



22 March 2023

Attn: LI TING

CTC GLOBAL PTE. LTD.

#02-01 SIME DARBY BUSINESS CENTRE SINGAPORE

315 ALEXANDRA ROAD

159944

**COMMUNICATE AND RELATE EFFECTIVELY AT THE WORKPLACE (ES-IP-101G-1)
(SYNCHRONOUS E-LEARNING)**

SkillsConnect Reference Code:

TPGateway Course Reference Number: TGS-2011500853

Course Training Duration: 16.0

Funding Grant Hours: 16

Dear Sir/Madam,

We are pleased to confirm your application for your employee/s to attend the above-mentioned course.

For courses conducted virtually online, you will find the step-by-step [here](#) .

Meeting ID : 91698590866

Meeting Password : vuSFPz3b&0

Zoom Meeting*: <https://ntuclearninghub.zoom.us/j/91698590866?pwd=Ry9vUzZPYXRhQmRmRjV0NjRjQ2tSdz09>

*This link is only accessible on the day of the course.

Details of the course are as follows:

Participant's Name :

LIM YEN KAI

CHAN TING HUI

KELVIN KONG KANG WEI

WONG JUN HUI, DARREN

Batch Id: VLC-CREW-23-0650

Dates: 03 Apr 2023 - 04 Apr 2023

Sessions: Mon to Fri (9.30am - 6.30pm) lunch time from 1.30pm to 2.30pm

Time: 09:00 - 18:00

Training Venue: VIRTUAL

Room:

Reminder:

For courses with course run start date before 1 November 2020

Companies are required to continue to submit training grant applications via SkillsConnect 30 days before the course start date, and no later than 30 days after course start date until 30 November 2020.

For courses with course run start date on or after 1 November 2020

Your employee's enrolment, attendance and assessment records will be submitted by NTUC LearningHub in Training Partners Gateway from 12 October 2020. Thereafter, you will receive an email notification to log into Enterprise Portal for Jobs & Skills (EPJS) to declare necessary information for AP funding.

Additional Information on Virtual Learning Class

Please note that VLC session will be recorded for audit purpose. NTUC Learninghub takes all the necessary steps to ensure confidentiality and security of your data.

Our full privacy statement is available at

<https://www.ntuclearninghub.com/personal-data-and-privacy-statement>

Dress Etiquette for a VLC Session

Trainee is required to be properly attired throughout the VLC session, with the camera always enabled during the class.

On Facebook

1. How to prepare for VLC lessons:

<https://www.facebook.com/ntuclearninghub/posts/3335737289824102>

2. Tips On VLC Etiquette:

<https://www.facebook.com/ntuclearninghub/posts/3432107190187111>

3. How to prepare and do well for online assessments:

<https://www.facebook.com/ntuclearninghub/posts/3492824330782063>

An interactive guide

You can also access this SITE for an interactive session on how to set up your Zoom account and for troubleshooting.

Important Notes:

NTUC LearningHub Pte. Ltd.
TEL 65 6336 5482
FAX 65 6486 7824
www.ntuclearninghub.com

1. Be punctual. Latecomers will be barred from the class and/or examination.
2. Bring along your ID (NRIC / Work permit / Passport / IPA), this confirmation letter or your receipt for verification on the first day of class.
3. Unauthorised copying and distribution of software is illegal, action can be taken against anyone who infringes the copyright law.
4. For Workplace Safety and Health Courses:
 - a. The following is required to be eligible for examination
 - i) 100% attendance for workers' level courses and / or;
 - ii) at least 80% attendance for supervisory courses and / or;
 - iii) at least 75% attendance for other Workplace Safety courses.
 - b. Participants must wear Personal Protective Equipment (PPE) like proper working attire and bring safety shoes during practical sessions.
 - c. Only safety harness, gloves and helmet will be provided during the training.
5. For company-sponsored trainees, please note that the company will be charged full course fee in the event if:
 - a. Participant(s) do not achieve the minimum attendance required
 - b. Participant(s) fails the exam (for exam-based courses)
6. You may refer to <https://www.ntuclearninghub.com/contact-us/faq/general-matters/> for more details on administrative matters.

Please do not hesitate to contact

- 1) VLC Support : VLCSupport@ntuclearninghub.com
- 2) Veronica Tay Hui Min or veronica.tay@ntuclearninghub.com

should you require further assistance.

Once again, we thank you for entrusting NTUC LearningHub with your employees' training needs.

Yours Sincerely,
Nurliyana Binte Sardali
Senior Customer Relations Officer

This is a computer-generated document. No signature is required.