INFOCOMM COMPETENCY MANAGEMENT

SYSTEM (ICMS)

SECTION C: COURSE MAPPING & COURSE/CERTIFICATION

ENDORSEMENT FOR SKILL FRAMEWORK (SF)

ICMS User Orientation Training

COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Course Providers and Certification Owners are able to:

1. Submit Course Mapping
2. Submit Course/Certification Endorsement
3. Submit Change Request to update Course Mapping & Course/Certification Endorsement
4. Search/View Course Mapping & Course/Certification Endorsement

1.

Submit Course Mapping

SUBMIT COURSE MAPPING

Login to ICMS

Action:
Click here to login using your CorpPass Account

Note: For Organisation, CorpPass login is required.

SUBMIT COURSE MAPPING

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

SUBMIT COURSE MAPPING

Action:
Select 'Course/Certification Endorsement'

SUBMIT COURSE MAPPING

Action:
Select 'New Application'

SUBMIT COURSE MAPPING

INFOCOMM COMPETENCY MANAGEMENT SYSTEM

Singapore Government
Integrity · Service · Excellence

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The Testing , Course Provider Administrative Officer (CITREP) — Welcome, Ashley

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

SWITCH USER ROLE/PROGRAMME
LOG OUT

Home >> Course/Certification Endorsement >> New Course/Certification Endorsement Details

This e-Service will take about 20 minutes to complete

Submit for Approval

Select Programme For Submission : Skill Framework Course Mapping

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

Name Of Organisation : **The Testing**
Address * :
100000
Contact No. :
Website URL : com

APPLICATION CONTACT INFORMATION
Name Of Administrative Officer (AO) : **Ashley**
Administrative Officer (AO)'s Contact No. :
Administrative Officer (AO)'s Email Address :
Name of Approving Authority (AA) * : **Ashwin**
Approving Authority (AA)'s Contact No. :
Approving Authority (AA)'s Email Address :

Action:
Select 'Skill Framework Course Mapping'

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE MAPPING

Action:

Select and Fill in the Relevant Information

APPLICATION CONTACT INFORMATION

Name Of Administrative Officer (AO) : **Ashley**

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**

Course Title * : ITIL Intermediate Certificate

Course Content * :

Objectives * :

SUBMIT COURSE MAPPING

Action:

Selection of Subject:
1. **Identify and Select Subject**
2. **Select the '<<' Button**

SUBMIT COURSE MAPPING

Action:

Selection of Domain Areas:
1. **Identify and Select Relevant Domain Areas**
2. **Select the '<<' Button**

SUBMIT COURSE MAPPING

Action:

Selection of Track-Sub Track:

1. **Identify and Select Relevant Track-Sub Track**
2. **Select the '<<' Button**

Note: Track-Sub Track can be chosen maximum 3.

SUBMIT COURSE MAPPING

Action:

Selection of SF Job Role:

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

SUBMIT COURSE MAPPING

Action:

Selection of TSC/GSC Proficiency Level:
1. **Identify and Select Relevant TSC/GSC and Proficiency Level**
2. **Select the '<<' Button**

Note: TSC/GSC Proficiency Level can be chosen maximum 3.

SUBMIT COURSE MAPPING

Action:
Enter the relevant information for Core Modules and Elective Modules of each **TRAINING ROADMAP** and **CERTIFICATION ROADMAP.**

SUBMIT COURSE MAPPING

SF Mapping Section

SF MAPPING			
Total No. of Core Modules * : 1		Total No. of Elective Modules * : 1	Go

Core Module 1	Elective Module 1

Title of Core Module 1   -- Select --

COURSE OUTCOMES

No. Of Course Outcomes   Go

S/N   DESCRIPTION

PROPOSED TSC PROFICIENCY LEVEL

No. of Proficiency Levels   Go

PROFICIENCY LEVEL CODES & KNOWLEDGE OR ABILITIES

COURSE MAPPING MATRIX   Go

Proficiency Level/Knowledge/Abilities		Course Outcomes
Proficiency Level Code	Knowledge or Abilities	

APPLICATION ATTACHMENTS

Checklist for Course Endorsement Application

SUBMIT COURSE MAPPING

In SF Mapping Section,
1. Input Core Modules and Elective Modules.
2. For each module, input the relevant Course Outcomes.
3. Based on the selected TSC/GSC and proficiency level, the associated Proficiency Level Codes & Knowledge or Abilities are displayed.
4. Map Course Outcomes against selected TSC/GSC and Proficiency Level Codes, and the associated Knowledge or Abilities.

