

# ICMS User Orientation Training

Infocomm Competency Management System (ICMS)

SECTION C: COURSE MAPPING & COURSE/CERTIFICATION  
ENDORSEMENT

Mar 2017



## ***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 NICF Course Mapping application only when the Course/Certification is not mapped to NICF Framework.**
- **Submit Course/Certification Endorsement application if the Course/Certification has already been mapped to NICF Framework.**
- **Submit Course/Certification Endorsement bundled with NICF Mapping means you are submitting both NICF course mapping and Course/Certification Endorsement applications together.**

For more information on NICF, please visit [www.imda.gov.sg/CITREP](http://www.imda.gov.sg/CITREP)  
*(CITREP+ Guides – NICF Framework for CITREP+ Course Mapping*

## *Submit Course Mapping*

1.

Submit  
Course  
Mapping

# Submit Course Mapping

## ➤ Login to ICMS

HOME ABOUT ICMS NCF 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



### Library of Courses



### Course Providers

 (Optional)

### Contacts

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

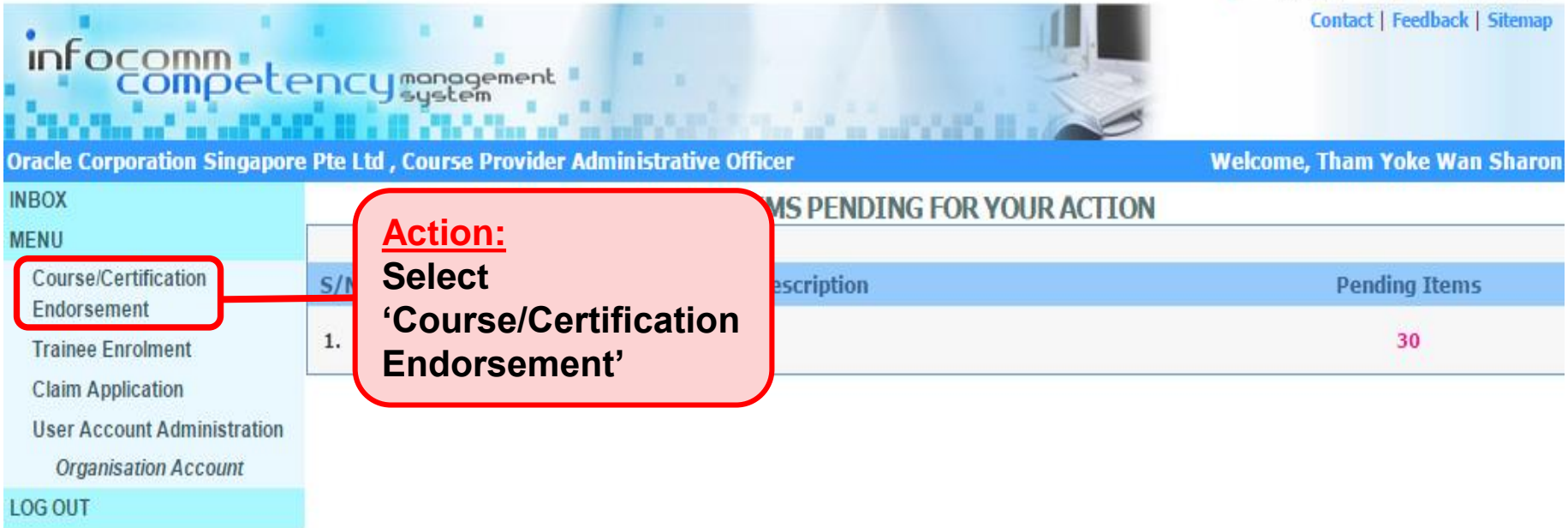
## Submit Course Mapping

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



**Oracle Corporation Singapore Pte Ltd, Course Provider Administrative Officer** **Welcome, Tham Yoke Wan Sharon**

**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.		30

# Submit Course Mapping

The screenshot displays the 'infocomm competency management system' interface. The user is logged in as 'Computer Science Organisation , Course Provider Administrative Officer'. The main content area is titled 'COURSE/CERTIFICATION ENDORSEMENT SEARCH' and contains several search criteria: 'Course/Certification ID', 'Course/Certification Title', 'CP AA Submission Date From' and 'To' (with date pickers), 'CE Validate Period Start Date From' and 'To' (with date pickers), 'Programme Name' (a dropdown menu), and 'Status' (a dropdown menu). There is also a 'Show Only Pending Items' checkbox which is checked. At the bottom of the search area, there are three buttons: 'Search', 'New Application', and 'Find CU & CE'. The 'New Application' button is highlighted with a red box. A red callout box with a white background and a red border points to this button, containing the text 'Action: Select 'New Application''.

**Action:**  
Select 'New Application'



# Submit Course Mapping

- MENU
- Course/Certification Endorsement
- Trainee Enrolment
- Claim Application
- User Account Administration
- Organisation Account
- LOG OUT

Select Programme For Submission :  
NICF Course Mapping

**Action:**  
Select 'NICF Course Mapping'

... will take about 20 minutes to complete

Submit for Approval

## 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 : <http://education.oracle.com>

## APPLICATION CONTACT INFORMATION

Name Of Administrative Officer (AO) :  
Administrative Officer (AO)'s Contact No. :  
Administrative Officer (AO)'s Email Address :  
Name of Approving Authority (AA) \* :  
Approving Authority (AA)'s Contact No. :  
Approving Authority (AA)'s Email Address :

## COURSE/CERTIFICATION INFORMATION

Type \* :  
 Certifiable Programme  
 Non-Certifiable Programme  
Skill Area \* : E1: Business Analytics

## Submit Course Mapping

### Action:

Select and Fill in the Relevant Information

**COURSE/CERTIFICATION INFORMATION**

Type \* :  **Certifiable Programme**  
 **Non-Certifiable Programme**

Certification Owner \* : Sun Microsystems Pte Ltd ▼

Authorized Partners :

Certification Title \* : Sun Certified Integrator for Identity Manager 7.1 ▼

Skill Area \* : C1: Data Integration and Information Management ▼

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

# Submit Course Mapping

## Action:

### Selection of Job Role:

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

The image displays two screenshots of a software interface for selecting job roles. Each screenshot shows a 'Job Role in NICF \*' section with a 'Selected' box and an 'Available' list. Between the two sections are navigation buttons: '<<' and '>>'.

**Top Screenshot:**

- Job Role in NICF \* :** Selected
- Available:** Chief Architect - Cloud, Chief Information Officer (highlighted with a red box), Chief Technology Officer, Data Analyst - Statistics and Mining, Data Analyst - Text Analytics, Executive Producer (Animation), IT Director - Financial Service Channels, IT Director - Global Wealth Management, IT Manager, Manager- Statistics and Mining.
- A red box highlights the '<<' button.

**Bottom Screenshot:**

- Job Role in NICF \* :** Selected
- Selected:** Chief Information Officer
- Available:** Chief Architect - Cloud, Chief Technology Officer, Data Analyst - Statistics and Mining, Data Analyst - Text Analytics, Executive Producer (Animation), IT Director - Financial Service Channels, IT Director - Global Wealth Management, IT Manager, Manager- Statistics and Mining, Operations Research Analyst.
- A red box highlights the '<<' button.

