



SHORT COURSES PROGRAMME

SDF Funding

Employers who wish to apply for SDF funding must submit the SDF Form 1 to SDF at least one working day before course start date.

Download the form at www.sdf.gov.sg or request for a copy by calling the SDF Hotline on 68835885.

Registration & Payment

- Walk-in at the Customer Service Centres
- Apply online at www.ite.edu.sg/cet/sc/online.htm
- Post the application form to us

Payment is required for confirmation of place. Crossed cheques should be made payable to 'Institute of Technical Education. At the back of the cheque, please write your name, NRIC/FIN, course title and contact number.

Closing date: 1 month before course start date or when the class is full.

Withdrawal & Deferment

Withdrawal or deferment notice must be made in **writing** :

- 2 weeks or more before course start date - Full refund
- Less than 2 weeks before course start date - 50% refund
- On or after course start date - No refund

In the event that the course is cancelled due to unforeseen circumstances, full refund will be given.

TIPS FOR STARTING SMALL/ HOME-BASED BUSINESS

Objective

To provide participants with the knowledge for starting a small/home based business in Singapore

Who Should Attend

For personnel who intend to start a small/home based business in Singapore

Content

- Types of business
- Forms of business
- Market research
- Naming your business
- Registering a business in Singapore
- Financing your business
- Start-up Costs
- Operational Issues
 - Business premises
 - Suppliers and logistics
 - Business documentation and record-keeping
 - Hiring workers
 - Business insurance
 - Sales and marketing
- Launching your business

Course Details

- Duration : 12 theory hours (4 sessions)
- Total fee : \$160 (inclusive of GST and registration fee)
- Schedule : See our website for details or call us for more information

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