

ICT2.0@HRDF

HRDF System: User Guide for Employers

User Manual – Version 1.1



Mesiniaga

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Section 1 Overview

1.1 *Project Background*

ICT2.0@HRDF is an ICT project recently embarked by PSMB with the objective to upgrade its overall IT systems and hardware based on the strategic implementation roadmap stated in PSMB's ICT Blueprint.

In line with the Malaysian Government's aim to have "90% services available anytime anywhere", the upgrade will be desired to achieve the following:-

1. Enhance technology for the future of the organisation
2. Increase efficiency in processes
3. Provide integrated and consistent information
4. Ease of reporting
5. Increase user friendliness of the system
6. Ease access to data
7. Increase the organisation's ability to provide better customer service
8. Increase security data

Apart from the major IT hardware upgrade, ICT2.0@HRDF includes newly developed as well as upgraded key systems that will give solutions to the already identified challenges. Listed below are the systems:-

1. HRDF Core System (replacing Informix, EIS, TPIS, Online Application, HRD Programme Library)
2. HRDF Portal (enhanced and upgraded)
3. Employee Self Service Portal (ESS, enhancement from the current e-HR)
4. Finance, Accounting, Asset, Procurement and Inventory System (FAAPI, replacing HumanBase)
5. Human Resource Management System (HRMS, replacing HumanBase)
6. Dashboard Reporting.

1.2 *About This Guide:*

This Guide is a reference to employers on the followings:

- Registration with PSMB
- Levy and Payment of the Levy
- Grants Application
- Claims

1.3 *Who Will Be Using This Guide:*

This guide is written for external users, specifically employers who will be accessing the HRDF system for all activities starting from registration until claims.

COMMON FUNCTIONS

Items Descriptions:

The '**Work List**' items are described below:

No	Work List Items	Descriptions
1	Inbox - File	To view all forms being sent to employers by PSMB.
2	Inbox - Notifications	To view auto notification which being sent to employers by PSMB.

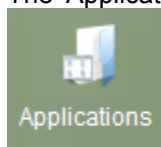
2.2 *Open Application*

When to use :

When Employers need to access any menu related to the module, they need to access it from the **Application** icon.

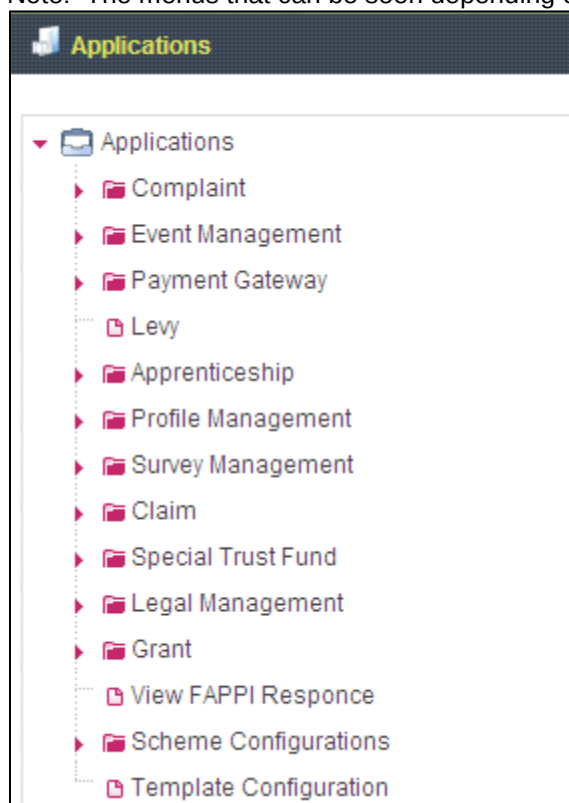
Which icon :

The 'Application' icon is as shown below:



When clicking on the 'Application' icon, the following menu screen is displayed:

Note: The menus that can be seen depending on the access right given to Employers.

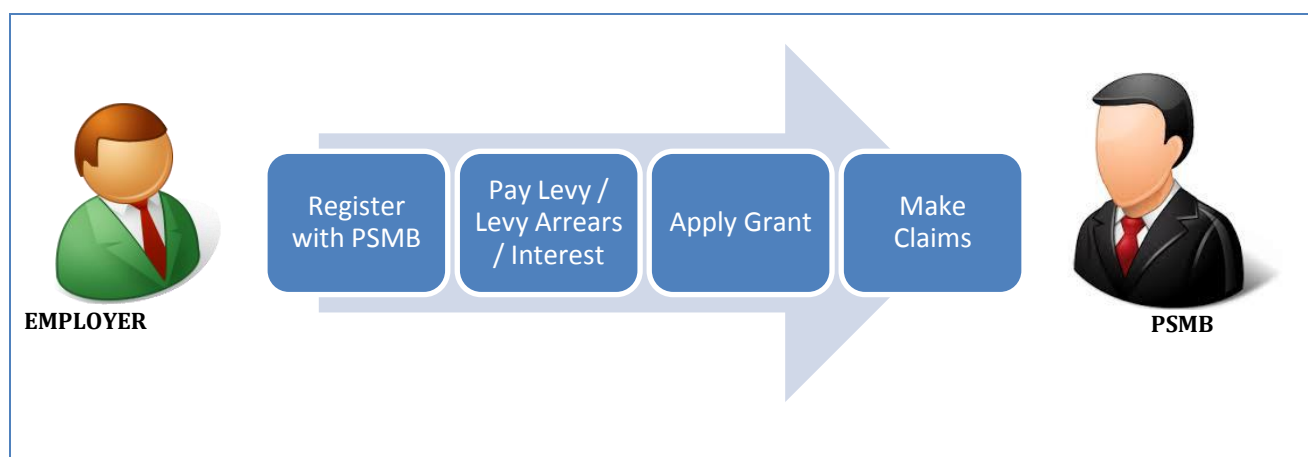


GENERAL APPLICATION FLOW

Section 3 General Flow

3.1 *General Processes Related to Employers*

Below is the general process flow which employer can execute once employers have registered with PSMB.



