HRDC

Human Resource Development Council

Republic of Mauritius

Guidelines for HRDC Online Training Grant

http://www.levy.hrdc.mu

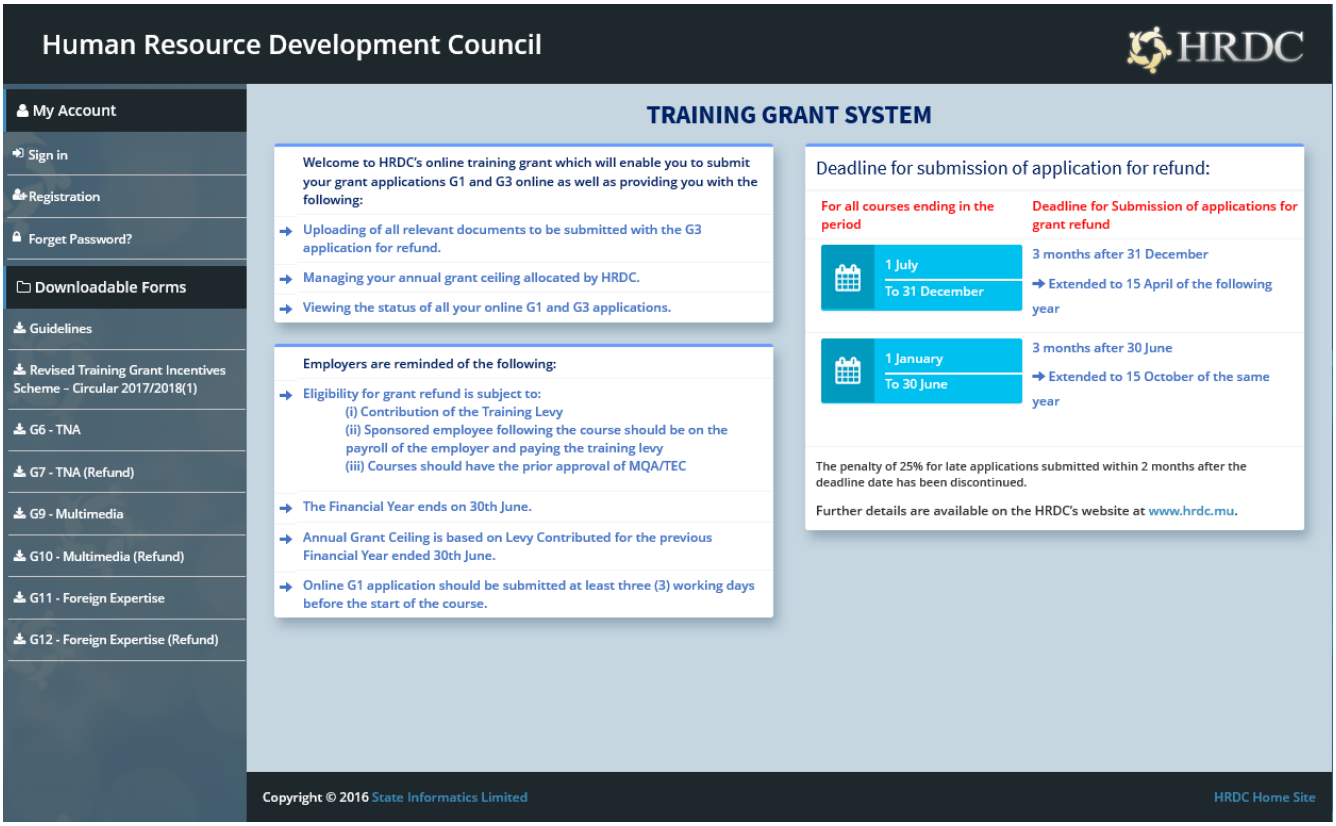
GUIDELINES for using HRDC Online System

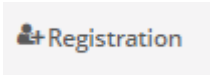
Contents

GUIDELINES for using HRDC Online System 2
HOME PAGE 3
REGISTRATION PAGE 4
SIGN IN 5
FORGET PASSWORD 6
MAIN PAGE 7
MODIFY REGISTRATION PAGE 8
GRANT APPLICATION FORM – G1 9
GENERALISED REPORT LISTING – G1 PART II 10
CONFIRMATION PAGE 17
APPLICATION FOR GRANT PAYMENT – G3: 1st PAGE 18
APPLICATION FOR GRANT PAYMENT – G3: 2nd PAGE 18
APPLICATION FOR GRANT PAYMENT – G3: 3rd PAGE 20
CHANGE REQUEST 21
QUERY 22
PRINT APPLICATION REPORT 23
APPLICATION STATUS 24
CHANGE PASSWORD 26
LOG OUT 26

HOME PAGE

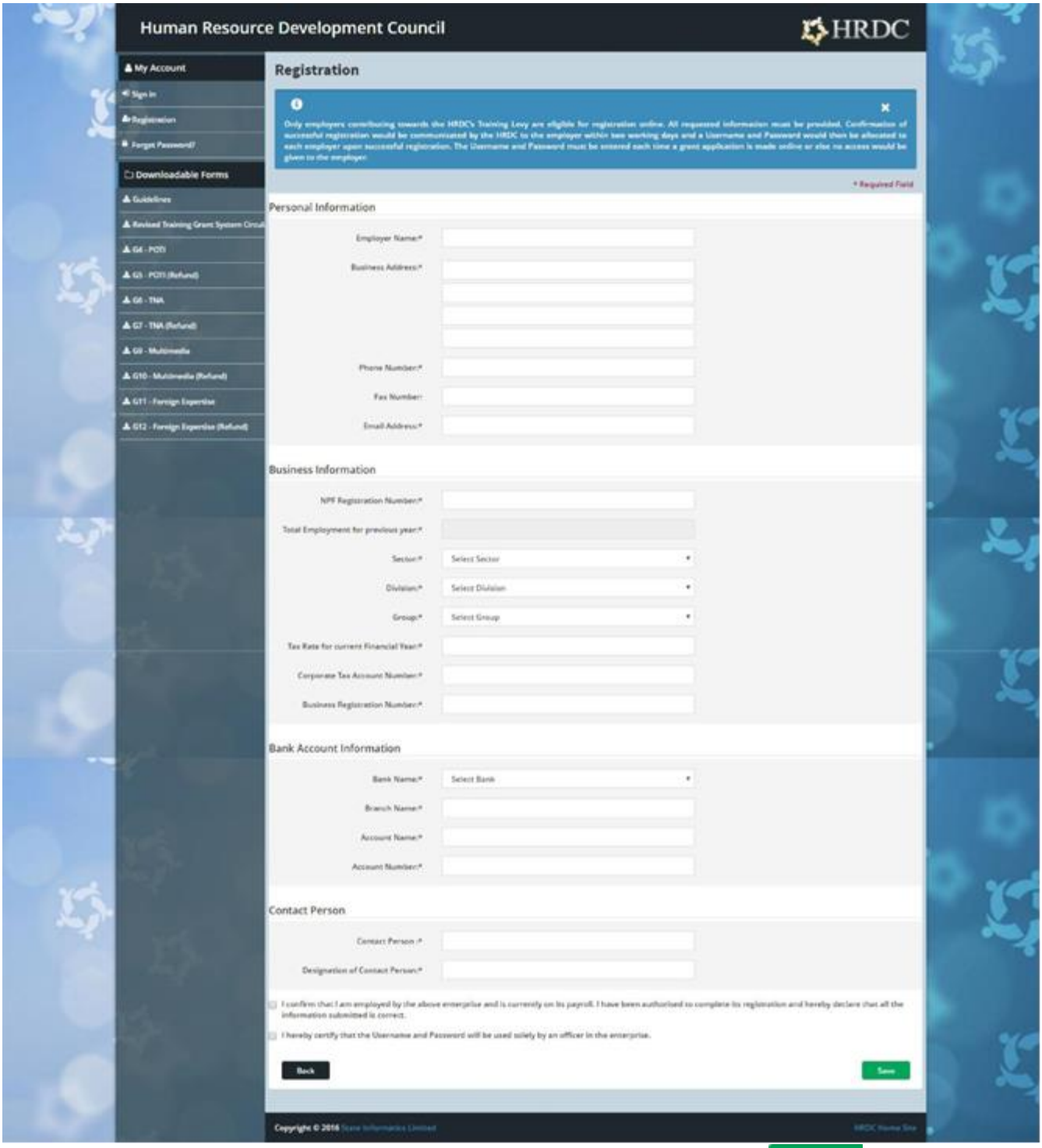
The HRDC online system can be accessed through the web browser by typing the following address http://www.levy.hrdc.mu or http://www.hrdc.mu



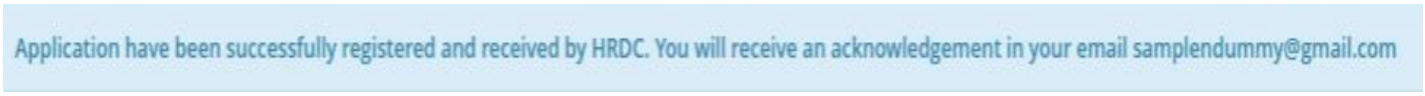
Any employer can register online. The user has to click on the 

menu in order to get a username and password. When clicking on this link, the ***Registration page*** appears.

REGISTRATION PAGE

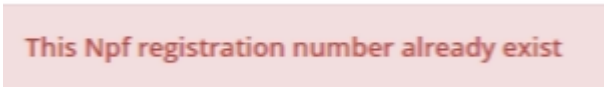


The user has to fill in all mandatory fields (denoted by *) before clicking on Save .
A confirmation message will be displayed upon successful registration



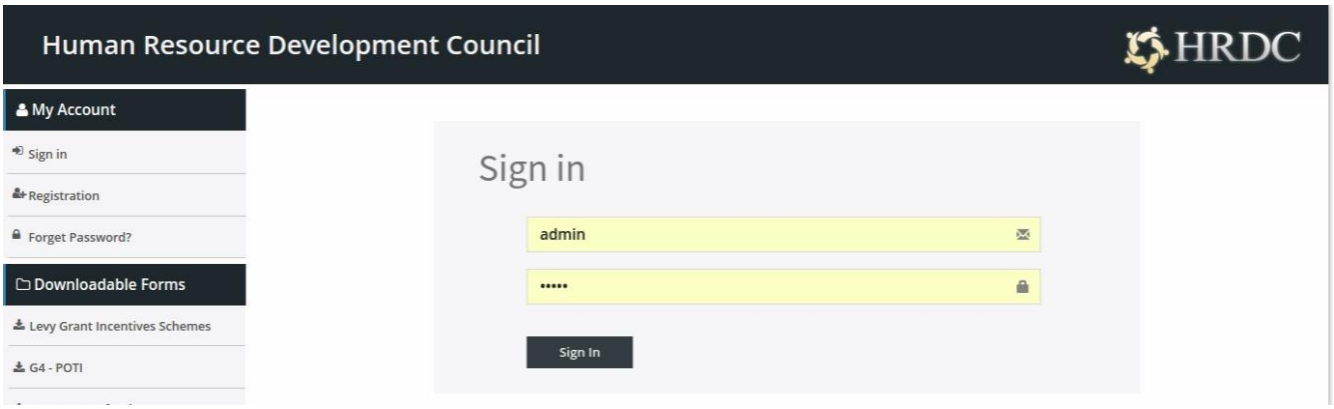
After submitting the application, two emails are generated. One email is sent to the employer (email address given by the employer) as acknowledgement and the other is sent to the HRDC back-office.

Note: The NPF registration number must be unique as previously saved numbers will not be accepted. Entering a previously existing one will result in this error message being displayed.



SIGN IN

After the user has receive his corresponding username and password, he can then access the ***Main page*** of HRDC by passing through the sign in page

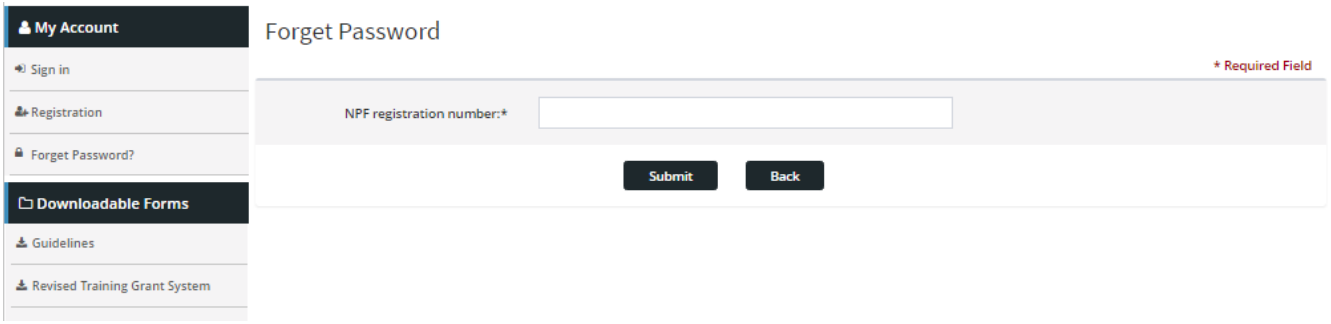


After inserting the username and password, the employer is redirected to the ***Main page***.

