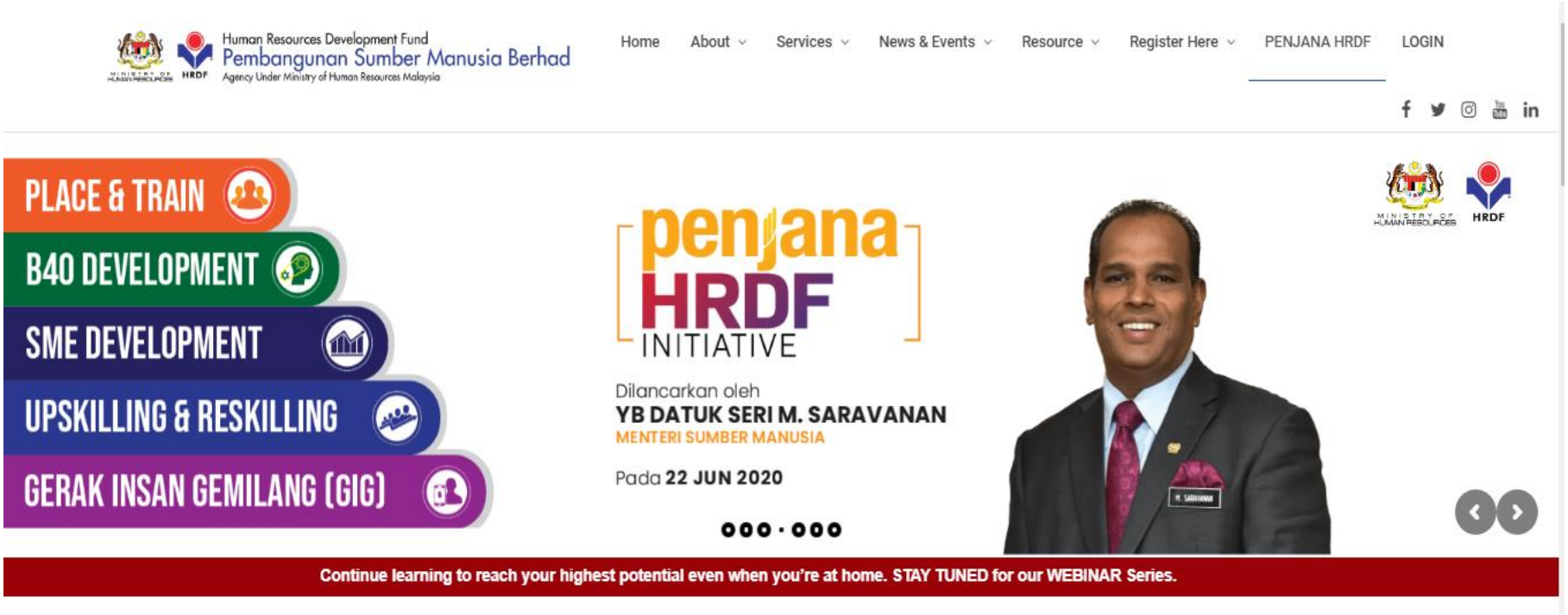
System Platform

Guideline online application for
Place and Train
(Grant Application)

