COURSE SCHEDULE SEARCH USER GUIDE

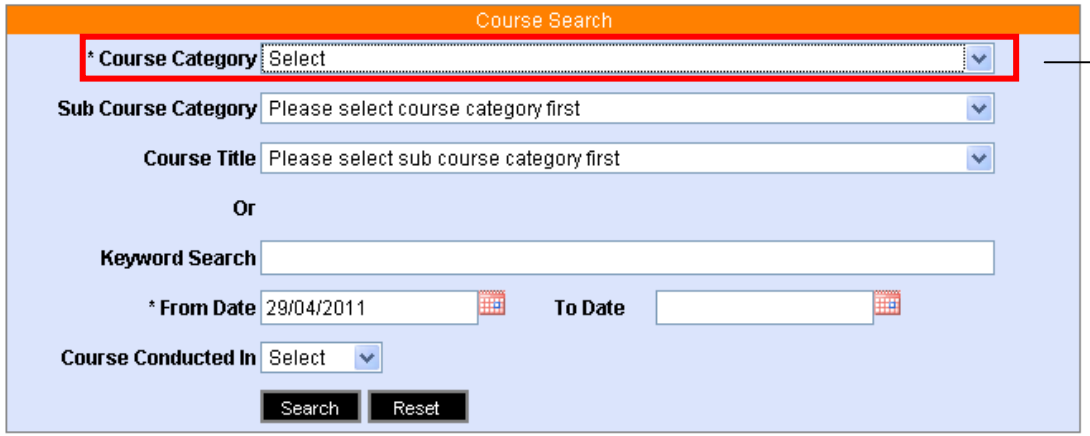
COURSE SCHEDULE SEARCH

The New **Course Schedule Search** will assist you to search for your course and its course schedules. Should online registration and online payment are available for your selected course, you will be able to register and make payment for your selected course seamlessly.

Searching for a Course and its Schedules

1. At the course schedule search selection panel, you may choose one of the following methods to search for a relevant course and its schedules:
    a. Through Course Category
    b. Through Keyword Search Function

