

APPLICATION FAQ

ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point
APP SUPVR	Application Supervisor

COURSE SEARCH

Q1) The course I would like to apply for is missing an "Apply for Course" button.

A1) This course is likely closed for application. The reason for not being able to apply for this course will be shown in the Application Procedure section.

APPLICATION

Q2) Do I have to provide passport details when applying for a course?

A2) Passport details is not necessary for application. But will be required before accepting the course invitation.

We recommend that your passport details be submitted early to avoid any delays when accepting your invitation.

**Q3) I can't get past the first page of the application.
A popup keeps appearing telling me I am not eligible for this course.**

A3) This popup indicates that the country / organisation that you are representing is not eligible for this course.

You may also check the course's Eligible Countries/Organisations section for the country that you are representing.

Q4) Do I need to accept the invitation to attend the course?

A4) Yes, accepting the invitation confirms your attendance for the course and is on a first come first served basis.

Note that after accepting the invitation, we will check your passport and eTicket (if any) details. If we find any issues with them, your acceptance will be rejected.

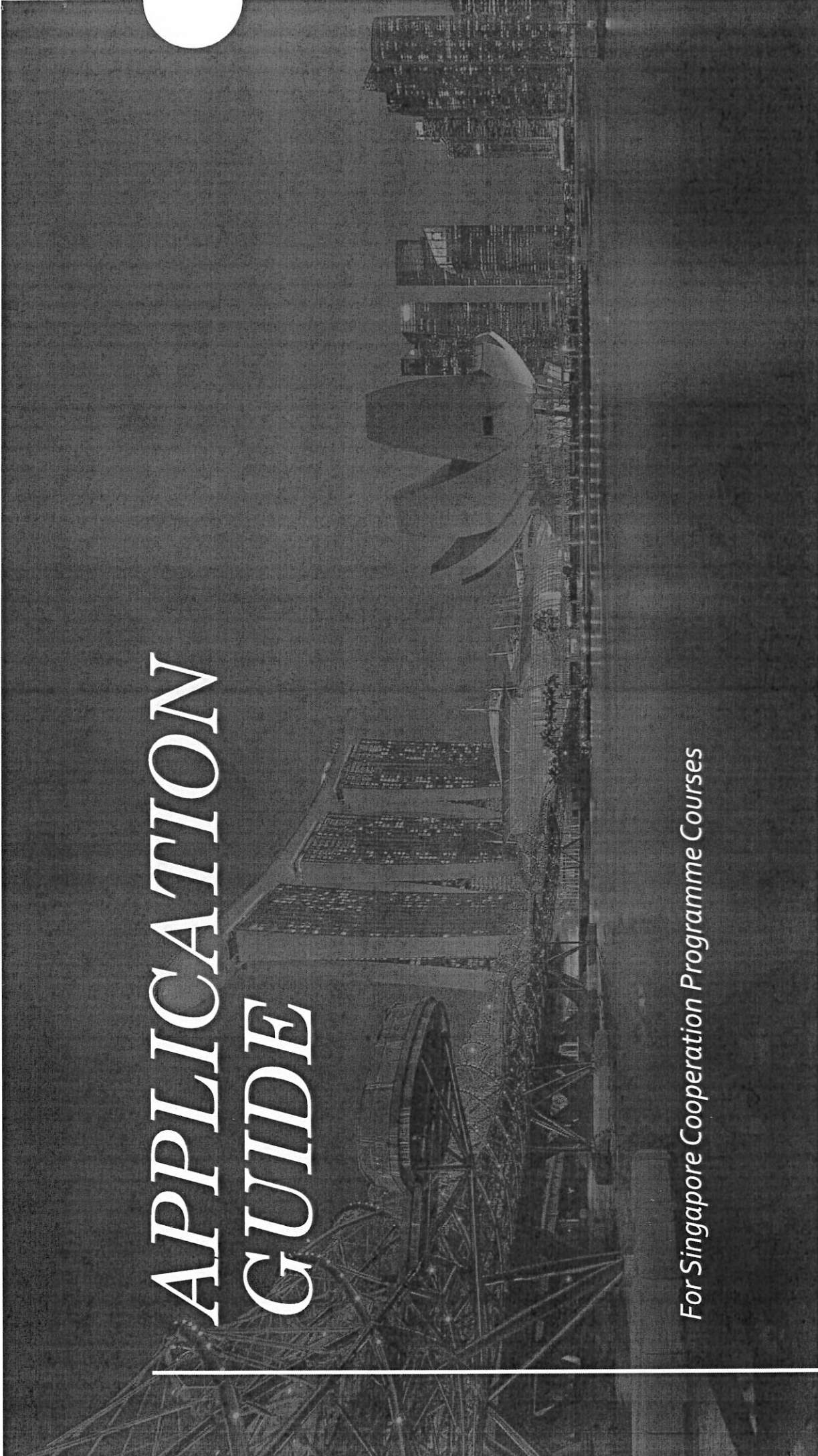
Q5) My application was rejected

A5) Rejected applications are final, if you wish to appeal for your application make sure to include the **application ID, full name, and course name**.

Q6) My invitation acceptance was rejected, expired, or closed what do I do?

-
- A6) Rejected invitations would allow you to re-accept your invite.
However, make sure to check your passport details and the eTicket you are uploading before re-accepting.
Expired and closed invitations are final, if you wish to appeal for your application make sure to include your **application ID, full name, and course name**.

SOP



APPLICATION GUIDE

For Singapore Cooperation Programme Courses

Application Process

1

First browse or search for a course.

