# **VWO Login**

- 1. Open Internet Explorer or any browser, enter the given web address (<u>http://www.ssi.sg/e-Services</u>) to access the NIS Portal.
- 2. Navigate to Corporate Log in.
- 3. Click on "Login as Corporate".
- 4. Key in user name and password
- 5. Click on "Log in".
- 6. VWO Portal will be shown.
- 7. Navigate to "TRAINING PORTAL".
- 8. Click on it.
- 9. Training Portal will be shown.

NCSS National Council of Social Service Text Statutes Caract Development	Singapore Governme Integrity - Service - Exceller FEEDBACK   CONTAC	nt ce r us
Corporate Login Login with your V-Login ID LOGIN AS CORPORATE	Individual Login	
Register	Trainer Application	
Privacy Statement   Terms of Use   Rate Our Website	© 2016 National Council of Social Serv	ice

Fig 1: Corporate Login (1)



### Fig 2: Corporate Login (2)



Fig 3: VWO Portal

	_		VWO PORTAL CARF
🕼 Home	9 Home		8
My Profile	Training Statistic		Upcoming Courses
🗊 My Draft	TOTAL TRAINING HOUR	AVERAGE TRAINING HOUR PER STAFF	Assessment CT (28.3.16) View Sant Date: 23 May 2016 End Date: 23 May 2016
My Applications		$\frown$	
🎁 My Courses	80	0.04	Start Date: 21 Jun 2016 End Date: 30 Jun 2016 Timetable
🕼 My Payments			Test for generating certificates without assessment
🐉 My Employees			Start Date : 21 Jun 2016 End Date : 30 Jun 2016 Timetable
O Support & Contact	AVERAGE INVESTMENT PER STAFF	TRAINING BUDGET UTILISATION	View All
	\$ 0.96		
	For financial year: 01 Apr 2016 - 31 Mar 2017	3.85%	

### Fig 4: Training Portal

# **Trainee Portal Details accessed by VWO**

## **Navigation to Home**

- 1. Navigate to "Home" in Training Portal.
- 2. Training Statistic, Upcoming courses, and Recommended Courses can be found in Home Page.
- 3. Key in course name, and the specific course will be shown after clicking on "Search".
- 4. Without filling in course name, all courses will be shown after clicking on "Search".
- 5. In Refine Search, specific course or program can be searched based on selected criteria.



Fig 5: Training Home Page



Fig 6: Recommended Courses



### Fig 7: Search Courses

## **VWO profile**

- 1. Navigate to "My Profile" in Training Portal.
- 2. Organization profile page will be shown.
- 3. Update some information in Organization Profile section, and Click on "Save".
- 4. Click on "Edit Particulars" in Organization Information section to update some organization information.
- 5. Click on "Add a new contact" in Organization Representatives to add a new contact.
- 6. Click on "Edit" in Actions beside each contact record to update information.

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				ි VWO PORTAL	<u>ڪ</u> CAREER PORTAL	TRAINING PORTAL
_	ကြိ Home	Home > My Profile				
1	① My Profile	The Thye Hua Kwan				
	Ê∦ MuDroft	ORGANISATION PROFILE				
		Total Number Of Employees	)			
	My Applications	Financial Year Start *			×	-
	😰 My Courses	Financial Year End *	:h		×	-
		Training Budget Allocation \$	50000.50			
	Cap My Payments	E Invoice 🖉 El	nvoice			
	🎒 My Employees	Sub Unit	lAkdkdjdjdjd			<u> </u>
	O Support & Contact				Se	ive

### Fig 8: Organisation profile (1)

Organisation	Information		
Telephone	: 9989898		
Fax	: 66335212		
Email	: thkmc-hq@t	hkmc.org.sg	
Website	: http://www.t	hkmc.org.sg/	
Address of P	remises	Mailing Address	Billing Address
1 North Bridge R	load	266 North Bridge Road	1 North Bridge Road
#04-01 High Stre	eet Centre	#04-01 High Street Centre	#04-02 High Street Centre
Singapore 12345	56	Singapore 179094	Singapore 179094
			Edit Pa

### Fig 9: Organisation profile (2)

	+ Add New Contact	:	5		
Solutation / Full Name	Contract			L L	Actions -
Mr Training Manager Three	Contact		1	ீ	Edit
Surname	Business Phone		asdad		Delete
tm Designation	Mobile Phone		sdsadsa		
Training Manager Head					

## Fig 10: Organisation profile (3)

# **Course or Program registered by organization**

- 1. Search the course in Home Section (Refer to 4.1)
- 2. Click on "View Details" or "Register" in the course page.
- 3. Course details page will be shown after clicking on "View Details".
- 4. Click on "Register for this course".

