



User Manual

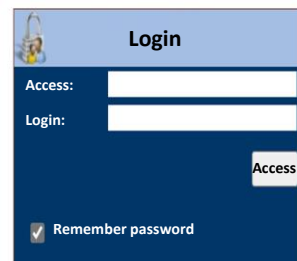
For accreditation of a training
program for the Support of
Strategic Partnerships Institutes
Product

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>

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

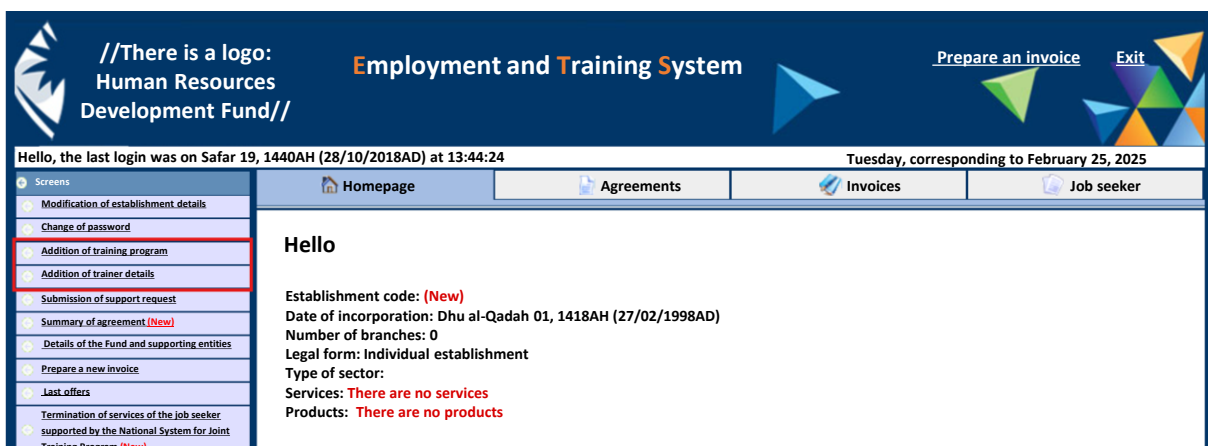


Login

Access:

Login:

☒ Remember password



//There is a logo: Human Resources Development Fund//

Employment and Training System

[Prepare an invoice](#) [Exit](#)

Hello, the last login was on Safar 19, 1440AH (28/10/2018AD) at 13:44:24 Tuesday, corresponding to February 25, 2025

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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)

Hello

Establishment code: (New)
Date of incorporation: Dhu al-Qadah 01, 1418AH (27/02/1998AD)
Number of branches: 0
Legal form: Individual establishment
Type of sector:
Services: **There are no services**
Products: **There are no products**

2. Addition of new training program

Screens

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- List of all employees

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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

3. Fill in the required fields

Screens

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- List of all employees
- Time and attendance schedules
- Monthly preparation of male and female teachers program (New)
- Status of support agreements
- Training entities
- Search
- Searching among the job seekers supported by the Fund (New)
- Direct connection for the job seeker (New)
- Employees disengagement
- Update the data of male and female teachers (New)
- Preparation of training rewards and employment salaries for National System for Joint Training Program (New)

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Details of training program "Testing Establishment 0"

General details

***Fields related to training centers and institutes**

Name of program: HADAF Program
General objective: Development of economy
Level of program: Select
Economic programs: Type of program
Duration of training: 6 months
Cost of training per trainee: 500.00 Per month

Method of training

☒ Instructions
☒ On-the-job training
☐ Others

☒ Practical (applied) training
☐ Theoretical training

Accreditation status*: ☐ Yes ☒ No
Accredited by:
Accreditation license No.:
Date of accreditation:
Training material availability status: ☐ Yes ☒ No

4. Fill in the plan of program (Description)

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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

Plan of program

Month	Description
1	
2	
3	

New Add Amend Agree Search Send Cancel Exit

5. Fill in the contents of program

Hello, testing establishment0, the last login was on Safar 19, 1440AH (28/10/2018AD) at 13:44:24 Tuesday, corresponding to February 25, 2025

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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

Contents of program

Content No.	Description
1	
2	
3	

New Add Amend Agree Search Send Cancel Exit

صندوق تنمية
الموارد البشرية
HUMAN RESOURCES
DEVELOPMENT FUND

