

# Terms & Conditions for HRD Corp Train-The-Trainer (TTT) Certification Course

This is document governing registration, participation, assessment, and certification for the **HRD Corp Train-The-Trainer (TTT) 5-Day Certification Program** delivered by **SIPCO SDN BHD** (hereinafter referred to as the "Training Provider").

## 1. Eligibility and Registration

1. **Candidate Eligibility:** Candidates must possess a minimum of SPM/O-Level qualification with relevant working experience, a diploma, or a degree. Candidates should have a functional proficiency in English and Bahasa Malaysia to actively participate in class presentations and assessments.
2. **Identification Verification:** Candidates must provide accurate personal details upon registration, including a copy of their Malaysian National Registration Identity Card (NRIC) or valid Passport.
3. **Registration Confirmation:** Enrollment is through HRDC portal. Registration is only confirmed upon receipt of a formal Confirmation Letter from HRDC by email.
4. It is candidate's responsibility to complete the registration with correct information especially name, ID #, email address as this affects the certification process. Should there be future issues due to this, candidate shall liaise with HRDC directly on this matter.
5. Upon confirmation from HRDC, cancellation is **not allowed** as per HRDC and course fees is payable. However, a candidate replacement is possible for the same seat.

## 2. Course Fees, Payment and HRD Corp Grant Guidelines

1. **Standard Course Fee:** The standard public program fee is **RM 2,684.00** per participant (inclusive of applicable SST). This fee covers training delivery across the five (5) modules, official training materials, assessment administration and HRDC certification fees.
2. **Self-Sponsored Candidates:** Full payment must be credited to the Training Provider's nominated bank account at least **3 business days** prior to Day 1 of the program.
3. **Employer-Sponsored Candidates (HRD Corp SBL-Khas Scheme):**
  - The candidate's employer must apply for and secure the HRD Corp training grant via the e-TRiS portal prior to the course commencement date.
  - If the grant application is queried, rejected, canceled, or unpaid by HRD Corp due to insufficient employer levy balances, documentation failures, or non-compliance by the candidate (e.g., incomplete attendance), the **employer remains 100% liable** for immediate settlement of the full course fee.
4. **Additional Costs:** Travel, accommodation, and personal expenses are not included in the course fee and remain the sole responsibility of the candidate/employer.

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## 3. Attendance, Punctuality and Absence Policy

1. **100% Mandatory Attendance:** HRD Corp enforces a strict **100% attendance requirement** across all five (5) instructional days (equivalent to 40 contact hours) as per the program dates stated in the brochure (EventID).
2. **Each course is organized as cohort basis.** Every candidate is required to start and complete the program within the same cohort and adhere to its 5-day schedule. Only special circumstances related to 6. below, candidate needs to put in writing to Sipco and subjected to HRDC final approval for any changes of attendance dates.
3. **Daily Verification:** Candidates must complete the official HRD Corp attendance register (via physical signature or biometric/QR-code e-attendance as instructed): Signing on behalf of another candidate constitutes fraudulent conduct and will result in immediate disqualification without refund.
4. **For online training mode,** candidate is required turn on webcam during the course for quality learning engagement and attendance verification purpose.
5. **Punctuality:** Sessions commence promptly at 09:00 AM and conclude at 05:00 PM daily. Lateness exceeding 30 minutes for any session without written consent from the Lead Trainer will be recorded as partial absence.
6. **Medical or Compassionate Absence:** If a candidate misses any session due to medical emergencies (supported by an official Medical Certificate from a registered medical practitioner) or bereavement, the candidate will be deemed **Incomplete** for that cohort. The candidate must arrange to make up the specific missed module(s) in a future cohort within **two (2) months**, subject to slot availability and administrative rescheduling fees.

## 4. Assessment, Competency Evaluation, and Certification

1. **Assessment Framework:** To be certified as an HRD Corp Certified Trainer, candidates must be assessed across five (5) core competency areas:
  - **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
2. **Evaluation Components:** Certification is not awarded based on attendance alone. Candidates must satisfy the following:
  - **Continuous Assessment:** Completion and timely submission of all coursework, instructional design documents, session plans, and written portfolio tasks, Attitude as Trainer and Positive Participation in training.
  - **Knowledge Assessment**
  - **Day 5 Practical Assessment (Micro-Teaching):** A live instructional delivery demonstration evaluated by the Lead Trainer/Assessor against the standardized HRD Corp assessment rubric.

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3. **Assessment Verdict:** Candidates will be assessed as either "**Competent**" (C) or "**Not Yet Competent**" (NYC).
4. **Issuance of Certificate:** Successful candidates (**C graded**) will receive the official **HRD Corp Train-The-Trainer Certificate** issued under the authority of HRD Corp. Digital or physical certificates are typically released within **30 business days** following moderation and administrative sign-off by HRD Corp.

