



HUMAN RESOURCE DEVELOPMENT CORPORATION

IMPLEMENTATION GUIDELINE

HRD Corp Trainers' Development Framework (HRD-TDF)

VERSION 6
January 2025

1.0 PURPOSE

- 1.1. The purpose of this guideline is intended to notify stakeholders about the enhancement of current procedures and the implementation mechanism of the Human Resources Development Corporation Trainers' Development Framework (HRD-TDF) that is to be effective from 1st January 2025.

2.0 OBJECTIVE

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

- 2.2. The objectives of HRD-TDF are to:

- i. Ensure all active trainers under HRD Corp meet a competency standard required by HRD-TDF; and
- ii. Ensure all trainers under HRD Corp remain ACTIVE and continuously develop themselves throughout their training career.

3.0 TARGET GROUP

- 3.1. The target group for this initiative consists of 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 such as Program Latihan Madani & others;
- iii. Any other HRD Corp schemes, which may be introduced from time to time.

4.0 DEFINITION

- 4.1. Under the HRD-TDF, trainers will be categorised as follows:

4.1.1. TTT Certified Trainer

Trainers who have successfully completed the five (5) days of the HRD Corp Train-The-Trainer (TTT) certification course will be recognised as **TTT Certified Trainers**.

4.1.2. **TTT Exempted Trainer**

Trainers who have successfully obtained an exemption for the TTT course based on certification, qualification or experience will be recognised as **TTT Exempted Trainers**.

4.1.3. **HRD Corp Accredited Trainer**

TTT Certified/Exempted Trainers who have undergone the accreditation process successfully will be recognised as **HRD Corp Accredited Trainers**.

4.1.4. **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.

5.0 HRD-TDF IMPLEMENTATION

5.1. The HRD-TDF implementation will be effective from 1st January 2025.

5.2. Beginning 1st January 2025, all TTT Certified/Exempted trainers will be subjected to the accreditation requirement.

5.3. The accreditation process will be carried out online through the Trainer's Development Management System (TDMS) for all TTT Certified/Exempted Trainers. The link for the system can be accessed at: <https://trainers.hrdcorp.gov.my/login>

5.4. There are two (2) methods to obtain this accreditation:

5.4.1. **Accreditation by Activity**

Applicable only for trainers who are TTT Certified/Exempted before 1st January 2021 (**Refer to item 6.0**).

5.4.2. **Accreditation by Assessment**

Applicable for trainers who are TTT Certified/Exempted after 1st January 2021 and for trainers who could not meet the required training hours for Accreditation by Activity (**Refer to item 7.0**).

5.5. The pre-requisites for accreditation are:

5.5.1 The trainer must be a TTT Certified/Exempted Trainer.

5.5.2 All TTT Certified/Exempted trainers must register their profiles via TDMS portal

5.6. The submission criteria for accreditation are as follows:

- i. **Participants:** Individuals aged 18 years old and above;
- ii. **No. of Participants:** Minimum two (2), Maximum twenty-five (25) for technical training or fifty (50) for soft skills training ;
- iii. **Training duration:** Minimum of four (4) hours;
- iv. **Training courses:** Conducted under HRD Corp schemes, internal training within organisation or any other trainings can be considered as submission for accreditation;
- v. **Mode of training:** Face to face Only

5.7. All the supporting documents are required to be uploaded on the TDMS as PDF files with a maximum size of 10MB. It is necessary for trainers to retain hardcopy of supporting documents as HRD Corp reserves the rights to request for the original documents for verification purposes.

5.8. Trainers who have successfully completed the accreditation process will be awarded the **HRD Corp Accredited Trainer** status with a validity of three (3) years.

6.0 ACCREDITATION BY ACTIVITY

6.1 Trainers are required to complete 120 hours of training within twelve (12) continuous months to be eligible for accreditation by activity starting 1st January 2018 onwards.

6.2 Submission of training hours for accreditation by activity will be through TDMS and trainers are required to attach a **minimum of two (2)** supporting documents from the list below:

- i. Attendance form of participants for all training dates declared in TDMS;
- ii. Feedback form of all participants in the training;
- iii. Acknowledgement letter from Training Providers/ Employers to Trainer with company letterhead;
- iv. Additional requirement for Team Building Programme :
 - a. Course Outline & Session Plan (**Refer to <https://linktr.ee/hrdtdf>**)
 - b. Mandatory to have a ratio of 50:50 indoor and outdoor activities
- v. Proof of payment from Training Providers/ Employers to Trainer for the training conducted;

6.3 Trainers are required to make the Accreditation by Activity fee of **RM 60** through the TDMS system at the point of submission.

6.4 The Accreditation by Activity review process shall take a maximum of **one (1) months**, subject to any queries.

7.0 ACCREDITATION BY ASSESSMENT

7.1 Trainers are required to demonstrate their competencies in an actual training for the purpose of Accreditation by assessment.

7.2 Submission of accreditation by assessment will be through TDMS and the following supporting documents are to be attached:

- i. Course Outline (**Refer to template in <https://linktr.ee/hrdtdf>**)
- ii. Session Plan (**Refer to template in <https://linktr.ee/hrdtdf>**)
- iii. Presentation slides
- iv. Please provide **any one (1)** of the following document:
 - Attendance form of participants for all training dates declared in TDMS;
 - Feedback form of all participants in the training;
 - Acknowledgement letter from Training Providers/ Employers to trainer with company letterhead;
- v. Link to Video URL (**Refer to Appendix A**)

7.3 The Trainers are required to make the Accreditation by Assessment fee of **RM 150** through the TDMS system at the point of submission.

