CRITERIA SELECTION GUIDELINE FOR HRD CORP TTT EXEMPTION
(Application for exemption from attending the HRD Corp Train-The-Trainer Certification Course)

To conduct training in any of the HRD Corp schemes, trainers are required to attend and successfully complete the 5-day HRD Corp Train-The-Trainer certification course. Alternatively, to encourage more professional individuals to be HRD Corp certified trainers, HRD Corp has introduced TTT Exemption Certificate for professional groups based on certification, qualification and experience requirements as stated in the Training Provider Circular 4/2009 as follows:

Criteria A (Based on Certification)

i. Teacher Training Certificate from Government / International Teacher's Training College:
   - Sijil Guru
   - Sijil Perguruan Khas
   - Sijil Peguruan Asas
   - Sijil Perguruan Ilmu Khas
   - Certificate in Education

ii. Diploma, Degree, or Master's in the Education field from recognised public or private institutions. Diploma, Degree or Master's from the Education Faculty (Fakulti Pendidikan) only.

   Exception can be given if the Diploma, Degree or Master's are from other faculties, with the condition that the word education appears in the certificate. For example:
   - Degree of Education (Sarjana Muda Pendidikan)
   - Master of Education (Sarjana Pendidikan)
   - Diploma of Education (Diploma Pendidikan)
   - Sarjana Muda Sastera (Pendidikan)
   - Certificate of Teaching English as Second Language (TESL) from Education Faculty will be considered for the exemption. Please note that the certificate English as Second Language from Faculty of Language or Faculty of Arts will not be considered for the exemption.
   - Diploma or Certificate in Teaching English to Speakers of Other Languages (TESOL)

iii. Trainer Certificate from Centre for Instructor and Advance Skill Training (CIAST)

iv. Vocational Trainer Certificate endorsed by Department of Skills Development
- TVET Instruction (TVET I)
- TVET Management (TVET M)
- Vocational Training Officer (VTO)
- Vocational Training Manager (VTM)
- Vocational Training Executive (VTE)
- Diploma Vocational Trainer

v. Certificate in Training and Development (CITD)
- Certificate IV in Training and Assessment

vi. Certified Training Professional Certificate (Institute of Training and Development)

Supporting documents that need to be uploaded: Only a copy of the relevant certificate as stated above (scan from the original certificate).

vii. Trainers who have acquired the <u>valid title</u> of Associate Professor or Professorship from institutions of higher learning.

Supporting documents that need to be uploaded: A latest valid copy of an Associate Professor or Professor's appointment, or promotion letter or fixed-term contract (and university lecturer profile link that can verify the trainer's current position as additional information).

Note: Academic certificates / childhood education / teaching permits / assistant professor <u>do not meet</u> criteria A.

Criteria B (Based on Qualification)

Trainers who have attended other TTT programmes that are similar to the curriculum structure of HRD Corp's 5-day TTT Programme; Any TTT programme which obtained <u>prior approval from HRD Corp</u> can be used to apply under this criterion.

Please ensure that the TTT programme that you have attended has been certified by a professional body similar to HRD Corp. Example of TTT courses that have been certified as similar include:
 (i) 5-day Train-The-Trainer course from the National Institute for Occupational Safety and Health (NIOSH)
 (ii) 6-day Training Management for Business course from the National Institute for Occupational Safety and Health (NIOSH)
 (iii) National Competency Standard Train-The-Trainer (Latihan Tenaga Pengajar) from Department of Skills Development

Supporting documents that need to be uploaded: Only a copy of the relevant certificate as stated above (scan from the original certificate).

Criteria C (Based on Experience)

Under criteria C, trainer must have completed at least 25 corporate training sessions conducted within the past 5 years and follow the requirements as below:

- A comprehensive training for working adults. Training courses with less than 4 hours or targeted at students (school leavers / new graduates / internship programmes) or induction (orientation / onboarding programmes) will not be considered as corporate training.
- The current year will not be assessed as part of the five-year duration.
- The training session meant that the programme was completed instead of every module / day during that period.
- To demonstrate a consistent teaching experience (without time gaps or reasoned in professional profile or curriculum vitae).
- To list training activities in consecutive years (e.g., 2021, 2020, 2019, 2018 and 2017)
- To provide training details conducted by the trainer and not the training provider's training record:

(i) To provide client details such as Course Title, Date, Venue, Name of Client, Contact Person and Telephone Number correctly for HRD Corp's auditing purposes.

(ii) For public programmes, please enter only one client information.

Supporting documents that need to be uploaded: Trainer's professional profile or curriculum vitae (in own format - detailed and consistent which strongly support the trainer's experience in training and career to date).

Additional Notes:

1. RM300.00 is a **non-refundable** processing fee and no appeal will be considered.
   - Successful payment will automatically release the application within 1 to 3 working days, no payment slip required.
     - Please avoid generating eSlips more than once or reuse eSlips in order to avoid any mismatched payment transactions.
   - Completed applications will be processed sequentially, within 5 working days, while incomplete applications will be returned and queued again.

2. Trainer information such as name, identity card number and email address must be entered correctly before submitting the application as no amendments can be made after approval.

- The system will directly send notification to trainer's registered email for individual type, or to the company's personal contact for training provider / employer type.

3. Trainers who have obtained the HRD Corp Train-The-Trainer or exemption certificate are advised to apply for accreditation. More information can be found at https://hrdcorp.gov.my/hrd-trainer/

If you need further assistance, please contact the HRD Corp support team at 1-800-88-4800 or raise a ticket at support@hrdcorp.gov.my or ithelpdesk@hrdcorp.gov.my for any system technical assistance.

Thank you.