

ICT2.0@HRDF

HRDF System: User Guide for Apprenticeship

User Manual – Version 1.0



Mesiniaga

Table of Contents

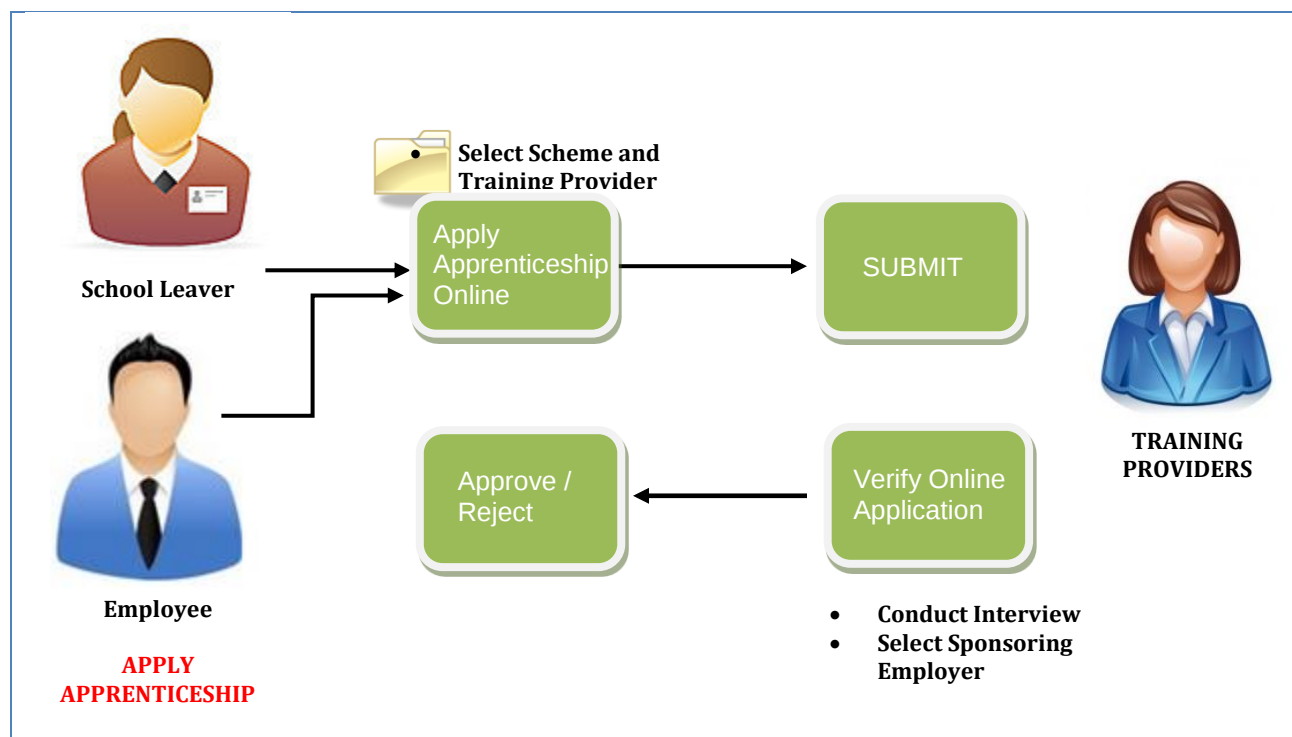
SECTION 1	APPRENTICESHIP	2
1.1	ONLINE APPRENTICESHIP APPLICATION- FOR PUBLIC USERS	2
1.2	APPLY FOR APPRENTICESHIP	3
1.3	VIEW APPLICATION STATUS - FOR PUBLIC USERS	5
1.4	VERIFY ONLINE APPRENTICESHIP APPLICATION – FOR TRAINING PROVIDERS	6
1.5	UPDATE APPRENTICE INTERVIEW DETAILS	7
1.6	UPDATE APPRENTICE SPONSORING EMPLOYER	9
1.7	APPROVE APPRENTICE.....	9
1.8	REJECT APPRENTICE.....	9
1.9	CREATE TRAINING CLASS	12
1.10	CREATE TRAINING CLASS	12
1.11	MODIFY APPRENTICESHIP –FLOW DIAGRAM	14
1.12	MODIFY APPRENTICESHIP – ADD NEW APPRENTICESHIP	14
1.13	MODIFY APPRENTICESHIP – CHANGE SPONSORING EMPLOYER.....	16
1.14	MODIFY APPRENTICESHIP – TERMINATION	18
1.15	CAPTURE ATTENDANCE.....	21
1.16	SUBMIT ATTENDANCE – INTEGRATION TO MY CARD READER	24

Apprenticeship

Section 1 Apprenticeship

1.1 *Online Apprenticeship Application- For Public Users*

Prerequisite: Budget is already allocated to run the apprenticeship program by PSMB.



Flow Descriptions:

Apprentice or employee may apply for apprenticeship scheme with PSMB via online by accessing HRDF Portal. They will select scheme and the Training Provider(s) they are interested to join for the training. Application is submitted to the first Training Provider that being selected. Once the first Training Provider approved, applicants will be notified.

Once the first training provider approved, the second Training Provider will not receive the application from the same applicants, unless if the first Training Provider rejected, the second Training Provider will receive the application. If all Training Providers rejected, the application will flow back to PSMB for further action by assigning another Training Provider.

Candidate will be informed if the application is approved or rejected as shown in above diagram:

Example is as explained below. Refer the table as shown:

No	Scheme	Training Providers Name
1	Hotel Industry	Tour Training Enterprise
2	Tool & Die	Tool Training Sdn Bhd

Tour Training Enterprise will receive the application. If this Training Provider rejected the application, system will automatically send the application to the next Training Provider in the list which is Tool Training Sdn Bhd.

Note: If both Training Providers reject the application, PSMB will find other suitable Training Providers /Scheme for the candidates.

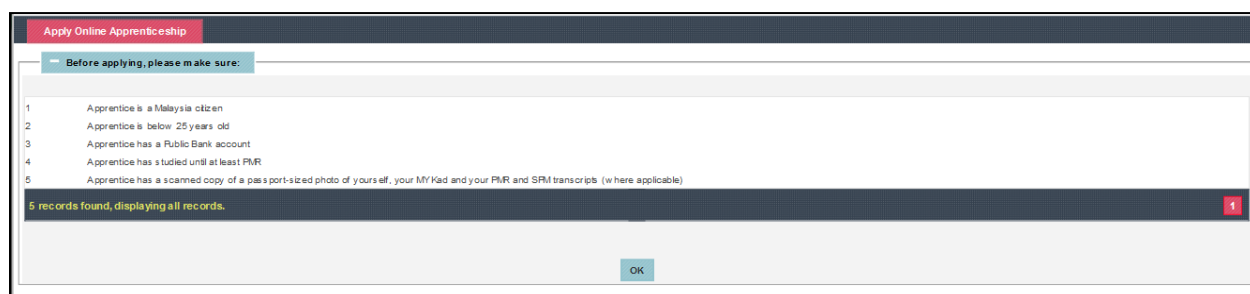
Once Training Providers approved or rejected the application, the applicants will be informed.

