# ICMS User Orientation Training

**Infocomm Competency Management System (ICMS)**

**SECTION D: TRAINEE ENROLMENT**

**For Course Providers**

**Jan 2018**

# *ICMS Trainee Enrolment: Content Page*

- **Endorsed Course Providers (CP) are able to perform the following functions in ICMS:**
    - **i. Create Trainee Enrolment Record**
    - **ii. Update Trainee Enrolment Record Details**
    - **iii. Search/View Trainee Enrolment Record**

# *ICMS Trainee Enrolment*

- **Trainee Enrolment Defined Window Period**
  - **CP Approving Officer (AO) has the option to create the trainee enrolment record(s) in ICMS:**
    - **30 calendar days before the course and/or examination start date OR**
    - **Up to 5 calendar days from the course and/or examination start date.**

- **Amend/Update trainee enrolment records**
  - **CP AO is able to amend/update changes in the trainee enrolment records within the defined enrolment window period**

- **Amend/Changes required after the enrolment window period**
  - **Amendment requested by CP AO will be routed to IMDA for approval.**

# *ICMS Trainee Enrolment*

- **Please note that the course/exam start date reflected in the enrolment record cannot be changed to an earlier date.**

**E.g. Initial Date in enrolment record: 10 Dec 2015**

**Cannot be changed to 9 Dec 2015 or earlier.**

- **Reason(s) must be provided for such change and IMDA reserves the rights to approve/reject the change request.**

# *ICMS Trainee Enrolment: SkillsFuture Credit Field*

- **To submit SkillsFuture Credit claim amount at point of trainee enrolment**
  - **Course Provider (CP)** will need to submit the Skillsfuture Credit claim amount use to offset the course fee by eligible self-sponsored individual in ICMS

**To note:**

- SkillsFuture Credit is only applicable for Self-Sponsored Individual

*** Organisation-Sponsored trainees will not be entitled to use their SkillsFuture Credit on courses sponsored by the organisation.

# *ICMS Trainee Enrolment: Date of Birth & Profession*

- **To indicate Date of Birth and Profession at point of trainee enrolment**
  - **Course Provider** will need to key in trainee's date of birth and profession in ICMS

- **To upload required forms (Applicable for Students and NSF aged 17-25)**
  - **Course Provider** will be required to upload:
    - Students
      1. Proof of matriculation
      2. Recommendation by the PSEI (refer to Form 1)
    - NSF
      1. Documentation Proof of Enlistment and Operationally Ready Date (ORD)
      2. Copy of trainee's SAF 11B card

  - **For Students and NSF below 18 years old**

    1. Parent/ Guardian's consent Form (Form 1A)

# *New Requirement for Trainee Enrolment – with effect from 1 Apr 2017*

## New Requirement:

- **To indicate Trainee Type and Type of Organisation at point of trainee enrolment**
  - **Course Provider** will need to ensure the applicable trainee type and type of organization is selected in ICMS
    - For **Organisation-Sponsored** trainees, trainee type and type of organisation will need to be selected in ICMS
    - For **Self-Sponsored** trainees, trainee type will need to be selected in ICMS

# Necessary Supporting Documents to be Uploaded

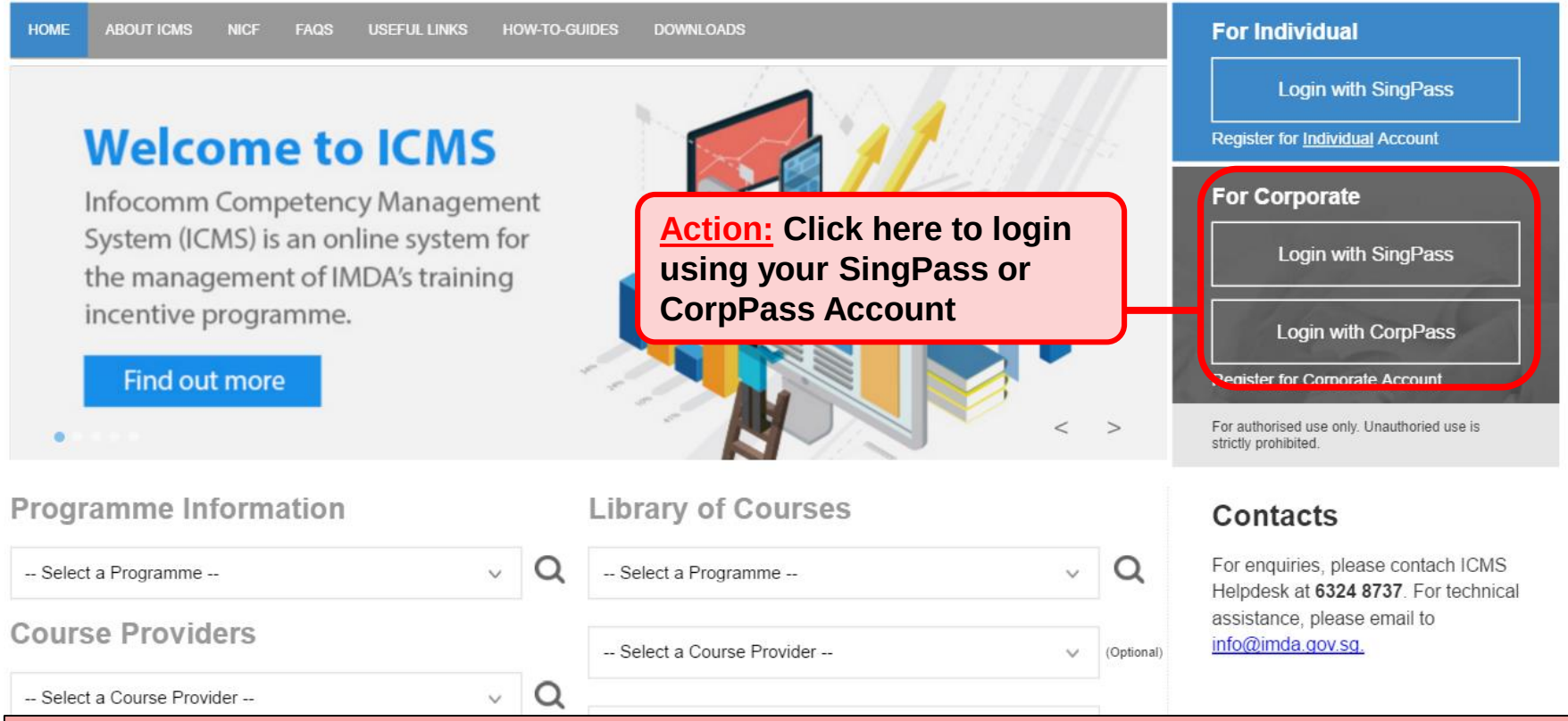
- **Course Provider will be required to upload required forms**
  - **For Students**
    1. Parent/ Guardian's consent Form (Form 1A)
    2. Proof of matriculation
    3. Recommendation by the PSEI (refer to Form 1)
  - **For NSF**
    1. Documentation Proof of Enlistment and Operationally Ready Date (ORD)
    2. Copy of trainee's SAF 11B card
  - **For Students and NSF below 18 years old**
    1. Parent/ Guardian's consent Form (Form 1A)
  - **For SME**
    1. Company's Declaration of SME Status for Funding Support (refer to Form 2)

1.

# Create Trainee Enrolment

# ***ICMS Trainee Enrolment:*** *Creation of Trainee Enrolment*

## Access to ICMS - Login




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

# *ICMS Trainee Enrolment:* Creation of Trainee Enrolment

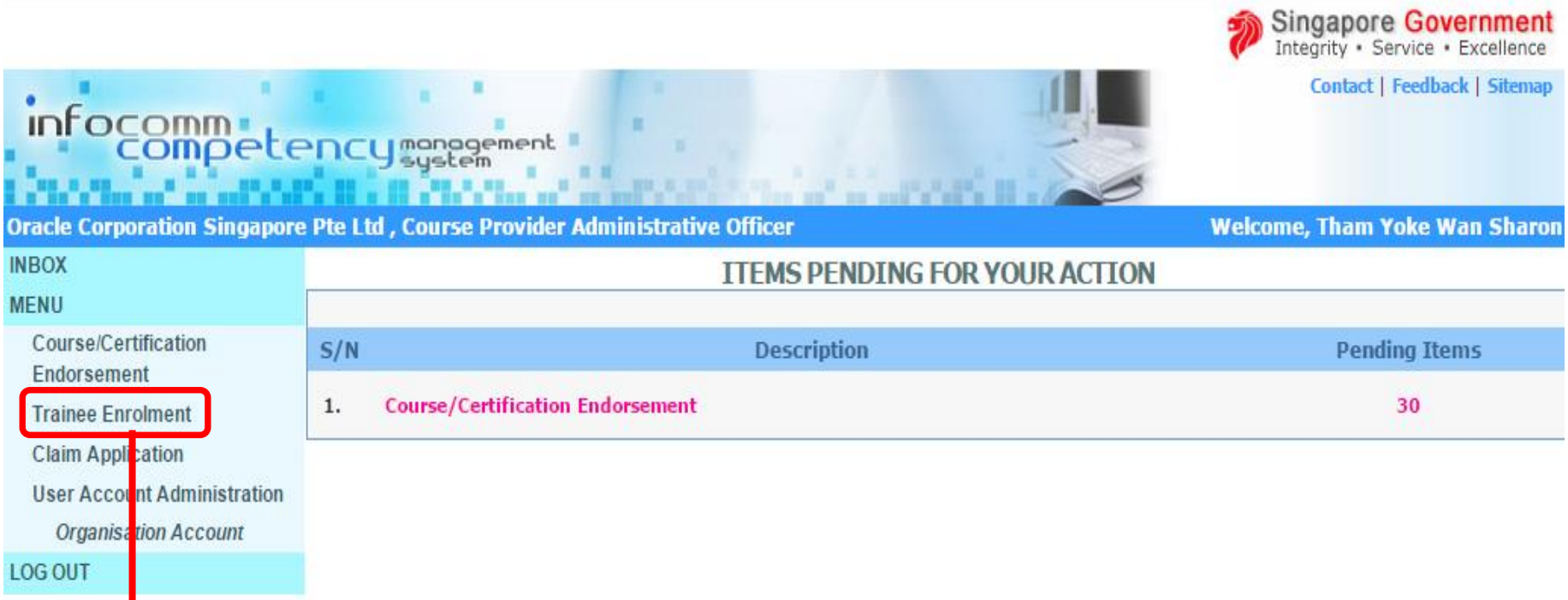
**User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS**

