

# NIEC: Company User Guide

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### **Detailed Guide**

A more detailed guide on the company portal features can be accessed here:

<https://cdn.maivenpoint.com/assets/webhelp/vitae-user-guide-for-company/index.htm>

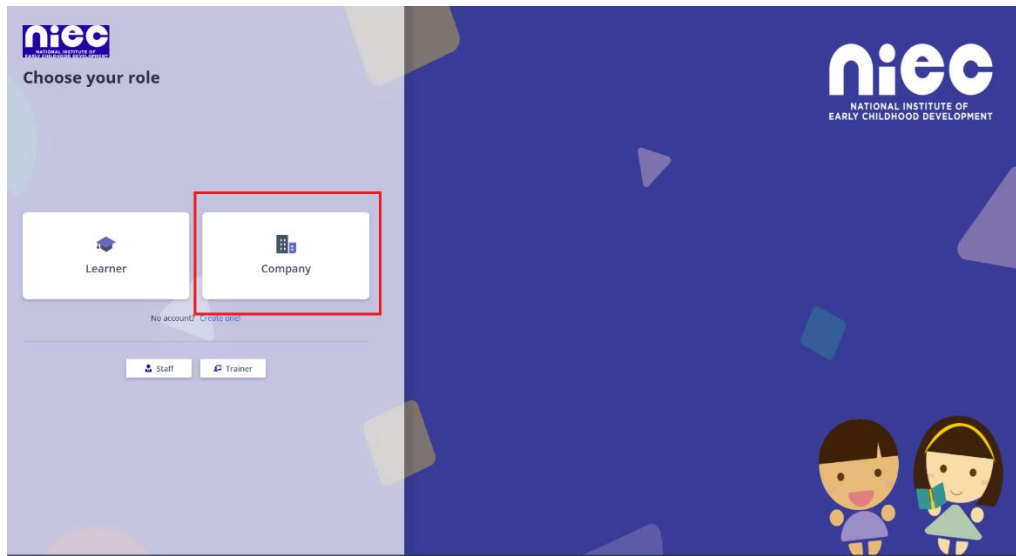
### **Help**

For further assistance, you can reach out to us via: [contact\\_vitae@niec.edu.sg](mailto:contact_vitae@niec.edu.sg)

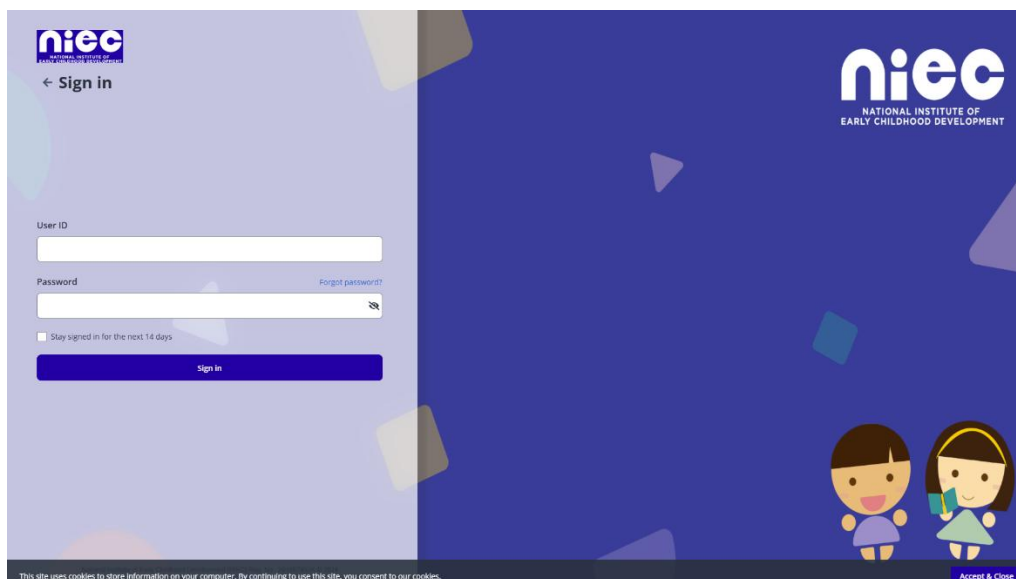
## 1: Accessing the Company Portal

1: Please click here or copy the link to visit the website: <https://niec-portal.edutechonline.com/>

2: Select **Company**.



