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Date : 15 June 2022

HRD CORP REGISTERED EMPLOYERS' CIRCULAR NO. 2/2022 HRD CORP MICROCREDENTIAL INITIATIVE IMPLEMENTATION

1. Purpose

This circular aims to inform HRD Corp registered employers about the HRD Corp Microcredential initiative implementation.

2. Background

- 2.1 Since its inception in 1993, HRD Corp is responsible for driving Malaysia's talent development aspirations through the collection of levy from employers and the funding of training and development programmes for the Malaysian workforce.
- 2.2 What was desired now becomes a necessity as a multi-skilled workforce is demanded highly now more than ever in the current job market. To accommodate the needs, HRD Corp Microcredential Initiative offers Malaysian talents the opportunity to gain formal qualifications following a short learning experience in a simple, stackable, and secure manner to ensure that Malaysians remain employable, adaptable, and competitive in this fast-paced industry.
- 2.3 As one of its new value-adds, HRD Corp has introduced the Microcredential initiative to provide its registered employers with opportunities to get their employees certified while enhancing their skills and knowledge through HRD Corp registered training courses. Microcredential courses are able to give HRD Corp registered employers long-term value for their employees by creating access to lifelong learning advantages.
- 2.4 HRD Corp Microcredential Initiative was officially launched on 13 April 2022 to democratise access to upskilling and attaining formal recognitions for Malaysian talents.

3. Objectives

The objectives of the HRD Corp Microcredential (MC) initiative are to:

- 3.1 Add value to HRD Corp registered courses.
- 3.2 Create pathways for trainees to achieve formal qualifications with stackable Microcredentials; and
- 3.3 Widen learning opportunities to make lifelong learning a reality for Malaysia's workforce and talents.

4. HRD Corp Microcredential Initiative Implementation

- 4.1 The HRD Corp Microcredential initiative will commence on 15 August 2022, whereby HRD Corp Microcredential courses will be available to all registered employers to apply for training grants for levy utilisation.
- 4.2 Effective 15 August 2022, employers may only apply training grants for courses registered as HRD Corp Microcredential or HRD Corp Microcredential exempted courses.
- 4.3 Beginning 15 August 2022, all Microcredential based training grant application will be subjected to a Microcredential fee of RM300.00/trainee.
- 4.4 Enclosed is the implementation guideline for the HRD Corp Microcredential initiative.

5. HRD Corp Microcredential Exempted Courses

5.1 Exemption for Microcredentials are given by HRD Corp for the following courses:

- i. Training courses that are conducted below four (4) contact hours.
- ii. Exception courses under HRD Corp Claimable Courses (HCC) as stipulated in Employers' Circular No. 3/2021.
- iii. Team building, Coaching and Mentoring type of training.
- iv. Seminars, Conference, Colloquium, Summit; and
- v. Co-curriculum and Fieldwork based training.

Please refer to HRD Corp Microcredential initiative implementation guideline for more information on the exempted courses and Microcredential eligibility criteria.

6. Closing

For further clarification and assistance, kindly contact our Support Centre via <https://supportcentre.hrdcorp.gov.my/portal/en/home>

Thank you.

'Delivering Quality, Developing Excellence'
'Pekerja Tonggak Keluarga Malaysia Dalam Pemulihan Negara'

Yours Sincerely,



.....
(DATUK SHAHUL DAWOOD)

Chief Executive

Human Resource Development Corporation



**PEMBANGUNAN SUMBER MANUSIA BERHAD
(PSMB)**

MINISTRY OF HUMAN RESOURCES

**HRD CORP
MICROCREDENTIAL INITIATIVE
IMPLEMENTATION GUIDELINE**

EFFECTIVE JUNE 2022

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1.0 PURPOSE OF THE GUIDELINE

1.1 This guideline aims to provide information to training providers as well as relevant stakeholders such as employers, employees and trainees on the procedures and implementation mechanism of the HRD Corp Microcredential Initiative which will be in effect from 1st June 2022.

2.0 OBJECTIVES

2.1 The objectives of the HRD Corp Microcredential Initiative are to:

- i. Add value to HRD Corp registered courses;
- ii. Create pathways for trainees to achieve formal qualifications with stackable Microcredentials; and
- iii. Widen learning opportunities to make lifelong learning a reality for Malaysia's workforce and talents.

