



# *APPLICATION GUIDE*

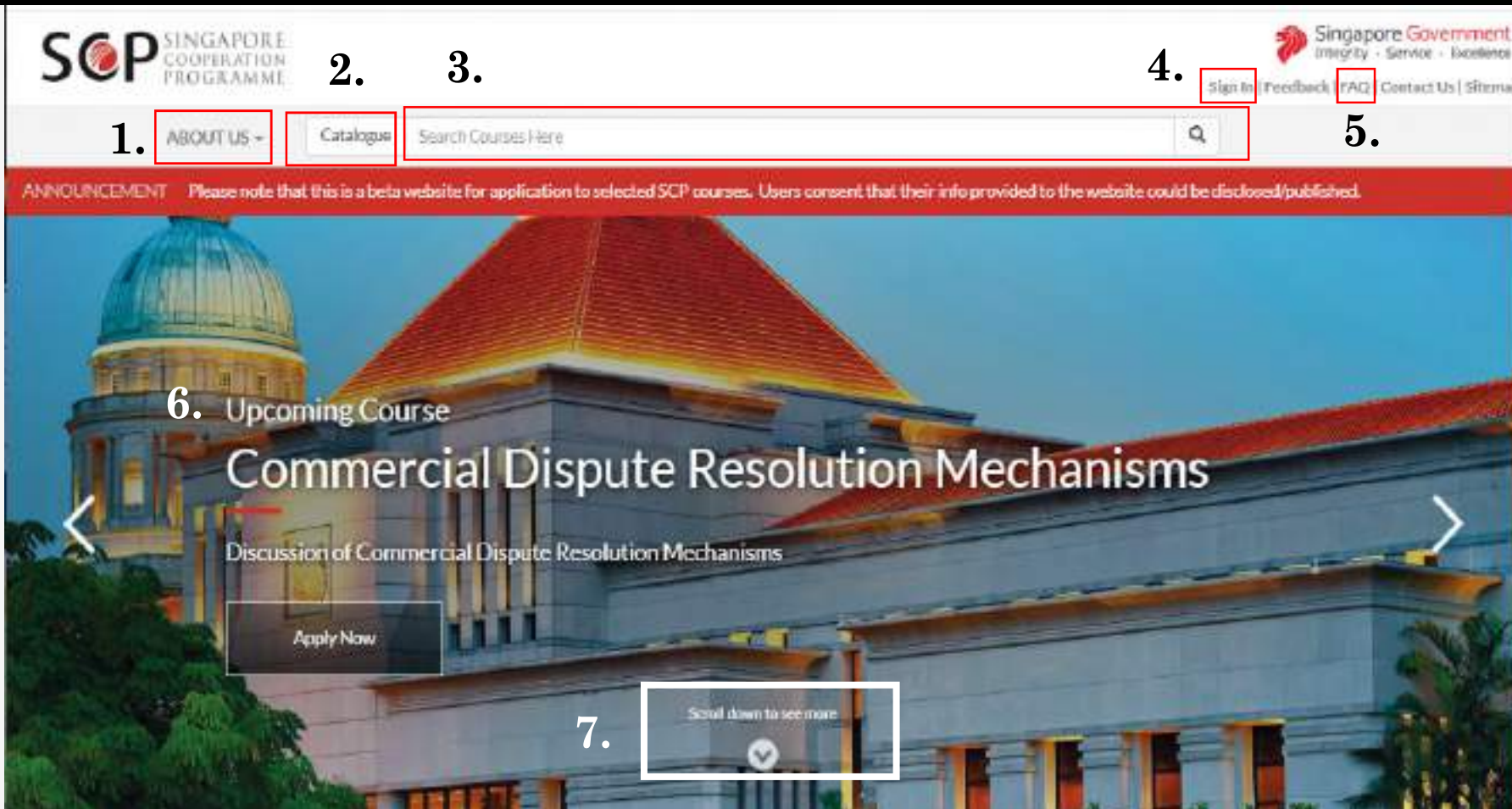
*For Singapore Cooperation Programme Courses*

