ICMS User Orientation Training

Infocomm Competency Management System (ICMS)

SECTION C: COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Jan 2018

Course Mapping & Course/Certification Endorsement

Course Providers and Certification Owners are able to:

1.Submit Course Mapping

2.Submit Course/Certification Endorsement

3.Submit Course/Certification Endorsement Bundled with Course Mapping

4.Submit Change Request to update Course Mapping & Course/Certification Endorsement

5.Search/View Course Mapping & Course/Certification Endorsement

Please note:

- **Submit Course Mapping application only when the Course/Certification is not mapped to NICF Framework or Skills Framework.**

- **Submit Course/Certification Endorsement application if the Course/Certification has already been mapped to NICF Framework or Skills Framework.**

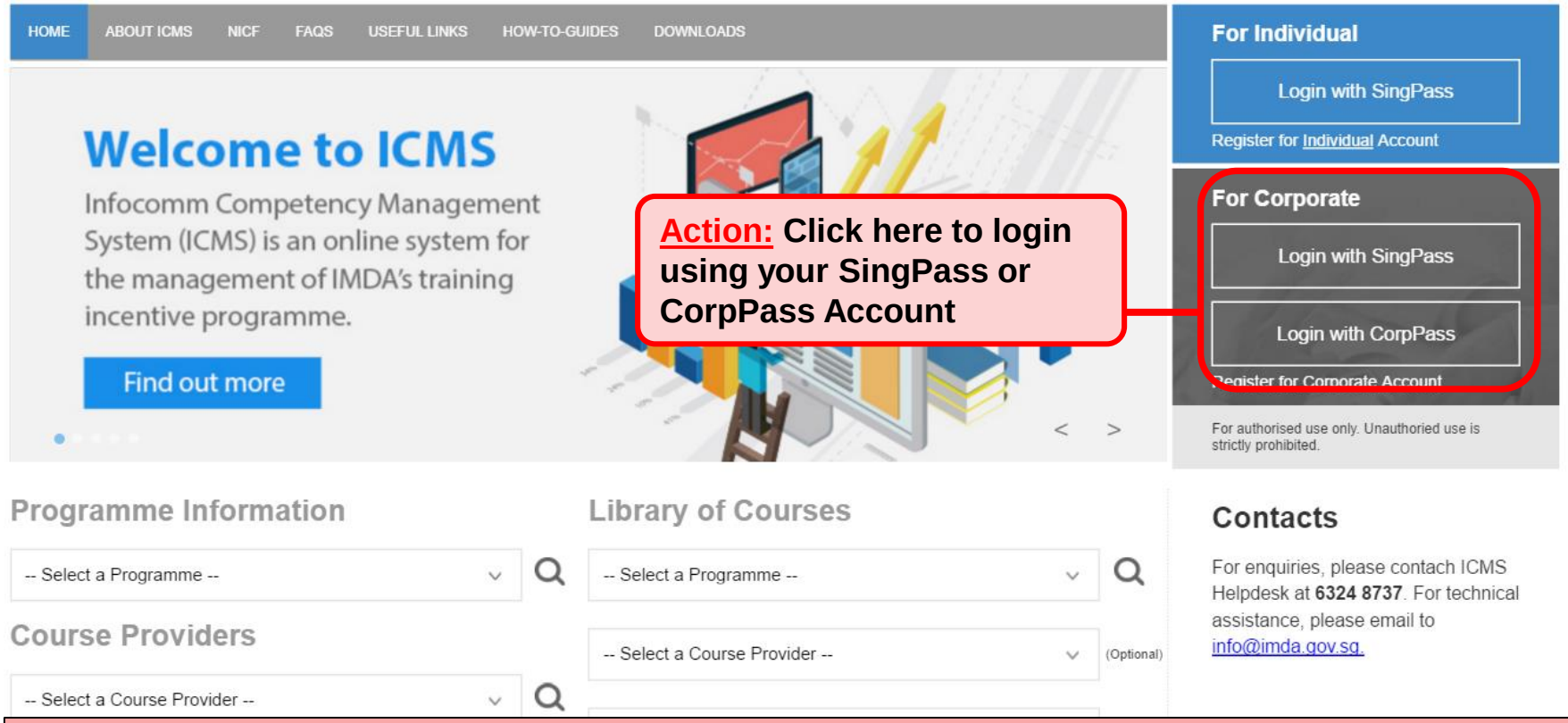
- **Submit Course/Certification Endorsement bundled with Course Mapping means you are submitting both Course mapping and Course/Certification Endorsement applications together.**

1.

Submit Course Mapping

Submit Course Mapping

- ***Login to ICMS***



Note:
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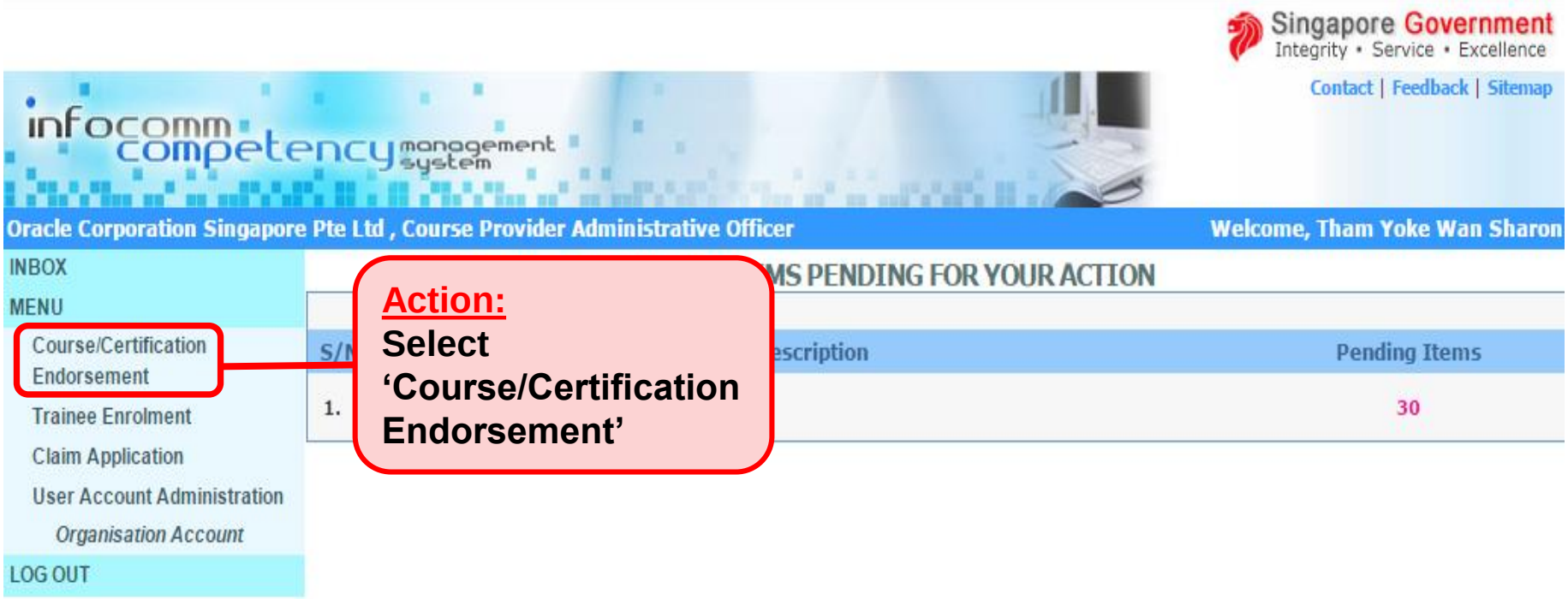
Submit Course Mapping

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

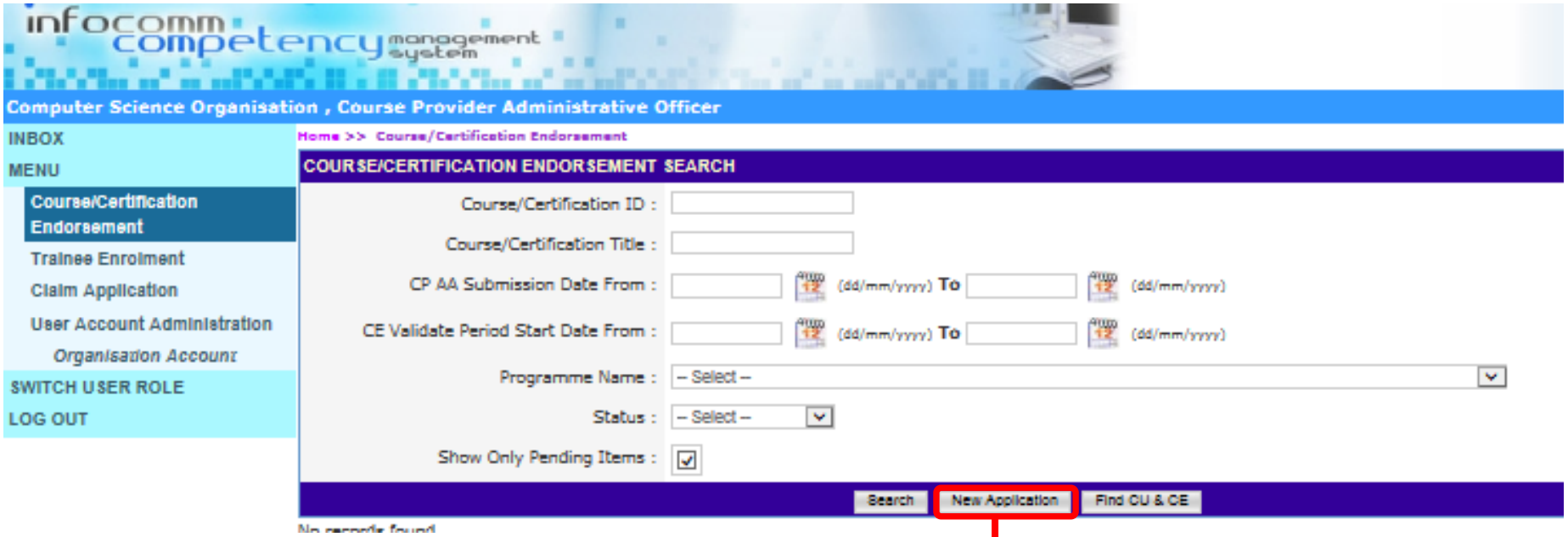
S/N	ROLE
1.	Certification Owner Administrative Officer(CO AO)
2.	Certification Owner Approving Authority(CO AA)
3.	Course Provider Administrative Officer(CP AO)
4.	Course Provider Approving Authority(CP AA)
5.	Sponsoring Organisation Administrative Officer(SO AO)
6.	Sponsoring Organisation Approving Authority(SO AA)

Action:
Select CP AO or CO AO role (whichever applicable)

Submit Course Mapping

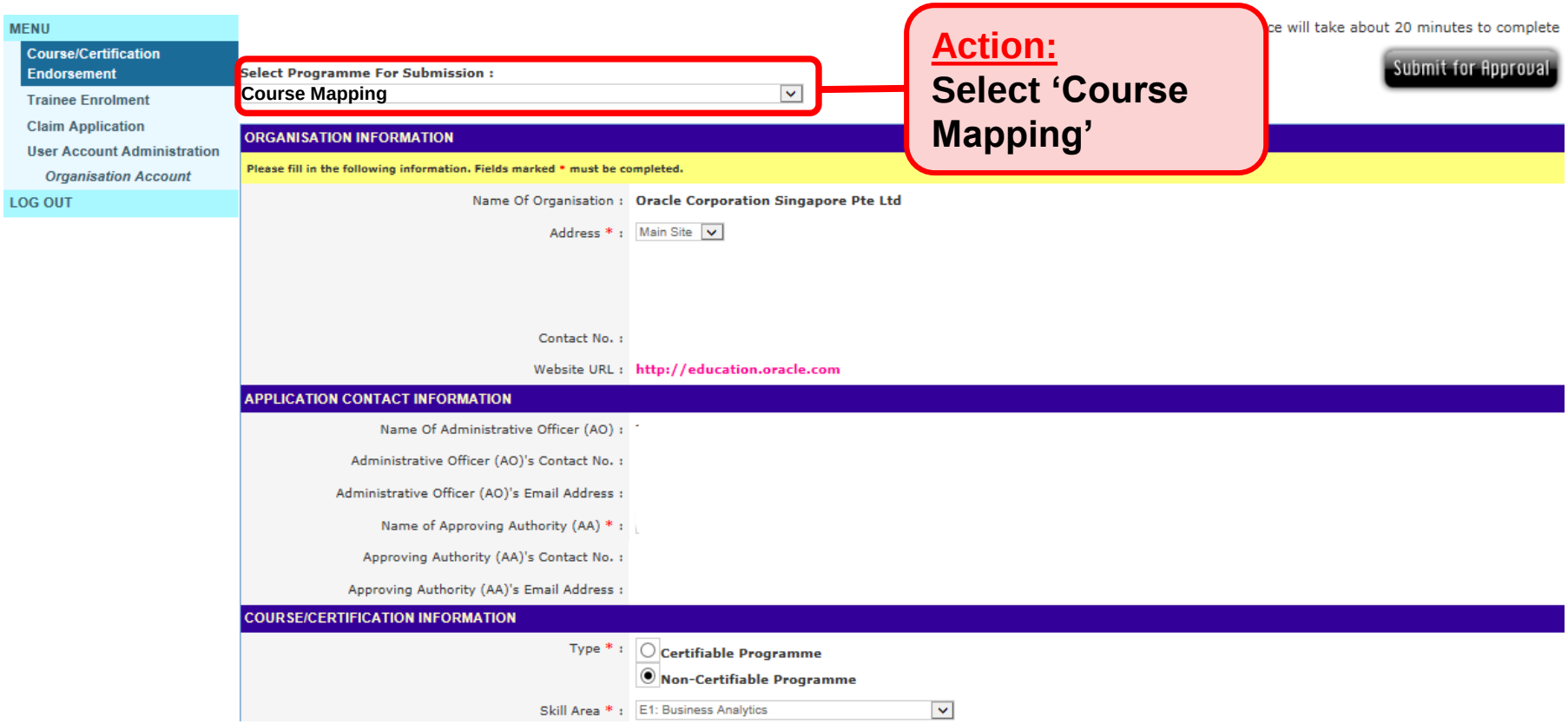


Submit Course Mapping



Action:
Select 'New Application'

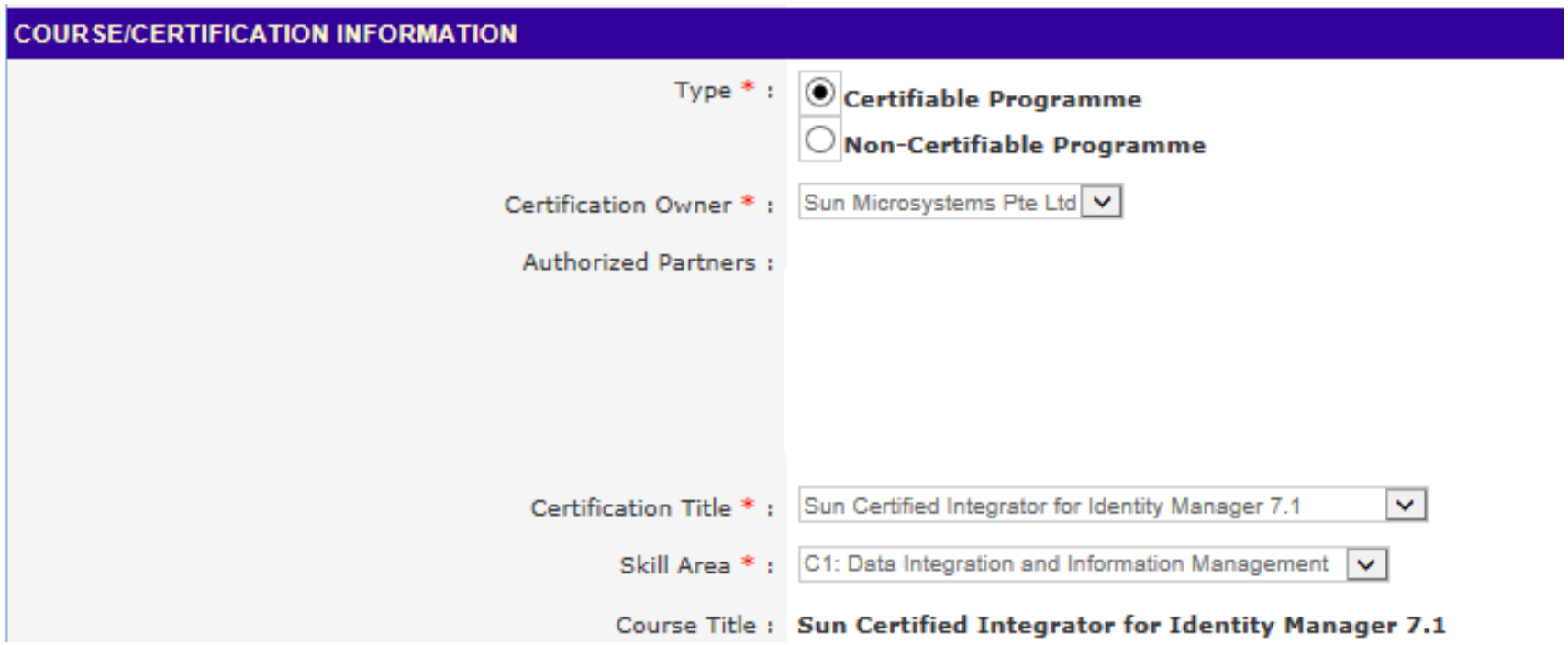
Submit Course Mapping



Action:
Select 'Course Mapping'

Submit Course Mapping

Action:
Select and Fill in the Relevant Information



Submit Course Mapping

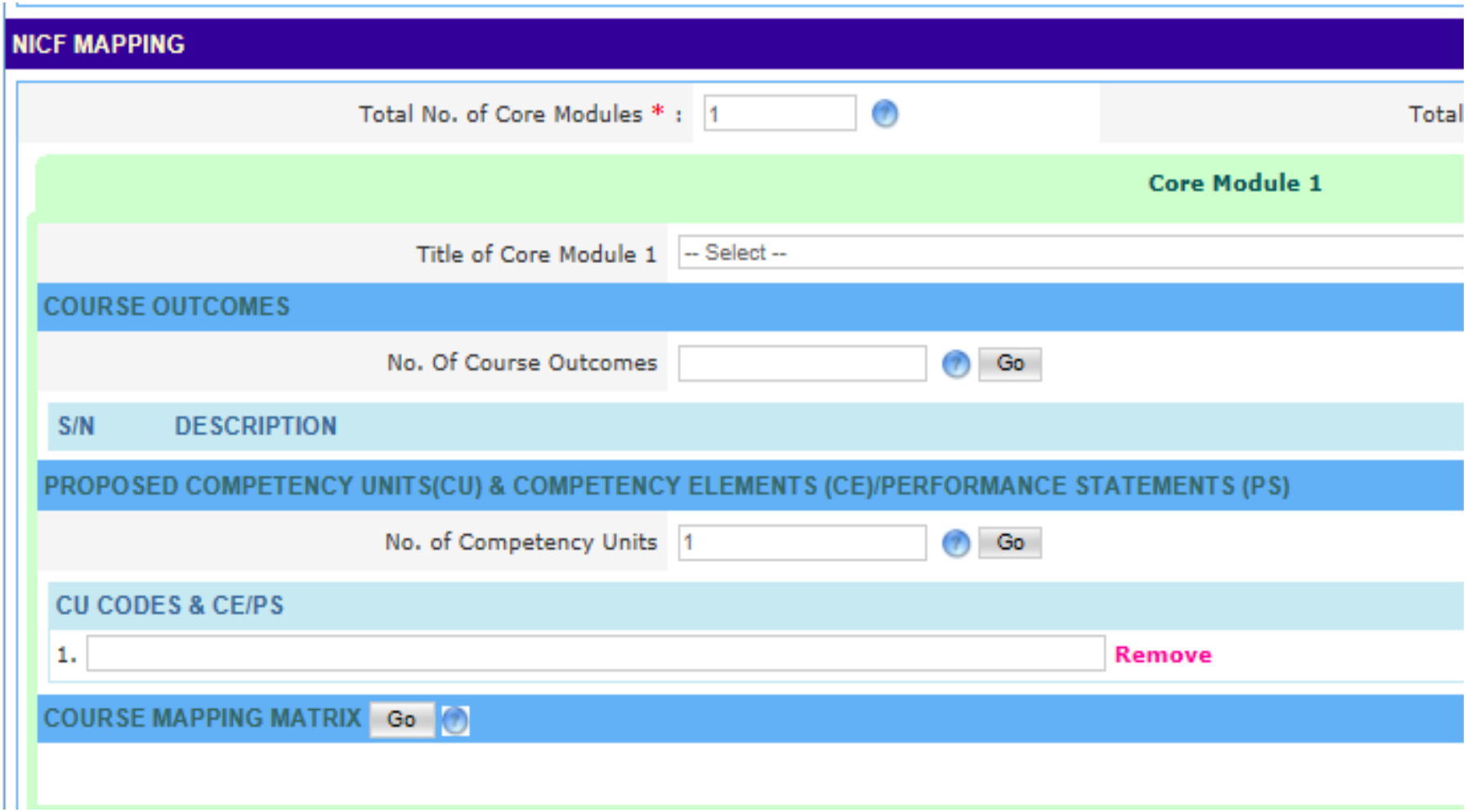
Action:

Selection of Job Role:

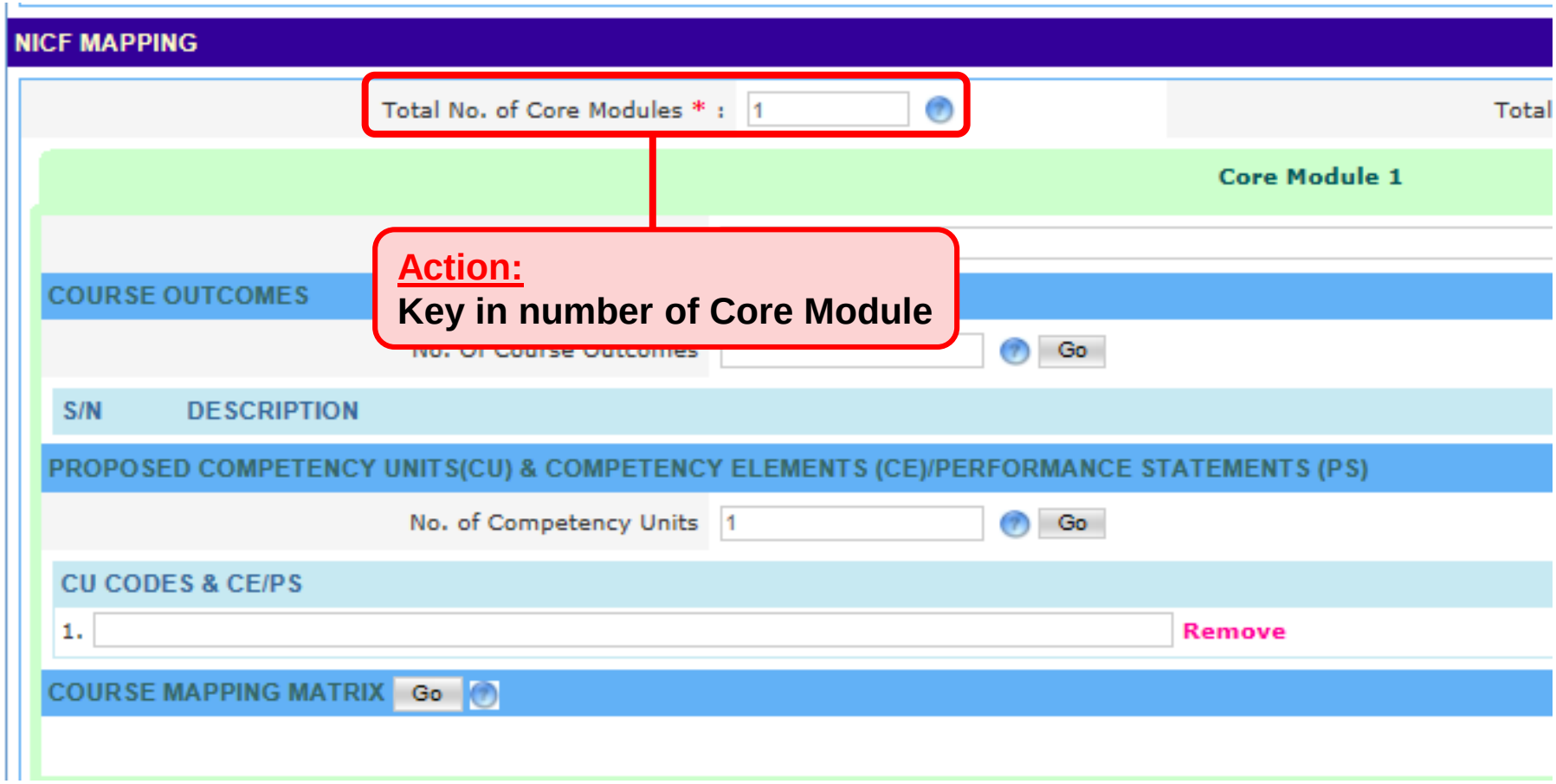
1. **Identify and Select Relevant Job Role**
2. **Select the '<<' Button**

Submit Course Mapping

NICF Mapping Section



Submit Course Mapping



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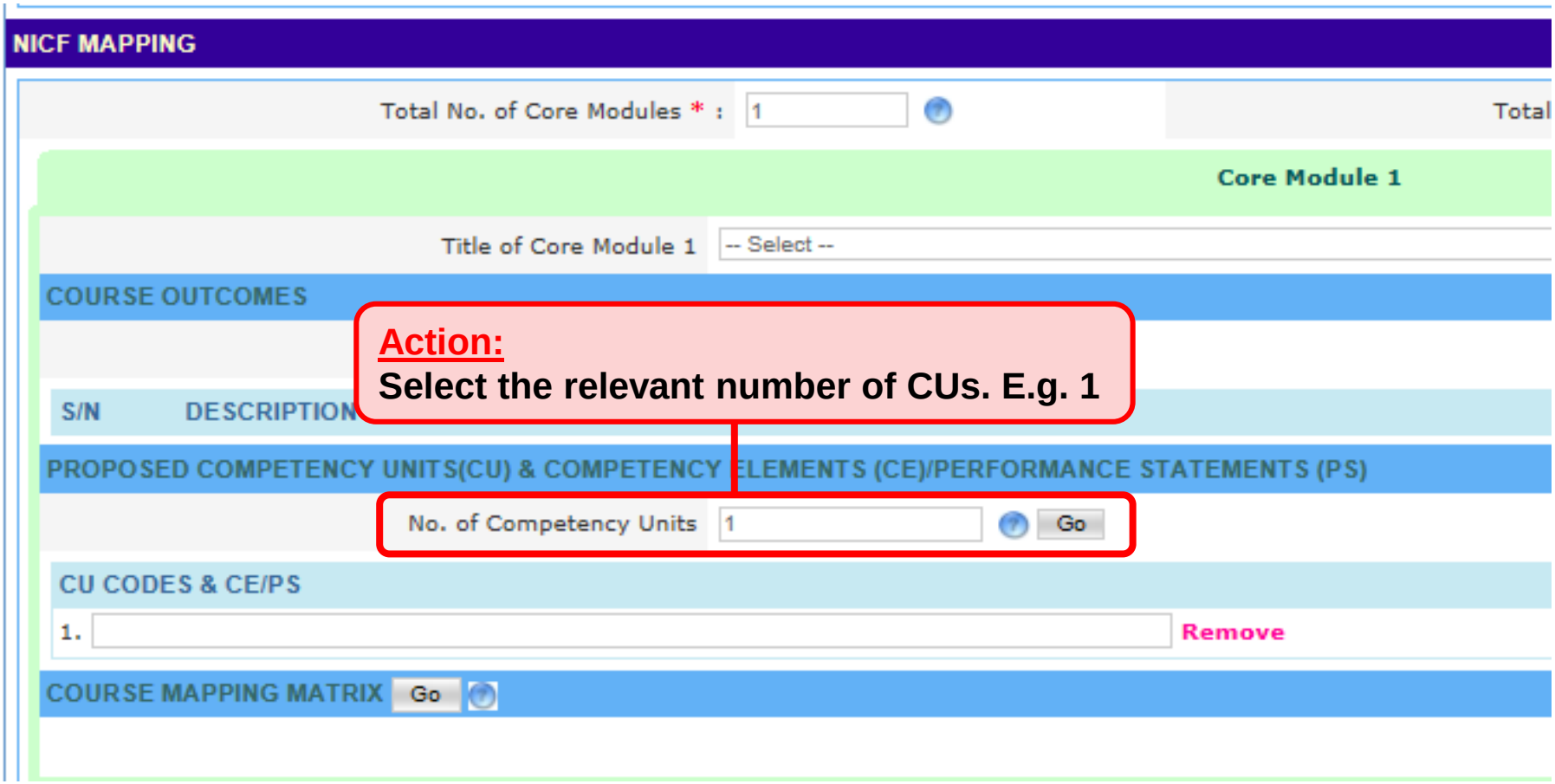

