



USER GUIDE ON SKILLSFUTURE CREDIT (Submission for New Certifications)

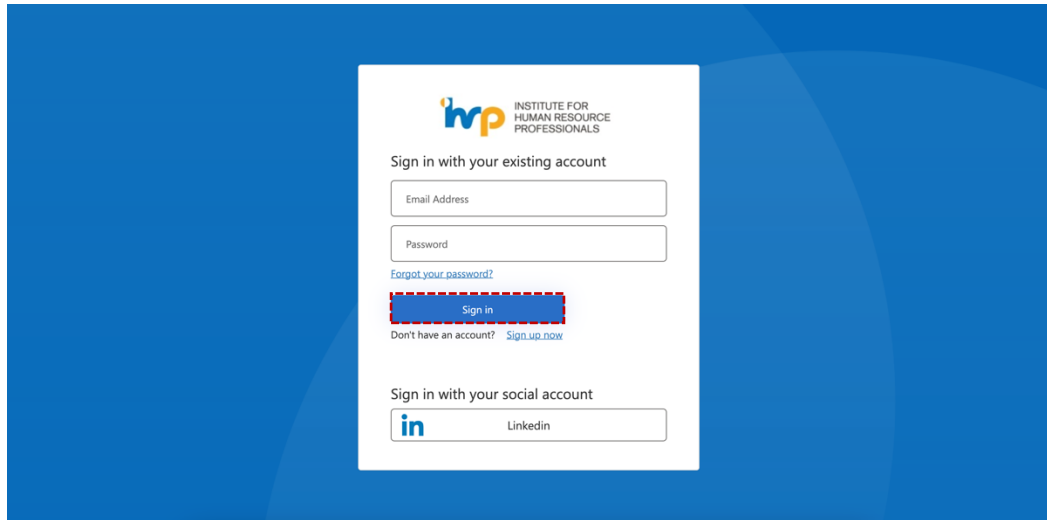
The User Guide delineates the steps for various processes within the IHRP Portal

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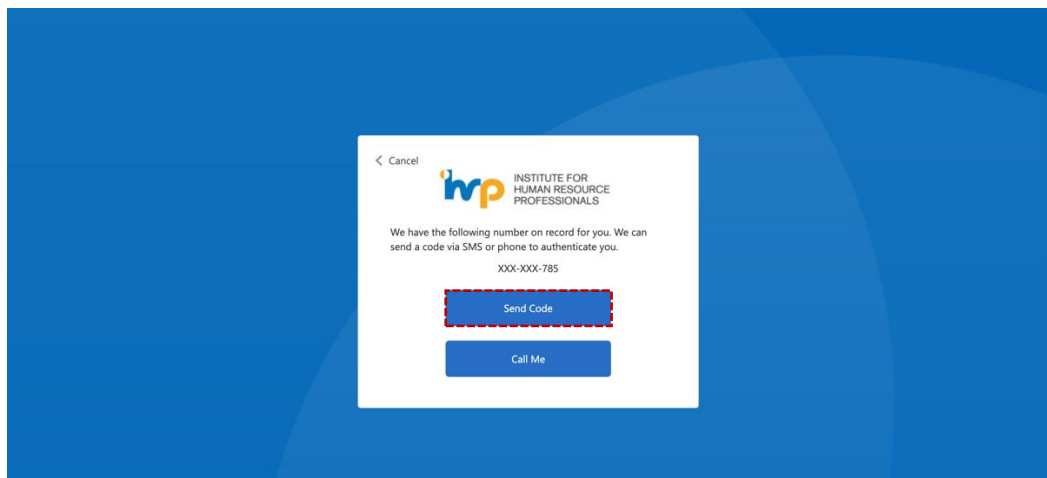
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1. Login

