

## **SCAQ Portal User Guide:**

## For ATOs (Training Principal, Secondary Contact) and Mentors

Updated as of September 2025



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## 1. Logging in to the SCAQ Portal

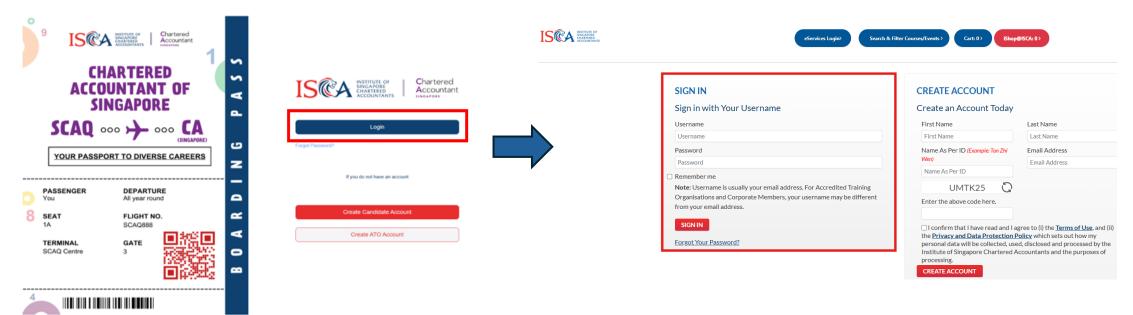
## Logging in to the SCAQ Portal



- To get started, go to <a href="https://scaq.isca.org.sg/scaq/s/login/">https://scaq.isca.org.sg/scaq/s/login/</a> and click "Login".
- This will take you to the ISCA e-Services page. Sign in with your username and password to log in to your ATO/Mentor account. You should have previously received an email prompt to set/reset your password.

#### Note:

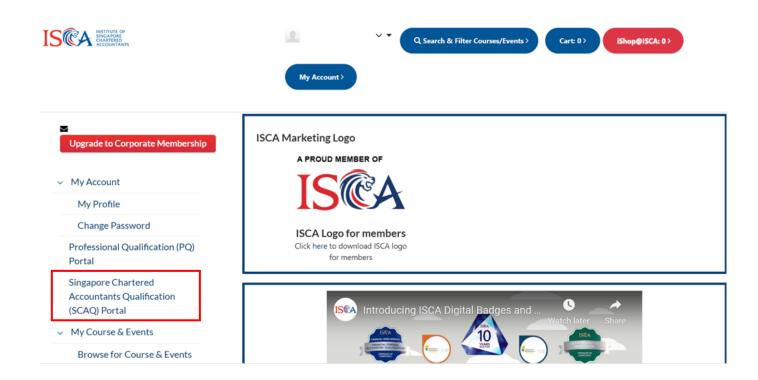
Most usernames have ".scaq" or ".mentor" in addition to your email address (e.g., abc123@example.com.scaq). This is to differentiate your SCAQ portal view from other Member/Corporate e-Services view.



## Logging in to the SCAQ Portal



Upon logging in, click on "Singapore Chartered Accountants Qualification (SCAQ)
 Portal" to access your SCAQ Training Principal/Secondary Contact/Mentor Portal.



# Logging in to the SCAQ Portal (Invalid Username/Password)



If the username/password you entered is invalid, please click "Forgot your password".
 Enter your email address and choose the corresponding username that requires password reset.

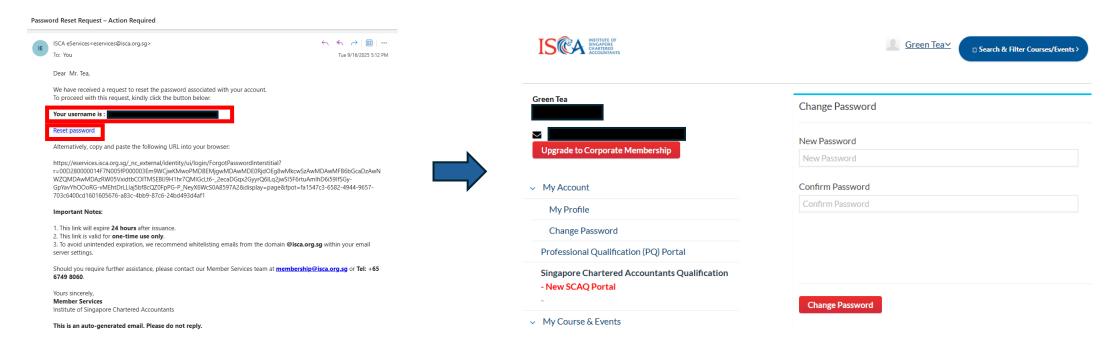
[Some users have more than one account (username) tied to one email address

