

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.

SOP

NATIONAL FOCAL POINT FAQ

ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point
APP SUPVR	Application Supervisor

COURSE MANAGEMENT

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

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

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

A2) NFP can make use of the '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 choose not to endorse the application and leave it 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 in the Endorsement column for the corresponding Application.

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

A5) No. Endorsement submitted will be final and NFP will not be allowed to change their decision.

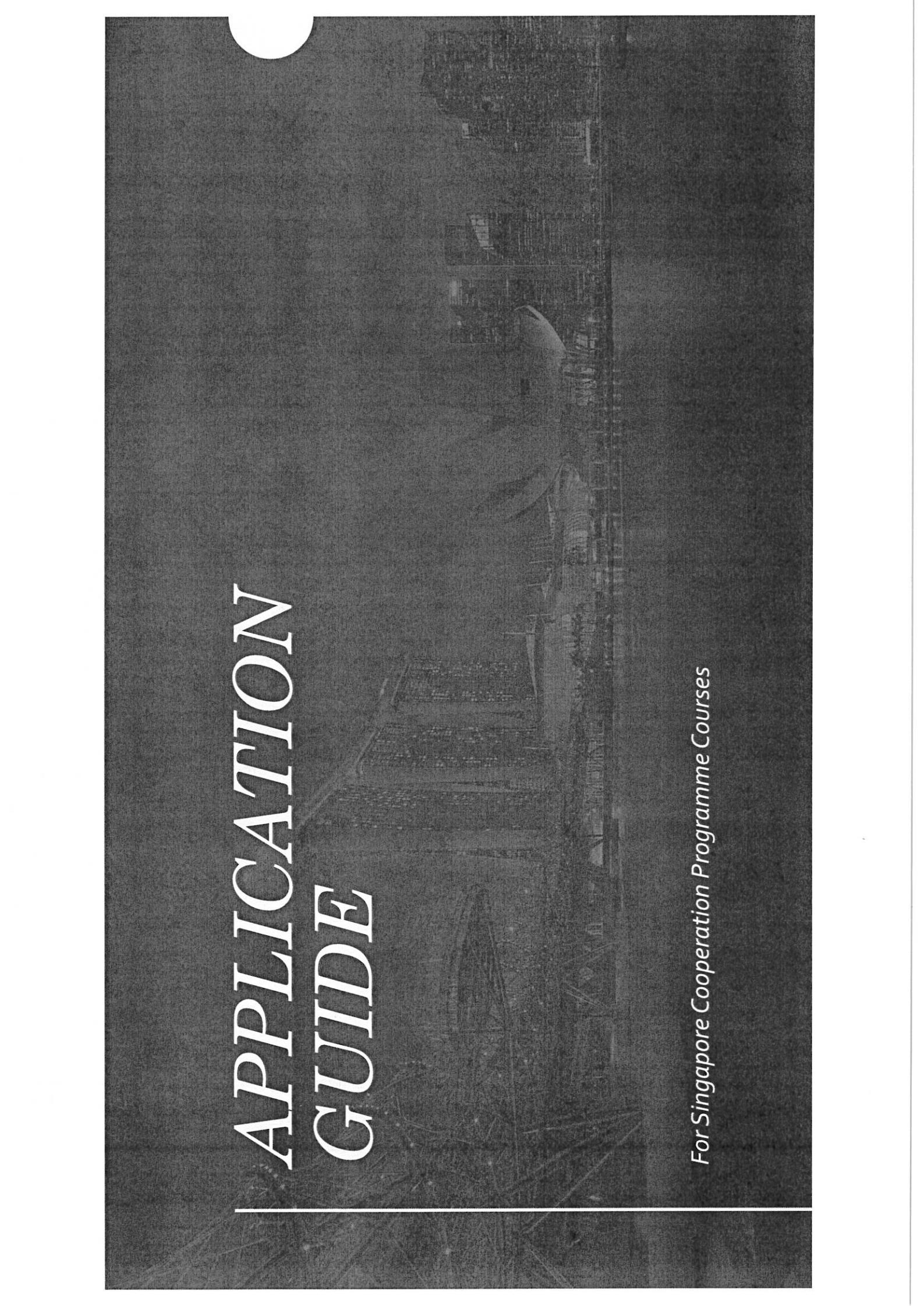
Q6) What is the save function for?

