

## SUSS SGUNITED SKILLS PROGRAMME APPLICATION FORM

Singapore University of Social Sciences (“**SUSS**”) is a Programme Partner of SkillsFuture Singapore (“**SSG**”) for the SGUnited Skills Programme (“**SGUS Programme**” or “**Programme**”). The Programme offered is designed in partnership with industry to help trainees acquire industry-relevant skills that can improve their employability.

The Programme is offered to Professionals, Managers and Executives (“**PMEs**”) who are Singapore Citizens or Permanent Residents, excluding those who graduated or are graduating in Calendar Years (“**CY**”) 2019, 2020 and 2021 from ITEs, Polytechnics, Universities, and other educational institutions, including private universities and overseas institutions, and graduates from the aforementioned institutions who have completed, or are completing, their National Service (NS) in CY 2019 and 2020 and entering the labour force.

### SECTION A. PROGRAMME (PLEASE TICK)

- SGUS Programme in Healthcare Management

### SECTION B. ELIGIBILITY

I hereby declare that I have fulfilled the following criteria to be eligible for the SGUnited Skills Programme. Please tick (√) where applicable.

- I am a Singapore Citizen or a Singapore Permanent Resident.
- I am 21 years old or older.
- I am currently unemployed.
- I am a first time applicant (regardless of which SGUS Training Provider).
- I did not graduate, or am not graduating, in Calendar Years (CY) 2019, 2020 or 2021.
- I have not completed, or am not completing, my National Service (NS) in CY 2019, 2020 or 2021 and entering the labour force.
- I am committed to the 6 months Programme on a full-time basis (Programme includes courses, service learning / project work at a company).

### SECTION C. PROGRAMME FEE PAYMENT AND REQUIRED DOCUMENTS

Programme Fee (after government subsidy): **S\$500 (inclusive of GST)**

I will be using my SkillsFuture Credits<sup>1</sup> (SFC): Please tick (√) where applicable.

- No
- Yes, please indicate the amount to be deducted below:
- SFC2: S\$ \_\_\_\_\_ (top-up announced in 2020 Unity Budget)

<sup>1</sup> <https://www.skillsfuture.sg/Credit>

SFC1: S\$ \_\_\_\_\_

The following relevant documents must be submitted in order to be considered and accepted in the Programme:

- a. SGUS Programme Application Form
- b. A copy of latest resume
- c. A copy of coloured NRIC (Front and Back)
- d. A copy of Highest Qualification

#### SECTION D: APPLICANT INFORMATION

Full Name (as per NRIC)			
NRIC No.		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality	<input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR (Please specify nationality) _____		
Date of Birth		Race	
Contact	Mobile:	Email:	Age
Highest Educational Qualification			

#### SECTION E: ACKNOWLEDGEMENT, UNDERTAKINGS AND DECLARATION

1. I understand that I must pay the Programme Fee in full before I can commence the Programme.
2. I confirm that I have not previously received any subsidy for SGUS Programme from SSG and/or any government agencies through any other training provider.
3. I understand that, I am required to meet the **minimum monthly 75% attendance** per month to be eligible for the SSG funding towards the full programme fee of \$9,706. I agree to pay the SSG funding towards the full programme fee to SUSS if this monthly requirement is not fulfilled.
4. I understand that part of the Programme includes being assigned to a company for service / project work / work attachment for 6 months ("**Attachment**").
5. I understand that to be eligible for the monthly training allowance, I am committed to the following:
  - (a) Complete the entire 6 months Programme on a full-time basis;
  - (b) Commit at least 4 days or more a week, which may include weekends throughout the Programme, depending on the company in which I am undergoing Attachment;
  - (c) Meet the minimum monthly 75% attendance per month, including courses and Attachment;
  - (d) Pass / complete all assessment, quiz, assignments;
  - (e) Complete a reflection journal (format will be provided) of not more than 250 words on the 3<sup>rd</sup> and 6<sup>th</sup> month of the Programme; and
  - (f) Complete the Attachment at a company with satisfactory performance.

