



User Manual

For enrollment application
management in Maharat
Program

Login through the Unified National Access “Nafath” ([Link](#))

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

Individuals

Private and
Non-Profit
Sectors

Governmental
and Semi-
Governmental
Sectors

Training
Providers

//Logo of National
Information Center
(NIC)//



Dear customer, you can log in with your username
and password used in the Unified National Access
Platform to leverage from the e-services provided by
the Human Resources Development Fund (HRDF).

Login through the Unified National Access



//Logo of Human Resources
Development Fund//

The training entity submits a course support request. Once the request is approved by HRDF, the entity schedules the course and publishes it on the website. The entity then begins receiving enrollment applications from individuals.

Training Providers

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

Contact Us ▾ Employment Support Applications ▾ Our Programs ▾ Reports/▾

Our Programs > Maharat > Training Course Enrollment Applications

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Training Course Enrollment Applications

Course No. Arabic Course Name **Search**

Training Support Agreements >
Professional Certifications >
Maharat >
Tawteen Program >
General Job Posting >
Liqat >

Training Courses
Training Course Enrollment Applications **2**
Training Course Schedule
Training Management
Invoices

to Excel **Select All** **Accept** **Reject**

Select	Course No.	Training Appointment No.	Arabic Course Name	Trainee Name	ID No.	Insurance Job Title	Job Title according to the Saudi Occupational Classification	Date of Application	Academic Qualification Type	Status	View
<input type="checkbox"/>	56720	56720-001	مهارات التواصل الفعال					2025-03-22 11:12:56		Under review by the training entity	
<input type="checkbox"/>	56721	56721-001	مهارات التواصل الفعال					2025-03-22 05:07:00		Under review by the training entity	

The entity reviews and evaluates enrollment applications by navigating to “Our Programs” section, then selecting “Training Course Enrollment Applications”. The entity examines and assesses the applications, and proceeds to accept or reject each application accordingly.

The training entity can export the data of scheduled training courses on the website.

The screenshot shows a web application interface for training course enrollment. A download notification for 'Training Course Enrollment Applications (66).csv' (11.4 KB) is visible in the top left. An orange arrow labeled '3' points to the 'Our Programs' section. Below this, the 'Course Name' dropdown is set to 'Marketing, Sales, and After-Sales Services'. The 'Export to Excel' button is circled in orange. Below the buttons is a table of training course enrollment applications.

Select	Course No.	Training Appointment No.	Arabic Course Name	Trainee Name	ID No.	Insurance Job Title	Job Title according to the Saudi Occupational Classification	Date of Application	Academic Qualification Type	Status	View
<input checked="" type="checkbox"/>	56856	56856-002	أخصائي تسويق ومبيعات وخدمات ما بعد البيع					2025-03-24 19:39:36		Under review by the training entity	
<input type="checkbox"/>	-----	56856-	أخصائي تسويق ومبيعات وخدمات ما بعد البيع					2025-03-24		Under review	

This can be done by clicking on “Our Programs” section, then selecting “Training Course Enrollment Applications,” followed by the entity clicking on “Export to Excel” button.

If the training entity accepts an individual's enrollment application, it must confirm the acceptance by clicking "Yes" to finalize the approval.

Training Course Enrollment Applications

Course No.

56856

Arabic Course Name

أخصائي تسويق ومبيعات وخدمات ما بعد البيع

Search

Reset

Export to Excel

Select All

Accept

Reject

Application Acceptance Confirmation

By clicking "Accept," you confirm approval for the applicant(s) to join the training program, and you will not be able to cancel this acceptance later. Do you want to continue?

Yes

No

Select	Course No.	Training Appointment No.	Arabic Course Name	Date of Application	Academic Qualification Type	Status	View
<input checked="" type="checkbox"/>	56856	56856-002	أخصائي تسويق ومبيعات وخدمات ما بعد البيع	2025-03-24 19:35		Under review by the training entity	
<input type="checkbox"/>	56856	56856-002	أخصائي تسويق ومبيعات وخدمات ما بعد البيع	2025-03-24 10:02:21		Under review by the training entity	
<input type="checkbox"/>	56856	56856-001	أخصائي تسويق ومبيعات وخدمات ما بعد البيع	2025-03-21 19:55:18		Accepted	
<input type="checkbox"/>	56856	56856-	أخصائي تسويق ومبيعات وخدمات ما بعد البيع	2025-03-21		Accepted	

If the training entity rejects an individual’s enrollment application, it must select a reason from the list and then click “Yes” to confirm the rejection.

Application Rejection Confirmation

☐ The applicant does not match the training program specialization
 ☐ The academic specialization is not aligned with the training field
 ☐ The educational level is not suitable for the training field
 ☐ The applicant is currently not employed
 ☐ No response received from the applicant despite multiple contact attempts
 ☐ The applicant’s contact information is incorrect
 ☐ The applicant’s job field does not align with the training program

☐ Other reason (please specify)

Yes

No

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