

**DECLARATION FORM
(PRE-ENROLMENT SCREENING FOR ACTA)**

PARTICULARS OF APPLICANT

Name (IC/Passport): _____
 IC/Passport No.: _____ E-mail: _____

APPLICANT'S DECLARATION

Note:

In this section, the applicant must declare their existing role and the reason they are applying for the Advanced Certificate in Training & Assessment (ACTA). Applicant must select only **one** of the four categories listed in this declaration form.

Declaration

I hereby declare that I am:

- currently engaged as Trainers, Developers and/or Assessors with WSQ Approved Training Organizations and have taken at least 1 ACTA module. They would need to take up the remaining modules to complete a Full ACTA Qualification.
- a newly/will be engaged as Trainers, Developers and/or Assessors in WSQ Approved Training Organizations and will serve WSQ upon completion of ACTA.
- currently engaged in a HRD role and would need to apply ACTA skills in the course of my work.
- pursuing ACTA to equip myself with training competencies but not seeking immediate role in adult education or HRD.

If you have checked one of the first three boxes, please provide the following details :

Name of ATO/Company: _____

Designation: _____

Company Stamp:

Signature of Applicant: _____

Date of Declaration: _____

ACTA ENROLMENT FORM

Please complete and return this form by Fax: 63368049 / Email: info@sigma-solutions.com.sg

Or mail to us: Sigma Solutions (HRD) Consultants Pte Ltd, 190 Middle Road, Fortune Centre #11-06, Singapore 188979

COURSE APPLICATION	FULL FEE	NETT FEE AFTER SDF FUNDING (Company-sponsored)	Course Dates (compulsory)
<input checked="" type="checkbox"/> ACTA Basics [®] (CU 1) <input type="checkbox"/>	\$193.00	\$103.00	
ACTA Basics [®] (CU 2) <input type="checkbox"/>	\$193.00	\$103.00	
ACTA Trainer [®] (CU 4a) <input type="checkbox"/>	\$645.00	\$345.00	
ACTA Assessor [®] (CU 6) <input type="checkbox"/>	\$385.00	\$205.00	
ACTA Developer [®] (CU 3a & 5) <input type="checkbox"/>	\$1575.00	\$840.00	
Total Fee	\$2991.00	\$1596.00	
ACTA Conversion – OJT (CU 3B & 4b) <input type="checkbox"/>	\$1550.00	\$830.00	
Admin Fee (Re-scheduling) <input type="checkbox"/>	\$107.00	-	
Admin Fee (Re-assessment) <input type="checkbox"/>	\$267.50	-	
Please make payment by cheque, payable to: "Sigma Solutions (HRD) Consultants Pte Ltd" Total Amount : \$ _____			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque no. _____
Confirmation of seat upon receipt of payment two weeks prior to course commencement.			Bank _____

Please note that at the end of Basics CU1, the participant will have a face-to-face assessment (30 mins) on another day with the assessor. Please ensure that you are available for both dates – training and final assessment before signing up.

- ★ Please attach a copy of your NRIC/FIN/Passport (front & back)
- ★ For corporate-sponsored participants, the company will pay the full course fee to : Sigma Solutions (HRD) Consultants Pte Ltd
- ★ Corporate shall directly submit to WDA for the funding claims.
- ★ Corporate sponsored participants are entitled to claim Absentee Payroll (SRP)
- ★ Fees inclusive of GST

PERSONAL PARTICULARS

Name (as in NRIC/FIN/Passport) : _____ Gender: Male Female

NRIC (Pink/Blue)* /FIN No /Passport No : _____ Date of Birth: _____

Nationality : Singaporean/PR/Others (For PR/Others, pls specify) _____

Race: Chinese Malay Indian Eurasian Others _____

Salary Code: (Please tick accordingly)

Unemployed Below \$1000 \$1000–\$1499 \$1500–\$1999 \$2000–\$2499 \$2500–\$2999 \$3000–\$3499 \$3500 & Above

Home Address: _____ Postal Code: _____

E-Mail: _____

Handphone: _____ Tel(O): _____ Tel (H): _____ Fax: _____

Qualifications	Education		Year awarded
			Year awarded

CURRENT EMPLOYMENT DETAILS

Company: _____

Address: _____ Postal Code: _____

WSQ Industrial Framework: _____

(Please see listing below) Designation: _____ Years Employed: _____

- 1) Aerospace, 2) Business Management, 3) Creative Industries, 4) Community and Social Services (CSS), 5) Employability Skills WSQ (ES WSQ), 6) Environmental Cleaning, 7) Finance, 8) Food & Beverage (F&B), 9) Floristry, 10) Generic Manufacturing, 11) Healthcare Support, 12) Human Resource, 13) InfoComm Technologies (ICT), 14) Landscape, 15) Leadership and People Management, 16) Process Industries, 17) Precision Engineering, 18) Precision Engineering – Medical Technology, 19) Process Industry – Pharma-Biologic, 20) Public Transport, 21) Retail, 22) Security, 23) Service Excellence, 24) Tourism, 25) Training, 26) Trade Specific WSH for Marine WSQ, 27) Textile and Fashion Technology, 28) Tourism – Gaming, 29) Tourism – Spa, 30) Wafer Fabrication, 31) WSH Professional

COMPANY SPONSORED (to be filled by the company)

- ★ The company is sponsoring the applicant for the course applied and hereby encloses a cheque for the course fees.
- ★ The sponsored employee is required to achieve 75% of attendance and complete all assessment.
- ★ We understand and accept the policies and criteria append below.

