



APPLICATION GUIDE

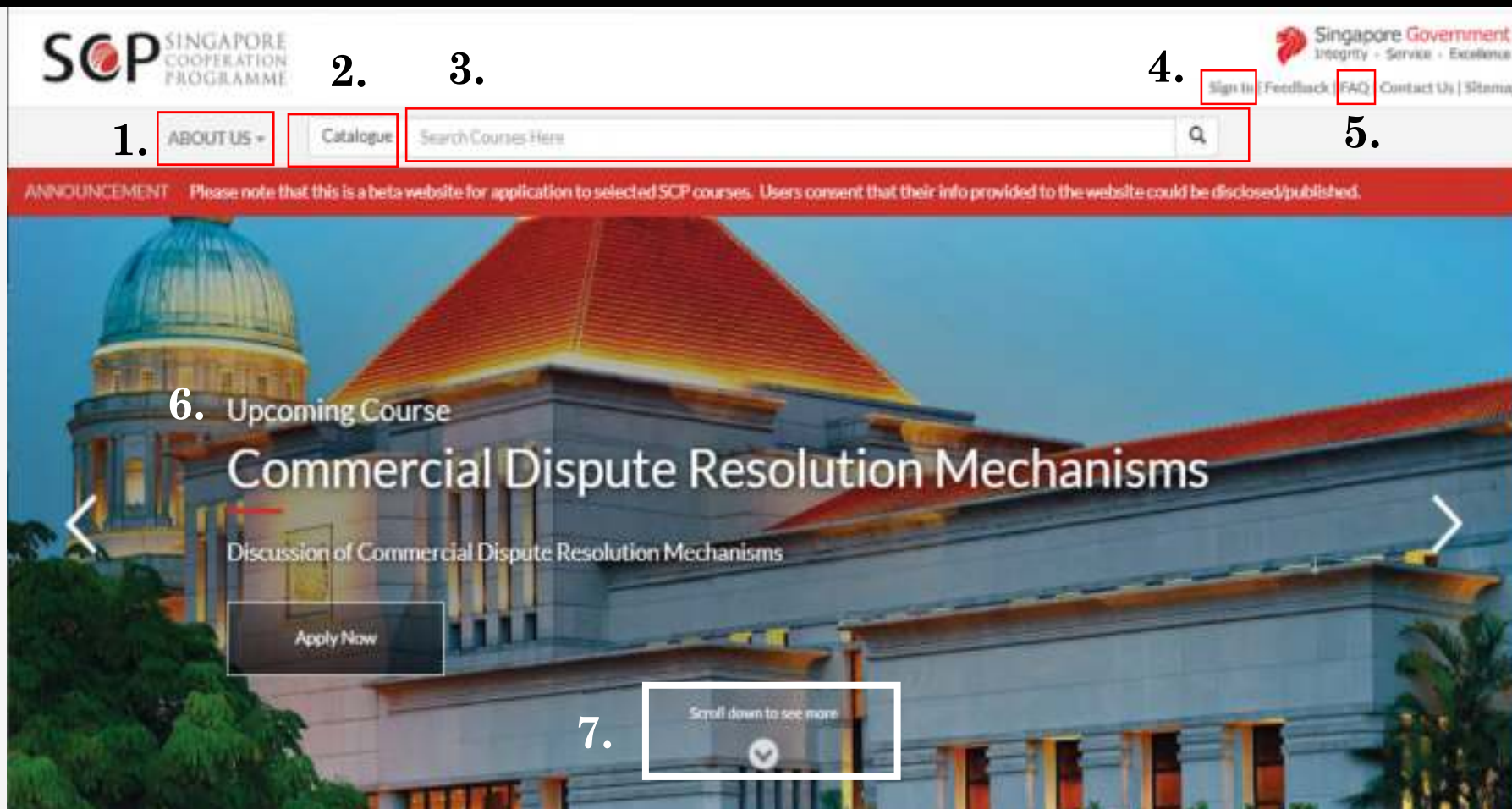
For Singapore Cooperation Programme Courses

<https://www.scp.gov.sg>

Version 1.0

7 August 2020

Homepage: www.scp.gov.sg



1. **About Us:** To find out more about the Singapore Cooperation Programme (SCP)
2. **Catalogue button**
3. **Course Search Bar**
4. **Sign In:** Access for administrators only
5. **FAQ:** To find out more about the application process
6. **Banner featuring upcoming courses**
7. **Scroll down to view the latest SCP news**

