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 <u>system error or technical issue</u> 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.

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.

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.

Course Details

- In the course details page, make sure to check it's eligibility criteria and application details.

- Note that, the country or organisation you are representing **must match** the course eligibility requirements.
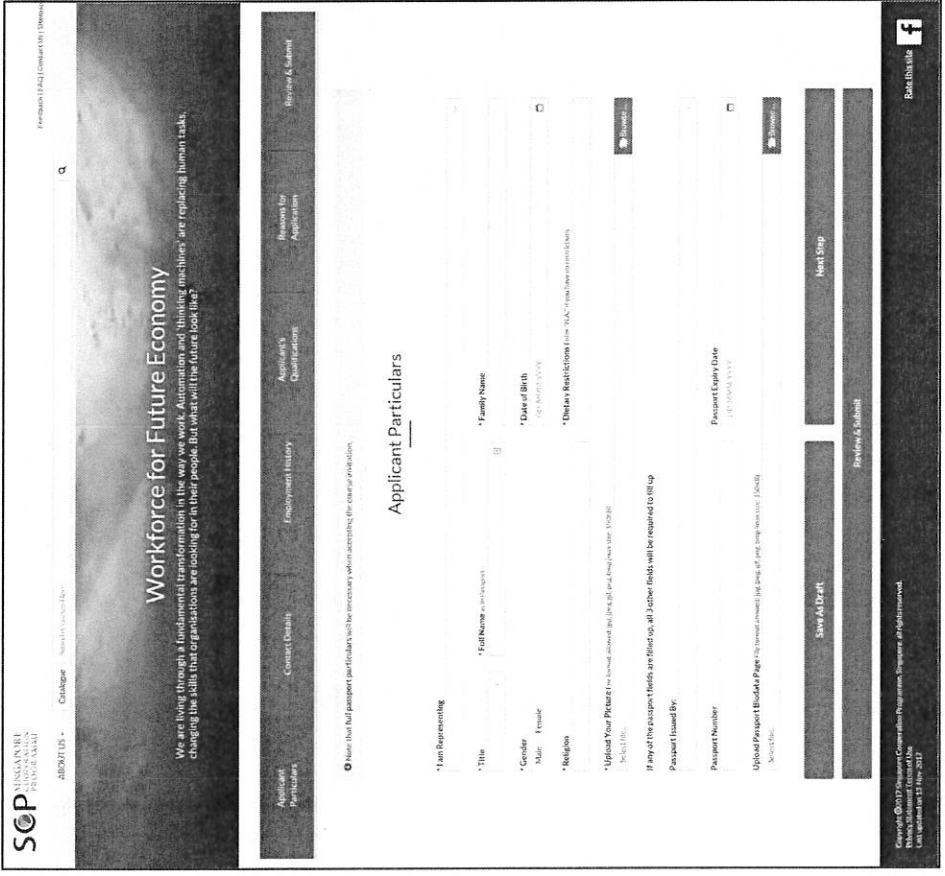
Fill in Application

- 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.
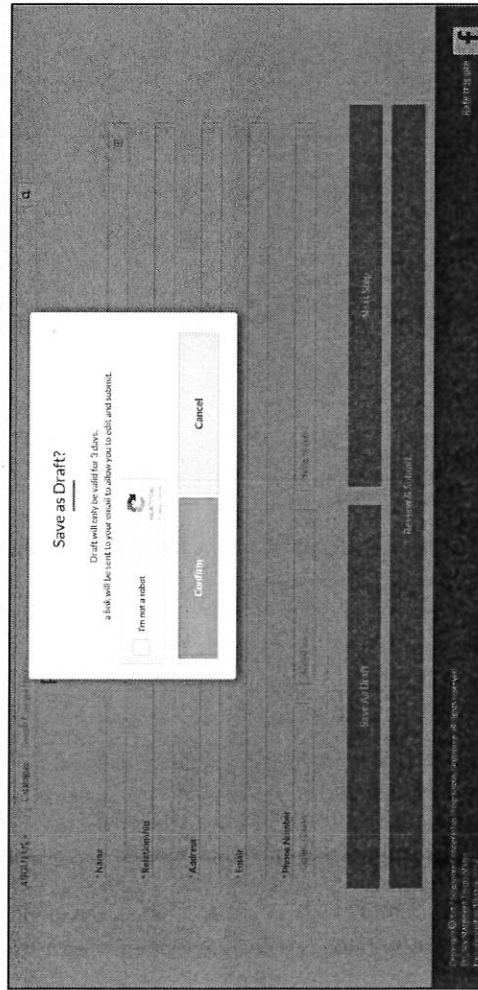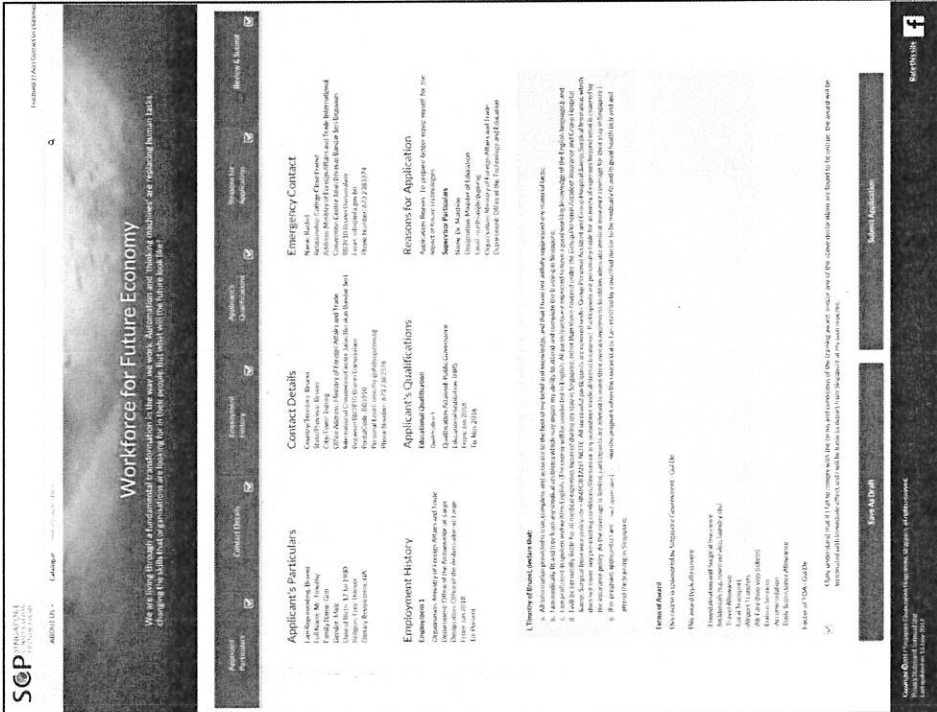
Review Application