#### Advanced User for Youth Level of Workshop for Climate Change Service/ Case Management Inventory Research for Climate Change (YLS) This course engages supervisors or senior staff Course Date : 01 Mar 2016 who are mentoring others in the use of YLS/CMI assessment tool. Learners will be equipped with Registration Closing : 26 Jan 2016 the competency to analyse and address rating Duration (hours) : 8.00 errors with their mentees. Learners will also be Fees: equipped with the competency to review case \$428.00 (Full Course Fee inclusive of GST%) plans according to the Risk, Need and Responsivity (RNR) Principles. Course Date 016 2 2 2016 Registration Closing : View Details View Details Register

### Fig 11: Course Registration

Sear	ch for course title		۹ 🖓 🙏	🛔 Welcome, The Thye Hua Kwan <del>-</del>	Singapore Governm Integrity • Service • Excell FEEDBACK CONTA
				ି 📆 VWO PORTAL CAREER PO	RTAL TRAINING PORT
പ്പ് Home	Home > Search Courses > Course Detai	I			$\frown$
) My Profile	Advanced User fo	r Youth Leve	el of Service/ Case	e Management	3
My Draft			Next Data 041-12016		
My Applications	Course Category : Skills Developmen	t E	and Date : 04 Jul 2016		
My Courses	Duration (hours) : 8.00	٧	/enue : Social Service Ins	titute	
D My Payments				Application closing date :	30 May 2016
My Employees	Timetable				
• Wy Employees	Course Date	Day	Start Time	End Time	
Support & Contact	04 Jul 2016	Monday	08:00 AM	01:00 PM	
	04 Jul 2016	Monday	02:00 PM	06:00 PM	
	Fees				
	Name		Fee (Excludes GST)	Fee (Includes GST)	
	Nett Fee (After VCF Funding - Local)		\$ 40.00	\$ 42.80	
	Overview: This course engages supervisors or se competency to analyse and address ratir Risk, Need and Responsivity (RNR) Princi	nior staff who are mentor ig errors with their mentees oles.	ing others in the use of YLS/CMI as: , Learners will also be equipped with tl	essment tool. Learners will be equij e competency to review case plans ac	pped with the ccording to the

### Fig 12: Course Details

Ms Sherry Tan has been working with youths-at-risk since graduating from NUS in 2002. She currently holds a basic degree in Psychology, a Honours degree in Social Work and a Masters in Guidance and Counselling. Over the years, Ms Tan had taken up different roles including Full Time School Counsellor, Senior Rehabilitation Officer (Casework), Senior Community Partnerships Officer, Senior Aftercare Officer and Assistant Manager of the Therapeutic Casework Services Unit of the Singapore Boys' Home. The different roles had provided Ms Tan with an all rounded perspective of the youth rehabilitation sector. Ms Tan is a Master User in the YLS/CMI and a Train-the-Trainer in the CANS. She had also supervised a team of caseworkers in the Singapore Boys' Home in the use of both assessment tools.
Ms Denise Liu has worked as a researcher in the Clinical and Forensic Psychology Branch since 2009. She currently holds a Masters (by Research) in Social Sciences (Psychology). Through her involvement in the Child and Adolescent Needs and Strengths (CANS) tool workgroup, she has played an integral role in the development and implementation of CANS in Singapore. As project manager of the CANS training team, she has conducted CANS certification training for over 130 staff and over 20 Supervisors. She has also managed research projects involving the use of the CANS, has published research findings in a peer-reviewed journal and has presented research findings at numerous platforms, including the CANS Conference in Indiana in 2012.
Ms Liu has also worked with children, youth and families referred by Child Protection Services who have experienced significant trauma or abuse. Ms Liu is CANS Train-the-Trainer certified and was trained in YLS/CMI in 2011.
Mr Mohamad Khidir has been working with youths at risk in Probation Services Branch since 2009. He holds an Honours Degree in Sociology and a Graduate Diploma in Social Work. During his work experience in the Probation Services Branch, Mr Khidir has worked with high risk youths in hostels and been a member of the Research and Evaluation Team. Mr Khidir is a master user in both the LS/CMI and YLS/CMI. He has supervised and trained his fellow colleagues and social workers from Guidance Programme agencies in the use of the YLS/CMI.
Remarks:
Contact to SSI if there is any question related to the course
Fee Remarks: WDA funding is available for Singapore Citizens and Permanent Residents only. Terms and conditions apply.
VCF funding is available for foreigners who are staff of member VWOs of NCSS via Direct Training A
Register for this course

