

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

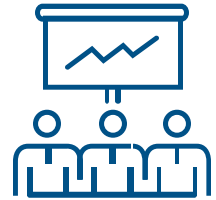


Our Mission

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

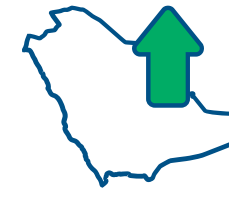
Our strategy is based on three main objectives:



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

Counseling

- Career Counseling Portal
- Virtual Counseling
- Career Counseling at Universities
- Career Education at Schools

Training

- Graduate Development
- Strategic Partnership Institutes
- Training to Employment Agreements
- HADAF Leadership
- E-Training (Doroob)

Enablement

- Employee Wage Subsidy
- Childcare Support (Qurrah)

Counselling Products

- Career Development and Counseling Portal
- Virtual Counseling
- Career Counseling at Universities
- Career Education at Schools



The Career Development and Counseling Portal

A one-stop portal provides rich and interactive information about professions, specializations and labor market requirements to school students, diploma/university students, job seekers and employees.

By developing an integrated vocational guidance and education system that helps students gain a comprehensive understanding of education and work, the portal facilitates Saudi nationals' choices of education, training, and careers using a self-assessment tool.

Beneficiaries

- Students in high school, both males and females.
- Students at universities and institutes.
- Job seekers.
- Employees.

Eligibility Conditions

- A Saudi national must register on the portal.
- Create an account in the Career Development and Counseling Portal.
- Using the HRDF's official portal, the beneficiary can access his account.

Program Objectives

- Making beneficiaries aware of their professional and academic interests.
- Educating beneficiaries about the most important labor market skills
- Providing beneficiaries with a glimpse into the most promising professions of the future.
- Delivering professional consulting services remotely and directly to the beneficiaries.
- Identifying all career paths and sectors of the labor market.
- Helping Saudis plan their career paths.
- Assisting them in navigating the labor market by providing career guidance and counseling.

The Virtual Counseling

Career counselors provide online career guidance and counseling to target groups (schools and universities, job seekers, and employees).

Beneficiaries

- Students at schools.
- University, college, and institute students.
- Job seekers.
- Employees.

Eligibility Conditions

- A Saudi national.
- Ages 16-60.

Objectives

- Providing career guidance and guidance for all segments of beneficiaries (school students, university students, job seekers, employees).
- Raising awareness of beneficiaries' personal abilities and interests, linking them to all specializations, professions, careers and labor market needs.
- Provide career vocational guidance services to beneficiaries.

The Career Counselling at Universities

By partnering with universities and colleges, it aims to establish career counseling centers that provide guidance and resources for students to make informed career choices. Additionally, they offer job opportunities, internships, and other career-related services.

Beneficiaries

Educators, administrators, and students at universities.

Eligibility Conditions

- A Saudi national.
- Ages 16-60.

Program Objectives

- Supporting students and graduates in identifying specializations, professions and labor market needs.
- Helping students and recent graduates make smart educational and professional decisions.
- Increasing awareness and improving the mental image of the workplace.
- Informing the public about the skills needed in the labor market and future professions.

The Career Education at Schools

It is a new program that will partner with general education to improve vocational guidance and counseling for students in schools. Through vocational guidance and counseling, schools (public - private) can align educational outcomes with labor market demands, and students will learn necessary skills and requirements for the future job market.

Beneficiaries

- Students in high school, both males and females.
- Mentors for students.
- Students' parents.

Program Objectives

- Enhancing career guidance services for students.
- Connecting beneficiaries' interests, abilities, and career paths with the needs of the labor market.
- Helping students make informed decisions about their education and careers.
- Promoting a positive mental image of work culture and raising awareness of all professions.
- Raising awareness of the labour market skills and professions.

Training Products

- Graduates Development
- Strategic Partnership Institutes
- Training to Employment Agreements
- HADAF Leadership
- E-Training (Doroob)



The Graduates Development

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.

