



# **Abu Dhabi Centre for Technical and Vocational Education and Training (ACTVET) Candidate Management**

*User Guides – V0.2*

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Document Type:

☐ Secret

☐ Sensitive

☐ Confidential

☒ Open

## Introduction

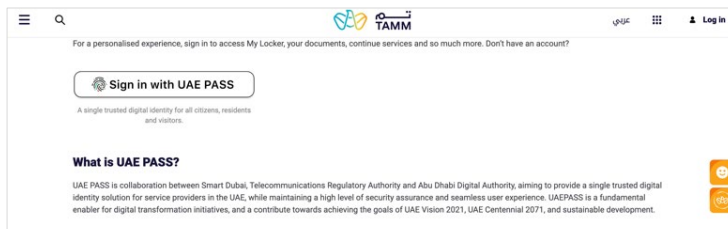
TAMM allows you to manage various services offered by the ACTVET starting with registering candidates to deregistering candidates.

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.

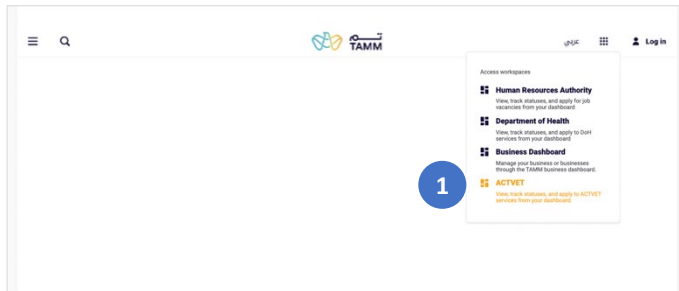


### Sign in to Tamm Digital Services

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

## Getting Started

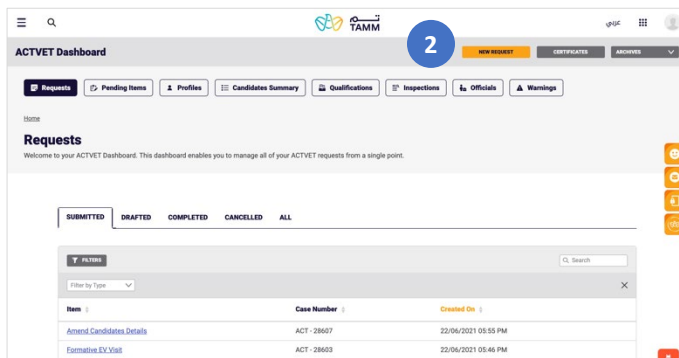
This section explains step-by-step procedure to request the features.



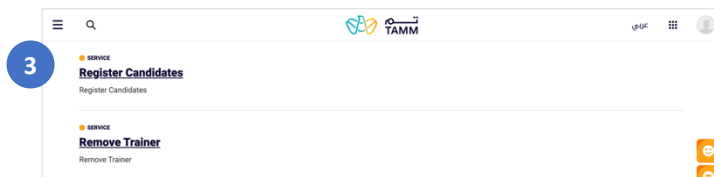
### Find the Feature on TAMM

#### 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.

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

## Request to Register Candidates

**1**

**2**

**3**

**Accept Terms and Conditions**

In order to proceed with your application, you must read and accept the terms and conditions.

ACCEPT ON BEHALF OF

Select

☐ I have read and agree to the [Terms and Conditions](#) on ACTVET Candidate Registration.

**NEXT** → **Cancel**

**Process**

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

**Relevant Entity**

**ACTVET**

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[Show details](#)

## Register Candidates

Through this service, you can register candidates to your institution 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.

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

## Request to Register Candidates

**4**

**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**

**FILTERS**

Filter by Validity

Full Name	Registered Title (Qualification)	Valid	Actions
You have not added any candidates, click 'Add Candidate' button below to start adding.			

