



AVER ASIA (S) PTE LTD (ACCREDITED TRAINING ORGANISATION)

14 Benoi Place, Singapore 629953

Tel : 6861 5550 Fax : 6861 2142 Email : boomlift.training@averasia.com

APPLICATION FORM

Completed form & workers' NRIC/WP (front&back) must be submitted together. Incomplete submission would be rejected without notice

PART A : CONTACT DETAILS (IN BLOCK LETTERS)

COMPANY NAME : _____

MAILING ADDRESS : _____

CONTACT PERSON : Mr / Miss (please circle) _____

CONTACT NUMBER : _____

EMAIL ADDRESS : _____

PART B : COURSE INFORMATION

English Chinese Malay Tamil Bengali

Operate Boom Lift (OBL) (CRS-Q-0027180-MF) - E/C/M/T/B Date : _____

Operate Scissor Lift (OSL) (CRS-Q-0027182-MF) - E/C/T/B Date : _____

Operate Vertical Personnel Platform (OVPP) (CRS-Q-0027181-MF) - E/C Date : _____

PART C : PARTICIPANTS' INFORMATION (IN BLOCK LETTERS)

NO	FULL NAME OF PARTICIPANTS (As reflected in NRIC/WP)	NRIC/ FIN NO.	NATIONALITY	MOBILE NUMBER / EMAIL ADDRESS	SALARY RANGE	EDUCATION LEVEL
X	ABCDEFGH	S1234567S	Singaporean	99887766/abc@gmail.com	A	B
1						
2						
3						
4						
5						

* Salary range **A**. Below \$1000 **B**.\$1000 - \$1499 **C**.\$1500 - \$1999 **D**.\$2000 - \$2499 **E**.\$2500 - \$2999 **F**.\$3000 - \$3499 **G**.\$3500 & Above
 ** **A**.No Formal Qualification/Lower Primary **B**.Primary PSLE **C**.Lower Secondary **D**.N Level or same **E**.O Level or same **F**.ITE Skills Cert
G.A Level or same **H**.NITEC **I**.WSQ Cert **J**.Polytechnic Diploma **K**.Professional Qualification **L**.University **M**.Not reported

PART D : DECLARATION

By registering for the above course, I / We hereby confirm:

- a) All participants has met the assumed skills and knowledge as listed overleaf
- b) I understand and agree with all the terms and conditions as listed overleaf

Name of Approving Officer / Applicant

Designation

Signature



Company Stamp

PART E : FOR OFFICIAL USE ONLY

Received date : _____

Course fee per pax (SGD) : _____

Total fee SGD (before GST) : _____

Invoice No. : _____

Batch No. : OBL / OSL / OVPP

Processed by :

Date :

TERMS & CONDITIONS

AVER ASIA (S) PTE LTD (AA) has been appointed as an ACCREDITED TRAINING ORGANISATION (ATO) by Singapore Workforce Development Agency (WDA) on 7 July 2015. All Mobile Elevated Working Platform (MEWP) training courses conducted will be in accordance with WDA's competency standards.

Please read the following information very carefully. AA is not responsible for any adverse circumstance that arises from any parties who do not read and/or understand prior to registration for the MEWP training.

ASSUMED ATTITUDE, SKILLS AND KNOWLEDGE FOR ALL REGISTERED CANDIDATE/S

- ❖ 18 years old and above
- ❖ have a basic knowledge of the relevant sector of work
- ❖ be able to listen and speak English/relevant language at a proficiency level equivalent to the Employability Skills (ES) Level 3
- ❖ be able to read English/relevant language at a proficiency level equivalent to ES Level 3
- ❖ be able to manipulate numbers at a proficiency level equivalent to ES Level 3
- ❖ be medically fit to work at height

