

# Your Path to Fostering A Sustainable National Workforce

## The Establishments Guide



## About HRDF

According to a decision taken by the Council of Ministers on 31st June, the Human Resources Development Fund was established with the objective of supporting efforts to train and employ the country's workforce.



### Our Vision

To create a sustainable national workforce in the Kingdom of Saudi Arabia

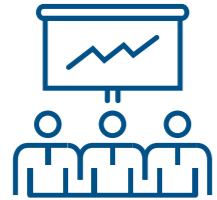


### Our Mission

HRDF will focus on core areas of upskilling and job matching with a beneficiary results mindset and proactive use of proprietary insights to support overall upliftment of the KSA HR ecosystem, through a small number of scale and focused programs.

## Our Objectives

Our strategy is based on three main objectives:



Developing human resources that meet the demands of the labor market



Providing employment sustainability to groups facing challenges entering or remaining in the labor market .



Increasing the efficiency of matching job supply and demand

## Beneficiaries

- Government entities.
- Non-profit entities.
- Private-sector entities.
- Training institutes approved by HRDF.

## Our main programs

There are now **(8) main programs** designed for individual beneficiaries and establishments to provide a comprehensive experience for beneficiaries. They include:

- 1 Career Guidance & Counseling
- 2 Training Sponsorship
- 3 Enablement
- 4 E-Training
- 5 On The Job Training
- 6 Income Support
- 7 Job Matching
- 8 Job Search Support

Also, HRDF supports **several initiatives and programs** aimed at empowering women and men and assisting businesses across all economic activities, sectors and professions.

## HADAF From The Human Resources Development Fund

Under this umbrella are the programs and products of the Human Resources Development Fund, which provide counseling, training, and empowerment services efficiently and effectively to increase the stability and development of the Saudi workforce.

### Pillars

#### Counseling

To provide Saudi nationals, employees, and establishments with the necessary information and resources to make informed decisions.

#### Training

To offer high-quality training and apprenticeship products to help Saudi nationals sharpen their skills and excel at work.

#### Enablement

To empower national nationals with the skills and tools they need to increase their productivity and develop their capacities through products.

## Products under Each Pillar



### Training

- Graduate Development
- Work Experience
- Cooperative Training
- Professional Certification Support
- Strategic Partnership Institutes
- Training to Employment Agreements
- E-Training (Doroob)
- Occupational Safety & Health Program (Kawader)

### Enablement

- Childcare Support (Qurrah)
- Transportation Support (Wusool)
- 'Guided Transport' Support
- 'On-Demand Delivery' Support

## Training Products

- Graduates Development (Tamheer)
- Work Experience
- Cooperative Training
- Professional Certification Support
- Strategic Partnership Institutes
- Training to Employment Agreements (Skillsets)
- E-Training (Doroob)
- Occupational Safety & Health Program (Kawader)





## The Graduates Development (Tamheer)

It is an on-the-job training program with an emphasis on Saudi graduates from local or international universities, as well as diploma holders. It aims to equip them with required skills and gain experience at government entities and well-renowned companies, which facilitates their entry into the job market.

### Beneficiaries

- Both private and government sectors.
- Graduates with a Bachelor's, Master's, or PhD degree/ diploma holders.

### Program Benefits

- Reducing the gap between an individual's qualifications and labor market skills.
- Providing graduates with practical and professional experience in line with market demands.
- Increasing employment opportunities by providing high-quality practical experience.
- HRDF rewards employees 3000 SAR per month.