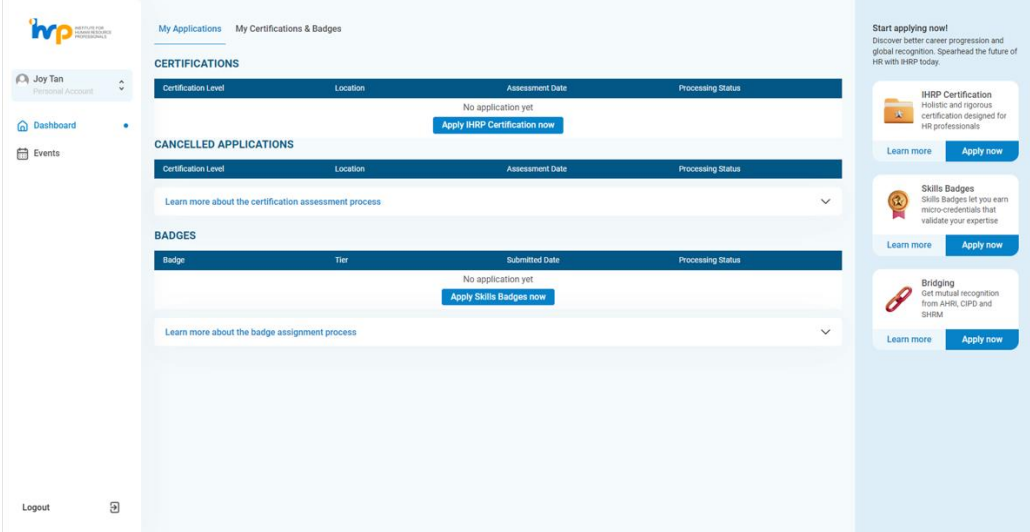
1. Input your login credentials and click on the “Sign in” button.



2. Click on “Send Code” and enter the OTP that is sent to your mobile number.



3. Upon successful login, you will be directed to the IHRP Portal.



The screenshot shows the IHRP Portal dashboard for user Joy Tan. The page is titled "My Applications" and "My Certifications & Badges".

Left Sidebar:

- Joy Tan (Personal Account)
- Dashboard
- Events
- Logout

Main Content Area:

CERTIFICATIONS

Certification Level	Location	Assessment Date	Processing Status
No application yet			

[Apply IHRP Certification now](#)

CANCELLED APPLICATIONS

Certification Level	Location	Assessment Date	Processing Status
Learn more about the certification assessment process			

BADGES

Badge	Tier	Submitted Date	Processing Status
No application yet			

[Apply Skills Badges now](#)

Learn more about the badge assignment process

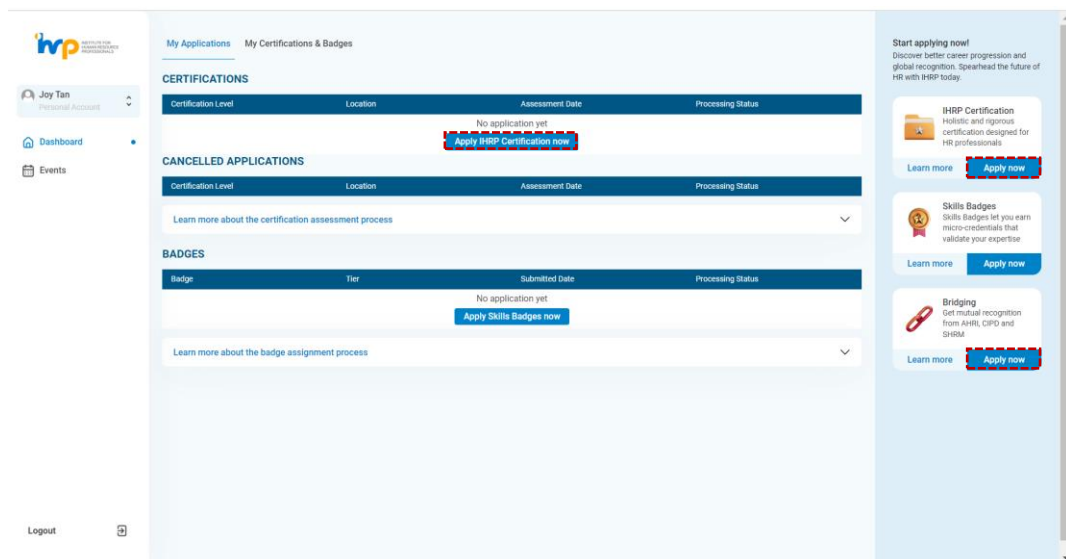
Right Sidebar: Start applying now!

