



## Frequently Asked Questions (FAQs) HRD Corp Trainers' Development Framework (HRD-TDF)

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### 1. What is HRD Corp Trainers' Development Framework (HRD-TDF)?

The HRD-TDF is an initiative designed specifically to uphold the quality of training conducted under the various HRD Corp schemes. This initiative is to create a pool of competent Trainer professionals through the implementation of a quality baseline standard for active trainers under HRD Corp which aims to support the human capital needs of the nation.

### 2. Why is HRD Corp implementing Trainers' Development Framework (HRD-TDF)?

- Ensure all active trainers under HRD Corp are able to meet a baseline quality standard; and
- Ensure all trainers under HRD Corp remain ACTIVE and continuously develop themselves throughout their training career.

### 3. Who is the intended target group for this initiative ?

The target group for this initiative are all trainers conducting training under the various HRD Corp schemes as follows:

- I. **Employer grant schemes such as:**
  - a) HRD Corp Claimable Courses.
- II. **Strategic Initiative schemes**
- III. **Any other HRD Corp schemes, which may be introduced from time to time.**

### 4. What is the planned date for the full implementation of the HRD-TDF?

The full implementation of the HRD-TDF were supposed to be on 1st January 2023, it has been rescheduled. Starting 1st January 2025, **ONLY HRD Corp Accredited Trainers** will be allowed to conduct training under the various HRD Corp schemes.



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### 5. What will happen to the trainers who have obtained the HRD Corp Accredited status before 1st January 2024?

In accordance with the Training provider Circular 1/2023, Trainers accredited before 1st January 2024, remain recognized as HRD Corp Accredited Trainers. Furthermore, trainers accredited before 1st January 2024, will receive additional extension. Please refer to the schedule below for details on the extension:

| No. | Accreditation Years | Actual Validity Period | Extended Validity Period |
|-----|---------------------|------------------------|--------------------------|
| 1.  | 2021                | 2021 – 2024            | 2021 – 2027              |
| 2.  | 2022                | 2022 - 2025            | 2022 - 2027              |
| 3.  | 2023                | 2023 - 2026            | 2023 - 2027              |

Please be informed that the accreditation renewal date is based on the certificate's issuance date. We have provided a few samples below for your reference.

Scenario 1:

#### **Trainer Accredited in 2021**

| Before Extension                                            | After Extension                                              |
|-------------------------------------------------------------|--------------------------------------------------------------|
| 3 <sup>rd</sup> January 2021 – 3 <sup>rd</sup> January 2024 | 3 <sup>rd</sup> January 2021 – 3 <sup>rd</sup> January 2027  |
| Current Accreditation Certificate                           | Inclusive of additional extension period granted by HRD Corp |

Scenario 2:

#### **Trainer Accredited in 2022**

| Before Extension                                          | After Extension                                              |
|-----------------------------------------------------------|--------------------------------------------------------------|
| 29 <sup>th</sup> March 2022 – 29 <sup>th</sup> March 2025 | 29 <sup>th</sup> March 2022 – 29 <sup>th</sup> March 2027    |
| Current Accreditation Certificate                         | Inclusive of additional extension period granted by HRD Corp |



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### 6. Which trainers are exempted from the requirement of being HRD Corp Accredited Trainers, as outlined in the HRD-TDF?

The following trainers are exempted from the requirement of being HRD Corp Accredited Trainers:

- i. Inhouse training that is conducted by the organisation's internal trainer
  - ii. Speakers who deliver at seminars and conferences.
  - iii. Foreign-based visiting trainers who conduct less than five (5) training sessions in a year.
  - iv. Officers from government and statutory bodies who conduct training based on respective subject matter area of expertise.
  - v. Subject matter experts (SME) who are appointed by government bodies where they are only allowed to conduct courses within their SME scope.
- Trainers who apply for HRD-TDF Exemption are permitted to conduct training only within their designated exemption area. Trainers will not be permitted to conduct training outside of their specified exemption area.
  - Only trainers who fall under category overseas based trainer, internal trainer, seminar & conference speakers can proceed to grant application without the need to register in TDMS and obtain the HRD-TDF Exemption this is inline with the current procedure and mechanism.
  - To apply for HRD-TDF Exemption, please email your request to [tdu@hrdcorp.gov.my](mailto:tdu@hrdcorp.gov.my) to request for the exemption option.

