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.


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.

5. The system will display the Profile Summary page. Click the “WSQ Approved Training Organisation & Accredited Courses” button.

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.
- CorpPass login will be terminated after 31 Dec 2017.

Please click here for SSG’s funding mechanism and eligibility criteria.
6. The system will display the inbox of the account. At the left menu panel, click on “View/Edit Organisation Profile”.

7. The system will display the WSQ Organisation Application page.

8. Go to the Branch Information section. To add a branch to your WSQ training organisation click the “Add Branch” button.
9. The system will display a Branch Information:
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 login to continue."

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