صنــــدوق تنمـــية
المـــــوارد البشـرية
HUMAN RESOURCES
DEVELOPMENT FUND

Strategic Partnership Institutes Program User Guide – Monshaat

Strategic Corporate Institutes Support Program:

The program aims to train and employ job seekers on qualitative specialties available to private sector establishments in one of the training bodies licensed by the General Corporation for Technical and Vocational Training as non-profit training bodies under work contracts with the private sector

Or the non-profit sector with financial support from the fund according to the approved support mechanism

Introduction

Document overview

This document contains an integrated guide to benefit from the program of supporting strategic partnership institutes by the establishment, including the steps followed for registration and use.

Registration Steps

Register through the Human Resources Development Fund - HRDF website

- The user logs in to the Human Resources Development Fund website
- From the previous screen, the beneficiary chooses programs, services > training> strategic partnership institutes, as described above

2- Registration Steps

- Register through the Human Resources Development Fund "HRDF" website
- The system will review the program page on the Human Resources Development Fund website
- From the bottom of the page, the user can view the steps of the liquidation by clicking on "Registration Steps"
- From the bottom of the page, the user can see how the program works by clicking on "How the program works"

- From the bottom of the page, the user can view the support mechanism by clicking on the "Support Mechanism"
- From the bottom of the page, the user can view the training bodies by clicking on "Training Bodies"
- From the bottom of the page, the user can view the FAQs by clicking on "FAQ", the user can search for a specific question through the search bar at the top
- The user logs in to the Human Resources Development Fund website
- From the top window, the beneficiary selects programs and services > facility > training > strategic partnership institutes, as described above.
- The system will show the user "Terms" to be approved by the user by clicking "I read all the conditions", I agree
- To continue, the user clicks on "Agree" as described above
- The system will show the user "Registration Conditions" to be approved by the user by clicking "I read all the registration conditions" as described above
- To continue, the user clicks on "Agree" as described above

2.3 Fill in the establishment data

- The system will show all the fields that must be filled in by the user such as "Establishment Name - Sector Type" and other fields
- When you click on the "Legal Form" solution, a drop-down menu will appear to be selected by the user
- The system will show all the fields that must be filled in by the user such as "Commercial Registration Number - License Number" and other fields
- After completing all fields, the user clicks on "Register" to complete the registration procedure in the recruitment and training system
- An error message will appear when the IBAN number is increased or decreased
- An error message will appear when the "Establishment Name" field is not filled in
- An error message will appear when registering a different establishment name for the registrant in the commercial register
- An error message will appear when filling in the CR number incorrectly

- An error message will appear when filling in the IBAN incorrectly and not mentioning the "country code"
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- The system will show "Acknowledgment of the establishment with accuracy and correctness of the data" for the registration of the establishment The user must approve the declaration by activating the declaration icon
- After approving the acknowledgment to complete the registration, the user clicks on Agree as described above
- After the user completes the registration for his facility, the user can now benefit from the program (Strategic Partnership Institutes)
- To benefit from the program, the beneficiary goes to "submit a new support request"
- The system will display the "General Data" tab, the user must fill in all the required fields
- The user must select the "Strategic Partnership Institutes Support Program" through the support program name menu
- The system will display the "List of Outputs of the Convention" as described above
- To add a job the user clicks on "Add new function" as shown above
- The system will display the "General Data" tab
- The user must fill in all fields such as "Salary by training - salary by job" and other fields
- The system will display the "Support Mechanism Summary" tab
- The system will automatically display to the user "Salary Support Percentage - Maximum Period of Support" and other fields
- The system will display the "Training Data" tab
- The system will display a list of training programs; the user must select one of the training programs
- The system will display the "Job Description" tab
- The user must fill in "Serial Number" and "Job Description- Tasks"

3- Applying to the Strategic Partnership Institutes Program

3.1 Submit a support request

- The system will display the "Key Financial Indicators" tab for the survey
- To complete the job addition, the user clicks on "Add Function" as shown above
- The system will show all the functions that have been added by the user
- To send the application for approval by the Human Resources Development Fund, the user clicks on "Send to HRDF" as shown above

4- Direct linking of the job applicant

4.1 Connecting the Job Seeker

- After the jobs have been submitted to the fund, the user can link the employees to the previously added jobs by clicking on "Direct link to the job applicant" as shown above
- After the approval of the jobs by the Fund, the system shows the "Support Request List" The user must select the previously added "job title" and choose the "National ID number" of the employee to be employed who has already been added and choose the "Actual Start Date" as shown above
- After completing all the fields, the user clicks on "Execute" as described above

5. List of all employees

5.1 Review of the status of employees

- After the employees have been submitted for admission, the user can view the status of the employees by clicking on "List of all employees" as shown above.
- The system will display a "list of all employees", the user can view the status of the individual through the "link status" as shown above if it is "Accepted - Not Accepted"

6- List of time schedules and attendance

6.1 Review of attendance and time data

- After the staff has been accepted, the user can view the attendance status and time by clicking on "Time and Attendance Schedules".

- The user selects "Support Request Number - Month - Year" and then clicks "Execute" until he shows the employee's status
- The system shows the user the employee's attendance status as shown above

7- Billing Data

7.1 Add billing data

- The user can add a new invoice by clicking on "Set up a new invoice" as shown above
- The user can choose "Program Name", "Invoice Number" to be set up and "Claim Month" as shown above.
- To complete the "Invoice Setup" the user clicks on the "Invoice Data" tab as shown above
- The system will display to the user the list of "invoice data" such as "number of days of attendance and absence", "training and employment salary" and other fields as shown above
- To complete the "Invoice Setup" the user clicks on the "Attachments" tab as shown above
- The user must attach the "Bank Deposit" by clicking on "Browse" as shown above
- To send the "invoice" the user clicks on "Add" as shown above
- To view the "Billing Status", the user clicks on the "Invoice" as shown above.
- The system will display to the user the "invoice status" that has already been set up by the user as described above
- The user can cancel the invoice by selecting the invoice and then clicking on "Cancel the chosen invoice" as shown above

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