

TaF.tc Enrolment Form for WSQ Courses

Please return the completed form attached with copied NRIC and relevant certificate by
 Fax: 6475 3583, Email: admin.taftc.org or Mail to:
 Textile & Fashion Industry Training Center Pte Ltd, 2 Leng Kee Road #02-09 Thye Hong Centre Singapore 159086

** All information will be kept confidential and used for internal administration only*

COURSE DETAILS

Course Type Diploma Advance Certificate Individual Courses

Course Details: _____ Date : _____

Duration: Full Time Part Time Assessment Pathway only

For Diploma participant would you like to enroll for the

Professional Conversion Program (PCP)	Global Fashion Talent Program (GFTP)
---------------------------------------	--------------------------------------

Personal Details

Salutations: _____ <small>(e.g.Mr,Ms,Dr etc)</small>	Full Name: _____ <small>(As it appears in your NRIC/Passport. Please underline surname.)</small>
---	---

Date of birth: _____ <small>(dd/mm/yyyy)</small>	NRIC/FIN/Passport No. _____
---	-----------------------------

Race: _____	Nationality : _____	Gender : M / F
-------------	---------------------	----------------

Mailing address : _____

 _____ Postal Code _____

Tel : _____	Mobile: _____	Email : _____
-------------	---------------	---------------

In case of emergency, Contact Person: _____ Mobile: _____ Tel: _____

Learning Challenges: Hearing Sights Physical Others, please specify _____

Educational Qualifications Details

PSLE 'O' Level 'A' Level Diploma Degree Master Post Graduate

Others please specify: _____

If below 'O' Level please specify, Literacy & Numeracy Level: _____

Have you received any WSQ qualification/SOA before – Y / N

If Yes, please provide the detail and Competency code _____

Do you wish to apply for a transfer of credits from preciously done WSQ courses (only applicable to COP/COS courses)

: _____

Employment Details

Currently employed: Y/N Years of working experience: _____ years Industry employed in: _____

Name of company : _____

Address : _____

Contact Person : _____ Position Held : _____

Tel: _____ Fax: _____ Email : _____

Employment History (Please start with your current employment)

Name of company	Designation	Length of Service	Description of Job Responsibilities & Experience
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Salary Range

- Below S\$1,000 S\$1,000-S\$1,499 S\$1,500-S\$1,999 S\$2,000-S\$2,499
- S\$ 2,500-S\$ 2,999 S\$3,000-S\$3,499 S\$3,500 and above

Payment Details

Course Fee: _____ GIRO/ Cheque No: _____

Are you sponsored by your Employer? Yes / No

Signature of Authorized Signatory:

Name & Designation of Authorized Signatory:

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

Prerequisites & Admission Criteria

GCE "O" levels qualifications or WSQ (Workforce Skills Qualifications) Literacy and Numeracy Level 5 and above

Enrolment & Confirmation

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

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

Replacement/Cancellation/Refund

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

Full Refund	When written notice is received more than 2 weeks before commencement of course.
50% of course fees	When written notice is received more than 1 week before commencement of course.
100% of course fees	When written notice is received less than 1 week 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.

Graduation Requirements

Upon completion of the required modules, participants will be awarded the WSQ SOA/Advance Certificate and Diploma in Fashion & Technology (Merchandising or Engineering) 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 for more information.

Certificate Collection

Certificates will be mailed to participants, or can be self collected from TaF.tc.

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 for the 1st time, however for the subsequent appeal an administrative fee of \$20 will be charged by TaF.tc. Appeal outcomes will be known within a week of submission.

Absentee Payroll

Companies can login to www.srp.org.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.

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".

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 terms and conditions of the course set by TaF.tc.

Signature / Date