

SHORT COURSE APPLICATION FORM (SELF SPONSORED)

INSTRUCTIONS

1. All fields are mandatory. Where not applicable, put "N.A.". Do not leave any fields blank.
2. Please use CAPITAL LETTERS when filling in this form.
3. Tick "✓" in the appropriate box.

1. COURSE DETAILS

Course Applying for:

- | | |
|---|--|
| <input type="checkbox"/> BCLS + AED Provider Course | <input type="checkbox"/> Phlebotomy Training Course |
| <input type="checkbox"/> BCLS + AED Provider Course (Public Access Defibrillator) | <input type="checkbox"/> Use of Medical Terminology in Work Activities (WSQ) |
| <input type="checkbox"/> Develop Self (WSQ) | <input type="checkbox"/> Enhance Team Performance (WSQ) |
| <input type="checkbox"/> Foster Teamwork (WSQ) | <input type="checkbox"/> Execute Change (WSQ) |
| <input type="checkbox"/> Infection Control | <input type="checkbox"/> Others (specify): _____ |

Course Commencement Date: DD/MM/YYYY

2. PERSONAL PARTICULARS

Full Name (as in NRIC/Singapore Government Issued Identity Card/Passport): (*Mr /Mrs /Ms /Dr)
**Delete as appropriate*

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	NRIC No./FIN:	Race:	Date of Birth: DD/MM/YYYY	Mobile No.:
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Nationality:

-
- Singapore Citizen
-
- Singapore PR
-
- Others (please specify) _____

Address:
Email Address:

3. DISABILITY/MEDICAL CONDITION

Do you have any disability or medical condition that may affect your learning? **Yes** **NO**
If Yes, please specify (attach more details if necessary):

4. EMPLOYMENT HISTORY

(Only applicable to applicants enrolling for WSQ Courses)
Employment Status (please choose one):

-
- Employed
-
- Self-Employed
-
- Unemployed

If you are under employment, please provide the name of your company.

Name of Company: _____

Designation (please choose one):

- | | |
|--|--|
| <input type="checkbox"/> Managers and Heads | <input type="checkbox"/> General Workers and Unskilled Workers |
| <input type="checkbox"/> Executives and Engineers | <input type="checkbox"/> Production/Admin Support Staff |
| <input type="checkbox"/> Supervisors and Technicians | <input type="checkbox"/> Others (please specify) |

Basic Salary: \$ _____

5. HIGHEST EDUCATIONAL QUALIFICATIONS – please choose one

(Only applicable to applicants enrolling for WSQ Courses)

- | | |
|--|---|
| <input type="checkbox"/> Never attended school | <input type="checkbox"/> Other post-secondary (non-tertiary; Vocational) certificates (eg SIM certificates) qualifications |
| <input type="checkbox"/> Pre-primary / Kindergarten education | <input type="checkbox"/> Polytechnic diploma |
| <input type="checkbox"/> Primary education without PSLE / PSPE certification or their equivalent | <input type="checkbox"/> Polytechnic advanced diploma (including polytechnic advanced/ post/ specialist/ management/ graduate diploma) |
| <input type="checkbox"/> Certificate in BEST 1-3 | <input type="checkbox"/> ITE diploma |
| <input type="checkbox"/> Primary School Leaving Certificate (PSLE) / Primary School Proficiency Certificate (PSPE) or other certificates of equivalent standard | <input type="checkbox"/> Diploma qualifications (eg NIE diploma, SIM diploma, LaSalle-SIA diploma, NAFA diploma) |
| <input type="checkbox"/> Certificate in BEST 4 | <input type="checkbox"/> Qualifications awarded by professional bodies |
| <input type="checkbox"/> At least 3 WSQ Statements of Attainment in Workplace Literacy or Numeracy (WPLN) at Level 1 or 2 (eg under ESS, ES) | <input type="checkbox"/> WSQ diploma |
| <input type="checkbox"/> Secondary education without a GCE 'O' / 'N' Level pass or their equivalent | <input type="checkbox"/> WSQ specialist diploma |
| <input type="checkbox"/> Certificate in WISE 1-3 | <input type="checkbox"/> Other advanced diploma, post-diploma qualifications or equivalent n.e.c. |
| <input type="checkbox"/> Basic vocational certificates (including ITE Basic Vocational Training) | <input type="checkbox"/> Bachelor's degree or equivalent |
| <input type="checkbox"/> At least 3 WSQ Statements of Attainment in Workplace Literacy or Numeracy (WPLN) at Level 3 or 4 (eg under ESS, ES) | <input type="checkbox"/> Postgraduate diploma (including NIE postgraduate diploma) |
| <input type="checkbox"/> At least 1 GCE 'N' Level pass | <input type="checkbox"/> WSQ graduate certificate |
| <input type="checkbox"/> At least 1 GCE 'O' Level pass | <input type="checkbox"/> WSQ graduate diploma |
| <input type="checkbox"/> National ITE Certificate (Intermediate) or equivalent (eg National Technical Certificate Grade 3, Certificate of Vocational Training, BCA Builder Certificate) | <input type="checkbox"/> Master's or equivalent |
| <input type="checkbox"/> ITE Skills Certificate (ISC) or equivalent (eg Certificate of Competency, Certificate in Service Skills) | <input type="checkbox"/> Doctorate or equivalent |
| <input type="checkbox"/> At least 3 WSQ Statements of Attainment in Workplace Literacy or Numeracy (WPLN) at Level 5 and above (eg under ESS, ES) | <input type="checkbox"/> At least 1 WSQ Statement of Attainment or ITE modular certificate at Post-Secondary Level (Non-Tertiary) or equivalent |
| <input type="checkbox"/> Other certificates or qualifications of equivalent standard (secondary) n.e.c. | <input type="checkbox"/> At least 1 WSQ Statement of Attainment or other modular certificate at Diploma Level or equivalent |
| <input type="checkbox"/> At least 1 GCE 'A'/'H2' Level pass or equivalent (General) | <input type="checkbox"/> At least 1 WSQ Statement of Attainment or other modular certificate at Degree Level or equivalent |
| <input type="checkbox"/> National ITE Certificate (Nitec) or equivalent (eg Post Nitec Certificate, Specialist Nitec, Certificate in Office Skills, National Technical Certificate Grade 2, National Certificate in Nursing, Advanced Builder Certificate) | <input type="checkbox"/> At least 1 WSQ Statement of Attainment or other modular certificate at Postgraduate Level or equivalent |
| <input type="checkbox"/> Higher Nitec, including Certificate in Business Skills, Industrial Technician Certificate and other polytechnic certificates | <input type="checkbox"/> Other Statement of Attainment, modular certificate or equivalent n.e.c. |
| <input type="checkbox"/> Master Nitec or equivalent (eg National Technical Certificate Grade 1) | <input type="checkbox"/> Not Reported |
| <input type="checkbox"/> WSQ Certificate or equivalent | |
| <input type="checkbox"/> WSQ Higher Certificate or equivalent | |
| <input type="checkbox"/> WSQ Advanced Certificate or equivalent | |
| <input type="checkbox"/> Other post-secondary (non-tertiary; General) qualifications, including International Baccalaureate / High School Diploma | |

