

# NIEC

# Company User

# Guide

## **Content Page**

|                                                                                        |                                |
|----------------------------------------------------------------------------------------|--------------------------------|
| 1: Accessing the Company Portal:                                                       | <a href="#"><u>Page 3</u></a>  |
| 2: How to Create the Unique Link for the<br>Company Sponsored Applicants:              | <a href="#"><u>Page 4</u></a>  |
| 3: Checking Staff Progress within the course and<br>checking their attendance records: | <a href="#"><u>Page 9</u></a>  |
| 4: Viewing Company Information:                                                        | <a href="#"><u>Page 11</u></a> |
| 5: Viewing Outstanding Balance for<br>Sponsored Courses:                               | <a href="#"><u>Page 14</u></a> |

### **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>

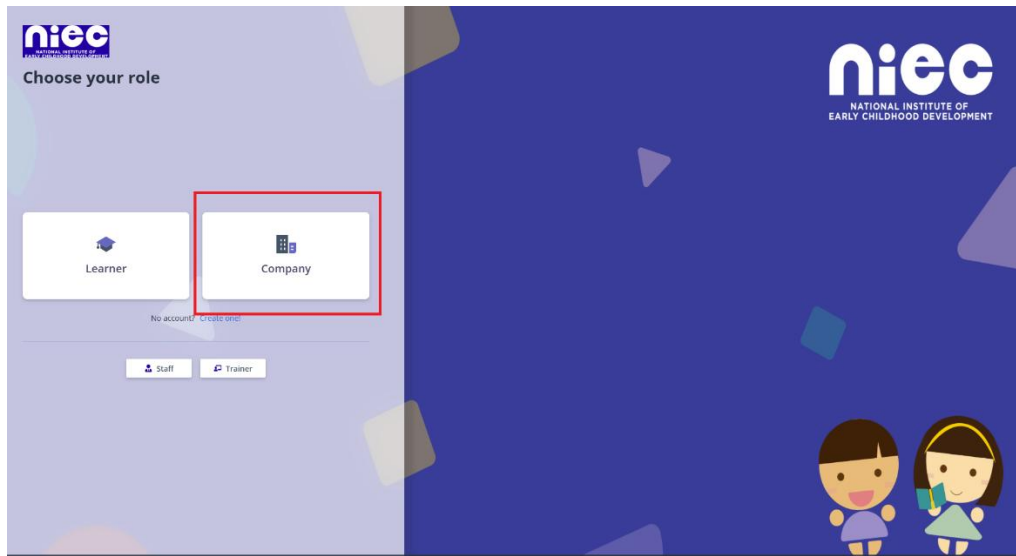
### **Help**

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

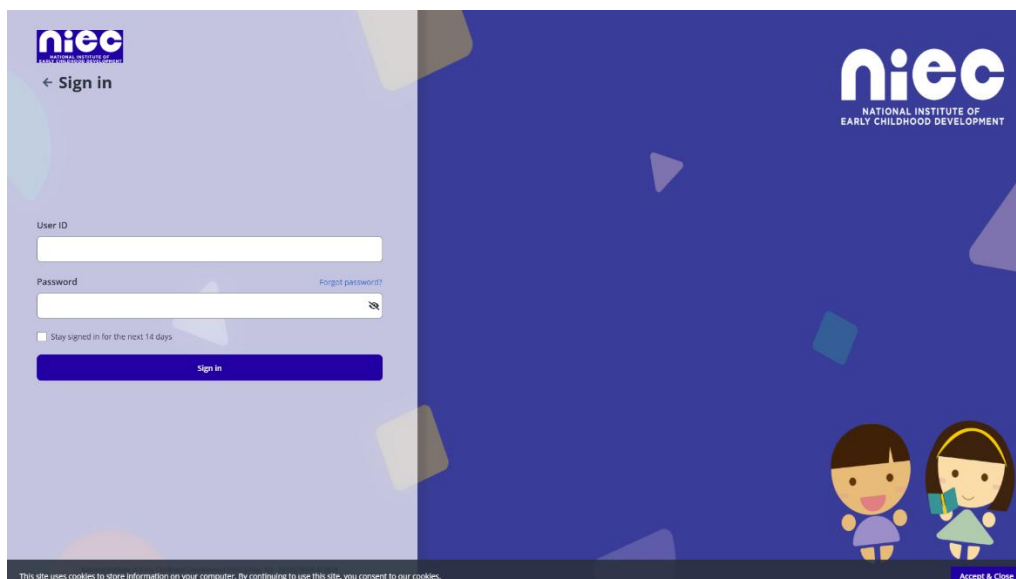
## 1: Accessing the Company Portal

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

2: Select **Company**.



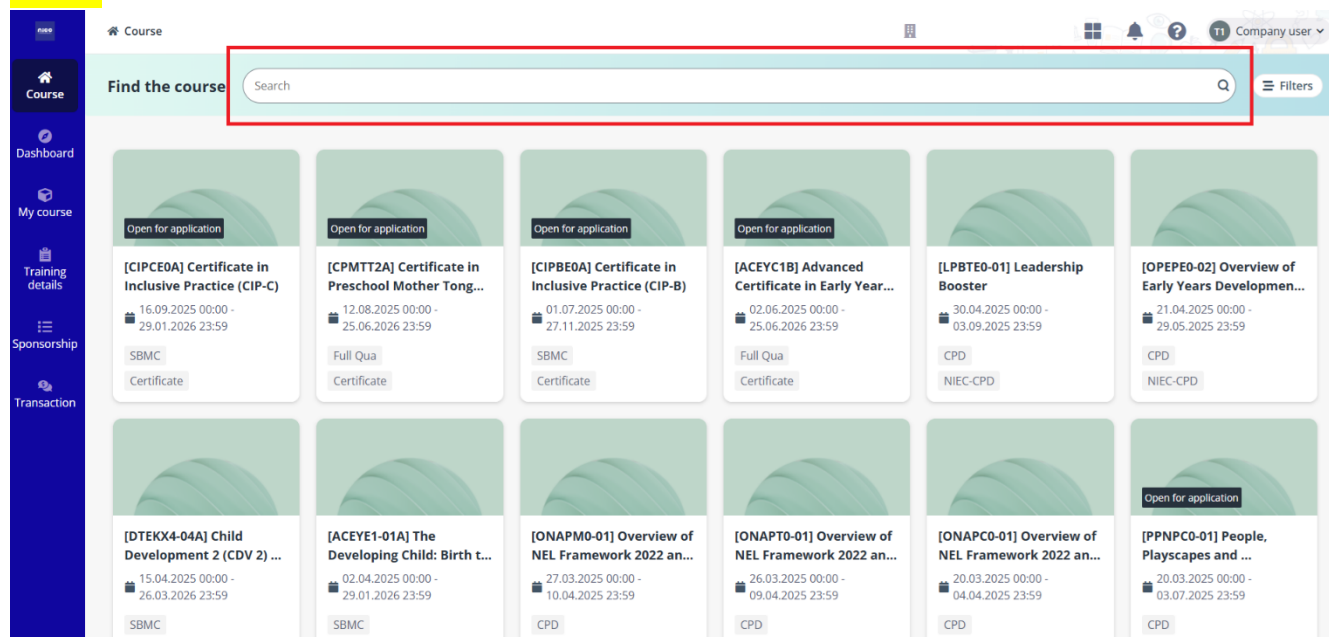
3: Log in with your credentials\*:



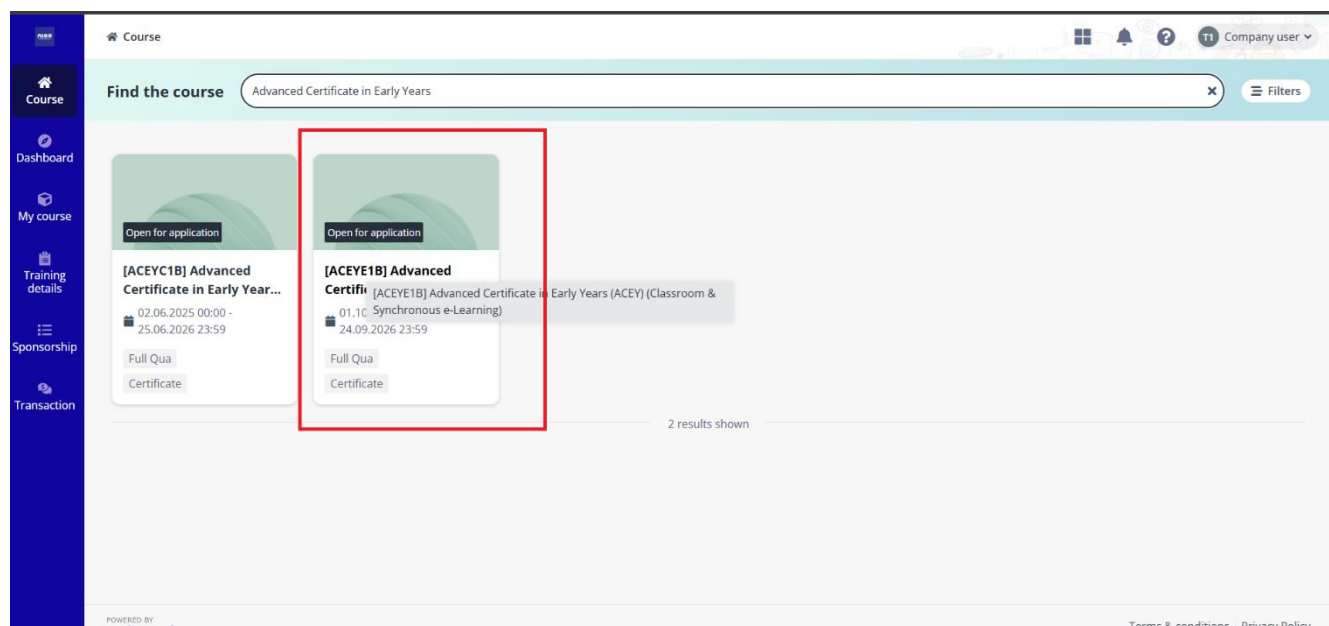
**\*If you do not have an account, please send an email to [contact\\_vitae@niec.edu.sg](mailto:contact_vitae@niec.edu.sg) for further assistance. In the email, please also include your company name and company UEN number.**