2

Check eligibility and application details of the course details.

3

Fill application, saving as draft as necessary

4

Submit application for approval

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ABOUT US +

Catalogue

administration

Feedback (FAQ) | Contact Us | Sitemap

Categories

Resilient Societies

Education

Connectivity

Sustainable Development

Leadership & Governance

Smart Nation

Asia Middle East Dialogue (AMED)

Initiative For ASEAN Integration (IFI)

International Monetary Fund (IMF)

Education(1 Courses Found)

Public Administration OWJ

Public Administration

Start Date: 07 May 2018 - End Date: 11 May 2018

Closing Date for Nomination: 26 Mar 2018

Leadership & Governance(1 Courses Found)

Public Administration

Rules and policies of civil service administration

Start Date: 19 Mar 2018 - End Date: 23 Mar 2018

Closing Date for Nomination: 12 Feb 2018

Smart Nation(1 Courses Found)

Courts Administration OWJ

Administration of the Courts

Start Date: 14 May 2018 - End Date: 18 May 2018

Closing Date for Nomination: 16 Apr 2018

Initiative For ASEAN Integration (IFI)(1 Courses Found)

public administration

Learn about public admin

Start Date: 13 Jun 2018 - End Date: 15 Jun 2018

Closing Date for Nomination: 01 May 2018

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 2017-03-23 09:55:02
 Last Modified on 13 Nov 2017

Save this site

- The course search bar is visible throughout the website.
- Fill in a search keyword and hit enter to perform a search
- Select a course in the search results, to view it's details.

[ABOUT US](#) • [Catalogue](#) [Search Courses Here](#)

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Categories

- Resilient Societies
- Education
- Connectivity
- Sustainable Development
- Leadership & Governance
- Smart Nation
- Asia Middle East Dialogue (AMED)
- Initiative For ASEAN Integration (IAI)
- International Monetary Fund (IMF)

Connectivity

Our globalised world depends on a secure and efficient network of air and sea hubs. This cluster of courses covers two key pillars of Singapore's economy namely, our aviation and maritime sectors.