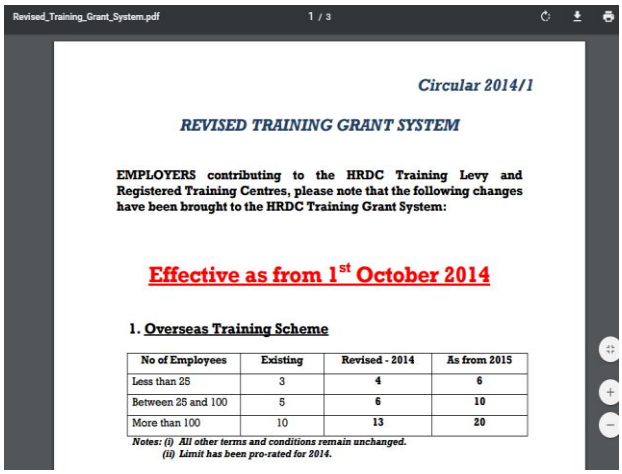
Note: the password has maximum 3 trials. In case of account lock, please contact the HRDC.

FORGET PASSWORD

This page will require the user to have already signed in in the past as it will ask for the user's **NPF registration number**



Note: The rest of the links in the registration page menu are links to ***pdf application forms***


Revised_Training_Grant_System.pdf 1 / 3

Circular 2014/1

REVISED TRAINING GRANT SYSTEM

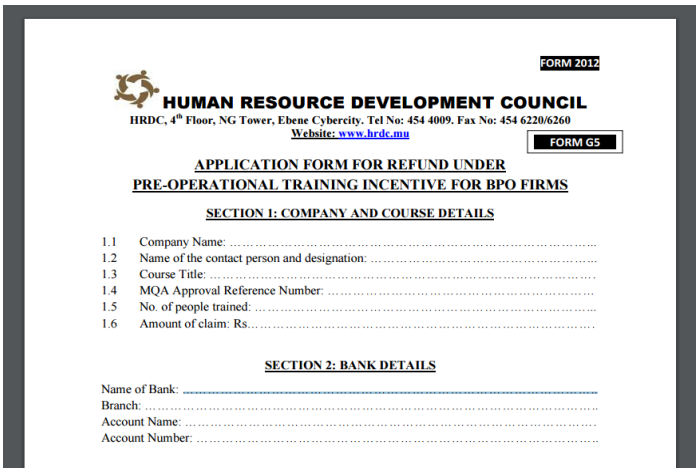
EMPLOYERS contributing to the HRDC Training Levy and Registered Training Centres, please note that the following changes have been brought to the HRDC Training Grant System:

Effective as from 1st October 2014

1. Overseas Training Scheme

No of Employees	Existing	Revised - 2014	As from 2015
Less than 25	3	4	6
Between 25 and 100	5	6	10
More than 100	10	13	20

Notes: (i) All other terms and conditions remain unchanged.
(ii) Limit has been pro-rated for 2014.


FORM 2012

HUMAN RESOURCE DEVELOPMENT COUNCIL
HRDC, 4th Floor, NG Tower, Ebene Cybercity. Tel No: 454 4009. Fax No: 454 6220/6260
Website: www.hrdc.mu

FORM G5

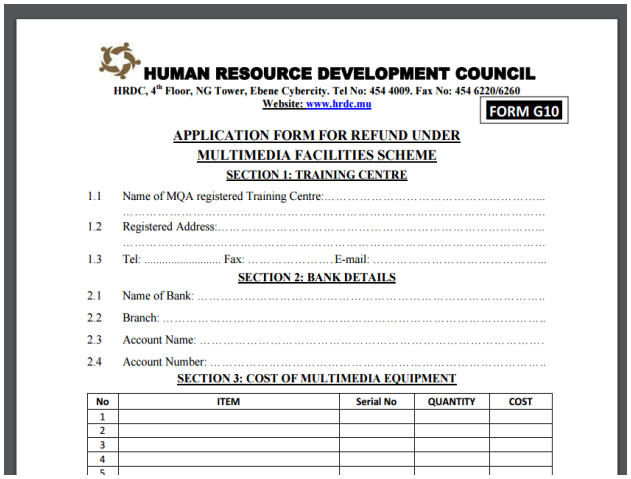
APPLICATION FORM FOR REFUND UNDER PRE-OPERATIONAL TRAINING INCENTIVE FOR BPO FIRMS

SECTION 1: COMPANY AND COURSE DETAILS

1.1 Company Name: .....
1.2 Name of the contact person and designation: .....
1.3 Course Title: .....
1.4 MQA Approval Reference Number: .....
1.5 No. of people trained: .....
1.6 Amount of claim: Rs.....

SECTION 2: BANK DETAILS

Name of Bank: .....
Branch: .....
Account Name: .....
Account Number: .....


HUMAN RESOURCE DEVELOPMENT COUNCIL
HRDC, 4th Floor, NG Tower, Ebene Cybercity. Tel No: 454 4009. Fax No: 454 6220/6260
Website: www.hrdc.mu

FORM G10

APPLICATION FOR REFUND UNDER MULTIMEDIA FACILITIES SCHEME

SECTION 1: TRAINING CENTRE

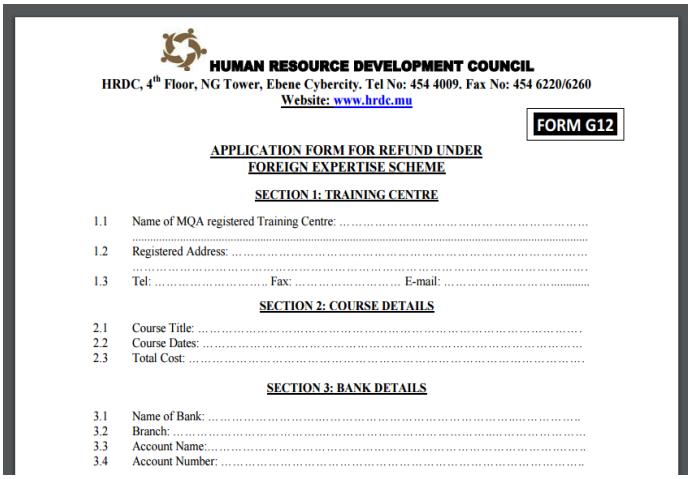
1.1 Name of MQA registered Training Centre: .....
1.2 Registered Address: .....
1.3 Tel: ..... Fax: ..... E-mail: .....

SECTION 2: BANK DETAILS

2.1 Name of Bank: .....
2.2 Branch: .....
2.3 Account Name: .....
2.4 Account Number: .....

SECTION 3: COST OF MULTIMEDIA EQUIPMENT

No	ITEM	Serial No	QUANTITY	COST
1				
2				
3				
4				
5				


HUMAN RESOURCE DEVELOPMENT COUNCIL
HRDC, 4th Floor, NG Tower, Ebene Cybercity. Tel No: 454 4009. Fax No: 454 6220/6260
Website: www.hrdc.mu

FORM G12

APPLICATION FORM FOR REFUND UNDER FOREIGN EXPERTISE SCHEME

SECTION 1: TRAINING CENTRE

1.1 Name of MQA registered Training Centre: .....
1.2 Registered Address: .....
1.3 Tel: ..... Fax: ..... E-mail: .....

SECTION 2: COURSE DETAILS

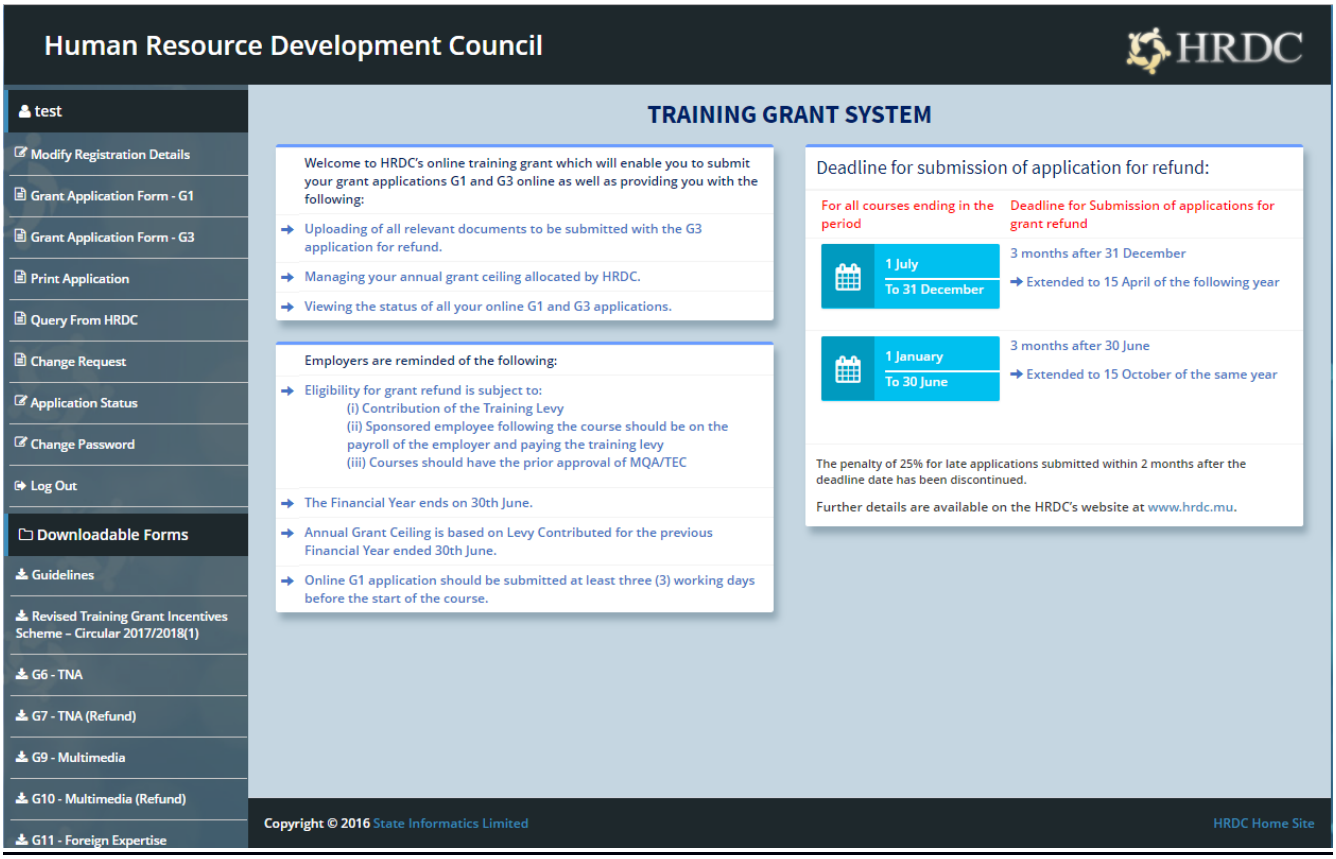
2.1 Course Title: .....
2.2 Course Dates: .....
2.3 Total Cost: .....