| 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 Role**

# ***ICMS Trainee Enrolment:*** *Creation of Trainee Enrolment*

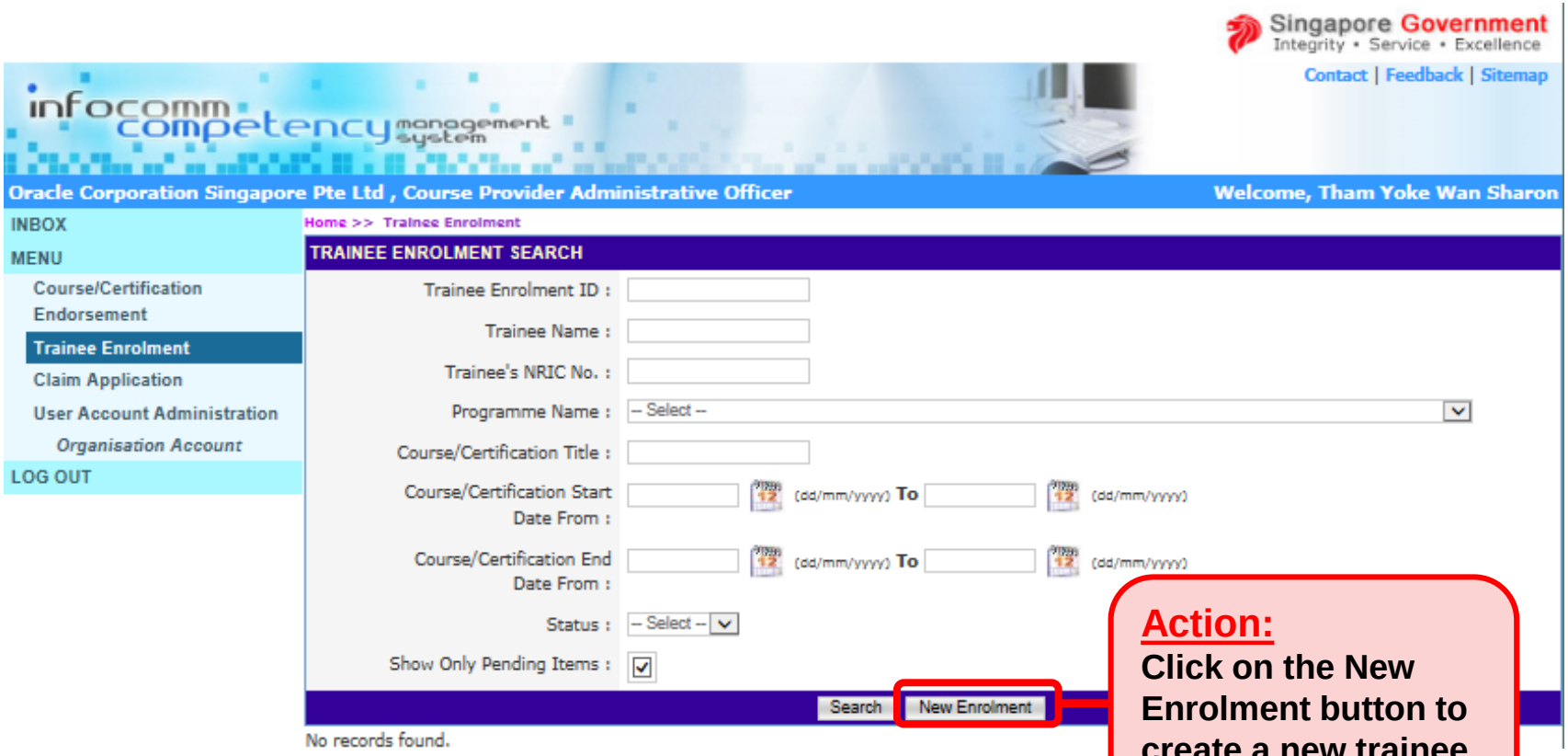
## Create New Trainee Enrolment Record




**Action:**
**Select 'Trainee Enrolment'**

# ICMS Trainee Enrolment: *Creation of Trainee Enrolment*

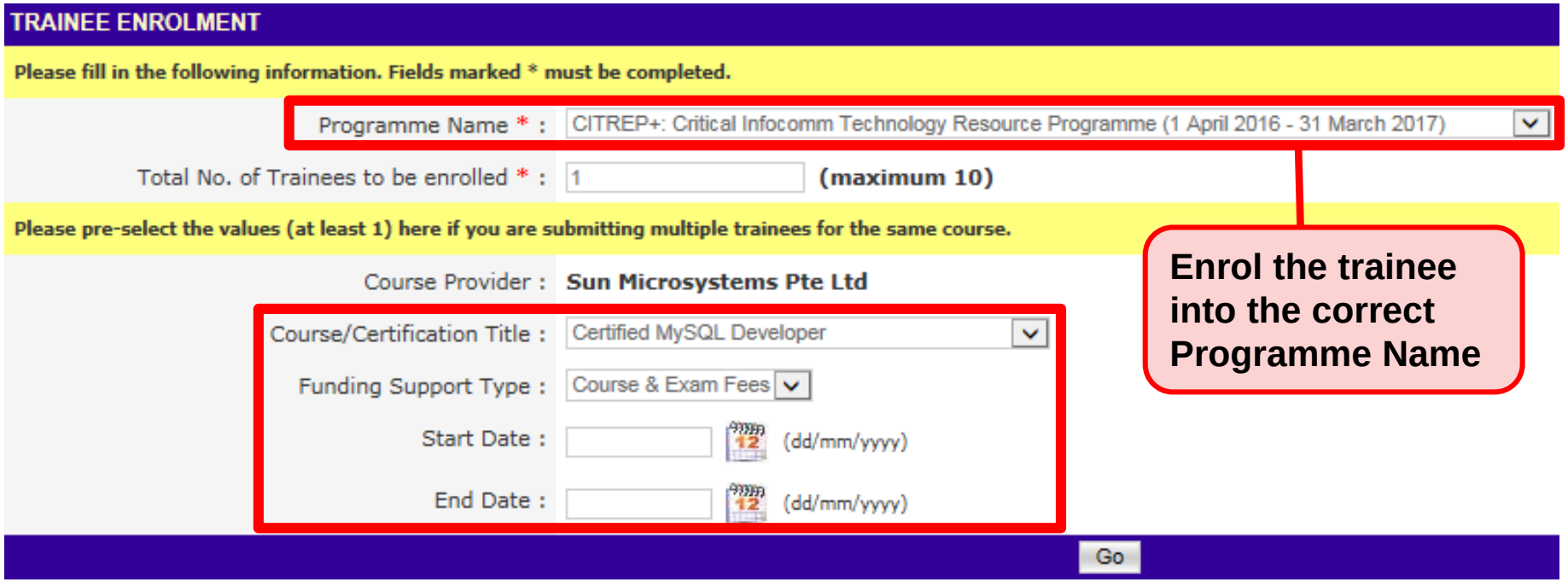
## Create New Trainee Enrolment Record




**Action:**
**Click on the New Enrolment button to create a new trainee enrolment record**

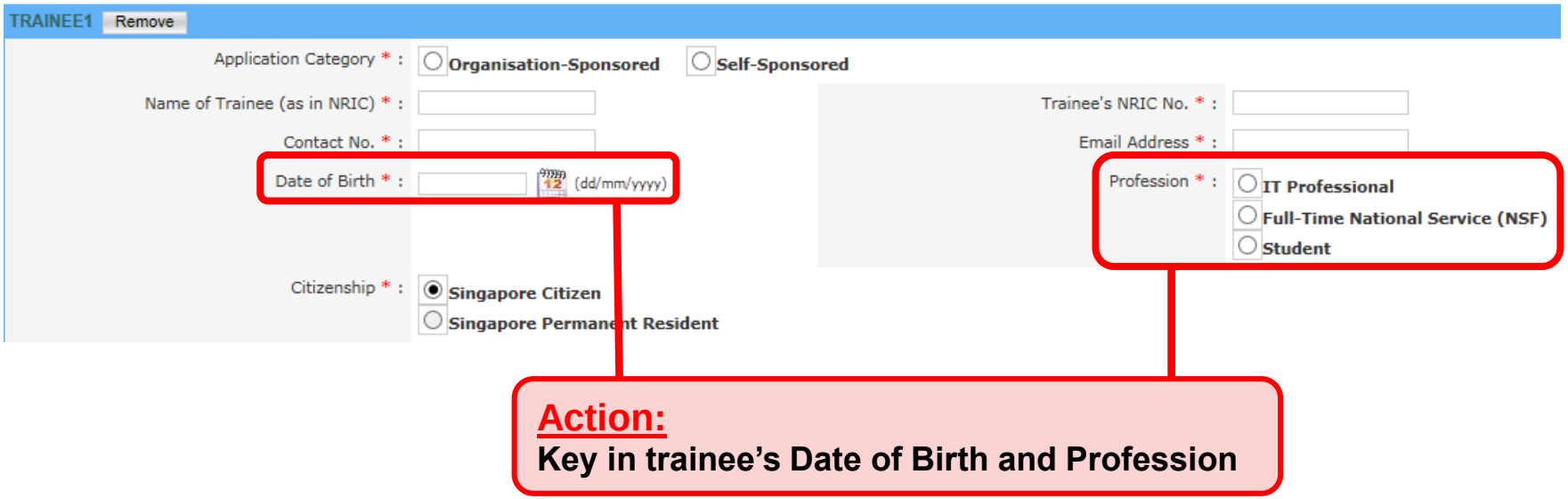
# *ICMS Trainee Enrolment:* Creation of Trainee Enrolment