3.0 TARGET GROUP

3.1 The HRD Corp Microcredential initiative is targeted to all Malaysians through various schemes and initiatives under HRD Corp.

4.0 DEFINITION OF A MICROCREDENTIAL

4.1 Microcredentials are evidence of learning outcomes acquired by a learner after a short learning experience, as measured by knowledge, skills, and attitudes. Microcredentials can be sourced from accredited programmes or stand-alone courses that support the professional, technical, academic and personal development of the trainees.

5.0 HRD CORP MICROCREDENTIAL FRAMEWORK

5.1 The HRD Corp Microcredential Framework is developed to provide value to HRD Corp registered training courses. This is done by ensuring that all Microcredential Courses offered through HRD Corp meet the required standards of the HRD Corp Microcredential Framework, in line with the requirements set by accreditation bodies.

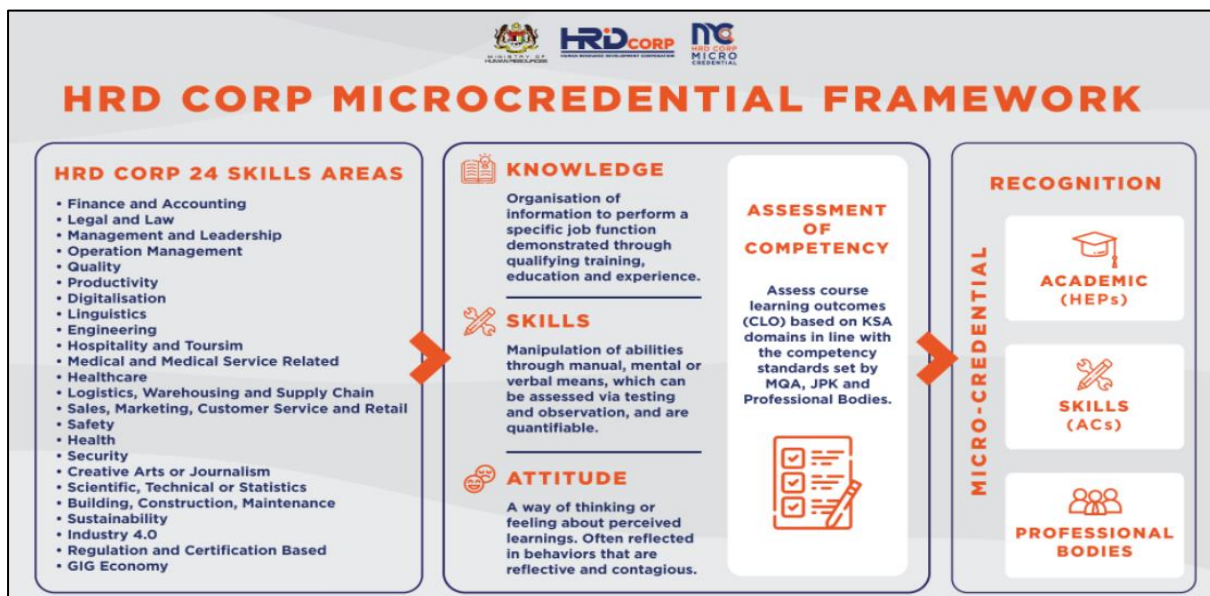


Figure 1: HRD Corp Microcredential Framework

5.2 The HRD Corp Microcredential Framework is developed based on registered courses representing all skill areas identified by HRD Corp.

5.3 HRD Corp’s recognition consists of three main elements; knowledge, skill, and attitude (KSA) domains; as well as the embedded assessment methodology based on the KSA competencies.

