

HRD Corp Grant Application Helper

Future Worker Training Scheme



eTRiS

Purpose

To submit a grant application under the Future Workers Training Scheme (FWT Scheme)

Terms and Conditions:

In-house training

- In-house training programmes **can be conducted 14 days after grant approval**. The approved training programme must commence **within 90 calendar days** after the completion of the 14-day advance approval requirement.

Public training

- Public training programmes can be conducted three (3) days after grant approval, applicable from **15 June to 31 December 2026**. The approved training programme must commence **within 90 calendar days** after the completion of the 3-day advance approval requirement.
- **From 1 January 2027**, the requirement returns to the 14-day rule, aligning with in-house training programmes.

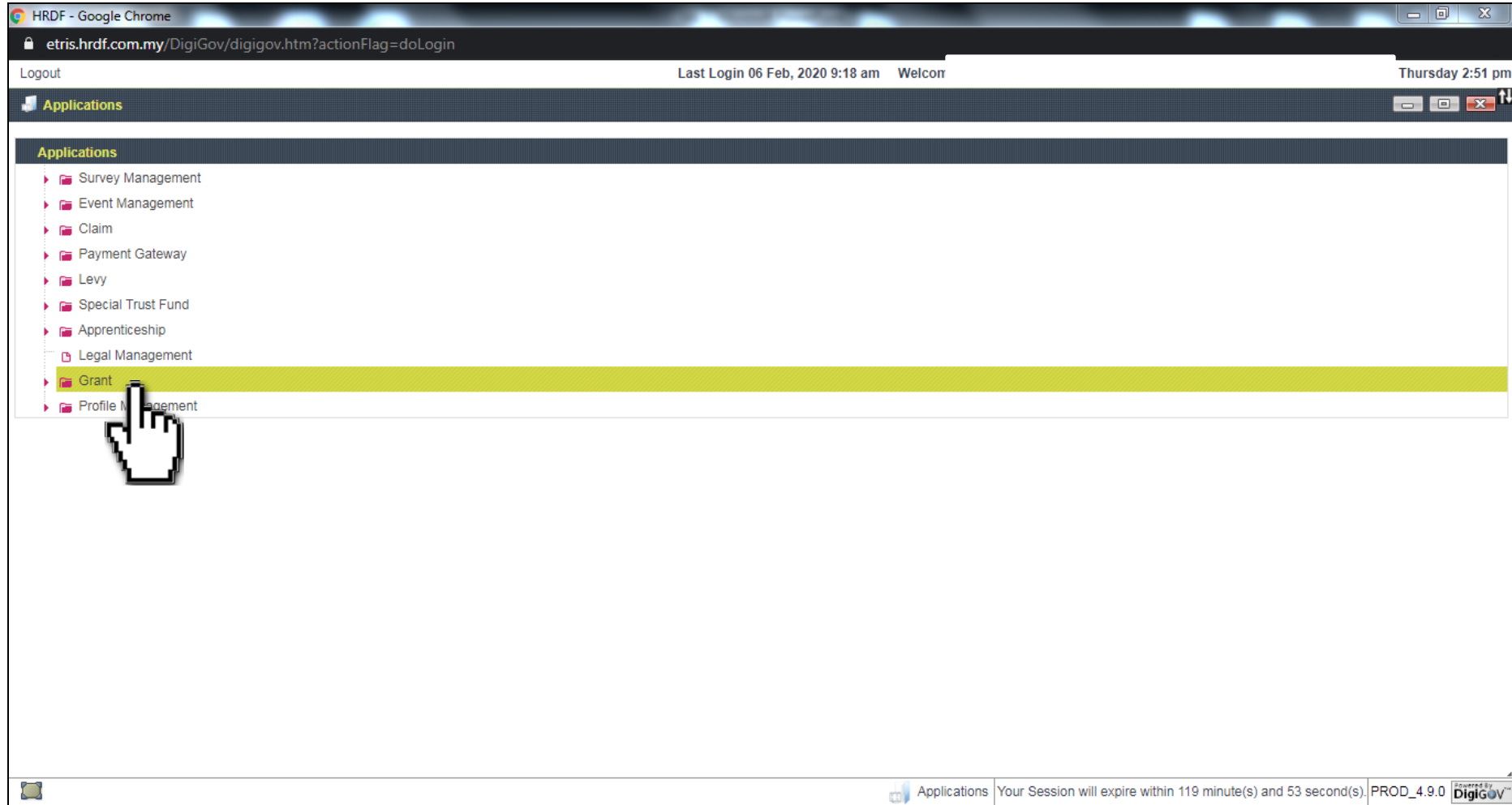


Employers must submit with supporting documents:
Invoice/quotation, trainer profile and schedule/course content.

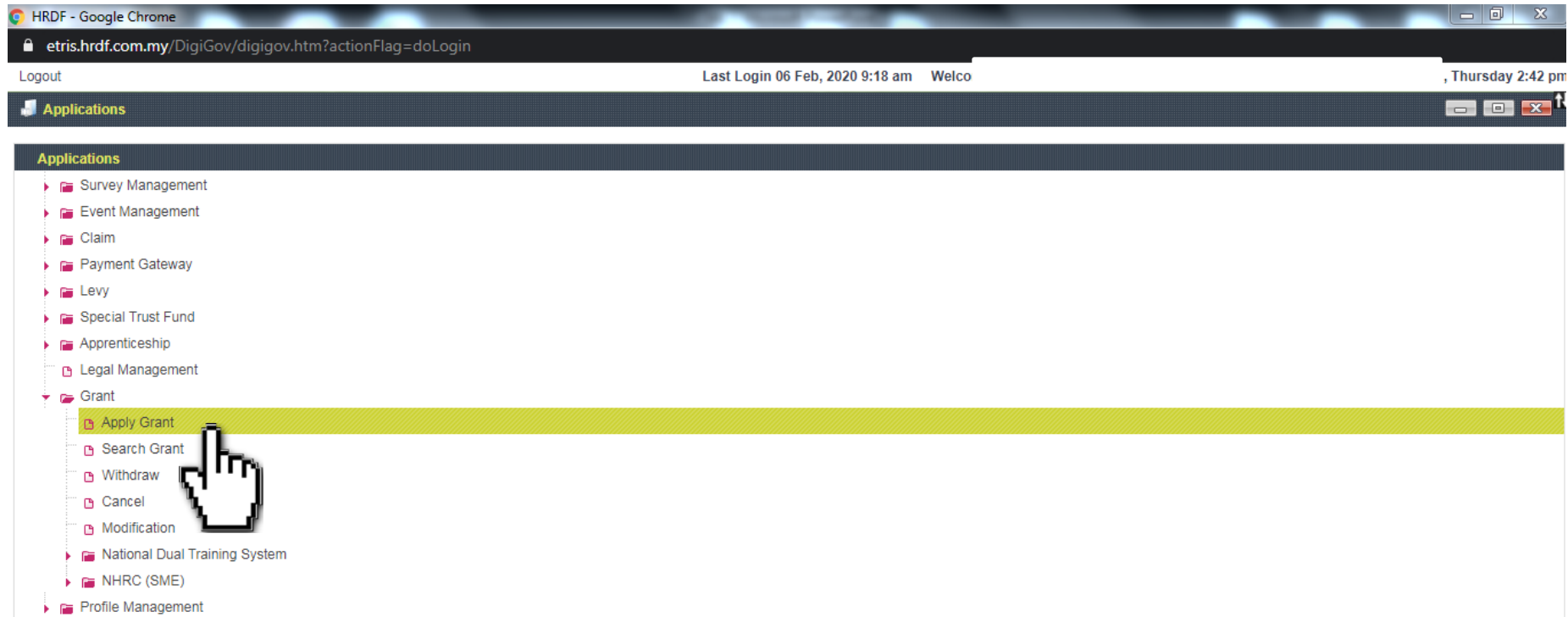
- (1) Log in to Employer's eTRiS account
- (2) Click **Application**



(3) Click **Grant** on the left-hand menu under Work List



(4) Click **Apply Grant** on the left-hand menu under Work List



Applications

Your Session will expire within 119 minute(s) and 40 second(s).

