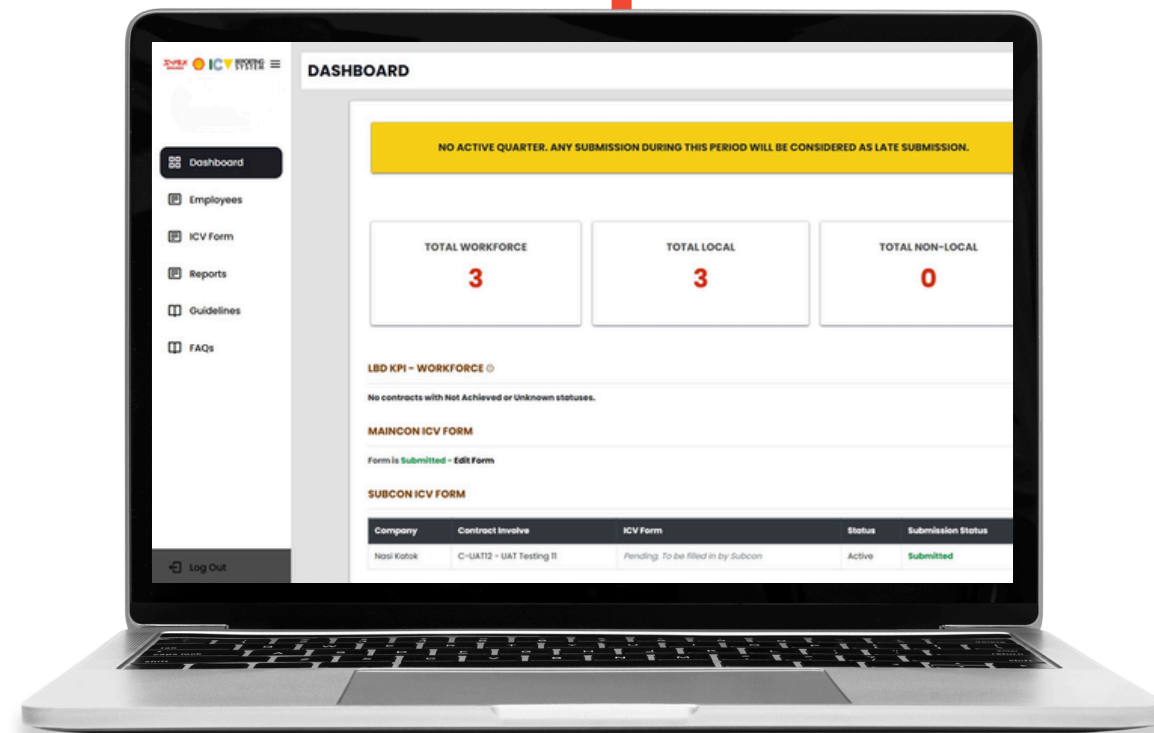
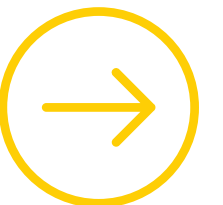


