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PEOPLE MANAGEMENT PROGRAMME FOR ENGINEERS AND TECHNICAL PROFESSIONALS

REGISTRATION FORM

Instructions:

This form must be duly completed and submitted to HCS at least one week before the commencement of the programme. **To obtain subsidy, all fields are compulsory.** Incomplete forms will be rendered null and void. Please insert "N.A." or TICK, where appropriate.

| 1. PERSONAL PARTICULARS | | | |
|--|---|---|--|
| Full Name as in NRIC: | Mr / Ms / Mrs / Mdm | | |
| Nationality: <small>(Only Singaporeans / PR are eligible for funding)</small> | <input type="checkbox"/> Singaporean | <input type="checkbox"/> Singapore PR | <input type="checkbox"/> Others (full course fee applicable) |
| NRIC No: | | Race: | |
| Residential Address: | | Postal: | |
| Date of Birth: | | Gender: | Male / Female |
| Special Diet: | <input type="checkbox"/> Nil | <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Indian Vegetarian |
| Mobile No.: | | Tel (Home): | |
| Email Address: | | | |
| Salary Range: | <input type="checkbox"/> Below \$1,400 | <input type="checkbox"/> \$2,001 - \$2,499 | <input type="checkbox"/> \$3,500 & Above |
| | <input type="checkbox"/> \$1,401 - \$1,700 | <input type="checkbox"/> \$2,500 - \$2,999 | <input type="checkbox"/> N.A. (Unemployed) |
| | <input type="checkbox"/> \$1,701 - \$2,000 | <input type="checkbox"/> \$3,000 - \$3,499 | |
| Have you attended any of the HR WSQ competency-based training with HCS before? | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| Billing: | <input type="checkbox"/> Individual <input type="checkbox"/> Company Sponsored (Please fill in billing address in Company Details section below) | | |
| Billing Address: | | Postal: | |
| Attention To: | | | |
| 2. EDUCATION | | | |
| Highest Qualification: | <input type="checkbox"/> Secondary & Below | <input type="checkbox"/> Certificate | <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Post-graduate Qualifications |
| Name of Institution | | | |
| Do you have an HR qualification? | <input type="checkbox"/> Yes (If "Yes", pls state:) | | <input type="checkbox"/> No |
| 3. COMPANY/EMPLOYMENT DETAILS | | | |
| Name of Company: | | | |
| Designation: | | Telephone: | |
| Company Address: | | Postal: | |
| Type of Registration: | <input type="checkbox"/> Registry of Company | <input type="checkbox"/> Registry of Business | <input type="checkbox"/> Other Unique Establishments <input type="checkbox"/> Others – None of the above |
| ROC No.: | | | |
| 4. COURSE TO BE REGISTERED FOR | | | |
| Course Code | Course Name | Date | Nett Course Fee |
| HR-GEN-502E | Diversity & Culture in Global Setting | 19 – 21 Oct 2011 | \$420 |
| HR-PM-401E | High Performance Management for Teams & Projects | 16 – 18 Nov 2011 | \$350 |
| HR-CB-501E | Reward & Incentive Systems for Engineers & Technical Professionals | 14 – 16 Dec 2011 | \$420 |
| HR-TM-401E | Talent Management for Engineers & Scientists | 11 – 13 Jan 2012 | \$350 |
| 5. FOR OFFICIAL USE ONLY | | | |
| Payment Received: | | Signature/Date: | |

DECLARATION

I/We declare that the information given by me in this form is correct. I/We understand that failure to fulfill a minimum of 75% attendance for the course registered, failure to obtain the Statement of Attainment, absenteeism, any wilful breach of terms and conditions as stipulated in registration form or wrongful declaration on my part will render this application null and void and I/We will be liable to pay the full course fee.

 Signature of Applicant

 Signature & Company Stamp
 (Company sponsored applicants only)

 Date

Terms and Conditions

All registrations are governed by the following terms and conditions. By submitting your registration form, you agree that you have read, understood, agreed and accepted all the terms and conditions stipulated herein.

