



**Human Resource Development
Corporation**

**Trainer's Development
Management System
(TDMS)
User Guideline**

This guideline is prepared for HRD Corp's
Certified Train-The-Trainer (TTT)/Exempted
Trainers

Version 2.0
1st October 2021

Table of Contents

INTRODUCTION TO TDMS	1
1.0 SIGNING IN TO TDMS.....	2
2.0 FEES AND APPLYING FOR ACCREDITATION BY ASSESSMENT.....	9
3.0 FEES AND APPLYING FOR ACCREDITATION BY ACTIVITY	12

INTRODUCTION TO TDMS

The Trainer's Development Management System (TDMS) is a platform developed for HRD Corp's certified TTT/Exempted trainers to manage their accreditation activities. This platform aims to facilitate the implementation of the HRD Corp Trainer's Development Framework (TDF) which focuses on the quality of the trainer's competency in delivering training effectively.

In essence, TDMS is broken down into two (2) key areas. The first area focuses on those who have acquired their HRD Corp TTT/Exemption Certificate on 1st of January 2021 and beyond where they are eligible to be accredited by assessment.

The second area is focused on trainers who have acquired the HRD Corp TTT/Exemption Certificate any time before 1st January 2021. These groups of trainers are qualified to be accredited by activity.

For further information on the implementation of the TDF and the requirement for accreditation, please refer to the HRD Corp TDF Implementation Guideline which outlines the criteria/requirement for the accreditation process.

1.0 FIRST TIME SIGNING IN TO TDMS

The process of signing into the system would depend on the status of your trainer's profile registration on the LATiH platform. As such, this section is divided into two (2) parts:-

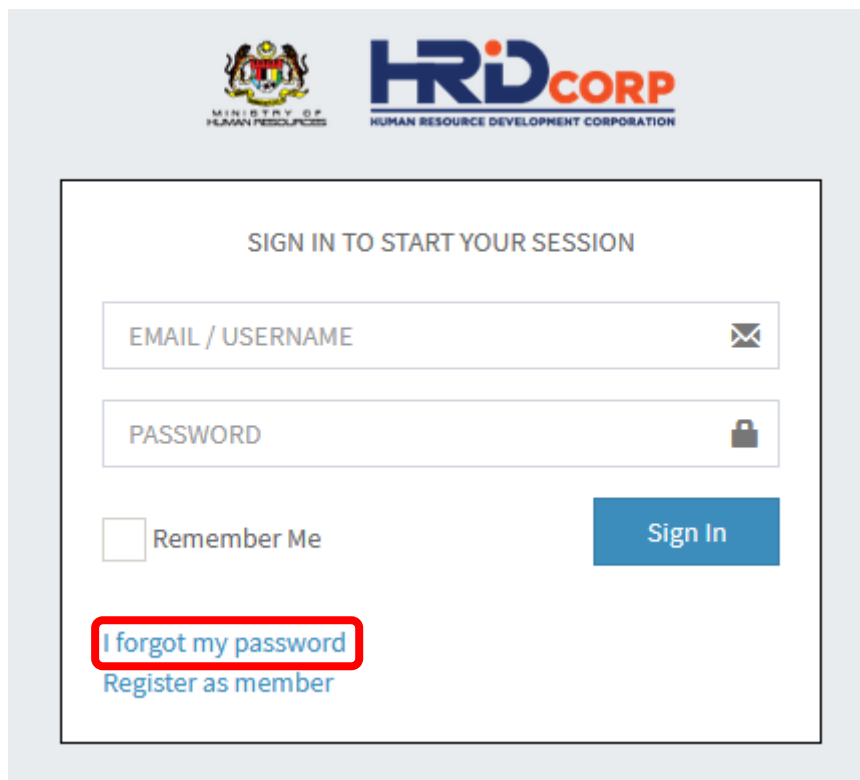
1.1. Trainers who have previously registered their profiles on LATiH

1.2. Trainers who have not registered their profiles in LATiH

1.1 Trainers who have previously registered profiles on LATiH

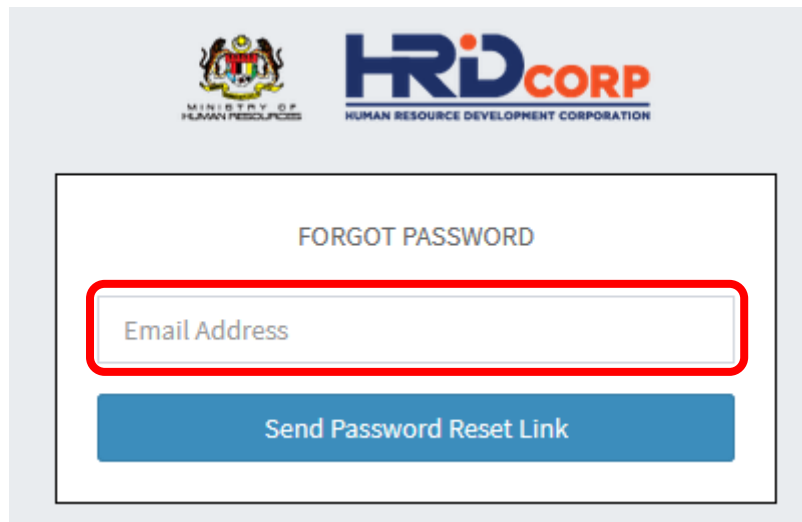
If you have registered your profiles in LATiH and received the required approval, please follow the steps bellow to sign in to TDMS:-

