TAMM
خدمات أبوظبي الحكومية
Abu Dhabi Government Services

Abu Dhabi Centre for Technical and Vocational Education and Training (ACTVET)

Candidate Management

User Guides – V0.2

Contents

| Document Type:	☐ Secret	☐ Sensitive	☐ Confidential	☒ Open

Introduction

TAMM allows you to manage various services offered by the ACTVET starting with registering candidates to deregistering candidates.

The following ACTVET features are covered in this user guide:

- **Register Candidates** – In this feature, the institution's primary contact can register candidates.

- **Amend Candidates Details** – In this feature, the institution's primary contact can amend candidates' details.

- **Deregister Candidates** – In this feature, the institution's primary contact can deregister candidates.

Prerequisite

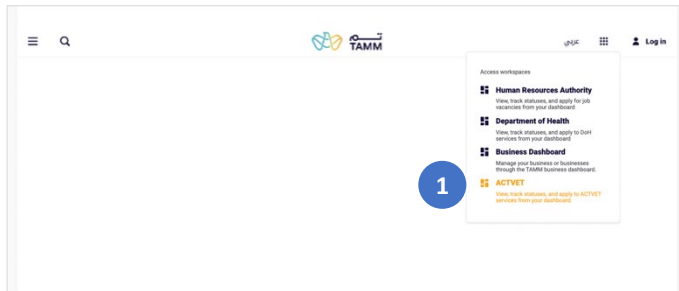An active UAE PASS account is needed to access the ACTVET digital services and initiate a request.
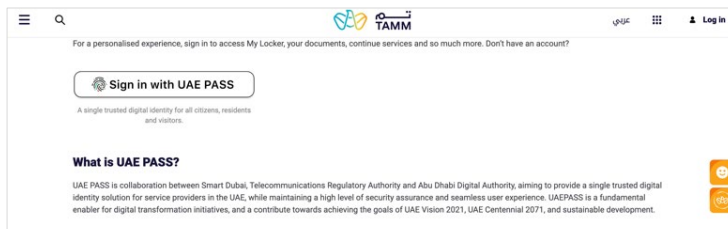
Sign in to TAMM Digital Services

Click **Sign in with UAE Pass** and log in using your valid credentials to access services.
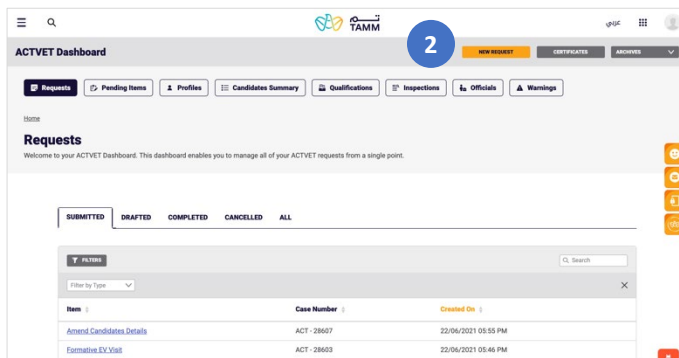
Getting Started

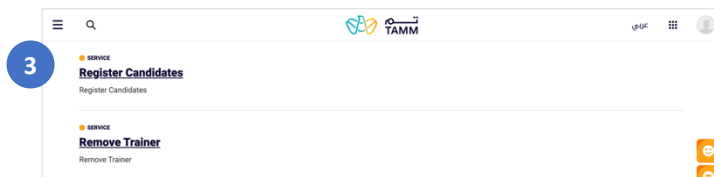This section explains step-by-step procedure to request the features.

Find the Feature on TAMM

Through the ACTVET Dashboard

1. Click the **square** icon located on the top right of the TAMM website and click **ACTVET** from the drop-down list.

2. Click NEW REQUEST.

3. Scroll to find the specific service from the list and click the service name.

Register Candidates

Through this service, you can register candidates to your insitution by sending a request to ACTVET.

Start Service

1. Select the name from the drop-down list on whose behalf you are accepting the terms and conditions.
2. Click the '**terms and conditions'** link to read ACTVET's terms and conditions and click **ACCEPT.**
3. Click **NEXT** to proceed to the next page.
   a. To close the application, click **Cancel**.

The following screen displays the '**Add Candidates**' section.

Add Candidates

4. Click **ADD CANDIDATE** to start adding candidates.

The following screen will display the '**Enter Candidates Details**' section.

Request to Register Candidates

Enter Candidates Details

Select whether you wish to add a single candidate or multiple candidates from the option below. If you select a single candidate, input all of the requested details and click 'ADD' to confirm the request. If you choose multiple, you will be asked to download a spreadsheet template to fill up and reupload it filled up to confirm the candidates' requests.

5 WOULD YOU LIKE TO ADD A SINGLE CANDIDATE OR MULTIPLE CANDIDATES?
● Single ○ Multiple

Process
✓ Accept Terms and Conditions
2 Specify Details
3 Upload Documents
4 Take Satisfaction Survey
5 Application Submitted

5.1a **Personal Details**

CANDIDATE EMIRATES ID: 784XXXXXXXXXXXX
DATE OF BIRTH: MMDDYYYY
EMAIL ADDRESS:
MOBILE NUMBER:
CANDIDATE SPONSORSHIP (OPTIONAL):
INSTITUTIONAL STUDENT ID (OPTIONAL):
LANGUAGE OF INSTRUCTION (OPTIONAL): Select
EMIRATE OF RESIDENCE (OPTIONAL): Select

Relevant Entity

Show details

5.2a **Academic Details**

HIGH SCHOOL COMPLETION: Select
HIGHEST SCHOOL GRADE ACHIEVED: Select
CAMPUS (OPTIONAL): Select
MODE OF STUDY: Select

5.3a **Qualification Details**

REGISTERED TITLE (QUALIFICATION): Select
QUALIFICATION START DATE: MMDDYYYY
☐ Have met the qualification entry requirements

5.4a **Employment Details**

TOTAL YEARS OF EXPERIENCE: − 0 +
☑ Candidate is currently employed
EMPLOYER NAME:
EMPLOYER TYPE: Select
POSITION TITLE:

6 ← BACK | ADD | Cancel

Request to Register Candidates

Enter Candidates Details

Select whether you wish to add a single candidate or multiple candidates from the option below. If you select a single candidate, input all of the requested details and click 'ADD' to confirm the request. If you choose multiple, you will be asked to download a spreadsheet template to fill up and reupload it filled up to confirm the candidates' requests.

5 WOULD YOU LIKE TO ADD A SINGLE CANDIDATE OR MULTIPLE CANDIDATES?
○ Single ● Multiple

Process
✓ Accept Terms and Conditions
2 Specify Details
3 Upload Documents
4 Take Satisfaction Survey
5 Application Submitted

5.1b DOWNLOAD CANDIDATE TEMPLATE   **5.2b**

Note
You must enter the qualifications in this template. You can click here to view the list of all qualifications available. You can simply copy and paste the code and name of the qualification to add under the appropriate column.

5.3b UPLOAD FILLED-UP TEMPLATE
⬆ SELECT FILE   or drop file(s) here
File types: .xlsx   Max. 5 MB per file

Relevant Entity

Show details

6 ← BACK | ADD | Cancel

Enter Candidates Details

5. Choose whether you want to add Single or Multiple candidates.

Single

5.1a Enter Personal Details
5.2a Enter Academic Details.
5.3a Enter Qualification Details.
5.4a Enter Employment Details

Multiple

5.1b Download the candidate template excel sheet and fill the information on the sheet.
5.2b Click on the hyperlink to view the institution's qualifications to help fill the template.
The following screen displays the '*List of Qualifications*' section.
5.3b Click **SELECT FILE** to upload the candidate template.

6. Click **ADD** to add the candidate(s)
   a. To go back to the previous page, click **BACK**.
   b. To close the application, click **Cancel**.

The following screen displays again the '**Add Candidates**' section.

ACTVET
مركــز أبـوظـبـي
Abu Dhabi Centre for
Technical and Vocational
Education and Training
للتـعـلـيـم والتـدريـب
التـقـنـي والمـهـنـي

TAMM

Request to Register Candidates

List of Qualifications

Below are the list of qualifications and their codes. Use this table to copy and paste the right values in the spreadsheet template. You can filter the list by qualifications or use the search field to search a qualification.