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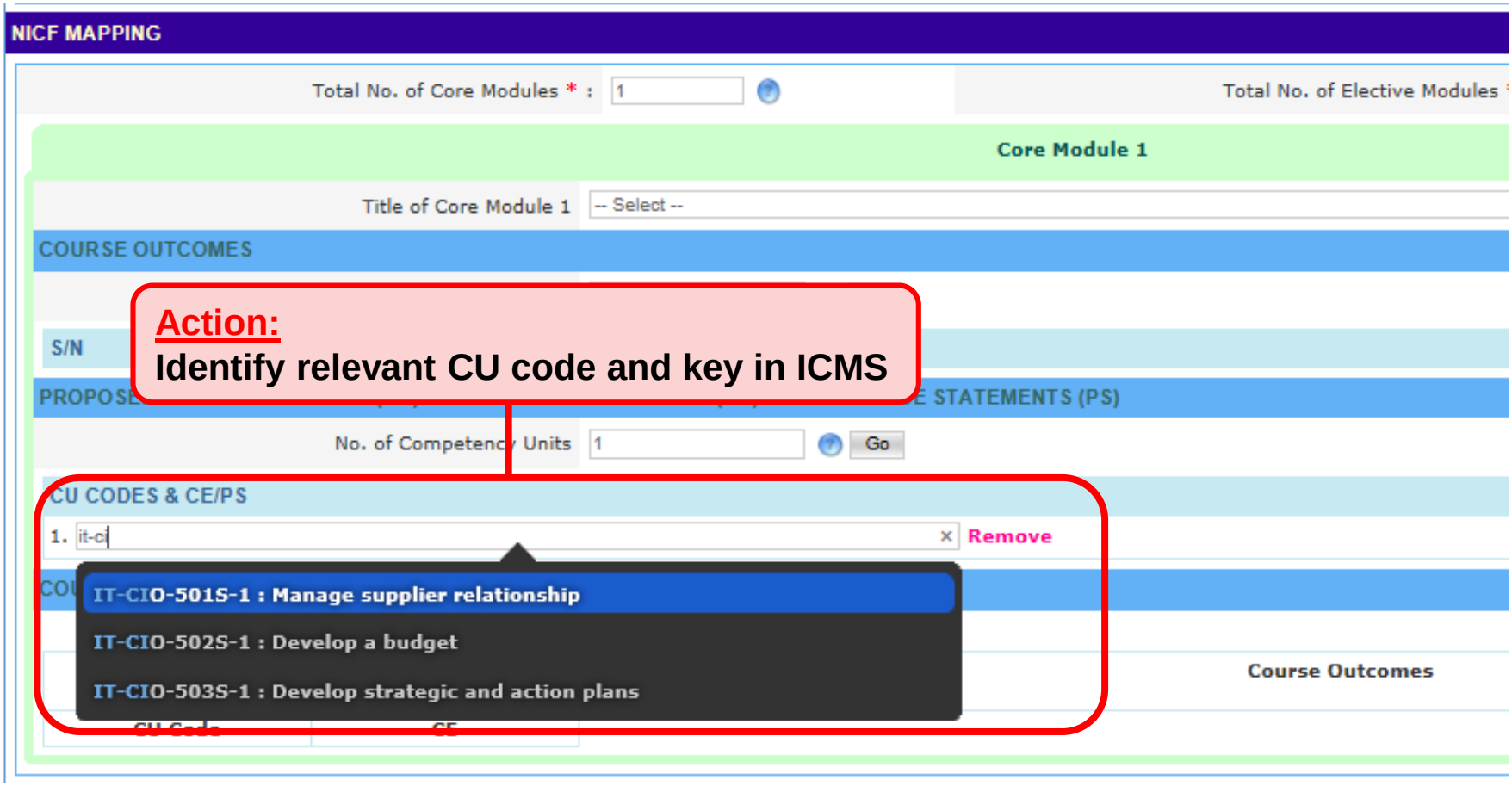

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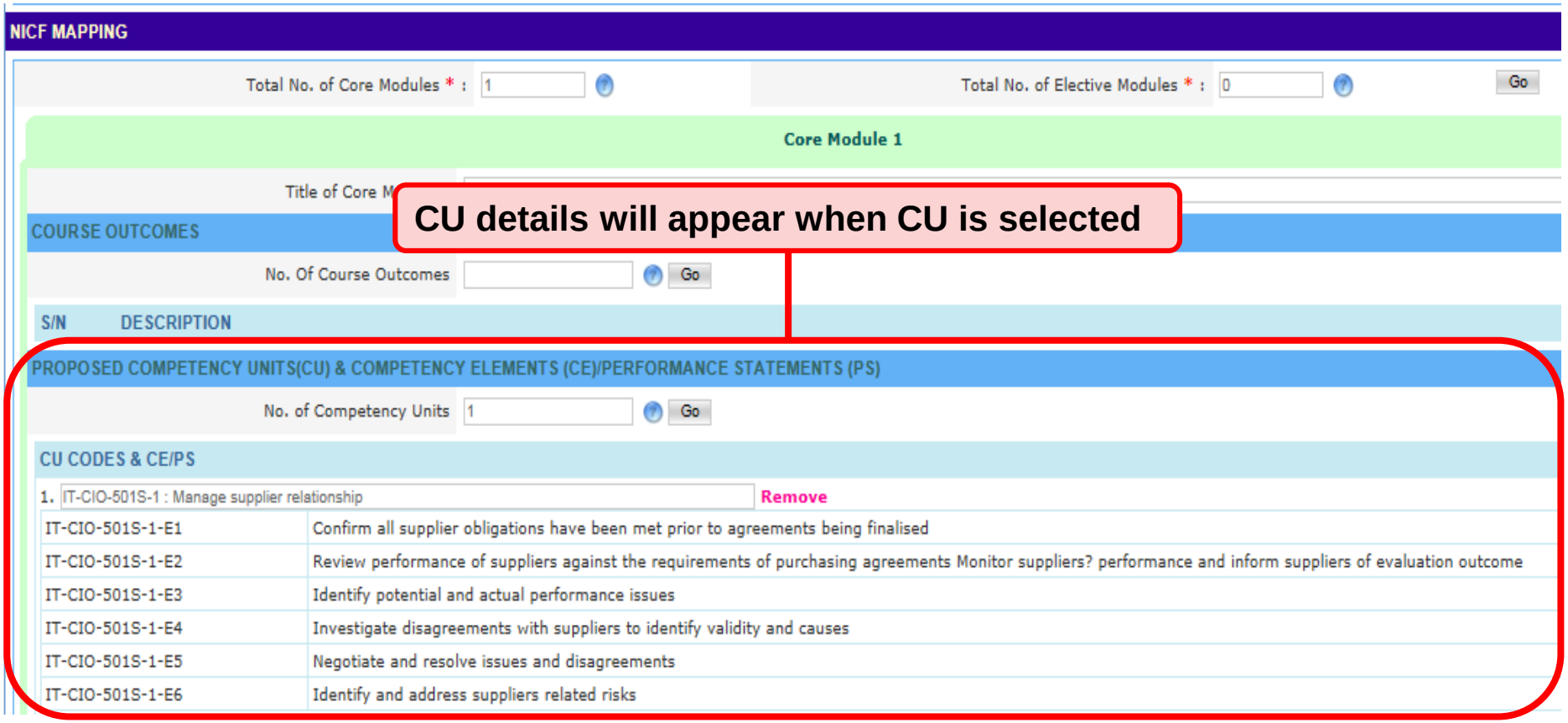
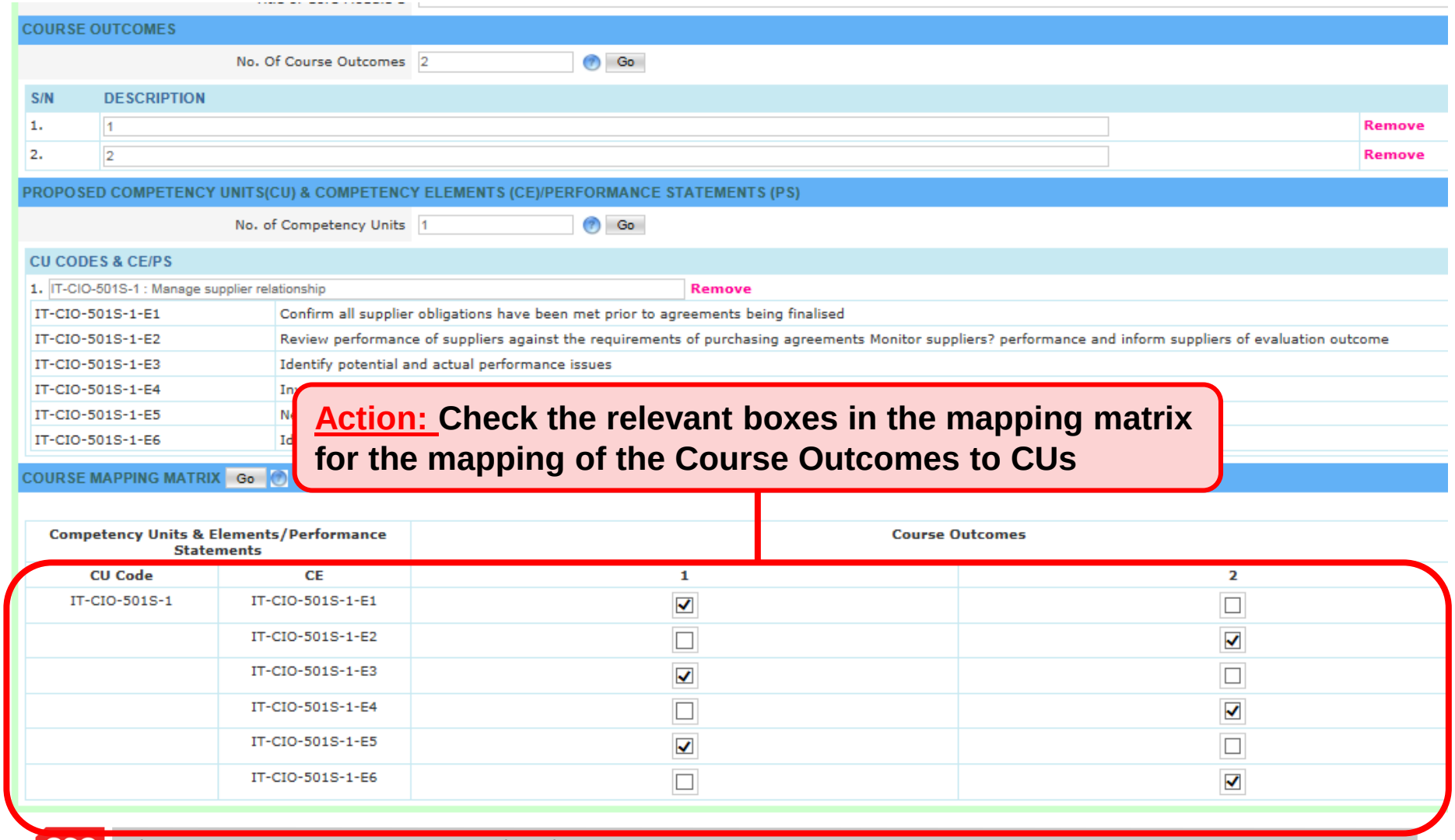


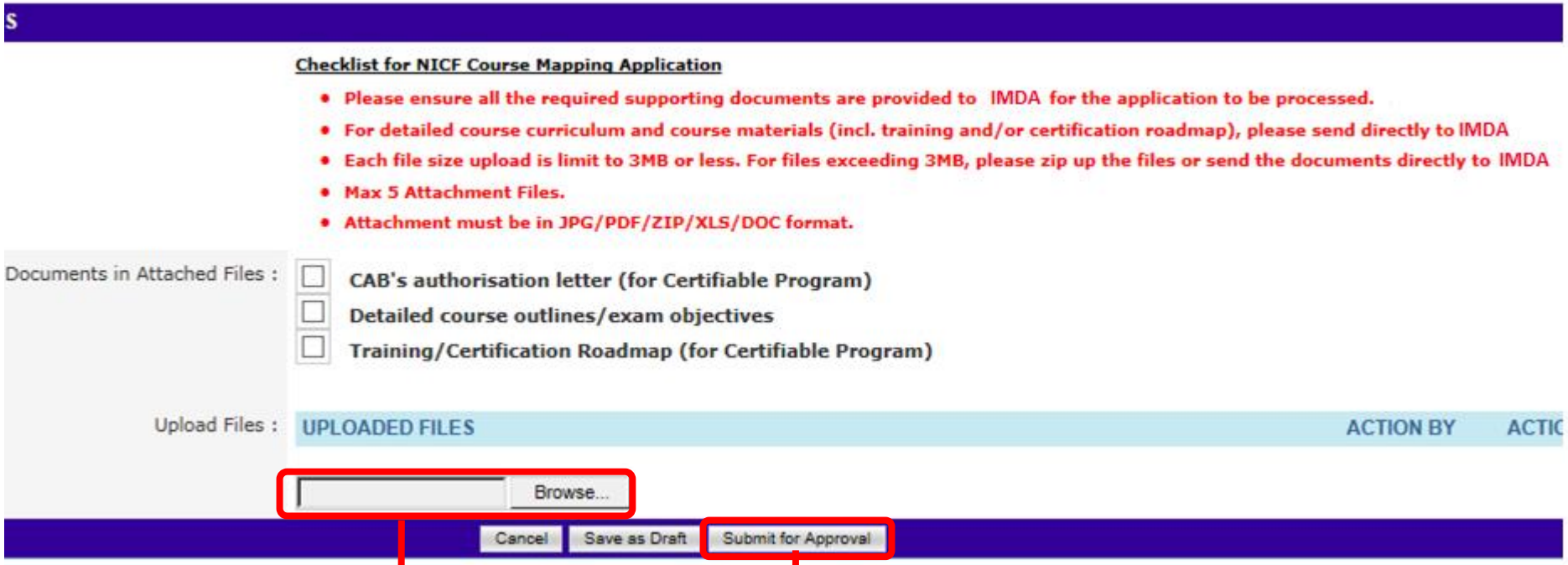
Submit Course Mapping



Action: Check the relevant boxes in the mapping matrix for the mapping of the Course Outcomes to CUs

Submit Course Mapping

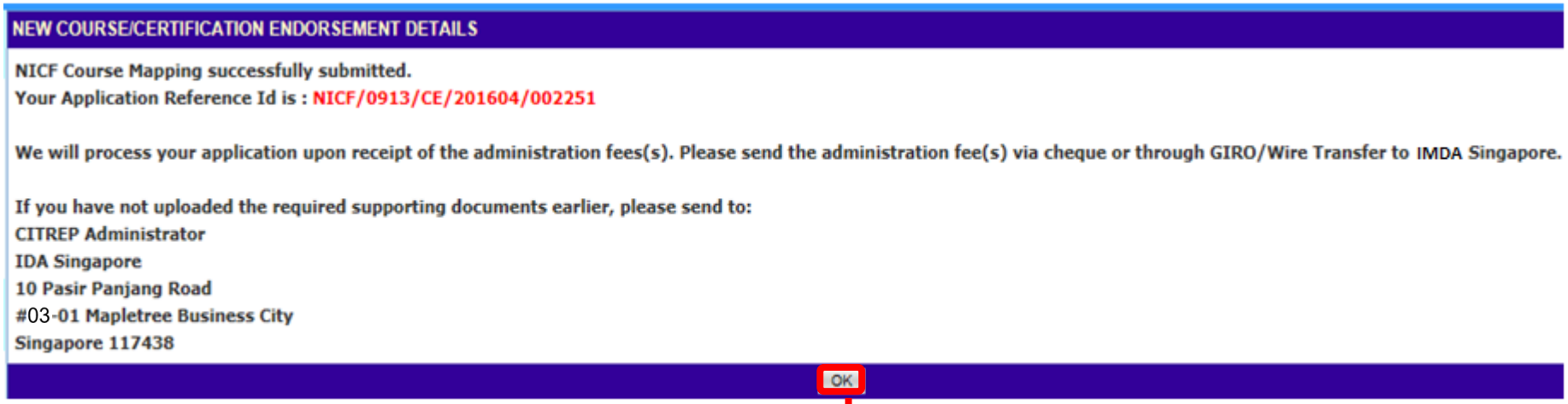
- Upload Supporting Documents



Action: Upload Necessary Supporting Documents

Action: Select on 'Submit for Approval'

Submit Course Mapping



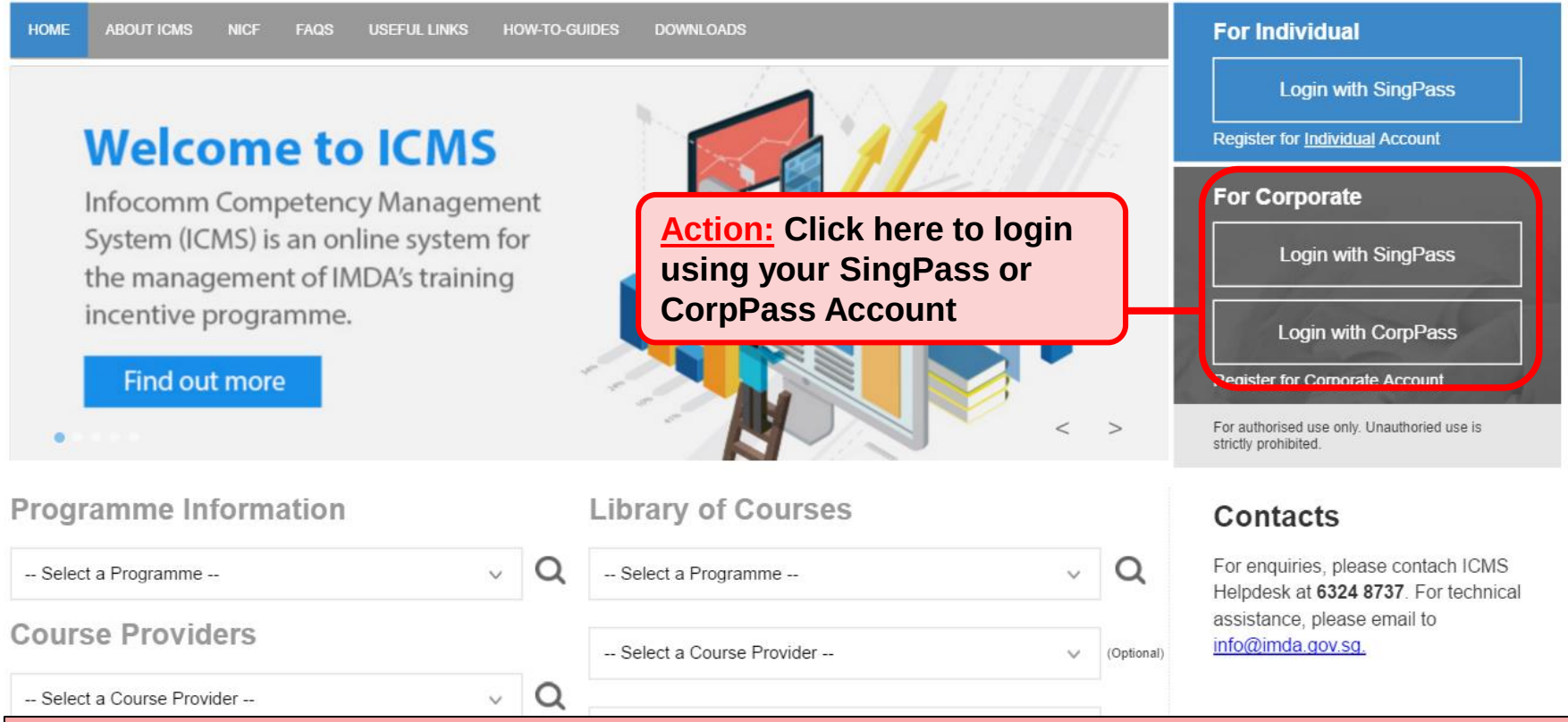
Action: Select the 'OK' button to go back

- **System will generate the acknowledge confirmation email when the New Application is submitted successfully by AO to AA.**

- **Important: AA needs to approve the New Application so that the application will be submitted to IMDA for review.**

Submit Course Mapping: AA Approval

- ***Login to ICMS***



Note:
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Submit Course Mapping: AA Approval

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

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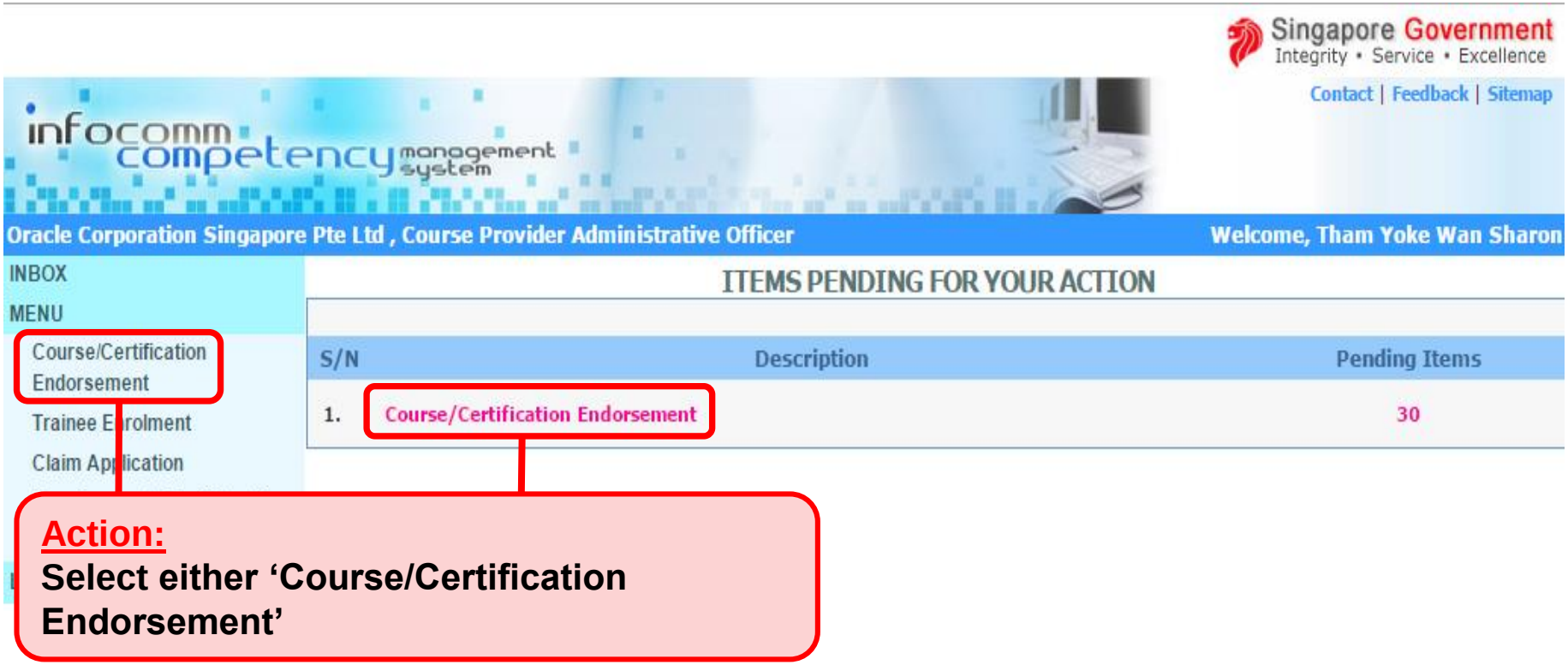
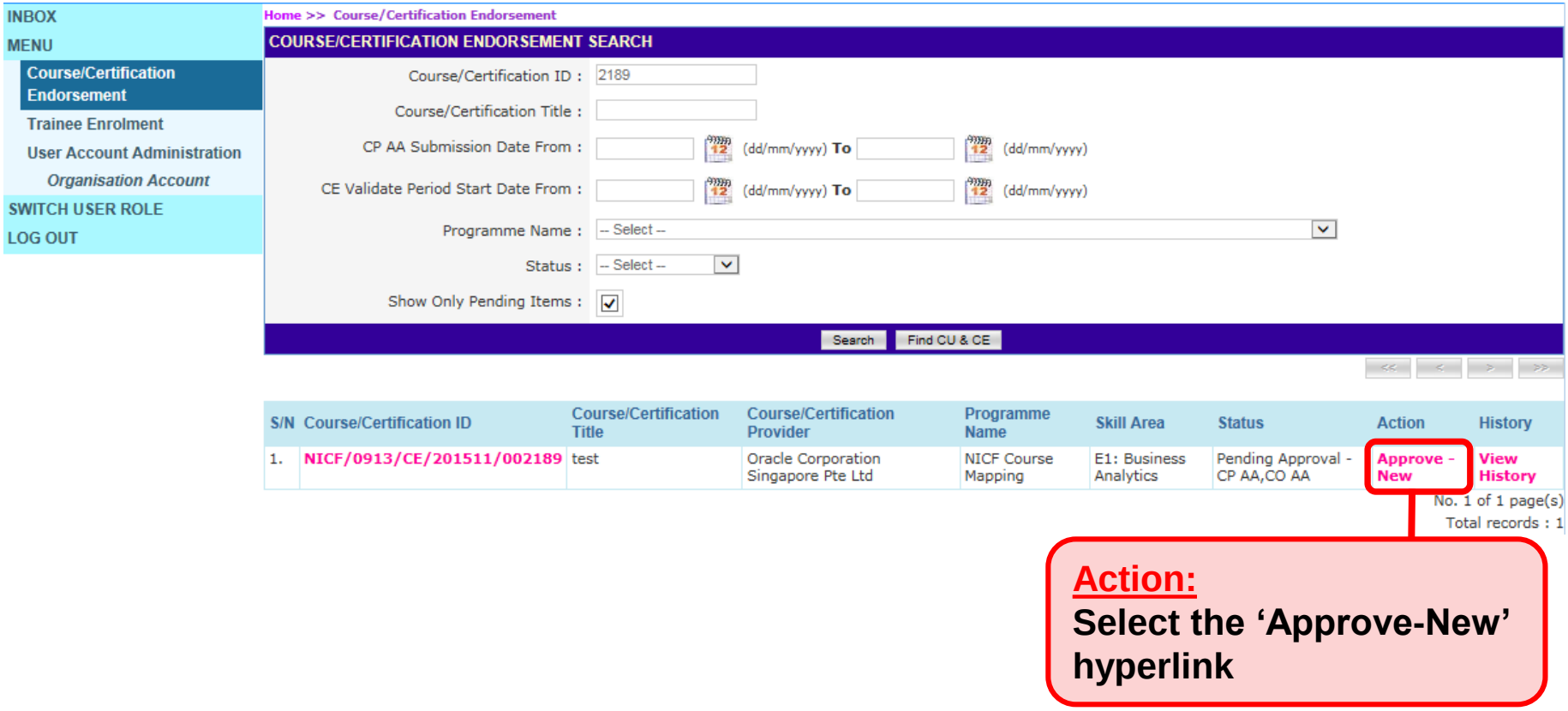
Action:
Select CP AA or CO AA role (whichever applicable)