1.1.1 Go to <https://trainers.hrdcorp.gov.my/login> and click "I forgot my password"



The screenshot shows the login interface for TDMS. At the top, there are logos for the Ministry of Human Resources and HRD Corp. The main heading is "SIGN IN TO START YOUR SESSION". Below this, there are two input fields: "EMAIL / USERNAME" with an envelope icon and "PASSWORD" with a lock icon. There is a "Remember Me" checkbox and a blue "Sign In" button. At the bottom, there are two links: "I forgot my password" (highlighted with a red box) and "Register as member".

1.1.2 Enter the email address that you used during your LATiH registration to reset your password



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FORGOT PASSWORD

Email Address

Send Password Reset Link

1.1.3 Check the email which you used for registration in 1.1.2. You will receive a notification with the content below. Click “Reset Password” to create a new password.

Hello!

You are receiving this email because we received a password reset request for your account.



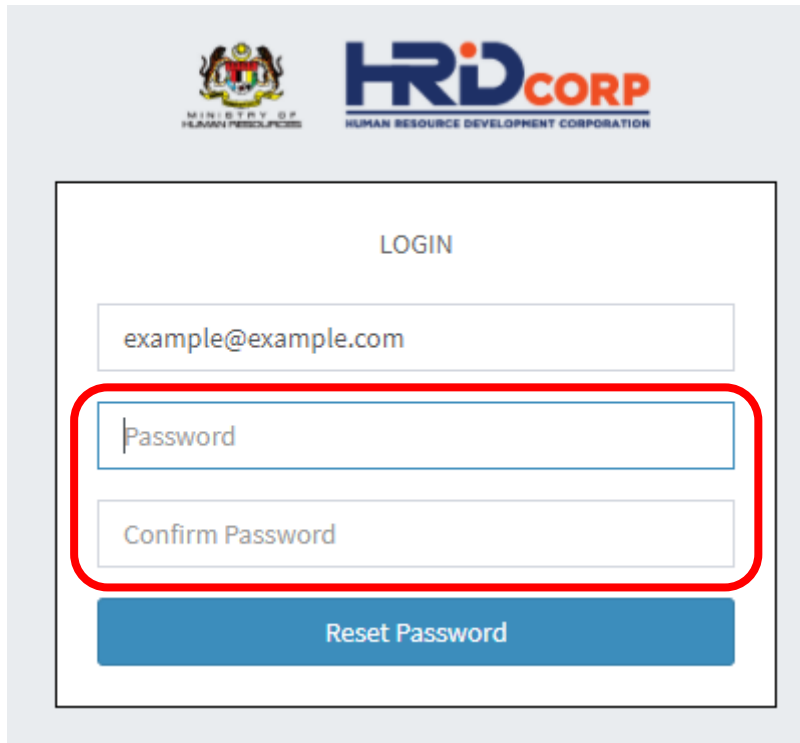
Reset Password

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

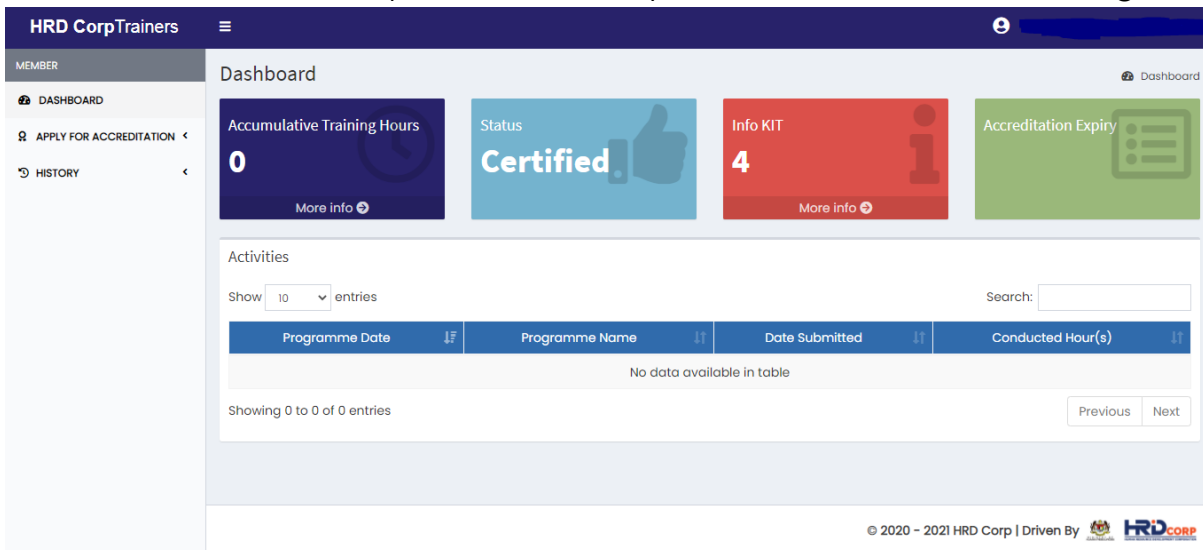
Regards,
HRDF

1.1.4 Create a new password and click “Reset Password”



The screenshot shows the HRD Corp LOGIN page. At the top, there are logos for the Ministry of Human Resources and HRD Corp. The page title is "LOGIN". Below the title, there is a text input field containing "example@example.com". Below that, there are two text input fields: "Password" and "Confirm Password". These two fields are enclosed in a red rounded rectangular box. Below the "Confirm Password" field is a blue button labeled "Reset Password".