PROD_4.9.0



(5) Click Apply on the left-hand menu

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welcom

, Thursday 2:54 pm

Applications

Applications > Grant > Apply Grant

Apply Grant

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		

Apply

Cancel

Below are the un-submitted grant application.

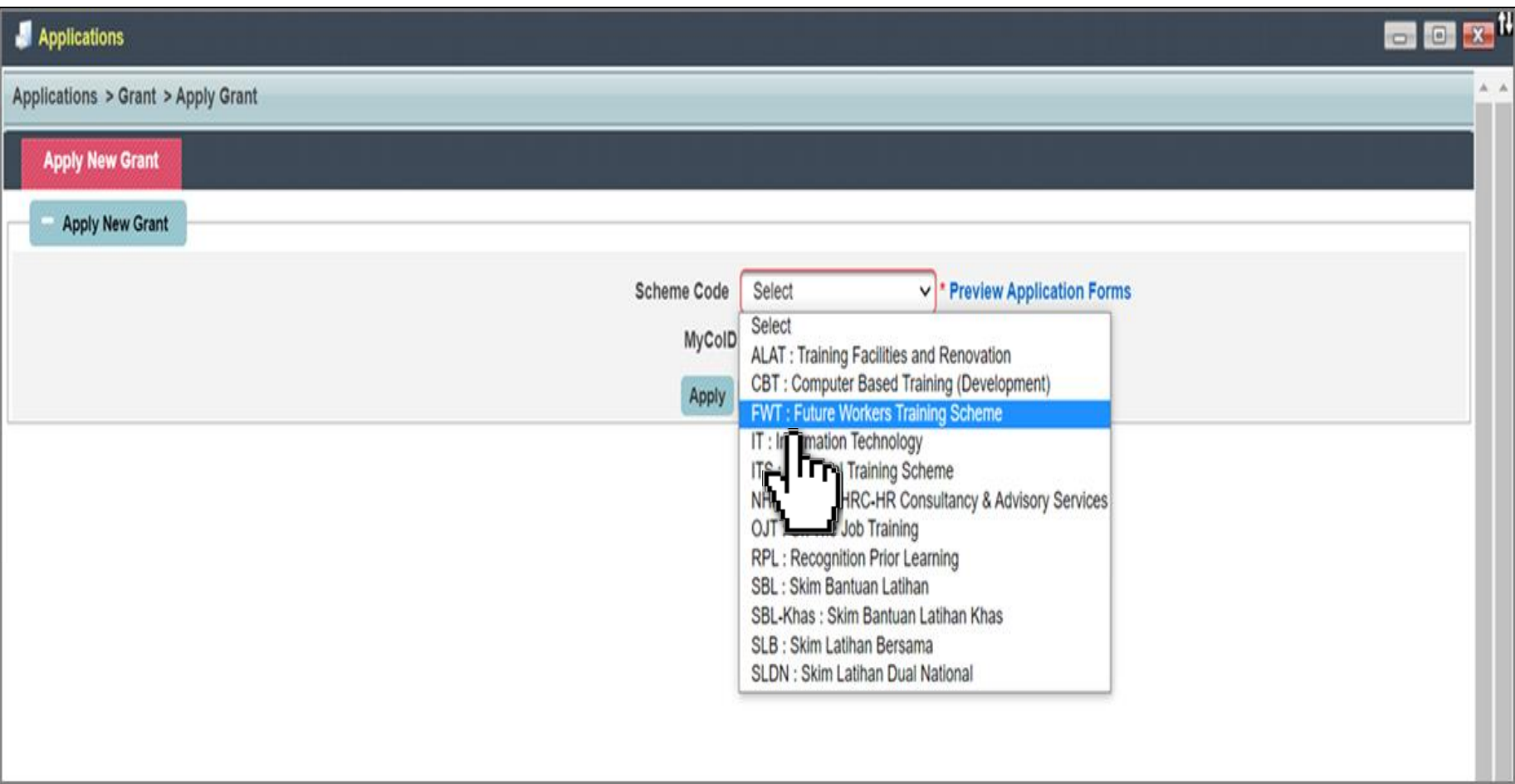
No records found to display.

