

**INFOCOMM COMPETENCY MANAGEMENT**

**SYSTEM (ICMS)**

**SECTION D: TRAINEE ENROLMENT**

**FOR COURSE PROVIDERS**

**ICMS User Orientation Training**



**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**

## ▪ **Trainee Enrolment Defined Window Period**

CP Approving Officer (AO) has the option to create the trainee enrolment record(s) in ICMS:

- 30 calendar days **before** the course and/or examination start date OR
  - Up to 5 calendar days **from** the course and/or examination start date.

## ▪ **Amend/Update trainee enrolment records**

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

## ▪ **Amend/Changes required after the enrolment window period**

Amendment requested by CP AO will be routed to IMDA for approval.

- NOTE

- The course/exam start date reflected in the enrolment record cannot be changed to an earlier date.

E.g. Initial Date in enrolment record: 10 Dec 2015 Cannot be changed to 9 Dec 2015 or earlier.

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

- **SkillsFuture and PSEA**

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

SkillsFuture and PSEA credit are only applicable for Self-Sponsored Individual



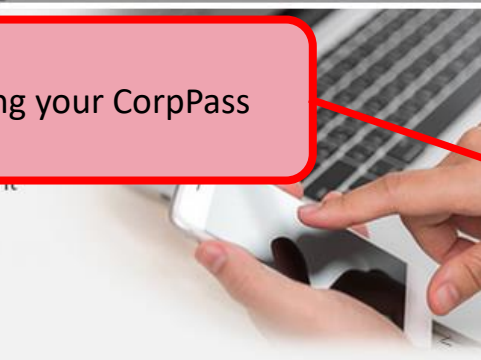
1.

Create  
Trainee  
Enrolment

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

Are you a government digital service user?  
From 1 January 2020, ONLY use CorpPass to login to government digital services.

[Find out more](#)



**Action:**  
Click here to login using your CorpPass Account

**For Individual**

[Login with SingPass](#)

Register for [Individual Account](#)

**For Organisation**

[Login with CorpPass](#)

Register for [Organisation Account](#)

For authorized use only. Unauthorized 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)

-- 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](mailto:info@imda.gov.sg).

**Note:** For Organisation, CorpPass login is required.

## Programme Type/Role Selection

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

PROGRAMME TYPE ACCESS

Programme Type \* :  CITREP  T-Assist Media Courses

YOUR USER ROLES

Name of Organisation : Sun Microsystems Pte Ltd

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 )

Back Logout

**Action:**

1. Select Programme Type
2. Select CP AO Role



# Search/View Trainee Enrolment

Course Provider Administrative Officer (CITREP)		ITEMS PENDING FOR YOUR ACTION	
MENU			
	S/N	Description	Pending Items
Course/Certification Endorsement			
<b>Trainee Enrolment</b>	1.	<b>Trainee Enrolment</b>	1
Claim Application	2.	Course/Certification Endorsement	8
User Account Administration			
Organisation Account			
SWITCH USER			
ROLE/PROGRAMME			
LOG OUT			

**Action:**

Select 'Trainee Enrolment'

# Create New Application

Course Provider Administrative Officer

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH



Trainee Enrolment ID :



Trainee Name :

Trainee's NRIC No. :

Programme Name : -- Select --

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 :

No records found.

## Action:

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

# Select Program for New Application

A+

Course Provider Administrative Officer (CITREP)

Home >> Trainee Enrolment >> New Trainee Enrolment Details

**TRAINEE ENROLMENT**

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

Programme Name \* : Skill Framework Programme 001

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 : -- Select --

Funding Support Type : -- Select --

Start Date : (dd/mm/yy)

End Date : (dd/mm/yy)

Cancel Go

## Action:

Select the program and enter num of trainee for enrolment creation

Home >> Trainee Enrolment >> New Trainee Enrolment Details

## TRAINEE ENROLMENT

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

Programme Name \* : Skill Framework Programme 001

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 : Sun Certified Java Associate (SCJA)

Funding Support Type : Exam Fees

Start Date : 18/01/2019 (dd/mm/yyyy)

