

# TaF.tc Enrollment Form

Textile & Fashion Industry Training Centre Pte Ltd (TaF.tc)

Registered Organisation under Council of Private Education | Registration No: 198301430C | 17 December 2010–16 December 2011



**Please return the completed form attached with copy of NRIC and relevant certificate/s by**  
**Fax: 6475 3583 / Email: admin.taftc.org / Mail to: TaFtc, 51 Cuppage Road #10-13 Starhub Centre S229469**  
*All information will be kept confidential and used for internal administration only*

*\*please delete where appropriate*

|  |   |
|--|---|
| <b>Course Title:</b>                                   | <b>Full-Time / Part-Time*</b>           |
| For Diploma Participant, would you like to enroll for: | Professional Conversion Programme (PCP) |
|  | Global Fashion Talent Programme (GFTP)  |

| Personal Details  |  |                 |                       |
|---|--|-----------------|-----------------------|
| <b>Salutations:</b> Mr / Mrs / Ms / Mdm / Dr*   | <b>Full Name:</b>  |                 |                       |
|   | <i>(As it appears in your NRIC/Passport. Please underline surname)</i> |                 |                       |
| <b>Date of Birth:</b><br><i>(dd/mm/yyyy)</i>  | <b>NRIC/FIN/Passport No:</b>   |                 | <b>Gender:</b> M / F* |
| <b>Mailing Address:</b>   |  |                 | <b>Postal Code:</b>   |
| <b>Contact Number:</b>  | <b>(Home)</b>  | <b>(Mobile)</b> | <b>Email:</b>         |
| <b>In case of emergency, Contact Person Details</b>   | <b>Name:</b>   |                 |                       |
|   | <b>Contact Number:</b>   | <b>(Home)</b>   | <b>(Mobile)</b>       |
| <b>Learning Challenges:</b> Hearing Difficulty / Poor Eyesight / Mobility / Others, please specify* |  |                 |                       |

| Educational Qualification Details <i>(tick in the box next to your highest qualification obtained and delete accordingly)</i> |                          |
|---|--------------------------|
| No formal qualification and lower primary / PSLE / Lower Secondary*   | <input type="checkbox"/> |
| GCE N / O / A* Level or equivalent  | <input type="checkbox"/> |
| ITE Skills Certification (ISC) / NITEC / Post NITEC / Higher NITEC / Master NITEC*  | <input type="checkbox"/> |
| WSQ Certificate / Advanced Certificate / Diploma*   | <input type="checkbox"/> |
| Polytechnic Diploma / Professional Qualification & Other Diploma*   | <input type="checkbox"/> |
| University First Degree / Master / Doctorate*   | <input type="checkbox"/> |

| Employment Details  |  |                              |  |
|---|--|------------------------------|--|
| <b>Currently Employed:</b> Y / N*                                     | <b>Years of working experience:</b><br>Years <i>(Compulsory)</i> | <b>Industry employed in:</b> |  |
| Employment History <i>(Please start with your current employment)</i> |  |                              |  |
| Name of company   | Designation  | Length of Service            | Description of Job Responsibilities & Experience |
|   |  |                              |  |
|   |  |                              |  |
|   |  |                              |  |
|   |  |                              |  |
|   |  |                              |  |

| Salary Range <i>(in SGD, tick in the box next to the current salary range)</i> |  |                   |  |                   |  |                   |  |
|--|--|-------------------|--|-------------------|--|-------------------|--|
| Below \$1,000  |  | \$1,000 - \$1,499 |  | \$1,500 - \$1,999 |  | \$2,000 - \$2,499 |  |
| \$2,500 - \$2,999  |  | \$3,000 - \$3,499 |  | \$3,500 and above |  |                   |  |

**Payment Details**

|                    |   |
|--------------------|---|
| <b>Course Fee:</b> | <b>Payment Mode: Cheque / ATM Transaction / iBanking*</b> |
|--------------------|---|

