

4.1 Apply for Training Grant by Company

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

These pre-approved courses are conducted by training organisations/ companies conducting courses in-house, registered in the SkillsConnect system.

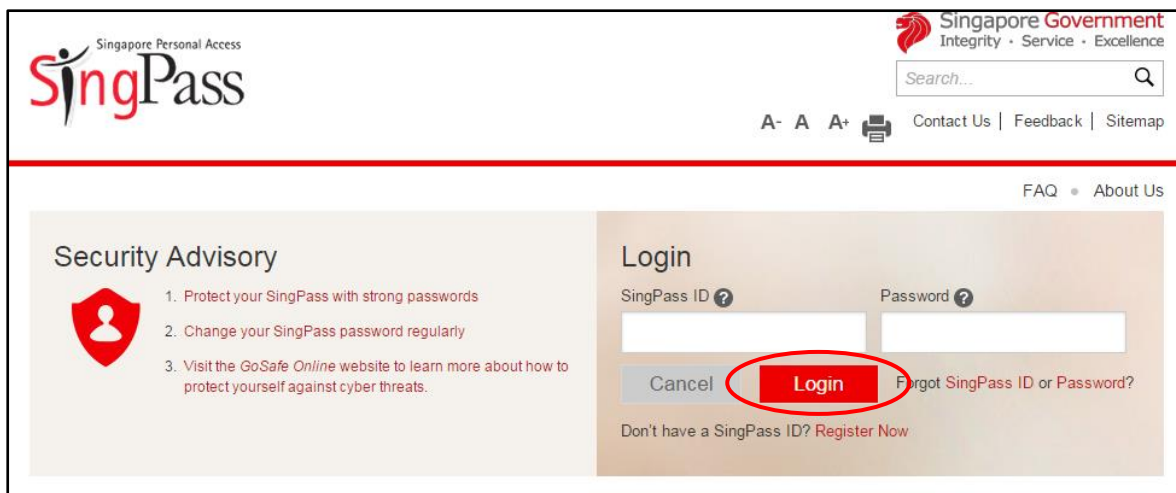
All applications for training grant will be subjected to SSG's Terms and Conditions for award of training grant.

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 SSG 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 [here](#).
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.



5. For Singaporeans or Permanent Residents, enter your NRIC number as your SingPass ID. Note that all Employment Pass holders can apply for SingPass. For more information, please visit <https://www.singpass.gov.sg/singpass/register/registerinstructions>.
6. Enter your Password.
7. Click the “**Login**” button.

Create Training Grant Application

1. Term & Conditions 2. **Company Information** 3. Online Form 4. Confirmation

Please update your organisation profile at the "Organisation Profile Management" Menu if the information displayed is incorrect or has changed.

Organization	Tasty Cupcakes		
Mailing Address	Block/Building Number	-	
	Building Name	-	
	Street Name	Marina Bay	
	Floor Number-Unit Number	---	
	Postal Code	875987	
Telephone	83748265		
Fax	-		
Email	-		
SME Flag	Yes		
Nature of Business	Manufacturing		
Main Business Activity	Baking		
Ownership	Wholly Local		
Total Employment	100		
Annual training budget as a percentage of company payroll	-%		
Fixed Asset Investment (at net book value)	S\$ -		

Branch Information

Branch Name: Tasty Cupcakes

Branch Authorised Administration Information

Role	Name	Identification Type	Identification Number	Designation

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14. Click the "**Next**" button.

15. The system will display the Search Courses page.

Search Courses

For better search results, search using key words under both Training Organisation Name and Course Title.

Training Organisation Name			
Course Title			
Course Code			
Payment Type	[select]		

Back **Search** Cancel

Search results

To view course details, please click the course title.
To apply training grant for a course, please select the button on the left and click the button.

	Training Organisation Name	Course Title	Total Training Duration (hrs)	Total Cost of Training Per Trainee (\$S)	For More Course Information	Course Code
<input type="radio"/>	Wonder Training School	Fundamentals Certificate	0	0		CRS-H-0001569
<input checked="" type="radio"/>	Wonder Training School	Microsoft Excel	0	0		CRS-H-0008370

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Select

16. Enter the search criteria for the course. 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 appropriate course and click the "**Select**" button.

18. The system will display the Course Information page.

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Course Information

Additional Information

Registration Type: View Course Details

Registration of Business: 12345678A

Training Organisation name: Wonder Training School

Course Reference Number: QHS-Q-0012345-FB

Course Title: Food and Beverage Safety and Hygiene Policies

Location of Training: Local

Fee Type (Click [here](#) to find out about the 2 different fee types - Full Fee vs. Net Fee. WDA has the discretion to reject a training organisation's request for Net Fee mode and approve it under the Full Fee mode.)

Full Fee ☐ Net Fee ☐

Course Start Date: 29 Mar 2016

Course End Date: 09 Apr 2016

Language Medium Provided: English

Number of Training Days: 1

Course Duration Components: (Please edit if the actual hours are different.)

Description	Hours
Classroom Training Hours	7.50

Total duration in hours per trainee: 7.50

Course Fee Components: (Please edit if the actual cost charged is different.)

Description	Cost (\$)
Course fee per trainee (excluding GST)	150.00

Total cost of training per trainee: 150.00

Please declare the following:

Is the course relevant to the Trainee(s) current role and in line with the business needs of the Applicant company?

Yes ☐ No ☐

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 click "No" if applicable.)

Please click "No" if you are a Government Agency or private entities held under a government agency.

Yes ☐ No ☐

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

Yes ☐ No ☐

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 OUTSIDE working hours. The Absentee Payroll funding is co-shared (95.5 for WTS or 80.20) between the government and the employer and it is to be paid to the employee via the employer. If you are applying for Absentee Payroll funding, granting off-in-lieu in place of paying the Absentee Payroll with top-up to your employee is not allowed.

(c) If you have not provided WDA with your GIRO account information or if you have changed your GIRO account, please download the GIRO form by clicking the link provided and submit to WDA for verification. [Download GIRO Form](#)

Please ensure that you have a valid GIRO number to disburse absentee payroll funding

GIRO Number: 7339-621-621850932001 ✓ Valid

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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 30 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 pre-populated. 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 the course is relevant to the trainee(s) current role and in line with the business needs of your company, and if your company is applying for Absentee Payroll funding.
25. If your company is applying for Absentee Payroll, please 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. (Note: If the GIRO is invalid, please download and re-submit a copy of the GIRO form to SSG. 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. Select “**Add Trainee to List**” to individually key in the trainee’s particulars. (Alternatively, you may choose to “**Upload Trainee Details**” in a CSV file format. For details, please visit www.skillsconnect.gov.sg/web/guest/guides and download the ‘[Upload Trainee Details in CSV File Format](#)’ user guide under section 4.1.1).
30. The system will display the “**Add Trainee to Details**” Page.

31. Enter all necessary fields. Mandatory fields are indicated by the red asterisk (*). Click “**Add**” button.
32. The system will display the “View Trainee Details page. Then, click “**back**” button.

33. The system will display the List of Trainee Information.

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[Download Trainee Template](#)

List of Trainee Information
Trainee(s) must be employed by the applicant company in accordance to the Employment Act. Freelancers and casual workers employed on an ad-hoc basis, and who do not enjoy any employment benefits are not eligible for funding.
You may choose to either enter the trainee particulars directly into the Training Grant Application by clicking on the 'Add Trainee to List' option or by uploading a prepared list of trainee particulars by selecting the 'Upload Trainee Details' option.
Please note that the **maximum number of trainees** for each training grant application or claim submission is **60**. Please split your submission should this be exceeded. Please click [here](#) for further instructions to proceed.
To use the 'Upload Trainee Details' option, you would first need to prepare your trainee details using the 'Download Trainee Template'.

Total Number of Trainees = 2

	S/N	NRIC/UN	Name of Trainee	Citizenship	Educational Qualification	Designation
<input type="checkbox"/>	1	S11111111A	LEE	Singapore Citizen	'A' Level or equivalent	Supervisors and Technicians
<input type="checkbox"/>	2	S22222222B	KEE	Singapore Citizen	WSQ Certificate	Production/Admin Support Staff

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Add Trainee to List Delete From List Upload Trainee Details

Save Back **Next** Cancel

34. Click the “Next” button.

35. Upon submission of trainee information, the SkillsConnect system will check against the eligible database of Workfare Training Support (WTS) letter recipients and assign WTS funding rate automatically. Trainees assigned WTS funding rate automatically will be displayed in **Table 1**. Trainees who are not assigned WTS funding rate automatically will be displayed in **Table 2**.

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Table 1
Base on our records, trainees in Table 1 are eligible for the enhanced funding under the Workfare Training Support(WTS) scheme

	S/N	NRIC/UN	Name of Trainee	Citizenship
<input type="checkbox"/>	1	S11111111A	XX	Singapore Citizen
<input type="checkbox"/>	2	S22222222B	XX	Singapore Citizen
<input type="checkbox"/>	3	S33333333C	XX	Singapore Citizen

Table 2
For trainees who are not identified based on our records, but who meet the WTS eligibility criteria (Singaporeans aged 35 and above and having a monthly income of not more than \$2,000 per month), you may select the checkbox beside the trainee's name in Table 2 to make a declaration of the trainee's WTS-eligibility.
By selecting the checkbox, you agree that you have validated the trainee's WTS-eligibility and declare that the information provided is true.
If you have made a declaration of the trainee's WTS-eligibility, please upload supporting documents (i.e. WIS letter, payslip, IRAS notice of assessment, SingPost's receipt, employment letter) in the next page and select the document type 'WTS Supporting Document (Confidential)'.

	S/N	NRIC/UN	Name of Trainee	Citizenship
<input checked="" type="checkbox"/>	1	S44444444D	XX	Singapore Citizen
<input type="checkbox"/>	2	S55555555E	XX	Singapore Citizen
<input type="checkbox"/>	3	S66666666F	XX	Singapore Citizen
<input type="checkbox"/>	4	S77777777G	XX	Singapore Citizen
<input type="checkbox"/>	5	S88888888H	XX	Singapore Citizen

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36. For trainees in **Table 2** whom you have validated to meet the WTS eligibility criteria (Singaporeans aged 35 years and above and earn a monthly income of not more than \$2,000 per month), you may select the checkbox beside the trainee's name to make a declaration of the trainee's WTS eligibility.

37. The declaration is not applicable for trainees who are less than 35 years old. For processing of applications for eligible persons with disabilities (PWDs) aged 13 to 34 and received WTS letters, you may contact the SSG call centre at 6785 5785 for assistance.

38. Remaining trainees in **Table 2** will be assigned the applicable funding rate based on the trainee information provided.

39. Click the “**Next**” button.

40. The system will display Upload Supporting Document page. If you have selected the checkbox to make a declaration of WTS eligibility, please upload copies of the supporting documents and select the document type ‘WTS Supporting Document (Confidential)’. Otherwise, there is no need to upload supporting documents unless requested.

41. To upload any supporting documents, click the “**Choose File**” button. Select the desired document and click the “**Open**” button. Only PDF or Zip files are acceptable.

42. Enter all necessary fields and click the “**Upload**” button. Please note that mandatory fields are indicated by the red asterisk (*).

43. Click the “**Next**” button.

44. The system will display the Company Declaration page.

45. 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.

46. 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.

