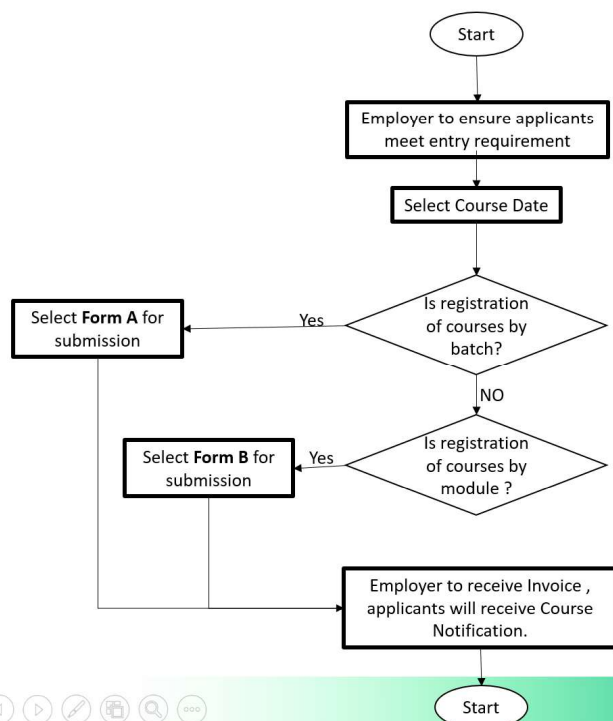# Job, Skills and Training Programme

Course Registration Process & Frequently Asked Questions

*Course Details & Registration Process on Website: https://hmi-ihs.com/job-redesign-programmes/

1. **What are the entry requirements for WSQ Higher/Advanced Certificate courses?**

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)

2. **Can I request the course to be run at my premises?**
   Yes, we can conduct the course at your premises if the training location is suitable for the specific module and there are a minimum of 10 registered staff for the course.

3. **When do I need to submit staff registration for a course?**
Please email your registration form to inservice.institute@hmimedical.com at least one month before the course starts. You'll get confirmation within three working days.

4. **When will I receive the invoice and when should I make payment?**
After successful registration, you'll get an invoice with 30days of credit term.

5. **When will I receive confirmation of the course?**
We aim to complete all registrations one month prior to the course start date. Confirmation and course details will be sent at least three weeks before the course begins.

6. **Can I withdraw my staff from the course after registration?**
Please note that class cannot be cancelled after registration is confirmed, candidate who is unable to attend will be considered failed due to non-attendance.
Employer may notify us via email at least one month before the course starts if you need to withdraw a participant and to replace the slot with another staff up to two weeks before the course starts.

7. **How do I register my staff for the full qualification course?**
For batch registration, specify the Full Course Name of WSQ full qualification course and Batch Number in the **Registration Form A**.
Note that batch registration doesn't include elective modules. If you want elective modules, mention "with 3 elective modules" in the course name during registration.
Example of registering staff for full qualification course with 3 elective modules:

1) Select from the dropbox of items in red title
2) Submit a certify true copy of the applicants' highest qualification

S/N	Full Qualification Course Name	Btach No.	Corporate/Individual*	UEN NO	Corporate Contact Person	Corporate Contact Email	Corporate Contact Number	Corporate Address	Student Name*
1	WSQ Higher Certificate in Healthcare (Nursing) – with 3 elective modules	Batch 3	Enter Corporate Name	Please enter UEN	Please enter Corporate Contact Person	Please enter Corporate Contact Email	Please enter Corporate Contact Number	Please enter Corporate Address	Please enter Student Name
2									

8. **Can I register my staff for modules only?**
Yes, our modules are designed to be modular and stackable. You can start with any module that suits your needs. When registering for modules, please ensure you indicate the Full Course Name of WSQ Full qualification course, Modular Name, and Course Dates in **Registration Form B**.
Example of registering staff one module:

1) Select from the dropbox of items in red title
2) Submit a certify true copy of the applicants' highest qualification if this is first module

S/N	Full Qulification Course Name	Module Name	Cousre Dates	Corporate/Individual*	UEN NO	Corporate Contact Person	Corporate Contact Email	Corporate Contact Number	Corporate Address	Student Name*
1	WSQ Higher Certificate in Healthcare (Operations) – Inpatient Specialization	Mobility And Ambulation Assistance In Nursing	15/04/2024 to 17/04/2024 (Copy from Course Schedule)	Enter Corporate Name	Please enter UEN	Corporate Contact Person	Please enter Corporate Contact Email	Corporate Contact Number	Please enter Corporate Address	Please ente Student Name
2										

EMPOWERED
TO BUILD A
HEALTHIER SOCIETY

While modules within WSQ Higher/Advanced Certificate in Healthcare (Nursing) are scheduled in a recommended sequence, employers are free to arrange the sequences to better suit the needs of their staff.

9. **Will my staff receive a confirmation of course enrolment?**
    Yes, upon successful registration, your staff will receive a course notification email from the institute along with a Learning Management Account assigned to them two weeks prior to the course commencement date. They will receive guidance on how to use the Learning Management System (LMS) to access their timetable, e-learning materials, and Zoom links for Home-Based Learning (HBL).

10. **Will there be a briefing session for my staff who sign up for the full Certification course?**
    Yes, there will be an orientation session on the first day of lessons for your staff. The institute will guide all new participants on how to use the Learning Management System (LMS) and mark attendance.

11. **What should I do if my staff is absent from class?**
    For SkillsFuture-funded courses, participants must achieve a minimum attendance of 75% and pass the course assessment to qualify for course fee funding. Participants or their employers should inform the institute of any absenteeism, providing a reason supported by relevant documentation. Makeup sessions are offered without additional charges for participants who are absent with valid reasons approved by the institute. However, if the absence is not justified, the participants will be marked as failed due to attendance.

12. **What should I do if my staff fail a module?**
    You can re-register your staff for the failed module on the next available day using Registration Form B. It's important to note that retaking the module incurs the full course fee, as SSG funding is provided only once for module.

13. **How can I check my staff's training progression?**
    HMI Institute will provide employers with a comprehensive list of staff who have successfully completed the full qualification Courses in Excel format by the end of every month. Additionally, the institute will furnish a progress report for staff who are unable to adhere to the original course plan, aiding employers in their planning process.

14. **When and how are certificates issued?**
    After completing all required modules for WSQ Higher/Advanced Certificate Course, your staff will be awarded the WSQ Higher/Advanced Certificate by SkillsFuture Singapore (SSG).

    Since 2014, SSG has implemented e-certificates for WSQ Certifications. Employers are encouraged to instruct your staff to download e-certificates from the MySkillsFuture Portal within one month of completing the last required module. Alternatively, the institute offers the service of downloading and providing employers with soft copies of certificates upon request.

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

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

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

16. **What will my staff receive if they are unable to complete the full qualification course?**
Your staff will receive a WSQ Statement of Attainment for each module they have successfully passed. Employers may choose to register them again for any failed modules. Upon successfully passing all required modules, your staff will be eligible to receive the WSQ Higher Certificate. It's important to note that retaking the module incurs the full course fee, as SSG funding is provided only once for module.

17. **Is there a specific timeline for my staff to complete the full WSQ certification course?**
It is advisable for your staff to complete all required modules for the WSQ Higher/Advanced Certificate within one year.

EMPOWERED
TO BUILD A
HEALTHIER SOCIETY