

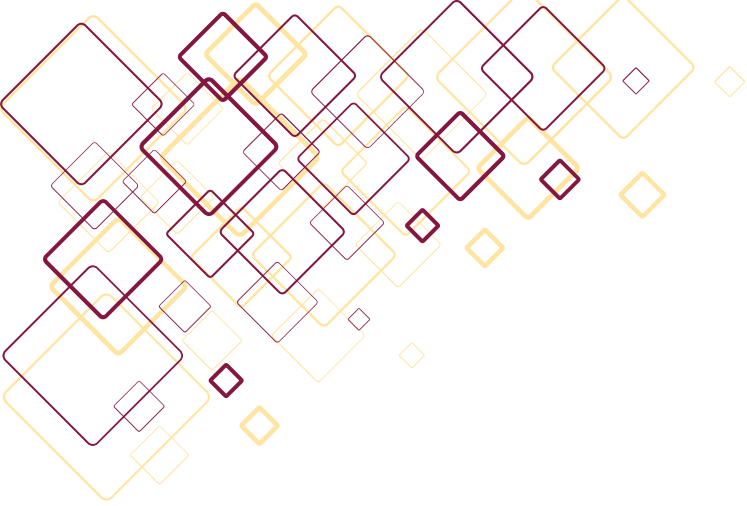


UTM QVC SAMC MANAGEMENT SYSTEM

User Manual
(APPLICANT)

