APPLICATION GUIDE

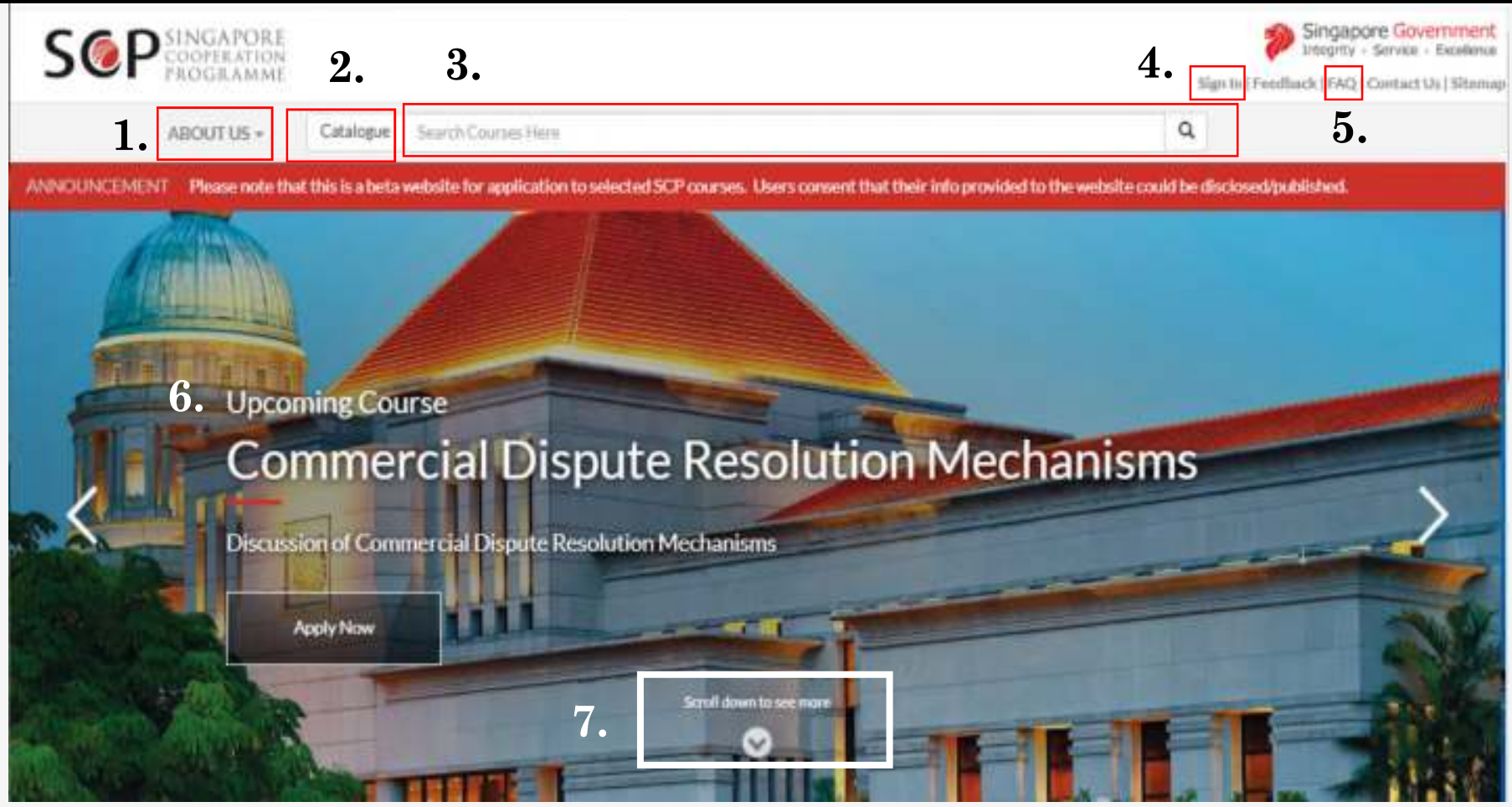
For Singapore Cooperation Programme Courses

