the right to request any supporting documents if necessary. Employers must retain copies of the supporting documents submitted with this application for at least 3 years for PERKESO's future reference.

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Supporting Documents for Each Target Group:

TARGET GROUP	SUPPORTING DOCUMENTS
PWDs	A copy of the OKU card
EIS beneficiaries currently receiving unemployment benefits / Retrenched workers	A termination letter for applicants who do not pay contributions under the Employment Insurance System Act 2017 (Act 800)
Indigenous peoples	Birth certificate / written confirmation from the Department of Orang Asli Development (JAKOA)
Parolees / Ex-convicts	Written confirmation from the Prison Department and the Ministry of Home Affairs
B40 / Households living below the poverty line	Written confirmation from the Department of Social Welfare, Bantuan Keluarga Malaysia (BKM), or a zakat board
TVET graduates / School leavers	A course completion certificate / confirmation letter, a school leaving certificate, or a full academic transcript

6 What is the minimum monthly salary new hires from the 'TVET Graduates' category should receive?

- Employers are encouraged to follow the Guide on Starting Wages for 200 Selected Skills-Based Jobs, 2nd Edition. The Guide was published by the Ministry of Human Resources in 2020.
- The recommended starting salaries for TVET graduates hired under this Programme are as follows, each adjusted to match TVET graduates' differing skill levels.

SKM LEVEL	RECOMMENDED BASE SALARY
Malaysian Skills Certificate Level 1	RM1,500.00
Malaysian Skills Certificate Level 2	RM1,500.00
Malaysian Skills Certificate Level 3	RM1,700.00
Malaysian Skills Diploma Level 4	RM2,020.00
Malaysian Advanced Skills Diploma Level 5	RM2,460.00

***Note:** The recommended base salary does not include additional allowances or incentives employees may receive if they possess certain professional licenses or certifications.

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7 Are there employers who are **NOT ELIGIBLE** for the Daya Kerjaya Programme?

- Private employment agencies and outsourcing agencies are not eligible when they facilitate job placements on behalf of other employers.
- However, private employment agencies and outsourcing agencies may be eligible when they recruit new workers as a principal employer responsible for all matters relating to wage payments and SOCSO contributions.

8 Who is **NOT ELIGIBLE** for the Daya Kerjaya Programme?

- Employers who registered with or paid contributions under the Employees' Social Security Act 1969 (Act 4) or the Employment Insurance System Act 2017 (Act 800) on or after 1 January 2023;
- Employers who registered with SSM / ROS / ROB / the relevant local authorities and began operating on or after 1 January 2023;
- Employees currently receiving SOCSO benefits under the PenjanaKerjaya Hiring Incentive Programme and the JaminKerja Employment Incentive Programme;
- Employees who were unemployed for a period of less than 2 months, calculated from the date they left their last employer or from the application date;
- Women, including single mothers and housewives, who were unemployed for a period of less than 2 months, calculated from the date they left their last employer or from the application date;
- Interns or students who have yet to complete their course of study;
- TVET graduates or school leavers who were unemployed for a period of less than 2 months, calculated from the date they left their last employer or from the application date;
- TVET graduates or school leavers aged below 16 or over 40;
- School leavers with a diploma-level (or above) qualification;
- Parents, spouses, siblings, and children of the employer, hired as employees;
- Employees who are **not** Malaysian citizens, permanent residents, or temporary residents;
- Employees who were retrenched by, or who voluntarily left, the employer submitting the application before the application was submitted;
- Employees who were retrenched or who voluntarily resigned after joining this Programme for the express purpose of claiming incentives;

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- Business proprietors claiming incentives on their own behalf (i.e. not for a new employee);
- Employees who were re-hired by the same employer after a period of unemployment, excluding beneficiaries of the Employment Insurance System Act 2017 (Act 800). However, these employees may be eligible if their period of unemployment lasted at least 2 months.
- All public sector employees in state and federal agencies, including employees of statutory bodies and local authorities; as well as self-employed individuals.

