

ICT2.0@HRDF

HRDF System: User Guide for Special Trust Fund

User Manual – Version 1.0



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Special Trust Fund for Training Provider

Section 1 Apply Special Trust Fund

Step 1: Please Select 'Program Title'

Submit Close

Apply Special Trust Fund

Apply Special Trust Fund

Training Provider Name	BESI APAC SDN BHD	Special Trust Fund Scheme Type	ASET
Associate Training Provider Name	BESI APAC SDN BHD	Program Title	Select
Mode of Training	☐ Part Time ☐ Full Time *	Training Location Centre	
Training Commencement Date		Training Location Address	
Training Completion Date		Postcode	
No. of Trainees Quota		State	Select
No of Trainees Registered		Allocated Amount (RM)	
Programme Duration Month(s)		Used Amount (RM)	
		Balance Amount (RM)	

Step 2: After fill-up the form please Click button 'Add Trainee'

Submit Close

Associate Training Provider Name	BESI APAC SDN BHD	Program Title	Name 1
Mode of Training	☐ Part Time ☒ Full Time *	Training Location Centre	KL SENTRAL
Training Commencement Date		Training Location Address	Level 20, 1 Sentral, Jalan Travers, Kuala Lumpur Sentral
Training Completion Date		Postcode	50470
No. of Trainees Quota	5	State	Kuala Lumpur
No of Trainees Registered	0	Allocated Amount (RM)	1,000.00
Programme Duration Month(s)	2	Used Amount (RM)	0.00
		Balance Amount (RM)	1,000.00

Registered Trainee

Add Trainee

Trainee Name	IC No.	Race	Actions
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Step 3: Fill-up the form as below:

Save Close

Add New Trainee Details

Type of Trainee

☐ Unemployed Trainee ☒ Retrenched Worker ☐ Trainee With SKM Level II ☐ In-Service Employee ☐ Added 2307 Type of Trainee Test

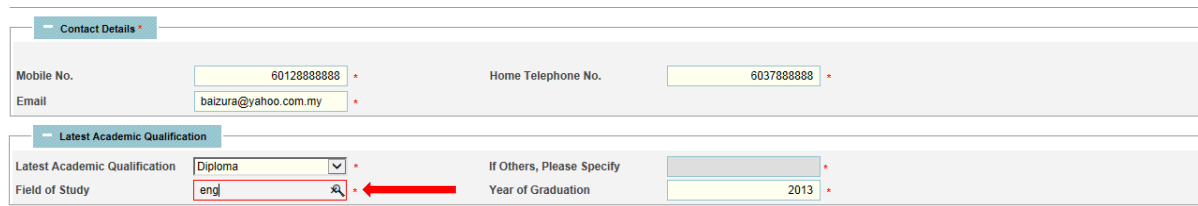
Personal Details *

Name	Siti Baizura Ahmad	Race	Bumi
IC No.	880808149088	Marital Status	Single
Gender	Female		
Religion	Muslim		
Birth Date	08/08/1988		
No. of Children	0		

Present Address *

Address	No 20 Jin Merak, Pangsapuri Lili
Postcode	40150
Country	Malaysia
City	Shah Alam
State	Selangor

Step 4: Fill-up the form and for 'Field of Study' please enter at least 3 characters.



Contact Details

Mobile No. 60128888888 * Home Telephone No. 6037888888 *
 Email baizura@yahoo.com.my *

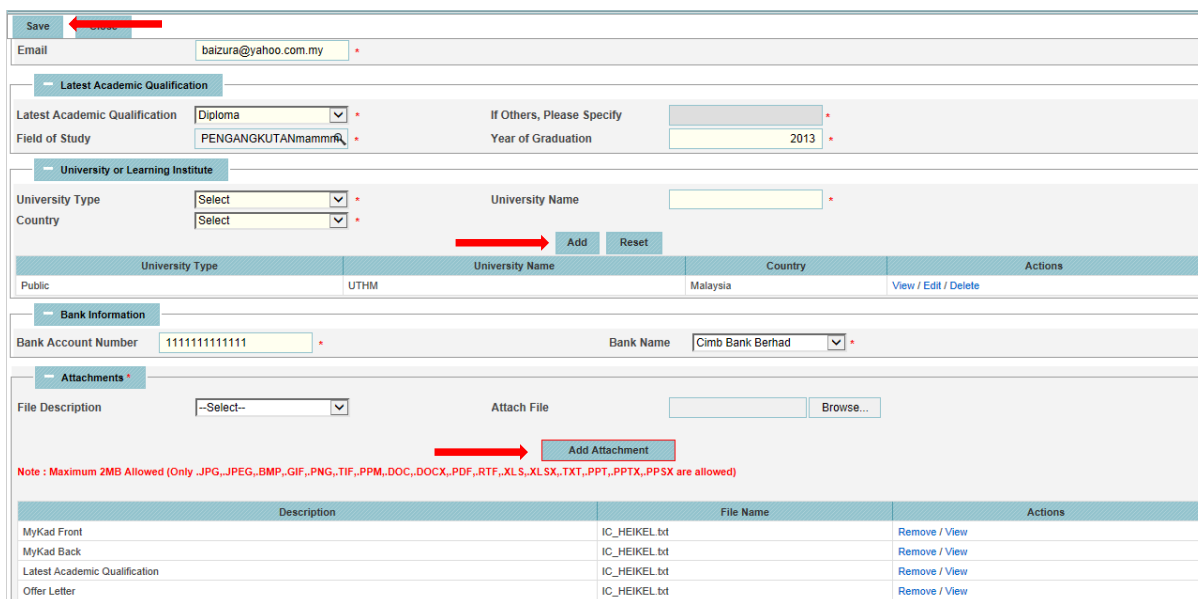
Latest Academic Qualification

Latest Academic Qualification Diploma * If Others, Please Specify *
 Field of Study eng * Year of Graduation 2013 *

