

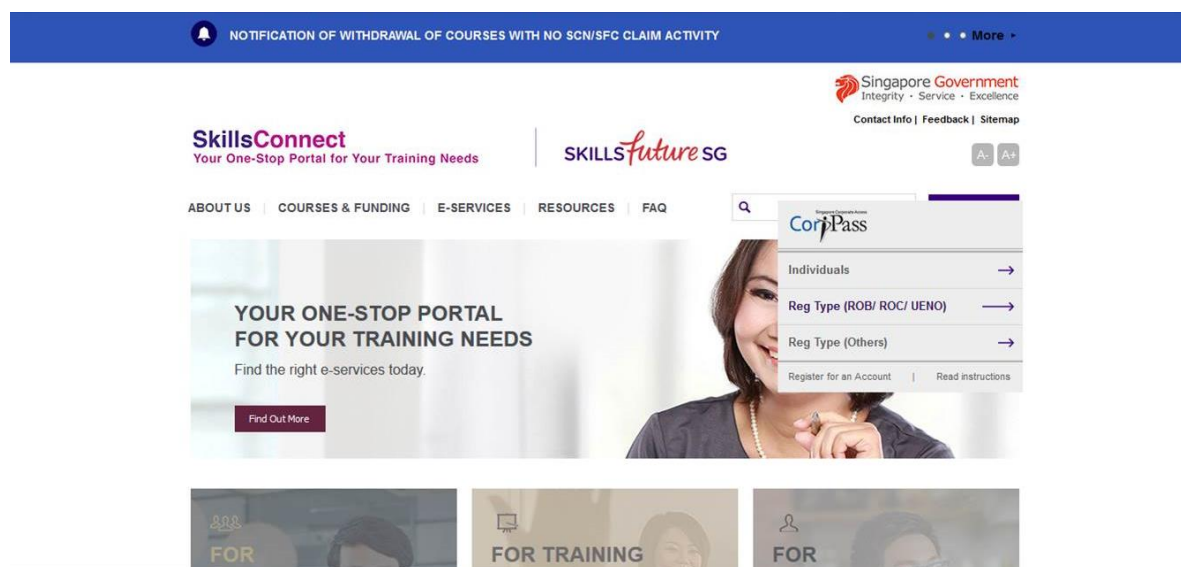
3.1 WSQ Training Organisation

3.1.1 Apply for Course Accreditation

Training organisation may sign up for a WSQ profile and organisational approval to become a WSQ Approved Training Organisation (ATO). After you have obtained a WSQ organisation profile, you may submit WSQ courses for course accreditation and funding approval.

To submit course for funding support, please follow the following steps:

1. Go to the SkillsConnect system website at <http://www.skillsconnect.gov.sg>
2. Select from the “Login” dropdown box.



3. The system will display the CorpPass login page.



4. Enter the required details and click the “Login” button.

Singapore Corporate Access
CorpPass
BETA

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New Features on CorpPass!
Enjoy even better internal control over CorpPass accounts with two new features - Assignment Profile and Change Account Type. For more details, refer to User Guides under the Help section (Set Up and Manage Assignment Profile of Sub-Admins, and Manage CorpPass Accounts).

Log in with CorpPass

UEN/ENTITY ID ⓘ

CORPPASS ID ⓘ

Password ⓘ

Remember Entity ID ⓘ

Forgot [Entity / CorpPass ID](#) or [Password](#)

Cancel Login ▶

5. The system will display the Profile Summary page.

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Web Portal | Profile Summary | Logout

Profile Summary

Welcome, S1234567E

You may apply for new organisation profile by clicking 'New Application'

You may check for status of new profile application/existing application by clicking 'Application Listing'

Warning
- Please ensure that your organisation and course profiles are always updated with the latest information.
- Please do not open multiple tab or multiple window while using SkillsConnect system.
- Please do not use the back button of the browser while using SkillsConnect system.

Select one of the following profiles to continue.