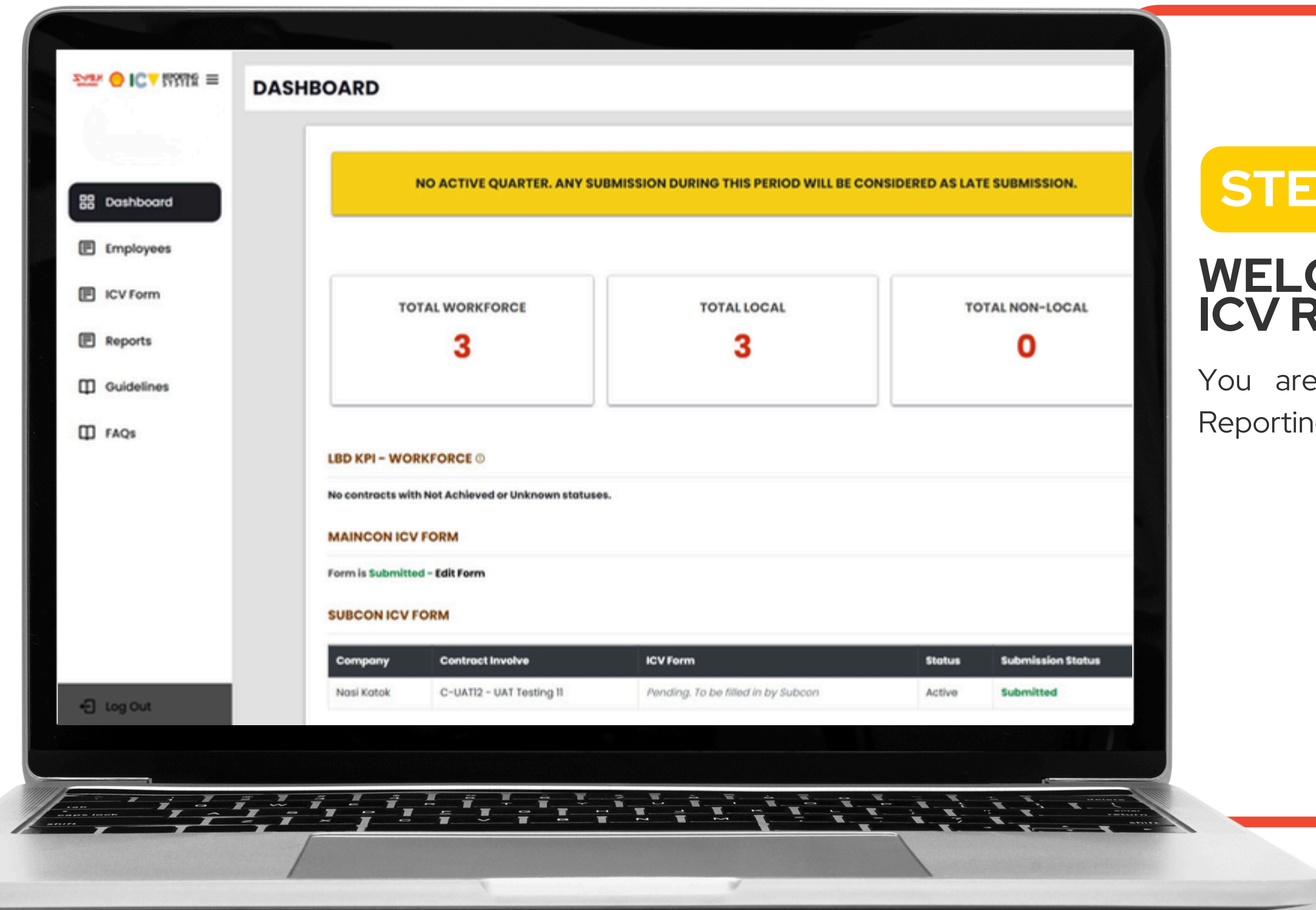


REPORTING GUIDELINES



MODULE 3: FILLING IN EMPLOYEES DETAILS

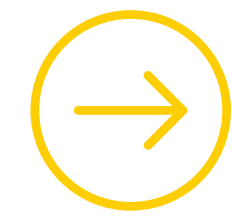




STEP 1

WELCOME TO ICV REPORTING SYSTEM!

