



## Frequently Asked Questions (FAQs)

### YAYASAN PENERAJU CERTIFICATION FINANCING SCHEME FOR WORKING/NON-WORKING ADULTS – FINANCE & BUSINESS SERVICES

#### INTRODUCTION

**Yayasan Peneraju working/non-working adult financing scheme programme** is a programme designed by Yayasan Peneraju that provides financial assistance to eligible candidates to upskill or reskill themselves through obtaining recognized professional certifications in fields such finance and business services.

The financial assistance is offered on top-up reimbursement basis which will allow opportunities for candidates to source remaining assistance from other available sources. There is a list of approved certifications and learning institutions offered under the financing scheme programme. Both currently self-funded (in progress) and fresh candidates are encouraged to apply.

Please read the below FAQs for more information.

#### A. PROGRAMME OVERVIEW

##### 1. What is the programme about? What does it aim to achieve?

The financing scheme programme provides alternative financial assistance to eligible candidates pursuing professional certifications on a part-time or full-time (depending on programme) basis in approved learning institutions selected by Yayasan Peneraju. The financial assistance will be provided on a reimbursement basis.

This programme aims to increase the number of certified Bumiputeras through recognised professional or industry certifications in critical sector occupations.

##### 2. Who is the programme for?

The financing scheme programmes are designed specifically for working/non-working adults, subject to the following requirements:

- i. Malaysian Bumiputera;
- ii. Age up to 45 years old on application closing date;
- iii. Possess a minimum of three (3) years working experience (subject further to specific work experience requirements which may be set by the certification/professional bodies); and
- iv. Meets the minimum requirements set by the professional/certification bodies and Yayasan Peneraju for the specific certification programmes.

##### 3. Which professional finance and business services certification would I be able to pursue under this programme?

Professional finance and business services certifications available under this programme are listed below:

### **Finance Programmes**

- i. Chartered Financial Analyst (CFA)
- ii. Financial Risk Manager (FRM)
- iii. Certified Shariah Advisor (CSA)
- iv. Certified Shariah Practitioner (CSP)
- v. Certified Internal Auditor (CIA)
- vi. Certified Corporate Financial Planning and Analysis Professional (FPAC)

### **Business Services Programmes**

- i. Chartered Institute of Marketing (CIM) Certifications:
  - Certificate in Professional Digital Marketing (Level 4)
  - Diploma in Professional Digital Marketing (Level 6)
- ii. Certified Associate in Project Management (CAPM)
- iii. Project Management Professional (PMP)
- iv. Membership of the Institute of Chartered Secretaries & Administrators (ICSA)
- v. Society for Human Resource Management (SHRM) Certifications:
  - SHRM- CP (Certified Professional)/SHRM-SCP (Senior Certified Professional)

#### **4. Who should apply for this financing scheme?**

- Working/non-working adults who seek professional certifications that will potentially help them advance in their career.
- Those who are looking for additional financial assistance to pursue the certifications.

#### **5. What are the benefits of this programme and how is it different from other programmes?**

Through this programme, Yayasan Peneraju provides eligible candidates with an opportunity to pursue internationally/industry recognized professional certifications and open up opportunities to become chartered/certified practitioners in the chosen field.

Application is open to all Bumiputera individuals who are currently in progress or fresh candidates pursuing the certification. All selected scholars will have to enrol for classes at the approved learning institutions.

#### **6. How long is the programme?**

The programme's exact duration will be based on the number of exemptions received and the remaining papers candidates have upon accepting the financing scheme offer from Yayasan Peneraju.

## **B. FINANCING SCHEME**

### **1. What type of financing scheme\* is provided by this programme?**

The financing scheme will be on a **reimbursement basis where scholars will fund 100% of the costs associated with their certification upfront.**

**The recipients will receive the following:**

- i. One-time advanced assistance of RM1,500 upon signing of Scholars Agreement
- ii. Tuition fees – up to 70% maximum coverage per level/part/module. Scholars will cover the cost of the remaining 30%.

The tuition fees are given on a **pay and claim basis**. The process of reimbursement of the 70% tuition fee is divided into two tranches:

**First Tranche** : 70% **after** registration and payment are made to the Learning & Training Institution (LTI) for each level/part/module.