- 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.
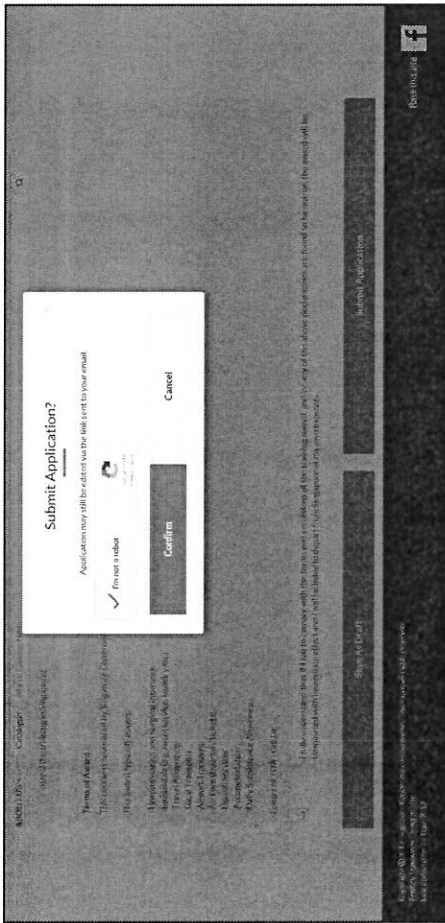
Submit Application

- 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.

Submit Application?

Application may still be edited via the link sent to your email

✓ I'm not a robot

Confirm Cic

Cancel

Submit Application

Thank you for participating in the course

We are currently checking through your application.
You may use the link sent to your email to check on the progress of your application.

View Other Courses
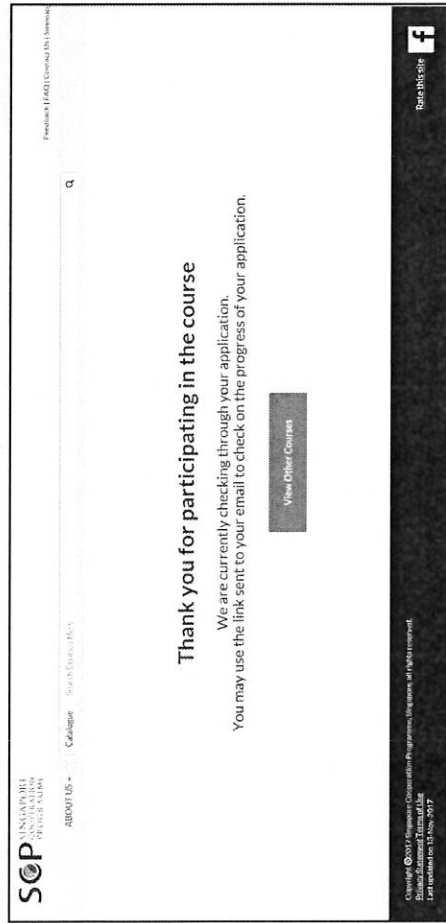
Check Application

- 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.