*<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*

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1

Browse or  
search for a  
course

2

View course  
details and  
check your  
eligibility

3

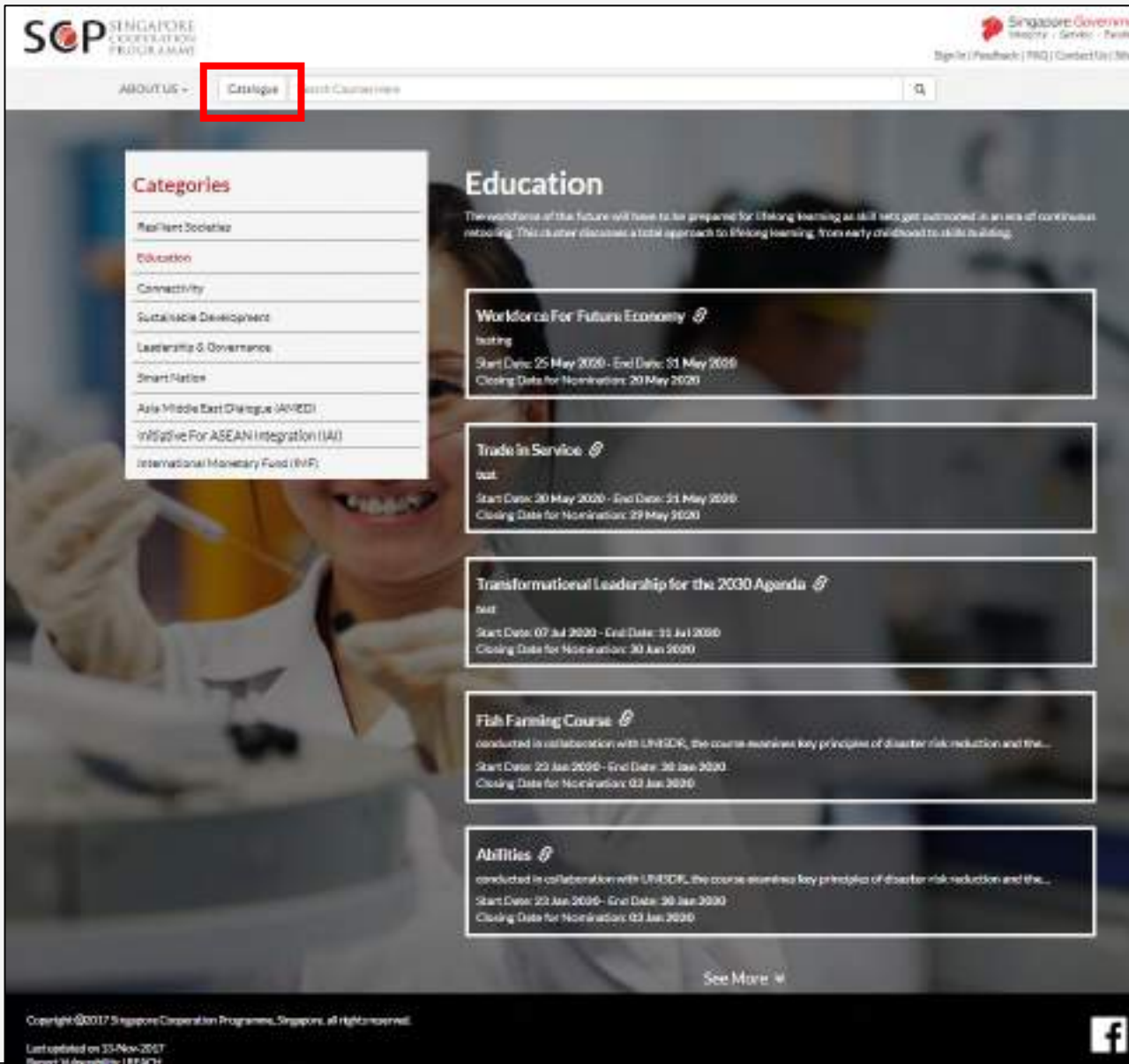
Fill application,  
saving as draft  
as necessary