Individual Profile(s)

Trainee
Apply CQA / CQA Status Enquiry
Update Profile
View Achievement
Print Transcript

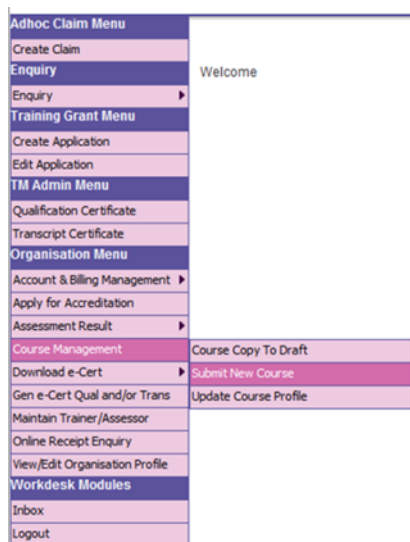
Organisation Profile(s)
For existing users, please select the relevant profile below for access into SkillsConnect.

Non-Accredited Training Organisation
ZEN TRAINING SERVICES PTE LTD
Headquarter

Participating Company
ZEN TRAINING SERVICES PTE LTD
Headquarter

WSQ Approved Training Organisation & Accredited Courses
ZEN TRAINING SERVICES PTE LTD
Headquarter

6. Click the “WSQ Approved Training Organisation & Accredited Courses” icon.
7. The system will display the inbox of your account. Under Organisation Menu, go to “Course Management” then “Submit New Course”.



8. The system will display the Course Application Pre-Requisite page.

Course Application: Pre-Requisite

1 Pre-requisites 2 Terms & Conditions 3 Online Form 4 Confirmation

Pre-Requisite

To continue, you will need the following:

- 1 Course Details**
Information needed includes:
 - Particulars of Course
 - Details of Adult Educators
 - Details of Course Administrator
- 2 Supporting Documents**
 - Course Learner's Profile
 - Course Lesson Plan
 - Course Assessment Plan
 - Trainer Guide
 - Learner Guide
 - Cross-reference Matrix*
 - Any other documents to be used in the course
 - Permission obtained from copyright owner(s) to adapt or reproduce original work in whole or part (if any)

*NB: Cross-reference Matrix is a matrix for identifying the whereabouts of the coverage of Performance Criteria

You can only submit courses under the V/SG framework(s) and/or sub-sector(s) that your organisation has been approved for. VIDA will reject courses that your organisation is not approved to offer.
- 3 A valid Credit/Debit Card or Internet Banking account for on-line payment (the following are accepted)**

VISA Electron VISA MasterCard GNETS
Visa Electron Visa MasterCard Internet Banking

I have read and understood the prerequisites.

Next

9. Read the prerequisites, check the box “**I have read and understood the prerequisites**” if you accept them.

10. Click the “**Next**” button.

11. The system will display the SkillsConnect General Terms and Conditions page.

Course Application: Terms and Conditions

Pre-requisites → **2 Terms & Conditions** → 3 Online Form → 4 Confirmation

(a) to (c).

16. **Insurance**

16.1. You shall effect and maintain with an approved insurance agency adequate insurance, including without any limitation property, third party, public liability, workmen's compensation, professional liability and errors and omissions insurance for your use of the Services or SkillsConnect, and your acceptance of any right or benefit under the Contract and all activities related thereto or otherwise arising due to the Contract, protecting you and WDA against any liability whatsoever or howsoever occasioned. You shall forward a certified true copy of the relevant certificate of insurance to WDA upon WDA's request. It is understood and agreed that it shall be your responsibility to ensure the amount of coverage is adequate.

17. **General Terms**

17.1. The Contract shall ensure to the benefit of and be binding upon the parties and their respective successors in title or assigns as the case may be.

17.2. A waiver (whether expressed or implied) by a party of any of the provisions of the Contract or of any breach of or default by the other party in performing any of those provisions shall not constitute a continuing waiver and that waiver shall not prevent the waiving party from subsequently enforcing any of the provisions of the Contract not waived or from acting on any subsequent breach of or default by the other party under any of the provisions of the Contract.

17.3. The invalidity, illegality or unenforceability of any of the provisions of the Contract shall not affect the validity, legality and enforceability of the remaining provisions of the Contract.

17.4. Nothing in the Contract shall be deemed to create a joint venture or partnership or any employer-employee or principal-agency relationship of any kind between you and WDA. Neither party shall have the right to contract on behalf of or bind the other party or make any commitment, representation or warranty for or on behalf of the other party.