REGISTRATION

- ❖ Registration is based on first-come first-served basis
- ❖ Download the updated registration form at:
[http://www.averasia.com/UploadedImg/files/Application%20Form%2015Mar16\(1\).pdf](http://www.averasia.com/UploadedImg/files/Application%20Form%2015Mar16(1).pdf)
- ❖ Email the completed registration form and copies of NRIC/WP to boomlift.training@averasia.com. Participants' information is required by WDA, therefore it is mandatory. Incomplete forms will be rejected.
- ❖ A softcopy of the invoice would be sent via email for cheque preparation and original invoice would be mailed out for accounting purpose

PAYMENT

- ❖ All cheques to be made to 'AVER ASIA (S) PTE LTD' and must be received by the assigned date or before training commence (for urgent/last minute registration)
- ❖ Alternatively, we accept cash and giro payment. Please email proof of payment to boomlift.training@averasia.com, otherwise payment status would be outstanding and slot/s would be released unconditionally upon payment due date
- ❖ Payment could be handed to Training Department, Aver Asia (S) Pte Ltd or mailed to:
Attention : Training Department, Aver Asia (S) Pte Ltd, No. 14 Benoi Place, Sg 629953
- ❖ Full payment must be made within two weeks from the date of invoice or before commencement of training, whichever is earlier. **AA reserves the right to forfeit the slot/s without prior notice if payment is not received by the assigned date**
- ❖ Confirmation letter would only be issued after full payment is received/cheque is cleared

PUNCTUALITY

- ❖ Workers who are late (after 8.30am) would not be allowed into the classroom and no refund would be granted. 100% training fee would be charged for re-registration

ATTENDANCE

- ❖ Attendance is 100% (1 day, 8am to 6pm). Workers who do not attend the entire day training would be marked 'failed' and no refund would be granted.

RESULTS

- ❖ Results can be obtained from SkillsConnect System. Participant/s to apply for SINGPASS to download e-Cert from SkillsConnect System. AA will email the softcopies to employers within 7 working days (or earlier) from the training date. Verification of e-certs can be made via this link <https://e-cert.wda.gov.sg/sop/>
- ❖ AA will issue a Pass to the participant/s that has attended and passed the training course, if payment has been made. Participant/s will have to collect the pass personally another day if payment is made by cheque on training date

CANCELLATION

- ❖ AA reserves the right to reschedule training due to unforeseen circumstances
- ❖ Alternative slots would be provided

NO REFUND

- ❖ Please inform us at least 5 working days before the confirmed training date for replacement, withdrawal and cancellation
- ❖ There is no refund of training fee for last minute withdrawal, absence and cancellation
- ❖ No appeal would be entertained

VALIDITY OF CERTIFICATE AND PASS

- ❖ e-Cert and Pass are valid for 5 years. Please click on this link for more information <https://www.wshc.sg/files/wshc/upload/cms/file/20150213.pdf>

WDA TRAINING GRANT

- ❖ Please refer to the following link for information on training grant from WDA <https://www.skillsconnect.gov.sg/web/guest/claimtraininggrantcompany>

MISCELLANEOUS

- ❖ The selected course and preferred language must be correctly indicated in the registration form. AA is not liable for participant/s who are sent for the incorrect course /language
- ❖ Participant/s must be in proper attire (long pants/jeans and shirt/t-shirt with sleeves)
- ❖ Participant/s must bring the following when attending training:
 - a) Original NRIC/work permit
 - b) Safety helmet
 - c) Safety shoes
- ❖ Participant/s caught cheating during assessment/s would be stopped from training immediately and appropriate actions would be taken
- ❖ Ownership and copyright of all course materials/documents shall remain with AA. Participant/s may refer to the material for their own use only. The course material shall not be copied, given, sold or transferred in whole or in part to any third party without written consent from AA
- ❖ These terms and conditions are subject to change without notice, from time to time, at our sole discretion

CONTACT US

- ❖ Email : boomlift.training@averasia.com
- ❖ Phone : +65 6933 9640 / 68615550 (General line)