User Manual for Applying for a Training Opportunity

On-the-Job Training – Professional

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Introduction:

This document provides a comprehensive explanation of the services and programs available to individuals through the Human Resources Development Fund (HRDF) website. It offers a complete overview of how to utilize these services, with references to relevant programs and products that may benefit you. This manual aims to support you in achieving your goals and enhancing your experience with ease.

Steps to Apply for a Training Opportunity in the Professional Experience Program

To apply for training opportunities in the Professional Experience Program, applicants must first register for the On-the-Job Training Program.

Steps to Register in the On-the-Job Training Program

1. The user accesses the HRDF website www.hrdf.org.sa

2. From the upper bar, the user selects "Programs and Services"

3. The user then selects "Individuals"

4. The user selects "Training"

5. The user selects "Professional Experience"

6. The system displays the Professional Experience Program page on the (HRDF) website

7. The system displays the following in the Program page within the (HRDF) website

- Registration Steps

- Beneficiaries

- Eligibility Criteria

- Support Mechanism

- Benefits of Professional Experience

- Frequently Asked Questions

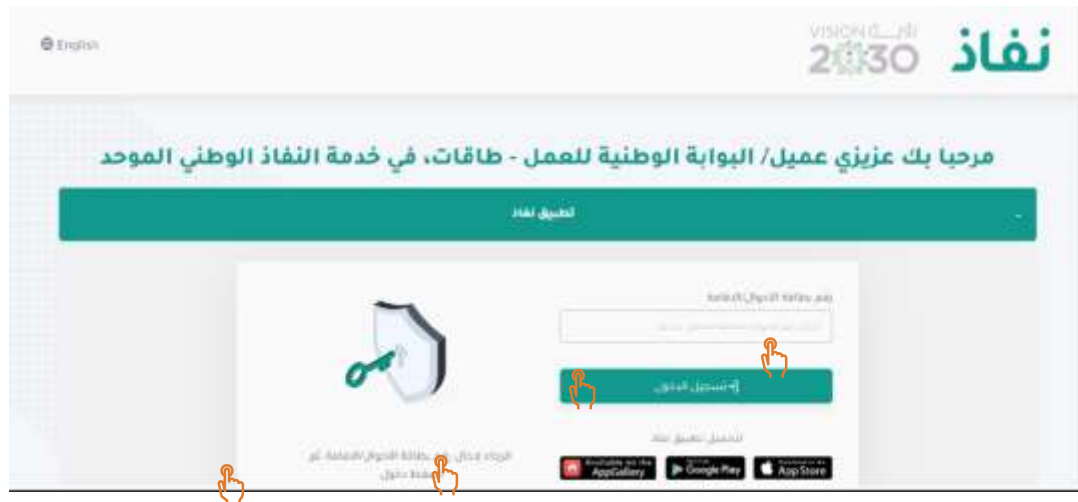8. At the top of the page, the user selects "Subscribe"

9. The system will then redirect users to the electronic services login page
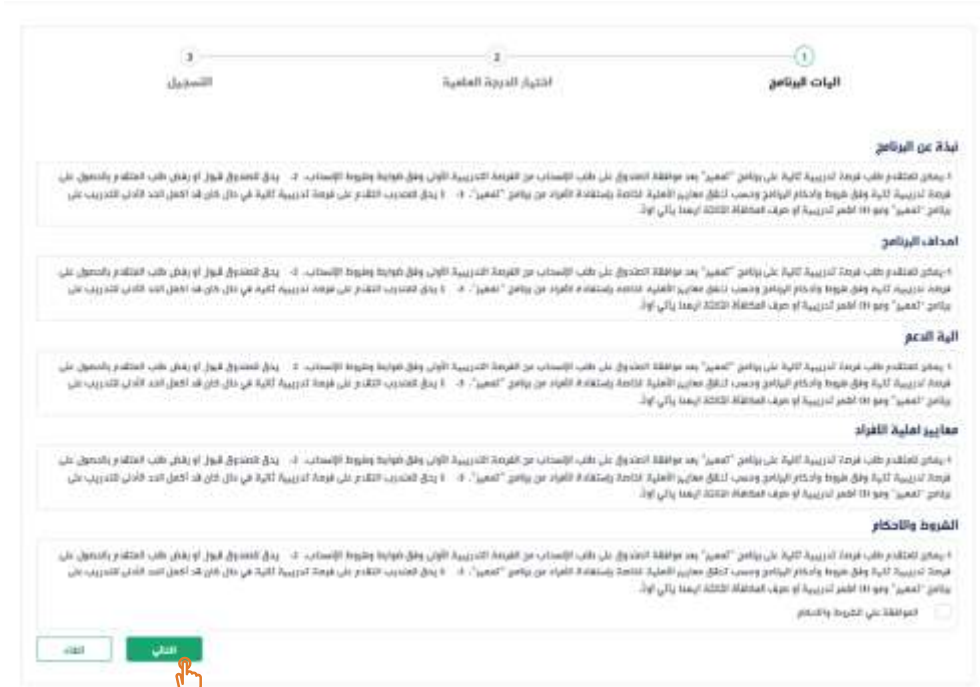
10. The user logs into the system using the National

