



MINISTRY OF HUMAN RESOURCES



HRD CORP CLAIMABLE COURSES REGISTRATION WORKSHOP

2025

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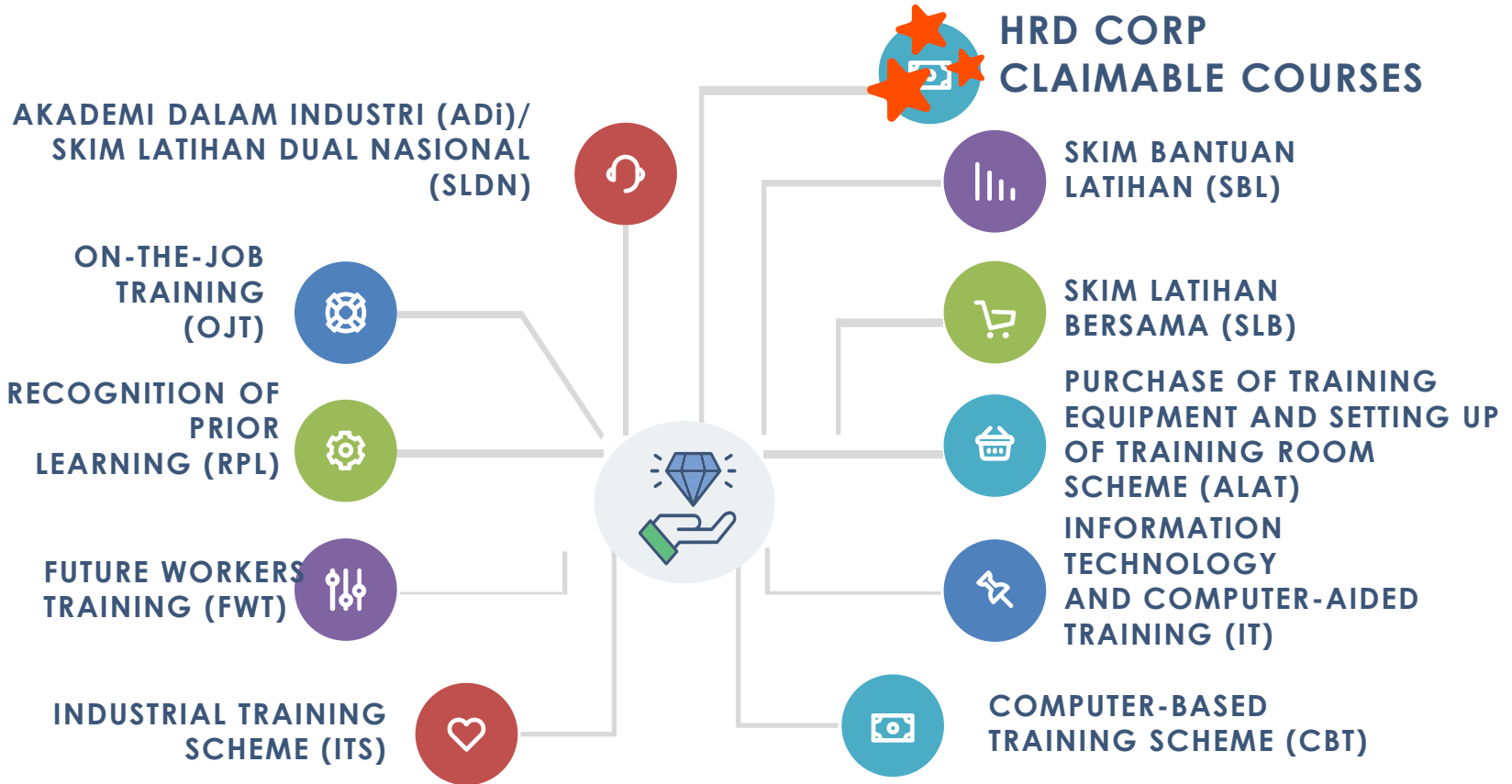
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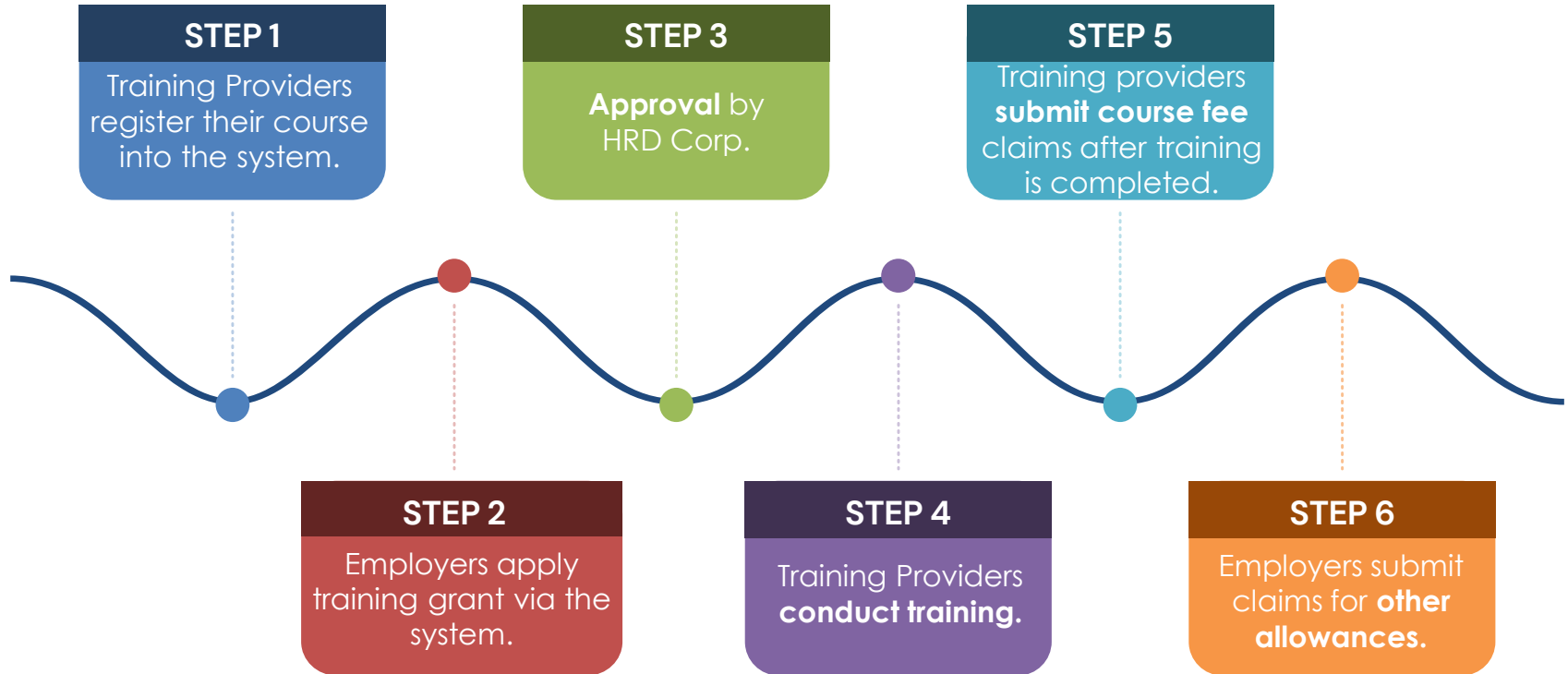
Contact Us

11 TYPES OF GRANT SCHEMES FOR FINANCIAL ASSISTANCE



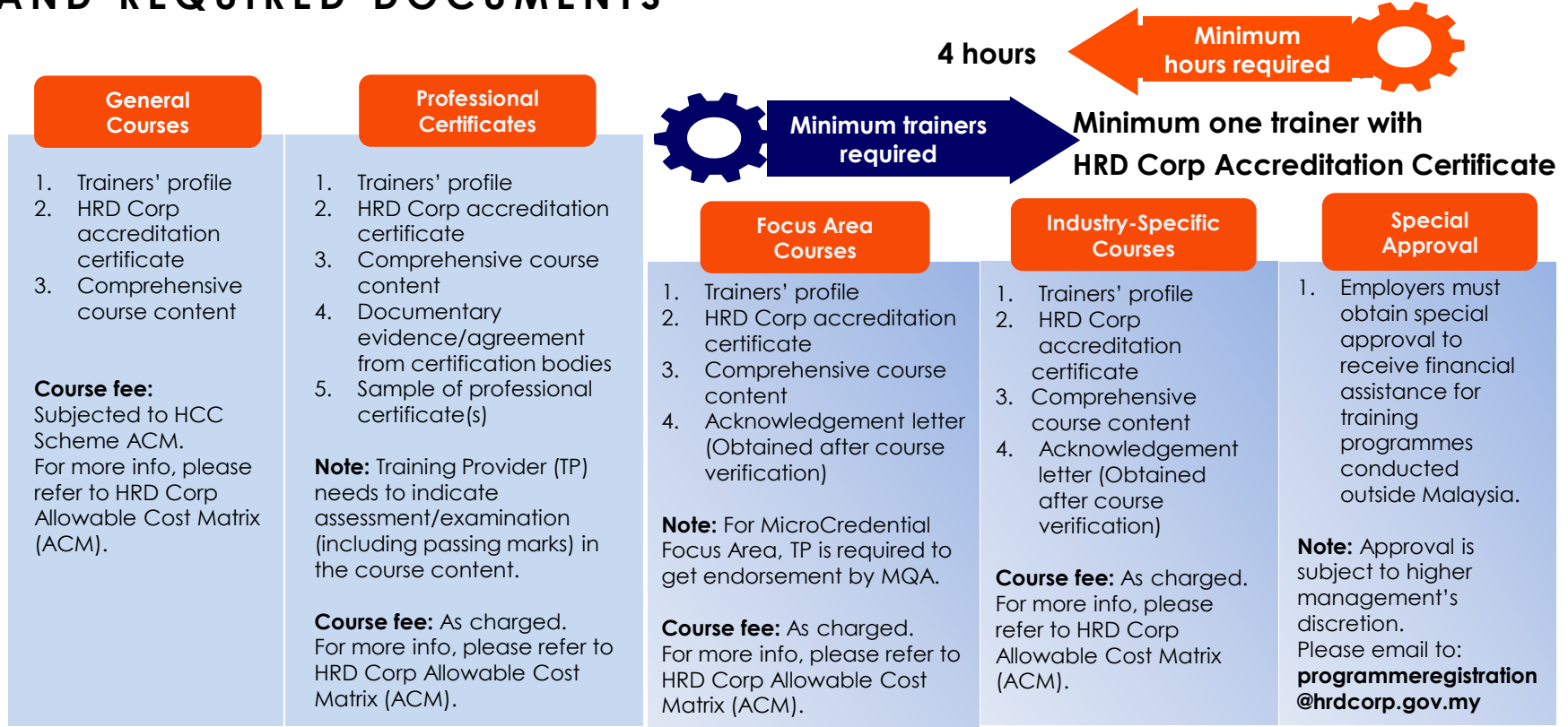
TOPIC 1 | HRD CORP CLAIMABLE COURSES (HCC)

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



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.

