

ICMS User Orientation Training

Infocomm Competency Management System (ICMS)

SECTION D: TRAINEE ENROLMENT
For Individuals & Sponsoring Organisations

Mar 2017



ICMS Trainee Enrolment: Content Page

- **Individuals and Sponsoring Organisations (SO) are able to perform the following functions in ICMS:**
 - i. **Update Trainee Enrolment Record Details**
 - ii. **Search/View Trainee Enrolment Record**

Individuals

- **1. Update Trainee Enrolment Record Details**
- **2. Search/View Trainee Enrolment Record**

ICMS Trainee Enrolment: Update Trainee Enrolment

1.

Update
Trainee
Enrolment

ICMS Trainee Enrolment: Update Trainee Enrolment

Access to ICMS - Login using Singpass

The screenshot shows the ICMS website interface. At the top, there is a navigation menu with links: HOME, ABOUT ICMS, NICF, FAQs, USEFUL LINKS, and HOW-TO-GUIDES. The main content area features a large banner with the text "Welcome to ICMS" and "Infocomm Competency Management System (ICMS) is an online system for the management of IMDA's training incentive programme." Below this is a "Find out more" button. To the right, there are two login options: "For Individual" and "For Corporate". The "For Individual" section has a "Login with SingPass" button, which is highlighted with a red box and a callout box that says "Action: Click here to login using your SingPass". Below the banner, there are sections for "Programme Information", "Library of Courses", and "Contacts".

Action: Click here to login using your SingPass

For Individual
Login with SingPass
Register for [Individual Account](#)

For Corporate
Login with SingPass
Login with CorpPass
Register for [Corporate Account](#)

For authorised use only. Unauthorised use is strictly prohibited.

Programme Information
-- Select a Programme --

Library of Courses
-- Select a Programme --
-- Select a Course Provider -- (Optional)
-- Select a Skill Area -- (Optional)

Course Providers
-- Select a Course Provider --

Contacts
For enquiries, please contact ICMS Helpdesk at **6324 8737**. For technical assistance, please email to info@imda.gov.sg.

ICMS Trainee Enrolment: Update Trainee Enrolment

Update Trainee Enrolment

INBOX

MENU

- Course/Certification Endorsement
- Trainee Enrolment**
- Claim Application
- User Account Administration
- Organisation Account

LOG OUT

ITEMS PENDING FOR YOUR ACTION

S/N	Description	Pending Items
1.	Course/Certification Endorsement	30

Action:
Select 'Trainee Enrolment'

ICMS Trainee Enrolment: Update Trainee Enrolment

Update Trainee Enrolment

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

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:

Key in relevant information and select 'Search'

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

ICMS Trainee Enrolment: Update Trainee Enrolment

Update Trainee Enrolment

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

Course/Certification End Date From :  (dd/mm/yyyy) To  (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: Select 'Update'

ICMS Trainee Enrolment: Update Trainee Enrolment

Trainee Enrolment Details

Action: Ensure Information is accurate, or make the necessary changes

TRAINEE INFORMATION UPDATE PROFILE

Application Category : **Self-Sponsored**

Name of Trainee (as in NRIC) : **Mr. NS-Man** Trainee's NRIC No. : _____

Contact No. : **12341234** Email Address : _____

Date of Birth * : (d/mm/yyyy) Profession * : IT Professional
 Full-Time National Service (NSF)
 Student

Mailing Address :

BLOCK / HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY

Citizenship : **Singaporean**

Trainee Type * :

Gender : **Male** Highest Education Qualification : _____

Employment Status : **Employed** Current Salary Range (Monthly) : _____

Occupation Group : _____ Occupation Title : _____

ICMS Trainee Enrolment: Update Trainee Enrolment

Trainee Enrolment Search Result

Course Provider * : Sun Microsystems Pte Ltd

Course/Certification Title * : Sun Certified Integrator for Identity Manager 7.1

Start Date * : 24/08/2016 (dd/mm/yyyy)

Funding Support Type * : Exam Fees

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

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

REQUIREMENTS (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 data
- D. Copy of trainee's SAF IIB card (Applicable for...

Upload Files : **UPLOADED FILES**

must 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.

ICMS Trainee Enrolment: Update Trainee Enrolment

Submission of Declaration

DECLARATION

- I confirm that each trainee has met eligibility criteria stipulated for CITREP II.
- I declare that all information submitted for the enrolment records are true and correct.

