

PROCESS OF SUBMISSION

1. All applicants need to register with the Core Trade online application system (please refer to the link below) and be issued with an Acknowledgement Notice by BCA.
www.bca.gov.sg/CoreTrade/Reg/Main/Main.aspx
2. If the company opts to apply for a WTU grant, all applicants need to register with the WTU Online System (please refer to the link and user guide below) for New Account/Application Registration.
<https://www.bca.gov.sg/wtus/>
 - User Guide for New Account Registration
 - User Guide for Authorized Representative of Applicant
3. Upon approval, register the eligible workers for the Familiarisation Course and Skills Assessment with Deluge Training Centre.
4. All necessary supporting documents must be submitted together with your application, including the following and such other documents as may be specified by BCA:
 - For local participants, a photocopy of each participant's NRIC (front and back)
 - For foreign participants, a photocopy of each participant's valid work permit or S-pass or Employment pass (front and back) (**Must be valid for at least 4 months upon submission**)
 - A photocopy of each participant's passport for foreigners (with passport no. & expiry date)
 - Core Trade Acknowledgement Notice from BCA Academy
 - Completed Deluge Core Trade Application Form
 - WTU Online Funding (Training Assistance Application)
*** Please apply before submission to Deluge**
 - Full payment (Only application with full payment will be considered and on first come first serve basis)

 **Original documents to be submitted to: No. 22 Chin Bee Drive Singapore 619870**

Attention: Training Centre Administrator

Documents/things to bring on day of course

- ❖ Original Work Permit
- ❖ Personal Protective Equipment (PPE)
(safety shoes, safety belt, safety helmet, safety goggles and ear plugs)

Documents/things to bring on day of test

- ❖ Original Work Permit
- ❖ Original Passport
- ❖ Personal Protective Equipment (PPE)
(safety shoes, safety belt, safety helmet, safety goggles and ear plugs)