REQUIRED DOCUMENTS

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 licensed 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.

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**

Agreement between Training Provider and Certification Body

 <p>Training Provider Recognition Agreement</p> <p>19th July, 2022</p> <p>BETWEEN</p> <p>Exemplar Global Inc.</p> <p>AND</p> <p>[Redacted]</p>	<p>Parties EXEMPLAR GLOBAL INC. (Principal)</p> <p>[Redacted] (Training Provider)</p> <p>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]</p> <p>Background</p> <p>A. The Principal and the Training Provider agree that the signed proposal between the parties is to be read in conjunction with this Agreement.</p> <p>B. The Principal provides a comprehensive range of assessment, certification and information services, and has an established reputation in the assessment industry.</p> <p>C. The Training Provider provides a range of learning, assessment and certification services.</p> <p>D. 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.</p> <p>E. 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.</p> <p>F. 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.</p> <p>1. Scope of Agreement</p> <p>1.1. This Agreement shall apply only to the Training Provider.</p> <p>1.2. Training Provider will provide the Principal with a list of courses they intend to be included in the Recognition Agreement.</p> <p>2. Term</p> <p>2.1. 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.</p>
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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.kiwaert.com

Example of Acknowledgement Letter Upon Approval by IEC



Our Ref: (182) PSMB/46/11/1 Kuat 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 programregistration@hrdcorp.gov.my

Thank you.

'Delivering Quality, Developing Excellence'
 'Malaysia MADANI'

Training Levy Department



Application Details	
Category	INDUSTRY_SPECIFIC
Trade/Industry	MANUFACTURING
Topic	Installation of industrial machinery and equipment

Course Details	
Course Name	«Course_Name»
Course Overview	«Course_Overview»
Target Group (By employer)	«Target_Group»


Learning Outcome	Learning Content
LO1	Identify the fundamental principles of the Supply Production System (SPS) and its related tools in industrial manufacturing processes.
LO2	Apply the concept of lean thinking including 5S, Just-in-Time (JIT) and waste reduction in industrial setting.
LO3	Execute the Supply Chain Cycle (SCCC) and its relevance to efficiency and financial gain.
LO4	Execute plan-do-check-act (PDCA) in various business management through quality control and cost.
LO5	Execute process management concepts and quality control in various manufacturing settings.
LO6	Execute the implementation of 5S and continuous improvement (CI) in industrial setting.
LO7	Integrate Information Technology (IT) tools to support lean operations and employee skill development.
LO8	Execute strategies to manage high risk materials and hazardous customer orders in manufacturing.
LO9	Execute on customer business values and professional fee through Service Orientation and Customer Satisfaction.
LO10	Execute program from ISO 9001:2015 (Quality Management System) to improve long term value.

Module	Topic	Level	Prerequisite	Level	Prerequisite	Level	Prerequisite
1	Introduction to SPS and Minimalist Rate	1,2,3					
2	Lean Thinking Principles: 5S, JIT, Waste Reduction, Supply Chain Cycle (SCCC)						
3	IEC Application in Global Business Context						
4	Case Studies and Sharing Session on Ovensak Implementation						
5	Application in Global Management Perspective						
6	Industrial Learning of Industrial Machinery's Service/Commissioning/Inspection/Production of Industrial Business Process in Global Trade						
7	ISO 9001 Implementation: Service, Process, Product						
8	ISO 9001 Implementation: Service, Process, Product						
9	High Quality (HQ) Industry: Asia (Malaysia)						
10	Challenges of Operational Excellence: Operational Strategy in High Industry Environments						
11	Industrial Business Values in Practice: One Malaysia Investment/Trade Promotion/Exchange and Service						

Year	Module	Training Agency	Assessment Method	Passing Rate	
2024	Module 1	HRD Corp	Written Assessment	100%	
2024	Module 2	HRD Corp	Written Assessment	100%	
2024	Module 3	HRD Corp	Written Assessment	100%	
2024	Module 4	HRD Corp	Written Assessment	100%	
2024	Module 5	HRD Corp	Written Assessment	100%	
2024	Module 6	HRD Corp	Written Assessment	100%	
2024	Module 7	HRD Corp	Written Assessment	100%	
2024	Module 8	HRD Corp	Written Assessment	100%	
2024	Module 9	HRD Corp	Written Assessment	100%	
2024	Module 10	HRD Corp	Written Assessment	100%	
2024	Module 11	HRD Corp	Written Assessment	100%	
				Total Average	100%

Notes:
 1. Participants need to be listed.
 2. Fill the course details carefully in the excel document (soft copy) and submit the template via online submission form.

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: _____ _____ Approved training courses: a. 1000	.00 nett

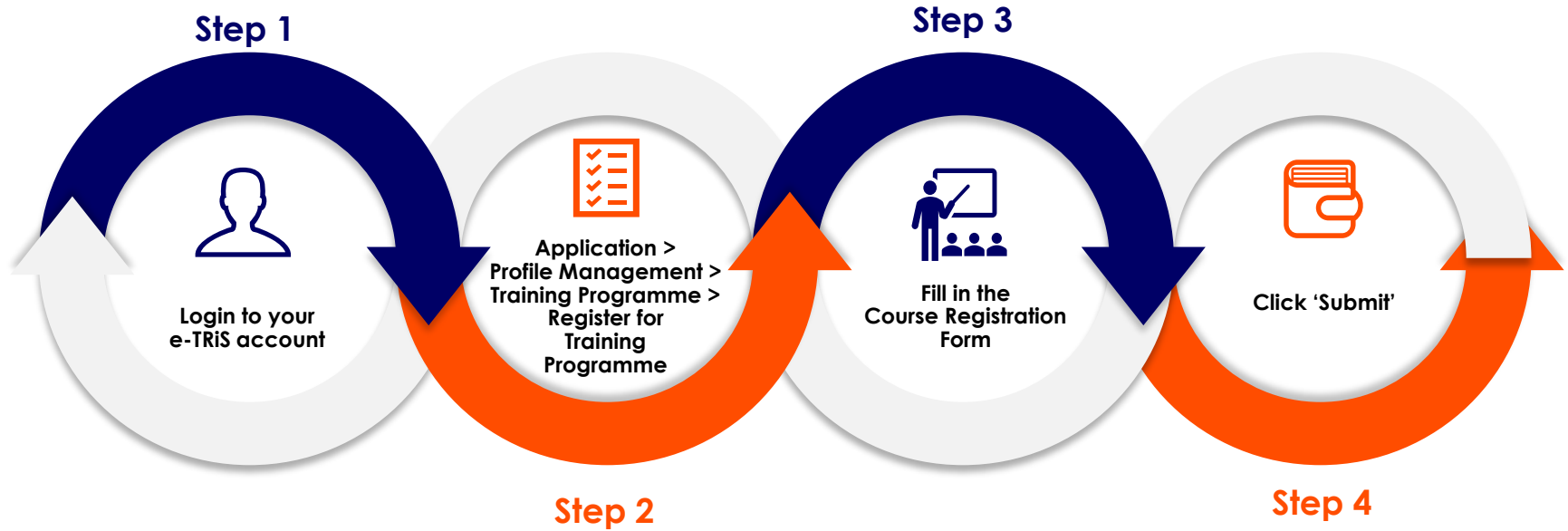
PEMBANGUNAN SUMBER MANUSIA BERHAD (3020101003387)

Wilms HRD Corp, Jalan Bersegin, Damansara Heights
50490 Kuala Lumpur, Malaysia
1500 88 4800 | www.hrdcorp.gov.my

