



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

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 were supposed to be on 1st January 2023, it has been rescheduled, and the enforcement of the HRD-TDF is now scheduled for **1st January 2025**. Regrettably, no further extension will be granted to the trainers. Starting 1st 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 extension of HRD-TDF was granted in response to requests from the training community and other relevant stakeholders who needed more time for preparation and accreditation status acquisition. After thorough consideration and considering the current state of our strategic partners, the full implementation of HRD-TDF is now scheduled to begin on 1st January 2025.

6. What will happen to the trainers who have obtained the HRD Corp Accredited status before 1st January 2024?

In accordance with the Training provider Circular 1/2023, Trainers accredited before 1st January 2024, remain recognized as HRD Corp Accredited Trainers. Furthermore, trainers accredited before 1st January 2024, will receive additional extension. Please refer to the schedule below for details on the extension:

No.	Accreditation Years	Actual Validity Period	Extended Validity Period
1.	2021	2021 – 2024	2021 – 2027
2.	2022	2022 - 2025	2022 - 2027
3.	2023	2023 - 2026	2023 - 2027

Please be informed that the accreditation renewal date is based on the certificate's issuance date. We have provided a few samples below for your reference.

Scenario 1:

Trainer Accredited in 2021

Before Extension

3rd January 2021 – 3rd January 2024

Current Accreditation Certificate

After Extension

3rd January 2021 – 3rd January 2027

Inclusive of additional extension
period granted by HRD Corp

Scenario 2:

Trainer Accredited in 2022

Before Extension

29th March 2022 – 29th March 2025

Current Accreditation Certificate

After Extension

29th March 2022 – 29th March 2027

Inclusive of additional extension
period granted by HRD Corp



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7. 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.

8. 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.

9. 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.



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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.

10. 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.

11. 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.

12. 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.

13. What are the criteria for being recognised 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.



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14. 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.

15. 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>.

16. Who should I contact for queries in regard to HRD-TDF initiative?

a. HRD Corp's TDF Support Team:

- Call Centre: 1800-88-4800
- Email: 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	