



# *APPLICATION GUIDE*

*For Singapore Cooperation Programme Courses*

# *Application Process*

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1

First browse or search for a course.

2

Check eligibility and application details of the course details.

3

Fill application, saving as draft as necessary

4

Submit application for approval

The screenshot shows the SCP website with a search bar containing the keyword 'administration'. The search results are displayed on a dark background with a cityscape image. On the left, there is a 'Categories' sidebar with a list of topics. The main content area shows four search results, each with a title, a description, and dates for start and closing of nominations. The results are: 1. 'Public Administration OWJ' (Public Administration, Start: 07 May 2018, End: 11 May 2018, Closing: 26 Mar 2018); 2. 'Public Administration' (Rules and polices of civil service administration, Start: 19 Mar 2018, End: 23 Mar 2018, Closing: 12 Feb 2018); 3. 'Courts Administration OWJ' (Administration of the Courts, Start: 14 May 2018, End: 18 May 2018, Closing: 16 Apr 2018); 4. 'public administration' (learn about public admin, Start: 13 Jun 2018, End: 15 Jun 2018, Closing: 01 May 2018). At the bottom left, there is a copyright notice: 'Copyright ©2017 Singapore Cooperation Programme, Singapore. all rights reserved. Privacy Statement Terms of Use Last updated on 13-Nov-2017'. At the bottom right, there is a 'Rate this site' link and a Facebook icon.

**Categories**

- Resilient Societies
- Education
- Connectivity
- Sustainable Development
- Leadership & Governance
- Smart Nation
- Asia Middle East Dialogue (AMED)
- Initiative For ASEAN Integration (IAI)
- International Monetary Fund (IMF)

Showing 4 course(s) of total 4 course(s) found.

### Education(1 Courses Found)

**Public Administration OWJ**

Public Administration  
Start Date: 07 May 2018 - End Date: 11 May 2018  
Closing Date for Nomination: 26 Mar 2018

### Leadership & Governance(1 Courses Found)

**Public Administration**

Rules and polices of civil service administration  
Start Date: 19 Mar 2018 - End Date: 23 Mar 2018  
Closing Date for Nomination: 12 Feb 2018

### Smart Nation(1 Courses Found)

**Courts Administration OWJ**

Administration of the Courts  
Start Date: 14 May 2018 - End Date: 18 May 2018  
Closing Date for Nomination: 16 Apr 2018

### Initiative For ASEAN Integration (IAI)(1 Courses Found)

**public administration**

learn about public admin  
Start Date: 13 Jun 2018 - End Date: 15 Jun 2018  
Closing Date for Nomination: 01 May 2018

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# Course Search

- The course search bar is visible throughout the website.
- Fill in a search keyword and hit enter to perform a search
- Select a course in the search results, to view it's details.

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### Categories

- Resilient Societies
- Education
- Connectivity**
- Sustainable Development
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## Connectivity

Our globalised world depends on a secure and efficient network of air and sea hubs. This cluster of courses covers two key pillars of Singapore's economy, namely, our aviation and maritime sectors.

#### Workforce for Future Economy

We are living through a fundamental transformation in the way we work. Automation and 'thinking machines' are replacing

Start Date: 16 Apr 2018 - End Date: 20 Apr 2018  
Closing Date for Nomination: 26 Mar 2018

#### Trade in Services

Trade in Services

Start Date: 25 Jun 2018 - End Date: 29 Jun 2018  
Closing Date for Nomination: 30 Mar 2018

#### Transformational Leadership for the 2030 Agenda

sdfs

Start Date: 14 May 2018 - End Date: 18 May 2018  
Closing Date for Nomination: 02 Apr 2018

#### Fish Farming course-Elenore

Learn how to rear fish in sustainable manner

Start Date: 02 Aug 2018 - End Date: 08 Aug 2018  
Closing Date for Nomination: 30 May 2018

#### Abilities 101

Having the abilities to connect and create new relationships

Start Date: 14 Feb 2019 - End Date: 14 Feb 2019  
Closing Date for Nomination: 25 Dec 2018

See More

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# Browse Catalogue

- Click on the Catalogue button on the left of the search bar to view a list of all categories.
- From here, clicking on any of the categories will display a list of all courses under that category.
- Select a course in the listing, to view it's details.


