

Singapore Mediation Centre



Registration Process for SMC's Course via Skilleto

Part 1 Registration

Part 2 Payment

Part 3 Withdrawal and Deferment

Part 4 Cancellation and Postponement

SINGAPORE MEDIATION CENTRE Registration Process for SMC's Course via Skilleto

Part 1 Registration

- 1) Go to <https://www.mediation.com.sg/events/upcoming-events/>
- 2) Select the course you want to register for

The screenshot shows a grid of event cards under the heading 'Upcoming Events'. The grid contains eight cards. The second card in the first row is highlighted with a red border. This card is for the 'Strategic Conflict Management for Professionals (Module 1) August' course, scheduled for August 2nd. Other visible courses include 'Mediation Skills Assessment (MSA)' and 'Strategic Conflict Management for Professionals (Module 2)'. Each card includes a date, course title, and start time.

- 3) Click Register now on the right panel

The screenshot shows the registration page for the 'Strategic Conflict Management for Professionals (Module 1) August' course. The page includes a navigation bar at the top with links for 'About Us', 'Events', 'Resources', 'Contact us', and 'Search'. Below the navigation, there are links for 'Our Services', 'Our Experts', 'Training', and 'Documents & Forms'. The main content area features a large image of glasses and the course title. The registration details are shown in a sidebar on the right, including the registration fee (SGD993.00) and a 'Register now' button, which is highlighted with a red box. The date and time of the course are also displayed.

SINGAPORE MEDIATION CENTRE Registration Process for SMC's Course via Skilleto

4) You will be directed to the course register page in Skilleto. Click "Register Now"

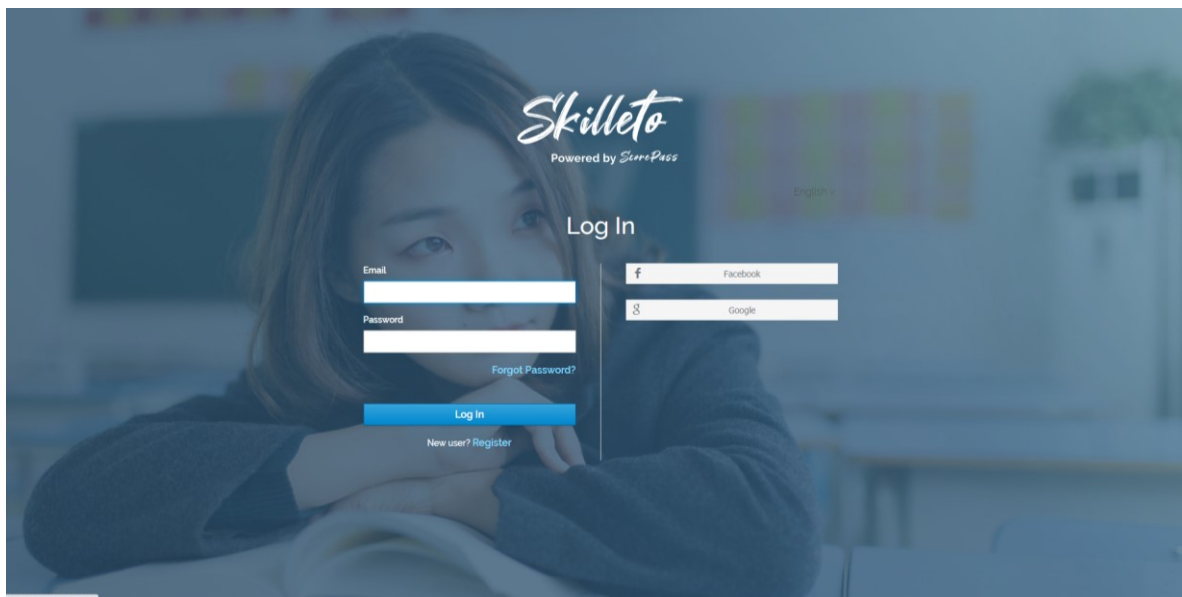
The screenshot shows the Skilleto interface for a course registration page. At the top, the Skilleto logo is on the left, and a search icon is on the right. Below the logo, the page title is 'Course run - for run #7'. The main content area is divided into a 'Banner' section on the left, which features an image of hands assembling puzzle pieces, and a 'Key Course Information' section on the right. The 'Key Course Information' section lists details such as 'Displayed course code' (TGS-2018504925), 'Displayed course run id' (#7), 'Course run title', 'Course run objective', and 'Course run content'. A red box highlights the 'Register Now' button in the top right corner of the main content area. On the far right, there is a 'Welcome, Guest!' sidebar with options to 'Tap to Signup or Login' and 'Manage courses with Skilleto'. At the bottom, a navigation bar includes icons for 'Details', 'Fees & Funding', 'Register', and 'Enrolment'.

