MINISTRY OF HUMAN RESOURCES
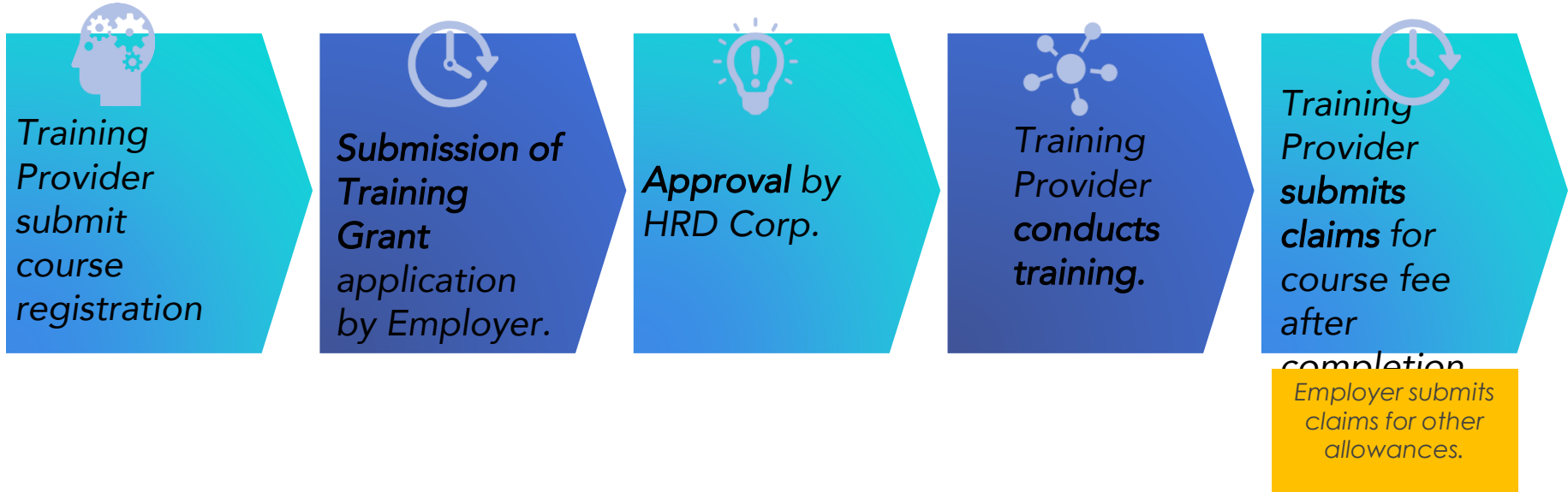
HRD CORP CLAIMABLE COURSES REGISTRATION WORKSHOP

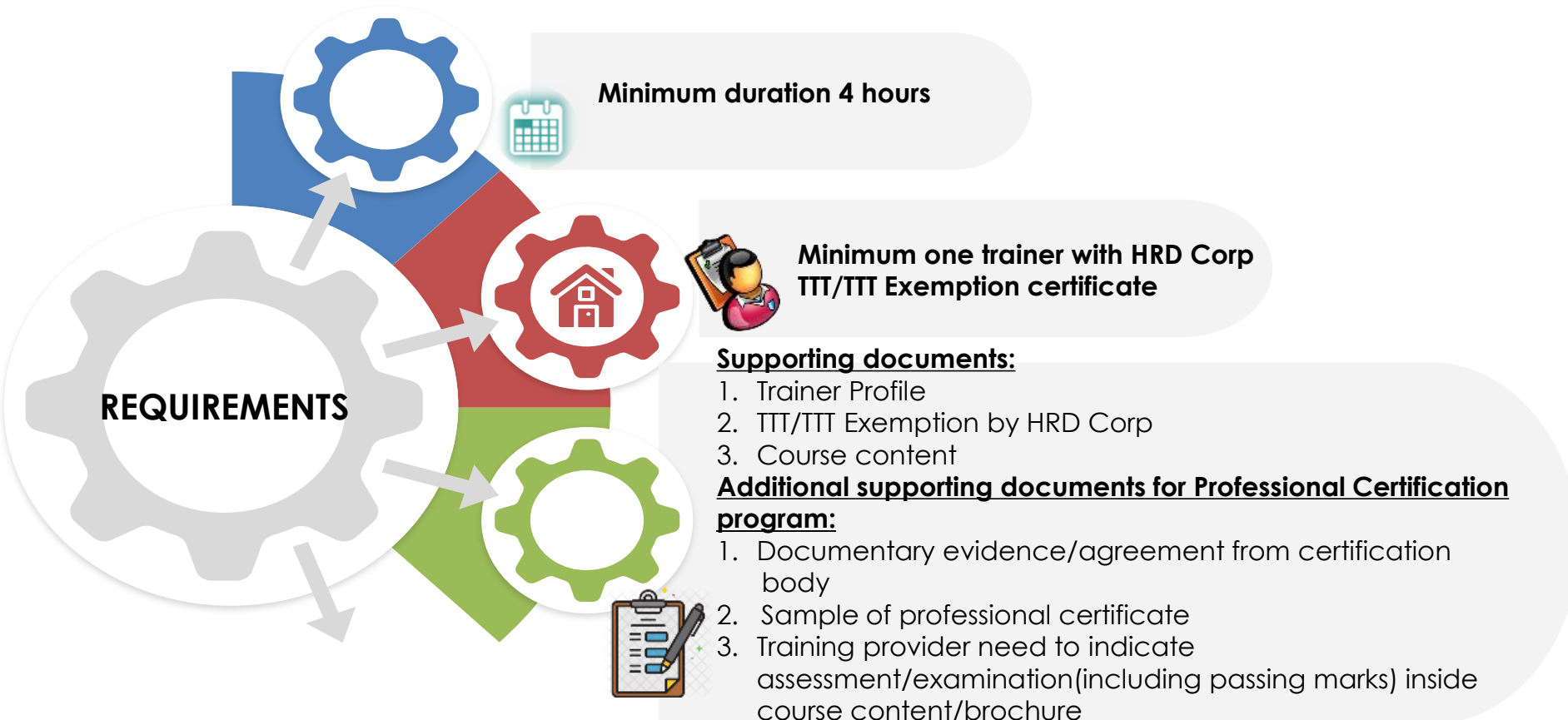**OCTOBER 2023**

TABLE OF CONTENTS

Training Provider submit course registration

Submission of Training Grant application by Employer.

Approval by HRD Corp.

Training Provider **conducts training.**

Training Provider submits claims for course fee after completion.

Employer submits claims for other allowances.

02 REQUIREMENTS

REQUIREMENTS

Minimum duration 4 hours