Application Process

1

Browse or
search for a
course

2

View course
details and
check your
eligibility

3

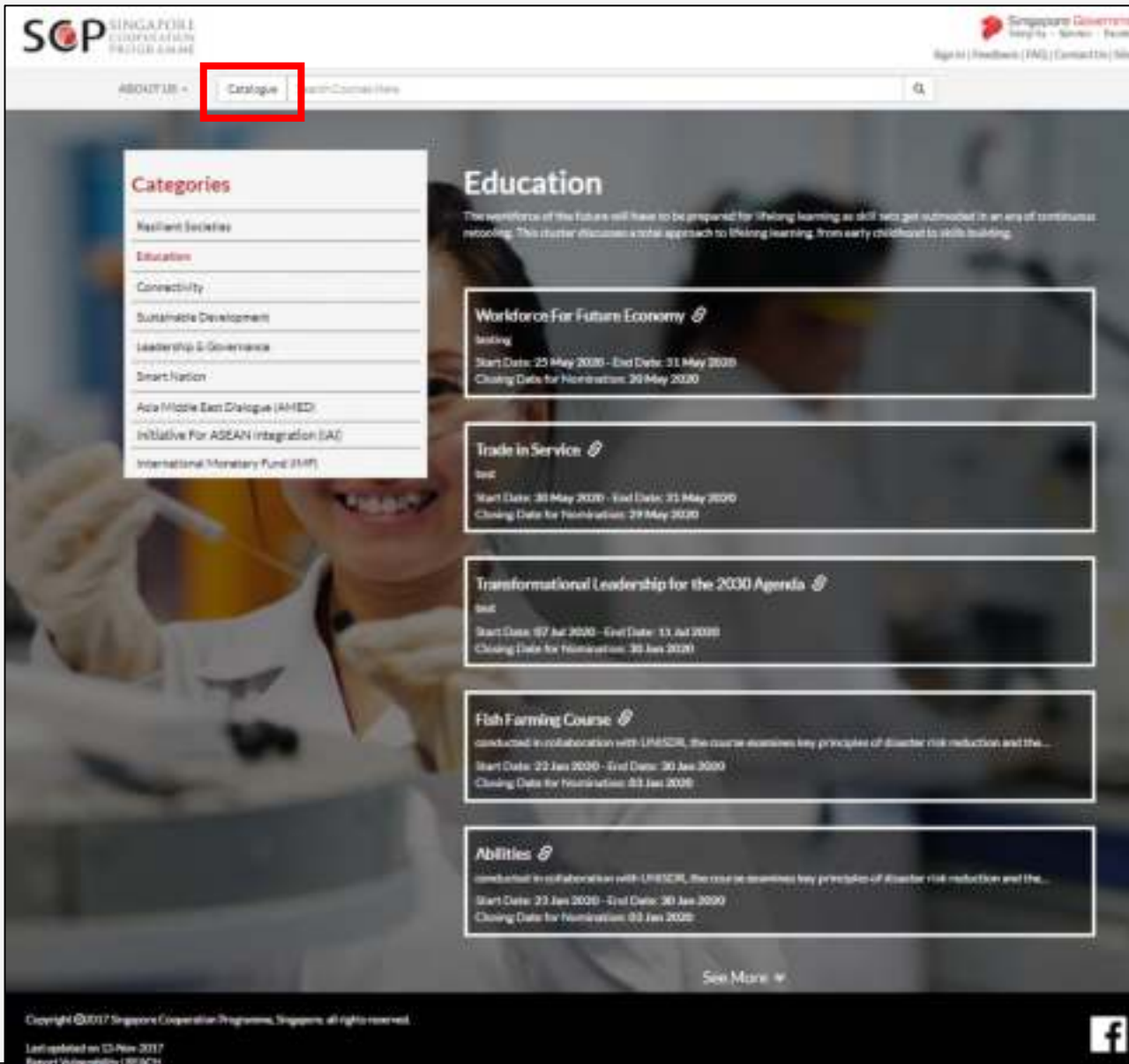
Fill application,
saving as draft
as necessary