Workforce for Future Economy

Who are being through a fundamental transformation in the way we work. Automation and 'thinking machines' are replacing

Start Date: 16 Apr 2018 - End Date: 20 Apr 2018
Closing Date for Nomination: 20 Mar 2018

Trade In Services

Trade In Services

Start Date: 25 Jun 2018 - End Date: 29 Jun 2018
Closing Date for Nomination: 30 Mar 2018

Transformational Leadership for the 2030 Agenda

offer

Start Date: 14 May 2018 - End Date: 18 May 2018
Closing Date for Nomination: 02 Apr 2018

Fish Farming course- Elenore

Learn how to run fish in sustainable manner

Start Date: 02 Aug 2018 - End Date: 08 Aug 2018
Closing Date for Nomination: 30 May 2018

Abilities 101

Having the abilities to connect and create new relationships

Start Date: 14 Feb 2019 - End Date: 14 Feb 2019
Closing Date for Nomination: 23 Dec 2018

See More

[f](#)
[t](#)

[Rate this site](#)

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 Last updated on 11 Nov 2017

Browse Catalogue

- Click on the Catalogue button on the left of the search bar to view a list of all categories.
- From here, clicking on any of the categories will display a list of all courses under that category.
- Select a course in the listing, to view it's details.

[More Supply Links](#)

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SINGAPORE
PRINCE NAIRU

ABOUT US • Catalogue Search Courses Filter

Feedback (FAQ) Contact Us Services

Workforce for Future Economy

We are living through a fundamental transformation in the way we work. Automation and "thinking machines" are replacing human tasks, changing the skills that organisations are looking for in their people. But what will the future look like?

Applicant Particulars

Contact Details

Employment History

Applicant's qualifications

Request for Application

Review & Submit

*** I am Representing**

Title	Full Name as in Passport	* Family Name
Gender		* Date of Birth
Religion		* Declare Restrictions (or "N/A") if you have restrictions

*** Upload Your Picture** (in format allowed: jpg, png, gif, mpng, jpeg, tiff, bmp)

Select File.

If any of the passport fields are filled up, all 3 other fields will be required to fill up.

Passport Issued By:

Passport Number:

Passport Expiry Date:

Upload Passport Biodata Page (in format allowed: jpg, png, gif, mpng, jpeg, tiff, bmp)

Select File.

Save As Draft

Next Step

Preview & Submit

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- Please ensure that you have the following documents/information on hand:
 1. Softcopy of **passport photo** (in jpeg, jpg, png, gif, bmp)
 2. Softcopy of **passport biodata page**
 3. **Curriculum vitae** (or employment and educational records)
 4. Contact details of your **emergency contact person**
 5. **Supervisor email address**

Save as Draft

- The minimum information that must be filled in to save your changes as a draft are all mandatory fields in the **Applicant Particulars** tab, and your **Personal Email** in the Contact Details tab.
- The application form does **not** auto save, the information is only saved upon saving as draft.
- Upon saving as draft a **link will be sent** to your personal email. To allow you to return to your draft.

The screenshot shows a web application interface. A modal dialog box titled "Save as Draft?" is centered on the screen. The dialog contains the text: "Draft will only be valid for 3 days. a link will be sent to your email to allow you to edit and submit." Below this text are two buttons: "Confirm" and "Cancel". The background form is partially visible and includes fields for "Name", "Email", "Phone Number", "Address", "City", "State", "Zip", "Country", "Gender", "Age", "Education", "Experience", "Skills", "Interests", "References", "Comments", and "Attachments". At the bottom of the form, there are buttons for "Save as Draft", "Review & Submit", and "Next Step". The footer of the page contains copyright information: "Copyright © 2017 Proquest Education Holdings, Inc. All rights reserved. Privacy Statement Terms of Use".

