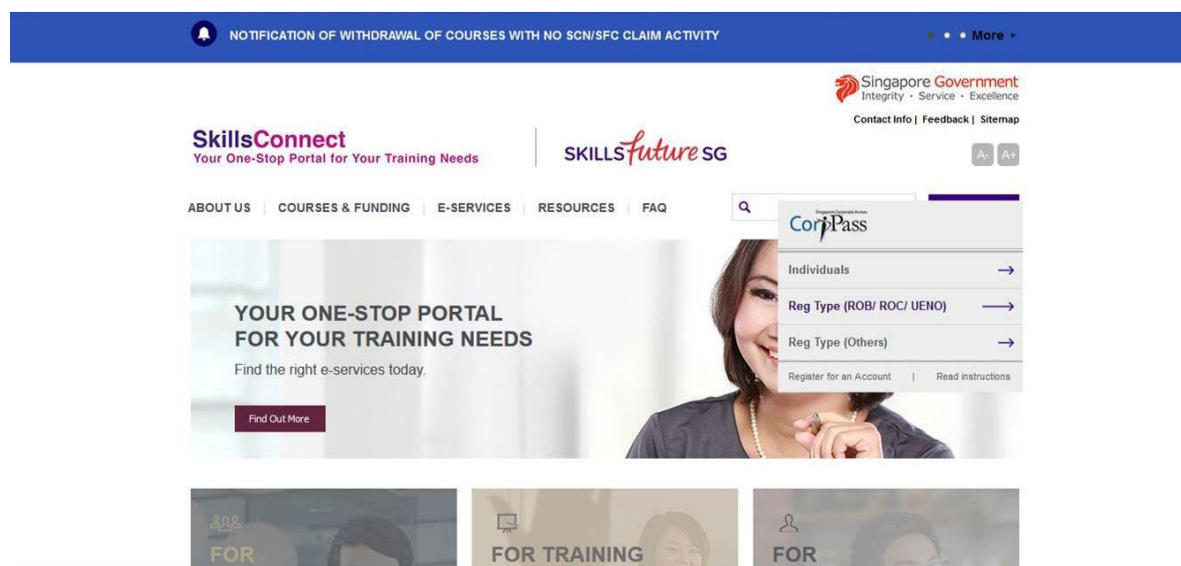


2.2 WSQ Training Organisation Profile

2.2.3 Edit Approved Profile

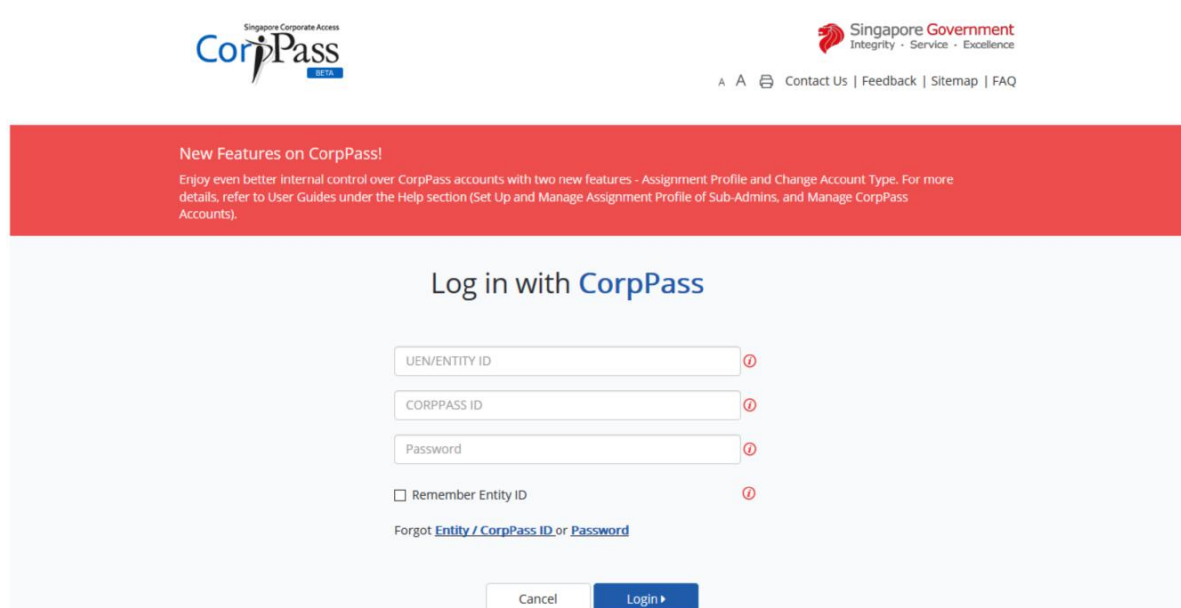
1. Go to the SkillsConnect system website at <http://www.skillsconnect.gov.sg>
2. Select from the “Login” dropdown box.



3. The system will display the CorpPass login page.



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



SkillsConnect System Training Guide

- The system will display the Profile Summary page.

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.