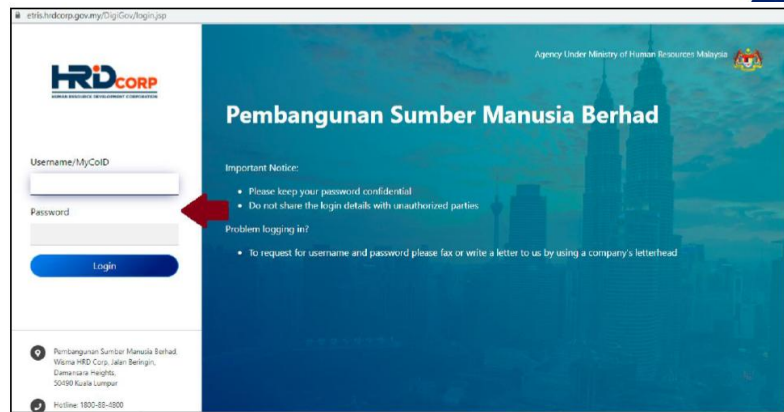
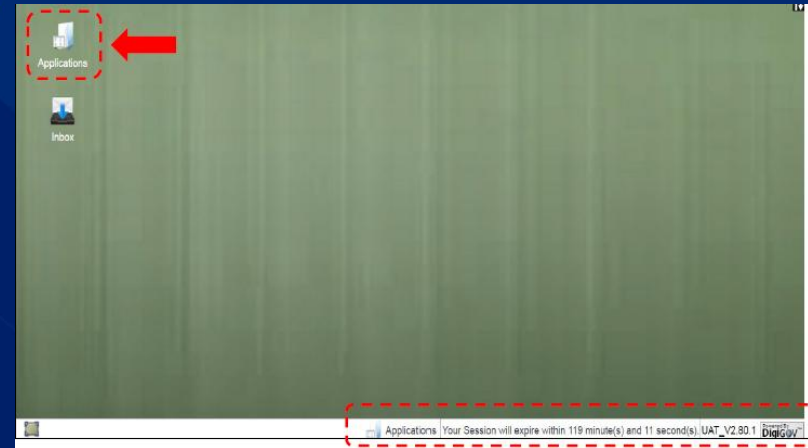
TOPIC 3 | COURSE REGISTRATION PROCESS

TOPIC 3 | COURSE REGISTRATION PROCESS

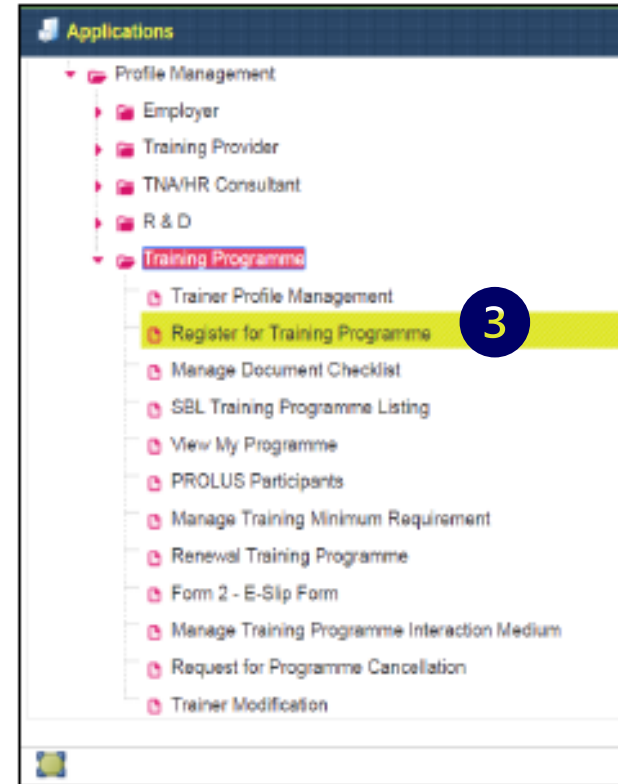
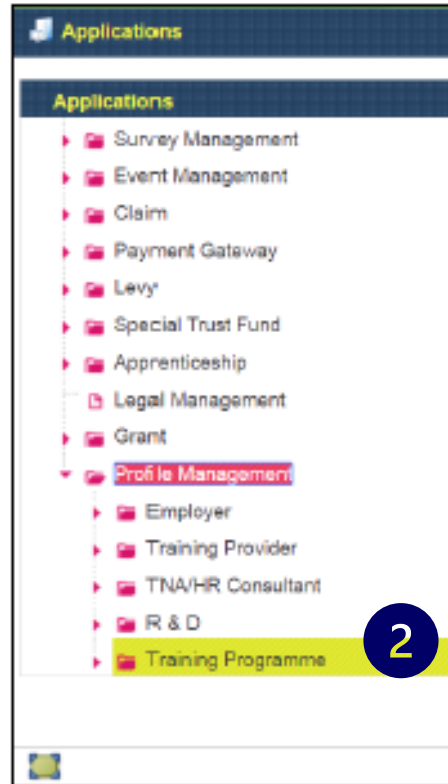
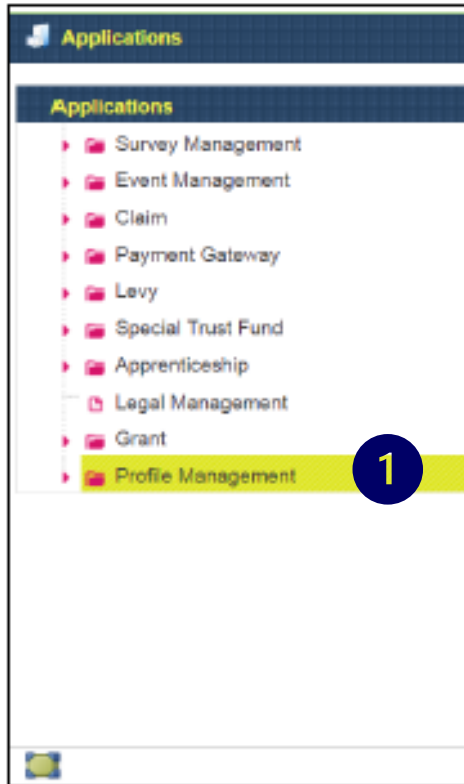


Step 1: Login to your e-TRiS account

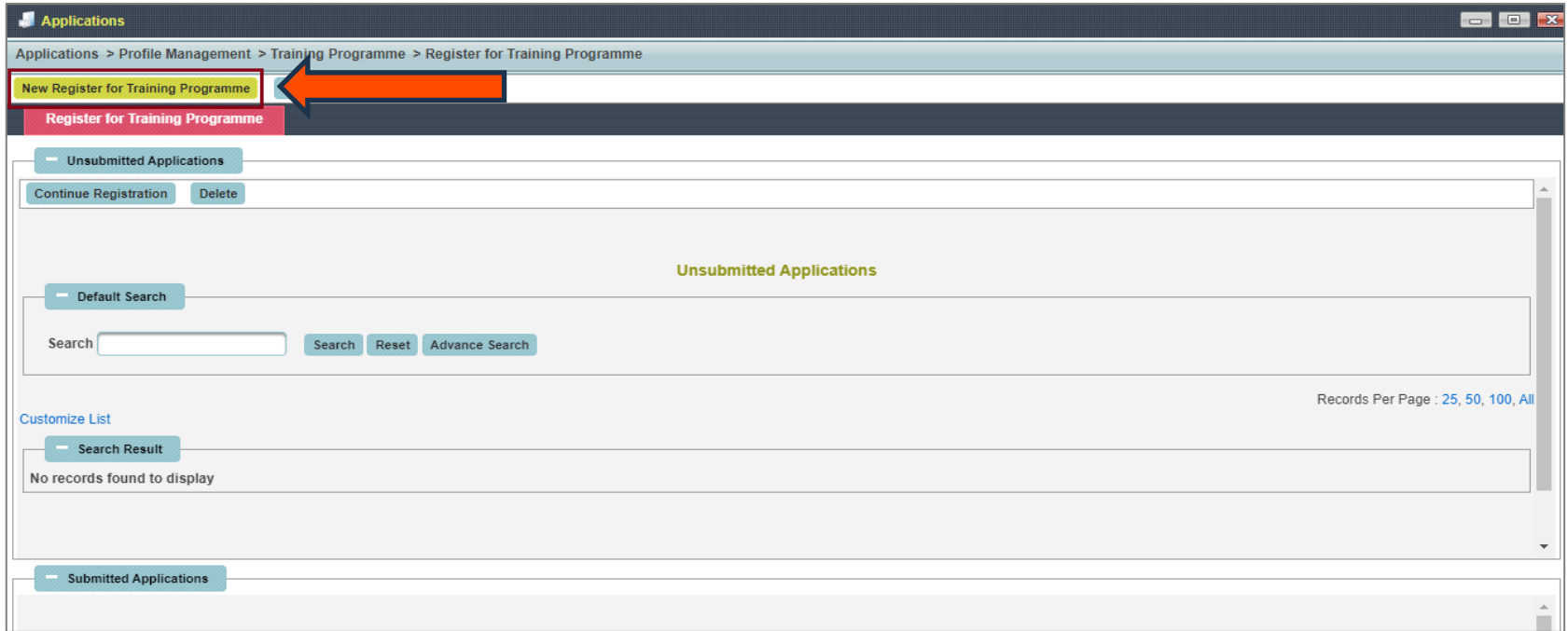
Go to <https://www.hrdcorp.gov.my/>



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



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



The screenshot displays a web application window titled 'Applications'. The breadcrumb navigation path is 'Applications > Profile Management > Training Programme > Register for Training Programme'. A red arrow points to the 'New Register for Training Programme' tab, which is highlighted in yellow. Below the tabs, there is a 'Register for Training Programme' section with a sub-tab 'Unsubmitted Applications'. This section contains a 'Continue Registration' button and a 'Delete' button. A search bar is present with a 'Search' button, a 'Reset' button, and an 'Advance Search' button. The search results area shows 'No records found to display'. The 'Records Per Page' dropdown is set to '25, 50, 100, All'. At the bottom, there is a 'Submitted Applications' section.

