



APPLICATION GUIDE

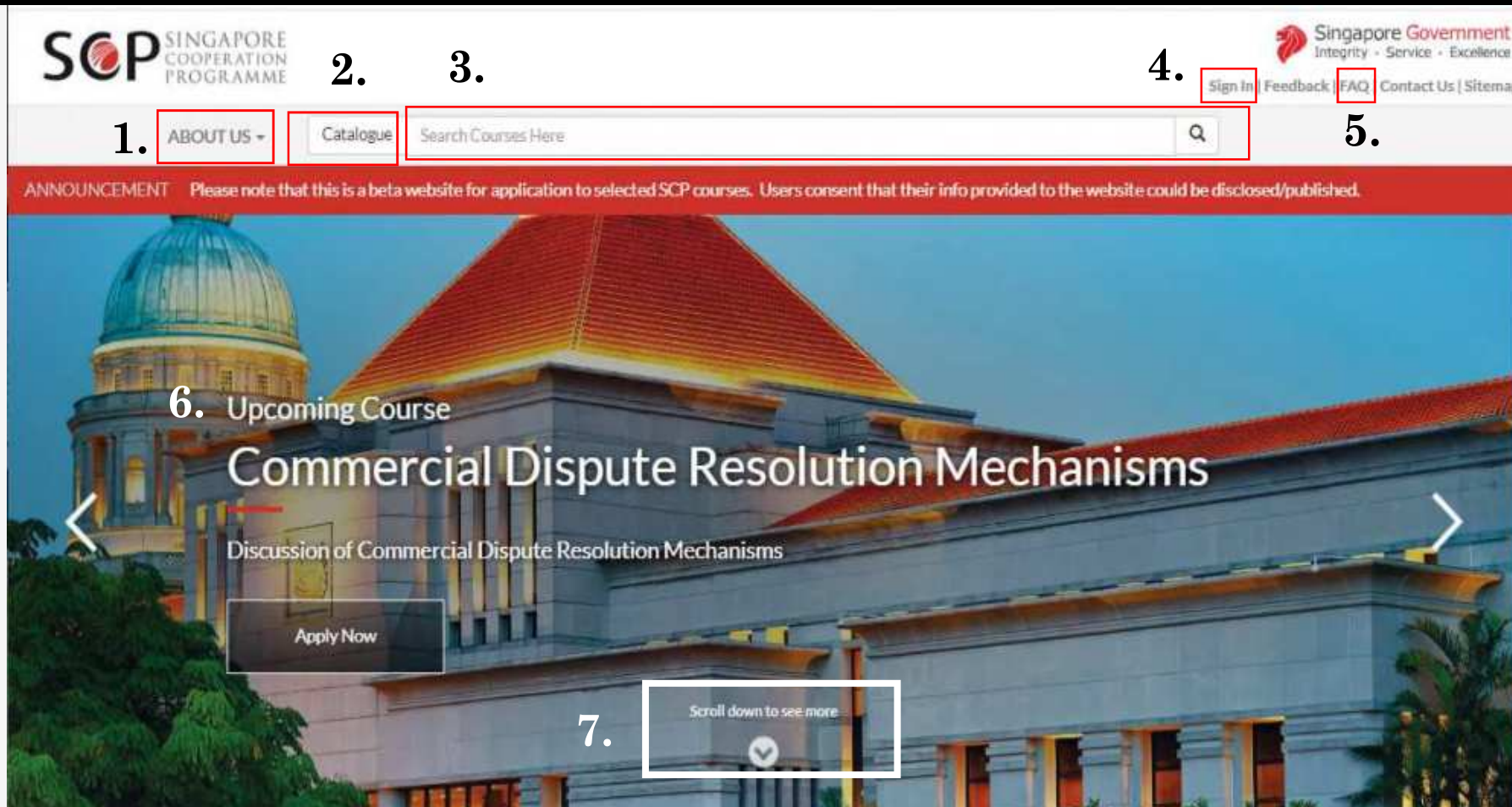
For Singapore Cooperation Programme Courses