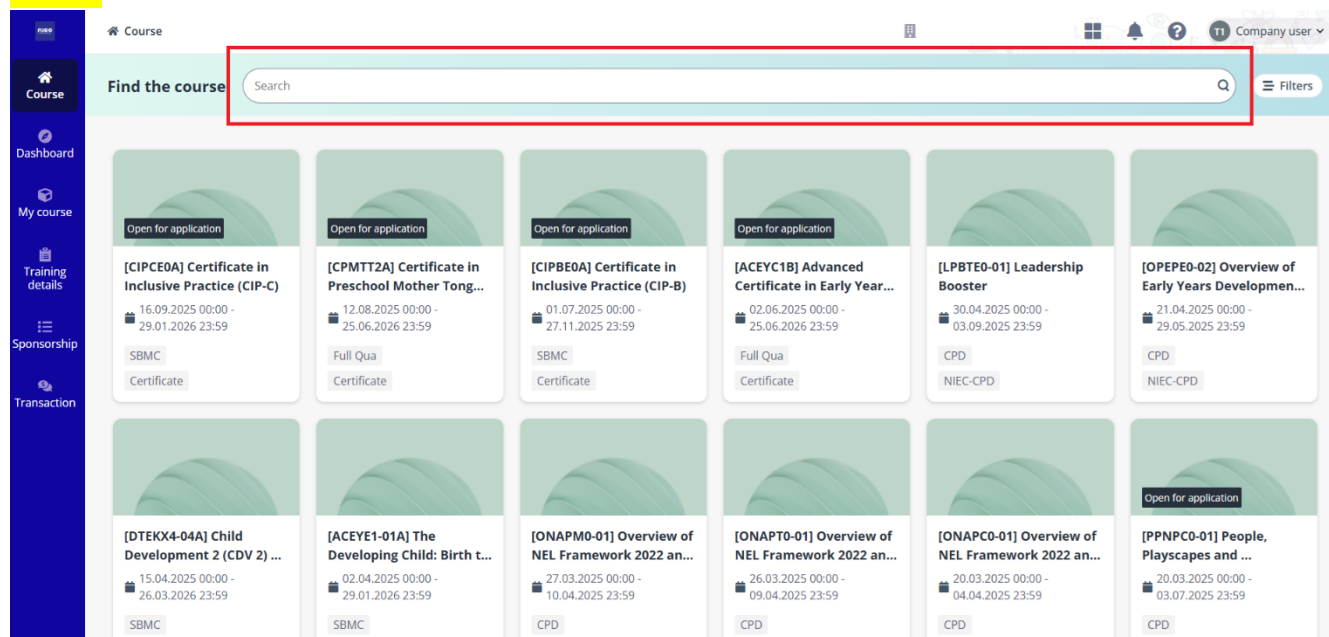
3: Log in with your credentials\*:



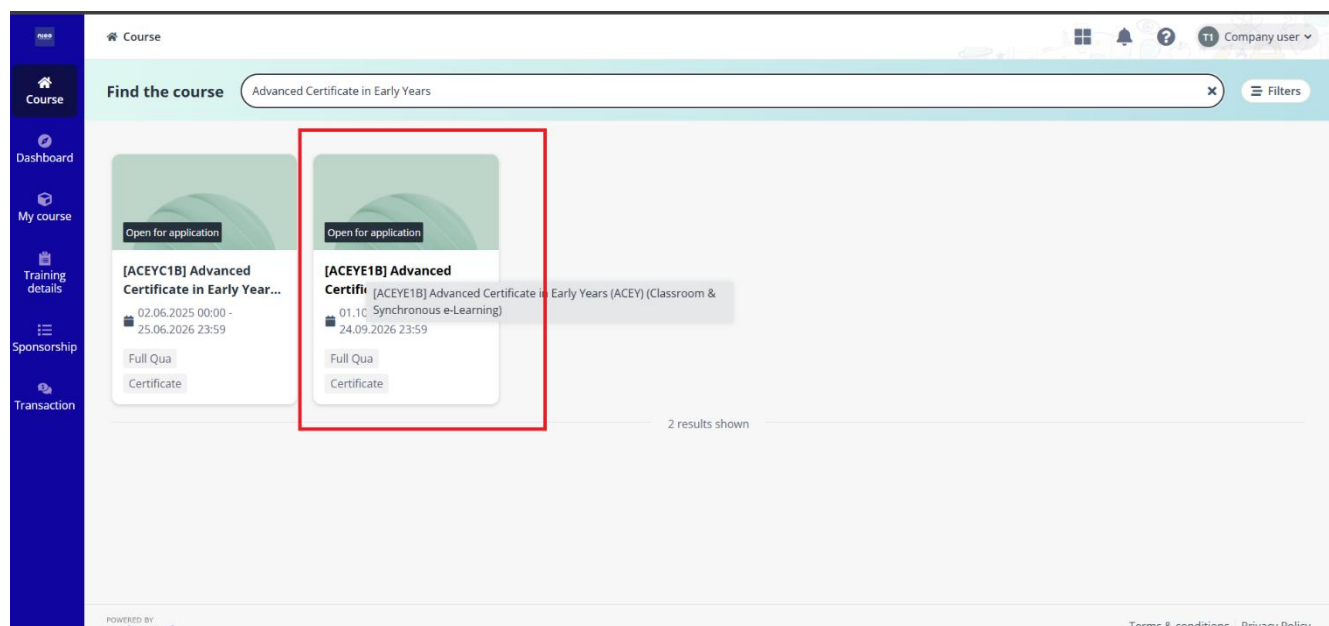
**\*If you do not have an account, please send an email to [contact\\_vitae@niec.edu.sg](mailto:contact_vitae@niec.edu.sg) for further assistance. In the email, please also include your company name and company UEN number.**

