



MINISTRY OF HUMAN RESOURCES



HUMAN RESOURCE DEVELOPMENT CORPORATION

HRD CORP CLAIMABLE COURSES REGISTRATION WORKSHOP

11 Types of Grant Schemes for Financial Assistance

Topic 1 | **HRD Corp Claimable Courses (HCC)**

Topic 2 | **Type of Courses Under HCC and Required Documents**

Topic 3 | **Course Registration Process**

Topic 4 | **Course Registration Status**

Topic 5 | **Trainer Modification**

Topic 6 | **Programme Cancellation**

Topic 7 | **Process Flow for Focus Area and Industry-Specific Courses**

Topic 8 | **Licensed Training Material**

Contact Us

HRD Corp Logo and Branding



11 TYPE OF GRANT SCHEMES FOR FINANCIAL ASSISTANCE



HRD CORP CLAIMABLE COURSES



SKIM BANTUAN LATIHAN
(SBL)



SKIM LATIHAN BERSAMA
(SLB)



PURCHASE OF TRAINING
EQUIPMENT AND SETTING UP
OF TRAINING ROOM SCHEME
(ALAT)



COMPUTER-BASED TRAINING
SCHEME (CBT)



ON-THE-JOB TRAINING
(OJT)



RECOGNITION OF PRIOR
LEARNING (RPL)



AKADEMI DALAM INDUSTRI
(Adi)/SKIM LATIHAN DUAL
NASIONAL (SLDN)



INFORMATION TECHNOLOGY AND
COMPUTER-AIDED TRAINING (IT)



FUTURE WORKERS TRAINING
(FWT)



INDUSTRIAL TRAINING SCHEME
(ITS)

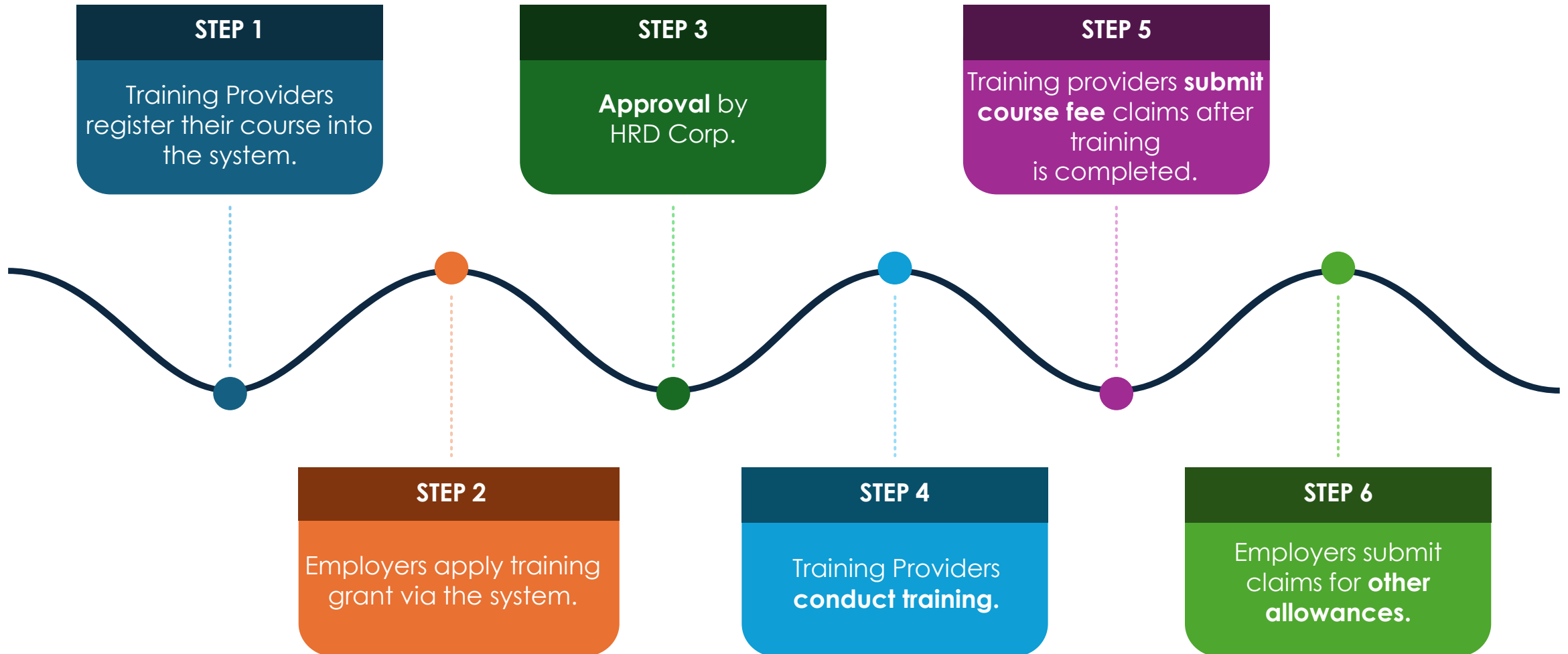




TOPIC 1

HRD CORP CLAIMABLE COURSES (HCC)

TOPIC 1 | HRD CORP CLAIMABLE COURSES (HCC)





TOPIC 2

TYPE OF COURSES UNDER HCC AND REQUIRED DOCUMENTS

TOPIC 2 | TYPE OF COURSES UNDER HCC AND REQUIRED DOCUMENTS



Minimum hours required

4 hours



Trainers' requirement

HRD Corp Accreditation Certificate

General Courses

1. Trainers' profile
2. HRD Corp accreditation certificate
3. Comprehensive course content

Course fee:

Subjected to HCC Scheme ACM.
For more info, please refer to HRD Corp Allowable Cost Matrix (ACM).

Focus Area Courses

1. Trainers' profile
2. HRD Corp accreditation certificate
3. Comprehensive course content
4. Acknowledgement letter (Obtained after course verification)

Note: For MicroCredential Focus Area, TP is required to get endorsement by MQA.

Course fee: As per charged.
For more info, please refer to HRD Corp Allowable Cost Matrix (ACM).

Industry Specific Courses

1. Trainers' profile
2. HRD Corp accreditation certificate
3. Comprehensive course content
4. Acknowledgement letter (Obtained after course verification)

Course fee: As per charged.
For more info, please refer to HRD Corp Allowable Cost Matrix (ACM).

Professional Certificates


1. Trainers' profile
2. HRD Corp accreditation certificate
3. Comprehensive course content
4. Documentary evidence/agreement from certification bodies
5. Sample of professional certificate(s)

Note: Training Provider (TP) needs to indicate assessment/examination (including passing marks) in the course content.

Course fee: As charged.
For more info, please refer to HRD Corp Allowable Cost Matrix (ACM).



Agreement between Training Provider and Certification Body



**Training Provider
Recognition Agreement**

19th July, 2022

BETWEEN

Exemplar Global Inc.

AND

[Redacted]

Parties
EXEMPLAR GLOBAL INC.
(Principal)

[Redacted]
(Training Provider)

The Parties mentioned in this Agreement are in all cases the signatories to this Agreement. Where Principal is mentioned it means Exemplar Global and where Training Provider is mentioned it means [Redacted]

Background

- The Principal and the Training Provider agree that the signed proposal between the parties is to be read in conjunction with this Agreement.
- The Principal provides a comprehensive range of assessment, certification and information services, and has an established reputation in the assessment industry.
- The Training Provider provides a range of learning, assessment and certification services.
- The Principal and the Training Provider mutually agree to collaborate in a range of market activities to deliver value to the Training Provider, its clients and the broader industry.
- The Principal will provide recognition and the requisite authorisation and approval to the Training Provider that permits access by its clients who attend training courses to a range of support services as detailed in the signed proposal, issued by the Principal and accepted by the Training Provider.
- This relationship is defined as a recognition and approval of the Training Provider by the Principal and will only be communicated as such by both parties.

1. Scope of Agreement

- This Agreement shall apply only to the Training Provider.
- Training Provider will provide the Principal with a list of courses they intend to be included in the Recognition Agreement.

2. Term

- This Agreement commences on the date of signing and is in force for 12 months. The Agreement shall renew automatically, unless either party provides 30 days written notice of their intention to terminate this Agreement.

Sample of Professional Certificate



Certification Number : XXXXX
Issue Date : DD-MM-YYYY

*Certificate
of Achievement*

This is to certify that

XXX XXX XXXX

has successfully completed the competency course
assessment and examination for the

**Exemplar Global Certified
Anti-bribery Management Systems
Internal Auditor Course
based on ISO 37001:2016**

on DD-MM-YYYY till DD-MM-YYYY

Managing Director
Dr. Kenny Chan




Issued by:
Kiwa International Certifications (M) Sdn Bhd
2A, Jalan Astana 1D, Bandar Bukit Raja, 41050 Klang Selangor.
www.kiwacert.com

Example of Acknowledgement Letter Upon Approval by IEC



Our Ref : (182) PSMB/46/11/1 Kur 1
Date : 17 February 2025

«Company_Name»
«Address»

Dear Sir/Madam,

HRD CORP INDUSTRY-SPECIFIC COURSE ACKNOWLEDGEMENT

The above matter kindly refers.

2. We are pleased to inform you that your course has been successfully evaluated by our Industry Expert Committee (IEC), and it meets the requirements based on the HRD Corp Industry Specific Course Verification Guideline and Criteria.

Application No : «Submission_ID»
Course Name : «Course_Name»
Course Type : «Course_Category»
Industry & Sector :

3. The general conditions for the course's implementation are stated in Appendix A. Should you have any inquiries, kindly email our officers at programmeregistration@hrdcorp.gov.my

Thank you.