Step 5: After you enter Field University of Learning Institute. Please click button 'Add'

Step 6: For Attachment please 'Add Attachment' when you select 'File Description' and 'Attach File'

Step 7: Click Button 'Save'



Save

Email baizura@yahoo.com.my *

Latest Academic Qualification

Latest Academic Qualification Diploma * If Others, Please Specify *
 Field of Study PENGANGKUTANmamm * Year of Graduation 2013 *

University or Learning Institute

University Type Select * University Name *
 Country Select *
 Add Reset

University Type	University Name	Country	Actions
Public	UTHM	Malaysia	View / Edit / Delete

Bank Information

Bank Account Number 1111111111111 * Bank Name Cimb Bank Berhad *

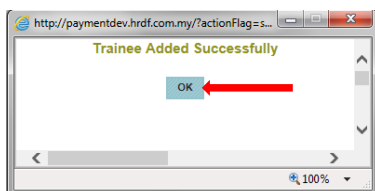
Attachments

File Description --Select-- 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
MyKad Front	IC_HEIKEL.tdt	Remove / View
MyKad Back	IC_HEIKEL.tdt	Remove / View
Latest Academic Qualification	IC_HEIKEL.tdt	Remove / View
Offer Letter	IC_HEIKEL.tdt	Remove / View

Step 8: Please click button 'OK'.



Step 9: Now you can see the Data Trainee. After you fill-up Training Schedule please click button 'Add'.

Registered Trainee

Add Trainee

Trainee Name	IC No.	Race	Actions
Siti Baizura Ahmad	880808149088	Bumi	Delete/Edit

Training Schedule

☒ Manual ☐ Excel Upload

Date * ☐ Holiday ☐ Weekend ☒ Not Applicable *

Start Time *

End Time *

Learning Item *

Day Select

Trainer *

Add Reset

Date	Day Type	Day	Start Time	End Time	Learning Item	Trainer	Actions
31/07/2014	Weekend	Thursday	09:00	18:00	abc	Dato Aznil	View / Edit / Delete

Supporting Documents

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)

Step 10: Please Select 'Name of Authorised Person' and Click Button 'Submit'

Submit

Training Schedule

☒ Manual ☐ Excel Upload

Date * ☐ Holiday ☐ Weekend ☒ Not Applicable *

Start Time *

End Time *

Learning Item *

Day Select

Trainer *

Add Reset

Date	Day Type	Day	Start Time	End Time	Learning Item	Trainer	Actions
31/07/2014	Weekend	Thursday	09:00	18:00	abc	Dato Aznil	View / Edit / Delete

Supporting Documents

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)

Declaration

Name of Authorised Person Siddharth Trivedi *

Designation Manager

Telephone No. 991824567771

Email siddharth@gmail.com

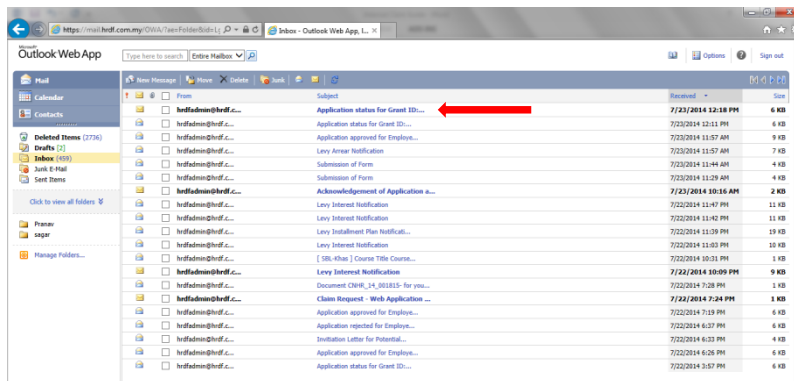
Step 11: Please remember you 'Grand Id' for your record.

Applications

Special Trust Fund Scheme submitted successfully with grant id (206981DASET2014244). Please use this grant id for any other transaction related to this application.

OK

Step 12: After Officer HRDF 'Approve' immediately . Please check your email and you can print the template your Programme.



Step 13: Please check the list trainee and fee payment for your references.

Application status for Grant ID: 206981DASET2014244
hrdfadmin@hrdf.com.my [hrdfadmin@hrdf.com.my]
Sent: Wednesday, July 23, 2014 12:18 PM
To: hrdfadmin

Dear Sir/Madam

APPROVAL TO CONDUCT PROGRAMME UNDER "ASET" ORGANIZED BY PEMBANGUNAN SUMBER MANUSIA BERHAD

Referring to the above matter.