https://www.scp.gov.sg

Version 1.0

7 August 2020

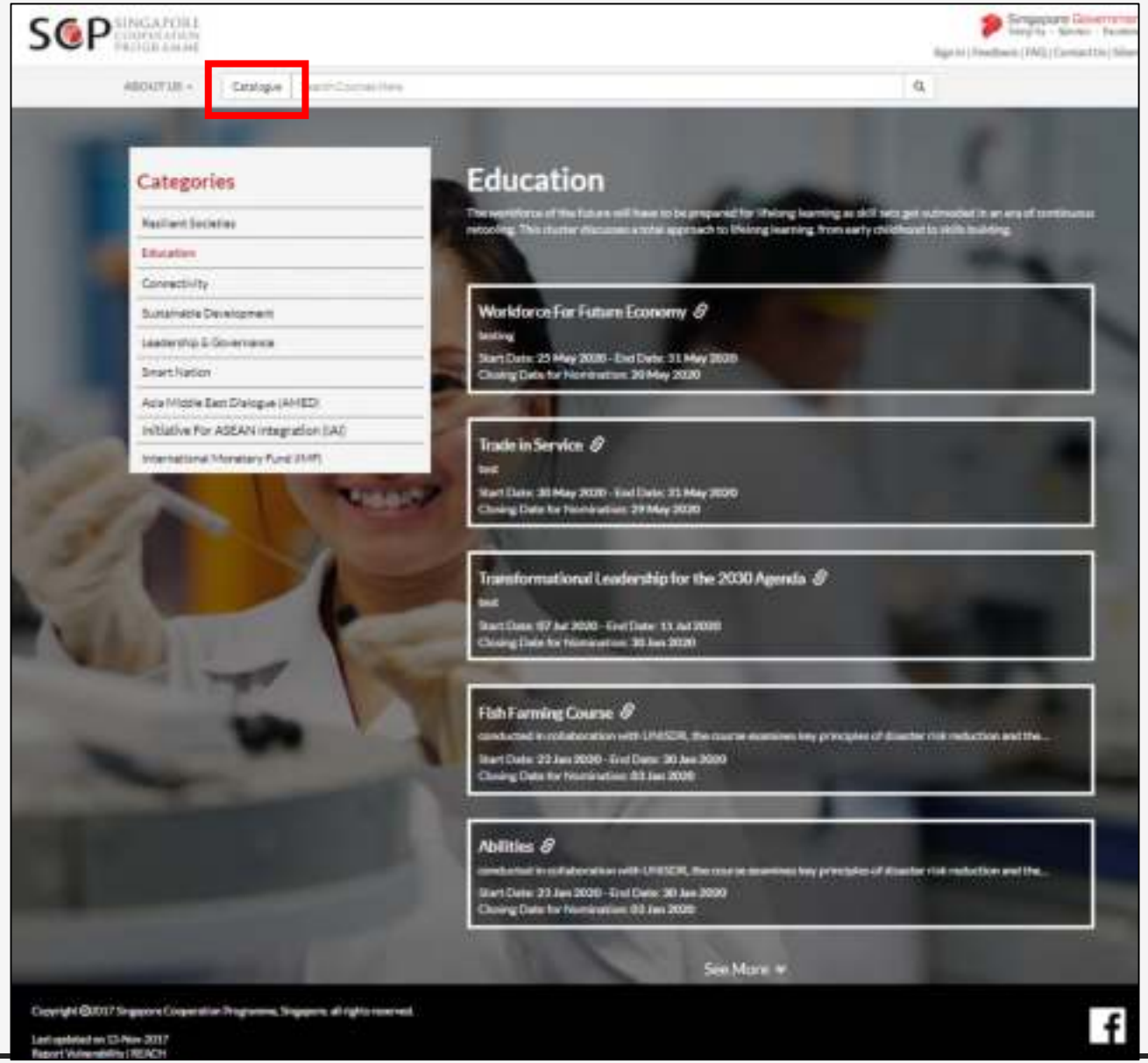
Homepage: www.scp.gov.sg



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**

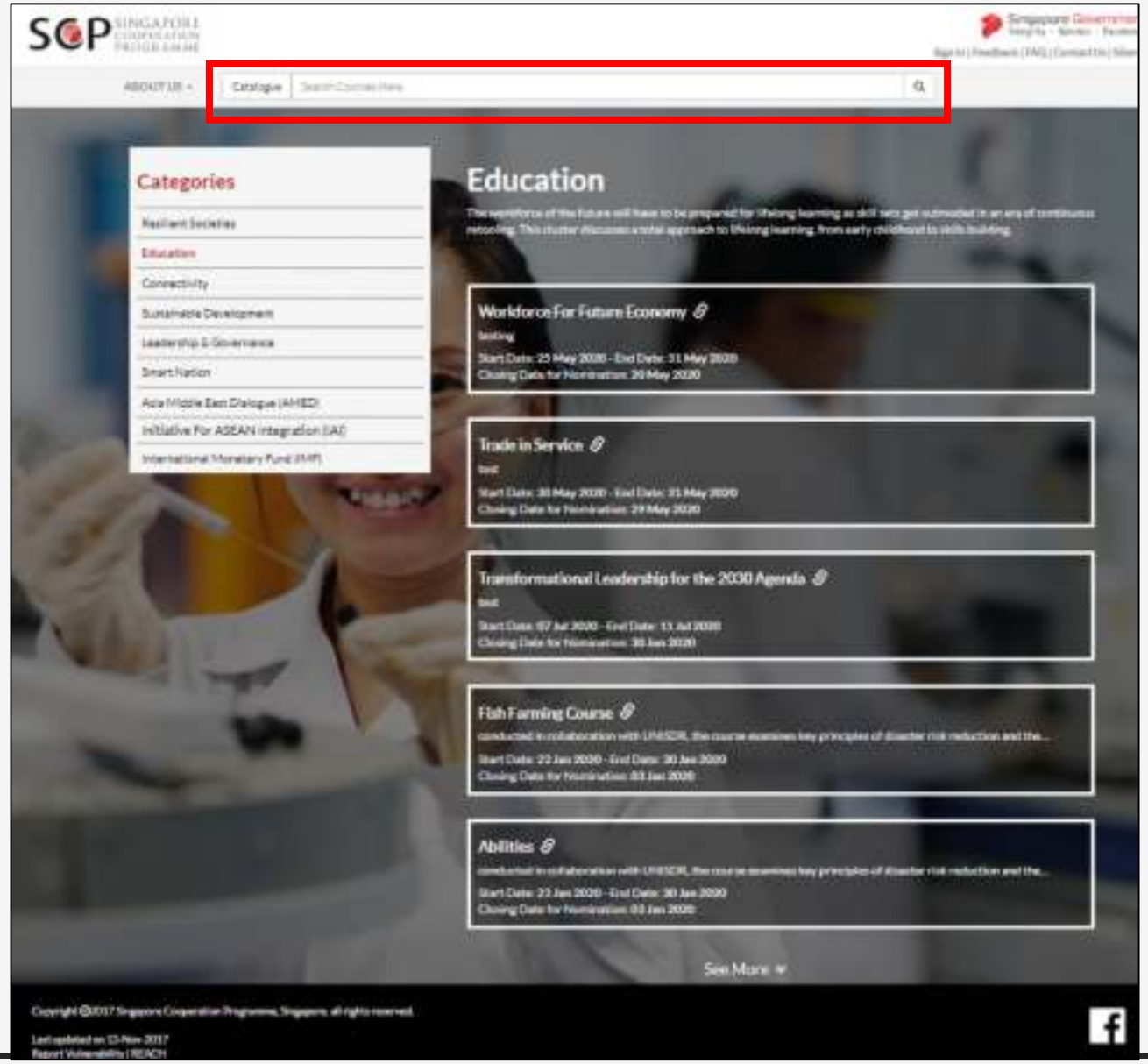
Application Process

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



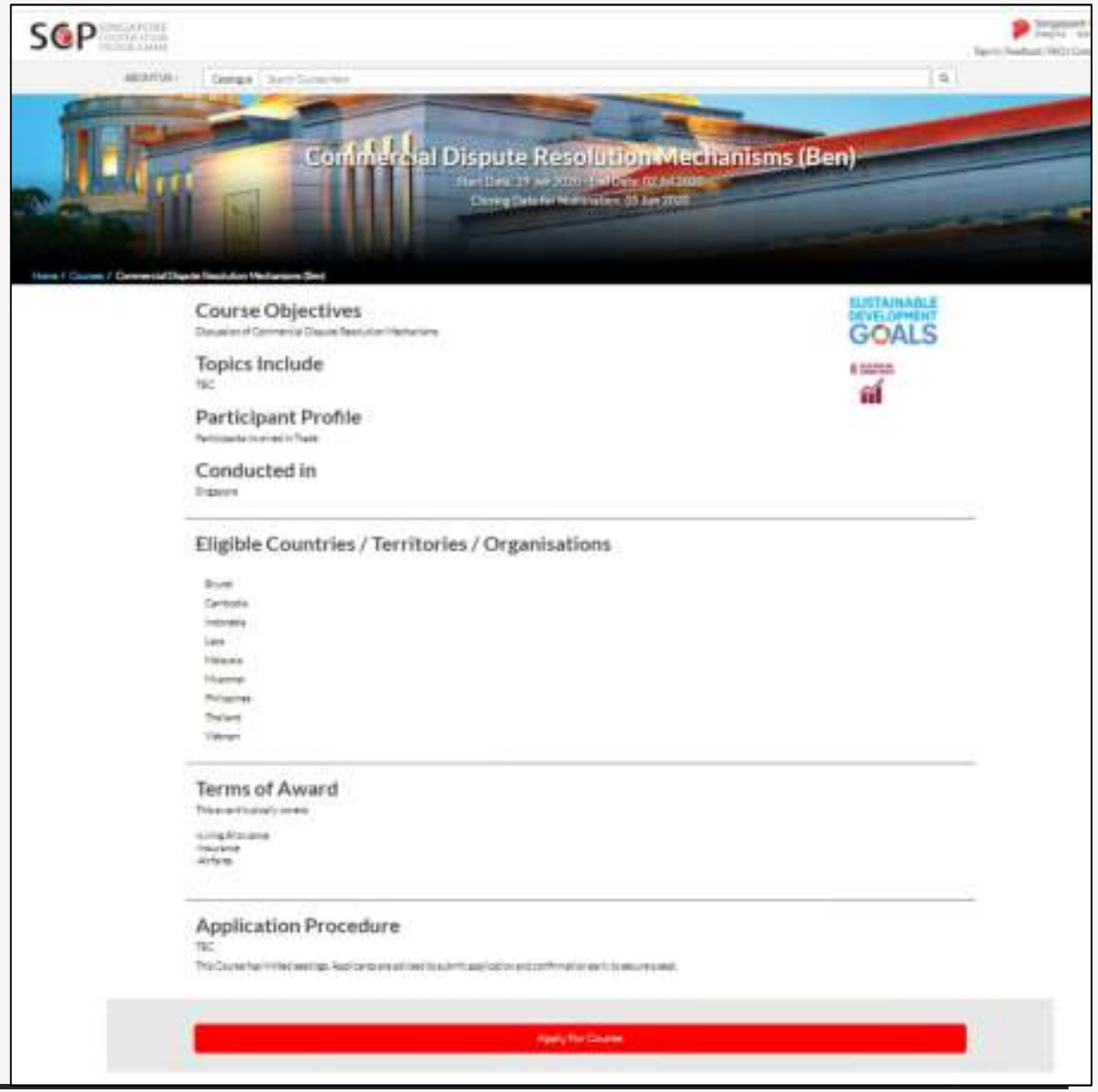