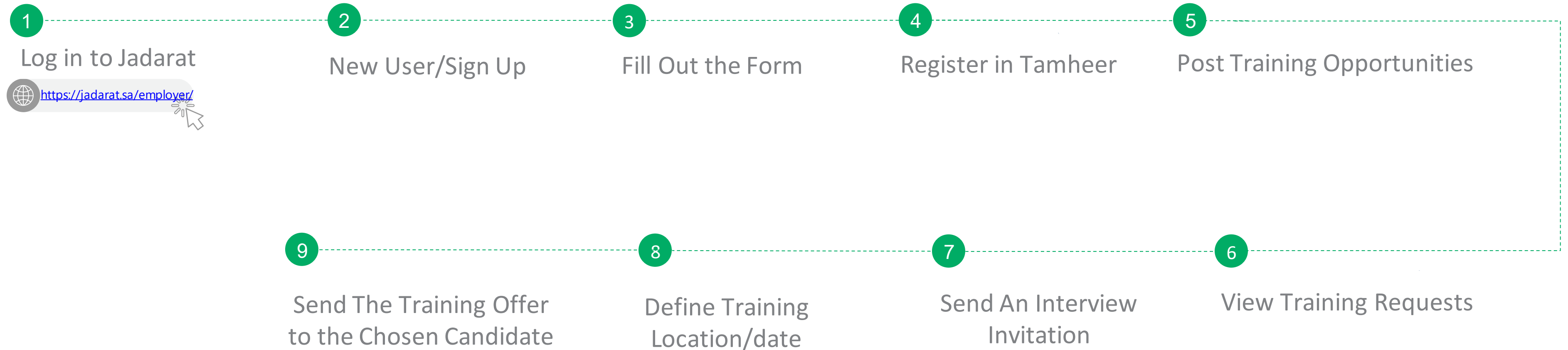
Support Mechanism

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 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 pay 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 HADAF Leadership

In partnership with Cranfield University, future national leaders will be prepared and developed as part of this development program. Through distinctive qualitative localization and finding leaders who are able to plan creatively and innovate, they will be placed in leadership positions within Saudi establishments, in order to achieve the Kingdom's vision 2030.

Beneficiaries

Top talents and promising future leaders in the private sector.

Support Mechanism

HRDF pays the cost of the training program only.

Program Objectives

- Providing participants with the knowledge, skills, and competencies they need.
- Making national establishments more competitive by optimizing human capital investment.
- Activating the principles of effective and influential leadership and transferring world-class expertise.
- Work shadowing with world-renowned leadership experts as well as the transfer of best practices.

Eligibility Conditions

- Saudi men or women.
- Employed full-time by a private firm.
- As a minimum, a bachelor's degree is required.
- A minimum of five years' experience in the field, including two years' experience as a supervisor/manager.
- Fluent in the English language. If the leadership program is offered in English.

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.

Enabling Products

- Employee Wage Subsidy
- Childcare Support (Qurrah)
- 'Guided Transport' Support
- 'On-Demand Delivery' Support



The Employee Wage Subsidy

The wage subsidy supports male and female job seekers in the private sector by paying a percentage of their wages. Full-time support is offered for all private sector jobs. This helps to reduce the risk of employers taking on new staff or retaining existing staff and encourages them to pay competitive wages. thus, it also helps to bring more women into the workforce, as it helps to reduce the gender wage gap.

Beneficiaries

- Private-Sector Establishments.
- Current and Future Employees Registered at GOSI.

Program Objectives

- The applicant must be a Saudi national.
- The applicant must be between 18-60 years old.
- S/he must not be a student, a government employee or a business owner.
- The applicant must be a GOSI-registered subscriber under the same establishment over the past 120 days at least. The payment release date shall be in the following month from the application submission date.
- Both the applicant and the entity must have Jadarat accounts.
- The minimum and maximum salary to be subsidized must be SR4,000 and SR15,000, respectively
- The beneficiary who has not previously completed the 24-month period under any employment support programs can join this program to finish the remaining period, providing that s/he has not exceeded 3 times of being supported by HRDF. However, those who benefited from Hafiz, on-the-training, Qurrah or Wusool support, Subsidizing the Wage of Dialysis Days or the Professional Certification are still eligible for the program.

Support Mechanism

- A fixed 30% of employee's wage paid in the 1st & 2nd years of work (24 months).
- Employee's minimum wage to be subsidized: SR3,200.
- Employee's Maximum wage to be subsidized: SR15,000.
- A maximum subsidy limit of SR3,000 paid for 1st year and 2nd year or equal to 50% of the employee's wage, whichever is lesser.
- All private entities are eligible for the support unless they are suspended by HRSD/HRDF.
- Full-time employees in all sectors are included under the support.
- The support payment is deposited into the private entity's bank account monthly.
- 10% additional incentives are given if the entity hires women & PwDs, or if employment is carried out by SMEs or in small cities and towns. Also, it includes certain occupations and sectors impacted by COVID-19 pandemic.
- An entity may submit a request for support on the HRDF's website from the 91st day to the 180th day after a worker has registered in Social Insurance and whose registration period does not exceed 90 days.
- In order to be eligible to apply for the program, the facility must wait 90 days from the employee's date of registration in Social Insurance (after the probation period).
- In the first 90 days of the employee's appointment and registration in GOSI, the facility shall pay the employee's full salary, without retroactive effect.
- The entity will not be able to request any support after 180 days from the date of registering the employee with GOSI.

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.

Our Presence across Saudi Arabia

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Branches

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Job Placement
Centers

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Recruitment Offices





HRDFKSA