1.1.5 Once completed, you will be automatically signed in to TDMS. Please remember the new password which you have created, for future sign in.



The screenshot shows the HRD CorpTrainers dashboard for a member. The dashboard includes a sidebar with navigation options: DASHBOARD, APPLY FOR ACCREDITATION, and HISTORY. The main content area displays the following information:

- Accumulative Training Hours:** 0 (More info)
- Status:** Certified (More info)
- Info KIT:** 4 (More info)
- Accreditation Expiry:** (More info)

Below this information is an "Activities" section with a search bar and a table. The table has columns for Programme Date, Programme Name, Date Submitted, and Conducted Hour(s). The table is currently empty, displaying "No data available in table".

At the bottom of the dashboard, there is a footer: © 2020 - 2021 HRD Corp | Driven By HRD CORP

1.2 Trainers who have not registered their profile on LATiH

If you have not registered your profile on LATiH, you can do so directly through TDMS. Please follow the steps below to register and sign in to TDMS:-

1.2.1 Go to <https://trainers.hrdcorp.gov.my> and click “Register as member”

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SIGN IN TO START YOUR SESSION

EMAIL / USERNAME

PASSWORD

Remember Me

Sign In

[I forgot my password](#)

[Register as member](#)

1.2.2 Complete the online registration form and click “Register”

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Registration form

Example

Example

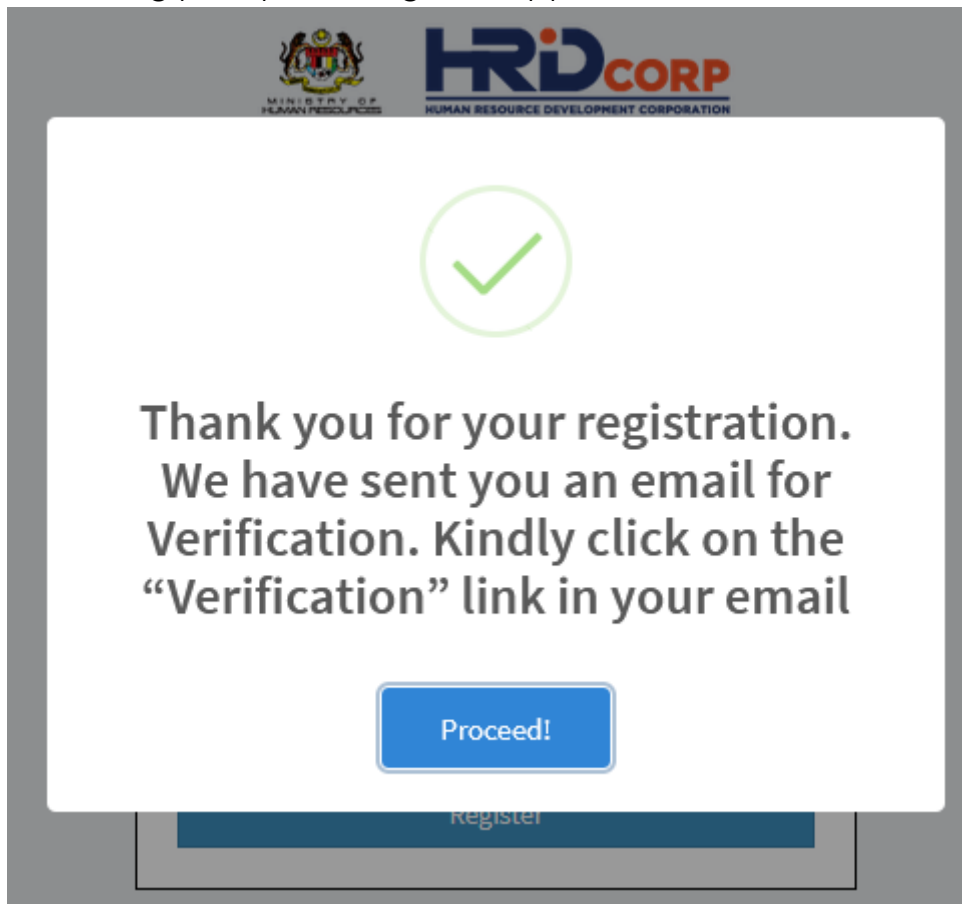
example@mail.com

.....

