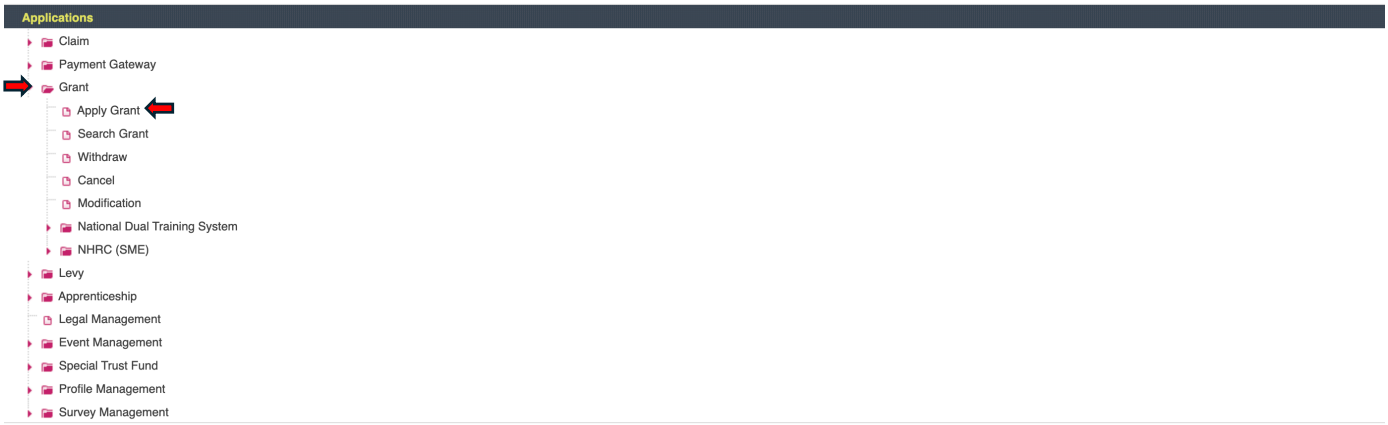
If you would like to watch the guideline walkthrough applying grant under In House Training, kindly click this link.