SIGN IN	FORGOT PASSWORD	FORGOT PASSWORD
Sign in with Your Username  Username	Please select username.	You have requested for a password change. An email has been sent to you. If you wish to proceed to change your password please follow the instructions in the email.
Username Password	Choose Participant	
Password  Remember me  Note: Username is usually your email address. For Accredited Training  Organisations and Corporate Members, your username may be different from your email address.  SIGN IN	Action Username .scaq .mentor	Action Username
Forgot Your Password?	Reset Password	Reset Password

# Logging in to the SCAQ Portal (Invalid Username/Password)



Users will then receive an email to reset password, also stating the corresponding username



3. Users need to access the "Reset password" link within 24 hours upon issue. If the link has expired, do click <u>"Forgot your password?"</u> again to receive another "Reset password" link. If issue persists, do write in to ATO team at <u>ato@isca.org.sg</u>.

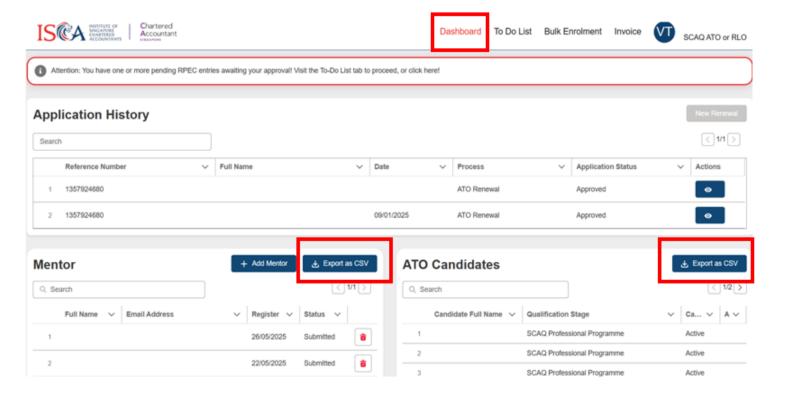


## 3. ATO Training Principal (TP) Guide for SCAQ Portal

## **Training Principal's Portal**



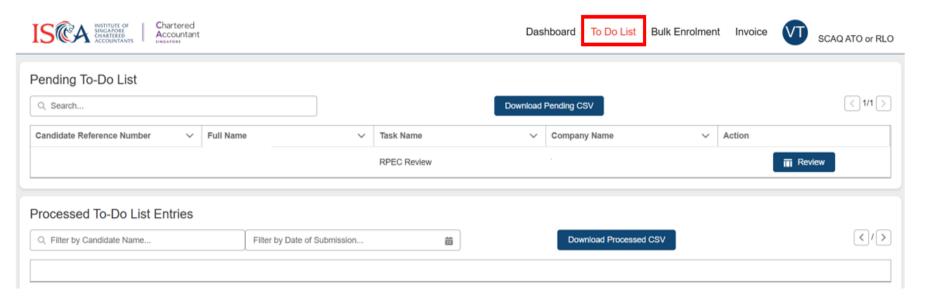
- On the Training Principal's Portal, you will be able to access the Dashboard and To-Do List.
- On the Dashboard, you may view and export the list of Mentors and Candidates under your ATO. Click on "Export as CSV" under the "Mentor" section and "ATO Candidates" section accordingly to retrieve the list.



#### **Access Submitted RPEC Entries**



- 1. To access the submitted RPEC entries, click "To-Do List" at the top bar.
- All RPEC entries that are pending Training Principal's approval will be listed under "Pending To-Do List Entries".
- All RPEC entries that have been approved will be listed under "Processed To-Do List Entries".
- 4. To search for RPEC entries, you may filter them by Candidate's name or by date of submission.



## Important Information for Training Principal ISEA | Chartered Accountant

At final signoff (at the end of their practical experience), Candidates should have:

- a) Completed a minimum of 3 calendar years (with at least 450 working days accumulating experience);
- b) Satisfied all 9 Generic Competences; and
- c) Satisfied 4 out of 15 Technical Competences, with 1 element from the "Financial Reporting" category.

Candidates are not expected to fulfill all 13 competences till their final signoff (i.e., end of 3 years, 450 days).

