Massive Open Online Course (MOOC)

Infocomm Competency Management System (ICMS)

TRAINEE ENROLMENT & CLAIM SUBMISSION
FOR ORGANISATION

Jan 2018

Application procedure for claim submission in ICMS

- **Create and Submit**

  - **1. Trainee Enrolment**

  - **2. Claim Application**

Note: **Supporting Organisation Approving Officer (SO AO)** *must create and submit the Trainee Enrolment Record first before they can submit claim application.*

ICMS Trainee Enrolment

- **Supporting Organisation Approving Officer (SO AO) must create the trainee enrolment record in ICMS system within the Window Period for Trainee Enrolment.**

  - **Window Period for Trainee Enrolment**

    - ➢ **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**

  - ➢ **SO AO is able to amend/update changes in the trainee enrolment records within the window period for trainee enrolment**

Step 1

- **SO AO** login to ICMS website https://eservice.imda.gov.sg/icms using SingPass or CorpPass Account.
- For New User, please register for Organisation Account first.

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

Step 2

- Select SO AO Role

Screen is skipped if the registered user has only 1 role in ICMS

S/N	ROLE
1.	Sponsoring Organisation Administrative Officer(SO AO)
2.	Sponsoring Organisation Approving Authority(SO AA)

Step 3

- Select '**Trainee Enrolment**' upon logging into ICMS.
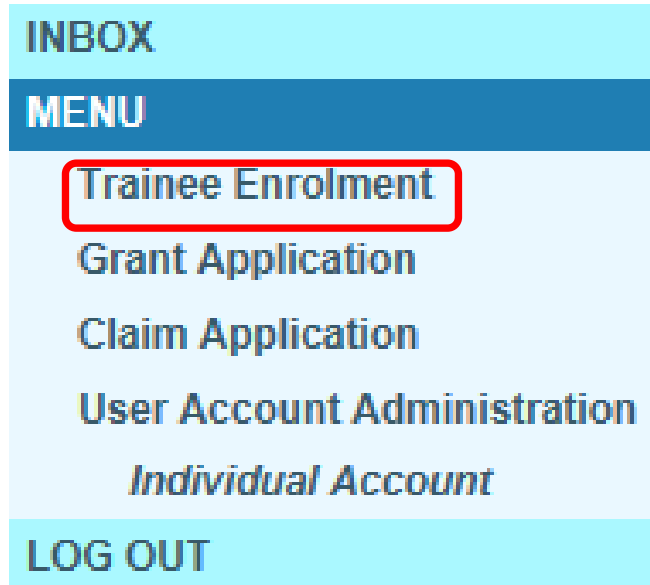
Step 4

- Click on '**New Enrolment**' button.

Step 5

- Select **Programme Name,** enter **total number of trainees.**

  Common data fields such as Course/Certification Title, Start/End Date, etc. can be specified for bulk enrolments (up to 10 trainees)

Action:
Select relevant MOOC Programme Name.

- **To find out the which programme name to select, please refer to the list of MOOC endorsed courses in the Library of Courses available at https://eservice.imda.gov.sg/icms**
- **Alternatively, you can check with the training provider if you are unsure which Programme Name to select.**

TRAINEE ENROLMENT

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

Programme Name * :	CITREP+: Massive Open Online Courses [MOOC] (1 April 2018 – 31 March 2019)
Total No. of Trainees to be enrolled * :	1 (maximum 10)

Please pre-select the values (at least 1) here if you are submitting multiple trainees for the same course.

Course Provider :	**Sun Microsystems Pte Ltd**
Course/Certification Title :	Certified MySQL Developer
Funding Support Type :	Course & Exam Fees
Start Date :	12 (dd/mm/yyyy)
End Date :	12 (dd/mm/yyyy)

Go

Step 6

- Enter Trainee's Information accordingly.