**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**

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### Add Candidates

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

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

5

5.1a

5.2a

5.3a

5.4a

6

Home

Digital Services

Abu Dhabi Centre for Technical and Vocational Education and Training

## 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.

WOULD YOU LIKE TO ADD A SINGLE CANDIDATE OR MULTIPLE CANDIDATES?

☒ Single ☐ Multiple

CANDIDATE EMIRATES ID

7840000000000000

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

### Academic Details

HIGH SCHOOL COMPLETION

Select

HIGHEST SCHOOL GRADE ACHIEVED

Select

CAMPUS (OPTIONAL)

Select

MODE OF STUDY

Select

### Qualification Details

REGISTERED TITLE (QUALIFICATION)

Select

QUALIFICATION START DATE

MMDDYYYY

☐ Have met the qualification entry requirements

### Employment Details

TOTAL YEARS OF EXPERIENCE

0

☒ Candidate is currently employed

EMPLOYER NAME

EMPLOYER TYPE

Select

POSITION TITLE

← BACK

ADD

Cancel

Home

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## 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.

WOULD YOU LIKE TO ADD A SINGLE CANDIDATE OR MULTIPLE CANDIDATES?

☐ Single ☒ Multiple

DOWNLOAD CANDIDATE TEMPLATE

### 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.

UPLOAD FILLED-UP TEMPLATE

1. SELECT FILE or drag file(s) here

File types: .xlsx

Max: 5 MB per file

← BACK

ADD

Cancel

#### Process

- Accept Terms and Conditions
- Specify Details
- Upload Documents
- Take Satisfaction Survey
- Application Submitted

#### Relevant Entity



### Enter Candidates Details

- 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.

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

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

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

## 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.

**7**

**8**

**9**

**Process**

- Accept Terms and Conditions
- Specify Details
- Upload Documents
- Take Satisfaction Survey
- Application Submitted

**Relevant Entity**

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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](mailto:care@actvet.gov.ae)

[Hide details](#)

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

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**9**

**BACK**

### List of Qualifications

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

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

## 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.

**10**

**11**

**12**

**13**

**Process**

- Accept Terms and Conditions
- Specify Details
- Upload Documents
- Take Satisfaction Survey
- Application Submitted

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**Candidates to Register**

**10**

**11**

**12**

**13**

**ADD CANDIDATE**

**BACK** **NEXT** **Cancel**

### Add Candidates

- Review your added candidate(s)
  - 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.
- Click on the edit button to make the necessary amendments in order to proceed.
    - Click the delete button to delete the candidate.
  - To add more candidates, click **ADD CANDIDATE** to repeat the process.

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

## 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**

**FILTERS** [Search]

Filter by Validity

Full Name	Registered Title (Qualification)	Valid	Actions
> AAESHA	Level 4 Award in Assessment	Yes	[Edit] [Delete]

**ADD CANDIDATE**

**Process**

- Accept Terms and Conditions
- Specify Details
- Upload Documents
- Take Satisfaction Survey
- Application Submitted

**Relevant Entity**

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**BACK** **NEXT** [Cancel](#)

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

The following screen displays the 'Upload Documents' section.

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

## Request to Register Candidates

**Upload Documents**  
You must upload the required documents for each of the added candidates below. Kindly click on the pencil icon button next to each candidate to upload the requested documents. Once all the documents are uploaded and the status for 'Uploaded Documents' column is 'Yes' for all candidates, you may proceed.

