



HUMAN RESOURCES DEVELOPMENT FUND

IMPLEMENTATION GUIDELINE

HRDF Trainers' Development Framework (HRDF-TDF)

**VERSION 2
14 May 2020**

1.0 PURPOSE

1.1. The purpose of this guideline is to inform stakeholders on the procedures and implementation mechanism of the Human Resources Development Funds Trainers' Development Framework (HRDF-TDF) which will be effective from 1st January 2021.

2.0 OBJECTIVE

2.1. 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.

2.2. The objectives of the HRDF-TDF are to:

- i. Ensure all active trainers under HRDF meet a baseline quality standard; and
- ii. Ensure all trainers under HRDF remain ACTIVE and continuously develop themselves throughout their training career.

3.0 TARGET GROUP

3.1. The target group for this initiative is all 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).
 - e. B40 Capacity Building (B40CaB)
- iii. Any other HRDF schemes, which may be introduced from time to time.

4.0 DEFINITION

4.1. Under the HRDF-TDF, trainers will be defined as follows:

4.1.1. **TTT Certified Trainer**

Trainers who successfully completed the five (5) days HRDF Train-The-Trainer (TTT) certification course and certified by TTT lead trainers are recognised as TTT Certified Trainers.

4.1.2. **TTT Exempted Trainer**

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

4.1.3. **HRDF Accredited Trainer**

Trainers who successfully went through the accreditation process will be known as HRDF Accredited Trainers. There are two (2) methods to acquire this accreditation:

i. **Accreditation by Assessment**

TTT Certified or TTT Exempted Trainers who obtained accreditation by assessment process are evaluated by HRDF appointed panels and certified as HRDF Accredited Trainer.

ii. **Accreditation by Activity**

TTT Certified or TTT Exempted Trainers who obtained accreditation by activity process are certified competent based on 120 hours of training completed within a year and recognised as HRDF Accredited Trainers.

5.0 IMPLEMENTATION TIMELINE

5.1. The HRDF-TDF will be effective from 1st January 2021.

5.2. Starting from year 2021, all new TTT Certified Trainers and TTT Exempted Trainers will be subject to the HRDF-TDF.

5.3. However, TTT Certified and TTT Exempted trainer before 1st January 2021 - will be given a grace period of three (3) years from 1st January 2021 till 31st December 2023 to comply with the HRDF-TDF.

6.0 IMPLEMENTATION PLAN

- 6.1. To achieve the objectives of the HRDF-TDF, only HRDF Accredited Trainers will be allowed to conduct training under the various HRDF schemes as defined in 3.1.
- 6.2. However, the following trainers will be exempted for this requirement:
- i. Internal trainers conducting training within their companies for their co-workers;
 - ii. Officers from government and statutory bodies who conduct training based on the respective organisation's area of expertise; and
 - iii. Foreign-based trainers who conduct less than five (5) training sessions in a year.
- 6.3 In line with the implementation timeline detailed in Section 5, this requirement will be rolled out in phases as follows:
- i. All the trainers obtaining TTT Certified Trainer and TTT Exempted Trainer recognition after 1st January 2021 must acquire HRDF Accredited Trainers status in order to conduct training under various HRDF schemes.
 - ii. All the trainers who obtained TTT Certified Trainer and TTT Exempted Trainer recognition before 1st January 2021 will be given a three (3)-year grace period to acquire HRDF Accredited Trainers status. As such, they are allowed to conduct training under HRDF throughout this grace period.
- 6.4 As of 1 January 2024, only HRDF Accredited Trainers will be allowed to conduct training under various HRDF schemes.
- 6.5 Trainers need to complete the accreditation process successfully to obtain HRDF Accredited Trainer status. There are two (2) options available to obtain the Accreditation: :
- i. Accreditation by Assessment - for all TTT Certified and TTT Exempted Trainers after 1st January 2021; and
 - ii. Accreditation by Activity - only for TTT Certified and TTT Exempted Trainers before 1st January 2021.

7.0 **ACCREDITATION BY ASSESSMENT PROCESS**

- 7.1. The assessment method for accreditation is available in Trainers Development Management System (TDMS) for all TTT Certified and TTT Exempted Trainers.
- 7.2. The pre-requisites for a Trainer to apply for this assessment are:
- i. All active trainers are required to register their trainers' profile under LATiH platform *latih.hrdf.com.my*.
 - ii. The trainer must be either a TTT Certified or TTT Exempted Trainer.
- 7.3 This assessment requires trainers to demonstrate their competence in five (5) areas of competencies as stated below :
- i. CT1: Plan adult learning
 - ii. CT2: Conduct training needs analysis (TNA)
 - iii. CT3: Design competency-based training course
 - iv. CT4: Conduct a competency-based training course
 - v. CT5: Assess participant's competence
- 7.4 Trainers will need to demonstrate their competence mentioned above in a real training situation for the purpose of Accreditation by assessment. As such, all materials submitted must be from an actual training session conducted by the trainer.
- 7.5 Trainers are required to submit application for accreditation via the HRDF Trainer Development Management System.
- 7.6 Submission of accreditation by assessment will be through an online form (PSMB/TDF/asmt/1/20) and attached with the following supporting documents:
- i. Link to Video URL
 - ii. Course outline
 - iii. Lesson planning and scheduling
 - iv. Presentation slides
 - v. Attendance form/Feedback forms of participants/ Acknowledgement letter from Training Provider or Employer (with letterhead)
- 7.7 The required specifications for the video recording are detailed in Appendix 1.