Action:
Select the relevant trainee type

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

Step 7

- Enter relevant **course details.**

COURSE/CERTIFICATION INFORMATION

Course Provider * :	**Oracle Corporation Singapore Pte Ltd**
Course/Certification Title * :	OCM: Oracle Database 10g: Backup and Recovery ▾
Start Date * :	21/12/2015 📅 (dd/mm/yyyy) End Date * : 22/12/2015 📅 (dd/mm/yyyy)
Funding Support Type * :	Course & Exam Fees ▾

Fees :	COURSE FEES *	EXAM FEES *	TOTAL COURSE & EXAM FEES
	S$ ⓘ	S$ ⓘ	S$ 0.00 ⓘ

SkillsFuture Credit Claim Amount :	**S$**
Mode of Delivery * :	-- Select -- ▾

Step 8

▪ Click on '**Browse**' to upload supporting documents and then click '**Submit**'.

APPLICATION ATTACHMENTS (APPLICABLE FOR STUDENTS AND NSF AGED 17-25)

Checklist for Trainee Enrollment Application

- Please ensure all the required supporting documents are provided to IMDA for the application to be processed.
- Each file size upload is limit to 3MB or less. For files exceeding 3MB, please zip up the files or send the documents directly to IMDA
- Max 10 Attachment Files.
- Attachment must be in JPG/PDF/ZIP/XLS/DOC format.

ned Files :
- ☐ A. Proof of matriculation (Applicable for Students only)
- ☐ B. Recommendation by the PSEI - Form 1 (Applicable for Students only)
- ☐ C. Documentation Proof of Enlistment and ORD date (Applicable for NSF only)
- ☐ D. Copy of trainee's SAF IIB card (Applicable for NSF only)

* For applicant below 18 years of age as of 1 Jan of the current year, please upload a signed copy of the parent/guardian's consent form as part of the trainee enrolment record.

ad Files : **UPLOADED FILES**   **ACTION BY   ACTION**

[   ] Browse...

[Add a Trainee] [Cancel] [Save as Draft] [Submit]

Action:
Tick the documents that have been uploaded.

Action:
Upload the necessary documents.

Step 9

- Complete the Declaration and click '**Proceed to Submit**'.

DECLARATION

I/We declare that:

1. I/we agree and acknowledge that the terms set out in the Citrep+: MOOC Terms for Claim Application will apply in the event that I/we intend to make claims under CITREP+: MOOC.

2. I/we shall not, while being in receipt of the funding support from CITREP+: MOOC, apply for or receive any other funding support or subsidy (whether monetary or in-kind except for SkillsFuture Credit) for the same course.

3. I/We hereby confirm that I/we have met the eligibility criteria stipulated for CITREP+: MOOC.

4. I/We declare that all information and particulars submitted in the enrolment record are true, accurate and correct. I/We understand that if I/we obtained the grant by false or inaccurate information or particulars, IMDA will withdraw the grant and recover the applicable interest immediately from me/us and/or any amount of the grant that may be disbursed.

5. I/We understand that IMDA has the right to report to the relevant authorities if there is any fraudulent declaration or information provided in the enrolment record.

6. I/We understand that information provided in the enrolment and/or claims records will be shared between IMDA and relevant government agencies for administration of grant applications and claims. I/We thereby consent to the release of any information from IMDA to other government agencies, and vice versa, in relation to the enrolment and/or claims records under CITREP+: MOOC.

7. I/We am/are responsible for managing my/our enrolment record before the start date of the course. This includes cancelling and resubmitting the enrolment before the start date of the course if the actual start date differs from that specified in my/our enrolment and cancelling my/our enrolment if my/our course have been cancelled by the training provider, or if I/we withdraw from the course.

8. I/We understand that IMDA shall have the absolute discretion to suspend, reject or approve my/our enrolment and/or claims records without being liable to give any reason thereof. IMDA reserves the right to : (a) suspend its support for the claim if CITREP eligibility requirements are not met; (b) change the enrolment conditions as and when deemed necessary without prior notice; and (c) retain documents submitted for future reference.

9. I/We agree that in no event will IMDA be liable to me/us for any direct or indirect losses, damages or expense incurred or suffered by me/us arising from or in connection with any aspect of my/our enrolment, or any other circumstances beyond IMDA's control I/We declare that I/we have read, fully understood and agreed to the terms above.

Proceed to Submit   Cancel

Step 10

- Upon submission, a confirmation page will be displayed with the Enrolment ID.

SUBMITTED

Your Application has been submitted.