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## Workforce for Future Economy

Start Date: 16 Apr 2018 - End Date: 20 Apr 2018  
Closing Date for Nomination: 26 Mar 2018

Home / Courses / Workforce for Future Economy

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### Course Objectives

We are living through a fundamental transformation in the way we work. Automation and 'thinking machines' are replacing human tasks, changing the skills that organisations are looking for in their people. But what will the future look like?

### Topics Include

The right mix of people and machines in the workplace – and the implications not only for business but for wider society – is the critical talent question of our age. This is a delicate balancing act for CEOs in every sector and region. Automation and the advent of artificial intelligence (AI) brings the promise of increased efficiency, productivity and profitability within reach, if CEOs can work out how to best access their potential.

### Participant Profile

Senior government official who involved with The Fourth Industrial Revolution

### Conducted in

Singapore

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### Eligibility

Countries under SCPTA/SIDSTEC

### Eligible Countries/Organisations

Any Country

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### Terms of Award

This course is sponsored by Singapore Government - Gul De

This award typically covers:

- Hospitalisation and Surgical Insurance
- Incidentals (e.g. room service, laundry etc)
- Travel Allowance
- Local Transport
- Airport Transfers
- Air Fare (two-way tickets)
- Liaison Services
- Accommodation
- Daily Subsistence Allowance

Footer of TOA - Gul De

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### Application Procedure

Apply directly to Singapore's Ministry of Foreign Affairs

This Course has limited seatings. Applicants are advised to submit application and confirmation early to secure a seat.

### Instructions Before Applying

Before applying, please ensure that you have the following documents/information on hand:

- 1) softcopy of passport photo (in jpeg, jpg, png, gif, bmp)
- 2) softcopy of passport biodata page
- 3) curriculum vitae (or employment and educational records)
- 4) contact details of your emergency contact person
- 5) email address of your supervisor

\*Applications are not automatically saved. Ensure application is saved/submitted before exiting from page.  
\*Wrongly filled application forms will not be considered.

I have checked all the details and read the instructions before applying.

Start Application

# Course Details

- In the course details page, make sure to check it's eligibility criteria and application details.
- Note that, the country or organisation you are representing **must match** the course eligibility requirements.

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## Workforce for Future Economy

We are living through a fundamental transformation in the way we work. Automation and 'thinking machines' are replacing human tasks, changing the skills that organisations are looking for in their people. But what will the future look like?

1 Applicant Particulars 2 Contact Details 3 Employment History 4 Applicant's Qualifications 5 Reasons for Application 6 Review & Submit

Note that full passport particulars will be necessary when accepting the course invitation.

### Applicant Particulars

\* I am Representing

\* Title  \* Full Name as in Passport  \* Family Name

\* Gender  Male  Female \* Date of Birth  DD-MMM-YYYY

\* Religion  \* Dietary Restrictions Enter "N/A" if you have no restrictions

\* Upload Your Picture File format allowed: jpg, jpeg, gif, png, bmp (max size: 150KB)  
 Select file...

If any of the passport fields are filled up, all 3 other fields will be required to fill up

Passport Issued By:

Passport Number  Passport Expiry Date  DD-MMM-YYYY

Upload Passport Biodata Page File format allowed: jpg, jpeg, gif, png, bmp (max size: 150KB)  
 Select file...

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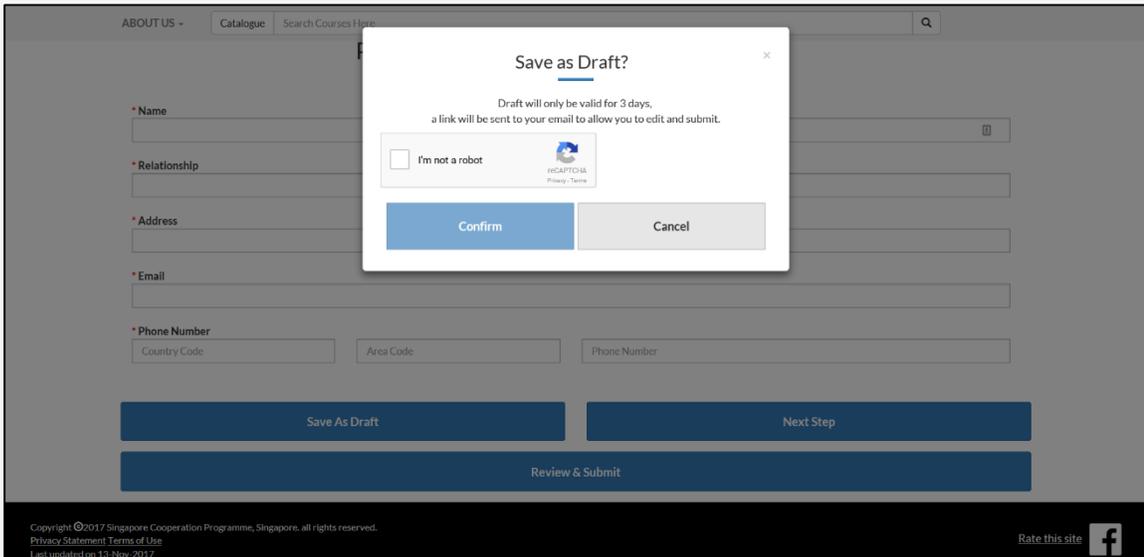
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# Fill in Application