General Processes related to Employers

The above diagram shows the general process for employers before they can apply for grants and make claims. This guide is sectioned into few parts – Employer registration, Levy, Grants & Claims.

Below are the general descriptions of the above diagram:

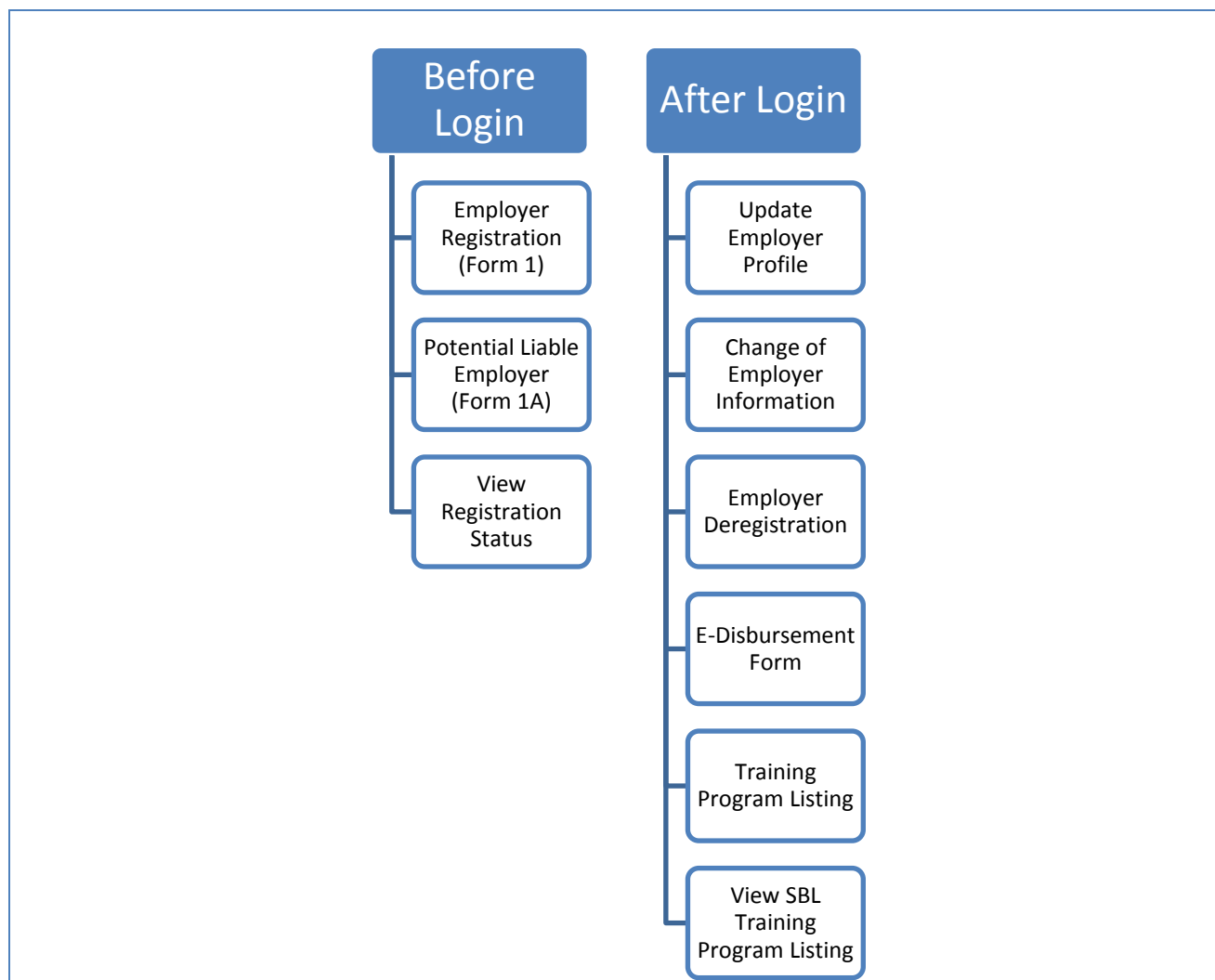
1. System provides online registration of employer from HRDF Portal. Online form is based on Form 1.
2. Employer will be able to check registration status of the application through portal.
3. System will provide email notification for success registration on (login) user ID & password for accessing HRDF Portal. If no email, PSMB will send details in printed copy via pos to employer.
4. Base on Small/Medium/Large company category, employer will need to pay Levy to PSMB.
5. Employer is entitled to apply for Training Grants with PSMB, and then can submit claims to PSMB accordingly.



EMPLOYER REGISTRATION

Section 4 List of Functions

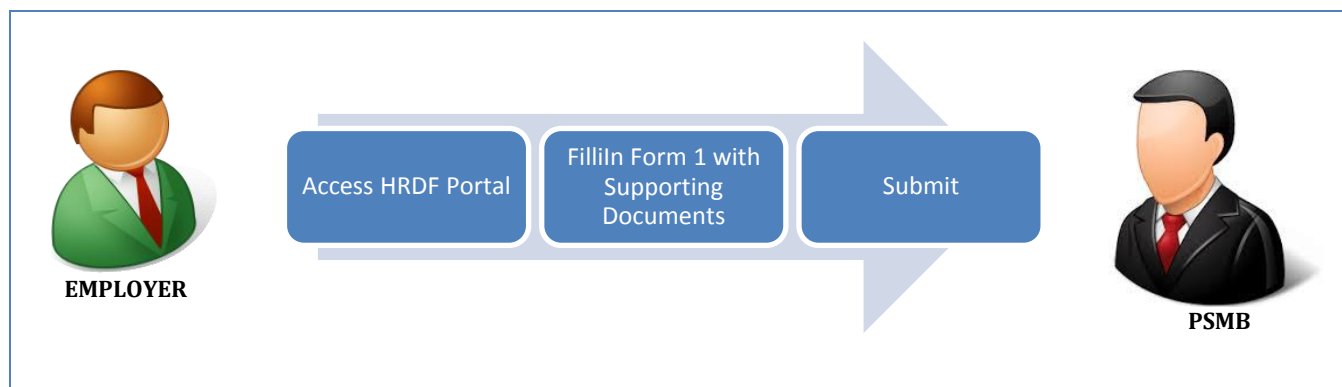
4.1 *List of Functions Related to Employers*



