



# *APPLICATION GUIDE*

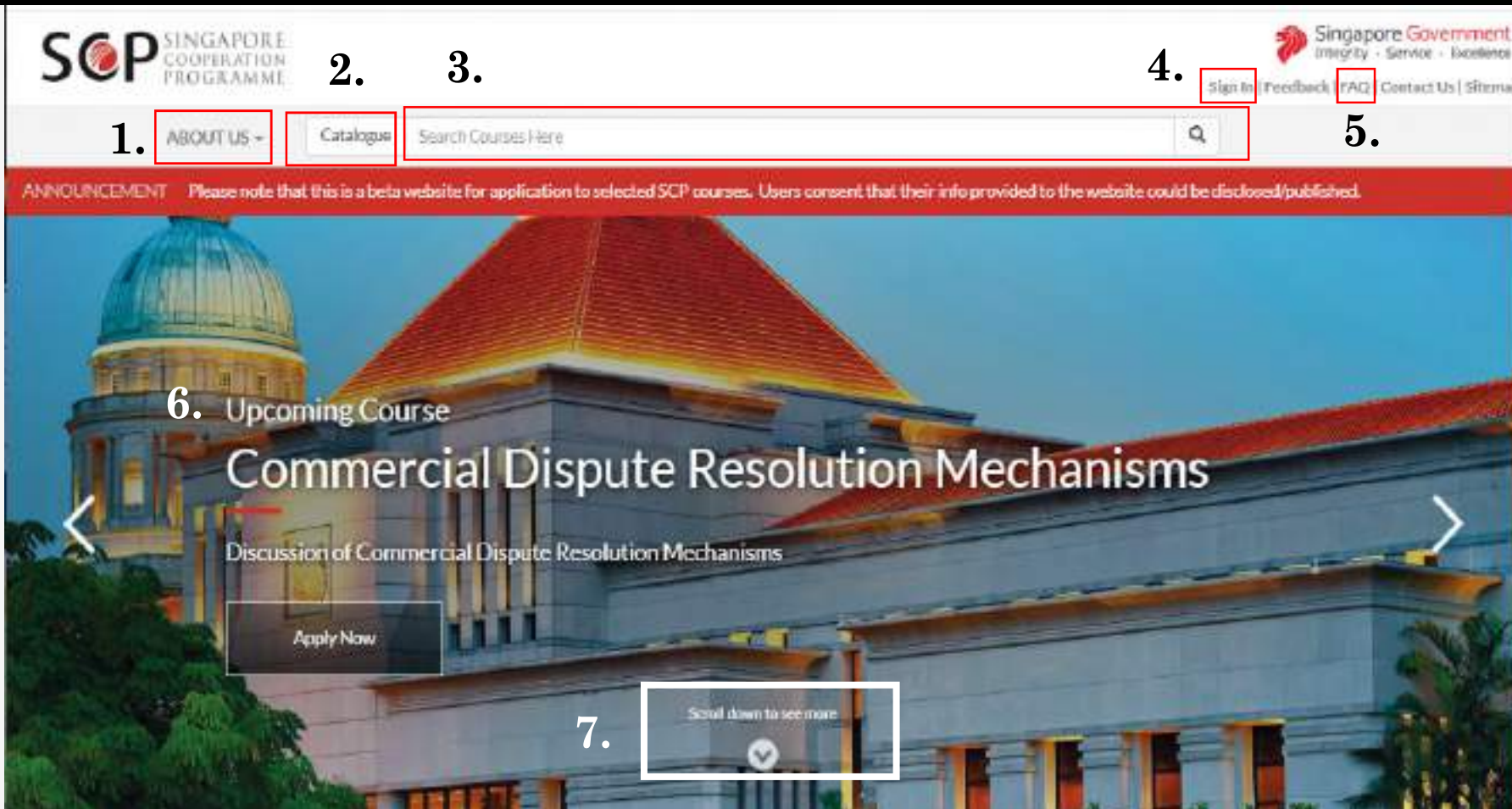
*For Singapore Cooperation Programme Courses*