2. Please be informed that your application to conduct the training programme has been approved as per details below:

Grant Id No : 206981DASET2014244
Programme : Name 1
Duration : 2 months
Training Venue : Level 20, 1 Sentral, Jalan Travers, Kuala Lumpur Sentral,
Date of Training : 31-Jul-2014 – 31-Jul-2014
Course Fee : RM 200.0
Allowances : RM 500.00
Total : RM 700.00

3. The list of trainees that has been approved is as stated below:

No.	Trainee Name	Category	IC No.	Status
1	SB Salsara Ahmad	Retrenched Worker	880828149288	Approved

4. The course fee payment schedule is as stated below, for your reference:

Course Fee Task By Payment Session	Start Date	End Date	Payment Schedule
1st Payment	31-Jul-2014	31-Jul-2014	RM 200.00 (100.00%)
2nd Payment	31-Jul-2014	31-Jul-2014	RM 500.00 (100.00%)

Thank you.

HRDF - SHAPING PEOPLE™

"PEKERJA BERINOVATIF PENGGERAK TRANSFORMASI"

Yours sincerely,

.....

NAME

On behalf: Chief Executive

Pembangunan Sumber Manusia Berhad

Section 2 Withdrawal / Discontinue / Replacement

Step 1: Please enter your 'Grand ID' and click button 'Search'

Submit

Close

Withdrawal/Discontinue/Replacement

STF Details

Grant ID

208981DASET2014244

Reset

Training provider Name

Associate Training Provider Name

Training Type

Part Time

Full Time

Training Commencement Date

Training Completion Date

No. of Trainees Quota

No of Trainees Registered

No of Trainees Registered For Current Class

Special Trust Fund Scheme Type

Program Title

Training Location Centre

Training Location Address

Postcode

State

Search Result

Trainee Name

Select

Withdrawal/Discontinue/Replacement

Withdrawal of Trainee

Discontinuation

Withdraw/Discontinue Date

23/07/2014

Reason

Select

Add Replacement Trainee

Replace Trainee Name

IC No.

Race

Add

Reset

Step 2: Please select your 'Trainee Name' and Click button 'Add Replacement Trainee'

http://paymentdev.hrdf.com.my/7actionFlag=doLogin - HRDF - Internet Explorer

Logout Last Login 23 Jul, 2014 10:38 am Welcome BESI APAC SDN BHD , Wednesday 12:50 pm

Applications

Applications > Special Trust Fund > Withdrawal/Discontinue/Replacement of Trainee

Submit **Close**

Name	BESI APAC SDN BHD	Program Title	Name 1
Training Type	☐ Part Time ☒ Full Time	Training Location Centre	KL SENTRAL
Training Commencement Date	31/07/2014	Training Location Address	Level 20, 1 Sentral, Jalan Travers, Kuala Lumpur Sentral,
Training Completion Date	31/07/2014	Postcode	50470
No. of Trainees Quota	5	State	Kuala Lumpur
No of Trainees Registered	1		
No of Trainees Registered For Current Class	1		

Search Result

Trainee Name	Siti Baizura Ahmad	Add Replacement Trainee
Withdrawal/Discontinue/Replacement	☒ Withdrawal of Trainee ☐ Discontinuance	Replace Trainee Name
Withdraw/Discontinue Date	23/07/2014	IC No.
Reason	Health Issue	Race

Add **Reset**

Declaration

Name of Authorised Person	--Select--
Designation	
Telephone No.	
Email	

Step 3: Please fill-up the form 'Add New Trainee Details'. And Click 'Save'

Save
Add New Trainee Details

Type of Trainee

☐ Unemployed Trainee
☒ Retrenched Worker
☐ Trainee With SKM Level II
☐ In-Service Employee
☐ Added 2307 Type of Trainee Test

Personal Details

Name: Mohd Shahril
IC No.: 900101148781
Gender: Male
Religion: Muslim
Race: Bumi
Birth Date: 01/01/1990
Marital Status: Married
No. of Children: 3

Present Address

Address: No 9 Bukit Beringin
Bukit Antarabangsa
Postcode: 40520
City: gombak
Country: Malaysia
State: Kuala Lumpur

Contact Details

Mobile No.: 60124902876
Home Telephone No.: 60378254411
Email: mohd@gmail.com

Latest Academic Qualification

Latest Academic Qualification: PMR
If Others, Please Specify:
Field of Study: SASTERA DAN SAINS SOSIAL
Year of Graduation: 2011

University or Learning Institute

University Type: Select
University Name:
Country: Select

Add Reset

University Type	University Name	Country	Actions
Public	Politeknik Pahang	Malaysia	View / Edit / Delete

Bank Information

Bank Account Number: 1111111112222
Bank Name: Hsbc Bank Malaysia Berhad

Attachments

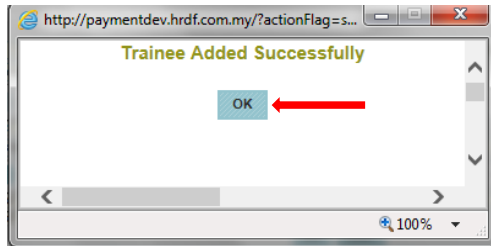
File Description: --Select--
Attach File: Browse...

