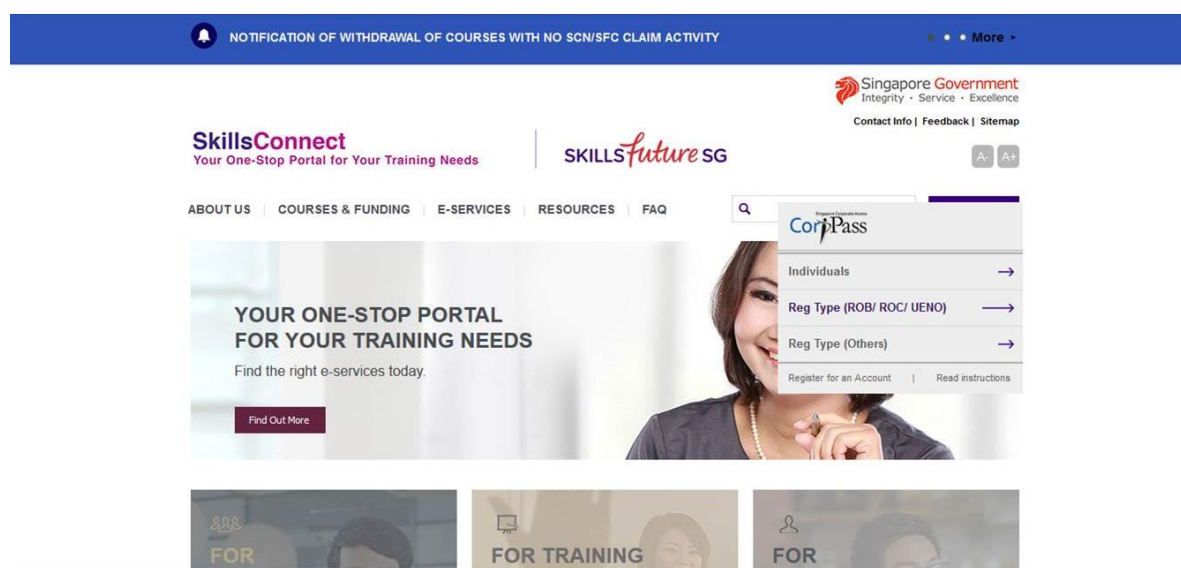


## 2.2 WSQ Training Organisation Profile

### 2.2.4 Add Branch in Profile

When a branch has the Registration Number as the organisation, the organisation should add branch in its WSQ training organisation profile. However, if a branch has a different Registration Number as the organisation, it should apply a separate WSQ training organisation profile in SkillsConnect. If an authorised user of the WSQ training organisation logs in as the organisation's personnel, he/she is able to edit the WSQ training organisation and branch profiles. However, if the authorised user logs in as the branch personnel, he/she is only able to edit his/her own branch information.

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

Singapore Government  
Integrity · Service · Excellence

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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. Click the “WSQ Approved Training Organisation & Accredited Courses” button.

SKILLSfuture SG

### Profile Summary

You may apply for new organisation profile by clicking "New Application".

[New Application](#)

Welcome, S1234567A

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

[Application Listing](#)

**Please note**

- New entities with registration type ROB/ROC/UENO are required to register a CorpPass account to transact in the SkillsConnect Portal.
- You are strongly encouraged to register for a CorpPass account to continue transacting in the SkillsConnect Portal.
- SingPass login will be terminated after 31 Dec 2017.

Select one of the following profiles to continue.

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

<b>Non-Accredited Training Organisation</b>
ABC TRAINING SCHOOL
Headquarter
<b>WSQ Approved Training Organisation &amp; Accredited Courses</b>
ABC TRAINING SCHOOL
Headquarter
Participating Company
ABC TRAINING SCHOOL
Headquarter

Please click [here](#) for SSG's funding mechanism and eligibility criteria.

- The system will display the inbox of the account. At the left menu panel, click on “**View/Edit Organisation Profile**”.



- The system will display the WSQ Organisation Application page.

### Apply for WSQ Training Organisation profile

ORGANISATION INFORMATION	
Type of Registration	Registration of Company
Registration Number	
GENERAL INFORMATION	
Registered Name of Organisation *	<input type="text"/>
Mailing Address	
Block/Building Number	<input type="text"/>
Building Name	<input type="text"/>
Street Name *	<input type="text"/>
Floor Number-Unit Number	<input type="text"/> <input type="text"/>
Postal Code *	<input type="text"/>
Telephone *	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
GIRO Account Number * <a href="#">Download GIRO Form</a>	<b>Important Notes on GIRO Account Information</b>
Please complete the original GIRO form and obtain your Bank's endorsement before submitting it to WDA. Meanwhile, you can still proceed to submit this online WSQ Training Organisation profile application to WDA.	For GIRO account information under the HSBC (bank code 7232) or OCBC (bank code 7339) banks, please indicate the branch code before the account number. An example is as follows: Bank Code: 7232 Branch Code: 538 Account Number: <u>538123456789</u> (the branch code 538 is indicated in front of the account number)

- Go to the Branch Information section. To add a branch to your WSQ training organisation click the “**Add Branch**” button.