Minimum one trainer with HRD Corp TTT/TTT Exemption certificate

Supporting documents:
1. Trainer Profile
2. TTT/TTT Exemption by HRD Corp
3. Course content

Additional supporting documents for Professional Certification program:
1. Documentary evidence/agreement from certification body
2. Sample of professional certificate
3. Training provider need to indicate assessment/examination(including passing marks) inside course content/brochure
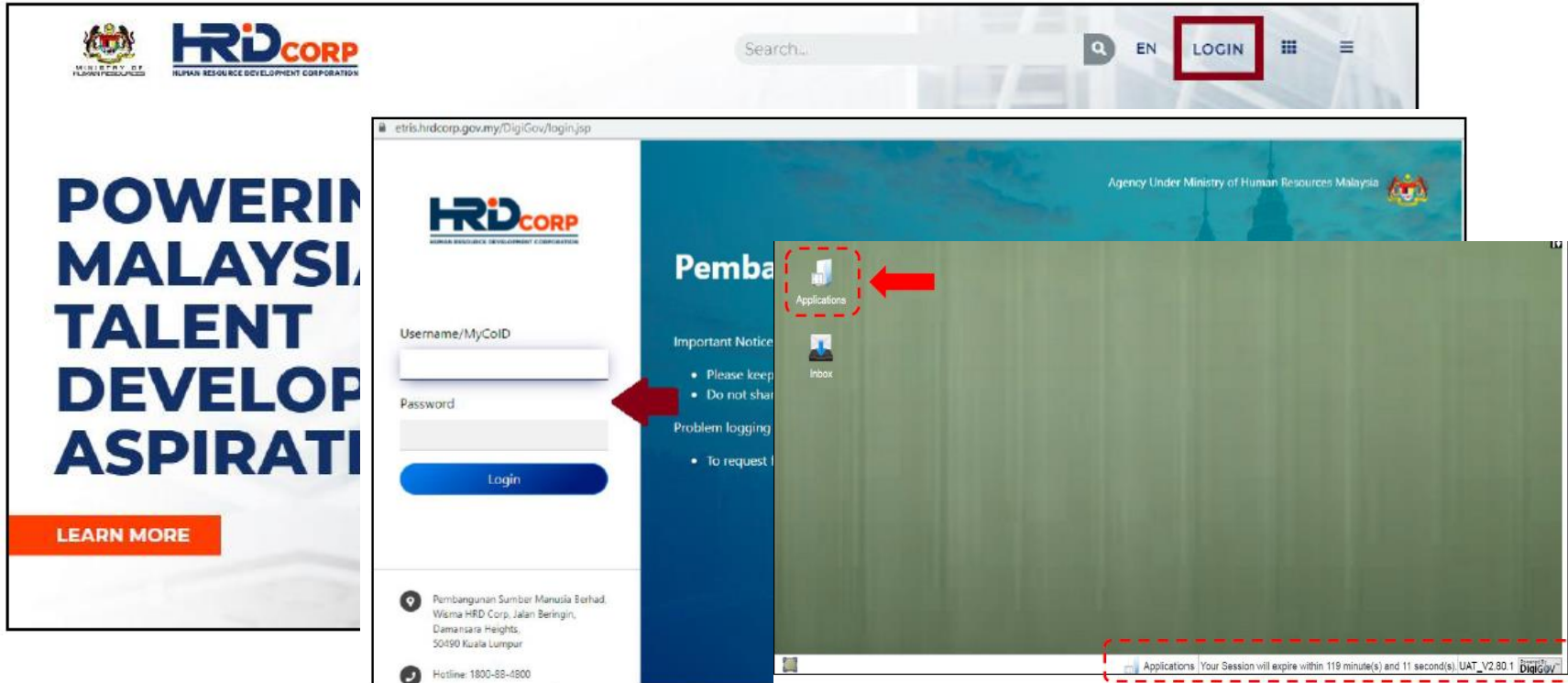
03 COURSE REGISTRATION PROCESS

