



**PEMBANGUNAN SUMBER MANUSIA BERHAD
(PSMB)**

MINISTRY OF HUMAN RESOURCES

**HRD CORP
MICROCREDENTIAL INITIATIVE
IMPLEMENTATION GUIDELINE**

EFFECTIVE JUNE 2022

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1.0 PURPOSE OF THE GUIDELINE

- 1.1 This guideline aims to provide information to training providers as well as relevant stakeholders such as employers, employees and trainees on the procedures and implementation mechanism of the HRD Corp Microcredential Initiative which will be in effect from 1st June 2022.

2.0 OBJECTIVES

- 2.1 The objectives of the HRD Corp Microcredential Initiative are to:
- i. Add value to HRD Corp registered courses;
 - ii. Create pathways for trainees to achieve formal qualifications with stackable Microcredentials; and
 - iii. Widen learning opportunities to make lifelong learning a reality for Malaysia's workforce and talents.

3.0 TARGET GROUP

- 3.1 The HRD Corp Microcredential initiative is targeted to all Malaysians through various schemes and initiatives under HRD Corp.

4.0 DEFINITION OF A MICROCREDENTIAL

- 4.1 Microcredentials are evidence of learning outcomes acquired by a learner after a short learning experience, as measured by knowledge, skills, and attitudes. Microcredentials can be sourced from accredited programmes or stand-alone courses that support the professional, technical, academic and personal development of the trainees.

5.0 **HRD CORP MICROCREDENTIAL FRAMEWORK**

5.1 The HRD Corp Microcredential Framework is developed to provide value to HRD Corp registered training courses. This is done by ensuring that all Microcredential Courses offered through HRD Corp meet the required standards of the HRD Corp Microcredential Framework, in line with the requirements set by accreditation bodies.

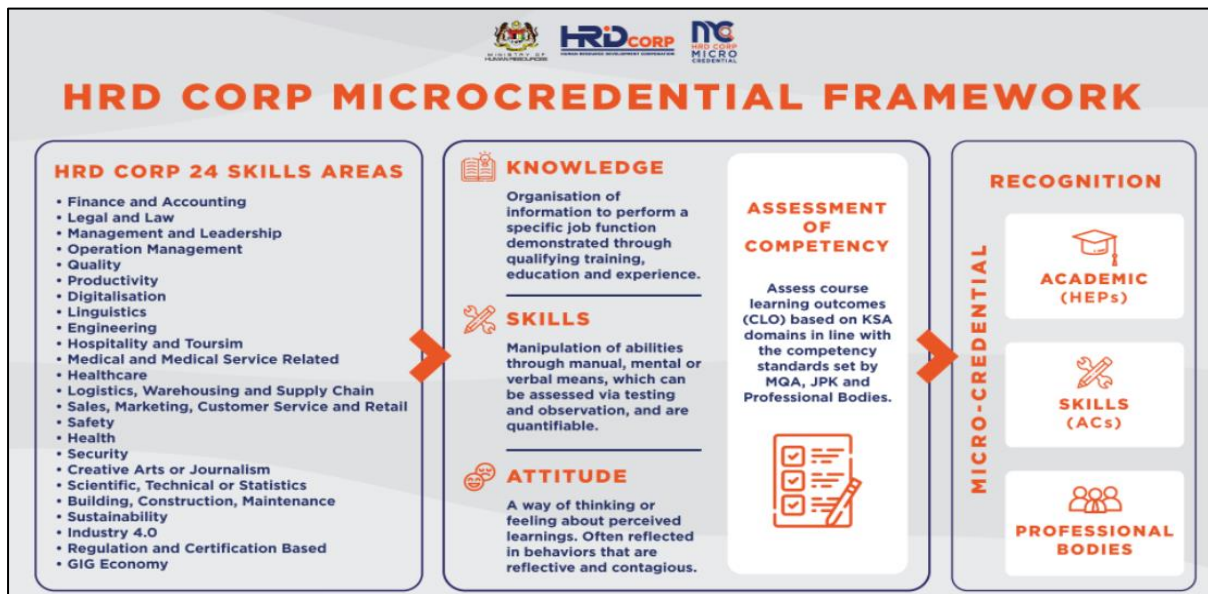


Figure 1: HRD Corp Microcredential Framework

5.2 The HRD Corp Microcredential Framework is developed based on registered courses representing all skill areas identified by HRD Corp.

5.3 HRD Corp's recognition consists of three main elements; knowledge, skill, and attitude (KSA) domains; as well as the embedded assessment methodology based on the KSA competencies.