<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

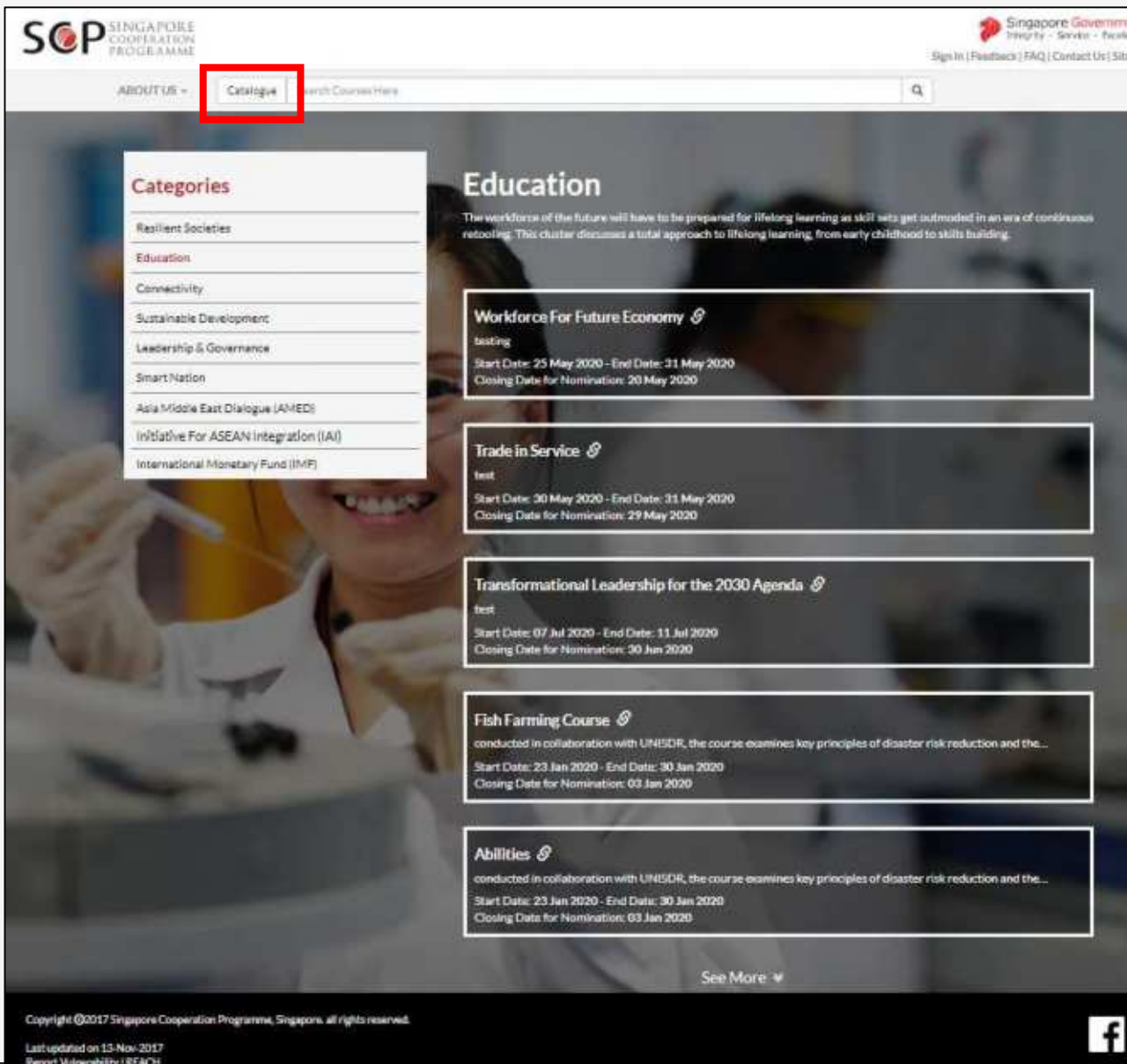
Fill application,
saving as draft
as necessary

