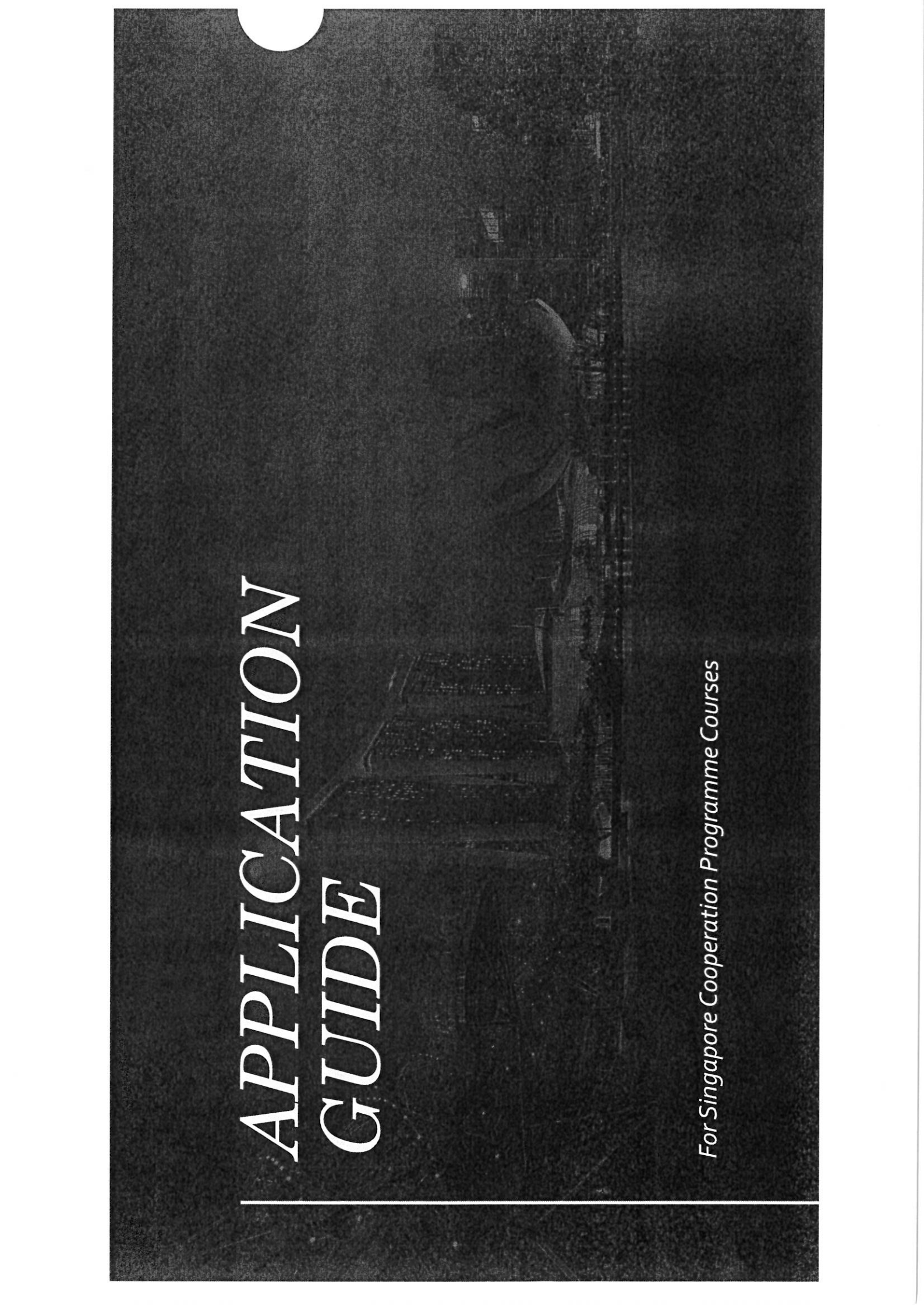




APPLICATION GUIDE

For Singapore Cooperation Programme Courses

5-Step Application Process

1

Search for a course.

2

Check eligibility and course details.

3

Fill in application.

4

Submit application.

5

Seek NFP endorsement.

