

**MICROSOFT UNLIMITED POTENTIAL  
PROFESSIONAL CERTIFICATION EXAMINATION GRANT  
FOR PEOPLE WITH DISABILITIES**

**APPLICATION PACKAGE**

**1. Objectives**

The Microsoft Certification Examination Grant is setup with the objective to enable people with disabilities (PWDs) from low income family to take Microsoft certification examination so as to enhance their employment opportunities in IT related work.

**2. Grant Details**

- 2.1 The grant will fund 100% of the examination fee capped at S\$300 per trainee per year. Please refer to Annex 1 for a list of approved certification examinations.
- 2.2 The Grant will release the fees according to the course schedule/module and payment will cease if the trainee fails any of the course module examinations.
- 2.3 The Microsoft Scholarship and Certification Training Grant Review Panel reserves the right to revoke any Grant awarded if the progress, performance and behaviour of the trainee is considered unsatisfactory.
- 2.4 Standard Microsoft Certification Examinations to be funded include:
  - Microsoft Office Specialists (MOS) / Microsoft Certified Application Specialist (MCAS)
  - Internet and Computing Core Certification (IC3)
  - International Computer Driving Licence (ICDL)

### **3. Eligibility Criteria**

Applicants must satisfy the following conditions:

- must be a Singapore citizen or permanent resident
- have a permanent disability (medical certification is required)
- satisfy the admission criteria of the Microsoft Certification Examination listed in Annex 1
- have a capita household income of S\$700 or less based on means testing

### **4. Instructions for completion of application**

- 4.1 Please complete all sections of the application form by writing or typing in BLOCK LETTERS.
- 4.2 Certified true copies of citizenship status, educational certificates and transcripts, testimonials, medical report and other relevant documents must attached to application
- 4.3 Any misrepresentation of information or wilful suppression of material facts will lead to disqualification of the application and if awarded, to termination of the grant.
- 4.4 All applications are subject to the evaluation and approval of the Microsoft Scholarship and Certification Training Grant Review Panel. Application that is incomplete or lack of documentary proof will not be entertained.
- 4.5 All documents submitted in support of your application will not be returned to you.
- 4.6 IA Centre and Microsoft Singapore shall not enter into correspondence with applicants on the reasons for non-selection of applicant.
- 4.7 Please submit application and all necessary required documents to:

**Infocomm Accessibility Centre  
2 Peng Nguan Street  
SPD Ability Centre  
Singapore 168955**

**Microsoft Unlimited Potential Certification Training Grant  
Certification Examinations**

**Approved Examinations**

Certification	Course Description	Number of Modules Course Duration Fee	Requirements for Attainment
Microsoft Office Specialist (MOS)/ Microsoft Certified Applications Specialist (MCAS)	<p>The MOS/MCAS certification programme is a performance-based certification programme approved by Microsoft to validate desktop computer skills in these Microsoft Office desktop productivity programmes.</p> <p>Upon completion of three core modules (Word Expert, Excel Expert, PowerPoint) and one elective (either Access or Outlook), candidates will attain the Microsoft Office Specialist Master certification.</p>	<p>MOS – 7 modules</p> <p>MCAS - 6 modules</p>	<p>Passing any one of seven modules in the MOS certification program</p> <p>Passing three core modules and one elective module to attain MOS Master</p>
Internet and Computing Core Certification (IC3)	<p>The Internet and Computing Core Certification (IC<sup>3</sup>) programme is the world's first validated, standards-based training and certification programme for basic computing and Internet knowledge and skills.</p>	3 modules	Passing three modules in IC <sup>3</sup> programme
International Computer Driving Licence (ICDL)	<p>International Computer Driving License (ICDL) is an internationally recognised credential in 140 countries with over 5.5 million participants. The ICDL has been designated as the world's largest vendor-neutral end-user computer skills certification.</p>	7 modules	Passing seven modules in ICDL programme



## APPLICATION FOR THE MICROSOFT CERTIFICATION EXAMINATION GRANT FOR IA CENTRE TRAINEES

### PERSONAL PARTICULARS

Name (As in NRIC)				
Date of Birth	NRIC No.	Gender: F / M	Marital Status	Citizenship
Email Address			Contact No. Mobile: Home:	
Address				

### FAMILY PARTICULARS

Name	Relationship	Date of Birth	I/C No.	Occupation	Gross Salary
1.					
2.					
3.					
4.					
5.					

### QUALIFICATIONS

Highest qualification attained:	
From:	To:
Highest qualification attained:	
From:	To:
Highest qualification attained:	
From:	To:
Highest qualification attained:	
From:	To:

### DETAILS OF TRAINING COURSE

Name of Training Course:	_____
Date of Training:	_____
Course Fee (incl of GST):	_____

<b>OTHER INFORMATION</b>	
Language Spoken: Language Written:	
About Yourself	
Nature of Disability (Please provide details on the nature of your disability, diagnosis from doctor and attach relevant medical report)	
Have you been convicted in a court of law in any country?	Yes / No *
Do you have any pending court case or police investigation?	Yes / No *
Have you been or are you under any financial embarrassment, i.e., (a) an un discharged bankrupt, (b) a judgement debtor, (c) have unsecured debts and liabilities of more than 3 months of last drawn pay, (d) have signed a promissory note or an acknowledgement of indebtedness?	Yes / No *
If your answer to the above questions is 'Yes', please provide details.	

**DECLARATION**

I declare that all the particulars in this application are true to the best of my knowledge and belief, and I have not wilfully suppressed any material fact. I acknowledge that I will be disqualified, or if accepted, my scholarship will be terminated without notice if any particulars are found to be untrue or material facts have been wilfully suppressed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*\* Please delete accordingly*

<b>FOR OFFICIAL USE ONLY</b>	
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Amount Approved: S\$ _____	