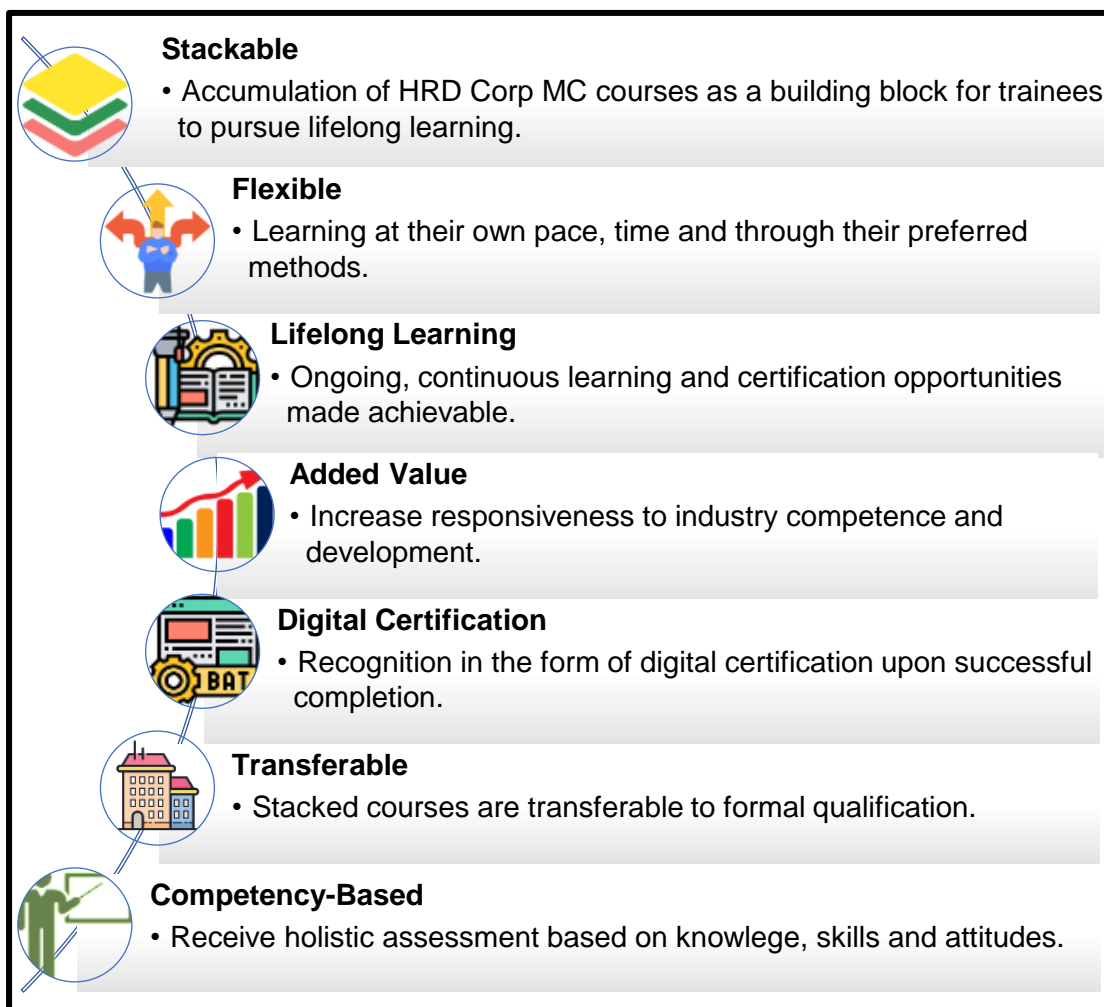
5.4 The KSA domains refer to the level of knowledge and skills that trainees need to acquire during the course. This must be followed by their right attitude and ability to apply the newly acquired knowledge and skills in a real-life scenario.

5.5 The assessment methods should be appropriate and in line with the level of KSA domains embedded in the Microcredential Courses and reflect

the Course Learning Outcome (CLO). These are usually industry-driven and meet the standards set by the Malaysian Qualifications Agency (MQA), Department of Skills Development (DSD) and other professional bodies.

5.6 Upon completion of the Microcredential courses, trainees have the potential to stack their HRD Corp Microcredential certifications to attain credit transfer and pursue formal qualifications according to the levels, credit value and skill areas.

6.0 BENEFITS OF HRD CORP MICROCREDENTIAL COURSES



7.0 SUITABILITY OF COURSES FOR HRD CORP MICROCREDENTIAL ACKNOWLEDGEMENT

7.1 HRD Corp Microcredential course acknowledgement is compulsory for a course to be registered under HRD Corp Claimable Courses. Criteria for HRD Corp Microcredential course acknowledgement:

- i. Minimum four (4) contact hours with required independent learning time;
- ii. Competency based training courses; and
- iii. Competency based assessment.

