

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

- 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.).

SCP COURSE CATALOGUE

Smart Cities

View courses

Resilience Building

View courses

Climate Action

View courses

Leadership and Governance

View courses

Economy and Infrastructure

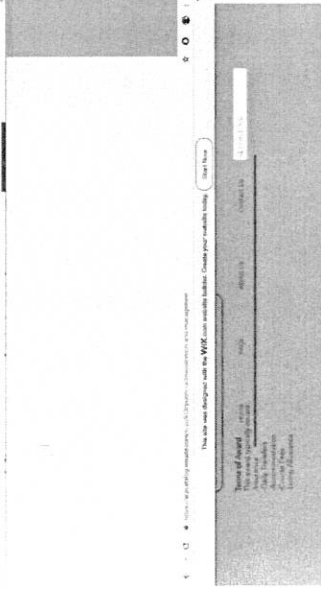
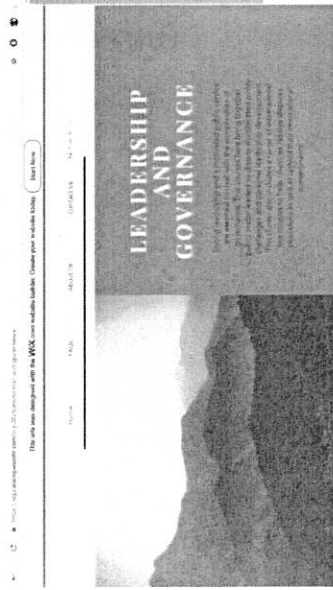
View courses

Connectivity

View courses

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://form.gov.sg/#/3456099a20551c00178aa258>. The page header includes the Ministry of Education logo and the text "Ministry of Education Arranges". The main heading is "Public Sector Administration and Management - 24 to 28 June 2019". Below this, there is a "START" button and a link to "Read Instructions". On the right side, there is a section titled "Instructions" with the following text: "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." Below the instructions is a link to "PRIVACY POLICY".

[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

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.

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 web browser window with the URL <https://forms.gov.sg/#/5cd699b2051c00178ea5d8/preview>. The page is titled "Preview mode" and "Edit form". It features the Ministry of Foreign Affairs logo and the text "Thank you for your interest in our SCP courses." followed by "We will process the application, and update you in due course." and "Like us on our Facebook page <https://www.facebook.com/SCPFriends/> today!". There is a button labeled "Submit another application". Below this, there is a section titled "How would you rate your overall experience today?" with five smiley face icons (three are selected) and the text "Help us improve by sharing with us how we did". At the bottom, there is a section titled "Any other feedback?" with a text input field.

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](#)

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 SCPIA: Public Administration and Management (24 to 29 June 2019)

This is an internet email. If you are unsure of the content, please check the source before you respond.

Attachment: response.pdf (24 KB)

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_aspe@mail.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	Test Application
Form Link	https://form.gov.sg/5d8690b5551c0078ea58
Reference Number	5d8690b5551c0078ea58
Time Submitted	Mon, 22 Apr 2019 11:35:07 AM
Full Name (as per passport)	Daniel
Salutation	Mr
Sample Photo	Sample Photo.jpg
Gender	Male
Date of Birth	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

