



# *SUPERVISOR'S ENDORSEMENT GUIDE*

*For Singapore Cooperation Programme Courses*

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

*Version 1.0*

*7 August 2020*

# *Endorsement Process*

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1

Access  
endorsement link  
via email

2

Verify applicant's  
particulars

3

Provide  
endorsement  
details and submit

Dear Sir/Ma'am

1 This is to seek your endorsement as the supervisor of Anita Aziz, who has applied for Environmental Conservation and Sustainability (8 September 2020 to 12 September 2020) under the Singapore Cooperation Programme. You can provide your endorsement via the link below:

[Endorse Here](#)

2 Anita Aziz has applied for the abovementioned course through our online system. You are listed as the applicant's supervisor. It would be helpful if you could provide your reasons for nominating the applicant for the course, and describe what skills/ knowledge you would like the applicant to gain from this course. Please do not hesitate to contact [support@wizvision.com](mailto:support@wizvision.com) if you require any technical assistance.

3 We look forward to your input. Thank you.

Regards,  
Singapore Cooperation Programme (SCP) administrator

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

# *Supervisor's Endorsement*

- If an applicant declares you as his/her Supervisor in an application for a SCP course, you will receive an email with a link to endorse the application.

The screenshot shows the SCP website header with the logo and navigation links. Below the header, the page title is 'One Time Password'. The main content area contains the instruction 'An OTP was sent to your email. Please insert OTP:' followed by a text input field. Below the input field is a green button labeled 'Submit OTP'.

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## One Time Password

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

Submit OTP

The screenshot shows an email body with the OTP '021207' displayed in large digits. Below the OTP, there is a warning that it expires in 10 minutes. The email is signed by the SCP administrator and includes a disclaimer that it is an automated email.

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 \*\*\*

# *Access Email Endorsement Link*

- Upon clicking the link:
  - A new browser tab/window will open, requiring you to enter a **One Time Password (OTP)** for security purposes.
  - The OTP will be sent separately to you via email.
- Key in the OTP and click **Submit OTP**.

The screenshot shows the SCP Supervisor Endorsement page. At the top is the SCP logo and navigation links. The main heading is 'Supervisor Endorsement for the Application of Workforce For Future Economy'. Below this, application details are listed: Application ID: 1234, Application Date: 12 May 2020, Course Start Date: 15 May 2020, and Course Objective: testing. Two text input fields are provided for supervisor comments, each with a 1000-character limit. An 'Endorse' button is at the bottom left. On the right, the 'Endorsement Status' is 'PENDING ENDORSEMENT', with a message that the application is pending supervisor endorsement and a contact email. Below this, 'Applicant's Particulars' are listed: Full Name: Mr. Adam, Personal Email: testing@division-scp.com, Designation: test, and Reason For Application: na.

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### Supervisor Endorsement for the Application of Workforce For Future Economy

Application ID: 1234  
Application Date: 12 May 2020  
Course Start Date: 15 May 2020  
Course Objective: testing

Please describe why the applicant has been nominated for this course. (Max 1000 Characters)

Type here

Please describe what skills/knowledge you would like the applicant to gain from this course. (Max 1000 Characters)

Type here

**Endorse**

Endorsement Status **PENDING ENDORSEMENT**

The application is pending supervisor endorsement.  
Please email us at [info\\_scp@mfa.gov.sg](mailto:info_scp@mfa.gov.sg) if you have any queries.

#### Applicant's Particulars

Full Name: Mr. Adam  
Personal Email: [testing@division-scp.com](mailto:testing@division-scp.com)  
Designation: test  
Reason For Application: na

# *Review Application*

- Once you have entered the OTP, you will be brought to an Endorsement Page.
- Endorsement Status appears as "PENDING ENDORSEMENT".
- Please review the course information and applicant's particulars.

The screenshot shows the 'Supervisor Endorsement for the Application of Workforce For Future Economy' page. It includes a header with the SCP logo and navigation links. The main content area contains application details (ID: 1234, Date: 13 May 2020, Start Date: 25 May 2020, Objective: testing) and two text input fields for supervisor comments. A blue 'Endorse' button is at the bottom. On the right, a status box shows 'PENDING ENDORSEMENT' and 'Applicant's Particulars' (Full Name: Mr. Adam, Personal Email: testing@division-scp.com, Designation: test, Reason For Application: na).

