



Professional Qualification (PQ) Portal PBA User Guide: Module Enrolment

Updated as of November 2020

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Individual and Corporate Candidate

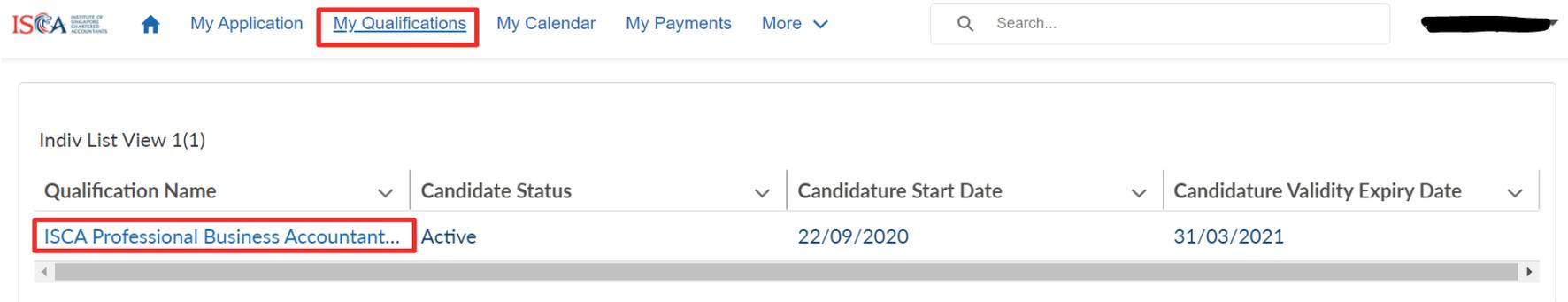
Enrolment of Individual Modules by Individual/Corporate Candidates

(READ ME FIRST/ KEY info at a glance)

- **After the application of the PBA programme is approved, Corporate and Individual Candidates will be able to enrol for the PBA programme modules under the ISCA PBA Programme.**
- There are a total of **22 modules with an “Overall Assessment”** module
- Attendance at the **‘Leadership Workshop’ has prerequisites** i.e. completion of 3 online modules prior to attending workshop:
 1. *Effective Delegation and Feedback; and*
 2. *Effective On-The-Job Coaching; and*
 3. *Effective Conflict Management*
- For Ethics; there is 1 optional module to choose from the modules below:
 1. *Fraud Investigation of Asset Misappropriation Schemes; or*
 2. *Ethics Pronouncement 100: Relevance to Professional Accountants (for ISCA Member); or*
 3. *Speaking Up, Raising Concerns & Whistleblowing*
- **To enrol for the ‘Overall Assessment’ module, all 22 modules must be completed**

Module Enrolment: Individual / Corporate Candidate

- Go to “**My Qualification**” tab
- Once your application for a qualification is approved, you can see a summary of the qualification, candidate status and candidature validity period*
- Click on the **qualification name** to see the details



The screenshot shows the ISCA website's 'My Qualifications' page. The navigation bar includes 'ISCA INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS', a home icon, 'My Application', 'My Qualifications' (highlighted with a red box), 'My Calendar', 'My Payments', and 'More'. A search bar is also present. Below the navigation, the page displays 'Indiv List View 1(1)' and a table with the following columns: 'Qualification Name', 'Candidate Status', 'Candidature Start Date', and 'Candidature Validity Expiry Date'. The table contains one row with the following data: 'ISCA Professional Business Accountant...' (highlighted with a red box), 'Active', '22/09/2020', and '31/03/2021'.

Qualification Name	Candidate Status	Candidature Start Date	Candidature Validity Expiry Date
ISCA Professional Business Accountant...	Active	22/09/2020	31/03/2021

***Note:** Candidates must complete the qualification within the candidature validity period.

Module Enrolment: Individual / Corporate Candidate

- Click onto “**Enrol Module**” to enrol for a module

 My Qualification
ISCA Professional Business Accountant (PBA) Programme

Enrol Module

Generate Certificate

Generate Transcript



Instructions:

- To enrol for new modules, please click 'Enrol Module'.
- To re-sit for an assessment, please click the module name in 'Module Enrolment Management' and click 'Re-sit Assessment' button.
- To apply for exemption (if applicable) please click the dropdown arrow at the top right corner.
- Candidates who have failed a module have an option to re-sit an assessment (where applicable) OR enrol for the module.