## 2: How to Create the Unique Link for the Company Sponsored Applicants:

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**

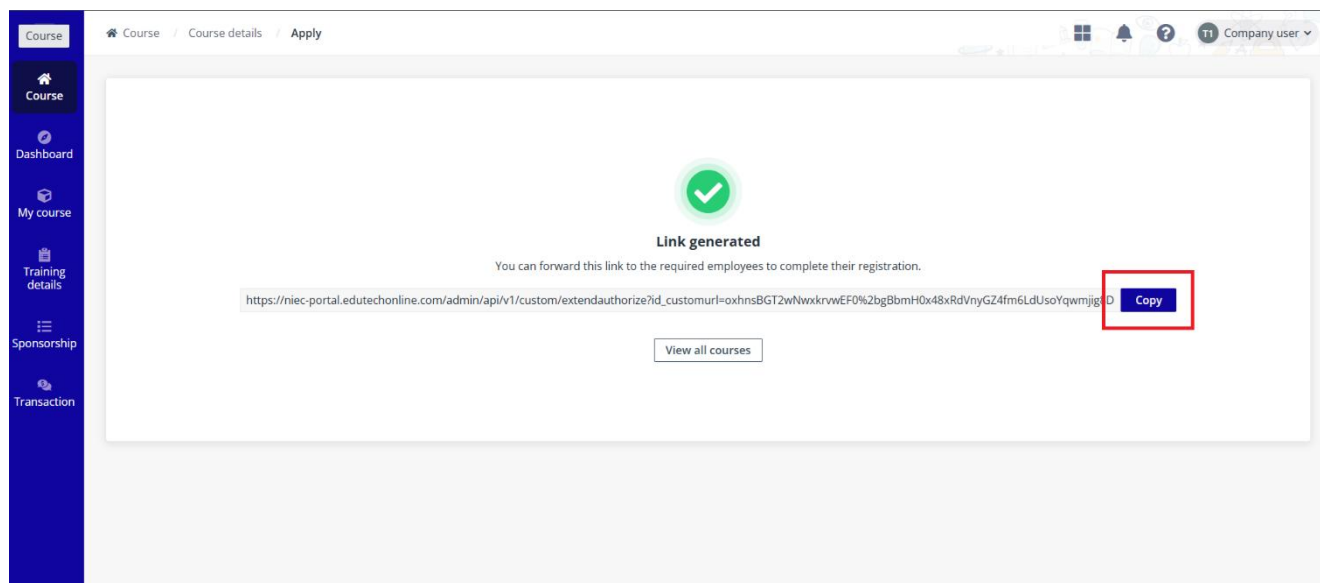
**Course intake: ACEYE1B-250006** • Plenty of slots available: 40 seats [View schedule details](#)

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

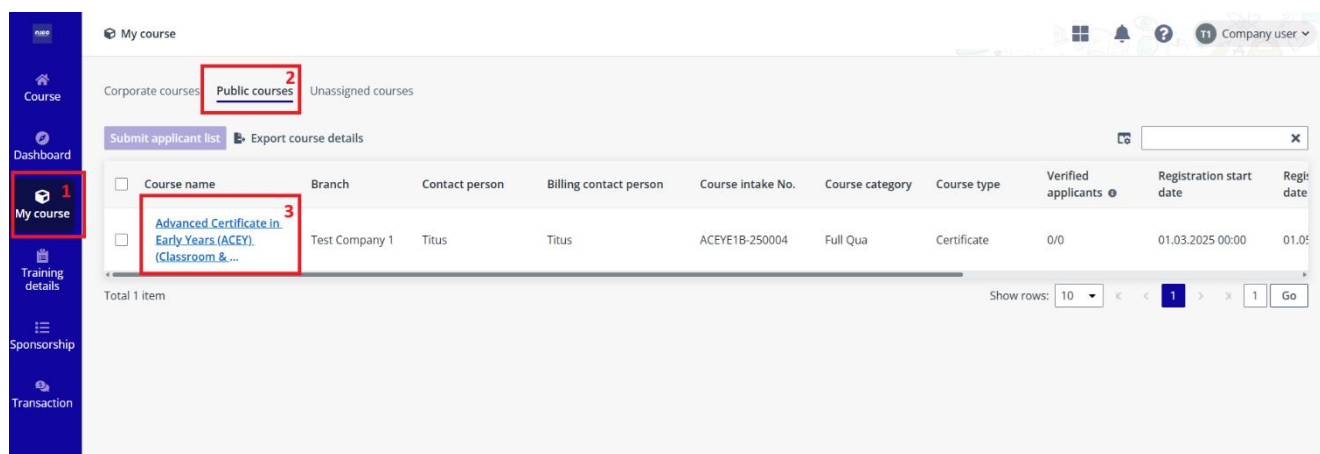
6: Fill up the information below. **Please leave “Max No. of Sponsorship” BLANK. Please also take note to select the correct branch and billing contact BEFORE generating the link as all invoices will be sent to the respective branch. This cannot be amended once the link is generated.**

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.



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**.



