

VWO Login

1. Open Internet Explorer or any browser, enter the given web address (<http://www.ssi.sg/e-Services>) 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.

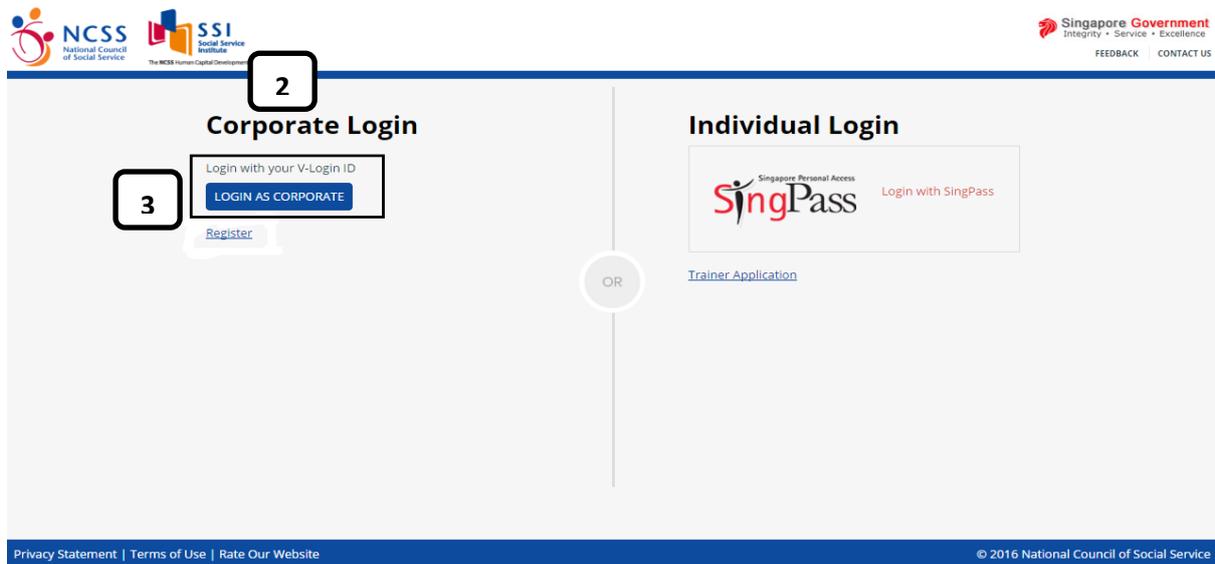


Fig 1: Corporate Login (1)

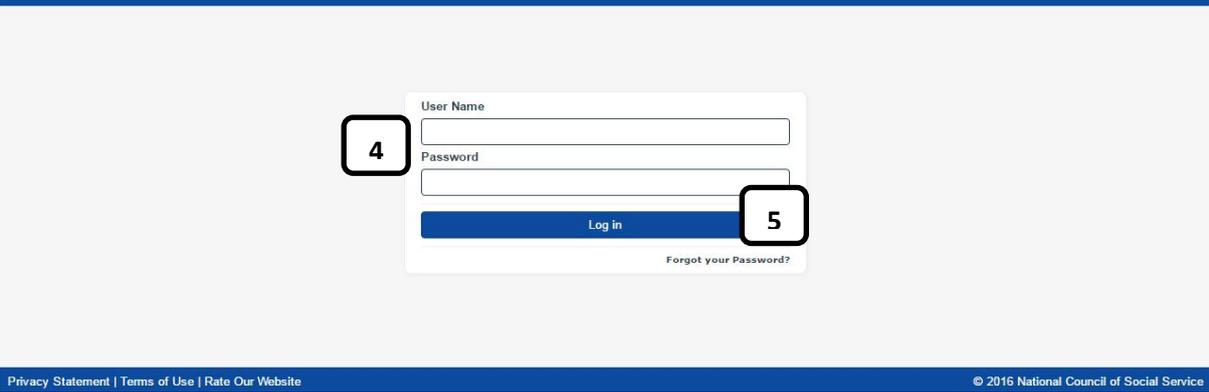


Fig 2: Corporate Login (2)