Discover better career progression and global recognition. Spearhead the future of HR with us now today.

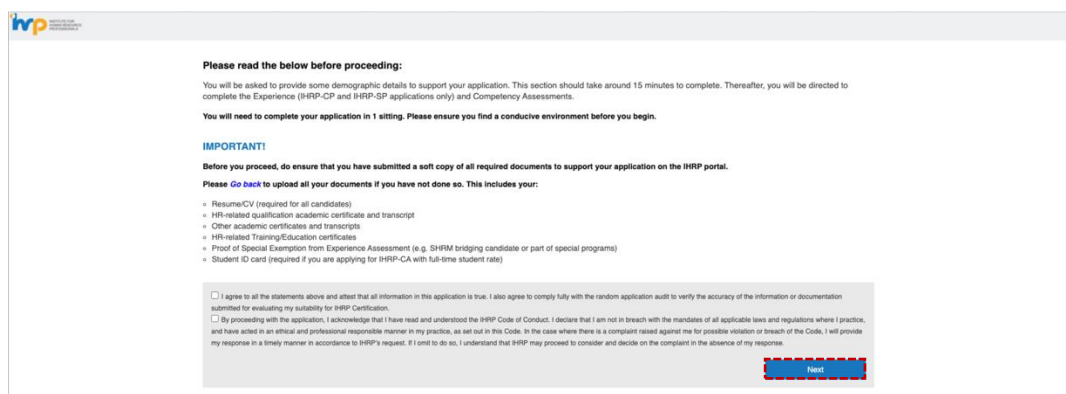
- IHRP Certification**
Holistic and rigorous certification designed for HR professionals.
[Learn more](#) [Apply now](#)
- Skills Badges**
Skills Badges let you earn micro-credentials that validate your expertise.
[Learn more](#) [Apply now](#)
- Bridging**
Get mutual recognition from IHRP, CIPD and SHRM.
[Learn more](#) [Apply now](#)

2. Apply For a Certification

1. Click on any of the three buttons to apply for a certification.



2. Agree to the Terms and Conditions and click on “Next”.



Please read the below before proceeding:

You will be asked to provide some demographic details to support your application. This section should take around 15 minutes to complete. Thereafter, you will be directed to complete the Experience (IHRP-CP and IHRP-SP applications only) and Competency Assessments.

You will need to complete your application in 1 sitting. Please ensure you find a conducive environment before you begin.

IMPORTANT!

Before you proceed, do ensure that you have submitted a soft copy of all required documents to support your application on the IHRP portal.

Please Go back to upload all your documents if you have not done so. This includes your:

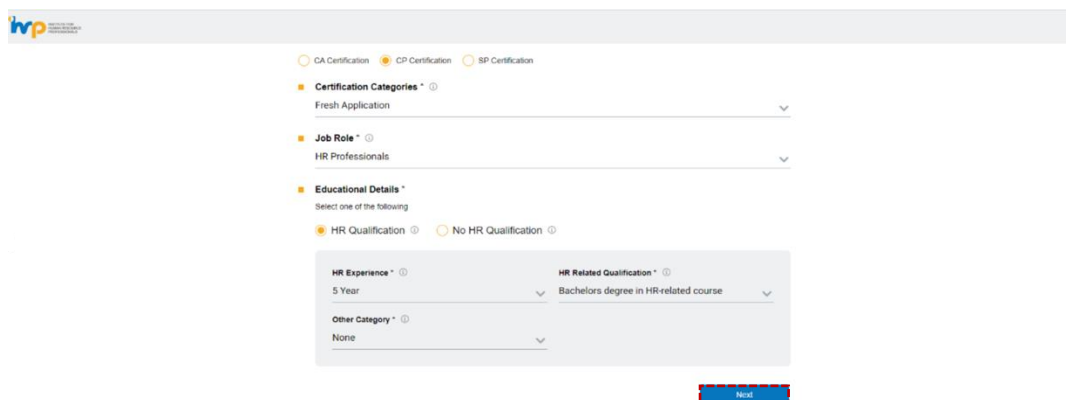
- Resume/CV (required for all candidates)
- HR-related qualification academic certificate and transcript
- Other academic certificates and transcripts
- HR-related Training/Education certificates
- Proof of Special Exemption from Experience Assessment (e.g. SHRM bridging candidate or part of special programs)
- Student ID card (required if you are applying for IHRP-CA with full-time student rate)

I agree to all the statements above and attest that all information in this application is true. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted for evaluating my suitability for IHRP Certification.

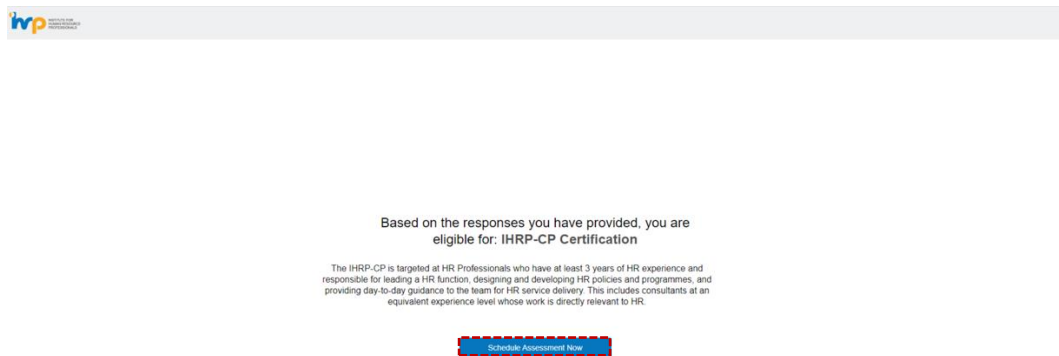
By proceeding with the application, I acknowledge that I have read and understood the IHRP Code of Conduct. I declare that I am not in breach with the mandates of all applicable laws and regulations where I practice, and have acted in an ethical and professional responsible manner in my practice, as set out in this Code. In the case where there is a complaint raised against me for possible violation or breach of the Code, I will provide my response in a timely manner in accordance to IHRP's request. If I omit to do so, I understand that IHRP may proceed to consider and decide on the complaint in the absence of my response.