Non-Accredited Training Organisation

ABC TRAINING SCHOOL

Headquarter

WSQ Approved Training Organisation &
Accredited Courses

ABC TRAINING SCHOOL

Headquarter

Participating Company

ABC TRAINING SCHOOL

Headquarter

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

- Click the profile of the organisation you wish to view and/or update (i.e. **WSQ Approved Training Organisation & Accredited Courses**).
- The system will display the inbox of the account. At the left menu panel, click the "View/Edit Organisation Profile".



8. 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"/> |
| Postal Code * | <input type="text"/> |
| Telephone * | <input type="text"/> |
| Fax | <input type="text"/> |
| Email | <input type="text"/> |
| GIRO Account Number * | |
| Download GIRO Form 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. | Important Notes on GIRO Account Information 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) |

9. View and/or update the information of the Organisation. Type of Registration and Registration number cannot be edited. A new organisation application is required if there is a change in business entity.
10. To edit, go to the field (s) that needs to be edited. Examples:
- To edit mailing address, overwrite the white space directly.
 - To add WSQ framework, click the **[Search and Add Frameworks]** button.

| | | | | | |
|---|--|-----------------------|---|---|---|
| WSQ Framework * | <table border="1"><tr><td>Select Framework Name</td></tr><tr><td><input type="checkbox"/> Service Excellence</td></tr><tr><td><input type="checkbox"/> Environmental Cleaning</td></tr><tr><td>Search and Add Frameworks</td></tr></table> | Select Framework Name | <input type="checkbox"/> Service Excellence | <input type="checkbox"/> Environmental Cleaning | Search and Add Frameworks |
| Select Framework Name | | | | | |
| <input type="checkbox"/> Service Excellence | | | | | |
| <input type="checkbox"/> Environmental Cleaning | | | | | |
| Search and Add Frameworks | | | | | |

Note:

- Supporting document is required.
 - There is an application fee for adding of new framework.
- c. To edit Staff Information, click the **[Add Authorised Staff]** / **[Delete Authorised Staff]** button.

SkillsConnect System Training Guide

| PERSONNEL INFORMATION | | | | | | | | |
|---|----------------------|--|---------------------------|-----------------------|-------------|----------------------|------------------------------|----------------------|
| Role | Salutation | Name | Identification Type | Identification Number | Designation | Email | Receive Email? | Contact No. |
| Chief Executive Officer/Sole Proprietor * | <input type="text"/> | <input type="text"/> | NRIC <input type="text"/> | <input type="text"/> | President | <input type="text"/> | <input type="checkbox"/> Yes | <input type="text"/> |
| <input type="button" value="Add Director/Partner"/> | | <input type="button" value="Delete Director Partner"/> | | | | | | |

| STAFF INFORMATION | | | | | | | | |
|--|-------------------------------------|--|---------------------------|-----------------------|-----------------------|----------------------|---|----------------------|
| Role | Salutation | Name | Identification Type | Identification Number | Designation | Email | Receive Email? | Contact No. |
| SystemAdmin (EASY Admin User) * <input type="button" value="i"/> | Mr <input type="text"/> | <input type="text"/> | NRIC <input type="text"/> | <input type="text"/> | Group Asst Mar | <input type="text"/> | <input checked="" type="checkbox"/> Yes | <input type="text"/> |
| Finance Officer * <input type="button" value="i"/> | Mr <input type="text"/> | <input type="text"/> | NRIC <input type="text"/> | <input type="text"/> | Senior Finance | <input type="text"/> | <input type="checkbox"/> Yes | <input type="text"/> |
| Management Rep. 1 * <input type="button" value="i"/> | Ms <input type="text"/> | <input type="text"/> | NRIC <input type="text"/> | <input type="text"/> | VP, Group Train | <input type="text"/> | <input checked="" type="checkbox"/> Yes | <input type="text"/> |
| <input type="radio"/> | Management Rep <input type="text"/> | Mr <input type="text"/> | NRIC <input type="text"/> | <input type="text"/> | Senior Training Offic | <input type="text"/> | <input checked="" type="checkbox"/> Yes | <input type="text"/> |
| <input type="radio"/> | Management Rep <input type="text"/> | Mr <input type="text"/> | FIN <input type="text"/> | <input type="text"/> | Training Officer | <input type="text"/> | <input checked="" type="checkbox"/> Yes | <input type="text"/> |
| <input type="radio"/> | Management Rep <input type="text"/> | Mr <input type="text"/> | NRIC <input type="text"/> | <input type="text"/> | Group Asst Manager | <input type="text"/> | <input checked="" type="checkbox"/> Yes | <input type="text"/> |
| <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. | | | | | | | | |
| <input type="button" value="Add Authorised Staff"/> | | <input type="button" value="Delete Authorised Staff"/> | | | | | | |

11. Click the “**Update**” button to update the Organisation Profile.

| SUPPORTING DOCUMENTS | | | |
|----------------------|--|-----------|--------------------------|
| SN | 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 fulfillment 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"/> |

12. 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.

13. Exception case:-

Update Approved Profile Failed

A organisation profile update has already been submitted for this organisation and is currently pending processing, submission of another update is not allowed.

[Close](#)

The validation message means that there is a pending organisation application in progress and no update is allowed until that application is completed.