

**INFOCOMM COMPETENCY MANAGEMENT
SYSTEM (ICMS)**

SECTION D: TRAINEE ENROLMENT

FOR INDIVIDUALS & SPONSORING ORGANISATIONS

ICMS User Orientation Training

1.

Update
Trainee
Enrolment

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

Are You CorpPass-ready?

From 1 September 2018, business entities can ONLY use CorpPass to log in to government digital services.

[Find out more](#)



Action: Click here to login using SingPass

For Individual

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

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 -- (Optional)

Contacts

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

PROGRAMME TYPE ACCESS

Programme Type * : CITREP T-Assist Media Courses

YOUR USER ROLES

S/N ROLE

1. Individual(IND)

Logout

Action:
Select Programme Type
and Role

Search Trainee Enrolment

INBOX	ITEMS PENDING FOR YOUR ACTION		
MENU			
Trainee Enrolment	S/N	Description	Pending Items
Grant Application	No pending Items to be displayed.		
Claim Application			
User Account Administration			
Individual Account			
SWITCH USER			
ROLE/PROGRAMME			
LOG OUT			

Action:
Select 'Trainee Enrolment'

Search Trainee Enrolment

dividual , Individual (CITREP) Welcome, Zuraidah Binte Ariffin

IBOX Home >> Trainee Enrolment

MENU TRAINEE ENROLMENT SEARCH

Trainee Enrolment

Grant Application

Claim Application

User Account Administration

Individual Account

WITCH USER ROLE/PROGRAMME

OG OUT

Trainee Enrolment ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

No records found.

Action:

Fill in search criteria and click 'Search'

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

Update Trainee Enrolment

Individual, Individual (CITREP) A+ A- | Contact | Feedback | Sitemap
Welcome, Zuraidah Binte Ariffin

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Programme Name : Skill Framework Programme 001

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

S/N	Trainee Enrolment ID	Applicant Name	Trainee Name	Trainee's NRIC No.	Programme Name	Course Provider	Course/Certification Title	Start Date	End Date	Status	Actions
1.	SF/001/EN/201901/024538				Skill Framework Programme 001		Sun Certified Java Associate (SCJA)	19/01/2019	02/04/2019	Active	Update View History

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

Action: Click 'Update'

Update Application Form

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

Grant Application
Claim Application
User Account Administration
Individual Account
MATCH USER ROLE/PROGRAMME
LOG OUT

Enrolment ID : **SF/001/EN/201901/024538**
Submission Date : **20/01/2019**
Programme Name : **Skill Framework Programme 001**
Enrolment Status * : Active

TRAINEE INFORMATION UPDATE PROFILE

Application Category : **Self-Sponsored**

Name of Trainee (as in NRIC) : [REDACTED] Trainee's NRIC No. : [REDACTED]
Contact No. : [REDACTED] Email Address : [REDACTED]
Date of Birth * : 21/01/1994 (dd/mm/yyyy) Profession * : Full-Time National Service (NSF)
 Professional
 Student

Mailing Address :

BLOCK / HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
20	[REDACTED]	#20 - 35		Singapore	[REDACTED]

Citizenship : **Singaporean**
Trainee Type * : NSF/Professional/Student
Gender : **Female** Highest Education Qualification : **Degree**

Employment Status : **Employed** Current Salary Range (Monthly) : **\$2,000 and below**
Occupation Group : [REDACTED] Occupation Title : **Chief Digital Officer**
Type of Organisation : **Multi-National Corporation (MNC)** Nature of Business : **Construction and Engineering**

COURSE/CERTIFICATION INFORMATION

Course Provider * : Sun Microsystems Pte Ltd

Action: Update with relevant information

Submit Trainee Enrolment

Mode of Delivery * : Classroom

CLASSROOM

Mode of Training * : Part-time

Total Duration * : 30 Days

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

Documents in Attached Files : test

Upload Files : **UPLOADED FILES**

(Max 1 Files/Attachment must be in JPG/PDF /ZIP/XLS/DOC format. Max size is 20MB Per File)

UPLOADED FILES	ACTION BY	ACTION
Step by Step Guide for Registration.pdf	IMDA VO	Remove

Browse... No file selected.

CHANGE REQUEST BY IND

Reason for Change * :

Cancel Submit

Action:

Indicate the reason for change request 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.