*<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

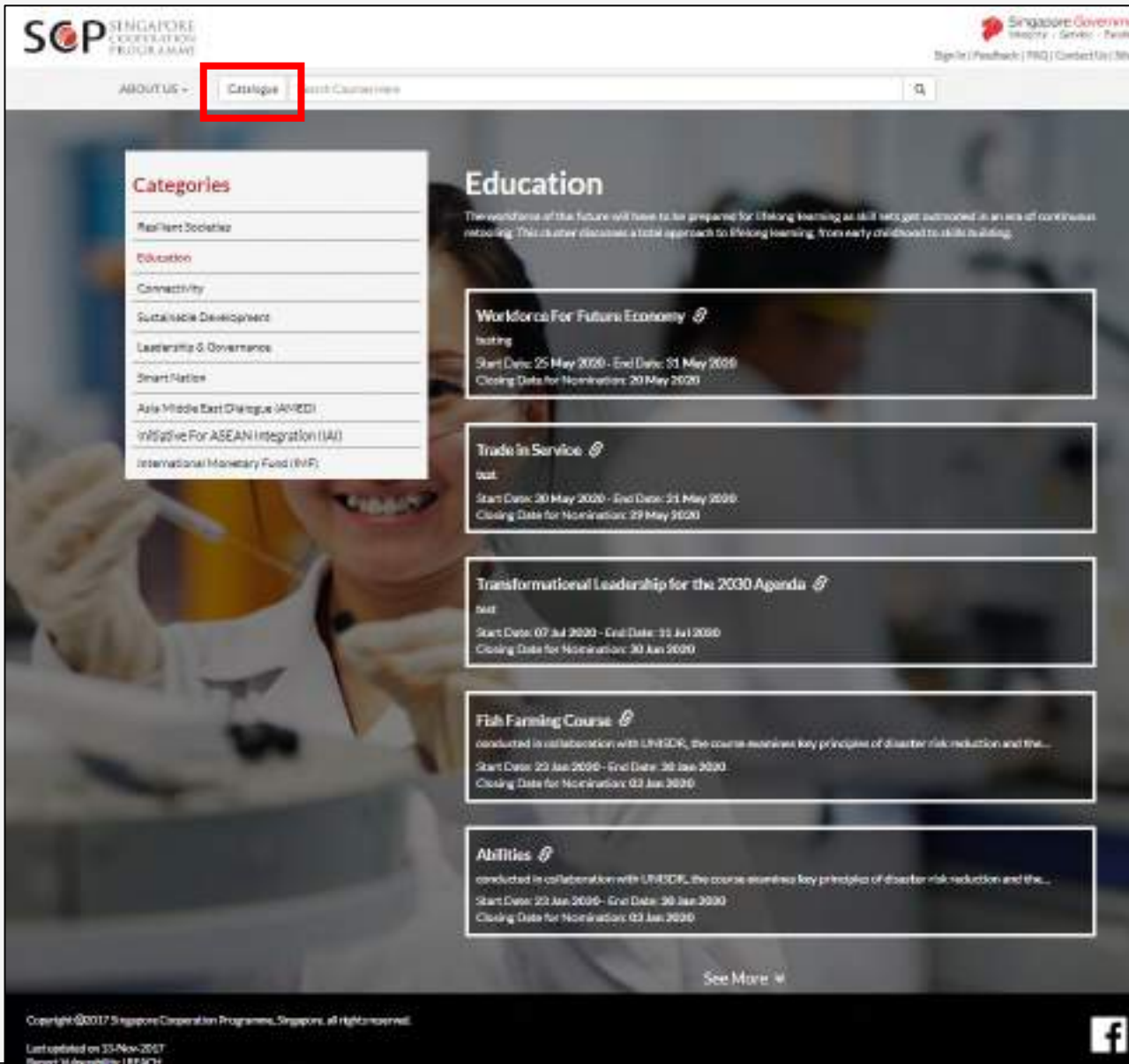
Fill application,  
saving as draft  
as necessary

