



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





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)





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



FIRE SAFETY AWARENESS COURSE

For Whom



The **Fire Safety Awareness Course** is designed for individuals who need to develop essential knowledge and awareness of workplace fire safety. It is suitable for employees, supervisors, fire wardens, safety personnel, and anyone involved in workplace activities where fire hazards may be present. The course is also relevant for personnel responsible for fire prevention, emergency response, evacuation, and maintaining a safe workplace environment.

Entry Requirement

Participants should have **basic workplace literacy and numeracy skills** and be able to understand simple instructions in English.

Course Overview

The Fire Safety Awareness Course provides participants with essential knowledge to identify fire hazards, prevent fires, and respond safely during fire emergencies.

The course covers fire safety legislation, common causes and behaviour of fire, fire prevention, use of fire extinguishers, emergency evacuation procedures, building fire safety features, and safe assembly practices.

Participants will also understand their roles and responsibilities during a fire emergency and how to respond effectively to protect themselves and others.

Learning Objectives

- **Identify** common fire hazards and causes in the workplace.
- **Understand** basic fire behaviour and fire prevention principles.
- **Recognise** fire safety equipment and building safety features.
- **Select and use** the appropriate fire extinguisher safely.
- **Respond appropriately** when a fire emergency occurs.
- **Follow** workplace emergency evacuation procedures.
- **Perform safe evacuation** and report to the designated assembly area.
- **Understand** their roles and responsibilities during a fire emergency.



Course Contents

- Understand the basic principles and behaviour of fire
- Identify common causes and hazards of fire
- Understand fire prevention and control measures
- Know the actions to take when a fire breaks out
- Understand the types and safe use of fire extinguishers
- Know the emergency evacuation procedures
- Identify fire safety features and equipment within buildings
- Understand human behaviour during fire emergencies
- Know the roles and responsibilities during a fire
- Understand safe evacuation and fire assembly procedures

Assumed Skills & Knowledge:

– Learners must be above 18 years of age and are assumed to:

-Have a basic knowledge of fire safety

Trainer to Trainee Ratio

1: 20

Attendance requirements

100% classroom session

Assessment

Practical Performance (PP) and 10 MCQ

Training Methodology

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

Assessment Principles

Learner shall be assessed before being Competent

Certifications

Upon successful completion of the course a card will be awarded by EFG Training Services Pte Ltd

Course Fees: \$120+GST



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FIRE SAFETY AWARENESS 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

TEL: 6334-7872, FAX: 6334-7891

E-mail: admin@efg.com.sg

Website: www.efg.com.sg