## 2: How to Create the Unique Link for the Course Application:

1: Once you have successfully logged in, you will see the screen below. Type in the course name you wish to send your staff to. In this example, we will be using the **Advanced Certificate in Early Years (ACEY) English Course**.



2: Search for your desired course, and click on the course box.



3: Click on “Course Schedule”.

Course / Course details

Advanced Certificate in Early Years (ACEY) (Classroom & Synchronous e-Learning)  
Full Qia

**About course**

Course structure  
Entry requirements  
Financial matters  
**Course schedule**

**About course**

**Course objectives**

The Advanced Certificate in Early Years (ACEY) aims to equip students to: 1. Observe and document children's behaviours which will enable them to understand the development and learning of children from birth to three; years of age and how to set up environments for exploration and play; 2. Acquire an understanding of the guiding principles, outcomes and sub-outcomes of the Early Years Development Framework (EYDF) and how to apply them to their practice with young children and families; 3. Ensure safety, health, hygiene and nutritional needs of children and their well-being are supported; 4. Interact with children respectfully, responsively and reciprocally in order to build trusting relationship which is fundamental for learning and development; 5. Communicate effectively and work collaboratively with colleagues, families and community stakeholders to support children's care, experiences and development; and 6. Engage in reflective practice.

**Course structure**

**TPG course reference No.**

TGS-2023038059

**Core**

In this module, students will learn the skills of observing and documenting children's behaviour in different settings to acquire understanding of children's strengths, needs and interest, developmental milestone and theories of child development and

4: Select your desired course schedule and click **Apply**. Please check the **Start Date** of the course. You may notice that the end date may not be exact per the course duration. The end date shown here is longer is because it is the final deadline of when the results will be released. You may obtain the actual end date by contacting the course in charge of the course, listed here: <https://www.niec.edu.sg/contact/>

Course / Course details

**Course schedule**

**Course intake: ACEYE1B-250004** • Plenty of slots available: 17 seats [View schedule details](#)

Course intake No.	ACEYE1B-250004	Registration period	01.03.2025 00:00 - 01.05.2025 23:59
Course date	01.07.2025 00:00 - 25.06.2026 23:59	Venue	NIEC (City)

Course intake schedule information  
Duration: 8 months / 600 hours; Day & Time: Monday to Friday: 2pm to 6pm, Saturday: 9am to 6pm (Assessment only)

**Apply**

**Course intake: ACEYE1B-250005** • Plenty of slots available: 38 seats [View schedule details](#)

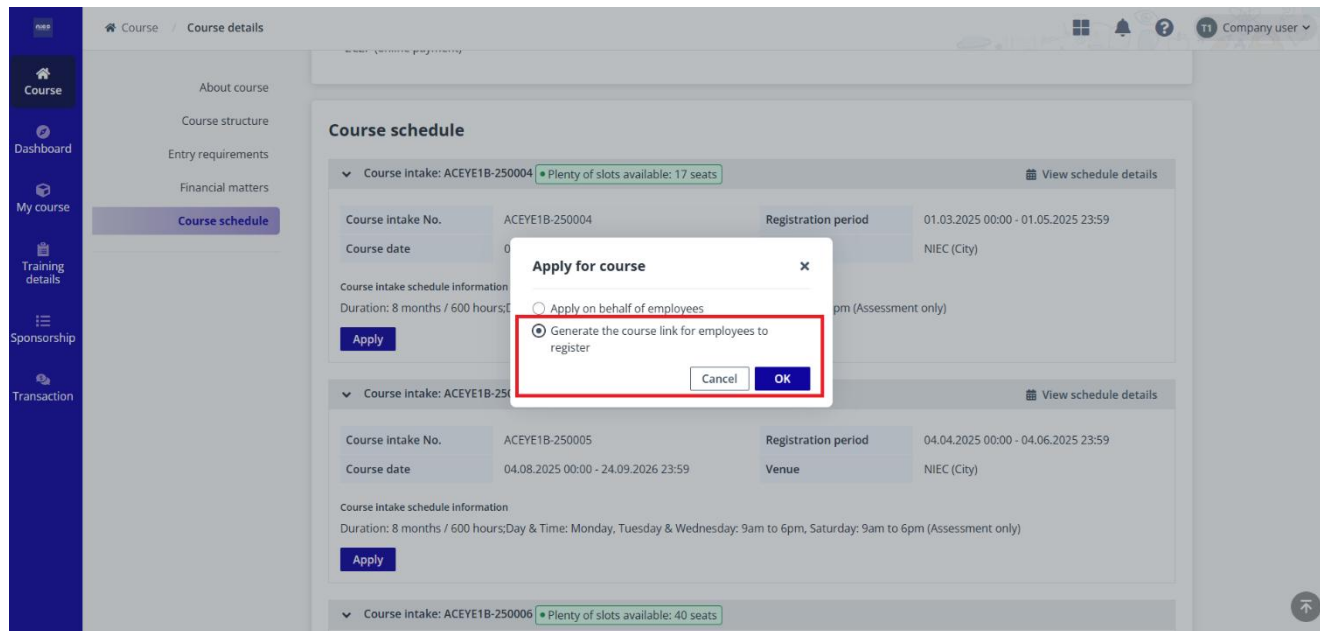
Course intake No.	ACEYE1B-250005	Registration period	04.04.2025 00:00 - 04.06.2025 23:59
Course date	04.08.2025 00:00 - 24.09.2026 23:59	Venue	NIEC (City)