List of Functions related to Employers

Section 5 Employer Registration

5.1 Employer Online Registration Flow



5.2 Employer Registration

Pre-requisite: Employer must already be registered with SSM in order to get MyCoID. An eligible employer shall submit the Registration of Employer Form (Form 1) to PSMB. This section will guide employer on how to submit employer registration form to PSMB, via online.

Submit Print Close

Employer Registration (Form 1)

Employer Information

Please select the type of registration: *

Organization Type: *

MyCoID: *

Terms and Condition

Please Note: This is a sample text for Terms and Conditions.
 PSMB was incorporated on 16 May 2001 under the Pembangunan Sumber Manusia Berhad Act, 2001. Section 13(1) of the PSMB Act 2001 stipulates that every employer who is covered under the Act is required to register with PSMB within such time and manner as may be prescribed. Regulation 4(1) of the PSMB Act 2001 states that an employer to whom the Act applies shall submit the Registration of Employer Form (Form 1) to PSMB within thirty (30) days after this regulation comes into effect. Any employer who is convicted for not registering with PSMB may be fined up to an amount not exceeding RM10,000 or an imprisonment for a period not exceeding one year or both (Section 13 (2)).

Details of Submission Officer

Person Details *

Name: *

IC/Passport No: * Designation: *

Nationality: *

Present Address *

Address: *

Postcode: * City: *

State: * Country: *

Personal Contact *

Telephone No.: *

Fax No.: *

Email: *

Reset

Employer Profile *

Name

Employer Address *

☐ Copy Address From

Select

Address

Postcode

City

Country

Malaysia

State

Kuala Lumpur

Post Box No.

Employer Contact *

Telephone No.

Fax No.

Email

Business Profile *

Year in which Business Or Company was Registered

Industry Sector

Select

Type of Ownership

Select

Sector Code

--Select--

Enterprise Name

Description/Industry Type

Enterprise Address *

☐ Copy Address From

Select

Address

Postcode

City

Country

Malaysia

State

Kuala Lumpur

Commencement of Enterprise Date

Employer Details *

EPF No.

SOCSSO No.

Current Paid Up Capital (RM) Based on Form 24

Total Number of Employees (Only for Citizen(s) of Malaysia) at Submission Date

Total Number of Non-Malaysian Employees on Submission Date

Total Employees on Submission Date

Date of Attaining the Number of Employees (Only for Citizen(s) of Malaysia) as specified under the First schedule of Act

Total Number of Employees (Only for Citizen(s) of Malaysia) in the Previous Month

Total Amount of Wages Paid to Employees (Only for Citizen(s) of Malaysia) in the Previous Month (RM)

Other Contact Person

Name

IC/Passport No.

Designation

Telephone No.

Email

Add

Reset

Attach Document *

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)

Supporting Document

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)

Board of Directors

Board of Director's Personal Details *

Name

Nationality

IC/Passport No.

Designation

Board of Director's Address Details *

☐ Copy Address From

Select

Address

Postcode

Country

City

State

Board of Director's Contact Details *

Telephone No.

Email

Add

Reset

Form 1 Screen

Follow the steps below to register with PSMB via HRDF Portal.

Step 1: Select from menu 'Profile Management' >'Employer' >'Employer Registration (Form 1)'.

Result: The above screen (Form 1) is displayed.

Step 2: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 3: Click on the 'Submit' button.

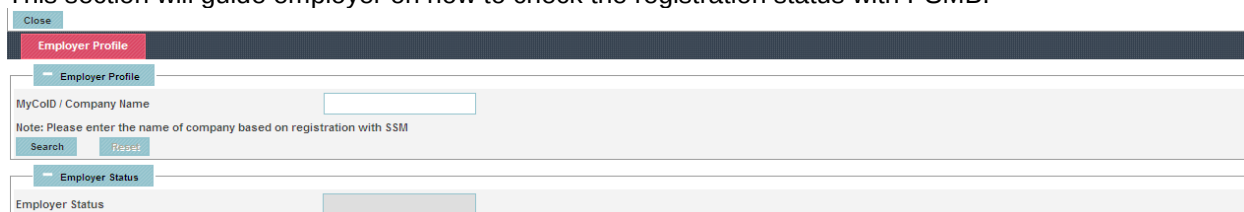
Result: A message 'Your Request Has Been Submitted Successfully'

Step 4: Click on the 'OK' button.

Section 6 View Registration Status

6.1 *View Registration Status*

This section will guide employer on how to check the registration status with PSMB.



Screen 'View Registration Status'

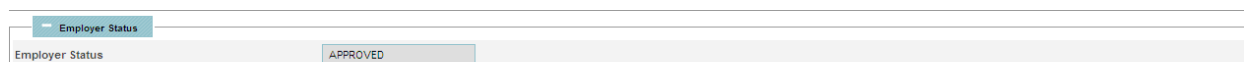
Follow the steps below to view status of registration.

Step 1: Select from menu 'Profile Management' >'Employer' >'View Registration Status'.

Result: The above screen is displayed.

Step 2: Key-in the 'MyCoID or Company Name', then click on the 'Search' button.

Result: The employer status is displayed under 'Employer Status' as shown below:



Note: Mandatory fields are mark with (*).