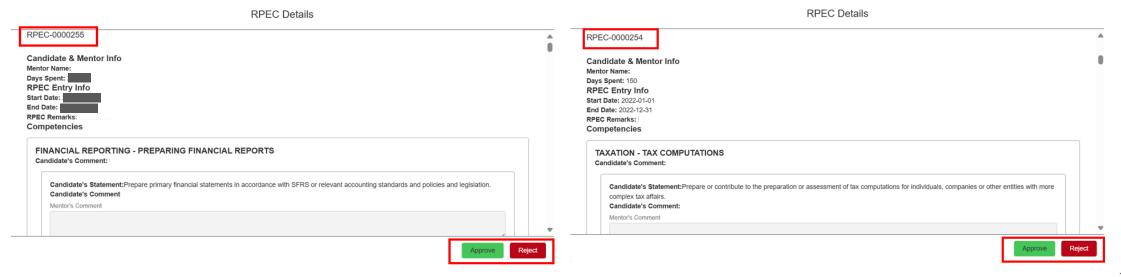
## **To Approve Pending RPEC Entries**



1. To review and approve the pending RPEC entries, click "Review" on the submission you would like to review.

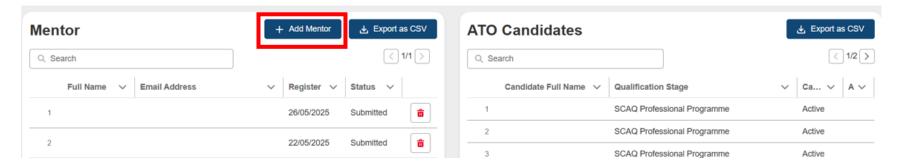


All of the RPEC entries for each candidate will be consolidated into a single entry for
Training Principal's final review. Scroll down to view each individual RPEC entry, marked by
the RPEC number on top left. Click "Approve" or "Reject" respectively to approve or reject
the Candidate's RPEC submission.

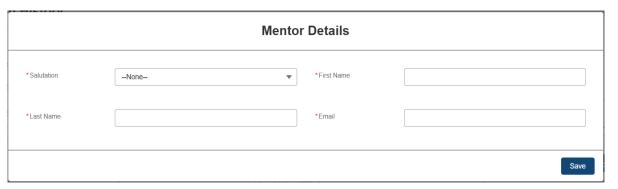




 Only Training Principal and Secondary Contact are allowed to add new Mentor. To add new Mentors, click "Add Mentor" on the "Mentor" section of the Dashboard.

