PQ Portal User Guide: Application

Updated as of July 2020

Individual Candidate

Create New Application

- **Individual Candidate** refers to an individual who applies for a professional qualification on his/her own name and is self-sponsored.

- To apply as a new candidate, click "**Create New Application**"

Select the Qualification

- Select the qualification that you wish to apply for

Complete Application Form

- Fill in all sections of the application form and upload supporting documents where required
- Check that all details are correct before you proceed to the next page. Once you move to the next page, you cannot go back to the previous page
- To edit information from previous page, please close the form and return to the saved draft under "**My Applications**" tab

Personal Information

✓	Personal Informati...	Employment Hist...	Academic History	Funding	Summary	Preferences & De...	Payment

∨ Personal Information

Salutation	Ms.	Account ID	UAT_Liyun UAT_Liau
First Name	UATLiyun	Alias	
Last Name	UATLiau	Marital Status	
Full Name (as per NRIC/FIN/Passport)	UAT_Liau Liyun	* ID Number (last 3 digit + alphabet)	321A
	* ID Type Pink NRIC ▼	Birthdate	26/02/1985
Citizenship		Age	35
Gender	Female	Nationality	

> Contact Information

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Indicate your Interest in Funding

- At the "Funding" section, please indicate your interest in the funding scheme(s) available for the qualification.

Please Select the Applicable Funding Scheme(s):

| ✓ | ✓ | ✓ | ✓ | **Funding** | Exemption | Summary | Preferences & ... | Payment |

Please indicate your interest in any funding scheme(s). This is not the funding application for the purpose of this application. For more information on funding application, click here.

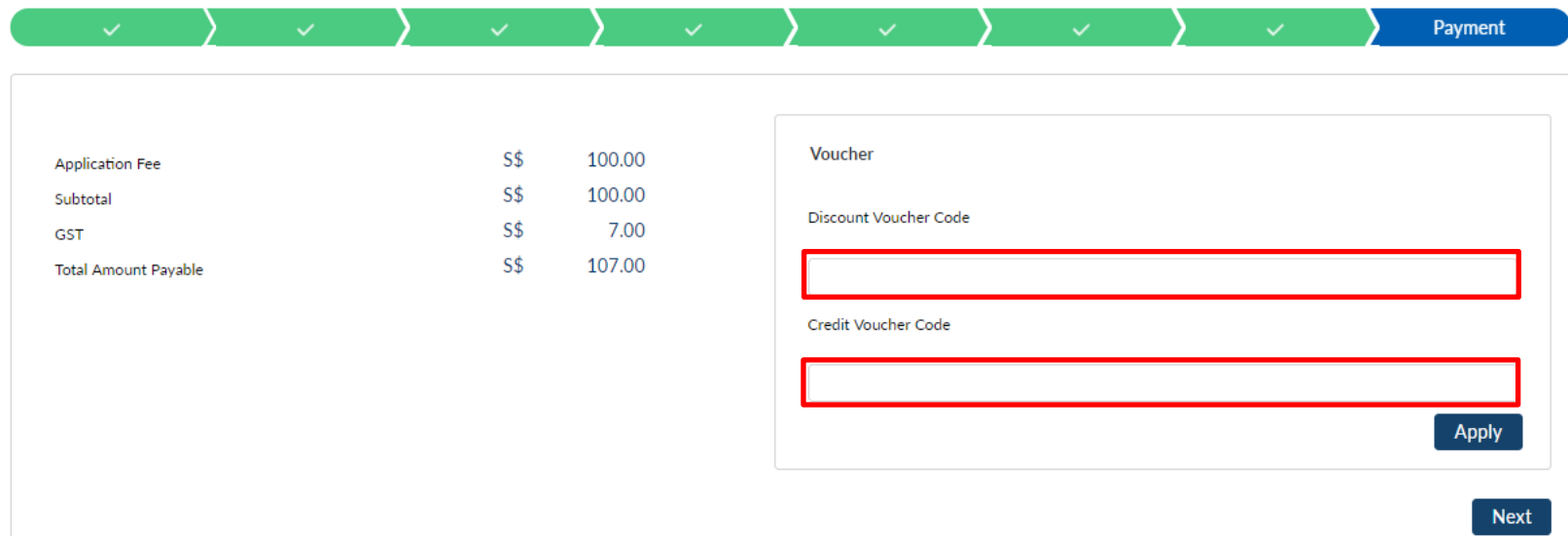| ☐	Funding Scheme ∨	Link	∨
☐	SkillsFuture Singapore (SSG) Co...	https://isca.org.sg/become-a-member/qp/pq-funding/funding-overview/	

Next

Note: This page is not for you to apply for the funding scheme itself. You will need to go to the funding agency's website to check the funding scheme's details and apply from there.