5) Click "Login with Skilleto ID"

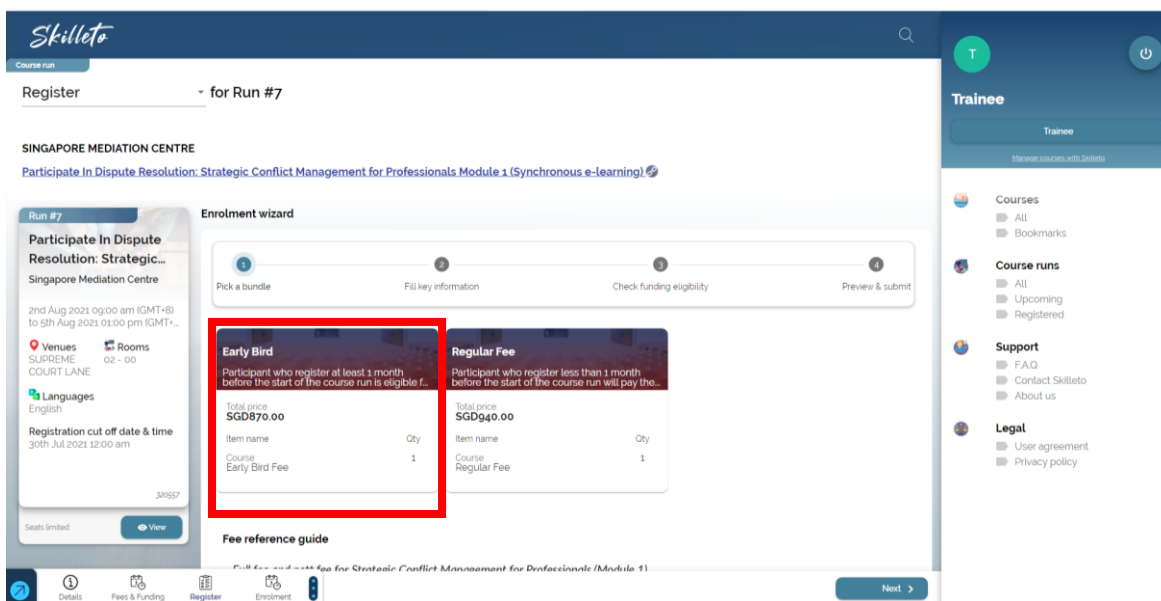
The screenshot shows the Skilleto login page. The background is a dark blue gradient with a faint image of a person's face. On the left, there is a section titled 'Enrol in your favourite courses online' with a quote: 'New WSQ courses are available online now, makes life so much easier for me #seamlessattitude!'. On the right, there is a white 'Log in' panel. The panel is titled 'Log in as trainee' and features a prominent 'Log in with Skilleto ID' button, which is highlighted with a red box. Below the login button, there are links for 'User Agreement', 'Privacy Policy', and 'About Us'. At the bottom right of the panel, there is a 'Need Help?' button.

SINGAPORE MEDIATION CENTRE Registration Process for SMC's Course via Skilleto

6) Register for an account or login if you have an existing account with Skilleto.