**Create New Trainee Enrolment Record:**
**Common data fields such as Course/Certification Title, Start/End Date, etc. can be specified for bulk enrolments (up to 10 trainees)**



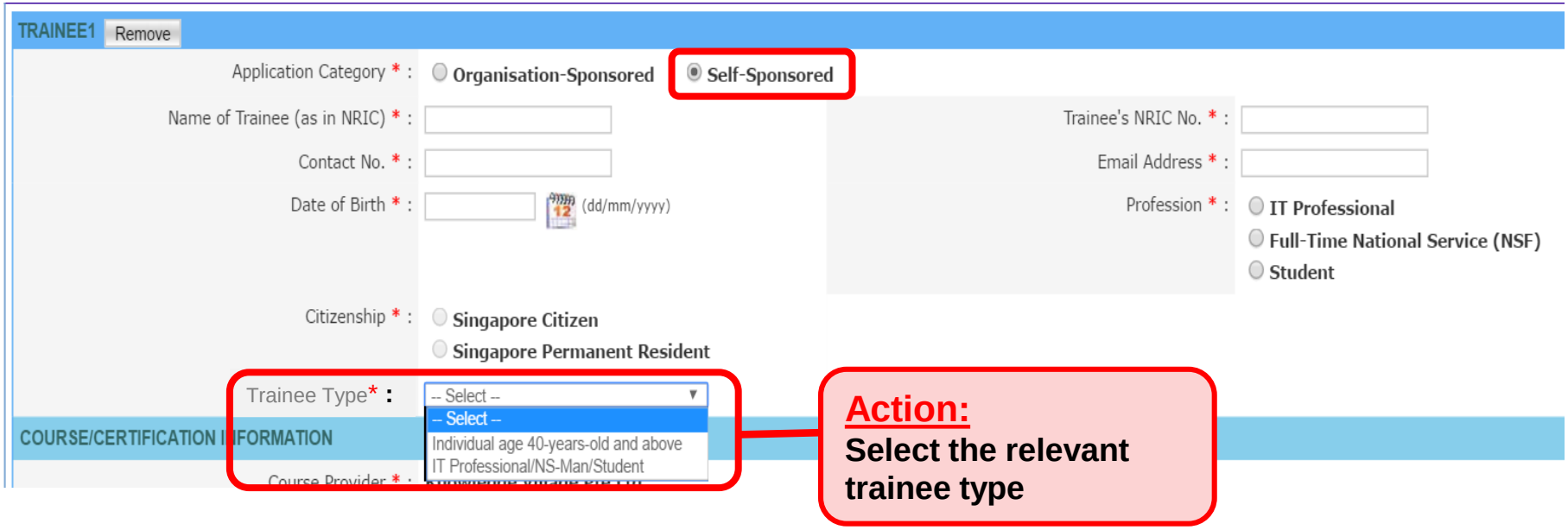
# *ICMS Trainee Enrolment:* Creation of Trainee Enrolment

## Date of Birth and Profession



# ***ICMS Trainee Enrolment:*** *Creation of Trainee Enrolment*

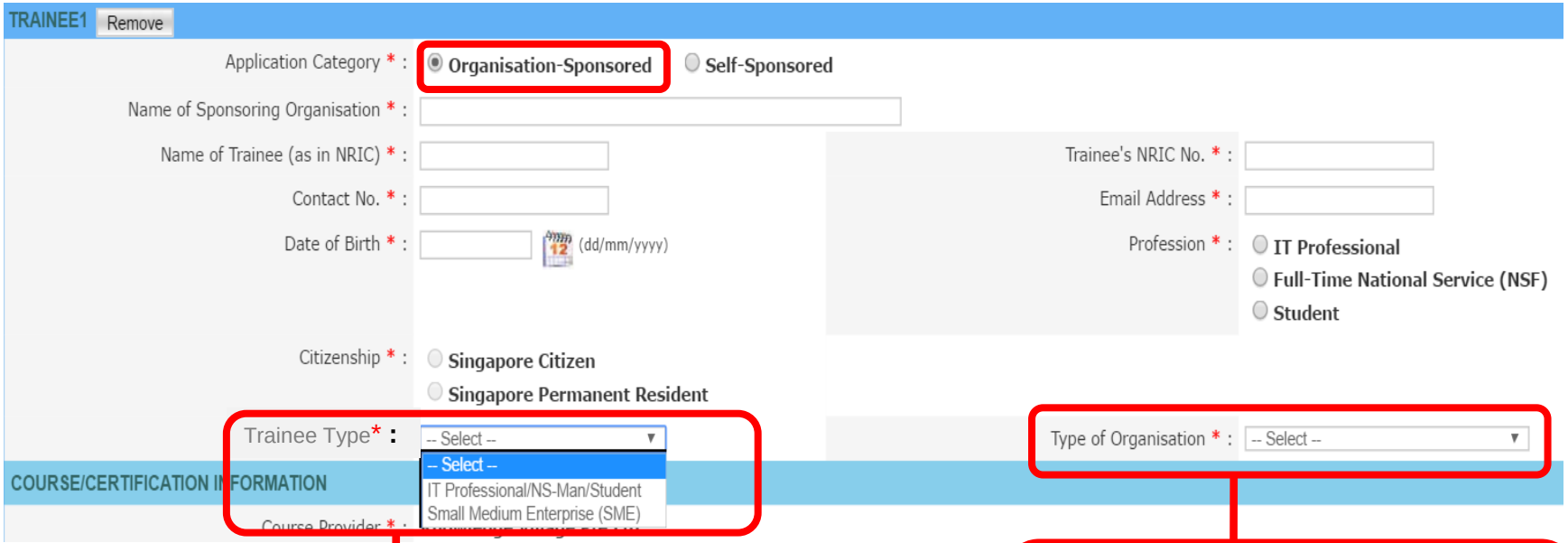
** **New requirement**: **Trainee Type for Self-Sponsored Trainees**