Next

3. Complete the Eligibility Check and click on “Next”.

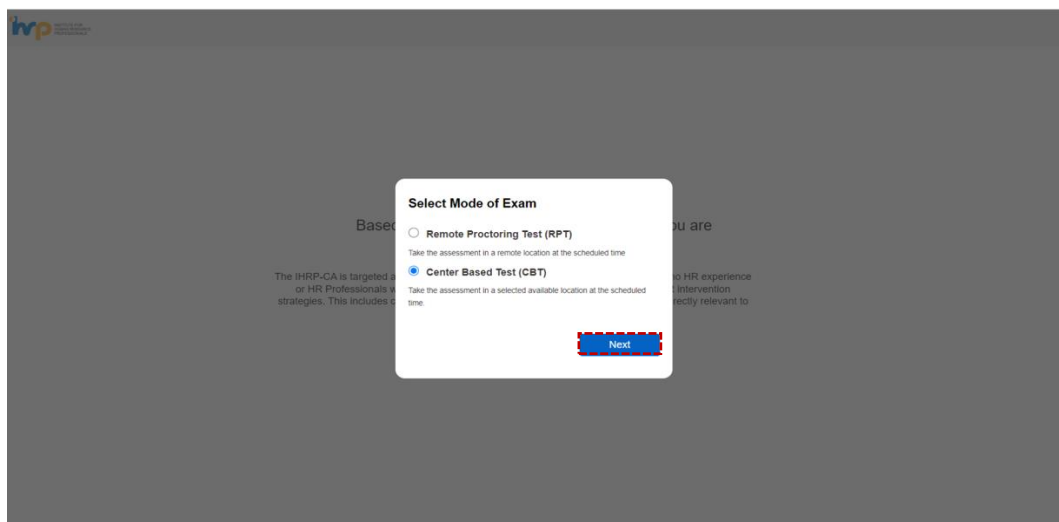


4. Click on "Schedule Assessment Now".

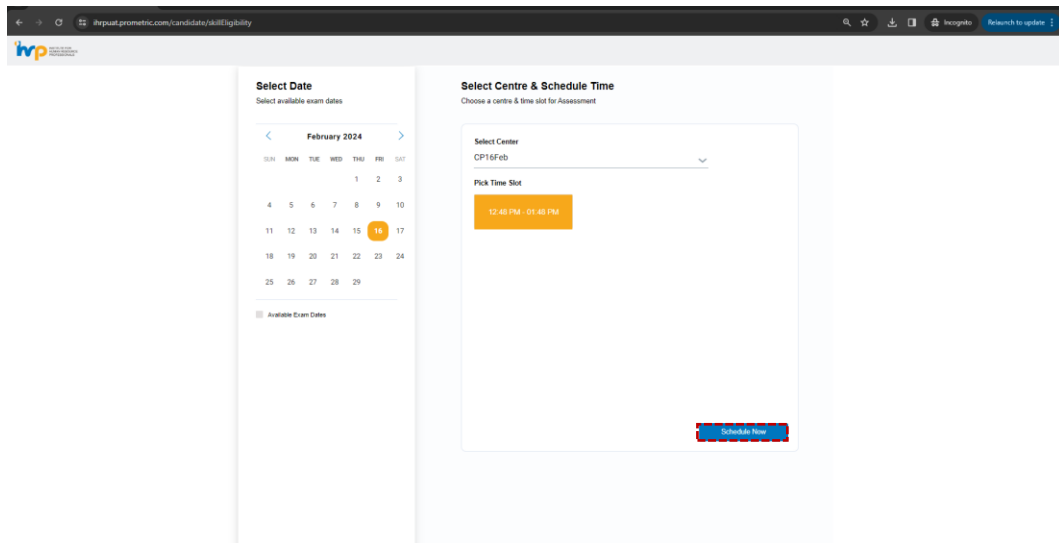


5. Select your mode of examination and click "Next".

Please note that SkillsFuture Credit cannot be used to claim Onsite Fee.



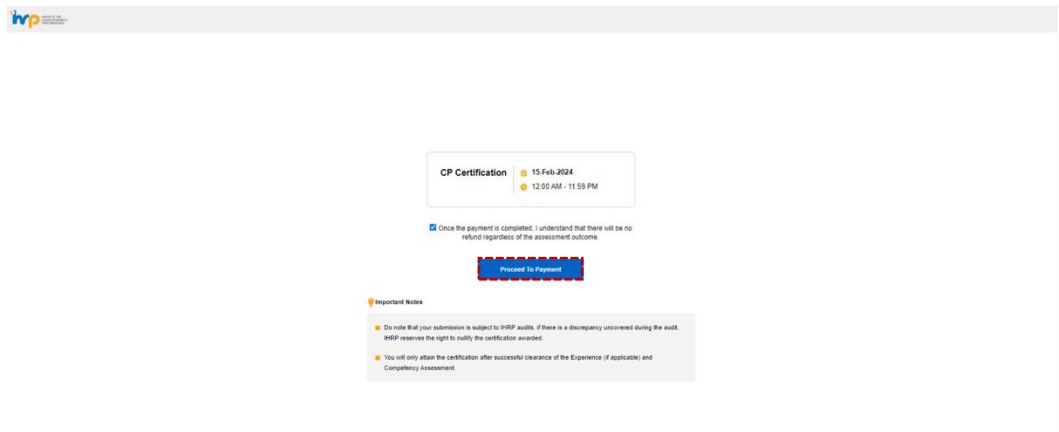
6. Select your preferred date, centre (if any), and time. Click on “Schedule Now”.