SCP COURSE CATALOGUE

Smart Cities

View courses

Resilience Building

View courses

Climate Action

View courses

Leadership and Governance

View courses

Economy and Infrastructure

View courses

Connectivity

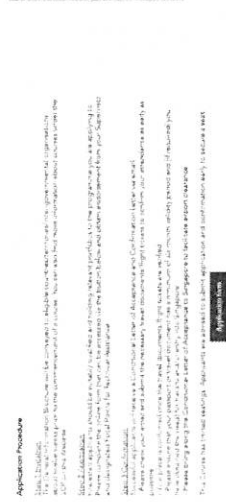
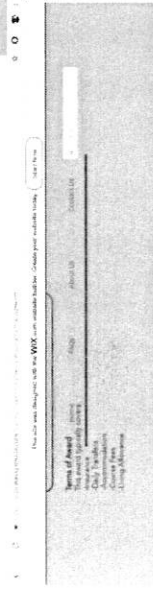
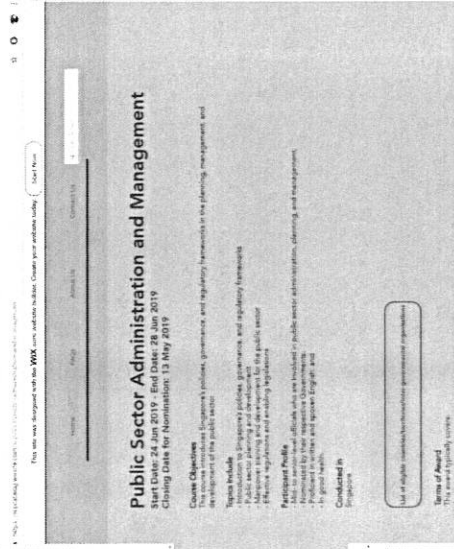
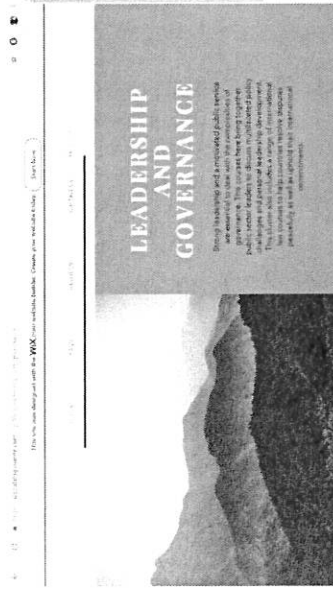
View courses

1. Search for a course

- Browse our course catalogue at our website (<http://scpcatalog.wixsite.com/scp2019>).
- Click on any of the categories for the list of courses under that category.
- Select a course in the listing for more details (e.g. course synopsis, course dates, etc.).

2. Check eligibility and course details

- At the course details page, check the eligibility criteria and application details to ensure that you meet the requirements.
- Click on “Application Form” at the bottom the page to apply for the course.



3. Fill in Application

- Follow the instructions on the page when filling in the Application Form.
- When doing so, ensure that you have the following documents/information on hand:
 1. Softcopy of **passport photo** (in jpeg, jpg, png)
 2. **Curriculum vitae** (or employment and educational records)
 3. **Supervisor's email address**

The screenshot shows a web browser window with the URL <https://forms.gov.sg/#/31486799b20921c0917ba9542>. The page header includes the Singapore Government logo and the text "Ministry of Public Administration". The main heading is "Public Sector Administration and Management - 24 to 28 June 2019". Below this, it says "10 mins estimated time to complete" and features a "START" button. A "Read instructions" link is also visible. The "Instructions" section states: "Please prepare the following documents before starting the application: 1) Passport Photo. Please ensure that all information on the form is filled out before submitting the application. Incomplete applications will not be considered." A "PRIVACY POLICY" link is at the bottom.

3. Fill in Application

- Please complete all fields **except** the last field which is meant for your National Focal Point.
- Once you have completed the application, click on the "Submit" button.
- You would be prompted to complete/correct any field that has missing/incorrect information.

☆ ○ 🔍

Read Instructions

Instructions

Please prepare the following documents before starting the application:
1) Passport Photo

Please ensure that all information are filled out before submitting the application.
Incomplete applications will not be considered.

Applicant's Details

1. Full Name (as per passport)

! Please fill in required field

2. Salutation

3. Please upload a recent passport-sized photo of yourself

4. *Submit Application*

- Once ready, click on the "Submit Application" button.
- You will land on the "Thank You" page (see example on the left) upon successful application.

