

APPLICATION FORM

MODULE

Module	Dates	Timing
<input type="checkbox"/> Assess Air-Conditioning & Mechanical Ventilation Systems	6 – 8 September 2016	9am – 6pm
Assessment (Examination)		
Written Paper (90mins per candidate)	TBA	-
Oral Questioning (30mins per candidate)		-

Module	Dates	Timing
<input type="checkbox"/> Conduct Preliminary Energy Assessment of Building Facilities	28 – 30 June 2016	9am – 6pm
Assessment (Examination)		
Assignment to be completed 1 week after training	TBA	-
Oral Questioning (30mins per candidate)		-

Module	Dates	Timing
<input type="checkbox"/> Apply Management and Economics in Energy Management Industry	6 – 8 April 2016	9am – 6pm
Assessment (Examination)		
Assignment to be completed 1 week after training	TBA	-
Oral Questioning (30mins per candidate)		-

Note:

Please ensure that you are available for both dates – Training and Final Assessment before signing up; as they are part of the requirements for funding assistance

PERSONAL PARTICULARS

Full Name:							
(*Mr/Ms/Mrs/Dr)	(Name as in NRIC)						
NRIC no:			Date of Birth:			Age:	
			(dd/mm/yyyy)				
Gender:							
Employment Status:			Others: _____				
Nationality:			Others: _____				
Address:							
			Postal Code:				
Contact No:	(Hp)		(Tel)		(Off)		(Fax)
Email:							
(Company Email)							

CONTACT PERSON PARTICULARS

Contact Person:							
(*Mr/Ms/Mrs/Dr/Prof)	(Full Name)						
Designation:							
Contact No:	(Hp)		(Tel)		(Fax)		
Email:							

HR MANAGER / DIRECTOR PARTICULARS

APPLICATION FORM

Name:
 (*Mr/Ms/Mrs/Dr/Prof) *(Full Name)*

Contact No: (Hp) (Tel) (Fax)

Email:

EMPLOYMENT RECORDS

Current Employment

Company Name:
(Full Name)

Address:
 Postal Code:

Contact No: (Main Line) (Fax)

Website:

Designation: Monthly Salary:

Department:

Job Scope:

Employment Date: Industry Sector:

In Company: More than 3 months Less than 3 months

No. Local Worker: No. Foreigner Worker:

Previous Employment

Company Name	Designation	Duration		
		From (mm/yy)	To (mm/yy)	Yrs

QUALIFICATION RECORDS

Highest Qualification

Title of Qualification:

Institution:

Country:

Year Obtained: Full Time Part Time

Other Qualifications (Professional & Academic)

Institution Name	Qualification	Duration		
		From (mm/yy)	To (mm/yy)	Yrs

WDA FUNDING APPLICATION

+Applying for funding: Yes No

DECLARATION

- I hereby declare that the particulars given in the Application Form are true and correct in every respect. I understand that the application will be disqualified if any information given is found to be untrue and the fees paid will be forfeited.
- I accept that SEAS reserves the right to change course venue, cancel or reschedule the course if necessary or warranted by circumstances beyond their control.
- I also accept that SEAS reserves the right to accept or reject the application for whatever reason.
- No refund of fees will be made for withdrawal on or after the commencement of the course for which the applicant has been accepted.
- I accept that I have to abide to the schedule given by SEAS, and attain minimum 75% attendance for all modules.
- I understand that if I am offered a training place in WSQ module - Apply management and economics in energy management industry, WDA will be investing resources to help train and equip me with the necessary skills to work in the Process Industry. I will put in my best effort and complete the training programme and assessment.
- I am obligated to participate in any survey conducted by SEAS or WDA for the purpose of tracking for a period of **four months** after the completion of my training.

INFORMATION FOR COMPANY TO TAKE NOTE

- HR Personnel of the company must ensure all the surveys conducted by SEAS are returned to SEAS at the specific date given.
- In any event that the candidate:
 - a) Drop out and fail to complete the training programme or
 - b) Is certified incompetent during the assessment or
 - c) In any way render himself/herself unable or unsuitable to pursue the programme or
 - d) Is expelled due to serious breach of discipline (including high absenteeism)
- The company will not be eligible for any funding support during the training. The company will also be liable to refund all the relevant cost incurred by WDA and by SEAS.
- The application must be accompanied by a photocopy of NRIC/Passport, and a letter from their sponsoring organization certifying their date of employment, current designation and salary.
- For trainees who are employed with the company for more than 3 months, HR would need to register on the SRP website (www.srp.org.sg) to apply for their "Absentee Payroll Funding".
- For trainees who are employed with the company for less than 3 months, they will not be eligible for Absentee Payroll Funding. Instead, the trainees will qualify for training allowance. The HR will need to get the trainee to acknowledge receipt of training allowance, and mail back to SEAS.

Cancellation

- SEAS reserves the right to change programme venue, cancel or reschedule the programme if necessary or warranted by circumstances beyond control.
- For any withdrawal during or 2 weeks before the programme, a fee of \$250 will be charged.

Confirmation of Registration

- Registration is confirmed only upon receipt of payment.
- Confirmation of course details (date/time/venue) will be given to candidates 10 working days before the commencement date via email.

APPLICATION FORM

Module Fee and Subsidy

Module Fee: \$1200

WDA Funding*: \$390 (Fees after funding: \$810)

Additional WDA Funding for SME sponsored trainees*: \$780 (Fees after funding: \$420)

Re-assessment Fee: \$160.50 (inclusive of GST)

Re-scheduling of Exam date: \$160.50 (inclusive of GST)

**All prices subject to 7% GST*

Eligibility for WDA Funding

- Singaporean / PR
- Achieve at least 75% of attendance
- Complete and pass all required assessments
- To retain in current job for at least 3 months after completion of training
- Complete all surveys
(Funding details subjected to revision based on latest funding rate)

Required documents – Non funding:

- Crossed cheque of \$1,284.00 (inclusive of GST) is made payable to “Sustainable Energy Association of Singapore”

Required documents - Funding:

- Copy of company letter by current employer (certifying their date of employment, current designation and salary)
- Copy of academic certificates
- Copy of participant’s CV stating in detail about his/her job scope.
- Copy of NRIC or documentary proof of Singapore Permanent Resident and other status

Please send completed application and documents to:

Sustainable Energy Association of Singapore (SEAS)

9 Penang Road #08-02 Park Mall Singapore 238459

(Please note that faxed application is not accepted. Application form without complete information will not be accepted.)

Name of Individual

Signature

Date

Name of HR Manager

Signature

Date

Company Stamp

OFFICIAL USE

Courses applying: _____

Course date: _____

Funding application: Yes No

Supporting Doc: NRIC Certificate Company Letter Employee CV

Course fee received: Yes No

Date: _____

Received by: _____

Date: _____