1.2 *Apply for apprenticeship*

Step 1: Access portal for link to application for apprenticeship.

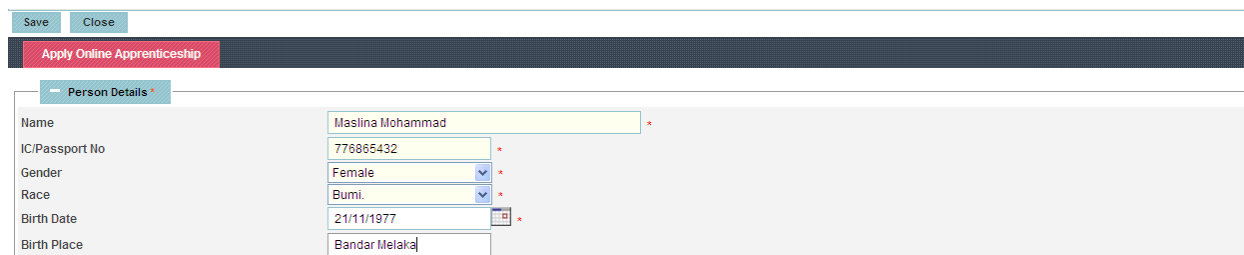
System will display a splash screen as a reminder to let the user know of the criteria before applying for any of the apprenticeship schemes.

Step 2: Click OK to close splash screen.



Step 3: Enter the personal details such as name, IC No, Gender, Race and Birth date.

System captures the personal details for apprentice.



Step 4: Enter the address details such as Address, City, Postcode, State and Country.
System captures the address details for apprentice.

Present Address *

Address *

Postcode * City *

Country * State *

[Reset](#)

Step 5: Enter the exam result details such as examination type, year, transcript no., subject and grade.
System captures the exam result details for apprentice.

Exam Result

Examination Type * Year *

Transcript No. * Subject *

Grade *

[Add](#) [Reset](#)

Step 6: Enter the personal contact details such as Mobile no, Telephone no, Fax no, Office no and Email.
System captures the personal contact details for apprentice.

Personal Contact *

Mobile No. * Telephone No.

Office No. Fax No.

Email *

[Reset](#)

Step 7: Enter the bank information such as Bank account number and Bank name.
System captures the bank information for apprentice.

Bank Information

Bank Account Number Bank Name

Step 8: Upload attachment based on relevancy of the documents

- Enter the description of the documents
- Select "Browser"
- Locate the file name
- Click "Add attachment"

System captures the attachment for apprentice.

Attachments *

File Description Attach File [Browse...](#)

[Add Attachment](#)

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	File Name	Actions
Blue hills	Blue hills.jpg	Remove / View

Step 9:

Select the minimum 1 scheme for the application

- Select the scheme
- Select the training provider

Click Add

System capture the minimum scheme for apprentice

Select the maximum 2 additional scheme for the application

- Select the scheme
- Select the training provider

Click Add

System capture the maximum scheme for apprentice

← Scheme Name

Please select minimum 1 scheme(s) and maximum up to 2 scheme(s)

Scheme Name

Select

*

Training Provider Name

--Select--

*

Add

Reset

Scheme Name	Training Provider Name	Actions
MECHATRONICS	DEF SDN BHD	View / Edit / Delete

Step 10: Click “SAVE” button

Your request has been Saved Successfully

OK

1.3 View Application Status - For Public Users

Candidates who have submitted the apprenticeship application may check their application status via HRDF Portal, by providing IC number and email address. This section will guide candidates on how to view the apprenticeship application status.

Step 1: Access portal for link to application for apprenticeship. Click “View Application Status”.

Cancel Request

Close

View Application Status

← View Application Status

IC No.

*

Email

*

Search

Step 2: Enter “IC No” and email address. Click “Search” button.

Cancel Request
Close

View Application Status

View Application Status

IC No. 1234567 *
Email mas@gmail.com *

Search

Step 3: Result, the status is “New” for below application.

Cancel Request
Close

View Application Status

View Application Status

IC No. 1234567 *
Email mas@gmail.com *

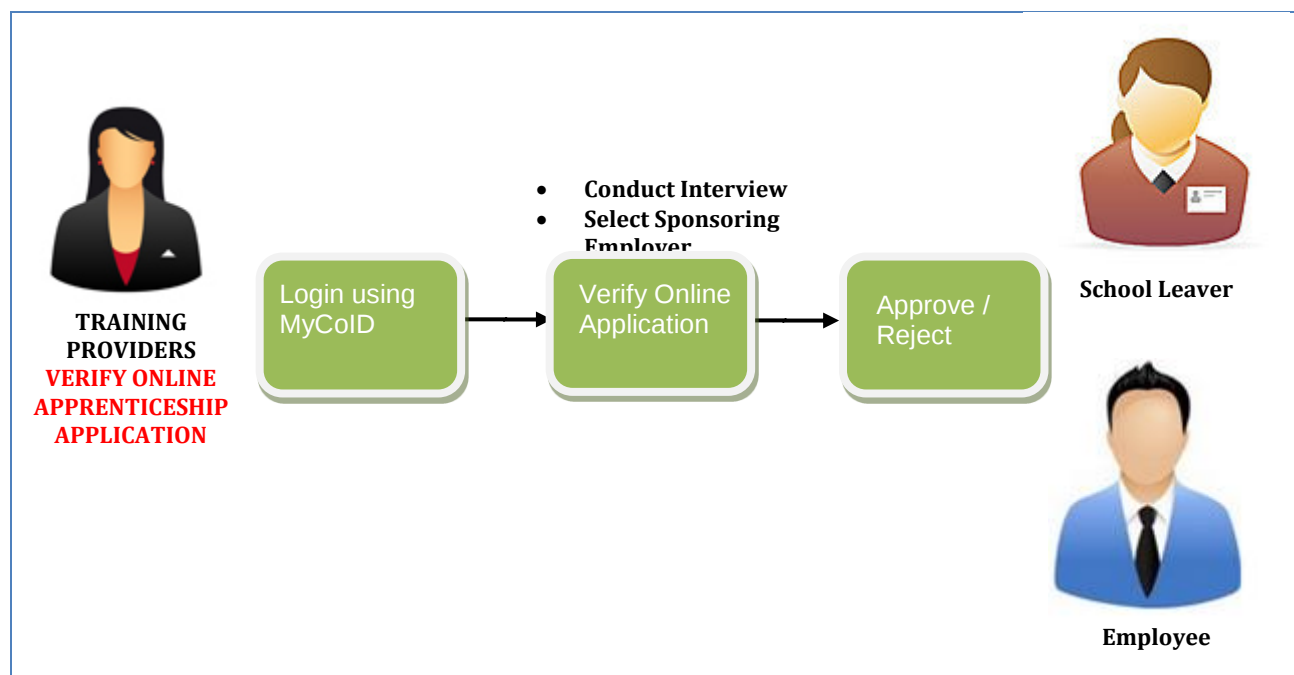
Search

Apprentice Name	Scheme Name	Training Provider Name	Status
Mazlan mahmud	HOTEL	DEFGHU SDN BHD	New

One record found.