1

Login to e-tris account

https://www.hrdcorp.gov.my/

Click: Application> Profile Management > Training Programme > Register for Training Programme

2

3

Fill in Course Registration Form

Click Submit

4
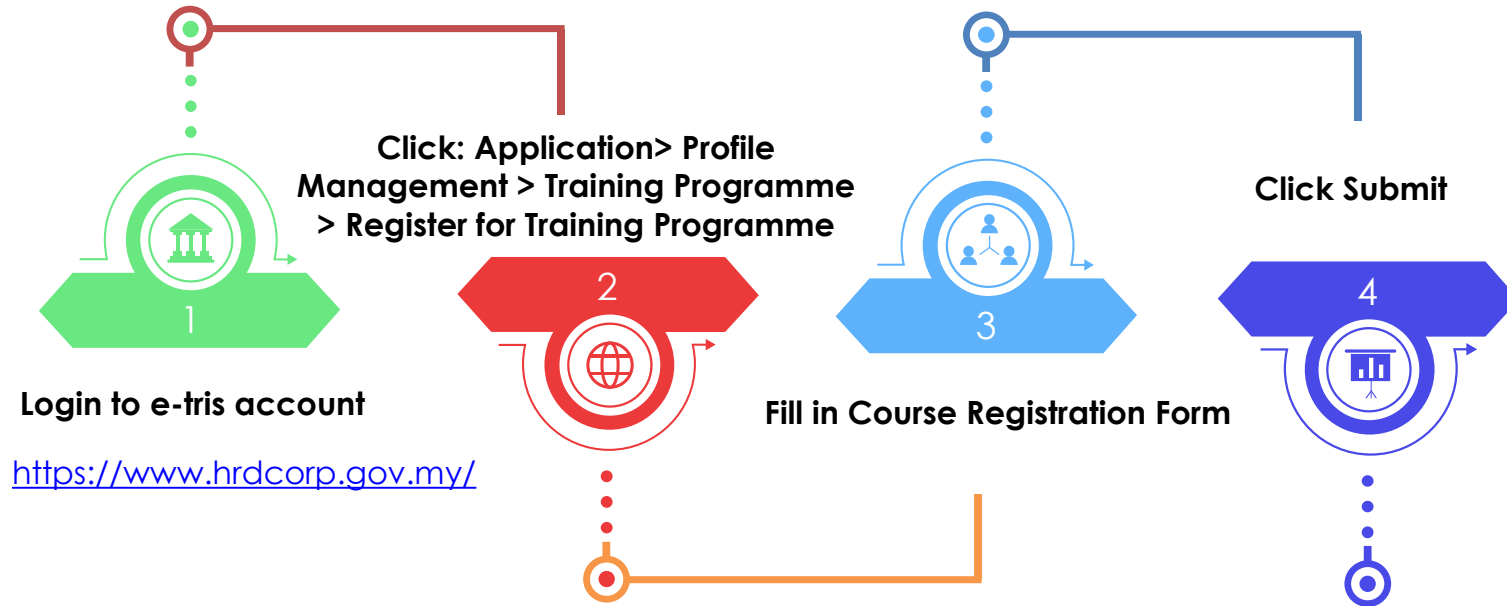
STEP 1: **Login to your E-TRIS Account**

Go to **https://www.hrdcorp.gov.my/**

STEP 2: **Go to Profile Management > Training Programme > Register for Training Programme**
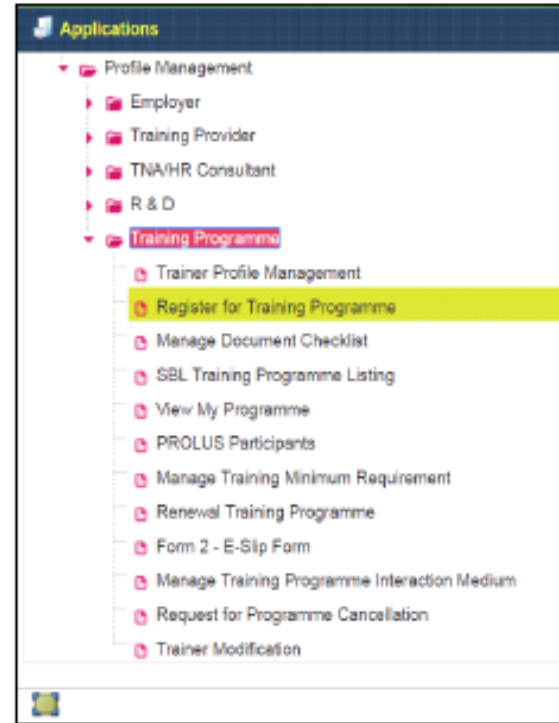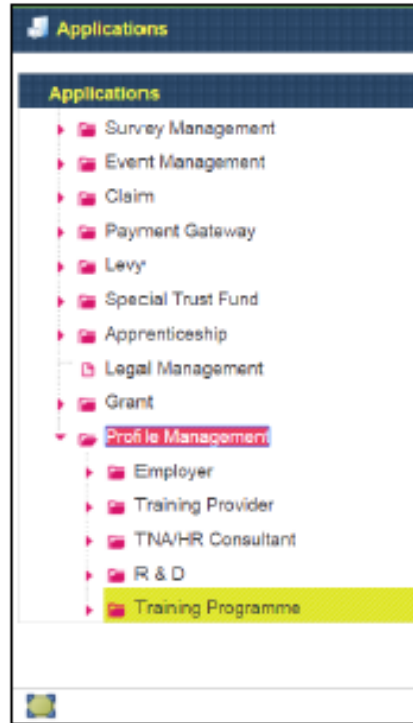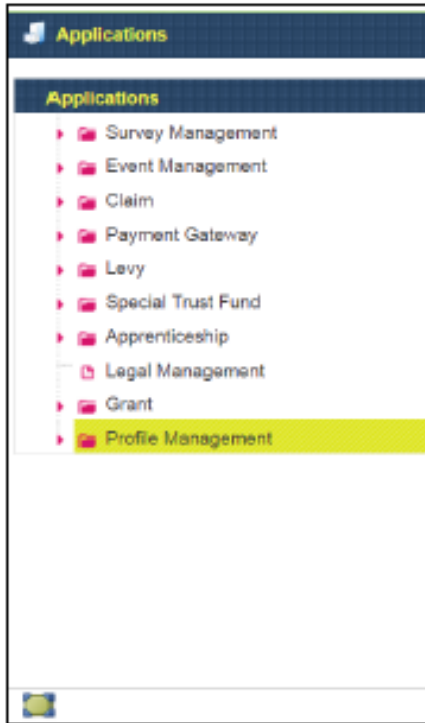
STEP 3: Click on the "New Register for Training Programme" tab

