

## **Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

### **WISC Application ASP 001/01/2019**

#### **Note to all applicants:**

**Before you apply for the Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP), please read through the WISC ASP Application Procedures and Criteria.**

#### **Glossary of Terms and Abbreviations used in this document:**

AAO	- Accrediated Assessment Organisation
ASP	- Accrediated Skills Partners
ATO	- Approved Training Organisation (ATO from Singapore)
ATP	- Approved Training Partner (accredited by any government agencies)
ELT	- Education Learning and Training
IAP	- Independently Accredited Provider
OA	- Organisation Approval
OTP	- Overseas Training Organisation
PDCA	- Plan-Do-Check-Act
QIR	- Quality Improvement Review
SAPTCO	- Strategic Association of Professional Training-Consulting Organisations
STO	- Singapore Training Organisation
TP	- Training Provider
WISC	- Workforce International Skills Certification
WSQ	- Singapore Workforce Skills Qualifications

Please complete the following WISC OA Registration Framework Application Form together with all supporting documents.

The application form shall be submitted to the WISC Corporation.

Applications that do not meet the requirements as indicated will be rejected.

The OA fees paid will not be refunded.

## Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)

### A) Types of WISC Accredited Skills Providers

There are various types (A1 to C3) of WISC ASPs based on the Country that the organisation is registered in, as well as the registration status of the organisation.

Entity Registration Country of Registration	[ 1 ] Accredited Skills Provider	[ 2 ] non-Accredited Training Provider	[ 3 ] non-Training Organisation
[ A ] Singapore	[A1a] Singapore WSQ ATO	[A1b] Singapore non-WSQ Independently Accredited Provider	[A2] Singapore non-Accredited Training Provider
[ B ] Overseas Country with National Skills System	[B1a] Nationally Accredited Provider offering Training only	[B1b] Nationally Accredited Provider offering Assessment Only	[B2] Overseas non-Accredited Training Provider
[ C ] Overseas Country without National Skills System	[C1a] Independently Accredited Provider offering Training only	[C1b] Independently Accredited Provider offering Assessment Only	[C2] Overseas non-Accredited Training Provider
			[A3] Singapore non-Training Organisation
			[B3] Overseas non-Accredited non-Training Provider
			[C3] Overseas non-Accredited non-Training Provider

### B) Criteria and Evidences for Registration

There are various types of evidences to be provided for different types of WISC ASP applications.

Type	Criteria	Evidences
A1a	<ul style="list-style-type: none"> <li>Singapore WSQ Approved Training Organisation (ATO) with at least three years of track record as ATO for the framework(s) in the Singapore market</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates (or URL) from the regulatory bodies in Singapore</li> </ul>
	<ul style="list-style-type: none"> <li>Current member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>SAPTCO Membership Certificate</li> </ul>

## Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)

	<ul style="list-style-type: none"> <li>Type A1a ASP's WISC certificates can carry "aligned to Singapore WSQ" if the programmes (contents, duration, and assessments) align to at least 75% of their corresponding Singapore WSQ programmes</li> </ul>	
A1b	<ul style="list-style-type: none"> <li>Singapore non-WSQ Independently Accredited Provider with at least three years of track record in the Singapore market</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates (or URL) from the regulatory bodies in Singapore</li> </ul>
	<ul style="list-style-type: none"> <li>Current member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>SAPTCO Membership Certificate</li> <li>List of programmes and government URLs to the programmes</li> </ul>
A2	<ul style="list-style-type: none"> <li>Singapore non-accredited Training Provider with at least three years of track record in the Singapore market (those not meeting the entry requirements but has a strong business case may be considered on a case by case basis)</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and show proof of conducting training, assessment, training consultancy in the Education, Learning and Training industry</li> </ul>
	<ul style="list-style-type: none"> <li>Current member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>SAPTCO Membership Certificate</li> </ul>
	<ul style="list-style-type: none"> <li>Required to develop and implement WISC ASP Training Management Systems</li> </ul>	<ul style="list-style-type: none"> <li>WISC ASP Training Management System</li> </ul>
A3	<ul style="list-style-type: none"> <li>Singapore non-Training Organisation not meeting the entry requirements but has a strong business case may be considered on a case by case basis</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates from the regulatory bodies from Singapore</li> </ul>
	<ul style="list-style-type: none"> <li>Current member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>SAPTCO Membership Certificate</li> </ul>
	<ul style="list-style-type: none"> <li>Required to develop and implement WISC ATP Training Management Systems</li> </ul>	<ul style="list-style-type: none"> <li>WISC ASP Training Management System</li> </ul>