Add Attachment

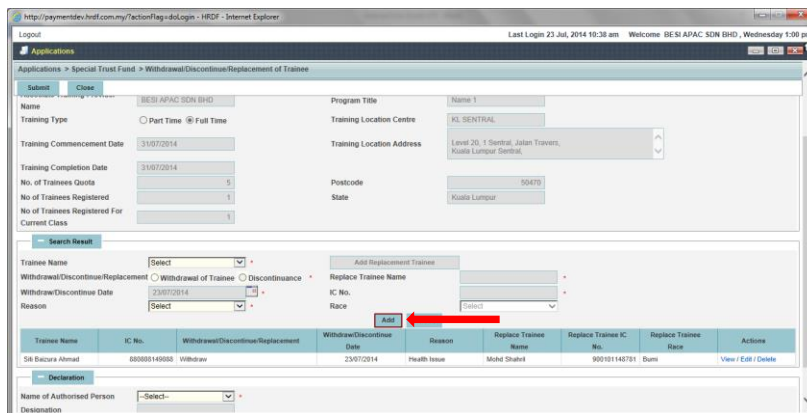
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	File Name	Actions
Other	IC_HEIKEL.txt	Remove / View
MyKad Back	IC_HEIKEL.txt	Remove / View
Latest Academic Qualification	IC_HEIKEL.txt	Remove / View
Offer Letter	IC_HEIKEL.txt	Remove / View

Step 4: Click button 'OK'



Step 5: Please click button 'Add'.



Step 6: Please Select 'Name of Authorised Person' and Click Button 'Submit'

Submit

Training Commencement Date: 31/07/2014
 Training Completion Date: 31/07/2014
 No. of Trainees Quota: 5
 No of Trainees Registered: 1
 No of Trainees Registered For Current Class: 1

Training Location Address: Level 20, 1 Sentral, Jalan Travers, Kuala Lumpur Sentral,
 Postcode: 50470
 State: Kuala Lumpur

Search Result

Trainee Name: [Select]
 Withdrawal/Discontinue/Replacement: ☐ Withdrawal of Trainee ☐ Discontinuance
 Withdraw/Discontinue Date: 23/07/2014
 Reason: [Select]

Add Replacement Trainee

Replace Trainee Name: [Text Field]
 IC No.: [Text Field]
 Race: [Select]

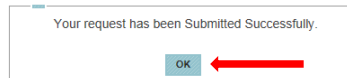
Add **Reset**

Trainee Name	IC No.	Withdrawal/Discontinue/Replacement	Withdraw/Discontinue Date	Reason	Replace Trainee Name	Replace Trainee IC No.	Replace Trainee Race	Actions
Siti Baizura Ahmad	880808149088	Withdraw	23/07/2014	Health Issue	Mohd Shahril	900101148781	Bumi	View / Edit / Delete

Declaration

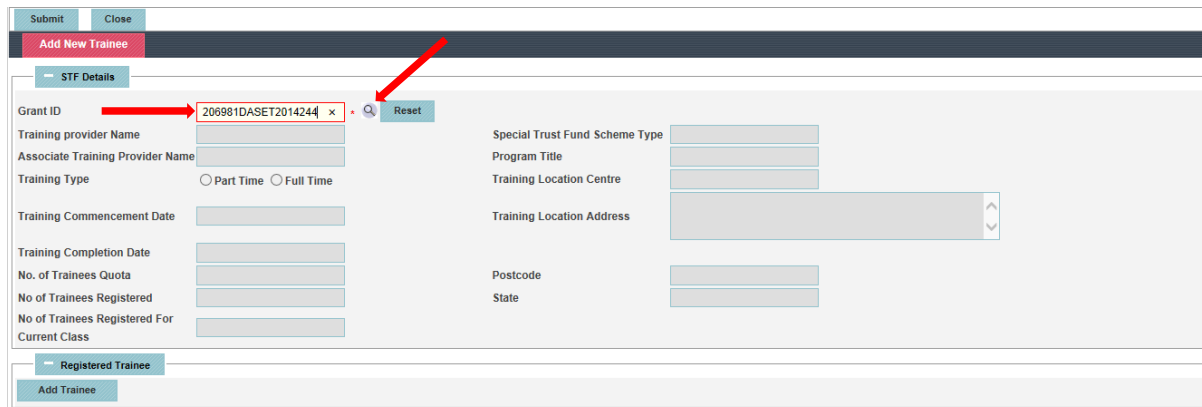
Name of Authorised Person: **Siddharth Trivedi**
 Designation: Manager
 Telephone No.: 991824567771
 Email: siddharth@gmail.com

Step 7: Please click button 'OK'.



