

ICMS User Orientation Training

Infocomm Competency Management System (ICMS)

SECTION D: TRAINEE ENROLMENT For Course Providers

Mar 2017



Confidential

ICMS Trainee Enrolment: Content Page

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

ICMS Trainee Enrolment

- Trainee Enrolment Defined Window Period
 - CP Approving Officer (AO) has the option to create the trainee enrolment record(s) in ICMS:
 - \geq <u>30</u> calendar days before the course and/or examination start date OR
 - > Up to 5 calendar days from the course and/or examination start date.
- Amend/Update trainee enrolment records
 - CP AO is able to amend/update changes in the trainee enrolment records within the defined enrolment window period
- Amend/Changes required after the enrolment window period
 - > Amendment requested by CP AO will be routed to IMDA for approval.

ICMS Trainee Enrolment

 Please note that the course/exam start date reflected in the enrolment record cannot be changed to an earlier date.
 E.g. Initial Date in enrolment record: 10 Dec 2015
 <u>Cannot</u> be changed to 9 Dec 2015 or earlier.

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

ICMS Trainee Enrolment: SkillsFuture Credit Field

To submit SkillsFuture Credit claim amount at point of trainee enrolment

Course Provider (CP) will need to submit the Skillsfuture Credit claim amount use to offset the course fee by eligible self-sponsored individual in ICMS

To note:

SkillsFuture Credit is only applicable for Self-Sponsored Individual

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

ICMS Trainee Enrolment: Date of Birth & Profession

To indicate Date of Birth and Profession at point of trainee enrolment

Course Provider will need to key in trainee's date of birth and profession in ICMS

To upload required forms (Applicable for Students and NSF aged 17-25)

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

For Students and NSF below 18 years old

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

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

New Requirement:

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

Necessary Supporting Documents to be Uploaded

Course Provider will be required to upload required forms

For Students

- 1. Parent/ Guardian's consent Form (Form 1A)
- 2. Proof of matriculation
- 3. Recommendation by the PSEI (refer to Form 1)

For NSF

- 1. Documentation Proof of Enlistment and Operationally Ready Date (ORD)
- 2. Copy of trainee's SAF 11B card

For Students and NSF below 18 years old

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

For SME

1. Company's Declaration of SME Status for Funding Support (refer to Form 2)



Access to ICMS - Login



Note:

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

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)	
з. 🕻	Course Provider Administrative Officer(CP AO)	Action: Select CP AO Role
4.	Course Provider Approving Authority(CP AA)	
5.	Sponsoring Organisation Administrative Officer(SO A	D)
6.	Sponsoring Organisation Approving Authority(SO AA)

Create New Trainee Enrolment Record



Create New Trainee Enrolment Record

		Integrity · Service · Excellence
infocommete	CU management system	Contact Feedback Sitemap
Uracle Corporation Singapore	Pre Ltd , Course Provider Admi	Inistrative Officer welcome, Tham Yoke wan Sharon
MENU	TRAINEE ENROLMENT SEARCH	
Course/Certification	Trainee Enrolment ID :	
Endorsement Trainee Enrolment	Trainee Name :	
Claim Application	Trainee's NRIC No. :	
User Account Administration	Programme Name :	Select 💌
Organisation Account	Course/Certification Title :	
LOG OUT	Course/Certification Start Date From :	(dd/mm/yyyy) To
	Course/Certification End Date From :	(dd/mm/yyyy) To
	Status :	- Select - V Action:
	Show Only Pending Items :	Click on the New
		Search New Enrolment Enrolment button to
	No records found.	create a new trainee
		enrolment record

Singapore Government

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

TRAINEE ENROLMENT						
Please fill in the following information. Fields marked * must be completed.						
Programme Name * :	CITREP+: Critical Infocomm Technology Resource Programme (1 April 2016 - 31 March 2017)					
Total No. of Trainees to be enrolled * :	1 (maximum 10)					
Please pre-select the values (at least 1) here if you are	submitting multiple trainees for the same course.					
Course Provider :	Sun Microsystems Pte Ltd					
Course/Certification Title :	Certified MySQL Developer					
Funding Support Type :	Course & Exam Fees 🗸					
Start Date :	(dd/mm/yyyy)					
End Date :	(dd/mm/yyyy)					
	Go Go					

