

Registration

VWO Registration

1. For Organisation Course Application, please [click here](#).
2. Navigate to Corporate Login.
3. Click on “Login as Corporate”.

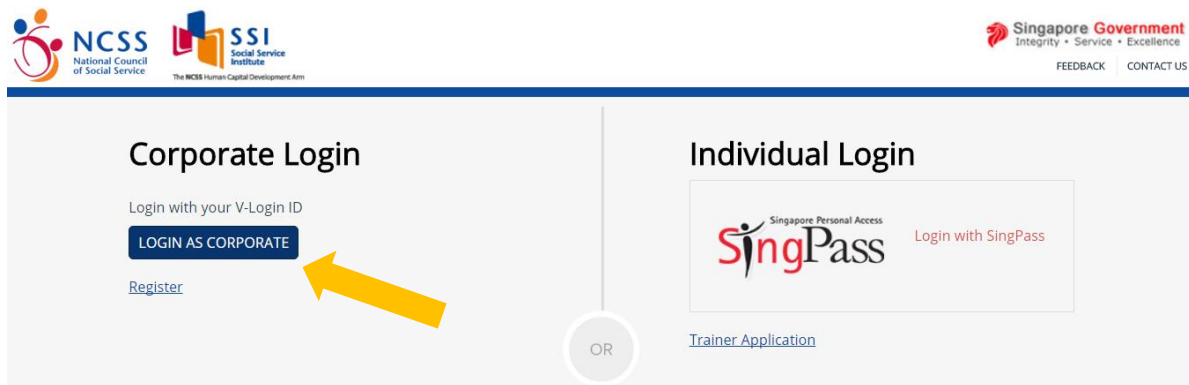


Fig 1: Corporate Login

4. Key in the corporate details and click Log in.

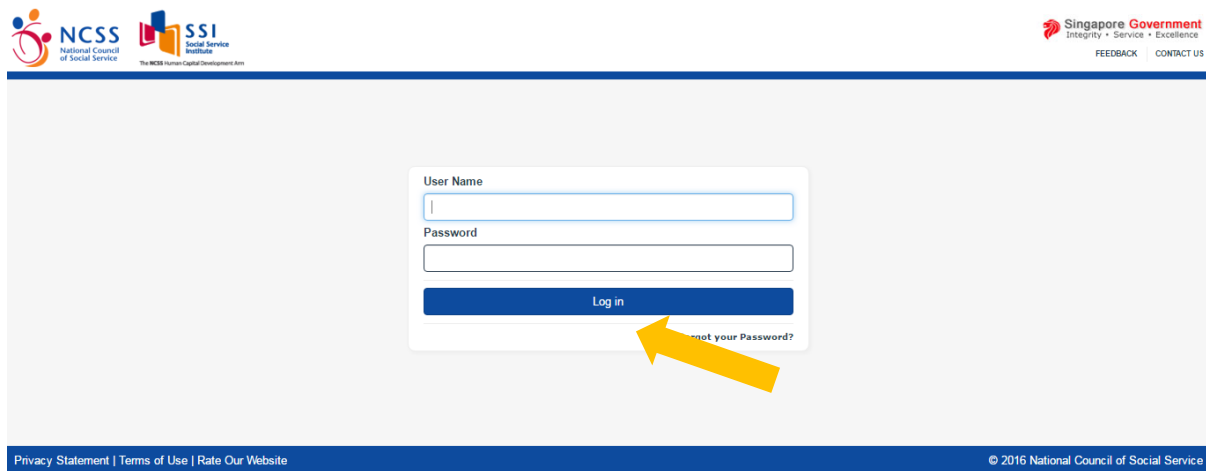


Fig 2: Corporate Login Details

5. Type in the Course Title on the top bar and tab 'Enter'.

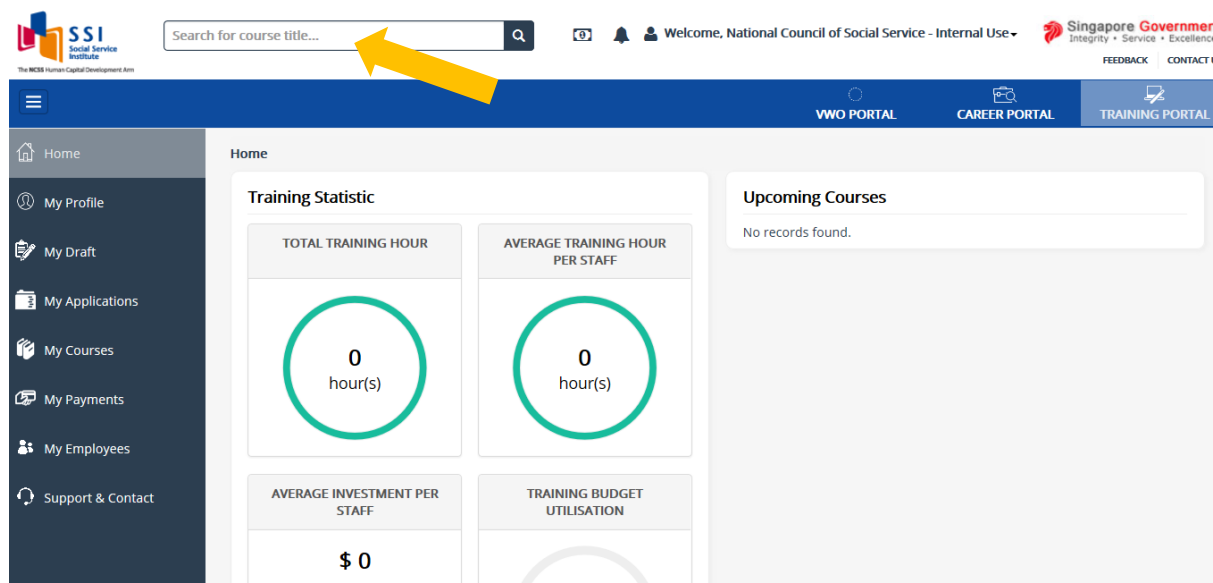


Fig 3: Course Search 1

6. The list of available courses will be shown.
7. Click on "View Details" to know more on the course content.
8. Click "Register".