**Second Tranche** : 30% **after** scholar sits for the exam of the respective level/part/module.

- iii. 100% Examination Fees (pay and claim basis) - 100% claimable after scholar sits for the exam of the respective level/part/module.
- iv. 100% Professional Fees (pay and claim basis) - 100% claimable after registration and payments are made to the Learning & Training Institution (LTI) and/or Certification Body for each level/part/module. Professional fees refer to the membership fees, registration fees, processing fees, exemption fees and study materials fees.
- v. Maximum two (2) resit attempts throughout the financing scheme duration - 50% claimable after scholar sits for the resit exam.
- vi. Refund of tuition fees - up to 20% (out of the 30% total that scholars need to bear) for the scholars who successfully complete the certification within the contract period set by Yayasan Peneraju.

**Scholars are allowed to resit failed examinations. The set conditions are as follows:**

- Only two (2) resit attempts will be covered during the duration of the Scholars Agreement. Any further resits (if any) will have to be covered by the scholar.
- Tuition fees paid for preparation of resit attempts are **not claimable**.
- The two (2) paid resit attempts above can be utilised for the same level/part/module.

***\*Yayasan Peneraju has the right to make amendments to any of the financing scheme terms and conditions at any time.***

**2. What are the consequences I would face if I breach the contract?**

Recipients who withdraw or are terminated from the programme are required to repay all costs incurred by Yayasan Peneraju on their behalf. The amount will be calculated by Yayasan Peneraju up to the point of termination.

**3. If I have received another financing scheme from Yayasan Peneraju, am I still eligible to receive this financing scheme?**

If you are a current/past recipient of any other Peneraju Professional Financing Scheme programme, you are not eligible to apply for these financing scheme programmes.

Past recipients of Peneraju Tunas Potensi and Peneraju High Impact Programme (HIP) financing schemes, however, are still eligible to apply for these programmes.

**For any queries in relation to this matter, please contact the Programme Manager.**

**4. Am I still eligible to apply for this programme if I am attached to a student loan or another sponsorship?**

Yes, candidates are allowed to be under a student loan or any other sponsorship, provided they declare their status to Yayasan Peneraju in their application.

You are responsible for confirming with your existing provider if any issue were to surface should you undertake additional financing under this scheme.

**C. LEARNING INSTITUTIONS & CERTIFICATION BODIES**

**1. Do I have to attend classes? Which are the learning institutions approved under this programme?**

Attendance of classes in preparation for examinations is **COMPULSORY** under this programme.

Please find below the list of learning institutions and certification bodies that have been approved by Yayasan Peneraju.

CERTIFICATION	LEARNING & TRAINING INSTITUTION	CERTIFICATION BODY
<p><b>CHARTERED FINANCIAL ANALYST (CFA)</b></p>	<p><b>NOESIS EXED</b></p> <p><b>Address:</b> Block VO2, Level 5, Unit 8, Lingkaran SV, Sunway Velocity, Jalan Peel, 55100 Kuala Lumpur</p> <p><b>Contact Details:</b> PIC: Nur Syafiqah Kahar Phone No: 03 2725 4291 Email: <a href="mailto:nursyafiqah@noesis.edu.sg">nursyafiqah@noesis.edu.sg</a> Website: <a href="http://www.noesis.edu.sg">www.noesis.edu.sg</a></p>	<p><b>CHARTERED FINANCIAL ANALYST INSTITUTE (CFAI)</b></p> <p><b>Address:</b> CFA Institute, 915 East High Street, Charlottesville, VA, 22902, USA</p> <p><b>Contact Details:</b> Email: <a href="mailto:info@cfainstitute.com">info@cfainstitute.com</a> Phone No: +1 (434) 951-5499 Website: <a href="https://www.cfainstitute.org/">https://www.cfainstitute.org/</a></p>