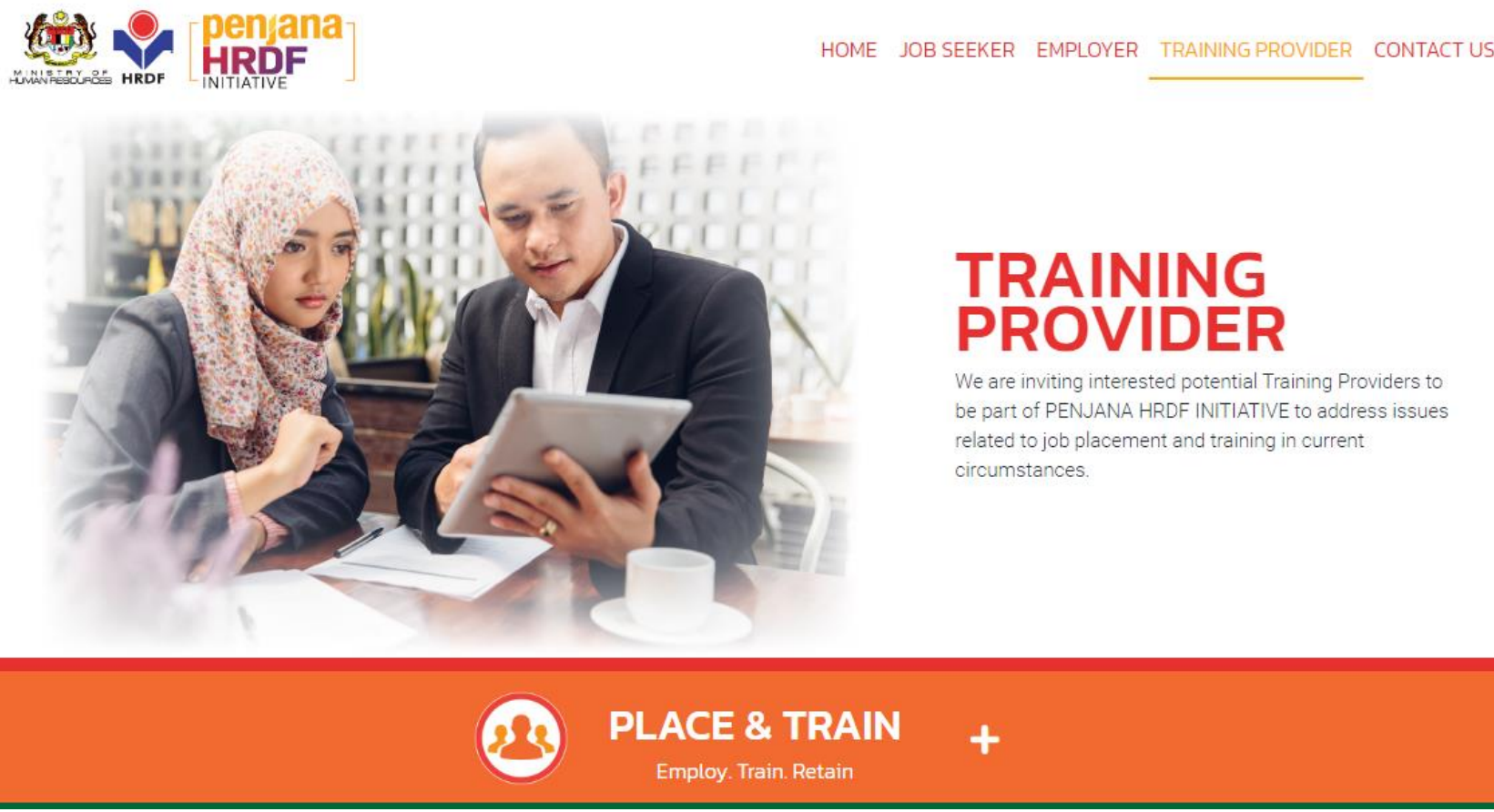
- Browse to https://www.hrdf.com.my/



- Click Penjana HRDF

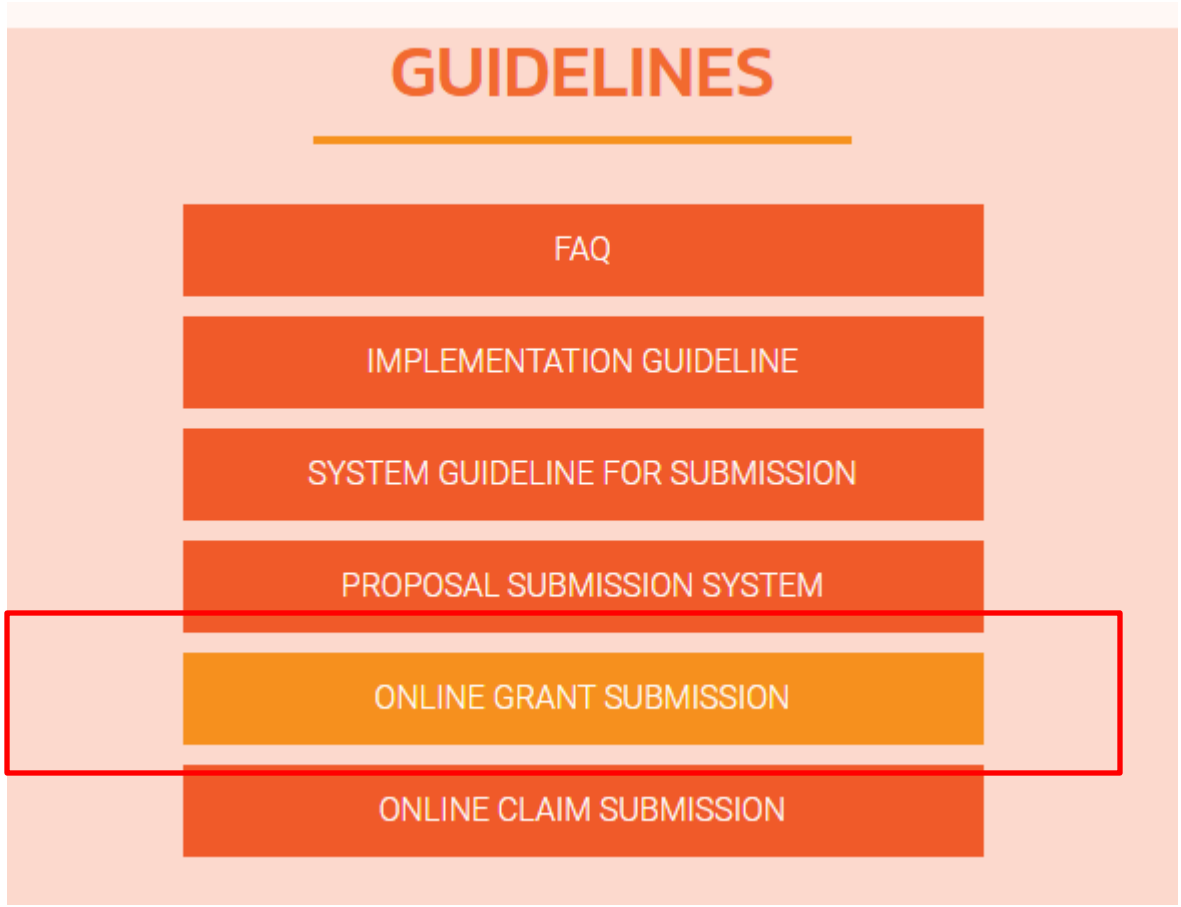
- Click Training Provider

- Expand Place & Train

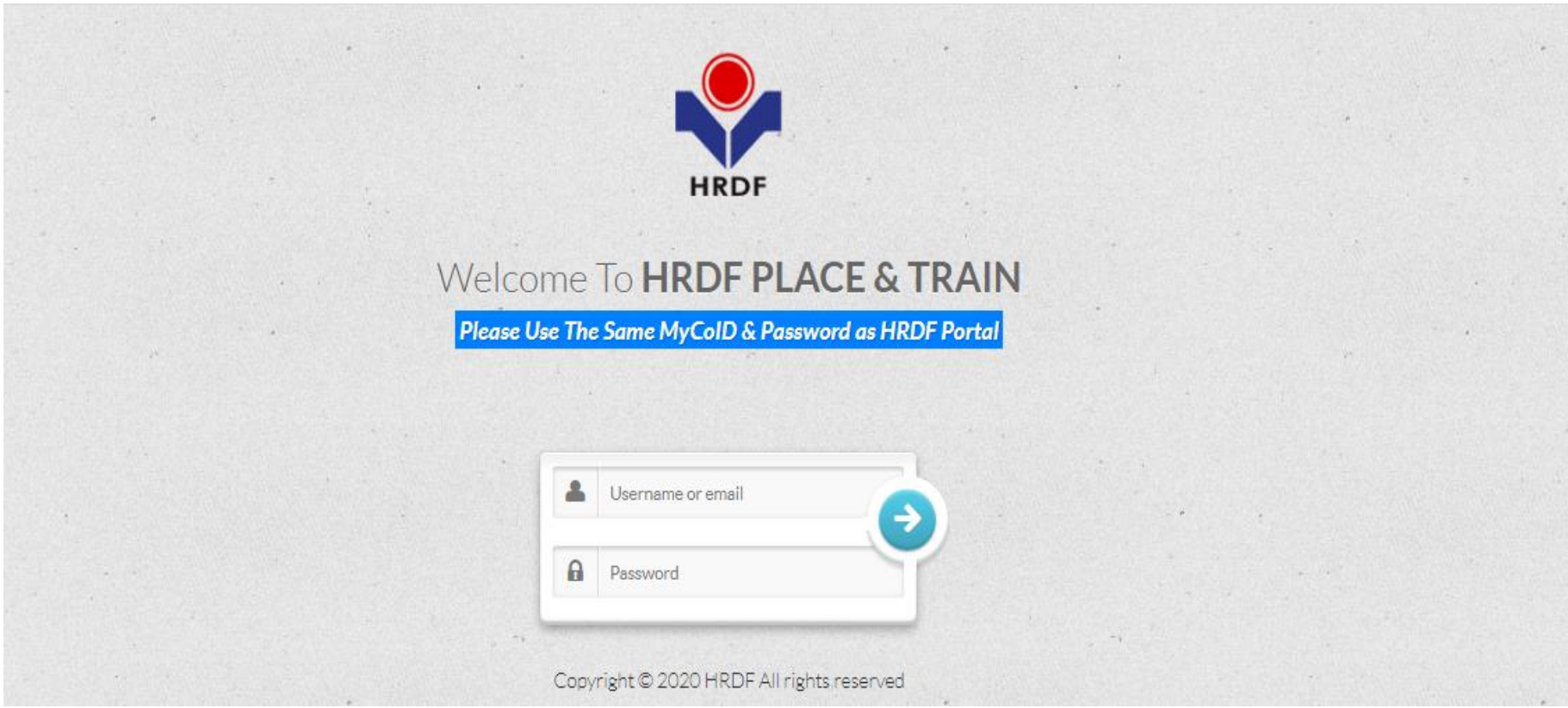


Training Grant Application

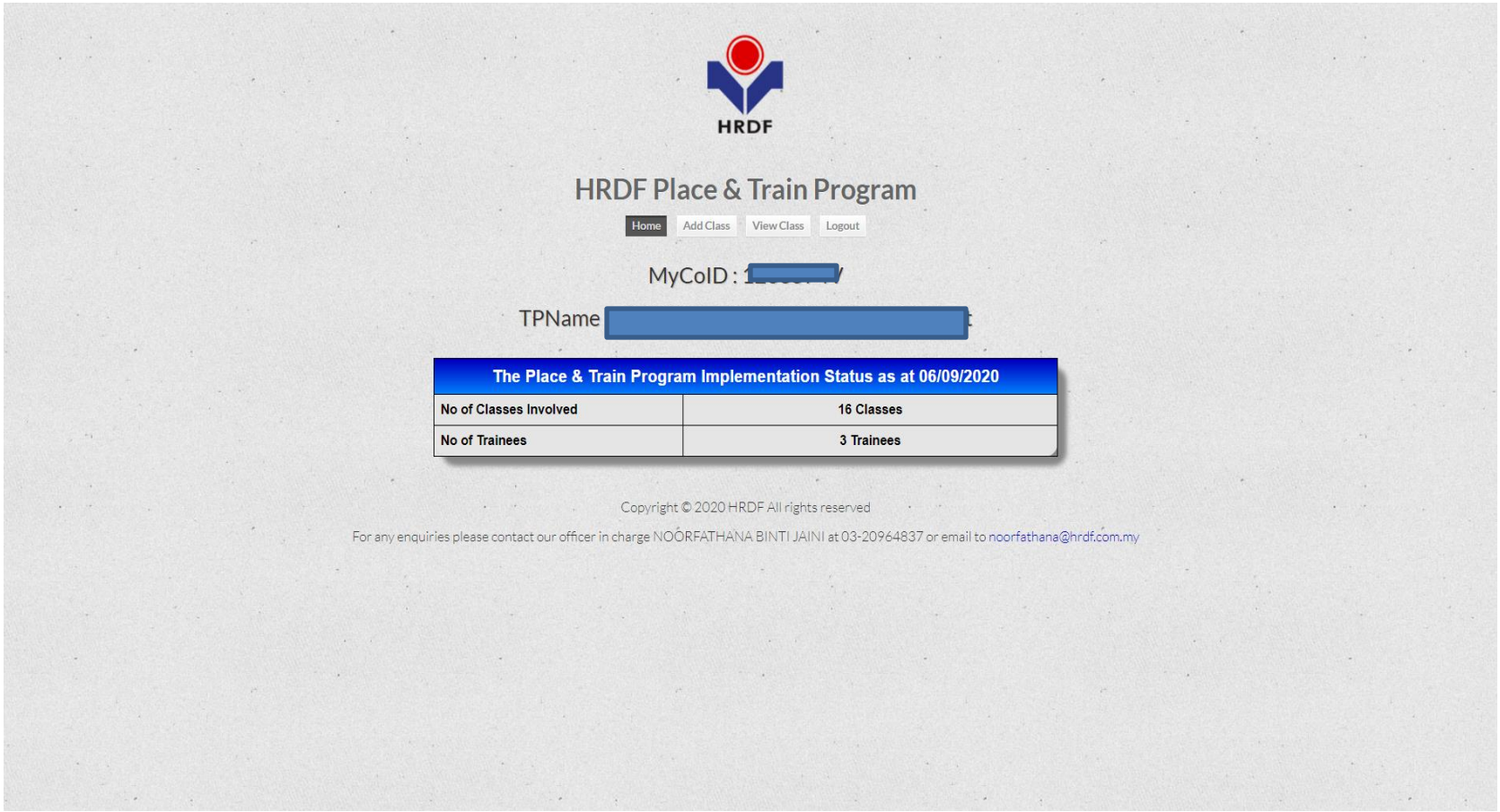
- Click Online Grant Submission



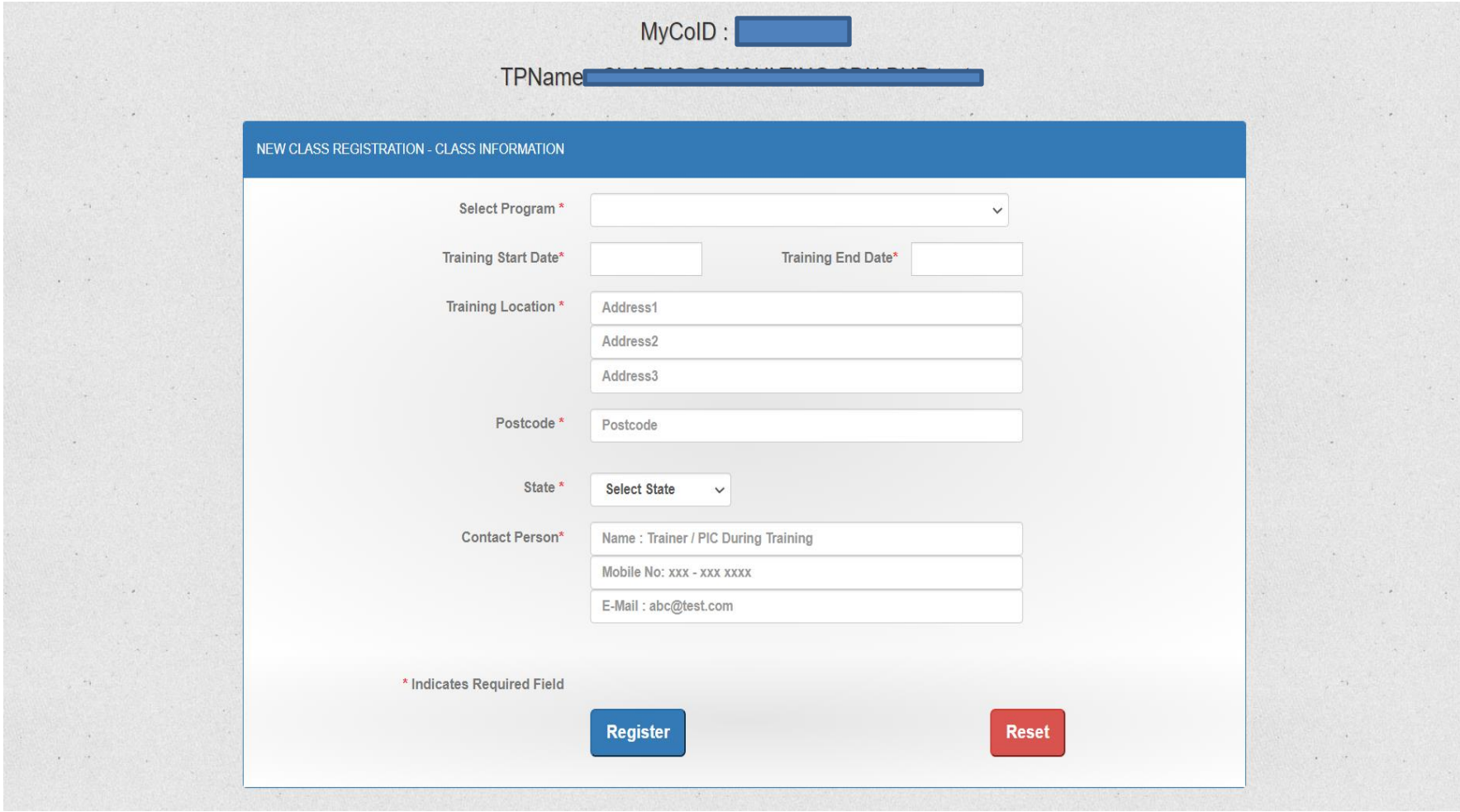
Login into HRDF Place & Train System



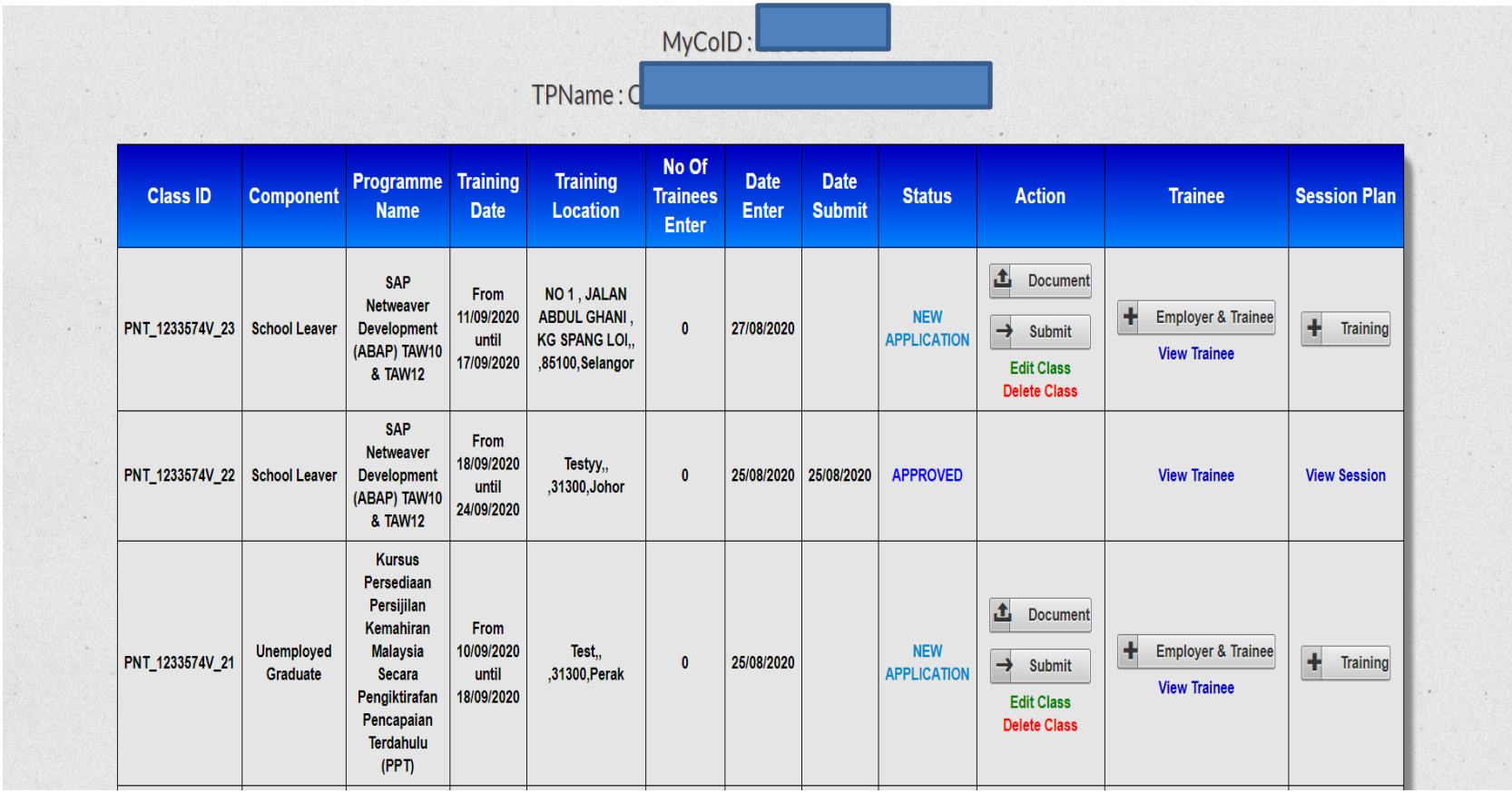
View TP Profile



Create New Class



View Created Class

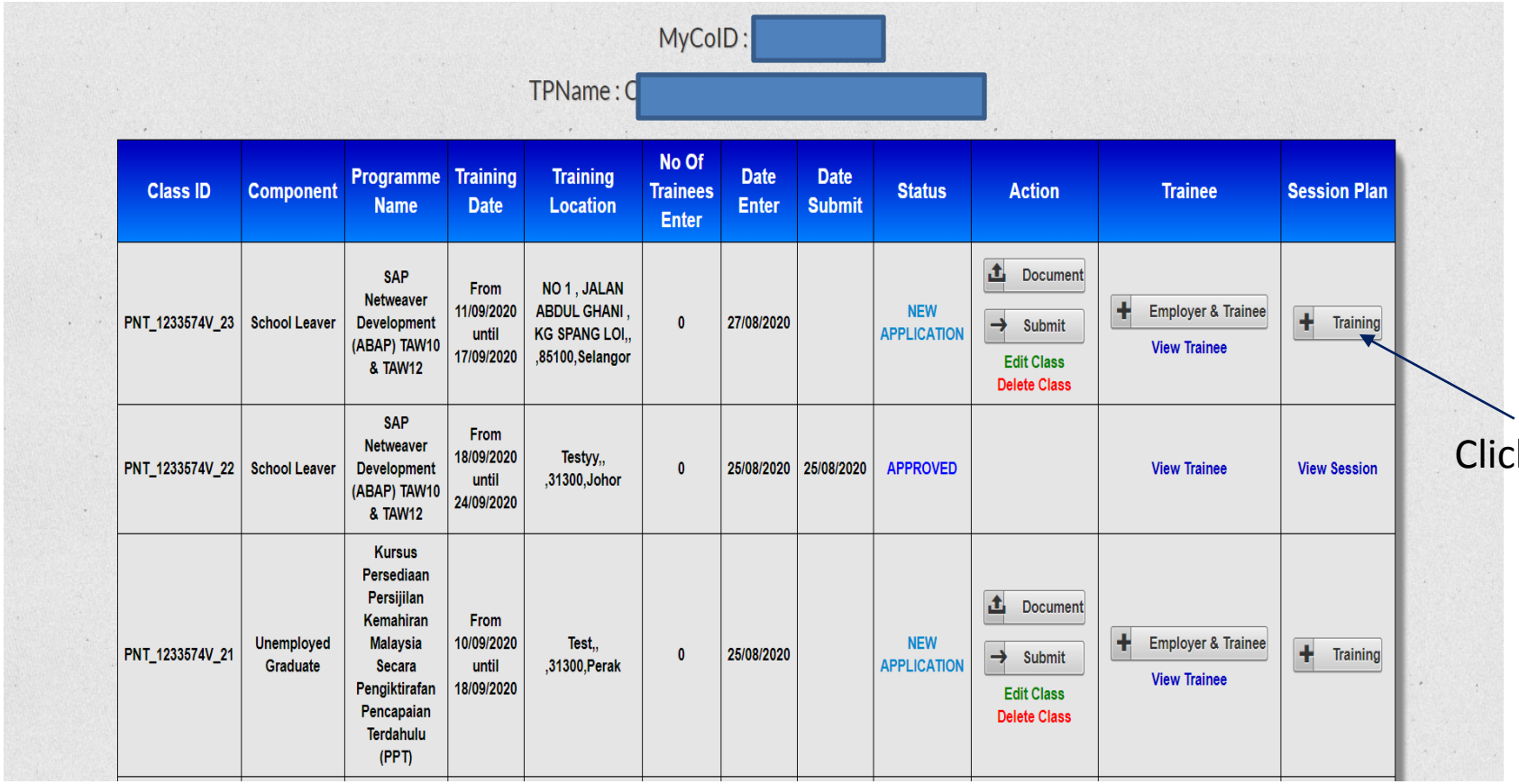


MyCoID : [redacted]

TPName : C [redacted]

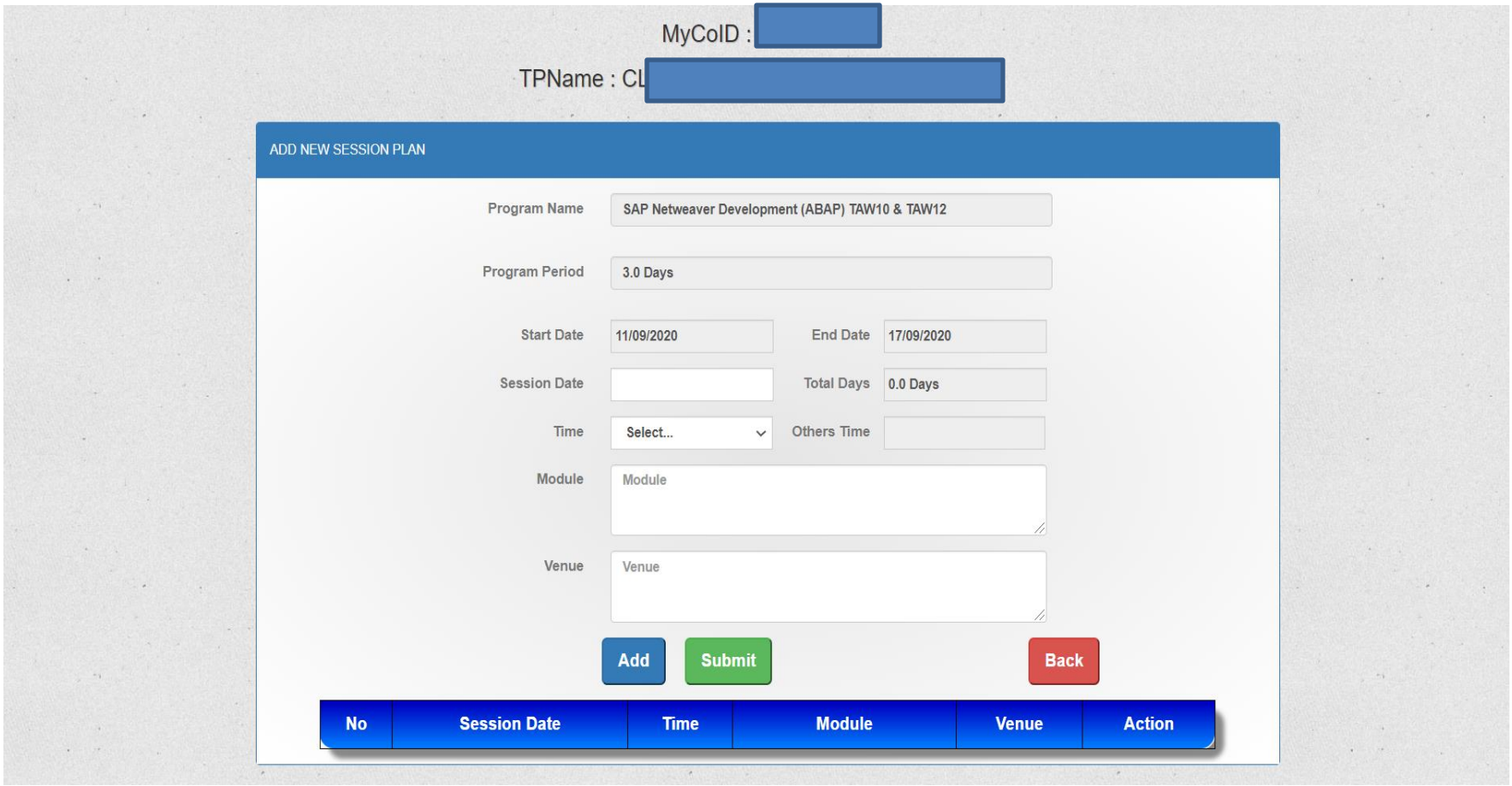