4

Submit
application for
approval

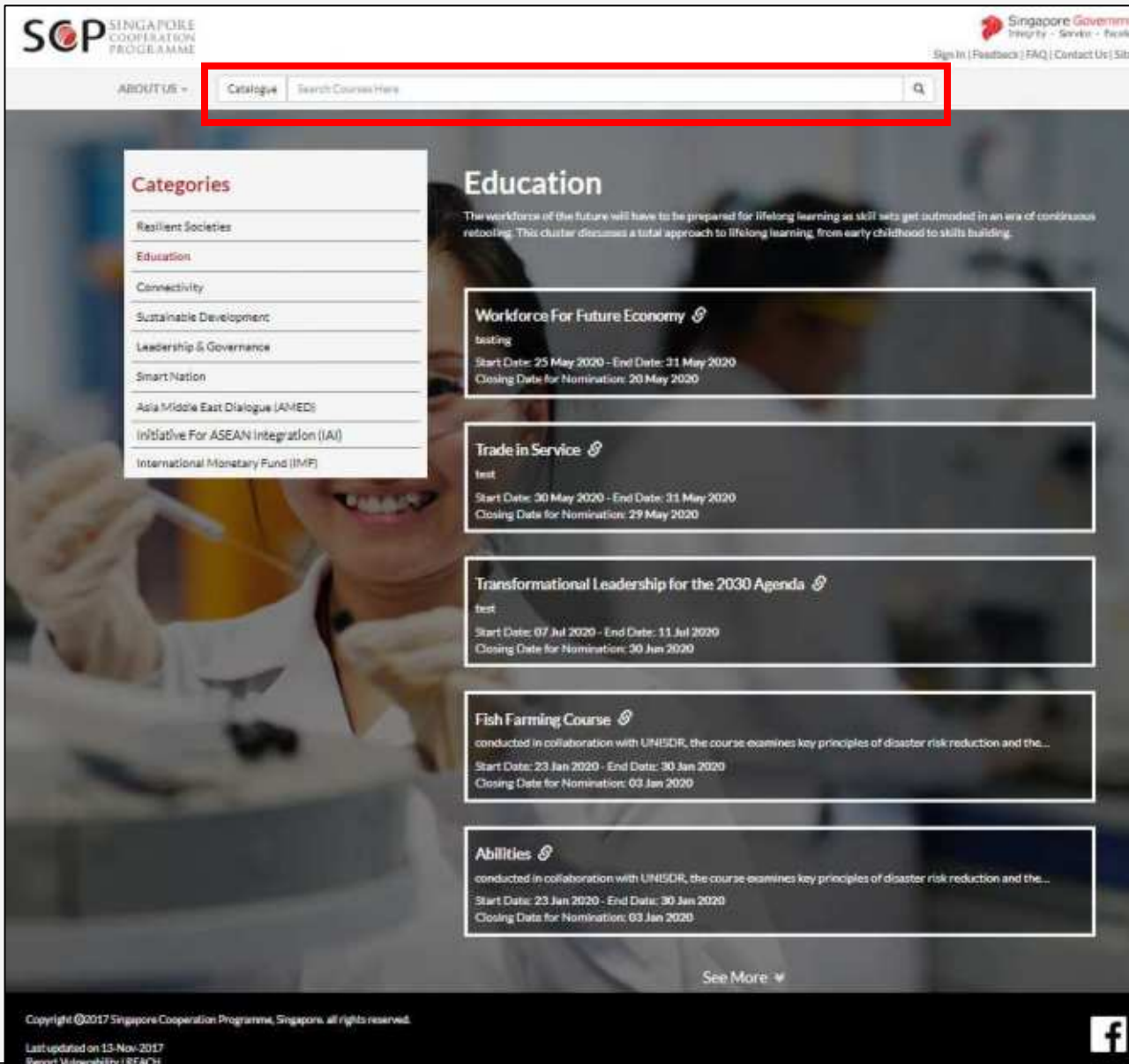
5

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.

