

A nighttime photograph of the Singapore skyline, featuring the Marina Bay Sands hotel and the ArtScience Museum, with their lights reflecting on the water.

# *APPLICATION GUIDE*

*For Singapore Cooperation Programme Courses*

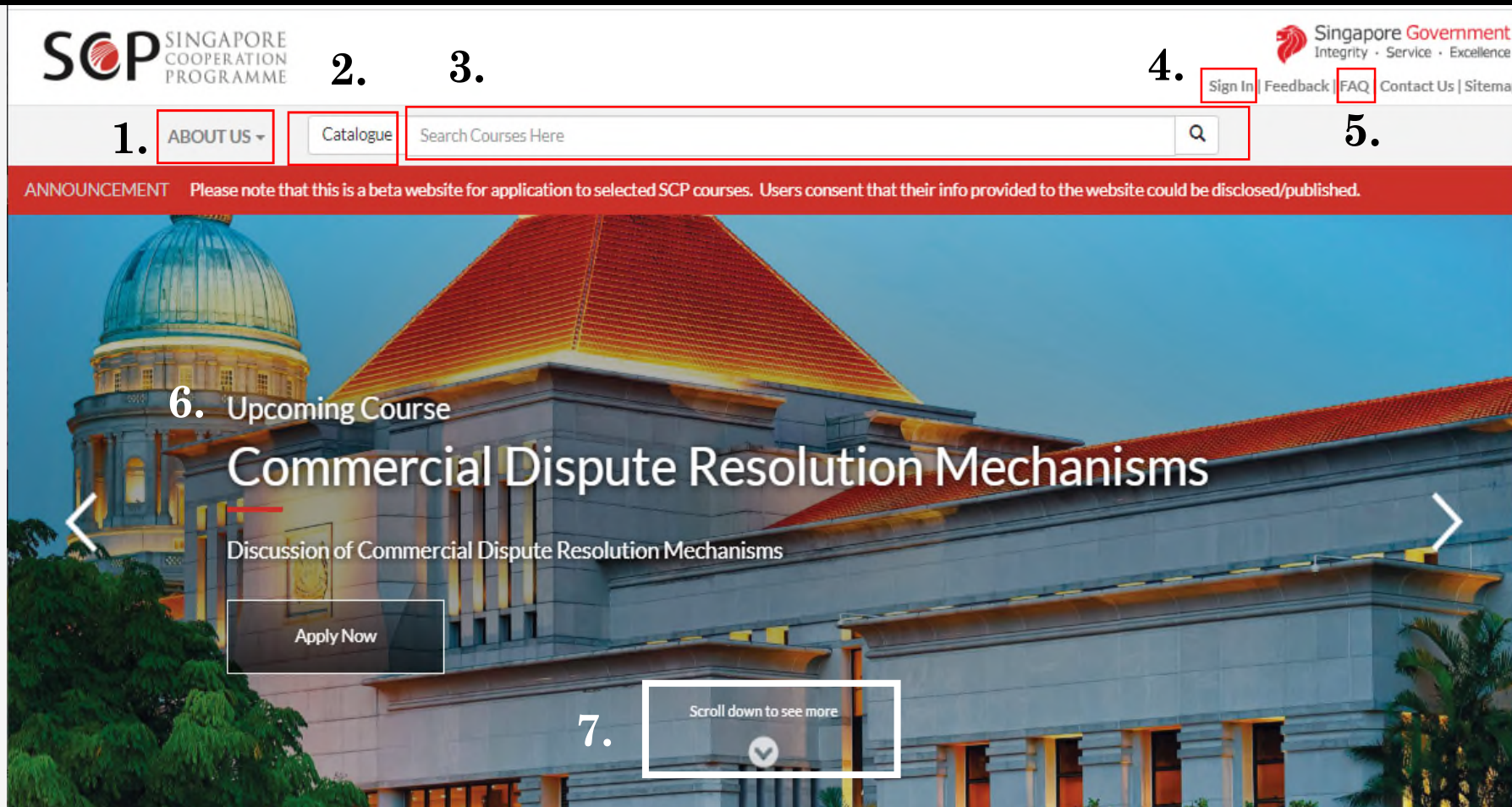
*<https://www.scp.gov.sg>*

*Version 1.0*

*7 August 2020*



# Homepage: [www.scp.gov.sg](http://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

The screenshot shows the SCP website with the 'Catalogue' button highlighted. The page features a sidebar with course categories, a main section for 'Education' with a list of courses, and a footer with copyright information and a Facebook link.