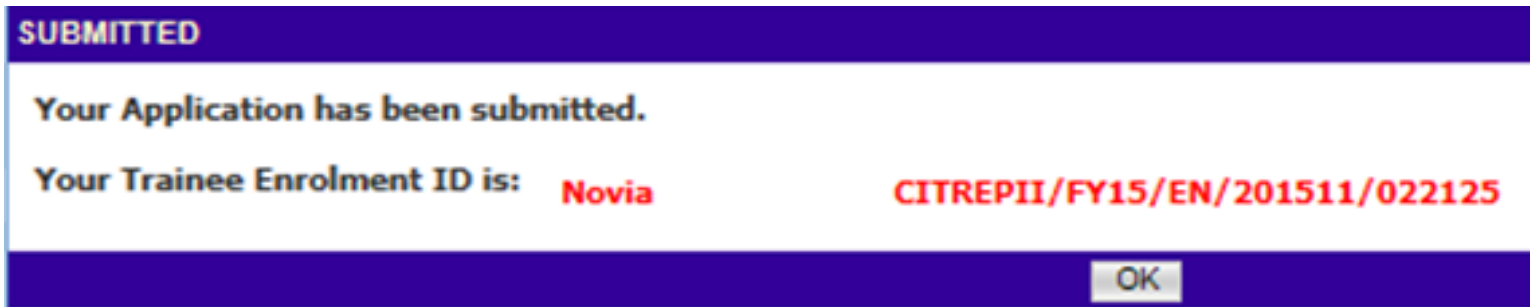
Proceed to Submit

Cancel

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.

2.

**Search/View
Trainee
Enrolment**

ICMS Trainee Enrolment: Search/View Trainee Enrolment

Access to ICMS - Login using Singpass

HOME ABOUT ICMS NICF FAQs USEFUL LINKS HOW-TO-GUIDES

Action: Click here to login using your SingPass

For Individual
Login with SingPass
Register for Individual Account

For Corporate
Login with SingPass
Login with CorpPass
Register for Corporate Account

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Welcome to ICMS
Infocomm Competency Management System (ICMS) is an online system for the management of IMDA's training incentive programme.
[Find out more](#)

Programme Information
-- Select a Programme --

Library of Courses
-- Select a Programme --

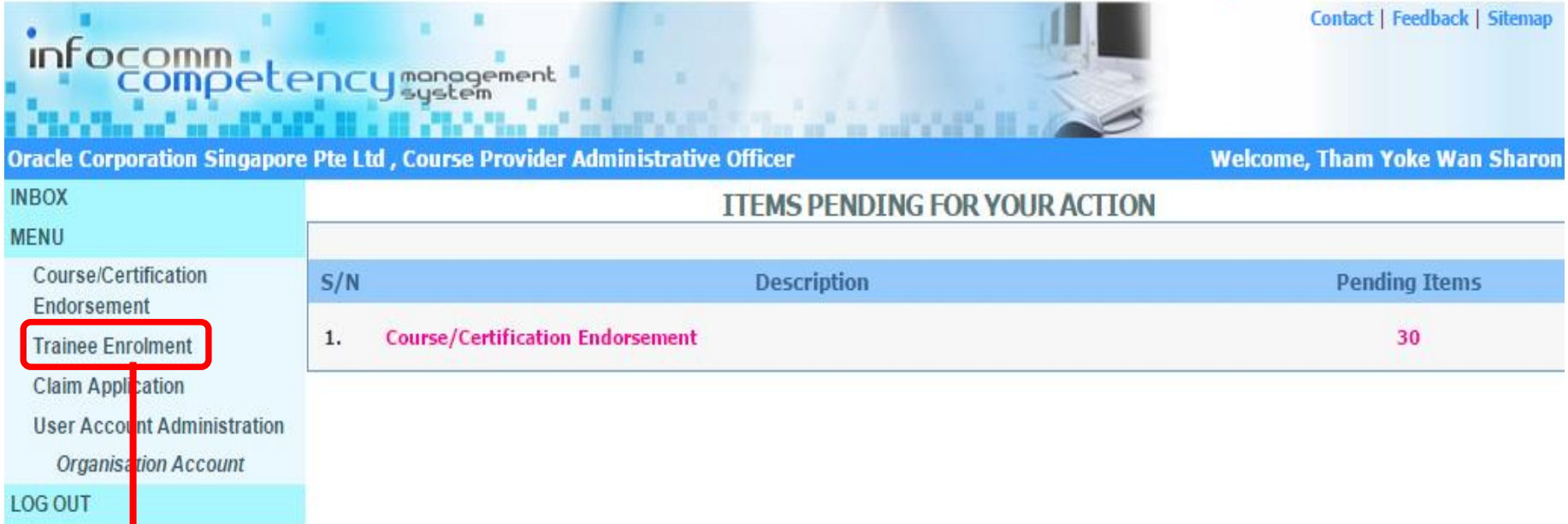
Course Providers
-- Select a Course Provider --