**FILTERS** [Search]

Filter by Status

Full Name	Uploaded Documents	Actions
AAESHA	No	[Edit]

**Process**

- Accept Terms and Conditions
- Specify Details
- Upload Documents
- Take Satisfaction Survey
- Application Submitted

**Relevant Entity**

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15

**BACK** **NEXT** [Cancel](#)

### Upload Documents

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

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

## Request to Register Candidates

**Upload Documents for AAESHA**  
Upload the requested documents for the selected candidates you wish to register.

**EMIRATES ID** [SELECT FILE] or drop file(s) here Max. 5 MB per file File types: jpg png pdf

**ATTENDED HIGH SCHOOL CERTIFICATE** [SELECT FILE] or drop file(s) here Max. 5 MB per file File types: jpg png pdf

**ATTENDED PREREQUISITE QUALIFICATION CERTIFICATE** [SELECT FILE] or drop file(s) here Max. 5 MB per file File types: jpg png pdf

**Process**

- Accept Terms and Conditions
- Specify Details
- Upload Documents
- Take Satisfaction Survey
- Application Submitted

**Relevant Entity**

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16

**BACK** **SAVE** [Cancel](#)

17

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

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



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

## Request to Register Candidates

**Upload Documents**

You must upload the required documents for each of the added candidates below. Kindly click on the pencil icon button next to each candidate to upload the requested documents. Once all the documents are uploaded and the status for 'Uploaded Documents' column is 'Yes' for all candidates, you may proceed.

Full Name	Uploaded Documents	Actions
AAESHA	Yes	

**Process**

- Accept Terms and Conditions
- Specify Details
- Upload Documents
- Take Satisfaction Survey
- Application Submitted

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18 [← BACK](#) [NEXT →](#) [Cancel](#)

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

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

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

## Request to Register Candidates

**Take Satisfaction Survey**

Answer all the questions listed below based on your experience of using this service to help us serve you better in the future.

The online service is user friendly

☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree

The service process is easy to follow

☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree

The time spent to complete the service is satisfactory

☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree

The service has met your expectations

☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree

IMPROVEMENT SUGGESTIONS (OPTIONAL)

Enter

0/500

20

21 [SUBMIT](#)

**Process**

- Accept Terms and Conditions
- Specify Details
- Upload Documents
- Take Satisfaction Survey
- Application Submitted

**Relevant Entity**

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### 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.

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

## Request to Register Candidates

**Your Candidate Registration Is Pending Approval**

Reference number: **ACT - 27463** Submitted on: **07 June, 2021**

Thank you for submitting your request. Kindly note that your request is now pending approval. Your application may be returned to you for more amendments, if deemed incomplete by ACTVET.

[VISIT DASHBOARD](#)

**Process**

- Accept Terms and Conditions
- Specify Details
- Upload Documents
- Take Satisfaction Survey
- Application Submitted

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### 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**.

- On **return**, the status will be still **In Progress**. Click the **three dots** > **Upload Document(s)**. You will be redirected to the '**Upload Documents**' screen.

### 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.

#### Returned Documents Summary

Document	ACTVET Comments
<a href="#">Draft of the Advertisement (Printed material, digital, broadcast, mobile, etc.)</a>	returned

Showing 5 of 1

**Process**

- Upload Documents
- Request Submitted

**Relevant Entity**

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DRAFT OF THE ADVERTISEMENT (PRINTED MATERIAL, DIGITAL, BROADCAST, MOBILE, ETC.) (OPTIONAL)

1. SELECT FILE or drop file(s) here

File Types .jpg, .pdf, .png Max. 5 MB per file

LETTER/ AGREEMENT OF ACCREDITATION (OPTIONAL)

2. SELECT FILE or drop file(s) here

File Types .jpg, .pdf, .png Max. 5 MB per file

NOC TO REPRODUCE COPYRIGHTED WORK (PHOTOS, ART, MAPS, QUOTATIONS, ETC.) (OPTIONAL)

3. SELECT FILE or drop file(s) here

File Types .jpg, .pdf, .png Max. 5 MB per file

AGREEMENT/APPROVAL TO USE LOGO(S) (OPTIONAL)

4. 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.