- Please ensure that you have the following documents/information on hand:
  1. Softcopy of **passport photo** (in jpeg, jpg, png, gif, bmp)
  2. Softcopy of **passport biodata page**
  3. **Curriculum vitae** (or employment and educational records)
  4. Contact details of your **emergency contact person**
  5. **Supervisor email address**

# Save as Draft

- The minimum information that must be filled in to save your changes as a draft are all mandatory fields in the **Applicant Particulars** tab, and your **Personal Email** in the Contact Details tab.
- The application form does **not** auto save, the information is only saved upon saving as draft.
- Upon saving as draft a **link will be sent** to your personal email. To allow you to return to your draft.



The screenshot shows a web application form with a modal dialog box titled "Save as Draft?". The dialog box contains the following text: "Draft will only be valid for 3 days, a link will be sent to your email to allow you to edit and submit." Below this text is a CAPTCHA widget with the text "I'm not a robot" and a "Confirm" button. The background form is dimmed and shows fields for Name, Relationship, Address, Email, and Phone Number. At the bottom of the form, there are buttons for "Save As Draft", "Next Step", and "Review & Submit".

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Save as Draft?

Draft will only be valid for 3 days, a link will be sent to your email to allow you to edit and submit.

I'm not a robot

Confirm Cancel

\* Name

\* Relationship

\* Address

\* Email

\* Phone Number

Country Code Area Code Phone Number

Save As Draft Next Step

Review & Submit

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## Workforce for Future Economy

We are living through a fundamental transformation in the way we work. Automation and 'thinking machines' are replacing human tasks, changing the skills that organisations are looking for in their people. But what will the future look like?

- Applicant Particulars
- Contact Details
- Employment History
- Applicant's Qualifications
- Reasons for Application
- Review & Submit

### Applicant's Particulars

I am Representing: Brunei  
 Full Name: Mr. Timothy  
 Family Name: Gal  
 Gender: Male  
 Date of Birth: 17 Jul 1990  
 Religion: Free Thinker  
 Dietary Restrictions: NA

### Contact Details

Country/Territory: Brunei  
 State/Province: Brunei  
 City/Town: Tutong  
 Office Address: Ministry of Foreign Affairs and Trade  
 International Convention Centre Jalan Berakas Bandar Seri Begawan BE3910 Brunei Darussalam  
 Postal Code: BE3910  
 Personal Email: timothy.gal@cp.com.sg  
 Phone Number: 6732383374

### Emergency Contact

Name: Rachel  
 Relationship: College Close Friend  
 Address: Ministry of Foreign Affairs and Trade International Convention Centre Jalan Berakas Bandar Seri Begawan BE3910 Brunei Darussalam  
 Email: info@cp.com.sg  
 Phone Number: 6732383374

### Employment History

Employment 1  
 Organisation: Ministry of Foreign Affairs and Trade  
 Department: Office of the Ambassador-at-Large  
 Designation: Office of the Ambassador-at-Large  
 From: Jan 2018  
 To: Present

### Applicant's Qualifications

Educational Qualification  
 Qualification 1  
 Qualification Attained: Public Governance  
 Educational Institution: BHS  
 From: Jan 2016  
 To: Nov 2016