Section 7 Potential Liabile Employer Registration

7.1 Potential Liabile Employer Registration

Pre-requisite: Employer must have already been registered with SSM in order to get MyCoID.

An employer who is potentially liable (has not yet registered with PSMB), will receive Form 1 and 1A and notification letter. Once employer received the notification, the employer will need to submit the forms to PSMB. This section will guide employer on how to submit the online forms to PSMB.

Follow the steps below to register as Potential Liabile Employer.

Step 1: Select from menu 'Profile Management' >'Employer' >'Potential Liabile Employer Registration (Form 1A)'.

Result: The above screen is displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Double-click on the record.

Result: Potential Liabile Employer Registration (Form 1A) is displayed as shown below:

Employer Profile	
Reference ID	122
MyCoID	
Company Name	Syarikat ABC SDN
*Please enter the name of company based on registration with SSM	
Employer Contact Person Details	
Name	
IC/Passport No.	
Designation	
Employer Address	
Address	no 80, tower A
Postcode	55100
City	kajang
Country	Malaysia
State	Kuala Lumpur
Employer Contact	
Telephone No.	60392839033
Fax No.	
Email	gary@mail.com
Business Profile	
Industry Sector	manufacturing
Type of Industry/Business/Activity	food market
No. Of Employees	
a) Malaysian Citizen	100
b) Non Malaysian Citizen	50
c) Total Employees	150
Company Paid Up Capital.	
Please mark in the appropriate box	☒ Less than RM2.5 million ☐ RM2.5 million and Above

Form1A Attachment

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
training_program.txt	training_program.txt	Remove / View

Screen 'Potential Liabile Employer Registration (Form1A)'

Step 4: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 5: Click on the 'Submit' button.

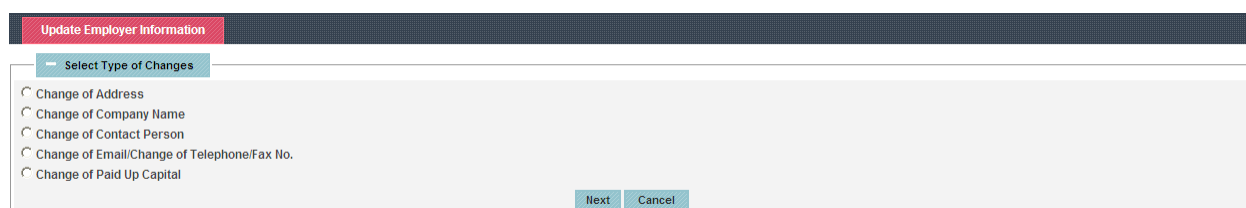
Section 8 Update Employer Profile

8.1 *Update Employer Profile*

Pre-requisite: The Employer should have already been registered with PSMB.

If there is any information changes related to company profile (i.e. Change of Address, Company Name, etc), employer needs to update the changes by filling up an online form.

This section will guide employer on how to submit new updates on company details as shown on below screen.



Screen 'Update Employer Profile'

Follow the steps below to update employer information. The information that can be updated is as shown on the above screen.

Step 1: Select from menu 'Profile Management' >'Employer' >'Update Employer Profile'.

Result: The above screen is displayed.

Step 2: Select the radio button for type of changes then click on the 'Next' button.

Step 2a: If you select 'Change of Address'



New Address *

Address

Postcode

Country

Malaysia

City

State

Kuala Lumpur

Attachment *

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)

Screen 'Change of Address'

Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 2b: If you select 'Change of Company Name'

Save

Close

Change of Company Name

New Company Name

Old Employer Name

Syarikat Employer Bhd

New Employer Name

Attachment *

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)

Screen 'Change of Company Name'

Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 2c: If you select 'Change of Contact Person'

Save

Close

Change of Contact Person

Contact Person

Name

Designation

Telephone No

Email

Add

Reset

Name	Designation	Telephone No	Email	Actions
En Ahmad	CompanySecretary	03454545	ahmad@acme.com	View / Edit / Delete

Screen 'Change of Contact Person'

Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 2d: If you select 'Change of Email/Change of Telephone/Fax No.'

SaveClose

Change of Contact Details

Old Contact Details

Old Contact

Mobile No.11223344556677889900*

Fax No.

Emailxyz.cc@com.my*

New Contact Details

Personal Contact*

Mobile No.

Fax No.

Email

Reset

Screen 'Change of Email/Change of Telephone/Fax No.'

Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 2e: If you select 'Change of Paid Up Capital'

SaveClose

Change of Paid Up Capital

New Paid Up Capital

Old Paid Up Capital2400000.00

New Paid Up Capital*

Screen 'Change of Paid Up Capital'

Fill-in the form.

