



# CCP ENTERPRISE EMPLOYER'S GUIDE

*Click on the icons to access each **help material**.*



## ACCESS PROGRAMMES

- Access Programmes



## EMPLOYEE MANAGEMENT

- Inviting Applicants
- Endorsing Applicants



## VACANCY MANAGEMENT

- Managing Vacancies



## How do I access CCP Enterprise programmes? Follow these easy steps below!

### Access the Programme

 Step  
01

Access programmes via an onboarding email received from Workforce Singapore.



The email will contain a unique URL specifically for you to access CCP Enterprise programmes.

### Click Employer's Login

You will reach the programme homepage similar to the below.



Click 'Employer's Login' to login.

 Step  
02

 Step  
03

## Corppass log in with Singpass

### New Corppass Users (start from step 1)

#### Corppass Admin

1

Access **Corppass** Portal and create **Corppass** account for new **Corppass** users

#### CCP Employer

2

Activate **Corppass** account upon receiving verification email

Click [here](#) to find out who is your **Corppass** Administrator.

## Existing Corppass Users (start from step 3)

### Corppass Admin

**3** Access **Corppass** Portal and **select e-Services for entity**.  
Search & select entity's e-Services =  
**WSG G2B Portal**

**4** Assign selected **e-Services for entity's user**

- Select user account you wish to assign  
Select e-Services = **WSG G2B Portal**
- Enter additional details required by selecting Role = **G2B Employer**

### CCP Employer



### Note:

From 11 Apr 2021, you will be required to login to government digital services for businesses (G2B) using **Singpass** instead of **Corppass**. Find out more: <https://go.gov.sg/corporate-login>.

**5** You can now log in with **Singpass** to access "My Invitations"

## Step 04

## You're Done!

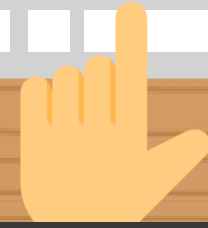
You will reach the My Invitations page where you can manage applicant invitations and programme vacancy.

The screenshot shows the 'mycareersfuture' website interface. At the top, there are navigation links for 'Search Jobs', 'Seek Career Advice', and 'Person\_ID\_BCDEFGH'. Below the navigation, there is a 'Verify Your Email Address' section with an input field for 'Email Address' containing 'admin1@company.com' and an 'Update Email' button. The 'Professional Conversion Programmes Invitations' section features a search bar and a 'Send Invitation' button. Below this is a table with columns: Name, NRIC, Email, Programme, Placement Expiry, Status, and Action. The table contains two rows of invitation data. At the bottom, the 'Vacancy Management' section shows a table with columns: Programme, Vacancy, Vacancy Expiry, and Action. This table lists four programmes with their respective vacancy counts and expiry dates, each with an 'Update Vacancy' button.

Name	NRIC	Email	Programme	Placement Expiry	Status	Action
Person	S6005038D	gaafadi@email123.com	PCP-E for Accountants	15-09-2020	Endorsement Rejected	Select Action
	S1234567H	123@accenture.com	PCP-E for Accountants	07-10-2021	Sent	Select Action

Programme	Vacancy	Vacancy Expiry	Action
PCP-E for Accountants	100	29-09-2023	Update Vacancy
PCP-E for Doctors	20	29-09-2020	Update Vacancy
PCP-E for Pilots	30	22-09-2020	Update Vacancy
PCP-E for Engineers	0	24-09-2020	Update Vacancy




## How do I invite an Applicant?

Follow these easy steps below to invite an Individual / Employee one by one!

### Send Invitation

Step  
01

Click on the  button found in the “Send Invitation” section.

### Enter Applicant Details

Enter in your employee details such as their Name, NRIC, Email, CCP Programme and Placement Expiry.

Invite Applicant

NRIC *	<input type="text"/>	PCP *	--Select--
Name *	<input type="text"/>	Placement Expiry *	DD-MM-YYYY
Email *	<input type="text"/>		

Step  
02

Click ‘Invite’ to send the email invite to applicant.

Do remember to check through details before clicking ‘Invite’ as it will send an email invitation to the applicant.