Course intake schedule information  
Duration: 8 months / 600 hours; Day & Time: Monday, Tuesday & Wednesday: 9am to 6pm, Saturday: 9am to 6pm (Assessment only)

**Apply**

**Course intake: ACEYE1B-250006** • Plenty of slots available: 40 seats [View schedule details](#)

5: Click on “**Generate the course link to employees to register**”. You would not be able to apply on behalf of the employees.



6: Fill up the information below. **Please leave “Max No. of Sponsorship” BLANK.**

Please be informed that our system assigns funding for course fees based on trainees’ profile as well as latest SME (Small Medium Enterprise) declaration at course registration.

To be an SME, your company must meet below eligibility criteria:

1. Registered or incorporated in Singapore.
2. Employment size of not more than 200 or with annual sales turnover of not more than \$100 million.

Voluntary Welfare Organisations and societies registered with ACRA qualify as SME if the above SME eligibility criteria are met.

Course / Course details / Apply

[ACEYE1B-250004] Advanced Certificate in Early Years (ACEY) (Classroom & Synchronous e-Learning)  
Course date: 01.07.2025 00:00 - 25.06.2026 23:59

I declare that my company is a Small Medium Enterprise (SME)  
For more information on how to qualify, update, and retrieve the Small and Medium Enterprise status, please refer to [Enterprise Portal for Jobs & Skills](#).

☒ No  
☐ Yes

Max No. of sponsorship   
Link expiry date

Branch   
Contact person

Billing contact person

Company declaration form  
☒ I hereby acknowledge and accept the [Terms and conditions](#). Confirm the declaration before making any payments.

Cancel **Generate**

Once you have indicated the information, please click **Generate**.

7: You would now be at this screen below. Please copy the link and share the link with the staff to submit their application. Please remind them that this is a unique link that is assigned to your company, and they should not share it.

Course / Course details / Apply

**Link generated**

You can forward this link to the required employees to complete their registration.

[https://niec-portal.edutechonline.com/admin/api/v1/custom/extendauthorize?id\\_customurl=oxhnsBGT2wNwxkrvwEF0%2bgBbmH0x48xRdVnyGZ4fm6LdUsoYqwmjigD](https://niec-portal.edutechonline.com/admin/api/v1/custom/extendauthorize?id_customurl=oxhnsBGT2wNwxkrvwEF0%2bgBbmH0x48xRdVnyGZ4fm6LdUsoYqwmjigD) **Copy**

[View all courses](#)

8: If you have lost the link, please click on My Course, Public Course, and search for your desired course. Once you have found it, click on the **Course Name**.

The screenshot shows the 'My course' page in the NIEC system. The left sidebar contains navigation links: Home, Course, Dashboard, My course (highlighted with a red box and number 1), Training details, Sponsorship, and Transaction. The main content area has tabs for Corporate courses, Public courses (highlighted with a red box and number 2), and Unassigned courses. Below the tabs are buttons for 'Submit applicant list' and 'Export course details'. A table lists available courses with columns: Course name, Branch, Contact person, Billing contact person, Course intake No., Course category, Course type, Verified applicants, Registration start date, and Registration end date. One course is listed: 'Advanced Certificate in Early Years (ACEY) (Classroom &...)' (highlighted with a red box and number 3), associated with 'Test Company 1' and 'Titus'. The table footer shows 'Total 1 item' and a pagination control set to 'Show rows: 10' with a page indicator '1' and a 'Go' button.

