Human Resource Development Corporation

Trainer's Development Management System (TDMS)
User Guideline

This guideline is prepared for HRD Corp's Certified Train-The-Trainer (TTT)/Exempted Trainers

Version 2.0
1st October 2021

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INTRODUCTION TO TDMS

The Trainer's Development Management System (TDMS) is a platform developed for HRD Corp's certified TTT/Exempted trainers to manage their accreditation activities. This platform aims to facilitate the implementation of the HRD Corp Trainer's Development Framework (TDF) which focuses on the quality of the trainer's competency in delivering training effectively.

In essence, TDMS is broken down into two (2) key areas. The first area focuses on *those who have acquired their HRD Corp TTT/Exemption Certificate on 1st of January 2021 and beyond* where they are eligible to be *accredited by assessment*.

The second area is focused on *trainers who have acquired the HRD Corp TTT/Exemption Certificate any time before 1st January 2021*. These groups of trainers are qualified to be *accredited by activity*.

For further information on the implementation of the TDF and the requirement for accreditation, please refer to the HRD Corp TDF Implementation Guideline which outlines the criteria/requirement for the accreditation process.

1.0 FIRST TIME SIGNING IN TO TDMS

The process of signing into the system would depend on the status of your trainer's profile registration on the LATiH platform. As such, this section is divided into two (2) parts:-
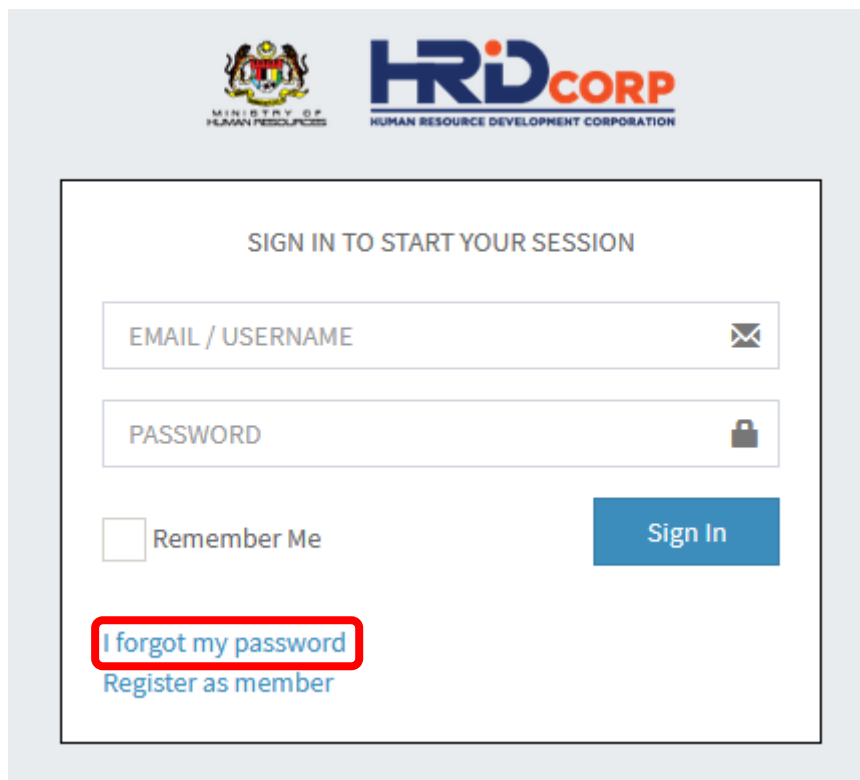
1.1. Trainers who have previously registered their profiles on LATiH
1.2. Trainers who have not registered their profiles in LATiH