The screenshot shows a web browser window with the URL hrp.institut-prometric.com/candidate/skill/eligibility. The page is divided into two main sections:

- Select Date:** A calendar for February 2024. The date 16th is highlighted in orange. Below the calendar is a link for "Available Exam Dates".
- Select Centre & Schedule Time:** A form with a dropdown menu for "Select Center" showing "CP16Feb". Below it is a "Pick Time Slot" section with a button for "12:40 PM - 01:40 PM". A "Schedule Now" button is located at the bottom right of this section.

7. Check on the box and click on “Proceed to Payment”.



The screenshot shows the "Proceed to Payment" section of the HRP candidate portal. It includes:

- A summary box for "CP Certification" on "15 Feb 2024" at "12:00 AM - 11:59 PM".
- A checkbox with the text: "Once the payment is completed, I understand that there will be no refund regardless of the assessment outcome." The checkbox is checked.
- A "Proceed to Payment" button.
- An "Important Notes" section with two bullet points:
 - Do note that your submission is subject to HRP audits, if there is a discrepancy uncovered during the audit, HRP reserves the right to nullify the certification awarded.
 - You will only attain the certification after successful clearance of the Experience (if applicable) and Competency Assessment.

3. Submit your SkillsFuture Credit in IHRP Portal

1. On the payment summary page, click on the “Use your SkillsFuture Credit” button.

Please key in your promo code (if any) before using your SkillsFuture Credit.

PAYMENT SUMMARY

APPLICATION DETAILS


IHRP-CP 2024-03-07 12:00 AM-11:59 PM Remote

PROMO CODE

Apply

Please key in the promo code (if any) before applying your SkillsFuture Credit

PAYMENT BREAKDOWN



IHRP-CP
New
Course Code: TGS-202000697

\$250.00

On-site Fee	\$0
Early Bird Fee	\$0
Discount	\$0
Sub Total	\$250.00
GST (9.00%)	\$22.50
SkillsFuture Credit	\$0
Total	\$272.50

CORPORATE CODE

Apply

Use your SkillsFuture Credit

BILLING INFORMATION

First Name*	Last Name*
<input type="text" value="joy"/>	<input type="text" value="goh"/>
Mobile No.	E-mail
<input type="text" value="96288544"/>	<input type="text" value="professor_utionum@mailto.plus"/>

I have read and understood the Institute for Human Resource Professionals' Code of Professional Conduct (Code). By signing this declaration, I declare that I am not in breach of all the applicable laws and regulations where I practice and have acted in an ethical and professionally responsible manner in my practice. In accordance with this Code, I undertake that upon certification by IHRP, I will comply with the Code; act in an ethical and professionally responsible manner as set out in the Code; and continue to comply with all the applicable laws and regulations where I practice. Should a complaint be lodged against me alleging a potential infringement of the Code, I shall promptly provide a response in accordance with the request made by IHRP. In the event of my failure to do so, I acknowledge that IHRP reserves the right to proceed with the assessment and adjudication of the complaint in a manner it deems suitable, even in the absence of my response. If I am using my SkillsFuture Credit, I declare and confirm that I have sufficient SkillsFuture Credit for my application. In the case where there is an insufficient amount of SkillsFuture Credit, I will comply with IHRP's request to top-up the difference.

