

REGISTRATION FORM

(Self-Sponsored)

Please tick on the course that you are applying for and specify the course date below.

- COACHING FOR PERFORMANCE AND CAPABILITY DEVELOPMENT (WSQ)**
 EMOTIONAL INTELLIGENCE (EQ) FOR TRANSFORMATIONAL LEADERSHIP (WSQ)
 TEAM LEADERSHIP FOR PERFORMANCE AND RESULTS (WSQ)

Course Date: _____

Please email the completed registration form to admin@bpcoachtrain.com or fax to (65) 63487548.

PARTICIPANT DETAILS

Dr Mr Mrs Ms Mdm Prof

Name: (As in NRIC) _____

NRIC/FIN Number: _____

Date of Birth: _____
(dd/mm/yyyy)

Nationality: Singaporean Others
 Permanent Resident of Singapore

Gender: Male Female

Race: Chinese Indian
 Malay Others

Job Designation: _____

Employment Status: Employed Unemployed
 Self-employed

Name of Company: _____

Education Qualification: _____

Email ID: _____

Mobile: _____

DECLARATION

I declare that all the information given in this registration form are true and accurate to the best of my knowledge, and I would undertake to inform the organisation of any changes therein, immediately. In case of any false or misleading declaration, I understand it may result in expulsion from the course without any refund of fees paid. By submitting the registration to BP Coach Training Pte Ltd (hereinafter referred to as "BP Coach"), I agree that I have read, understood and accepted all the terms and conditions stipulated herein.

Nett Payment by:

- SkillsFuture Credit
 Cheque or Electronic Payment Transfer

Participant Signature / Date

TERMS AND CONDITIONS

1. Personal Data Privacy Act

- a. All personal information collected is confidential and solely for administrative purposes related to SkillsFuture Singapore (SSG) funding and/or International Coaching Federation (ICF) credentialing purpose.
- b. By attending this course, you are agreeable to be included in photographs and videos taken by BP Coach for the purpose of marketing and/or verification submission to SSG and/or ICF.

2. Registration and Course Confirmation/Cancellation

- a. Registration must be submitted to BP Coach at least 14 days prior to the Start Date of the workshop, subjected to seats availability. Late submission will not be entertained.
- b. Confirmation of enrolment will only be made upon receipt of payment. A confirmation email on the commencement of the workshop will be send to all participants at least 14 days prior to the Start Date of the workshop.
- c. BP Coach reserves the right to postpone or cancel the workshop due to insufficient number of participants or unforeseen circumstances. A cancellation email will be send to all participants at least 7 days before the Start Date of the workshop.
- d. Upon registration, any cancellation (withdrawal or non-attendance) by participant must be confirmed in writing at least 14 days before workshop commencement.
- e. Cancellation of attendance by participants with less than 30 days written notice before workshop commencement is chargeable at 50% of quoted rate.
- f. Cancellation of attendance by participants with less than 14 days written notice before workshop commencement is chargeable at 100% of quoted rate.

3. Training Grant

- a. Course fees are subjected to change. Full fees are payable unless training grants are approved by SSG.
- b. Training grants are subjected to the following eligibility:
 - i. Participant must be Singapore Citizen or Permanent Resident.
 - ii. Participant must attain minimum 75% attendance and be assessed to be "Competent" in all assessment.
- c. Organisation sponsoring employees for training must have an Enterprise Portal for Jobs & Skills (EPJS) account setup and approved by SSG, to be eligible for the training grant subsidy and absentee payroll funding. The organisation must also be paying Employer CPF for the trainee's salary.

4. WSQ Assessment and Certification

- a. Participant will be awarded a Statement of Attainment (SOA) by SSG upon achieving 75% attendance and be assessed to be "Competent" in all assessment.
- b. Participant who are not able to pass the assessment will not be eligible for the training grant funding and will be required to pay the full fee.
- c. Candidate who are assessed as "Not Yet Competent" can appeal by writing to admin@bpcoachtrain.com within 7 days from the assessment date together with an appeal fee of \$50.

5. Payment Details

- a. Self-Sponsored Participant
 - i. Participant using SkillsFuture Credit (for approved WSQ courses) must submit their claim via <https://www.myskillsfuture.gov.sg/> made payable to BP Coach at least 14 days prior to workshop commencement or the invoice due date whichever is earlier.
 - ii. Cheque payment must be made to "BP Coach Training Pte Ltd" prior to workshop commencement.
 - iii. Instructions on payment via electronic transfer are included in the invoice. All payments must be made prior to workshop commencement.
- b. Employer-sponsored Participant
 - i. Only company issued cheques or payment via electronic transfer from sponsoring company will be accepted. No personal issued cheque is allowed.
 - ii. Cheque payment must be made to "BP Coach Training Pte Ltd" prior to workshop commencement.
 - iii. Instructions on payment via electronic transfer are included in the invoice. All payments must be made prior to workshop commencement.

6. Professional Code of Conduct

- a. Participants are expected to be considerate and observe appropriate professional conduct during the workshop. BP Coach reserves the right to suspend participants from the workshop due to any misconduct.
- b. All training materials provided for the workshop is for the explicit use and guidance for the participants. Any other use of the materials or parts thereof, including reproduction, publication, distribution, transmission, re-transmission or public showing, or storage in a retrieval system in any form, electronic or otherwise for purposes other than that expressly stated, without the express permission of BP Coach Training Pte Ltd is strictly prohibited.