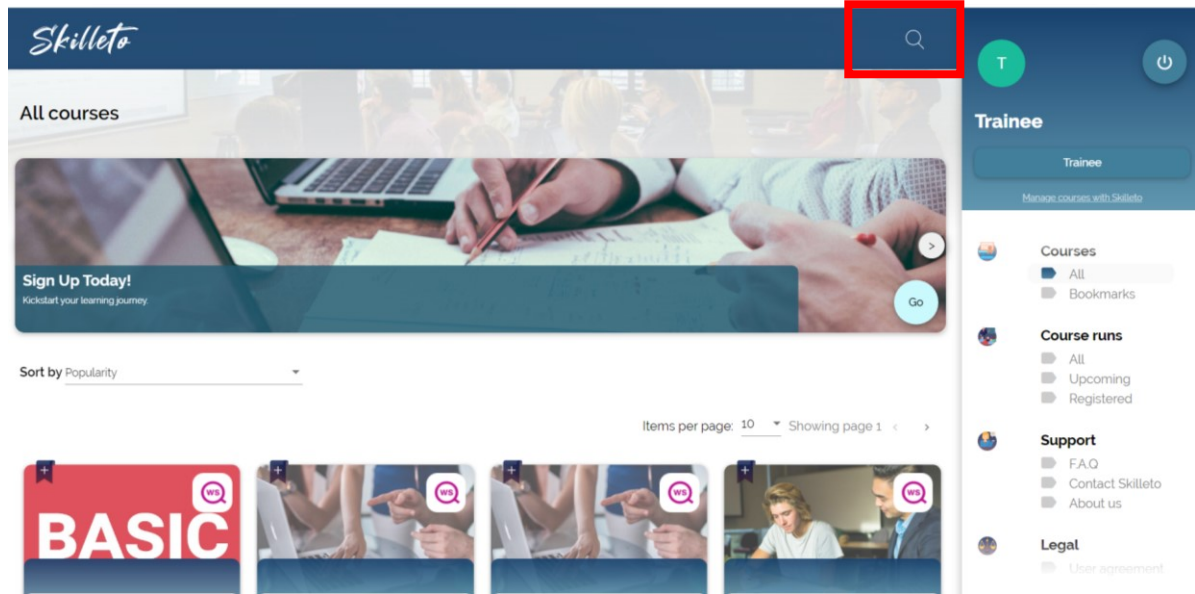


7) Upon logging-in, you will come to this page. Complete the registration and upload supporting documents.



SINGAPORE MEDIATION CENTRE
Registration Process for SMC's Course via Skilleto

- 8) If you were sent to the homepage, you may click the magnifying glass icon and search for the SMC's course you wish to register.



Part 2 Payment

1) You will receive a confirmation email.

Confirmation: Participate In Dispute Resolution: Strategic Conflict Management for Professionals Module 1 (Synchronous e-learning) - English - 02 Aug 2021

 Skilleto Notifier <noreply@skilleto.sg>
To: [REDACTED]

16 Jul 2021

Dear [REDACTED]

Thank you for registering with us. The Participate In Dispute Resolution: Strategic Conflict Management for Professionals Module 1 (Synchronous e-learning) starting on 02 Aug 2021 is confirmed. The details are:

Name: Participate In Dispute Resolution: Strategic Conflict Management for Professionals Module 1 (Synchronous e-learning)
Code: TGS-2018504925
Date: 02 Aug 2021 to 05 Aug 2021
Venue:
SUPREME COURT BUILDING 1 SUPREME COURT LANE 00 178879 Chamber 4 #02-00

Please refer to the link below for more information:

[Participate In Dispute Resolution: Strategic Conflict Management for Professionals Module 1 \(Synchronous e-learning\)](#)

Yours sincerely,
SINGAPORE MEDIATION CENTRE

Best regards

Training Department, SMC

Singapore Mediation Centre
1 Supreme Court Lane, Level 4, Singapore 178879
DID: (65) 6804 9286 or (65) 6804 9288 or (65) 6309 4400
HP: (65) 8386 0067 or (65) 8359 7622
Fax: (65) 6333 5085 | Email: training@mediation.com.sg
Website: mediation.com.sg

*** This is an automatically generated email, please do not reply...

2) If you have not provided SMC with additional, information, please follow the instructions in the email to do so. SMC will process your application and accept your registration if we have received all the necessary documents and information.

