

Course Booking Instructions

Revision 2 dated 01/02/2017

For Multi-Skilling Personnel Application

1) Please proceed to the following link - <https://eservices.bca.gov.sg/MultiSkill/> to register your worker. You will need the following info.

- a) Worker's NRIC (for Singaporean and Singapore PR) or valid work permit/employment pass (for foreigner), front and back in a single page.

For company application, the name of employer in the application must be similar to the employer stated in the foreign worker's work pass.

- b) Worker's employment details (for work permit holder) obtained via the Ministry of Manpower website (WP Online), to verify applicant's years of local construction experience. **See Annex A for a sample.**

This is mandatory for all foreign work permit holders.

- c) 1st Skills Evaluation Certificate (SEC/SEC(K)) *[If you do not have the worker's 1st SEC/SEC(K) certificate, you may proceed to <https://eservices.bca.gov.sg/> and perform a "Workers Skills Qualification Statement Request" online .]*

- d) An active email account

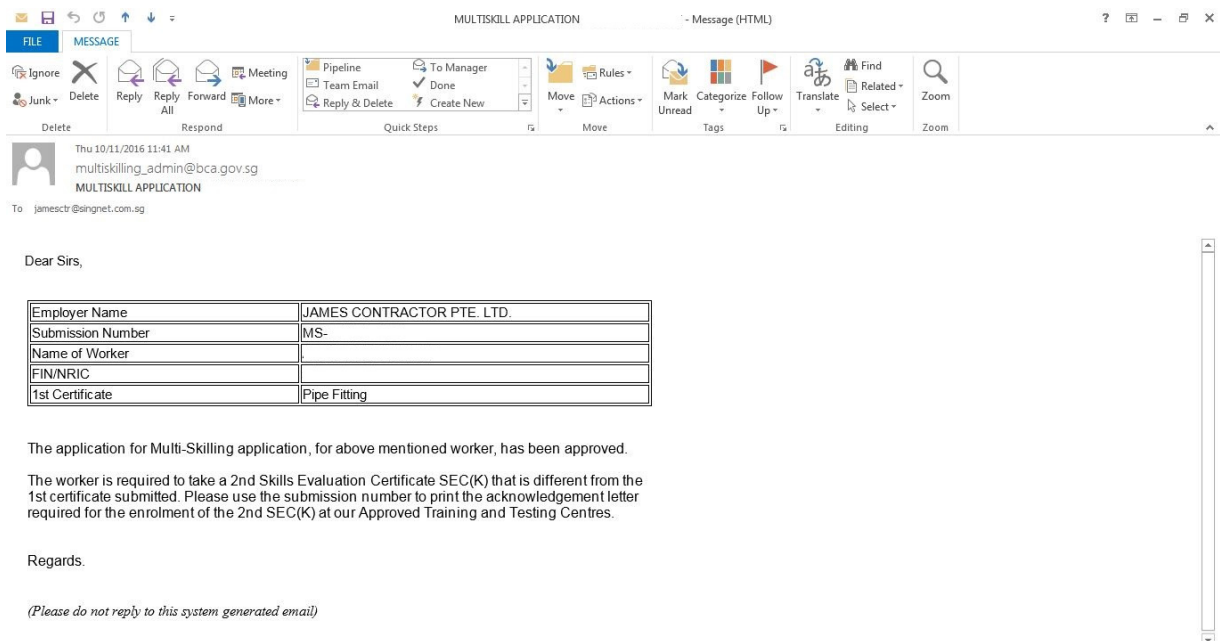
The screenshot shows the homepage of the Multi-Skilling Online Registration System. At the top, there is a navigation bar with links for Home, New Registration, Renewal, e-Services, and Check Status. The main heading is "MULTI-SKILLING APPLICATION" and the sub-heading is "Welcome to Multi-Skilling Online Registration System". Below this, there are two small images showing construction workers. The text reads: "Please read the following information before you begin: The Multiskilling Online Registration System allows users to carry out the following functions: 1) Submit new Multiskilling application, 2) Renew the registration of existing Multiskilling personnel, 3) Print the statement of registration, 4) Check the status of registration / expiry date of registration, 5) Make online request for changes / check the status of request". It also states: "This online application will take about 4 minutes to complete, if all required documents are readily available. The submission will require approximately 14 working days to process, if all information are duly and correctly furnished and required documents submitted appropriately." and "With effect from 1 Jan 2017, a non-refundable administrative fee of \$20 (before GST) will be required for the application and renewal for Multi-Skilling registration." A box contains the requirements: "Applicant must meet the following requirements to be registered as a Multi-Skill worker: 1) Have two (2) recognised Skills Evaluation Certificate [SEC/SEC(K)] of different trades, 2) Have a minimum of four (4) years of construction experience in Singapore. Or 1) One (1) Skills Evaluation Certificate [SEC/SEC(K)], 2) Have a minimum of six (6) years of construction experience in Singapore; 3) Completed 120 hours of training in approved safety-related courses. Click here for more details and the list of approved safety certificates. Or".