### Reasons for Application

Application Reason: To prepare better equip myself for the impact of future technologies.  
**Supervisor Particulars**  
 Name: Dr. Matthias  
 Designation: Minister of Education  
 Email: matthias@cp.com.sg  
 Organisation: Ministry of Foreign Affairs and Trade  
 Department: Office of the Technology and Education

I, Timothy of Brunei, declare that:

- All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not willfully suppressed any material facts;
- I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Singapore;
- I am proficient in spoken and written English. (The course will be conducted in English. All participants are expected to have a good working knowledge of the English language.); and
- I will be personally liable for all medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy. **(IMPORTANT NOTE: All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance, which does not cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore.)**
- (For pregnant applicants) I am  (not applicable)  months pregnant when the course starts. I am certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Singapore;

### Terms of Award

This course is sponsored by Singapore Government - Gal De

This award typically covers:

- Hospitalisation and Surgical Insurance
- Incidentals (e.g. room service, laundry etc)
- Travel Allowance
- Local Transport
- Airport Transfers
- Air Fare (one-way tickets)
- Liaison Services
- Accommodation
- Daily Subsistence Allowance

Footer of TOA - Gal De

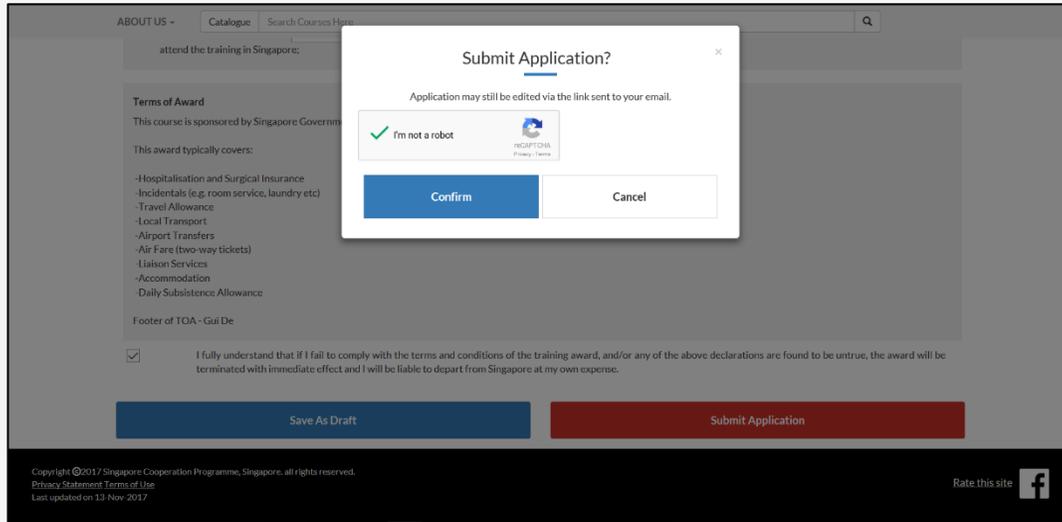
I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

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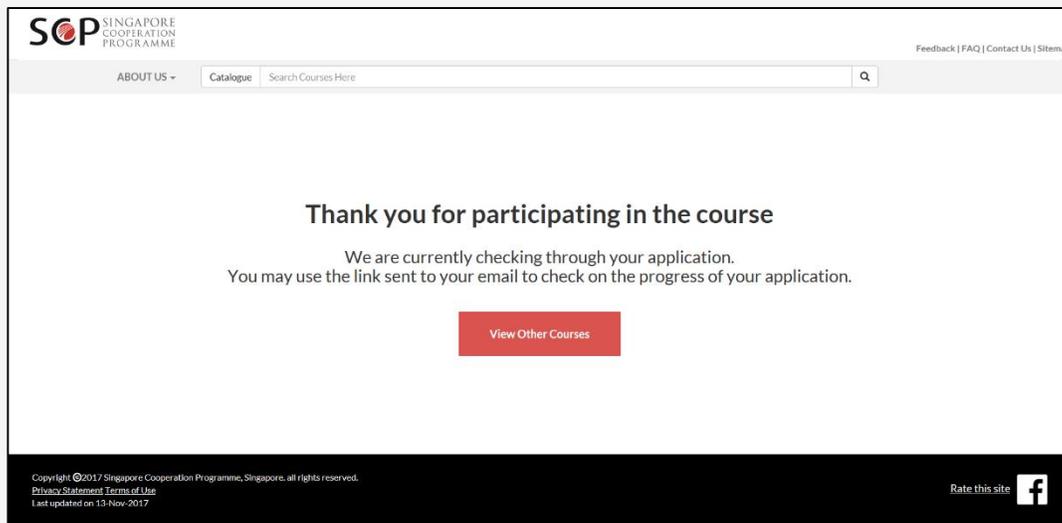
# Review Application

