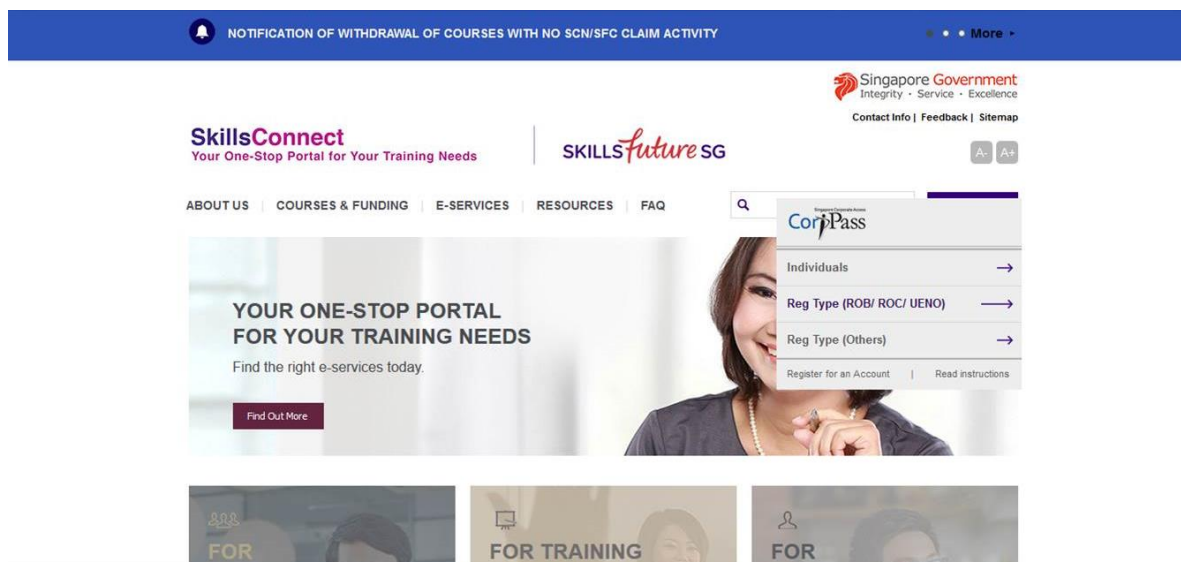


3.1 WSQ Training Organisation

3.1.3 WSQ – Update Profiles of Trainer and Assessor

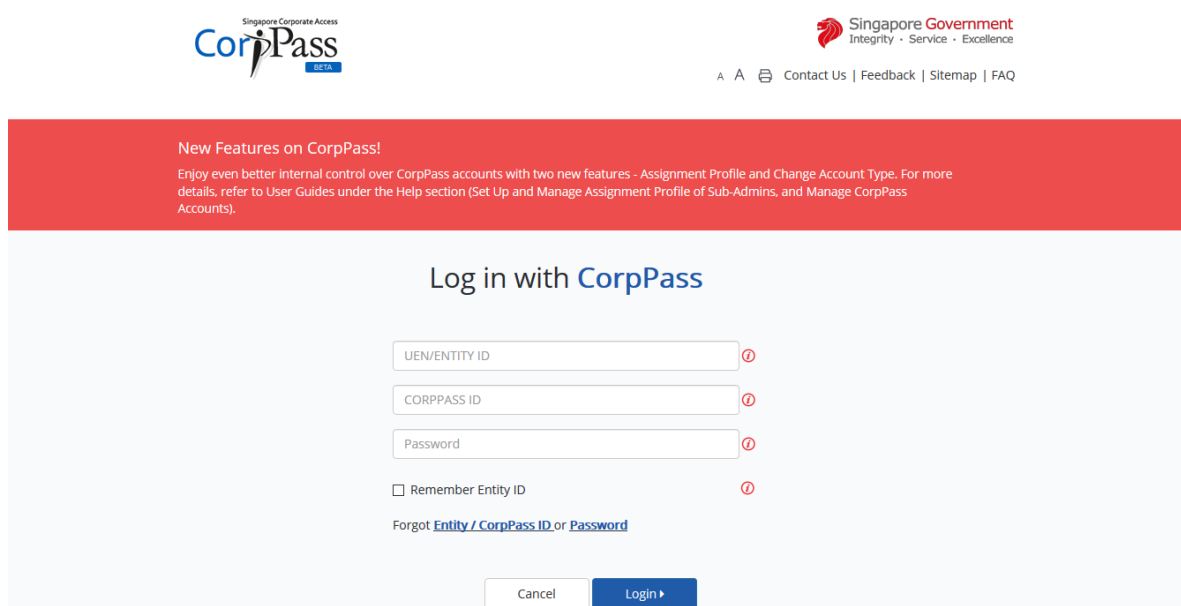
1. Go to the SkillsConnect system website at <http://www.skillsconnect.gov.sg>
2. Select from the “Login” dropdown box.