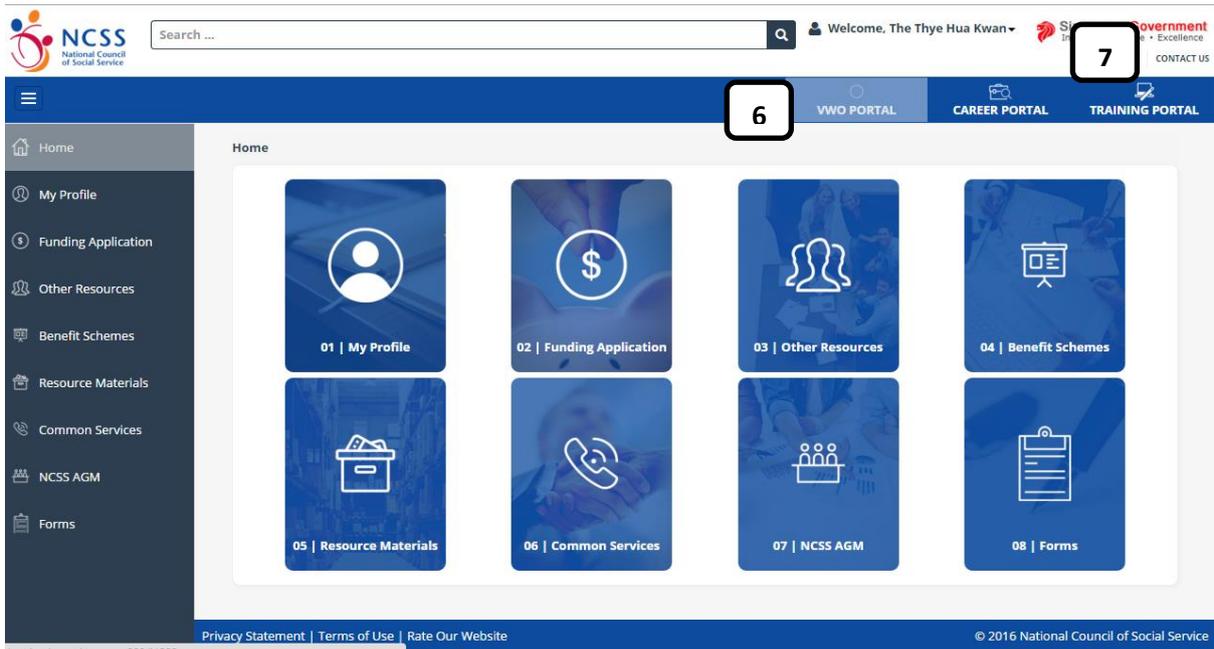


Fig 3: VWO Portal

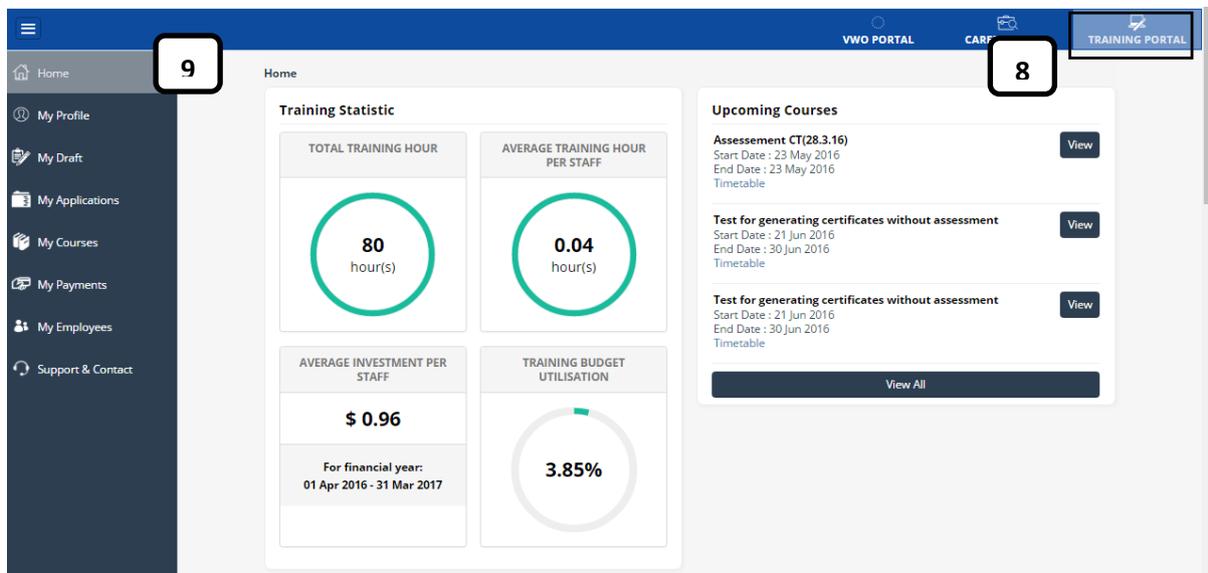


Fig 4: Training Portal

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.