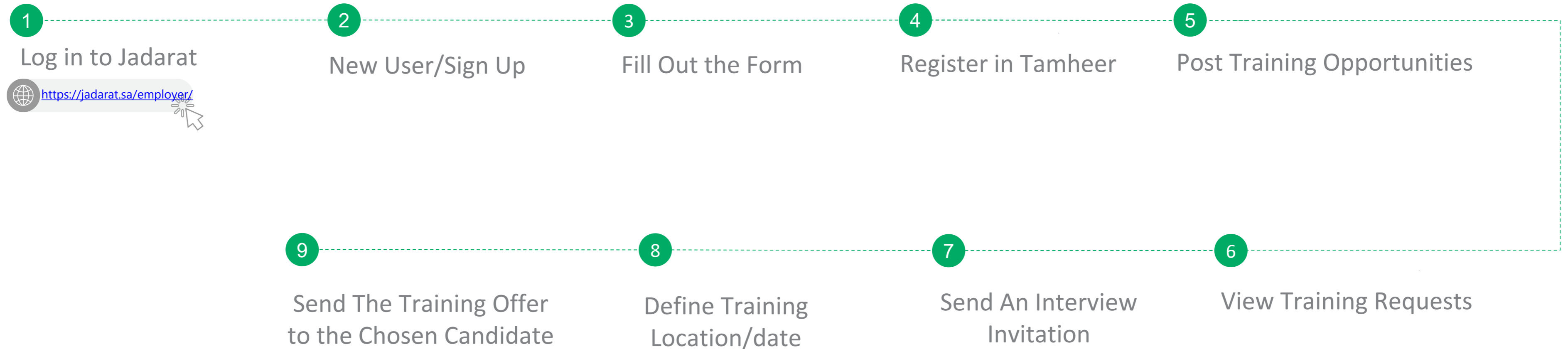
### Support Mechanism

HRDF offers monthly rewards of 3,000 SAR, and training lasts between 3 and 6 months.

### Eligibility Conditions

- The percentage of trainees accepted in one entity: up to 10% of its total employees.
- Private-sector employers fallen within Nitaqat Middle Green and above.
- Training opportunity must be in line with graduate's specialties.

## How Can Establishments Register with the Graduates Development Product?



## The Work Experience

A professional field experience product for Saudi secondary, diploma, and bachelor's level students will raise their awareness of careers and prepare them for the job market. They will acquire basic skills needed for the labor market and discover specializations, professions, and the nature of work that pertains to them in a real work environment, which will reduce their time as job seekers after graduation.

### Beneficiaries

- Students studying at the secondary/diploma/bachelor's level are eligible to participate in this program.

### Program Objectives

- Providing trainees with the necessary practical and professional experience
- Improving the match between an individual's qualifications and the skills required for the workforce
- Enhancing job seekers' knowledge, skills, and practical experience so they are able to meet the demands of the labor market and the Vision 2030 sectors of the Kingdom.

## Eligibility Conditions

1. A Saudi national
2. Registration on the HRDF website is required
3. A secondary school, diploma, or bachelor's degree student
4. He must not be currently employed in the public or private sectors
5. Be not a current cooperative training beneficiary
6. It is essential that the individual is not on the banned list of the Human Resources Development Fund.

## Support Mechanism

The entity is supported under the work experience product by being digitally enabled by taking advantage of the platform provided by HRDF.

## The Training Cooperative

Cooperative training is a product that provides practical and professional experience to national cadres for the purpose of improving their employability.

### Beneficiaries

- Saudi students studying at the diploma/bachelor's degree level.

### Program Objectives

- Increasing individual skills and qualifications.
- Providing students with professional and practical experience.

## Eligibility Conditions

1. Saudi national
2. Registration is required for the Human Resources Development Fund's website.
3. Student must be enrolled in a diploma or bachelor's degree program.
4. The university must require cooperative training as a requirement for graduation, and a cooperative training supervisor must be appointed for the student.
5. Have not benefited from the work experience product in the past.
6. It is essential that the individual is not on the banned list of the Human Resources Development Fund.

## Support Mechanism

The entity is supported under the cooperative training product by being digitally enabled by taking advantage of the platform provided by HRDF.

## The Professional Certification Support

It empowers Saudi nationals in the private and government sectors, as well as job seekers, to acquire specialized skills and advance their career through being certified with most-recognized professional certificates.

### Beneficiaries

- Any Saudi National employed or not who obtained a professional certificate under the HRDF-approved list.

### Eligibility Conditions

- A Saudi national.
- The earned certificate should be among the HRDF-approved list.
- The original grant date of certificate should be no later than the date of adding the certificate by HRDF.
- Providing a proof that the earned certificate is not paid by the respective company.

### Eligibility Conditions

- Each applicant can receive reimbursement for up to 2 certificates.
- The certificate should be valid, and its grant date should be no later than 6 months when it is submitted..

## The Strategic Partnership Institutes

The program is designed to train and employ Saudi job seekers in high-demand jobs where there is a shortage of qualified workers. Such apprenticeship programs are provided by TVTC-licensed training institutes to meet the needs of government-backed strategic sectors such as manufacturing, food industry, energy, and tourism.

### Target Beneficiaries

Private-sector entities

### Program Objectives

- Create a pool of highly skilled and qualified workers for private companies to hire from.
- Make the most of the human capital in the country.



## Support Mechanism

### Pre-training phase

- During a 24-month training period, HRDF covers 75% of the employee's training fees up to SR3,000 for each employee. The private entity pays the remaining fees in accordance with HRDF's terms.
- During the training period, HRDF supports 75% of an employee's salary (up to SR1,000 a month). The private entity pays the remaining % as per HRDF's conditions.

### On-board Phase

- As per HRDF's conditions, 50% of an employee's monthly salary will be supported.

