

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 a way of working. With FWA@Workplace, organisations who are keen to enhance or implement FWA may participate in the following three (3) pillars of the programme that suit their needs:

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

2. What is FWA Readiness Assessment?

FWA Readiness Assessment is a comprehensive assessment 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, which will enable them to prepare feasible strategies and plans to implement FWA.

3. What is FWA Workshop?

The FWA Workshop, which is being conducted virtually 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 Consultation?

FWA Consultation is a one-on-one session programme aims to support organisations on the implementation, communication strategy and policy rollout plans for a sustainable and structured approach.

5. Is there a reference to FWA in the Amendments to Malaysia's Employment Act 1955?

Yes, on page 14 under Part XIIc under section 60P, Flexible Working Arrangement [Employment \(Amendment\) Act 2022.Pdf](#)

6. Can the recommendations provided via FWA@Workplace be construed as legal advice for organisations?

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.

7. Do I need to pay to participate in 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

8. Which organisations are eligible for FWA@Workplace?

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

9. 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 a way of working.

10. 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.

11. 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.

12. 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?

13. How does an organisation apply for FWA@Workplace?

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

14. How does an organisation apply for Readiness Assessment (RA)?

The employer may apply to participate in the Readiness Assessment online at:
[Readiness Assessment \(RA\)](#)

15. How does an organisation apply for FWA@Workplace Workshop?

Employees can register for the FWA Workshop online at [Workshop Registration](#)

SECTION 4 - PROGRAMMES

16. What are programmes under FWA@Workplace?

There are three (3) pillars programme 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. They are **FREE** to employers on a first-come-first-served basis.

III. FWA Consultation

- a. Assists organisations to implement new ways of working. The consultation will be **tailored to the organisation's**

needs. There will be different **FWA Consultation Packages** that organisations can subscribe to. Each package comes with **FREE** consultation and deliverables.

17. How much are the fees to participate in these programmes?

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

18. Will I receive a certification of endorsement from TalentCorp upon consultation?

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

SECTION 4.16.I: FWA READINESS ASSESSMENT

19. 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 is in line before implementing FWA i.e. streamlining and assessing internal processes to ease the adoption of FWA.
- i) **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.
(tools and equipment to support FWA adoption)

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

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

21. When will I get my FWA Readiness Assessment?

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

22. 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

23. 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.

24. Is it mandatory for organisations to apply for FWA Workshop or FWA Consultation 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.

25. Can organisations redo the FWA Readiness Assessment?

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

SECTION 4.16.II: FWA WORKSHOP

26. When will I know the result of my FWA Workshop?

TalentCorp will acknowledge receipt of the complete registration 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 Workshop.

27. What are the methods of conducting the FWA Workshop?

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

28. How long is the FWA ?

One session of the FWA Workshop will be a maximum of 3 hours.

29. Will the participating organisations receive any certificates after attending the FWA Workshop?

Yes, they will receive a Certificate of Completion.

30. Are organisations required to follow the recommendations from the FWA Workshop?

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

31. Is this workshop HRD Corp Claimable?

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

32. Do I need to pay for the FWA Workshop?

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

33. Can the recommendations provided by the FWA Workshop be construed as legal advice for organisations?

No, the recommendations provided in the FWA 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 CONSULTATION

34. Do I need to pay TalentCorp for the FWA Consultation?

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

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

No, the recommendations provided in the FWA Consultation 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.

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