Preview mode

https://form.gov.sg/#/526E9B20551600178a5d5/preview

☆ Edit form

 MINISTRY OF FOREIGN AFFAIRS
SINGAPORE

Thank you for your interest in our SCP courses.

We will process the application, and update you in due course.

Like us on our Facebook page <https://www.facebook.com/SCPFriends/> today!

[Submit another application](#)

How would you rate your overall experience today?

* Help us improve by sharing with us how we did

👍 🐻 🐼 🐾 🐾 🐾 🐾

Any other feedback?

5. Seek NFP endorsement

- An acknowledgement email, which includes a copy of the completed application form, will be sent to you.
- Print this form and submit it to your National Focal Point for endorsement.
- Lastly, wait to hear from us on the results of your application.

Ministry of Foreign Affairs <donotreply@mail.gov.sg>
Application for SCPTA, Public Administration and Management (24 to 28 June 2019)

Sample Form.pdf
response.pdf

Dear Sir or Madam

Thank you for submitting your application. Please print out the form and seek endorsement from your National Focal Point for Technical Assistance (NFP).

Applications with no endorsements will not be considered.

Please contact info.ssg@mfa.gov.sg for further enquires.

Thank you

Regards
The Singapore Cooperation Programme Team

A summary of your response is shown below. A PDF summary is also attached for your convenience.

Form Title	Test Application
Form Link	https://form.gov.sg/5486990b20551d00178e65f8
Reference Number	5486990b20551d00178e65f8
Time Submitted	Mon, 22 Apr 2019 11:33:07 AM
Full Name (as per passport)	David
Situation	Mr
Please upload a recent passport sized photo of yourself	Sample Pic.jpg
Gender	Male
Date of Birth	23 Apr 1975

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

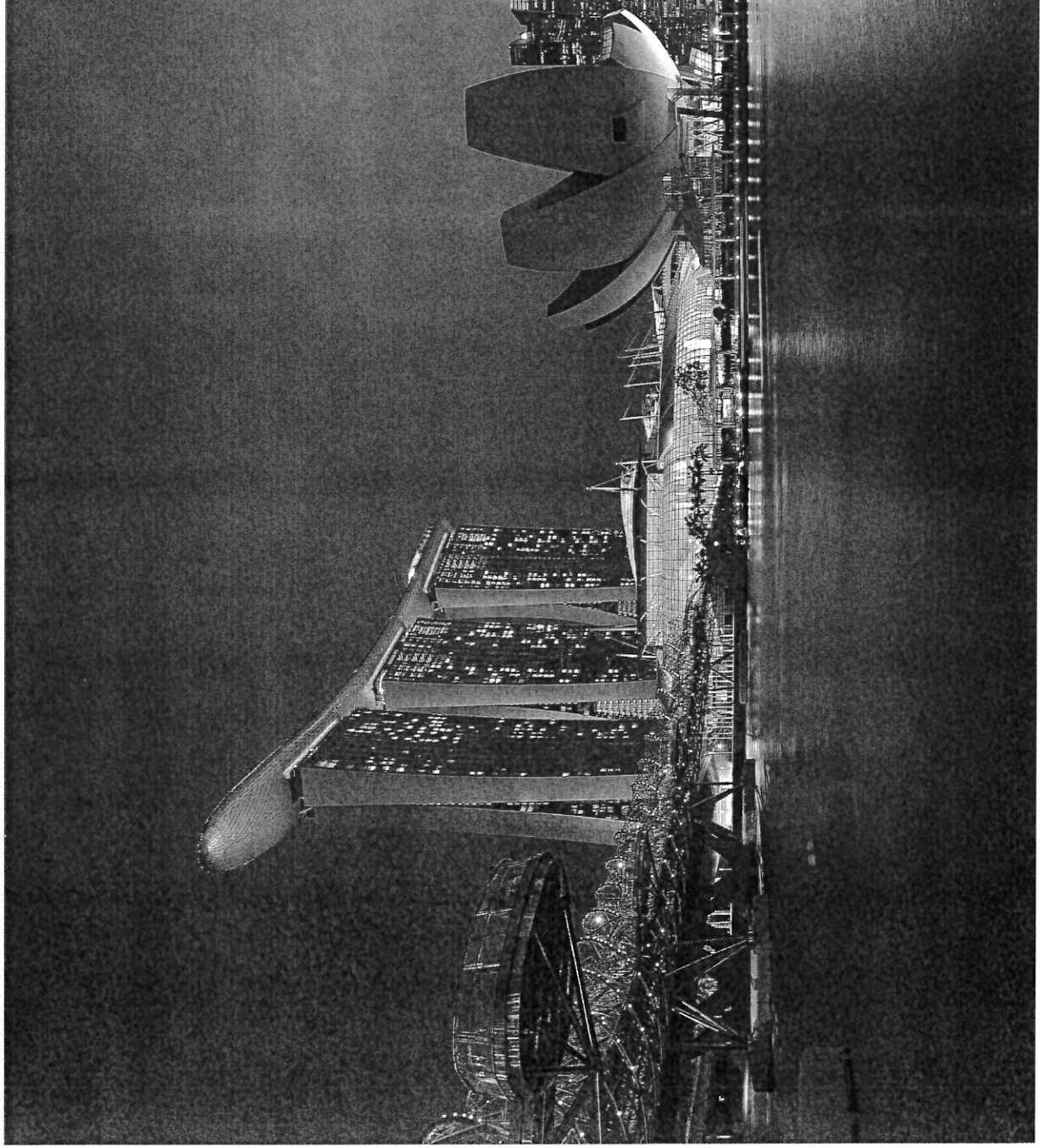
Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