Section 3 Add New Trainee

Step 1: Please enter your 'Grand ID' and click button 'Search'



Submit Close

Add New Trainee

STF Details

Grant ID 206981DASET201424 x Reset

Training provider Name

Associate Training Provider Name

Training Type ☐ Part Time ☐ Full Time

Training Commencement Date

Training Completion Date

No. of Trainees Quota

No of Trainees Registered

No of Trainees Registered For Current Class

Special Trust Fund Scheme Type

Program Title

Training Location Centre

Training Location Address

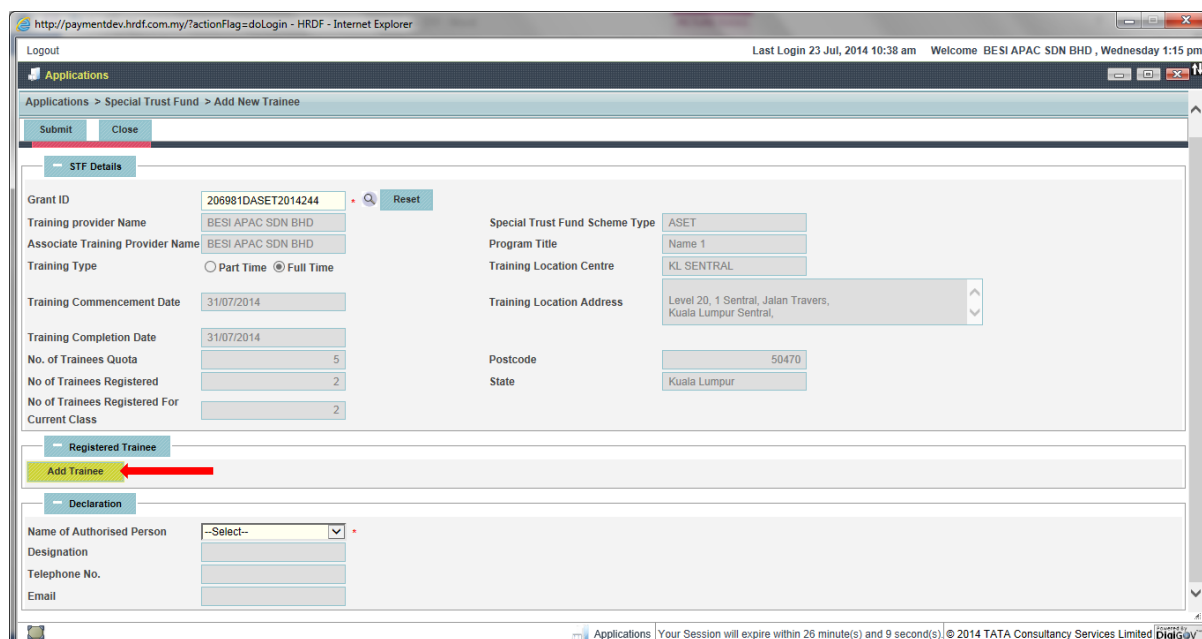
Postcode

State

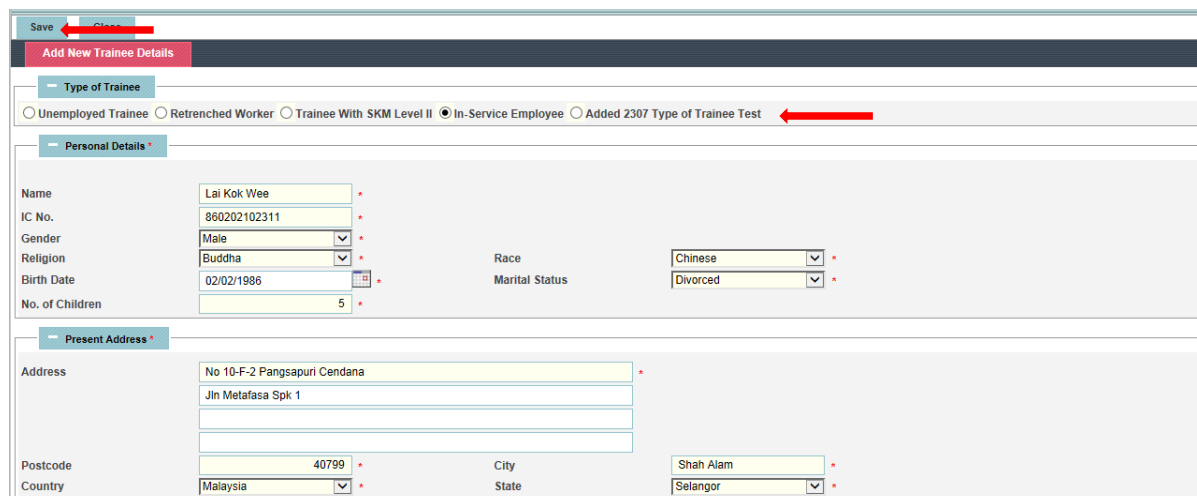
Registered Trainee

Add Trainee

Step 2: Please click button 'Add Trainee'



Step 3: Please fill-up the form 'Add New Trainee Details'. If 'Type of Trainee': In-Service Employee please fill-up 'Information of Employee' and click button 'Save'.



Contact Details *

Mobile No.

601920764511 *

Home Telephone No.