Submit Course Mapping: AA Approval



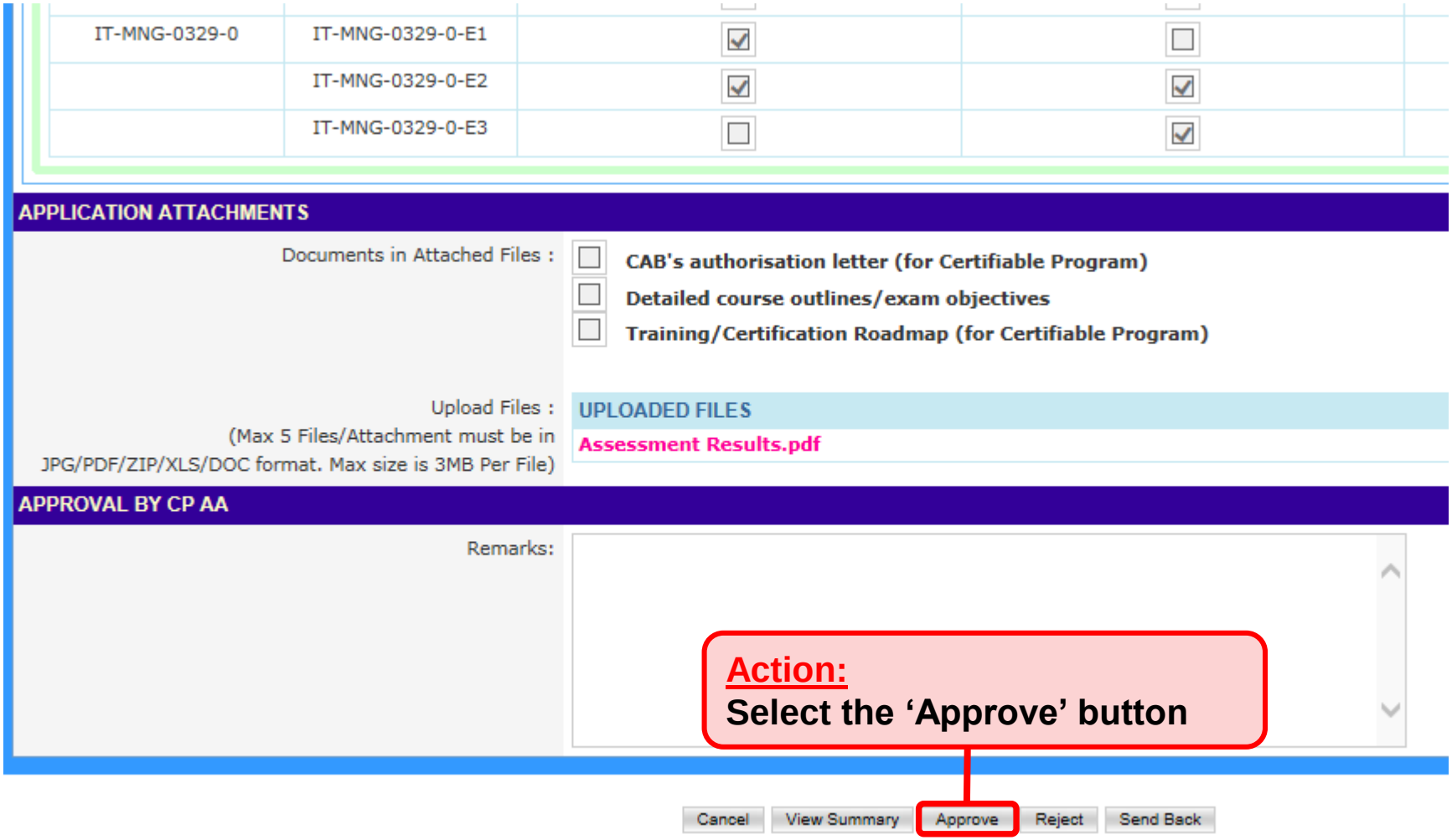
Action:
Select either 'Course/Certification Endorsement'

Submit Course Mapping: AA Approval



Action:
Select the 'Approve-New' hyperlink

Submit Course Mapping: AA Approval



System will generate the confirmation email when the application is submitted successfully by AA to IMDA.

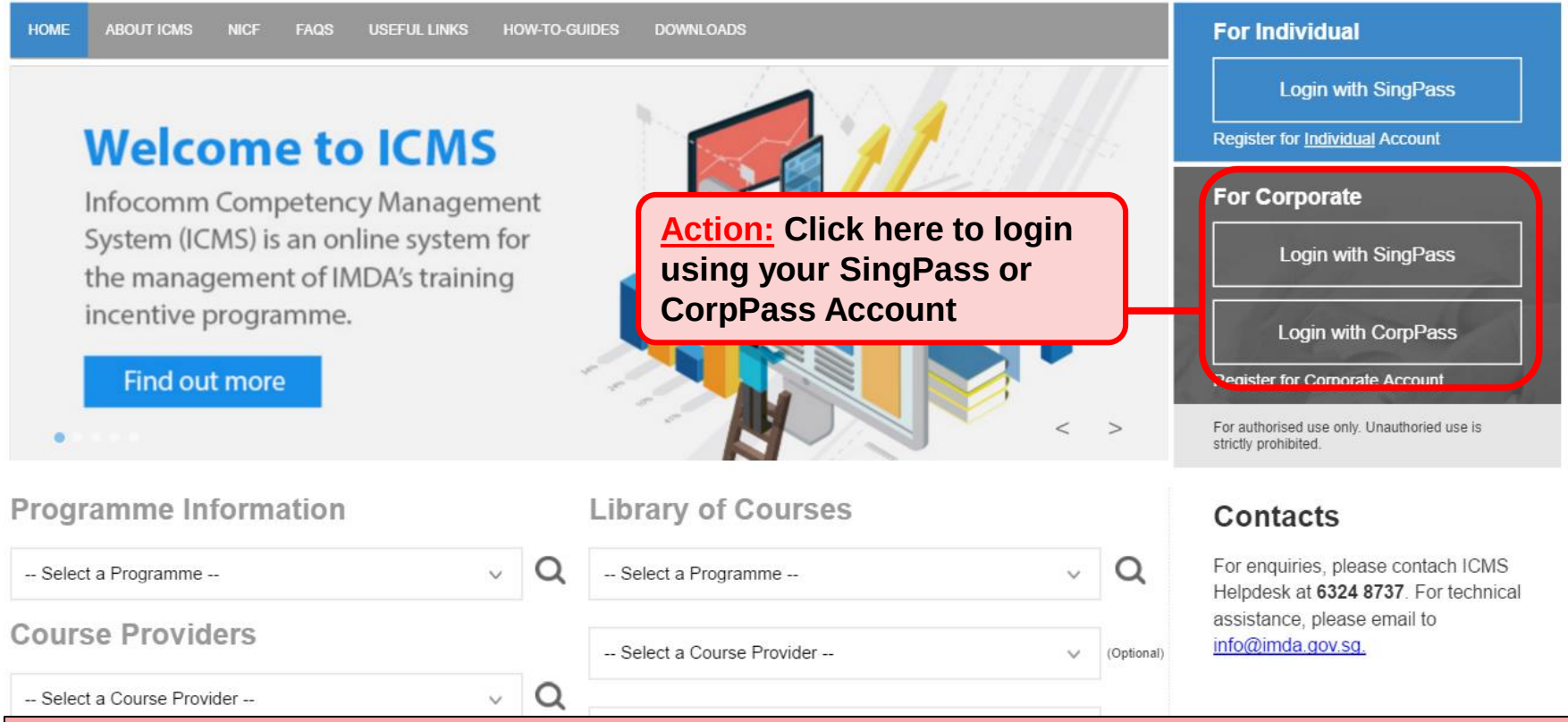
Submit Course/Certification Endorsement

2.

Submit Course/ Certification Endorsement

Submit Course/Certification Endorsement

- ***Login to ICMS***



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Submit Course/Certification Endorsement

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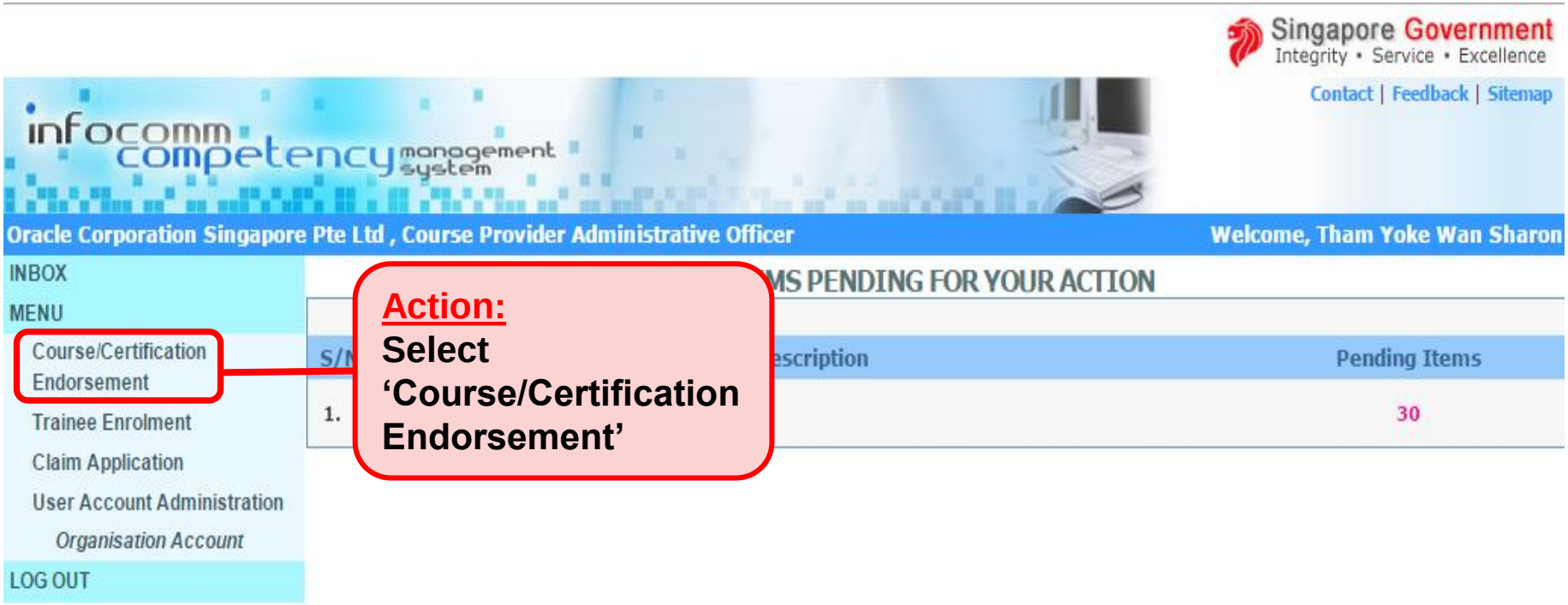
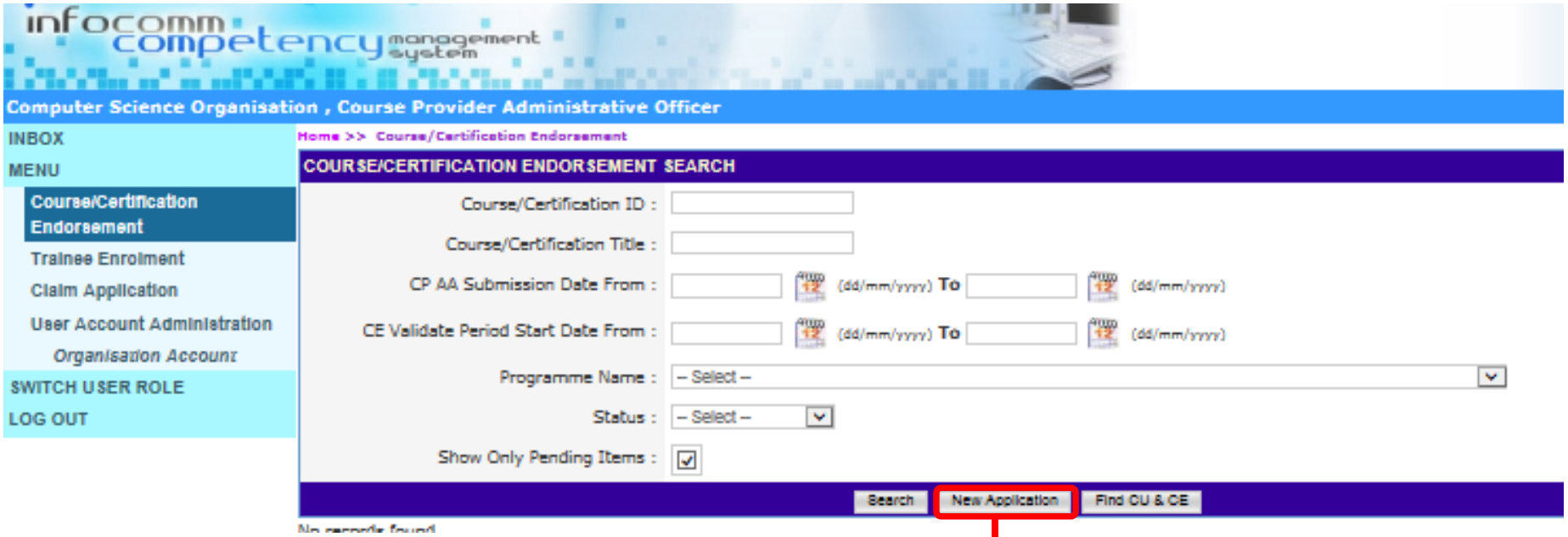
Action:
Select CP AO role

Submit Course/Certification Endorsement

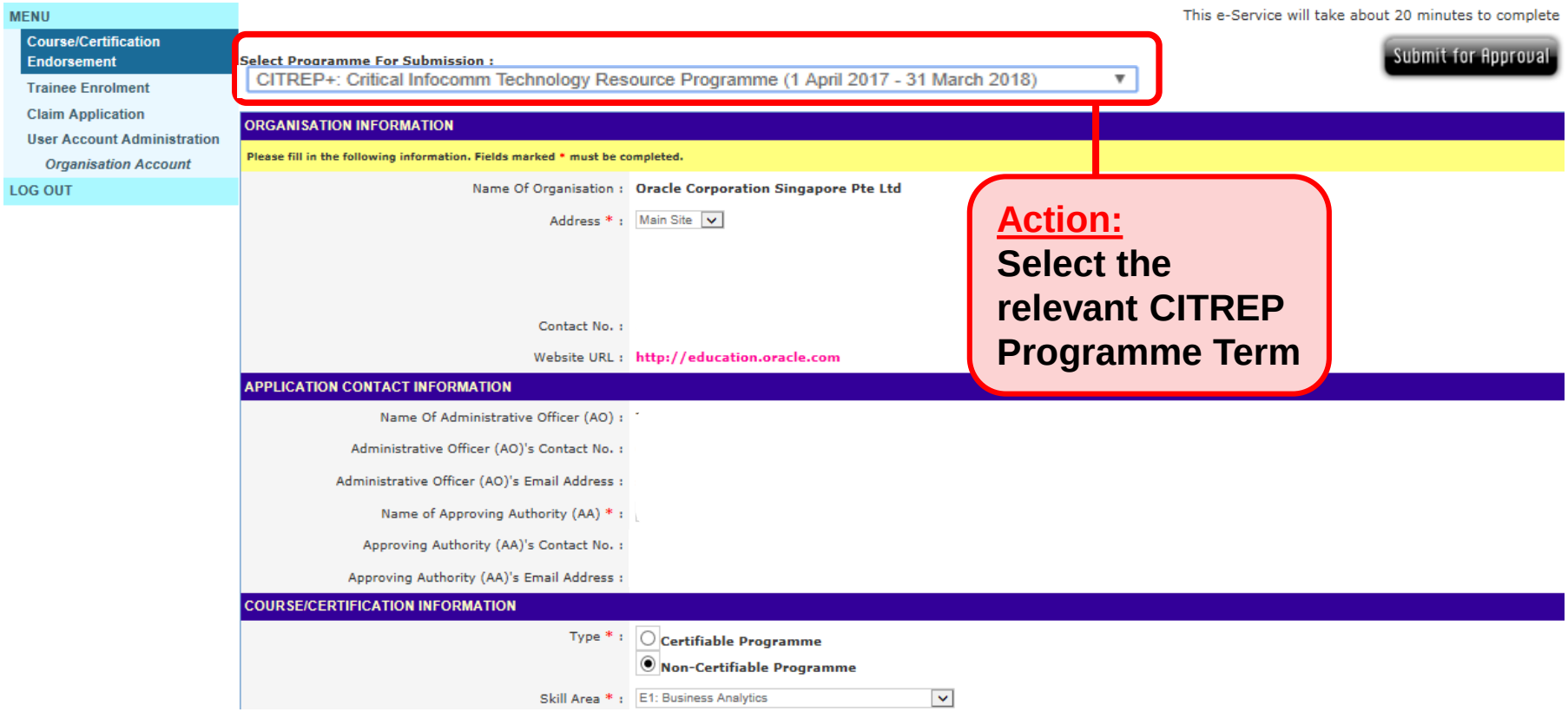


Submit Course/Certification Endorsement



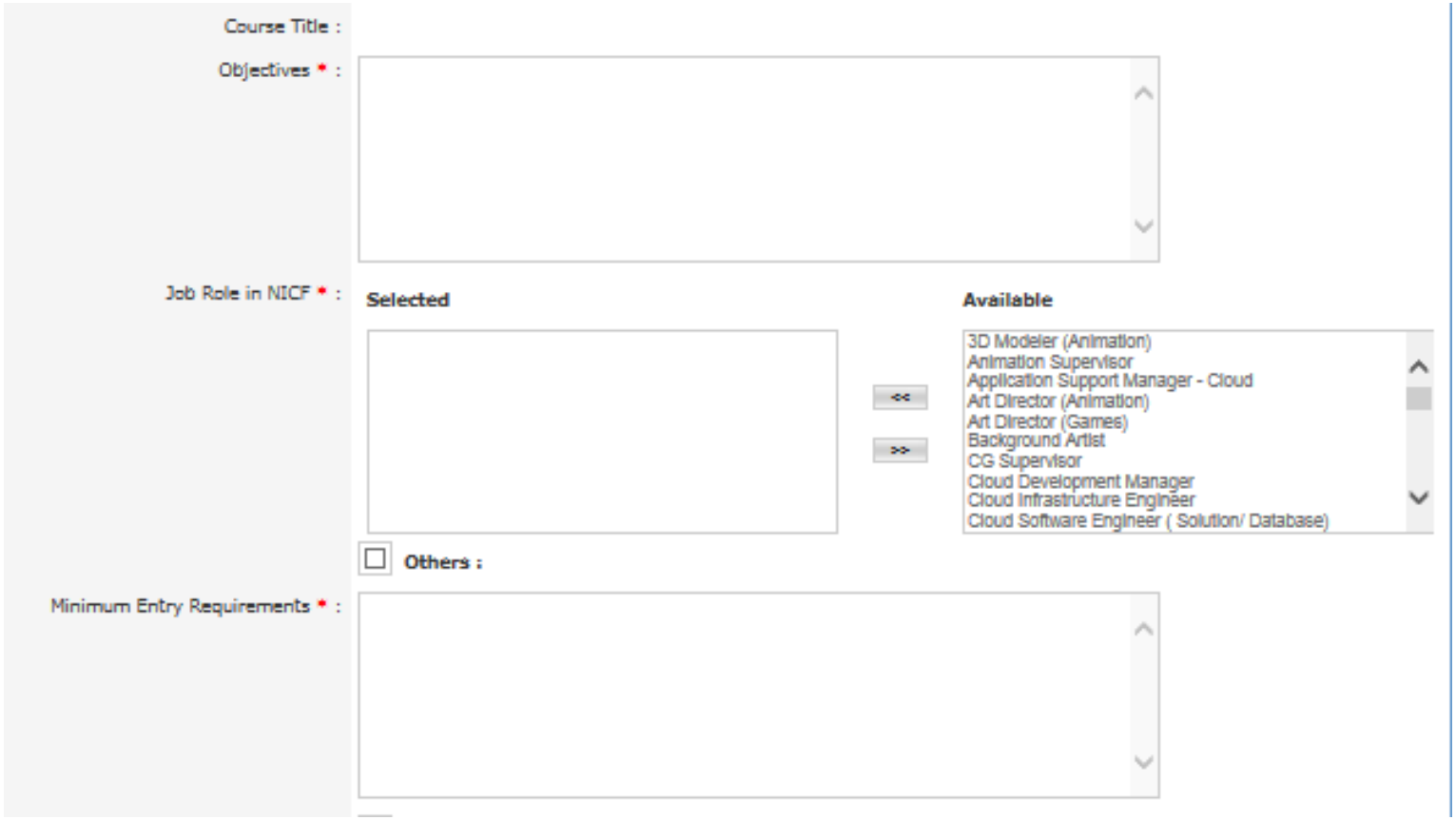
Action:
Select 'New Application'

Submit Course/Certification Endorsement



Submit Course/Certification Endorsement

Action:
Enter the necessary information



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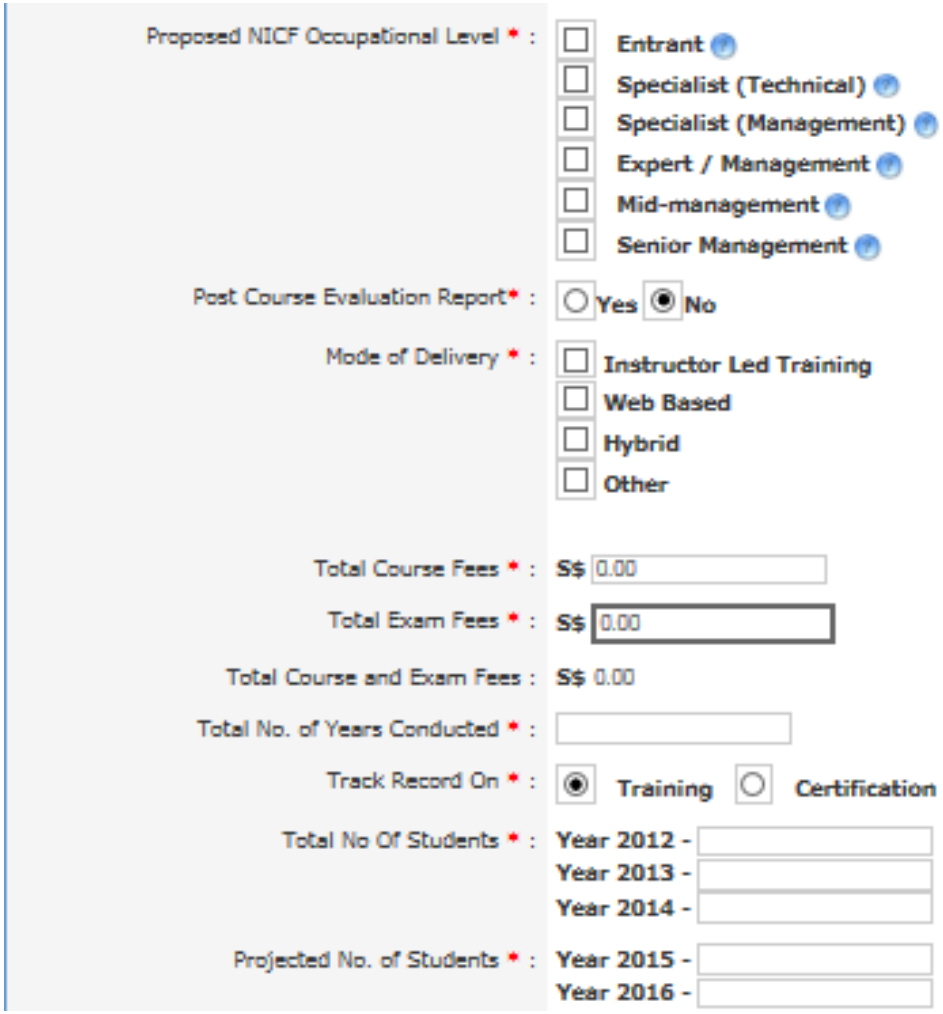


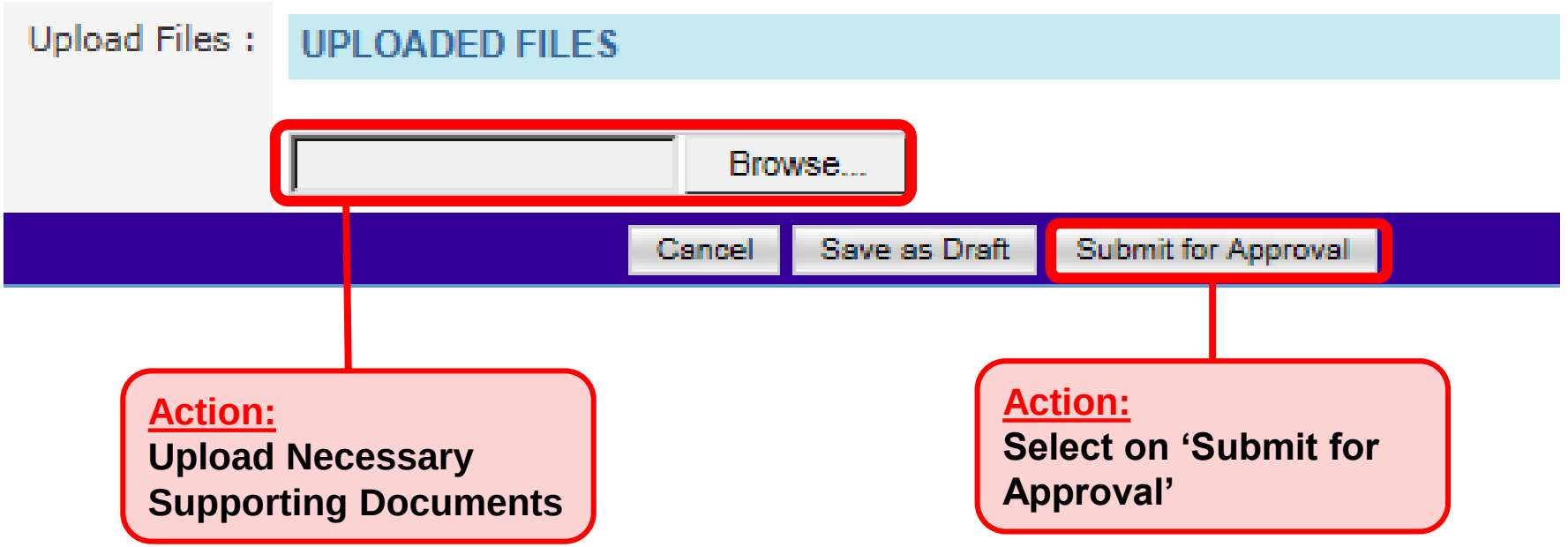
Action:
Enter the necessary information

Submit Course/Certification Endorsement

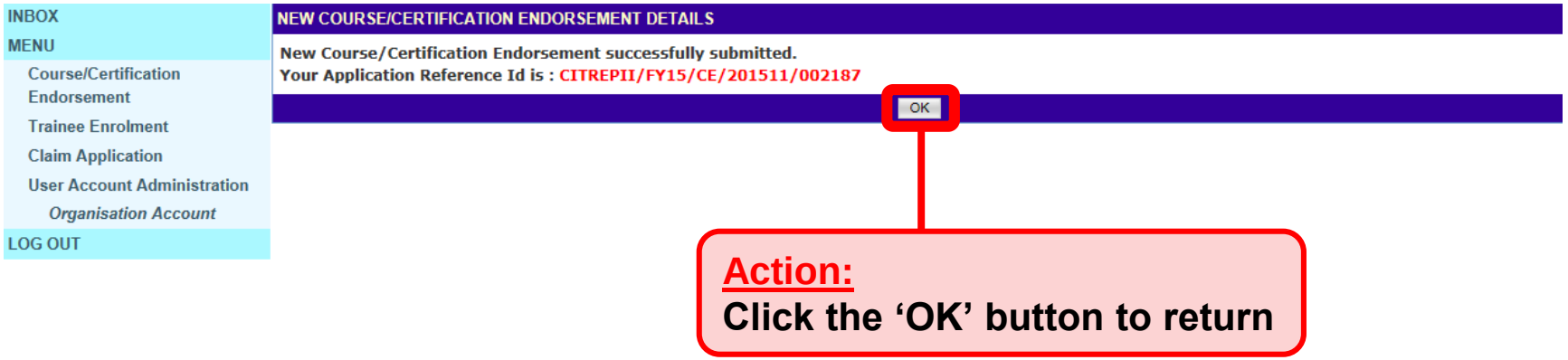
Action:
Enter the necessary information

Submit Course/Certification Endorsement

- Upload Supporting Documents and Submission



Submit Course/Certification Endorsement



- **System will generate the acknowledge confirmation when the New Application is submitted successfully by AO to AA.**

