

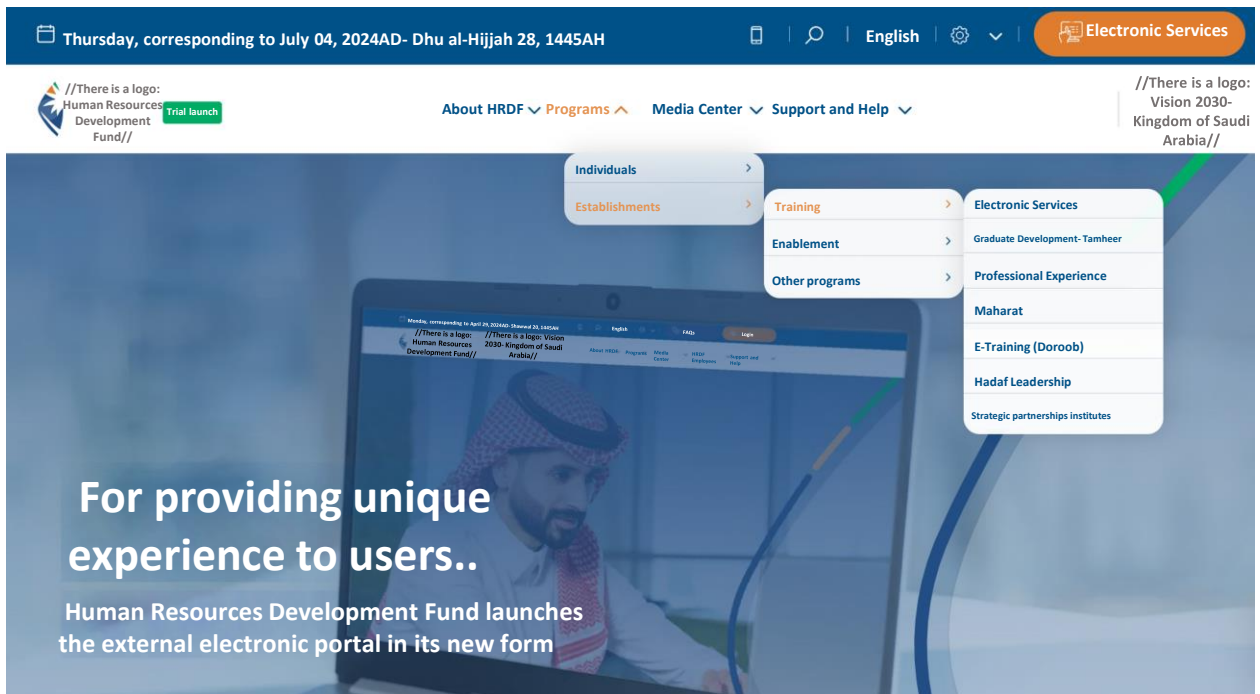


User Manual

For Submission of support
request for Strategic Partnership
product

1. Steps of registration

1.2 Registration via the website of the Human Resources Development Fund



- The user logs into the website of the [Human Resources Development Fund](#)
- The beneficiary selects from the upper window, Programs > Establishments > Training > Strategic Partnerships Institutes, as indicated above.

Steps of registration


1.2 Registration via the website of the Human Resources Development Fund

Thursday, corresponding to July 04, 2024AD- Dhu al-Hijjah 28, 1445AH | English | Electronic Services

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


About HRDF Programs Media Center Support and Help

//There is a logo: Vision 2030- Kingdom of Saudi Arabia//



Details of Product

Homepage > Programs



Strategic partnerships institutes

Establishments Training On-the-job employee

Obtain service

- The system will display the program page on the website of the Human Resources Development Fund

2. Steps of registration

2.1 Login via the website of the Human Resources Development Fund

Steps of Obtaining the Service

FAQs

Others

1. Log into the website of the Human Resources Development Fund <https://hrdf.org.sa/home> .
2. Click Electronic Services
3. Select Employment and Training System
4. Register an employer

- From the bottom of the page, the user can view the steps to obtain the service by clicking "Steps of Obtaining the Service.