-- Select a Skill Area -- (Optional)

Contacts
For enquiries, please contact ICMS Helpdesk at **6324 8737**. For technical assistance, please email to info@imda.gov.sg.

ICMS Trainee Enrolment: Search/View Trainee Enrolment

Update Trainee Enrolment



The screenshot shows the ICMS system interface. At the top left, there is a logo for 'infocomm competency management system'. Below it, the user is identified as 'Oracle Corporation Singapore Pte Ltd , Course Provider Administrative Officer'. On the right, there is a welcome message: 'Welcome, Tham Yoke Wan Sharon'. The main content area is titled 'ITEMS PENDING FOR YOUR ACTION' and contains a table with the following data:

S/N	Description	Pending Items
1.	Course/Certification Endorsement	30

On the left side, there is a navigation menu with the following items: 'INBOX', 'MENU', 'Course/Certification Endorsement', 'Trainee Enrolment' (highlighted with a red box), 'Claim Application', 'User Account Administration', 'Organisation Account', and 'LOG OUT'. A red line connects the 'Trainee Enrolment' menu item to a red callout box at the bottom left.

Action:
Select 'Trainee Enrolment'

ICMS Trainee Enrolment: Search/View Trainee Enrolment

Update Trainee Enrolment

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

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

Key in relevant information and select 'Search'

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

ICMS Trainee Enrolment: Search/View Trainee Enrolment

Update Trainee Enrolment

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

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:

Select Trainee Enrolment ID Hyperlink

ICMS Trainee Enrolment: Search/View Trainee Enrolment

Trainee Enrolment Application

[Home](#) >> [Trainee Enrolment](#) >> [View Trainee Enrolment Details](#)

TRAINEE ENROLMENT

Enrolment ID : **CITREPII/FY15/EN/201512/022170**
Submission Date : **22/12/2015**
Programme Name : **CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)**
Enrolment Status : **Unclaimed**

TRAINEE INFORMATION

Application Category : **Self-Sponsored**

Name of Trainee (as in NRIC) :	Trainee's NRIC No. :	
Contact No. :	14489761	Email Address :	
Citizenship :	Singaporean	Highest Education Qualification :	Degree
Gender :	Male	Current Salary Range (Monthly) :	\$3,001-\$4,000
Employment Status :	Employed	Occupation Title :	
Occupation Group :		Nature of Business :	
Type of Organisation :			

COURSE/CERTIFICATION INFORMATION

Course Provider : **IIL Asia Pte Ltd**

Course/Certification Title : **Project Management Professional (PMP)**

Start Date : **16/12/2015** (dd/mm/yyyy) End Date : **29/12/2015** (dd/mm/yyyy)

Funding Support Type : **Exam Fees**

Fees :	Course Fees	Exam Fees	Total Course & Exam Fees
	S\$ 0.00	S\$ 125.00	S\$ 125.00

SkillsFuture Credit Claim Amount : **S\$**

Mode of Delivery : **Instructor-Led Training (ILT)**

Instructor-Led Training (ILT)	
Mode of Training :	Full-time
Total Duration :	3.0 Days

[Back](#)

Action: Select 'Back' once viewing is done

Sponsoring Organisations

- **1. Update Trainee Enrolment Record Details**
 - SO AO Submission of Update
 - SO AA Approval of Submission
- **2. Search/View Trainee Enrolment Record**

ICMS Trainee Enrolment: Update Trainee Enrolment

1.

Update
Trainee
Enrolment

ICMS Trainee Enrolment: Update Trainee Enrolment

Access to ICMS - Login

HOME ABOUT ICMS NICF FAQs USEFUL LINKS HOW-TO-GUIDES DOWNLOADS

Welcome to ICMS

Infocomm Competency Management System (ICMS) is an online system for the management of IMDA's training incentive programme.

