

User Guide Manual-Application Submission

Train and Place Program (TPP1)

1. You may begin your application by clicking on the “Application Form” button fill the form with all the details required.
2. For “Trainer Details”, “Participant Details”, and “Justification for Training” you need to click the “+” button to start fill in the details.
3. Please merge trainer’s supporting documents accordingly and upload it in PDF format (maximum size is 60 MB) by clicking the “Choose File” button.
4. You need to read and scroll full length the General Terms and Conditions as well as the Personal Data Protection Act Consent to enable the “I agree” and “Submit”.

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Train and Place Program (TPP1)

New Submission

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Applicant Profile

Application Form

COMPANY INFORMATION

To add company's details, begin by clicking the plus icon located at the right
To edit a company's details, click the Edit icon in the last column of each row

+

Company Name	Incorporation Date	Company Registration No.	Type of Industry	Type of Company

TRAINING INFORMATION

Training Title

Delivery Mode

Type of Industry

Training Focus Areas

Certification upon completion of training

Number of Training Days

Start Date of Training

End Date of Training

TRAINER DETAILS

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+

Full Name	Designation	Name of Company/Institution	Qualification
	(i.e. Senior lecturer)		

(please provide the full trainer profile/resume as attachment)

PARTICIPANT DETAILS

+

Position Title	Position Level	Number of Participant	Qualification
(i.e. Chiegeyman/Product Engineer/It)	(i.e. Technician/Engineer/Executiv)	20	(i.e. SPM/Certificate/Diploma/De)

(full details of the participants will be requested after application has been approved)

JUSTIFICATION FOR TRAINING

Please fill in at least one (remove unused rows by clicking on the - icon on the right)

+

Description	Value Proposition	
(i.e. Bringing in new technologies/Innovation/R&D)	What's the benefit to your company? (i.e. The company will be able to develop new innovative products in areas of ...)	
(i.e. Create high income jobs/ Develop high skilled workforce)	What's the benefit to your employees? (i.e. The employees will be promoted after the training (from technician to engineer).)	-
(i.e. Ecosystem development/ Vendor development)	What's the benefit to the industry?	-

(Applicant may include any supporting documents as attachment)

SUPPORTING DOCUMENT

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Document Checklist

(Accept PDF Only, Maximum Size is 60MB)

Item	Upload
Training Brochure (Training description, training schedule which include training topics, training scope per topic, training hours per topic and name of each trainer per topic)	Choose File No file chosen
Trainer Profile (Trainer education/professional qualification, training experience, supporting documents such as certificate for professional trainer (i.e. HRDF certified trainer, NIOSH TTT)	Choose File No file chosen
Company's Profile (For all partnering companies) (Company background, company management details, company products/services/activities)	Choose File No file chosen
Company's Supporting Documents (For all partnering companies) (Form 9, Form 24, Form 49), Audited Report, Annual Return past 2 years, Memorandum and Article of Association and other relevant documents)	Choose File No file chosen
Company ISO Certificate (If applicable for aerospace companies, Mandatory for medical devices companies - ISO 13485 Medical Device Quality Management System)	Choose File No file chosen
Company's Letter of Intend to Hire (Surat Jaminan Pekerjaan) for job placement	Choose File No file chosen
Supporting Documents (Please specify the type of documents. Attached only if applicable)	Choose File No file chosen

⚠ The following documents are mandatory otherwise your application submission will be rejected and you will be required to resubmit your application.

No.	Documents	Description
2.	Training Brochure	Please ensure that all documents are included and merge in pdf format before uploading them: <ul style="list-style-type: none"> • Training description • Training schedule which includes training topics, training scopes per topic, training hours per topic and name of each trainer per topic.
2.	Trainer's Profile	Please ensure that all documents are included and merge in pdf format before uploading them: <ul style="list-style-type: none"> • Trainer education/professional qualification • Training experience • Supporting documents such as certificate for professional trainer i.e HRDF certified trainer, NIOSH TTT)
3.	Company's Profile (for company that will offer placement to the participant)	Please ensure that all documents are included and merge in pdf format before uploading them: <ul style="list-style-type: none"> • Company Background • Company Management Details/Organisation Chart • Company's Product, Services and Activities
4.	Company's Supporting Documents (for company that will offer placement to the participant)	Please ensure that all documents are included and merge in pdf format before uploading them: <ul style="list-style-type: none"> • Form 9 • Form 24 • Form 49 • Audited Report • Annual Return past 2 years, Memorandum and Article/Constitutions
5.	Company's ISO Certificates (for company that will offer placement to the participant)	Mandatory for medical devices companies-ISO 13485 Medical Device Quality Management System or any relevant ISO certificates for medical devices industry
6.	Company's Letter Intent to Hire/ Surat Jaminan Pekerjaan (for company that will offer placement to the participant)	Please use the given sample in the Grant Landing Page as reference.
7.	Supporting Documents	Please specify the type of documents. Attach only if applicable)

DECLARATION BY APPLICANT

Agreement Information

We hereby declare that:

1. All information stated here are true, accurate and in agreement with the terms and conditions of this program. CREST has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.
2. No corrupt practices, unlawful and/or illegal activities have been committed during submission of this application.
3. We have read and agree with the following terms & conditions.

1. Terms and Conditions

and/or expose CREST to civil or criminal proceedings.

v. Applicants must adhere to requirements re eligibility criteria, application deadlines, supporting documents, and submission formats as specified by CREST.

vi. By submitting an application, applicants consent to the processing of their personal data and sensitive personal data (as defined in the Personal Data Protection Act 2010) for the purposes of the Program and further agree and undertake to comply with all applicable personal data protection laws in respect of personal data submitted to CREST as part of the application.

vii. CREST reserves the right to amend these terms and conditions, including the application process and relevant guidelines, at any time.

I Agree

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Submit