2. Steps of registration

2.1 Login via the website of the Human Resources Development Fund

[Steps of Obtaining the Service](#)[FAQs](#)[Others](#)

Are the individuals who have been previously supported in the Strategic Partnerships Institutes Support Program or other programs of the Fund eligible for new support?

In case the previous support is less than three months and for one time, the support in the program will be reinstated for the full duration.

Does the system display alert messages indicating an error in the validity of the inputs before submitting the request?

Does the system display messages indicating missing inputs?

Are messages sent to user for confirming the completion of the mission?

From the bottom of the page, the user can review FAQs by clicking “FAQs.”

2. Steps of registration

2.1 Login via the website of the Human Resources Development Fund

Steps of Obtaining the Service

FAQs

Others

Method of Operation of Program

The establishment is indemnified for the costs of training and training salaries (as per the approved support mechanism of the program), where the establishment uploads the financial invoices on the program automated system as per the approved controls.

Support mechanism

Support of training phase

- The Fund contributes during the duration of training with (75%) of the costs of training for no later than (24) months for an amount of (3000) riyals at most per month for each employee. The employer must bear remaining costs as per the controls specified by the Fund.
- The Fund provides a subsidy during the duration of the program of (75%) of the salary of the employee, not exceeding (1000) riyals per month for each employee. The employee must bear remaining ratio of the salary as per the controls specified by the Fund.

Support of employment phase

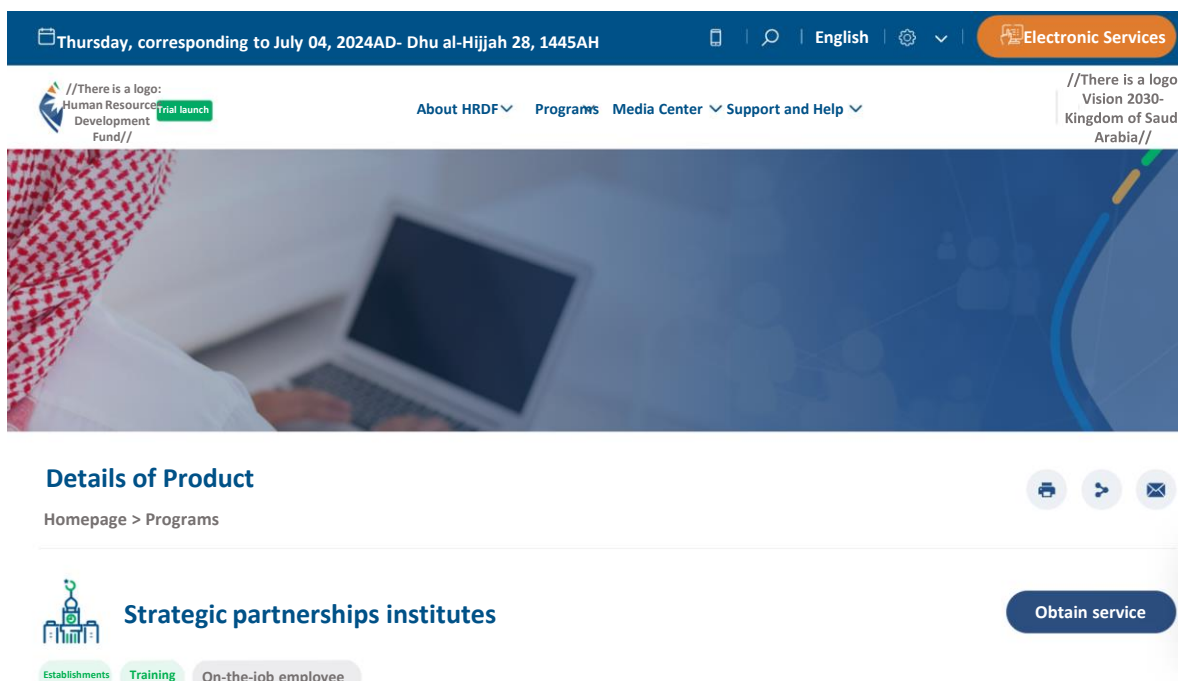
- The Fund contributes for one year with (50%) of the salary of the employee, not exceeding (2000) riyals per month for each employee. as per the controls specified by the Fund.

