

Terms and Conditions for Accredited Training Providers

1 Interpretation

In this set of Terms and Conditions, unless the context otherwise requires:

“Accredited Trainer” means trainer approved by MOM to conduct a specific course for an ATP.

“Accredited Training Venue” means any training venue which has been approved by MOM at any time

“ATP” means Accredited Training Provider approved by MOM to conduct a particular course in a particular language

“BCSS” means Building Construction Supervisors Safety Course

“BISH” means Basic Industrial Safety and Health Course

“MOM” means the Ministry of Manpower, a ministry under the Government of the Republic of Singapore

“MOM Officer” means an officer employed by MOM on behalf of the Government of the Republic of Singapore and includes authorised persons, agents and representatives, where applicable

“MSOC” means Safety Orientation Course for Workers (Metalworking)

“SOC” means Safety Orientation Course which includes the following courses:

- (a) Construction Safety Orientation Course for Workers - (CSOC);
- (b) Safety Orientation Course for Workers (Metalworking) (MSOC);
- (c) Shipyard Safety Instruction Course for Workers (General Trade) (SSIC–GT);
- (d) Safety Orientation Course (Manhole)
- (e) Safety Orientation Course for Workers (Tunnelling)
- (f) Shipyard Safety Instruction Course for Workers (Hot-work Trade)
- (g) Shipyard Safety Instruction Course for Workers (Painter Trade)

“SSSC” means Shipyard Supervisors Safety Course

2. Requirements

- 2.1 The ATP shall comply with the requirements set out in the Terms and Conditions for Accredited Training Providers (“ATP T & Cs”), the MOM Course Requirements¹, the Curriculum Development Advisory (“CDA”) and the Approved Training Syllabus (“ATS”) (collectively called the “Requirements” for the purposes of clauses 2, 3 and 25), as the case may be.
- 2.2 MOM reserves the right to revise the Requirements from time to time.

3. Conduct of Courses

- 3.1 The ATP shall only conduct courses for which approval had been obtained from MOM and only when it has a valid certificate of accreditation. The conduct of such courses shall be in compliance with the Requirements. The ATP shall ensure the integrity of the system of administering and conducting courses.

4. Fees

- 4.1 The ATP shall pay a non-refundable processing fee for each application for accreditation as well as for any re-application or renewal application. MOM reserves the right to reject any application. The ATP accreditation shall be valid for a period of two (2) years, unless otherwise decided by MOM.
- 4.2 An ATP shall renew its accreditation prior to the expiry of its existing certificate of accreditation in order for the ATP to continue to conduct any course which extends beyond such expiry date.
- 4.3 Any renewal application received after the expiry of the certificate of accreditation shall be deemed and processed as a new ATP application.
- 4.4 The processing fees for each ATP application and renewal application shall be stipulated by MOM. MOM reserves the right to revise the processing fees, from time to time, without prior notification.
- 4.5 The ATP applying for a renewal of its accreditation shall submit its application at least (2) months before the expiry of the certificate of accreditation. The ATP shall not conduct any course upon expiry of the certificate of accreditation until official notification from MOM that MOM has approved its application and extended the validity of the certificate of accreditation for the course.

5. Training Venue

- 5.1 Unless otherwise exempted, each ATP shall maintain a primary approved training venue and shall only conduct the course at the approved venue. The ATP shall not share with any other ATP common training premises, associated equipment or loads for the conduct of MOM accredited courses.

¹ The MOM Course Requirements can be found at the following website link:
<http://www.mom.gov.sg/workplace-safety-health/applications-registrations/competent-organisation/apply-competent-organisation/Pages/accredited-training-provider.aspx>

- 5.2 An ATP may be permitted to conduct MOM courses at alternate venue/s, subject to MOM's approval and on condition that the ATP adheres to the following conditions:
- a) The ATP already has a primary training venue of its own approved by MOM.
 - b) The alternate venue is strictly for the conduct of MOM approved theory course/s only. There shall not be any practical training conducted outside the approved ATP premises, unless otherwise approved by MOM.

- 5.3 The ATP is to ensure that Urban Redevelopment Authority (URA)/Housing & Development Board's "Approved Use of Premises" either as a Commercial School (theory based only) or for Industrial Training (theory and practical) has been obtained prior to applying for the ATP scheme.