'Delivering Quality, Developing Excellence'
'Malaysia MADANI'

Training Levy Department

PEMBANGUNAN SUMBER MANUSIA BERHAD (545143-D)
Wisma HRD Corp, Jalan Beringin, Damansara Heights,
50490 Kuala Lumpur, Malaysia
1800 88 4800 | www.hrdcorp.gov.my



COURSE TEMPLATE					
Application Details					
Category	INDUSTRY_SPECIFIC				
Topic Area/Industry	MANUFACTURING				
Sector	Installation of industrial machinery and equipment				
Course Details					
Course Name	[REDACTED]				
Course Overview	This short historical study aims to delve into the rich Japan's world-renowned lean manufacturing philosophy. With a blend of classroom learning, guest talks, and cultural immersion, participants gain insights into the Toyota Production System (TPS), Kaizen, JI, JIDOKA, and Japanese business values. Real-world applications and case studies from SMEs and long-standing companies highlight strategies for sustainable success and innovation.		Course Objective	1. Understand the historical roots of lean practices in Japan. 2. Understanding supply chain efficiency and value creation. 3. Applying lean tools to address high variability and operational challenges. 4. Learning from Japanese SMEs and legacy companies on sustainability and innovation.	
Target Group (by designation)	1. New to lean/lean concepts 2. Operations and manufacturing professionals 3. Lean and Six Sigma practitioners		Minimum Training Requirement (if any)		
Learning Outcomes (CLO)					
Main completion of this course, participants will be able to:					
CLO 1	Describe the foundational principles of the Toyota Production System (TPS) and its cultural roots in Nihonishi Kaizen.	Knowledge - Level 2			
CLO 2	Apply the concept of Lean Thinking including Kaizen, Just in Time (JIT), and waste reduction in real-world scenarios.	Skill - Level 3			
CLO 3	Evaluate the Supply Chain Cash Conversion Cycle (SCCC) and its relevance to efficiency and financial performance.	Skill - Level 5			
CLO 4	Analyze practical applications of TPS in overseas business management through sharing wisdom and case studies.	Skill - Level 4			
CLO 5	Compare Japanese management concepts with global practices by exploring historical insights of Nihonishi Kaizen.	Knowledge - Level 4			
CLO 6	Assess the implementation of JIDOKA and synchronized process flow in SMEs such as Be-Real (g. Group).	Skill - Level 5			
CLO 7	Integrate Information Technology (IT) tools to support lean operations and empower shop floor operators.	Skill - Level 4			
CLO 8	Develop strategies for managing high SKU variability and non-forecasted customer orders in international markets.	Skill - Level 6			
CLO 9	Reflect on Japanese business values and philosophies like 'omotenashi' through Genchi operations and case studies.	Knowledge - Level 3			
CLO 10	Synthesize insights from 200-year-old legacy businesses (e.g. Miru Sake) to understand long-term value creation.	Skill - Level 4			
Mapping of Training Modules and CLO					
Module	CLO	Theory Duration (Hours)	Practical Duration (Hours)	Total Hours	Practical Externals (If any)
1. Toyota Production System (TPS) and Lean Foundations Introduction to TPS and Nihonishi Kaizen Lean Thinking Principles: Kaizen, JI, Waste Reduction Supply Chain Cash Conversion Cycle (SCCC)	1,2,3				
2. TPS Application in Global Business Context Case Studies and Sharing Sessions on Overseas Implementation Real-world Examples from Manufacturing Sector	4	3	3	3	
3. Japanese vs Global Management Philosophies Historical Learnings of Nihonishi Kaizen & Toyota Commemorative Museum Evolution of Japanese Business Practices vs Global Trends	5	0	3	3	
4. SME Lean Implementation: Be-Real (g. Group) JIDOKA (Autonomation) Synchronized Process Flow in SME Contexts IT Tools to Support Lean Operations	6,7	2	4	6	
5. Managing High SKU Variability: Keys Taki Co. Ltd. Challenges of Unpredictable Orders Operational Strategy in High-Variety Environments	8	2	4	6	
6. Japanese Business Values in Practice: Om Wenchow Niumen (ompo) from Philosophy/Cultural Exchange and Genchi	9	2	3	5	
		2	4	6	

Mapping of CLO with Training Strategies and Assessment Method					
CLO	Training Strategy	Assessment Method	Assessment Weightage (%)		
CLO 1	Activity	Written Assessment	10		
CLO 2	Case Study	Written Assessment	10		
CLO 3	Group Activity	Written Assessment	10		
CLO 4	Group Activity	Written Assessment	10		
CLO 5	Workshop	Observation	10		
CLO 6	Workshop	Observation	10		
CLO 7	Workshop	Observation	10		
CLO 8	Role Play	Observation	10		
CLO 9	Role Play	Observation	10		
CLO 10	Group Discussion	Observation	10		
			Total Weightage	100	

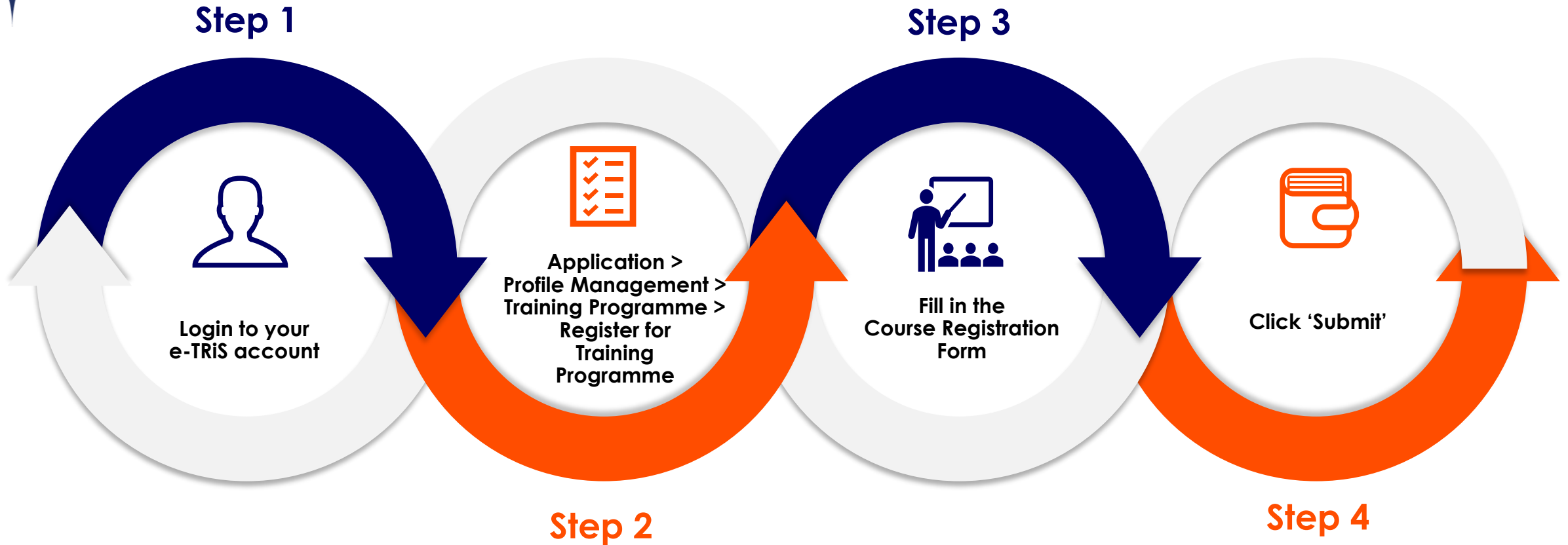
PRACTICAL EXTERNALS: N/A

Note:
1. *Compulsory field to be filled.
2. Fill the course details carefully in this excel document (soft copy) and submit this template via online submission form.



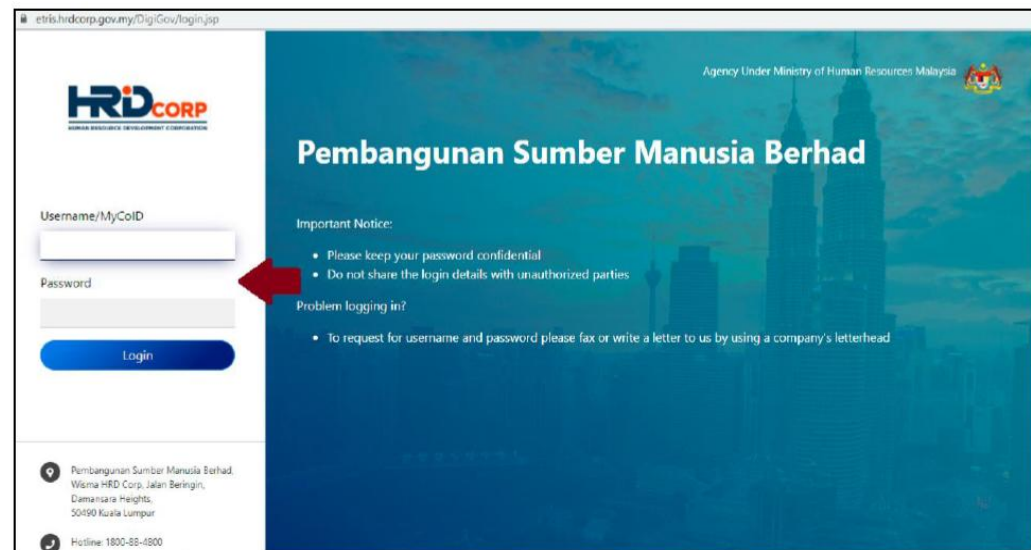
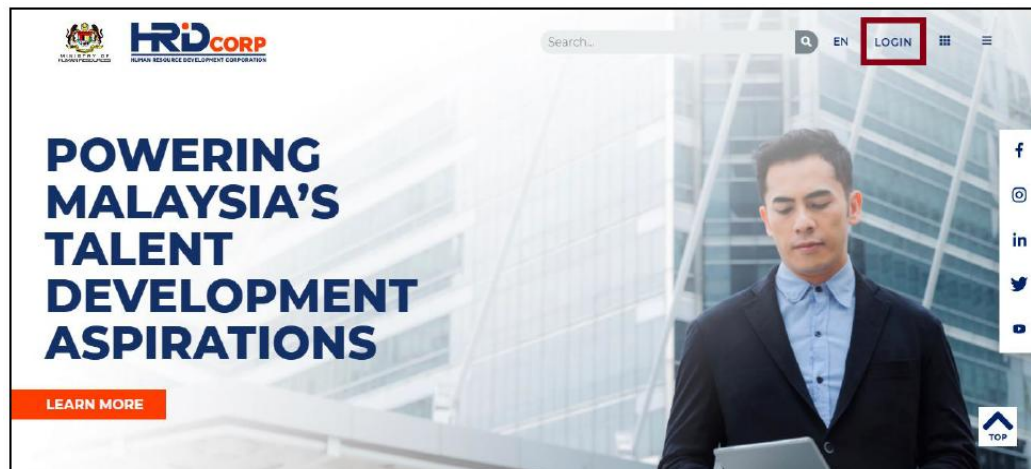
TOPIC 3