Training Entities

- From the bottom of the page, the user can review more information by clicking "Others."

2. Steps of registration

2.1 Registration via the website of the Human Resources Development Fund



The screenshot shows the website of the Human Resources Development Fund. The header includes the date "Thursday, corresponding to July 04, 2024AD- Dhu al-Hijjah 28, 1445AH", language options (English), and a link to "Electronic Services". The main navigation menu includes "About HRDF", "Programs", "Media Center", and "Support and Help". A banner image shows a person in a red and white checkered thobe using a laptop. Below the banner, the "Details of Product" section is visible, with a breadcrumb trail "Homepage > Programs". The "Strategic partnerships institutes" program is highlighted, with a green "Training" tag and a blue "Obtain service" button. Other tags include "Establishments" and "On-the-job employee".

- The user can register in the strategic partnerships institutes program by clicking "Obtain service" as indicated above, then the system will take the user to the login page in the Employment and Training System.

2. Steps of registration

2.2 Register via the Employment and Training System.

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

Employment and Training System

Tuesday, corresponding to November 14, 2023

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

Declaration on using the electronic system by second party "Establishment".

1. Second Party must include its employees specialized in dealing with the system in training meetings convened by First Party for training on the system and its uses, if available.
2. Second Party must perform all operations related to electronic implementation of the agreement as per the requirements of the electronic system.
3. I declare to bear full responsibility for using this electronic system as well as full responsibility for the dispositions of authorized user as if it the party who acted such dispositions. In addition, it must be fully responsible for the user name and password and the necessary requirements for maintaining the same, and not to disclose the number to any entity or employee of its own or any other person or entity.
4. Second Party declares that First Party and its employees are not responsible for any losses or financial claims or any other issue which may arise from using the password. Moreover, Second Party shall immediately notify First Party under a report in writing if it finds that the password is in the public domain so that it could take necessary action in this regard. Second Party must be responsible for all transactions and instructions made by it till First Party receives the report in writing and lapse of twenty-four hours at most from receiving the report in writing from Second Party for completion of the service suspension procedures.
5. Second Party must have computer hardware and software in a systematic manner that meets the minimum specifications required for the operation of the electronic system.
6. second Party declares its ownership of the intellectual property rights concerning the programs and documents of the electronic system, and it will not permit its users to copy or modify the programs or anything else and not to download or transfer the electronic system programs. It shall be fully responsible for any breach of this obligation, and to indemnify First Party against any damage which may be caused to it due to it, and the electronic system program belongs to First Party.
7. First Party could cancel the electronic system service at any time without serving any prior notice to Second Party or to revoke the powers given to it whether in full or in part as per its discretion in case Second Party does not comply with the provisions and conditions of this agreement, or if First Party could not provide this service for any reason beyond its control.

☐ I have read all conditions and agree to comply with it.

Agree

- 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. Steps of registration

2.3 Fill in the establishment details

Establishment registration details:

Obligatory

Name of establishment **Type of sector**

Legal form **Date of incorporation**

Address
Name of street **District** **Area** **City**

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**

License No. **Date of issue** **Date of Expiry** **Issuing Entity**

- Select
- Establishment
- Individual establishment**
- Others
- Charitable society/ foundation
- Company
- Joint Venture Company
- Joint Stock Company
- Partnership Limited by Shares
- Limited Partnership
- Joint Liability Company
- Limited Liability Company
- Chamber of Commerce and Industry

- The system will display all fields to be filled in by the user such as “Name of Establishment- Type of Sector” and other fields.
- On clicking “Legal Form” field, a drop-down list will appear for the user to make a selection.