Your Trainee Enrolment ID is: **Novia**   **CITREPII/FY15/EN/201511/022125**
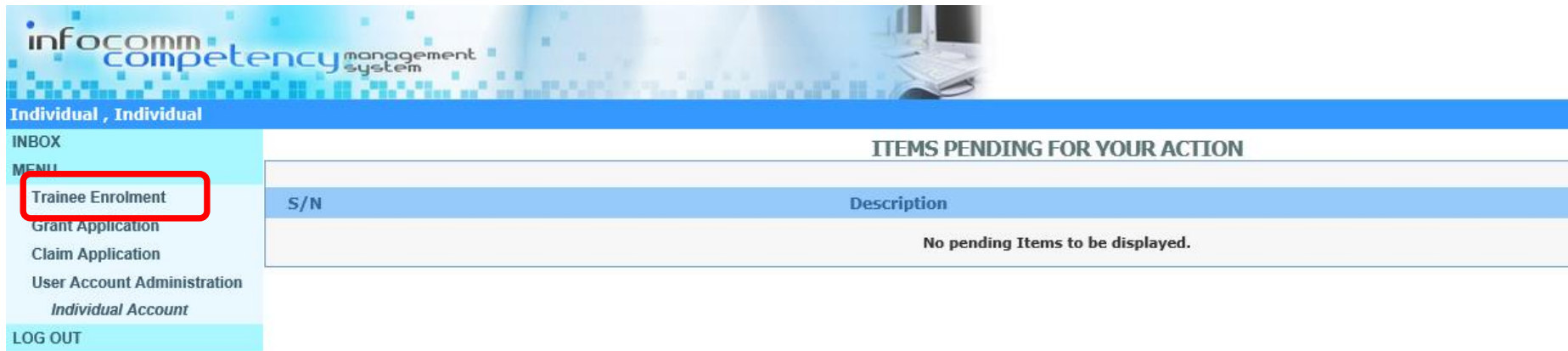
OK

Enrolment ID

Note: **Supporting Organisation Approving Officer (SO AO)** *must create and submit New Claim Application after the Enrolment record is created.*

> **If you do not want to amend the details in the Trainee Enrolment record, you may ignore Steps 11-16.**

Step 11

- Select '**Trainee Enrolment**'.

Step 12

- Enter relevant information and click '**Search**'.

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

Course/Certification Start Date From : [ ] 12 (dd/mm/yyyy) **To** [ ] 12 (dd/mm/yyyy)

Course/Certification End Date From : [ ] 12 (dd/mm/yyyy) **To** [ ] 12 (dd/mm/yyyy)

Status : -- Select --

Show Only Pending Items : [ ]

[Search] [New 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/201512/022163	test	test		CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	IIL Asia Pte Ltd	Project Management Professional (PMP)	21/12/2015	23/12/2015	Unclaimed	Update	View History

Action:
*
Ensure 'Show Only Pending Items' check box is uncheck when searching

Step 13

▪ The Enrolment record will be displayed. Click on '**Update**'.

Step 14

▪ Update necessary information and click on '**Submit**'.

Course Provider * :	Sun Microsystems Pte Ltd ▾
Course/Certification Title * :	Sun Certified Integrator for Identity Manager 7.1 ▾
Start Date * :	24/06/2016 📅 (dd/mm/yyyy)
Funding Support Type * :	Exam Fees ▾

Fees :	**COURSE FEES ***	**EXAM FEES ***
	S$ 0.00 ⑦	S$ 500.00 ⑦

SkillsFuture Credit Claim Amount * :	S$ 0.00
Mode of Delivery * :	Instructor-Led Training (ILT) ▾

INSTRUCTOR-LED TRAINING (ILT)

Mode of Training * :	⦿ Part-time ◯ Full-time
Total Duration * :	3.0 Days

...TS (APPLICABLE FOR STUDENTS AND NSF AGED 17-25)

Documents in Attached Files :	☐ **A. Proof of matriculation (Applicable for Students only)**
	☐ **B. Recommendation by the PSEI - Form 1 (Applicable for Students only)**
	☐ **C. Documentation Proof of Enlistment and ORD date (Applicable for NSF only)**
	☐ **D. Copy of trainee's SAF IIB card (Applicable for ...**

Upload Files :	**UPLOADED FILES**
...ust be in JPG/PDF/ZIP/XLS/DOC format. Max size is 3MB Per File)	**Enrolment record details.xls**
	Label_Arch-COs-2.xls
	[_____] Browse...