### 5. Re-Assessment and Appeals Policy

1. **Not Yet Competent (NYC) Outcome:** A candidate assessed as NYC will receive structured verbal feedback from the Lead Trainer outlining the specific gaps in competency.
2. **Re-Assessment Window:** Candidates graded NYC are entitled to sit for one (1) re-assessment (micro-teaching and/or resubmission of portfolio tasks) within **three (3) calendar days** from the date of initial assessment. **If candidate attained NYC results** after re-assessment, candidate is then required to attend another full session with full payment.

### 6. Intellectual Property, Recordings, and Course Materials

1. **Course Materials:** All training materials, slide decks, assessment guides, templates, and handouts provided are the proprietary intellectual property of the Training Provider or HRD Corp. Candidates are granted a non-exclusive, non-transferable license to use the materials for personal educational reference only.
2. **Prohibition of Commercial Exploitation:** Candidates may not reproduce, resell, broadcast, share publicly, or adapt these materials to conduct their own commercial Train-the-Trainer programs without prior written authorization.
3. **Candidate Submissions:** Candidates retain copyright over their original micro-teaching materials and portfolios. However, the Training Provider and HRD Corp retain the right to archive copies for statutory audits, moderation, and quality assurance.
4. **Classroom Recording:** Audio or video recording of lectures, trainer explanations, and peer presentations is strictly prohibited, with the exception of the candidate's own micro-teaching delivery if permitted by the Lead Trainer.

### 7. PDPA Compliance, Media Consent, and Regulatory Disclosure

1. **Personal Data Protection Act 2010 (PDPA):** By submitting this registration, the candidate explicitly consents to the collection, processing, storage, and cross-border transfer (where cloud systems apply) of their personal information by the Training Provider.
2. **Disclosure to Regulatory Bodies:** The candidate acknowledges and authorizes the Training Provider to submit candidate data (including full legal name, NRIC/Passport,

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employer details, attendance logs, and assessment scores) directly to HRD Corp (PSMB), the Ministry of Human Resources Malaysia, and appointed quality compliance auditors.

3. **Session Recording for Verification:** The candidate consents to video recordings and photographs taken during micro-teaching and training sessions. These recordings are mandatory for submission to HRD Corp to prove authentic training delivery and complete the assessor moderation trail.
4. **Marketing Release:** Unless opted out in writing prior to course start, the candidate permits the Training Provider to use non-confidential group photographs or general testimonials for promotional purposes only. Training provider does not disclose candidate's personal data to any 3rd party for whatever reason.

## 8. Code of Conduct and Disciplinary Actions

1. **Professional Conduct:** Candidates are expected to conduct themselves in an ethical, respectful, and professional manner, fostering a safe and collaborative adult learning environment.
2. **Zero Tolerance:** Harassment, discrimination, academic dishonesty (plagiarism in assignments), verbal abuse, or deliberate disruption of classroom activities will result in immediate expulsion from the program.
3. **Expulsion Consequences:** An expelled candidate forfeits all course fees paid, is marked "Unsuccessful/Disqualified", and is reported to their sponsoring employer and HRD Corp where regulatory governance requires.
4. **Zero tolerance for bribery and facilitation payment.** Sipco has zero tolerance for any payment by candidates to trainer. Should there is any request, candidates are to report it in writing to the administrator at LKLEONG@SIPCO.COM.MY and reports will be treated with utmost confidentiality. Should there is evidence of any form of bribery attempt by candidate, candidate shall be expelled from the course and reported to HRDC.

## 9. Post-Certification Pathway (HRD Corp Trainers' Development Framework - HRD-TDF)

1. **Accreditation Separation:** Completion of this 5-day course confers "TTT Certified Trainer" status.
2. **Accredited Trainer Requirement:** Candidates acknowledge that under the **HRD-TDF guidelines**, holding TTT certification is the foundational requirement. Conducting training under specific HRD Corp claimable schemes requires trainers to achieve the status of **HRD Corp Accredited Trainer** (via Assessment or subsequent accreditation processes as stipulated by HRD Corp).
3. Accreditation fees of RM150 is payable to HRDC by the candidate if candidate choose to undertake accreditation exercise. This fees is NOT included in the course fees.
4. The Training Provider is not liable for changes in national policy or criteria mandated by HRD Corp post-completion.

## 10. Candidate Declaration and Acceptance

*(To be signed and returned upon registration)*

I, the undersigned, hereby confirm that I have read, understood, and agree to be bound by the Terms and Conditions outlined above for the HRD Corp Train-The-Trainer (TTT) Certification Course. I verify that all information provided during registration is true, accurate, and complete.

**Candidate Full Name (as per  
NRIC/Passport):** \_\_\_\_\_

**NRIC / Passport Number:** \_\_\_\_\_

**Employer / Sponsoring Company Name (if  
applicable):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_