Make Payment

Under the "Payment" section:

- if you do not have a voucher, click "**Next**" to proceed to payment
- if you have a voucher, input the voucher code in the corresponding box, and click "**Apply**". The total amount payable will be deducted accordingly, click "**Next**" to proceed to payment

Payment Summary
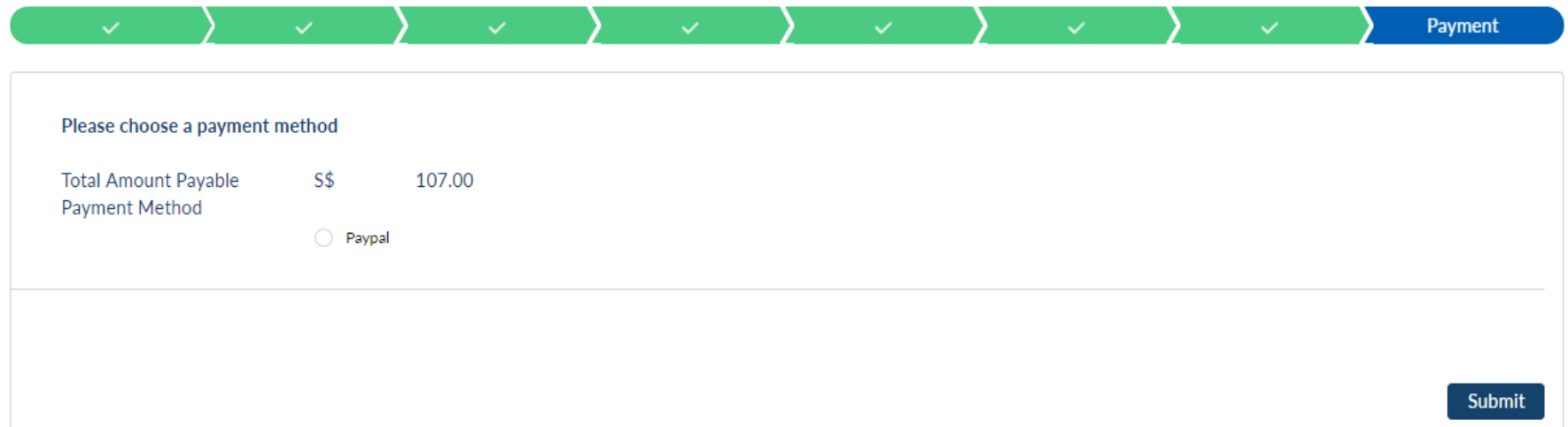
Application Fee	S$	100.00
Subtotal	S$	100.00
GST	S$	7.00
Total Amount Payable	S$	107.00

Voucher

Discount Voucher Code

Credit Voucher Code

Apply

Next

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Payment Method

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

Payment Summary

Please choose a payment method

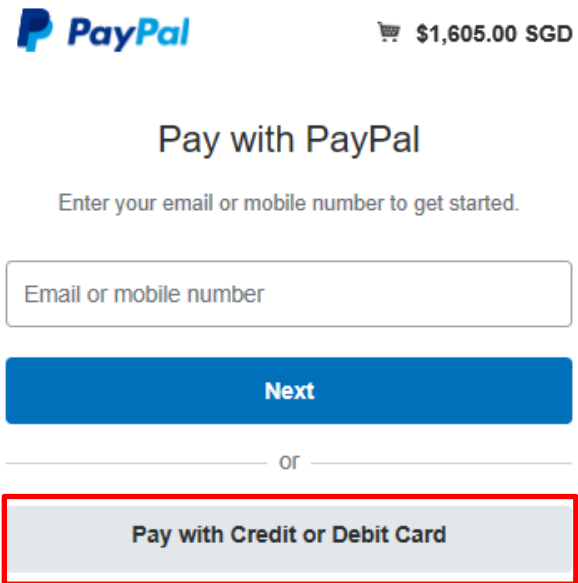| Total Amount Payable Payment Method	S$	107.00
	○ Paypal	

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.

