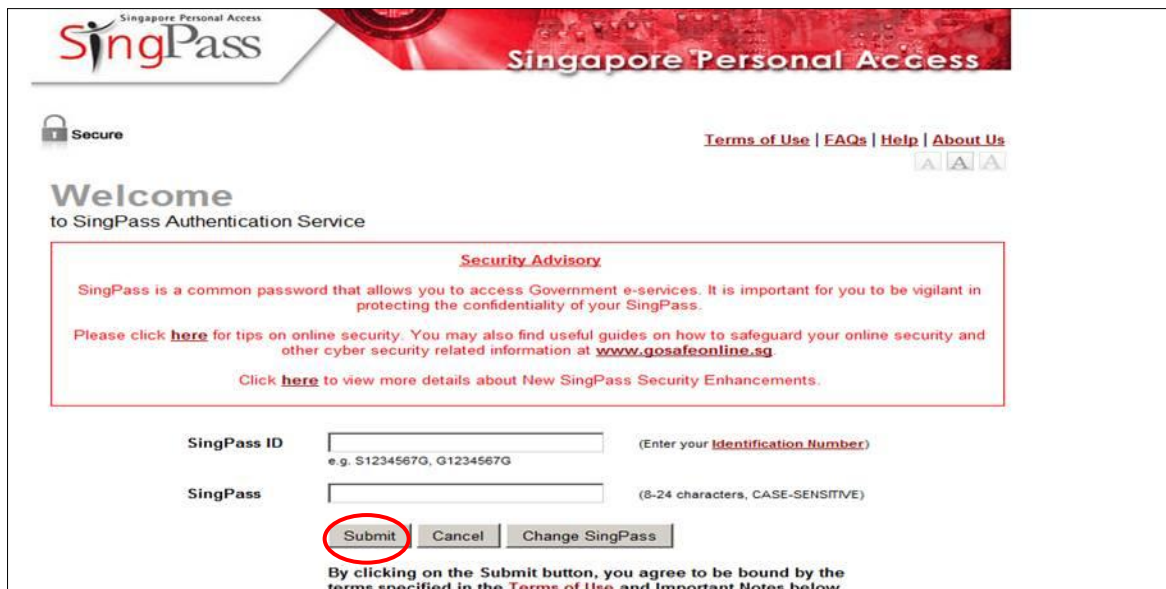


9.1 View/ Update Individual Profile

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.



SingPass Singapore Personal Access

Secure

Terms of Use | FAQs | Help | About Us

Welcome to SingPass Authentication Service

Security Advisory

SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.

Please click [here](#) for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg

Click [here](#) to view more details about New SingPass Security Enhancements.

SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Submit Cancel Change SingPass

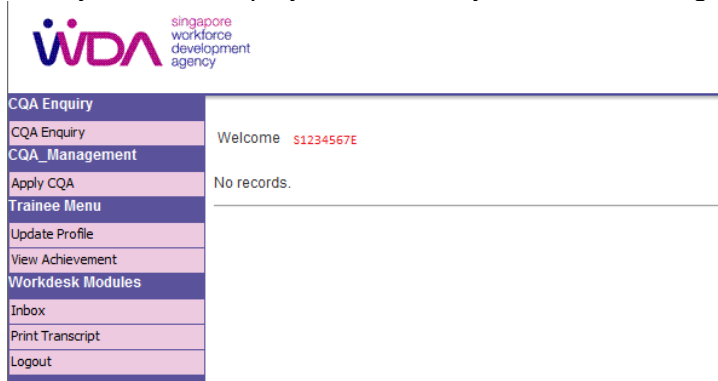
By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and [Important Notes](#) below.

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)

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

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.

Update Trainee

- 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-102G-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 (Mise en 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-FBP-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 1	AT-SUNRICE GLOBALCHEF ACADEMY	13 May 2011	Maintain Safe and Secure Working Environment (FB-RM-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

Showing: 1 to 10 of 10 record(s)

Page 1 of 1

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

First Previous 1 Next Last

(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)
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

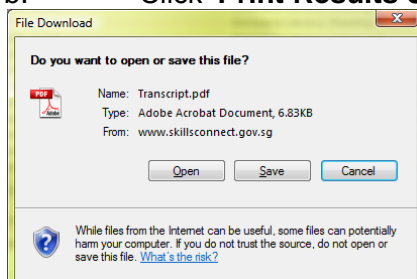
11. Under Workkdesk Modules, go to 'Print Transcript'.
 - a. The system will display the 'List of Competency Standards Attained' page. E.g.

Date of Assessment	Competency Standard Code	Competency Standard Name	Results	Certificate Serial Number
25 Mar 2011	ES-FSU-1020-1	Perform Presentation Functions	C	
08 Feb 2011	ES-WLW-1020-1	Workplace Literacy (Writing) - Level 2	C	110000000063796
08 Feb 2011	ES-WLS-3020-1	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-0R5-0	Workplace Literacy (Reading) - Level 5	C	CES-216255
22 Jan 2009	ES-WPL-1LT-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-0R5-0	Workplace Literacy (Reading) - Level 5	C	CES-097693
21 Nov 2007	ES-WPL-0L4-0	Workplace Literacy and Numeracy (Beginner)	C	CES-087645
21 Nov 2007	ES-WPL-0R4-0	Workplace Literacy (Reading) - Level 4	C	CES-085811
21 Nov 2007	ES-WPN-0L5-0	Workplace Numeracy (Intermediate) Module 4	C	CES-082177
03 Apr 2009	ES-WPS-1PE-0	Personal Effectiveness - Operations	C	090000000172464
28 May 2009	ES-WPS-1LRD-0	Learning and Personal Development - Operations	C	090000000182198
06 Mar 2009	ES-WPS-1CRM-0	Communication and Relationship Management- Operations	C	090000000057883
23 Jan 2009	ES-WPS-1WIT-0	Workplace Information Communication	C	090000000034025
22 Jan 2009	ES-WPS-3BIT-0	Basic ICT Skills	C	090000000030254

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 hereby 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; *WFLA* - 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.