Class ID	Component	Programme Name	Training Date	Training Location	No Of Trainees Enter	Date Enter	Date Submit	Status	Action	Trainee	Session Plan
PNT_1233574V_23	School Leaver	SAP Netweaver Development (ABAP) TAW10 & TAW12	From 11/09/2020 until 17/09/2020	NO 1 , JALAN ABDUL GHANI , KG SPANG LOI,, ,85100,Selangor	0	27/08/2020		NEW APPLICATION	Document Submit Edit Class Delete Class	Employer & Trainee View Trainee	Training
PNT_1233574V_22	School Leaver	SAP Netweaver Development (ABAP) TAW10 & TAW12	From 18/09/2020 until 24/09/2020	Testyy,, ,31300,Johor	0	25/08/2020	25/08/2020	APPROVED		View Trainee	View Session
PNT_1233574V_21	Unemployed Graduate	Kursus Persediaan Persijilan Kemahiran Malaysia Secara Pengiktirafan Pencapaian Terdahulu (PPT)	From 10/09/2020 until 18/09/2020	Test,, ,31300,Perak	0	25/08/2020		NEW APPLICATION	Document Submit Edit Class Delete Class	Employer & Trainee View Trainee	Training

Add Session Plan

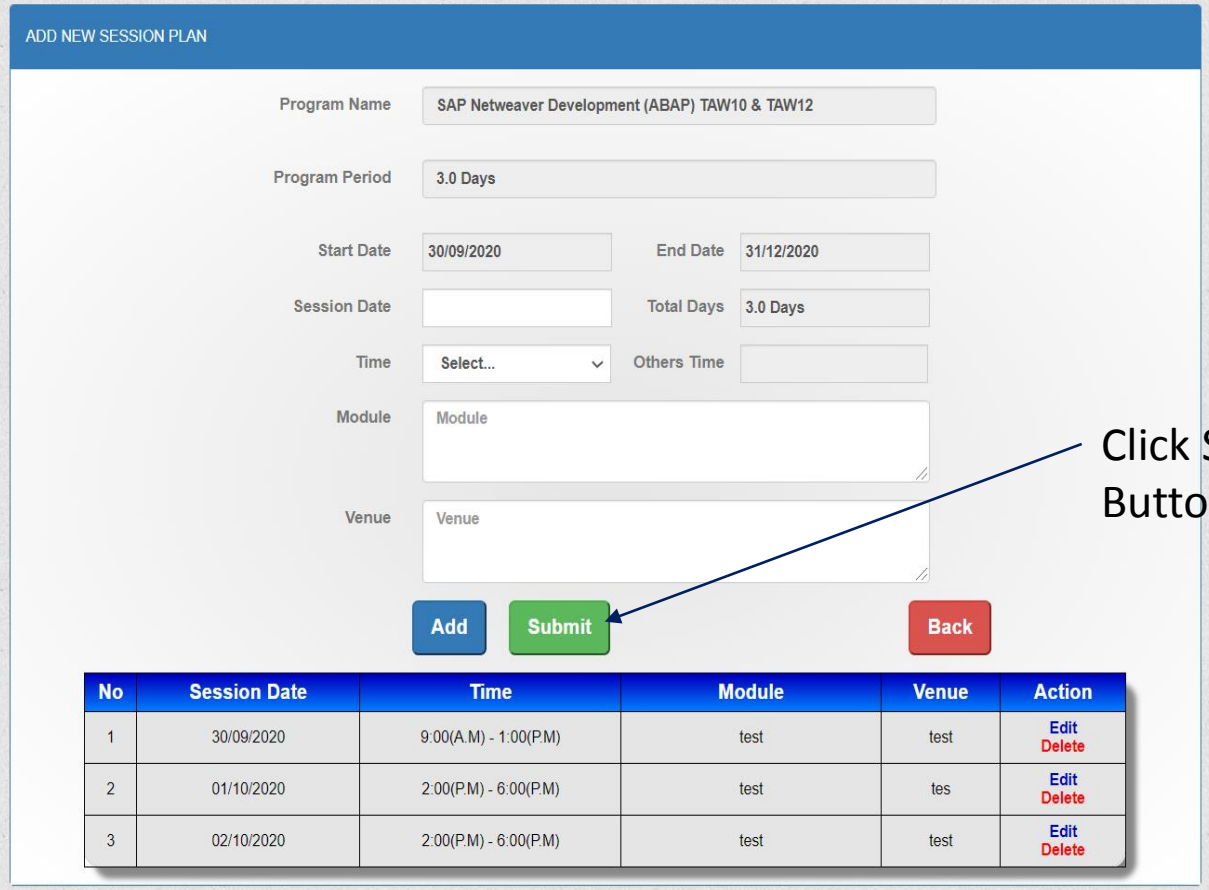


Click Here

Add Session Plan

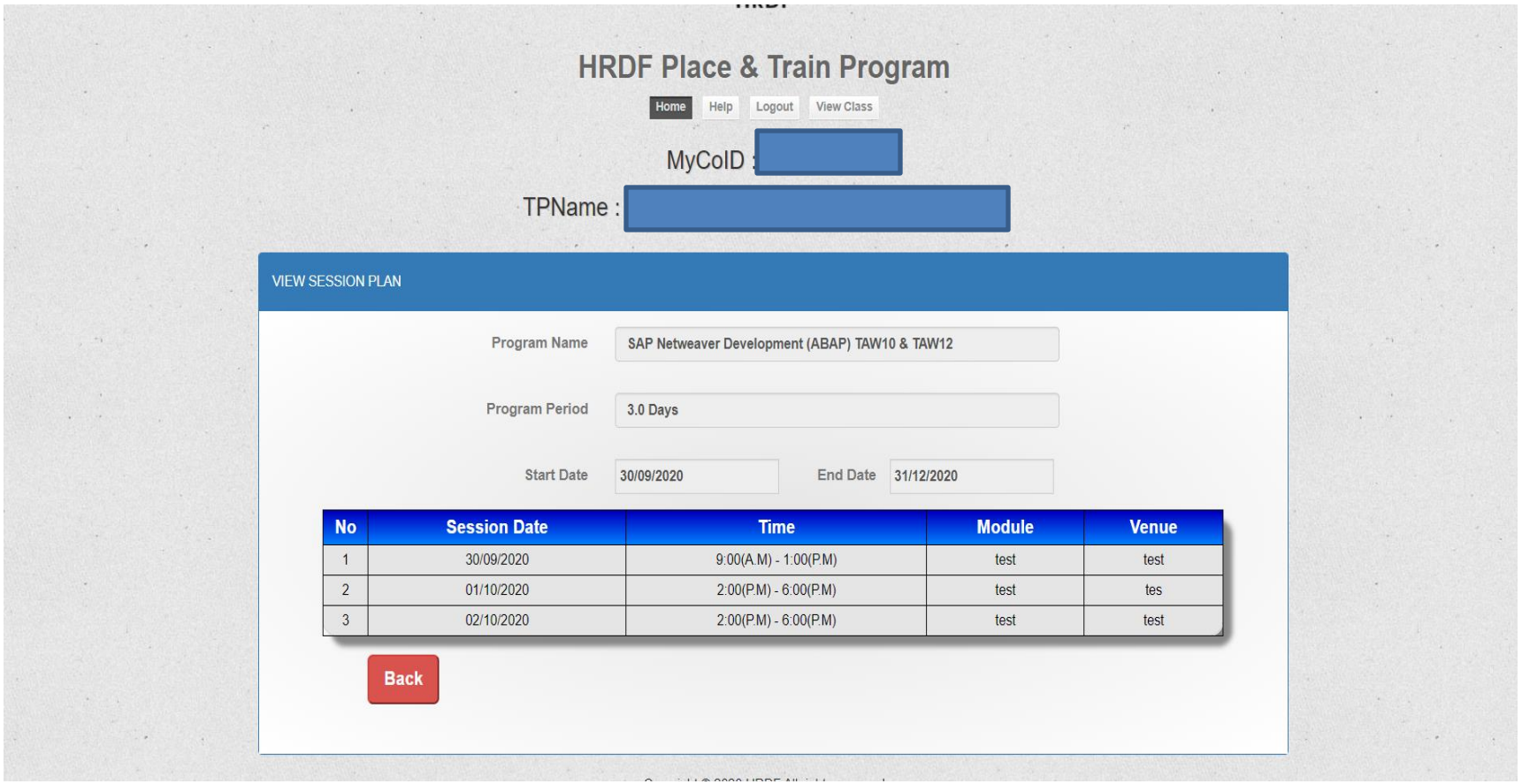


Add Session Plan



No	Session Date	Time	Module	Venue	Action
1	30/09/2020	9:00(A.M) - 1:00(P.M)	test	test	Edit Delete
2	01/10/2020	2:00(P.M) - 6:00(P.M)	test	tes	Edit Delete
3	02/10/2020	2:00(P.M) - 6:00(P.M)	test	test	Edit Delete