Action: Complete the Declaration Section

Successful Submission

Home >> Trainee Enrolment >> Trainee Enrolment Submitted

Your Request has been successfully submitted.

Your Trainee Enrolment ID is:

Zuraidah Binte Ariffin [REDACTED] SF/001/EN/201901/024538

OK

System display Trainee Enrollment ID generated successfully.

2.

Search/View Trainee Enrolment

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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 -- (Optional)

Contacts

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PROGRAMME TYPE ACCESS

Programme Type * : CITREP T-Assist Media Courses

YOUR USER ROLES

S/N ROLE

1. Individual(IND)

Logout

Action:
Select Programme Type
and Role

Search Trainee Enrolment

INBOX	ITEMS PENDING FOR YOUR ACTION		
MENU	S/N	Description	Pending Items
Trainee Enrolment			
Grant Application			
Claim Application			
User Account Administration <i>Individual Account</i>			
SWITCH USER			
ROLE/PROGRAMME			
LOG OUT			

No pending Items to be displayed.

Action:

Select 'Trainee Enrolment'

Search Trainee Enrolment

dividual , Individual (CITREP) Welcome, Zuraidah Binte Ariffin

IBOX Home >> Trainee Enrolment

MENU **TRAINEE ENROLMENT SEARCH**

Trainee Enrolment

Grant Application

Claim Application

User Account Administration

Individual Account

WITCH USER ROLE/PROGRAMME

LOG OUT

Trainee Enrolment ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

No records found.

Action:

Fill in search criteria and select 'Search'

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

View Trainee Enrolment

Individual , Individual (CITREP) A+ A- | Contact | Feedback | Sitemap
Welcome, Zuraidah Binte Ariffin

Home >> Trainee Enrolment

INBOX
MENU
Trainee Enrolment
Grant Application
Claim Application
User Account Administration
Individual Account
SWITCH USER ROLE/PROGRAMME
LOG OUT

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :
Programme Name : Skill Framework Programme 001
Course Provider :
Course/Certification Title :
Course/Certification Start Date From : (dd/mm/yyyy) To : (dd/mm/yyyy)
Course/Certification End Date From : (dd/mm/yyyy) To : (dd/mm/yyyy)
Status : -- Select --
Show Only Pending Items :

S/N	Trainee Enrolment ID	Applicant Name	Trainee Name	Trainee's NRIC No.	Programme Name	Course Provider	Course/Certification Title	Start Date	End Date	Status	Action	History
1.	SF/001/EN/201901/024538	Zuraidah Binte Ariffin	Zuraidah Binte Ariffin		Skill Framework Programme 001		Sun Certified Java Associate (SCJA)	19/01/2019	02/04/2019	Active	Update	View History

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

Action:
Select Hyperlink of Trainee Enrolment ID

Review Trainee Enrolment Application

Home >> Trainee Enrolment >> View Trainee Enrolment Details

TRAINEE ENROLMENT

Enrolment ID : SF/001/EN/201901/024538
Submission Date : 20/01/2019
Programme Name : Skill Framework Programme 001
Enrolment Status : Active

TRAINEE INFORMATION

Application Category : Self-Sponsored

Name of Trainee (as in NRIC) : [REDACTED] Trainee's NRIC No. : [REDACTED]
Contact No. : [REDACTED] Email Address : [REDACTED]
Date of Birth : 21/01/1994 Profession : Student
Citizenship : Singaporean
Trainee Type : NSF/Professional/Student
Gender : Female
Employment Status : Employed
Occupation Group : INFRASTRUCTURE - PLANNING AND DESIGN
Type of Organisation : Multi-National Corporation (MNC)
Highest Education Qualification : Degree
Current Salary Range (Monthly) : \$2,000 and below
Occupation Title : Chief Digital Officer
Nature of Business : Construction and Engineering

COURSE/CERTIFICATION INFORMATION

Course Provider : [REDACTED]
Course/Certification Title : Sun Certified Java Associate (SCJA)
Start Date : 19/01/2019 (dd/mm/yyyy) End Date : 02/04/2019 (dd/mm/yyyy)
Funding Support Type : Course and Exam Fees

Fees	Course Fees	Exam Fees	Total Course & Exam Fees
	S\$ 10.00	S\$ 20.00	S\$ 30.00

SkillsFuture Credit Claim Amount : S\$ 0.00
PSEA Claim Amount : S\$ 0.00
Mode of Delivery : Classroom

Classroom
Mode of Training : Part-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**


FILE NAME	ACTION BY	ACTION
Step by Step Guide for Registration.pdf	CP AO	

Action: Select 'Back' to return search page

Back

3.