4

Submit
application for
approval

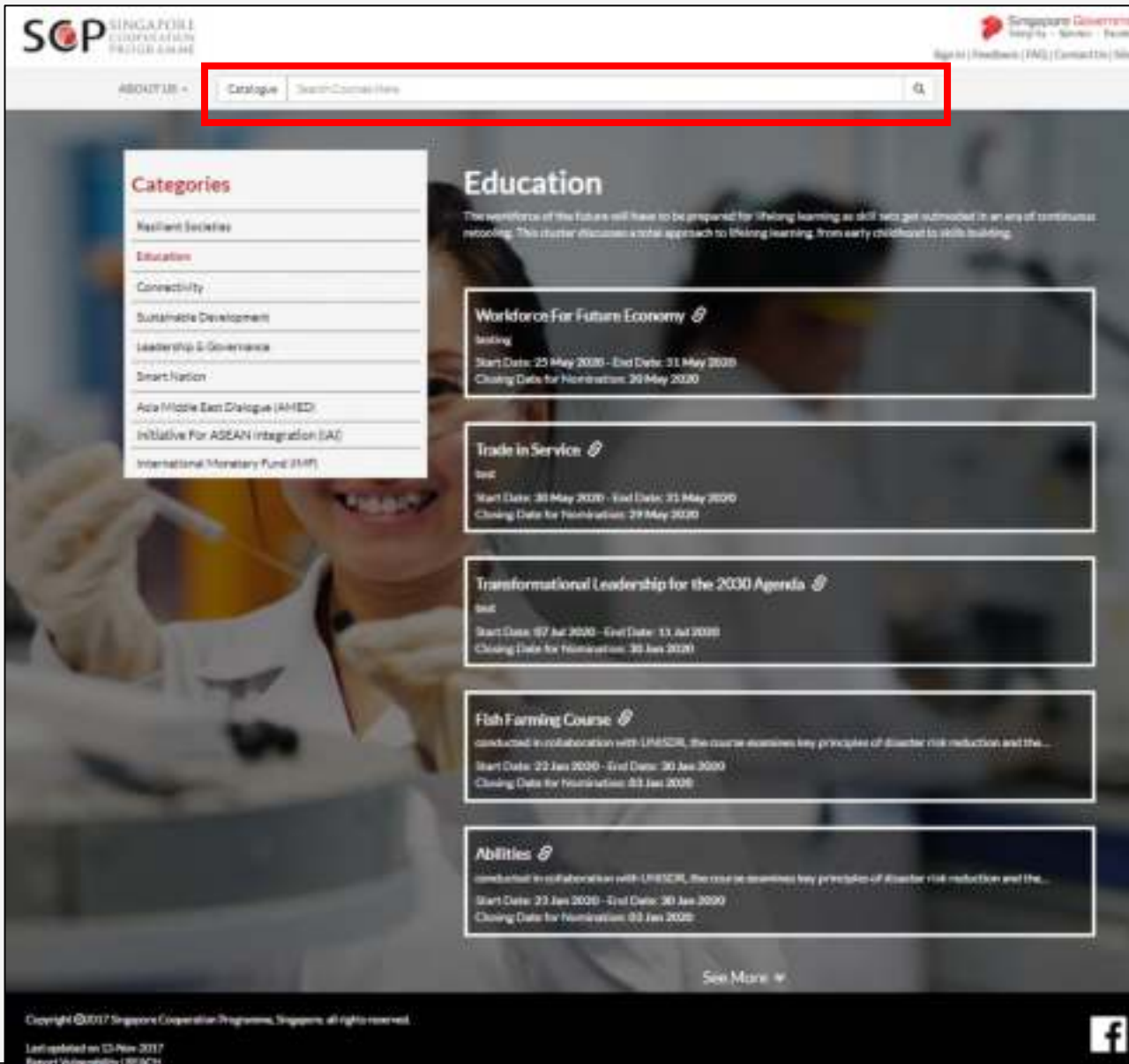
5

Confirm
participation



Browse Catalogue

- Click on the **Catalogue** button on the top left of the webpage to view a list of Course Categories.
- Click on a Category to display Courses under that Category.
- Click on a course to view its details.



Course Search

- The **course search bar** can be found at the top of every page.
- To perform a search, type keyword(s) into the search bar and hit "Enter" or click on the magnifying glass icon.
- Click on a course to view its details.

SOP SINGAPORE OPEN PLATFORM

ABOUT US | Contact | Search Courses

Commercial Dispute Resolution Mechanisms (Ben)

Start Date: 29 Apr 2020 | End Date: 02 Jul 2020
Closing Date for Registrations: 05 Jun 2020

Home / Courses / Commercial Dispute Resolution Mechanisms (Ben)

Course Objectives

Discussion of Commercial Dispute Resolution Mechanisms

Topics Include

TBC

Participant Profile

Participants interested in Trade

Conducted in

Singapore

Eligible Countries / Territories / Organisations

Brunei
Cambodia
Indonesia
Laos
Malaysia
Myanmar
Philippines
Thailand
Vietnam

Terms of Award

This award is purely symbolic

Living Allowance
Insurance
Airfare

Application Procedure

TBC

This Course has limited seating. Applicants are advised to submit application and confirmation early to secure a seat.

[Apply for Course](#)

Course Details

- Find out more about a course here.
- Check that:
 - you meet the Participant Profile, and
 - the country/territory/intergovernmental organisation that you represent is on the eligible list.
- Click on “**Apply for Course**” to view the application instructions.

Required Information

Instructions Before Applying

Please ensure that you have the following documents/information on hand:

- 1) softcopy of passport photo (in jpeg, jpg, png, gif, or bmp format, no more than 150KB in size);
- 2) curriculum vitae (or employment and educational records);
- 3) contact details of your emergency contact person; and
- 4) email address of your supervisor.

*Applications are not automatically saved. Ensure application is saved/submitted before exiting from page.

*Wrongly filled application forms will not be considered.

Applications submitted on this Website may be disclosed to third parties to facilitate application processing and Website troubleshooting. Please note that no method of transmission over the Internet or method of electronic storage is completely secure. While we strive to protect the security of your information, complete security against unauthorised access cannot be guaranteed.

☐ I have checked all the details and read the instructions before applying

Start Application

- Read the instructions and ensure that you have the required documents/information on hand.
- **Check the box** to confirm that you understand the instructions, and click on the “**Start Application**” button.
- The website is supported by all browsers on all internet-enabled devices. However, we recommend that you use **Google Chrome on PC/laptop** for the best experience.

