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,
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Website: http://www.efg.com.sg

Grant Details

1. Are you applying for SkillsFuture Singapore (SSG) Funding?

☐ Yes ☐ No

Note:

Skills Future Singapore (SSG) funding is available only to eligible Singapore Citizens and Singapore Permanent Residents, subject to the prevailing SSG funding policies and eligibility requirements.

Funding Conditions

If you are applying for SSG funding, you acknowledge and agree that:

- Funding approval and grant disbursement are subject to the final approval of SkillsFuture Singapore (SSG).
- You shall meet all applicable SSG funding eligibility requirements.
- You shall achieve the minimum attendance requirement specified for the course.
- You shall successfully complete and pass all required assessments.
- Where required by SSG, you shall record your attendance using the authorised Singpass application.
- If your funding application is rejected or not approved due to ineligibility, failure to meet attendance or assessment requirements, non-compliance with SSG funding requirements, or any other reason determined by SSG, you shall be responsible for paying the outstanding course fees.

Grant Disbursement Criteria

To qualify for **SkillsFuture Singapore (SSG) grant disbursement**, the following conditions must be met:

➢ **Attendance Requirement:** The trainee must achieve **100% attendance**.

➢ **Assessment Requirement:** The trainee must pass all prescribed examinations and/or assessments.

➢ **Payment Requirement:** All course fees must be paid in full on or before the course commencement date.

➢ **Grant Approval:** SkillsFuture Singapore (SSG) funding is subject to the final approval and grant disbursement by SkillsFuture Singapore (SSG).

Please note: EFG Training Services Pte Ltd shall not be held liable for any rejected grant application if the required procedures, eligibility criteria and supporting documentation are not complied with or submitted.

Attendance Verification: Singapore Citizens and Singapore Permanent Residents applying for SSG funding are required to record their attendance using the **Singpass App**, or any other attendance verification method prescribed by SkillsFuture Singapore (SSG).

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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: $50/-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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WSQ APPLY WORKPLACE SAFETY AND HEAILTH IN SHIPYARD (GENERAL TRADE)

Course Overview

The Workplace Safety and Health (Shipbuilding and Ship-repairing) Regulations 2008 Reg. 6 (2) stipulates that "It shall be the duty of every person not to carry out any work deemed hazardous in a shipyard or on board a ship in a harbor unless he has undergone a safety and health training course approved by the commissioner for Workplace Safety and Health".

Who should attend this course?

The AWSHS(GT) is a mandatory WSH training course for all workers working in the shipbuilding and ship repairing industry. Shipyard workers are required to go through the Course before they start work at the shipyard.

Pre-Requisites

- Employability Skills (ES) Workplace Literacy level 3 and above.
- Be able to manipulate numbers at a proficiency level equivalent to ES Workplace Numeracy level 3 and above

Course Objectives

This course is aimed at providing individuals with the requisite shipyard knowledge and skills so as to perform their work activities properly and safely. At the end of the course, participants will be able to:

- Identify the legal obligations in Workplace Safety and Health
- Identify and eliminate hazards in Shipyard
- Identify and understand all types of industrial safety signs
- Comply and understand application process for safety permit prior to Hot Work
- Competent in wearing Personal Protective Equipment (PPE)
- Identify and take safety precautions when working with different hazards
- Able to respond in case of fire or emergency

Trainer to Trainee Ratio

1: 40

Course Duration

8.0 Hours (Including 1 hour e-Assessment)

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Attendance requirements

100%

Assessment

Online 40 MCQ

Medium of Instruct

English, Tamil, Malay, Mandarin, Bengali, Thai, Hindi and Burmese

Training Methodology

Slides presentation, sharing of best practice and incident.

Passing marks

Theory Examination (WT): 60%

Certifications

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

Course Fees

$50/-(Excluding 9% GST)

Course Venue

Venue 1&2: No. 3 Soon Lee Street, #01-16&23 Pioneer Junction, Singapore 627606
Venue 3: No. 5 Soon Lee Street, #04-19 Pioneer Point, Singapore 627607.

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Funding & Claims

1. Skills future credit/funding available

SFC:

-All Singaporeans aged 25 and above can us their $500 Skill Future Credit from the government to pay for a wide range of approved skills-related courses. visit the Skills Future Credit website (www.skillsfuture.sg/credit) to choose from the courses available on the Training Exchange course directory

Mandatory adoption of e-attendance via Sing Pass from 1 October 2023: As per the SSG regulation we are introducing "e-attendance via Sing Pass," for participants applying for funding. To ensure a smooth process, please verify your Sing Pass app access before attending the course. Kindly note that manual attendance submissions will not be accepted for funding invoices. Thank you for your cooperation.

Skills Future Singapore Hotline: For enquiries relating to skills, training and portal issues, please contact Skills Future Singapore at 6785 5785

Type	Singapore Citizens and Singapore Permanent Residents	Employer-Sponsored and Self-Sponsored Singapore Citizens (Aged 40 years old and above)	SME-Sponsored Local Employees (i.e. Singapore Citizens and Permanent Residents)
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-Career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	$50	$50	$50
SkillsFuture Funding	$25	$35	$35
Total Nett Fee	$25	$15	$15
GST (9% x $50)	$4.50	$4.50	$4.50
Total Fee Payable to EFG Training Services Pte Ltd	$29.50	$19.50	$19.50
Payment Mode	Bank Transfer, PayNow, Cheque, SkillsFuture Credit		

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APPLY WORKPLACE SAFETY AND HEALTH IN SHIPYARD (GENERAL TRADE)

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&23 Pioneer Junction, Singapore 627606
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