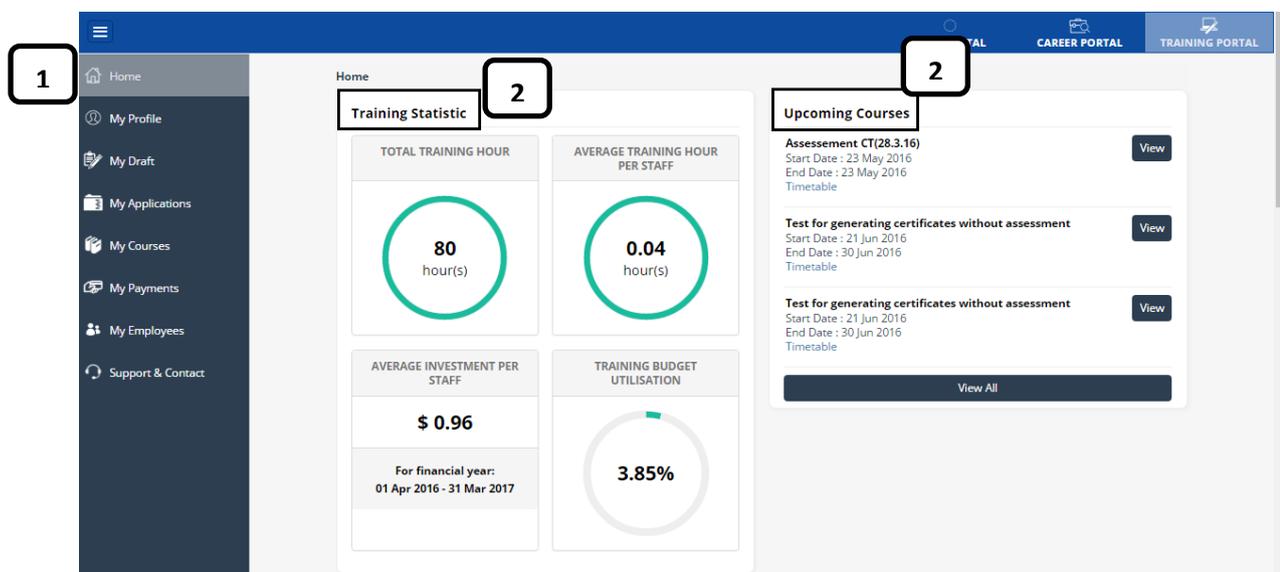


Fig 5: Training Home Page

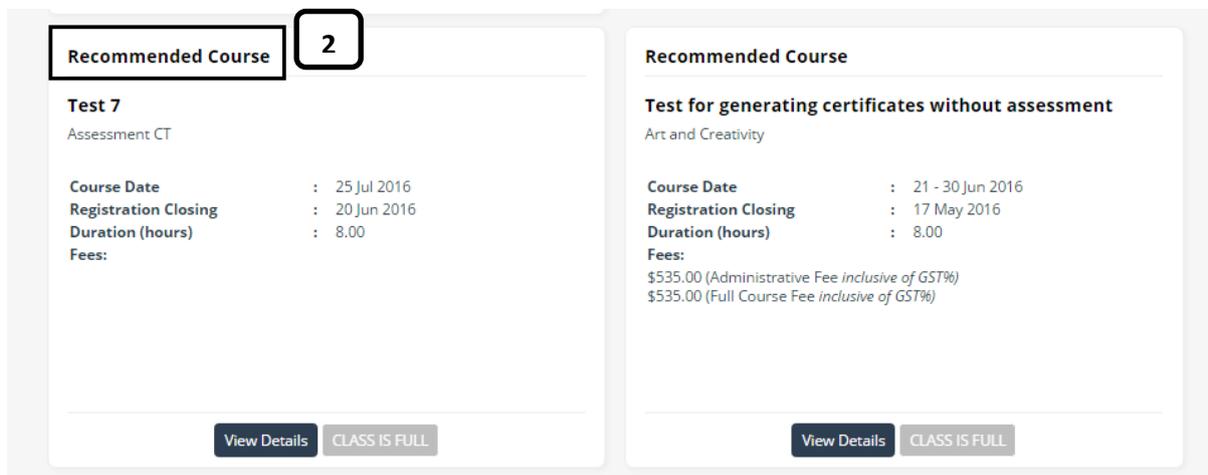


Fig 6: Recommended Courses