4

Submit  
application for  
approval

5

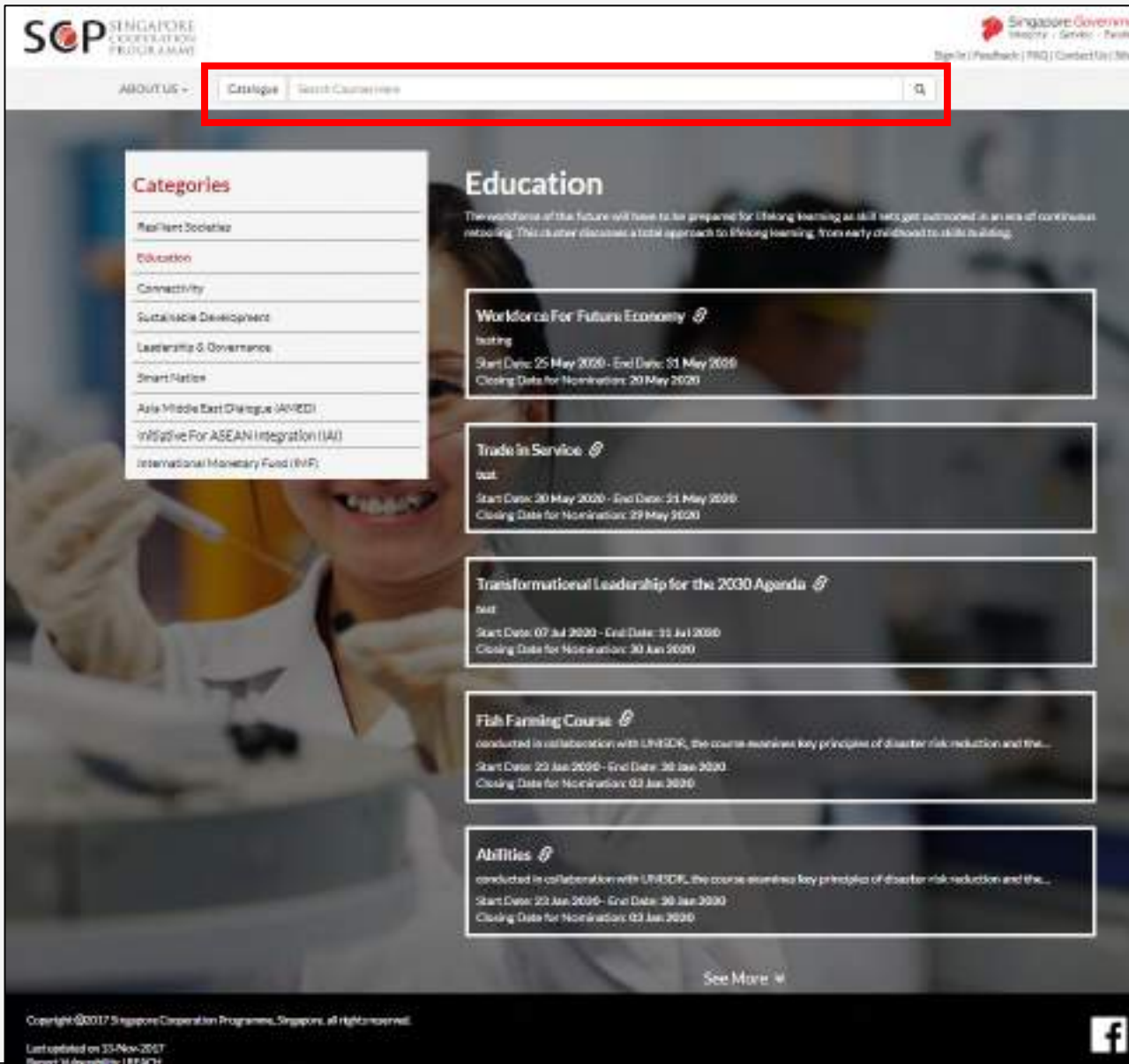
Confirm  
participation



# 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.

The screenshot displays the SITC website for the 'Commercial Dispute Resolution Mechanisms (Ben)' course. The header includes the SITC logo and navigation links. The main banner features a night image of a building with the course title and dates: 'Start Date: 27 Jun 2020 - End Date: 01 Jul 2020' and 'Closing Date for Notifications: 05 Jun 2020'. The left sidebar lists sections: 'Course Objectives', 'Topics Include', 'Participant Profile', 'Conducted in', 'Eligible Countries / Territories / Organisations', 'Terms of Award', and 'Application Procedure'. The 'Eligible Countries / Territories / Organisations' section lists: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, and Vietnam. The 'Terms of Award' section mentions a 'Living Allowance' and 'Insurance'. The 'Application Procedure' section states that the course has limited seating and requires an application and confirmation letter. A red 'Apply for Course' button is at the bottom.