7.2 However, exemptions are given by HRD Corp for the following courses:

- i. Training courses that are conducted below four (4) contact hours.
- ii. Exception courses under HRD Corp Claimable Courses (HCC) as stipulated in Circular No. 3/2021.
- iii. Team building, Coaching and Mentoring type of training.
- iv. Seminars, Conference, Colloquium, Summit; and
- v. Co-curriculum and Fieldwork based training.

Courses like industrial training, internship, industrial attachments, final year project, research projects, dissertation and thesis are NOT suitable for HRD Corp Microcredential initiative.

7.3 Training Providers may customise the above-mentioned exemption courses in accordance with the criteria mentioned in 7.1 to be HRD Corp Microcredential eligible.

8.0 **MODES OF DELIVERY**

NO	MODE OF DELIVERY	DESCRIPTION
1	Face-to-Face (F2F)	An instructional method where the course content and learning materials are taught in-person to a group of trainees which then creates a live interaction between trainees and trainer.
2	Remote Online Training (ROT)	An online learning experience where a trainer remotely and in real-time conducts training to a group of trainees using a combination of materials.
3	E-Learning	An interactive learning approach that consists of a set of e-lessons, in a linear sequence of screens, including texts, graphics, animations, audio, video, simulations and interactivity in the form of questions and feedback.
4	Hybrid	A learning session that combines two or more modes of delivery.

8.1 For more information on online training mode of delivery, kindly refer to the Online Training guidelines in the link below:

<https://hrdcorp.gov.my/wp-content/uploads/2021/03/Online-Training-Guideline-2021-4.0-1.pdf>

9.0 **HRD CORP MICROCREDENTIAL IMPLEMENTATION**

9.1 **HRD Corp Microcredential Implementation Process Flow**



Figure 2: HRD Corp Microcredential Implementation Process Flow

9.2 **Description of HRD Corp Microcredential Implementation Process Flow**

No	Process	Description
9.2.1	Microcredential Course Acknowledgement	<p>Training Providers are required to log in to Microcredential Course Acknowledgement System (MiCAS) to submit their course application, using MyCoID and password.</p> <p>Upon course verification and approval, MC Course Acknowledgement Letter will be issued via MiCAS to Training Providers.</p>
9.2.2	Microcredential Course Registration	<p>Training Providers may then proceed with the Microcredential Course Registration in e-TRiS. Please refer to the Course Registration guidelines at the link below: https://hrdcorp.gov.my/wp-content/uploads/2021/10/3-Process-Flow-For-Programme-Registration.pdf</p> <p>Training Providers are required to state the Course Title with “MC” tagging, followed by the Course Title during course registration.</p> <p>E.g. (MC) Certified Cyber Security Professional</p>
9.2.3	Microcredential Course Commencement	<p>A link will be emailed to training providers and trainees prior to the training commencement. Respective parties are to fill up the required information in the given link.</p>
9.2.4	Microcredential Course Completion	<p>Training providers are required to submit the final assessment report of the trainees via the link provided for HRD Corp verification purposes.</p>
9.2.5	Digital Certification	<p>Upon verification on the final assessment report, digital certification will be awarded by HRD Corp to trainees who have successfully demonstrated the required competencies.</p>

10.0 HRD CORP MICROCREDENTIAL COURSE RECOGNITION

10.1 MQA Recognition

Nature of Microcredential	Components of the Accredited Programme (Single HEP)	Components of the Accredited Programmes (Multiple HEPs)	Stand-alone Courses (HRD Corp Training Providers)
Credit transfer upon completion of HRD Corp Microcredential Courses.	Since all Microcredential courses are components of the accredited HEP programmes, all course credits including credit transfers will move trainees towards 100% completion of the programmes.	Credit transfers (subject to credit transfer policies of HEPs) are allowed for a maximum of 70% of the credits in the programme. The awarding HEPs can determine the 30% requirements to be fulfilled by trainees and the mode of delivery of the prescribed programme.	Credit transfers up to 30% in an accredited programme, subject to APEL C, Q or MOOC guidelines.