**Action:**
**Select the relevant trainee type**

# ***ICMS Trainee Enrolment:*** *Creation of Trainee Enrolment*

** **New requirement**: **Trainee Type & Type of Organisation for Organisation-Sponsored Trainees**

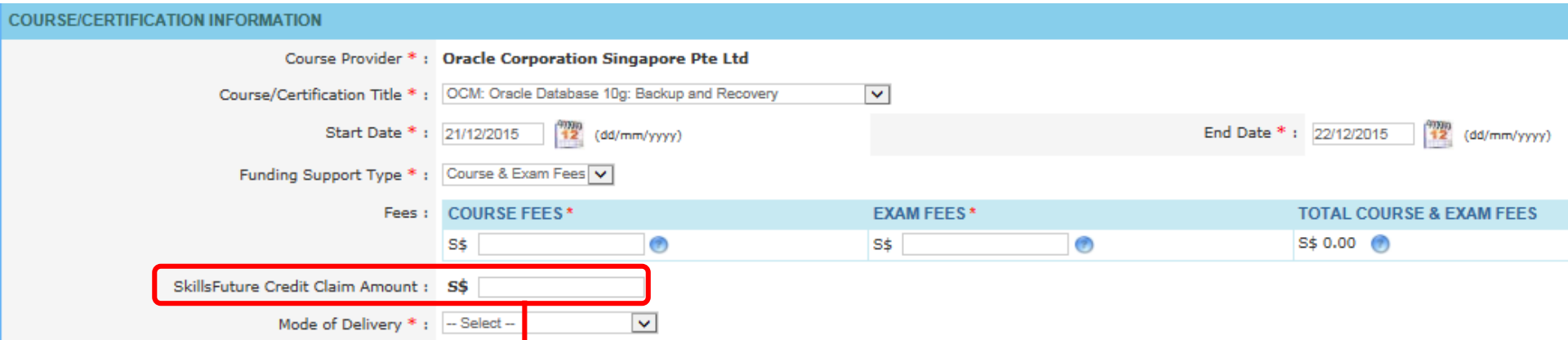



**Action:**
**Select the relevant trainee type**

**Action:**
**Select the relevant trainee type. Type of organisation will be auto-populated if available.**

# *ICMS Trainee Enrolment:* Creation of Trainee Enrolment

## Submission of the SkillsFuture Credit amount

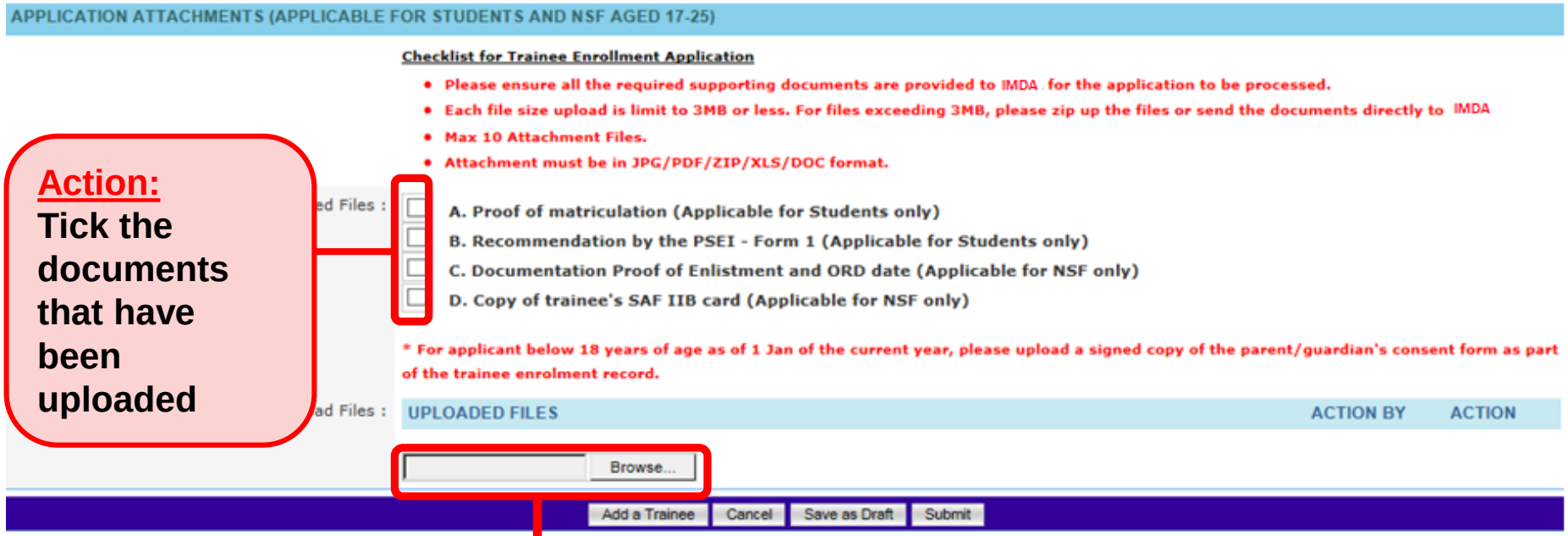



**Action:**

**To key in the SkillsFuture Credit Claim amount used by eligible individual to offset the course fee**

# ***ICMS Trainee Enrolment:*** *Creation of Trainee Enrolment*

**Uploading Function in ICMS:** **Applicable only for Students and NSF Aged 17-25**

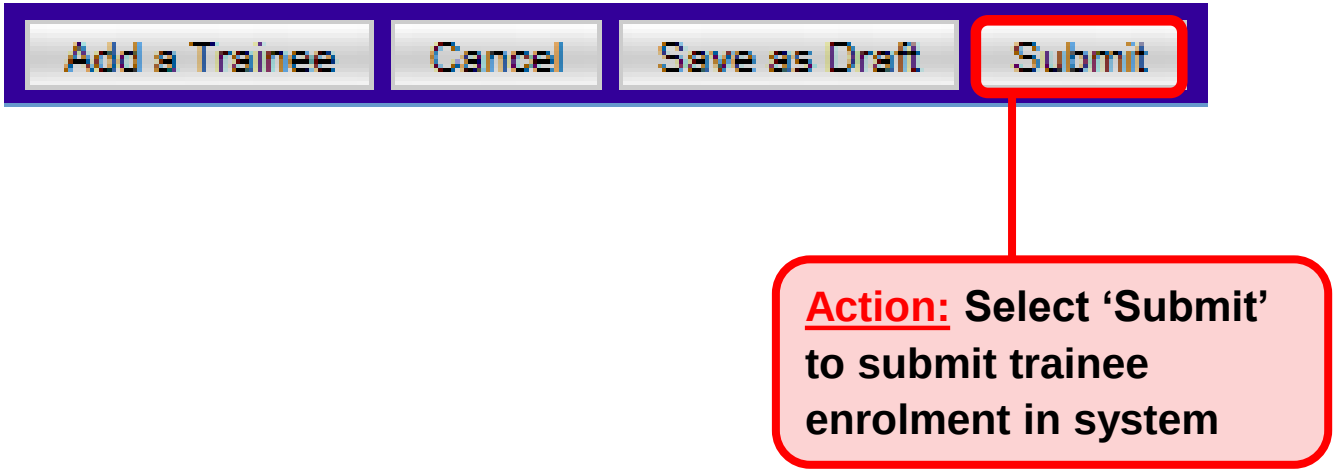



**Action:**
**Tick the documents that have been uploaded**

**Action:**
**Upload the necessary documents**

# *ICMS Trainee Enrolment:* Creation of Trainee Enrolment

**Submission of Trainee Enrolment**

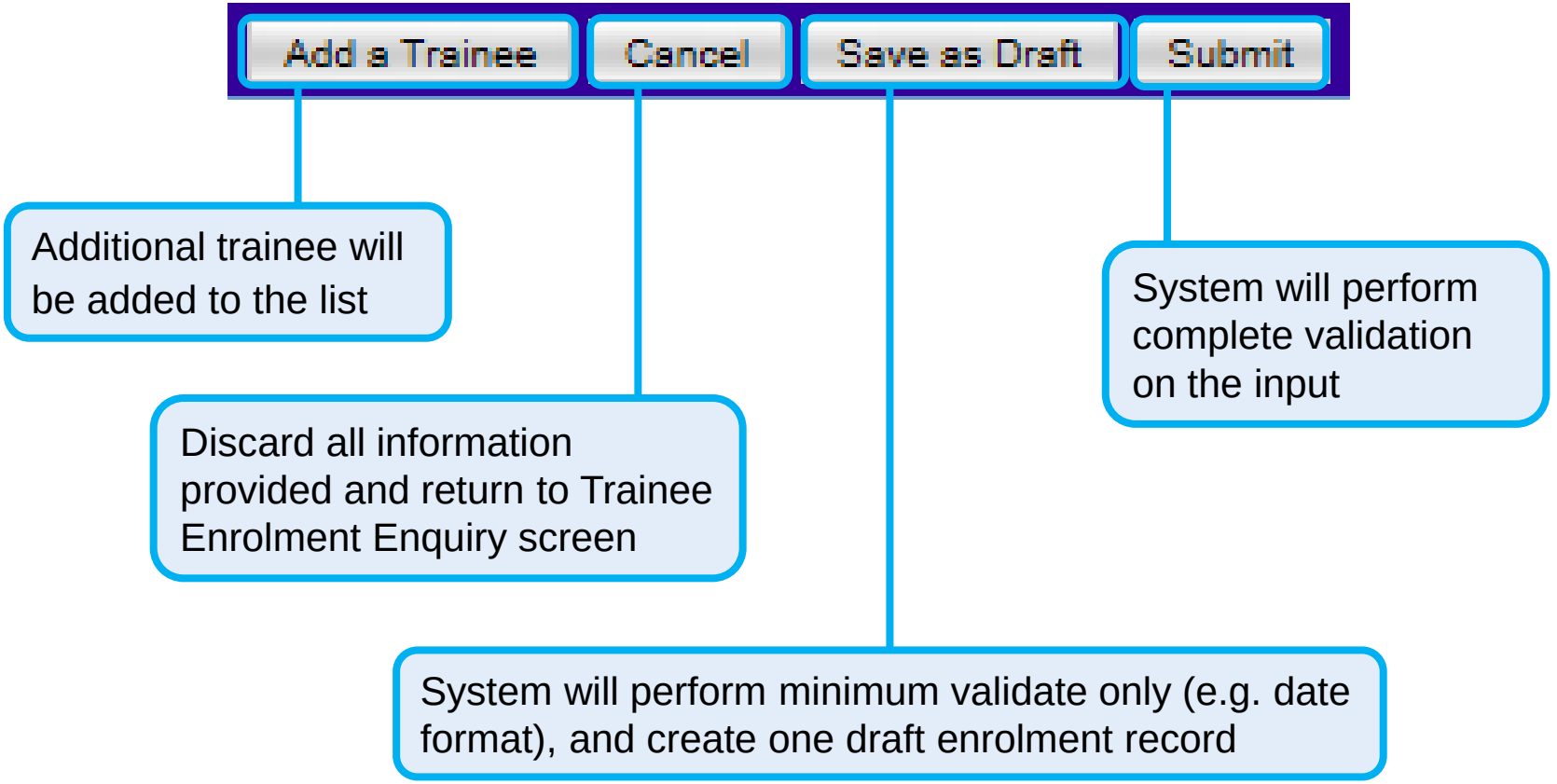



**NOTE:**

- For 'Organisation- Sponsored' Application Category:
  - If no existing Sponsoring Organisation → Select '**Others**' under 'Name of Sponsoring Organisation'
  - CP AO to inform IMDA to map to Sponsoring Organisation Name once SO AO has created the Organisation Account in the system.

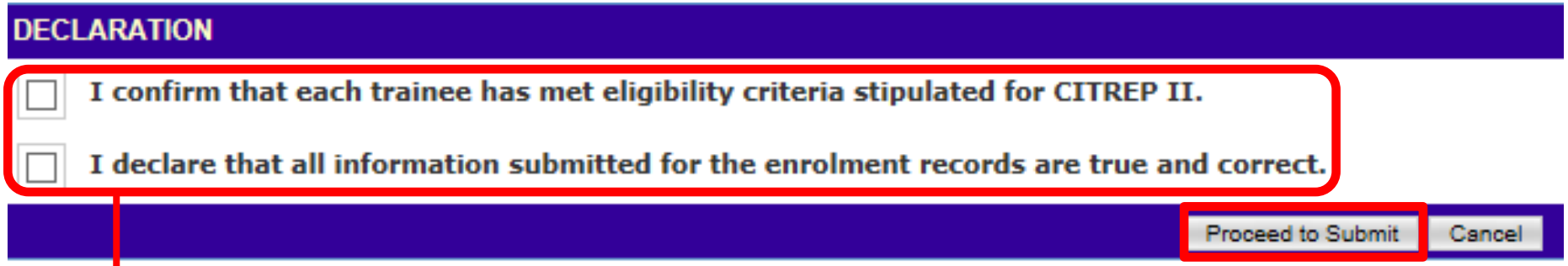
# ***ICMS Trainee Enrolment:*** *Creation of Trainee Enrolment*

