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**TRAINING PROVIDERS' CIRCULAR NO. 4/2019**  
**IMPLEMENTATION OF HRDF TRAINERS' DEVELOPMENT FRAMEWORK**

**1. PURPOSE**

1.1 The purpose of this Circular is to inform all Human Resources Development Fund (HRDF) registered Training Providers, certified and exempted Trainers on the implementation of the HRDF Trainers' Development Framework (HRDF-TDF) which will be effective from 1<sup>st</sup> January 2020.

**2. BACKGROUND**

2.1 Trainers are important in all human capital development activities as the success of training depends on the ability of trainers to design and deliver their content effectively. High quality trainers assure successful transfer of knowledge and skills to their learners. This contributes to much better training value in terms of learners satisfaction as well as meeting training outcomes for the employers.

2.2 In view of this, HRDF has introduced the HRDF-TDF to ensure continuous improvement of HRDF certified and accredited Trainers. The implementation of HRDF-TDF will create a pool of competent and skilled Trainer professionals. This will support the human capital development needs of the nation through better quality and more effective training delivery.

**3. OBJECTIVES**

3.1 The objectives of HRDF-TDF are as follows:

- i. Ensure all active trainers under HRDF meet a baseline quality standard; and
- ii. Ensure all trainers under HRDF remain ACTIVE and continue to develop themselves throughout their training career.

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#### **4. IMPLEMENTATION TIMELINE OF HRDF-TDF**

- 4.1 The HRDF-TDF will be effective on 1<sup>st</sup> January 2020 and fully as of 1<sup>st</sup> January 2023
- 4.2 Starting from year 2020, all new TTT Certified Trainers and TTT Exempted Trainers will be subject to the HRDF-TDF.
- 4.3 However, the Existing TTT Certified Trainers and TTT Exempted Trainers will be given a grace period of 3 years from 1<sup>st</sup> January 2020 till 31<sup>st</sup> December 2022 to comply with the HRDF-TDF.

#### **5. IMPLEMENTATION PLAN OF HRDF-TDF**

- 5.1 In order to achieve the objectives of HRDF-TDF, only HRDF Accredited Trainers will be allowed to conduct training under the various HRDF schemes.
- 5.2 However, the following trainers will be exempted for this requirement:
  - i. Internal trainers conducting training within their companies for their co-workers;
  - ii. Government officers conducting training for government departments and agencies; and
  - iii. Foreign based visiting trainers.
- 5.3 In line with the implementation timeline detailed in Section 4, this requirement will be rolled out in phases as follows:
  - i. All trainers obtaining TTT Certified Trainer and TTT Exempted Trainer status after 1<sup>st</sup> January 2020 must become HRDF Accredited Trainers in order to conduct training under various HRDF schemes.
  - ii. All trainers who obtained TTT Certified Trainer and TTT Exempted Trainer status before 1<sup>st</sup> January 2020 will be given a 3-year grace period to become HRDF Accredited Trainers. As such, they can continue to conduct training under HRDF throughout this grace period.
- 5.4 As of 1<sup>st</sup> January 2023, only HRDF Accredited Trainers will be allowed to conduct training under HRDF.

- 5.5 Trainers need to successfully complete the accreditation process in order to obtain HRDF Accredited Trainer status. There are 2 options to the Accreditation process which are:
- i. Accreditation by Assessment - for all TTT Certified and TTT Exempted Trainers after 1<sup>st</sup> January 2020; and
  - ii. Accreditation by Activity - only for TTT Certified and TTT Exempted status accomplished before 1<sup>st</sup> January 2020.

## 6. CONCLUSION

- 6.1 Starting from 1<sup>st</sup> January 2020 onwards, the HRDF-TDF will be implemented for all current and new TTT Certified Trainers and TTT Exempted Trainers.
- 6.2 For clarification and assistance, kindly contact Trainer Development Unit at [tdu@hrdf.com.my](mailto:tdu@hrdf.com.my).

Thank you.

**PEOPLE, PROWESS, PROGRESS  
PEKERJA AMANAH ASPIRASI NEGARA**

With regards,



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