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ABOUT US ▾ **Catalogue** Search Courses Here 🔍

### Categories

- Resilient Societies
- Education**
- Connectivity
- Sustainable Development
- Leadership & Governance
- Smart Nation
- Asia Middle East Dialogue (AMED)
- Initiative For ASEAN Integration (IAI)
- International Monetary Fund (IMF)

## Education

The workforce of the future will have to be prepared for lifelong learning as skill sets get outmoded in an era of continuous retooling. This cluster discusses a total approach to lifelong learning, from early childhood to skills building.

#### Workforce For Future Economy

testing

Start Date: 25 May 2020 - End Date: 31 May 2020

Closing Date for Nomination: 20 May 2020

#### Trade in Service

test

Start Date: 30 May 2020 - End Date: 31 May 2020

Closing Date for Nomination: 29 May 2020

#### Transformational Leadership for the 2030 Agenda

test

Start Date: 07 Jul 2020 - End Date: 11 Jul 2020

Closing Date for Nomination: 30 Jun 2020

#### Fish Farming Course

conducted in collaboration with UNISDR, the course examines key principles of disaster risk reduction and the...

Start Date: 23 Jan 2020 - End Date: 30 Jan 2020

Closing Date for Nomination: 03 Jan 2020

#### Abilities

conducted in collaboration with UNISDR, the course examines key principles of disaster risk reduction and the...

Start Date: 23 Jan 2020 - End Date: 30 Jan 2020

Closing Date for Nomination: 03 Jan 2020

[See More](#) ▾

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# 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.



The screenshot shows the SCP website with a search bar at the top. The search bar is highlighted with a red rectangle and contains the text "Catalogue Search Courses Here" and a magnifying glass icon. Below the search bar, there is a "Categories" sidebar on the left and a main content area titled "Education". The "Education" section lists several courses with their start and end dates, and closing dates for nomination. The courses listed are:

- Workforce For Future Economy** (testing)  
Start Date: 25 May 2020 - End Date: 31 May 2020  
Closing Date for Nomination: 20 May 2020
- Trade in Service** (test)  
Start Date: 30 May 2020 - End Date: 31 May 2020  
Closing Date for Nomination: 29 May 2020
- Transformational Leadership for the 2030 Agenda** (test)  
Start Date: 07 Jul 2020 - End Date: 11 Jul 2020  
Closing Date for Nomination: 30 Jun 2020
- Fish Farming Course**  
conducted in collaboration with UNISDR, the course examines key principles of disaster risk reduction and the...  
Start Date: 23 Jan 2020 - End Date: 30 Jan 2020  
Closing Date for Nomination: 03 Jan 2020
- Abilities**  
conducted in collaboration with UNISDR, the course examines key principles of disaster risk reduction and the...  
Start Date: 23 Jan 2020 - End Date: 30 Jan 2020  
Closing Date for Nomination: 03 Jan 2020

At the bottom of the main content area, there is a "See More" link. The footer contains copyright information and a Facebook icon.

# 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

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Catalogue

Search Courses Here

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## Commercial Dispute Resolution Mechanisms (Ben)

Start Date: 29 Jun 2020 - End Date: 02 Jul 2020  
Closing Date for Nomination: 05 Jun 2020

Home / Courses / Commercial Dispute Resolution Mechanisms (Ben)

### Course Objectives

Discussion of Commercial Dispute Resolution Mechanisms

### Topics Include


TBC

### Participant Profile

Participants involved in Trade

### Conducted in

Singapore



### Eligible Countries / Territories / Organisations

- Brunei
- Cambodia
- Indonesia
- Laos
- Malaysia
- Myanmar
- Philippines
- Thailand
- Vietnam

### Terms of Award

This award typically covers:

- Living Allowance
- Insurance
- Airlines

### Application Procedure

TBC

This Course has limited seatings. 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 shows the SCP application portal. At the top, there's a header with the SCP logo and navigation links. Below the header is a banner image with the text 'Workforce For Future Economy'. A progress bar at the top indicates six steps: 1. Applicant Particulars (active), 2. Contact Details, 3. Employment History, 4. Applicant's Qualifications, 5. Reasons for Application, and 6. Review & Submit. The main content area is titled 'Applicant Particulars' and contains several form fields marked with an asterisk (\*). These fields include: 'I am Representing' (dropdown), 'Title' (dropdown), 'Full Name as in Passport' (text), 'Gender' (radio buttons for Male and Female), 'Date of Birth' (text with a calendar icon), 'Religion' (text), 'Dietary Restrictions' (text with a note to enter 'N/A' if no restrictions), 'Upload Your Picture' (file upload button), 'Passport Issued By' (text), 'Passport Number' (text), and 'Passport Expiry Date' (text with a calendar icon). At the bottom of the form are three buttons: 'Save As Draft', 'Next Step', and 'Review & Submit'. The footer contains copyright information and a Facebook icon.

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ABOUT US - Catalogue Search Courses Here

testing

Workforce For Future Economy

1 Applicant Particulars 2 Contact Details 3 Employment History 4 Applicant's Qualifications 5 Reasons for Application 6 Review & Submit

Note that full passport particulars will be necessary when accepting the course invitation.

Applicant Particulars

\* I am Representing

\* Title

\* Full Name as in Passport (e.g. John Doe)

\* Gender

Male Female

\* Date of Birth

14-May-1990

\* Religion

\* Dietary Restrictions Enter 'N/A' if you have no restrictions

\* Upload Your Picture File format allowed: jpg/png/gif/png.bmp (max size: 100KB)

Select file... Browse

If any of the passport fields are filled up, all 3 other fields will be required to fill up

\* Passport Issued By:

\* Passport Number

\* Passport Expiry Date

DD-MMM-YYYY

Save As Draft Next Step

Review & Submit

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# Fill in Application

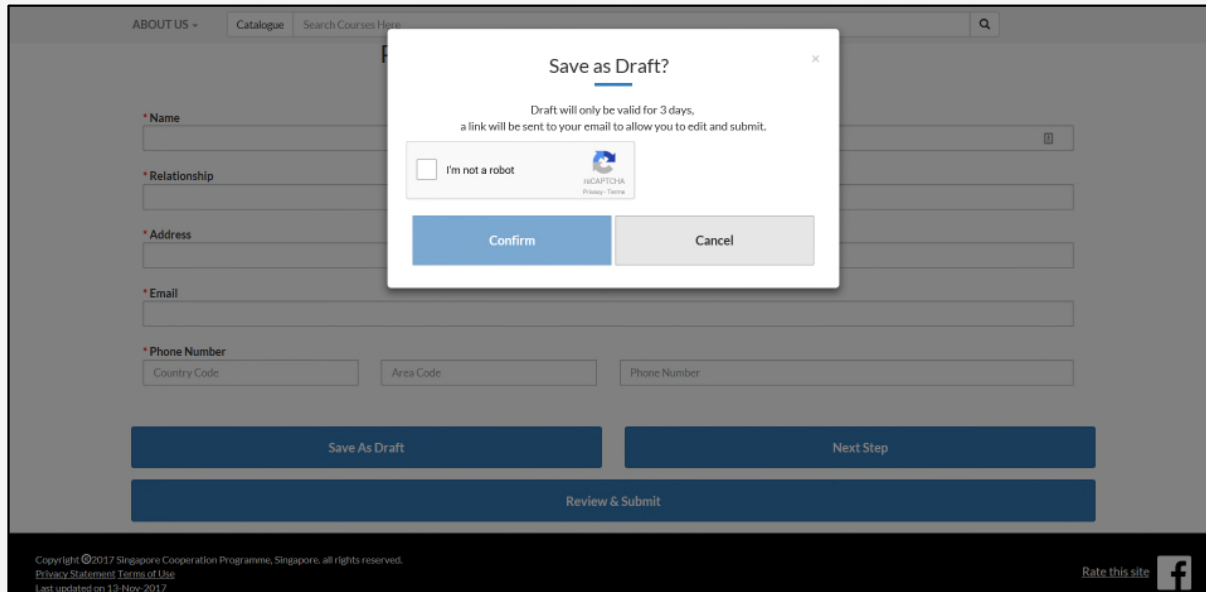
- Please complete the five sections:

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 screenshot shows a web application form for a Singapore Cooperation Programme. The form includes fields for Name, Relationship, Address, Email, and Phone Number (Country Code, Area Code, Phone Number). At the bottom, there are buttons for 'Save As Draft', 'Next Step', and 'Review & Submit'. A modal dialog titled 'Save as Draft?' is open, displaying the text: 'Draft will only be valid for 3 days, a link will be sent to your email to allow you to edit and submit.' Below this text is a checkbox labeled 'I'm not a robot' and a CAPTCHA image. The dialog has 'Confirm' and 'Cancel' buttons.

