

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. Please check the Application Procedure section.

APPLICATION

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

A2) Passport details are not necessary for application. It will be required when the offer is made to attend a course. It would be good if passport details are submitted in advance to avoid any delays in accepting our offer.

**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) You may wish to check if the country/ organisation you are representing is eligible for the course under the course's Eligible Countries/Organisations section of course.

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 be in touch with you if we need clarification on the passport and eTicket submitted for a course. Your place is only confirmed after all submitted documents are verified. Due to limited places, we seek your understanding that we may not be able to accommodate late confirmations or confirmations submitted with invalid passport or eTicket.

Q5) My application was rejected

A5) You may wish to contact SCP at mfa_scp@mfa.gov.sg if you wish to appeal for your application. It will be helpful if you can quote the **application ID, full name, and course name**.

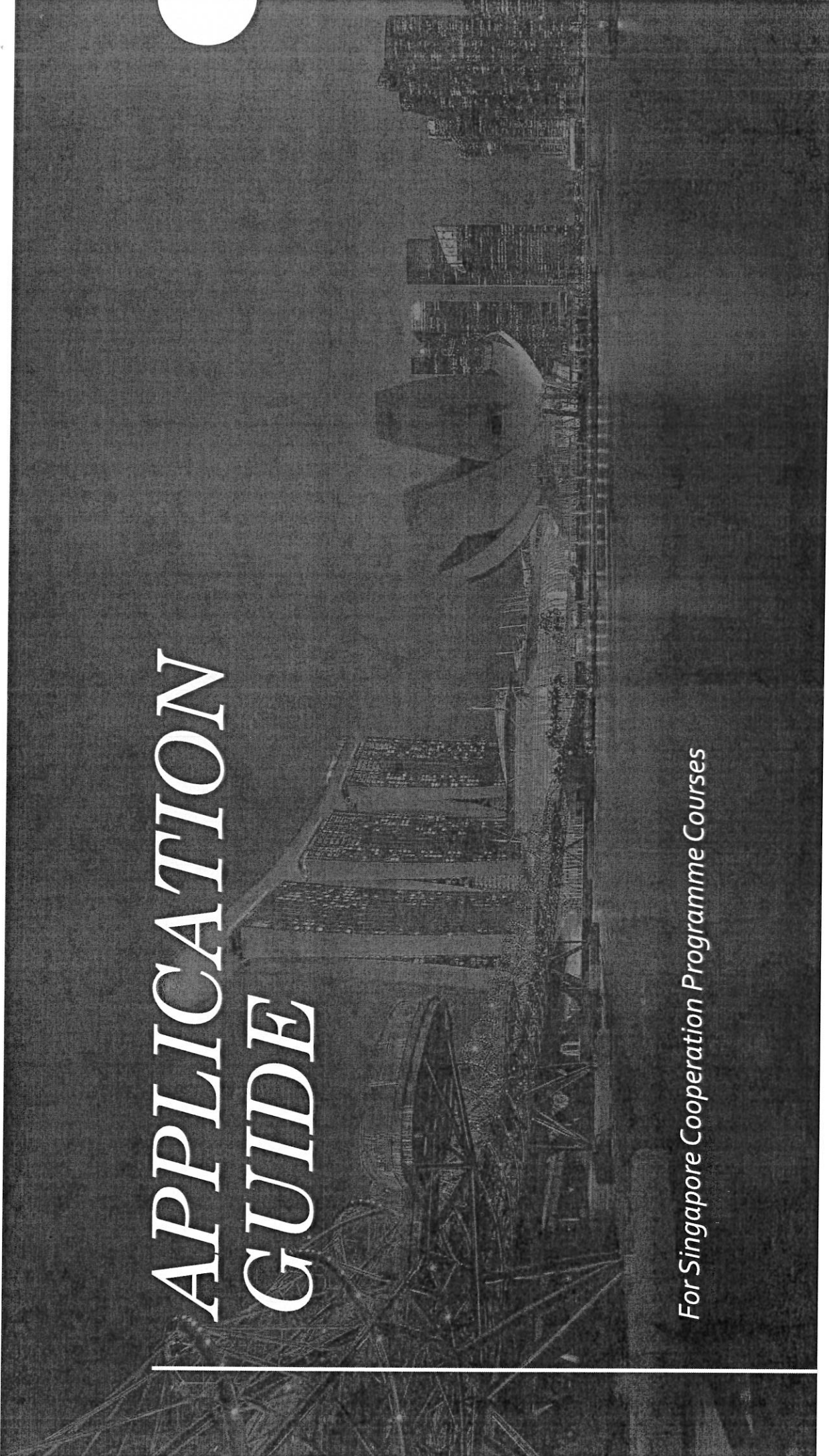
Q6) My invitation acceptance was rejected, expired, or closed what can I do?