4

Submit  
application for  
approval

5

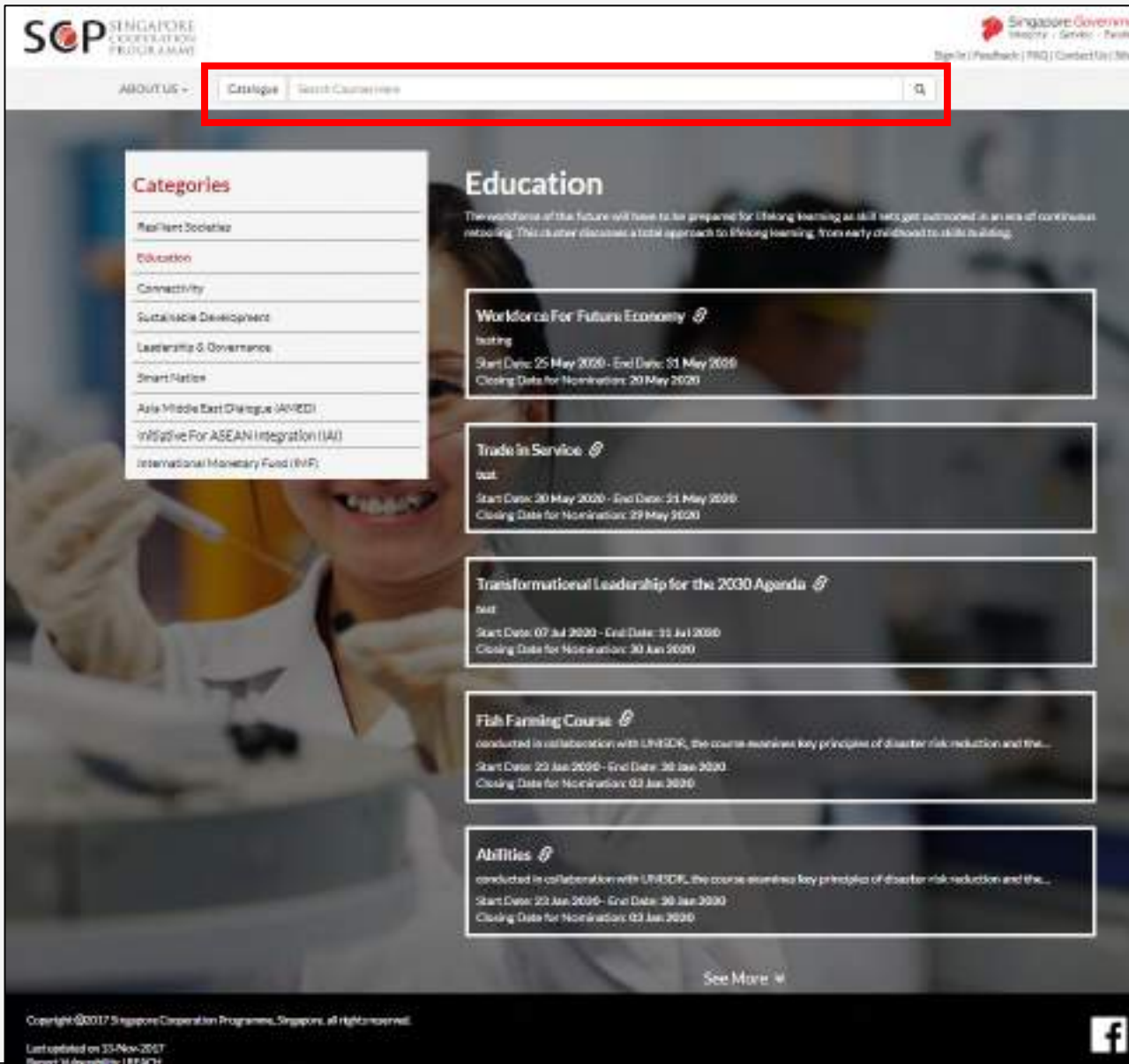
Confirm  
participation



# 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 shows the SOP Singapore website for a course titled "Commercial Dispute Resolution Mechanisms (Ben)". The header includes the SOP Singapore logo and navigation links. The main banner features a building at night and the course title, with dates: Start Date: 27 Jun 2020 - End Date: 01 Jul 2020, and Closing Date for Notifications: 05 Jun 2020. Below the banner, the page is organized into sections: "Course Objectives" (Description of Commercial Dispute Resolution Mechanisms), "Topics Include" (TBC), "Participant Profile" (Participants involved in Trade), "Conducted in" (Singapore), "Eligible Countries / Territories / Organisations" (listing Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, and Vietnam), "Terms of Award" (This is a scholarship award, listing Living Allowance, Insurance, and Airfare), "Application Procedure" (TBC, with a note that the course has limited seating and applications are subject to submission and confirmation), and a large red "Apply for Course" button at the bottom.

