

Making an online application to the Work-Study Programme via MySkillsFuture

Visit the website at:

https://programmes.myskillsfuture.sg/WorkStudyIndividualProgrammes/Programme_Summary.aspx

At the search line, type in “Ngee Ann Poly”, and click on “Search”



What is it?

The SkillsFuture Work-Study Certificate (WSCert) is part of the suite of SkillsFuture Work-Study Programmes (WSPs) offered by Institute of Higher Learning (IHLs) and appointed private training providers. WSCert provide individuals with more opportunities, to develop new skills and knowledge, and build on what they have acquired in school, through a work-study arrangement.

Participating employers can recruit local graduates and prepare them to take up suitable job roles. The programme is designed in collaboration with industry to ensure relevance to employers in the sector.

The new page will show all the Work-Study Programmes currently available at Ngee Ann Polytechnic. Select the WSP you are interested in.

12 programme(s) found
Accurate as of 15 Jun 2020

Sort alphabetically by :
Institution | Job Role | Programme | Sector

 <p>WSCERT LEADING TO PART-TIME DIPLOMA IN BUSINESS PRACTICE (ADMINISTRATION & MA...</p> <p>Ngee Ann Polytechnic</p>	 <p>WSPPOSTDIP (ADVANCED DIPLOMA IN ACCOUNTANCY)</p> <p>Ngee Ann Polytechnic</p>	 <p>WSPPOSTDIP (SPECIALIST DIPLOMA IN VETERINARY CLINICAL PRACTICE)</p> <p>Ngee Ann Polytechnic</p>	 <p>WSPPOSTDIP (SPECIALIST DIPLOMA IN SUSTAINABLE FACILITIES MANAGEMENT)</p> <p>Ngee Ann Polytechnic</p>
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When the course of choice appears, you can click on “Apply Now” on the top left corner

WSPostDip (Specialist Diploma in Sustainable Facilities Management)

Ngee Ann Polytechnic

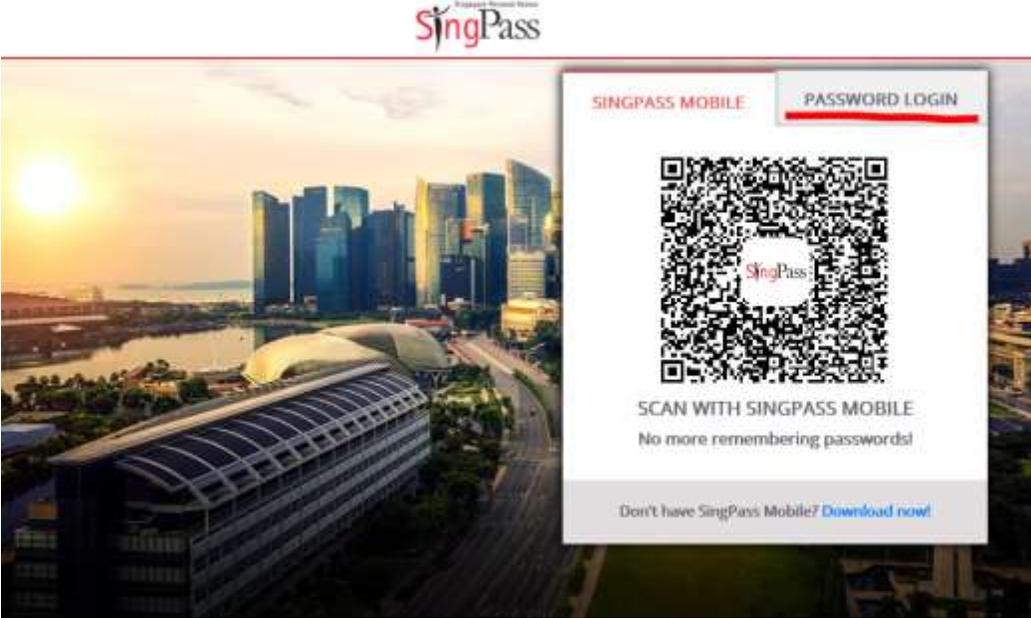
[Click Here To Apply](#)

There is currently no vacancy for this programme. Please apply to register your interest.