60388112736 *

Email

lai@yahoo.com *

Latest Academic Qualification

Latest Academic Qualification

Degree *

If Others, Please Specify

Field of Study

SAINS PEMBANGUNAN *

Year of Graduation

2000 *

University or Learning Institute

University Type

Select *

University Name

Country

Select *

Add

Reset

University Type	University Name	Country	Actions
Private	UNIMAP	Malaysia	View / Edit / Delete

Bank Information

Bank Account Number

0001111122222 *

Bank Name

Amislimic Bank (M) Berhad *

Information Of Employment

Name of Company

ABC BERHAD *

Current Designation

PROJECT MANAGER *

Name of Referral Officer

1122AA *

Telephone Number

60378435151 *

Email

abc@yahoo.com *

Please tick the Industry Type you last worked in

☐ Manufacturing
☒ Services
☐ Construction
☐ Agriculture
☐ Banking or Finance
☐ Others *

If Others, Please Specify

What was your last drawn monthly salary?

☒ RM2501 AND ABOVE
☐ RM2001 TO RM2500
☐ RM1501 TO RM2000
☐ RM1001 TO RM1500
☐ RM501 TO RM1000
☐ Less than RM500 *

Address of Employer *

Address

No 1 Menara abc *

jln 1 semarak

Postcode

40250 *

City

semarak *

Country

Malaysia *

State

Kuala Lumpur *

Reset

Attachments *

File Description

--Select--

Attach File

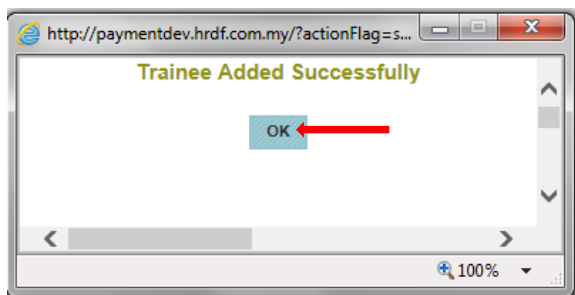
Browse...

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
MyKad Front	IC_HEIKEL.txt	Remove / View
MyKad Back	IC_HEIKEL.txt	Remove / View
Latest Academic Qualification	IC_HEIKEL.txt	Remove / View
Offer Letter	IC_HEIKEL.txt	Remove / View

Step 4: Please click 'OK'



Step 5: Please Select 'Name of Authorised Person' and Click Button 'Submit'

Submit

Reset

Grant ID

206981DASET2014244

Training provider Name

BESI APAC SDN BHD

Associate Training Provider Name

BESI APAC SDN BHD

Training Type

☐ Part Time
 ☒ Full Time

Training Commencement Date

31/07/2014

Training Completion Date

31/07/2014

No. of Trainees Quota

5

No of Trainees Registered

3

No of Trainees Registered For Current Class

2

Special Trust Fund Scheme Type

ASET

Program Title

Name 1

Training Location Centre

KL SENTRAL

Training Location Address

Level 20, 1 Sentral, Jalan Travers, Kuala Lumpur Sentral,

Postcode

50470

State

Kuala Lumpur

Registered Trainee

Add Trainee

Trainee Name	IC No.	Race	Action
Lai Kok Wee	860202102311	Chinese	Delete/Edit

Declaration

Name of Authorised Person

Siddharth Trivedi

Designation

Manager

Telephone No.

991824567771

Email

siddharth@gmail.com

Step 6: Please click button 'OK'.

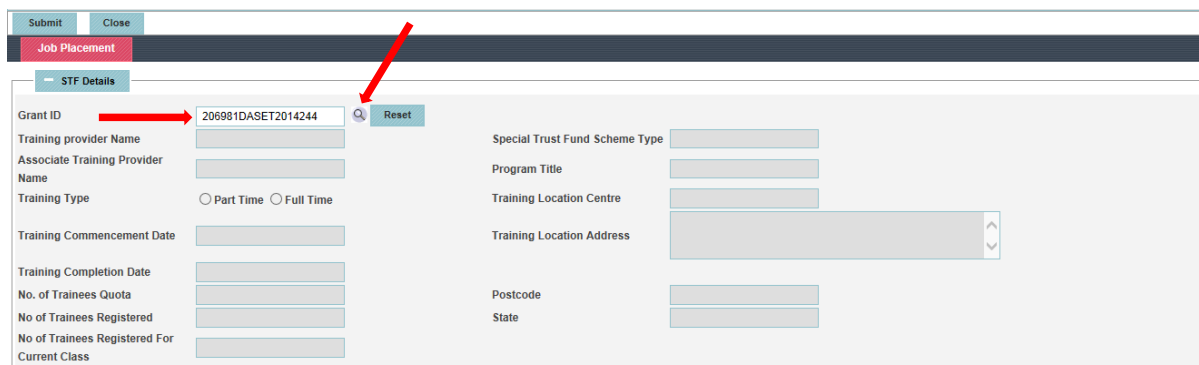


Your request has been Submitted Successfully.

