


8.1 View/ Update Individual Profile

1. Go to the SkillsConnect system website at <https://www.skillsconnect.gov.sg>
2. Click the SingPass icon to login via **SingPass**.
3. The system will display the SingPass login page.



4. Enter your NRIC number as your SingPass ID if you are Singaporean. For Permanent Resident, enter the CPF account or FIN number as your SingPass ID. Note that all Employment Pass holders can apply for SingPass.
5. Enter your SingPass.
6. Click the “**Submit**” button.
7. The system will display the ‘Profile Summary’ page. Click the ‘**Trainee**’ profile. E.g.

Individual Profile(s)

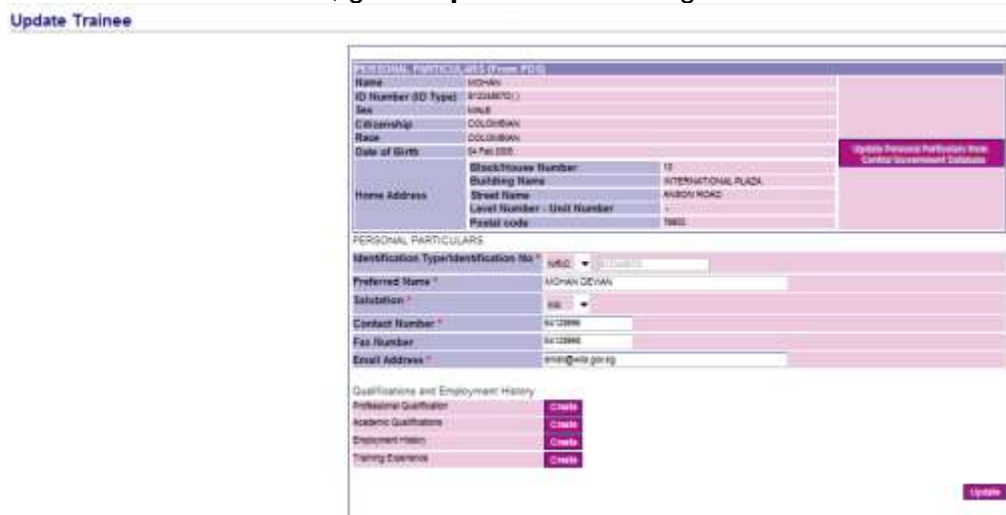


8. The system will display the inbox of your account. E.g.



- a. To update personal detail, go to step 6.
- b. To view achievement history, go to step 7.
- c. To print result slip, go to step 8.

9. Under Trainee Menu, go to 'Update Profile'. E.g.



- a. Update personal particulars accordingly. Do note "*" are mandatory fields.
- b. Click the 'Update' button.

10. Under Trainee Menu, go to 'View Achievement'.

- a. The system will display the 'View/Print Course Attended/Qualifications Obtained' page. Select your choice of view from the drop down list. E.g.



(i) View the NSRS / WSQ courses attended, select ‘**Course Attended**’. E.g.

Course Title	Training / Assessment Center	Date of Assessment	Competency Standards	Result
WSQ FOOD HYGIENE - Follow Food and Beverage Safety and Hygiene Policies and Procedures	ASCENDO CONSULTING PTE. LTD.	16 Nov 2010	Follow Food and Beverage Safety and Hygiene Policies and Procedures (FB-RM-102C-0)	Competent
Deliver Service Excellence	CONRAD CENTENNIAL SINGAPORE	08 Feb 2012	Deliver Service Excellence (SV-CS-1020-1)	Competent
Interact with Guests	CONRAD CENTENNIAL SINGAPORE	08 Feb 2012	Interact with Guests (TH-SM-101C-0)	Competent
Follow Food & Beverage Safety & Hygiene Policies & Procedures	AT-SUNRICE GLOBALCHEF ACADEMY	13 May 2011	Follow Food and Beverage Safety and Hygiene Policies and Procedures (FB-RM-102C-0)	Competent
Prepare for Service (Culinary and Service Excellence Programme-231hours)	AT-SUNRICE GLOBALCHEF ACADEMY	13 May 2011	Prepare for Service (Wine in Place) (FB-FBS-101C-0)	Competent
Interact with Guests (Culinary and Service Excellence Programme-231hours)	AT-SUNRICE GLOBALCHEF ACADEMY	13 May 2011	Interact with Guests (TH-SM-101C-0)	Competent
Maintain Food and Beverage Service Environment (Culinary and Service Excellence Programme-231hours)	AT-SUNRICE GLOBALCHEF ACADEMY	13 May 2011	Maintain Food and Beverage Service Environment (FB-FBS-102C-0)	Competent
Prepare Non-Alcoholic Beverages (Culinary and Service Excellence Programme-231hours)	AT-SUNRICE GLOBALCHEF ACADEMY	13 May 2011	Prepare Non-Alcoholic Beverages (FB-FBR-107E-0)	Competent
Provide Wine Service (Culinary and Service Excellence Programme-231hours)	AT-SUNRICE GLOBALCHEF ACADEMY	13 May 2011	Provide Wine Service (FB-FBS-202E-0)	Competent
Maintain Safe and Secure Working Environment	AT-SUNRICE GLOBALCHEF ACADEMY	13 May 2011	Maintain Safe and Secure Working Environment (FB-SM-101C-1)	Competent

First Previous 1 2 3 4 5 Next Last

(ii) View your qualification, select ‘**Qualifications Attained**’. This is only viewable if you have completed a qualification. E.g.

View By Qualifications Attained

Showing: 1 to 10 of 10 record(s)
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Qualification	Framework/Industry	Issuing Organization	Date of Attainment	Certificate Number
Food and Beverage Service (FB-CRT-02-1)	FOOD AND BEVERAGES	AT-SUNRICE GLOBALCHEF ACADEMY	13 May 2011	12Q000000030036
Food Preparation (FB-CRT-01-1)	FOOD AND BEVERAGES	CONRAD CENTENNIAL SINGAPORE	08 Feb 2012	12Q000000029701
Food Production (FB-CRT-03-1)	FOOD AND BEVERAGES	CONRAD CENTENNIAL SINGAPORE	08 Feb 2012	12Q000000029702
Culinary Skills (FB-HCT-06-1)	FOOD AND BEVERAGES	AT-SUNRICE GLOBALCHEF ACADEMY	06 Oct 2011	12Q000000029644
Culinary Skills (FB-HCT-01-1)	FOOD AND BEVERAGES	AT-SUNRICE GLOBALCHEF ACADEMY	06 Oct 2011	12Q000000029645
Culinary Skills (FB-ACT-01-1)	FOOD AND BEVERAGES	AT-SUNRICE GLOBALCHEF ACADEMY	06 Jun 2012	12Q000000029691
Culinary Skills (FB-ACT-08-1)	FOOD AND BEVERAGES	AT-SUNRICE GLOBALCHEF ACADEMY	06 Jun 2012	12Q000000029690
Culinary Arts (FB-CRT-04-1)	FOOD AND BEVERAGES	CONRAD CENTENNIAL SINGAPORE	08 Feb 2012	12Q000000029703
Culinary Arts (FB-ACT-09-1)	FOOD AND BEVERAGES	AT-SUNRICE GLOBALCHEF ACADEMY	06 Jun 2012	12Q000000029692
Culinary Arts (FB-DIP-03-2)	FOOD AND BEVERAGES	AT-SUNRICE GLOBALCHEF ACADEMY	26 Apr 2012	12Q000000030056

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(iii) View potential qualification of attainment, select ‘**Outstanding Competency Standards/Units**’. Choose the framework of interest, where applicable. You will still need to visit WDA website to find out more about the respective competency maps and the competency standards leading to the qualification. E.g.

View By Outstanding Competency Standards/Units ▾

Framework ALL ▾

Please select qualification name for details.

Showing: 1 to 10 of 11 record(s)
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Qualification	Framework/Industry	Number of Units to Qualification
Attractions (TH-ACT-02-1)	TOURISM	46
Culinary Arts (FB-HCT-09-1)	FOOD AND BEVERAGES	43
Culinary Skills (FB-ACT-05-1)	FOOD AND BEVERAGES	61
Culinary Skills (FB-ACT-04-1)	FOOD AND BEVERAGES	61
Culinary Skills (FB-ACT-03-1)	FOOD AND BEVERAGES	61
Culinary Skills (FB-ACT-07-1)	FOOD AND BEVERAGES	61
Culinary Skills (FB-ACT-06-1)	FOOD AND BEVERAGES	61
Food and Beverage Service (FB-HCT-02-1)	FOOD AND BEVERAGES	18
Pastry and Bakery (FB-CRT-05-1)	FOOD AND BEVERAGES	11
Spa Services (TH-ACT-05-1)	TOURISM	27

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11. Under Workkdesk Modules, go to 'Print Transcript'.
 - a. The system will display the 'List of Competency Standards Attained' page. E.g.

List of Competency Standards Attained

Date of Assessment	Competency Standard Code	Competency Standard Name	Results	Certificate Serial Number
25 Mar 2011	ES-FIN-1885-1	Personal Financial Functions	E	
09 Feb 2011	ES-VAL-1825-1	Workplace Literacy (Writing) - Level 2	E	11000000001798
03 Feb 2011	ES-WLD-1825-1	Workplace Literacy (Speaking) - Level 2	G	11000000001797
28 Jul 2010	ES-APP-11ED-9	Problem Solving and Customer Handling - Operational Level	C	10000000194281
22 Jul 2010	ES-APP-11ED-8	Mathematical and Economic - Operations	E	10000000194191
22 Sep 2009	ES-APP-094-8	Workplace Literacy (Reading) - Level 4	C	CE5-140185
22 Sep 2009	ES-APP-094-9	Workplace Literacy (Reading) - Level 5	C	CE5-216230
22 Sep 2009	ES-APP-094-7	Workplace Literacy (Advanced)	E	1811281768
28 Sep 2009	ES-APP-094-9	Workplace Literacy and Numeracy (Degree)	E	CE5-143996
17 Apr 2009	ES-APP-094-9	Workplace Literacy (Advanced)	G	CE5-181112
17 Apr 2009	ES-APP-095-8	Workplace Literacy (Reading) - Level 5	C	CE5-067983
11 Nov 2007	ES-APP-094-8	Workplace Literacy and Numeracy (Degree)	G	CE5-087668
11 Nov 2007	ES-APP-094-8	Workplace Literacy (Reading) - Level 4	E	1811288111
11 Nov 2007	ES-APP-094-8	Workplace Numeracy (Intermediate) Module 4	G	CE5-082171
15 Apr 2009	ES-APP-142-8	Personal Effectiveness - Operations	G	88880000173464
20 May 2009	ES-APP-142-9	Learning and Personal Development - Operations	C	88880000162168
06 Mar 2009	ES-APP-1248-8	Teamwork and Networking Management - Operations	C	88880000157821
23 Jan 2009	ES-APP-142-9	Workplace Information Communication	C	8888000014129
22 Jan 2009	ES-APP-182-8	Technological Applications - Operations	G	88880000136254

Print Results Slip

Note: When 'Certificate Serial Number' is blank, it would mean the certificate has not sent for print.

- b. Click 'Print Results Slip'.



- c. Click 'Open' / 'Save'. E.g.

WSQ - NSRS ASSESSMENT RESULTS SLIP

Name: Venessa Teng Shuyi
 Identification Number: NRIC S1234567E

It is here by certified that the candidate named above has completed the following WSQ/NSRS assessments and achieved the results as shown:

(*C* - Competent / Passed; *NYC* - Not Yet Competent / Failed; *WFLM* - Workplace Literacy and Numeracy)

Date of Assessment	Competency Standard Code	Competency Standard Name	Results	Certificate Serial Number
28 Sep 2007	POY-002-2-1201	Collect blood specimens from patient (phlebotomy)	C	TTSH-000033
03 Sep 2003	NHE-005-3-0302	Assist residents with personal hygiene and grooming	C	
09 Oct 2003	NHE-001-3-0302	Monitor residents' health	C	
23 Oct 2003	PCS-007-3-0702	Assist in feeding patients	C	
09 Oct 2003	PCS-007-3-0702	Assist in feeding patients	NYC	
30 Sep 2003	NHE-001-3-0302	Monitor residents' health	C	
12 Nov 2003	NHE-002-3-0302	Perform wound dressing	C	
12 Nov 2003	PCS-004-3-0702	Handle and transfer patients	C	L3-103116

This is computer generated transcript. No signature is required.

Date of issue: Thursday, 21 February 2013

Note: Date of issue is the date of transcript generation.