



## **CRITERIA SELECTION GUIDELINE FOR HRD CORP TTT EXEMPTION**

(Application for exemption from attending the HRD Corp Train-The-Trainer Certification Course)

HRD Corp Train-The-Trainer (TTT) Exemption was established to welcome more trainers with professional background to be certified by HRD Corp. To conduct training in any of the HRD Corp schemes, trainers are required to attend and successfully complete the 5 days HRD Corp Train-The-Trainer certification course. Alternatively, to encourage more professional individual to be part of the HRD Corp certified trainers, HRD Corp has introduced TTT Exemption Certificate for professional groups based on certification, qualification and experience requirement as stated in Training Provider Circular 4/2009 as follows:

### **Criteria A (Based on Certification)**

- i. Teacher Training Certificate from Government / International Teacher's Training College:
  - Sijil Guru
  - Sijil Perguruan Khas
  - Sijil Perguruan Asas
  - Sijil Perguruan Ilmu Khas
  - Certificate in Education
  
- ii. Diploma, Degree or Master's in Education field from recognized Government / private institutions. Diploma, Degree or Master's from Education Faculty (Fakulti Pendidikan) only. Exception given if Diploma, Degree or Master's from other faculty with condition the word education appears in the certificate. For example,
  - Degree of Education (Sarjana Muda Pendidikan)
  - Master of Education (Sarjana Pendidikan)
  - Diploma of Education (Diploma Pendidikan)
  - Sarjana Muda Sastera (Pendidikan)
  - Certificate of Teaching English as Second Language (TESL) from Education Faculty will be considered for the exemption. Please note that Certificate English as Second Language from Faculty of Language or Faculty of Arts will not be considered for the exemption
  - Diploma / Certificate in Teaching English to Speakers of Other Languages (TESOL)

iii. Trainer Certificate from Centre for Instructor and Advance Skill Training (CIAST)

iv. Vocational Trainer Certificate endorsed by Department of Skills Development

- Vocational Training Officer (VTO)
- Vocational Training Manager (VTM)
- Vocational Training Executive (VTE)
- Diploma Vocational Trainer

v. Certificate in Training and Development (CITD)

- Certificate IV in Training and Assessment

vi. Certified Training Professional Certificate (Institute of Training and Development)

**Supporting document that need to be uploaded:** Only a copy of the relevant certificate as stated above (scan from the original certificate).

vii. Trainers who have acquired valid title of Associate Professor / Professorship from institutions of higher learning

**Supporting documents that need to be uploaded:** A latest valid copy of an Associate Professor / Professor's appointment or promotion letter or fixed-term contract (and university lecturer profile link that can verify the trainer's current position as additional information).

Note: Academic certificates / childhood education / teaching permits / assistant professor do not meet criteria A.

### Criteria B (Based on Qualification)

Trainers who have attended other TTT programmes that are similar to the curriculum structure of the HRD Corp's 5 days TTT Programme; Any TTT programme which obtained prior approval from HRD Corp can be used to apply under this criterion. Please ensure that the TTT programme that you have attended has been certified by a professional body as similar to HRD Corp. Example of TTT courses that have been certified as similar:

- (i) 5 days Train-The-Trainer course from The National Institute for Occupational Safety and Health (NIOSH)
- (ii) 6 days Training Management for Business course from The National Institute for Occupational Safety and Health (NIOSH)
- (iii) National Competency Standard Train-The-Trainer (Latihan Tenaga Pengajar) from Department of Skills Development

**Supporting document that need to be uploaded:** Only a copy of the relevant certificate as stated above (scan from the original certificate).

## Criteria C (Based on Experience)

Under criteria C, trainer must have completed at least 25 corporate training sessions conducted within the previous 5 years and are following the requirement as below:

- A comprehensive training for working adults. Training courses with less than 4 hours or targeted at students (school leavers / new graduates / internship program) or induction (orientation / onboarding program) will not be considered corporate training
- The current year will not be assessed as part of the five years duration
- The training session meant that the program was completed instead of every module / day during that period
- To demonstrate a consistent teaching experience (without time gaps or reasoned in your professional profile or curriculum vitae)
- To list training activities in consecutive years (e.g., 2021, 2020, 2019, 2018 and 2017)
- To provide details of the training conducted by the trainer and not the training provider's training record:
  - (i) To provide client details such as Course Title, Date, Venue, Name of Client, Contact Person and Telephone Number correctly for HRD Corp audit purposes
  - (ii) For public programs, please enter only one client information

**Supporting documents that need to be uploaded:** Trainer's professional profile or curriculum vitae (in own format - detailed and consistent which strongly support the trainer's experience in training and career to date).

Note:

- The details of the trainer such as name, identity card number and email address must be correct before submitting the application. The e-certificate will be sent automatically by the system after approval, only to your registered email (for individual type) or to the company's personal contact email (for training provider / employer type)
- RM300.00 is a **non-refundable processing fee** and no appeal will be considered
- Trainer who has obtained HRD Corp TTT or exemption certificate may proceed to register their profile at <https://trainers.hrdcorp.gov.my/login> for future accreditation process
- Feel free to contact HRD Corp agent at 1-800-88-4800 or raise a ticket at [support@hrdcorp.gov.my](mailto:support@hrdcorp.gov.my) for any general inquiries and [ithelpdesk@hrdcorp.gov.my](mailto:ithelpdesk@hrdcorp.gov.my) for any system technical assistance

Thank you.