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Date : 14<sup>th</sup> December 2023

TRAINING PROVIDERS' CIRCULAR NO. 1/2023

**FULL IMPLEMENTATION OF HRD CORP TRAINER'S DEVELOPMENT FRAMEWORK  
(HRD-TDF)**

## 1. PURPOSE

The purpose of this Circular is to inform all Training Providers registered with Human Resources Development Corporation (HRD Corp) as well as certified and exempted Trainers on the change of date for the HRD Corp Trainers' Development Framework (HRD-TDF) full implementation to 1<sup>st</sup> January 2025.

## 2. BACKGROUND

2.2 The HRD-TDF is an initiative specifically designed to safeguard the quality of training conducted under various HRD Corp schemes. This is done to ensure all active trainers meet the required quality baseline standard to create a pool of competent and skilled training professionals. This will support the human capital development needs of the nation through quality and effective training programmes in the market.

2.3 This framework was developed in 2020 but due to the unprecedented COVID – 19 outbreaks in this year and the following year, we have given one year extension to cushion the impact of this towards to the training industry.

2.4 HRD-TDF was implemented on 1<sup>st</sup> January 2021 to ensure all HRD Corp certified trainers remain active by continuously developing themselves throughout their training career.

## 3. FULL IMPLEMENTATION OF HRD-TDF

3.2 Under the HRD-TDF, all HRD Corp certified active trainers are required to acquire the Accreditation status after receiving their HRD Corp Train-The-Trainer (TTT) or TTT Exemption certificate which will continue to allow them to deliver training within our ecosystem.

- 3.3 A grace period until 31 December 2023 was given to all active trainers since the implementation of HRD-TDF on 1 January 2021 for trainers to obtain their Accreditation Certificate.
- 3.4 The extension of HRD-TDF is granted due to the request from the training community and other relevant stakeholders for more time to prepare and obtain the accreditation status.
- 3.5 After much deliberation, and upon taking full consideration of the current state of our strategic partners, the full implementation of HRD-TDF will be on **1 January 2025**. No further extension will be given after this date.

#### 4. CONCLUSION

- 4.2 For more information, a comprehensive guideline on the implementation of HRD-TDF, will be available on our official portal at [www.hrdcorp.gov.my](http://www.hrdcorp.gov.my).
- 4.3 For further clarification and assistance, please email to Training Market Support @ [vmdsupport@hrdcorp.gov.my](mailto:vmdsupport@hrdcorp.gov.my).

Thank you.

**'Delivering Quality, Developing Excellence'**  
**'Malaysia MADANI'**



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**DATUK WIRA SHAHUL DAWOOD**  
Chief Executive  
Human Resource Development Corporation



## Frequently Asked Questions (FAQs) HRD Corp Trainers' Development Framework (HRD-TDF)

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### 1. What is HRD Corp Trainers' Development Framework (HRD-TDF)?

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. Why is HRD Corp implementing Trainers' Development Framework (HRD-TDF)?

- 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. Who is the intended target group for this initiative ?

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.
- iii. **Strategic Initiative schemes**
- iv. **Any other HRD Corp schemes, which may be introduced from time to time.**

### 4. What is the planned date for the full implementation of the HRD-TDF?

The full implementation of the HRD-TDF Initially set for 1<sup>st</sup> January 2023, it has been rescheduled, and the enforcement of the HRD-TDF is now scheduled for **1<sup>st</sup> January 2025**. Regrettably, no further extension will be granted to the trainers. Starting 1<sup>st</sup> January 2025, **ONLY HRD Corp Accredited Trainers** will be allowed to conduct training under the various HRD Corp schemes.



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### 5. What is the reason for the postponement of HRD-TDF Full Implementation?

The postponement has been initiated to afford trainers an extended period for the submission of their accreditation, ensuring that they have ample time to complete the necessary requirements and comply with the accreditation process.