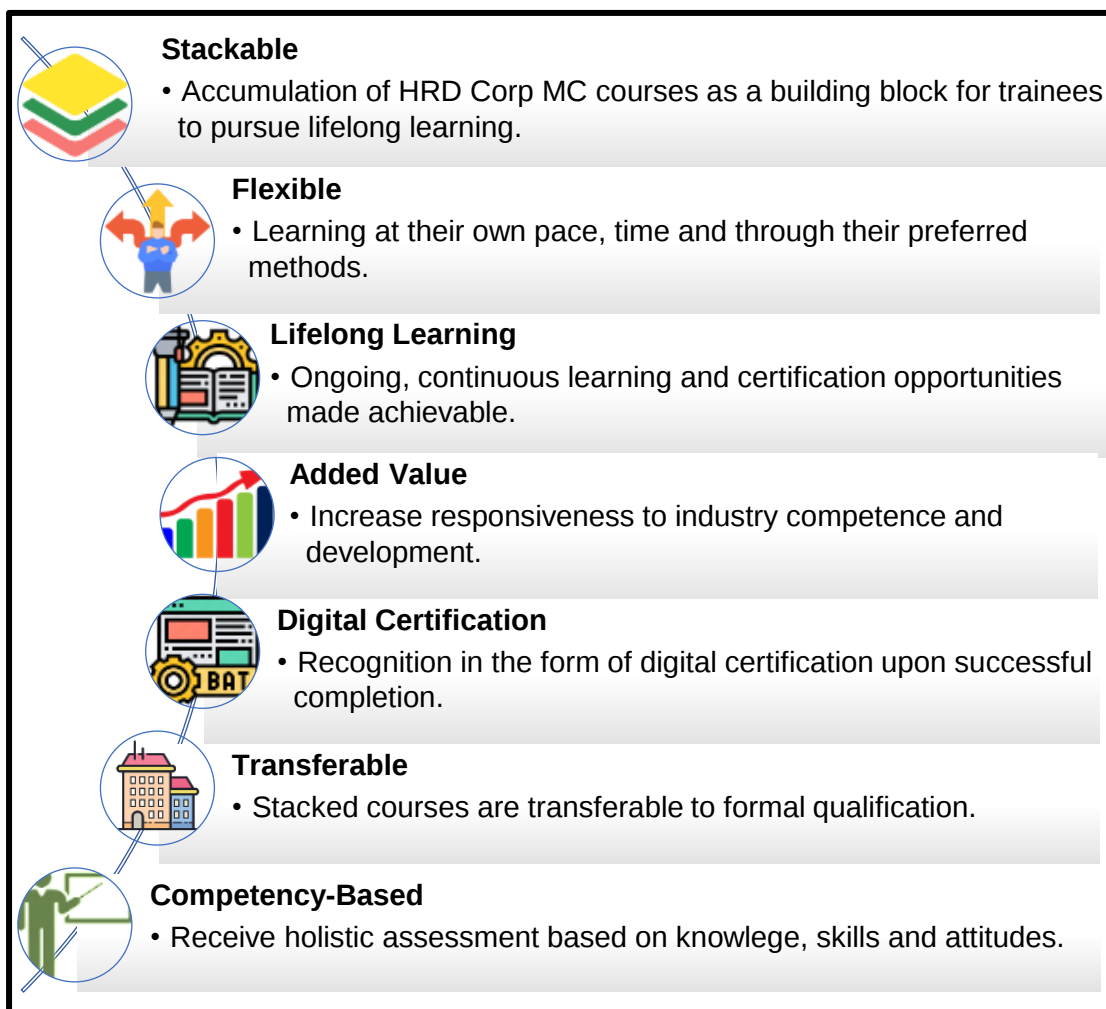
5.4 The KSA domains refer to the level of knowledge and skills that trainees need to acquire during the course. This must be followed by their right attitude and ability to apply the newly acquired knowledge and skills in a real-life scenario.

5.5 The assessment methods should be appropriate and in line with the level of KSA domains embedded in the Microcredential Courses and reflect

the Course Learning Outcome (CLO). These are usually industry-driven and meet the standards set by the Malaysian Qualifications Agency (MQA), Department of Skills Development (DSD) and other professional bodies.

- 5.6 Upon completion of the Microcredential courses, trainees have the potential to stack their HRD Corp Microcredential certifications to attain credit transfer and pursue formal qualifications according to the levels, credit value and skill areas.