COURSE REGISTRATION PROCESS

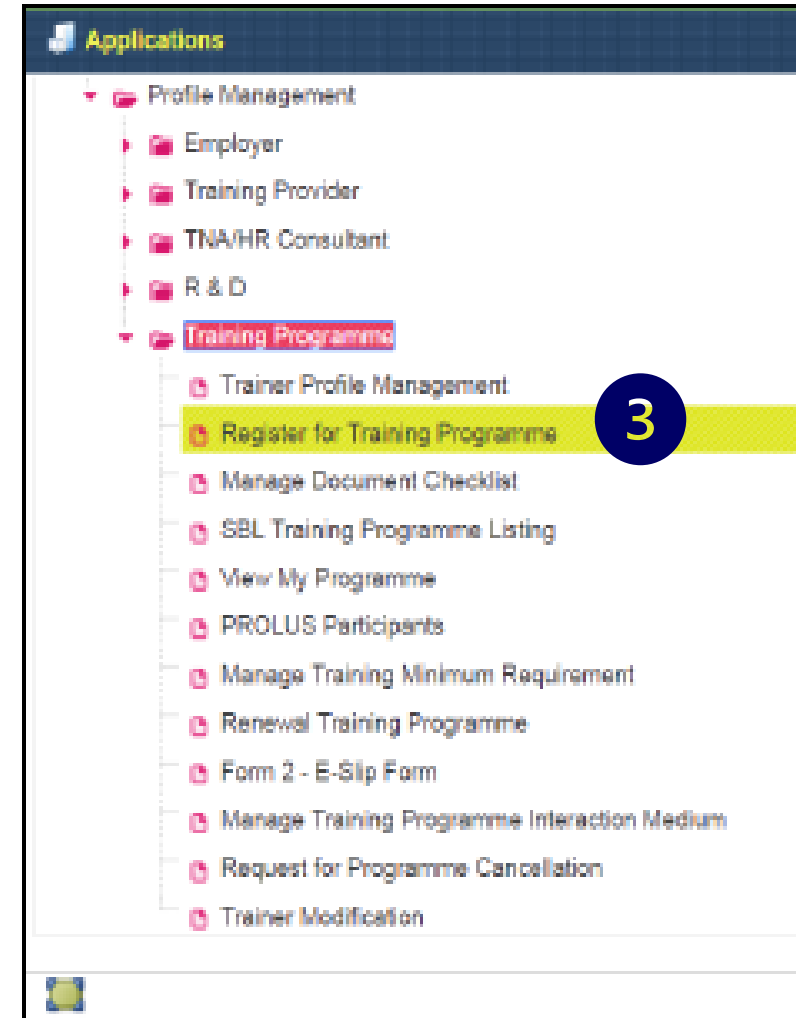
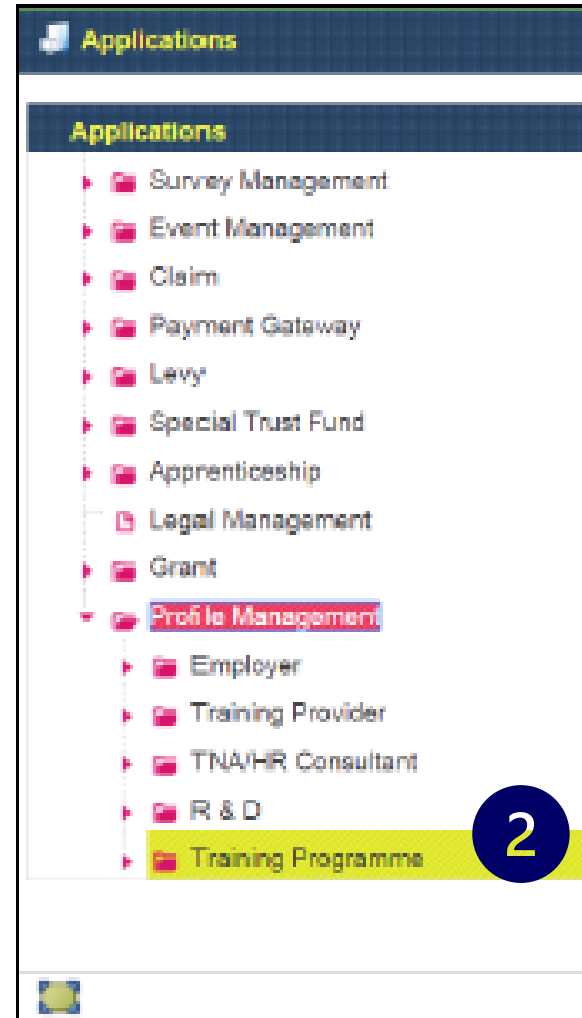
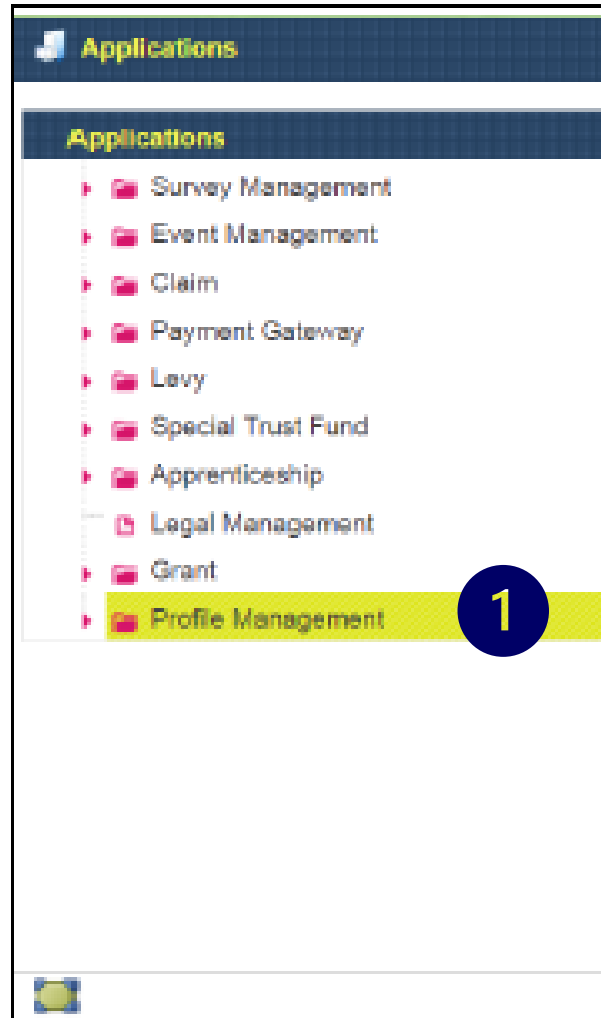


Step 1: Login to your e-TRiS account

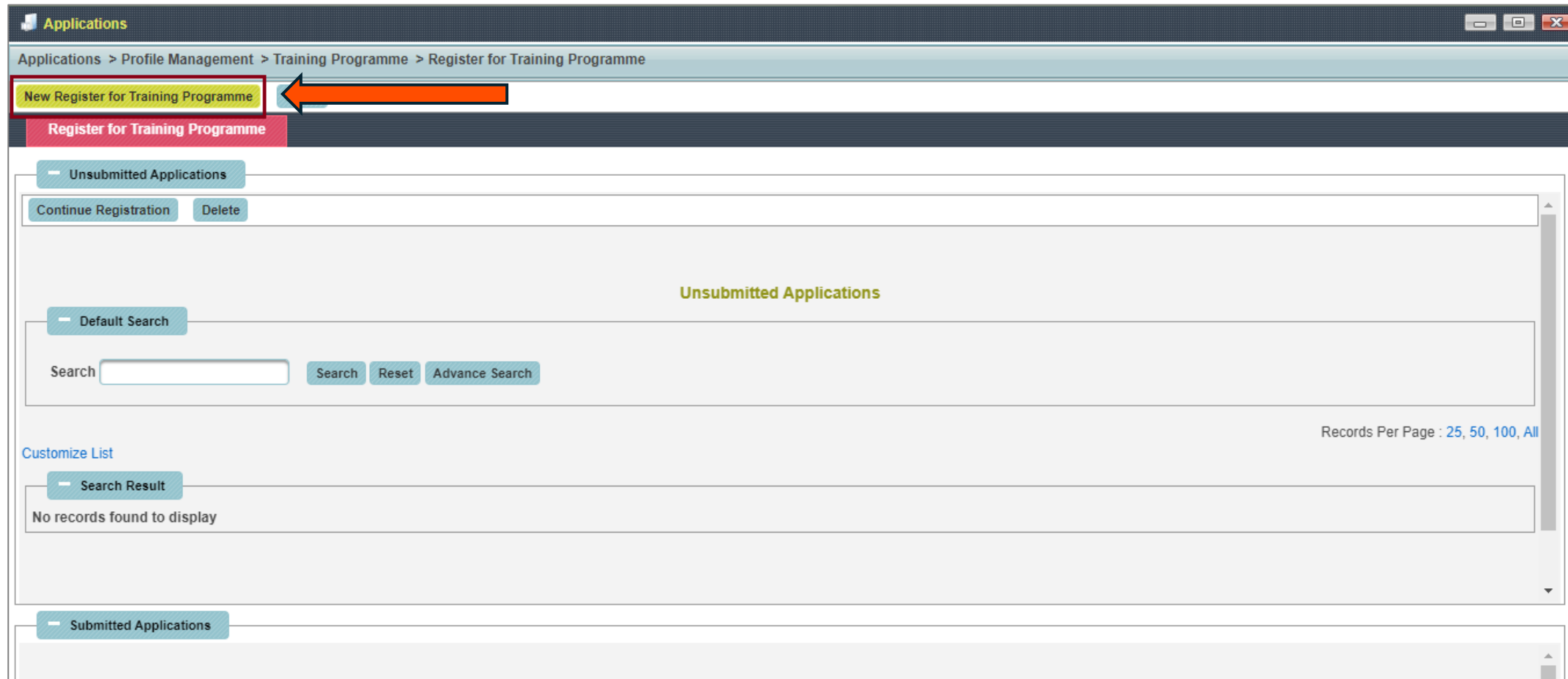
Go to <https://www.hrdcorp.gov.my/>



Step 2: Go to Profile Management > Training Programme > Register for Training Programme



Step 3: Click the 'New Register for Training Programme' tab



The screenshot shows a web browser window with the title 'Applications'. The breadcrumb navigation is 'Applications > Profile Management > Training Programme > Register for Training Programme'. A red box highlights the 'New Register for Training Programme' tab, with an orange arrow pointing to it. Below the tabs, there is a 'Register for Training Programme' button. The main content area is titled 'Unsubmitted Applications' and contains a search bar with 'Search', 'Reset', and 'Advance Search' buttons. The search result area shows 'No records found to display'. The page also includes a 'Customize List' link and a 'Records Per Page' dropdown set to '25, 50, 100, All'.

Step 4: Click the 'Programme Information' tab and fill in the details

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

Programme Information

Scheme Name: Select *
Training Skill: Select *
Skill Area: Select *

Course Title: *Kindly ensure the course title is keyed in accurately*

Micro Credential Indicator: Select * MiCAS Application No.:

File | Edit | Insert | View | Format | Table | Tools

Course Summary:
Face-to-face or Remote Online Training
E-learning (self-paced platform)

Type Of Training: Select * Type of Programme: Technical Non-Technical
Training Mode: Select * *Full Time*
Part Time



Step 5: Click the 'Programme Information' tab and fill in the details

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

Submit Save Close

Programme Information	Course / Content Outline	Topic / Module	Trainer List	Fee For Each Trainer	Document Attachment	Declaration
Duration	<input type="text"/> * Day(s)			Total Training Hours (Excluding Lunch)	<input type="text"/> * Minimum 4 Hours	
Minimum Training Qualification	Select <input type="text"/>					
Target Group (By Designation)	<input type="text"/>					
Methodology	<ul style="list-style-type: none">• Non E-Learning: Face-to-Face or Remote Online Training (Teams/Zoom/Webex)• E-Learning (self-paced platform) - Provide link and access to the platform					
Targeted Industry/ Industries for the Courses	COMPULSORY					
Certification (Please state the certification body if applicable and	<ul style="list-style-type: none">• Non-certification programme (certificate of attendance): Leave this section blank• Professional certification programme (recognised by any body): Enter the certification body's name					

Key in the Total Training Hours
E.g. 2 Days = 14 Hours

- Non E-Learning: Face-to-Face or Remote Online Training (Teams/Zoom/Webex)
- E-Learning (self-paced platform) - Provide link and access to the platform

COMPULSORY

- **Non-certification programme** (certificate of attendance): Leave this section blank
- **Professional certification programme** (recognised by any body): Enter the certification body's name

Step 6: Click the 'Course / Content Outline' tab and fill in the 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

Course Outline

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

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

Submit Save Close

Programme Information Course / Content Outline **Topic / Module** Trainer List Fee For Each Trainee Document Attachment Declaration

Topic / Module

Fill in Topic/Module if you want to claim as modulus programme or your total training is more than 600 hours.