Through Course Category

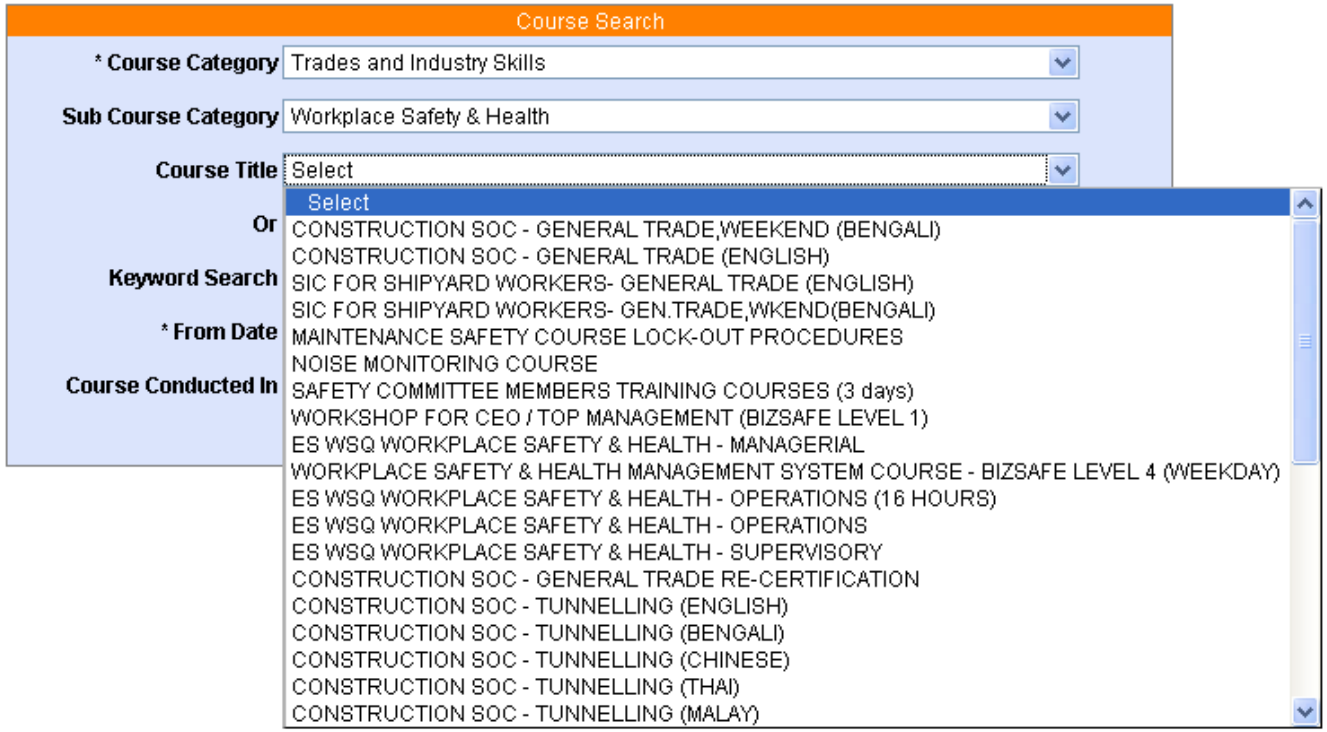


Select one of the following skills-based course categories: Generic Skills, Trades & Industry Skills, etc.

i. After selecting the course category, you select the sub course category.

Select one of the following categories within the selected course categories.

ii. Once selected, under 'Course Title', you will see a dropdown of the training programmes within the course category.



iii. Once selected, you may select the period of the dates using the date selection function. If not, by default, it is set as the date you access the system.

iv. As we have <u>some</u> courses which are specially conducted in other languages, you may choose to select the language the course is conducted in. If you are unsure, you may leave it as 'select'.

v. Once you are ready, click on the 'search' button. The schedules of your selected course will be generated.

Course Search

* Course Category: Trades and Industry Skills

Sub Course Category: Workplace Safety & Health

Course Title: ES WSQ WORKPLACE SAFETY & HEALTH - OPERATIONS

Or

Keyword Search: ES WSQ WORKPLACE SAFETY & HEALTH - OPERATIONS

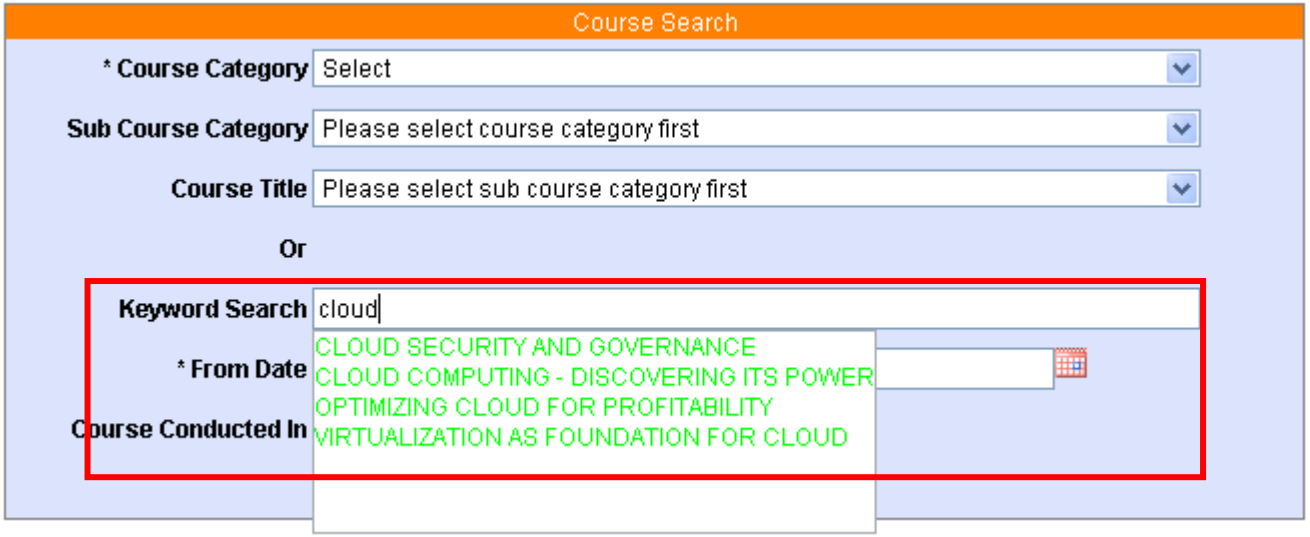
* From Date: 29/04/2011 To Date:

Course Conducted In: Select

Search Reset

Start / End Date	Course Title	Language	Funding Avail	Fee	Duration (hours)	Session (hours)	Venue	Avail Seats	Online Registration	Online Payment	Batch Id
29/06/2011 30/06/2011	ES WSQ WORKPLACE SAFETY & HEALTH - OPERATIONS (16 HOURS)	ENGLISH	Yes	246	16	Weekday Fullday 9-6 (8hrs)	73 BRAS BASAH ROAD, Lvl 4, Room 4H	20	Yes	Yes	NTUH-WSHOP16-11-0651
16/05/2011 16/05/2011	ES WSQ WORKPLACE SAFETY & HEALTH - OPERATIONS	ENGLISH	Yes	132	8	Weekday Fullday 9-6 (8hrs)	73 BRAS BASAH ROAD, Lvl 4, Room 4E	20	Yes	Yes	NTUH-WSHOPS-11-0664

Through Keyword Search Function

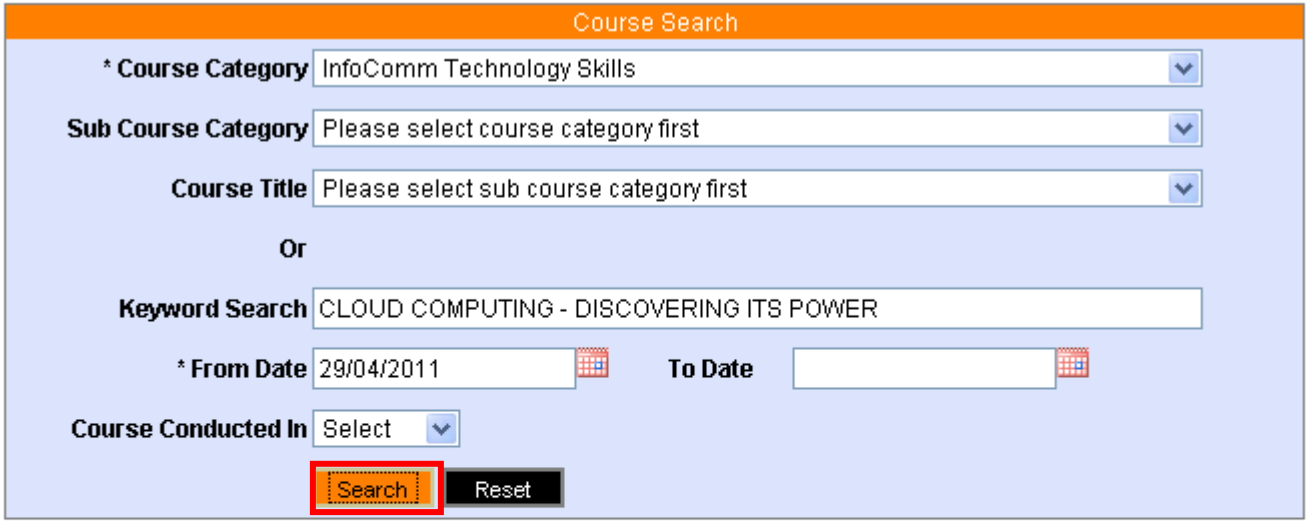


i. If you have a specific keyword or course title you know and would like to search for, you may use 'Keyword Search'.

ii. Once selected, you may select the period of the dates using the date selection function. If not, by default, it is set as the date you access the system.

iii. As we have <u>some</u> courses which are specially conducted in other languages, you may choose to select the language the course is conducted in. If you are unsure, you may leave it as 'select'.

iv. Once you are ready, click on the 'search' button. The schedules of your selected course will be generated.