### 6. What will happen to the trainers who have obtained the HRD Corp Accredited status before 1<sup>st</sup> January 2025?

Despite the full implementation of HRD-TDF on 1<sup>st</sup> January 2025, trainers who were accredited before 1<sup>st</sup> January 2025 will continue to be acknowledged as HRD Corp Accredited Trainers. Their accreditation will maintain a three-year validity period from the date of issuance. For instance, if the accreditation certificate is dated 2<sup>nd</sup> February 2023, it will remain valid until 2<sup>nd</sup> January 2026. Trainers can follow the renewal process outlined in the HRD-TDF implementation Guideline.

Kindly refer to [HRD-TDF Implementation Guideline](#).

### 7. Is there any provision for individuals that obtained HRD Corp Accredited status before 2025?

Yes, for those whose HRD Corp Accredited certificates expire on or after 1<sup>st</sup> January 2024, an additional one-year extension will be granted to extend the validity period, ensuring the accreditation remains effective until the year 2025.



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### 8. Which trainers are exempted from the requirement of being HRD Corp Accredited Trainers, as outlined in the HRD-TDF?

The following trainers are exempted from the requirement of being HRD Corp Accredited Trainers:

- 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.

### 9. How are trainers classified under the HRD-TDF?

Trainers under the HRD-TDF are categorized into three groups:

- i. **TTT Certified Trainer:** Those who successfully complete the five-day HRD Corp Train-The-Trainer (TTT) certification course and are certified by TTT lead trainers.
- ii. **TTT Exempted Trainer:** Trainers who obtain exemption from the TTT course based on certification, qualification, or experience.
- iii. **HRD Corp Accredited Trainer:** Trainers who undergo a successful accreditation process, achieved through either assessment or activity methods.





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### 10. How can trainers become HRD Corp Accredited Trainers?

Trainers can become HRD Corp Accredited Trainers through two methods:

#### 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.

### 11. Who is eligible for Accreditation by Activity according to HRD-TDF?

Accreditation by Activity is applicable only for TTT Certified and TTT Exempted Trainers who received their certifications before 1st January 2021

### 12. What are the criteria for being recognised as an HRD Corp Accredited Trainer through Accreditation by Activity?

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 1st January 2018 to date.

### 13. Who is eligible for Accreditation by Assessment according to HRD-TDF?

Accreditation by Assessment is available for all TTT Certified and TTT Exempted Trainers certified after 1st January 2021, as well as for existing trainers who couldn't fulfil the required training hours for Accreditation by Activity.



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### **14. What are the criteria for being recognized as an HRD Corp Accredited Trainer through Accreditation by Assessment?**

Trainers who apply to complete the accreditation by assessment are required to submit a video demonstrating an actual face-to-face / online training session for the evaluation of a panel comprising of one (1) HRD Corp Lead Trainers and two (2) HRD Corp Internal Officer to assess the trainer's competencies.

### **15. What is the validity period for HRD Corp Accredited Trainers, and what is required for them to extend their accreditation?**

HRD Corp Accredited Trainers have a validity period of three (3) years, and to renew their accreditation, trainers need to accumulate a total of 360 training hours within this three-year (3) period. However, 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.

### **16. Where do I apply for Accreditation?**

Accreditation applications are processed through the Trainer's Development Management System (TDMS), 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 (HRD-TDF) which focuses on the quality of the trainer's competency in delivering training effectively.

Kindly refer to <https://trainers.hrdcorp.gov.my/login>.



## Frequently Asked Questions (FAQs) HRD Corp Trainers' Development Framework (HRD-TDF)

### 17. Who should I contact for queries in regards to HRD-TDF initiative?

**a. HRD Corp's TDF Support Team:**

- Call Centre: 1800-88-4800
- Email: [vmddsupport@hrdcorp.gov.my](mailto:vmddsupport@hrdcorp.gov.my)

**b. HRD Corp's TDF website:**

<https://hrdcorp.gov.my/hrd-tdf>

**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	