7.4 The Accreditation by Assessment review process shall take a maximum of **two (2) months**, subject to any queries.

8.0 HRD-TDF EXEMPTION

8.1. The accreditation requirement is **exempted** for:

- i. Inhouse training that is conducted by the organisation internal trainer;
- ii. Seminar & Conference speakers;
- iii. Foreign-based visiting trainers who conduct less than five (5) training sessions in current year;
- iv. Officers from government and statutory bodies who are still in service and conduct trainings based on their respective area of expertise;

- v. Subject Matter Experts (SME) who are appointed by the government bodies or relevant associations where they are only allowed to conduct courses within their SME scope;
- 8.2. 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.**
- 8.3. Only trainers who fall under category **oversea 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.
- 8.4. To apply for HRD-TDF Exemption, please email us at tdu@hrdcorp.gov.my to request for the exemption option.

9.0 RENEWAL PROCESS

- 9.1. The HRD Corp Trainers' Accreditation is valid for three (3) years, and they will need to renew their accreditation to extend the validity.
- 9.2. Trainers will be required to accumulate a total of 360 hours of training within three (3) years of their validity period prior to renewal.
- 9.3. Trainers' accreditation renewal process **(Refer item 6.0)**.
- 9.4. Trainers who do not meet the criteria for accreditation renewal may opt for Accreditation by Assessment **(Refer to item 7.0)**.
- 9.5. Trainers are required to submit their renewal **application at least three (3) months before** the expiry date of accreditation validity.

10.0 AMENDMENTS

- 11.1. HRD Corp may change or amend this guideline from time to time. Trainers and Training Providers will be notified of the relevant changes to strengthen the implementation of the HRD-TDF.

APPENDIX A

HRD CORP TRAINERS' DEVELOPMENT FRAMEWORK VIDEO SUBMISSION FOR ASSESSMENT

REQUIREMENT SPECIFICATIONS

Trainers who apply to complete the accreditation by assessment are required to submit a video demonstrating their competencies during an actual training session. The training session should be conducted in **Bahasa Malaysia or English only**.

The requirement specifications of the video submission are as follows:

1. The video should be of sufficient resolution so that the facial expressions of the trainer are visible. (minimum: 480p resolution)
2. The audio quality of the video must be clear.
3. The video must show the trainer being in action that includes parts of the participants' involvement. For this to be captured, trainers are recommended to shot the video from the back of the training room. **(Refer to Appendix B)**
4. The trainer must obtain the consent of the clients and participants to utilise the video for assessment purpose.
5. The video should include three (3) sessions of the training class which are:
 - a. The opening of Module 1 covering the introduction, ice-breaking and the beginning of the actual training **(Estimated 30 minutes)**
 - b. Subsequently, another complete module from the remaining of the same training session. **(Estimated 60 minutes)**
 - c. A concluding summary or recap of the entire training session that will enhance the participants' learning outcomes. **(Estimated 30 minutes)**
 - d. The total duration of the video must be minimum 2 hours
6. The trainer competencies will be assessed based on the components listed on **Appendix C**.
7. The video should be saved into an online hosting site (eg. Youtube, Dropbox, Google Drive etc.). Only the link should be submitted for the assessment.

APPENDIX B

SAMPLE OF VIDEO RECORDING FOR ACCREDITATION BY ASSESSMENT

- This is a sample of a good video recording that HRD Corp encourage trainers to create.
- The video recording device should be placed at the back of the classroom, ensuring that the trainer and their slides are visible.
- Additionally, kindly ensure that at least 70% of the total participants are visible in the recording.



APPENDIX C

TRAINER'S COMPETENCIES ASSESSMENT COMPONENT

1. Course Outline:

Assess whether the trainer provides a detailed and clear course outline that includes relevant modules and submodules, arranged in a logical and effective sequence of flow.

2. Session Plan:

- Ability to create a structured plan for training session, with clear objectives, resources or training aid used and a logical flow of contents to facilitate participant understanding.

3. Content Design

- Evaluate the trainer's ability to consistently use professional templates, design, layout, tools, and effective spacing to create high-quality, clear content that enhances understanding.

4. Opening

- Evaluate trainer's introductory activity or icebreaker for engaging participants related to the training.

5. Learning Outcomes

Assess whether the trainer clearly states the intended learning outcomes of the training session and aligns them with the content and objectives.

6. Trainers Delivery

- Assess trainer's effectiveness in delivering training through effective eye contact, posture, gesture and voice modulation.

7. Q&A Management

- Evaluate trainer's ability in addressing participants' questions, and being skilled at encouraging questions, while responding clearly and accurately.

8. Trainers Interaction

- Assess trainer's interaction with the participants through open-ended questions, group discussions, feedback, and other interactive activities.

9. Learning Activity & Debriefing

- Evaluate trainer's ability to use learning activities and debriefing for reinforcing key learning points in facilitating learning outcomes.

10. Session Summary

- Assess whether the trainer provides a summary or recap of the training session's key points to reinforce learning.
- Evaluate trainer's ability to review learning outcomes of training session and assess level of achievement.

LIST OF ABBREVIATIONS

1	HRD Corp	Human Resources Development Corporation
2	HRD – TDF	Human Resources Development Corporation – Trainers Development Framework
3	TTT	Train-The-Trainer
4	TDMS	Trainers Development Management System
5	HRD –TEE	Human Resources Development Corporation – Training Effectiveness Evaluation