

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.

S O P



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

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.

SINGAPORE POLICE ACADEMY COURSE SEARCH

ABOUT US - Catalogue administration

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Search:

Categories

- Resilient Societies
- Education
- Course (Only)
- Sustainable Development
- Leadership & Governance
- Smart Nation
- Asia Middle East Dialogue (AMEDI)
- Initiative For ASEAN Integration (IAI)
- International Monetary Fund (IMF)

Education(1 Courses Found)

Public Administration OWI

Public Administration

Start Date: 07 May 2018 - End Date: 11 May 2018
Closing Date for Nominations: 24 Mar 2018

Leadership & Governance(1 Courses Found)

Public Administration

Build and refresh of public services administration

Start Date: 19 Mar 2018 - End Date: 23 Mar 2018
Closing Date for Nominations: 17 Feb 2018

Smart Nation(1 Courses Found)

Courts Administration OWI

Administration of the Courts

Start Date: 14 May 2018 - End Date: 18 May 2018
Closing Date for Nominations: 16 Apr 2018

Initiative For ASEAN Integration (IAI)(1 Courses Found)

public administration

Form above public admin

Start Date: 13 Jun 2018 - End Date: 15 Jun 2018
Closing Date for Nominations: 01 May 2018

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SOP SINGAPORE
 COLLEGE OF
 PROFESSIONALS

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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 faster and efficient network of air and sea hubs. The pillar 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. Automations and thinking machines are replacing

Start Date: 16 Apr 2018 | End Date: 20 Apr 2018
 Closing Date for Nomination: 26 Apr 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

Start Date: 14 May 2018 | End Date: 18 May 2018
 Closing Date for Nomination: 02 Apr 2018

Fish Farming course-Eleone

Learn how to run fish to eat, trade, and invest


Start Date: 02 Aug 2018 | End Date: 08 Aug 2018
 Closing Date for Nomination: 30 May 2018

Abilities 101

Having the abilities to connect and engage new relationships

Start Date: 14 Feb 2019 | End Date: 14 Feb 2019
 Closing Date for Nomination: 25 Dec 2018

[See More](#)

Boke this site 

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 First published on 13 Nov 2017

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.

Workforce for Future Economy

Part-time, 30 weeks, 120 credits, 2024-25
Starting point for applications: 15 June 2024

Course Objectives

By the end of this course, you will be able to: demonstrate a deep understanding of the future of work, including the impact of automation, artificial intelligence, and digital technologies on the workforce; evaluate the implications of these changes for the future of work; and demonstrate a deep understanding of the future of work, including the impact of automation, artificial intelligence, and digital technologies on the workforce.

Topics Include

The 'right' mix of people and places in the workplace - and the implications of these changes for the future of work; the impact of automation, artificial intelligence, and digital technologies on the workforce; the implications of these changes for the future of work; and the implications of these changes for the future of work.

Participant Profile

Some Government Officers will receive credit for the length of their study.

Conducted in

Online

Eligibility

Government Officers only

Eligible Countries/Organisations

UK Citizens

Terms of Award

Part-time, 30 weeks, 120 credits, 2024-25

Application Procedure

Apply to the School of Postgraduate Studies via the online application system.

Instructions Before Applying

Before applying, please ensure that you have the following documents ready to upload:

2 copies of your passport photo (35mm x 45mm)

2 copies of your current CV (in PDF format)

2 copies of your current academic transcripts (in PDF format)