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SUBMIT COURSE MAPPING

SF MAPPING

| Total No. of Core Modules * : | 1 | | Total No. of Elective Modules * : | 1 | | Go |

| **Core Module 1** | **Elective Module 1** |

| Title of Core Module 1 | -- Select -- | ⌄ |

COURSE OUTCOMES

| No. Of Course Outcomes | | Go |

| S/N | DESCRIPTION |

PROPOSED TSC PROFICIENCY LEVEL

| No. of Proficiency Levels | | Go |

PROFICIENCY LEVEL CODES & KNOWLEDGE OR ABILITIES

COURSE MAPPING MATRIX | Go |

| **Proficiency Level/Knowledge/Abilities** | **Course Outcomes** |
| **Proficiency Level Code** | **Knowledge or Abilities** | |

APPLICATION ATTACHMENTS

Checklist for Course Endorsement Application

Action:
Enter number of Core Module

Action:
Enter number of Elective Module

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE MAPPING

Core Module

Action:
1. Select one Core Module

Action:
2. Input the number of course outcomes for selected Module

Action:
3. Click Go

Action:
4. Fill in relevant descirption.

Action:
5. Input the number of TSC/GSC-Proficiency Levels for selected Module. E.g. 1 for Core Module

Action:
6. Click Go.

SF MAPPING

Total No. of Core Modules * : 1   Total No. of Elective Modules * : 1   Go

Core Module 1   Elective Mo

Title of Core Module : (T)-Core Moudle Title

COURSE OUTCOMES

No. Of Course Outcomes 1   Go

S/N	DESCRIPTION	
1.	Core Module Outcomes	Remove

PROPOSED TSC PROFICIENCY LEVEL

No. of Proficiency Levels 1   Go

SUBMIT COURSE MAPPING

Core Module

Action:
Select relevant TSC/GSC-Proficiency level code from drop down list and the associated Knowledge and Abilities will be displayed.

SF MAPPING

Total No. of Core Modules * : 1

Core Module 1

Title of Core Module 1 -- Select --

COURSE OUTCOMES

No. Of Course Outcomes 1 Go

S/N	DESCRIPTION	
1.		Remove

PROPOSED TSC PROFICIENCY LEVEL

No. of Proficiency Levels 1 Go

PROFICIENCY LEVEL CODES & KNOWLEDGE OR ABILITIES

1. an | Remove

Analytics and Computational Modelling - Level 4 ICT-DIT-4001-1 : Develop and utilise new algorithms and advanced statistical models to enable the production of desired outcomes.

Analytics and Computational Modelling - Level 5 ICT-DIT-5001-1 : Design advanced statistical and computational models, and spearhead the application of algorithms and modelling techniques to new domains.

Business Innovation - Level 5 ICT-SNA-5003-1 : Prioritise business innovation opportunities and design digital architectures and processes to facilitate the creation of an innovative business environment.

APPLIC

• ...mapping...A for the application to be processed.
• Each file size upload is limit to 10MB or less. For files exceeding 10MB, please zip up the files or send the documents directly to IMDA.

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE MAPPING

Core Module

SF MAPPING

Total No. of Core Modules * :	1		Total No. of Elective Modules * :	1		Go

Core Module 1	Elective Module 1

Title of Core Module 1 | -- Select -- | ⌄

COURSE OUTCOMES

No. Of Course Outcomes | 1 | Go

S/N	DESCRIPTION	
1.		Remove

TSC/GSC-Proficiency Level Codes & associated Knowledge or Abilities details will appear

PROPOSED TSC PROFICIENCY LEVEL

No. of Proficiency Levels | 1 | Go

PROFICIENCY LEVEL CODES & KNOWLEDGE OR ABILITIES

Analytics and Computational Modelling - Level 4
1. ICT-DIT-4001-1 : Develop and utilise new algorithms and advanced statistical models to enable the production of desired outcomes. **Remove**