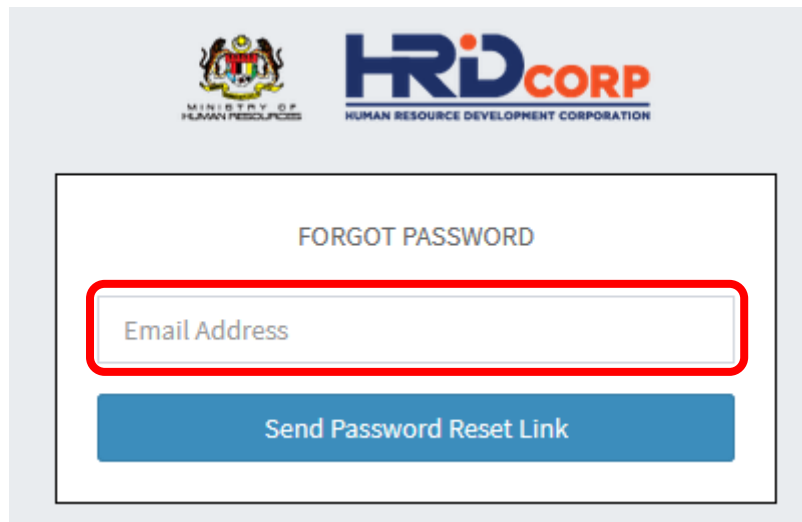**1.1 Trainers who have previously registered profiles on LATiH**

If you have registered your profiles in LATiH and received the required approval, please follow the steps bellow to sign in to TDMS:-

1.1.1 Go to https://trainers.hrdcorp.gov.my/login and click *"I forgot my password"*

1.1.2 Enter the email address that you used during your LATiH registration to reset your password

1.1.3 Check the email which you used for registration in 1.1.2. You will receive a notification with the content below. Click *"Reset Password"* to create a new password.
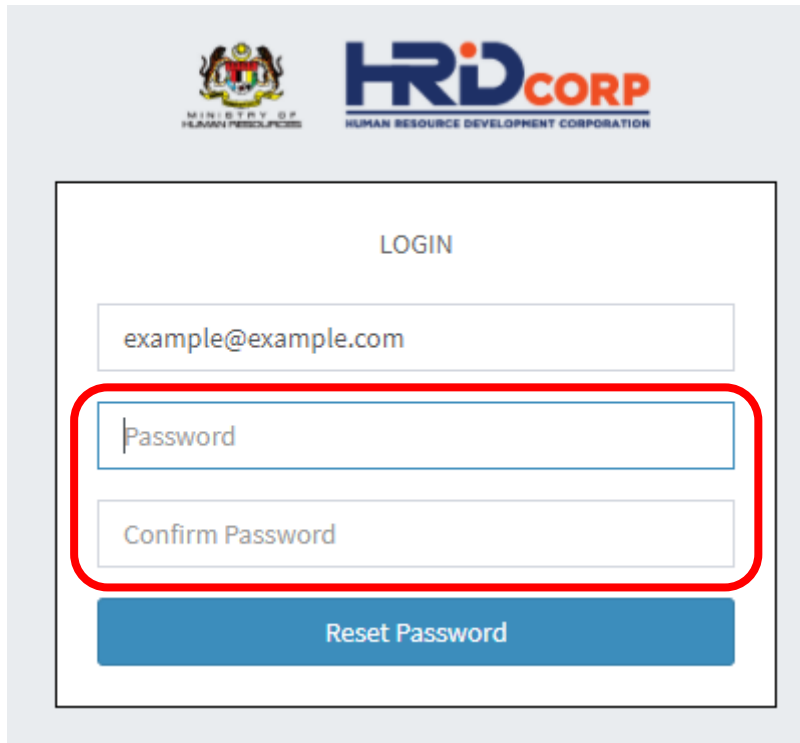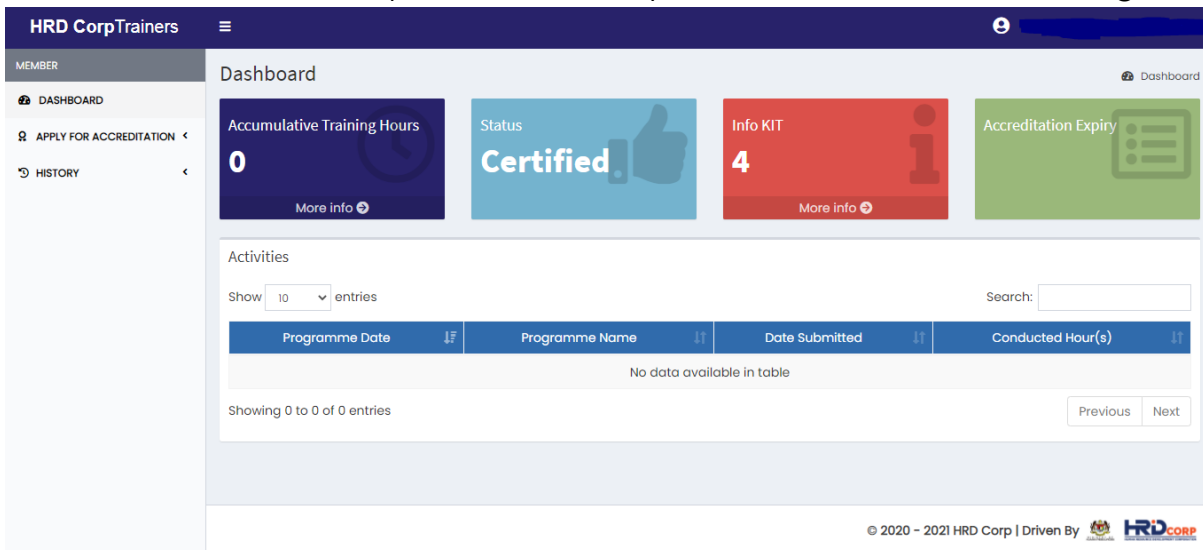
1.1.4 Create a new password and click *"Reset Password"*

