PQ Portal User Guide: Module Enrolment

Updated as of July 2020

Individual Candidate

My Qualification

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

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

Module Enrolment: Individual Candidate

- Click "**Enrol Module**" to enrol for a module

Select a Module

- Select the module and click "**Next**". You can only enrol for one module at a time.

- Select the class for the workshop(s) and exam(s). The date(s) of the workshop and exam will be displayed. If there is only 1 class available, the class will be auto-selected. Click "**Next**" to continue.

Payment Summary

At the "**Payment Summary**" page,

- if you have a voucher, input the voucher code and click "**Apply**". The total amount payable will be deducted accordingly. Click "**Next**" to continue.

Apply Funding Amount

- If you are eligible for funding, please select the applicable scheme in the drop-down list and enter the total eligible funding amount. Please also download and complete the applicable [funding application form](#).

- Click "**Apply**", the funding amount will be offset from the amount payable accordingly.

- Before submitting for payment, please ensure that you have uploaded the completed funding application form.

- Click "**Next**" to make payment.

Funding

Funding Scheme   SSG Course Fee Funding

Funding Amount   S$ 0.00

Instructions:
1. Please select the applicable funding scheme and enter the total eligible funding amount in the box above
2. Download and complete the applicable funding application form.
3. Upload the completed funding application form and submit for payment

Click here to find out more about the types of funding schemes and eligibility criteria. Terms and Conditions apply.

List of Documents

You may only upload JPEG, PNG, BMP, DOC and PDF files. Please ensure your file is in these formats. Max Upload: 25MB.
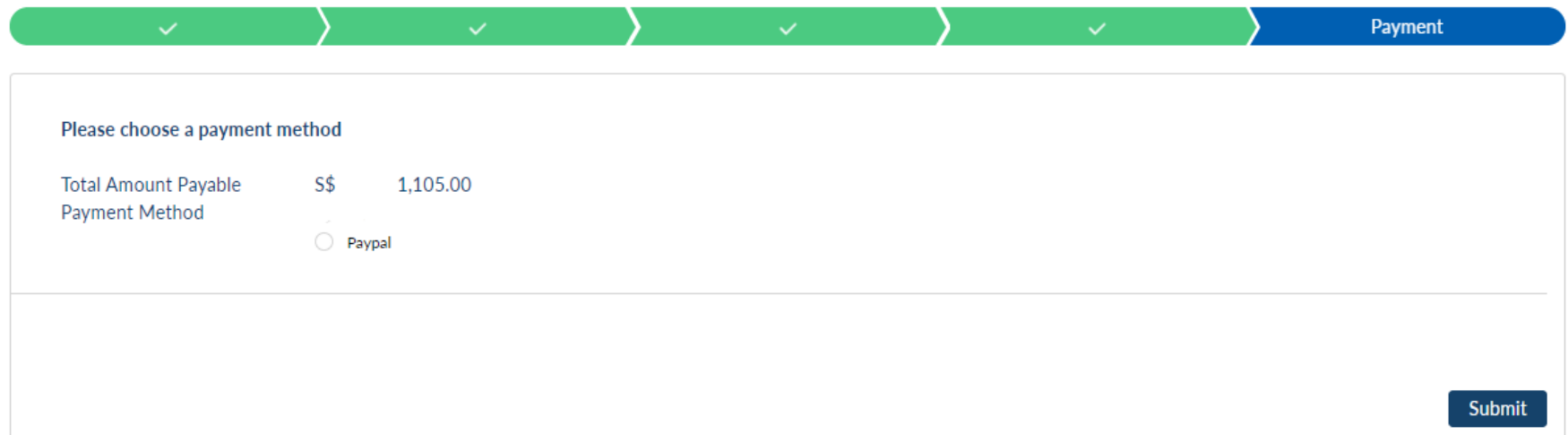
⬆ Upload Files   Or drop files

Apply

Next

INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

Payment Method

- Select "**PayPal**" and click "**Submit**".

Payment Summary

					Payment
✓	✓	✓	✓	✓	

Please choose a payment method

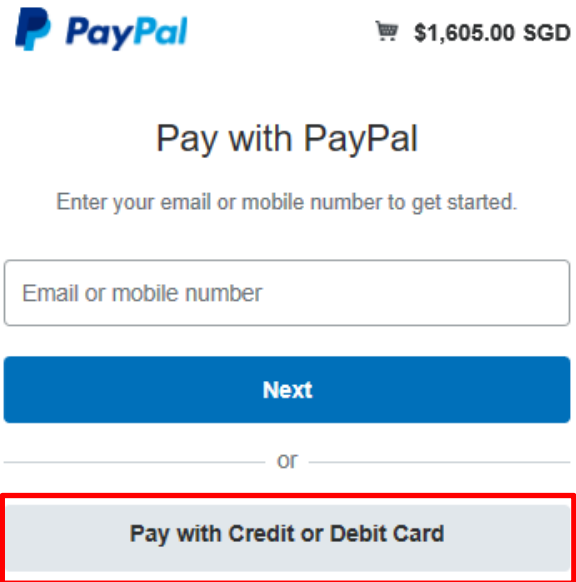Total Amount Payable   S$ 1,105.00
Payment Method

