

Applying for HRDC Grant: A Step-by-Step Guide

Are you an employer looking to apply for the HRD Corp Grant for claimable courses? Follow these easy steps to ensure a smooth application process.

Before You Apply:

1. Employers must submit their applications at least one week before training begins.
2. Required documents include invoices/quotations, trainer profiles, training schedules, and course content.

Application Process:

1. Login to the Employer's e-TRIS account at <https://etris.hrdcorp.gov.my>
2. Click on "Applications" and then select "Grant."
3. Click on "Apply Grant" on the left side under Applications.
4. Click on "Apply."
5. Choose the Scheme Code "HRD Corp Claimable Courses: Skim Bantuan Latihan Khas" and click on "Apply."
6. Select your Immediate Officer and click on "Next."
7. Choose a Training Provider and click on "Next."
8. Select a training program from the list, enter the required details, and click on "Next."
9. Complete the focus area and other fields if applicable, then click on "Next."
10. Add trainee details and click on "Save."
11. Click on "Add Batch," then click "Save."
12. Add trainee details and click on "Add."
13. Click on "Add" if there are more participants, then click on "Save."
14. Click on "Next."
15. Enter course fees and allowance details, then click on "Save."

16. "In the section "Upfront Payment to Training Provider," select the option for "0%" as the course is fully claimable under the HRD Corp Grant. After making the selection, click on "Save" and proceed to the next step."
17. Complete the declaration form and select a desired officer.
18. Add all the required documents, then click on "Add Attachment." Then, click on "Save" and "Submit Application."
19. Monitor the application status via the employer's dashboard, email, and the e-TRiS inbox.
20. By following these steps, employers can efficiently apply for the HRD Corp Grant and support their employees' professional development."

Need further assistance?

Don't worry! You can reach out to us via email at contact@rynet.com.my or contact us quickly through WhatsApp or phone at +60 11-2856 4963. Our team is here to help you with any questions or concerns you may have. Feel free to get in touch, and we'll be happy to provide the guidance you need.