The screenshot displays the Singapore SkillsFuture website's application portal. At the top, the 'SGP SINGAPORE' logo is on the left, and the 'Singapore Government' logo is on the right. Below the header is a banner with the text 'Workforce For Future Economy' and a background image of a person holding a test tube. A navigation bar contains six tabs: 'Applicant Particulars' (selected), 'Contact Details', 'Employment History', 'Applicant's Qualifications', 'Reasons for Application', and 'Review & Submit'. The main content area is titled 'Applicant Particulars' and contains a form with the following fields: 'Last Name' (mandatory), 'First Name' (mandatory), 'Gender' (radio buttons for Male/Female), 'Date of Birth' (mandatory date field), 'Religion' (mandatory dropdown), 'Current Place of Work' (mandatory text field), 'Passport Issued By' (mandatory dropdown), 'Passport Number' (mandatory text field), and 'Passport Expiry Date' (mandatory date field). A blue 'Save' button is located below the 'Current Place of Work' field. At the bottom of the form are three buttons: 'Save & Continue', 'Save & Exit', and 'Review & Submit'. The footer includes copyright information for the Singapore Government, a last updated date of 13 Nov 2021, and a Facebook icon.

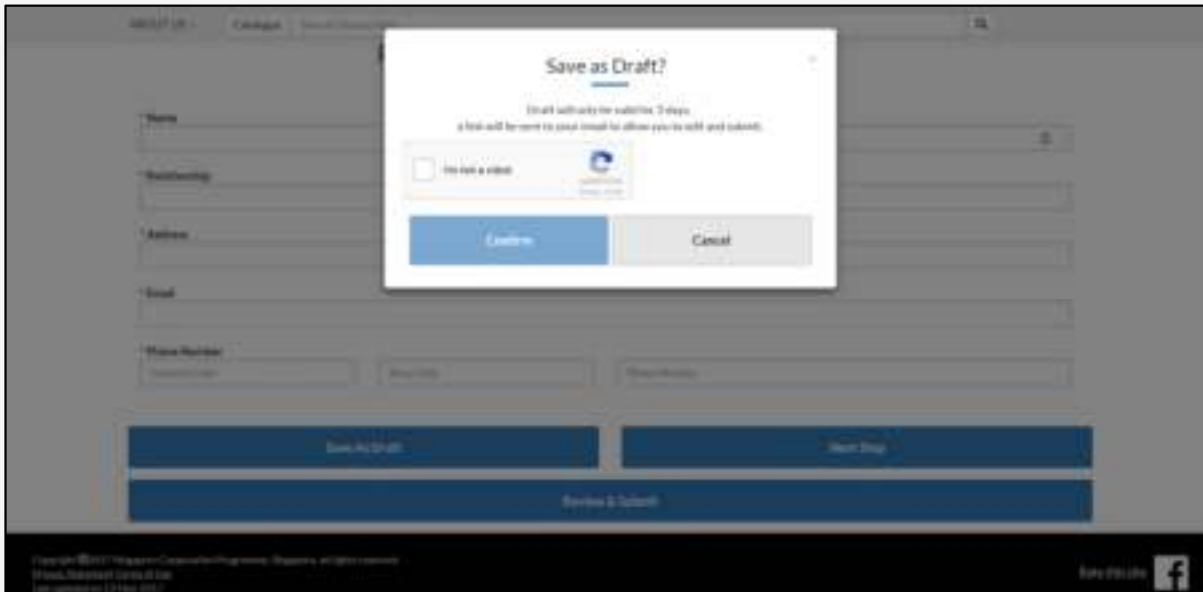
Fill in Application

- Please complete the five sections:


1. Applicant's Particulars
2. Contact Details
3. Employment History
4. Applicant's Qualifications
5. Reasons for Application

Please note that fields marked with * are mandatory fields that must be filled.

Save as Draft



- The application form does **not** auto save.
- You can save your application as a draft for up to three days, by clicking on the "Save as Draft" button.
- In order to do so, you must complete all mandatory fields in the **Applicant Particulars** tab, and your **Personal Email** in the Contact Details tab.
- A **link to access your draft** ("access link") **will be sent to your personal email** once you have saved your draft application.



ABOUT US +

Catalogue

Search Courses Here

Q

One Time Password

An OTP was sent to your email. Please insert OTP:

Submit OTP

Your OTP is: **021207**

This is your one-time password for accessing our system. It will expire in 10 minutes.

Regards,
Singapore Cooperation Programme (SCP) administrator

*** This is an automatically generated email, please do not reply ***

Return to Draft

- Click on the access link to open your draft application in a new browser page.
- You will be required to enter a **One Time Password (OTP)** to access your draft.
 - The OTP will be sent to your personal email when you click on the access link.

Review Application

- Once you have completed the five sections, proceed to the **Review and Submit** tab to check that all mandatory fields have been completed:
 - ☒: appears in the bottom corner of completed tab once all mandatory fields within that tab have been completed;
 - Fields with missing information are indicated in red in the summary;
 - You can return to the incomplete sections by clicking on the relevant tabs.

