



CCP APPLICANT'S GUIDE

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



**SUBMIT
APPLICATION**



**VIEW
APPLICATION**




**UPDATE
APPLICATION**



**FREQUENTLY
ASKED QUESTIONS**





PORTAL GUIDE 01 SUBMIT APPLICATION

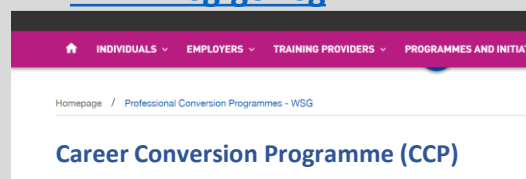
Having trouble submitting your CCP application? Follow these easy steps below!

Step
01

Access the Application Form

Apply for programmes via:

- www.wsg.gov.sg



- www.mycareersfuture.gov.sg

Alternatively, you can click [here](#) to view a list of CCPs to apply for.

Step
02

Log in with Singpass

For additional support, visit the Singpass help page [here](#).

*Note that the CCPs are only open to **Singapore Citizens and Permanent Residents**.*

Step
03

Complete Your Personal Information

Your personal information has been **automatically populated** from **SSG/WSG's database**.

Ensure that your **home number, phone number** and **email address** are updated with the latest information.



Quick Tip: Personal Information from Myinfo

Want to populate your personal information from **Myinfo** instead? Simply click on the **“Retrieve Myinfo with Singpass”** button found in the **Personal Information** section:

Retrieve Myinfo
with singpass

Still have more questions?
Check out a list of Frequently Asked Questions (FAQs) [here](#).

Complete CCP Questionnaire

Step
04

Certain programmes require you to **answer questions** to get to know you better. Do complete them before proceeding.



Quick Tip: Saving your Progress

Do you know your application details are **automatically saved** after you complete each field?

You can also save your application as a **draft** by clicking the “**Save & Exit**” button in the bottom left of the page.

[Save and Exit](#)

Enter Your Educational Details

Step
06

Select your **highest qualification** to date.



Quick Tip: Building Your Resume

Need help in **crafting your resume**? Click on the link shown below for help

[Need help building your Résumé?](#)



Note: Referred to CCP

Before you start your application, you will be asked to indicate if you have been **previously referred** to the CCP.

Step
05

Enter Your Employment Details

Provide your current employment details. If you are currently unemployed, do provide details on your **last employment**.

Step
07

Upload Supporting Documents

Prepare the following documents before you start your application:

- 1) Resume (including contact details of 2 referees)
- 2) Educational Transcripts
- 3) Certifications

Accepted file formats include **PDF, DOC, DOCX, PNG, JPEG, JPG, BMP**. Uploads are also kept to a **15MB** total file size limit.

Still have more questions?

Check out a list of Frequently Asked Questions (FAQs) [here](#).

Step
08

Share LinkedIn Profile and Youtube Portfolio

For applicable programmes, share the link to your LinkedIn Profile or Youtube Portfolio.

Step
09

Review Your Application


Review a summary of your application form.



Quick Tip: Editing Your Application

Spotted a mistake while reviewing your application?

Click on the **edit icon** located beside the section title to edit the section.

Review Your Application
Personal Information 

Step
10

Submit Your Application

Acknowledge the **terms and conditions** and submit your application.

I acknowledge the above statements by submitting this application form.

Step
11

You're Done!

View a **confirmation page** for a successfully submitted application, listing your application details.

Your Application Has Been Successfully Submitted!

If you are shortlisted for an interview, we will be in touch with you within 8 weeks with more information. In the meantime, please track the status of your application under 'My Applications'.

Details of your application

Application ID : PCP-2018-75836732
Date of Application : 27 Oct 2018
Applied for : PCP for Aerospace Officer

For more information on how to track the status of your submitted application, refer to **Portal Guide 2**.

Still have more questions?
Check out a list of Frequently Asked Questions (FAQs) [here](#).

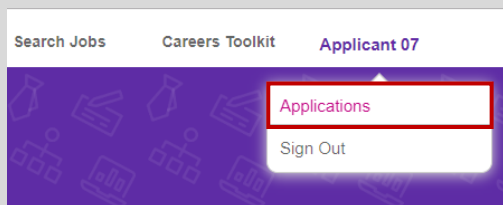
PORTAL VIEW APPLICATION

Having trouble viewing your CCP applications or saved drafts?
Follow these easy steps below!

Accessing Your Applications

Step
01

Access your submitted applications by clicking on the “Applications” button.



Quick Tip: When Can You Expect Email Notifications?

You will receive an email notification when your application status has been updated to either

- **Rejected**
- **Additional Information Required**
- **Offered and Pending Acceptance**

View Your Applications and Statuses

View a list of all **applications** and its **corresponding status** in your application listing page.

Refer to **Step 03** on the next page to understand what each status means.

Step
02

Still have more questions?

Check out a list of Frequently Asked Questions (FAQs) [here](#).

What Does My Application Status Mean?

Refer to the table below to find out more details regarding your application status.

Status	Description
Draft	Your application is saved as a draft and is not yet submitted.
Submitted	Your application has been submitted for evaluation by the partner.
Under Evaluation	Your application is under evaluation by the partner.
Withdrawn Application	Your application has been withdrawn.
Shortlisted	Your application has been reviewed and shortlisted by the partner.
Rejected	Your application is not successful.
Offered and Pending Acceptance	Your application is successful, and is pending your decision to accept/reject it.
Offered and Withdrawn	Your application is successful, but you had decided to withdraw your application.
Offered and Accepted	Your application is successful, and you have accepted the offer.
Additional Information Required	Your application requires additional information for the partner to continue with your application evaluation.
Closed	Your application has been automatically closed by the system.

