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: $300/-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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WORK AT HEIGHT RESCUE COURSE

Course Objective

The main objective of the Working-At-Height Rescue training is to train the participants to gain the knowledge and the skills needed to successfully rescue the people involved in the event of a fall emergency during any Working-At-height related activity.

Course Content

- Learn the use of height rescue equipment
- Learn the tying of various knots for height rescue
- Learn to perform rope rescue activities to recover fallen or incapacitated worker(s)
- Learn the safe use and inspection of equipment used for vertical rope rescue activities.
- Learn the rope rescue techniques, anchor selection, rigging mechanical advantage and stretcher operations involved with rope rescue activities.
- Acquire the knowledge and skills required for risk assessment and casualty management involved with all rope rescue activities.

Assume Skills and Knowledge

Participants should have attended any working at height related courses.
Participants should preferably have 2 years of working at height experience.

Trainer to Trainee Ratio

1: 20

Attendance requirements

100% classroom session

Assessment

Written / Oral Assessment (W/OA)

Practical Performance (PP)

Training Methodology

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

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Assessment Principles

Learner shall be assessed before being Competent

Certifications

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

Course Fees

$300+GST

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WORK AT HEIGHT 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

TEL: 6334-7872, FAX: 6334-7891

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