Browse Catalogue

- 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

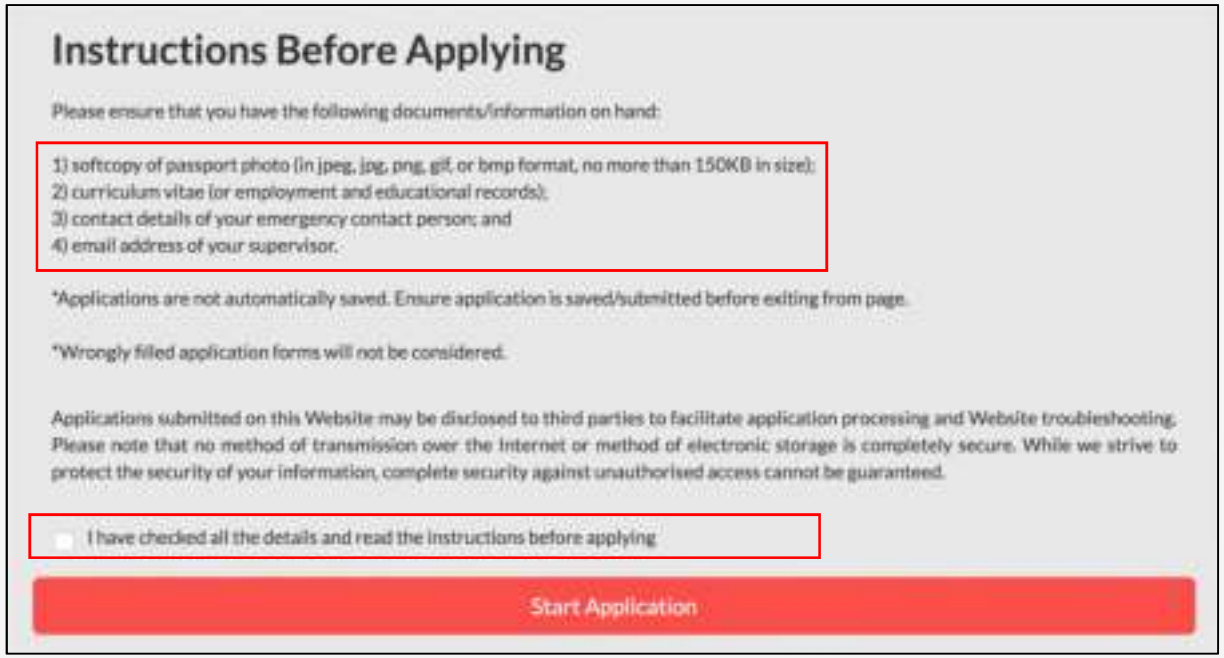
- The **course search bar** can be found at the top of every page.
- To perform a search, type keyword(s) into the search bar and hit "Enter" or click on the magnifying glass icon.
- Click on a course to view its details.



