



USER GUIDE: HRD CORP CLAIMABLE COURSE REGISTRATION

**TRAINING MARKET DEPARTMENT
JULY 2021**

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O1 INTRODUCTION TO HRD CORP CLAIMABLE COURSE

- HRD Corp claimable course is a dedicated programme designed to assist employers in retraining and upskilling their employees in line with their operational and business requirements.
- Under this scheme, HRD Corp will pay the course fee (subjected to 4% service fee effective from 1 April 2021) directly to the training providers by deducting the amount from the employers' levy account while paying other claimable allowances to the employer. The total claimable amount is subjected to the approval of each individual grant application.
- As per Training Provider's Circular No.3/2021, effective from 1 April 2021, all training courses must be registered in order to be claimable under HRD Corp.

02 REQUIREMENTS

To register a course under HRD Corp, the course has to meet the requirements below:

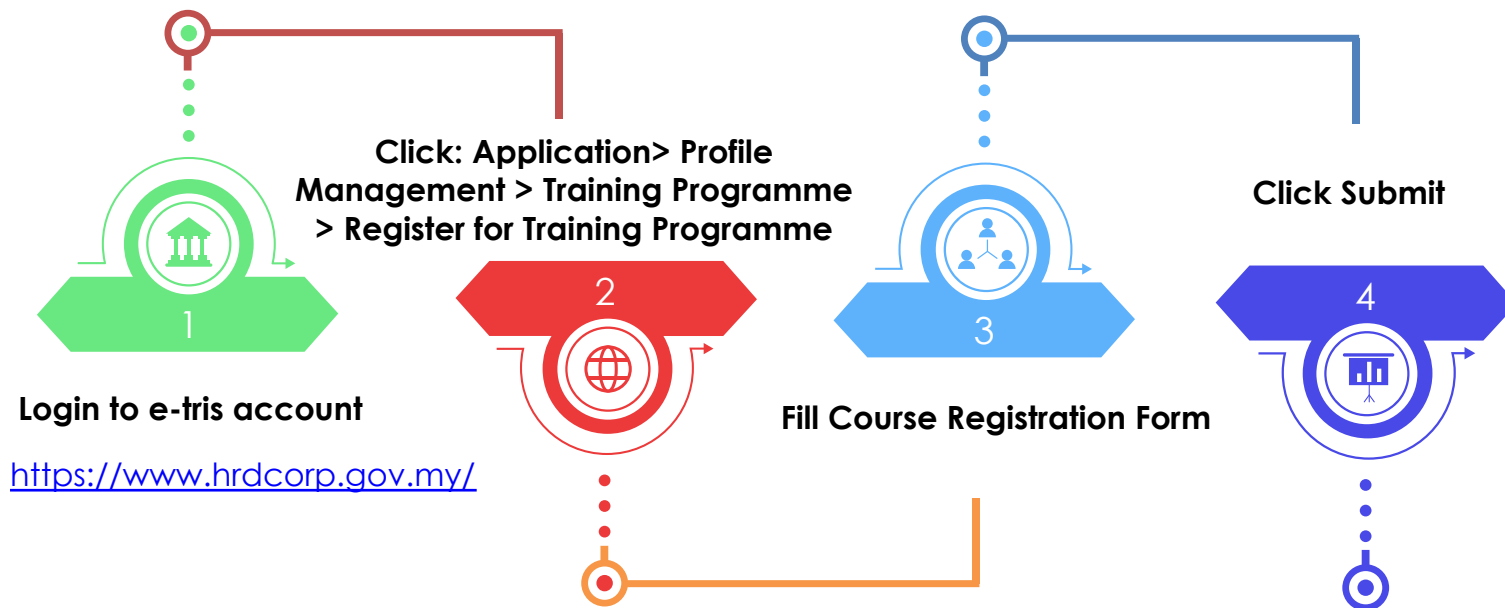
1. Minimum total training duration must be at least four (4) hours excluding lunch.
2. Minimum one (1) trainer with TTT/TTT Exemption Certificate. However, should you have more than one trainer registered, all of them must be HRD Corp TTT/TTT Exemption certified.
 - HRD Corp allows foreign based trainers to conduct the training under HRD Corp without acquiring the TTT/TTT Exemption Certificate if they are solely coming to Malaysia to conduct the training. However, the trainers must collaborate with a local training provider and provide their profile that clearly states that they are a foreign-based trainer in the application.
 - HRD Corp allows for all speakers to not acquired the above certificate if the training course register are seminar or conference.