1

1.4 *Verify Online Apprenticeship Application – For Training Providers*



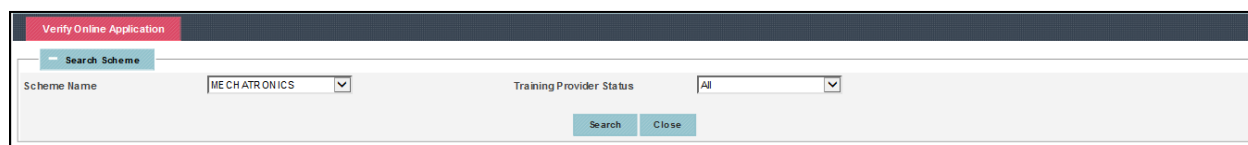
Flow Descriptions:

Training Providers will receive application from Apprentice/Employee. Training Providers will verify the application by conducting and then conduct an interview with candidates. Once verification is done, candidate will be informed if the application is approved or rejected as shown in above diagram:

1.5 Update Apprentice Interview Details

Follow the steps below to apply for verify the Apprenticeship Application.

Step 1: Access portal for link to verify online application. For example, select the “Megatronics” scheme and select ‘All’ training provider status. Then, click “Search” button.



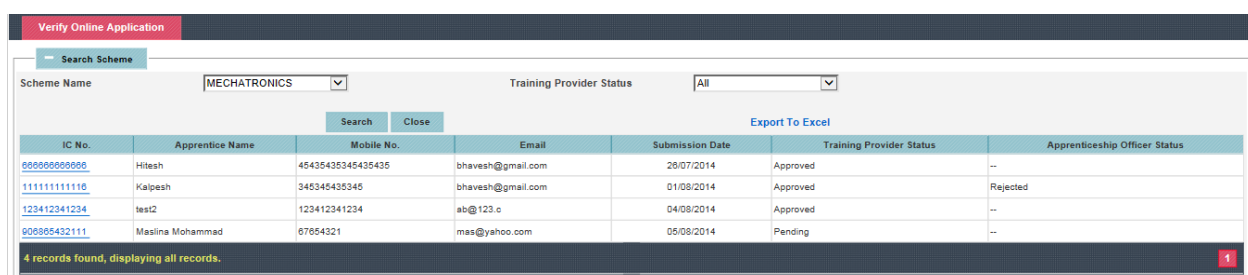
Verify Online Application

Search Scheme

Scheme Name: MECHATRONICS Training Provider Status: All

Search Close

Step 2: Select the apprentices that need to process. Click on IC/Passport No. link to view the details of the application.



Verify Online Application

Search Scheme

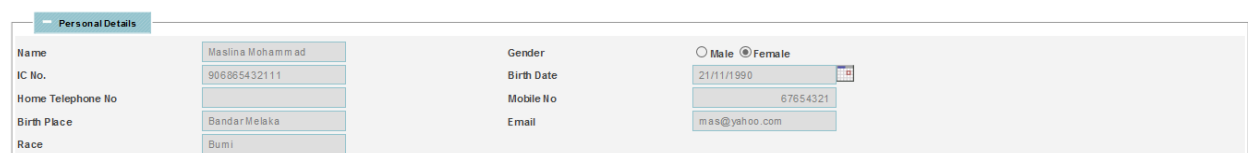
Scheme Name: MECHATRONICS Training Provider Status: All

Search Close Export To Excel

IC No.	Apprentice Name	Mobile No.	Email	Submission Date	Training Provider Status	Apprenticeship Officer Status
000000000000	Hitesh	45435435345435435	bhavesb@gmail.com	26/07/2014	Approved	--
11111111111116	Kalpesh	345345435345	bhavesb@gmail.com	01/08/2014	Approved	Rejected
123412341234	tes12	123412341234	ab@123.c	04/08/2014	Approved	--
000005432111	Masina Mohammad	67654321	mas@yahoo.com	05/08/2014	Pending	--

4 records found, displaying all records.

Step 3: View the personal details of the application.



Personal Details

Name: Masina Mohammad Gender: ☐ Male ☒ Female

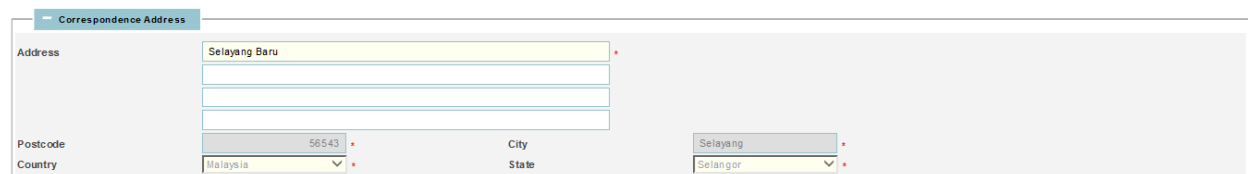
IC No.: 906865432111 Birth Date: 21/11/1990

Home Telephone No.: Mobile No.: 67654321

Birth Place: Bandar Melaka Email: mas@yahoo.com

Race: Bumi

Step 4: View the correspondence details of the application.



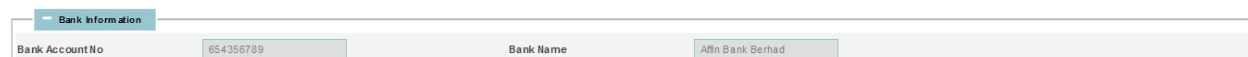
Correspondence Address

Address: Selayang Baru

Postcode: 56543 City: Selayang

Country: Malaysia State: Selangor

Step 5: View the bank information details of the application.



Bank Information

Bank Account No.: 654356789 Bank Name: Affin Bank Berhad

Step 6: View Attachments. Select the attachment to open. Verify that the attachment details are correct as attach by apprentice.

Attachment		
Description	File Name	Actions
Auto Assignment.xlsx	Auto Assignment.xlsx	View

Step 7: Training Provider need to enter Exam Result such as examination type, year, transcript no., subject & grade. Then, click Add.

Exam Result

Examination Type

Select

Year

Transcript No.