ABOUT US - Catalogue Search Courses Here

**Save as Draft?**

Draft will only be valid for 3 days,  
a link will be sent to your email to allow you to edit and submit.

☐ I'm not a robot

Confirm Cancel

\* Name

\* Relationship

\* Address

\* Email

\* Phone Number

Country Code Area Code Phone Number


Save As Draft Next Step

Review & Submit

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Rate this site f

- 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.



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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.

1 Applicant Particulars

2 Contact Details

3 Employment History

4 Applicant's Qualifications

5 Reasons for Application

6 Review & Submit

Applicant's Particulars

I am Representing: Brunei  
Full Name: Mr. Timothy  
Family Name: Goh  
Gender: Male  
Date of Birth: 17 Jul 1930  
Religion: Free Thinker  
Dietary Restrictions: NA

Contact Details

Country/Territory: Brunei  
State/Province: Brunei  
City/Town: Tutong  
Office Address: Ministry of Foreign Affairs and Trade  
International Convention Centre Jalan Berakas Bandar Seri Begawan BB3910 Brunei Darussalam  
PostalCode: BB3910  
Personal Email: timothy.goh@scp.com.sg  
Phone Number: 673 2383374

Emergency Contact

Name: Rachel  
Relationship: College Close Friend  
Address: Ministry of Foreign Affairs and Trade International Convention Centre Jalan Berakas Bandar Seri Begawan BB3910 Brunei Darussalam  
Email: info@mfa.gov.bn  
Phone Number: 673 2383374

Employment History

**Employment 1**  
Organisation: Ministry of Foreign Affairs and Trade  
Department: Office of the Ambassador-at-Large  
Designation: Office of the Ambassador-at-Large  
From: Jan 2018  
To: Present

Applicant's Qualifications

**Educational Qualification**  
Qualification 1  
Qualification Attained: Public Governance  
Educational Institution: IHRS  
From: Jan 2016  
To: Nov 2016

Reasons for Application

Application Reason: To prepare better equip myself for the impact of future technologies.  
**Supervisor Particulars**  
Name: Dr. Matthias  
Designation: Minister of Education  
Email: matthias@scp.gov.sg  
Organisation: Ministry of Foreign Affairs and Trade  
Department: Office of the Technology and Education

I, Timothy of Brunei, 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. <br> (IMPORTANT NOTE: All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance, which does not cover any pre-existing conditions/illnesses 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 pregnant applicants) I am (not applicable) 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 course is sponsored by Singapore Government - Gui De

This award typically covers:

- Hospitalisation and Surgical Insurance
- Incidentals (e.g. room service, laundry etc)
- Travel Allowance
- Local Transport
- Airport Transfers
- Air Fare (two-way tickets)
- Liaison Services
- Accommodation
- Daily Subsistence Allowance

Footer of TOA - Gui De

☒ 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 depart from Singapore at my own expense.

Save As Draft

Submit Application

# 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.



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/illnesses 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](#)

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**Thank you for applying for the course**

We are currently processing your application.  
You may use the link sent to your email to check on the progress of your application.

[View Other Courses](#)

# 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.

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Application for Workforce for Future Economy

Application ID: 303 Application Date: 27 Mar 2018 11:59

Application Status PENDING APPLN. SUP. ENDORSEMENT

Edit Particulars

Dear Mr. Bernard

1 We received your application to Workforce For Future Economy (16 July 2020 to 30 July 2020). You can view your application and check on its status at the link below. We will update you on the status of your application closer to the course dates. Thank you.