The screenshot shows a web application interface for reviewing and submitting an application. The top navigation bar is red and contains six tabs: 'Applicant's Particulars', 'Contact Details', 'Employment History', 'Applicant's Qualifications', 'Reasons for Application', and 'Review & Submit'. The 'Review & Submit' tab is highlighted in blue. Below the navigation bar, the application is divided into six sections, each with a red header and a 'Completed' status icon (a yellow circle with a checkmark) in the top right corner. The sections are: 'Applicant's Particulars', 'Contact Details', 'Emergency Contact', 'Employment History', 'Applicant's Qualifications', and 'Reasons for Application'. The 'Applicant's Particulars' section contains fields for name, date of birth, religion, and dietary restrictions. The 'Contact Details' section contains fields for country, state, city, and phone number. The 'Emergency Contact' section contains fields for name, relationship, address, and phone number. The 'Employment History' section contains a table with columns for organization, position, and dates. The 'Applicant's Qualifications' section contains a table with columns for qualification, institution, and dates. The 'Reasons for Application' section contains a text area for the applicant's reasons. At the bottom of the page, there are two buttons: 'Save As Draft' (blue) and 'Submit Application' (red). A disclaimer at the bottom states: 'I fully understand that if I fail to comply with the terms and conditions of the training track, and/or any of the above declarations are found to be untrue, the case I will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.'

I, Janice of Myanmar, declare that:

All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;

I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Singapore;

I am proficient in spoken and written English (The course will be conducted in English. All participants are expected to have a good working knowledge of the English language); and

I will be personally liable for all medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.

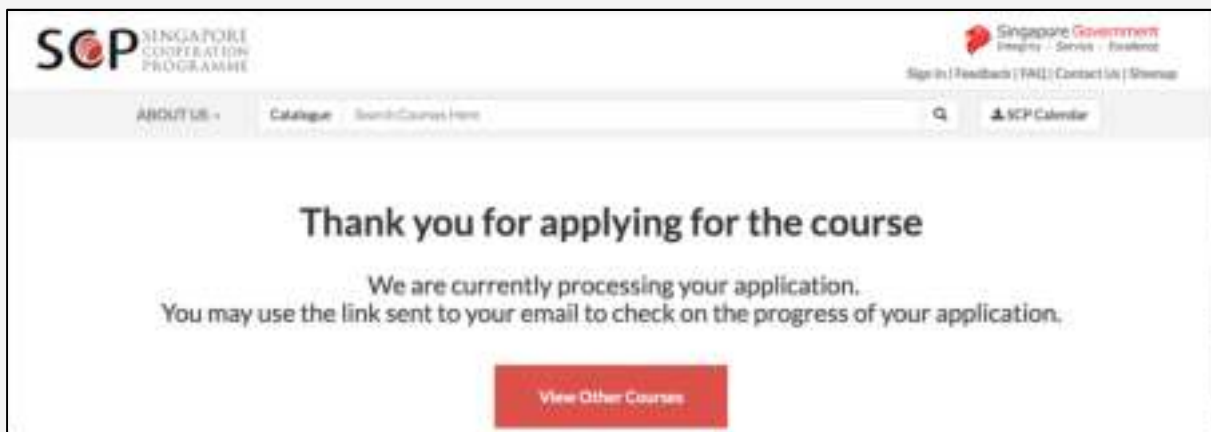
(IMPORTANT NOTE: All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance, which does not cover any pre-existing conditions/diseases or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore.)

(For Female Applicants) I am: months pregnant when the course starts. I am certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Singapore.

Terms of Award
This award typically covers:
-Per Diem.