# Submit Course Mapping

## NICF Mapping Section

### NICF MAPPING

Total No. of Core Modules \* :



Total

Core Module 1

Title of Core Module 1

-- Select --

### COURSE OUTCOMES

No. Of Course Outcomes



Go

S/N

DESCRIPTION

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

No. of Competency Units



Go

### CU CODES & CE/PS

1.  [Remove](#)


### COURSE MAPPING MATRIX

Go



# Submit Course Mapping


**NICF MAPPING**

Total No. of Core Modules \* :  

Total


Core Module 1

**COURSE OUTCOMES**

No. of Course Outcomes  


S/N	DESCRIPTION
-----	-------------

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

No. of Competency Units  

**CU CODES & CE/PS**


1.

**COURSE MAPPING MATRIX**  

**Action:**  
Key in number of Core Module

# Submit Course Mapping

**NICF MAPPING**

Total No. of Core Modules \* :  


**Core Module 1**

Title of Core Module 1

**COURSE OUTCOMES**


**S/N**      **DESCRIPTION**

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

No. of Competency Units  

**CU CODES & CE/PS**

1.


**COURSE MAPPING MATRIX**  

**Action:**

Select the relevant number of CUs. E.g. 1

# Submit Course Mapping

**NICF MAPPING**

Total No. of Core Modules \* :  

Total No. of Elective Modules :

**Core Module 1**


Title of Core Module 1 :

**COURSE OUTCOMES**

S/N

**Action:**  
**Identify relevant CU code and key in ICMS**

PROPOSED COURSE STATEMENTS (PS)

No. of Competency Units :  

**CU CODES & CE/PS**

1.

**IT-CIO-501S-1 : Manage supplier relationship**

**IT-CIO-502S-1 : Develop a budget**

**IT-CIO-503S-1 : Develop strategic and action plans**



CU Code

CE

**Course Outcomes**

# Submit Course Mapping


**NICF MAPPING**

Total No. of Core Modules \* :   Total No. of Elective Modules \* :  

**Core Module 1**


Title of Core Module

**COURSE OUTCOMES**

No. Of Course Outcomes  

**S/N DESCRIPTION**

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

No. of Competency Units  

**CU CODES & CE/PS**

1.

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	Investigate disagreements with suppliers to identify validity and causes
IT-CIO-501S-1-E5	Negotiate and resolve issues and disagreements
IT-CIO-501S-1-E6	Identify and address suppliers related risks

CU details will appear when CU is selected



# Submit Course Mapping

## COURSE OUTCOMES

No. Of Course Outcomes  [Go](#)

S/N	DESCRIPTION	
1.	<input type="text" value="1"/>	<a href="#">Remove</a>
2.	<input type="text" value="2"/>	<a href="#">Remove</a>

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

No. of Competency Units  [Go](#)

### CU CODES & CE/PS

1.	<input type="text" value="IT-CIO-501S-1 : Manage supplier relationship"/>	<a href="#">Remove</a>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	IT-CIO-501S-1-E2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IT-CIO-501S-1-E3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	IT-CIO-501S-1-E4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IT-CIO-501S-1-E5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	IT-CIO-501S-1-E6	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Submit Course Mapping

- Upload Supporting Documents

## Checklist for NICF Course Mapping Application

- Please ensure all the required supporting documents are provided to IMDA for the application to be processed.
- For detailed course curriculum and course materials (incl. training and/or certification roadmap), please send directly to IMDA
- 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 5 Attachment Files.
- Attachment must be in JPG/PDF/ZIP/XLS/DOC format.

Documents in Attached Files :

- CAB's authorisation letter (for Certifiable Program)
- Detailed course outlines/exam objectives
- Training/Certification Roadmap (for Certifiable Program)

Upload Files :

UPLOADED FILES

ACTION BY

ACTIC

 Browse...

Cancel Save as Draft Submit for Approval

**Action:** Upload Necessary Supporting Documents

**Action:** Select on 'Submit for Approval'

## Submit Course Mapping

### NEW COURSE/CERTIFICATION ENDORSEMENT DETAILS

NICF Course Mapping successfully submitted.

Your Application Reference Id is : **NICF/0913/CE/201604/002251**

We will process your application upon receipt of the administration fees(s). Please send the administration fee(s) via cheque or through GIRO/Wire Transfer to IMDA Singapore.

If you have not uploaded the required supporting documents earlier, please send to:

CITREP Administrator

IDA Singapore

10 Pasir Panjang Road

#10-01 Mapletree Business City

Singapore 117438

OK

**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

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**

### 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](mailto: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.

## Submit Course Mapping: AA Approval

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 Course Mapping: AA Approval



Oracle Corporation Singapore Pte Ltd , Course Provider Administrative Officer

Welcome, Tham Yoke Wan Sharon

## INBOX ITEMS PENDING FOR YOUR ACTION

MENU	
<a href="#">Course/Certification Endorsement</a>	
<a href="#">Trainee Enrolment</a>	
<a href="#">Claim Application</a>	

S/N	Description	Pending Items
1.	<a href="#">Course/Certification Endorsement</a>	30

### Action:

Select either 'Course/Certification Endorsement'

# Submit Course Mapping: AA Approval



INBOX  
MENU  
Course/Certification Endorsement  
Trainee Enrolment  
User Account Administration  
Organisation Account  
SWITCH USER ROLE  
LOG OUT



Home >> Course/Certification Endorsement

### COURSE/CERTIFICATION ENDORSEMENT SEARCH

Course/Certification ID :

Course/Certification Title :

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

CE Validate Period Start Date From :   (dd/mm/yyyy) To   (dd/mm/yyyy)

Programme Name : -- Select --

Status : -- Select --

Show Only Pending Items :

S/N	Course/Certification ID	Course/Certification Title	Course/Certification Provider	Programme Name	Skill Area	Status	Action	History
1.	<a href="#">NICF/0913/CE/201511/002189</a>	test	Oracle Corporation Singapore Pte Ltd	NICF Course Mapping	E1: Business Analytics	Pending Approval - CP AA,CO AA	<a href="#">Approve - New</a>	<a href="#">View History</a>

No. 1 of 1 page(s)  
Total records : 1

**Action:**  
Select the 'Approve-New' hyperlink

## Submit Course Mapping: AA Approval

IT-MNG-0329-0	IT-MNG-0329-0-E1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	IT-MNG-0329-0-E2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	IT-MNG-0329-0-E3	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### APPLICATION ATTACHMENTS

Documents in Attached Files :

CAB's authorisation letter (for Certifiable Program)

Detailed course outlines/exam objectives

Training/Certification Roadmap (for Certifiable Program)

Upload Files :

(Max 5 Files/Attachment must be in  
JPG/PDF/ZIP/XLS/DOC format. Max size is 3MB Per File)

UPLOADED FILES

Assessment Results.pdf

### APPROVAL BY CP AA

Remarks:

**Action:**  
Select the 'Approve' button

Cancel View Summary **Approve** Reject Send Back

**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

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 --

-- 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](mailto: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.**

