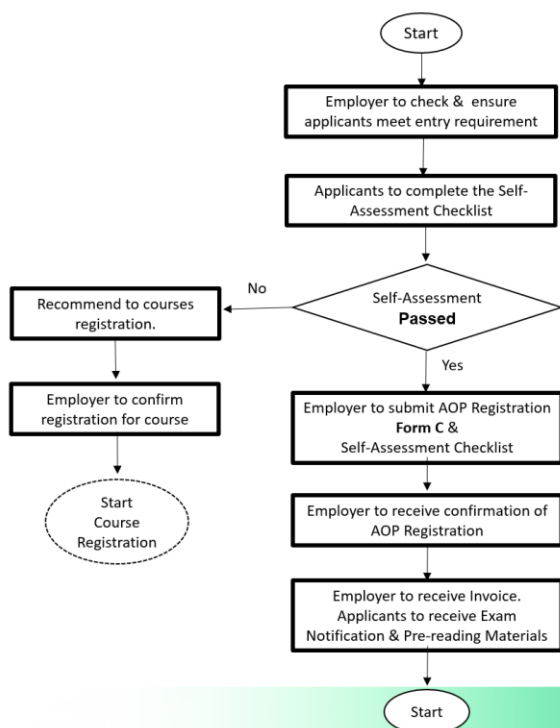


Assessment-Only Pathway Registration Process and Frequently Asked Questions



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 a passing score of 60%.

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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 3 weeks 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.

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, Permanent Residents and foreign trainees** 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

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.