

## e-Certs for LAS WSQ Courses

Starting from 3 November 2014, electronic certificates (e-Certs) will be issued to trainees who have attended and attained competency in Singapore Workforce Skills Qualifications (WSQ) training modules or have attained full WSQ qualifications. This will replace the current hardcopy certificate issuance process.

- 1) All participants attending LAS WSQ modules on and after November 2014, will receive e-Cert for their Statement of Attainment (SOA) via SkillsConnect.
  - a. Participants will be informed via email and/or SMS once the e-Cert (SOA) is ready. It will be approximately 3 weeks after the last day of assessment.
  - b. Participants can view and download their e-Certs (SOA) via [SkillsConnect portal](#). They will need their SINGPASS to access their e-Certs.
  - c. Participants are encouraged to use the e-Cert (SOA) for their job search or submission to their current employers. Should participants need a printed copy, they can print the e-Cert (SOA) in colour on 100gsm A4 size white papers.  
  
If they have difficulties in printing and require a hard copy, they can request a print copy from LAS. The first printed copy (SOA) will not be chargeable and has to be collected from a LAS T&D Committee Member's office. Participants can email [training@las.org.sg](mailto:training@las.org.sg) to request for a print copy.
  - d. Participants can request for previously hardcopy printed certificates (issued before November 2014) to be generated into e-Certs. There will be a fee charged for this service (amount to be determined). To request for this, please email [training@las.org.sg](mailto:training@las.org.sg)
  
- 2) Participants who qualify for the WSQ Qualification Higher Certificate in Library Services (HCLIS) on and after November 2014 will be able to access the e-Cert of their HCLIS and Transcripts via SkillsConnect.
  - a. Like the SOA, participants will be informed via email and/or SMS once the e-Cert (SOA) is ready. It will take approximately 5 weeks after the last day of assessment for the 5<sup>th</sup> module.
  - b. Participants can view and download their e-Certs (HCLIS and Transcripts) via [SkillsConnect portal](#). They will need their SINGPASS to access their e-Certs.
  - c. LAS will mail a hard copy of the HCLIS and Transcripts to participants receiving them. There will be a fee charged (amount to be determined) for subsequent printing.

Please go to [WDA website for e-Certs](#) for more information on

- **Trainees:** Downloading e-certs, Updating personal details, Printing Transcript, etc.
- **Employers:** Verifying authenticity of e-Cert

Questions about LAS WSQ e-certs, please email [training@las.org.sg](mailto:training@las.org.sg)