[http://scp-preuat.wizvision.local/#!/application/view/1qgvgsQ\\_7bg9wI3yFVl7](http://scp-preuat.wizvision.local/#!/application/view/1qgvgsQ_7bg9wI3yFVl7)

Regards,  
Singapore Cooperation Programme (SCP) administrator

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

# 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.

DOC LOA\_1238.docx (~47 KB) ▾

Dear Mr. Eric BypassAll

1 We refer to your application to Workforce For Future Economy (1 August 2020 to 30 August 2020) [here](#). We are pleased to inform you that we are extending a Letter of Acceptance (LOA) for your attendance (see attached), subject to available places. We seek your prompt confirmation of your attendance by uploading the documents that we require to confirm your place at the link below:

[Confirmation Link](#)

# 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).

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Catalogue

Search Courses Here

## Application for Workforce For Future Economy

Application ID: 1241 | Application Date: 14 May 2020 16:49 | [Print Application](#)

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

[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 eTicket (Mandatory) File format allowed: jpg, jpeg, png, bmp, doc, docx, pdf (max size: 1MB)

Select file...

[Browse ...](#)

LETTER OF INDEMNITY  
Workforce For Future Economy  
25 May 2020 to 31 May 2020

(you name appears here)

(current date)

Full Name of Applicant

Date

Accept Invitation

[Decline Invitation](#)



## Provisional placement in the course

Application for  
Workforce For Future Economy

Application ID: 1241 | Application Date: 14 May 2020 16:49 | [Print Application](#)

Invitation Status **CONFIRMED**

Thank you for your confirmation. We will be verifying the relevant documents and our officer would be in touch with you if we require further clarification.  
Invitation confirmed as of 29 Jul 2020 15:25  
[Download Letter of Acceptance](#)

## Successful placement in the course

Application for  
Workforce For Future Economy

Application ID: 1241 | Application Date: 14 May 2020 16:49 | [Print Application](#)

Invitation Status **CONFIRMED (VERIFIED)**

Your attendance has been confirmed!  
Invitation confirmed (verified) as of 29 Jul 2020 15:27  
[Download Letter of Acceptance](#)

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.

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### Application for Workforce For Future Economy

Application ID: 1241 | Application Date: 14 May 2020 16:49 | [Print Application](#)

Congratulations! Your application has been provisionally approved. Kindly confirm your attendance as soon as possible as allocation is on a first-come-first-served basis. Please ensure that you have obtained your approved Singapore entry visa before your travel ticket is arranged.  
[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 eTicket (Mandatory) File format allowed: jpg, jpeg, gif, png, bmp, doc, docx, pdf (max size: 1MB)  
 Select file...

LETTER OF INDEMNITY  
 Workforce For Future Economy  
 25 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: 1853 | Application Date: 30 Jul 2020 22:05 | [Print Application](#)