2. Steps of registration

2.3 Fill in the establishment details

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select
License No.	Date of issue	Date of Expiry	Issuing Entity
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select

Banks details (the name of the establishment in the bank must be in conformity with its trade name)

Bank Name	Account Number/ in full
Select	<input type="text"/>

Social Insurance Subscription Number

Statistics

Numbers of Employees		
Details of	Saudi Employees	Non-Saudi Employees
Men	<input type="text"/>	<input type="text"/>
Women	<input type="text"/>	<input type="text"/>

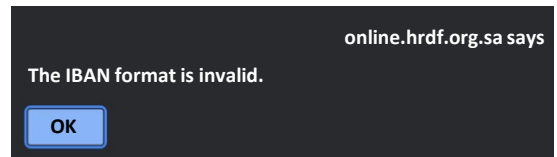
Register Reset

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

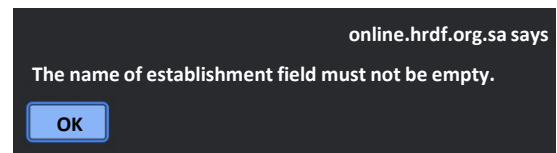
2. Steps of registration

2.3 Fill in the establishment details

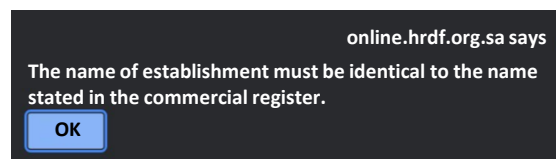
- A message indicating error will appear in the event of any increase or decrease in the IBAN number.



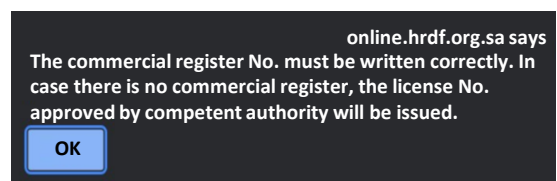
- A message indicating error will appear on filling in the "Name of Establishment" field.



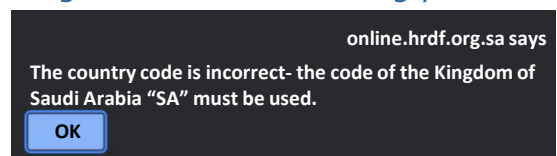
- A message indicating error will appear on registering a name of establishment in contrary to the name stated in the commercial register.



- A message indicating error will appear on filling in the commercial register No. wrongly.




- A message indicating error will appear on filling in the IBAN No. wrongly and not mentioning the "country code".



2. Steps of registration

2.3 Fill in the establishment details



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

Employment and Training System

Wednesday, corresponding to November 15, 2023

Establishment declaration on accuracy and validity of details

I, Soliman Al Hammad, Saudi national, in my capacity as Director General of the establishment/ **Al Ahmadi**, Registered in the commercial register/ license under No. **123456789987654**, whereby declare to fully implement all conditions and obligations set forth in the agreement to be signed in the light of requesting the support requests submitted during the validity of the agreement. Moreover, I declare that all details, documents and agreement appendices referred to and submitted by me or any individual authorized by me are valid and under my own legal and legitimate responsibility. The signatures or the seal of the establishment owned or legally represented by me which are affixed to these documents are valid and legally and legitimately effective against me, and they are affixed by me and under my own supervision and bear my legal capacity. In the event of any error or forgery in the documents, I must bear full responsibility for it and relieve the Fund from any responsibility for such error or forgery. In addition, I must be fully responsible for it, and it will be a reason for termination on the part of the Fund as its full right in this regard. This is a declaration on my part.