- **Important: AA needs to approve the New Application so that the application will be submitted to IMDA for review. Please refer to slides 19-23 on the steps to approve the application.**

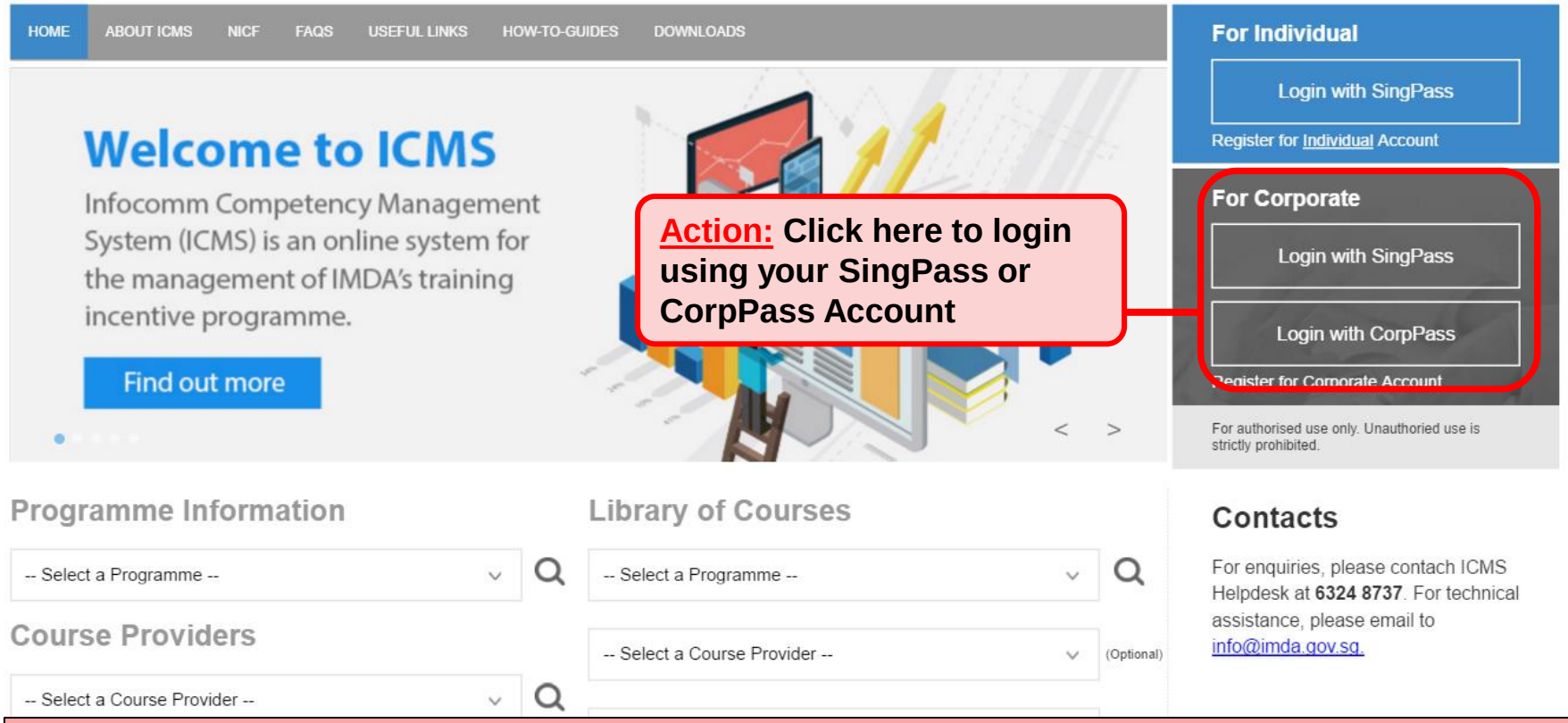
Submit Course/Certification Endorsement bundled with Course Mapping

3.

Submit Course/Certification Endorsement bundled with Course Mapping

Submit Course/Certification Endorsement bundled with Course Mapping

- ***Login to ICMS***



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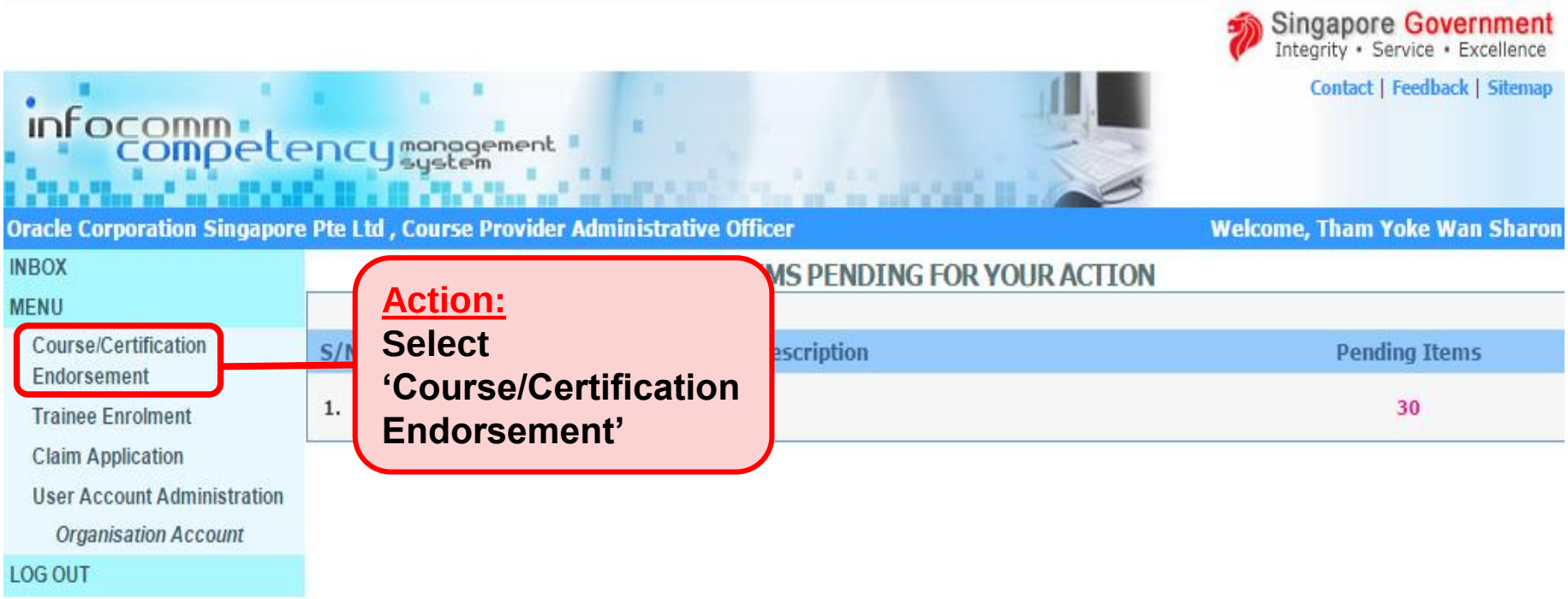
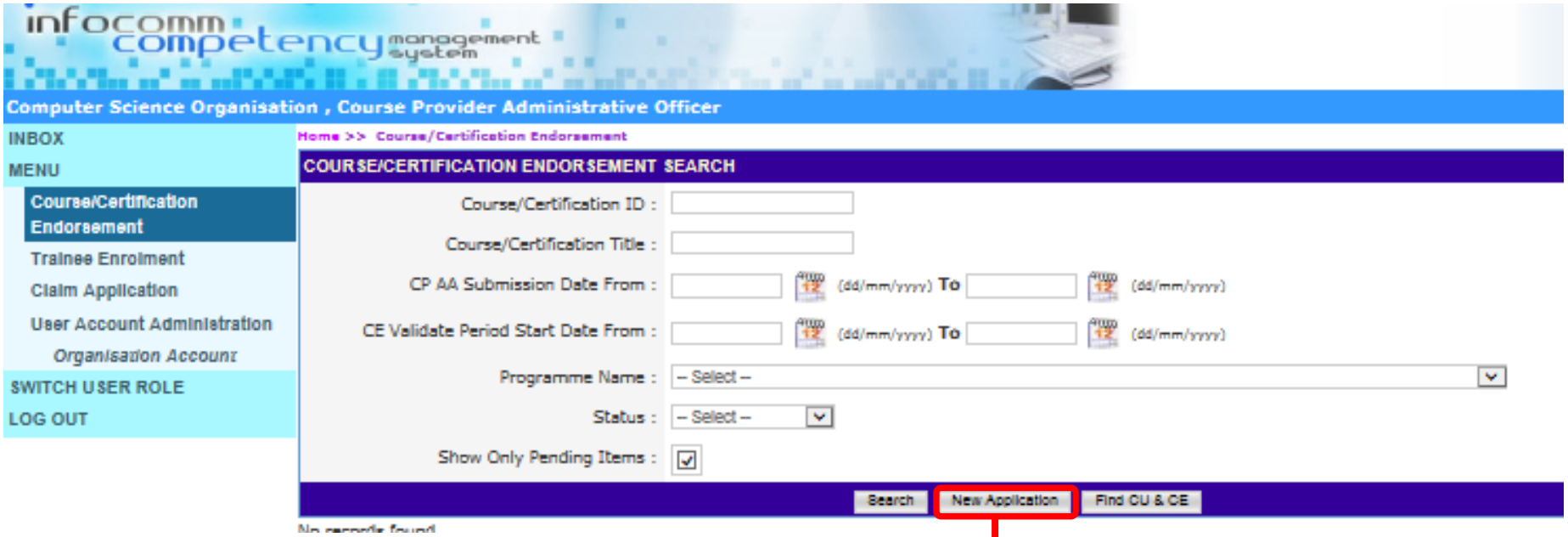
6.	Sponsoring Organisation Approving Authority(SO AA)

Action:
Select CP AO role

Submit Course/Certification Endorsement bundled with Course Mapping

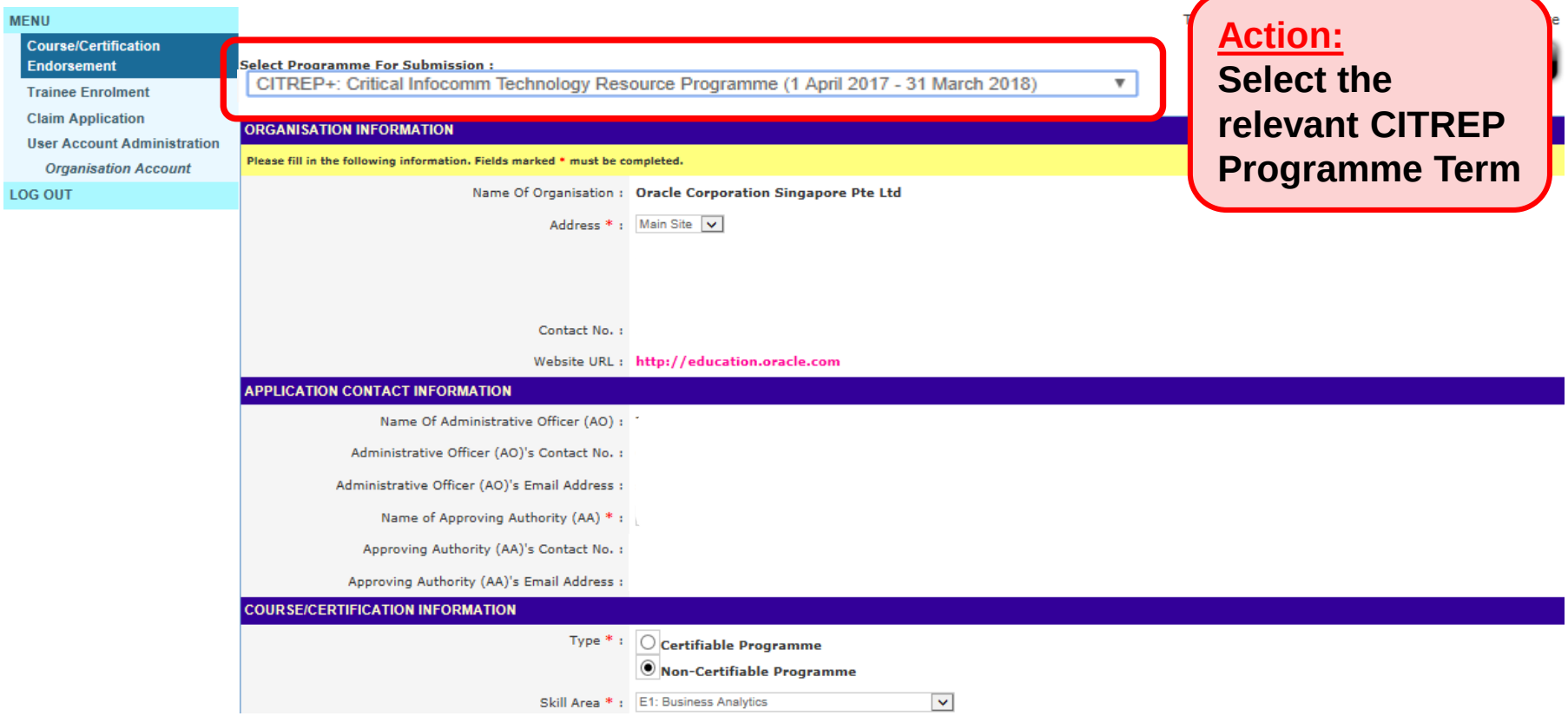


Submit Course/Certification Endorsement bundled with Course Mapping



Action:
Select 'New Application'

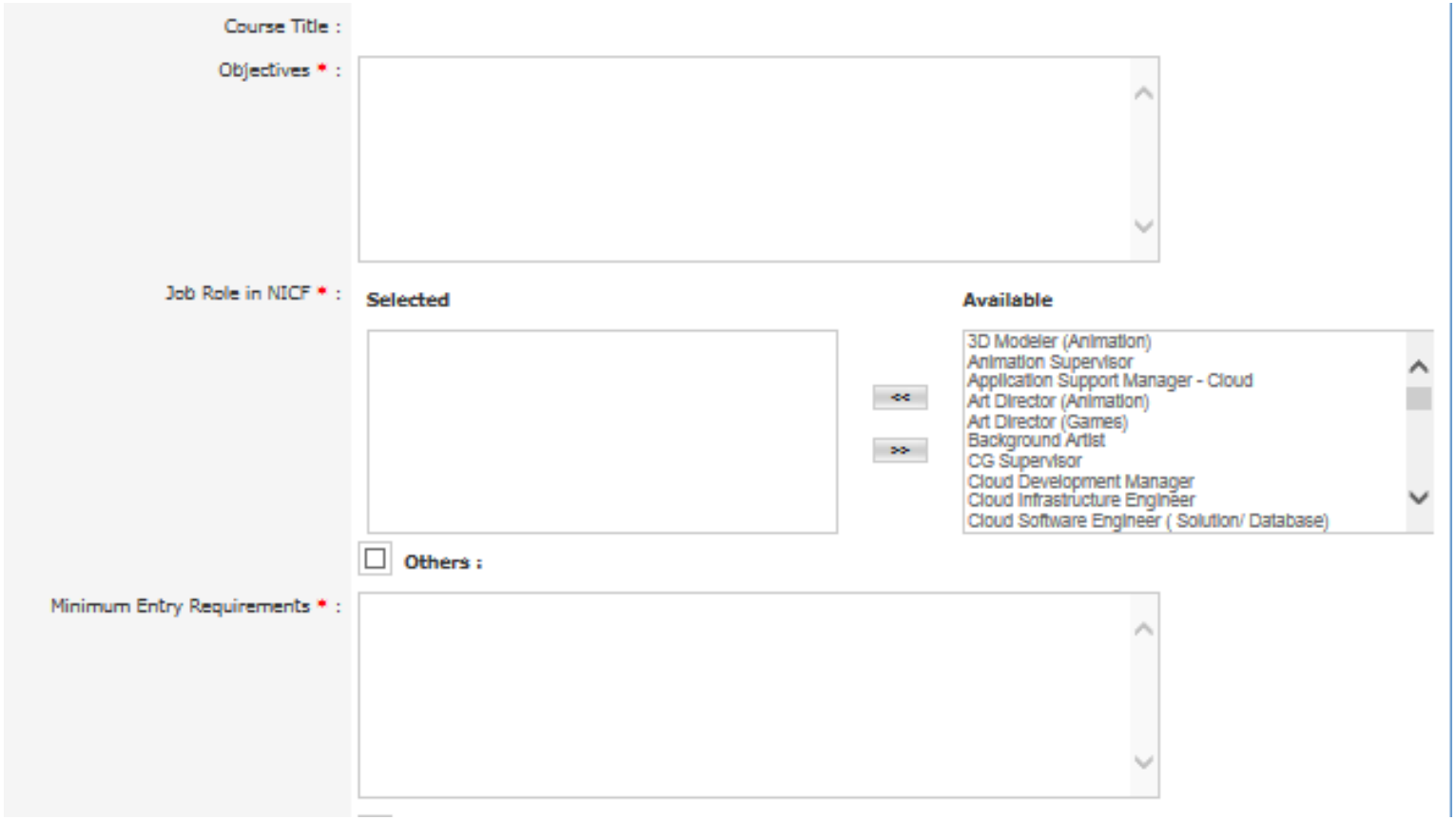
Submit Course/Certification Endorsement



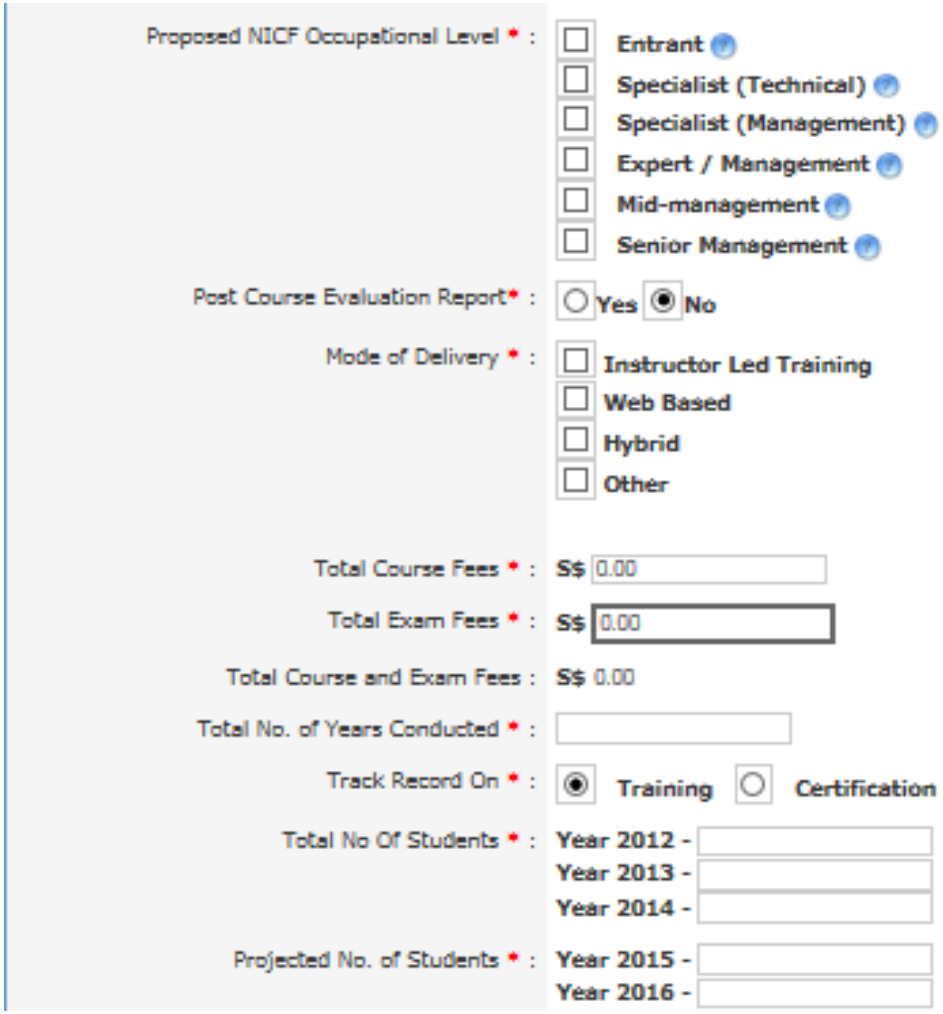
Action:
Select the relevant CITREP Programme Term