**SOP SINGAPORE**  
SINGAPORE  
OPEN SOURCE PROGRAM

Home / Courses / Commercial Dispute Resolution Mechanisms (Ben)

## Commercial Dispute Resolution Mechanisms (Ben)

Start Date: 27 Jun 2020 - End Date: 01 Jul 2020  
Closing Date for Notifications: 05 Jun 2020

Home / Courses / Commercial Dispute Resolution Mechanisms (Ben)

### Course Objectives

Description 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 is a scholarship award:

- 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.

**SQP** SINGAPORE QUALIFICATIONS FRAMEWORK

Singapore Qualifications Framework

Workforce For Future Economy

Applicant's Particulars

Note that for passport particulars of Singaporean citizens, the course fee is \$1000.

Applicant's Particulars

\*Name (Representing)

\*Title

\*Gender

\*Date of Birth

\*Region

\*Upload Your Passport (maximum size: 2MB, supported formats: jpg, png)

\*Passport Issued By

\*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 Identifier: SQF/21

# Fill in Application

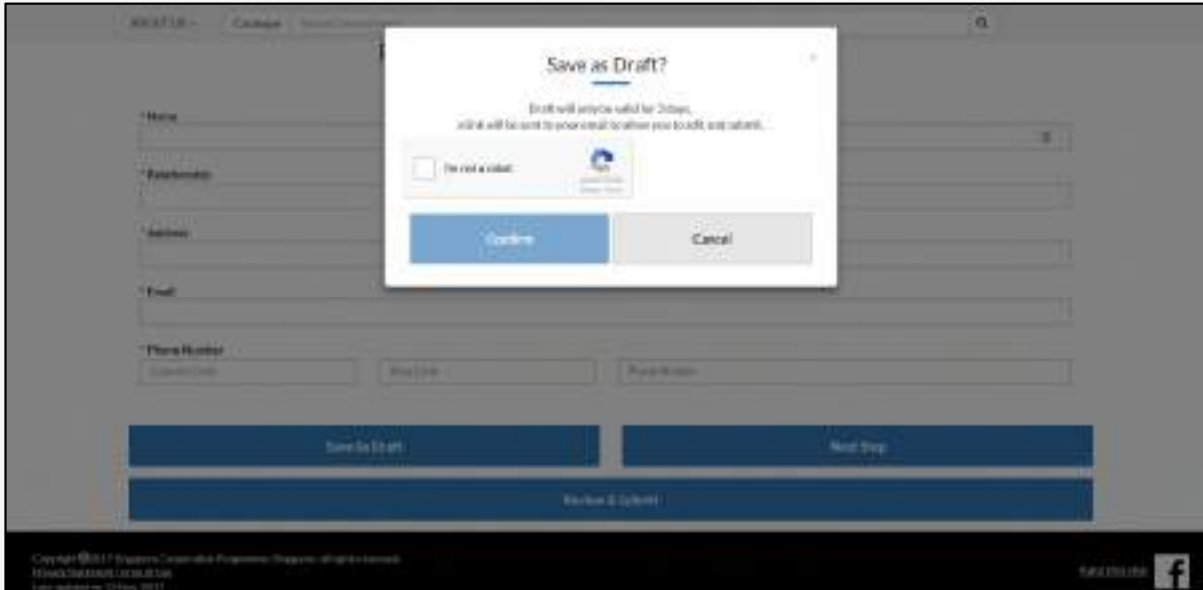
- Please complete the five sections:

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 with a red header bar containing 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. The main content area is divided into six sections, each with a red header and a list of fields. The 'Review & Submit' section at the bottom contains a 'Back to Draft' button and a 'Submit Application' button.