Start / End Date	Course Title	Language	Funding Avail	Fee	Duration (hours)	Session (hours)	Venue	Avail Seats	Online Registration	Online Payment	Batch Id
04/07/2011 06/07/2011	CLOUD COMPUTING - DISCOVERING ITS POWER	ENGLISH	Yes	5000.00	25.00	WEEKDAY FULLDAY (8HRS) 8.30am to 7.30pm	73 BRAS BASAH ROAD, Lvl 5, Room 5C	18	Yes	Yes	NTUH-BERDIP-11-0651

Online Registration

At the query results, if the selected course shows 'Yes' at Online Registration, you may click it to register online. If it shows 'No', please proceed to our service counters to register.

At the registration page, please:

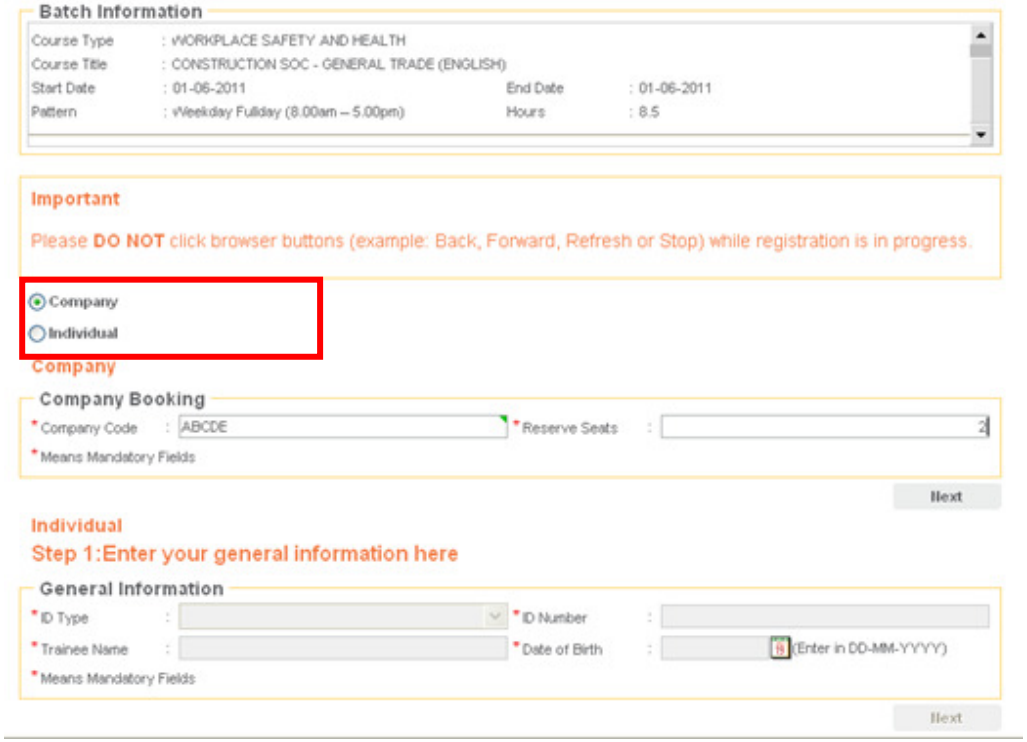
A. Indicate whether you are an individual or representing a company.

If you are an individual,

- Input your ID Type, ID Number, Name and Date of Birth**.**
- Click the button, Next.
- Proceed to Step D.

If you are representing a company,

- Input your company code and number of reserved seats.
- Click the button, Next.
- Proceed to Step B.



B. A company booking is created. To register trainee, click the button, Add Trainee.

Company Information

Company Code	: NTUCLHUB	Booking ID	: NTUCLHUB1100127-001
Reserve Seats	: 2	Confirm Seats	: 0

You are registering for the following course

Title	: CONSTRUCTION SOC - GENERAL TRADE (ENGLISH)		
Category	: WSH (WORKER LEVEL)	Level	: OPERATIONAL
Start Date	: 01-06-2011	End Date	: 01-06-2011
Capacity	: 40	Hours	: 8.5

Batch Information

Batch ID	: TH21-CSOC-11-0710		
Course Type	: WORKPLACE SAFETY AND HEALTH		
Course Title	: CONSTRUCTION SOC - GENERAL TRADE (ENGLISH)		
Start Date	: 01-06-2011	End Date	: 01-06-2011
Pattern	: Weekday Fullday (8.00am – 5.00pm)	Hours	: 8.5

Payment? | Print Invoice? | Import | Cancel Reg | Add Trainee

If you are unable to make payment immediately, please copy down the Booking ID issued as reference. Payment has to be made within 3 days.

