

TRAINER'S ROADMAP

HRD CORP

TRAINER'S DEVELOPMENT

FRAMEWORK



Accredited TTT
Training Provider

TRAINER'S DEVELOPMENT FRAMEWORK (HRD-TDF)



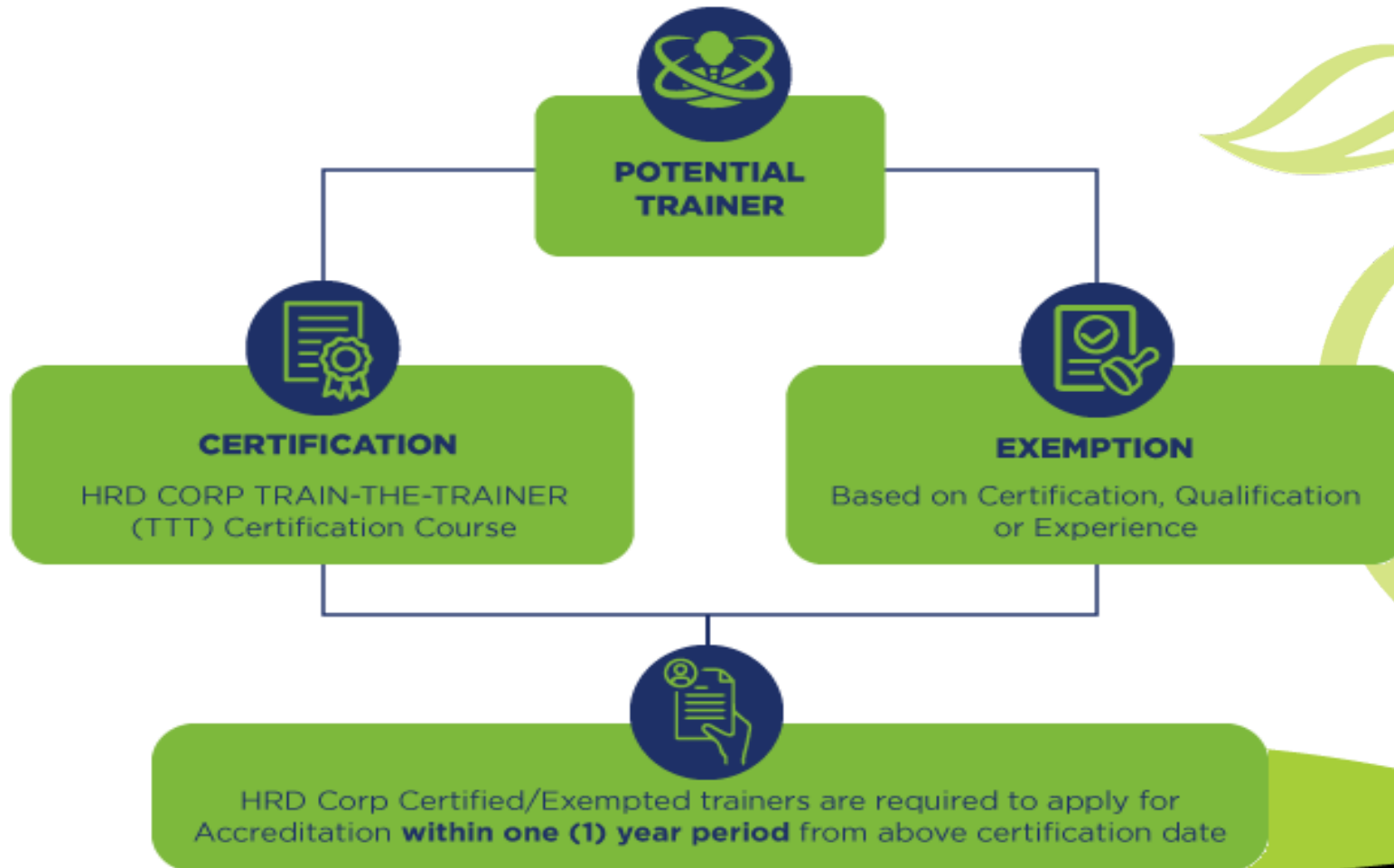
This initiative is to create a pool of competent Trainer professionals through the implementation of a **quality baseline standards** for active trainers under HRD Corp which aims to support the human capital needs of the nation.