SECTION 3: BANK DETAILS

3.1 Name of Bank: .....
3.2 Branch: .....
3.3 Account Name: .....
3.4 Account Number: .....

MAIN PAGE

The main page will have access to many other pages including the ***Change Password*** and the ***Modify Registration*** page



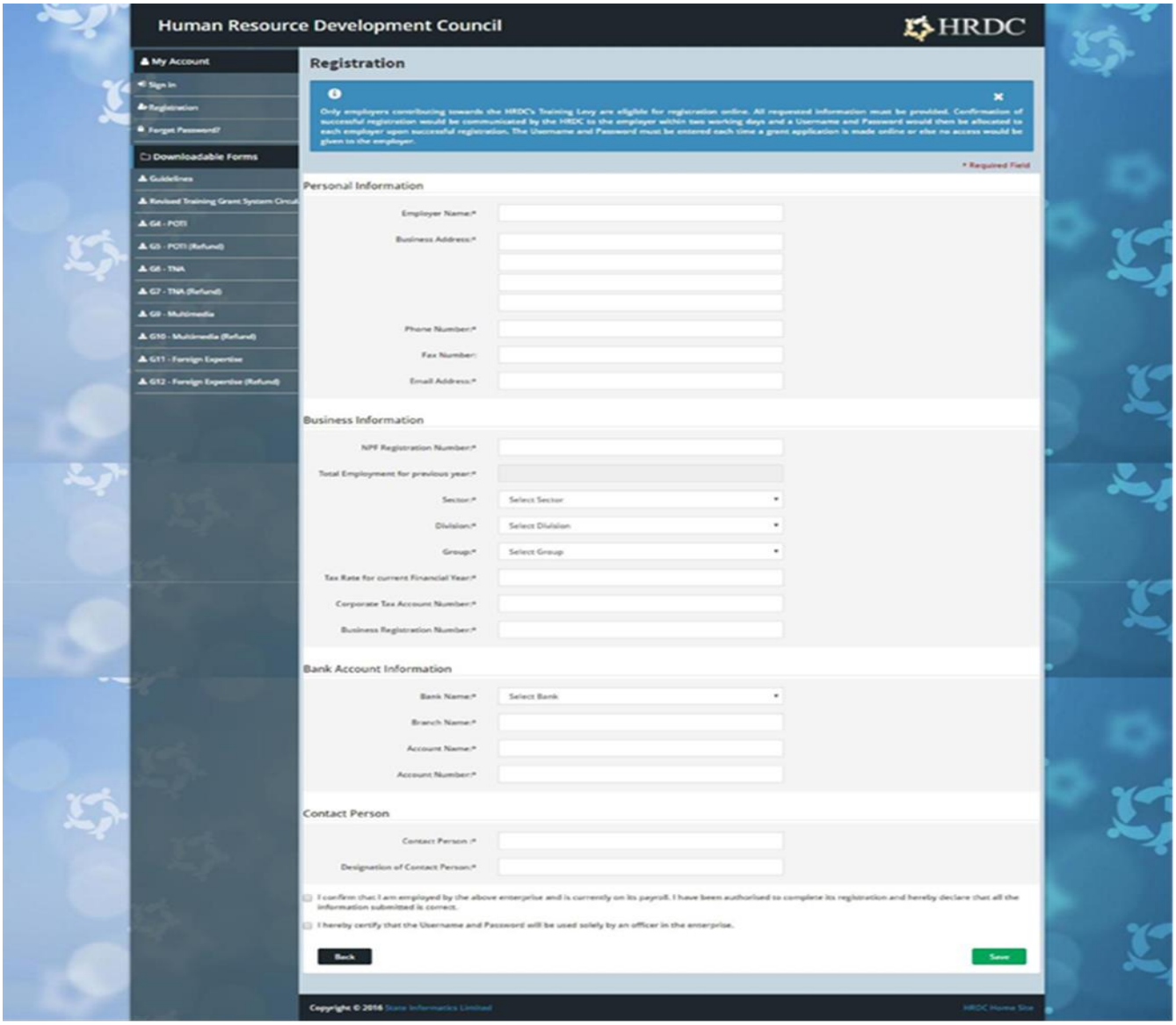
Website page components

- On the top of the page is the title of the website.
- The center has relevant information.
- On the left side of the screen is the List of links to the different pages that are part of the HRDC website.
- The bottom left has the list of downloadable forms available
- The bottom right has the link to the HRDC home site

MODIFY REGISTRATION PAGE

If the user wants to update the registration to cater for some changes then clicking

on will redirect him to the respective screen

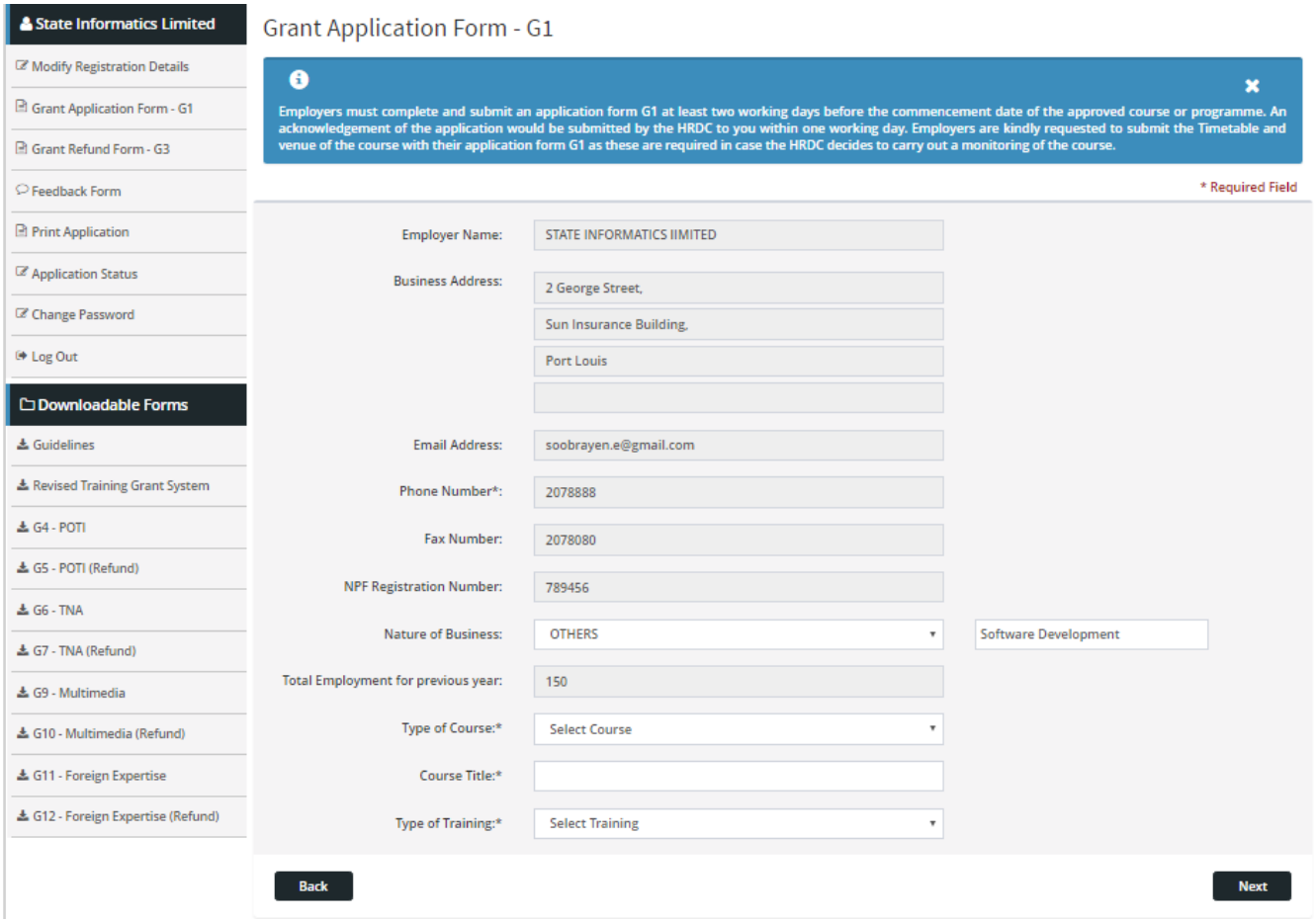


Note:

- The whole page is the same as the Registration page except for Update instead of Save
- Despite being a means to modify the Registration page's details, some details cannot be modified like the **NPF Registration Number** and **Business Registration Number.**

GRANT APPLICATION FORM – G1

The user can apply for a G1 application by clicking on Grant Application Form - G1



After filling up the required fields (marked by *), press Next

Note: The ***Grant application form G1*** has multiple batches (***Generalised Report Listing Part II***) that have to be filled after this form which are numbered as ***steps***.

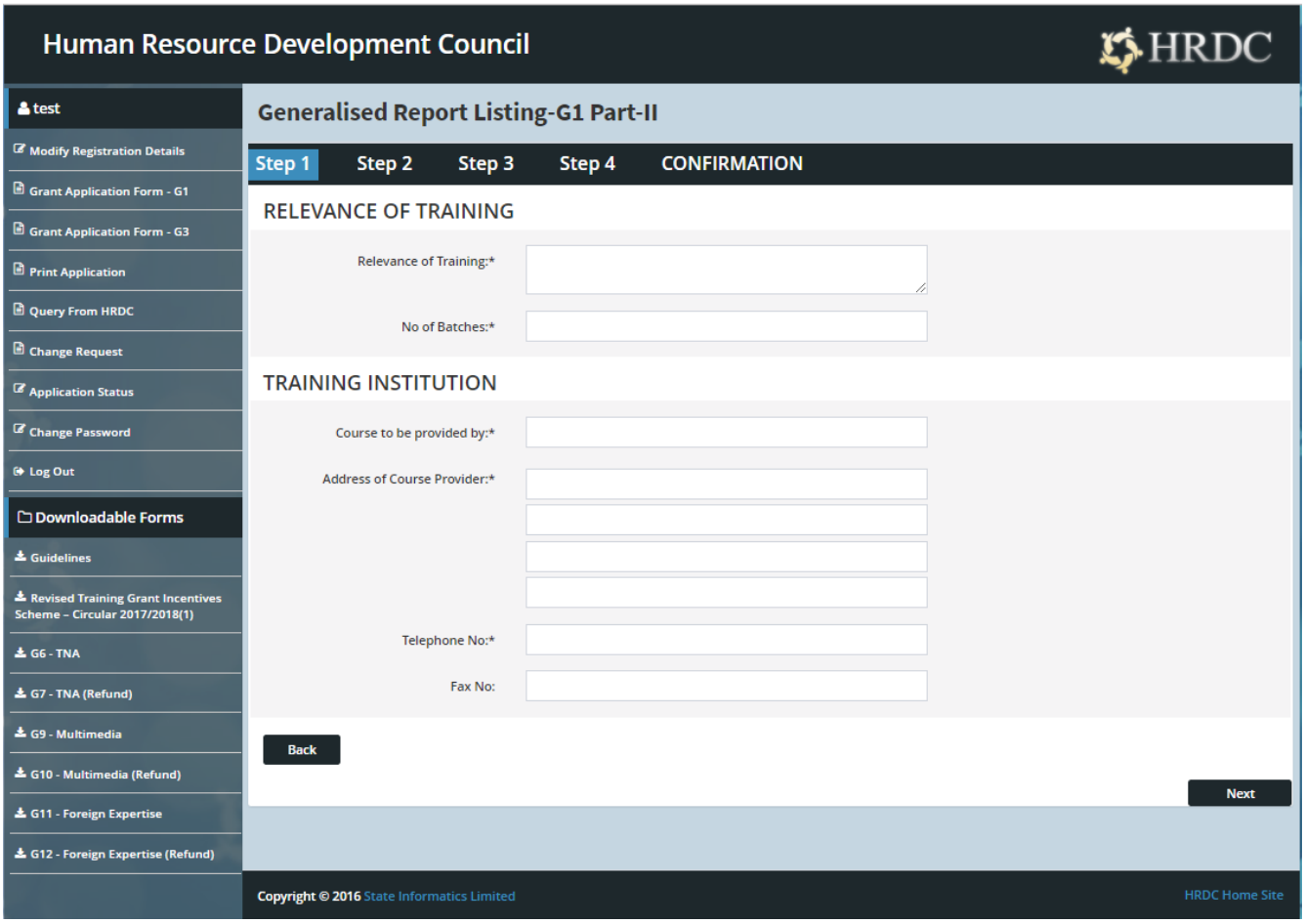
Note: Clicking on the ***Next*** button redirects the user to the G1 form. Please note that depending on the ***Type of Training*** chosen, the options in form G1 vary. For example, if a user has selected “Local Training”, then the user will have to input information on “Local Training”, and if a user has selected “Overseas Training”, then information has to be provided on “Overseas Training”