## Fig 13: Course Registration

- 5. List of employees will be shown to select some employees for course registration.
- 6. Click on check box beside each employee record.
- 7. Click on "Register Employee".

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				O VWO PORTAL	हिते CAREER PORTAL TRA	INING PORTAL
🕼 Home	Home > Se	earch Courses > Select Employee				
① My Profile	Cou	rse Application		1	2 3	
🗊 My Draft	Estimate	d time to complete : 10 minutes.		Select Employees	pplication Details Complete	
📑 My Applications	Nam	ne (As per NRIC)	ID No		Designation	
<i>(</i> <b>µ</b> .	5 Abhi	manyau Pal	S5135336F		manager door	
My Courses	Bob	Dylan	S3679091A		test	
☞ My Payments	🗆 Bria	1	S6478650D		Business Verification Officer	
My Employees	Char	les	S3117766I		Finance Assistant	
O Support & Contact	🗇 Dani	el	S0086079D		Administration manager	
	Davi	d	S6935418A		HR manager	
	🗆 Gary		\$2692316F		Business Verification Officer	
	Harr	у	S7163022F		Business Analyst	
	Jack		S4364321E		Project Executive	
necniseservice.wph.sg:7776/Tra	aining/TrainingManagement		S9303416C		Manager	

Fig 14: Select employees

		0
Joe	S8000391I	HR Executive
Jose	S2222410G	Financial Consultant
Lily Cheung	S9044489A	Teacher
Mark	\$5138972G	Business Analyst
Ms Harry	S0185539E	Volunteer
Paul	\$5902183D	Business Analyst
Robert	S1083864I	Business Verification Officer
Saline Chan	S4979418E	manager
	1	2 Next »
	Re	rgister E

### Fig 15:Register employees

- 8. Training applications for employees will be shown.
- 9. If "Billable to Center" is checked, lookup will be shown to select the center.
- 10. Fill all mandatory fields.
- 11. Click on "Back to select employee" if other employees are required to register for this course. It will go back to employee selection page.
- 12. Click on "Save draft and Exit". Navigate to My Draft on Navigation bar. Click on enrolment no of the course for continuing in registration.
- 13. Click on "Submit".
- 14. After submitting course registration, acknowledgement for trainee registration will be shown with some important information.

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The NCSS Human Capital Development Ann					FEEDBACK CONTACT US
				UWO PORTAL CAREER PORT	TAL TRAINING PORTAL
பி Home	Home > Search Courses >	Apply		8	
My Profile	Register			2	-3
🗊 My Draft	This facility is for employee organisations.	s who wish to apply for SSI courses and are <i>funded</i>	by their Select Er	mployees Application Details	Complete
My Applications	Estimated time to complet	e : 15 minutes.			
🎁 My Courses	Billable to	9	Course Applied		
🕼 My Payments	Centre Name		Title	: Advanced User for Youth Level of Sen Management Inventory (YLS)	vice/ Case
🎝 My Employees	please choose	v	Course Date Status	: 04 Jul 2016 : New	
O Support & Contact	9 Saline Chan Lily Ch	neung Robert			
	Personal Details				
	ID Type	Singapore Blue Identification Card	Nationality *	Albanian	× •
	ID No	S4979418E	Gender *	Male	× •
	Salutation	Mdm 🗶 👻	Date of Birth *	11 Jan 2016  🛗	
	Name (As per NRIC)	Saline Chan	Race *	e.g 16 Apr 1980	
	Home Phone		Highest Educational	please choose	× Y