[Find out more](#)

Action: Click here to login using your SingPass or CorpPass Account

For Individual

Login with SingPass

Register for [Individual Account](#)

For Corporate

Login with SingPass

Login with CorpPass

Register for [Corporate Account](#)

For authorised use only. Unauthorised use is strictly prohibited.

Programme Information

-- Select a Programme --

Library of Courses

-- Select a Programme --

Course Providers

-- Select a Course Provider --

-- Select a Course Provider -- (Optional)

Contacts

For enquiries, please contact ICMS Helpdesk at **6324 8737**. For technical assistance, please email to info@imda.gov.sg.

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: Update Trainee Enrolment

User Role Selection: Screen is skipped for individuals and 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 SO
AO Role

ICMS Trainee Enrolment: Update Trainee Enrolment

Update Trainee Enrolment

INBOX

MENU

- Course/Certification Endorsement
- Trainee Enrolment**
- Claim Application
- User Account Administration
- Organisation Account

LOG OUT

ITEMS PENDING FOR YOUR ACTION

S/N	Description	Pending Items
1.	Course/Certification Endorsement	30

Action:
Select 'Trainee Enrolment'

ICMS Trainee Enrolment: Update Trainee Enrolment

Update Trainee Enrolment

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's 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 : (dd/mm/yyyy) To (dd/mm/yyyy)

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

Status : -- Select -- ▼

Show Only Pending Items :

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.	CITREP II/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:

Key in relevant information and select 'Search'

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

ICMS Trainee Enrolment: Update Trainee Enrolment

Update Trainee Enrolment

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name :

Course Provider :

Course/Certification Title :

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

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

Status :

Show Only Pending Items :

Search

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 'Update'

ICMS Trainee Enrolment: Update Trainee Enrolment

Trainee Enrolment Search Result

Employment Status * : **Employed**

Occupation Group * : -- Select --

Course Provider * : Sun Microsystems Pte Ltd

Course/Certification Title * : Certified MySQL Developer

Start Date * : 25/06/2016 (dd/mm/yyyy)

Funding Support Type * : Exam Fees

Fees :

COURSE FEES *	EXAM FEES *
S\$ 0.00	S\$ 400.00

Mode of Delivery * : Instructor-Led Training (ILT)

INSTRUCTOR-LED TRAINING (ILT)

Mode of Training * : Part-time Full-time

Total Duration * : 3.0 Days

ABLE 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 NSF only)

Upload Files : **UPLOADED FILES**

IMG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

Reason for Change * :

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

DECLARATION

- I confirm that each trainee has met eligibility criteria stipulated for CITREP II.
- I declare that all information submitted for the enrolment records are true and correct.

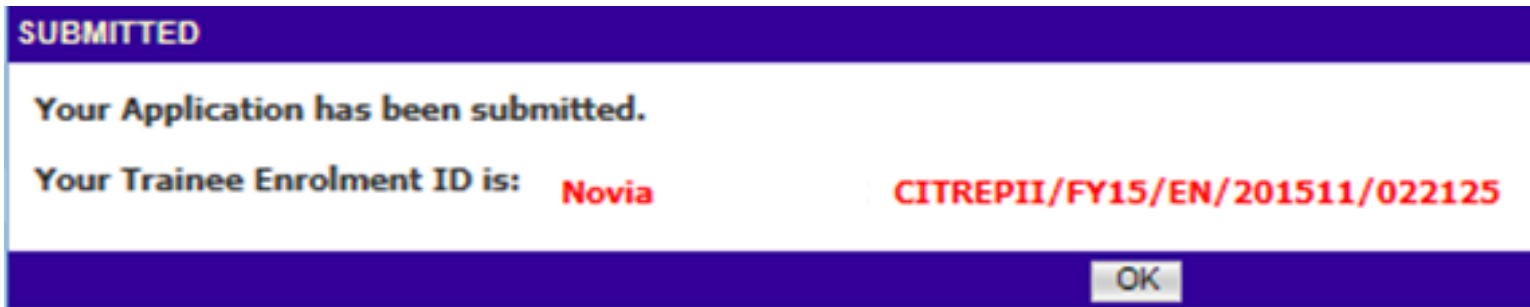
Proceed to Submit

Cancel

Action: Complete the Declaration Section

ICMS Trainee Enrolment: Update Trainee Enrolment

Successful Submission to SO AA/IDA



- 1. System will generate the acknowledgement confirmation when the update request is submitted successfully.**
- 2. SO AA needs to approve the Trainee Enrolment update.**

