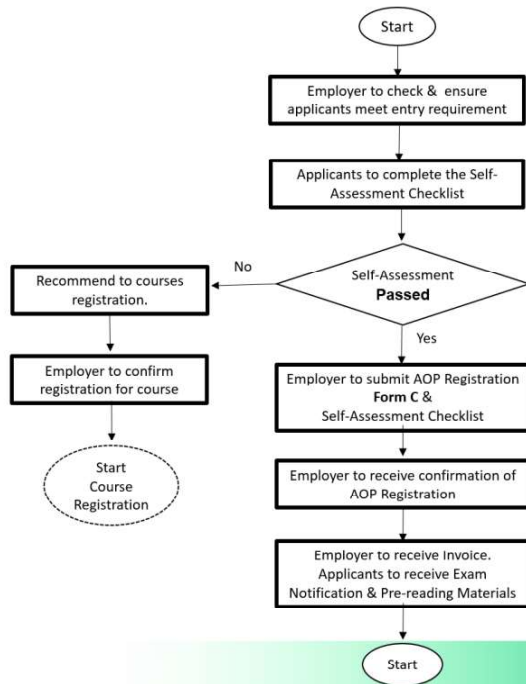# Assessment-Only Pathway
Registration Process and Frequently Asked Questions

AOP Registration Process

- **Verify Applicants' Eligibility :** Employer to check and verify applicants' highest qualifications and ensure applicants meet entry requirement.
- **Complete Self-Assessment Checklist:**
  - Employer to request for the Self-Assessment Checklist from HMI Institute for a specific module.
  - Applicants to complete Self-Assessment Checklist.
  - Employer to sign on the checklist as a recommendation for AOP.
- **Check AOP Schedule :** Employer to check and select the AOP exam date.
- **Submit AOP Registration :** Employer to submit AOP registration form, and Self-Assessment Checklist to inservice.institute@hmimedical.com at least 1 month in advance.
- **Receive confirmation of AOP Registration:** Employer will receive the confirmation of AOP registration and exam date at least 3 weeks in advance. Applicants will receive Exam Notification and Pre-reading materials
- **Receive Invoice and Course Notification:** Following successful registration, employers will receive invoices, applicants will receive Exam Notification.

1. **What is Assessment- Only Pathway (AOP)?**
   The Assessment-Only Pathway is a streamlined approach designed to assess and recognize the competencies of individuals without requiring them to undergo formal training.

2. **What is the entry requirement of AOP**

Advanced Certificate	• Obtained at least a C6 pass at N-Level in any 1 subject or equivalent; OR • Graduate of HMI Institute's WSQ HIGHER CERT IN HEALTHCARE / WSQ HIGHER CERT IN HEALTHCARE SUPPORT (any tracks/specialisations)
Higher Certificate	• Obtained at least a C6 pass at N-Level in any 1 subject or equivalent; OR • Workplace Literacy & Numeracy (WPLN) Level 4 (Speaking, Listening, Reading & Numeracy) and Level 3 (Writing)

- Basic English proficiency
- Minimum one year's work experience in the current role, or recommended by supervisor for AOP,
- Completion of AOP self-assessment checklist with at least 60% grade.

HMI Institute of Health Sciences Pte Ltd

Devan Nair Institute for Employment and Employability #06-03,
80 Jurong East Street 21, Singapore 609607
Phone: +65 6253 3818 | Email: inservice.institute@hmimedical.com

www.hmi-lhs.com

EMPOWERED
TO BUILD A
HEALTHIER SOCIETY

3. **Who should consider taking the AOP?**

   This pathway is intended for candidates who possess significant prior experience, knowledge and skills in a specific healthcare role and is seeking national qualification through assessment rather instead of traditional training program.

4. **Can I request the AOP to be conducted at my premises?**

   Yes, AOP examination can be conducted at your premises if suitable for the module and with a minimum of 10 registered applicants.

5. **Can applicants take a combination of full modules and AOP modules?**

   Yes, applicants can combine full and AOP modules to receive the full WSQ Higher/Advanced Certificate in Healthcare if assessed as "Competent" in all required modules.

6. **When will I get confirmation of AOP registration?**

   Employers will receive confirmation within 1 week upon submission, provided the applicants meeting entry requirement and pass AOP self-assessment checklist.

7. **Can I reserve slots for upcoming AOP module run?**

   Yes, registration is on a first-come, first-served basis. Early submission is encouraged for early slot confirmation.

8. **What can I expect after registering for AOP modules?**

   Employers will receive invoices, and applicants will receive pre-reading materials & Exam Notifications with exam date and time via email before the exam date.

9. **What is the duration of each AOP module?**

   The assessment for each module typically lasts 1-2 hours as per the schedule, though actual timing may vary depending on examination wait times. Applicants are encouraged to allocate at least a half-day session to adequately prepare for the exam.

10. **Are all AOP exam conducted on a single day?**

    Yes, exams are conducted on the last day of each module as per the course schedule of each module.

11. **What are the assessment components for AOP modules?**

    Assessment components include Oral Questioning, Written Assessment, Practical Performance, or Role Play, with competency required in each for an overall "competent" assessment.

12. **When will the applicants receive the results of AOP and the certificate?**

    Results are provided on the assessment day. "Competent" applicants will receive Statements of Attainment (SOAs) within a month, and the WSQ Higher Certificate in Healthcare within a month after completing all required modules.

HMI Institute of Health Sciences Pte Ltd

Devan Nair Institute for Employment and Employability #06-03,
80 Jurong East Street 21, Singapore 609607
Phone: +65 6253 3818 | Email: inservice.institute@hmimedical.com

www.hmi-Ihs.com

EMPOWERED
TO BUILD A
HEALTHIER SOCIETY

13. **How can my staff download their e-Certificate?**

   After successfully completing the course, your staff will receive guidance on how to download their certificate via email.

   - **Singaporeans and Permanent Residents** can access your e-certs from MySkillsFuture Portal within one month upon successfully completing the last required module :
     https://www.myskillsfuture.gov.sg/content/dam/Help/eCerts_Individuals_UserGuide.pdf

   - **Foreign Trainees without Portal ID** can download your e-Certs from the same link & enter HMI Institute's UEN "**198804318R**" to find the e-Certs:
     https://www.myskillsfuture.gov.sg/content/portal/en/index.html

14. **What will happen if an applicant fails the AOP module assessment?**
   Failed applicants are encouraged to consider taking the respective course to further strengthen their understanding and skills.

15. **Can a failed applicant reapply for the AOP?**
   Each applicant is permitted only one opportunity to apply for the AOP and there is a limit of one attempt allowed for the AOP assessment per module. We encourage all applicants to prepare thoroughly for the assessment to maximize their chances of success.

EMPOWERED
TO BUILD A
HEALTHIER SOCIETY