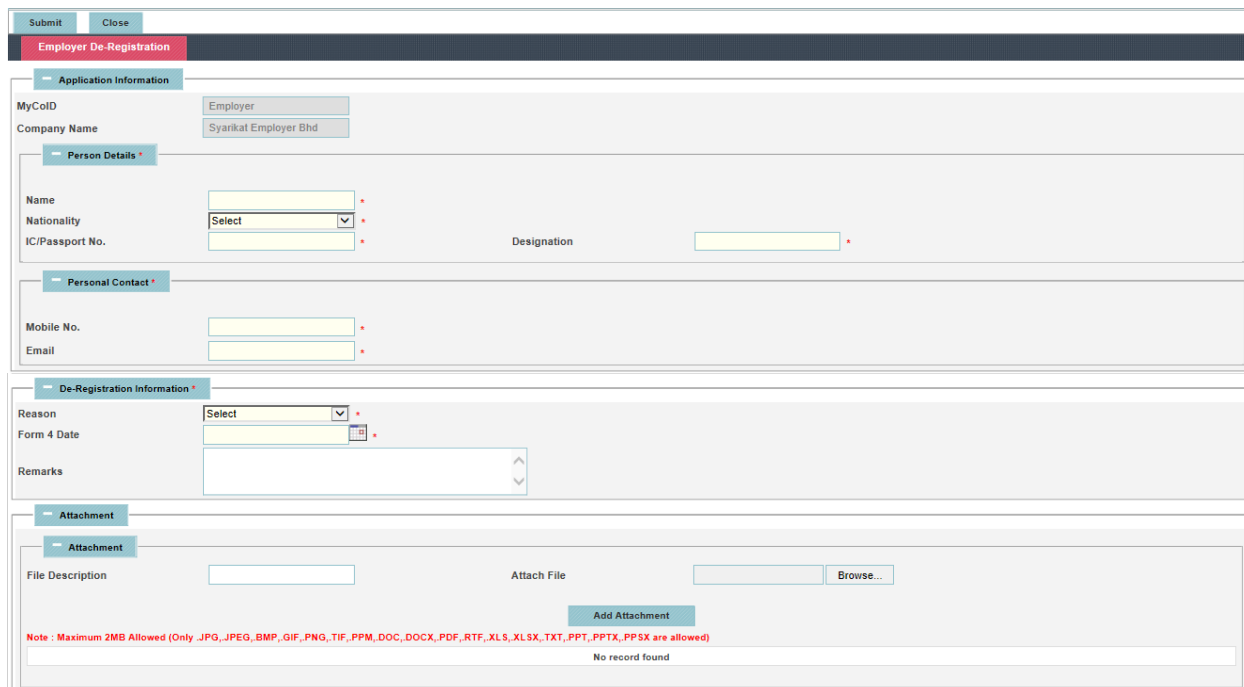
Note: Mandatory fields are mark with (*).

Section 9 Employer Deregistration

9.1 Employer Deregistration

Pre-requisite: The Employer should have already been registered with PSMB.

Under certain circumstances (closed company, activities not covered under Act, reduction of number of employees or company merging) employer who needs to de-register with PSMB will need to submit Form 4 to PSMB. This section will guide employer on how to do de-registration for Employer HQ and Branch.



Screen 'Employer De-registration (Form 4)'

Follow the steps below to deregister with PSMB via HRDF Portal.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Employer De-registration'.

Result: The above screen is displayed.

Step 2: Fill-in the form.

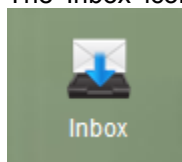
Note: Mandatory fields are mark with (*).

Step 3: Click on the 'Submit' button.

Important

When PSMB Officer approved the deregistration application, employer will receive notification in the 'Inbox'. Refer to the 'Workflow Common Function' section on how to view Inbox.

The 'Inbox' icon is as shown below:



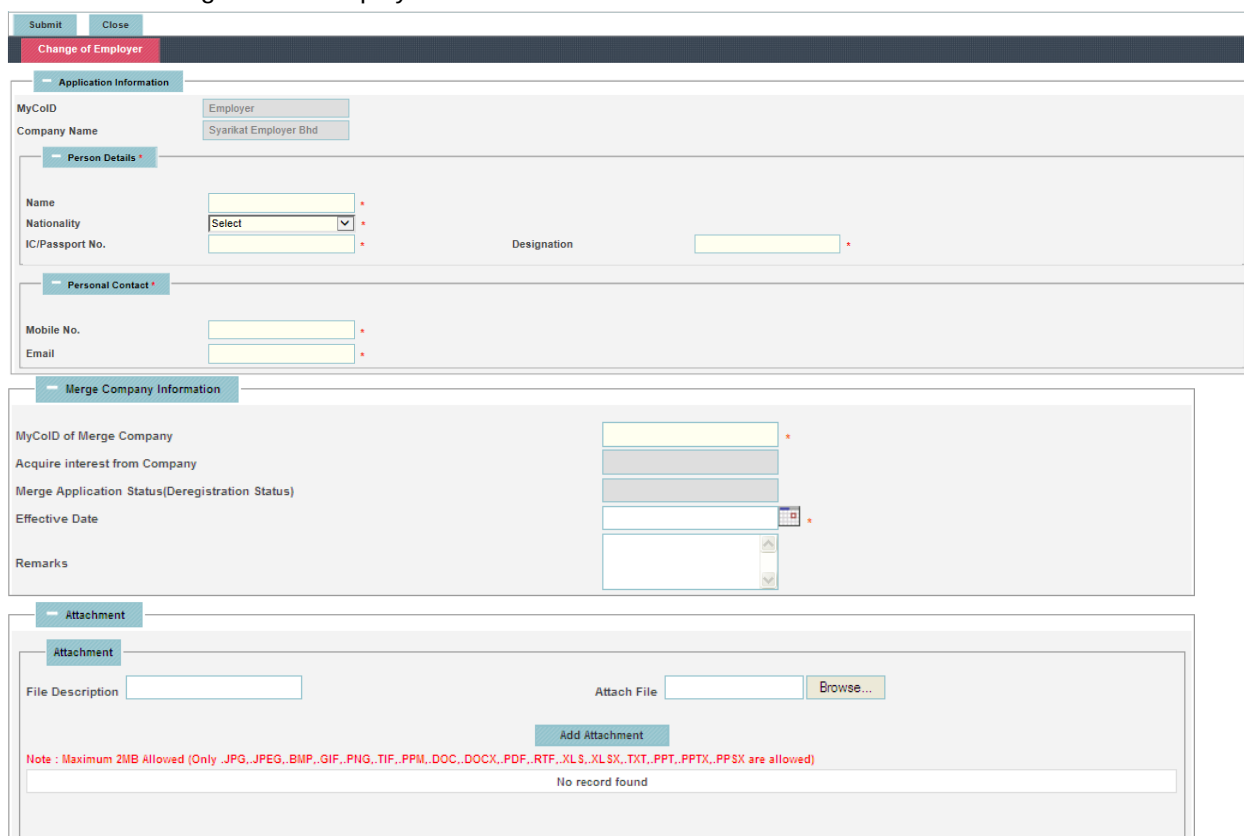
Section 10 Change of Employer Information

10.1 *Change of Employer Information*

Pre-requisite:

- The Employer should have already been registered with PSMB.
- No outstanding Arrears/Interest
- Form 4 (Company De-Registration) is already submitted.

