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1.0 PURPOSE

The purpose of this procedure is to define the process for staff requesting for higher education assistance within Malaysia as listed below:

Part Time	Full time
Diploma	Master
Degree	PhD
Master	
PhD	

2.0 SCOPE

Felda Global Ventures Holdings Berhad and its Group of Companies.

3.0 DEFINITION

- 3.1 FGV : Felda Global Ventures
- 3.2 GP/CEO : Group President/Chief Executive Officer
- 3.3 CHRO : Chief Human Resource Officer
- 3.4 HOD : Head of Department
- 3.5 HRBP : Human Resource Business Partner
- 3.6 SSC : Shared Service Centre
- 3.7 EAA : Employee Approval Authority
- 3.8 HRMS : Human Resource Management System
- 3.9 RC : Resource Committee
- 3.10 SBA : Service Bond Agreement

4.0 REFERENCE

- 4.1 Training & Development Policy

5.0 RESPONSIBILITY

- 5.1 Chief Human Resources Officer, CHRO

6.0 PROCEDURE

6.1	<p><u>APPLICATION</u></p> <ul style="list-style-type: none"> • Staff can apply through company HR, by using the form provided in appendix 9.1 • Company HR must get support from RC
6.2	<p><u>RECOMMENDATION</u></p> <ul style="list-style-type: none"> • Company Level: <ul style="list-style-type: none"> ○ HR will get the recommendation from Cluster HRBP/Company HRBP ○ Completed form must submit to GOLD, FGV for further process.



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6.3	<ul style="list-style-type: none">• FGV Level<ul style="list-style-type: none">○ Recommendation from Head of GOLD <p><u>STAFF PROFILLING</u></p> <ul style="list-style-type: none">• GOLD will get the staff profiling from HRIS to get the updated data & KPI record in 3 years (KPI must be minimum 3.00 for the past 3 years)• Staff must work with FGV with minimum of 3 years
6.4	<p><u>APPROVAL</u></p> <ul style="list-style-type: none">• Get the approval from:<ul style="list-style-type: none">○ CHRO for applicants level General Manager & below.○ GP/CEO for applicants level Cluster Head & above. <p>(In accordance to EAA)</p>
6.5	<p><u>INFORM HRBP</u></p> <ul style="list-style-type: none">• If the application is not approved, GOLD need to inform HRBP• If the application is approved, GOLD will proceed with Offer Letter
6.6	<p><u>OFFER LETTER / SERVICE BOND AGREEMENT(SBA)</u></p> <ul style="list-style-type: none">• GOLD to prepare the offer letter & SBA for successful staff• Original offer letter will be given to staff together with SBA to be signed and sent for stamping by staff• A copy of offer letter will be kept by GOLD & company HR
6.7	<p><u>REGISTER</u></p> <ul style="list-style-type: none">• Registration of the program by staff
6.8	<p><u>FILLING</u></p> <ul style="list-style-type: none">• Completed SBA must be kept in the staff individual filing & will be kept at GOLD/company HR cabinet
6.9	<p><u>STAFF GOES TO INSTITUTION</u></p> <ul style="list-style-type: none">• Staff goes to the Institution to start the class• Staff is responsible to update GOLD/company HR their results for every semester without miss



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6.10	<ul style="list-style-type: none">During study, if staff being transferred to another FGV Group of Companies, the new company will need to borne the cost <p><u>PAYMENT REQUEST</u></p> <ul style="list-style-type: none">Claim through system<ul style="list-style-type: none">Staff must submit claim through systemA hardcopy of the claim form and original receipt must be provided for approval to GOLD/company HRClaim through manual<ul style="list-style-type: none">Staff must submit claim through manual form with original invoiceGOLD/company HR will submit the form to SSC & finance for process
6.11	<p><u>AFTER COMPLETION (SBA COMMENCE)</u></p> <ul style="list-style-type: none">Staff must inform HR after they completed their studyStaff required to continue work as usualSBA will commence right after staff submit their proof of completion of study
6.12	<p><u>UPDATE DATA IN THE SYSTEMS</u></p> <ul style="list-style-type: none">To update relevant data in the system regarding staff's study
6.15	End

