



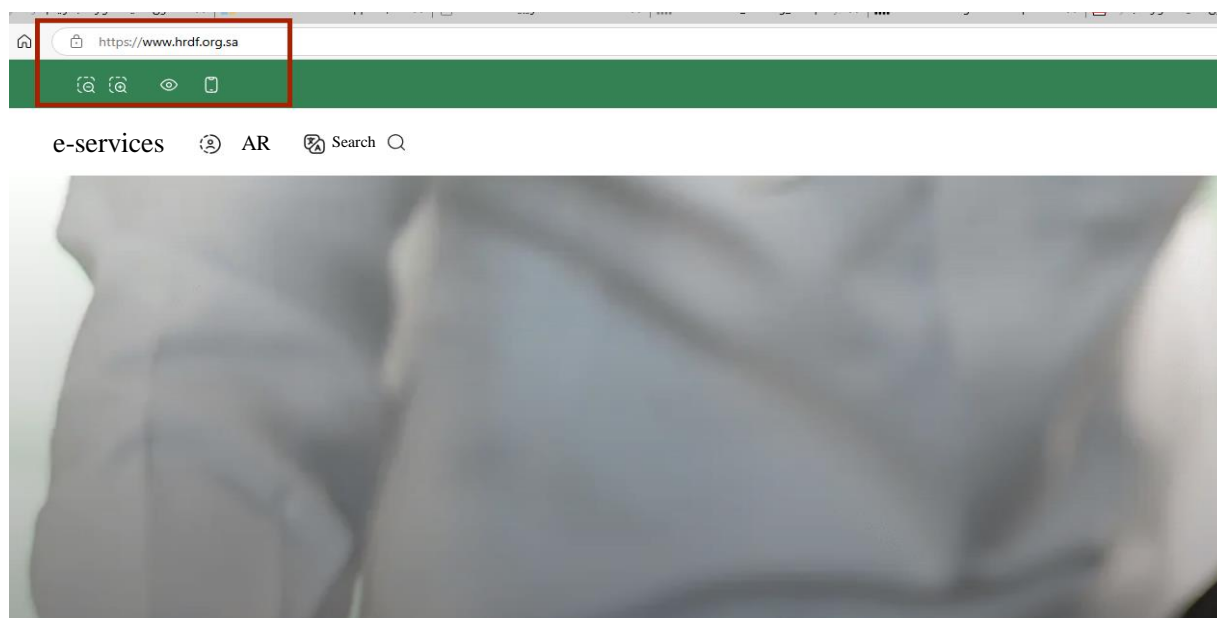
# User Manual

For training announcements for  
the Graduate Development  
Product

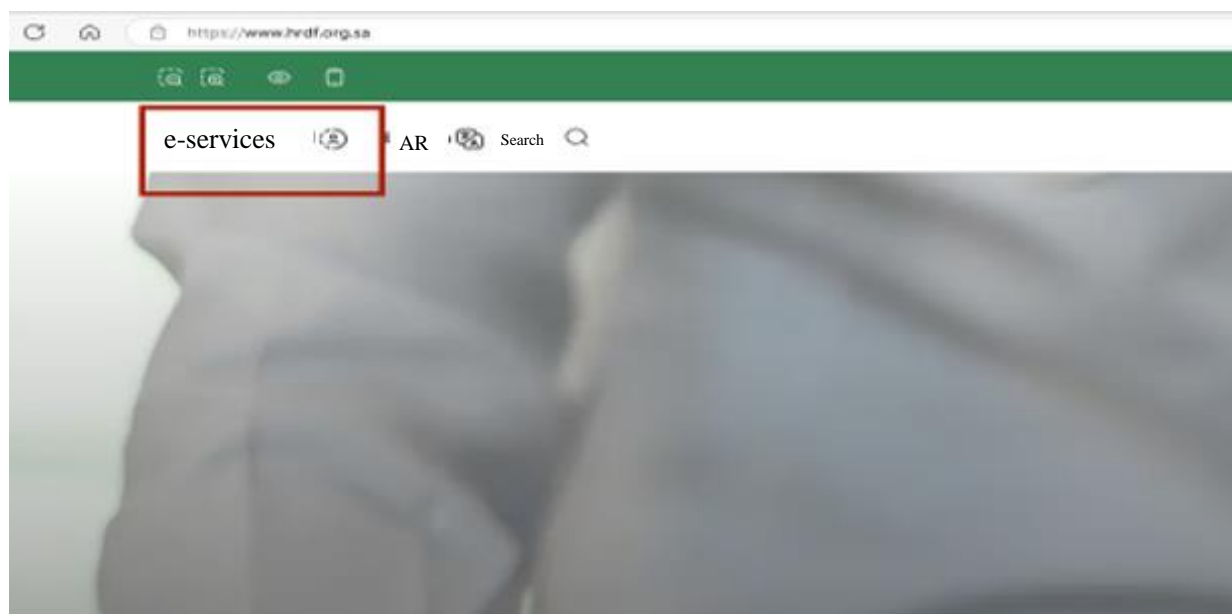
## Training Announcements for Graduate Development Product

