

## CET Booking Instruction for BCA OneStop system

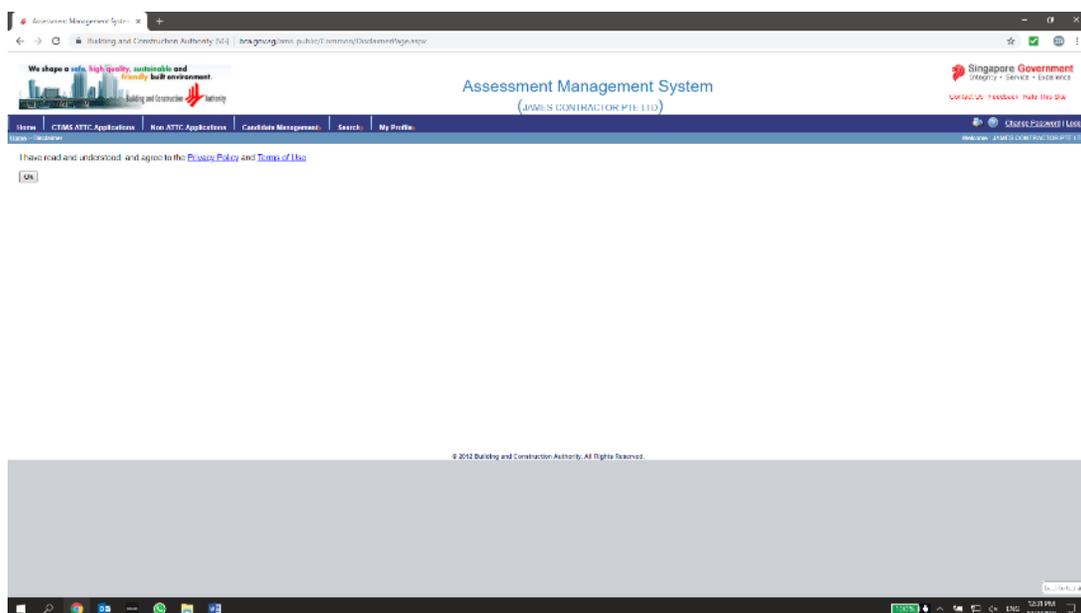
Revision 1 dated 01/04/2019

### For CET Electrical Works Booking instruction

- 1) Go to BCA OneStop website at [www.bca.gov.sg/ams\\_public](http://www.bca.gov.sg/ams_public)
- 2) Choose “EMPLOYER LOGIN”



- 3) Login using your CorpPass. You should reach this page if you are successful.



4) Click “OK” and you are now at the main page.

The screenshot shows the 'View Candidates' page in the Assessment Management System. At the top, there are navigation tabs: 'Home', 'CMS/ATTC Applications', 'Non-ATTC Applications', 'Candidate Management', 'Search', and 'My Profile'. Below the navigation, there are filters for 'Candidate Type' (Multi-Skill), 'Application Type' (New), 'Core Trade / Multi-Skill Ref No', 'Trade Name', and 'Trade Category'. A table lists 12 candidates with the following columns: S/N, Candidate Type, Application Type, Core Trade / Multi-Skill Ref No, Candidate Name, NRIC-FIN, Trade Category, Trade Name, 1st SLCK (Multi-Skill), AN/CTI expiry date, and WP Expiry Date. A red box highlights the first row of the table.

S/N	Candidate Type	Application Type	Core Trade / Multi-Skill Ref No	Candidate Name	NRIC-FIN	Trade Category	Trade Name	1st SLCK (Multi-Skill)	AN/CTI expiry date	WP Expiry Date
1	Multi-Skill	Renew	RM-082015-368R	YAN LIN ALIND	08337440V	Electrical Works	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	08 Mar 2020
2	Multi-Skill	New	MS-012017-543N	AMIN MD NURAI	0817888N	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	30 Aug 2016
3	Multi-Skill	New	MS-012017-484N	PERJUAL LUGHIMAWAN	0695226P	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	04 Mar 2017
4	Multi-Skill	New	MS-012017-534N	AMIN MD NURAI	0817888N	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	30 Aug 2016
5	Multi-Skill	New	MS-012017-530N	IRHULJAWAH IRHULJAWAH	0203900M	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	30 Aug 2016
6	Multi-Skill	New	MS-012017-525N	RIZWAN VEERAPANDI	0696443E	Aluminium Formwork	Aluminium Formwork	Electrical Wiring Installation	01 Jan 9999	10 May 2016
7	Multi-Skill	New	MS-012017-524N	MAH MD BAREL	0817546E	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	08 May 2016
8	Multi-Skill	New	MS-012017-521N	AMULUSUL ANTHONY JOSEPH	0710464I	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	04 Mar 2017
9	Multi-Skill	New	MS-012017-485N	KARUPPAN MUTHUKUMAR	0658227V	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	19 May 2016
10	Multi-Skill	New	MS-012017-483N	LEJAFAR SENTRI KUMAR	06857010I	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	30 Oct 2016
11	Multi-Skill	New	MS-012017-477N	RIVANA SUDARMOHAN	0954079E	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	08 Jan 2018
12	Multi-Skill	New	MS-012017-475N	RAMADHIBHAN SUBBAH	0657346R	Aluminium Formwork	Aluminium Formwork	Steel Reinforcement Work	01 Jan 9999	20 Jul 2017

5) Tick on the name of the worker that you wish to enrol in the CET class and click on “Continue to pick training course”

The screenshot shows the 'View Candidates' page in the Assessment Management System. A red box highlights the first row of the table, which is the same row as in the previous screenshot. At the bottom of the page, there is a button labeled 'Continue to pick training course' which is also highlighted with a red box.



- 6) Look for our company name “**James Contractor Pte Ltd**” and click on “**SELECT**”.

Assessment Management System  
(JAMES CONTRACTOR PTE LTD)

Trade Category: Electrical Works  
Level: SECK  
Trade Name: Application Type: Renew

ATTC: --Select--

Note: The course fee is indicative. Please check with the ATTC for the actual course fee to be paid.

S/N	ATTC	Course Name	Course Fee	Apply for WTLU funding	View Tests Booked	Select
1	FONDA GLOBAL ENGINEERING PTE LTD	Electrical Works		No		
2	SANTARU CONSTRUCTION PTE LTD	Electrical Works		No		
3	KOON SENG CONSTRUCTION PTE LTD	Electrical Works		No		
4	...	...	...	...	...	...
5	JAMES CONTRACTOR PTE LTD	Electrical Works		No		
6	...	...	...	...	...	...
7	WEE GUAN CONSTRUCTION PTE LTD	Electrical Works		No		

Buttons: Search, Clear, Cancel

- 7) Click on “**SUBMIT**” to complete the selection.

Assessment Management System  
(JAMES CONTRACTOR PTE LTD)

Trade Category: Electrical Works  
Level: SECK  
Trade Name: Application Type: Renew

ATTC: JAMES CONTRACTOR PTE LTD Course Name: Electrical Works Course Duration: ...

S/N	Application Number	Candidate Name
1	RM 082019 298R	YAN LIN AJUNG

Buttons: Submit, Cancel, Re-Select Course

- 8) Give us a call at **6362 2858** to update us that you have completed the registration in BCA OneStop system. We will be able to follow up with your application and send you the course confirmation and invoice shortly.



<http://www.jamesctr.com>



6362 2858



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