



NTUC WORKPLACE SAFETY & HEALTH TRAINING CENTRE

APPLICATION FORM FOR SUPERVISORS, MANAGERS OR WSH PERSONNEL

Course Title: _____

Language: _____

*All fees are inclusive of Goods and Services Tax (GST)

NOTES: a) Please complete the application form in **BLOCK LETTERS**. To prevent any delay in your application, please fill in all the particulars **clearly**.
 b) You may submit this application in person or by post. Application by fax will not be accepted.

For SDF-Funded courses
NO ONLINE REGISTRATION IS PERMITTED. REGISTRATION VIA COUNTER/ MAIL IN ONLY.
 Application must be accompanied by nett payment, unfunded portion. **Cheque payment only.**
 (Cheque should be made payable to “NTUC LearningHub Pte Ltd”)
 Funding is subject to approval by SDF. For all non-approved cases, company shall have to top up to the full course fee.

NAME OF APPLICANT

NATIONALITY	GENDER
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NRIC NO / FIN NO ¹	OCCUPATION ³
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WORK PERMIT ¹	PASSPORT NO ¹
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DATE OF BIRTH (DD/MM/YY)	TEL NO./ MOBILE
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ADDRESS

QUALIFICATION

(Attach copies of Certificate for Confined Space Safety Assessor Course, Manhole Safety Assessor Course, Shipyard Safety Assessor (Hot-work) Course, Noise Monitoring Course, Fire Extinguisher Servicing & Maintenance Course, CIEH Environmental Management Certificate)

PREFERRED DATE OF COURSE²

NAME OF COMPANY

ADDRESS

CONTACT PERSON

TEL NO./ FAX NO.	TYPE OF INDUSTRY
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Total Course Fees: \$

Paid in Cash / Nets / Cheque Bank / Cheque No. _____ Date: _____
 (Circle where applicable)

I certify that the above information is true and correct.
 I am aware that there will be **no refund of course fees for withdrawal or absence from the courses** on the allocated dates and times.

Name	Designation	Signature / Company Stamp	Date
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Footnotes:-
 1. For all work permit holders.
 2. Indicate period worker could attend course. NTUC LearningHub will allocate a date closest to the preferred period if there is no vacancy available.
 3. For registration of Construction Safety Course for Project Managers and Safety Instruction course for Shiprepair Course for Managers, occupation must be stated clearly.

Application and Payment

Application and payment must be submitted at our counters or by post at least 3 working days before the commencement of the course.

a) Registration at our counters

Payment for registration over the counters may be made with cheque, cash, NETS or credit card.

NTUC LearningHub Pte Ltd
10 Anson Road #06-18 International Plaza Singapore 079903

NTUC LearningHub Pte Ltd – Employment and Employability Institute
141 Redhill Road, Block C, #01-01, Singapore 158828

NTUC LearningHub Pte Ltd
TRADEHUB 21, 18 Boon Lay Way, #04-120, Singapore 609966

b) Application by post is to be accompanied with cheque made payable to “NTUC LearningHub Pte Ltd”

The completed application form is to be returned with payment to:

Attn: WSH Programme Executive
NTUC LearningHub Pte Ltd
TRADEHUB 21, 18 Boon Lay Way, #04-120, Singapore 609966

Deferment

To defer your course date, written notice must be received not less than 7 working days before the commencement of the course. Such deferment will be allowed once only.

Replacement

To replace the course participant, written notice, together with the full particulars of the new participant, must be received not less than 7 working days before the commencement of the course. Such replacement will be allowed once only. Replacement is not allowed for courses that require entry qualifications.

An administrative charge of \$10.70 (inclusive of 7% GST) will be imposed for all approved refunds / withdrawal or transfers.

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.

You are required to bring a copy of the payment receipt and your NRIC with you at all times when attending the course. For work permit and employment pass holders, please bring along a photocopy of your passport as well as your work permit and employment pass. Failure to produce any of these items when requested may result in you not being able to attend the class.

A passport sized color photo should be submitted at the beginning of the course for the issue of the safety pass.

Trainees are advised to be early when attending the course. Late participants may be barred from taking the examinations.

For Supervisory Courses Only

Safety Pass and Certificate of Achievement

Safety pass and a Certificate of Achievement will be issued to the participant after the successful completion of the course.

Eligibility for Examination

Participant must attend at least 75% of the course to be eligible for examination.

For further enquires, please contact our friendly WSH Executive:

Tel: 6471 2223

Email: wsh@ntuclearninghub.com

Website: www.ntuclearninghub.com

Update: 25 Feb 2009