Topic / Module

Duration (Hours)

Fee (RM)

Add Remove

Back **Next**

Please leave this section 'Topic / Module' tab empty



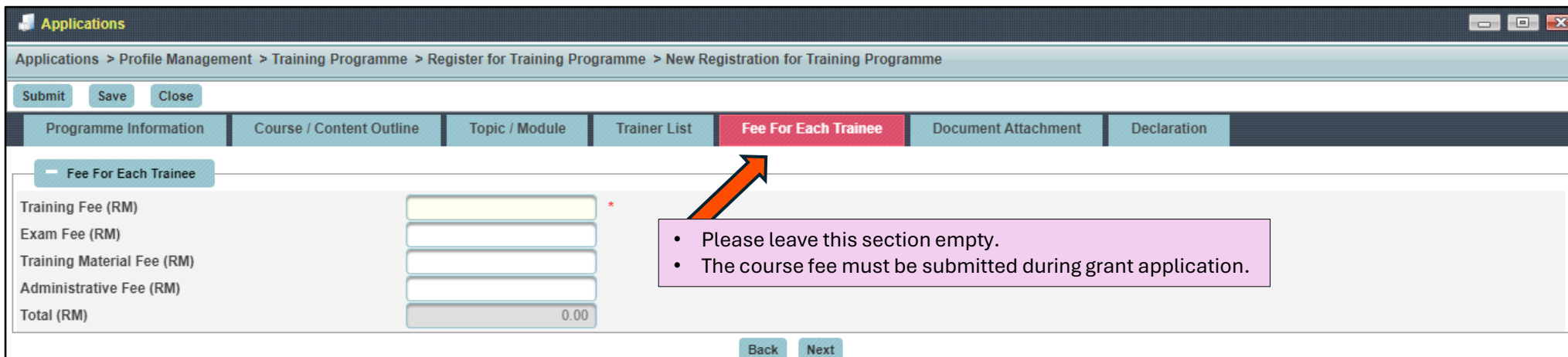
Step 7: Click on the 'Trainer List' tab and fill in the details

The screenshot shows a web application window titled 'Applications'. The breadcrumb trail is 'Applications > Profile Management > Training Programme > Register for Training Programme > New Registration for Training Programme'. Below the breadcrumb are buttons for 'Submit', 'Save', and 'Close'. A horizontal menu contains tabs for 'Programme Information', 'Course / Content Outline', 'Topic / Module', 'Trainer List' (which is highlighted in red), 'Fee For Each Trainee', 'Document Attachment', and 'Declaration'. Below the menu is a 'Trainer List' section with a search bar labeled 'Select Trainer' and a magnifying glass icon. An orange arrow points to the search icon. Below the search bar are 'Back' and 'Next' buttons.

- Click the '**Search**' icon to select a trainer.
- At least one (1) trainer is mandatory. However, due to current system limitations, the training provider is still obligated to register and choose a minimum of two (2) trainers. Nevertheless, the presence of the second trainer is not obligatory when conducting training for the registered course.
- If the trainer is not listed in the Trainer List, please proceed to create 'New Trainer Profile Management'. 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



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

Submit Save Close

Programme Information Course / Content Outline Topic / Module Trainer List **Fee For Each Trainee** Document Attachment Declaration

Fee For Each Trainee

Training Fee (RM) *

Exam Fee (RM)

Training Material Fee (RM)

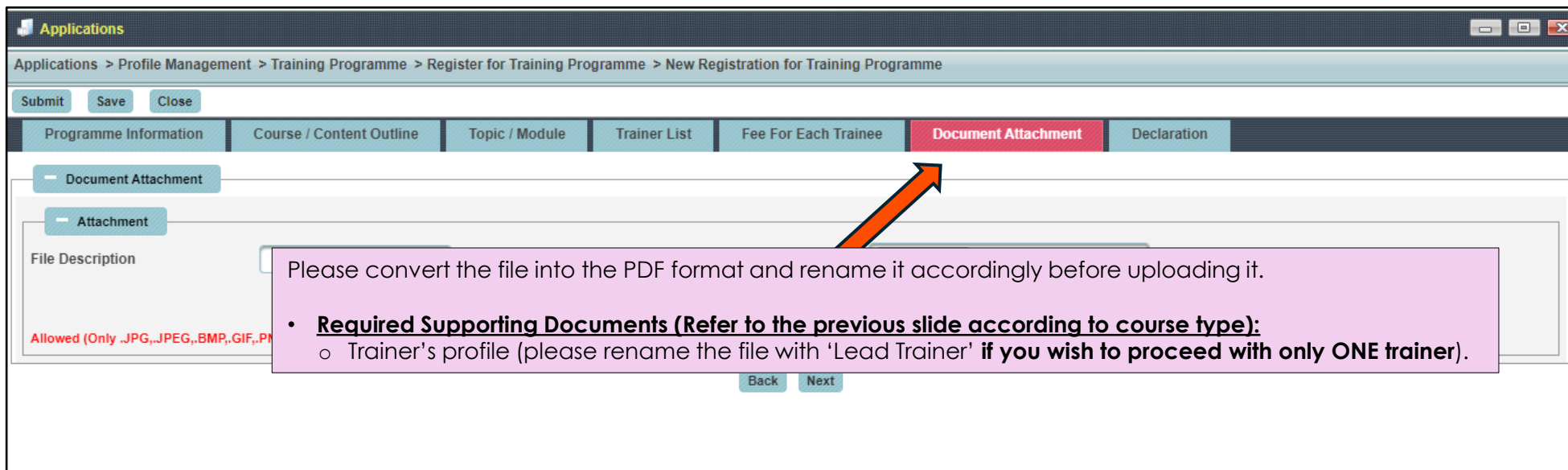
Administrative Fee (RM)

Total (RM) 0.00

Back Next

- Please leave this section empty.
- The course fee must be submitted during grant application.

Step 9: Click on the 'Document Attachment' tab and upload accordingly.



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

Submit Save Close

Programme Information Course / Content Outline Topic / Module Fee For Each Trainee **Document Attachment** Declaration

Document Attachment

Attachment

File Description

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG)

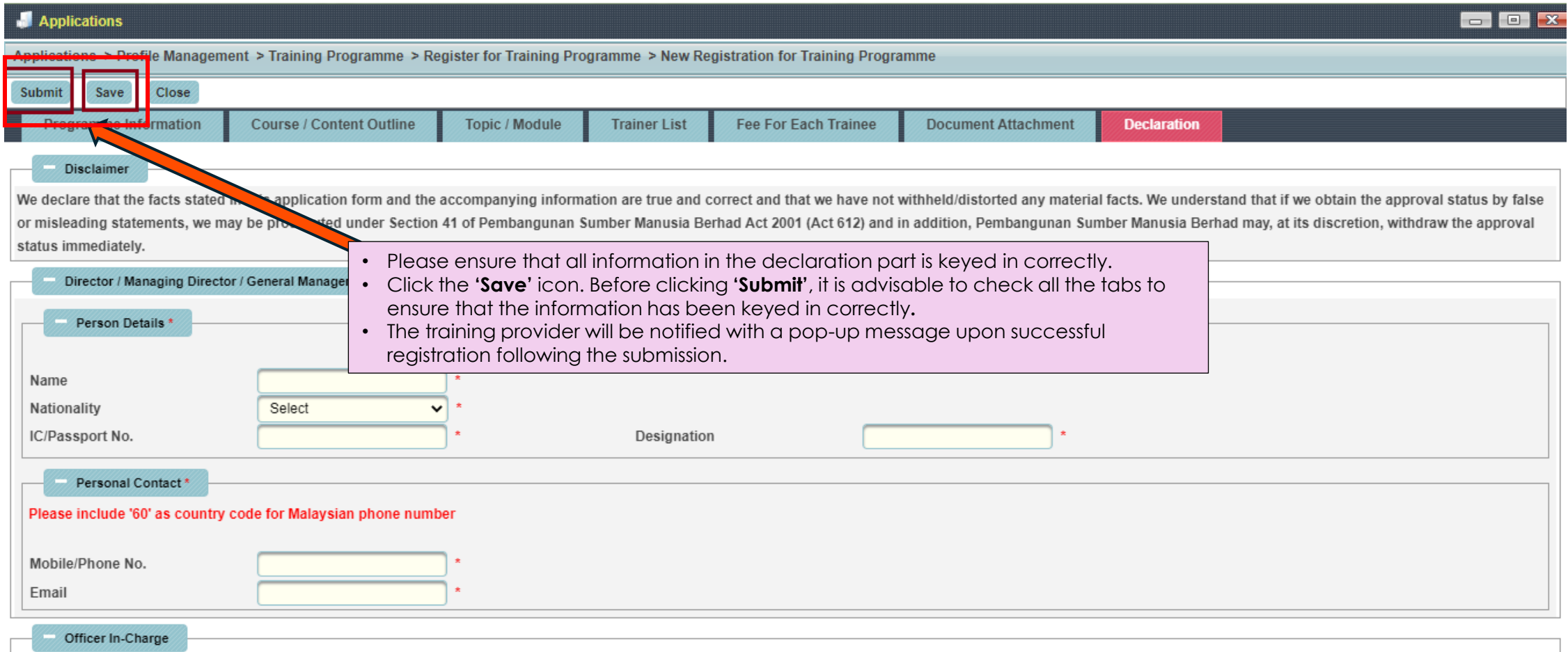
Back Next

Please convert the file into the PDF format and rename it accordingly before uploading it.

- **Required Supporting Documents (Refer to the previous slide according to course type):**
 - Trainer's profile (please rename the file with 'Lead Trainer' if you wish to proceed with only ONE trainer).



Step 10: Click the 'Declaration' tab and fill it accordingly.



Applications

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

Submit Save Close

Programme Information Course / Content Outline Topic / Module Trainer List Fee For Each Trainee Document Attachment **Declaration**

Disclaimer

We declare that the facts stated in this application form and the accompanying information are true and correct and that we have not withheld/distorted any material facts. We understand that if we obtain the approval status by false or misleading statements, we may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act 2001 (Act 612) and in addition, Pembangunan Sumber Manusia Berhad may, at its discretion, withdraw the approval status immediately.

Director / Managing Director / General Manager

Person Details *

Name *

Nationality *

IC/Passport No. *

Designation *

Personal Contact *

Please include '60' as country code for Malaysian phone number

Mobile/Phone No. *

Email *

Officer In-Charge

- Please ensure that all information in the declaration part is keyed in correctly.
- Click the **'Save'** icon. Before clicking **'Submit'**, it is advisable to check all the tabs to ensure that the information has been keyed in correctly.
- The training provider will be notified with a pop-up message upon successful registration following the submission.



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

Records Per Page : 25, 50, 100, All

Customize List Search Result

Select Any	Course Title	Created Date
<input type="checkbox"/>	Digital Marketing	29/06/2021

One record found.