A6) The save function is for NFP to save their decision and not submit their endorsement until they can confirm their final decision.

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. Additionally, the decision in the Endorsement column is non editable. Applications that were saved and not submitted will not have an indication in the NFP column and decisions in the Endorsement column is editable.

SOP



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



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Catalogue

administration

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Categories

Resilient Societies

Education

Connectivity

Sustainable Development

Leadership & Governance

Smart Nation

Asia Middle East Dialogue (AMED)

Initiative For ASEAN Integration (IAI)

International Monetary Fund (IMF)

Education(1 Courses Found)

Public Administration 

Public Administration

Start Date: 07 May 2018 - End Date: 11 May 2018

Closing Date for Nomination: 06 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 

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 

Governance of public admin

Start Date: 13 Jun 2018 - End Date: 15 Jun 2018

Closing Date for Nomination: 01 May 2018

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Last updated on 13 Nov 2017

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Course Search

- The course search bar is visible throughout the website.
- Fill in a search keyword and hit enter to perform a search
- Select a course in the search results, to view it's details.

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Categories

- Resilient Societies
- Education
- Connectivity
- Sustainable Development
- Leadership & Governance
- Smart Nation
- Asia-Middle East Dialogue (AMED)
- Initiative For ASEAN Integration (IAI)
- 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: 20 Apr 2018
Closing Date for Nomination: 26 Mar 2018

Trade in Services

Trade in Services

Start Date: 25 Jun 2018 End Date: 29 Jun 2018
Closing Date for Nomination: 30 Mar 2018

Transformational Leadership for the 2030 Agenda

with

Start Date: 14 May 2018 End Date: 18 May 2018
Closing Date for Nomination: 07 Apr 2018

Fish Farming course-Elenore

Learn how to run fish in sustainable manner

Start Date: 02 Aug 2018 End Date: 06 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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Be it's like

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.

- 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 with a 'Save as Draft' dialog box in the foreground. The dialog box has a title 'Save as Draft?' and a message: 'Draft will only be valid for 3 days. A link will be sent to your email for access to the draft and submit.' Below the message are two buttons: 'Confirm' and 'Cancel'. The background form is partially visible, showing fields for 'Name', 'Relationship', 'Address', 'Email', 'Phone Number', and 'ID'. At the bottom of the form, there are three tabs: 'Applicant Particulars', 'Contact Details', and 'Personal Email'. The 'Applicant Particulars' tab is currently selected. The form is titled 'Application Form' and has a 'Save as Draft' button at the bottom right. The footer of the page contains the text: 'Copyright © 2013 by the University of the Philippines. All rights reserved. Privacy Statement Terms of Use'.

Application

- 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.

SOP

SOP
 Standard Operating Procedure
 ADP/HR 100

ADP/HR 100 • Chapter 1: Introduction to HR

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Workforce for Future Economy

We are living through a fundamental reallocation in the way we work. Automation and "hollowing out" are replacing human tasks, changing the quality that corporations are looking for in their people. But what will our future look like?

Applicant's Particulars	Contact Details	Employment History	Applicant's Qualifications	Reasons for Application	Research & Study
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Applicant's Particulars

John Thompson, HR Manager
 123 Main St., Suite 500
 Springfield, MA 01103
 Phone: (555) 123-4567
 Email: john.thompson@company.com

Employment History

Employment 1
 Department: Human Resources
 Title: HR Manager
 Dates: 2018 - Present
 Key Projects: HR Policy Review, Employee Engagement Initiative

Contact Details

Company: FutureTech Inc.
 Address: 456 Innovation Ave.
 City: Springfield, MA 01103
 Phone: (555) 987-6543
 Email: hr@futuretech.com
 Website: www.futuretech.com

Applicant's Qualifications

Education: Bachelor's Degree in Business Administration
 Degree Year: 2015
 Certifications: HR Certification (2017), Project Management (2019)
 Skills: Strategic Planning, Data Analysis, Communication

Emergency Contact

Name: Jane Doe
 Relationship: Spouse
 Address: 789 Elm Street
 City: Springfield, MA 01103
 Phone: (555) 234-5678
 Email: jane.doe@email.com

Reasons for Application

Applicant's Motivation: I am interested in this position because of the company's reputation for innovation and growth. I believe my skills in HR management and strategic planning align well with the needs of the organization. I am also drawn to the opportunity to work with a diverse team and contribute to the company's success.

