HRD Corp Grant Helper

HRD Corp Claimable Courses

Purpose: To submit grant applications for HRD Corp Claimable Courses

Employers are required to apply for the grant at least ~~one (1) day~~ before training commences.
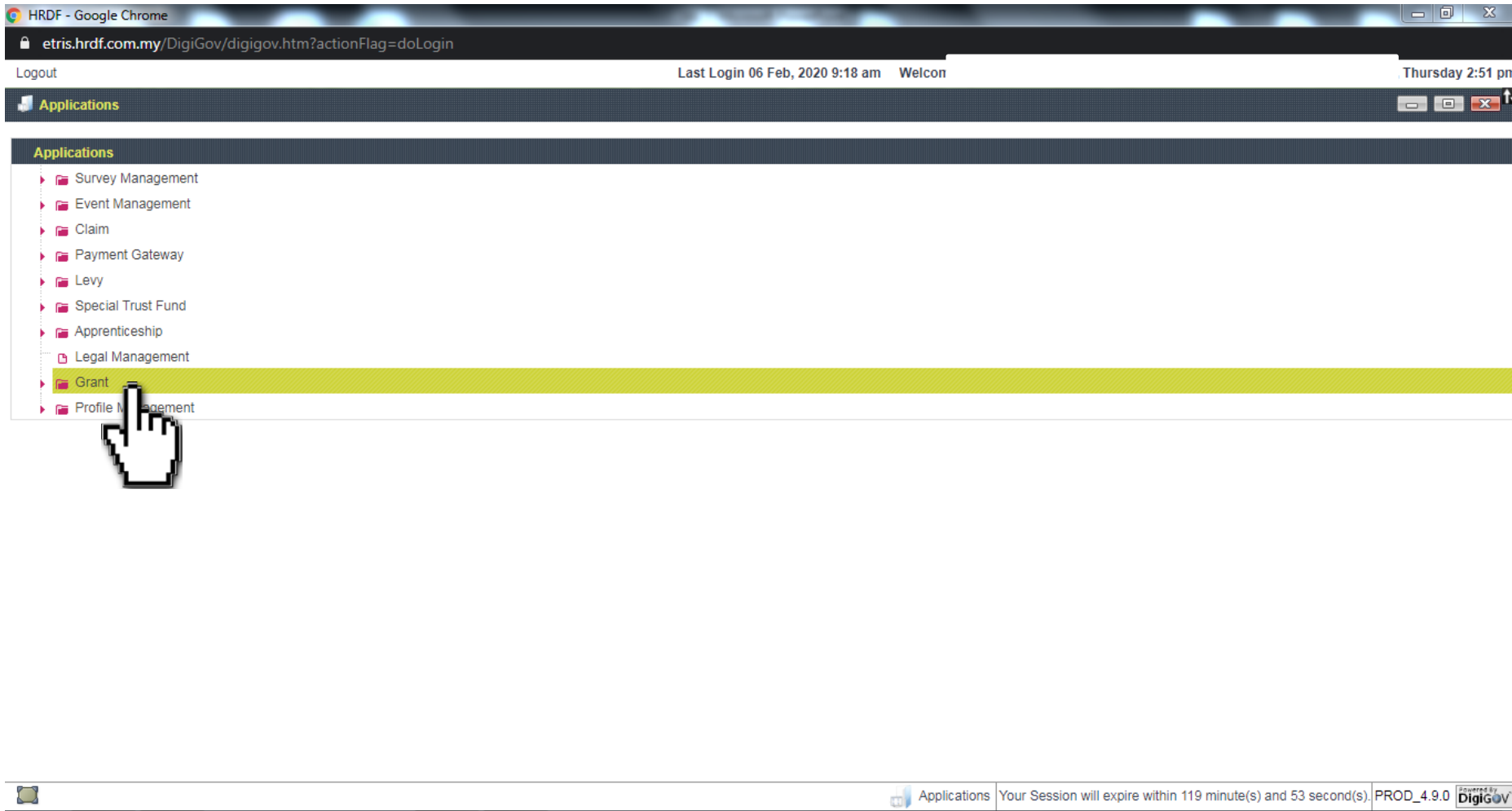
One (1) Week

Employers must submit their applications with supporting documents, including invoices/quotations, trainer profiles, training schedule and course content.