02 REQUIREMENTS (CONT')

3. The documents required are as follows:

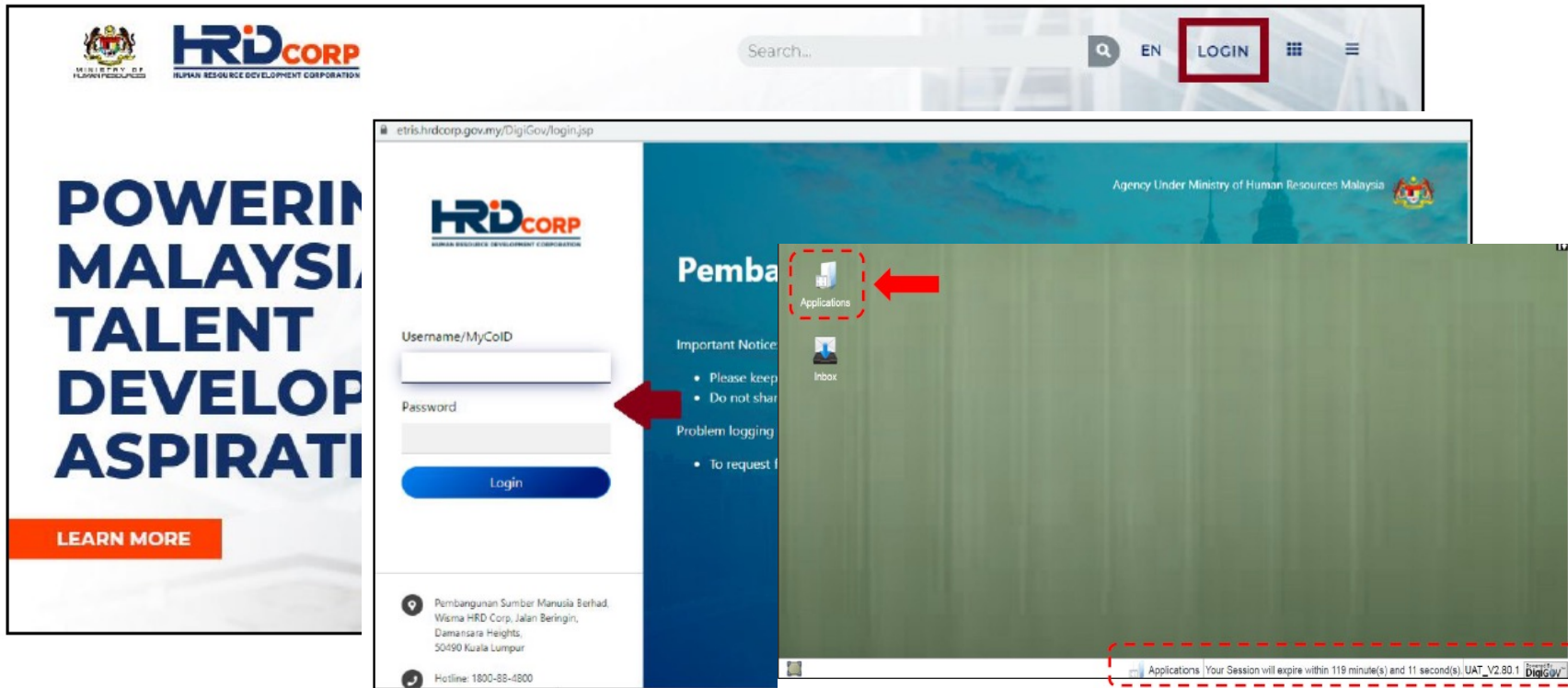
- a. Profile (CV) for ALL selected trainers for the course - The selected trainers must possess relevant competency and skills that align with the course registered and mentioned in the trainer's profile.
- b. TTT Certificates @ TTT Exemption issued by HRD Corp for ALL selected trainers for the course.
- c. Certification supporting evidence (e.g., letter of appointment, collaboration agreement or any other similar document) applicable for professional certification courses only

03 COURSE REGISTRATION PROCESS



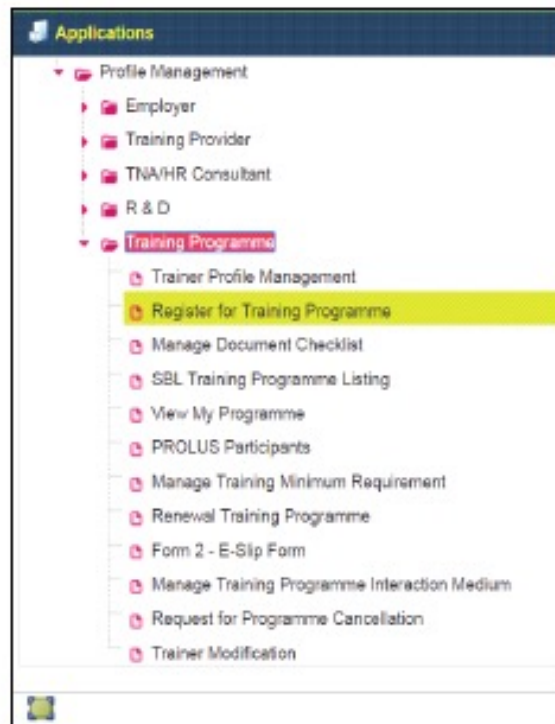
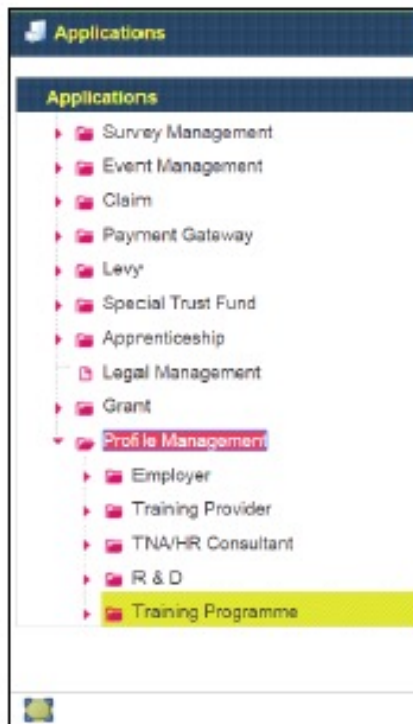
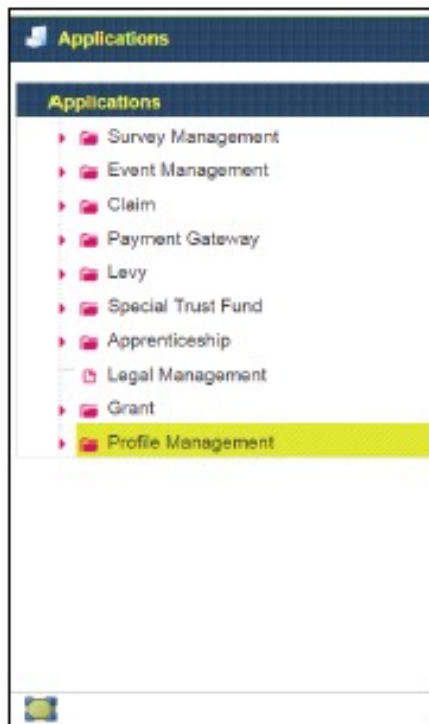
STEP 1: Login to your E-TRIS Account