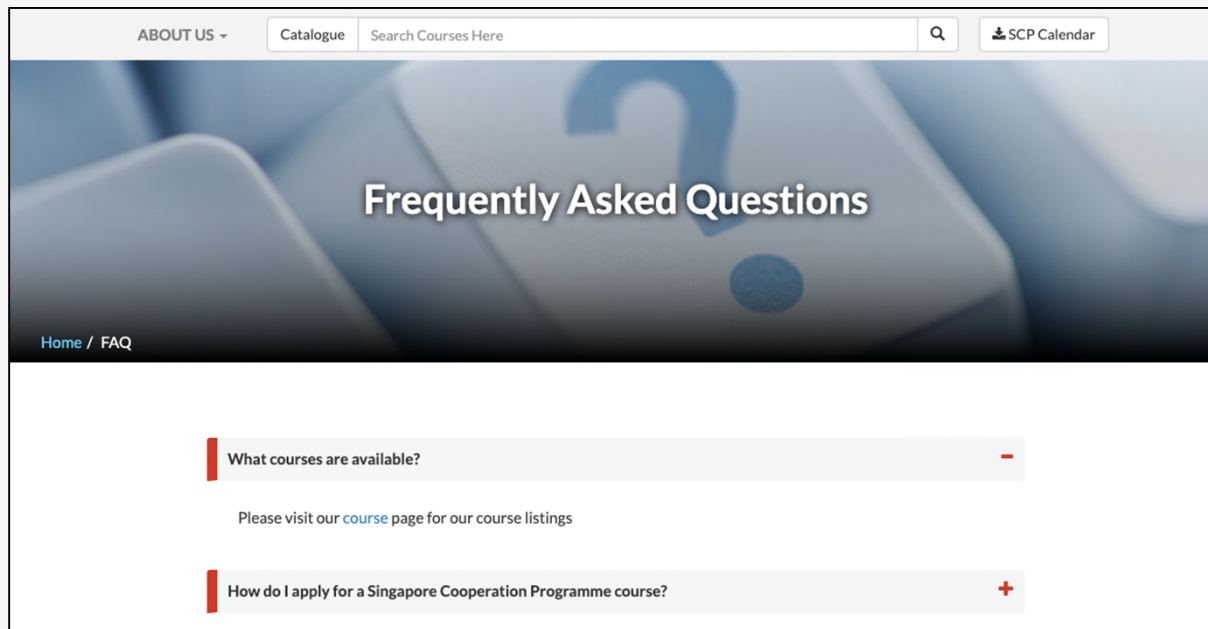
Invitation Status **DECLINED**

Invitation declined as of 30 Jul 2020 22:17

[Download Letter of Acceptance](#)