Proceed with new grant-scheme application?

Apply

Cancel

(6) Click the Scheme Code and Select **FWT: Future Workers Training Scheme** and click **Apply**



The screenshot shows a web application window titled 'Applications'. The breadcrumb trail is 'Applications > Grant > Apply Grant'. There are two buttons labeled 'Apply New Grant', one in a red box and one in a blue box. The main form area contains a 'Scheme Code' dropdown menu with a red border. The dropdown is open, showing a list of training schemes. A mouse cursor is pointing at 'FWT: Future Workers Training Scheme', which is highlighted in blue. To the right of the dropdown is a link that says '* Preview Application Forms'. Below the dropdown is a 'MyCoID' label and an 'Apply' button.

Scheme Code: Select ▼ * Preview Application Forms

MyCoID

Apply

- Select
- ALAT : Training Facilities and Renovation
- CBT : Computer Based Training (Development)
- FWT : Future Workers Training Scheme**
- IT : Information Technology
- ITS : Information Technology Training Scheme
- NH : HRC-HR Consultancy & Advisory Services
- OJT : On Job Training
- RPL : Recognition Prior Learning
- SBL : Skim Bantuan Latihan
- SBL-Khas : Skim Bantuan Latihan Khas
- SLB : Skim Latihan Bersama
- SLDN : Skim Latihan Dual National

(7) Select your Immediate Officer and click **Next**

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Logout

Last Login 06 Feb, 2020 9:18 am Welc

Thursday 3:08 pm

Applications

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

Levy Information

Company Name

Total Grant Approved

RM 702,944.04

Total Amount Applied

RM 10,700.00

Scheme Name

Levy Balance

RM 71,685.14

Grant Balance

RM 97,102.88

Save

Next

Cancel

Employer's Profile

MyCoID

Company Name

Immediate Officer

Select

Email

Save

Next

Cancel

Applications

Your Session will expire within 114 minute(s) and 50 second(s).

PROD_4.9.0

DigiGov

(8) Select the registered Training Provider details appropriate and click **Next**.

Applications

<

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

>

Levy Information

Company Name

Total Grant Approved

Grant Officer's Name

Non-Technical Grant Balance

Scheme Name

Levy Balance

Grant Balance

Grant Officer's Email

Total Amount Applied

No. of Employee

Sub Sector

Back

Save

Next

Cancel

Registered Training Provider Details

MyCoID

Search

Check

History Data

Training Provider Name

Post Code

Address

State

Officer Telephone Number

Officer to be Contacted

Email


www.hrdcorp.gov.my

HRD Corp Grant Helper v2026

Page 9

(9) Please select the training programme from the list and enter all required details appropriate and click **Next**

Note : select your desire training programme

Note: Explain why participant should attend the training; the relation to their task or career development etc.

[Back](#)
[Save](#)
[Next](#)

Course Details

Course Title

Description

Relevancy of Training

Type of Retraining and Skills Upgrading

Select ▼

Programme Details

Type of Training

Commencement of Program

Total Hours Per Training

No. of Full Days

No. of Half Days

No. of < Half Days

Total Training Days

No. of Month

Total Hours Per Trainee

Development Programme ☐ **e-Learning**

Date

For information only.