Selecting a Module

- Select the module and click **“Next”**. **Note:** You can only enrol for one module at a time. This will take approximately 3 minutes to enrol for 1 module

Module Enrolment

Module Selection

Find Record

Financial Statement Analysis

UAT_Digital Forensics Available

Next

- (1) For a compulsory e-learning(s), the class will be auto-selected. Click **“Next”** to continue.

Module Enrolment

Class Selection Summary Preferences & Declaration

Financial Statement Analysis

Please select a class.

Online Learning (examinable)

Financial Statement Analysis

Next

Selecting a Module

(2) To attend the **Leadership** workshop, the date(s) of the workshop will be displayed. If there is only 1 class available, the class will be auto-selected. Click **“Next”** to continue.

Please select a class.

Workshop

Name	Date(s)	
<input type="radio"/> Oct Session	12 Oct 2020 - 12 Oct 2020	▼
<input type="radio"/> Dec Session	16 Dec 2020 - 16 Dec 2020	▼
<input type="radio"/> Nov Session	16 Nov 2020 - 16 Nov 2020	▼

(3) For the optional e-learning modules, the optional modules will be displayed. Please select **one** of the three **Ethics** e-learning modules. Click **“Next”** to continue.

Ethics

- Module Minimum Passing Score : 2

Name	CPE Hours	
<input type="checkbox"/> Speaking Up, Raising Concerns & Whistleblowing	2	
<input type="checkbox"/> Fraud Investigation of Asset Misappropriation Schemes	2	
<input type="checkbox"/> Ethics for Associates	2	

Confirming Your Enrolment

- Upon successful enrolment, you will receive an email confirmation on the module enrolled
- Go to **“My Qualification”** tab, click onto the **qualification name** and **individual module name** to view the workshop and/or e-learning details

 Module Enrolment Management
Financial Statement Analysis

Generate Module Cert

Re-sit Assessment

My Module Name

Financial Statement Analysis

My Qualification

[ISCA Professional Business Accountant \(PBA\) Programme](#)

Module Code

Financial Statement Analysis

Total CPE Hours

1.00

Course Enrolments(1)

Enrolment Number	Component Name	Class Date	CPE Hours Gained	Component Enrolment St...
10002719	Financial Statement Analysis		0.00	Enrolled

Starting an e-learning module

- Go to “My Qualifications” tab, click on the qualification name

Qualification Name	Candidate Status	Candidature Start Date	Candidature Validity Expiry Date
ISCA Professional Business Accountant...	Active	22/09/2020	31/03/2021

- Click onto the individual module name with ‘Enrolled’ status

Working Capital an...	1	2.00	Available	0.00	To be completed
Financial Statement...	1	1.00	Enrolled	0.00	To be completed
Corporate Governan...	1	1.50	Available	0.00	To be completed

- Click onto the ‘Enrolment Number’

Module Code
Financial Statement Analysis
Total CPE Hours
1.00

Enrolment Number	Component Name	Class Date	CPE Hours Gained	Component Enrolment St...
10002719	Financial Statement Analysis		0.00	Enrolled

Starting an e-learning module

- Click onto “Launch e-learning” and you will be redirected to a Learning Management System (LMS) portal. Click onto the Module name to start your e-learning.

★ Course Enrolment
10002719

Launch e-Learning

Course Code
Financial Statement Analysis

Module Name
[Financial Statement Analysis](#)

Component Type
Online Learning (examinable)

CPE Hours Gained
0.00

The screenshot displays the ISCA LMS interface. At the top, the ISCA logo is on the left, and 'Home' and 'Links' are on the right. Below this is a navigation bar with 'Tasks', 'Announcements', and 'Resources'. The main content area shows 'Current Tasks' with a search bar and 'Date DESC' sorting. There are filters for 'All Years' and 'All Subjects'. A task list is visible, with the first item being 'BF002ai Overview of Business Valuation f...' which is a 'CPE Lesson' completed 2 days ago. A 'Lesson' icon is also present.