Unified Access

11. From the "Our   Programs"

menu, the user selects "Register for On-the-Job

Training"

12. The system presents an overview of the program along with its objectives

13. If the user selects "Cancel", he will be redirected to the electronic services' home page

14. If the user selects "Next" without accepting the terms, the system will display an error message as shown in the screen below

15. If the user agrees to the terms and conditions and proceeds to select "Next"

16. The system will display the "Select Academic Degree" screen

17. If the user clicks "Next" without choosing an academic degree, the system will display an error message as illustrated in the screen below

18. The user selects one of the following academic degrees (Bachelor's Student, Diploma Student, or Secondary Student) he wishes to register for and selects "Next"

19. The system displays the user's personal information from their profile in the electronic services portal

20. The system displays educational information from the Ministry of Education

- If the user is not eligible to register for the On-the-Job Training Program

    i. The system will display an error message explaining the reason for ineligibility

1. Viewing Available Training Opportunities

1. The user logs into the electronic services following the same steps outlined in the "Steps to Register for the On-the-Job Training Program" (Steps 1 to 5)

2. From the training opportunities menu, the user selects "Training Opportunities"

3. The system displays a list of available training opportunities for application
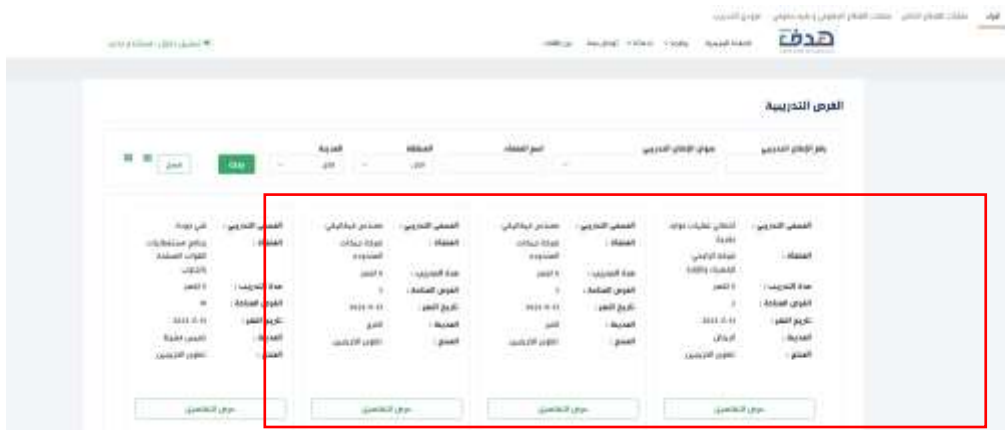
4. Apply for a Training Opportunity - Professional Experience Program

1   The user selects one of the available training opportunities within the Professional Experience Program for application
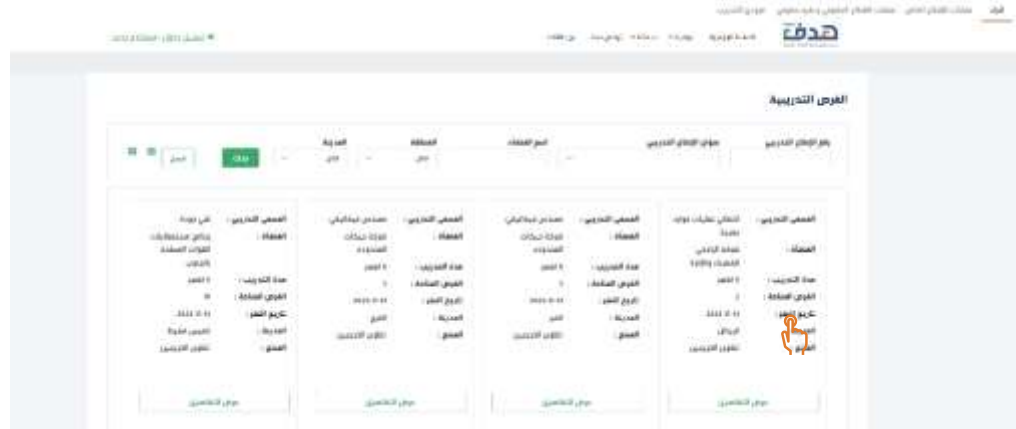
2   The system displays details about the training opportunity, including the **establishment's information, specific details of the oppor**tunity, and the relevant terms and conditions