Yes No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes No

Proceed to payment

2. You will be redirected to SingPass.


A Singapore Government Agency Website [How to Identify](#)

singpass

T | T | F

Beware of scam emails

A fake email claiming to be from Singpass is circulating. Please do not click on hyperlinks or open attachments in the email as they may lead to phishing websites or contain malicious software. If you suspect that you have fallen prey, please call 6338 3533 to report it to Singpass Helpdesk.




Log in with Singpass

Your trusted digital identity

Singpass app Password login

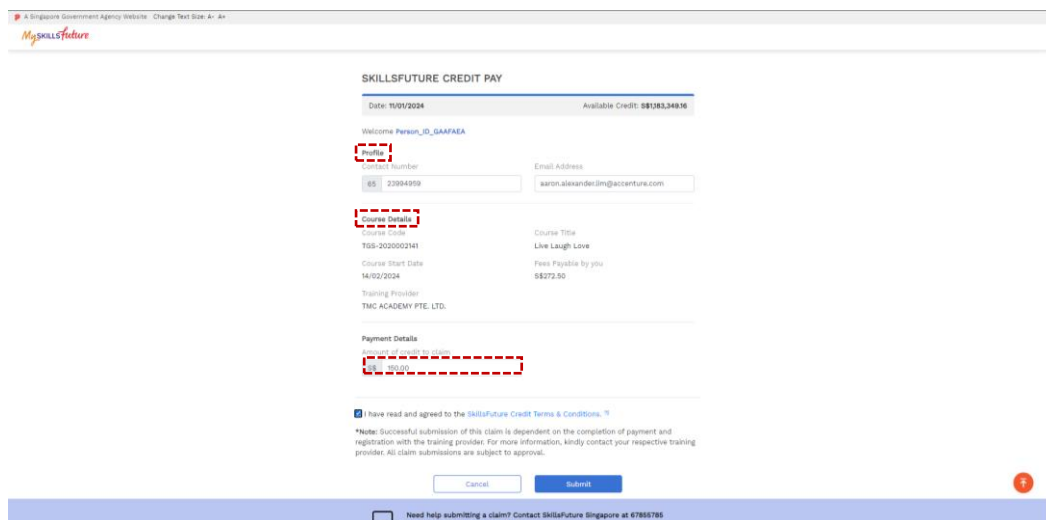
Scan with Singpass app
to log in



singpass

[Register for Singpass](#)
[Download Singpass app](#)

- Upon successful login, you will be directed to the SSG Pay Page. Validate the following information before keying in the credit that you wish to claim:
 - Profile
 - Course Details



SKILLSFUTURE CREDIT PAY

Date: 10/01/2024 Available Credit: S\$138,348.16

Welcome Person_ID_GAAFAEA

Profile

Contact Number: 65 23944959 Email Address: aaron.alexander@im@accenture.com

Course Details

Course Code: TGS-2020002141 Course Title: Live Laugh Love
 Course Start Date: 14/02/2024 Fees Payable by you: S\$272.50
 Training Provider: TMC ACADEMY PTE. LTD.