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.:

Course Summary

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

Formats | Font Sizes | **B** | *I* | [List Icons]

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

Type Of Training: Select *
Training Mode: *

- Full Time
- Part Time

Type of Programme: Technical Non-Technical

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

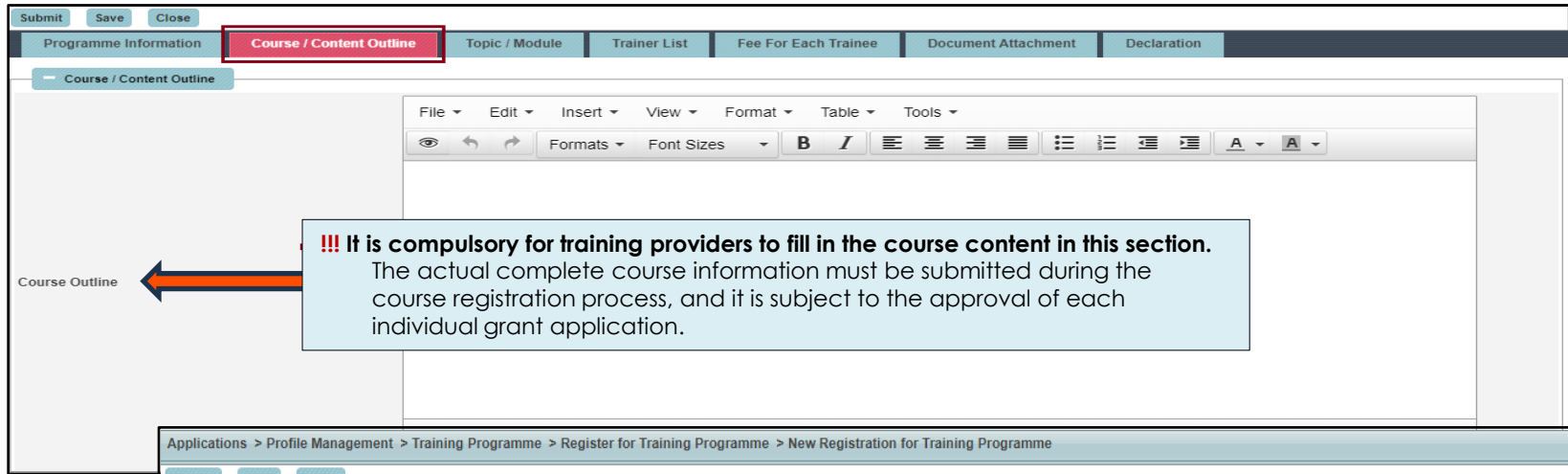
Applications > Profile Management > Training Programme > Register for Training Programme > New Registration for Training Programme

Submit Save Close

Programme Information	Course / Content Outline	Topic / Module	Trainer List	Fee For Each Trainee	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	<div style="background-color: red; color: white; padding: 5px; display: inline-block;">COMPULSORY</div>					
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

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

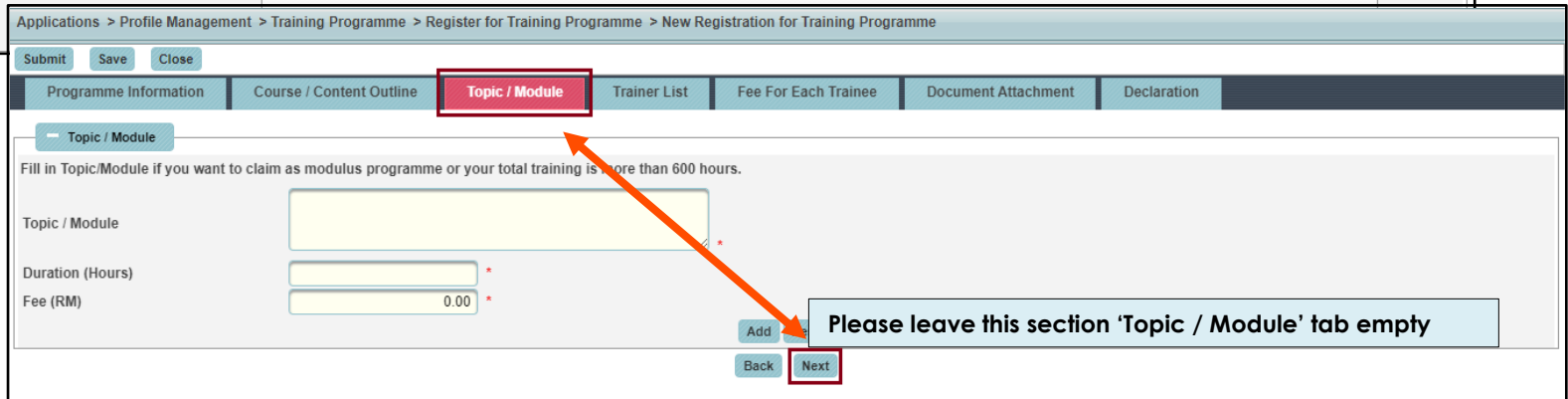
Course / Content Outline

File Edit Insert View Format Table Tools

Formats Font Sizes B I

!!! 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.

Course Outline



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

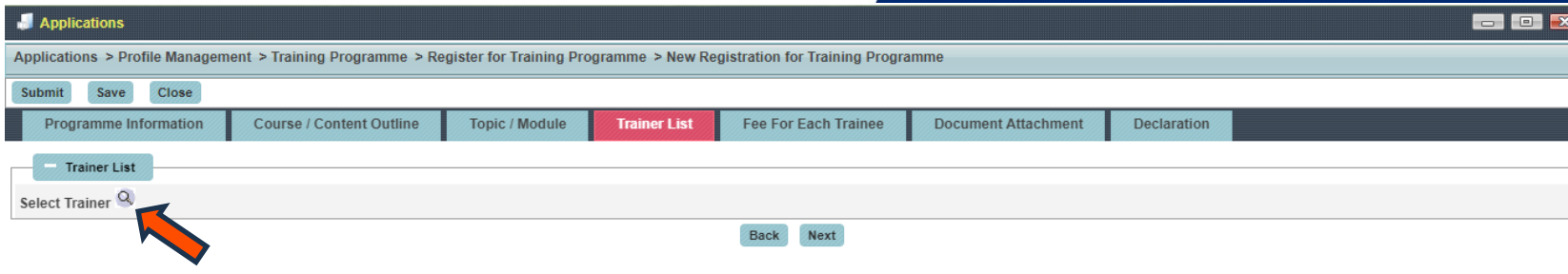
Duration (Hours)

Fee (RM) 0.00

Add Back Next

Please leave this section 'Topic / Module' tab empty

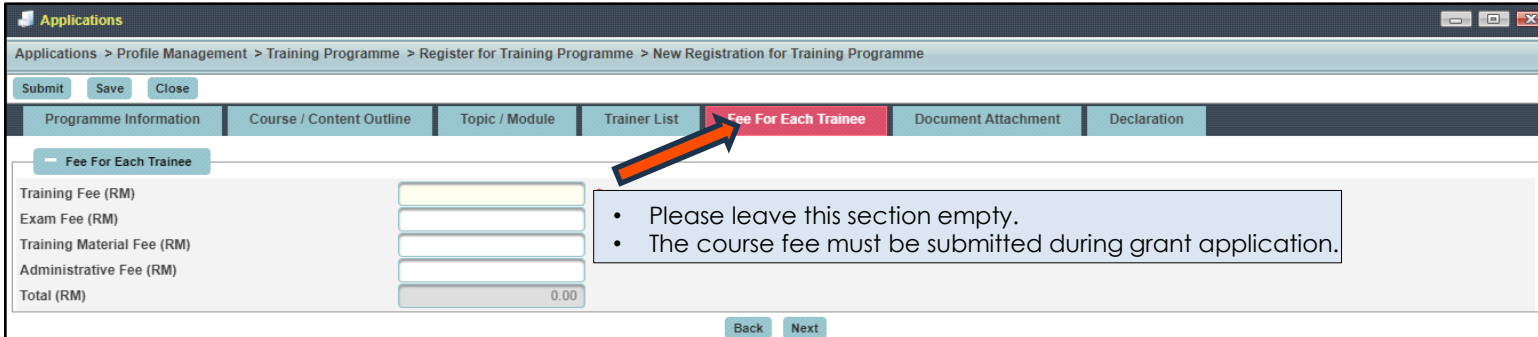
Step 7: Click on the 'Trainer List' tab and fill in the details



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 several tabs: 'Programme Information', 'Course / Content Outline', 'Topic / Module', 'Trainer List' (highlighted in red), 'Fee For Each Trainee', 'Document Attachment', and 'Declaration'. Below the menu is a section titled 'Trainer List' with a sub-header 'Select Trainer' and a search icon. An orange arrow points to the search icon. At the bottom of the section 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)

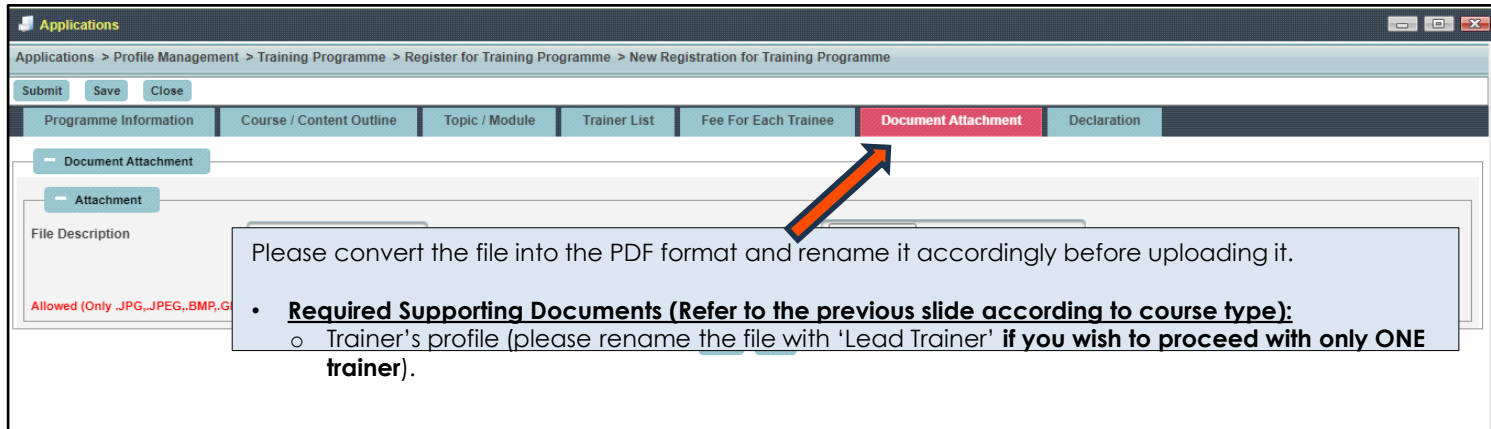
Administrative Fee (RM)

