



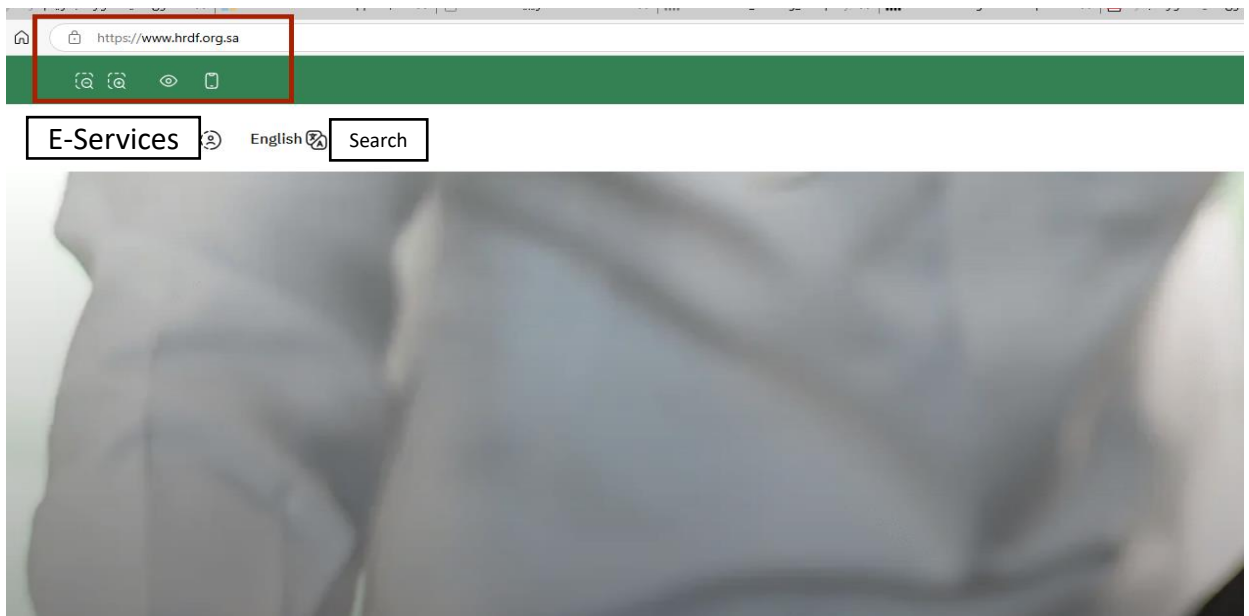
# User Manual

For Applying Cooperative  
Training

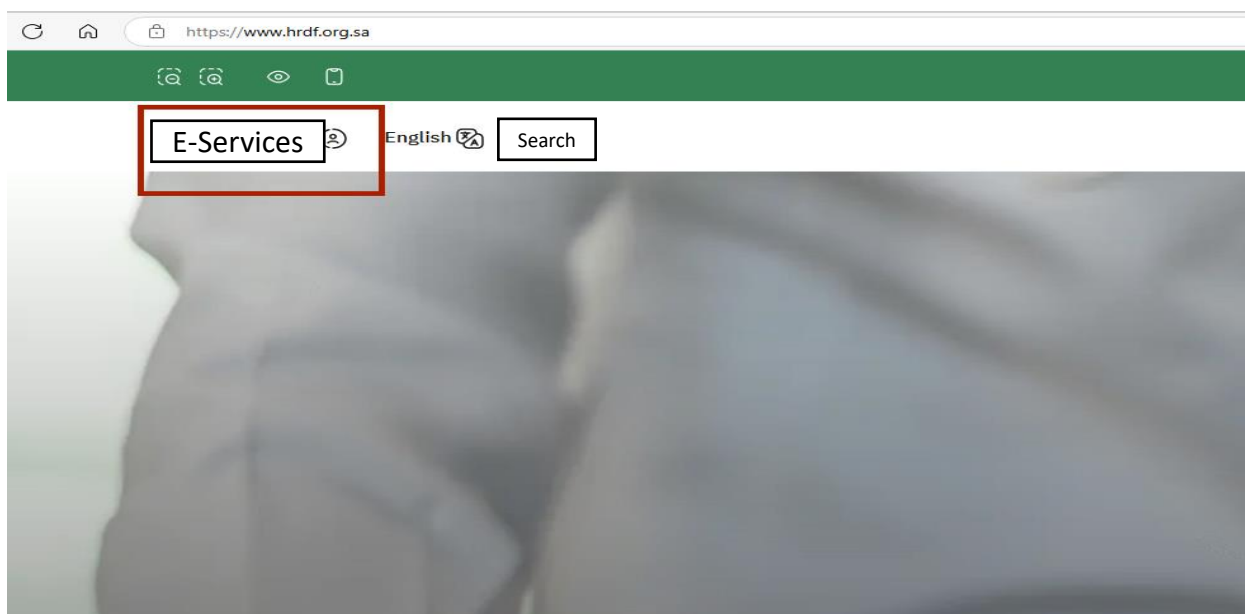
## Applying for Cooperative Training

### Steps to applying for Cooperative Training 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 interface. At the top right is the 'E-Services' header. Below it is a dropdown menu 'I am as' with four options: 'Governmental and semi-governmental sector', 'Service Provider', 'Establishment', and 'Individual'. The 'Individual' option is highlighted with a red border. To the left of this menu is a dropdown 'Alphabetically (A-Z)'. To the right is a box 'E-Services for you'. Below these are four main service tiles, each with a 'Register' button:
 

- 'Entry for job search subsidy beneficiaries' (with a magnifying glass icon)
- 'Login - Strategic Partnerships Institutes Program' (with a hand icon)
- 'Individual - Entry' (with a person icon, highlighted with a red border)
- 'New registration - Strategic Partnerships Institutes Programme' (with a person icon)

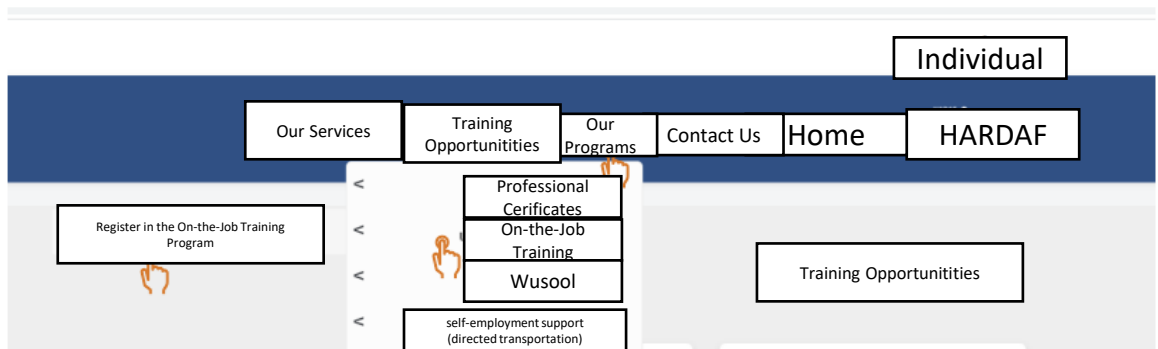
#### 4. Login via the National Unified Access

The screenshot shows the login page for the National Unified Access (NIC) platform. At the top, it says 'HADAF- From Human Resources Development Fund'. Below this are four categories: 'Training Providers', 'Governmental & Semi-governmental Sector', 'Private & Non-Profit Sector', and 'Individuals'. In the center is the 'NIC' logo with the text 'منصة المصادقة الموحدة'. Below the logo is a message: '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 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



Return

Submit



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