ICT-DIT-4001-1-A1	Evaluate prospective analytical tools and platforms for their functional capabilities and ability to meet requirements of the analytic environment
ICT-DIT-4001-1-A2	Develop new algorithms to enable the learning, improvement, adaptation or reproduction of outcomes
ICT-DIT-4001-1-A3	Develop regression models, including linear, multiple and logistic regression models
ICT-DIT-4001-1-A4	Develop mathematical models to isolate trends and optimise data-driven decision making
ICT-DIT-4001-1-A5	Create learning models with a discrete set of environment states, actions and reinforcement signals
ICT-DIT-4001-1-A6	Develop testing procedures to evaluate the data model
ICT-DIT-4001-1-A7	Analyse root causes of any issues highlighted
ICT-DIT-4001-1-A8	Facilitate changes to statistical models, to optimise performance and yield intended outcomes
ICT-DIT-4001-1-A9	Apply complex and advanced statistical analysis and modelling techniques
ICT-DIT-4001-1-A10	Uncover underlying relationships among different variables
ICT-DIT-4001-1-K1	Range of statistical and advanced computational modelling techniques
ICT-DIT-4001-1-K2	Advanced mathematical models and theories
ICT-DIT-4001-1-K3	Elements of various algorithms
ICT-DIT-4001-1-K4	Features and applicability of various data models
ICT-DIT-4001-1-K5	Features, pros and cons of various statistical approaches, algorithms and tools
ICT-DIT-4001-1-K6	Testing procedures to evaluate statistical models
ICT-DIT-4001-1-K7	Impact of changes to algorithms and models on performance outcomes

SUBMIT COURSE MAPPING

Core Module

Action:
Check the relevant boxes in the mapping matrix for the mapping of the Course Outcomes to Knowledge or Abilities

Code	Description
ICT-DIT-4001-1-A6	Develop testing procedures to evaluate the data model
ICT-DIT-4001-1-A7	Analyse root causes of any issues highlighted
ICT-DIT-4001-1-A8	Facilitate changes to statistical models, to optimise performance and yield inte...
ICT-DIT-4001-1-A9	Apply complex and advanced statistical analysis and modelling techniques
ICT-DIT-4001-1-A10	Uncover underlying relationships among different variables
ICT-DIT-4001-1-K1	Range of statistical and advanced computational modelling techniques
ICT-DIT-4001-1-K2	Advanced mathematical models and theories
ICT-DIT-4001-1-K3	Elements of various algorithms
ICT-DIT-4001-1-K4	Features and applicability of various data models
ICT-DIT-4001-1-K5	Features, pros and cons of various statistical approaches, algorithms and tools
ICT-DIT-4001-1-K6	Testing procedures to evaluate statistical models
ICT-DIT-4001-1-K7	Impact of changes to algorithms and models on performance outcomes

COURSE MAPPING MATRIX Go

Proficiency Level/Knowledge/Abilities		Course Outcomes	
Proficiency Level Code	**Knowledge or Abilities**	**1**	**2**
ICT-DIT-4001-1	ICT-DIT-4001-1-A1	☑	☐
	ICT-DIT-4001-1-A2	☑	☐
	ICT-DIT-4001-1-A3	☑	☐
	ICT-DIT-4001-1-A4	☑	☐
	ICT-DIT-4001-1-A5	☑	☐
	ICT-DIT-4001-1-A6	☑	☐
	ICT-DIT-4001-1-A7	☑	☐
	ICT-DIT-4001-1-A8	☐	☐
	ICT-DIT-4001-1-A9	☐	☑
	ICT-DIT-4001-1-A10	☐	☑
	ICT-DIT-4001-1-K1	☐	☑
	ICT-DIT-4001-1-K2	☐	☑
	ICT-DIT-4001-1-K3	☐	☑
	ICT-DIT-4001-1-K4	☐	☐
	ICT-DIT-4001-1-K5	☐	☐
	ICT-DIT-4001-1-K6	☐	☐
	ICT-DIT-4001-1-K7	☐	☐

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SUBMIT COURSE MAPPING

Elective Module

Action:
1. Select one Elective Module

Action:
2. Input the number of course outcomes for selected Module

Action:
3. Click Go

Action:
4. Fill in relevant descirption.

Action:
5. Input the number of TSC/GSC-Proficiency Levels for selected Module. E.g. 1 for Core Module

Action:
6. Click Go.

SF MAPPING

Total No. of Core Modules * : 1   Total No. of Elective Modules * : 1   Go

Core Module 1   Elective Module 1

Title of Elective Module 1   (T)-Eelctive Module Title

COURSE OUTCOMES

No. Of Course Outcomes   1   Go

S/N	DESCRIPTION	
1.	Course Outcomes	Remove

PROPOSED TSC PROFICIENCY LEVEL

No. of Proficiency Levels   1   Go

PROFICIENCY LEVEL CODES & KNOWLEDGE OR ABILITIES

COURSE MAPPING MATRIX   Go

SUBMIT COURSE MAPPING

Elective Module

Core Module 1	
Title of Elective Module 1	(T)-t1

COURSE OUTCOMES

No. Of Course Outcomes	1

S/N	DESCRIPTION
1.	t

PROPOSED TSC PROFICIENCY LEVEL

No. of Proficiency Levels	1	Go

PROFICIENCY LEVEL CODES & KNOWLEDGE OR ABILITIES

c

Remove

Action:
Select relevant TSC/GSC-Proficiency level code from drop down list and the associated Knowledge and Abilities will be displayed.