### Training Announcement Steps for Graduate Development Product

1. Sign in the website of Human Resources Development Fund (HRDF).



2. Click on the e-services icon.



## Training Announcements for Graduate Development Product

### Training Announcement Steps for Graduate Development Product

3. Select to log in private and non-profit sector facilities or select a government and semi-government sector.

#### e-services

##### I am a/an

Individual **Facility** Service Provider Government and Semi-government Sectors

#### Your Appropriate e-services

Arrange items  
alphabetically (A-Z)



Login - Support for  
Wages of Dialysis  
Days

Login



Sign in - Support for  
Wages of Dialysis  
Days

Login



Sign in - Institutes for  
Strategic Partnership

Login



Sign in - Facilities

Login



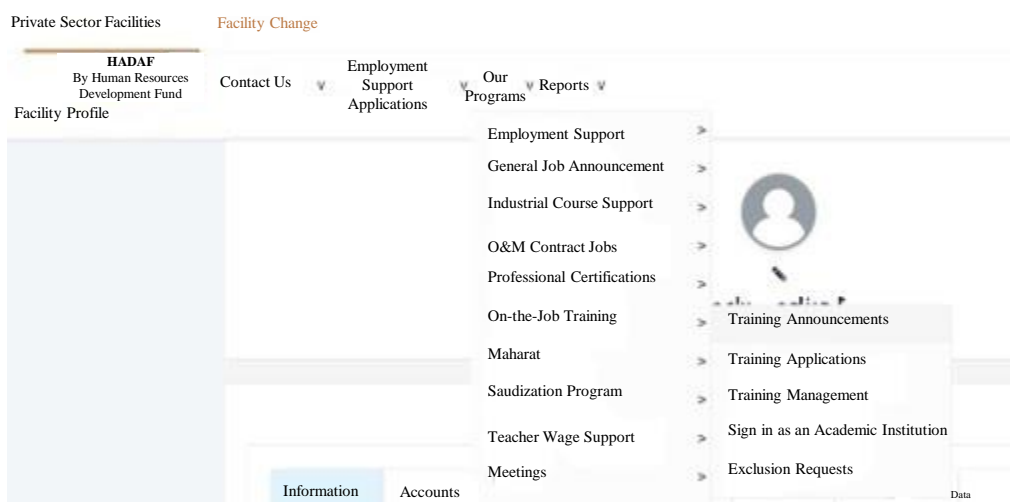
Login - Institutes for  
Strategic Partnership  
Program

Login

## Training Announcements for Graduate Development Product

### Training Announcement Steps for Graduate Development Product

#### 4. Select Our Programs > On-the-job Training > Training Announcements



#### 5. Select “Add New Training Announcement”

**Training Announcements**

**Add New Training Announcement**

Announcement No.:  Facility No.:  Facility Name:  Product:

Announcement Status:  Training Title:  Qualification Type:

--Select-- --Select-- --Select-- --Select-- Disabled People-friendly ☐

Announcement No.	Training Announcement Address	Training Title	Facility Name	Facility No.	Product	Qualification Type	Announcement Start Date	Announcement End Date	Announcement Status	Disabled People-friendly	Number of Vacancies	View
309	Ticket Name Test	Customs Manager	National Schools 1	0-1224771		Bachelor's degree or higher	27/03/2022	26/04/2022	Expired	No	5	<input type="button" value="View"/>

1 Record

## Training Announcements for Graduate Development Product

### Training Announcement Steps for Graduate Development Product

#### 6. Fill out the Training Announcement Form >> Submit

15. A trainee shall be eligible to receive the full remuneration if there is no absence. However, the remuneration shall be deducted for each day of absence. A trainee shall be excluded from the program if his/her absence exceeds 10% over two financial cycles during the training period. The remuneration shall be disbursed to the account of the trainee, not the account of the facility.

16. The HRDF shall have the right to measure such results of evaluations, visits, training outcomes, employment, and complaints against the facility. In addition, the HRDF shall have the right to suspend the facility, refund disbursements, or take any action it deems appropriate.

17. A trainee shall receive a certificate of completion from the Human Resources Development Fund (HADF) upon completion of the On-the-job Training Program. In addition, the facility may provide the trainee with a certificate of completion.

18. The training duration for the "Professional Experience" product shall be from one to a maximum of 3 months per year, not exceeding 12 months, with a monthly remuneration contribution from the HRDF of SAR 1,000. Such terms and conditions of the product shall then apply throughout such prescribed duration of the training program. The training facility shall determine the start date and duration of the program.

19. The training duration for the "Cooperative Training" product shall be from two months to a maximum of 12 months, with a monthly remuneration contribution from the HRDF of SAR 2,000. Such terms and conditions of the product shall then apply throughout such prescribed duration of the training program. The training facility shall determine the start date and duration of the program.

20. The training duration for the "Graduate Development" product shall be from three to six months, with a monthly remuneration contribution from the HRDF of SAR 3,000. Such terms and conditions of the product shall then apply throughout such prescribed duration of the training program. The training facility shall determine the start date and duration of the program.

21. The training duration for the "Apprenticeship" product shall be a maximum of 36 months, with a monthly remuneration contribution from the HRDF of SAR 2,000 for graduates of high school and below and SAR 3,000 for holders of diploma and higher. Such terms and conditions of the product shall then apply throughout such prescribed duration of the training program. The training facility shall determine the start date and duration of the program.

22. Registering a trainee with Social Insurance during any day of the payment cycle shall result in their exclusion from the program, rendering them ineligible for re-enrollment.

23. The HRDF shall not be liable for compensating a trainee for overtime work, as such remuneration the trainee receives for enrolling in the program will not be increased.

24. The HRDF shall not be liable for damages or costs incurred for training machines, tools, and equipment that are owned and fall under the control of or in the custody of the training facility during the training period, as well as for non-consumable materials.

25. The trainee and the training facility shall not be entitled to change, postpone, or extend the program duration or request the same after the start of the training.

26. A facility shall not be entitled to terminate or exclude a trainee from the training program for reasons such as lack of office or space for the trainee, or the lack of such equipment necessary for training, etc. In addition, the HRDF shall have the right to accept or reject the exclusion request.

27. Upon termination of the trainee's training program, a facility shall undertake to inform the trainee of such reasons or violations that prompted the request to terminate the training program. However, the HRDF shall not be liable for such issue.

28. Training opportunities shall be within the Saudi Standard Classification of Occupations as well as such activities and sectors approved by the HRDF. In addition, the HRDF shall have the right to accept or reject announcements in accordance with its controls and conditions.

#### Acknowledgement:

I declare and acknowledge that I am the employer (training facility) or the person officially authorized to use such services of the National Labor Portal (Taqaat), and that I comply with such regulatory terms and conditions related to the program. In addition, I declare and acknowledge that I have read and accepted all terms and conditions, and that the training facility shall have full liability in the event of a violation of any or all of the terms and conditions of the On-the-job Training program.

☐ I agree to the terms and conditions.

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الموارد البشرية  
HUMAN RESOURCES  
DEVELOPMENT FUND