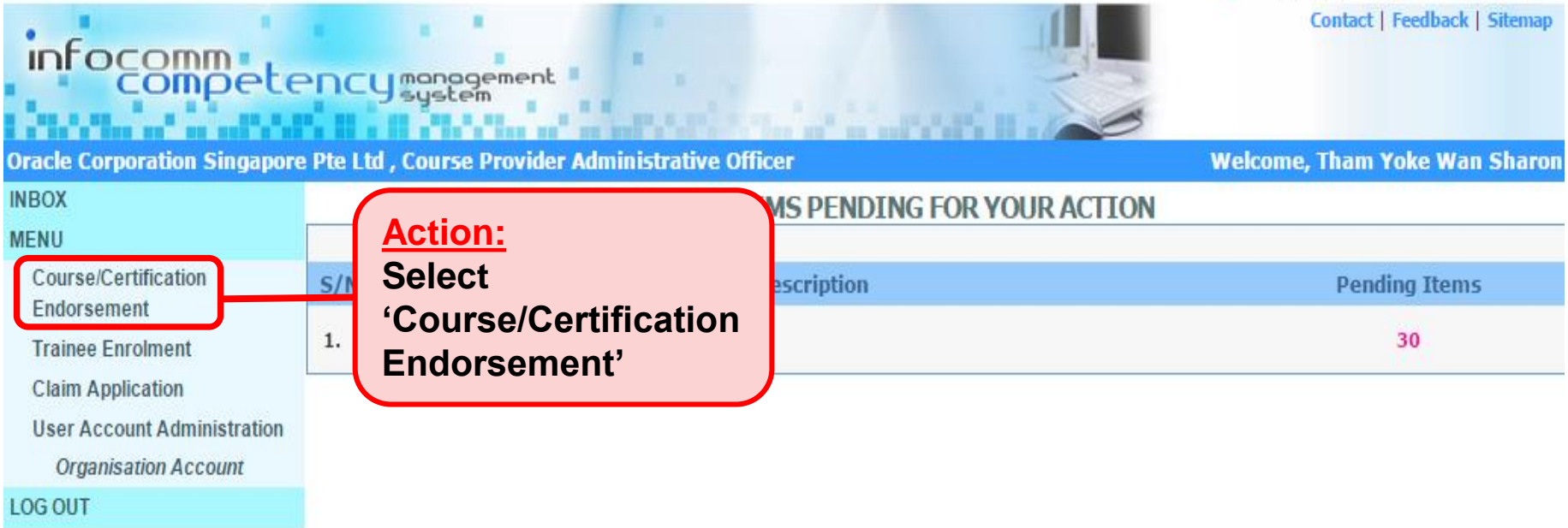
## Submit Course/Certification Endorsement

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 role

# Submit Course/Certification Endorsement



infocomm competency management system

Oracle Corporation Singapore Pte Ltd, Course Provider Administrative Officer

Welcome, Tham Yoke Wan Sharon

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.		30

# Submit Course/Certification Endorsement

The screenshot displays the 'infocomm competency management system' interface. The user is logged in as 'Computer Science Organisation , Course Provider Administrative Officer'. The main content area is titled 'COURSE/CERTIFICATION ENDORSEMENT SEARCH' and contains the following search criteria:

- Course/Certification ID :
- Course/Certification Title :
- CP AA Submission Date From :  (dd/mm/yyyy) To  (dd/mm/yyyy)
- CE Validate Period Start Date From :  (dd/mm/yyyy) To  (dd/mm/yyyy)
- Programme Name : -- Select --
- Status : -- Select --
- Show Only Pending Items :

At the bottom of the search form, there are three buttons: 'Search', 'New Application', and 'Find CU & CE'. The 'New Application' button is highlighted with a red box. A red callout box points to this button with the text: 'Action: Select 'New Application''.

**Action:**  
Select 'New Application'

# Submit Course/Certification Endorsement

- MENU
- Course/Certification Endorsement
- Trainee Enrolment
- Claim Application
- User Account Administration
- Organisation Account
- LOG OUT

Select Programme For Submission :  
NICF Course Mapping

**Action:**  
Select the relevant CITREP Programme Term

... will take about 20 minutes to complete

Submit for Approval

## 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 : <http://education.oracle.com>

## APPLICATION CONTACT INFORMATION

Name Of Administrative Officer (AO) :

Administrative Officer (AO)'s Contact No. :

Administrative Officer (AO)'s Email Address :

Name of Approving Authority (AA) \* :

Approving Authority (AA)'s Contact No. :

Approving Authority (AA)'s Email Address :

## COURSE/CERTIFICATION INFORMATION

Type \* :  Certifiable Programme  
 Non-Certifiable Programme

Skill Area \* : E1: Business Analytics

# Submit Course/Certification Endorsement

**Action:**  
Enter the necessary information

Course Title :

Objectives \* :

Job Role in NICF \* :

Selected

Available

3D Modeler (Animation)  
Animation Supervisor  
Application Support Manager - Cloud  
Art Director (Animation)  
Art Director (Games)  
Background Artist  
CG Supervisor  
Cloud Development Manager  
Cloud Infrastructure Engineer  
Cloud Software Engineer ( Solution/ Database)

Others :

Minimum Entry Requirements \* :

# Submit Course/Certification Endorsement

Proposed NICF Occupational Level \* :

- Entrant
- Specialist (Technical)
- Specialist (Management)
- Expert / Management
- Mid-management
- Senior Management

Post Course Evaluation Report \* :

Yes  No

Mode of Delivery \* :

- Instructor Led Training
- Web Based
- Hybrid
- Other

Total Course Fees \* : S\$

Total Exam Fees \* : S\$

Total Course and Exam Fees : S\$ 0.00

Total No. of Years Conducted \* :

Track Record On \* :  Training  Certification

Total No Of Students \* :

Year 2012 -	<input type="text"/>
Year 2013 -	<input type="text"/>
Year 2014 -	<input type="text"/>

Projected No. of Students \* :

Year 2015 -	<input type="text"/>
Year 2016 -	<input type="text"/>

**Action:**  
Enter the necessary information



# Submit Course/Certification Endorsement

**Action:**  
Enter the necessary information

**TRAINING ROADMAP**

**CORE MODULES**

Total No. of Core Modules \* :   Min. No. of Core Modules Completed \* :

S/N	CORE MODULE TITLE	DURATION
-----	-------------------	----------

**ELECTIVE MODULES**

Total No. of Elective Modules \* :   Min. No. of Elective Modules Completed \* :

S/N	ELECTIVE MODULE TITLE	DURATION
-----	-----------------------	----------

**CERTIFICATION ROADMAP**

**CORE MODULES**

Total No. of Core Modules \* :   Min. No. of Core Modules Completed \* :

S/N	CORE MODULE TITLE	DURATION
-----	-------------------	----------

**ELECTIVE MODULES**

Total No. of Elective Modules \* :   Min. No. of Elective Modules Completed \* :

## Submit Course/Certification Endorsement

- Upload Supporting Documents and Submission

The screenshot shows a web interface for uploading files. At the top left, it says 'Upload Files :'. To its right is a light blue bar labeled 'UPLOADED FILES'. Below this is a file selection area with a text input field and a 'Browse...' button, both highlighted with a red border. Below the file selection area is a dark blue bar containing three buttons: 'Cancel', 'Save as Draft', and 'Submit for Approval'. The 'Submit for Approval' button is also highlighted with a red border. Two callout boxes with red borders and red text provide instructions: one points to the 'Browse...' button and the other points to the 'Submit for Approval' button.

