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	

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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: $190/-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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FORKLIFT OPERATOR REFRESHER TRAINING

Course Overview

This Competency Unit specifies the skills and knowledge required by people to operate in the trade pertaining to operate forklift in the manufacturing / logistics industry in a WSQ Level 1 operation.

Entry Requirement

Learners are assumed to

Trainees must have Valid Forklift License (Candidate must submit their forklift license for verification before enrollment)
Must have completed "Operate Forklift" more than 3 years ago

- Be able to interpret work instructions and technical information.
- WPLN 3
  - Above 18 years of age
  - Safety shoes and proper attire (no singlet/ shorts/ Bermudas) are COMPULSORY for all

Target Audience

This course aims to provide people already working or wishing to enter the generic manufacturing industry with the skills and knowledge required to operate forklift. The Competency unit would be appropriate for people with job titles such as Forklift driver.

Course Content

Types of forklifts and their load capacities

- Parts of forklift and their functions
- Workplace safety and health code of practice relating to forklift practice
- Protecting loads from damage during documentation
- Reporting procedures if work preparation is not completed
- Main parts of forklifts to be inspected
- Constituents of each main part of forklift to be inspected
- Safety precautions in inspecting forklift
- Cargo handling symbols
- Forklift stability
- Operating procedures for different types of loads
- Safety precautions in lifting potentially hazardous loads
- Operating procedures for different types of terrains and confined spaces
- Workplace safety and health code of practice relating to forklift operations
- Procedures of reporting unsafe/unauthorised forklift practices
- Procedures relating to parking of forklift
- Handover procedures of forklift

Medium of Instruction: English & Tamil

Teaching Methodology:

- Online Asynchronous e-learning and In-person workshop lecture presentation, group discussion, case studies, demonstration, practical, observation, practical assessment and feedback

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Course Content

Online Training (Asynchronous e-Learning for 7 modules)

Relevant Workplace Safety & Health (WSH) Legislations/Singapore Standards S5573,applicable to forklift operation
Refresh on the correct interpretation of the Load Chart
Forklift Stability
Pre-Operational & Post Checks on a Forklift Machine
Techniques and requirements for safe operations
Highlights on the common safety lapses by forklift operators and the consequences.
Safety Rules (Do's and Don'ts)

Workshop (In person training)

4 case studies
Forklift Practical inclusive of 15 mins practical assessment

Demonstration by trainer and skills practice by learners

The trainer will explain and demonstrate the following activities:

- Prepare to carry out forklift operations
- Inspect forklift
- Carry out forklift operations
- Reinstate and handover forklift

Course Duration:

- **12 Hours (11 training hours + 1 assessment hour (theory and practical))**
- **Online Theory** @ 4 hours via asynchronous e-learning covering 7 modules inclusive of 45 mins of Formative Assessment with 4 MCQs per module.
- **1 day workshop** @ 8 hours [4 Case Study (4 hours) + Forklift Practical (4 hours inclusive of 15 mins for practical assessment per trainee]

Learning Environment:

- EFG E-Learning Portal & EFG Trainer Portal. Our ergonomically designed classrooms are fully air-conditioned, equipped with whiteboards; audio/video equipment and free wi-fi.

Class Size: Maximum 5
Facilitator/Learner Ratio: 1:20 for Theory Lesson & Assessment | 1:1 for Practical Lesson & Assessment (Group of 5 trainees to 1 Forklift/Trainer)

Course Attendance Minimum: 100% attendance

Assessment Advice: **Online Training (Asynchronous e-Learning for 7 modules)**
E-MCQ Assessment 60% pass
Practical Performance 100% pass

Certifications

Based on the successful completion of the course and assessment, Card & Certificate should be endorsed by EFG Training Services Private Ltd and issued to participants at the end of course.

Course Fees: $190+GST

Course Venue Theory & Practical

No. 3 Soon Lee Street, #01-23 Pioneer Junction, Singapore 627606

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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 SingPass 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	$190	$190	$190
SkillsFuture Funding	$95	$133	$133
Total Nett Fee	$95	$57	$57
GST (9% x $190)	$17.10	$17.10	$17.10
Total Fee Payable to EFG Training Services Pte Ltd	$112.10	$74.10	$74.10
Payment Mode	Bank Transfer, PayNow, Cheque, SkillsFuture Credit		

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FORKLIFT OPERATOR REFRESHER TRAINING

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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