



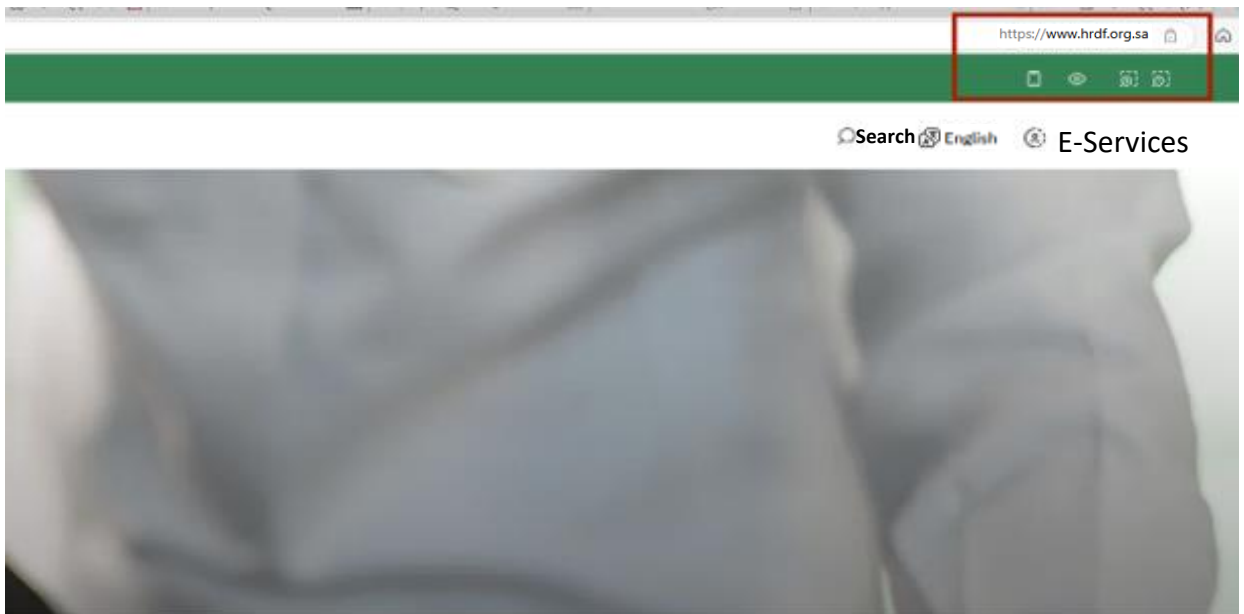
User Manual

For Applying Professional
Experience

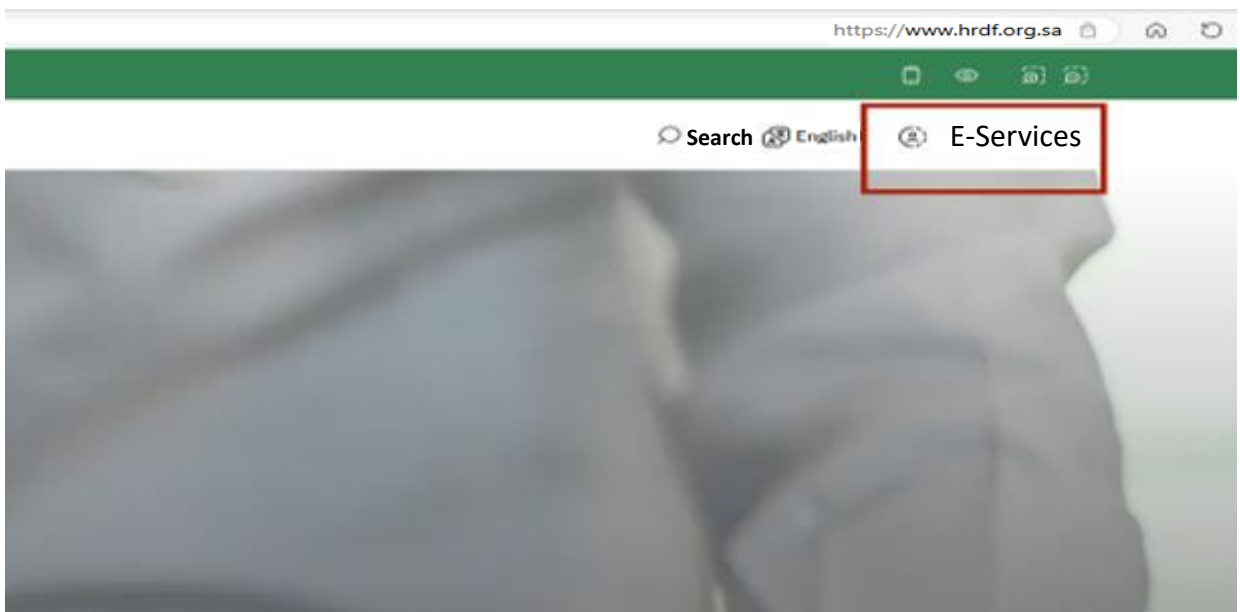
Applying for Professional Experience

Steps to applying for Professional Experience Product

1. Access to the human resources development fund website.



2. Click on the "E-Services" icon.



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3. Select "Individual - Entry"

The screenshot shows the 'E-Services' portal. At the top, there is a section 'I am as' with four options: 'Individual', 'Establishment', 'Service Provider', and 'Governmental and semi-governmental sector'. The 'Individual' option is highlighted with a red box. Below this, there is a section 'E-Services for you' with a dropdown menu set to 'Alphabetically (A-Z)'. There are four service cards: 'New registration - Strategic Partnerships Institutes Programme', 'Individual - Entry' (highlighted with a red box), 'Login - Strategic Partnerships Institutes Program', and 'Entry for job search subsidy beneficiaries'. Each card has a 'Register' button.

4. Login via the National Unified Access

The screenshot shows the 'National Unified Access' login page. At the top, there is a header with the 'HADR' logo and the text 'منصة الوصول الموحدة للموارد البشرية'. Below this, there are four tabs: 'Individuals', 'Private & Non-Profit Sector', 'Governmental & Semi-governmental Sector', and 'Training Providers'. The 'Individuals' tab is selected. In the center, there is the 'NIC' logo (National Information Center) and the text 'Dear Customer, you can log in with username and password used for the National Single Sign-On Platform to benefit from the electronic services offered by the Human Resources Development Fund.' At the bottom, there is a button labeled 'Login via the National Unified Access'.

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- From the "Our Programs" list>> On-the-Job Training >> Register in the On-the-Job Training Program



- The user clicks to accept the terms and conditions

Item 6: Exclusion:

- 1- If the beneficiary is excluded before the payment cycle commencement, no reward will be paid to them.
- 2- If the beneficiary is excluded during the payment cycle, days of attendance will be calculated and reward will be paid to them.
- 3- If the beneficiary is enrolled in the Cooperative Training product, a Cooperative Training supervisor must provide a consent to the exclusion.

Item 7: Applying for Second Training Opportunity:

- 1- The applicant can apply for another training opportunity of the product after the Fund agrees to the application of withdrawal from the first training opportunity as per the withdrawal requirements.
- 2- The Fund may accept or reject the application for obtaining another training opportunity according to the Program's terms and conditions and as per the eligibility criteria of individuals benefiting from the On-The-Job Training Program.
- 3- A trainee may not apply for another training opportunity if they completed more than half of training period of "Graduate Development" Program. Full training duration is 6 months.

Acknowledgement:

I, the trainee, acknowledge that I have read and accepted all the terms and conditions of On-The-Job Training Program products. I pledge to abide by all its contents and I bear the full responsibility if I violate all or part of the terms and conditions of On-The-Job Training Program products. I further commit to immediately notify the Program management of any violation of all or part of the terms and conditions of the Program committed by the training establishment, if any.



I accept terms & condition

Submit

Return

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7. Then fill in the required fields and select "Register"

The screenshot shows a three-step progress bar at the top: 1. Program Mechanisms, 2. Choosing Academic Degree (active), and 3. Registration. Below the progress bar, there is a list of radio button options for academic degrees, enclosed in a red box:

- ☐ Bachelor degree or higher
- ☐ Diploma
- ☐ High school or equivalent graduate
- ☐ Diploma student
- ☐ High school student
- ☐ Bachelor degree student

At the bottom right of the form, there are three buttons: "Previous", "Next" (highlighted with a red box and a hand cursor), and "Cancel".

The screenshot shows the attachment section of the application form. It includes five sections, each with a file upload field and an attachment title field:

- *Educational entity statement attachment**
- CV attachment**
- Training plan attachment**
- Academic record attachment**
- Attachment**

Each section has a "Drag file or browse to upload file" button and an "Attachment title" input field. To the right of each title field is an "Upload file" button. At the bottom right of the form, there are three buttons: "Previous", "Modify" (highlighted with a red box), and "Cancel".

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