.....

Register

1.2.3 The following prompt message will appear:-



1.2.4 Check your email inbox. You will receive a notification with the content below. Click “Verify Now” and you will be directed to the profile creation page labelled, “**Apply for Trainer**”

HRD Corp | Trainers



Hello , Test,

Thanks for creating an account with the verification

Please follow the link below to verify your email address

Verify Now

Regards ,

(This is an automatically generated email. Please do not reply.)

1.2.5 Fill in your details and your TTT/Exemption Certificate and click “Submit” at the bottom of the page:-

HRD CorpTrainers faizlatiff@gmail.com | Meme

MEMBER

APPLY FOR TRAINER

FORM

INBOX

* Year Awarded

* Certification Body

* Additional Professional Certification

* Year Awarded

Trainer Certification

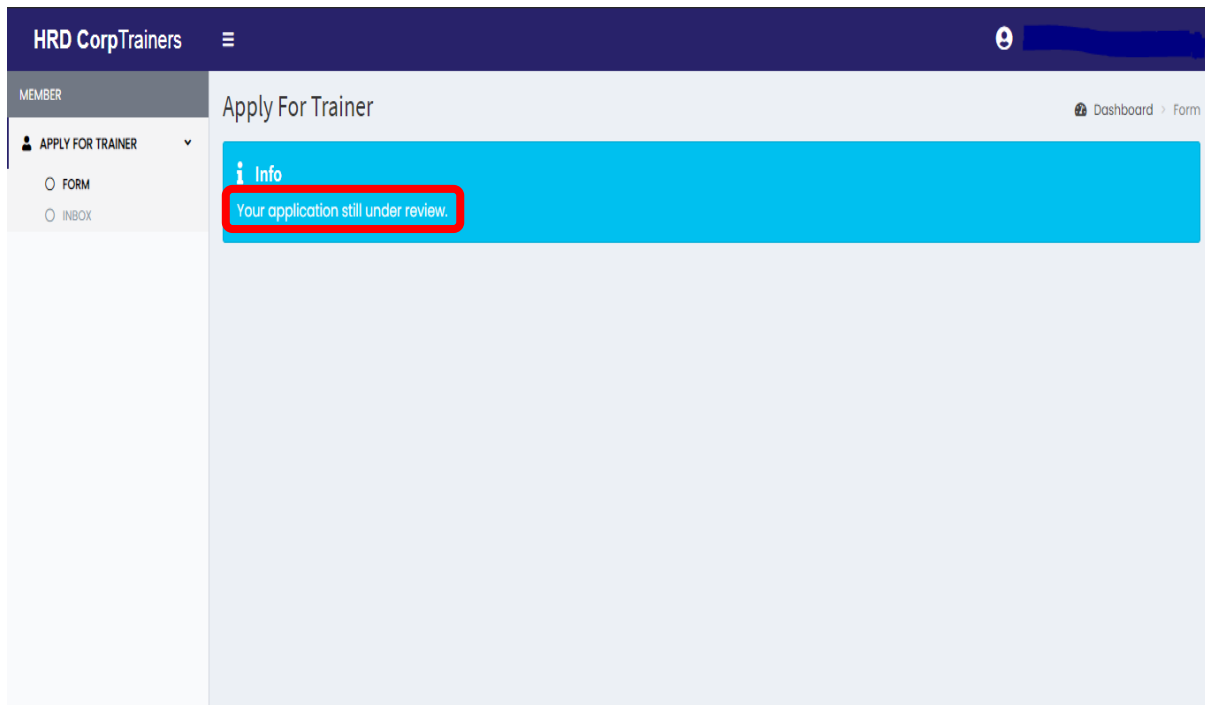
* HRDF TTT Certificate/HRDF Exemption Certificate Choose File No file chosen

Highest Qualification Certificate Choose File No file chosen

Other Relevant Certificate Choose File No file chosen

Submit

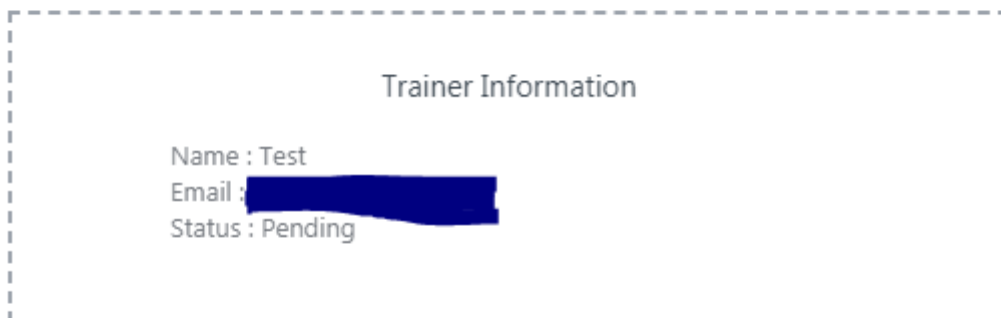
1.2.6 Your registration will be processed by our processing officer and a notification stating “Your application is still under review” will be displayed on your homepage:-



1.2.7 Once your registration has been approved, you will be notified via the email used to register for TDMS.



Hello , ,



Regards ,

(This is an automatically generated email. Please do not reply.)