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 Trainer List Fee For Each Trainee **Document Attachment** Declaration

Document Attachment

Attachment

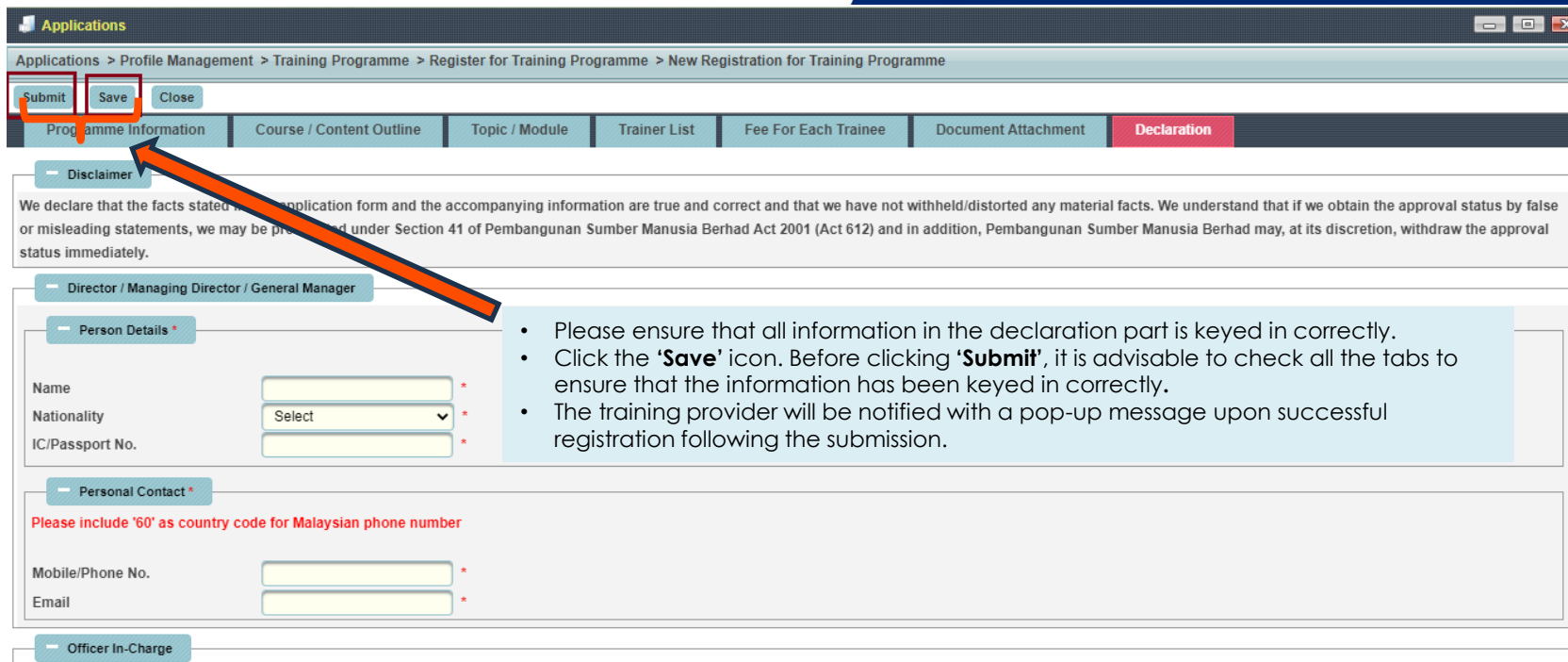
File Description

Allowed (Only .JPG,.JPEG,.BMP,G

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):**
 - o 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 > 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. *

- 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.

Personal Contact *

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

Mobile/Phone No. *

Email *

Officer In-Charge

OTHER INFORMATION

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

New Register for Training Programme Close

Register for Training Programme

- 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

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

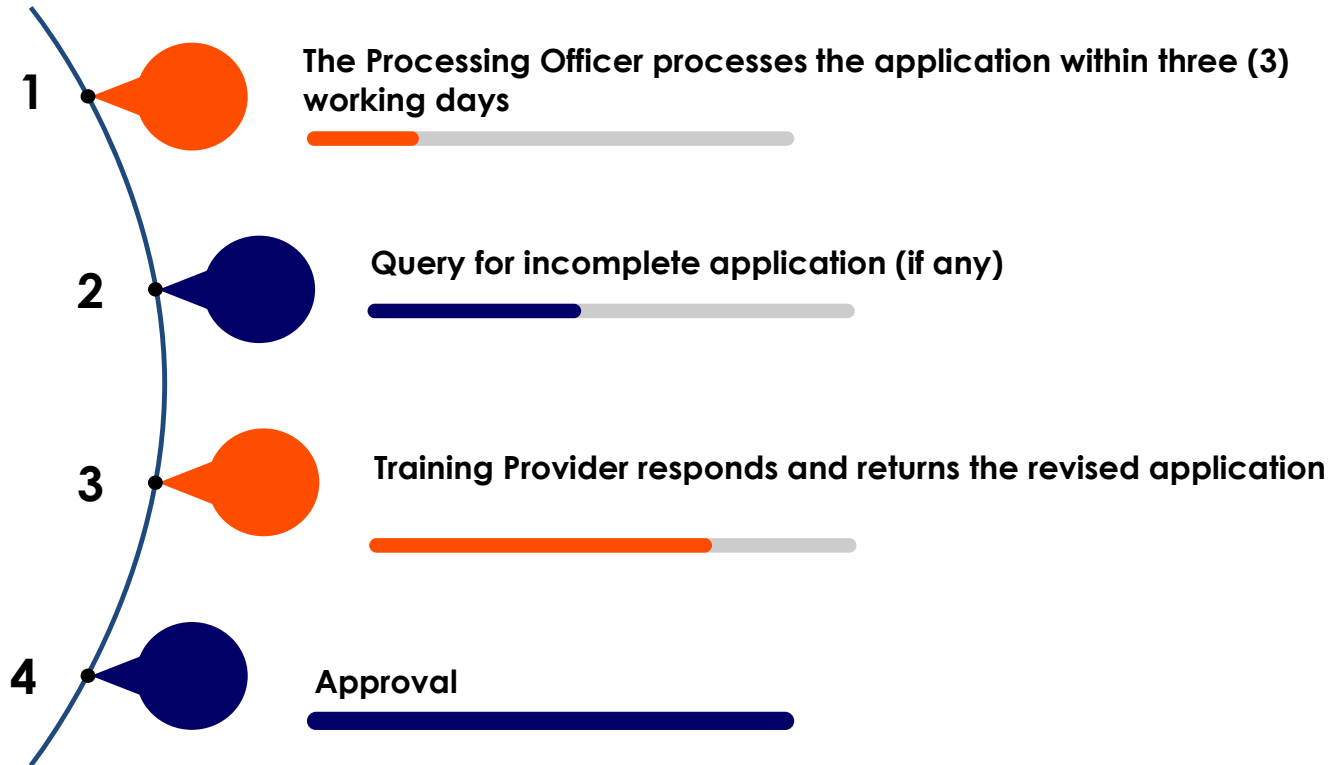
One record found. 1

Submitted Applications

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

TOPIC 4 | COURSE REGISTRATION STATUS

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	Document Number	Date	Status
SBL-Khas	MANAGING WORKPLACE ABSENTEEISM	26/02/2021	Approved
SBL-Khas		25/02/2021	Pending
SBL-Khas		22/02/2021	Pending
SBL-Khas		22/02/2021	Pending
SBL-Khas		22/02/2021	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

