

# APPLICATION GUIDE

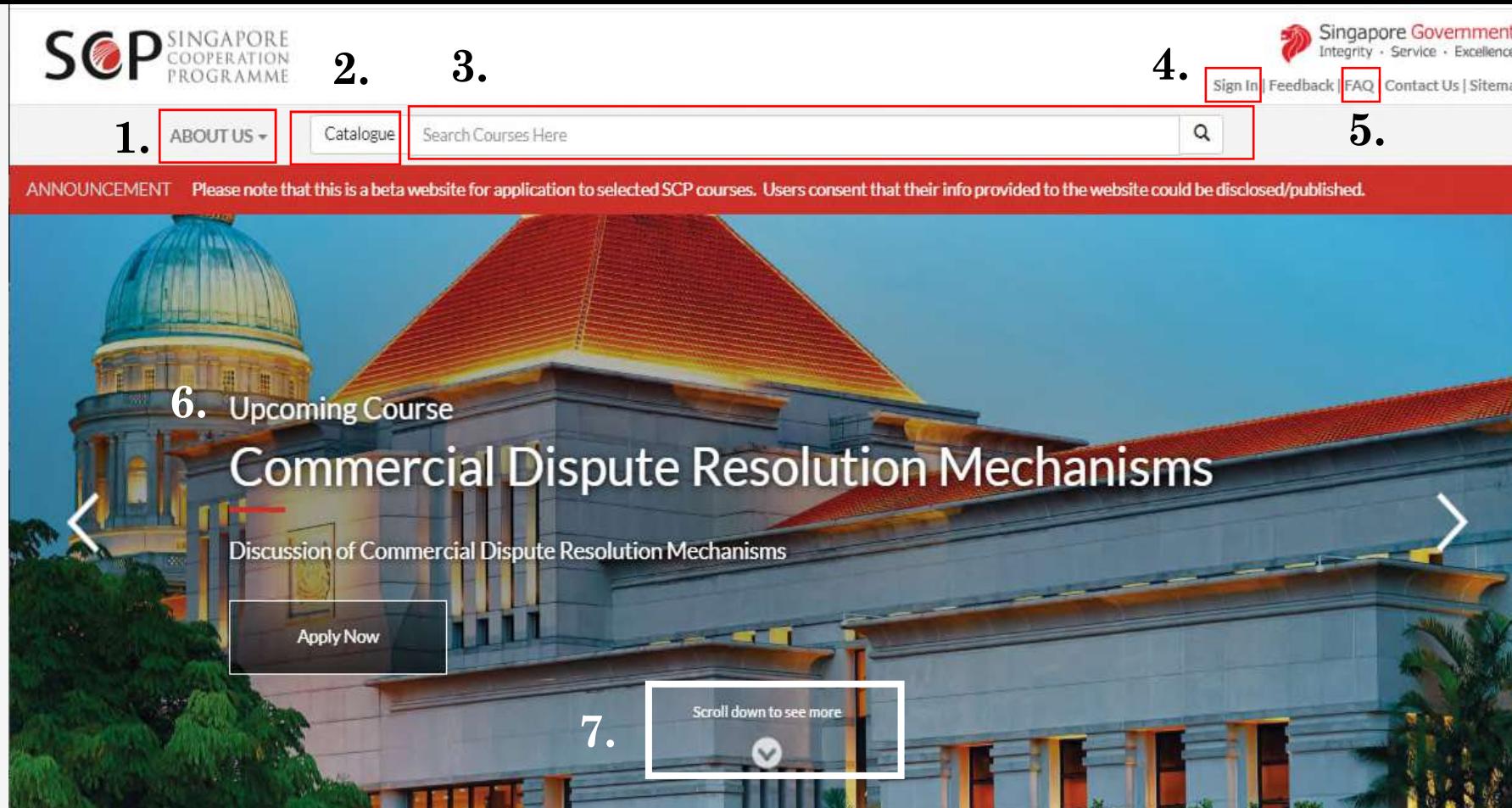
*For Singapore Cooperation Programme Courses*

<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

ABOUT US + Catalogue Search Courses Here

Singapore Government  
Integrity • Service • Excellence

Sign In | Feedback | FAQ | Contact Us | SiteMap

**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 ↴

Copyright ©2017 Singapore Cooperation Programme, Singapore. All rights reserved.