9 Which supporting documents must employers submit along with their Daya Kerjaya Programme application?

- A copy of the employer's bank account statement, which must display the employer's name and account number in addition to the name of the bank;
- A copy of the **employer's Business Registration Number (BRN)**, certified by the bank;
- A copy of the employer's SSM (Companies Commission of Malaysia) registration certificate;
- A copy of the employee's IC (front and back);
- A copy of the employee's employment contract;
- A copy of the employee's course completion certificate / confirmation letter, school leaving certificate, or full academic transcript, for new hires from the 'TVET Graduates' and 'School Leavers' categories;
- The Borang Pengesahan Pekerja, signed by both the employer and the employee.
- Employers who previously applied for the PenjanaKerjaya Hiring Incentive Programme and the JaminKerja Employment Incentive Programme should note documents from their previous submissions have already been stored in the Kerjaya Madani (Daya Kerjaya) Portal. However, they should be prepared to submit additional supporting documents upon request from SOCSO.

10 How are Daya Kerjaya Programme incentives paid to employers?

- Eligible employers will receive a notification with a list of approved employees within 14 days of SOCSO receiving their application (complete with all supporting documents).
- The first incentive payment will be **credited to the employer's bank account within 14 days after the application is approved**. Subsequent payments will be credited to the employer's bank account after 15th of each month.

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- Payments are credited to the **employer's business account** once the application is approved.

11 Will employers continue to receive Daya Kerjaya Programme incentives if an employee voluntarily resigns?

- Employers will only receive the incentive during the months the employee remains employed. Please note contractual employees should be employed under a contract that is at least 12 months in duration.
- Employers do not need to resubmit their application after the first month. However, they must update SOCSO on the Kerjaya Madani (Daya Kerjaya) Portal in the event of **changes to their operation status or the employee's employment status by the 15th of the subsequent month**.
- Applications with incomplete or inaccurate information will be assigned 'Query' status pending further action. Employers should ensure all information provided is complete and accurate to prevent delays.

12 Can employers retrench new hires before the 12-month employment contract expires?

- **No.** Employers are prohibited from retrenching new hires before the 12-month employment contract expires. If the employer decides to retrench a new hire regardless, s/he must return the **FULL SUM** received in Daya Kerjaya Programme incentives.
- If a new hire resigns voluntarily, the employer must update his / her list of approved employees by the **15th of the subsequent month**. Failure to do so may result in **legal action** against the employer.

13 What action can employees take if their employer refuses to pay wages, pays less than the advertised wage, forces them to take unpaid leave, or terminates their employment?

- Employees may check whether their employer's Daya Kerjaya Programme application has been approved at this SOCSO website: <https://kerjayamadani.perkeso.gov.my>
- Employees may submit an inquiry or a complaint regarding the Daya Kerjaya Programme at <https://epertanyaanperkeso.perkeso.gov.my>.
- Employees may contact the Labour Department at 03-88903404, 03-88862409, or jtksm@mohr.gov.my for all other labour-related inquiries.

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14 How can employers check their application status?

- Employers and employees may check their application status on the Kerjaya Madani (Daya Kerjaya) Portal via this link: <https://kerjayamadani.perkeso.gov.my>.
- PERKESO will also inform applicants of their application status via the phone number or email address provided.

15 Will PERKESO review successful applications or monitor successful applicants?

- **Yes.** PERKESO reserves **the right to review** successful applications or monitor successful applicants (employers and employees alike) at any time following the appropriate procedures. SOCSO may then take action based on its findings if necessary.
- PERKESO may monitor employers by requesting additional supporting documentation or via **conducting sudden inspections of employers' business premises.**

16 What action can PERKESO take if it discovers an application contains information that is false, misleading, or included for fraudulent purposes?

- SOCSO reserves the right to:
 - i. **Reject all applications, delay payment, or withhold payment** if the employer is found to have provided false or misleading information at any point in time; or if the employer does not fulfil any of the eligibility conditions stated above.
 - ii. **Suspend all applications** from employers currently being investigated for providing false or misleading information.
 - iii. **Take legal action to recoup the payments** already made to the employer if the employer is found to have provided false or misleading information at any point in time; or if the employer is found to not fulfil eligibility conditions after receiving payment.

17 How do I obtain more information about this Programme?

- Please contact a PERKESO Customer Service Officer at **1-300-22-8000** or submit a complaint at <https://epertanyaan.perkeso.gov.my>

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Diagram 1 – Daya Kerjaya Programme Application Procedures