**Applicant's Particulars**

- I am Representing:
- Full Name: Mr. David Lee
- Family Name: Lee
- Gender: Male
- Date of Birth: 17 Jul 1990
- Religion: Free Thinker
- Dietary Restrictions: None

**Contact Details**

- Country/Territory: Brazil
- State/Province: Brazil
- City/Town: Telang
- Office Address: Ministry of Foreign Affairs and Trade International Convention Center, Jalan Dendau Ronda Selatan, Singapore 803933
- Business: 803933
- Postal Code: 803933
- Personal Email: davidlee@gmail.com
- Phone Number: 673 2383374

**Emergency Contact**

- Name: David Lee
- Relationship: College Class Friend
- Address: Ministry of Foreign Affairs and Trade International Convention Center, Jalan Dendau Ronda Selatan, Singapore 803933
- Business: 803933
- Personal Email: davidlee@gmail.com
- Phone Number: 673 2383374

**Employment History**

**Employment 1:**

- Organization: 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: Bachelor's Degree in Public Administration
- Educational Institution: NUS
- From: Jan 2016
- To: Nov 2018

**Reasons for Application**

**Application Reason:** To pursue further study abroad for the impact of future technologies.

**Supervisor Particulars**

- Name: Dr. Michael
- Designation: Professor of Education
- Email: michael@nus.edu.sg
- Organization: Ministry of Foreign Affairs and Trade
- Department: Office of the Technology and Education

**I, Timothy of Brazil, declare that:**

- All information provided is true, complete and accurate to the best of my belief and knowledge and that I have not willfully misrepresented any material facts.
- I am medically fit and free from any medical condition which may impact my ability to attend and complete the training in Singapore.
- I am proficient in spoken and written English. If necessary, written consent in English. All participants are expected to have a good working knowledge of the English language. I will be generally liable for all medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident and Group Hospital Basic Surgical Insurance policy. **NOTE:** All participants must be covered under Group Personal Accident and Group Hospital Basic Surgical Insurance policy. **NOTE:** All participants must be covered under Group Personal Accident and Group Hospital Basic Surgical Insurance policy, which does not cover any pre-existing conditions or treatment, participants are personally liable for all medical expenses incurred which 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 ongoing applicant (1st and 2nd application) - months prior to when the course starts, I am not a qualified doctor to be medically fit and engaged to travel and attend the training in Singapore.

**Travel and Accommodation**

This course is sponsored by Singapore Government - Full Cost

This award typically covers:

- Hospitalization and Surgical Insurance
- Accommodation (e.g. room, board, laundry, etc.)
- Travel Insurance
- Travel Expenses
- Airfare (one-way)
- Travel Services
- Accommodation
- Daily Subsistence Allowance

Reader of NUS - Full Cost

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 and I will be liable to account to the Singaporean government.

[Back to Draft](#) [Submit Application](#)

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**

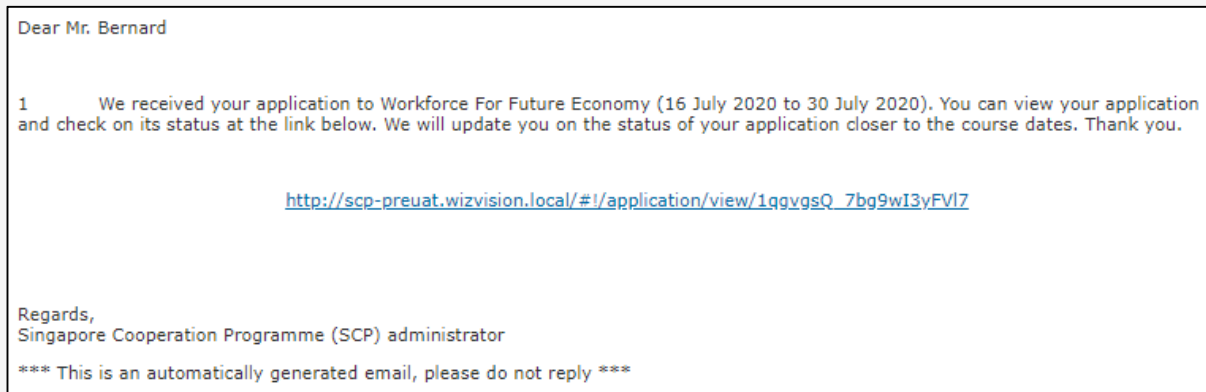
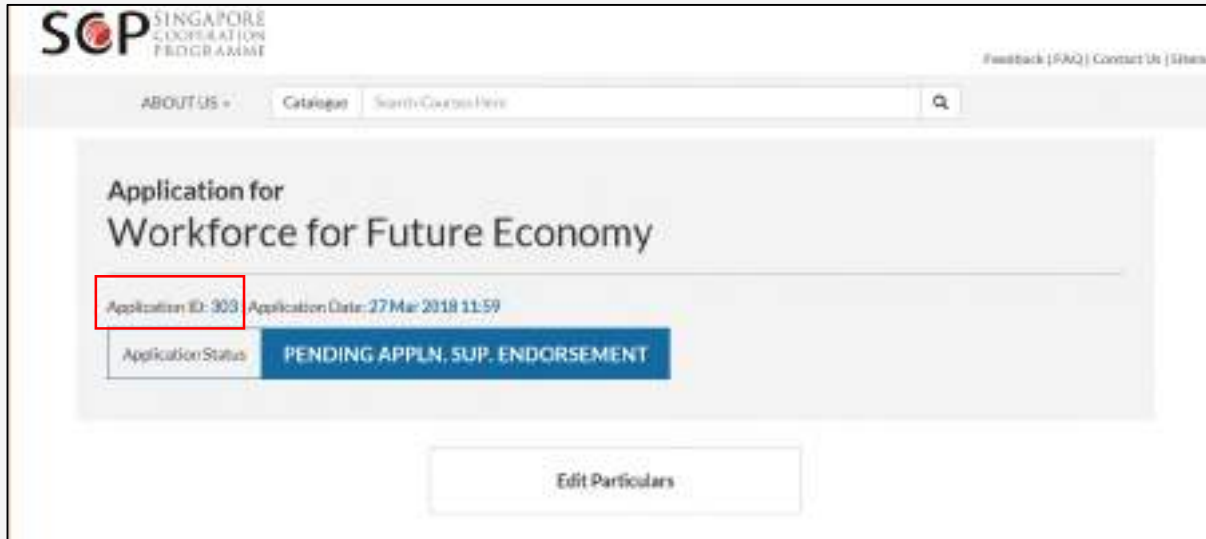
We are currently processing your application.  
You may use the link sent to your email to check on the progress of your application.