Subject

Select

Grade

Add

Reset

Examination Type	Year	Transcript No.	Subject	Grade	Actions
SKM	2000	11111	English	A1	View / Edit / Delete

Step 8: Training Provider need to enter Interview Details such as interview date, outcome and remarks. Then, click Add.

Interview Details

Interview Date

Outcome

Remark

Add

Reset

Sr. No.	Interview Date	Outcome	Remark	Actions
1	26/11/2013	The student is good	Recommended	View / Edit / Delete

Step 9: Training Provider need to enter the schemes. Select the scheme offered.

Schemes

Select Scheme

Schemes Applied

MECHATRONICS

Step 10: Training Provider need to fill in Budget Details. Select the budget year and enter no of apprentice.

Budget Details

Budget Year

-Select-

No of Apprentice

Step 11: Training Provider need to fill in Sponsoring Employer Details. Select the apprentice type, either school leaver or employee. Enter MyCoID and email.

Sponsor Details

Apprentice Type

☒ School Leaver
 ☐ Employee

MyCoID

BHAVESH157

Employer Name

BHAVESH

Email

bhaves@gmail.com

Step 12: Training Provider need to enter remarks and approve the apprentice's application. Select approve, and then click "Save" button.

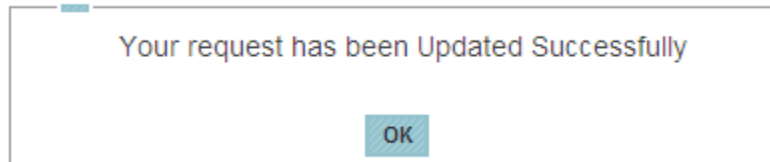
Officer Remarks

Officer Remarks

Approve/Reject Applicant

☒ Approve
 ☐ Reject

Step 13: The system shows below notifications when your request has been updated successfully.



1.6 Update Apprentice Sponsoring Employer

Follow the steps below to update the Sponsoring employer for the apprentice.

Step 1: Training Provider need to fill in Sponsoring Employer Details. Select the apprentice type, either school leaver or employee. Enter MyCoID and email.

Sponsor Details	
Apprentice Type	☒ School Leaver ☐ Employee *
MyCoID	BHAVESH157 *
Email	bhaves@gmail.com *
Employer Name	BHAVESH

1.7 Approve Apprentice

Step 1: Training Provider need to enter remarks and approve the apprentice's application. Select approve, and then click "Save" button.

Officer Remarks	
Officer Remarks	
Approve/Reject Applicant	☒ Approve ☐ Reject *

1.8 Reject Apprentice

Step 1: Access portal for link to verify online application. For example, select the "Megatronics" scheme and select 'All' training provider status. Then, click "Search" button.

Verify Online Application	
Search Scheme	
Scheme Name	MECH ATRONICS
Training Provider Status	All
Search Close	

Step 2: Select the apprentices that need to process. Click on IC/Passport No. link to view the details of the application.

Verify Online Application

Search Scheme

Scheme Name

MECHATRONICS

Training Provider Status

All

Search

Close

Export To Excel

IC No.	Apprentice Name	Mobile No.	Email	Submission Date	Training Provider Status	Apprenticeship Officer Status
060606060606	Hitesh	45435435435435	bhaves@gmail.com	26/07/2014	Approved	--
111111111111	Kalpesh	345345435345	bhaves@gmail.com	01/08/2014	Approved	Rejected
123412341234	test2	123412341234	ab@123.c	04/08/2014	Approved	--
908954321111	Maslina Mohammad	67654321	mas@yahoo.com	05/08/2014	Pending	--

4 records found, displaying all records.

Step 3: View the personal details of the application.

Personal Details

Name

Maslina Mohammad

Gender

☒ Male
☐ Female

IC No.

90885432111

Birth Date

21/11/1990

Home Telephone No

Mobile No

67654321

Birth Place

Bandar Melaka

Email

mas@yahoo.com

Race

Bumi

Step 4: View the correspondence details of the application.

Correspondence Address

Address

Selayang Baru

Postcode

56543

Country

Malaysia

City

Selayang

State

Selangor

Step 5: View the bank information details of the application.

Bank Information

Bank Account No

654356789

Bank Name

Affin Bank Berhad

Step 6: View Attachments. Select the attachment to open. Verify that the attachment details are correct as attach by apprentice.

Attachment

Description	File Name	Actions
Auto Assignment.xlsx	Auto Assignment.xlsx	View

Step 7: Training Provider need to enter Exam Result such as examination type, year, transcript no., subject & grade. Then, click Add.

Exam Result

Examination Type

Select

Year

Transcript No.

Subject

Select

Grade

Add

Reset

Examination Type	Year	Transcript No.	Subject	Grade	Actions
SKM	2000	11111	English	A1	View / Edit / Delete

Step 8: Training Provider need to enter Interview Details such as interview date, outcome and remarks. Then, click Add.

Interview Details

Interview Date: Outcome:

Remark:

Sr. No.	Interview Date	Outcome	Remark	Actions
1	26/11/2013	The student is good	Recommended	View / Edit / Delete

Step 9: Training Provider need to enter the schemes. Select the scheme offered.

Schemes

Select Scheme	Schemes Applied
☒	MECHATRONICS

Step 10: Training Provider need to fill in Budget Details. Select the budget year and enter no of apprentice.

Budget Details

Budget Year: No of Apprentice:

Step 11: Training Provider need to fill in Sponsoring Employer Details. Select the apprentice type, either school leaver or employee. Enter MyCoID and email.

Sponsor Details

Apprentice Type: ☒ School Leaver ☐ Employee

MyCoID: Employer Name:

Email:

Step 12: Training Provider need to tick reject button to reject the application. Then click "Save" button.

Officer Remarks

Officer Remarks:

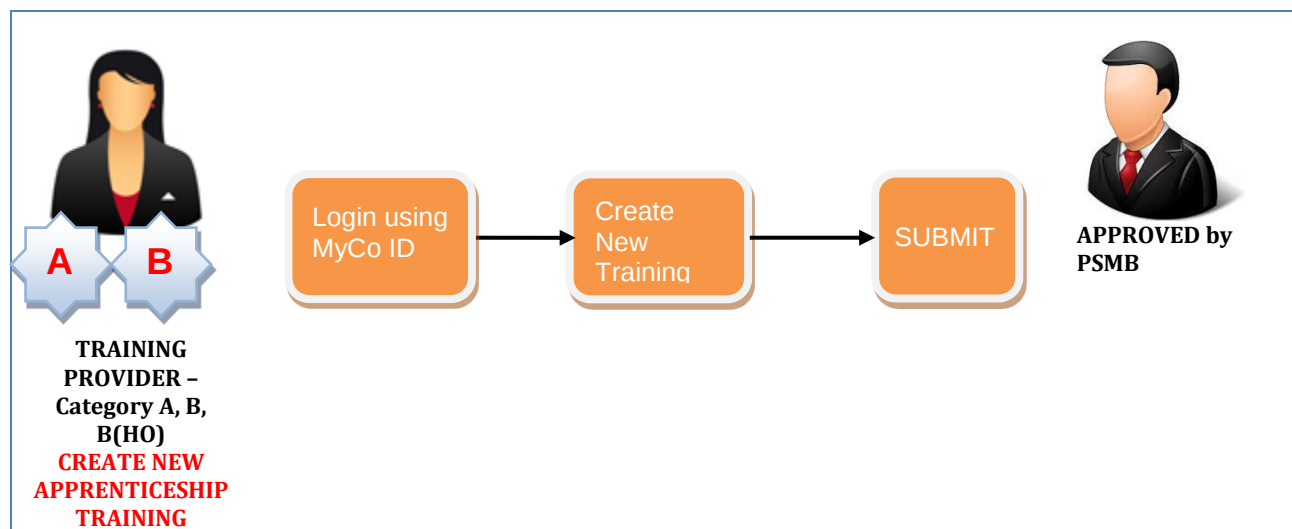
Approve/Reject Applicant: ☐ Approve ☒ Reject

Step 13: The system shows below notifications when your request has been updated successfully.

Your request has been Updated Successfully

1.9 Create Training Class

Prerequisite: The applications from the apprenticeship candidates (school leavers and employees) are already approved by the Training Provider.



Flow Descriptions:

If apprenticeship application is verified and approved, Training Providers will proceed with the creation of the training. The process of training creation needs approval by PSMB. This section will guide Training Providers on how to create new training base on the number of participants being approved and then submit to PSMB for the approval of the training creation. Training Provider will be notified if the application is approved or rejected.

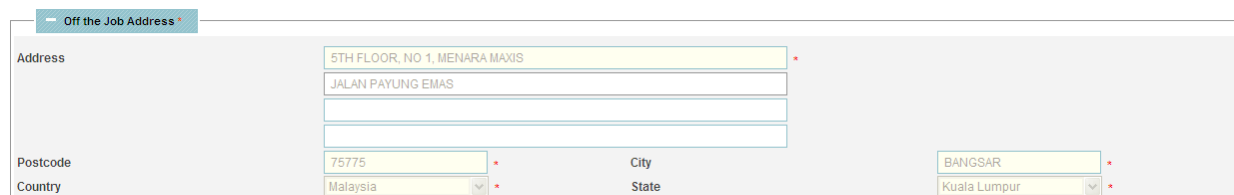
1.10 Create Training Class

Follow the steps below to create new training for the apprenticeship candidates.

Step 1: Select Apprenticeship > Create New Training from menu. View the scheme available from the drop down list. For example, select “Mechatronics”. Click “List Apprentice” button.



Step 2: View the training location – off job address.



Step 3: Select the level. Enter On-the-job start date. Enter On-the-job end date. Enter Off-the-job start date. Enter Off-the-job end date. Click “Add” button.

← Levels Detail

Level

Select

Off the Job Start Date

29/11/2013

Off the Job End Date

21/03/2014

On the Job Start Date

30/11/2013

On the Job End Date

23/04/2014

Add

Reset

Level	Off the Job Start Date	Off the Job End Date	Duration(Days)	On the Job Start Date	On the Job End Date	Duration(Days)	Actions
Level 1	29/11/2013	21/03/2014	113	30/11/2013	23/04/2014	145	View / Edit / Delete

Step 4: Upload the training schedule

- Enter the description
- Select browser to select the document

Click Add attachment

← Training Schedule

Training Schedule *

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	File Name	Actions
Part 1	Water lilies.jpg	Remove / View

Step 5: Select apprentice for training class. Click “Add apprentice” button

Note: Requirement, the Sponsoring Employer need to sponsor their own employee and a school leaver at the same ratio.

← Apprentice Details

Select	IC NO	Apprentice Name	Type	Sponsoring Employer MyCoId	Sponsoring Employer Name
☐	800202112020	Jack	School Leaver	-	PSMB
☐	800404121234	Emily Fuang	Employee	77779F	LV Refund7 -3Sdn Bhd

4 records found, displaying all records.

Add Apprentice

IC NO	Apprentice Name	Type	MyCoId	Sponsoring Employer Name	Actions
8394349	Kenny	Employee	038677D	HITACHI ELEVATOR ENGINEERING (MALAYSIA)	Remove
880808112121	Aaron	School Leaver	038677D	HITACHI ELEVATOR ENGINEERING (MALAYSIA)	Remove

Total Apprentice(School Leaver)

1

Total Apprentice(Employee)

1

Total Apprentice

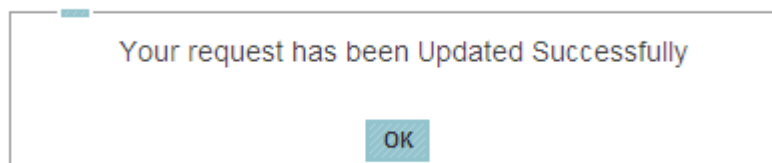
2

Step 6: View the “Summary of Sponsoring Employer” details. Click “SUBMIT” button.

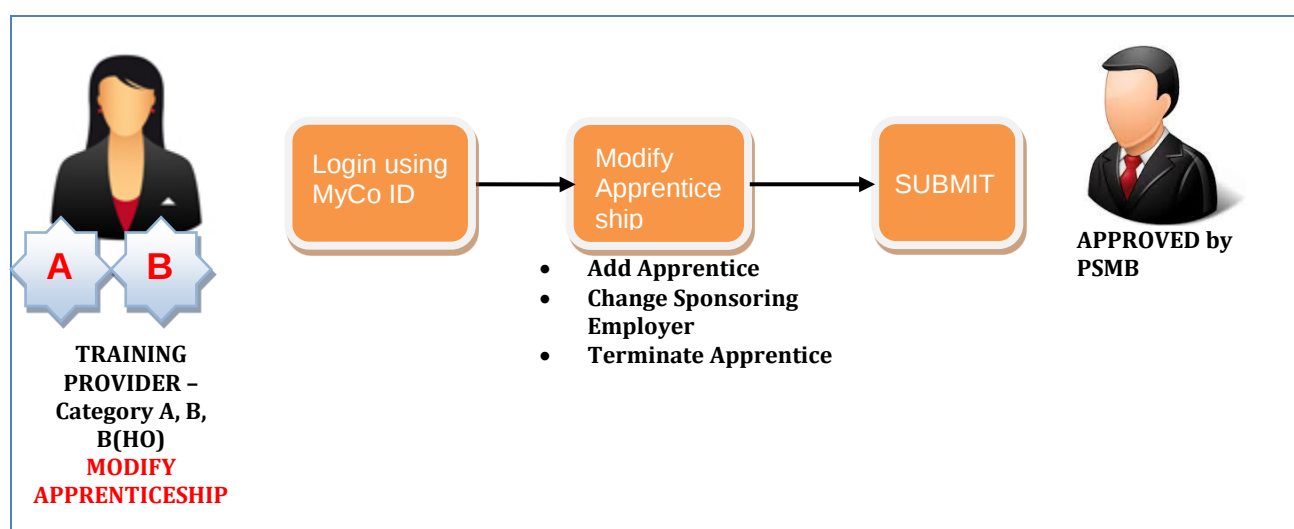
← Summary of Sponsoring Employer

MyCoId	Sponsoring Employer Name	Sponsoring Session	Total School Leaver	Total Own Employee	Total On-Job Allowance	Levy Balance
038677D	HITACHI ELEVATOR ENGINEERING (MALAYSIA)	1	1	1	1866	3,988,722.76

Step 7: You will receive below notifications when the system is successfully updated your request.