3. The system will display the CorpPass login page.



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



5. 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.

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".

Adhoc Claim Menu

Create Claim

Enquiry

Enquiry

Training Grant Menu

Create Application

Edit Application

TM Admin Menu

Qualification Certificate

Transcript Certificate

Organisation Menu

Account & Billing Management

Apply for Accreditation

Assessment Result

Course Management

Download e-Cert

Gen e-Cert Qual and/or Trans

Maintain Trainer/Assessor

Online Receipt Enquiry

View/Edit Organisation Profile

Workdesk Modules

Inbox

Logout

Maintain Trainers

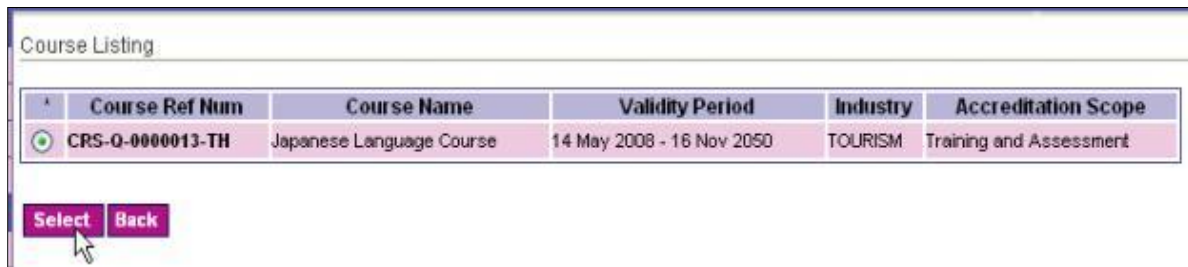
Please note that you can request the trainers to login to SkillsConnect and select "Trainer" profile for future updates.

Maintain Trainers By [Select]

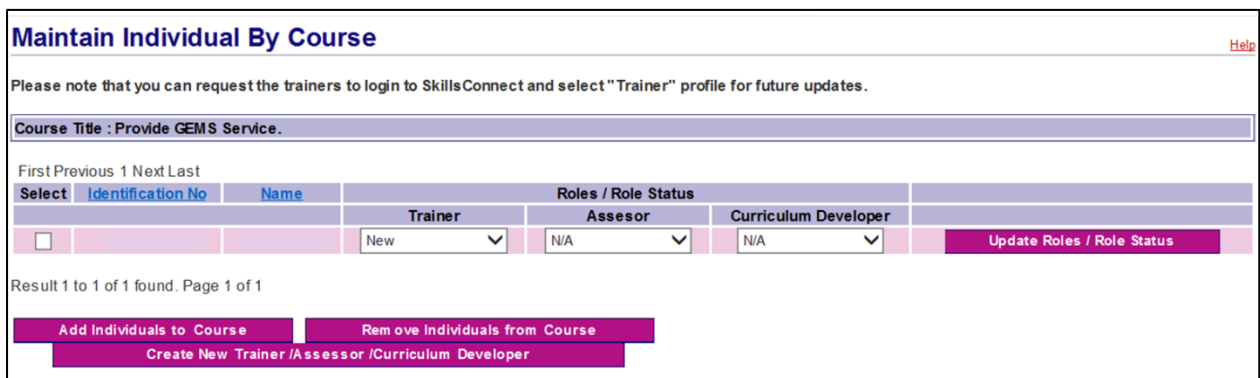
- Select from the dropdown list if you wish to maintain the trainer or assessor by course or by organisation.

Maintain by Course

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



- Select the course and click the “**Select**” button.
- The system will display Maintain Individual by Course page.



- 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

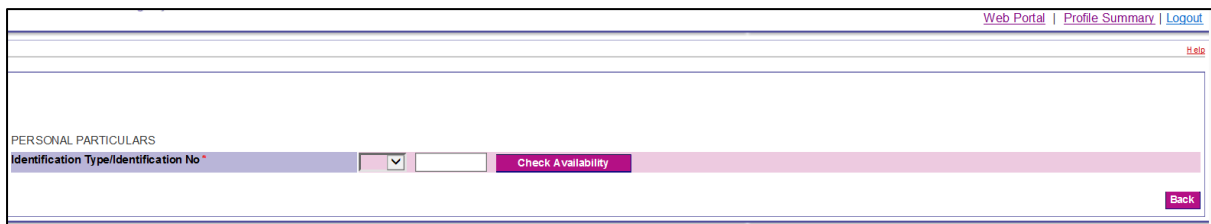
Create New Trainer or Assessor or Curriculum Developer

- Click the “**Create New Trainer/Assessor/Curriculum Developer**” button.
- The system will display the Personal Particulars page.