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

B1a	<ul style="list-style-type: none"> <li>Overseas accredited Provider shall have at least 3 years <b><u>training</u></b> track record</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates from the regulatory bodies of their respective country</li> <li>Proof of valid accreditation or license from respective government / country</li> </ul>
	<ul style="list-style-type: none"> <li>Required to collaborate / partner / work with Singapore WISC ASP to conduct only <b><u>training</u></b> according to the standards of the Singapore WISC ASP</li> <li>Participating Singapore WISC ASP is responsible for quality management of B1a partner</li> </ul>	<ul style="list-style-type: none"> <li>Letter of reference / support / endorsement from Singapore WISC ASP</li> </ul>
	<ul style="list-style-type: none"> <li>No need to be a member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>N.A.</li> </ul>
B1b	<ul style="list-style-type: none"> <li>Overseas accredited Provider shall have at least 3 years <b><u>assessment</u></b> track record</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates from the regulatory bodies of their respective country</li> <li>Proof of valid accreditation or license from respective government / country</li> </ul>
	<ul style="list-style-type: none"> <li>Required to collaborate / partner / work with Singapore WISC ASP to conduct only <b><u>assessments</u></b> according to the standards of the Singapore WISC ASP</li> <li>Participating Singapore WISC ASP is responsible for quality management of B1b partner</li> </ul>	<ul style="list-style-type: none"> <li>Letter of reference / support / endorsement from Singapore WISC ASP</li> </ul>
	<ul style="list-style-type: none"> <li>No need to be a member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>N.A.</li> </ul>
B2.	<ul style="list-style-type: none"> <li>Overseas non-accredited Provider shall have at least 3 years <b><u>training</u></b> track record</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates from the regulatory bodies of their respective country</li> </ul>

## Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)

	<ul style="list-style-type: none"> <li>Required to collaborate / partner / work with Singapore WISC ASP to conduct only <b>training</b> according to the standards of the Singapore WISC ASP</li> <li>Participating Singapore WISC ASP is responsible for quality management of B2 partner</li> </ul>	<ul style="list-style-type: none"> <li>Letter of reference / support / endorsement from Singapore WISC ASP</li> </ul>
	<ul style="list-style-type: none"> <li>Required to develop and implement WISC ATP Training Management Systems</li> </ul>	<ul style="list-style-type: none"> <li>WISC ASP Training Management System</li> </ul>
	<ul style="list-style-type: none"> <li>No need to be a member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>N.A.</li> </ul>
B3	<ul style="list-style-type: none"> <li>Overseas non-accredited Provider shall have at least 3 years of <b>business</b> activities</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates and 3-years financial records</li> </ul>
	<ul style="list-style-type: none"> <li>Required to collaborate / partner / work with Singapore WISC ASP according to the standards of the Singapore WISC ASP</li> <li>Participating Singapore WISC ASP is responsible for quality management of B3 partner</li> </ul>	<ul style="list-style-type: none"> <li>Letter of reference / support / endorsement from Singapore WISC ASP</li> </ul>
	<ul style="list-style-type: none"> <li>No need to be a member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>N.A.</li> </ul>
C1a	<ul style="list-style-type: none"> <li>Independently Accredited Provider offering <b>Training</b> shall have at least 3 years of <b>business</b> activities</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates and 3-years financial records.</li> </ul>
	<ul style="list-style-type: none"> <li>Required to collaborate / partner / work with Singapore WISC ASP according to the standards of the Singapore WISC ASP</li> <li>Participating Singapore WISC ASP is responsible for quality management of C1a partner</li> </ul>	<ul style="list-style-type: none"> <li>Letter of reference / support / endorsement from Singapore WISC ASP</li> </ul>
	<ul style="list-style-type: none"> <li>No need to be a member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>N.A.</li> </ul>
C1b	<ul style="list-style-type: none"> <li>Independently Accredited Provider offering <b>Assessment</b> shall have at least 3 years of <b>business</b> activities</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates and 3-years financial records.</li> </ul>

## Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)

	<ul style="list-style-type: none"> <li>Required to collaborate / partner / work with Singapore WISC ASP according to the standards of the Singapore WISC ASP</li> <li>Participating Singapore WISC ASP is responsible for quality management of C1b partner</li> </ul>	<ul style="list-style-type: none"> <li>Letter of reference / support / endorsement from Singapore WISC ASP</li> </ul>
	<ul style="list-style-type: none"> <li>No need to be a member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>N.A.</li> </ul>
C2	<ul style="list-style-type: none"> <li>Overseas non-accredited Provider shall have at least 3 years <b>training</b> track record</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates from the regulatory bodies of their respective country</li> </ul>
	<ul style="list-style-type: none"> <li>Required to collaborate / partner / work with Singapore WISC ASP to conduct only <b>training</b> according to the standards of the Singapore WISC ASP</li> <li>Participating Singapore WISC ASP is responsible for quality management of C2 partner</li> </ul>	<ul style="list-style-type: none"> <li>Letter of reference / support / endorsement from Singapore WISC ASP</li> </ul>
	<ul style="list-style-type: none"> <li>Required to develop and implement WISC ATP Training Management Systems</li> </ul>	<ul style="list-style-type: none"> <li>WISC ASP Training Management System</li> </ul>
	<ul style="list-style-type: none"> <li>No need to be a member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>N.A.</li> </ul>
C3.	<ul style="list-style-type: none"> <li>Overseas non-accredited Provider shall have at least 3 years of business activities</li> </ul>	<ul style="list-style-type: none"> <li>Business profile and relevant registration certificates and 3-years financial records</li> </ul>
	<ul style="list-style-type: none"> <li>Required to collaborate / partner / work with Singapore WISC ASP according to the standards of the Singapore WISC ASP</li> <li>Participating Singapore WISC ASP is responsible for quality management of C3 partner</li> </ul>	<ul style="list-style-type: none"> <li>Letter of reference / support / endorsement from Singapore WISC ASP</li> </ul>
	<ul style="list-style-type: none"> <li>No need to be a member of SAPTCO</li> </ul>	<ul style="list-style-type: none"> <li>N.A.</li> </ul>

### C) Other Specific Requirements and Evidences

There are various other requirements that all WISC ASPs have to comply with, unless specifically indicated.

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

S/N	Specific Requirements	Evidences
1.	<ul style="list-style-type: none"> <li>• The organisation is in good financial health</li> <li>• The organisation has good accounting / financial practices and records</li> <li>• Type (A1a) Providers do not need to submit point 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Most recent 3-years financial statements and / or other records to justify business continuity</li> <li>• Organisation chart and write-up on job descriptions depicting staff-in-charge of accounting and financial matters</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Sufficient line-up of qualified trainers, assessors and curriculum developers who are subject matter experts with significant number possessing Training Certification in Training and Assessment qualification</li> <li>• Types B3 and C3 do not need to submit point 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised technical certification / qualification relevant to the identified field</li> <li>• Relevant training qualifications and relevant experience in training (at least 2 years)</li> <li>• Curricula vitae (CVs) of the qualified trainers, assessors and curriculum developers</li> <li>• Write-up on the organisation's management experience in Vocational and Training delivery in the identified field</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Adequate facilities and equipment in place to meet the needs of learners as well as training and / or assessment delivery of the programme</li> <li>• E-Learning Requirements: ( If applicable ) : <ul style="list-style-type: none"> <li>– Facilitator / instructor support is available for learners who need further clarification or assistance during the e-Learning training</li> <li>– Adequate technical helpdesk support made available for learners</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Write-up and photos of physical facilities and infrastructure for training and/or assessment delivery of the programme</li> <li>• <i>WISC officers may schedule for a site audit to view the facilities and equipment</i></li> </ul>