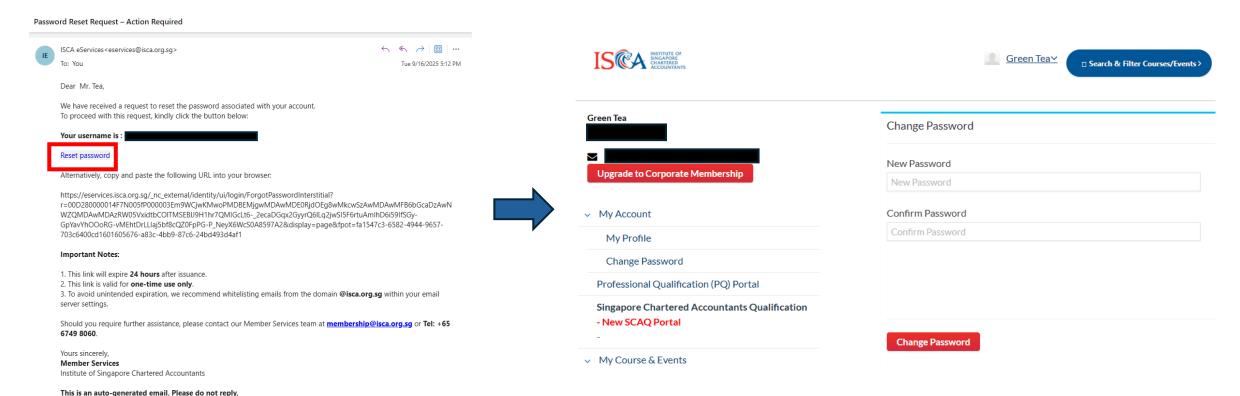


2. You will see the form as below. Please fill in all the required information and click "Save".





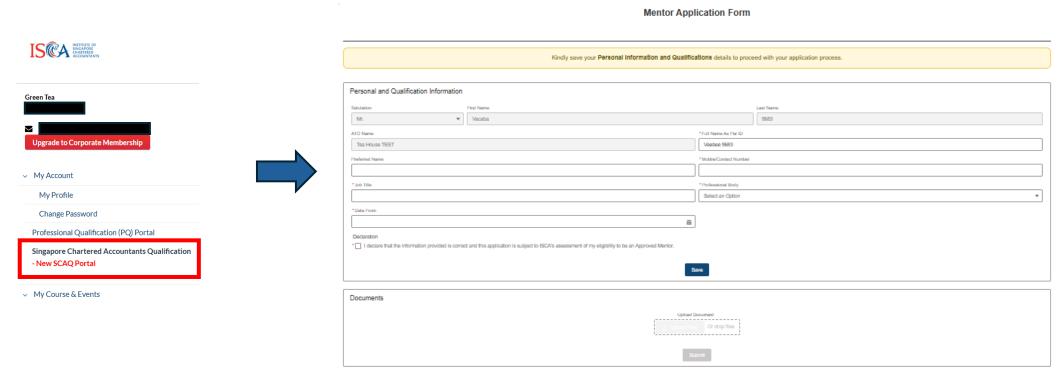
Mentors will then receive an email to set password



4. Mentors need to access the "Reset password" link within 24 hours upon issue. If the link has expired, do click <u>"Forgot your password?"</u> to receive another "Reset password" link.



5. Upon successful setting of password, click on the SCAQ portal



- 6. Mentors are required to fill up Mentor Application Form and attach two documents:
- Letter of Good Standing
- Document/certificate of Professional Qualification

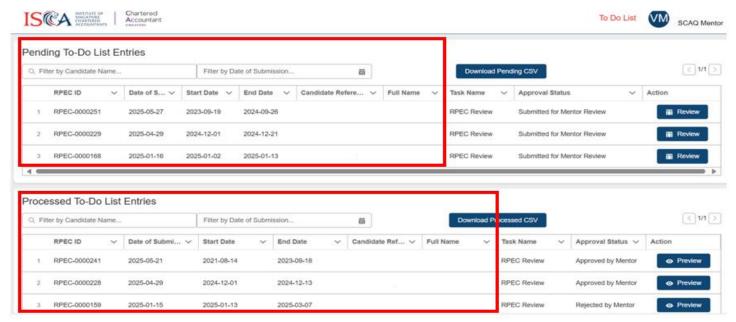


## 2. Mentor Guide for SCAQ Portal

#### **Mentor's Portal**



- On the Mentor's Portal, you will only be able to access the To-Do List where you may access submitted RPEC entries.
- All RPEC entries that are pending Mentor's approval will be listed under "Pending To-Do List Entries".
- All RPEC entries that have been approved will be listed under "Processed To-Do List Entries".
- To search for RPEC entries, you may filter them by Candidate's name or by date of submission.



## **Important Information for Mentor**



- 1. It is the Mentor's responsibility to validate the details of the Candidate's RPEC entry, which includes communicating with the Candidates' direct supervisor (if necessary) to understand their progress and performance at work, as well as the proficiency achieved for each competence.
- 2. At final signoff (at the end of their practical experience), Candidates should have:
  - a) Completed a minimum of 3 calendar years (with at least 450 working days accumulating experience);
  - b) Satisfied all 9 Generic Competences; and
  - c) Satisfied 4 out of 15 Technical Competences, with 1 element from the "Financial Reporting" category.

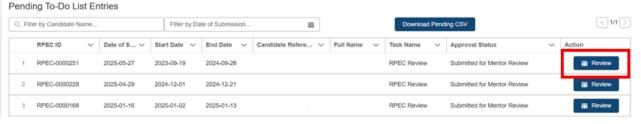
Candidates are not expected to fulfill all 13 competences till their final signoff (i.e., end of 3 years, 450 days).

## **To Approve Pending RPEC Entries**

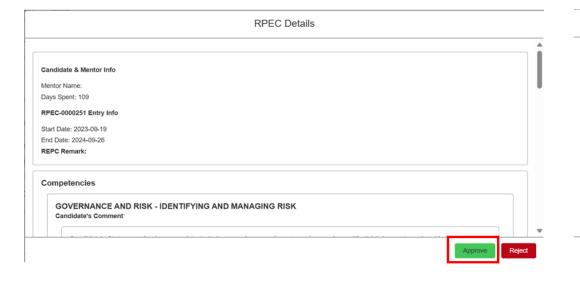


1. To review and approve pending RPEC entries, click "Review" on the submission you would

like to review.



2. You may view the RPEC entry details such as Days Spent and RPEC Remarks. Scroll down to review the Competencies and Candidate's Comment, and input Mentor's Comment (if any). If you deemed that the Candidate has indeed achieved these competencies at work, approve the Candidate's RPEC entry by clicking "Approve".