HRD-TDF OBJECTIVES

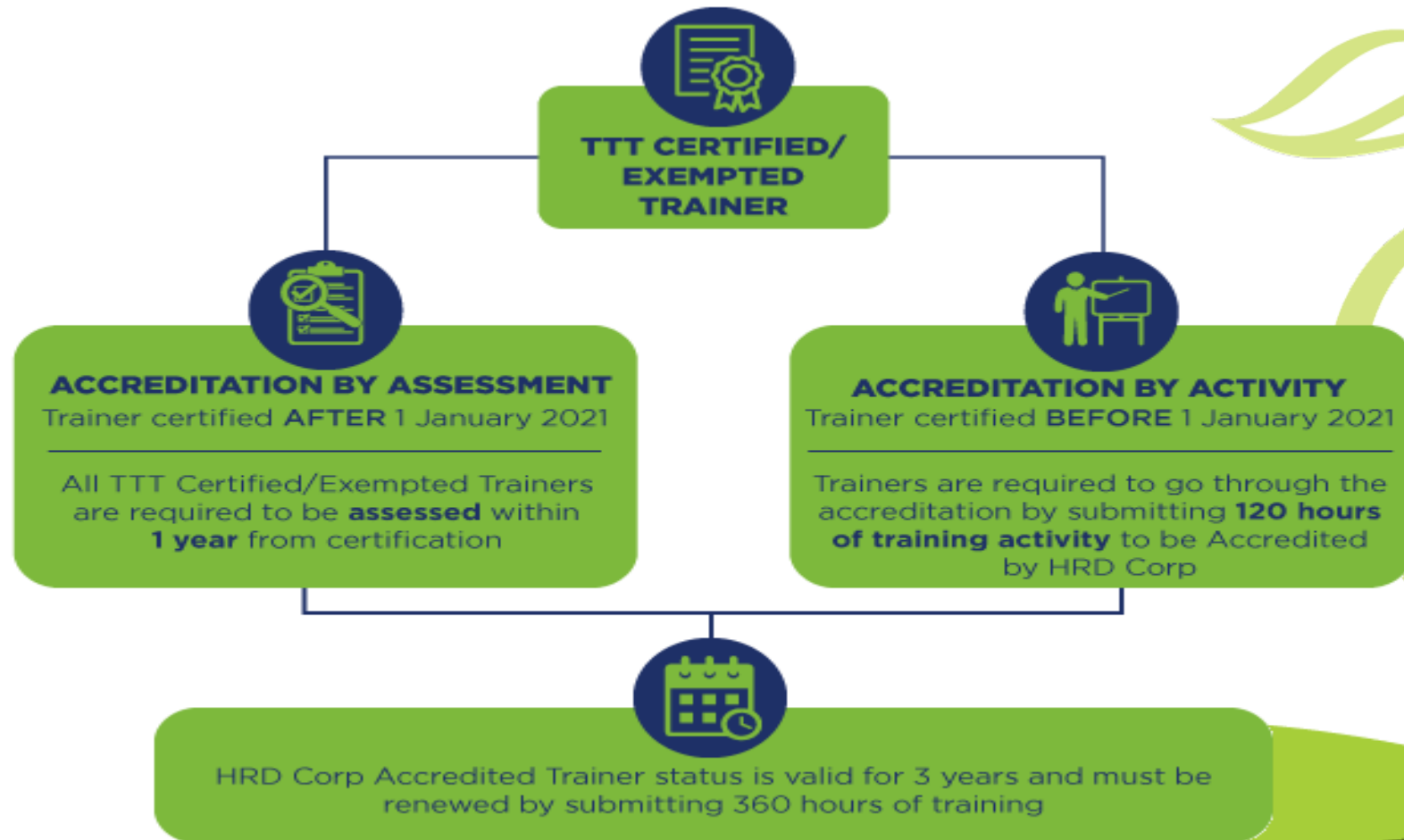
- Ø Ensure all active trainers under HRD Corp are able to meet a baseline quality standard; and
- Ø Ensure all trainers under HRD Corp remain **ACTIVE** and continuously develop themselves throughout their training career.



TRAINER'S POOL



ACCREDITATION PROCESS



ASSESSMENT @ Level 1

i TTT LEVEL 1 EVALUATION

1 Trainer Distribute

Trainer distributes the TTT Level 1 Evaluation Form to trainees on the last day of training.