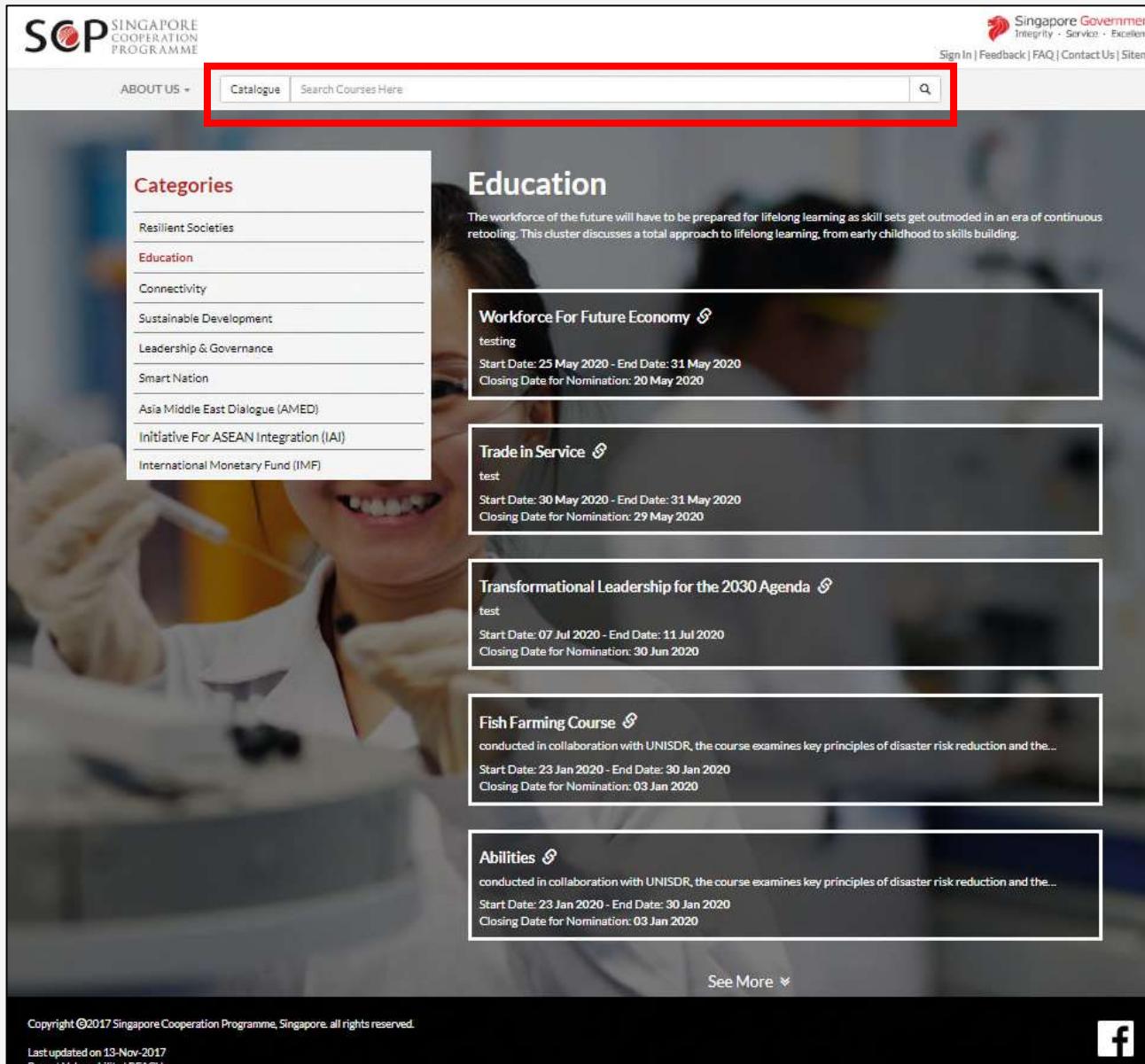
Last updated on 13-Nov-2017

Report Vulnerability | REACH

f

# 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's course search interface. At the top, there is a navigation bar with the SCP logo, a 'Catalogue' button, a search bar, and a 'Sign In' link. A red box highlights the search bar area. The main content area features a background image of a person in a lab coat. On the left, a sidebar lists 'Categories' including Resilient Societies, Education, Connectivity, Sustainable Development, Leadership & Governance, Smart Nation, Asia Middle East Dialogue (AMED), Initiative For ASEAN Integration (IAI), and International Monetary Fund (IMF). The main content area is titled 'Education' and contains five course cards:

- 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** (testing)  
Start Date: 30 May 2020 - End Date: 31 May 2020  
Closing Date for Nomination: 29 May 2020
- Transformational Leadership for the 2030 Agenda** (testing)  
Start Date: 07 Jul 2020 - End Date: 11 Jul 2020  
Closing Date for Nomination: 30 Jun 2020
- Fish Farming Course** (conducting in collaboration with UNISDR)  
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** (conducting in collaboration with UNISDR)  
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, there is a 'See More' button 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.

The screenshot shows a course page for the Singapore Cooperation Programme (SCP). The top navigation bar includes links for 'ABOUT US', 'Catalogue', 'Search Courses Here', 'Sign In', 'Feedback', 'FAQ', and 'Contact'. The main title of the course is 'Commercial Dispute Resolution Mechanisms (Ben)'. The start date is 29 Jun 2020, end date is 02 Jul 2020, and the closing date for nomination is 05 Jun 2020. Below the title, there are sections for 'Course Objectives' (Discussion of Commercial Dispute Resolution Mechanisms), 'Topics Include' (TBC), 'Participant Profile' (Participants involved in Trade), and 'Conducted in' (Singapore). A 'SUSTAINABLE DEVELOPMENT GOALS' logo is present. The 'Eligible Countries / Territories / Organisations' section lists Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, and Vietnam. The 'Terms of Award' section notes that awards typically cover living allowances, insurance, and airfares. The 'Application Procedure' section states that the course has limited seating and advises applicants to submit early. A large red 'Apply For Course' button is at the bottom.

# 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 'Workforce For Future Economy' application page. At the top, there's a banner with a person's face and the text 'Workforce For Future Economy'. Below the banner, a navigation bar has tabs for 'ABOUT US', 'Catalogue', and a search bar. The main content area has a blue header bar with tabs for '1 Applicant Particulars', '2 Contact Details', '3 Employment History', '4 Applicant's Qualifications', '5 Reasons for Application', and '6 Review & Submit'. A note in a box says: 'Note that full passport particulars will be necessary when accepting the course invitation.' The 'Applicant Particulars' tab is active, showing fields for 'I am Representing' (dropdown), 'Title' (dropdown), 'Full Name' (input with placeholder 'e.g. John Doe'), 'Gender' (radio buttons for Male and Female), 'Date of Birth' (input with placeholder '14-May-1990'), 'Religion' (dropdown), 'Dietary Restrictions' (input with placeholder 'e.g. No MSG'), 'Upload Your Picture' (input with placeholder 'Maximum allowed size: 100KB'), 'Passport Issued By' (dropdown), 'Passport Number' (input), 'Passport Expiry Date' (input with placeholder 'DD-MMM-YYYY'), and 'Select File...' (button). At the bottom, there are buttons for 'Save As Draft', 'Next Step', and 'Review & Submit'.