Course name	Branch	Contact person	Billing contact person	Course intake No.	Course category	Course type	Verified applicants	Registration start date	Registration end date
Advanced Certificate in Early Years (ACEY) (Classroom &...)	Test Company 1	Titus	Titus	ACEYE1B-250004	Full Qua	Certificate	0/0	01.03.2025 00:00	01.03.2025 00:00



9: Click on the “copy” icon below. The link will be copied, and you may now continue to share the link with your staff.

ACEY1B - Advanced Certificate in Early Years (ACEY) (Classroom & Synchronous e-Learning)

Check the details of your sponsorship for this course. [View details](#)

Course category	Full Qua	Course type	Certificate
Course intake No.	ACEY1B-250004	Course start date	01.07.2025 00:00
Course end date	25.06.2026 23:59	Registration end date	01.05.2025 23:59
Branch		Contact person	
Billing contact person		Course intake status	Open for application

Sponsorship links

[Deactivate](#) [Generate link](#)

<input type="checkbox"/>	Link	Created	Expiry date	Max No. of sponsorship	Sponsorship taken	Status
<input type="checkbox"/>	<a href="https://niec-portal.edutechonline.com">https://niec-portal.edutechonline.com</a>	09.04.2025 10:19	02.05.2025 00:00	Unlimited	0	Active

**10: You may view a list of staff who have already applied by clicking on “Active Enrollments”.**

Draft Pending verification Verified applicants Active enrollments Historical enrollments Cancelled applicants

[Bulk submit](#) [Complete module selection](#) [Delete](#) [Fill in PO No.](#) [Search by applicant name...](#)

My course / Course details

Course category	Full Qua	Course type	Certificate
Course intake No.	ACEY1B-250004	Course start date	01.07.2025 00:00
Course end date	25.06.2026 23:59	Registration end date	01.05.2025 23:59
Branch		Contact person	
Billing contact person		Course intake status	Open for application

Sponsorship links

[Deactivate](#) [Generate link](#)

<input type="checkbox"/>	Link	Created	Expiry date	Max No. of sponsorship	Sponsorship taken	Status
<input type="checkbox"/>	<a href="https://niec-portal.edutechonline.com">https://niec-portal.edutechonline.com</a>	09.04.2025 10:19	02.05.2025 00:00	Unlimited	0	Active

Draft Pending verification Verified applicants **Active enrollments** Historical enrollments Cancelled applicants

[Export](#) [Replace participants](#) [Cancel sponsorship](#) [Search by applicant name...](#)

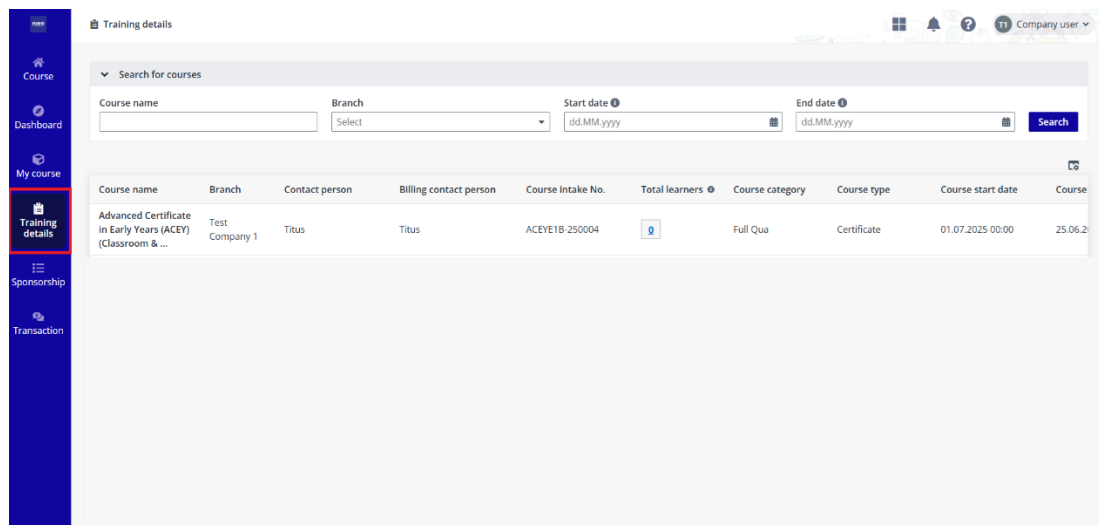
<input type="checkbox"/>	Application ID	Applicant name	User ID	Email address	Contact number	NRIC last four digits	Sponsorship status	PO No.	Registrat
<input type="checkbox"/>	00001						Verified		16.10.2025
<input type="checkbox"/>	00003						Verified		16.10.2025