Upload Files : UPLOADED FILES

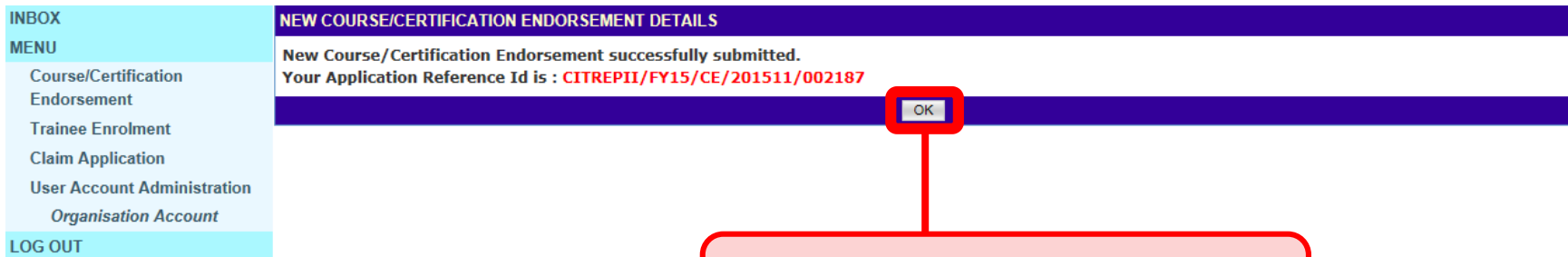
Browse...

Cancel Save as Draft Submit for Approval

**Action:**  
Upload Necessary Supporting Documents

**Action:**  
Select on 'Submit for Approval'

## Submit Course/Certification Endorsement



The screenshot displays a web interface with a dark blue header and a light blue sidebar. The header contains the text "NEW COURSE/CERTIFICATION ENDORSEMENT DETAILS". The main content area shows a confirmation message: "New Course/Certification Endorsement successfully submitted. Your Application Reference Id is : CITREPII/FY15/CE/201511/002187". Below the message is a small "OK" button. A red box highlights the "OK" button, and a red callout box points to it with the text "Action: Click the 'OK' button to return".

INBOX  
MENU  
Course/Certification Endorsement  
Trainee Enrolment  
Claim Application  
User Account Administration  
Organisation Account  
LOG OUT

NEW COURSE/CERTIFICATION ENDORSEMENT DETAILS

New Course/Certification Endorsement successfully submitted.  
Your Application Reference Id is : CITREPII/FY15/CE/201511/002187

OK

**Action:**

Click the 'OK' button to return

- 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.

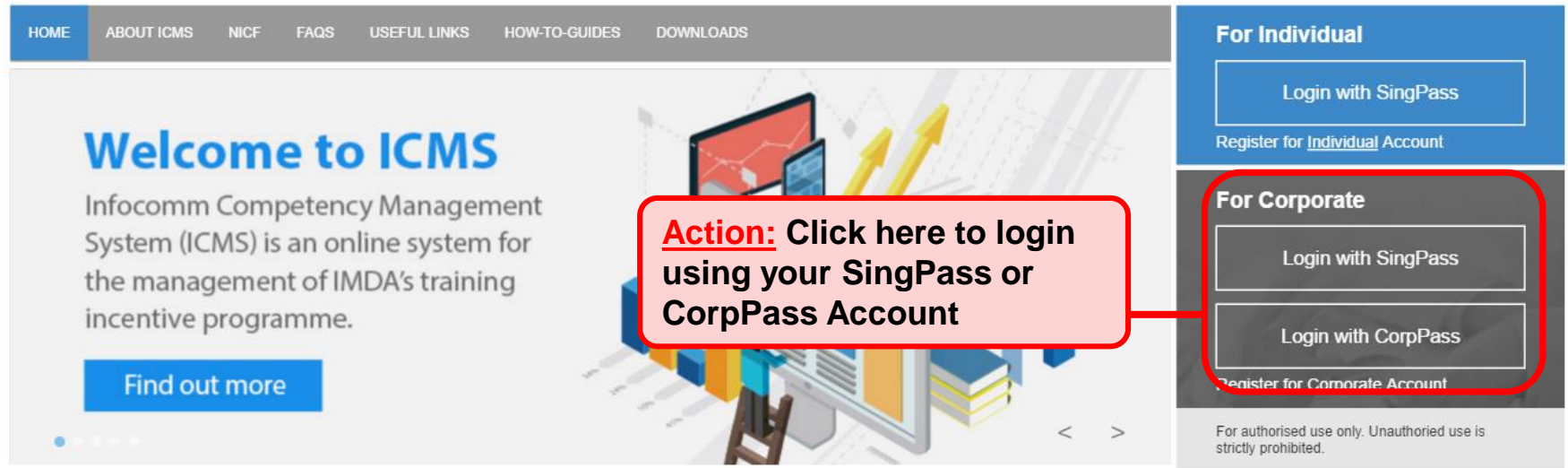
***Submit Course/Certification Endorsement bundled with NICF Mapping***

3.

Submit  
Course/Certification  
Endorsement  
bundled with NICF  
Mapping

# Submit Course/Certification Endorsement bundled with NICF Mapping

## ➤ Login to ICMS



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 'Contacts'.

### 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](mailto: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.**

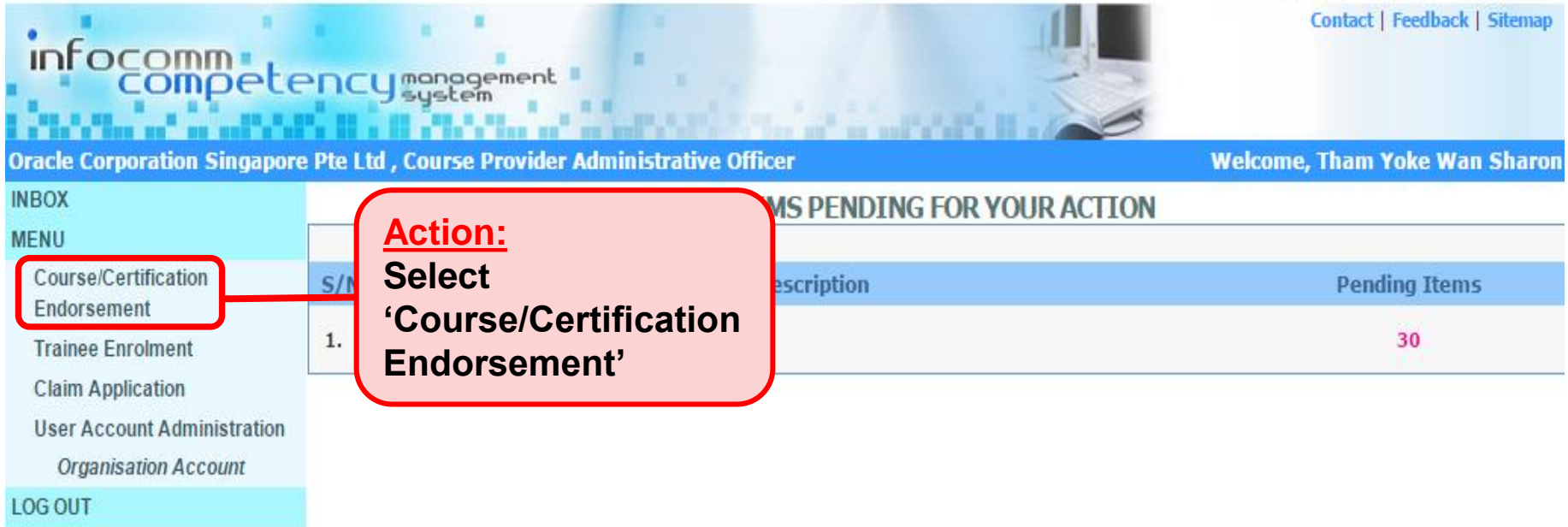
## ***Submit Course/Certification Endorsement bundled with NICF Mapping***