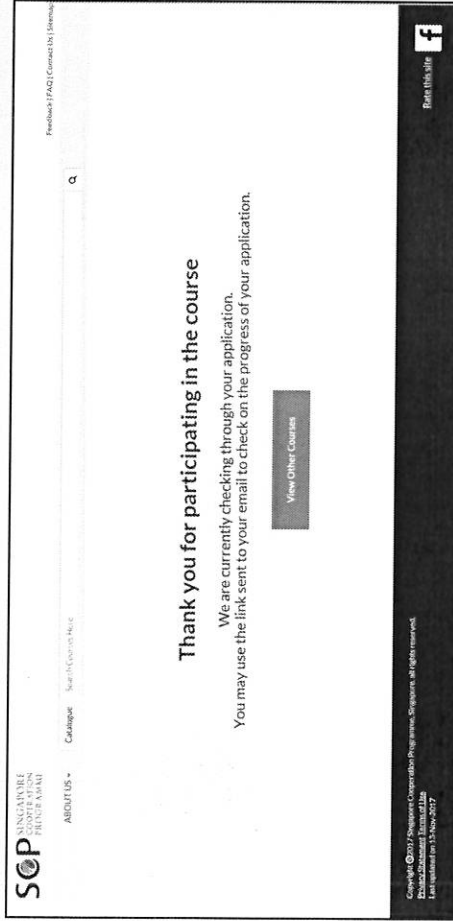
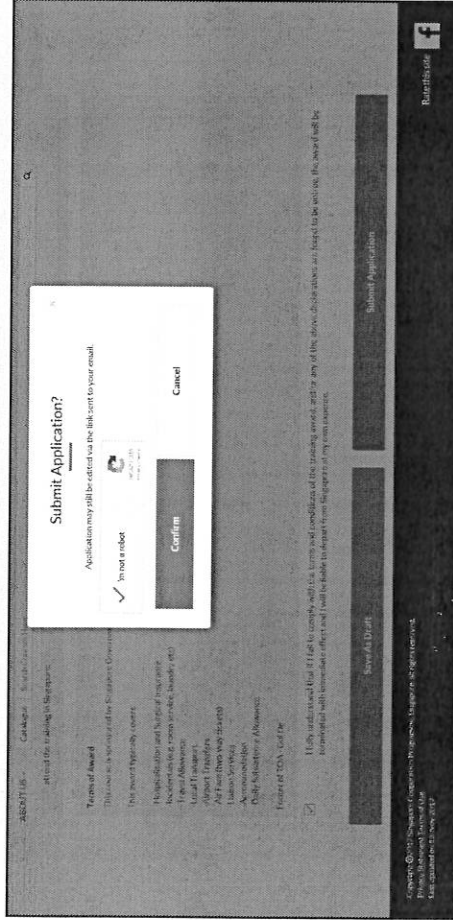
Application

- Should there be any incorrect or missing information, this summary page will indicate the offending field in red. You may also look for a tab without the white ticked checkbox for the offending tab.

[illegible]

Submit Application

- When there are no more incorrect or missing information, click on the red Submit Application.
- When the application is successfully submitted, you will be greeted with a thank you page.



Check Application

- After submitting your application, you may continue to use the same link to check the status of your application or to edit your particulars.
- Once your application is fully processed by us, you will need to **accept the invitation**.
Passport details must be provided at this stage to accept the invitation.
While an eTicket may be required depending on the course.

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Application for
Workforce for Future Economy

Application ID: 303 | Application Date: 27 Mar 2018 11:59

Application Status: **PENDING APPLN. SUP. ENDORSEMENT**

Edit Particulars

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ABOUT US • Catalogue Search (Click on Help)

Feedback (FAQ) (Contact Us) (Share)

Application for
Workforce for Future Economy

Application ID: 303 | Application Date: 27 Mar 2018 11:59

Congratulations! Your application has been provisionally approved. Kindly confirm your attendance as soon as possible as allocation is on a first come first served basis.
Please ensure that you have applied for your VISA before acquiring your eTicket (if required).