Total 2 items

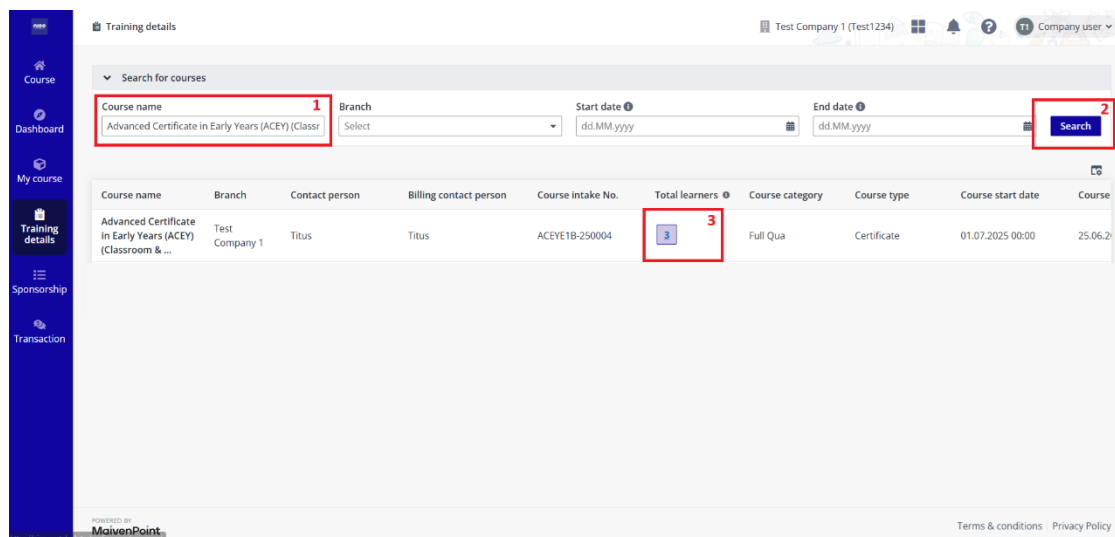
Show rows: 10 1 Go

### 3: Checking Staff Progress within the course and checking their attendance records:

1: To check on Staff Progress, click on **“Training Details”** once you have logged in.



2: Search for your desired course. In this example, we will be using the **Advanced Certificate in Early Years (ACEY) English Course**. Click on the number listed in “Total Learners.”



3: The staff's grades and attendance can be viewed here. Please note that the grades are only updated after endorsement for the term which happens 5 times a year.

The screenshot displays the 'Training details' page for the course 'ACEYE1B-250004 - Advanced Certificate in Early Years (ACEY) (Classroom & Synchronous e-Learning)'. The page includes a sidebar with navigation links and a main content area with course details and a table of student performance.

**Course Details:**

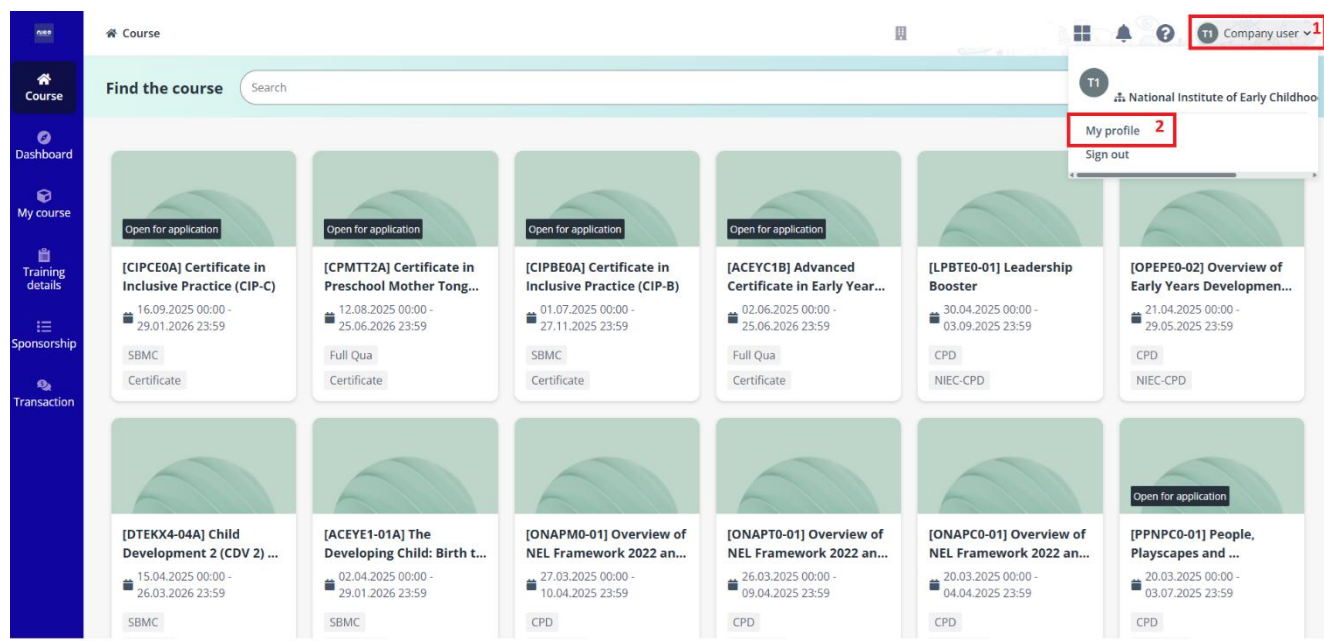
Course name	Advanced Certificate in Early Years (ACEY) (Classroom & Synchronous e-Learning)	Course code	ACEYE1B
Course intake No.	ACEYE1B-250004	Total learners	0
Course start time	01.07.2025 00:00	Course end time	25.06.2026 23:59
Branch		Contact person	
Billing contact person			