End Date : 30/03/2019 (dd/mm/yyyy)

Go

### Action:

1. Select Course/Certification Title
2. Select Funding Support Type
3. Choose relevant Start Date and End Date

## Trainee Information for Organisation-Sponsored

Go


TRAINEE1 Remove

Application Category \* :  Organisation-Sponsored  Self-Sponsored

Name of Sponsoring Organisation \* :

Name of Trainee (as in NRIC) \* :

Contact No. \* :

Date of Birth \* :   (dd/mm/yyyy)

Citizenship \* :  Singapore Citizen  Singapore Permanent Resident

Trainee Type \* :

Trainee's NRIC No. \* :

Email Address \* :

Profession \* :  Full-Time National Service (NSF)  Professional  Student

Type of Organisation \* :

COURSE/CERTIFICATION INFORMATION

**Action:**

Select and fill relevant trainee information

## Trainee Information for Self-Sponsored

TRAINEE1 Remove

Application Category \* :  Organisation-Sponsored  Self-Sponsored

Name of Trainee (as in NRIC) \* :

Contact No. \* :

Date of Birth \* :  (dd/mm/yyyy)

Citizenship \* :  Singapore Citizen  Singapore Permanent Resident

Trainee Type \* : Professional aged 40 years old and above ▼

Trainee's NRIC No. \* :

Email Address \* :

Profession \* :  Full-Time National Service (NSF)  Professional  Student

**Action:**

**Select and fill relevant trainee information**

## Course/Certification Information for Organisation-Sponsored

Trainee Type \* : Small Medium Enterprise (SME) Type of Organisation \* : Small Medium Enterprise (SME)

**COURSE/CERTIFICATION INFORMATION**

Course Provider \* : S [redacted] te Ltd

Course/Certification Title \* : Sun Certified Java Associate (SCJA) ▾

Start Date \* : 18/01/2019 (dd/mm/yyyy) End Date \* : 14/03/2019 (dd/mm/yyyy)

Funding Support Type \* : -- Select -- ▾

Fees :	COURSE FEES *	EXAM FEES *	TOTAL COURSE & EXAM FEES
S\$	100.00	S\$ 100.00	S\$ 200.00

Mode of Delivery \* : Classroom ▾

Classroom

Mode of Training \* :  Part-time  Full-time

Total Duration \* : 30 Days

**Action:**  
Select and fill relevant trainee information

## Course/Certification Information for Self-Sponsored

Course Provider \* : [Redacted]

Course/Certification Title \* : Sun Certified Java Associate (SCJA) ▼

Start Date \* : 18/01/2019 (dd/mm/yyyy) End Date \* : 14/03/2019 (dd/mm/yyyy)

Funding Support Type \* : Exam Fees ▼

Fees :	COURSE FEES *	EXAM FEES *	TOTAL COURSE & EXAM FEES
	S\$ 0.00	S\$ 100.00	S\$ 100.00

SkillsFuture Credit Claim Amount \* : S\$ 0.00

PSEA Claim Amount \* : S\$ 0.00

Mode of Delivery \* : Classroom ▼

Mode of Training \* :  Part-time  Full-time

### Action:

To key in the SkillsFuture/PSEA Credit Claim Amount used by eligible individual to offset the course fee



## Upload Supporting Documents

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

Checklist for Trainee Enrollment Application

- Please ensure all the required supporting documents are provided to IMDA for the application to be processed.
- Each file size upload is limit to 20MB or less. For files exceeding 20MB, please zip up the files or send the documents directly to IMDA.
- Max 1 Attachment Files.
- Attachment must be in JPG/PDF/ZIP/XLS/DOC format.