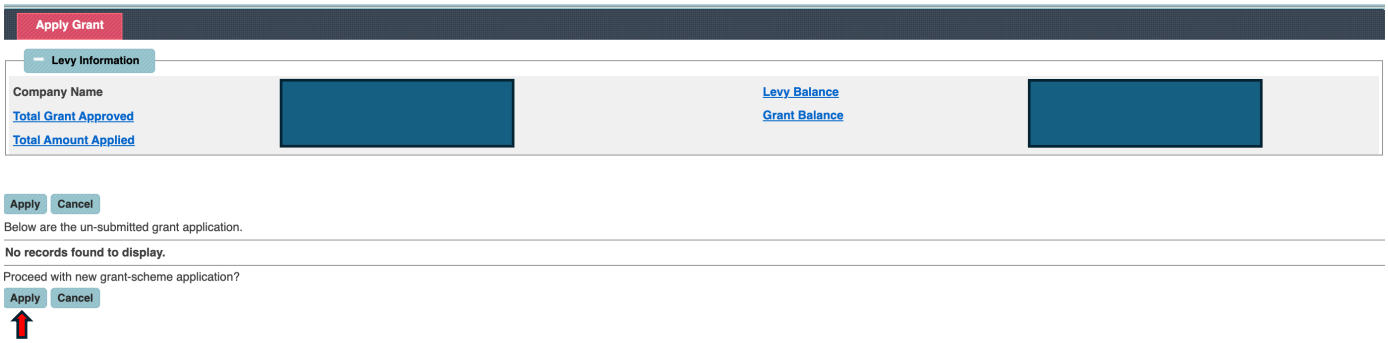
http://bit.ly/3WAMvLi

1. Login to Employer's eTris. Click Applications

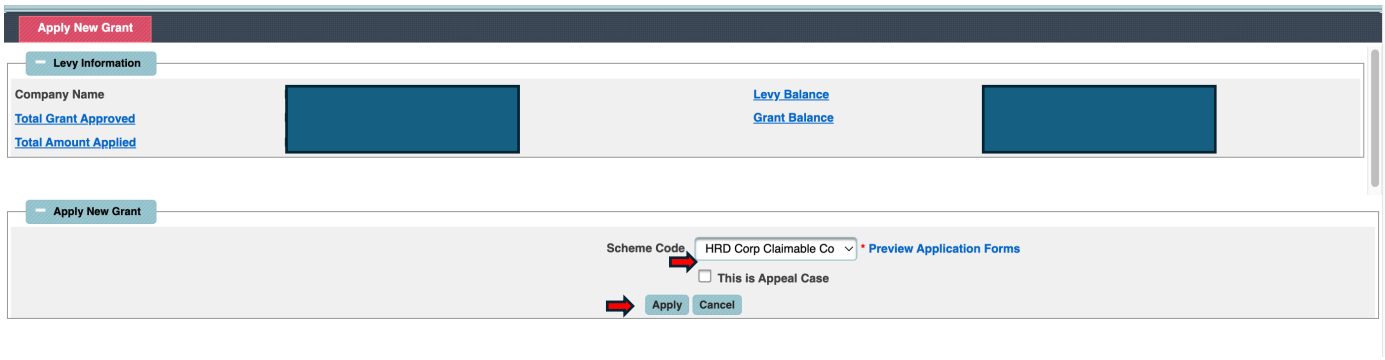
1. Click Grant, then click Apply grant



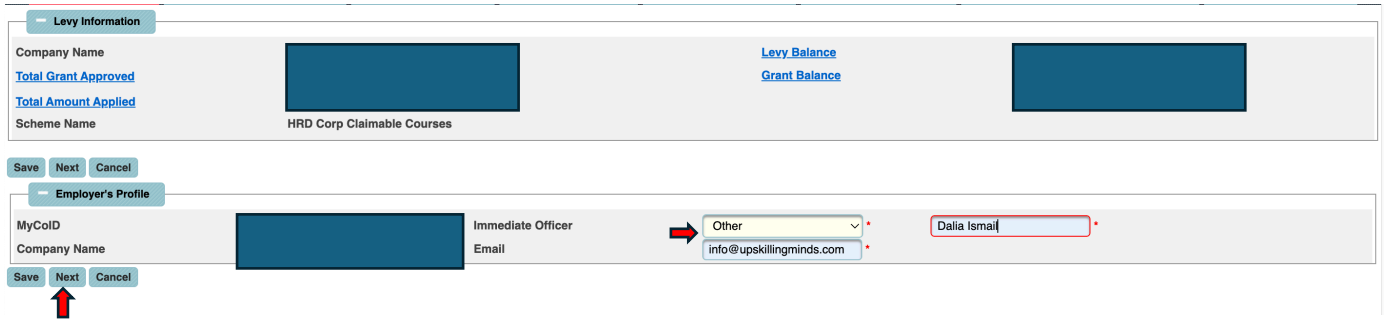
2. Click apply



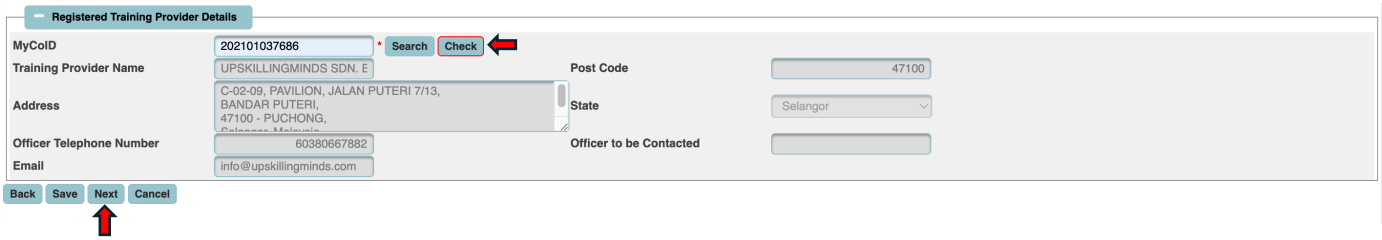
3. Choose a Scheme Code and select HRD Corp Claimable Courses. Then, click Apply.