Analytics and Computational Modelling - Level 4 ICT-DIT-4001-1 : Develop and utilise new algorithms and advanced statistical models to enable the production of desired outcomes.

Analytics and Computational Modelling - Level 5 ICT-DIT-5001-1 : Design advanced statistical and computational models, and spearhead the application of algorithms and modelling techniques to new domains.

Business Innovation - Level 6 ICT-SNA-6003-1 : Inspire a culture of business and digital innovation within and beyond the organisation.

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE MAPPING

Elective Module

SF MAPPING

Total No. of Core Modules * : [1] ⓘ | Total No. of Elective Modules * : [1] ⓘ | [Go]

| Core Module 1 | **Elective Module 1** |

Title of Elective Module 1 [(T)-t1] ▼

COURSE OUTCOMES

No. Of Course Outcomes [1] ⓘ [Go]

S/N	DESCRIPTION
1.	[t]

Remove

PROPOSED TSC PROFICIENCY LEVEL

No. of Proficiency Levels [1] ⓘ [Go]

Proficiency Level Codes & Knowledge or Abilities details will appear

PROFICIENCY LEVEL CODES & KNOWLEDGE OR ABILITIES

Analytics and Computational Modelling - Level 5
1. ICT-DIT-5001-1 : Design advanced statistical and computational models, and spearhead the application of algorithms and modelling techniques to new domains. | Remove

ICT-DIT-5001-1-A1	Direct data analytics and statistical modelling efforts across the organisation
ICT-DIT-5001-1-A2	Make decisions on appropriate data analytics and computational methodologies to the problem
ICT-DIT-5001-1-A3	Design complex or advanced statistical and computational models
ICT-DIT-5001-1-A4	Evaluate a broad range of algorithms and advanced computational methods to determine suitability for business context
ICT-DIT-5001-1-A5	Spearhead the application of algorithms, models and computational techniques to new domains
ICT-DIT-5001-1-A6	Establish guidelines for the creation and selection of effective algorithms and statistical models
ICT-DIT-5001-1-A7	Synthesise critical findings and insights to address a significant business need or problem
ICT-DIT-5001-1-K1	Industry developments and trends in analytics, algorithms and statistical modelling
ICT-DIT-5001-1-K2	New and emerging data analytics and modelling tools and methodologies
ICT-DIT-5001-1-K3	Broad range of algorithms and advanced programming techniques
ICT-DIT-5001-1-K4	Elements of complex or advanced algorithms and computational models
ICT-DIT-5001-1-K5	Applicability of various data analytics methodologies and techniques to address different business issues

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE MAPPING

Elective Module

PROFICIENCY LEVEL CODES & KNOWLEDGE OR ABILITIES

Analytics and Computational Modelling - Level 5
1. ICT-DIT-5001-1 : Design advanced statistical and computational models, and spearhead the application of algorithms and modelling techniques to new doma...

Code	Description
ICT-DIT-5001-1-A1	Direct data analytics and statistical modelling efforts across the organisation
ICT-DIT-5001-1-A2	Make decisions on appropriate data analytics and computational methodologies to the problem...
ICT-DIT-5001-1-A3	Design complex or advanced statistical and computational models
ICT-DIT-5001-1-A4	Evaluate a broad range of algorithms and advanced computational methods to determine suit...
ICT-DIT-5001-1-A5	Spearhead the application of algorithms, models and computational techniques to new domain...
ICT-DIT-5001-1-A6	Establish guidelines for the creation and selection of effective algorithms and statistical model...
ICT-DIT-5001-1-A7	Synthesise critical findings and insights to address a significant business need or problem
ICT-DIT-5001-1-K1	Industry developments and trends in analytics, algorithms and statistical modelling
ICT-DIT-5001-1-K2	New and emerging data analytics and modelling tools and methodologies
ICT-DIT-5001-1-K3	Broad range of algorithms and advanced programming techniques
ICT-DIT-5001-1-K4	Elements of complex or advanced algorithms and computational models
ICT-DIT-5001-1-K5	Applicability of various data analytics methodologies and techniques to address different business issues