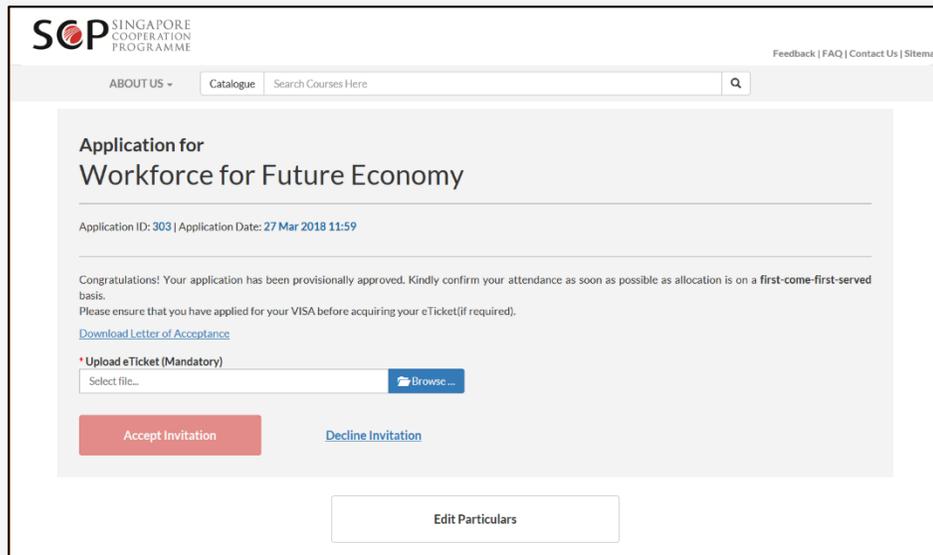
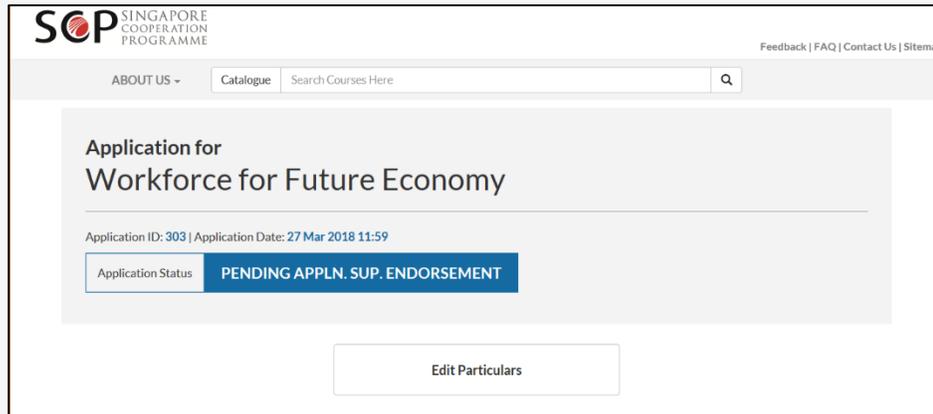
- For each tab, when all fields are complete and valid they will be marked with a white ticked checkbox.
- Once you have completed the application, switch to the **Review and Submit** tab.
- Should there be any incorrect or missing information, this summary page will indicate the offending field in red. You may also look for a tab without the white ticked checkbox for the offending tab.



# *Submit Application*

- When there are no more incorrect or missing information, click on the red Submit Application.
- When the application is successfully submitted, you will be greeted with a thank you page.





# Check Application

- After submitting your application, you may continue to use the same link to check the status of your application or to edit your particulars.
- Once your application is fully processed by us, you will need to **accept the invitation**.  
Passport details must be provided at this stage to accept the invitation.  
While an eTicket may be required depending on the course.



# *SINGAPORE COOPERATION PROGRAMME*

**Technical Cooperation Directorate**

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: [mfa\\_scp@mfa.gov.sg](mailto:mfa_scp@mfa.gov.sg)