ICMS Trainee Enrolment: Update Trainee Enrolment

SO AA Approval for Trainee Enrolment Updates Access to ICMS - Login

The screenshot shows the ICMS website homepage. The navigation bar includes links for HOME, ABOUT ICMS, NICF, FAQs, USEFUL LINKS, HOW-TO-GUIDES, and DOWNLOADS. The main content area features a 'Welcome to ICMS' banner with a description of the system and a 'Find out more' button. On the right side, there are two login sections: 'For Individual' and 'For Corporate'. The 'For Corporate' section is highlighted with a red rounded rectangle, and a callout box with a red border points to it, containing the text: **Action: Click here to login using your SingPass or CorpPass Account**. Below the banner, there are sections for 'Programme Information', 'Library of Courses', and 'Course Providers', each with a search dropdown. A 'Contacts' section is also visible on the right.

Action: Click here to login using your SingPass or CorpPass Account

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: Update Trainee Enrolment

User Role Selection: Screen is skipped for individuals and 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 SO
AA Role

ICMS Trainee Enrolment: Update Trainee Enrolment

SO AA Approval for Trainee Enrolment Updates

INBOX

MENU

- Course/Certification Endorsement
- Trainee Enrolment**
- Claim Application
- User Account Administration
- Organisation Account

LOG OUT

ITEMS PENDING FOR YOUR ACTION

S/N	Description	Pending Items
1.	Course/Certification Endorsement	30

Action:
Select 'Trainee Enrolment'

ICMS Trainee Enrolment: Update Trainee Enrolment

SO AA Approval for Trainee Enrolment Updates

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name :

Course Provider :

Course/Certification Title :

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

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

Status :

Show Only Pending Items :

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:

Key in relevant information and select 'Search'

* Ensure 'Show Only Pending Items' check box is **checked** when searching

ICMS Trainee Enrolment

SO AA Approval for Trainee Enrolment Updates

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :



Trainee Name :



Trainee's NRIC No. :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

<< < > >>

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/201511/022128	Computer Accounting Techniques	Novia		CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	Oracle Corporation Singapore Pte Ltd	OCM: Oracle Database 10g: Security	06/11/2015	12/11/2015	Unclaimed	Approve - Update	View History

Action: Click on the 'Approve – Update' button

ICMS Trainee Enrolment

SO AA Approval for Trainee Enrolment Updates

TRAINEE ENROLMENT

Enrolment ID : CITREPII/FY15/EN/201511/022128
Submission Date : 29/11/2015
Programme Name : CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)
Enrolment Status : Unclaimed

SPONSORING ORGANISATION {0}

Application Category : Organisation-Sponsored
Name of Organization : Computer Accounting Techniques
Mailing Address : Main Site

BLOCK / HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
	Tampines Central Box 122			Singapore	915205

Contact Information :

ASSIGNMENT OF ROLE	NAME	DESIGNATION	TELEPHONE NO.	HANDPHONE NO.	EMAIL
Sponsoring Organisation (AO)	Mr Chua Seow Woo Edmund	Sole-proprietor	7881646	93836133	echua@post1.com
Sponsoring Organisation (AA)	Mr Chua Seow Woo Edmund	Sole-proprietor	7881646	93836133	echua@post1.com

TRAINEE INFORMATION

Name of Trainee (as in NRIC) : Novia
Contact No. : 65983265
Citizenship : Singaporean
Gender : Female
Employment Status : Employed
Occupation Group : Animation & VFX

Trainee's NRIC No. : S9674492G
Email Address : test@gmail.com
Highest Education Qualification : Degree
Current Salary Range (Monthly) : \$2,000 and below
Occupation Title : **3D Modeler (Animation)**

COURSE/CERTIFICATION INFORMATION

Course Provider : Oracle Corporation Singapore Pte Ltd
Course/Certification Title : OCM: Oracle Database 10g: Security
Start Date : 06/11/2015 (dd/mm/yyyy)
End Date : 12/11/2015 (dd/mm/yyyy)
Funding Support Type : Course and Exam Fees

Course Fees	Exam Fees	Total Course & Exam Fees
S\$ 1,000.00	S\$ 100.00	S\$ 1,100.00

Mode of Delivery : Instructor-Led Training (ILT)

Instructor-Led Training (ILT)
Mode of Training : Part-time
Total Duration : 60.0 Days

11/2015
Reason for Change : Test

Remarks * : Test

Cancel Approve Reject Send Back

Action:
Indicate
remarks and
select
'Approve'

ICMS Trainee Enrolment: Update Trainee Enrolment

SO AA Approval for Trainee Enrolment Updates

Submission of Declaration

DECLARATION

- I confirm that each trainee has met eligibility criteria stipulated for CITREP II.
- I declare that all information submitted for the enrolment records are true and correct.