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

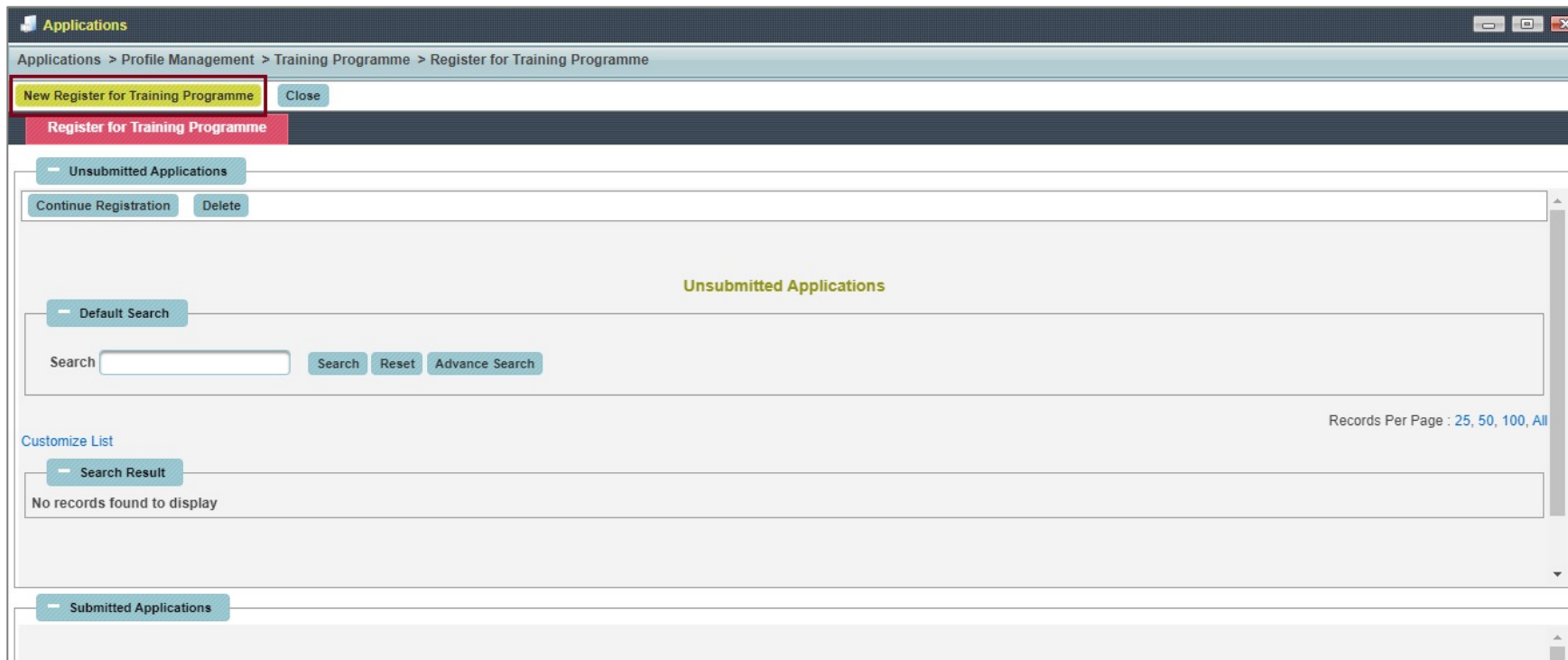


The screenshot displays the HRD Corp E-TRIS login interface. At the top, the HRD Corp logo and 'MINISTRY OF HUMAN RESOURCES' are visible on the left, and a search bar, 'EN' language selector, and a 'LOGIN' button (highlighted with a red box) are on the right. The main content area is split: the left side features a large blue banner with the text 'POWERING MALAYSIA'S TALENT DEVELOPMENT ASPIRATION' and a 'LEARN MORE' button; the right side is a white login form with fields for 'Username/MyCoID' and 'Password', a 'Login' button, and a list of 'Important Notice' items. A red arrow points to the 'Login' button. Below the login form, the address 'Pembangunan Sumber Manusia Berhad, Wisma HRD Corp, Jalan Berlingin, Damansara Heights, 50490 Kuala Lumpur' and the hotline '1800-88-4800' are provided. On the right side of the login form, there are links for 'Applications' (highlighted with a red dashed box and a red arrow) and 'Inbox'. At the bottom right, a red dashed box highlights a session expiration message: 'Applications | Your Session will expire within 119 minute(s) and 11 second(s). UAT_V2.80.1'.

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



STEP 3: Click on the “New Register for Training Programme” tab



The screenshot shows a web application window titled "Applications". The breadcrumb navigation is "Applications > Profile Management > Training Programme > Register for Training Programme". A red box highlights the "New Register for Training Programme" tab, with a "Close" button next to it. Below the tabs, a red header bar reads "Register for Training Programme".

Under the "Unsubmitted Applications" section, there are "Continue Registration" and "Delete" buttons. The main content area is titled "Unsubmitted Applications" and contains a "Default Search" section with a search input field and "Search", "Reset", and "Advance Search" buttons. To the right of the search section, it says "Records Per Page : 25, 50, 100, All".

Below the search section is a "Customize List" section with a "Search Result" button. The text "No records found to display" is shown. At the bottom, there is a "Submitted Applications" section.

STEP 4: Click on the “Programme Information” tab and fill in all 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

Programme Information

Scheme Name *

Training Skill *

Skill Area *

Course Title * Kindly ensure that the course title is entered correctly

Course Summary

File Edit Insert View Format Table Tools

Formats Font Sizes **B** *I* [List Icons] [Text Colors]

Non-e-learning: Face to face and Remote Online Training
E-learning : Self Paced Platform

Type Of Training *

Training Mode *

Type of Programme ☐ Technical ☐ Non-Technical

- Soft Skill
- Hard Skill
- Full Time
- Part Time

STEP 4: Click on the “Programme Information” tab” and fill in all details (cont)

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 * Day(s) Minimum Training Qualification Select * Target Group (By Designation) Methodology Targeted Industry/ Industries for the Courses Certification (Please state the certification body if applicable and				Total Training Hours (Excluding Lunch) * Minimum 4 Hours		

Enter the “TOTAL” Training Hours
E:g 2 Days, 14 Hours

- If non-e-learning: Face to Face/ Remote Online Training (via Teams/ Zoom/Webex)
- If e-Learning: Self Paced Platform (Provide the link and access to the platform)

- Non-certification programme (certificate of attendance): Leave the section blank
- Professional certification programme recognised by any body: Enter the certification body's name

STEP 5: Click on the “Course/ Content Outline” tab” and fill in all details

Submit
Save
Close

Programme Information

Course / Content Outline

Topic / Module

Trainer List

Fee For Each Trainee

Document Attachment

Declaration

Course / Content Outline

Course Outline

←

File Edit Insert View Format Table Tools

👁 ↶ ↷ Formats Font Sizes **B** *I*
☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

- It is not compulsory for a training provider to provide the complete course content.
- The actual complete course information must be submitted during the grant application process, and it is subject to the approval of each individual grant application.