STEP 4: **Click on the "Programme Information" tab and fill in all details**

MINISTRY OF HUMAN RESOURCES | HRD CORP — HUMAN RESOURCE DEVELOPMENT CORPORATION

| < | **Programme Information** | **Course / Content Outline** | **Topic / Module** | **Trainer List** | **Fee For Each Trainee** | > |

— Programme Information

Scheme Name	Select ⌄	*
Focus Area	Select ⌄	*
Skill Area	Select ⌄	*
Course Title	←	Kindly ensure the course title is key in correctly *

Micro Credential Indicator   Select ⌄ *   MiCAS Application No. [ ]

File ⌄   Edit ⌄   Insert ⌄   View ⌄   Format ⌄   Table ⌄   Tools ⌄

👁   ↩   ↪   Formats ⌄   Font Sizes ⌄   **B**   *I*   ≡   ≡   ≡   ≡

☰   ☰   ⇤   ⇥   **A** ⌄   **A** ⌄

Course Summary

Non-e-learning: Face to face or Remote Online Training
E-learning : Self Paced Platform

p

Type Of Training	Select ⌄ *	Type of Programme ⦿ Technical ◯ Non-Technical
Training Mode	Select ⌄	← • Full Time • Part Time

STEP 4: **Click on the "Programme Information" tab" and fill in all details (cont)**

Key in the "TOTAL" Training Hours
E:g 2 Days, 14 Hours

- If non-e-learning: Face to Face/ Remote Online Training (via Teams/ Zoom/Webex)

- If e-Learning: Self Paced Platform (Provide the link and access to the platform)

- Non-certification programme (certificate of attendance): Leave the section blank

- Professional certification programme recognized by any body: Enter the certification body's name

