

Quick Guide on SSG-WSG Corppass e-Service roles & their descriptions

This document serves as a guide for organisation Corppass administrators to identify the various SSG-WSG Corppass roles that they would need to assign to their staff.

Note that there are currently 2 groups of e-Services that can be assigned, namely:

- a. SKILLSFUTURE SINGAPORE AGENCY - **Training Partners Gateway**; which has 1 digital service and 2 roles to choose to assign to your organisation’s e-Service users
- b. SKILLSFUTURE SINGAPORE AGENCY – **SSG-WSG E-SERVICES**; which has 10 digital services and 22 roles to choose to assign to your organisation’s e-Service users

After logging to the Corppass website as the Corppass administrator you would need to go to the “select Entity’s e-Services” Page and check for the following listings to assign to your users:

<input type="checkbox"/>	Govt. Agency	e-Service	Description
<input type="checkbox"/>	SKILLSFUTURE SINGAPORE AGENCY	Training Partners Gateway	The Training Partners Gateway is a one-stop portal that provides a comprehensive list of resources and digital services
<input type="checkbox"/>	SKILLSFUTURE SINGAPORE AGENCY	SSG-WSG E-SERVICES	For Employers and Training Providers to perform transactions with SSG and WSG e-Services (MySkillsFuture, SCN, SDL, FMS, Feedback Portal, Jobs Bank, ES WSQ Assessment, API Gateway and G2C)

For more information on Corppass go to www.Corppass.gov.sg

For more information on how to assign digital Corppass digital e-Services to your organisation’s users go to www.Corppass.gov.sg/corppass/common/userguides (see “Admin & Sub-Admin Segment)

**DIGITAL SERVICES UNDER
SKILLSFUTURE SINGAPORE AGENCY – Training Partners Gateway**

e-Service	Role Name	Description
TRAINING PARTNERS GATEWAY	TPGateway Admin	Assigned users will be given the rights to manage users and permissions for transactions in the TPGateway. This role should be assigned to a company's Training Grant Administrator or equivalent.
	TPGateway User	Assigned users will be able to create, view, edit and submit applications for transactions granted to them. This role should be assigned to employees performing organisation administration, course administration and grants related submissions.

DIGITAL SERVICES UNDER SKILLSFUTURE SINGAPORE AGENCY – SSG-WSG E-SERVICES

e-Service	Role Name	Description
DEVELOPERS PORTAL	API DVLPR	Assigned users will be able to subscribe to APIs within the Developer Portal (subject to SSG-WSG's approval). This role should be assigned to developers who would be using the APIs to build applications.
APPLICATION MANAGEMENT SYSTEM	PROCESSING OFFICER	Assigned users will be given rights to manage, view, and download applications from the Application Management System.
	ACCESS MANAGER	Assigned users will be given rights to assign roles within the Application Management System for their organisation's users.
	WSG CCG OFFICER	Assigned users will be given rights to view and download applications within the Application Management System.
	E2I CS OFFICER	Assigned Users will be given rights to view applications within the Application Management System.
	SFEA APPLICANT	Assigned users will be given rights to apply for the SkillsFuture Employer Awards (SFEA) on behalf of their organisations.
	WSP EMPLOYER	Assigned users will be given rights to participate in the SkillsFuture Work-Study Programme (WSP) on behalf of their organisations.
ENTERPRISE PORTAL FOR JOBS & SKILLS	EPJS ENTERPRISE USER	Assigned users will be able to submit Absentee Payroll claims and make declaration of SME status and information. This role should be assigned to employees who manage such transactions with SSG.
ES WSQ ASSESSMENT BOOKING E-SERVICES	ESW PREPARER	Assigned users will be given rights to view and make bookings for the Workplace Literacy and Numeracy (WPLN) assessments under the Employability Skills (ES) Singapore Workforce Skills Qualifications (WSQ) framework.
	ESW APPROVER	Assigned users will be given rights of Preparer, and manage the company's profile information on behalf of the company.

SSG-WSG e-Service Roles and Descriptions

FUNDING MANAGEMENT SYSTEM & FEEDBACK PORTAL	FMS FEEDBACKPREP	Assigned users will be given rights to provide feedback on behalf of the organisation. This role should be assigned to the person who is authorised to transact with SSG/WSG on behalf of the organisation on matters related to submission of feedback.
	FMS FEEDBACKAPP	Assigned users will be given rights to view, edit and submit funding related applications and provide feedback on behalf of the organisation. This role should be assigned to the person who is authorised to transact with SSG/WSG on behalf of the organisation on matters related to funding management system (FMS) and submission of feedback.
MYSKILLSFUTURE	TX TPADMIN	Assigned users will be given rights to create, edit and remove company's profile information and trainer details. This role should be assigned to employees who are maintaining corporate information and/or overseeing employees performing the course administration functions.
	TX CSEADMIN	Assigned users will be given rights to create, edit and remove course information, tag courses and add brochures. This role should be assigned to employees who are performing course administration functions.
	ECG PARTNER	Assigned users will be able to register events such as career talks, learning journeys and work attachments for schools or students to find out more about the world of work and industries.
PRODUCTIVITY SOLUTIONS GRANT (SKILLSFUTURE TRAINING SUBSIDY)	PSGSFTS ENTERPRISE	This role should be assigned to employee who manages and have access to employee training records and related invoices. Assigned users will be able to submit the PSG SFTS claim on behalf of the company.
	PSGSFTS AGY OFFICER	This role should be assigned to agency officers performing grant administration functions for agency funded courses. Assigned users will be able to view and verify the PSG SFTS claims submitted by companies.
	PSGSFTS TP ENDORSER	This role should be assigned to employee performing course / training administration functions for SkillsFuture Singapore funded courses. Assigned users will be able to view and verify the PSG SFTS claim submitted by companies.

A Guide for Corppass Administrators

SOG-WSG e-Service Roles and Descriptions

<p>SKILLS DEVELOPMENT LEVY E-SERVICES</p>	<p>SDL REPRESENTATIVE</p>	<p>Assigned users will be given rights to view, edit and submit requests on behalf of the company relating to SDL. This role should be assigned to employees who manage SDL payment of the company and serve as the point of contact with the processing government agency.</p>
<p>SKILLSCONNECT</p>	<p>SCN PREPARER</p>	<p>Assigned users will be given rights to prepare new organization profile registration except submission. They can only save the application as draft for Approver to submit. In addition, they will be given right to view, edit and submit other applications (e.g. Course registration, assessment result upload, Training Grant, Claims etc.) on behalf of the company. The exact function depends on the roles assigned within SkillsConnect.</p>
	<p>SCN APPROVER</p>	<p>Assigned users will be given all rights of preparer and must have the authority to submit new organisation profile registration on behalf of the company. This role should be assigned to the Company's MD, CEO or equivalent.</p>