4.3 Edit Approved Training Grant Application by Company

An authorised user from the company is able to edit a full fee training grant application (where the corresponding claim has not yet been created or submitted) that has been approved by SSG.


2. Click LOGIN, and select the login type.

3. If Reg Type (ROB/ROC/UEN) has been selected as login, the system will display the CorpPass login page. Click “Please login using CorpPass”.

From 1 September 2018, organisations with valid UEN have to login using CorpPass only for your online business transactions with SkillsConnect (all other methods will be discontinued).
4. Fill in the required information to log in with CorpPass.

5. If **Reg Type (Others)** has been selected as login, the SingPass login page will be displayed.

6. After login, the Summary Profile page will be displayed.

7. Click “Participating Company”.
8. The system will display the inbox of your account. At the left menu panel, click “Edit Application” under the Training Grant Menu.

9. The Search Training Grant Application page will be displayed.

10. Enter at least one search criterion. Click “Search”. Search results matching your search criteria will be displayed.

11. Select the radio button of the application you wish to edit and click “Select”.

12. The Terms and Conditions page will be displayed.

13. Read the Terms and Conditions carefully.
14. If you agree to and accept the SkillsConnect Terms and Conditions, select “Yes, we accept the above Terms and Conditions” and “Proceed”.

15. The Common Do’s and Don’ts of SkillsConnect Applications and Claims page will be displayed. Read carefully. Click “Next”.

16. The Company Information page will be displayed. Click “Next”.

17. The Online Form page will be displayed. Make the necessary edits and click “Next”.

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**Image 1:**
The Common Do’s and Don’ts of SkillsConnect Applications and Claims page.

**Image 2:**
The Company Information page.

**Image 3:**
The Online Form page.
18. The List of Trainee Information will be displayed.

19. Select the trainee you wish to edit by clicking the “Edit” button. You may also add a new trainee to the list by clicking “Add Trainee to List” or delete an existing trainee from the list by clicking “Delete From List”. Make the necessary edits and click “Next”.

20. Upon submission of trainee information, the SkillsConnect system will check against the database of eligible 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.

21. 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. 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, you may contact the SSG call centre at 6785 5785 for assistance.

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

23. Click “Next”.
24. The Upload Supporting Document page will be displayed. If you have selected the checkbox to make a declaration of WTS eligibility, please upload documents to support your declaration and select document type “WTS Supporting Document (Confidential)".

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

26. Enter all necessary fields and click “Upload”. Mandatory fields are indicated by the red asterisk (*).

27. Click “Next”.

28. The system will display the Declaration page.

29. 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.

30. If you want to save the draft for submission later, click “Save”. All information entered can be retrieved later. Please note that saving as draft does not equate to a submission. Otherwise click “Next” to proceed.

31. The Confirmation page will be displayed.
32. Read the Declaration carefully.

33. If you confirm that all information and particulars provided in the online form are true, complete and accurate and accept the declaration, select “Yes, we confirm the above declaration” and “Submit”.

34. The Acknowledgement Page will be displayed. Please take note of the reference number.

35. Click “Close”.