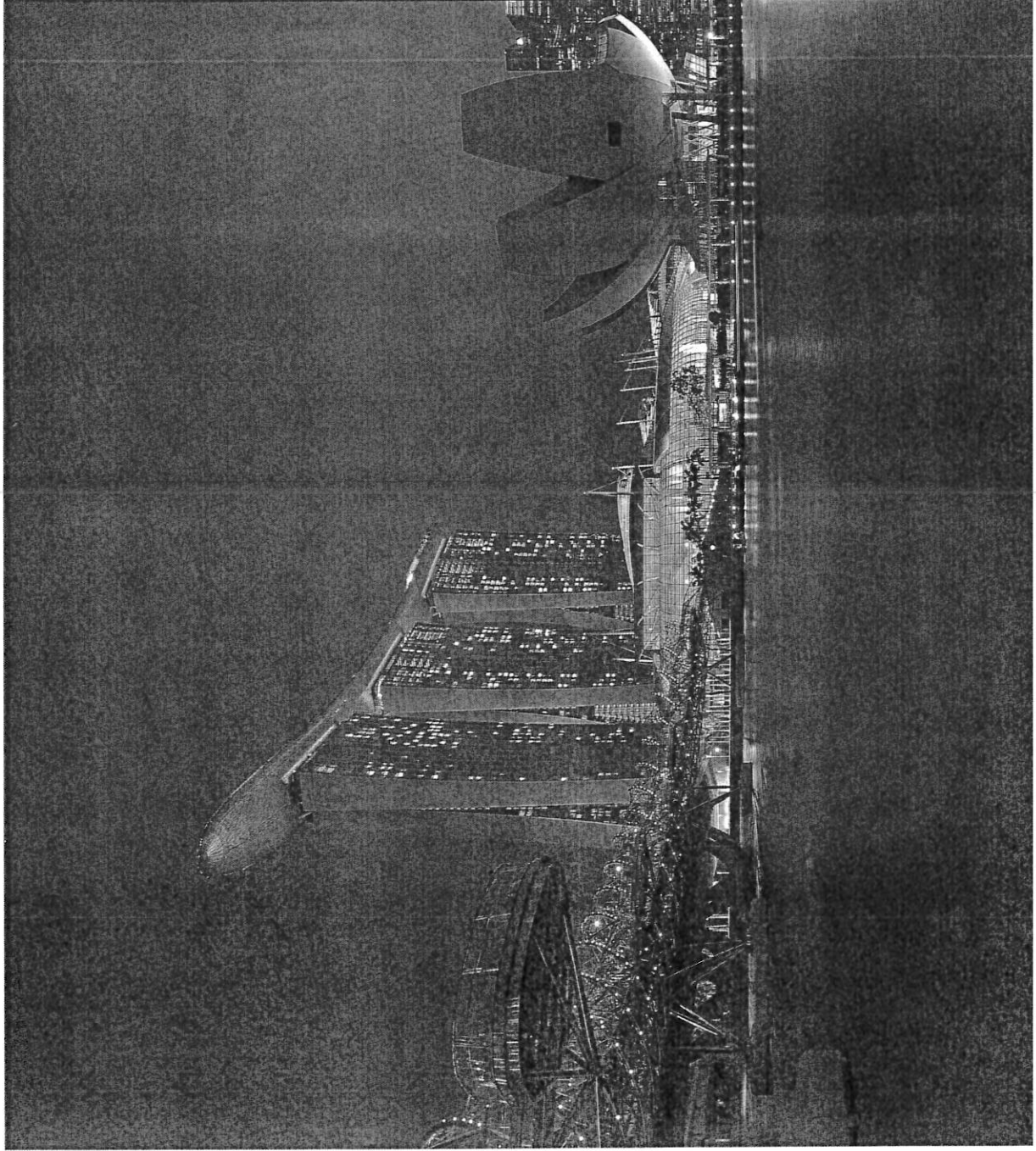
Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



Public Sector Administration and Management - 24 to 28 June 2019

<http://www.sps.gov.sg/psa/2019/24to28june>

Reference Number: Sps04cc5c67398600179e951e

Time Submitted: Wed, 24 Apr 2019 07:47:17 PM

Please upload a recent passport-sized photo of yourself

Acknowledgment: PNG

Solution

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

Current Employment Details (Organisation, Department, Designation)

XXX, XXX, XXX

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

XXX

Please describe why the applicant has been nominated for this course.

XXX

Please describe what skills and knowledge the applicant would like to gain from this course.

XXX

Acknowledgement

I fully understand that if I fail to comply with the terms and conditions of the 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)

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.