*** (Based on 7 hours per day)**

*** (Based on 4 hours per day)**

*** Hours** *** (Based on < 4 hours a day)**

***Note: Total of Full Day + Half Day + < Half Day.**

***Note: mandatory if Training Type is "Development Programme".**

(9.1) Please select the trainer from the training provider list, click **Add** and click **Next**

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etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 01 Mar, 2020 12:43 am Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Sunday 2:08 am

Applications

Back Save Next Cancel

Course Details

Course Title

1000113053 : Microsoft

Relevancy of Training

abc

Description

abc

Type of Retraining and Skills Upgrading

Accounting or Finance

Programme Details

Type of Training

☐ In-house
☒ Public
☐ e-Learning

Commencement of Programme

Start Date

10/03/2020

End Date

11/03/2020

Total Hours Per Training

14.00

No. of Full Days

2

No. of Half Days

0

No. of < Half Days

0

Total Training Days

2

No. of Month

0.0

Total Hours Per Trainee

14

External Trainer

Name

Lai

IC No./Passport No.

750222

Citizenship

Malaysian

Distance to Training Location

Select

Overseas Trainer

☐ Yes
☒ No

Add

Reset

Back Save Next Cancel

javascript:doLogout('/DigiGov')

Applications Your Session will expire within 116 minute(s) and 39 second(s). PROD_4.10.0 DigiGov

(10) Please enter the Training Location as appropriate and click **Next**

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Logout

Last Login 06 Feb, 2020 9:18 am Welc

, Thursday 3:34 pm

Applications

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

Levy Information

Company Name

[Total Grant Approved](#)

RM 726,510.70

[Total Amount Applied](#)

RM 0.00

Scheme Name

SBL-Khas

[Levy Balance](#)

RM 71,685.14

[Grant Balance](#)

RM 97,102.88

Back

Save

Next

Cancel

Details of Training

Training Location

Own Premise

HQ/Branch

HQ

Please Specify Full Address

abcde

State

Kuala Lumpur

No. of Travel Days

☐ 1 Day
 ☒ Not Applicable

Back

Save

Next

Cancel

(11) Please select the level of Certification appropriate and click **Next**

Applications

<

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

>

Levy Information

Company Name

Total Grant Approved

Grant Officer's Name

Non-Technical Grant Balance

Scheme Name

FWT

Levy Balance

Grant Balance

Grant Officer's Email

Total Amount Applied

RM 0.00

No. of Employee

Sub Sector

Manufacture of structural metal products, tanks, reservoirs and steam generators

Back

Save

Next

Cancel

Level of Certification

Level of Certification

Practical/Hands-On/TVET?

Select

Select

Certificate Of Attendance

Diploma

Professional Certificate

Skm (Jpk)

Back

Save

Next

Cancel

(12) Please follow the note and key trainee's details.

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Logout

Last Login 06 Feb, 2020 9:18 am Welcom

Thursday 3:49 pm

Applications

< Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

RM 726,510.70

RM 0.00

SBL-Khas

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

1

Training Schedule

Start Date

08/02/2020

End Date

09/02/2020

Add Batch

Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.				

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
Back Save Next Cancel										

Applications

Your Session will expire within 119 minute(s) and 9 second(s).

PROD_4.9.0

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(12.1) Click the **Add Batch** button and click **Save**

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Logout

Last Login 06 Feb, 2020 9:18 am Welco

Thursday 3:55 pm

Applications

< Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

RM 726,510.70

RM 0.00

SBL-Khas

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date 08/02/2020

End Date 09/02/2020

Add Batch

Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	-	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back

Save

Next

Cancel

Applications

Your Session will expire within 113 minute(s) and 5 second(s).