Date of Birth and Profession

TRAINEE1 Remove		
Application Category * : (Organisation-Sponsored Self-Sponsored	
Name of Trainee (as in NRIC) * :		Trainee's NRIC No. * :
Contact No. * :		Email Address * :
Date of Birth * :	(dd/mm/yyyy)	Profession * : OIT Professional
		Full-Time National Service (NSF) Student
Citizenship * : (Singapore Citizen Singapore Permanent Resident 	
	Action: Key in trainee's Date of B	irth and Profession

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

TRAINEE1 Remove				
Application Category * :	Organisation-Sponsored Self-Sponsore	ed		
Name of Trainee (as in NRIC) st :		Trainee's NRIC No. * :		
Contact No. * :		Email Address * :		
Date of Birth * :	(dd/mm/yyyy)	Profession * :	 *: IT Professional Full-Time National Service (NSF) Student 	
Citizenship * :	 Singapore Citizen Singapore Permanent Resident 			
Trainee Type* :	Select V	Action:		
COURSE/CERTIFICATION I FORMATION	Individual age 40-years-old and above	Select the relevant		
Course Provider * :	IT Professional/NS-Man/Student	trainee type		

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

TRAINEE1 Remove			
Application Category * :	Organisation-Sponsored Self-Sponsored		
Name of Sponsoring Organisation st :]	
Name of Trainee (as in NRIC) st :		Trainee's NRIC No. * :	
Contact No. * :		Email Address * :	
Date of Birth * :	(dd/mm/yyyy)	Profession * :	IT Professional
			 Full-Time National Service (NSF) Student
Citizenship * :	 Singapore Citizen Singapore Permanent Resident 		
Trainee Type* :	Select V	Type of Organisation * :	Select V
COURSE/CERTIFICATION IN FORMATION	- Select IT Professional/NS-Man/Student		
Course Provider * :	Small Medium Enterprise (SME)		
Action: Select the trainee typ	relevant De	Action: Select the rel Type of organ auto-populate	evant trainee type. hisation will be ed if available.

Submission of the SkillsFuture Credit amount

COURSE/CERTIFICATION INFORMATION			
Course Provider * :	Oracle Corporation Singapore Pte Ltd		
Course/Certification Title * :	OCM: Oracle Database 10g: Backup and Recovery	V	
Start Date * :	21/12/2015 (dd/mm/yyyy)		End Date * : 22/12/2015 (dd/mm/yyyy)
Funding Support Type * :	Course & Exam Fees		
Fees :	COURSE FEES *	EXAM FEES *	TOTAL COURSE & EXAM FEES
	S\$ 💿	S\$ 💮	S\$ 0.00 💮
SkillsFuture Credit Claim Amount :	S\$		
Mode of Delivery * : Action To key Claim a individ	in the SkillsFuture Credit amount used by eligible ual to offset the course fe	e	

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

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



Submission of Trainee Enrolment



NOTE:

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

Additional Information: Purpose of Buttons



Submission of Declaration



Action: Complete the Declaration Section

Successful Submission

	SUBMITTED			
	Your Application has been subn	nitted.		
	Your Trainee Enrolment ID is:	Novia	CITREPII/FY15/EN/201511/022125	
			OK	
f tl n t rai	he Trainee Enrolment is subr the format of <programme b="" c<=""> inee.</programme>	nitted succe Code>/ <ter< td=""><td>essfully, a Trainee Enrolment ID will be issued m Code>/EN/<yyyymm>/<9999999> for each</yyyymm></td><td>ו</td></ter<>	essfully, a Trainee Enrolment ID will be issued m Code>/EN/ <yyyymm>/<9999999> for each</yyyymm>	ו



Access to ICMS - Login



Note:

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

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)		
з.	Course Provider Administrative Officer(CP AO)	Action Select	CP AO Role
4.	Course Provider Approving Authority(CP AA)		
5.	Sponsoring Organisation Administrative Officer(SO A	D)	
6.	Sponsoring Organisation Approving Authority(SO AA)	