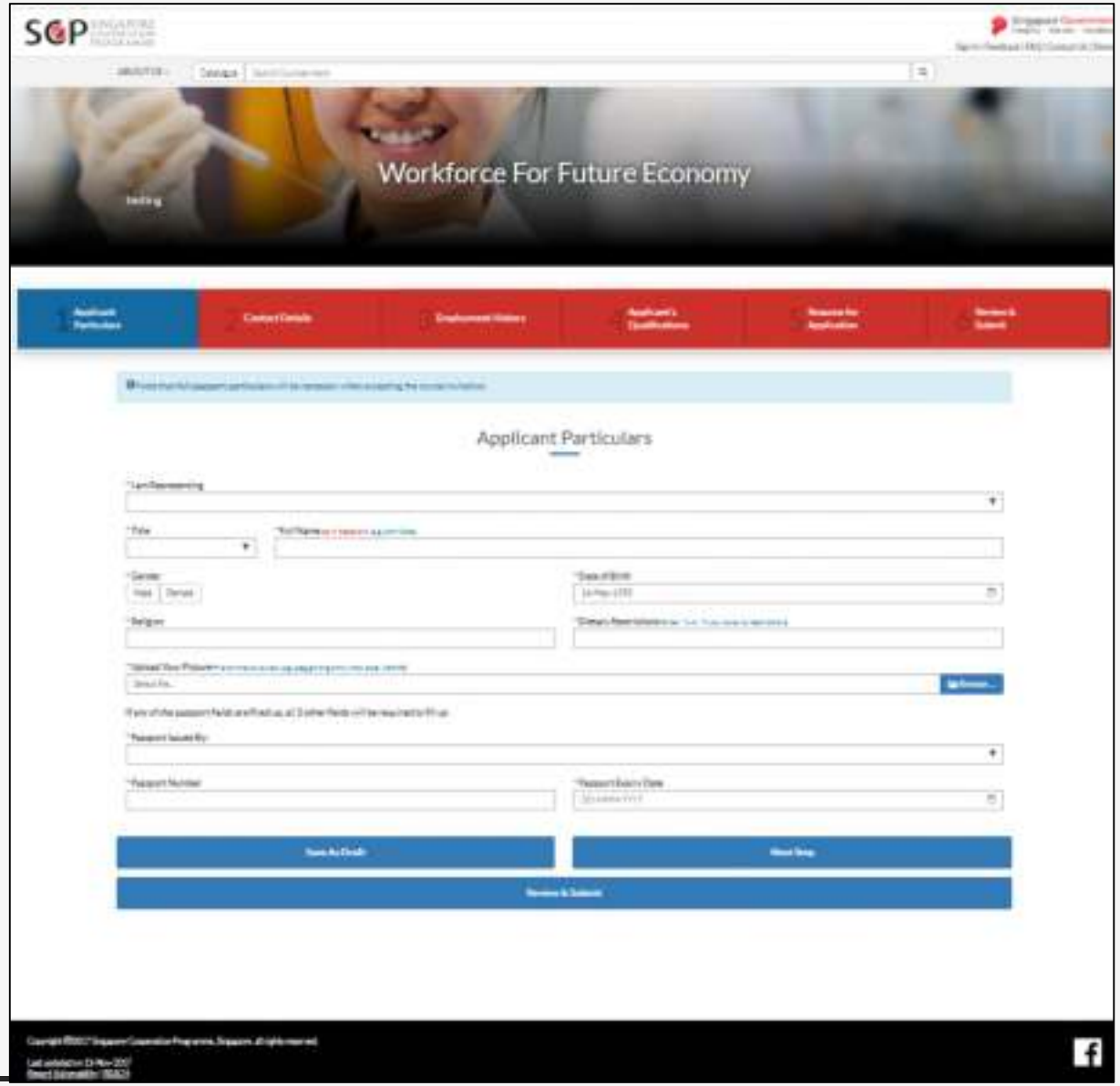
Course Details

- 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



- 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.

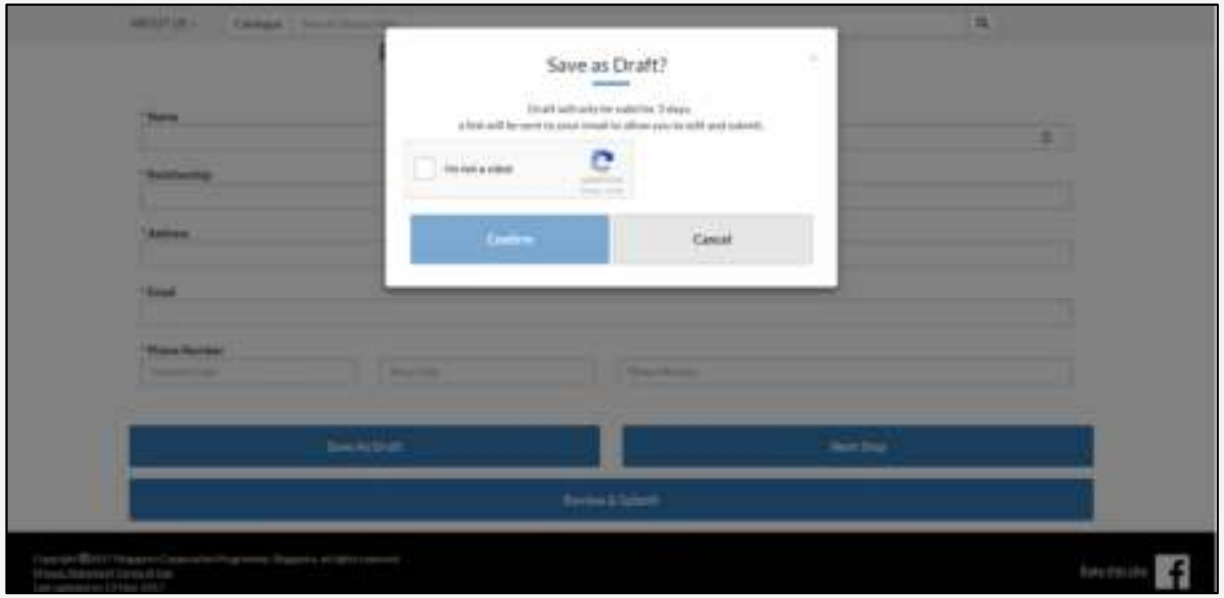


Fill in Application

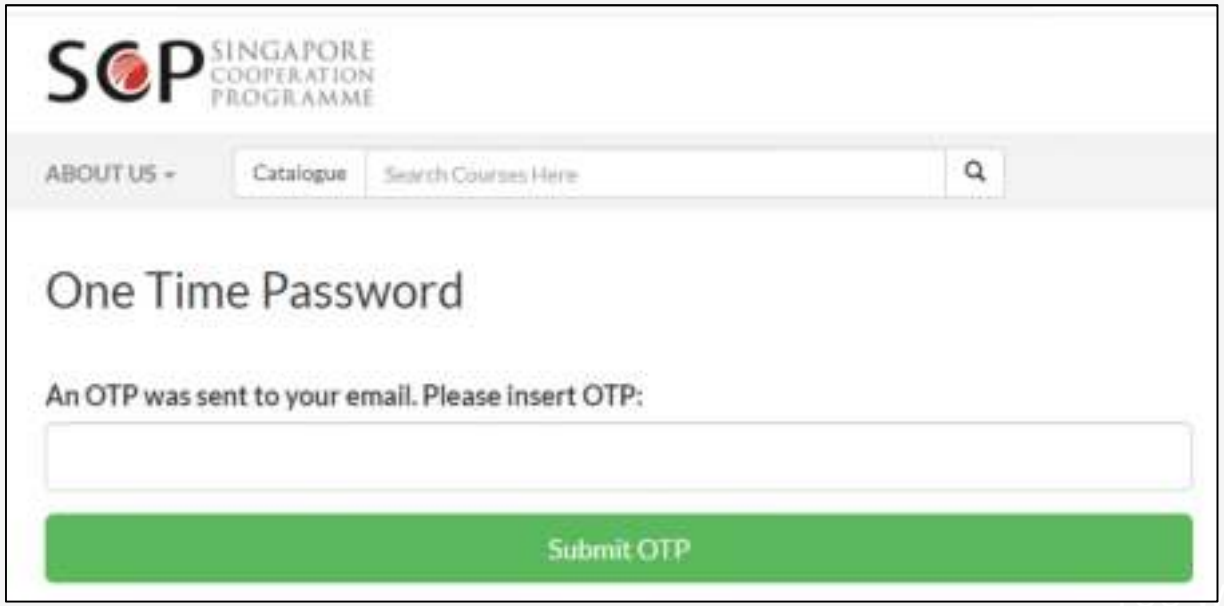
- Please complete the five sections:
  1. **Applicant's Particulars**
  2. **Contact Details**
  3. **Employment History**
  4. **Applicant's Qualifications**
  5. **Reasons for Application**