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(12.2) Click Add Trainee Details

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Logout

Last Login 06 Feb, 2020 9:18 am Welcom

, Thursday 4:05 pm

Applications

< Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

RM 726,510.70

RM 0.00

SBL-Khas

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date

08/02/2020

End Date

09/02/2020

Add Batch

Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back

Save

Next

Cancel

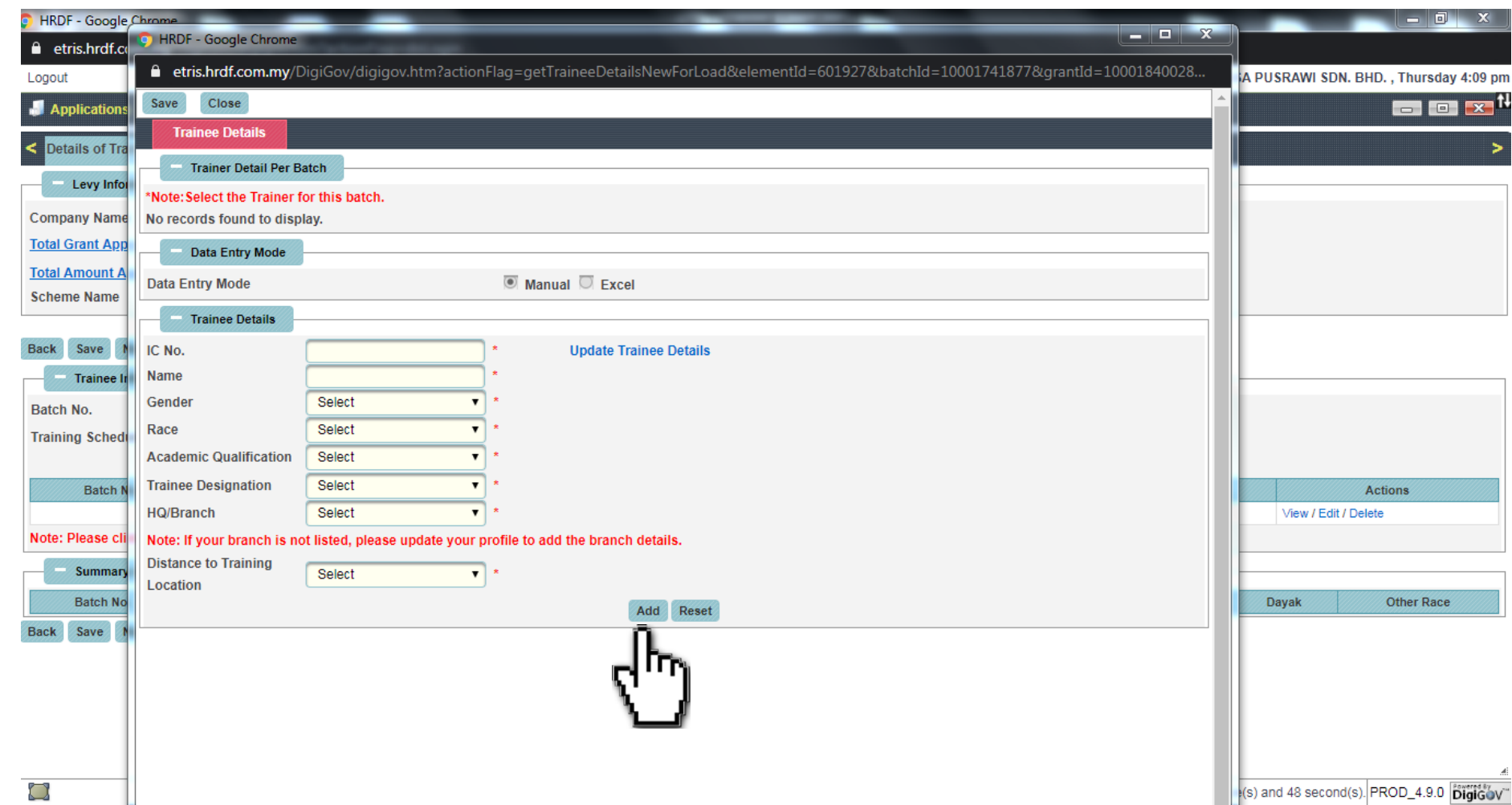
Applications

Your Session will expire within 118 minute(s) and 53 second(s).

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(12.3) Please enter all required details and click **Add**



HRDF - Google Chrome

etris.hrdf.com

Logout

Applications

Details of Tra

Levy Infor

Company Name

Total Grant App

Total Amount A

Scheme Name

Back Save

Trainee In

Batch No.

Training Sched

Batch N

Note: Please cli

Summary

Batch No

Back Save

etris.hrdf.com

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Save Close

Trainee Details

Trainer Detail Per Batch

*Note: Select the Trainer for this batch.

No records found to display.

Data Entry Mode

Data Entry Mode ☒ Manual ☐ Excel

Trainee Details

IC No. *

Name *

Gender Select *

Race Select *

Academic Qualification Select *

Trainee Designation Select *

HQ/Branch Select *

Distance to Training Select *

Location *

Update Trainee Details

Note: If your branch is not listed, please update your profile to add the branch details.

Add Reset

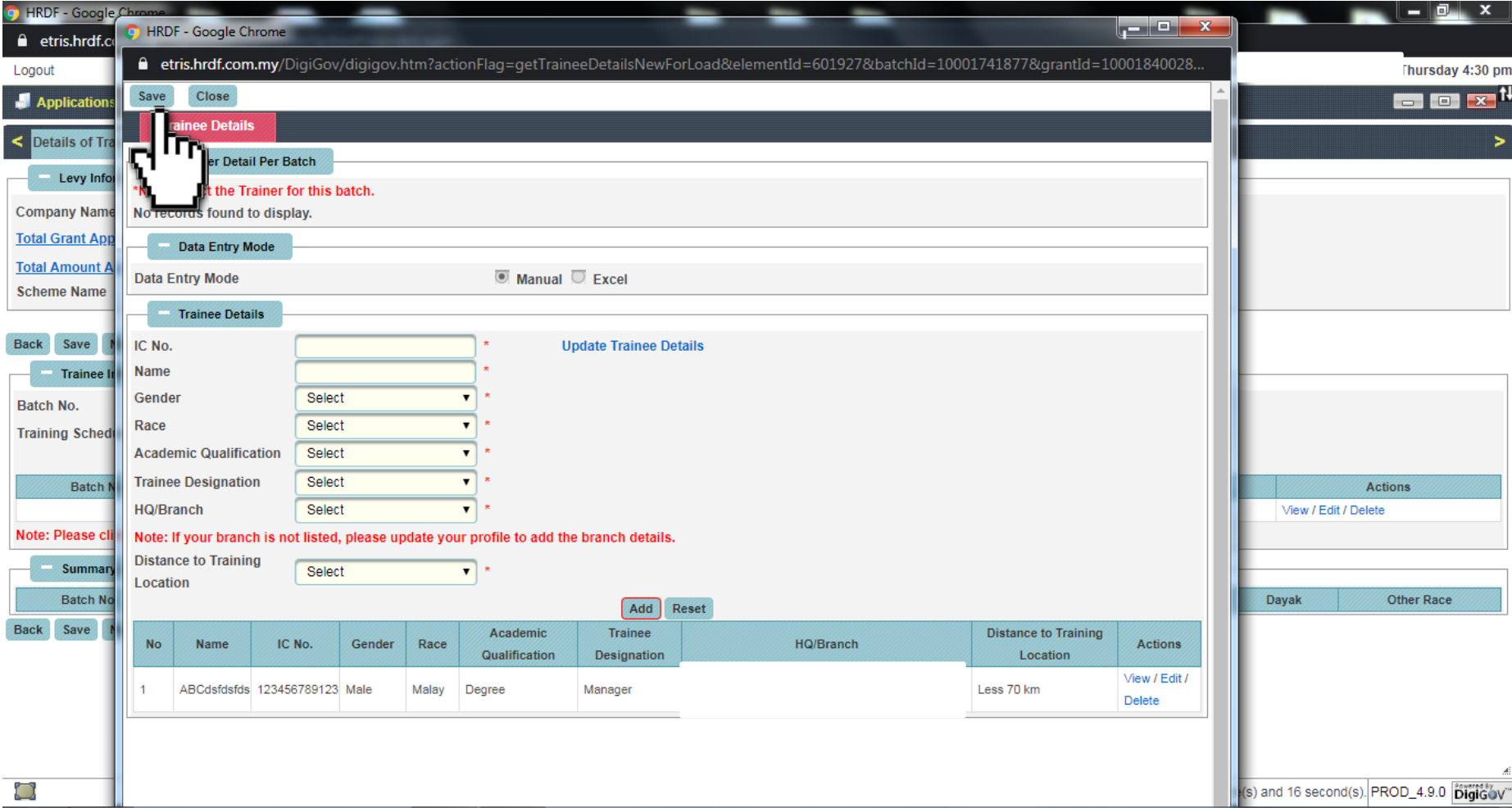
Actions

View / Edit / Delete

Dayak Other Race

(s) and 48 second(s). PROD_4.9.0 Powered by DigiGov

(12.4) Click **Add** if you want to add more participants, and if not, click **Save**



etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=601927&batchId=10001741877&grantId=10001840028...

Save Close

Trainee Details

Enter Detail Per Batch

*No records found to display.

Data Entry Mode

Data Entry Mode ☒ Manual ☐ Excel

Trainee Details

IC No. * [Update Trainee Details](#)

Name *

Gender *

Race *

Academic Qualification *

Trainee Designation *

HQ/Branch *

Note: If your branch is not listed, please update your profile to add the branch details.

Distance to Training Location *

Add **Reset**

No	Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Actions
1	ABCdsfsdfs	123456789123	Male	Malay	Degree	Manager		Less 70 km	View / Edit / Delete

(s) and 16 second(s). PROD_4.9.0 **DigiGov**



(13) Please enter all the Course fee details and allowance details appropriate and click **Next**

Applications

<

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Total Grant Approved

Grant Officer's Name

Non-Technical Grant Balance

Scheme Name

Levy Balance

Grant Balance

Grant Officer's Email

Total Amount Applied

No. of Employee

Sub Sector

Back

Save

Next

Cancel

Estimated Cost

Type of Training : Public

Training Location : Local

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	YUR : Course Fee	Not Applicable		Per Day	1.0	1	Pax	Not Applicable	
Trainee	EHP : Trainee Daily Allowance	< 70 KM		Per Day	1.0	0	Pax	Not Applicable	
Trainee	EHP : Trainee Daily Allowance	>= 70 KM		Per Day	1.0	0	Pax	Not Applicable	

(14) Please tick the declaration and select the designated officer

Applications

☒ I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name

Select

Designation

Email

IC No.

Date

15/08/2021

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

- Course Fee Quotation (CF)
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment

File Description

Attach File

Choose File

No file chosen

Add Attachment

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Back

Save

Submit Application

Cancel

(14.1) Please **Add Attachment** (all required documents), click **Save** and click **Submit Application**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am

Welcome KOLEJ SAINS PERUBAIAAN ANAKABANGSA PUSKAWI SUN. BHU. , Thursday 4:57 pm

Applications

grant that may have been disbursed.

☒ I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name

Other

Other Officer Name

abcde

Designation

Executive

Email

abcde@yahoo.com

IC No.

123456789123

Date

06/02/2020

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment

File Description

Attach File

Choose File Training Pro...0-04-16).pdf

Add Attachment

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	Actions
Training Program - APR-32 (2020-04-16)	Remove / View

Back

Save

Submit Application

Applications

Your Session will expire within 103 minute(s) and 17 second(s).

PROD_4.9.0

DigiGov



Once the **new Grant Application** has been successfully submitted, the Grant Officer will evaluate the request and will query the application for any additional information needed.



Application status will be updated in the employer screen notified via email and inbox.



THANK YOU

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