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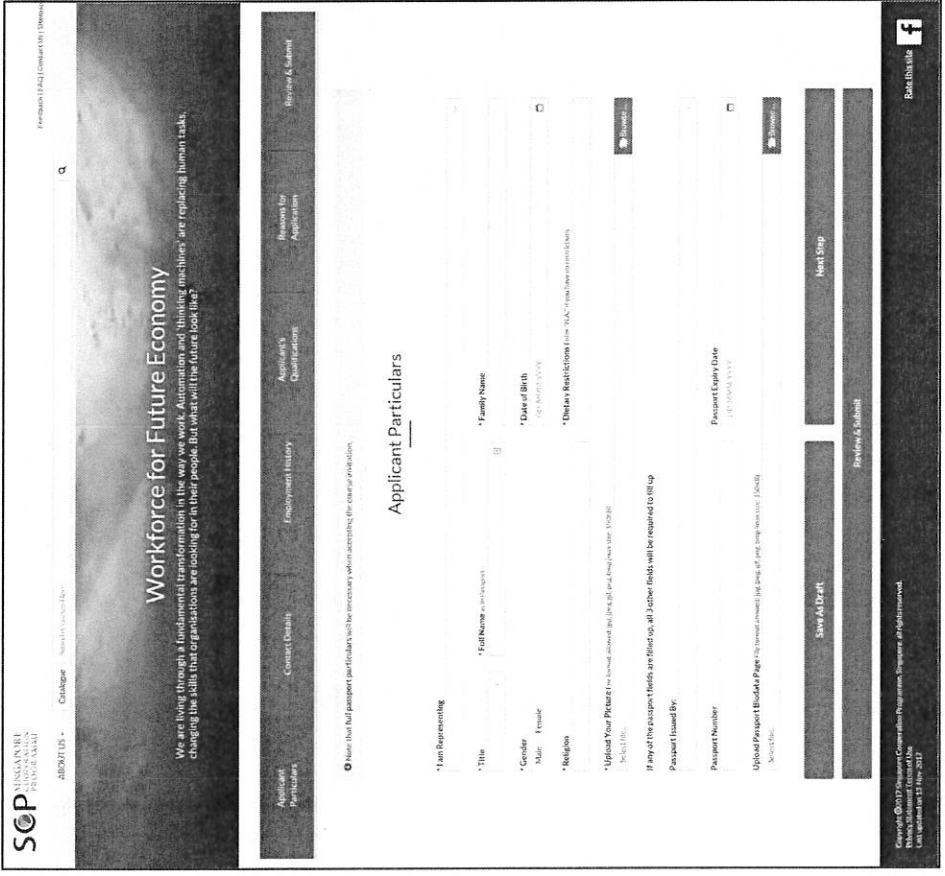
2 copies of your current academic transcripts (in PDF format)

2 copies of your current academic transcripts (in PDF format)

2 copies of your current academic transcripts (in PDF format)

Course Details

- In the course details page, make sure to check its eligibility criteria and application details.
- Note that, the country or organisation you are representing **must match** the course eligibility requirements.