GENERALISED REPORT LISTING – G1 PART II

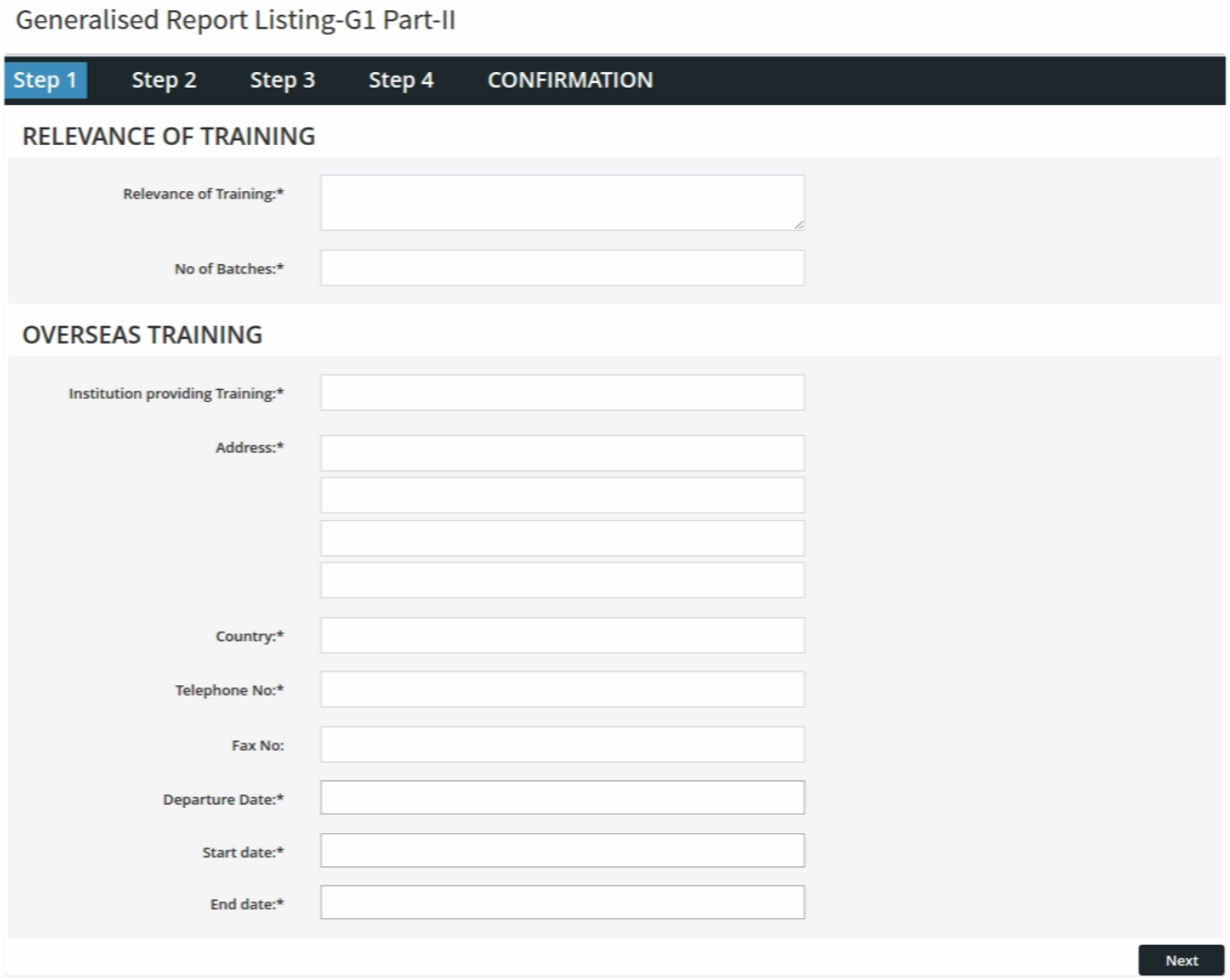
Step 1

The 3 different types of forms depending on the ***Type of training*** field in ***Grant application form G1.***
In all examples filling up the required fields and pressing Next will open the ***Step 2*** form

Example 1 (Type of training = Local Training/Online Training)



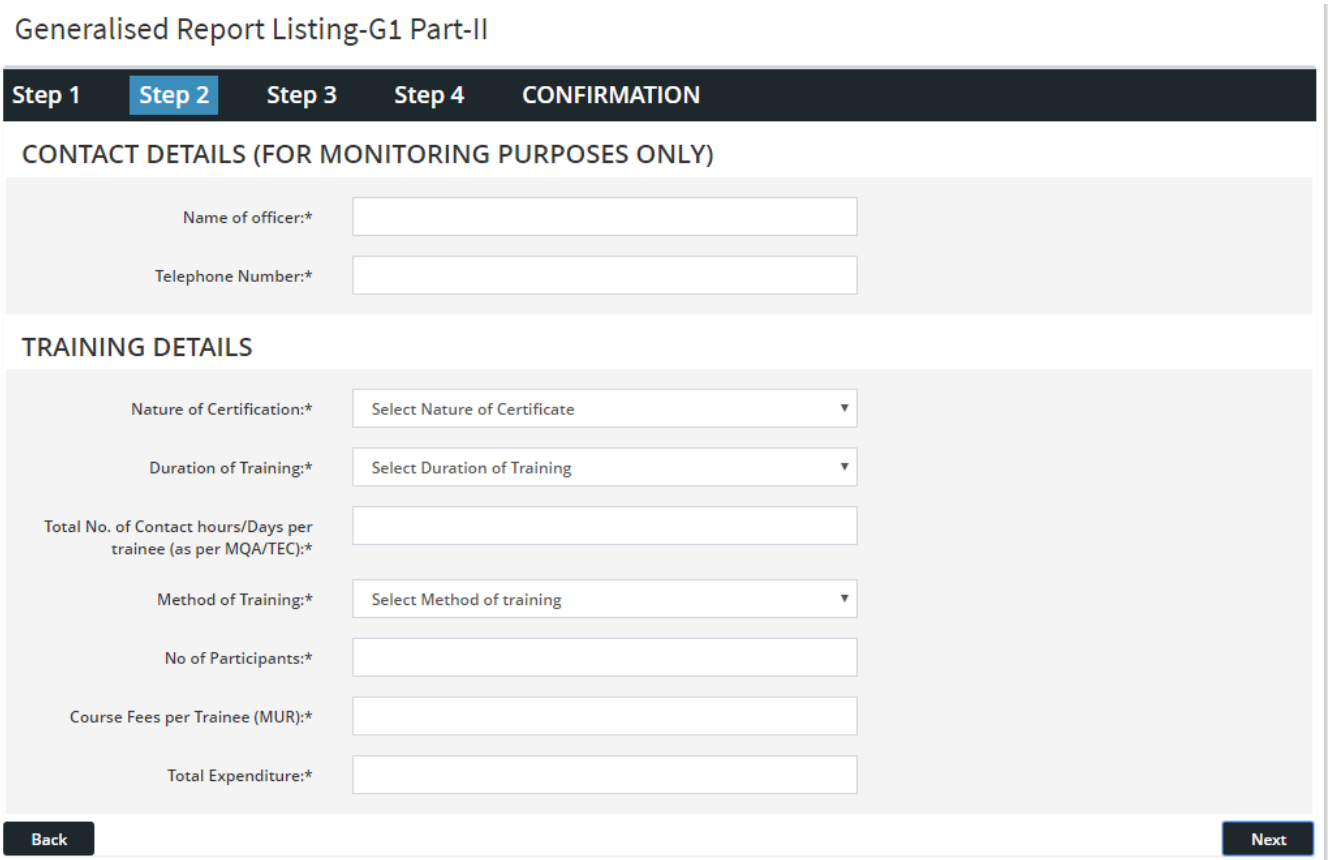
Example 3 (Type of training = Overseas Courses)



If ***Overseas Courses*** is chosen from the drop-down ***Type of Training*** field in ***Step 1.*** Then the section below **RELEVENCE OF TRAINING** will be replaced by **OVERSEAS TRAINING.** The section **Name of Approved Trainer** will also be removed

Step 2

Fill in the required fields (denoted by*) and press Next



Note: if the user chose "***Overseas Courses***" in ***Type of training*** in ***Step 1*** then another layout will be displayed for S***tep 2*** (The field ***Air Fares(Excl. tax):****** has been added)

Generalised Report Listing-G1 Part-II

Step 1 | Step 2 | Step 3 | Step 4 | CONFIRMATION

CONTACT DETAILS (FOR MONITORING PURPOSES ONLY)

Name of officer:*

Telephone Number:*

TRAINING DETAILS

Nature of Certification:* Select Nature of Certificate

Duration of Training:* Select Duration of Training

Total No. of Contact hours/Days per trainee (as per MQA/TEC):*

Method of Training:* Select Method of training

No of Participants:*

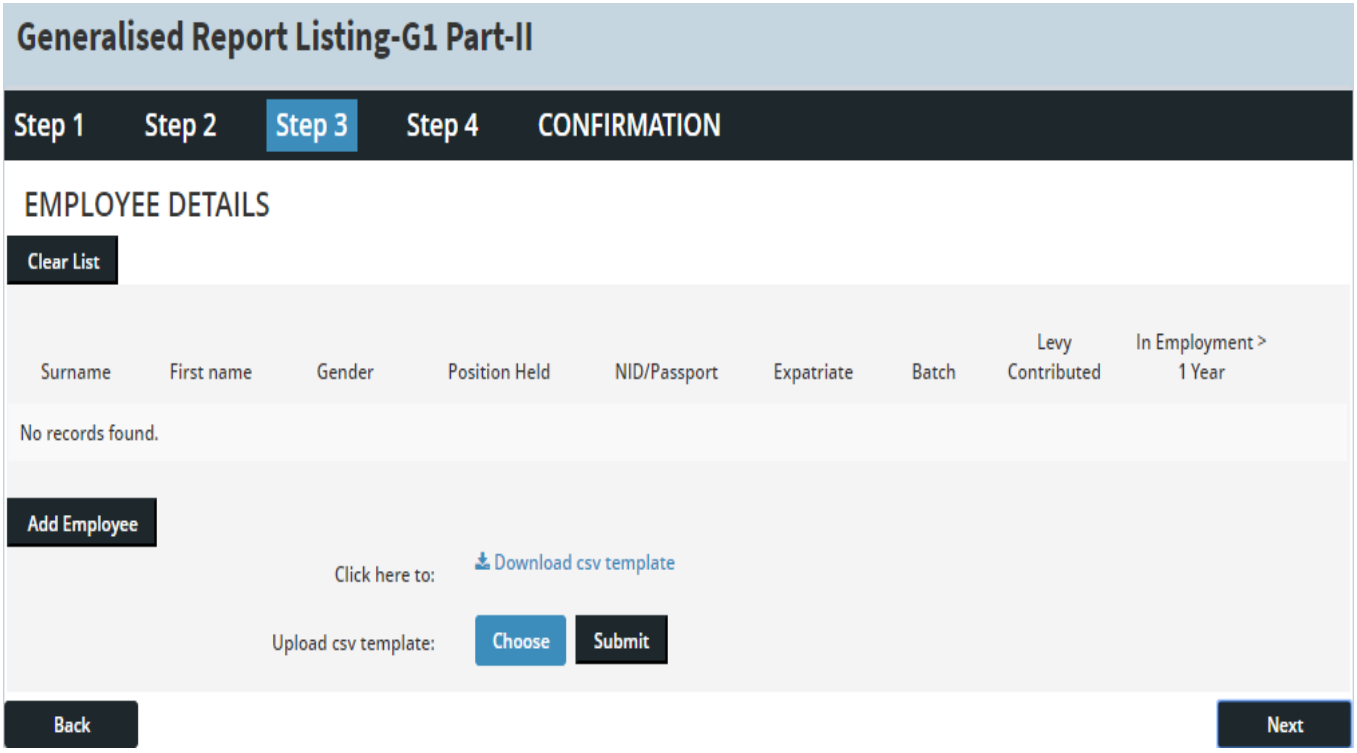
Air Fares (Excl. vat):*

Course Fees per Trainee (MUR):*

Total Expenditure:*

Back Next

Step 3



Here the user has 2 choices of submitting his details:

1. Either press Add Employee and fill up the details, or download a csv template with Download csv template, fill up the template and then upload it with Choose Submit

