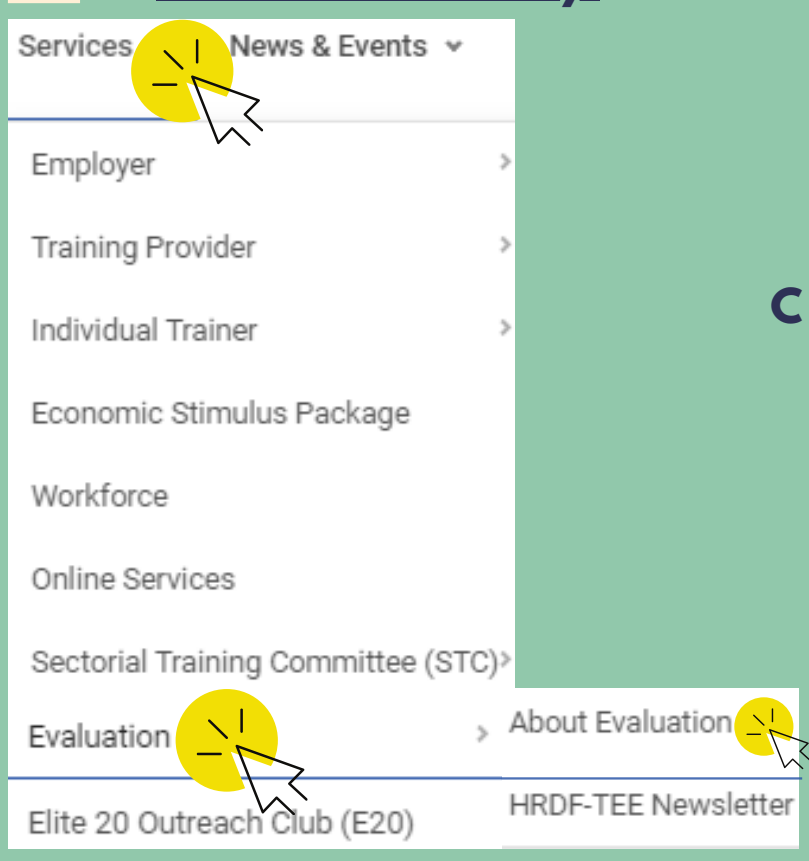


# HRDF-TEE GUIDELINES

## 1 ASSESS

A. GO TO:

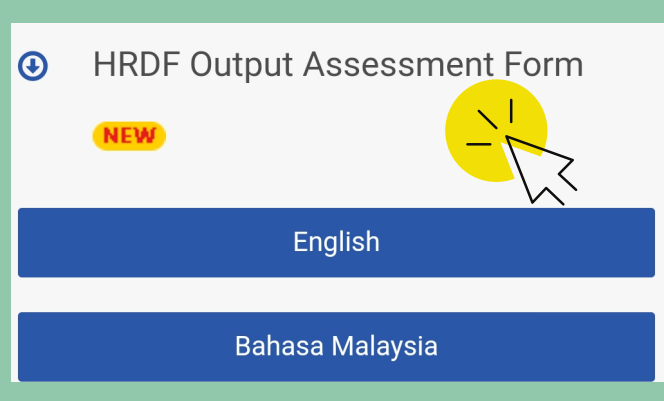
[www.hrdf.com.my](http://www.hrdf.com.my)



### C. ALTERNATIVE IMPLEMENTATION FOR ONLINE LEARNING

THE USE OF ONLINE ASSESSMENT PLATFORM IS ALLOWED FOR ONLINE LEARNING.

### B. DOWNLOAD THE HRDF OUTPUT ASSESSMENT FORM AND DISTRIBUTE TO TRAINEES ON THE FINAL DAY OF TRAINING



### MANDATORY ITEMS

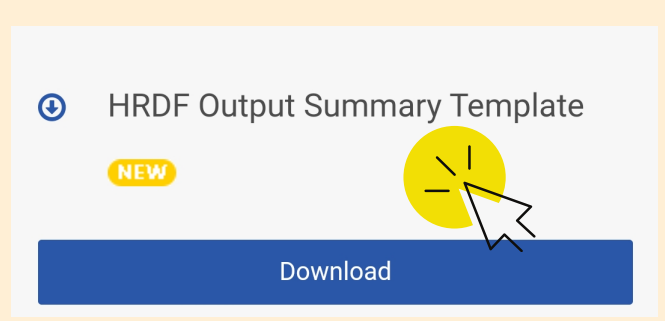
- i. All HRDF Output Assessment questions.
- ii. Trainee name and email address.
- iii. An element of authentication (e.g. digital signature or declaration from trainee).

I, (name of trainee),  
 NRIC (xxxxxx-xx-xxxx),  
 hereby declare that  
 the information I have  
 provided in the Output  
 Assessment Form  
 provided is true,  
 correct & complete.



## 2 SUMMARISE

### A. DOWNLOAD THE HRDF OUTPUT SUMMARY TEMPLATE



### B. SUMMARISE THE INFORMATION FROM THE OA FORM USING THE HRDF SUMMARY TEMPLATE



SUMMARISE    ACKNOWLEDGE    SAVE FILE

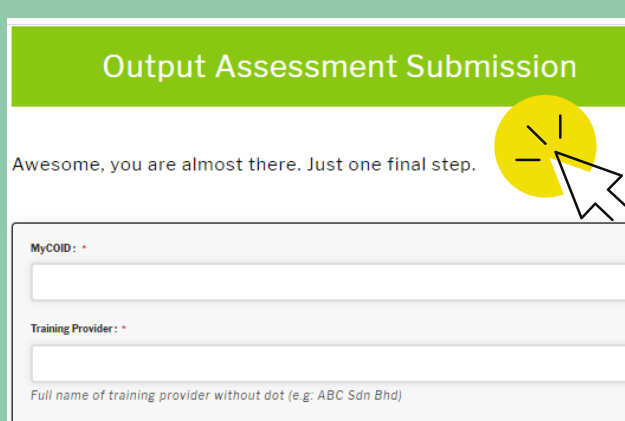
## 3 SUBMIT

A. GO TO:

[bit.ly/hrdfsubmission](http://bit.ly/hrdfsubmission)



B. FILL IN REQUIRED ITEMS



C. UPLOAD THE HRDF OUTPUT SUMMARY TEMPLATE AND SEND