

COURSE REGISTRATION FORM

ENROLMENT NO: _____

Instructions:

1. Please **ensure Name is spelt correctly** as it will be printed on your certificate. A fee is chargeable for reprint of certificate if inaccurate information is provided.
2. Please **ensure all fields are completed** as incomplete forms may delay the registration process. Please insert "N.A." or TICK, where appropriate.
3. Government funding is applicable for selective courses, for details please check with our Sales Representative or visit our website.
4. All Terms and Conditions on the overleaf must be complied with. **Kindly note in particular items 7, 8 and 14.**

1. PERSONAL PARTICULARS			
Full Name as in NRIC: (In BLOCKS)			
	[Mr / Ms / Mrs / Mdm / Dr] * Circle where appropriate		
Nationality:	<input type="checkbox"/> Singaporean	<input type="checkbox"/> Singapore PR	<input type="checkbox"/> Others
NRIC No. (*Pink/Blue):		Race:	
Date of Birth:		Gender:	Male / Female
Mobile No.:		Tel (Home):	
Email:			
Education Level: (Please Tick)	<input type="checkbox"/> No formal qualification <input type="checkbox"/> Diploma	<input type="checkbox"/> Secondary/'O' level & below <input type="checkbox"/> Degree	<input type="checkbox"/> 'A' level/NITEC or equivalent <input type="checkbox"/> Others _____
Management Experience:	<input type="checkbox"/> No ISO Standards knowledge <input type="checkbox"/> Has deployed ISO Standards	<input type="checkbox"/> 1-2 yrs experience <input type="checkbox"/> Others _____	<input type="checkbox"/> More than 2yrs experience
Salary Range: (Please Tick)	<input type="checkbox"/> Below \$1,500 <input type="checkbox"/> \$2,500 - \$3,500	<input type="checkbox"/> \$1,500 - \$2,500 <input type="checkbox"/> \$3,500 and above	<input type="checkbox"/> N.A. (unemployed)
Billing: (Please Tick)	<input type="checkbox"/> Individual (Please provide billing address below) <input type="checkbox"/> Company Sponsored (Please fill in billing address in Company Details section below)		
Billing Address:		Postal Code:	
2. CURRENT EMPLOYMENT DETAILS			
Name of Company:		ROC No.:	
Designation:		Tel (Office):	
Company Address:		Postal Code:	
Type of Organisation:	<input type="checkbox"/> SME	<input type="checkbox"/> Government	<input type="checkbox"/> GLC <input type="checkbox"/> MNC <input type="checkbox"/> Others
Organisation Staff Strength:	<input type="checkbox"/> 1 to 10	<input type="checkbox"/> 11 to 99	<input type="checkbox"/> 100 to 199 <input type="checkbox"/> 200 and above
3. COURSE DETAILS			
Course Description: (Please Tick)	<input type="checkbox"/> Certified Product Manager (CPM) <input type="checkbox"/> Certified Product Marketing Manager (CPMM) <input type="checkbox"/> Certified Product Management Boot Camp (CPMBC)	<input type="checkbox"/> Certified Brand Manager (CBM) <input type="checkbox"/> Certified Innovation Leader (CIL) <input type="checkbox"/> Creating Successful Product (SCSP) <input type="checkbox"/> Creating Value through Collaboration (CVTV)	
Course Dates:			
4. PARTICULARS OF COORDINATOR AND AUTHORISED SIGNATURE			
Name of Coordinator:			
Designation:		Tel (Office):	
Email:		Fax (Office):	

DECLARATION

I/We declare that all the information given in this form is true and correct. I/We understand that failure to fulfil a minimum of 75% attendance for the course registered, 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 _____

Date: _____

Authorised Signature & Company Stamp _____

(For 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 on this official prescribed form.

1.2 Completed forms must be received by our office before course commencement date. A written confirmation regarding the details of your registration will be sent to you within one working day after receipt of your registration form and payment. Your seat is only secured upon full payment.

2. Pre-requisites

Please refer to respective course brochure for detailed pre-requisites on each course.