معلومات عامة

المسمى التدريبي	---	عنوان الإعلان التدريبي	التجربة المهنية test
المزايا الأخرى		المكافأة الشهرية	1000
المهام التدريبية	test	الوصف التدريبي	test
الشواغر التدريبية	5	الجنس	كلاهما
مدة التدريب	5 اشهر	سنوات الخبرة	0 - 1
نوع العمل	دوام كامل	بيئة العمل موائمة للأشخاص ذوي الإعاقة	لا
فترة العمل	صباحي	المنطقة	الرياض
المنتج	التجربة المهنية	المدينة	أبو رمل
		اسم ورقم الشارع	

المؤهلات

مستوى التعليم
البكالوريوس أو أعلى

التخصصات العامه :

قائمة التخصصات
العلوم الإدارية

1 سجل

المهارات المطلوبة

المهارات	مستوى الإتقان
لا يوجد بيانات لعرضها حاليا	

اللغات المطلوبة

اللغة	مستوى الإتقان
لا يوجد بيانات لعرضها حاليا	

الشهادات

الشهادة	اهميتها
لا يوجد بيانات لعرضها بعد.	

الشروط والاحكام

3   If the user selects "submit" without accepting the terms, the system will display an

error message as shown in the screen below

4   The user agrees to the terms and conditions and proceeds by clicking "Submit"

5   **The user selects "Submit"**

6   The system verifies the eligibility criteria associated with the Professional Experience

     Program and the training opportunity

7   If the user fails to meet the eligibility requirements, the system displays specific

     conditions that were not satisfied, as illustrated in the example below

8   Upon successfully meeting the eligibility criteria, the application for the training

     opportunity is submitted, and it appears in the list of submitted applications

5. Tracking Submitted Applications

1. From the main menu, the user selects "Training Opportunities" followed by "Submitted Applications"

2. The system displays a list of training opportunities that the user has applied for, along with the status of each application

3. If an interview request has been sent to the user, the system allows the user to view the details of the interview and choose to accept, decline, or request modifications

    - If the user selects "Decline", the system presents a confirmation message regarding the rejection
        ➢ The user clicks "Confirm"
        ➢ The interview is declined, and the training provider is notified accordingly
    - If the user selects "Request Modification"
        ➢ The system enables the user to submit a request to reschedule the interview
    - If the user selects "Accept"
        ➢ The user will receive a notification confirming the acceptance of the interview
        ➢ The training provider will be informed of the user's acceptance

4. If a training offer is sent to the user for one of the opportunities they applied for, the system allows the user to review the training offer and decide whether to accept, decline, or request modifications

- If the user selects "Decline", the system presents a confirmation message regarding the rejection
  - ➢ The user clicks "Confirm"
  - ➢ The training offer is declined, and the training provider is notified accordingly
- If the user selects "Request Modification"
  - ➢ The system enables the user to submit a request to modify the training offer's data
- If the user selects "Accept"
  - ➢ The user will receive a notification confirming the acceptance of the training offer
  - ➢ The training provider receives a notification confirming the trainee's acceptance of the training offer

6. Viewing the On-the-Job Training Program Dashboard

1. From the main **menu, the user selects "Our Programs" followed by "On-the-Job Training"**

    and then "On-the-Job Training Dashboard"

2. The system presents the On-the-Job Training Dashboard, detailing the specific training

    opportunity the user is currently registered in

سجل الحضور

عرض سجل الحضور	تاريخ إدخال الحضور	أيام الغياب	نسبة الحضور	المدرب	حالة الحضور	فترة سجل الحضور
						لا توجد بيانات

تفاصيل المدفوعات

أسباب عدم الأهلية	حالة الدفعة	مبلغ الدفعه المالية	فترة الأهلية
تم استبعاد المنشأة لعدم وجود تدريب فعلي	غير مستحق	900	04-06-2023 - 30-06-2023

الإجراءات اللازمة لإكمال التدريب و الحصول على شهادة إتمام البرنامج **تحميل الشهادة**

الحالة: غير مكتمل

الحالة	الإجراء
تقييم	تقييم المدرب
تقييم	تقييم المنشأة
تقييم	تقييم الفرصة التدريبية

3. The system provides the trainee with the following functionalities regarding the training

    opportunity:

    - Withdraw from the opportunity

    - Review attendance records

    - Access the payment history

    - Issue a training certificate after one month or more from the start of the training

    - Issue a completion certificate upon fulfilling the evaluation requirements for the

      opportunity, trainer, and overall training experience

7. Evaluate the establishment, training opportunity, and the trainer by the trainee

1. The user navigates to the On-the-Job Training Dashboard

2. Under the section titled "Actions Required to Complete Training and Obtain the Completion Certificate", the following are displayed:

Trainer Evaluation

- The system presents a form for evaluating the trainer, prompting the trainee to answer a series of questions; Mandatory questions must be answered; otherwise, the trainee will be unable to save the evaluation

Establishment Evaluation

- The system presents a form for evaluating the trainer, prompting the trainee to

    answer a series of questions; Mandatory questions must be answered; otherwise,

    the trainee will be unable to save the evaluation

Evaluating Training Opportunity

- The system presents a form for evaluating the trainer, prompting the trainee to

  answer a series of questions; Mandatory questions must be answered; otherwise,

  the trainee will be unable to save the evaluation

8. Withdrawal from the Training Opportunity - Professional Experience

1. From the On-the-Job Training **Dashboard, the user selects "Request Withdrawal"**
2. The system displays the withdrawal request form
3. The user fills out the form, agrees to the stipulated terms and conditions, and submits the request for approval

9. Contact Us

1 The user clicks on the "Contact Us" icon to initiate a Contact Us request

2 The system presents the Contact Us request page

3 Users can check the status of previously submitted requests or create a new one

4   To submit a new request, the user clicks on the "New Contact Request" icon
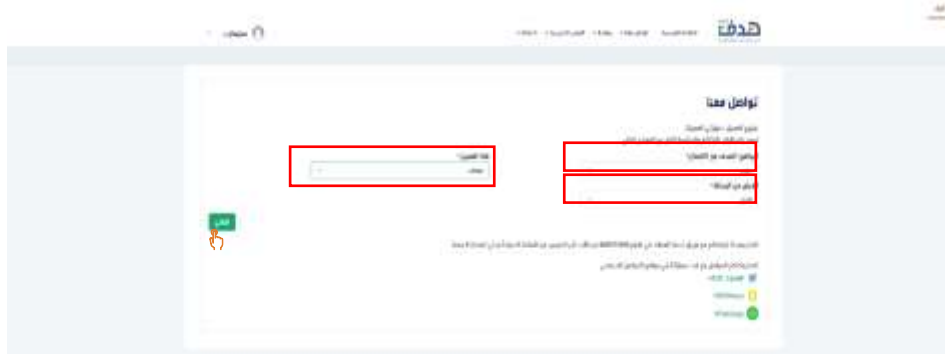
5   The user selects the relevant program/ purpose for communication

6   The user chooses the customer category

فئة العميل*

-اختر-

-اختر-

متدرب

طالب

باحث عن عمل

موظف

7   The user specifies the type of request

نوع الطلب*

-اختر-

-اختر-

شكوى

الطلبات التقنية

طلب خدمة

اقتراح

استفسار

إجراءات المراجعة التشغيلية للفروع

WhatsApp

8   The user clicks "Next"

9   The system displays frequently asked questions (FAQs) to the user

10   If the user does not find an answer to their inquiry

- The user responds to the question, "Did you find your answer among the

  FAQs?"

- If the User Selects "Yes"; the system displays an "End" button, allowing the user

  to close the form without submitting any request

- If the User Selects "No"; the system prompts the user with a follow-up question:

  "Why?"

- The user provides an answer to the follow-up question "Why?"

- The user clicks "Next"

11   The system then displays the user's information

اتصل بنا.

البيانات الشخصية
رقم الهوية1076687082

الاسم

رقم الجوال   تاريخ الميلاد

البريد الإلكتروني   طريقة التواصل المفضلة
                         ⦿ البريد الإلكتروني
                         رقم الجوال

[التالي] [السابق]

12   The system presents the Contact Us form

- The user inputs the subject

- The user inputs the content

- **The user may "attach" any relevant documents, if applicable**

تواصل معنا

تفاصيل الطلب

العنوان*
[   ]

المحتوى*
[   ]

المرفقات
[إرفاق]

[إرسال] [السابق]

13   Finally, the user clicks "Send"

14   The system presents the mandatory acknowledgement for the user

15   If the user does not agree; the "Agree" button will be disabled, preventing the

submission of the contact request

16   If the user agrees; upon selecting "Agree", the system displays a confirmation

message that includes the request number

17   The applicant will be contacted if there are any updates regarding the request