7.0 RECORDS

Records Title	Storage Location	Retention Period
Personal File	Cabinet GOLD	5 years



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8.0 FLOW CHART


Responsibility	Flow	Related Documents
6.1 HRBP/RC/ GOLD (Subsidiaries /	<pre> graph TD Start([Start]) --> A[6.1 Application] A --> B[6.2 Recommendation] B --> C[6.3 Staff Profiling] C --> D{6.4 Approval} D -- No --> E[6.5 Inform HRBP] E --> End1([End]) D -- Yes --> F[6.6 Offer Letter / SBA] F --> G[6.7 Register] G --> H[6.8 Filing] H --> I[6.9 Staff goes to Institution] I --> J[6.10 Payment Request] J --> K[6.11 After Completion (SBA commence)] K --> L[6.12 Update Data in the Systems] L --> End2([End]) </pre>	6.1 FGV Group Approval Paper
6.2 GOLD, Company HR		6.2 Application form with recommendation
6.3 GOLD, HRMS		6.3 Personal File/ Performance
6.4 GOLD, CHRO, GP/CEO		6.4 Approval Paper, EAA
6.5 GOLD		6.5 NIL
6.6 GOLD, Company HR, Staff		6.6 Offer Letter/ SBA
6.7 Staff		6.7 NIL
6.8 GOLD, Company HR		6.8 All documents from 6.1 to 6.7
6.9 Staff		6.9 NIL
6.10 GOLD, Company HR, Staff/SSC/Finance		6.10 <i>Borang tuntutan manual/</i> ESS / Invoice
6.11 GOLD, Company HR, Staff		6.11 Service Bond Agreements
6.12 GOLD, Company HR, HRMS		6.12 Any proof of completion of study

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9.0 APPENDIX

9.1. Application Form

9.2. Service Bond Agreement (SBA)

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9.1. Appendix - Application Form

FULL TIME / PART TIME STUDY
PHD / MASTER / DEGREE / DIPLOMA / CERTIFICATION
(WITHIN MALAYSIA)

A. APPLICANTS DETAILS

FULL NAME: _____

 STAFF ID: _____ IC NO/PASSPORT NO: _____
 CONTACT NO (MOBILE) _____ (OFFICE) _____
 DATE OF BIRTH & AGE: _____
 REPORTING DATE TO FGV/FGV GROUP/FELDA: _____
 WORK EXPERIENCE WITHIN FGV/FGV GROUP/FELDA: _____
 CURRENT JOB POSITION & GRADE: _____
 CURRENT BASIC SALARY: _____
 CURRENT WORK LOCATION: _____
 EDUCATION LEVEL (HIGHEST): _____
 LAST UNIVERSITY NAME / INSTITUTION / SCHOOL: _____

B. PROGRAM DETAILS (APPLICATION):

NAME OF UNIVERSITY / INSTITUTE / COLLEGE: _____


 COURSE PROGRAM: _____
 STUDY DURATION: _____
 REGISTRATION DATE: _____
 PROJECTION OF COMPLETION OF STUDY (DATE): _____
 LEARNING METHOD: Full Time / Part Time / On-line

C. STUDY LOAN

Total amount of study loan for the above program: RM _____
 (Kindly provide the details of the cost of education plan)

D. DECLARATION

I certify that all above mention details are correct.

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Applicant signature: _____ Date: _____

Supported by RC / Company HR / Cluster HRBP / GOLD *Responsible

I would like to support as per above proposal.

Job Performance Review: _____

Signature

& Name: _____ Date: _____

Recommendation / Verification of Company HR / GOLD *Consult

I would like to recommend / verify as per above proposal.

Notes: _____

Signature

& Name: _____ Date: _____

Approval from GP/CEO / CHRO *Consult / Approval

I, approved the application of the above proposal.

Notes: _____

Signature

& Name: _____ Date: _____