

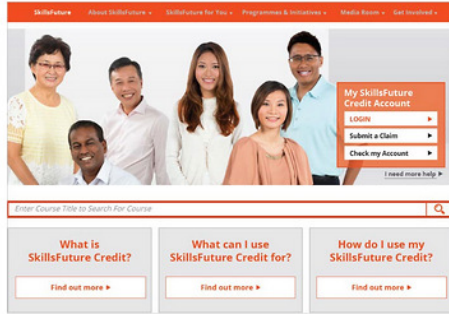
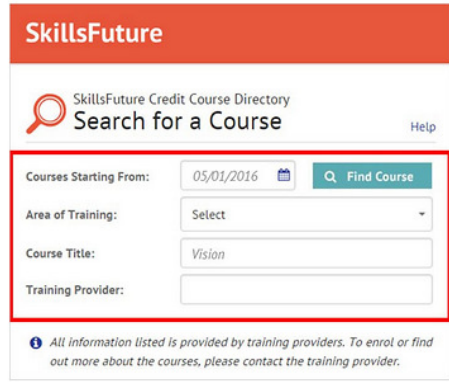

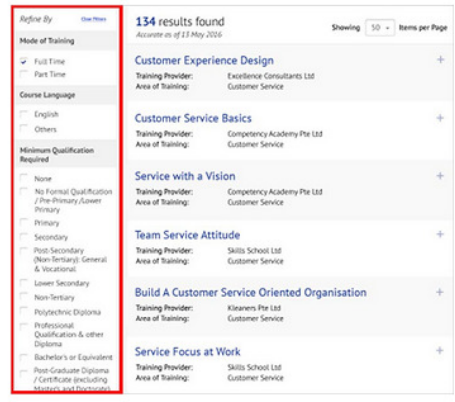
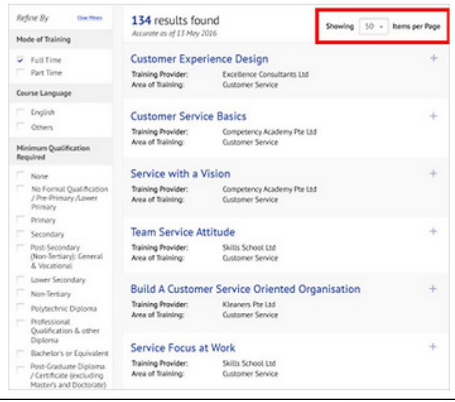
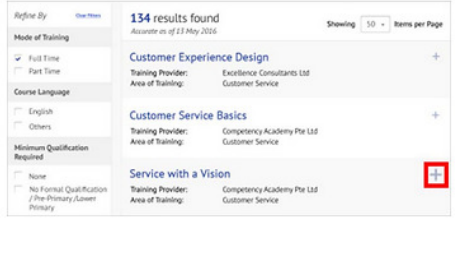
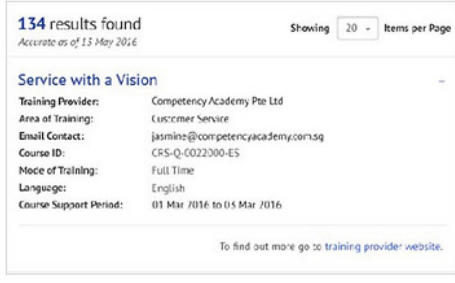


SKILLSFUTURE CREDIT COURSE DIRECTORY USER GUIDE

Steps	Instructions	The SkillsFuture Website
1	<p>Go to www.skillsfuture.sg/credit, enter a Course Title and click on the icon to begin your search.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  If you do not have a course title in mind, click on the  icon to proceed. </div>	
2	<p>You will be redirected to the SkillsFuture Credit Course Directory.</p> <p>If you have entered a Course Title before, the Course Title field will be populated.</p> <p>You may enter more information or edit details to update your course search.</p> <ul style="list-style-type: none"> • Courses Starting From refers to the date from which you are interested in attending a course. For actual course start dates, please contact the training provider. The default for this field is today's date. • Area of Training refers to the skillset type or area that you would like to improve on. • Course Title refers to the name of the course. • Training Provider refers to the name of the training organisation. 	

<p>3</p> <p>Courses that are eligible for SkillsFuture Credit will be shown.</p> <p>You may choose to refine your search by selecting filters to narrow down the search results.</p> <div data-bbox="394 348 915 464" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  Click on 'Clear Filters' at the top right hand corner of the filter column to remove your existing search filters. </div>	 <p>The screenshot shows a search results page with 134 results found. The filter column on the left is highlighted with a red box. The filter column includes sections for 'Mode of Training' (Full Time, Part Time), 'Course Language' (English, Others), and 'Minimum Qualification Required' (None, No Formal Qualification, Primary, Secondary, Post-Secondary, Lower Secondary, Non-Tertiary, Polytechnic Diploma, Professional Qualification, Bachelor's or Equivalent, Post-Graduate Diploma). The main content area lists several courses with expandable details (+ icons).</p>
<p>4</p> <p>You may click on the drop-down to change the number of items to appear per page.</p>	 <p>The screenshot shows the same search results page as in step 3. The 'Showing 50 items per page' dropdown menu in the top right corner is highlighted with a red box.</p>
<p>5</p> <p>Identify a course you are interested in and click on the + icon to view more details about the course.</p>	 <p>The screenshot shows the search results page. A red box highlights the '+' icon next to the 'Service with a Vision' course entry, indicating that it can be clicked to view more details.</p>
<p>6</p> <p>Available details about the course can be found here. You may wish to contact the training provider to enrol or find out more about the courses.</p>	 <p>The screenshot shows the detailed view of the 'Service with a Vision' course. The details include: <ul style="list-style-type: none"> Training Provider: Competency Academy Pte Ltd Area of Training: Customer Service Email Contact: jasmin@competencyacademy.com.sg Course ID: CRS-Q-C022300-ES Mode of Training: Full Time Language: English Course Support Period: 01 Mar 2016 to 05 Mar 2016 At the bottom, there is a link: 'To find out more go to training provider website.' </p>