Starting an e-learning module

- Once you have completed and passed the e-learning module, please click onto the “**Summary**” tab at your left panel to sync your result to PQ portal. All the items under ‘**Resource**’ must be ‘**Completed**’ or ‘**Submitted**’ in order to sync your results successfully.

Lesson Summary



Click on the Refresh button to refresh Lesson completion status.



Refresh

No.	Resource		Last accessed	Duration spent (In Minutes)	Access count	Type	Status
1	Mergers and Acquisitions	 View SCORM Report	9/24/2020 5:57:05 PM	3	2	Scorm 2004	Completed
2	Assessment for Mergers and Acquisitions		9/24/2020 6:00:07 PM	2	2	Quiz	Submitted
3	Feedback on Mergers & Acquisitions		9/24/2020 6:00:07 PM	0	1	Survey	Submitted
4	More M&A courses?		9/24/2020 6:00:33 PM	0	1	Web Site	Completed

Attending a Workshop

- Should the module be a workshop, candidates will need to attend the workshop based on the **date, time and venue** as specified under the “**Course Enrolment Page**”. (You can access the “Course Enrolment page” by clicking onto the ‘**Enrolment Number**’ via “**My Qualifications**” tab)

Course Enrolment
10002757

Launch e-Learning

Course Code
Leadership: Effective Influence in the Organisation

Module Name
Leadership: Effective Influence in the Organisation

Component Type
Workshop

CPE Hours Gained
4.00

Registered Session(1)

Registratio...	Session Na...	Venue	Session Ve...	Session Ve...	Session St...	Time Start	Time End	Is Attended
MS-0007312	Morning	Live Webinar			12/10/2020	09:00:00	13:00:00	true

Monitoring Your Study Progress

- You can monitor your study progress via the **“My Qualifications”** tab
- Click onto the **qualification name**, under the **“Module Enrolment Management”** section, you can view the module status, module grade, CPE hours gained and completion date

★ My Qualification
 UAT_ISCA Financial Forensic Accounting Qualification

[Enrol Module](#)
[Generate Certificate](#)
[Generate Transcript](#)

Instructions:

- To enrol for new modules, please click 'Enrol Module'.
- To re-sit for an assessment, please click the module name in 'Module Enrolment Management' and click 'Re-sit Assessment' button.
- To apply for exemption (if applicable) please click the dropdown arrow at the top right corner.
- Candidates who have failed a module have an option to re-sit an assessment (where applicable) OR enrol for the module.

Qualification Name	Candidate Status
UAT_ISCA Financial Forensic Accounting Qualification	Active
Candidate Name	Application
	AP-0000336
Candidate Ref Number	
FFA20000069	
Candidature Start Date	
11/04/2020	
Candidature Validity Expiry Date	
31/12/2022	

Module Enrolment Managements(6)

My Module Name	Module Sequence	Total CPE Hours	Module Status	CPE Hours Gained	Module Grade	Completion Date
UAT_Forensic Accoun...	0	23.00	Completed	23.00	Pass	14/04/2020
UAT_Digital Forensics	0	23.00	Completed	23.00	Pass	14/04/2020
UAT_Financial Crime	0	16.00	Available	0.00	To be completed	
UAT_Professional Req...	0	3.50	Completed	1.00	Pass	17/04/2020

Generating Your Module Certificate

- Click on the **module name** under the “**Module Enrolment Management**” section
- Click ‘**Generate Module Cert**’ button to generate certificates for individual modules that have been successfully ‘**Completed**’ and ‘**Pass**’.

Module Enrolment Managements (4+)

My Module Name ▾	Module Sequence ▾	Total CPE Hours ▾	Module Status ▾	CPE Hours Gain... ▾	Module Grade ▾	Completion Date ▾
Future Finance- Arti...	1	1.00	Completed	1.00	Pass	24/09/2020
Ethics	1	6.00	Completed	2.00	Pass	22/09/2020
Future Finance – D...	1	1.00	Completed	1.00	Pass	24/09/2020

★ Module Enrolment Management
Financial Statement Analysis

Generate Module Cert

Re-sit Assessment

My Module Name

Financial Statement Analysis

My Qualification

ISCA Professional Business Accountant (PBA) Programme

Module Code

Financial Statement Analysis

Total CPE Hours

1.00

Course Enrolments(1)

Enrolment Number ▾	Component Name ▾	Class Date ▾	CPE Hours Gained ▾	Component Enrolment St... ▾
10002719	Financial Statement Analysis		0.00	Enrolled

Note: For corporate candidates, module certificates will only be available for download upon payment received.