Payment Details

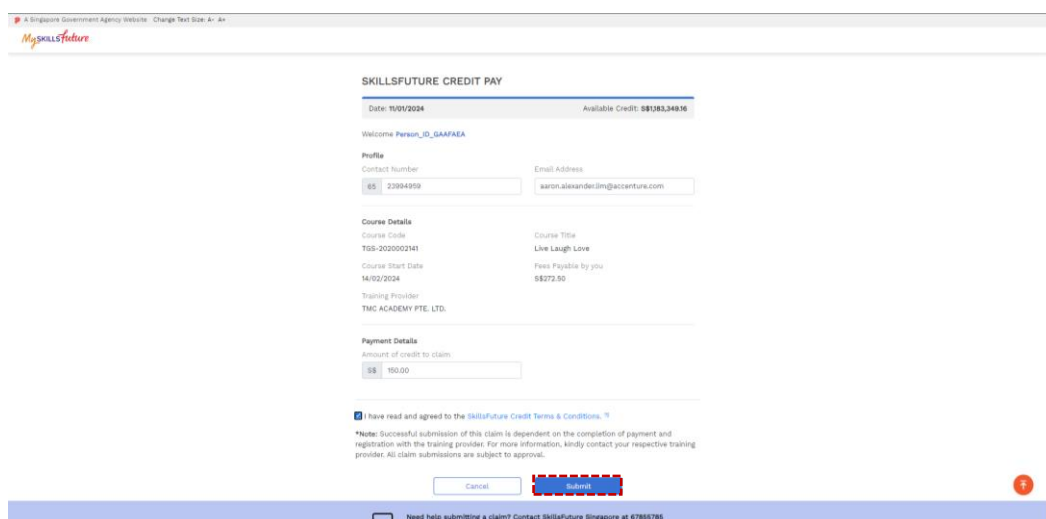
Amount of credit to claim: S\$ 150.00

I have read and agreed to the SkillsFuture Credit Terms & Conditions. [View](#)

*Note: Successful submission of this claim is dependent on the completion of payment and registration with the training provider. For more information, kindly contact your respective training provider. All claim submissions are subject to approval.

[Need help submitting a claim? Contact SkillsFuture Singapore at 6788785](#)

- Click on the “Submit” button to complete the application process.



SKILLSFUTURE CREDIT PAY

Date: 10/01/2024 Available Credit: S\$138,348.16

Welcome Person_ID_GAAFAEA

Profile

Contact Number: 65 23944959 Email Address: aaron.alexander@im@accenture.com

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*Note: Successful submission of this claim is dependent on the completion of payment and registration with the training provider. For more information, kindly contact your respective training provider. All claim submissions are subject to approval.

[Need help submitting a claim? Contact SkillsFuture Singapore at 6788785](#)

- Click on “Proceed to payment” to complete the payment (if applicable).


PAYMENT SUMMARY

APPLICATION DETAILS

IHRP-CP
2024-04-10
12:00 AM-11:59 PM
Remote

PROMO CODE

PAYMENT BREAKDOWN

 IHRP-CP New Course Code:TGS-2020002143	\$250.00
On-site Fee	\$0
Early Bird Fee	\$0
Discount	\$0
Sub Total	\$250.00
GST (9.00%)	\$22.50
SkillsFuture Credit	\$150.00
Total	\$122.50

CORPORATE CODE

BILLING INFORMATION


I have read and understood the Institute for Human Resource Professionals' Code of Professional Conduct (Code). By signing this declaration, I declare that I am not in breach of all the applicable laws and regulations where I practice and have acted in an ethical and professionally responsible manner in my practice, in accordance with this Code. Further, I undertake that upon certification by IHRP, I will comply with the Code; act in an ethical and professionally responsible manner as set out in the Code; and continue to comply with all the applicable laws and regulations where I practice. Should a complaint be lodged against me alleging a potential infringement of the Code, I shall promptly provide a response in accordance with the request made by IHRP. In the event of my failure to do so, I acknowledge that IHRP reserves the right to proceed with the assessment and adjudication of the complaint in a manner it deems suitable, even in the absence of my response. If I am using my SkillsFuture Credit, I declare and confirm that I have sufficient SkillsFuture Credit for my application. In the case where there is an insufficient amount of SkillsFuture Credit, I will comply with IHRP's request to top-up the difference.


Yes No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes No

- Enter your card details to complete the payment (if applicable).



Payments Details 

Name on Card

Card Number

1234 1234 1234 1234

Once payment has been completed, an invoice will be sent to your registered email address. A claim would be created with MySkillsFuture Singapore. You may check your claim status in MySkillsFuture Portal.