SINGAPORE MEDIATION CENTRE Registration Process for SMC's Course via Skilleto

3) You will receive an Acceptance email

Acceptance: Participate In Dispute Resolution: Strategic Conflict Management for Professionals Module 1 (Synchronous e-learning) - English - 02 Aug 2021

 Skilleto Notifier <noreply@skilleto.sg>
To: [Redacted]

16 Jul 2021

Dear [Redacted]

We are pleased to inform you that you are accepted for Participate In Dispute Resolution: Strategic Conflict Management for Professionals Module 1 (Synchronous e-learning) starting on 02 Aug 2021.

We will keep you informed on the commencement of the course as soon as the course is confirmed.

IMPORTANT

1. ADDITIONAL REGISTRATION INFORMATION

a. [For SMC Courses and Assessment] We need additional details to process your application, please go to <https://forms.gle/9z3ypGoVPkTpQatu5> and answer a few questions if you have not done so during the registration process.

b. [For SIMI/IMI Application]

- For SIMI Application: Please copy & paste <https://forms.gle/xiveWpo11kyikUds9> on your browser to provide us with additional information.

- For IMI Application: Please copy & paste <https://forms.gle/HTUalFruxoetZ1REA> on your browser to provide us with additional information.

2. PAYMENT

a. [For SCMP 1 only] Please proceed to make payment as follows:

1. If you would like to use your SkillsFuture Credit, please apply for it at <https://www.skillsfuture.gov.sg/credit>.

2. Take note of your Claim ID.

3. Login to Skilleto, go to registered course run, select the course, go to bill and select Payment by SkillsFuture Credit.

4. For outstanding fee after using SkillsFuture Credit, login to Skilleto, go to registered course run, select the course, go to bill and select Payment by PayNow.

b. [For all other training programmes and assessment] Please proceed to make payment:

1. Login to Skilleto, go to registered course run, select the course, go to bill and select Payment by PayNow.

Please refer to the link below for more information:

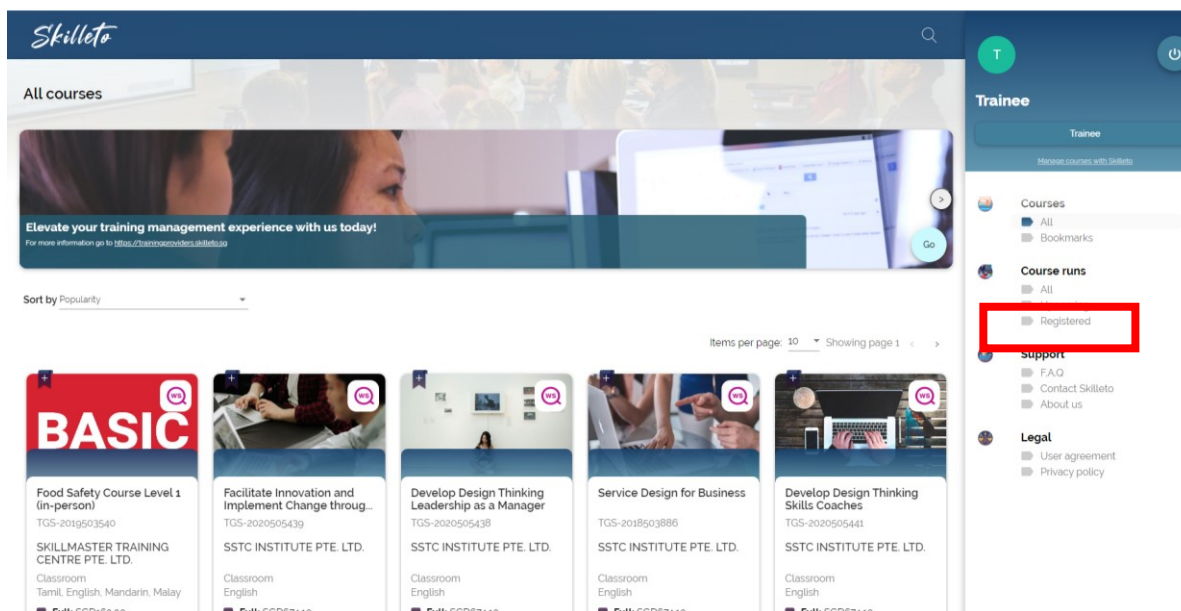
[Participate In Dispute Resolution: Strategic Conflict Management for Professionals Module 1 \(Synchronous e-learning\)](#)