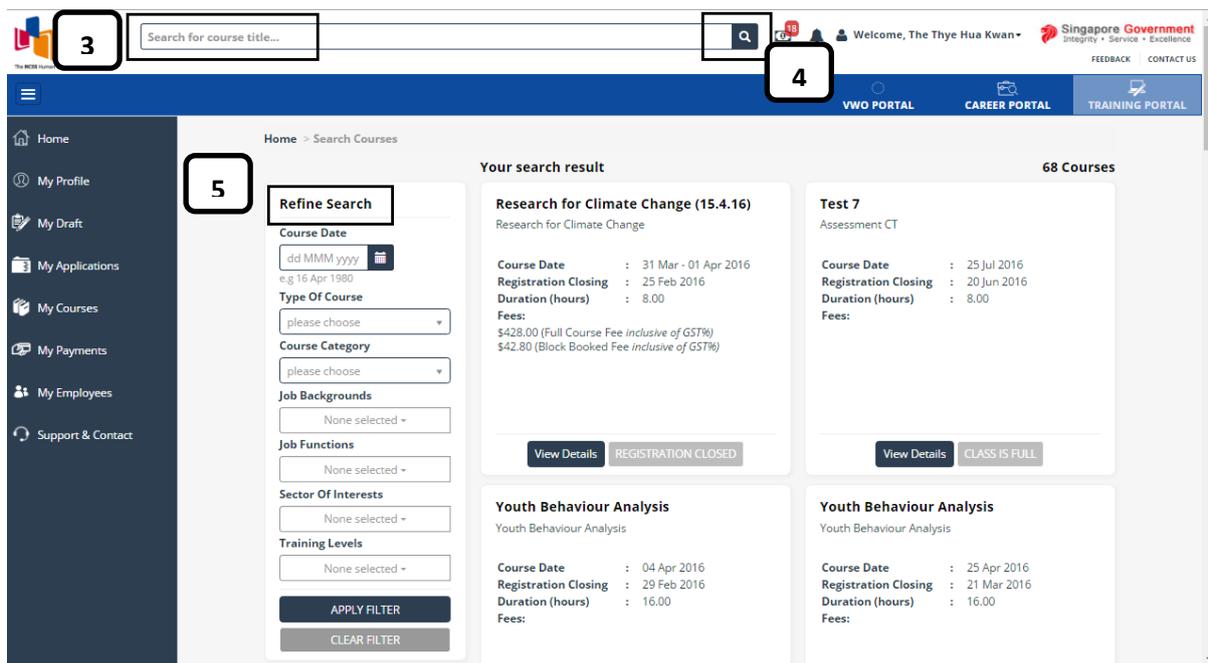


Fig 7: Search Courses

WVO 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.