To have access to the HRD Corp TTT Level 1 Evaluation Form, go to:

bit.ly/ttt-trainingevaluation

OR Scan the QR code:



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HRD CORP TRAIN-THE-TRAINER LEVEL 1 EVALUATION FORM

1. Event ID (Please obtain the Event ID from the trainer)

2. Training Provider (Please obtain the Training Provider name from the trainer)

3. Participant Name

4. Job Title (e.g.: Admin Executive, Training Manager)

5. Job Level

- Manager
- Technical & Assoc. Professional
- Service and Sales
- Professionals
- Clerical Support Workers

6. Trainer Name

7. Trainer Name 2 (if applicable)

8. Mode of Training

- Face-to-Face
- Remote/Online Training

Course Quality

Likert Scale: 1 - Strongly Disagree 2 - Disagree 3 - Neutral

4 - Agree 5 - Strongly Agree

9. The contents were clear and easy to understand.

Strongly Disagree 1 2 3 4 5 Strongly Agree

10. The course objectives were successfully achieved.

Strongly Disagree 1 2 3 4 5 Strongly Agree

11. The course materials were enough and helpful.

Strongly Disagree 1 2 3 4 5 Strongly Agree

12. The class environment enabled me to learn.

Strongly Disagree 1 2 3 4 5 Strongly Agree

Training Experience

13. My learning was enhanced by the knowledge and experience shared by the trainer.

Strongly Disagree 1 2 3 4 5 Strongly Agree

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i TTT LEVEL 1 EVALUATION

2 Participant Evaluate

Participants evaluate the training using the TTT Level 1 Evaluation Form. It is important for the trainer to guide participants to insert the correct Event ID.



TTT trainees are not required to fill in the Output Assessment Form as it is substituted with the TTT Level 1 Evaluation Form.

In line with this, TTT vendors are not required to submit the Output Assessment Form for HRD Corp for TTT certification courses.

14. I was well engaged during the session by the trainer.

Strongly Disagree 1 2 3 4 5 Strongly Agree

15. The course exposed me to new knowledge and practices.

Strongly Disagree 1 2 3 4 5 Strongly Agree

16. I understand how to apply what I learned.

Strongly Disagree 1 2 3 4 5 Strongly Agree

17. I would recommend this course to my colleagues.

Strongly Disagree 1 2 3 4 5 Strongly Agree

Suggestions / Comments

18. What did you like most about the course?

19. If you could change one thing about this course, what would

Thank you for your honesty. Please share any additional comments or suggestions.

Thank you!

We greatly appreciate you for taking the time to complete the TTT Evaluation Form.

Declaration

I hereby declare that all information I have provided is true, correct & complete.

Please provide your contact information if you wish to receive HRD Corp training offers to continue improving yourself!

Email Address

Phone Number

I do not wish to receive HRD Corp training offers to continue improving myself.

Certificate @ Level 1



CERTIFICATE OF COMPLETION

This is to certify that

MOHD KHAIRUL AZLAN BIN SAARI

IC NO. 800422-03-5373

has successfully completed the course by passing all the assessment required for

TRAIN-THE-TRAINER

on
19 November 2021

Systematic Competency Alliance

at DPMM Anjung Melayu, Bukit Petaling, Kuala Lumpur, Malaysia

| Module Code | Module Name |
|-------------|---|
| CT1 | PLAN ADULT LEARNING |
| CT2 | CONDUCT TRAINING NEEDS ANALYSIS (TNA) |
| CT3 | DESIGN COMPETENCY BASED TRAINING PROGRAMME |
| CT4 | CONDUCT COMPETENCY BASED TRAINING PROGRAMME |
| CT5 | ASSESS PARTICIPANT'S COMPETENCE |



Certificate Id
6e16ee62-47ba-4d97-b9db-b879b79bf573

Verify Authenticity

<https://capai.hrdcorp.gov.my/verify?id=6e16ee62-47ba-4d97-b9db-b879b79bf573>



CERTIFICATE OF ACCREDITATION

This is to certify that

MOHD IMAN SYAZWAN BIN MUKHATAR

IC No. [REDACTED]

has fulfilled the HRD Corp the requirements and standard for

HRD CORP ACCREDITED TRAINER

valid from

22 December 2022 to 22 December 2025

This accreditation allows trainers to actively conduct training under various schemes available under HRD Corp platform.