Log in Module

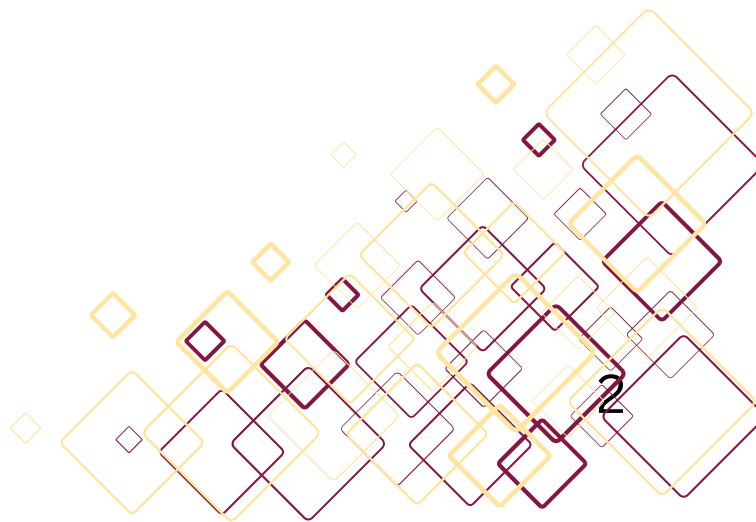




01 INTRODUCTION

02 MODULE USAGE GUIDELINES

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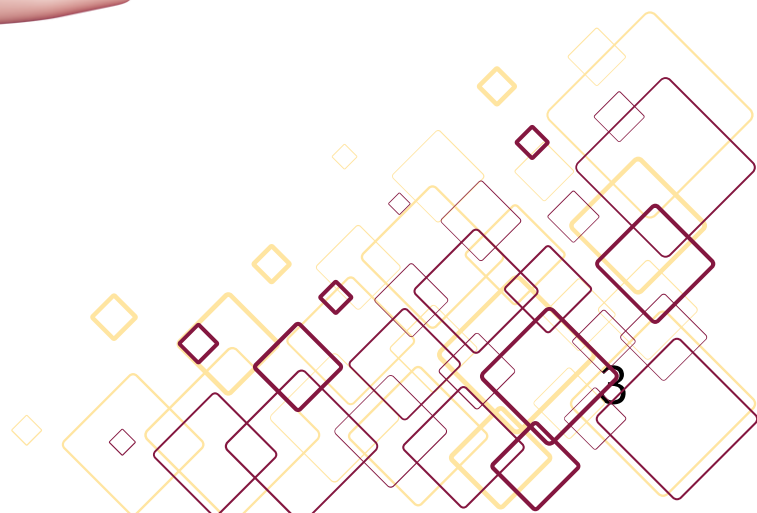
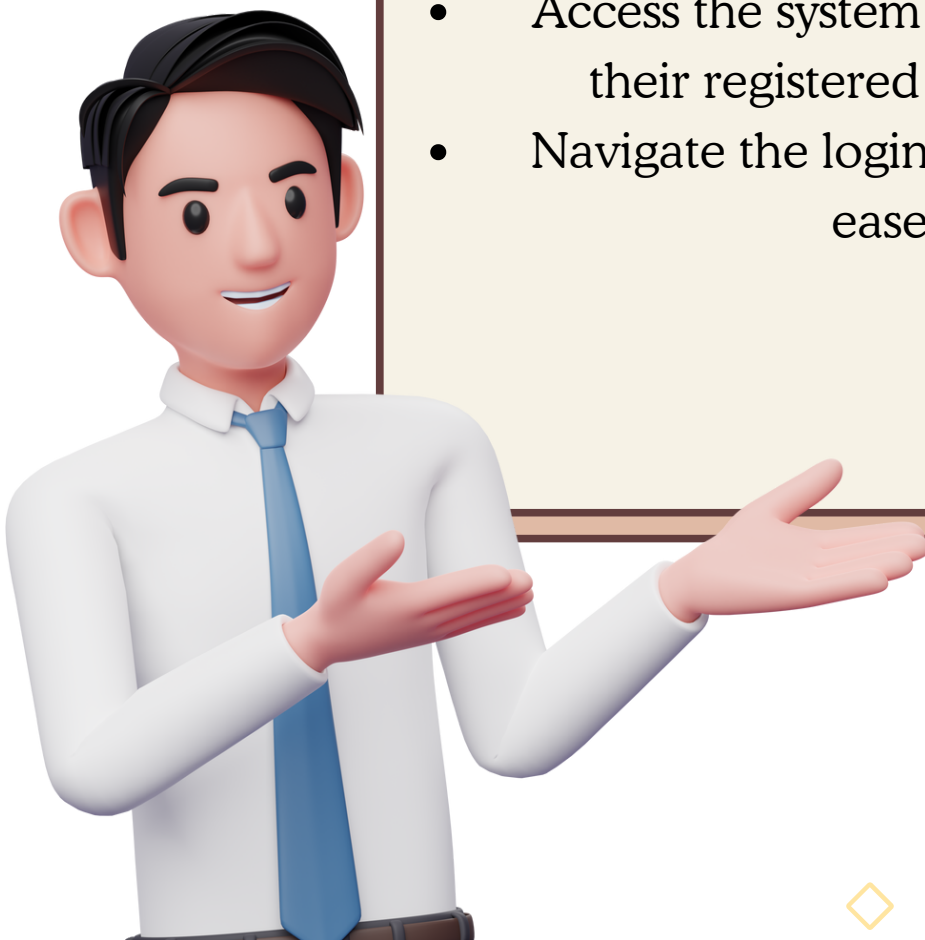


INTRODUCTION

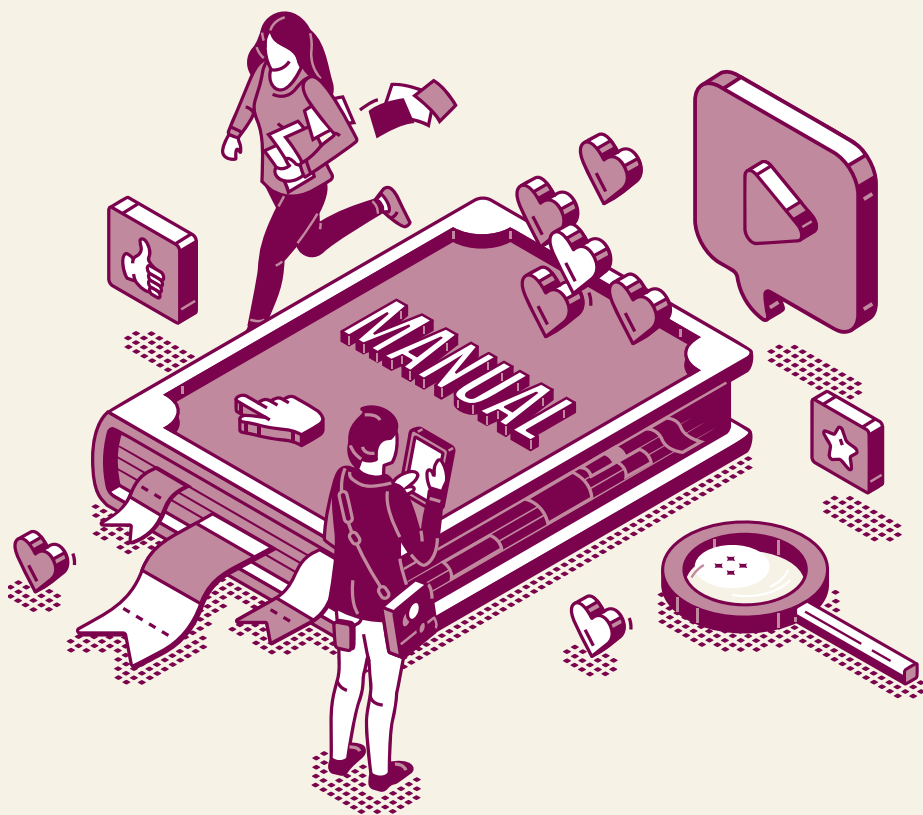
The UTM QVC SAMC Management System is designed to provide a streamlined and secure platform for managing applicant-related processes within the system. This User Manual serves as a guide for applicants, focusing on the Log in Module, which ensures secure access to the system.