6.0 **BENEFITS OF HRD CORP MICROCREDENTIAL COURSES**



7.0 SUITABILITY OF COURSES FOR HRD CORP MICROCREDENTIAL ACKNOWLEDGEMENT

7.1 HRD Corp Microcredential course acknowledgement is compulsory for a course to be registered under HRD Corp Claimable Courses. Criteria for HRD Corp Microcredential course acknowledgement:

- i. Minimum four (4) contact hours with required independent learning time;
- ii. Competency based training courses; and
- iii. Competency based assessment.

7.2 However, exemptions are given by HRD Corp for the following courses:

- i. Training courses that are conducted below four (4) contact hours.
- ii. Exception courses under HRD Corp Claimable Courses (HCC) as stipulated in Circular No. 3/2021.
- iii. Team building, Coaching and Mentoring type of training.
- iv. Seminars, Conference, Colloquium, Summit; and
- v. Co-curriculum and Fieldwork based training.

Courses like industrial training, internship, industrial attachments, final year project, research projects, dissertation and thesis are NOT suitable for HRD Corp Microcredential initiative.

7.3 Training Providers may customise the above-mentioned exemption courses in accordance with the criteria mentioned in 7.1 to be HRD Corp Microcredential eligible.

8.0 **MODES OF DELIVERY**

NO	MODE OF DELIVERY	DESCRIPTION
1	Face-to-Face (F2F)	An instructional method where the course content and learning materials are taught in-person to a group of trainees which then creates a live interaction between trainees and trainer.
2	Remote Online Training (ROT)	An online learning experience where a trainer remotely and in real-time conducts training to a group of trainees using a combination of materials.
3	E-Learning	An interactive learning approach that consists of a set of e-lessons, in a linear sequence of screens, including texts, graphics, animations, audio, video, simulations and interactivity in the form of questions and feedback.
4	Hybrid	A learning session that combines two or more modes of delivery.

8.1 For more information on online training mode of delivery, kindly refer to the Online Training guidelines in the link below:

<https://hrdcorp.gov.my/wp-content/uploads/2021/03/Online-Training-Guideline-2021-4.0-1.pdf>

9.0 **HRD CORP MICROCREDENTIAL IMPLEMENTATION**

9.1 **HRD Corp Microcredential Implementation Process Flow**



Figure 2: HRD Corp Microcredential Implementation Process Flow

9.2 Description of HRD Corp Microcredential Implementation Process Flow

No	Process	Description
9.2.1	Microcredential Course Acknowledgement	Training Providers are required to log in to Microcredential Course Acknowledgement System (MiCAS) to submit their course application, using MyCoID and password. Upon course verification and approval, MC Course Acknowledgement Letter will be issued via MiCAS to Training Providers.
9.2.2	Microcredential Course Registration	Training Providers may then proceed with the Microcredential Course Registration in e-TRiS. Please refer to the Course Registration guidelines at the link below: https://hrdcorp.gov.my/wp-content/uploads/2021/10/3-Process-Flow-For-Programme-Registration.pdf Training Providers are required to state the Course Title with “MC” tagging, followed by the Course Title during course registration. E.g. (MC) Certified Cyber Security Professional
9.2.3	Microcredential Course Commencement	A link will be emailed to training providers and trainees prior to the training commencement. Respective parties are to fill up the required information in the given link.
9.2.4	Microcredential Course Completion	Training providers are required to submit the final assessment report of the trainees via the link provided for HRD Corp verification purposes.
9.2.5	Digital Certification	Upon verification on the final assessment report, digital certification will be awarded by HRD Corp to trainees who have successfully demonstrated the required competencies.

10.0 **HRD CORP MICROCREDENTIAL COURSE RECOGNITION**

10.1 **MQA Recognition**

Nature of Microcredential	Components of the Accredited Programme (Single HEP)	Components of the Accredited Programmes (Multiple HEPs)	Stand-alone Courses (HRD Corp Training Providers)
Credit transfer upon completion of HRD Corp Microcredential Courses.	Since all Microcredential courses are components of the accredited HEP programmes, all course credits including credit transfers will move trainees towards 100% completion of the programmes.	Credit transfers (subject to credit transfer policies of HEPs) are allowed for a maximum of 70% of the credits in the programme. The awarding HEPs can determine the 30% requirements to be fulfilled by trainees and the mode of delivery of the prescribed programme.	Credit transfers up to 30% in an accredited programme, subject to APEL C, Q or MOOC guidelines.

