



**THE SINGAPORE CERTIFIED ENERGY MANAGER (SCEM)
TRAINING PROGRAMME AT PROFESSIONAL LEVEL**

APPLICATION FORM (SCEM PROGRAMME)

SSG Training Grant (SCEM Programme)

The applicant who signs up for the full SCEM Training Programme at Professional Level is eligible for the SSG Training Grant if:

Applicant is

- An employed Singaporean or Singapore Permanent Resident.
- Has a relevant degree in engineering or science.
- Shall not receive any other funding from government sources for the same SCEM Programme before.

Conditions for applicants with SSG Training Grant

Applicant must

1. Achieve at least 75% class attendance and pass the module's examinations.
2. Register SCEM exam with IES ACADEMY as follow:
 - 2.1 Module completed between 16 January and 15 July -
SCEM Exam to take is during August to September in the same year
 - 2.2 Module completed between 16 July and 15 January -
SCEM Exam to take is during February to March in the same year
3. Submit a post-survey created by TRAQOM after each module is attended.

If any of the above is not fulfilled, applicant could be considered that the module is not successfully completed, and applicant will have to pay back the funded amount to IES Academy within one month.

PROGRAMME: Singapore Certified Energy Manager SCEM			
	Self-funded		Company Sponsor
			Enhanced Training Support for SMEs
	*Singapore Citizens	Singapore PRs	
PMET	Up to 50% of course fees	Up to 50% of course fees	Up to 70% of course fees
Non - PMET			
SCs aged ≥ 40 years old	Up to 70% of course fees	NA	

Scenario 1 - Self-funded - 1 module (EME) we use 50% grants as an example			
Course Price	Pay Nett price after granting before class starts	If the result is failed you need to pay back the funded amount within one month	
\$ 972.00	\$450.00(50%) + \$72 (8%GST) = \$522 Nett fee	\$450.00	

Invoice (Nett fee)

*Course fee (without GST - Grant+ GST(7% of the course fee) = Nett fee



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Instructions to Applicant for SSG grant application

- All fields are mandatory.
- Completed forms and supporting documents must be sent through email to jesline.yue@iesnet.org.sg
- Notification on the status of the SSG grant application will be emailed within 2 weeks of the grant application. Successful applicants need to pay the **nett amount (incl. GST) upfront**, for the SCEM Training Programme, per module before attending the 1st day of class.
- Cheque payment should be crossed and payable to 'IES Academy Pte Ltd'.
- The faxed application will not be accepted
- The application form must be signed by the applicant.

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* All fields are mandatory

MODULES

* Tick the 2 elective modules that the applicant is applying for

<p><u>Core Modules:</u></p> <ul style="list-style-type: none"> - Motor Driven Systems - Energy Management and Economics - Air-Conditioning and Mechanical Ventilation Systems - Energy Measurement and Audit <p><u>*Elective Modules:</u></p> <ul style="list-style-type: none"> - Steam and Compressed Air Systems - Combined Heat and Power Systems - Energy Recovery and Reuse - Building Envelope & Lighting Systems 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>All dates will be confirmed with the applicant after successful course enrolment</p>
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*If applying for SSG funding Tick the box

Apply SSG Funding for all Modules

Company UEN number

Individual

PARTICULAR OF PROGRAMME CANDIDATE

Full Name (Name as in NRIC):

NRIC No: Date of Birth:

Gender: Marital Status: Professional Engineer No.

Nationality:
Others:

Home Address: Postal Code:

Contact No: (Hp) (Tel) (Fax)

E-mail Address:



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CONTACT PERSON PARTICULARS (if different from above)

Full Name (Name as in NRIC):

Designation: E-mail Address:

Contact No: (Hp) (Tel) (Fax)

QUALIFICATION RECORDS

Highest Qualification

Title of Qualification:

Institution issuing qualification: Country:

Year Obtained: Full Time Part Time

CURRENT EMPLOYMENT

Company Name: (Full Name)

Address: Postal Code:

Contact No: (Main Line) (Fax)

Website:

Designation: Department:

Employment Year: Years of relevant experience:

PAYMENT DETAILS

- Exam fees charged separately at \$80.00 per module (excluding GST).

Payment Method:

- Invoice company (Attn:)
- Invoice applicant



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DECLARATION BY APPLICANT

- a) I hereby declare that all information and particulars provided in this form are true, complete, and accurate; and that I have not withheld or distorted any information or particulars. I understand that the application will be disqualified if any information given is found to be untrue and any fees paid will be forfeited.
- b) I declare that I meet the eligibility requirement and shall abide by the conditions.
- c) I accept that the application for the SSG training grant is subject to approval.
- d) I agree that IES Academy reserves the right to revoke or claw back the training grant if I fail to meet any of the funding conditions before, during, or after the completion of the program.
- e) I accept that I have to abide by the schedule given by IES Academy and attain a minimum of 75% attendance for all modules

I have been briefed and agree with the above. If I am unable to pass the module, I am aware that I will not be funded by SSG. I will ensure my company or I will pay ***IES ACADEMY PTE LTD*** the course organizer. The SSG funded amount within 2 weeks of the result release or I will undertake to pay IES Academy the SSG funded amount. For lateness in payment, I agreed with IES Academy to reserve the right to take any legal means to claim back the balance payment and I will pay for the expenses incurred.

TERMS AND CONDITIONS

- The applicant is required to attend the modules with IES Academy on the scheduled dates.
- The applicant is responsible to complete the SCEM program (all 6 modules) and passing all the modules' exam within the program validity period (currently 36 months) if he/she wish to be SCEM certified or be an energy manager.
- The applicant is responsible to ensure he/she met the criteria to register for SCEM Registry if he/she wishes to be an energy manager.
- IES Academy reserves the right to accept or reject the application based on the required criterion.
- Confirmation of the course for each module will be given 7 days before the commencement date via email. If you do not receive the said confirmation email, you are required to contact IESA general admin immediately at 64639211 (office).
- IES Academy reserves the right to change the program venue, cancel or reschedule the program if necessary or warranted by circumstances beyond our control.
- If applicants are unable to attend the course and would like to reschedule, a written notice (e-mail) shall be given **at least 4 weeks** before the module commencement date. An administrative fee of \$107 is chargeable if the notice is received by IES Academy **less than 4 weeks but more than 2 weeks** before the module commencement date. An administrative fee of \$214 is chargeable if the notice is received by IES Academy **less than 2 weeks but more than 1 week** before the module commencement date. No rescheduling if less than one week's notice unless there is a valid reason with documentary evidence.
- There will be a charge of **\$267.50** for any withdrawal SCEM Programme.

Signature of Applicant: _____

Name of Applicant: _____

Date: _____

Company Stamp(If sponsored): _____

- Note 1) Faxed application is not accepted.**
- 2) Application Form must be signed by the candidate.**

Note:

- Please email all completed documents and supporting documents to jesline.vue@iesnet.org.sg.