Update Trainee Enrolment

		Integrity · Service · Excellence
infocommete	ncy management	Contact Feedback Sitemap
Oracle Corporation Singapore	Pte Ltd , Course Provider Administrative Officer	Welcome, Tham Yoke Wan Sharon
INBOX	ITEMS PENDING FOR YOUR AC	TION
MENU		
Course/Certification Endorsement	S/N Description	Pending Items
Trainee Enrolment	1. Course/Certification Endorsement	30
Claim Application		
User Account Administration		
Organisation Account		
LOG OUT		
Action:		
Select 'Trainee	Enrolment'	

Singaporo Covoramo

Update Trainee Enrolment

Home >> Trainee Enrolment									
TRAINEE ENROLMENT SEARCH									
Trainee Enrolment ID :	22125								
Trainee Name :									
Trainee's NRIC No. :									
Programme Name :	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2018)								
Course Provider :									
Course/Certification Title :									
Course/Certification Start Date From :	(dd/mm/yyyy) To								
Course/Certification End Date From :	(dd/mm/yyyy) To								
Status :	Select 🔽								
Show Only Pending Items :									
	Search								
S/N Trainee Enrolment ID Applicat	ant ame Trainee Trainee's Programme Nam Course Provider Course/Certification Start Date End Date Stat Name NRIC No. Programme Nam	tus Action History							
1. CITREPII/FY15/EN/201511/022125 Comput- Science Organisa	ter Novia CITREP II: Critica Infocomm Oracle OCM: Oracle Database 04/11/2015 30/12/2015 Acti Technology Resource Corporation 10g: Security 970gramme (1 April 2015 - 31 March 2016)	ve Update View History							
Action: Key in relevant information and select 'Search' * Ensure 'Show Only Pending Items' check box is uncheck when searching									

Update Trainee Enrolment

Home >> Trainee Enrolment									
TRAINEE ENROLMENT SEARCH									
Trainee Enrolment ID :	22125								
Trainee Name :									
Trainee's NRIC No. :									
Programme Name :	CITREP II	: Critical Inf	ocomm Technol	ogy Resource Programme (1 April 201	5 - 31 March 2016)	~			
Course Provider :									
Course/Certification Title :									
Course/Certification Start Date From :		12	(dd/mm/yyyy) 1	To dd/mm/yyy	εv				
Course/Certification End Date From :		12	(dd/mm/yyyy) 1	To dd/mm/yyy	εv				
Status :	Select	×							
Show Only Pending Items :									
				Search					
S/N Trainee Enrolment ID Applica	ant Name	Trainee Name	Trainee's NRIC No.	Programme Name	Course Provider	Course/Certification Title	Start Date	End Date	Status Action History
1. CITREDIT/EV15/EN/201511/022125 Comput	ter	Novia		CITREP II: Critical Infocomm	Oracle	OCM: Oracle Database	04/11/2015	30/12/2015	Active Update View

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'

Trainee Enrolment Search Result

CSC

	TION		
	Course Provider * :	Sun Microsystems Pte Ltd	
	Course/Certification Title * :	Certified MySQL Developer	
	Start Date * :	25/06/2016 (44/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 * : OPart-time Full-time	
		Total Duration * : 3.0 Days	
ction:	LE FOR STUDENTS AND NSF AG	GED 17-25)	
diasta tha	Documents in Attached Files :	A. Proof of matriculation (Applicable for Students only)	
idicate the		B. Recommendation by the PSEI - Form 1 (Applicable for Students on	ly)
eason for		C. Documentation Proof of Enlistment and ORD date (Applicable for N	ISF
hange		D. Copy of trainee's SAF 11B card (Applicable for NSF only)	
equest or	Upload Files :	UPLOADED FILES	
ndating of	size is 5MB Per File)	Browse	
rainaa			
rainee			
nrolment	Reason for Change * :	0	
ecord and		Cancel Submit	
elect 'Submit	t'		

Submission of Declaration



Action: Complete the Declaration Section

Successful Submission





Access to ICMS - Login



Note:

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

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)	Action: Select your role
4.	Course Provider Approving Authority(CP AA)	accordingly.
5.	Sponsoring Organisation Administrative Officer(SO A	D)
6.	Sponsoring Organisation Approving Authority(SO AA)