Update
Trainee
Enrolment



Getting your

Action: Click here to login using CorpPass Account

Framework (SF)

2. Submit your course for endorsement.

[Find out more](#)

For Individual

[Login with SingPass](#)

Register for [Individual](#) Account

For Organisation

[Login with CorpPass](#)

Register for [Organisation](#) Account

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Programme Information

-- Select a Programme --

Course Providers

-- Select a Course Provider --

Library of Courses

-- Select a Programme --

-- 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.

Programme Type/User 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.	Course Provider Administrative Officer(CP AO)
2.	Course Provider Approving Authority(CP AA)
3.	Sponsoring Organisation Administrative Officer(SO AO)
4.	Sponsoring Organisation Approving Authority(SO AA)

Back Logout

Action:
Select SO AO Role

Search Trainee Enrolment

INBOX		ITEMS PENDING FOR YOUR ACTION	
MENU			
S/N	Description	Pending Items	
		No pending Items to be displayed.	

Trainee Enrolment
Grant Application
Claim Application
User Account Administration
Organisation Account

SWITCH USER
ROLE/PROGRAMME
LOG OUT

Action:
Select 'Trainee Enrolment'

Search Trainee Enrolment

sponsoring Organisation Administrative Officer (CITREP)

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

No records found.

Action:

Key in relevant information and select 'Search' * Ensure
'Show Only Pending Items' check box is **uncheck** when searching

Update Trainee Enrolment

MENU

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

SWITCH USER

ROLE/PROGRAMME

LOG OUT

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name : Skill Framework Programme 001

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

S/N	Trainee Enrolment ID	Applicant Name	Trainee Name	Trainee's NRIC No.	Programme Name	Course Provider	Course/Certification Title	Start Date	End Date	Status	Action	History
1.	SF/001/EN/201901/024536	[REDACTED]	Elphine Chia	[REDACTED]	Skill Framework Programme 001	[REDACTED]	Sun Certified Java Associate (SCJA)	19/01/2019	14/03/2019	Active	Update	View History

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

Action: Select 'Update'

Update Trainee Enrolment

Citizenship * : Singapore Citizen
 Singapore Permanent Resident

Trainee Type * : Small Medium Enterprise (SME) [v]

Gender * : Male
 Female

Employment Status * : Employed

Occupation Group * : [v]

Type of Organisation * : Small Medium Enterprise (SME) [v]

Highest Education Qualification * : [v]

Current Salary Range (Monthly) * : [v]

Occupation Title * : [v]

COURSE/CERTIFICATION INFORMATION

Course Provider * : [v]

Course/Certification Title * : Sun Certified Java Associate (SCJA) [v]

Start Date * : 19/01/2019 [v] (dd/mm/yyyy)

End Date * : 14/03/2019 [v] (dd/mm/yyyy)

Funding Support Type * : Exam Fees [v]

Fees	COURSE FEES *	EXAM FEES *	TOTAL COURSE & EXAM FEES
	S\$ 0.00 [v]	S\$ [v]	S\$ 0.00 [v]

Mode of Delivery * : Classroom [v]

CLASSROOM

Mode of Training * : Part-time Full-time

Total Duration * : 30 Days

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

Documents in Attached Files : test

Upload Files : **UPLOADED FILES**
(Max 1 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 20MB Per File)
[Step by Step Guide for Registration.pdf](#)

Browse... No file selected.

CHANGE REQUEST BY SO AO

Reason for Change * : [v]

Cancel Submit

Action: Fill in reason and select 'Submit'

Declaration

Home >> Trainee Enrolment >> Update Trainee Enrolment Details >> Trainee Enrolment 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

Home >> Trainee Enrolment >> Trainee Enrolment Submitted

Your Request has been successfully submitted.

Your Trainee Enrolment ID is:

SF/001/EN/201901/024536


OK

System displays the Trainee Enrollment ID generated successfully.



4.