TRANSFORMING EDUCATION IN THE 21ST CENTURY

14 TO 18 OCTOBER 2019

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 127,000 officials from more than 170 countries and territories have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

Course Objectives

Deriving from Singapore's development of its education system to cultivate future-ready schools and citizens, this course aims to help participants contextualize and apply best practices to their respective education systems.

Synopsis

Topics to be covered include:

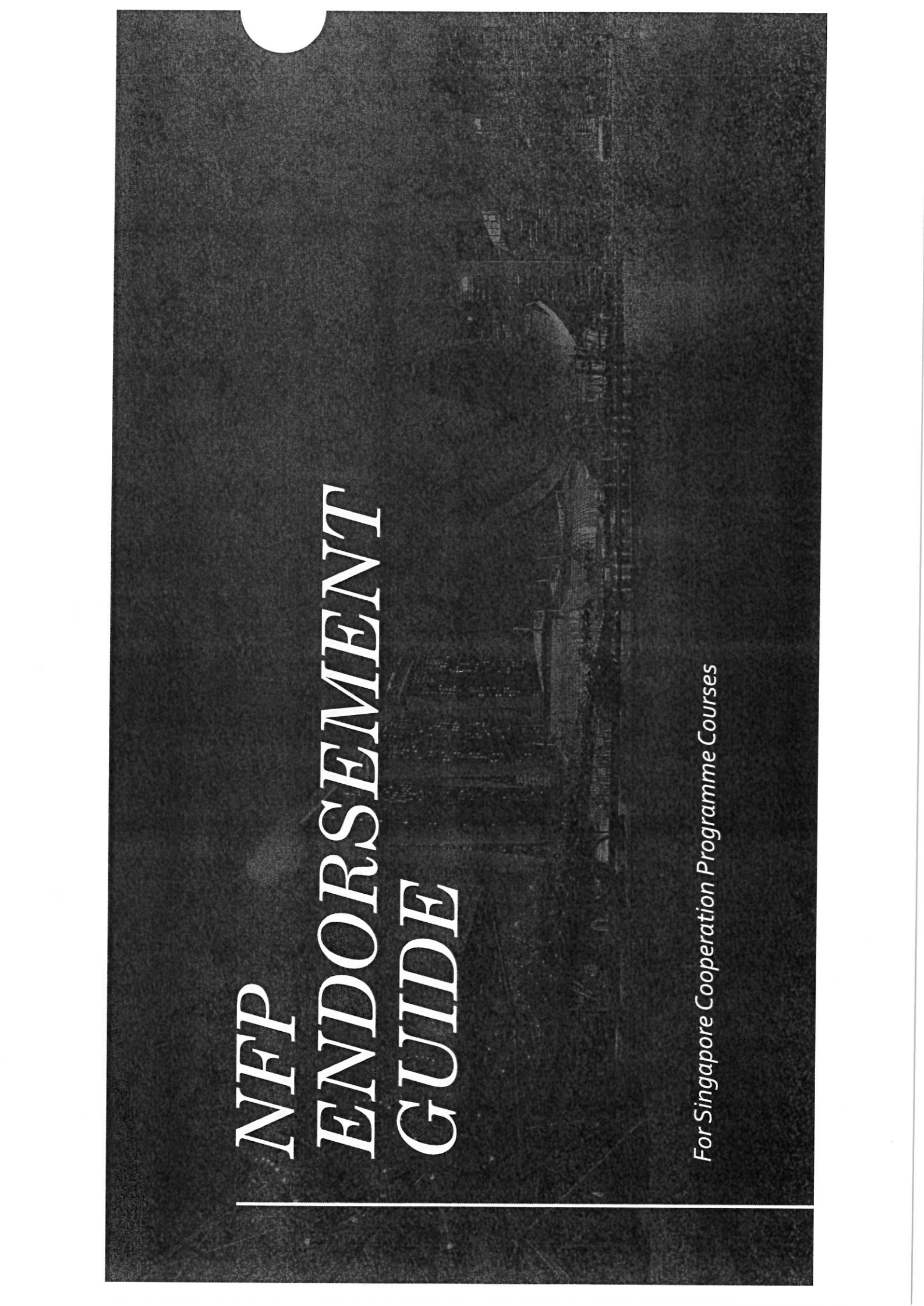
- Evolution of Singapore's education system.
- Best practices in change management for education.
- Digital economy and the education sector.
- Emerging global educational trends