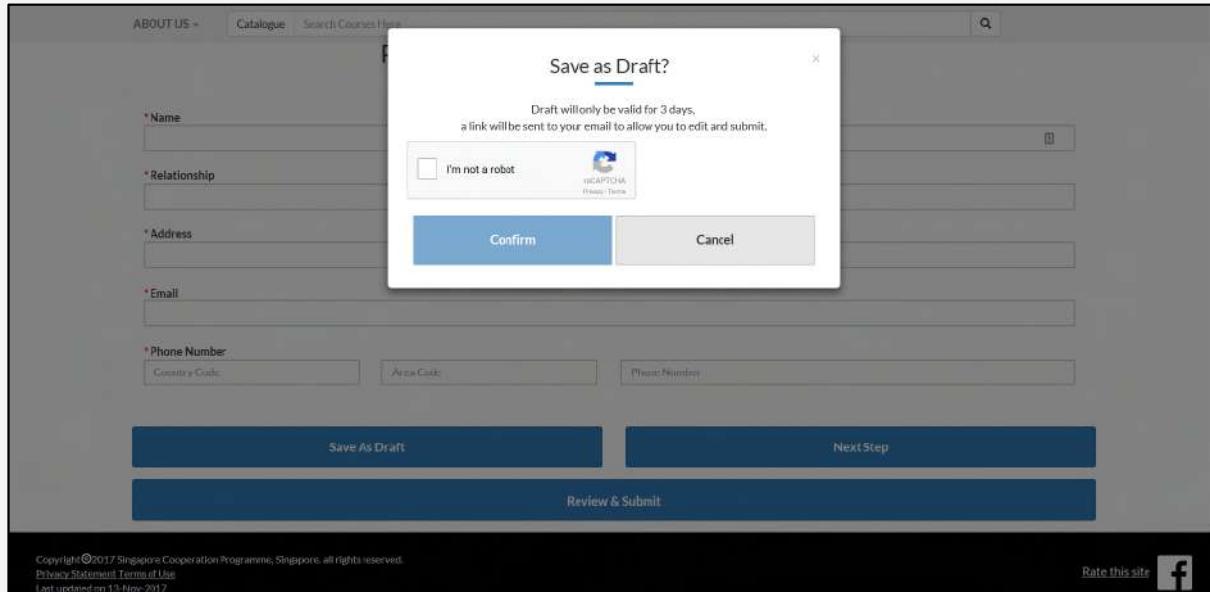
# Fill in Application

- 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.

## 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.

The screenshot shows a horizontal navigation bar with six tabs, each with a red number and a title. Below each tab is a summary of the information entered in that section. The tabs are: 1. Applicant Particulars, 2. Contact Details, 3. Employment History, 4. Applicant's Qualifications, 5. Reasons for Application, and 6. Review & Submit. Each tab has a red circle with a checkmark in the bottom right corner, indicating completion. The 'Review & Submit' tab also has a red circle with a checkmark in the top right corner, indicating it is the current active tab.

Tab	Section Summary
1. Applicant 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
2. 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 Postal Code: BB3910 Personal Email: timothy.goh@scp.com.sg Phone Number: 673 2383374
3. 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
4. Applicant's Qualifications	Educational Qualification Qualification 1 Qualification Attained: Public Governance Educational Institution: IHRIS From: Jan 2016 To: Nov 2016
5. 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
6. Review & Submit	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 wilfully suppressed any material facts; b. I am medically fit and free from any medical problems which may impair 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/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.) e. (For pregnant applicants) I am <input type="text"/> (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  
- Incidentials (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 willfully 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