Fig 16: Training Application (1)



### Fig 17: Training Application (2)

						O VWO PORTAL	CAREER PORTAL	TRAINING PORTAL
බ් Home	$- \int$	Thank you fo	or your registration					
① My Profile		Course Summar	ry		Important Inforn	nation		
🗊 My Draft		Course Code	: 160073		Reference Number	: A16000209		
<b>_</b>		Title	: Advanced User for Youth Leve	l of Service/ Case	Transaction Date	: 05 May 2016 16:23:40	)	
3 My Applications		Course Category	: Skills Development	Management Inventory (YLS)	Processing Time	: The application will be weeks before course	e processed <u>at least</u> two date.	
🎁 My Courses		Course Date	: 04 Jul 2016		Your application will b	e processed and you will r	eceive an update from SSI	
🕼 My Payments		Duration	: 8 hour(s)		about the outcome of commencement date. Do note that your emp receive further notice	,		
🎒 My Employees		Selected Course	e Participants					
Support & Contact		1. Saline Chan 2. Lily Cheung 3. Robert					🖨 Pri	nt
	Privacy Statement	t   Terms of Use   Rate	Our Website				© 2016 National	Council of Social Service



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				ි VWO PORTAL	<u>ھی</u> CAREER PORTAL	⋥ TRAINING PORTAL
🔂 Home		You have succe	ssfully saved your draft.			
My Profile     Address of the second	12	ome > My Draft				
🗗 My Draft		You have 3 sav	ed Draft			
My Applications		Enrolment No	Title	Status	Enrolment Date	
My Courses		A16000176	Essential Skills and Knowledge for SAC Practitioners I	Available	21 Apr 2016 16:33:00	
	_	A16000177	Essential Skills and Knowledge for SAC Practitioners I	Available	21 Apr 2016 16:43:00	
🕼 My Payments		A16000209	Advanced User for Youth Level of Service/ Case Management Inventory (YLS)	Available	05 May 2016 16:22:20	
🏜 My Employees						
Support & Contact						
	Privacy Statement	Terms of Use   Rate	e Our Website		© 2016 National	Council of Social Service

Fig 19: Training Application Draft

# **Review training applications**

- 1. Navigation to "My Applications" in Navigation bar.
- 2. Click on it.
- 3. All of training applications with different status will be shown.
- 4. In Filter by Status, training applications can be filtered based on different status.

Social Service Social Service	Search for course title	ch for course title Q				Singapore G Integrity • Servic FEEDBACK	ce + Excellence
				UWO PORTA	الحکی AL CAREER PO	<u>í</u> RTAL TRAININ	S PORTAL
යි Home	Home > My App	lications					
① My Profile	Filter by State	IS: All	<u> </u>				
💕 My Draft	35 Result(s	Processing Pending Endorsement Cancelled Confirmed	Course D.	Employee's ate Name	Enrolment Date	Status	
My Applications My Courses	A15006825	Rejected Submitted Withdrawn	01 May - 3 2016	30 Nov Abhimanyau Pa	I	Withdrawn	
B My Payments	A15006825	Foster Mental Wellness 1	01 May - 3 2016	30 Nov Kevin Tan	02 Feb 2016	Confirmed	
L My Employees	A16000104	Foster Mental Wellness 1	01 May - 3 2016	30 Nov Aaa9	18 Mar 2016	Withdrawn	
	A16000104	Foster Mental Wellness 1	01 May - 3 2016	30 Nov Aaa7	18 Mar 2016	Withdrawn	
<ul> <li>J Support &amp; Contact</li> </ul>	<b>3</b> A16000105	Foster Mental Wellness 1	01 May - 3 2016	30 Nov Jack	18 Mar 2016	Confirmed	
	A16000106	Foster Mental Wellness 1	01 May - 3 2016	30 Nov David	18 Mar 2016	Confirmed	
	A16000106	Foster Mental Wellness 1	01 May - 5 2016	30 Nov Thomas	18 Mar 2016	Confirmed	
	A16000113	Foster Mental Wellness 1	01 May - 3 2016	30 Nov Gary	23 Mar 2016	Withdrawn	
	A16000115	Foster Mental Wellness 1	01 May - 3 2016	30 Nov Jose	23 Mar 2016	Confirmed	

Fig 20: Training Applications registered by organization

# **Review applied courses or programs**

- 1. Navigation to "My Courses" in Navigation bar.
- 2. List of courses registered or sponsored by organization will be shown.
- 3. Number of confirmed trainees will be shown in the column of employee number. Total investment can also found after paying training fees.
- 4. Click on "Individual" if list of courses sponsored by organization are required.
- 5. Click on "Group Book" if list of courses registered by organization are required.