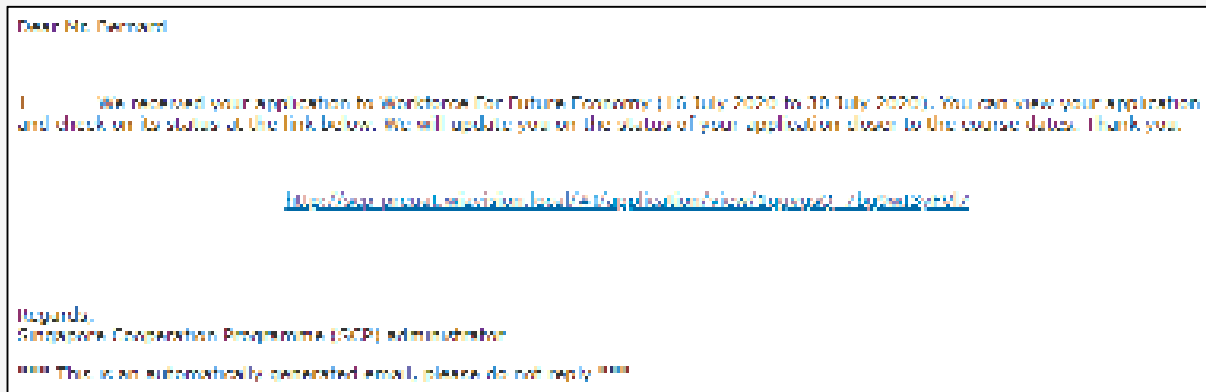
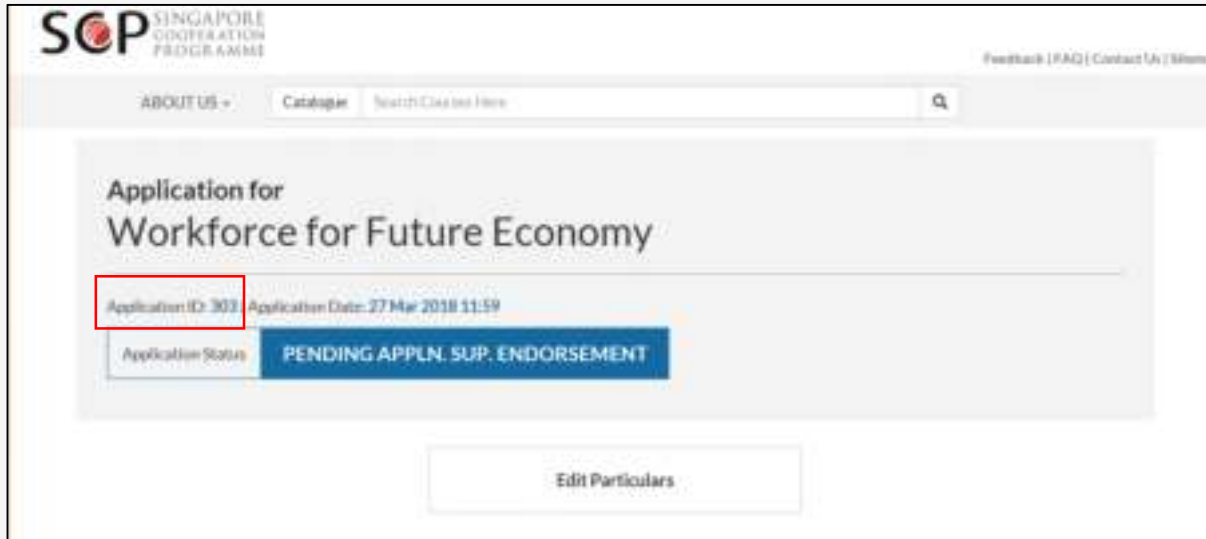
☒ I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect, and I will be liable to return to my home country/territory at my own expense.

[Save As Draft](#) [Submit Application](#)



Submit Application

- All female applicants are required to declare if they are pregnant.
- All applicants must declare that they understand the terms and conditions of the training award (above the “**Submit Application**” button).
- Upon successfully submitting an application:
 - You will be redirected to an acknowledgement page; and
 - An acknowledgement email with a link to your application will also be sent to you.

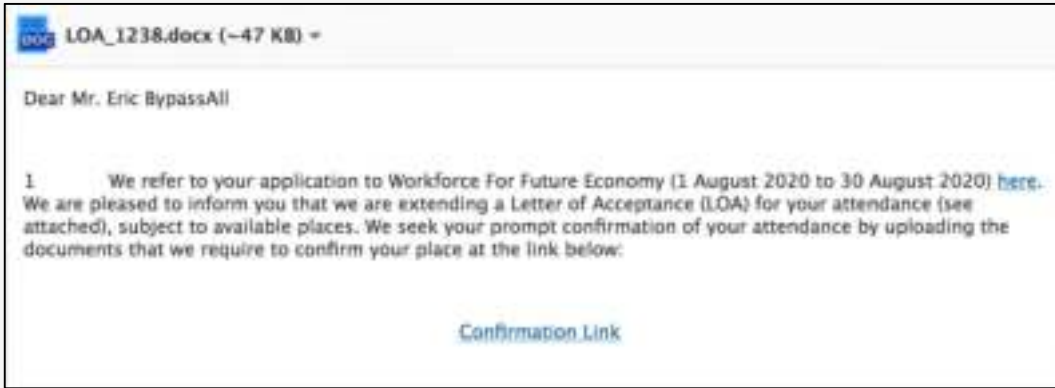


Check Application Status

- Use the link in the acknowledgement email to check the status of your application or to edit your particulars.
 - You may wish to note down your **Application ID**. You can cite this in your emails to us should you encounter any technical issues (page 18).
- To protect your privacy, you will be required to input an OTP each time you view this page. The OTP will be sent to you by email each time you access the system.