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Pay with Credit or Debit Card

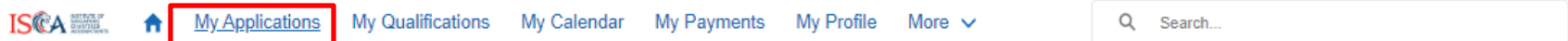- PayPal allows you to pay by Credit/Debit card without creating a PayPal account. Click "**Pay with Credit or Debit Card**".

Submit Application

- Upon making payment successfully, your application form will be submitted to ISCA. You will receive an email confirmation on the application submission.

- You will receive your application result within 3 to 5 working days via email. Click "**My Applications**" to track your application status.
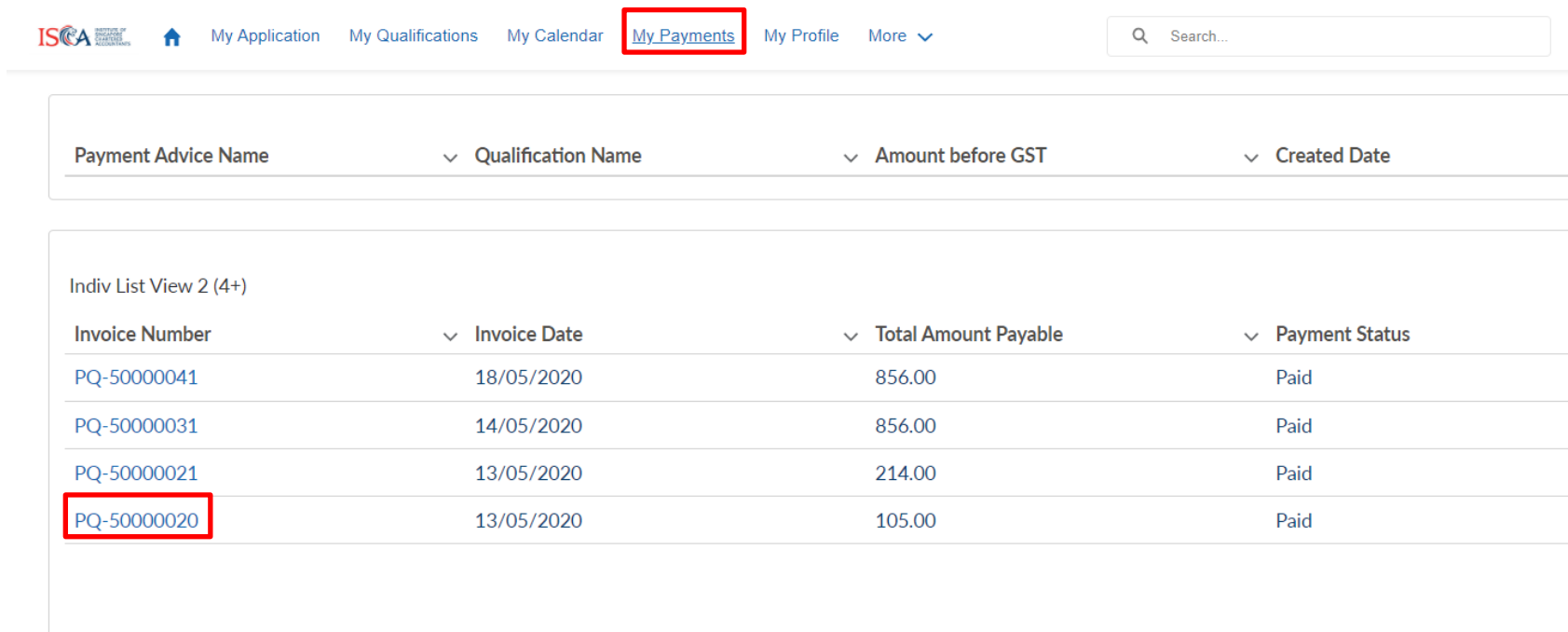
Retrieve Invoice/Receipt

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

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

Payment Advice Name ⌄	Qualification Name ⌄	Amount before GST ⌄	Created Date ⌄

Indiv List View 2 (4+)

Invoice Number ⌄	Invoice Date ⌄	Total Amount Payable ⌄	Payment Status ⌄
PQ-50000041	18/05/2020	856.00	Paid
PQ-50000031	14/05/2020	856.00	Paid
PQ-50000021	13/05/2020	214.00	Paid
PQ-50000020	13/05/2020	105.00	Paid

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Corporate Candidate

Steps for Corporate Applicants

- **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 initiate a new application and make payments for the Corporate Candidate's application, module enrolments and Annual Candidature Fee.

