



Institute of
Public Relations
of Singapore

FOR OFFICIAL USE ONLY Remarks:

PARTICIPATING EMPLOYER APPLICATION FORM

WSQ Place and Train (PnT) PR Apprenticeship Programme

Please submit the completed registration form by: Fax: 6534 4691 or Email: admin@iprs.org.sg or Mail: Institute of Public Relations of Singapore, 43B South Bridge Road Singapore 058677.

All information submitted will be kept confidential and be used for administrative purposes only.

1. COMPANY'S PROFILE	
Company's Name: _____	Company's RCB: _____ (ACRA/ UEN/Others)
Mailing Address: _____	
_____ Postal Code (_____)	
Tel: _____	Fax: _____ Email: _____
Company' Profile: _____	

Industry: _____	No. of years in Industry: _____

2. REPRESENTATIVE DETAILS	
<u>Contact Person</u> (<i>Liaison Officer for Programme</i>)	<u>Contact Person</u> (<i>Finance/Accounts Officer</i>)
Name: _____	Name: _____
Designation: _____	Designation: _____
Tel: _____ Fax: _____	Tel: _____ Fax: _____
Email: _____	Email: _____
<u>Contact Person</u> (<i>Supervisor for Programme</i>)	
Name: _____	
Designation: _____	
Tel: _____ Fax: _____	
Email: _____	

3a. JOB VACANCY - 1

Designation: _____ Department: _____

Basic Monthly Salary: _____

Job Scope:

Job Requirements:

3b. JOB VACANCY - 2

Designation: _____ Department: _____

Basic Monthly Salary: _____

Job Scope:

Job Requirements:

3c. JOB VACANCY - 3

Designation: _____ Department: _____

Basic Monthly Salary: _____

Job Scope:

Job Requirements:

4. DISCLAIMER

I hereby declare that:-

- I. All particulars given in this application form are true and complete to the best of my knowledge and given of my own free will. I expressly authorize Institute of Public Relations of Singapore (IPRS) to provide any information disclosed in this application to Singapore Workforce Development Agency (WDA) for the purpose of the WSQ Place and Train (PnT) PR Apprenticeship Programme.
- II. I understand that providing false information to the Institute of Public Relations of Singapore (IPRS) and Singapore Workforce Development Agency (WDA) is illegal and punishable by law under the Oaths and Declarations Act 2000.
- III. I understand and agree to abide by the Terms and Conditions set out in Annex A.

Acknowledged and Accepted by:

Name: _____

Designation: _____ Company Stamp: _____

Signature: _____ Date: _____

5. SURVEY

a) Where did you hear about Creative Industries Apprenticeship Scheme (CIAS) for PR Executives?

(Note: You may tick more than one box.)

- WDA's website
- IPRS' website
- Creative Industries (CI) Fair organised by WDA
- Word-of-Mouth (*E.g. Friends, Co-workers etc.*)
- Others, please specify: _____

b) Reasons for joining the programme.

Please submit all completed forms by email: admin@iprs.org.sg or fax: 6534 4691.

TERMS AND CONDITIONS

Fees Payable

- Upon registration, the employer will be required to make payment to IPRS of a registration fee of SGD\$300 to confirm the organisation's participation in the WSQ PnT Programme. The registration fee is non-refundable and will be waived for IPRS Corporate Members.
- Upon approval by WDA, the employer will be required to make payment to IPRS of the course fee of SGD\$2100. The payment will accompany the signed Letter of Undertaking (LOU).

Salary Defrayment

Employers will be entitled to a salary defrayment of up to SGD\$1,400 per month for each participant for the full seven-month WSQ PnT PR Apprenticeship Programme.

Obligations

- The employer shall execute a bond with the participating employee for a total period of seven months *after* the completion of the WSQ PnT PR Apprenticeship Programme.
- The employer shall release the participating employee for all training that is conducted by IPRS as part of the WSQ PnT Programme.
- The employer shall agree to deploy the participating employee to job roles, projects or initiatives in the organization that will provide the employee(s) with opportunities to apply the competencies that were acquired during the WSQ PnT PR Apprenticeship Programme.
- The employer shall provide IPRS and WDA with employee information for the purpose of evaluating the WSQ PnT Programme outcomes when requested for.
- The employer shall inform IPRS immediately and in writing if the participating employee leaves the employment of the organization during the duration of the WSQ PnT Programme an/or the subsequent seven-month bond period.