



**HUMAN RESOURCE DEVELOPMENT CORPORATION**

## **IMPLEMENTATION GUIDELINE**

# **HRD Corp Trainers' Development Framework (HRD-TDF)**

**VERSION 4  
1 March 2022**

## **1.0 PURPOSE**

1.1. The purpose of this guideline is intended to notify stakeholders on the current procedures and implementation mechanism of the Human Resources Development Corporation Trainers' Development Framework (HRD-TDF) that is to be effective from 1<sup>st</sup> January 2021.

## **2.0 OBJECTIVE**

2.1. The HRD-TDF is an initiative designed specifically to uphold the quality of training conducted under the various HRD Corp schemes. This initiative is to create a pool of competent Trainer professionals through the implementation of a quality baseline standard for active trainers under HRD Corp which aims to support the human capital needs of the nation.

2.2. The objectives of HRD-TDF is to:

- i. Ensure all active trainers under HRD Corp are able to meet a baseline quality standard; and
- ii. Ensure all trainers under HRD Corp remain ACTIVE and continuously develop themselves throughout their training career.

## **3.0 TARGET GROUP**

3.1. The target group for this initiative are all trainers conducting training under the various HRD Corp schemes as follows:

- i. Employer grant schemes such as:
  - a. HRD Corp Claimable Courses;
- ii. Strategic Initiative schemes:
- iii. Any other HRD Corp schemes, which may be introduced from time to time.

## **4.0 DEFINITION**

4.1. Under the HRD-TDF, trainers will be categorized as follows:

### **4.1.1. TTT Certified Trainer**

Trainers who have successfully completed the five (5) days of the HRD Corp Train-The-Trainer (TTT) certification course and

certified by TTT lead trainers will be recognized as **TTT Certified Trainers**.

4.1.2. **TTT Exempted Trainer**

Trainers who have successfully obtained an exemption for the TTT course based on certification, qualification or experience will be recognized as **TTT Exempted Trainers**.

4.1.3. **HRD Corp Accredited Trainer**

Trainers who have undergone the accreditation process successfully will be recognized as HRD Corp Accredited Trainers and there are two (2) methods to obtain this accreditation:

i. **Accreditation by Assessment**

TTT Certified or TTT Exempted Trainers who obtained the accreditation through an assessment process will be evaluated by panels appointed by HRD Corp and recognized as **HRD Corp Accredited Trainer**.

ii. **Accreditation by Activity**

TTT Certified or TTT Exempted Trainers who obtained accreditation based on the activity method is deemed competent upon completion of 120 hours of training within the required timeline will be recognized as **HRD Corp Accredited Trainers**.

## 5.0 **IMPLEMENTATION TIMELINE**

5.1. The HRD-TDF will be effective from 1<sup>st</sup> January 2021.

5.2. Beginning 2021, all newly trained TTT Certified Trainers and TTT Exempted Trainers will be subjected to the HRD-TDF.

5.3. However, trainers who are TTT Certified and TTT Exempted before 1<sup>st</sup> January 2021, will be given a grace period of three (3) years from 1<sup>st</sup> January 2021 till 31<sup>st</sup> December 2023 to comply with the HRD-TDF.

## 6.0 **IMPLEMENTATION PLAN**

6.1. To achieve the objectives of the HRD-TDF, ONLY HRD Corp Accredited Trainers will be allowed to conduct training under the various HRD Corp

schemes as defined in 3.1. This will be enforced once the HRD-TDF is fully implemented which will be announced in the future.

- 6.2. However, the following trainers will be exempted for this requirement:
- i. In-house or internal trainers who conduct training within their companies for their workforce;
  - ii. Officers from government and statutory bodies who conduct training based on respective subject matter area of expertise;
  - iii. Speakers who deliver at seminars and conferences;
  - iv. Subject matter experts (SME) who are appointed by government bodies where they are only allowed to conduct courses within their SME scope;
  - v. Foreign-based visiting trainers who conduct less than five (5) training sessions in a year.
- 6.3 In line with the implementation timeline detailed in Section 5, these requirements will be rolled out in phases as follows:
- i. All trainers who obtained the TTT Certificate of completion or TTT Exemption after 1<sup>st</sup> January 2021 will have to undergo the HRD Corp Accreditation through an assessment process within 6 months from the date of TTT course completion or TTT Exemption approval in order to conduct training under various HRD Corp schemes.
  - ii. All trainers who obtained the TTT Certified Trainer and the TTT Exempted Trainer recognition before 1<sup>st</sup> January 2021 will be given a three (3) years grace period to acquire HRD Corp Accredited Trainers status. As such, they are allowed to conduct training under HRD Corp throughout this grace period.
- 6.4 As of 1<sup>st</sup> January 2024, ONLY HRD Corp Accredited Trainers will be allowed to conduct training under various HRD Corp schemes. We will update this from time to time should there be any changes in this policy.
- 6.5 Trainers are required to complete the accreditation process successfully to obtain the HRD Corp Accredited Trainer status. There will be two (2) options available to obtain the Accreditation: :
- i. Accreditation by Assessment - for all TTT Certified and TTT Exempted Trainers after 1<sup>st</sup> January 2021 and for existing trainers