1.1.5 Once completed, you will be automatically signed in to TDMS. Please remember the new password which you have created, for future sign in.

1.2 Trainers who have not registered their profile on LATiH

If you have not registered your profile on LATiH, *you can do so directly through TDMS*. Please follow the steps below to register and sign in to TDMS:-

1.2.1 Go to https://trainers.hrdcorp.gov.my and click *"Register as member"*

1.2.2 Complete the online registration form and click *"Register"*
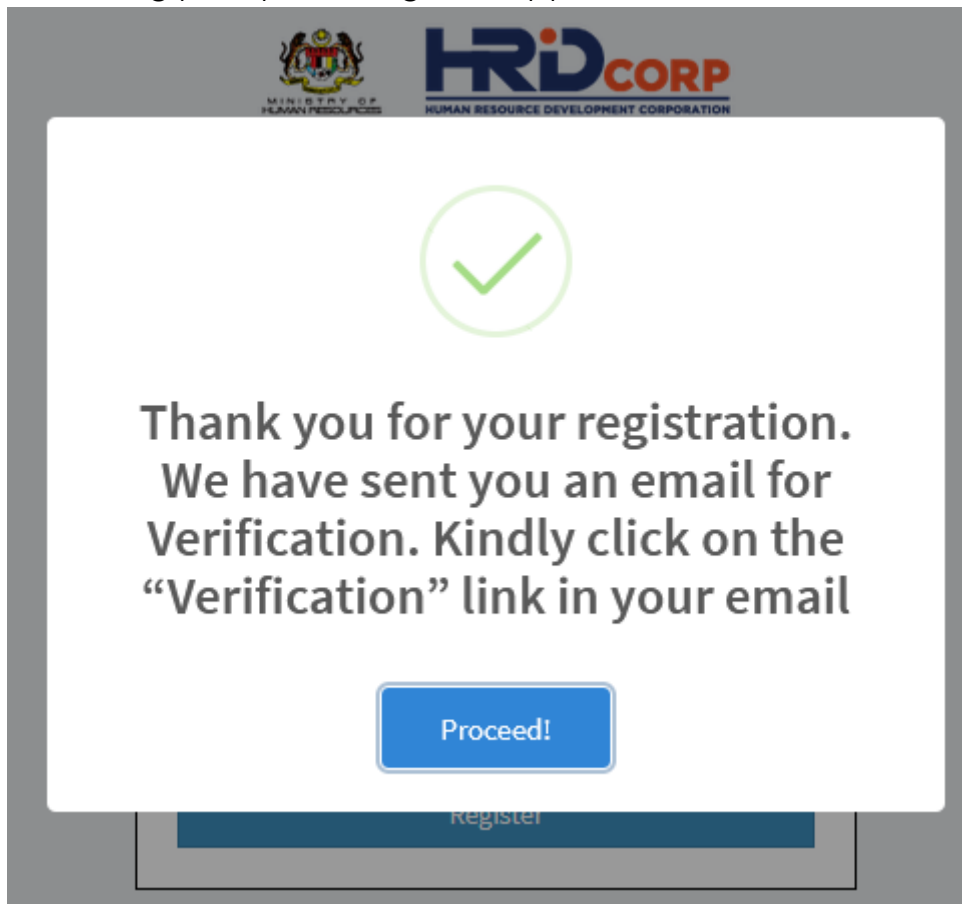
1.2.3 The following prompt message will appear:-