Reason for Change * :	[ ]

Cancel Submit

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

Action: You may upload the required documents if necessary.

Step 15

- Complete the Declaration and click '**Proceed to Submit**'.
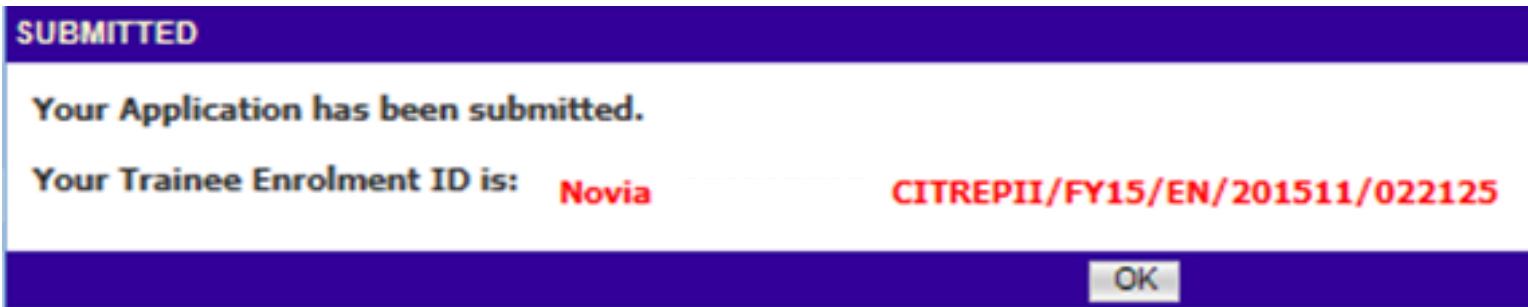
DECLARATION

I/We declare that:

1. I/we agree and acknowledge that the terms set out in the Citrep+: MOOC Terms for Claim Application will apply in the event that I/we intend to make claims under CITREP+: MOOC.

2. I/we shall not, while being in receipt of the funding support from CITREP+: MOOC, apply for or receive any other funding support or subsidy (whether monetary or in-kind except for SkillsFuture Credit) for the same course.

3. I/We hereby confirm that I/we have met the eligibility criteria stipulated for CITREP+: MOOC.

4. I/We declare that all information and particulars submitted in the enrolment record are true, accurate and correct. I/We understand that if I/we obtained the grant by false or inaccurate information or particulars, IMDA will withdraw the grant and recover the applicable interest immediately from me/us and/or any amount of the grant that may be disbursed.

5. I/We understand that IMDA has the right to report to the relevant authorities if there is any fraudulent declaration or information provided in the enrolment record.

6. I/We understand that information provided in the enrolment and/or claims records will be shared between IMDA and relevant government agencies for administration of grant applications and claims. I/We thereby consent to the release of any information from IMDA to other government agencies, and vice versa, in relation to the enrolment and/or claims records under CITREP+: MOOC.

7. I/We am/are responsible for managing my/our enrolment record before the start date of the course. This includes cancelling and resubmitting the enrolment before the start date of the course if the actual start date differs from that specified in my/our enrolment and cancelling my/our enrolment if my/our course have been cancelled by the training provider, or if I/we withdraw from the course.

8. I/We understand that IMDA shall have the absolute discretion to suspend, reject or approve my/our enrolment and/or claims records without being liable to give any reason thereof. IMDA reserves the right to : (a) suspend its support for the claim if CITREP eligibility requirements are not met; (b) change the enrolment conditions as and when deemed necessary without prior notice; and (c) retain documents submitted for future reference.

9. I/We agree that in no event will IMDA be liable to me/us for any direct or indirect losses, damages or expense incurred or suffered by me/us arising from or in connection with any aspect of my/our enrolment, or any other circumstances beyond IMDA's control I/We declare that I/we have read, fully understood and agreed to the terms above.

[ ]

Proceed to Submit   Cancel

Step 16

- Upon submission, a confirmation page will be displayed.

SUBMITTED

Your Application has been submitted.

Your Trainee Enrolment ID is: **Novia** **CITREPII/FY15/EN/201511/022125**

OK

Note: SO AA needs to login to ICMS and approve the Trainee Enrolment update.