Invitation to Participate

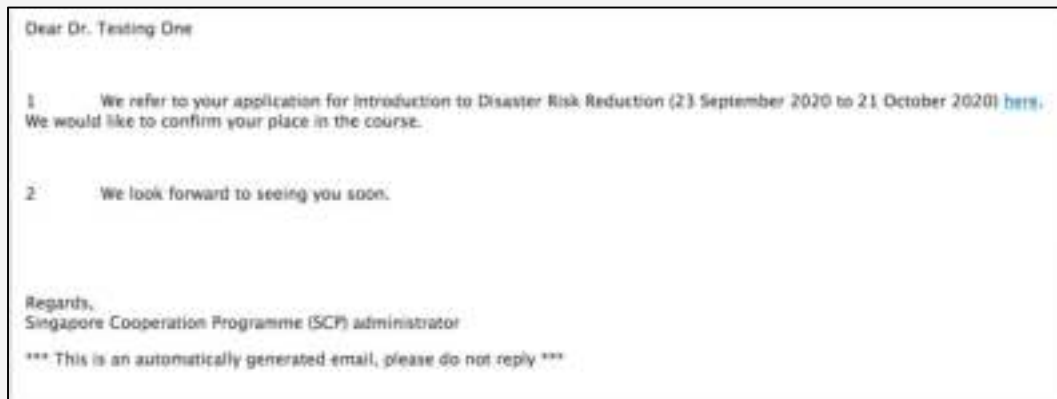
- If successful, an applicant will receive an invitation (via email) to participate in the course.
- To **accept the invitation**, click on the **Confirmation Link** in the email to:
 - View the enclosed Letter of Acceptance; and
 - Upload passport details, flight details and eTicket (if required as supporting documents).

This is a screenshot of a web portal for 'Application for Workforce For Future Economy'. The header includes the 'SOP' logo and navigation links. The main content area shows the application status as 'Application ID: 2345' and 'Application Date: 14 May 2020 14:49'. A congratulatory message states: 'Congratulations! Your application has been successfully approved. Kindly confirm your acceptance as soon as possible as places are limited on a first-come-first-served basis. Please ensure that you have obtained your required Singapore entry visa before your travel date is processed.' Below this, there is a 'Successful Letter of Acceptance' link. The 'Travel Arrangement (Mandatory)' section contains four input fields: 'Arrival Date / Time', 'Arrival Flight No / Vessel Name / Vehicle No', 'Departure Date / Time', and 'Departure Flight No / Vessel Name / Vehicle No'. At the bottom, there is a field for 'Upload eTicket (Mandatory)' with a 'Select File' button and a 'Submit' button. A footer note reads: 'LETTER OF INVITATION Workforce For Future Economy 14 May 2020 to 31 May 2020'.This is a screenshot of the final step in the application process. It features two input fields at the top: '(you name appears here)' and '(current date)'. Below these are labels 'Full Name of Applicant' and 'Date'. At the bottom, there are two buttons: a red 'Accept Invitation' button and a blue 'Decline Invitation' button.

Provisional placement in the course



Successful placement in the course



Confirming Participation

- Once you have accepted the invitation and submitted required documents, the screen will refresh and show your invitation status as “CONFIRMED”.
- **Successful placement in the course is subject to:**
 - Our verification of your submitted documents; and
 - The availability of places.
- **If your placement is successful:**
 - You will be informed via email; and
 - Your invitation status will display “CONFIRMED (VERIFIED)” status.

SCP Singapore Professional Programme

Application for Workforce For Future Economy

Application ID: 2445 | Application Date: 04 May 2020 16:49 | [Go Print Application](#)

Congratulations! Your application has been successfully approved. Kindly confirm your attendance as soon as possible as participation is on a first-come-first-served basis. Please ensure that you have obtained your approved Singapore entry visa before your travel date is processed.

[Download Letter of Acceptance](#)

Travel Arrangement (Mandatory)

*Arrival Date / Time:

*Arrival Flight No. / Vessel Name / Vehicle No:

*Departure Date / Time:

*Departure Flight No. / Vessel Name / Vehicle No:

*Upload Ticket (Mandatory) (File no more than 2MB) [Go Print Application](#)

LETTER OF INVITATION
Workforce For Future Economy
(10 May 2020 to 31 May 2020)

(you name appears here) (current date)

Full Name of Applicant:

Date:

Application for Workforce For Future Economy

Application ID: 9853 | Application Date: 30 Jul 2020 22:00 | [Go Print Application](#)

Invitation Status: **DECLINED**

Invitation declined as of 30 Jul 2020 22:17

[Download Letter of Acceptance](#)