17.5. A person who is not a party to the Contract has no right under the Contracts (Rights of Third Parties) Act (Chapter 53B) to enforce any term of the Contract.

17.6. The Contract shall be governed by Singapore law and the parties submit to the non-exclusive jurisdiction of the Singapore Courts.

17.7. The Contract constitutes the entire agreement between WDA and you with respect to the subject matter hereof and supersedes and cancels in all respects all previous communications, agreements and undertakings between the parties, whether written or oral.

Yes, I Accept No, I do not accept

Back Next

12. Read the Terms and Conditions carefully. Click the radio button “**Yes, I Accept**” if you accept them, and click the “**Next**” button.

13. The system will display the online application form for the Course.

14. Enter all required fields. Please note that mandatory fields are indicated by the red asterisk (*).

Pre-requisites → 2 Terms & Conditions → **3 Online Form** → 4 Confirmation

It will take you about **25 minutes** to complete this online form. You may wish to avoid peak periods on weekdays, between 9:00am to 11:00am and 3:00pm to 5:00pm, during which you may experience slower responses. For queries, please call 6883 5885 or click [here](#) to provide your feedback. Thank you.

Important: Ensure the course is submitted to WDA for approval prior to the commencement of training.

Please note that fields with * are compulsory.

PARTICULARS OF COURSE

Course Title *	<input type="text"/>										
Course Objective *	<input type="text"/>										
Course Content * ⓘ	<input type="text"/>										
Course URL	<input type="text"/>										
LOA Reference number	<input type="text"/>										
Certification Type *	<input type="radio"/> Statement of Attainment <input type="radio"/> Qualification										
Certification Title *	<input type="text"/>										
Competency Standard(s) Covered *	<p>List of Competency Standards selected: To delete any of the standards below, click on the checkbox and press the Delete button.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Competency Standard</th> <th>CS Code</th> <th>Recommended Training Hrs</th> <th>Recommended Assessment Hrs</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Delete Search and Add Competency Standards</p>	Select	Competency Standard	CS Code	Recommended Training Hrs	Recommended Assessment Hrs	<input type="checkbox"/>				
Select	Competency Standard	CS Code	Recommended Training Hrs	Recommended Assessment Hrs							
<input type="checkbox"/>											
Accreditation Scope *	<p>For training only, please state Partner Assessment Organisation.</p> <input type="radio"/> Assessment Only <input type="radio"/> Training and Assessment <input type="radio"/> Training Only										
Framework/Industry Conceptualised *	<input type="text" value="SECURITY"/> Leadership and People Management <input type="text" value="RETAIL"/> SERVICE EXCELLENCE COMPETENCY FRAMEWORK										
Declaration Of Trainer / Assessor(s)	List of Trainer/Assessor(s)										

SkillsConnect System Training Guide

Declaration Of Trainer / Assessor(s)	<p>List of Trainer/Assessor(s) To delete any of the Trainer(s)/Assessor(s) below, click on the checkbox and press the Delete button.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Identification No.</th> <th>Name</th> <th>Trainer/Assessor</th> <th>Curriculum Developer</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> I agree to adhere to the requirements for WSQ Adult Educators as specified in the Terms & Conditions for Accreditation, and declare that the information provided is true and accurate.</p> <p>Delete Search and Add Trainer / Assessor(s)</p>	Select	Identification No.	Name	Trainer/Assessor	Curriculum Developer	<input type="checkbox"/>				
Select	Identification No.	Name	Trainer/Assessor	Curriculum Developer							
<input type="checkbox"/>											
Area of Training *	Wholesale and Retail Trade										
Target Training Group *	<input type="checkbox"/> In-House <input checked="" type="checkbox"/> Public										
Nature of training *	Publicly-conducted course										
Education of Target Group *	<table border="1"> <thead> <tr> <th>Education Level</th> <th></th> </tr> </thead> <tbody> <tr> <td>Polytechnic Diploma</td> <td>Delete</td> </tr> <tr> <td>University First Degree</td> <td>Delete</td> </tr> <tr> <td>No Formal Qualification & Lower Primary</td> <td>Add</td> </tr> </tbody> </table>	Education Level		Polytechnic Diploma	Delete	University First Degree	Delete	No Formal Qualification & Lower Primary	Add		
Education Level											
Polytechnic Diploma	Delete										
University First Degree	Delete										
No Formal Qualification & Lower Primary	Add										
Target Group Occupation *	<input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Non-supervisory <input checked="" type="checkbox"/> Supervisory										
Target Audience *	Public										
Training Venue *	Please indicate the location of training course <input checked="" type="checkbox"/> Company										
Mode of Training *	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time										
Language Medium Provided *	<input type="checkbox"/> Chinese <input checked="" type="checkbox"/> English <input type="checkbox"/> Malay <input type="checkbox"/> Tamil <input type="checkbox"/> Others: <input type="text"/>										
Payment Type *	Nett Fee										
Type of Funding *	Training Grant and Absentee Payroll Only										
Additional Questions *	<p>If you have applied for funding for this course from any organisation other than WDA, indicate "Yes" and provide the details of the funding and funding organisation in the field "Processing Remarks" at the bottom of this page.</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>										

COURSE ADMINISTRATOR DETAILS							
Name of Course Administrator *	Dr <input type="text"/>						
Designation *	<input type="text"/>						
Email	<input type="text"/> Receive Email? <input type="checkbox"/> Yes						
Contact Number *	<input type="text"/> X <input type="text"/>						
Fax	<input type="text"/>						
BREAKDOWN OF COURSE COMPONENTS							
Number of Training Days	<input type="text"/>						
E / Mobile Learning Hours (if applicable)	<input type="text"/>						
Duration Components* If no hours are included, please input as 0	<table border="1"> <thead> <tr> <th>Description</th> <th>Hours</th> <th></th> </tr> </thead> <tbody> <tr> <td>Assessment Hours</td> <td><input type="text"/></td> <td>Add</td> </tr> </tbody> </table>	Description	Hours		Assessment Hours	<input type="text"/>	Add
Description	Hours						
Assessment Hours	<input type="text"/>	Add					
Total Training Duration							
Length of Course Duration	<input type="text"/> <input type="text"/>						
Cost Components*	<table border="1"> <thead> <tr> <th>Description</th> <th>Costs(\$)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Assessment fee per trainee (excluding GST)</td> <td><input type="text"/></td> <td>Add</td> </tr> </tbody> </table>	Description	Costs(\$)		Assessment fee per trainee (excluding GST)	<input type="text"/>	Add
Description	Costs(\$)						
Assessment fee per trainee (excluding GST)	<input type="text"/>	Add					
Total Cost of Training Per Trainee							
Remarks							
Course Remarks	<input type="text"/>						
Processing Remarks	<input type="text"/>						

S/N	Supporting Documents	Mandatory	
1	Learner's Profile	Y	<input type="checkbox"/>
2	Consolidated Document	N	<input type="checkbox"/>
3	Appeal letter (Confidential)	N	<input type="checkbox"/>
4	General Correspondence	N	<input type="checkbox"/>
5	Cross-reference matrix	N	<input type="checkbox"/>
6	Detailed Lesson Plan	Y	<input type="checkbox"/>
7	Detailed Trainer Guide	Y	<input type="checkbox"/>
8	Detailed Participant Handouts	Y	<input type="checkbox"/>
9	Detailed Presentation Slides	Y	<input type="checkbox"/>
10	Detailed Assessment Plan with tools including marking record sheets	Y	<input type="checkbox"/>
11	Document of approval from MOM and/or BCA (if applicable)	N	<input type="checkbox"/>
12	Other Documents (Confidential)	N	<input type="checkbox"/>

[Upload / Download Supporting Documents](#) [Back](#) [Save Draft](#) [Next](#)

15. Click the **“Upload / Download Supporting Documents”** button to upload the required documents to support your application. Note that the file size is limited to 5MB and the file type supported is PDF or WinZip.
16. If you wish to save a draft copy and continue with the application later, click the **“Save Draft”** button. Take down the application reference number for future retrieval.
17. If you are ready to submit your application, click the **“Next”** button.
 - i. Admin Support Staff can only prepare / save draft the application, but not submit. Thus, will not see the **“Next”** button.
18. The system will display the Course Application: Confirmation page.
19. Read the Declaration carefully and if you accept them, click the radio button **“Yes, we confirm the declaration above and accept the Terms and Conditions”**.
20. The system will display the Course Application Submit Application Acknowledgement page. You may wish to take down the course reference number for future enquiry purpose.
21. Click the **“Add New Course”** button if you wish to create additional courses. Else, click the **“Next”** button to proceed.
22. The system will display the Online Payment Submission page. Check box the application (s) and click the **“Next”** button.
23. The system will display the Payment Choices page. Payment modes available are GIRO/ Credit card / Debit card / Internet banking.