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### Supervisor Endorsement for the Application of Workforce For Future Economy

Application ID: 1234  
Application Date: 13 May 2020  
Course Start Date: 25 May 2020  
Course Objective: testing

Please describe why the applicant has been nominated for this course. (Max 1000 Characters)

Type here

Please describe what skills/knowledge you would like the applicant to gain from this course. (Max 1000 Characters)

Type here

**Endorse**

Endorsement Status **PENDING ENDORSEMENT**

The application is pending supervisor endorsement.  
Please email us at [info\\_scp@mfis.gov.sg](mailto:info_scp@mfis.gov.sg) if you have any queries.

#### Applicant's Particulars

Full Name: Mr. Adam  
Personal Email: [testing@division-scp.com](mailto:testing@division-scp.com)  
Designation: test  
Reason For Application: na

# *Endorse Application*

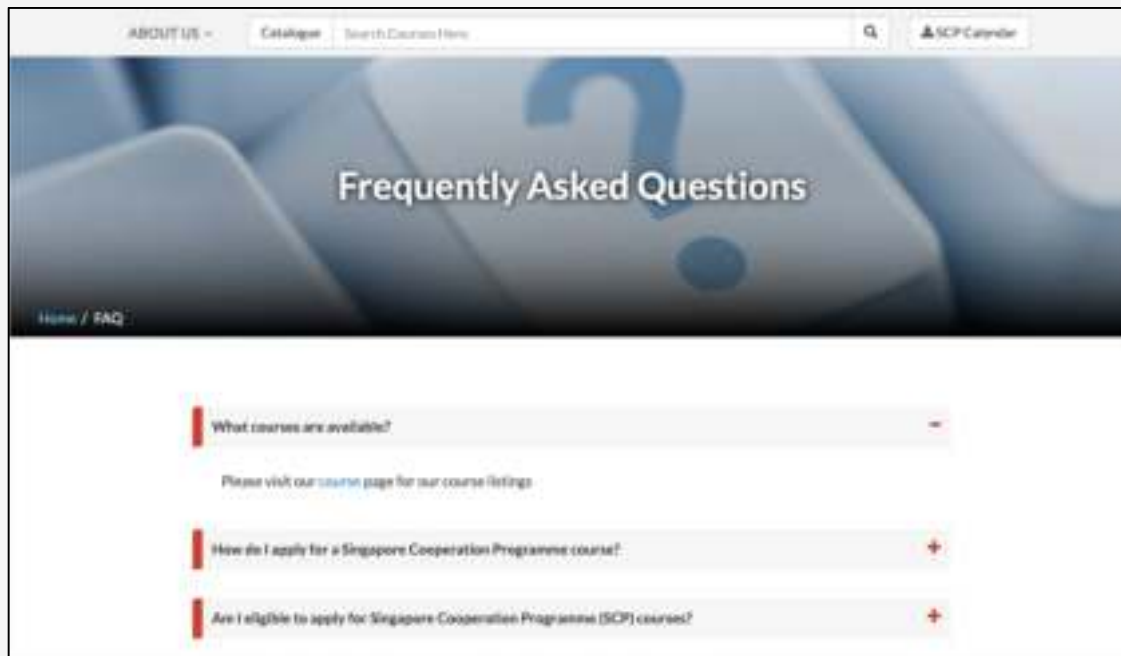
- If you wish to endorse the applicant, fill in the description fields for:
  - “Why the Applicant has been nominated”; and
  - “What skills/knowledge you would like the applicant to gain”.
- Click on the **Endorse** button.
- The page will refresh and reflect the Endorsement Status as "ENDORSED".

The screenshot displays the MFA SCP Endorsement Portal interface. At the top, the logo for the Singapore Cooperation Programme (SCP) is visible. Below the header, there is a navigation bar with 'ABOUT US' and 'Catalogue' links, along with a search bar. The main content area features a title 'Supervisor Endorsement for the Application of Workforce For Future Economy'. Below this, application details are listed: Application ID: 1234, Application Date: 12 May 2020, Course Start Date: 20 May 2020, and Course Objective: testing. A green confirmation banner states 'The application has been endorsed successfully.' Below this, there are two text input fields for providing reasons for nomination and skills/knowledge to be gained, both containing the placeholder text 'ANY'. To the right of these fields, the 'Endorsement Status' is shown as 'ENDORSED' in a green box, with a message 'The application has been endorsed.' and a link to email support. Below the status, the 'Applicant's Particulars' are listed: Full Name: Mr. Adam, Personal Email: testing@division-scp.com, Designation: test, and Reason For Application: na. A blue 'Endorse' button is located at the bottom left of the form area.