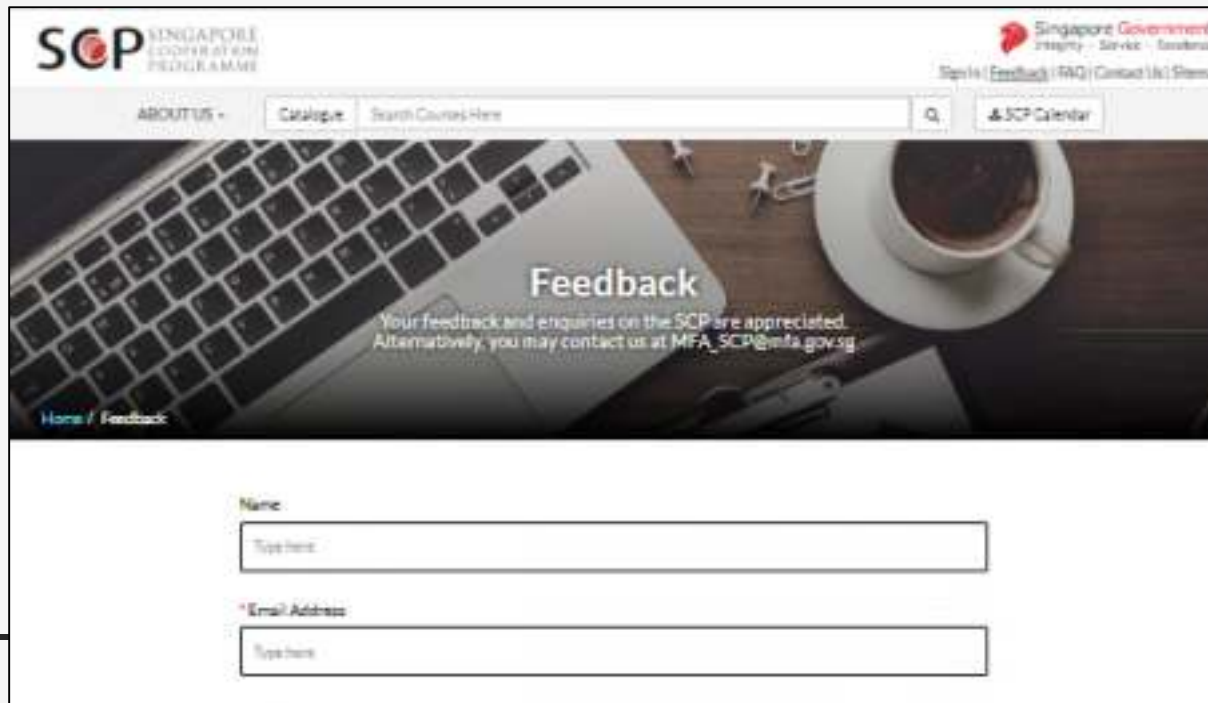
Declining Participation

- If you are **unable to accept the invitation**, please click “Decline Invitation”. Your application status will be reflected as “DECLINED”.
 - Please note that you will not be able to reverse this decision once submitted.
- If you wish to **withdraw** your participation after accepting our invitation, please notify the SCP officer in charge of the course via email.
 - You can find the SCP officer’s details in the Letter of Acceptance.



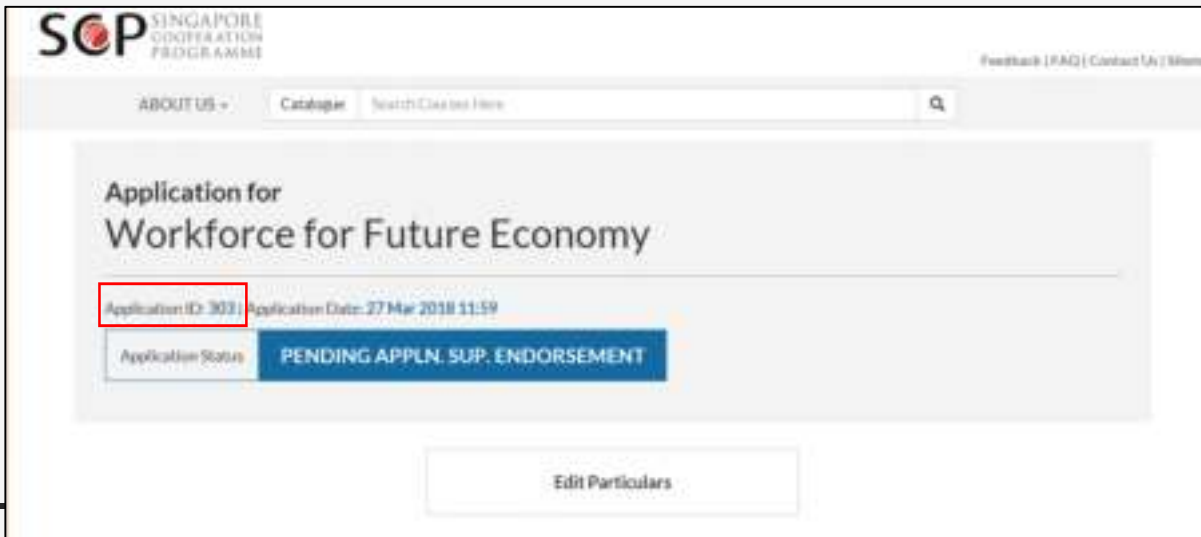
FAQ

- Please visit our FAQ page to find out more about the application process.
- If you have further queries, please contact us via the Feedback page.



Technical Support

- If you encounter a system error or technical issue on the website, please email the following to MFA_SCP@mfa.gov.sg:
 - **[START Technical Issue]** as a prefix in the email subject title;
 - **screenshot of the error** (please try to capture the full page and error message);
 - **steps taken that led to the error**;
 - **Application ID**, if applicable (this is found in the application status, via the link in the application acknowledgement email);
 - your **Full Name**; and
 - the **Course Name**.





SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

Ministry of Foreign Affairs

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