**Course Details:**

- Course Title:** Commercial Dispute Resolution Mechanisms (Ben)
- Start Date:** 27 Jun 2020 - **End Date:** 01 Jul 2020
- Closing Date for Notifications:** 05 Jun 2020

**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 includes a grant:

- Living Allowance
- Insurance
- Accommodation

**Application Procedure:**  
TBC

This Course has limited seating. Applicants are advised to submit application and confirmation letter 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.

**SQP** SINGAPORE QUALIFICATIONS FRAMEWORK

Singapore Qualifications Framework

Workforce For Future Economy

Applicant's Particulars

Personal Details

\*Name (Last, First, Middle)

\*Title

\*Gender

\*Date of Birth

\*Religion

\*Ethnicity

\*Passport Number

\*Passport Expiry Date

Save As Draft

Next Step

Review & Submit

Copyright © 2021 Singapore Qualifications Framework. All rights reserved.  
Last updated on 12 Nov 2021  
SQF Framework (SQF)

# *Fill in Application*

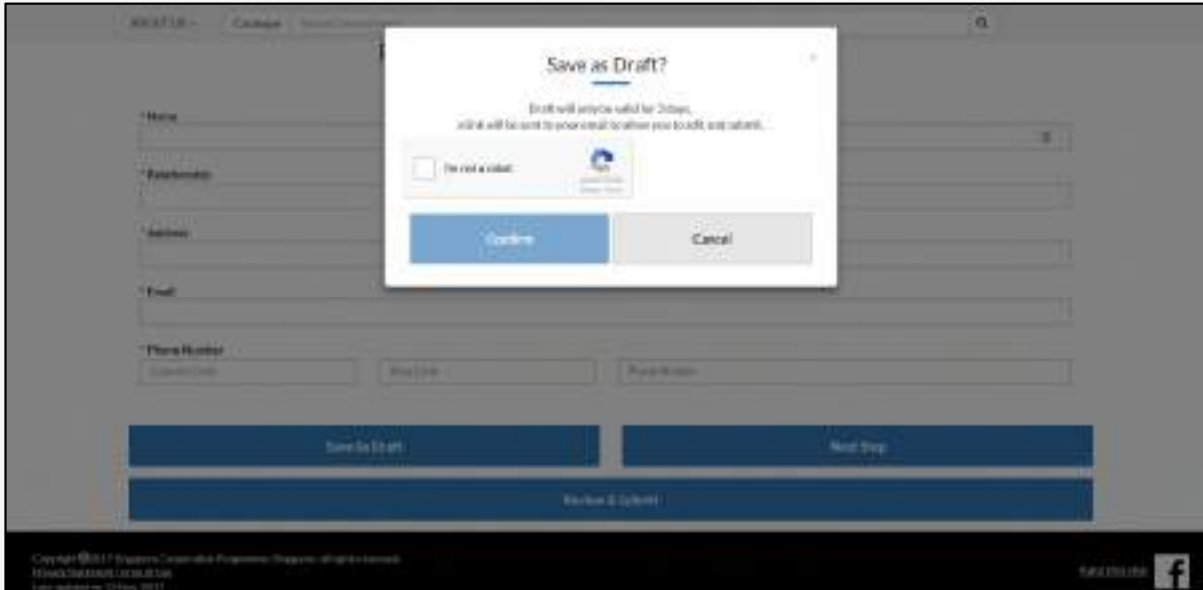
- Please complete the five sections:

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.

**SCP** SINGAPORE COOPERATION PROGRAMME

ABOUT US - Catalogue Search Courses Here

## 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 for reviewing an application. The top navigation bar has six tabs: 'Applicant's Particulars', 'Contact Details', 'Employment History', 'Applicant's Qualifications', 'Reasons for Application', and 'Review & Submit'. Each of the first five tabs has a red checkmark icon in its bottom right corner, indicating they are completed. The 'Review & Submit' tab is currently active and highlighted in blue. Below the navigation bar, the page is divided into five sections, each with a red header and a red checkmark icon in the top right corner:

- Applicant's Particulars:** Includes fields for Name, Date of Birth, Religion, and others.
- Contact Details:** Includes fields for Country, State, City, and Phone Number.
- Employment History:** Includes fields for Organization, Position, and Dates.
- Applicant's Qualifications:** Includes fields for Educational Qualification, Institution, and Dates.
- Reasons for Application:** Includes fields for Application Reason and Supervisor Particulars.

Below these sections is a 'Terms of Service' section with a 'I, [Name], declare that:' statement and a list of conditions. At the bottom, there are two buttons: 'Back to Draft' (blue) and 'Submit Application' (red).

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 willfully suppressed any material fact(s).

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. (This 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](#)

**SCP SINGAPORE COOPERATION PROGRAMME** Singapore Government Integrity · Service · Excellence  
Sign In | Feedback | FAQ | Contact Us | Sitemap

[ABOUT US](#) | [Catalogue](#) | [Search Courses Here](#) | [SCP Calendar](#)