☐ **I declare the accuracy and validity of the details.**

Agree

- The system will display the “Establishment declaration on accuracy and validity of details” for registering the establishment. The user must agree on the declaration by activating the declaration icon.
- After agreeing on the declaration; for completing the registration, the user clicks “Agree” as indicated above.

3. Applying for strategic partnerships institutes program

3.1 Submission of support request

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

Employment and Training System

Prepare an invoice Exit

Hello, testing establishment0, the last login was on Safar 19, 1440AH (28/10/2018AD) at 13:44:24 Tuesday, corresponding to November 14, 2023

Homepage Agreements Invoices Job seeker

Hello, testing establishment0

Testing establishment0
Establishment code: 4233 (New)
Date of incorporation: Dhu al-Qadah 01, 1418AH (27/02/1998AD)
Number of branches: 0
Legal form: Individual establishment
Type of sector: Private education sector
Services: **There are no services**
Products: **There are no products**

To benefit from the support of Human Resources Development Fund on Dialysis Days Wage Support Program Kindly register and submit the support request through the following link: sps.hrdf.org.sa/ownerportal

My register

Number of job requests: 1 Invoices pending approval: 0 Registered interviews: 2
Offers pending approval: 0

- After the user completes the registration of its establishment, the user can benefit from (strategic partnerships institutes) program.
- To benefit from the program, the beneficiary goes to “Submission of new Support Request”

3. Applying for strategic partnerships institutes program

3.1 Submission of support request

Details of offer/ agreement of the “testing establishment 0” for “”

General details

Obligatory

General details	Details of supported jobs	Total amounts of support
<p>Comprehensive agreement No. [Select]</p>		
<p>Name of support program Strategic partnerships institutes support program</p>	<p>Main supporter Human Resources Development Fund</p>	<p>Branch of Fund in area (Or Select Head Office) Select</p>
<p>Branch of establishment [Select]</p>	<p>Type of offer/ agreement [Select]</p>	<p>Type of service Employment and training</p>
<p>Recruitment offices contracted with it, if any. [Select]</p>		
<p>Type of agreement input Select</p>		
<p>Contact officer of establishment Saleh Soliman</p>	<p>Tel of contact officer 3299999</p>	<p>E-mail of contact officer s.aslam@fg.sa</p>
<p>Total planned services 0</p>		<p>Date of offer --</p>
<p>Number of available vacancies 9936862</p>		<p>Status Job request justification [Select]</p>
<p>Date of commencement --</p>		
<p>Date of Expiry --</p>		

New

Send to the Fund

Renew

Agree

Search

Send

Cancel

Exit

- The system will display “General details” tab. The user must fill in all required fields.
- The user must select “Strategic partnerships institutes support program” through “Name of support program” list.

3. Applying for strategic partnerships institutes program

3.1 Submission of support request

Details of offer/ agreement of the “testing establishment 0” for “”

Details of supported jobs

Obligatory

General details

Details of supported jobs

Total amounts of support

☐ [To add a new job to the support request... Click here](#)

List of agreement inputs

Type of service	Job	Number of job opportunities	Gender	Academic qualification	Support of training cost	Salary of training	Salary of employment	Job location	The employment starts within 45 days from
The agreement inputs are not available.									

- The system will display “list of agreement inputs” as indicated above.
- To add a new job, the user clicks “Add a new job” as indicated above.