# *Points to Note*

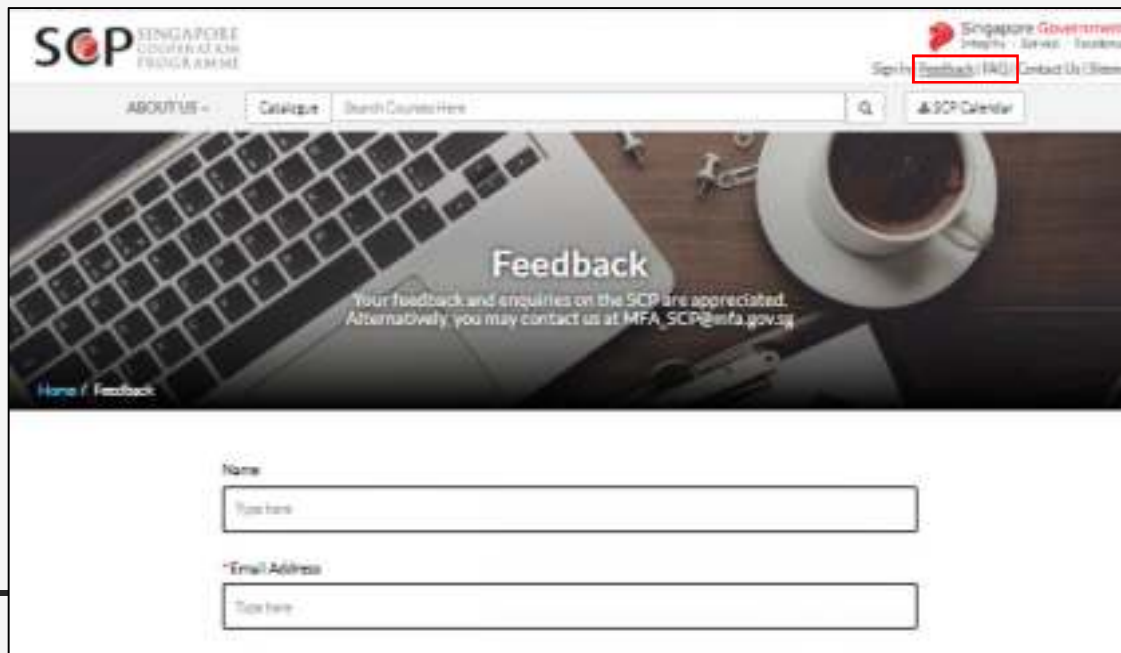
- Please submit your endorsements **within three (3) days** of receiving the email link.
- Endorsements are final and cannot be changed.
- Please email us at [MFA\\_SCP@mfa.gov.sg](mailto:MFA_SCP@mfa.gov.sg) if you have any queries on the endorsement process.





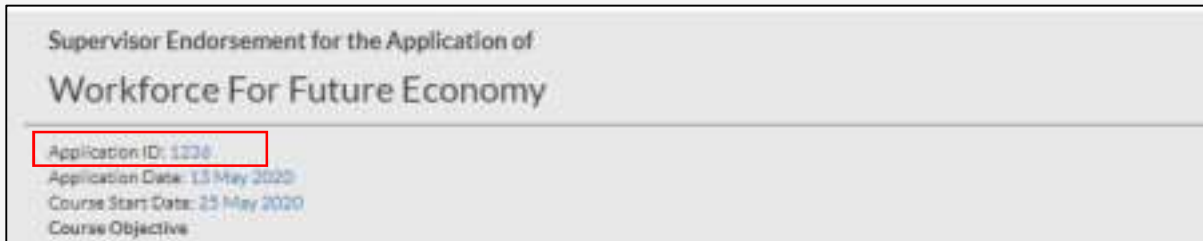
# FAQ

- 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.
- The links to the Feedback/FAQ pages are on the menu on the top right of every page on our website.





# Technical Support



- If you encounter a system error or technical issue, please email the following to [MFA\\_SCP@mfa.gov.sg](mailto: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** (found near the top of the page); and
  - the **Course Name**.



# *SINGAPORE COOPERATION PROGRAMME*

**Technical Cooperation Directorate**

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: [mfa\\_scp@mfa.gov.sg](mailto:mfa_scp@mfa.gov.sg)