



Training Programme no:  
1000182750

# BASIC AGENCY MANAGEMENT COURSE

## TRAIN - THE - TRAINER (BAMC TTT)

PROFESSIONAL CERTIFICATION

## PRE-REQUISITE FOR PARTICIPANTS

- Possess tertiary education or recognized professional education.
- Employed as a Life Company Trainer for at least two years and has undergone company's trainer programme.
- Has undergone the MII BAMC Course or passed the BAMC Examination.
- Willing to work for the betterment of the MII-BAMC and the accomplishment of its objectives.
- Committed to the whole programme.
- Willing to follow MII-BAMC Ground rules and procedures.
- Able to relate the text material to their students' works.
- Able to conduct and deliver the programme effectively.
- Proficient in the language in which the trainer will be conducting the MII - BAMC.

## AREAS COVERED

<b>Module 1</b>	: i. (Part A) Preamble ii. (Part B) Introduction to Agency Management
<b>Module 2</b>	: Leadership and Planning
<b>Module 3</b>	: Recruitment
<b>Module 4</b>	: Selection
<b>Module 5</b>	: Training
<b>Module 6</b>	: Performance Management and Supervision
<b>Module 7 &amp; 8</b>	: Performance Management and Motivation
<b>Module 9</b>	: Agency Building Road Map

## PROGRAMME DETAILS



Learning Method  
In-Person Training



Medium of  
Training - English



Registration  
[www.mii4u.org/  
ilms/user/login](http://www.mii4u.org/ilms/user/login)



Fees  
RM2,100 per pax

Programme Schedule	Closing Date	Remarks
28 - 30 July 2025 9.00 a.m. - 5.00 p.m.	21 July 2025	Recommendation for each class is 15 participants

# HRD Claim Application

Asian Institute of Insurance (Aii) courses have been granted the status of Approved Training Programme (ATP) under the Human Resources Development Act 1992. Based on Training Providers Circular No. 3/2021, PSMB has imposed a requirement that training providers need to register their training programme under the HRD Corp Claimable Course Scheme to offer training to the employers who are registered under the Human Resource Development Corporation (HRD Corp).

## 1. What is HRD Corp Claimable Courses?

HRD Corp Claimable Courses formerly known as SBL Khas is a scheme to assist registered employers, especially those with limited resources to train and upskill their employees in line with their operational and business requirements. Under this scheme, HRD Corp will pay the course fee (subjected to 4% service fee from 1st April 2021) directly to the training providers by deducting the amount from the employers' levy account. HRD Corp will also pay other claimable allowances to the employer.

## 2. How are Training Providers or Employers to submit for HRD Corp Claimable Courses?

Asian Institute of Insurance (Aii) will submit their Courses registration via the HRDC e-Tris system. Once course is approved as Claimable Course (previously known as SBL Khas course), the approved course will appear in the HRDC e-Tris system.

Employers will need to access the e-Tris system to select the course and submit to HRDC for grant approval. The total claimable amount is subject to the approval of each Employer individual grant application, Once HRDC approves Employer grant, the company must provide the approved grant code to Asian Institute of Insurance (Aii).

After the training is conducted, Employers are required to complete HRDC Attendance Reports eg. JD14 and submit necessary documents to ensure HRDC settlement of Asian Institute of Insurance (Aii) invoice.

Asian Institute of Insurance (Aii) will submit the invoice directly to HRDC with the approved grant code for each participant or Employer.

## 3. How to submit the grant application?

Please click on link for information on training grants application: <https://hrdcorp.gov.my/employer-guidelines/>

## 4. What are the supporting documents required?

Please click on link for information on training grants application: <https://hrdcorp.gov.my/skim-bantuan-latihan-khas-sbl-khas-2/>

### Important Notice

- Effective **1<sup>st</sup> August 2019**, training programmes must commence within six (6) months from the date of training grant applications are made and training claim submissions must be made not more than six (6) months from the date the training programmes are completed.
- Application must be submitted by employers before training date commencement

For more information and updates on HRDC, please refer to its official webpage at [www.hrdcorp.gov.my](http://www.hrdcorp.gov.my). Should you have any problem in accessing your e-Tris account, kindly forward the issue to HRDC IT Help Desk at [ithelpdesk@hrdcorp.gov.my](mailto:ithelpdesk@hrdcorp.gov.my)

## Application Process

01

Application  
via e-TRIs

Documents Required:

- Quotation / Invoice
- Training Schedule / Course Content
- Trainer Profile

02

Approval

Documents Required:

- To share Grant ID to Training Provider

01

Claim

Documents Required:

- Itinerary (airfare) - if any
- Receipt & Invoice (transportation) - if any

## **Asian Insurance of Institute**

*(Formaly known as Malaysia Insurance Institute)*

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