

WSQ PROFESSIONAL DIPLOMA IN HR (HR MANAGEMENT)

ENROLMENT FORM

For Official Use Only

Programme/Module Code: _____ Commencement Date: _____

Full-time / Part-time Course: _____ Course Duration (months): _____

Core Modules: _____

Elective Modules: _____

INSTRUCTIONS:

- This form must be duly completed in black ink using capital letters for the **purpose of obtaining the necessary certification/qualifications from WDA**. Please insert N.A. where appropriate.

A. PERSONAL DETAILS

Name (as per NRIC):

NRIC No.:

Date of Birth:
(DDMMYYYY)

Race:

Gender:

Male

Female

Nationality:

Singaporean

Singapore PR

Contact Address for Postal Correspondence

House Number & Street Name:

Postal Code:

Tel:

Mobile:

Email (REQUIRED):

B. ORGANISATION/PLACE OF WORK

Name of your Organisation:

Company's Reg. No.

Address of Organisation:

Postal Code:

Designation:

Salary Range (pls tick where appropriate):

Below S\$3,500

S\$3,500 & Above

C. ACADEMIC RECORD

Please state highest qualification attained:

WSQ Qualification

Polytechnic Diploma

University First Degree

Post-graduate

Year Attained:

D. DECLARATION

I agree:

- To comply with the terms and conditions governing my enrolment into the specialist diploma programme.
- To update HCS immediately if there are any changes to the information that has been submitted above.

I understand that:

- The nett module fee is payable at least three days before the commencement of each module.
- HCS may cancel or vary any decision it made in the event that the information I submitted is incorrect or incomplete.
- The information made on this form may be made available to the relevant authorities for the purpose of obtaining the respective subsidies.

I have:

- Read and completed ALL sections of this Enrolment Form as required.
- Read, understood, agreed and accepted all the terms and conditions governing my enrolment.
- Given consent to the use of the above information in support of HCS' marketing efforts.

I declare that the information supplied by me in this form is true and correct.

Candidate's Signature:

Date:

E. TERMS AND CONDITIONS

1. Eligibility

1.1 This programme is open to all Singaporeans and Singaporean PR. All enrolments must be made on the official HCS enrolment form.

1.2 Completed forms together with the initial module fee should be received by HCS at least two weeks before the date of commencement of programme.

Upon receipt of your enrolment form and payment, HCS will confirm your registration via email within three working days.

2. Number of Candidates

To ensure an optimal facilitator/candidate ratio, HCS reserves the right to limit the number of candidates for each class. HCS also reserves the right to reschedule classes if minimal enrolment numbers are not met.

3. Course information and Fees

A Statement of Attainment (SOA) will be awarded when the participant successfully completes a WSQ training module in a particular competency unit and is assessed to be competent.

Upon successful completion of the 10 modules, the trainee will receive the WSQ Professional Diploma in HR (HR Management) conferred by the Singapore Workforce Development Agency within 4 weeks after completion of the last module.

4. Payment

Payment is made on a modular basis and full payment for each module should be made at least three working days prior to the commencement of each module. The module fee includes course notes, take-home reference materials and two tea breaks. There are no exam or enrolment fees.

Payment may be made by crossed cheques drawn on an SGD account, made payable to 'Human Capital (Singapore) Pte Ltd'. Please write your name, module title and company's name on the back of your cheque

5. Withdrawal Policy

Notwithstanding clause 4, a minimum period of one week's notice prior to the start of module is required in writing for any withdrawal. Depending on

the period of notice given, the fees will be refunded according to the table below

Period of Notification before Commencement of module/class	Course Fee Refundable
Two weeks before	100%
One week before	50%

6. Request for Change

6.1 Under special arrangements, you may request for variations in your enrolment. This may be a request for substitution/replacement and/or postponement of commencement date. All requests for change must be made in writing and received by us no later than two weeks before module commencement date.

6.2 All requests for change are subject to review, verification and acceptance by HCS. HCS will send you a written notification on the management's decision within one week from the date of receipt of your request.

6.3 You are allowed to submit only ONE request for change at any one time. You are strongly advised to consider your request carefully before submission. HCS reserves the right to reject any request for change and the withdrawal policy would apply in this case.

7. Amendments, Cancellations and Modifications

7.1 The management reserves the right to amend, cancel, modify or withdraw any modules offered without assigning any reasons whatsoever. Candidates will have the option to choose another module which would qualify them for the diploma.

7.2 HCS reserves the right to reschedule or offer an equivalent module. Such option shall be exercised by the management giving notice to candidates by phone, letters, mail or electronic communications at the last known address kept with HCS or at such other address as candidate shall designate in writing. On the giving of such notice, candidate will have the option to enrol for an alternative module.

8. General Conduct

Candidates are expected to be considerate and observe the best conduct in class. Smoking and eating in class are strictly prohibited. The management reserves the right to request any candidate to leave the class should he/she be found guilty of misconduct.

9. Dress Code

Participants are reminded to be in business attire. Kindly refrain from wearing slippers, sandals, slacks, jeans and tee shirt. For your comfort, you are advised to bring a sweater/jacket when you come for class

10. Disclaimer, Indemnity and Liability

Human Capital Singapore, its management, trainer, advertising agency and/or employees cannot be held liable for any loss, damage, bodily injury and/or liability sustained by any participant nor expenses incurred by any of the candidates and their organisations arising directly or indirectly from the modification, alteration, cancellation or termination of any of its programme/modules other than the refund of the fees applicable.

11. Confidentiality

Your enrolment will be kept with us in accordance with our privacy policy. Please visit our website at www.hcs.com.sg for reference.