Documents in Attached Files :  test

Upload Files : 

UPLOADED FILES	ACTION BY	ACTION
<input type="button" value="Choose File"/> Step by Step...stration.ppt		

### Action:

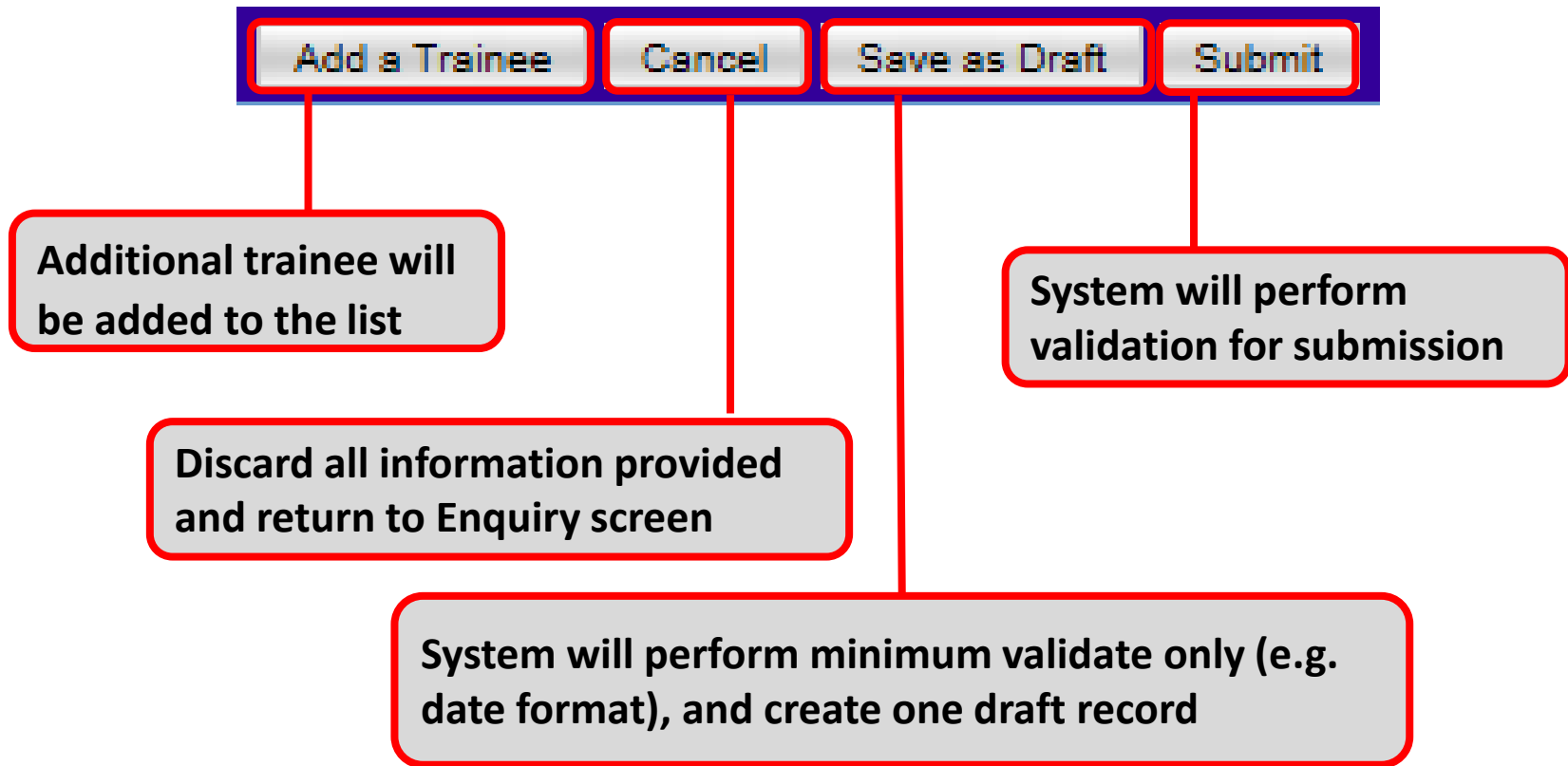
Select the document attached from the check list and upload the necessary documents

