

**WSQ SCREENING & COURSE REGISTRATION FORM**

<b>COURSE TITLE:</b> _____ <b>COMMENCEMENT DATE:</b> _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">SELF-SPONSOR</td> <td style="text-align: center; padding: 2px;">X</td> </tr> <tr> <td style="padding: 2px;">COMPANY-SPONSOR</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">OTHER SPONSOR(S)</td> <td style="padding: 2px;"></td> </tr> </table> (Please TICK in the appropriate box.)	SELF-SPONSOR	X	COMPANY-SPONSOR		OTHER SPONSOR(S)	
SELF-SPONSOR	X						
COMPANY-SPONSOR							
OTHER SPONSOR(S)							

Name as in NRIC: _____	NRIC No: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (dd/mm/yyyy): _____	Age (as at course start date): _____	
Nationality: <input type="checkbox"/> Singaporean <input type="checkbox"/> PR <input type="checkbox"/> Others:	Race: <input type="checkbox"/> Chinese <input type="checkbox"/> Malay <input type="checkbox"/> Indian <input type="checkbox"/> Others:	
Personal Email Address: _____		
Home Address: _____		
Contact Numbers: (Home) _____	(Mobile) _____	(Office) _____
Employment Status: <input type="checkbox"/> Unemployed <input type="checkbox"/> Employed (excludes freelancers, casual workers & self-employed)		
Company's Name: _____	Job Title: _____	Email(Company): _____
Company's Address : _____		
Highest Education (please state): _____		
Institution/School (please state): _____		
(e.g. No Formal Qualification, Primary PSLE, Lower Secondary, 'N' Level, 'O' Level, ITE Skills Certificate, 'A' Level, NITEC, Higher NITEC, Polytechnic Diploma, Prof Qualification & other Diploma, University First Degree, Master Degree etc...)		
<b>NOTE: Applicant needs to provide a photocopy of the highest education certificate and provide original document for vetting by the Programme Consultant/recruiting officer. Please discuss with the Programme Consultant/recruiting officer if you do not have any formal education.</b>		

**Please help us to understand you and your training needs better by answering the following questions.**

**1. Which Industry/Sector are you currently in or previously from? (If currently employed, please tick one) :**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Childcare          | <input type="checkbox"/> Electronics           | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Transport               |
| <input type="checkbox"/> Cleaning           | <input type="checkbox"/> Hotel/F&B/Hospitality | <input type="checkbox"/> Retail        | <input type="checkbox"/> Others (please state) : |
| <input type="checkbox"/> Education Services | <input type="checkbox"/> Logistics/Warehousing | <input type="checkbox"/> Security      |  |

**2. What are your Reasons/Motivation for taking up Course/Training? (You may tick more than one) :**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Relevant to current job             | <input type="checkbox"/> Take on additional duties in current job | <input type="checkbox"/> Prepare for higher position |
| <input type="checkbox"/> Earn higher salary                  | <input type="checkbox"/> Prepare for future job                   | <input type="checkbox"/> Employer's recognition      |
| <input type="checkbox"/> Other reasons (please state): _____ |   |  |

**3. Gross Monthly Salary Range (Current Salary or Last Drawn Salary if currently unemployed):**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> 0. Unemployed        | <input type="checkbox"/> 1. Below S\$1,000    | <input type="checkbox"/> 2. S\$1,000-S\$1,499 | <input type="checkbox"/> 3. S\$1,500-S\$1,999 |
| <input type="checkbox"/> 4. S\$2,000-S\$2,499 | <input type="checkbox"/> 5. S\$2,500-S\$2,999 | <input type="checkbox"/> 6. S\$3,000-S\$3,499 | <input type="checkbox"/> 7. S\$3,500 & above  |

**4. Language Proficiency:**

- |                                     |                                    |                               |                                  |   |
|-------------------------------------|------------------------------------|-------------------------------|----------------------------------|---|
| English, Speaking & Listening       | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Not proficient |
| English, Writing & Reading          | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Not proficient |
| Mother Tongue (please state): _____ | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Not proficient |

**5. Other Skills:**

- |                              |                                  |                                   |  |                                     |                             |                             |                            |                            |                                   |
|------------------------------|----------------------------------|-----------------------------------|--|-------------------------------------|-----------------------------|-----------------------------|----------------------------|----------------------------|-----------------------------------|
| Office Applications          | <input type="checkbox"/> MS Word | <input type="checkbox"/> MS Excel | <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> MS Outlook |                             |                             |                            |                            |                                   |
| Driving                      | <input type="checkbox"/> 2B      | <input type="checkbox"/> 2A       | <input type="checkbox"/> 2             | <input type="checkbox"/> 3          | <input type="checkbox"/> 3A | <input type="checkbox"/> 4A | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> Forklift |
| Others (please state): _____ |                                  |                                   |  |                                     |                             |                             |                            |                            |                                   |