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.c...">https://niec-portal.edutechonline.c...</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”.**

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.c...">https://niec-portal.edutechonline.c...</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](#)

[Export](#) [Replace participants](#) [Cancel sponsorship](#)

[Search by applicant nam...](#)

| <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           |        | 16.10.20; |
| <input type="checkbox"/> | 00003          |                |         |               |                |                       | Verified           |        | 16.10.20; |

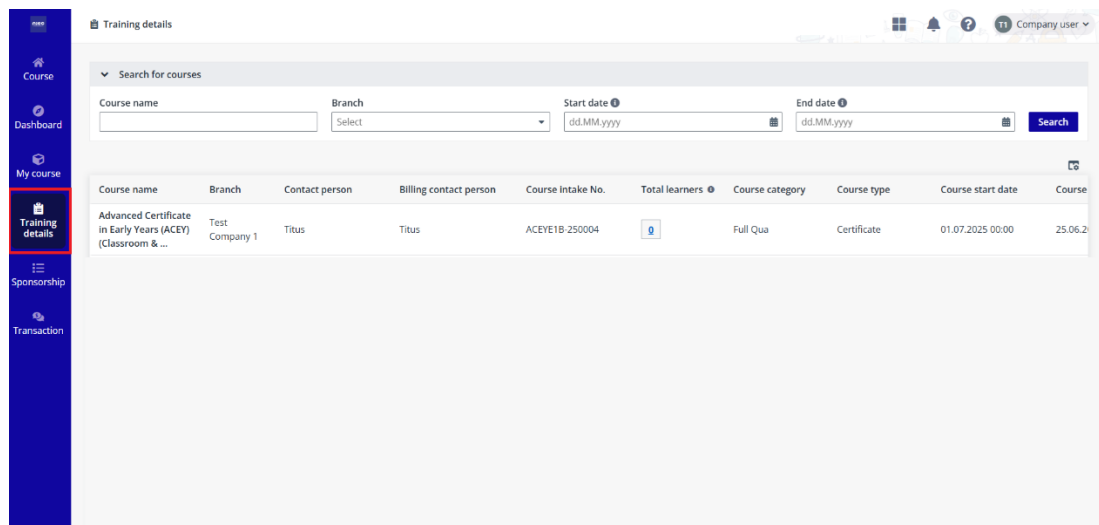
Total 2 items

Show rows: 10 1 Go

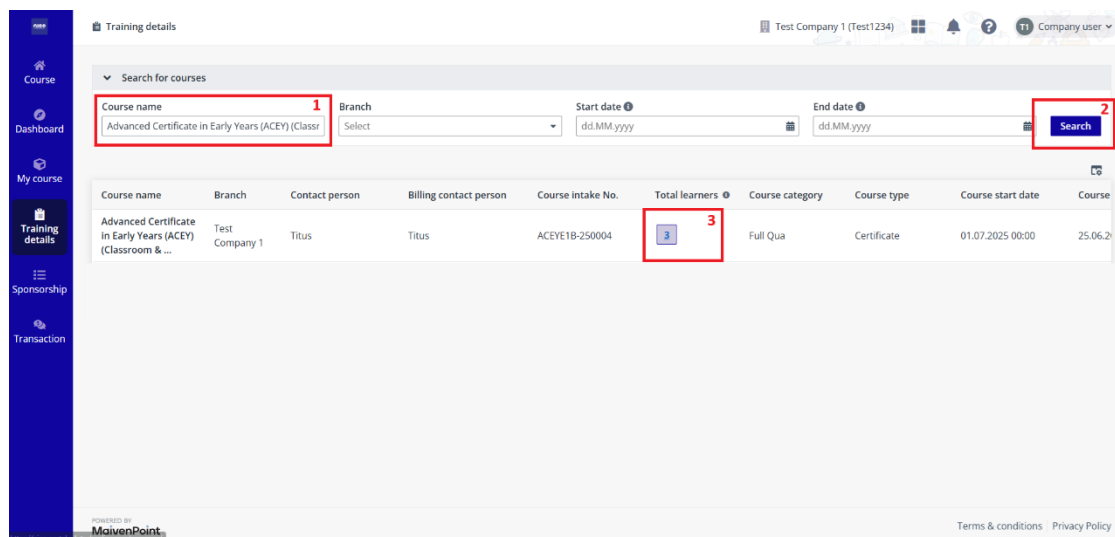


### 3: Checking Staff Progress within the course and checking their attendance records:

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.”