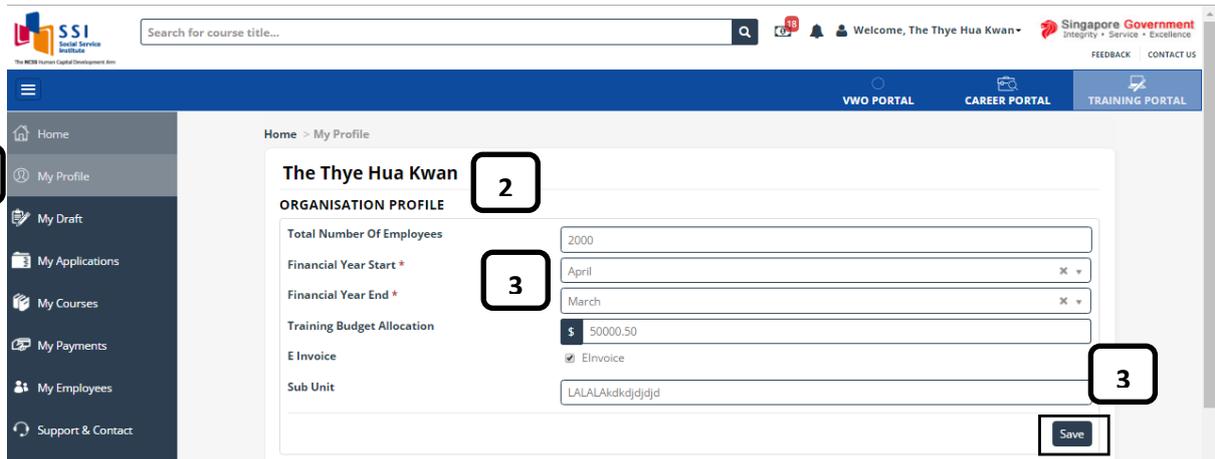


Fig 8: Organisation profile (1)

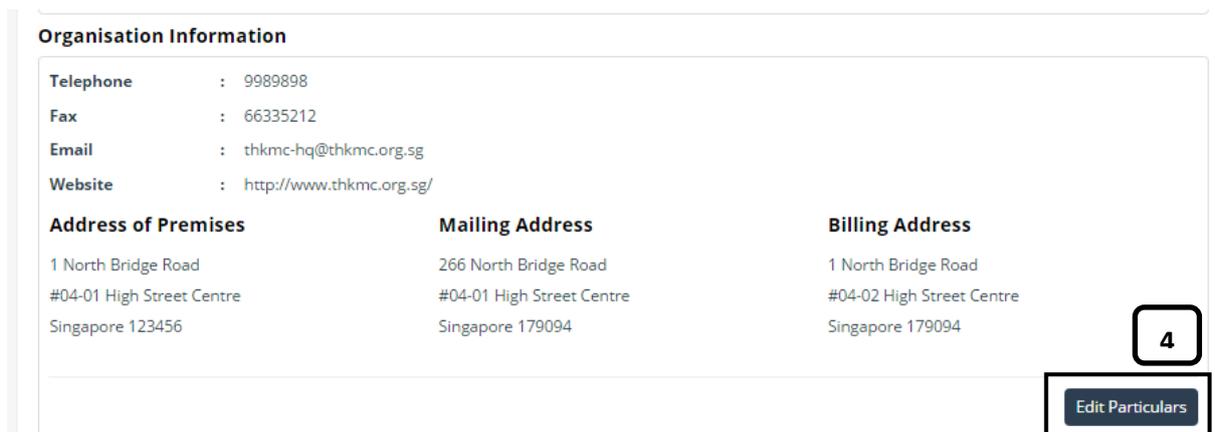


Fig 9: Organisation profile (2)

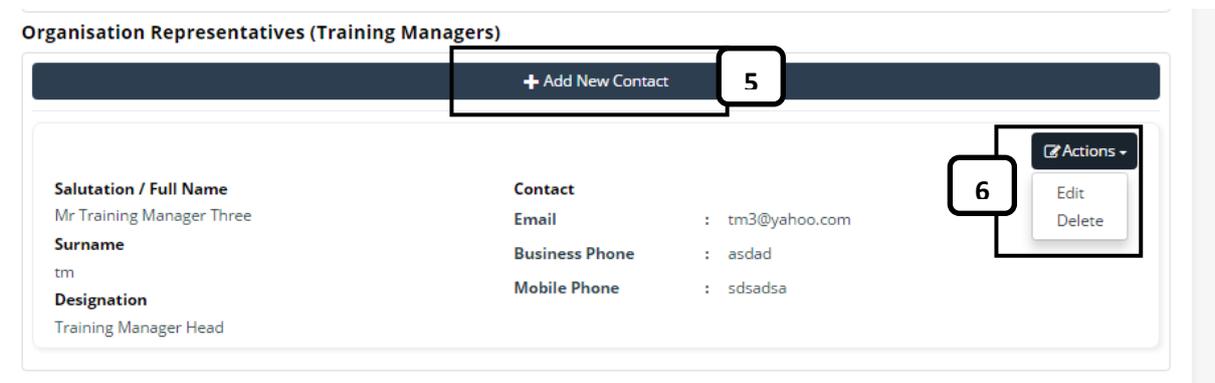


Fig 10: Organisation profile (3)

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 Service/ Case Management Inventory (YLS)

This course engages supervisors or senior staff who are mentoring others in the use of YLS/CMI assessment tool. Learners will be equipped with the competency to analyse and address rating errors with their mentees. Learners will also be equipped with the competency to review case plans according to the Risk, Need and Responsivity (RNR) Principles.