## Additional Information: Purpose of Buttons



# ***ICMS Trainee Enrolment:*** *Creation of Trainee Enrolment*

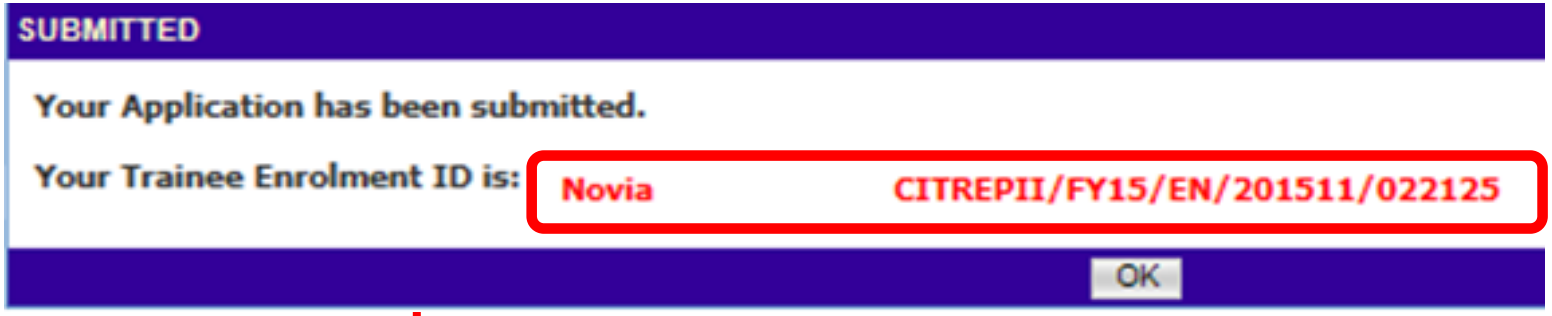
## Submission of Declaration




**Action: Complete the Declaration Section**

# ***ICMS Trainee Enrolment:*** *Creation of Trainee Enrolment*

**Successful Submission**



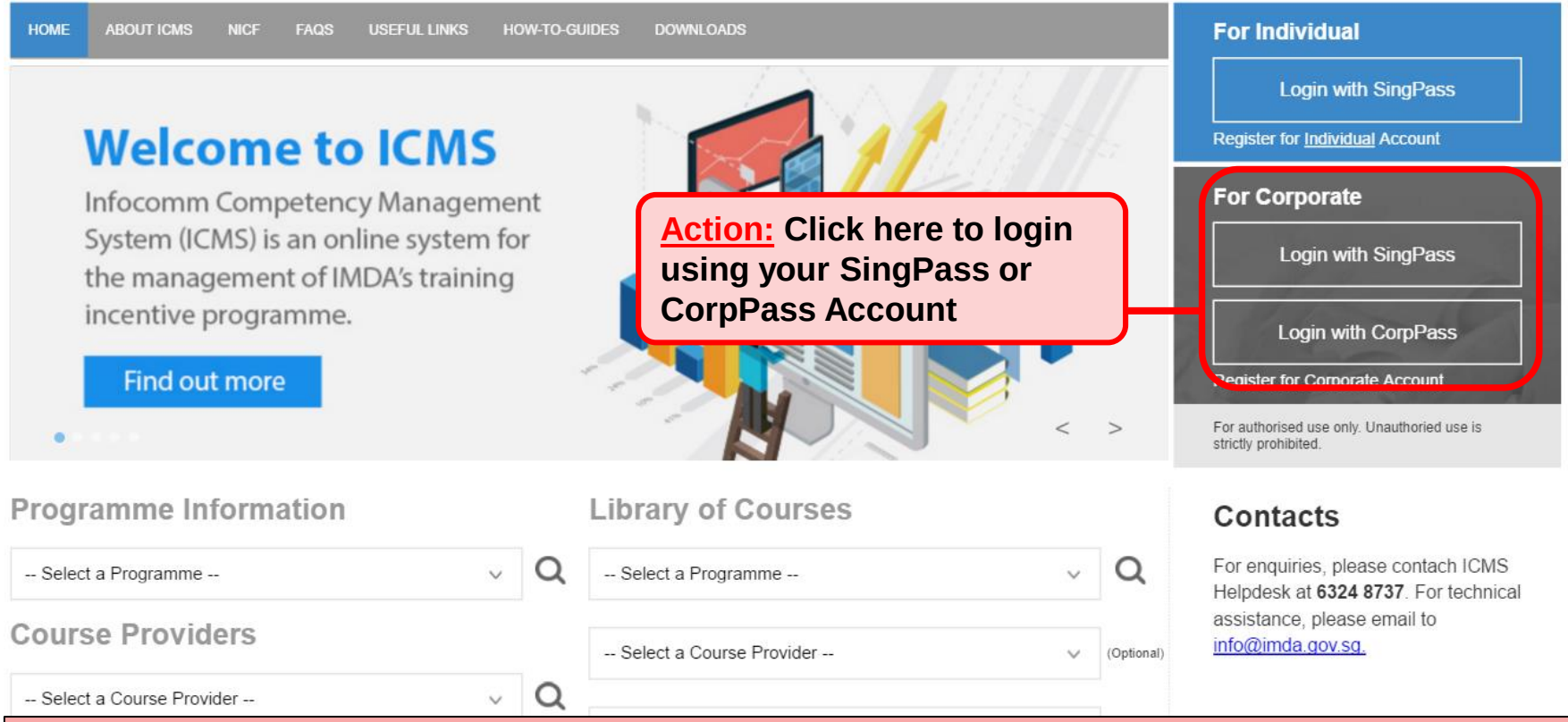

If the Trainee Enrolment is submitted successfully, a Trainee Enrolment ID will be issued in the format of **<Programme Code>/<Term Code>/EN/<YYYYMM>/<999999>** for each trainee.

2.

# Update Trainee Enrolment

# ***ICMS Trainee Enrolment:*** *Update Trainee Enrolment*

## Access to ICMS - Login

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# *ICMS Trainee Enrolment:* Update Trainee Enrolment

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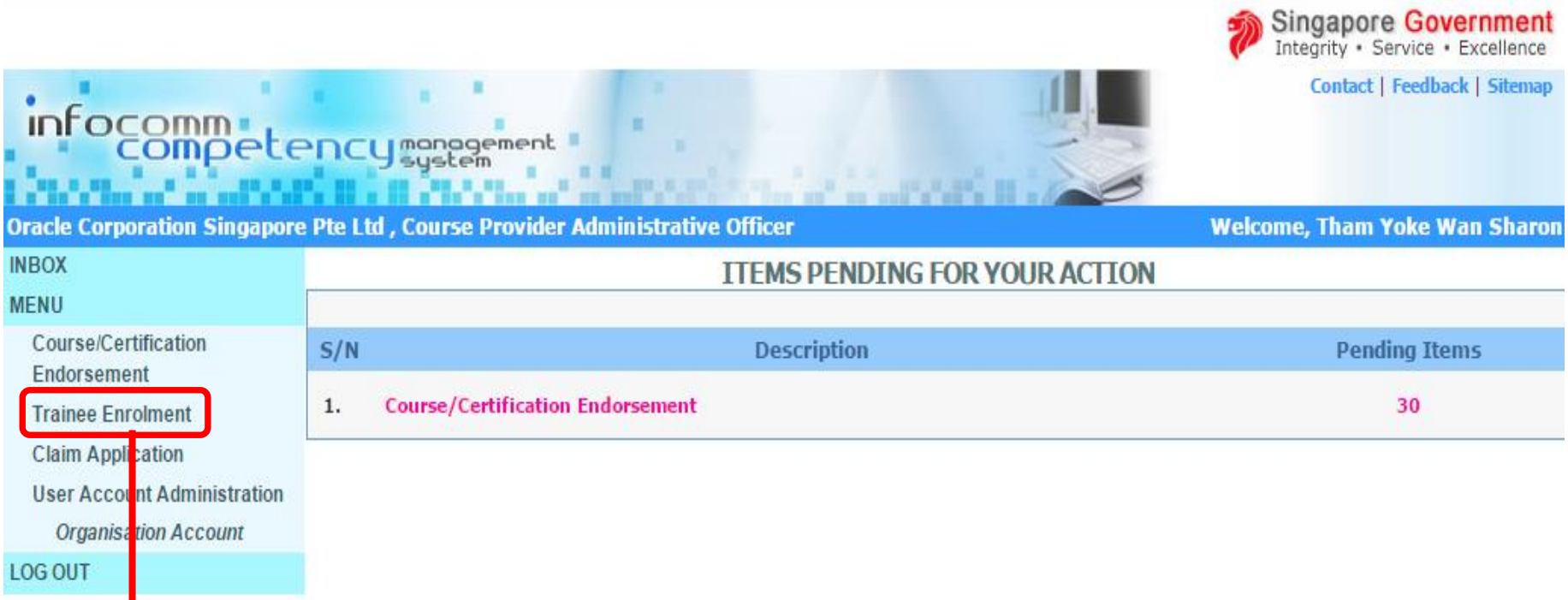
| 4. | Course Provider Approving Authority(CP AA ) |
| 5. | Sponsoring Organisation Administrative Officer(SO AO ) |
| 6. | Sponsoring Organisation Approving Authority(SO AA ) |