1.2.8 You can now sign in to your TDMS account:-

The screenshot displays the HRD Corp Trainers Dashboard. The top navigation bar includes the HRD Corp logo and a user profile icon. The main content area is divided into several sections:

- Accumulative Training Hours:** A dark blue card showing '0' hours with a 'More info' link.
- Status:** A light blue card showing 'Certified' with a thumbs-up icon.
- Info KIT:** A red card showing '4' with an information icon and a 'More info' link.
- Accreditation Expiry:** A green card with a list icon.
- Activities:** A section with a search bar and a table. The table has columns for 'Programme Date', 'Programme Name', 'Date Submitted', and 'Conducted Hour(s)'. It currently displays 'No data available in table'.

At the bottom right, there is a copyright notice: © 2020 - 2021 HRD Corp | Driven By HRD CORP.

2.0 FEES AND APPLYING FOR ACCREDITATION BY ASSESSMENT

The fee for accreditation by assessment is RM150.00 per application and it is divided into two (2) categories:-

- a. Trainers who acquired their HRD Corp TTT Certificate in 2021 and beyond.
- b. Trainers who acquired their Exemption Certificate in 2021 and beyond.

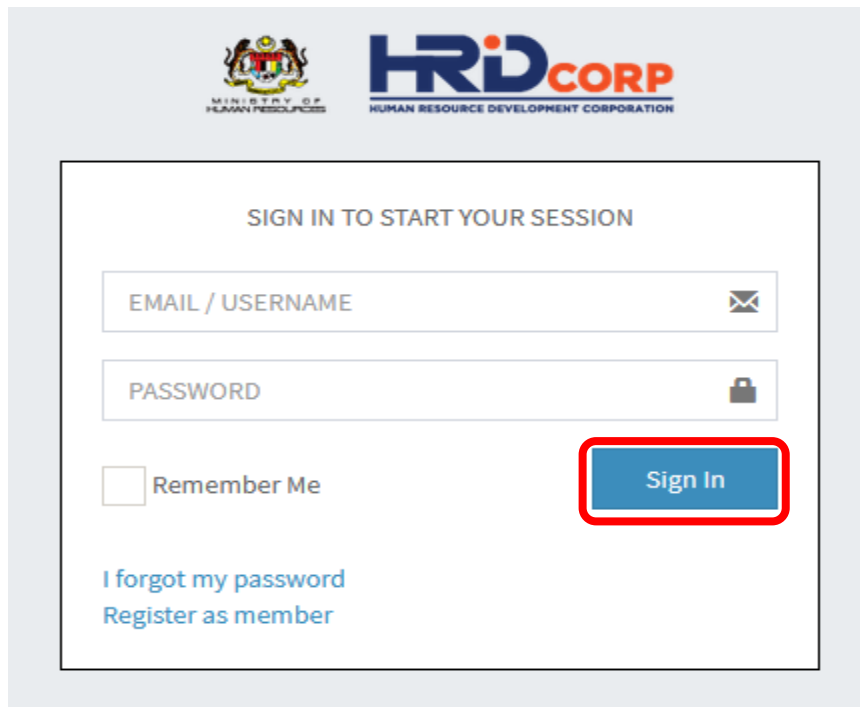
2.1 Trainers who acquired the HRD Corp TTT Certificate in 2021

If you have attended our five (5) days TTT certification course in 2021, the accreditation fee of RM150.00 has been embedded into the course fee. As such, once you are able to sign into TDMS, please notify us by emailing to tdu@hrdcorp.gov.my and mention "TTT HRD Corp 2021 Accreditation Fee" in your email subject. We will verify this from our end and advise you accordingly.