View Session Plan



Add Employer & Participant

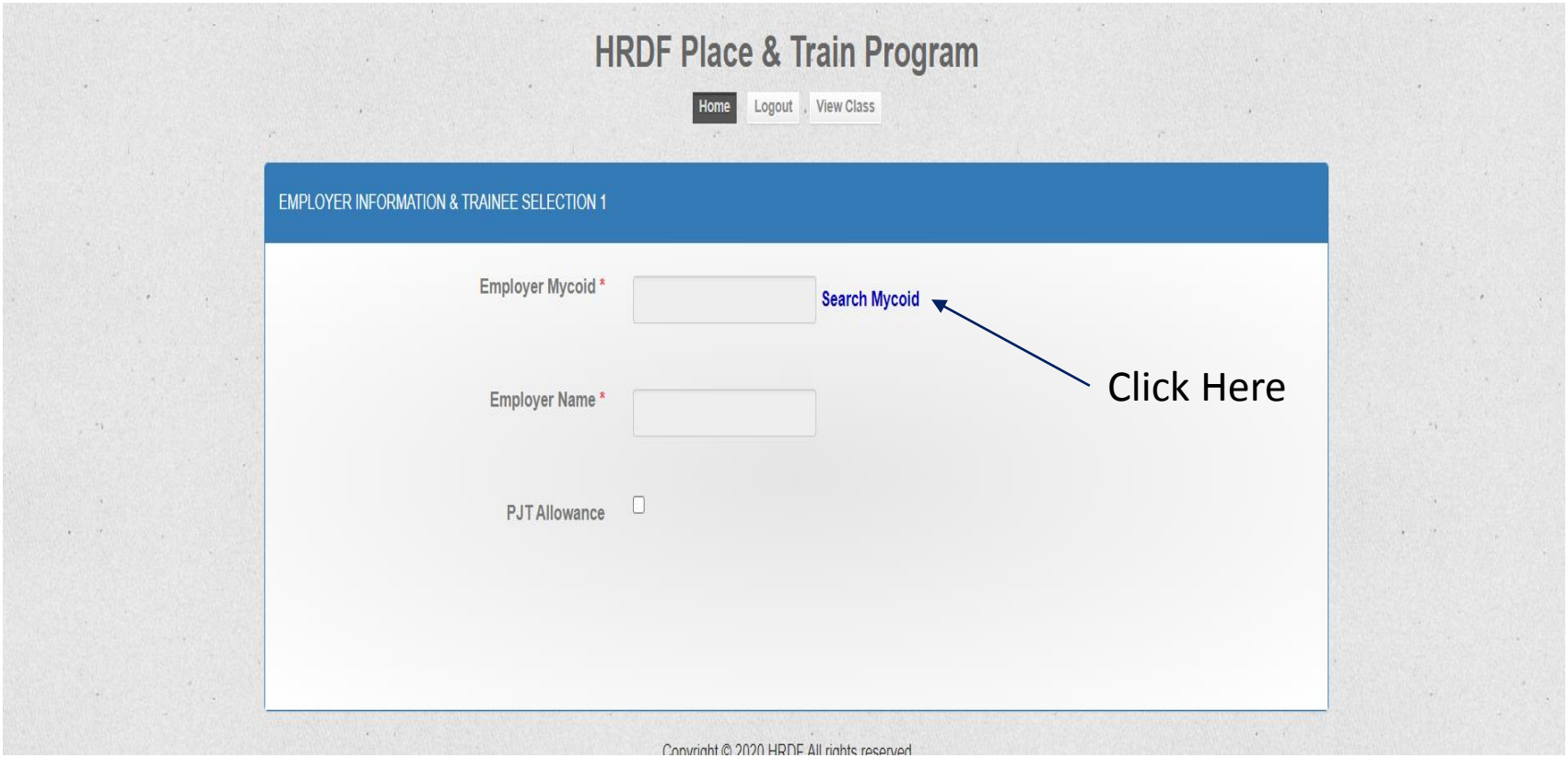
MyCoID : [redacted]

TPName : [redacted]

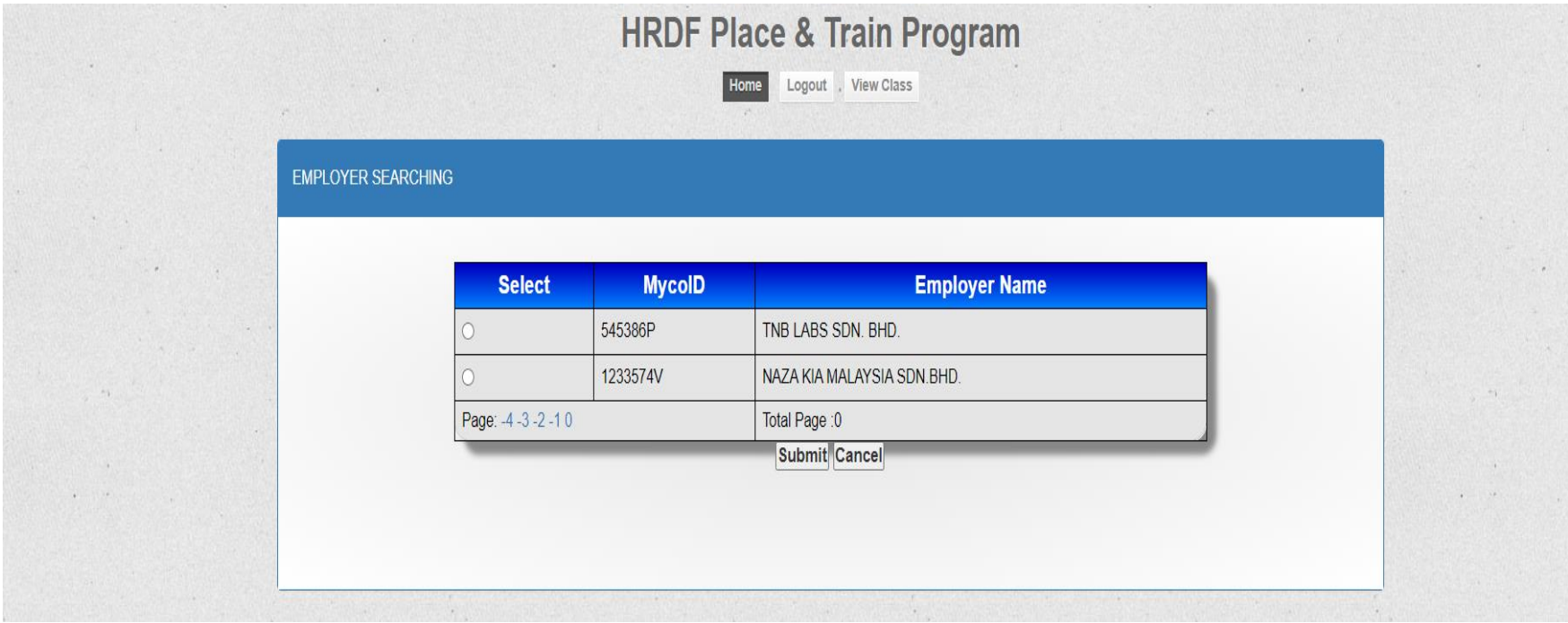
Class ID	Component	Programme Name	Training Date	Training Location	No Of Trainees Enter	Date Enter	Date Submit	Status	Action	Trainee	Session Plan
PNT_1233574V_23	School Leaver	SAP Netweaver Development (ABAP) TAW10 & TAW12	From 11/09/2020 until 17/09/2020	NO 1 , JALAN ABDUL GHANI , KG SPANG LOI,, ,85100,Selangor	0	27/08/2020		NEW APPLICATION	Document Submit Edit Class Delete Class	Employer & Trainee View Trainee	Training
PNT_1233574V_22	School Leaver	SAP Netweaver Development (ABAP) TAW10 & TAW12	From 18/09/2020 until 24/09/2020	Testyy,, ,31300,Johor	0	25/08/2020	25/08/2020	APPROVED		View Trainee	View Session
PNT_1233574V_21	Unemployed Graduate	Kursus Persediaan Persijilan Kemahiran Malaysia Secara Pengiktirafan Pencapaian Terdahulu (PPT)	From 10/09/2020 until 18/09/2020	Test,, ,31300,Perak	0	25/08/2020		NEW APPLICATION	Document Submit Edit Class Delete Class	Employer & Trainee View Trainee	Training

