4.1 Apply for Training Grant by Company

Companies may apply for training grants (course fee and/or absentee payroll) from WDA for their employees who attend WDA's pre-approved courses to defray their cost of training.

These pre-approved courses (full fee or nett fee type) are conducted by training organisations/ companies conducting courses in-house, registered in the SkillsConnect system.

All applications for training grant funding will be subjected to WDA's Terms and Conditions for award of training grant.

The training grant applications must be submitted **no later than 30 days after course start date**. Otherwise, the application will be automatically rejected.

Please also ensure that your GIRO account is verified by WDA before you apply for training grant. Otherwise, you will not be able to proceed with this transaction.

To apply for training grant, please follow the following steps:

- 1. For an overview of applying for training grant, click <u>here</u>.
- 2. Go to the SkillsConnect system website at http://www.skillsconnect.gov.sg
- 3. Click the SingPass icon to login via **SingPass**.

4. The system will display the SingPass login page.

SingPass	Singapore Personal Access
Secure	Terms of Use EAQs Help About
Nelcome	Service
	Security Advisory
SingPass is a common passw	ord that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.
Please click <u>here</u> for tips on o	nline security. You may also find useful guides on how to safeguard your online security an ier cyber security related information at <u>www.gosafeonline.sg</u> .
Click he	re to view more details about New SingPass Security Enhancements.
SingPass ID	(Enter your Identification Number)
SingPass	(8-24 characters, CASE-SENSITIVE)
	Submit Cancel Change SingPass
	By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.

- 5. Enter your NRIC number as your SingPass ID if you are Singaporean. For Permanent Resident, enter the CPF account or FIN number as your SingPass ID. Note that all Employment Pass holders can apply for SingPass.
- 6. Enter your SingPass.
- 7. Click the "**Submit**" button.

8. The system will display the Profile Summary page.

	Singapore Governmen Integrity - Service - Excellence
a allow	Web Portal Profile Summary Logour
Profile Summary	
	You may apply for new organisation profile by clicking "New Application
Welcome SXXXX099C	Hew Application
Velocitio, statutosso	You may check for status of new profile application/existing application by clicking 'Application Listing'
	Application Listing
Please ensure that your organisation and course profiles are always Please do not open multiple tab or multiple window while using Skills Please do not use the back button of the browser while using Skills Select one of the following profiles to continue.	updated with the latest information. sConnect system. Connect system.
Individual Profile(s)	Organisation Profile(s) For existing users, please select the relevant profile below for access into Skills/Connect.
Trainee	Participating Company
Apply CQA / CQA Status Enquiry	Tasty cupcakes
Update Profile	Headquarter
View Achievement	
Print Transcript	

- 9. Click the "Participating Company" button.
- 10. The system will display the inbox of your account. At the left menu panel, click the "**Create Application**" button under the Training Grant Menu.



11. The system will display the Terms and Conditions page.

ERM	IS & CONDITIONS
	SkillsConnect General Terms and Conditions
\$.	Contract
11.	Your use of SkillsConrect, any transactions you conduct with WDA via SkillsConnect, and your acceptance and use of any right or benefit granted by WDA (including without limitation any accedution or other recognition conterned by WDA and/or funding from VRA) shall be governed by freese General Terms and Conditions, the Terms of Use driftp Twww skillsconrect gov spiwebiguestitermsCollGenzori, Privacy Datement (http://www.skillsconrect.gov.sp/webiguestitermsCollGenzori, Privacy Datement) and any applicable Specific Terms and Condition (http://www.skillsconrect.gov.sp/webiguestitermsCollGenzori)
12	These General Terms and Conditions, the Terms of Use and Privacy Statement, and the applicable Specific Terms and Conditions and Guidekres complitute a contract between you and WDA (the "Contract"). Any conflict among the provisions of these documents shull be resolved in the following order of priority: (a) these General Terms and Conditions; (b) the applicable Guidekres, and (d) the Terms of Use and Privacy Statement.
1.2	WDA may arrend the Contract from time to time. You are bound by the latest version of the Contract lound on SkillsConnect or on the web pages of the WDA web site (http://www.wda.gov.og).
2.	Definitions

12. Read the Terms and Conditions carefully and select the appropriate option button. If you have selected the "**Yes, we accept the above Terms and Conditions**" option, then click on the "**Proceed**" button.

13. The system will display the Company Information page.

1. Term & Conditions				
	2. Company Information 3. Online Form	4. Confirmation		
			and a second	
Please update	our organisation profile at the "Orga	Tasty Cuncakes	formation displayed is incorre	ect or has changed.
Agiling Address		Plack/Puilding Number		
iuming Autors		Builting Name		
		Street Name	- Narina Bau	
		Elect Number	manna bay	
		Postal Code	875987	
Calendary and		A37282A5	el e	
av		-		
mail				
MF Flan		Ves		
lature of Rusiness		Manufacturing		
Tain Business Activity		Baking		
)wnershin		Wholly Local		
otal Employment		100		
noual training budget	as a percentage of company payroll	-%		
ixed Asset Investmen	t (at net book value)	S\$ -		
Iranch Information				
Branch Name	Tasty Cupci	ikes		
	a design of the second second second	•		
iranch Authorised	Administration Information	tan name or at a second second second		
Role Name	Identification Type	Identification Number	Des	signation

14. Click the "Next" button.

15. The system will display the Search Courses page.

raining Organisation Name	Wonder Training Org	anisation			
ourse Title					
ourse Code					
rea of Training	[select]	[select]			
ayment Type	[select]				
ourse Start Date					
ourse starcoute	From	To O		ack Search	Canc
Search results	From S	Total Training	Total Cost of Training	Back Search	Reference
Search results Training Organisation Name Organisation	From Solution Course Title	Total Training Duration (hrs) 14.00	Total Cost of Training Per Trainee (SS) 300.00	Back Search For More Course Information Statement of Attainment	Cance Reference Number CRS-Q- 0003274-E5

- 16. Enter the search criteria for the course (that you wish to apply for training grant). Click the "**Search**" button. For better search results, search using key words using both Training Organisation Name and Course Title.
- 17. Select the radio button of the course that you wish to apply for training grant and click the "**Select**" button.

18. The system will display the Course page.

Create Training Grant Application		
1. Term & Conditions 2. Company Information 3. Optime	Form 4. Continuation	
1. Guerre 2. Trainee Details 3. Supporting Documen	4. Company Declaration	
Course Information		
Additional Information	View Course Details	
Registration Type	Other Unique Establishments (UENO)	
Organisation Registration Number	TDEGEDOOBH	
Training Organisation name	Civil Service College	
Course Reference Number	CR5-Q-0004400-ES	
Course Title	Communication and Relationship Management - Operations Level	
Location of Training		
Fee Type	P Nettfee F .Fez	
Course Start Date *	20.Jun 2013	
Course End Date *	21 Jun 2013	
Language Medium Provided *	Englist *	
Number of Training Days	2	
Course Duration Components	Description Classroom Training Hours	1600 Huurs
Total duration in hours per trainee		16.00
Course Fee Components	Description	Cost SS
	Course lee per trainee (excluding GST)	300.00
Total cost of training per trainee		200.00
Disbursement Schedule per trainee	Tranche DisburgementCondition	
Please declare the following: Is the course relevant to the Trainsofs/current role and in line	with the business needs of the Applicant company?	
	(whith the communities of the paper carry company)	- THE R.
is your company applying for Absorbes payroll funding 7(NII)	Government agencies or private entities held under a government age	incy whose expenditure in
Please click "No" If you are a Government Agency or private o	payroll funding, Please click. No. It applicable) millies beld under a government agency.	- 788 R.
We declare that we will make the mandatory absentee payro	Il top-up portion to our employee if training is conducted OUT SIDE wor	king hours within 1 calendar
month from receipt of the approved claim funding.		
Note:	to many source and the second share that a source their another source to be a second source of the second so	
(b) Strongerten can claim absenten payter undingto denay b (b) No absenten second kontenetier on the adviserier Absent	as neveral forwards and the american an improvement of the training AFTER work in a bound	The abarentage opported function is a started
(90 10 or 80 25) between the government and the employe	and it is to be paid to the employee via the employee.	rus ananana baharana Matanana Marina at ananan
(c) If you have not provided WDA with your GIRO account infor to WDA for ventication. <u>Download GIRO Form</u>	mation or if you have changed your GIRO account, please download the GIRO	form by clicking on the link provided and submit
Terms ensure that you have a valid 2000 survey to dollarse all	served served fortilities	
Cattley Manapart	1315-012-5122090X-1 at	\sim
		Siren Back Next Cancel

- 19. Enter all necessary fields. Please note that mandatory fields are indicated by the red asterisk (*).
- 20. Select the "**Course Start Date**" and "**Course End Date**" from the calendar pop-up. Note: All applications must be submitted between the period of 180 days before course start date and 30 days after course start date. Any application submitted outside of this time period will be rejected.
- 21. The "**Course Duration Components**" (e.g. classroom hours, assessment hours, etc) are pre-populated. Amend the values if required.
- 22. The "**Course Fee Components**" (e.g. course fees, assessment fees, etc) are prepopulated. Amend the values if required.
- 23. With effect from 1 April 2009, government entities are not eligible for Absentee Payroll funding. This includes private entities held under a government agency whose expenditure on manpower is partially government funded.

- 24. Read through the declaration and select either the "**Yes**" or "**No**" radio button depending on whether your company is applying for absentee payroll funding.
- 25. Select either the "**Yes**" or "**No**" radio button to the declaration that you will make the mandatory absentee payroll top-up portion to your employee if training is conducted outside working hours within 1 calendar month from receipt of approved claim funding.
- 26. If the GIRO Number is valid, then click the checkbox and the "**Next**" button. (Note: If the GIRO is invalid, please download and re-submit a copy of the GIRO form to WDA. At the same time, update the GIRO number in your organisation profile.)
- 27. Click the "**Next**" button.
- 28. The system will display the Trainee Details page.



- 29. Choose to "**Upload Trainee Details**" in a CSV file format or individually key in their particulars under "**Add Trainee to List**". (For upload details, please click <u>here</u> to upload trainee details in CSV file format; for manual inputs, please click <u>here</u> to enter trainee's details individually.)
- 30. The system will display the List of Trainee Information.

	2. Corepany Informatio	3. Onle	Poten & Confirmat				
		utilities Decision	and a Company Da				
							Oranitaad Insure temple
of Trainee Inf	formation tier stier the trainer part	istan diech	into the Transitio Grant A	splicalist by skilling on the 'Add	Topinee to Unit option or to up	ploading a propert list of trainer	parknulars to extending the Upload
nee Details' option	Ε.			E 11 17			
ile tote Tal Ta m	animum number of train	was for said:	Names grant apprication	or dam aubmission is 60. Phile	sa spit your submission sho	old this tix exceeded. Please click	here for further instructions to process
use the Upload Tra	inee Details' option, you	would first ne	ed to prepare your traine	e details uning the Download Tr	since Template'		
use the Upload Th tai Number of T	ines Details' option, you Trainees = 1	would first ne	ed in prepare your traine	e detaile uning the Download Tr	uner Templatel		
use the Upload Tri tal Number of T	ener Detaily option, you Trainees = 1	would first ne	ed to prepare your traine	e details uning the 'Download Tr Oneentor ga	stneer Templiate'	Encelonal Quelification	Evenaptation
al Number of T	iner Dritely option, you Trainees = 1 Entropy	would first ne	odito prepare your insine	e details uning the Download Tr Reconstruction Singapore Ottats	sinee Terrylate' Type of Foundary Normal	Total and the Constitutions Automatics Departure	Expression General Workers and Linesided Workers
al Number of T	iner Detaile option, you Trainees = 1 Entrition	usuid fini ne	ed in prepare your indre Name of Trainee	e details uning the Download Tr Annen and Staggers Chart	unee Template Tropp of Funding Normal	Encommunic Production Replaces Dynamic	Description General Horizon and Linesided Workson

31. Click the radio button to select the trainees whom you are applying for the training grant and click the "**Next**" button.

32. The system will display Upload Supporting Document page.

Upload Supporting D	ocument		
1. Term & Conditions 2. 0	SIRO Verification 7, 0	line Form 4. Confirma	ion J
1. Caures Internation	2. Trainee Details 3. Trai	nee Declaration 4. Am	unt Calm 5. Supporting Desument 6 Royment Cetals
Please be advised that you sh	ould only upload pdf or sip fi	es for your supporting doc	amenta.
Each the to be updated should the file acceds the vecomm -split the file into separate do For example if your document - pt the document up. Please be advised that you will	no not exceed a Me. ended size of 5 MB, you coul currents has 20 pages, you could sa Il experience slowness whe	d follow the balow recomm w it into 2 separate docum o uploading non-pdf files a	endations to reduce the file size. Ents, the first document containing the first 10 pages while the second document contains the next 10 pages at will take substantial time for conversion. Hence, please upload only pdf files.
File Name -	1		Browse
Tide *			
Type *	[select]	-	
Classification *	[select]		
Description *			2
Version *	Ċ	- 13	
Uptond			Save Back Read

- 33. To upload any supporting documents, please click here for details.
- 34. Click the "Next" button.
- 35. The system will display the "Company Declaration" questions.

Create Training Grant Application		
1. Terrs & Conditions 2. Gompany Information 2. Online Form 4. Continuation		
1. Course 2. That new Details 2. Supporting Documents 2. Company Declare Son		
Please declare the following: Are the trainsest direct employees on your company's payroll?"		
f No, please clarify: or sub-contract employees, please select "No" and indicate NA in the remarks column. Another declaration question will be triggered after you have selected the response to the third question.		
tre the trainees fully sponsored financially by your company?		
rno, prease ciarity.	-	
tas your company applied for any form of financial support for this particular training course from other funds apart from WDA?		
l Yes, pisase clarity.	N N	
Application Submission Remarks	4	
	Saw Back Hox	Capes

- 36. Select either the "**Yes**" or "**No**" radio button for each question. Depending on your selection, you may have to enter your remarks in the textbox provided.
- 37. If you want to save the draft for submission later, click the "**Save**" button. All information entered can be retrieved later. Please note that saving as draft does not equate to a submission. Otherwise click the "**Next**" button to proceed.

38. The system will display the Confirmation page.

Create Training Grant Application

1. Term & Cond	itions _2. Co	mpany	Information	3. Onlin	e Form	4. Confirma	tion	
	_/							
Company Infor	mation							
Organisation			Tasty Cupcakes					
Mailing Address	Mailing Address		Block/Building Numb	er 1	.62			
			Building Name	-				
			Street Name	F	BUKIT MERAH CEN	TRAL		
			Floor Number-Unit N	umber 4	#01-44			
			Postal Code	1	50162			
Telephone			96803325	-	50102			
Fax			-					
Email			-					
SME Flag			Yes					
Nature of Business			2					
Main Business Activity			Food and Beverage					
Ownersnip Total Employment			Wholly Local 10 5.0%					
Annual training budget payroll	as a percentage of co	mpany						
Fixed Asset Investment	t (at net book value)		S\$ 10,000.00					
Branch Information								
Branch Name	Tasty	/ Cupcake	S					
	Bloc	k/Building	g Number	Bu	ildingName	St	reet Name	
Branch Location	162			-		BL	JKIT MERAH (NTRAL
	#01-	r Number -44	-Unit Number	Po: 150	otal Code			
Branch Authorised Adm	ninistration Informatio	on						
Role	Name	Identi	fication Type	Identific	ation Number	Desig	nation	
Management Rep	XU LEI	NRIC		S856382	0F	CEO		

Course Info

Registration Type Organisation Registration Number Training Organisation name Course Title Location of Training Country Project Code - Project Name Fee Type Course Start Date Course End Date Language Medium Provided Number of Training Days	Other Unique Establishments (UENO) T08GB1109H ABC Training School Problem Solving and Decision Making - Operatio Level. - - Nett Fee 20 Jun 2013 21 Jun 2013 English 2	ns
Course Duration Components	Description Ho	ours
	Classroom Training Hours 16	5.00
Total duration in hours per trainee	16	5.00
Course Fee Components	Description C	ost S\$)
	Course fee per trainee (excluding GST) 30	0.00
Total cost of training per trainee Please declare the following :	30	0.00
Is the course relevant to the Trainee(s) current role and in line with the busines	s needs of the Applicant company?	Yes

Is your company applying for Absentee payroll funding ? (NB: Government agencies or private entities held under a government agency whose expenditure on manpower is government funded do not qualify for absentee payroll funding. Please Yes click "No" if applicable.)

We declare that we will make the mandatory absentee payroll top-up portion to our employee if training is conducted OUTSIDE γ_{Ves} working hours within 1 calendar month from receipt of the approved claim funding.

Note:

- (a) Companies can claim absentee payroll funding to defray the manpower costs incurred when they send their employees for training.
- (b) No absentee payroll funding for on-the-job training. Absentee payroll top-up by employer is mandatory for training AFTER working hours. The absentee payroll funding is co-shared (90:10 or 80:20) between the government and the employer and it is to be paid to the employee via the employer.

Trainee Details

S/N	NRIC/UIN	Name of Trainee	Citizenship	Type of Funding	Educational Qualification	Designation
1	S1433288E	Josephine Lau	Singapore Citizen	Normal	'A' Level or equivalent	Supervisors and Technicians
2	S8877105E	Tan Soo Ling	Singapore Citizen	Normal	'N' Level or equivalent	General Workers and Unskilled Workers
3	S7946491I	Woo Richard	Permanent Resident of Singapore	Normal	'O' Level or equivalent	Production/Admin Support Staff
4	S7456206A	Lin Amy	Permanent Resident of Singapore	Normal	'O' Level or equivalent	Production/Admin Support Staff

Company Declaration

View Supporting Documents		
Application Submission Remarks	-	
Has your company applied for any form of financial support for this particular training course from other funds apart from WDA? If Yes, please clarify :	No -	
Are the trainees fully sponsored financially by your company? If No, please clarify :	Yes -	
If No, please clarify : For sub-contract employees, please select "No" and indicate NA in the remarks column. Another declaration question will be triggered after you have selected the response to the third question.		
Please declare the following : Are the trainees direct employees on your company's payroll?	Yes	

DECLARATION

We declare that the information stated in this training grant application and the accompanying information are true and correct and the expenses incurred have been paid by us for the approved training course and that apart from this application, no other applications have been made for these expenses. All relevant documents pertaining to this application are with us and can be inspected by the Singapore Workforce Development Agency (WDA) anytime.We declare that our organisation has not previously applied for training grants (comprising course fee and/or absentee payroll grants) to WDA.

es, we confirm the above declaration.



- 39. Read the Declaration carefully. To confirm, check the box "**Yes, we confirm the above declaration**", and click the "**Submit**" button.
- 40. The system will display the Acknowledgement Page. Please take note of the reference number.

Acknowledgement Page
Your application with Reference Number TG-2013-004087 has been submitted successfully.
Please click <u>here</u> to view and print your submitted application details.

41. Click the "Close" button.