<p><b>FINANCIAL RISK MANAGER (FRM)</b></p>	<p><b>NOESIS EXED</b></p> <p><b>Address:</b> Block VO2, Level 5, Unit 8, Lingkaran SV, Sunway Velocity, Jalan Peel, 55100 Kuala Lumpur</p> <p><b>Contact Details:</b> PIC: Nur Syafiqah Kahar Phone No: 03 2725 4291 Email: <a href="mailto:nursyafiqah@noesis.edu.sg">nursyafiqah@noesis.edu.sg</a> Website: <a href="http://www.noesis.edu.sg">www.noesis.edu.sg</a></p>	<p><b>GLOBAL ASSOCIATION OF RISK PROFESSIONAL (GARP)</b></p> <p><b>Address:</b> 111 Town Square Place, 14th Floor, Jersey City, New Jersey, 07310 USA</p> <p><b>Contact Details:</b> Phone No: +1 (201) 719 7210 Email: <a href="mailto:memberservices@garp.com">memberservices@garp.com</a> Website: <a href="https://my.garp.org/">https://my.garp.org/</a></p>
<p><b>CHARTERED INSTITUTE OF MARKETING (CIM) CERTIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>CERTIFICATE IN PROFESSIONAL DIGITAL MARKETING (LEVEL 4)</b></li> <li>• <b>DIPLOMA IN PROFESSIONAL DIGITAL MARKETING (LEVEL 6)</b></li> </ul>	<p><b>NOESIS EXED</b></p> <p><b>Address:</b> Block VO2, Level 5, Unit 8, Lingkaran SV, Sunway Velocity, Jalan Peel, 55100 Kuala Lumpur</p> <p><b>Contact Details:</b> PIC: Nur Syafiqah Kahar Phone No: 03 2725 4291 Email: <a href="mailto:nursyafiqah@noesis.edu.sg">nursyafiqah@noesis.edu.sg</a> Website: <a href="http://www.noesis.edu.sg">www.noesis.edu.sg</a></p>	<p><b>THE CHARTERED INSTITUTE OF MARKETING</b></p> <p><b>Address:</b> Moor Hall, Cookham Maidenhead, Berkshire SL6 9QH, UK</p> <p><b>Contact Details:</b> Phone No: +44 (0)1628 427120 Email: <a href="mailto:qualifications@cim.co.uk">qualifications@cim.co.uk</a> Website: <a href="https://www.cim.co.uk/qualifications/">https://www.cim.co.uk/qualifications/</a></p>
<p><b>CERTIFIED SHARIAH ADVISOR (CSA) &amp; CERTIFIED SHARIAH PRACTITIONER (CSP)</b></p>	<p><b>ASSOCIATION OF SHARIAH ADVISORS IN ISLAMIC FINANCE MALAYSIA (ASAS)</b></p> <p><b>Address:</b> Block B1-3-1, Solaris Dutamas, Jalan Dutamas 1, 50480 Kuala Lumpur, Malaysia</p> <p><b>Contact Details:</b> PIC: Mrs Nur Amiera Norazmi Phone No: 603 - 6203 4643 Email: <a href="mailto:certification@asas.my">certification@asas.my</a> Website: <a href="https://www.asas.my/certification/">https://www.asas.my/certification/</a></p>	<p><b>ASSOCIATION OF SHARIAH ADVISORS IN ISLAMIC FINANCE MALAYSIA (ASAS)</b></p> <p><b>Address:</b> Block B1-3-1, Solaris Dutamas, Jalan Dutamas 1, 50480 Kuala Lumpur, Malaysia</p> <p><b>Contact Details:</b> PIC: Mrs Nur Amiera Norazmi Phone No: 603 - 6203 4643 Email: <a href="mailto:certification@asas.my">certification@asas.my</a> Website: <a href="https://www.asas.my/certification/">https://www.asas.my/certification/</a></p>

<p style="text-align: center;"><b>CERTIFIED INTERNAL AUDITOR (CIA)</b></p>	<p><b>NOESIS EXED</b></p> <p><b>Address:</b> Block VO2, Level 5, Unit 8, Lingkaran SV, Sunway Velocity, Jalan Peel, 55100 Kuala Lumpur</p> <p><b>Contact Details:</b> PIC: Mr Mohd Lokman Ab Rahim Phone No: +603 2725 4291 Email: <a href="mailto:MohtLokman@noesis.edu.sg">MohtLokman@noesis.edu.sg</a> Website: <a href="http://www.noesis.edu.sg">www.noesis.edu.sg</a></p>	<p><b>INSTITUTE OF INTERNAL AUDITORS MALAYSIA (IIAM)</b></p> <p><b>Address:</b> 1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105, Jalan Ampang, 50450 Wilayah Persekutuan Kuala Lumpur</p> <p><b>Contact Details:</b> PIC: Ms Shahirah Kathir Hasan Kathirasan Phone No: 603 2181 8008 (Ext: 217/218) Email: <a href="mailto:certification@iiam.com.my">certification@iiam.com.my</a> Website: <a href="https://iiam.com.my/certification/certified-internal-auditor/">https://iiam.com.my/certification/certified-internal-auditor/</a></p> <p><b>THE INSTITUTE OF INTERNAL AUDITORS (IIA)</b></p> <p><b>Address:</b> 1035 Greenwood Blvd., Suite 401, Lake Mary, FL 32746 USA</p> <p><b>Contact Details:</b> Phone No: +1-407-937-1111 Email: <a href="mailto:CustomerRelations@theiia.org">CustomerRelations@theiia.org</a> Website: <a href="https://www.theiia.org/en/certifications/cia/">https://www.theiia.org/en/certifications/cia/</a></p>
<p style="text-align: center;"><b>CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM) &amp; PROJECT MANAGEMENT PROFESSIONAL (PMP)</b></p>	<p><b>PEOPLELOGY</b></p> <p><b>Address:</b> 9-11, Mid Valley Megamall, Lingkaran Syed Putra, Mid Valley City, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur</p> <p><b>Contact Details:</b> PIC: Mrs Shahid-Ul Barriah Phone No: 03-2287 1829/01120507854 Email: <a href="mailto:shahid.barriah@peoplelogy.com">shahid.barriah@peoplelogy.com</a> Website: <a href="https://peoplelogy.com/">https://peoplelogy.com/</a></p>	<p><b>PROJECT MANAGEMENT INSTITUTE (PMI)</b></p> <p><b>Address:</b> Newtown Square, Pennsylvania, United States</p> <p><b>Contact Details:</b> Email: <a href="mailto:customercare.asiapac@pmi.org">customercare.asiapac@pmi.org</a> Website: <a href="https://www.pmi.org/certifications/certified-associate-capm">https://www.pmi.org/certifications/certified-associate-capm</a></p>