Action:
Check the relevant boxes in the mapping matrix for the mapping of the Course Outcomes to Knowledge or Abilities

COURSE MAPPING MATRIX [Go]

Proficiency Level/Knowledge/Abilities		Course Outcomes	
Proficiency Level Code	Knowledge or Abilities	1	2
ICT-DIT-5001-1	ICT-DIT-5001-1-A1	☑	☐
	ICT-DIT-5001-1-A2	☐	☑
	ICT-DIT-5001-1-A3	☑	☐
	ICT-DIT-5001-1-A4	☑	☐
	ICT-DIT-5001-1-A5	☐	☑
	ICT-DIT-5001-1-A6	☑	☐
	ICT-DIT-5001-1-A7	☐	☑
	ICT-DIT-5001-1-K1	☐	☑
	ICT-DIT-5001-1-K2	☐	☑
	ICT-DIT-5001-1-K3	☐	☐
	ICT-DIT-5001-1-K4	☐	☑
	ICT-DIT-5001-1-K5	☐	☑

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE MAPPING

Upload Supporting Documents

นร	ICT-DIT-4001-1-K6	☐
	ICT-DIT-4001-1-K7	☐

APPLICATION ATTACHMENTS

Checklist for Course Endorsement 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 10MB or less. For files exceeding 10MB, 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**
Step by Step Guide for Registration.pdf

Browse... No file selected.

Cancel   Save as Draft   Submit for Approval

Action:
Upload Necessary Supporting Documents

Action:
Select on 'Submit for Approval'

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE MAPPING

NEW COURSE/CERTIFICATION ENDORSEMENT DETAILS

New Course/Certification Endorsement successfully submitted.
Your Application Reference Id is : 20181121/00/CE/201903/002900

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.

If you have not uploaded the required supporting documents earlier, please send to:
CITREP Administrator
IMDA Singapore
10 Pasir Panjang Road
#03-01 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

AA approval for NICF/SF (Skill Framework) course mapping
   ➢ **Login to ICMS**

Note: For Organisation, 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

SUBMIT COURSE MAPPING : AA APPROVAL

Action:
Select either 'Course/Certification Endorsement'

SUBMIT COURSE MAPPING : AA APPROVAL

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 : ☑

[Search] [Find Track & Sub Track]

`<< < > >>`

S/N	Course/Certification ID	Course/Certification Title	Course/Certification Provider	Programme Name	Skill Area	Status	Action	History
1.	20181121/00/CE/201903/002900	ITIL Intermediate Certificate	The Testing	Skill Framework Course Mapping		Pending Approval - CP AA,CO AA	Approve – New	View History

No. 1 of 1 page(s)

Total records : 1

Action:
Select the 'Approve-New' hyperlink

SUBMIT COURSE MAPPING : AA APPROVAL

APPLICATION ATTACHMENTS				
Documents in Attached Files :	☐ test			

Upload Files :	UPLOADED FILES		ACTION BY	ACTION
(Max 1 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 10MB Per File)	Step by Step Guide for Registration.pdf		CP AO	

APPROVAL BY CP AA	
Remarks:	

Cancel | View Summary | **Approve** | Reject | Send Back

Action:
Select the 'Approve' button

System will generate the confirmation email when the application is submitted successfully by AA to IMDA.

2.

Submit Course/Certification Endorsement

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

➢ **Login to ICMS**

Note: For Organisation, CorpPass login is required.

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

Action:
Select CP AO role

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

Action:
Select 'Course/Certification Endorsement'

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

Action:
Select 'New Application'

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

The Testing , Course Provider Administrative Officer (CITREP)

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

Home >> Course/Certification Endorsement >> New Course/Certification Endorsement Details

This e-Service

Select Programme For Submission : CITREP+SF UAT Test Program II

ORGANISATION INFORMATION

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

Name Of Organisation : **The Testing**

Address * :

Contact No. :

Website URL :

APPLICATION CONTACT INFORMATION

Name Of Administrative Officer (AO) : **Ashley**

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 :

Action:
Select the relevant CITREP Programme Term

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

Action:
Enter the necessary information

COURSE/CERTIFICATION INFORMATION

Type * :	⦿ **Certifiable Programme** ○ **Non-Certifiable Programme**
Certification Owner * :	EXIN International ⌄
Certification Title * :	IT Service Management Practitioner Agree & Define ⌄
Citizenship * :	○ **Singapore Citizen** ○ **Singapore Permanent Resident** ⦿ **All**
Course Title :	**IT Service Management Practitioner Agree & Define**
Course Content * :	- Management Policy - Service Management - IT Service Program Administrator
Objectives * :	- Obj 1 - Obj 2

