



JURONG ACADEMY PTE LTD

COURSE REGISTRATION FORM-CSOC

Construction Safety Orientation Course (Re-certification)

Course Aim:

This Competency Unit is a mandatory WSH training course for all workers working in construction. Construction workers are required to go through the course before they start work.

At the end of the course, the learners shall be able to:

Identify their own roles and responsibilities in a construction job, follow safe work procedures, adopt relevant risk control measures when working at height and respond to fire emergencies.

- Identify own roles and responsibilities as an employee in a construction job
- Follow safe work procedures in a construction job
- Follow safe “Work-at-Height” procedures
- Respond to fire emergencies

Course Duration: 2 hours of assessment	Course Location: 138 Tuas South Ave 2 Singapore 637174
Course Attendance Record: 100% attendance	Course Fee: S\$87.20/person (Including 9% GST)
Mode of training: Face-to-Face	

Assessment Mode	Method	Duration	Passing Criteria
Written Assessment	40 MCQs	60 mins	60%
Practical Assessment	Practical Performance	60 mins (Group of 5 persons)	100 %

Course Schedule:**Course Date:** _____

Corporate Registration: Name of Company: _____ Contact person: _____ Tel: _____ Fax: _____ Address : _____ Email : _____	Individual Registration: Contact person: _____ Mobile No.: _____ Email : _____
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Participant Particulars

S/No	Name (as per the NRIC/Passport)	NRIC/FIN/ WP No./Passport No.	Date of Birth	Nationality	Contact Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Please attach a copy of your **NRIC/ WP & Educational Certificates** (if applicable) to training@ja.edu.sg and cc: jurongacademy@gmail.com

Declaration:

I declare that the particulars given by me in this registration and the provided supporting documents are true to the best of my knowledge and belief, and acknowledged and accepted the terms and conditions stated overleaf.

Name / Signature

Date

Company stamp



JURONG ACADEMY PTE LTD

COURSE REGISTRATION FORM-CSOC TERMS AND CONDITIONS

1. The personal information collected on this form is for use for course registration and account servicing of course-related activities. JURONG ACADEMY PTE LTD shall not be liable for any error pertaining to the enrolment of any incorrect details.
2. The course schedule selected is subjected to confirmation from the applicant at the time of enrolment, However, JURONG ACADEMY PTE LTD reserves the rights to withdraw / re-schedule of class without prior notice.
3. The registration form and payment must be submitted to us via email, fax or by hand at least **2 weeks** before the commencement of the course.
4. For payment by cheque, it shall be made payable to "JURONG ACADEMY PTE LTD".
5. Trainee is to select the correct and suitable language medium of the course (if any) during enrolment. JURONG ACADEMY PTE LTD will not be liable for any failures due to enrolling the incorrect language medium.
6. Attendance
For all courses, the individual or company is required to reimburse JURONG ACADEMY PTE LTD the full course fee should the trainee fail to:
 - achieve at least 75% attendance (for Supervisors & above courses) / 100% attendance (for workers courses);
 - sit for the exam / competency-based course within the stipulated timeframe upon course completion; or
 - show up for class, thereby defaulting the training slots allotted to them.
7. Request of Deferment / Transfer / Replacement / Withdrawal of Courses:
 - For deferment / transfer / withdrawal of courses, a written notice must be submitted and received by JURONG ACADEMY PTE LTD **1 week** before course commencement.
 - For replacement of courses, a written notice, together with the full particulars of the new participant, must be submitted and received by JURONG ACADEMY PTE LTD **1 week** before the course commence.
 - All requests will be subjected to approval.
8. Refund Policy:
 - Participant unable to attend the course due to their personal problems and submit a written notice at least 7 working days before course commencement, 90% of the paid fees will be refunded.
 - Participant unable to attend the course due to their personal problems and submit a written notice at least 3 working days before course commencement 75% of the paid fees will be refunded.
 - Participant does not attend the course without prior notice or cancel the registration less than 3 days, STRICTLY no refund.
9. Certificate and Card Collection
Trainees who pass the assessment are to collect their certificate and/or safety pass within 1 month after the notification of collection. Trainees must present their IC and payment receipt for authentication before collection, and certificates and cards shall only be issued upon full payment of course fees.
10. Examination and Assessment:
 - Trainees are advised to be punctual on the day of examination / assessment. Late participants may be barred from taking the examination / assessment.
 - If trainee is found cheating, trainee will be barred from the examination / assessment, and JURONG ACADEMY PTE LTD will reserve the rights to take necessary actions.
 - If trainee fails the examination / assessment and wish to appeal, trainee is to submit appeal form, with a fee of \$50.00, within 14 working days. Appeal fee will be refundable if the appeal is successful subject to Authorities Approval