who could not meet the required training hours for Accreditation by Activity. (Refer to 7.0)

- ii. Accreditation by Activity - only for TTT Certified and TTT Exempted Trainers before 1<sup>st</sup> January 2021. (Refer to 8.0)

## **7.0 ACCREDITATION BY ASSESSMENT PROCESS**

7.1. The assessment will be carried out online through the Trainer's Development Management System (TDMS) for all TTT Certified and TTT Exempted Trainers.

7.2. The pre-requisites for a Trainer to apply for Accreditation is:

- i. The trainer must be either a TTT Certified or TTT Exempted Trainer.
- ii. All active trainers are required to register their trainers' profile via TDMS platform at <https://trainers.hrdcorp.gov.my/register/member>.

7.3 This assessment requires trainers to demonstrate their competence in five (5) areas of competencies as stated below :

- i. CT1: Plan Adult Learning
- ii. CT2: Conduct Training Needs Analysis (TNA)
- iii. CT3: Design Competency-Based Training Course
- iv. CT4: Conduct A Competency-Based Training Course
- v. CT5: Assess Participant's Competence

7.4 Trainers will be required to demonstrate their competence in a real training situation for the purpose of Accreditation by assessment. As such, the trainer is to submit all documents required from a real training session conducted.

7.5 All trainers are required to submit their application for accreditation via TDMS.

7.6 Submission of accreditation by assessment will be through TDMS and the following supporting documents are to be attached:

- i. Link to Video URL
- ii. Course Outline
- iii. Lesson Plan
- iv. Presentation Slides

- v. Attendance form / Feedback forms of participants / Acknowledgement letter from Training Provider or Employer (on company letterhead)
- 7.7 Please take note that the required specifications for the video recording for submission have been detailed in Appendix A.
- 7.8 All the supporting documents are required to be uploaded on the TDMS as PDF files. It will be necessary for trainers to retain hardcopy of supporting documents as HRD Corp reserves the rights to request for the original documents for verification purposes.
- 7.9 All trainings within the HRD Corp requirements will be considered valid for the claimable training hours; irrespective of being under the various HRD Corp schemes or outside. The HRD Corp requirements are as follows:
- i. The participants must comprise of adults;
  - ii. Participants: Minimum two (2) nos., Maximum 25 nos. for technical training or 35 nos. for soft skills training if single trainer; and
  - iii. Duration: Minimum of four (4) hours.
- 7.10 Trainers who have successfully completed the assessment will be awarded the HRD Corp Accredited Trainer status with a validity of three (3) years.

## **8.0 ACCREDITATION BY ACTIVITY PROCESS**

- 8.1. The accreditation by activity method is for trainers who are TTT Certified or TTT Exempted before 1<sup>st</sup> January 2021.
- 8.2. Trainers are required to accumulate 120 hours of training within 12 calendar months in order to consider for HRD Corp Accredited Trainers. Trainers can choose to apply for accreditation by activity anytime during the grace period if they have sufficient supporting documentation required to prove the 120 hours accumulated beginning from 1<sup>st</sup> January 2018 to date.
- 8.3. All trainings that falls within the HRD Corp requirements can be considered for the claimable training hours; irrespective of being under the various HRD Corp schemes or outside. The HRD Corp requirements are as follows:
- i. The participants must comprise of adults;

- ii. Participants: Minimum two (2) nos. , Maximum 25 nos. for technical training or 35 nos. for soft skills training if single trainer;
  - iii. Duration: Minimum of four (4) hours; and
  - iv. Face to Face.
- 8.4. Trainers are required to submit application for accreditation via the TDMS.
- 8.5. Submission of training hours for accreditation by activity will be through TDMS and trainers are required to attach a minimum of two (2) supporting documents from the list below:
- i. Complete attendance sheet;
  - ii. Participant's feedback form using HRD-TEE for trainings conducted under HRD Corp schemes or general format of feedback form for trainings conducted outside of HRD Corp;
  - iii. Offer letter/email from the employer/ Training Provider to Trainer; and
  - iv. Proof of payment from the Employer or Training Provider to Trainer.
- 8.6. All the supporting documents are required to be uploaded in TDMS. Trainers are required to retain the softcopy/hardcopy of the supporting documents for at least 3 years and HRD Corp reserves the rights to request for the original documents for verification purposes.
- 8.7. Trainers who successfully completed the accreditation process will be awarded the HRD Corp Accredited Trainer status with a validity of three (3) years.