Download Letter of Acceptance

***Upload eTicket (Mandatory)**
Select file...

Accept Invitation **Decline Invitation**

Edit Particulars

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

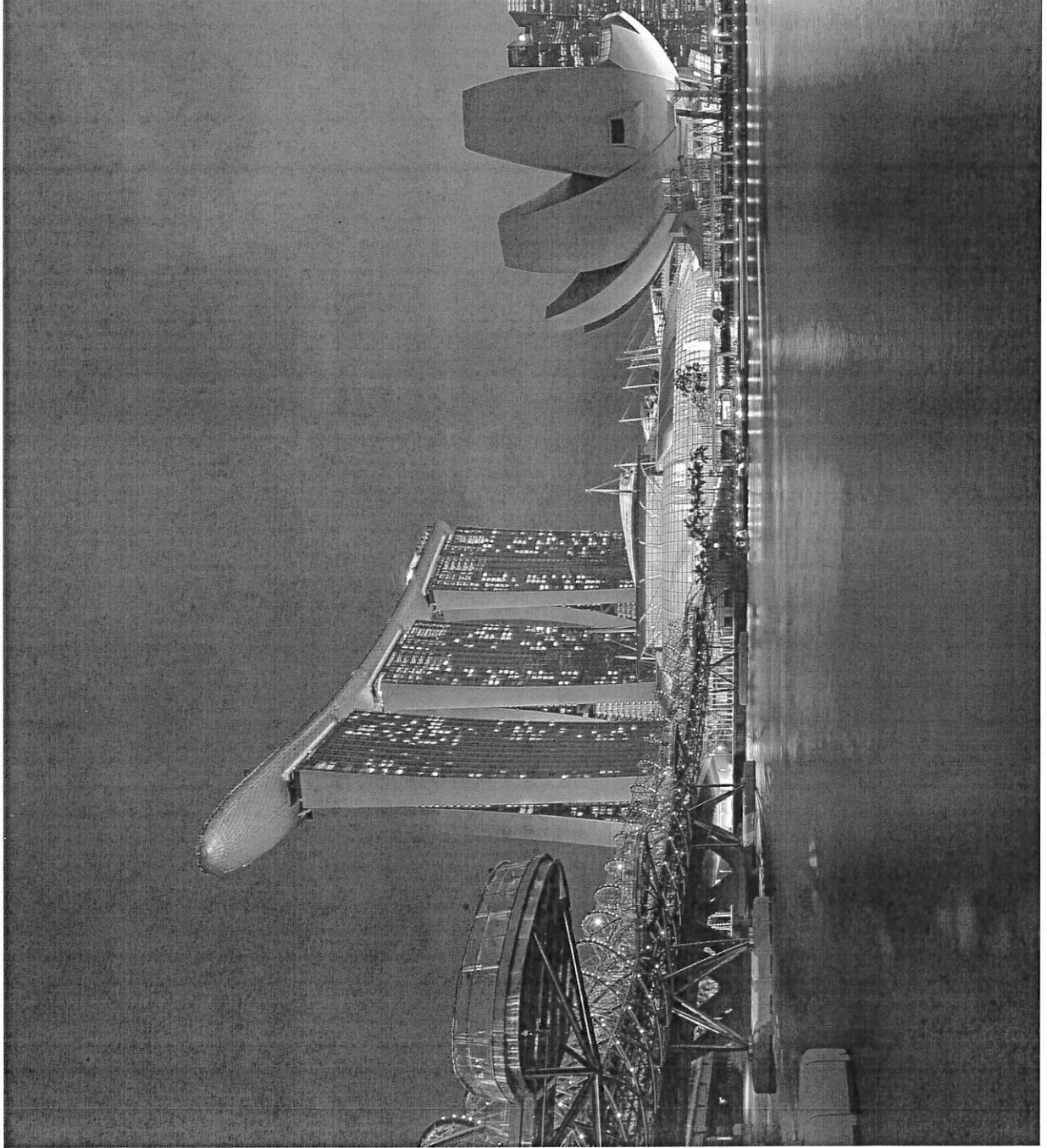
Ministry of Foreign Affairs

Tanglin

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NATIONAL FOCAL POINT FAQ

ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point
APP SUPVR	Application Supervisor

COURSE MANAGEMENT

Q1) How can I disseminate the information for the applicants to apply?

A1) NFP can make use of the function 'Send Link to Apply' under 'Course Action' button to send the application form for applicants to apply

Q2) How can I view a summary of all the courses NFP has to endorse?

A2) NFP can make use of the 'back' button beside Course's Name to access the dashboard which shows all the courses that involves corresponding NFP.

APPLICATION ENDORSEMENT

Q3) Endorsement only has 'YES' option. What can we do if we do not wish to endorse for an application?

A3) If NFP does not wish to endorse for an application, NFP can choose not to endorse the application and leave it unselected.

Q4) 'Endorse all' function selects all Application. Is there any function to select all application except for a few?

A4) User can click 'YES' button at top of Endorsement Column to select all Applications. Once all Application has been selected, user can deselect individual applications by clicking 'YES' button in the Endorsement column for the corresponding Application.

Q5) Can I change my decision after submitting my Endorsement?

A5) No. Endorsement submitted will be final and NFP will not be allowed to change their decision.

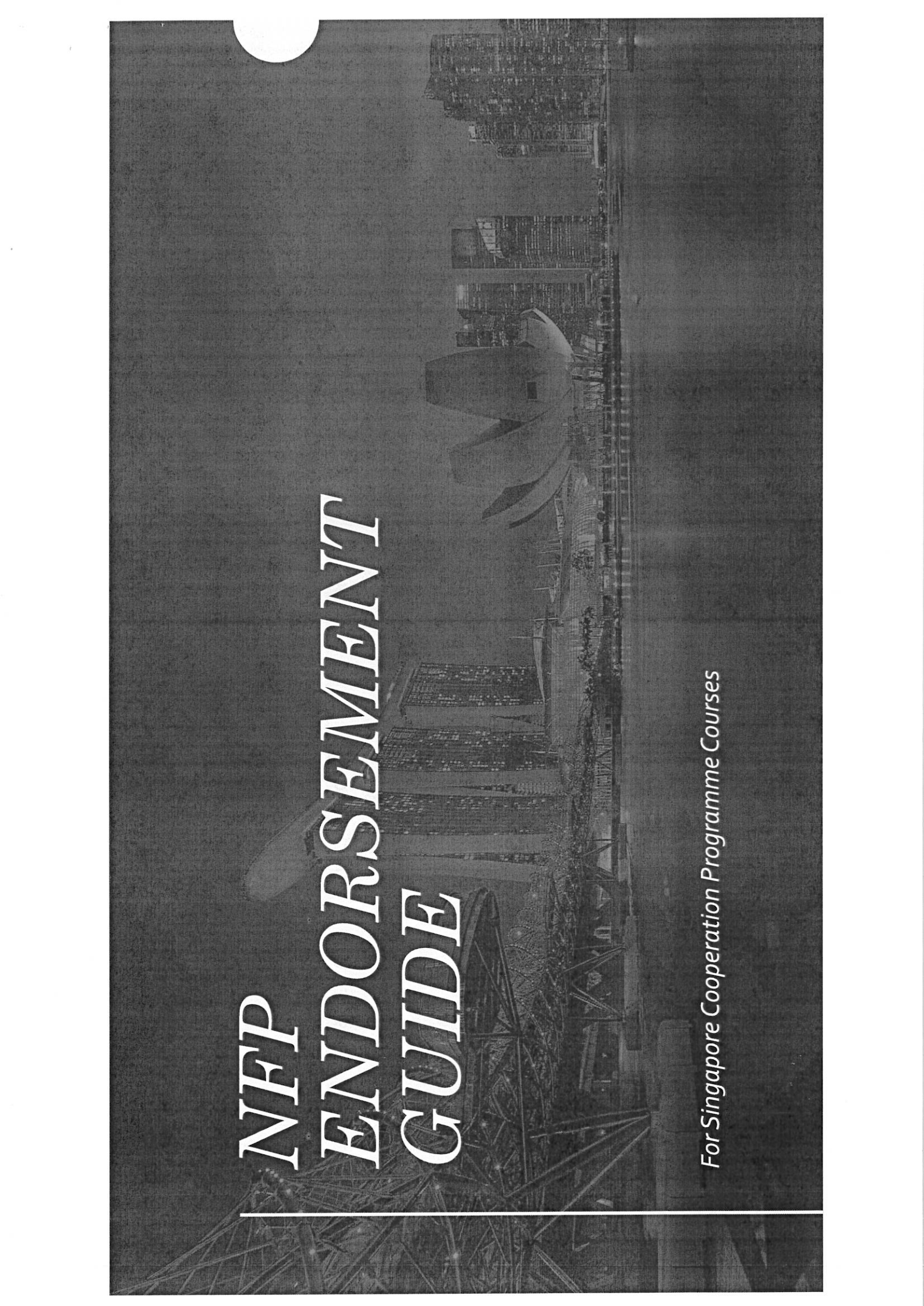
Q6) What is the save function for?