Course Date : 2016
Registration Closing : 2016

[View Details](#) [Register](#)

Workshop for Climate Change

Research for Climate Change

Course Date : 01 Mar 2016
Registration Closing : 26 Jan 2016
Duration (hours) : 8.00
Fees:
 \$428.00 (Full Course Fee *inclusive of GST*%)

[View Details](#) [REGISTRATION CLOSED](#)

Fig 11: Course Registration

Search for course title...

SSi Social Service Institute
The SkillsFuture Personal Capital Development Arm

Welcome, The Thye Hua Kwan

Singapore Government
Integrity • Service • Excellence

FEEDBACK CONTACT US

VWO PORTAL CAREER PORTAL TRAINING PORTAL

Home > Search Courses > Course Detail

Advanced User for Youth Level of Service/ Case Management Inventory (YLS)

Course Code : 160073 **Start Date** : 04 Jul 2016
Course Category : Skills Development **End Date** : 04 Jul 2016
Duration (hours) : 8.00 **Venue** : Social Service Institute

Application closing date: 30 May 2016

Timetable			
Course Date	Day	Start Time	End Time
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 senior staff who are mentoring others in the use of YLS/CMI assessment tool. Learners will be equipped with the competency to analyse and address rating errors with their mentees. Learners will also be equipped with the competency to review case plans according to the Risk, Need and Responsivity (RNR) Principles.

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 **4** Terms and conditions apply.

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”.

The screenshot shows the SSI Training Management System interface. The breadcrumb navigation path is 'Home > Search Courses > Select Employee', with 'Select Employee' highlighted by a box labeled '5'. The main content area is titled 'Course Application' and includes a progress indicator with three steps: '1 Select Employees', '2 Application Details', and '3 Complete'. Below the progress indicator is a table of employees with checkboxes for selection.

Name (As per NRIC)	ID No	Designation
<input type="checkbox"/> Abhimanyau Pal	S5135336F	manager door
<input type="checkbox"/> Bob Dylan	S3679091A	test
<input type="checkbox"/> Brian	S6478650D	Business Verification Officer
<input type="checkbox"/> Charles	S3117766I	Finance Assistant
<input type="checkbox"/> Daniel	S0086079D	Administration manager
<input type="checkbox"/> David	S6935418A	HR manager
<input type="checkbox"/> Gary	S2692316F	Business Verification Officer
<input type="checkbox"/> Harry	S7163022F	Business Analyst
<input type="checkbox"/> Jack	S4364321E	Project Executive

Fig 14: Select employees

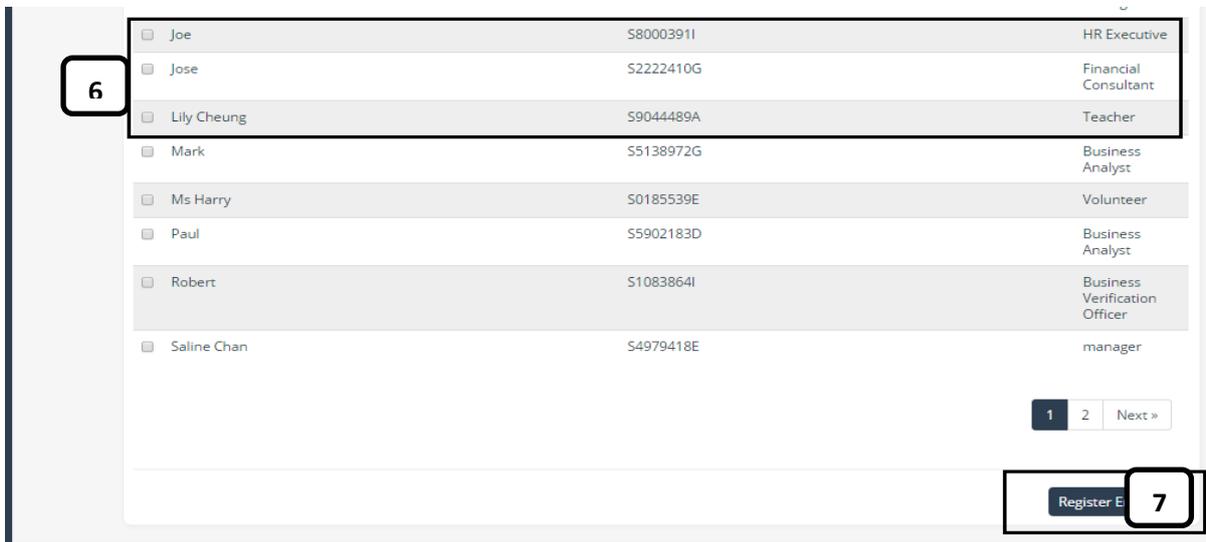


Fig 15: Register employees

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.