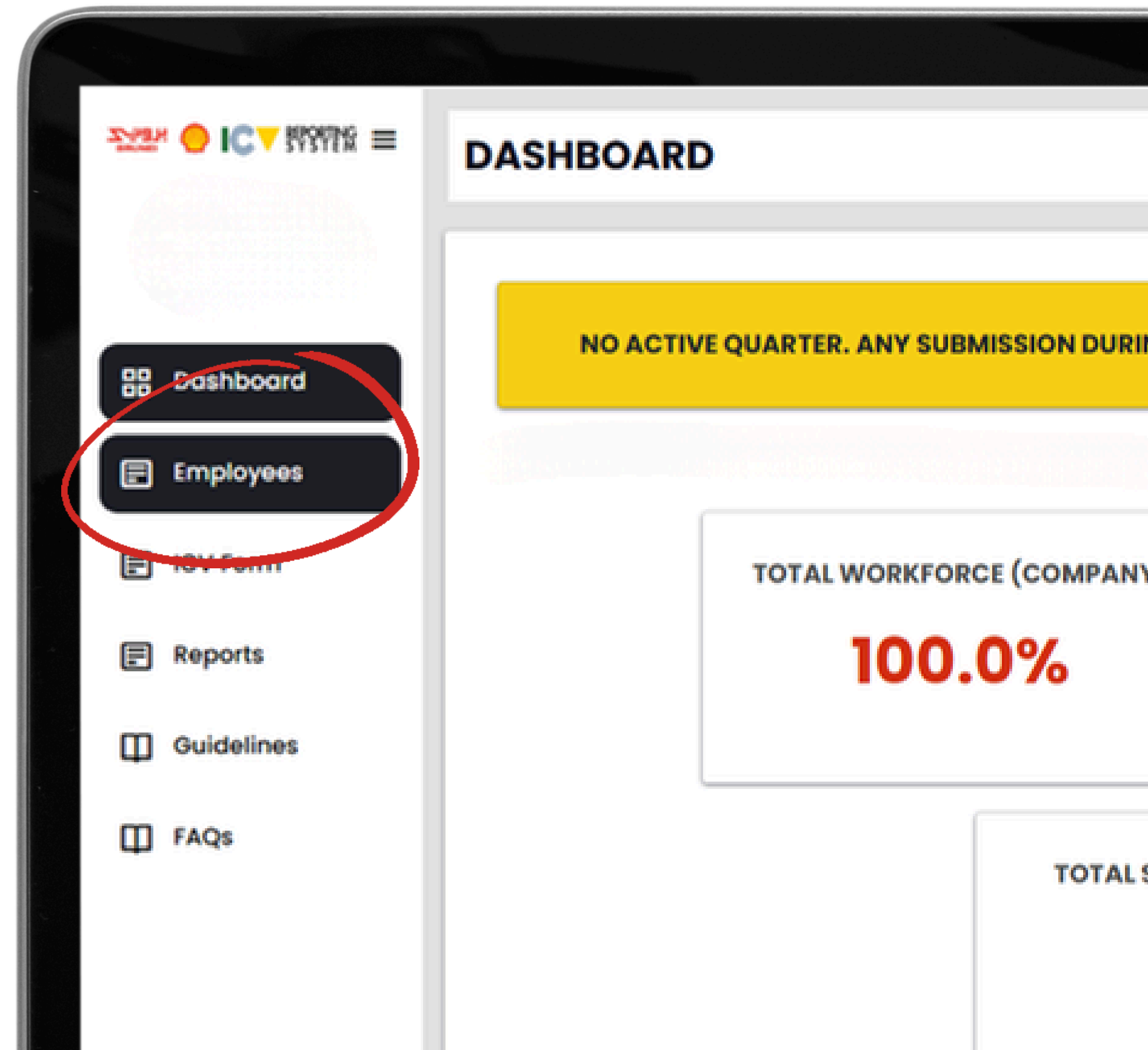
You are now at the Dashboard page of ICV Reporting System.



STEP 2

GO TO EMPLOYEE TAB

- On the left side of your screen, click “**Employees**”.



LIST OF EMPLOYEES

EXCEL FILE UPLOAD

Select file to upload

Choose File No file chosen

*Prior to uploading the Excel file, kindly ensure to upload using the provided excel file

Upload Excel File Download Excel Template

Add Employee

Search Employee: Search...

Missing BDSOC1 and BDSOC4: 0 Missing Contract Involved: 0 Total Employees: 9

#	EMPLOYEE NAME	ACTION
1	Muhammad Ali	View More
2	Awang Payung	View More
3	Siti Payung	View More
4	Zulfadhli Zulrushedi	View More

STEP 3

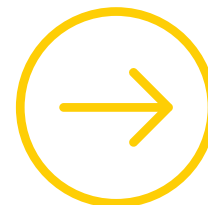
LIST OF EMPLOYEES

- Here you will find all of your previously added employees.
- To add, click “Add Employee”.

