

# **FWA@WORKPLACE INITIATIVE BY TALENTCORP**

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

### **SECTION 1- INTRODUCTION**

#### **1. What is the FWA@Workplace initiative?**

The FWA@Workplace initiative was introduced as an effort by the Government to encourage organisations to adopt flexible work arrangements (FWA) as the way of working. With FWA@Workplace, organisations who are keen to enhance or implement FWA may participate in the following three (3) programmes that suit their needs:

- (i) FWA Readiness Assessment;
- (ii) FWA Workshop; and
- (iii) FWA Implementation

#### **2. What is FWA Readiness Assessment?**

FWA Readiness Assessment is a comprehensive programme to help organisations assess their capabilities and readiness to adopt FWA. The assessment uses a pre-determined set of indicators to understand their present capabilities and gaps, from which will enable them to prepare feasible strategies and plans to implement FWA.

#### **3. What is FWA Workshop?**

The FWA Workshop aims to equip your HR with the technical know-how to implement FWA in your organisation. Learn the steps of implementing FWA with the right tools and understand the role of HR in building and sustaining the culture of FWA.

#### **4. What is FWA Implementation?**

FWA Implementation is a 10-day consultation programme that assists organisations in implementing new ways of working in a more structured and sustainable approach to retain and attract a wider pool of talent whilst driving business growth and productivity.

**5. Can the recommendations provided via FWA@Workplace be construed as legal advice for organisations when the Employment Act 2022 Amendment comes into force?**

No, the recommendations provided in any of the FWA@Workplace initiatives are references for FWA implementation in your organisation. For legal advice and recommendations, kindly consult with your organisation's respective legal representatives.

**6. Do I need to pay to participate the FWA@Workplace initiative?**

No. FWA@Workplace is a comprehensive initiative where the cost is fully borne by the Government to benefit employers in Malaysia.

## **SECTION 2- ELIGIBILITY**

**7. Which organisations are eligible for FWA@Workplace?**

Organisations of all sizes and types in Malaysia are eligible to participate in the FWA@Workplace initiative.

**8. My organisation received grants from the Government. May we apply to participate in FWA@Workplace?**

Yes, the organisation may participate in FWA@Workplace even if the organisation has received any grants/loans/assistance relatable to FWA from the Federal and/or State Government. This is because the FWA @ Workplace initiative is one of the Government's efforts to encourage organisations to adopt flexible work arrangements as the way of working.

**9. Are there any requirements on the minimum number of employees on FWA to participate in FWA@Workplace?**

No. Any organisations can participate in FWA@Workplace, regardless of the number of total employees, or the number of employees who are practising or intend to practice FWA.

**10. Is there a minimum requirement for the organisation's year of operation to apply for FWA@Workplace?**

No, there is no minimum requirement for the year of operation to join the initiative.

**11. Is FWA@Workplace limited to a specific industry or sector?**

No, there is no limitation on participation from any industries or sectors.

## **SECTION 3- HOW TO PARTICIPATE?**

**12. How does an organisation apply for FWA@Workplace?**

The employer may apply to participate in the FWA@Workplace on-line at:  
<https://flexworklife.my/fwaatworkplace>

**13. When is the deadline for the FWA@Workplace application?**

The deadline for the FWA@Workplace application shall be no later than **31 December 2022**.

**14. How many application forms does an organisation need to submit if they are applying for various programmes under the FWA@Workplace?**

They only need to fill out **one (1) application form** to participate in FWA@Workplace. The link to the application form is at:  
<https://flexworklife.my/fwaatworkplace>

**15. What should I do after filling in the application form?**

You may then proceed to fill in the FWA Readiness Assessment, under the 'FWA Readiness Assessment' tab.

## **SECTION 4 - PROGRAMMES**

**16. What are programmes under FWA@Workplace?**

There are three (3) programmes under FWA@Workplace that organisations may participate in:

**I. FWA Readiness Assessment**

- a. This assists organisations to **assess their maturity and readiness of their FWA** focusing on **People, Process and Technology**. You will receive a **report** that provides your scores and high-level implementation recommendation.

## II. FWA Workshop

- a. This aims to **equip HR with the technical know-how** to implement FWA in their organisation, learn the **steps of implementing FWA** with the right tools and understand the **role of HR** in building and sustaining the culture of FWA. There will be **2 different workshops (Bootcamp/ Masterclass)**, depending on the result of the organisation's FWA maturity and readiness, and they are **FREE** to employers on a first-come-first-served basis.

## III. FWA Implementation

- a. A **10-day consultation programme** that assists organisations to implement new ways of working. The consultation will be **tailored to the organisation's needs**. There will be different **FWA Implementation Packages** that organisations can subscribe to. Each package comes with **FREE** consultation and deliverables.

### 17. How long is the duration to complete all these programmes?

All programmes are to be completed by 31 December 2022 under the FWA@Workplace initiative.

### 18. How much is the fees to participate in these programmes?

The FWA@Workplace, its programme and activities are free for organisations in Malaysia.

### 19. Will I receive a certification of endorsement from TalentCorp upon implementation?

No, there will be no certificate of endorsement given from TalentCorp upon implementation of FWA.