Search Trainee Enrolment

		Integrity · Service · Excellence
infocommete	PNCY monagement	Contact Feedback Sitemap
Oracle Corporation Singapore	Pte Ltd , Course Provider Administrative Officer	Welcome, Tham Yoke Wan Sharon
INBOX	ITEMS PENDING FOR YOUR AC	CTION
MENU		
Course/Certification Endorsement	S/N Description	Pending Items
Trainee Enrolment	1. Course/Certification Endorsement	30
Claim Application		
User Account Administration		
Organisation Account		
LOG OUT		
Action:		
Select 'Trainee	Enrolment'	

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Search Trainee Enrolment

Home >> Trainee Enrolment		
TRAINEE ENROLMENT SEARCH		
Trainee Enrolment ID :	22125	
Trainee Name :		
Trainee's NRIC No. :		
Programme Name :	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2018)	
Course Provider :		
Course/Certification Title :		
Course/Certification Start Date From :	(dd/mm/yyyy) To	
Course/Certification End Date From :	(dd/mm/yyyy) To	
Status :	- Select - 🔽	
Show Only Pending Items :		
	Search	
S/N Trainee Enrolment ID Applicat	ant I ame Trainee Trainee's Programme Name Course Provider Course/Certification Start Date End Date Stat Name NRIC No. Programme Name	us Action History
1. CITREPII/FY15/EN/201511/022125 Compute Science Organisa	ter Novia CITREP II: Critica Infocomm Technology Resource Oracle Corporation Programme (1 Apil 2015 - 31 Singapore Pte Ltd March 2016)	ve Update View History
Action: Key in re Ensure 'Shore	elevant information and select 'Search' ow Only Pending Items' check box is uncheck when searching	

Search Trainee Enrolment

Home >> Trainee Enrolment	
TRAINEE ENROLMENT SEARCH	
Trainee Enrolment ID :	22125
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
Course/Certification End Date From :	(dd/mm/yyyy) To
Status :	- Select - 🔽
Show Only Pending Items :	
	Search

S/	NT	rainee Enrolment I	D	Applicant Name	Trainee Name	Trainee's NRIC No.	Programme Name	Course Provider	Course/Certification Title	Start Date	End Date	Status	Action	History
1.	¢	ITREPII/FY15/E	N/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

Trainee Enrolment Application

TRAINEE ENROLMENT							
Enrolment ID :	TESTKK/FY16/EN/201606/022243						
Submission Date :	23/06/2016						
Programme Name :	2CITREP+: Critical Infocomm Techno	CITREP+: Critical Infocomm Technology Resource Programme (1 April 2016 - 31 March 2017)					
Enrolment Status :	Claimed						
TRAINEE INFORMATION							
Application Category :	Organisation-Sponsored						
Name of Sponsoring Organisation :	1-Net Singapore Pte Ltd						
Name of Trainee (as in NRIC) :							
Contact No. :							
Date of Birth :	X						
Citizenship :	Singaporean						
COURSE/CERTIFICATION INFORMATION							
Course Provider :	Sun Microsystems Pte Ltd						
Course/Certification Title :	Certified MySQL Developer						
Start Date :	24/06/2016 (dd/mm/yyyy)						
Funding Support Type :	Course and Exam Fees						
Fees	Course Fees	Exam Fees					
	S\$ 300.00 🕐	S\$ 500.00	0				
Mode of Delivery :	Instructor-Led Training (ILT)						
	Instructor-Led Training (ILT)						
	Mode of Training : Part	t-time					
	Total Duration : 5.0	Days					
APPLICATION ATTACHMENTS							
Documents in Attached Files :	A. Proof of matriculation (Applica	able for Students only)					
	B. Recommendation by the PSEI	- Form 1 (Applicable for Stud	lents only)				
	C. Documentation Proof of Enlist	ment and ORD date (Applical	ble for NSF only)				
	D. Copy of trainee's SAF IIB card	(Applicable for NSF only)					
Upload Files :	UPLOADED FILES		Act				
			onc				
		Ба	ICK				

done