**Student Performance Table:**

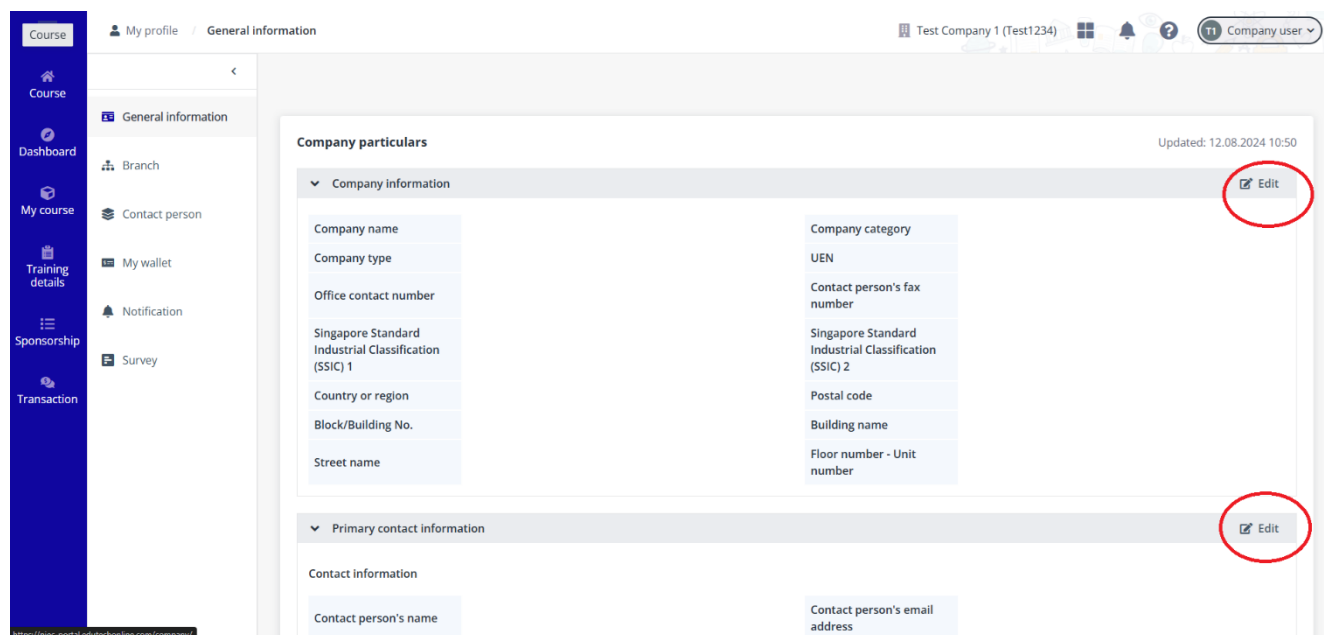
Module code	Module name	Module enrollment status	No. of training hours	Attendance percentage	Assessment grade
DTEKX4-03A	Principles & Practices in Early Education	Granted exemption	60	0%	EX

## 4: Viewing Company Information:

1: To view company information, click on **“Company User”**, then **“My Profile”** at the top right corner after you have logged in.



2: You may edit or add on to your company details by clicking on **“Edit”**.



3: If you wish to add a new branch, you may click on “**Branch**”. Please note that editing of existing created branches is not possible.

The screenshot displays the NIEC portal's 'Branch' management page. On the left sidebar, the 'Branch' menu item is highlighted with a red box and a red '1'. The main content area shows the 'Branch' section with a red box around the 'Create' button and a red '2'. Below this, a table lists the existing branches. The table has two columns: 'Branch name' and 'Created'. The first row shows 'Test Branch' with a creation date of '24.03.2025 17:14'. The table is paginated, showing 1 of 1 items.

Branch name	Created
Test Branch	24.03.2025 17:14

4: During the new branch creation, you may also assign the corresponding company contact person.

