User Manual

For accreditation of a new training entity for support product of the strategic partnerships institutes

Accreditation of new training entity for support product of strategic partnerships institutes

1. Register the establishment through the following link:

https://online.hrdf.org.sa/business/BP_approves_system_use.php

- The system will display the "Conditions" to the user in order to agree on it by the user through clicking "I have read all conditions and agree to comply with it" as indicated above.
- To continue, the user clicks "Agree" as indicated above.

2. Fill in the establishment details

- The system will display all fields to be filled in by the user such as "name of establishment- type of sector" and other fields, noting that the selected type of sector must be private training sector.

3. Fill in the required fields.

//There is a logo: Human Resources Development Fund//	**Employment and Training System**	

⚠ In case you are desirous to benefit from the training to employment program (direct employment support or off-the-job training support), kindly register through the following link: sps.hrdf.org.sa/ownerportal

Establishment registration details:
Obligatory

Name of establishment
Type of sector [Select ▾]

Legal form [Select ▾]
Date of incorporation [▾]

Address
Name of street   **District** [Select ▾]   **Area** [Select ▾]   **City** [Select ▾]

PO Box   **Postal code**

Tel Ext.   **Fax** Ext.   **E-mail**

Director General
First name   Father name   **Family name**   **Mobile**

Contact officer
First name   Father name   **Family**   **Title**

Tel Ext.   **Fax** Ext.   **Mobile**   **E-mail**

Entering the details of the commercial register or the license is mandatory (in case the establishment has a commercial register, its details must be entered).

Commercial Register No. **Date of issue** [▾] **Date of Expiry** [▾] **Issuing Entity** [Select ▾]

License No. **Date of issue** [▾] **Date of Expiry** [▾] **Issuing Entity** [Select ▾]

Banks details (the name of the establishment in the bank must be in conformity with its trade name)
Bank Name [Select ▾]   **Account Number/ in full**

Social Insurance Subscription Number

Statistics
Numbers of Employees

Details of	**Saudi Employees**	**Non-Saudi Employees**
Men		
Women		

[Register]   [Reset]

- The system will display all fields to be filled in by the user such as "License No." and other fields.
- After completing all fields, the user clicks "Register" to complete the registration in the Employment and Training System.

Accreditation of training program for support product of strategic partnerships institutes

1. Login to the establishment through the following link:

https://online.hrdf.org.sa/login.php

2. Addition of new training program

Screens					
Modification of establishment details					
Change of password					
Addition of training program					
Addition of trainer details					
Submission of support request					
Summary of agreement (New)					
Details of the Fund and supporting entities					
Prepare a new invoice					
Last offers					
Termination of services of the job seeker supported by the National System for Joint Training Program (New)					
List of all employees					

List of training programs

Procedure	Name of program	Level of program	Duration of training	Recognition status	Status
Amend| Cancel	HADAF Program	Development of economy		No	Approved
Amend| Cancel	Principles of public relations	Qualification		No	Approved
Amend| Cancel	Employees management	Expansion of horizons	Diploma (One year and more)	No	Approved
Amend| Cancel	Communications skills	Development	Development program (5- 30) days	No	Approved

(total 4)   Showing rows 1 - 4   1

New   Add   Update   Agree   Search   Send   Cancel   Exit

3. Fill in the required fields

Details of training program "Testing Establishment 0"

General details   **Obligatory**

General details | Plan of program | Contents of program

*Fields related to training centers and institutes

Name of program   **General objective**   **Level of program**
HADAF Program   Development of economy   Select

Economic programs   **Duration of training**   **Cost of training per trainee**
Type of program   6   months   500.00   Per month

Method of training
☑ Instructions   ☑ Practical (applied) training
☑ On-the-job training   ☐ Theoretical training
☐ Others

Accreditation status*   **Accredited by**
○ Yes ● No

Accreditation license No.   **Date of accreditation**   **Training material availability status**
                                                             ○ Yes ● No

New   Add   Amend   Agree   Search   Send   Cancel   Exit

4. Fill in the plan of program (Description)

5. Fill in the contents of program

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HUMAN RESOURCES
DEVELOPMENT FUND