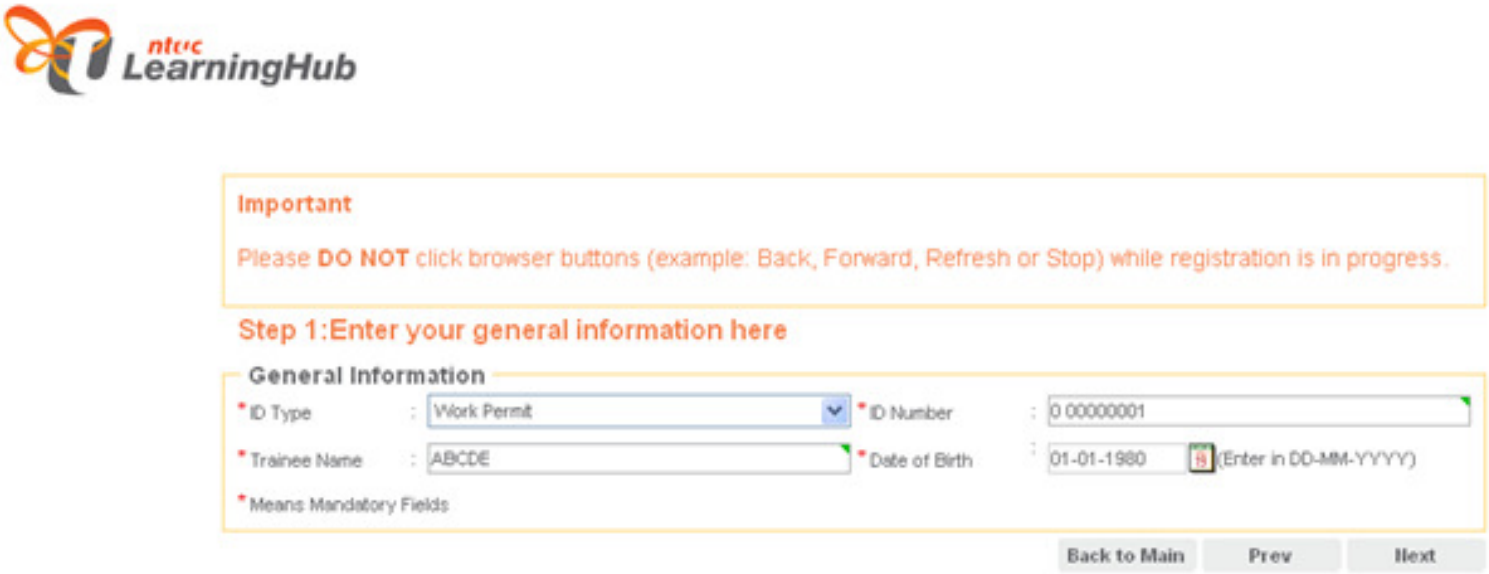
1 / 0

Registration List

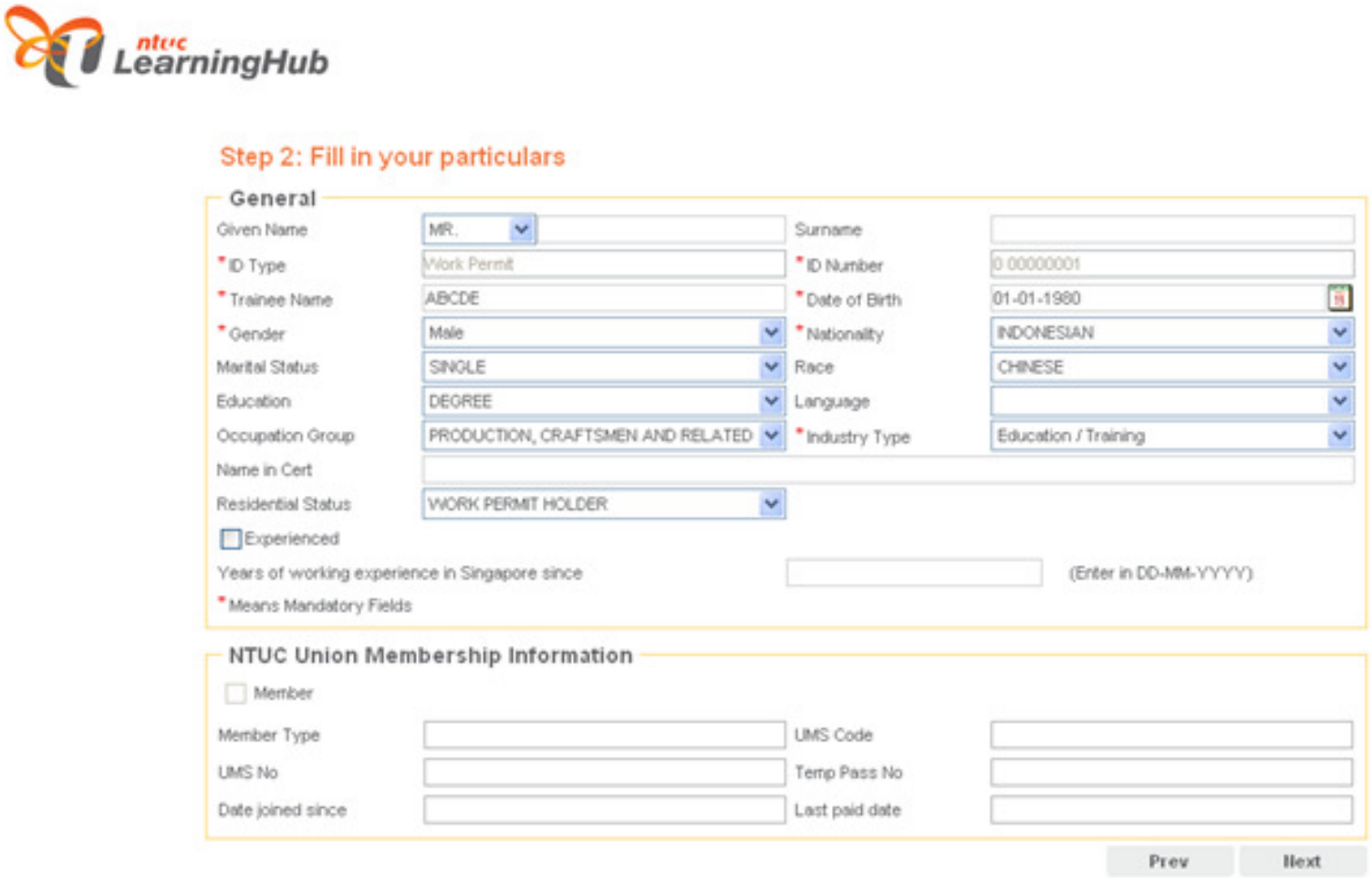
SNO	Registration ID	Trainee Name	IC Number	Status	Birthday

To register, click the button, Add Trainee.

