PROCESS FOR REGISTRATION TO COMPLETION
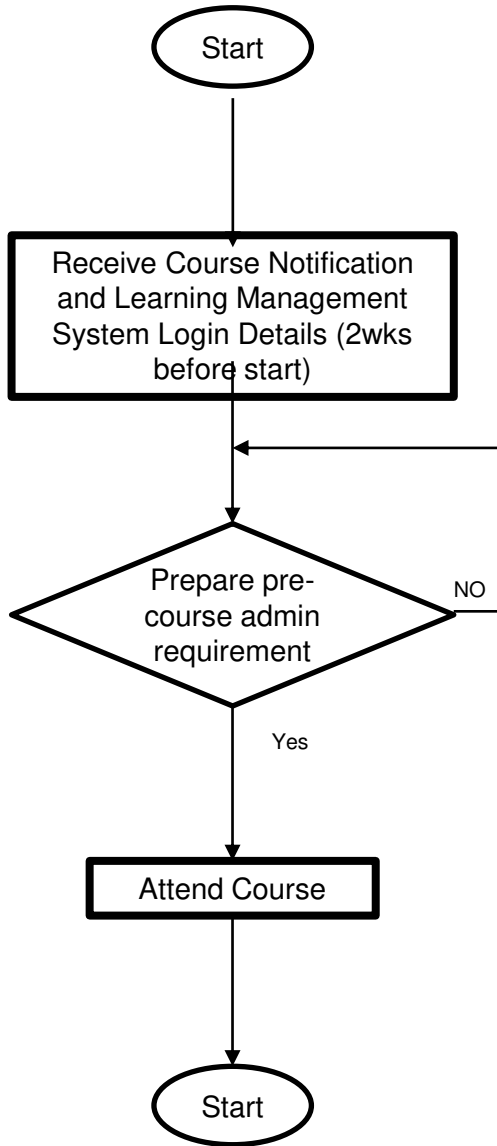
Start

Employer to ensure that participants meet entry requirement

Select Course Date

Is registration of courses by batch? — **Yes** → Select Form A for submission

NO

Is registration by individual module? — **Yes** → Select Form B for submission

NO

Upon verification by institute, employer will receive Invoice + Staff receive Course Notification