ABOUT US

Catalogue

Search Courses Here



Sign In | Feedback | FAQ | Contact Us | Sitemap



SCP Calendar

Thank you for applying for the course

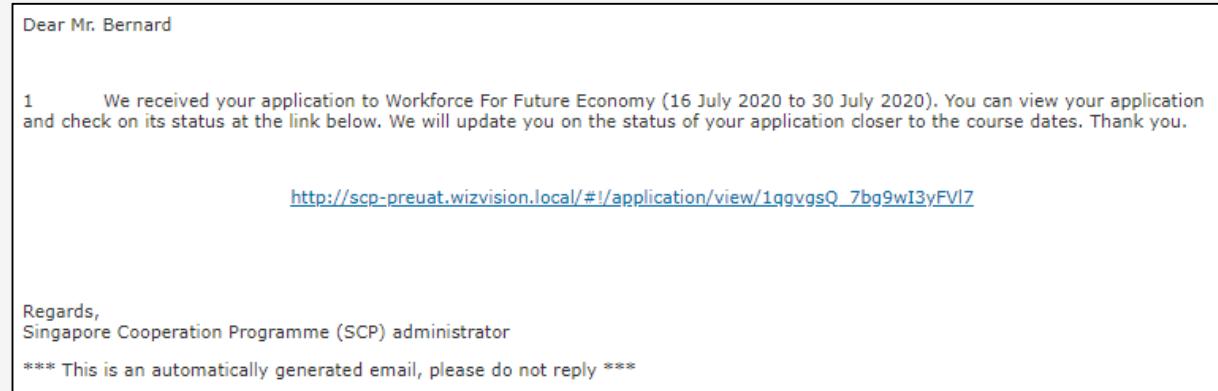
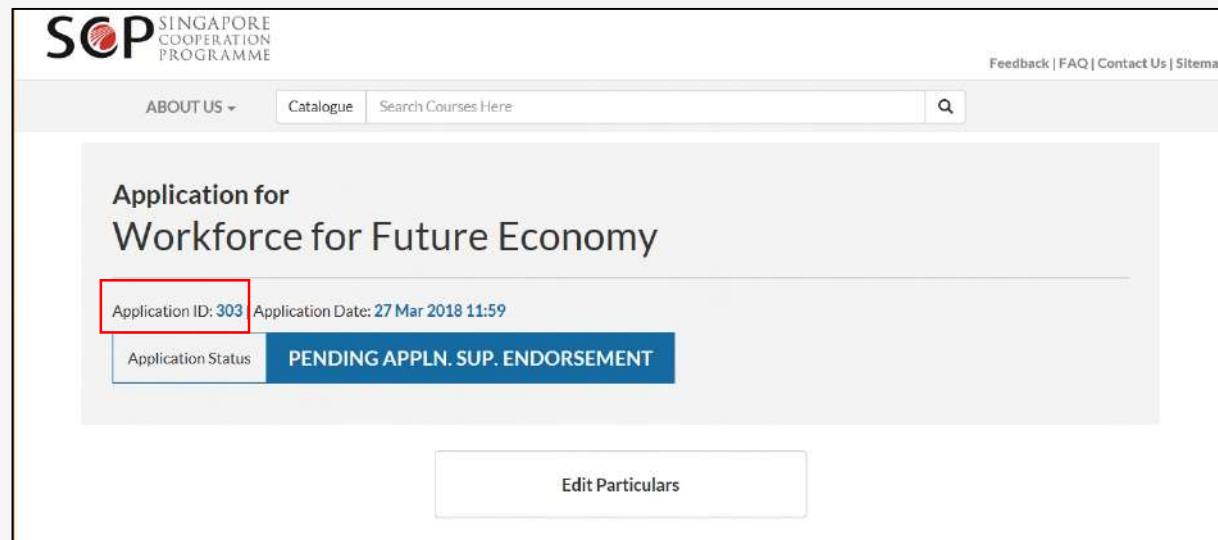
We are currently processing your application.

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.

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

SCP SINGAPORE  
CERTIFICATION  
PROGRAMME

ABOUT US

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, gif, png, bmp, doc, docx, pdf | max size: 1MB

Select File...

LETTER OF INDEMNITY

Workforce For Future Economy

29 May 2020 to 31 May 2020

<i>(you name appears here)</i>	<i>(current date)</i>
Full Name of Applicant	Date
<a href="#">Accept Invitation</a>	<a href="#">Decline Invitation</a>

# *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).

## 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.**

SCP SINGAPORE COOPERATION PROGRAMME

ABOUT US 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 indicated on the application icon 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)  [Browse...](#)

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 \_\_\_\_\_

[Accept Invitation](#) [Decline Invitation](#)

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.



