



TERMS & CONDITIONS OF NSCS TRAINING CENTRE **FDW SAFETY AWARENESS COURSE AND ENTRY TEST**

1) BOOKING SYSTEM

- a) Booking will be acknowledged based on seats availability. Agencies should make booking at least 7 working days in advance.
- b) On-line booking can be made @ www.nscs.org.sg (Home Safety). Please ensure that your booking is confirmed by the Training Centre.
- c) The Training Centre will not accept any verbal booking over the telephone.
- d) Please call the Training Centre @ Tel: 64239626 to check on the availability of seats before submitting the registration forms to avoid disappointment.
- e) Booking is confirmed **ONLY** upon an Acknowledgement endorsement on the registration form and payment received by the Training Centre.
- f) Agencies must ensure that all the FDW's particulars on the Registration form are accurate (including FDW's arrival date).
- g) Please inform the Training Centre for any cancellation of bookings at least 2 working days before the commencement of SAC/Entry Test.
- h) Walk-in booking time slot:
 - Monday to Friday from 10.30am to 12.00pm & 3.30pm to 4.30pm
 - Saturday from 10.30am to 11.30am
- i) Confirmation of booking via fax or email time slot:-
 - Monday to Friday from 9.00am to 5.00pm
 - Saturday from 9.00am to 12.00pm

All bookings via fax or email received by the Training Centre after the booking time will be process by our officer-in-charge on the next working day.
- j) Agencies who wish to register their FDWs for English class instead of International class are required to produce a Letter of Explanation to the Training Centre at least 2 working days before class commence (Letter of Explanation will be forwarded to the Ministry of Manpower for verification).
- k) Monthly class schedule for FDW Safety Awareness Course is available at the Registration counters, NSCS website or request via fax.

2) PAYMENT

- a) Advance payment for SAC/Entry Test booking must be made at least 3 working days before the commencement of SAC/Entry Test (For Employment Agency only).
- b) Please bring along the Acknowledged Registration Form from the Training Centre when making payment at our counters.
- c) Advance Payment time slot:
 - Monday to Friday from 10.30am to 12.00pm & 3.30pm to 4.30pm
 - Saturday from 10.30am to 11.30am
 - (For Cash or NETS payment only)

For Advance Payment by cheque, please deposit the cheque together with the Acknowledged Registration Form into our Cheque Deposit Box located near the Registration Counter.

- d) Please bring along the receipt of payment for verification during registration time. For cheque payment, please bring along the registration form.
- e) Admission is based on payment received only.
- f) Agencies that had made Advance Payment and wish to change the date/time for SAC or Entry Test are requested to write in to the Training Centre with valid reasons via email or fax at least 2 working days before the commencement of the SAC or Entry Test (approval would be based on case-to-case basis).

3) **PUNCTUALITY**

- a) Agencies are to ensure the punctuality of FDW attending both SAC/Entry Test.
- b) Agencies are advise to register the FDW at the respective registration counters at the designated time slot before entering the classrooms for both SAC & Entry Test.

c) **SAC**

Registration counters will be open at the following time slot for SAC:-

AM - 9.00am to 9.25am (Monday to Saturday)(Class commence at 9.30am)

PM - 1.00pm to 1.45pm (Monday to Saturday)(Class commence at 2.00pm)

Tuesday & Thursday Night Class – 5.30pm to 6.00pm (Class commence at 6.30pm)

Only Agencies/Runners are allowed to process the registration for the FDWs

Late-comers will not be allowed to attend the SAC if they arrive at the Training Centre after the registration counter is closed.

Agencies must do a re-booking and make another payment for their FDW who had missed the lesson (confirmation will be based on seats availability).

- d) FDWs attending SAC would be given a tea-break in between the course; therefore Agencies are not allowed to bring their FDWs out of the classrooms for other purposes.
- e) At the end of the SAC, Agencies are advised to be present to fetch their FDWs (at least 10 minutes before class ends). The Training Centre will not be held responsible for holding the FDWs after they are dismissed from the SAC and after the Centre operation hours.

f) **Entry Test**

Registration counters will be open at the following time slot for Entry Test:-

Session 1 – 9.00am to 9.45am (Session should start at 10.00am sharp)

Session 2 – 11.15am to 12.00pm (Session should start at 12.15pm sharp)

Session 3 – 1.30pm to 2.15pm (Session should start at 2.30pm sharp)

Session 4 – 3.45pm to 4.30pm (Session should start at 4.45pm sharp)

Only Agencies/Runners are allowed to process the registration for the FDWs

- g) Later-comers will not be allowed to sit for the Entry Test if they arrive at the Training Center after the registration counter is closed.

Agencies have to do a re-booking for the FDW who had missed the test (confirmation will be based on seats availability).

- h) It is the Agency's responsibility to send the FDW to their respective classrooms for both SAC/Entry Test.

D) **SAC CERTIFICATE OF ATTENDANCE**

- a) SAC Certificate of Attendance will be issued to the FDW by the Trainers at the end of the course.
- b) Amendments on the Certificate of Attendance could be process at the Registration Counter.
- c) An administrative charge of S\$10 will be incurred for any duplicate copy or loss Certificate of Attendance.

E) FDW DOCUMENTS

a) ***Documents required for verification during registration for SAC:-***

- FDW original Passport
- Original Letter of Notification (IPA) issued by the Ministry of Manpower
- Booking Form with acknowledgement of booking and payment received by the Training Centre

b) ***Documents required for verification during registration for Entry Test:-***

- FDW original Passport
- Original Letter of Notification (IPA) issued by the Ministry of Manpower
- A photocopy of the FDW Educational Certificate (to be retained by the Training Centre)
- Booking Form with acknowledgement of booking and payment received by the Training Centre

Educational Certificate in Foreign Language must be translated in English or endorsed by the relevant Embassy to certify that the FW had completed a minimum of 8 years formal education.

- c) The officer-in-charge have the right to reject any registration at the counter if the FDW is unable to produce the above mentioned documents during registration for both SAC & Entry Test .

F) ENTRY TEST RESULTS

- a) All Test Results are **CONFIDENTIAL** and will not be disclosed.

G) FDW's DOCUMENTS (ENTRY TEST)

- a) Agencies are requested to collect the FDW's documents/Entry Test results punctually after the results are released at our counter.
- b) Agencies will be requested to collect the FDW's documents/Entry Test results at the following address if these documents are not collected on the next working day by 12.00pm:-
National Safety Council of Singapore
315 Outram Road, #10-09A Tan Boon Liat Building
Singapore 169074

**** The Management has the sole right discretion to vary or amend any of these Terms & Conditions.***

**BY MANAGEMENT
NOVEMBER 2007**