4. Select your Immediate Officer and click next



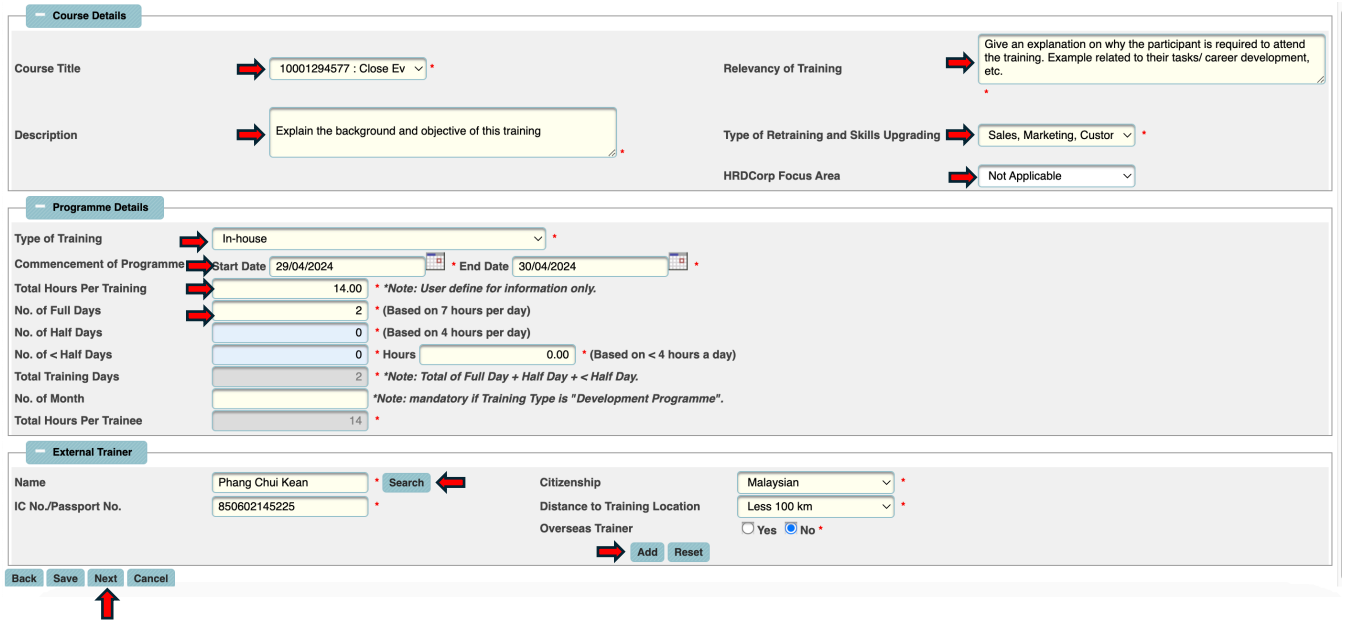
5. Enter training provider's COID, click check, then click next