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STEP 6: Ignore the “Topic/ Module” tab” and leave it 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
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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

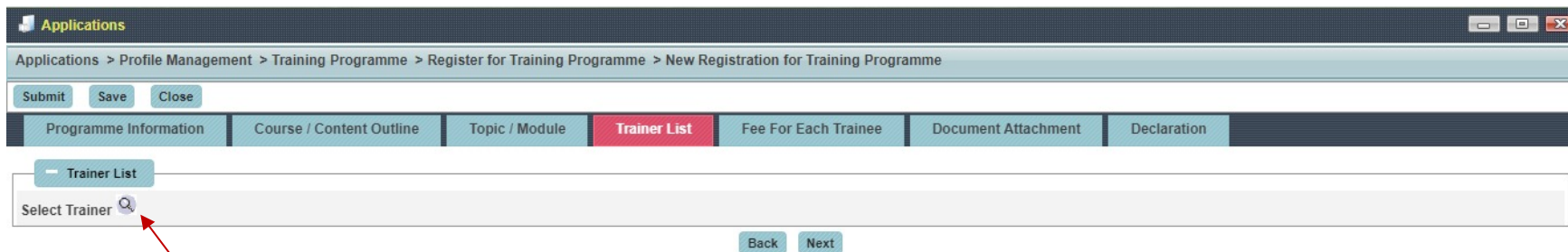
Duration (Hours)

Fee (RM)

Add Reset

Back Next

STEP 7: Click on the “Trainer/ List” tab and fill in the details



- Click on “**Search**” icon to select the trainer.
- A minimum of one (1) trainer is required. Due to current system limitations, training provider still needs to register and select a minimum of two (2) trainers. Nevertheless, the second trainer is not required to conduct training for the registered course.
- Please proceed to create “New Trainer Profile Management” if the trainer is not listed in the Trainer List. 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

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

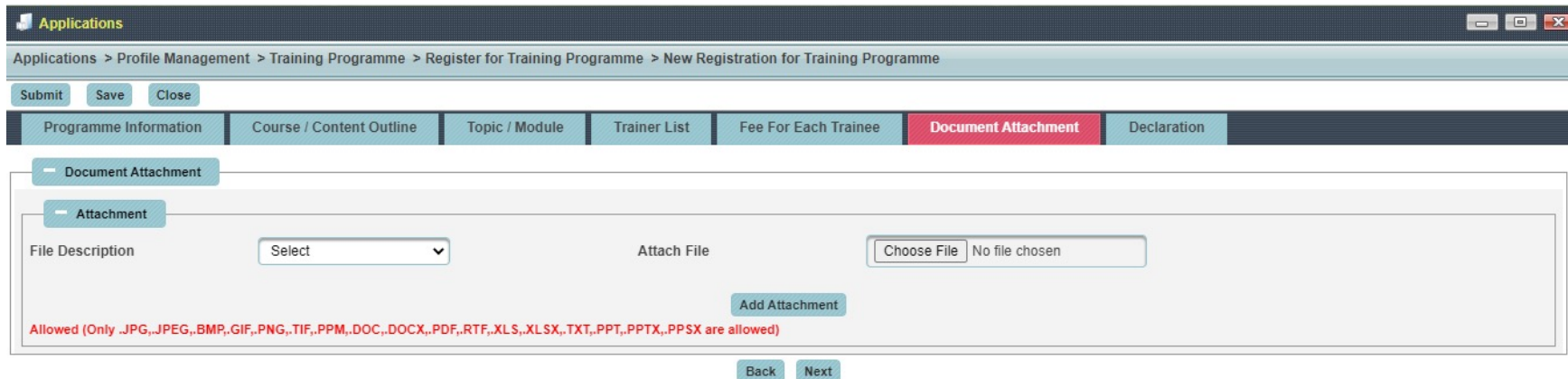
Training Fee (RM)
Exam Fee (RM)
Training Material Fee (RM)
Administrative Fee (RM)
Total (RM)

0.00

- Kindly ignore this tab, leave it blank
- The course fee must be submitted during grant application

Back Next

STEP 9: Click on the “Document Attachment” tab and upload accordingly.



The screenshot shows a web application interface for HRD Corp. The breadcrumb trail is: Applications > Profile Management > Training Programme > Register for Training Programme > New Registration for Training Programme. The 'Document Attachment' tab is selected in the top navigation bar. Below the tabs, there is a 'Document Attachment' section with an 'Attachment' sub-section. It includes a 'File Description' dropdown menu, an 'Attach File' button, and a 'Choose File' button. A red message states: '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 the section are 'Back' and 'Next' buttons.

- It is advisable to convert the file into the PDF format before uploading it.
- **Supporting Documents Required:**
 - Trainer profile (*please rename the file with “Lead Trainer” if you wish to proceed with only ONE trainer*)
 - TTT/TTT Exemption certificate or a letter issued by HRD Corp
 - Certification supporting evidence (e.g., letter of appointment, collaboration agreement or any other similar document) **for professional certification course only.**

STEP 10: Click on the “Declaration” tab and fill it accordingly.

Applications

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. *

Personal Contact *

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

Mobile/Phone No. *

Email *

Officer In-Charge

- Please ensure that all information in the declaration part are keyed in correctly
- Click the **“Save”** icon. It is advisable to check all the tabs to ensure that the information has been keyed in correctly before clicking **“Submit”**.
- The training provider will receive a pop-up notification on the successful registration after the submission is made.

OTHER INFORMATION

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

New Register for Training Programme

Close

Register for Training Programme

Unsubmitted Applications

Continue Registration

Delete

Unsubmitted Applications

Default Search

Search

Search

Reset

Advance Search

- Courses that are unsuccessfully submitted will be listed under **“Unsubmitted Applications”**
- Kindly tick on **“Select Any”** and click **“Continue Registration”** to re-submit the application

Customize List

Search Result

Select Any



Digital Marketing

Course Title

Created Date

29/06/2021

One record found.