This module enables applicants to:

- Access the system securely using their registered credentials.
- Navigate the login interface with ease.



MODULE USER GUIDELINES

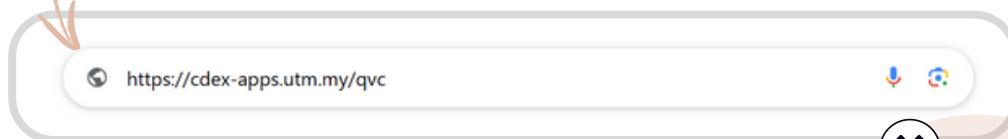


MODULE USER GUIDELINES

01

BROWSE

Use any browser (Chrome, Mozilla Firefox, etc)



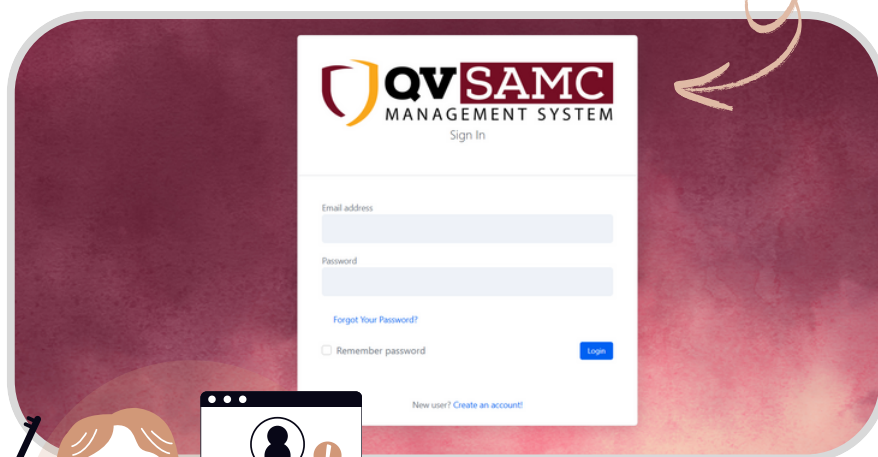
ensure it is the correct link to avoid any potential threats