Search/View Trainee Enrolment



Getting your

Action: Click here to login using CorpPass Account

Framework (SF)

2. Submit your course for endorsement.

[Find out more](#)

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Register for [Individual Account](#)

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 -- (Optional)

-- Select a Skill Area -- (Optional)

Contacts

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Programme Type/User Role Selection



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PROGRAMME TYPE ACCESS

Programme Type * : CITREP T-Assist Media Courses

YOUR USER ROLES

Name of Organisation :

S/N	ROLE
1.	Course Provider Administrative Officer(CP AO)
2.	Course Provider Approving Authority(CP AA)
3.	Sponsoring Organisation Administrative Officer(SO AO)
4.	Sponsoring Organisation Approving Authority(SO AA)

Back Logout

Action:
Select SO AO Role

Search Trainee Enrolment

INBOX		ITEMS PENDING FOR YOUR ACTION	
MENU			
S/N	Description	Pending Items	
		No pending Items to be displayed.	

Trainee Enrolment
Grant Application
Claim Application
User Account Administration
Organisation Account

SWITCH USER
ROLE/PROGRAMME
LOG OUT

Action:
Select 'Trainee Enrolment'

Search Trainee Enrolment

onsoring Organisation Administrative Officer (CITREP)

Home >> Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

No records found.

Action:

Key in relevant information and select 'Search'

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

View Trainee Enrolment

TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Trainee Name :

Trainee's NRIC No. :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

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

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

Status : -- Select --

Show Only Pending Items :

S/N	Trainee Enrolment ID	Applicant Name	Trainee Name	Trainee's NRIC No.	Programme Name	Course Provider	Course/Certification Title	Start Date	End Date	Status	Action	History
1.	SF/001/EN/201901/022125	[Redacted]	Elphine Chia	[Redacted]	Skill Framework Programme 001	[Redacted]	Sun Certified Java Associate (SCJA)	19/01/2019	14/03/2019	Active	Pending Approval - Update	View History
2.	CITREP II / FY15 / EN / 201511 / 022125	[Redacted]	Novia	[Redacted]	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	[Redacted]	OCM: Oracle Database 10g: Security	04/11/2015	30/12/2015	Claimed		View History

No. 1 of 1 page(s)

Action:
Click Hyperlink of Trainee Enrolment ID

View Trainee Enrolment

Home >> Trainee Enrolment >> View Trainee Enrolment Details

TRAIINEE ENROLMENT

Enrolment ID : CITREPII/FY15/EN/201511/022125
 Submission Date : 04/11/2015
 Programme Name : CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)
 Enrolment Status : Claimed

SPONSORING ORGANISATION (0)

Application Category : Organisation-Sponsored
 Name of Organization : [REDACTED]
 Mailing Address : Secondary Site

BLOCK / HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
221	Henderson Road	#07 - 10	Henderson Building	Singapore	155698

Contact Information :

ASSIGNMENT OF ROLE	NAME	DESIGNATION	TELEPHONE NO.	HANDPHONE NO.	EMAIL
Sponsoring Organisation (AO)	[REDACTED]	Project Manager	[REDACTED]	[REDACTED]	[REDACTED]
Sponsoring Organisation (AA)	[REDACTED]	Project Manager	[REDACTED]	[REDACTED]	[REDACTED]

TRAIINEE INFORMATION

Name of Trainee (as in NRIC) : [REDACTED] Trainee's NRIC No. : [REDACTED]
 Contact No. : [REDACTED] Email Address : test123@gmail.com
 Date of Birth : [REDACTED] Profession : [REDACTED]
 Citizenship : Singaporean
 Gender : Female Highest Education Qualification : Degree
 Employment Status : Employed Current Salary Range (Monthly) : \$2,000 and below
 Occupation Group : Financial Services Occupation Title : Business Process Consultant

COURSE/CERTIFICATION INFORMATION

Course Provider : [REDACTED]
 Course/Certification Title : OCM: Oracle Database 10g: Security
 Start Date : 04/11/2015 (dd/mm/yyyy) End Date : 30/12/2015 (dd/mm/yyyy)
 Funding Support Type : Course and Exam Fees

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

Mode of Delivery : Classroom
 Classroom
 Mode of Training : Part-time
 Total Duration : 60.0 Days

[Back](#)

Action: Click 'Back' to return search page