3. Number of Participants

The number of participants is restricted to the maximum allowed for each course 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 9 on our Withdrawal and Refund Policy.](#)

4. Funding Information

There are different government funding applicable for selected courses. For details, please check on respective course brochure for more information.

▪ NICF Funding Programme

5. Attendance

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

6. Certification

6.1 For NICF courses, a Statement of Attainment (SOA) will be awarded by WDA when a participant attains 75% attendance and is assessed to be competent in a competency module.

6.2 For other courses, relevant certification will be awarded when participant passed the certification exam.

7. Payment

Payment must be made Fourteen (14) Working Days after Registration OR before Start of Class, to enjoy Promotional Offer and Discount. Payment made after Fourteen (14) Working Days before class start, Do Not entitled to any Promotional or Discount and waive of Admin Fee. No Reservation of Seat(s) for Classroom Training.

All prices for the courses are subjected to GST (Good & Services Tax).

Payment may be made by:

- Cash at our office during office hours between 9.00am and 6.00pm, Mondays to Fridays; OR
- Crossed cheques drawn on an SGD account, made payable to "Progreso Training Pte. Ltd.". Please write your name, course name, and date of course commencement at the back of your cheque.
- **Using SkillsFuture Credit.** For more information, please check on <http://www.skillsfuture.sg/programmes-and-initiatives/skillsfuture-credit.html>

8. Registration Fee

A registration fee of SGD 100.00 (excl. GST) is payable per course per participant.

9. Withdrawal and Refund Policy

All withdrawal requests are to address to the Centre Director in writing. Participants must adhere to the course schedule selected as there will be no makeup session(s). No refund of course fees will be approved if course materials have been collected by participant.

Refund of course fees will be based on the following conditions:

Written Notice of Withdrawal is received	Percentage of Refund
10 or more working days before course commencement date	100%
9 or less working days before course commencement date	0%

9.1 An administrative fee of SGD100 will be levied for any cancellation of participation.

10. Request for Change

10.1 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. All requests for change must be made in writing and received by us **no later than two (2) weeks** before course commencement date.

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

10.3 You are allowed to submit only **ONE** request for change for every course 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 or reverse the request. The full fee will apply in this instance. If there is a shortfall in fees between the initial course registered and the new course, 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.

11. Amendments, Cancellations and Modifications

The management reserves the right to amend, cancel, modify or withdraw any courses offered without assigning any reasons whatsoever. Such option shall be exercised by the management giving notice to participant either by phone, 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.

12. 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.

13. Disclaimer, Indemnity and Liability

Progreso, 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 other than the refund of the fees applicable.

14. Confidentiality

Your registration form will be kept with us in accordance with our privacy policy. In accordance with the Personal Data Protection Act (PDPA), all personal data entered on the ethics database will be confidential and will be viewed solely by appropriate Progreso Training staff assigned with a password to access the information for monitoring and administrative purposes. Applicant's personal data (collected or submitted in the followings CRF, Membership Form, Photo ID Copy, Certificate, Attendance List, and Assessment Record Form) are being held by Progreso Training on a database in its original submit form or digital format. This information will be shared with other departments and relevant authorities for the purpose of Government Funding within Progreso Training and external third parties acting on Progreso Training's behalf when necessary.

15. Survey and/or Outcome Evaluation

15.1 Please be reminded that all participant and corporation must comply with survey and/or outcome evaluation administered by Progreso on behalf of WDA. These Level 3 / 4 survey and/or outcome evaluations measure the outcomes of learning and are carried out within 3 - 6 months after the completion of the course. We will be conduct the L3 / L4 Survey via email and phone.

15.2 At the end of this course, please provide feedback on the Trainers, Assessor, Assessment, Course Relevancy, Customer Services and Facilities of the NICF Course to WDA via Progreso as part the Continuous Improvement Review effort for all NICF Courses.

16. Definition of SMEs Applicable to Eligibility for Enhanced Training Support

16.1 WDA will be updating the definition of Small and Medium Enterprises (SMEs) to align with that of SPRING Singapore.

16.2 With effect from 1 January 2014, SMEs are defined as companies with:
(i) at least 30% local shareholding; AND
(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.