**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 role

# Submit Course/Certification Endorsement bundled with NICF Mapping



**Oracle Corporation Singapore Pte Ltd, Course Provider Administrative Officer** **Welcome, Tham Yoke Wan Sharon**

**INBOX**

**MENU**

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

**LOG OUT**

**ITEMS PENDING FOR YOUR ACTION**

Description	Pending Items
1.	30

**Action:**  
**Select**  
**'Course/Certification**  
**Endorsement'**

# Submit Course/Certification Endorsement bundled with NICF Mapping

The screenshot displays the 'infocomm competency management system' interface. The user is logged in as 'Computer Science Organisation , Course Provider Administrative Officer'. The main content area is titled 'COURSE/CERTIFICATION ENDORSEMENT SEARCH' and contains several search criteria fields: 'Course/Certification ID', 'Course/Certification Title', 'CP AA Submission Date From' and 'To' (with calendar icons), 'CE Validate Period Start Date From' and 'To' (with calendar icons), 'Programme Name' (a dropdown menu), and 'Status' (a dropdown menu). There is also a 'Show Only Pending Items' checkbox which is checked. At the bottom of the search area, there are three buttons: 'Search', 'New Application' (highlighted with a red box), and 'Find CU & CE'. A red callout box with a white background and black text points to the 'New Application' button, containing the text: 'Action: Select 'New Application''.

**Action:**  
Select 'New Application'



# Submit Course/Certification Endorsement

- MENU
- Course/Certification Endorsement
- Trainee Enrolment
- Claim Application
- User Account Administration
- Organisation Account
- LOG OUT

Select Programme For Submission :  
NICF Course Mapping

**Action:**  
Select the relevant CITREP Programme Term

... will take about 20 minutes to complete

Submit for Approval

## 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 : <http://education.oracle.com>

## APPLICATION CONTACT INFORMATION

Name Of Administrative Officer (AO) :

Administrative Officer (AO)'s Contact No. :

Administrative Officer (AO)'s Email Address :

Name of Approving Authority (AA) \* :

Approving Authority (AA)'s Contact No. :

Approving Authority (AA)'s Email Address :

## COURSE/CERTIFICATION INFORMATION

Type \* :  Certifiable Programme  
 Non-Certifiable Programme

Skill Area \* : E1: Business Analytics

# Submit Course/Certification Endorsement

**Action:**  
Enter the necessary information

Course Title :

Objectives \* :

Job Role in NICF \* :

Selected

Available

3D Modeler (Animation)  
Animation Supervisor  
Application Support Manager - Cloud  
Art Director (Animation)  
Art Director (Games)  
Background Artist  
CG Supervisor  
Cloud Development Manager  
Cloud Infrastructure Engineer  
Cloud Software Engineer ( Solution/ Database)

Others :

Minimum Entry Requirements \* :

# Submit Course/Certification Endorsement

Proposed NICF Occupational Level \* :

- Entrant
- Specialist (Technical)
- Specialist (Management)
- Expert / Management
- Mid-management
- Senior Management

Post Course Evaluation Report \* :

Yes  No

Mode of Delivery \* :

- Instructor Led Training
- Web Based
- Hybrid
- Other

Total Course Fees \* : S\$

Total Exam Fees \* : S\$

Total Course and Exam Fees : S\$ 0.00

Total No. of Years Conducted \* :

Track Record On \* :  Training  Certification

Total No Of Students \* :

Year 2012 -	<input type="text"/>
Year 2013 -	<input type="text"/>
Year 2014 -	<input type="text"/>

Projected No. of Students \* :

Year 2015 -	<input type="text"/>
Year 2016 -	<input type="text"/>

**Action:**  
Enter the necessary information

# Submit Course/Certification Endorsement

**Action:**  
Enter the necessary information

**TRAINING ROADMAP**

**CORE MODULES**

Total No. of Core Modules \* :   Min. No. of Core Modules Completed \* :

S/N	CORE MODULE TITLE	DURATION
-----	-------------------	----------

**ELECTIVE MODULES**

Total No. of Elective Modules \* :   Min. No. of Elective Modules Completed \* :

S/N	ELECTIVE MODULE TITLE	DURATION
-----	-----------------------	----------

**CERTIFICATION ROADMAP**

**CORE MODULES**

Total No. of Core Modules \* :   Min. No. of Core Modules Completed \* :

S/N	CORE MODULE TITLE	DURATION
-----	-------------------	----------

**ELECTIVE MODULES**

Total No. of Elective Modules \* :   Min. No. of Elective Modules Completed \* :

## Submit Course/Certification Endorsement

### NICF MAPPING

Course/Certification NICF Mapped : **No**

NICF Occupational Level :

NICF Mapping section may reflect as 'No' as there is no approved NICF Mapping application

Upload Files :

### UPLOADED FILES

Browse...

Cancel

Save as Draft

Save and Copy to NICF Course Mapping

Submit for Approval

**Action:** Upload Necessary Supporting Documents

**Action:** Select on 'Save and Copy to NICF Course Mapping'

# Submit Course/Certification Endorsement bundled with NICF Mapping

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

Select Programme For Submission :

**Bundled Submission is enabled for Course Endorsement and NICF Course Mapping**

**ORGANISATION INFORMATION**

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

Name Of Organisation : **Oracle Corporation Singapore Pte Ltd**

Address \* :    
**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) \* :

Approving Authority (AA)'s Contact No. :

Approving Authority (AA)'s Email Address :

**COURSE/CERTIFICATION INFORMATION**

Type \* :  **Certifiable Programme**  
 **Non-Certifiable Programme**

Skill Area \* :

Course Title \* :

## Submit Course Mapping

### Action:

Select and Fill in the Relevant Information

**COURSE/CERTIFICATION INFORMATION**

Type \* :  **Certifiable Programme**  
 **Non-Certifiable Programme**

Certification Owner \* : Sun Microsystems Pte Ltd ▼

Authorized Partners :

Certification Title \* : Sun Certified Integrator for Identity Manager 7.1 ▼

Skill Area \* : C1: Data Integration and Information Management ▼

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

# Submit Course Mapping

## Action:

Selection of Job Role:

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

The image displays two screenshots of a web interface for selecting a job role. The interface is divided into two main sections: 'Selected' and 'Available'.