STEP 5: Click on the "Course/ Content Outline" tab" and fill in all details

Submit	Save	Close
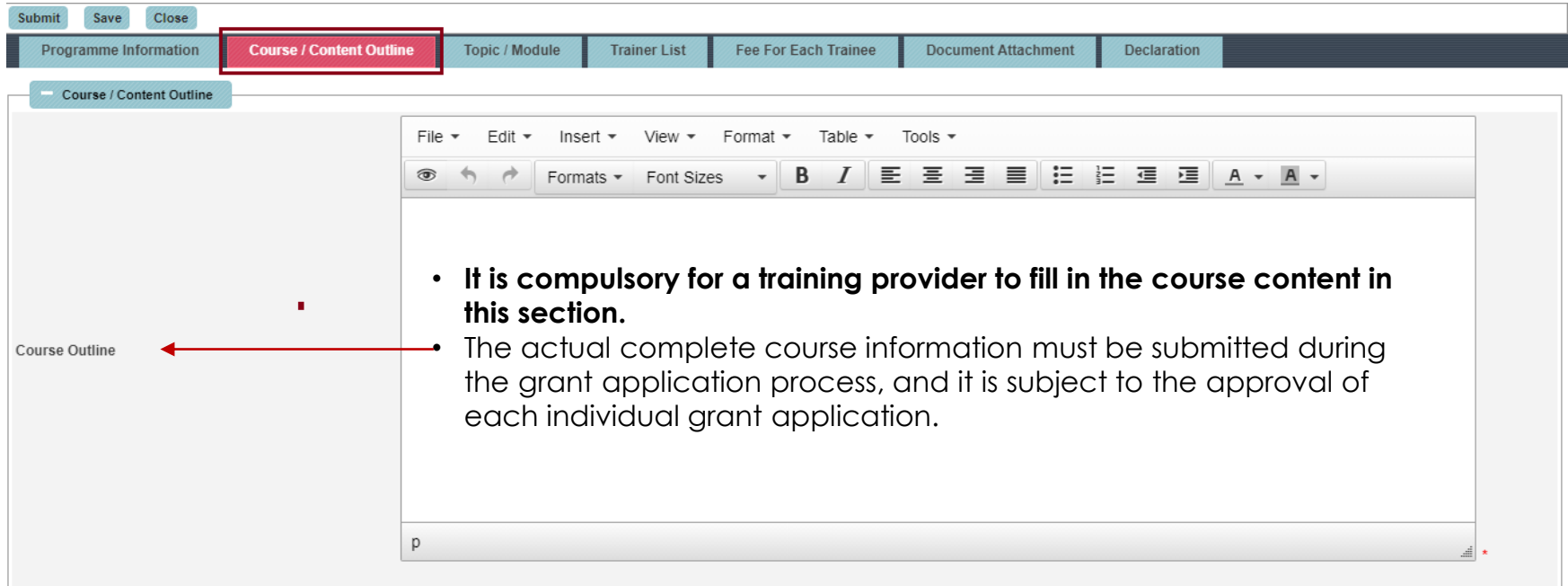
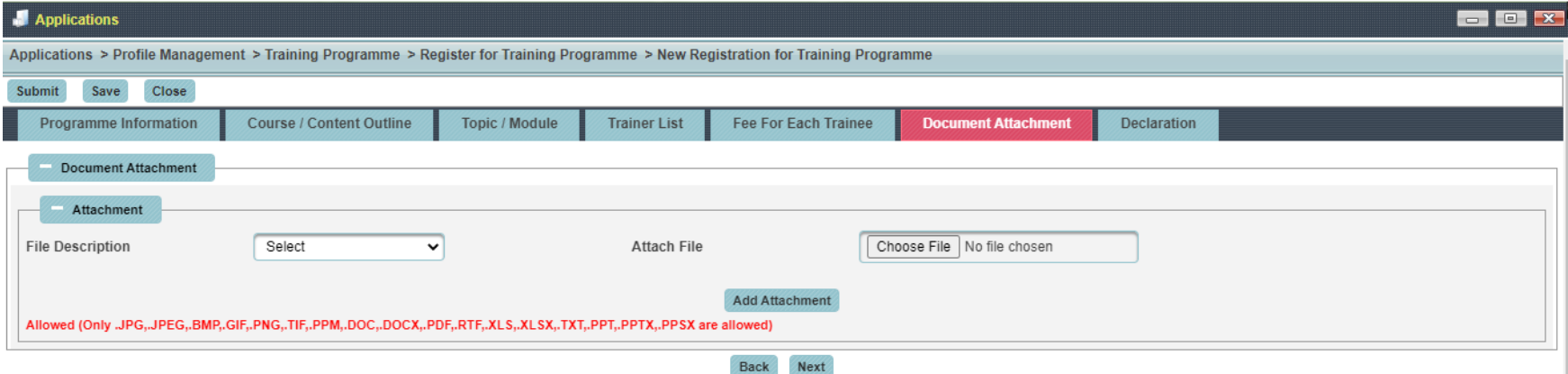| Programme Information	Course / Content Outline	Topic / Module	Trainer List	Fee For Each Trainee	Document Attachment	Declaration

Course / Content Outline

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formats ▾ Font Sizes ▾ **B** *I*

Course Outline

- **It is compulsory for a training provider to fill in the course content in this section.**
- The actual complete course information must be submitted during the grant application process, and it is subject to the approval of each individual grant application.

p

STEP 6: Please leave this section empty (Topic/ Module tab)
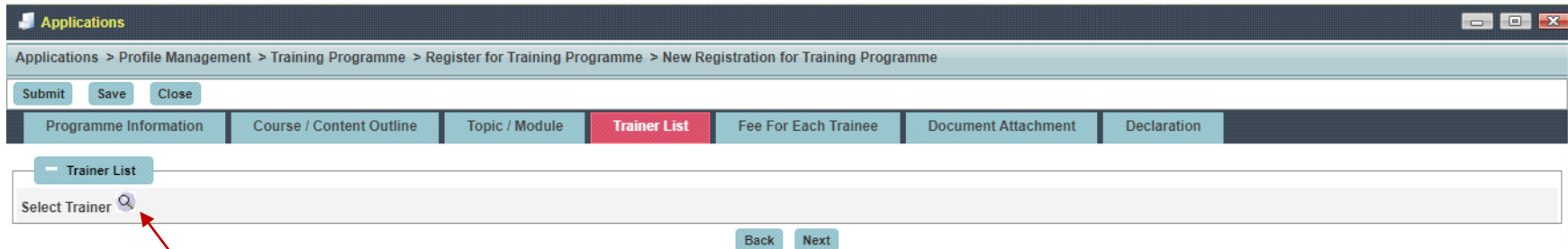
STEP 7: **Click on the "Trainer/ List" tab and fill in the details**

- Click on **"Search"** icon to select the trainer.

- At least one (1) trainer is mandatory. However, due to current system limitations, the training provider still obligated to register and choose a minimum of two (2) trainers. Nevertheless, the presence of the second trainer is not obligatory to conduct training for the registered course.

- Please proceed to create "New Trainer Profile Management" if the trainer is not listed in the Trainer List. After adding the profile, the trainer's name will appear on your Trainer List.
  The steps are as follows:- Login into e-Tris > Application > Profile Management > Training Programme > Trainer Profile Management > Create New Trainer Profile Management

- If the trainer has been listed, kindly ensure that their "Trainer Profile Management" has been updated.
  To check and update as follows:- Go to Applications > Profile Management > Training Programme > Trainer Profile Management > Search the trainer

STEP 8: Leave the "Fee for Each Trainee" tab blank

STEP 9: Click on the "Document Attachment" tab and upload accordingly.