- 7.8 All the supporting documents need to be uploaded as PDF files on the Trainers Development Management System. Trainers are required to keep the hardcopy of supporting documents and HRDF reserves the rights to request for the original documents for verification purposes.
- 7.9 Any training that meets the HRDF requirements can be considered for the assessment process; regardless it's being conducted under the various HRDF schemes or outside of HRDF. The HRDF requirements are as follows:
- i. The participants are adults;
 - ii. Participants: Minimum two (2) nos., Maximum 25 nos. for technical training or 35 nos. for soft skills training if single trainer; and
 - iii. Duration: Minimum of four (4) hours.
- 7.10 Trainers who have successfully completed the assessment will acquire HRDF Accredited Trainer status with a validity of three (3) years.

8.0 CERTIFICATION BY ACTIVITY PROCESS

- 8.1. The accreditation by activity method is only available for trainers who are TTT Certified and TTT Exempted Trainers before 1st January 2021.
- 8.2. Trainers will need to conduct an accumulated 120 hours of training within 12 months in order to become HRDF Accredited Trainers via this method. This process will only consider the training conducted after 1st January 2018.
- 8.3. Any training that meets the HRDF requirements can be considered for the claimable training hours; regardless it's being conducted under the various HRDF schemes or outside of HRDF. The HRDF requirements are as follows:
- i. The participants are adults;
 - ii. Participants: Minimum two (2) nos. , Maximum 25 nos. for technical training or 35 nos. for soft skills training if single trainer; and
 - iii. Duration: Minimum of four (4) hours.
- 8.4. Trainers are required to submit application for accreditation via the HRDF Trainer Development Management portal.

- 8.5. Submission of training hours for accreditation by activity will be through an online form (PSMB/TDF/accr/1/20) and must be attached with minimum two (2) supporting documents from the list below:
 - i. Completed attendance sheet;
 - ii. Participant's feedback form using HRD;
 - iii. Offer letter/email from the employer/ Training Provider to Trainer; and
 - iv. Receipt/Payment Voucher from the Employer or Training Provider.
- 8.6. All the supporting documents need to be uploaded to the Trainers Development Management System. Trainers are required to keep a hardcopy of supporting documents and HRDF reserves the rights to request for the original documents for verification purposes.
- 8.7. Trainers who successfully completed the accreditation process will acquire HRDF Accredited Trainer status with a validity of three (3) years.

9.0 RENEWAL PROCESS

- 9.1. HRDF Accredited Trainers have a limited validity of three (3) years. Trainers will need to renew their accreditation to extend their validity.
- 9.2. Trainers will need to conduct an accumulated 360 hours of training within their three (3) years validity period to renew their accreditation.
- 9.3. Any training that meets the HRDF requirement (adult participants, minimum of two (2) pax, minimum of four (4) hours can be considered for the claimable training hours, regardless it's being conducted under the various HRDF schemes or outside of HRDF.
- 9.4. Trainers are required to submit application for renewal via HRDF Trainer Development Management System.
- 9.5. Submission of online accreditation application forms (PSMB/TDF/rnwl/1/20) must be attached with minimum two (2) supporting documents from the list below :
 - i. Completed attendance sheet;
 - ii. Participant's feedback form;
 - iii. Offer letter/email from the employer/ Training Provider to Trainer; and
 - iv. Receipt/Payment Voucher from the Employer or Training Provider.

- 9.6 All the supporting documents need to be uploaded to the Trainers Development Management System. Trainers are required to keep the hardcopy of supporting documents and HRDF reserves the rights to request for the original documents for verification purposes.
- 9.7 Trainers who have successfully completed the renewal will extend their validity as HRDF Accredited Trainer for three (3) years.
- 9.8 Trainers who do not meet the required training hours for renewal can opt for accreditation by assessment to renew their validity. This assessment process is as per the assessment process detailed in item 7.

10.0 AMENDMENTS

- 10.1. HRDF may change or amend this guideline from time to time. Trainers and Training Providers will be notified of the changes made to strengthen the implementation of the Trainers' Development Framework.

APPENDIX A

HRDF TRAINERS' DEVELOPMENT FRAMEWORK VIDEO SUBMISSION FOR ASSESSMENT REQUIREMENT SPECIFICATIONS

Trainers who apply to undergo the accreditation by assessment are required to submit a video of them in action during an actual training session. This video will be evaluated by a panel consists of 3 HRDF Lead Trainers for competency in CT4. The video must be of a training class conducted by the trainer in either Bahasa Malaysia or English.

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 track of the video must be clear and easily understood.
3. The video must portray the trainer and a portion of the participants. As such, the video should be shot from or near the back of the training class.
4. The trainer must get consent from the clients and participants to use this video for assessment.
5. The video should include two (2) sessions of the training class which are:
 - a. The opening module covering the introduction, ice-breaking and beginning part of actual training (60 to 90 mins)
 - b. Any other modules from the same training but only focusing on actual training. (60 to 90 mins)
6. 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.

Trainers must keep a digital copy of this video for three (3) years for verification purposes.