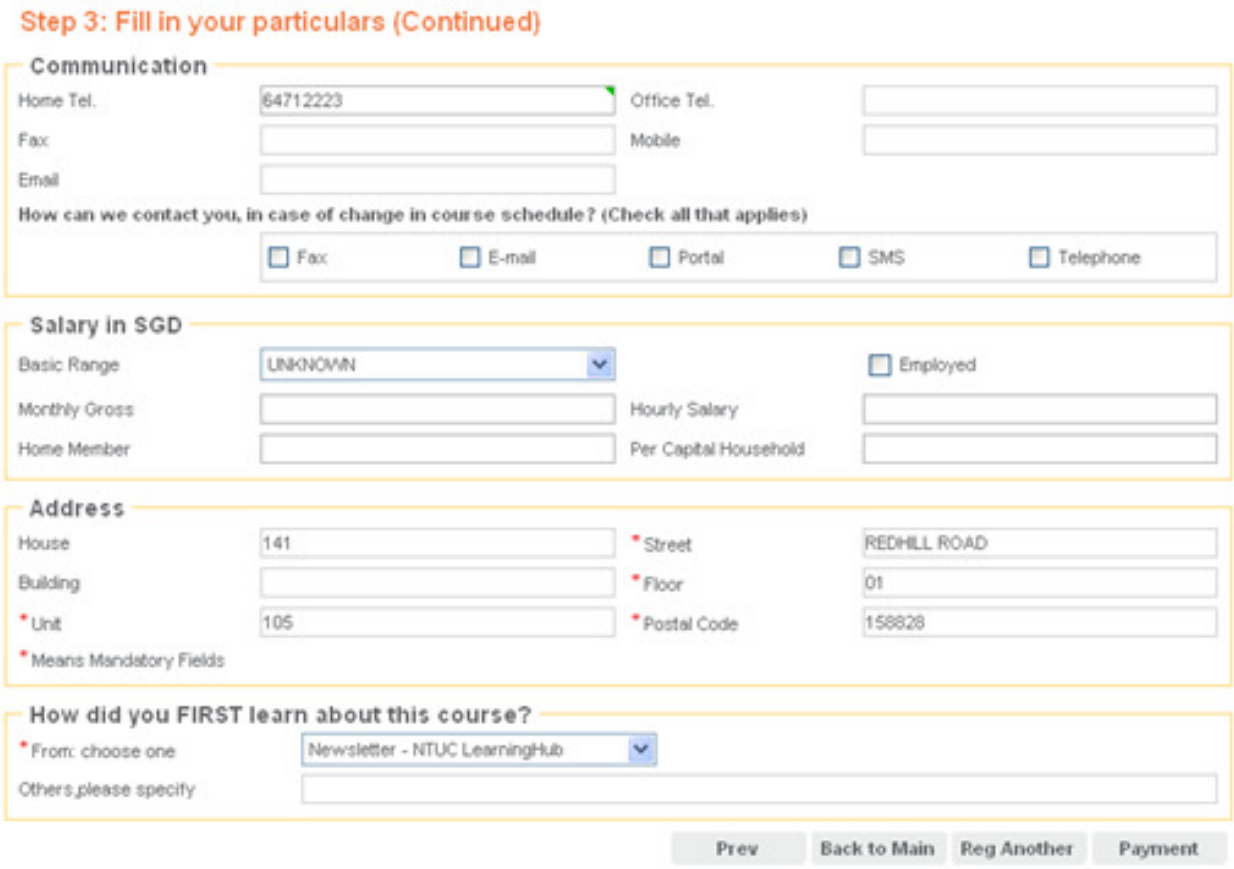
C. Input trainee details, Step 1 of 3. Click the button, Next.



D. Input trainee details, Step 2 of 3. Click the button, Next.



E. Input trainee details, Step 3 of 3.
To return to previous page, click the button, Prev.
To register trainee and return to booking, click the button, Back to Main.
To register trainee and proceed to register the next trainee, click the button, Reg Another.
To register trainee and proceed to payment, click the button, Payment. Proceed to Step F.



F. Upon click payment, the amount payable will be displayed.
You will also need to accept the terms and conditions. Click the button, Accept.

Payment Information

Course Title	: CONSTRUCTION SOC - GENERAL TRADE (ENGLISH)
Package/Batch ID	: TH21-CSOC-11-0712
Class Pattern	: Weekday Fullday (8.00am – 5.00pm)
Class Start/End Date	: 06-06-2011 / 06-06-2011
Training Location	: BLK 16-18 Boon Lay Way, # 04- TradeHub 21 - 18 Boon Lay Way SINGAPORE 609966
Training Room	: 04-93
Company Name	: NTUCLHUB / NTUC LEARNINGHUB PTE LTD.
Booking ID	: NTUCLHUB1100128-001
Full Course Fee	: 35.51
GST (based of full course fee)	: 2.49
Subsidies(if any)	: 0.00
You Pay	: 38.00