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

	<ul style="list-style-type: none"> <li>– Mechanism / monitoring system to track learner participation, online activities and e-learning progress</li> <li>– For e-assessment, physical or online authentication of the authorised learner can be done</li> </ul>	
4.	<ul style="list-style-type: none"> <li>• Established systems and capabilities to support the following duties:               <ul style="list-style-type: none"> <li>– Marketing function</li> <li>– Designing and delivering training and/or assessments effectively</li> <li>– Developing and maintaining an effective training and assessment system</li> <li>– Monitoring, evaluating and reporting on outcomes of training</li> <li>– Recruiting, monitoring, training and developing Trainers, Assessors and Curriculum Developers</li> <li>– Submitting training and assessment records to WISC Corporation</li> <li>– Making continuous improvements</li> </ul> </li> <li>• WISC ASP Training Management System can be utilised in place of / or integrated with the above-mentioned system</li> <li>• Type (A1a) do not need to submit point 4.</li> </ul>	<ul style="list-style-type: none"> <li>• Write-up and / or workflow on:</li> <li>• Mode of providing essential information to trainees and customers</li> <li>• Pre-course advisory service</li> <li>• Post-course advisory support</li> <li>• System to review and monitor curriculum development, training and assessment</li> <li>• Procedures to track outcomes</li> <li>• Process to recruit, monitor, train and develop Trainers and Assessors and Curriculum Developers.</li> <li>• Administration system to maintain training and assessment records</li> <li>• Administration system to submit training and assessment records</li> <li>• Procedures to manage customer complaints, grievances and appeals</li> <li>• Refund policies</li> <li>• Deployment documents, e.g. forms, receipts, attendances</li> </ul>

**D) Fees and Charges Payable to WISC Corporation**

1) The application fees and charges payable to WISC Corporation are:

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

<b>S/N</b>	<b>Types of WISC ASP Organisation</b>	<b>Application Fees, Assessment Fees and Administration Charges in Singapore Dollars</b>	<b>Annual Accreditation Fees shall be paid to WISC Corporation in Singapore Dollars</b>
1.	A1, A2, A3	<ul style="list-style-type: none"> <li>• Application Fee Waived</li> </ul>	<ul style="list-style-type: none"> <li>• S\$500.00 per year</li> <li>• Payment to be made upon approval</li> </ul>
2.	B1, B2, B3, C1, C2, C3	<ul style="list-style-type: none"> <li>• S\$300 per application</li> <li>• Payment to be made upon application</li> </ul>	<ul style="list-style-type: none"> <li>• S\$500.00 per year</li> <li>• Payment to be made upon approval</li> </ul>
3.	A1, A2, A3	<ul style="list-style-type: none"> <li>• Quality Improvement Review charge of S\$1000 per audit (audit can be triggered if there is a breach of WISC criteria)</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
4.	B1, B2, B3, C1, C2 & C3	<ul style="list-style-type: none"> <li>• Quality Improvement Review charge of S\$1000 per audit-day plus S\$500 per day of travel (verification audit can be triggered after unsatisfactory AAO Audit)</li> <li>• ASP has to bear the cost of economy airfare and hotel accommodation (4 star) of the assigned auditor</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
5.	A2, A3, B2, C1, C2	<ul style="list-style-type: none"> <li>• Consultation Fees to develop the WISC Training Management Policies and Procedures</li> <li>• To be determined by the consultant</li> <li>• ASP has to bear the cost of economy airfare and hotel accommodation (4 star) of the assigned auditor</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<ul style="list-style-type: none"> <li>• All payments have to be made at the point of application</li> </ul>			

2) The Certificate and Transcript fees payable to WISC Corporation are:

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

1.	Modular Certificate Fees	S\$5 per modular certificate	Full payment to be paid upon issuance of certificates
2.	Composite Certificate Fees	S\$20 per composite certificate (more than 7 modules in one certificate) capped at a maximum 5% of the programme fee	Full payment to be paid upon issuance of certificates
3.	Transcript Fees for each	S\$10 per transcript	Payment to be made upon issuance of the Transcript
4.	Assessment Providers are allowed to charge a fee to the Training Providers for each certification and other associated costs (e.g. assessor airfares, accommodation and land costs)		
5.	Training Providers are allowed to charge training fees based on market conditions, which are to be declared during course approval.		
6.	All payments have to be made at the point of application		

