

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?

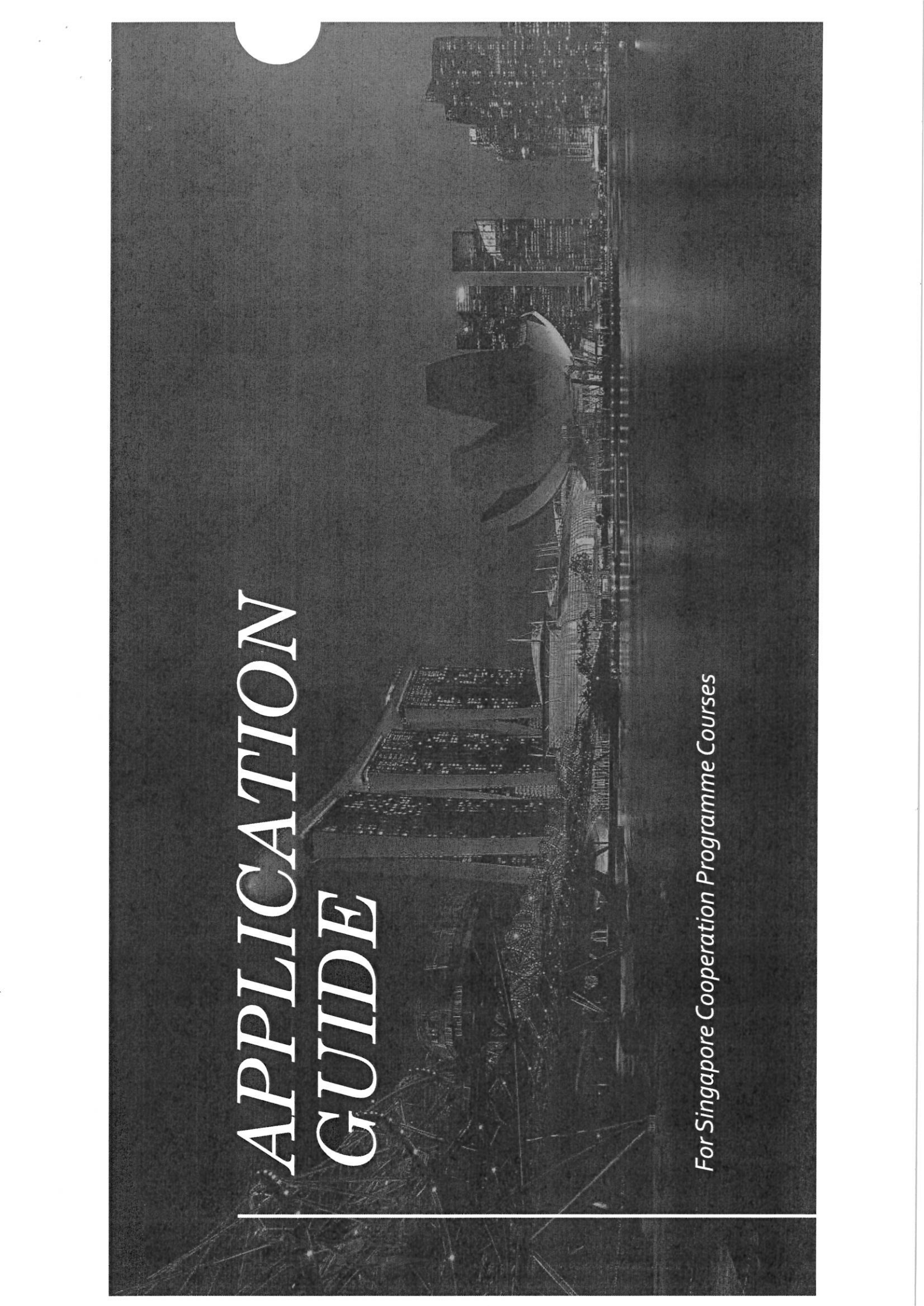
A6) The save function is for NFP to save their decision and not submit their endorsement. All submitted endorsements are considered final.

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.



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

SCOP

SCOP 2017
 15 May 2017 - 15 May 2017

ABOUT US • Catalogue • administration

Categories

Excellent Societies
 Education
 Environment
 Sustainable Development
 Leadership & Governance
 Smart Nation
 Asia Module East Dialogue (AM-ED)
 Initiative for ASEAN Integration (IAI)
 International Monetary Fund (IMF)

Education(1 Courses Found)

Public Administration QWJ

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 QWJ

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 (IAI)(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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Refer this site

- f**
Rate this site

- 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.

Workforce for Future Economy

Skills for the Future

Course Objectives

Topics Include

Participant Profile

Conducted in

Eligibility

Eligible Countries/Organisations

Terms of Award

Application Procedure

Instructions Before Applying

Course Details

- 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.

- 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: "The draft will only be saved for 2 days. A link will be e-mailed to your email to allow you to edit and submit. For more details." Below this text are two buttons: "Drafting" and "Cancel". In the background, the application form is visible. It has a header with "ABOUT US" and "CONTACT US" links. The form has several tabs: "Applicant Particulars", "Personal Email", "Contact Details", and "Review & Submit". The "Applicant Particulars" tab is active, showing fields for Name, Relationship, Address, Email, and Phone Number. The "Personal Email" tab is also visible, showing a field for Email. At the bottom of the form, there are buttons for "Save as Draft", "Review & Submit", and "Next Step". The footer of the page contains the text: "© 2015 Drafting & Submitting. All rights reserved. | Privacy Policy | Terms of Service | Contact Us | Facebook | Twitter | LinkedIn | YouTube | Instagram | Pinterest | Google+ | SoundCloud | Dribbble | Behance | DeviantArt | 508-255-1234".

SCP

October 1992

Volume 9

Workforce for Future Economy

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

Company Profiles

Applicant's Particulars

1000 Pennsylvania Avenue
Washington, DC 20004
Tel: (202) 696-1000
Fax: (202) 696-1001
Mr. James H. Smith
Director of Human Resources

Employment History

1000 Pennsylvania Avenue
Washington, DC 20004
Tel: (202) 696-1000
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Company Profiles

Contact Details

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Applicant's Qualifications

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1000 Pennsylvania Avenue

- 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.

[illegible]

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The screenshot shows the SAP application portal for the 'Application for Workforce for Future Economy'. The page is in German and includes a header with the SAP logo and navigation links. The main title is 'Application for Workforce for Future Economy'. Below the title, there is a description of the application process, stating that the application is for a full-time position and that the applicant must be a resident of the state of North Rhine-Westphalia. The application process is divided into several steps: 1. Create an account, 2. Upload your documents, 3. Pay the application fee, 4. Wait for the selection process, 5. Accept the offer, 6. Sign the contract, 7. Start your work. The page also includes a sidebar with navigation links and a footer with contact information.

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

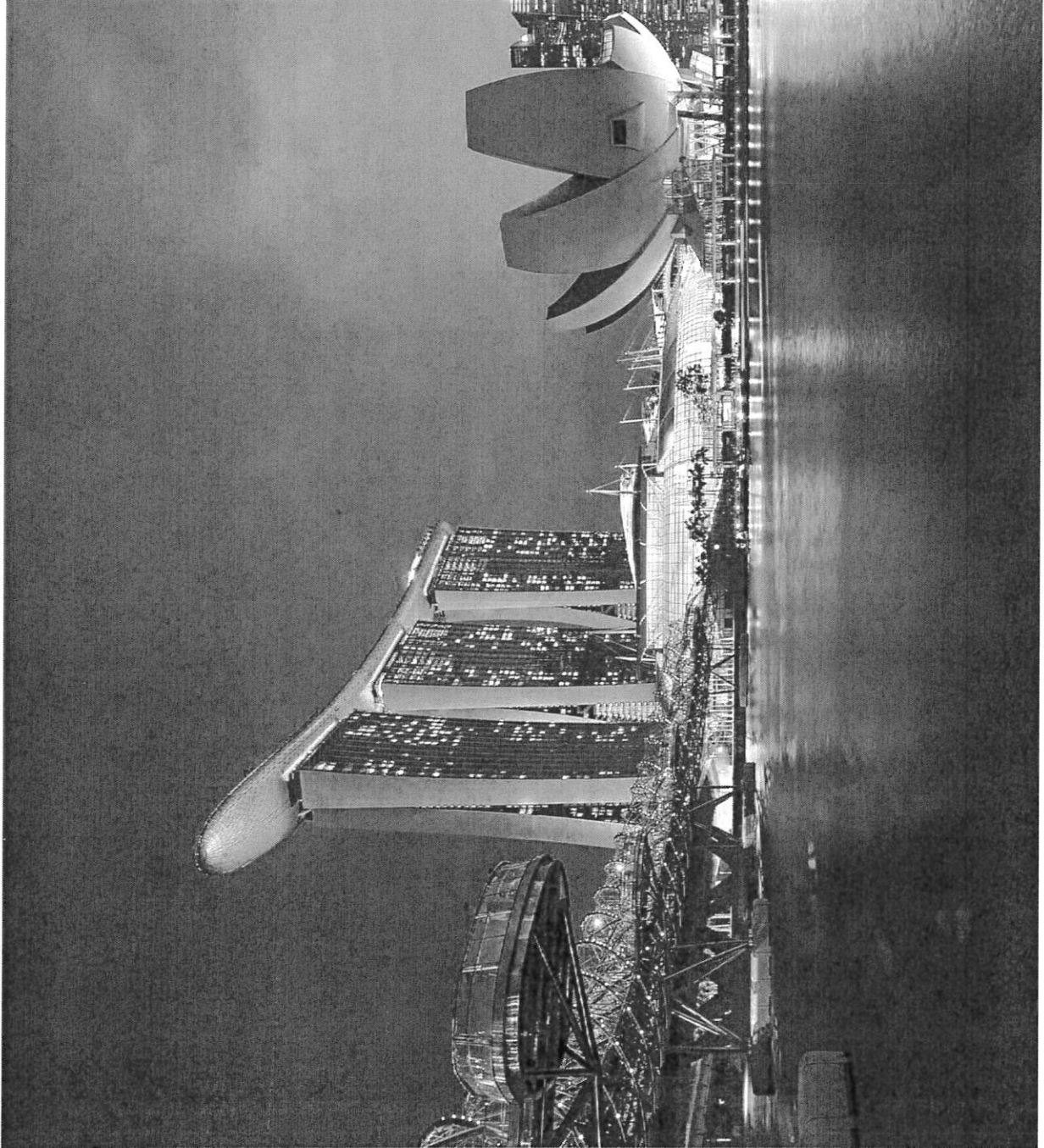
Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



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

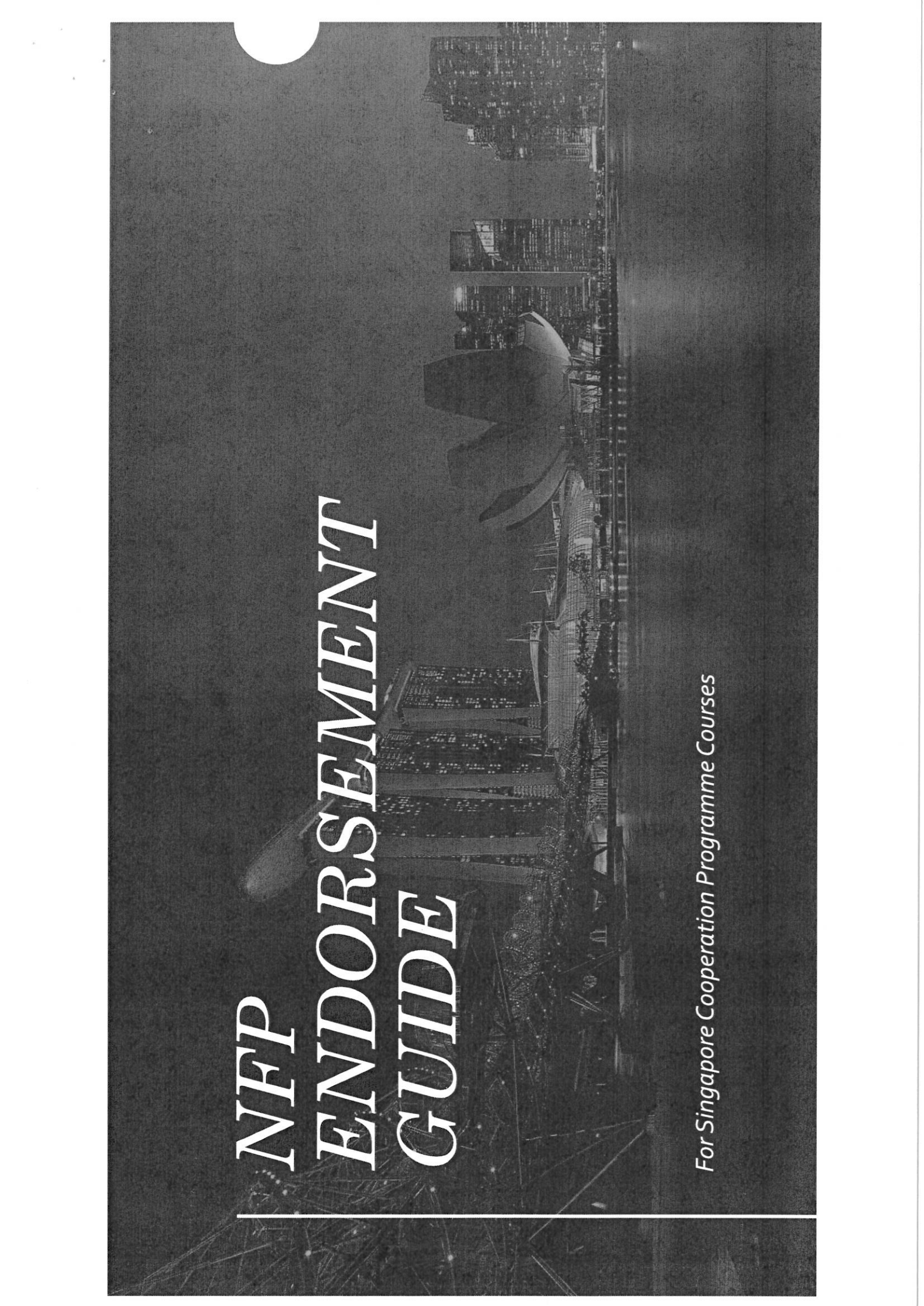
A5) You may wish to contact SCP at mfa_scp@mfa.gov.sg if you wish to appeal for your application. It will be helpful if you can quote the **application ID, full name, and course name**.

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.



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

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

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



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