If you have any queries or require further assistance, please do not hesitate to contact us.

Yours sincerely,
SINGAPORE MEDIATION CENTRE

Best regards

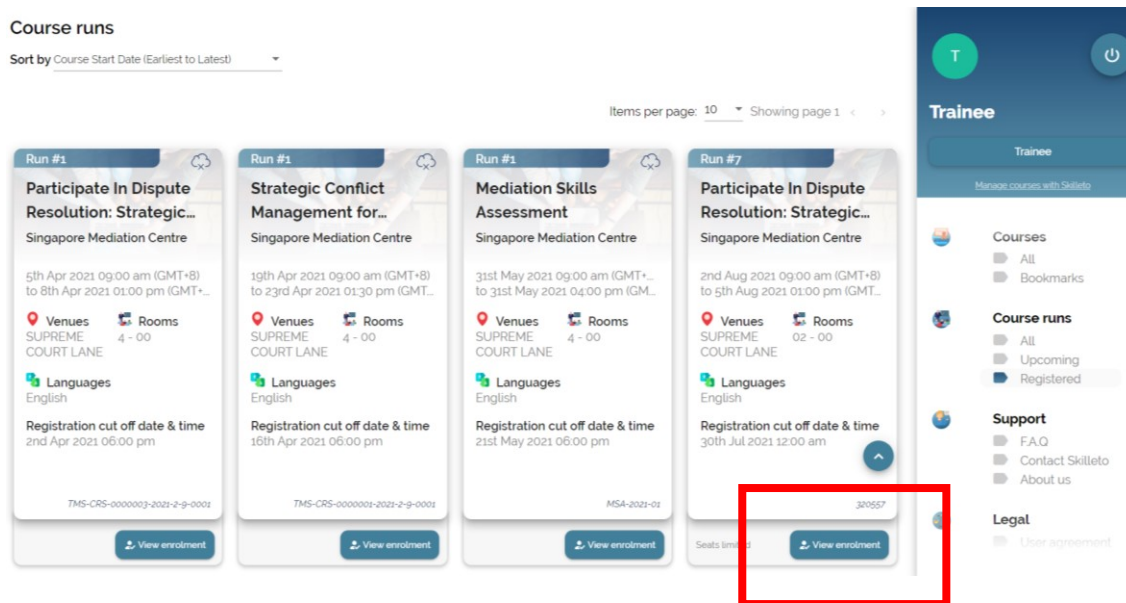
4) SMC will prepare the Tax Invoice. Check the Tax Invoice and make payment. Log in to Skilleto again, <https://www.skilleto.sg/trainee/en/courses>. Go to Registered under course runs on the right panel