2. The format for filling the template is as follows

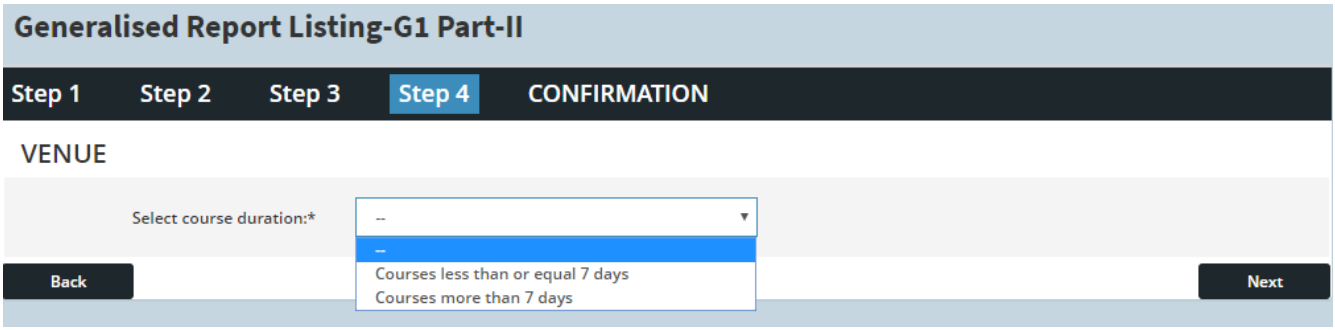
Surname	First Name	Gender	Position Held	NID	Levy Contributed	Expatriate	Batch	In Employement More Than One Year
Sname	Fname	M	Position	xxxxxxxxx	Y	N	1	Y

3. After that, press Next and that will bring the user to the ***Step 4*** page

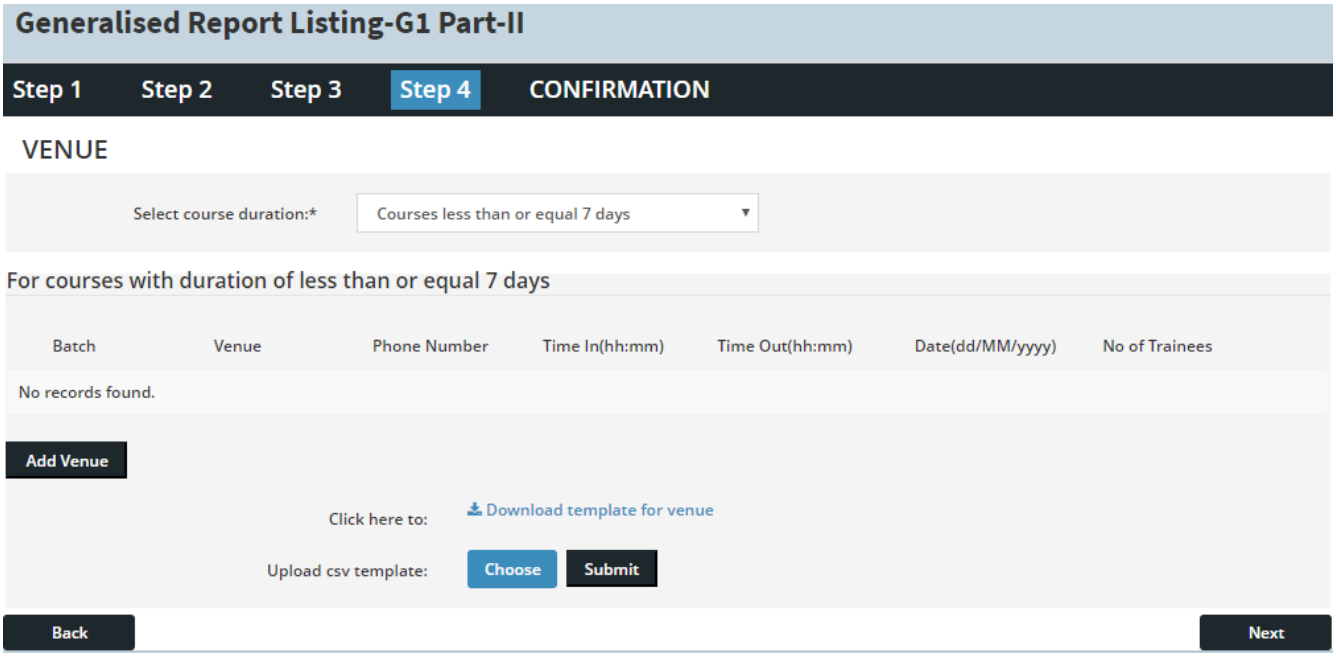
Note: Uploading a file other than a ***csv template*** might get rejected.

Step 4

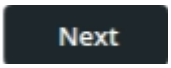
Here the user has to choose between “Courses less than or equal 7 days” or “Courses more than 7 days”.



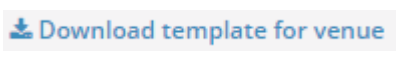
<u>For courses less than or equal 7 days:</u>



Here the user has to input the required values (all of them) for the ***Venue***

And then proceed with  to the ***Confirmation page***

Here the user has 2 choices of submitting his details:

1. Either press and fill up the details, or download a csv template with  , fill up the template and then upload it with

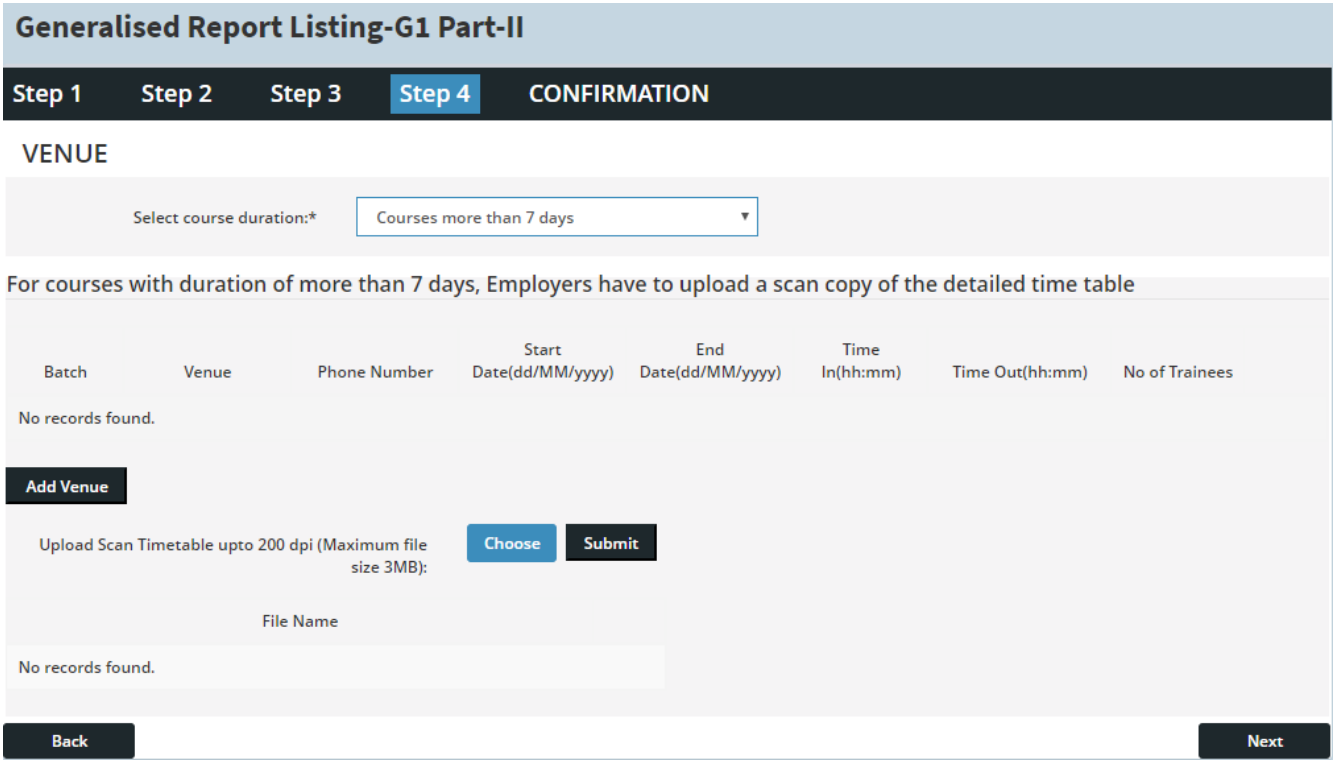
2. The format for filling the template is as follows

Batch	Time In	Time Out	Date of Course	Number of Tainees	Address of Venue	Telephone Number
1	08:00	10:00	19/12/2016	1	test	7898525

3. After that, press Next and that will bring the user to the ***Step 4*** page

Note: Uploading a file other than a ***csv template*** might get rejected.

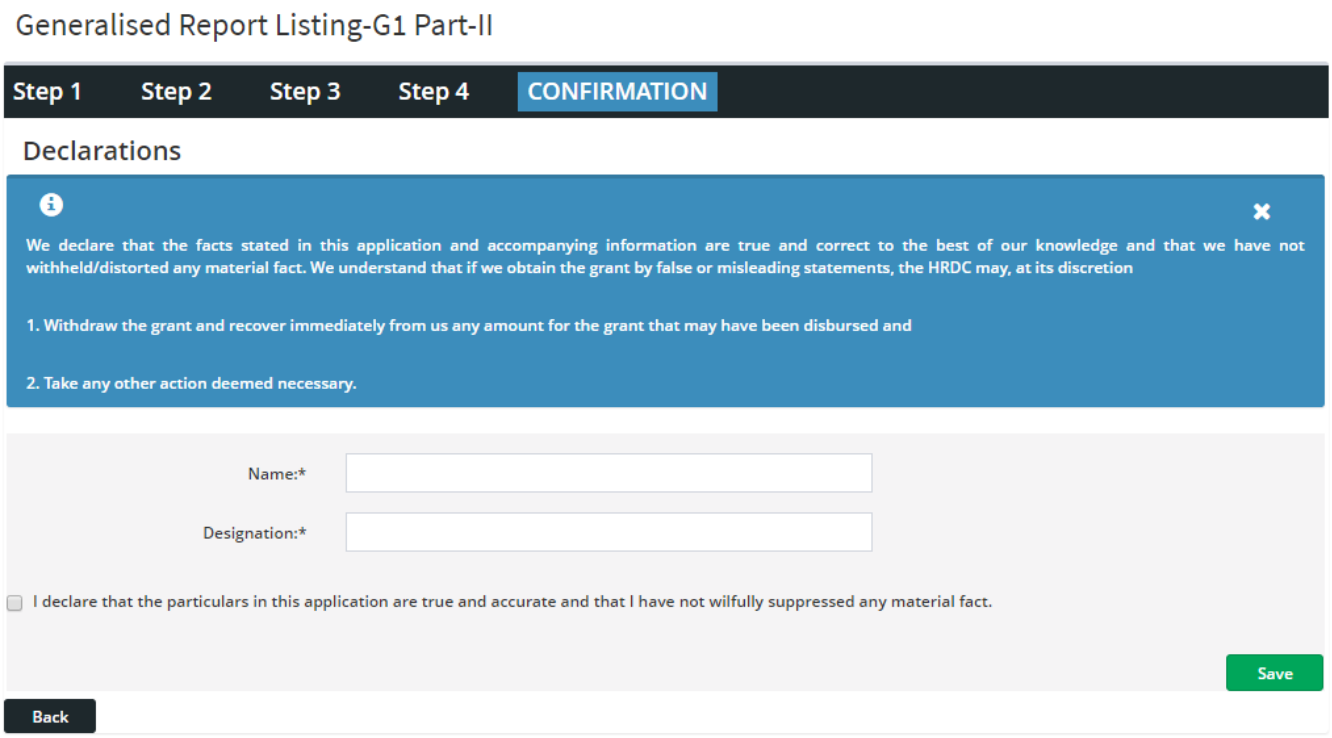
For courses more than 7 days:



Here the user has to input the required values (all of them) for the ***Venue*** and upload a scan copy of the detailed time table before clicking on Next.