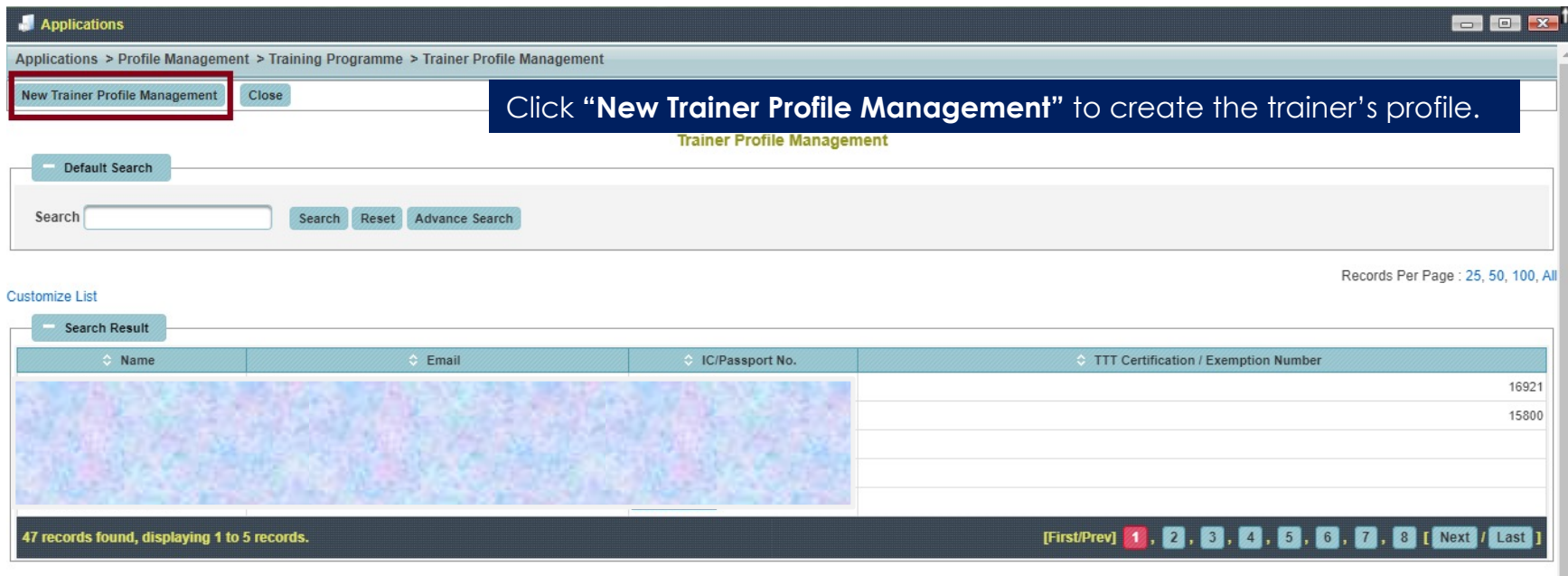
1

- Course that has been successfully submitted will be listed under **“Submitted Applications”**

Submitted Applications

04 CREATE NEW TRAINER PROFILE MANAGEMENT

STEP1: Login into e-Tris > Click Application > Profile Management > Training Programme > Trainer Profile Management



Applications

Applications > Profile Management > Training Programme > Trainer Profile Management

New Trainer Profile Management Close

Click **"New Trainer Profile Management"** to create the trainer's profile.

Trainer Profile Management

Default Search

Search Search Reset Advance Search

Records Per Page : 25, 50, 100, All

Customize List

Search Result

Name	Email	IC/Passport No.	TTT Certification / Exemption Number
			16921
			15800

47 records found, displaying 1 to 5 records.

[First/Prev] 1 2 3 4 5 6 7 8 [Next / Last]

STEP 2: Fill in the trainer's details

Applications

Applications > Profile Management > Training Programme > Trainer Profile Management > New Trainer Profile Management

Save Close

Trainer Profile

Guest Trainer ☐ Yes ☐ No

TTT Certification / Exemption Number

Person Details *

Name *

Nationality *

IC/Passport No. *

Race *

Personal Contact *

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

Mobile No. *

Office No.

Email *

Fax No.

- To enter the trainer's info, training provider need to select the nationality first.
- Enter the trainer's IC/Passport No.
- The system will automatically search for the trainer's IC/Passport to match with the database for TTT Certification / Exemption Number.
- If the system finds matching for the trainer's IC No., it will automatically populate 'Person Details' info together with the TTT Certification / Exemption Number.

Trainer Profile

Guest Trainer ☐ Yes ☒ No

TTT Certification / Exemption Number *

Person Details *

Name

Nationality

IC/Passport No.

Race

STEP 2: Fill in the trainer's details (cont')

Applications

Applications > Profile Management > Training Programme > Trainer

Save Close

Trainer Profile

Guest Trainer ☐ Yes ☐ No

TTT Certification / Exemption Number

Person Details *

Name *

Nationality *

IC/Passport No. *

Race *

Personal Contact *

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

Mobile No. *

- If not, a message will pop-up to ask whether the trainer is a guest trainer (guest trainer refers to foreign or visiting trainers only). However, if the trainer is local, please click on the **'Yes'** icon and key in the trainer's IC No.

Trainer IC No. does not exist in database. Is this a guest trainer?

OK

Cancel

- The training provider is also required to fill up the information on academic qualification, professional qualification, years of career experience and training experience in the fields below.
- Once all trainers' information has been filled up in the trainer's profile, click on the **'Save'** icon.

Academic Qualification

Professional Qualification

Years of Career Experience

Training Experience

Academic Qualification

Qualification

Year Awarded

Name of Academic Institute

05 UPDATE TRAINER PROFILE MANAGEMENT

STEP1: Login into e-Tris > Click Application > Profile Management > Training Programme > Trainer Profile Management

Applications > Profile Management > Training Programme > Trainer Profile Management

New Trainer Profile Management Close

Trainer Profile Management

Default Search

Search Search Reset Advance Search

- Enter any trainer criteria to update the Trainer Profile and select the **'Search'** button.

Records Per Page : 25, 50, 100, All

Customize List

Search Result

Name	Email	IC/Passport No.	TTT Certification / Exemption Number
			16921

One record found.

1

- To update the trainer's information, select the **"Trainer's IC/Passport No."**

STEP 2: Fill in the trainer's updated details

Applications > Profile Management > Training Programme > Trainer Profile Management > Update Trainer Profile Management

Save **Close**

Trainer Profile

Guest Trainer ☐ Yes ☒ No

TTT Certification / Exemption Number

Person Details *

Name *

Nationality *

IC/Passport No. *

Race *

Personal Contact *

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

Mobile No.