**Action:**
**Select CP AO Role**

# *ICMS Trainee Enrolment:* Update Trainee Enrolment

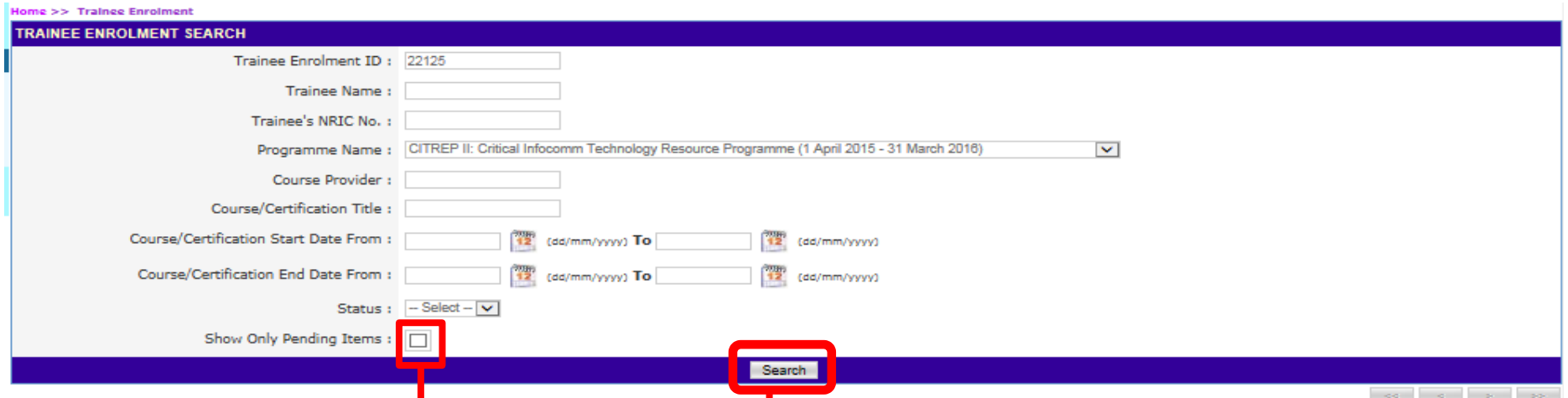
## Update Trainee Enrolment




**Action:**
**Select 'Trainee Enrolment'**

# *ICMS Trainee Enrolment:* *Update Trainee Enrolment*

## Update Trainee Enrolment

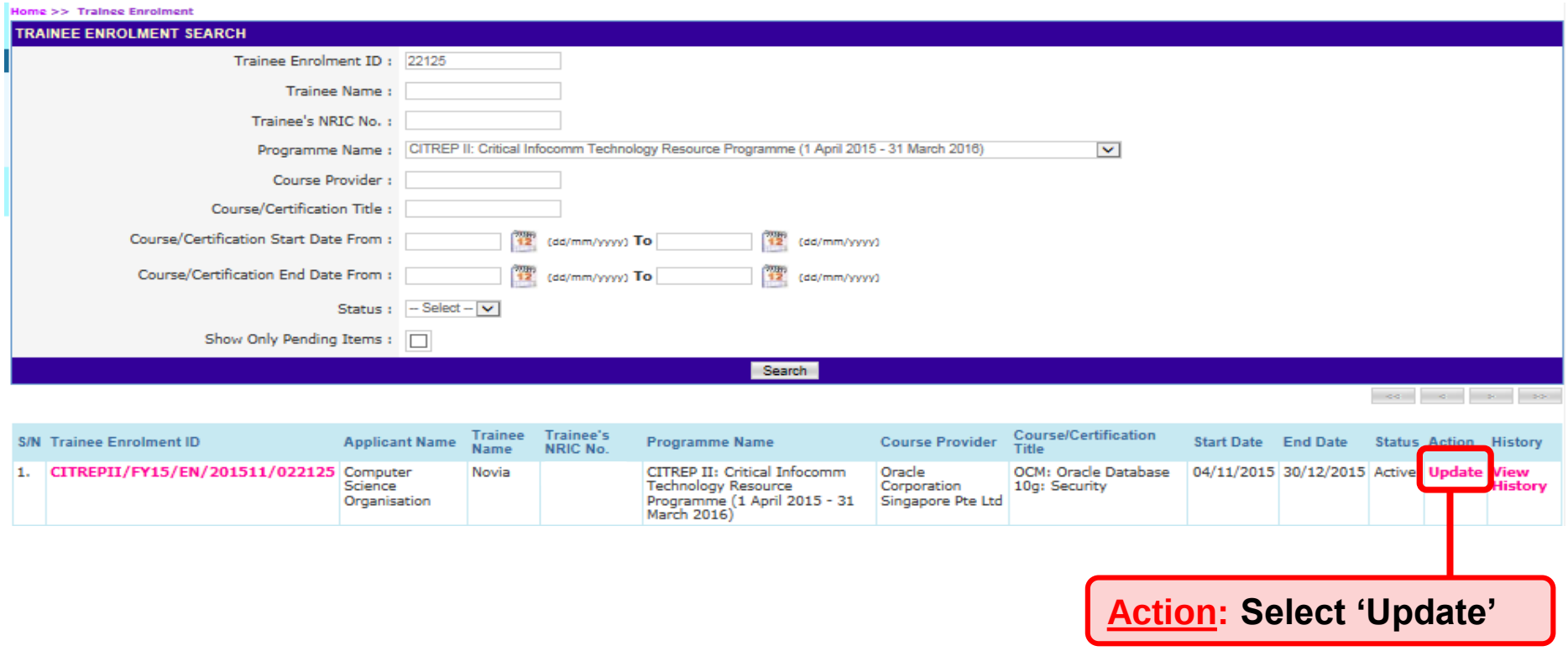



**Action:**

**Key in relevant information (eg. Enrolment ID or NRIC) and select 'Search' * Ensure 'Show Only Pending Items' check box is uncheck when searching**

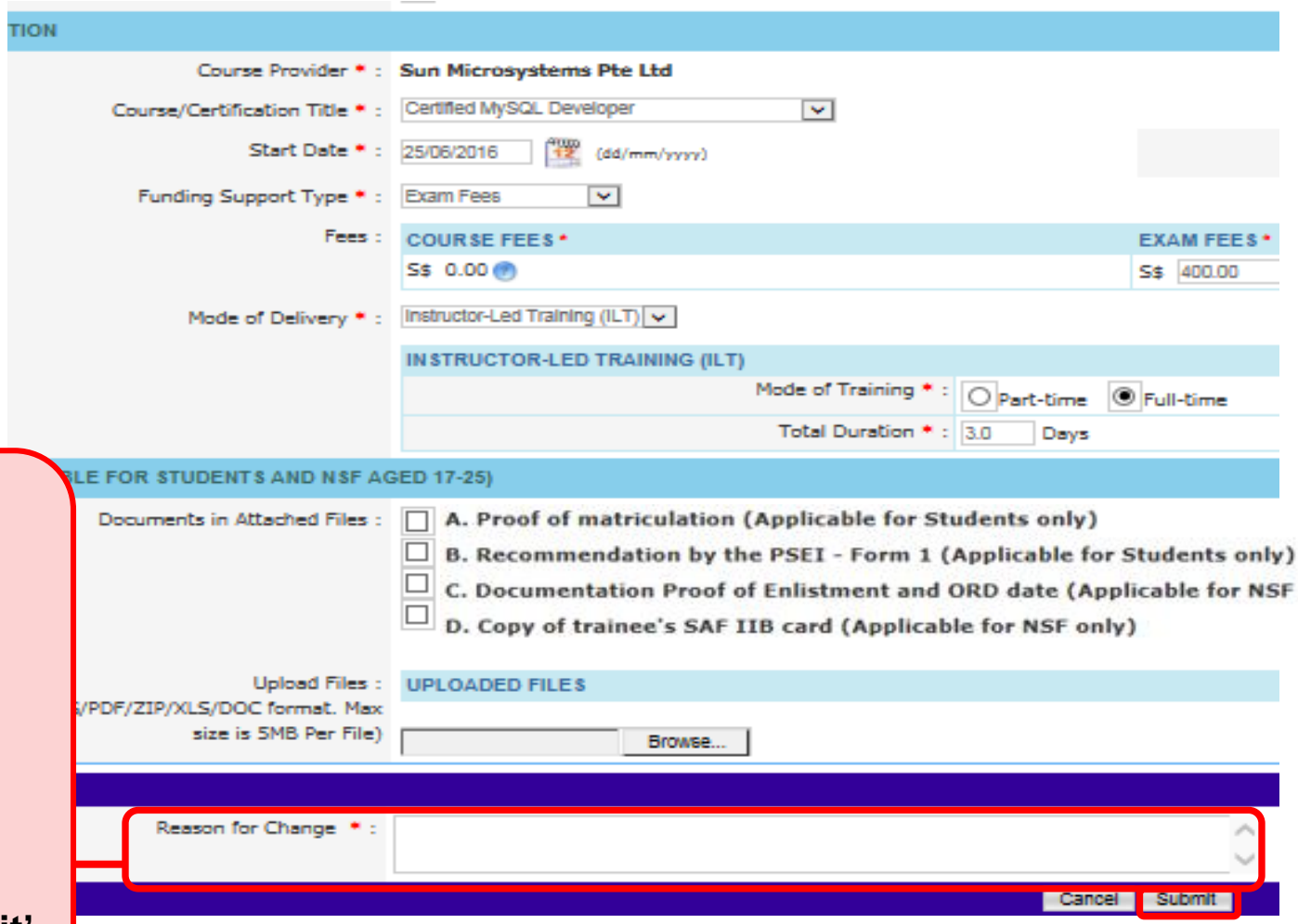
# *ICMS Trainee Enrolment:* Update Trainee Enrolment

