



Training Application

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Approved by:




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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	11/04/18	Establishment	00	Senior Manager, HCAD
2	19/07/24	Review the whole content	01	Manager, HCAD

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1.0 OBJECTIVE

The objective of this SOP is to ensure the training application process is facilitated smoothly and in systematic manner.

2.0 SCOPE

This scope of this SOP applies to HCAD for UTS staff development.

3.0 REFERENCES

UTS Staff Training & Development Policy

4.0 DEFINITIONS / ABBREVIATIONS

HCAD	:	Human Capital and Administration Department
UTS	:	University of Technology Sarawak
HOD	:	Head of Department
HOP	:	Head of Programme
SOP	:	Standard Operating Procedure
HRDC	:	Human Resources Development Corporation
TP	:	Training Provider

5.0 RESPONSIBILITY

- 5.1 HCAD HOD is responsible to this SOP is adhered to.
- 5.2 HCAD is responsible to ensure that all staff follow and adhere to this SOP
- 5.3 Head of Programme is responsible to follow and adhere to this SOP.
- 5.4 Head of Department is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

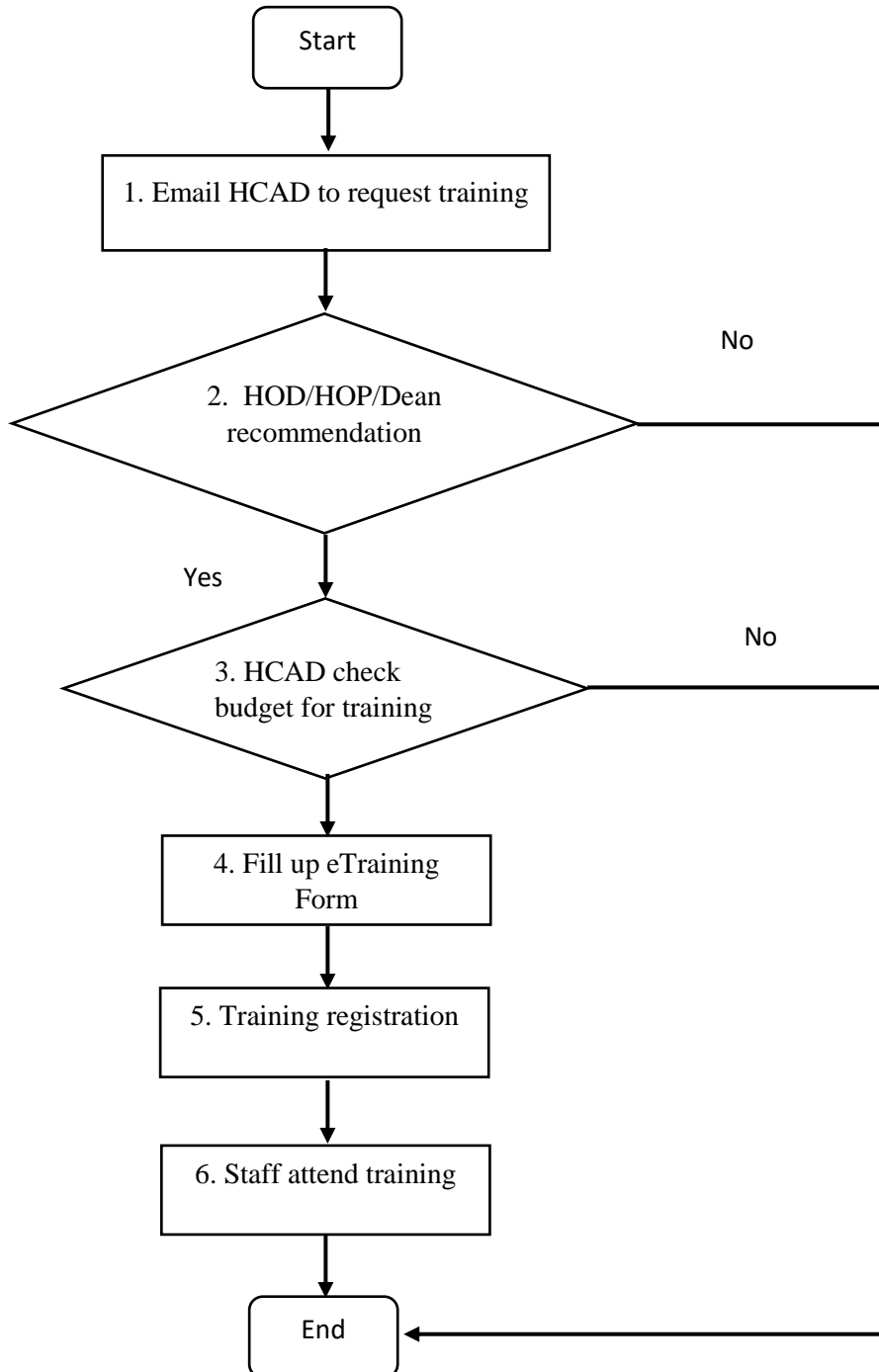
- 6.1 Refer to the process flow chart




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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	<p>Email HCAD to request training</p> <p>1.1 Staff email the training request to HCAD at least 2 weeks before the training date or, in any special case, HCAD allowed for short notice</p> <p>1.2 HCAD email to HOD/Deans on the nomination of staff to attend training</p>	<p>HCAD</p> <p>Staff</p>	<p>Brochure</p> <p>Email</p>
2	<p>HOD/HOP/Dean recommendation</p> <p>2.1 HCAD will forward the training request email to HOD/HOP/Deans to confirm whether the training is relevant to the staff and whether they recommended/did not recommend the training application</p> <p>2.2 If yes, proceed to no. 3</p> <p>2.3 If no, HCAD will notify the staff and the process end</p> <p>2.4 HCAD will email the HOD/Dean to release the staff nominated.</p>	<p>HCAD</p> <p>HOD</p> <p>HOP</p> <p>Dean</p>	<p>Brochure</p> <p>Email</p>
3	<p>HCAD check the budget for training</p> <p>3.1 HCAD will check the availability of the budget to attend training for the staff</p> <p>3.2 If yes, proceed to no. 4</p> <p>3.3 If no, the process end</p> <p>3.4 HCAD will notify the staff the outcome of their training request.</p>	<p>HCAD</p>	<p>Email</p>
4	<p>Fill up the eTraining form</p> <p>4.1 Staff will fill out the eTraining form on the UTS MyHR portal before the training date.</p>	<p>HCAD</p> <p>Staff</p>	<p>UTS MyHR https://uts.mypayroll.com.my/</p>

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5	<p>Training Registration</p> <p>5.1 HCAD / staff submit the registration form to the TP</p> <p>5.2 HCAD / staff will receive the confirmation of training registration from the TP.</p> <p>5.3 If no feedback within the reasonable time, HCAD will contact TP to ensure the registration was received and processed.</p> <p>5.4 If the training is cancelled by TP the process end and HCAD will notify the staff.</p> <p>5.5 HCAD will submit the invoice for the course fee to the Bursary Office for payment.</p> <p>5.6 If the training is HRDC claimable, HCAD will apply for the training grant on their website before the training date.</p> <p>5.7 Staff will liaise with the Administration Unit (HCAD) for transportation and accommodation booking.</p>	<p>HCAD</p> <p>Staff</p> <p>TP</p> <p>Bursary Office</p>	<p>Registration Form</p> <p>Brochure</p> <p>Email</p> <p>Invoice</p> <p>HRDC website https://hrdcorp.gov.my/</p>
	<p>6</p> <p>Staff attend training</p> <p>6.1 Staff need to ensure they attend the training as scheduled.</p> <p>6.2 Upon completion of the training, the staff are required to submit a certificate of attendance to HCAD.</p> <p>6.3 HCAD will submit the claim request for the approved HRDC training grant on their website within 6 months from training completion date.</p> <p>6.4 Staff are to complete the training and evaluation form in eTraining 6 months after the training, and the superior will evaluate them.</p>	<p>HCAD</p> <p>Staff</p> <p>TP</p> <p>HOP</p> <p>HOD</p> <p>Dean</p>	<p>Certificate</p> <p>UTS MyHR https://uts.mypayroll.com.my/</p> <p>HRDC website https://hrdcorp.gov.my/</p> <p>Invoice</p> <p>Receipts</p>

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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	UTS MyHR	https://uts.mypayroll.com.my/	5 years
2	Certificate	HCAD	5 years