

**Note to all applicants (For in-House applicants ONLY):**

Please complete the following “WSQ Organisation Accreditation (OA) application form which should be uploaded to SSG’s SkillsConnect (SCN) System at <https://www.skillsconnect.gov.sg> together with all supporting documents.

The application form should be uploaded in an editable word format. Please compress the document into a zipped folder for uploading in SCN.

S/No.	Pre-requisites	Specific Requirements	Evidences
1.	Legal Entity	<ul style="list-style-type: none"><li>Organisation is registered with appropriate registration and/or regulatory bodies</li><li>Has a local operation</li></ul>	<ul style="list-style-type: none"><li>ACRA business profile</li><li>Any other relevant registration certificates from the registration and/or regulatory bodies</li></ul>
2.	Defined Roles and Responsibilities	<ul style="list-style-type: none"><li>Organisation assigns duties and responsibilities to meet the needs and expectations of its stakeholders leading towards quality CET delivery</li></ul>	<ul style="list-style-type: none"><li>Organisation chart showing the management team and WSQ staff</li><li>Write-up on individual duties and responsibilities for all WSQ staff</li><li>Notes of management team and/or WSQ staff meeting</li></ul>
4.	Sufficient Line-up of Adult Educators (AEs)	<ul style="list-style-type: none"><li>Sufficient line-up of qualified trainers, assessors and curriculum developers who are subject matter experts with significant number having Workplace Trainer Programme (WTP) equivalent*</li><li>At least 1 master trainer* must attain Advanced Certificate in Training and Assessment (ACTA) full qualification (FQ) or equivalent*</li><li>At least 1 developer* must attain ACTA FQ or equivalent**</li></ul> <p><i>* Can be same person</i></p> <p><i>** Details on the specific requirements are in the SSG website</i></p>	<ul style="list-style-type: none"><li>Letters of / Documents on completion of Workplace Trainer Programme (WTP)</li><li>ACTA FQ Certificates or equivalent of the AEs</li><li>Recognised technical certification/qualification relevant to identified field</li><li>Curricula vitae (CVs) of the AEs</li></ul>

**This note applies to applicants who are applying for both WSQ & ERF:**

Private Education Institutions (PEIs) are required to comply with the Private Education Act and Regulations at all times.

The Information Notes on the Enhanced Registration Framework (ERF) can be downloaded from SSG website.