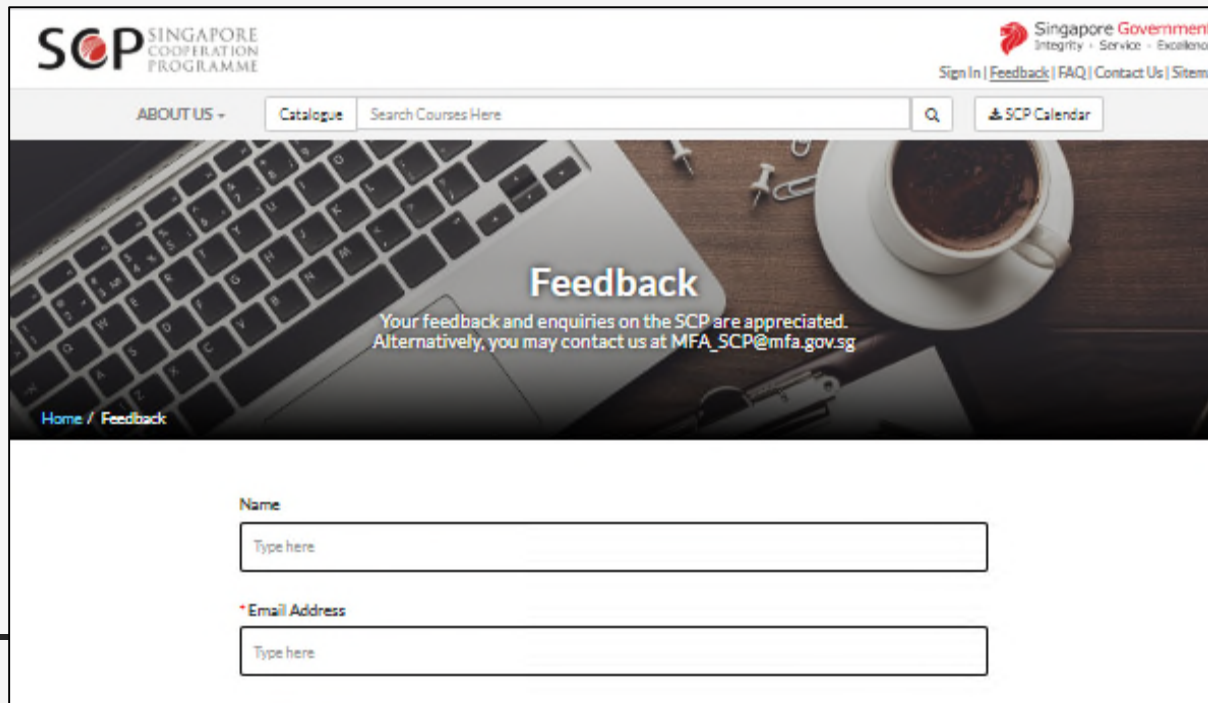
# Declining Participation

- 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

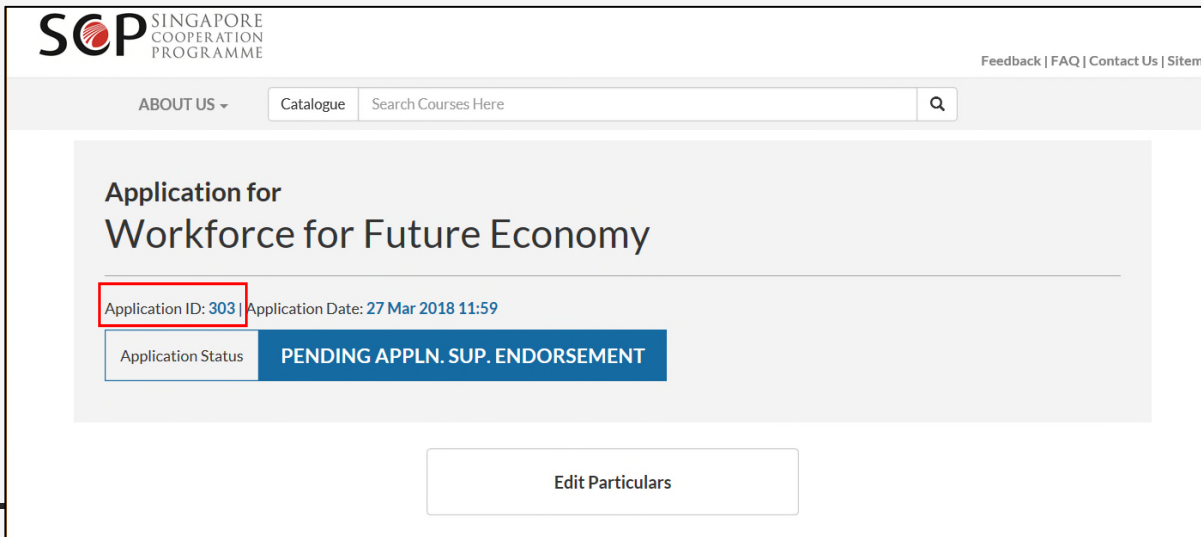
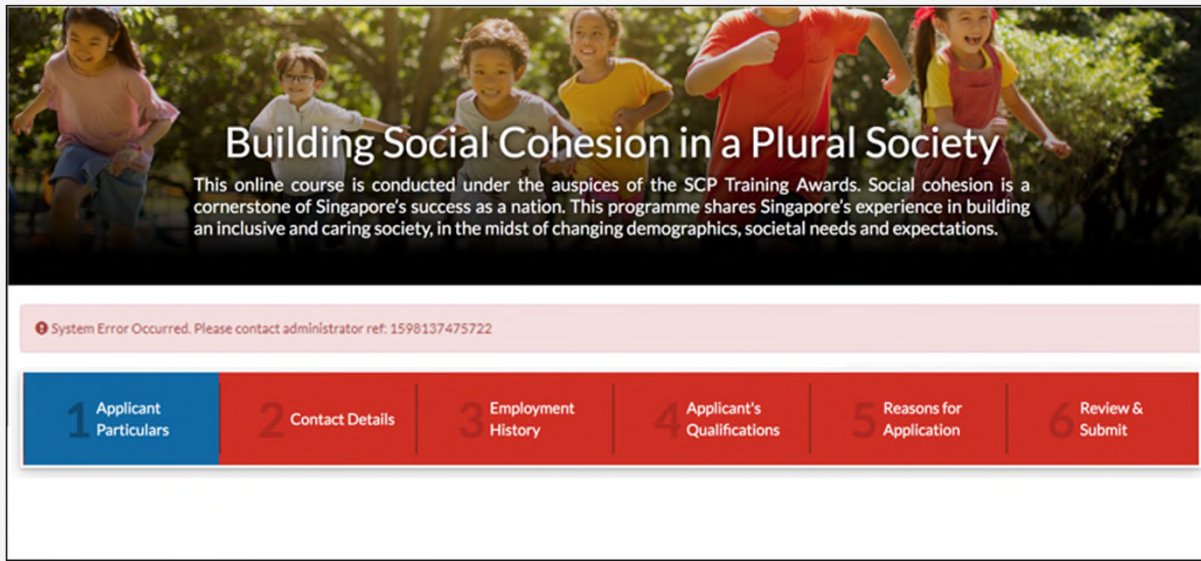
- Please visit our FAQ page to find out more about the application process.
- If you have further queries, please contact us via the Feedback page.





# Technical Support

- If you encounter a system error or technical issue on the website, please email the following to [MFA\\_SCP@mfa.gov.sg](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**, 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

Tanglin

Singapore 248163

Tel: (65) 6379 8000

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