Proceed to Submit

Cancel

Action: Complete the Declaration Section

ICMS Trainee Enrolment: Update Trainee Enrolment

SO AA Approval for Trainee Enrolment Updates

Successful Submission to IMDA



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

2.

**Search/View
Trainee
Enrolment**

ICMS Trainee Enrolment: Search/View Trainee Enrolment

Access to ICMS - Login

The screenshot shows the ICMS website homepage. The navigation bar includes links for HOME, ABOUT ICMS, NICF, FAQs, USEFUL LINKS, HOW-TO-GUIDES, and DOWNLOADS. The main content area features a 'Welcome to ICMS' banner with a description of the system and a 'Find out more' button. On the right side, there are two login sections: 'For Individual' and 'For Corporate'. The 'For Corporate' section is highlighted with a red rounded rectangle, and a callout box with a red border points to it, containing the text: **Action: Click here to login using your SingPass or CorpPass Account**. Below the banner, there are sections for 'Programme Information', 'Library of Courses', 'Course Providers', and 'Contacts'.

Action: Click here to login using your SingPass or CorpPass Account

Programme Information

-- Select a Programme --



Library of Courses

-- Select a Programme --



Course Providers

-- Select a Course Provider --



-- Select a Course Provider --

(Optional)

Contacts

For enquiries, please contact ICMS Helpdesk at **6324 8737**. For technical assistance, please email to info@imda.gov.sg.

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: Search/View 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 SO
AO Role

ICMS Trainee Enrolment: Search/View Trainee Enrolment

Update Trainee Enrolment



Oracle Corporation Singapore Pte Ltd , Course Provider Administrative Officer

Welcome, Tham Yoke Wan Sharon

INBOX

ITEMS PENDING FOR YOUR ACTION

MENU

Course/Certification
Endorsement

Trainee Enrolment

Claim Application

User Account Administration

Organisation Account

LOG OUT

S/N	Description	Pending Items
1.	Course/Certification Endorsement	30

Action:

Select 'Trainee Enrolment'

ICMS Trainee Enrolment: Search/View Trainee Enrolment

Update Trainee Enrolment

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's 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 : (dd/mm/yyyy) To (dd/mm/yyyy)

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

Status : -- Select --

Show Only Pending Items :

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:

Key in relevant information and select 'Search'

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

ICMS Trainee Enrolment: Search/View Trainee Enrolment

Update Trainee Enrolment

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name :

Course Provider :

Course/Certification Title :

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

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

Status :

Show Only Pending Items :

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

TRAINEE ENROLMENT

Enrolment ID : CITREPII/FY15/EN/201512/022176
Submission Date : 22/12/2015
Programme Name : CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)
Enrolment Status : Active

TRAINEE INFORMATION

Application Category : Self-Sponsored
Name of Trainee (as in NRIC) : Trainee's NRIC No. :
Contact No. : Email Address :
Citizenship : Singaporean
Gender : Female
Employment Status : Self-Employed
Occupation Group : Data Centre Management
Type of Organisation : Big Local Enterprise
Highest Education Qualification : GCE O-Level and below
Current Salary Range (Monthly) : \$2,001-\$3,000
Occupation Title :
Nature of Business : Real Estate, Renting and Leasing Activities

COURSE/CERTIFICATION INFORMATION

Course Provider : Oracle Corporation Singapore Pte Ltd
Course/Certification Title : OCM: Oracle Database 10g: Backup and Recovery
Start Date : 30/12/2015 (dd/mm/yyyy) End Date : 31/12/2015 (dd/mm/yyyy)
Funding Support Type : Course and Exam Fees

Fees	Course Fees	Exam Fees	Total Course & Exam Fees
	S\$ 300.00	S\$ 100.00	S\$ 400.00

SkillsFuture Credit Claim Amount : S\$ 450.00
Mode of Delivery : Instructor-Led Training (ILT)

Instructor-Led Training (ILT)

Mode of Training :	Full-time
Total Duration :	2.0 Days

Back

Action: Select 'Back' once viewing is done