## Our Strategic Training Partners

### Riyadh Region

- ▶ **Al Kharj** Dairy and Food Polytechnic.
- ▶ **Riyadh** Saudi Electronics and Home Appliances Institute.
- ▶ **Riyadh** Higher Institute for Plastics Fabrication.
- ▶ **Riyadh** Riyadh Polytechnic Institute.
- ▶ **Riyadh** Females Higher Institute for Tourism and Hospitality.
- ▶ **Riyadh** National Training Center for Facilities and Hospitality Management.
- ▶ **Riyadh** Saudi Electric Services Polytechnic.
- ▶ **Riyadh** Saudi Logistics Academy.

### Eastern Region

- ▶ **Al Khobar** National Training Center for Facilities and Hospitality.
- ▶ **Al Khobar** Leading National Academy.
- ▶ **Dammam** National Power Academy.
- ▶ **Al Jubail** National Maritime Academy.
- ▶ **Khafji** Saudi Petroleum Services Polytechnic- Khafji.
- ▶ **Al-Ahsa** National Industrial Training Institute.
- ▶ **Abqaiq** Saudi Arabian Drilling Academy.
- ▶ **Al Juaima'h** Saudi Electric Services Polytechnic.
- ▶ **Al Juaima'h** National Construction Training Center.
- ▶ **Nairyah** Inspection Technology & Quality Assurance National Institute.

## Our Strategic Training Partners

### Makkah Region

- Rabigh** National Aviation Academy.
- Rabigh** Higher Institute for Water & Electrical Technologies Academy.
- Jeddah** Saudi Japanese Automobile High Institute.
- Jeddah** High Institute for Paper and Industrial Technologies.

### Jazan Region

- Baish** Saudi Electric Services Polytechnic.
- Jazan** Higher Institute for Tourism and Hospitality.

### Al-Qassim Region

- Buradah** Saudi Railway Polytechnic.
- Al Bukayriyah** Al Watania Poultry Institute of Technology.

### Al-Baha Region

- Al-Baha** High Institute for Tourism and Hospitality.

### Northern Borders Region

- Arar** Saudi Mining Polytechnic Return.

Contact our training partners if your company is interested to train their Saudi employees in one of these institutes.

## The Training to Employment Agreements (Skillsets)

Forming partnerships with training agencies that are licensed by the relevant authorities, aimed at providing training in general skills and vocational skills to job seekers and employees.

### Target Beneficiaries

- Job seekers
- Employees in the private sector.
- Employees new to the company (one year in the job)

### Program Objectives

- Enhancing the skills of target beneficiaries and increasing their employment opportunities.
- Maintaining their job stability.
- Reducing the gap between the skills required for the job and the skills of the candidate or employee.

## Eligibility Conditions for training institutes

- The training institute needs to be accredited by the concerned entity or be one of those whose organizational tasks include training implementation.
- Training programs must be accredited by the relevant entity or be under the supervision of a training institute that implements training.
- To register, a trainee must obtain a certificate of completion and be accredited by the concerned entity. The certificate must also be issued by the institute that is responsible for implementing the training program.

## The E-Training (Doroob)

"Doroob" is a national platform for e-training, and it is one of the initiatives of HRDF that seeks to develop capabilities and raise skills of the national workforce, both males and females, and to provide them with job skills that will support them in finding an appropriate job and settling into it in accordance with Saudi labor market requirements

### Target Beneficiaries

- Job seekers.
- Private-sector employees.
- Students

### Support Mechanism

Every Saudi national can enroll in the E-Training Platform.

### Eligibility Conditions

E-training courses and programs are only available to Saudi nationals. There are no other requirements for enrolling.

## The Occupational Safety & Health

A joint program between HRDF and HRSD to provides both practitioners and professionals with knowledge and skills to perform their work safely. The goal is to offer 'training to employment' opportunities that facilitate OSH in the workplace.

### Target Beneficiaries

- Private-sector training institutes and establishments.
- Non-profit institutes and entities.
- Technical and vocational colleges.
- Government and semi-government entities.

### Eligibility Conditions

- A Saudi national.
- A holder of high school certificate/higher degree.
- Neither a full-time student nor a worker in the private or public sector.
- The applicant must not be retired or owning a commercial registry.
- Registered in HRDF's Website.
- Aged 18-60 years old.
- S/he should not have been supported by any training programs mentioned in the agreement. (each beneficiary is entitled to one program)

## Enabling Products

- Childcare Support (Qurah)
- Transportation Support (Wusool)
- 'Guided Transport' Support
- 'On-Demand Delivery' Support
- 9/10ths Program
- Subsidizing the Wage of Dialysis Days Program





## The Childcare Support (Qurah)

The Human Resources Development Fund's initiative to connect hospitality centers to Saudi female workers in the private and non-profit sectors to register their children. In addition to empowering women, the program helps them stay in the workforce.