- It is advisable to convert the file into the PDF format before uploading it.

- **Supporting Documents Required:**
  - Trainer profile *(please rename the file with "Lead Trainer"* **if you wish to proceed with only ONE trainer**)
  - TTT/TTT Exemption certificate or a letter issued by HRD Corp
  - Certification supporting evidence (e.g., letter of appointment, collaboration agreement or any other similar document) **for professional certification course only.**

STEP 10: Click on the "Declaration" tab and fill it accordingly.

OTHER INFORMATION

Applications > Profile Management > Training Programme > Register for Training Programme

New Register for Training Programme   Close

Register for Training Programme

— Unsubmitted Applications

Continue Registration   Delete

Unsubmitted Applications

— Default Search

Search [   ]   Search   Reset   Advance Search

- Courses that are unsuccessfully submitted will be displayed in the **"Unsubmitted Applications"** section.
- Kindly tick on **"Select Any"** and click **"Continue Registration"** to re-submit the application

Customize List

— Search Result
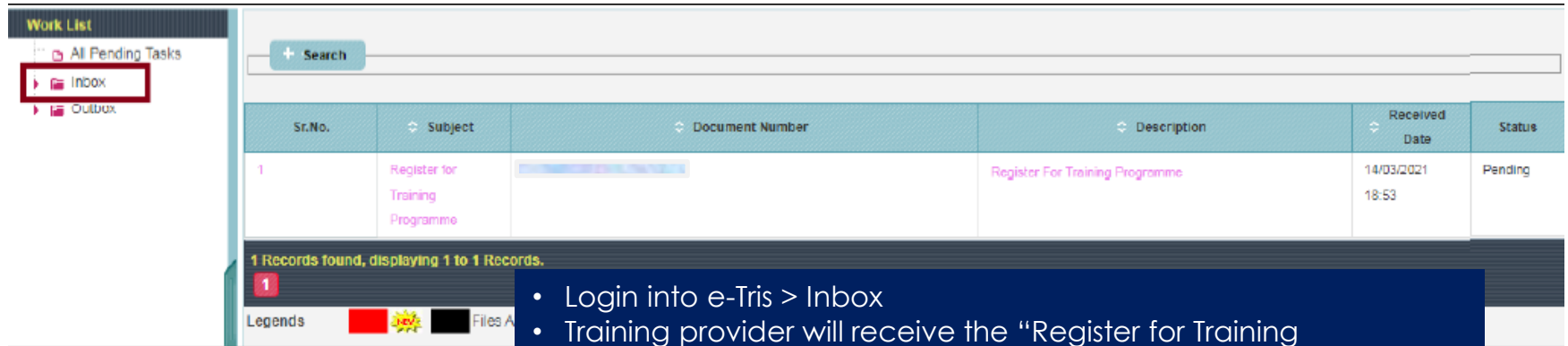
Select Any	Course Title	Created Date
☐	Digital Marketing	29/06/2021

One record found.   `1`

- Course that has been successfully submitted will be listed under **"Submitted Applications"**

— Submitted Applications

04 COURSE REGISTRATION STATUS

Query for incomplete application (if there's any)

Approval

1

2

3

4

Processing Officer processes the application within 3 working days

Training Provider responds and returns the revised application
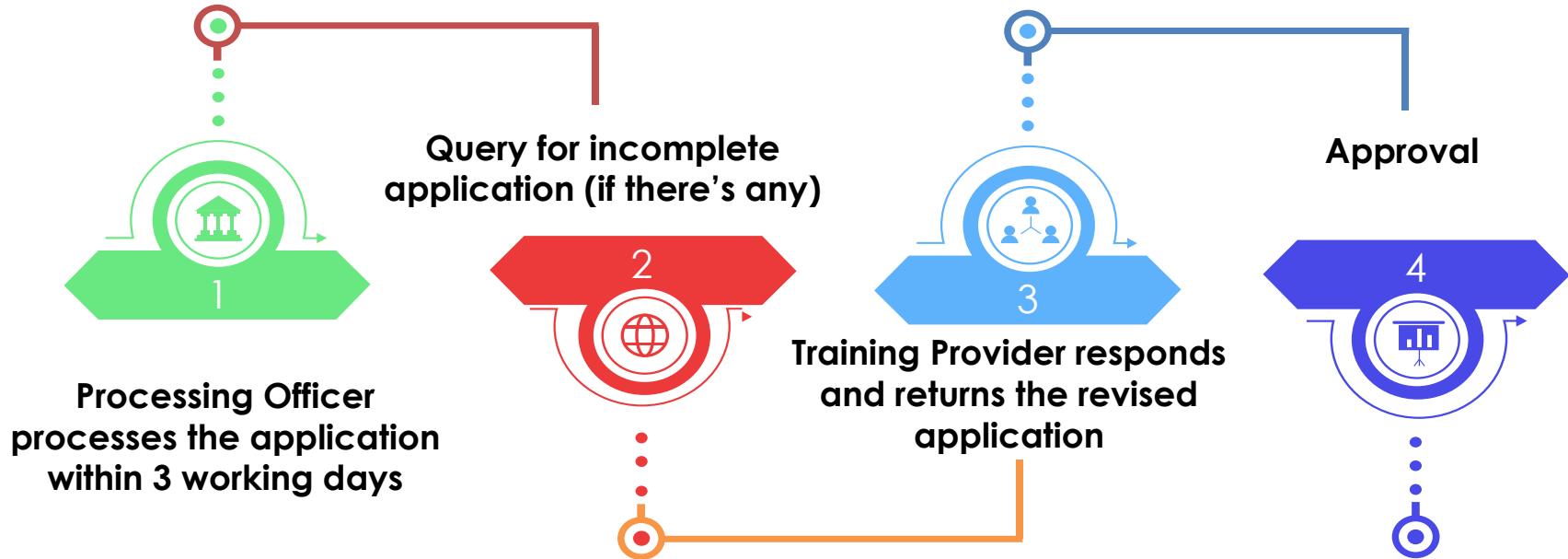
STEP 1: **Login into e-Tris > Click application > Profile Management > Training Programme > View My Programme.**