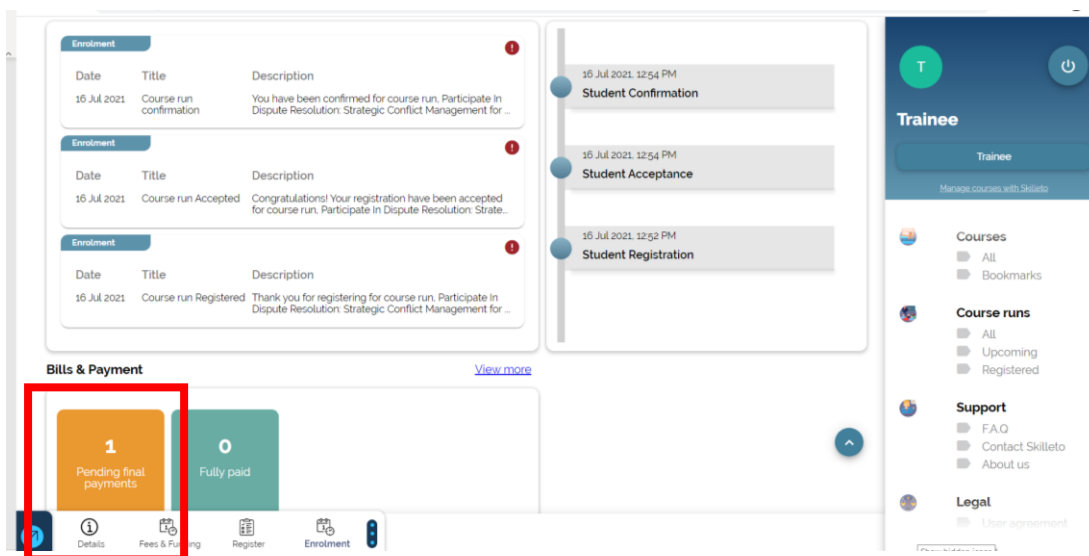
The screenshot shows the Skilleto website interface. At the top, there's a navigation bar with the Skilleto logo and a search icon. Below the navigation bar, there's a banner for 'All courses' with a promotional message: 'Elevate your training management experience with us today!'. Below the banner, there's a 'Sort by Popularity' dropdown menu. The main content area displays a grid of course cards. Each card includes a course title, a course ID, the provider name (SKILLMASTER TRAINING CENTRE PTE. LTD. or SSTC INSTITUTE PTE. LTD.), the classroom language, and the full fee. The sidebar on the right contains navigation options for 'Trainee', 'Courses', 'Course runs', 'Support', and 'Legal'. The 'Course runs' section has three options: 'All', 'Bookmarks', and 'Registered', with 'Registered' highlighted by a red box.

SINGAPORE MEDIATION CENTRE Registration Process for SMC's Course via Skilleto

5) Go to the course you registered and click View enrolment.



6) Scroll down and look at Bills & Payment. If payment invoice is ready, you see 1 pending final payment



SINGAPORE MEDIATION CENTRE Registration Process for SMC's Course via Skilleto

7) Select Pay

Outstanding payments SGD690.90

Billing Advice
Individual
Bill reference no. SMC-00000225

Bill issue date 16 Jul 2021	Bill due date 23 Jul 2021 (7 days ago)
Total payable SGD690.90	Total waive None
Verified payment None	Unverified payment None
Total overpayment None	Total refund None

Outstanding payment
SGD690.90

Status
Pending payment **Pay**

Details Fees & Funding Register Enrolment

Trainee
Trainee
Manage courses with Skilleto

- Courses
 - All
 - Bookmarks
- Course runs
 - All
 - Upcoming
 - Registered
- Support
 - FAQ
 - Contact Skilleto
 - About us
- Legal
 - User agreement

8) Check that amount is correct. You may email to smctraining@sal.org.sg if amount is inaccurate.

Bill summary

Item name	Quantity	Unit price	Line sub-total	Line total
Regular Fee Custom Bill Line	1	SGD940.00	SGD940.00	SGD630.00
Baseline SkillsFuture Funding			-SGD240.00 (Not applicable)	
Early Bird			-SGD70.00 (This modifier is applied to item before tax is calculated)	
Total (before tax)				SGD630.00
Add GST @ 7%				SGD60.90
Total payable (inclusive tax)				SGD690.90

Additional Notes

- If you would like to use your SkillsFuture Credit, please apply for it at <https://www.skillsconnect.gov.sg/sop/portal/>.
- Take note of your Claim ID.
- Login to Skilleto, go to registered course run, select the course, go to bill and select Payment by SkillsFuture Credit.