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

☐ **Others :**

Medium of Instruction * :	EL - English
Minimum Entry Requirements * :	51-Polytechnic diploma
Target Workforce Segment for Course * :	Both - Rank-and-File and PMET
Post Course Evaluation Report* :	○ Yes ● No
Mode of Delivery * :	☑ **Classroom** ☐ **Online** ☐ **Blended**

Action:
Enter the necessary information

CLASSROOM

Total Duration * :	20 Days
Mode of Training * :	● Both ○ Part-Time ○ Full-Time

Total Course Fees * :	S$ 150.00
Total Exam Fees * :	S$ 150.00
Total Course and Exam Fees :	S$ 300.00
Total No. of Years Conducted * :	1
Projected No. of Students * :	Year 2019 - 10
	Year 2020 - 10
	Year 2021 - 10
Remarks :	

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

Action:
Enter the necessary information

TRAINING ROADMAP

CORE MODULES

Total No. of Core Modules * : 1   Min. No. of Core Modules Completed * : 1   Go

S/N	CORE MODULE TITLE	DURATION		
1.	Module 1	1	Days	Remove

ELECTIVE MODULES

Total No. of Elective Modules * : 1   Min. No. of Elective Modules Completed * : 1   Go

S/N	ELECTIVE MODULE TITLE	DURATION		
1.	Module 2	1	Days	Remove

CERTIFICATION ROADMAP

CORE MODULES

Total No. of Core Modules * : 1   Min. No. of Core Modules Completed * : 1   Go

S/N	CORE MODULE TITLE	DURATION		
1.	Module 3	1	Days	Remove

ELECTIVE MODULES

Total No. of Elective Modules * : 1   Min. No. of Elective Modules Completed * : 1   Go

S/N	ELECTIVE MODULE TITLE	DURATION		
1.	Module 4		Days	Remove

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

S/N	ELECTIVE MODULE TITLE	DURATION

SF MAPPING

Course/Certification SF Mapped : **No**

APPLICATION ATTACHMENTS

Checklist for Course Endorsement Application
• Please ensure all the required supporting documents are provided to IMDA for the application to be

OR

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

SF Mapping section may reflect as 'Yes' as there is approved SF Mapping application

SF MAPPING

Course/Certification SF Mapped : **Yes**

PROFICIENCY LEVEL CODES/KNOWLEDGE OR ABILITIES

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

Upload Supporting Documents and Submission

ICT-SNA-5003-1-K5	Best practices in implementation process of business innovation
ICT-SNA-5003-1-K6	Legal, ethical and security issues relating to implementation of business innovation

APPLICATION ATTACHMENTS

Checklist for Course Endorsement 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 2MB or less. For files exceeding 2MB, please zip up the files or send the document IMDA.
- Max 1 Attachment Files.
- Attachment must be in JPG/PDF/ZIP/XLS/DOC format.

Documents in Attached Files : ☐ **Check Text**

Upload Files : **UPLOADED FILES**   **ACTIO**

[Browse...] No file selected.

[Cancel] [Save as Draft] [Submit for Approval]

Action:
Upload Necessary Supporting Documents

Action:
Select on 'Submit for Approval'

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT COURSE/CERTIFICATION ENDORSEMENT

ICMS INFOCOMM COMPETENCY MANAGEMENT SYSTEM

Singapore Government
Integrity · Service · Excellence

Action:
Click the 'OK' button to return

The Testing , Course Provider Administrative Officer (CITREP)

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

NEW COURSE/CERTIFICATION ENDORSEMENT DETAILS

New Course/Certification Endorsement successfully submitted.
Your Application Reference Id is : 20181120/02/CE/201903/002901

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.

If you have not uploaded the required supporting documents earlier, please send to:
CITREP Administrator
IMDA Singapore
10 Pasir Panjang Road
#03-01 Mapletree Business City
Singapore 117438

OK

- ➢ 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 33-37 on the steps to approve the application.

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

3.