BRANCH INFORMATION	
<input type="button" value="Add Branch"/>	
REMARKS	
Submission Remarks (remarks entered here will only be viewable by WDA)	<input style="width: 100%; height: 100%;" type="text"/>

9. The system will display a Branch Information:

BRANCH		Delete Branch												
Branch Name	<input type="text"/>	<input type="button" value="Check Name"/>												
Mailing Address	Block/Building Number	<input type="text"/>												
	Building Name	<input type="text"/>												
	Street Name *	<input type="text"/>												
	Floor Number-Unit Number	<input type="text"/> - <input type="text"/>												
	Postal Code *	<input type="text"/>												
Telephone *	<input type="text"/>													
Fax	<input type="text"/>													
Email	<input type="text"/>													
GIRO Account Number *	<p>For edits made to GIRO account information under the HSBC (bank code 7232) or OCBC (bank code 7339) banks, please indicate the branch code before the account number. An example is as follows:</p> <p>Bank Code: 7232/ 7339 Branch Code: 538 Account Number: <u>538123456789</u> (to repeat the branch code in front of the account number)</p> <p>For edits made to GIRO account information under the Malayan Banking Berhad (bank code 7302) bank, please insert a hyphen in between the Account Number based on the format x-xxx-xxxxxx. An example is as follows:</p> <p>Bank Code: 7302 Branch Code: 010 Account Number: 0-123-4567890 (to insert hyphens in the format x-xxx-xxxxxxx)</p> <p>Once your request has been approved, you will receive a system generated e-mail notification. Please call our hotline at 6883-5885 if you require further assistance. Thank you.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Default</th> <th>GIRO Account</th> <th>Verified</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: right;"><input type="button" value="Add"/></td> </tr> <tr> <td>(Bank Code) Eg: 7171</td> <td>(Branch Code) Eg: 001</td> <td>(Account Number) Eg: 123456789012345</td> <td></td> </tr> </tbody> </table>		Default	GIRO Account	Verified		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345	
Default	GIRO Account	Verified												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>											
(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345												

BRANCH PERSONNEL INFORMATION								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Email?	Contact No.
Management Rep. 1 *	Dr		NRIC				<input type="checkbox"/> Yes	
<a href="#">Add Authorised Staff</a>		<a href="#">Delete Authorised Staff</a>						
<a href="#">Add Branch</a>								
REMARKS								
Submission Remarks (remarks entered here will only be viewable by WDA)								

SUPPORTING DOCUMENTS			
S/N	Supporting Documents	Mandatory	
1	Write-up of organisation, to include: a.Registration with relevant bodies (eg. CPE, ACRA) b.National awards or certifications the organisation has attained c.Write-up and photos of physical facilities and infrastructure for training delivery and/or assessment (only applicable for ATOs that offer courses to public) d.Write-up and/or workflow to show established systems and capabilities to support fulfilment of the roles and responsibilities of an ATO (only applicable for ATOs that offer courses to public -you may refer to www.wda.gov.sg for full details of the roles and responsibilities)	Y	<input type="checkbox"/>
2	Organisation chart and job descriptions depicting the roles and responsibilities of staff responsible for ATO functions, to include: a.Certificates/declarations/CVs to show adult educators are ACTA trained or equivalent and have relevant technical qualification and working experience b.Staff-in-charge of accounting and financial matters (only applicable for ATOs that offer courses to public)	Y	<input type="checkbox"/>
3	Audited financial statements (most recent 3 years) and/or other records to justify business continuity (only applicable for ATOs that offer courses to public) (Confidential)	Y	<input type="checkbox"/>
4	Consolidated Document	N	<input type="checkbox"/>
5	OA Application Form and 2-Year Plan (2-year plan is only applicable for ATOs that offer courses to public.) (The OA form and 2-year plan template can be downloaded from www.wda.gov.sg)	Y	<input type="checkbox"/>
6	Appeal Letter (Confidential)	N	<input type="checkbox"/>
7	Other Documents (Confidential)	N	<input type="checkbox"/>
8	General Correspondence	N	<input type="checkbox"/>

[Upload / Download documents](#) [Update](#)

10. A “**Delete Branch**” button is also provided to remove the branch. Please note that organisations cannot delete a branch’s information after it has been approved. The branch will be deactivated through an edit to the profile instead.
11. Enter the necessary branch fields and verify the information. Please note that mandatory fields are indicated by the red asterisk (\*).
12. The user has to enter the branch name and branch address. They are allowed to add GIRO accounts to the branch. If they choose not to add a GIRO account number, the main organisation GIRO account will be used by default.
13. The main organisation headquarters will be able to view all the details of the branches but the branch can only view their own details.
14. Individual branches will have their own Management Representative (MR) and System Admin (SR) to access the Skillsconnect system.
15. In the Branch Personnel information section, the user can assign roles to authorised staff to perform functions for the branch within the system. Additional staff can be added by clicking on the “**Add Authorised Staff button**”.

16. To upload documents to support your application, (e.g. Bizfile, invoices / receipts, CPF 90 form), click the “**Upload / Download Documents**” button.
17. When you are done uploading, click the “**Back**” button.
18. Click the “**Update**” button to update the Organisation Profile.
19. You will get this confirmation message below:-

Thank you for updating your profile. Your application is currently being processed. Please allow 7 working days for approval. An email will be sent once approved. Please proceed to [inbox](#) to continue.

Note: The profile update will be routed to SSG for approval.