Submitted Applications

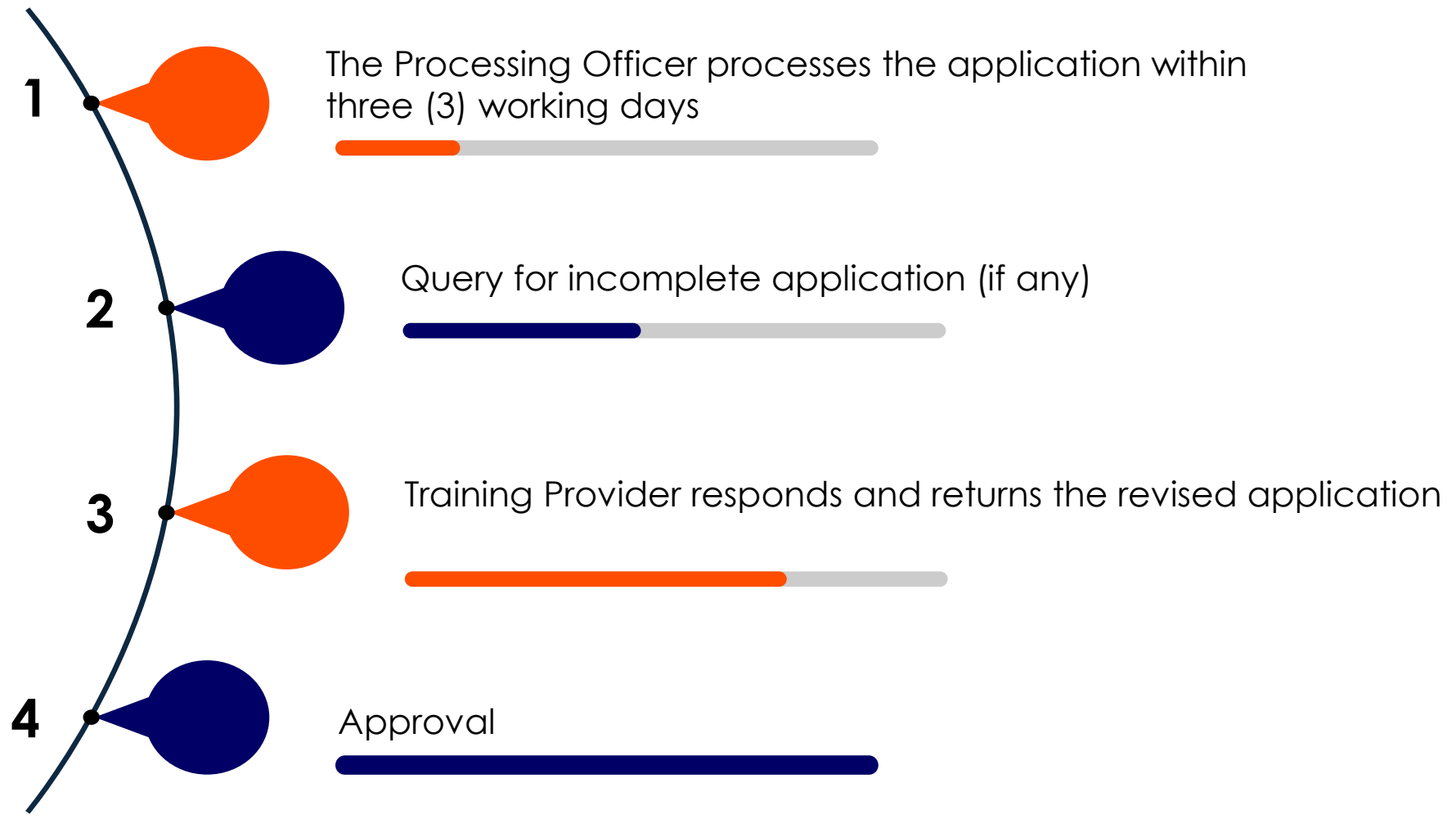
• Courses that are unsuccessfully submitted will be displayed in the 'Unsubmitted Applications' section.
• Kindly tick on 'Select Any' and click 'Continue Registration' to re-submit the application

• Courses that have been successfully submitted will be listed under 'Submitted Applications'.



TOPIC 4

COURSE REGISTRATION STATUS



Step 1: Login into e-TRiS > Click 'Application' > Profile Management > Training Programme > View My Programme

Default Search

Search Search Reset Advance Search

Records Per Page: 25, 50, 100, A

Customize List

Search Result

'Pending Status' signifies that a query has been issued for the application, and a response has yet to be received.

Scheme Name	Subject	Document Number	Description	Received Date	Status
SBL-Khas	MANAGING WORKPLACE ABSENTEEISM	100012630		14/03/2021 18:53	Approved
SBL-Khas		100012631		14/03/2021 18:53	Pending
SBL-Khas		100012632		14/03/2021 18:53	Pending
SBL-Khas		100012635		14/03/2021 18:53	Pending
SBL-Khas		100012646		14/03/2021 18:53	Pending

50 records found, displaying 1 to 5 records.

[First/Prev] 1 2 3 4 5 6 7 8 Next Last

Step 2: Respond and return query application

1. Login into E-TRiS > Inbox
2. Training provider will receive the 'Register for Training Programme' query in their inbox.
3. Click on the 'Document Number' to respond

Work List

All Pending Tasks

Inbox **1**

Outbox

Search

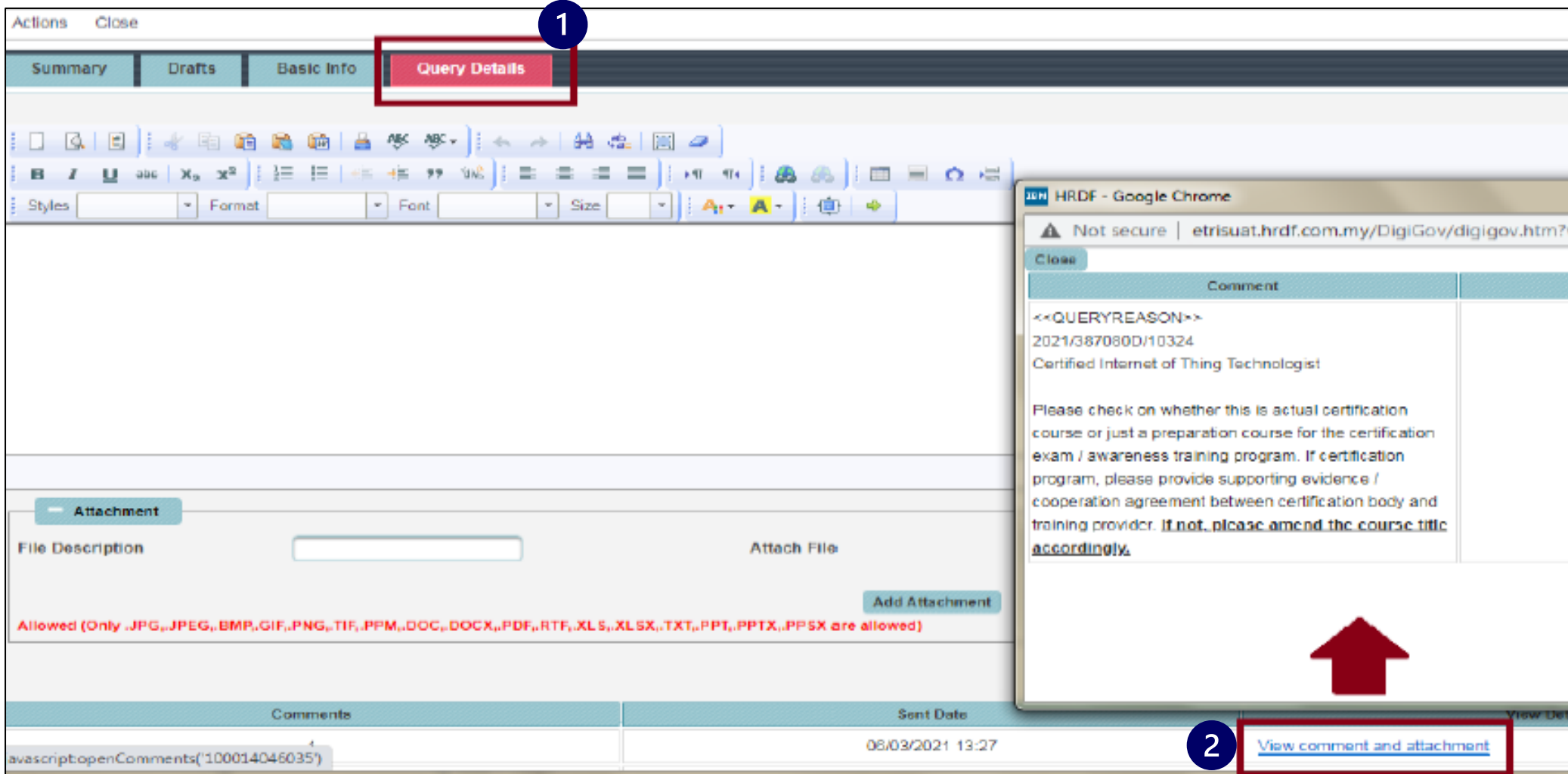
Sr.No.	Subject	Document Number	Description	Received Date	Status
1	Register for Training Programme	2021/1072221-W/10324 3	Register For Training Programme 2	14/03/2021 18:53	Pending

1 Records found, displaying 1 to 1 Records.

Legends Files Already Seen group Job Query replied/Returned



Step 3: View query details



The screenshot shows the HRDF system interface. At the top, there are tabs for 'Summary', 'Drafts', 'Basic Info', and 'Query Details'. The 'Query Details' tab is highlighted with a red box and a blue circle containing the number '1'. Below the tabs is a rich text editor with various icons and a toolbar. At the bottom of the main content area, there is an 'Attachment' section with a text input field for 'File Description', an 'Attach File' button, and an 'Add Attachment' button. Below this, a red text warning states: 'Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)'. At the bottom of the page, there is a table with columns for 'Comments' and 'Sent Date'. A comment is visible with the text 'avascript:openComments("100014046035")' and a 'Sent Date' of '08/03/2021 13:27'. A red box highlights the 'View comment and attachment' link, with a blue circle containing the number '2' and a red arrow pointing upwards towards the comment area.