STEP 4

FILL IN EMPLOYEES DETAILS

Now let's go deeper into details on what has changed.

A laptop screen showing a web form titled "Add New Employee". The form contains several input fields and dropdown menus for employee details.

Add New Employee

Full Name (as per Passport)

Nationality

Employment Type

Category

Job Position

Brunei Darussalam Standardised Occupational Classification (BDSOC 1)

Brunei Darussalam Standardised Occupational Classification (BDSOC 4)

Academic Qualification (Education Level) *Filling Guide: BSc in Computer Science

Brunei Darussalam Standardised Educational Classification (BDSEC)

FILL IN EMPLOYEES DETAILS

NATIONALITY

- **Nationality** has 2 options:
 - **Local** (Bruneian & PR)
 - **Non-Local**
- For **Non-Local**, select the **Country of Origin** from the dropdown selection.

A laptop screen displaying a web form titled "Add New Employee". The form includes several fields: "Full Name (as per Passport)" (text input), "Nationality" (dropdown menu with "Choose.." selected), "Employment Type" (dropdown menu with "Choose.." selected), "Category" (dropdown menu with "Choose.." selected), "Job Position" (text input), "Brunei Darussalam Standardised Occupational Classification (BDSOC 1)" (dropdown menu with "Choose" selected), "Brunei Darussalam Standardised Occupational Classification (BDSOC 4)" (dropdown menu with "Choose" selected), "Academic Qualification (Education Level) *Filling Guide: BSc in Computer Science" (text input), and "Brunei Darussalam Standardised Educational Classification (BDSEC)" (dropdown menu with "Choose.." selected).

Add New Employee

Full Name (as per Passport)

Nationality

Choose..

Employment Type

Choose..

Category

Choose..

Job Position

Brunei Darussalam Standardised Occupational Classification (BDSOC 1)

Choose

Brunei Darussalam Standardised Occupational Classification (BDSOC 4)

Choose

Academic Qualification (Education Level) *Filling Guide: BSc in Computer Science

Brunei Darussalam Standardised Educational Classification (BDSEC)

Choose..