NANCIAL REPORTING - Indidate's Comment:	ACCOUNTING FOR TRANS	ACTIONS		
Candidate's Statement: Co Candidate's Comment:	late and prepare information and	estimates for accounting entr	ies.	
Mentor's Comment				
Candidate's Statement: Ide economic transactions and Candidate's Comment:		s of SFRS or relevant account	ing standards and policies and ap	pply these to
Mentor's Comment				

## Rejecting Submitted RPEC Entries



- 1. Should you determine that the Candidate has not achieved the appropriate proficiency in the submitted competence, do click "**Reject**". The submission will automatically be reverted to the Candidate. Please discuss with the Candidate on the reasons for rejection and the appropriate amendments accordingly before the Candidate resubmits.
- 2. A candidate may submit a record which may consist of 2 or more competencies for approval. Should you reject the proficiency of one or more of the competences, the entire submission will be rejected. In this case, the Candidate will only need to amend those competence(s) that were rejected before re-submitting.

RPEC Details					
		_			
andidate & Mentor Info					
tentor Name:					
ays Spent: 109					
PEC-0000251 Entry Info					
tart Date: 2023-09-19					
nd Date: 2024-09-26					
EPC Remark:					
competencies					
GOVERNANCE AND RISK - IDENTIFYING AND MANAGING RISK Candidate's Comment					
	Approve Rejec	ct			

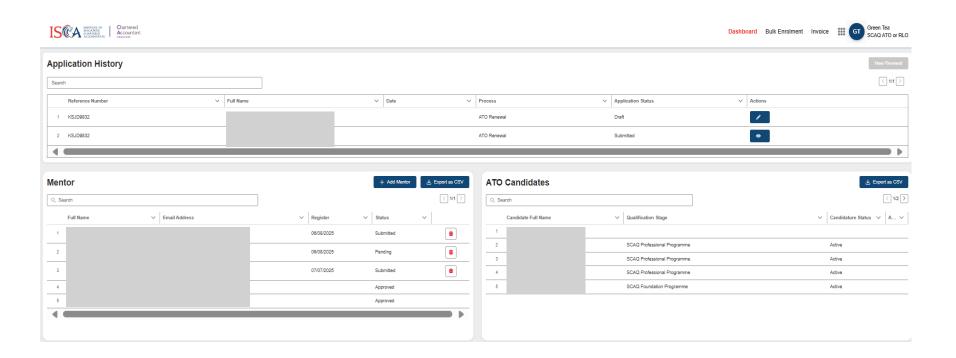


### 4. ATO Secondary Contact (SC) Guide for SCAQ Portal

## **Secondary Contact's Portal**

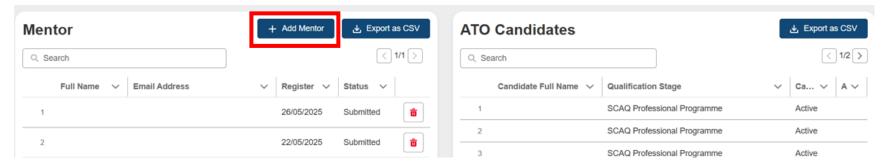


- On the Secondary Contact's portal, you will only be able to access the Dashboard.
- Similarly, you would have access to the lists of Mentors and Candidates as well. Click on "Export as CSV" under the "Mentor" section and "ATO Candidates" section accordingly to retrieve the list.

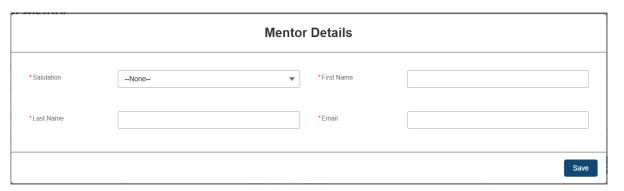




 Only Training Principal and Secondary Contact are allowed to add new Mentor. To add new Mentors, click "Add Mentor" on the "Mentor" section of the Dashboard.



2. You will see the form as below. Please fill in all the required information and click "Save".



 Mentors will then receive an email to register for a Mentor account, which are then required to fill up a Mentor application form (to attach documents/certificate of Professional Qualification)



## 5. Training Agreement

## **Training Agreement**



It is **recommended** for Candidates to have Training Agreement with their ATO. In this way, both the Candidate and ATO have a clear vision of the following:

- Effective working/training period of Candidate during employment in ATO
- Roles/Responsibilities of the Candidate has uptake during employment in ATO
- Competencies achieved/planned to achieve by Candidate during employment in ATO

You can find Sample of Training Agreement through this link:

appendix-2---sample-training-agreement\_16012024(clean).pdf



## The End