ABOUT US Catalogue Search Courses Here Q SCP Calendar

## Frequently Asked Questions

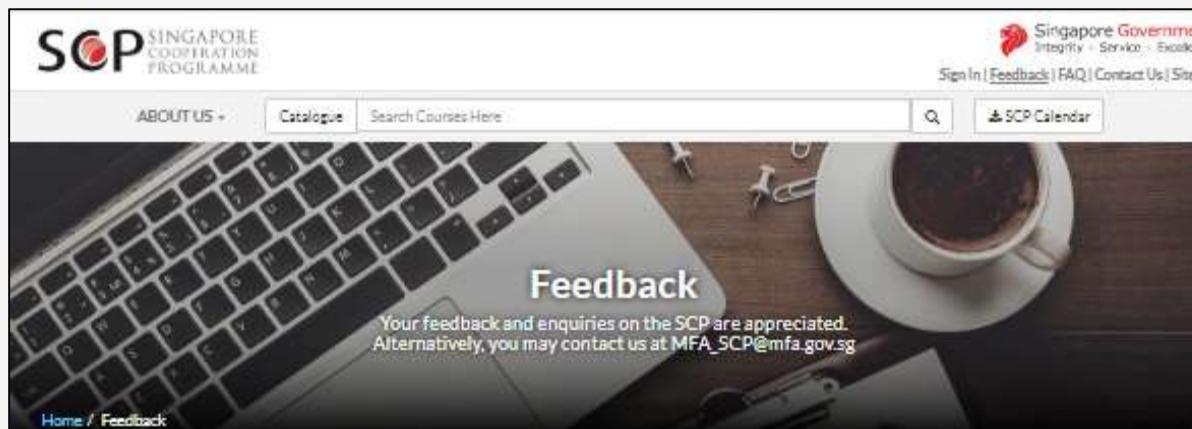
Home / FAQ

What courses are available? -

Please visit our [course](#) page for our course listings

How do I apply for a Singapore Cooperation Programme course? +

This block displays the Frequently Asked Questions (FAQ) section of the website. It features a large question mark icon in the header. The FAQ is organized into expandable sections. The first section, 'What courses are available?', is currently expanded, showing a link to the course page. The second section, 'How do I apply for a Singapore Cooperation Programme course?', is collapsed, indicated by a plus sign.



ABOUT US Catalogue Search Courses Here Q SCP Calendar

Singapore Government Integrity • Service • Excellence  
Sign In | Feedback | FAQ | Contact Us | Sitemap

## Feedback

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)

Home / Feedback

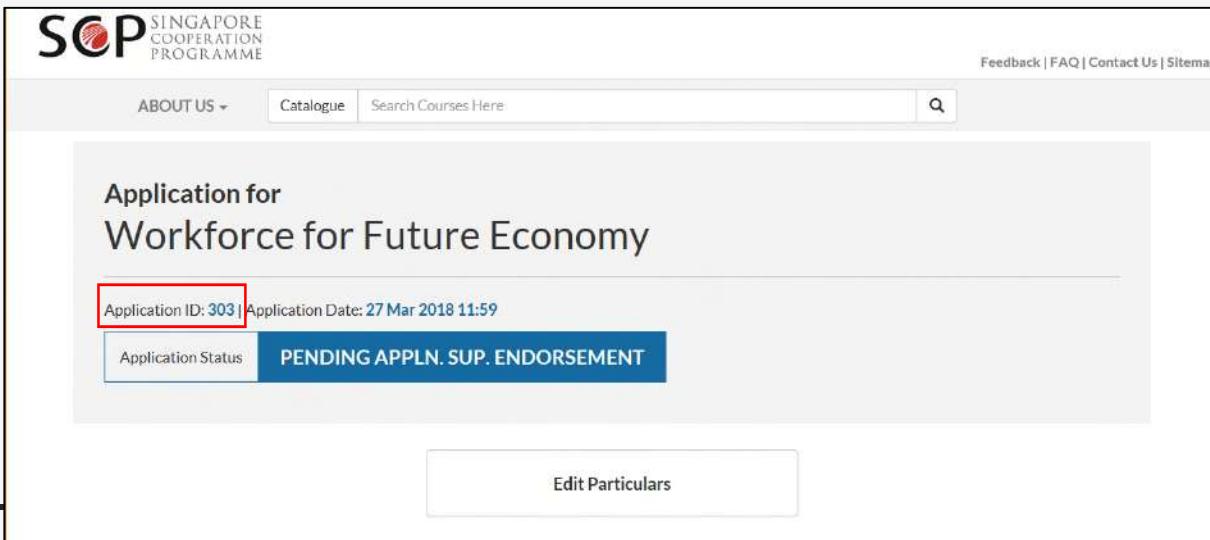
Name

\* Email Address

This block displays the Feedback page. It features a background image of a laptop keyboard and a cup of coffee. The page includes the Singapore Government logo and links for sign in, feedback, FAQ, contact us, and sitemap. The feedback section has a large 'Feedback' heading and a message encouraging users to provide feedback or contact via email. Below this, there are two input fields for 'Name' and 'Email Address'.

# 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)