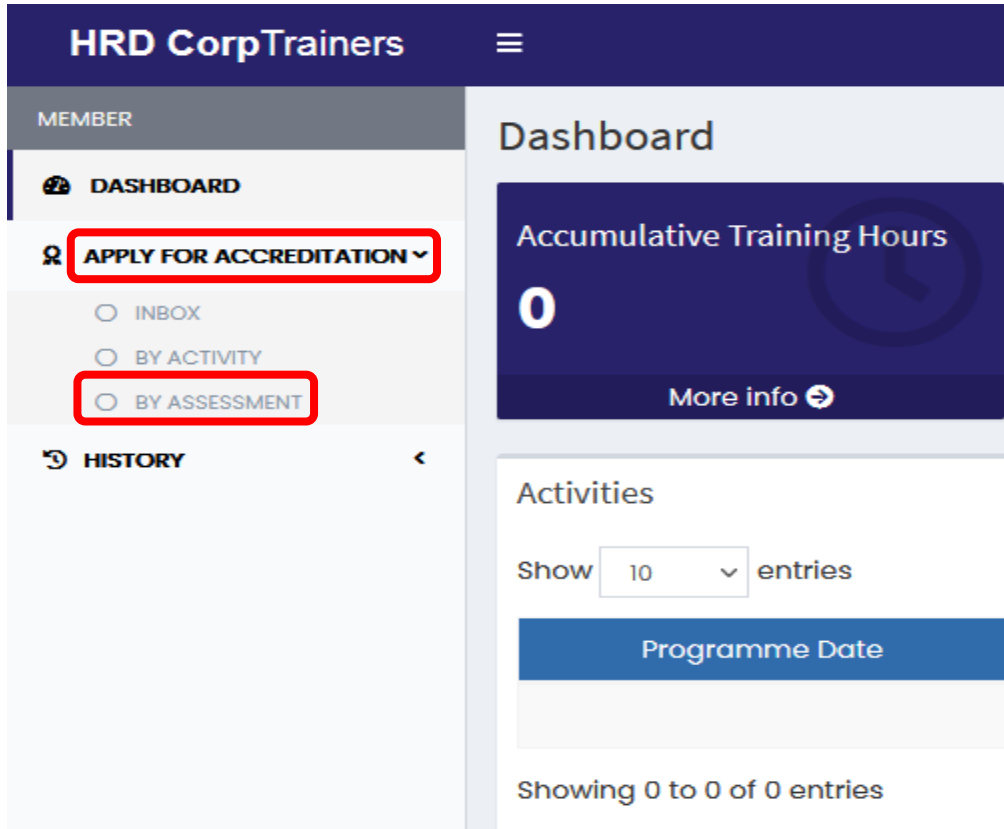
2.2 Trainers who acquired the Exemption Cert in 2021

Alternatively, if you have acquired the TTT Exemption Certificate, you are required to make payment for the accreditation fee through TDMS. Please refer below on how to apply for accreditation by assessment, which includes how to make payment.

2.2.1 Go to <https://trainers.hrdcorp.gov.my> and sign in to your account.



2.2.2 On the left-side of the homepage click “APPLY FOR ACCREDITATION” and from the dropdown list click “BY ASSESSMENT”:-



2.2.3 Complete the page which you have prepared for accreditation by assessment. At the bottom of the page click “Apply”. (**Reminder: This is only applicable for trainers who acquired Exemption Certificate in 2021 and beyond**):-

Payment



ITEM	SUBTOTAL
Accreditation by Assessment	RM150.00
TOTAL	RM150.00

I hereby declare that the information provided is true and valid . I also understand that any willful dishonesty may render for refusal of this application.



2.2.4 You will be directed to the payment gateway page via Billplz. Select your preferred bank and click “PAY”:-

Bill ID: hqwikhf 08/06/21

TDMS

Apply for Accreditation By Assessment

Name: TEST

Email: [Redacted]

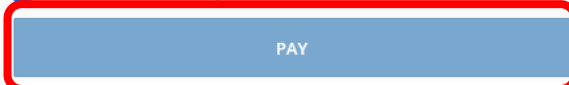
Total RM150.00 Due 08/06/21

Pay with:

Online Banking

Maybank2u	CIMB Clicks	RHB Now	PBe
HLB Connect	affinOnline	AGRONet	allianceonline
AmOnline	Bank Islam Internet Banking	i-Muamalat	i-Rakyat
myBSN	HSBC Online Banking	KFH Online	OCBC Online Banking
SC Online Banking	UOB Internet Banking		

I understand and accept the terms and conditions.

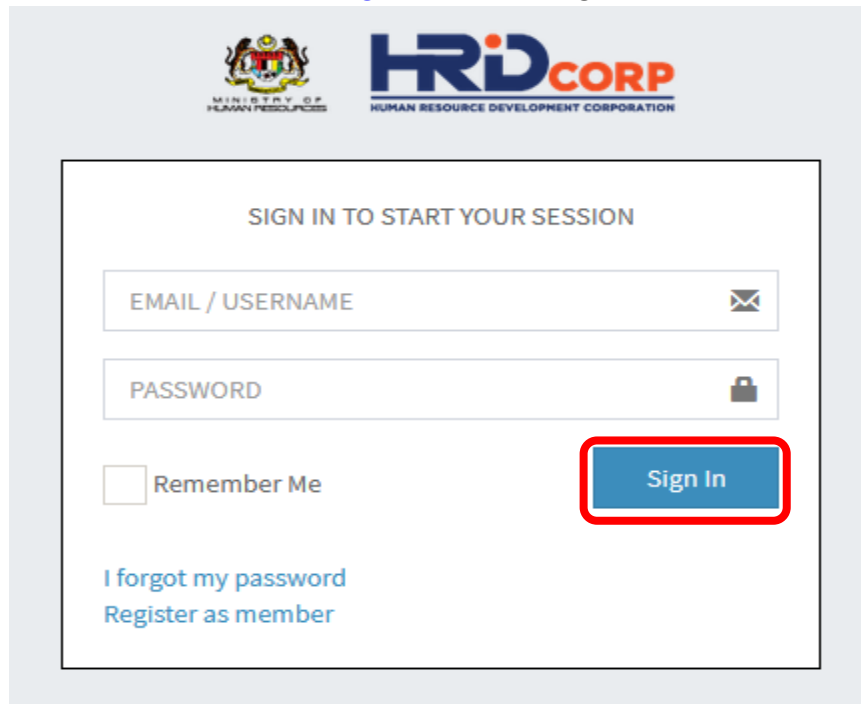


2.2.5 Once the payment is successful, we will review your submission to ensure that the supporting documents are complete, and the video is accessible before forwarding your application to our assessment panels. Since this is a new process, the service level agreement is one (1) month subject to the completion of the application (queries, incomplete submission, etc.). We will monitor and review this from time to time.