6. TERMS AND CONDITIONS

1. The information collected on this form is for the use of course registration, and/or for application of course-related funding (only if applicable) to SSG.
2. Parkway College is committed to maintain the confidentiality of the personal information and undertakes not to reveal applicant's information to any third party (other than the funding-related agency) without prior consent of the trainee. For more information on Parkway College personal data protection policy, please refer to <http://www.parkwaycollege.edu.sg/privacy-policy/>.
3. The application form must be submitted to Parkway College at least **2 weeks** before course commencement.
4. All prices for the courses are subject to GST (Goods & Services Tax).
5. The course schedule selected is subject to confirmation. Parkway College reserves the right to withdraw or re-schedule the class if the minimum class size is not met.
6. Payment would need to be made prior to the commencement of the course to secure a place.
7. All courses will be conducted in English. Trainee must be able to understand, converse and write in English.
8. Request of Deferment/Transfer/Replacement/Withdrawal of Courses
 - For deferment/transfer/withdrawal of courses, a written notice must be submitted and received by Parkway College **2 weeks** before course commencement.
 - For replacement of course, a written notice, together with the full particulars of the new trainee, must be submitted and received by Parkway College **2 weeks** before course commencement.
9. Refund Procedure
 - 100% refund for notice received within 14 days or more.
 - 75% refund for notice received in less than 14 days.
 - No refund for no show.
10. Training Quality and Outcomes Measurement Survey (TRAQOM) by SSG
 - Trainee is required to provide their email address and mobile number which would be submitted to SSG for Training Quality and Outcomes Measurement (TRAQOM) survey purposes.
 - The Quality Survey will be conducted after the course end date through an electronic survey. The survey will be emailed to the trainee through SSG's central survey system.
 - The Outcomes Survey will be administered once a year through a contracted vendor. The survey will be sent to shortlisted trainees who have completed their full qualification course(s) at least six months earlier.
11. Mode of Payment
 - Cash, credit card, telegraphic transfer/i-banking or cheque made payable to "Parkway College of Nursing & Allied Health Pte Ltd".
 - SkillsFuture Credit can be used to pay for approved WSQ courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose from the list of courses available on the Training Exchange course directory.
12. Funded Courses
 - Training Provider will apply the training grant on behalf of the trainee.
 - In the event that the trainee fails to meet any of the requirements set under the funding scheme (as stated below or otherwise) or has been granted funding for the same course before, and thereby resulting in his/her application for funding claim to be rejected by the funding agency, the trainee is liable to pay the balance of the course fee (i.e. the funding amount) to Parkway College:
 - Trainee fails to meet at least 75% attendance
 - Trainee fails to sit for the required assessment (where applicable)
 - Trainee fails the required assessment (where applicable)

7. DECLARATION

I hereby apply for the course as indicated in this form. I declare that all information given is true and correct. I have not deliberately omitted any relevant fact. I understand any false or misleading declaration shall make me liable for disqualification, or if already admitted, for expulsion from the course without any refund of fees paid. I have read and affirmed the Terms and Conditions.

Signature

Date