Qualification Code	Qualification Name
UTL06002NQ18	Advanced Diploma of Nuclear Power Plant Operations
UTL07001NQ18	Applied Bachelor of Nuclear Power Plant Operations
UTL04001NQ19	Certificate 4 for Nuclear Engineering Operations
UTL05001NQ19	Diploma of nuclear power plant operations
UTL05001NQ18	Diploma of Nuclear Power Plant Technology (Chemistry / Radiation Protection)
UTL05002NQ18	Diploma of Nuclear Power Plant Technology (Electrical Maintenance)
UTL05003NQ18	Diploma of Nuclear Power Plant Technology (Instrumentation and Control Maintenance)
UTL05004NQ18	Diploma of Nuclear Power Plant Technology (Mechanical Maintenance)
EDU04004NQ17	Level 4 Award in Assessment
CAOF45040112	Level 4 Composite Award in Facilitating Learning and Development

Showing 10 of 12

← BACK

Process
1. Accept Terms and Conditions
2. Specify Details
3. Upload Documents
4. Take Satisfaction Survey
5. Application Submitted

Relevant Entity

ACTVET

ADDRESS
IPIC Building – 15th & 16th Floors
Sultan Bin Zayed the First Street
Abu Dhabi, UAE P.O. Box: 108800

PHONE NUMBER
+971 2 613 2000

WEBSITE
https://www.actvet.gov.ae

EMAIL
care@actvet.gov.ae

Hide details

List of Qualifications

7. View the List of Qualifications.
8. Use the filters and search bar to filter and search for qualifications.
9. Once you are done, click **BACK** to return to the previous page to upload the candidate template.

Request to Register Candidates

Add Candidates

Add candidates that you would like to register by clicking the 'ADD CANDIDATE' button below. You can edit or delete candidates details, if necessary, using the action menu. Note that you will not be able to proceed until all entered information are valid and complete.

Candidates to Register

Full Name	Registered Title (Qualification)	Valid	Actions
∨ AAESHA	Level 4 Award in Assessment	No	✏️ 🗑️

Invalidity Reason
1. Last Name (En) is Required 2. Last Name (Ar) is Required

ADD CANDIDATE

← BACK   NEXT →   Cancel

Process
1. Accept Terms and Conditions
2. Specify Details
3. Upload Documents
4. Take Satisfaction Survey
5. Application Submitted

Relevant Entity

ACTVET

Show details

Add Candidates

10. Review your added candidate(s)
11. If a candidate's information is invalid, it will explain the reason why.
Note: you will not be able to proceed until all the candidates information is valid.
12. Click on the edit button to make the necessary amendments in order to proceed.
    a. Click the delete button to delete the candidate.
13. To add more candidates, click **ADD CANDIDATE** to repeat the process.

14. Once the candidates' details are valid, click **NEXT** to proceed to the next page.
    a. To go back to the previous page, click **BACK**.
    b. To close the application, click **Cancel**.

The following screen displays the '**Upload Documents**' section.

Upload Documents

15. Next to each candidate, click on the edit icon to start adding documents.

16. Click **SELECT FILE** to upload the required document(s).
17. Click **SAVE** to save the documents.
    a. To go back to the previous page, click **BACK**.
    b. To close the application, click **Cancel**.

The following screen will display again the '**Upload Document**' section.

18. Once the candidates' documents are uploaded, click **NEXT** to proceed to the next page.
    a. To go back to the previous page, click **BACK**.
    b. To close the application, click **Cancel**.

The following screen will display the '**Take Satisfaction Survey**' section.

Take satisfaction survey

19. Answer all the survey questions by selecting a appropriate option for each question.
20. Enter recommendations for improvement, if any.
21. Click **SUBMIT** to submit the application.

The following screen will display the '**Application Status'** section.

Application submitted

Upon successful submission, the reference number and submission date will be displayed.

22. Click **VISIT DASHBOARD** to return to the ACTVET dashboard and view the to-do list of action items that may be requested by ACTVET.

The application status will be **In Progress**.

Upon assessment, ACTVET officers can either: accept, reject or return the application. You will be notified of any change in the status on your registered email address.

- On **approval**, the status will be changed to **Completed**.
- On **rejection**, the status will be changed to **Cancelled.**

Upload Documents

Review the comments, if applicable, and upload the necessary documents below. You can either choose to submit all documents or partially upload and submit documents for review based on availability. You can come back and update the remaining documents as required.

Process
1. Upload Documents
2. Request Submitted

Relevant Entity

ACTVET

Show details

Returned Documents Summary

Document	ACTVET Comments
Draft of the Advertisement (Printed material, digital, broadcast, mobile, etc...)	returned

Showing 5 of 1

DRAFT OF THE ADVERTISEMENT (PRINTED MATERIAL, DIGITAL, BROADCAST, MOBILE, ETC...)
[SELECT FILE] or drop file(s) here
File Types .jpg, .pdf, .png   Max. 5 MB per file

LETTER/ AGREEMENT OF ACCREDITATION (OPTIONAL)
[SELECT FILE] or drop file(s) here
File Types .jpg, .pdf, .png   Max. 5 MB per file

NOC TO REPRODUCE COPYRIGHT WORK (PHOTOS, ART, MAPS, QUOTATIONS, ETC...) (OPTIONAL)
[SELECT FILE] or drop file(s) here
File Types .jpg, .pdf, .png   Max. 5 MB per file

AGREEMENT/APPROVAL TO USE LOGO(S) (OPTIONAL)
[SELECT FILE] or drop file(s) here
File Types .jpg, .pdf, .png   Max. 5 MB per file

[SUBMIT]   Cancel

Upload Documents

The reviewed documents summary section will be visible.

Upload the required document and click **SUBMIT** to process the request again.

Home · Digital Services · Abu Dhabi Centre for Technical and Vocational Education and Training

Request to Amend Candidates Details

Select Candidate Details
Select the candidate whose details are to be amended.

Process
1. Select Candidate Details
2. Amend Candidate Details
3. Take Satisfaction Survey
4. Request Submitted

Relevant Entity

ACTVET

Show details

Select Candidate

(2) 🔍 Search

	Candidate Name	Emirate ID	Qualification
(1) ○	Hamad	971-0000-0000000-0	Certificate 1 in Human Resources
○	Hamad	971-0000-0000000-0	Certificate 2 in Human Resources
○	Hamad	971-0000-0000000-0	Certificate 3 in Human Resources
○	Hamad	971-0000-0000000-0	Certificate 4 in Human Resources
○	Hamad	971-0000-0000000-0	Diploma in Human Resources
○	Alaa	971-0000-0000000-0	Diploma in Human Resources
○	Khadija	971-0000-0000000-0	Diploma in Human Resources
○	Saif	971-0000-0000000-0	Diploma in Human Resources
○	Ahmed	971-0000-0000000-0	Diploma in Human Resources
○	Mohamed	971-0000-0000000-0	Diploma in Human Resources

1 2 3 4   Showing 10 of 35

Terms and Conditions
In order to proceed with your application, you are required to read and accept the terms and conditions.

ACCEPT ON BEHALF OF
(3) [Select ▼]

(4) ☐ I have read and agree to ACTVET's Terms and Conditions.

(5) [NEXT →]   Cancel

Amend Candidates Details

Through this service, you can amend candidate's details by sending a request to ACTVET.

Start Service

1. Select a candidate from the table.
2. Use the search bar to search for candidates.
3. Select the name from the drop-down list on whose behalf you are accepting the terms and conditions.
4. Click the '**terms and conditions**' link to read ACTVET's terms and conditions and click **ACCEPT**.
5. Click **NEXT** to proceed to the next page.
   a. To close the application, click **Cancel**.

The following screen displays the '**Amend Candidate Details**' section.

Amend Candidate Details

6. Update the candidates details.
7. Click **NEXT** to proceed to the next page.
   a. To go back to the previous page, click **BACK**.
   b. To close the application, click **Cancel**.

Take satisfaction survey

8. Answer all the survey questions by selecting a appropriate option for each question.
9. Enter recommendations for improvement, if any.
10. Click **SUBMIT** to submit the application.

The following screen will display the '**Application Status'** section.

Application submitted

Upon successful submission, the reference number and submission date will be displayed.

11. Click **VISIT DASHBOARD** to return to the ACTVET dashboard.

The application status will be **In Progress**.
Upon assessment, ACTVET officers will accept or reject the application. You will be notified of any change in the status on your registered email address and mobile number (via SMS).

- On **approval**, the status will be changed to **Completed**.
- On **rejection**, the status will be changed to **Cancelled.**

Deregister Candidates

Through this service, you can deregister candidates from your insitution by sending a request to ACTVET.

Start Service

1. Select the name from the drop-down list on whose behalf you are accepting the terms and conditions.
2. Click the '**terms and conditions'** link to read ACTVET's terms and conditions and click **ACCEPT**.
3. Click **NEXT** to proceed to the next page.
   a. To close the application, click **Cancel**.

The following screen displays the '**Add Candidates to Deregister'** section.

Add Candidates

4. Click ADD CANDIDATE to start adding candidates.

The following screen will display the '**Enter Candidates Details'** section.

Enter Candidates Details

5. Choose whether you want to add Single or Multiple candidates.

Single

5.1a Enter the candidate's full name, Emirates ID, registered qualification and RTP campus.
5.2a When selecting a qualification, the list of units associatiated with that qualification will be displayed.

Multiple

5.1b Download the candidate template excel sheet and fill the information on the sheet.
5.2b Click on the hyperlink to view the institution's qualifications and units to help fill the template.
The following screen displays the '*List of Qualifications and Units*' section.
5.3b Click **SELECT FILE** to upload the candidate template.

6. Click **ADD** to add the candidate(s)

Request to Deregister Candidates

Enter Candidates Details

Select whether you wish to add a single candidate or multiple candidates from the option below. If you select a single candidate, input all of the requested details and click 'ADD' to confirm the request. If you choose multiple, you will be asked to download a spreadsheet template to fill up and reupload it filled up to confirm the candidates' requests.

Would you like to add a single candidate or multiple candidates?

○ Single   ● Multiple

[DOWNLOAD CANDIDATE TEMPLATE]

Note

- You must enter units in the template. You can click here to view the list of names and codes of all qualifications and units. Simply copy and paste either the name or code of the unit that you wish to add separated by a '#' symbol. For example Audit Air Quality # BRI6725383 # Assess Water Use # TMN685253.
- Enter the Emirates ID number in this format 784-XXXX-XXXXXXX-X

UPLOAD FILLED-UP TEMPLATE

[⬇ SELECT FILE] or drop file(s) here

File types: .csv   Max. 5 MB per file

[← BACK]   [ADD]   Cancel

Relevant Entity

ADDRESS
IPIC Building – 15th & 16th Floors
Sultan Bin Zayed the First Street
Abu Dhabi, UAE P.O. Box: 108800

PHONE NUMBER
+971 2 613 2000

WEBSITE
https://www.actvet.gov.ae

EMAIL
care@actvet.gov.ae

Hide details

---

a. To go back to the previous page, click **BACK**.
b. To close the application, click **Cancel**.

The following screen displays again the '**Add Candidates to Deregister**' section.

Request to Deregister Candidates

List of Qualifications and Units

Use this page for your reference during the course of completing the downloaded template. Select the qualification you wish to add, and the list of units associated with that qualification will be presented below. Use these tables to copy and paste the right values in the spreadsheet template.
Simply copy and paste either the unit's name or code you want to add separated by a # symbol.
For example: **Audit Air Quality # Assess Water Use**

SELECT QUALIFICATION

7 Certificate 3 in Human Resources   ▼

8 | Qualification's Code | PQFC05030112 |
       | Qualification's Name | **5.2b** ate 3 in Human Resources |

Units List

                                    🔍 Search **9**

Unit Code	Unit Name
5.3b FC000300612	Contribute to health and safety for the office environment
FC000300712	Communicate information in the office environment
OF450300412	Understand social development of world citizenship
6 FC050300612	Participate in a human resource team
FC050300712	Process human resource information
FC050300812	Provide human resource information
OF450300512	Participate in the development of adult learning
OF450300612	Collaborate in facilitating learning in the workplace

10 [← BACK]

Relevant Entity

Show details

List of Qualifications and Units

7. Select a qualification from the drop-down.
8. The qualification details and units list will be displayed.
9. Use the search bar to search for units.
10. Once you are done, click **BACK** to return to the previous page to upload the candidate template.

Add Candidates to Deregiser

11. Review your added candidate(s)
12. If a candidate's information is invalid, it will explain the reason why.

Note: you will not be able to proceed until all the candidates information is valid.

13. Click on the edit button to make the necessary amendments in order to proceed.
    a. Click the delete button to delete the candidate.
14. To add more candidates, click **ADD CANDIDATE** to repeat the process.
15. Once the candidates' details are valid, click **NEXT** to proceed to the next page.
    a. To go back to the previous page, click **BACK**.
    b. To close the application, click **Cancel**.

Take satisfaction survey

16. Answer all the survey questions by selecting a appropriate option for each question.
17. Enter recommendations for improvement, if any.
18. Click **SUBMIT** to submit the application.

The following screen will display the '**Application Status'** section.

Application submitted

Upon successful submission, the reference number and submission date will be displayed.

19. Click **VISIT DASHBOARD** to return to the ACTVET dashboard and view the to-do list of action items that may be requested by ACTVET.

The application status will be **In Progress**.

Upon assessment, ACTVET officers can either: accept or reject the application. You will be notified of any change in the status on your registered email address and mobile number (via SMS).

- On **approval**, the status will be changed to **Completed**.
- On **rejection**, the status will be changed to **Cancelled.**

TAMM.abudhabi

TAMM

خــدمــات أبــوظبــي الحـكـومـيـة
Abu Dhabi Government Services

abudhabi_tamm

TAMM.abudhabi