2.

Claim Application

Step 1

- **SO AO** Login to ICMS and Select '**Claim Application**'.

> **Note:**
> With effect from <u>1 Aug 2017</u>, please ensure that the bank account details are provided in the <u>Organisation Account</u> before submitting a new claim application. The approved claim amount will be made directly into the bank account as stated in the Organisation Account.

INBOX

MENU
- **Trainee Enrolment**
- **Grant Application**
- **Claim Application**
- **User Account Administration**
  - *Organisation Account*

LOG OUT

CLAIM APPLICATION SEARCH

For claim submission, please ensure that the bank account details are provided in the Individual Account before submitting a new claim application. The approved claim amount will be made directly into the bank account as stated in the Individual Account.

Claim ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

Course/Certification Start Date From : (dd/mm/yyyy) To (dd/mm/yyyy)

SO AA/IND Submission Date From : (dd/mm/yyyy) To (dd/mm/yyyy)

IMDA AO Approval Date From : (dd/mm/yyyy) To (dd/mm/yyyy)

Status : -- Select --

Show Only Pending Items : ☑

Search   New Application

Step 2

- Click on '**New Application**' button.

CLAIM APPLICATION SEARCH

For claim submission, please ensure that the bank account details are provided in the Individual Account before submitting a new claim application. The approved claim amount will be made directly into the bank account as stated in the Individual Account.

Field	
Claim ID :	
Programme Name :	-- Select --
Course Provider :	
Course/Certification Title :	
Course/Certification Start Date From :	(dd/mm/yyyy) **To** (dd/mm/yyyy)
SO AA/IND Submission Date From :	(dd/mm/yyyy) **To** (dd/mm/yyyy)
IMDA AO Approval Date From :	(dd/mm/yyyy) **To** (dd/mm/yyyy)
Status :	-- Select --
Show Only Pending Items :	☑

Search   New Application

Action:
Click 'New Application'

Step 3

- Enter the relevant information.

Action 1:
- Select relevant **MOOC Programme Name** that the trainees are enrolled for the course.

CLAIM APPLICATION

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

Programme Name * : `-- Select --` ▼

Total No. of Trainees to be submitted for Claim Application * : `_____` (Maximum 10)

Action 2:
Enter the no. of trainees

Please pre-select the values (at least 1) here if you are submitting multiple Claims for the same course.

Course Provider : `-- Select -- ▼`

Course/Certification Title : `-- Select -- ▼`

Cancel   Go

Action 4:
Click Go

Action 3:
Select Course Provider and Course/Certification Title

Step 4

- Verify the mailing address and contact information. Update the information in Organisation Account if it's incorrect.

SPONSORING ORGANISATION

Application Category : **Organisation-Sponsored**

Name of Organisation :

Mailing Address : Main Site ▾

BLOCK/ HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
750A	Chai Chee Road			Singapore	469001

Contact Information

ASSIGNMENT OF ROLE	NAME	DESIGNATION	TELEPHONE NO.	MOBILE NO.	EMAIL ADDRESS
Sponsoring Organisation (AO)		HR Executive			
Sponsoring Organisation (AA)	testy ▾	Manager			testy@1-net.com.sg

Step 5

▪ Enter the Trainee Information.

Step 6

- Fill in Claim Application Details

COURSE/CERTIFICATION INFORMATION FOR CLAIM APPLICATION

Actual Start Date * :	06/03/2017 📅 (dd/mm/yyyy)
Actual End Date * :	10/03/2017 📅 (dd/mm/yyyy)
Actual Funding Support Type :	**Course and Exam Fees**
Total Actual Course Fees * :	S$ 200.00
Total Actual Exam Fees * :	S$ 200.00
Total Actual Course and Exam Fees :	**S$ 400.00**
Total Claim Amount for Course and Exam Fees :	**S$ 40.00**
Mode of Delivery :	**Instructor-Led Training (ILT)**

INSTRUCTOR-LED TRAINING (ILT)

Mode of Training :	Full-time
Total Duration * :	5.0 Days

Total Claim Amount for Absentee Payroll :	**S$ 0.00**
Total Claim Amount :	**S$ 40.00**

Step 7

- Click on '**Browse**' to upload supporting documents and click '**Submit**'.