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

**Application WISC Accredited Skills Partners (ASP) Application Form**

**Application No: WISC ASP OA-YY-MM-DD**

*(Please complete Part 1 to 3)*

**Part 1 Applicant Particulars**

<b>Registered Name of Entity:</b>				
<ul style="list-style-type: none"> <li>• <i>Business profile and relevant registration certificates from the registration and / or regulatory bodies.</i></li> <li>• <i>The applicant must be a director of the registered company indicated in the registration certificates and / or regulatory bodies.</i></li> </ul>				
<b>Registration Certificate Number:</b>				
<b>Registration Certificate Date:</b>				
<b>Website:</b>				
<b>Address:</b>				
<p><b><i>(Please put a 'X' in the relevant boxes to indicate the type of application the organisation is applying for:</i></b></p>				
Entity Registration	[ 1 ] Accredited Training Provider	[ 2 ] non-Accredited Training Provider	[ 3 ] non-Training Organisation	
Country of Registration	[ A ]	[ A1b ]	[ A2 ]	[ A3 ]
Singapore	Singapore WSQ ATO	Singapore non-WSQ Independently Accredited Provider	Singapore non-accredited Training Provider	Singapore non-Training Organisation

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

[ B ] Overseas Country with National Skills System	[B1a] Overseas Accredited Provider offering Training only	[B1b] Overseas Accredited Provider offering Assessment Only	[B2] Overseas non-Accredited Training Provider	[B3] Overseas non-Accredited non-Training Provider
[ C ] Overseas Country without National Skills System	[C1a] Independently Accredited Provider offering Training only	[C1b] Independently Accredited Provider offering Assessment Only	[C2] Overseas non-Accredited Training Provider	[C3] Overseas non-accredited non-Training Provider

**Achievements if any ( Please indicate type of achievements and validity period ) :**


<b>Scope of Course Approval:</b>	<b>Partnering Assessment Organisation</b> <i>(if the scope is 'Training delivery only')</i> :
Training delivery only	
Assessment only	
Training delivery and assessment	
<i>(Please put an 'X' in the relevant box)</i>	

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

**Part 2. Personnel Information**

**(A) Director / Chief Executive Officer (CEO)**

<b>Name:</b>	
<b>Tel No :</b>	
<b>Identification Number :</b>	
<b>Designation:</b>	
<b>E-mail Address:</b>	

**(B) Management Representative (MR)**

The MR, appointed by the CEO of the organisation, will be the main contact person.

<b>Name:</b>	
<b>Tel No :</b>	
<b>Identification Number :</b>	
<b>Designation:</b>	
<b>E-mail Address:</b>	

**Acknowledgment by Chief Executive Officer (CEO) / Director / Management Representative (MR)**

**I, acknowledge and accept the terms and conditions as stipulated in this Workforce International Skills Certification (WISC) WISC Accredited Skills Partner (ASP) Application Criteria**

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

Name	
Designation	
Signature	
Date of Application	

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

**Part 3 Pre-Requisites (Exempted for Type A1a)**

3. Pre-Requisites	
3.1. Legal Entity	
3.1.1. The organisation is a legal entity registered in ( Name of Country)	
<b>Registration No.</b>	
<b>Entity Name</b>	
<b>Address</b>	
3.2. Defined Roles and Responsibilities	
3.2.1. Roles and responsibilities of the management and staff are clearly defined (To attach organization chart of management team and staff, provide write up of individual duties and responsibilities for all staff.)	
Roles and responsibilities of: (1) Management Representative – to perform the following : ( Please fill In ) <ul style="list-style-type: none"><li>• XXXX</li><li>• XXXX</li></ul> (2) Admin Officer – to perform the following : ( Please fill In ) <ul style="list-style-type: none"><li>• XXXX</li><li>• XXXX</li></ul> (3) Finance Officer – to perform the following : ( Please Fill In ) <ul style="list-style-type: none"><li>• XXXX</li></ul>	

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

- XXXX

(4) (To add additional roles as necessary)

3.2.2. Management and operations staff must be free from contractual breach and other offences in the last 3 years

(To declare if your organisation and management staff is free from contractual breach and other offences in the last 3 years)

The management and operations staff **<are / are not\*>** free from contractual breach and other offences in the last 3 years.

To provide additional information if any of the management or operations staff had contractual breach or other offences (where applicable).

**3.3. Sound Financial Health**

	Year:	Year:	Year:
<b>Cash Flow and Cash Equivalent</b>			
<b>Profit / (Loss) after Tax</b>			

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

**3.4. Sufficient Line-up of Trainers Assessors and Curriculum Developers**

**3.4.1. Sufficient line-up of qualified trainers, assessors and curriculum developers who are subject matter experts in the Training and Assessment Industry**

The CVs of Trainers Assessors and Curriculum Developers and supporting documents are to be submitted.

**Please use the following template and fill in the details accordingly.**

**Attached this template together with the application.**

Name	Identification Number	Indicate the number of years of experience	Employment type: Full-time / Associate	Proposed role: Trainer / Assessor / Developer	Proposed modules to train / assess / develop.

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

3.4.2. The organization understands the Training needs of the identified field

(To provide a write up on the organisation's core business and expertise relating to the Education and Training needs of the particular industry / sector)

## Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)

3.5. Adequate Facilities and Equipment
3.5.1. The organisation has adequate facilities and equipment to meet the needs of learners as well as training and/or assessment delivery of the programme  (To attach photographs of the training & assessment rooms and equipment and provide a write up on the training & assessment rooms' seating & candidate capacity respectively, and relevant infrastructure for training & assessment delivery.
3.6. Systems and Capabilities in Place to Support Fulfilment of the Roles and Responsibilities of an ASP  (For sections 3.6.1 to 3.6.8, to provide a write up on the process flow [what, who, when, why and how], including designation of personnel in charge [who] of the tasks [what / why / how] and timelines of task execution / completion [when]).
3.6.1. Modes of providing essential information to trainees and customers
3.6.2. Pre-course advisory service  (Advisory Role to intending students before signing of student contract)
3.6.3. Post-course advisory support

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

3.6.4. System to review and monitor curriculum development, training and assessment.
3.6.5. Procedures to track learning outcomes and output.
3.6.6. Process to recruit, monitor, train and develop Trainers, Assessors and Curriculum Developer.
3.6.7. Administration system to maintain training and assessment records (Records on course administration, teachers, students, managers)
3.6.8. Administration system to submit assessment results into the WISC ASP WISC Certification System portal
3.6.9. Procedures to manage customer complaints, grievances and appeals.

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

3.6.10. Refund policies

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

**Part 4 Status of Evaluation (for completion by WISC Corporation)**

Summary
Other Observations and Follow-up Actions
Approval Status
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with the following conditions attached: <ul style="list-style-type: none"><li>• XXX</li><li>• XXX</li></ul> <input type="checkbox"/> Rejected
<b>Comments / Suggestions on the status of the application.</b>
<b>Name :</b>

***Audited and Recommended by:***

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

<b>Comments :</b>  <i>WISC Quality Management Division</i>
Name :
Designation:

<b>Comments :</b>  <i>WISC Executive Director</i>
Name :
Date :

<b>Approved by:</b>
<b>Signature :</b>  <i>WISC Quality Management Division</i>
Name :
Date :

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

**Part 5 Collection of Fees (for completion by WISC Corporation)**

Date of Fees Collected	
Amount of Fees Collected	S\$
Fees collected by Name:	
Receipt Number :	
Remarks :	

**NOTE:**

**This Organisational Approval report form is made of the following parts:**

- Part 1 Applicant Particulars**
- Part 2 Personnel Information**
- Part 3 Pre-Requisites**
- Part 4 Status of Evaluation (for completion by WISC Corporation)**
- Part 5 Collection of Fees (for completion by WISC Corporation)**
- Part 6 Version Control Record**

**Application for Workforce International Skills Certification (WISC) Accredited Skills Partners (ASP)**

**Part 6 Version Control Record**

**Document : WISC Application ASP 001/01/2019**

<b>Version</b>	<b>Effective Date</b>	<b>Changes</b>	<b>Author</b>
001.01	1 January 2019	First Official Issue	WISC / AT / DC