### 7. How are trainers classified under the HRD-TDF?

Trainers under the HRD-TDF are categorized into four groups:

- i. **TTT Certified Trainer:** Trainers who successfully complete the five-day HRD Corp Train-The-Trainer (TTT) certification course and are certified by TTT lead trainers.
- ii. **TTT Exempted Trainer:** Trainers who obtain exemption from the TTT course based on certification, qualification, or experience.
- iii. **HRD Corp Accredited Trainer:** Trainers who undergo a successful accreditation process, achieved through either assessment or activity methods.



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- iv. **HRD Corp Pre-Accredited Trainer:** All newly TTT Certified/Exempted Trainers will be given a 6 month grace period for them to obtain the accreditation status. During this period, the trainers can still conduct training within HRD Corp landscape. Upon expiry of 6 month grace period, the status of the trainer will be automatically revert to "Certified" trainer. As such, the trainer will not be able to conduct training under HRD Corp landscape.

### 8. How can trainers become HRD Corp Accredited Trainers?

Trainers can become HRD Corp Accredited Trainers through two methods:

#### i. **Accreditation by Assessment**

TTT Certified or TTT Exempted Trainers who obtained the accreditation through an assessment process will be evaluated by panels appointed by HRD Corp and recognized as HRD Corp Accredited Trainer.

#### ii. **Accreditation by Activity**

TTT Certified or TTT Exempted Trainers who obtained accreditation based on the activity method is deemed competent upon completion of 120 hours of training within the required timeline will be recognized as HRD Corp Accredited Trainers.

### 9. Who is eligible for Accreditation by Activity according to HRD-TDF?

Accreditation by Activity is applicable only for TTT Certified and TTT Exempted Trainers who received their certifications before 1st January 2021.

### 10. What are the criteria for being recognised as an HRD Corp Accredited Trainer through Accreditation by Activity?

Trainers are required to accumulate 120 hours of training within 12 calendar months in order to consider for HRD Corp Accredited Trainers. Trainers can choose to apply for accreditation by activity anytime during the grace period if they have sufficient supporting documentation required to prove the 120 hours accumulated beginning from 1st January 2018 to date.



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### 11. Who is eligible for Accreditation by Assessment according to HRD-TDF?

Accreditation by Assessment is available for all TTT Certified and TTT Exempted Trainers certified after 1st January 2021, as well as for existing trainers who couldn't fulfil the required training hours for Accreditation by Activity.

### 12. What are the criteria for being recognized as an HRD Corp Accredited Trainer through Accreditation by Assessment?

Trainers who apply to complete the accreditation by assessment are required to submit a video demonstrating an actual face-to-face session for the evaluation of a panel to assess the trainer's competencies.

### 13. What is the validity period for HRD Corp Accredited Trainers, and what is required for them to extend their accreditation?

HRD Corp Accredited Trainers have a **validity period of three (3) years**, and to renew their accreditation, trainers need to accumulate a total of 360 training hours within this three-year (3) period. However, trainers failing to meet the required training hours for renewal purposes are allowed to select the option for accreditation by assessment to renew their validity.

### 14. Where do I apply for Accreditation?

Accreditation applications are processed through the Trainer's Development Management System (TDMS), 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 (HRD-TDF) which focuses on the quality of the trainer's competency in delivering training effectively.

Kindly refer to <https://trainers.hrdcorp.gov.my/login>.



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### 15. What do I need to know about the HRD-TDF Implementation

#### Course Registration

- i. Training Provider need to ensure that before proceeding with the course registration in e-TRiS system, the trainer must be an **Accredited Trainer, Pre-Accredited or HRD-TDF Exempted Trainer**
- ii. Any application that includes a trainer without the aforementioned status will result in the course registration being queried.

#### Grant Application

- i. The Employer must ensure that the trainers must be **Accredited Trainer, Pre-Accredited Trainer or HRD-TDF Exempted trainer** before proceed with the grant application.
- ii. Any application that includes a trainer without the aforementioned status will result in the grant application being queried.

### 16. Who should I contact for queries in regard to HRD-TDF initiative?

HRD Corp's TDF Support Team:

Call Centre: 1800-88-4800

Email: [vmddsupport@hrdcorp.gov.my](mailto:vmddsupport@hrdcorp.gov.my)

HRD Corp's TDF Information Library:

<https://linktr.ee/hrdtdf>

Walk-in inquiries to HRD Corp Head Quarters:

| Day               | Operational Hours | Break              |
|-------------------|-------------------|--------------------|
| Monday – Thursday | 8.30 AM – 5.30 PM | 1.00 PM – 2.00 PM  |
| Friday            |                   | 12.15 PM – 2.45 PM |
| Saturday & Sunday | Closed            |                    |