

**AVER ASIA (S) PTE LTD**

14 Benoi Place, Singapore 629953

Tel: (65) 6861 5550 Fax: (65) 6861 2142, Email: boomlift.training@averasia.com**APPLICATION FORM**Please complete the Form and send it to boomlift.training@averasia.com**PART A: CONTACT DETAILS (IN BLOCK LETTERS)**

Company Name : _____
 Mailing / Billing Address : _____
 Contact Person (Please Circle) Mr / Mrs : _____
 Contact Number : _____
 Email / Fax : _____

PART B: COURSE INFORMATION**Course Type:**

- 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: _____

Course Language (select one)

- English (E) Mandarin (C) Malay (M) Tamil (T) Bengali (B)

Government Subsidy (if applicable)

- Skill Development Fund SkillsFuture Credit

PART C: TRAINEES' INFORMATION (IN BLOCK LETTERS)

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

No.	FULL NAME (As in NRIC/WP)	NRIC/FIN Number	Nationality	Mobile Number	Salary Range	Education Level
x	ABCDEFGH	S1234567S	Singaporean	99887766	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

**** Education Level:**

A. No Formal Qualification **L.** Higher NITEC **Q.** WSQ Specialist Diploma
B. Primary PSLE **J.** Master NITEC **R.** University First Degree
C. Lower Secondary **K.** WSQ Certificate **S.** University Post-Graduate Diploma & Degree/Master/Doctorate
D. N Level or same **L.** WSQ Higher Certificate **T.** WSQ Graduate Certificate
E. O Level or same **M.** Polytechnic Diploma **U.** WSQ Graduate Diploma
F. ITE Skills Cert **N.** WSQ Advance Certificate **V.** Not reported
G. A Level or same **O.** WSQ Diploma
H. NITEC/Post NITEC **P.** Professional Qualification & Other Diploma

PART D: DECLARATION

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

- a) All trainees have met the assumed skills and knowledge as listed overleaf
- b) All information given in this registration form are true and accurate to the best of my knowledge
- c) Will / will not apply for funding (for SPR/Singaporeans only) (Please circle)
- d) Understand any false or misleading declaration shall be liable for disqualification, or if admitted, for expulsion from the programme without any refund of fees paid

I / We have understood and agreed all the terms and conditions as stated in "Terms and Conditions" as listed overleaf
 I / We agree to comply and abide by the decision of **AVER ASIA (S) PTE LTD** concerning this application.

 Name of Approving Officer / Applicant



 Designation

 Signature

Company Stamp

PART E: FOR OFFICIAL USE ONLY

Received date : _____

Course fee per pax (SGD) : _____

Total fee before GST (SGD) : _____

Invoice No. : _____

Batch No. : OBL / OSL / OVPP

 Processed by:

Date:

TERMS & CONDITIONS

AVER ASIA (S) PTE LTD (AA) has been certified as a Workforce Skills Qualifications (WSQ) ACCREDITED TRAINING ORGANISATION (ATO) on 7 July 2015. All Mobile Elevated Working Platform (MEWP) training courses conducted will be in accordance with WSQ'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 TRAINEE/S

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

REGISTRATION

- Registration is based on first-come first-served basis
- "**Download Application Form**" at <https://www.averasia.com/training/>
- Email the completed registration form along with a copy of the trainees' **NRIC/Work Permit** to
Email : boomlift.training@averasia.com
Fax : 6861 2142
- It is mandatory to provide all information as they are required by SSG. Incomplete forms will be rejected
- An invoice would be sent to you upon confirmation of training date

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, S 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

ELIGIBILITY FOR GOVERNMENT SUBSIDIES

- **Skills Development Fund**

- 1) Trainees must be employees who are Singapore Citizens or Singapore Permanent Residents (SPR) to be eligible
- 2) Trainees must achieve at least 75% attendance and have sat for all examinations. Course fees must be fully sponsored by the company that is registered or incorporated in Singapore

- **SkillsFuture Credit**

- 1) Trainees must be Singaporeans aged 25 and above in 2016 to receive the SkillsFuture Credits from the Government

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. Trainee/s can 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.
- E-certs could be verified via this link <https://www.myskillsfuture.sg>
- A license (card) will be issued within 7 days after the training completion date for trainees who have completed and passed the course

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 trainee replacement or change of training date/language
- 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>

MISCELLANEOUS

- The selected course and preferred language must be correctly indicated in the registration form. **AA** is not liable for trainee/s who are sent for the incorrect course / language
- Trainee/s must be in proper attire (long pants/jeans and shirt/t-shirt with sleeves)
- Trainee/s must bring the following when attending training:
 - a) Original NRIC / Work Permit
 - b) Safety helmet
 - c) Safety shoes
 - d) Hand Gloves & Face Mask
- Trainee/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**. Trainee/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 **AA**'s sole discretion

CONTACT US

- For further information and enquiries, please contact us via the following channels:
Email : boomlift.training@averasia.com
Phone : + 65 6933 9640 / 6861 5550 (General Line)