3. Applying for strategic partnerships institutes program

3.1 Submission of support request

Agreement input of "testing establishment0" for "strategic partnerships institutes support program"- for the job- "Nursing Technician" **Obligatory**

General details	Summary of support mechanism	Details of training	Vacancies	Job description	Main financial indicators																				
<p>City (job location) Riyadh</p> <p>Number of vacancies 3</p> <p>Required qualifications [Dropdown]</p> <p>Type of training off-the-job</p> <p>Training entity Jazan Contractors Consortium for Training and Employment</p>	<p>Job title (or select others) Sorting worker <small>Some of these vacancies can be filled by people with special needs- people with disabilities</small></p> <p>Academic level University</p> <p>Cost of training per month Riyal 5500.00</p> <p>Duration of employment support 24 (months) Riyal</p>	<p>Gender Male</p> <p>General specialization Academic specializations</p> <p>Academic specialization Zoology</p>			<p>Salary and allowances during the training- the Fund support includes the basic salary and housing and transportation allowance only.</p> <table border="1"> <thead> <tr> <th>Basic salary</th> <th>Housing allowance</th> <th>Total salary (Basic Salary+ Housing Allowance)</th> <th>Transportation allowance</th> <th>Total salary supported by the Fund</th> </tr> </thead> <tbody> <tr> <td>Riyal 2500.00</td> <td>Riyal 0.00</td> <td>Riyal</td> <td>Riyal 0.00</td> <td>Riyal 2500.00</td> </tr> </tbody> </table> <p>(It must not be less than the salary registered with General Organization for Social Insurance)</p> <p>Salary and allowances during the training- the Fund support includes the basic salary and housing and transportation allowance only.</p> <table border="1"> <thead> <tr> <th>Basic salary</th> <th>Housing allowance</th> <th>Total salary (Basic Salary+ Housing Allowance)</th> <th>Transportation allowance</th> <th>Total salary supported by the Fund</th> </tr> </thead> <tbody> <tr> <td>Riyal 4000.00</td> <td>Riyal 0.00</td> <td>Riyal</td> <td>Riyal 0.00</td> <td>Riyal 4000.00</td> </tr> </tbody> </table> <p>(It must not be less than the salary registered with General Organization for Social Insurance)</p> <p>Total number of employees in this job: [] Ratio of citizens in this job: []</p>	Basic salary	Housing allowance	Total salary (Basic Salary+ Housing Allowance)	Transportation allowance	Total salary supported by the Fund	Riyal 2500.00	Riyal 0.00	Riyal	Riyal 0.00	Riyal 2500.00	Basic salary	Housing allowance	Total salary (Basic Salary+ Housing Allowance)	Transportation allowance	Total salary supported by the Fund	Riyal 4000.00	Riyal 0.00	Riyal	Riyal 0.00	Riyal 4000.00
Basic salary	Housing allowance	Total salary (Basic Salary+ Housing Allowance)	Transportation allowance	Total salary supported by the Fund																					
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Basic salary	Housing allowance	Total salary (Basic Salary+ Housing Allowance)	Transportation allowance	Total salary supported by the Fund																					
Riyal 4000.00	Riyal 0.00	Riyal	Riyal 0.00	Riyal 4000.00																					

- The system will display "General details" tab.
- The user must fill in all fields such as "Salary during training – Salary upon employment" and other fields.

3. Applying for strategic partnerships institutes program

3.1 Submission of support request

Agreement input of "testing establishment0" for "strategic partnerships institutes support program"- for the job- "Nursing Technician"

Obligatory

General details	Summary of support mechanism	Details of training	Vacancies	Job description	Main financial indicators
Target group to fill the jobs Unqualified	Type of training off-the-job	Total duration of support 36 months			
Duration of training 24	Duration of employment support 12				
Training					
Maximum duration of support 24 months	Method of cost calculation Percentage	Value of fees/ percentage 3000 riyals	Highest cost of training 3000 riyals		
Percentage of monthly salary support 1000 riyals	Maximum support 1000 riyals				
Post-training period					
Maximum duration of support 12 months	Percentage of monthly salary support 1000 riyals		Maximum support 2000 riyals		

- The system will display "Summary of support mechanism" tab.
- The system will automatically display to the user "percentage of salary support- Maximum duration of support" and other fields.

