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EMPLOYERS CIRCULAR NO. 6/2019
IMPLEMENTATION OF HRDF TRAINERS' DEVELOPMENT FRAMEWORK

1. PURPOSE

1.1 The purpose of this Circular is to inform all Human Resources Development Fund (HRDF) registered Employers on the implementation of the HRDF Trainers' Development Framework (HRDF-TDF) which will be effective from 1st January 2020.

2. BACKGROUND

- 2.1 Trainers are important in all human capital development activities as the success of training depends on the ability of trainers to design and deliver their content effectively. High quality trainers assure successful transfer of knowledge and skills to their learners. This contributes to much better training value in terms of learners satisfaction as well as meeting training outcomes for the employers.
- 2.2 In view of this, HRDF has introduced the HRDF-TDF to ensure continuous improvement of HRDF certified and accredited Trainers. The implementation of HRDF-TDF will create a pool of competent and skilled Trainer professionals. This will support the human capital development needs of the nation through better quality and more effective training delivery.

3. OBJECTIVES

- 3.1 The objectives of HRDF-TDF are as follows:
- Ensure all active trainers under HRDF meet a baseline quality standard; and
 - Ensure all trainers under HRDF remain ACTIVE and continue to develop themselves throughout their training career.

PEKERJA BERKEMAHIRAN, PENERAJU KECEMERLANGAN NEGARA



4. IMPLEMENTATION TIMELINE OF HRDF-TDF

- 4.1 The HRDF-TDF will be effective on 1st January 2020 and fully as of 1st January 2023
- 4.2 Starting from year 2020, all new TTT Certified Trainers and TTT Exempted Trainers will be subject to the HRDF-TDF.
- 4.3 However, the Existing TTT Certified Trainers and TTT Exempted Trainers will be given a grace period of 3 years from 1st January 2020 till 31st December 2022 to comply with the HRDF-TDF.

5. IMPLEMENTATION PLAN OF HRDF-TDF

- 5.1 In order to achieve the objectives of HRDF-TDF, only HRDF Accredited Trainers will be allowed to conduct training under the various HRDF schemes.
- 5.2 However, the following trainers will be exempted for this requirement:
 - i. Internal trainers conducting training within their companies for their co-workers;
 - ii. Government officers conducting training for government departments and agencies; and
 - iii. Foreign based visiting trainers.
- 5.3 In line with the implementation timeline detailed in Section 4, this requirement will be rolled out in phases as follows:
 - i. All trainers obtaining TTT Certified Trainer and TTT Exempted Trainer status after 1st January 2020 must become HRDF Accredited Trainers in order to conduct training under various HRDF schemes.
 - ii. All trainers who obtained TTT Certified Trainer and TTT Exempted Trainer status before 1st January 2020 will be given a 3-year grace period to become HRDF Accredited Trainers. As such, they can continue to conduct training under HRDF throughout this grace period.
- 5.4 As of 1st January 2023, only HRDF Accredited Trainers will be allowed to conduct training under HRDF.

- 5.5 Trainers need to successfully complete the accreditation process in order to obtain HRDF Accredited Trainer status. There are 2 options to the Accreditation process which are:
- i. Accreditation by Assessment - for all TTT Certified and TTT Exempted Trainers after 1st January 2020; and
 - ii. Accreditation by Activity - only for TTT Certified and TTT Exempted status accomplished before 1st January 2020.

6. CONCLUSION

- 6.1 Starting from 1st January 2020 onwards, the HRDF-TDF will be implemented for all current and new TTT Certified Trainers and TTT Exempted Trainers.
- 6.2 For clarification and assistance, kindly contact Trainer Development Unit at tdu@hrdf.com.my.

Thank you.

**PEOPLE, PROWESS, PROGRESS
PEKERJA AMANAH ASPIRASI NEGARA**

With regards,



**ELANJELIAN VENUGOPAL
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PEMBANGUNAN SUMBER MANUSIA BERHAD**

FREQUENTLY ASKED QUESTIONS: HRDF TRAINERS' DEVELOPMENT FRAMEWORK

A. GENERAL

1. WHAT IS HRDF TRAINERS' DEVELOPMENT FRAMEWORK (HRDF-TDF) INITIATIVE?

The HRDF-TDF is an initiative specifically designed to safeguard the quality of training conducted under the various HRDF schemes. This is done by ensuring that all active trainers under HRDF meet a required quality baseline standard to create a pool of competent and skilled Trainer professionals. This will support the human capital development needs of the nation through better quality and more effective training.