Submit Course/Certification Endorsement

Action:
Enter the necessary information



Submit Course/Certification Endorsement

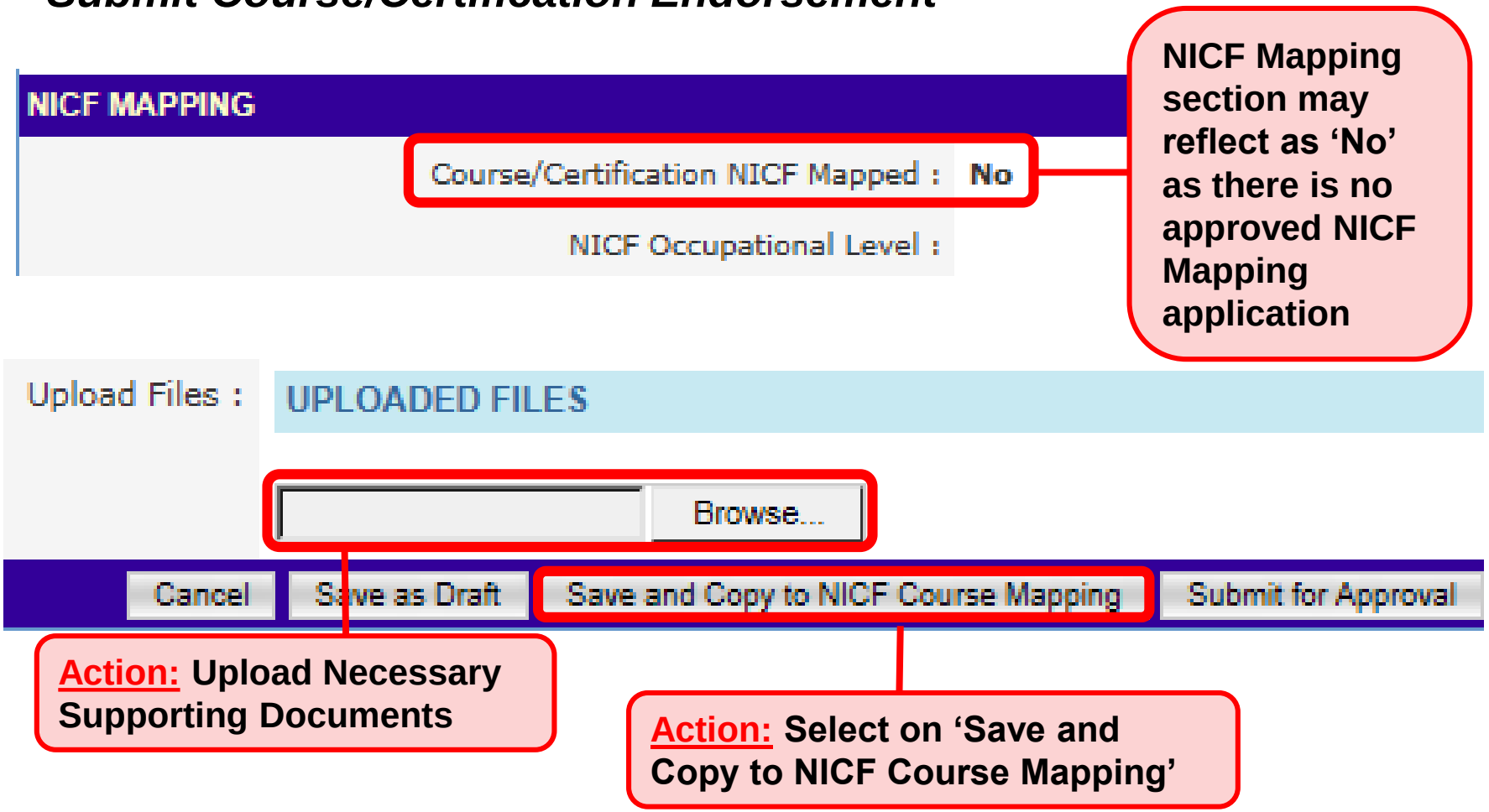


Action:
Enter the necessary information

Submit Course/Certification Endorsement

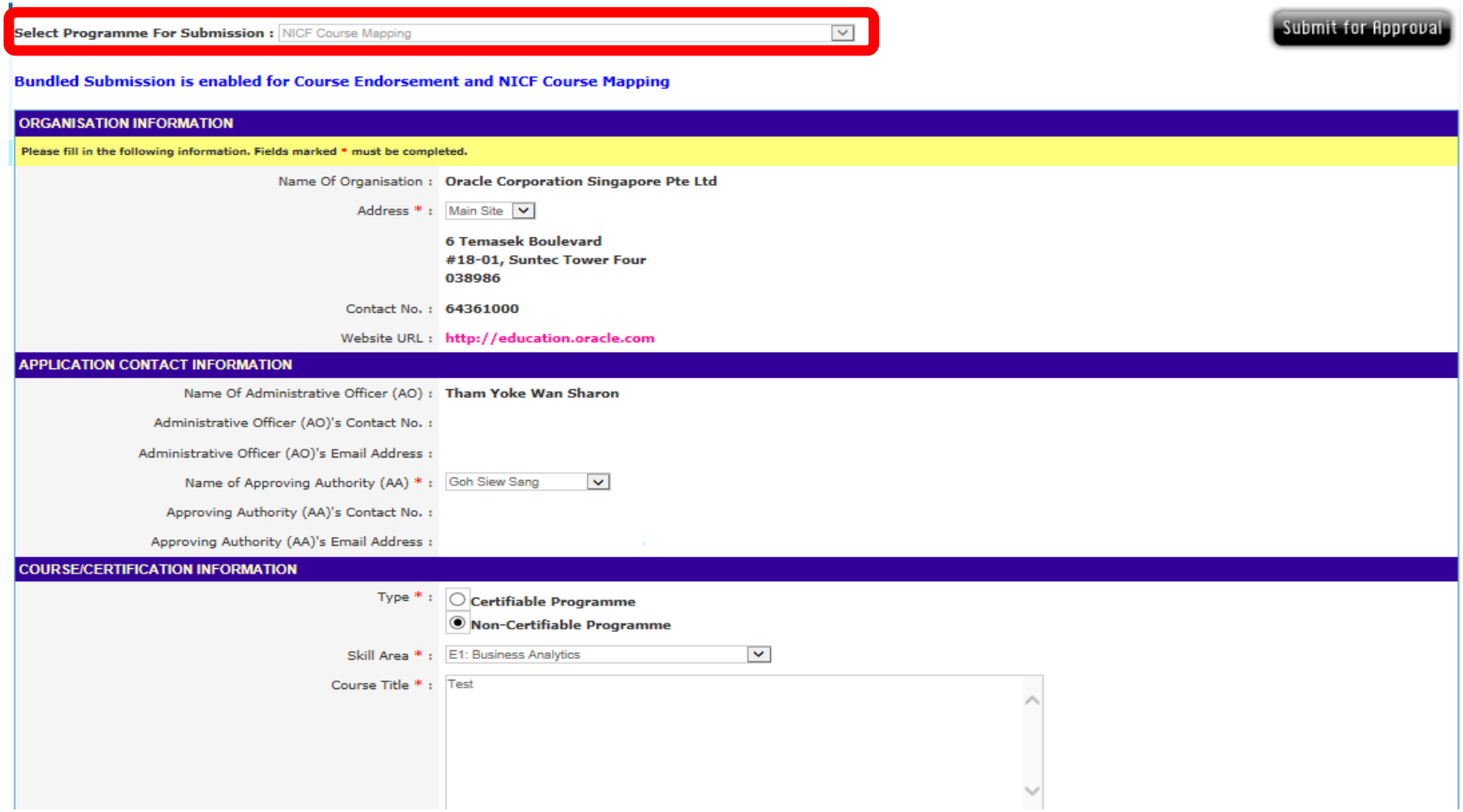
Action:
Enter the necessary information

Submit Course/Certification Endorsement



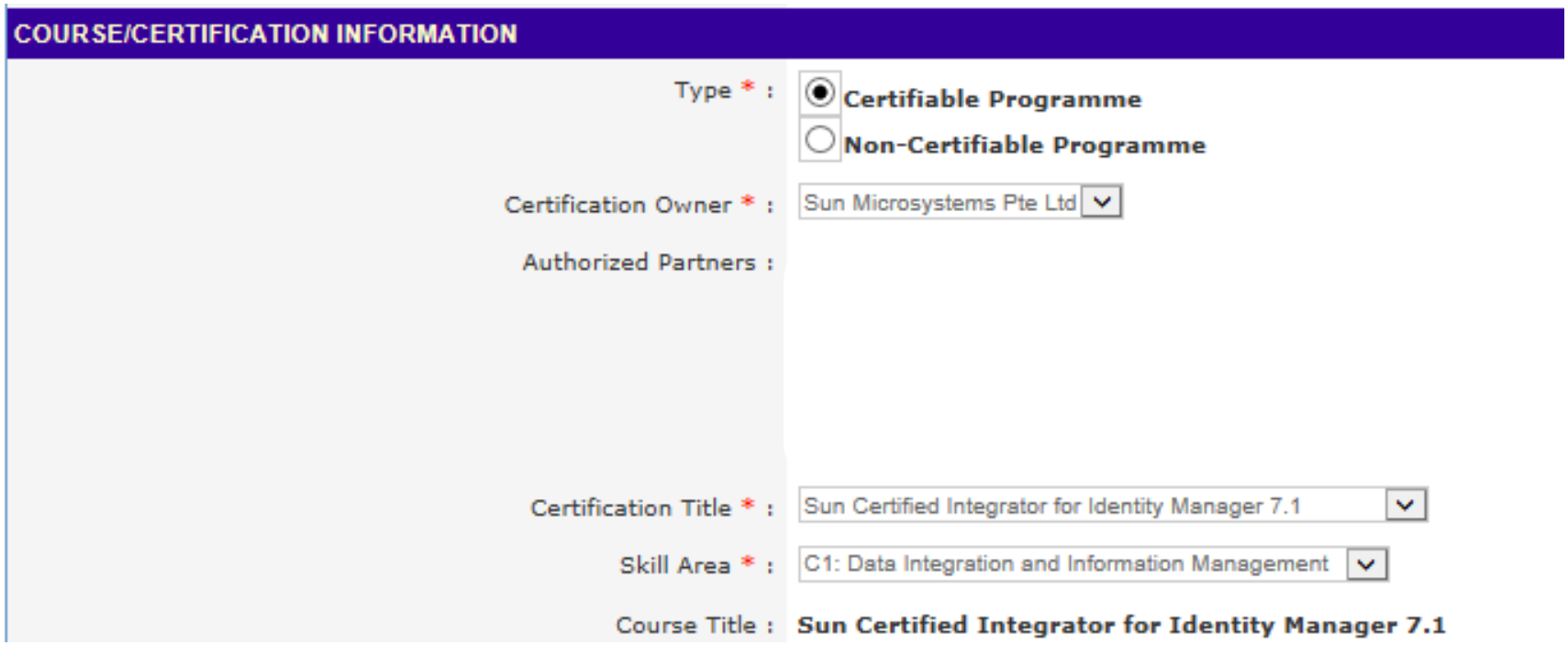
Submit Course/Certification Endorsement bundled with Course Mapping

Course Mapping Page is displayed.
Bundled submission is enabled for Course Endorsement and Course Mapping



Submit Course Mapping

Action:
Select and Fill in the Relevant Information



Submit Course Mapping

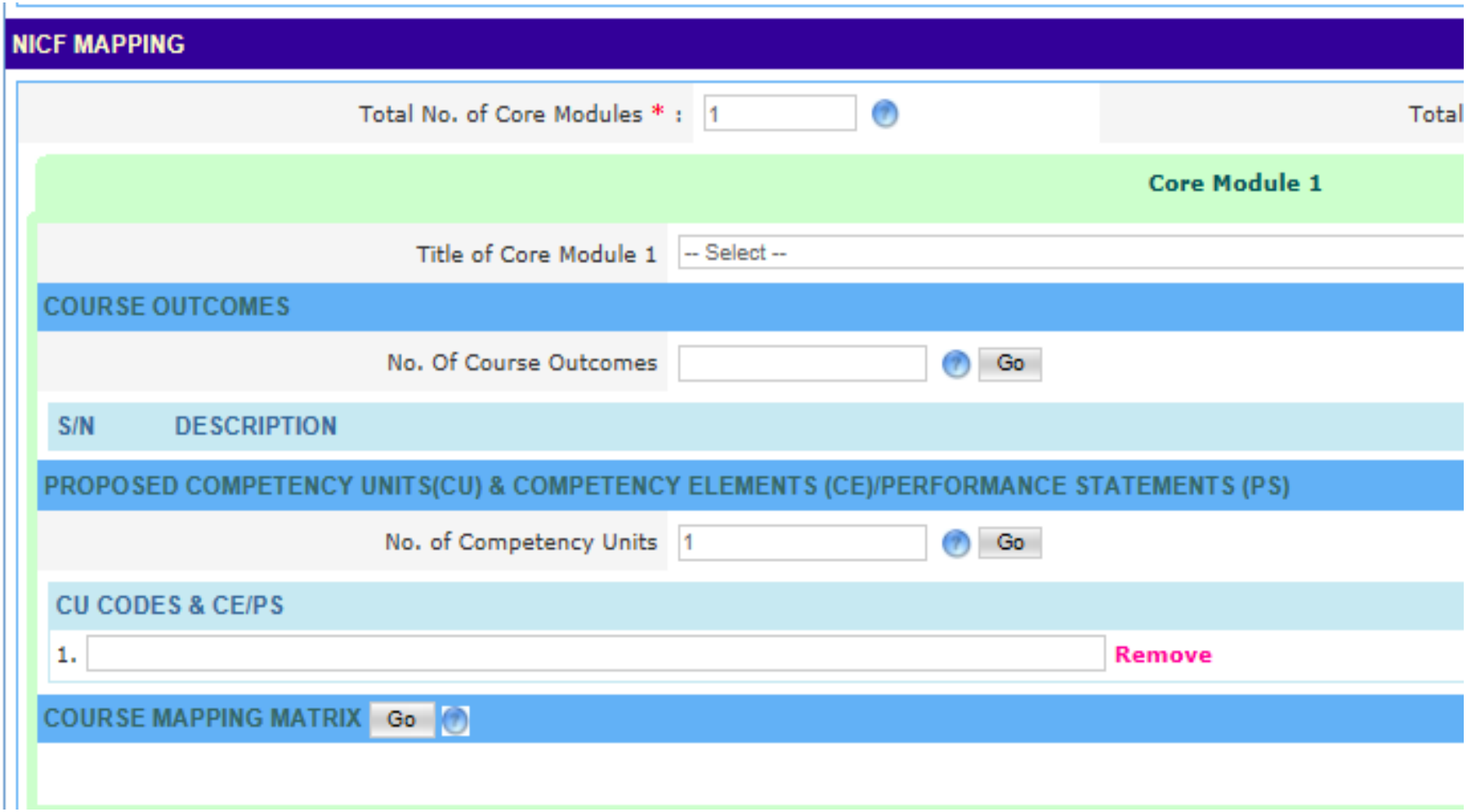
Action:

Selection of Job Role:

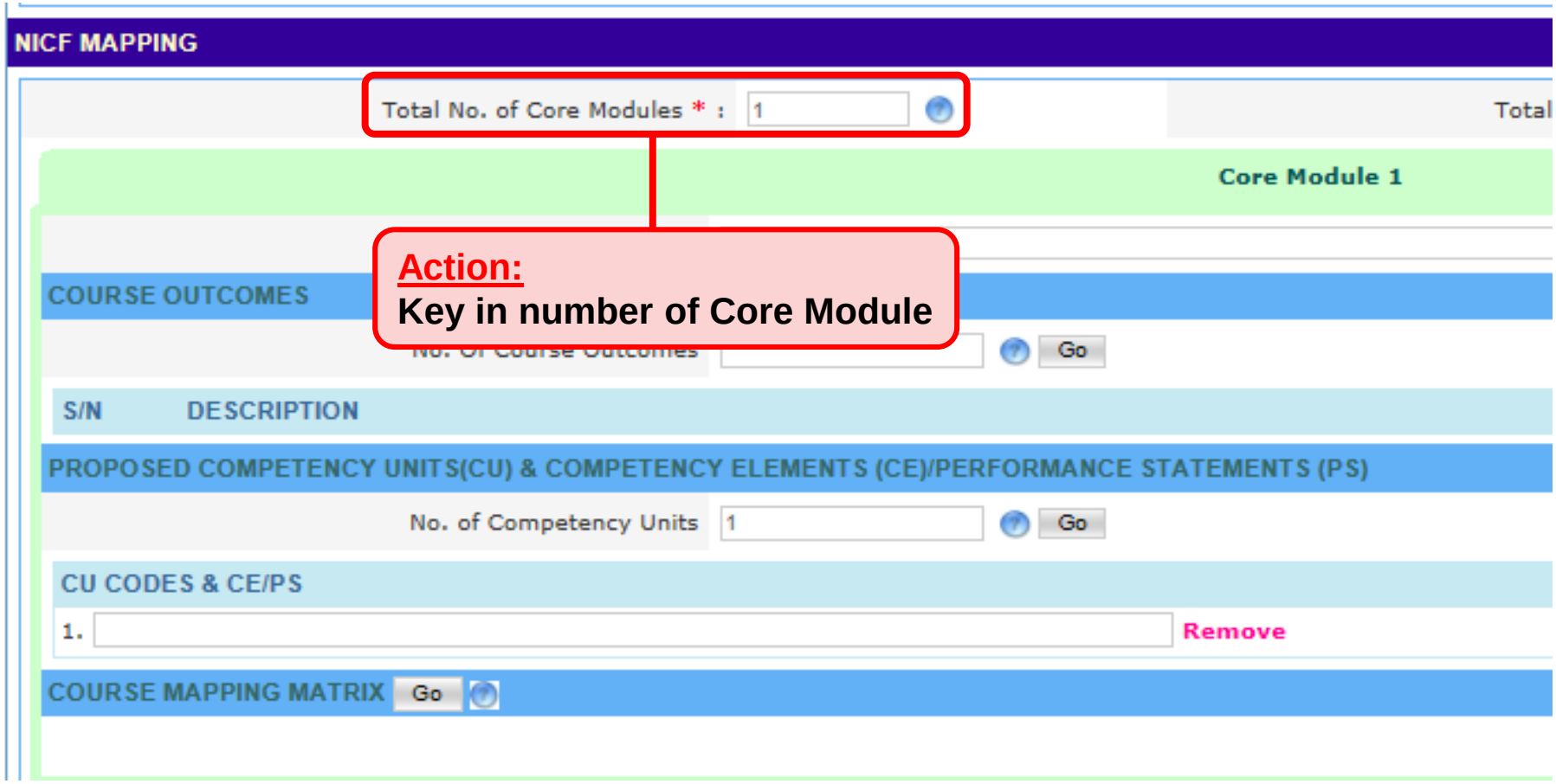
1. Identify and Select Relevant Job Role
2. Select the '<<' Button

Submit Course Mapping

- NICF Mapping Section



Submit Course Mapping



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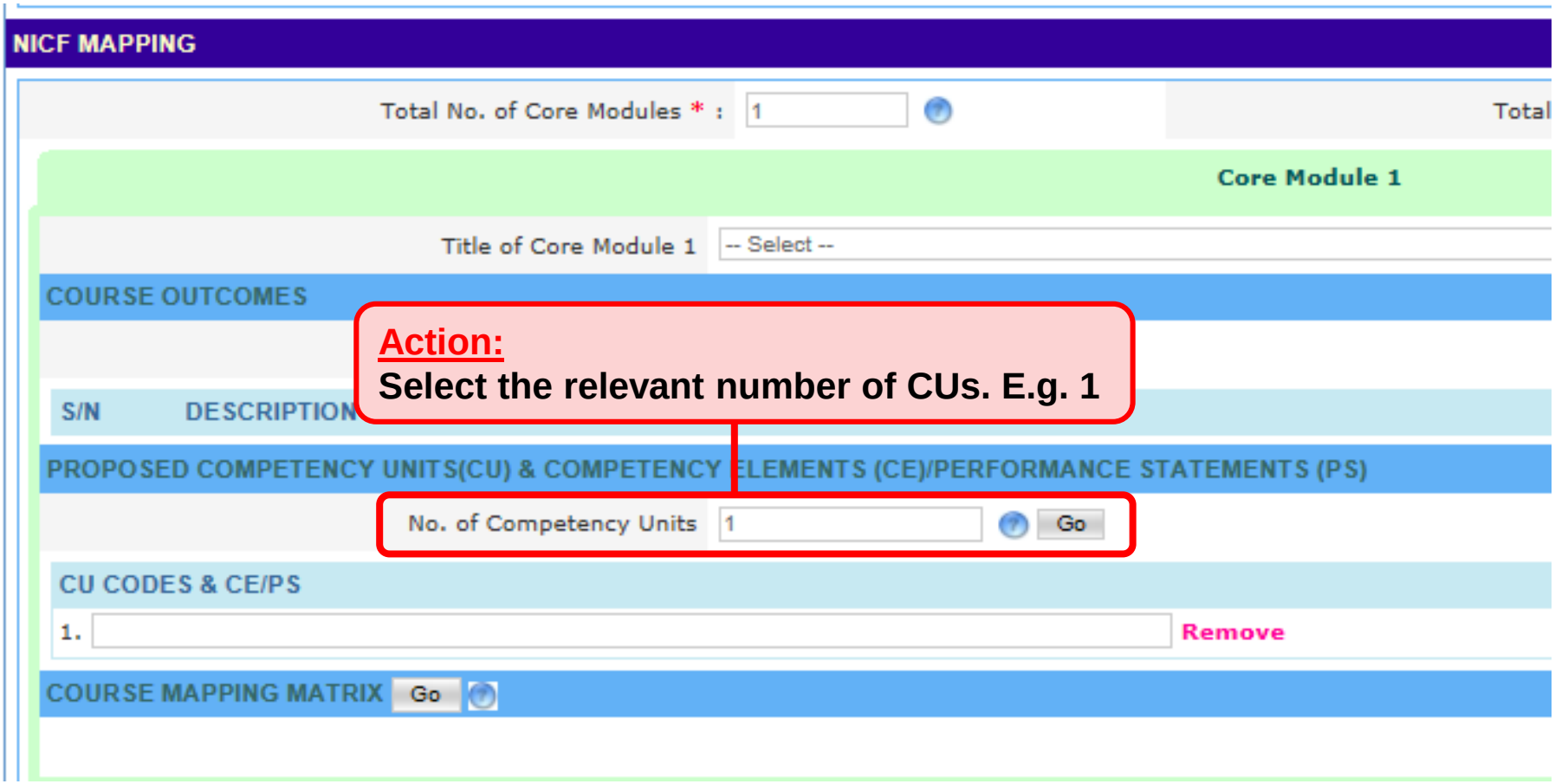

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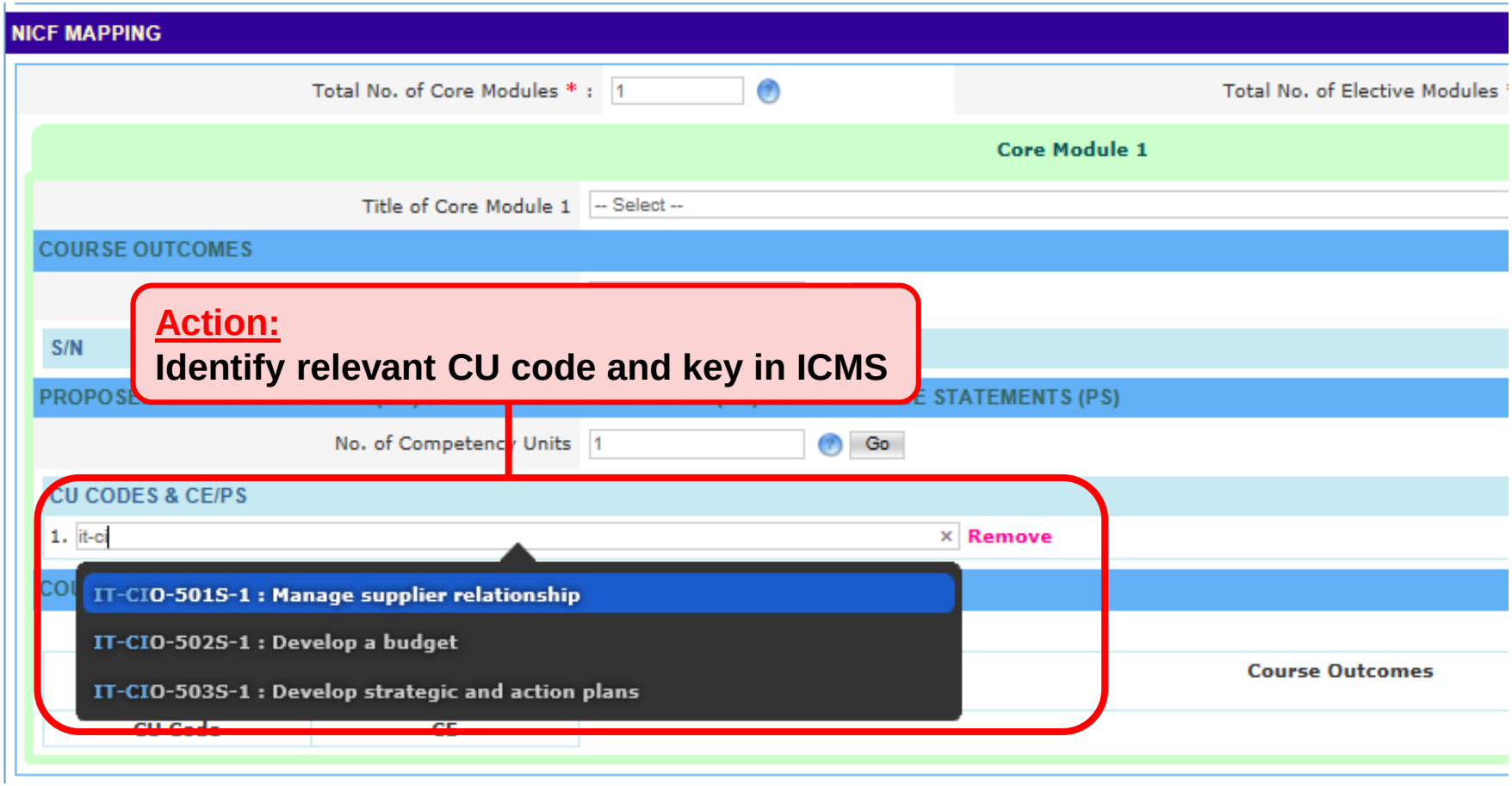

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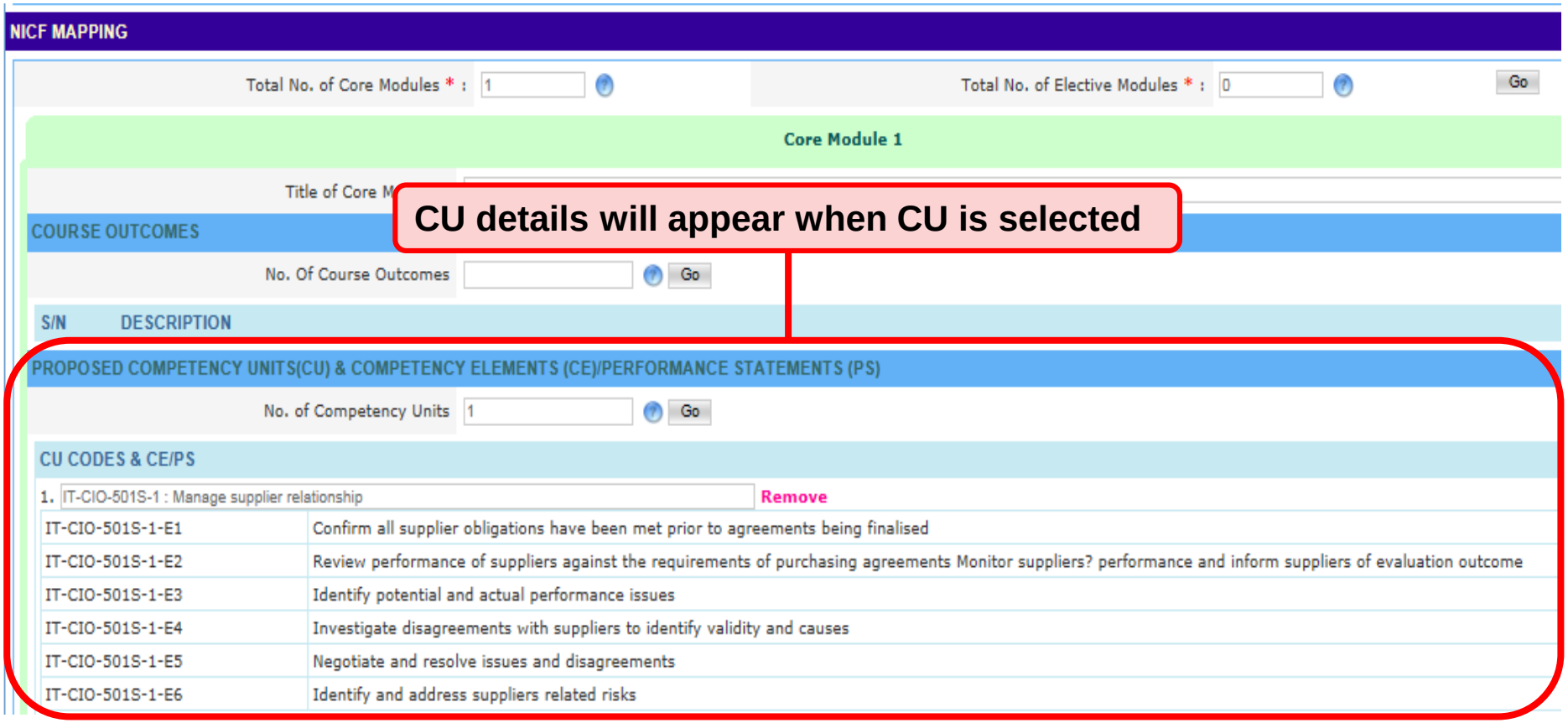


Submit Course Mapping

COURSE OUTCOMES

No. Of Course Outcomes: 2 Go

S/N	DESCRIPTION	
1.	1	Remove
2.	2	Remove

PROPOSED COMPETENCY UNITS(CU) & COMPETENCY ELEMENTS (CE)/PERFORMANCE STATEMENTS (PS)

No. of Competency Units: 1 Go

CU CODES & CE/PS

1. IT-CIO-501S-1 : Manage supplier relationship Remove

IT-CIO-501S-1-E1	Confirm all supplier obligations have been met prior to agreements being finalised
IT-CIO-501S-1-E2	Review performance of suppliers against the requirements of purchasing agreements Monitor suppliers? performance and inform suppliers of evaluation outcome
IT-CIO-501S-1-E3	Identify potential and actual performance issues
IT-CIO-501S-1-E4	In
IT-CIO-501S-1-E5	N
IT-CIO-501S-1-E6	Id

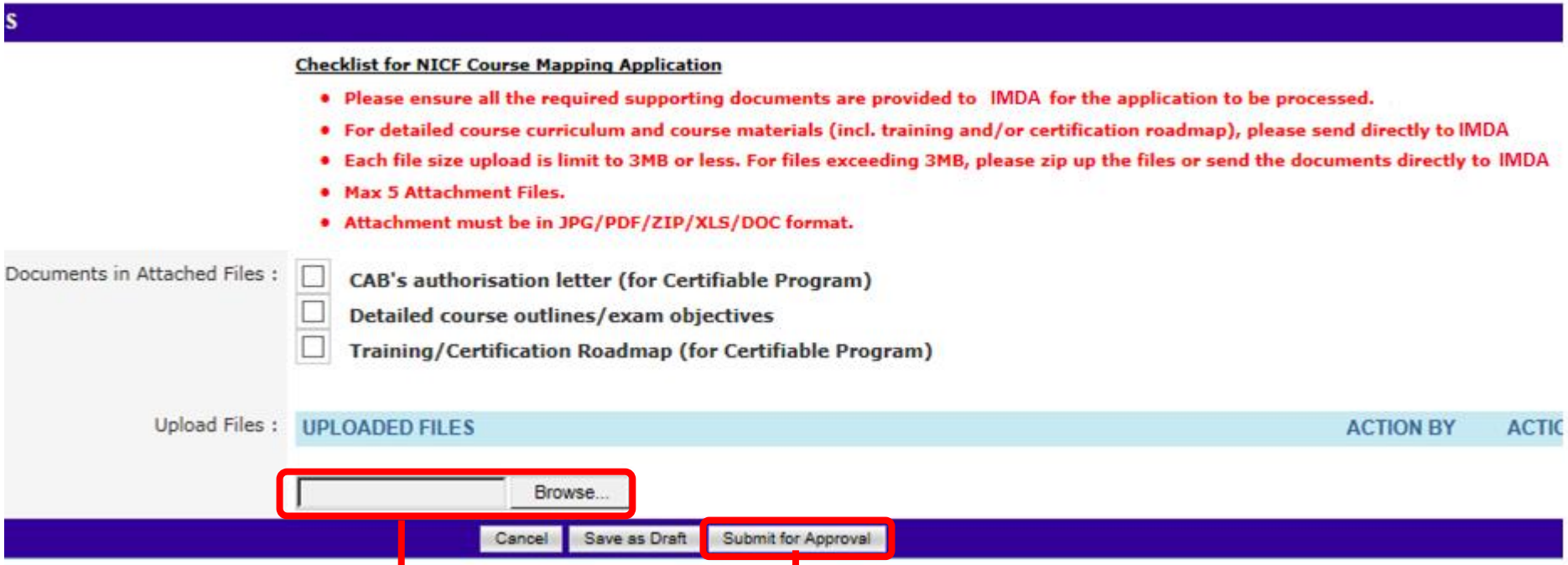
Action: Check the relevant boxes in the mapping matrix for the mapping of the Course Outcomes to CUs