Click Here

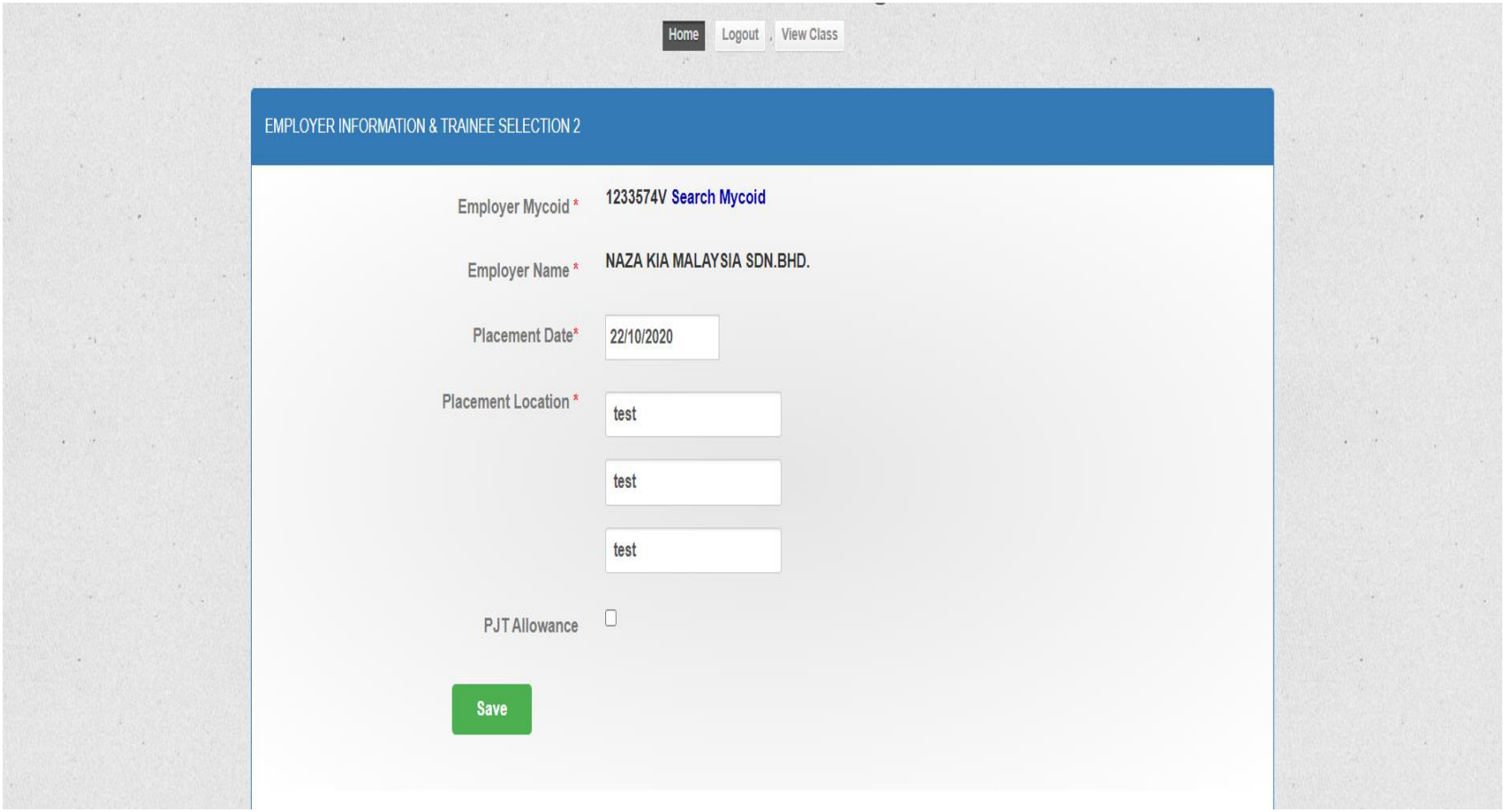
Search Employer MyCOID



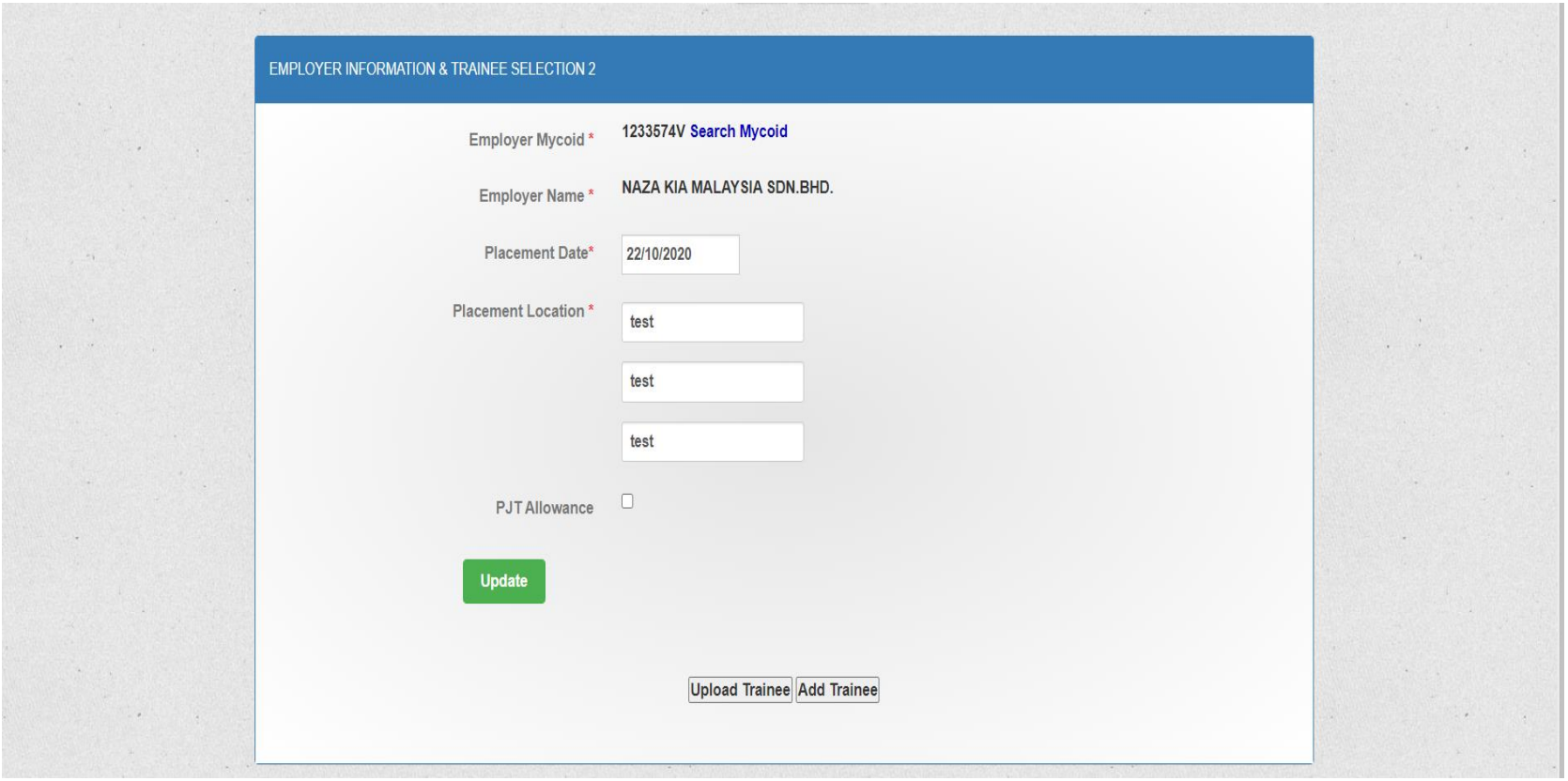
Select Employer



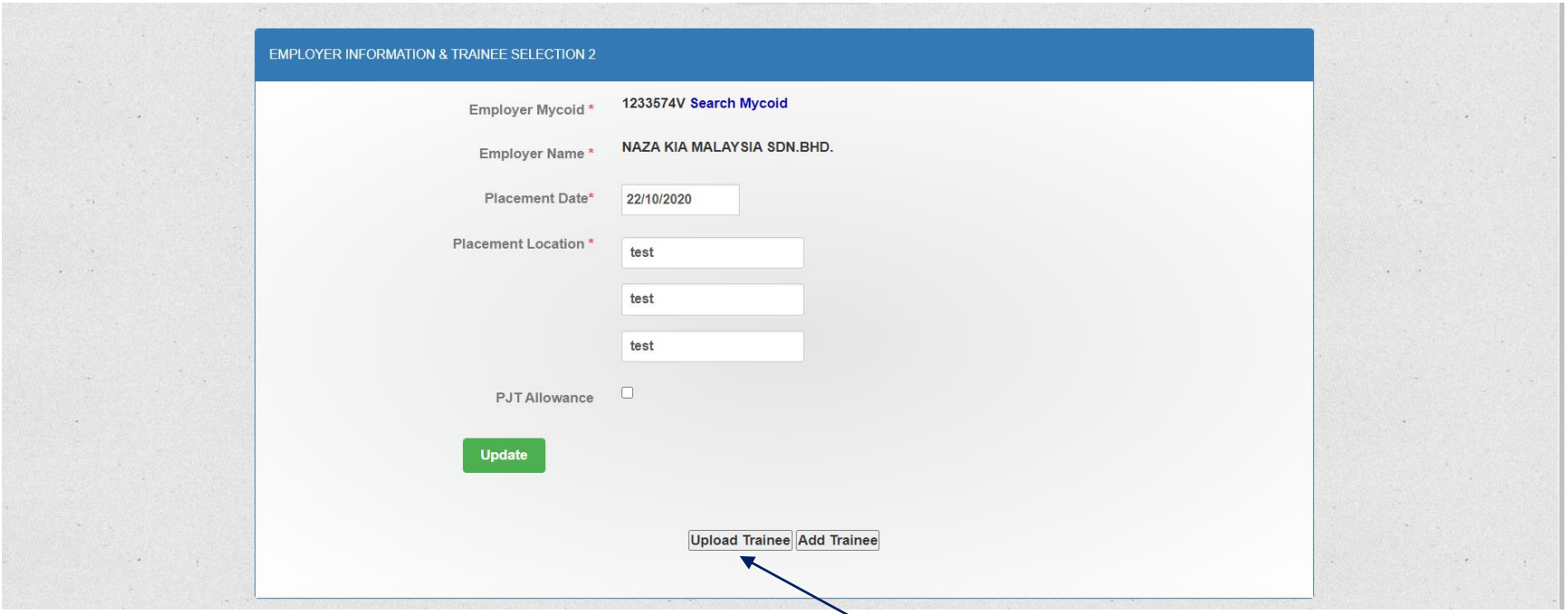
Select Employer



Add Participant



1) Excel Upload Participant

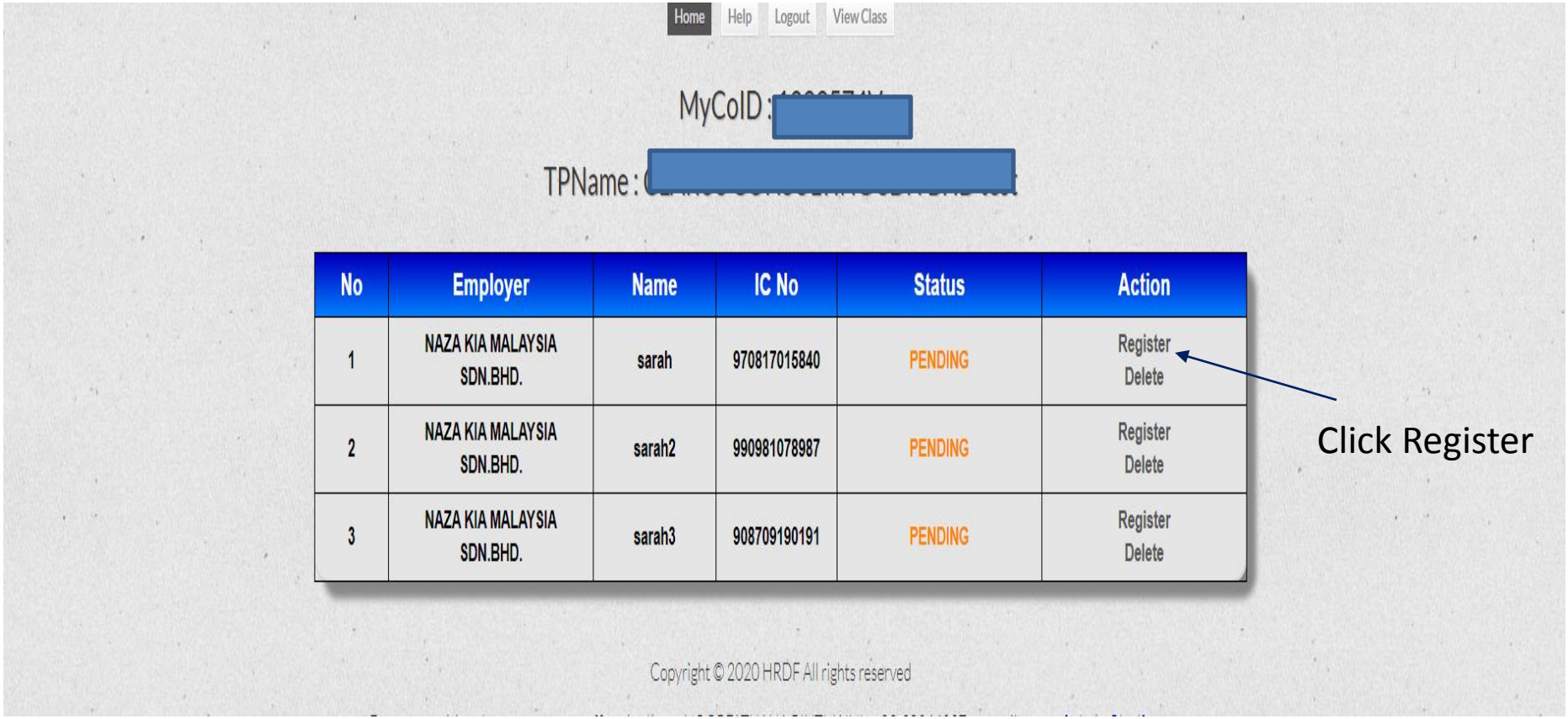


Excel Template

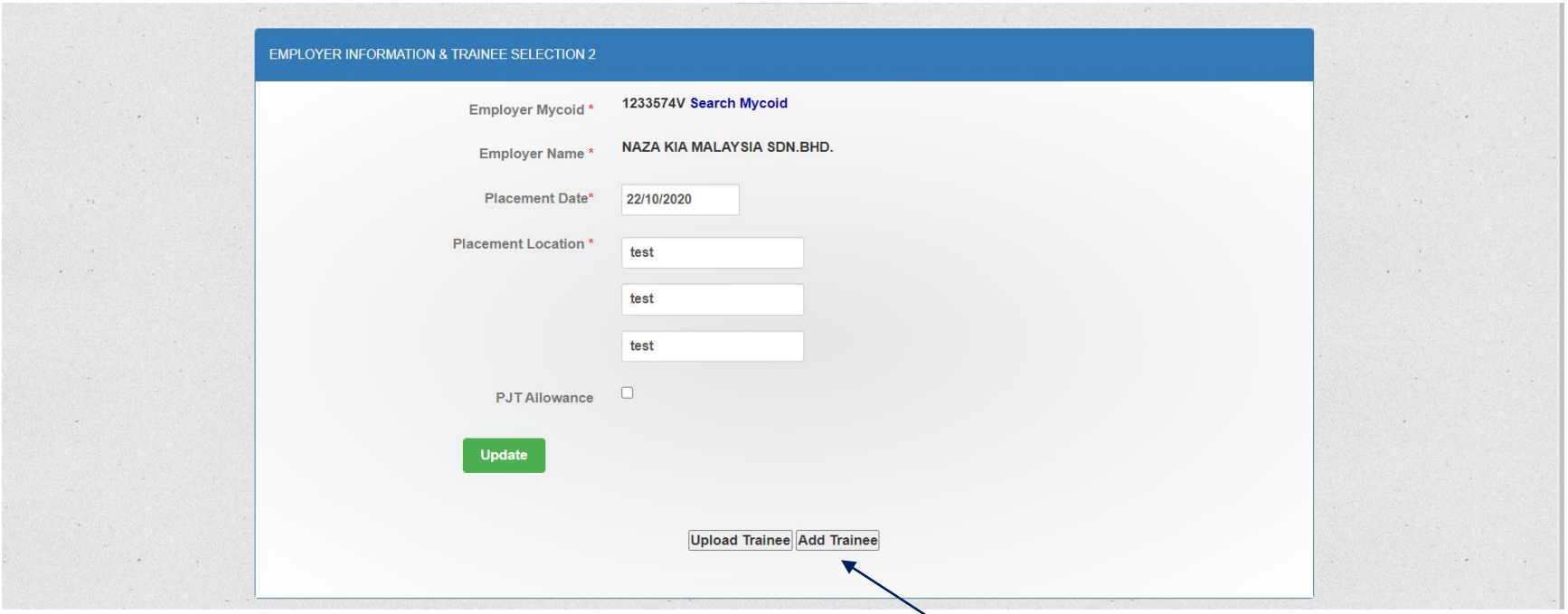
Click Here to Download System Excel template