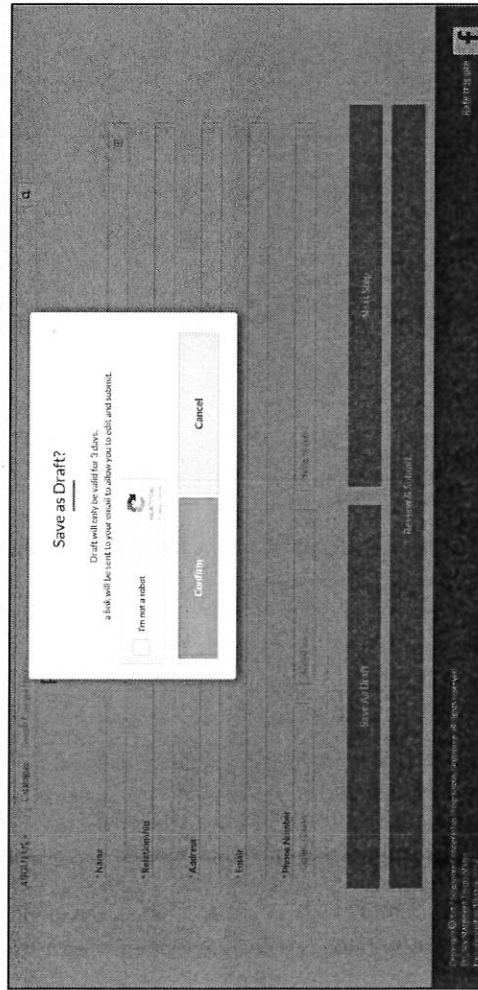


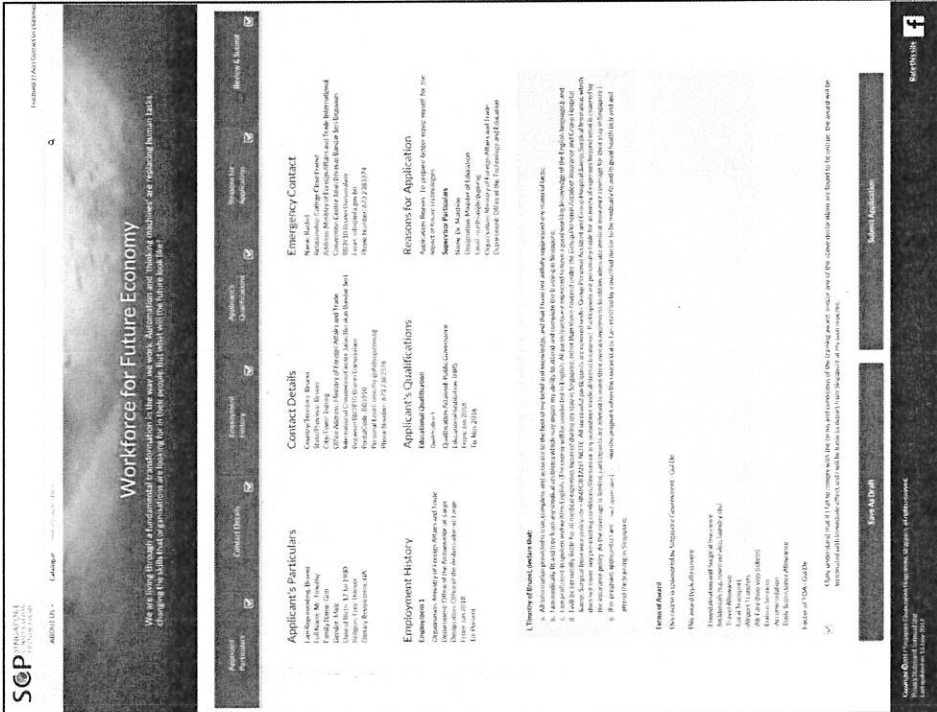
Fill in Application

- 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

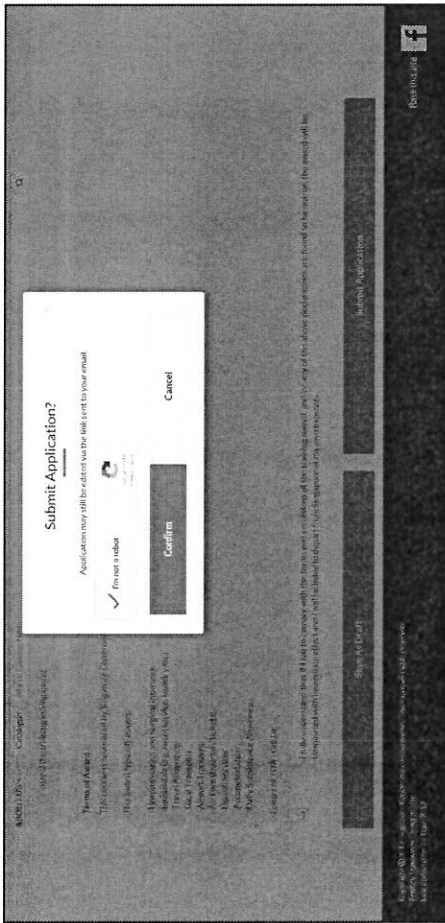
- The minimum information that must be filled in to save your changes as a draft are all mandatory fields in the **Applicant Particulars** tab, and your **Personal Email** in the Contact Details tab.
- The application form does **not** auto save, the information is only saved upon saving as draft.
- Upon saving as draft a **link will be sent** to your personal email. To allow you to return to your draft.





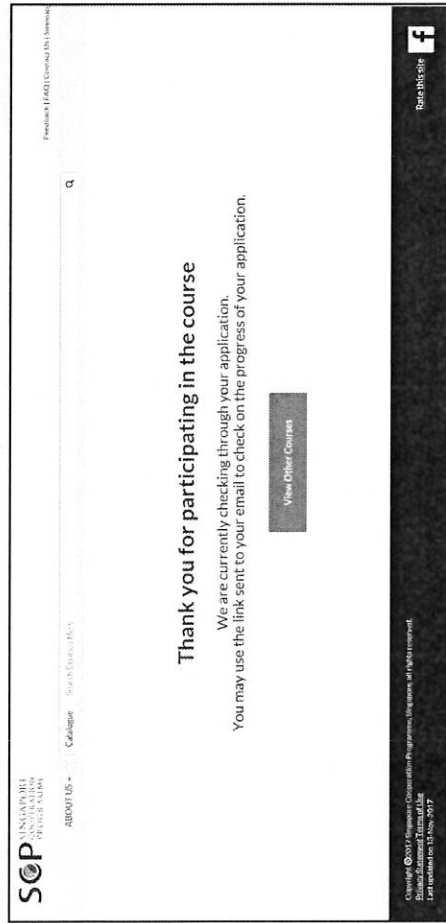
Review Application

- 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.