The screenshot displays the SOP website interface. At the top, the SOP logo and navigation links are visible. The main header features a large image of a building at night with the course title 'Commercial Dispute Resolution Mechanisms (Ben)' overlaid. Below the header, the course details are listed: 'Start Date: 29 Jun 2020', 'End Date: 02 Jul 2020', and 'Closing Date for Nomination: 05 Jun 2020'. The left sidebar contains sections for '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 lists Living Allowance, Insurance, and Airfare. The 'Application Procedure' section states that the course has limited seatings and applicants should submit early. A red 'Apply For Course' button is located at the bottom of the page.

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
- Airfare

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 red navigation bar contains tabs for 'Applicant Particulars', 'Contact Details', 'Employment History', 'Applicant's Qualifications', 'Reasons for Application', and 'Review & Submit'. The 'Applicant Particulars' tab is active, showing a form with various fields marked with an asterisk (*). The form includes sections for personal details, passport information, and a 'Review & Submit' button at the bottom.

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Workforce For Future Economy

Applicant Particulars

Please note that full passport particulars will be necessary when completing the course invitation.

Applicant Particulars

*I am Representing: [Dropdown]

*Title: [Dropdown] *Full Name is in English as per line

*Gender: [Male / Female] *Date of Birth: [Date Picker]

*Religion: [Text] *Citizenship Restrictions (max 3): [Text]

*Upload Your Passport Photo (max 2MB) [Browse] [Upload]

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

*Passport Issued By: [Text]

*Passport Number: [Text] *Passport Expiry Date: [Date Picker]

[Save As Draft] [Next Step]

[Review & Submit]

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Last updated on 12 Nov 2017
Sprint Value chain | SSGC

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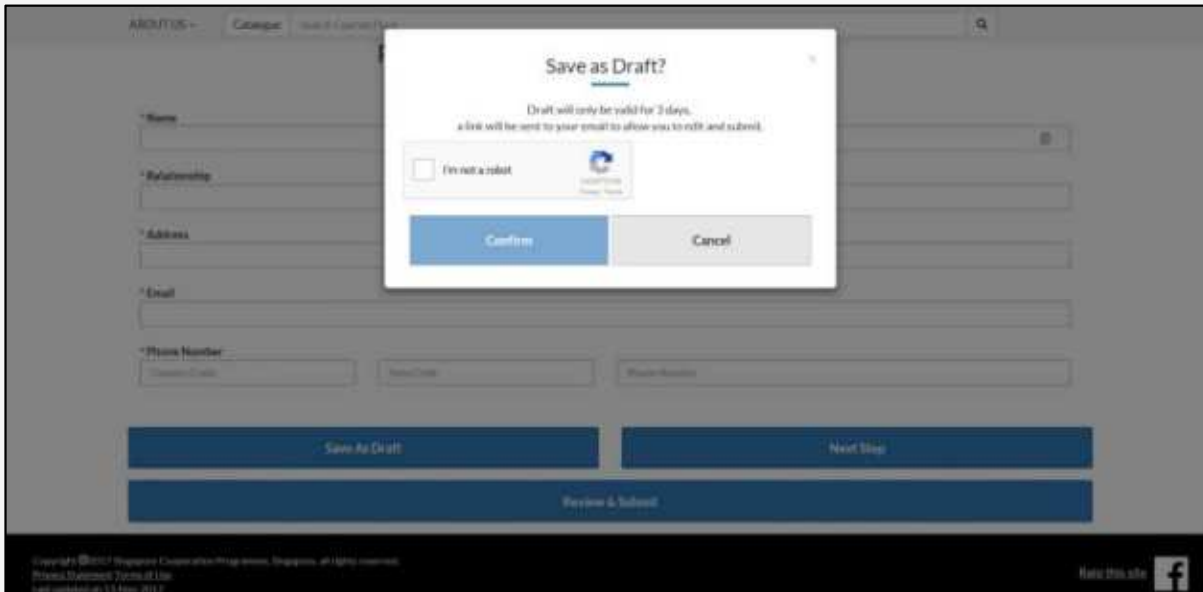
Fill in Application

- 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 interface with a modal dialog titled "Save as Draft?". The dialog contains 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 "Confirm" button. The background form is partially visible, showing fields for Name, Relationship, Address, Email, and Phone Number. At the bottom of the form are buttons for "Save As Draft", "Next Step", and "Review & Submit".