COURSE MAPPING MATRIX Go

Competency Units & Elements/Performance Statements		Course Outcomes	
CU Code	CE	1	2
IT-CIO-501S-1	IT-CIO-501S-1-E1	☑	☐
	IT-CIO-501S-1-E2	☐	☑
	IT-CIO-501S-1-E3	☑	☐
	IT-CIO-501S-1-E4	☐	☑
	IT-CIO-501S-1-E5	☑	☐
	IT-CIO-501S-1-E6	☐	☑

Submit Course Mapping

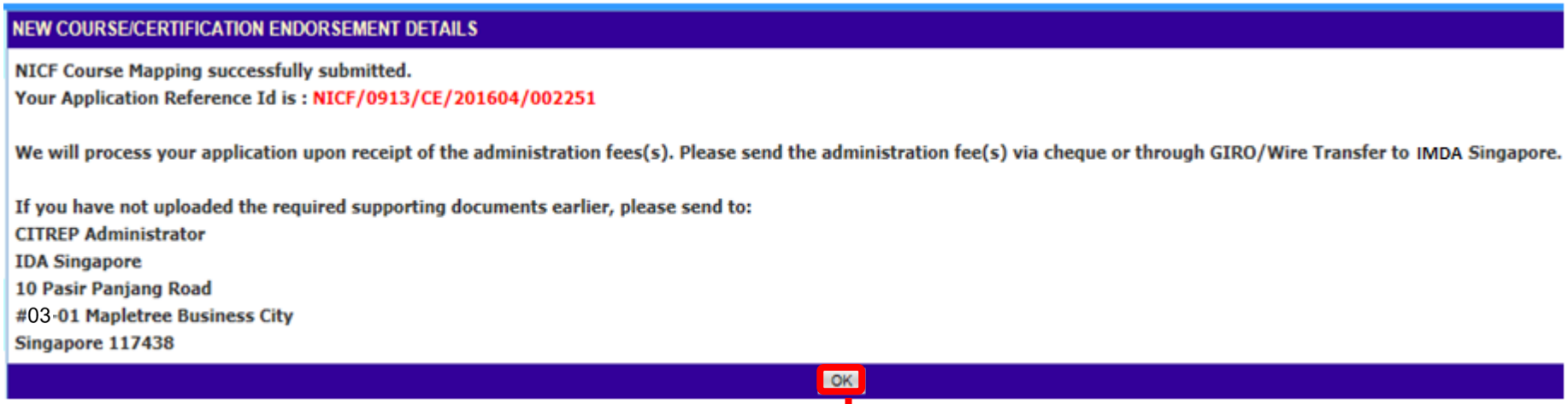
- Upload Supporting Documents



Action: Upload Necessary Supporting Documents

Action: Select on 'Submit for Approval'

Submit Course Mapping



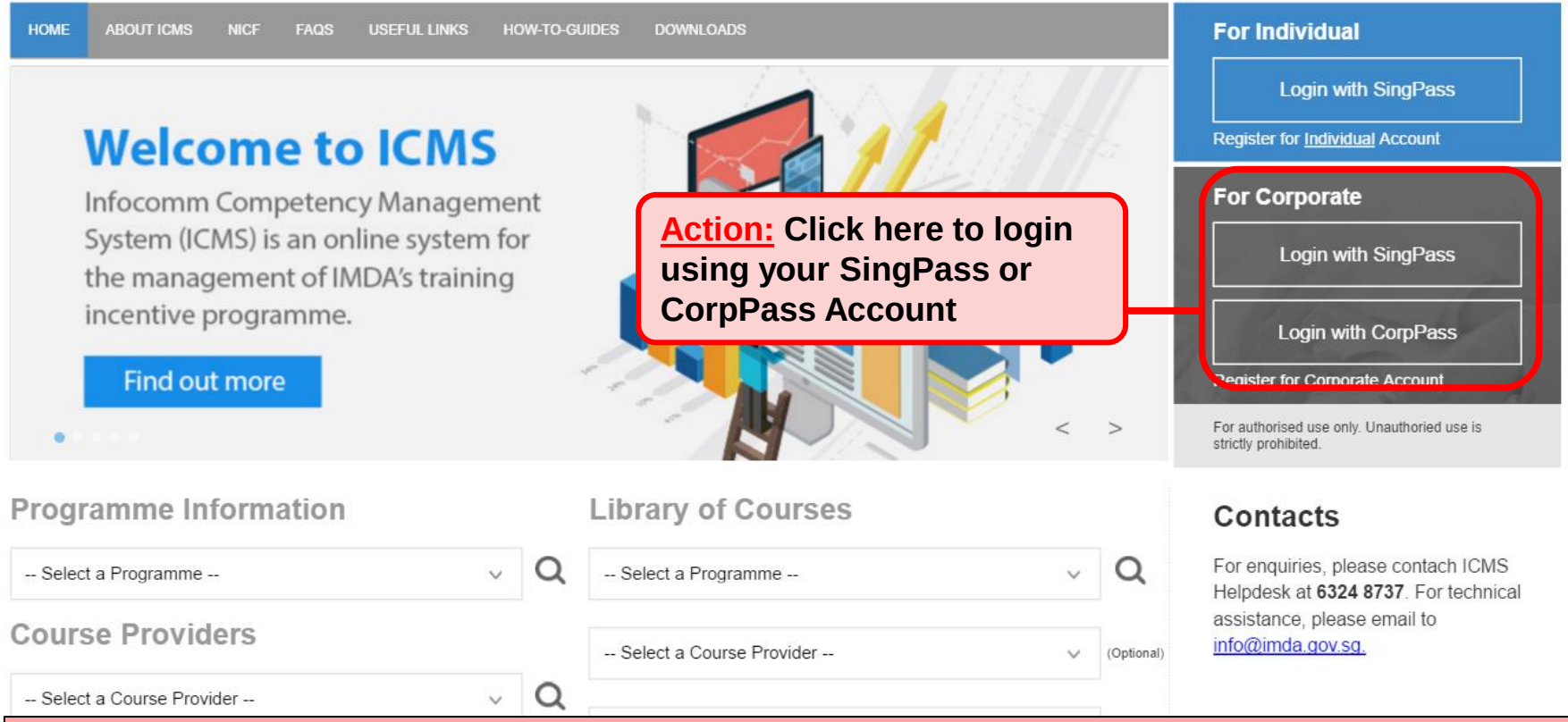
Action: Select the 'OK' button to go back

- **System will generate the acknowledge confirmation email when the New Application is submitted successfully by AO to AA.**

- **Important: AA needs to approve the New Application so that the application will be submitted to IMDA for review. Please refer to slides 20-24 on the steps to approve the application.**

Submit Course/Certification Endorsement bundled with Course Mapping

- ***AA login to ICMS to submit Course Mapping***



Note:
For Organisation, co-existence of SingPass or CorpPass login is available till end of Dec 2017. After which, CorpPass login is required.

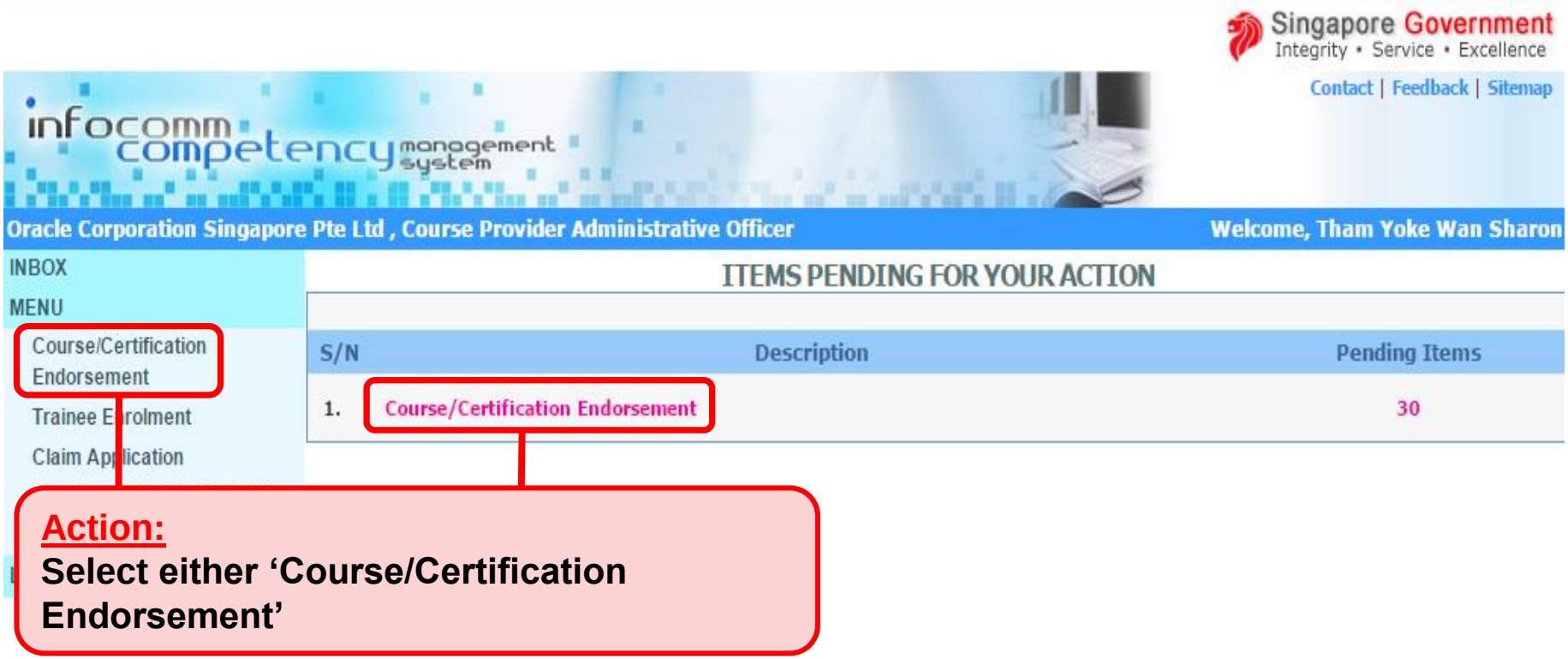
Submit Course/Certification Endorsement bundled with Course Mapping

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

S/N	ROLE
1.	Certification Owner Administrative Officer(CO AO)
2.	Certification Owner Approving Authority(CO AA)
3.	Course Provider Administrative Officer(CP AO)
4.	Course Provider Approving Authority(CP AA)
5.	Sponsoring Organisation Administrative Officer(SO AO)
6.	Sponsoring Organisation Approving Authority(SO AA)

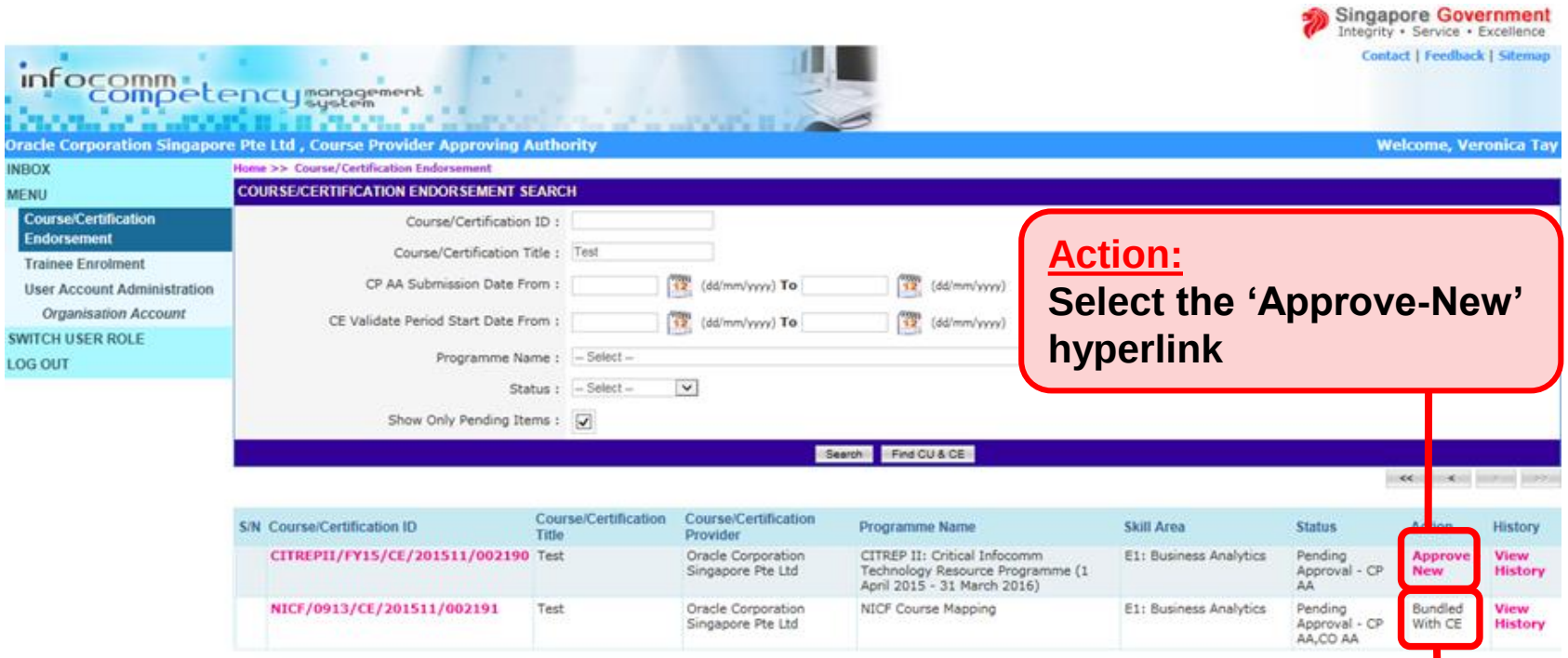
Action:
Select CP AA role

Submit Course/Certification Endorsement bundled with Course Mapping



Submit Course/Certification Endorsement bundled with Course Mapping

- ***AA login to ICMS to approve the application***

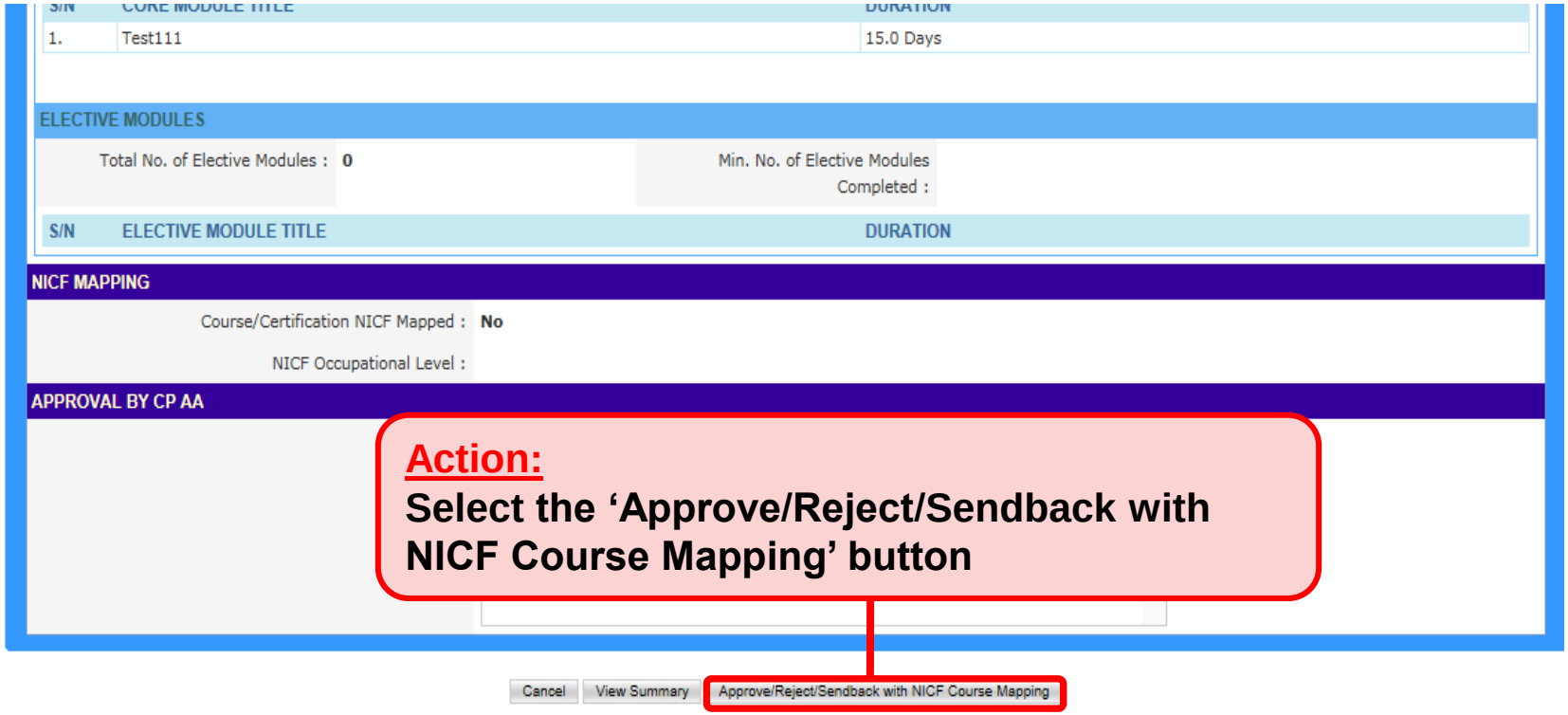


Action:
Select the 'Approve-New' hyperlink

Note: The approval for course mapping hyperlink is disabled, instead "Bundled with CE" is displayed.

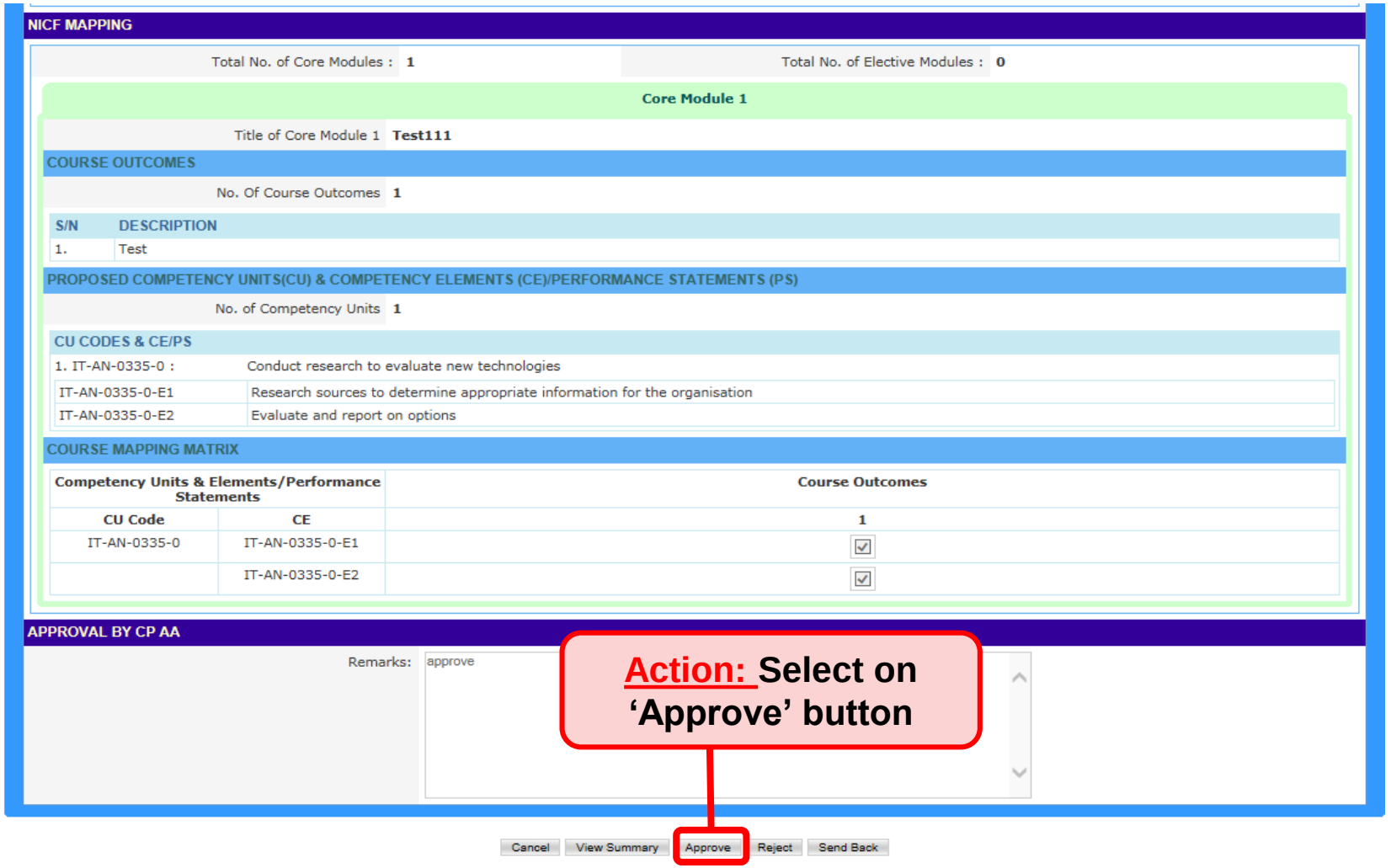
Submit Course/Certification Endorsement bundled with Course Mapping

- **Course/Certification endorsement page is displayed.**



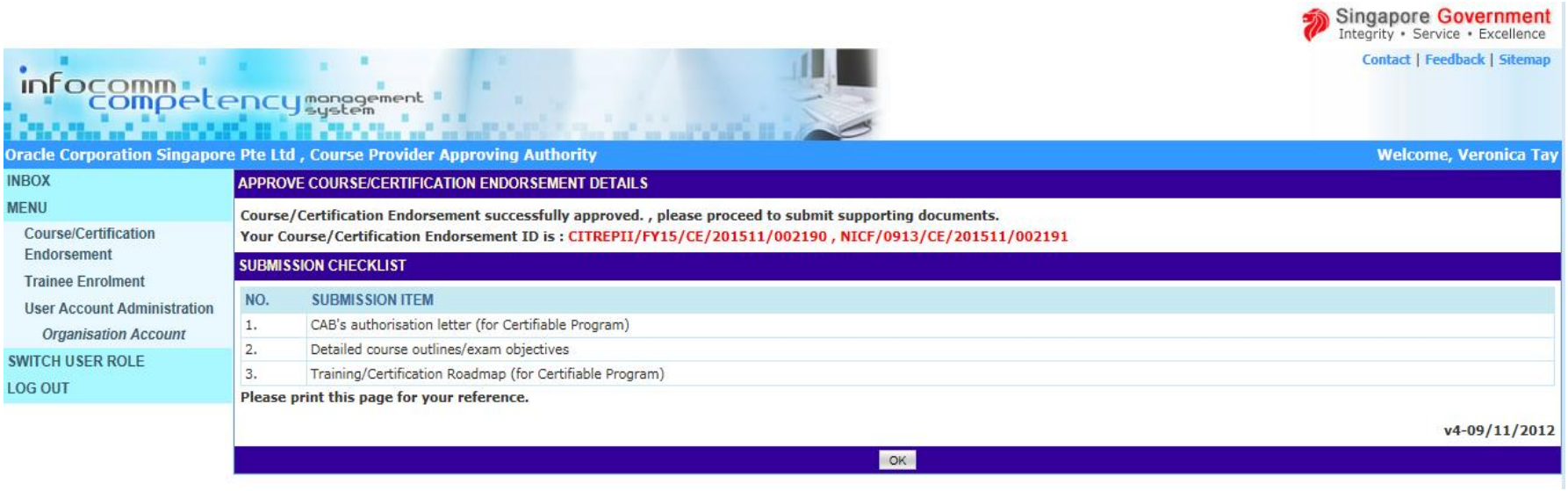
Submit Course/Certification Endorsement bundled with Course Mapping

- **NICF course mapping page is displayed.**



Submit Course/Certification Endorsement bundled with Course Mapping

Both Course/Certification Endorsement and Course Mapping applications are submitted.

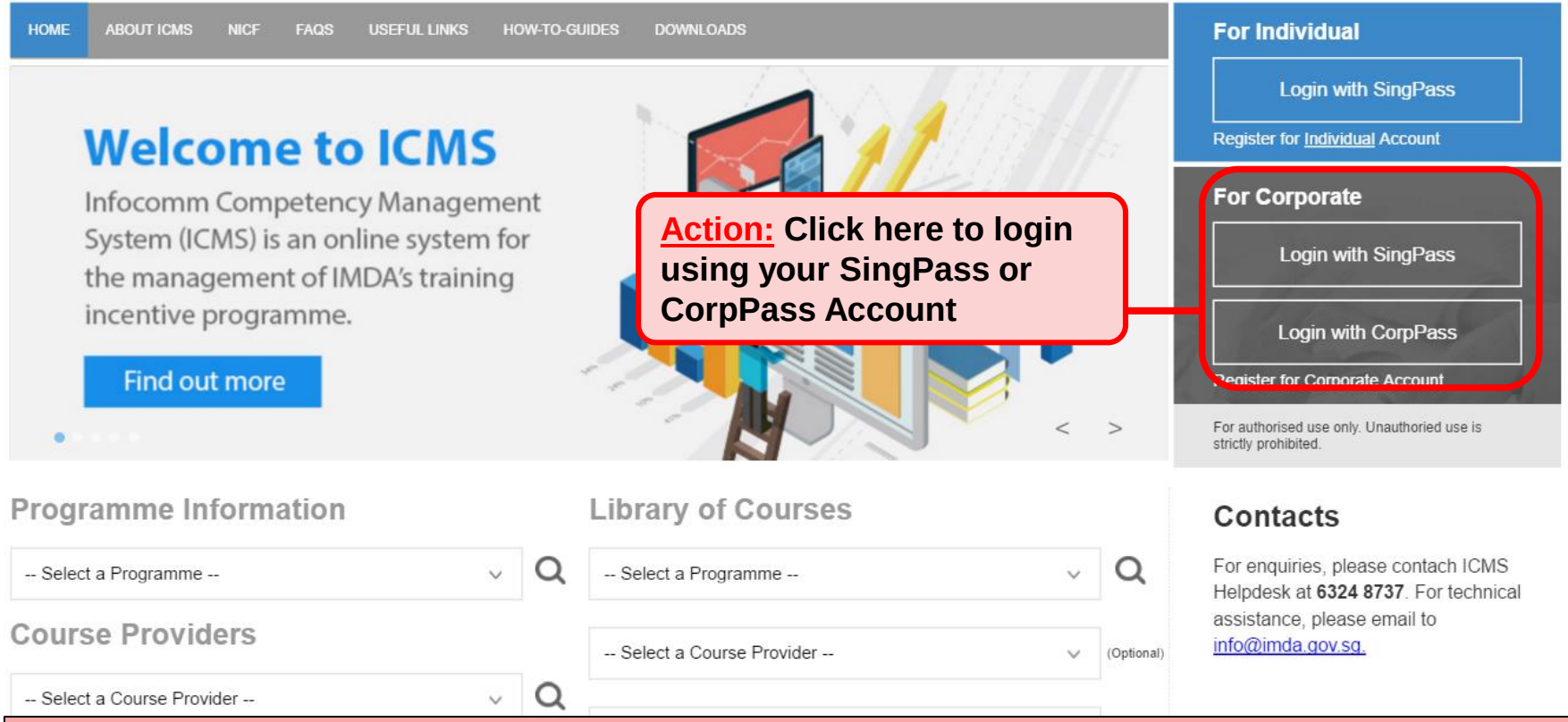


4.