<p align="center"><b>MEMBERSHIP OF THE INSTITUTE OF CHARTERED SECRETARIES &amp; ADMINISTRATORS (ICSA)</b></p>	<p align="center"><b>UNIVERSITI TEKNOLOGI MARA (UITM)</b></p> <p><b>Address:</b> Faculty of Administrative Science &amp; Policy Studies, Universiti Teknologi Mara, 40450 Shah Alam, Selangor</p> <p><b>Contact Details:</b> PIC: Khamsi Che Abdul Hamid Phone No: 012-6953791 Email: <a href="mailto:khamsi@uitm.edu.my">khamsi@uitm.edu.my</a> Website: <a href="https://fsppp.uitm.edu.my/index.php/programme/professional-icsa/am550-full-time">https://fsppp.uitm.edu.my/index.php/programme/professional-icsa/am550-full-time</a></p>	<p align="center"><b>THE MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS (MAICSA)</b></p> <p><b>Address:</b> Bangunan MAICSA No. 57, The Boulevard, Mid Valley CityLingkaran Syed Putra 59200 Kuala Lumpur, Malaysia</p> <p><b>Contact Details:</b> Phone No: +603-2282 9276 Email: <a href="mailto:students@maicsa.org.my/maicsa@maicsa.org.my">students@maicsa.org.my/maicsa@maicsa.org.my</a></p>
<p><b>SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) CERTIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>SHRM-CP (CERTIFIED PROFESSIONAL)/ SHRM-SCP (SENIOR CERTIFIED PROFESSIONAL)</b></li> </ul>	<p align="center"><b>NOESIS EXED</b></p> <p><b>Address:</b> Block VO2, Level 5, Unit 8, Lingkaran SV, Sunway Velocity, Jalan Peel, 55100 Kuala Lumpur</p> <p><b>Contact Details:</b> PIC: Ms Nur Syafiqah Kahar Phone No: +603 2725 4291 Email: <a href="mailto:nursyafiqah@noesis.edu.sg">nursyafiqah@noesis.edu.sg</a> Website: <a href="http://www.noesis.edu.sg">www.noesis.edu.sg</a></p>	<p align="center"><b>THE SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)</b></p> <p><b>Address:</b> 1800 Duke St, Alexandria, VA 22314, United States</p> <p><b>Contact Details:</b> Phone No: +1 800-283-7476 Website: <a href="https://www.shrm.org/">https://www.shrm.org/</a></p>
<p><b>CERTIFIED CORPORATE FINANCIAL PLANNING AND ANALYSIS PROFESSIONAL (FPAC)</b></p>	<p align="center"><b>NOESIS EXED</b></p> <p><b>Address:</b> Block VO2, Level 5, Unit 8, Lingkaran SV, Sunway Velocity, Jalan Peel, 55100 Kuala Lumpur</p> <p><b>Contact Details:</b> PIC: Ms Nur Syafiqah Kahar Phone No: +603 2725 4291 Email: <a href="mailto:nursyafiqah@noesis.edu.sg">nursyafiqah@noesis.edu.sg</a> Website: <a href="http://www.noesis.edu.sg">www.noesis.edu.sg</a></p>	<p align="center"><b>THE ASSOCIATION FOR FINANCIAL PROFESSIONALS (AFP)</b></p> <p><b>Address:</b> 4520 East-West Hwy, Bethesda, MD 20814, United States</p> <p><b>Contact Details:</b> Phone No: +1 301-907-2862 Website: <a href="https://fpacert.afponline.org/">https://fpacert.afponline.org/</a></p>

