

# Frequent Asked Questions (FAQs)

## MOM ACCREDITED TRAINING PROVIDER (ATP) SCHEME TO BE REPLACED BY SINGAPORE ACCREDITATION COUNCIL (SAC) SCHEME FOR LEARNING SERVICE PROVIDER (LSP) CERTIFICATION

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**1. Why are MOM ATP course accreditations transiting to SAC?**

The change will enhance the standard of accreditation, with the application of ISO 29990:2010 standard in addition to MOM's "Technical Notes" requirements.

**2. What are the courses going over to SAC?**

ALL MOM ATP courses are transiting to SAC.

**3. How much is the application fee under SAC scheme? Mode of payment?**

The fee is dependent on the number of full-time and associate personnel in the applicant organisation as well as the number of courses to be added. Please approach SAC-accredited Certification Bodies (CBs) for details on fees and payment mode.

**4. What is the application process like?**

Applicant shall refer to list of SAC-accredited CBs at the SAC website, then contact any listed CB to indicate intention to put up application to be certified as a LSP. The CB will then follow-up with the applicant on the application requirements.

**5. Is URA approval still required?**

Yes, URA's approved used of premise as Commercial School or Industrial Training is still one of the requirements when doing a course application.

**6. What is the process of certification by CB?**

CB will conduct initial audit on the applicant based on following standards:

- i. ISO 29990;
- ii. MOM Technical Notes specifying MOM criteria, inclusive of coverage in courseware, training venue and facilities, and trainer/assessor requirements.

Upon certification, the LSP receives a certificate listing all courses that are certified. The LSP will undergo surveillance audit each year before the re-certification audit at the end of the 3-year validity period.

**7. Do I need to apply for every course I want to conduct?**

Applicant needs to apply to the CB to add each course, as the CB needs to assess whether the applicant has complied with the courseware, training venue and facilities, and trainer/assessor requirements stipulated in MOM Technical Notes for the specific course. Other than initial or re-certification audits, courses can be added during annual surveillance audits.

**8. Regarding the issuance of the certificate of successful completion, is it the same as the ATP scheme? – One cert for each course?**

LSP shall issue one course certificate of successful completion to the trainee who completes each course he/she attends.

**9. What documents are required to be submitted for certification as a LSP?**

Applicant shall submit documents to demonstrate fulfillment of ISO 29990 and MOM Technical Notes requirements. The CB will advise on details of document submission upon application.

**SCENARIOS**

**1) My company is an existing ATP, and my license expires in December 2015, what will happen to my existing license after 14 October 2014?**

ATP can still perform under the MOM ATP scheme until expiry of the license/s. Thereafter, LSP needs to be certified under the SAC Accreditation Scheme.

**2) My company is an existing ATP, and my license expires next month, where do I apply to renew my license?**

Existing ATPs whose ATP expiry dates fall before **01 July 2015** shall have the option to renew the existing ATP accreditation under the MOM ATP Scheme for another 2 years upon the date of expiry. The ATP may also choose to be certified under the SAC Accreditation scheme upon the expiry of the ATP accreditation or earlier, if so chooses.

Existing ATPs with expiry dates that fall on or after **01 July 2015** shall be required to apply as a Learning Service Provider under the SAC Accreditation Scheme upon the expiry of the ATP accreditation, if they wish to continue offering the WSH course/s.

**3) Do I submit CD or hardcopy?**

The CB will follow-up with the applicant on the details of submission after receiving its application.

**4) My company is an existing ATP. What should we do if we are seeking to add trainers, relocate training venue or update courseware changes?**

Existing ATPs whose licenses are still valid shall submit these updates through the MOM iOSH system.

**5) If we have been certified as a LSP, what should we do if we are seeking to perform updates?**

LSPs shall keep records of their updates for the next audit.

If you are unable to find the resource that you were looking for, please write in to [mom\\_oshd@mom.gov.sg](mailto:mom_oshd@mom.gov.sg).