3. Applying for strategic partnerships institutes program

3.1 Submission of support request

Agreement input of "testing establishment0" for "strategic partnerships institutes support program"- for the job- "Nursing Technician" **Obligatory**

General details	Summary of support mechanism	Details of training	Vacancies	Job description	Main financial indicators																
<p>Details of training establishment</p> <table border="1"> <tr> <td>Name training establishment</td> <td>City (job location)</td> <td>Name of principal officer</td> <td>Tel of principal officer</td> </tr> <tr> <td>Riyadh Polytechnic Institute</td> <td>Riyadh</td> <td>Ahmed Al Bakry</td> <td></td> </tr> <tr> <td>Name of contact officer</td> <td>Tel of contact officer</td> <td>Commercial Register No.</td> <td>Date of issue of register</td> </tr> <tr> <td>Mohamed Al Anzi</td> <td>4081666</td> <td></td> <td></td> </tr> </table>						Name training establishment	City (job location)	Name of principal officer	Tel of principal officer	Riyadh Polytechnic Institute	Riyadh	Ahmed Al Bakry		Name of contact officer	Tel of contact officer	Commercial Register No.	Date of issue of register	Mohamed Al Anzi	4081666		
Name training establishment	City (job location)	Name of principal officer	Tel of principal officer																		
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Name of contact officer	Tel of contact officer	Commercial Register No.	Date of issue of register																		
Mohamed Al Anzi	4081666																				
<p>Details of training program</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Training program</th> <th>Level of program</th> <th>Recognition status</th> <th>Recognized by</th> <th>Presence of training material</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Quality Specialist for Qualified Individuals Program</td> <td></td> <td>Yes</td> <td>User2</td> <td>Yes</td> </tr> </tbody> </table>						<input type="checkbox"/>	Training program	Level of program	Recognition status	Recognized by	Presence of training material	<input checked="" type="checkbox"/>	Quality Specialist for Qualified Individuals Program		Yes	User2	Yes				
<input type="checkbox"/>	Training program	Level of program	Recognition status	Recognized by	Presence of training material																
<input checked="" type="checkbox"/>	Quality Specialist for Qualified Individuals Program		Yes	User2	Yes																
<p>Details of trainer</p> <table border="1"> <thead> <tr> <th>Name of trainer</th> <th>Job</th> <th>City (job location)</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td colspan="4">There are no trainers</td> </tr> </tbody> </table>						Name of trainer	Job	City (job location)	Experience	There are no trainers											
Name of trainer	Job	City (job location)	Experience																		
There are no trainers																					

- The system will display "Details of training" tab.
- The system will display the list of training programs. The user must specify one of the training programs.

3. Applying for strategic partnerships institutes program

3.1 Submission of support request

Agreement input of "testing establishment0" for "strategic partnerships institutes support program" - for the job- "Nursing Technician" **Obligatory**

General details	Summary of support mechanism	Details of training	Vacancies	Job description	Main financial indicators
Job description of (Sorting Worker) job					
Serial Number	Description- Functions- Duties				
1	u				
2	u				
3	u				
4	u				
5					
6					

- The system will display "Description of job" tab.
- The user must fill in the "Serial Number" and "Description of job-Functions"

3. Applying for strategic partnerships institutes program

3.1 Submission of support request

Agreement input of "testing establishment0" for "strategic partnerships institutes support program"- "Training and Employment"

Obligatory

General details	Summary of support mechanism	Details of training	Job description	Main financial indicators
Training Maximum duration of support 24 months Method of cost calculation Percentage Value of fees/ percentage 3000 riya Highest cost of training 3000 riya Percentage of monthly salary support 1000 riya Maximum support 1000 riya				
Post-training period Maximum duration of support 12 months Percentage of monthly salary support 2000 riya Maximum support 2000 riya				
Cost of input 0.00 riya Value of invoices of this input Total payments of this input Total overdue payments Total planned services -- Total number of assigned jobs Total number of canceled jobs- suspended Total financial value of invoices pending review Total financial value of approved invoices Total financial value of suspended invoices Total value of paid amount				

- The system will display "Main financial indicators" tab for review.
- To complete addition of a job, the user clicks "Add job" as indicated above.

