3.1 WSQ Training Organisation

3.1.3 WSQ – Update Profiles of Trainer and Assessor


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.

![Profile Summary](image)

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

Welcome, S1234567A

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

Please note:
- New entities with registration type ROD/ROCUENO are required to register a ComPaaS account to transact in the SkillsConnect Portal.
- You are strongly encouraged to register for a ComPaaS account to continue transacting in the SkillsConnect Portal.
- All ComPaaS logins 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.

<table>
<thead>
<tr>
<th>Non-Accredited Training Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC TRAINING SCHOOL</td>
</tr>
<tr>
<td><strong>Headquarter:</strong></td>
</tr>
<tr>
<td>WSG Approved Training Organisation &amp;</td>
</tr>
<tr>
<td>Accredited Courses</td>
</tr>
<tr>
<td>ABC TRAINING SCHOOL</td>
</tr>
<tr>
<td><strong>Headquarter:</strong></td>
</tr>
<tr>
<td>Participating Company</td>
</tr>
<tr>
<td>ABC TRAINING SCHOOL</td>
</tr>
<tr>
<td><strong>Headquarter:</strong></td>
</tr>
</tbody>
</table>

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

6. Click the profile of the organisation you wish to maintain the profiles of Trainers and/or Assessors.

7. The system will display the inbox. At the left menu panel, select the “Maintain Trainer/Assessor”.
8. Select from the dropdown list if you wish to maintain the trainer or assessor by course or by organisation.

**Maintain by Course**

9. If you select to maintain the trainer or assessor by course, the system will display the Course Listing page.

```
<table>
<thead>
<tr>
<th>Course Ref Num</th>
<th>Course Name</th>
<th>Validity Period</th>
<th>Industry</th>
<th>Accreditation Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS-O-0000013-TH</td>
<td>Japanese Language Course</td>
<td>14 May 2016 - 16 Nov 2050</td>
<td>TOURISM</td>
<td>Training and Assessment</td>
</tr>
</tbody>
</table>
```

10. Select the course and click the “Select” button.

11. The system will display Maintain Individual by Course page.

```
Maintain Individual By Course
```

12. There are 4 functions available:

- Create New Trainer or Assessor or Curriculum Developer
- Add Individuals to Course
- Remove Individuals from Course
- Update Roles/Role Status

**Create New Trainer or Assessor or Curriculum Developer**

13. Click the “Create New Trainer/Assessor/Curriculum Developer” button.

14. The system will display the Personal Particulars page.

```
PERSONAL PARTICULARS
Identification Type Identification No. NRIC
```

15. Select the type of identification from the dropdown list.
16. Enter your NRIC or FIN number.

17. Click the “Check Availability” button.

18. The system will display the Individual Registration page.

19. Enter all required fields. Please note that mandatory fields are indicated by the red asterisk (*)

20. Complete the Individual Registration page.

21. Select your Declaration.

22. Click the “Register” button.
Add Individuals to Course

23. Click the “Add Individuals to Course” button.

24. The system will display the Maintain Individual By Course page.

25. Select the individual from the list of available persons shown.

26. Select the appropriate role.

27. Click the “Add Individual To Course” button.
**Update Roles / Role Status**

28. Select the role status from the dropdown list of either the Trainer or Assessor roles.

29. Click the “Update Roles /Role Status” button.

**Remove Individuals From Course**

30. Select the record of the individual shown.

31. Click the “Remove Individuals from Course” button.

**Maintain by Organisation**

32. At the left menu panel, select “Maintain Trainer/Assessor”.

33. The system will display the Maintain Trainers page.

34. Select “Organisation” from the dropdown list.
35. The system will display the Maintain Trainer/Assessor/Curriculum Developer By Organisation page.

![Image of Maintain Trainer/Assessor/Curriculum Developer By Organisation page]

**Create New Trainer/Assessor/Curriculum Developer**

36. Please refer to the steps for the same subject above.

**Delete From Organisation**

37. Select the record of the individual.

38. Click the “Delete From Organisation” button.

**Assign Course**

39. Select the record of the individual.

40. Click the “Assign Course” button.

41. The system will display the course with the individual's record.

![Image of Assign Course page]
Add Course To This Individual

42. Select the individual record.

43. Click the “Add Course To This Individual” button.

44. The system will display page for you to search for an approved course to be added.

45. Select the course from the search results.

46. Click the “Confirm And Return” button.

Remove Course From This Individual

47. Select the record of the individual.

48. Click the “Remove Course From This Individual” button.