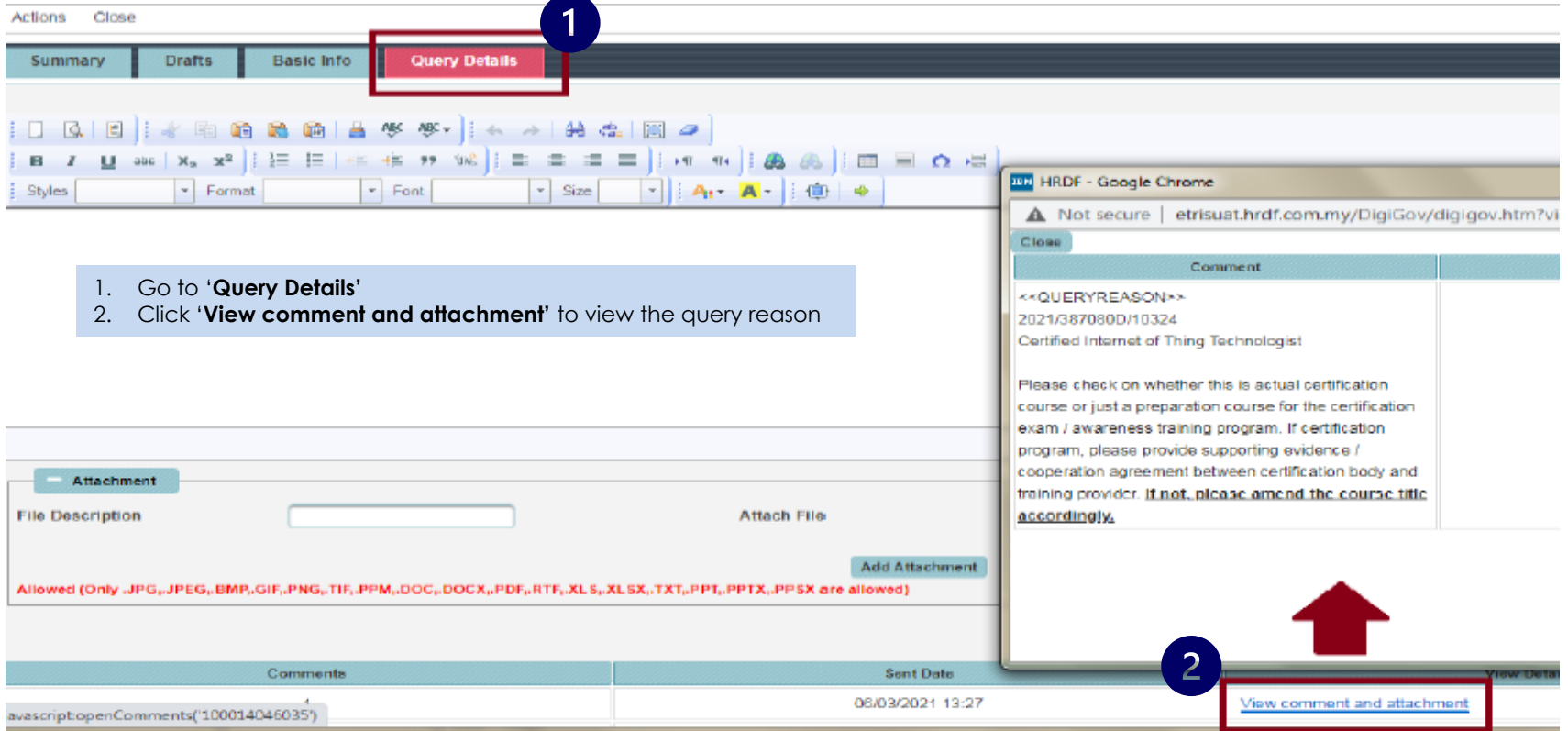
Search

Sr.No.	Subject	Document Number	Description	Received Date	Status
1	Register for Training Programme	2021/107/2221-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 toolbar with various icons. In the center, there is a text area with a comment. To the right, a browser window is open, showing the URL 'etrisuat.hrdf.com.my/DigiGov/digi.gov.htm?vi' and a comment with the text: '<<QUERYREASON>> 2021/387080D/10324 Certified Internet of Thing Technologist Please check on whether this is actual certification course or just a preparation course for the certification exam / awareness training program. If certification program, please provide supporting evidence / cooperation agreement between certification body and training provider. **if not, please amend the course title accordingly.**'. At the bottom of the browser window, there is a red arrow pointing up to a blue box containing the text 'View comment and attachment', which is also highlighted with a red box and a blue circle containing the number '2'. Below the browser window, there is a table with columns for 'Comments' and 'Sent Date'. The 'Comments' column contains the text 'avascript:openComments('100014046035')' and the 'Sent Date' column contains '06/03/2021 13:27'. There is also a red box around the 'View comment and attachment' link in the browser window.

1. Go to 'Query Details'
2. Click 'View comment and attachment' to view the query reason

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** Separation

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
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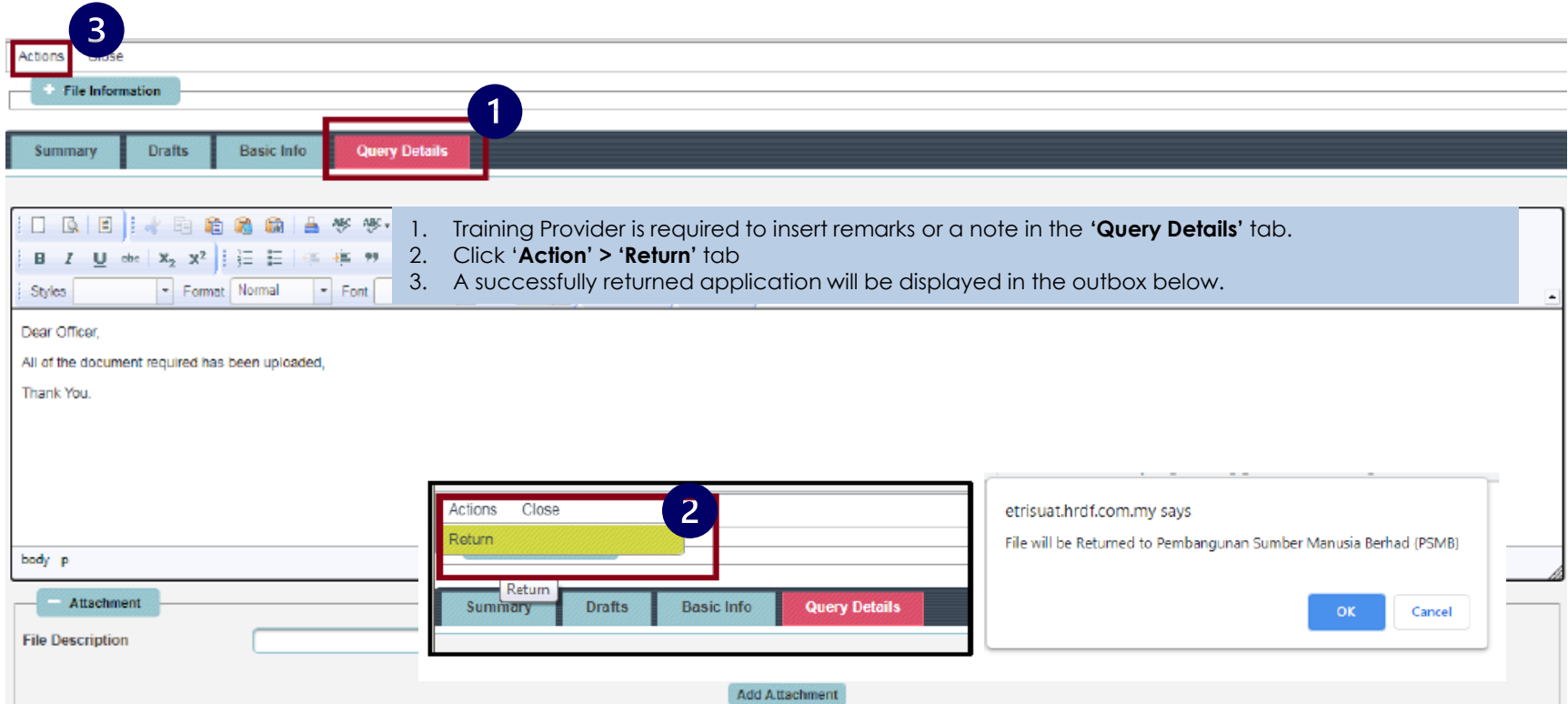
Course Summary

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 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 navigation bar is a toolbar with various icons and a text area containing 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.

The main content area shows a text editor with the following text:

Dear Officer,
All of the document required has been uploaded,
Thank You.

Below the text editor, there is a dialog box with a red border and a blue circle containing the number '2'. The dialog box has a title bar with 'Actions' and 'Close' buttons. The main area of the dialog box contains a yellow highlighted button labeled 'Return'. Below the dialog box, there is a tabbed interface with tabs for 'Summary', 'Drafts', 'Basic Info', and 'Query Details'. The 'Query Details' tab is selected. To the right of the dialog box, there is a message box that says:

etrisuat.hrdp.com.my says
File will be Returned to Pembangunan Sumber Manusia Berhad (PSMB)

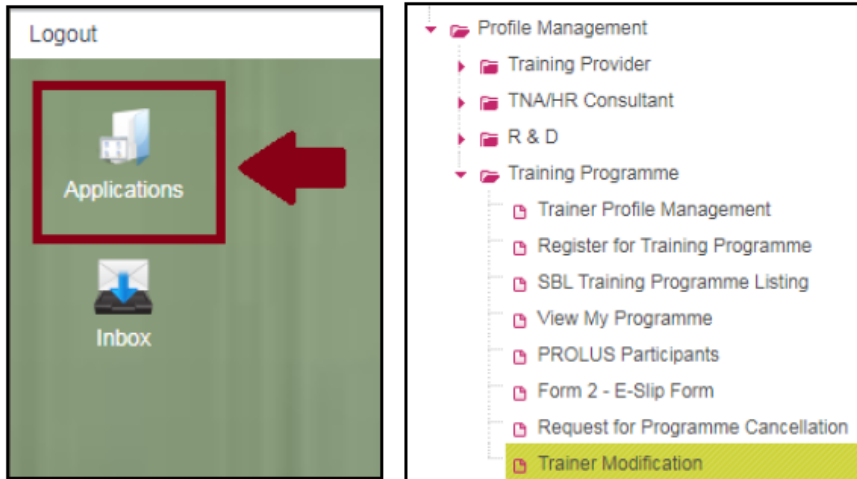
At the bottom of the message box, there are 'OK' and 'Cancel' buttons. Below the dialog box, there is an 'Add Attachment' button.