2. WHO ARE THE TARGET GROUP FOR THE HRDF-TDF?

The target group for this initiative are trainers who conduct training under the various HRDF schemes which include the following:

i. **Employer grant schemes such as:**

- a. Skim Bantuan Latihan (SBL);
- b. Skim Bantuan Latihan Khas (SBL KHAS); and
- c. Skim Latihan Bersama (SLB).

ii. **Strategic Initiative schemes such as:**

- a. Industry Certification (INDCERT);
- b. Graduate Enhancement Programme for Employability (GENERATE 2.0);
- c. SLDN- Apprenticeship; and
- d. Housewives Enhancement and Reactivate Talent Scheme (HEARTS).

iii. Any other schemes which may be introduced in future.

3. HOW WILL TRAINERS BE CATEGORISED UNDER THE HRDF-TDF?

Under the HRDF-TDF, trainers will be categorised as follows:

i. **TTT Certified Trainers**

Trainers who successfully complete the HRDF Train-the-Trainer (TTT) certification course will be known as TTT Certified Trainers.

ii. **TTT Exempted Trainers**

Trainers who successfully obtain an exemption for the TTT course will be known as TTT Exempted Trainers.

iii. **HRDF Accredited Trainers**

TTT Certified or TTT Exempted Trainers who successfully go through the accreditation process will be known as HRDF Accredited Trainers.

4. WHEN WILL THE HRDF-TDF BE EFFECTIVE?

The HRDF-TDF will be effective on 1 January 2020 and fully as of 1 January 2023.

B. IMPLEMENTATION

5. WHAT WILL HAPPEN TO THE EXISTING TRAINERS ONCE THE HRDF-TDF HAS BEEN IMPLEMENTED?

Existing TTT Certified Trainers and TTT Exempted Trainers will be given a grace period of 3 years from 1 January 2020 till 31 December 2022 to comply with the HRDF-TDF. As such, they can continue to conduct training under HRDF throughout this grace period which expires on **31 December 2022**. After then, however, only HRDF Accredited Trainers can conduct training under the HRDF schemes.

6. IF I BECOME A TTT CERTIFIED/EXEMPTED TRAINER AFTER 1 JANUARY 2020, CAN I CONDUCT TRAINING UNDER HRDF?

In order to achieve the objectives of the HRDF-TDF, all trainers obtaining TTT Certified Trainer and TTT Exempted Trainer status after 1 January 2020 must become HRDF Accredited Trainers to conduct training under HRDF.

7. DOES THE FEE FOR TTT COURSE CHANGE AFTER THE IMPLEMENTATION OF HRDF-TDF?

The course fee for HRDF TTT course will be maintained at RM2,500 to encourage more participants to be certified and accredited as HRDF Trainers. However, with the implementation of HRDF-TDF, there would be an additional cost for the assessment process. Thus, the total fee for the TTT course is RM2,788 inclusive of SST.

8. DO I NEED TO BE A HRDF ACCREDITED TRAINER TO CONDUCT TRAINING IN MALAYSIA?

The HRDF Trainer accreditation only applies to the various schemes under HRDF. However, the following trainers are exempted for this requirement:

- i. Internal trainers conducting training within their companies for their co-workers;
- ii. Government officers conducting training for government departments and agencies; and
- iii. Foreign-based visiting trainers.

9. HOW DO I BECOME A HRDF ACCREDITED TRAINER?

Trainers need to successfully complete the accreditation process in order to obtain HRDF Accredited Trainer status. There are 2 options to the Accreditation process which are:

- i. **Accreditation by Assessment** - for all TTT Certified and TTT Exempted Trainers after 1 January 2020; and
- ii. **Accreditation by Activity** - only for TTT Certified and TTT Exempted status accomplished before 1 January 2020.

C. ACCREDITATION BY ASSESSMENT

10. WHAT ARE THE REQUIREMENTS TO BECOME QUALIFIED FOR THE ASSESSMENT PROCESS?

The assessment method for accreditation is available for all TTT Certified and TTT Exempted Trainers. The pre-requisites for a Trainer to apply for this assessment are:

- i. A trainer must be either a TTT Certified or TTT Exempted Trainer.
- ii. A trainer must EITHER have a skill/academic qualification (Level 3 and higher) OR have at least 3 years' of working experience.

11. HOW DO I APPLY FOR ASSESSMENT?

Trainers are required to submit an application for assessment via HRDF' Trainer Development Management portal. Online assessment application must be completed with the following supporting documents:

- i. Course outline;
- ii. Lesson planning including scheduling;
- iii. Presentation slides;
- iv. Attendance form;
- v. Feedback forms of participants; and
- vi. A video recording of the training.