A6) You will be able to resubmit the necessary documents online. It would be helpful if you can check that you have a valid passport and eTicket before resubmission. Alternatively, you can get in touch with us through mfa_scp@mfa.gov.sg

Q7) I encountered a system error or technical issue when applying online. What should I do?

A7) Please submit a screenshot of your error to us at start-support@wizvision.com with the subject title prefixed with [START Technical Issue]. Our appointed service provider will get in touch with you as early as we can. It will be helpful if you can quote the **application ID, full name, and course name** together with an explanation of what were the actions that led to the error / technical issue.

SCP



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

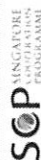
Fill application, saving as draft as necessary

4

Submit application for approval

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.



ABOUT US • Catalogue Search | [Contact Us](#) | [Feedback](#)

Categories

Resilient Societies

Education

Connectivity

Sustainable Development

Leadership & Governance

Smart Nation

Asia Middle East Dialogue (AMED)

Initiative For ASEAN Integration (IAAI)

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

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

Start Date: 16 Apr 2018 End Date: 30 Apr 2018

Closing Date for Nomination: 28 Mar 2018

Trade in Services

Trade in Services

Start Date: 25 Jun 2018 End Date: 29 Jun 2018

Closing Date for Nomination: 30 May 2018

Transformational Leadership for the 2030 Agenda

self

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

Closing Date for Nomination: 02 Apr 2018

Fish Farming course-Elempore

Learn how to rear fish in a 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: 25 Dec 2018

See More >

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Last updated on 12 Nov 2017

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f

Why are there through a fundamental to public relations in the way we work. Automation and thinking made more at a modern business center. Changing the study that the practitioners are looking for to their concepts. But what will the future look like?

the right mix of people and resources in the programme – and the right talent not only for business but for wider society – is the critical 2-point position of our age. This is a debate influencing not just CEOs but voters, and shaping Australia and the ability of *all* of us to influence the future of the world. Our very ability to do so is at stake. It is a debate that has to be fought across all borders.

Journal of Management Education 36(8) 907-924 © The Author(s) 2012. Reprints and permissions: <http://www.sagepub.com/journalsPermissions.nav>

Conducted in
1980-1981

Journal of Management Studies 36(1) 1-15

Open Enrollment

Terms of Award

Other sources of replicability concerns

Final Address
Kazuo Inoue, 1-1-1, Nishi-ku, Tokyo 162, Japan

Not for use (200) except for (200)

Source: NIA, C-60.

Application Procedure

When I came up from the underground, I found the city in a state of complete confusion. The streets were filled with people, and the air was thick with smoke. I had never seen anything like this before.

Indicate applying, pending, minor, or no use of the following literature in this position on boxes

*© 2000 Blackwell Science Ltd, *Journal of Internal Medicine* 247: 199–206*

Don't miss the chance to see a performance in a historic, restored theatre. This is a once-in-a-lifetime opportunity, when it comes to the history of the theatre.