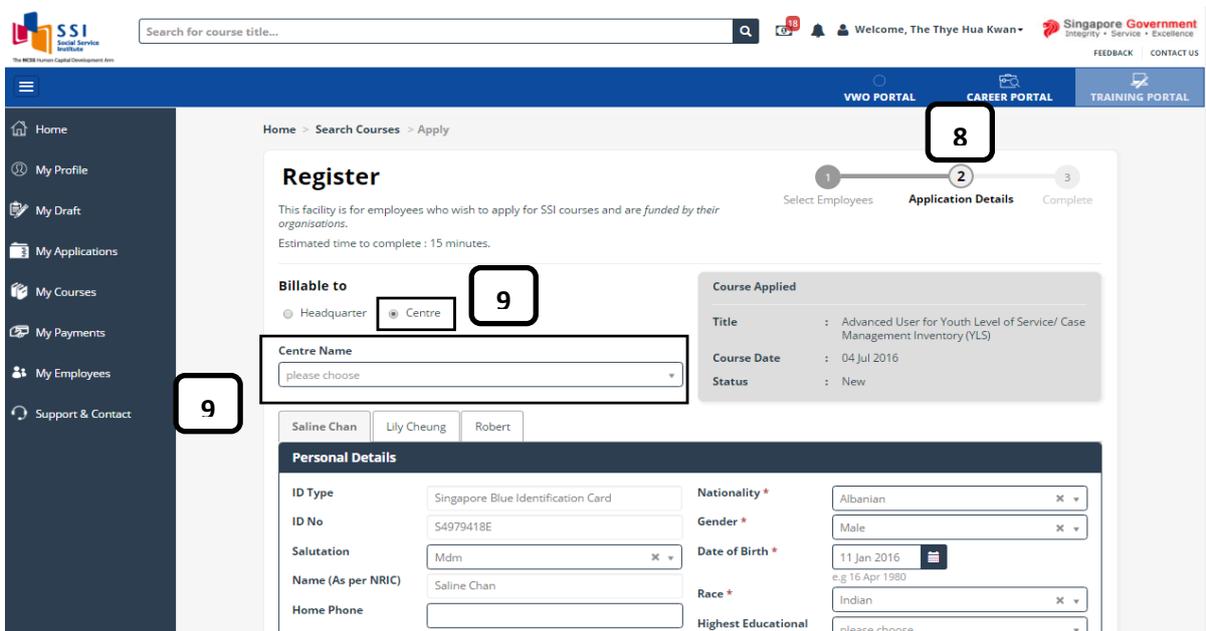


Fig 16: Training Application (1)

Additional Questions

10 How you get to know about the course? *

Why did you apply for this course/programme and what do you hope to learn? *

SSi Website

Interested in service and management of inventory

Declaration

Terms and Conditions*

I have read and understood the Terms and Conditions above. I acknowledge that this course application could be rejected by SSI based on false/inaccurate declaration of information provided by me.

11 **13**

Back to Select Employee Submit

12 **12**

Wish to save your current progress and exit?
Click on the button to the right to save draft and exit

Save draft and exit

Fig 17: Training Application (2)

VWO PORTAL CAREER PORTAL TRAINING PORTAL

14 Thank you for your registration.

Course Summary

Course Code : 160073

Title : Advanced User for Youth Level of Service/ Case Management Inventory (YLS)

Course Category : Skills Development

Course Date : 04 Jul 2016

Duration : 8 hour(s)

Selected Course Participants

1. Saline Chan
2. Lily Cheung
3. Robert

Important Information

Reference Number : A16000209

Transaction Date : 05 May 2016 16:23:40

Processing Time : The application will be processed at least two weeks before course date.

Your application will be processed and you will receive an update from SSI about the outcome of the course application about 1 - 2 weeks before course commencement date.

Do note that your employee's place in the course is not confirmed until you receive further notice from SSI.

Print

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Fig 18: Acknowledgement for course registration

VWO PORTAL CAREER PORTAL TRAINING PORTAL

You have successfully saved your draft.

Home > My Draft

You have 3 saved Draft

Enrolment No	Title	Status	Enrolment Date
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
12 A16000209	Advanced User for Youth Level of Service/ Case Management Inventory (YLS)	Available	05 May 2016 16:22:20

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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.

The screenshot displays the SSI Training Portal interface. The navigation bar on the left includes 'Home', 'My Profile', 'My Draft', 'My Applications' (highlighted with a red box and the number 1), 'My Courses', 'My Payments', 'My Employees', and 'Support & Contact'. The main content area shows 'Home > My Applications' with a dropdown menu for 'Filter by Status' (highlighted with a red box and the number 4) showing 35 results. The dropdown menu includes options: All, Processing, Pending Endorsement, Cancelled, Confirmed, Rejected, Submitted, and Withdrawn. Below the dropdown is a table of training applications with columns: Enrolment No., Course Date, Employee's Name, Enrolment Date, and Status. One row is highlighted with a red box and the number 3.

Enrolment No.	Course Date	Employee's Name	Enrolment Date	Status
A15006825	01 May - 30 Nov 2016	Abhimanyau Pal	02 Feb 2016	Withdrawn
A15006825	01 May - 30 Nov 2016	Kevin Tan	02 Feb 2016	Confirmed
A16000104	01 May - 30 Nov 2016	Aaa9	18 Mar 2016	Withdrawn
A16000104	01 May - 30 Nov 2016	Aaa7	18 Mar 2016	Withdrawn
A16000105	01 May - 30 Nov 2016	Jack	18 Mar 2016	Confirmed
A16000106	01 May - 30 Nov 2016	David	18 Mar 2016	Confirmed
A16000106	01 May - 30 Nov 2016	Thomas	18 Mar 2016	Confirmed
A16000113	01 May - 30 Nov 2016	Gary	23 Mar 2016	Withdrawn
A16000115	01 May - 30 Nov 2016	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 > My Courses

Filter by: **2**

- All
- Group Book
- Individual

	Start Date	Employee Number	Course Evaluations	Run No	Total Investment
Coaching youth effectively (Course 4.2.16) II	08 Feb 2016	0		1	
Practice Certificate in Case Management (C 1)	08 Feb 2016	0		1	
Teambuilding and Leadership Development for NPO Leaders 1	15 Feb 2016	0		1	
Team Building for Marketing	15 Feb 2016	0		1	
Recruitment	24 Feb 2016	0		1	
Marketing Strategy for Business Development	07 Mar 2016	0			
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		160010	
Foster Mental Wellness 1	01 May 2016	1	1	1	\$ 69.55
Foster Mental Wellness 1	01 May 2016	1	1	1	\$ 69.55
Foster Mental Wellness 1	01 May 2016	1	1	1	\$ 69.55
Foster Mental Wellness 1	01 May 2016	1	1	1	\$ 69.55

Fig 21: List of courses registered or sponsored by organization

Home > My Courses

Filter by: **4**

- Individual

Title	Start Date	Employee Number	Course Evaluations	Run No	Total Investment
Coaching youth effectively (Course 4.2.16) II	08 Feb 2016	0		1	
Teambuilding and Leadership Development for NPO Leaders 1	15 Feb 2016	0		1	
Activity Therapy for Persons with Special Needs 1	18 Mar 2016	1		1	
Test for duplicated training applications(5.4.16)	31 May 2016	0		160031	

Fig 22: List of courses sponsored by organization

Home > My Courses

Filter by: **5**

- Group Book

Title	Start Date	Employee Number	Course Evaluations	Run No	Total Investment
Practice Certificate in Case Management (C 1)	08 Feb 2016	0		1	
Team Building for Marketing	15 Feb 2016	0		1	
Recruitment	24 Feb 2016	0		1	
Marketing Strategy for Business Development	07 Mar 2016	0			
Building community (9.3.16)	14 Mar 2016	1		160012	
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		160010	
Foster Mental Wellness 1	01 May 2016	1	1	1	\$ 69.55
Foster Mental Wellness 1	01 May 2016	1	1	1	\$ 69.55
Foster Mental Wellness 1	01 May 2016	1	1	1	\$ 69.55
Foster Mental Wellness 1	01 May 2016	1	1	1	\$ 69.55

Fig 23: List of courses registered by organization