- 2) A non-refundable administrative fee of \$20 (before GST) will be required for the application and renewal for Multi-Skilling registration.
- 3) You will receive an acknowledgement email from BCA, and a submission number (eg: **MS-112016-018N**).

The submission will require approximately 14 working days to process, if all information are duly and correctly furnished and required documents submitted appropriately.

- 4) Once the Multi-Skilling application is approved, you will receive an approval email from BCA.



Thurs 10/11/2016 11:41 AM
multiskilling_admin@bca.gov.sg
MULTISKILL APPLICATION
To: jamesctr@singnet.com.sg

Dear Sirs,

Employer Name	JAMES CONTRACTOR PTE. LTD.
Submission Number	MS-
Name of Worker	
FIN/NRIC	
1st Certificate	Pipe Fitting

The application for Multi-Skilling application, for above mentioned worker, has been approved.

The worker is required to take a 2nd Skills Evaluation Certificate SEC(K) that is different from the 1st certificate submitted. Please use the submission number to print the acknowledgement letter required for the enrolment of the 2nd SEC(K) at our Approved Training and Testing Centres.

Regards,

(Please do not reply to this system generated email)

You may now proceed to login to the BCA One-Stop Skill Upgrading System (https://www.bca.gov.sg/ams_public) to register your worker with our ATTC. If you do not have a BCA One-Stop account, you may proceed to sign up at the same webpage.

You may download the One-Stop training guide for Employer from the following link. https://www.bca.gov.sg/ams_public/HelpDocs/One-Stop_User_Guide-employer.pdf

- 5) To select the SEC(K) Fibre Optics Installation course, you will need to choose the following and “Continue to pick training course”.

Trade Name : Fibre Optics Installation

Assessment Management System
(JAMES CONTRACTOR PTE LTD)

Home | CTMS ATTC Applications | Non-ATTC Applications | Candidate Management | Search | My Profile | Change Password | Logout

View Candidates

Test date not assigned to 7 candidate(s) after 7 calendar days
Note: Only latest 100 candidates will be shown, please input search criteria such as candidate name if you cannot find the candidate.

New (19) | All (20) | Submitted to ATTC (1) | Test Date Assigned (0) | Test Failed (Including Absent/MC) (0) | AN Expired (0) | Passed (0)

Candidate Type: -Please Select- | Application Type: -Please Select- | Core Trade / Multi-Skill Ref No: MS-012017-543N | Name: |
FIN / NRIC: | Trade Category: -Please Select- | Trade Name: -Please Select- |
[Search] [Clear]

Note: To continue to pick course, please select candidates with the following criteria:

- Same Candidate Type.
- Same Application Type.
- Same Trade Category (For CoreTrade Renewal Applications).
- Same Trade (For Applications Other Than CoreTrade Renewal).
- For multi-skill application, not allowed to select same trade as first SEC K.

S/N	Candidate Type	Application Type	Core Trade / Multi-Skill Ref No	Candidate Name	NRIC/FIN	Trade Category	Trade Name	1st SECK (Multi-Skill)	AN/CET expiry date	WP Expiry Date
1	Multi-Skill	New					FIBRE OPTICS INSTALLATION	Steel Reinforcement Work	01 Jan 9999	30 Aug 2018

[Continue to pick training course]

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- 6) Please indicate whether you want to “Apply for WTU funding” and select the right course.

For SEC(K) (Training + Testing), please pick the \$1900 course.
For SEC(K) (Express testing only), please tick the \$390 course.

Assessment Management System
(JAMES CONTRACTOR PTE LTD)

Home | CTMS ATTC Applications | Non-ATTC Applications | Candidate Management | Search | My Profile | Change Password | Logout

Pick A Course From ATTC

Trade Category: SECK | Trade Name: FIBRE OPTICS INSTALLATION | Application Type: New

ATTC: -- Select -- | [Search] [Clear]

Note: The course fee is indicative. Please check with the ATTC for the actual course fee to be paid.

S/N	ATTC	Course Name	Course Fee	Apply for WTU funding	View Tests Booked	Select
1	JAMES CONTRACTOR PTE LTD	FIBRE OPTICS INSTALLATION	390.00	<input checked="" type="checkbox"/>		
2	JAMES CONTRACTOR PTE LTD	FIBRE OPTICS INSTALLATION	1900.00	<input checked="" type="checkbox"/>		

[Cancel]

- 7) If you are applying for WTU funding, you will need to continue with the “Application for WTU Funding” page and make the necessary declaration.