100

- In the course details page, make sure to check it's eligibility criteria and application details.
- Note that, the country or organisation you are representing **must match** the course eligibility requirements.

family directly to Singapore and Foreign Affairs.

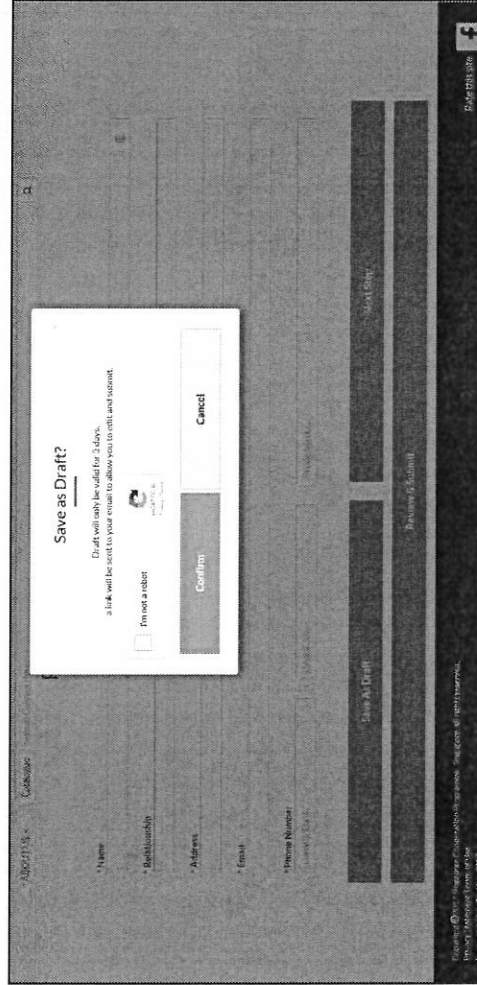
Readers are invited to submit their views on any aspect of the journal to the editor, who will accept or reject them on their merits. The editor's decision is final.

[7] A paper that had all the letters and numbers written without breaks or spaces.

- 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.



SEEKING A CHALLENGE?

Workforce for Future Economy

Workforce for Future Economy

9

Workforce for Future Economy

We are now looking for a professional in information technology to help us develop and implement a new system for our business. The successful candidate will be responsible for the design, development, and implementation of the system. The candidate will also be responsible for the training of staff and the ongoing support of the system. The candidate will be a member of the IT department and will report to the IT manager. The candidate will be a member of the IT department and will report to the IT manager. The candidate will be a member of the IT department and will report to the IT manager.

Workforce for Future Economy

Admission Requirements: Graduate Degree in Business Administration or Equivalent Experience. Minimum 5 years of experience in a similar position. Salary: \$60,000 - \$70,000 per year. Contact: Mr. John Doe, HR Manager, 123 Main Street, Suite 100, New York, NY 10001. Phone: (212) 555-1234. Email: john.doe@company.com.

Applicant's Particulars

1. Name: John Doe
2. Address: 123 Main Street, Suite 100, New York, NY 10001
3. Phone: (212) 555-1234
4. Email: john.doe@company.com
5. Date of Birth: 01/01/1980
6. Date of Graduation: 05/01/2005
7. Date of Issuance: 05/01/2005
8. Date of Expiration: 05/01/2010

Employment History

1. Company: Microsoft Corporation
2. Position: Software Engineer
3. Start Date: 01/01/2005
4. End Date: 12/31/2007
5. Reason for Leaving: Completed Project

Applicant's Qualifications

1. Education: Bachelor's Degree in Computer Science
2. Experience: 5 years of experience in software development
3. Skills: Proficient in Java, Python, and JavaScript
4. Certifications: Certified Software Engineer (CSE)

Contact Details

1. Name: John Doe
2. Address: 123 Main Street, Suite 100, New York, NY 10001
3. Phone: (212) 555-1234
4. Email: john.doe@company.com
5. Date of Birth: 01/01/1980
6. Date of Graduation: 05/01/2005
7. Date of Issuance: 05/01/2005
8. Date of Expiration: 05/01/2010

Reasons for Application

1. I am applying for this position because I am interested in the field of software development and I believe I have the necessary skills and experience to contribute to your team.
2. I have a strong background in computer science and software development, and I am confident that I can bring value to your organization.
3. I am a motivated and self-starter, and I am committed to achieving the best results for your company.