OK

Section 4 Job Placement

Step 1: Please enter your 'Grand ID' and click button 'Search'



Submit Close

Job Placement

STF Details

Grant ID

Training provider Name

Associate Training Provider Name

Training Type ☐ Part Time ☐ Full Time

Training Commencement Date

Training Completion Date

No. of Trainees Quota

No of Trainees Registered

No of Trainees Registered For Current Class

Special Trust Fund Scheme Type

Program Title

Training Location Centre

Training Location Address

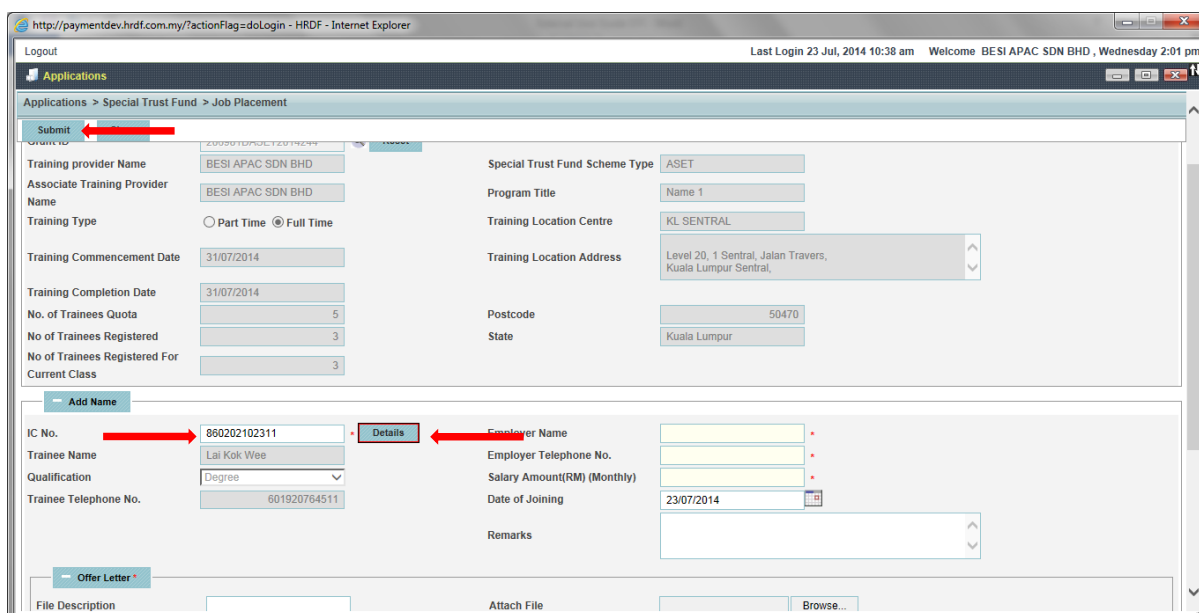
Postcode

State

Step 2: Please enter 'IC No' and click button 'Details'.

Step 3: Please click button 'Add Attachment' and click button 'Add'.

Step 4: Please Select 'Name of Authorised Person' and Click Button 'Submit'



http://paymentsdev.hrdf.com.my/?actionFlag=doLogin - HRDF - Internet Explorer

Logout Last Login 23 Jul, 2014 10:38 am Welcome BESI APAC SDN BHD, Wednesday 2:01 pm

Applications

Applications > Special Trust Fund > Job Placement

Submit

Grant ID

Training provider Name

Associate Training Provider Name

Training Type ☐ Part Time ☒ Full Time

Training Commencement Date

Training Completion Date

No. of Trainees Quota

No of Trainees Registered

No of Trainees Registered For Current Class

Special Trust Fund Scheme Type

Program Title

Training Location Centre

Training Location Address

Postcode

State

Add Name

IC No.

Trainee Name

Qualification

Trainee Telephone No.

Employer Name

Employer Telephone No.

Salary Amount(RM) (Monthly)

Date of Joining

Remarks

Offer Letter

File Description Attach File Browse...

Add Name

IC No.

Trainee Name

Qualification

Select

Trainee Telephone No.

Details

Employer Name

Employer Telephone No.

Salary Amount(RM) (Monthly)

Date of Joining

Remarks

Offer Letter

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)

Add

Trainee Name	Qualification	Trainee Telephone No.	Employer Name	Employer Telephone No.	Salary Amount (RM) (Monthly)	Date of Joining	Remarks	Offer Letter	Actions
Lai Kok Wee	Degree	601920764511	abc Berhad	60378272722	2,000.00	28/08/2014		Offer letter	View / Edit / Delete

Declaration

Name of Authorised Person

Siddharth Trivedi

Designation

Manager

Telephone No.

991824567771

Email

siddharth@gmail.com

Step 5: Please click button 'OK'.



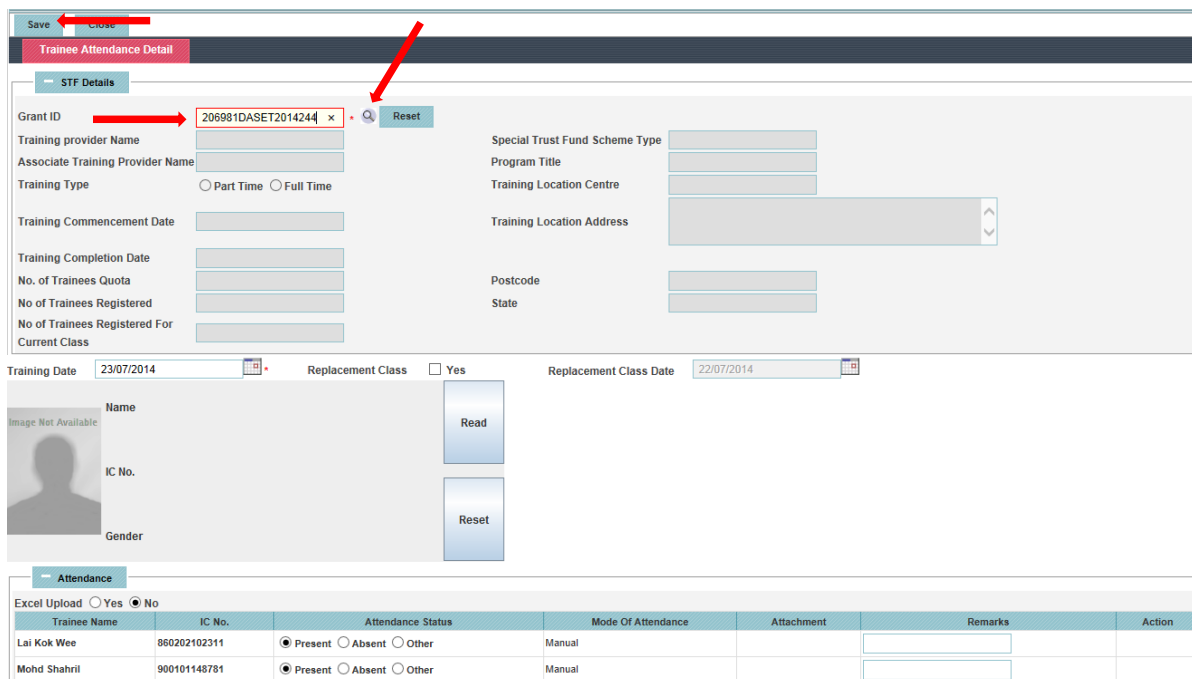
Your request has been Submitted Successfully.

OK

Section 5 Trainee Attendance Details

Step 1: Please enter your 'Grand ID' and click button 'Search'.

Step 2: Click button 'Save'.



Trainee Attendance Detail

STF Details

Grand ID: 206981DASET2014244

Training provider Name:

Associate Training Provider Name:

Training Type: ☐ Part Time ☐ Full Time

Training Commencement Date:

Training Completion Date:

No. of Trainees Quota:

No of Trainees Registered:

No of Trainees Registered For Current Class:

Special Trust Fund Scheme Type:

Program Title:

Training Location Centre:

Training Location Address:

Postcode:

State:

Training Date: 23/07/2014 Replacement Class ☐ Yes Replacement Class Date: 22/07/2014

Trainee Information

Name:

IC No.:

Gender:

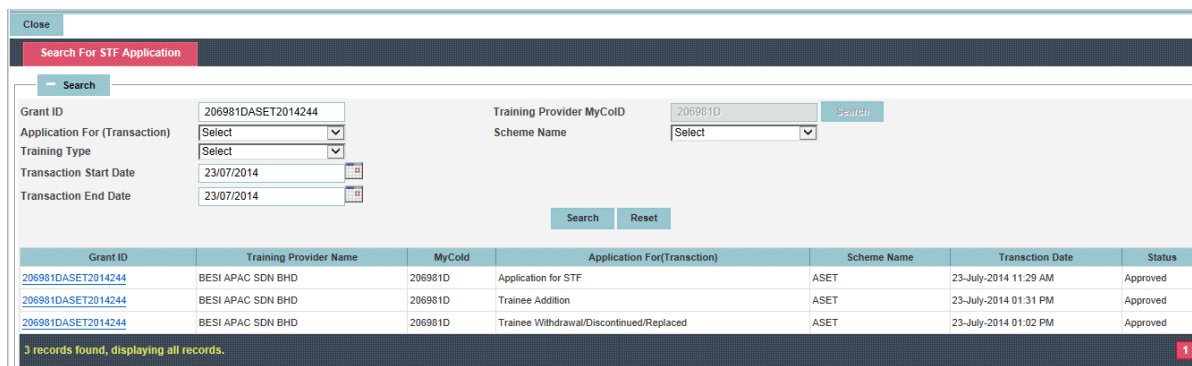
Attendance

Excel Upload: ☐ Yes ☒ No

Trainee Name	IC No.	Attendance Status	Mode Of Attendance	Attachment	Remarks	Action
Lai Kok Wee	860202102311	☒ Present ☐ Absent ☐ Other	Manual			
Mohd Shahril	900101148781	☒ Present ☐ Absent ☐ Other	Manual			

Section 6 Search for STF Application

Step 1: Please enter your 'Grand ID' and click button 'Search'.



Search For STF Application

Search

Grand ID: 206981DASET2014244

Application For (Transaction):

Training Type:

Transaction Start Date: 23/07/2014

Transaction End Date: 23/07/2014

Training Provider MyCoID: 206981D

Scheme Name:

Grant ID	Training Provider Name	MyCoID	Application For(Transaction)	Scheme Name	Transaction Date	Status
206981DASET2014244	BESI APAC SDN BHD	206981D	Application for STF	ASET	23-July-2014 11:29 AM	Approved
206981DASET2014244	BESI APAC SDN BHD	206981D	Trainee Addition	ASET	23-July-2014 01:31 PM	Approved
206981DASET2014244	BESI APAC SDN BHD	206981D	Trainee Withdrawal/Discontinued/Replaced	ASET	23-July-2014 01:02 PM	Approved

3 records found, displaying all records. 1