**Top Screenshot:**

- Job Role in NICF \* :** Selected
- Available:** Chief Architect - Cloud, **Chief Information Officer**, Chief Technology Officer, Data Analyst - Statistics and Mining, Data Analyst - Text Analytics, Executive Producer (Animation), IT Director - Financial Service Channels, IT Director - Global Wealth Management, IT Manager, Manager- Statistics and Mining.
- A red box highlights 'Chief Information Officer' in the 'Available' list, with a red '1.' next to it.
- Navigation buttons '<<' and '>>' are visible between the sections.

**Bottom Screenshot:**


- Job Role in NICF \* :** Selected
- Selected:** Chief Information Officer
- Available:** Chief Architect - Cloud, Chief Technology Officer, Data Analyst - Statistics and Mining, Data Analyst - Text Analytics, Executive Producer (Animation), IT Director - Financial Service Channels, IT Director - Global Wealth Management, IT Manager, Manager- Statistics and Mining, Operations Research Analyst.
- A red box highlights the '<<' button, with a red '2.' next to it.
- Navigation buttons '<<' and '>>' are visible between the sections.



# Submit Course Mapping

- NICF Mapping Section


**NICF MAPPING**

Total No. of Core Modules \* :   Total

**Core Module 1**


Title of Core Module 1

**COURSE OUTCOMES**

No. Of Course Outcomes  


S/N	DESCRIPTION
-----	-------------

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

No. of Competency Units  


**CU CODES & CE/PS**

1.  Remove

**COURSE MAPPING MATRIX**  

# Submit Course Mapping

**NICF MAPPING**


Total No. of Core Modules \* :  

Total

Core Module 1


**COURSE OUTCOMES**

Action:  
Key in number of Core Module

No. of Course Outcomes  


S/N	DESCRIPTION
-----	-------------

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

No. of Competency Units  


**CU CODES & CE/PS**

1.

**COURSE MAPPING MATRIX**  

# Submit Course Mapping

**NICF MAPPING**

Total No. of Core Modules \* :  


**Core Module 1**

Title of Core Module 1

**COURSE OUTCOMES**


**S/N**      **DESCRIPTION**

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

No. of Competency Units  

**CU CODES & CE/PS**

1.


**COURSE MAPPING MATRIX**  

**Action:**

Select the relevant number of CUs. E.g. 1

# Submit Course Mapping

**NICF MAPPING**

Total No. of Core Modules \* :  

Total No. of Elective Modules :

**Core Module 1**


Title of Core Module 1 :

**COURSE OUTCOMES**

S/N

**Action:**  
**Identify relevant CU code and key in ICMS**

PROPOSED COURSE STATEMENTS (PS)

No. of Competency Units :  

**CU CODES & CE/PS**

1.

**IT-CIO-501S-1 : Manage supplier relationship**

**IT-CIO-502S-1 : Develop a budget**

**IT-CIO-503S-1 : Develop strategic and action plans**



CU Code

CE

Course Outcomes

# Submit Course Mapping


**NICF MAPPING**

Total No. of Core Modules \* :   Total No. of Elective Modules \* :  

**Core Module 1**


Title of Core Module

**COURSE OUTCOMES**

No. Of Course Outcomes  

**S/N DESCRIPTION**

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

No. of Competency Units  

**CU CODES & CE/PS**

1.

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	Investigate disagreements with suppliers to identify validity and causes
IT-CIO-501S-1-E5	Negotiate and resolve issues and disagreements
IT-CIO-501S-1-E6	Identify and address suppliers related risks

CU details will appear when CU is selected

# Submit Course Mapping

## COURSE OUTCOMES

No. Of Course Outcomes

S/N	DESCRIPTION	
1.	<input type="text" value="1"/>	<a href="#">Remove</a>
2.	<input type="text" value="2"/>	<a href="#">Remove</a>

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

No. of Competency Units

### CU CODES & CE/PS

1.	<input type="text" value="IT-CIO-501S-1 : Manage supplier relationship"/>	<a href="#">Remove</a>
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

Competency Units & Elements/Performance Statements		Course Outcomes	
CU Code	CE	1	2
IT-CIO-501S-1	IT-CIO-501S-1-E1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	IT-CIO-501S-1-E2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IT-CIO-501S-1-E3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	IT-CIO-501S-1-E4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IT-CIO-501S-1-E5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	IT-CIO-501S-1-E6	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Submit Course Mapping

- Upload Supporting Documents

## Checklist for NICF Course Mapping Application

- Please ensure all the required supporting documents are provided to IMDA for the application to be processed.
- For detailed course curriculum and course materials (incl. training and/or certification roadmap), please send directly to IMDA
- 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 5 Attachment Files.
- Attachment must be in JPG/PDF/ZIP/XLS/DOC format.

Documents in Attached Files :

- CAB's authorisation letter (for Certifiable Program)
- Detailed course outlines/exam objectives
- Training/Certification Roadmap (for Certifiable Program)

Upload Files :

UPLOADED FILES

ACTION BY ACTION

 Browse...

Cancel Save as Draft Submit for Approval

**Action:** Upload Necessary Supporting Documents

**Action:** Select on 'Submit for Approval'

## Submit Course Mapping

### NEW COURSE/CERTIFICATION ENDORSEMENT DETAILS

NICF Course Mapping successfully submitted.

Your Application Reference Id is : **NICF/0913/CE/201604/002251**

We will process your application upon receipt of the administration fees(s). Please send the administration fee(s) via cheque or through GIRO/Wire Transfer to IMDA Singapore.

If you have not uploaded the required supporting documents earlier, please send to:

CITREP Administrator

IDA Singapore

10 Pasir Panjang Road

#10-01 Mapletree Business City

Singapore 117438

OK

**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 19-23 on the steps to approve the application.



# Submit Course/Certification Endorsement bundled with NICF Mapping

## ➤ AA login to ICMS to submit Course Mapping

The screenshot shows the ICMS homepage. The navigation bar includes: HOME, ABOUT ICMS, NICF, FAQs, USEFUL LINKS, HOW-TO-GUIDES, DOWNLOADS. The main content area features a 'Welcome to ICMS' banner with the text: '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. 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. A red callout box with the text 'Action: Click here to login using your SingPass or CorpPass Account' points to the 'Login with SingPass' and 'Login with CorpPass' buttons in the 'For Corporate' section. Below the banner, there are sections for 'Programme Information', 'Library of Courses', and 'Contacts'. The 'Programme Information' and 'Library of Courses' sections each have a dropdown menu and a search icon. The 'Contacts' section provides the helpdesk number 6324 8737 and the email [info@imda.gov.sg](mailto:info@imda.gov.sg).