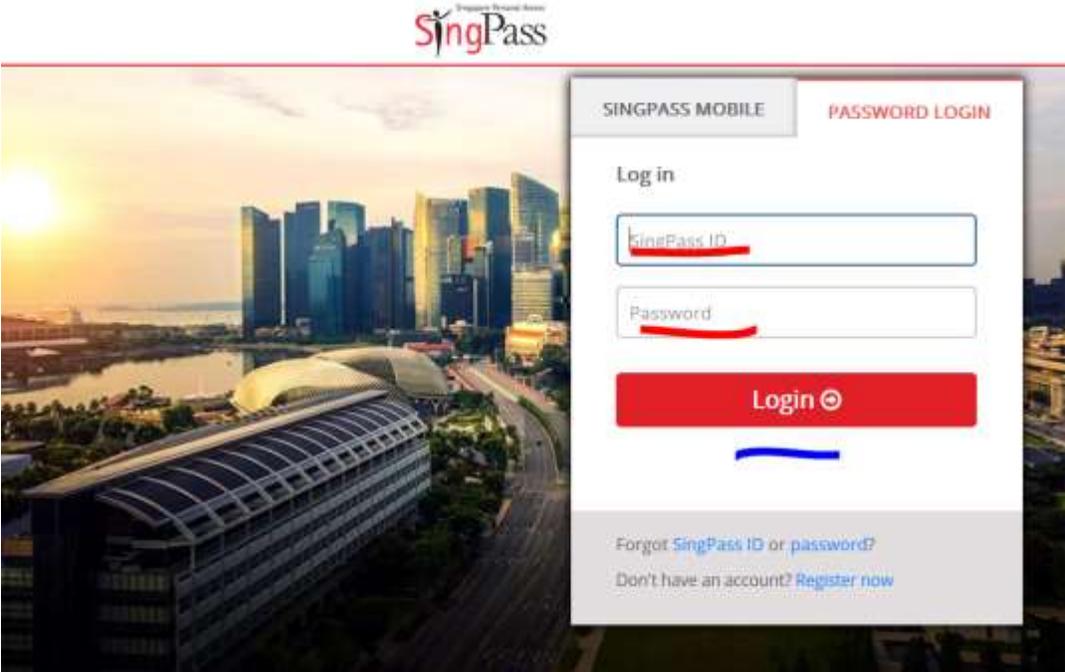
Overview

The Work-Study Programme, Specialist Diploma Sustainable Facilities Management in Ngee Ann Polytechnic (NP) aims to better prepare polytechnic graduates for the facilities management industry by deepening the skills and knowledge relevant for this industry. Industry partner will provide the workplace training and assess the participant according to the on-the-job training blueprint developed for the job role.

As the WSP is only open to Singapore Citizens and Permanent Residents, you are required to use your SingPass to access the online application page:



Choose your method of accessing SingPass. This example uses the “Password Login” option.



Upon correct login using SingPass, you will reach the 1st page of the course application. Make sure to click on “useMyInfo” button at top right corner. This would automatically populate your home address as captured in the e-government system. You will also need to provide a correct mobile telephone number and email address to enable the Polytechnic to contact you.

Continue on and provide all the application information as required correctly.

You will also be required to upload a copy of your Polytechnic diploma (in pdf or jpeg format).

WSPostDip (Specialist Diploma in Sustainable Facilities Management)
Application form

Things To Note

- Your application will be auto saved as you complete the form
- Do note that your draft will only be kept for a year from the date of creation or kept until the programme closure, whichever is earlier
- You may be required to upload supporting documents (up to 15 MB) as listed in the respective sections of the application form, such as
 - Supporting documents for Work Experience
- Accepted file formats include PDF, DOC, DOCX, JPG/JPEG, PNG

Personal Information

Name as per NRIC
[Redacted]

NRIC
[Redacted]

Registered Address
[Redacted]

Contact Number (Please provide at least one contact number)

Home Number Singap... * [Redacted]

Mobile Number Singap... * 81111111

Email Address * [Redacted]

Start

Once completed, and you click on “Next”, you will need to provide information on your Emergency Contact on the next page. Typically this should be your parent, sibling, or spouse.

You will also need to provide information on your national service liability by selecting from a drop-down list:

- a) Not Applicable
- b) Yet-to-serve
- c) Full-time – } will need to provide “Enlistment Date” & “Operationally-Ready Date”
- d) Exempted - }

WSPostDip (Specialist Diploma in Veterinary Clinical Practice)
Application form

1 Personal Information 2 Educational History 3 Work Experience 4 Professional Competence 5 Member Data

Provide Your Emergency Contact

Please include the particulars of your next kin of contact for emergency purposes.

