



**KBA Training Centre Pte Ltd**  
A member of IMCA

## Competency Development Courses Application Form

To apply for the Competency Development Course with KBA Training, please submit the application form along with a passport copy or a copy of a valid identification card to KBAT.

**Choose the qualification that you are submitting registration for by ticking the box below:**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Train-the-Trainer in Education and Assessment | <input type="checkbox"/> Permit-to-Work and Lock-out Tag-out Awareness | <input type="checkbox"/> Drops Objects Awareness and Prevention | <input type="checkbox"/> Contractor Management |
| <input type="checkbox"/> Asbestos Awareness                            | <input type="checkbox"/> WSH Committees Course                         | <input type="checkbox"/> Others: (please specify) _____         |  |

**PLEASE TYPE OR PRINT CLEARLY**

Course Date	Course Location
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**Personal Details**

\*Delete where applicable

Salutation (Mr / Ms / Mrs / Mdm*)	Full Name	
Surname	First Name	Middle Name
NRIC / FIN / Passport No.:	Nationality	Gender
Mailing Address (Residential / Company*)		
City	Country	Postal Code
Home Phone Number	Office Phone Number	Mobile Phone Number
Email Address		Date of Birth (DD/MM/YYYY)

**Employment History**

Employment Position	Duration in Position	Other Health and Safety Qualifications
Academic Qualification		Date of Completion

**For Company Sponsored Only**

Company Name	Company Address	
City	Country	Postal Code
Contact Person Name	Contact Person Email address	Company Website



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## Competency Development Courses Application Form

**How did you get to know of KBAT?** Choose the options by ticking the box below:

- Company Sourced     Internet     Direct Enquiry     Magazine     Event/Roadshow
- Previous Student     Referral     Others: (please specify) \_\_\_\_\_

**Candidate Confirmation and Acknowledgment** (Please read and tick the boxes below)

**Explicit Consent – Registration**

- By registering for an assessment, you give express consent for us to transfer your data; specifically, your full name, address, email address and contact details for the purpose of registration, examination and certification of qualifications only. We have a privacy statement available on our website detailing how we will process this data.

**Explicit Consent – Exam registration**

- By registering for an assessment, you give express consent for us to transfer your data; specifically, your full name, address, email address and contact details to the relevant organisations.

**Data Protection**

From time to time, for marketing and advertising purposes, KBAT may wish to update you on relevant news that may be of interest. If you DO NOT wish to receive announcements and information about the updates and services, please tick this box.

**Photo/Video Taking**

- I consent to the participation in the photo-taking and video-taping by KB Associates (KBA) / KBA Training Centre (KBAT) and its appointed vendor during course of study with KBAT. I also grant KBA/KBAT the right to edit, use and reuse the said products for corporate marketing literature and educational purposes. I also hereby release KBA/KBAT, its vendors and employees from all claims, demands and liabilities whatsoever in connection with the above.

I certify that the information herein is true and correct. I accept the Terms and Conditions on this application document. I understand that this application is subjected to review and approval of KBA Training Centre Pte Ltd (KBAT) on completion of other required documents should there be any.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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# English Entry Pre-Requisite

## **Entry Pre-Requisite**

The training and examinations offered must be answered in English only, and that the course includes a requirement to read the training material and examination questions in English as well as answer the course homework, assignments and examinations in English. Some courses also require a formal report to be written in English.

The standard of English required by candidates studying for the courses provided by KBAT must be such that they can both understand and articulate the concepts contained in the course syllabus.

There is a range of proficiency tests available for assessing English language skills. This letter is a model for a self-declaration of the level attained, aimed at assessment of International English Language where English is the language of communication, as in the case of the course you have applied to attend.

## **Descriptive requirements**

### **1 Listening in English**

Candidates must be able to listen to a mixture of monologues and conversations which feature a variety of English accents and then write down a summary of the conversation.

### **2 Reading in English**

Candidates must be able to read passages from texts taken from books, magazines and journals with at least one of these containing a detailed argument or report. Reading is required to access information sources, including safety data sheets, statistics, training manuals, instruction booklets etc.

### **3 Writing in English**

Candidates must be able to write a description of at least 150 words based on materials found on a diagram or picture to demonstrate ability to present information and to summarise main features of the input.

Candidates must be able to write a short essay of at least 250 words in response to a statement or a question, to demonstrate an ability to present a position, construct an argument and discuss abstract issues.

### **4 Speaking in English**

Candidates must be able to ask a question to gather information during a workplace inspection or work place meeting. There is no examination in English speaking. However, there are various course requirements which would require the ability to speak and at length on familiar subject and interact with colleagues.