1.2.4 Check your email inbox. You will receive a notification with the content below. Click "*Verify Now*" and you will be directed to the profile creation page labelled, **"Apply for Trainer"**

1.2.5 Fill in your details and your TTT/Exemption Certificate and click *"Submit"* at the bottom of the page:-

1.2.6 Your registration will be processed by our processing officer and a notification stating *"Your application is still under review"* will be displayed on your homepage:-
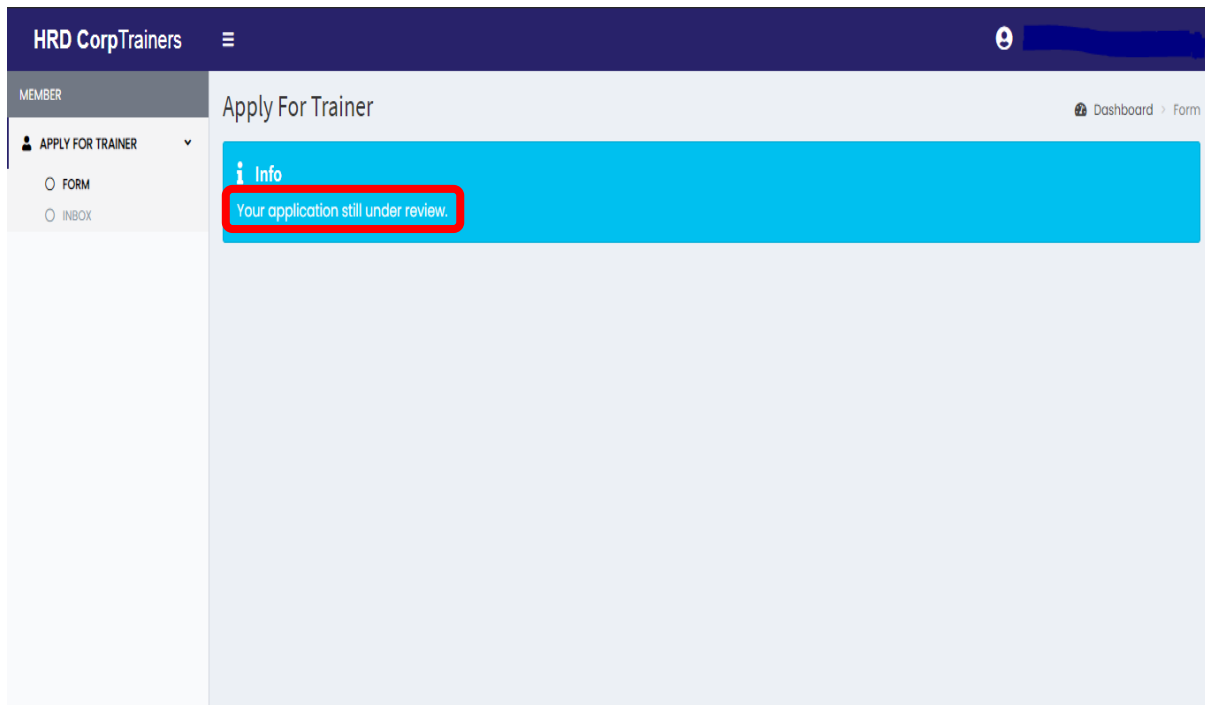
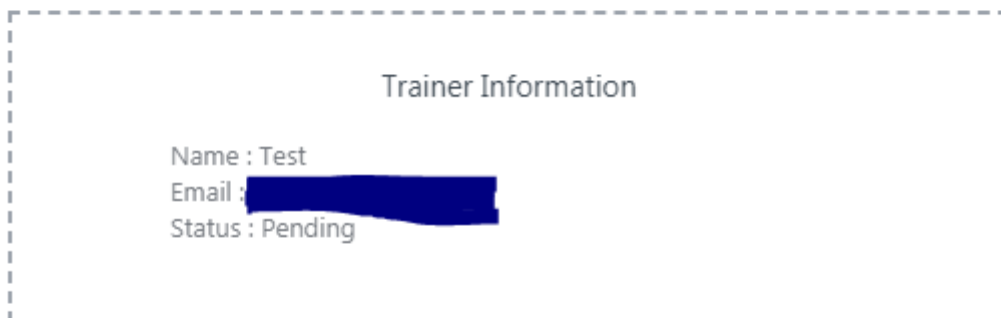1.2.7 Once your registration has been approved, you will be notified via the email used to register for TDMS.