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

Save as Draft

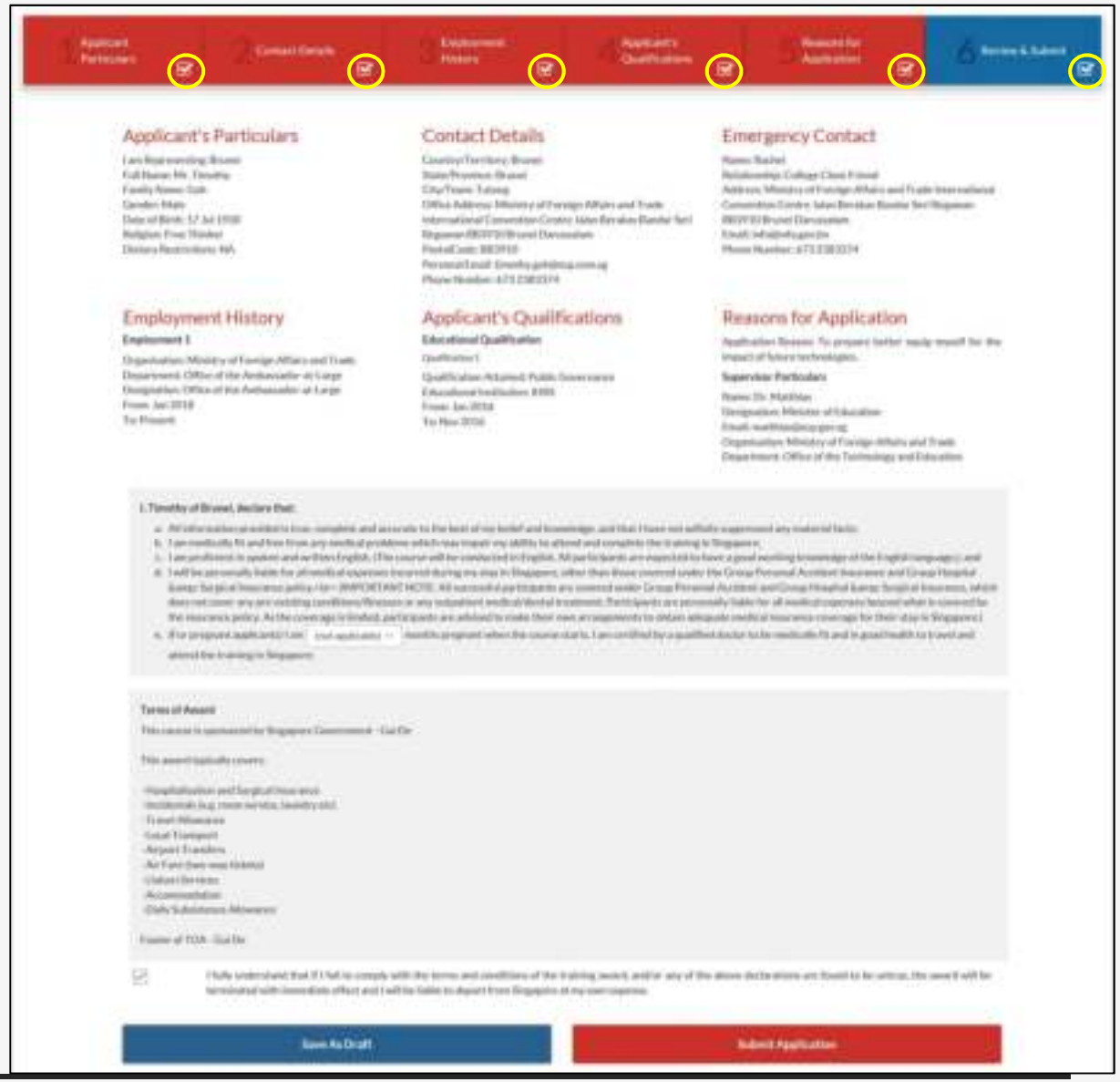


- The application form does **not** auto save.
- You can save your application as a draft for up to three days, by clicking on the "Save as Draft" button.
- In order to do so, you must complete all mandatory fields in the **Applicant Particulars** tab, and your **Personal Email** in the Contact Details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