Employer which merged with other company will need to submit Form 5 application to PSMB. However, if the new employer needs to make a new registration with PSMB, it needs to submit Form 1 to PSMB. This section will guide this employer on how to submit Form 5 via online.



The screenshot shows the 'Change of Employer Information (Form 5)' web form. At the top, there are 'Submit' and 'Close' buttons. Below them is a red bar with the text 'Change of Employer'. The form is divided into several sections:

- Application Information:** Contains 'MyCoID' (dropdown menu) and 'Company Name' (text input field).
- Person Details:** Contains 'Name' (text input field), 'Nationality' (dropdown menu), 'IC/Passport No.' (text input field), and 'Designation' (text input field).
- Personal Contact:** Contains 'Mobile No.' (text input field) and 'Email' (text input field).
- Merge Company Information:** Contains 'MyCoID of Merge Company' (text input field), 'Acquire interest from Company' (text input field), 'Merge Application Status(Deregistration Status)' (text input field), 'Effective Date' (text input field), and 'Remarks' (text input field).
- Attachment:** Contains 'File Description' (text input field), 'Attach File' (text input field), and 'Add Attachment' (button). Below this is a note: 'Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)'. At the bottom of this section, it says 'No record found'.

Screen 'Change of Employer Information (Form 5)'

Follow the steps below to change the employer information.

Step 1: Select from menu 'Profile Management' >'Employer' >'Change of Employer Information'.
Result: The above screen is displayed.

Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

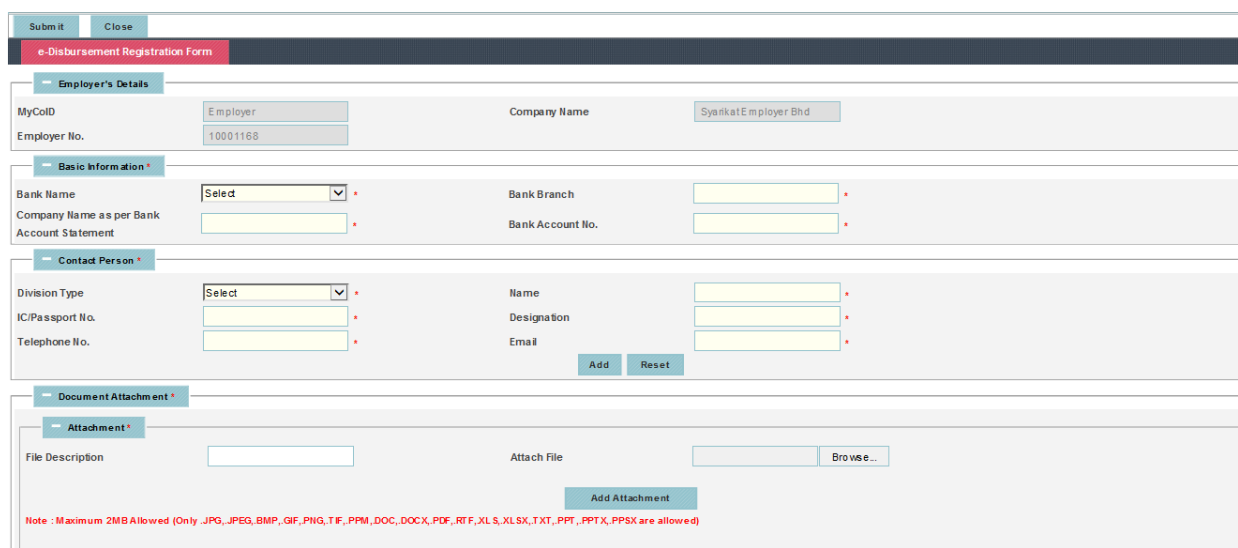
Step 3: Click on the 'Submit' button.

Section 11 E-Disbursement Registration/e-Disbursement Form

11.1 E-Disbursement Registration/e-Disbursement Form

Pre-requisite: The Employer should have already been registered with PSMB.

This section will guide employer on how to register the company's bank account information to PSMB.



The screenshot displays the 'e-Disbursement Registration Form' interface. At the top, there are 'Submit' and 'Close' buttons. The form is divided into several sections:

- Employer's Details:** Includes fields for 'MyCoID' (Employer), 'Company Name' (Syarikat Employer Bhd), and 'Employer No.' (10001168).
- Basic Information *:** Includes 'Bank Name' (a dropdown menu), 'Bank Branch', 'Company Name as per Bank Account Statement', and 'Bank Account No.'.
- Contact Person *:** Includes 'Division Type' (a dropdown menu), 'IC/Passport No.', 'Telephone No.', 'Name', 'Designation', and 'Email'. There are 'Add' and 'Reset' buttons at the bottom of this section.
- Document Attachment *:** Includes an 'Attachment *' section with 'File Description', 'Attach File', and 'Browse...' buttons. An 'Add Attachment' button is also present.

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

Screen 'e-Disbursement Registration Form'

Follow the steps below to register e-disbursement

Step 1: Select from menu 'Profile Management' > 'Employer' > 'e-Disbursement Form'.

Result: The above screen is displayed.

Step 2: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 3: Click on the 'Submit' button.

Result: A message 'Your Request Has Been Submitted Successfully'

Step 6: Click on the 'OK' button.