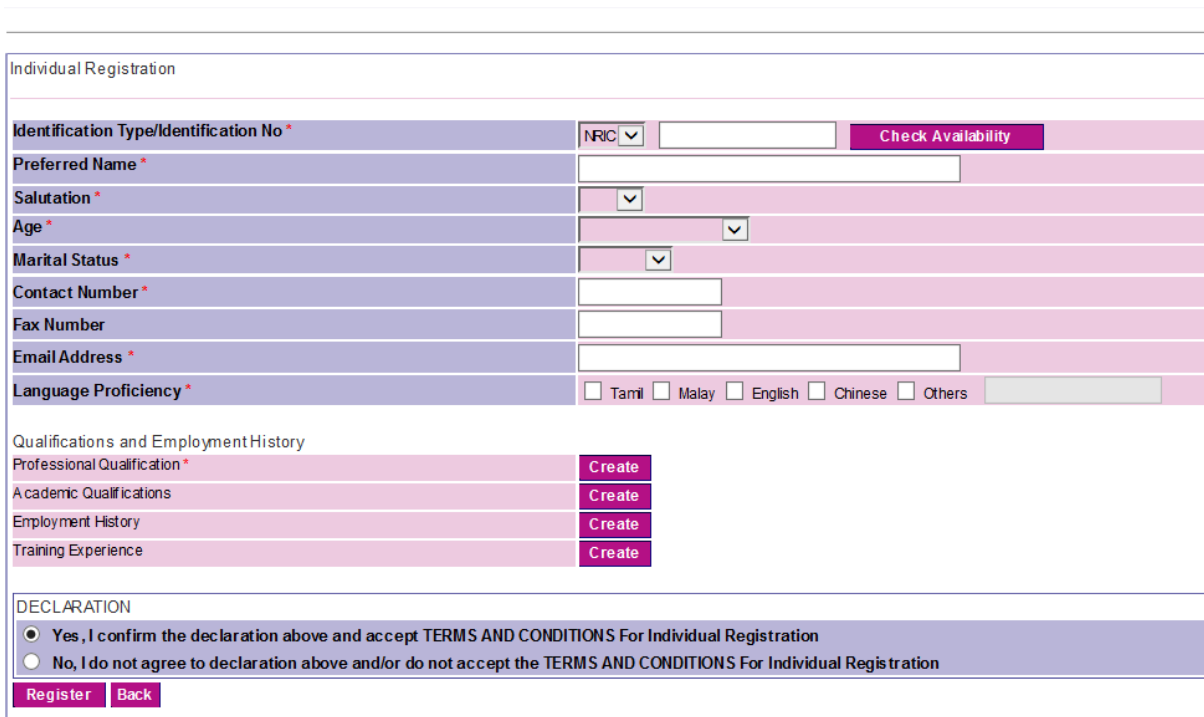


- Select the type of identification from the dropdown list.

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.

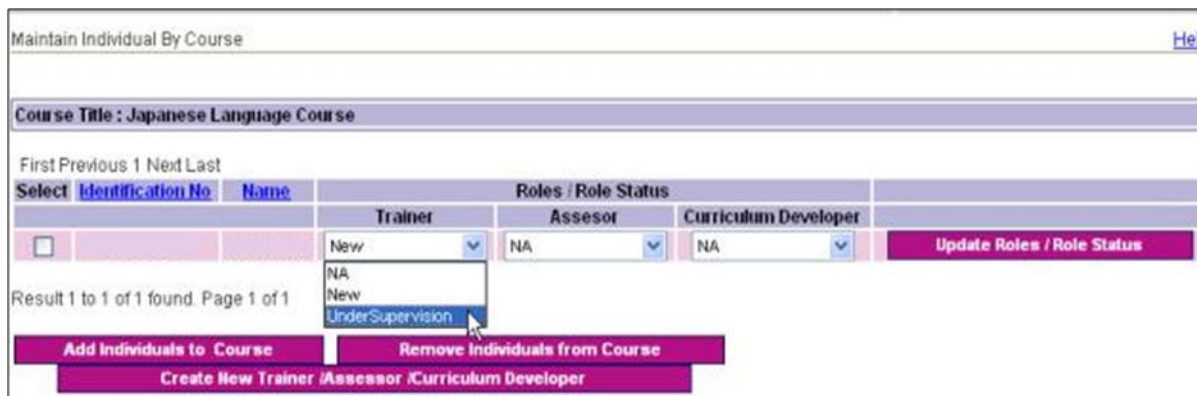
24. The system will display the Maintain Individual By Course page.