   ○   Paypal

Submit

Note: After you have made payment, if you see 'unsuccessful payment' page, please refresh the page to ensure you see the successful payment page. Please also check the invoice/receipt for confirmation. Call us at 6597 5533 if you encounter any payment issue

Pay with Credit or Debit Card

- PayPal allows you to pay by Credit/Debit card without creating a PayPal account. Click "**Pay with Credit or Debit Card**".

Retrieve Invoice/Receipt

• Go to "**My Payments**", click on the **invoice number** to retrieve the invoice and the corresponding receipt

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Confirmation of Enrolment

- Upon successful payment, you will receive an email confirmation on the module enrolment
- Go to "**My Qualification**" tab, click on the **qualification name** and **individual module name** to view the workshop and exam details

Access Study Materials

- Go to "**My Qualification**" tab", click on the **qualification name** and **individual module name** to reach the module page

- Go to '**Study Material**' section to access and download the study materials

Monitor Study Progress

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

Generate 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

Module Enrolment Managements (4+)

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

Module Enrolment Management
UAT_Forensic Accounting and Investigation

Generate Module Cert   Re-sit Assessment

My Module Name
UAT_Forensic Accounting and Investigation
My Qualification
UAT_ISCA Financial Forensic Accounting Qualification
Module Code
FoAI
Total CPE Hours
23.00

Course Enrolments(2)

Enrolment Number	Component Name	Class Date	CPE Hours Gained	Component Enrolment Status
10000679	UAT_FoAI-Workshop	14/04/2020	21.00	Completed
10000680	UAT_FoAI-Exam	14/04/2020	2.00	Completed

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Generate Qualification Certificate and Transcripts

- If you have successfully graduated from the qualification, go to "**My Qualifications**" tab, click on the **qualification name**, click "**Generate Certificate**" button to generate the qualification certificate

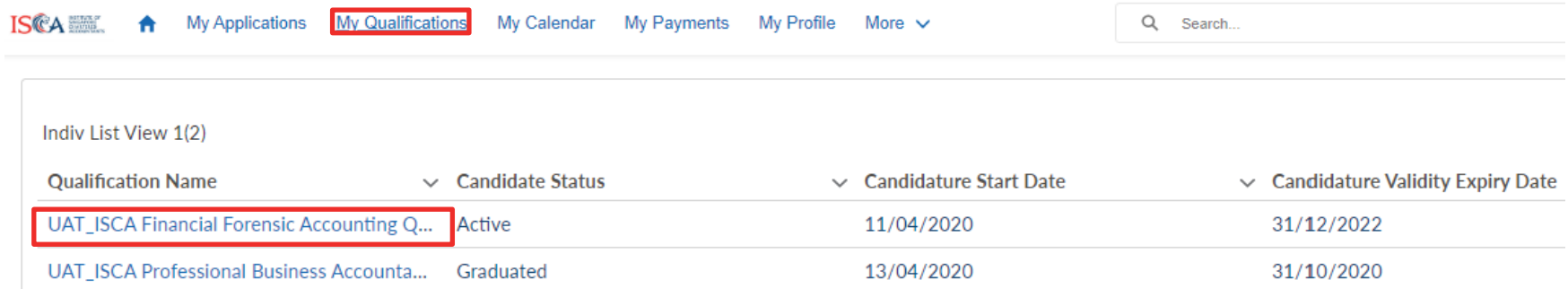- Click "**Generate Transcript**" button to generate interim or full transcripts.

Module Enrolment: Corporate Candidate

My Qualification

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

ISCA	🏠 My Applications	My Qualifications	My Calendar	My Payments	My Profile	More ⌄	🔍 Search...

Indiv List View 1(2)

Qualification Name	⌄	Candidate Status	⌄	Candidature Start Date	⌄	Candidature Validity Expiry Date
UAT_ISCA Financial Forensic Accounting Q...		Active		11/04/2020		31/12/2022
UAT_ISCA Professional Business Accounta...		Graduated		13/04/2020		31/10/2020

__Note__: Candidates must complete the qualification within the candidature validity period.

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Module Enrolment: Corporate Candidate

- **Corporate Candidate** will initiate the enrolment process
- Click **'Enrol Module'** to enrol for a module

Note:

Corporate Candidate refers to an Individual who is sponsored by his/her company to pursue a professional qualification

Corporate User refers to the company's representative who will make payments for the Corporate Candidate's application, module enrolments and Annual Candidature Fee

Select a Module and Submit for Payment

- Select the module and click "**Next**". You can only enrol for one module at a time.