Pending Status means that the application has been queried and no response has been provided.

STEP 2: Respond and return query application
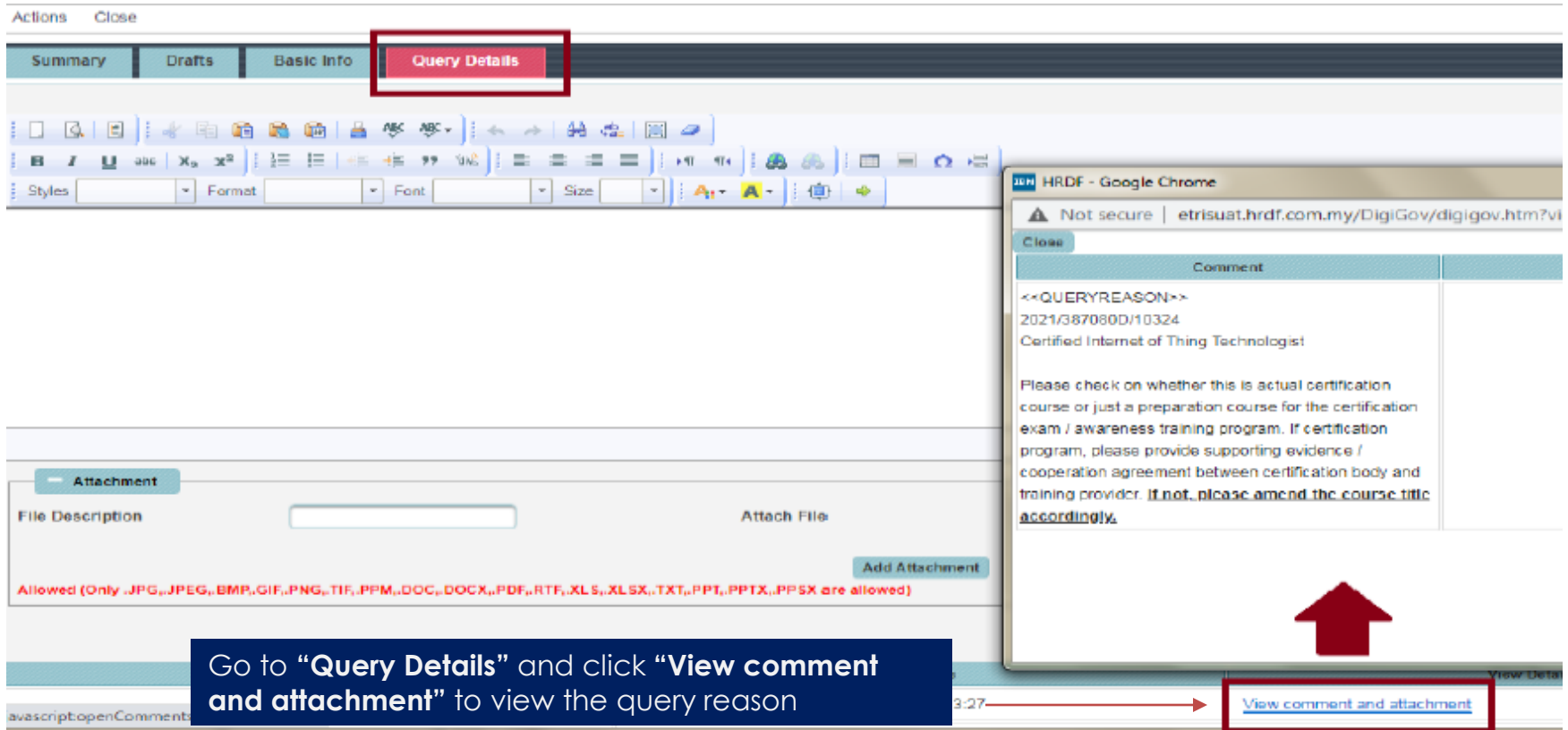
- Login into e-Tris > Inbox
- Training provider will receive the "Register for Training Programme" query in their inbox.
- Click on the "Document Number" to respond

STEP 3: **View query details**

Go to **"Query Details"** and click **"View comment and attachment"** to view the query reason

STEP 3: Update or respond

- Update the necessary details in the **"Basic Info"** tab and upload the supporting documents in the **"Attachment Tab"** as required in the query details.
- Click **"Save"**.