A6) The save function is for NFP to save their decision and not submit their endorsement until they can confirm their final decision.

Q7) How can I differentiate between applications that were saved and submitted?

A7) Applications that were submitted will have an indication of the final decision in the NFP column. Additionally, the decision in the Endorsement column is non editable. Applications that were saved and not submitted will not have an indication in the NFP column and decisions in the Endorsement column is editable.

SOP



NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

NFP Endorsement Steps Overview

1

Access Assessment
Page via link from
Email

2

Check through
Applications
submitted

3

Input
Endorsement

4

Submit
Endorsement

Course Description	Terms of Award	Applications
Students will learn the basic concepts of the field of psychology, including the scientific method, the history of psychology, and the major schools of thought. The course will also cover the major areas of psychology, including biological, cognitive, developmental, social, and clinical psychology.	Psychology 101 is offered in the fall, spring, and summer semesters.	Psychology 101 is a required course for all psychology majors and is also a general education requirement for all students.

Application Actions			Save		Submit NFP Endorsement	
☐	☐	☐	☐	☐	☐	☐
Title	Applicant	Age	Representing	Designation	Department	Organisation
						App Supr
1	Mrs. SAMPLE GUIDE APPLICATION 3	28	Myanmar	Sample	Sample	Sample
2	Ms. SAMPLE GUIDE APPLICATION 1	28	Myanmar	Sample	Sample	Sample
3	Ms. SAMPLE GUIDE APPLICATION 2	44	Myanmar	SAMPLE	SAMPLE	SAMPLE
Total records: 3						

- Email with a link will be sent to NFP.
- NFP can access this link to input endorsement for applications submitted.

Submitting Endorsement

Save

Submit NFP Endorsement

NFP	NFP Endorsement
	Yes
	Yes
	Yes
	Yes

Endorsement Steps:

- NFP can input their endorsement for individual applications by selecting 'YES' button in the Endorsement Column for specified applications
- Alternatively, NFP can choose to endorse all applications by selecting 'YES' button at the top of Endorsement Column
- After selecting 'YES' button, NFP can choose to save their endorsement decision before submitting later by clicking 'Save' button
- NFP can submit their endorsement decision by clicking 'Submit NFP Endorsement' button
***this action is nonreversible and NFP will not be able to amend endorsement**

Special Cases:

- 1. If an application has not been endorsed by Applicant's Supervisor, NFP will not be able to endorse yet. Endorsement column will display '**not available for assessment**'
- 2 . If an application does not require endorsement, Endorsement column will display '**N/A**'

Save Submit NFP Endorsement	
NFP	NFP Endorsement not available for assessment
	not available for assessment
N/A	N/A
1 Total records: 2	

SINGAPORE COOPERATION PROGRAMME

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