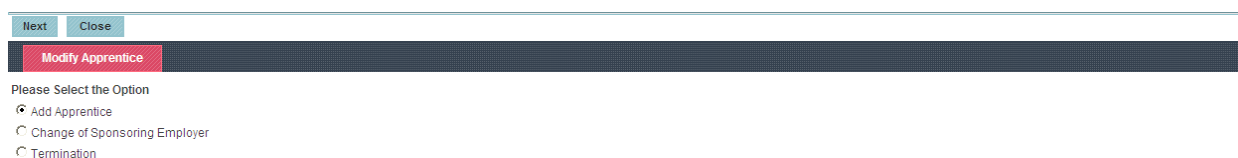
1.11 *Modify Apprenticeship –Flow Diagram*



1.12 *Modify Apprenticeship – Add New Apprenticeship*

Follow the steps below to add new apprentice to a class:

Step 1: Select Apprenticeship > Modify Apprentice from menu. Select the “Add Apprentice”. Click “NEXT” button



Step 2: Select the training class id and budget year. Click “Search” button.

Applications > Apprenticeship > Modify Apprentice > Add Apprentice

Submit Close

Add Apprentice

Search

Training Class ID

Budget Year

Search

--Select--
M101/2/218/2014
M101/2/219/2014
M101/2/220/2014
M101/2/221/2014
M101/2/222/1/2014

Step 3: View the scheme detail

Scheme Detail

Scheme Type MECHATRONICS

Step 4: View the training location.

Off Job Location *

Address 5TH FLOOR, NO 1, MENARA MAXIS *
JALAN PAYUNG EMAS

Postcode 75775 * City BANGSAR *
Country Malaysia * State Kuala Lumpur *

Step 5: View the levels of the training class.

Level	Off the Job Start Date	Off the Job End Date	Duration(Days)	On the Job Start Date	On the Job End Date	Duration(Days)
1	15/10/2013	20/10/2013	6	20/10/2013	25/10/2013	6

Step 6: View the training schedule.

Description	File Name	Actions
Attachement 5	Training_Schedule_Template.xls	View
Attachement 2	Chrysanthemum.jpg	View
Attachement 1	STF_Suggestion.txt	View
Attachement 1	Training_Schedule_Template.xls	View

Step 7: View the apprentices.

Select	IC/Passport No.	Apprentice Name	Type	Sponsoring Employer MyCold	Sponsoring Employer Name
☐	800202112020	Jack	School Leaver	-	PSMB
☐	8394349	Kenny	Employee	038677D	HITACHI ELEVATOR ENGINEERING (MALAYSIA)
☐	880808112121	Aaron	School Leaver	038677D	HITACHI ELEVATOR ENGINEERING (MALAYSIA)

4 records found, displaying all records.

Step 8: View the summary of sponsoring employer.

Summary of Sponsoring Employer						
MyCoID	Sponsoring Employer Name	Sponsoring Session	Total School Leaver	Total Own Employee	Total On-Job Allowance	Levy Balance
77779F	LV Refund7 -3Sdn Bhd	5	0	1	100	5,000.00

Step 9: View the attachments. The system will shows the attachment details for training class.

Training Schedule			
Description	File Name		Actions
Attachement 5	Training_Schedule_Template.xls	View	
Attachement 2	Chrysanthemum.jpg	View	
Attachement1	STF_Suggestion.txt	View	
Attachement 1	Training_Schedule_Template.xls	View	

Step 10: Select the new apprentice. Click “Add apprentice” button. Then, click “SUBMIT” button.

Apprentice Details						
Select	IC/PassportNo.	Apprentice Name	Type	Sponsoring Employer MyCoID	Sponsoring Employer Name	
☐	800202112020	Jack	School Leaver	-	PSMB	
☐	8394349	Kenny	Employee	038677D	HITACHI ELEVATOR ENGINEERING (MALAYSIA)	
☐	880808112121	Aaron	School Leaver	038677D	HITACHI ELEVATOR ENGINEERING (MALAYSIA)	
4 records found, displaying all records.						1
Add Apprentice						
IC NO	Apprentice Name	Type	MyCoID	Sponsoring Employer Name	Actions	
800404121234	Emily Fuang	Employee	77779F	LV Refund7 -3Sdn Bhd	Remove	

1.13 Modify Apprenticeship – Change Sponsoring Employer

Follow the steps below to change sponsoring employer for the apprentice:

Step 1: Select Apprenticeship > Modify Apprentice from menu. Select the “Change Sponsoring Employer” button. Click “NEXT” button.

Next	Close
Modify Apprentice	
Please Select the Option	
☐ Add Apprentice ☒ Change of Sponsoring Employer ☐ Termination	

Step 2: Select training class id and budget year.

Applications > Apprenticeship > Modify Apprentice > Add Apprentice

Submit Close

Add Apprentice

Search

Training Class ID

Budget Year

Search

--Select--

M101/2/21/9/2014

M101/2/21/8/2014

M101/2/21/9/2014

M101/2/20/2/014

M101/2/22/1/014

Step 3: View the scheme detail

Scheme Detail

Scheme Type

MECHATRONICS

Step 4: View the training location.

Off the job Location

Address

5TH FLOOR, NO 1, MENARA MAXIS

JALAN PAYUNG EMAS

Postcode

75775

City

BANGSAR

Country

Malaysia

State

Kuala Lumpur

Step 5: View the levels.

Level	Off the Job Start Date	Off the Job End Date	Duration(Days)	On the Job Start Date	On the Job End Date	Duration(Days)
1	12/11/2013	30/11/2013	19	01/12/2013	31/12/2013	31

Step 6: View the apprentices.

IC/PassportNo.	Apprentice Name	Type	Sponsoring Employer MyCold	Sponsoring Employer Name
760122086087	John Denver	School Leaver	-	PSMB
680512015276	Jignesh Patel	School Leaver	1001AA	Company AAA

2 records found, displaying all records.