APPLICATION ATTACHMENTS

Checklist for Claim Supporting documents

- Please ensure all the required supporting documents are provided to IMDA for the application to be processed.
- Each file size upload is limit to 5MB or less. For files exceeding 5MB, please zip up the files or send the documents directly to IMDA or via email (CITREP@IMDA.GOV.SG).
- Max 10 Attachment Files.
- Attachment must be in JPG/PDF/ZIP/XLS/DOC format.

Attached Files

- ☐ a. Trainee's NRIC
- ☐ b. Invoice and official receipt
- ☐ c. Daily attendance sheet signed by the trainee (for classroom/hybrid training)
- ☐ d. Course Provider's document certifying at least 75% of the training attendance completed by the trainee (for classroom training).
- ☐ e. Assessment result slip/certificate for each trainee (for non-certifiable programme)
- ☐ f. Examination result score report and final certificate for each trainee (for certifiable programme)
- ☐ g. Course Provider's document certifying the trainee's completion of project work component and assessment (for Emerging Skills with Project Work Component).
- ☐ h. SkillsFuture Credit Claim Applications transaction history
- ☐ i. Proof of matriculation
- ☐ j. Recommendation by the PSEI (refer to Form 1)
- ☐ k. Documentation Proof of Enlistment and Operationally Ready Date (ORD)
- ☐ l. Copy of trainee's SAF 11B card
- ☐ m. Applicants below eighteen (18) years old as of 1 Jan of the current year need to seek parent/guardian's consent. Refer to Form 1A.

Action:
Tick the documents that have been uploaded

Upload Files : **UPLOADED FILES**   **ACTION BY**   **ACTION**

Browse...

Action:
Upload the necessary documents. Please refer to the MOOC Claim Application Guide for the list of supporting documents to be submitted.

NOTE: You may submit the documents to IMDA by mail or email to citrep@imda.gov.sg if you have not uploaded the required supporting documents in ICMS.

Step 8

- Upon submission, a confirmation page will be displayed with the Claim ID.

NEW CLAIM APPLICATION DETAILS

Your Application has been submitted.

Your claim ID is: test   CITREPII/FY15/CL/201604/010705

OK

System will generate acknowledgement page upon successful submission

- An email will be sent to the trainee to complete a survey. The email is also copied to the Sponsoring Organisation's AO/AA.

Trainee need to complete the survey before the Sponsoring Organisation's AA can approve the claim application in ICMS.

Dear Trainee,

Thank you for your enrolment for CITREP Programme.

Enrolment Reference No.:
Course Provider:
Course/Certification title:

We hope that you have benefited in the training programme. It is important for us to hear from you.

All responses will be held confidential.

Please click here to start the survey.

Note: The estimated time taken to complete this survey is 5 minutes. If you do not complete the survey, you will not be able to proceed with the claim application submission in ICMS.