## **9.0 RENEWAL PROCESS**

- 9.1. HRD Corp Accredited Trainers have a limited validity of three (3) years. Trainers will need to renew their accreditation to extend their validity.
- 9.2. Trainers will be required to conduct a total of 360 accumulated hours of training within their three (3) years of validity period to renew their accreditation.
- 9.3. Any training that is within the HRD Corp requirement (adult participants, minimum of two (2) pax, minimum of four (4) hours can be considered for the claimable training hours, regardless it's being conducted under the various HRD Corp schemes or outside.
- 9.4. Trainers are required to submit application for renewal via TDMS.

- 9.5. Submission of online accreditation application must be attached with minimum two (2) supporting documents from the list below:
- i. Complete attendance sheet;
  - ii. Participant's feedback form using HRD-TEE for trainings conducted under HRD Corp schemes or general format of feedback form for trainings conducted outside of HRD Corp;
  - iii. Offer letter/email from the employer/ Training Provider to Trainer; and
  - iv. Proof of payment from the Employer or Training Provider to Trainer.
- 9.6 All the supporting documents are required to be uploaded in TDMS. Trainers are required to retain the softcopy/hardcopy of the supporting documents for at least 3 years and HRD Corp reserves the rights to request for the original documents for verification purposes.
- 9.7 Trainers who successfully completed the accreditation process will be awarded the HRD Corp Accredited Trainer status with a validity of three (3) years.
- 9.8 Trainers failing to meet the required training hours for renewal purposes are allowed to select the option for accreditation by assessment to renew their validity. The detail of this assessment process has been specified in item 7.0.
- 9.9 Trainers are required to submit their renewal application at least 3 months before the expiry date of accreditation validity.

## **10.0 AMENDMENTS**

- 10.1. HRD Corp may change or amend this guideline from time to time. Trainers and Training Providers will be notified of the relevant changes to strengthen the implementation of the HRD-TDF.



## **APPENDIX A**

### **HRD CORP TRAINERS' DEVELOPMENT FRAMEWORK VIDEO SUBMISSION FOR ASSESSMENT**

#### **REQUIREMENT SPECIFICATIONS**

Trainers who apply to complete the accreditation by assessment are required to submit a video demonstrating an actual face-to-face training session for the evaluation of a panel comprising of 3 HRD Corp Lead Trainers to assess the trainer's competencies. This video presentation is a training session conducted by the trainer in Bahasa Malaysia or English.

The requirement specifications of the video submission are as follows:

1. The video should be of sufficient resolution so that the facial expressions of the trainer are visible. (minimum: 480p resolution)
2. The audio track of the video must be clear and easily understood.
3. The video must show the trainer being in action that includes parts of the participants' involvement. For this to be captured, trainers are to ensure that the video is shot from the back of the training room.
4. The trainer must obtain the consent of the clients and participants to utilize the video for assessment purpose.
5. The video should include two (2) sessions of the training class which are:
  - a. The opening of Module 1 covering the introduction, ice-breaking and the beginning of the actual training of (60 to 90 mins.)
  - b. Subsequently, another module from the remaining of the same training session that focuses on actual training of (60 to 90 mins) is to be included.
6. The video should be saved into an online hosting site (eg. Youtube, Dropbox, Google Drive etc.). Only the link should be submitted for the assessment.

Trainers are required to retain a digital copy of this video at least three (3) years for verification purposes.

**LIST OF ABBREVIATIONS**

<b>1</b>	<b>HRD Corp</b>	<b>Human Resources Development Corporation</b>
<b>2</b>	<b>HRD – TDF</b>	<b>Human Resources Development Corporation – Trainers Development Framework</b>
<b>3</b>	<b>TTT</b>	<b>Train-The-Trainer</b>
<b>4</b>	<b>TDMS</b>	<b>Trainers Development Management System</b>
<b>5</b>	<b>HRD –TEE</b>	<b>Human Resources Development Corporation – Training Effectiveness Evaluation</b>