**Thank you for applying for the course**

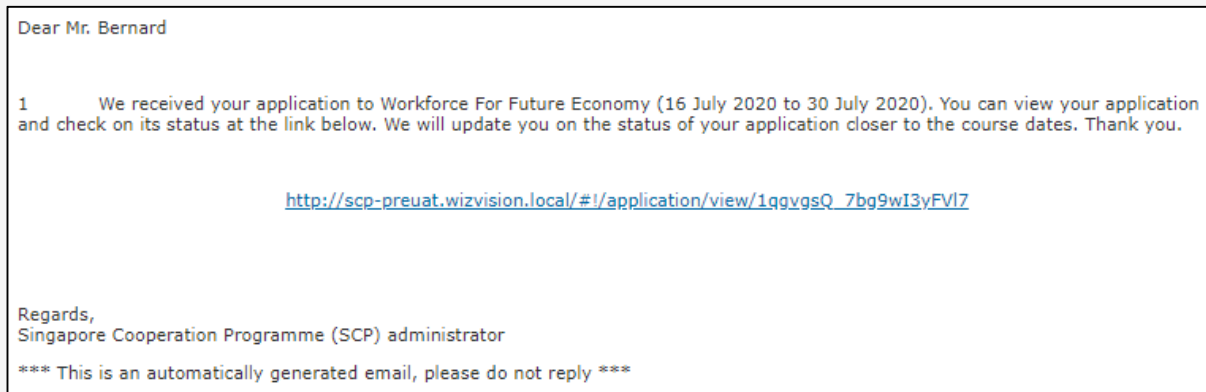
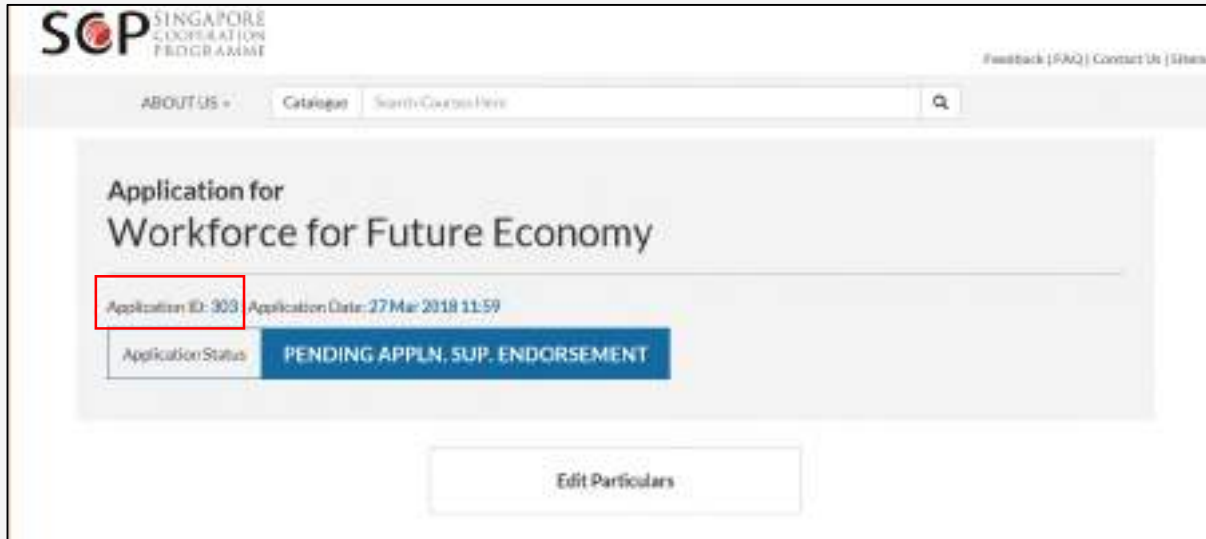
We are currently processing your application.  
You may use the link sent to your email to check on the progress of your application.

[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.



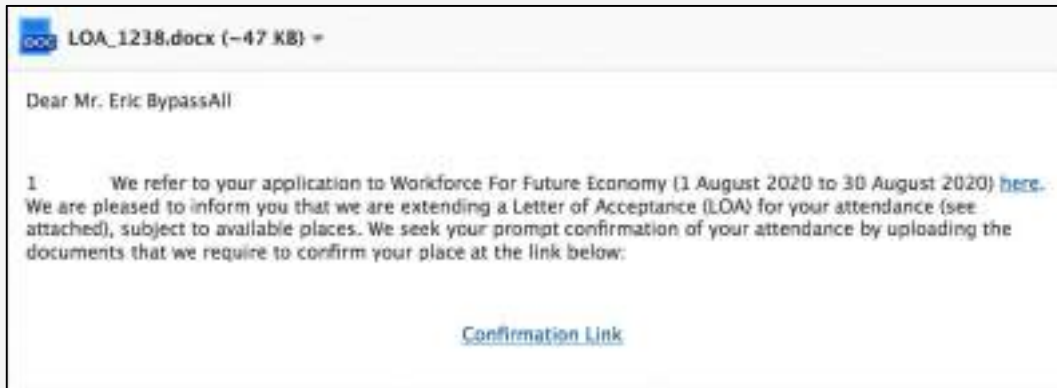


# Check Application Status

- 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).