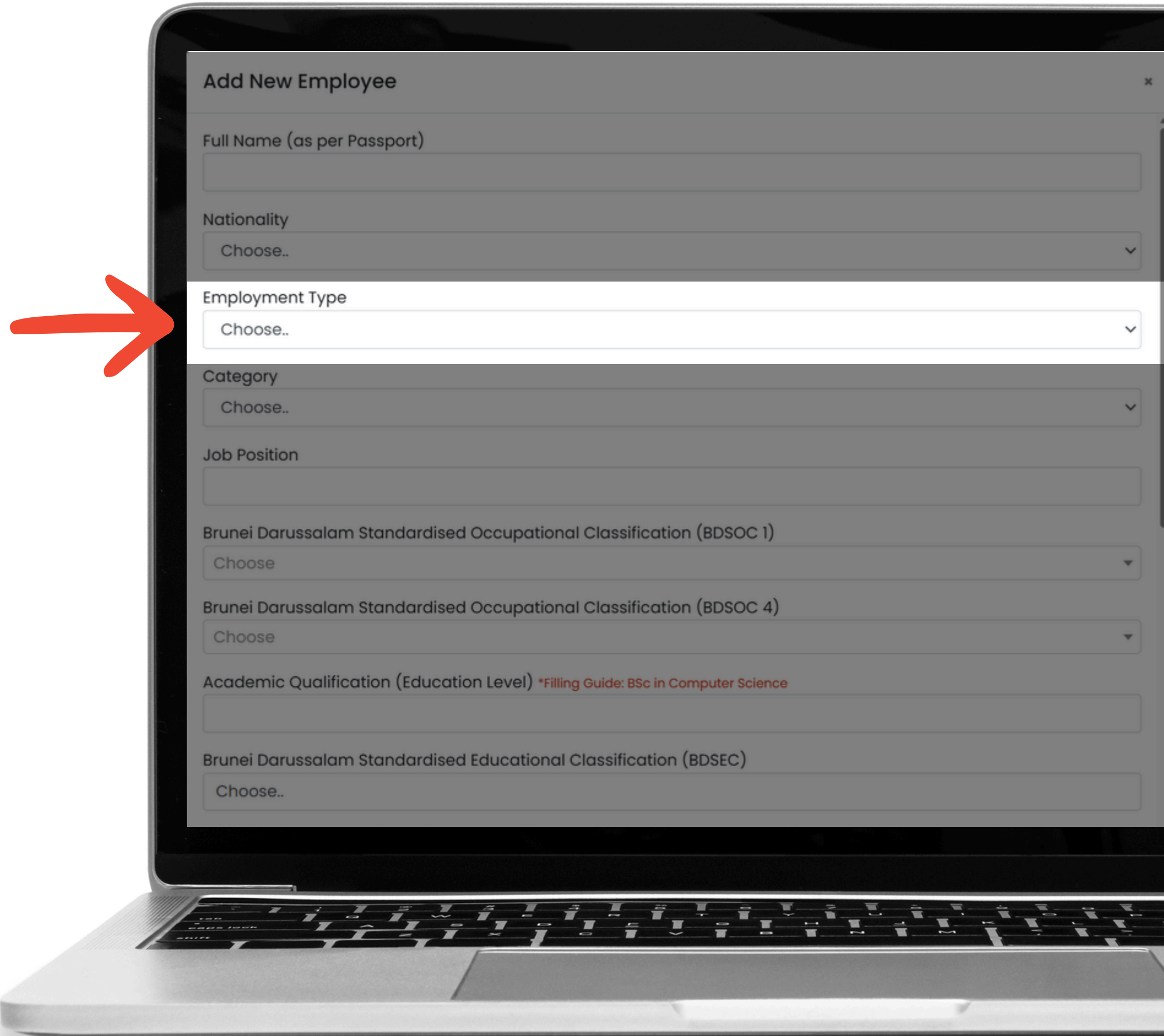
FILL IN EMPLOYEES DETAILS

EMPLOYMENT TYPE

- **Employment Type** has 3 options:
 - **Full Time**
 - **Contract**
 - **SAWP** (Special Authorised Work Permit)

Additional question(s) will appear based on your selection

- **Full Time:** Enter the **Start Date with this Company**
- **Contract & SAWP:** Enter the **Start** and **End Date** of the Contract



The laptop screen shows the 'Add New Employee' form with the following fields:

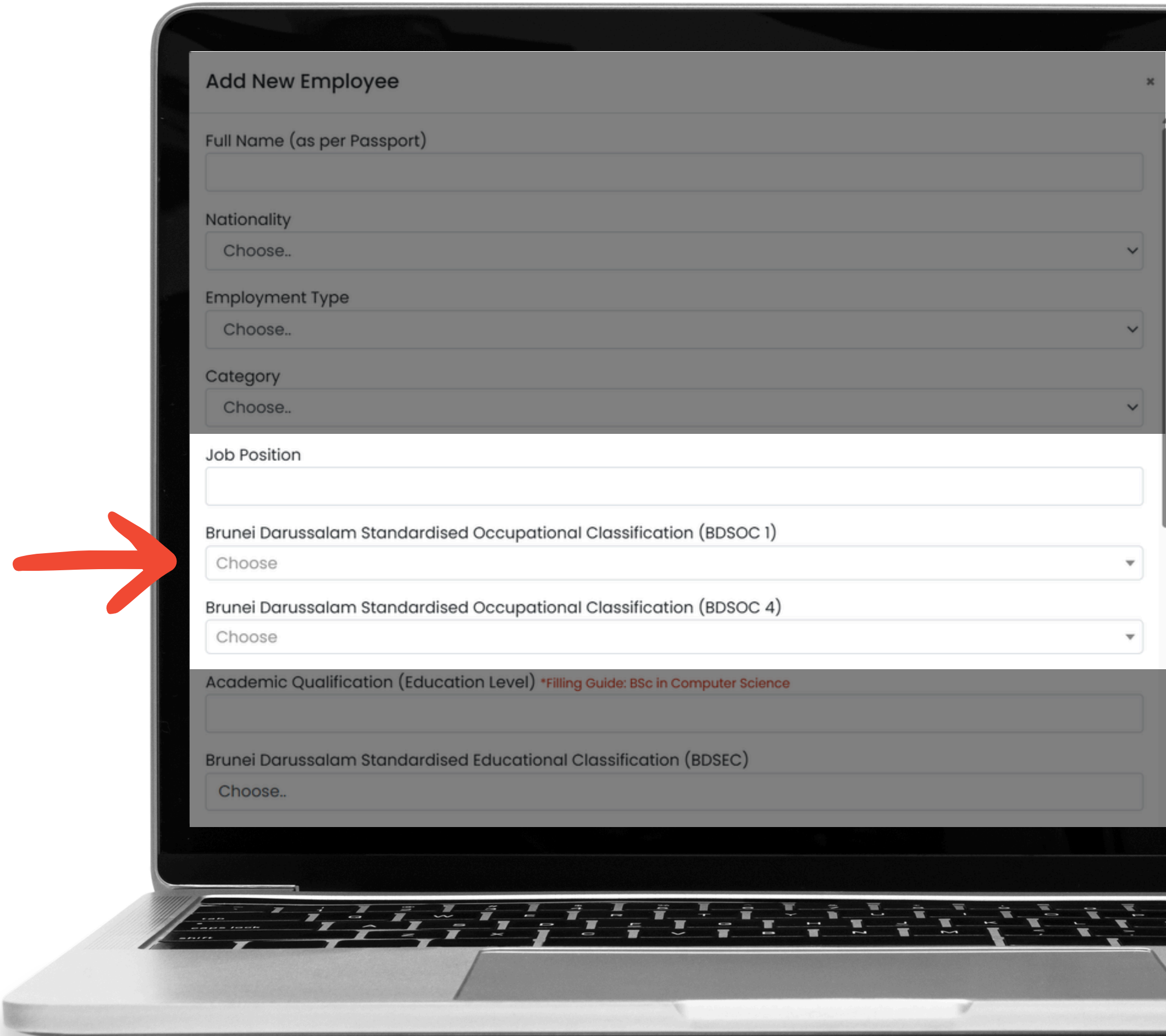
- Full Name (as per Passport)
- Nationality (Choose..)
- Employment Type** (Choose..)
- Category (Choose..)
- Job Position
- Brunei Darussalam Standardised Occupational Classification (BDSOC 1) (Choose)
- Brunei Darussalam Standardised Occupational Classification (BDSOC 4) (Choose)
- Academic Qualification (Education Level) *Filling Guide: BSc in Computer Science
- Brunei Darussalam Standardised Educational Classification (BDSEC) (Choose..)

FILL IN EMPLOYEES DETAILS

BDSOC FILTRATION

BDSOC FILTRATION

- **Step 1:** Enter Job Position, if available from the suggestion, BDSOC1 and BDSOC4 will be selected automatically.
- **Step 2:** Otherwise, select the dropdown from **BDSOC1**.
- **Step 3:** Based on your selection in BDSOC1, this will **filter** and **narrow down** the selection in **BDSOC4**.



The laptop screen shows the 'Add New Employee' form with the following fields:

- Full Name (as per Passport)
- Nationality (Choose..)
- Employment Type (Choose..)
- Category (Choose..)
- Job Position
- Brunei Darussalam Standardised Occupational Classification (BDSOC 1) (Choose)
- Brunei Darussalam Standardised Occupational Classification (BDSOC 4) (Choose)
- Academic Qualification (Education Level) *Filling Guide: BSc in Computer Science
- Brunei Darussalam Standardised Educational Classification (BDSEC) (Choose..)

FILL IN EMPLOYEES DETAILS

ACADEMIC QUALIFICATION & BDSEC

Academic Qualification (Education Level) *Filling Guide: BSc in Computer Science

Brunei Darussalam Standardised Educational Classification (BDSEC)

Choose..

Rollover

Choose..

iSkill Graduate

Choose..

Skillset Level

Choose..