- Select the class for the workshop(s) and exam(s). The date(s) of the workshop and exam will be displayed. If there is only 1 class available, the class will be auto-selected. Click "**Next**" to continue.

- Click "**Submit**" after you have completed the declaration, the enrolment will be submitted to the **Corporate User** for payment.

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Corporate User to Make Payment

- **Corporate User** will be notified via an email after the **Corporate Candidate** has submitted a module enrolment form for payment

- Go to "**My Payments**" tab, click "**Module Enrolment Fee**"

Corporate User to Make Payment

- Click "**Go to Payment**".

📌 Payment Advice
Module Enrolment Fee

[Go to Payment]

Payment Advice Name
Module Enrolment Fee

Status
Draft

Type
Module Enrollment Fee

Amount before GST
$1,500.00

Payment Summary

At the "**Payment Summary**" page,

- if you have a voucher, input the voucher code and click "**Apply**". The total amount payable will be deducted accordingly. Click "**Next**" to continue.

Apply Funding Amount

- If your **Corporate Candidate** is eligible for funding, please select the applicable scheme in the drop-down list and enter the total eligible funding amount. Please also download and complete the applicable [funding application form](#). You are required to complete one form per corporate candidate.

- Click "**Apply**", the funding amount will be offset from the total amount payable accordingly.

- Before submitting for payment, please ensure that you have uploaded the completed funding application form.

- Click "**Next**" to make payment.

Funding

Funding Scheme   Financial Training Scheme

Funding Amount   S$ 0.00

Instructions:

1. Please select the applicable funding scheme and enter the total eligible funding amount in the box above
2. Download and complete the applicable funding application form. You are required to complete one form per company-sponsored employee.
3. Upload the completed funding application form and submit for payment

Click here to find out more about the types of funding schemes and eligibility criteria. Terms and Conditions apply.

List of Documents

You may only upload JPEG, PNG, BMP, DOC and PDF files. Please ensure your file is in these formats. Max Upload: 25MB.

    ⬆ Upload Files   Or drop files

Apply

Next

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Payment Method

- Please select your payment mode and click '**Submit**':
    - PayPal* allows you to pay by Credit/Debit card without creating a PayPal account
    - Vendor@Gov is only displayed for eligible government agencies
    - For Cheque/GIRO payment, an invoice with "Pending" status will be generated. Please refer to the invoice for the payment instructions.

Payment Summary

✓	✓	✓	Payment

Please choose a payment method

Total Amount Payable   S$ 1,390.00
Payment Method

- ○ Paypal
- ○ Cheque/GIRO
- ○ Vendors@Gov

Submit

***Note:** After you have made payment using PayPal, if you see 'unsuccessful payment' page, please refresh the page to ensure you see the successful payment page. Please also check the invoice/receipt for confirmation. Call us at 6597 5533 if you encounter any payment issue.*

Retrieve Invoice/Receipt

- Go to "**My Payments**", click on the **invoice number** to retrieve the invoice and corresponding receipt (for paid invoice only)

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Confirmation of Enrolment

- Upon successful payment, both the **Corporate Candidate** and **Corporate User** will receive an email confirmation on the module enrolment

- Go to "**My Qualification**" tab, click on the **qualification name** and **individual module name** to view the workshop and exam details.

Monitor Study Progress

- Monitor the Corporate Candidate's study progress via "**My Qualifications**" tab
- Click on the **qualification name**, under the "**Module Enrolment Management**" section, you can view the module status, module grade, CPE hours gained and completion date

Generate 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

Generate Qualification Certificate and Transcripts

- If you have successfully graduated from the qualification, go to "**My Qualifications**" tab, click on the **qualification name**, click "**Generate Certificate**" button to generate the qualification certificate

- Click "**Generate Transcript**" button to generate interim or full transcripts.

Re-sit Assessment

Re-sit Assessment

- If you failed a module and need to re-sit for the exam (or any other assessment component) of the module, click on "**My Qualification**" tab.

- Click on the **module name** under the "**Module Enrolment Management**" section

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Re-sit Assessment

- Click "**Re-sit Assessment**" button to enrol and pay for the re-sit assessment. Select the assessment and complete the payment.

- If you are a **Corporate Candidate**, the "**Re-sit Assessment**" form will be submitted to your **Corporate User** for payment. Both the **Corporate Candidate** and **Corporate User** will be notified via email after the payment process is successful.

The End