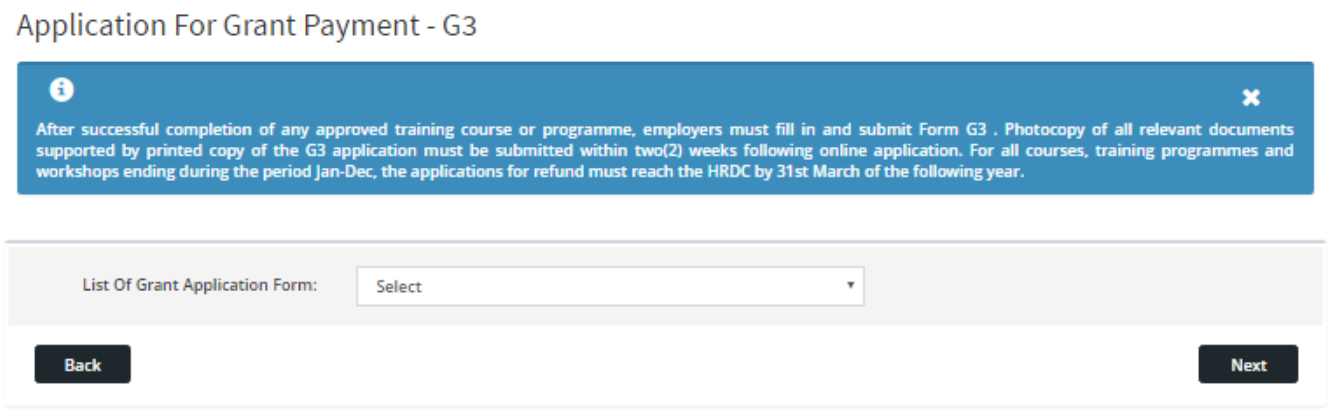
And then proceed with Next to the ***Confirmation page***

CONFIRMATION PAGE

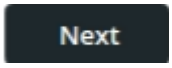


Here the user must fill all required fields and check the declaration checkbox before pressing

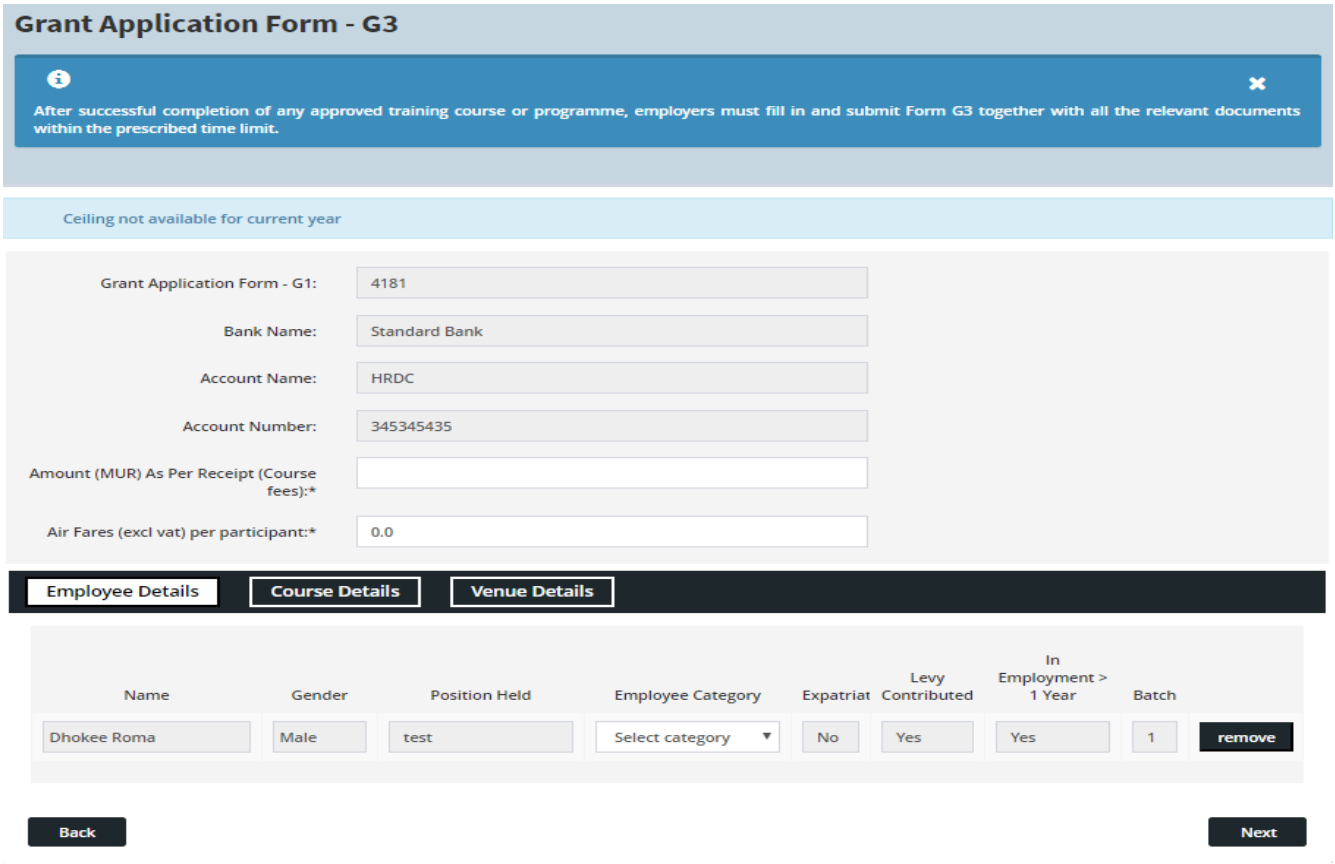
APPLICATION FOR GRANT PAYMENT – G3: 1st PAGE



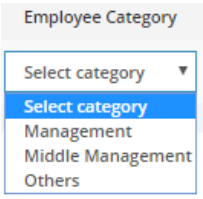
The G3 application can only be started after finishing the G1 application as the front page will demand a list of G1. Like G1, G3 also has multiple forms to fill.

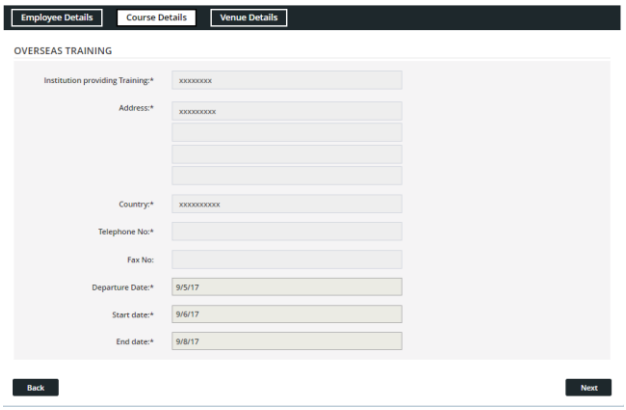
After selecting proper values in the drop-down list, press 

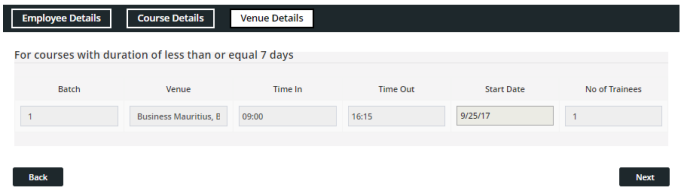
APPLICATION FOR GRANT PAYMENT – G3: 2nd PAGE

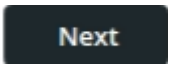


This page allow the user to view the already saved information from the G1 forms which are the ***Employee details***, ***Course Details*** and ***Venue Details.*** For ***Employee details***, the user has to choose in which category the employee is. i.e.



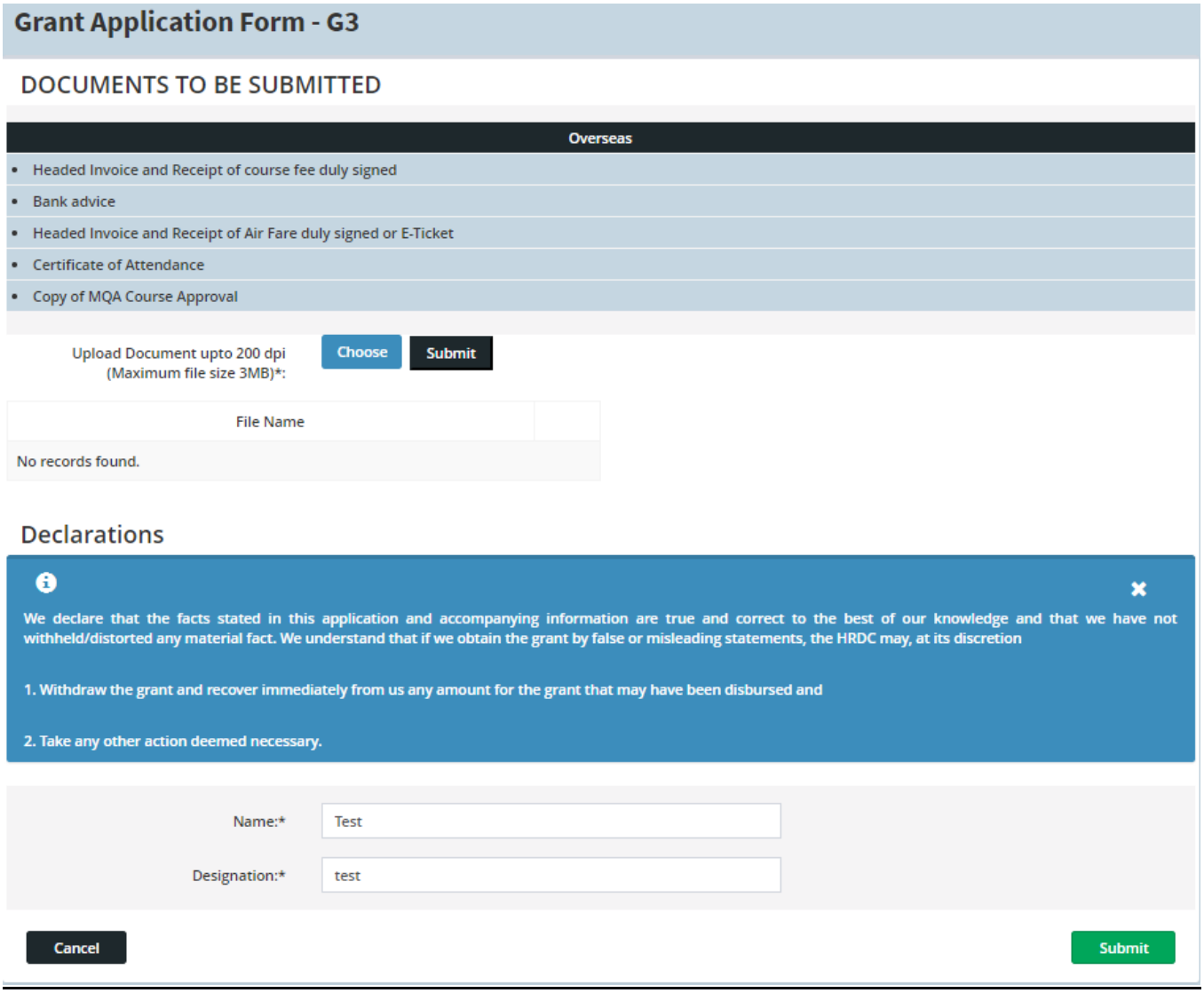




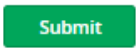
After confirming all information correct, press 

to continue to the 3rd page for ***Grant Payment – G3***

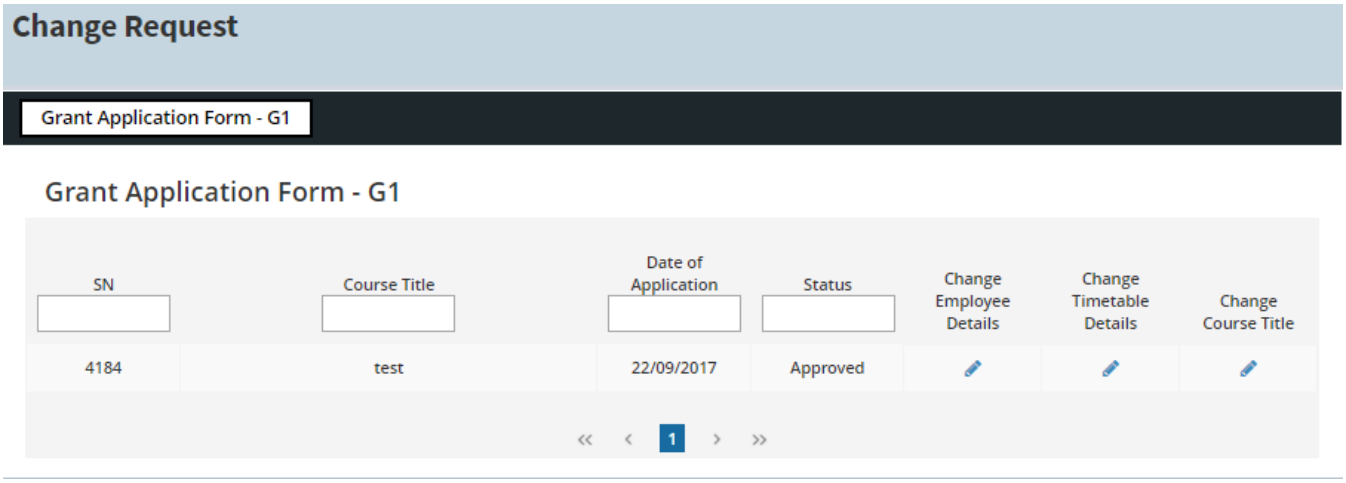
APPLICATION FOR GRANT PAYMENT – G3: 3rd PAGE



The last page for G3 has upload documents (obligatory) and accepting the declaration after inputting all required values.

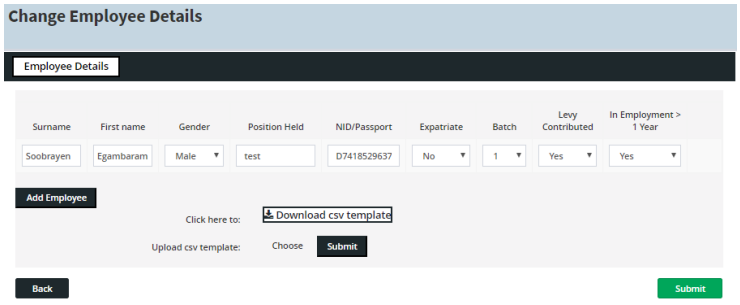
After that press 

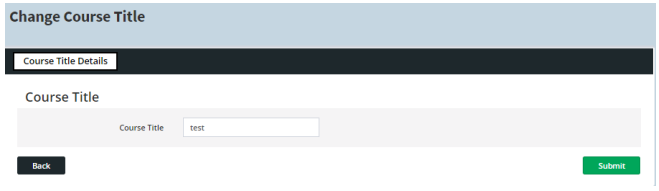
CHANGE REQUEST

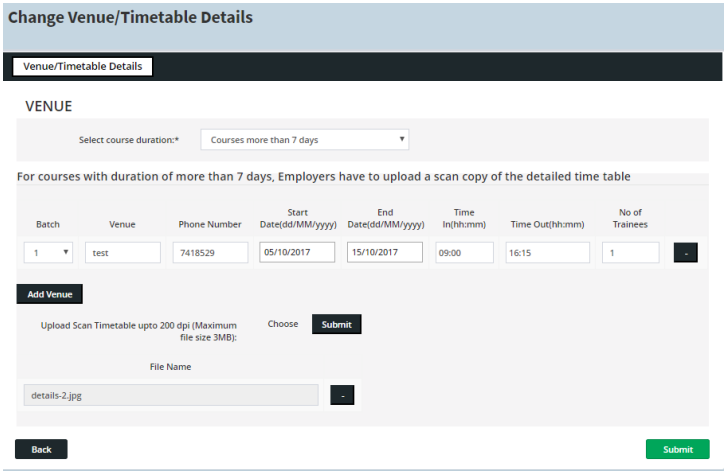


Here the user will be allow to make request for change for G1 applications that have been approved by HRDC. Change request are allowed up to 12 hours before start of course.

Click on to ***Change Employee Details***, ***Change Timetable Details*** or ***Change Course Details.***

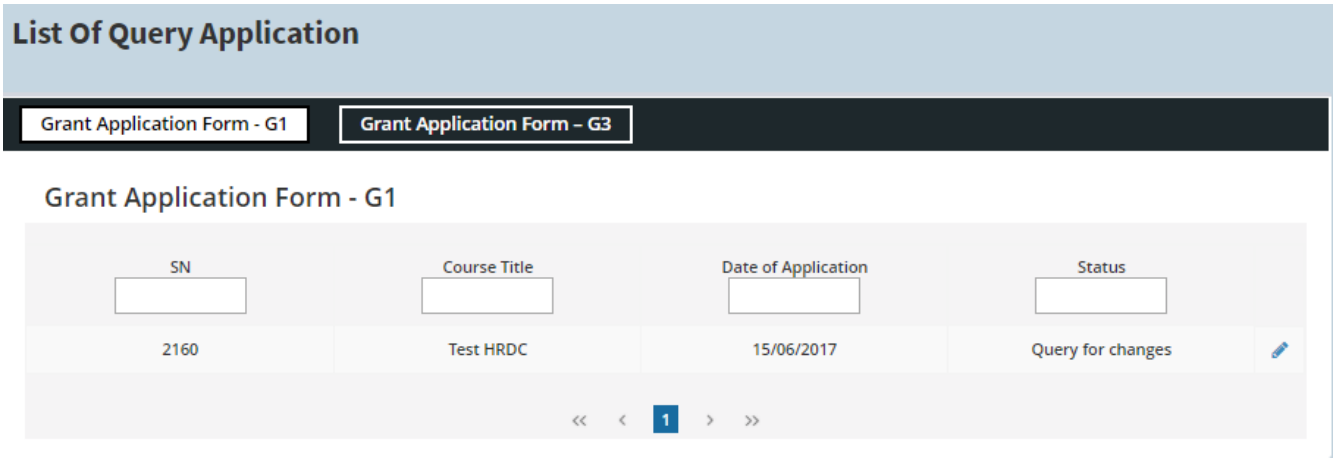




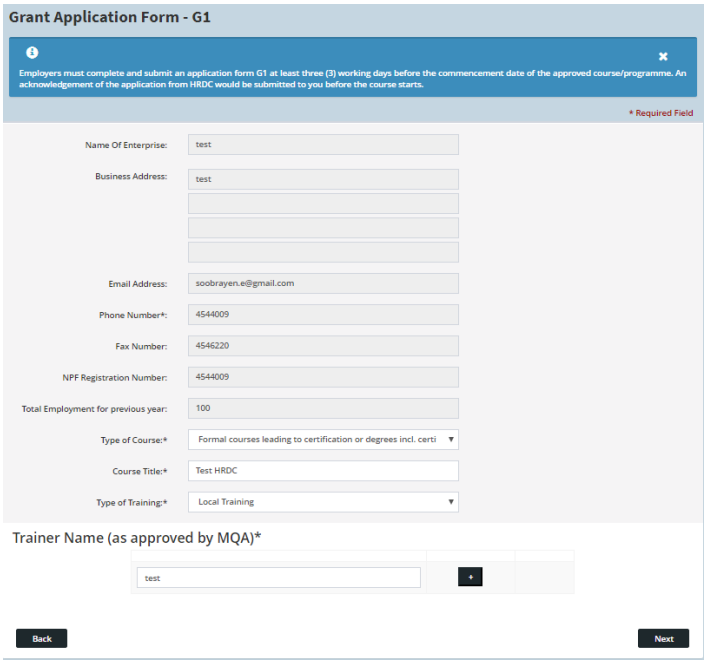


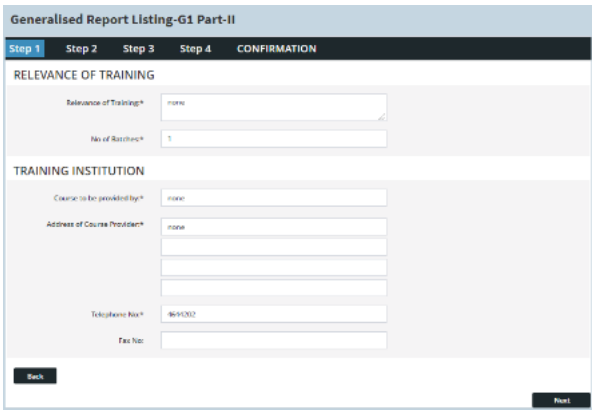
QUERY

If an application is incomplete, HRDC will query the user. Here the user will have the possibility to edit that application.

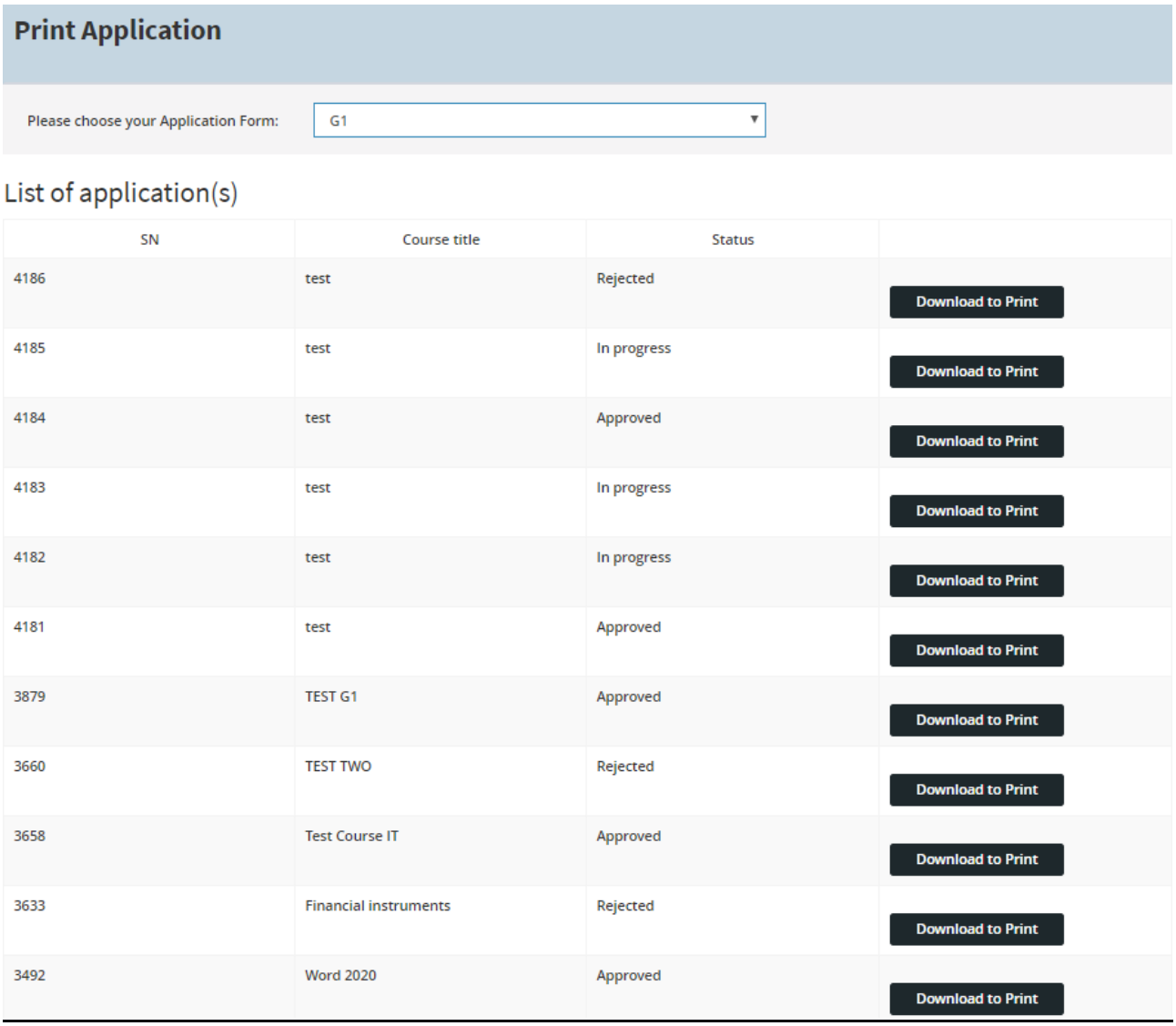


By click on , the user will be able to edit any field on the G1 application.



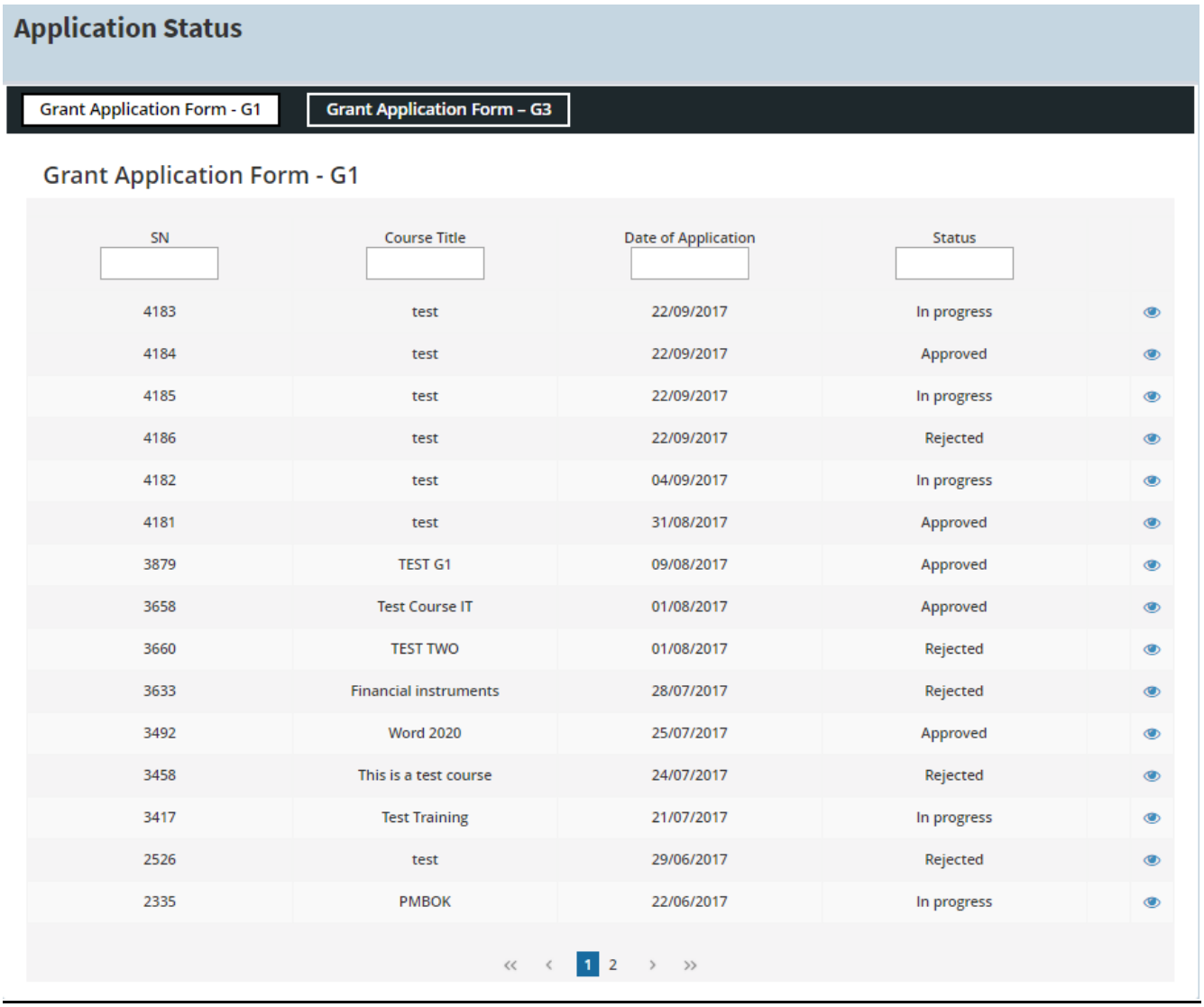


PRINT APPLICATION REPORT



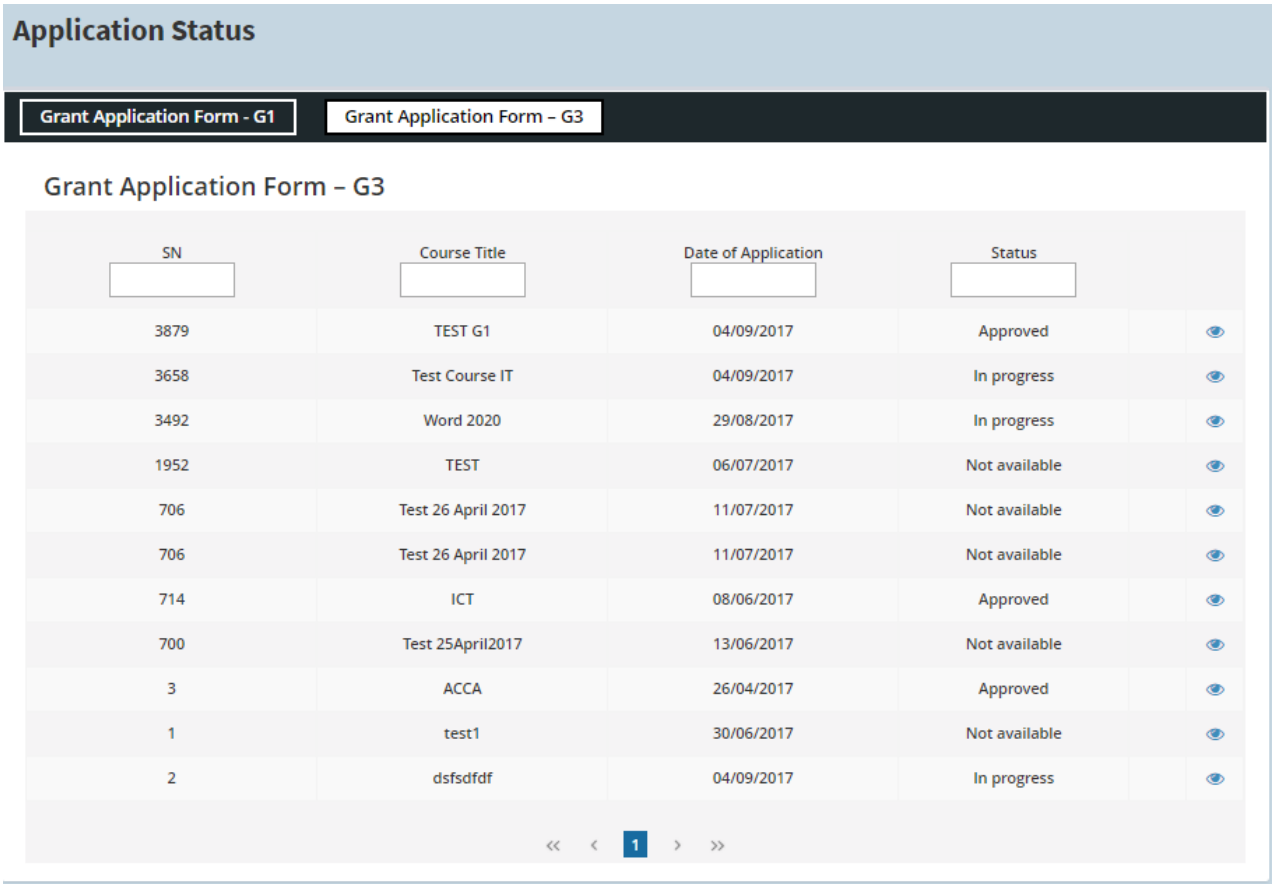
Select the application form (G1 or G3) and then from the list of application click on Print to generate its ready-to-print report.

APPLICATION STATUS

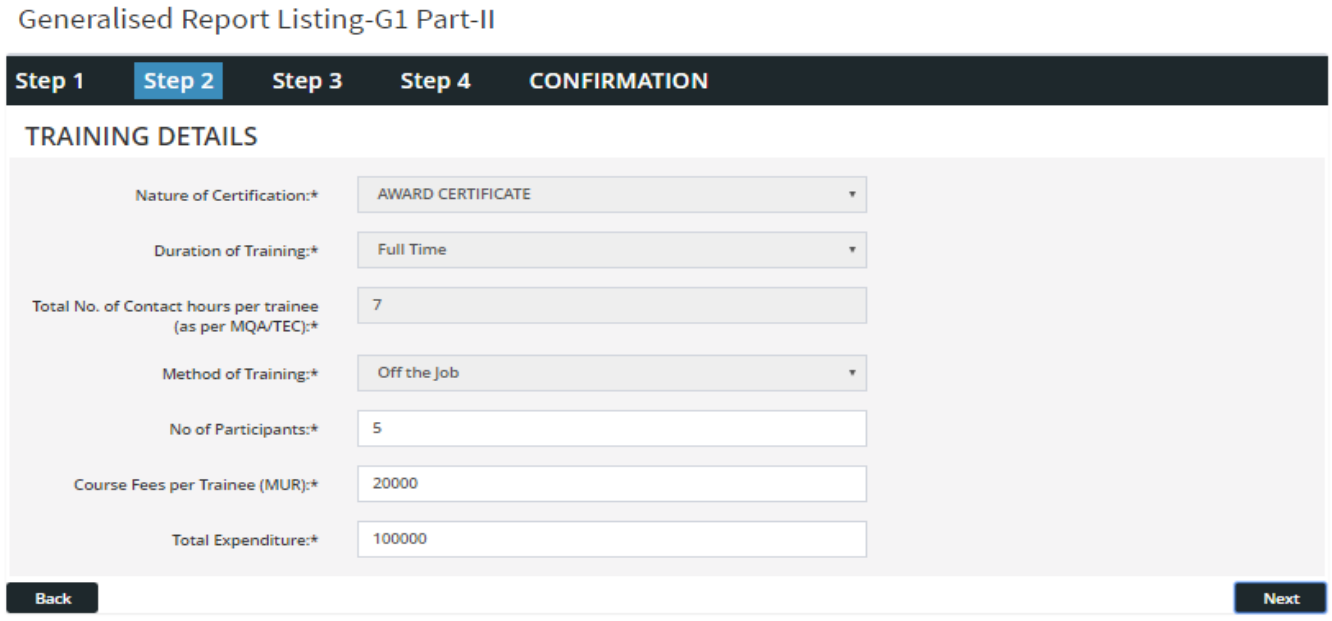


Here the user has the options to view and edit the G1 application forms

But for G3 applications form, they can only view the few information available on them

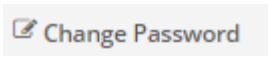


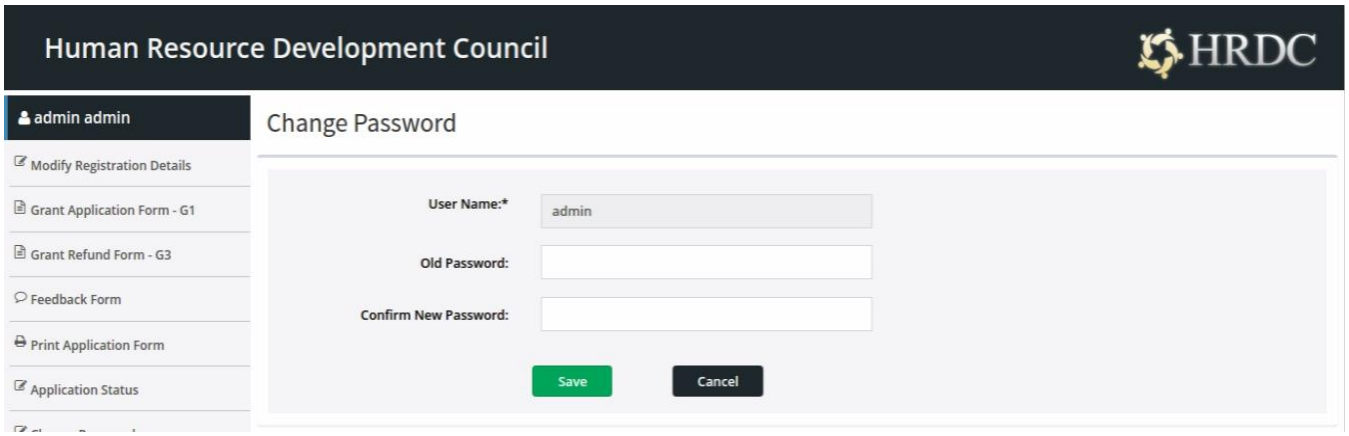
Note: when trying to edit the G1 application forms, not all fields will be editable, for example refer to the picture below



Only the 3 lowest fields' values are editable, while the rest are not.

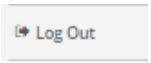
CHANGE PASSWORD

The user can access the ***Change Password page*** by clicking on 



Note: the password must atleast be a minimum of 8 characters (including a capital letter + a special character + a number)

LOG OUT

To log out from the current account, the user simply has to click on  button.

Human Reasource Development Council
4th Floor, NG Tower, Cybercity, Ebene. Republic of Mauritius
Tel.: (230) 454 4009 - Fax: (230) 454 6220. Email: info@hrdc.intnet.mu Website: http//www.hrdc.mu