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

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

➢ **Login to ICMS**

Action:
Click here to login using your CorpPass Account

Note: For Organisation, 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

Action:
Select CP AO or CO AO role (whichever applicable)

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Action:
Select 'Course/Certification Endorsement'

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Action:
Search for the relevant course by:
1. Course/Certification ID OR
2. 2. Course/Certification Title

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Action:
Click on the 'Update' hyperlink

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Action:
Proceed with the Necessary Updates

APPLICATION DETAIL

Course/Certification Id :	SF /00/CE/201901/002870
Programme Name :	Skilling Framework Mapping Programme
Course/Certification Status :	Approved
Course/Certification Validity Period :	22/01/2019 To 18/11/2019

ORGANISATION INFORMATION

Name Of Organisation :	
Address :	
Contact No. :	
Website URL :	

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
Certification Owner :	EXIN International
Authorized Partners :	

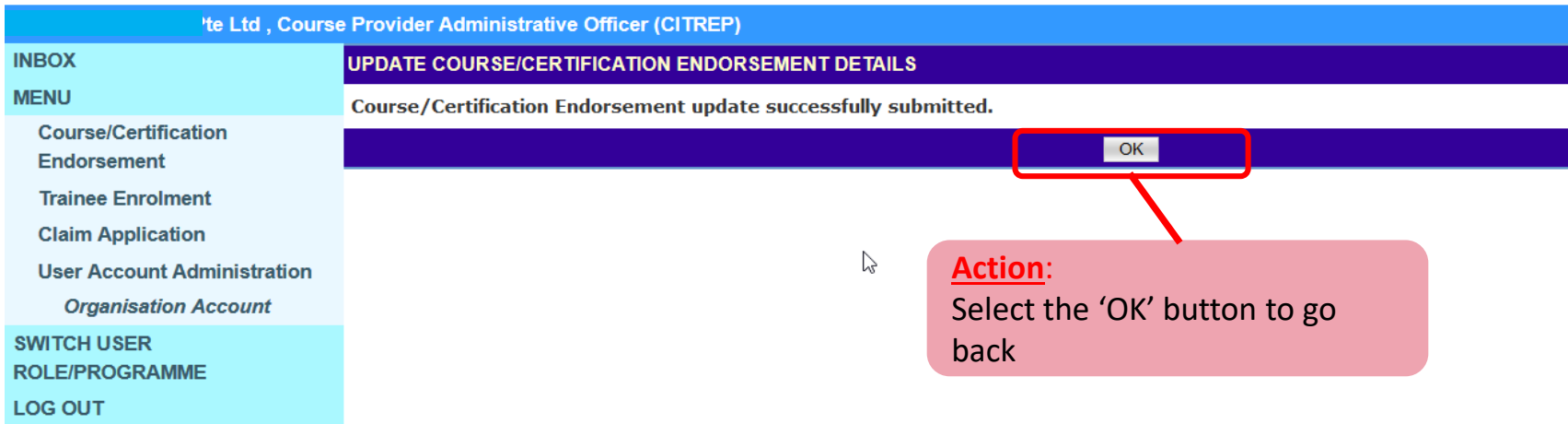# SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Action:
Enter the Reason for Change

Browse... No file selected.

CHANGE REQUEST BY CP AO

Reason for Change * : Edit Objectives

Cancel Submit for Approval

Action:
Submit for Approval

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

> ➤ 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 33-37 on the steps to approve the application.

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT : AA APPROVAL

> **Login to ICMS**

Action:
Click here to login using your CorpPass Account

Note: For Organisation, CorpPass login is required.

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT: AA APPROVAL

> **Login to ICMS**

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

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PROGRAMME TYPE ACCESS

Programme Type * : ○ CITREP ○ T-Assist Media Courses

YOUR USER ROLES

Name of Organisation : _____ 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: Select CP AA or CO AA role (whichever applicable)

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT : AA APPROVAL

INFOCOMM COMPETENCY MANAGEMENT SYSTEM

, Course Provider Approving Authority (CITREP)

INBOX

MENU

Course/Certification Endorsement

Trainee Enrolment

User Account Administration

Organisation Account

SWITCH USER ROLE/PROGRAMME

LOG OUT

ITEMS PENDING FOR YO

S/N	Description
1.	**Course/Certification Endorsement**
2.	**User Account Administration - Organisation Account**

Action:
Select 'Course/Certification Endorsement'

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT : AA APPROVAL

Action:
Click on the 'Approve – Update' hyperlink

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT : AA APPROVAL

Changes Made by AO will be highlighted

Quint Wellington Redwood Singapore Pte Ltd

Certification Title : **IT Service Management Foundation (ITILF)**

Course Title : IT Service Management Foundation (ITILF)

Course Content : Course Content

Objectives : Obj1

Subject :
Selected

Artificial Intelligence
Block Chain
Cyber Security

Domain Areas :
Selected

Finance
Healthcare
Logistic

Others:

Track-Sub Track :
Selected

Action:
Review the Updated Details

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT: AA APPROVAL

/ZIP/XLS/DOC format. Max size is 3MB Per File)

SUBMITTED BY CP AO - 10/01/2019

Remarks : **Edit Objectives**

APPROVAL BY CP AA

Remarks:

Action:
Indicate Remarks
Submit

Cancel | View Summary | Approve | Reject | Send Back

Action:
Select 'Approve' button

SUBMIT CHANGE REQUEST TO UPDATE COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT: AA APPROVAL

/ZIP/XLS/DOC format. Max size is 3MB Per File)

SUBMITTED BY CP AO - 10/01/2019

Remarks : **Edit Objectives**

APPROVAL BY CP AA

Remarks:

Action:
 Indicate Remarks
Submit

Cancel | View Summary | Approve | Reject | Send Back

Action:
Select 'Approve' button

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

4.

Search/View Course Mapping & Course/Certification Endorsement

INFOCOMM
MEDIA
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AUTHORITY

SEARCH/VIEW COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

➢ **Login to ICMS**

Action:
Click here to login using your CorpPass Account

Note: For Organisation, CorpPass login is required.

SEARCH/VIEW COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

User Role Selection: Screen is skipped if the registered user has only 1 role in ICMS

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PROGRAMME TYPE ACCESS

Programme Type * : ○ CITREP ○ T-Assist Media Courses

YOUR USER ROLES

Name of Organisation :   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)

Action:
Select applicable role

Back Logout

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SEARCH/VIEW COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

INFOCOMM COMPETENCY MANAGEMENT SYSTEM

Ltd , Course Provider Administrative Officer (CITREP)

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Course/Certification Endorsement

Trainee Enrolment

Claim Application

User Account Administration

Organisation Account

SWITCH USER ROLE/PROGRAMME

LOG OUT

ITEMS PENDING FOR YOUR ACTION

S/N	Description
1.	Trainee Enrolment
2.	Course/Certification Endorsement

Action:
Select either 'Course/Certification Endorsement'

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

SEARCH/VIEW COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Action:
Search for the relevant course by:
1. Course/Certification ID OR
2. Course/Certification Title

SEARCH/VIEW COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Action:
Click on the Application ID hyperlink

SEARCH/VIEW COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

Action:
Details will be Presented in a View-Only Mode

APPLICATION DETAIL

Course/Certification Id :	SF /00/CE/201901/002870
Programme Name :	Skilling Framework Mapping Programme
Course/Certification Status :	Approved
Course/Certification Validity Period :	22/01/2019 To 18/11/2019

ORGANISATION INFORMATION

Name Of Organisation :	
Address :	
Contact No. :	
Website URL :	

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
Certification Owner :	EXIN International
Authorized Partners :	
Certification Title :	IT Service Management Foundation (ITILF)
Course Title :	IT Service Management Foundation (ITILF)
Course Content :	Course Content
Objectives :	Obj1
Subject :	Selected
	Artificial Intelligence
	Block Chain
	Cyber Security

SEARCH/VIEW COURSE MAPPING & COURSE/CERTIFICATION ENDORSEMENT

ICT-DIT-4001-1	ICT-DIT-4001-1-A1		✔
	ICT-DIT-4001-1-A2		✔
	ICT-DIT-4001-1-A3		✔
	ICT-DIT-4001-1-A4		✔
	ICT-DIT-4001-1-A5		✔
	ICT-DIT-4001-1-A6		✔
	ICT-DIT-4001-1-A7		✔
	ICT-DIT-4001-1-A8		✔
	ICT-DIT-4001-1-A9		✔
	ICT-DIT-4001-1-A10		✔
	ICT-DIT-4001-1-K1		✔
	ICT-DIT-4001-1-K2		✔
	ICT-DIT-4001-1-K3		✔
	ICT-DIT-4001-1-K4		✔
	ICT-DIT-4001-1-K5		✔
	ICT-DIT-4001-1-K6		✔
	ICT-DIT-4001-1-K7		✔

Action:
Select 'Back' when done

APPLICATION ATTACHMENTS

Documents in Attached Files : ✔ test

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

UPLOADED FILES

Step by Step Guide for Registration.pdf

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