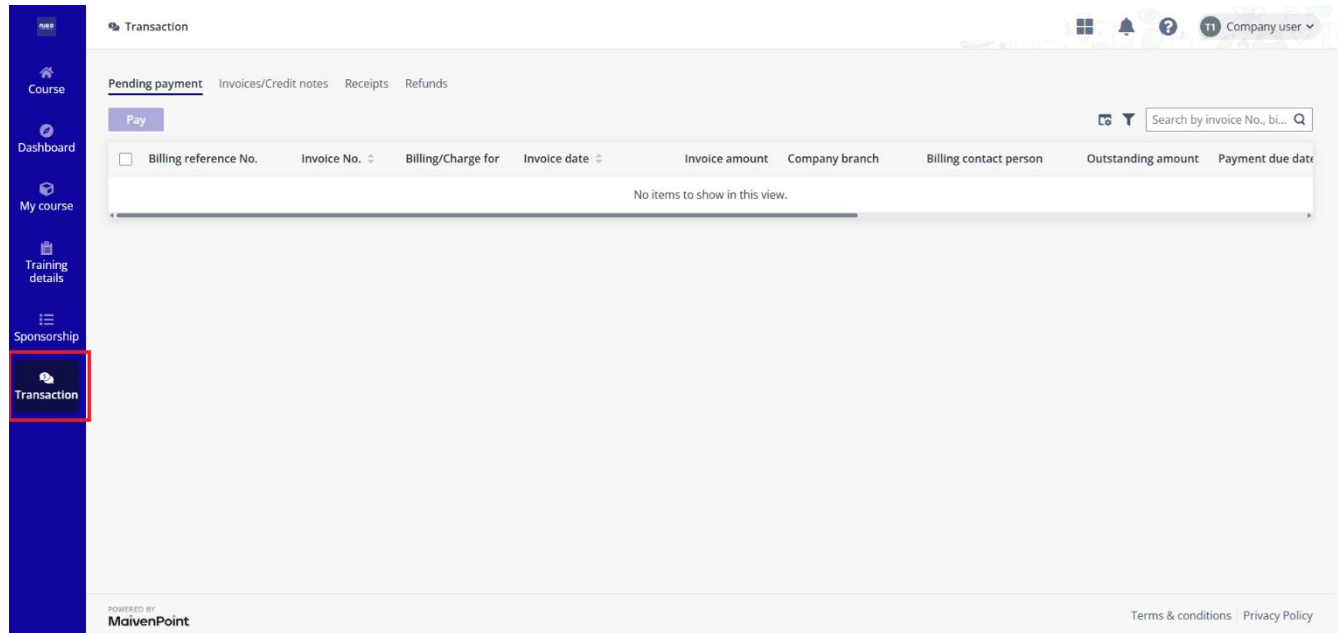
Please note that you would not be able to create a new contact person within the portal. For creation of new contact person, please email to: [contact\\_vitae@niec.edu.sg](mailto:contact_vitae@niec.edu.sg) with the following information:

- 1: Name
- 2: Email Address
- 3: Mobile Number
- 4: Mailing Address and Postal Code
- 5: Company Name and Branch Name

The screenshot shows the 'Create branch' form in the NIEC portal. The form is divided into two main sections: 'Company Information' and 'Contacts'. The 'Company Information' section includes fields for Branch name, Branch type (Others), UEN (Test1234), Office contact number, Contact person's fax number, Company address (Singapore/Non-Singapore), Country or region (SINGAPORE), Postal code, Block/Building No., Building name, Street name, and Floor number - Unit number. The 'Contacts' section has a '+ Add contact person' button and a table with columns: Contact person, Contact email, Contact number, and Set as billing contact person. The table is currently empty, showing 'No items to show in this view.' at the bottom. The form has 'Cancel' and 'Save' buttons at the bottom right.

## 5: Checking out Outstanding Balances for Sponsored Courses:

1: Once you have logged in, click on **Transaction**. Any outstanding invoices will appear here.



The screenshot shows the NIEC Transaction page. On the left is a blue sidebar with navigation links: Course, Dashboard, My course, Training details, Sponsorship, and Transaction (highlighted with a red box). The main content area is titled 'Transaction' and has tabs for 'Pending payment', 'Invoices/Credit notes', 'Receipts', and 'Refunds'. The 'Pending payment' tab is active, showing a 'Pay' button and a search bar. Below is a table with columns: Billing reference No., Invoice No., Billing/Charge for, Invoice date, Invoice amount, Company branch, Billing contact person, Outstanding amount, and Payment due date. The table is currently empty, displaying 'No items to show in this view.' at the bottom. The footer includes 'POWERED BY MaivenPoint' and links for 'Terms & conditions' and 'Privacy Policy'.