If you require any assistance, please email to: CITREP@imda.gov.sg
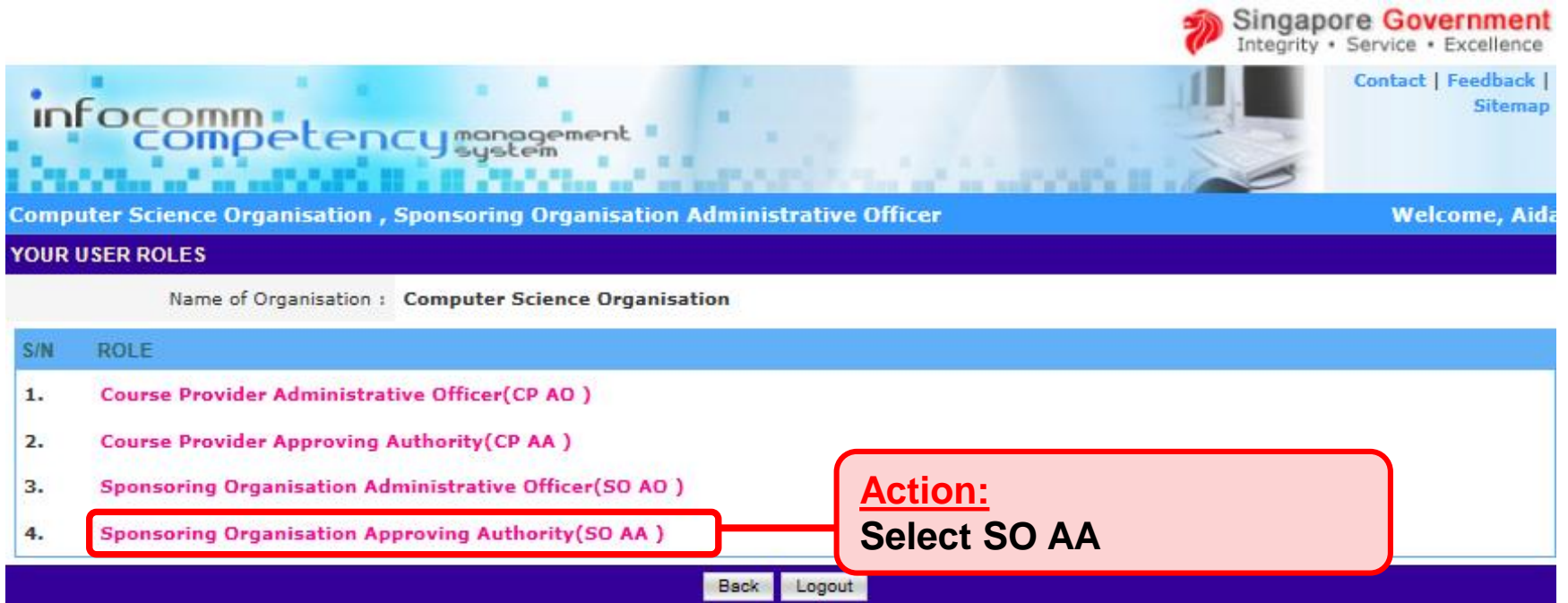
Thank you.
Yours Sincerely,
Human Capital Development
Info-communications Media Development Authority

Sample email

Step 9

- **SO AA** Login to ICMS to Approve New Claim Application
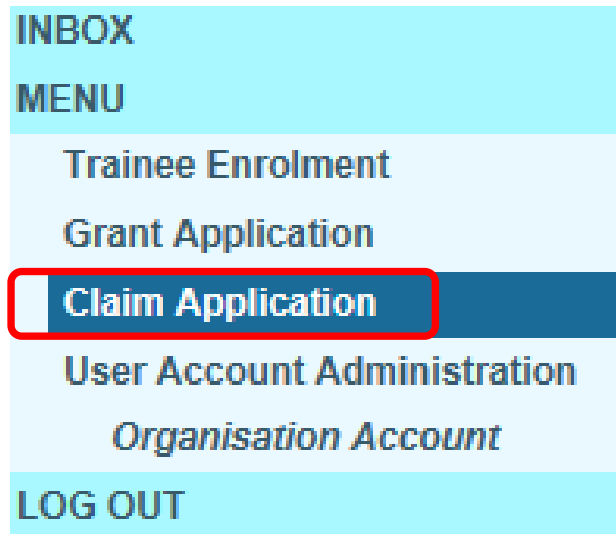

This screen is skipped if the registered user has only 1 role in ICMS

Step 10

- Select '**Claim Application**'.

Step 11

- Click on '**Approve – New**'.

CLAIM APPLICATION SEARCH

Claim ID :	10705
Trainee Name :	
Trainees NRIC No. :	
Programme Name :	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016) ▾
Course Provider :	
Course/Certification Title :	
Course/Certification Start Date From :	[12] (dd/mm/yyyy) **To** [12] (dd/mm/yyyy)
SO AA/IND Submission Date From :	[12] (dd/mm/yyyy) **To** [12] (dd/mm/yyyy)
IDA AO Approval Date From :	[12] (dd/mm/yyyy) **To** [12] (dd/mm/yyyy)
Status :	-- Select -- ▾
Show Only Pending Items :	☑

Search

`<<` `<` `>` `>>`

S/N	Claim ID	Trainee Name	Trainee's NRIC No.	Programme Name	Applicant Name	Total Claim Amount	Status	Action	History
1.	CITREPII/FY15/CL/201604/010705	Test	S3393706G	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)		210.50	Pending Approval (SO AA)	Approve – New	View History

Step 11

- Review Claim details.

