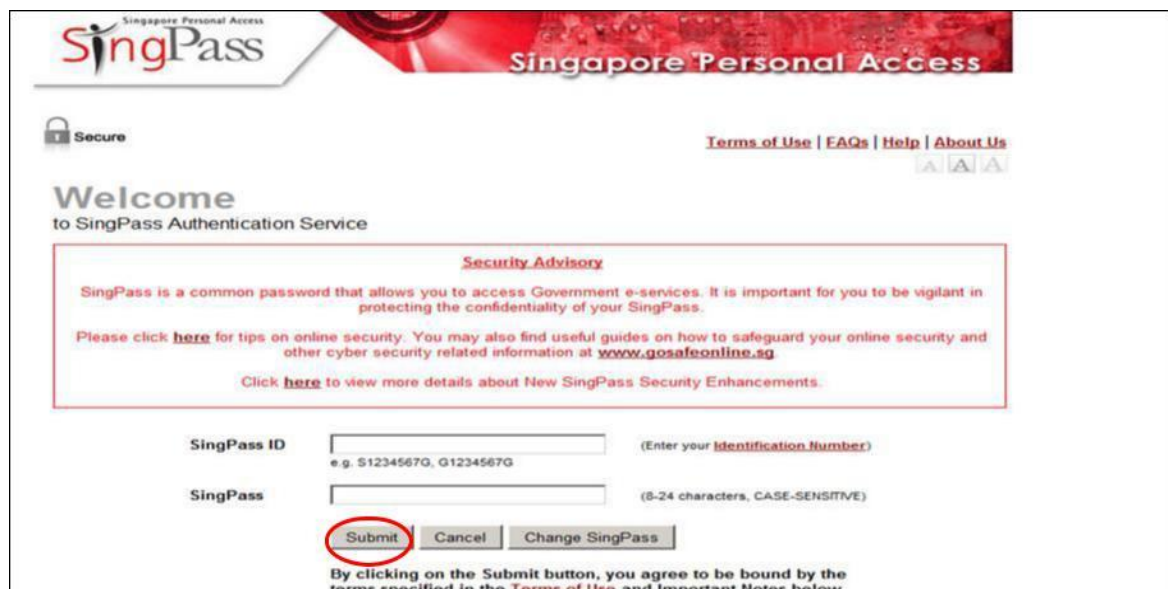


10.1 View/ Update Individual Profile

1. Go to the SkillsConnect system website at <http://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.

Example:

Individual Profile(s)

Trainee

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

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

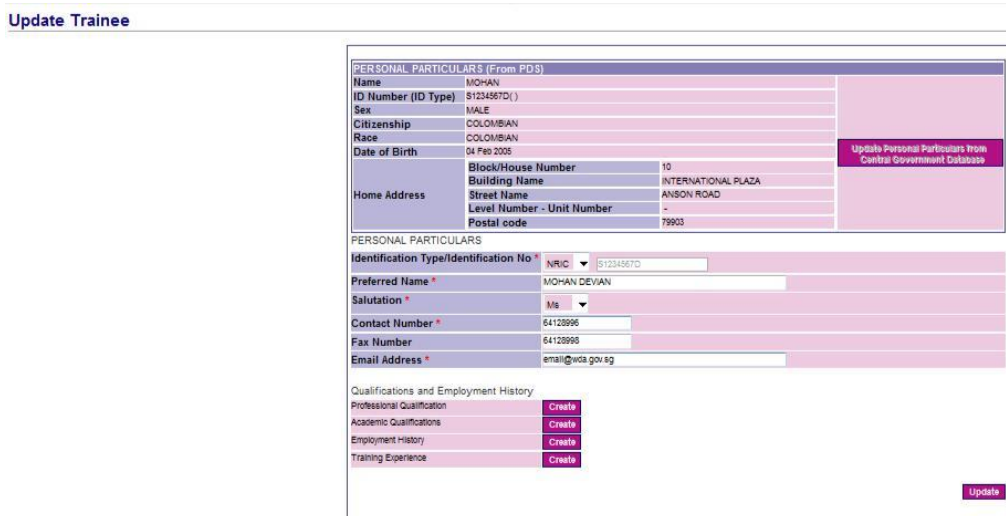
Example:



- 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'.

Example:



- 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.



Note: To view **Course Attended** and **Qualifications Attained** please visit **MySkillsFuture Portal** at <https://myskillsfuture.sg>

- (i) 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.
Example:

View By

Outstanding Competency Standards/Units ▾

Framework

ALL ▾

Please select qualification name for details.

Showing: 1 to 10 of 11 record(s)

Page 1 of 2

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

First Previous 1|2 Next Last

ALL

FOOD AND BEVERAGES

TOURISM

11. Under Workkdesk Modules, go to 'Print Transcript'.

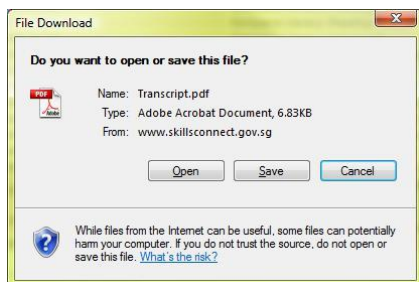
- a. The system will display the 'List of Competency Standards Attained' page.

Example:

List of Competency Standards Attained				
Date of Assessment	Competency Standard Code	Competency Standard Name	Results	Certificate Serial Number
25 Mar 2011	ES-FSI-106G-1	Perform Presentation Functions	C	
08 Feb 2011	ES-WLW-102G-1	Workplace Literacy (Writing) - Level 2	C	110000000063796
08 Feb 2011	ES-WLS-302G-1	Workplace Literacy (Speaking) - Level 6	C	110000000063797
28 Jul 2010	ES-WPS-1PD-0	Problem Solving and Decision Making - Operations Level	C	100000000354291
22 Jul 2010	ES-WPS-1E-0	Initiative and Enterprise - Operations	C	100000000354101
29 Sep 2008	ES-WPL-0R4-0	Workplace Literacy (Reading) - Level 4	C	CES-140166
22 Jan 2009	ES-WPL-0RS-0	Workplace Literacy (Reading) - Level 5	C	CES-216235
22 Jan 2009	ES-WPL-1L7-0	Workplace Literacy (Advanced)	C	CES-250755
29 Sep 2008	ES-WPL-0L4-0	Workplace Literacy and Numeracy (Beginner)	C	CES-143996
07 Apr 2008	ES-WPL-1L8-0	Workplace Literacy (Advanced)	C	CES-101113
07 Apr 2008	ES-WPL-0RS-0	Workplace Literacy (Reading) - Level 5	C	CES-097693
21 Nov 2007	ES-WPL-0L4-0	Workplace Literacy and Numeracy (Beginner)	C	CES-007945
21 Nov 2007	ES-WPL-0R4-0	Workplace Literacy (Reading) - Level 4	C	CES-085011
21 Nov 2007	ES-WPL-0L5-0	Workplace Numeracy (Intermediate) Module 4	C	CES-082177
03 Apr 2009	ES-WPS-1PE-0	Personal Effectiveness - Operations	C	0900000001172464
28 May 2009	ES-WPS-1PD-0	Learning and Personal Development - Operations	C	090000000162198
06 Mar 2009	ES-WPS-1CRM-0	Communication and Relationship Management - Operations	C	090000000057883
23 Jan 2009	ES-WPS-1WIT-0	Workplace Information Communication Technologies Applications - Operations	C	090000000034025
22 Jan 2009	ES-WPS-3BIT-0	Basic ICT Skills	C	090000000030254

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
 Number: 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; *WPLN* - 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		
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.