**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](mailto: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.

## ***Submit Course/Certification Endorsement bundled with NICF 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 NICF Mapping



Oracle Corporation Singapore Pte Ltd , Course Provider Administrative Officer Welcome, Tham Yoke Wan Sharon

INBOX		ITEMS PENDING FOR YOUR ACTION		
MENU		S/N	Description	Pending Items
<a href="#">Course/Certification Endorsement</a>		1.	<a href="#">Course/Certification Endorsement</a>	30
<a href="#">Trainee Enrolment</a>				
<a href="#">Claim Application</a>				

**Action:**

Select either 'Course/Certification Endorsement'

# Submit Course/Certification Endorsement bundled with NICF Mapping

- AA login to ICMS to approve the application

**Action:**  
Select the 'Approve-New' hyperlink

S/N	Course/Certification ID	Course/Certification Title	Course/Certification Provider	Programme Name	Skill Area	Status	Action	History
	<a href="#">CITREPII/FY15/CE/201511/002190</a>	Test	Oracle Corporation Singapore Pte Ltd	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	E1: Business Analytics	Pending Approval - CP AA	<a href="#">Approve New</a>	<a href="#">View History</a>
	<a href="#">NICF/0913/CE/201511/002191</a>	Test	Oracle Corporation Singapore Pte Ltd	NICF Course Mapping	E1: Business Analytics	Pending Approval - CP AA,CO AA	Bundled With CE	<a href="#">View History</a>

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

# Submit Course/Certification Endorsement bundled with NICF Mapping

- Course/Certification endorsement page is displayed.

S/N	CORE MODULE TITLE	DURATION
1.	Test111	15.0 Days

**ELECTIVE MODULES**

Total No. of Elective Modules : 0      Min. No. of Elective Modules Completed :

S/N	ELECTIVE MODULE TITLE	DURATION
-----	-----------------------	----------

**NICF MAPPING**

Course/Certification NICF Mapped : No  
NICF Occupational Level :

**APPROVAL BY CP AA**

**Action:**  
Select the 'Approve/Reject/Sendback with NICF Course Mapping' button

# Submit Course/Certification Endorsement bundled with NICF Mapping

- NICF course mapping page is displayed.

**NICF MAPPING**

Total No. of Core Modules : 1      Total No. of Elective Modules : 0

**Core Module 1**

Title of Core Module 1 **Test111**

**COURSE OUTCOMES**

No. Of Course Outcomes 1

S/N	DESCRIPTION
1.	Test

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

No. of Competency Units 1

**CU CODES & CE/PS**

1. IT-AN-0335-0 :	Conduct research to evaluate new technologies
IT-AN-0335-0-E1	Research sources to determine appropriate information for the organisation
IT-AN-0335-0-E2	Evaluate and report on options

**COURSE MAPPING MATRIX**

Competency Units & Elements/Performance Statements		Course Outcomes
CU Code	CE	1
IT-AN-0335-0	IT-AN-0335-0-E1	<input checked="" type="checkbox"/>
	IT-AN-0335-0-E2	<input checked="" type="checkbox"/>

**APPROVAL BY CP AA**

Remarks: approve

**Action: Select on 'Approve' button**

Cancel View Summary **Approve** Reject Send Back

# Submit Course/Certification Endorsement bundled with NICF Mapping

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

The screenshot displays the ICMS interface for Oracle Corporation Singapore Pte Ltd, Course Provider Approving Authority. The page is titled "APPROVE COURSE/CERTIFICATION ENDORSEMENT DETAILS" and features a navigation menu on the left with options like "INBOX", "MENU", "Course/Certification Endorsement", "Trainee Enrolment", "User Account Administration", "Organisation Account", "SWITCH USER ROLE", and "LOG OUT". The main content area shows a confirmation message: "Course/Certification Endorsement successfully approved. , please proceed to submit supporting documents. Your Course/Certification Endorsement ID is : CITREPII/FY15/CE/201511/002190 , NICF/0913/CE/201511/002191". Below this is a "SUBMISSION CHECKLIST" table with three items: 1. CAB's authorisation letter (for Certifiable Program), 2. Detailed course outlines/exam objectives, and 3. Training/Certification Roadmap (for Certifiable Program). The page also includes a "Please print this page for your reference." note, a version number "v4-09/11/2012", and an "OK" button.

**infocomm competency management system**

Oracle Corporation Singapore Pte Ltd , Course Provider Approving Authority

Welcome, Veronica Tay

**APPROVE COURSE/CERTIFICATION ENDORSEMENT DETAILS**

Course/Certification Endorsement successfully approved. , please proceed to submit supporting documents.  
Your Course/Certification Endorsement ID is : **CITREPII/FY15/CE/201511/002190 , NICF/0913/CE/201511/002191**

**SUBMISSION CHECKLIST**

NO.	SUBMISSION ITEM
1.	CAB's authorisation letter (for Certifiable Program)
2.	Detailed course outlines/exam objectives
3.	Training/Certification Roadmap (for Certifiable Program)

Please print this page for your reference.

v4-09/11/2012

OK



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

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 red callout box with the text 'Action: Click here to login using your SingPass or CorpPass Account' points to the 'Login with SingPass' and 'Login with CorpPass' buttons in this section.

### Programme Information



### Library of Courses



### Course Providers

 (Optional)

### Contacts

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

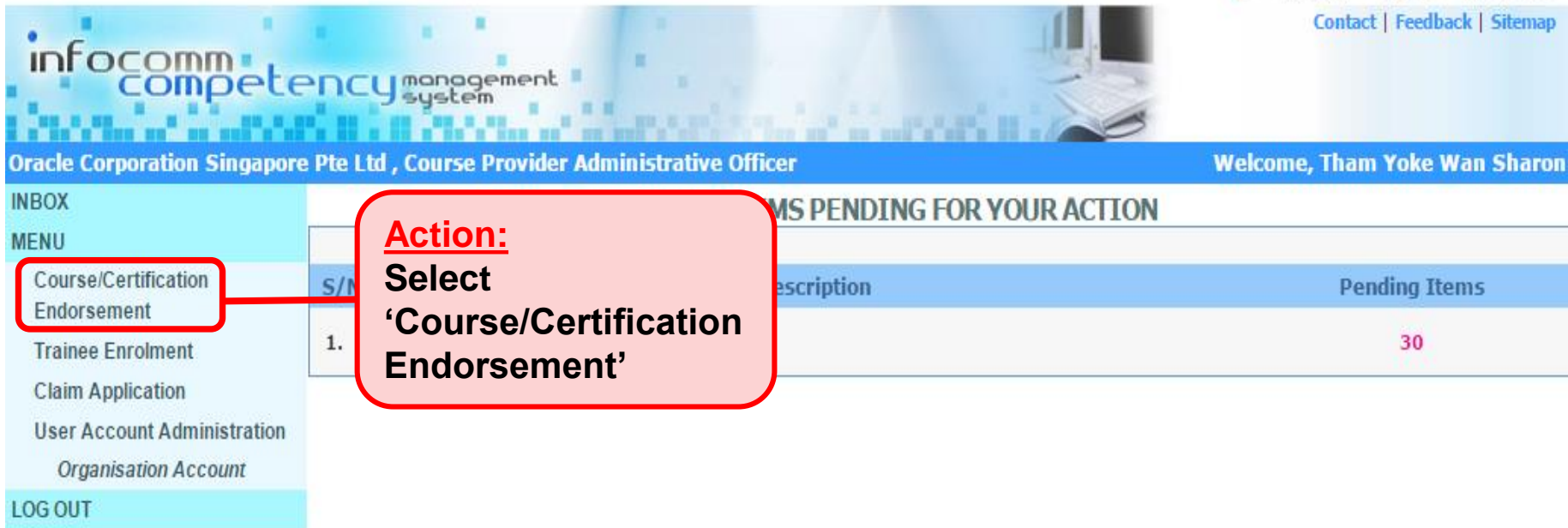
# Submit Change Request to update Course Mapping & Course/Certification Endorsement