Name *	<input type="text" value="✓"/>	Contact Number *	Country <input type="text" value="UK"/> <input type="text" value="9999999999"/>
Relationship to you *	<input type="text" value="✓"/>	Email Address	<input type="text"/>

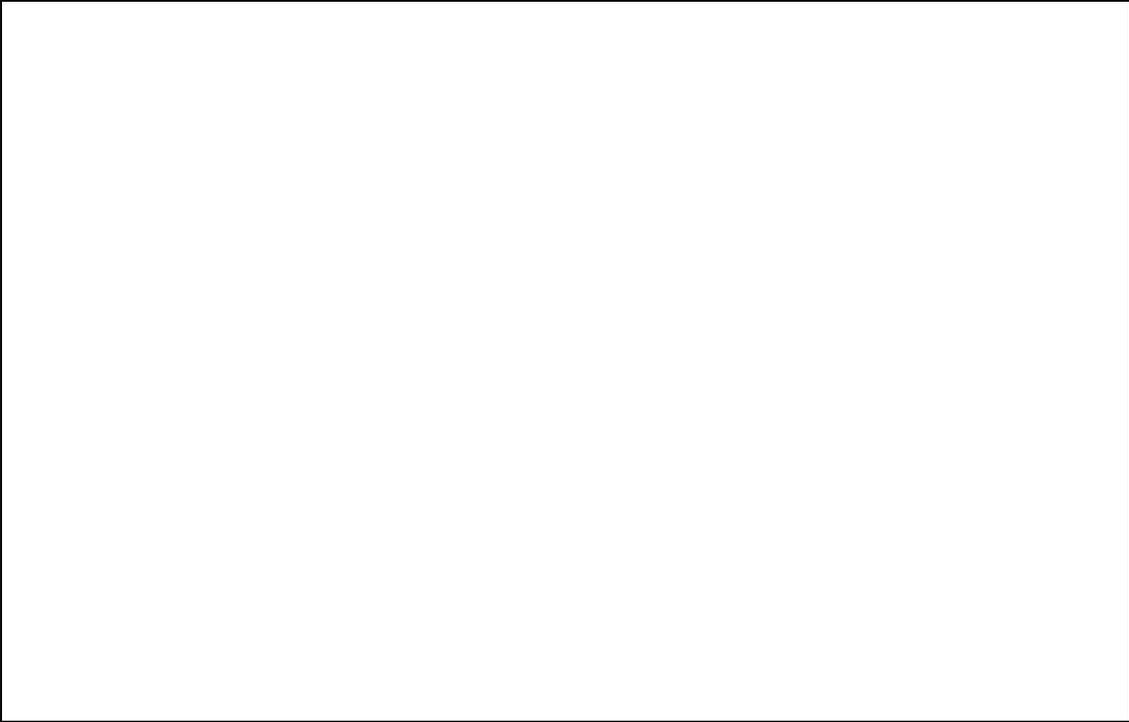
This is a mandatory field.

Tell Us about Your National Service Liability

Please indicate your liability and complete this section, if applicable. Upload the necessary documents such as your DD Certificate or National Service Letter of Exemption under the Upload Support Documents section at the end of this application.

Liability *

[View and Exit](#)



After completing the information, you will come to a page where your highest educational qualification would be displayed based on the information available via "MyInfo" and/or "My SkillsFuture". You should verify the information auto-loaded, and make corrections / updates where necessary. You will also need to provide the month of graduation if necessary.

Additional Personal Information | Educational History | **Work Experience** | Preferred Companies | Review Your Application

Share Your Education History With Us

The information below has been auto-retrieved from your Skills Passport. Click on the "Edit" button below to update your records in your Skills Passport.

Certificates Edit

✓ Education Qualification +

✓ Graduation Date

Indicate the month of graduation for your highest qualification. *

May 0

[Save and Exit](#) Back Next

After you have updated and confirmed your highest education qualifications, click on "Next" and you will come to the next page where you can input information regarding your work experience, and also upload a copy of your diploma, resume and any other document.

Please note that the following are compulsory:

- a) **Copy of your Polytechnic diploma or ITE Higher NITEC with information on your date of graduation**
- b) **Copy of your national service discharge certificate / certificate of service for those who have completed / serve national service**
- c) **Resume / curriculum vitae for employers' evaluation**

These files should be in 'pdf' or 'jpeg' format only.

WSPostDip (Specialist Diploma in Veterinary Clinical Practice)

Application Form

Additional Personal Information | Educational History | **Work Experience** | Preferred Companies | Review Your Application

Share Your Work Experience with Us

Please upload your resume under the Upload Supporting Documents section below.