Note:
This screen will not be displayed if the trainee has completed the survey.

CLAIM APPLICATION SEND BACK

Trainee has not completed the survey.
Please inform trainee to complete the survey so that the SO AA can approve the claim in the ICMS system.

OK

- SO AA cannot proceed to approve the claim application if the trainee has not complete the survey.

- Trainee needs to complete the survey which was sent to them via email.
  Please refer to the sample email in slide 29.

Step 12

- Review Terms and Conditions.

TERMS AND CONDITIONS

CITREP TERMS FOR CLAIM APPLICATION

(a) Interpretation. In the application for a claim under CITREP II,

(i) the following words and phrases shall have the meanings hereby assigned to

them unless the context otherwise requires:

"Applicant" means the person, party or entity who meets the stipulated

CITREP II eligibility criteria as the sponsoring organisation or individual.

"Application" means the application made by the Applicant for Course F

| Agree | Disagree |

Action:
Complete the Terms and Conditions section

Step 13

- Complete the Declaration section.

DECLARATION

☑ I understand that any failure to comply with the terms of the CITREP+ or submit all relevant documents will result in the delay and/or refusal on the part of IMDA to disburse any grants under the CITREP+, and IMDA shall not be liable to the Applicant for any amount or losses or damages, loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with such failure on the part of the Applicant.

☑ I declare that I have read through and hereby acknowledge acceptance of the terms and conditions for CITREP+ claims.

☑ I declare that the facts stated in this application and the accompanying information are true, and that the organisation/myself is free from any litigation pertaining to the endorsed course in Singapore or overseas. I understand that if my organisation/myself obtains the grant by false or misleading statements, IMDA will withdraw the grant and recover immediately from my company/myself the applicable interest and/or any amount of the grant that may be disbursed.

☑ I declare that: *(For sponsoring orgranisation) - my organisation is not the course provider for the endorsed course/certification. *(For self-sponsored applicant) - I am not the employee/ director/shareholder of the course/testing provider of the endorsed course/certification.

☑ I understand that all claims for the disbursement of CITREP+ grant must be submitted together with supporting documents such as tax invoice, payment receipt, attendance certificate and/or completion certificate, assessment results (non-certifiable programme), examination result score and final certificate (certifiable programme), including other schedules of the expenditure incurred and paid. The grant disbursement will be subject to verification by IMDA of the satisfactory completion of the endorsed course and/or certification.

☑ I understand that IMDA has the rights to report to the relevant authorities if there is any fraudulent declaration or information provided in this application.

☑ I understand that IMDA shall have the absolute discretion to accept or reject any submission made without being liable to give any reason thereof. IMDA reserves the right to: a. suspend its support for CITREP+ if the minimum requirements are not met; b. change the application conditions as and when deemed necessary without prior notice; and. c. retain documents submitted for future reference without being liable for the cost of documents.

1-07/03/2017

Proceed to Submit   Cancel

Step 14

- Upon approval, a confirmation page will be displayed with the Claim ID. Click OK.

SUBMISSION CONFIRMATION

Your Application has been submitted.
Your Claim Application ID is: **CITREPII/FY15/CL/201604/010705**

SUBMISSION CHECKLIST

S/N.		SUBMISSION ITEM DESCRIPTION
1.	☐	Assessment result slip/certificate for each trainee (for non-certifiable programme)
2.	☐	Course Provider's document certifying at least 75% of the training attendance completed by the trainee (for classroom training)
3.	☐	Course Provider's document certifying the trainee's completion of project work component and assessment (for Emerging Skills with Project Work Component)
4.	☐	Daily attendance sheet signed by the trainee (for classroom/hybrid training)
5.	☐	Examination result score report and final certificate for each trainee (for certifiable programme)
6.	☐	Invoice and official receipt
7.	☐	Log sheets from the Course Provider certifying the training duration (for hybrid/e-learning training)
8.	☐	Trainee's NRIC

If you have not uploaded the required supporting documents earlier, please email to citrep@imda.gov.sg or send to:

Info-communications Media Development Authority of Singapore
10 Pasir Panjang Road
#03-01 Mapletree Business City
Singapore 117438

Please print this page for your reference.

OK