[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.



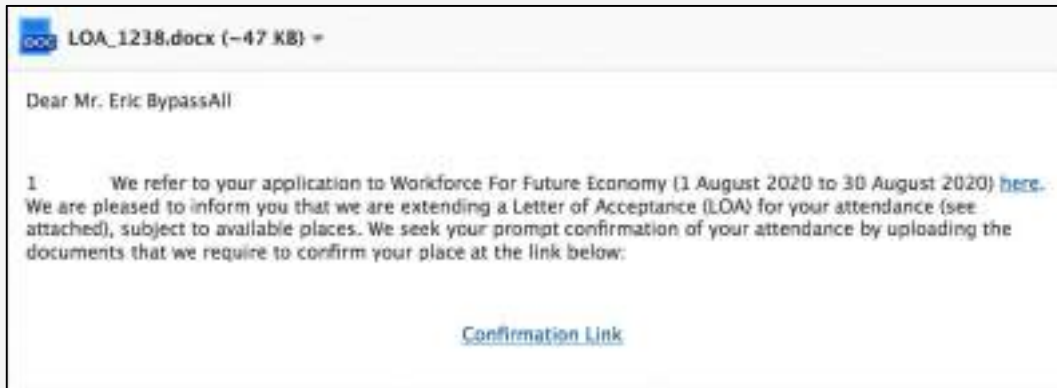


# Check Application Status

- 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).

This is a screenshot of a web portal titled 'Application for Workforce For Future Economy'. It includes a header with the Singapore SkillsFuture logo and navigation links like 'ABOUT US', 'Catalogue', and 'Event Corner/View'. The main content area shows 'Application Info: X188', 'Application Date: 31 May 2020 14:00:00', and '@ Eric Application'. A congratulatory message follows: 'Congratulations! Your application has been provisionally approved. It only confirms your attendance as it is a provisional allocation as it is a first come first served basis. Please ensure that you have obtained your approved Singapore entry visa/entry pass before your scheduled start date.' Below this is a 'Download Letter of Acceptance' link. The 'Travel Arrangement (Mandatory)' section contains four input fields: 'Arrival Date / Time', 'Arrival Flight No. / Visual Name / Vehicle No.', 'Departure Date / Time', and 'Departure Flight No. / Visual Name / Vehicle No.'. There is also a field for 'Passport Details (Mandatory)' with a 'Upload File' button. At the bottom right, there is a 'LETTER OF ACCEPTANCE' for 'Eric Application' dated '31 May 2020'.This is a screenshot of a form for accepting or declining the invitation. It has two input fields at the top: '(you name appears here)' for 'Full Name of Applicant' and '(current date)' for 'Date'. At the bottom, there are two buttons: a red 'Accept Invitation' button and a blue 'Decline Invitation' link.