Section 12 View Training Programme Listing

12.1 View Training Programme Listing

This section will guide employer on how to view training programme offered by Training Providers

Applications > Profile Management > Employer > Training Programme Listing > List of Training Programmes

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
TYUOP	SBL-Khas	1234,...JKLL Putrajaya,Malaysia-78655	hki@jnn.lkm	008765345	dyanad
Shiji Chaturvedi	SBL-Khas	D-103,...w erw e,Kuala Lumpur,Malaysia-12345	w erw e@wtrw.ert		3 Test Course
Shiji Chaturvedi	PROLUS	D-103,...w erw e,Kuala Lumpur,Malaysia-12345	w erw e@wtrw.ert		3 Test Title
BESI APAC SDN BHD	CBT	UNIT D3-06-01,...SOLARIS DUTAMAS,NO 1, JALAN DUTAMAS,...KL Labuan,Malaysia-45454	abc@abc.com	123456	a
BESI APAC SDN BHD	SBL-Khas	UNIT D3-06-01,...SOLARIS DUTAMAS,NO 1, JALAN DUTAMAS,...KL Labuan,Malaysia-45454	abc@abc.com	123456	SBL KHAS TEST

7 records found, displaying 1 to 5 records. [First|Prev] 1 2 [Next|Last]

Screen 'List of Training Programmes'

Follow the steps below to view training programme listing

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'List of Training Programmes'.

Result: The above screen is displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

12.2 Apprentice Listing

Applications > Profile Management > Employer > Training Programme Listing > Apprentice Listing

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Address	Email	Telephone No	Scheme
IT ACADEMY	fs adfas dfas fd.....ads fads fdfds, Kuala Lumpur, Malays ia-13241	hrdfadmin@hrdf.com.my	60123567341	Apprenticeship
DEFGHU SDN BHD	no 7 jalan arp 6,taman aman sari,,kuala lumpur,kuala Lumpur,Malays ia-47100	hrdfadmin@hrdf.com.my	60123567341	HOTEL
DEFGHU SDN BHD	no 7 jalan arp 6,taman aman sari,,kuala lumpur,kuala Lumpur,Malays ia-47100	hrdfadmin@hrdf.com.my	60123567341	TOOLDIE
DEFGHU SDN BHD	no 7 jalan arp 6,taman aman sari,,kuala lumpur,kuala Lumpur,Malays ia-47100	hrdfadmin@hrdf.com.my	60123567341	MULTIMODEL
Final Testing TP	uytyut,,kuytyku,Kuala Lumpur,Malays ia-88888	yut@Ut.com	87687678	Apprenticeship

25 records found, displaying 1 to 5 records. [First/Prev] 1 2 3 4 5 [Next/Last]

Screen 'Apprentice Listing'

Follow the steps below to view apprentice listing.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'Apprentice Listing'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.3 *Approved E-Learning Training Providers under the PROLUS Scheme*

Applications > Profile Management > Employer > Training Programme Listing > Approved E-Learning Training Providers under the PROLUS Scheme

Close

Default Search

Search Search Reset Advance Search

Customize List

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE

2 records found, displaying all records.

Screen 'Approved E-Learning Training Providers under the PROLUS Scheme'

Follow the steps below to view list of approved e-learning training providers under the PROLUS scheme.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'Approved E-Learning Training Providers under the PROLUS Scheme'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.4 List of HR Consultant under NHRC

Applications > Profile Management > Employer > Training Programme Listing > List of HR Consultant under NHRC

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page: 25, 50, 100, All

Search Result

Training Provider Name	Address	Email	Telephone No	Consultant Name
IIT ACADEMY	ASIAHQSD ASLH...sdasd,Kuala Lumpur,Malays ia-45612	and@ys hqj.com	634634563463	Kamal hah
IIT ACADEMY	INTET...afas ,Kuala Lumpur,Malays ia-12315	ad@ttt.co	98746546546	INTEGRATIONTEST
SHILPI TESTING NR	w erw er...ertt,Kuala Lumpur,Malays ia-12345	rele@ertt.rtyt	4	w r w e
TEST TRAINING PROVIDER	Subang Jaya,...Subang Jaya,Kuala Lumpur,Malays ia-40212	ya@dummy.co	60121234567890	Yati 2
Shilpi Chaturvedi	s das das ...ds ds,Kuala Lumpur,Malays ia-21322	as d@e.c	233	banu

10 records found, displaying 1 to 5 records. [First/Prev] 1 2 Next Last

Screen 'List of HR Consultant under NHRC'

Follow the steps below to view list of HR Consultant under NHRC.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'List of HR Consultant under NHRC'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.5 List of Training Programme

Applications > Profile Management > Employer > Training Programme Listing > List of Training Programmes

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
TYUOP	SBL-Khas	1234,...JKLL Putrajaya,Malaysia-78655	hik@jrn.km	608765345	dyanad
Shilpi Chaturvedi	SBL-Khas	D-103,...werwe,Kuala Lumpur,Malaysia-12345	werwe@wtrw.ert		3 Test Course
Shilpi Chaturvedi	PROLUS	D-103,...werwe,Kuala Lumpur,Malaysia-12345	werwe@wtrw.ert		3 Test Title
BESI APAC SDN BHD	CBT	UNIT D3-06-01,...SOLARIS DUTAMAS_NO 1, JALAN DUTAMAS,...KL Labuan,Malaysia-45454	abc@abc.com	123456	a
BESI APAC SDN BHD	SBL-Khas	UNIT D3-06-01,...SOLARIS DUTAMAS_NO 1, JALAN DUTAMAS,...KL Labuan,Malaysia-45454	abc@abc.com	123456	SBL KHAS TEST

7 records found, displaying 1 to 5 records. [First|Prev] 1 2 Next Last

Screen 'List of Training Programmes'

Follow the steps below to view list of Training Programmes.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'List of Training Programmes'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.6 PERLA Listing

Applications > Profile Management > Employer > Training Programme Listing > PERLA Listing

Close

Default Search

Search
Search
Reset
Advance Search

Customize List

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE

One record found.

1

Screen 'PERLA Listing'

Follow the steps below to view list of PERLA.