Academic Qualification Professional Qualification Years of Career Experience Training Experience

Academic Qualification

Qualification *

Year Awarded *

Name of Academic Institute *

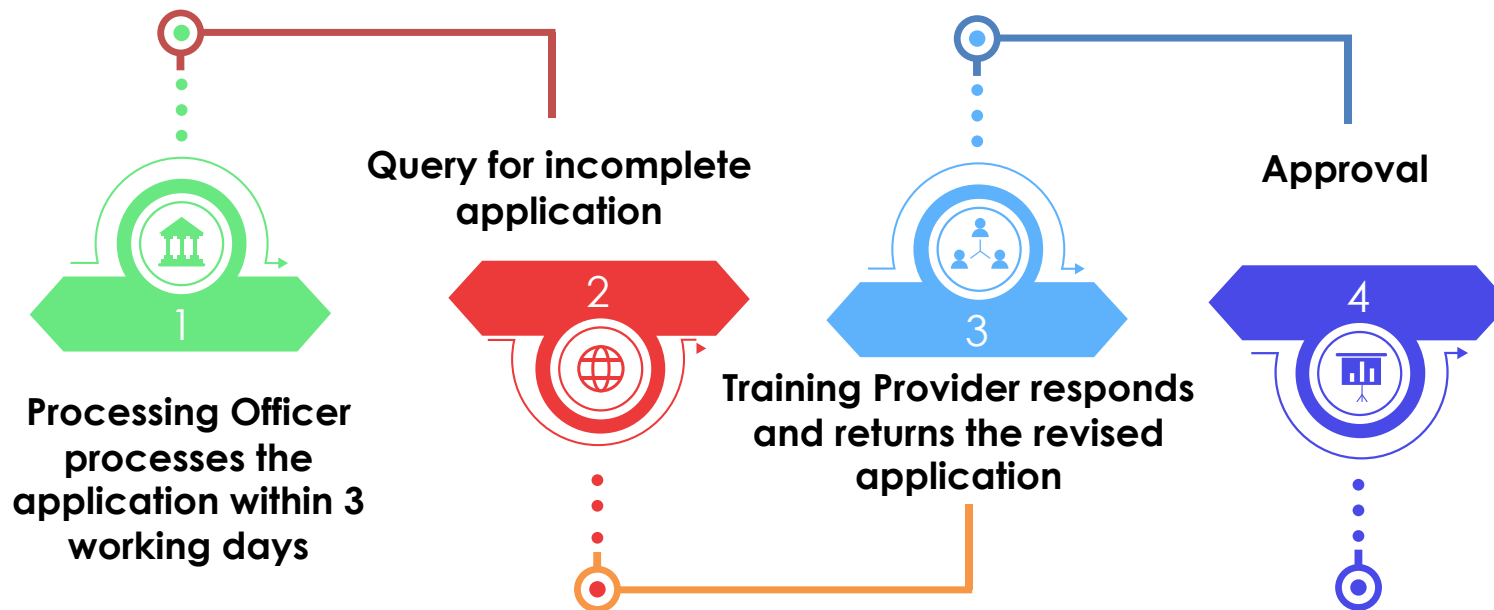
Add **Reset**

Your request has been Updated Successfully.

OK

- Please update any relevant information. Once all of the trainer's information have been updated, click the '**Save**' icon to save the information.
- The system will share the following message "Your request has been updated successfully"

06 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

Scheme Name	Course Title	Submission Date	Expiry Date	Training Programme No.	Status
SBL-Khas	MANAGING WORKPLACE ABSENTEEISM	18/11/2019	20/11/2022	1000116596	Approved
SBL-Khas		26/02/2021		1000125751	Pending
SBL-Khas		22/02/2021		1000126325	Pending
SBL-Khas		22/02/2021		1000126355	Pending
SBL-Khas		22/02/2021		1000126456	Pending

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

Pending Status means that the application has been queried and no return application/response has been made.

STEP 2: Respond and return query application

Work List

- All Pending Tasks
- Inbox**
- Outbox

+ Search

Sr.No.	Subject	Document Number	Description	Received Date	Status
1	Register for Training Programme		Register For Training Programme	14/03/2021 18:53	Pending

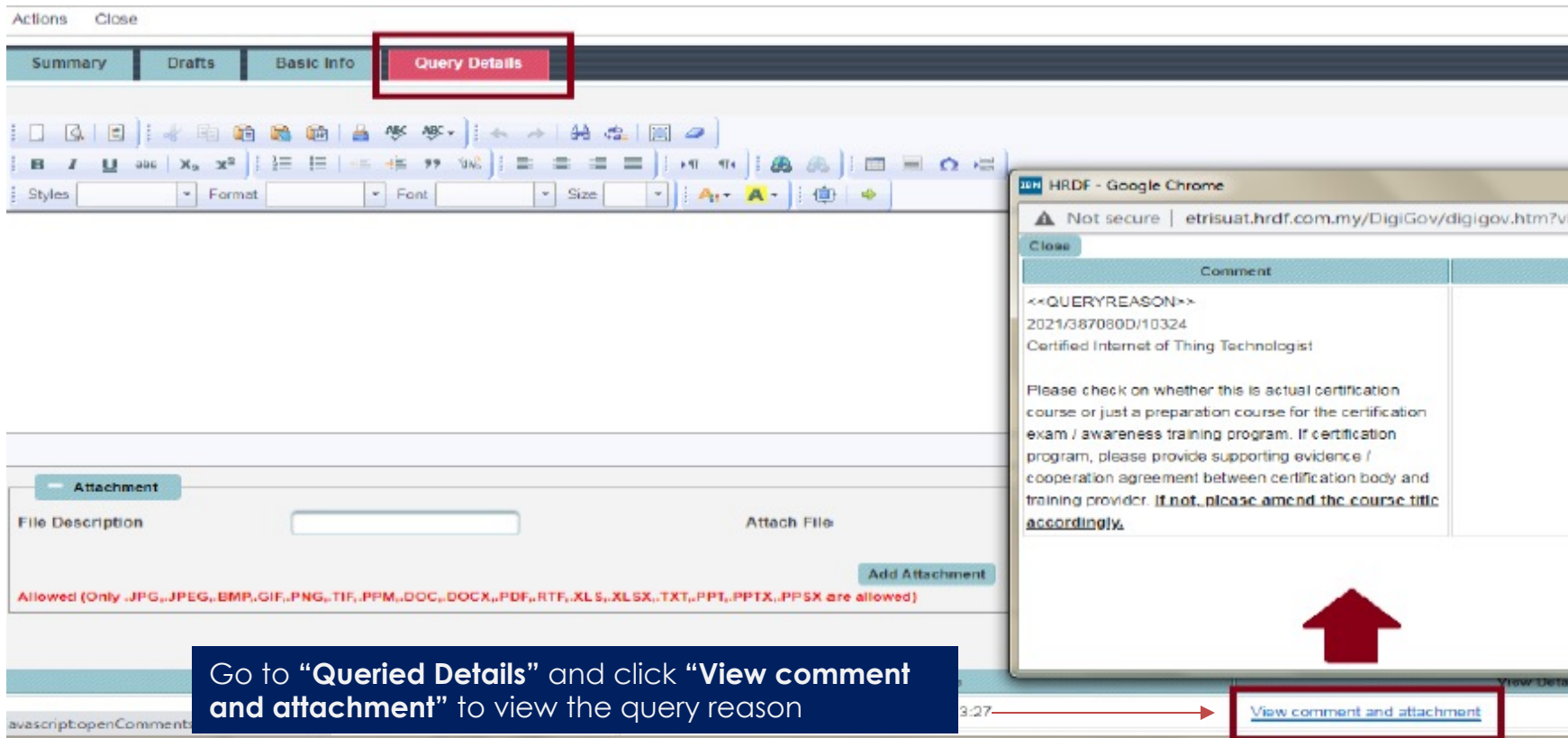
1 Records found, displaying 1 to 1 Records.

1

Legends    Files A

- Login into e-Tris > Inbox
- Training provider will receive the "Register for Training Programme" query in their inbox.
- Click on the "Document Number" to respond

STEP 3: View query details



The screenshot shows the HRDF portal interface. At the top, there are tabs: Summary, Drafts, Basic Info, and **Query Details** (highlighted with a red box). Below the tabs is a rich text editor toolbar. The main content area shows an 'Attachment' section with a file description input field and an 'Attach File' button. Below this, a list of allowed file formats is displayed: **Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)**. A blue box at the bottom left contains the text: **Go to “Queried Details” and click “View comment and attachment” to view the query reason**. On the right, a window titled 'HRDF - Google Chrome' shows a comment. The comment text is: **<<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.**. A red arrow points from the bottom right of the main interface to a button labeled **View comment and attachment** (highlighted with a red box).

STEP 3: Update or respond

Actions Close

Summary Drafts **Basic Info** Query Details

Save

Programme Information Course / Content Outline Topic / Module Trainer List **Document Attachment** Declaration

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

Formats Font Sizes B I

Course Summary

p

Type Of Training Non E-Learning *

Training Mode Full Time *

Interaction Medium English *

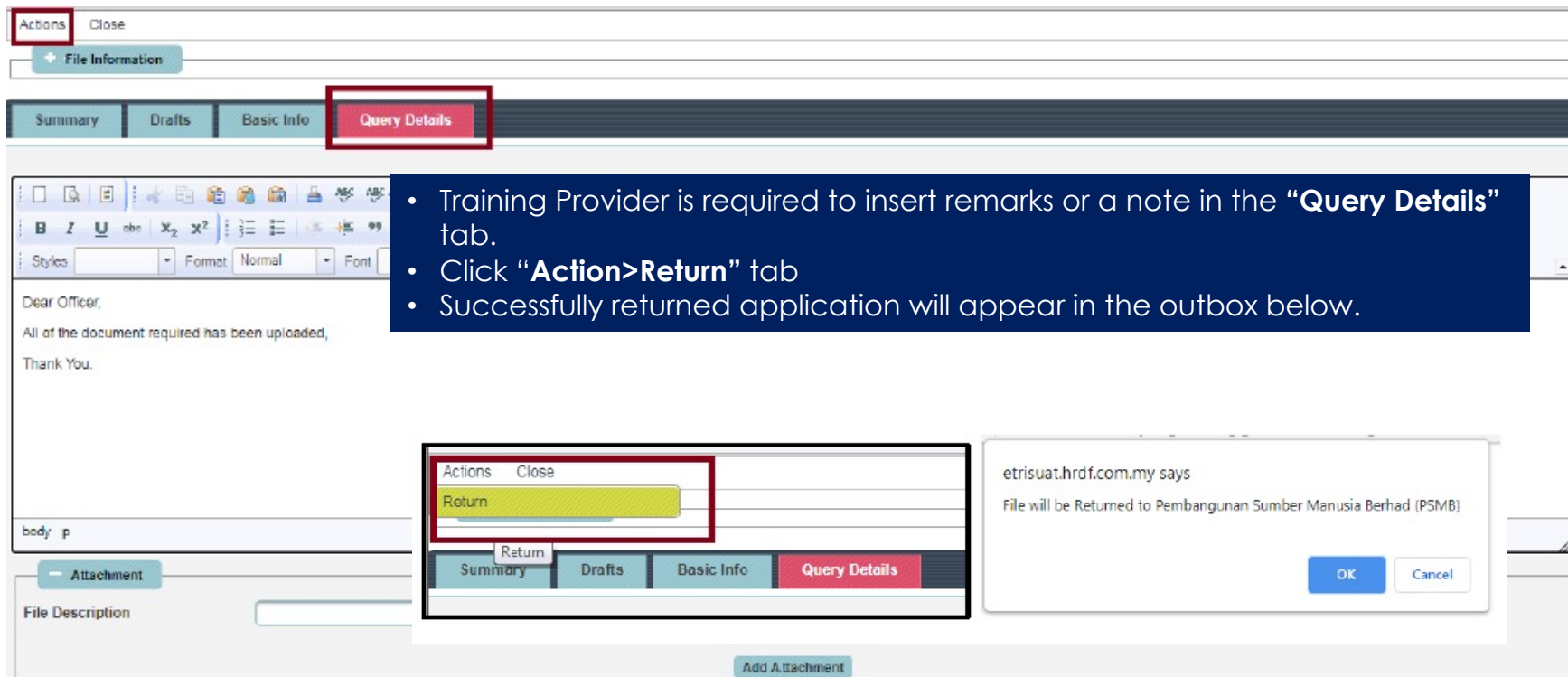
Duration 4.00 * Day(s)

Type of Programme ☒ Technical ☐ Non-Technical

Total Training Hours (Excluding 28.00 * Minimum 4 Hours

- Update the necessary details in the “**Basic Info**” tab and upload the supporting documents in the “**Attachment Tab**” as required in the query details.
- Click “**Save**”.