- 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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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.

1 Applicant Particulars

2 Contact Details

3 Employment History

4 Applicant's Qualifications

5 Reasons for Application

6 Review & Submit

Applicant's Particulars

Law Representing: Brunei
Full Name: Mr. Timothy
Family Name: Goh
Gender: Male
Date of Birth: 17 Jul 1920
Religion: Free Thinker
Dietary Restrictions: NA

Contact Details

Country/Territory: Brunei
State/Province: Brunei
City/Town: Titing
Office Address: Ministry of Foreign Affairs and Trade
International Convention Centre, Jalan Berakas Bandar Seri Begawan
Begawan BB3910 Brunei Darussalam
Postal Code: BB3910
Personal Email: timothy.goh@icp.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@mfat.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: IQMS
From: Jan 2018
To: Nov 2018

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@icp.gov.bn
Organisation: Ministry of Foreign Affairs and Trade
Department: Office of the Technology and Education

I, Timothy of Brunei, declare that:
a. All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not willfully expressed any material facts;
b. I am medically fit and free from any viral/ bacterial problems which may impede my ability to attend and complete the training in Singapore;
c. 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
d. 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/diseases 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.)
e. If (or 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 - Gal'De
This award typically covers:
Hospitalisation and Surgical Insurance
(incidentals (e.g. room service, laundry etc))
Travel Allowance
Local Transport
Airport Transfers
Air Fare (one-way tickets)
Liaison Services
Accommodation
Daily Subsistence Allowance
Footer of TOA - Gal'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

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](#)

SCP SINGAPORE COOPERATION PROGRAMME Singapore Government Integrity · Service · Excellence
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[ABOUT US](#) | [Catalogue](#) | [SCP Calendar](#)

