

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.

1. Search for a course

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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

The website is a course catalogue with categories like Smart Cities, Resilience Building, Climate Action, Leadership and Governance, Economy and Infrastructure, and Connectivity. Each category has a 'View courses' button. The footer includes links for Home, FAQs, About Us, Contact Us, Terms of Use, Privacy Policy, and a search bar.

- Browse our course catalogue at our website (<http://scpcatalog.wixsite.com/scp>).
- 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.

The screenshots show three different courses:

- International Trade Law**: Start Date: 10 Jun 2019 - End Date: 14 Jun 2019. Closing Date for Nomination: 29 Apr 2019. Description: This one week programme will introduce you to the legal aspects of international trade. It will cover the main areas of international trade law, including contracts, shipping, insurance, and customs. It will also look at the practicalities of doing business across borders, such as dealing with different cultures and languages. This course aims to help you to understand the key issues involved in international trade and how to manage them effectively.
- Leadership and Governance**: Start Date: 24 Jun 2019 - End Date: 28 Jun 2019. Closing Date for Nomination: 13 May 2019. Description: This programme will introduce you to the principles of leadership and governance. It will cover topics such as leadership styles, decision-making, and communication. It will also look at the role of governance in public sector management, including the principles of accountability, transparency, and responsibility. This course aims to help you to develop your leadership skills and to understand the importance of good governance in the public sector.
- Public Sector Administration and Management**: Start Date: 24 Jun 2019 - End Date: 28 Jun 2019. Closing Date for Nomination: 13 May 2019. Description: This programme will introduce you to the principles of public sector administration and management. It will cover topics such as leadership, decision-making, and communication. It will also look at the role of management in public sector organisations, including the principles of accountability, transparency, and responsibility. This course aims to help you to develop your management skills and to understand the importance of good management in the public sector.

3. Fill in Application

The screenshot shows a web-based application form. At the top left, there are browser navigation icons (back, forward, search, etc.). Below them is the URL: <https://form.gov.ng/5d0d0f023052c60177aa548>. On the right side of the header are user profile icons.

The main content area has a dark background with white text. It displays:

- Ministry of Education Nigeria
- Public Sector Administration Management - 24 to 28 June 2019
- 10 mins estimated time to complete
- A large red "START" button.
- A "Read Instructions" link.

At the bottom of the page, there are links for "Instructions", "Please review the following documents before starting the application", "Upload Photo", "Please ensure that all photographs are uploaded before submitting the application. Incomplete applications will not be considered.", and "PRIVACY POLICY".

- 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

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.

The screenshot shows a web-based application for filling out an application. At the top, there is a navigation bar with icons for back, forward, and search, followed by the URL: https://form.gov.sg/#/5ctt9ph/0051c017ba5d8. Below the URL is a large black rectangular area containing the text "Read instructions" with a downward arrow icon. To the left of this area, the word "Instructions" is written vertically. Further down, there is a section titled "Applicant's Details" with a sub-section for "Full Name (as per passport)". A red error message "1. Please fill in required field" is displayed next to the first input field. Below this, there is a "2. Salutation" field with a dropdown menu showing "Mr." and a red "X" icon. At the bottom of the screenshot, there is a note: "3. Please upload a recent passport-sized photo of yourself".

- You would be prompted to complete/correct any field that has missing/incorrect information.

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.

The screenshot shows a dark-themed web page with a header containing a logo and the text "MINISTRY OF FOREIGN AFFAIRS SINGAPORE". On the left, there's a sidebar with "Preview mode" and "Edit form" buttons. The main content area has a large "Thank you for your interest in our SCP courses." message. Below it, smaller text says "We will process the application, and update you in due course. Like us on our Facebook page <https://www.facebook.com/SCPFriends/> today!" and a "Submit another application" button. At the bottom, there's a "Help us improve by sharing with us how we did" section with five rating icons (from 1 to 5 stars) and a "Any other feedback?" input field.

← → 🔍 https://form.gov.sg/w/5c6f69f020551c00178e5d3/preview

Preview mode

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](#)

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.

Mon, 21 Apr 2019 11:35 AM

Ministry of Foreign Affairs <donotreply@mailform.gov.sg>

Application for SCPTA, Public Administration and Management (64 to 29 June 2019)

This is an electronic mail. If you are unsure of the contents, please check the source before you respond.

Subject: Freq-paq

Response.pdf

4 KB

24 E

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 nfpfa@mfait.gov.sg for further enquiries.

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

Form Link

Reference Number

Date Submitted

First Name (as per passport)

Surname

Please upload a recent passport sized photo of yourself

Gender

Date of Birth

Sample Pic.jpg

Male

23 Apr 1975

Test Application

<https://form.gov.sg/S466963051600778e4d8>

Submitted by: David

Mon, 21 Apr 2019 11:35:01 AM

David

Mr

Sample Pic.jpg

Male

23 Apr 1975

NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

3-Step NFP Endorsement Process

1

Receive
application.

2

Review application.

3

Submit
endorsement.

INDUSTRY 4.0 TRANSFORMATION: STRATEGIES IN THE DIGITAL AGE

21 TO 25 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

This course discusses the opportunities and challenges presented by the Fourth Industrial Revolution (or Industry 4.0), and the strategies to prepare the workforce for the digital age.

Synopsis

Topics to be covered include:

- Smart Nation initiative and the future economy
- Transforming public service delivery
- Building a future-ready workforce
- Private sector development and SME growth strategy
- Security and regulating new technologies

Methodology

The programme is designed with seminars and hands-on workshop and presentations to ensure maximum participation and diversity of engagement for the participants such that the key learning points are entrenched well. Relevant site visits will also be included.

Duration

The course will be held from **21 to 25 October 2019**.

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



1. Receive application

Public Sector Administration and Management - 24 to 28 June 2019 https://forms.npac.gov.sg/f/0051690317nco549	
Reference Number	5cd4cc5e7398600179ae951e
Time Submitted	Wed, 24 Apr 2019 07:47:17 PM
Passport upload a recent passport-sized photo of yourself	Acknowledgement.PNG
Surname	David
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	[REDACTED]
Current Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX

- 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, 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, 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.

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.

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

Affix
stamp/seal
here

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	[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, 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 (mfaf_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).



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