Generating Your Qualification Certificate and Transcripts

- You will be notified via email that you have successfully graduated from the qualification. Go to “**My Qualifications**” tab, click onto the **qualification name**, click “**Generate Certificate**” button to generate the qualification certificate
- Click “**Generate Transcript**” button to generate interim or full transcripts.

✦ My Qualification
ISCA Professional Business Accountant (PBA) Programme

Enrol Module **Generate Certificate** **Generate Transcript** ▼

Instructions:

- To enrol for new modules, please click 'Enrol Module'.
- To re-sit for an assessment, please click the module name in 'Module Enrolment Management' and click 'Re-sit Assessment' button.
- To apply for exemption (if applicable) please click the dropdown arrow at the top right corner.
- Candidates who have failed a module have an option to re-sit an assessment (where applicable) OR enrol for the module.

Note: For corporate candidate, candidate status will be updated to ‘**Graduated**’ and graduation certificate will be available to download upon payment received.

Qualification Name
ISCA Professional Business Accountant (PBA) Programme

Candidate Name
casin PQ Sixty

Candidate Ref Number
PBA20000007

Candidate Status
Graduated

Application
[AP-0000445](#)

Note: For application with **e2i funding**, the [declaration form](#) must be completed and submitted to qualifications@isca.org.sg within one month from completing the entire PBA programme.

Generated Certificates Will Be Archived

- The certificates generated in the previous steps will also be archived in the eServices Portal within a day.
- You may retrieve your archived module/qualification certificates via your eServices portal. Upon login, click onto the following tabs: My Certificates > My Professional Qualification Certificates > Click onto **“View”** button.

My Professional Qualification Certificates			
Show 10 entries			
Certificate No	PQ Course name	Certificate Type	Action
PQ-PBA-Taxation-000004	UAT_ISCA Professional Business Accountant Programme (full)	Module Completion Certificate	View
PQ-PBA-000002	UAT_ISCA Professional Business Accountant Programme (full)	Graduation Certificate	View
PQ-PBA-Leadership Workshop-000004	UAT_ISCA Professional Business Accountant Programme (full)	Module Completion Certificate	View
PQ-PBA-Business Valuation-000004	UAT_ISCA Professional Business Accountant Programme (full)	Module Completion Certificate	View
PQ-PBA-Business Analytics-000005	UAT_ISCA Professional Business Accountant Programme (full)	Module Completion Certificate	View

Recording Your CPE Hours (This Step is Optional)

- After completed ISCA PBA programme, you may wish to keep a record of your learning activity in your eservices portal. Login to [eServices](#) > CPE Compliance > My CPE Records to fill in the **overall CPE hours obtained for the ISCA PBA Programme**
- In "**My CPE Records**" page, click onto the "New" button at your right panel.
- Fill in all the information below:
 1. CPE Type: Verifiable
 2. Course Title: ISCA PBA Programme
 3. Course Organizer: ISCA
 4. Completed Date: [Enter Date of Completion]
 5. No of CPE Hours: 31
 6. Hours Allocated: 31
 7. CPE Category : Others
 8. Domain Knowledge Area: Others
 9. Ethics-Related: Yes
- Click onto "**Save**" button.
- A new CPE record will be created.

The screenshot shows a web form titled "CPE Hours" with the following fields and values:

Field	Value
CPE Type*	--Choose--
Course Title*	Course Title
Course Organizer*	Course Organizer
Completed Date*	DD/MM/YYYY
CPE Year*	--Choose--
No. of CPE Hours*	No. of CPE Hours
Hours Allocated*	Hours Allocated
CPE Category*	--Choose--
Domain Knowledge Area*	--Choose--
Ethics-Related?*	--Choose--
Remarks	Remarks

At the bottom right, there is a red "Save" button and a "Cancel" button. A note at the bottom right states: "* Fields are mandatory".



The End