## Submit New Application



**Action:** Select 'Submit' to submit trainee enrolment in system

## All Actions



## Declaration

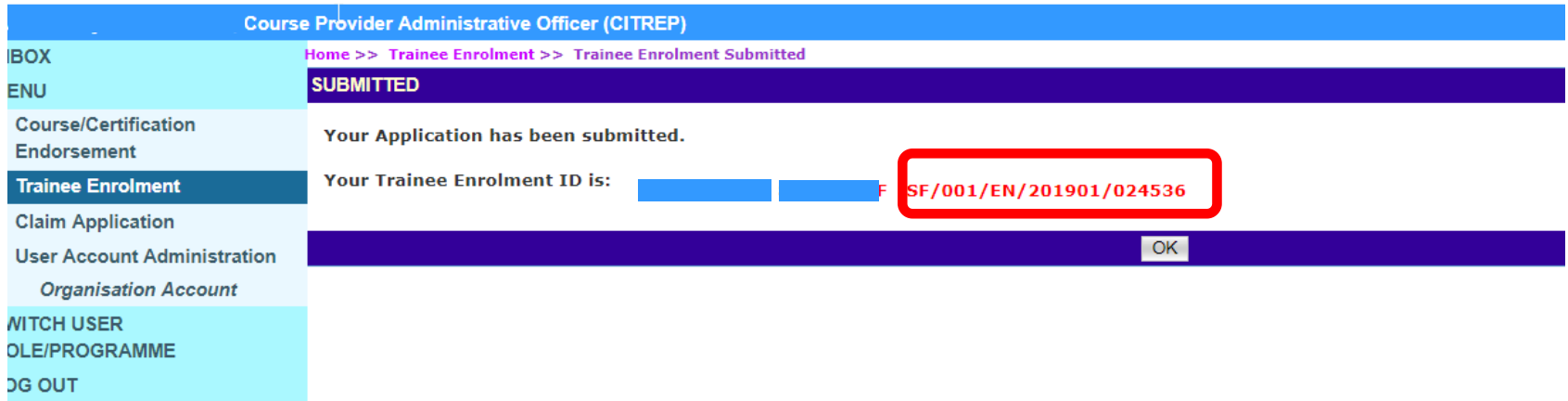
### DECLARATION

- I declare that all information and particulars submitted in the enrolment record are true, accurate and correct.
- I hereby confirm that I have met the eligibility criteria stipulated for T-Assist: STG/TA.

Proceed to Submit Cancel

**Action: Complete the Declaration Section and submit application**

## Successful Submission



The screenshot displays a web interface for a Course Provider Administrative Officer (CITREP). The main content area shows a confirmation message: "Your Application has been submitted." followed by "Your Trainee Enrolment ID is: [redacted] SF/001/EN/201901/024536". The ID is highlighted with a red box. Below the message is an "OK" button. The left sidebar contains a navigation menu with items such as "Home >> Trainee Enrolment >> Trainee Enrolment Submitted", "SUBMITTED", "Course/Certification Endorsement", "Trainee Enrolment", "Claim Application", "User Account Administration", "Organisation Account", "WATCH USER", "ROLE/PROGRAMME", and "LOG OUT".

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



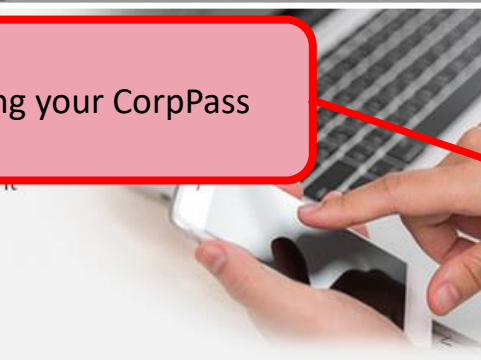
2.

# Update Trainee Enrolment

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Are you a government employee?  
From 1 January 2020, ONLY use CorpPass to login to government digital services.

[Find out more](#)



**Action:**  
Click here to login using your CorpPass Account

**For Individual**

[Login with SingPass](#)

Register for [Individual Account](#)

**For Organisation**

[Login with CorpPass](#)

Register for [Organisation Account](#)

For authorized use only. Unauthorized 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 --

-- Select a Course Provider -- (Optional)

-- 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](mailto:info@imda.gov.sg).