Click Here to upload Excel with Participant data

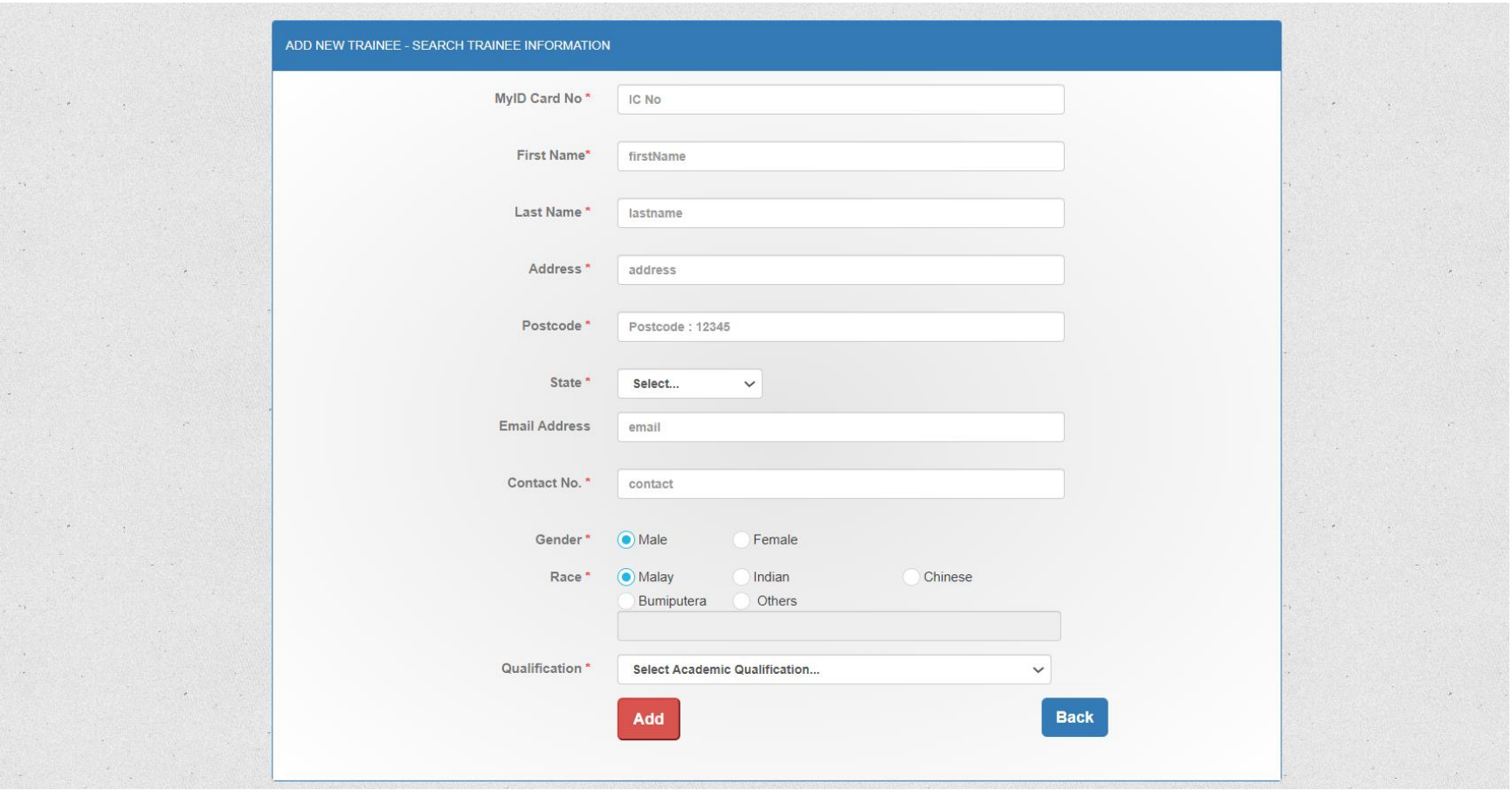
Register Partcipant



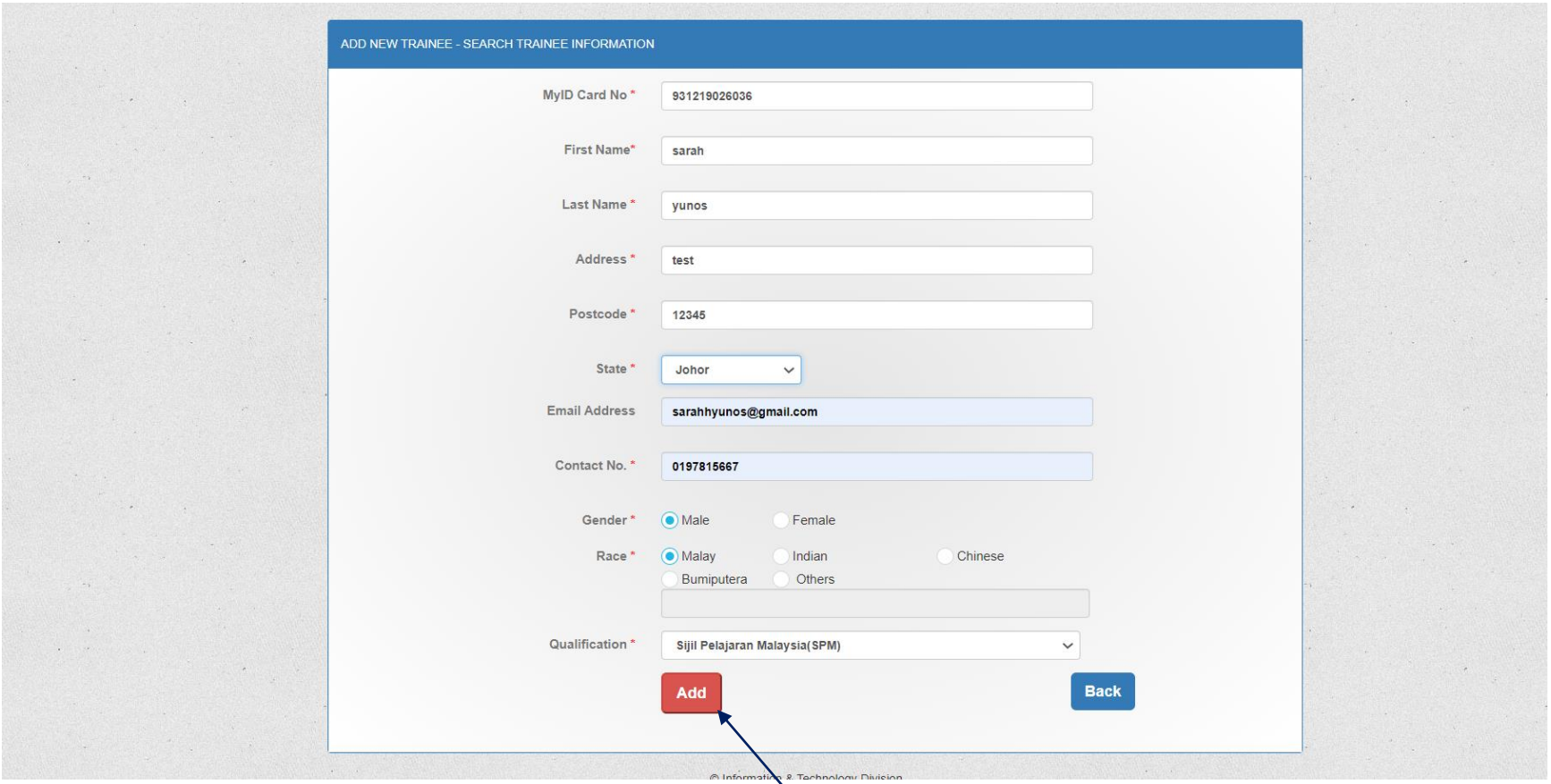
2) Manual Add Participant



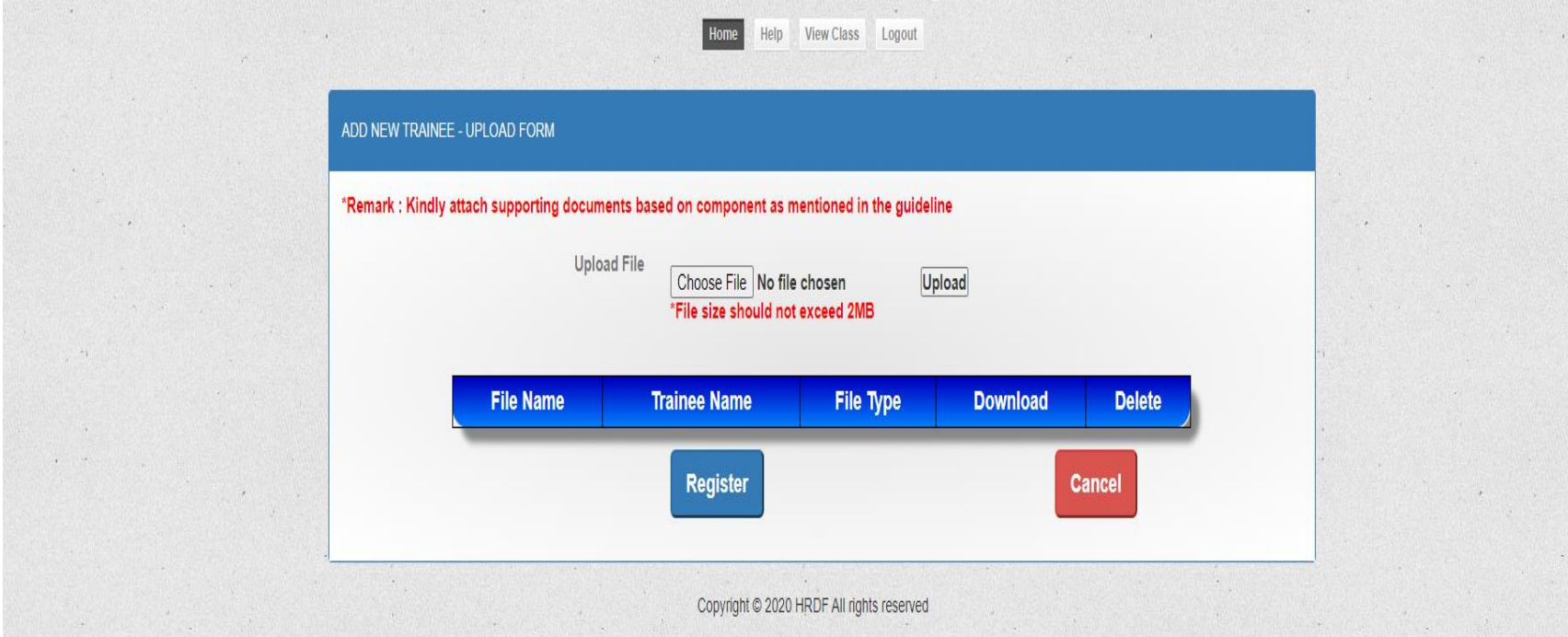
Key-in Participant information



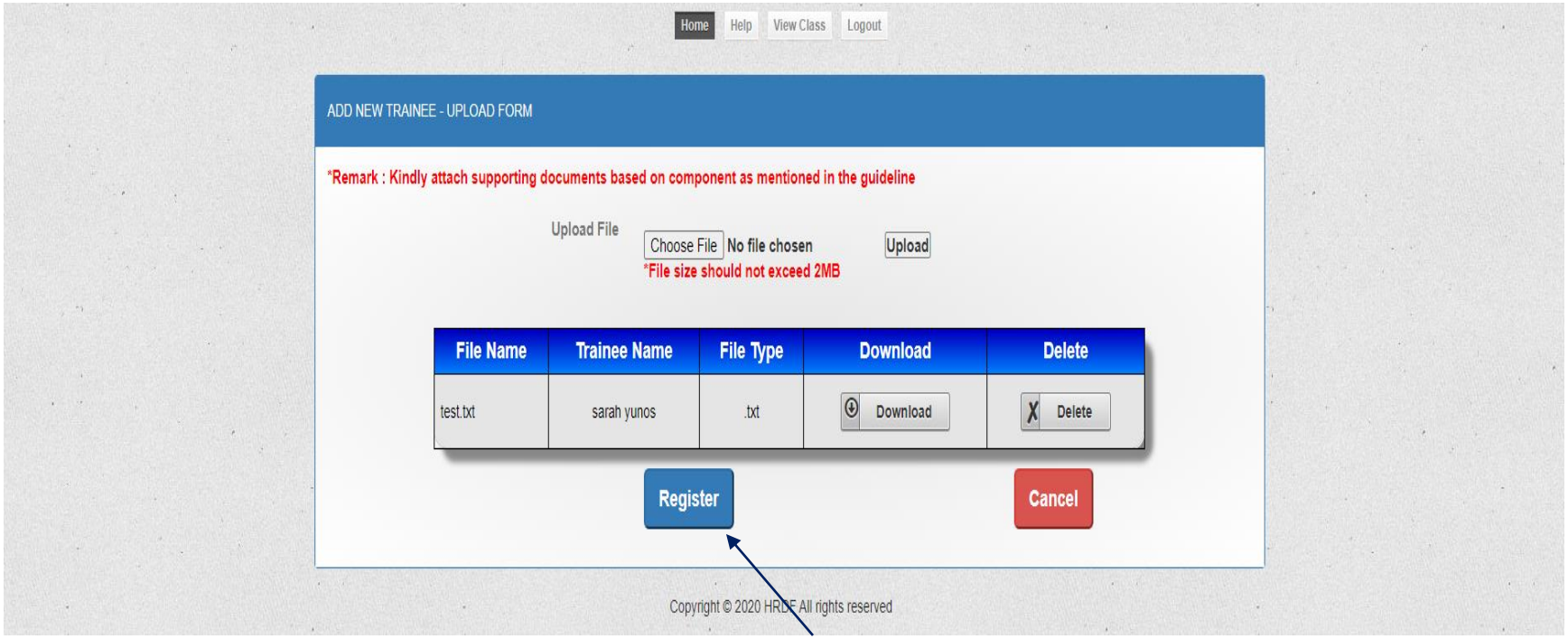
Add Participant



Upload participant attachment

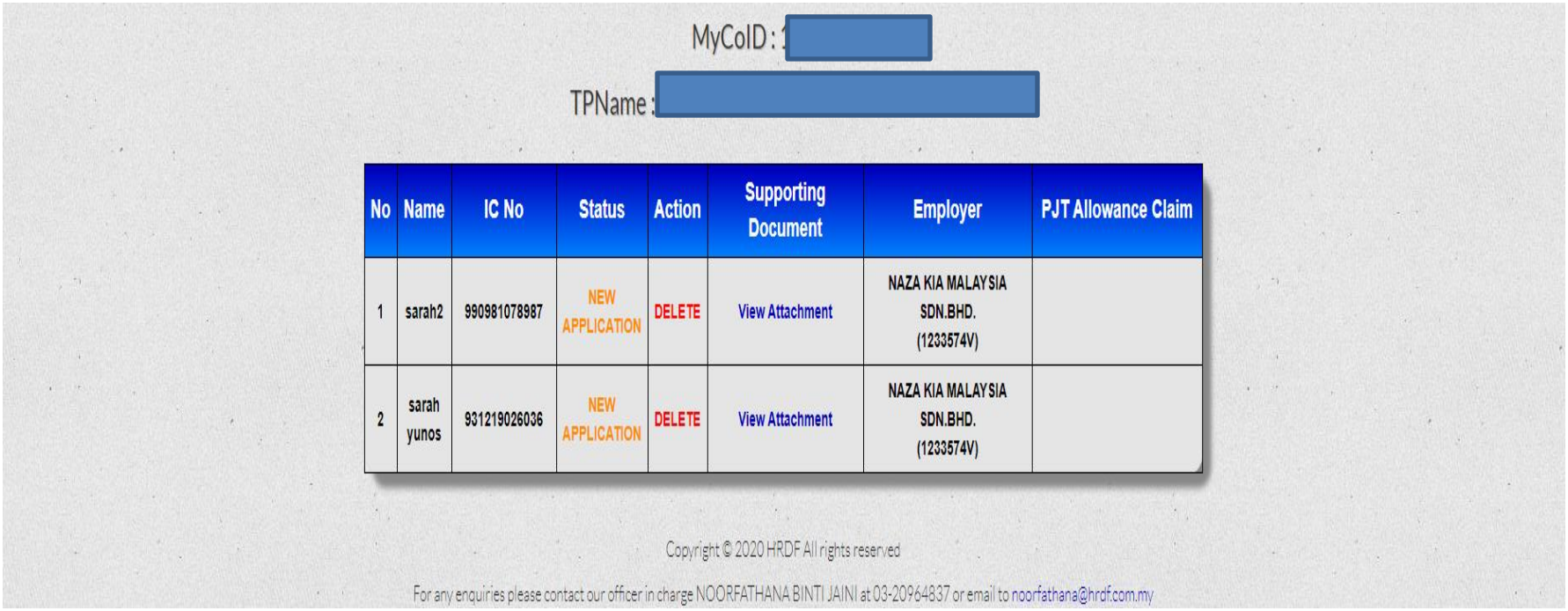


Submit Attachment



Click Register

View Added Participants


MyCoID : 1

TPName :

No	Name	IC No	Status	Action	Supporting Document	Employer	PJT Allowance Claim
1	sarah2	990981078987	NEW APPLICATION	DELETE	View Attachment	NAZA KIA MALAYSIA SDN.BHD. (1233574V)	
2	sarah yunos	931219026036	NEW APPLICATION	DELETE	View Attachment	NAZA KIA MALAYSIA SDN.BHD. (1233574V)	

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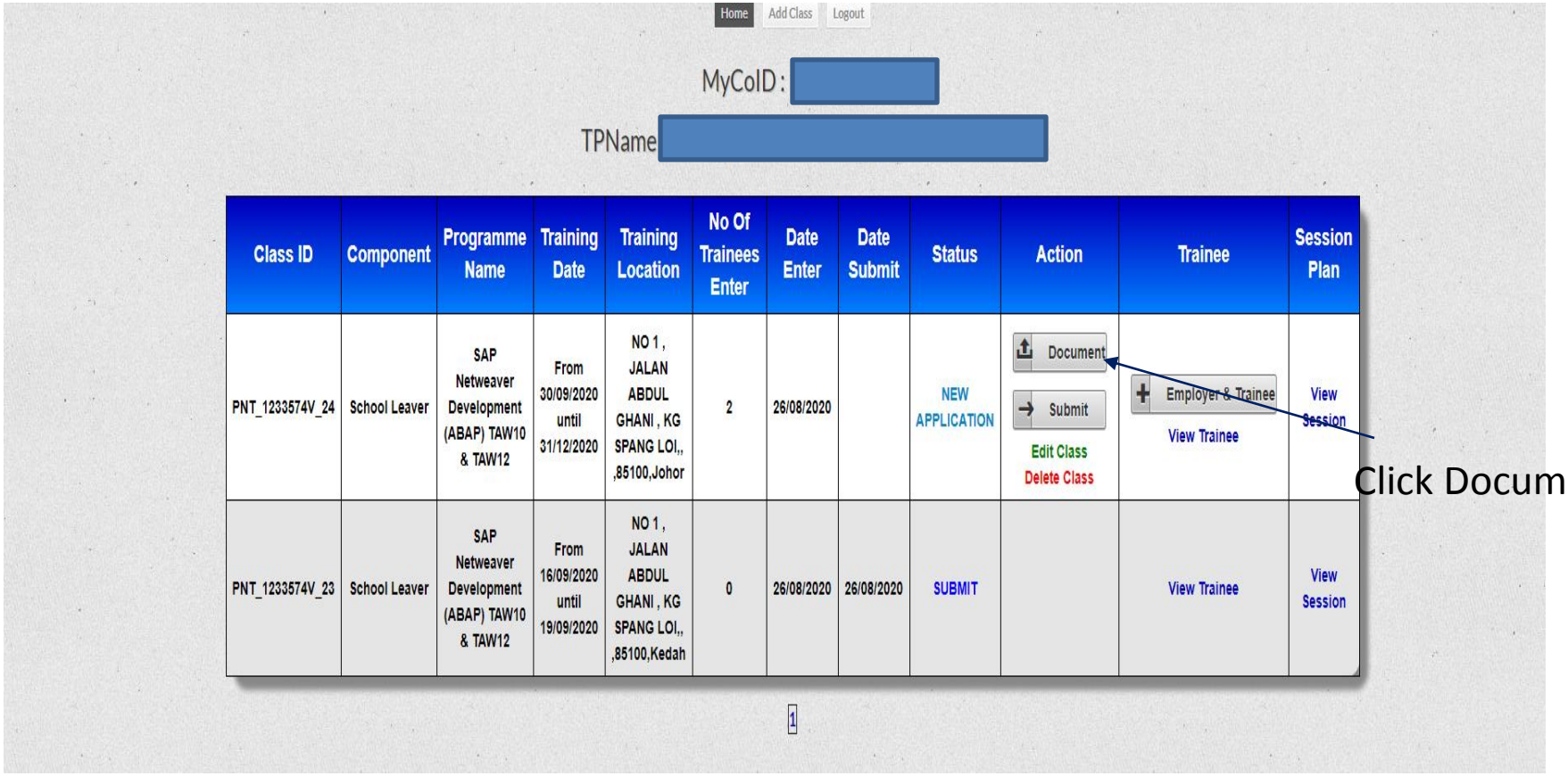
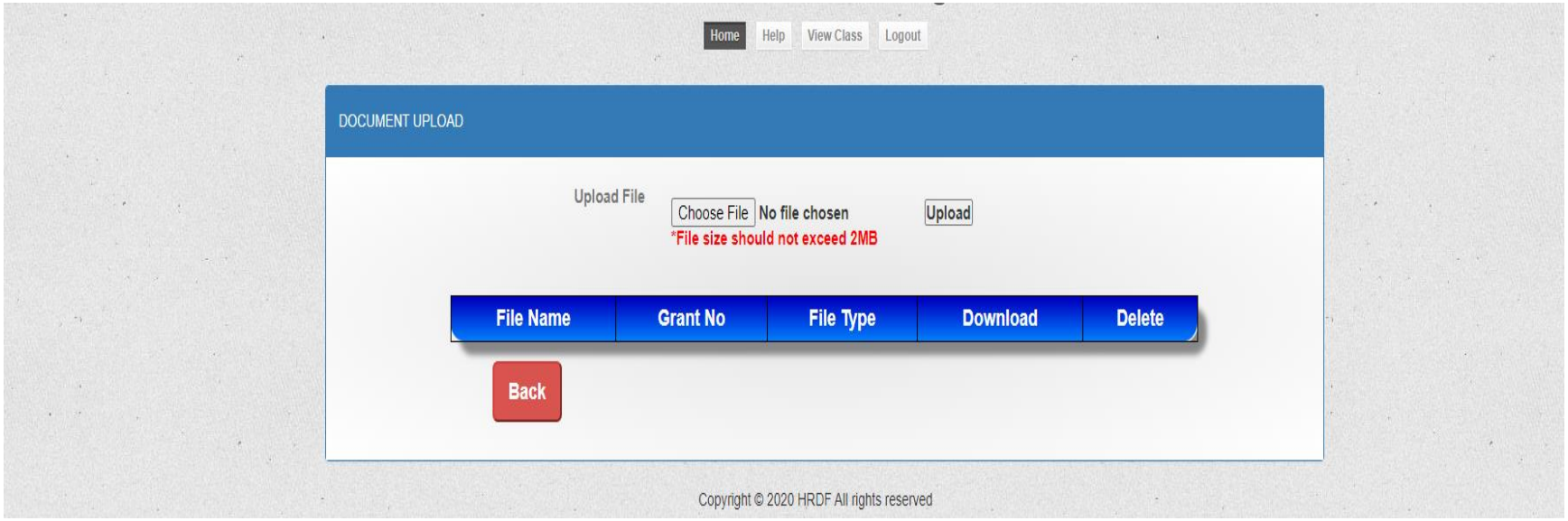
For any enquiries please contact our officer in charge NOORFATHANA BINTI JAINI at 03-20964837 or email to noorfathana@hrdf.com.my