🔂 Home	Home > My Courses					
My Profile	Filter by: 2					
🗊 My Draft	All Group Book Individual	Start Date	Employee Number	Course Evaluations	Run No	Total Investment
My Applications	Coaching youth effectively (Course 4.2.16) II	08 Feb 2016	0		1	
<i>ta</i> .	Practice Certificate in Case Management (C 1)	08 Feb 2016	0		1	
🌾 My Courses	Teambuilding and Leadership Development for NPO Leaders 1	15 Feb 2016	0		1	
I My Payments	Team Building for Marketing	15 Feb 2016	0		1	
	Recuritment	24 Feb 2016	0		1	
My Employees	Marketing Strategy for Business Development	07 Mar 2016	0			
Support & Contact	Building community (9.3.16)	14 Mar 2016	1		160012	
	Activity Therapy for Persons with Special Needs 1	18 Mar 2016	1		1	
	Activity Therapy for Persons with Special Needs 1	18 Mar 2016	1		1	
	Assessment Course	28 Mar 2016	0		160003	
	Health Care for Children (9.3.16) Course I	28 Mar 2016	0	8	160010	3
	Foster Mental Wellness 1	01 May 2016	1		1	\$ 69.55
	Foster Mental Wellness 1	01 May 2016	1		1	\$ 69.55
	Foster Mental Wellness 1	01 May 2016	1		1	\$ 69.55
	Foster Mental Wellness 1	01 May 2016	1		1	\$ 69.55

### Fig 21: List of courses registered or sponsored by organization

				ි VWO PORTAL	ලි CAREER PORTAL	TRAINING PORTAL
🔂 Home	Home > My Courses					
① My Profile	Filter by : Individual *					
🗊 My Draft	Title	Start Date	Employee Number	Course Evaluations	Run No Total Investme	nt
My Applications	Coaching youth effectively (Course 4.2.16) II	08 Feb 2016	0		1	
4	Teambuilding and Leadership Development for NPO Leaders 1	15 Feb 2016	0		1	
陀 My Courses	Activity Therapy for Persons with Special Needs 1	18 Mar 2016	1		1	
🕼 My Payments	Test for duplicated training applications(5.4.16)	31 May 2016	0		160031	
🎒 My Employees						
O Support & Contact						
	Privacy Statement   Terms of Use   Rate Our Website				© 2016 National C	ouncil of Social Servio

## Fig 22: List of courses sponsored by organization

				ි VWO PORTAL	CA	준 <u>]</u> REER PORTAL	TRA
A Home	Home > My Courses						
① My Profile	Filter by: 5						
🦅 My Draft	Title	Start Date	Employee Number	Course Evaluations	Run No	Total Investment	
My Applications	Practice Certificate in Case Management (C 1)	08 Feb 2016	0		1		
	Team Building for Marketing	15 Feb 2016	0		1		
🃁 My Courses	Recuritment	24 Feb 2016	0		1		
💭 My Payments	Marketing Strategy for Business Development	07 Mar 2016	0				
	Building community (9.3.16)	14 Mar 2016	1		160012		
My Employees	Activity Therapy for Persons with Special Needs 1	18 Mar 2016	1		1		
Contact	Assessment Course	28 Mar 2016	0		160003		
	Health Care for Children (9.3.16) Course I	28 Mar 2016	0		160010		
	Foster Mental Wellness 1	01 May 2016	1		1	\$ 69.55	
	Foster Mental Wellness 1	01 May 2016	1		1	\$ 69.55	
	Foster Mental Wellness 1	01 May 2016	1		1	\$ 69.55	
	Foster Mental Wellness 1	01 May 2016	1		1	\$ 69.55	

Fig 23: List of courses registered by organization