### View Invited Applicants

Step  
03

Once an applicant has been successfully invited, it will be added to the list under Professional Conversion Programmes Invitations.

You can search invitations via Name or NRIC in the search bar.

**And You’re Done!**



### Quick Tip: Managing Invitations

Once an invitation has been sent, you are able to ‘Delete’ or ‘Edit’ the invitation under the Action column.

Do note that only the email address of the applicant is editable.

## How do I mass invite Applicants?

Follow these easy steps below to invite up to 100 Individuals / Employees!

### Send Mass Invitations

Step  
01

Under Send Invitation, click on the 'Download the Excel template here' under Mass Invite.

### Check for Errors in Uploaded File

Step  
03

There will be a return file to indicate if the record you have uploaded has passed all validations or not.

D	E	F	G	H	I	J	K
PCP Programme ID (e.g. P00000123)	Placement Expiry (e.g. 15-01-2022)	Success / Error (for System use only)					
P00000935	13-12-2050	Applicant already invited for this PCP					
P00000947	13-12-2050	Applicant already invited for this PCP					
P00010041000000	13-12-2051123	Invalid NRIC, Invalid name, Invalid email, Invalid prog ID, Invalid date					
		Invalid name, Invalid email, Invalid prog ID, Invalid date					
		Invalid NRIC, Invalid email, Invalid prog ID, Invalid date					
		Invalid NRIC, Invalid name, Invalid prog ID, Invalid date, Duplicate NRIC and ProgID					
P00000405		Invalid NRIC, Invalid name, Invalid email, Invalid prog ID, Invalid date					
	13-12-2056	Invalid NRIC, Invalid name, Invalid email, Invalid prog ID, Duplicate NRIC and ProgID					
P00000935	13-12-2050	Duplicate NRIC and ProgID, Applicant already invited for this PCP					
P00000405	13-12-2099	Invalid prog ID					
P00000935	13-12-2099	Applicant already invited for this PCP					

Amend the Applicant Details accordingly based on the error message indicated at the end of the row and reupload the file again as needed.

Step  
02

### Enter Applicant Details

Using the Excel template, enter up to 100 Employees' details such as their Name, NRIC, Email, CCP Programme ID and Placement Expiry Date.

Mass Invite

Upload the Excel template here and click on the upload icon below to invite up to 100 Individuals / Employees simultaneously.

Drop Files or Click to Upload

Upload the Excel template into the above box.



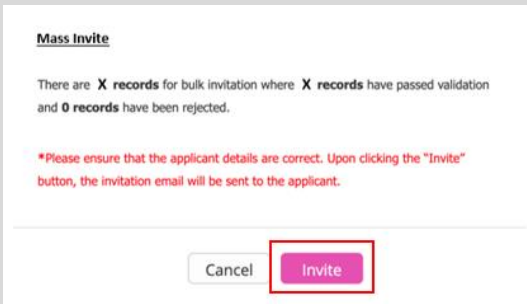
### Quick Tip:

Please ensure that the Applicant Details adhere to the format specified in the excel template to avoid errors during file upload.

## Step 04

### Invite Applicants

Click 'Invite' to proceed with the invitation for the Individuals / Employees that you have included in the Excel template.



**Mass Invite**

There are **X records** for bulk invitation where **X records** have passed validation and **0 records** have been rejected.

\*Please ensure that the applicant details are correct. Upon clicking the "Invite" button, the invitation email will be sent to the applicant.

Cancel **Invite**

The rejected records will not be processed by the system.



### Quick Tip

If the list under Professional Conversion Programmes Invitee List is not updated, please refresh the page to update the list.

Once an invitation has been sent, you will not be able to recall the email. You are able to 'Delete' or 'Edit' the invitation under the Action column.

Do note that only the email address of the applicant is editable.