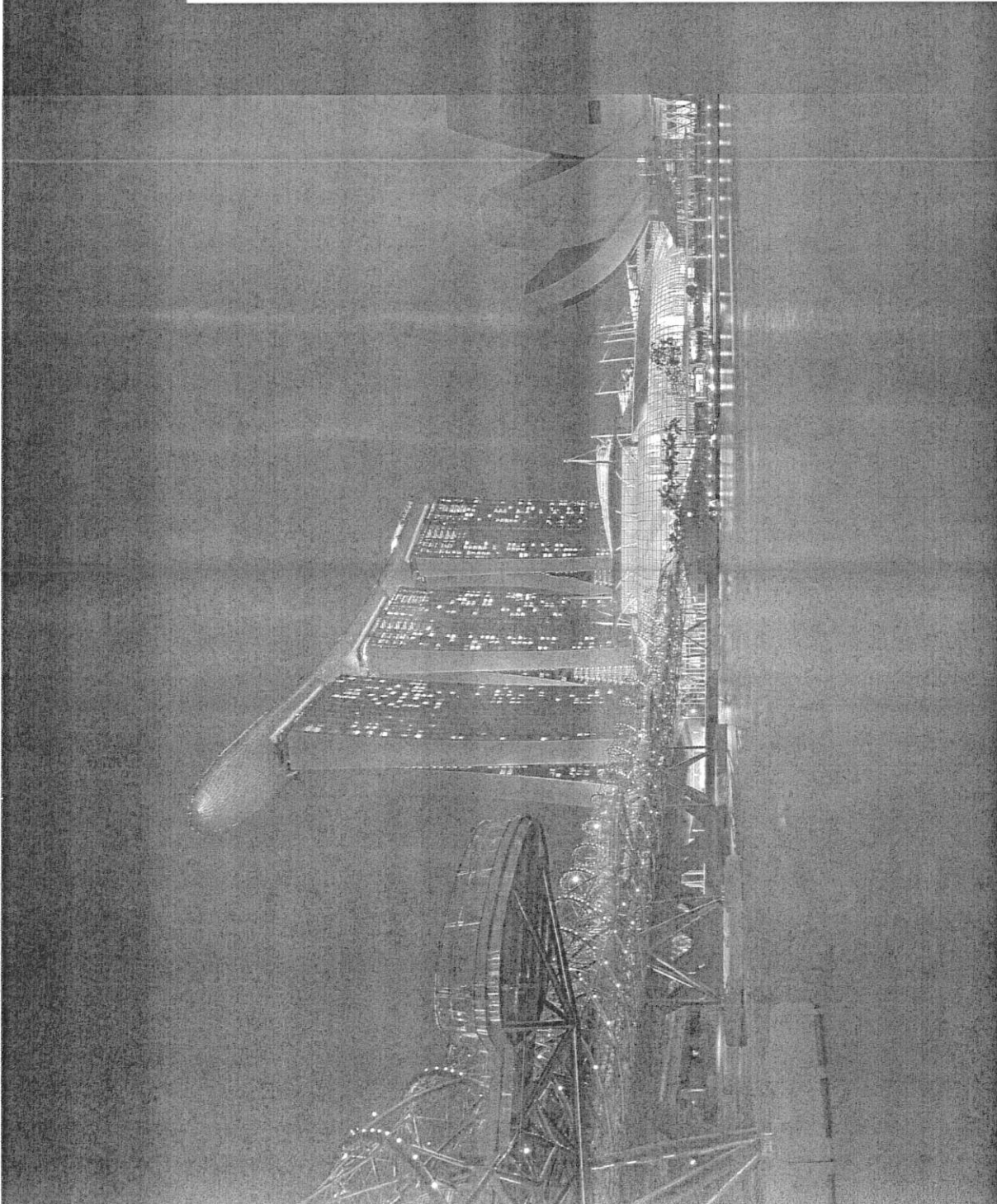
Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	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).



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