**Note:** For Organisation, CorpPass login is required.

## Program Type/Role Selection

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

**PROGRAMME TYPE ACCESS**

Programme Type \*  **CITREP**  T-Assist Media Courses

**YOUR USER ROLES**

Name of Organisation : [Redacted] Ltd

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

Back Logout



Ltd, Course Provider Administrative Officer (CITREP) Welcome

ITEMS PENDING FOR YOUR ACTION			
	S/N	Description	Pending Items
<b>Trainee Enrolment</b>	1.	<b>Trainee Enrolment</b>	1
Course/Certification Endorsement	2.	Course/Certification Endorsement	8

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

**Action:**  
Select 'Trainee Enrolment'

## Search Trainee Enrolment

.td , Course Provider Administrative Officer (CITREP) Welcome, [User Name]

Home >> Trainee Enrolment

### TRAINEE ENROLMENT SEARCH

**Trainee Enrolment ID :**

**Trainee Name :**

**Trainee's NRIC No. :**

**Programme Name :** -- Select --

**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 :**

### Action:

**Fill in search criteria and select 'Search'**

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

# Update Trainee Enrolment

Course Provider Administrative Officer (CITREP) Welcome, Luan

Home >> Trainee Enrolment

### TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name : -- Select --

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/Certification Title	Start Date	End Date	Status	Action	History
1.	SF/001/EN/201901/024536	[REDACTED]	[REDACTED]	[REDACTED]	Skill Framework Programme 001	Sun Certified Java Associate (SCJA)	19/01/2019	14/03/2019	Active	<a href="#">Update</a>	<a href="#">View History</a>

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

**Action: Select 'Update'**

# Submit For Approval

Ltd , Course Provider Administrative Officer (CITREP)

Home >> Trainee Enrolment >> Update Trainee Enrolment Details

**TRAINEE ENROLMENT**

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

Enrolment ID : SF/001/EN/201901/024536  
Submission Date : 18/01/2019  
Programme Name : Skill Framework Programme 001  
Enrolment Status \* : Active

**TRAINEE INFORMATION**

Application Category \* :  Organisation-Sponsored  Self-Sponsored

Name of Sponsoring Organisation \* : [Redacted]  
Name of Trainee (as in NRIC) \* : [Redacted]  
Contact No. \* : [Redacted]  
Date of Birth \* : 01/01/1972 (9999-11/01/1972)  
Citizenship \* :  Singapore  Singapore  
Trainee Type \* : Small Medium Enterprise (SME)

Trainee's NRIC No. \* : [Redacted]  
Email Address \* : [Redacted]  
Profession \* :  Full-Time National Service (NSF)  Professional  Student

**COURSE/CERTIFICATION INFORMATION**

APPLICATION ATTACHMENTS (APPLICABLE FOR SME, STUDENTS AND ...)

Documents in Attached Files :  test

Upload Files : UPLOADED | Step by Step Guide  
(Max 1 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 20MB Per File)

Choose File | No file chosen

**CHANGE REQUEST BY CP AO**

Reason for Change \* : [Redacted]

Cancel Submit

## Action:

1. Modify with relevant information in trainee enrolment form
2. Fill in reason and Click 'Submit'

## Declaration

### DECLARATION

- I declare that all information and particulars submitted in the enrolment record are true, accurate and correct.
- I hereby confirm that I have met the eligibility criteria stipulated for T-Assist: STG/TA.

Proceed to Submit

Cancel

**Action: Complete the Declaration Section**

# Successful Submission

INBOX [Home >> Trainee Enrolment >> Trainee Enrolment Submitted](#)

MENU

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

SWITCH USER  
ROLE/PROGRAMME  
LOG OUT

Your Request has been successfully submitted.

Your Trainee Enrolment ID is:                                           SF/001/EN/201901/024536

OK

**System display the Trainee Enrollment ID will be displayed successfully.**

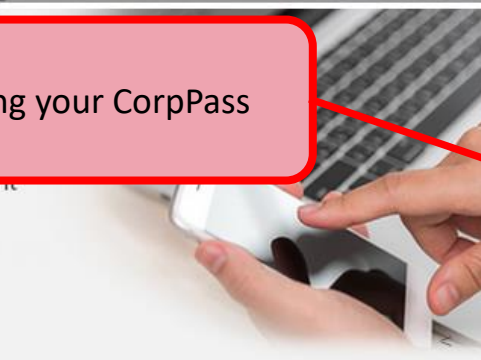
3.

# Search/View Trainee Enrolment

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

Are you...  
From 1...  
ONLY use CorpPass to login to government digital services.

Find out more



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Login with SingPass

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**For Organisation**

Login with CorpPass

Register for [Organisation Account](#)

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**Programme Information**

-- Select a Programme --

**Library of Courses**

-- Select a Programme --

**Course Providers**

-- Select a Course Provider --

-- Select a Course Provider --

-- Select a Course Provider -- (Optional)

-- Select a Skill Area -- (Optional)

-- 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](mailto:info@imda.gov.sg).

**Note:** For Organisation, CorpPass login is required.



## Program Type/Role Selection

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

**PROGRAMME TYPE ACCESS**

Programme Type \*  CITREP  T-Assist Media Courses

**YOUR USER ROLES**

Name of Organisation :

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 )

Back Logout

**Action:**  
Select CP AO Role

# Search Trainee Enrolment

INBOX		ITEMS PENDING FOR YOUR ACTION	
MENU			
	S/N	Description	Pending Items
<a href="#">Trainee Enrolment</a>	1.	<a href="#">Trainee Enrolment</a>	1
<a href="#">Claim Application</a>	2.	<a href="#">Course Certification Endorsement</a>	8
<a href="#">User Account Administration</a>			
<a href="#">Organisation Account</a>			

**Action:**  
Select 'Trainee Enrolment'

## Search Trainee Enrolment

Su... Course Provider Administrative Officer (CITREP) Welcome, Veror...

**INBOX** [Home >> Trainee Enrolment](#)

**MENU** **TRAINEE ENROLMENT SEARCH**

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

**SWITCH USER**

**ROLE/PROGRAMME**

**LOG OUT**

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name : -- Select --

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 :

<< < > >>

### Action:

**Fill in search criteria and select 'Search'**

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

# View Trainee Enrolment

Provider Administrative Officer (CITREP) Welcome,

[Home >> Trainee Enrolment](#)

### TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name : -- Select --

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/Certification Title	Start Date	End Date	Status	Action	History
1.	<a href="#">SF/001/EN/201901/024536</a>				work 001	Sun Certified Java Associate (SCJA)	19/01/2019	14/03/2019	Active	<a href="#">Update</a>	<a href="#">View History</a>

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

**Action:**

Select Hyperlink of Trainee Enrolment ID

# View Application Form

Course Provider Administrative Officer (CITREP) A+ A- | Contact | Feedback | Sitemap

Home >> Trainee Enrolment >> View Trainee Enrolment Details Welcome

**TRAINER ENROLMENT**

Enrolment ID : SF/001/EN/201901/024536  
Submission Date : 18/01/2019  
Programme Name : Skill Framework Programme 001  
Enrolment Status : Active

**TRINEE INFORMATION**

Application Category : [REDACTED]  
Name of Sponsoring Organisation : [REDACTED]  
Name of Trainee (as in NRIC) : [REDACTED] Trainee's NRIC No. : [REDACTED]  
Contact No. : [REDACTED] Email Address : [REDACTED]  
Date of Birth : 01/01, Profession : Professional  
Citizenship : Singaporean  
Trainee Type : Small Medium Enterprise (SME) Type of Organisation : Small Medium Enterprise (SME)

**COURSE/CERTIFICATION INFORMATION**

Course Provider : [REDACTED]  
Course/Certification Title : Sun Certified Java Associate (SCJA)  
Start Date : 19/01/2019 (dd/mm/yyyy) End Date : 14/03/2019 (dd/mm/yyyy)  
Funding Support Type : Exam Fees

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

Mode of Delivery : Classroom

Classroom  
Mode of Training : Full-time  
Total Duration : 30.0 Days

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

Documents in Attached Files :  test

Upload Files :  
UPLOADED FILES  
Step by Step Guide for Registration.pdf

ACTION BY : CP AO ACTION :

[Back](#)

**Action:** Select 'Back' to return search page