Note: Tenancy agreement (e.g. from JTC Corporation or other developers) does not constitute an URA approval. Only correspondence with letterheads bearing the office of the relevant government authorities granting the approval shall be recognised.

- 5.4 ATP is to note that MOM's approval of any training venue is in relation to the condition and adequacy of the training facilities and equipment. The ATP shall comply with all relevant legislation including but not limited to legislation involving land use, building, fire and safety.

6. **Training Facilities and Equipment**

- 6.1 The ATP shall provide all the necessary training facilities and equipment to carry out the training. Such training facilities and equipment shall include, but are not limited to, the items listed in Annex A of the ATP Terms and Conditions and the respective ATS/CDA for the course.
- 6.2 The ATP shall ensure proper management of the classrooms used for training and assessment. This includes proper seating and writing facilities for example, writing desks must be reasonably and comfortably spaced for the purpose of conducting assessment. The design and maintenance of the facilities shall account for the safety, sound insulation, ventilation, ergonomics and cleanliness, so as to create an environment that is conducive for teaching and learning. The ATP shall also ensure adequate and clean sanitary facilities are provided for use at all times.

7. **Accredited Trainers/Employees**

- 7.1 Only Accredited Trainers, who are registered by the ATP and approved by MOM for the course/s stated, shall be allowed to conduct the course/s. The Accredited Trainers shall only conduct the course in the language/s he/she has been approved by MOM to teach.
- 7.2 The ATP shall maintain an updated register of Accredited Trainers for all MOM-accredited courses.
- 7.3 Accredited Trainers shall conduct the course in a professional and ethical manner and be competent in the course delivery.

- 7.4 With effect from 11 Jan 2011, all trainers listed in the ATP applications are required to attain the Advanced Certificate in Training and Assessment (ACTA) and the WSH Professional qualifications.
- 7.5 Trainers applying to teach any worker level course (including Restricted and Skilled/Specialised courses) in ATP applications must be certified in Advanced Certificate in WSH (Level B). Only existing Accredited Trainers as at 11 Jan 2011 may utilize their previously attained “Safety Coordinators Training Course” (SCTC) certification for consideration during applications to continue to be a trainer for the worker level course for which he/she had been approved to train previously.
- 7.6 All trainers conducting any supervisor level and above course (including Restricted and Skilled/Specialised courses) must be certified in Specialist Diploma in WSH (Level C), or equivalent (e.g Safety Officer Training Course (SOTC) with a pass in Risk Management Test).
- 7.7 The ATP shall maintain at least 3 employees at all times, i.e. 1 x full time Principal/Director/Manager, 1 x full time with full ACTA certified trainer for MOM approved courses (i.e. completed 6 ACTA Competency Units) and 1 x Associate Trainer who has completed a minimum of 4 ACTA Competency Units.
- 7.8 The ATP must maintain at least 2 Accredited Trainers per language type per course for all MOM courses at all times.
- 7.9 The ATP shall apply to remove the Accredited Trainer from the ATP via the iOSH system once the Accredited Trainer is no longer in the employment of the ATP.

8. **Trainer to Trainee Ratio for Accredited Courses**

- 8.1 The ATP must comply with the Trainer-to-Trainee ratio as set out in the respective CDA /ATS, unless otherwise approved by MOM.
- 8.2 In the event that there is no ratio documented in the CDA /ATS, the ATP shall comply with the Trainer-to-Trainee ratio as listed in the table below:

Course Type	Level	Trainer/Trainee Ratio
Basic	Worker	1 : 40
Intermediate	Supervisor	1 : 30
Advanced	Manager/Professional	1 : 20

9. **Course Materials**

- 9.1 The ATP shall submit course materials to MOM for assessment and approval at the point of application and when required by MOM, unless otherwise instructed. The ATP shall also include the date of the last revision in the course materials for referencing purpose. ATP shall ensure that the course materials meet the requirements documented in the respective CDA/ATS. The ATP shall retain a copy of all the versions of the course materials used by the ATP during the accredited period. Such documents shall be readily available during MOM's audit.
- 9.2 Approved course materials are to be updated when required by MOM and at least once every two (2) years. The course materials shall include the date in which the course materials were last updated. The ATP shall maintain proper documentation whenever the course materials are updated.
- 9.3 MOM's approval of the course materials does not imply an endorsement of the ATP's copyright to use the materials either in full or in part. The ATP shall be wholly responsible for ensuring that it does not infringe any patent, design, copyright or intellectual property rights in the use of the course materials.
- 9.4 The use of MOM/WSHC logo by the ATP, for example, on any material or publication, is not permitted unless prior approval from MOM/WSHC has been obtained to do so. The ATP shall be fully responsible to ensure it does not engage in any act that may result in misrepresentation or misuse-of the MOM / WSHC logo.