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.

The screenshot shows the top navigation bar with the logo 'SOP UNIVERSITY SINGAPORE PROGRAMME' and links for 'ABOUT US', 'Catalogue', 'Search Courses Here', and 'Feedback (FAQ) (Contact Us) | Signout'. The main content area displays 'Application for Workforce for Future Economy' with 'Application ID: 3037' and 'Application Date: 27 Mar 2018 11:59'. A status box indicates 'PENDING APPLN. SUP. ENDORSEMENT'. Below this is a 'Download Letter of Assistance' link and an 'Edit Particulars' button.

This screenshot shows the same application page but with a different status. The status box now says 'Application ID: 3037' and 'Application Date: 27 Mar 2018 11:59'. A message reads: 'Congratulations! Your application has been provisionally approved. Please confirm your attendance as soon as possible in situations in which a first come first served basis. Please ensure that you have applied for your VISA before accepting your eTicket(s) request.' Below the message are links for 'Download Letter of Assistance' and 'Upload a Ticket (Mandatory)'. Two buttons are visible: 'Accept Invitation' and 'Decline Invitation'. The 'Edit Particulars' button remains at the bottom.

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

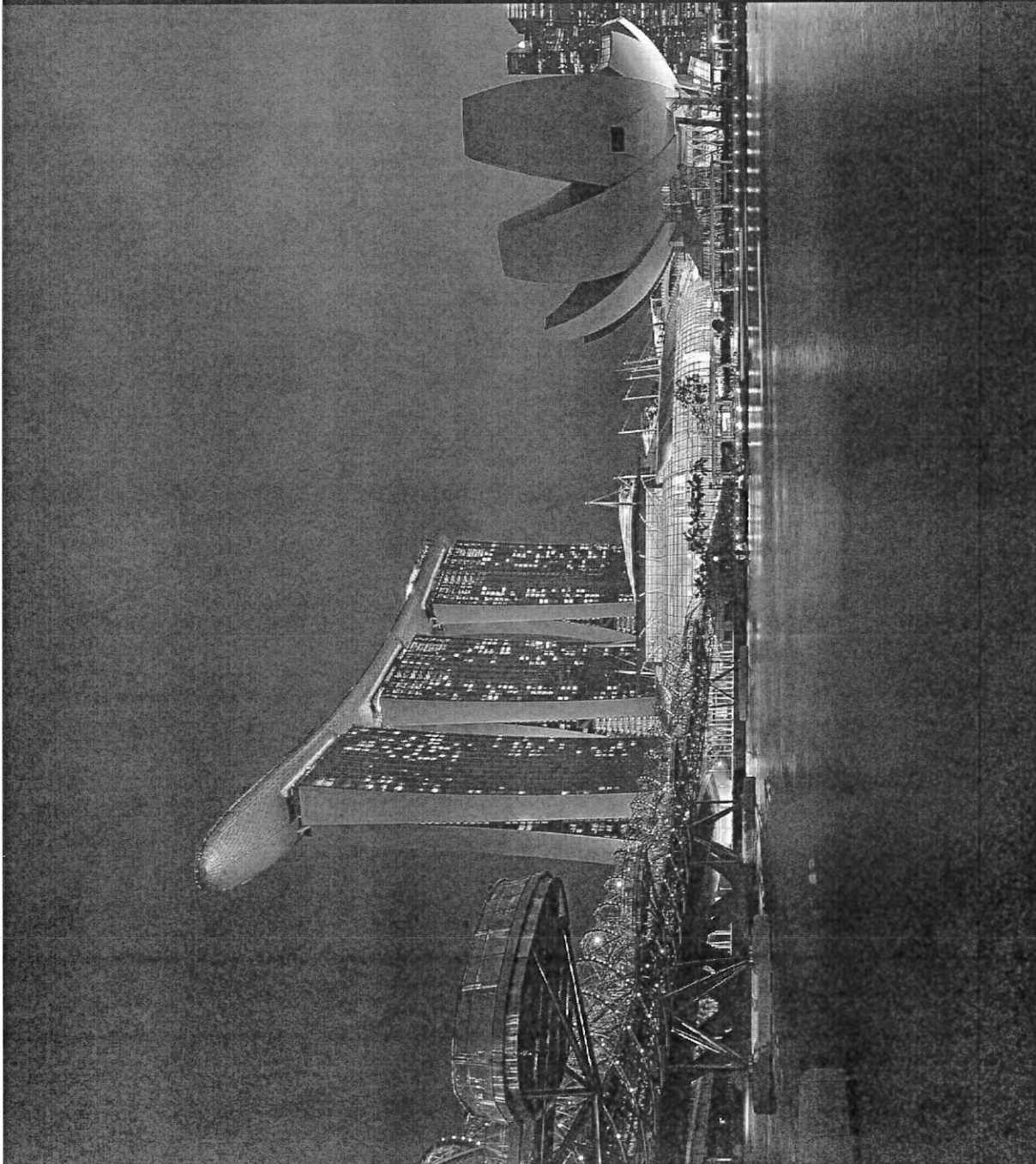
Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) : THE SINGAPORE EXPERIENCE