SINGAPORE COOPERATION PROGRAMME

ABOUT US ▾   Catalogue   Search courses here

Feedback | FAQ | Contact Us | Sitemap

Application for
Workforce for Future Economy

Application ID: 3103 | Application Date: 27 Mar 2018 11:59

Application Status   PENDING APPLN. SUP. ENDORSEMENT

Edit Particulars

SINGAPORE COOPERATION PROGRAMME

ABOUT US ▾   Catalogue   Search courses here

Feedback | FAQ | Contact Us | Sitemap

Application for
Workforce for Future Economy

Application ID: 3103 | 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 eTicket (Mandatory)
Select file   Browse

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

SCP
SINGAPORE
COOPERATION
PROGRAMME

SINGAPORE COOPERATION PROGRAMME
GENERAL INFORMATION BROCHURE
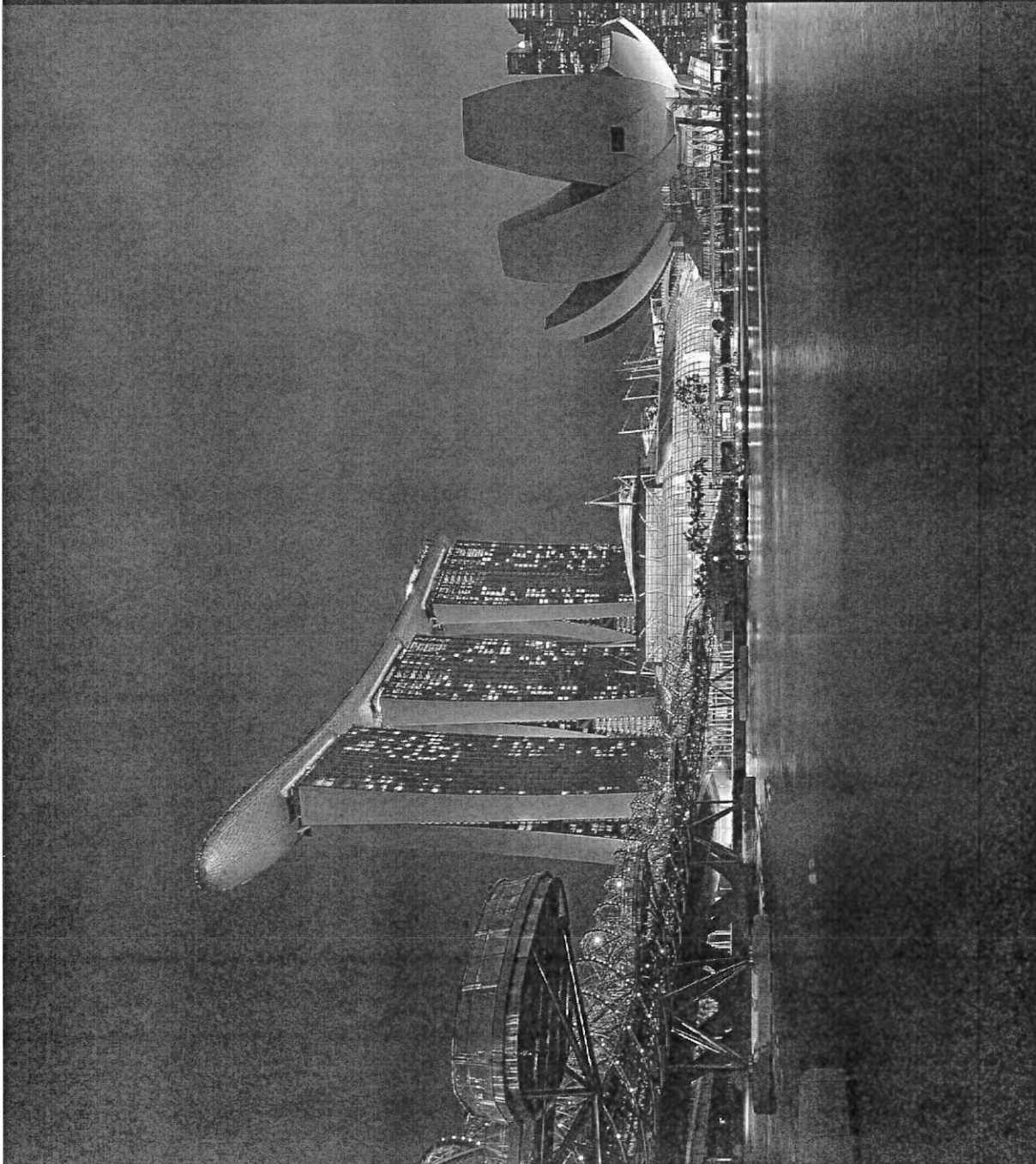
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) : THE SINGAPORE EXPERIENCE

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**.

SUSTAINABLE
DEVELOPMENT
GOALS

4 QUALITY EDUCATION

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

f ollow us at

SCP Friends

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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 <u>system error or technical issue</u> 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.

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

Email Link

- Email with a link will be sent to NFP.

- NFP can access this link to input endorsement for applications submitted.

Submitting Endorsement

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
	Yes
	Yes
	Yes
	Yes

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'**

Save		Submit NFP Endorsement
NFP	NFP Endorsement not available for assessment	
N/A	not available for assessment	
	N/A	

| 1 | Total records: 2 |

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