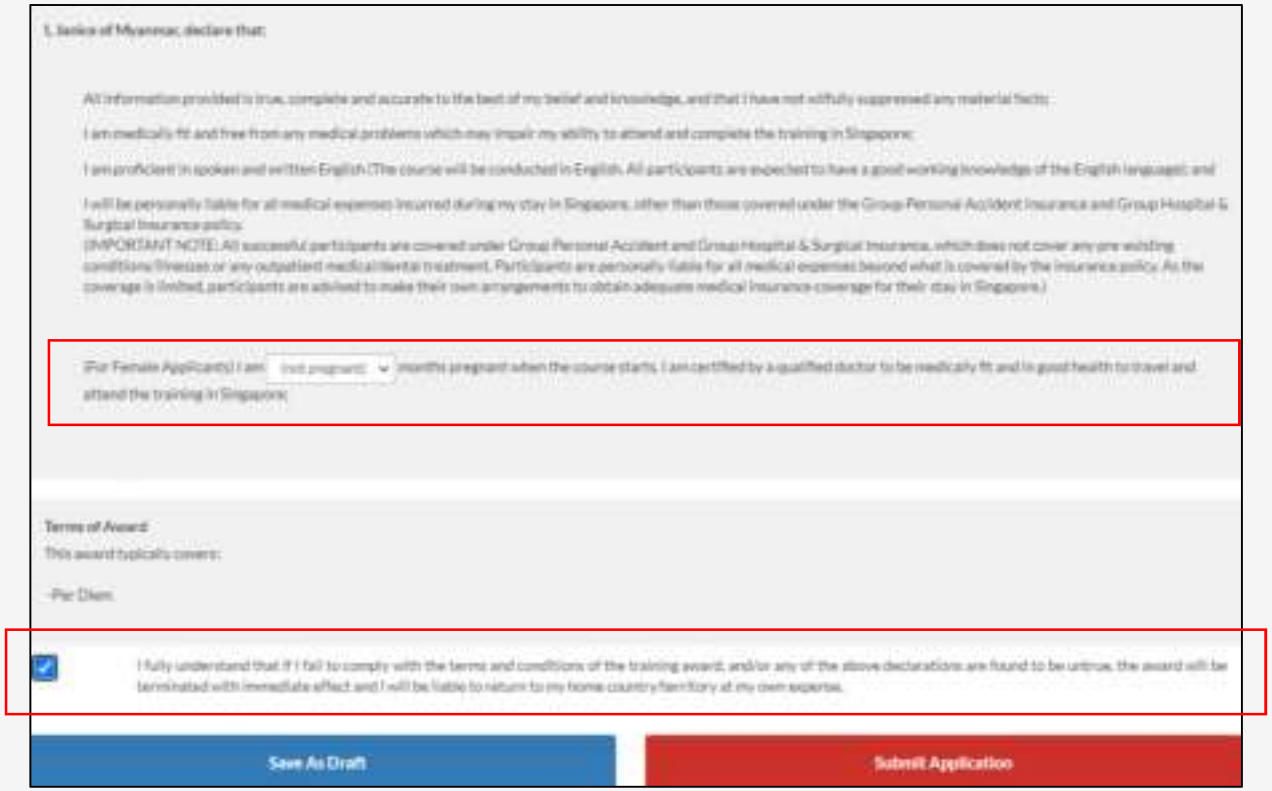
Return to Draft

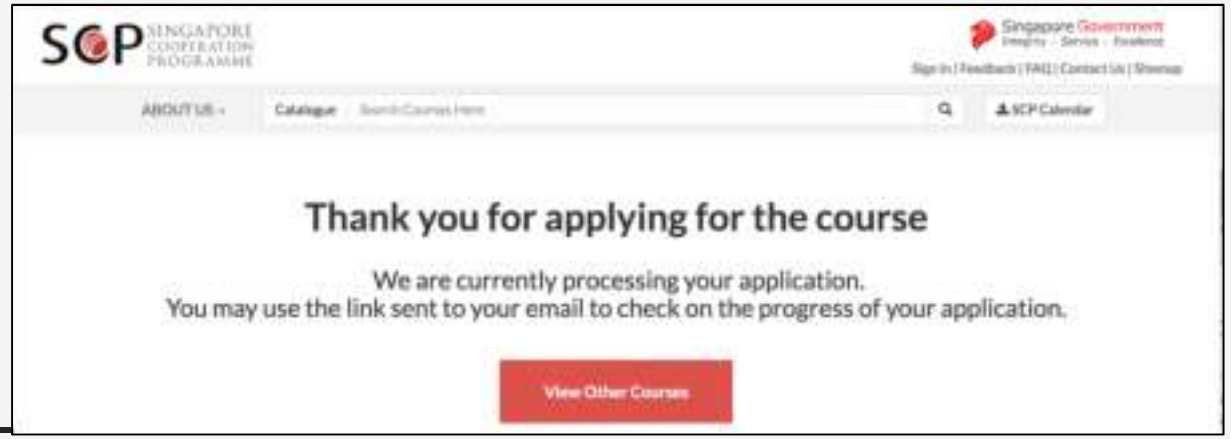
- Click on the access link to open your draft application in a new browser page.
- You will be required to enter a **One Time Password (OTP)** to access your draft.
  - The OTP will be sent to your personal email when you click on the access link.



Review Application

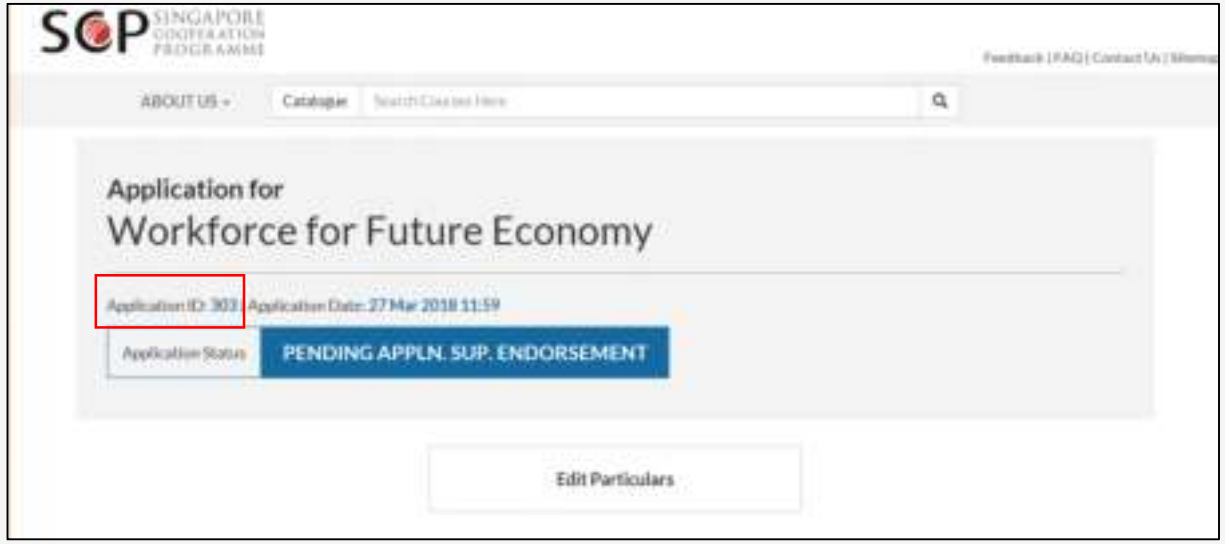
- Once you have completed the five sections, proceed to the **Review and Submit** tab to check that all mandatory fields have been completed:
  - ☑: appears in the bottom corner of completed tab once all mandatory fields within that tab have been completed;
  - Fields with missing information are indicated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