6. I understand that to receive the training allowance from SkillsFuture Singapore (SSG), I will need to do the following:
  - (a) Complete SSG SGUS Application/Declaration Form for Training Allowance; and
  - (b) Have a PayNow Account linked to my NRIC number.
7. I understand that if I am currently a recipient of the COVID-19 Support Grant (CSG) or Self-Employed Person Income Relief Scheme (SIRS), I will receive a lower Training Allowance.
8. I understand that I have to give at least two (2) weeks' written notice to SUSS if I wish to withdraw from the Programme due to employment.
9. I understand that I have to provide SUSS relevant employment documents, such as signed letter by employer or employment contract from hiring employer if I exit the Programme due to employment.
10. I understand that the training allowance will be discontinued once I leave the Programme, including early exit due to job placement. There is no proration of the Training Allowance when I leave after completing a partial month of training.
11. I understand that I will be asked to return the course fee subsidy received if I exit the Programme without a valid reason.
12. I understand that the completion of the Programme does not guarantee job placement of any kind.
13. I undertake that, upon being notified by SUSS of the identity of the company to which I may or will be attached for my 6-month **Attachment**, I shall promptly and fully disclose to SUSS, to the best of my knowledge, any circumstances under which I have or may have an actual, potential or perceived conflict of interest\* with the company. I further agree to fully disclose to SUSS any such circumstances that might arise during my Attachment upon my becoming aware of such circumstances.  
  
*\*A conflict of interest is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest.*
14. I understand that I have to comply with the HR policy of the company in which I will be undergoing Attachment and commit to keeping an open mindset to the tasks which I am assigned to perform.
15. I acknowledge and accept that the company reserves the right to terminate my Attachment in accordance with the company's HR policy and/or the terms and conditions of my Attachment, including for reasons related to performance, attitude and attendance.
16. I confirm that the information provided by me herein is complete, true and accurate. Any misrepresentation or omission may lead to rejection of this application and/or disqualification for any funding and SUSS shall be entitled to terminate my enrolment in the Programme without a refund of the Programme fee.
17. I acknowledge that SUSS reserves the right to assess my application and will notify me of the outcome within two weeks from the date of application submission, provided all required information and documents are completely provided.
18. I acknowledge that SUSS reserves the right to: (a) amend, change and/or cancel the Programme without prior notice; or, (b) vary or reverse any decision due to unforeseeable events or misleading and inaccurate information provided by me.

## SECTION F: PERSONAL DATA PROTECTION POLICY

Please tick (✓)

- I hereby agree that Singapore University of Social Sciences (SUSS) may collect, use, retain and/or disclose my personal data, as provided in this application form and/or obtained by SUSS in the course of my participation in the SGUS Programme in accordance with the Personal Data Protection Act 2012 and SUSS' data protection policy (available at <https://www.suss.edu.sg/privacy-policy>) for purposes of (a) processing this application; (b) the administration of the SGUS Programme and training courses, including for purposes placing me with companies for service / project work / work attachment; and (c) reporting to, and fulfilling audit requirements of, SSG, or its appointed auditor and/or nominated representatives and other relevant regulatory authorities.
- I agree that I may be contacted via mobile phone and/or email and on occasion SUSS may text and/or email me information related to the Programme or seminars, talks or University-approved events that may be of interest to me during, or after the completion of, the Programme. My personal data may be kept by the University for a limited number of years after I have completed the Programme in order to confirm or respond to requests from prospective employers and other institutions of higher learning.

## SECTION G: WAIVER, RELEASE, DISCHARGE AND INDEMNIFICATION

Please tick (✓) as applicable

- I agree that, if I am successful in this Application, I will be participating in the Programme at my own and sole risk.
- I hereby waive, release, and discharge SSG, SUSS, companies providing training under the Programme, and their respective officers, directors, employees, agents, contractors, other participants, sponsors and lessor(s) of the premises on which the Programme activities take place (each, "**Releasee**", collectively, "**Releasees**") from any and all claims, liabilities, demands, losses, damages that I have, suffer, or may have or may suffer in the future arising from the course of my participation in the Programme (including, but not limited to, my contracting COVID-19), caused in whole or in part by the negligence or otherwise of the Releasees and covenant not to sue any Releasee therefor.
- I further agree that if, despite this waiver and release of liability, and assumption of risk, I or anyone on my behalf make(s) a claim against any of the Releasees, I or my estate will indemnify, defend, and hold harmless each of the Releasees from any loss, liability, damage, or cost, including attorneys' fees, which any Releasee may incur as a result of such a claim.
- I have read this Section G and I fully understand its terms. I understand that I am giving up substantial rights, including my right to sue the Releasees resulting from the inherent risks of training during and after the COVID-19 pandemic, and the ordinary negligence of the Releasees. I further acknowledge that I am agreeing freely and voluntarily, without inducement or assurance of any nature, and intend my signature to be a complete and unconditional release of all liabilities to the greatest extent allowed by the laws of Singapore.

\_\_\_\_\_  
Full Name / Signature of Applicant

\_\_\_\_\_  
Date

Please email the completed application form, together with the relevant documents with the Subject header "SGUnited Programme in Healthcare Management Application Form" to [CET@suss.edu.sg](mailto:CET@suss.edu.sg)