**6. How did you find out about us?  1. Straits Times  2. Lianhe Zaobao  3. Berita Harian  4. Tamil Murasu**

5. Ex-student of SIMM  6. Referral  7. Web Search  8. Others (please state): \_\_\_\_\_

<b>Company Stamp &amp; Officer-in-charge Signatory</b>	<b>Student or Member (Applicant) Signature</b>	<b>Date</b>
Please submit the application form duly completed to: <b>Singapore Institute of Materials Management</b> <small>Corporate Office: 9 Ah Hood Road, #04-06 EASB Building, Singapore 329975          Tel: (65) 6653 1233 Fax: (65) 6254 0704          email: <a href="mailto:info@simm.org.sg">info@simm.org.sg</a> website: <a href="http://www.simm.org.sg">www.simm.org.sg</a></small>		
(This form may be photocopied for additional participants)		

## **(1) GENERAL INFORMATION**

1. All courses will be conducted in **English** unless otherwise stated.
2. To qualify for the SSG Funding , participants must:-
  - i) have 100% attendance throughout the whole course and sit for the examination
  - ii) be Singapore Citizens or Permanent Residents
3. Notice of withdrawal must be given in accordance to the policy stipulated in the ‘Term and Conditions for Enrollment’ for refund.
4. Payment must be made 2 weeks before course commences.
5. SIMM reserves the right to defer/cancel any scheduled course due to unforeseen circumstances. If a course is deferred, fee will be refunded in full upon request.
6. The Institute reserves the right to alter or amend the tuition and other related fees as it deems necessary.
7. Confidentially Clause: All information given to SIMM will be kept strictly confidential and used solely for communication with the participants.
8. By signing this form, I represent and warrant that the above information given in this application is complete, true and accurate. I consent SIMM to use my photos, data and others for promotion publication. If accepted, I shall abide by the Constitution of the Institute and pay the relevant dues. Pursuant to the Personal Data Protection Act 2012 (PDPA) Singapore, I consent to receiving SIMM telemarketing messages and calls and related promotions.

## **(2) TERMS & CONDITIONS**

1. All notice of withdrawal must be given in writing.
2. If candidate’s written notice of withdrawal is received:
  - a) More than 60 days before the course commencement date – 100% refund of course fees paid
  - b) Before, but not more than 60 days before the course commencement date – 30% refund of course fees paid
  - c) After, but not more than 1 day after the commencement date – 15% refund of course fees paid
  - d) More than 1 day after the commencement date, but not more than 3 days after the commencement date – 10% refund of course fees paid
  - e) More than 3 days after the course commencement date – no refund
3. For all government-funded programmes (WSQ), funding is only applicable to Singapore Citizens and Singapore Permanent Residents only. Participants must fulfil 100% attendance and sit for all required assessments.
4. For all government-funded programmes (WSQ), full module fee (depending on the module, without funding) will be billed to the participant, for the module that has commenced but not yet completed. This also applies to the participants who do not achieve 100% attendance and sit for all required assessments.
5. 100% of the course fees will be charged if participant(s) do not turn up for the class.
6. When a course is cancelled, the candidate may defer the intake at no extra charge, or withdraw from the course and obtain a 100% refund of all fees paid. SIMM Program consultant shall inform the candidate immediately within three (3) working days if we:
  - a) Fail, for any reason, to commence/complete the course on the course commencement/completion date
  - b) Terminate the course, for any reason, prior to the course commencement/completion date
7. SIMM reserves the right to reschedule/cancel any classes without prior notice & under such circumstances full refund will be given.

## **(3) Methods of Payment**

1. For Cash/Nets/Credit Card payment, please come to our counter during office hours  
9.00 am – 7.00pm, Monday – Friday, 9.00 am – 2.00 pm for Saturday only) to make payment for the Course fee.
2. For cheque payment, cheque should be crossed and made payable to 'Singapore Institute of Materials Management'. Please indicate the Course Name, Batch No. and your name on the reverse side of the cheque. Cheque should be mailed to: SIMM, 9 Ah Hood Road, #04-06 EASB Building, Singapore 329975
3. Payment can be made payable to SIMM bank account  
SIMM bank account details:  
Account Name: Singapore Institute of Materials Management  
Bank Name: United Overseas Bank  
Bank A/C No: For more information Please call SIMM for more detail

## **FOR OFFICIAL USE ONLY:**

Assessment of Applicant’s Profile:  Suitable for course(s) applied  Not suitable for course(s) applied  
Comments/Recommendations (if any):

\_\_\_\_\_

\_\_\_\_\_

Admission approval:  Approved for admission  Not approved for admission

\_\_\_\_\_ Date

Approved by Deputy GM/Deputy Academic Director

Vetted by: \_\_\_\_\_ Date

Program Director

Please submit the application form duly completed to:

Singapore Institute of Materials Management

Corporate Office: 9 Ah Hood Road, #04-06 EASB Building, Singapore 329975

Tel: (65) 6653 1233 Fax: (65) 6254-0704

email: [info@simm.org.sg](mailto:info@simm.org.sg) website: [www.simm.org.sg](http://www.simm.org.sg)

(Reg No: S80SS0146D ERF validity: 20/05/2018 to 19/05/2022)

WSQ-032-0A Updated on 01 Jan 2019

(This form may be photocopied for additional participants)