Start
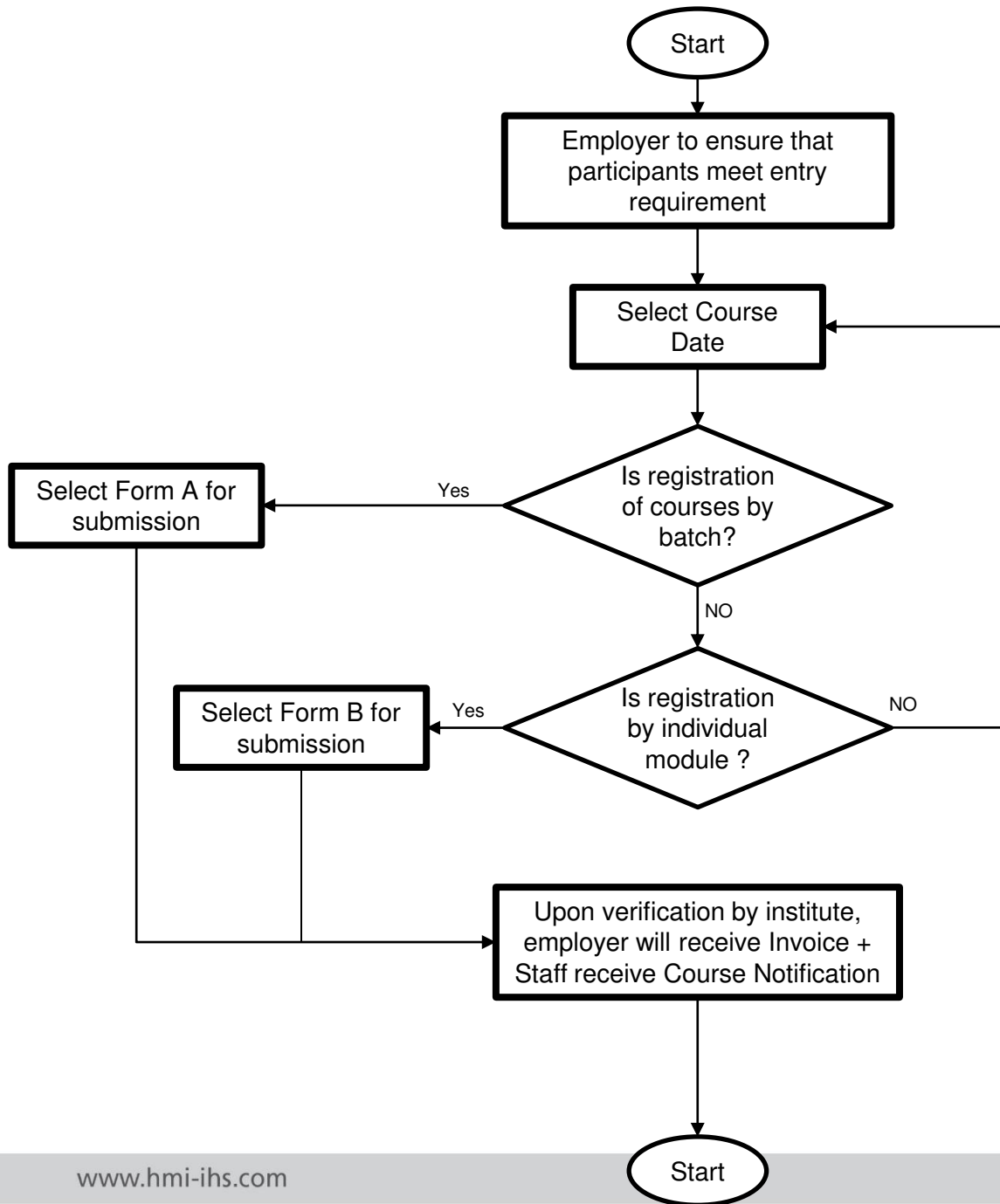
Registration Process

- **Verify Participant's Eligibility**

- **Check Course Schedules**: Employers to review the course schedules to select dates.

- **Complete Registration Forms**: Fill out the provided registration forms– by batch (recommended) or by individual module.
  - Batch Registration: indicate the Full WSQ Certificate Course Name & Batch Number in Form A
  - Module Registration: Indicate the Full WSQ Certificate Course Name, module name and corresponding dates for each registered staff in Form B

- **Submit Form A/B**: Employers to send the completed Forms to inservice@hmi.com.sg 1 month in advance.

- **Receive Invoice and Course Notification**: Following successful registration, employers will receive an invoice.

Last updated: 28 March 2024

Shaping Minds Transforming Lives

Start

Receive Course Notification and Learning Management System Login Details (2wks before start)

Prepare pre-course admin requirement — NO

Yes

Attend Course

Start

Participant's Preparation

- **Receive course confirmation**: Both Employers and staff will receive course confirmation emails 3 weeks before commencement.

- **Receive Course Notification and Learning Management Account**: Your staff will receive course notifications and their Learning Management System Login Details at least 2 weeks before the commencement date.
    - Your staff can check their timetable, learning materials and obtain Zoom links for Home Base Learning (HBL)

- **Pre-Course Preparation: This includes e-Learning, SingPass activation, etc.**
    - Complete E-Learning: Trainees are required to complete the assigned e-learning modules (if any) before attending the classes.
    - Activate SingPass: For scanning e-attendance (all types of classes)
    - Read Student Handbook: Discipline, Attendance, Assessment needs, etc.

- **Additional institute support**: Student Services will provide trainees who require additional support

Last updated: 28 March 2024

Shaping Minds Transforming Lives

Post Course Information

1. **Check Staff's Training Status:** HMI Institute will furnish employers with a comprehensive list of staff who have successfully completed the courses in Excel format by end of every month.

2. **Download E-Certificate:** Since 2014, SkillsFuture Singapore (SSG) has implemented e-certificates for the issuance of WSQ certificates. Employers are encouraged to instruct their staff to download their e-certificates from the MySkillsFuture Portal within one month of completing the last required module.

   Below is the link for User Guide on e-Cert:

   https://www.myskillsfuture.gov.sg/content/dam/Help/eCerts_Individuals_UserGuide.pdf

Shaping Minds
Transforming Lives