## 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 soon as possible.  
Please ensure that you have obtained your approved Singapore entry visa/entry permit before your departure.

[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)

[Decline Invitation](#)

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**

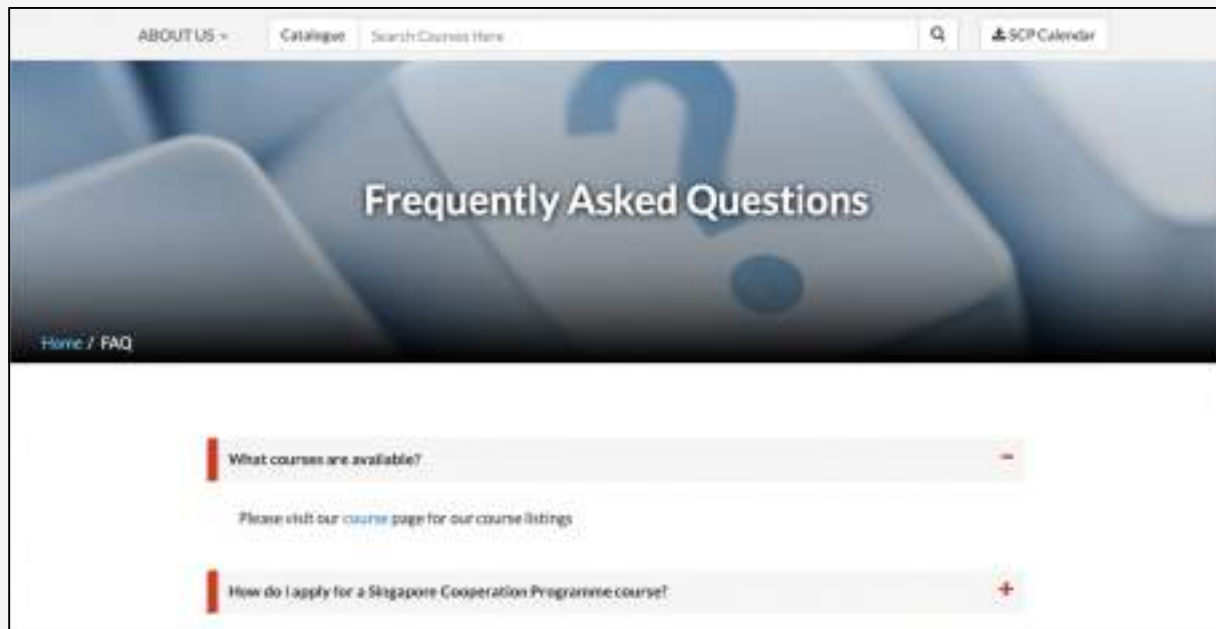
Invitation declined as of 30 Jul 2020 12:17

[Download Letter of Acceptance](#)