- Both the **Corporate User** and **Corporate Candidate** will need to create an ISCA eServices account to navigate the PQ Portal.

- **3 Steps to complete an application:**
  1. **Corporate User** to initiate a new corporate application and add selected candidate(s) into the application
  2. **Corporate Candidate** to provide details of the application
  3. **Corporate User** to complete and make payment for the application

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Step 1: Corporate User to initiate the application

To sponsor a Corporate Candidate to apply for a new application, the **Corporate User** will need to perform these steps:

- Login to PQ Portal
- Click "**Create New Corporate Application**"

Step 1: Corporate User to initiate the application

- Tap "**Select Qualification**"
- Select the qualification on behalf of the Corporate Candidates(s)

Step 1: Corporate User to initiate the application

- Tap "**Employee Selection**"
- Select the names of employee(s) to be registered as Corporate Candidate(s)
- Click '**Submit**'
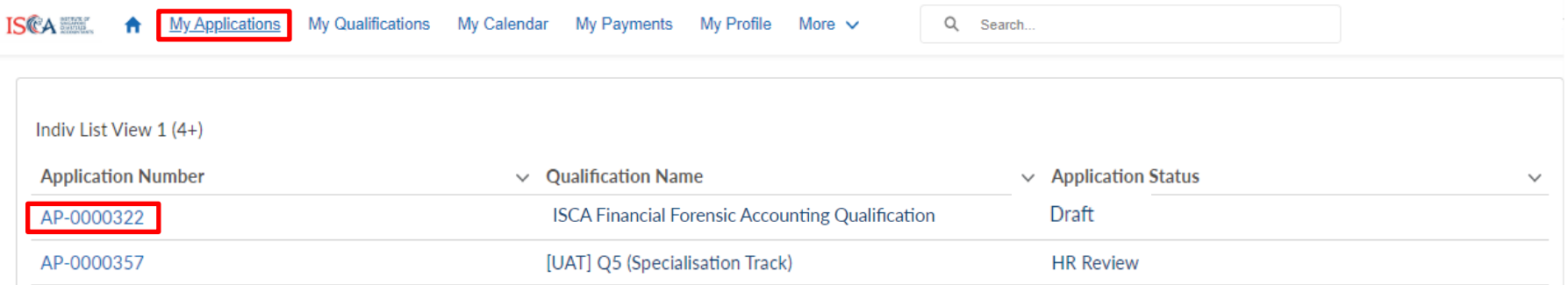
Step 1: Corporate User to initiate the application

- An application form will be created for each Corporate Candidate
- An email notification will be triggered to inform each Corporate Candidate to complete his/her application form in the PQ Portal
- **Corporate User** can inform/remind Corporate Candidates to continue with the application

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Step 2: Corporate Candidate to provide details

Corporate Candidate will be notified via an email that an application form has been created by the Corporate User.

To continue with the application, **Corporate Candidate** will need to perform these steps:

- Login to PQ Portal
- Go to "**My Applications**" tab
- The status for the application created is "**Draft**"
- Click the relevant application number to view the application

Step 2: Corporate Candidate to provide details

- Click "**Update Application**" to access the application form

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Step 2: Corporate Candidate to provide details

- Provide details and complete all sections (academic information, uploading of supporting document, preferences and declaration)
- Click "**Submit**" and the form will be submitted to Corporate User for payment
- The application status will be changed to "**HR Review**"

Summary

Qualification Selected

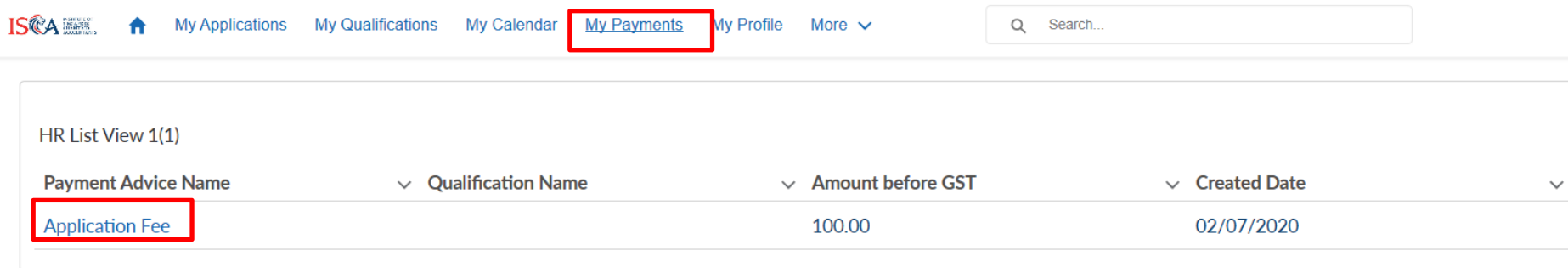- ISCA Financial Forensic Accounting Qualification