Submit Change Request to update Course Mapping & Course/Certification Endorsement

Submit Change Request to update Course Mapping & Course/Certification Endorsement

- ***AO login to ICMS to submit Course Mapping***



Note:
For Organisation, co-existence of SingPass or CorpPass login is available till end of Dec 2017. After which, CorpPass login is required.

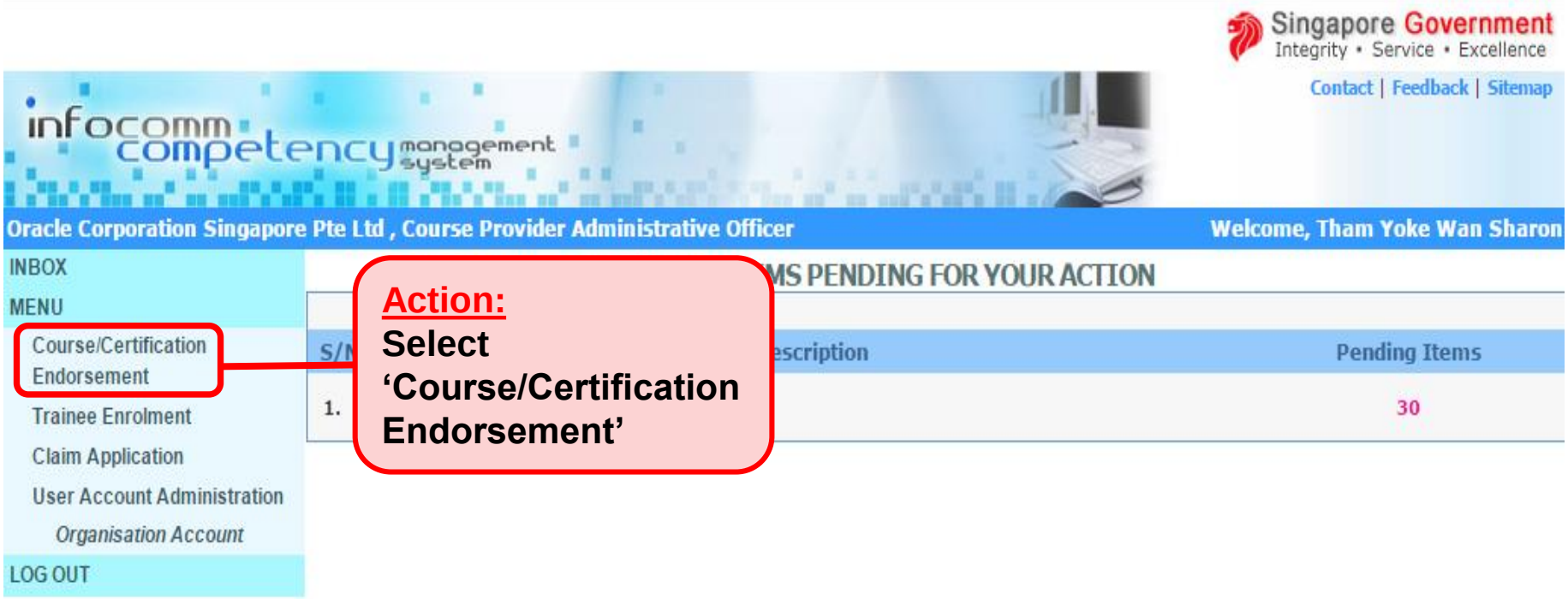
Submit Change Request to update Course Mapping & Course/Certification Endorsement

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

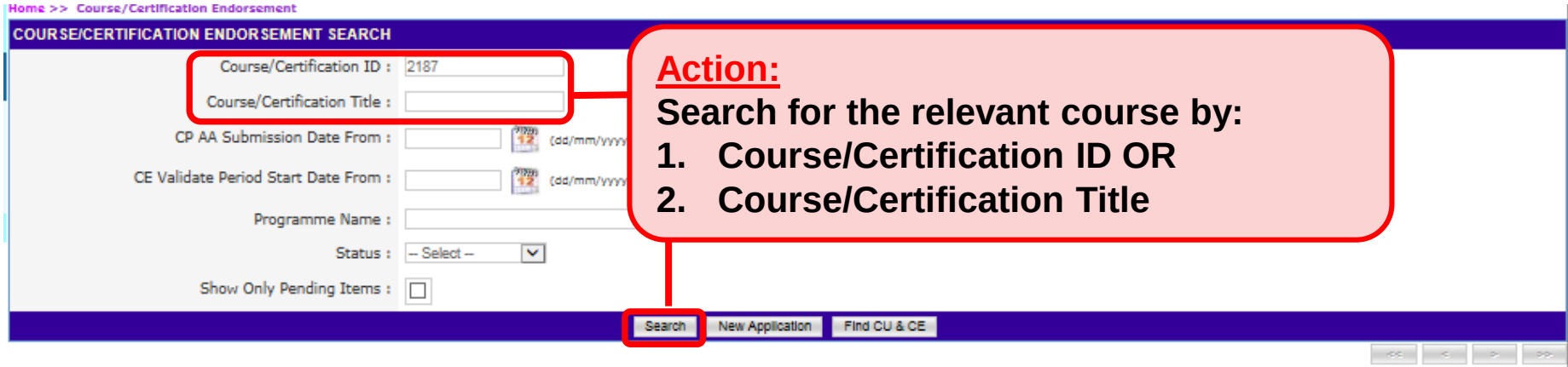
S/N	ROLE
1.	Certification Owner Administrative Officer(CO AO)
2.	Certification Owner Approving Authority(CO AA)
3.	Course Provider Administrative Officer(CP AO)
4.	Course Provider Approving Authority(CP AA)
5.	Sponsoring Organisation Administrative Officer(SO AO)
6.	Sponsoring Organisation Approving Authority(SO AA)

Action:
Select CP AO or CO AO role (whichever applicable)

Submit Change Request to update Course Mapping & Course/Certification Endorsement



Submit Change Request to update Course Mapping & Course/Certification Endorsement



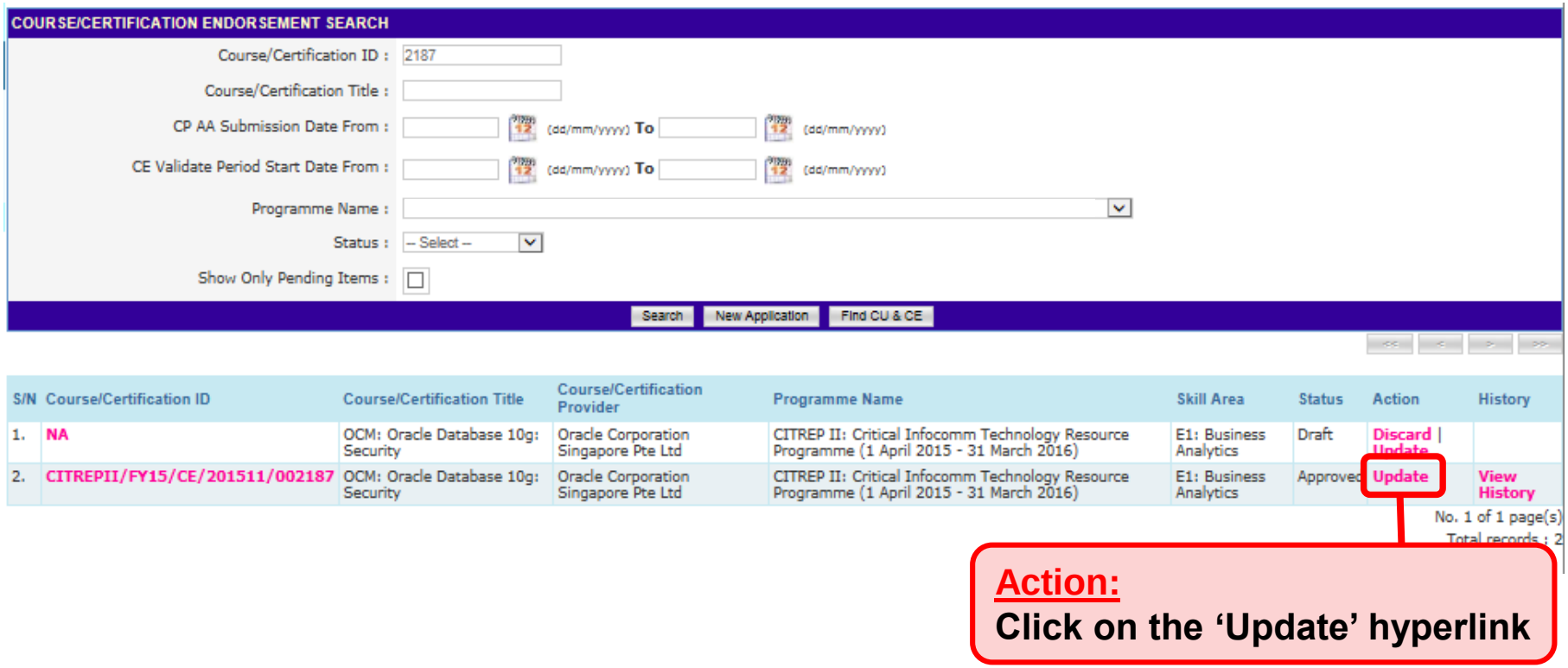
Action:

Search for the relevant course by:

1. **Course/Certification ID OR**
2. **Course/Certification Title**

S/N	Course/Certification ID	Course/Certification Title	Course/Certification Provider	Programme Name	Skill Area	Status	Action	History
1.	NA	OCM: Oracle Database 10g: Security	Oracle Corporation Singapore Pte Ltd	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	E1: Business Analytics	Draft	Discard | Update	
2.	CITREPII/FY15/CE/201511/002187	OCM: Oracle Database 10g: Security	Oracle Corporation Singapore Pte Ltd	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	E1: Business Analytics	Approved	Update	View History

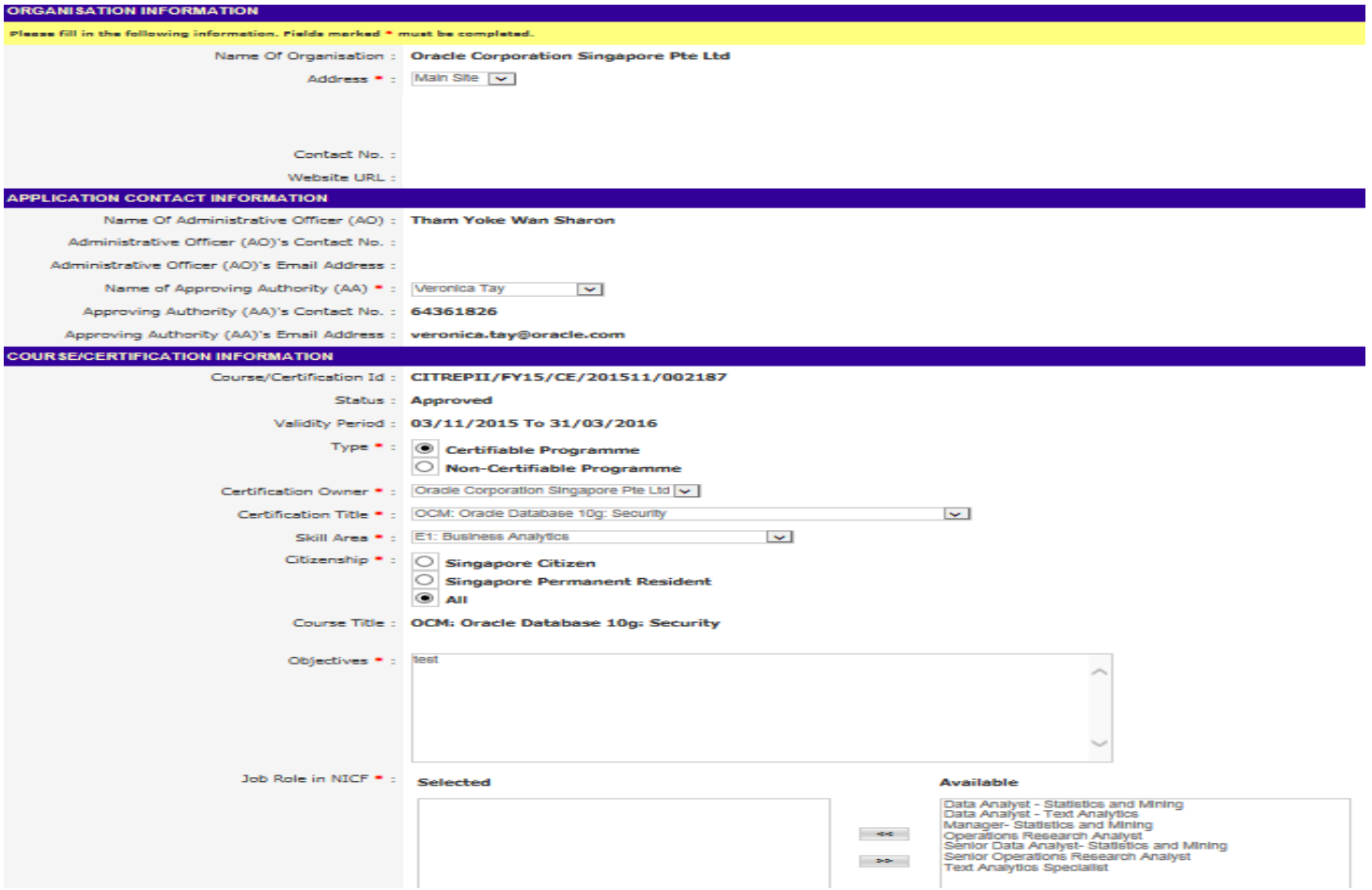
Submit Change Request to update Course Mapping & Course/Certification Endorsement



Action:
Click on the 'Update' hyperlink

Submit Change Request to update Course Mapping & Course/Certification Endorsement

Action:
Proceed with the Necessary Updates



ORGANISATION INFORMATION

Please fill in the following information. Fields marked * must be completed.

Name Of Organisation : **Oracle Corporation Singapore Pte Ltd**
Address * : Main Site
Contact No. :
Website URL :

APPLICATION CONTACT INFORMATION

Name Of Administrative Officer (AO) : **Tham Yoke Wan Sharon**
Administrative Officer (AO)'s Contact No. :
Administrative Officer (AO)'s Email Address :
Name of Approving Authority (AA) * : Veronica Tay
Approving Authority (AA)'s Contact No. : **64361826**
Approving Authority (AA)'s Email Address : **veronica.tay@oracle.com**

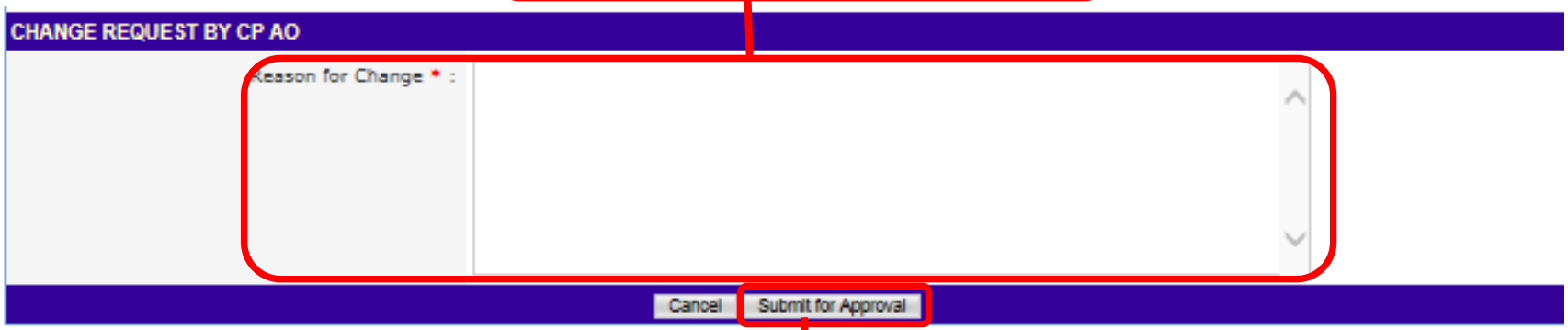
COURSE/CERTIFICATION INFORMATION

Course/Certification Id : **CITREPII/FY15/CE/201511/002187**
Status : **Approved**
Validity Period : **03/11/2015 To 31/03/2016**
Type * : (•) **Certifiable Programme** ( ) **Non-Certifiable Programme**
Certification Owner * : Oracle Corporation Singapore Pte Ltd
Certification Title * : OCM: Oracle Database 10g: Security
Skill Area * : E1: Business Analytics
Citizenship * : ( ) **Singapore Citizen** ( ) **Singapore Permanent Resident** (•) **All**
Course Title : **OCM: Oracle Database 10g: Security**
Objectives * : test
Job Role in NICF * : **Selected** / **Available**

Available:
Data Analyst - Statistics and Mining
Data Analyst - Text Analytics
Manager- Statistics and Mining
Operations Research Analyst
Senior Data Analyst- Statistics and Mining
Senior Operations Research Analyst
Text Analytics Specialist

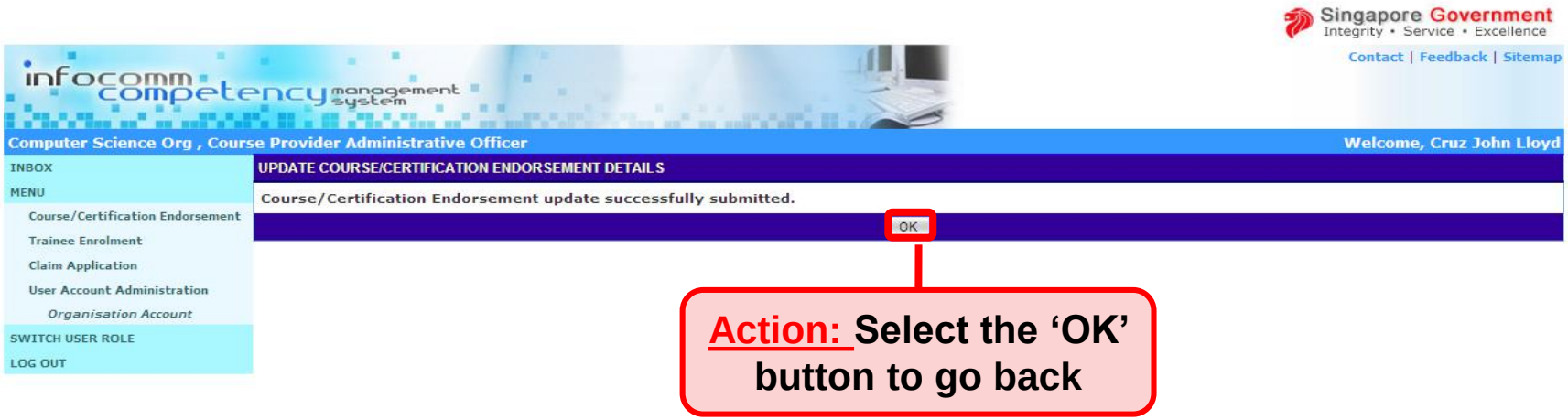
Submit Change Request to update Course Mapping & Course/Certification Endorsement

Action:
Enter the Reason for Change



Action:
Enter the Reason for Change

Submit Change Request to update Course Mapping & Course/Certification Endorsement

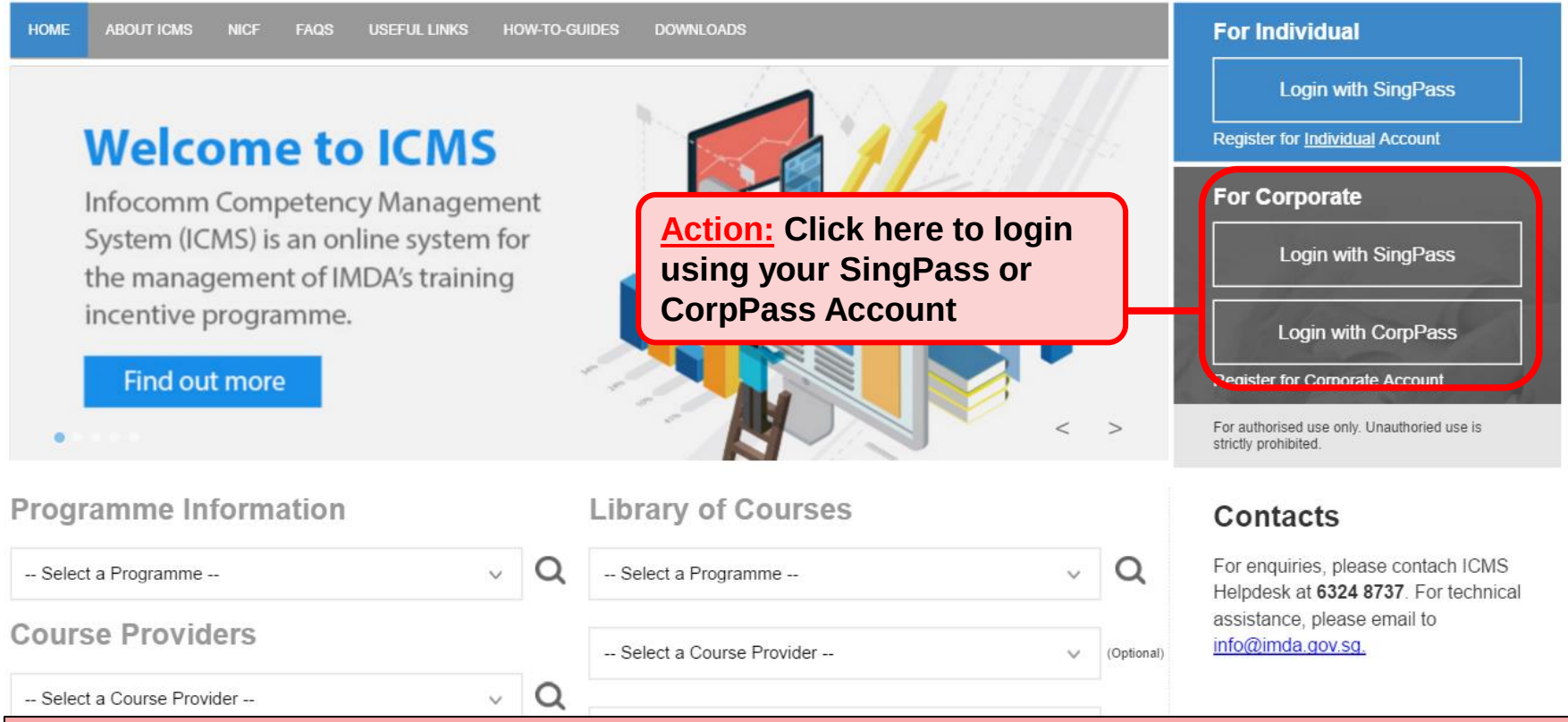


- **System will generate the acknowledge confirmation email when the Change Request is submitted successfully by AO to AA.**

- **Important: AA needs to approve the New Application so that the application will be submitted to IMDA for review.**

Submit Change Request to update Course Mapping & Course/Certification Endorsement: AA Approval

- ***AA login to ICMS to submit Course Mapping***



Note:
For Organisation, co-existence of SingPass or CorpPass login is available till end of Dec 2017. After which, CorpPass login is required.