# English Entry Pre-Requisite

## How to use the score table.

Read the Description column on the right of the table and place one ‘**Tick**’ at the level that describes your best level of English and sign the document in agreement stating your level of understanding of the English Language and that you agree you meet the level required to attend the training course. It is recommended that candidates for the course provided by KBAT **must have a level of score of 6 or higher** to be able to apply themselves to the pre-requisite criteria.

Tick √	Score	Level	Description
	<b>9</b>	<b>Expert</b>	Have full operational command of the English language: appropriate, accurate and fluent with complete understanding.
	<b>8</b>	<b>Very good</b>	Have full operational command of the English language with only occasional unsystematic inaccuracies and inappropriacies. Misunderstandings may occur in unfamiliar situations. Handles complex detailed argumentation well.
	<b>7</b>	<b>Good user</b>	Have operational command of the English language, though with occasional inaccuracies, inappropriacies and misunderstandings in some situations. Generally handles complex language well and understands detailed reasoning.
	<b>6</b>	<b>Competent</b>	Have generally effective command of the English language despite some inaccuracies, inappropriacies and misunderstandings. Can use and understand fairly complex language, particularly in familiar situations
	<b>5</b>	<b>Modest</b>	Have partial command of the English language, coping with overall meaning in most situations, though is likely to make many mistakes. Should be able to handle basic communication in own field.
	<b>4</b>	<b>Limited</b>	Basic competence is limited to familiar situations. Have frequent problems in understanding and expression. Not able to use complex language.
	<b>3</b>	<b>Extremely limited</b>	Able to convey and understand only general meaning in very familiar situations. Frequent breakdowns in communication occur.
	<b>2</b>	<b>Intermittent</b>	Have no real communication is possible except for the most basic information using isolated words or short formulae in familiar situations and to meet immediate needs. Have great difficulty understanding spoken and written English.
	<b>1</b>	<b>Non-user</b>	Have no ability to use the English language beyond possibly a few isolated words.

Name: .....

Signature: ..... Date: .....

***Note: KBA training Centre Pte Ltd cannot provide any letters or references endorsing a candidate’s level of English.***

# Application Form Terms & Conditions

## Terms and Conditions

- KBA Training Centre Pte Ltd (KBAT) is the final authority on the interpretation of these rules.
- Notwithstanding any other item herein, neither party shall be liable to the other under, arising out of or in connection with this agreement.

## Payment

- All prices are as quoted and are subjected to withholding tax and applicable examination fees where required.
- We do not accept credits cards or NETS. We can accept payment in CASH (SGD\$ or USD\$) (for Singapore-held courses only), via PayPal from our website, company cheque or Telegraphic Transfer. Bank transfer is available for Singapore Bank Account holders. For overseas bank transfer, bank charges are applicable. All cheques should be crossed and made payable to:
  - **KBA Training Centre Pte Ltd.**
- All charges incurred from Telegraphic Transfer, PayPal or bank transfer will be at the cost of delegates.
- Invoices raised on company accounts must be paid as per terms and conditions stated on invoice. Failure to make payment will result in withholding of course results.
- On confirmation of booking for individuals, full payment must be received before commencement of the course.
- For courses with applicable local funding and/or grant, full course fee payment will be required for failure to complete the course or as a result of failing the examination(s). Where applicable, examination re-sit charges will apply.

## Confirmation

- All course dates are **provisional** until formal confirmation has been sent.
- KBAT is not responsible for any accommodation, flights, etc. purchased. Delegates are responsible for payment of their own accommodation/flights/local transportation and reservations.
- Upon receipt of completed registration, notification will be sent regarding the course. Full joining instructions will only be sent once the course is confirmed. For online courses, once payment has been received, the delegate will receive log-in access details.

## Change or Transfer and Cancellation

- Until course dates are formally confirmed, candidates may change or transfer their booking without additional cost to a similar or different course at least 14 working days prior to course commencement date.
- If KBAT has to cancel the course for whatever reason, a full refund (of the course fee only) will be given to any candidate who has paid a deposit or full amount and cannot transfer to an alternative. KBAT are not responsible for any accommodation and flights purchased.
- KBAT reserve the right to cancel a course or amend any course date at any time without liability. Candidates shall be given adequate notice of any changes in writing.
- Once enrolled, cancellation or refunds will not be issued for online courses.
- KBAT appreciate that candidates may not be able to attend training courses once booked so cancellations can be accepted without charge until formal confirmation of the course has been sent. After confirmation of the course the following will apply:
  - Notice of cancellation after confirmation and up to 3 days before course commencement date (start date) will be subject to a charge of 50% of the standard course fee + any nonrefundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
  - Notice of cancellation from 3 days before course commencement date to start date (actual start day) will be subject to a charge of 100% of the standard course fee + any nonrefundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
  - Substitution of nominated delegate where applicable shall incur examination costs or other administrative costs as per the approval body for the course and are subject to acceptance.