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 2. Are you applying for Skills Future – Credit? ☐ Yes ☐ No Note: Skills Future Credit must be submitted 60 days before the course start date 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 Examples: ☐ Previous Safety Certificate ☐ Academic Qualification ☐ Other Pls specify _____

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: $350/-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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Confined Space Entry and Rescue Course

Course Overview

This course has been designed to meet the minimum standard for Confined Space Rescue, as recommended in the WSH (Confined Space) Regulations 2009, SS 568 : 2011, Technical Advisory on Working Safely in Confined Spaces and Confined Space Safety Guidebook for Supervisors and Workers.

Who should attend this course?

The course is for anyone involved in the supervision, planning / assessment or management of confined space work activities.

Course Objectives/Contents

The aim of the course is to provide Learners with the requisite skills, knowledge to manage and rescue, so that work can be carried out safely. At the end of the course, the Learner shall be able to:

- ✓ Identify, explain and apply the relevant Workplace Safety and Health (WSH) Legislations / Approved Code of Practice / Singapore Standards applicable to Confined Space
- ✓ Identify and explain the Roles & Responsibilities of stakeholders, competent and responsible persons.
- ✓ Identify hazards, evaluate the risk, and implement control measures for Confined Space Work activities
- ✓ Review the necessary fall preventive / protective control measures for safe execution of Confined Space Work activities
- ✓ Establish, evaluate, review and implement a Confined Space Rescue Plan
- ✓ Establish and implement a system for an effective rescue and control of Confined Space Work risks
- ✓ Demonstrate competency in donning, checking and correcting of Confined Space Rescue Equipment and Responding to a confined space emergency and Perform Confined Space Rescue.

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Pre-Requisites / Assume Skills and Knowledge

The Learner should have at least WSQ ESS Workplace Literacy and Numeracy Level 4 and above or equivalent and the ability to carry out hazards identification, risk assessment, and risk control measures.

Trainer to Trainee Ratio

1: 20 Theory & 1: 20 Theory Assessment
1: 10 Practical & 1: 1 Practical Assessment

Course Duration

7 Hours (Including 2.5 hours Assessment)

Attendance requirements

100%

Assessment

Comprising both Theory and Practical Session
Written Test (WT) / Practical Performance (PP)

Medium of Instruction

English

Training Methodology

Slides presentation, sharing of best practice and incident. Hands on practical session.

Passing marks

Theory Examination (WT): 70%
Practical Assessments (PP): 100%

Certifications

Certificates and Cards shall be endorsed by EFG Training Services Private Ltd and issued to participants at the end of course.

Course Fees

$350+GST

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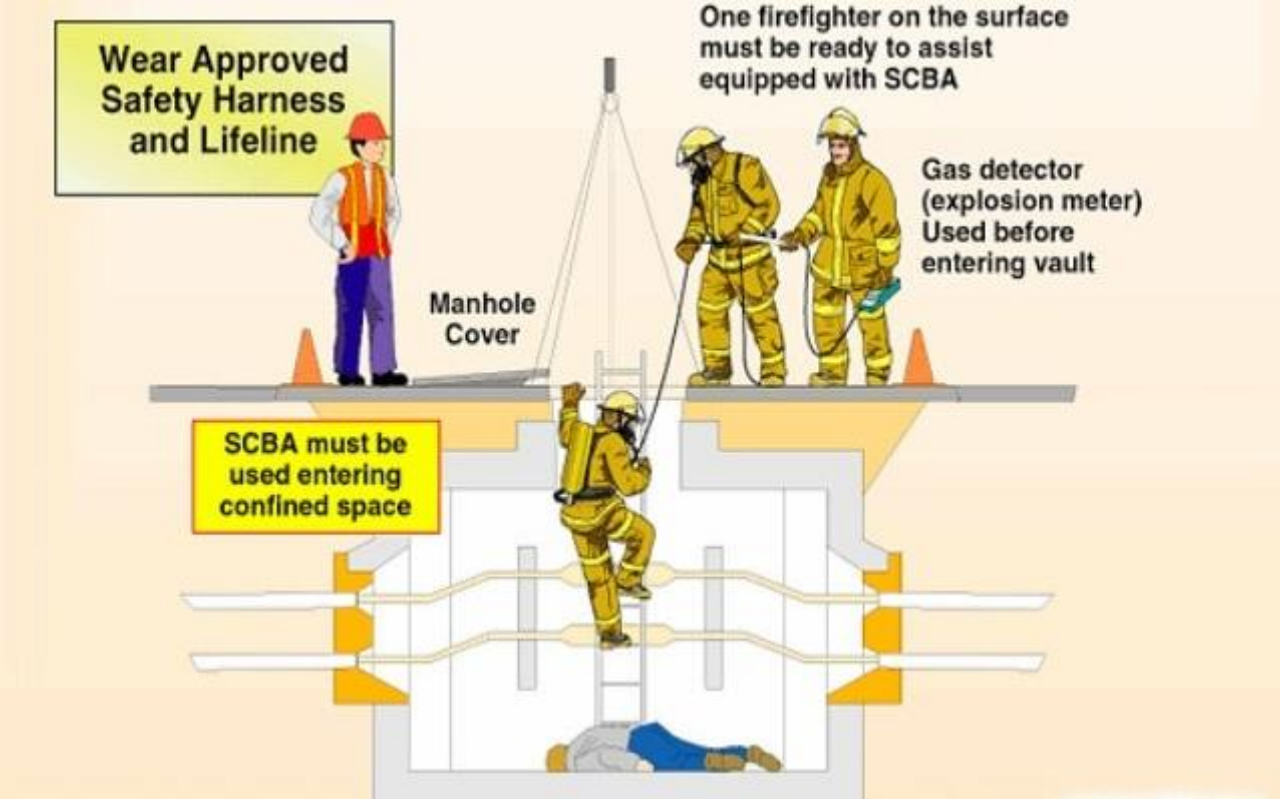
CONFINED SPACE ENTRY AND RESCUE COURSE



Ways to register

EFG TRAINING SERVICES PRIVATE LTD

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

No: 3 Soon Lee Street, # 01-16 Pioneer Junction, Singapore 627606

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