02

LOGIN

LOG IN INTO YOUR ACCOUNT OR SIGN UP FOR NEW USERS



make sure to use a strong password with a minimum of 8 characters

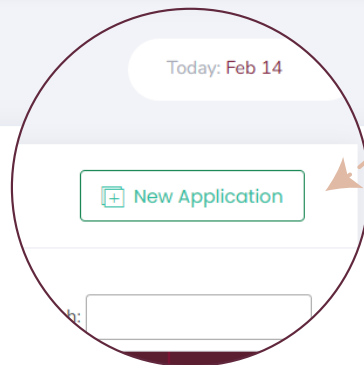
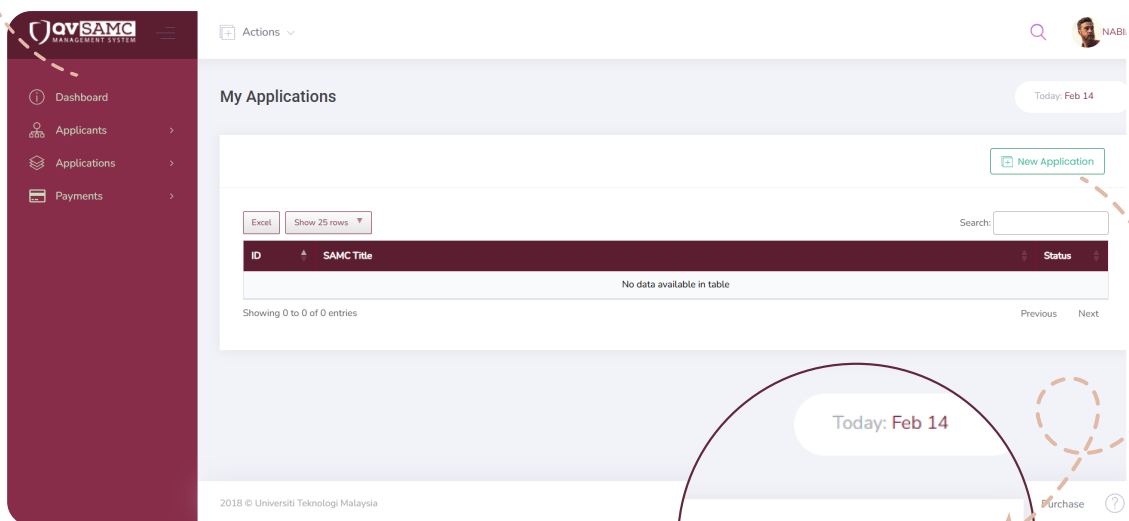
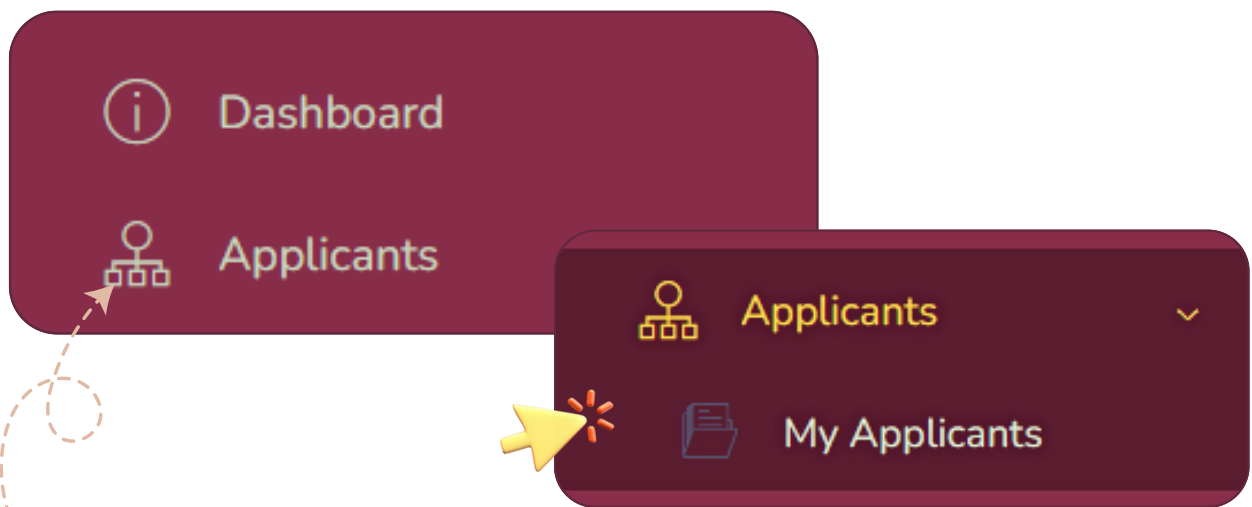


MODULE USER GUIDELINES

03

FIND

Click on "Applicants" and navigate to "My Applicants".
Click on "New Applications"



MODULE USER GUIDELINES

04

FILL IN

Fill in ALL the REQUIREMENTED details.
Then, click "Create".

JvSAMC MANAGEMENT SYSTEM

Actions ▾

Today: Feb 14

MY APPLICANT

PART A: GENERAL INFORMATION ON THE APPLICANT

SAMC Applicant Name: Name of the SAMC provider

Status of the Applicant: Status of the SAMC provider
(Organisation/company registration no. / higher education institution HEI, public agency etc)

Establishment Information (Establishment Date): Select date

Establishment Information (Legal Basis): Legal basis of the SAMC provider

Establishment Information (Mandate / Mission): Mandate / mission of the SAMC provider

Regulating / Funding Bodies: Regulating or funding bodies name

Regulating / Funding Bodies Certificate / Verification No: Regulating or funding bodies certificate / verification no

Regulating / Funding Bodies Certificate / Verification: Choose File No file chosen

Scope / Type of Business: Scope / type of business
of the entity that is applying for the QV. Eg : HEI

Chief Executive Officer Name: Chief executive officer name

Chief Executive Officer Title: Chief executive officer title

Chief Executive Officer Designation: Chief executive officer designation

Liaison Officer Name: Liaison officer name

Liaison Officer Title: Liaison officer title

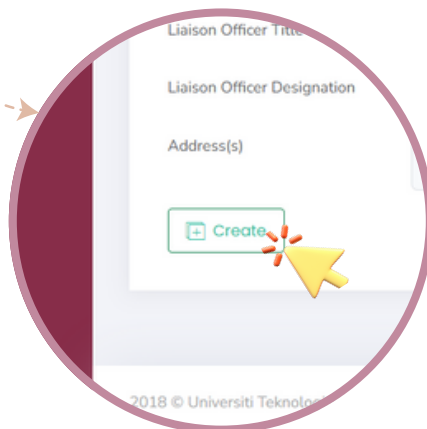
Liaison Officer Designation: Liaison officer designation

Address(s): of the location where the SAMC is/to be conducted (if applicable)

[Create](#)

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MODULE USER GUIDELINES

05

FILL IN

Fill in ALL the REQUIREMENTED details.
Then, click "Create".

Part B: QUALITY MANAGEMENT SYSTEM OF THE APPLICANT (OFFERING THE SAMC)

Provide a concise and accurate description of the following elements as it relates to the SAMC with related evidence-flowcharts, diagrams, documents or picture accordingly

1. Development policy and design process

Description

Evidence (Attachment) Choose File No file chosen PDF Save

2. Management of the delivery

Description

Evidence (Attachment) Choose File No file chosen PDF Save

3. Assessment of learning

Description

Evidence (Attachment) Choose File No file chosen PDF Save

4. Systems and resources

Description

Evidence (Attachment) Choose File No file chosen PDF Save

4a. Financial resources

Description

Evidence (Attachment) Choose File No file chosen PDF Save

4b. Training and educational resources

Description

Evidence (Attachment) Choose File No file chosen PDF Save

4c. Physical and virtual resources

Description

Evidence (Attachment) Choose File No file chosen PDF Save

5. Instructor's management policies and processes

Description

Evidence (Attachment) Choose File No file chosen PDF Save

6. Learner experience

Description

Evidence (Attachment) Choose File No file chosen PDF Save

7. Credential management system

Description

Evidence (Attachment) Choose File No file chosen PDF Save

8. Monitoring, review & improvement

Description

Evidence (Attachment) Choose File No file chosen PDF Save

9. Digital credential

Provide information on the nature of the MC provided to successful learners.
Explain how the digital credential addresses all the requirements as stated in the GSP SAMC.
Where the credential is generated by a third party:
1. Proof of collaboration such as Memorandum of Agreement (MoA) between the offering entity and the credentialing body
2. Any other documents where relevant which will support the application.

Description

Evidence (Attachment) Choose File No file chosen PDF Save

10. Attach a sample of credential that will be issued

Credential (Attachment) Choose File No file chosen PDF Save

Applicant Updated!
Applicant Updated successfully



MAKE SURE ALL THE FILES ARE SAVED.

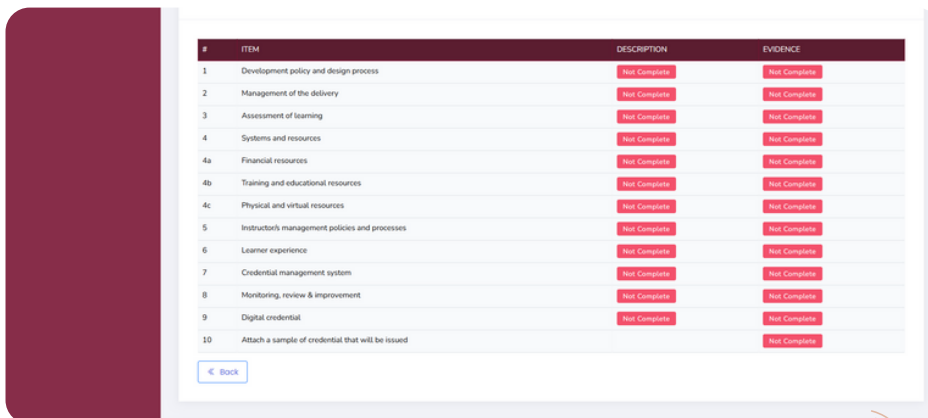
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MODULE USER GUIDELINES

06

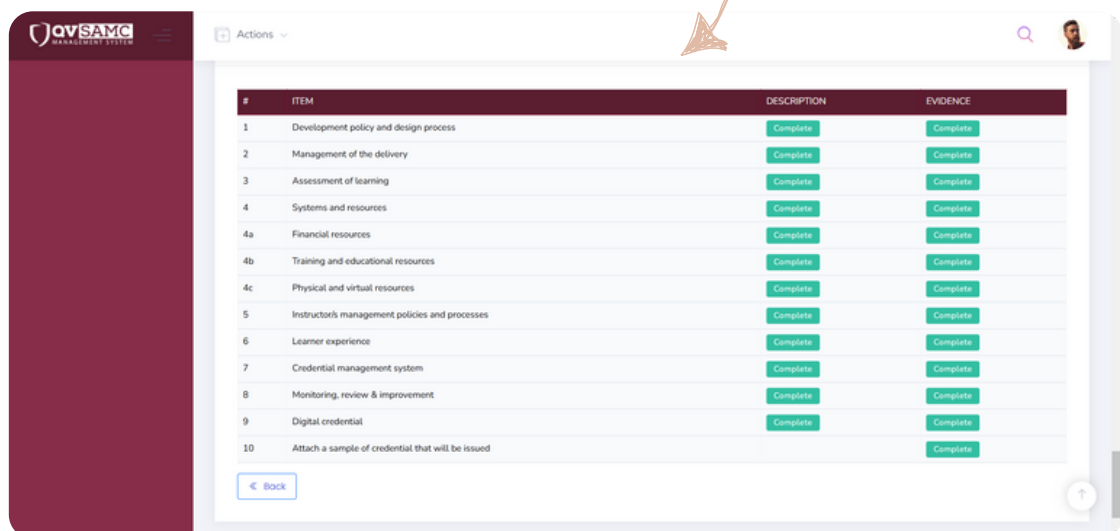
CHECKLIST

Make sure that ALL of the checklist is completed.



A screenshot of a web application interface showing a checklist. The interface has a dark red sidebar on the left. The main content area displays a table with 10 items. Each item has a red 'Not Complete' button in the 'EVIDENCE' column. A blue 'Back' button is at the bottom left.

#	ITEM	DESCRIPTION	EVIDENCE
1	Development policy and design process		Not Complete
2	Management of the delivery		Not Complete
3	Assessment of learning		Not Complete
4	Systems and resources		Not Complete
4a	Financial resources		Not Complete
4b	Training and educational resources		Not Complete
4c	Physical and virtual resources		Not Complete
5	Instructor's management policies and processes		Not Complete
6	Learner experience		Not Complete
7	Credential management system		Not Complete
8	Monitoring, review & improvement		Not Complete
9	Digital credential		Not Complete
10	Attach a sample of credential that will be issued		Not Complete



A screenshot of the same web application interface, but now all items are marked 'Complete'. The 'EVIDENCE' column for each item shows a green 'Complete' button. The interface includes a dark red sidebar, a top navigation bar with 'Actions', a search icon, and a user profile icon. A blue 'Back' button is at the bottom left.

#	ITEM	DESCRIPTION	EVIDENCE
1	Development policy and design process		Complete
2	Management of the delivery		Complete
3	Assessment of learning		Complete
4	Systems and resources		Complete
4a	Financial resources		Complete
4b	Training and educational resources		Complete
4c	Physical and virtual resources		Complete
5	Instructor's management policies and processes		Complete
6	Learner experience		Complete
7	Credential management system		Complete
8	Monitoring, review & improvement		Complete
9	Digital credential		Complete
10	Attach a sample of credential that will be issued		Complete