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



**Oracle Corporation Singapore Pte Ltd, Course Provider Administrative Officer** **Welcome, Tham Yoke Wan Sharon**

**INBOX**

**MENU**

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

**LOG OUT**

**ITEMS PENDING FOR YOUR ACTION**

Description	Pending Items
1.	30

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

Home >> Course/Certification Endorsement

## COURSE/CERTIFICATION ENDORSEMENT SEARCH

Course/Certification ID :

Course/Certification Title :

CP AA Submission Date From :  (dd/mm/yy)

CE Validate Period Start Date From :  (dd/mm/yy)

Programme Name :

Status :

Show Only Pending Items :

### Action:

Search for the relevant course by:

1. Application ID
2. Application 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	<a href="#">Discard</a>   <a href="#">Update</a>	
2.	<a href="#">CITREPII/FY15/CE/201511/002187</a>	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	<a href="#">Update</a>	<a href="#">View History</a>



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


**COURSE/CERTIFICATION ENDORSEMENT SEARCH**


Course/Certification ID :

Course/Certification Title :

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

CE Validate Period Start Date From :   (dd/mm/yyyy) To   (dd/mm/yyyy)

Programme Name :  

Status :  

Show Only Pending Items :

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	<a href="#">Discard</a>   <a href="#">Update</a>	
2.	<a href="#">CITREPII/FY15/CE/201511/002187</a>	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	<a href="#">Update</a>	<a href="#">View History</a>

No. 1 of 1 page(s)  
Total records : 2

**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]   
6 Temasek Boulevard  
#18-01, Suntec Tower Four  
038986  
Contact No. : 64361000  
Website URL : .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 : m  
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**

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

The screenshot shows a web interface for submitting a change request. At the top, a dark blue header bar contains the text "CHANGE REQUEST BY CP AO". Below this is a form area with a large text input field labeled "Reason for Change \* :". The input field is currently empty. At the bottom of the form area, there are two buttons: "Cancel" and "Submit for Approval". The "Submit for Approval" button is highlighted with a red box. A red callout box with a red border and a red line pointing to the "Submit for Approval" button contains the text "Action: Enter the Reason for Change".

**Action:**  
Enter the Reason for Change

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

The screenshot displays the ICMS interface for a Course Provider Administrative Officer. The header includes the 'infocomm competency management system' logo and the user's name, 'Cruz John Lloyd'. The main content area shows a message: 'UPDATE COURSE/CERTIFICATION ENDORSEMENT DETAILS' and 'Course/Certification Endorsement update successfully submitted.' Below the message is a small 'OK' button. A red callout box points to the button with the text: 'Action: Select the 'OK' button to go back'. The left sidebar contains navigation options such as 'Course/Certification Endorsement', 'Trainee Enrolment', 'Claim Application', 'User Account Administration', 'Organisation Account', 'SWITCH USER ROLE', and 'LOG OUT'.

- 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

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](mailto: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.

# 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



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

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

### Action:

Select either 'Course/Certification Endorsement'

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

infocomm competency management system

Oracle Corporation Singapore Pte Ltd , Course Provider Approving Authority Welcome, Veronica Tay

Home >> Course/Certification Endorsement

### COURSE/CERTIFICATION ENDORSEMENT SEARCH

Course/Certification ID :

Course/Certification Title :

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

CE Validate Period Start Date From :  (dd/mm/yyyy) To  (dd/mm/yyyy)

Programme Name : )

Status :

Show Only Pending Items :

**Action:**  
Click on the 'Approve - Update' hyperlink

S/N	Course/Certification ID	Course/Certification Title	Course/Certification Provider	Programme Name	Skill Area	Status	Action	History
1.	<a href="#">CITREP II/FY15/CE/201511/002187</a>	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	<a href="#">Approve - Update</a>	<a href="#">View History</a>

No. 1 of 1 page(s)  
Total records : 1

# 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

CHANGE REQUESTED BY CP AO - 04/11/2015

Remarks : Reason for Change

APPROVAL BY CP AA

**Action:** Indicate Remarks

Remarks:



Cancel View Summary **Approve** Reject Send Back

**Action:** Select 'Approve' button



5.

**Search/View NICF  
Course Mapping &  
Course/Certification  
Endorsement**

# Search/View NICF Course Mapping & Course/Certification Endorsement

## ➤ Login to ICMS

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 --

-- 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](mailto: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.**



## ***Search/View NICF 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 NICF Course Mapping & Course/Certification Endorsement



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

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

### Action:

Select either 'Course/Certification Endorsement'

# Search/View NICF Course Mapping & Course/Certification Endorsement

Home >> Course/Certification Endorsement

**COURSE/CERTIFICATION ENDORSEMENT SEARCH**

Course/Certification ID :

Course/Certification Title :

CP AA Submission Date From :  (dd/mm/yy)

CE Validate Period Start Date From :  (dd/mm/yy)

Programme Name : CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2018)

Status :

Show Only Pending Items :

## Action:

Search for the relevant course by:

1. Application ID
2. Application 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 NICF Course Mapping & Course/Certification Endorsement

**COURSE/CERTIFICATION ENDORSEMENT SEARCH**

Course/Certification ID :

Course/Certification Title :

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

CE Validate Period Start Date From :   (dd/mm/yyyy) To   (dd/mm/yyyy)

Programme Name :

Status :

Show Only Pending Items :

	Course/Certification	Course/Certification	Programme Name	Skill Area	Status	Action	History
	10g: Security	Singapore Pte Ltd	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	E1: Business Analytics	Draft	<a href="#">Discard   Update</a>	
2.	<a href="#">CITREPII/FY15/CE/201511/002187</a> 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	 <a href="#">Pending Approval - Update</a>	<a href="#">View History</a>

No. 1 of 1 page(s)  
Total records : 2

# Search/View NICF 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 NICF Course Mapping & Course/Certification Endorsement

**CERTIFICATION ROADMAP**

**CORE MODULES**

Total No. of Core Modules : 2      Min. No. of Core Modules : 1  
Completed :

S/N	CORE MODULE TITLE	DURATION
1.	CC	15.0 Days
2.		

**ELECTIVE MODULES**

Total No. of Elective Modules : 0      Min. No. of Elective Modules :  
Completed :

S/N	ELECTIVE MODULE TITLE	DURATION
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**NICF MAPPING**

Course/Certification NICF Mapped : Yes  
NICF Occupational Level : Entrant

**CU CODE/CE**

1. IT-AN-0335-0 : Conduct research

IT-AN-0335-0-E1	Research sources to determine appropriate information for the organisation
IT-AN-0335-0-E2	Evaluate and report on options

**Action: Select 'Back' when done**