The screenshot shows the 'Application for WTU Funding' page. At the top, there is a navigation bar with 'Home', 'CT/MS ATTC Applications', 'Non-ATTC Applications', 'Candidate Management', 'Search', and 'My Profile'. The main content area displays the following information:

- Trade Category: SECK
- Trade Name: FIBRE OPTICS INSTALLATION
- Level: SECK
- Application Type: New
- ATTC: JAMES CONTRACTOR PTE LTD
- Course Name: [Blank]
- Course Duration: [Blank]

Below this, there is a 'Mandatory Declaration' section with two parts:

Part A

- We have read and understood, and agree to the [Terms and conditions for the disbursement of funds under the Workforce Training and Upgrading \(WTU\) Scheme](#).
- We understand that this submission does not by itself give rise to any entitlement to training assistance.
- We hereby undertake to hold BCA harmless and indemnify BCA for and against any and all claims, demands, suits, judgments, penalties, expenses, and liability or obligations of any kind or description arising directly or indirectly out of this application or any claims for training assistance.

Part B

Please complete the following questions for the list of participants below.

Question 1: Are the participants direct employees on your payroll?

Question 2: Do you confirm that you have NOT applied for any form of financial support from other government funds apart from CCPF for the courses/assessments mentioned above?

Question 3: If you are applying for SEC(K), is this the second SEC(K)? [Applicable only to those applying for SEC(K) courses]

S/N	Candidate Name	Question 1	Question 2	Question 3	Remove
1		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

At the bottom of the form, there are buttons for 'Continue', 'Cancel', and 'Re-Select Course'.

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- 8) Please submit the application to complete the application.

The screenshot shows the 'Review Course Allocation' page. At the top, there is a navigation bar with 'Home', 'CT/MS ATTC Applications', 'Non-ATTC Applications', 'Candidate Management', 'Search', and 'My Profile'. The main content area displays the following information:

- Trade Category: Air-conditioning Ducting Installation
- Trade Name: FIBRE OPTICS INSTALLATION
- Level: SECK
- Application Type: New
- ATTC: JAMES CONTRACTOR PTE LTD
- Course Name: [Blank]
- Course Duration: [Blank]

S/N	Application Number	Candidate Name
1		

At the bottom of the form, there are buttons for 'Submit', 'Cancel', and 'Re-Select Course'. The 'Submit' button is highlighted with a red box.

- 9) Once done, kindly give us a call at **6362 2858** to check if we have received the application successfully.

We will also require that you will send a copy of the following details to atc@jamesctr.com.sg for verification purposes.

- Worker's NRIC (for Singaporean and Singapore PR) or valid work permit/employment pass (for foreigner)(front and back in a single page)
- Worker's Passport (for foreigner)
- Worker's employment details (for work permit holder) obtained via the Ministry of Manpower website (WP Online)



<http://www.jamesctr.com>



6362 2858



atc@jamesctr.com.sg

- 10) We will update you of the course dates and testing details once application is submitted successfully.
- 11) **Do note that if you want to claim under WTU Funding, please indicate it at Step 6. If you do not process this step correctly, you will not be eligible for future claim submission.**



Annex A - Worker's employment details

- Step 1: Go to Ministry of Manpower website : www.mom.gov.sg
Step 2: Enter e-Services
Step 3: Login to WPOL for Business and Employment Agencies users:
<http://www.mom.gov.sg/eservices/services/wp-online-for-businesses-and-employment-agencies>
Step 4: **SELECT [ENQUIRE] --> SELECT [FOREIGN WORKER DETAILS]**

MOM-Portal

<https://wponline.mom.gov.sg/WPOLEQController>

Foreign Worker Details-PIWP [REDACTED] /01/2016
SXXX817A-NUR [REDACTED]
1998 [REDACTED] E-01 - UTR [REDACTED] E. LTD.

Name of Employer must be the same as Employer Name in online submission form.

Name of worker: VELLAKAN [REDACTED]

WP No. : 0 3275 [REDACTED]
FIN : G74698 [REDACTED]
Nationality : INDIAN
State / Province where the foreigner obtained his / her nationality : OTHERS
Sex : MALE
Date of Birth : 10/01/ [REDACTED]
Passport No. : F207 [REDACTED]
Medical Examination Date : 28/10/2011

MUST click on "go" button to retrieve years of Employment in Construction Sector

Employment Period In Construction Sector : go

Employment Details

Occupation : CONSTRUCTION WORKER
Title
Status of WP : WP LIVE
Date of Application : 02/11/2005
WP Validity : Yes
Employment Period : 6Yr(s) 4 Mth(s)
Employment Period In Construction Sector : 6Yr(s) 4 Mth(s)
Is Service Literacy Test (SLT) Required for Skilled Status : NOT REQUIRED
Can Worker Register for SLT : NOT APPLICABLE
Levy Rate (\$): 300
Date of Temporary Permit : 19/11/2005
Date of WP Issue : 21/11/2005
PA Reference No. : PN [REDACTED]
Date of Cancellation :
Security Bond No. : 20111 [REDACTED]
Date of WP Expiry : 01/11/2012
Security Bond Submitted Date : 01/11/2011
Employment Agency that submitted the WP Application Form : [REDACTED]
Employment Agency : JUR [REDACTED] D Employment Agency : 65626 [REDACTED]
Address : SINGAPORE 6001 [REDACTED] Telephone No