3.0 FEES AND APPLYING FOR ACCREDITATION BY ACTIVITY

The fee for accreditation by assessment is RM60.00 per application and is only applicable to trainers who acquired the HRD Corp TTT/Exemption Certificate any time before 2021.

3.1 Go to <https://trainers.hrdcorp.gov.my> and sign in to your account.



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SIGN IN TO START YOUR SESSION

EMAIL / USERNAME

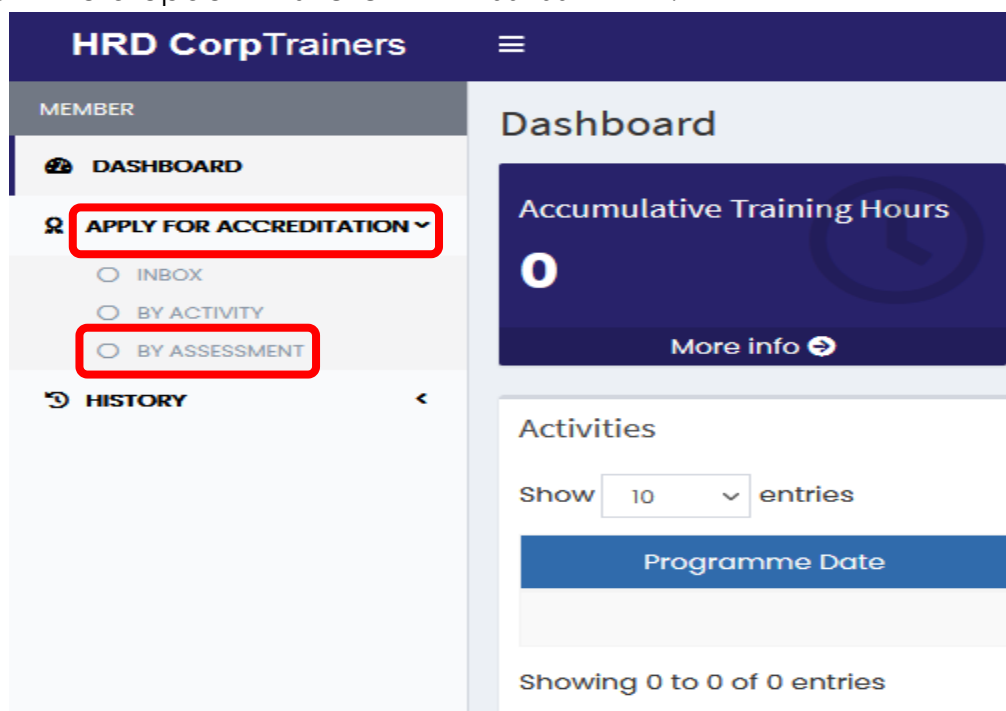
PASSWORD

Remember Me

Sign In

[I forgot my password](#)
[Register as member](#)