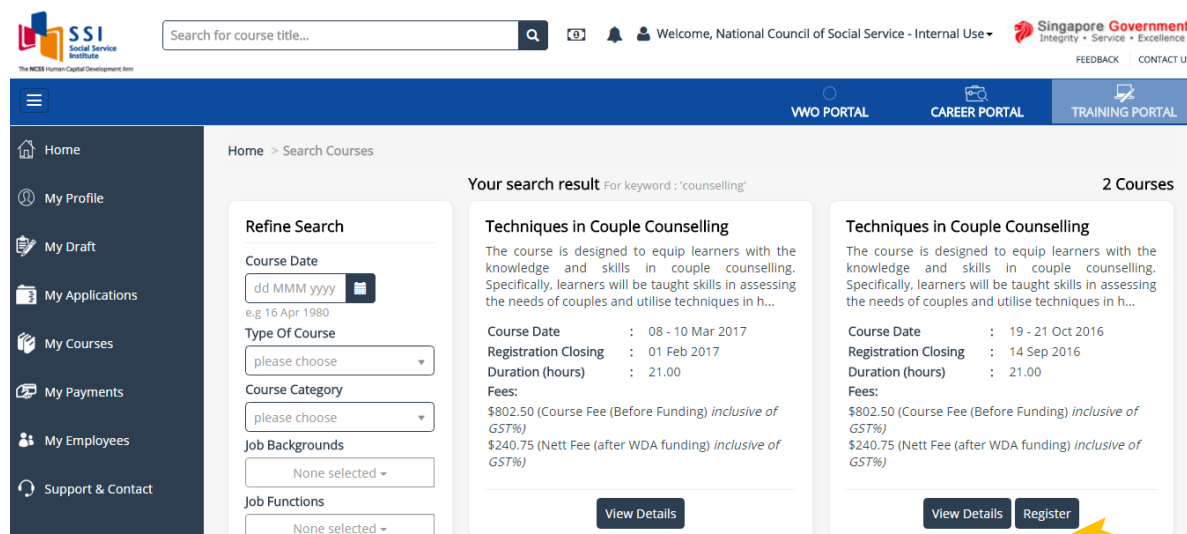


Fig 4: Course Search 2

9. Select your employees to register them for course (you may select more than 1 employee).
10. Click 'Register Employee'

SSI Social Service Institute
The NCSS Human Capital Development Arm

Search for course title...

Welcome, National Council of Social Service - Internal Use

Singapore Government
Integrity • Service • Excellence

FEEDBACK CONTACT US

VVO PORTAL CAREER PORTAL TRAINING PORTAL

Home > Search Courses > Select Employee

Course Application

Estimated time to complete : 10 minutes.

1 Select Employees 2 Application Details 3 Complete

Name (As per NRIC)	Designation
<input checked="" type="checkbox"/> Patrick Tan	Executive

Register Employee

Fig 5: Select Employee

11. Select the billing organization (HQ or Centre).

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VVO PORTAL CAREER PORTAL TRAINING PORTAL

Home > Search Courses > Apply

Register

This facility is for employees who wish to apply for SSI courses and are *funded by their organisations*.
Estimated time to complete : 15 minutes.

1 Select Employees 2 Application Details 3 Complete

Billable to

☒ Headquarter ☐ Centre

Course Applied

Title	: Techniques in Couple Counselling
Course Date	: 19 - 21 Oct 2016
Status	: New

Patrick Tan

Personal Details

ID Type Singapore Pink Identification Card Nationality * Singaporean

Fig 6: Select billing organisation

12. Update the employee's details.

13. Click 'Submit'.

Personal Details

ID Type	Singapore Pink Identification Card	Nationality *	Singaporean X ▾
Salutation	Mr X ▾	Gender *	Male X ▾
Name (As per NRIC)	Patrick Tan	Race *	Chinese X ▾
Home Phone		Highest Educational Qualification *	Professional Qualification and Other X ▾
Mobile Phone *	81234567	Designation *	Executive
Email Address *	patricktan@gmail.com	Special Dietary Requirement	please choose ▾
Postal Code	238164		<small>*Please contact SSI course administrator if you have other learning requirement.</small>
Blk/House Number	111	Relevance Of Training	
Street Name	SOMERSET ROAD	Preferred Mailing address for SSI correspondence	please choose ▾
Floor / Unit Number			
Building Name	TRIPLEONE SOMERSET		
Office Contact No			
Fax			
Emergency Contact Name			
Emergency Contact Number			

Additional Questions

How you get to know about the course? *	please choose ▾
Why did you apply for this course/programme and what do you hope to learn? *	

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 any false/inaccurate declaration of information provided by me.

[Back to Select Employee](#)[Submit](#)

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 7: Submit registration