1. Participation

1.1 Registration is open to all Singaporeans, Singaporean PR and foreigners. Registrations may be made online or on this official prescribed form.

1.2 Completed forms *together with full payment* must be received by our office no later than three (3) days before course commencement date. You will receive a written confirmation regarding the details of your registration within 24 hours of receipt of your registration form and payment.

2. Number of Participants

The number of participants is restricted to the maximum allowed for each module so as to ensure a trainer/participant ratio that will facilitate effective training outcome. Some courses may require a minimum number of participants before it can proceed and participants will be duly informed should there be a need to cancel a class. [Please see clause 7 on Withdrawal Policy.](#)

3. Programme Fees

The nett course fees for the 4 modules are stated in overleaf. A one-time enrollment and registration fee of \$400 will be imposed for the IES-HCS programme. The total programme fee inclusive of one-time enrollment and registration fees shall be **\$1940 (excl GST)**. (For Singaporeans and PRs only)

The participation fee for each module includes:

- A 24-hour module comprising mini-lectures, group application tools, role-play and presentation, notes and take-home reference materials
- Tea breaks

4. Attendance

A minimum of 75% attendance is required as part of course completion.

5. Certification/Qualification

A Statement of Attainment (SOA) will be awarded by WDA when a participant attains a 75% attendance and is assessed to be competent in a competency module. The SOA may be accumulated to obtain further certification and qualification. Company-sponsored candidates may enjoy absentee payroll claim based on the nett course fee of each module.

6. Payment

Payment may be made by:

- Cash at Human Capital Singapore's office during office hours between 9.00am and 6.00pm, Mondays to Fridays OR
- Crossed cheques drawn on an SGD account, made payable to Human Capital (Singapore) Pte Ltd. Please write your name, organization and contact number on the reverse side of your cheque

7. Withdrawal Policy

A minimum period of two weeks' written notice is required for any withdrawal. There will be no cash refund but a credit note of equivalent value valid for six months will be issued for the applicant.

8. Request for Change

8.1 Under special arrangements, you may request for variations in your registration. This may be a request for substitution/replacement and/or postponement of commencement date or inter-course transfer. All requests for change must be made in writing and received by us no later than one week before course commencement.

8.2 All requests for change are subject to review, verification and acceptance by the management. You will receive a written notification on the management's decision within 24 hours from the date of receipt of your request. The management reserves the right to turn away any participants if no written approval has been given.

8.3 You are allowed to submit only **ONE** request for change for every course/module registered at any one time. You are strongly advised to consider your choice of dates and courses carefully when submitting your registration. Once the change is effected, you will not be allowed to withdraw from the course/module or reverse the request. The full fee will apply in this instance. If there is a shortfall in fees between the initial module registered and the new module, participants are required to pay the difference. However, you will be given a credit note for use in subsequent registrations should there be any excess.

9. Amendments, Cancellations and Modifications

9.1 The management reserves the right to amend, cancel, modify or withdraw any courses/modules offered without assigning any reasons whatsoever. Such option shall be exercised by the management giving notice to participant by phone, letters, mail or electronic communications at the last known address kept with the Company or at such other address as participant shall designate in writing. On the giving of such notice, participant will have the option to register for an alternative date or have the fees paid refunded in full.

10. General Conduct

Participants 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 participants to leave the class should he/she be found guilty of misconduct.

11. Dress Code

Participants are advised to dress appropriately when attending class. For your comfort, you are advised to bring a sweater/jacket when you come for class. The management reserves the right to refuse admission to any participants who are not properly attired. Please check with our office when in doubt.

12. Disclaimer, Indemnity and Liability

Human Capital Singapore, its management, facilitator, 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 participants and their organisations arising directly or indirectly from the modification, alteration, cancellation or termination of any of its courses/modules other than the refund of the fees applicable.

13. Confidentiality

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