Hello , ,

Trainer Information

Name : Test
Email :
Status : Pending

Log In

Regards ,
(This is an automatically generated email. Please do not reply.)

1.2.8 You can now sign in to your TDMS account:-

2.0 FEES AND APPLYING FOR ACCREDITATION BY ASSESSMENT

The fee for accreditation by assessment is RM150.00 per application and it is divided into two (2) categories:-

a. Trainers who acquired their *HRD Corp TTT Certificate* in 2021 and beyond.
**b. Trainers who acquired their *Exemption Certificate* in 2021 and beyond.**

2.1 Trainers who acquired the HRD Corp TTT Certificate in 2021

If you have attended our five (5) days TTT certification course in 2021, the accreditation fee of *RM150.00 has been embedded into the course fee*. As such, once you are able to sign into TDMS, please notify us by emailing to tdu@hrdcorp.gov.my and mention "*TTT HRD Corp 2021 Accreditation Fee*" in your email subject. We will verify this from our end and advise you accordingly.
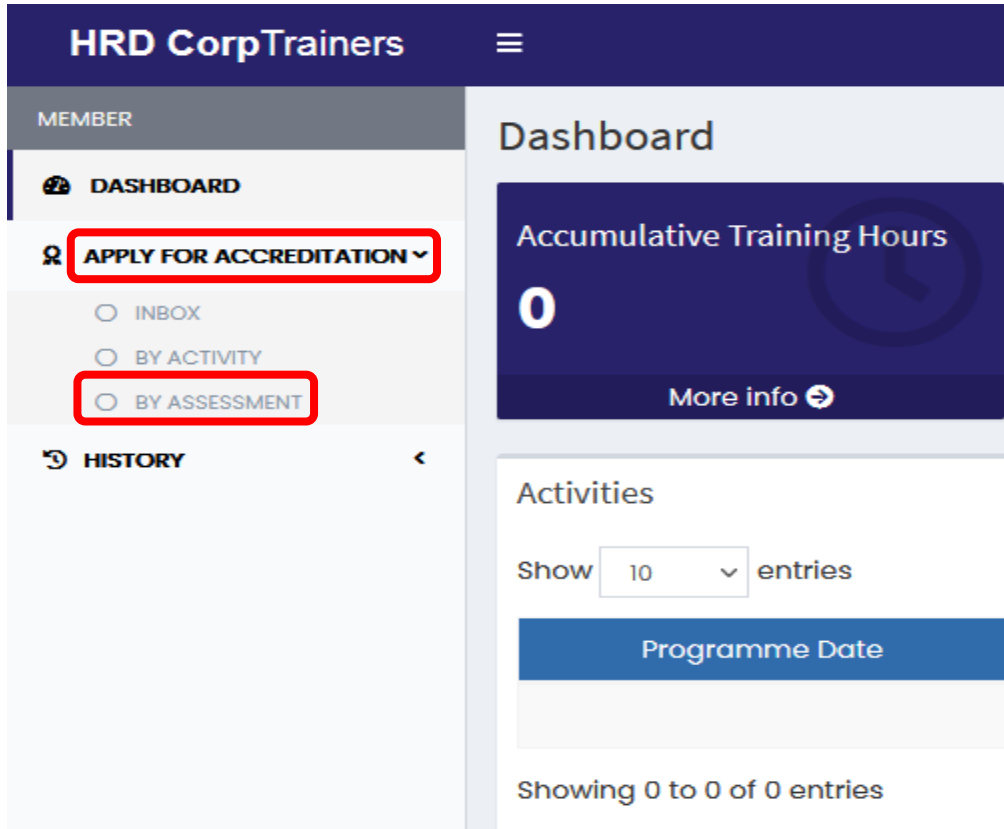
2.2 Trainers who acquired the Exemption Cert in 2021