Methodology

The course will be conducted through lectures, case studies, class discussions and presentations.

Duration

The course will be held from **14 to 18 October 2019**.



NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

3-Step NFP Endorsement Process

1

Receive
application.

2

Review application.

3

Submit
endorsement.

Public Sector Administration and Management - 24 to 28 June 2019

<http://www.spsa.gov.sg/education/2019/24to28june>

Reference Number: SCD4C5673986001794951e
Time Submitted: Wed, 24 Apr 2019 07:47:17 PM
Please upload a recent passport-sized photo of yourself: PNG
Acknowledgement: Mr
Full Name (as per passport): David
Gender: Male
Date of Birth: 23 Apr 1975
Passport Issuing Country: Azerbaijan
Representing: Azerbaijan
Passport Number: A123456BC
Passport Expiry Date: 31 May 2021
Contact Details (Mobile Number, Office Number): XXX, XXX
Email Address: XXX, XXX, XXX
Current Employment Details (Organisation, Department, Designation): XXX, XXX, XXX

Job Description: XXX
Reason for Application: XXX
Have you attended any courses under the Singapore Cooperation Programme? No
Name: XXX
Employment Details (Organisation, Department, Designation): XXX, XXX, XXX
Supervisor's Email Address: [REDACTED]
Please describe why the applicant has been nominated for this course: XXX
Please describe what skills/knowledge you would like the applicant to gain from this course: XXX
Acknowledgement: I fully understand that if I fail to comply with the Terms and Conditions of the training award, declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.
[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (Please attach signature or attach a Diplomatic Note)

1. Receive application

- We have instructed all interested applicants to submit their completed forms to the National Focal Point (NFP) for endorsement.
- You should therefore expect interested applicants to approach you to endorse their application.
- An example of a completed application form is on the left.

Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	I fully understand that if I fail to comply with the Terms and Conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

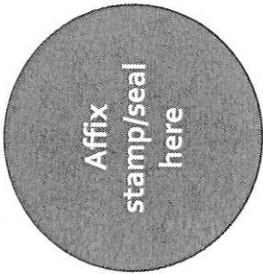
[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (please affix seal here or attach a Diplomatic Note)



2. Review application

- NFPs will have full access to all the information regarding an applicant.
- NFPs can review the application forms before deciding whether to endorse an applicant or not.

Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	I fully understand that if I fail to comply with the Terms and Conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.
[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (please affix seal here or attach a Diplomatic Note)	



3. *Submit endorsement*

- There are two ways NFPs can provide endorsement:
 - NFPs are to affix the organisation stamp/seal at the “NFP Endorsement” portion of the application form (see example on the left). NFPs are then required to either send us the completed forms via email (mfa_scp@mfa.gov.sg) or mail the forms to any of Singapore’s Overseas Missions.
 - Alternatively, NFPs can inform us of your endorsement through official channels (e.g. Diplomatic Note).

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg

