



WORKERS COURSE APPLICATION FORM

No.	Course Title	Day Course Fees*	Weekend / Night Course Fees*	Tick only ONE course for this application					
				English	Mandarin	Tamil	Bengali	Thai	Malay
1	SSIC - General Trade	\$45	\$45						
2	SSIC - Hotwork Trade ³	\$28	\$33						
3	SSIC - Painter Trade ³	\$28	\$33						
4	CSOC - General Trade	\$45	\$45						
5	CSOC - Tunnelling ⁴	\$28	\$33						
6	SOC - Manhole ⁴	\$28	\$33						
7	SOC - Metalworking	\$45	\$45						
8	SOC - Metalworking – SDF Funding Singaporean / PR (Age 40 & above) & ('A' Level & Below) Singaporean / PR (Others)	90% - \$7.15 80% - \$11.36	90% - \$7.15 80% - \$11.36			NA	NA	NA	NA
9	SOC - Oil/Petrochemical ⁴	\$45	\$45						
10	SSIC - General Trade Re-Certification ⁵	\$15.75	NA						
11	CSOC - General Trade Re-Certification ⁶	\$15.75	NA						

*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) Application must be accompanied by full payment. (Cheque should be made payable to "NTUC LearningHub Pte Ltd")
 c) You may submit this application in person or by post. Application by fax will not be accepted.
 d) Online registration is not available for SDF funded courses.

Preferred Date of Course²: _____

Name of Company: _____ Contact Person: _____ Tel No: _____

Address of Company: _____ Hand Phone: _____ Fax No: _____

S/No	Nationality	NRIC/ FIN No	Passport No.	Work Permit No ¹	Full Name of Worker (As in NRIC / Passport)	Date of Birth	Age	Highest Qualification	Sex
1									
2									
3									
4									
5									

*Attach printed namelist if more than five (5) applicants. Please fill in all columns to prevent any delay in your applications.

Fin Number, Work Permit and Passport Number are compulsory if applicant is a non-Singaporean.

Total Course Fees: \$ _____ Paid in Cash / _____ Nets / _____ Cheque Bank / Cheque No. _____ Date: _____

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:

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. You **must** have a valid SSIC - General Trade pass before going for SSIC - Hotwork Trade or SSIC - Painter Trade.
4. All construction work permit holders **must** attend SOC - General Trade before attending SOC – Manhole, SOC – Tunnelling or SOC – Oil/Petrochemical.
5. You must have passed SSIC – General Trade before.
6. You must have passed CSOC – General Trade before.

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 / withdrawals or transfers.

For Workplace Safety & Health – Workers Courses, you are required to fulfill 100% attendance to be eligible for examination.

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 or 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 further enquires, please contact our friendly WSH Executive:
Tel: 6471 2223
Email: wsh@ntuclearninghub.com
Website: www.ntuclearninghub.com

Updated: 25 Feb 2009

NTUC LearningHub Pte Ltd reserves the right to effect any changes without prior notice.