Step 7: View the summary of sponsoring employer. View the attachments for detail info.

Sponsoring Employer Name	Sponsoring Employer MyCold	Sponsor session	Total School Leaver	Total Own Employee	Total On-the-Job-Allowance	Levy Balance
PSMB	-	1	1	0	516	-
Company AAA	1001AA	1	1	0	516	0.0

2 records found, displaying all records.

Step 8: Add sponsoring employer's contract as attachment for the new sponsoring employer. Click "SUBMIT" button.

Sponsoring Employer Contract

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	File Name	Actions
Water lilies	Water lilies.jpg	Remove / View

Step 9: System would submit the application for new sponsoring employer to PSMB apprenticeship officer and you will see below notifications.

Your request has been Submitted successfully

OK

1.14 Modify Apprenticeship – Termination

Follow the steps below to terminate an apprentice from a program/class:

Step 1: Select Apprenticeship > Modify Apprentice from menu. Select the "Termination" button. Click "NEXT" button.

Next Close

Modify Apprentice

Please Select the Option

☐ Add Apprentice
 ☐ Change of Sponsoring Employer
 ☒ Termination

Step 2: Select training class id and budget year.

Applications > Apprenticeship > Modify Apprentice > Add Apprentice

Submit Close

Add Apprentice

Search

Training Class ID

Budget Year

--Select--

M101/2/21/2/2014

M101/2/21/2/2014

M101/2/22/2/2014

M101/2/22/1/2014

Search

Step 3: View the scheme detail

Scheme Detail

Scheme Type

MECHATRONICS

HRDF: USER GUIDE



Step 4: View the training location.

Off-the-Job-Location

Address: 5TH FLOOR, NO 1, MENARA MAXIS
JALAN PAYUNG EMAS

Postcode: 75775 City: BANGSAR
Country: Malaysia State: Kuala Lumpur

Step 5: View the levels details.

Levels Detail

Level	Off the Job Start Date	Off the Job End Date	Duration(Days)	On the Job Start Date	On the Job End Date	Duration(Days)
1	12/11/2013	30/11/2013	19	01/12/2013	31/12/2013	31

Step 6: View the training schedule. Click “view” under “Actions” column to view more details.

Training Schedule

Description	File Name	Actions
Schedule 1	Training_Schedule_Template.xls	View
Schedule 2	Training_Schedule_Template.xls	View

Step 7: View the summary of sponsoring employer.

Summary of Sponsoring Employer

Sponsoring Employer Name	Sponsoring Employer MyCold	Sponsor session	Total School Leaver	Total Own Employee	Total On-the-Job-Allowance	Levy Balance
PSMB	-	1	1	0	516	-
Company AAA	1001AA	1	1	0	516	0.0

2 records found, displaying all records.

Step 8: View the apprentice's details.

Apprentice Details

IC/PassportNo.	Apprentice Name	Type	Sponsoring Employer MyCold	Sponsoring Employer Name
76012208087	John Denver	School Leaver	-	PSMB
680512015276	Jignesh Patel	School Leaver	1001AA	Company AAA

2 records found, displaying all records.

Total Apprentice(School Leaver)	2
Total Apprentice(Employee)	0
Total Apprentice	2

Step 9: Select the apprentice for termination. Click on IC/Passport No. link.

Apprentice Details

IC/PassportNo.	Apprentice Name	Type	Sponsoring Employer MyCold	Sponsoring Employer Name
76012208087	John Denver	School Leaver	-	PSMB
680512015276	Jignesh Patel	School Leaver	1001AA	Company AAA

2 records found, displaying all records.

Total Apprentice(School Leaver)	2
Total Apprentice(Employee)	0
Total Apprentice	2

Step 10: Select reasons for termination.

Termination Reasons

Reasons for termination :

☐ bad
☐ good
☒ Unsatisfactory Attendances
☐ Employed by other employer
☐ Continue study (different areas)
☐ asdas
☐ asdad
☐ Others

Step 11: Click "SAVE" button.

Save
Close

Manage Apprentice

Personal Details

Name
John Denver
Gender
Male
Female

IC/Passport No.
760122086087
Birth Date
07/10/2013

Home Telephone No.
Mobile No
60123866341

Birth Place
Perak
Email
d@mail.com

Correspondence Address

Address
No 70, jalan tp 1/1

Postcode
55100
City

Country
Malaysia
State
Kuala Lumpur

Bank Information

Bank Account No
Bank Name

Attachment

Description	File Name	Actions
Document A	Document A.xlsx	View

Interview Details

Sr. No.	Interview Date	Outcome	Remark
1	12/11/2013	good	good

Sponsorer Details

Apprentice Type
School Leaver
Employee

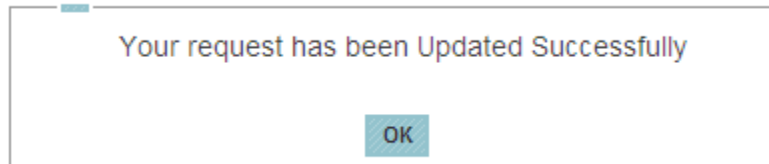
Session
1
Sponsor Type
PSMB

Termination Reasons

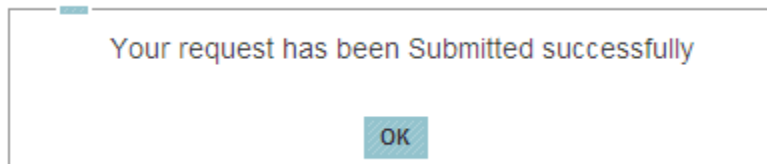
Reasons for termination :

☐ bad
☐ good
☒ Unsatisfactory Attendances
☐ Employed by other employer
☐ Continue study (different areas)
☐ asdas
☐ asdad
☐ Others

Step 12: System would save the application for termination to PSMB apprenticeship officer.



Step 13: Click “SUBMIT” button. System would submit the application for termination to PSMB apprenticeship officer.



1.15 Capture Attendance

Training Providers will capture attendance (every day) and update to the system. Follow the steps below to update the trainee attendance:

Step 1: View training provider name.

Save Close

Capture Attendance

Capture Attendance

Training Provider Name

Jay Parikh

Date

05/12/2013

Training Class Id

M101/1/37/2013

Replacement Class

☒ Yes

Certifying Officer

Muhammad

List Apprentices

Replacement Class Date

06/12/2013

Designation

CEO

Attendance Details

Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 2: Enter the attendance date.

Save Close

Capture Attendance

Capture Attendance

Training Provider Name: Jay Parikh

Date: 05/12/2013

Training Class Id: M101/1/37/2013

Replacement Class: ☒ Yes

Certifying Officer: Muhammad

List Apprentices

Replacement Class Date: 06/12/2013

Designation: CEO

Attendance Details

Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 3: View training class number. Then, select training class number.