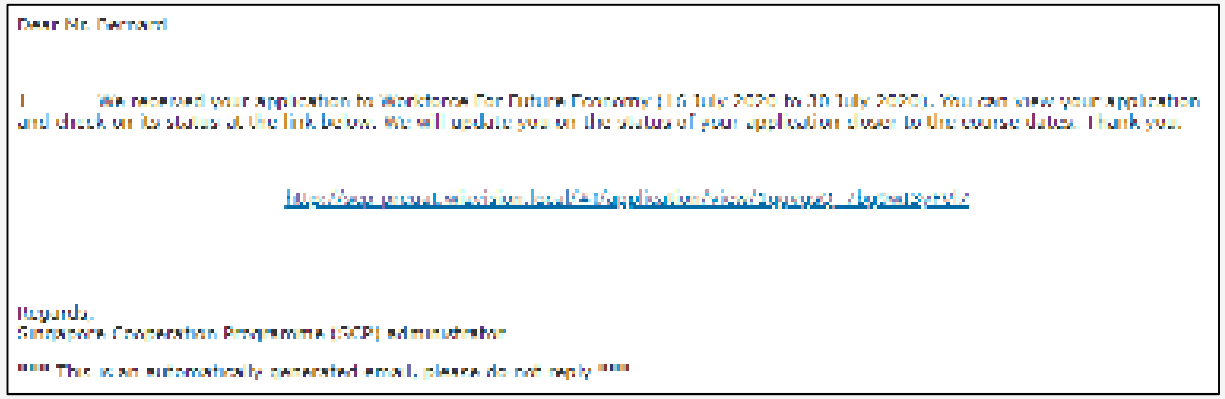




Submit Application

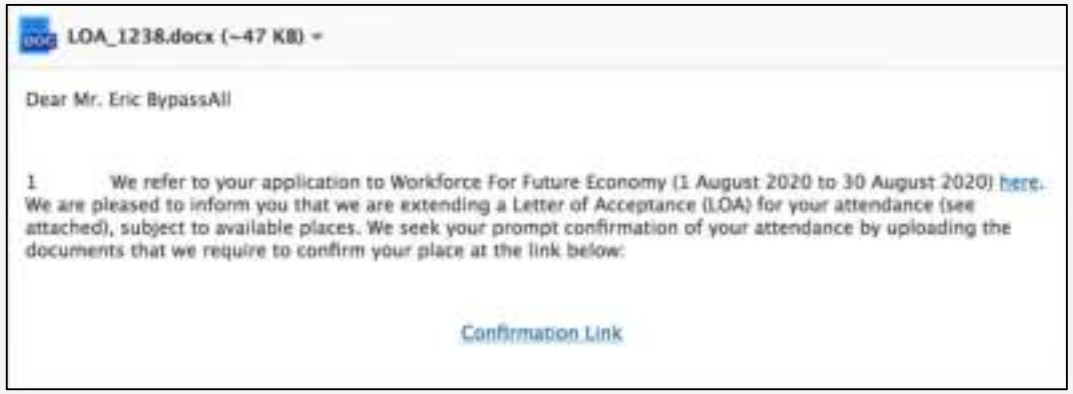
- All female applicants are required to declare if they are pregnant.
- All applicants must declare that they understand the terms and conditions of the training award (above the "**Submit Application**" button).
- Upon successfully submitting an application:
  - You will be redirected to an acknowledgement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

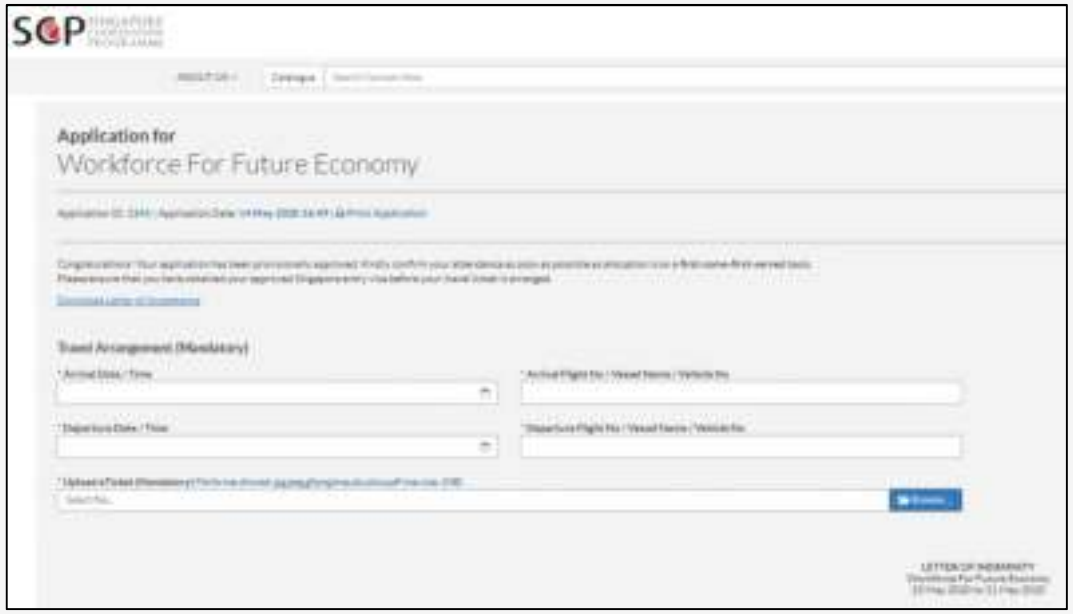




Check Application Status

- 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).

Provisional placement in the course

Successful placement in the course

Dear Dr. Testing One

1 We refer to your application for Introduction to Disaster Risk Reduction (23 September 2020 to 21 October 2020) here. We would like to confirm your place in the course.

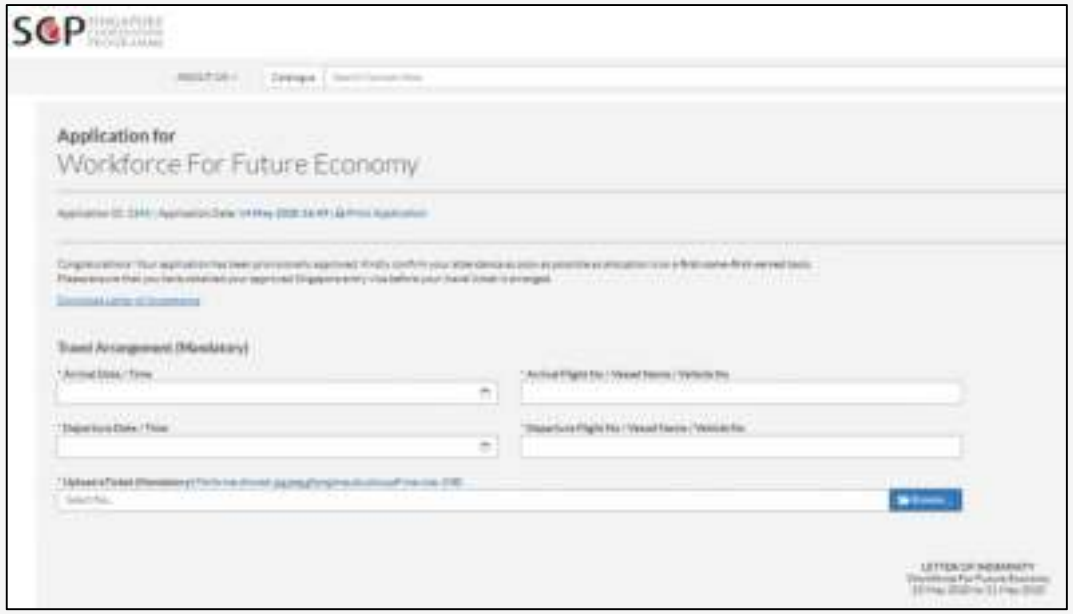
2 We look forward to seeing you soon.

