



**MARITIME CLUSTER FUND
TRAINING@MARITIME SINGAPORE - SHORT COURSES
APPLICATION FORM FOR TRAINING SERVICE PROVIDERS**

1. To complete this application, please attach the following documents as supporting documents:
 - a. Course Brochure
 - b. Consolidated Course Participants' Feedback (based on latest run conducted in Singapore)
 - c. Information on Additional Trainer(s) if not provided in Section 2 below.
2. A complete application comprising of this application form accompanied by all the necessary supporting documents must be submitted via email to mcf@mpa.gov.sg **at least 30 days prior to commencement of the training programme**. Late submissions may be rejected.
3. Training Service Providers must adhere to the terms and conditions of the scheme, which shall be communicated in MPA's approval email notification, if their application is approved.
4. The training programme may commence only after the application is approved by MPA.

Section 1: Information on Training Service Provider (TSP) and Course

Name of Training Service Provider				
Address in Singapore				
Business Registration (ACRA) No.	Name of Contact Person			
Telephone No.	Email Address of Contact Person			
Course Name				
Course Duration (<i>number of days</i>)	Total Contact Hours	No. of runs per calendar year Date of 1 st run (dd/mm/yyyy)		
Nature and Mode of Conduct <input type="checkbox"/> Part-time <input type="checkbox"/> Classroom <input type="checkbox"/> Full-time <input type="checkbox"/> Live, Online <input type="checkbox"/> E-learning	Estimated Class Size per run Estimated no. of Singapore Citizens/Permanent Residents per run	Is this the first time TSP is running the course in Singapore? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please furnish the total no. of participants who attended the previous year's course: _____		
Maximum Course Fee <i>(excluding GST, in SGD)</i>		I will be collecting <input type="checkbox"/> Nett Fee, i.e. course fees net of MCF Grant <input type="checkbox"/> Full Fee from course participants		
Course would mainly cover topics related to the following areas: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Ship Finance <input type="checkbox"/> Ship Broking <input type="checkbox"/> Ship management, ship agency <input type="checkbox"/> Marine Insurance <input type="checkbox"/> InfoTech/Data Analytics (please specify): _____ <input type="checkbox"/> Green Technology (please specify): _____ <input type="checkbox"/> Soft Skills (please specify): _____ <input type="checkbox"/> Others (please specify): _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Port and port services (e.g terminal operations, bunkering) <input type="checkbox"/> Ship operations <input type="checkbox"/> Marine Engineering and Naval Architecture <input type="checkbox"/> Maritime Law/Arbitration </td> </tr> </table>			<input type="checkbox"/> Ship Finance <input type="checkbox"/> Ship Broking <input type="checkbox"/> Ship management, ship agency <input type="checkbox"/> Marine Insurance <input type="checkbox"/> InfoTech/Data Analytics (please specify): _____ <input type="checkbox"/> Green Technology (please specify): _____ <input type="checkbox"/> Soft Skills (please specify): _____ <input type="checkbox"/> Others (please specify): _____	<input type="checkbox"/> Port and port services (e.g terminal operations, bunkering) <input type="checkbox"/> Ship operations <input type="checkbox"/> Marine Engineering and Naval Architecture <input type="checkbox"/> Maritime Law/Arbitration
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Section 1a: For Live Online Training Programme Only

Name of Online Training Platform (e.g. Microsoft Teams, Zoom, etc)

Online training platform in use will be able to fulfill the 4 additional criteria as listed below:

Area	Criteria/Rationale	Able to Fulfill?
Technical Support	<ul style="list-style-type: none">Onsite technical support must be provided either by Training Service Provider or platform vendor during the training.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Participants' Attendance	<ul style="list-style-type: none">Demonstrate system capability to validate attendance records (i.e. met the 75% attendance requirement) and track trainees' progress, with the following documentary requirements (to be provided when requested):<ol style="list-style-type: none">Name and email address of trainer;Name and email address of trainees;Date and time records of delivery of training session;Date and time records of trainees' presence;Time-stamped snapshots of trainees (with video cameras turn on) at start and end of session.Please note that all trainees must turn on video cameras throughout the session.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Live participation	<ul style="list-style-type: none">The live training platform should have interactive features to allow trainers and participants to communicate, raise questions or facilitate group discussions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Authentication of Course Participants	<ul style="list-style-type: none">Checks should be put in place by Training Service Providers to authenticate course participants. An example includes sighting/checking of NRIC of participants via video camera by the course administrator.	<input type="checkbox"/> Yes <input type="checkbox"/> No

We are agreeable to allow MPA or its authorised representative to access the live online course for purpose of audit checks and will provide the details of the link, including meeting ID and password to MPA upon request.

Section 1b: For E-Learning Programme Only

The e-learning platform in use will be able to fulfil two additional criteria as listed below:

Criteria	Able to Fulfill ?
Demonstrate system capability to validate attendance records and track attendees' progress.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inclusion of assessment(s) or test(s) as part of the course curriculum.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: Information on Trainer

If there is more than 1 Trainer for the programme, please attach the required information as supporting documents.

Name of Trainer

Designation/Company

Brief Background of Trainer (attach resume if available)

Section 3: Declarations and Undertakings by TSP and Authorised Representative

1. I, the Authorised Representative/we, the TSP declare that the information provided in this application form and the documents submitted herewith are true to the best of my/our knowledge and belief and that I/we have not willfully suppressed any material fact.
2. I/we declare that the TSP has not applied for or received, and will not apply for any other forms of financial assistance administered by any government bodies for this course, nor has the TSP previously applied for funding for the same course.
3. I/we declare that the TSP has complied with all applicable safe distancing and other health measures (“SDMs”) set out in legislation, as well as directions, conditions and advisories issued by the Singapore Government and including those issued by the Ministry of Health (available at www.moh.gov.sg).
4. I/we undertake to comply with all applicable SDMs that may subsequently be issued by the Singapore Government and its agencies.
5. I/we undertake to inform the MPA immediately in the event of any changes to the information submitted in this application. I/we acknowledge that changes made without MPA’s prior agreement will render any prior approval void.
6. I/we acknowledge that it is an offence to furnish false or misleading information to MPA. In the event that I/we are found to have furnished any false or misleading information or submitted any false declaration or willfully suppressed any material fact, I/we will be required to return to MPA any and all disbursed monies, failing which MPA shall have the right to take all necessary action to recover the same.

Authorised Representative¹

Name:

Designation:

TRAINING@MARITIMESINGAPORE - SHORT COURSES

1. MCF Training Grants are available for courses approved by MPA for such purpose. Please log on to <http://www.mpa.gov.sg/mcf> for information on MCF-approved courses.
2. TSPs are required to administer Training Grants awarded to participants for attending their MCF-approved courses, in accordance with MPA’s requirements, which shall be communicated in MPA’s approval email.
3. Approvals of applications for Training Grants are granted at MPA’s sole discretion. Only applications that meet MPA’s eligibility will be considered for approval. Please refer to <https://www.mpa.gov.sg/web/portal/home/maritime-companies/setting-up-in-singapore/developing-manpower/training-maritime-singapore> for information on MPA’s eligibility criteria.

¹ Must be signed by an authorised representative of the management in the TSP.