TOPIC 5 | TRAINER MODIFICATION

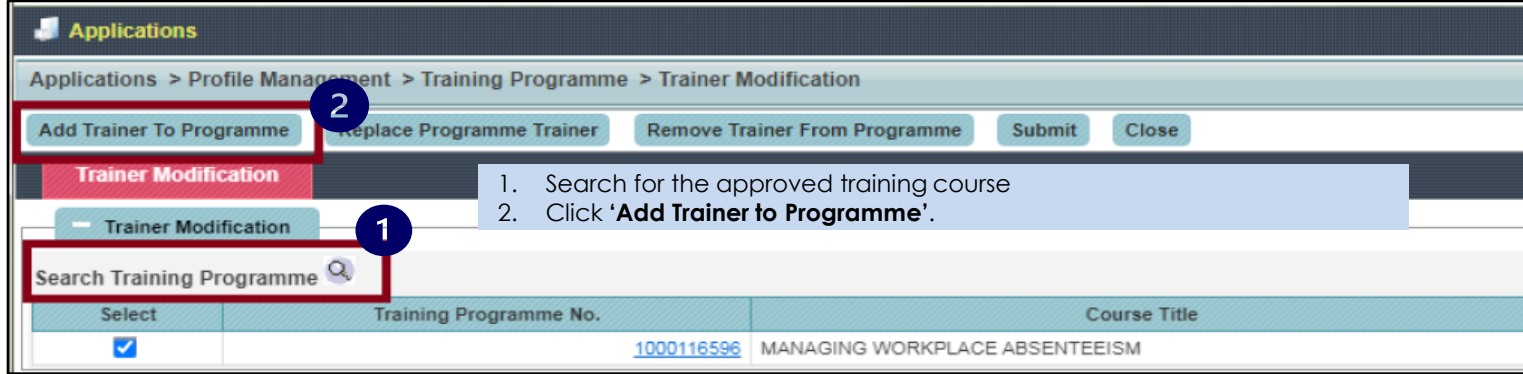
Please ensure:

- 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

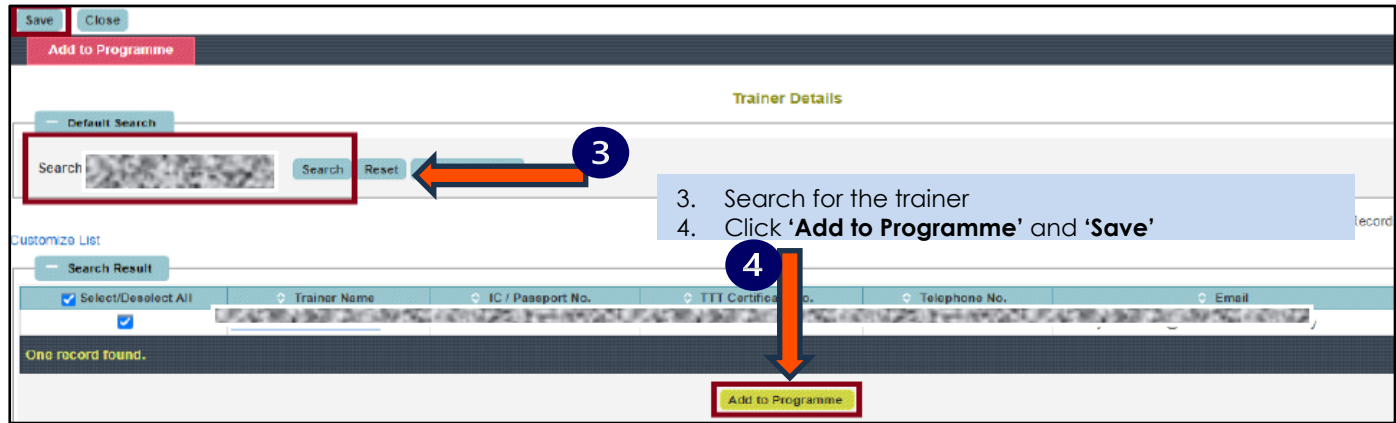
Trainer Modification

Search Training Programme

Select Training Programme No. Course Title

1000116596 MANAGING WORKPLACE ABSENTEEISM

1. Search for the approved training course
2. Click 'Add Trainer to Programme'.



Save Close

Add to Programme

Trainer Details

Default Search

Search Search Reset

Customize List

Search Result

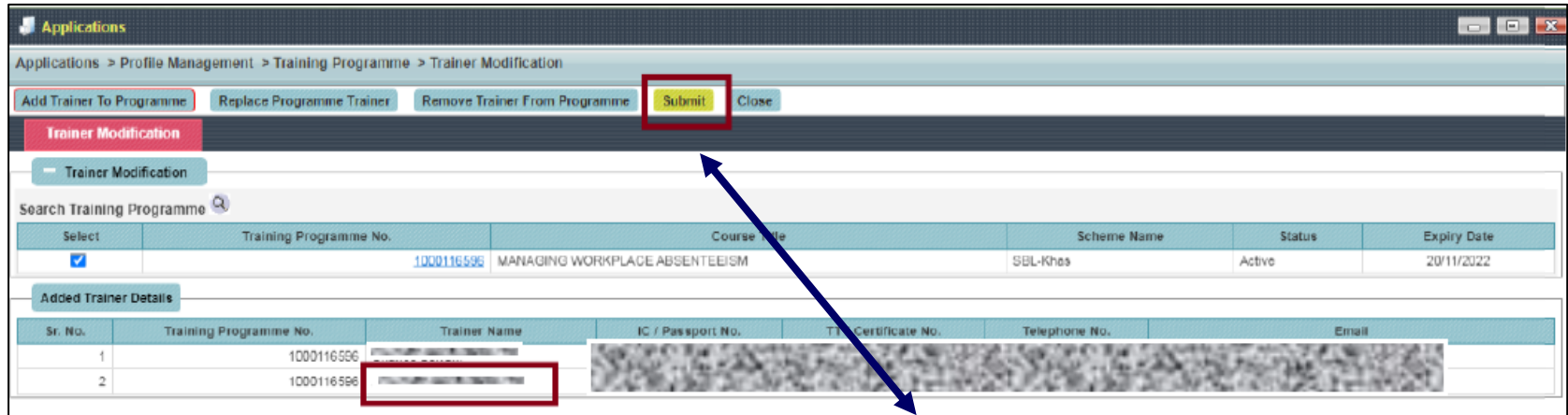
Select/Deselect All Trainer Name IC / Passport No. TTI Certificate No. Telephone No. Email

One record found.

Add to Programme

3. Search for the trainer
4. Click 'Add to Programme' and 'Save'

Step 3: Complete the submission



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	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.

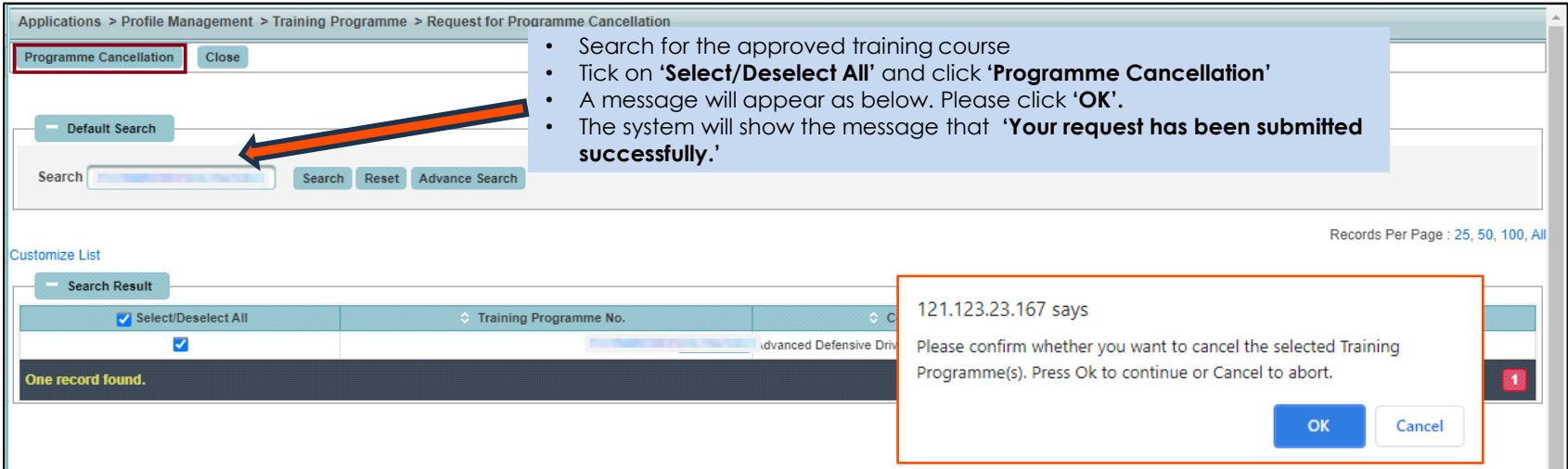
Your request has been Submitted Successfully.