3.2 On the left-side of the homepage click “APPLY FOR ACCREDITATION” and from the dropdown list click “BY ASSESSMENT”:-



HRD Corp Trainers

MEMBER

DASHBOARD

APPLY FOR ACCREDITATION

INBOX

BY ACTIVITY

BY ASSESSMENT

HISTORY

Dashboard

Accumulative Training Hours

0

More info

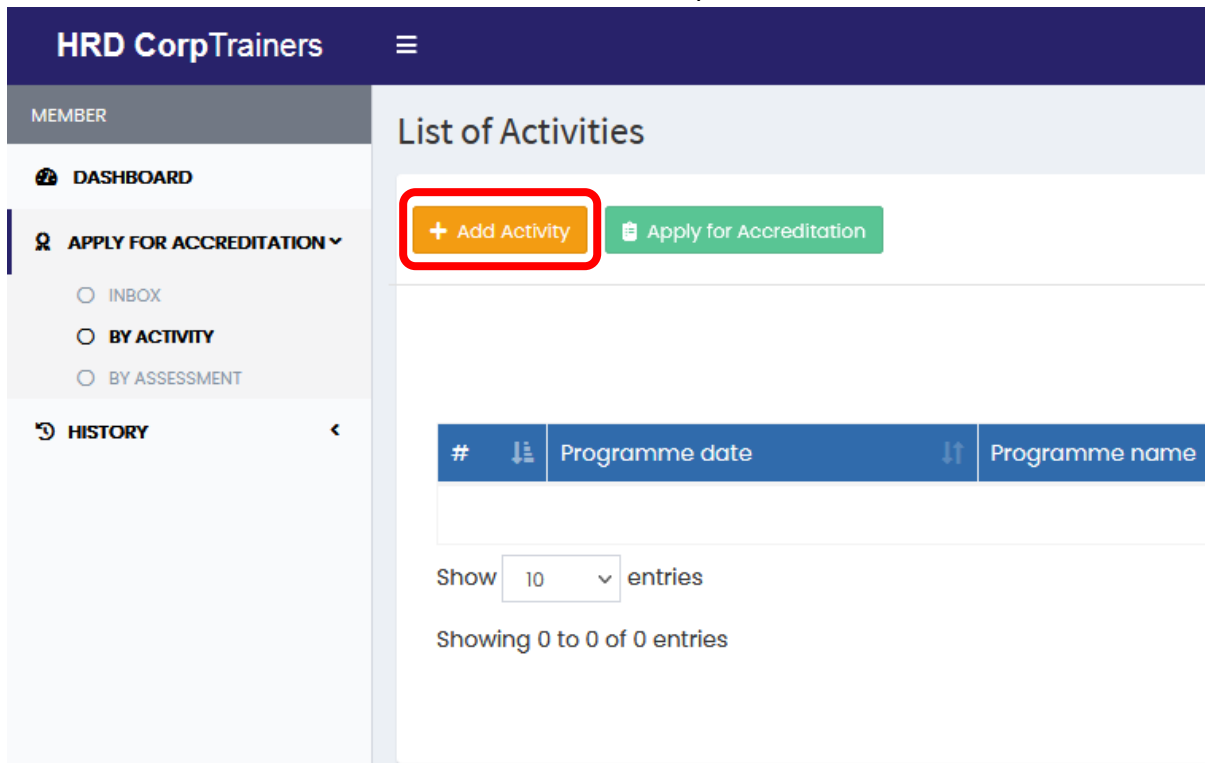
Activities

Show 10 entries

Programme Date

Showing 0 to 0 of 0 entries

3.2 To add lists of activities, click “Add Activity”:-



3.2 Complete the page which you have prepared for accreditation by activity and at the bottom of the page, click the declaration checkbox and “ADD” to add your training activities in the system:-

Documents

- Minimum to attach 2 files
- File must be PDF and size below 2MB

Completed attendance sheet

Participant's feedback form

Letter of award (letter or email) from the employer/ Training Provider to Trainer

Invoice or Payment Voucher to/from the employer or Training Provider

hereby declare that the information provided is true and valid . I also understand that any willful dishonesty may render for refusal of this application.

3.3 Please ensure that you have registered a total of **120 hours training conducted within a 12-month calendar period**. You can monitor the accumulated number of hours on the top right of page. Once you are ready for your submission, click “Apply for Accreditation”:-

The screenshot shows the top navigation bar with two buttons: "+ Add Activity" (orange) and "Apply for Accreditation" (green), both highlighted with red boxes. On the top right, a box displays "Total Hour(s) : 120", also highlighted with a red box. Below the navigation bar is a search field and a table of activities. The table has columns for #, Programme date, Programme name, Date created, Conducted Hours, and Action. Two entries are listed, both with 60 hours. Below the table, there is a "Show 10 entries" dropdown and "Showing 1 to 2 of 2 entries" text. On the bottom right, there are "Previous", "1", and "Next" navigation buttons.

3.4 You will be directed to a summary page and click “Apply” to proceed to the payment gateway.

The screenshot shows a summary page for accreditation. It is divided into two main sections: "Activity Information" and "Payment".

Activity Information: Shows "Total Conducted Hours" as 0 and "Total Activity" as 0.

Payment: Features a "Pay with Billplz" banner with logos for maybank2u.com, CIMB Clicks, UOB, PSP, ConnectFirst, RHB, AmBank, and BANK ISLAM. To the right is a table with two columns: "ITEM" and "SUBTOTAL".

ITEM	SUBTOTAL
Accreditation by Activity	RM60.00
TOTAL	RM60.00

Below the payment section, there is a checkbox with the text: "I hereby declare that the information provided is true and valid. I also understand that any willful dishonesty may render for refusal of this application." At the bottom center, there is a blue "Apply" button with a checkmark icon, highlighted with a red box.

3.5 You will be directed to the payment gateway page via Billplz. Select your preferred method/bank and click “PAY”:-

Bill ID: gyxgsz0h 01/11/21

HRDF
Apply for Accreditation By Activity

Name: TEST
Email: test@mail.com


Total
Due

RM60.00


01/11/21

Pay with:

▼ Online Banking


 .. and more

▼ Card


 .. and more

I understand and accept the terms and conditions.

PAY

3.6 Once the payment is successful, we will review your submission to ensure that the supporting documents are completed and meet our requirements to be considered for approval. Since this is a new process, the service level agreement is around one (1) month, subject to the completion of the application (queries, incomplete submission, etc.). We will monitor and review this from time to time.