10.2 DSD Recognition

Nature of Microcredential	Components of the Accredited Programme (Single AC under DSD)	Components of the Accredited Programmes (Multiple ACs under DSD)	Stand-alone Courses (HRD Corp Training Providers)
Credit transfer upon completion of HRD Corp Microcredential Courses.	Since all the Microcredential courses are components of the National Occupational Skills Standard (NOSS) under Malaysian Skills Certification, all course credits including credit transfers will move trainees towards 100% completion of the programmes.		Credit transfers up to 30% in an Accredited Programme, subject to DSD's Credit.

11.0 INSPECTION

11.1 HRD Corp inspectorate officers may conduct verification visits to the training venue and/or to the employer premise(s) to verify on the compliance and trainee authenticity of training and trainers. During the visit, trainee(s), employer(s) and approved trainer(s) shall give their fullest cooperation.

11.2 During the verification process, all related documents such as trainee attendance form, acknowledgement letter from HRD Corp are to be provided for verification purposes. HRD Corp inspectorate officers will be given the authority to do the necessary for inspection measures which include interviewing trainees and taking photographs and/or video recording of the classes' session.

- 11.3 If the trainees are not present in the classroom during the inspection, the attendance form of the trainee will be marked as absent. The marked trainee attendance form must be attached together with the claim form during the submission. Failure to provide the original trainee attendance and claim form will cause the claim to be queried.
- 11.4 Approved Training Providers must ensure the staff is capable to assist HRD Corp's officers in-charged during the verification visit and always be available at the training venue.
- 11.5 For online training, verification will be conducted through an online platform. Links of online classes should be emailed to inspectorate@hrdcorp.gov.my 24 hours before training commences.
- 11.6 HRD Corp reserves its rights to restrict any future engagement or suspend the approved training provider if there is evidence or reasonable cause to believe that there is any breach of guideline or misleading statement(s) submitted to HRD Corp.

12.0 TRAINING EFFECTIVENESS EVALUATION (HRD-TEE)

- 12.1 HRD-TEE is a holistic approach in assessing specific measures for training courses and schemes divided into two (2) different assessments: Output and Outcome.
- 12.2 **Output Assessment:**
 - i. The purpose of this Output Assessment is to assess the immediate reaction and to obtain feedback from the trainees on the attended course.
 - ii. The training provider/trainer must facilitate and ensure all trainees enrolled in Microcredential courses fill up the Training Effectiveness Evaluation section on the final day of the course. This is a requirement that all approved training providers must adhere to. Failure to comply with this requirement may affect the approval of future applications to HRD Corp.

12.3 Outcome Assessments:

- i. The purpose of the outcome assessment is to assess the **actual understanding and application** after the training.
- ii. Issued to trainees at least six (6) months (max 5 years) after the course ended to measure the achievement level of desired objectives of the scheme through identified leading indicators/learning objectives.
- iii. HRD Corp will send the assessment link via email/dedicated platform to all trainees and recommend completing the assessment within the stipulated timeline.
- iv. Training provider/trainer **must ensure that trainees' particulars and contact details, especially email addresses stated in course registration are valid.**

13.0 RECORD MANAGEMENT AND MAINTENANCE

13.1 HRD Corp-registered Training Providers are required to safeguard and maintain the trainees' records such as course attendance assessment, course work and course completion information for the minimum duration of seven (7) years from the date of the Microcredential Course completion for reference purposes.

14.0 AMENDMENTS

14.1 HRD Corp reserves the right to change or amend this guideline to strengthen the implementation of the HRD Corp Microcredential Initiative. Approved training providers, including the HRD Corp registered employers will be notified of any changes made to strengthen the implementation of HRD Corp Microcredential initiative

ABBREVIATION

HRD Corp	Human Resource Development Corporation
MC	Microcredential
KSA	Knowledge, Skill and Attitude
CLO	Course Learning Outcome
MQA	Malaysian Qualifications Agency
DSD	Department of Skills Development
MyCoID	My Company Identification
e-TRiS	Electronic Transformation Information System
MiCAS	Microcredential Course Acknowledgement System
HEP	Higher Education Provider
AC	Accredited Centre
APEL C	Accreditation of Prior Experiential Learning for Credit Award
APEL Q	Accreditation of Prior Experiential Learning for Award of Academic Qualification
MOOC	Massive Open Online Courses
NOSS	National Occupational Skills Standard
HCC	HRD Corp Claimable Courses



Frequently Asked Questions (FAQs) HRD Corp Microcredential Initiative

1. What is Microcredential?

Microcredential is a proof of learning outcomes acquired by a learner after a short learning experience, as measured by knowledge, skills, and attitude (KSA) domains.