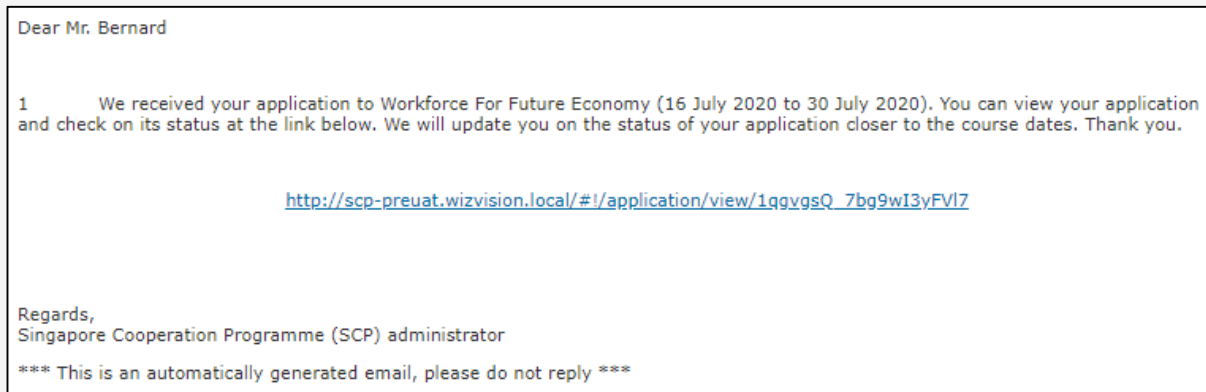
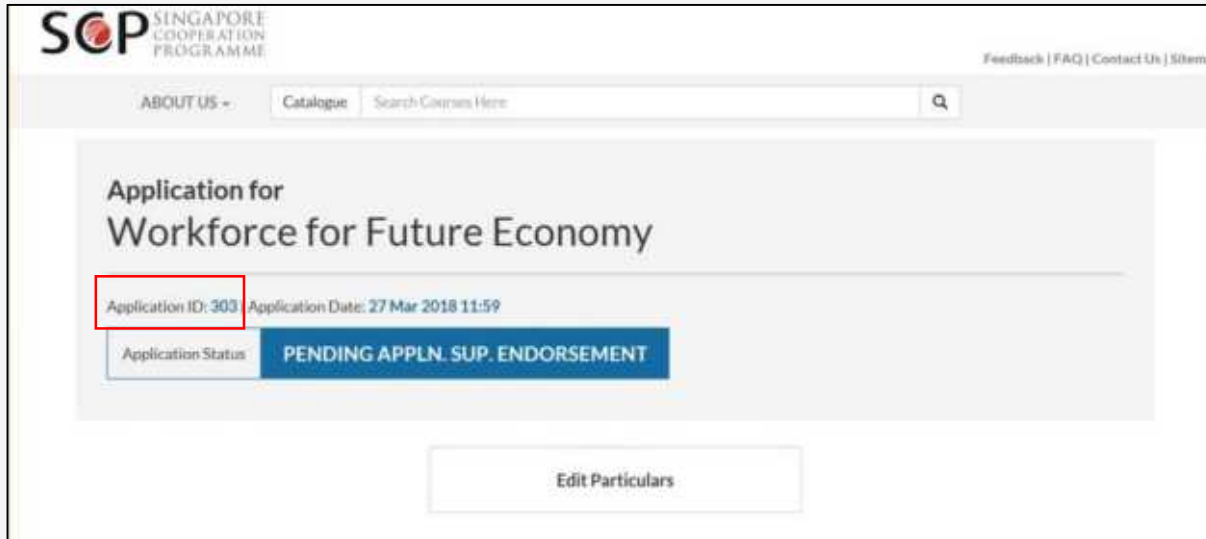
Thank you for applying for the course

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.

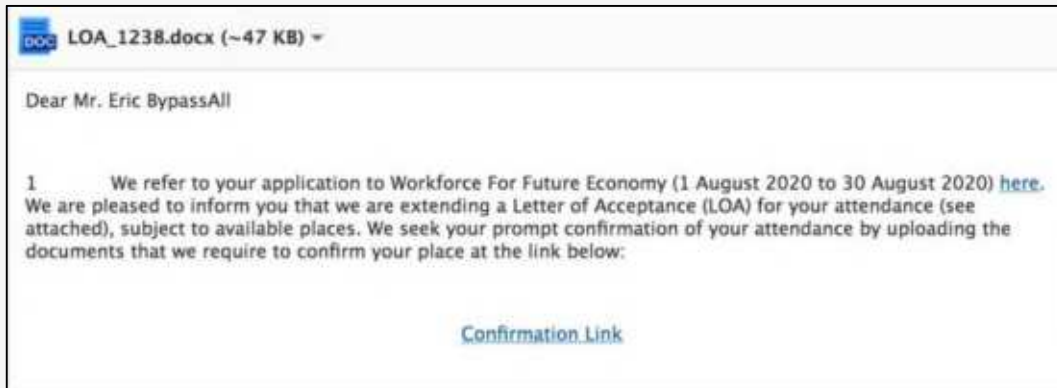


Check Application Status

- 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).



SOP SINGAPORE SKILLSFUTURE PROGRAMME

ABOUT US Catalogue Search Catalogue Here

Application for Workforce For Future Economy

Application ID: 1241 | Application Date: 14 May 2020 16:49:40 | First 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) (For format view) [Click here to view eTicket format](#)

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

(you name appears here) _____ (current date) _____

Full Name of Applicant _____ Date _____

[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.