Alternatively, if you have acquired the TTT Exemption Certificate, you are required to make payment for the accreditation fee through TDMS. Please refer below on how to apply for accreditation by assessment, which includes how to make payment.

2.2.1 Go to https://trainers.hrdcorp.gov.my and sign in to your account.
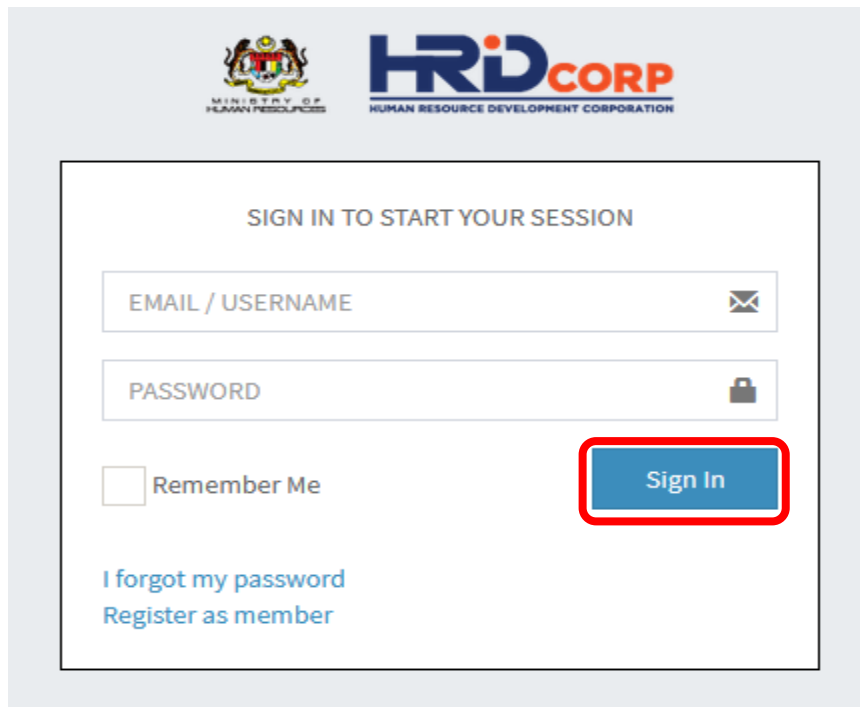
2.2.2 On the left-side of the homepage click *"APPLY FOR ACCREDITATION"* and from the dropdown list click *"BY ASSESSMENT":-*

2.2.3 Complete the page which you have prepared for accreditation by assessment. At the bottom of the page click *"Apply"*. (***Reminder****: **This is only applicable for trainers who acquired Exemption Certificate in 2021 and beyond***):-

Payment

ITEM	SUBTOTAL
Accreditation by Assessment	RM150.00
TOTAL	**RM150.00**

☑ I hereby declare that the information provided is true and valid . I also understand that any willful dishonesty may render for refusal of this application.