Still have more questions?

Check out a list of Frequently Asked Questions (FAQs) [here](#).

PORTAL GUIDE 03 UPDATE APPLICATION

Having trouble updating your application?

Follow these easy steps to provide additional information!

Step
01

Update Draft Applications

For applications with a **draft status**, **edit or delete** the draft application by selecting the option under the **“Action”** column

Status	Action
Draft	<input type="text" value="Edit"/>
Under Evaluation	<input type="text" value="Select Action"/> <input type="text" value="Edit"/> <input type="text" value="Delete"/>

Step
02

Provide Additional Information (1/4)

For applications with an **“Additional Information Required”** status, provide additional information selecting the option under the **“Action”** column

Additional Information Required	<input type="text" value="Provide Additional Information"/>
	<input type="text" value="Select Action"/> <input type="text" value="Provide Additional Information"/> <input type="text" value="View Application"/>



Quick Tip: Accessing Draft Applications

Your drafted applications are **automatically deleted** from the system **1 year** from its **creation date**. Do take note to avoid losing your saved drafts!

Still have more questions?

Check out a list of Frequently Asked Questions (FAQs) [here](#).

Step
03

Provide Additional Information (2/4)

View comments left by the processing officer in your application details page.

Review Your Application Additional Information Required

Please provide your latest resume.

Step
04

Provide Additional Information (3/4)

Update relevant sections of your application form based on the comments received.

Step
05

Provide Additional Information (4/4)

Once all updates have been done, click the **“Submit”** button located at the bottom of the form to resubmit your application form.



Quick Tip: Withdraw Application

Thinking of withdrawing your application?

Simply click on the **Application ID** of the application to view its details. Scroll down to the bottom of the page and click on the **“Withdraw your application”** button.

[Withdraw Your Application](#)

Still have more questions?
Check out a list of Frequently Asked Questions (FAQs) [here](#).

CCP Applicant FAQs

S/N	Category
A	Submit Application
B	View/Update Application

S/N	Category
A	SUBMIT APPLICATION
1.	<p>What supporting documents would I be required to upload in the system besides the application form?</p> <p>You will be required to upload the following supporting documents in your application:</p> <ol style="list-style-type: none"> 1) Resume 2) Educational Transcripts 3) Certifications 4) Contact details of 2 referees (to be included within resume) <p>Do refer to your respective Career Conversion Programme's detail page to view the full list of documents required. The organisation managing the Career Conversion Programme may also contact you to ask for additional information or supporting details.</p>
2.	<p>What are the accepted file formats for supporting documents in the system?</p> <p>You will only be able to upload supporting documents in the following file formats: PDF, DOC, DOCX, JPG/JPEG, PNG</p>
3.	<p>Is there a total file size limit on supporting documents that can be uploaded in an application?</p> <p>Yes, the maximum total file size for all uploads is 15MB. You will also only be able to upload a maximum of 10 files.</p>
4.	<p>How can I update my personal information that has been automatically displayed in my application form?</p> <p>You will be able to update your personal information (e.g. contact number and email address) by clicking the "Retrieve Myinfo with Singpass" button. This will replace the information that is automatically displayed in your application form with data from your Myinfo profile.</p> <p>Click here for more details on Myinfo. Click here for detailed steps on how to use personal information from your Myinfo profile in the application form.</p>

CCP Applicant FAQs

S/N	Category
5.	<p>Can I save my application form as a draft?</p> <p>Yes, you will be able to save your application form as a draft by clicking on Save and Exit at the bottom of the page.</p>
6.	<p>Where can I view my saved application drafts?</p> <p>To view saved application drafts, you will need to access your Applications page.</p> <p>Click here to view detailed steps on retrieving your saved draft application.</p>
7.	<p>Will I be able to submit applications for more than 1 programme?</p> <p>Yes, you are able to submit applications for more than 1 programme. However, you will only be allowed to have one active application for per programme.</p>
8.	<p>I have been referred to apply for the Career Conversion Programme by WSG Careers Connect. Will I be required to indicate it in my application?</p> <p>Yes, please indicate that you are a registered client of WSG Careers Connect in the field provided, before you click on Start Application.</p>
9.	<p>How do I know if my application has been submitted?</p> <p>Upon submission of your application, you will be directed to an application confirmation page, with your application details (e.g. Application ID, Date of Application) displayed.</p>
10.	<p>How will I know if my application is successful?</p> <p>You will receive an email notification if your application is successful.</p>

CCP Applicant FAQs

S/N	Category
B	VIEW/UPDATE APPLICATION
1.	Why am I unable to find my saved application draft in the My Application page? Your draft applications are automatically deleted from the system 1 year from the creation date or when the application window of the particular programme is closed.
2.	Will the organisation that is in charge of the programme I am applying for be able to view my draft applications? No, they will not be able to view your saved applications in draft status.
3.	How can I check the status of my application? You can check the status of your application by navigating to the My Applications page. Click here to view detailed steps to view your submitted applications.
4.	What can I do if I realised that I have missed out an attachment for the submission or submitted the wrong documents? Please approach the contact person(s) listed in the details page of the Career Conversion Programme that you have applied for, to inform them that you would like to submit additional supporting documents.
5.	I have been notified to provide additional information for my application. How do I view comments left by the Processing Officer in the application form? You will be able to view comments left by the Processing Officer in the application details page. Click here to view detailed steps to provide additional information for your application.