OK

TOPIC 6 | PROGRAMME CANCELLATION

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

Default Search

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

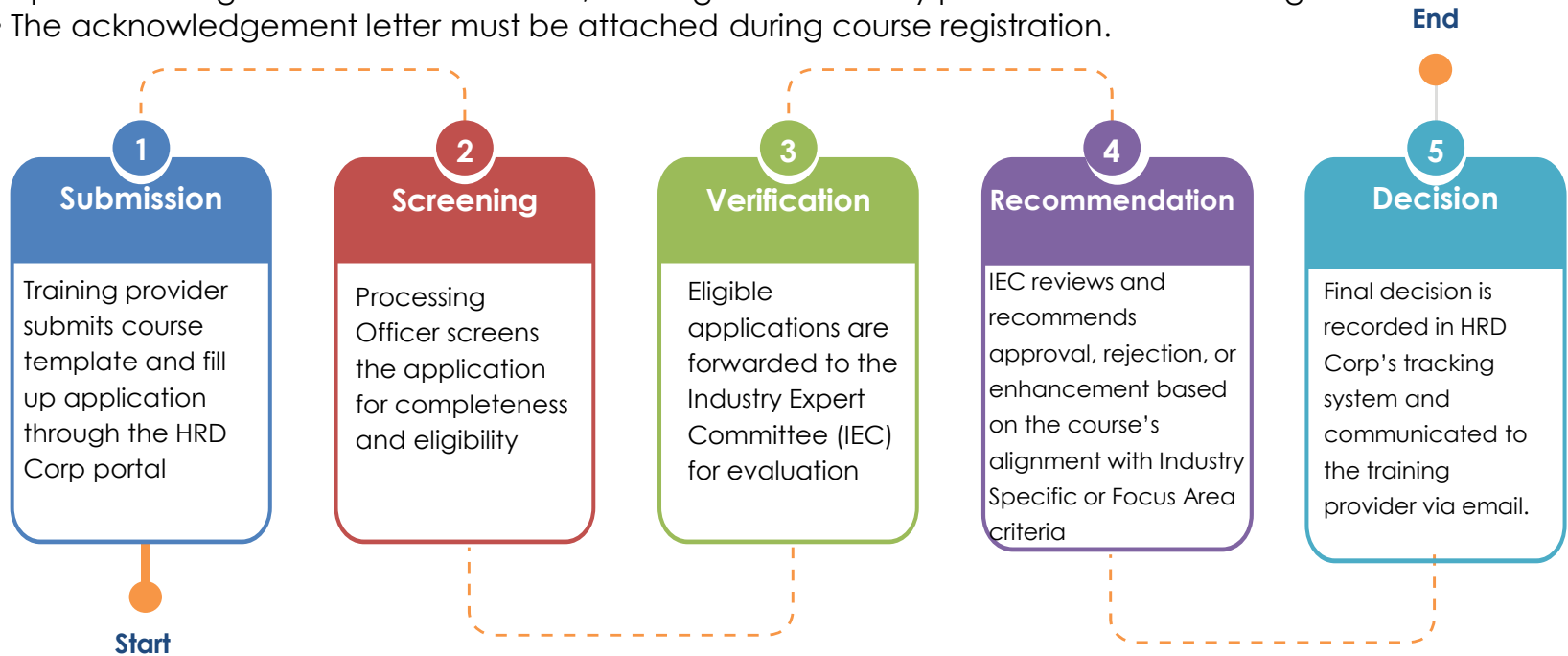
One record found.

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.

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

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.



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 course description.
- ✓ Further inquiries can be emailed to programmeregistration@hrdcorp.gov.my

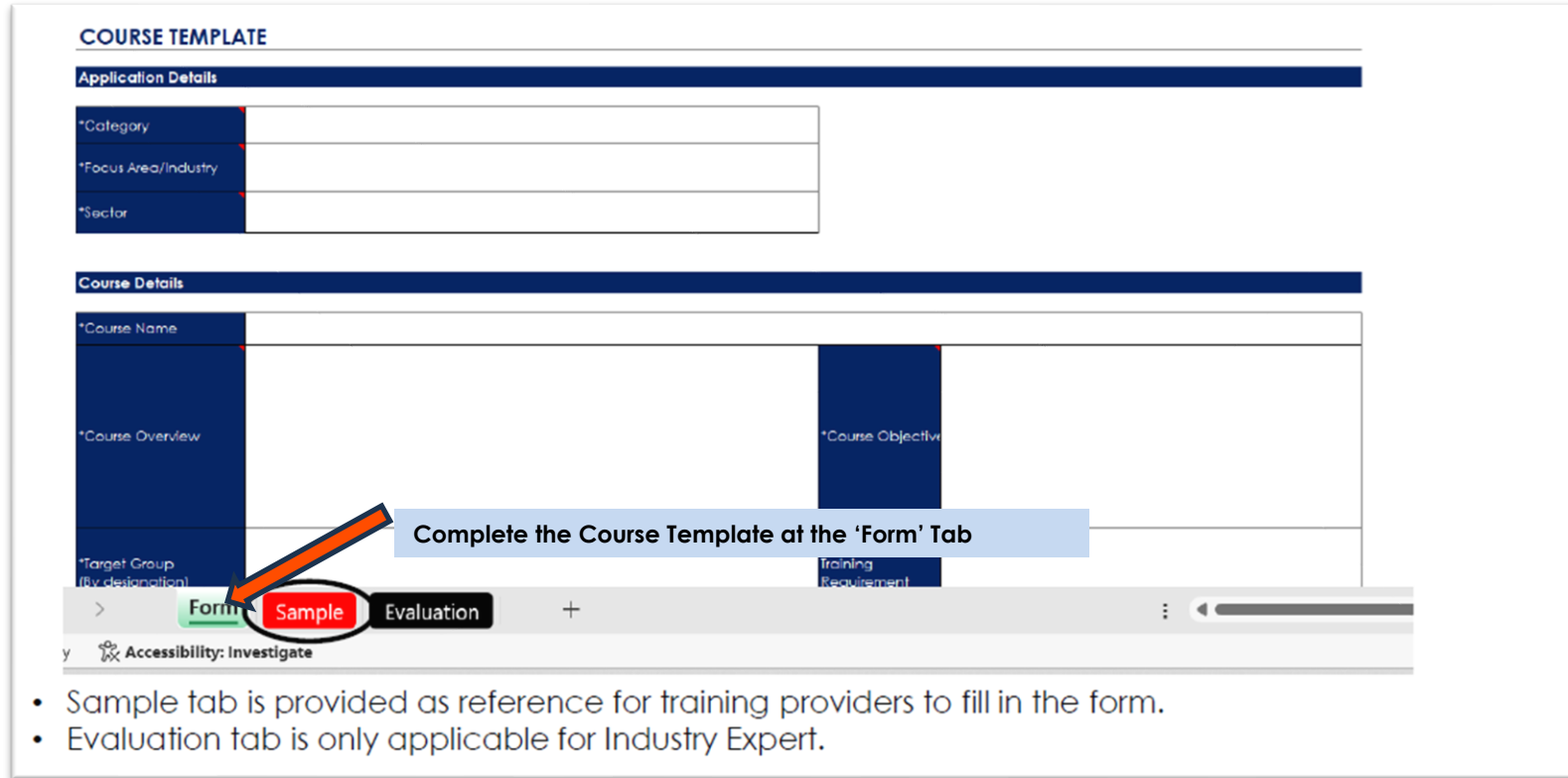
Click 'DOWNLOAD COURSE VERIFICATION TEMPLATE' & Complete the form

Click 'DOWNLOAD GUIDELINE ON COURSE REGISTRATION', to understand the requirements, definition and description

DOWNLOAD GUIDELINE ON COURSE
REGISTRATION

DOWNLOAD COURSE VERIFICATION
TEMPLATE

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)
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 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 and Focus Area courses is applicable to trainees from specific approved industries.

Trainees from non-approved industries that attend HRD Corp Industry-Specific or Focus Area courses will be accounted under HRD Corp General Course ACM.

NEXT ACTION ONCE APPROVED

Application No : 1850940
 Course Name : Autodesk Revit Architecture - Structure - MEP
 (Mechanical, Electrical & Plumbing)
 Course Type : Focus Area
 Area : Industry 4.0

Programme Information	Course / Content Outline	Topic / Module	Trainer List	Document Attachment	Declaration	For PS
<p>Programme Information</p> <p>Scheme Name: HRD Corp Claimable Cr *</p> <p>Focus Area: Future Technology *</p> <p>Skill Area: Sales, Marketing, Custo *</p> <p>Course Title: Procurement Negotiation</p> <p>Micro Credential Indicator: Non Micro Credential * MICAS Application No. <input type="checkbox"/></p> <p>File Edit Insert View Format Table Tools</p> <p>Formats Font Sizes B <i>I</i> [List of icons]</p> <p>Course Summary: Negotiation, in general, is a process of communication between two or more parties who have differing interests, goals, or process between a buyer (often an organization or company) and a supplier or vendor to agree on the terms and conditions.</p> <p>Type Of Training: Non E-Learning * Type of Programme <input type="checkbox"/></p> <p>Training Mode: Full Time</p> <p>Interaction Medium: English * Total Training Hours (Excluding Lunch) <input type="checkbox"/></p> <p>Duration: 2.00 * Day(s)</p> <p>Minimum Training Qualification: Cert. from Polytechnic c *</p> <p>Target Group (By Designation): All Industry</p> <p>Methodology: Via Physical</p> <p>Targeted Industry/ Industries for the Courses: All Type Of Industries Application No : 22691357</p> <p>Certification (Please state the certification body if applicable and the supporting evidence)</p>						

Application No : 23491436
 Course Name : Credit Risk Modelling
 Course Type : Industry Specific
 Industry & Sector : financial and insurance Takaful Activities [Other financial service activities, except insurance and pension funding activities]

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.



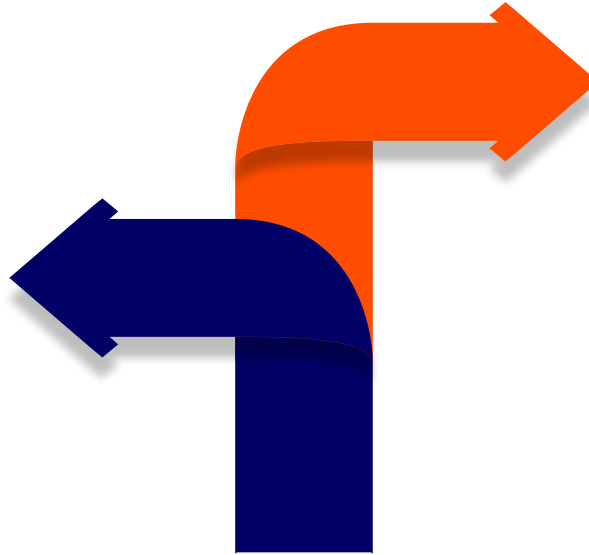
HRD Corp Claimable Logo

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

CONTACT US

CONTACT US

**HCC Course Registration
Focus Area and
Industry-Specific Courses Verification**
programmeregistration@hrdcorp.gov.my



**Grant application, claim application
and any other matters**
support@hrdcorp.gov.my

Troubleshooting
helpdesk@hrdcorp.gov.my



MINISTRY OF HUMAN RESOURCES

HRDCORP
HUMAN RESOURCE DEVELOPMENT CORPORATION

THANK YOU