This initiative aims to give women the opportunity to access quality education for their children. The HRDF is also providing financial assistance to the registered working mothers to help them cover the cost of their children's education.

### Beneficiaries

Mothers working in the private sector.

### Program Objectives

- A Saudi national.
- A Monthly salary not exceeding SR8,000.
- Requires registration in GOSI.
- Aged 18-65 years old.
- No limit for numbers of children.
- Age of children: up to 6 years old.
- Requires registration in GOSI.
- Working women should be employed in the private sector.

## Support Mechanism

The HRDF pays 50% of each child's hospitality fees up to SR1,600.

## Registration Steps

1. Log in to the registration page and add the required center information in Qurrah portal.
2. Entering the center page and activating the account.
3. Fill out the center information.
4. Wait for 24 hours until you are notified via e-mail of a response to your request.

## The Transportation Support (Wusool)

Among the HRDF's enabling products is Wusool, an initiative for working women and persons with disabilities. Through collaboration with eligible transportation service providers and ride-hailing apps, it aims to reduce transportation costs to and from work for the target group.

### Beneficiaries

- Working women who meet the eligibility conditions.
- Persons with disabilities who are registered in social welfare.

### Program Objectives

- A Saudi female/male.
- Monthly salary (basic + housing allowance): SR8,000 or less.
- A GOSI-registered applicant.
- Aged 18-65 years old.
- The total subscription periods of GOSI should not exceed 36 months (equivalent to 3 years) in the last five years.
- Persons with disabilities must be registered in social welfare.

## Support Mechanism

- It supports 80% of each trip up to SR1,000 for female beneficiaries who earns SR6000 or less, as well as up to SR800 for those whose salaries range between SR6001-SR8000.
- The subsidy gets updated every month to reflect any changes if any

## The 'Guided Transport' Support

An HRDF-sponsored initiative to support app-based Saudi drivers through incentives and help grow their numbers in car-hailing apps companies as one type of many forms of flexible work for job seekers. It is meant to give drivers more flexibility and control over their working hours, as well as better access to job opportunities. Additionally, it aims to enhance the visibility of the app-based economy in the Kingdom.

### Beneficiaries

Male & female job seekers who are willing to use their own vehicles to transport passengers who request rides on apps. Retired people, students or businesspersons are not included.

### Eligibility Conditions

- A Saudi national.
- Aged 20-60 years old.
- Hold a self-employment certificate from freelance.sa
- A registered app-based driver.
- Not currently an employee.
- Not owning a commercial registration.
- Not a student or a retiree.
- The applicant has not been previously supported by HRDF.

## The 'On-Demand Delivery' Support

HRDF has joined its forces with HRSD to bring new forms of flexible work that maximize nationalization rate in various economic sectors. The on-demand delivery industry falls within the spectrum of job generation, which supports apps-based drivers with a monthly-incentive.

### Beneficiaries

The government ambitious plan is to further enhance nationalization efforts in generating job opportunities for Saudi nationals in various industries from freelancing to delivery mobile application industry.

### Support Mechanism

A monthly payment of SR450 or SR3,000 for drivers who complete 30 or 200 orders at least, respectively, for a period of 24 months.

## The 9/10ths Program

9/10ths is a game-changing platform to support business start-ups by offering segmental services for entrepreneurs and enterprise owners in all phases of their business to thrive in the market.

### Beneficiaries

- Owners of SMEs.
- Productive Families.
- Freelancers.
- Entrepreneurs.

### 5 services provided by 9/10ths:

#### Forsah Platform

We connect vendors with suppliers.

#### Tojjar

We help productive families to showcase and sell their products via food delivery apps.

#### Tojjar Booths

We offer spaces for productive families to merchandise their products.

#### Zadd

To furnish SMEs and entrepreneurs with data and information that assist them in decision-making.

#### Bahr

A hub to gather all freelancers and independent professionals.

## The Dialysis Wage Support

It aims to motivate private entities to recruit employees with kidney failure and support the continuation of their jobs. HRDF compensates the establishments for paid leaves taken by the employees in order to undergo the hemodialysis. As Any Saudi national can apply for the program even if s/he is a current/pervious beneficiary of any HRDF program.

### Beneficiaries

Saudi kidney failure patients working in the private sector.

### Eligibility Conditions

- A Saudi national.
- Registered in GOSI.
- Registered in Saudi Center for Organ Transplantation (SCOT) as a kidney failure patient.
- Must be on a waiting list for organ transplantation.



## Our Presence Across Saudi Arabia

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Branches

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Job Placement Centers

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Recruitment Offices





HRDFKSA