**SINGAPORE SINGAPORE SINGAPORE**

WORKFUTURE Catalogue Search Courses

### Application for Workforce For Future Economy

Application ID: 1234 | Application Date: 31 May 2020 10:00:00 | @ Eric 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/entry permit before your arrival.

[Download Letter of Acceptance](#)

**Travel Arrangement (Mandatory)**

*Arrival Date / Time	*Arrival Flight No. / Visual Name / Vehicle No.
<input type="text"/>	<input type="text"/>
*Departure Date / Time	*Departure Flight No. / Visual Name / Vehicle No.
<input type="text"/>	<input type="text"/>

\*Mandatory Field (Mandatory) For Confirmation of Attendance (Confirmation of Attendance) (2020-2020)

LETTER OF ACCEPTANCE  
Workforce For Future Economy  
31 May 2020 to 31 May 2020

(you name appears here) (current date)

Full Name of Applicant Date

[Decline Invitation](#)

## 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  
SINGAPORE  
POLICE

Application for  
Workforce For Future Economy

Application ID: 1884 | Application Date: 31 May 2020 10:49:11 | Print Application

Congratulations! Your application has been provisionally approved. Kindly confirm your acceptance of the invitation to participate in the course as per the terms and conditions. Please ensure that you have obtained your approved Singapore entry visa/entry permit before the course commences.

[Download Letter of Acceptance](#)

Travel Arrangement (Mandatory)

\*Arrival Date / Time

\*Arrival Flight No. / Visual Name / Vehicle No.

\*Departure Date / Time

\*Departure Flight No. / Visual Name / Vehicle No.

\*Signature/Initial (Mandatory) For Declaration of Acceptance of Invitation (Form 100)

[Print Form](#)

LETTER OF INVITATION  
Volunteering For Future Economy  
(20 May 2020 to 21 May 2020)

(you name appears here)

(current date)

Full Name of Applicant

Date

[Accept Invitation](#)

[Decline Invitation](#)

Application for  
Workforce For Future Economy

Application ID: 1883 | Application Date: 30 Jul 2020 12:05:14 | Print Application

Invitation Status: **DECLINED**

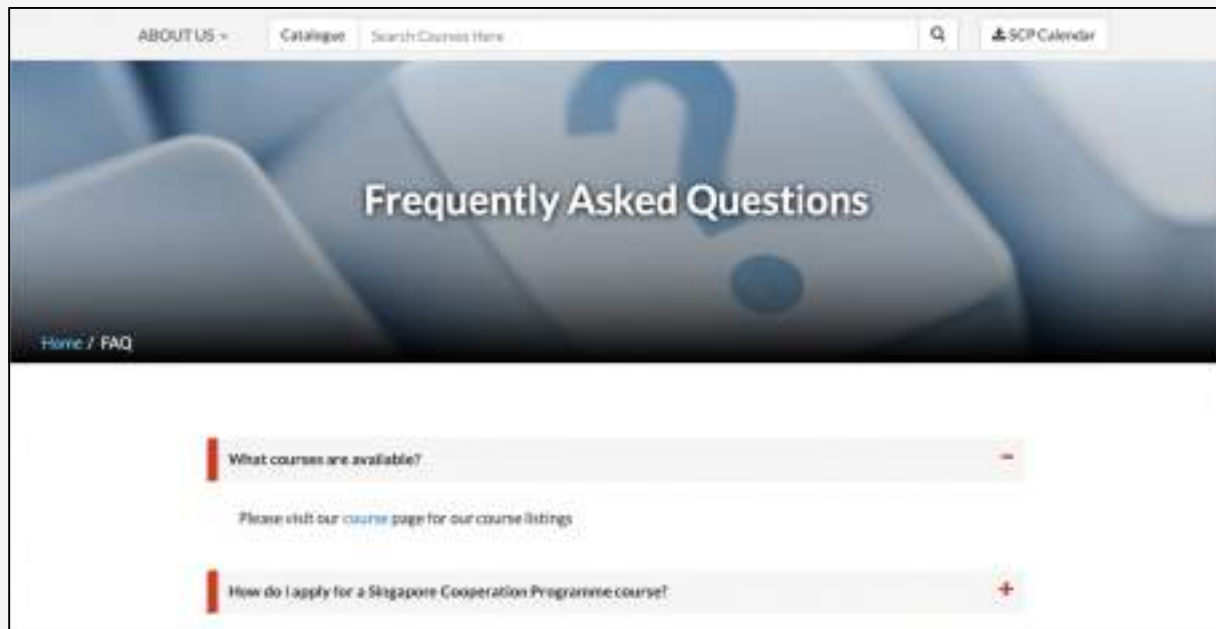
Invitation declined as of 30 Jul 2020 12:17

