

Training Providers in Human Resource Management System (HRMS) Learning module

The HRMS Learning module aims to provide all public service officers a platform to manage their learning activities. Through HRMS Learning module, officers are equipped to explore and register for learning activities they need for development.

HRMS Learning module currently has courses offered by several Training Providers (TPs). As a partner, TP can publish courses and administer the registrations and attendance via the system. It is used by almost 40, 000 users in the public service and by coming on board HRMS Learning module, TPs can reach out their courses to these user agencies.

Join us as one of the TPs to publish your courses on HRMS Learning module today!

Application for New Training Providers

The criteria for new TPs are listed in table below. Interested TP may submit the required documents to TP_Service_Request@VITAL.gov.sg.

Upon successful application, the TP will be notified within 2 weeks and a Service Level Agreement (SLA) will be signed for a one-year period.

Earliest effective date of SLA shall be timed by the 1st day of the next quarter, i.e. 1st April, 1st July, 1st October or 1st January.

S/N	Criteria for New Training Providers	Required Documents
1	At least 5 years of establishment	<ul style="list-style-type: none"> a) Company write-up and website b) Methods of delivering training (e.g. classroom, e-learning, blended learning, etc.) c) Registration policy d) Withdrawal and Replacement policy
2	Track record of courses attended by participants from government agencies	<ul style="list-style-type: none"> a) Details of courses conducted to government agencies. Information should include the following: <ul style="list-style-type: none"> i. Course title ii. Course description iii. Dates conducted iv. Name of government agency of participants b) TP may also include testimonials or referral letters, if any
3	Track record of trainers <ul style="list-style-type: none"> a) Qualification in training delivery or teaching eg ACTA, NIE, Pedagogy/Andragogy b) Number of years of training experience 	<ul style="list-style-type: none"> a) Copy of qualification e.g. certificate b) CVs of trainers who will be assigned to the courses to be offered
4	Registered business entity with ACRA (http://www.acra.gov.sg)	<ul style="list-style-type: none"> a) Business Profile by ACRA
5	TP must be registered on Vendors@Gov (http://www.vendors.gov.sg)	<ul style="list-style-type: none"> a) Vendors@Gov Account with valid Unique Entity Number (UEN)

Performance of Training Providers

An annual performance evaluation will be conducted before contract renewal is offered the following Financial Year (FY).

Fees Payable

There will be a one-time setup fee and an annual package fee.

Payment shall be made within 30 days from date of invoice. An administrative fee of 5% of the invoice amount shall be imposed for any late payment.

Contact Us

If you have any clarification, please feel free to contact us at: Customer Helpdesk: 6509 1757 (office hours only).

Alternatively, you may enquire via TP_Service_Request@VITAL.gov.sg.