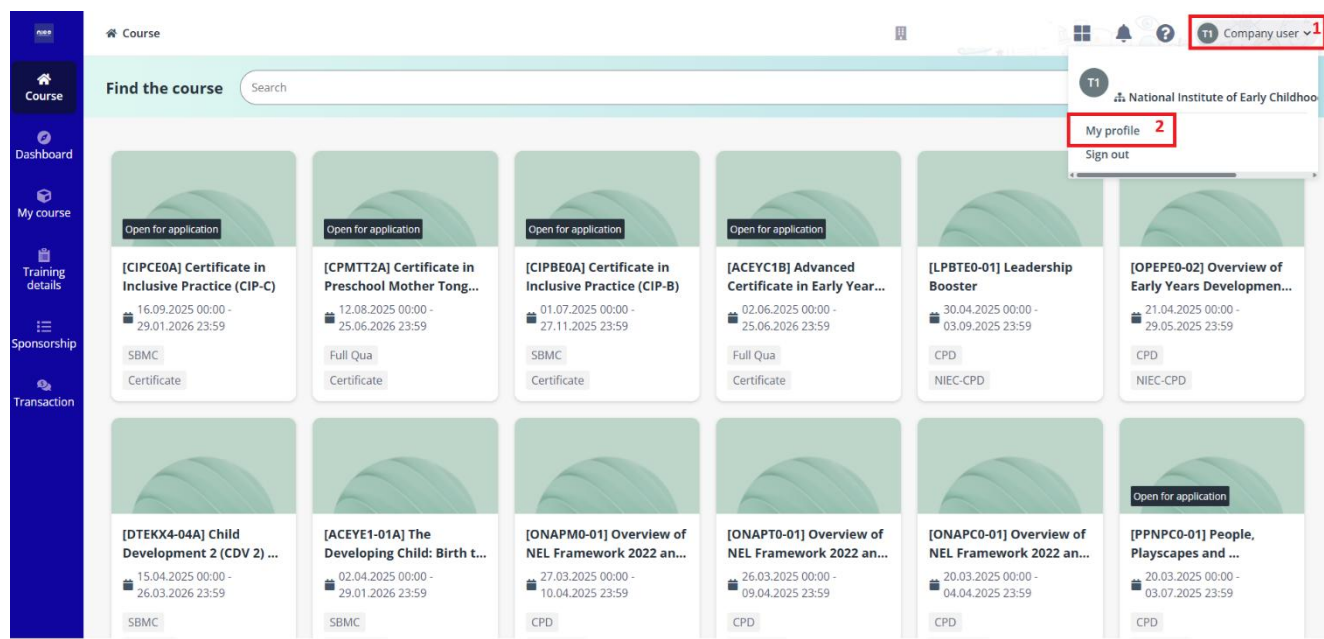
3: The staff's grades and attendance can be viewed here. Please note that the grades are only updated after endorsement for the term which happens 5 times a year.

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 options like Dashboard, My course, Training details, Sponsorship, and Transaction. The main content area shows course details such as Course name, Course intake No., Course start time, Branch, Billing contact person, Course code, Total learners, Course end time, and Contact person. Below this, there are options to Download certificate, Export, Expand all, and Collapse all. A search bar for learner names is also present. The 'Module' tab is selected, showing a table with columns: Module code, Module name, Module enrollment status, No. of training hours, Attendance percentage, and Assessment grade. The table contains one entry for 'DTEKX4-03A' with an assessment grade of 'EX'.