Save Close

Capture Attendance

Capture Attendance

Training Provider Name: Jay Parikh

Date: 05/12/2013

Training Class Id: M101/1/37/2013

Replacement Class: ☒ Yes

Certifying Officer: Muhammad

List Apprentices

Replacement Class Date: 06/12/2013

Designation: CEO

Attendance Details

Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 4: Select replacement class, click “Yes” or “No”. If “Yes”, select the replacement class date.

Save Close

Capture Attendance

Capture Attendance

Training Provider Name: Jay Parikh

Date: 05/12/2013

Training Class Id: M101/1/37/2013

Replacement Class: ☒ Yes

Certifying Officer: Muhammad

List Apprentices

Replacement Class Date: 06/12/2013

Designation: CEO

Attendance Details

 Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 5: Enter the name and designation of certifying officer.

Save
Close

Capture Attendance

Capture Attendance

Training Provider Name: Jay Parikh
Date: 05/12/2013
Training Class Id: M101/1/37/2013
Replacement Class: ☒ Yes
Certifying Officer: Muhammad
Designation: CEO

Attendance Details

 Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 6: Mark the attendance. Select the status of the attendance – Attend or Absent or Absent with Medical Certificate.

Save
Close

Capture Attendance

Capture Attendance

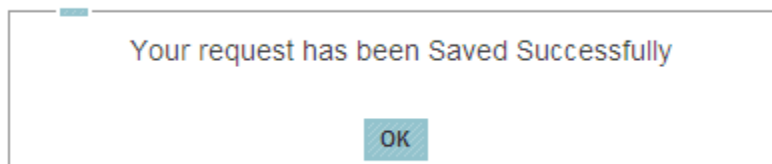
Training Provider Name: Jay Parikh
Date: 05/12/2013
Training Class Id: M101/1/37/2013
Replacement Class: ☒ Yes
Certifying Officer: Muhammad
Designation: CEO

Attendance Details

 Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

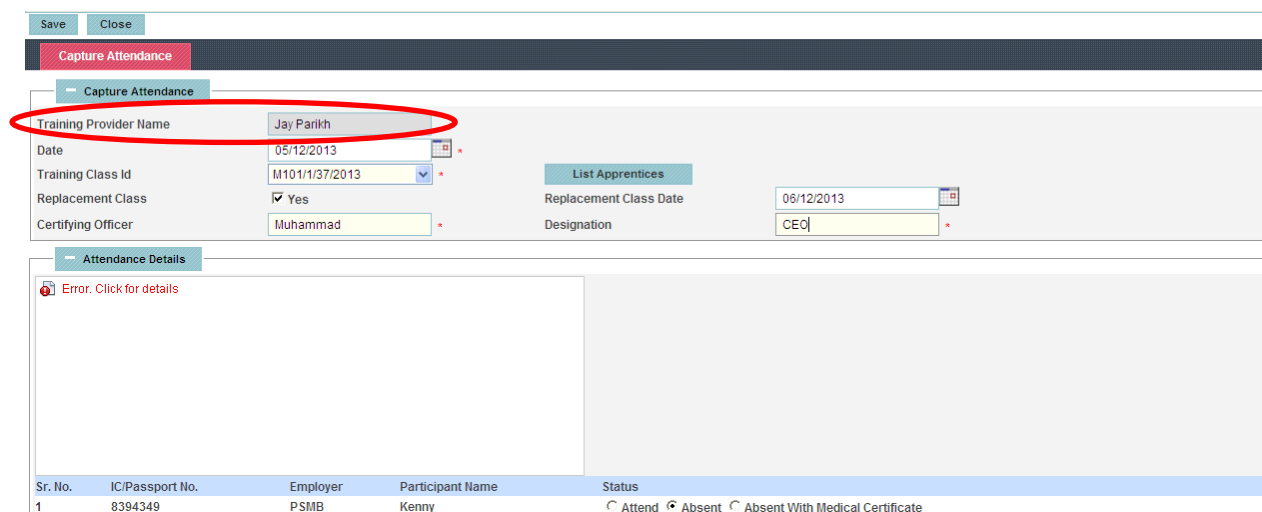
Step 7: Upon click on “Save” button, below notifications appeared.



1.16 *Submit Attendance – Integration to My Card Reader*

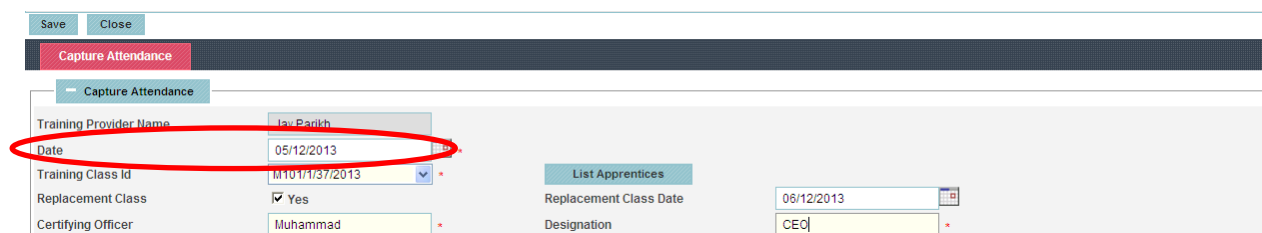
Follow the steps below to submit the attendance for the apprentice:

Step 1: View training provider name.



Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 2: Enter the attendance date.



Attendance Details

Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 3: View training class number. Then, select training class number.

Save Close

Capture Attendance

Capture Attendance

Training Provider Name

Jay Parikh

Date

05/12/2013

Training Class Id

M101/1/37/2013

Replacement Class

☒ Yes

Certifying Officer

Muhammad

List Apprentices

Replacement Class Date

06/12/2013

Designation

CEO

Attendance Details

Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 4: Select replacement class, click “Yes” or “No”. If “Yes”, select the replacement class date.

Save Close

Capture Attendance

Capture Attendance

Training Provider Name

Jay Parikh

Date

05/12/2013

Training Class Id

M101/1/37/2013

Replacement Class

☒ Yes

Certifying Officer

Muhammad

List Apprentices

Replacement Class Date

06/12/2013

Designation

CEO

Attendance Details

Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 5: Enter the name and designation of certifying officer.

Save
Close

Capture Attendance

← Capture Attendance

Training Provider Name

Date

Training Class Id

Replacement Class ☒ Yes

Certifying Officer

List Apprentices

Replacement Class Date

Designation

← Attendance Details

Error. Click for details

Sr. No.	IC/Passport No.	Employer	Participant Name	Status
1	8394349	PSMB	Kenny	☐ Attend ☒ Absent ☐ Absent With Medical Certificate

Step 6: Integration to MyKad, insert the MyKad into reader. Click Read and Add attachment for MC. Click "SUBMIT" button.