Pembangunan Sumber Manusia Berhad



ASSESSMENT @ Level 2

ii TTT LEVEL 2 EVALUATION



ii TTT LEVEL 2 EVALUATION

1 Participant Present

Participants conduct the presentation after training in order to gain the TTT certification.

To have access to the HRD Corp TTT Level 2 Evaluation Form (TTT Trainer's Presentation Assessment Form), go to:

bit.ly/ttt-posttest

OR Scan the QR code:



2 Trainer Assess

Trainer evaluates the participants using the TTT Trainer's Presentation Assessment Form online (via Microsoft Forms).

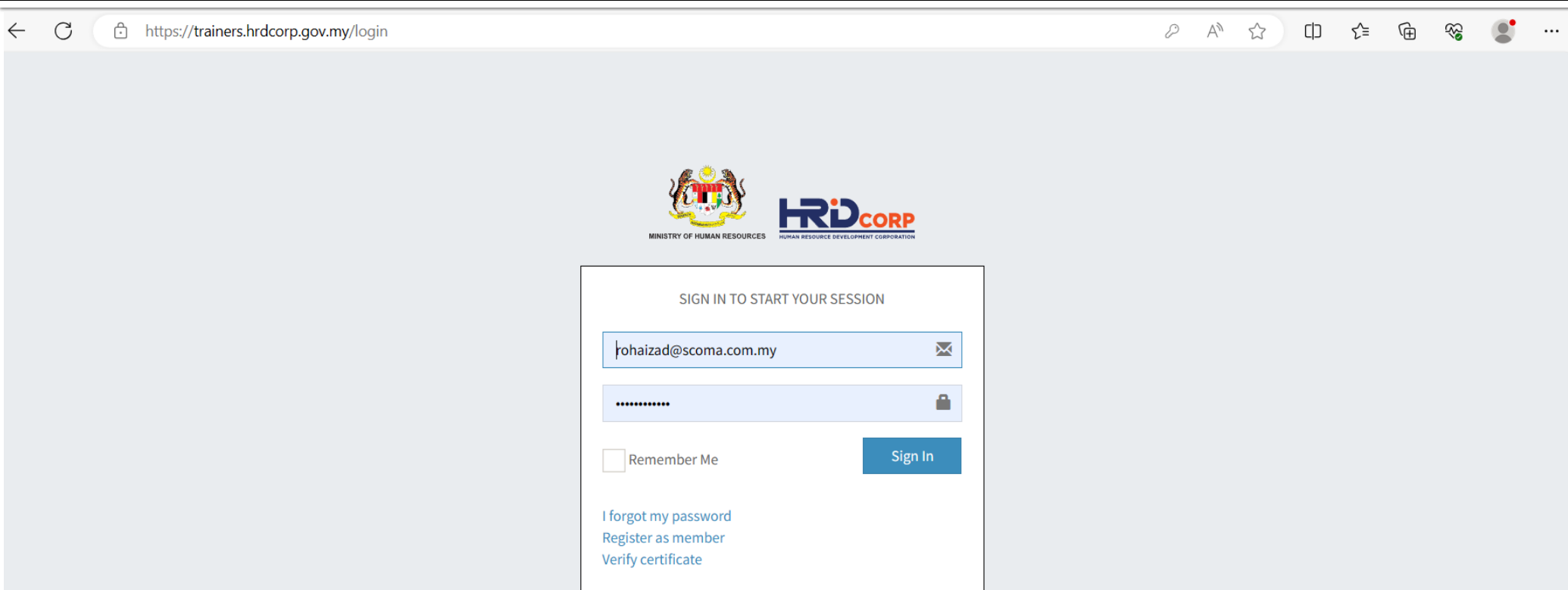
7

HRD CORP TTT TRAINER'S PRESENTATION ASSESSMENT

| | |
|---|--|
| <p>1. Event ID <input type="text"/></p> <p>2. Presenter <input type="text"/></p> <p>3. Presenter IC Number <input type="text"/></p> <p>4. Presentation Topic <input type="text"/></p> <p>5. Date <input type="text"/></p> <p>6. Session Plan 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>7. Session Plan (Remarks) <input type="text"/></p> <p>8. Ice Breakers 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>9. Ice Breakers (Remarks) <input type="text"/></p> | <p>10. Learning Objectives/Outcomes 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>11. Learning Objectives/Outcomes (Remarks) <input type="text"/></p> <p>12. Well structured content 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>13. Well structured content (Remarks) <input type="text"/></p> <p>14. Audio-visual and techniques 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>15. Audio-visual and techniques (Remarks) <input type="text"/></p> |
|---|--|