Trainee
Trainee
Manage courses with Skilleto

- Courses
 - All
 - Bookmarks
- Course runs
 - All
 - Upcoming
 - Registered
- Support
 - FAQ
 - Contact Skilleto
 - About us
- Legal
 - User agreement

SINGAPORE MEDIATION CENTRE Registration Process for SMC's Course via Skilleto

9) If amount is correct, scroll down to payment mode

The screenshot shows a mobile app interface. On the left, there are four numbered instructions: 1. If you would like to use your SkillsFuture Credit, please apply for it at <https://www.skillsconnect.gov.sg/sop/portal/>. 2. Take note of your Claim ID. 3. Login to Skilleto, go to registered course run, select the course, go to bill and select Payment by SkillsFuture Credit. 4. For outstanding fee after using SkillsFuture Credit, login to Skilleto, go to registered course run, select the course, go to bill and select Payment by PayNow. Below these instructions is a 'Payment modes' section with two options: 'PayNow' (Prepare device to scan QR code for payment) and 'Skillsfuture Credit' (Declare your claim amount and upload supporting documents). On the right, there is a sidebar menu for a 'Trainee' user, with options for Courses, Course runs, Support, and Legal.

10) Payment by SkillsFuture Credit. Do this step first before doing Step 11. If you do not intent to use your SkillsFuture Credit, proceed to Step 11 directly.

Submit claim for SkillsFuture Credit at SkillsFuture Portal

Go to https://www.myskillsfuture.gov.sg/content/portal/en/career-resources/career-resources/education-career-personal-development/SkillsFuture_Credit.html on how to submit claim for SkillsFuture Credit. Once your claim is approved by SSG, you will get the Claim ID. Approval may take a few days. Do alert SMC when you have submitted your claim in SkillsFuture Portal.

Key in claim for SkillsFuture Credit at Skilleto

Key in the Claim ID in Skilleto, tick the declaration box and click Save.

The screenshot shows the 'Bill reference no: SMC-0000225' screen. It displays bill details: Bill issue date (16 Jul 2021), Bill due date (23 Jul 2021), and the amount to be paid (SGD 690.90). Below this is the 'Payment declaration: Skillsfuture credit' section. It contains a form with a 'Claim ID' field, an 'Amount of credit to claim' field (set to 0), and a checkbox for the declaration: 'I hereby declare that the details furnished above is true and correct.' A 'Save' button is visible at the bottom right of the form. Red boxes highlight the Claim ID field, the declaration checkbox, and the Save button.

SINGAPORE MEDIATION CENTRE Registration Process for SMC's Course via Skilleto

11) Payment by PayNow. Select PayNow. The bill amount reflected will be the amount **after** Skills Future Credit amount and/or SSG Grant amount. Click on Generate QR code.

Bill status: Pending payment

Bill amount
Total amount for processed bill SGD690.90

Payment transactions

Outstanding payments SGD690.90

PayNow

Please key in the amount you are paying.

Payor name
Suhailin Binte Mohamed Sahed

Amount paying (SGD) 690.9

Generate QR code

< Back Submit

12) Make Paynow payment. In the ibanking PayNow reference box, indicate the Tax Invoice Number. In the Skilleto payment page, indicate the Payment reference number you received after making the transfer. Tick the box that state that you have made successful payment and click Submit.

Scan QR code to pay your bill

Payment declaration

Payment reference no
Payment reference no is required

Yes, I have successfully transferred SGD690.90 to Singapore Mediation Centre.

< Back Submit

Part 3 Withdrawal and Deferment

- 1) SMC's Terms and Conditions involving withdrawal and deferment can be found <https://www.mediation.com.sg/forms-download/training-programmes/>
- 2) Applicants are to write in to smctraining@sal.org.sg to withdraw or defer from any of SMC's training programmes.

Part 4 Cancellation and Postponement

- 1) In the event a programme is cancelled or postponed, SMC will inform participants and will advise on the next course of action.