Regards,
Singapore Cooperation Programme (SCP) administrator

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

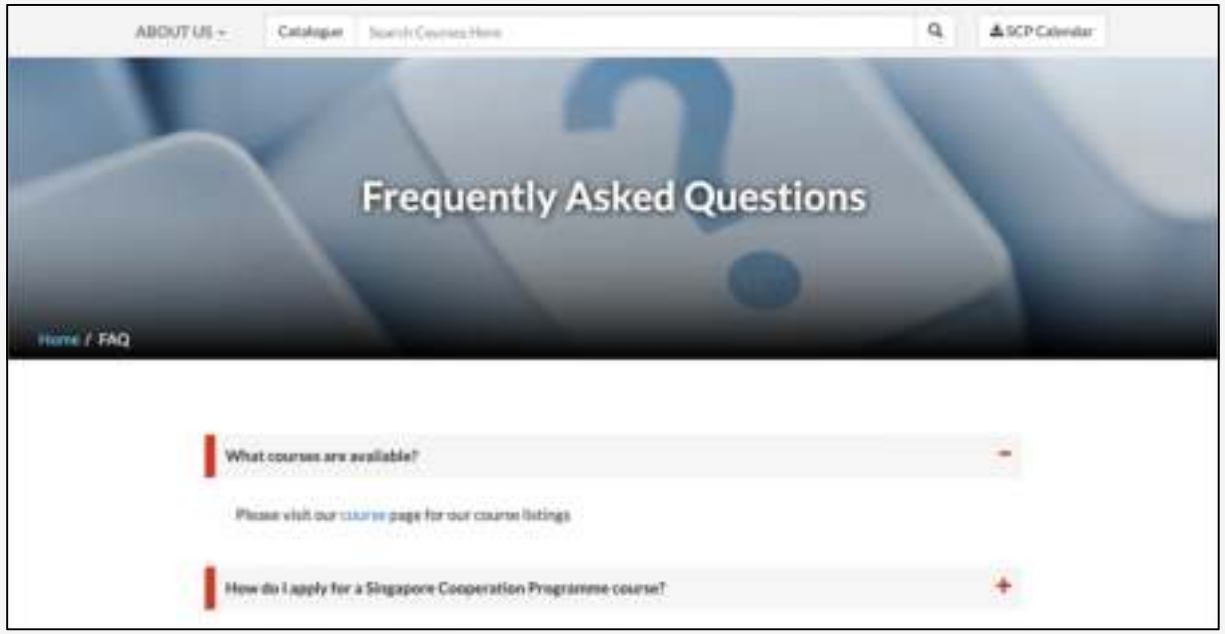
Confirming Participation

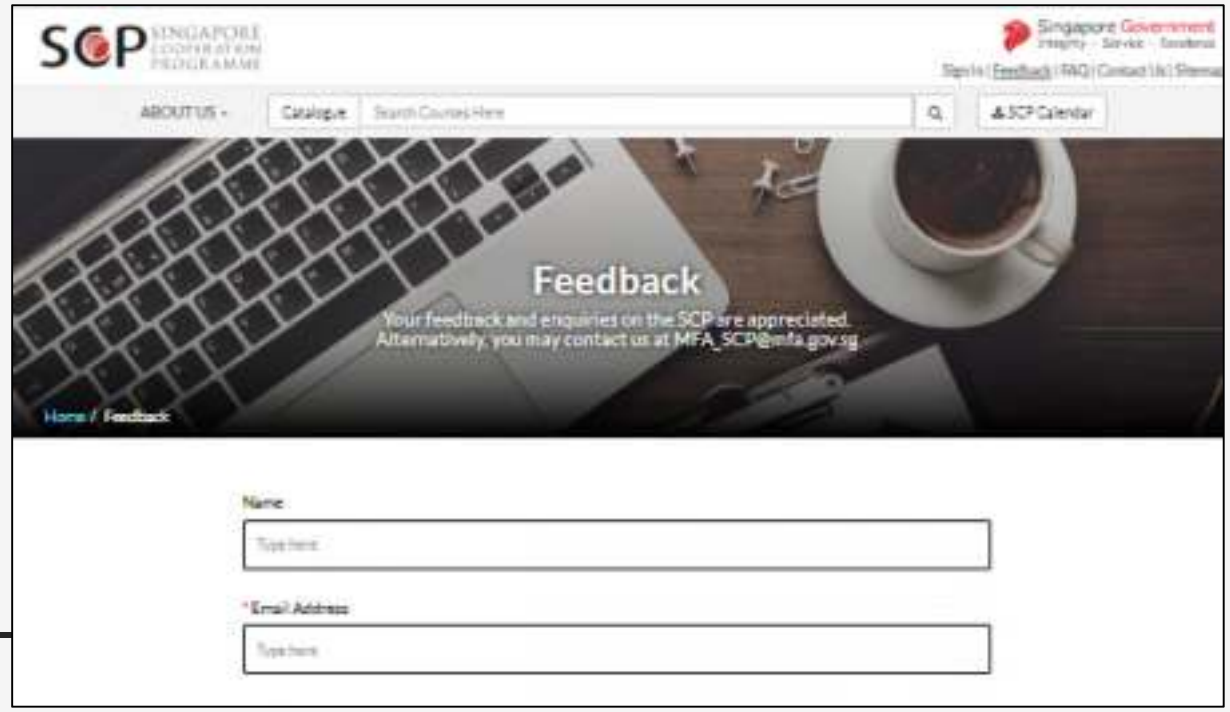
- Once you have accepted the invitation and submitted required documents, the screen will refresh and show your invitation status as "CONFIRMED".
- **Successful placement in the course is subject to:**
  - Our verification of your submitted documents; and
  - The availability of places.
- **If your placement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



Declining Participation

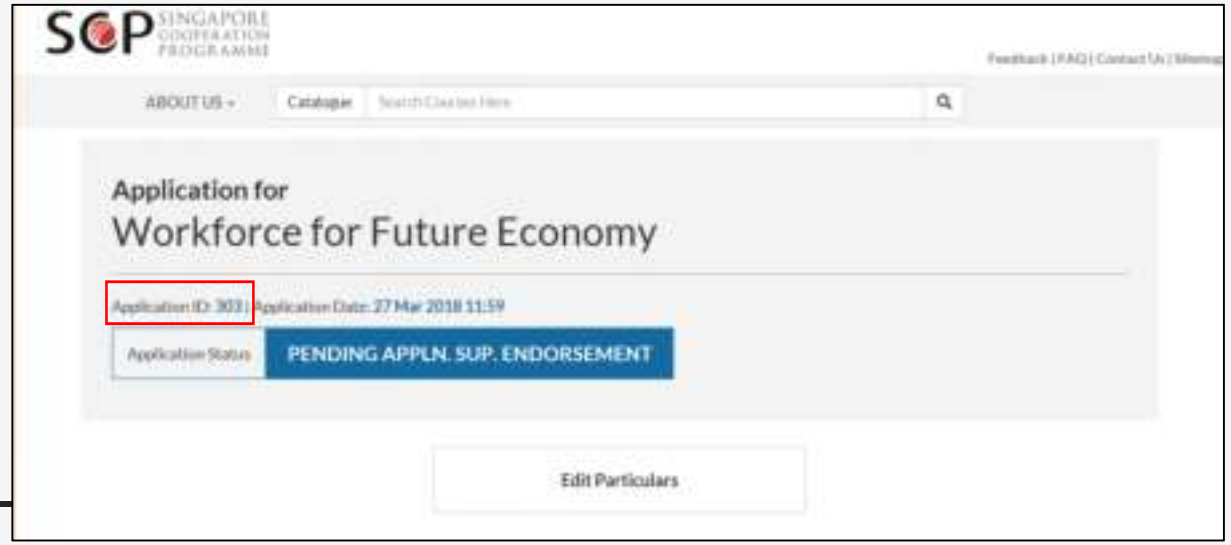
- If you are **unable to accept the invitation**, please click "Decline Invitation". Your application status will be reflected as "DECLINED".
  - Please note that you will not be able to reverse this decision once submitted.
- If you wish to **withdraw** your participation <u>after accepting our invitation</u>, 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

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