Multi-Skilled *Multi-skilling refers to an employee possessing additional skills beyond their primary skill set

Choose..

Work Experience

Choose..

Last Progression Date

mm/dd/yyyy

Contract Selection *Multiple select

Choose..

Add Employee

ACADEMIC QUALIFICATION:

Key in the employee's **highest qualification**.
e.g. BSc in Computer Science

BDSEC:

Select which **BDSEC Level** from the dropdown selection.
Hover over the ⓘ button for more info.

Brunei Darussalam Standardised Educational Classification (BDSEC)

Choose..

BDSEC Level 1

BTEC Level Introductory
Certificate / Skills Certificate
1(SC1)



FILL IN EMPLOYEES DETAILS

ACADEMIC QUALIFICATION & BDSEC

Academic Qualification (Education Level) *Filling Guide: BSc in Computer Science

Brunei Darussalam Standardised Educational Classification (BDSEC)

Rollover

iSkill Graduate

Skillset Level

Multi-Skilled *Multi-skilling refers to an employee possessing additional skills beyond their primary skill set

Work Experience

Last Progression Date

Contract Selection *Multiple select

Add Employee

MULTI-SKILLED:

If Employee is multi-skilled, additional question will appear - to state what skill.

FILL IN EMPLOYEES DETAILS

WORK EXPERIENCE & PROGRESSION

Academic Qualification (Education Level) *Filling Guide: BSc in Computer Science

Brunei Darussalam Standardised Educational Classification (BDSEC)

Rollover

iSkill Graduate

Skillset Level

Multi-Skilled *Multi-skilling refers to an employee possessing additional skills beyond their primary skill set

Work Experience

Last Progression Date

Contract Selection *Multiple select

Add Employee

WORK EXPERIENCE:

Select how many **years of working experience** from the dropdown selection.

FILL IN EMPLOYEES DETAILS

WORK EXPERIENCE & PROGRESSION

Academic Qualification (Education Level) *Filling Guide: BSc in Computer Science

Brunei Darussalam Standardised Educational Classification (BDSEC)

Rollover

iSkill Graduate

Skillset Level

Multi-Skilled *Multi-skilling refers to an employee possessing additional skills beyond their primary skill set

Work Experience

Last Progression Date

Contract Selection *Multiple select

Add Employee

LATEST PROGRESSION DATE:

Within the company, select the **latest progression date** for the Employee

Skillset Level
Choose..

Multi-Skilled *Multi-skilling refers to an employee possessing additional skills beyond their primary skill set
Choose..

Work Experience
Choose..

Last Progression Date
mm/dd/yyyy

Contract Selection *Multiple select
Choose..

Add Employee

CONTRACT SELECTION:

- Select which contract(s) the Employee is assigned to.
- Multiple selection is allowed here for shared resources.

FILL IN EMPLOYEES DETAILS

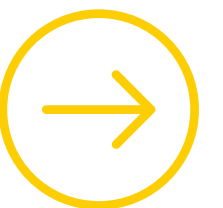
CONTRACT SELECTION

ADDED SUCCESSFULLY!

CLICK "ADD EMPLOYEE"

Once the details have been filled in, proceed by clicking the "Add Employee" button.

***"SO I HAVE TO ENTER
ALL OF MY
EMPLOYEES DETAILS,
ONE BY ONE?"***



FILL IN EMPLOYEES DETAILS

EXCEL FILE UPLOAD

Step 1: Download Excel Template

Step 2: Fill in all of your Employees' details accordingly

Step 3: Upload Excel File. Voila!

REMEMBER TO UPDATE THE BDSOC AND CONTRACT SELECTION IN THE SYSTEM!

