



**APPLICATION FORM FOR  
CERTIFICATE OF COMPETENCY / TRAIN THE TRAINER / JOINT INDUSTRY CERTIFICATE / WSQ PROGRAMME**

This form may take you 5 mins to fill in. You would need the following documents to complete the form:

- Applicant's NRIC / Work Pass card
- Applicant's highest education certificate
- Course time-table (obtainable from ITE's website [www.ite.edu.sg](http://www.ite.edu.sg))

- 1 Your information will be used by ITE for communication purposes with regard to administrative and security matters which may affect you, where necessary. This may be done through the following modes of communication: Voice call/Phone call, SMS/MMS, Whatsapp or any data applications (text messages), Fax, Mail and Electronic Mail.
- 2 **All sections are to be completed.** Completed application form should be sent to:  
By Mail: Institute of Technical Education, Industry Training Department, 2 Ang Mo Kio Drive Singapore 567720 / By Fax: 65902418 / By email: [idt@ite.edu.sg](mailto:idt@ite.edu.sg)
- 3 **Payment is required to confirm your enrolment.** Cheque must be crossed and made payable to ITE.  
Please write the applicant's name, NRIC/FIN, contact number and the module title on the back of the cheque.
- 4 Request for withdrawal or postponement must be made in writing. **Cancellation charges** will be imposed based on the date of notification:
  - 2 weeks or more before class start date : No charge (Full refund)
  - Less than 2 weeks before class start date : 50% of fee
  - On or after class start date : 100% of fee (No refund)

**SECTION A : COURSE DETAILS**

Programme : \_\_\_\_\_ Intake : \_\_\_\_\_  
 Module : \_\_\_\_\_  
 Training Venue : \_\_\_\_\_ Training Dates : \_\_\_\_\_

**SECTION B : BILLING DETAILS**

Company Sponsored Yes / No ( If No, go to Section C )      Company is SME? Yes / No

Company Name \_\_\_\_\_ UEN No \_\_\_\_\_  
 Company Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Designation \_\_\_\_\_  
 Contact Number \_\_\_\_\_ Email \_\_\_\_\_ Fax Number \_\_\_\_\_

**SECTION C : APPLICANT'S PARTICULARS**

(Please use the following reference codes in filling this section)

<u>Citizenship</u>	<u>Race</u>	<u>Highest Qualifications</u>	<u>Salary Range</u>
(S) Singaporean	(C) Chinese	(1) Primary and below	(0) Unemployed
(P) Permanent Resident	(M) Malay	(2) PSLE	(1) below \$1,000
(O) Others	( I ) Indian	(3) Lower Secondary	(2) \$1,000 to \$1,499
	(E) Eurasian	(4) Upper Secondary, N or O level	(3) \$1,500 to \$1,999
	(O) Others	(5) Post Secondary (Nitec, A level, etc)	(4) \$2,000 to \$2,499
		(6) Diploma	(5) \$2,500 to \$2,999
		(7) Degree & above	(6) \$3,000 to \$3,499
			(7) \$3,500 & above

**DETAILS OF APPLICANT**

Working in related industry? Yes / No

NRIC / FIN \_\_\_\_\_ Name (as in NRIC/Work Pass) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Sex M / F      Citizenship \_\_\_\_\_ Nationality (for non Singaporean) \_\_\_\_\_  
 Race \_\_\_\_\_ Highest Qualification \_\_\_\_\_ Salary Range \_\_\_\_\_ Occupation \_\_\_\_\_  
 Residential Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Mobile Number \_\_\_\_\_ email \_\_\_\_\_  
 Name of Employer \_\_\_\_\_

For company application, please provide particulars of additional applicants below if sponsoring more than 1 applicant.

**DETAILS OF APPLICANT (II)**

NRIC / FIN \_\_\_\_\_ Name (as in NRIC/Work Pass) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex M / F Citizenship \_\_\_\_\_ Nationality (for non Singaporean) \_\_\_\_\_

Race \_\_\_\_\_ Highest Qualification \_\_\_\_\_ Salary Range \_\_\_\_\_ Occupation \_\_\_\_\_

Residential Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Mobile Number \_\_\_\_\_ email \_\_\_\_\_

**DETAILS OF APPLICANT (III)**

NRIC / FIN \_\_\_\_\_ Name (as in NRIC/Work Pass) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex M / F Citizenship \_\_\_\_\_ Nationality (for non Singaporean) \_\_\_\_\_

Race \_\_\_\_\_ Highest Qualification \_\_\_\_\_ Salary Range \_\_\_\_\_ Occupation \_\_\_\_\_

Residential Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Mobile Number \_\_\_\_\_ email \_\_\_\_\_

**DETAILS OF APPLICANT (IV)**

NRIC / FIN \_\_\_\_\_ Name (as in NRIC/Work Pass) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex M / F Citizenship \_\_\_\_\_ Nationality (for non Singaporean) \_\_\_\_\_

Race \_\_\_\_\_ Highest Qualification \_\_\_\_\_ Salary Range \_\_\_\_\_ Occupation \_\_\_\_\_

Residential Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Mobile Number \_\_\_\_\_ email \_\_\_\_\_

**SECTION D : APPLICANT'S / COMPANY'S REPRESENTATIVE DECLARATION**

- 1 I / We declare that the information given above is true and correct to the best of my / our knowledge.
- 2 I / We understand that classes will be conducted only when there are sufficient paid up applicants and ITE reserves the right to cancel or postpone any of the classes due to unforeseen circumstances.
- 3 I / We give my / our consent for ITE to share my / our contact information with SkillsFuture Singapore for the conduct of surveys.

Signature  
(company stamp if applicable)

Date

\_\_\_\_\_

**For Office Use**

Mode of payment	:	NETS / Credit Card / GIRO	:	Amount (\$)	:	Enrolment Status :
	:	SkillsFuture Credit	:	_____	:	Enrolled <input type="checkbox"/>
	:	PSEA	:	_____	:	Waiting List <input type="checkbox"/>
	:	Cheque - Bank, Number & Date	:	_____	:	Class Number <input type="text"/>

\_\_\_\_\_

Registration Officer's Name & Signature

\_\_\_\_\_

Date Received