Process Flow for Training Verification

MINISTRY OF HUMAN RESOURCES

HRD CORP
HUMAN RESOURCE DEVELOPMENT CORPORATION

Received Grant Approval

- In-house -14 days before training commencement
- Public -3 days before training commencement)

Physical Verification

- ❑ Applicable for Face-to-Face (F2F) training only.
- ❑ No appointment will be made prior to the visit.
- ❑ Verification Officer (VO) may visit the site based on the grant application.

Online Verification

- ❑ Applicable for Face-to-Face (F2F) or Remote Online Training (ROT).
- ❑ PIC for Training Providers/Employers is required to cooperate with VO in ensuring the undertaking of Remote Online Verification.
- ❑ The verification will be conducted through MS Teams/video call.

CHECKLIST:

1. HRD Corp Training Verification Declaration Form
2. Signed attendance form (T3)
   OR
   System generated online attendance
3. Photos of Training Session

Failure to comply with the verification requirements may affect claim eligibility.

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