STEP 4: Add remarks to queried details

- Training Provider is required to insert remarks or a note in the **"Query Details"** tab.
- Click "**Action>Return"** tab
- Successfully returned application will be displayed in the outbox below.

05 TRAINER MODIFICATION

The requirements are:
- The trainer's profile is added to the training provider's e-Tris account.
- The trainer has a TTT/TTT Exemption.
- Trainer's background is in line with the approved course.

STEP 1: **Login into e-Tris > Application > Profile Management > Trainer Modification**
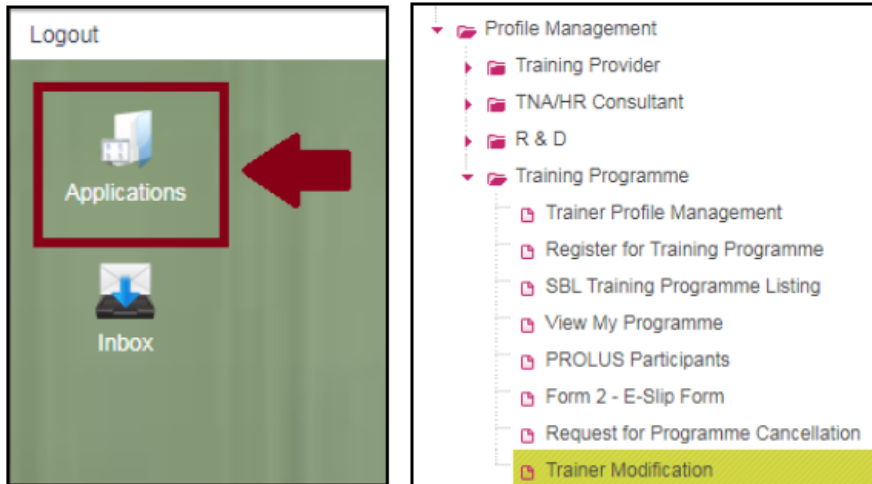
STEP 2: Update trainer information

- Search for the approved training course
- Click **"Add Trainer to Programme"**.

- Search for the trainer
- Click **"Add to Programme"** and **"Save"**
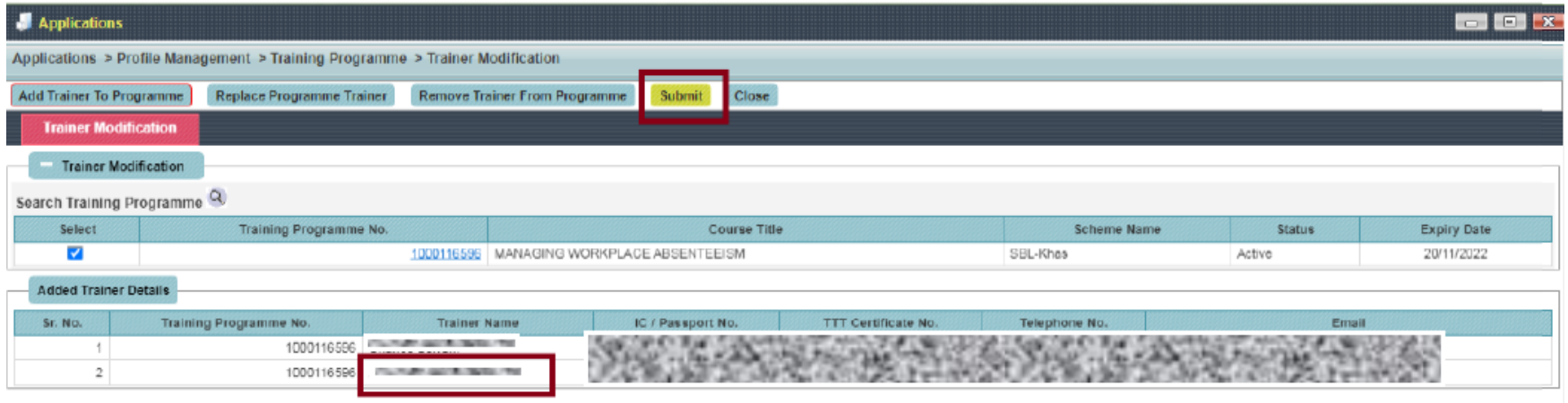
STEP 3: Complete the submission

- Once the selected trainer has been added to the approved course, click on the **"Submit"** icon.
- The system will show the message "Your request has been submitted successfully".

06 PROGRAMME CANCELLATION

STEP1: Login into e-Tris > Click application > Profile Management > Training Programme > Request for programme cancellation

- Search for the approved training course
- Tick on **"Select/Deselect All"** and click **"Programme Cancellation"**
- A message will appear as below. Please click **"OK"**
- The system will show the message that **"Your request has been submitted Successfully"**

CONTACT US

01 **HRD Corp Claimable Course Registration**
programmeregistration@hrdcorp.gov.my

02 **Grant application, claim application and any other matters**
support@hrdcorp.gov.my

03 **Troubleshooting**
ithelpdesk@hrdcorp.gov.my

MINISTRY OF HUMAN RESOURCES

HRDCORP
HUMAN RESOURCE DEVELOPMENT CORPORATION

THANK YOU