[🖫 Save] [✔ Apply]

2.2.4 You will be directed to the payment gateway page via Billplz. Select your preferred bank and click *"PAY"*:-

Bill ID: hqwikihf   08/06/21

TDMS
Apply for Accreditation By Assessment

Name: TEST
Email:

Total	Due
RM150.00	08/06/21

Pay with:

∧ **Online Banking**

Maybank2u	CIMB Clicks	RHB Now	PBe
HLB Connect	affinOnline	AGRONet	allianceonline
AmOnline	Bank Islam Internet Banking	i-Muamalat	i-Rakyat
myBSN	HSBC Online Banking	KFH Online	OCBC Online Banking
SC Online Banking	UOB Internet Banking		

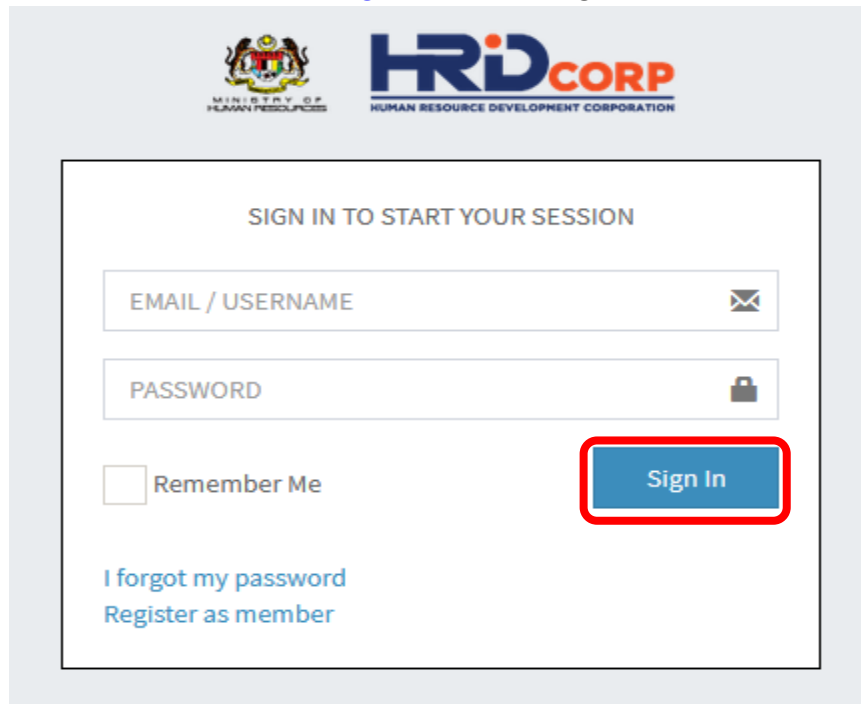☑ I understand and accept the terms and conditions.

[PAY]
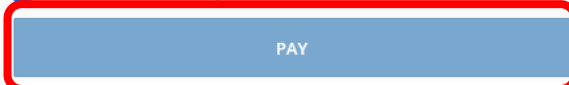
2.2.5 Once the payment is successful, we will review your submission to ensure that the supporting documents are complete, and the video is accessible before forwarding your application to our assessment panels. Since this is a new process, the service level agreement is one (1) month subject to the completion of the application (queries, incomplete submission, etc.). We will monitor and review this from time to time.

3.0 FEES AND APPLYING FOR ACCREDITATION BY ACTIVITY

The fee for accreditation by assessment is RM60.00 per application and is only applicable to trainers who acquired the HRD Corp TTT/Exemption Certificate any time before 2021.

3.1 Go to https://trainers.hrdcorp.gov.my and sign in to your account.

3.2 On the left-side of the homepage click *"APPLY FOR ACCREDITATION"* and from the dropdown list click *"BY ASSESSMENT":-*

3.2 To add lists of activities, click *"Add Activity"*:-

3.2 Complete the page which you have prepared for accreditation by activity and at the bottom of the page, click the declaration checkbox and *"ADD"* to add your training activities in the system:-

3.3 Please ensure that you have registered a total of **120 hours training conducted within a 12-month calendar period**. You can monitor the accumulated number of hours on the top right of page. Once you are ready for your submission, click *"Apply for Accreditation"*:-

3.4 You will be directed to a summary page and click *"Apply"* to proceed to the payment gateway.

3.5 You will be directed to the payment gateway page via Billplz. Select your preferred method/bank and click *"PAY"*:-

3.6 Once the payment is successful, we will review your submission to ensure that the supporting documents are completed and meet our requirements to be considered for approval. Since this is a new process, the service level agreement is around one (1) month, subject to the completion of the application (queries, incomplete submission, etc.). We will monitor and review this from time to time.