2. What is HRD Corp Microcredential initiative?

HRD Corp Microcredential is an initiative developed to provide value to the existing HRD Corp registered training courses. This is done by ensuring all Microcredential courses offered through HRD Corp meet the required standards of HRD Corp Microcredential Framework in line with the requirements set by the accreditation bodies.

3. Why is HRD Corp implementing Microcredential initiative?

- To add value to the HRD Corp registered courses.
- To create a pathway for learners to achieve formal qualifications with stackable Microcredential courses; and
- To widen learning opportunities to make lifelong learning a reality for Malaysia's workforce and talents.

4. What are the value adds of HRD Corp Microcredential courses?

HRD Corp Microcredential courses are recognised assessment based short courses that are in line with the HRD Corp Microcredential framework. They enable learners to accumulate Microcredential certifications after completing these courses and utilise the credit transfer mechanisms to attain formal qualification in the future.

5. Is it compulsory for all training providers to offer HRD Corp Microcredential courses?

Starting 15 Aug 2022, it is compulsory for all HRD Corp Claimable Courses (HCC) to be Microcredentialed. However, there are selected courses that are exempted from the HRD Corp Microcredential acknowledged courses.



Frequently Asked Questions (FAQs) HRD Corp Microcredential Initiative

6. What are the Microcredential exempted courses?

- I. Training courses that are less than four (4) contact hours
- II. Exception courses under HRD Corp Claimable Courses (HCC) as stipulated in Employer and Training Provider Circular No. 3/2021
- III. Team building, Coaching and Mentoring type of training
- IV. Seminars, Conference, Colloquium and Summit
- V. Co-curriculum and Fieldwork based training

Courses like industrial training, internship, industrial attachments, final year project, research projects, dissertation and thesis are NOT suitable for HRD Corp Microcredential Initiative.

7. What are the exception courses under HRD Corp Claimable Courses (HCC) as stipulated in Employer and Training Provider Circular No. 3/2021?

The exception list under HRD Corp Claimable Courses (HCC) as stipulated in Employer and Training Provider Circular No. 3/2021 dated 25 Jan 2021 is as follows:

- I. In-house training conducted by internal trainers.
- II. Product training by vendors
- III. Training conducted by government departments
- IV. Training conducted by non-governmental organisations (NGO)
- V. Overseas training/seminars/conferences; and
- VI. Long term development training involving academic qualifications.

8. Are the Microcredential exempted courses OPTIONAL for training providers?

Yes, it is optional. Training providers may convert their courses into Microcredential courses by meeting the following criterias:

- I. Minimum of four (4) contact hours with required independent learning time
- II. Competency-based training courses
- III. Competency-based assessment



Frequently Asked Questions (FAQs) HRD Corp Microcredential Initiative

9. How is a course acknowledged as a HRD Corp Microcredential course?

Training providers are required to submit their course details through Microcredential Course Acknowledgement System (MiCAS) for course verification. An acknowledgement letter will be issued to recognise that the submitted course meets the requirement of HRD Corp Microcredential framework.

10. What is Microcredential Course Acknowledgement System (MiCAS)?

Microcredential Course Acknowledgement System (MiCAS) is a platform for training providers to submit the course details for HRD Corp Microcredential course acknowledgement. The course details will be verified before an acknowledgement letter can be issued to training providers to register their Microcredential courses in the e-TRIS.

Kindly refer to MiCAS at <https://microcredential.hrdcorp.gov.my/>

11. What is the next step after receiving the HRD Corp Microcredential (MC) acknowledgement letter from MiCAS?

Upon receiving the acknowledgement letter, training providers are required to register the acknowledged MC courses in the eTRIS as HRD Corp Claimable Courses (HCC).