10.2 DSD Recognition

Nature of Microcredential	Components of the Accredited Programme (Single AC under DSD)	Components of the Accredited Programmes (Multiple ACs under DSD)	Stand-alone Courses (HRD Corp Training Providers)
Credit transfer upon completion of HRD Corp Microcredential Courses.	Since all the Microcredential courses are components of the National Occupational Skills Standard (NOSS) under Malaysian Skills Certification, all course credits including credit transfers will move trainees towards 100% completion of the programmes.		Credit transfers up to 30% in an Accredited Programme, subject to DSD's Credit.

11.0 INSPECTION

11.1 HRD Corp inspectorate officers may conduct verification visits to the training venue and/or to the employer premise(s) to verify on the compliance and trainee authenticity of training and trainers. During the visit, trainee(s), employer(s) and approved trainer(s) shall give their fullest cooperation.

11.2 During the verification process, all related documents such as trainee attendance form, acknowledgement letter from HRD Corp are to be provided for verification purposes. HRD Corp inspectorate officers will be given the authority to do the necessary for inspection measures which include interviewing trainees and taking photographs and/or video recording of the classes' session.

- 11.3 If the trainees are not present in the classroom during the inspection, the attendance form of the trainee will be marked as absent. The marked trainee attendance form must be attached together with the claim form during the submission. Failure to provide the original trainee attendance and claim form will cause the claim to be queried.
- 11.4 Approved Training Providers must ensure the staff is capable to assist HRD Corp's officers in-charged during the verification visit and always be available at the training venue.
- 11.5 For online training, verification will be conducted through an online platform. Links of online classes should be emailed to inspectorate@hrdcorp.gov.my 24 hours before training commences.
- 11.6 HRD Corp reserves its rights to restrict any future engagement or suspend the approved training provider if there is evidence or reasonable cause to believe that there is any breach of guideline or misleading statement(s) submitted to HRD Corp.

12.0 TRAINING EFFECTIVENESS EVALUATION (HRD-TEE)

- 12.1 HRD-TEE is a holistic approach in assessing specific measures for training courses and schemes divided into two (2) different assessments: Output and Outcome.
- 12.2 **Output Assessment:**
 - i. The purpose of this Output Assessment is to assess the immediate reaction and to obtain feedback from the trainees on the attended course.
 - ii. The training provider/trainer must facilitate and ensure all trainees enrolled in Microcredential courses fill up the Training Effectiveness Evaluation section on the final day of the course. This is a requirement that all approved training providers must adhere to. Failure to comply with this requirement may affect the approval of future applications to HRD Corp.

12.3 Outcome Assessments:

- i. The purpose of the outcome assessment is to assess the **actual understanding and application** after the training.
- ii. Issued to trainees at least six (6) months (max 5 years) after the course ended to measure the achievement level of desired objectives of the scheme through identified leading indicators/learning objectives.
- iii. HRD Corp will send the assessment link via email/dedicated platform to all trainees and recommend completing the assessment within the stipulated timeline.
- iv. Training provider/trainer **must ensure that trainees' particulars and contact details, especially email addresses stated in course registration are valid.**

13.0 RECORD MANAGEMENT AND MAINTENANCE

- 13.1 HRD Corp-registered Training Providers are required to safeguard and maintain the trainees' records such as course attendance assessment, course work and course completion information for the minimum duration of seven (7) years from the date of the Microcredential Course completion for reference purposes.

14.0 AMENDMENTS

- 14.1 HRD Corp reserves the right to change or amend this guideline to strengthen the implementation of the HRD Corp Microcredential Initiative. Approved training providers, including the HRD Corp registered employers will be notified of any changes made to strengthen the implementation of HRD Corp Microcredential initiative

ABBREVIATION

HRD Corp	Human Resource Development Corporation
MC	Microcredential
KSA	Knowledge, Skill and Attitude
CLO	Course Learning Outcome
MQA	Malaysian Qualifications Agency
DSD	Department of Skills Development
MyCoID	My Company Identification
e-TRiS	Electronic Transformation Information System
MiCAS	Microcredential Course Acknowledgement System
HEP	Higher Education Provider
AC	Accredited Centre
APEL C	Accreditation of Prior Experiential Learning for Credit Award
APEL Q	Accreditation of Prior Experiential Learning for Award of Academic Qualification
MOOC	Massive Open Online Courses
NOSS	National Occupational Skills Standard
HCC	HRD Corp Claimable Courses