

WEE CHWEE HUAT SCAFFOLDING & CONSTRUCTION PTE LTD

ACCREDITED TRAINING ORGANISATION

No 68 Woodland Industrial Park E9 Singapore 757835

For Training Enquiries ~ Tel : 6602 8887 / 6602 8888 Email : training@wch.com.sg

ENROLMENT FORM

(Completed form and NRIC / Work Pass must be submitted together with the enrolment form. Incomplete submission will not accepted)

Company Name : _____ UEN : _____
Mailing Address : _____
Contact Person : _____ Email : _____
Office Contact : _____ Handphone : _____

Course Information ~ please tick accordingly.

WSQ Perform Metal Scaffold Erection Day Class ~ 05 full days Evening ~ 5 Nights + 2 Days
(CRS-Q-0040855-MF – English only)

WSQ Supervise Metal Scaffold Erection Day Class ~ 10 full days Evening ~ 10 Nights + 4 days
(CRS-Q-0041305-MF- English only)

No	Full Name of Trainee (as reflected in NRIC / Work Pass)	Nric / Fin No.	Nat.	DOB	Mobile No. and Email	Salary Range *	Education Level **
1							
2							
3							
4							
5							

* Salary Range : (A) Below \$1000 (B) \$1000 - \$1499 (C) \$1500 - \$1999 (D) \$2000 - \$2499
(E) \$2500 - \$2999 (F) \$3000 - \$3499 (G) \$3500 & above

** Education Level : (A) No Formal Qualification / Lower Primary (B) Primary PSLE (C) Lower Secondary
(D) N Level or same (E) O Level or same (F) ITS Skills Cert (G) A Level or same
(H) NITEC (I) WSQ Cert (J) Polytechnic Diploma (K) Professional Qualification
(L) University (M) Not Reported

By registering for the above course, I / We hereby confirm the following (please ✓):

- a) has met the assumed skills and knowledge as listed overleaf;
b) understood and agreed with the terms and conditions as listed overleaf;
c) Agreed and consent to have my / our personal data / information collected for the purpose of facilitating course enrolment and issuance of certificate and trade pass upon successful completion, and given us the authority to retain, use and/or transmit to government agencies for statistics purposes.

Payment Method : Cash : Amount (S\$) Payment Details : _____
 Cheque : _____
 Bank Transfer : _____

Name of Applicant / Approving Officer			
Designation		Signature	Company Stamp

Term and Conditions

Assumed Attitude, Skills and Knowledge for all Registered Candidate(s)

- 18 years old and above
- able to listen and speak English at a proficiency level equivalent to Employability Skills (ES) Level 3
- able to read English at a proficiency level equivalent to ES Level 3
- be able to manipulate numbers at a proficiency level equivalent to ES level 3
- be medically fit to work at height

Registration

- Registration is based on first-come-first-served basis
- All fields are mandatory as information / data are required for MySkillsFuture portal.
- Enrolment form must be fully completed with copy of nric / work pass for verification purpose

Payment

- Payment via cheque to be made to **Wee Chwee Huat Scaffolding & Construction Pte Ltd** and must reach us prior to commencement of class.
- Alternatively, cash or bank transfer are accepted. Please email proof of payment for accounting purpose as well as to secure the training slot.
- Payment can be handed to the Training Department at / or mail to **No 68 Woodlands Industrial Park E9 Singapore 757835.**

Refund of Fee / Replacement / Deferment

- There will be no refund of course fees for withdrawal or absence from the selected course.
- However, replacement is allowed at least one week before the scheduled course run.
- Request for deferment will be considered on a case-by-case basis and must be in writing with documentary evidence (if applicable). The request should reach us at least one week before the course run.

Special Needs

- Please notify us in advance of any special needs pertaining to training and assessment.

Cancellation of Class

- The ATO reserves the right to reschedule the course run due to unforeseen circumstances and re-arrange alternative course date.
- Full course fees will be refunded if class is being cancelled by the ATO.

Results

- For individual participant(s) can use their SINGPASS to download e-Cert from [MySkillsFuture.gov.sg](https://www.myskillsfuture.gov.sg).
- For company registration, the ATO will email the softcopies to employers within 30 working days from the end date of the course run.
- The ATO will issue a competency pass to each participant upon successful passing of the course and to be collected within 03 months from the date of collection letter via email notification.
- E-certificate and competency pass will only be issued upon receipt of full payment of course fees.

Funding

- Applies to Singaporean and Singapore Permanent Residents only
- 100% attendance is required for funding
- Type of funding and eligibility for employers can be found via this link ~ <https://www.ssg.gov.sg/content/dam/ssg-wsg/ssg/WorkfareSkillsSupport/Course%20Fee%20and%20Absentee%20Payroll%20Funding%20for%20Employers.pdf>

Others

- Participant(s) must bring the following when attending training :
 - Original nric / work pass
 - Safety shoes
 - Working gloves
 - Clear and current copy of passport photo
- These terms and conditions are subject to changes without prior notice from time to time.