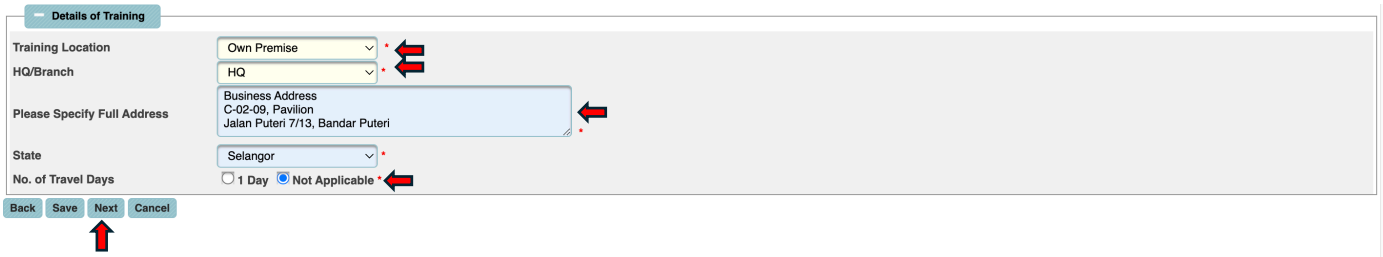
6. i) Select a training program from the list. Key-in all required details.

   ii) Put in the program detail i.e training date & training hours

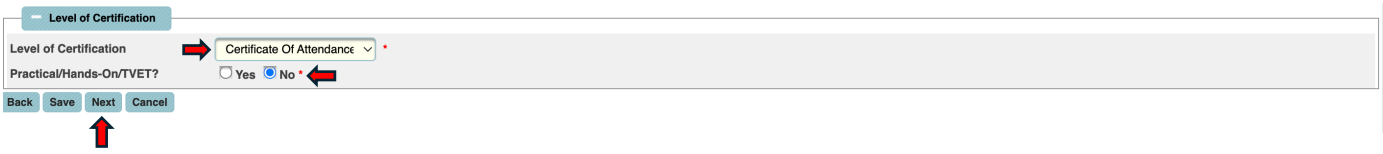
   iii) Click the search button and look up the trainer's, click add, then click next



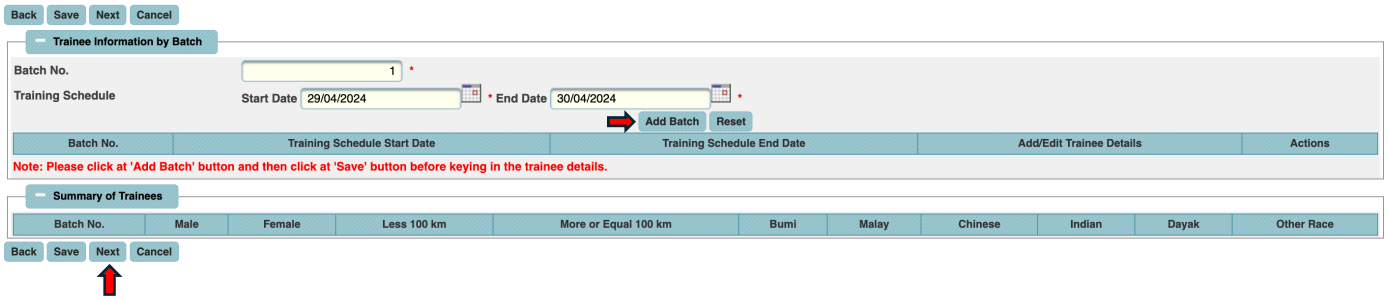
7. Key in the Training Location and click next



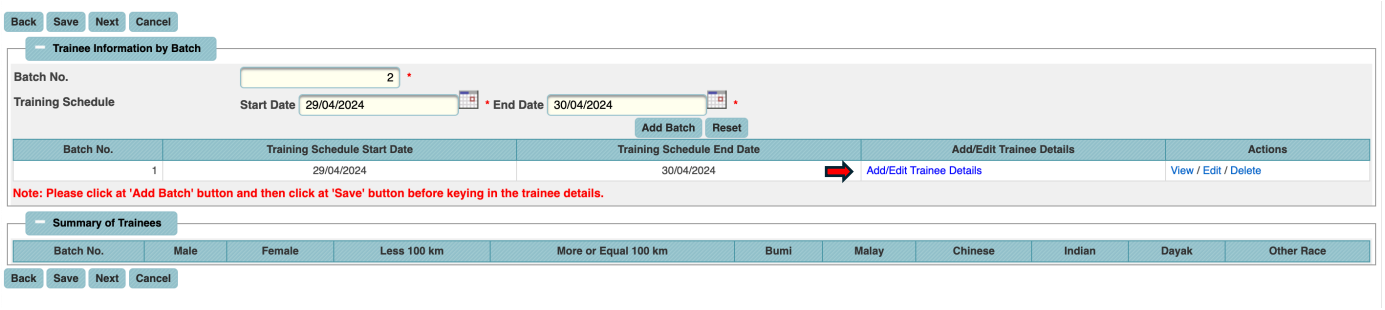
8. Select the Level of Certification. Choose **NO** for Practical/Hands-ON/TVET? And click next.