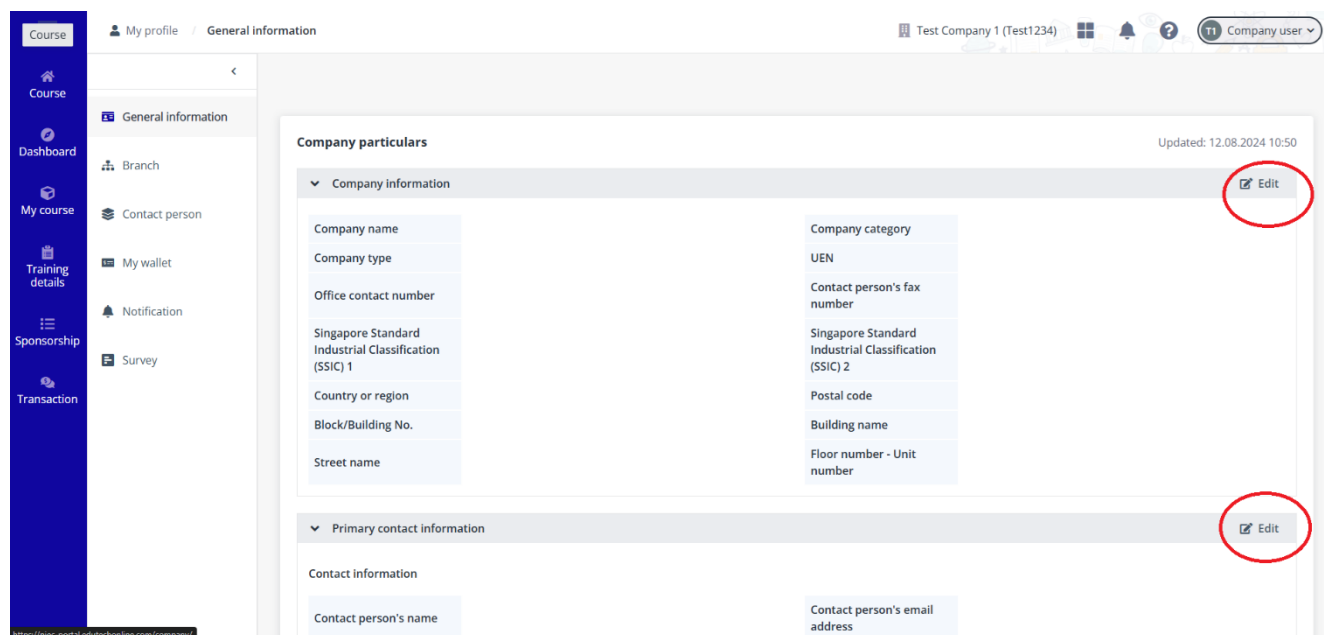
| Module code | Module name                               | Module enrollment status | No. of training hours | Attendance percentage | Assessment grade |
|-------------|-------------------------------------------|--------------------------|-----------------------|-----------------------|------------------|
| 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 interface. On the left sidebar, the 'Branch' menu item is highlighted with a red box and a red '1'. In the main content area, the 'Create' button is highlighted with a red box and a red '2'. The main content area shows a table with one branch named 'Test Branch' created on 24.03.2025 at 17:14. The table has columns for 'Branch name' and 'Created'. The 'Test Branch' entry is listed with its creation date and time. The interface also includes a search bar for branch names and a pagination control showing 1 page.

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
- 6: Company UEN

My profile / Branch / Create branch

Company user

### Create branch

Company information

Branch name \*

Branch type

Others

UEN

Test1234

Office contact number

Select -

Contact person's fax number

Select -

Company address

☒ Singapore ☐ Non-Singapore

Country or region

SINGAPORE

Postal code \*

Block/Building No.

Building name

Street name

Floor number - Unit number

# -

Contacts

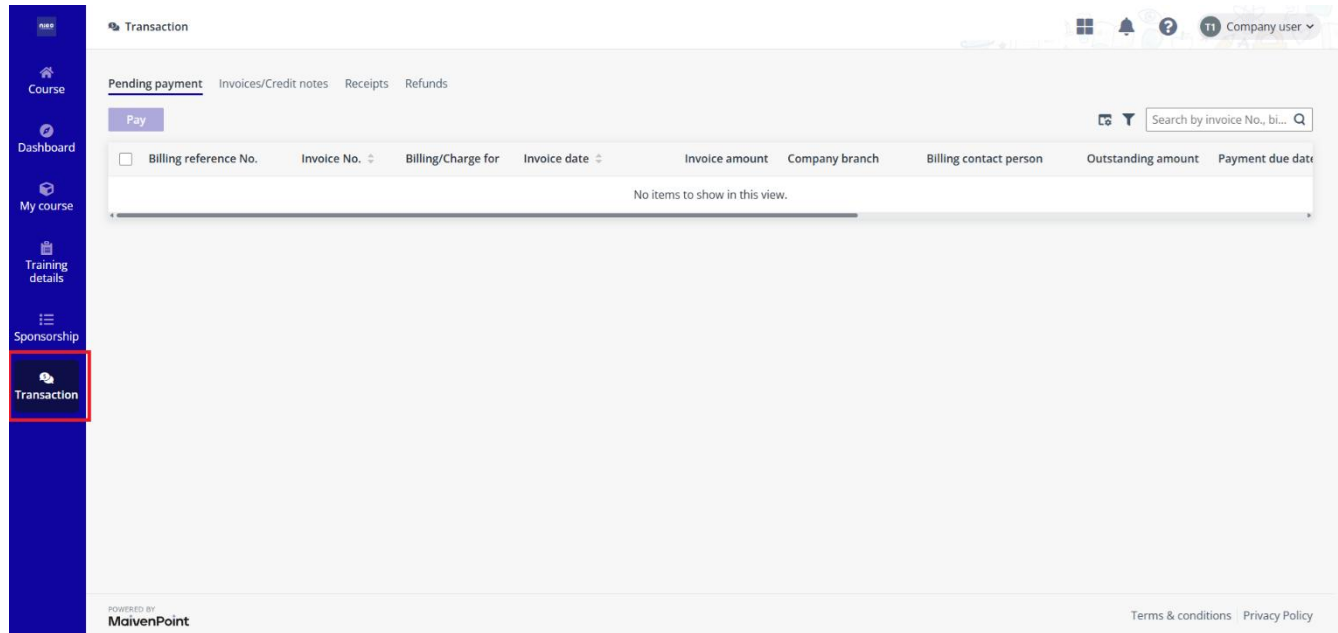
+ Add contact person

| Contact person                 | Contact email | Contact number | Set as billing contact person |
|--------------------------------|---------------|----------------|-------------------------------|
| No items to show in this view. |               |                |                               |

Cancel Save

## 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 sidebar, the 'Transaction' menu item is highlighted with a red box. The main content area displays a table of pending payments. The table has columns for Billing reference No., Invoice No., Billing/Charge for, Invoice date, Invoice amount, Company branch, Billing contact person, Outstanding amount, and Payment due date. A search bar is located at the top right of the table. The table currently shows 'No items to show in this view.'

| Billing reference No.          | Invoice No. | Billing/Charge for | Invoice date | Invoice amount | Company branch | Billing contact person | Outstanding amount | Payment due date |
|--------------------------------|-------------|--------------------|--------------|----------------|----------------|------------------------|--------------------|------------------|
| No items to show in this view. |             |                    |              |                |                |                        |                    |                  |

POWERED BY  
MaivenPoint

Terms & conditions Privacy Policy