Note:

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'PERLA Listing'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.7 *PROLUS Listing*

Applications > Profile Management > Employer > Training Programme Listing > PROLUS Listing

Close

Default Search

Search Search Reset Advance Search

Customize List

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE

6 records found, displaying 1 to 5 records. [First/Prev] 1 2 [Next/Last]

Screen 'PROLUS Listing'

Follow the steps below to view list of PROLUS.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'PROLUS Listing'.

Result: The above screen displayed.

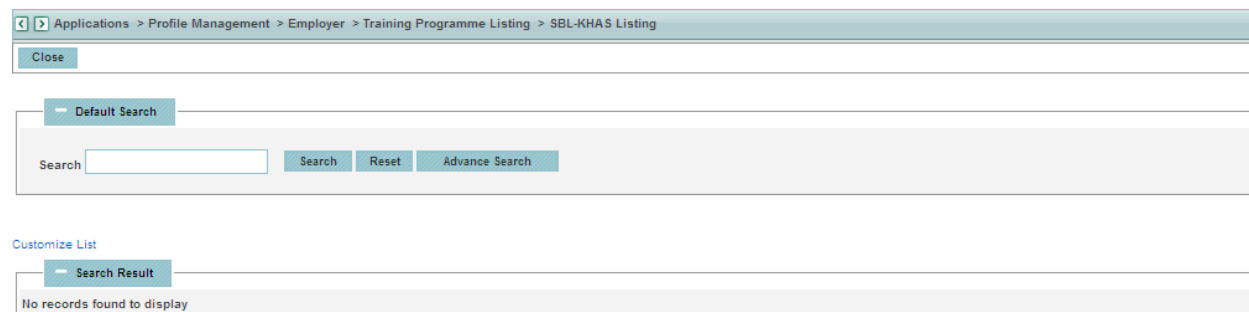
Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.8 *SBL-KHAS Listing*



Screen 'SBL-KHAS Listing'

Follow the steps below to view list of SBL-KHAS.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'SBL-KHAS Listing'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.9 Training Providers Approved to use PSMB Logo

Applications > Profile Management > Employer > Training Programme Listing > Training Providers Approved to use PSMB Logo

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Address	Email	Telephone No
Shipli Chaturvedi	D-103,...w erw e,Kuala Lumpur,Malaysia-12345	w erw e@w trw .ert	3
as dfa f	as dfa f,...as dfa f,Kuala Lumpur,Malaysia-34534	s dfa d@s dfa d.com	234
Final Testing TP	uytyuf,...ty ty ty,Kuala Lumpur,Malaysia-56788	yut@ut.com	87887678
Test company 1234	ret,...rttr,Kuala Lumpur,Malaysia-44444	ry ty ty@tttuy .com	45545555
Anilgov	aaaaaaaaaaaaa,bbbbbbbbbbbbbbbb,cccccccccccccccc,ddddddddd,aaaaa s s s s ,Kuala Lumpur,Malaysia-34534	as dfa fd@gamil.com	2342424243242

11 records found, displaying 1 to 5 records. [First/Prev] 1 2 3 [Next/Last]

Screen 'Training Providers Approved to use PSMB Logo'

Follow the steps below to view list of training providers approved to use PSMB logo.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>' Training Providers Approved to use PSMB Logo'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.10 *Approved E-Learning Programme Collaboration with IPTA/IPTS/TP*

Applications > Profile Management > Employer > Training Programme Listing > Approved E-Learning Programme Collaboration with IPTA/IPTS/TP

Close

Default Search

Search Search Reset Advance Search

Customize List

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE

2 records found, displaying all records.

Screen 'Approved E-Learning Programme Collaboration with IPTA/IPTS/TP'

Follow the steps below to view list approved e-learning programme collaboration with IPTA/IPTS/TP.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'Approved E-Learning Programme Collaboration with IPTA/IPTS/TP'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.11 Training Provider Listing

Applications > Profile Management > Employer > Training Programme Listing > Listing of Training Provider

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Address	Email	Telephone No
ASDASDA SDA SDA SD	ASDDDDDDDD...AAAA, Kuala Lumpur, Malaysia ia-12345	AS@G.COM	1111111111111
IIT ACADEMY	fs adf asdf asfd,... adsf adsf adf, Kuala Lumpur, Malaysia ia-13241	hrdfadmin@hrdf.com.my	6012367341
aaa	as dfa,... as dfa s d, Kuala Lumpur, Malaysia ia-12322	as df@ttt.cc	123432232341
adfs	adfs f,... as ds af, Kuala Lumpur, Malaysia ia-23432	as df@ttt.cc	234234234
Anil	as dfr fs,... s dfr k f j, Kuala Lumpur, Malaysia ia-12312	as dfr k j@gamil.com	12123123123123123

126 records found, displaying 1 to 5 records. [First/Prev] 1 2 3 4 5 6 7 8 Next Last

Screen 'Listing of Training Provider'

Follow the steps below to view list of Training Provider.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'List of Training Provider'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

Section 13 View SBL Training Programme Listing

13.1 View SBL Training Programme Listing

Applications > Profile Management > Employer > View SBL Training Programme Listing

Close

SBL Training Programme Listing

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Course Title	Start Date	Training Provider Name	MyCoID
aaabbb	01/12/2013	Anil	80015A
sdfasdf	05/12/2013	Anil Kumar	GOV10001304
dfghdthdth	05/03/2014	Test TP3	TP0203A
asdfasdfas d	01/07/2014	TRAINING PROVIDER 3	10072014TP2
asdfasdfas d	01/07/2014	Training Provider 33	10072014TP2

15 records found, displaying 1 to 5 records. [First] [Prev] 1 2 3 [Next] [Last]

Screen 'View SBL Training Programme Listing'

Follow the steps below to view SBL training programme listing.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'View SBL Training Programme Listing'.
Result: The above screen is displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the record to view its details.