## Step 05

### View Invited Applicants

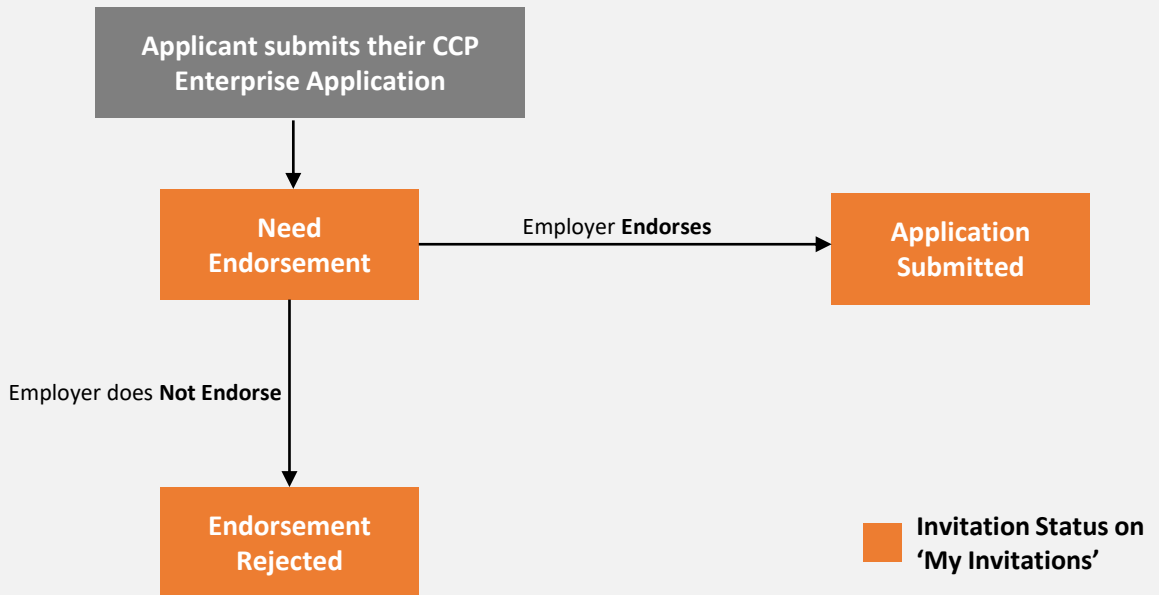
Once the Applicants have been successfully invited, they will be added to the list under Professional Conversion Programmes Invitee List.

You can search for Invited Applicants via Name or NRIC in the search bar.

**And You're Done!**

# What is the overall employer's flow for CCP Enterprise?

## Employer Status Flow



### Quick Tip: Endorsing Applications

- Once an invitation status is '**Application Submitted**', applicants will see their application status as '**Submitted**' and is currently undergoing processing.
- If an invitation status is '**Endorsement Rejected**', applicants will see their application status as '**Not Endorsed**'. A new invitation is required by you if the applicant wants to apply again.

# How do I endorse applicants?

Follow these easy steps below!

## Notified of Application Submission

Step  
01

Once an invited applicant has sent in their application successfully, you will receive an automated email to inform you to endorse the application accordingly.



Step  
02

## Endorse Application

A invitation status with **'Need Endorsement'** requires action from you.

To endorse the application, under Action, select **'Endorse'**.

**Endorse**

This will change the invitation status to 'Application Submitted'

To reject the application, under Action, select **'Reject'**.

**Reject**

This will change the invitation status to 'Endorsement Rejected'.

**And You're Done!**



## How do I update my vacancies? Follow these easy steps below!

### Step 01

### Update Vacancies

This will help Programme Managers to allocate applicants. Under the 'Vacancy Management' table, enter in the **Vacancy number** and **Vacancy Expiry** via a date picker. You are able to update multiple programmes at one go.

Vacancy Management

Programme	Vacancy	Vacancy Expiry	Action
PCP-E for Accountants	<input type="text"/>	DD-MM-YYYY	<a href="#">Update Vacancy</a>
PCP-E for Doctors	<input type="text"/>	DD-MM-YYYY	<a href="#">Update Vacancy</a>

Click '**Update Vacancy**'.  
**And You're Done!**



### Quick Tip: Managing Vacancies

- Vacancies numbers are purely indicative as a zero vacancy does not prevent further placement.
- Do note that upon the date of Vacancy Expiry, the vacancy will be updated to zero automatically.