## SECTION 4.16.I: FWA READINESS ASSESSMENT

### 20. What assessment criteria are used to assess the organisation's readiness for implementing FWA?

The readiness criteria model consists of three shift factors:

- i) **People** – Assessing the readiness of the workforce in the organisation i.e. employer and employees perception towards FWA, the upskilling needed to be FWA ready

- ii) **Process** – Assessing the business process are inline before implementing FWA i.e. streamlining and assessing internal process to ease adoption of FWA.
- iii) **Technology** – Assessing the infrastructure of the organisation before implementing FWA i.e. what type of infrastructure is needed before investing and suitability to the organisation’s needs and business.

**21. How will I know my organisation's readiness in terms of adopting FWA?**

Organisations are required to fill up a set of questionnaires on-line. Thereafter, they will receive a report where they will be able to identify the readiness level based on the score algorithm.

**22. When will I get my FWA Readiness Assessment?**

You will receive your FWA Readiness Assessment report within 15-minutes after filling out the questionnaire.

**23. I did not receive the FWA Readiness Assessment report within 15 minutes, what should I do?**

If you do not see the report in your e-mail Inbox within 15 minutes, please check your “junk mail” folder or “spam” folder. If you are still unable to locate the report, please email to FWA@Workplace for assistance [fwaatworkplace@talentcorp.com.my](mailto:fwaatworkplace@talentcorp.com.my)

**24. Is it mandatory for organisations to implement FWA after completing the FWA Readiness Assessment?**

No, but it is highly recommended for organisations to implement FWA based on the recommendations of the FWA Readiness Assessment.

**25. Is it mandatory for organisations to apply for FWA Workshop or FWA Implementation after completing the FWA Readiness Assessment?**

No, it is optional for organisations to apply for FWA Workshop or FWA Implementation, but it is highly recommended to do so.

**26. Can organisations redo the FWA Readiness Assessment?**

No, every organisation is eligible to undertake the FWA Readiness Assessment one (1) time only.

**27. Is there any tax incentive for taking the FWA Readiness Assessment?**

No. However, there is an income tax deduction for eligible companies who have implemented FWA. To find out more, please go to <https://flexworklife.my/fwa-income-tax-deduction>.

## **SECTION 4.16.II: FWA WORKSHOP – BOOTCAMPS & MASTERCLASSES**

**28. When will I know the result of my FWA Workshop application?**

TalentCorp will acknowledge receipt of the complete submission of the application form. TalentCorp will then verify the application based on the eligibility criteria and will notify the applicants via e-mail to participate in either the FWA Bootcamp or FWA Masterclass Workshop.

**29. What are the methods of conducting the FWA Bootcamp/ FWA Masterclass Workshop?**

The FWA Bootcamp/ FWA Masterclass Workshop will be conducted virtually via Microsoft Teams and/or Zoom platform.

**30. How long is the FWA Bootcamp/ FWA Masterclass Workshop?**

One session of the FWA Bootcamp/FWA Masterclass Workshop will be a maximum of 5 hours.

**31. Will the participating organisations receive any certificates after attending the FWA Bootcamp/ FWA Masterclass Workshop?**

Yes, they will receive a Certificate of Completion.

**32. Are organisations required to follow the recommendations from the FWA Bootcamp/ FWA Masterclass Workshop?**

It is highly recommended to follow the recommendations provided through the FWA Bootcamp/FWA Masterclass Workshop in order to implement FWA with the right tools and understand the role of HR in building and sustaining the culture of FWA.

**33. Is this workshop HRD Corp Claimable?**

No, as the workshop is provided for free to employers, therefore there are no fees imposed on organisations.

**34. Do I need to pay for the FWA Bootcamp/ FWA Masterclass Workshop?**

No, you are not required to pay for the FWA Bootcamp/FWA Masterclass Workshop because it's Government Funded.

**35. What is the difference between FWA Bootcamp and FWA Masterclass Workshop?**

- I. **FWA Bootcamp** is for HR practitioners from organisations that are **at an initial stage of FWA practices**. *(Based on the Readiness Assessment Report, the readiness level is Starting & Essential)*
  
- II. **FWA Masterclass** is for HR practitioners from organisations that have **extensively practiced** and **embedded** FWA policies *(Based on the Readiness Assessment Report, the readiness level is Accelerating & Trailblazing)*

**36. Can the recommendations provided by the FWA Bootcamp/ FWA Masterclass Workshop be construed as legal advice for organisations when the Employment Act 2022 Amendment comes into force?**

No, the recommendations provided in the FWA Bootcamp/ FWA Masterclass Workshop are to facilitate your organisations to implement FWA and cannot be construed as legal advice. For legal advice and recommendations, kindly consult with your organisation's respective legal representatives.

## **SECTION 4.16.III: FWA IMPLEMENTATION - CONSULTATION**

**37. How long will TalentCorp support the organisation's FWA Implementation?**

It will be maximum of 10 working days (non-consecutive) to support organisations on their implementation journey.

**38. Do I need to pay TalentCorp for the FWA Implementation?**

No, you are not required to pay TalentCorp for the services rendered under this programme.

**39. Can the recommendations provided in the FWA Implementation be construed as legal advice for organisations when the Employment Act 2022 Amendment comes into force?**

No, the recommendations provided in the FWA Implementation are to facilitate your organisations to implement FWA and cannot be construed as legal advice. For legal advice and recommendations, kindly consult with your organisation's respective legal representatives.

**Date updated 25 August 2022**