[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.





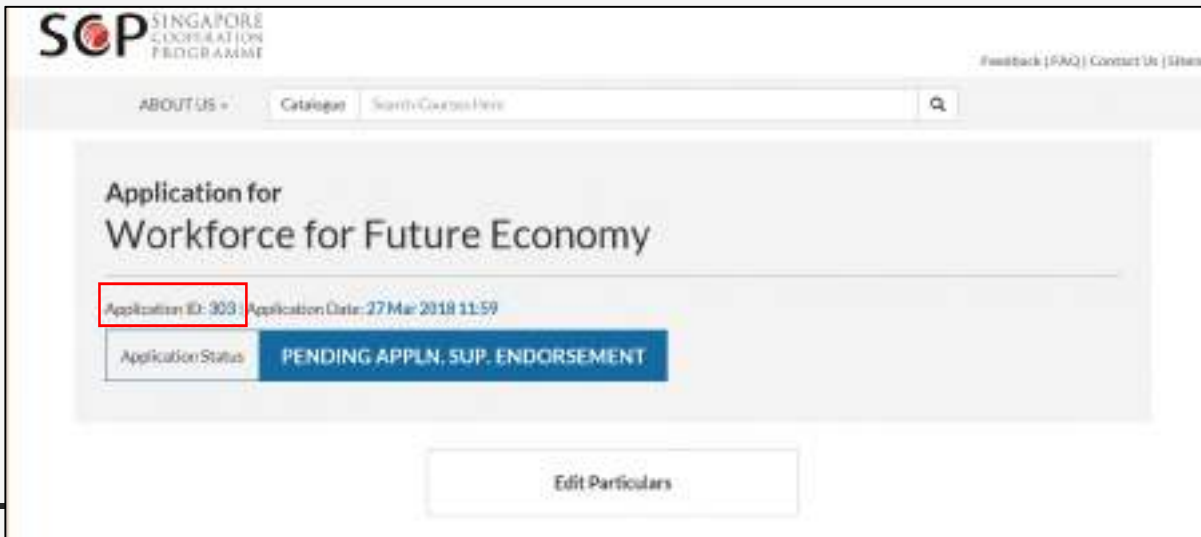
# FAQ

- 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.

The screenshot shows the 'Feedback' page of the SCP website. The header features the 'SCP SINGAPORE COOPERATION PROGRAMME' logo on the left and the 'Singapore Government Integrity · Service · Excellence' logo on the right. Navigation links include 'Sign In', 'Feedback', 'FAQ', 'Contact Us', and 'Sitemap'. The main heading is 'Feedback' in a large, bold font. Below the heading, a message states: 'Your feedback and enquiries on the SCP are appreciated. Alternatively, you may contact us at [MFA\\_SCP@mfa.gov.sg](mailto:MFA_SCP@mfa.gov.sg)'. The form contains two input fields: 'Name' and 'Email Address', both with 'Type here' placeholder text. A breadcrumb trail at the bottom left reads 'Home / Feedback'.

# 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)