10. **Course Information**

- 10.1 The ATP shall make all general course information available to all course participants and the general public from the onset. General course information shall include but are not limited to the course title and outline, entry requirements, course pass mark and criteria, course fees and government subsidies if applicable, certificate issuance policy, ATP contact details, training venue, trainer details and the option to attend the "Assessment Only Pathway" (AOP) if available. All policies relating to fee refunds as well as course cancellation or postponement, shall also be clearly documented and be made available to all the course participants and the general public.
- 10.2 Where any adjustment is made to course information and in particular to, but not limited to, fees, MOM shall be notified by the ATP at least one (1) month in advance.
- 10.3 From time to time, MOM may request from ATPs information on the course and assessment fees. ATPs are to ensure that the information given to MOM is accurate and updated.

11. **Course Entry Requirements**

- 11.1 The ATP shall ensure that each trainee meets the stipulated requirements in the respective course CDA/ATS during enrolment, including language proficiency, and be able to show documentary evidence of the same to MOM officers upon request.

12. Assessment Requirements

12.1 The ATP shall be responsible for the proper conduct of any assessment and to ensure a robust system is in place to prevent any irregularity or misconduct that may occur prior, during and after the conduct of the assessment. The ATP shall be accountable for the assessments and related activities, which include but are not limited to the following:

- (a) The ATP is to ensure each trainee meets the minimum course requirements before attempting the assessment. This includes but is not limited to, the minimum course attendance requirement. Unless otherwise stated in the course CDA/ATS, the general attendance requirement for a course that is more than 1 day is 75% for the theory section and 100% attendance for all practical training and assessment sessions. Attendance requirement for a one day course shall be maintained at 100%.
- (b) The ATP shall ensure that each trainee attempts the assessment in the language which he/she was registered for.
- (c) Format and duration of the assessment shall adhere strictly to the CDA/ATS.
- (d). Conduct the assessment using at least 2 different sets of the latest assessment questions-
- (e) All assessment sets shall be clean and free of any markings or answers.
- (f) Participants re-sitting the assessments shall be given a different set of assessment questions from the last assessment taken by the trainee, regardless of ATP.
- (g) The assessment questions shall be revised at least once every two (2) years. ATP shall include the date in which the assessment set was last revised.
- (h) The ATP shall retain copies of the following for MOM's verification/inspection purposes –
 - (i) For examinable/tested courses – copies of the assessment sets, trainees' answer scripts and records of results; and
 - (ii) For non-examinable/non-tested courses – copies of the deliverables for the course, as specified under the CDA/ ATS.
- (i) The ATP shall ensure and enforce strict confidentiality and security of all assessment related materials. The ATP shall not reproduce and/or disseminate any assessment questions obtained from MOM to any third party.
- (j) The ATP shall document, maintain and account for all assessment papers at all times.
- (k) The ATP shall dispose the excess and/or expired assessment papers as soon as possible or no later than one month from the date of assessment. There shall be a proper disposal system for all the excess or unwanted assessment question sets and these question sets must be

properly accounted for by the ATP at all times. An example of a proper disposal of the assessment question is by shredding.

- 12.2 The ATP shall ensure each trainee attends no more than 10 training hours per day. Training hours excludes break durations.
- 12.3 The ATP shall comply with the passing mark stipulated in the CDA/ATS.
- 12.4 In the event that there is no passing mark documented in the CDA/ATS, the ATP shall comply with the passing mark stipulated in the table below:

Type	Level	Passing Mark
Basic	Worker	60%
Intermediate	Supervisor	65%
Advanced	Assessor	70%
	Manager & above	75%

- 12.5 MOM reserves the right to adjust the passing mark from time to time-

13. **Conduct of Assessment**

- 13.1 The ATP shall verify the identity of each participant before he is allowed to take the assessment.
- 13.2 Unless otherwise permitted by MOM or specified in the course CDA/ATS, trainees who fail the assessment shall be required to redo the full course again before being allowed to retake the assessment
- 13.3 The assessment shall be invigilated by an authorised employee of the ATP who is not the trainer for the course under assessment. At least one invigilator shall be present to invigilate the theory assessment session at all times. The practical assessment shall be taken by assessor(s) knowledgeable in the course contents and requirements.
- 13.4 The time and duration for each assessment shall be communicated clearly to trainees before the commencement of the assessment- The invigilator/assessor shall also communicate to the trainees that anyone caught acting inappropriately, engaging in any dishonest acts which include cheating and/or plagiarism shall be severely dealt with.
- 13.5 The ATP is to develop guidelines for invigilators and assessors to ensure that the invigilators and assessors are familiar with the training centre's operations, course assessment and pass criteria. The guidelines shall also include a code of conduct for the appointed invigilators and assessors i.e. expectations and requirements of an invigilator/assessor. Examples of such expectations are that the invigilator/assessor is to be honest, uphold the integrity of the conduct of the assessment and to report instances of irregularities or misconduct to the ATP.

14. **Dishonesty in Assessment**

- 14.1 An act of dishonesty is deemed to have taken place during the assessment under the following circumstances:

- (a) Communication by word of mouth or by other means during the conduct of the assessment that is not authorised by the invigilator/assessor ; or
- (b) Possession of any materials during the assessment that is not authorised by the invigilator/assessor.

14.2 The ATP shall ensure that no acts of misconduct, dishonesty, cheating or plagiarism occur during the assessment. Any trainee who engages in such acts shall be deemed to have failed the assessment.

15. **Absence from Assessment**

15.1 A trainee is considered to be absent from an assessment with valid reasons if he has:

- (a) Obtained a medical certificate from a medical practitioner registered under the Medical Registration Act (Cap. 174), and has presented such medical certificate to the ATP within 48 hours of his absence; or
- (b) Obtained other acceptable documentary evidence supporting his absence and has presented such documentary evidence to the ATP within 48 hours of his absence.

15.2 An ATP may choose to allow a trainee, who absents himself from an assessment with valid reasons, to re-sit the assessment.

15.3 A trainee who absents himself from an assessment without valid reasons shall be deemed to have failed the course.

16. **Certificate/Safety Pass of Successful Completion**

16.1 A certificate and/or safety pass of successful completion of a course shall only be issued to the trainee who has successfully completed the course and passed the assessment. The certificate/safety pass shall be issued to the trainee or his employer no later than one (1) month from the date of completion of the final assessment.

16.2 The certificate/safety pass issued for the successful completion of the course shall indicate the validity period of the certificate/safety pass, where relevant. ATPs are required to include “Accredited Training Provider by Ministry of Manpower” on the certificate/safety pass.

16.3 Safety Pass Information: ATP’s contact and other relevant information shall be printed on the safety pass. A photograph of the trainee shall be placed at the front of the safety pass.

16.4 ATPs shall adhere to the standard template for the safety pass and Certificate of Successful Completion of the course issued by MOM, when available.

16.5 The ATP shall maintain documentary records and be accountable for the following:

- (i) All issued certificates
- (ii) All certificates prepared but not issued

16.6 The ATPs shall also ensure that a proper disposal system is in place for all certificates/safety passes prepared but not issued. All such documentary

records shall be made available by the ATP during inspections or audit checks.

- 16.7 Any re-issuance or replacement of any certificate/safety pass shall be clearly indicated on the certificate/safety pass. The ATP shall maintain documentary records of all the re-issued or replaced certificates/safety passes.

17. Course Evaluation and Feedback

- 17.1 The ATP shall conduct an end-of-course evaluation for every course conducted after the completion of the theory and practical assessment. Each trainee shall be given an evaluation form for evaluation purposes. All trainees shall evaluate the course content, course duration, course assessment, the trainers and assessors for each course conducted. The ATP is to ensure all the returns by the trainees (inclusive of nil entry) shall be properly accounted for.

- 17.2 The course content, presentation and trainers are to be rated on a scale of 1 to 5 as follows: “Excellent” (very much above expectation, rating 5), “Very Good” (above expectation, rating 4), “Satisfactory” (up to expectation, rating 3), “Fair” (below expectation, rating 2) or “Poor” (significantly below expectation, rating 1). Trainees shall also be allowed to give written comments and or free-text feedback. The ATP shall not coach trainees on the ratings and/or feedback to give when completing the evaluation form in order to influence the evaluation outcomes.

- 17.3 The ATP shall keep and maintain proper records of all evaluations and feedback received from the trainees. The ATP shall monitor the evaluation and feedback closely. The ATP shall ensure that action is taken to address the trainee’s evaluation below the rating of 3. The ATP shall maintain documentary records of such actions taken.

18. Statistical Updates and Performance Indicators

- 18.1 MOM may request the ATP to submit statistical updates including, but not limited to registration, timeliness, course runs and number of course participants.

- 18.2 The ATP shall maintain all training records, performance indicators on the trainer-to-trainee ratio, candidacy pass rates and course evaluation satisfaction ratings at the site where the training is conducted. The ATP shall furnish all documents, information, materials and articles relating to statistics update and performance indicators to MOM officers when requested.

19. Inspections, Investigations and Audit Checks

- 19.1 The ATP shall give its full support and cooperation to MOM officers, authorised persons, agents and representatives who conduct ad hoc inspections, investigations and/or audits on the ATP from time to time.

- 19.2 The ATP shall make available all relevant employee documents, information, materials and articles to the MOM officers during the said ad hoc inspections, investigations and/or audits.

- 19.3 In the event of a breach or non-compliance of any of the Requirements, the ATP shall implement the necessary corrective actions within the stipulated timeline. For the avoidance of doubt, MOM's issuance of corrective actions does not imply a waiver of MOM's right to cancel or suspend the ATP's accreditation in the event of a breach of the Requirements.
- 19.4 The ATP agrees that MOM officers shall be allowed to retain any information, document or material that are deemed relevant to the audit, inspection and/or investigation.
20. **Certification under ISO 9000**
- 20.1 MOM may require the ATP to obtain ISO 9000 certification as part of the conditions / pre-requisite for approval or renewal as an ATP.
21. **Retention Period for Documents and Records**
- 21.1 Unless otherwise specified, all documents and records shall be retained for a minimum of 2 (two) years from the date of creation.
- 21.2 ATP is to ensure all relevant & updated documents are properly maintained at the training site. Relevant and updated documents include, but are not limited to, ATP Terms and Conditions, ATP's training Standard Operating Procedures ("SOP"), relevant course CDA/ATS and up-to-date assessment papers.
22. **System Requirements**
- 22.1 The ATP shall comply with the computer hardware and software requirements stipulated by MOM from time to time, including the purchase of new computer hardware and software, if necessary.
23. **Paid Up Capital**
- 23.1 All ATPs conducting the MOM Safety Orientation Courses ("SOC"), in addition to other MOM courses, shall maintain a paid up capital of at least S\$50,000. ATPs conducting MOM courses other than SOCs shall maintain a paid up capital of at least S\$5,000. Other ATPs such as Associations or Unions, who are not registered under ACRA shall show proof of their financial status via other equivalent means subject to approval by MOM.
24. **Indemnity/Disclaimer against Claims**
- 24.1 The ATP shall fully indemnify MOM and the Government of the Republic of Singapore against all actions, claims, demands, costs and charges arising from or relating to any infringement of any patent, design, and copyright or intellectual property rights owing to the use of any material or equipment by the ATP, and against all actions, claims, demands, costs and charges arising from or relating to any accident/incident occurrences at or other than MOM accredited training venues.
25. **General Damages, Cancellation or Suspension of Approval of ATP**
- 25.1 In the event of any breach of any of the terms and conditions in the Requirements by an ATP, MOM may carry out any or all of the following:

- (a) File a suit against the ATP for general damages
- (b) Immediately suspend the approval to act as an ATP
- (c) Cancel the approval to act as an ATP

25.2 Clause 25.1 may also apply, including but not limited to the following events:

- (i) Giving of false, inaccurate, or misleading information by or on behalf of the ATP and/or Accredited Trainers;
- (ii) Lodgement of complaint or police report against the ATP, Accredited Trainer, employee, owner/director/principal/manager of the ATP or anyone who has an influence over the ATP's operations;
- (iii) Ongoing investigations or legal proceedings relating to the ATP, Accredited Trainer, employee, owner/director/principal/manager of the ATP or anyone who has an influence over the ATP's operations;
- (iv) Failure to comply with any additional conditions imposed on the ATP and/or Accredited Trainer after an in principle approval by MOM has been granted to the ATP, pending formal approval by MOM;
- (v) Involvement in any case of cheating and/or fraud, including cases with the intent to do so even though the intended outcome may not have been achieved; or
- (vi) Any other circumstance in which the organisation is no longer fit and proper to act as an ATP, or where it is not in the public interest for the organisation to be an ATP

25.3 MOM officers reserve the right to immediately suspend the training or assessment session if the ATP is in breach of any of the conditions in the Requirements:-

Cancellation Procedure

25.4 In the event of a cancellation of the ATP status under the ATP scheme, MOM shall:

- (a) Give the ATP notice in writing of the intention to do so;
- (b) Specify a date, not less than 21 days after the date of the notice, upon which the cancellation shall take effect; and
- (c) Call upon the ATP to show cause why the approval as an ATP should not be cancelled.

25.5 If the ATP fails to show cause within the given period of time or fails to show sufficient cause, MOM shall give notice in writing to the ATP of the date from which the cancellation of the approval shall take effect.

25.6 The ATP whose approval has been cancelled may, within 14 days after the receipt of the notice referred to in clause 25.5, appeal in writing against the cancellation to the Minister of Manpower, whose decision shall be final.

25.7 Upon termination of the ATP status, the ATP shall:

- (a) Immediately discontinue the use of the ATP identity;
 - (b) Immediately cease all representations and training activities related to the ATP status; and
 - (c) Resolve all outstanding issues such as course refund, assisting affected trainees with new course placements and other relevant administrative matters.
- 25.8 At any time during the validity of the ATP accreditation, the ATP may provide no less than one (1) month notice in writing to inform MOM of its intention to withdraw from the ATP scheme.
- 25.9 MOM reserves the right to cancel the approval for the ATP if the ATP is found to be inactive, i.e. non-conduct of any ATP training course, for a continuous period of 12 months.
- Note:** The ATP is expected to conduct at least 1 ATP course over a period of 12 months.
- 25.10 MOM shall not refund any fees paid, whether in full or in part, when the ATP ceases to be accredited (whether voluntarily or obligated).
- 25.11 ATPs whose accreditation is suspended or terminated at any time may be barred from future accreditation for such period as MOM deems fit.

In additional to Clauses (1) to (25), additional clauses (26) to (32) are applicable to an ATP conducting the following courses –

- (i) **Construction Safety Orientation Course for Workers (CSOC);**
- (ii) **Safety Orientation Course for Workers (Metalworking) (MSOC)**
- (iii) **Building Construction Supervisors Safety Course (BCSS);**
- (iv) **Shipyards Safety Instruction Course for Workers– General Trade (SSIC-GT);**
- (v) **Shipyards Supervisors Safety Course (SSSC); and**
- (vi) **Basic Industrial Safety and Health Course for Supervisors (BISH)**

For the purposes of Clauses (26) to (32), “SOC” means safety orientation course in respect of the following courses: CSOC, MSOC and SSIC-GT

26 Registration of Courses and Assessment

- 26.1 The ATP shall process all course and assessment registrations within one (1) working day of receipt. This includes, but is not limited to the registrations received by post, facsimile, email, online applications or made in person.
- 26.2 All registrations shall be accompanied by supporting documents such as a copy of the passport, and where appropriate, the In-Principal Approval (IPA) of the participants.

27 Administration and Conduct of Courses and Examinations/Tests

- 27.1 The ATP shall conduct the course within ten (10) calendar days after the registration date.
- 27.2 When conducting an assessment, the ATP shall use the latest set of questions at the time of the assessment, and also provide at least two (2) different sets of assessment questions per class in an alternate sequence.

- 27.3 The ATP shall ensure that each participant has met the minimum course attendance as specified in Clause 12.1 before he/she is allowed to take the specific course assessment.
- 27.4 The ATP shall remind each trainee taking the assessment to indicate on the answer sheet which assessment set he/she had attempted.
- 27.5 MOM reserves the right to modify the relevant ATS/CDA as and when the need arises.
- 27.6 Re-certification for the following courses does not require the trainee to attend the course in order to sit for the assessment:
- (i) CSOC;
 - (ii) SSIC-GT; and
 - (iii) MSOC

28 **Uploading of Information**

- 28.1 The results of the assessment conducted for SOCs, BCSS, SSSC and BISH shall be uploaded to MOM's website within 12 hours upon the completion of the assessment. The required details for uploading are appended at Annex B.
- 28.2 The ATP shall verify the assessment results once the file is uploaded via OSD online.
- 28.3 All system errors in relation to the uploading of results shall be rectified by the ATP within 12 hours from the time the error notification is sent to the ATP.
- 28.4 The ATP shall upload all information with an error rate of not more than 2 trainee records per month.
- 28.5 The ATP shall generate and maintain all reports related to the uploading process on a periodic basis. MOM may request for any statistics update and records from the ATP from time to time or whenever the need arises.

29 **Award and Disposal of Safety Pass**

- 29.1 The ATP shall only issue safety passes and/or certificates to trainees who have passed the assessment at the end of the course. As the safety pass is a controlled item managed by the ATP, the ATP shall implement security measures to ensure that the safety passes issued are not compromised in any form i.e. sold, forged or unlawfully altered in any form. The safety passes prepared for the trainees who had failed the assessment shall be destroyed and disposed off immediately by the ATP.
- 29.2 The ATP shall only replace lost, damaged or defaced safety passes where it is supported by official documentary proof, such as records of police statement. The ATP shall keep and maintain documentary records of such applications for future verification by MOM.

30 **Retention of Answer Sheets**

30.1 All past answer sheets for the SOC courses shall be retained for a minimum of three (3) months from the date of assessment.

31 **Fees**

31.1 The ATP shall pay an administrative charge of S\$1.00 to MOM for every trainee's assessment administered by the ATP for the CSOC, SSIC-GT and MSOC courses. MOM reserves the right to charge interest on fees which are not paid by the ATP within the stipulated time.

31.2 All payment for the administrative charges referred to in Clause 31.1 shall only be made via GIRO.

32 **Passing Rate**

32.1 The average monthly passing rate for CSOC, SSIC and MSOC shall be 85% or above. The ATP conducting these courses shall closely monitor and ensure the passing rate. If the average monthly passing rate falls below 85%, the ATP shall review the training materials and method of instruction by the Accredited Trainer to ensure its relevance and ease of comprehension by the trainees.

32.2 All actions taken by the ATP to address the ATP's inability to meet the average monthly passing rate as stipulated in Clause 32.1 must be documented for audit purposes and communicated to MOM together with explanation for its failure to meet the average monthly passing rate. MOM reserves the right to review any of the said action(s).

Reviews and Revisions

For the purpose of the keeping an up-to-date record of the Terms & Conditions mentioned herein, it shall be updated from time to time unless otherwise stated.

The review and revision format shall be as follows:

S/No.	Date of Review and Revision	By Whom	Remarks (if any)
1	6 Jul 2011	CS&A Br	
2	Jul 2013	CS&A Br	
3	Nov 2013	CS&A Br	

Training Facilities and Equipment Checklist

Training Facilities and Equipment (not limited nor exhaustive)	Checklist
Sufficient tables and chairs	
Sufficient size of classroom	
Classroom is conducive for training purpose e.g. noise, odour	
Classroom is air-conditioned	
Classroom is sufficiently lit	
Image Projectors	
White board	
Projection screen	
Flip charts	
Hazard free access to classroom	
Whiteboard marker pens	
IT facilities e.g. computers and internet connection are available (for courses that require the online submission of training records)	
Availability of other relevant equipment (please refer to the specific course requirements as stated in the applicable CDA/ATS)	
Sanitary facilities are adequate and clean	
Training facilities, equipment and the conduct of the training is safe	
Area used for practical training must have sufficient space for the safe set up of the structure and equipment, as well as for trainees to view the lesson clearly at a safe distance	
Structures and equipment used during practical training must be assessed and certified safe for use during the training by a competent person. For example, the Professional Engineer must certify the entire Scaffold structure and all ancillary equipment used as part of the training are safe for use before any training is permitted to be carried out	

Uploading Information Fields

S/N	Field
1	NRIC
2	FIN
3	WP No.
4	Name
5	Residential Status
6	Nationality
7	DOB
8	Registration Date
9	Experience Worker
10	Status of Course Attendance
11	Status of Test Attendance
12	Employer
13	Employer Contact

**ACKNOWLEDGEMENT OF TERMS AND CONDITIONS FOR
ACCREDITED TRAINING PROVIDERS**

I, _____ NRIC _____

have read and understood the "**Terms and Conditions for Accredited Training Providers version 8, dated 19 November 2013**" and agree to adhere and abide by them fully.

Name of Principal/Manager

Company UEN & Name

Signature of Principal/Manager

Date

E-Submission/Competent Organisation Reference No: _____