⚠ Missing BDSOC1 and BDSOC4: 0 📁 Missing Contract Involved: 0

LIST OF EMPLOYEES

EXCEL FILE UPLOAD

Select file to upload

Choose File No file chosen

*Prior to uploading the Excel file, kindly ensure to upload using the provided excel file

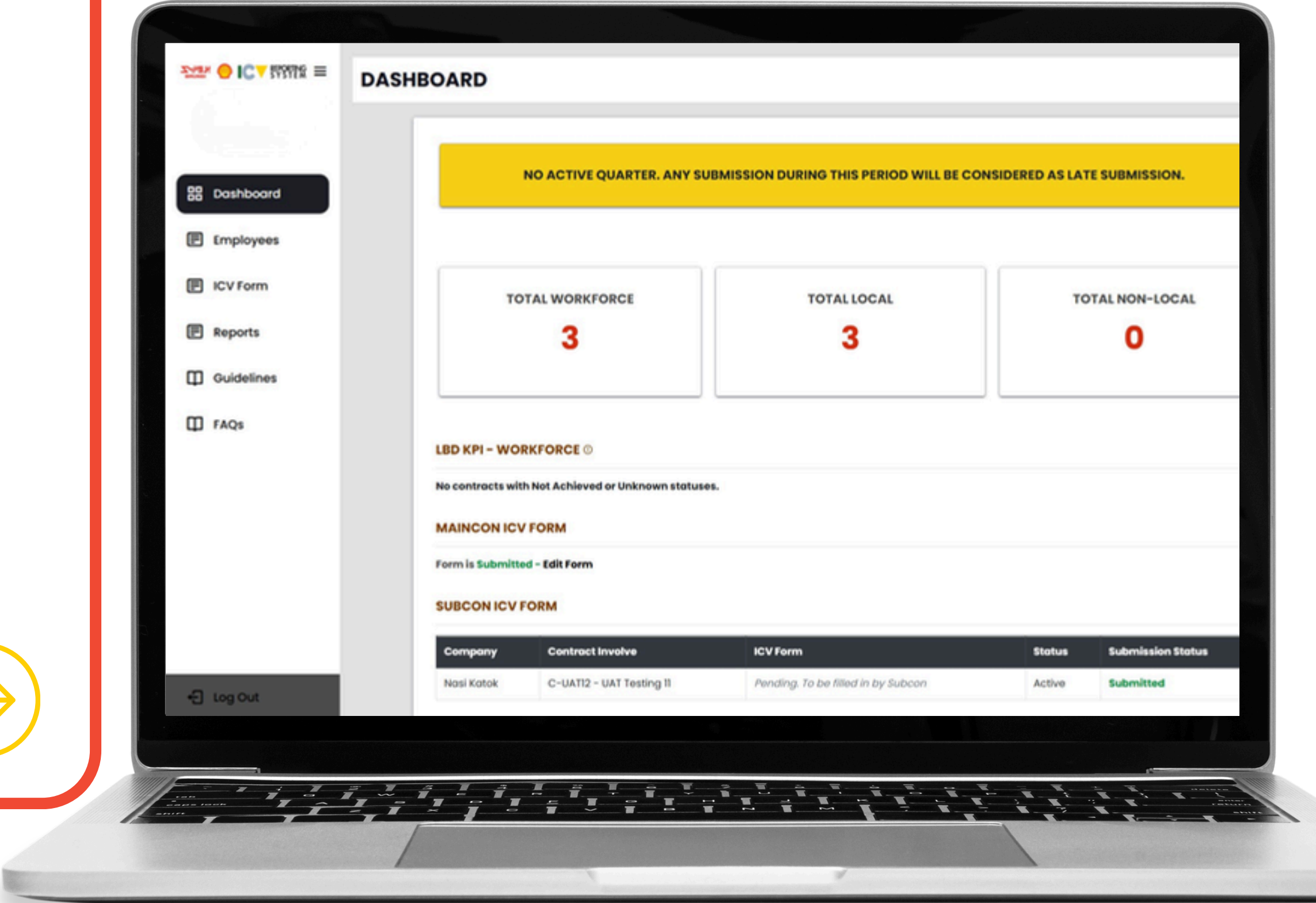
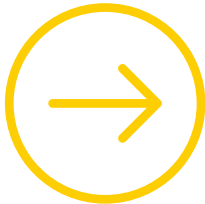
Upload Excel File

Download Excel Template

EMPLOYEES FORM

UPDATED!

Up Next:
Module 4: Submitting ICV Form
Module 5: Subcon Details





**REPORTING
SYSTEM**