**Select Candidate**

2

Search

Candidate Name	Emirate ID	Qualification
<input type="radio"/> Hamad	971-0000-0000000-0	Certificate 1 in Human Resources
<input type="radio"/> Hamad	971-0000-0000000-0	Certificate 2 in Human Resources
<input type="radio"/> Hamad	971-0000-0000000-0	Certificate 3 in Human Resources
<input type="radio"/> Hamad	971-0000-0000000-0	Certificate 4 in Human Resources
<input type="radio"/> Hamad	971-0000-0000000-0	Diploma in Human Resources
<input type="radio"/> Alaa	971-0000-0000000-0	Diploma in Human Resources
<input type="radio"/> Khadija	971-0000-0000000-0	Diploma in Human Resources
<input type="radio"/> Salf	971-0000-0000000-0	Diploma in Human Resources
<input type="radio"/> Ahmed	971-0000-0000000-0	Diploma in Human Resources
<input type="radio"/> Mohamed	971-0000-0000000-0	Diploma in Human Resources

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**Process**

- Select Candidate Details
- Amend Candidate Details
- Take Satisfaction Survey
- Request Submitted

**Relevant Entity**

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**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

Select

☐ I have read and agree to ACTVET's [Terms and Conditions](#).

**NEXT** [Cancel](#)

## Amend Candidates Details

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

### Start Service

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

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

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

## Request to Amend Candidates Details

**Amend Candidate Details**

Make the necessary edit to the information below and click 'Next' to confirm the changes.

6

Selected Candidate: **Hamad**

CAMPUS:

EMAIL ADDRESS:

MOBILE NUMBER:

LANDLINE NUMBER (OPTIONAL):

7

[← BACK](#) [NEXT →](#) [Cancel](#)

**Process**

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

**Relevant Entity**

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[Show details](#)

### 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**.

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

## Request to Amend Candidates Details

**Take Satisfaction Survey**

Answer all the questions listed below on your experience of using this service to help us serve you better in the future.

8

The online service is user friendly

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

The service process is easy to follow

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

The time spent to complete the service is satisfactory

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

The service has met your expectations

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

9

IMPROVEMENT SUGGESTIONS (OPTIONAL)

Enter

10

[SUBMIT](#)

**Process**

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

**Relevant Entity**

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### 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.

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

## Request to Amend Candidates Details

**Candidate Details Amended Successfully**

Reference number: **ACT - 27704** Submitted on: **9 June, 2021**

Your request to amend the candidate's details has been completed successfully. You may view the request details by visiting the dashboard at anytime.

11

**Request Summary**

Candidate Name: **Ahmed**

[VISIT DASHBOARD](#)

**Process**

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

**Relevant Entity**

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### 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**.

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

## Request to Deregister Candidates

**Accept Terms and Conditions**  
In order to proceed with your application, you must read and accept the terms and conditions.

1 ACCEPT ON BEHALF OF  
Select

2 ☐ I have read and agree to the [Terms and Conditions](#) on ACTVET Candidate Deregistration.

3 **NEXT** → **Cancel**

**Process**

- 1 Accept Terms and Conditions
- 2 Specify Details
- 3 Take Satisfaction Survey
- 4 Application Submitted

**Relevant Entity**

**ACTVET**  
Abu Dhabi Centre for  
Technical and Vocational  
Education and Training | مركز أبوظبي  
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## Deregister Candidates

Through this service, you can deregister candidates from your institution 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.

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

## Request to Deregister Candidates

**Add Candidates to Deregister**  
Add the candidate you wish to deregister by clicking on the 'ADD CANDIDATE' button below. You can edit or delete candidate details, if necessary, using the action menu. Note that you will not be able to proceed until all entered information is valid.

**Candidates to Deregister**

**FILTERS** Search

Filter by Validity

Full Name	Registered Title (Qualification)	Valid	Actions
You have not added any candidates to deregister. Click on the 'Add Candidate' button below to start adding.			