# Declining Participation

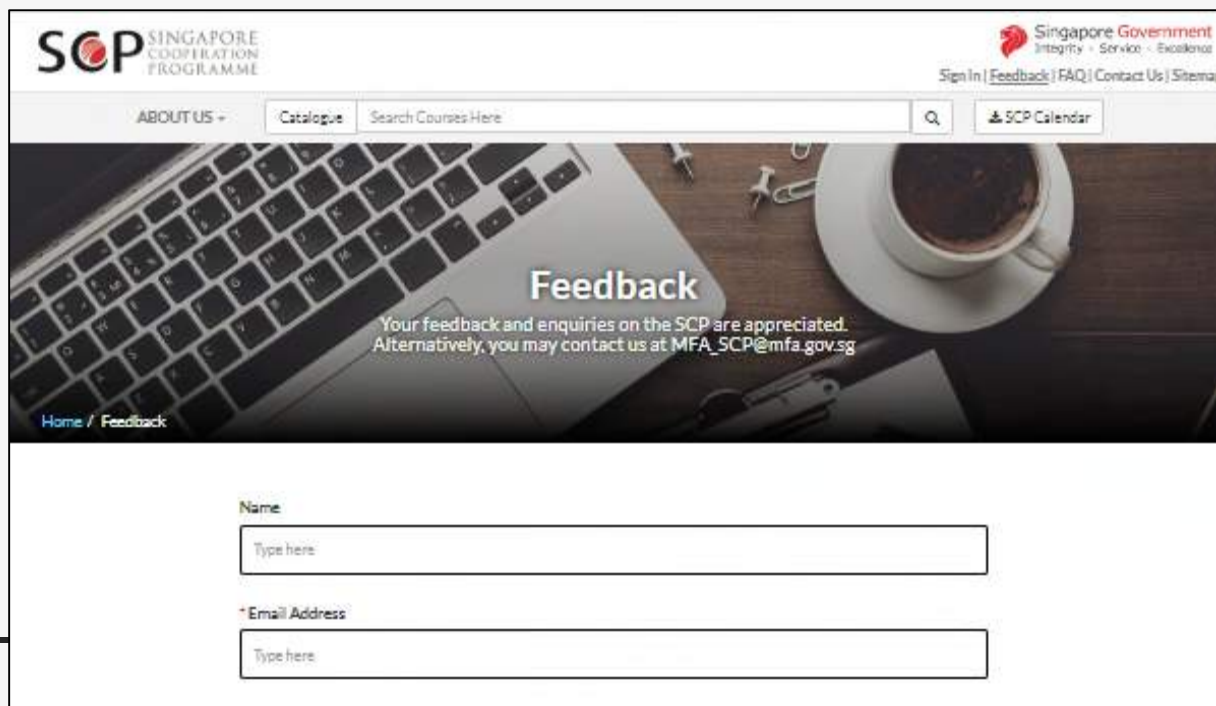
- If you are **unable to accept the invitation**, please click “Decline Invitation”. Your application status will be reflected as “DECLINED”.
  - Please note that you will not be able to reverse this decision once submitted.
- If you wish to **withdraw** your participation after accepting our invitation,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





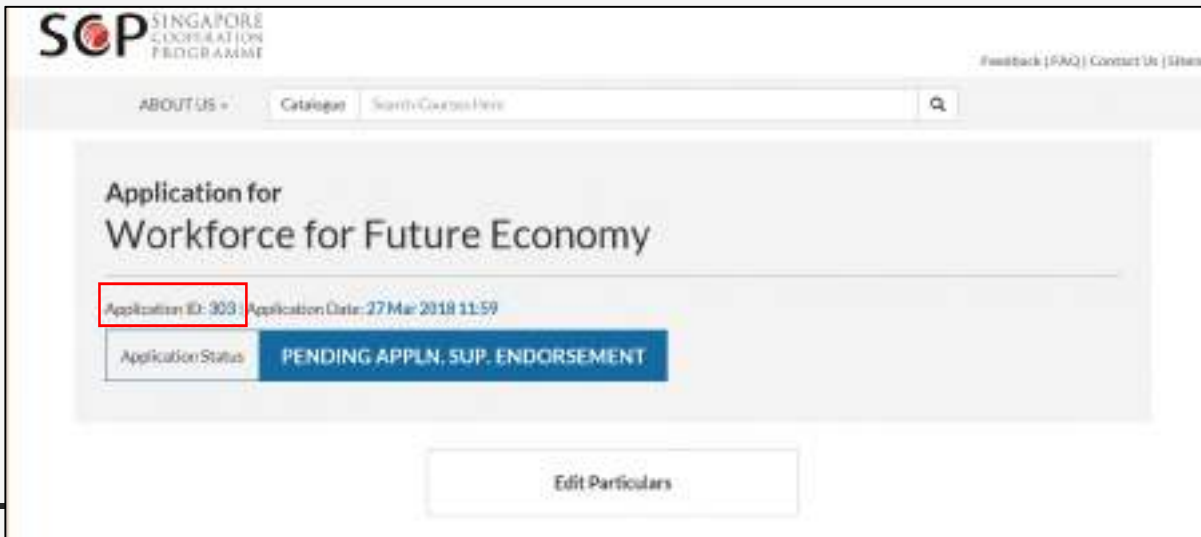
# FAQ

- 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.



# 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)