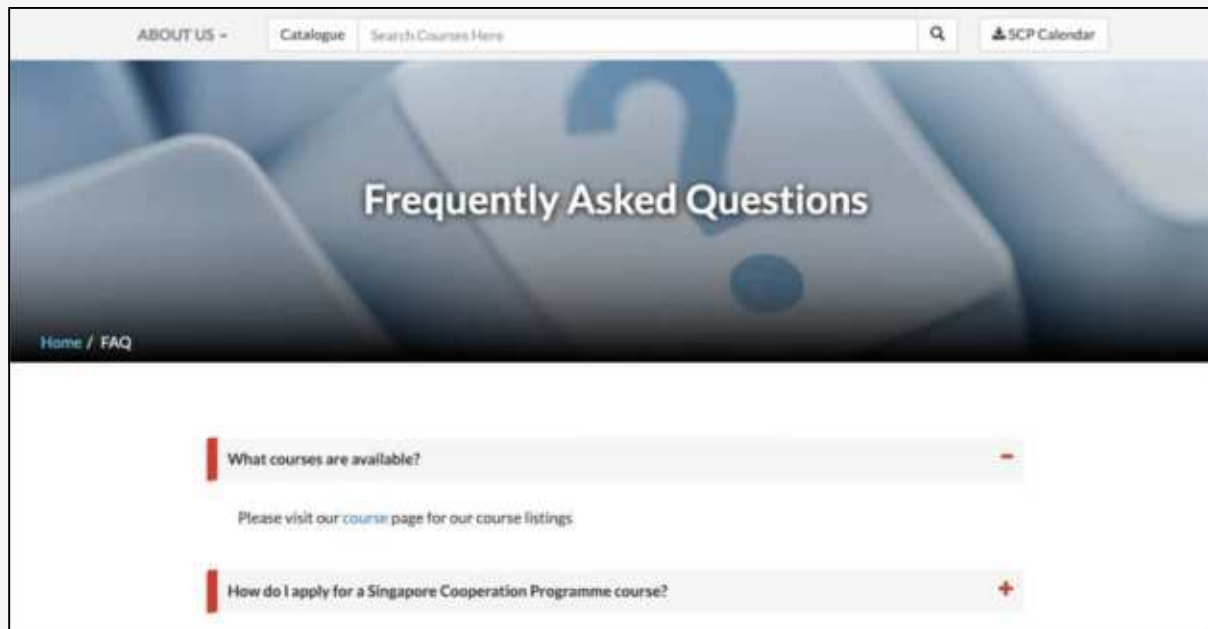
2 We look forward to seeing you soon.