🔒 You are now on a secure site.

Please proceed to payment by clicking on the logo of your preferred payment mode:




	Payment Mode	Description	Total Payable
<input type="radio"/>		A GIRO-based payment mode Please have the following -Valid SingPass -Approved Direct Debit Authorisation(DDA) -Sufficient funds in bank A/C Terms & Conditions More	Amount: S\$ 642 Total payable: S\$ 642
<input type="radio"/>		VISA/MasterCard payment mode Please have one of the following - VISA Credit Card, - MasterCard Credit Card, - MasterCard Debit Card or - Visa Electron Debit Card More	Amount: S\$ 642 Total payable: S\$ 642
<input type="radio"/>		Internet Banking payment mode Please have the following - A valid Internet Banking account with Citibank, DBS or UOB. More	Amount: S\$ 642 Total payable: S\$ 642

Table below shows the charges for each type of WSQ Course Accreditation application:

S/N	Type of Application	Charges w/ GST
1	WSQ Course Accreditation (Singular)	\$642.00
2	WSQ Course Accreditation (Integrated)	\$1016.50
3	WSQ Course Accreditation (Assessment plan only)	\$481.50
4	WSQ Course Accreditation (Integrated Assessment plan only)	\$749.00

24. Click the appropriate logo for your desired Payment Mode and follow the instructions accordingly. To avoid payment error, do not close the browser or click the back / refresh button until your payment is confirmed.
25. Your application process is complete when the system displays the Acknowledgement page with your transaction and payment details.
26. Below are some of the exceptions / errors that you may encounter.
 - a. If the system displays the page below, it means that the information you have entered in the online application form is incomplete and/or is incorrect. Please refer to the errors shown and re-enter the information.

Errors :

- Course Title is mandatory.
- Course Objective is mandatory.
- Course Content is mandatory.
- Certification Type is mandatory.
- Certification Title is mandatory.
- Competency Standard(s) Covered is mandatory.
- Accreditation Scope is mandatory.
- Framework/Industry Conceptualised is mandatory.
- Declaration Of Trainer / Assessor(s) is mandatory.
- Area Of Training is mandatory.
- Target Training Group is mandatory.
- Target Occupation is mandatory.
- Target Audience is mandatory.
- Mode Of Training is mandatory.
- Language Medium is mandatory.
- Type Of Funding is mandatory.
- Course Administrator is mandatory.
- Designation is mandatory.
- Contact Number is mandatory.
- Education of Target Group is mandatory.
- Cost Component is mandatory.
- Declare Information (Declaration Of Trainer/Assessor) is mandatory
- Document: Learners Profile is mandatory
- Document: Cross-reference matrix is mandatory
- Document: Detailed Lesson Plan is mandatory
- Document: Detailed Trainer Guide is mandatory
- Document: Detailed Participant Handouts is mandatory
- Document: Detailed Presentation Slides is mandatory
- Document: Detailed Assessment Plan with tools including marking record sheets is mandatory
- Document: Document of approval from MOM and/or BCA (if applicable) is mandatory
- Document: Other Documents (Confidential) is mandatory



It will take you about **25 minutes** to complete this online form. You may wish to avoid peak periods on weekdays, between 9:00am to 11:00am and 3:00pm to 5:00pm, during which you may experience slower responses. For queries, please call 6883 5885 or click [here](#) to provide your feedback. Thank you.

Important: Ensure the course is submitted to WDA for approval prior to the commencement of training.

Please note that fields with * are compulsory.

PARTICULARS OF COURSE	
Course Title *	<input type="text"/>
Course Objective *	<input type="text"/>
Course Content *	<input type="text"/>

- b. If the system displays the page below, it means that the format of the file that you have uploaded is not acceptable. Please save your file in an acceptable format such as pdf or WinZip and retry.

Upload Supporting Documents

Error:

The file format that you have uploaded is invalid, the accepted file format currently includes pdf,zip