

## Assessment-Only Pathway (AOP) Application Form

Personal Particulars			
ID No:		ID Type:	NRIC / FIN / Others: (Please delete accordingly)
Name (underline surname):			
Date of Birth (dd/mm/yyyy):		Contact No:	
Email Address:			
Assessment Application			
Assessment Fees Payable*:  <i>* Rate subject to change</i>	<input type="checkbox"/> Incident Response (Handle Security Incidents and Services) - <b>\$128.50</b> <input type="checkbox"/> Guard and Patrol (Provide Guard and Patrol Services) - <b>\$128.50</b> <input type="checkbox"/> Threat Observation (Recognise Terrorist Threats) - <b>\$128.50</b> <input type="checkbox"/> Guard and Patrol (Supervise Security Officers) - <b>\$210</b> <input type="checkbox"/> Information Collection (Perform Investigation Activities in Compliance with Legal Requirements) - <b>\$210</b>		
Declaration			
Candidate's Signature / Date:	<input type="checkbox"/> I have read and agree to the POLWEL Privacy Policy at <a href="https://polwel.org.sg/privacy-policy">https://polwel.org.sg/privacy-policy</a> and hereby give my consent to collect, use and disclose my personal data for the purposes of my application for AOP assessment.  <input type="checkbox"/> I declare that the information provided by me in relation to this course are true and correct to the best of my knowledge and that I have not wilfully suppressed any material fact. I accept that if any of the information given by me is in any way false or incorrect may result in my application being rejected.  <input type="checkbox"/> I also acknowledge that the above information provided, and my assessment result will be disclosed to the authorities for licensing and record purpose.		
For POLWEL AAO Use Only			
Accepted By:		Received Date:	
Receipt No.:		Total Amount:	
Briefing Date:		Briefing Location:	
Assessment Date:		Assessment Location:	

## **Assessment-Only Pathway (AOP) Information Sheet**

- 1 AOP is currently available for the following Technical Skills and Competency (TSC) course titles:
  - 1.1 Incident Response (Handle Security Incidents and Services)
  - 1.2 Guard and Patrol (Provide Guard and Patrol Services)
  - 1.3 Threat Observation (Recognise Terrorist Threats)
  - 1.4 Guard and Patrol (Supervise Security Officers)
  - 1.5 Information Collection (Perform Investigation Activities in Compliance with Legal Requirements)

### **Supporting documents to be produced**

- 2 Prior to the registration for AOP assessment, the candidate is required to seek written approval from Police Licensing Regulatory Department (PLRD) to be assessed via AOP and to submit the relevant documentation to POLWEL AAO.

### **Application process**

- 3 Candidate may visit POLWEL AAO office (as follow) to submit the duly-completed Application Form and Self- Assessment Checklist, to be accompanied with the relevant approval document from PLRD.

POLWEL Co-operative Society Limited  
Approved Assessment Organisation  
175A Bencoolen Street, #12-10 Burlington Square, Singapore 189650  
Mondays to Fridays, 9am to 12noon or 2pm to 6pm - except Public Holidays

- 4 Assessment will only proceed with the relevant supporting document submitted, candidate fulfilling the minimum requirements of the Self-Assessment Checklist and upon full payment of the assessment. Payment can be made by NETS at POLWEL AAO office or via electronic banking.

### **Conduct of assessment**

- 5 Assessment will be conducted within 10 working days from the acceptance of application. Once the assessment date and time are confirmed, POLWEL AAO will not permit further change.
- 6 The assessment will be conducted at a suitable venue as determined by POLWEL AAO. Candidate will be notified of the venue, date and time of assessment via email.
- 7 Assessment fees paid are non-refundable. If the candidate is absent on the day of assessment due to exceptional circumstances (such as medical reasons), candidate shall submit the relevant supporting documents for POLWEL AAO's considerations to reschedule the assessment date.

## Appeal

- 8 Candidate will only be certified 'Competent' if he meets the assessment requirements of **ALL** the Role Plays and Oral Questions of the Technical Skills and Competence (TSC).
- 9 If the Candidate is assessed to be 'Not Yet Competent', he has the right to appeal for review of the assessment decision. The Candidate should notify the Assessor should he wish to appeal and the Assessor will then enter the intention in the Feedback section of the Assessment Summary Record.
- 10 Candidate must lodge the appeal in writing on a prescribed Appeal Form, giving reasons for the appeal within 7 working days with the appeal fee of \$60/- from the date of assessment. The Appeal Form will be available upon request via email to [aao\\_aop@polwel.org.sg](mailto:aao_aop@polwel.org.sg). Submission of the form will only be accepted via mail or hand-delivery, and payment for the appeal fee can only be made via NETS at POLWEL AAO office or electronic banking.