47. The system will display the Confirmation page.

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Company Information

Organisation	Tasty Cupcakes	140
Building Number	Block/Building Number	A2 @ Paya Lebar
Street Name	Street Name	Marina Bay
Floor Number-Unit Number	Floor Number-Unit Number	#06-05
Postal Code	Postal Code	875987
Telephone	63745265	
Fax		
Email		
SME Flag	Yes	
Nature of Business	2 Baking	
Main Business Activity	Group Level	0
Employment Size	Company Level	100
Annual Sales Turnover	Group Level	S\$ 0.00
Annual training budget as a percentage of company payroll	Company Level	S\$ 3,128,710.00
Fixed Asset Investment (at net book value)	S\$	5.0%

Branch Information

Branch Name	Block/Building Number	Building Name	Street Name
Branch Location	Floor Number-Unit Number	Postal Code	

Branch Authorised Administration Information

Role	Name	Identification Type	Identification Number	Designation
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Course Info

Registration Type	Registration of Company
Organisation Registration Number	12345678A
Training Organisation name	Wonder Training School
Course Title	Food and Beverage Safety and Hygiene Policies
Location of Training	Local
Country	Singapore
Project Code - Project Name	
Fee Type	Nett Fee
Course Start Date	29 Mar 2016
Course End Date	09 Apr 2016
Language Medium Provided	English
Number of Training Days	1
Course Duration Components	

Description	Hours
Classroom Training Hours	7.50

Description	Cost (\$S)
Course fee per trainee (excluding GST)	150.00

Total duration in hours per trainee: 7.50

Total cost of training per trainee: 150.00

Course Fee Components:

Please declare the following:

Is the course relevant to the Trainee(s) current role and in line with the business 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 click "No" if applicable.) Yes

We declare that we will make the mandatory Absentee Payroll top-up portion to our employee if training is conducted OUTSIDE working hours within 1 calendar month from receipt of the approved claim funding. Yes

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 OUTSIDE working hours. The Absentee Payroll funding is co-shared (65 for WTS or 80/20) between the government and the employer and it is to be paid to the employee via the employer. If you are applying for Absentee Payroll funding, granting off-in-lieu in place of paying the Absentee Payroll with top-up to your employee is not allowed.

Trainee Details

S/N	NRIC/URN	Name of Trainee	Citizenship	Type of Funding	Educational Qualification	Designation
1	S7061042A	Xu Li	Singapore Citizen	Normal	A Level or equivalent	Production/Admin Support Staff

Company Declaration

Please declare the following:

Are the trainees direct employees on your company's payroll? 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.

Are the trainees fully sponsored financially by your company? Yes

If No, please clarify: -

Has your company applied for any form of financial support for this particular training course from other funds apart from WDA? No

If Yes, please clarify: -

Application Submission Remarks: -

View Supporting Documents

DECLARATION

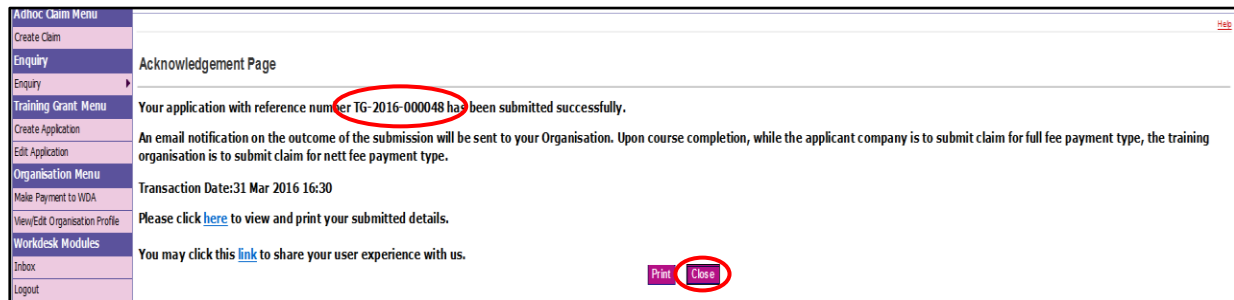
We declare that the information stated in this training grant application and the accompanying information are true and correct and the expenses incurred have been paid by us for the approved training course and that apart from this application, no other applications have been made for these expenses. 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.

☒ Yes, we confirm the above declaration.

Print this page Submit Back Cancel

48. Read the Declaration carefully. To confirm, check the box "Yes, we confirm the above declaration", and click the "Submit" button.

49. The system will display the Acknowledgement Page. Please take note of the reference number.



50. Click the “**Close**” button.