1. Motivation of Applicant

- I am motivated by the opportunity to work with a team that is innovative and growing. I believe my skills in HR management and strategic planning align well with the needs of the organization. I am also drawn to the opportunity to work with a diverse team and contribute to the company's success.
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Form of Award

The award is a certificate of appreciation, signed by the company's CEO.

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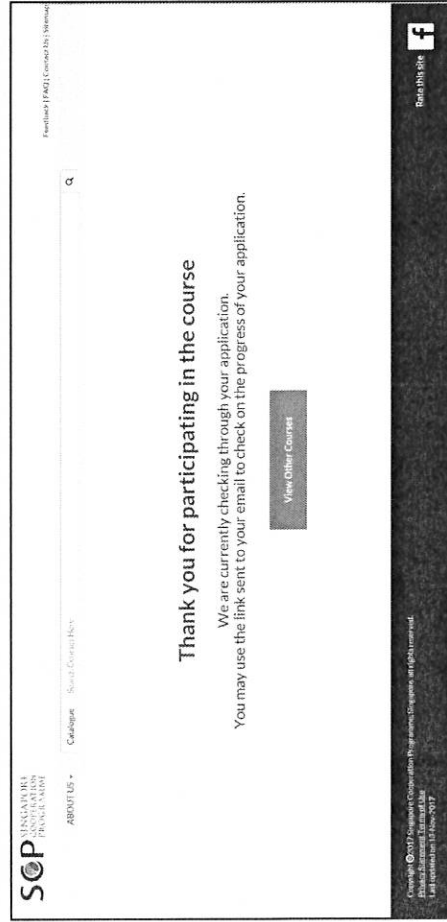
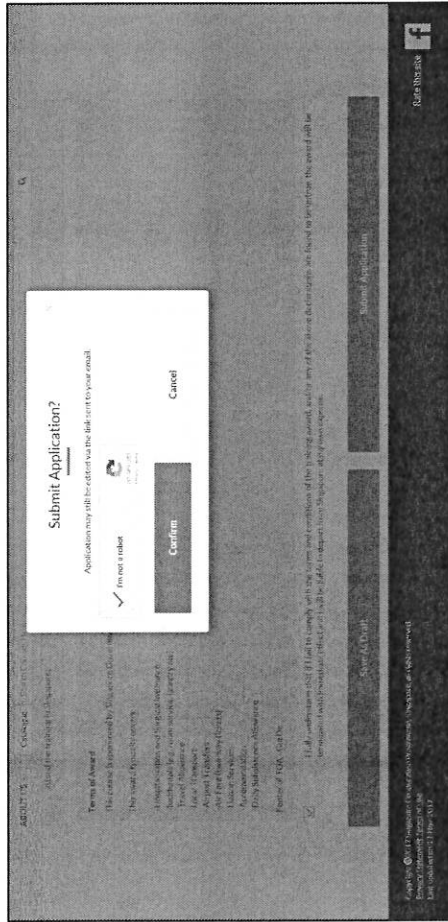
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Submit Application

- 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.

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Application for
Workforce for Future Economy

Application ID: 303 / Application Date: 27 Mar 2018 11:59

Application Status

PENDING APPLN. SUP. ENDORSEMENT

Edit Particulars

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Application for
Workforce for Future Economy

Application ID: 303 / 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 acquiring your eTicket (if required).

Download Letter of Acceptance

Upload a Ticket (Mandatory)

Select File...

Browser...

