

PROCESS OF SUBMISSION

1. All applicants need to register with 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 company opt to apply for WTU grant, all applicants need to register with 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 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 valid at least 4 months upon submission**)
 - A photocopy of each participant's passport for foreigner (with passport no. & expiry date)
 - Core Trade Acknowledgement Notice from BCA Academy
 - Completed Deluge Core Trade Application Form
 - WTU Funding for company sponsoring foreigners will cease by **31/05/2020**.
WTU Funding support for Singaporeans / SPR only from **01/06/2020 to 31/03/2021**.
(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. 21 Joo Koon Crescent Singapore 629026**

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)