Emergency Contact

1. Name: John Doe
2. Address: 123 Main Street, Suite 100, New York, NY 10001
3. Phone: (212) 555-1234
4. Email: john.doe@company.com
5. Date of Birth: 01/01/1980
6. Date of Graduation: 05/01/2005
7. Date of Issuance: 05/01/2005
8. Date of Expiration: 05/01/2010

E. Statement of Interest, Declaration

- I, the undersigned, hereby declare that I am a citizen of the United States of America, and I am not a resident of any other country.
- I am applying for this position because I am interested in the field of software development and I believe I have the necessary skills and experience to contribute to your team.
- I have a strong background in computer science and software development, and I am confident that I can bring value to your organization.
- I am a motivated and self-starter, and I am committed to achieving the best results for your company.
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- I have a strong background in computer science and software development, and I am confident that I can bring value to your organization.
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- I have a strong background in computer science and software development, and I am confident that I can bring value to your organization.
- I am a motivated and self-starter, and I am committed to achieving the best results for your company.

Terms of Award

The award is subject to the following conditions:

1. The award is for a period of one year.

2. The award is for a sum of \$10,000.

3. The award is for a sum of \$10,000.

4. The award is for a sum of \$10,000.

5. The award is for a sum of \$10,000.

6. The award is for a sum of \$10,000.

7. The award is for a sum of \$10,000.

8. The award is for a sum of \$10,000.

9. The award is for a sum of \$10,000.

None of the above

None of the above

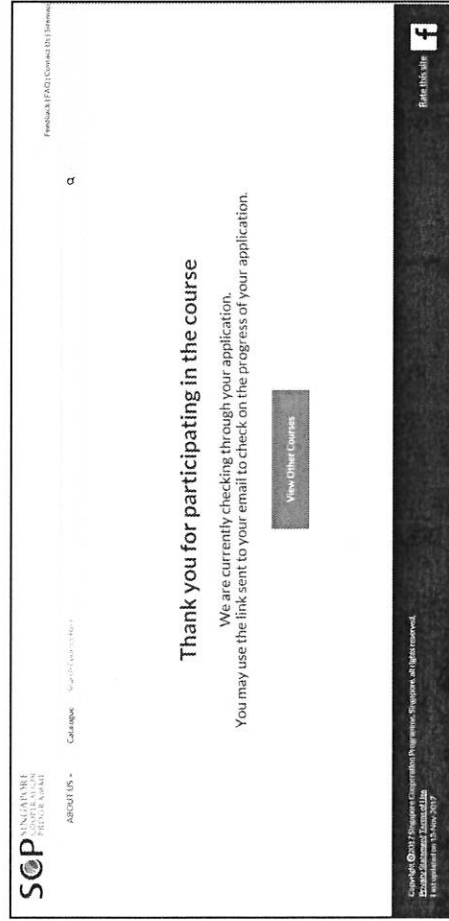
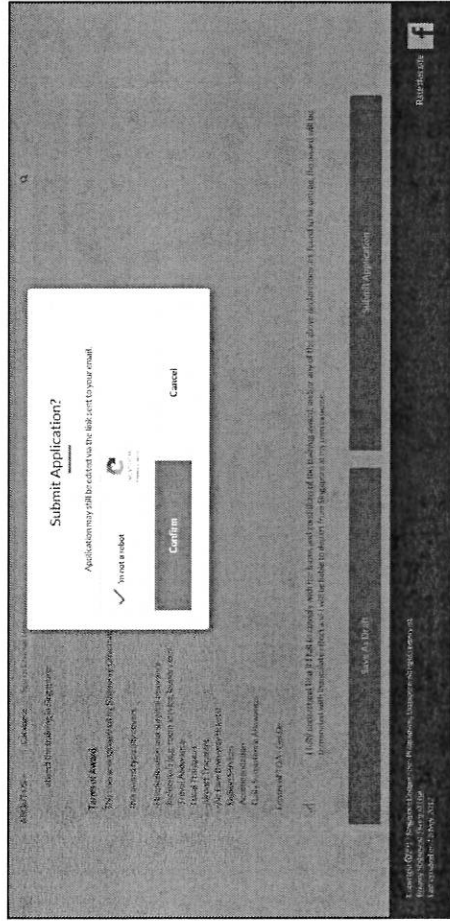
Workforce for Future Economy
Workforce for Future Economy
Workforce for Future Economy

Workforce for Future Economy

- For each tab, when all fields are complete and valid they will be marked with a white ticked checkbox.
- Once you have completed the application, switch to the **Review and Submit** tab.
- 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.

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.



SINGAPORE
OPERATING
PROGRAMME

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Catalogue

Search Catalogue Here

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Application ID: 3033 | Application Date: 27 Mar 2018 11:59

PENDING APPLN. SUP. ENDORSEMENT

Application Status

Application for
Workforce for Future Economy

Edit Particulars

SOP NINJA PONE
NINJA PONE
FRONTLINE MANAGER

Feedback (FAB) | Comments | Share

ABOUT US - Catalogue

Workforce for Future Economy

Application ID: 2021 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 expiring your e-ticket requested.

Download Ticket ID: 25-33303212

* Upload e-Ticket (Mandatory)

Source File

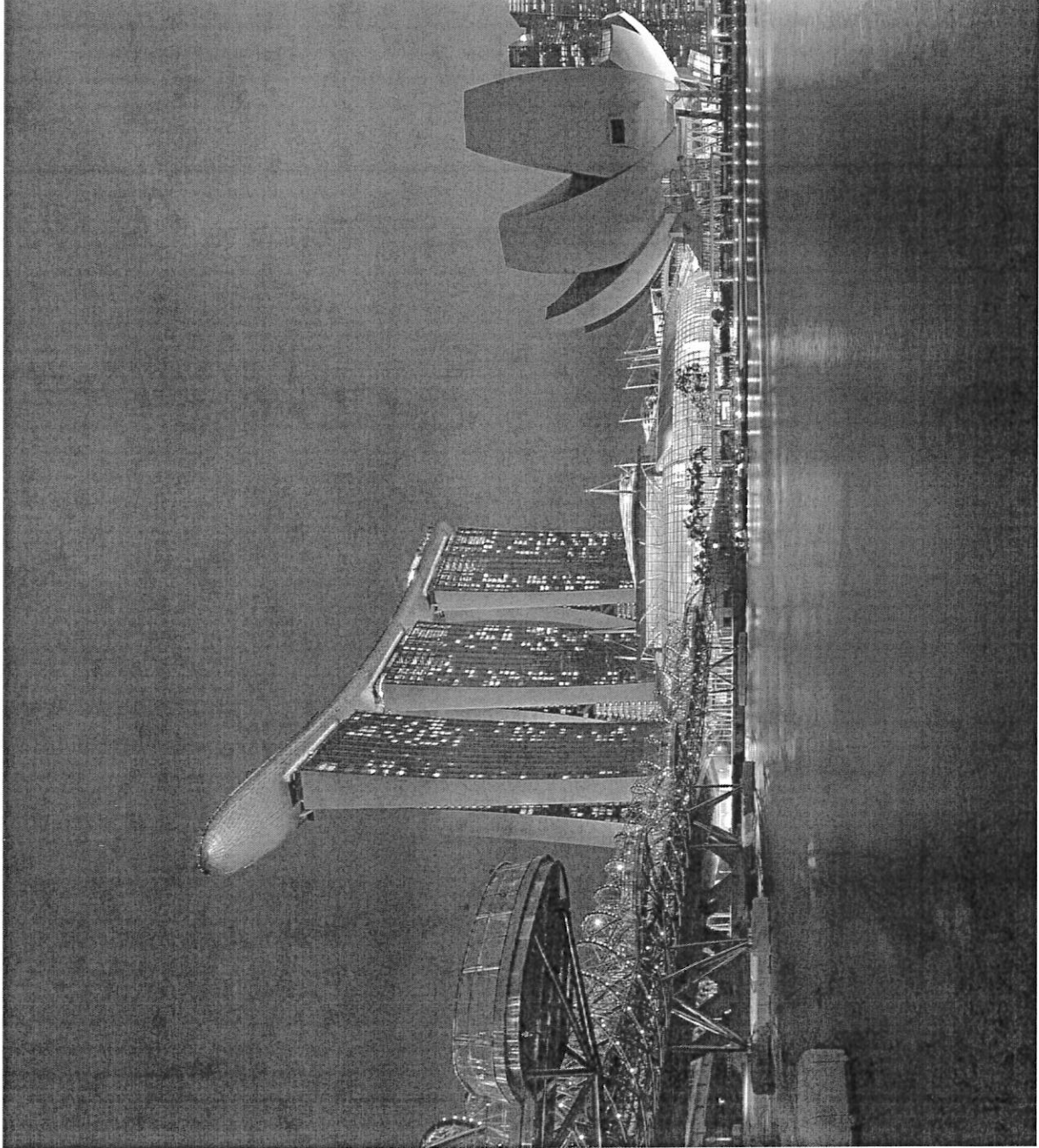
Accept Invitation Decline Invitation

Edit Particulars

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate
Ministry of Foreign Affairs
Tanglin

Singapore 248163
Tel: (65) 6379 8000
Email: mfa_scp@mfa.gov.sg



NATIONAL FOCAL POINT FAQ

ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point of Technical Assistance
APP SUPVR	Application Supervisor

COURSE MANAGEMENT

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

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

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

A2) NFP can use '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 leave the 'YES' option 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 next to the corresponding Application.

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

A5) NFA can change your decision any time before submitting your endorsements. Endorsements submitted are considered final.

Q6) What is the save function for?

A6) The save function is for NFP to save their decision and not submit their endorsement. All submitted endorsements are considered final.

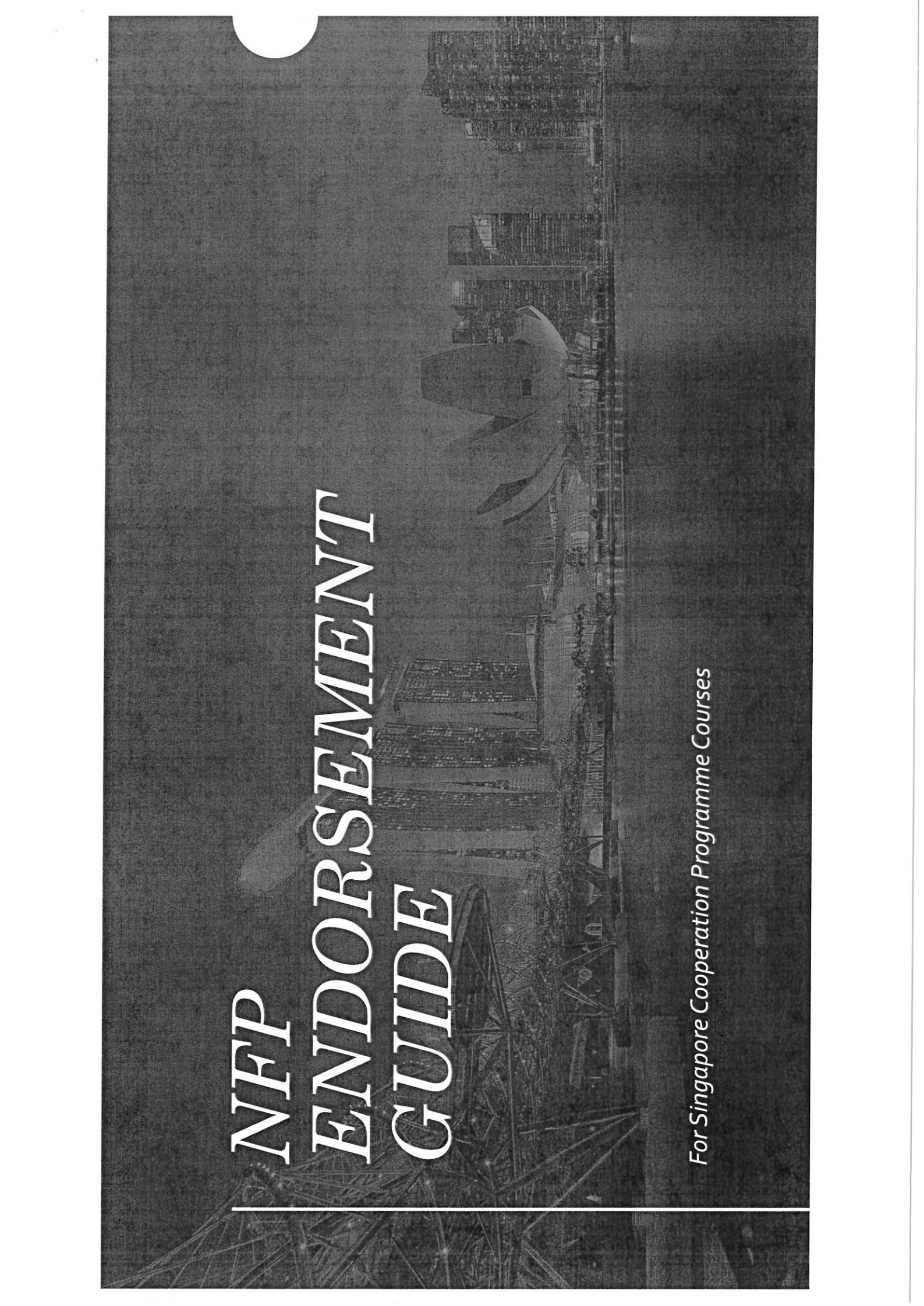
Q7) How can I differentiate between applications that were saved and submitted?

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

Q8) I encountered a system error or technical issue when applying online. What should I do?

A8) Please submit a screenshot of your error to us at start-support@wizvision.com with the subject title prefixed with [START Technical Issue]. Our appointed service provider will get in touch with you as early as we can. It will be helpful if you can quote the **application ID, full name, and course name** together with an explanation of what were the actions that led to the error / technical issue.

SCP



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

NFP GUIDE SCPTA

01-Apr-2018 to 30-Apr-2018

Course Description

Terms of Award

Applications

Course Actions

Application Actions

Save

Submit NFP Endorsement

☐	Title	Applicant	Age	Representing	Designation	Department	Organisation	App Supr	NFP	NFP Endorsement
☐	1 Mrs. SAMPLE GUIDE APPLICATION 3	26 Myanmar	Sample	Sample	Sample	Sample	Sample	Yes	Yes	Yes
☐	2 Ms. SAMPLE GUIDE APPLICATION 1	28 Myanmar	Sample	Sample	Sample	Sample	Sample			not available for assessment
☐	3 Ms. SAMPLE GUIDE APPLICATION 2	44 Myanmar	Sample	Sample	Sample	Sample	Sample	NA	NA	NA

Show 20 records per page

1 Total records: 3

Email Link

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

Submitting Endorsement

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**

NFP	
Save	Submit NFP Endorsement
NFP	NFP Endorsement
	Yes
	Yes
	Yes
	Yes

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

Technical Cooperation Directorate
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