# EFG TRAINING SERVICES PRIVATE LTD

## INDIVIDUAL - COURSE PRE-REGISTRATION FORM

| **PART A – LEARNER INFORMATION** | |
|---|---|
| Course Applied For | |
| Course Date | |
| Full Name | |
| NRIC / FIN / Passport No. | |
| Contact No. | |
| Email | |
| Job Designation | |
| **PART B - FUNDING INFORMATION** | |
| Are you applying for SSG funding? | ☐ Yes ☐ No |
| Funding Type | 1. Have you been given funding before for the course you are applying for? ☐ Yes ☐ No<br>2. Are you applying for Skills Future – Credit? ☐ Yes ☐ No<br>Note: Skills Future Credit must be submitted 60 days before the course start date<br>Cash payment is not permitted for SkillsFuture funding |
| **PART B – LEARNING NEEDS ANALYSIS** | |
| 1. Briefly describe your current job sector and responsibilities | |
| 2. How long have you been in your current position? | ☐ <1 year ☐ 1–3 years ☐ 3–5 years ☐ >5 years |
| 3. Reason for attending this course | ☐ Job Requirement ☐ Employer Requirement ☐ Upskilling ☐ Reskilling ☐ Career Progression ☐ Personal Interest ☐ Others _____ |
| 4. Current knowledge for this course | ☐ None ☐ Basic ☐ Intermediate ☐ Advanced |
| **PART C – LANGUAGE & LEARNING SUPPORT** | |
| Languages can you speak and write in | ☐ English ☐ Mandarin ☐ Malay ☐ Tamil ☐ Bengali ☐ Hindi ☐ Thai ☐ Others |
| English Proficiency | ☐ None ☐ Basic ☐ Intermediate ☐ Advanced |
| Any special needs such as physical disabilities, medical conditions, etc | ☐ No ☐ Yes Specify: _____ |
| Highest Educational Qualification | ☐ Primary ☐ N Level ☐ O Level ☐ NITEC ☐ Diploma ☐ Degree+ ☐ Others |

| **PART D – COURSE ENTRY REQUIREMENTS** |
|---|
| Do you read and meet the published course entry requirements? ☐ Yes ☐ No |
| Have you submitted required supporting documents? ☐ Yes ☐ No ☐ N/A<br><br>Examples: ☐ Previous Safety Certificate ☐ Academic Qualification ☐ Other Pls specify<br>_____ |

| **PART E – LEARNER DECLARATION** | |
|---|---|
| I declare that the information provided is true and accurate. I confirm that I have read and understood the Pre-Course Advisory including course objectives, content, entry requirements, attendance, assessment, completion requirements, fees, payment terms and refund policy. I consent to the collection and use of my personal data in accordance with PDPA. | |
| Applicant Signature | |
| Date | |

***FOR OFFICIAL USE ONLY***

| **Assessment Item** | **Yes** | **No** | **Remarks** |
|---|---|---|---|
| Learning needs identified | ☐ | ☐ | |
| Course suitable | ☐ | ☐ | |
| Entry requirements verified | ☐ | ☐ | |
| Supporting documents verified | ☐ | ☐ | |
| Eligible for enrolment | ☐ | ☐ | |

| **RECOMMENDATION** |
|---|
| ☐ Suitable for Enrolment |
| ☐ Additional Information Required |
| ☐ Recommend Alternative Course |
| ☐ Not Suitable |
| Remark: |

| **Course Advisor / Training Administrator** | |
|---|---|
| Name | |
| Signature | |
| Date | |

No: 3, Soon Lee Street, 01-16,
Pioneer Junction, Singapore - 627606,
Tel: +6563347872 / Fax +6563347891
ROC: 201329358M
Email: admin@efg.com.sg
Website: http://www.efg.com.sg

**Terms and conditions**

- Trainees are reminded to be dressed in proper attire. E.g. Long pants, shirts, covered shoes or safety shoes for classes etc. No shorts and slippers are allowed**.**
- Participants are reminded to be in class on time. Latecomers are STRICTLY NOT ALLOWED into the class.
- Results will not be uploaded to MOM website, if the trainee is registered for the course with the passport number.
- Personal information collected is for the use ONLY for course registration, account servicing of course-related activities, course survey and / or for application of course-related funding (only if applicable)
- Course surveys shall be conducted by SSG for selected courses through the trainees' emails or contact given
- Registration forms shall be submitted 3 days before the course commencement date
- **The company reserves the right to revise the course fee without prior notice, to cancel or postpone the course due to unforeseen circumstances.**

**Course Fees: $120/-per participant (Excluding 9% GST)**

Total course fee: $____

Payment Mode: Cash ☐ Cheque ☐ Cheque No. _____ ☐ Pay Now ☐ Bank Transfer

(payable to EFG Training Services Private Ltd)

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## Refund and Withdrawal Policy

- Payment is required upon receipt of confirmation.
- A **100% refund** will be provided if a written notice of withdrawal is received by EFG at least **three (3) working days before** the course commencement date.
- No refund will be given if EFG receives the notice of withdrawal **within three (3) working days** before the course commencement date.
- No refund will be issued if the participant **fails to attend the course** on the commencement date or **discontinues mid-way** through the course.
- Participant replacement is allowed, provided that the request is made **prior to course commencement**.
- If EFG cancels the course **within three (3) working days** before the course commencement date, the refund or alternative arrangement will be **reviewed and decided by Management on a case-by-case basis**.
- EFG reserves the right to review and decide on any exceptional cases at Management's discretion.

**I, the Applicant consents to the collection, use and disclosure of my personal data and training records to companies that access the Ministry of Manpower (MOM)'s Training Record System (TRS). Companies using the Check Workers' WSH Training Records eService on the MOM website may verify my training records, including the following information:**

- **Identification Number (Work Permit / FIN / NRIC Number) & Name Eligibility for 4 years of Safety Orientation Course (CSOC / SSIC / MSOC certification, if applicable) & Course Title & Name of Training Provider & Date of Assessment & Certificate Expiry Date & Result of Assessment**
- **I confirm I have received and understood pre-course information and all pages of this document.**

☐ **By checking the boxes above and signing below, I confirm my consent for the disclosure of the selected information.**

| Name: | Signature | Date |
|---|---|---|
| _____ | _____ | _____ |

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# CHEMICAL SAFETY AWARENESS COURSE

## For Whom

The course is suitable for Competent chemical handlers, Process plant Supervisors, Process plant Technicians, Process plant Workers, WSH Committee Members, Laboratory Personnel and WSH professionals.

## Entry Requirement

Competent Chemical handlers, Process Plant Supervisors, Process plant Technicians, Process plant Workers, WSH committee members, Laboratory personnel and WSH professionals.

## Course Overview

The Chemical Awareness Safety Training program aims to educate industrial workers on the risks associated with chemicals and promote safe handling practices. Participants will learn key aspects such as hazard identification, interpreting Safety Data Sheets (SDS), conducting risk assessments, and best practices for safe storage and handling of chemicals. The course emphasizes the use of Personal Protective Equipment (PPE), emergency response protocols, and includes practical case studies to enhance learning. Assessment ensures participants can apply these safety measures effectively in their workplaces.

## Course Content

- New Workplace Health and Safety Act (WSHA) Framework and legal requirements
- Overview of chemical hazards and their associated risks
- Risk assessment process
- Safe work practices for chemical handling, transporting, storage and disposal
- Chemical emergency response procedures
- Case Studies

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**Course Duration:**

6 Hrs

**Medium of Instruction:**

English

**Teaching Methodology:**

- Blended learning – Classroom Face to face Training

**Class Size:**

Recommended Class Size – Classroom: 20

**Facilitator/Learner Ratio:**

1:20 (In-person Workshop)

**Course Attendance:**

100%

**Assessment Advice:**

Written Assessment – 0.5 Hour – 20 MCQs – 60% competency based

**Course Fees**

$120+GST

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# CHEMICAL SAFETY AWARENESS COURSE

*Ways to register*

## EFG TRAINING SERVICES PRIVATE LTD

**WSQ Approved Training Organization (SSG), Learning Service Provider by GIC**

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