



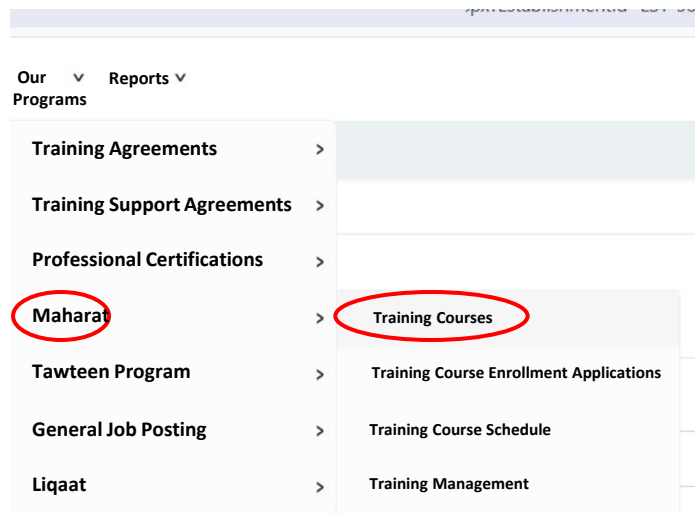
User Manual

For addition of new training
course by training providers to
Maharat Program

Addition of New Training Course by Training Providers to Maharat Program

Log in using the training provider account, then click on “Our Programs” section, and select “Maharat” from the dropdown menu, then select “Training Courses”.

Add image



** The page will appear as shown below. Click on “Add New Training Course.”

The screenshot shows the 'Add New Training Course' form. The breadcrumb trail at the top reads 'Our Programs > Maharat > Training Courses'. A green button with a plus icon and the text 'Add New Training Course' is circled in red. The form contains the following fields:

- Course No. (text input)
- Arabic Course Name (text input)
- English Course Name (text input)
- Entity Name (text input)
- Type of Skills (dropdown menu, currently showing '-- Select --')
- Target Gender (dropdown menu, currently showing '-- Select --')
- Course Status (dropdown menu, currently showing '-- Select --')

At the bottom of the form are three buttons: 'Search' (green), 'Export to Excel' (green), and 'Reset' (white with green border).

****The terms and conditions for course acceptance will then appear as shown below. They should be read, and then “Agree” button is clicked.**

Terms & Conditions

38. Refrain from using this website in any manner that may harm or damage the website or negatively impact other users.

39. Refrain from using this website in any way that contradicts the applicable laws and regulations in the Kingdom of Saudi Arabia.

40. All e-transactions are subject to the Electronic Transactions Law and its Implementing Regulations issued by Royal Decree No. (M/18) dated 08/03/1427 AH.

41. Any actions taken by the training entity, directly or indirectly, aimed at hacking the HRDF's e-systems or causing harm, fall under its responsibility in accordance with the Anti-Cyber Crime Law issued by Council of Ministers' Resolution No. (79) dated 07/03/1428 AH.

42. In case the training entity includes in this electronic declaration any incorrect or false information or details, it shall be subject to legal penalties in accordance with Article (2), Paragraph (F) of the Penal Code for Forgery Offenses issued by Royal Decree No. (M/11) dated 18/02/1435 AH.

The training entity hereby acknowledges and agrees to this declaration, having read and understood all of its paragraphs, terms and conditions. The training entity also confirms the accuracy and veracity of all the information provided to HRDF. HRDF reserves the right to take appropriate legal action if any of the information is found to be inaccurate.

Agree

Disagree

** Once the terms and conditions are accepted, the following page will appear. All required fields and course details should be filled in, and then "Submit" button is clicked.

EstablishmentId=EST-581&IsReadOnly=False&TrainingId=0

//Logo of HADAF- Human
Resources Development
Fund//

Contact Us Employment Support Our Reports
Applications Programs

Atheer Nasser...

Program Name: Maharat

Addition of New Training Course

Entity Details

Entity Name
Saudi Electronic University's Institute for Research and Studies

Entity Type
Governmental and Semi-Governmental

Entity Training License *

Expiration Date *

Attach File

Course Key Details:

Type of Skills *

Course Delivery Method *

Most Relevant Economic Activity *

Classification of Economic Activity *

Arabic Course Name *

English Course Name *

Course Description in Arabic *

Course Description in English *

Course Contents in Arabic *

Course Contents in English *

Course Objectives in Arabic *

Course Objectives in English *

Target Gender *

Employment Status of Target Trainees *

Attachment of Electronic Training Content *

Additional Requirements for Individual Enrollment

Training License Details

Attachment of Course Training License *

Expiration Date of Course Training License *

Attach File

Training Course Plan

Number of Sessions *

Capacity per Session *

Number of Training Days *

Number of Daily Training Hours *

Course Price (Exclusive of Tax) *

Contact Person Details

Full Name *

Mobile Number *

Email *

Submit Save as Draft Cancel Course Back

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