Years of Work Experience *

--- Please Select ---

Upload Supporting Documents

Supporting documents may include resumes and certificates.

Accepted file formats : PDF, DOC, DOCX, JPG/JPEG, PNG

Uploaded file size 0.00 / 15MB

Drop Files or Click to Upload

[Save and Exit](#) Back Next

At the next page, you will be requested to 'rank' the preferred companies which may have already signed up to participate in the WSP.

Do note that as NP is continually engaging companies to participate in the WSP, the list of companies you see may not be comprehensive, or there may even be none at the point of your application.

Do not worry – your application will be circulated to all participating companies once they are on board, or when online application closes.

The screenshot shows a progress bar at the top with five steps: 1. Additional Personal Information, 2. Educational History, 3. Work Experience, 4. Preferred Companies (current step), and 5. Review Your Application. Below the progress bar is the heading "Rank Your Preferred Companies For Us". A sub-heading reads: "Drag and drop a maximum of 3 of your preferred companies for this programme. You may skip this section if you have no preference or if there is no company available. Note: This ranking does not guarantee your placement." There are two main sections: "Preferred Companies" on the left, which contains a red checkmark and three person icons, and "Participating Companies" on the right, which says "No Companies Available". At the bottom left is a link "Save and Exit", and at the bottom right are "Back" and "Next" buttons.

Once you have completed the above and click “Next”, you will now come to the last page of the online application.

On this page, you will be able to see a summary of the information you have provided, and you will be asked to make a declaration regarding the information you have provided.

The screenshot shows the "Please review your application" page. At the top is a progress bar with five steps: 1. Additional Personal Information, 2. Educational History, 3. Work Experience, 4. Preferred Companies, and 5. Review Your Application (current step). The page is divided into three sections: "Personal Information", "Provide Your Emergency Contact", and "Tell Us about Your National Service Liability". The "Personal Information" section includes fields for Name as per MRIC, MRIC, Registered Address, Home Number, Mobile Number, and Email Address. The "Provide Your Emergency Contact" section includes fields for Name, Relationship to You, Contact Number, and Email Address. The "Tell Us about Your National Service Liability" section includes a field for Liability. All text in the form is redacted with black bars.

Share Your Education History With Us 

The information below has been auto-retrieved from your Skills Passport.

Certificates

Education Qualification

SINGAPORE-CAMBRIDGE GENERAL CERTIFICATE OF EDUCATION  [View Details](#)

Qualification Type 	Field of Study Basic Programmes And Qualifications
Qualification Name 	Highest Qualification N3
LEVEL	Year Attained 
Name of School / Institution 	
Proof of Certification 	
Qualification Type 	Field of Study -
Qualification Name -	Highest Qualification V03
Name of School / Institution -	Year Attained 0
Proof of Certification No items to show...	

Graduation Date

At the last page, you will be required to make a declaration – make sure to check the correct response of “yes” or “no”.

Check off / Click on the “acknowledgement” required at the bottom left corner, and then, you may click on the “Submit” button on the bottom right corner of the final page.

Once you have done that, your application will be submitted to the course Programme Manager who will evaluate your eligibility.

Work Experience 

Years of Work Experience *

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Supporting Documents 

Rank Your Preferred Companies For Us 

Declarations

1. Do you have any existing medical condition, physical impairment or substance dependence (i.e. dependence on alcohol, drugs, etc. excluding prescription by a certified medical professional)? *
2. Do you have existing criminal record(s) in Singapore or overseas (including parking offences or spent records)? *
3. Have you ever been charged with any offence or convicted in a court of law in Singapore or obtained by the authorities under the provisions of any law in any country? (Important: Please note you must give full details of any charges made against you even if you were eventually acquitted by the Court). *
4. Are you currently under police investigations in Singapore or overseas? *
5. Are you an undischarged bankrupt or do you have any outstanding unsecured debts? *
6. Have you broken any bond, left an employer without serving your period of moral obligatory service or are currently serving any bond or moral obligatory service (i.e. bonds associated with scholarships or obligatory service related to training awards or no-pay leave, etc)? *

Acknowledgement

I declare that the information given by me in this application form is true to the best of my knowledge and I have not withheld any relevant particulars. I have disclosed all the information required to be given in this application. I accept that if any of the information given by me in this application form is in any way false, or incorrect, the Programme Manager shall have the right to revoke the application, if awarded, and take appropriate legal action without notice and without assigning any reason.

I acknowledge the above statements by submitting this application form. *

[Save and Exit](#)