| | |
|--|--|
| <p>16. Session Flow 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>17. Session Flow (Remarks) <input type="text"/></p> <p>18. Engaging the audience • Eye contact • Posture and Gesture • Voice 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>19. Engaging the audience (Remarks) <input type="text"/></p> <p>20. Effective handling question 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>21. Effective handling question (Remarks) <input type="text"/></p> | <p>22. Summarised the session 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>23. Summarised the session (Remarks) <input type="text"/></p> <p>24. Reviewed outcomes 1 2 3 4 5 6 7 8 9 10 <input type="text"/></p> <p>25. Reviewed outcomes (Remarks) <input type="text"/></p> <p>26. General Comments <input type="text"/></p> <p>27. Total Score Assessment Result Total passing score: 75% 3 Competent 5 Not Competent</p> |
|--|--|

ASSESSMENT @ Level 2



The screenshot shows a web browser window with the URL <https://trainers.hrdcorp.gov.my/login>. The page features the logos of the Ministry of Human Resources and HRD Corp. The login form is titled "SIGN IN TO START YOUR SESSION" and includes the following elements:

- An email input field containing "rohaizad@scoma.com.my".
- A password input field with masked characters "*****".
- A "Remember Me" checkbox.
- A blue "Sign In" button.
- Links for "I forgot my password", "Register as member", and "Verify certificate".

Step 1 : Login and change the password

<https://trainers.hrdcorp.gov.my>

ASSESSMENT @ Level 2

https://trainers.hrdcorp.gov.my/member/assessment/apply

HRD Corp Trainers

rohaizad@scoma.com.my | rohaizad

Apply for Accreditation By Assessment

Dashboard > Assessment > Apply

Application forms (PSMB/TDF/asmt/1/20)

Personal Information

Trainer Name: Rohaizad Omar

NRIC/Passport No.: 730130015919

Client Information

* Application Type: TTT Exemption of TTT

* Date Of Cert Received:

* Client Name (Employer):

* Client Email (Employer):

* Client Contact Number (Employer):

Step 2 : Enter employer information

Click ↑

APPLY FOR ACCREDITATION

- INBOX
- BY ACTIVITY
- BY ASSESSMENT

ASSESSMENT @ Level 2

← ↻ 🔒 https://trainers.hrdcorp.gov.my/member/assessment/apply

HRD Corp Trainers ☰ rohaizad@scoma.com.my | rohaizad

PANEL

- DASHBOARD
- ACCREDITATION 11
- MEMBER
 - DASHBOARD
 - APPLY FOR ACCREDITATION ▼
 - INBOX
 - BY ACTIVITY
 - BY ASSESSMENT
 - HISTORY ◀

Assessment Information

Step 3 : Enter course information

* Training Type In-House Public
For public programs, please enter information for only one employer

* Course Name

* Venue

* Duration

* Video URL

* TTT Graduate Vendor

Documents

- All files is **compulsory** to upload
- File must be **PDF** and size below **10MB**

* Course outline

ASSESSMENT @ Level 2

← ↻ 🔒 https://trainers.hrdcorp.gov.my/member/assessment/apply

HRD Corp Trainers ☰ rohaizad@scoma.com.my | rohaizad

PANEL

- DASHBOARD
- ACCREDITATION 11

MEMBER

- DASHBOARD
- APPLY FOR ACCREDITATION ▼
 - INBOX
 - BY ACTIVITY
 - BY ASSESSMENT
- HISTORY ◀

* TTT Graduate Vendor Choose

Documents

Step 4 : Enter course materials

- All files is compulsory to upload
- File must be PDF and size below 10MB

* Course outline Choose File No file chosen

* Lesson planning and scheduling Choose File **Minimum 4 hours**

* Presentation slides Choose File No file chosen

* Attendance form/ Feedback forms of participants/ Acknowledgement letter from Training Provider (Training Provider letter head) Choose File No file chosen

I hereby declare that the information provided is true and valid . I also understand that any willful dishonesty may render for refusal of this application.