## Update Trainee Enrolment



# *ICMS Trainee Enrolment:* Update Trainee Enrolment

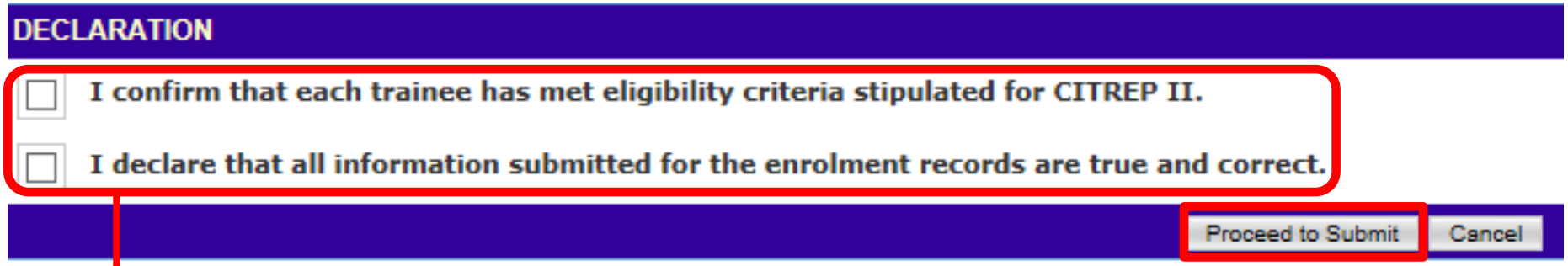
## Trainee Enrolment Search Result




**Action:**
**Indicate the reason for change request or updating of Trainee Enrolment record and select 'Submit'**

# *ICMS Trainee Enrolment:* Update Trainee Enrolment

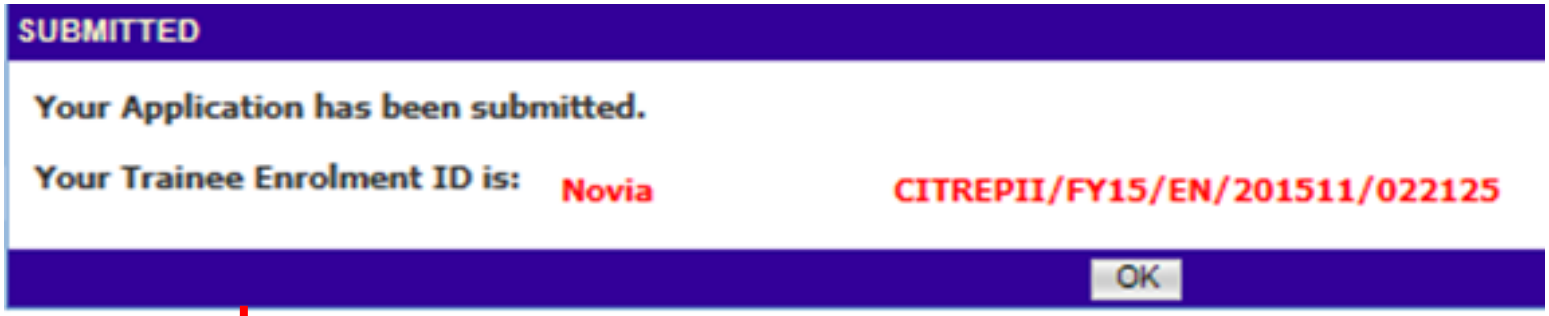
## Submission of Declaration




**Action: Complete the Declaration Section**

# *ICMS Trainee Enrolment:* *Update Trainee Enrolment*

**Successful Submission**



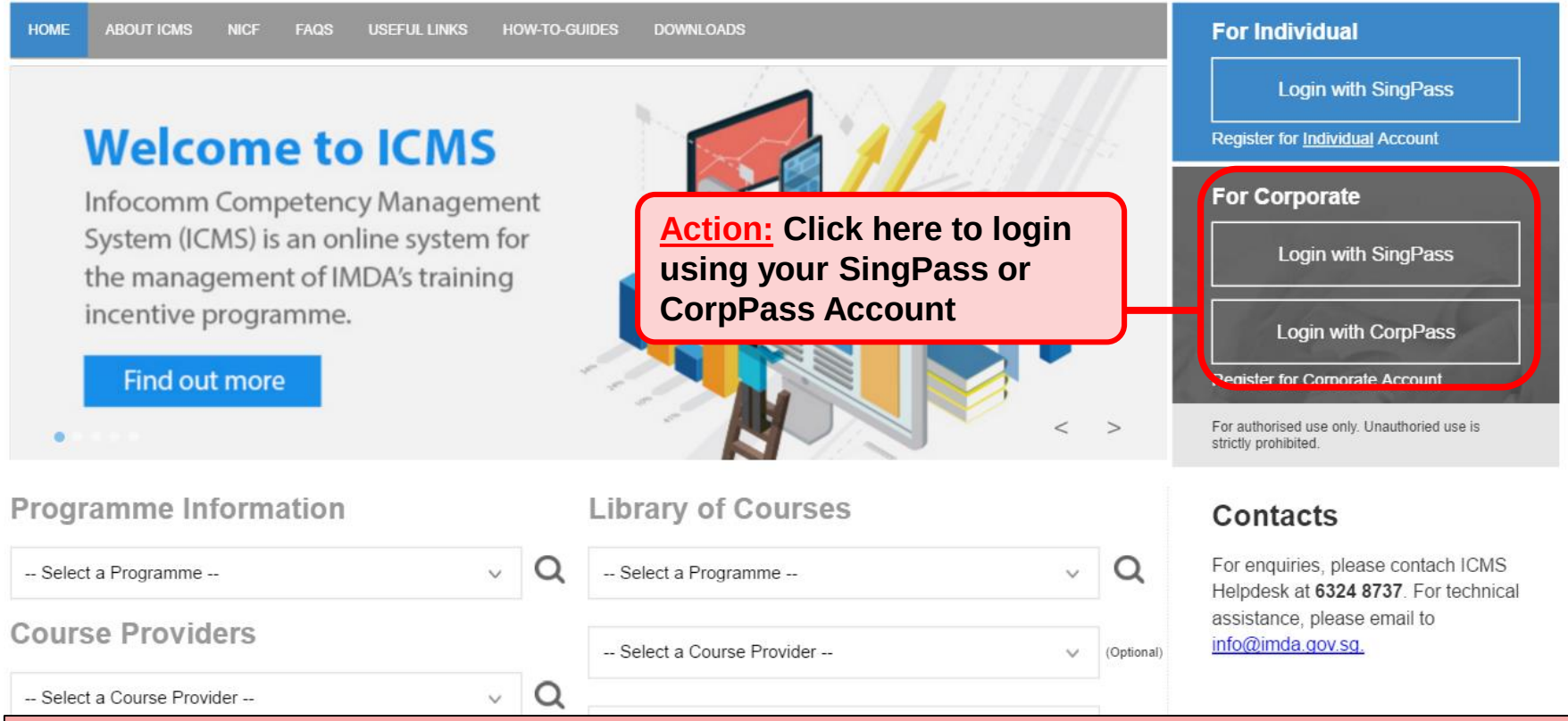

**System will generate the acknowledgement confirmation when the update request is submitted successfully.**

3.

# Search/View Trainee Enrolment

# *ICMS Trainee Enrolment:* Search/View Trainee Enrolment

## Access to ICMS - Login

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# *ICMS Trainee Enrolment:* Search/View Trainee Enrolment

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

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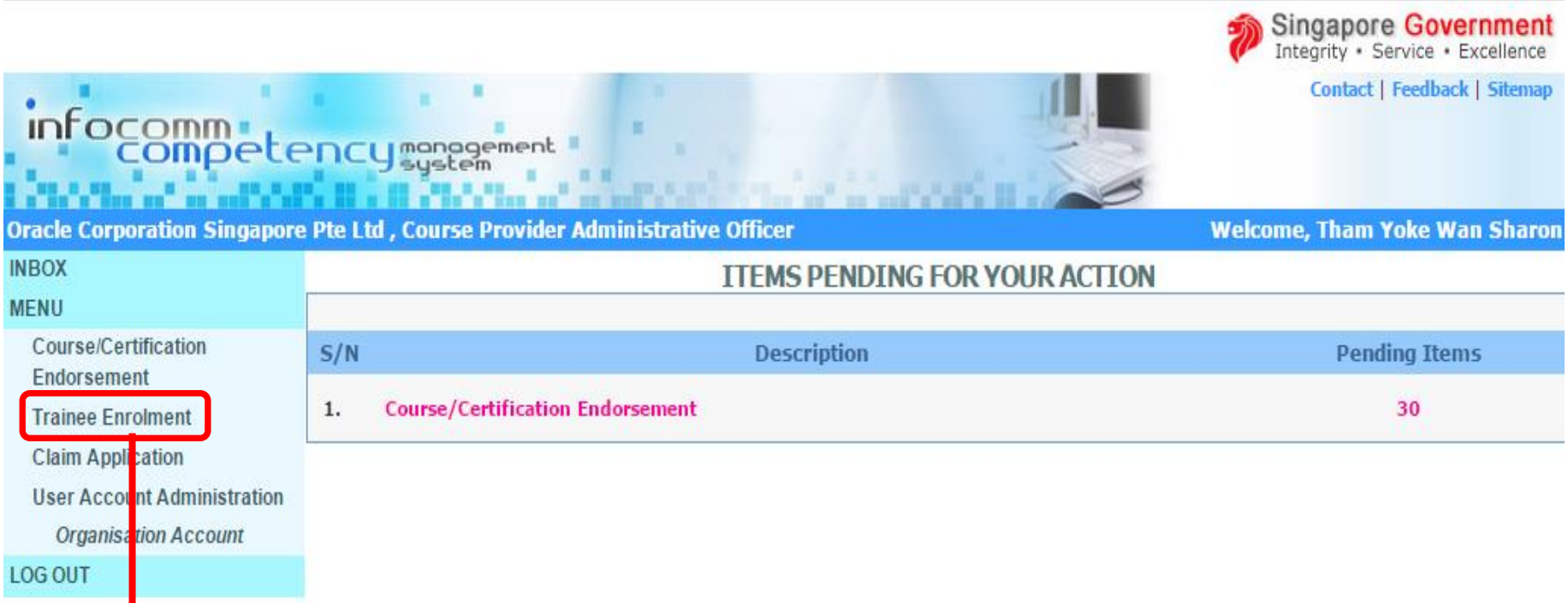
| 2. | Certification Owner Approving Authority(CO AA ) |
| 3. | Course Provider Administrative Officer(CP AO ) |
| 4. | Course Provider Approving Authority(CP AA ) |
| 5. | Sponsoring Organisation Administrative Officer(SO AO ) |
| 6. | Sponsoring Organisation Approving Authority(SO AA ) |

