

Certificate Issuance & Collection

Part I

Certificate Issuance and collection for TaF.tc Courses

TaF.tc certificates will be issued to participants 20 working days upon completion of the course, subject to the following criteria.

Certificate of Attendance	Participants must achieve at least 75% attendance. This certification is not an indication of the participant’s competency in the course.
Certificate of Competency	Participants must attain at least 70% overall grades in the course. Participants will be assessed on their competency of understanding the concepts and demonstration of application by a TaF.tc assessor before this certificate is issued.
Certificate of Attendance & Competency	This certificate is awarded to participants who have achieved the above two criteria.

For Corporate Participant(s)

Certificates will be mailed to participant(s) C/O the HR Department of the respective Company, and then re-distributed to each participant. Upon receipt of certificates, the Company will have to sign an acknowledgment slip acknowledging the receipt of Certificate(s), and the participants will have to sign against their names in a checklist once they have received the certificates from their Companies. The company will have to send or fax both the signed acknowledgement receipt and the signed name checklist back to TaF.tc.

For Individual Participant(s)

Certificates will be sent to participant(s) or can be self collected from TaF.tc. Upon receipt, Participant(s) will have to sign an acknowledgment slip acknowledging receipt of Certificate(s) and send or fax the acknowledgement receipt back to TaF.tc.

A \$20 administrative fee will be charged for the re-issuance of any lost certificates. Payment must be made prior to the re-issue of certificates. Payment will be accepted by cash, cheque or ATM transfer for individual participant(s), and GIRO or cheque for corporate participant(s) 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”.

Part II

Certificate Issuance for WSQ Courses

- i. After completion of assessment, the Assessor should handover the assessment records and the attendance list to the CET Coordinator or TaF.tc Manager, and notify them in the event of any NYC record or appeal case.
- ii. The CET Coordinator will verify the participant's assessment records against the attendance list by using the Assessment Verification Checklist before inputting data into assessment results submission (CSV) file downloaded from www.skillsconnect.gov.sg. The CET Coordinator must make changes if any inaccurate assessment data is spotted and should inform the Assessor.
- iii. Submit assessment results to WDA and printer via www.skillsconnect.gov.sg within 14 days from the date of assessment.
- iv. TaF.tc will keep all assessment records for 3 years from the date of assessment.
- v. Notify printer if certificates are not received within 14 days from date of assessment results submission.
- vi. Participants will be awarded with Statement of Attainment (SOA) when certified competent in a Competency Unit (CU). Participants will be awarded a Full Qualification Certificate, Full Qualification Transcript and Full Qualification Collar Badge after successfully attaining the prescribed SOAs in accordance to the WSQ qualification design.
- vii. The SOA will be issued two months after completion of the final assessment. Participants will be notified by email regarding certificate collection and issuance.
- viii. **For Corporate Participant(s)**
Certificates will be mailed to participant(s) C/O the HR Department of the respective Company, and then re-distributed to each participant. Upon receipt of certificates, the Company will have to sign an acknowledgment slip acknowledging the receipt of Certificate(s), and the participants will have to sign against their names in a checklist once they have received the certificates from their Companies. The company will have to send or fax both the signed acknowledgement receipt and the signed name checklist back to TaF.tc.

ix. **For Individual Participant(s)**

Certificates will be sent to participant(s) or can be self collected from TaF.tc. Upon receipt, Participant(s) will have to sign an acknowledgment slip acknowledging receipt of Certificate(s) and send or fax the acknowledgement receipt back to TaF.tc.

- x. Foreigners who have completed the Final Assessment and have been assessed to be competent, will also receive all certification (see pt vi.-viii.), upon payment in full to TaF.tc.
- xi. Document the acknowledgment of certificate receipt by the participant(s).
- xii. There will be no printing replacement for loss of any WSQ course certificate(s). Participants will have to write in to WDA directly, if such a request is needed.