4 **ADD CANDIDATE**

← **BACK** **NEXT** → **Cancel**

**Process**

- 1 Accept Terms and Conditions
- 2 Specify Details
- 3 Take Satisfaction Survey
- 4 Application Submitted

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### Add Candidates

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

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

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

## 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

CANDIDATE'S FULL NAME: 78400000000000000000

CANDIDATE EMIRATES ID: 78400000000000000000

REGISTERED QUALIFICATION: Certificate 1 in Human Resources

RTP CAMPUS: Select

**Select Units (Optional)**

Code	Name
FC000100112	Understand basic communication skills
QF450100112	Understand active citizenship in the local community
FC050100112	Prepare for working in a HR environment
FC050100212	Understanding principles of HR administrative support

Showing 10 of 4

← **BACK** **ADD** **Cancel**

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PHONE NUMBER  
+971 2 613 2000

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

EMAIL  
[care@actvet.gov.ae](mailto:care@actvet.gov.ae)

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### 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 associated 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)

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

## 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 # BR6725383 # Assess Water Use # TM685253.
- Enter the Emirates ID number in this format: 784-XXXX-XXXXXX-X

UPLOAD FILLED-UP TEMPLATE

[1. SELECT FILE](#) or drop file(s) here

File types: .csv Max: 5 MB per file

[← BACK](#) [ADD](#) [Cancel](#)

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<https://www.actvet.gov.ae>

EMAIL  
[care@actvet.gov.ae](mailto:care@actvet.gov.ae)

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

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

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

## 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**

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SELECT QUALIFICATION

Certificate 3 in Human Resources

Qualification's Code: PQFC05030112

Qualification's Name: **5.2b** Certificate 3 in Human Resources

**Units List**

[9](#)

Unit Code	Unit Name
FC000300612	Contribute to health and safety for the office environment
FC000300712	Communicate information in the office environment
OF450300412	Understand social development of world citizenship
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

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**10**

### List of Qualifications and Units

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

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

## Request to Deregister Candidates

**Add Candidates to Deregister**  
Add the candidate you wish to deregister by clicking on the 'ADD CANDIDATE' button below. You can edit or delete candidate details, if necessary, using the action menu. Note that you will not be able to proceed until all entered information is valid.

**Candidates to Deregister**

11 14 15

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Full Name	Registered Title (Qualification)	Valid	Actions
> Keith	Level 4 Award in Assessment	Yes	13

ADD CANDIDATE

BACK NEXT Cancel

**Process**

- Accept Terms and Conditions
- Specify Details
- Take Satisfaction Survey
- Application Submitted

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### Add Candidates to Deregister

- Review your added candidate(s)
  - 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.
- Click on the edit button to make the necessary amendments in order to proceed.
    - Click the delete button to delete the candidate.
  - To add more candidates, click **ADD CANDIDATE** to repeat the process.
  - Once the candidates' details are valid, click **NEXT** to proceed to the next page.
    - To go back to the previous page, click **BACK**.
    - To close the application, click **Cancel**.

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

## Request to Deregister Candidates

**Take Satisfaction Survey**  
Answer all the questions listed below based on your experience of using this service to help us serve you better in the future.

16

The online service is user friendly

☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree

The service process is easy to follow

☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree

The time spent to complete the service is satisfactory

☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree

The service has met your expectations

☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree

IMPROVEMENT SUGGESTIONS (OPTIONAL)

17

Enter

18

SUBMIT

**Process**

- Accept Terms and Conditions
- Specify Details
- Take Satisfaction Survey
- Application Submitted

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### Take satisfaction survey

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

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

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

## Request to Deregister Candidates

**Your Candidate Deregistration Is Pending Approval**  
Reference number: ACT - 27470 Submitted on: 07 June, 2021  
Thank you for submitting your request. Your application is currently under review by ACTVET.

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VISIT DASHBOARD

**Process**

- Accept Terms and Conditions
- Specify Details
- Take Satisfaction Survey
- Application Submitted

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### Application submitted

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

- 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**.



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