**Action:**
**Select your role accordingly.**

# *ICMS Trainee Enrolment:* Search/View Trainee Enrolment

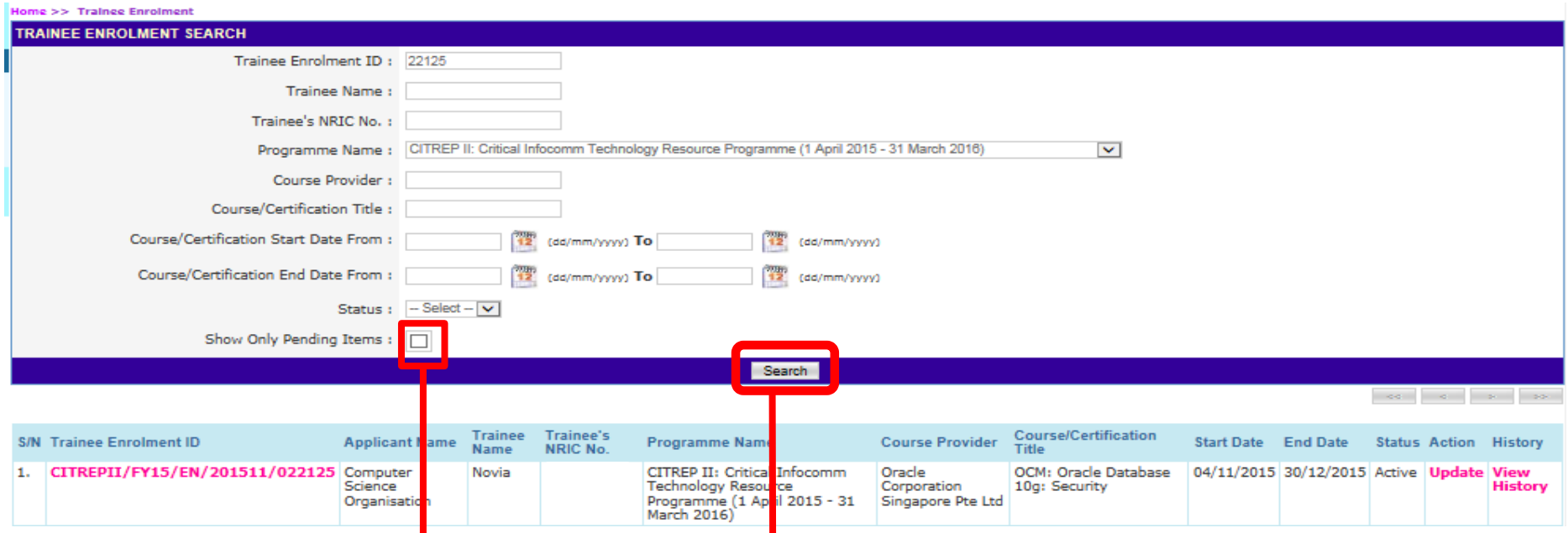
## Search Trainee Enrolment




**Action:**
**Select 'Trainee Enrolment'**

# *ICMS Trainee Enrolment:* Search/View Trainee Enrolment

## Search Trainee Enrolment

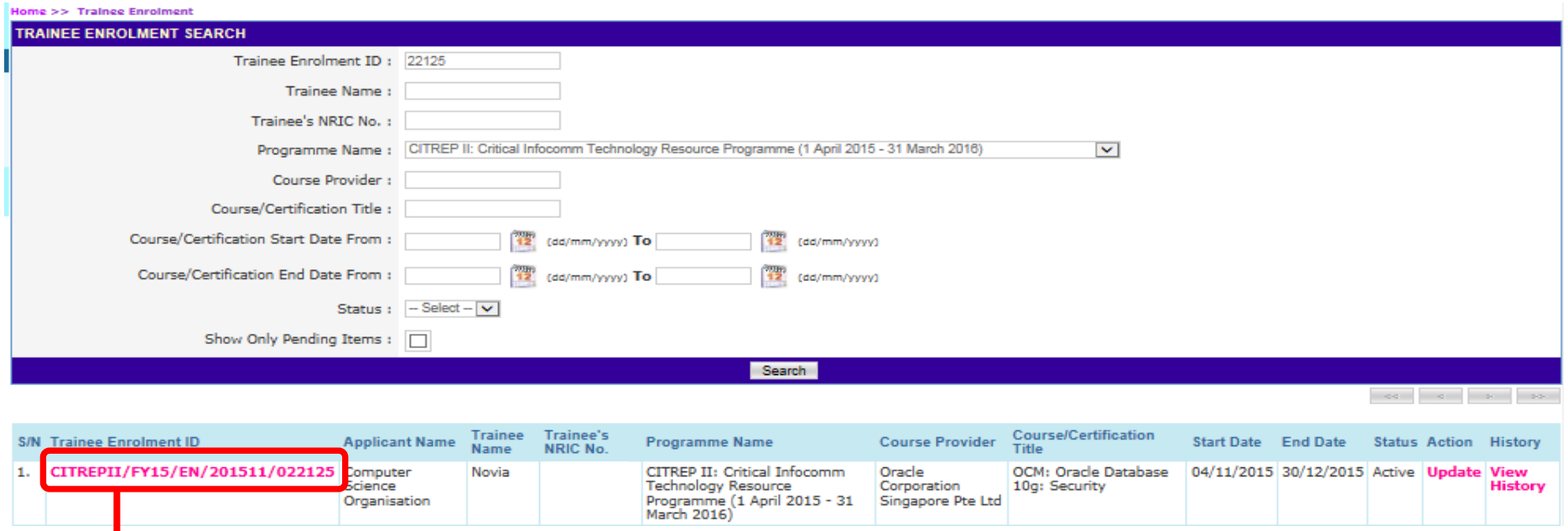



**Action:**

**Key in relevant information (eg. Enrolment ID or NRIC) and select 'Search' * Ensure 'Show Only Pending Items' check box is uncheck when searching**

# *ICMS Trainee Enrolment:* Search/View Trainee Enrolment

## Search Trainee Enrolment

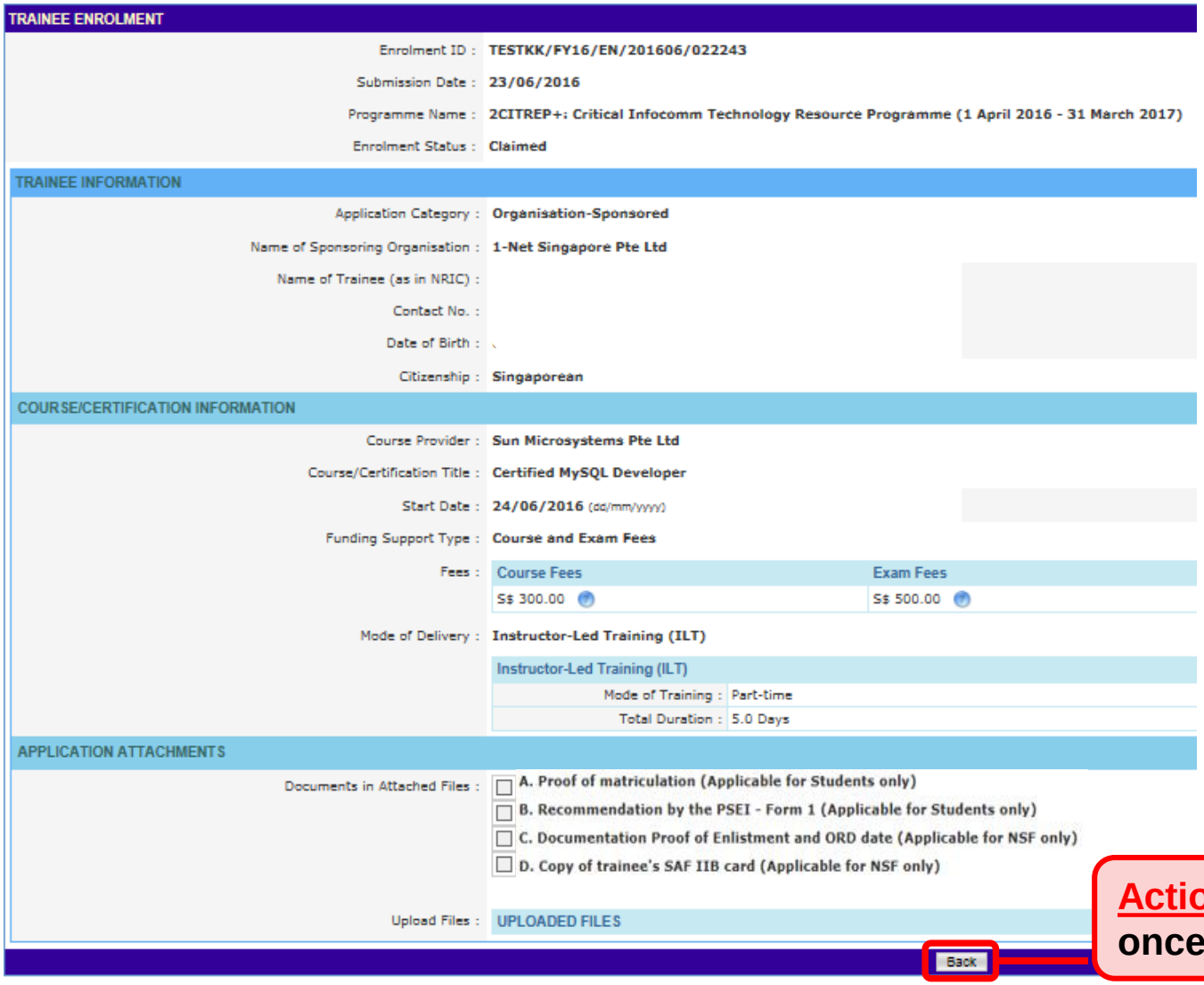



| S/N | Trainee Enrolment ID | Applicant Name | Trainee Name | Trainee's NRIC No. | Programme Name | Course Provider | Course/Certification Title | Start Date | End Date | Status | Action | History |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | CITREPII/FY15/EN/201511/022125 | Computer Science Organisation | Novia | | CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016) | Oracle Corporation Singapore Pte Ltd | OCM: Oracle Database 10g: Security | 04/11/2015 | 30/12/2015 | Active | Update | View History |

**Action:**
**Select Trainee Enrolment ID Hyperlink**

# ICMS Trainee Enrolment: *Search/View Trainee Enrolment*

## Trainee Enrolment Application




**Action: Select 'Back' once viewing is done**