Accept Invitation

Decline Invitation

Edit Particulars

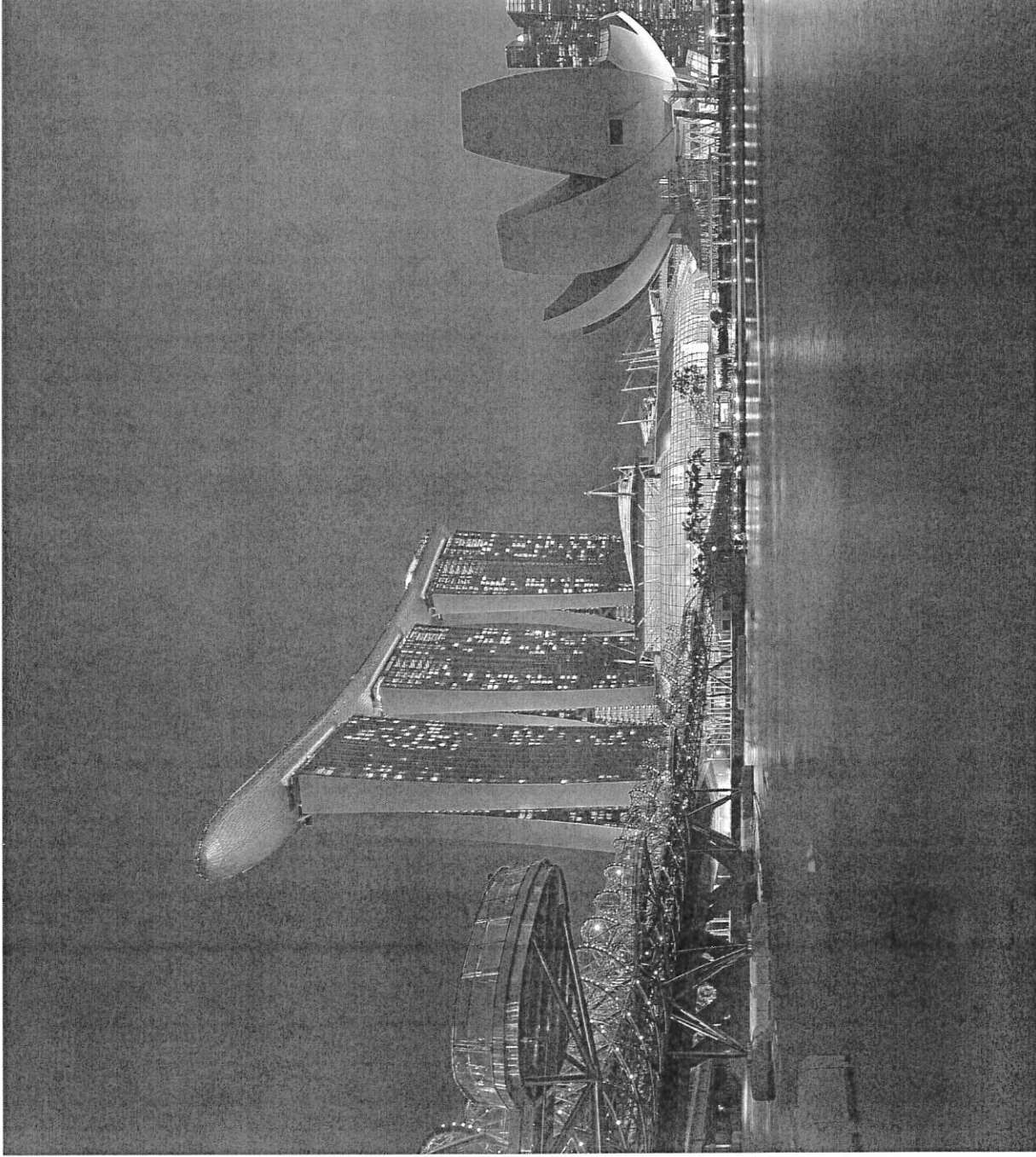
SINGAPORE COOPERATION PROGRAMME

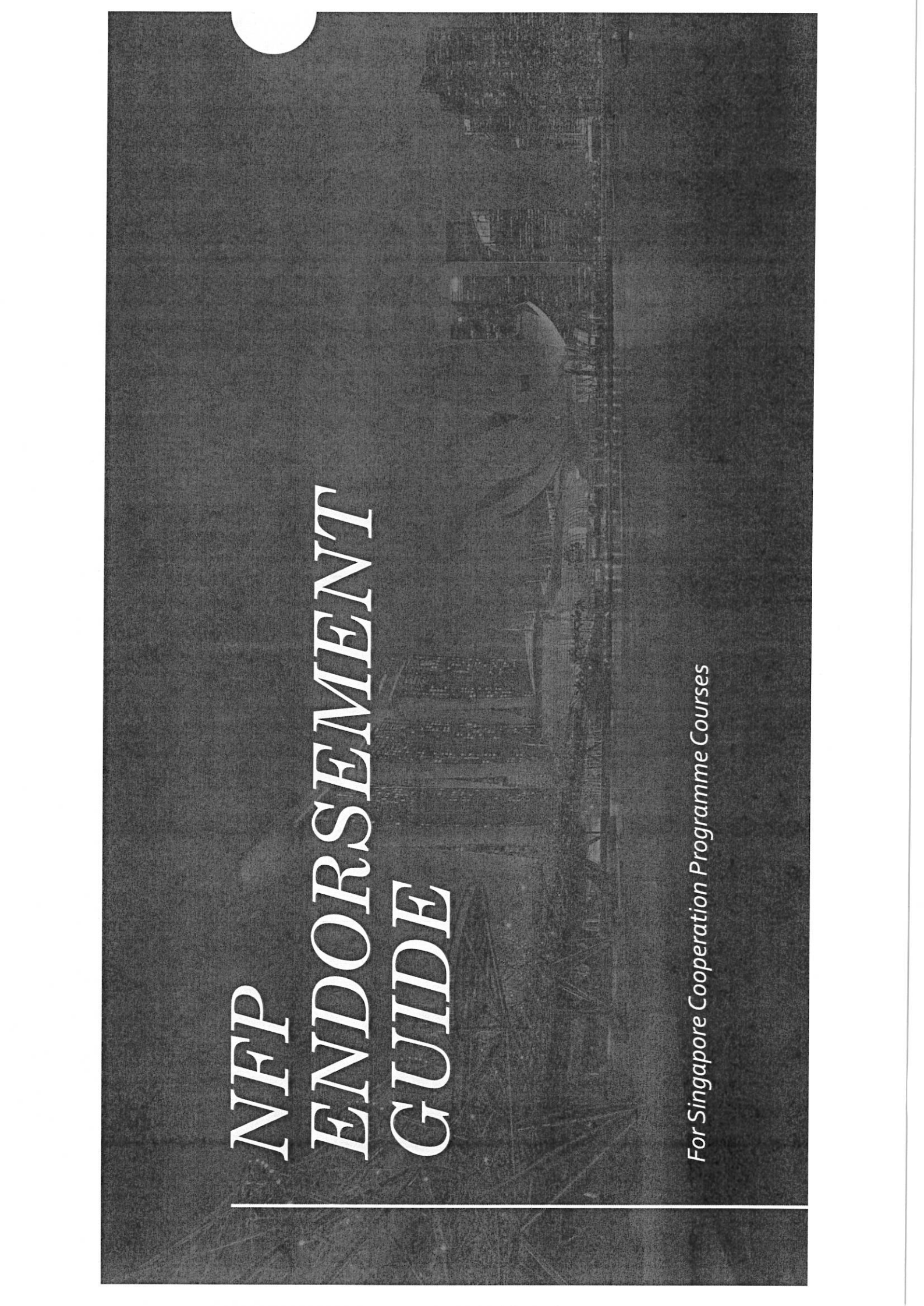
Technical Cooperation Directorate
Ministry of Foreign Affairs
Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg





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



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NFP GUIDE SCPTA
01-Apr-2018 to 30-Apr-2018

[Course Actions](#)

[Course Description](#)
[Terms of Award](#)
[Applications](#)

[Application Actions](#)

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

Show 20 records per page

1 Total records: 3

[Save](#)
[Submit NFP Endorsement](#)

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Email Link

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

Submitting Endorsement

Save

Submit NFP Endorsement

NFP	NFP Endorsement
	Yes
	Yes
	Yes
	Yes

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 not available for assessment
	not available for assessment
N/A	N/A

1

Total records: 2

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'**

SINGAPORE COOPERATION PROGRAMME

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