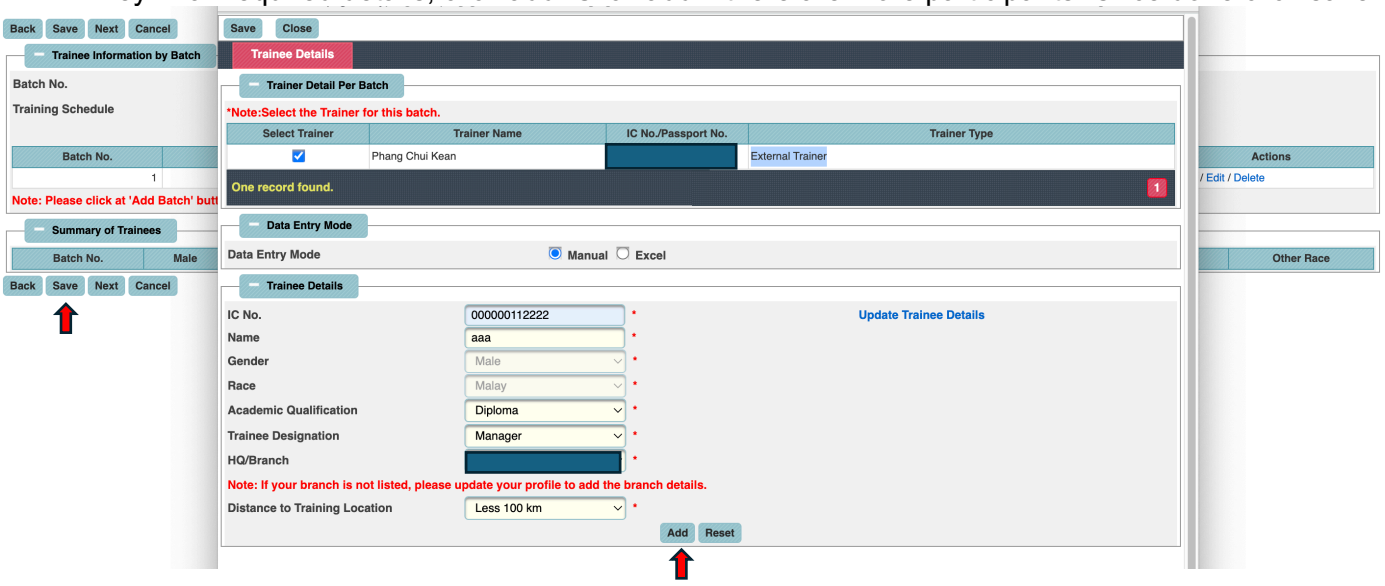
9. Click add batch, then click save.