3. Applying for strategic partnerships institutes program

3.1 Submission of support request

Details of offer/ agreement of "Testing establishment0" for "Strategic partnerships institutes support program"

Details of supported jobs

Details of supported jobs

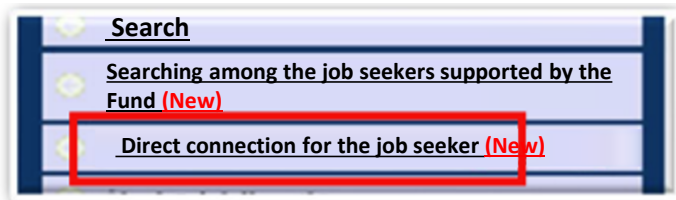
☐ To add a new job to the support request... Click here

Type of service	Job	Number of job opportunities	Gender	Academic qualification	Support of training cost	Salary of training	Salary of employment	Job location	The employment starts within 45 days from
Employment and training	Nursing Technician	1	Male	Unspecialized bachelor degree	3000,00 riyal	2500,00 riyal	4000,00 riyal	Riyadh	
Employment and training	Nursing Technician	3	Male	Post-secondary diploma	0,00 riyal	2500,00 riyal	4000,00 riyal	Riyadh	
Employment and training	Nursing Technician	6	Female	Specialized bachelor degree	3000,00 riyal	2500,00 riyal	4000,00 riyal	Riyadh	
(total 3) Showing rows 1-3									

- The system will display all jobs added by the user.
- To send the request for approval of Human Resources Development Fund, the user clicks "Send to the Fund" as indicated above.

4. Direct connection for the job seeker

4.1 Connection for the job seeker



- After sending the jobs to the Fund, the user can connect the employees to the previously added jobs by clicking “Direct connection for the job seeker” as indicated above.

Direct connection for the job seeker

4.1 Connection for the job seeker

List of support request

Display support request

Display support request

List of support request

Strategic partnerships institutes support program

Select the job from the support request: 11231000920211

Assistant Chef- (Female)- General Secondary Education Certificate

Job seeker national ID No.

Name of job seeker

List of support request

List of agreement inputs

Job	Number of job opportunities	Job vacancies	Gender	Academic qualification	Academic specialization	Support of training cost	Area
Assistant Chef	5	5	Female	General Secondary Education Certificate	N/ A	3000.00	Riyadh

Salary and allowances during training

Basic salary	Transportation	Housing	Others	Total salary during training
2000.00 riyal	0.00 riyal	0.00 riyal	Riyal	2000.00 riyal

Salary and allowances after training

Basic salary	Transportation	Housing	Others	Total salary after training
2000.00 riyal	1400.00 riyal	1000.00 riyal	Riyal	5400.00 riyal

Salary and allowances after training

Date of actual commencement	Total working hours per day	Number of working days per week
	8	5

Name of establishment:

Area: Riyadh

Support request No.

Date of commencement 01/11/2022

Date of signing the agreement: 00-00-0000

Date of Expiry: 16/12/2012

Title Assistant Chef

Vacancy Status: Vacant

Name of job seeker: Madawi Al Fahida

Gender: Female

Job seeker national ID No.

Entity preceding employment: Select

Implementation

- After approving the jobs by the Fund, the system displays “List of support request”. The user must specify the previously added “job title” and select “National ID No.” of the employee to be employed who has been previously added, and select “Date of actual commencement” as indicated above.
- After completing all fields, the user clicks “Implementation” as indicated above.

صندوق تنمية
الموارد البشرية
HUMAN RESOURCES
DEVELOPMENT FUND