Next

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Step 3: Corporate User to complete the application

Corporate User will be notified via an email after a Corporate Candidate has submitted the application form.

To complete the application, the **Corporate User** will need to perform these steps:
- Go to "**My Payments**" tab
- Click "**Application Fee**" to make payment for the application

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

HR List View 1(1)

Payment Advice Name	⌄ Qualification Name	⌄ Amount before GST	⌄ Created Date	⌄
Application Fee		100.00	02/07/2020	

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Step 3: Corporate User to complete the application

- Click "**Go to Payment**"
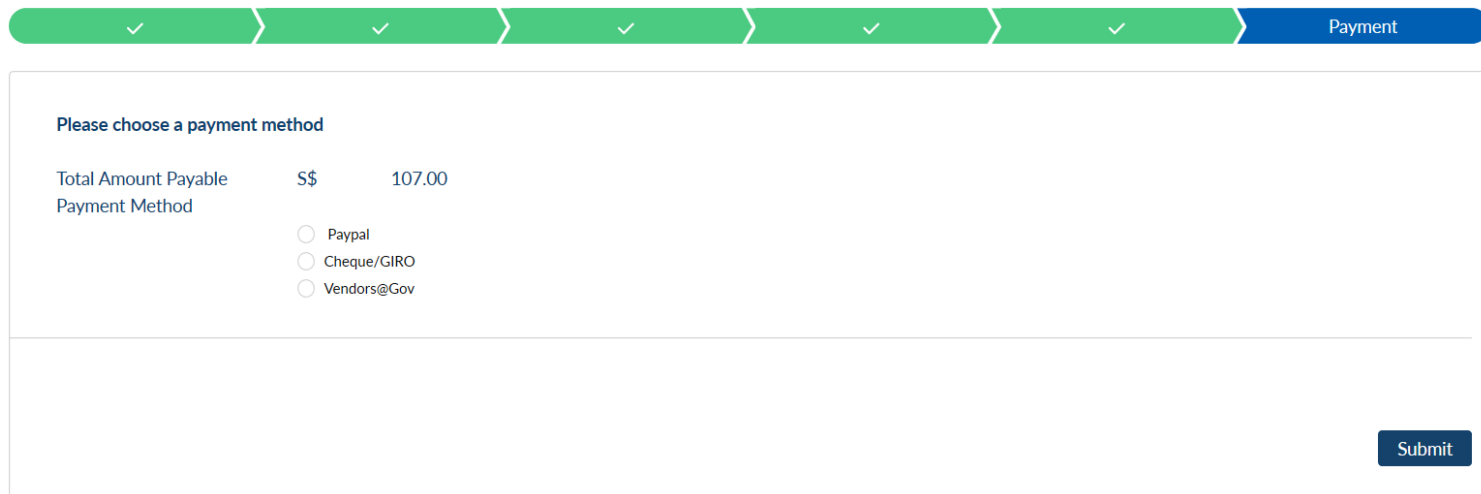
ISCA 🏠 My Applications   My Qualifications   My Calendar   My Payments   My Profile   More ⌄   🔍 Search...

📌 Payment Advice
Application Fee   Go to Payment

Payment Advice Name
Application Fee

Status
Draft

Type
Application Fee

Amount before GST
$100.00

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Step 3: Corporate User to complete the application

- 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$ 107.00
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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Step 3: Corporate User to complete the application

- Upon successful submission of the application form, the application status will be updated to "**ISCA Review**".

- The **Corporate Candidate** will receive an email confirmation on the application submission. The **Corporate User** will be copied in the same email.

- The application outcome will be expected within 3 to 5 working days.

- An email notification of the application outcome will be sent to the **Corporate Candidate** with **Corporate User** copied in the same email.

- Go to "**My Applications**" tab to check your application status.

The End