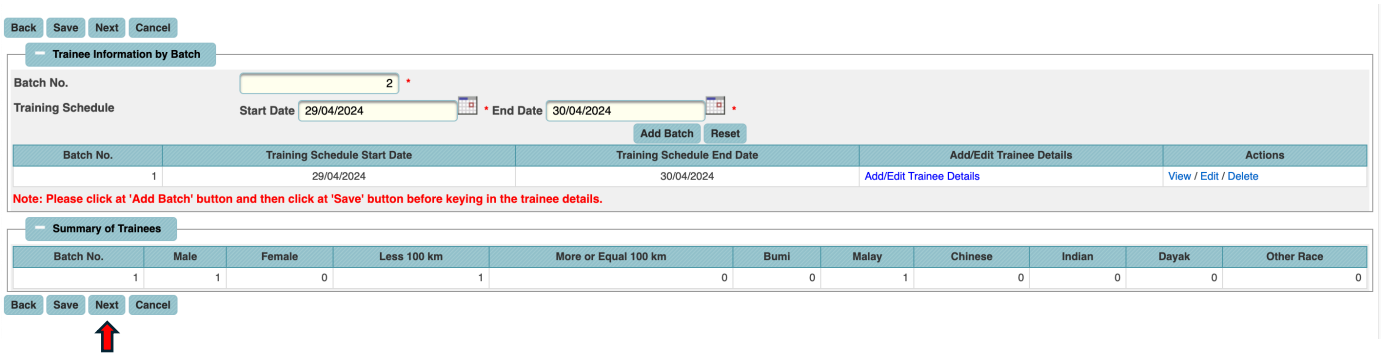
10. Click Add Trainee Details.



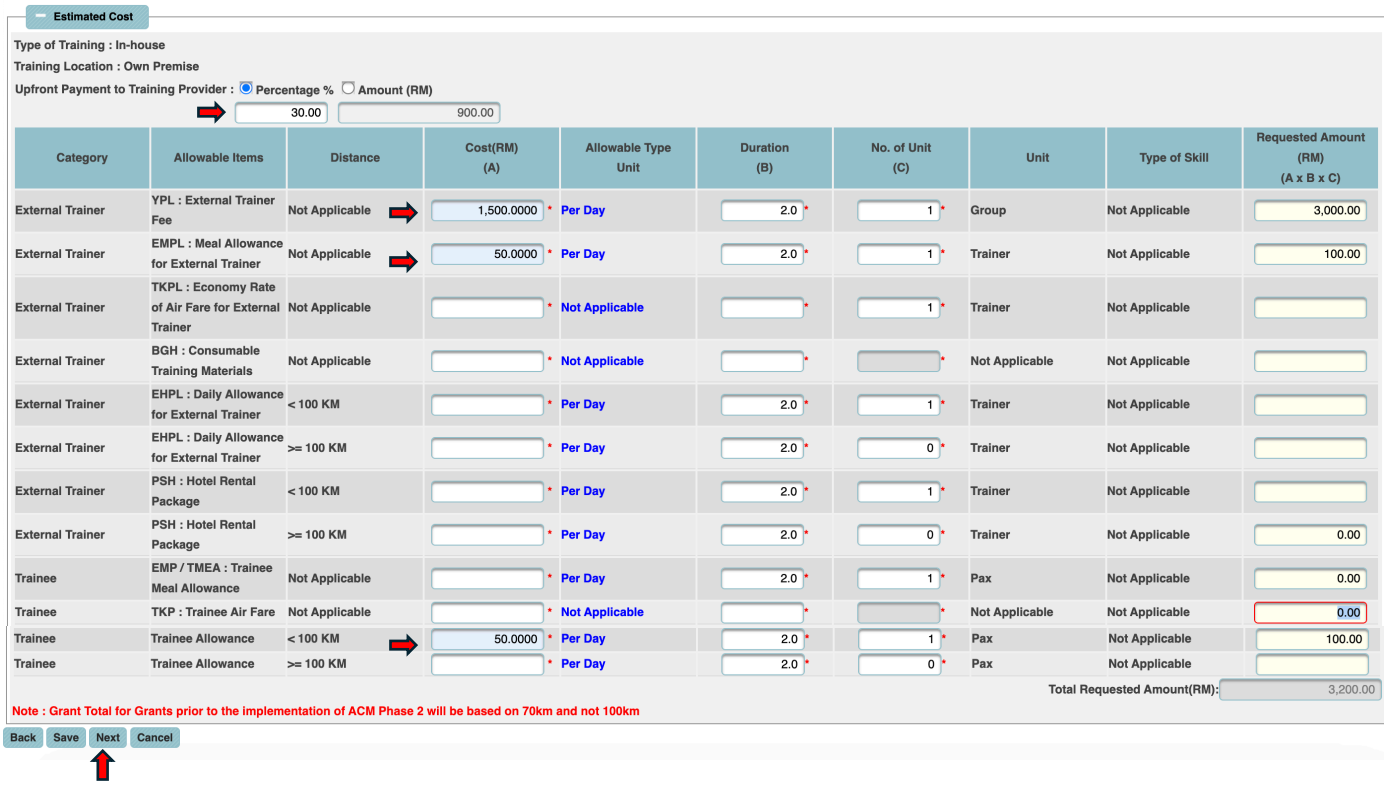
11. Key-in all required details, click add. Click add if there are more participants. Once done click save.



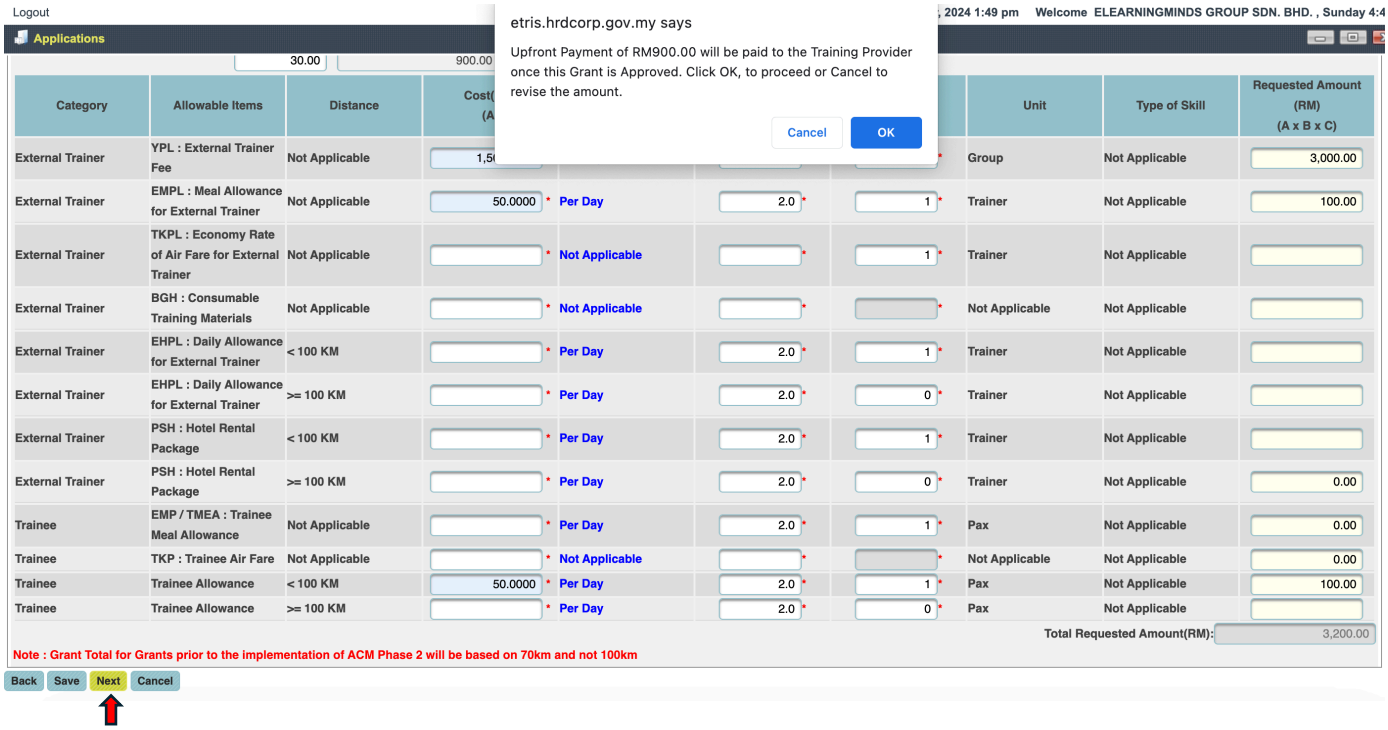
12. Click next.



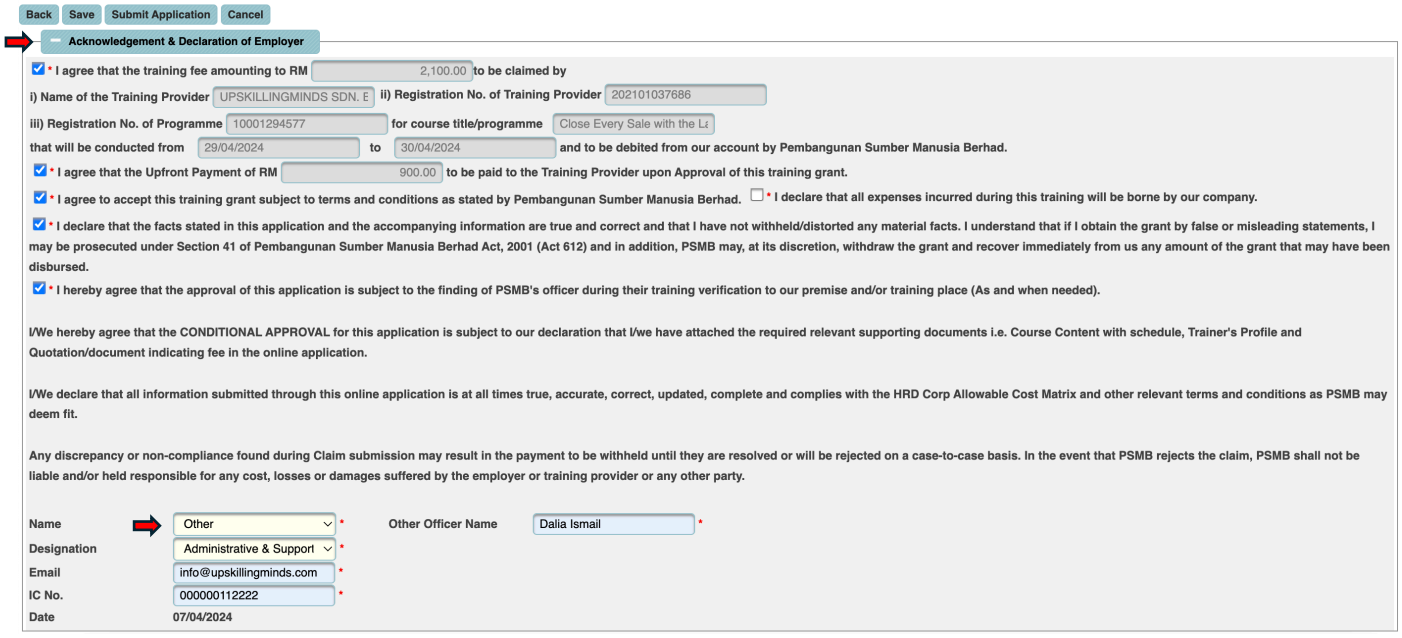
13. Key-in the course fees and allowance details. Select Upfront Payment to Training Provider and key in the percentage 30%. Then, click Save and Next



14. Click ok to confirm the upfront payment made to the training provider. Then click next.



15. i) Checked off all the declaration boxes. Fill-in the officer-in charge's info.
ii) Add all the required documents, then click Add Attachment. Then, click save and submit application.



Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer`s CV (CV)
- Consumable Materials
- Hotel Quotation
- Micro Credential Acknowledgement Letter

Attachment *

File Description

Attach File

Choose file No file chosen

No file chosen

Add Attachment

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

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