**Are you sponsored by your Employer? Yes / No\*** *(if yes, please proceed to fill up company details)*

**Company Details**

**Name of Company:**

**Address:**

|                    |             |               |
|--------------------|-------------|---------------|
| <b>Contact No:</b> | <b>Fax:</b> | <b>Email:</b> |
|--------------------|-------------|---------------|

**Name and Designation of Authorised Personnel:**

**Signatory of Authorised Personnel with Company Stamp:**

**How did you get to know TaFtc?** *(you may choose more than 1 source)*

**Newspaper: The Straits Time / Lianhe Zhaobao / TODAY / Others:** \_\_\_\_\_ *(please specify)\**

**Magazine: 8 Days / i-Weekly / Others:** \_\_\_\_\_ *(please specify)\**

**Internet: Website / Facebook / Twitter / Forums / Others:** \_\_\_\_\_ *(please specify)\**

**Word of Mouth: Family / Friends / Colleagues / Others:** \_\_\_\_\_ *(please specify)\**

**Referral: (Name: \_\_\_\_\_ / Contact Number: \_\_\_\_\_)**

**IMPORTANT NOTES / TERMS & CONDITIONS  
( PLEASE READ BEFORE PROCEEDING )**

**1. Prerequisites & Admission Criteria**

GCE "N" / "O" levels qualifications / WSQ Advanced Certificate / WSQ Diploma / ES WSQ Workplace Literacy and Numeracy WPLN Level 3 / 4 / 5 / 6 and above as highlighted in course brochure.

**2. Enrollment & Confirmation**

Enrollment and confirmation has to be completed at least 2 weeks before the course commencement.

Confirmation of enrollment for any courses is subject to receipt of full payment of course fees and completeness of the registration form.

**3. Replacement/Cancellation/Refund**

Once a course has been confirmed and paid for, the following charges will apply.

|            |  |
|------------|--|
| 85% Refund | When written notice is received more than 14 days before commencement of course. |
| 0% Refund  | Before, but not more than 14 days before commencement of course.                 |

If the registered participant cannot attend the course prior to course commencement, a replacement participant can be appointed for the entire course. However, this is not allowed once the course has commenced.

**4. Graduation Requirements**

Upon completion of the required modules, participants will be awarded the WSQ SOA/Advance Certificate and Diploma in Fashion & Technology provided he/she meets the following requirements:

- 75% attendance rate
- 100% competency in the respective modules (assessments will be conducted immediately after each module)

All WSQ course certification and issuance will be in-line with WDA assessment criteria and conditions. Do login to [www.wda.gov.sg](http://www.wda.gov.sg) for more information.

**5. Certificate Collection**

Certificates will be self collected from TaF.tc. If you are not able to collect in person, you may authorize person to collect on your behalf with your signed authorization letter.

**6. Appeal Process**

Any appeals to review the assessment outcome have to be lodged in writing to TaF.tc, within 1 week after the course attendance. There will be no fee charges. Appeal outcomes will be known within a week of submission.

**7. Absentee Payroll**

Companies can login to [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) , to apply for the Absentee Payroll. The deadline to apply for the grant is 2 day before the course commences. In the event that participant do not meet the graduation requirement as stated above, participants are liable to pay the full fees.

**8. Payment Process**

Payment must be made 2 weeks before course commencement. Payment will be accepted by GIRO or cheque and should be made payable to "Textile and Fashion Industry Training Centre Pte Ltd", and sent to "2 Leng Kee Road #02-09 Thye Hong Centre Singapore 159086".

**9. Disclaimer Clause**

TaF.tc reserves the right to change the course schedule and trainer, however TaF.tc will its utmost effort to inform the participant of any changes 5 working days before class commencement."

TaF.tc reserves the right to cancel or re-schedule the class, or change the course fee without prior notice. The terms and conditions set may be modified or amended without prior notice.

**APPLICATION DECLARATION**

I declare all the information given by me in this application is true and correct and I understand that misrepresentation or omission is sufficient grounds for rejection of my application or withdrawal of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I also authorize any investigation of the above information for the purpose of verification. I understand and accept the 9 terms and conditions stipulated by TaF.tc.

\_\_\_\_\_  
Signature / Date