13 TO 17 MAY 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 the various technical assistance programmes offered by Singapore under one framework. The range and number of training programmes sharing Singapore's development experience with other developing countries have increased since then.

To date, Singapore has sponsored training courses and study visits for over 125,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Course Objectives

TVET is integral to any country's education system. Apart from sharing the Singapore experience in administration and delivery, this course explores a holistic approach to developing curriculum and pedagogy.

Synopsis

Topics to be covered include:

- TVET's development in Singapore;
- Institute of Technical Education (ITE) education model;
- Institutional Management; and
- Curriculum design and delivery

Methodology

This five-day programme will comprise formal lectures and sharing sessions by experienced practitioners. Participants will also have the opportunity to visit TVET institutions. On the last day of the programme, participants will be expected to share how they could adapt key takeaways from the course for their own TVET institutions.

Duration

The course will be held from **13 to 17 May 2019**.

Application Information

Applicants should be:

- TVET senior policymakers and officeholders involved in vocational education;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course.]
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

Note:

- (i) The nominating government will be responsible for its participants' round-trip airfares.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance.
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions.
- (b) Not bring any member of their family and/or aide for the duration of the course.
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or the Government of Singapore with respect to the course.
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore.
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **15 April 2019**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance to nominate **one (1)** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal Point for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted through online Application Forms available at <https://start.wizvision.com/startpublic/>.

Information submitted online must be endorsed by the National Focal Point by **Monday, 15 April 2019**.

Please contact start-support@wizvision.com if you encounter technical issues during the application.

Note:

- All application forms should be completed in full and submitted online. They must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.
- Draft application form or forms which are not endorsed will not be considered.
- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The National Focal Point will also be informed directly or through Singapore's diplomatic representations in the nominating country.
- Flight arrangements are to be made only upon receipt of the Letter of Acceptance to the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at www.yoursingapore.com



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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.

S O P



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

[Feedback](#) | [FAQ](#) | [Contact Us](#) | [Streamline](#)

[ABOUT US](#) - [Catalogue](#) - Search Courses Here


[NFP GUIDE SCPTA](#) 01-Apr-2018 to 30-Apr-2018

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

Application Actions		Save		Submit NFP Endorsement						
<input type="checkbox"/>	Title	Applicant	Age	Representing	Designation	Department	Organisation	App Super	NFP	NFP Endorsement
<input type="checkbox"/>	1. Mrs. SAMPLE GUIDE APPLICATION 3		28	Myanmar	Sample	Sample	Sample	Yes		Yes
<input type="checkbox"/>	2. Ms. SAMPLE GUIDE APPLICATION 1		28	Myanmar	Sample	Sample	Sample			not available for assessment
<input type="checkbox"/>	3. Ms. SAMPLE GUIDE APPLICATION 2		44	Myanmar	SAMPLE	SAMPLE	SAMPLE	N/A	N/A	N/A

Show 20 records per page 1 Total records: 3

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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

<input type="button" value="Save"/>	<input type="button" value="Submit NFP Endorsement"/>
NFP	NFP Endorsement
	<input type="button" value="Yes"/>
	<input type="button" value="Yes"/>
	<input type="button" value="Yes"/>
	<input type="button" value="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**

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**'

<input type="button" value="Save"/>		<input type="button" value="Submit NFP Endorsement"/>	
NFP	NFP Endorsement not available for assessment	not available for assessment	N/A
N/A			N/A
		<input type="button" value="1"/>	Total records: 2

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

Ministry of Foreign Affairs

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