AUTHORISED REPRESENTATIVE

Name & Designation: _____

E-Mail: _____

Office No: _____

Fax: _____

Signature: _____

Company Stamp: _____

Date: _____

Please make payment by cheque, payable to **"Sigma Solutions (HRD) Consultants Pte Ltd"**

Credit Term: IMMEDIATE

Cheque Details: Bank _____ Cheque No: _____ Amount: \$ _____

IMPORTANT

Application form must be duly completed and accompanied with payment. Placement to the programme will only be confirmed upon receipt of payment. Please take note of the following policies and criteria:

Withdrawal Policy

1. Withdrawal request must be made using the "Request Form (Withdrawal/Cancellation/Refund/Replacement)". No other mode of informing will be accepted.
2. For company-sponsored participant, the relevant section of the form must be completed by the authorized representative of the company.
3. All withdrawal requests are to be addressed to the Centre Director.
4. Registered participant who does not show up for course will be considered as "Withdrawal without notice" and Sigma Solutions (HRD) Consultants Pte Ltd reserves the right to charge a penalty of 100% of the course fee.

Refund Policy

1. Course fees paid to Sigma Solutions (HRD) Consultants Pte Ltd are refundable subject to the following conditions:

Written Notice of Withdrawal is received	Percentage of refund
10 or more working days before course commencement date	100%
1 –9 working days before course commencement date	50%
On or after the course commencement date	0%

2. There will be NO carry-forward of unused course fees to any other ACTA course modules.
3. No refund of course fees will be approved if course materials have been collected by Participant (physical copy and/or online materials).
4. Refund will be made within thirty days from the date of approved refund letter issued by Sigma Solutions (HRD) Consultants Pte Ltd.

Re-scheduling of course

1. Course rescheduling must be made in writing to the Training Coordinator and the written notice must be submitted at least ten working days prior to course commencement. A rescheduling penalty of S\$107 (inclusive of GST) shall be imposed if the written notice is submitted after the minimum ten working days requirement.
2. NO penalty fee shall be imposed if course rescheduling is due to Medical or Compassionate ground. Rescheduled course dates are subjected to availability of seats and must be done within THREE months of the original course start date. Failure to complete within the stipulated time will require participant to pay an admin fee of \$107.00 to rejoin the course.
3. Other than the above reasons for rescheduling, an admin fee of \$267.50 will be charged in order to rejoin the course. Meanwhile the participant will be reported as "Not Yet Competent" ("NYC"). Rescheduled course dates are subjected to availability of seats and to be done within THREE months of original course start date. Fees will be forfeited should the participant again do not show up on rescheduled course dates.
4. Sigma Solutions (HRD) Consultants Pte Ltd reserves the right to cancel or re-schedule the class.

Replacement of Participant

1. Participant may nominate a replacement by notifying Sigma Solutions (HRD) Consultants Pte Ltd in writing via submitting the completed Request Form (Withdrawal/Cancellation/Refund/Replacement) to the Training Coordinator at least seven working days prior to the commencement date of the course.
2. For company-sponsored participants, the authorized representative specified in the Enrolment Form must complete and sign the section "Company-Sponsored".

Others

1. Individual Statement of Attainment (SOA) for the CU (Competency Unit) will be issued when the participant is assessed as "Competent" ("C").
2. No SOA or any certificate will be issued if the participant is assessed as "Not Yet Competent" ("NYC"). There will be an admin fee of \$267.50 to retake the Assessments.
3. (This applies to those who took the Assessments and graded "NYC".)
4. Sigma Solutions (HRD) Consultants Pte Ltd reserves the right to make any changes to the information specified herein or to the courses in general as and when it considers appropriate or the circumstances so require. Sigma Solutions' decision is final.

Applicant's Declaration

- ★ I certify that all the information given by me in this application is true and correct, without misrepresentation or omission.
- ★ I authorize any investigation of the above information for the purpose of verification and will furnish the necessary documentations when requested.
- ★ I understand and accept the rules and regulations of the programme set by Sigma Solutions.

Name & Signature

NRIC/FIN/Passport No.

Date

Please tell us how you came to know about our training programme:

Referred by WDA/ friend who has attended the course Internet search Advertisements Others, please specify: _____

Sigma Solutions HRD Consultants Pte Ltd, 190 Middle Road, #11-06 Fortune Centre, Singapore 188979

Tel: 6336 8048 Fax: 6336 8049 info@sigma-solutions.com.sg