**As the financing scheme is provided on a reimbursement basis where scholars will be funding the costs associated with the respective certification upfront, we strongly recommend applicants to get in touch with and visit the website of the relevant learning institutions as well as study the other costs involved in the certification process i.e., exam registration fees, membership fees, study material costs etc.**

## D. APPLICATION

### 1. How do I apply for this programme?

You can apply through Yayasan Peneraju's website (<https://yayasanpeneraju.com.my/program/peneraju-profesional/>) or any other official link announced when the application opens. Please follow Yayasan Peneraju's social media accounts i.e Facebook, Instagram and Twitter for latest announcements.

### 2. What should I do after applying for this programme?

If your application is shortlisted, you will be contacted by Yayasan Peneraju's appointed Programme Manager to submit relevant application documents. Only full and complete applications will be further processed, subject to meeting the set programme's requirement. Screened and successful applicants will be notified for interview and assessment sessions.

***Yayasan Peneraju reserves the right to accept or reject any application which is deemed fit/unfit for the programmes, without disclosing the reasons for its decisions.***

### 3. Am I required to apply at the learning institution's website?

No. The application for the financing scheme programme need only be made through Yayasan Peneraju's website or any official link announced by Yayasan Peneraju.

### 4. I am currently in progress or at a certain level in my programme, can I still apply?

Yes, we accept in-progress candidates. Upon successful application process, the financing scheme will cover incurred fees from the current active semester/programme onwards.

All scholars, including in-progress candidates who have been selected for the scholarship but are not currently undergoing classes with the approved learning institutions, will need to sign up for classes with those institutions.

### 5. I am currently at the second/third level/semester/ part of my studies. Can I claim for the expenses incurred during the first level/semester/part of my studies?

No. You are not eligible to claim for the previous part of your studies if you have sat for the exam prior to the enrolment with Yayasan Peneraju.

### 6. Am I able to claim for penalty fees incurred throughout my certification journey?

No. Yayasan Peneraju will not pay for any penalty related fees (including, but not limited to - late registration fees, exam cancellation fees etc).

### 7. I am currently going through an internship programme and have yet to receive my final year results for my last semester at my institution, can I still apply?

No. You are not eligible to apply. We require candidates to provide their final year results in the application form.



**8. What if I am currently not working, do I need to be employed if I wish to undertake this programme?**

Currently, unemployed candidates may apply for the programme. However, please note certain certifications require relevant work experiences as set by the certification/professional bodies.

**9. How long is the duration of the selection process?**

The selection process takes about 2 to 3 months after the application closes.

**10. Will I be informed if my application is successful/unsuccessful?**

Yes, all application results will be informed to the candidates primarily via email.

**E. ASSESSMENT**

**1. Is there any assessment in the selection process?**

Candidates are subjected to technical assessment and interview session (varies by programme) as part of the process to select qualified Bumiputera candidates who meet the application requirements of the programme.

**2. If I pass the assessment, how will I be notified?**

Those who pass the assessment will be notified primarily via email.

**F. AGREEMENT**

**1. Will I be bonded with Yayasan Peneraju after completing the programme?**

Recipients who complete the programme within the duration given will not be bonded by Yayasan Peneraju and the financing scheme will be converted into scholarship.

However, for recipients who breach the terms and conditions stipulated in the Letter of Offer and Scholars Agreement, they will have to pay-back all payments incurred by Yayasan Peneraju on their behalf.

**2. Am I required to commit to any kind of official contract/agreement?**

Yes. Official offers will be made and recipients are required to enter into a Scholars Agreement with Yayasan Peneraju.

**3. Would I be able to reject the offer if I am shortlisted?**

Yes. The agreement is only binding after it has been signed and delivered to Yayasan Peneraju.

**G. CONTACT DETAILS**

**For more information, please contact our Programme Manager, Efficient Frontier Consulting at:**

- Telephone number: +603 8080 8646 (Monday-Friday, 9.00a.m. to 5.00p.m.)
- Email: [penerajusponsorship.app@gmail.com](mailto:penerajusponsorship.app@gmail.com)