Step 4: Update or respond

Actions Close

Summary Drafts **Basic Info** Query Details

Save

Programme Information Course / Content Outline Topic / Module Trainer List **Document Attachment** Declaration

Programme Information

Scheme Name SBL-Khas *
Training Skill Hard Skill *
Skill Area Computer or Information *
Course Title Certified Internet of Thing Technologist

File Edit Insert View Format Table Tools
Formats Font Sizes B I [List Icons] A A

Course Summary

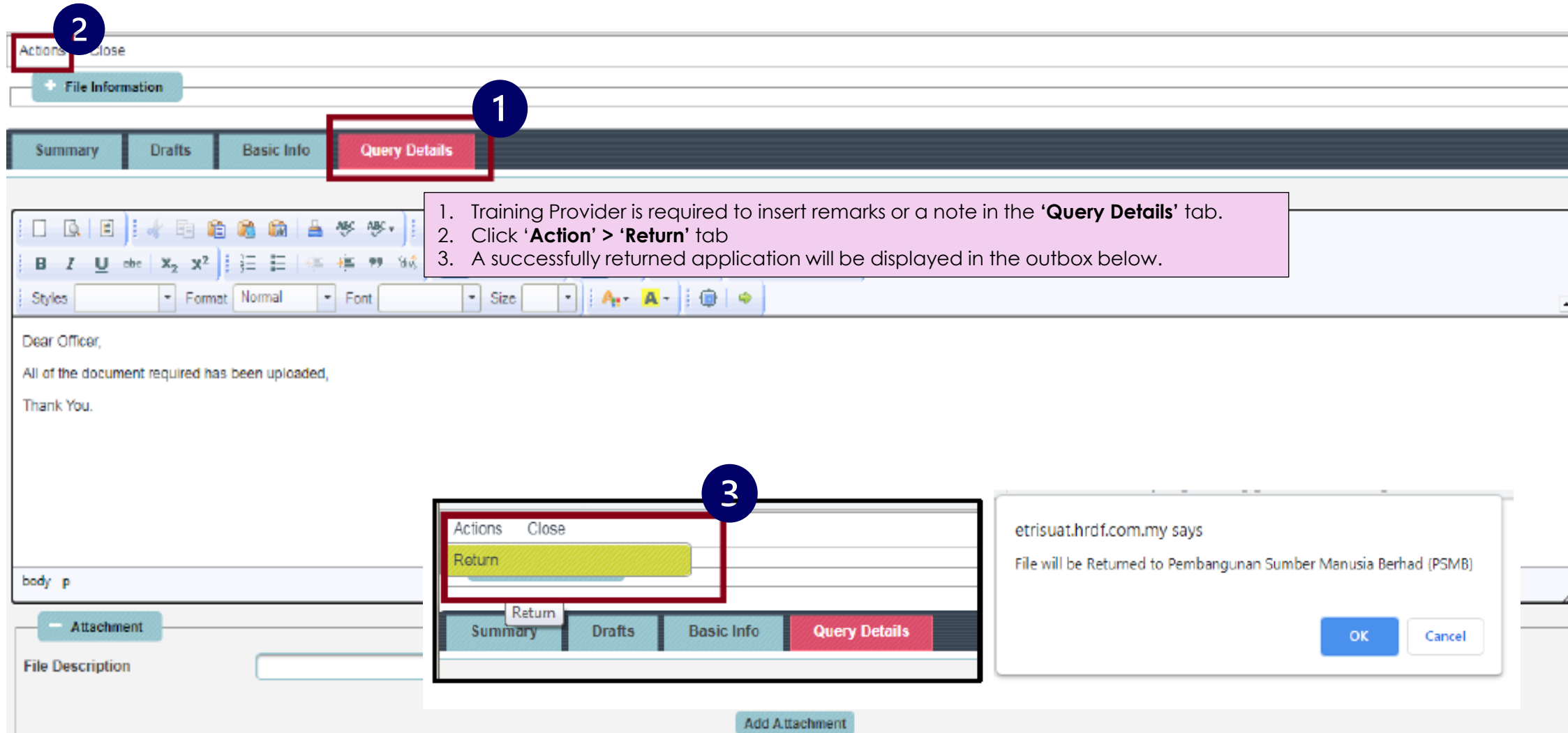
Type Of Training Non E-Learning *
Training Mode Full Time *
Interaction Medium English *
Duration 4.00 * Day(s)

Type of Programme Technical Non-Technical
Total Training Hours (Excluding 28.00 * Minimum 4 Hours

1. Update the necessary details in the 'Basic Info' tab
2. Upload the supporting documents in the 'Attachment Tab' as required in the query details.
3. Click 'Save'.



Step 5: Add remarks to queried details



The screenshot displays the HRD Corp system interface. At the top, there is a navigation bar with tabs: Summary, Drafts, Basic Info, and Query Details. The 'Query Details' tab is highlighted in red and marked with a blue circle containing the number '1'. Below the navigation bar is a rich text editor with a toolbar and a text area containing the message: "Dear Officer, All of the document required has been uploaded, Thank You." Below the text area is an 'Attachment' section with a 'File Description' field and an 'Add Attachment' button. A small inset window shows the 'Actions' menu with 'Return' highlighted in yellow and marked with a blue circle containing the number '3'. A pink callout box contains the following instructions:

1. Training Provider is required to insert remarks or a note in the 'Query Details' tab.
2. Click 'Action' > 'Return' tab
3. A successfully returned application will be displayed in the outbox below.

At the bottom right, a confirmation dialog box is displayed with the text: "etrisuat.hrdf.com.my says File will be Returned to Pembangunan Sumber Manusia Berhad (PSMB)". The dialog box has 'OK' and 'Cancel' buttons.





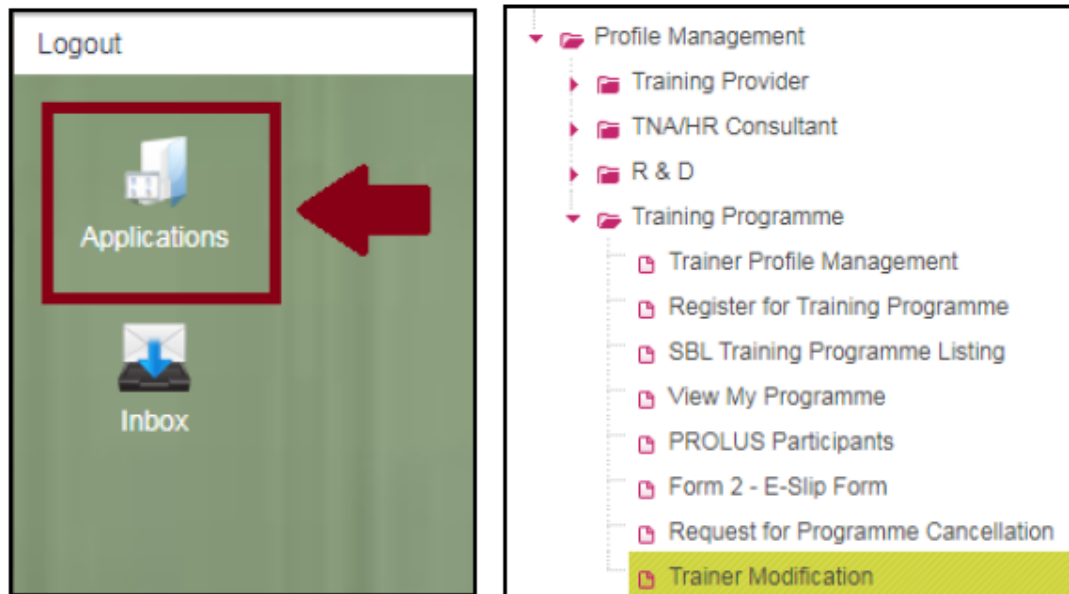
TOPIC 5

TRAINER MODIFICATION

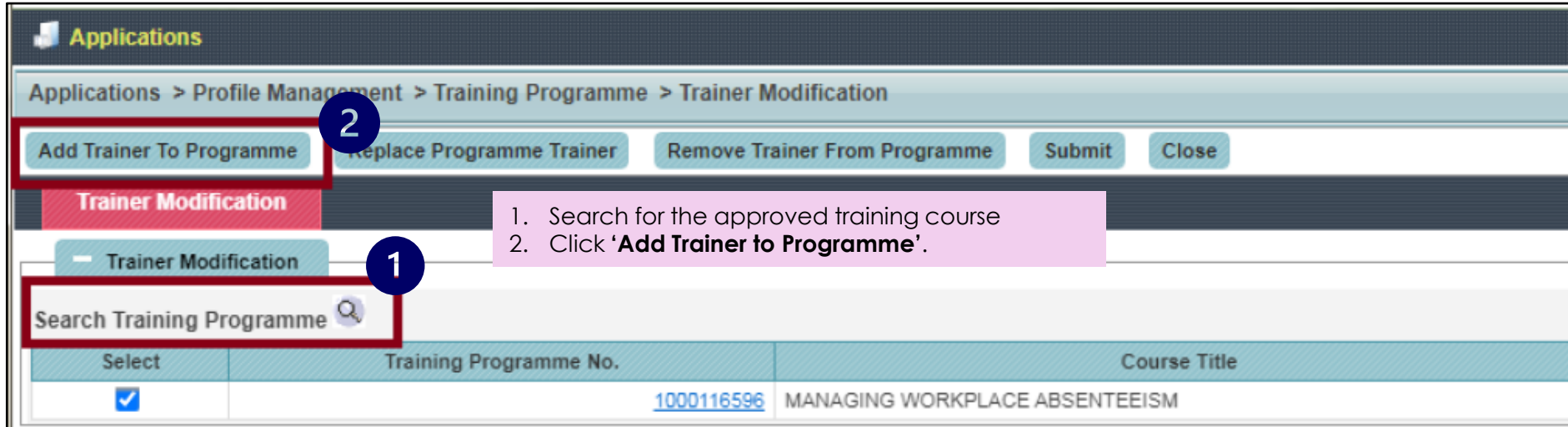
Please ensure:

- The trainer's profile is added to the training provider's e-TRiS account.
- The trainer has a HRD Corp Accreditation Certificate.
- 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's information



Applications > Profile Management > Training Programme > Trainer Modification

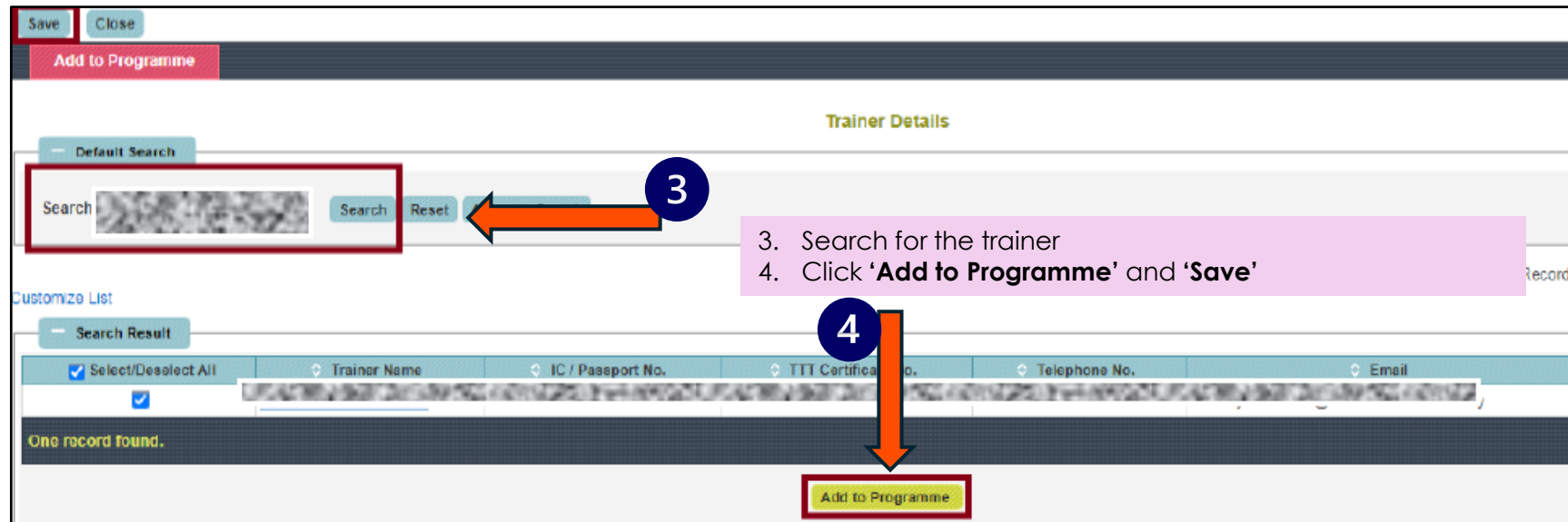
Add Trainer To Programme Replace Programme Trainer Remove Trainer From Programme Submit Close