Step 5 : Click Save and Apply for submission

Save Apply

Certificate @ Level 2



CERTIFICATE OF COMPLETION
This is to certify that
MOHD KHAIRUL AZLAN BIN SAARI
IC NO. 800422-03-5373
has successfully completed the course by passing all the assessment required for
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on
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Verify Authenticity
<https://portal.hrdcorp.gov.my/verify?id=6e16ee2-47ba-4b97-0d6b-b879b79b573>



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This is to certify that
MOHD IMAN SYAZWAN BIN MUKHATAR
IC No [REDACTED]
has fulfilled the HRD Corp the requirements and standard for
HRD CORP ACCREDITED TRAINER
valid from
22 December 2022 to 22 December 2025
This accreditation allows trainers to actively conduct training under
various schemes available under HRD Corp platform.



Pembangunan Sumber Manusia Berhad

Conduct 360 hours @ 3 years

← ↻ 🔒 https://trainers.hrdcorp.gov.my/member/activity/10495

HRD Corp Trainers ☰ rohaizad@scoma.com.my | rohaizad

PANEL

- DASHBOARD
- ACCREDITATION 11

MEMBER

- DASHBOARD
- APPLY FOR ACCREDITATION ▼
 - INBOX
 - BY ACTIVITY
 - BY ASSESSMENT
- HISTORY ◀

Trainer Name NRIC/Passport No.
Rohaizad Omar 730130015919

Client Infomation

| | | |
|----------------------------------|------------------------|------------------------------|
| Client Name | Client Email | Client Contact Number |
| DEWAN PERNIAGAAN MELAYU MALAYSIA | info@dpmmputrajaya.org | 60326332233 |

Activity Infomation

| | | | |
|-------------------------|----------------------|--------------------|---|
| Status | Training Type | Course Name | Venue |
| Submitted | In-House | Train The Trainer | DPMM ANJUNG MELAYU, LOT 734, JALAN BUKIT PETALING. OFF JALAN LAPANGAN TERBANG LAMA, BUKIT PETALING,50460 KL |
| Date | Total Hour(s) | | |
| 15/11/2021 - 19/11/2021 | 40 | | |

Documents

1. Completed attendance sheet
2. Letter of award (letter or email) from the employer/ Training Provider to Trainer
3. Invoice or Payment Voucher to/from the employer or Training Provider

Click

Conduct 360 hours @ 3 years

HRD Corp Trainers

rohaizad@scoma.com.my | rohaizad

PANEL

- DASHBOARD
- ACCREDITATION

MEMBER

- DASHBOARD
- APPLY FOR ACCREDITATION
 - INBOX
 - BY ACTIVITY
 - BY ASSESSMENT
- HISTORY



















List of Activities

Dashboard > Activity

Total Hour(s) : 240

+ Add Activity Apply for Accreditation

Search:

| # | Programme date | Programme name | Date submitted | Conducted Hours | Action |
|---|---------------------------|-------------------|----------------|-----------------|---|
| 1 | 15 Nov 2021 - 19 Nov 2021 | Train The Trainer | 31 Oct 2022 | 40 |    |
| 2 | 12 Jan 2022 - 16 Jan 2022 | Train The Trainer | 01 Nov 2022 | 40 |    |
| 3 | 24 Jan 2022 - 28 Jan 2022 | Train The Trainer | 01 Nov 2022 | 40 |    |
| 4 | 18 Jul 2022 - 27 Jul 2022 | Train The Trainer | 01 Nov 2022 | 40 |    |
| 5 | 06 Dec 2021 - 10 Dec 2021 | Train The Trainer | 01 Nov 2022 | 40 |    |
| 6 | 19 Dec 2022 - 23 Dec 2022 | Train The Trainer | 28 Dec 2022 | 40 |    |

Show 10 entries

Showing 1 to 6 of 6 entries

Previous 1 Next

Certificate Renewal



ANY INQUIRIES?

For more information or inquiry,
please contact Ms Saidatul Shamimi at:



saidatulshamimi@hrdcorp.gov.my



+603 2096 4734



WEBSITE
hrdcorp.gov.my



FACEBOOK
[hrdcorpmsia](https://www.facebook.com/hrdcorpmsia)



INSTAGRAM
[@hrdcorp](https://www.instagram.com/hrdcorp)



YOUTUBE
[HRD Corp](https://www.youtube.com/HRDCorp)



TWITTER
[@hrdcorp_](https://twitter.com/hrdcorp)



LINKEDIN
[HRDCorp](https://www.linkedin.com/company/HRDCorp)

<https://trainers.hrdcorp.gov.my>



THANK YOU

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