Need Pay For Batch Register Infomation

Registration ID	Trainee Name	IC Number	Full Course Fee	GST	Subsidies
REG-11-033440	ABCDE	0 00000001	35.51	2.49	0.00

Terms & Conditions

1) Kindly note that for payment made via SAM Machines, the following conditions must be met :
   a) Course registration must take place at least 3 working days (excluding Saturdays, Sundays and Public Holidays) before the course start date
   b) For company related online registration, the name list of the trainees must be submitted at least 3 working days (excluding Saturdays, Sundays and Public Holidays) before the course start date
   c) Payment must be made 2 working days before the class start date
   Failing which, NTUC LearningHub reserves the right to allocate your seat to other trainees without prior notice.
2) You declare that all information provided by you is true and correct. NTUC LearningHub reserves the right to reject your application and reservation should any information given by you be false and/or incorrect.
   For those attending Workplace Safety & Health courses with Accredited Training Provider (ATP) status, you will be liable for the provision of any wrong information should this be detected by the Ministry of Manpower (MOM). For Construction workers whose Work Permits have already been revoked by MOM, please note that it will not be reinstated even if you register for the Construction Safety Orientation Course (CSOC).
3) No withdrawal or refund is allowed if request is made less than 3 weeks prior the course commencement.Transfer will only be considered on a case-by-case basis.
4) An administrative charge of $10.70 will be imposed for all approved refunds,withdrawal or transfer.
5) Your reservation is valid for only **3 DAYS** from the date of reservation **OR** before Class Start Date, whichever is earlier. If you do not make the required payment by the Pay-By Date,NTUC LearningHub reserves the right to allocate your seat to other trainees without prior notice. **This does not apply to courses in Workplace Safety & Health @ Jalan Besar.**
6) NTUC LearningHUB has the right to cancel or re-schedule the class without prior notice. However, NTUC LearningHub will do its best to notify you once there is a change in class schedule.
7) This is NOT a receipt.
8) You are required to bring a copy of the payment receipt and your NRIC card with you at all times when attending the course. For Work Permit and Employment Pass holders, please bring along a photo ID as well as your Work Permit and Employment Pass. Should your attendance fall below 75%, you will have to reimburse NTUC LearningHub the balance of the full course fee.
   For Workplace Safety & Health courses, a Passport sized photo should also be submitted at the beginning of the course for the issuance of the Safety Pass. Failure to produce any of these items when requested may result in you not being able to attend the class.
9) Applicants must ensure that the trainees satisfy all entry requirements before applying for the course.
10) Companies are responsible in ensuring that trainees are enrolled in the correct language medium. NTUC LearningHub reserves the right to reject any trainee should there be discrepancies.

Accept | Reject | Back to Main

G. Select the payment mode as applicable.

Training Location	:	BLK 16-18 Boon Lay Way, # 04- TradeHub 21 - 18 Boon Lay Way SINGAPORE 609966
Training Room	:	04-93
Company Name	:	NTUCLHUB / NTUC LEARNINGHUB PTE LTD.
Booking ID	:	NTUCLHUB1100128-001
SAM Number Info	:	385166005150 PayAmount: 38.00 / 0.00000001
Published Rate:	:	38.00
Discount Rate (Applicable only to Online Payment via Credit Card / Internet Banking, not vPost)	:	38.00
Pay-By-Date:	:	Before 06-05-2011 23:00

Available Payment Options

Discount Price	Online Payment using Credit Card eNETS	Credit Card (VISA/Master Card Only)
	Online Payment using Internet Banking eNETS	Direct Debit/Internet Banking (A valid internet banking account with DBS/UOB/Citibank/OCBC is required)
Normal Price	Registration Counters	Cash, NETS, Credit Card & Cheque (Cheque should be made payable to "NTUC LearningHub Pte Ltd")
	Post Office Counters	Cash, NETS & Credit Card (Please quote the SAM Number when making the payment)
	SAM Machines	NETS only (Please quote the SAM Number when making the payment)
	vPost (web-based)	Giro-On-Demand & Credit Card (Please quote the SAM Number when making the payment)

Print Back to Main