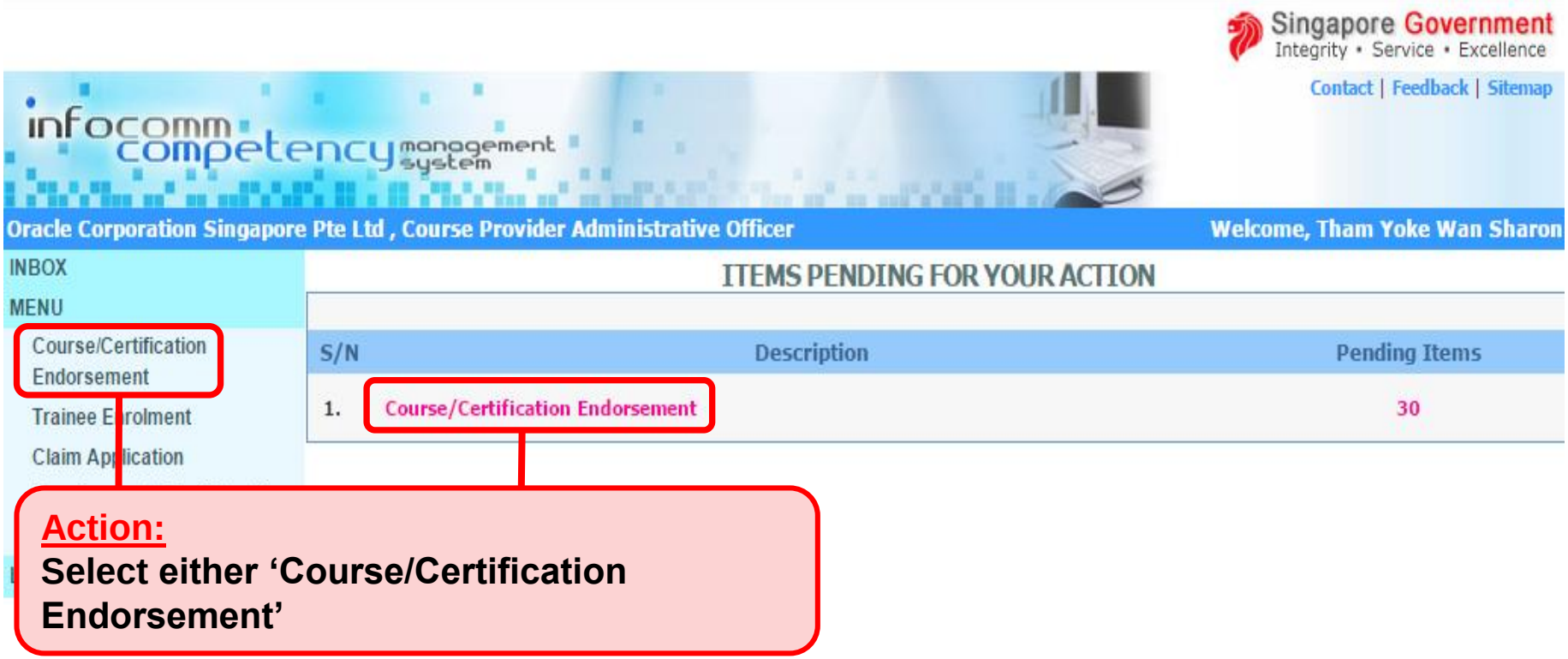
Submit Change Request to update Course Mapping & Course/Certification Endorsement

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

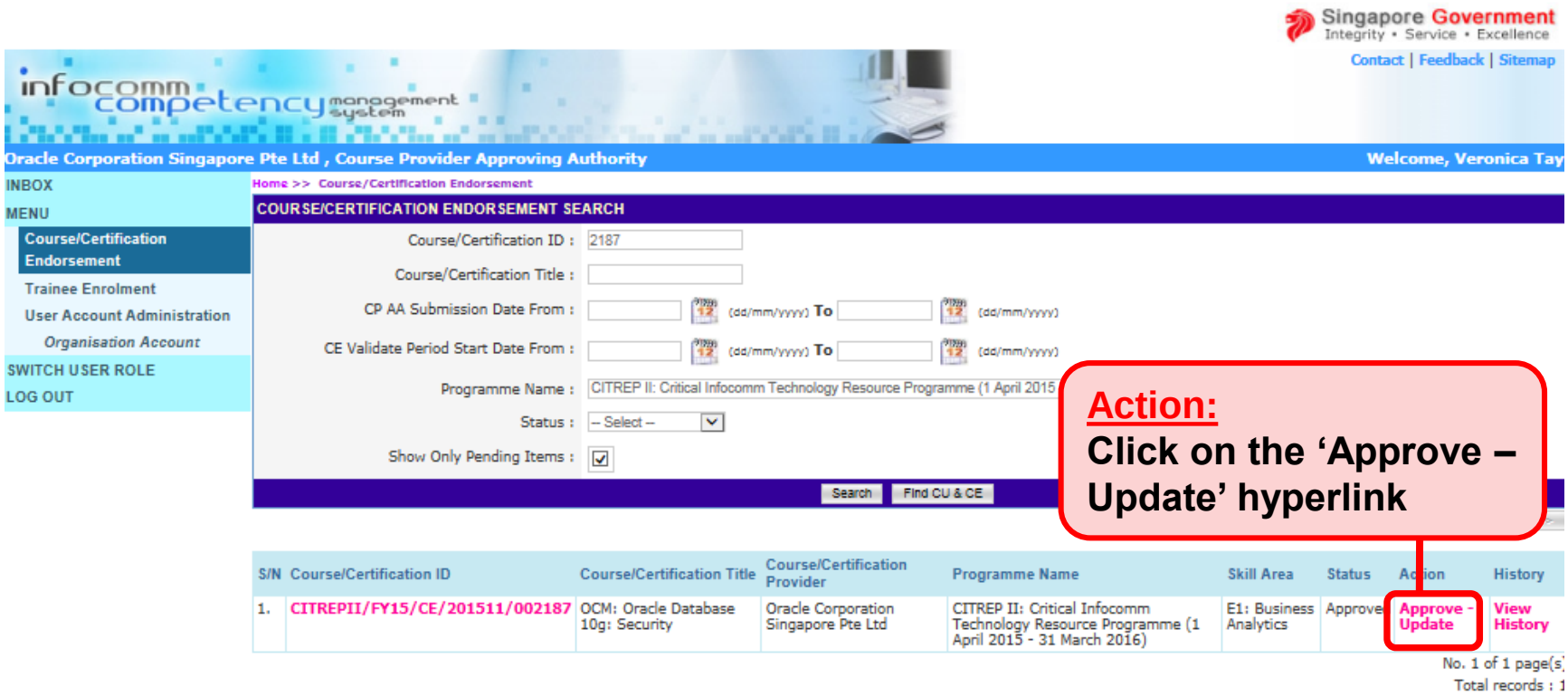
S/N	ROLE
1.	Certification Owner Administrative Officer(CO AO)
2.	Certification Owner Approving Authority(CO AA)
3.	Course Provider Administrative Officer(CP AO)
4.	Course Provider Approving Authority(CP AA)
5.	Sponsoring Organisation Administrative Officer(SO AO)
6.	Sponsoring Organisation Approving Authority(SO AA)

Action:
Select CP AA or CO AA role (whichever applicable)

Submit Change Request to update Course Mapping & Course/Certification Endorsement: AA Approval



Submit Change Request to update Course Mapping & Course/Certification Endorsement: AA Approval



Action:
Click on the 'Approve – Update' hyperlink

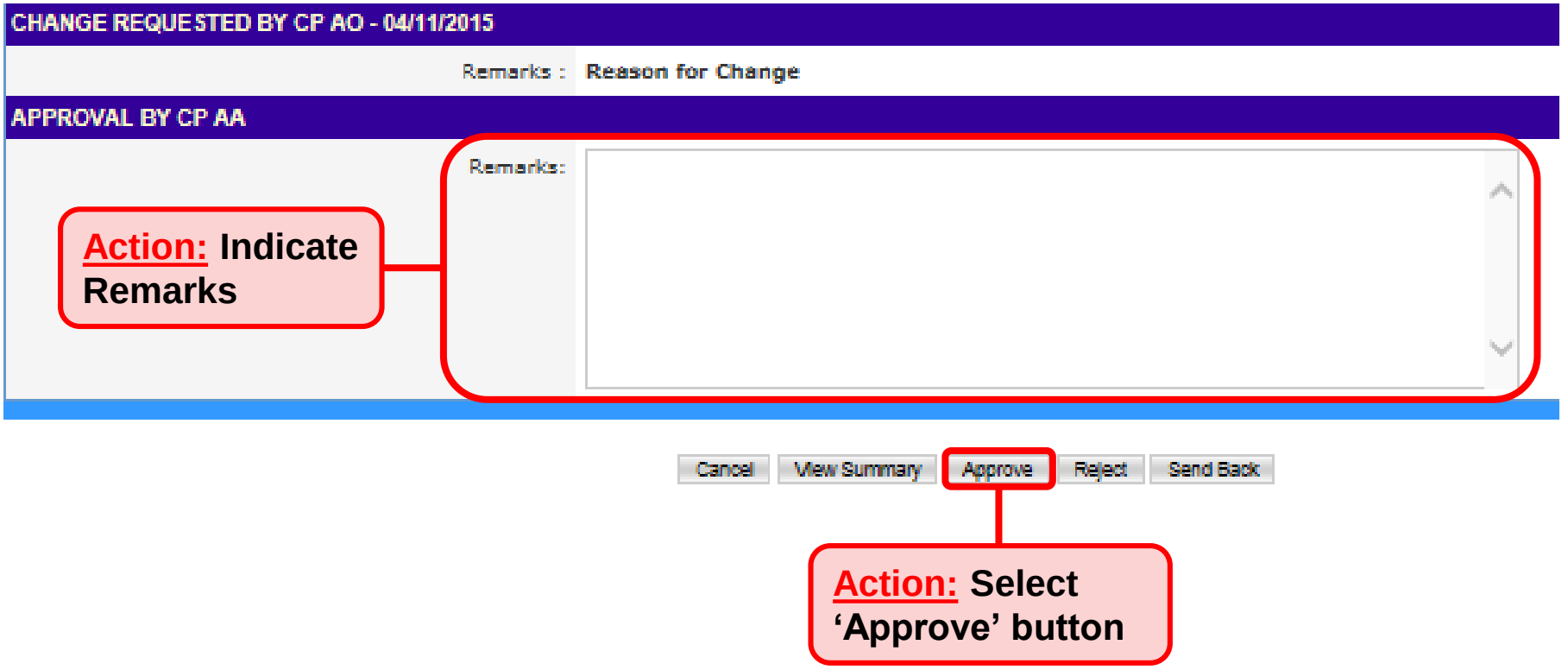
Submit Change Request to update Course Mapping & Course/Certification Endorsement: AA Approval

Changes Made by AO will be highlighted

Type :	**Certifiable Programme**
Certification Owner :	**Oracle Corporation Singapore Pte Ltd**
Certification Title :	**OCM: Oracle Database 10g: Security**
Skill Area :	**E1: Business Analytics**
Citizenship :	**All**
Course Title :	**OCM: Oracle Database 10g: Security**
Objectives :	**test-2**
Job Role in NICF :	**Selected** Data Analyst - Statistics and Mining Data Analyst - Text Analytics Manager- Statistics and Mining Operations Research Analyst Senior Data Analyst- Statistics and Mining
	Others:

Action: Review the Updated Details

Submit Change Request to update Course Mapping & Course/Certification Endorsement: AA Approval

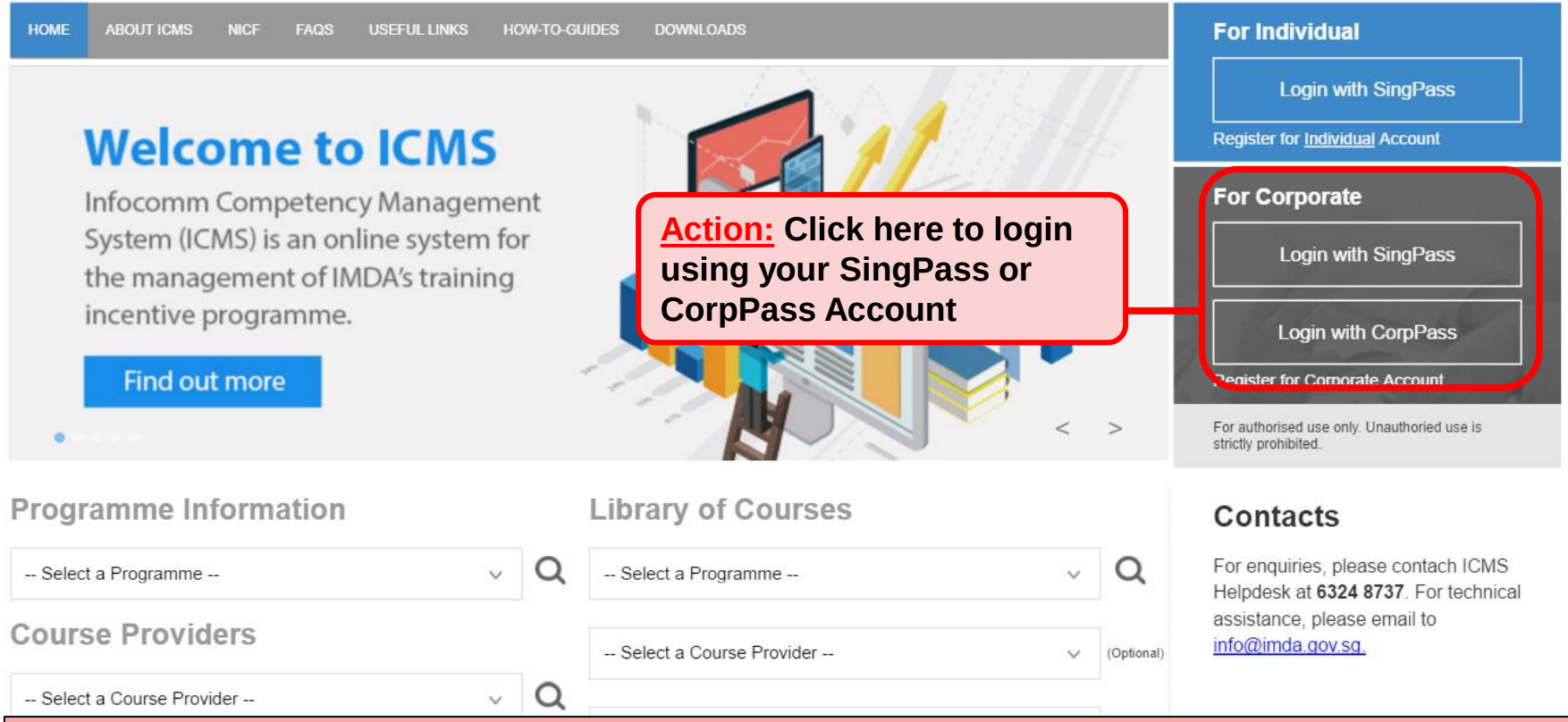


5.

Search/View Course Mapping & Course/Certification Endorsement

Search/View Course Mapping & Course/Certification Endorsement

- ***Login to ICMS***



Note:
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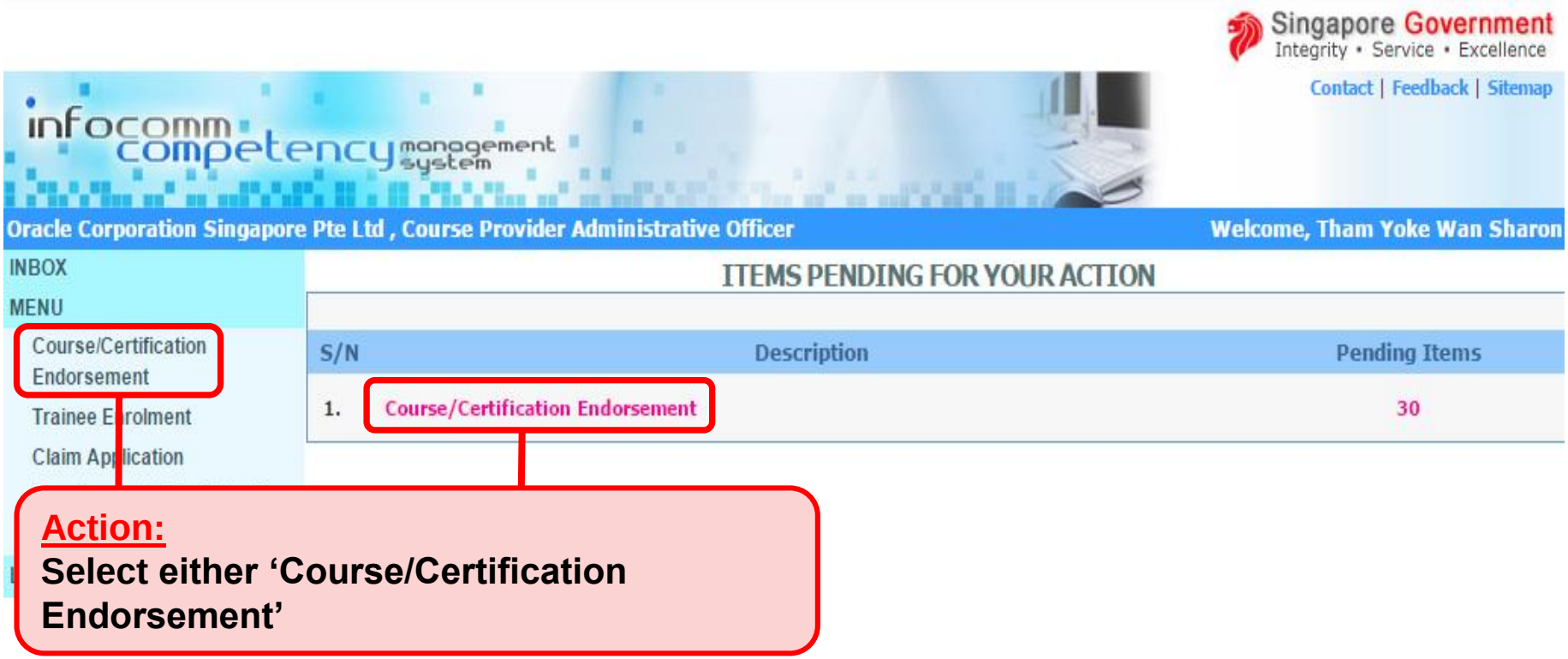
Search/View Course Mapping & Course/Certification Endorsement

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

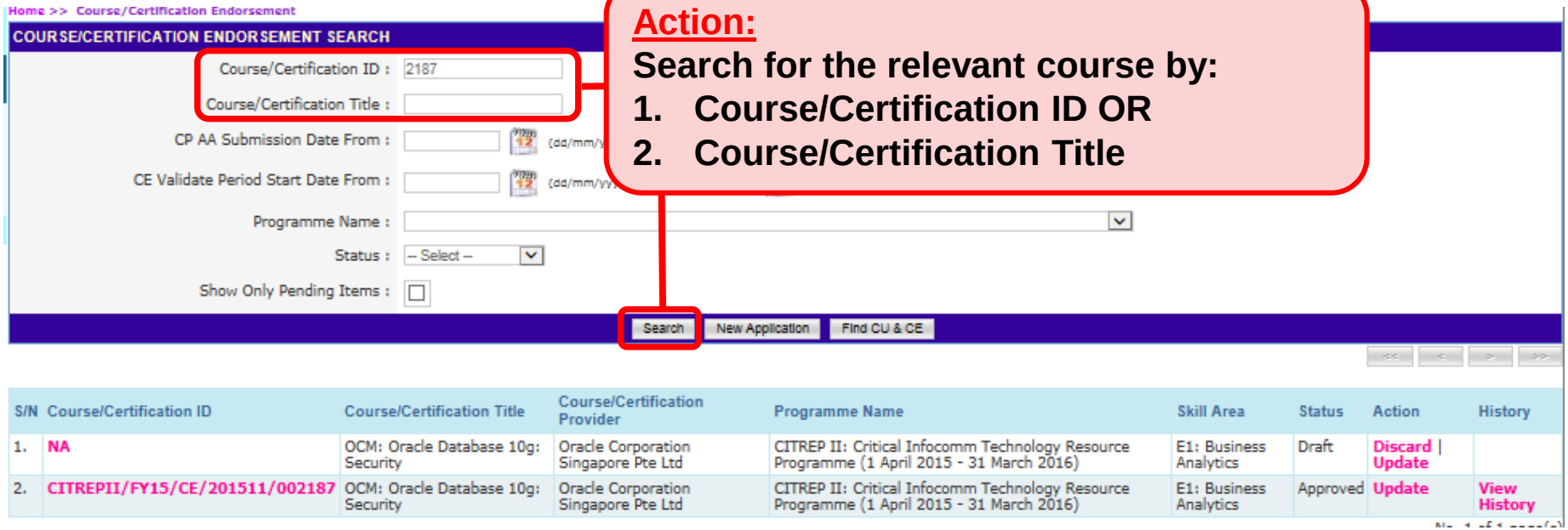
S/N	ROLE
1.	Certification Owner Administrative Officer(CO AO)
2.	Certification Owner Approving Authority(CO AA)
3.	Course Provider Administrative Officer(CP AO)
4.	Course Provider Approving Authority(CP AA)
5.	Sponsoring Organisation Administrative Officer(SO AO)
6.	Sponsoring Organisation Approving Authority(SO AA)

Action:
Select applicable role

Search/View Course Mapping & Course/Certification Endorsement



Search/View Course Mapping & Course/Certification Endorsement



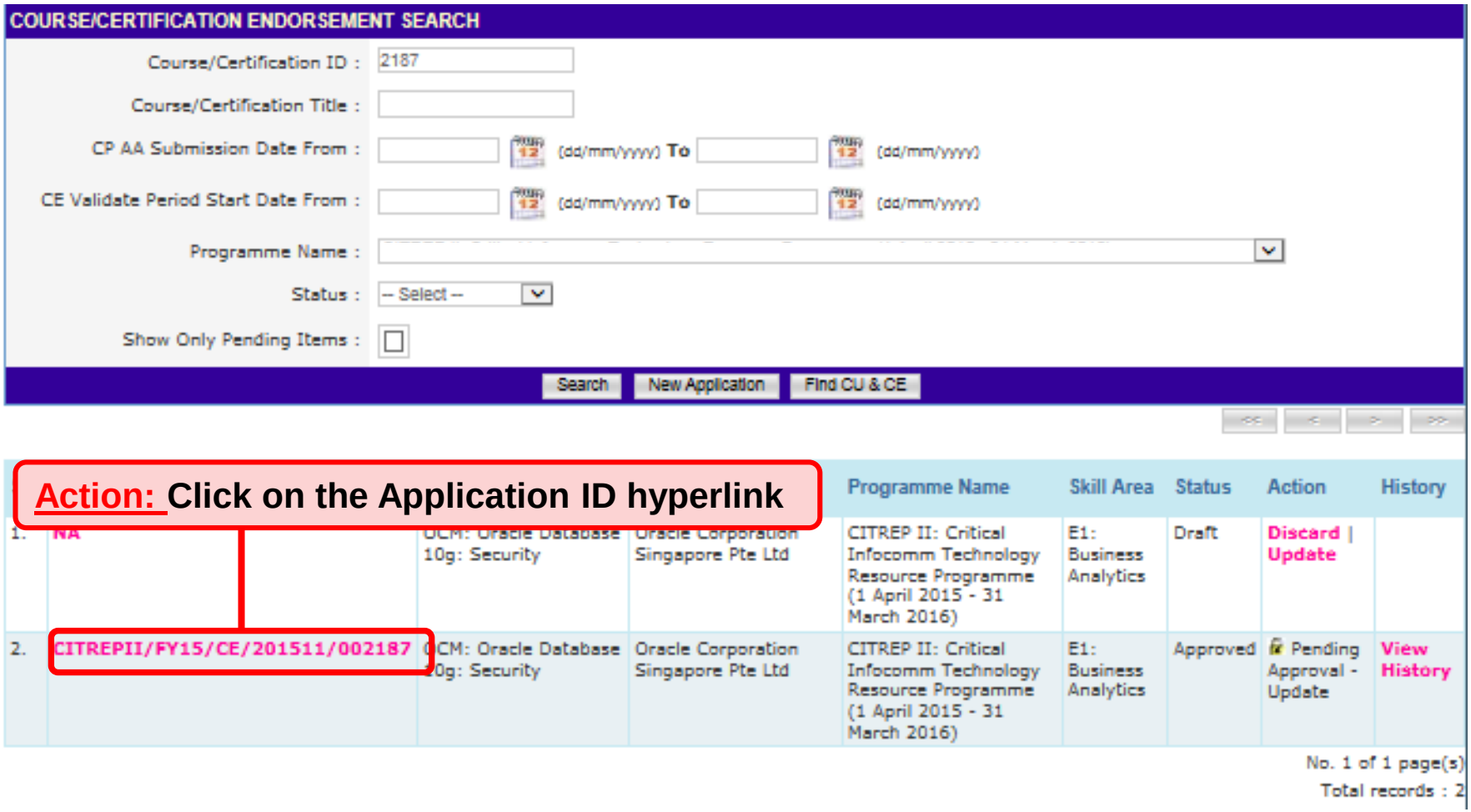
Action:

Search for the relevant course by:

1. **Course/Certification ID OR**
2. **Course/Certification Title**

S/N	Course/Certification ID	Course/Certification Title	Course/Certification Provider	Programme Name	Skill Area	Status	Action	History
1.	NA	OCM: Oracle Database 10g: Security	Oracle Corporation Singapore Pte Ltd	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	E1: Business Analytics	Draft	Discard | Update	
2.	CITREPII/FY15/CE/201511/002187	OCM: Oracle Database 10g: Security	Oracle Corporation Singapore Pte Ltd	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	E1: Business Analytics	Approved	Update	View History

Search/View Course Mapping & Course/Certification Endorsement



Search/View Course Mapping & Course/Certification Endorsement

Details will be Presented in a View-Only Mode

View Summary | Renew Application | Submit under New Programme

APPLICATION DETAIL

Course/Certification Id :	**CITREPII/FY15/CE/201511/002187**
Programme Name :	**CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)**
Course/Certification Status :	**Approved**
Course/Certification Validity Period :	**03/11/2015 To 31/03/2016**
Skills Classification :	**E1: Business Analytics**
NICF Occupational Level :	**Entrant**

ORGANISATION INFORMATION

Name Of Organisation :	**Oracle Corporation Singapore Pte Ltd**
Address :	**Main Site** **6 Temasek Boulevard** **# 18- 01, Suntec Tower Four** **038986**
Contact No. :	**64361000**
Website URL :	**http://education.oracle.com**

APPLICATION CONTACT INFORMATION

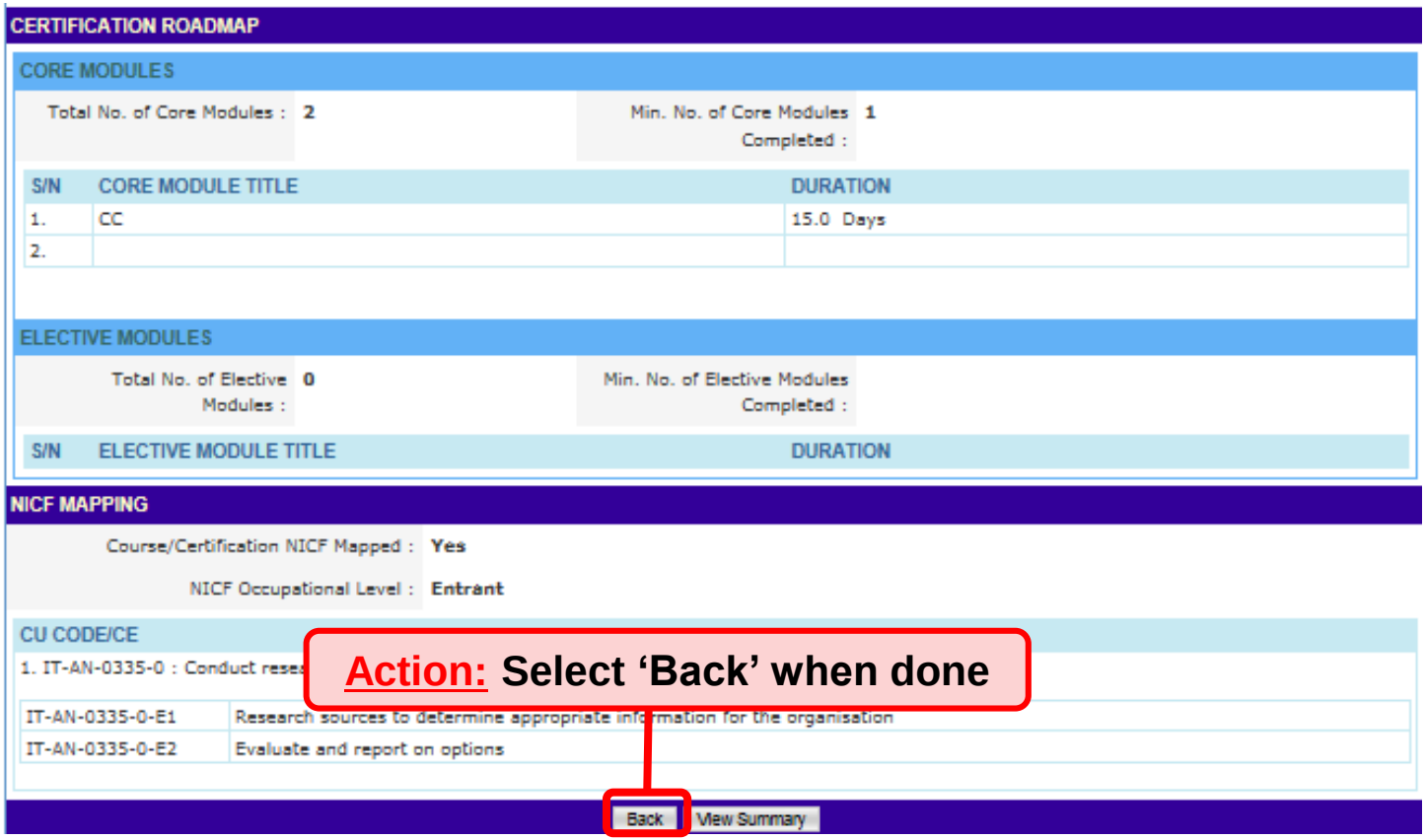
Name Of Administrative Officer (AO) :	**Tham Yoke Wan Sharon**
Administrative Officer (AO)'s Contact No. :	
Administrative Officer (AO)'s Email Address :	
Name of Approving Authority (AA) :	**Veronica Tay**
Approving Authority (AA)'s Contact No. :	
Approving Authority (AA)'s Email Address :	

COURSE/CERTIFICATION INFORMATION

Type :	**Certifiable Programme**
Certification Owner :	**Oracle Corporation Singapore Pte Ltd**
Certification Title :	**OCM: Oracle Database 10g: Security**
Skill Area :	**E1: Business Analytics**
Citizenship :	**All**
Course Title :	**OCM: Oracle Database 10g: Security**
Objectives :	**test**
Job Role in NICF :	**Selected**

Data Analyst - Statistics and Mining
Data Analyst - Text Analytics
Manager- Statistics and Mining
Operations Research Analyst
Senior Data Analyst- Statistics and Mining

Search/View Course Mapping & Course/Certification Endorsement



Action: Select 'Back' when done