STEP 4: Add remarks to queried details



The screenshot shows the HRD Corp system interface. At the top, there is a navigation bar with tabs: Summary, Drafts, Basic Info, and **Query Details** (highlighted with a red box). Below the navigation bar, there is a toolbar with various icons and a text area containing the following text:

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

Below the text area, there is a section labeled "Attachment" with a "File Description" field. To the right of the text area, there is a blue box containing the following instructions:

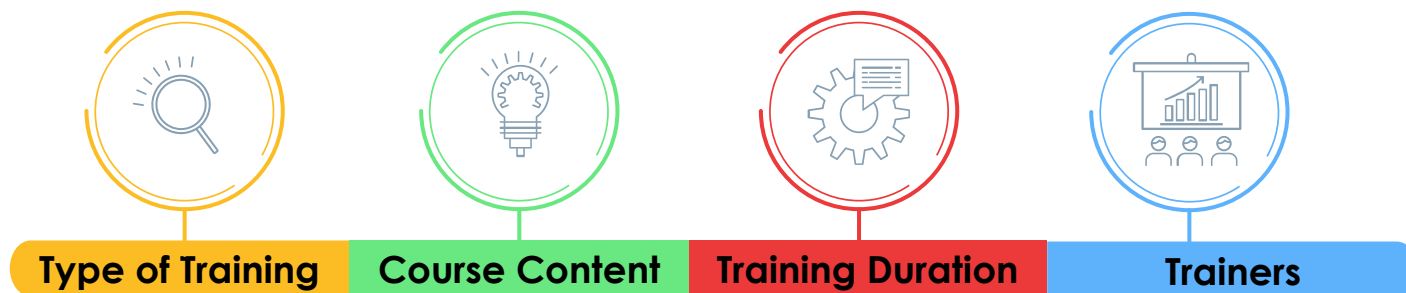
- Training Provider is required to insert remarks or a note in the “**Query Details**” tab.
- Click “**Action>Return**” tab
- Successfully returned application will appear in the outbox below.

At the bottom of the interface, there is a confirmation dialog box with the following text:

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

The dialog box has "OK" and "Cancel" buttons. Below the dialog box, there is a button labeled "Add Attachment".

07 MODIFICATIONS ON AN APPROVED COURSE



Not Required

Not Required

Not Required

**Requires approval
from HRD Corp**

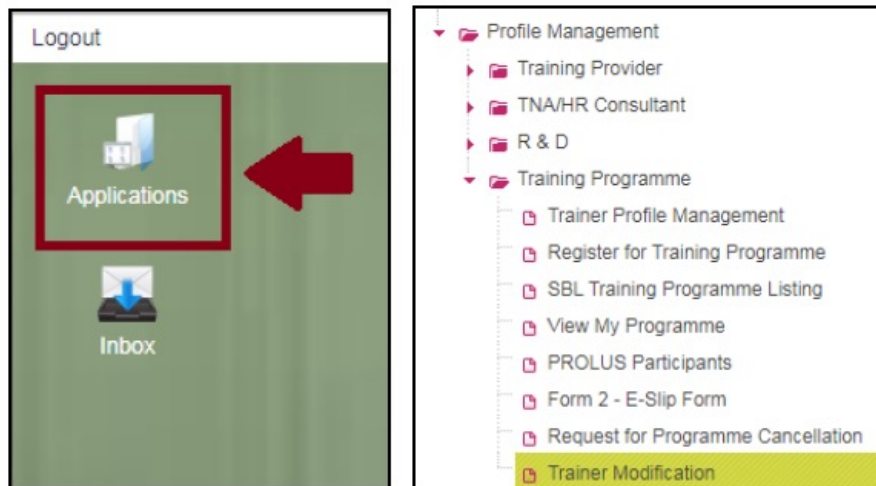
The actual type of training, course content and duration will be submitted and decided during grant application process

Trainer Modifications

The requirements are:

- The trainer's profile is added to the training provider's e-Tris account.
- The trainer has a TTT/TTT Exemption.
- 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 information

Applications

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 

- Search for the approved training course
- Click **"Add Trainer to Programme"**.

Select	Training Programme No.	Course Title
☒		MANAGING WORKPLACE ABSENTEEISM

Save Close

Add to Programme

Trainer Details

Default Search

Search Search Reset Advance Search

- Search for the trainer
- Click “Add to Programme” and “Save”

Customize List

Search Result

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

One record found.

Add to Programme

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
☒	1000116596	MANAGING WORKPLACE ABSENTEEISM	SBL-Khes	Active	20/11/2022

Added Trainer Details

Sr. No.	Training Programme No.	Trainer Name	IC / Passport No.	TTT Certificate No.	Telephone No.	Email
1	1000116596					
2	1000116596					

- Once the selected trainer has been added to the approved course, click on the **“Submit”** icon.
- The system will show the message “Your request has been submitted successfully”.

Your request has been Submitted Successfully.

OK

08 CANCELLATION OF AN APPROVED COURSE

STEP1: Login into e-Tris > Click application > Profile Management > Training Programme > Request for programme cancellation

Applications > Profile Management > Training Programme > Request for Programme Cancellation

Programme Cancellation

Close

Default Search

Search

Search

Reset

Advance Search

Customize List

Search Result

☒ Select/Deselect All	Training Programme No.	Course Title	Expiry Date	Status
☒		Advanced Defensive Driving	27/03/2022	Approve

One record found.

- 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"**

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.

OK

Cancel

CONTACT US

- 01 HRD Corp Claimable Course Registration**
vmddsupport@hrdcorp.gov.my

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

- 03 Troubleshooting**
ithelpdesk@hrdcorp.gov.my



THANK YOU