Upload Class Attachment

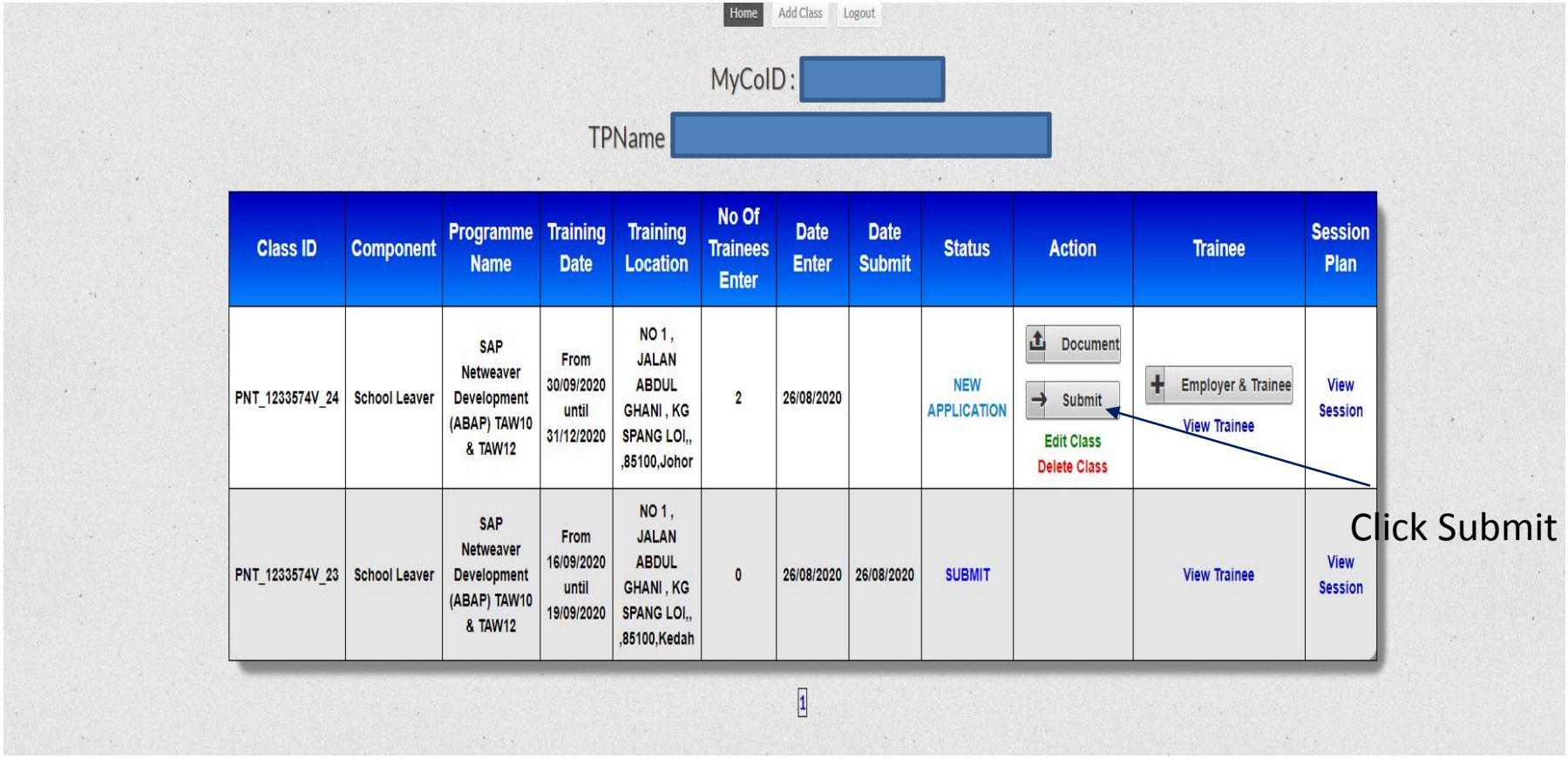


Click Document

Upload Document

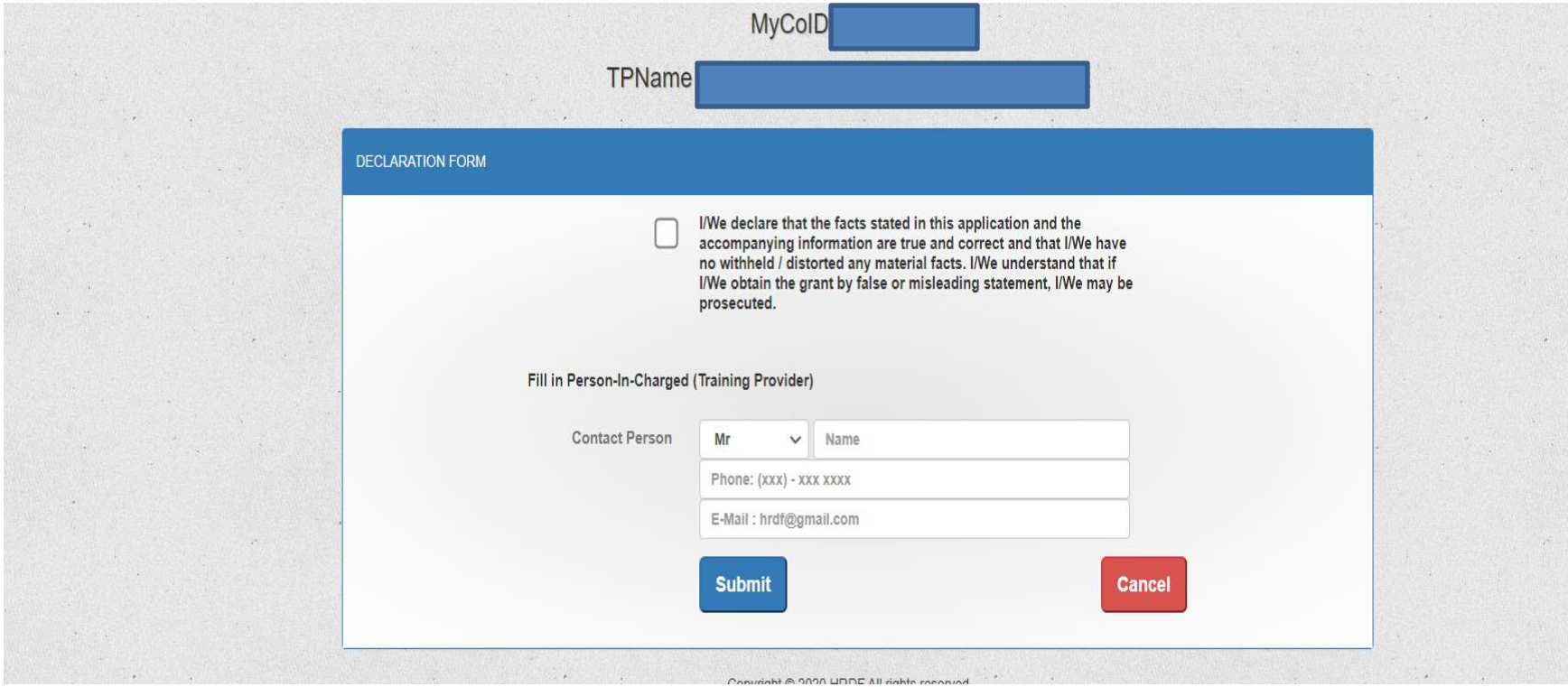


Submit Class Application

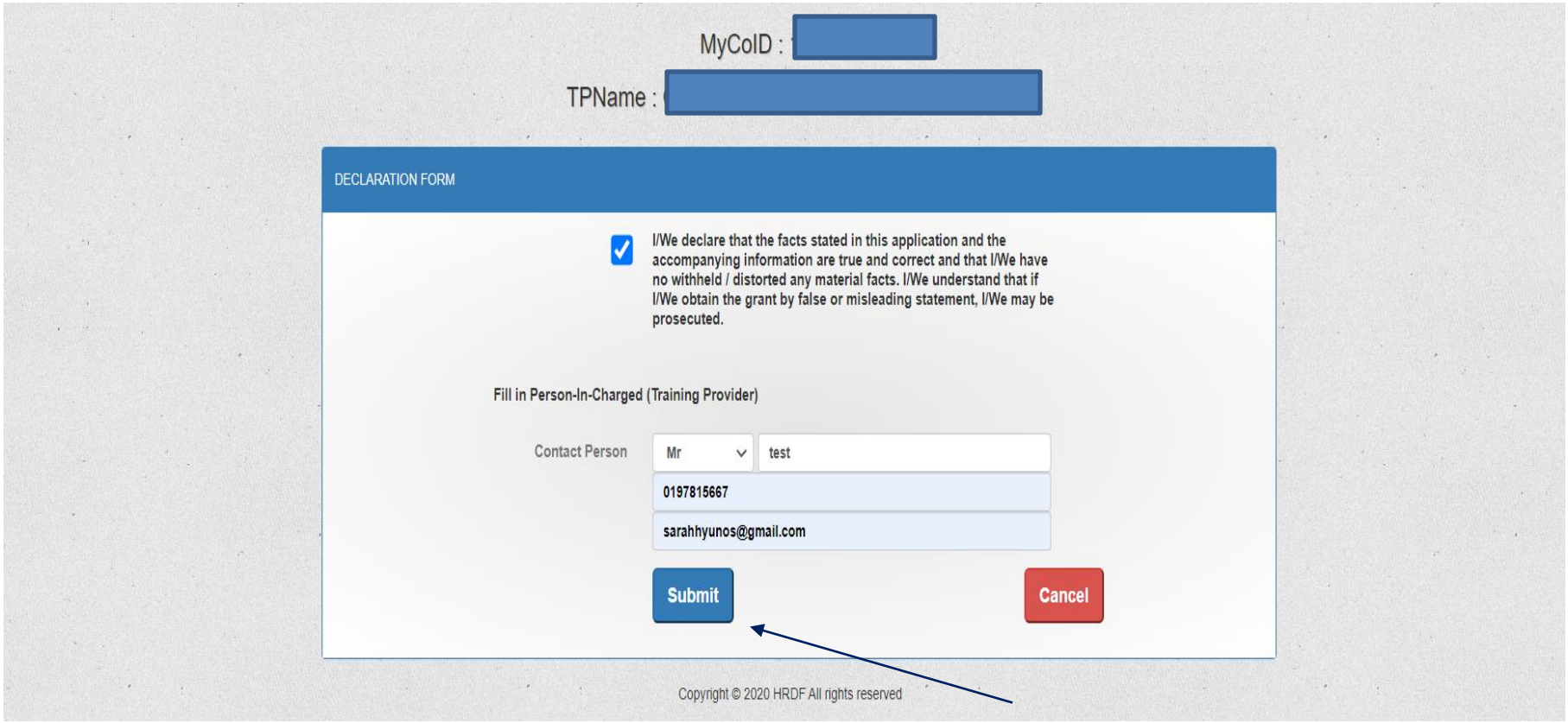


Click Submit

Acknowledgement

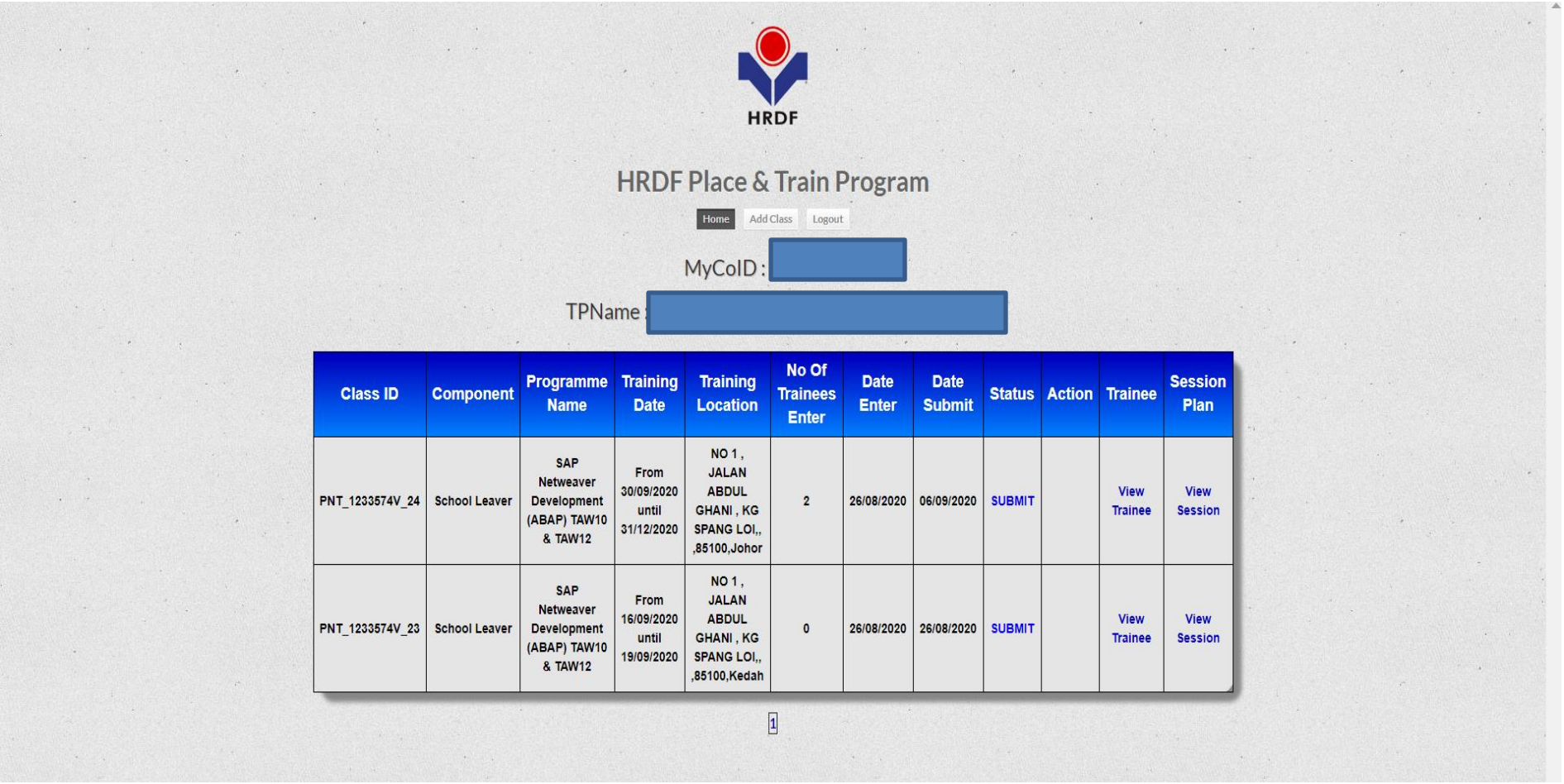


Complete Submission



Click Submit

View Application Status



Class ID	Component	Programme Name	Training Date	Training Location	No Of Trainees Enter	Date Enter	Date Submit	Status	Action	Trainee	Session Plan
PNT_1233574V_24	School Leaver	SAP Netweaver Development (ABAP) TAW10 & TAW12	From 30/09/2020 until 31/12/2020	NO 1 , JALAN ABDUL GHANI , KG SPANG LOI,, ,85100,Johor	2	26/08/2020	06/09/2020	SUBMIT		View Trainee	View Session
PNT_1233574V_23	School Leaver	SAP Netweaver Development (ABAP) TAW10 & TAW12	From 16/09/2020 until 19/09/2020	NO 1 , JALAN ABDUL GHANI , KG SPANG LOI,, ,85100,Kedah	0	26/08/2020	26/08/2020	SUBMIT		View Trainee	View Session

1