12. DO I NEED TO BE PRESENT PHYSICALLY FOR THE ASSESSMENT?

The entire assessment is designed to be done online, so trainers are not required to be present physically.

13. WHO WILL BE THE ASSESSORS AND HOW WILL I BE ASSESSED?

Trainers will need to demonstrate their competence as a trainer in a real training situation. As such, all materials submitted must be from an actual training session conducted by the trainer. Assessment will be executed in 2 phases as follows:

- i. **Phase 1 will gauge the competence of the trainer in:**
 - a. Design Competency-Based Training Programme
 - b. Assess Participant's Competency

This part of the assessment will be done by the Trainer Development Unit.

- ii. **Phase 2 will gauge the competence of the trainer in:**
 - a. Conduct a Competency-Based Training Programme

This part of the assessment will be done by a panel of HRDF TTT Lead Trainers.

14. DO I NEED TO PAY FOR THE ASSESSMENT FOR ACCREDITATION PROCESS?

- i. Trainers who attend TTT course are exempted to make any payments for the assessment process as the payment was charged upfront in the TTT course fee.
- ii. Trainers who are exempted TTT are required to pay RM150 for the assessment for the accreditation process.

D. ACCREDITATION BY ACTIVITY

15. CAN I APPLY FOR ACCREDITATION BY ACTIVITY INSTEAD OF THE ASSESSMENT?

The accreditation by activity method is only available for trainers who are TTT Certified and TTT Exempted before 1 January 2020.

16. WHAT IS NEEDED FOR ACCREDITATION BY ACTIVITY?

Trainers certified or exempted TTT before 1 January 2020 will need to conduct an accumulated 120 hours of training within a 12-month period in order to become HRDF Accredited Trainers via this method. This process will only consider the training conducted after 1 January 2017.

17. I'VE CONDUCTED NUMEROUS TRAINING PROGRAMMES FOR BOTH HRDF REGISTERED COMPANIES AND NON-HRDF REGISTERED COMPANIES. CAN THESE BE COUNTED INTO THE 120 HOURS OF TRAINING TO ENABLE A TRAINER TO BE ACCREDITED?

Any training that meets the HRDF requirements can be considered for the claimable training hours, regardless it is conducted under the various HRDF schemes or outside of HRDF. The HRDF requirements are as follows:

- i. The participants are adults;
- ii. Participants: Minimum 2 nos., Maximum 25 nos. for technical training or 35 nos. for soft skills training if single trainer; and
- iii. Duration: Minimum of 4 hours.

18. HOW DO I APPLY FOR ACCREDITATION BY ACTIVITY METHOD?

Trainers are required to update information on training conducted for accreditation purpose via HRDF Trainer Development Management portal. The information updated on the portal must be completed with documentary proof which may consist of the following:

- i. Completed attendance sheet with contact details of participants;
- ii. Contact details of the clients;
- iii. Letter of award (or similar) from the client; and
- iv. Invoice to the client.

19. DO I NEED TO SUBMIT THE HARDCOPY OF SUPPORTING DOCUMENTS TO HRDF?

All the supporting documents need to be uploaded to the online application. Trainers are required to keep the hardcopy of supporting documents and HRDF reserves the right to request for the original documents for verification purposes.

E. VALIDITY AND RENEWAL

20. IS THERE ANY VALIDITY PERIOD FOR HRDF ACCREDITATION?

Trainers who successfully complete the assessment or accreditation by activity will become a HRDF Accredited Trainer with a validity of 3 years. Trainers are required to apply for renewal every 3 years to maintain their status as HRDF Accredited Trainer.

21. DO I NEED TO GO THROUGH THE ASSESSMENT PROCESS AGAIN FOR RENEWAL?

No, Trainers are not required to go through the assessment process again. Trainers will need to conduct an accumulated 360 hours of training within their 3-years validity period in order to renew their accreditation. Trainers who have successfully completed the renewal will extend their validity as HRDF Accredited Trainer for 3 years.

22. WHAT HAPPENS IF THE TRAINERS FAIL TO CONDUCT TRAINING FOR 360 HOURS WITHIN 3 YEARS OF VALIDITY?

Trainers who do not meet the required training hours for renewal can opt for reassessment to renew their validity.

23. DO I NEED TO PAY FOR THE ACCREDITATION/RENEWAL BY ACTIVITY PROCESS?

- i. HRDF certified/exempted trainers before 31 December 2019 are charged RM60 as a processing fee for the first time accreditation by completing 120 hours of training hours.
- ii. Accredited Trainers are required to renew their accreditation status every 3 years with a fee of RM60 by completing 360 hours of training hours.