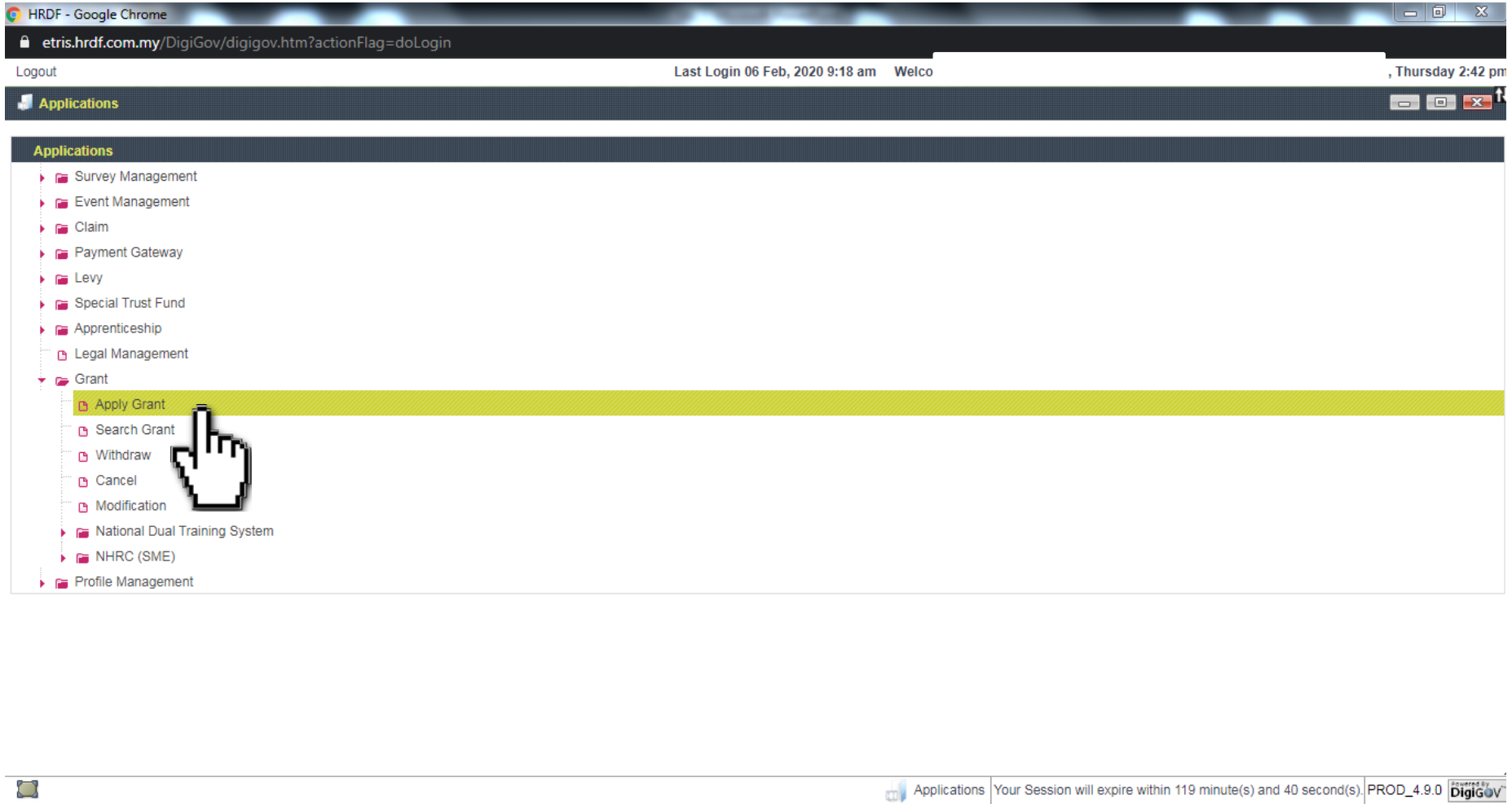*All of the supporting documents will be provided to you by SSTC.

(1) Login to Employer's e-TRiS account

      (2) Click **Application**

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(3) Click **<u>Grant</u>** on the left side under Applications

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(4) Click **<u>Apply Grant</u>** on the left side under Applications

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(5) Click **<u>Apply</u>**

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(6) Choose a Scheme Code and select **HRD Corp Claimable Courses: Skim Bantuan Latihan Khas**. Then, click **Apply**

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(7) Select your Immediate Officer and click **<u>Next</u>**

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(8) Select a Training Provider, then click **Next**

1. Key in 800621P under MyCoID.
2. Press Search, System & Skills Training Concept Sdn Bhd should appear.

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(9) Please select a training programme from the list, then key in all the required details and click **Next**

Note: Give an explanation on why the participant is required to attend the training. E.g., related to their tasks/ career development, etc.

Note: Select your desired training programme.

Follow the programme code that was given to you, via WhatsApp.
Example: 10001192416: (MC) Introduction to Bookkeeping

A simple explanation on why you need this training,
Example:The participant is currently working as an
Accounts Assistant, and needs this training to improve
her bookkeeping skills which is relevant to her work.

A simple description will do, for example:
The objective of this training is to learn Bookkeeping
skills and obtain the AAT Level 2 Certificate in Bookkeeping.

Note: Explain the background and objective of this training.

Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'.

Select: Not Applicable

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(9.1) If the training programme is a micro-credential programme, you are required to complete these 3 fields. Save and click **Next**

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(9.2) Please select a Course Title and Type of Training

Scheme Name   **HRD Corp Claimable Courses**

Back   Save   Next   Cancel

Course Details

Follow the programme name: (MC) Introduction to Bookkeeping

Course Title	Select ▾ *
Description	

A simple explanation on why you need this training, Example:The participant is currently working as an Accounts Assistant, and needs this training to improve her bookkeeping skills which is relevant to her work.

Relevancy of Training

A simple description will do, for example:
The objective of this training is to learn Bookkeeping skills and obtain the AAT Level 2 Certificate in Bookkeeping.

Type of Retraining and Skills Upgrading   Select ▾ *

HRDCorp Focus Area   Not Applicable ▾

Select: Not Applicable

Programme Details

Type of Training	Select ▾ *
Commencement of Programme	Start Date [ ] * End Date [ ] *
Total Hours Per Training	▮ * *Note: User ... ...formation only.
No. of Full Days	0.00 * (Based on 7 ho... ...ay)
No. of Half Days	* (Based on 4 hours per day)
No. of < Half Days	0.00 * Hours 0.00 ▮ * (Based on < 4 hours a day)
Total Training Days	* *Note: Total of Full Day + Half Day + < Half Day.
No. of Month	0.00 *Note: mandatory if Training Type is "Development Programme".
Total Hours Per Trainee	*

Total Training Hours

Follow Quotation No. Of Days

For FACE TO FACE please select PUBLIC

For Online (Zoom) please select REMOTE ONLINE TRAINING (PUBLIC)

Follow the start date & end date stated in the QUOTATION.

External Trainer Details:
Trainer 1: Pak Mei Yoke
Trainer 1 IC: 650411-07-5176
Citizenship: Malaysian
Distance: Less than 100 Km
Overseas Trainer; NO

Trainer 2: Woon Chang Lung
Trainer 2 IC: 620926-01-5423
Citizenship: Malaysian
Distance: Less than 100 km
Overseas Trainer: No

Back   Save   Next   Cancel

Applications | Your Session will expire within 118 minute(s) and 59 second(s). | PROD_4.40.3

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(10) Please key in the Training Location and click **<u>Next</u>**

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(11) Please select the Level of Certification and click **<u>Next</u>**

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(12) Please follow the instructions and key in trainee details

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(12.1) Click **Add Batch**, then click **Save**

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(12.2) Click **<u>Add Trainee Details</u>**

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(12.3) Please key in all the required details, then click **Add**

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(12.4) Click **Add** if there are more participants. Once done, click **Save**

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(12.5) Click **Next**

(13) Please key in the course fees and allowance details, then click **Save**

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(13.1) Select Upfront Payment to Training Provider and key in the percentage f~~rom 1%~~ ~~to 2~~0%. Then, click **Save** and **Next**

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(14) Complete the declaration form and select a desired officer

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(14.1) Add all the required documents, then click **Add Attachment**. Then, click **Save** and **Submit Application**

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Once the **New Grant Application** is successfully submitted, the Grant Officer will evaluate the application accordingly. The application may be queried if additional information is required.

The application status will be updated via the employer's dashboard, email, and the e-TRiS inbox.