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

26. Select the appropriate role.

27. Click the “**Add Individual To Course**” button.

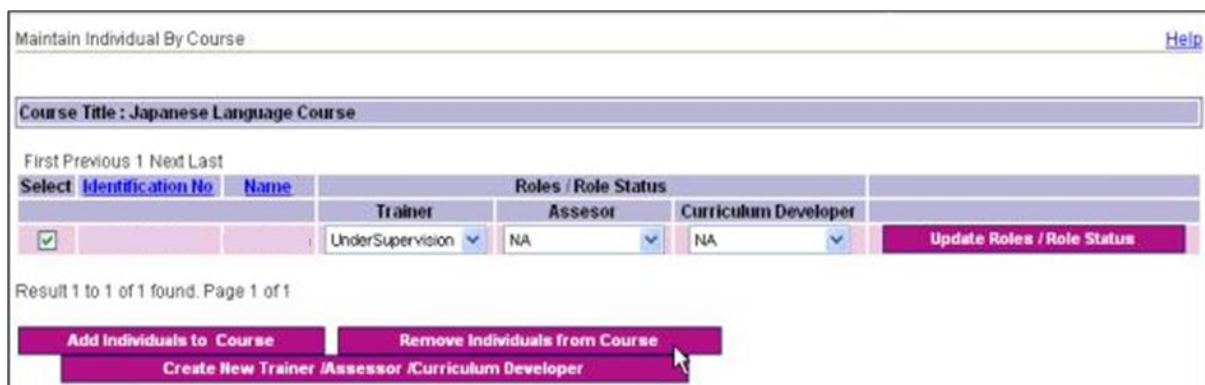
Update Roles / Role Status



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

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

Remove Individuals From Course



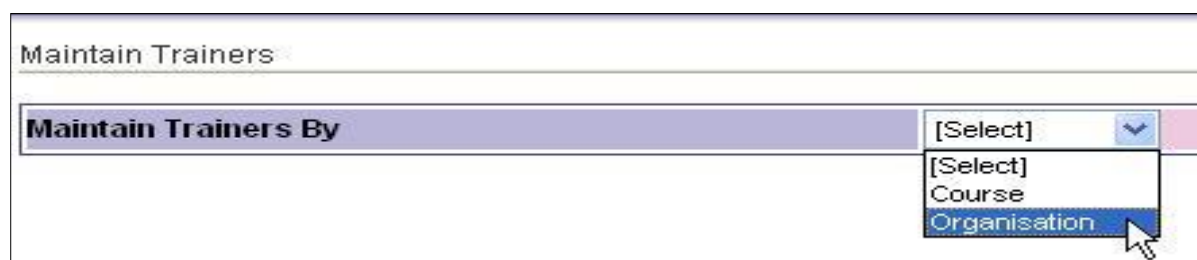
30. Select the record of the individual shown.

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.

Maintain Trainer/Assessor/Curriculum Developer By Organisation [Help](#)

IDENTIFICATION NUMBER: like

NAME: like

Search

Result 1 to 1 of 1 found.
Page 1 of 1
First Previous 1 Next Last

Select	ID	ID_TYPE	ID_NUMBER	NAME	
<input type="checkbox"/>	6704			Jessica Koh	Assign Course

Create New Trainer /Assessor /Curriculum Developer **Delete From Organisation** **Back**

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.

Maintain Trainer/Assesor/Curriculum Developer By Organisation

Result 1 to 1 of 1 found.
Page 1 of 1
First Previous 1 Next Last

Select	COURSEID	COURSENAME	Roles / Role Status			
			Trainer	Assesor	Curriculum Developer	
<input checked="" type="checkbox"/>	100000000013700	Japanese Language Course	New	NA	NA	Update Roles /Role Status

Add Course To this Individual **Remove Course From this Individual**

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.

Maintain Trainer/Assesor/Curriculum Developer By Organisation

[Help](#)

COURSE TITLE:

APPROVED DATE: From To

Result 1 to 169 of 169 found.
Page 1 of 1
First Previous 1 Next Last

	Course Title	Approved Date	Roles / Role Status		
			Trainer	Assesor	Curriculum Developer
<input type="checkbox"/>	Provide GBMS Service	20 Jul 2009	NA	NA	NA
<input type="checkbox"/>	Build Relationship with Customers	16 Mar 2009	NA	NA	NA

- 45. Select the course from the search results.
- 46. Click the “**Confirm And Return**” button.

Remove Course From This Individual

Maintain Trainer/Assesor/Curriculum Developer By Organisation

Result 1 to 1 of 1 found.
Page 1 of 1
First Previous 1 Next Last

Select	COURSEID	COURSENAME	Roles / Role Status			
			Trainer	Assesor	Curriculum Developer	
<input checked="" type="checkbox"/>	100000000013700	Japanese Language Course	New	NA	NA	<input type="button" value="Update Roles /Role Status"/>

- 47. Select the record of the individual.
- 48. Click the “**Remove Course From This Individual**” button.