Trainer Modification

Trainer Modification

Search Training Programme

Select	Training Programme No.	Course Title
<input checked="" type="checkbox"/>	1000116596	MANAGING WORKPLACE ABSENTEEISM



Save Close

Add to Programme

Trainer Details

Default Search

Search Search Reset

Customize List

Search Result

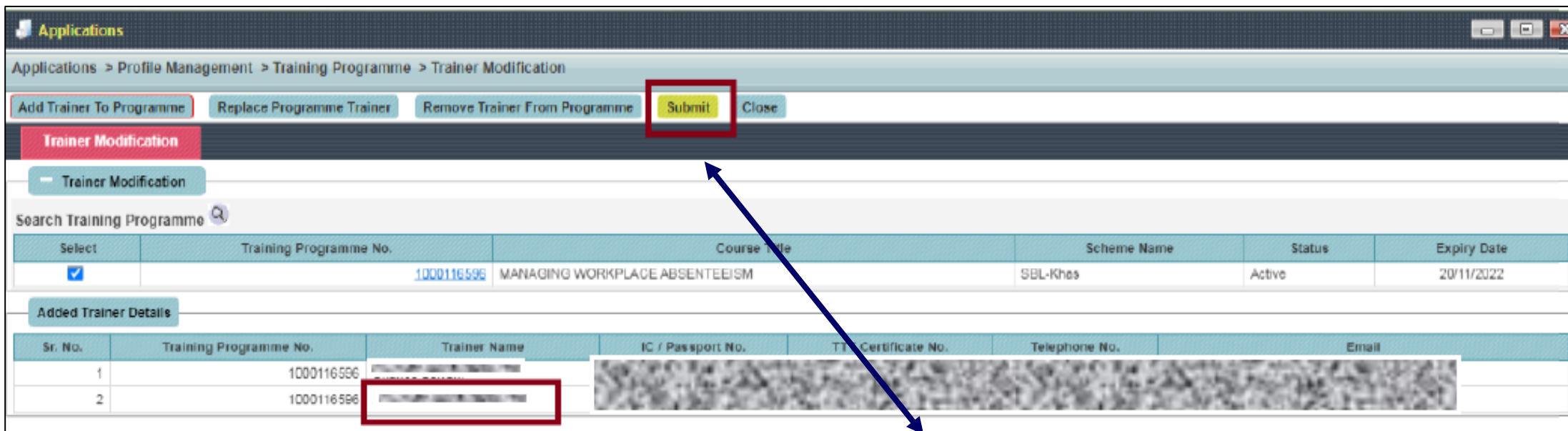
Select/Deselect All	Trainer Name	IC / Passport No.	TTT Certificate No.	Telephone No.	Email
<input checked="" type="checkbox"/>					

One record found.

Add to Programme



Step 3: Complete the submission



Applications > Profile Management > Training Programme > Trainer Modification

Buttons: Add Trainer To Programme, Replace Programme Trainer, Remove Trainer From Programme, **Submit**, Close

Trainer Modification

Trainer Modification

Search Training Programme

Select	Training Programme No.	Course Title	Scheme Name	Status	Expiry Date
<input checked="" type="checkbox"/>	1000116596	MANAGING WORKPLACE ABSENTEEISM	SBL-Khas	Active	20/11/2022

Added Trainer Details

Sr. No.	Training Programme No.	Trainer Name	IC / Passport No.	TT Certificate No.	Telephone No.	Email
1	1000116596	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2	1000116596	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- Once the selected trainer has been added to the approved course, click on the **'Submit'** icon.
- A pop-up message, "Your request has been submitted successfully", will appear on screen.

Your request has been Submitted Successfully.

OK

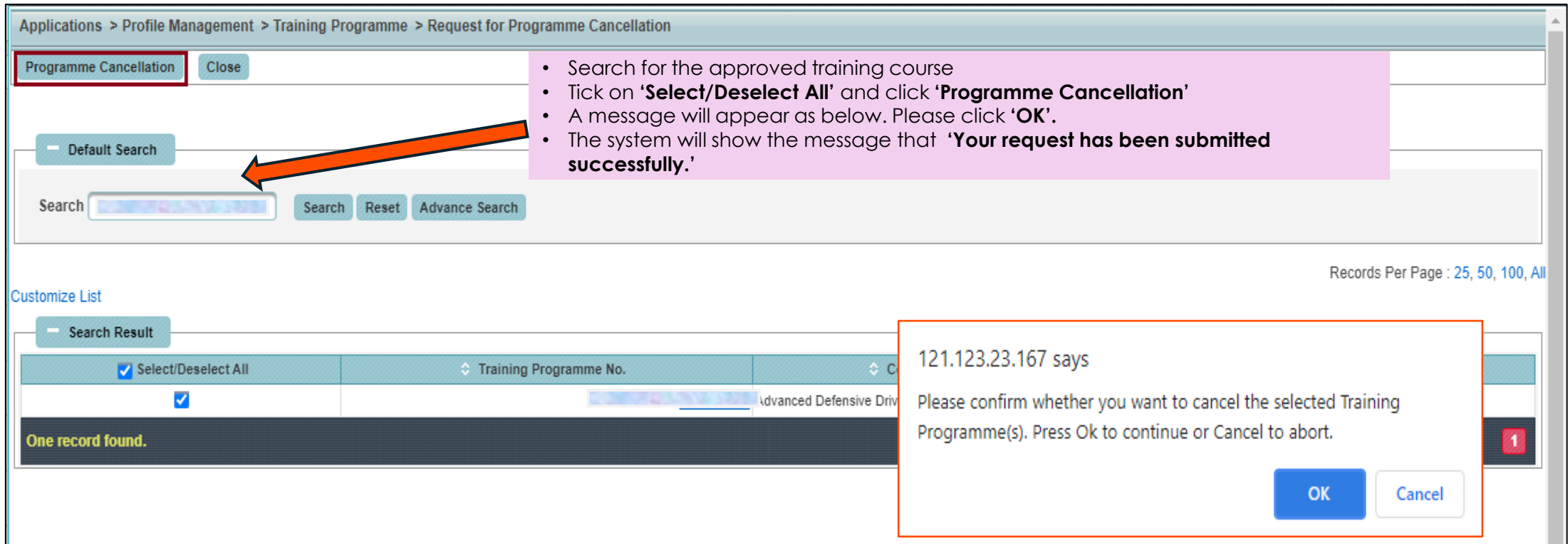




TOPIC 6

PROGRAMME CANCELLATION

Step 1: Login into e-TRiS > Click 'Applications' > Profile Management > Training Programme > Request for programme cancellation



Applications > Profile Management > Training Programme > Request for Programme Cancellation

Programme Cancellation Close

Default Search

Search Search Reset Advance Search

- 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.'**

Records Per Page : 25, 50, 100, All

Customize List

Search Result

<input checked="" type="checkbox"/> Select/Deselect All	Training Programme No.	
<input checked="" type="checkbox"/>		Advanced Defensive Driv

One record found.

121.123.23.167 says

Please confirm whether you want to cancel the selected Training Programme(s). Press Ok to continue or Cancel to abort.

