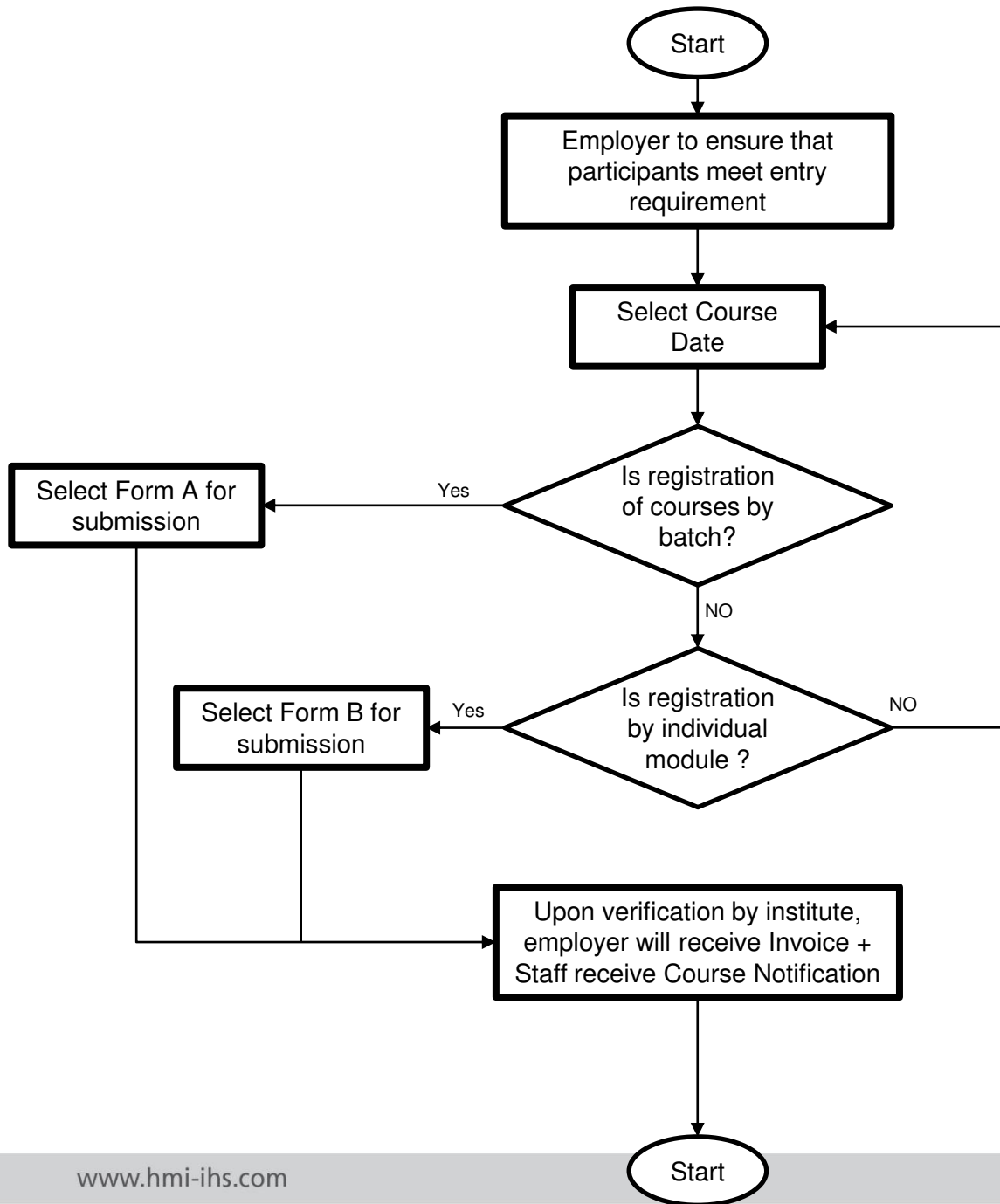


# PROCESS FOR REGISTRATION TO COMPLETION

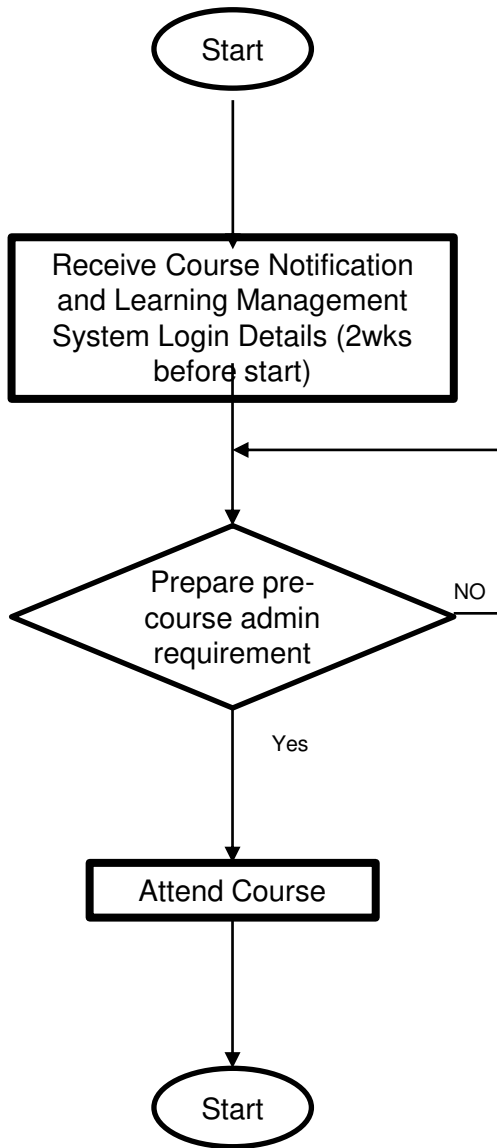




## Registration Process

- **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](mailto: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



### 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

# 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](https://www.myskillsfuture.gov.sg/content/dam/Help/eCerts_Individuals_UserGuide.pdf)