Starting 1st Aug 2022, HRD Corp will reject training course registration without the attachment of Microcredential acknowledgement letter. The exception is only for courses which have been exempted and given exception as mentioned in questions **No. 6 and No. 7.**



Frequently Asked Questions (FAQs) HRD Corp Microcredential Initiative

12. How long does it take for HRD Corp to issue a Microcredential acknowledgement letter?

The Microcredential course verification process by HRD Corp will take three (3) working days from the date of course submission. For the queried submissions, training providers will be notified via email, and they are required to revert with amendments to HRD Corp within fourteen (14) days. Failing which, the queried submission will be rejected.

13. Can training providers continue to register Microcredential courses after 1st Aug 2022?

Yes, training providers may continue to register Microcredential courses after 1st Aug 2022.

14. Is there a fee charged for HRD Corp Microcredential Course acknowledgment or registration?

No, the acknowledgement of Microcredential course via MiCAS and registration of Microcredential course in e-TRiS is free of charge.

15. Is there a fee charged for HRD Corp MC Courses?

Yes. Beginning 15 Aug 2022, all Microcredential based training grant application will be subjected to a Microcredential fee of RM 300.00/pax, charged to the HRD Corp registered employers.

16. What is the difference between Microcredential under Focus Area and Employer Specific?

Microcredential Employer Specific Courses	Microcredential Focus Area Courses
The general HRD Corp acknowledged MC courses.	Microcredential courses that support the understanding, adoption and development of Microcredential to enhance the current courses.



Frequently Asked Questions (FAQs) HRD Corp Microcredential Initiative

<p>Example of courses:</p> <ul style="list-style-type: none"> • Agile Leadership and Management • Project Management • Excel Skills for Business 	<p>Example of courses:</p> <ul style="list-style-type: none"> • Advanced Microcredential Development Techniques • Reimagining Skills Evaluations through Microcredentials • Microcredential Digital Training and Learning Toolkit
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This definition of Microcredential under focus Area supersedes the definition stated under Employers' Circular No. 8/2021.

17. Will training providers be notified upon approval of the HRD Corp Microcredential course?

Upon completion of the verification process by HRD Corp, Training Providers will receive an email notification from MiCAS, if the courses are approved as Microcredential courses. Training Providers may then download the Microcredential course acknowledgement letter from MiCAS.

18. Can employer submit Grant application for Microcredential Courses upon Acknowledgement Letter issued through MiCAS?

No, they cannot. Employers will not be able to submit any grant application upon the issuance of the acknowledgement letter to training providers. However, the training providers are required to register the acknowledged Microcredential courses in the eTRIS. Subsequently, employers may then proceed with the grant application in the eTRIS to select the Microcredential courses they would like to enrol into.

19. What are the minimum training hours for a Microcredential course?

The minimum training hours for a Microcredential course is four (4) hours with required independent learning time to obtain the stipulated credit value.



Frequently Asked Questions (FAQs) HRD Corp Microcredential Initiative

20. What is Independent Learning Time (ILT)?

The learning time consumed by the learner independently (non-guided) to achieve the specified course learning outcomes (CLO), including the assessment preparation time.

For more information, kindly refer to the contact hour guideline in MiCAS.

21. Is the digital certificate awarded by HRD Corp recognised by the Higher Education Providers and Accreditation Centres in Malaysia?

Yes, it is recognised by accreditation bodies like the Malaysian Qualifications Agency (MQA) and the Department of Skills Development (DSD). This will potentially enable learners to obtain credit transfers and pursue formal qualifications that are offered by Higher Education Providers (HEPs) and Accredited Centres (ACs) in Malaysia. However, the final decision on the credit transfer is subject to the senate/authority bodies of respective institutions.

22. What are the contact details for HRD Corp Microcredential initiative?

Kindly contact our Support Centre via the following link for further information
<https://supportcentre.hrdcorp.gov.my/portal/en/home>

Walk-in inquiries to HRD Corp Head Quarters:

Day	Operational Hours	Break
Monday – Thursday	8.30 AM – 5.30 PM	1.00 PM – 2.00 PM
Friday		12.15 PM – 2.45 PM
Saturday & Sunday	Closed	