OK Cancel

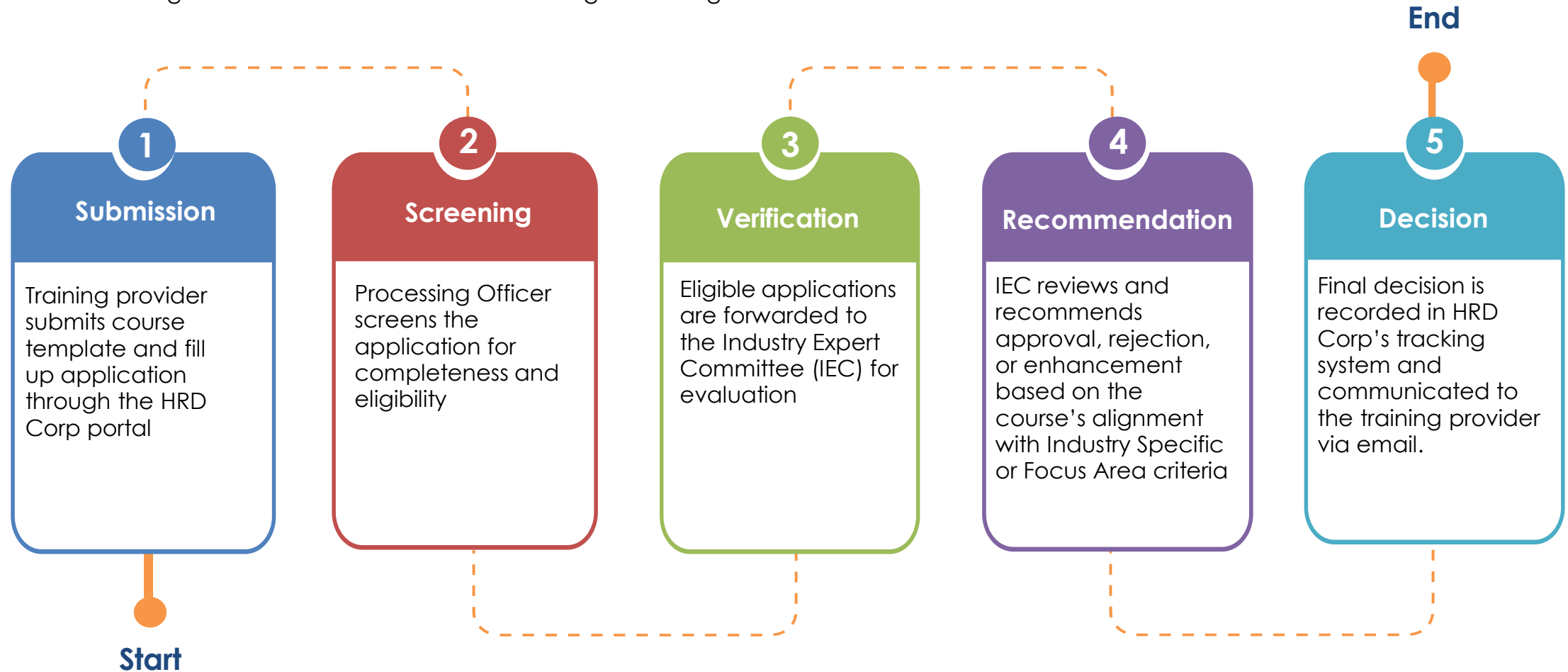


TOPIC 7

PROCESS FLOW FOR FOCUS AREA AND INDUSTRY-SPECIFIC COURSE

TOPIC 7 | PROCESS FLOW FOR FOCUS AREA AND INDUSTRY-SPECIFIC COURSES

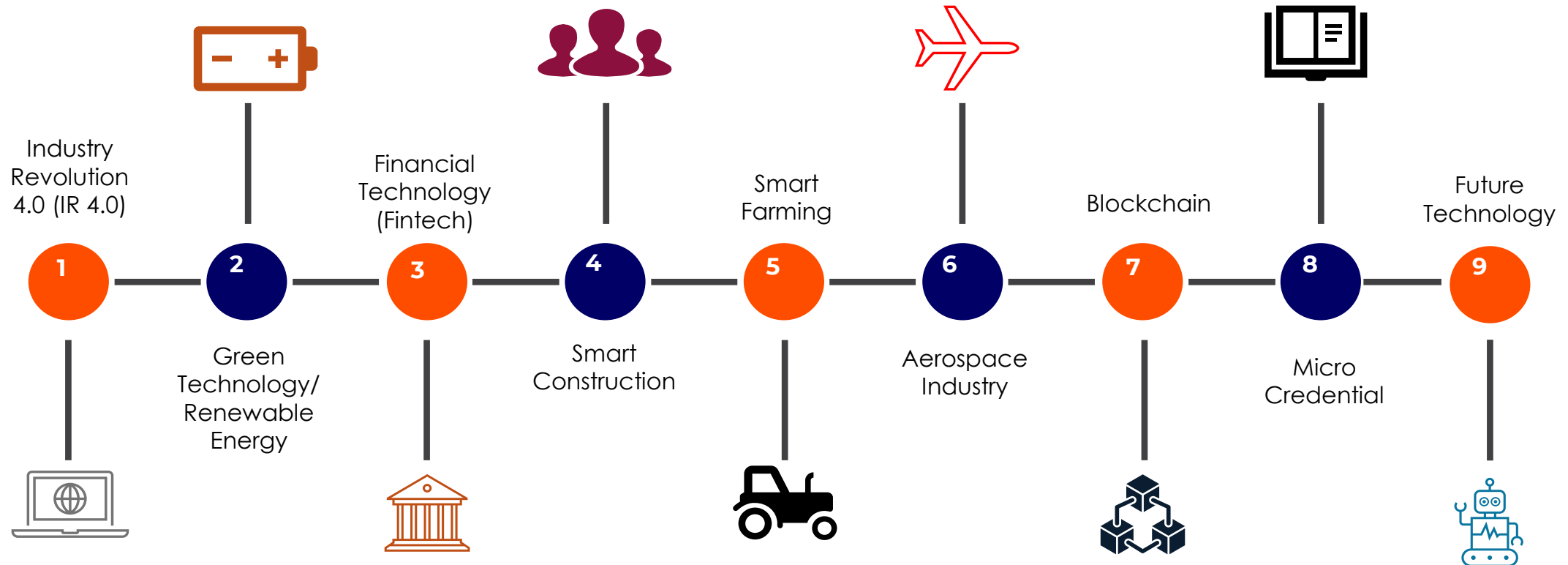
- Training Providers must submit the Course Verification Form for Industry Expert Committee (IEC) review.
- Upon receiving IEC's recommendation, Training Providers may proceed with course registration.
- The acknowledgement letter must be attached during course registration.



HRD Corp Focus Area Courses are training courses related **directly to supporting Government initiatives** towards nation-building.

As such, the courses offered under the HRD Corp Focus Areas are critical and expected to equip the workforce with the skills required to perform **the current and future job** requirements.

The Focus Area courses are designed based on **nine (9) priority areas and** established by HRD Corp, as follows:



What is Industry Specific Courses

Industry specific courses are training courses designed to provide targeted training and skills development tailored to the needs of a particular industry. These courses focus on the specific knowledge, techniques, and tools relevant to the industry, ensuring that participants are well-prepared to meet industry standards and requirements. Courses under this category are NOT certification courses but are demanded by the specific industry.

Industry Specific Courses only eligible employers within the same approved Industry and Sub Sectors (as stated in the Acknowledgement Letter) are entitled to the Industry Specific ACM. This requirement is also applicable to Joint Training.

Key criteria of Industry Specific Courses include:

Specialised Course Content

The course content is tailored to address the **unique challenges, technologies, and practices of ONE SPECIFIC INDUSTRY ONLY.**

Expert Instruction

Courses are often led by industry professionals with extensive experience and up-to-date knowledge in their field of expertise or industry.

Updated Content

Course content must be updated in a timely manner with the latest version and in accordance the technological advancements and current industry trends.

- Below are the Industries that are available under Industries-specific courses:

1 ACCOMMODATION AND FOOD SERVICE ACTIVITIES	7 CONSTRUCTION	12 INFORMATION AND COMMUNICATION	17 PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
2 ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES	8 EDUCATION	13 MANUFACTURING	18 REAL ESTATE ACTIVITIES
3 ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE	9 ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY	14 MINING AND QUARRYING	19 TRANSPORTATION AND STORAGE
4 ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES	10 FINANCIAL AND INSURANCE/TAKAFUL ACTIVITIES	15 OTHER SERVICE ACTIVITIES	20 WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES
5 AGRICULTURE, FORESTRY AND FISHING	11 HUMAN HEALTH AND SOCIAL WORK ACTIVITIES	16 PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES	21 WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
6 ARTS, ENTERTAINMENT AND RECREATION			

Step 1: Visit <https://hrdcorp.gov.my/program-registration-hrd-corp-claimable-course> > scroll to 'VERIFICATION'

VERIFICATION



Follow the steps below to verify your training programme:

- ✓ Course verification process is ONLY applicable for Focus Area and Industry Specific Courses.
- ✓ Reference to Course Verification Guideline and Frequently Asked Questions (FAQ), prior to downloading the Course Verification Template is encouraged.
- ✓ Submission of additional supporting documents is an added advantage to justify the relevancy of the course content, based on the applied Course Category.
- ✓ Further inquiries can be emailed to programmeregistration@hrdcorp.gov.my

**DOWNLOAD GUIDELINE ON COURSE
REGISTRATION**

**DOWNLOAD COURSE VERIFICATION
TEMPLATE**

Welcome Online!



Step 2: Click 'DOWNLOAD COURSE VERIFICATION TEMPLATE' > Fill up the form

COURSE TEMPLATE

Application Details

*Category	
*Focus Area/Industry	
*Sector	

Course Details

*Course Name		
*Course Overview		*Course Objective
*Target Group (by designation)		Minimum Training Requirement

Complete the Course Template at the 'Form' Tab

> **Form** **Sample** Evaluation +

Accessibility: Investigate

- Sample tab is provided as reference for training providers to fill in the form.
- Evaluation tab is only applicable for Industry Expert.



Step 3: Scroll to COURSE VERIFICATION FORM > Complete the form and upload the Course Verification Template > Click 'SUBMIT'

Course Category *

- Choose one -

Course Name *

Document Submission

Course Verification Form (Maximum file size limit is 10MB) *

Choose File

- Click here to upload complete verification form

Supporting Documents (Maximum file size limit is 10MB)

Choose File

- Click here to upload additional supporting document(s)

• Click here to submit

SUBMIT



IMPORTANT POINTS FOR COURSE VERIFICATION

For any application that does not comply with the Course Verification Guidelines, the officer reserves the right to approve the application under the General Course category.

**Subject to T&C*

01

Seminar and **conference-type** programmes are **NOT applicable**.

02

Training must be conducted **in Malaysia** only.

03

The ACM for HRD Corp Industry-Specific courses is applicable to employers based on Industry and Sector stated in the Acknowledgement Letter.

Employers from non-approved industries that attend HRD Corp Industry-Specific courses will be accounted under HRD Corp General Course ACM. This requirement is also applicable to Joint Training.





TOPIC 8

LICENSED TRAINING MATERIAL

LICENSED TRAINING MATERIAL DEFINITION

Proprietary training content developed and owned by an original publisher, institution or principal, which is officially authorised for the usage of training providers in the delivery of approved training programmes. These materials may include physical workbooks, e-manuals, e-books or online access platforms.



Training providers to submit the required documents by

- Hand (for physical materials) | Wisma HRD Corp, Bukit Damansara, 50490 Kuala Lumpur.
- Email (for digital materials) | programmeregistration@hrdcorp.gov.my or officer-in-charge's email address



1. Application Letter

Addressed to the Head, Training Levy Department, HRD Corp, indicating:

- Type of Licensed Training Materials (e.g., hardcopy or digital copy).
- Approved training course details, title and programme code number requesting for the licenced training material
- Purpose or justification for using licensed training material to deliver the approved course(s).
- Price in MYR, including SST.

2. Principal Letter

A letter from the Principal granting approval for the Training Provider (TP) to use the materials.

The letter should specify:

- The programmes for which the materials will be utilised.
- The price of the material in its original currency.

3. Licensed Training Material Copy

A copy of the physical licensed training material or digital licensed training material (e.g., E-Manual/E-Book/Online Access Link) must be submitted for HRD Corp review.

Please also provide samples of the report/assessment for review in PDF.


Note: Physical materials can be collected from HRD Corp after the review.

4. Previous Pre-Approval Letter (For Renewal Only)

For renewal purposes, kindly provide a copy of the previous pre-approval letter.



Example of Pre-Approval Licensed Training Material Letter



Ref. No. :
Date :

50480, Kuala Lumpur.

Dear Sir/Madam,





RE: PRE-APPROVAL FOR PHYSICAL LICENSED TRAINING MATERIAL

We would like to refer to your email dated _____ regarding pre-approval for physical licensed training material.

2. Please be informed that we have reviewed your application for pre-approval for physical licensed training material used in your trainings and supplied to your clients. We are pleased to inform that we agree to your proposed pricing as per below:

No.	Course/Licensed Training Materials Title	Price MYR (Per Unit/Pax) Inclusive SST
1.	Physical Manual Licensed Training Materials: Participant Guide Approved training courses: a. 1000	.00 nett
2.	Physical Manual Licensed Training Materials: TM Approved training courses: a. 1000	.00 nett

PEMBANGUNAN SUMBER MANUSIA BERHAD (20201009387)
Wilms HRD Corp, Jalan Berangan, Damansara Heights
50480 Kuala Lumpur, Malaysia
1300 20 4500 | www.hrdcorp.gov.my





CONTACT US



Email us at **programmeregistration@hrdcorp.gov.my**



Meet us during the HRD Corp Open Day every Thursday from 10AM to 4PM at Wisma HRD Corp



HRD CORP LOGO AND BRANDING

Please refer to the link for the guidelines on the usage of HRD Corp's Logo <https://hrdcorp.gov.my/usage-of-hrd-corp-logo>



HRD Corp Registered Training Provider Logo

To indicate that the Training Provider is registered and active.



HRD Corp Claimable Logo

For marketing of training programmes, conferences, seminars and any other events which are claimable from the HRD Corp levy.





MINISTRY OF HUMAN RESOURCES



HUMAN RESOURCE DEVELOPMENT CORPORATION

THANK YOU

**Advancing Skills,
Empowering Talent for a
Future-Ready Malaysia**