Regards,
Singapore Cooperation Programme (SCP) administrator

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

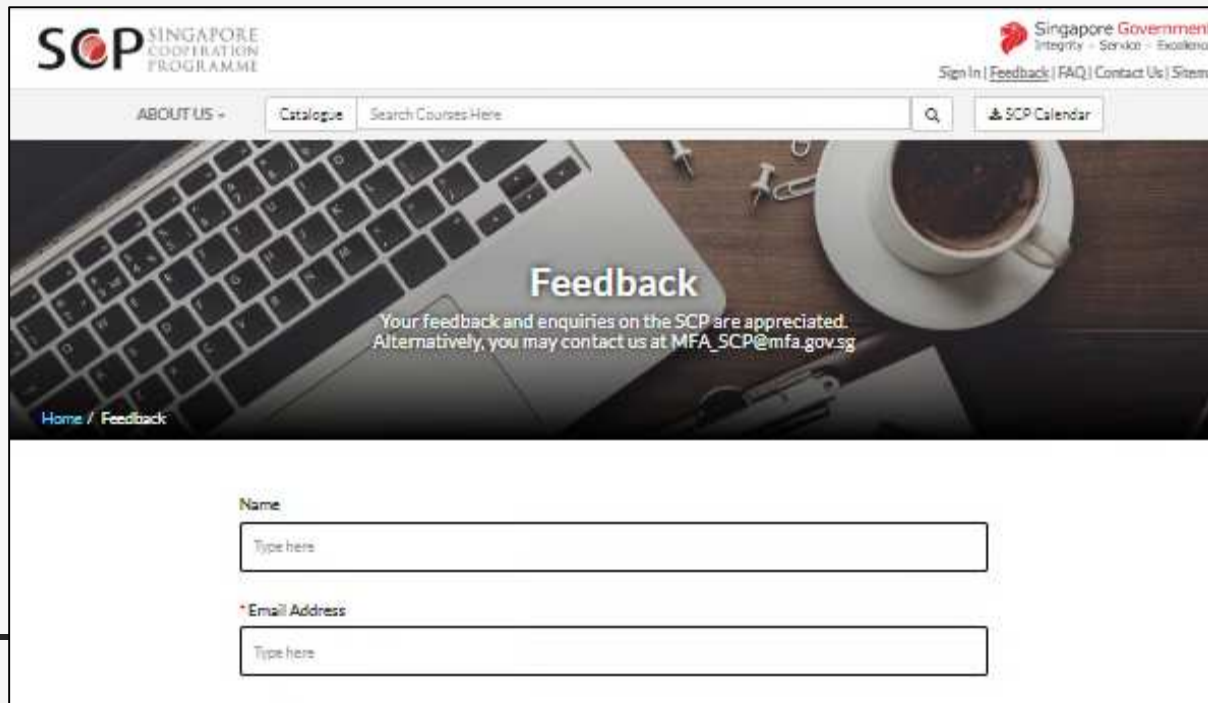
Confirming Participation

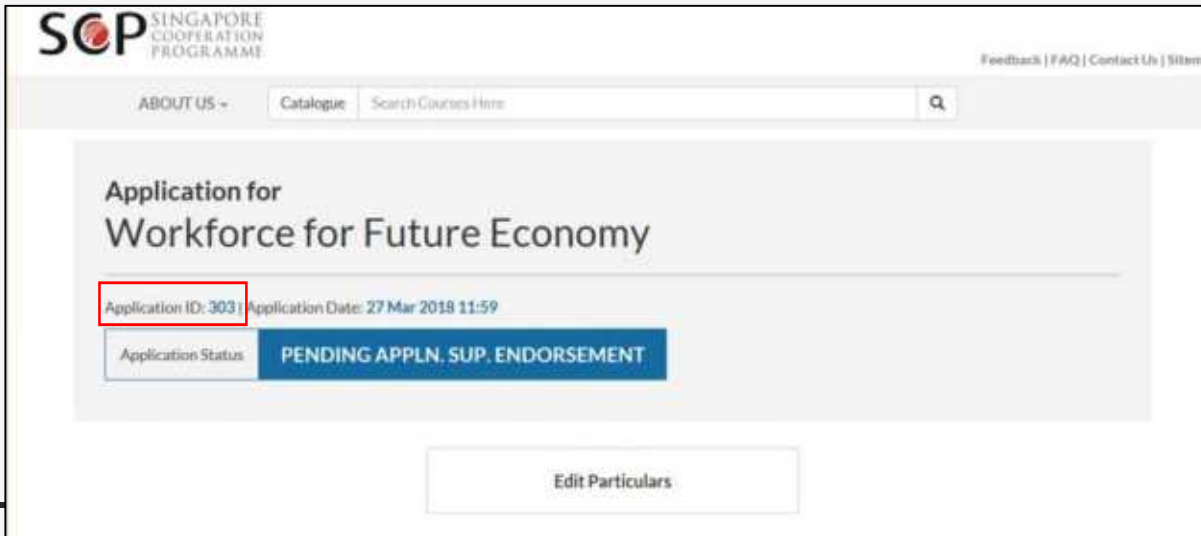
- Once you have accepted the invitation and submitted required documents, the screen will refresh and show your invitation status as “CONFIRMED”.
- **Successful placement in the course is subject to:**
 - Our verification of your submitted documents; and
 - The availability of places.
- **If your placement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



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

Technical Cooperation Directorate

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg